Los Angeles County Office of Education

HRS **HUMAN RESOURCE SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION A

INTRODUCTION TO PERSONNEL

2023-2024 TRAINING MANUAL

Table of Contents

Table of Contents (continued)

Agenda

➢ **Welcome and Introductions**
- Brief explanation of the keyboard
- What is covered in this training session, goal
- What is offered for special sessions

➢ **HRS Message Board**

➢ **Overview**
- Relationship of Functions
- Functions and Transactions

➢ **Introduction to the HRS Operations Manual**

➢ **Control Data Base (CDB) and Employee Data Base (EDB)**
- Using the CDB Tables
- Name Search

  **** BREAK ****

- Adding a new classified employee
- Job History

  **** LUNCH ****

- Adding a new certified employee

➢ **Evaluation and Close of Session**

Intentionally left blank

SECTION I.

FUNCTIONS AND FEATURES

Intentionally left blank

HRS SYSTEM OVERVIEW
Tables (CDB), Personnel (EDB), Payroll, and Retirement Relationship

EMPLOYEE DATA BASE
Functions 01 and 04 (Personnel)

Required screens

Job History (007)
Current and prior data for all jobs

Payroll Tax Status (030)
Tax data

Voluntary Deductions (023)
Deductions/Reductions: TSA and Credit Union

Add'l Standard Benefits (021)
Section 125, Cash In Lieu

Standard Benefits (020)
Medical, dental, vision, and life

Confidential Information (013)
Birth date, gender, EEO Reporting

Contact Data (012)
Name and personal data

**Labor Distribution (006)
Account distribution

**Salary/Pay Rate (005)
Salary and retirement information

** Job Assignment (004)
Credential job status information

Personnel Action Data (003)
Prime job pay location

Optional Screens

Dependents by Name (022)
Employee's dependent data

Licenses, Honors and Comments (018)
Licenses, honors, and awards

Skills and Languages (017)
Work-related skills and languages

Experience and Organization (016)
Work experience and memberships

Education (015)
Education data

Miscellaneous Personal Data (014)
TB exam, physical exam, driver's license, etc.

- **Tables provide EDB with**
  - Consistent and reduced Input
  - Automated salary, stipend and benefit rate changes
  - Mass change capability
  - Ad Hoc report capability
  - Reduced input errors

- **Tables provide payroll processing with data and rules**
  - District specific data
  - Tax rates and computation
  - Pay rate calculation (Example, dock-time and overtime)
  - Retirement deductions
  - Benefit computation and method

- **EDB is the basis for individual payroll processing**
  - Distribution of payroll warrants
  - Employee deductions, reductions, contributions, and taxes
  - Salary and stipend rates
  - Account distribution
  - Retirement data

PAYROLL PROCESSING

RETIREMENT

CONTROL DATA BASE
Functions 11 and 16 (Tables)

*Work Calendar (029)
Annual contract days, paid work days, number of months for time reporting, and pay calc

*District Codes (028)
Codes for terminations, pay location, leaves, bargaining units, etc.

*Benefits (027)
Determines benefit rates on EDB Screens 020 and 021

*Stipends (026)
Determines stipend rates/amounts on EDB and time reporting

*Salary Schedules (024,025)
Determines salary rates on EDB

District Profile (020,021)
Determines individual district processing (pay cycles, w/c rates)

*Work Location (011)
Work location information

Earnings Code (010)
Determines how time transactions and adjustments process during pay calc

*Job Classification (004)
Job class code, description, and related data

Gross-To-Net (002)
Payroll processing for deductions, reductions and contributions

Optional Table

* Speed Key/Account Code (040)
Store labor distribution accounts with percentages

CDB: District-maintained Tables
CDB: SFS-maintained Tables
EDB: Employee-level screens. Required screens.
EDB: Job-level screens. Required screens. Screens 004, 005, and 006 are completed for each job assignment (max. 9 jobs).
Optional table/screens. District-maintained.
System-maintained when an EDB record is established or a change is made to Screen 004 or 005.

Intentionally left blank

HRS Message Board

```
 File  Edit  View  Communication  Actions  Window  Help

                                                              PAGE: 01
       --------------------------------------------------------------
              H R S   M E S S A G E   B O A R D   F A C I L I T Y
       --------------------------------------------------------------

                          WELCOME TO HRS TRAINING
                THIS IS A SAMPLE OF WHAT THE HRS BOARD LOOKS LIKE


       EFFECTIVE 07/14/11     *HRS - REGULAR HOURS OF OPERATION
                               MONDAY  -   8:00AM TO 6:00PM
                               TUE - FRI   7:30AM TO 6:00PM
                               SATURDAY -  8:00AM TO 3:00PM


       ** 09/23/11   PAYROLL AUDIT REGISTERS FOR E4Z WERE NOT SENT TODAY.  WILL BE
                     SENT IN TOMORROW'S JET DELIVERY





       ACTION: _  TRANSMIT FOR NEXT PAGE, OR ENTER -M- FOR MENU, OR -J- AND PAGE NO. __
       * MORE PAGES FOLLOW *
       MA     b                                   A                        23/009
```

The HRS Message Board is LACOE's automated communication link with the Districts for HRS related information. It is important to check the Message Board periodically throughout the day. The Board is used to update districts instantaneously on system information such as unexpected down time and anticipated up time, changes in payroll scheduling, report distribution, reminders and other information that needs to go to districts expeditiously.

Follow the instructions at the bottom of Message Board to navigate within the Function Menu. To begin to use the system, navigate to the Function Menu by entering the following information.

1. In the **action field**, type action code **M** for menu.
2. Hit the **Enter key** on your keyboard.

Function Menu – HRS IBM Sign-On Instructions

```
 File  Edit  View  Communication  Actions  Window  Help

            ** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **            000
                        FUNCTION MENU
** PERSONNEL **                      ** TIME REPORTING **
   01   DATA ENTRY AND UPDATE           02   TIME INPUT
   04   INQUIRY                         03   PAYROLL ADJUSTMENTS
                                        06   INQUIRY/ERROR CORRECTION
** POSITION CONTROL **               ** PAYROLL **
   10   UPDATE AND INQUIRY              07   ONLINE HISTORY - INQUIRY
                                        08   MISCELLANEOUS
** CONTROL TABLE **
   05   CENTRAL MAINTENANCE
   11   DISTRICT MAINTENANCE
   16   TABLE INQUIRY                 ** RETIREMENT **
                                        13   DATA ENTRY AND UPDATE
** MISCELLANEOUS **                     14   INQUIRY
   12   ADVANCED DATA SECURITY
   15   RUN SPECIFICATIONS           ** REPORT SUMMARY INFORMATION **
   18   FILE TRANSFER                   17   INQUIRY


                     PLEASE ENTER THE NUMBER OF THE
                     FUNCTION YOU WISH TO PERFORM?  16
INTERRUPT: _____

OPERATOR ID ZZZZ        PASSWORD                    DISTRICT 00011
 MA    b                          NUM                        21/056
```

The Function Menu is used to sign-on to the system and to select or change functions. A function consists of a group of related transactions/screens for a specific area of HRS, e.g., Function 16 Control Table Inquiry. Functions are two-digit numbers.

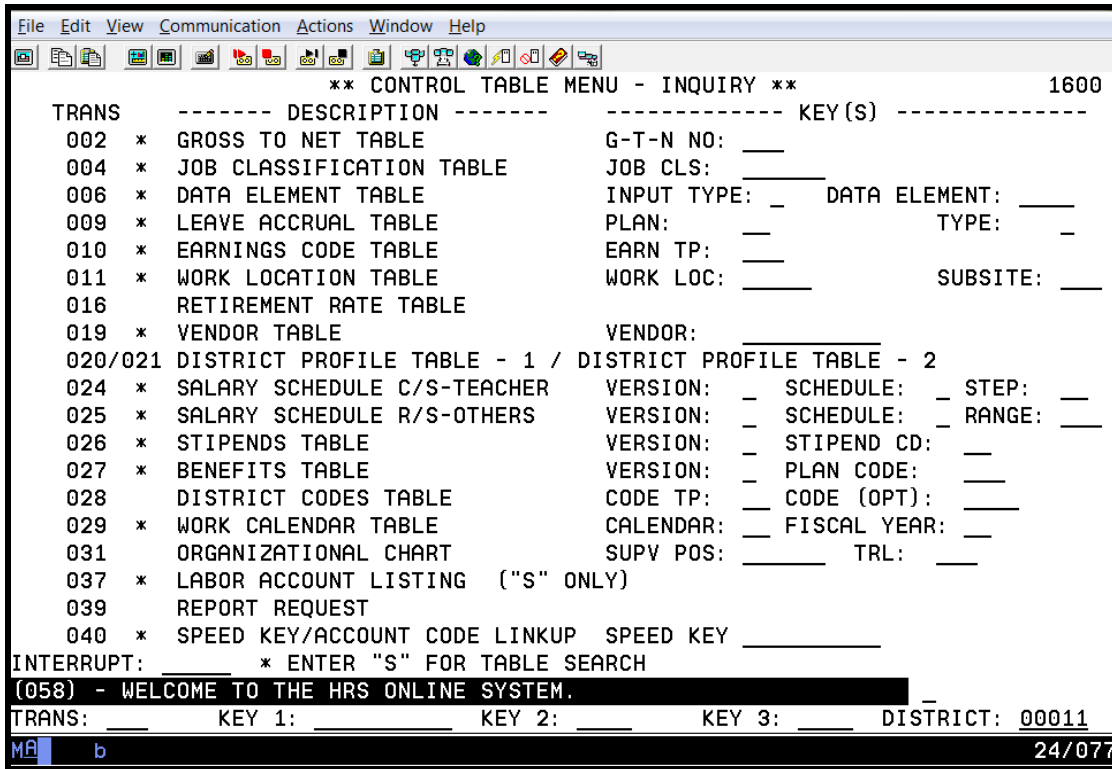To select a function and sign-on to the system, enter the following information:

1. In the **Please Enter the Number of The Function You Wish to Perform? field**, type the **two-digit function number**.

Hit the tab key twice on your keyboard to skip the Interrupt field and the Action field or move your mouse and click on the Operator ID field.

2. In the **Operator ID field**, type the **unique identification code.**

3. In the **Password field**, type your **password**.

4. In the **District field**, type the **five-digit business unit number**.

5. Hit the **Enter key** on your keyboard.

The unique identification code is issued by the SFS HRS Security Unit. For inquiries, send them an email at SFSSecurity@lacoe.edu.

