



class

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Update data for the *StaffResponsibilitiesExtension* complex type as needed.

Modify a record:



[Select a staff person](#)


To retrieve a staff person's records, select the staff person in one of the following ways:

Staff	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Texas Unique Staff ID	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Directory	Click Directory to select a staff person from the Staff Directory .

Click **Retrieve**.



Click **+Add** to add a blank row.

Field	Description
District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266) Select the campus. Click  to add or change the code for the field.
Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If Role ID is not 033 or 036, there must be at least one staff payroll record with a matching Texas Unique Staff ID where Obj is 6119 or 6112. Click  to add or change the code for the field.

Field	Description
Service ID	<p>SERVICE-ID (E0724) Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.</p> <p>If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record.</p> <p>Click  to add or change the code for the field.</p>
Class ID	<p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p>
Class Type	<p>CLASS-TYPE-CODE (E1055) Code table: C179</p> <p>Select the code identifying the type of class providing instruction to students in the particular class settings.</p>
Monthly Minutes	<p>MONTHLY-MINUTES (E1057)</p> <p>Type the maximum number of minutes per month devoted to a particular service. A month is generally considered to be the four weeks prior to the as-of-date.</p> <p>NOTE: Monthly Minutes should include Columbus Day and any other holidays (i.e., 20 days).</p>
Population Served	<p>POPULATION-SERVED-CODE (E0747) Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>
Number of Students	<p>NUMBER-STUDENTS-IN-CLASS (E0170)</p> <p>Type the number of students in membership in the class as of the reporting date.</p>
ESC SSA	<p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169</p> <p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. This is reported by ESCs only; the field is not valid for school districts.</p>

Click **Save**.

Other functions and features:

	<p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
<p>Prev and Next</p>	<p>Scroll through staff.</p> <p>Once a staff person is retrieved, click Prev or Next to scroll to the previous or next staff person alphabetically.</p>
<p>+Add</p>	<p>Add a staff record.</p> <p>Click Add to add an employee record.</p>
<p>Delete</p>	<p>Delete all of the employee's records.</p> <p>Click Delete to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
<p>Change ID</p>	<p>Change the staff ID.</p> <p>The Change ID button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click Change ID. The Change Staff ID section is displayed at the top of the page.</p> <p>In the New Staff ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Staff ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>



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