



# fall\_frozen\_staff



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**NOTE:**

- Non-employee data imported from the [Import Staff File](#) utility can also be maintained in District Admin.
- If you make changes on a ASCENDER State Reporting maintenance page, such as changing a staff ID, you should verify that the change was also made in Personnel (**Personnel > Maintenance > Staff Demo > Demographic Information** and **Personnel > Utilities > Change Staff ID**).

[State Reporting > Maintenance > Fall > Staff > Demo and Experience](#)

Save
Retri

STAFF:  TEXAS UNIQUE STAFF ID:

Change ID
Delete
Add

DEMO AND EXPERIENCE
PAYROLL
CLASSROOM RESPONSIBILITIES
NONCLASSROOM RESPONSIBILITIES

Complex Types - StaffExtension, PayrollExtension

Staff ID:

**Demographic Information**

Name:

First
Middle
Last
Generation
TX Unique Staff ID

Date of Birth:  Sex:  Hispanic:

**Races**

American Indian: 
Asian: 
Black: 
Pacific Islander: 
White:

Paraprofessional Certification:

**Experience**

Staff Type:  Days Employed:  Percent of Day:

District Years:  Total Years:  Highest Degree:

Auxiliary Role ID:

Update data for the *StaffExtension* and *PayrollExtension* complex types as needed.

- **First**, **Middle**, and **Last Name** fields now allow up to 50 characters each.

[Cross reference for Staff Demo and Experience tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
<b>District Admin &gt; Maintenance &gt; Non-Employee</b>		
<b>Staff Type</b>	STAFF-TYPE-CODE (E1073) (Code table: C181)	<ul style="list-style-type: none"> <li>• 1 - School District Or Charter School Employee</li> <li>• 3 - Contracted Professional Staff</li> <li>• 4 - In-District Charter Prtnr Campus Teacher</li> </ul>
<b>Personnel &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</b>		
<b>Name - First</b>	FIRST-NAME (E0703)	<b>Legal - First</b>
<b>Name - Middle</b>	MIDDLE-NAME (E0704)	<b>Legal - Middle</b>
<b>Name - Last</b>	LAST-NAME (E0705)	<b>Legal - Last</b>
<b>Generation</b>	GENERATION-CODE (E0706) (Code table: C012)	<b>Legal - Generation</b>
<b>TX Unique Staff ID</b>	TX-UNIQUE-STAFF-ID (E1524)	<b>Texas Unique Staff ID</b>
<b>Date of Birth</b>	DATE-OF-BIRTH (E0006)	<b>DOB</b>
<b>Sex</b>	SEX-CODE (E0004) (Code table: C013)	<b>Sex</b>
<b>Hispanic</b>	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	<b>Hispanic/Latino</b>
<b>Races - American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	
<b>Races - Asian</b>	ASIAN-CODE (E1060) (Code table: C088)	
<b>Races - Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	
<b>Races - Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	
<b>Races - White</b>	WHITE-CODE (E1063) (Code table: C088)	
<b>Personnel &gt; Maintenance &gt; Staff Job/Pay Data &gt; Employment Info</b>		
<b>Percent of Day</b>	PERCENT-DAY-EMPLOYED (E0760)	<b>Percent Day Employed</b>
<b>District Years</b>	YEARS-EXPERIENCE-IN-DISTRICT (E0161)	<b>Years Experience - Professional - In District</b>
<b>Total Years</b>	TOTAL-YEARS-PROF-EXPERIENCE Years (E0130)	<b>Experience - Professional - Total</b>
<b>Highest Degree</b>	HIGHEST-DEGREE-LEVEL-CODE (E0730) (Code table: C015)	<b>Highest Degree</b>
<b>Auxiliary Role ID</b>	AUXILIARY-ROLE-ID PEIMS (E1594) (Code table: C213)	<b>Auxiliary Role ID</b>
<b>Personnel &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</b>		
<b>Days Employed</b>	NUMBER-DAYS-EMPLOYED (E0160)	<b>Calendar/Local Info - # of Days Empld</b>

[State Reporting > Maintenance > Fall > Staff > Payroll](#)

Save

STAFF: 188850483 : DOUGLAS, DEBORAH ANN      TEXAS UNIQUE STAFF ID: 0499985145

Change ID      Delete      Add

DEMO AND EXPERIENCE      **PAYROLL**      CLASSROOM RESPONSIBILITIES      NONCLASSROOM RESPONSIBILITIES

Complex Type - PayrollExtension

Del	Activity	Fund	Func	Obj	Org	FscL Yr	Pgm Int	Amount
	80	199	11	6119	105	0	32	45,185
								\$0

