



Extract Teacher Service Record

May 2021

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This utility enables the user to extract information from stored employee data and create a service record. The service record detail can then be accessed by school year on the Service Record tab under Staff Demo. No labels will be created and you can wait to print the employee service record until such time as the employee leaves the district.

Verify specific tables before extracting data

Human Resources > Tables > Leave > Leave Type Description – verify there is a Leave Type for the State Personal and State Sick.

The screenshot shows the 'Human Resources' software interface. The top navigation bar includes 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The current path is 'Tables > Leave'. Below the navigation bar, there are buttons for 'Save', 'Absence Reason', 'Leave Type Description' (highlighted with a red box), 'Leave Type', 'Leave Rates', 'Leave Sequence', and 'Units'. A search bar labeled 'Start Leave Type:' has 'Retrieve' and 'Print' buttons. The main table displays the following data:

Delete	Leave Type	Description Short	Description Long	Status	Use For Dock TBS Days	Comments Required	Post Against Zero Balance	Absence Reasons	Notes
	01	LOCAL DOCK	LOCAL DOCKED	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	04	PERSONAL B	PERSONAL BSN	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	05	BUS LEAVE	BUS LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	06	NON-PAID D	NON-PAID DAY	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	07	OLD ST SIC	OLD ST SICK	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	08	STATE PERS	STATE PERS	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	10	WORKSHOP T	WORKSHOP TRA	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	11	JURY DUTY	JURY DUTY	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	12	SCHOOL SPO	SCHOOL SPONSORED	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	13	FULL DOCK	FULL DOCK DAY	A - Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
	17	SNOW DAY	SNOW DAY	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note
				A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Reason(s)	Note

Human Resources > Tables > District HR Options – attach the State Sick and State Personal leave in HR Options. This gives the system the necessary guidelines to extract the service record.

Human Resources
Version : 3.5 Build: 0234
User: kim Host: 10.13.2.32 Browser: GC 90.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Tables > District HR Options SessionTimer: 59 min and 46 sec

Save

HR Options

Retrieve Print

TR5 District ID: 1234
Federal ID Number (EIN): 75-1111544
Payroll Clearing Fund/Year: 863/1
TWC District ID: 999999999
Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer
TRS Cost Education Index: 1.0000
Distributions Built By Amt or %: P - Percentage
Apply Leave Used or Earned First: U - Leave Used First
Leave Code for State Sick: 07 OLD ST SICK
Leave Code for State Personal: 08 STATE PERS
Update Actual Hours From Payroll Processing:

Calculate Accrual Salaries:
Check Amount - Alpha:
Summarize Benefits Interface:
Supplemental Tax Rate: 15.00%
Standard Hours per Workday: 7.5
Max Gross Amt for District: 16,000.00
Auto Assign Employee Number:
Next Available Employee Number: 123457
School Year for PEIMS Codes: 2021
Use Emp Nbr or SSN in EFT File: E - Employee Nbr
Set Demo Alpha Fields to Uppercase:

Automatically Compute
Pay Rate:
Daily Rate:
Dock Rate:
Accrual Rate:
Overtime Rate:

W-2 Print Options
TRS:
HLTH:
CAF:
NTA:
TXA:
TFB:

Default Overtime Object Code
Professional: 6119
Para-Professional/Hourly: 6125
Other:

The Service Record Extract will extract all job record, but leave information will apply to the primary job only.