Transation Menu for Function 16

```
File  Edit  View  Communication  Actions  Window  Help

                       ** CONTROL TABLE MENU - INQUIRY **                1600
    TRANS    ------- DESCRIPTION -------      ------------ KEY(S) --------------
    002  *  GROSS TO NET TABLE           G-T-N NO: ___
    004  *  JOB CLASSIFICATION TABLE     JOB CLS:  _____
    006  *  DATA ELEMENT TABLE           INPUT TYPE: _   DATA ELEMENT: ____
    009  *  LEAVE ACCRUAL TABLE          PLAN:     __              TYPE:    _
    010  *  EARNINGS CODE TABLE          EARN TP:  ___
    011  *  WORK LOCATION TABLE          WORK LOC: _____      SUBSITE: ___
    016     RETIREMENT RATE TABLE
    019  *  VENDOR TABLE                 VENDOR:   _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024  *  SALARY SCHEDULE C/S-TEACHER  VERSION: _  SCHEDULE: _ STEP:  __
    025  *  SALARY SCHEDULE R/S-OTHERS   VERSION: _  SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE               VERSION: _  STIPEND CD:  __
    027  *  BENEFITS TABLE               VERSION: _  PLAN CODE:   ___
    028     DISTRICT CODES TABLE         CODE TP: __ CODE (OPT): ____
    029  *  WORK CALENDAR TABLE          CALENDAR: __ FISCAL YEAR: __
    031     ORGANIZATIONAL CHART         SUPV POS: _____  TRL: ___
    037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                    _
TRANS: ___     KEY 1: _____  KEY 2: ____     KEY 3: ____  DISTRICT: 00011
MA    b                                                              24/077
```

Function 16, Control Table Menu - Inquiry, is used to inquire or request copies of all district related tables. There are certain table access that is limited to SFS such as Data Element Table and Vendor Table.
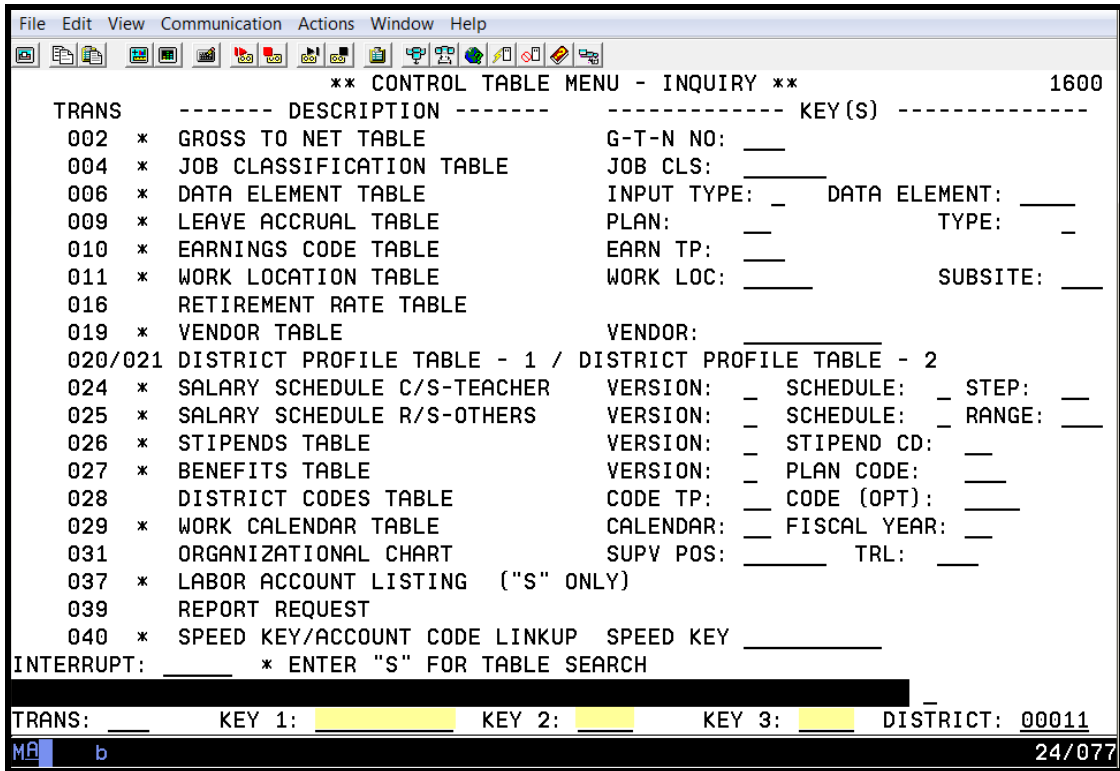
SFS Payroll Unit ....SFS_Payroll_Manager@lacoe.edu

- 002 Gross To Net Table
- 010 Earnings Code Table
- 027 Benefits Table

SFS Employee Services Unit ....SFSEmployeeServices@lacoe.edu

- 004 Job Classification Table
- 011 Work Location Table
- 020-021 District Profile Table - 1 and 2
- 024 Salary Schedule C/S Teacher
- 025 Salary Schedule R/S – Others
- 026 Stipends Table
- 028 District Codes Table
- 029 Work Calendar Table
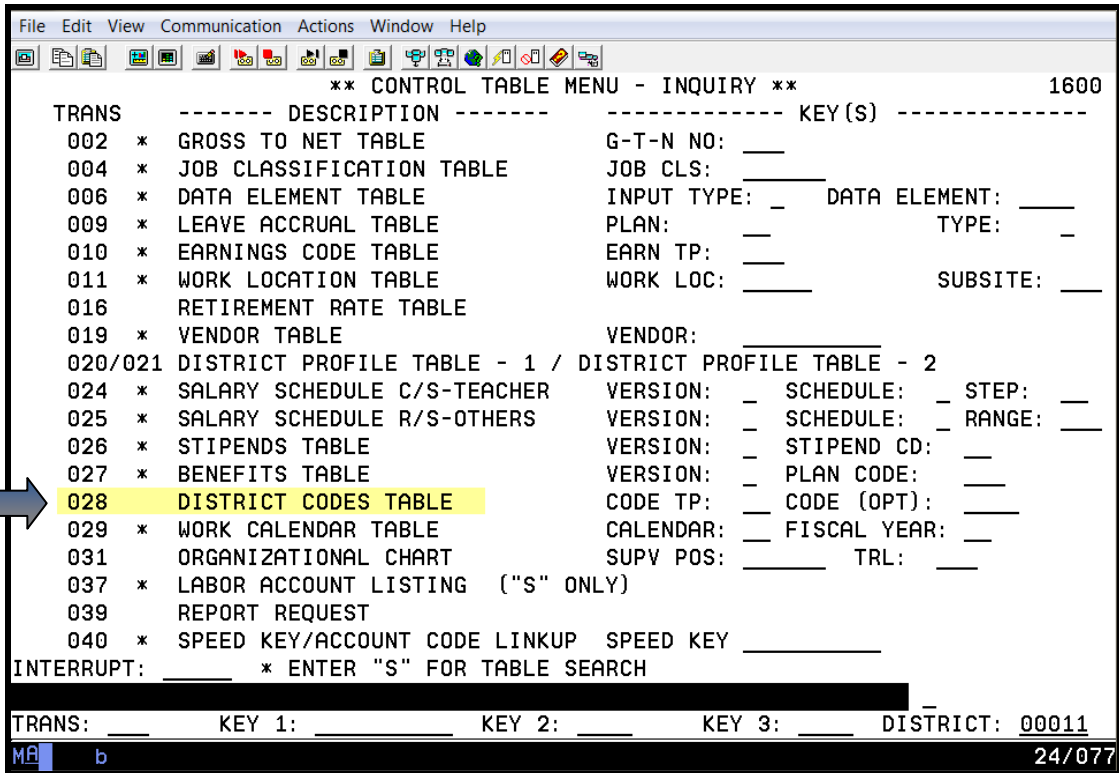- 040 Speed Key Table/Account Code Linkup

Key Field Functions

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                    ** CONTROL TABLE MENU - INQUIRY **                  1600
    TRANS    ------- DESCRIPTION -------    ------------ KEY(S) --------------
     002  *  GROSS TO NET TABLE             G-T-N NO: ___
     004  *  JOB CLASSIFICATION TABLE       JOB CLS:  _____
     006  *  DATA ELEMENT TABLE             INPUT TYPE: _   DATA ELEMENT: ____
     009  *  LEAVE ACCRUAL TABLE            PLAN:     __              TYPE:   _
     010  *  EARNINGS CODE TABLE            EARN TP:  ___
     011  *  WORK LOCATION TABLE            WORK LOC: _____      SUBSITE: ___
     016     RETIREMENT RATE TABLE
     019  *  VENDOR TABLE                   VENDOR:   _____
     020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
     024  *  SALARY SCHEDULE C/S-TEACHER    VERSION: _  SCHEDULE: _ STEP: __
     025  *  SALARY SCHEDULE R/S-OTHERS     VERSION: _  SCHEDULE: _ RANGE: ___
     026  *  STIPENDS TABLE                 VERSION: _  STIPEND CD:  __
     027  *  BENEFITS TABLE                 VERSION: _  PLAN CODE:   ___
     028     DISTRICT CODES TABLE           CODE TP:  __ CODE (OPT):  ____
     029  *  WORK CALENDAR TABLE            CALENDAR: __ FISCAL YEAR: __
     031     ORGANIZATIONAL CHART           SUPV POS: _____  TRL:  ___
     037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
     039     REPORT REQUEST
     040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
 INTERRUPT: _____    * ENTER "S" FOR TABLE SEARCH
                                                          _
 TRANS: ___    KEY 1: _____   KEY 2: ____   KEY 3: ____  DISTRICT: 00011
 MA    b                                                         24/077
```

The key field functions are another way of accessing a table. They are located on the bottom transaction line and are labeled Key 1, Key 2, and Key 3. You may be required to use only one key field or all key fields depending on the table and the amount of detail being accessed.   The chart below indicates which tables require input and in which key field.

Table Name	Key 1	Key 2	Key 3
002 Gross To Net Table	✔		
004 Job Classification Table	✔		
010 Earnings Code Table	✔		
011 Work Location Table	✔	✔ (optional)	
024 Salary Schedule C/S - Teacher	✔	✔	✔ (optional)
025 Salary Schedule R/S - Others	✔	✔	✔ (optional)
026 Stipends Table	✔	✔	
027 Benefit Table	✔	✔	
028 District Codes Table	✔	✔	
029 Work Calendar Table	✔	✔	
040 Speed Key Table	✔		

District Codes Table (028)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▦ ▨▨  ▣▣ ▦ ▦▦ ▦▦ ▦▦ ▣ ▦▦▦ ▦▦▦
                    ** CONTROL TABLE MENU - INQUIRY **              1600
      TRANS   ------- DESCRIPTION -------     ------------ KEY(S) -------------
       002  *  GROSS TO NET TABLE            G-T-N NO: ___
       004  *  JOB CLASSIFICATION TABLE      JOB CLS: _____
       006  *  DATA ELEMENT TABLE            INPUT TYPE: _   DATA ELEMENT: ____
       009  *  LEAVE ACCRUAL TABLE           PLAN:     __            TYPE:    _
       010  *  EARNINGS CODE TABLE           EARN TP:  ___
       011  *  WORK LOCATION TABLE           WORK LOC: _____       SUBSITE: ___
       016     RETIREMENT RATE TABLE
       019  *  VENDOR TABLE                  VENDOR:   _____
      020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
       024  *  SALARY SCHEDULE C/S-TEACHER   VERSION: _  SCHEDULE: _ STEP:  __
       025  *  SALARY SCHEDULE R/S-OTHERS    VERSION: _  SCHEDULE: _ RANGE: ___
       026  *  STIPENDS TABLE                VERSION: _  STIPEND CD:  __
       027  *  BENEFITS TABLE                VERSION: _  PLAN CODE:   ___
       028     DISTRICT CODES TABLE          CODE TP: __ CODE (OPT): ____
       029  *  WORK CALENDAR TABLE           CALENDAR: __ FISCAL YEAR: __
       031     ORGANIZATIONAL CHART          SUPV POS: _____  TRL: ___
       037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
       039     REPORT REQUEST
       040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
 INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
                                                              _
 TRANS: ___     KEY 1: _____  KEY 2: ____    KEY 3: ____   DISTRICT: 00011
 MA  b                                                              24/077
```

The District Codes Table stores six categories of codes and descriptions required for input on EDB screens for Bargaining Unit, Leave Reason, Pay Location, Evaluation Type, Permanency Indicator, and Termination Reason. The table has two optional sets of codes, District Code 1 and 2, which can be defined by the district and are used on the EDB Miscellaneous Personal Data Screen (014). It also has two sets of codes for Position Control. Each of the codes listed below is a separate table.

District Code	District Code Description
BU	Bargaining Unit
ET	Evaluation Type
LR	Leave Reason
PI	Permanency Indicator
PL	Pay Location
TR	Termination Reason
D1	District-defined code. This sub-table is optional.
D2	District-defined code. This sub-table is optional.
PC	Position Control - Used on PCDB Financial Information Screen (004) to record Benefit Package and Additional Contribution Package. See Position Control Manual for more information.
PN	Position Control – Records the last position number assigned and the last requisition number assigned for a fiscal year. See Position Control Manual for more information.

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

HRS allows users to add, change, and delete information using on-line real-time processing. This means the user can enter information on a screen and that information is immediately used by the computer to update the system. The user can immediately go back and see that the change has been posted to the system.

Overnight Batch Processing

The overnight batch process updates records and tables based on that day's activity and automated procedures. The batch computer programs process activity that cannot be processed at the time districts are entering data on-line.

Resources Available

There are resources available that can assist you with the Human Resource System (HRS). They can be found on our HRS Training website at https://www.lacoe.edu/hrs_training.

- **HRS Operations Manual** – This manual is referenced throughout this training manual and used in most of the training sessions. It is available for download in the General tab under the *Instructional Materials and Workbooks* section.

