fall_submission_verify_hr_staff_responsibility

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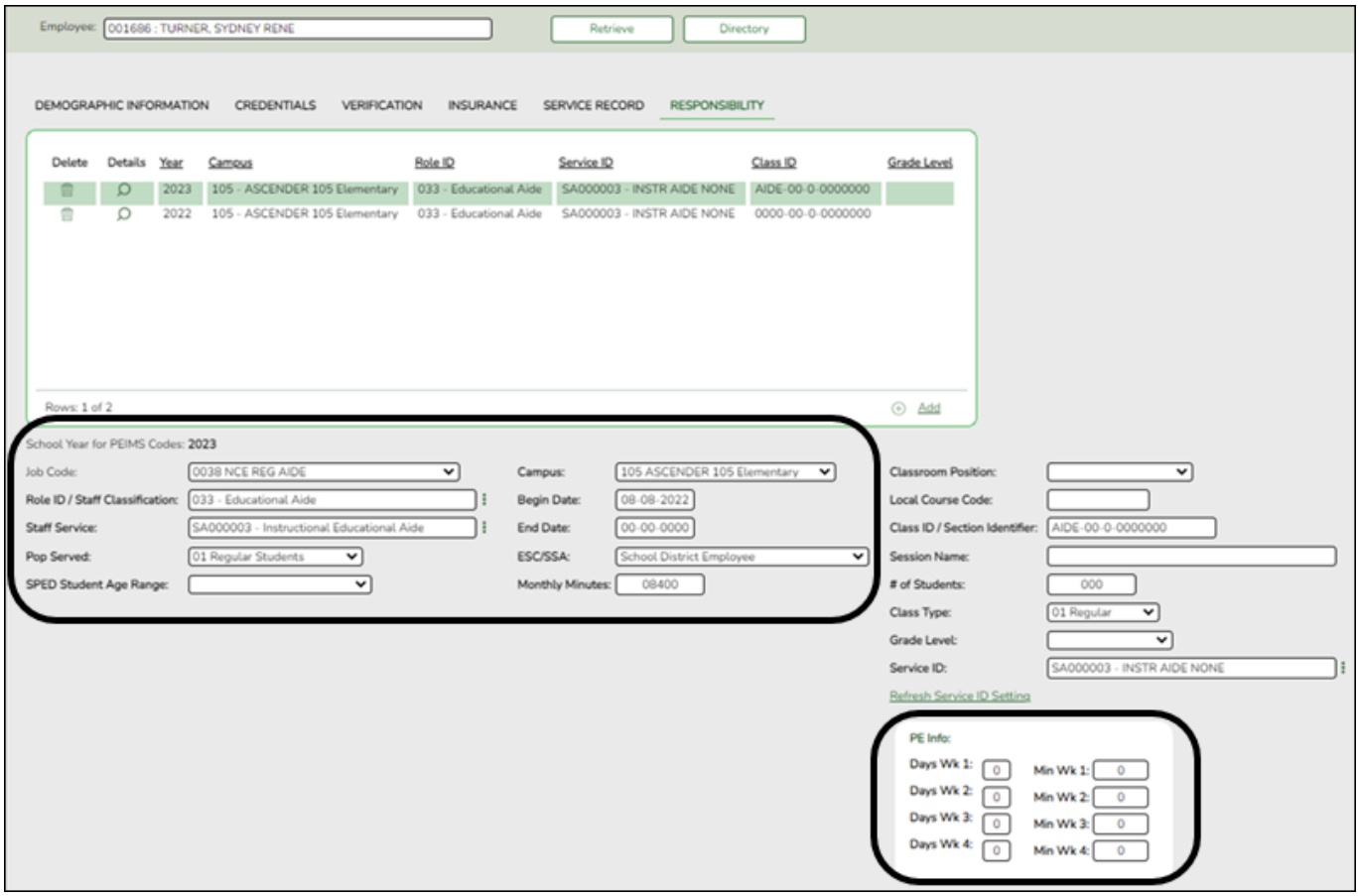

NOTE: To create records for a new school year, use the utility on *Personnel > Utilities > Mass Update > Responsibility*.

NOTE: For instructional staff, the 30090 records may come from staff demo record in Personnel or from the master schedule in ASCENDER Grade Reporting, or both, depending on how your district is set up.

Reported Elements from Responsibility:

Element	Code Table	Data Element	ASCENDER Name
E0721	C021	ROLE-ID	Role ID
E0724	C022	SERVICE-ID	Service ID
E0747	C030	POPULATION-SERVED-CODE	Pop Served
E0170	—-	NUMBER-STUDENTS-IN-CLASS	# of Students

Element	Code Table	Data Element	ASCENDER Name
E1056	—-	CLASS-ID-NUMBER	# of Students **When extracting from the master schedule, the class ID number is set to the course number (four to eight digits) + two-digit section number + one-digit semester number + padding with zeros. Example: 0901-11-1-0000000**
E1055	C179	CLASS-TYPE-CODE	Class Type
E1057	—-	MONTHLY-MINUTES	Monthly Minutes **NOTE**: Monthly Minutes is required for counselors.
E1015	C169	ESC-SSA-STAFF-INDICATOR-CODE	ESC/SSA **This is reported by ESCs only; the field is not valid for school districts.**
E1604 E1605 E1606 E1607	—-	NUMBER-DAYS-TAUGHT-WEEK-1 NUMBER-DAYS-TAUGHT-WEEK-2 NUMBER-DAYS-TAUGHT-WEEK-3 NUMBER-DAYS-TAUGHT-WEEK-4	Days Wk 1 Days Wk 2 Days Wk 3 Days Wk 4 **These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.**
E1608 E1609 E1610 E1611	—-	NUMBER-MINUTES-TAUGHT-WEEK-1 NUMBER-MINUTES-TAUGHT-WEEK-2 NUMBER-MINUTES-TAUGHT-WEEK-3 NUMBER-MINUTES-TAUGHT-WEEK-4	Min Wk 1 Min Wk 2 Min Wk 3 Min Wk 4 **These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.**

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