Human Resources
Version : 3.3 Build: 0287
User: pchristopher Host: 10.13.2.141 Browser: IE 11.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Maintenance > Staff Job/Pay Data SessionTimer: 59 min and 52 sec

Save

Employee: 000043 : SMITH, AL Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	0714 - MECHANIC	<input checked="" type="checkbox"/>	90%	Hourly employee
	<input type="checkbox"/>	0718 - BUS DRIVER AIDE	<input type="checkbox"/>	10%	Non-contracted emp

Rows: 1 of 2 + Add

Primary Campus: 751 MAINTENANCE
Dept:

Process
Cancel

School Yr	Emp Nbr	Employee Name	Yrs	Pct Day	Nbr Days	PY	EOY			
Dist Type	Full Sem	Grds Taught	Position Held	Exp	Empld	Empld	Balance	Earned	Used	Balance
2019	000043	SMITH, AL	24	100	180.00	Sick: 0.00	0.00	0.00	0.00	0.00
PUBLIC	N		BUS DRIVER AIDE	Begin: 08-15-2018	End: 05-30-2019	Pers: 0.00	0.00	0.00	0.00	0.00
2019	000043	SMITH, AL	24	100	240.00	Sick: 0.00	0.00	0.00	0.00	0.00
PUBLIC	N		MECHANIC	Begin: 07-02-2018	End: 06-28-2019	Pers: 19.00	0.00	8.00	11.00	

Notes:

- If an employees has changed jobs during the year and is no longer being paid through that job, the old job can remain on the **Job Info** screen along with the new job. The % Assigned must have at least 1% in the old job in order for it to remain available on the **Job Info** screen and the new job should be marked as Primary. When the extract is performed, both jobs will be extracted for the service record.
- If the employee has changed jobs during the year and the old job no longer displays on the **Job Info** screen, the user must manually add the prior job to the **Service Record** maintenance screen.
- All jobs that are on the **Job Info** screen (including all frequencies) as well as any jobs that already exist on the **Service Record** maintenance screen will be included in the extract.

Extract Service Records

1. **Human Resources > Utilities > Extract Teacher Service Records.**

Selection parameters of Pay Type, Job Code, Accrual Code, Extract ID, Employee Nbr, Contract Begin Dates, Payoff Dates, and Nbr Dates Employed can all be used to narrow the selection of employees for the extract.

Human Resources Version : 3.5 Build: 0234
User: kim Host: 10.13.2.32 Browser: GC 90.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Utilities > Extract Teacher Service Record SessionTimer: 59 min and 49 sec

School Year: 2020 - 2021
Frequency: 4 5 6 Execute

Pay Type: ...
Job Code:
Accrual Code:
Extract ID:
Employee Nbr: ...
Hours Per Day: .00
 Update Leave Only

Contract Begin Dates
From: 00-00-0000
To: 00-00-0000

Nbr Days Employed
From: 0
To: 366

Non-Professional Years Experience
 Total
 In District

Use any of these fields to define your search criteria for selecting groups of people

Notes

- The **School Year** field is automatically populated by the data in the **District Finance Options** screen.

Finance Version : 3.5 Build: 0226
User: kim Host: 10.13.2.32 Browser: GC 90.0

Tables Maintenance Inquiry Budget Amendment Utilities Reports

Tables > District Finance Options SessionTimer

Save

Finance Options Accounting Periods Clearing Fund Maintenance

Retrieve Print

Finance Options
Current Finance Fiscal Year: 1
School Year: 2020-2021
Previous Year File ID: 0
District Federal ID Number: 00-000000

Purchasing Options
PO Object Code Restrict
Print Federal ID Numbe
Use Automatic CYR Req
Assignment:

