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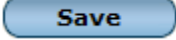
## Creating Manual 090 Records for Non-Instruction Staff

Roles generate the 090 records listed in the PEIMS Data Standards. The required roles are generated according to courses listed on the student schedules; however, roles must be added here for ALL Administrators, Office Staff, and any Teachers that may not be included in the master schedule.


### Creating a Role History

Finance > HR > Staff Manager

- Open the employee's HR record 
- Click on **Employment Detail**
- Select  **Role History**
- Select  **Add Role**
- **Type** – set to Use for State Reporting (Use for Scheduling makes the employee available in the Teacher menu for scheduling which reports 090 records from the schedule)
- Select the **Campus**
  - The Campus is the CDN (county district number) and the organization of the campus. Example: Elementary org is 101, therefore, the Campus would be XXXXXX101 (replacing the X's with your CDN).
  - If selecting **Other Campus**, you will need to enter the ID number in the text field. Example, if entering a Role for the Business Manager, select Other Campus, Enter XXXXXX750 to denote Country District Number and Organization.
- Select the **District**
- Select **Role Type** - this drop menu is a field populated with PEIMS Data Standard Codes C021 Role ID
- Select the **State Service ID** - this menu is a field populated with PEIMS Data Standard Codes C022 Service ID
- Select the **Class Type**, this is usually 01 – Regular
- Select the **Population Served** - this menu is a field populated with PEIMS Data Standard Codes C030 Population Served Code
- Select the **Instructional Setting** - this menu is a field populated with PEIMS Data Standard Codes C035 Instructional Setting Code

- Enter the **Monthly Minutes**, if applicable to the role. To calculate the monthly minutes, use the following method:
  - # of hours per day x 5 days per week x 4 weeks per month = monthly minutes
- Select  **Update**
- Select  **Return to Employment Details**
- 



Example for a Superintendent:

**Role History: [REDACTED], [REDACTED] employment from 9/1/2010 - Present**  **Return to Employment Details**

Update the Role History below. Click the **Employment Details** view in the navigation bar to return to the master screen.

**Role History**

**Ignore Schedule For Responsibilities?**

 **Update**  **Cancel**

<b>Type:</b>	Use for State Reporting ▼
<b>Campus:</b>	-- Other Campus -- ▼ [REDACTED]701
<b>District:</b>	[REDACTED] ▼
<b>* Role Type:</b>	027 - Superintendent/Chief Administrative Officer/Chief Executive Office... ▼
<b>State Service ID:</b>	SS013000 ▼
<b>* Class Type:</b>	01 - Regular ▼
<b>Population Served:</b>	01 - Regular Students ▼
<b>Instructional Setting:</b>	00 - No instructional setting ▼
<b>Monthly Minutes:</b>	<input type="text" value="0"/>

## 090 Matrix from the PEIMS Data Standards

### ROLE-ID VS. SERVICE-ID MATRIX

F = Fatal edit

SW = Special warning edit

W = Warning edit

<b>TEACHERS</b>					
<b><u>ROLE</u></b>	<b><u>ROLE NAME</u></b>	<b><u>EDIT/TYPE</u></b>	<b><u>APPROPRIATE SERVICE-IDs</u></b>	<b><u>INVALID SVC IDs</u></b>	<b><u>FUNCTION</u></b>
087	Teacher	09039 F	ALL (EXCEPT INVALID)	SS001000- SS010000, SS012000- SS019000, SAXXXXXX	11,13
047	Substitute Teacher	09039 F	ALL (EXCEPT INVALID)	SS001000- SS010000, SS012000- SS019000, SAXXXXXX	11, 13
<b>EDUCATIONAL AIDES/INTERPRETERS</b>					
<b><u>ROLE</u></b>	<b><u>ROLE NAME</u></b>	<b><u>EDIT/TYPE</u></b>	<b><u>APPROPRIATE SERVICE-IDs</u></b>	<b><u>INVALID SVC IDs</u></b>	<b><u>FUNCTION</u></b>
033	Educational Aide	0902B F	SA000003	All except SA000003	11, 12
036	Certified Interpreter	09033 F	SA000004	All except SA000004	11
<b>PROFESSIONAL SUPPORT</b>					
<b><u>ROLE</u></b>	<b><u>ROLE NAME</u></b>	<b><u>EDIT/TYPE</u></b>	<b><u>APPROPRIATE SERVICE-IDs</u></b>	<b><u>INVALID SVC IDs</u></b>	<b><u>FUNCTION</u></b>
002	Art Therapist	09027 W	SE000001, SE000005, SE000006		11
005	Psychological Associate	09029 W	SE000001, SS007000- SS009000		31
006	Audiologist	09030 W	SE000001- SE000003, SE000006		31
007	Corrective Therapist	09031 W	SE000001		11
008	Counselor	09032 F	SS007000		31
011	Educational Diagnostician	09031 W	SE000001		31
013	Librarian	09035 F	SS002000		12

