fall_submission_verify_hr_employment_info

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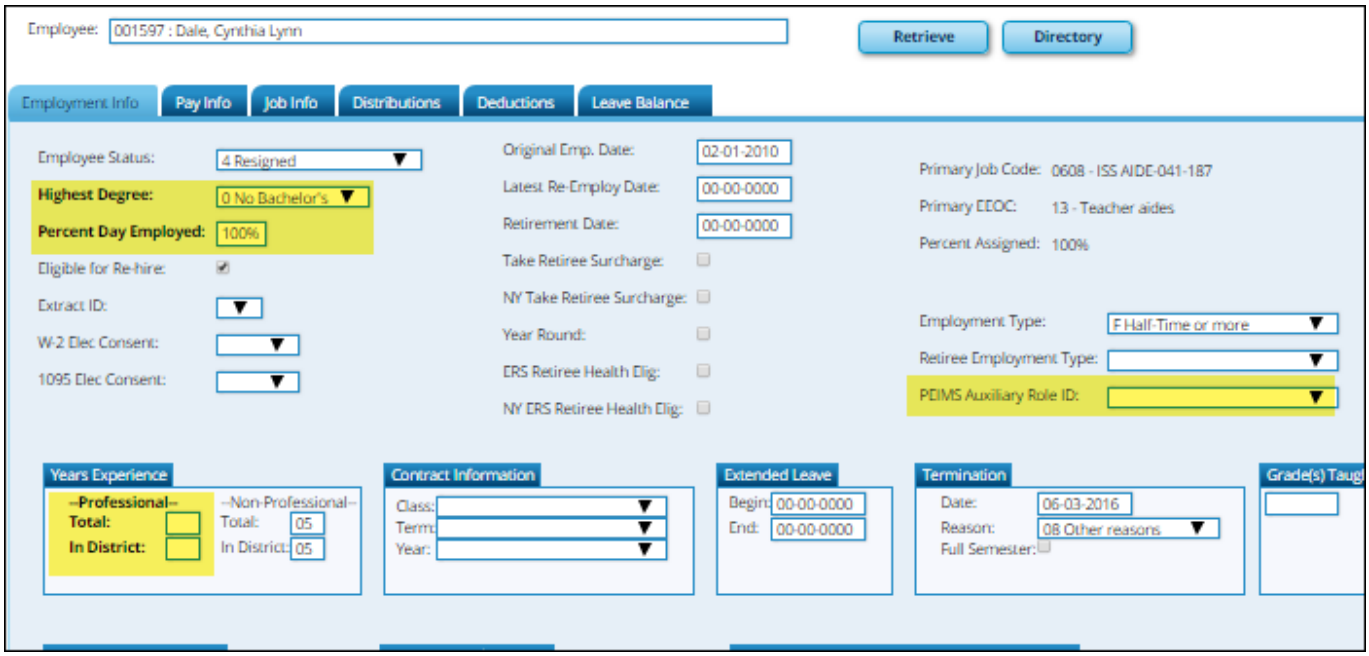

Category: Staff
Interchange: *StaffAssociationExtension*
Complex Type: *StaffExtension* (30040)
Description: Staff ID and demographics. An individual who performs specified activities for the education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

The following elements from the *StaffExtension* complex type are included in Submission 1:

❑ HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) is the highest grade level in school completed or its equivalent, or the highest degree received.

❑ YEARS-EXPERIENCE-IN-DISTRICT **Years Experience - In District** (E0161) is the number of completed years that a 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.

❑ TOTAL-YEARS-PROF-EXPERIENCE **Years Experience - Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.

Category: Staff
Interchange: *StaffAssociationExtension*
Complex Type: *StaffEducationOrgEmploymentAssociationExtension* (30050)
Description: Staff employment. The education organization an employee, contractor, volunteer or other service provider is formally associated with.

The following elements from the *StaffEducationOrgEmploymentAssociationExtension* complex type are included in Submission 1:

❑ PERCENT-DAY-EMPLOYED **Percent Day Employed** (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half- time=“050, and so on. For a non-contract employee, the percentage can be determined as follows.

Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because 4/7 = .571, which is rounded down.

Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard district work day, not the job.

❑ AUXILIARY-ROLE-ID **PEIMS Auxiliary Role ID** (E1594) is the capacity in which a non-exempt auxiliary employee serves. This must be reported for all employees who serve in a non-professional or non-paraprofessional role. Employees reported with an Auxiliary Role ID are reported with the base pay associated with object code 6129.

NOTE: Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA is a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129.

Because there may be duplication between Role ID and Auxiliary Role ID, the district must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

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