3. In the **Frequency** field, the system selects the frequencies authorized for use by the user.
4. The **Pay Type** field defaults to ALL (Blank). Users can select pay type numbers by:
 - Entering a pay type number for individual extract or more than one pay type by placing a comma between the pay type numbers (i.e., 1, 2).
 - Or clicking  to select one or more pay types.
5. The **Job Code** field defaults to ALL (Blank). Users can select job code numbers by:
 - Entering a job code number for individual extract or more than one job code by placing a comma between the job codes (i.e., 5, 76, 3 = 0005, 0076, 0003).
 - Or clicking  to select one or more job codes.
6. The **Accrual Code** field defaults to ALL (Blank). Users can select accrual numbers by:
 - Entering an accrual number for individual extract or more than one accrual code by placing a comma between the accrual codes (i.e., A/5, B/5, where A and B are the accrual codes, and 5 is the pay frequency for the accrual code).
 - Or clicking  to select one or more accrual codes.
7. The **Extract ID** field defaults to ALL (Blank). Users can select extract ID's by:
 - Entering an employee number for individual extract or more than one extract ID by placing a comma between the extract ID codes (i.e., A, B).
 - Or clicking  to select one or more extract ID's.
8. The **Employee Nbr** field defaults to ALL (Blank). Users can select employees by:
 - Entering an employee number for individual extract or more than one can be retrieved by placing a comma between the employee numbers (i.e., 5, 76, 3 = 000005, 000076, 000003).
 - Or clicking  to select one or more employees from the staff ID prompt.
9. Under **Contract Begin Dates**, the user enters the beginning and ending contract dates to be considered for the extract process. These dates are used when selecting the contract records for the extract process. If these dates are not used, the system will extract ALL employees, regardless of whether or not they are under contract for the most recent school year. To isolate your extract to only those under contract during the most current school year, enter a beginning and ending contract date range to be used for the extract.

10. Under **Payoff Dates**, the user enters the beginning and ending payoff dates to be considered for the extract process. If these dates are not used, the system will extract ALL employees, regardless of whether or not they were employed for the most recent school year. To isolate your extract to only those employed during the most current school year, enter a beginning and ending payoff date range to be used for the extract. To pick up all employees for the school year, a beginning date of September is recommended. However, if employees left the district in August for the current school year, then selecting a beginning date of September will not pick them up. Therefore, a manual record entry or individual extract will need to be run on these employees.
11. Under **Nbr Days Employed**, the user enters the beginning and ending number of days to limit employee selection. Typing the fewest and most number of days employed from the Job Info tab allows the user to extract records for all employees within that range (e.g., 001 – 287). The system pulls from the **# of Days Empld** field on the Staff Job/Pay Data > Job Info screen and does not take into consideration the **Serv Rec Days Ded** field on the Leave Adjustment , Abs Ded, or Cd Abs Ded tabs.

Example: If an employee has 150 days in the **# of Days Empld** field on the Maintenance > Staff Job/Pay Data > Job Info tab, and has 16.0 days in the **Serv Rec Days Ded** field on the Leave Account Transaction, Leave Adjustment tab, and enters 150 in the **From Nbr Days Employed** and **To Nbr Days Employed** fields on the Extract Teacher Service Record utility, the employee extracts by the 150 days in the **# of Days Empld** field and the service record created will reflect 134 days ($150 - 16 = 134$). The employee will not extract if 134 days is typed in the **From Nbr Days Employed** and **To Nbr Days Employed** fields.

Once the payroll is posted, the **Serv Rec Days Ded** field cannot be modified from the Abs Ded or Cd Abs Ded tabs. If the user does not want the **# of Days Empld** to be reduced by the **Serv Rec Days Ded** field, the user will need to go to Maintenance > Leave Account Transaction > Leave Adjustment and make an adjustment to the field on one of the leave dates.

12. In the **Hours Per Day** field, type the number of hours worked each day, if required. If the Days/hours selection is Hours on the Leave Type table for either of the state leave codes selected on the District Options table, then the leave hours are converted to days by using the **Standard Hours per Workday** field on the District HR Options table or the **Hours Per Day** field on the Extract Teacher Service Record screen. If the **Hours Per Day** field is populated, then the field overrides the populated **Standard Hours per Workday** field on the HR Options table.