- **Training Manuals** – The training manuals that used in all of the HRS training sessions are available for download under the *Instructional Materials and Workbooks* section. Each manual is categorized by its topic, i.e. Payroll, Personnel, Retirement, and Position Control.

- **Workbooks** – The excel workbooks that used in some of the HRS training classes are available for download in the Workbooks tab under the *Instructional Materials and Workbooks* section. Some workbooks can be comprised of several spreadsheets.

- **Videos –** There are video tutorials to assist with basic HRS functionalities including navigation. They are located in the Videos tab under the *Instructional Materials and Workbooks* section.

Moving Within a Screen

Action Field Codes

B	=	BACK	- Page back to a previous screen.
D	=	DELETE	- Delete a table.
F	=	FORWARD	- Page forward to the next screen.
G	=	GO	- Store information on current screen and page forward to next screen.
J	=	JUMP	- Jump to another transaction (no data is processed).
M	=	MENU	- Page to Transaction Menu Screen.
N	=	NO	- Do <u>not</u> enter the data into the system. Screen remains as is and allows user to make additional changes.
R	=	RESTART	- Restore original data on the screen.
S	=	SEARCH	- Search Transactions (functionality indicated by an "*" on the Menu).
T	=	TOP	- Move the cursor to the top of the screen. If multiple screens, the cursor moves to the top first field of the first screen.
Y	=	YES	- Confirm the transaction data and update the record.
*	=		- Confirm deletion of a table.

Below are a few of the main keys you will use for moving around the screen.

Arrows	-	Moves the cursor in the direction the arrows are pointing. Arrow keys wrap from top-to-bottom, or side-to-side, of the screen.
Tab	-	Moves the cursor forward one field at a time.
Shift + Tab	-	Moves the cursor back one field at a time.
Home	-	Moves the cursor to the first character position on the screen where data may be entered.

Remove Data from EDB Screens and CDB Table Screens

- Required field - cannot change to space. It must have valid value.

- Optional field - alpha numeric - use the Delete key to clear the field one character at a time or use the End key to clear all characters in the field to the right of the cursor.

- Optional field - numeric (salary fields, dollar values, dates). Use "888" and completely fill the field to change the value to zero or space.

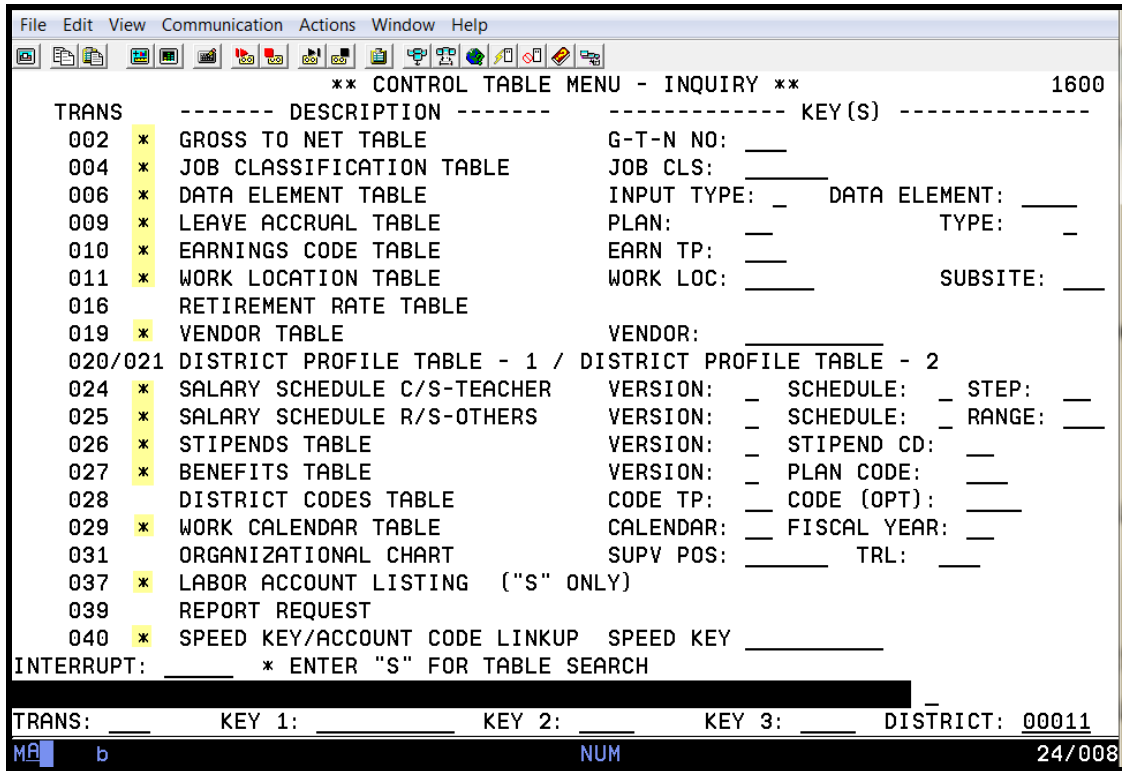Exception: Future-Dated EDB Changes, Transactions 104, 105, and 106.

- If the field is <u>alpha numeric</u>, fill the field with asterisks.

- If the field is <u>numeric</u> or a date field, fill the field with "8"s (eights).
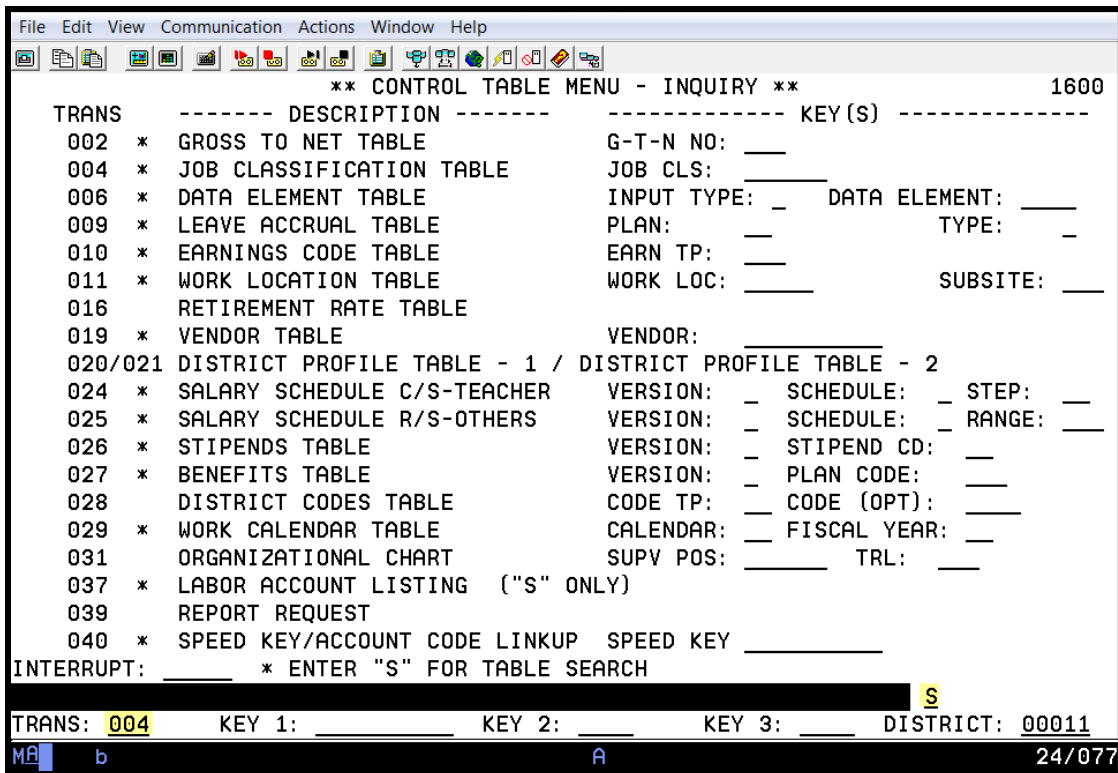
SECTION II.

TABLE SEARCH

Intentionally left blank

Tables with Search Screen Capabilities

```
 File  Edit  View  Communication  Actions  Window  Help

                      ** CONTROL TABLE MENU - INQUIRY **                1600
    TRANS   ------- DESCRIPTION -------      ------------ KEY(S) --------------
     002  *  GROSS TO NET TABLE            G-T-N NO: ___
     004  *  JOB CLASSIFICATION TABLE      JOB CLS: _____
     006  *  DATA ELEMENT TABLE            INPUT TYPE: _  DATA ELEMENT: ____
     009  *  LEAVE ACCRUAL TABLE           PLAN:     __              TYPE:   _
     010  *  EARNINGS CODE TABLE           EARN TP:  ___
     011  *  WORK LOCATION TABLE           WORK LOC: _____       SUBSITE: ___
     016     RETIREMENT RATE TABLE
     019  *  VENDOR TABLE                  VENDOR:       _____
   020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
     024  *  SALARY SCHEDULE C/S-TEACHER   VERSION:  _  SCHEDULE: _ STEP:  __
     025  *  SALARY SCHEDULE R/S-OTHERS    VERSION:  _  SCHEDULE: _ RANGE: ___
     026  *  STIPENDS TABLE                VERSION:  _  STIPEND CD:  __
     027  *  BENEFITS TABLE                VERSION:  _  PLAN CODE:   ___
     028     DISTRICT CODES TABLE          CODE TP:  __ CODE (OPT):  ____
     029  *  WORK CALENDAR TABLE           CALENDAR: __ FISCAL YEAR: __
     031     ORGANIZATIONAL CHART          SUPV POS: _____  TRL:  ___
     037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
     039     REPORT REQUEST
     040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
 INTERRUPT: _____    * ENTER "S" FOR TABLE SEARCH
                                                          _
 TRANS: ___    KEY 1: _____  KEY 2: ____   KEY 3: ____  DISTRICT: 00011
 MA    b                         NUM                              24/008
```

Some tables have a search screen which allows you to view a list of records from the table rather than only one detail screen at a time. They are identified by asterisks.

Access the Table Search Screen

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▤▤  ▣▣  ▣  ▣▣  ▣▣  ▣  ▣▣▣▣▣▣▣▣
                    ** CONTROL TABLE MENU - INQUIRY **                    1600
    TRANS    ------- DESCRIPTION -------        ------------ KEY(S) --------------
    002   *  GROSS TO NET TABLE            G-T-N NO: ___
    004   *  JOB CLASSIFICATION TABLE      JOB CLS:  _____
    006   *  DATA ELEMENT TABLE            INPUT TYPE: _   DATA ELEMENT: ____
    009   *  LEAVE ACCRUAL TABLE           PLAN:     __              TYPE:   _
    010   *  EARNINGS CODE TABLE           EARN TP:  ___
    011   *  WORK LOCATION TABLE           WORK LOC: _____        SUBSITE: ___
    016      RETIREMENT RATE TABLE
    019   *  VENDOR TABLE                  VENDOR:   _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024   *  SALARY SCHEDULE C/S-TEACHER   VERSION: _  SCHEDULE: _ STEP:  __
    025   *  SALARY SCHEDULE R/S-OTHERS    VERSION: _  SCHEDULE: _ RANGE: ___
    026   *  STIPENDS TABLE                VERSION: _  STIPEND CD:  __
    027   *  BENEFITS TABLE                VERSION: _  PLAN CODE:   ___
    028      DISTRICT CODES TABLE          CODE TP: __ CODE (OPT):  ____
    029   *  WORK CALENDAR TABLE           CALENDAR: __ FISCAL YEAR: __
    031      ORGANIZATIONAL CHART          SUPV POS: _____  TRL:  ___
    037   *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039      REPORT REQUEST
    040   *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
 INTERRUPT: _____    * ENTER "S" FOR TABLE SEARCH
                                                                       S
 TRANS: 004     KEY 1: _____  KEY 2: ____   KEY 3: ____  DISTRICT: 00011
 MA    b                                    A                          24/077
```

To access the Table Search Screen from the Transaction Menu,

1. In the **action field**, type action code **S** for search.
2. In the **TRANS field**, type the **transaction number**.
3. Hit the **Enter key** on your keyboard.

The system navigates you to the table search screen.

Navigate Within the Table Search Screen

