



demo

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Update data for the *StaffExtension* complex type as needed.

The *StaffExtension* complex represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. This information can be entered manually or extracted from TxEIS Human Resources or imported from another source.

Modify a record:

[Select a staff person](#)

To retrieve a staff person's records, select the staff person in one of the following ways:

Staff	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Texas Unique Staff ID	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Directory	Click Directory to select a staff person from the Staff Directory .
Field	Description
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Field	Description
Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino:
	American Indian AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
	Asian ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	Black BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
	Pacific Islander NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	White WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

Under **Experience**:

Days Employed	NUMBER-DAYS-EMPLOYED (E0160) Type the actual number of at-work days within the school year that the employee is scheduled to work. Do not include holidays, weekends, or any other days the employee is not scheduled to work. If the employee does not work the same number of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161) Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

Percent of Day	<p>PERCENT-DAY-EMPLOYED (E0760)</p> <p>Type the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, determine the percentage directly from the contract (i.e., full-time=100, half-time=050, etc).</p> <p>For a non-contract employee, determine the percentage as follows: Example: The standard work day for the district is 7 hours. The employee is hired to work for 4 hours a day. In this case, type 057 for the employee because $4/7 = .571$, which is rounded down.</p> <p>Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100. Do not look at the job, but rather the number of hours worked in relation to the standard district work day.</p>
Highest Degree	<p>HIGHEST-DEGREE-LEVEL-CODE (E0730)</p> <p>Code table: C015</p> <p>Select the highest post-secondary degree the person has earned from an accredited institution.</p>
Staff Type	<p>STAFF-TYPE-CODE (E1073)</p> <p>Code table: C181</p> <p>Indicate if the employee is on the district payroll or is a contracted instructional staff person.</p>

Click **Save**.

Other functions and features:

Prev and Next	<p>Scroll through staff.</p> <p>Once a staff person is retrieved, click Prev or Next to scroll to the previous or next staff person alphabetically.</p>
Add	<p>Add a staff record.</p> <p>Click Add to add an employee record.</p>
Delete	<p>Delete all of the employee's records.</p> <p>Click Delete to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the staff ID.</p> <p>The Change ID button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click Change ID. The Change Staff ID section is displayed at the top of the page.</p> <p>In the New Staff ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Staff ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>



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