Save

HR Options

Retrieve Print

TRS District ID:	<input type="text" value="1234"/>	Calculate Accrual Salaries:	<input checked="" type="checkbox"/>
Federal ID Number (EIN):	<input type="text" value="12-1111111"/>	Check Amount - Alpha:	<input checked="" type="checkbox"/>
Payroll Clearing Fund/Year:	<input type="text" value="863/8"/>	Summarize Benefits Interface:	<input checked="" type="checkbox"/>
TWC District ID:	<input type="text" value="999999999"/>	Supplemental Tax Rate:	<input type="text" value="15.00%"/>
Use Direct Deposit (Y,N, or E):	<input type="text" value="N - Not Direct Deposit"/>	Standard Hours per Workday:	<input type="text" value="8.0"/>
TRS Cost Education Index:	<input type="text" value="1.0600"/>	Max Gross Amt for District:	<input type="text" value="23,000.00"/>

Save

Absence Reason Leave Type Description Leave Rates Leave Sequence Units

Start Leave Type: Retrieve Print

Delete	Leave Type	Description Short	Description Long	Status	Stub Position	Max Balance	Days/Hrs	Dock With Balance	Subtract From Balance
	01	LOCAL PERS	LOCAL PERSONAL LEAVE	A - Active	1	0	D - Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	04	SICK POOL	SICK LEAVE POOL	A - Active	2	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	05	BUS LEAVE	BUS LEAVE	A - Active	3	10	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	06	VACATION	VACATION	A - Active	4	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	07	OLD ST SIC	OLD STATE SICK	A - Active	5	0	D - Days H - Hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	08	STATE PERS	STATE PERSONAL LEAVE	A - Active	6	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	10	APP OTHER	APPROVED OTHER	A - Active		0	D - Days	<input type="checkbox"/>	<input type="checkbox"/>

To convert the hours into days, the system divides the **Standard Hours per Workday** or **Hours Per Day** into the employees' leave balance amounts. When the service record is created, the system will display the number of days that resulted from the calculation.

Example: An employee has 27.0 hours on the Maintenance > Staff Job/Pay Data > Leave Balance tab and 8.0 hours has been entered in the **Standard Hours per Workday** field on the District HR Options table or in the **Hours Per Day** field on the Extract Teacher Service Record utility, the extract will create a service record with 3.38 days.

13. Under **Non-Professional Years Experience**, select the **Total** or **In District** field. If data exists in this field on the Maintenance > Staff Job/Pay Data > Employment Info tab, it is used to populate the service record.

The screenshot shows the Human Resources system interface. The top navigation bar includes 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The current page is 'Maintenance > Staff Job/Pay Data'. The employee ID is 000043 and the name is SMITH, AL. The 'Employment Info' tab is selected and highlighted with a red box. The 'Years Experience' section is also highlighted with a red box, showing the following data:

--Professional--		--Non-Professional--	
Total:	01	Total:	24
In District:	01	In District:	24

Other visible fields include Employee Status (2 Active auxiliary per), Highest Degree (0 No Bachelor's), Percent Day Employed (100%), Original Emp. Date (09-01-1994), Latest Re-Employ Date (09-01-1994), Retirement Date (00-00-0000), Primary Job Code (0714), Primary EEOC (16 - Service workers), Percent Assigned (90%), Sub Type, Employment Type (F Half-Time or more), Retiree Employment Type, PEIMS Auxiliary Role ID, Contract Information, Extended Leave, Termination, Grade(s) Taught, Unemployment Eligibility, Fingerprint Information, and Estimated Annual Salary (28,017).

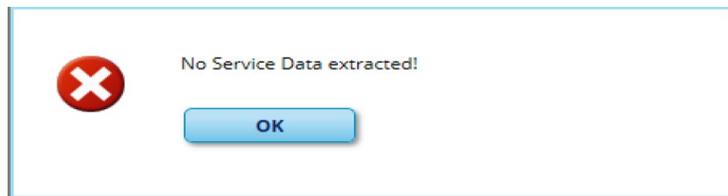
14. Select **Update Leave Only** field to update the leave balances for employees where the Service Record has been extracted previously. Only primary jobs will be extracted. The system will replace the leave on the existing service record row (matched by employee/job description) with the extracted leave for that employee/job. If an employee has multiple rows on the service record table with the same job description, then only the row with the latest DTS (date-time stamp) and some value in any of the leave columns will be updated.

