



ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS

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

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

The screenshot shows the ASCENDER Payroll system interface. The left sidebar contains a navigation menu with options like District HR Options, District EP Options, EP Self-Service Assignments Payroll, Leave, Tax/Deductions, Bank Codes, Accrual Calendars, Pay Dates, Accrual Expense, EmployeePortal Supervisors, Imputed Income, Maintenance, Payroll Processing, and Inquiry. The 'Leave' option is highlighted. The main area displays the 'Leave Type Description' table. The table has columns: Delete, Leave Type, Description Short, Description Long, Status, Use For Dock TRS Days, Comments Required, Post Against Zero Balance, Absence Reason(s), and Notes. The 'STATE PERS' row (ID 08) is highlighted with a red box. Below the table, there are pagination controls showing 'First', '1 / 2', and 'Last'.

Delete	Leave Type	Description Short	Description Long	Status	Use For Dock TRS Days	Comments Required	Post Against Zero Balance	Absence Reason(s)	Notes
<input type="checkbox"/>	01	LOCAL DOCK	LOCAL DOCKED	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	04	PERSONAL B	PERSONAL BSN	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	05	BUS LEAVE	BUS LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	06	NON-PAID D	NON-PAID DAY	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	07	OLD ST SIC	OLD ST SICK	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	08	STATE PERS	STATE PERS	A - Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	10	WORKSHOP T	WORKSHOP TRA	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	11	JURY DUTY	JURY DUTY	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	12	SCHOOL SPO	SCHOOL SPONSORED	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	13	FULL DOCK	FULL DOCK DAY	A - Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	14	DOANATE	DONATED DAYS	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	15	SCHOOL SP	SCHOOL SPONSORED	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>	16	FFCRAA SAL	FFCRA PAY TYPE 1 & 2	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>
<input type="checkbox"/>				A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Absence Reason(s)"/>	<input type="button" value="Note"/>

Payroll > 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.

Save

Year: C

HR OPTIONS

Retrieve Print

TRS District ID: 1234

Federal ID Number (EIN): 75-1111544

Payroll Clearing Fund/Year: 8631

TWC District ID: 99999999

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: 000176

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

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

Save

Year: C

Employee: 000043: SMITH, AL

Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

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

Rows: 1 of 2

Add

Primary Campus: 751 MAINTENANCE

Dept: ☐

<div>Process</div> <div>Cancel</div>									
<div> <div> <div></div> <div></div> </div> <div> <div>First</div> <div>◀</div> <div>▶</div> <div>Last</div> </div> </div>									
Date Run: 05-27-2021 1:28 PM Cnty Dist: 999-999					Teacher Service Record Extract ANYWHERE ISD Rows Created				Page: 1 of 1
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
2021	000043	SMITH, AL		22	100	180.00	Sick:	0.00	0.00
PUBLIC	N		BUS DRIVER AIDE	Begin: 08-19-2019	End: 05-27-2020	Pers:	0.00	0.00	0.00
2021	000043	SMITH, AL		22	100	240.00	Sick:	0.00	0.00
PUBLIC	N		MECHANIC	Begin: 07-01-2019	End: 06-30-2020	Pers:	27.00	5.00	0.00
								32.00	

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. Personnel > 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.

Utilities > Extract Teacher Service Record Personnel

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Execute

School Year: 2020 - 2021 Frequency: ☐ 4 ☐ 5 ☒ 6

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

Payoff Dates
From: 00-00-0000
To: 00-00-0000

Nbr Days Employed
From: 0
To: 366

Non-Professional Years Experience
☐ Total
☒ In District

Pay Type:
Job Code:
Accrual Code:
Extract ID:
Employee Nbr: 00043
Hours Per Day: .00

☐ Update Leave Only

Notes

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

Utilities

- Change Staff ID
- Mass Update
- Mass Delete
- Extract Teacher Service Record
- Texas Unique Staff ID Interface
- Import Staff Demo Insurance Data
- Extract Insurance Data to 1095 Data
- Import ACA 1095-B/1095-C Data
- ACA 1094/1095 Correction/Replacement
- Copy 1095 Data

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

Tables > District Finance Options Finance

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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: 75-1111544

Startina Accountina Period: 109

Purchasing Options

PO Object Code Restriction: C - Class 1XXX, 2XXX, 62X




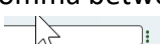
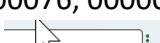
Print Federal ID Number on PO: ☐

Use Automatic CYR Requisition Number Assignment: ☒

Next Available CYR Requisition Number 000236

Tables

- Account Codes
- District Finance Options
- Asset Management Cross-Reference
- 1099 Object Codes
- Credit Card Codes
- Vendor Categories

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.