```
File  Edit  View  Communication  Actions  Window  Help
*** TABLE SEARCH ***                                    1671
                    JOB CLASSIFICATION TABLE
F 100010 SUPERINTENDENT              C    _ 180151 ASST HEAD TEACHER CHD CTR C
_ 100015 HOUSING ALLOWANCE           C    _ 200000 TEACHER IN CHARGE         C
_ 100020 DEPUTY SUPT.ADMIN. SERV.    N    _ 200001 TEACHER                   C
_ 101020 ASST SUPT INST SERVICES     C    _ 200002 TEACHER SUMMER ASSIGNMENT C
_ 101030 ASST SUPT HUMAN RESOURCES   C    _ 200003 COMPUTER COORDINATOR      C
_ 101035 ASST SUPT STUDENT SERVICE   C    _ 200004 COORD-SCHOOL IMPROV/TECH  C
_ 101040 EXECUTIVE DIRECTOR          C    _ 200005 TEACHER CHILD CENTER      C
_ 104000 DIRECTOR-STUDENT SERVICES   C    _ 200006 TEACHER CERT ADULT ED     C
_ 105000 COORD-P.R.-SAFETY&RISK MG   C    _ 200007 TEACHER EXTRA DUTY-AD.ED. C
_ 110010 PRINCIPAL                   C    _ 200008 TEACHER ROTC              C
_ 111010 ASST. PRINCIPAL             C    _ 200015 HOME TEACHER              C
_ 111011 AMINISTRATIVE ASSISTANT     C    _ 210006 TEACHING COOR ADULT ED    C
_ 140010 COORDINATOR INST SERVICES   C    _ 220110 MENTOR TEACHER            C
_ 140011 DIRECTOR I                  C    _ 230110 DEPARTMENT CHAIR          C
_ 140012 DIRECTOR II                 C    _ 250010 LIBRARIAN                 C
_ 170010 PSYCHOLOGIST                C    _ 280110 EXTRA DUTY CERTIFICATED   C
_ 180045 NURSE                       C    _ 280500 INDEPENDENT STUDY TUTOR   C
_ 180051 HEAD TEACHER CHILD CTR      C    _ 290006 SUB TEACHER-ADULT ED      C
_ 180052 SUB HEADTEACHER CHILD CTR   C    _ 290010 SUB TEACHER               C
_ 180055 MIDDLE SCHOOL PROGRAM MGR   C    _ 290015 SUB TEACHER CHILD CTR     C
      (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU    _
TRANS: 004    KEY 1: _____    KEY 2: ____    KEY 3: ____    DIST: 00011
MA    b                            NUM                              24/076
```

message bar →

Once on the Table Search Screen, you can scroll to the next page by doing the following.

1. In the a**ction field or on the highlighted field shown above**, type action code **F** for forward.

2. Hit the **Enter key** on your keyboard.

Use the codes identified on the message bar to navigate, access the detail, or return to the transaction menu.

Access the Table Detail Screen

```
File  Edit  View  Communication  Actions  Window  Help
┌──────────────────────────────────────────────────────────────────┐
│                        *** TABLE SEARCH ***                  1671  │
│                     JOB CLASSIFICATION TABLE                       │
│   _ 290030 SUB LIBRARIAN            C   _ 410042 MAINTENANCE SUPERVISOR    N │
│   _ 290110 LONG TERM TCHR SUB       C   _ 410043 ADULT ED SUPERVISOR      N │
│   _ 291000 EARLY RETIREE            C   _ 410044 COLLEGE/CAREER CNTR SPEC  N │
│   _ 333333 CERT AUTO ALLOW          C   _ 410045 GROUNDS SUPERVISOR       N │
│   _ 401020 ASST SUPT ADMIN SERVICES N   _ 410046 SUPERVISOR OPS CONST TECH N │
│   X 402020 CHIEF BUSINESS OFFICIAL  N   _ 410048 PLANT MANAGER           N │
│   _ 410004 DIRECTOR FAC. MGMT. CONST N  _ 410049 MANAGER OF OPERATIONS   N │
│   _ 410005 ASST DIRECTOR MAINT/OPS  N   _ 410050 TECHNICAL THEATER MANAGER N │
│   _ 410006 ASST. DIRECTOR M.C.T.    N   _ 430030 DIRECTOR OF PURCHASING  N │
│   _ 410018 ASST DIRECTOR FISCAL SRVC N  _ 430031 PURCHASING SUPERVISOR   N │
│   _ 410020 DIRECTOR FISCAL SERVICES N   _ 430035 OFFICE MGR - ADULT ED   N │
│   _ 410021 DIR NUTRITION-PURCHASING N   _ 440001 COORDINATOR-PROJ ENABLE N │
│   _ 410022 DIRECTOR INFO. SERVICES  N   _ 440002 COORDINATOR-DRUG FREE SCH N │
│   _ 410023 CHIEF TECHNOLOGY OFFICER N   _ 440003 DIRECTOR-DEVELOPMENT    N │
│   _ 410025 PROGRAM DIRECTOR         C   _ 440004 PROJECT DIRECTOR - SCTCCC N │
│   _ 410027 PROGRAM MGR BEHAVIOR SPEC N  _ 440005 COORDINATOR-WORKABILITY N │
│   _ 410028 OCCUPATIONAL THERAPIST   N   _ 440050 NUTRITION NET COORDINATOR N │
│   _ 410030 DIRECTOR FOOD SERVICE    N   _ 444444 CLAS AUTO ALLOW         N │
│   _ 410040 DIRECTOR, MAINT. & OPER. N   _ 490300 DIR ALTERNATE DISPUTE RES N │
│   _ 410041 SUPERVISOR-OPERATIONS    N   _ 503041 ADULT SCHOOL SRVCS TECH N │
│        (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU  _    │
│ TRANS: 004    KEY 1: _____   KEY 2: ____   KEY 3: ____   DIST: 00011 │
│ MA  b                            NUM                          24/076 │
└──────────────────────────────────────────────────────────────────┘
```

From the Table Search Screen, you can view the detail screen for a specific record by doing the following.

1. In the **Select field**, next to the item you want to examine, type **X**.

2. Hit the **Enter key** on your keyboard.

NOTE: There are tables that have an extra layer of search screens. For example, when searching the salary schedule tables (024 and 025), it displays all the current and past versions of the schedules available.

This is the detail screen of the record selected from the search screen.

```
 File  Edit  View  Communication  Actions  Window  Help

               ** CTL - JOB CLASSIFICATION TABLE INQUIRY **              1604

        JOB CLASS: 402020

                                              JOB    JOB   STAT    BUDGET
        DISTRICT              TITLE           TYPE   STAT  DATE     PROJ
         00111        CHIEF BUSINESS OFFICIAL   N     A    01 04

PAY      --SALARY SCHEDULE--    STND HRS    STND HRS     PERS WORK       OVERTIME
BASIS     SCHED     RANGE       IN A WEEK   IN A DAY       SCHED   FLSA  ELIGIBIL
  M         3        402          40.00       8.00          173     A       N


---EEO---    WORK     BARG    ILL   VAC   RET    RET    SUB    BOARD      COMMISSIO
CAT   SUB    COMP     UNIT   PLAN  PLAN  PLAN   STAT   IND     DATE         DATE
                       MG                  P9     M


ACAD    TENURE    REPORT     JOB      SENIORITY    PRIOR     ----MASS RETRO-----
RANK    ELIG      GROUPS    FAMILY     FAMILY    JOB CLASS    SUBJ  STEPS  RANGES