This feature is primarily used for those employees whose new contracts begin in July or August, and leave for the prior contract year was not posted before the service record was created.

15. In the **Notes** field, the user can type a new note to be printed in this group of Service Records.

16. Click **Execute** to start the extraction process.

- If there are no employees that match the extract criteria, then no service record will be created and the system will issue the following message: 'No Service Data extracted!'



When no errors are encountered, the Teacher Service Records Extract Data Preview window is displayed.

Select	Delete	New	Emp Nbr	Employee Name	Position Held	Grades Taught	Yrs Exp	% Of Day Empld	Nbr Days Empld
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New	000154	Briscoe, Sadie J	TEACHER'S AIDE	02		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000144	Briscoe, Susie	KINDERGARTEN TEACHER	33		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000149	BURTON, CARLTON L	DIRECTOR, SPECIAL EDUCATION	22		100	226.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000145	CALLAHAN, KIM	CURRICULUM DIRECTOR	14		100	223.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000161	Christopher, Pamela	DIRECTOR, SPECIAL EDUCATION	10		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000140	Country, Sam M	VOCATIONAL AGRICULTURE	13		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000162	Duck, Daisey	undefined			0	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000999	Duck, Donald D	HOMEBOUND TEACHER	23		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000156	Happy, Hope H	ELEMENTARY LIBRARIAN	14		100	207.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000143	Holly, Holly H	TEACHER SUBSTITUTE	00		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000138	Jones, Bobby Jack	ASSISTANT SUPERINTENDENT	26		100	226.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000153	Jones, Charlie D	HOMEBOUND TEACHER			100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000167	LANIER, MARY ANN	1ST GRADE TEACHER	20		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000146	McMillan, Jessica	COMPUTER SCIENCE TEACHER	07		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000148	McMillan, Jessica	undefined			0	0.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000168	Metcalf, Jane S.	PAYROLL CLERK	18		100	226.00
<input type="checkbox"/>	<input type="checkbox"/>	New	001000	Mouse, Mickey	ELEM TEACHER	11		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000159	Rain, April	COMPUTER SCIENCE TEACHER	01		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000209	REYNOLDS, KIM ANNETTE	undefined	22		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000172	REYNOLDS, REN MASON	DIRECTOR, ATHLETICS	00		100	226.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000160		undefined			0	0.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000170		BUSINESS MANAGER	25		100	99.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000171		ASSISTANT SUPERINTENDENT	25		100	0.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000172		CAFETERIA MANAGER	15		100	197.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000173		TEACHER SUBSTITUTE	00		100	0.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000174		MIDDLE SCHOOL PRINCIPAL	22		100	226.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000175		BUS DRIVER	09		100	180.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000176		TEACHER SUBSTITUTE	00		0	0.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000017	SMITH JR, TOMMIE	JR & SR HIGH TEACHER	39		100	187.00
<input type="checkbox"/>	<input type="checkbox"/>	New	000112	SMITH SR, RONALD C	TEACHER SUBSTITUTE	00		0	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	New	000043	SMITH, AL	BUS DRIVER AIDE	24		100	180.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	New	000043	SMITH, AL	MECHANIC	24		100	240.00

When initially displayed, the **Delete** check box is not selected for each employee in the list. Leave the **Delete** check box blank for each employee for whom a row should be created. For each extracted employee marked as New for whom a row should not be created, select **Delete** to prevent those employees from being extracted.

If employees have existing rows in the service record table, the page also displays those rows, and the rows are not marked as New. Instead, the **New** column is blank, and if **Delete** is selected, the row is deleted from the service record table.

Click **Continue** to view the Teacher Service Record Extract Rows Created report.



