
ASCENDER
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demo

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Update data for the *StaffExtension* and *PayrollExtension* complex types as needed.

The *StaffExtension* complex represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. This information can be entered manually or extracted from ASCENDER Human Resources or imported from another source.

The *PayrollExtension* complex represents the sum of the financial transactions to date for employee compensation. An “employee” who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

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.

Demographic Information	**First Name**	FIRST-NAME (E0703) Type the employee's legal first name, up to 50 characters.
	Middle Name	MIDDLE-NAME (E0704) Type the employee's legal middle name, up to 50 characters.
	Last Name	LAST-NAME (E0705) Type the employee's legal last name, up to 50 characters.
	Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the employee's name.
	TX Unique Stu ID	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
	Date of Birth	DATE-OF-BIRTH (E0006) Type the employee's date of birth in the MMDDYYYY format.
	Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
	Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino:

American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

	Paraprofessional Certification	PARAPROFESSIONAL-CERTIFICATION-INDICATOR-CODE (E1670) Code table: C088 Select for paraprofessional employees who provide services to Special Education students. Educational Aides (ROLE-ID 033) serving Special Education students (POPULATION-SERVED-CODE 06).

Experience	**Days Employed**	NUMBER-DAYS-EMPLOYED (E0160) Type the actual number of at-work days within the school year that the employee is scheduled to work. Do not include holidays, weekends, or any other days the employee is not scheduled to work. If the employee does not work the same number of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported.
	Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
	District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161) Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
	Percent of Day	PERCENT-DAY-EMPLOYED (E0760) Type the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, determine the percentage directly from the contract (i.e., full-time=100, half-time=050, etc). For a non-contract employee, determine the percentage as follows: Example: The standard work day for the district is 7 hours. The employee is hired to work for 4 hours a day. In this case, type 057 for the employee because 4/7 = .571, which is rounded down. Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100. Do not look at the job, but rather the number of hours worked in relation to the standard district work day.
	Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015 Select the highest post-secondary degree the person has earned from an accredited institution.
	Staff Type	STAFF-TYPE-CODE (E1073) Code table: C181 Indicate if the employee is on the district payroll or is a contracted instructional staff person.
	Auxiliary Role ID	AUXILIARY-ROLE-ID (E1594) Code table: C213 Click ⋮ to select the capacity in which a non-exempt auxiliary employee serves. This must be reported for all employees who serve in a non-professional or non-paraprofessional role. Employees reported with an Auxiliary Role ID are reported with the base pay associated with object code 6129. Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129. Because there may be duplication between Role ID and Auxiliary Role ID, the district must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

Click **Save**.

<table>
<tr><td>Prev and Next</td><td>Scroll through staff.
Once a staff person is retrieved, click Prev or Next to scroll to the previous or next staff person alphabetically.</td></tr>
<tr><td>Add</td><td>Add a staff record.
Click to add a staff person who does not already exist in ASCENDER State Reporting tables.<table><tr><td>Staff ID</td><td>• The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).

• The first three characters cannot be 000, 666, or 900-999.

• The middle digits (4th and 5th digit) cannot be 00.

• The last four digits cannot be 0000.

• The number cannot be 123456789, 219099999, or 078051120.</td></tr></table>Click Save.</td></tr>
<tr><td>Delete</td><td>Delete all of the employee's records.
Click Delete to delete all of the employee's records. A confirmation message is displayed.

Click OK to continue. Otherwise, click Cancel.</td></tr>
<tr><td>Change ID</td><td>Change the staff ID.
The Change ID button is disabled until an employee is retrieved on the page.

Retrieve an employee, and click Change ID. The Change Staff ID section is displayed at the top of the page.

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.

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.

Click OK to continue. Otherwise, click Cancel.</td></tr>
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