Rows: 1

Add

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

Cross reference for Staff Payroll tab:

State Reporting Field	Element	ASCENDER Field(s)
FscL Yr	FISCAL-YEAR (E0974)	last digit of current fiscal year for fund (e.g., 0 for 2021-2022)
<b>Personnel &gt; Maintenance &gt; Staff Job/Pay Data &gt; Distributions</b>		
Activity	PAYROLL-ACTIVITY-CODE (E0424) (Code table: C018)	Activity Code
Fund	FUND-CODE (E0316) (Code table: C145)	Account Code
Func	FUNCTION-CODE (E0317) (Code table: C146)	Account Code
Obj	OBJECT-CODE (E0318) (Code table: C159)	Account Code
Org	ORGANIZATION-CODE (E0319)	Account Code
Pgm Int	PROGRAM-INTENT-CODE (E0320) (Code table: C147)	Account Code
Amount	PAYROLL-AMOUNT (E0425)	Amount

State Reporting > Maintenance > Fall > Staff > Classroom Responsibilities

DEMO AND EXPERIENCE      PAYROLL      **CLASSROOM RESPONSIBILITIES**      NONCLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Camous	Role ID	Service ID	Class ID	Class Type	Monthly Minutes	Eye Served	Grade Level	Nbr of Students	ESC SSA	Days Wk 1	Min Wk 1	Days Wk 2	Min Wk 2	Days Wk 3	Min Wk 3
	163999	045	087	02850000	P611-02-3-000000	01	1000	01		19		5	0	0	0	0	0
					...		0			0		0	0	0	0	0	0

Rows: 1

Add

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur

inside the classroom.

Cross reference for Staff Classroom Responsibilities tab:

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
<b>Personnel &gt; Maintenance &gt; Staff Demo &gt; Responsibility</b>		
Campus	CAMPUS-ID (E0266)	Campus
Role ID	ROLE-ID (E0721) (Code table: C021)	Role ID
Service ID	SERVICE-ID (E0724) (Code table: C022)	Service ID
Class ID	CLASS-ID-NUMBER (E1056)	Class ID
Class Type	CLASS-TYPE-CODE (E1055) (Code table: C179)	Class Type
Monthly Minutes	MONTHLY-MINUTES (E1057)	Monthly Minutes
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	Pop Served
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170)	# of Students
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	ESC/SSA
Days Wk 1-4 (PE instructors only)	NUMBER-DAYS-TAUGHT-WEEK-1 (E1604) NUMBER-DAYS-TAUGHT-WEEK-2 (E1605) NUMBER-DAYS-TAUGHT-WEEK-3 (E1606) NUMBER-DAYS-TAUGHT-WEEK-4 (E1607)	Days Wk 1-4
Min Wk 1-4 (PE instructors only)	NUMBER-MINUTES-TAUGHT-WEEK-1 (E1608) NUMBER-MINUTES-TAUGHT-WEEK-2 (E1609) NUMBER-MINUTES-TAUGHT-WEEK-3 (E1610) NUMBER-MINUTES-TAUGHT-WEEK-4 (E1611)	Min Wk 1-4

State Reporting > Maintenance > Fall > Staff > Nonclassroom Responsibilities

STAFF:  TEXAS UNIQUE STAFF ID:

DEMO AND EXPERIENCE    PAYROLL    CLASSROOM RESPONSIBILITIES    NONCLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Pop Served	ESC SSA	Monthly Minutes
<input type="checkbox"/>	<input type="text" value="001905"/>	<input type="text" value="903"/>	<input type="text" value="113"/>	<input type="text" value="SS013000"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Rows: 1

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services performed outside the classroom.



Cross reference for Staff Nonclassroom Responsibilities tab:

<b>State Reporting Field</b>	<b>Element</b>	<b>ASCENDER Field(s)</b>
<b>District</b>	E0212 DISTRICT-ID	
<b>Human Resources &gt; Maintenance &gt; Staff Demo &gt; Responsibility</b>		
<b>Campus</b>	CAMPUS-ID (E0266)	<b>Campus</b>
<b>Role ID</b>	ROLE-ID (E0721) (Code table: C021)	<b>Role ID</b>
<b>Service ID</b>	SERVICE-ID (E0724) (Code table: C022)	<b>Service ID</b>
<b>Pop Served</b>	POPULATION-SERVED-CODE (E0747) (Code table: C030)	<b>Pop Served</b>
<b>ESC SSA</b>	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	<b>ESC/SSA</b>
<b>Monthly Minutes</b>	MONTHLY-MINUTES (E1057)	<b>Monthly Minutes</b>



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