17. If there were rows selected on the Teacher Service Records Extract Preview to Delete those selections will show on the **Rows Deleted** report. If there were no rows selected to Delete you will not see this report. It will take you directly to the Rows Created report. This report will only show on subsequent printing of service records.

Date Run: 04-29-2019 3:47 PM
 Cnty Dist: 333-333

Teacher Service Record Extract
 ANYWHERE I S D
 Page: 1 of 1

Rows Deleted

School Yr	Emp Nbr	Employee Name	Yrs	Pct Day	Nbr Days	PY	EOY		
Dist Type	Full Sem	Grds Taught	Exp	Empld	Empld	Balance	Earned	Used	Balance
2019	000105	SMITH, CELINDA Y	09	100	187.00	Sick: 0.00	0.00	0.00	0.00
PUBLIC	N	TEACHER'S AIDE	08-09-2018	End: 05-31-2019		Pers: 30.00	0.00	0.00	30.00

When the **Rows Created** report (i.e. Teacher Service Record Extract) preview window is displayed, review the report by selecting  to print/save a copy of the preview report. It is very important that this report be carefully reviewed to ensure accuracy of information, and that only the employees that meet the selection criteria are displayed. If any changes need to be made, **Cancel** the extract, make any changes that may be necessary, and then re-extract the service records data.

Date Run: 05-13-2021 10:25 AM Teacher Service Record Extract
 Cnty Dist: 999-999 ANYWHERE ISD Page: 1 of 5
Rows Created

School Yr	Emp Nbr	Employee Name	Yrs	Pct Day	Nbr Days	PY	EOY
Dist Type	Full Sem	Grds Taught	Exp	Empld	Empld	Balance	Balance
		Position Held				Earned	Used
2021	000154	Briscoe, Sadie J	02	100	187.00	Sick: 0.00	0.00
PUBLIC	N	TEACHER'S AIDE	Begin:08-19-2019	End:06-04-2020	Pers: 0.00	0.00	0.00
2021	000144	Briscoe, Susie	33	100	187.00	Sick: 2.00	2.00
PUBLIC	N	KINDERGARTEN TEACHER	Begin:08-19-2019	End:06-04-2020	Pers: 35.00	5.00	40.00
2021	000149	BURTON, CARLTON L	22	100	226.00	Sick: 0.00	0.00
PUBLIC	N	DIRECTOR, SPECIAL EDUCATION	Begin:07-01-2019	End:06-15-2020	Pers: 0.00	0.00	0.00
2021	000145	CALLAHAN, KIM	14	100	223.00	Sick: 0.00	0.00
PUBLIC	N	CURRICULUM DIRECTOR	Begin:07-01-2020	End:06-15-2021	Pers: 2.00	5.00	7.00
2021	000161	Christopher, Pamela	10	100	187.00	Sick: 0.00	0.00
PUBLIC	N	DIRECTOR, SPECIAL EDUCATION	Begin:08-19-2019	End:06-04-2020	Pers: 0.00	0.00	0.00
2021	000140	Country, Sam M	13	100	187.00	Sick: 0.00	0.00
PUBLIC	N	VOCATIONAL AGRICULTURE	Begin:08-19-2019	End:06-04-2020	Pers: 10.00	5.00	8.00
2021	000162	Duck, Daisey			0 187.00	Sick: 0.00	0.00
PUBLIC	N	undefined	Begin:08-13-2018	End:05-31-2019	Pers: 0.00	0.00	0.00
2021	000999	Duck, Donald D	23	100	187.00	Sick: 0.00	0.00
PUBLIC	N	HOMEBOUND TEACHER	Begin:08-19-2019	End:06-04-2020	Pers: 34.00	5.00	39.00
2021	000156	Happy, Hope H	14	100	207.00	Sick: 0.00	0.00
PUBLIC	N	ELEMENTARY LIBRARIAN	Begin:08-01-2019	End:06-17-2020	Pers: 0.00	0.00	0.00
2021	000143	Holly, Holly H	00	100	187.00	Sick: 0.00	0.00
PUBLIC	N	TEACHER SUBSTITUTE	Begin:08-13-2018	End:06-03-2018	Pers: 10.00	5.00	15.00
2021	000138	Jones, Bobby Jack	26	100	226.00	Sick: 0.00	0.00
PUBLIC	N	ASSISTANT SUPERINTENDENT	Begin:07-01-2019	End:06-15-2020	Pers: 0.00	0.00	0.00