TRANS: 004    KEY 1: 402020      KEY 2: ____     KEY 3: ____     DIST: 00011
MA    b                               NUM                            24/076
```

Intentionally left blank

SECTION III.

HRS DISTRICT PAYROLL SCHEDULE

Intentionally left blank

DIVISION OF SCHOOL FINANCIAL SERVICES
HRS DISTRICT PAYROLL SCHEDULE
AUGUST 2017 ISSUE DATE

Los Angeles County
Office of Education
Leading Educators • Supporting Students • Serving Communities

CYCLE	SCHEDULE	PAYROLL PERIOD FROM	TO	MEMO	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C1	C1A	07-01-17	07-31-17	1STWD	08-01-17	07-27-17	07-18-17	07-21-17	C1A
V2	V2C	07-01-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V2C
V1	V1E	07-16-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V1E
E1	E1B	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	E1B
C5	C5A	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	C5A
E4	E4B	07-01-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	E4B
H1	H1B	07-16-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	H1B
C3	C3A	07-01-17	07-31-17	10TH	08-10-17	08-07-17	07-27-17	07-31-17	C3A
V1	V1F	08-01-17	08-15-17	20TH	08-18-17	08-14-17	08-03-17	08-08-17	V1F
E1	E1C	08-01-17	08-31-17	ESA	08-18-17	08-15-17	08-04-17	08-08-17	E1C
E4	E4C	08-01-17	08-31-17	ESA	08-25-17	08-21-17	08-11-17	08-15-17	E4C
H1	H1C	08-01-17	08-15-17	25TH	08-25-17	08-22-17	08-11-17	08-15-17	H1C
C2	C2B	08-01-17	08-31-17	LWD	08-31-17	08-25-17	08-17-17	08-21-17	C2B
C1	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

Time Report Production Date	Time reports are produced this day. Employees to be listed on time report/screen must be loaded in EDB by 7:00 pm this day. District will have time reports/screens available the next day.	
Payroll Production Date	Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.	
Issue Date	Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.	

If you have any questions regarding this schedule, please call the SFS-Payroll Section at (562) 922-6442.
See back page for Regular Verification & Supplemental Schedule

07-07-17

AUGUST 2017

HRS SUPPLEMENTAL PRODUCTION SCHEDULE			
Production Date	For Verification Warrants Schedule	For Real Warrants Schedule	Issue Date Real Warrants
08/01/17	215	213	08/03/17
08/02/17	E4B,H1B,216	214	08/04/17
08/03/17	C3A,219	215	08/07/17
08/04/17	220	216	08/08/17
08/05/17	----	SAT	----
08/06/17	----	SUN	----
08/07/17	221	219	08/09/17
08/08/17	222	220	08/10/17
08/09/17	223	221	08/11/17
08/10/17	V1F,226	222	08/14/17
08/11/17	E1C,227	223	08/15/17
08/12/17	----	SAT	----
08/13/17	----	SUN	----
08/14/17	228	226	08/16/17
08/15/17	229	227	08/17/17
08/16/17	230	228	08/18/17
08/17/17	E4C,233	229	08/21/17
08/18/17	H1C,234	230	08/22/17
08/19/17	----	SAT	----
08/20/17	----	SUN	----
08/21/17	235	233	08/23/17
08/22/17	236	234	08/24/17
08/23/17	C2B,237	235	08/25/17
08/24/17	----	236	08/28/17
08/25/17	C1B,V2D,V1G	237	08/29/17
08/26/17	----	SAT	----
08/27/17	----	SUN	----
08/28/17	E1D,C5B,242	----	----
08/29/17	243	----	----
08/30/17	E4D,H1D,244	242	09/01/17
08/31/17	C3B,248	243	09/05/17

RETROACTIVE PRODUCTION SCHEDULE			
Schedule	Transaction Gen Date	Production Date	Issue Date
R03	07/28/17	08/03/17	08/07/17
R04	08/04/17	08/10/17	08/14/17
R05	08/11/17	08/17/17	08/21/17
R06	08/18/17	08/24/17	08/28/17
R07	08/25/17	----	----

LACOE 2017-2018 OBSERVED HOLIDAYS			
07-04-17	Independence Day	12-25-17	Christmas Holiday
09-04-17	Labor Day	12-29-17	New Year's Eve
11-10-17	Veteran's Day	01-01-18	New Year's Day
11-22-17	Thanksgiving Holiday	01-15-18	Martin Luther King Jr. Day
11-23-17	Thanksgiving Holiday	02-12-18	Lincoln's Birthday
11-24-17	Thanksgiving Holiday	02-19-18	Washington's Birthday
12-22-17	Christmas Holiday	05-28-18	Memorial Day

**Issue dates may be changed based upon observed Bank holidays and County office closures.
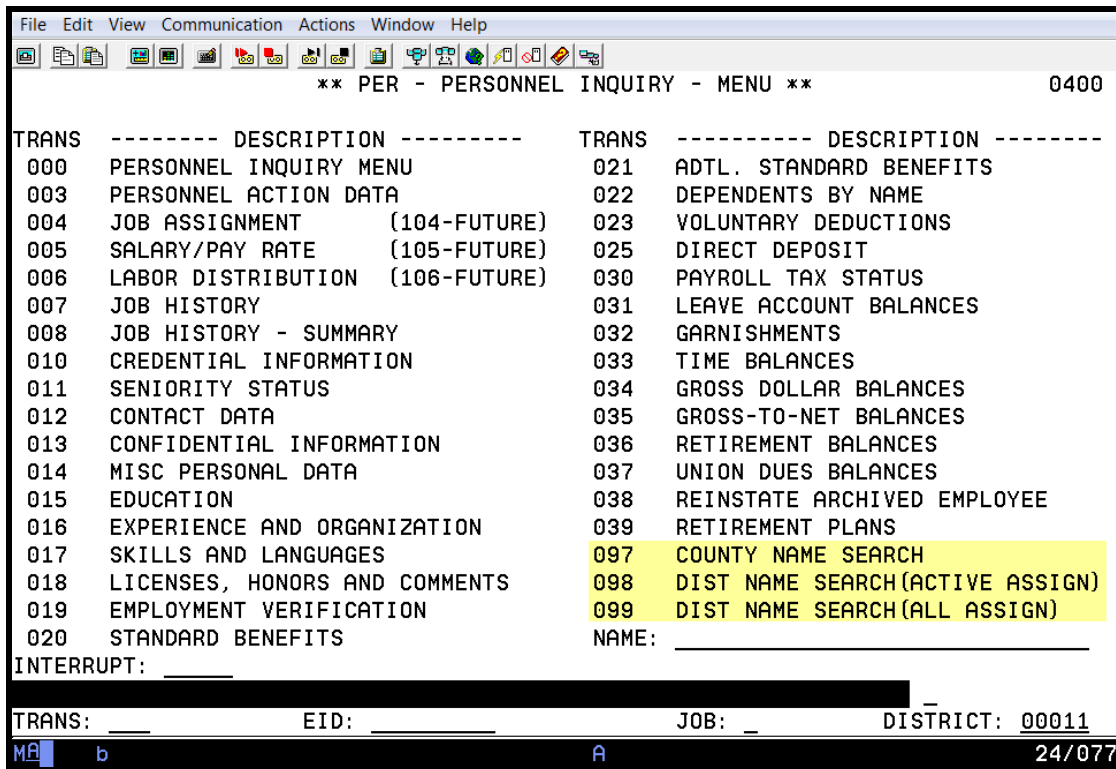Observed holidays are considered non-work days.**

07-07-17

SECTION IV.

NAME SEARCH SCREENS

Intentionally left blank
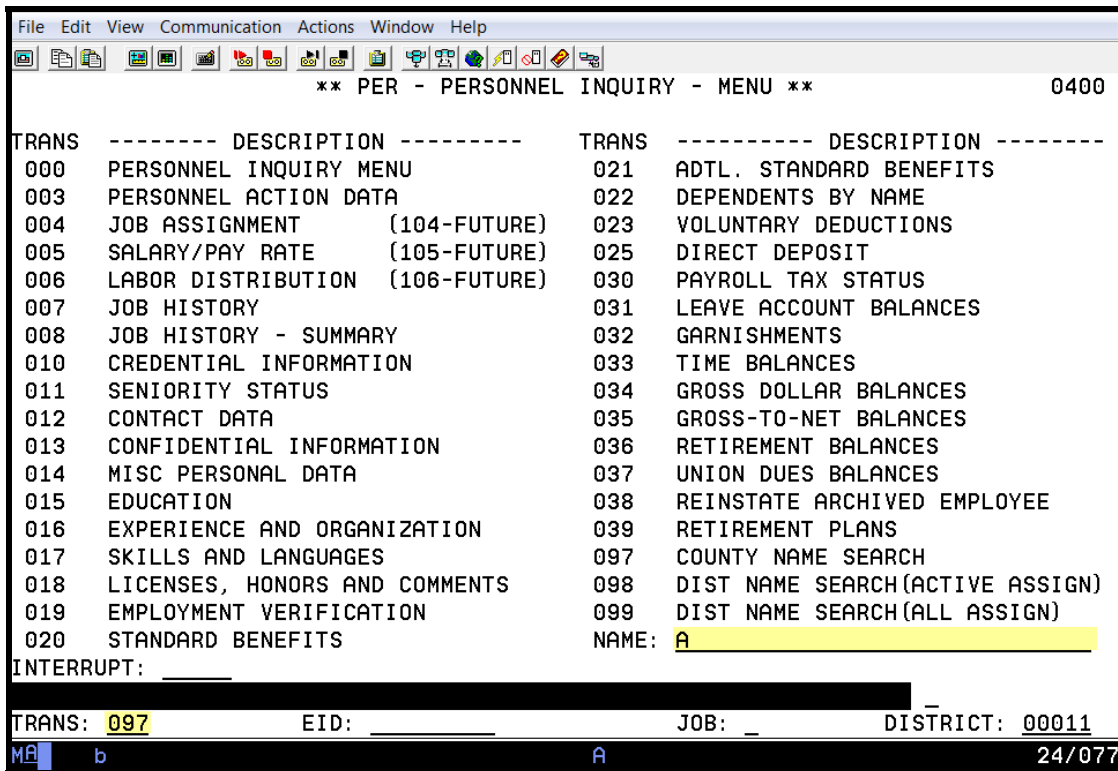
Name Search Screens (097, 098, 099)

```
File  Edit  View  Communication  Actions  Window  Help
🔲 📋📋  🔳🔳 📺  🔜🔜 🔜🔜  🔳  📺📺⬢📃🔳📝🔳
                  ** PER - PERSONNEL INQUIRY - MENU **                    0400

TRANS  -------- DESCRIPTION ---------    TRANS  --------- DESCRIPTION --------
 000   PERSONNEL INQUIRY MENU             021    ADTL. STANDARD BENEFITS
 003   PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
 004   JOB ASSIGNMENT     (104-FUTURE)    023    VOLUNTARY DEDUCTIONS
 005   SALARY/PAY RATE    (105-FUTURE)    025    DIRECT DEPOSIT
 006   LABOR DISTRIBUTION (106-FUTURE)    030    PAYROLL TAX STATUS
 007   JOB HISTORY                        031    LEAVE ACCOUNT BALANCES
 008   JOB HISTORY - SUMMARY              032    GARNISHMENTS
 010   CREDENTIAL INFORMATION             033    TIME BALANCES
 011   SENIORITY STATUS                   034    GROSS DOLLAR BALANCES
 012   CONTACT DATA                       035    GROSS-TO-NET BALANCES
 013   CONFIDENTIAL INFORMATION           036    RETIREMENT BALANCES
 014   MISC PERSONAL DATA                 037    UNION DUES BALANCES
 015   EDUCATION                          038    REINSTATE ARCHIVED EMPLOYEE
 016   EXPERIENCE AND ORGANIZATION        039    RETIREMENT PLANS
 017   SKILLS AND LANGUAGES               097    COUNTY NAME SEARCH
 018   LICENSES, HONORS AND COMMENTS      098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019   EMPLOYMENT VERIFICATION            099    DIST NAME SEARCH(ALL ASSIGN)
 020   STANDARD BENEFITS                  NAME:  _____
INTERRUPT: _____
                                                                        _
TRANS: ____      EID: _____          JOB: _      DISTRICT: 00011
MA   b                                   A                          24/077
```

The Name Search screens provide quick access to selected employee data without accessing screens at the employee level. It can also be used to find the current name for an employee using a prior name. These search screens are used in Personnel (Function 01 or 04) and Pay History (Function 07). These screens are inquiry only. All data is pulled from EDB screens.

There are three name search screens: 097, 098, and 099.

	County Name Search (097)	District Name Search (098)	District Name Search (099)
Prime job assignments	✔	✔	✔
All job assignments			✔
Active	✔	✔	✔
Terminated	✔		✔
Archived	✔		✔
Non-Employee	✔	✔	✔
Future	✔	✔	✔
Leave (Paid or Unpaid)	✔	✔	✔

Navigate to a Name Search Screen from the Transaction Menu

```
File  Edit  View  Communication  Actions  Window  Help

            ** PER - PERSONNEL INQUIRY - MENU **                    0400

TRANS   -------- DESCRIPTION ---------    TRANS   --------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU             021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT      (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE     (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION  (106-FUTURE)   030    PAYROLL TAX STATUS
 007    JOB HISTORY                        031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY              032    GARNISHMENTS
 010    CREDENTIAL INFORMATION             033    TIME BALANCES
 011    SENIORITY STATUS                   034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                       035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION           036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                 037    UNION DUES BALANCES
 015    EDUCATION                          038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION        039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES               097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS      098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYMENT VERIFICATION            099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                  NAME:  A_____
INTERRUPT: _____
                                                        _
TRANS: 097          EID: _____            JOB: _      DISTRICT: 00011
MA    b                                A                          24/077
```

To access the name search screens from the transaction menu,

1. In the **TRANS field**, type the transaction number (**097**, **098**, or **099**).

2. In the **NAME field**, type the employee's name using the following valid formats. When including the first name, enter a comma between the last name and first name.

    - Partial last name –or–

    - Full last name –or–

    - Full last name and the partial first name –or–

    - Full last name and the full first name

3. Hit the **Enter key** on your keyboard.

The system navigates to the name search screen.

NOTE: When a name is changed in HRS, the current name is listed on the name search screen in place of the prior name. If the prior name begins with the same letter as the current name, the current name is listed twice on the name search screen.

County Name Search (097)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar]
                    ** PER - COUNTY NAME SEARCH - INQ **                    0497
NAME KEY: A                                    PAY    EMPLOYEE    PRIMARY
TRANS           NAME              EID      DIST LOC  TYPE STAT   JOB CYCLE
 ___     ABBOTT,DENNIS B.        MA0141205 00111 017   N    A     4   H1
 ___     ABBOTT,JANE B.          WK2041758 00111 825   C    T     1   C3
 ___     ABBOTT,PRISCILLA B.     WP6285364 00111 100   N    T     1   C3
 ___     ABRAMS,GARY B.          TW7531751 00111 100   C    A     3   C3
 ___     ABRAMS,HEIDI B.         PF9038435 00111 004   S    T     1   C3
 ___     ABRAMS,HOWARD B.        VN3390511 00111 012   C    R     1   C3
 ___     ABRAMS,KATHRYN B.       AW7465862 00111 032   C    A     3   C1
 ___     ABRAMS,REBECCA B.       WE6322795 00111 004   N    T     1   C3
 ___     ABRAMS,TERRI B.         EW0253490 00111 037   C    A     3   C1
 ___     ABRAMS,VERONICA B.      AF8459867 00111 038   N    T     1   H1
 ___     ADAMS,ALEXANDRA D.      NW4879058 00111 033   C    A     1   C1
 ___     ADAMS,ETHEL D.          XG1698374 00111 012   N    A     4   E4
 ___     ADAMS,TONY D.           FN1401551 00111 008   C    A     1   C3
 ___     ADCOCK,PAM D.           PP1882311 00111 046   N    A     3   H1
 ___     ADCOCK,PAUL D.          ZK9563469 00111 100   C    R     1   C3
 ___     ADKINS,CLAUDE D.        JH7176950 00111 100   N    R     1   C3
 ___     ADKINS,GILBERT D.       DQ2547857 00111 012   S    R     1   C3
 ___     ADKINS,HUGH D.          AX3411999 00111 012   S    A     1   C3

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.       _
TRANS: 097          EID: 000000000          JOB: _     DISTRICT: 00011
MA   b                              A                          24/077
```

The County Name Search screen (097) lists **only primary jobs for all employees**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

