



# staff



# Table of Contents

**Staff Fall Extract** ..... 1



# Staff Fall Extract

**State Reporting > Extracts > Fall > Staff**

Data extracted: *InterchangeStaffAssociationExtension*.

The page extracts data from the master schedule and the Human Resources application. For districts using only the Student or only the Business system, some options are not available.

**Extract data:**

<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.
<b>PEIMS Fall As-of Date</b>	(Display only) The fall as-of date is displayed, as entered in the <b>As-of Date</b> field on <a href="#">State Reporting &gt; Options</a> .

Under **Demographic Data:**

<b>Staff Demo Records from HR</b>	<p>This option is only displayed if you have access to Personnel.</p> <p>Select to delete all existing staff data and extract demographic data from Personnel. If selected, all existing staff records are deleted from the following tables: Staff Demo and Experience, Payroll, Classroom Responsibilities, and Nonclassroom Responsibilities.</p> <ul style="list-style-type: none"> <li>• Staff records with pay type 1 are extracted.</li> <li>• Staff records with pay type 2 or 3 are extracted if the employee status is 1 - active professional, 2 - active auxiliary per, 3 - retired, or 8 - temporary.</li> <li>• Staff records with pay type 4 are extracted if the employee status is A - long term substitute and the TRS Member Position is 02.</li> </ul> <p>This option may only need to be selected the first time you extract data, unless changes in Personnel have occurred since the last time you extracted data.</p>
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Under **Responsibilities:**

<b>Extract from Grade Reporting</b>	These option is only available if you have access to ASCENDER Grade Reporting.	
	<b>Classroom Responsibilities from Master Schedule</b>	<p>Select to delete all existing classroom responsibility records in State Reporting and extract records from the master schedule. The role ID and population served data is extracted from the campus section records. If these do not exist at the campus level, they are extracted from the district records.</p> <p>If selected, you cannot select <b>Retain Classroom Responsibility Records</b>; you must select one or the other.</p>
	<b>Update Class Counts from Master Schedule</b>	(Optional) Select to update the number of students in the classroom responsibility records for the teacher of record (i.e., class role=01) according to the number of students enrolled in the section on the fall snapshot date. For teachers with class role 02 (i.e., assistant teacher) or 03 (i.e., support teacher), the number of students is set to 0.
	<b>Retain Classroom Responsibility Records</b>	<p>Select to re-extract demographic data without deleting and re-extracting classroom responsibility data. A district would select this option if it has extracted responsibility records from the master schedule, and the records are ready to submit to TEA, but the district needs to re-extract staff data from HR. This option is only available if you have access to the HR application.</p> <p>Select this option if Staff Responsibilities records have been extracted from either HR or Grade Reporting.</p> <p>Select this option if Staff Responsibilities records are not extracted from both HR and Grade Reporting at the same time. If you do not select this option, previously extracted records will be deleted.</p> <p>If selected, you cannot select <b>Classroom Responsibilities from Master Schedule</b>; you must select one or the other.</p>
	<b>Use Max Seats if No Students Enrolled</b>	(Optional) Select to extract the maximum number of seats on the section record if no students are enrolled in the section. This field is used by campuses that create responsibility records from the master schedule, but do not assign schedules to students. Leave blank if you do not want to create responsibility records for sections with no students enrolled.

<b>Extract from Personnel</b>	<p>This data is extracted from Personnel for both Student and Business users. These options are only displayed if you have access to ASCENDER Personnel. Nonclassroom responsibilities data should be entered in Personnel.</p> <p>If the district does not use the master schedule to create classroom responsibilities data, the classroom responsibilities data should also be entered in Personnel.</p>	
	<b>Non-Classroom Responsibilities</b>	Select to delete all existing non-classroom responsibility data in State Reporting and extract data from Personnel.
	<b>Classroom Responsibilities</b>	<p>Select to extract classroom responsibilities from Personnel. If selected, records are only added to the frozen records; existing responsibilities are not deleted or updated, unless:</p> <p><b>Staff Demographic Records from Personnel</b> is selected and <b>Retain Classroom Responsibility Records</b> is not selected, or</p> <p><b>Classroom Responsibilities from Master Schedule</b> is selected.</p> <p>Only role IDs with instructional responsibilities (002, 007, 015, 016, 017, 018, 021, 026, 032, 033, 036, 047, and 087 (e.g., instructional aides, speech therapists, etc)) are extracted. You must select this option if any instructional responsibilities are entered in Personnel.</p>

Under **Payroll Data**:

This section is only available if you have access to the ASCENDER Business system. To use the crosswalk tables, the tables must be built prior to extracting data.

<b>Fiscal Year</b>	Select the ending year of the fiscal year that you are reporting. For example, for the 2023-2024 school year, select 4.
<b>Payroll Records</b>	Select to delete all existing payroll records and extract records from Payroll.
<b>Payroll Freq</b>	Select the payroll frequency to include in the extract. Only frequencies you have access to are listed.
<b>Include Acct Type 'S' Distrib</b>	Select to extract supplemental distributions (account type S).

Under **Crosswalks**, select any crosswalk tables you are using. The [crosswalk tables](#) must be built prior to running the extract.

<b>Use 80 for Blank Activity</b>	Select to change the payroll activity code to 80 for all payroll distribution records whose activity codes are blank.
<b>Use 80 for Largest Activity</b>	Select to change the payroll activity code to 80 for the employee's largest or only payroll distribution record.
<b>Crosswalk 049</b>	Select to omit a specific fund from the fall submission.
<b>Crosswalk 045</b>	Select to convert a specific fund/subobject combination to a program code.
<b>Crosswalk 046</b>	Select to convert one fund code to another fund code.
<b>Crosswalk 047</b>	Select to convert one object code to another object code.

<b>Crosswalk 048</b>	Select to convert one function code to another function code.
<b>Crosswalk 055</b>	Select to convert a specific fund/function/subobject combination to a program code.
<b>Crosswalk 056</b>	Select to convert a specific fund code to a program code.
<b>Crosswalk 069</b>	Select to convert a specific fund/program combination to a program code.
<b>Crosswalk 040</b>	Select to convert one organization code to another organization code.
<b>Replace 00 in 6XXX with 99</b>	Select to replace program intent codes 00 in 6XXX with 99, when the function code is not 11.

Click **Run** to extract the selected records.

A message is displayed indicating that the extract is complete, and the **Print** button is enabled.

Click **Print** to print the report.

The Print Options window opens allowing you to select a report.

Select a report and click **OK**. The report opens in a new tab/window.

- **Summary** report - Lists errors by campus then employee/teacher ID.
- **Demo** report - Lists staff alphabetically with demo and experience data.
- **Payroll** report - Lists instructors by staff ID with activity code, account code, and amount.
- **Responsibility** report - Lists staff by ID with responsibility records.

Correct any errors. Errors are usually caused by errors in the crosswalk, teacher file, or master schedule.



## Back Cover