18. If all information is correct, click **Process**. If the user clicks Process, the system displays a dialog box with the message 'The Extract Teacher Service Record process completely successfully'.

Date Run: 05-13-2021 10:25 AM Teacher Service Record Extract
 Cnty Dist: 999-999 ANYWHERE ISD Page: 1 of 5
Rows Created

School Yr	Emp Nbr	Employee Name	Yrs	Pct Day	Nbr Days	PY	EOY
Dist Type	Full Sem	Grds Taught	Exp	Empld	Empld	Balance	Balance
		Position Held				Earned	Used
2021	000154	Briscoe, Sadie J	02	100	187.00	Sick: 0.00	0.00
PUBLIC	N	TEACHER'S AIDE	Begin:08-19-2019	End:06-04-2020	Pers: 0.00	0.00	0.00
2021	000144	Briscoe, Susie	33	100	187.00	Sick: 2.00	2.00
PUBLIC	N	KINDERGARTEN TEACHER	Begin:08-19-2019	End:06-04-2020	Pers: 35.00	5.00	40.00
2021	000149	BURTON, CARLTON L	22	100	226.00	Sick: 0.00	0.00
PUBLIC	N	DIRECTOR, SPECIAL EDUCATION	Begin:07-01-2019	End:06-15-2020	Pers: 0.00	0.00	0.00
2021	000145	CALLAHAN, KIM	14	100	223.00	Sick: 0.00	0.00
PUBLIC	N	CURRICULUM DIRECTOR	Begin:07-01-2020	End:06-15-2021	Pers: 2.00	5.00	7.00
2021	000161	Christopher, Pamela	10	100	187.00	Sick: 0.00	0.00
PUBLIC	N	DIRECTOR, SPECIAL EDUCATION	Begin:08-19-2019	End:06-04-2020	Pers: 0.00	0.00	0.00
2021	000140	Country, Sam M	13	100	187.00	Sick: 0.00	0.00
PUBLIC	N	VOCATIONAL AGRICULTURE	Begin:08-19-2019	End:06-04-2020	Pers: 10.00	5.00	8.00
2021	000162	Duck, Daisey			0 187.00	Sick: 0.00	0.00
PUBLIC	N	undefined	Begin:08-13-2018	End:05-31-2019	Pers: 0.00	0.00	0.00
2021	000999	Duck, Donald D	23	100	187.00	Sick: 0.00	0.00
PUBLIC	N	HOMEBOUND TEACHER	Begin:08-19-2019	End:06-04-2020	Pers: 34.00	5.00	39.00
2021	000156	Happy, Hope H	14	100	207.00	Sick: 0.00	0.00
PUBLIC	N	ELEMENTARY LIBRARIAN	Begin:08-01-2019	End:06-17-2020	Pers: 0.00	0.00	0.00
2021	000143	Holly, Holly H	00	100	187.00	Sick: 0.00	0.00
PUBLIC	N	TEACHER SUBSTITUTE	Begin:08-13-2018	End:06-03-2018	Pers: 10.00	5.00	15.00
2021	000138	Jones, Bobby Jack	26	100	226.00	Sick: 0.00	0.00
PUBLIC	N	ASSISTANT SUPERINTENDENT	Begin:07-01-2019	End:06-15-2020	Pers: 0.00	0.00	0.00



The Extract Teacher Service Record process completed successfully.

Service Record tab

A record has now been added under **Maintenance > Staff Demo > Service Record**.

