



# fall\_submission\_verify\_hr\_staff\_responsibility



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Employee:

Demographic Information | Credentials | Verification | Insurance | Service Record | Responsibility

Delete	Details	Campus	Role ID	Service ID	Pop Served	# of Students	Class ID	Class Types	Monthly I
		041 - TxDIS Jr. High School 7 - 8	033 - Educational Aide	SA000003 - INSTR.AIDE NONE	01 - Regular Students	000	1597-11-1-0000000	01 - Regular	0900

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School Year for PEIMS Codes: 2020

Campus:  # of Students:  ESC/SSA:   
 Role ID:  Class ID:  Job Code:   
 Service ID:  Class Type:  Days Wk 1:  Min Wk 1:   
 Pop Served:  Monthly Minutes:  Days Wk 2:  Min Wk 2:

**Category: Staff****Interchange: StaffAssociationExtension****Complex Type: StaffResponsibilitiesExtension (30090)**

Description: Staff associated with their responsibilities within the LEA and/or school.

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

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the fall submission:

- ROLE-ID **Role ID** (E0721) is the capacity in which a person serves (e.g., teacher, art therapist, or superintendent). If a person's actual role is not listed in code table C021, choose the closest approximation. Instructional Educational Aides are reported as role 033.
- SERVICE-ID **Service ID** (E0724) indicates the services supplied by staff, including both courses and non-teaching responsibilities. Responsibilities such as lunch monitoring duty or playground supervision are not reported.
- POPULATION-SERVED-CODE **Pop Served** (E0747) identifies the student population for which a

service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course-section. If intent cannot be determined, use code 01 (i.e., Regular Students).

**NUMBER-STUDENTS-IN-CLASS # of Students** (E0170) is the count of students in membership in the class as of the reporting date. Only the Teacher of Record is reported with this number; all other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0.

**CLASS-ID-NUMBER Class ID** (E1056) is a 14-character, alphanumeric, district-defined ID identifying a unique course-section that is unique for a particular school year, campus, and service ID. This unique ID is assigned to the instructor's duties for a particular class. The class ID number can be repeated at a campus if multiple teachers are assigned to the same course-section. **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

**CLASS-TYPE-CODE Class Type** (E1055) is the type of class providing instruction to students in particular class settings and is used to differentiate classes providing instruction in a regular setting classroom from non-regular classrooms. CLASS-TYPE-CODE is based on the INSTRUCTIONAL-SETTING-CODE reported on the staff responsibility record.

**MONTHLY-MINUTES Monthly Minutes** (E1057) is the total number of minutes in a month devoted to a particular class. A month is generally considered to be the four weeks prior to the fall snapshot date. The total MONTHLY-MINUTES are reported for each class. The four weeks preceding the snapshot date must be considered to calculate the monthly minutes.

Examples:

- A class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks).
- A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks).
- A class taught for different amounts of time each week would be reported with a cumulative monthly minute total.

**ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA** (E1015) indicates if the ESC staff responsibility being reported is part of a shared services arrangement for which the ESC is the fiscal agent. **This is reported by ESCs only; the field is not valid for school districts.**

**NEW: NUMBER-DAYS-TAUGHT-WEEK-1 Days Wk 1** (E1604), **NUMBER-DAYS-TAUGHT-WEEK-2 Days Wk 2** (E1605), **NUMBER-DAYS-TAUGHT-WEEK-3 Days Wk 3** (E1606), **NUMBER-DAYS-TAUGHT-WEEK-4 Days Wk 4** (E1607) indicate the number of days the employee provides physical education instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are one digit between 0-7.

**NEW: NUMBER-MINUTES-TAUGHT-WEEK-1 Min Wk 1** (E1608), **NUMBER-MINUTES-TAUGHT-WEEK-2 Min Wk 2** (E1609), **NUMBER-MINUTES-TAUGHT-WEEK-3 Min Wk 3** (E1610), **NUMBER-MINUTES-TAUGHT-WEEK-4 Min Wk 4** (E1611) is the number of minutes the employee provides physical education instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are up to four digits between 0-3000.





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