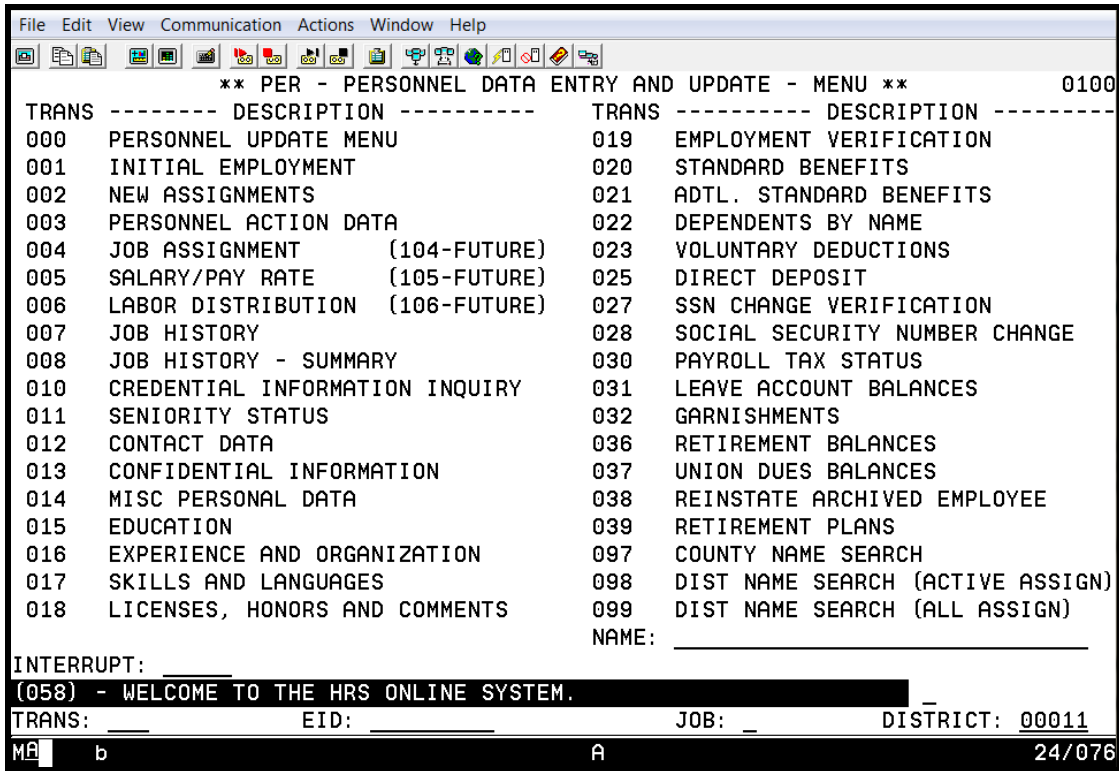| Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. ● Partial last name –or– ● Full last name –or– ● Full last name and the partial first name –or– ● Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

District Name Search - Active Assignments (098)

```
File  Edit  View  Communication  Actions  Window  Help
                        ** PER - DIST NAME SEARCH - INQ **              0498
NAME KEY:   A_____
TRANS          NAME               EID       POSITION    JOB TITLE    ST JOB
____ ABBOTT,DENNIS B.            MA0141205  700112 SUB INSTR AIDE III A   1
____ ABBOTT,DENNIS B.            MA0141205  509130 SUB CLERK          A   2
____ ABBOTT,DENNIS B.            MA0141205  720001 SUB HEALTH AIDE     A   3
____ ABBOTT,DENNIS B.            MA0141205  509033 OFFICE ASSISTANT III A  4
____ ABBOTT,DENNIS B.            MA0141205  780101 SUB NOON AIDE       A   5
____ ABRAMS,GARY B.             TW7531751  000207 INSTRUCTIONAL ASST   A   1
____ ABRAMS,KATHRYN B.          AW7465862  290010 SUB TEACHER          A   1
____ ABRAMS,KATHRYN B.          AW7465862  290015 SUB TEACHER CHILD CT A   2
____ ABRAMS,KATHRYN B.          AW7465862  290110 LONG TERM TCHR SUB   A   4
____ ABRAMS,TERRI B.            EW0253490  200001 TEACHER              A   3
____ ADAMS,ALEXANDRA D.         NW4879058  200001 TEACHER              A   1
____ ADAMS,ETHEL D.             XG1698374  410020 DIRECTOR FISCAL SERV A   4
____ ADAMS,TONY D.              FN1401551  290010 SUB TEACHER          A   1
____ ADAMS,TONY D.              FN1401551  290015 SUB TEACHER CHILD CT A   4
____ ADCOCK,PAM D.              PP1882311  700112 SUB INSTR AIDE III   A   1
____ ADCOCK,PAM D.              PP1882311  700110 SUB INSTR AIDE I     A   2
____ ADCOCK,PAM D.              PP1882311  700010 INSTRUCTIONAL ASST - A   3
____ ADCOCK,PAM D.              PP1882311  700012 INSTRUCTIONAL ASST-S A   5

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.       _
TRANS: 098          EID: 000000000        JOB: _        DISTRICT 00011
MA    b                                                          24/077
```

The District Name Search-Active Assignments (098) screen lists **all active job assignments**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. • Partial last name –or– • Full last name –or– • Full last name and the partial first name –or– • Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

District Name Search - All Assignments (099)

```
File  Edit  View  Communication  Actions  Window  Help

                        ** PER - DIST NAME SEARCH - INQ **              0498
NAME KEY:  A_____
TRANS           NAME                  EID      POSITION    JOB TITLE    ST JOB
___  ABBOTT,DENNIS B.               MA0141205  700112 SUB INSTR AIDE III  A  1
___  ABBOTT,DENNIS B.               MA0141205  509130 SUB CLERK           A  2
___  ABBOTT,DENNIS B.               MA0141205  720001 SUB HEALTH AIDE      A  3
___  ABBOTT,DENNIS B.               MA0141205  509033 OFFICE ASSISTANT III A  4
___  ABBOTT,DENNIS B.               MA0141205  780101 SUB NOON AIDE        A  5
___  ABBOTT,JANE B.                 WK2041758  200006 TEACHER CERT ADULT E T  1
___  ABBOTT,PRISCILLA B.            WP6285364  700112 SUB INSTR AIDE III   T  1
___  ABRAMS,GARY B.                 TW7531751  000207 INSTRUCTIONAL ASST   A  1
___  ABRAMS,GARY B.                 TW7531751  000208 NOON AIDE            T  2
___  ABRAMS,GARY B.                 TW7531751  516131 SUB LIBRARY CLERK    T  3
___  ABRAMS,GARY B.                 TW7531751  000210 LIBRARY/MEDIA TECHNI T  4
___  ABRAMS,GARY B.                 TW7531751  001020 SUB TEACHER          T  5
___  ABRAMS,GARY B.                 TW7531751  200001 TEACHER             T  6
___  ABRAMS,GARY B.                 TW7531751  200011 TEACHER             T  7
___  ABRAMS,GARY B.                 TW7531751  200012 TEACHER             T  8
___  ABRAMS,GARY B.                 TW7531751  900020 TEACHER             T  9
___  ABRAMS,HEIDI B.                PF9038435  780700 STUDENT WORKER       T  1
___  ABRAMS,HOWARD B.               VN3390511  290010 SUB TEACHER          T  1

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.            _
TRANS: 099          EID: 000000000        JOB: _        DISTRICT 00011
MA     b                                                          24/077
```

The District Name Search-All Assignments (099) lists **all job assignments including archived and terminated assignments**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. - Partial last name –or– - Full last name –or– - Full last name and the partial first name –or– - Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

Intentionally left blank

SECTION V.

TRANSACTIONS AND ACTION CODES

Intentionally left blank

Transaction Menu for Function 01

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣
                ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **          0100
 TRANS -------- DESCRIPTION ----------    TRANS ---------- DESCRIPTION ---------
 000    PERSONNEL UPDATE MENU             019    EMPLOYMENT VERIFICATION
 001    INITIAL EMPLOYMENT                020    STANDARD BENEFITS
 002    NEW ASSIGNMENTS                   021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)   027    SSN CHANGE VERIFICATION
 007    JOB HISTORY                       028    SOCIAL SECURITY NUMBER CHANGE
 008    JOB HISTORY - SUMMARY             030    PAYROLL TAX STATUS
 010    CREDENTIAL INFORMATION INQUIRY    031    LEAVE ACCOUNT BALANCES
 011    SENIORITY STATUS                  032    GARNISHMENTS
 012    CONTACT DATA                      036    RETIREMENT BALANCES
 013    CONFIDENTIAL INFORMATION          037    UNION DUES BALANCES
 014    MISC PERSONAL DATA                038    REINSTATE ARCHIVED EMPLOYEE
 015    EDUCATION                         039    RETIREMENT PLANS
 016    EXPERIENCE AND ORGANIZATION       097    COUNTY NAME SEARCH
 017    SKILLS AND LANGUAGES              098    DIST NAME SEARCH (ACTIVE ASSIGN)
 018    LICENSES, HONORS AND COMMENTS     099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
 INTERRUPT: _____
 (058) - WELCOME TO THE HRS ONLINE SYSTEM.                                   _
 TRANS: ___          EID: _____          JOB: _      DISTRICT: 00011
 MA   b                                  A                          24/076
```

Function 01, Personnel Data Entry and Update, is used to add or delete employees/jobs, add or change credential codes, salary data, job related data, benefit, voluntary deductions, tax data, garnishments, seniority and leave balances, and various personal data.

System Required Screens

For each employee, there are screens that must be completed for personnel, payroll, and retirement processing. Some data on these screens is optional. To ensure that the required data is complete and the correct line of Job History is written for a new employee, the system has a transaction "001" which automatically pages through the personnel screens listed below:

Personnel Action Data	(003)	Labor Distribution	(006)
Job Assignment	(004)	Contact Data	(012)
Salary/Pay Rate	(005)	Confidential Information	(013)

Additional required screens that must be completed before payroll processing are:

Standard Benefits	(020)*
Additional Standard Benefits	(021)*
Voluntary Deductions	(023)*
Payroll Tax Status	(030)

* Depending on the benefit options selected by the district, the Benefit Screens may not be used. If the employee has no voluntary deductions, the Voluntary Deduction Screen may not be used. Please refer to your HRS Systems Operation Manual, beginning with Section III, Page 216, Benefits and Voluntary Deductions, for an explanation of how to use these screens.

Transaction Menu for Function 04