Tables > District HR Options

Payroll or Personnel

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Save

HR OPTIONS

Retrieve Print

TRIS District ID: 1234

Federal ID Number (EIN): 75-1111544

Payroll Clearing Fund/Year: 863/1

TWC District ID: 99999999

Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer

TRIS 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

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: 000176

School Year for PEIMS Codes: 2021

Use Emp Nbr or SSN in EFT File: E - Employee Nbr

Automatically

Pay Rate

Daily Ra

Dock Ra

Accrual

Overtime

Default Overt

Professi

Tables > Leave

Payroll

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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 Balan
	01	LOCAL DOCK	LOCAL DOCKED	A - Active	1	3	D - Days	<input type="checkbox"/>	<input type="checkbox"/>
	04	PERSONAL B	PERSONAL BSN	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	NON-PAID D	NON-PAID DAY	A - Active	4	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	07	OLD ST SIC	OLD ST SICK	A - Active	5	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	08	STATE PERS	STATE PERS	A - Active	6	0	D - Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	10	WORKSHOP T	WORKSHOP TRA	A - Active	7	0	D - Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	11	JURY DUTY	JURY DUTY	A - Active		0	H - Hours	<input type="checkbox"/>	<input type="checkbox"/>
	12	SCHOOL SPO	SCHOOL SPONSORED	A - Active		0	H - Hours	<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 displays the 'Maintenance > Employment Info' page in the ASCENDER system. The top navigation bar shows 'Personnel' and a 'Save' button. The left sidebar contains a 'Maintenance' tab, which is highlighted with a red box. Below it, the 'Employment Info' tab is also highlighted with a red box. The main content area is titled 'EMPLOYMENT INFO' and contains several sections:

- Employee Information:** Employee: 000145 CALLAHAN, KIM. Buttons for 'Retrieve' and 'Directory' are present.
- EMPLOYMENT INFO:**
 - Employee Status: 1 Active professional
 - Highest Degree: 1 Bachelor's
 - Percent Day Employed: 100%
 - Eligible for Re-hire: ☐
 - Extract ID:
 - W-2 Elec Consent: Y Yes
 - 1095 Elec Consent: Y Yes
 - Original Emp. Date: 09-01-2012
 - Latest Re-Employ Date: 00-00-0000
 - Retirement Date: 00-00-0000
 - Take Retiree Surcharge: ☐
 - NY Take Retiree Surcharge: ☐
 - Year Round: ☐
 - ERS Retiree Health Elig: ☐
 - NY ERS Retiree Health Elig: ☐
 - Sub Type:
 - Employment Type: F Half-Time or more
 - Retiree Employment Type:
 - PEIMS Auxiliary Role ID:
 - Highly Qualified: ☐
 - Paraprofessional Certification: ☐
- Years Experience:** This section is highlighted with a red box. It contains two tabs: 'Professional--' and 'Non-Professional--'. The 'Non-Professional--' tab is selected, showing 'Total: 14' and 'In District: 21'.
- Contract Information:** Class, Term, and Year fields.
- Extended Leave:** Begin and End date fields.
- Termination:** Date, Reason (06 Regular retirement), and Full Semester fields.
- Grade(s) Taught:**

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.

Utilities > Extract Teacher Service Record

Personnel

Execute

School Year: 2020-2021

Frequency: ☐ 4 ☐ 5 ☒ 6

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

Payoff Dates
From: 00-00-0000
To: 00-00-0000

Nbr Days Employed
From: 0
To: 366

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

☐ Update Leave Only

Non-Professional Years Experience
Total:
Subject:

Notes

Optional field to type info to be included on all Service Records

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

Utilities > Extract Teacher Service Record

Personnel

Execute

School Year: 2020-2021

Frequency: ☐ 4 ☐ 5 ☒ 6

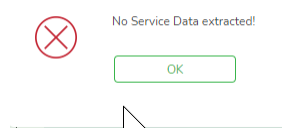
Contract Begin Dates
From: 00-00-0000
To: 00-00-0000

Payoff Dates
From: 00-00-0000
To: 00-00-0000

Nbr Days Employed
From: 0
To: 366

Pay Type:
Job Code:
Accrual Code:
Extract ID:

- 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.