The screenshot shows the Human Resources system interface. At the top, there is a navigation bar with the following menu items: Tables, Maintenance, Payroll Processing, Inquiry, Next Year, Self-Service, Utilities, and Reports. The current path is **Maintenance > Staff Demo**. Below the navigation bar, there is a "Save" button and a message "Save successful".

The employee information is displayed as: Employee: **000105: SMITH, CELINDA**. There are buttons for "Retrieve", "Directory", and "Print".

The "Service Record" tab is selected, showing a table of service records. The table has columns: Delete, Details, School Year, Position Held, and Service Begin Date. The 2021 record is highlighted with a red box.

Delete	Details	School Year	Position Held	Service Begin Date
		2021	TEACHER'S AIDE	08-19-2020
		2019	TEACHER'S AIDE	08-13-2018
		2017	TEACHER'S AIDE	08-15-2016
		2016	TEACHER'S AIDE	08-17-2015
		2015	TEACHER'S AIDE	08-18-2014
		2015	TEACHER'S AIDE	08-18-2014
		2014	TEACHER'S AIDE	08-19-2013
		2012	TEACHER'S AIDE	08-15-2011
		2005	TEACHER'S AIDE	08-09-2004

Below the table, there are input fields for "School Year" (2021), "Position Held Description" (TEACHER'S AIDE), and "School Grades Taught".

HRS1400-Teacher Service Record

Print service records under **Reports > HR Reports > Personnel Reports > HRS1400-Teacher Service Record**. Parameters that are **bold** are required. Select **Run Preview** to view the teacher Service Records.

Human Resources Version : 3.5 Build: 0234 User: kim Host: 10.13.2.32 Browser: GC 90.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Reports > HR Reports > Personnel Reports > Teacher Service Record

Return to Reports

Report ID: HRS1400
Frequency: 6
User ID: KIM

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
Pay Step	
School Year (YYYY), or blank for ALL	2021
County	GREGG
Sort School Year Ascending or Descending? (A/D)	A
Print Landscape? (Y/N)	N
Expand Header? (Y/N)	Y
Print to PDF	SUPERINTENDENT OF ANYWHERE

Run Preview
Clear Options

The Teacher Service Record is displayed. Verify that the current School Year is reflecting before you select  to print and save the Teacher Service Records.

Human Resources Version : 3.5 Build: 0234 User: kim Host: 10.13.2.32 Browser: GC 90.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Reports > HR Reports > Personnel Reports > Teacher Service Record SessionTimer: 59 min and 46 sec

Exception Cancel

Date Run: 05-13-2021 10:58 AM Teacher Service Record ANYWHERE ISD Page: 1 of 1

Public School Service Record
ANYWHERE ISD
111 ANYWHERE RD
KILGORE, TX 75562
(903) 999-9999 County: GREGG

TEA ID: 9777484774
Employee Signature: _____

(A) State Sick Leave
(B) State Personal Leave Program

School Year	Position Held District Type	Full Semester	Yrs Exp	% of Day Emp	No Days Emp	Dates of Service From - To	Prior Yr Bal	Earned	Used	Remaining Balance
2020-21	TEACHER'S AIDE PUBLIC	02	100	187	0008-19-2019 06-04-2020	(A) (B)	.00	.00	.00	.00

Authorized Signature: _____
SUPERINTENDENT OF ANYWHERE ISD

TxEIS no longer prints the Employee Social Security Number on the Service Record. It prints their Unique ID. Click the Exceptions button to get a report of those employees missing their Texas Unique ID number. Note that the Service Record will still print without the Unique ID.

Emp Nbr	First Name	Middle Name	Last Name
000162	Daisey		Duck
000143	Holly	H	Holly
000167	MARY	ANN	LANIER
000168	Jane	S.	Metcalf
000127	KENNETH	C	SMITH
000169	NATALIE	M	SMITH