```
File  Edit  View  Communication  Actions  Window  Help

              ** PER - PERSONNEL INQUIRY - MENU **                0400

TRANS   -------- DESCRIPTION ---------     TRANS   --------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU              021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA               022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)     023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)     025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)     030    PAYROLL TAX STATUS
 007    JOB HISTORY                         031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY               032    GARNISHMENTS
 010    CREDENTIAL INFORMATION              033    TIME BALANCES
 011    SENIORITY STATUS                    034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                        035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION            036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                  037    UNION DUES BALANCES
 015    EDUCATION                           038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION         039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES                097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS       098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYMENT VERIFICATION             099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                   NAME: _____
INTERRUPT: _____
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.                           _
TRANS: ___      EID: _____       JOB: _      DISTRICT: 00011
MA    b                              A                          24/078
```

Function 04, Personnel Inquiry, is used to inquire any of the data entered in Function 01 and displays Time Balances, Gross Dollar Balances and Gross-To-Net Balances.

Action Codes

District Action Codes

Action Code	Description	Use
01	INITIAL EMPLOYMENT	New employee for past, current, or future date. See EDB New Employee Section.
02	LEAVE OF ABSENCE WITH PAY	To change job to paid leave status for past, current, or future date. See EDB Begin Leave Section.
03	LEAVE OF ABSENCE WITHOUT PAY	To change job to unpaid leave status for past, current, or future date. See EDB Begin Leave Section.
04	RETURN FROM LEAVE OF ABSENCE	To return job to active status from paid or unpaid leave of absence. See EDB Return From Leave Section.
05	TERMINATION	To change job to terminated status for past, current, or future date. See EDB Termination Section.
06	PROMOTION	Employee changing to assignment with a higher salary allocation. See EDB Assignment Changes Section.
07	JOB RECLASSIFICATION	Employee job is reassigned from one classification title to another because of a significant change in minimum qualifications, duties, or responsibilities, generally with a salary change. See EDB Assignment Changes Section.
08	DEMOTION	Employee is moving to an assignment with a lower salary allocation. See EDB Assignment Changes Section.
09	JOB ASSIGNMENT CHANGE	Employee is moving to another assignment. This may involve a salary change.
10	TRANSFER	Reassigning an employee from one job to another in the same classification or to a job in a similar classification with the same salary allocation. Each district will usually have a precise definition of "transfer" in district policies. See EDB Assignment Changes Section.
11	REEMPLOYMENT	Returning a laid off employee to a job in the classification from which terminated. See EDB Assignment Changes Section.
12	REHIRE	Appointing an ex-employee to a job.

District Action Codes (continued)

13	ADD ASSIGNMENT	Appointing an employee with at least one current job to an additional assignment. See EDB Additional Assignment Section.
14	REAPPOINTMENT	Returning an employee who, as a result of a reduction in force, has been serving in a lower classification to an assignment in the classification from which they were released. This usually will be accompanied with a salary change. See EDB Assignment Changes Section.
15	REASSIGNMENT	Moving an employee from one position to another in the same classification or to a position in a similar classification with the same salary. Each district will usually have a precise definition of "reassignment" in district policies. See EDB Assignment Changes Section.
16	RETIREMENT CHANGE	A change in retirement data on Salary/Pay Rate Screen (005) for a specific job.
17	SALARY CHANGE	A change in salary on Salary/Pay Rate Screen (005) for a specific job.
18	LABOR DISTRIBUTION CHANGE	A change of labor distribution information on Labor Distribution Screen (006) for a specific job.
19	END OF ASSIGNMENT	To input or change the termination date (end of an assignment) for a limited-term assignment.
20	STATUS CHANGE	A change in the official status of an employee. Typically moving from probationary to permanent or tenured.
21	DATA CHANGE	A change in employee information.
22	DATA CORRECTION	A correction to employee information.

SFS Action Codes/Automated Processes

SFS USE ONLY:

| 90 | RETIREMENT CHANGE | Change to retirement data by SFS staff. |

Automated Processes

81	Automated entry when Job History was modified (July 1991).
01, 21, 22	Future employee becomes active.
02, 21, 22	Future begin leave action processes job to paid leave status ("P" job status).
03, 21, 22	Future begin leave action processes job to unpaid leave status ("L" job status).
04, 21, 22	Return from leave processes changes job to active status.
05, 21,22	Future termination processes job to terminated status ("T" job status).
13, 21, 22	Future additional assignment becomes active.
17, 22, 21	Anniversary step increase.
17, 21, 22	Salary or stipend table roll updates salary.
XX, XX, 91	Future dated transaction becomes active.
XX, XX, 92	EDB Mass Change (requested by district).
XX, XX, 95	Position Control
05, XX, 96	EDB Record Archive.

Intentionally left blank

SECTION VI.

NEW CLASSIFIED EMPLOYEE SCREENS AND REPORTS

Intentionally left blank

Personnel Data Entry and Update Menu (000)

```
File  Edit  View  Communication  Actions  Window  Help

            ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **              0100
TRANS -------- DESCRIPTION ----------     TRANS ---------- DESCRIPTION ---------
000    PERSONNEL UPDATE MENU              019    EMPLOYMENT VERIFICATION
001    INITIAL EMPLOYMENT                 020    STANDARD BENEFITS
002    NEW ASSIGNMENTS                    021    ADTL. STANDARD BENEFITS
003    PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
004    JOB ASSIGNMENT    (104-FUTURE)     023    VOLUNTARY DEDUCTIONS
005    SALARY/PAY RATE   (105-FUTURE)     025    DIRECT DEPOSIT
006    LABOR DISTRIBUTION (106-FUTURE)    027    SSN CHANGE VERIFICATION
007    JOB HISTORY                        028    SOCIAL SECURITY NUMBER CHANGE
008    JOB HISTORY - SUMMARY              030    PAYROLL TAX STATUS
010    CREDENTIAL INFORMATION INQUIRY     031    LEAVE ACCOUNT BALANCES
011    SENIORITY STATUS                   032    GARNISHMENTS
012    CONTACT DATA                       036    RETIREMENT BALANCES
013    CONFIDENTIAL INFORMATION           037    UNION DUES BALANCES
014    MISC PERSONAL DATA                 038    REINSTATE ARCHIVED EMPLOYEE
015    EDUCATION                          039    RETIREMENT PLANS
016    EXPERIENCE AND ORGANIZATION        097    COUNTY NAME SEARCH
017    SKILLS AND LANGUAGES               098    DIST NAME SEARCH (ACTIVE ASSIGN)
018    LICENSES, HONORS AND COMMENTS      099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                      _
TRANS: 001        EID: 000121212         JOB: _        DISTRICT: 00011
MA    b                                  A                        24/076
```

New Hire SSN Confirmation Screen (001)

```
File  Edit  View  Communication  Actions  Window  Help

                    ** PER - NEW HIRE SSN CONFIRMATION                0101




                    PLEASE RE-ENTER THE NEW HIRE SSN

                         000  12  1212








(844) - RE-ENTER THE EID OR SSN                                  _
TRANS: ___          EID: _____         JOB: _      DISTRICT 00011
MA   C                                                          24/077
```

If the social security number entered on the Personnel Data Entry and Update Menu (000) does not match the social security number entered on this screen, the system will generate an error message, "(846) – EID OR SSN DO NOT MATCH – NO CONFIRMATION." The system will not allow you to proceed without doing one of the following.

- If you entered the number incorrectly <u>on this page</u>, type the correct number, and hit the Enter key on your keyboard.

- If you entered the number incorrectly <u>on the previous page</u>, in the action field, type M for menu, and hit the Enter key on your keyboard. On the Personnel Entry and Update Menu, type the correct number, and hit the Enter key on your keyboard. Continue with the confirmation process.

Personnel Action Data Screen (003)

```
File  Edit  View  Communication  Actions  Window  Help
[icons]
                   ** PER - PERSONNEL ACTION DATA - UPD **              0103
*********    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
             PFX: ____    SFX: ____        DATE OF BIRTH: 03 11 49 SEX:    F

                          -- EMPLOYEE INFORMATION --

                PRIMARY       EMPLOYEE      PERMANENCY      PENSION REFORM
                  JOB           TYPE         INDICATOR          STATUS
                   1             N               P                1

                           ORIGINAL  1ST PROB   SENIORITY  1ST WORK
             PAY LOCATION      HIRE    SERVICE     DATE       DATE
        016  BUSINESS ADMIN  07 01 13  07 01 13   __ __ __  07 01 13
                                                           TO BE REPORTED

                          -- INFORMATIONAL DATA --

             LAST ACTIONS:                      LAST ACTION DATE:
             MINIMUM RECORD: NO
          EMPLOYMENT STATUS:                         STATUS DATE:
          TERMINATION REASON:

        (002) - ENTER YOUR CHANGES.                               _
        TRANS: 001        EID: 000121212        JOB: 1      DISTRICT 00011
        MA   b                               A                     02/013
```

The highlighted fields are required fields.

This is an employee-level screen. Only one screen exists for each employee regardless of the number of job assignments. Please refer to your HRS System Operations Manual, beginning with Section III, Page 19, for the description of each field shown on this screen.

NOTE: The pay location code identifies the location used for warrant distribution. Warrants are sorted in alpha order within this pay location. This code is from the District Codes Table (028), code type is PL.

Job Assignment (004)

```
 File  Edit  View  Communication  Actions  Window  Help
┌─────────────────────────────────────────────────────────────────┐
│ [icons]                                                           │
│                      ** PER - JOB ASSIGNMENT - UPD **        0104  │
│ FR7254018   SMITH,JANE              EFFEC DATE: 07 01 13 ACTNS: 01 __ __ │
│                                                        PRIME JOB: P │
│  JOB        POSITION    BOARD APPROVAL   CREDENTIAL   CRED EXP DATE   ACAD RANK │
│   1          100000       06 29 13       _____      __ __ __        │
│                                                                     │
│ JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY │
│ 410020        N        A       07 01 13         P                   __ __ __ │
│ DIRECTOR FISCAL SERVICES                                            │
│                                                                     │
│ WORK LOCATION                    WORK PHONE   EXT                   │
│ 00016 ___                        310 444 1212 400                   │
│ BUSINESS ADMINISTRATION                                             │
│                                                                     │
│   ANNIV       PASS       EVAL        EVAL        BARG      UNIT     MILEAGE │
│   DATE      PROB DATE    TYPE      DUE DATE      UNIT     MEMBER      ELIG │
│ 01 01 14    __ __ __      5        01 01 14       MG        _          _ │
│                                                                     │
│ ------------- LEAVE ----------------- ---------- TERMINATION ----------- │
│ REASON            TYPE  BEGIN    END    REASON          DATE   REHIRE ELIG │
│   __               _   __ __ __ __ __ __ __            __ __ __    _ │
│ ───────────────────────────────────────────────────────────────── │
│ (005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.            _        │
│ TRANS: 001        EID: FR7254018          JOB: 1      DISTRICT 00011 │
│ MA   b                           NUM                        02/056  │
└─────────────────────────────────────────────────────────────────┘
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains basic job information, not including salary, retirement, or labor distribution. Please refer to your HRS System Operations Manual, beginning with Section III, Page 24, for the description of each field shown on this screen.

> NOTE: The work location and subsite code is used for personnel reporting and distribution of materials. It identifies the physical location of the employee. This code is from the Work Location Table (011).

Salary/Pay Rate (005)

```
File  Edit  View  Communication  Actions  Window  Help

                     ** PER - SALARY/PAY RATE -UPD **                    0105
FR7254018    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
                                                             PRIME JOB: P
 JOB    POSITION    JOB CLASS
  1      100000       410020   DIRECTOR FISCAL SERVICES
                                              TIME      TIME
CYCLE  BASIS  PAY MOS   ILL PLAN  VAC PLAN  RPT LOCN  RPT CD   EARNINGS TYPES
  E4     M       12        NA        NA       016       T       REG    __ _  __ _

SCHED/RANGE/STEP    EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE SALARY RATE
  3   350   01      07 01 13    100.00         _         7372.000      7372.000

 STIPENDS:   __ _         __ _       __ _       __ _        __ _
             __ _         ___    __ __ __   __ __ __   __ __ __   __ __ __
             __ _         ___    __ __ __   __ __ __   __ __ __   __ __ __

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
  7372.000     _       261.0       M         8.00         _
                                                        STRS        STRS
RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD    BASE HRS
              P9      M     _   07 01 13       _           __          .00

(002) - ENTER YOUR CHANGES.                                          _
TRANS: 001         EID: FR7254018          JOB: 1       DISTRICT: 00011
MA    b                            NUM                              02/056
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains the salary and retirement information for each assignment. Please refer to your HRS System Operations Manual, beginning with Section III, Page 30, for the description of each field shown on this screen.

> NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code. The time report is sorted in alpha order by name within each time report location and job type.
>
> This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▤▤  ▦  ▦▦  ▦▦  ▦  ▦▦▦▦▦▦▦
                       ** PER - LABOR DISTRIBUTION - UPD **                0106
 FR7254018    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
                                            FISCAL YEAR: 16
                                            PRIMARY JOB: 1
        JOB: 1   POSITION: 100000   JOB CLASS: 410020 DIRECTOR FISCAL SERVICES
                              SALARY RATE:    7372.000
                           FULL-TIME RATE:    7372.000

    SPEED KEY _____
       FUND  RESRCE/PROJYR   GOAL   FUNC   OBJ   SCH/LOC   PERCENT
    1  01 0     00000 0     00000  27000  2461  1020000    50.000
    2  01 0     00000 0     00000  27000  2461  1030000    50.000
    3  __ _     _____ _     _____  _____  ____  _____    _____
    4  __ _     _____ _     _____  _____  ____  _____    _____
    5  __ _     _____ _     _____  _____  ____  _____    _____
    6  __ _     _____ _     _____  _____  ____  _____    _____
    7  __ _     _____ _     _____  _____  ____  _____    _____
    8  __ _     _____ _     _____  _____  ____  _____    _____
    9  __ _     _____ _     _____  _____  ____  _____    _____
   10  __ _     _____ _     _____  _____  ____  _____    _____
   11  __ _     _____ _     _____  _____  ____  _____    _____
   12  __ _     _____ _     _____  _____  ____  _____    100.000 100.000

   (002) - ENTER YOUR CHANGES.                                         _
    TRANS 001        EID FR7254018           JOB 1        DISTRICT 00011
   MA   b                              A                        02/056
```

The highlighted fields are required fields for each labor distribution line entered.

