

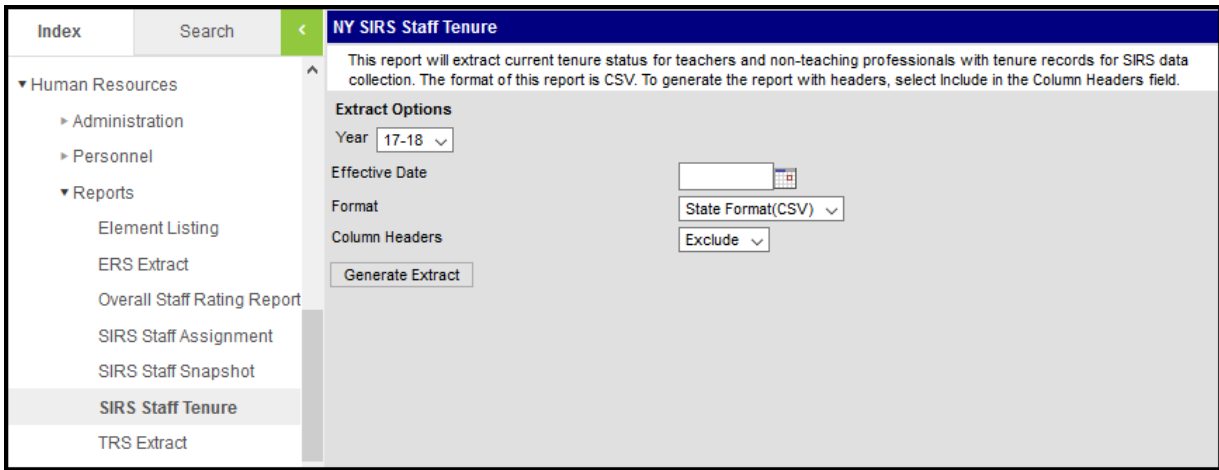
# SIRS Staff Tenure (New York) (Human Resources)

Last Modified on 10/22/2022 9:56 am CDT

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**PATH:** *Human Resources > Reports > SIRS Staff Tenure*

The SIRS Staff Tenure report extracts current tenure status for teachers and non-teaching professionals with tenure records for SIRS data collection. This template includes each staff member’s current tenure status as a teacher and/or principal, effective date of the tenure status, and date when their probation ends.



*SIRS Staff Tenure Extract Editor*

## Report Logic

- To report staff must have at least one active Work Assignment with a Teacher Role as of the Effective Date entered for the report **OR** at least one active Work Assignment with one of the following 4-digit Assignment Codes on their Work Assignment.

Code	Description
1102	PRINCIPAL ELEMENTARY SCHOOL
1104	PRINCIPAL MIDDLE SCHOOL
1106	PRINCIPAL JUNIOR HIGH SCHOOL
1107	PRINCIPAL K-12 SCHOOL
1108	PRINCIPAL SENIOR HIGH SCHOOL
1109	PRINCIPAL JUNIOR/SENIOR H S
1110	PRINCIPAL SPECIAL SCHOOL

- To report, staff members must also have a tenure record in HR General Information > Tenure Records.
- Staff members report when they have an Employment Start Date on or before the Effective Date and have

not ended prior to 7/1 of the start year selected in the Year dropdown list.

## Report Editor

Field	Description
<b>Year</b>	The school year.
<b>Effective Date</b>	The date for which information reports. This report uses the <b>Effective Date</b> to determine which staff should pull on the report. Staff report when they have an Employment Start Date on or before the Effective Date and have not ended prior to 7/1 of the start year selected in the Year dropdown list.
<b>Format</b>	<ul style="list-style-type: none"> <li>• <b>State Format (CSV)</b></li> <li>• <b>HTML</b></li> <li>• <b>Excel</b></li> </ul>
<b>Column Headers</b>	<ul style="list-style-type: none"> <li>• <b>Include</b> - The report generates with a title for each column.</li> <li>• <b>Exclude</b> - The report does NOT generate a title for each column.</li> </ul>

## Report Layout

Element	Description	Format and Length	Campus Database	Campus Location
<b>District Code</b>	The code that identifies the district that employs the teacher. The prefix "NY" is added to the first six digits in the State District Number field. For example, if the district number is 662001123456, the District Code is NY662001.	Alphanumeric, 8 characters	District.number	Human Resources > Administration > District Master > State District Number
<b>Staff ID</b>	A Staff ID is a unique number assigned to individuals employed by a school or district. Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC. If the Staff ID is less than 9 digits, the field is left padded with zeros.	Numeric, 9 digits	Person.staffStateID	Human Resources > Personnel > Personnel Master > HR General Information > Staff State ID
<b>Alternate Staff ID</b>	Reports blank.	N/A	N/A	N/A

Element	Description	Format and Length	Campus Database	Campus Location														
<b>Tenure Area Code</b>	The area in which the staff member has tenure or is pursuing tenure.	Alphanumeric, 3 characters	HRTenureProbation.tenureAreaCode	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Tenure Area Code > Code														
<b>School Year Date</b>	June 30 of the reporting school year. Used to validate the tenure area code was valid for the reporting year.	Date field, 10 characters YYYY-06-30	N/A	Human Resources > Reports > SIRS Staff Tenure > Year														
<b>Tenure Status Code</b>	<p>This code indicates the staff member's status for the Tenure Area Code.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>NOTTENELIG</td> <td>Not tenure eligible</td> </tr> <tr> <td>PROBATION</td> <td>Probationary</td> </tr> <tr> <td>PROBEXT</td> <td>Probation extended</td> </tr> <tr> <td>TENGRANT</td> <td>Tenure granted</td> </tr> <tr> <td>TENDEN</td> <td>Tenure denied</td> </tr> <tr> <td>D</td> <td>Delete</td> </tr> </tbody> </table>	Code	Description	NOTTENELIG	Not tenure eligible	PROBATION	Probationary	PROBEXT	Probation extended	TENGRANT	Tenure granted	TENDEN	Tenure denied	D	Delete	Alphanumeric, 20 characters	HRTenureProbation.statusCode	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Status Code > Code
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D	Delete																	
<b>Tenure Status Effective Date</b>	The start date of the Status Code as approved by the district.	Date field, 10 characters YYYY-MM-DD	HRTenureProbation.statusStartDate	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Status Start Date														

Element	Description	Format and Length	Campus Database	Campus Location
<b>Original Probationary Period End Date</b>	The date probation in the tenure area is scheduled to end.	Date field, 10 characters  YYYY-MM-DD	HRTenureProbation. originalprobationEndDate	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Original Probation End Date
<b>Probationary Period End Date Actual</b>	The date probation in the tenure area ends.	Date field, 10 characters  YYYY-MM-DD	HRTenureProbation. actualProbationEndDate	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Actual Probation End Date
<b>Probationary Period Extended</b>	Indicates whether probation for the associated tenure record was continued beyond the original tenure probation end date.	Alphanumeric <b>Y or N</b>	HRTenureProbation. probationExtended	Human Resources > Personnel > Personnel Master > HR General Information > Tenure Records > Probation Extended