Utilities > Extract Teacher Service Record

Execute

School Year: 2020 - 2021 Frequency: 4 5

Pay Type: Job Code: Accrual Code: Extract ID: Employee Nbr: Hours Per Day: 0

☐ Update Leave Only

Notes

Select	Delete	New	Emp. Nbr	Employee Name	Position Held	Grades Taught	Yrs Exp	% Of Day Empld	Nt E
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New	000154	Briscoe, Sadie J	TEACHER'S AIDE		02	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000144	Briscoe, Susie	KINDERGARTEN TEACHER		33	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000149	BURTON, CARLTON L	DIRECTOR, SPECIAL EDUCATION		22	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000145	CALLAHAN, KIM	CURRICULUM DIRECTOR		14	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000161	Christopher, Pamela	DIRECTOR, SPECIAL EDUCATION		10	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000140	Country, Sam M	VOCATIONAL AGRICULTURE		13	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000162	Duck, Daisey	undefined			0	
<input type="checkbox"/>	<input type="checkbox"/>	New	000999	Duck, Donald D	HOMEBOUND TEACHER		23	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000156	Happy, Hope H	ELEMENTARY LIBRARIAN		14	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000143	Holly, Holly H	TEACHER SUBSTITUTE		00	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000138	Jones, Bobby Jack	ASSISTANT SUPERINTENDENT		26	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000153	Jones, Charlie D	HOMEBOUND TEACHER			100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000167	LANIER, MARY ANN	1ST GRADE TEACHER		20	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000146	McMillan, Jessica	COMPUTER SCIENCE TEACHER		07	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000148	McMillan, Jessica	undefined			0	
<input type="checkbox"/>	<input type="checkbox"/>	New	000168	Metcalf, J			18	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	001000	Mouse			11	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000159	Rain, J			01	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000209	REYN			22	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000172				00	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000160	James K	undefined			0	
<input type="checkbox"/>	<input type="checkbox"/>	New	000174	SANDERS, DANIELA	BUSINESS MANAGER		25	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000174	SANDERS, DANIELA	ASSISTANT SUPERINTENDENT		25	100	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New	000005	SMITH III, JOSEPH A	CAFETERIA MANAGER		15	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000133	SMITH III, OSCAR I	TEACHER SUBSTITUTE		00	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000130	SMITH JR, JAMES R	MIDDLE SCHOOL PRINCIPAL		22	100	
<input type="checkbox"/>	<input type="checkbox"/>	New	000035	SMITH JR P&M	RUIS DRIVFR		09	100	

First 1 / 3 Last

Select Delete Unselect Delete Continue Cancel Print

If you do not want to create a Service Records at this time for this employee

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.

		<div>Continue Cancel</div>	
<div> </div>		<div> <div>First</div> <div>◀</div> <div>▶</div> <div>Last</div> </div>	
<div> <div>Date Run: 05-27-2021 1:57 PM</div> <div>Cnty Dist: 999-999</div> </div>		<div> <div>Teacher Service Record Extract</div> <div>ANYWHERE ISD</div> <div>Rows Deleted</div> </div>	
		Page: 1 of 1	
School Yr	Emp Nbr	Employee Name	
Dist Type	Full Sem	Grds Taught	Position Held
2021	000140	Country, Sam M	
PUBLIC	N	VOCATIONAL AGRICULTURE	
Yrs Exp	Pct Day Empld	Nbr Days Empld	
13	100	187.00	
08-19-2019	End: 06-04-2020		
Pers:	PY Balance	Earned	Used
10.00	0.00	0.00	0.00
		EOY Balance	
		8.00	

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.

Utilities > Extract Teacher Service Record

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

- Tables
- Maintenance
- Inquiry
- Self-Service
- Utilities**
 - Change Staff ID
 - Mass Update
 - Mass Delete
 - Extract Teacher Service Record**
 - Texas Unique Staff ID Interface
 - Invest-Staff Damage Insurance

Execute

School Year: 2020 - 2021

Frequency: 4

Pay Type:

Job Code:

Accrual Code:

Extract ID:

Employee Nbr:

Hours Per Day:

