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nonclass

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Nonclassroom Responsibilities (Fall) 1

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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.

Cross reference for Staff Nonclassroom Responsibilities tab:

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Human Resources > Maintenance > Staff Demo > Responsibility		
Campus	CAMPUS-ID (E0266)	**Campus**
Role ID	ROLE-ID (E0721) (Code table: C021)	**Role ID**
Service ID	SERVICE-ID (E0724) (Code table: C022)	**Service ID**
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	**Pop Served**
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	**ESC/SSA**
Monthly Minutes	MONTHLY-MINUTES (E1057)	**Monthly Minutes**

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.

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.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered. 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.
Population Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 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.**
Monthly Minutes	MONTHLY-MINUTES (E1057) Type the total number of minutes in a month devoted to a particular service. A month is generally considered to be the 4 weeks prior to the as-of-date. For non-instructional Role IDs (e.g., Counselor - Role ID 008), **Monthly Minutes** are not based on a class or course-section. **Monthly Minutes** represent the number of minutes that the person spent providing the counseling services to students. For example, a counselor who works 40 hours a week would be reported with 9600 minutes. **NOTE: Monthly Minutes** should include Columbus Day and any other holidays (i.e., 20 days). Type the number of monthly minutes. Valid values are 1-12000. **Monthly minutes are required for Role ID 008** (Rule 30090-0104).

❑ Click **Save**.

<table>
<tr><td>🗑</td><td>Delete a row.
Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click Save.</td></tr>
<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>+Add</td><td>Add a non-classroom responsibilities record for the employee.</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>
</table>

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