



fall_submission_verify_hr_staff_responsibility

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Employee: 001686 : TURNER, SYDNEY RENE Retrieve Directory

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	105 - ASCENDER 105 Elementary	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-00-0-0000000	
		2022	105 - ASCENDER 105 Elementary	033 - Educational Aide	SA000003 - INSTR AIDE NONE	0000-00-0-0000000	

Rows: 1 of 2 ➕ Add

School Year for PEIMS Codes: 2023

Job Code: 0038 NCE REG AIDE Campus: 105 ASCENDER 105 Elementary Classroom Position:

Role ID / Staff Classification: 033 - Educational Aide Begin Date: 08-08-2022 Local Course Code:

Staff Service: SA000003 - Instructional Educational Aide End Date: 00-00-0000 Class ID / Section Identifier: AIDE-00-0-0000000

Pop Served: 01 Regular Students ESC/SSA: School District Employee Session Name:

SPED Student Age Range: Monthly Minutes: 08400 # of Students: 000

Class Type: 01 Regular Grade Level: Service ID: SA000003 - INSTR AIDE NONE

[Refresh Service ID Setting](#)

PE Info:

Days Wk 1:		Min Wk 1:	
Days Wk 2:		Min Wk 2:	
Days Wk 3:		Min Wk 3:	
Days Wk 4:		Min Wk 4:	

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

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 ASCENDER Grade Reporting, or both, depending on how your district is set up.

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

☐ **ROLE-ID Role ID** (E0721) (Code table: C021) 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) (Code table: C022) 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) (Code table: C030) 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) (Code table: C179) 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 service. A month is generally considered to be the four weeks prior to the fall snapshot date. The total MONTHLY-MINUTES are reported for each service. 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.

NOTE: Monthly Minutes is required for counselors.

☐ **ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA** (E1015) (Code table: C169) 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.**

☐ 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) is the number of days the employee provides physical education (PE) 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. **These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.**

☐ 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 (PE) 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. **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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