☐ Update Leave Only

Date Run: 05-27-2019 1:47 PM

Cnty Dist: 999-999

Teacher Service Record Extract

ANYWHERE ISD

Rows Created

Page: 1 of 5

School Yr	Emp Nbr	Employee Name	Yrs Exp	Pst Day Empld	Nbr Days Empld	PY Balance	Earned	Used	EOY Balance
2021	000154	Briscoe, Sadie J	02	100	187.00	Sick: 0.00	0.00	0.00	0.00
PUBLIC N	Full Smp	Grds Taught	Position Held			Pers: 0.00	0.00	0.00	0.00
2021	000144	Briscoe, Susie	33	100	187.00	Sick: 2.00	0.00	0.00	2.00
PUBLIC N	000149	BURTON, CARLTON L	22	100	228.00	Pers: 35.00	5.00	0.00	40.00
PUBLIC N	000145	DIRECTOR, SPECIAL EDUCATION	Begin 07-01-2019	End 06-15-2020		Sick: 0.00	0.00	0.00	0.00
2021	000145	CALLAHAN, KIM	14	100	223.00	Pers: 0.00	0.00	0.00	0.00
PUBLIC N	000161	Christopher, Pamela	10	100	187.00	Pers: 2.00	5.00	7.00	0.00
PUBLIC N	000140	DIRECTOR, SPECIAL EDUCATION	Begin 08-19-2019	End 06-04-2020		Sick: 0.00	0.00	0.00	0.00
2021	000140	Country, Sam M	13	100	187.00	Sick: 0.00	0.00	0.00	0.00
PUBLIC N	000162	Duck, Daisy	Begin 08-19-2019	End 06-04-2020		Pers: 10.00	5.00	7.00	8.00
2021	000162	Duck, Daisy	0	187.00		Sick: 0.00	0.00	0.00	0.00
PUBLIC N	000999	Duck, Donald D	23	100	187.00	Sick: 0.00	0.00	0.00	0.00
PUBLIC N	000156	Happy, Hope H	Begin 08-13-2018	End 05-31-2019		Pers: 34.00	5.00	0.00	39.00
2021	000156	Happy, Hope H	14	100	207.00	Sick: 0.00	0.00	0.00	0.00
PUBLIC N	000143	HELM, JENNIFER L	Begin 08-01-2019	End 06-17-2020		Pers: 0.00	0.00	0.00	0.00
2021	000143	Holly, Holly H	00	100	187.00	Sick: 0.00	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'.



The Extract Teacher Service Record process completed successfully.

OK

Service Record tab

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

The screenshot displays the ASCENDER software interface. The top navigation bar shows the path: Maintenance > Staff Demo. The left sidebar contains a menu with 'Maintenance' and 'Staff Demo' highlighted. The main content area is titled 'Service Record' and shows a table of service records for the employee '000145: CALLAHAN, KIM'. The table has columns for 'Delete', 'Details', 'School Year', 'Position Held', and 'Service Begin Date'. The first row is highlighted in green. Below the table, there are input fields for 'School Year' (2021), 'Position Held Description' (CURRICULUM DIRECTOR), 'School Grades Taught', '% Day Employed' (100), '# of Days Employed' (223.00), 'Service Begin Date' (07-01-2020), 'Service End Date' (06-15-2021), 'Years Experience' (14), and 'District Type' (PUBLIC). A 'Full Semester' checkbox is also present.

Delete	Details	School Year	Position Held	Service Begin Date
		2021	CURRICULUM DIRECTOR	07-01-2020
		2020	CURRICULUM DIRECTOR	07-01-2019
		2019	CURRICULUM DIRECTOR	07-02-2018
		2018	CURRICULUM DIRECTOR	07-01-2016
		2017	CURRICULUM DIRECTOR	07-01-2016
		2016	CURRICULUM DIRECTOR	07-01-2015
		2015	CURRICULUM DIRECTOR	07-01-2014
		2014	CURRICULUM DIRECTOR	07-01-2013

Rows: 1 of 8

School Year: 2021 Position Held Description: CURRICULUM DIRECTOR School Grades Taught:

% Day Employed: 100 Service Begin Date: 07-01-2020 Years Experience: 14 Full Semester ☐

of Days Employed: 223.00 Service End Date: 06-15-2021 District Type: PUBLIC

HRS1400-Teacher Service Record

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

Personnel Reports

- HRS1000 - Roster of Personnel
- HRS1050 - Employee Birthday List
- HRS1100 - Employee Verification Report
- HRS1200 - Federal EEOC Report
- HRS1250 - Employee Data Listing
- HRS1400 - Teacher Service Record**
- HRS1450 - Employee Mailing Labels
- HRS1500 - Employee Education Report
- HRS1550 - New Hire Report
- HRS1600 - Certification Report
- HRS1650 - Employee Salary Information
- HRS1700 - Social Security Number Verification

HRS1400 - Teacher Service Record

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
Enter Optional Typewritten Title	SUPERINTENDENT OF A
Service Begin Date (MMDDYYYY), or blank for ALL	
Service End Date (MMDDYYYY), or blank for ALL	
Select Accrual Code(s), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
Include All Service Records? (Y/N)	N
Select Frequency	

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.

Personnel

Exception Cancel

Date Run: 05-27-2021 1:55 PM Teacher Service Record ANYWHERE ISD Page: 1 of 1

Name: Briscoe, Sadie J. Public School Service Record
Last First MI ANYWHERE ISD
111 ANYWHERE RD
KILGORE, TX 75662
TEA ID: 9777484774 (903) 999-9999 County: GREGG
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)	.00	.00	.00	.00
						(B)	.00	.00	.00	.00

Authorized Signature: _____
SUPERINTENDENT OF ANYWHERE ISD

ASCENDER 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.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Reports > Personnel Reports > Teacher Service Record

Personnel

Report Cancel

Date Run: 05-27-2021 1:56 PM Teacher Service Record - Missing Texas Unique Staff ID ANYWHERE ISD

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