015	Music Therapist	09027 W	SE000001, SE000005, SE000006		11
<b>PROFESSIONAL SUPPORT (continued)</b>					
<b><u>ROLE</u></b>	<b><u>ROLE NAME</u></b>	<b><u>EDIT/TYPE</u></b>	<b><u>APPROPRIATE SERVICE-IDs</u></b>	<b><u>INVALID SVC IDs</u></b>	<b><u>FUNCTION</u></b>
016	Occupational Therapist	09031 W	SE000001		11
017	Certified Orientation and Mobility Specialist (COMS)	09036 W	SE000001, SE000004- SE000006		11
018	Physical Therapist	09036 W	SE000001, SE000004- SE000006		11
019	Physician	09037 F	SS009000		33
021	Recreation Therapist	09036 W	SE000001, SE000004- SE000006		11
022	School Nurse	09037 F	SS009000		33
023	Psychologist/Licensed Specialist In School Psychology (LSSP)	09029 W	SE000001, SS007000- SS009000		31
024	Social Worker	09087 F	SS008000		32
026	Speech Therapist/ Speech Language Pathologist	09040 F	SE000002- SE000003		11
030	Truant Officer/ Visiting Teacher	09088 F	SS020000		32
032	Work Based Learning Site Coordinator	09045 W	ALL (EXCEPT INVALID)	SAXXXXXX, SSXXXXXX, SE000002- SE000006	11
041	Teacher Facilitator	09048 W	SS001XXX, SS002000, SS004XXX, SS005XXX		21
042	Teacher Appraiser	09082 W	SS001000- SS001003, SS005000		23
054	Department Head	09057 F	SS002000, SS004000- SS006000		13, 21
056	Athletic Trainer	09061 F	SS011000		36
058	Other Campus	09062 W	ALL (EXCEPT	SEXXXXXX,	11-36, 53, 61

	Professional Personnel		INVALID)	SS001XXX, SS013000- SS014000, SS019000	
080	Other Non-Campus Professional Personnel	09025 W	SS010000, SS006000, SS012000- SS019000, SS021000, SS023000, SS025000		All FUNCTION CODEs apply excluding FUNCTION CODE 11

**CAMPUS ADMINISTRATION**

<u>ROLE</u>	<u>ROLE NAME</u>	<u>EDIT/TYPE</u>	<u>APPROPRIATE SERVICE-IDs</u>	<u>INVALID SVC IDs</u>	<u>FUNCTION</u>
003	Assistant Principal	09028 F	SS003000		23
020	Principal	09028 F	SS003000		23

**CAMPUS / CENTRAL ADMINISTRATION**

*(Campus Admin if org = 001-699) (Central Admin if org = 701-799, 998, 999)*

<u>ROLE</u>	<u>ROLE NAME</u>	<u>EDIT/TYPE</u>	<u>APPROPRIATE SERVICE-IDs</u>	<u>INVALID SVC IDs</u>	<u>FUNCTION</u>
012	Instructional Officer	09034 F	SS001XXX, SS002000, SS004XXX, SS005XXX, SS006000, SS007000, SS011000		12, 13, 21, 31
028	Teacher Supervisor	09042 F	SS001XXX, SS002000, SS004XXX- SS005XXX		21
040	Athletic Director	09047 F	SS011000		36
055	Registrar	09059 F	SS003000, SS013000		23, 41

**CENTRAL ADMINISTRATION / DISTRICT-WIDE ADMINISTRATION**

<u>ROLE</u>	<u>ROLE NAME</u>	<u>EDIT/TYPE</u>	<u>APPROPRIATE SERVICE-IDs</u>	<u>INVALID SVC IDs</u>	<u>FUNCTION</u>
004	Assistant/Associate/Deputy Superintendent	09026 F	SSXXXXXX		12, 13, 21, 31-61, 81
027	Superintendent/Chief Admin Officer/CEO/President	09041 F	SS013000		41
043	Business Manager	09041 F	SS013000		41
044	Tax Assessor/Collector	09041 F	SS013000		41

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045	Director of Personnel/ Human Resources	09041 F	SS013000		41
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