



nonclass

Table of Contents

Nonclassroom Responsibilities (Fall) 1

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TSDS > Maintenance > Fall > Staff > Nonclassroom Responsibilities

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services performed outside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

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. |

| Field | Description |
|--------------------------|--|
| Role ID | <p>ROLE-ID (E0721) Code table: C021</p> <p>Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.</p> <p>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.</p> |
| 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. Click  to add or change the code for the field.</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> |
| 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> |
| Prev and Next | <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> |
| Add | Add a staff record. |
| +Add | Add a non-classroom responsibilities record for the employee. |
| Delete | <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> |

| | |
|------------------|---|
| Change ID | <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> |
|------------------|---|



Back Cover