This is a job-level screen. An employee may have as many as 18 of these screens. For each job/assignment, there can be one to two screens. There can be from 1 to 24 account labor distributions with varying percentages totaling 100 percent. Please refer to your HRS Operations Manual, beginning with Section III, Page 38, for the description of each field shown on this screen.

> NOTE: For Position Control districts, the system will automatically update the labor distribution information for employees assigned to the position.

Contact Data (012)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤ ▤   ▣ ▤ ▦   ▤▥ ▦▦  ▤▥ ▣  ▦▦ ● ▥ ▥ ▥ ▥
                    ** PER - CONTACT DATA - UPD **                    0112
 FR7254018     SMITH,JANE                      EMPL STATUS: ACTIVE
               PFX: ____   SFX: ____           PRIMARY JOB: 1

                          -- CONTACT DATA --
               CURRENT ADDRESS: 12 PINE STREET_____
                          CITY: LAKEWOOD_____
                         STATE: CA
                      ZIP CODE: 91111 ____
                    HOME PHONE: 213 555 1212
     PHONE DIRECTORY INDICATOR: N
 COLLECTIVE BARGAINING DIRECTORY INDICATOR: N
             EMERGENCY CONTACT: ED SMITH_____
                  RELATIONSHIP: HUSBAND_
                 CONTACT PHONE: 213 555 1212  EXT: ____
                   CURRENT SSN: XXX 12 1212        CURRENT EID: FR7254018
                     PRIOR SSN:                      PRIOR EID:
           NEW NAME:  SMITH,JANE_____   CALPERS ID:
        PRIOR NAMES: 1 _____   CALSTRS ID:
                     2 _____
                     3 _____

 (002) - ENTER YOUR CHANGES.                                   _
 TRANS: 001          EID: FR7254018        JOB: 1        DISTRICT 00011
 MA    b                            NUM                          15/051
```

The highlighted field is a required field.

This is an employee-level screen, only one screen per employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 44, for the description of each field shown on this screen.

Confidential Information (013)

```
 File  Edit  View  Communication  Actions  Window  Help

            ** PER - CONFIDENTIAL INFORMATION - UPD **              0113
  FR7254018   SMITH,JANE                   PRIM JOB: 1   EMPL STATUS: ACTIVE

            SEX: F                        RACE: _ AMER INDIAN/ALASKA NATIVE
     ETHNICITY: _ YES, HISPANIC OR LATINO       _ ASIAN INDIAN
DATE OF BIRTH: 03 11 49                          _ BLACK OR AFRICAN AMERICAN
     HANDICAP: _                                 _ CAMBODIAN
                                                 _ CHINESE
                                                 _ FILIPINO
    CITIZENSHIP/VISA: __                         _ GUAMANIAN
            COUNTRY: ___                         _ HAWAIIAN
VISA EXPIRATION DATE: __ __ __                   _ HMONG
                                                 _ JAPANESE
MILITARY STATUS: _                               _ KOREAN
                                                 _ LAOTIAN
                                                 _ OTHER ASIAN
                                                 _ OTHER PACIFIC ISLANDER
      -- EEO REPORTING CODES  --                 _ SAMOAN
PERM/TEMP FULL/PART  APPT TERM  FUND SOURCE       _ TAHITIAN
    P         F          _          _             _ VIETNAMESE
                                                 X WHITE

(002) - ENTER YOUR CHANGES.                                      _
TRANS: 001         EID: FR7254018         JOB: 1        DISTRICT 00011
MA    b                                 A                        04/017
```

The highlighted fields are required fields.

This is an employee-level screen. The date of birth and gender are automatically input on this screen from the Personnel Action Data Screen (003) and are required for retirement reporting. Please refer to your HRS System Operations Manual, beginning with Section III, Page 48, for the description of each field shown on this screen.

Standard Benefits Data (020)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣▣  ▣▣▣  ▣▣  ▣  ▣▣▣  ▣▣▣ ▣
                    ** PER - STANDARD BENEFITS DATA - UPD **                0120
 FR7254018   SMITH,JANE                               EMPL STATUS: ACTIVE

  PRIMARY JOB: 1              JOB TITLE: DIRECTOR FISCAL SERVICES
 BENEFIT ELIG: F         DATE OF BIRTH: 03 11 49   FIRST PROB SERVICE: 07 01 13
   FULL/PART: F    DEPENDENTS: __     BARGAINING UNIT: MG     CAFE MAX: _____
           PLAN/                  --DEDUCTION--  CONTRIBUTION- EFFECTIVE
           COVERG DESCRIPTION   NBR EMPLOYEE  NBR  EMPLOYER   DATE    END DATE P
 MEDICAL  BLC 03 BLUCRS  FAMILY 154   211.34        263.06   __ __ __ __ __ __ _
                         PAYROLL:                            __ __ __ __ __ __
 DENTAL    __ __                                             __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 VISION    __ __                    _____     _____      __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 LIFE 1    __ __                    _____     _____      __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 LIFE 2    __ __                    _____     _____      __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 DEP LIFE  __ __                    _____     _____      __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 INC PROT  __ __                    _____     _____      __ __ __ __ __ __
                         PAYROLL:   _____     _____      __ __ __ __ __ __
 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 020        EID: FR7254018           JOB: 1      DISTRICT  00011
 MA    b                              A                              05/015
```

The highlighted fields are required fields for each specified benefit being added.

This is an employee level screen. There is only one screen for each employee. Additional employee benefits can be input on the Additional Standard Benefits Screen (021).

These two benefit screens use plan codes and level of coverage from the Benefits Table (027). Please refer to your HRS System Operations Manual, beginning with Section III, Page 54, for the description of each field shown on these screens.

Dependents by Name Screen (022)

```
 File  Edit  View  Communication  Actions  Window  Help
 ┌──────────────────────────────────────────────────────────────────────┐
 │ ▣ ▤▤  ▣▣ ▦ ▥▥ ▣▣ ▣ ▦▦▣▭▣▣▣                                          │
 │              ** PER - DEPENDENTS BY NAME - UPD **            0122      │
 │ FR7254018    SMITH,JANE                      EMPL STATUS: ACTIVE       │
 │                                       R S    PRIMARY JOB: 1            │
 │                                       E T        PLAN CODE             │
 │ DEPENDENT NAME           SSN     BIRTHDAY L U  1   2   3   4   5   6   7│
 │ ----------------------  ----------- -------- - - --- --- --- --- --- ---│
 │ TRACY SMITH             000 77 2577 04 10 60 S _ BXM VIS ___ __ __ __ __│
 │ JUNE SMITH              000 88 9988 08 15 02 0 _ BXM DL2 VIS __ __ __ __│
 │ JACK SMITH              000 44 4488 10 15 11 0 _ BXM DL2 VIS __ __ __ __│
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ _____    ___ __ ____ __ __ __ _ _ ___ __ __ __ __ __ __ │
 │ (002) - ENTER YOUR CHANGES.                              _             │
 │ TRANS: 022        EID: FR7254018        JOB: 1      DISTRICT 00011     │
 │ MA   b                          A                          24/077     │
 └──────────────────────────────────────────────────────────────────────┘
```

This is an employee level screen. There is only one screen for each employee.

The Dependents By Name Screen allows for entering and maintaining an employee's dependents and their related benefits data. The benefits data includes each of the dependent's benefit plans.

Voluntary Deductions (023)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣  ▦  ▥▥  ▨▣  ▣  ▣▣●▨▨◈▨
                      ** PER - VOLUNTARY DEDUCTIONS - UPD **                  0123
 FR7254018    SMITH,JANE                              EMPL STATUS ACTIVE

  PRIMARY JOB: 1              JOB TITLE: DIRECTOR FISCAL SERVICES
 BENEFIT ELIG: F              DATE OF BIRTH: 03 11 49   FIRST PROB SERVICE:07 01 13
    FULL/PART: F    DEPENDENTS:        BARGAINING UNIT: MG    CAFE MAX:

  GTN                      VENDOR  DEDUCTION BALANCE DEDUCTION BEGINNING   END
 NUMBER DESCRIPTION TYPE    CODE    AMOUNT   STATUS   BALANCE    DATE      DATE
  241   UNITED WAY   D   0000001559   50.00          _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __
  ___                  _____  _____         _____  __ __ __  __ __ __

 (002) - ENTER YOUR CHANGES.                                      _
 TRANS: 023        EID: FR7254018            JOB: 1      DISTRICT  00011
 MA   b                            NUM                              10/002
```

The highlighted fields are required fields for each voluntary deduction being added.

This is an employee-level screen, only one for each employee. Twelve voluntary deductions can be input on this screen. Please refer to your HRS System Operations Manual, beginning with Section III, Page 62, for the description of each field shown on this screen.

Payroll Tax Status (030)

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** PER - PAYROLL TAX STATUS - UPD **                0130
FR7254018     SMITH,JANE                          EMPL STATUS: ACTIVE


                        -- TAXING INFORMATION --

FEDERAL: REG ALLOW:  2  TAX MARITAL STATUS: M   ADDITIONAL W/HOLDING: _____
  STATE: REG ALLOW:  2  TAX MARITAL STATUS: M   ADDITIONAL W/HOLDING: _____
                                               STATE ADDITIONAL ALLOW: __
                     SUPPLEMENTAL TAXING OPTN: A        SDI COVERAGE:  _
                                        AEIC:           SUI EXEMPTION: _
                                   REQUEST W2: _        W/C EXEMPTION: _
        PRIMARY JOB: 1
JOB PAY CYCLES   1: E4 2: E4 3:    4:    5:    6:    7:    8:    9:



                        -- PAYMENT DISPOSITION --



      PAY LOCATION: 016 BUSINESS ADMIN


(002) - ENTER YOUR CHANGES.                                          _
TRANS: 030        EID: FR7254018         JOB: 1        DISTRICT 00011
MA   b                                 A                          24/077
```

The highlighted fields are required fields.

This is an employee-level screen, only one screen for each employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 68, for the description of each field shown on this screen.

Reports

Employee Information Report (EIR)

Change Register Report (AIMS140)

Employee Information Report (EIR)

The Employee Information Report is a hard copy report that is generated when a change is made to any of the following screens listed below in HRS.

- Personnel Action Data Screen (003)
- Job Assignment Screen (004)
- Salary/Pay Rate Screen (005)
- Labor Distribution Screen (006)

Districts can request up to five copies and have it sorted in either alphabetical order or by the employee's identification number (EID). Districts have the option to opt out of receiving this report.

EMPLOYEE INFORMATION REPORT

| | DATE PRINTED | 08 | 16 | 11 |

HRS INPUT OUTPUT

003 PERSONNEL ACTION

1. EMPLOYEE NAME (LAST,FIRST,MIDDLE) AND ADDRESS OF EMPLOYEE   PFX   SFX

SMITH,JANE
12 PINE STREET
LAKEWOOD   CA   91111

2. DISTRICT NO. 00011   DISTRICT NAME SFS TRAINING DIST
3. EID FR7254018   PRS 1

4.PRIME JOB	5.EMP TYPE	6.PERM IND	ACTION CODES			7.EFFECTIVE DATE	8.ACTIONS
1	N	P	01 INIT.EMPLOY 02 LOA W/PAY 03 LOA W/O PAY 04 RET FROM LOA	05 TERMINATION 06 PROMOTION 07 JOB RECLASS 08 DEMOTION 09 JOB ASSIGN.CHG.	10 TRANSFER 11 REEMPLOY 12 REHIRE 13 NEW ASSIGN. 14 REAPPOINT. 15 RETMNT.CHG. 16 RETMNT.CHG. 17 SALARY CHG. 18 LABOR DIST.CHG. 19 END OF ASSIGN. 20 STATUS CHG. 21 DATA CHG. 22 DATA CORRECT.	08 16 11	01

9. PAY LOCATION 016   BUSINESS ADMIN

10. ORIGINAL HIRE 07 01 13
11. FIRST PROB SERVICE 07 01 13
12. SENIORITY DATE
13. 1ST WORK DATE 07 01 13

004 JOB ASSIGNMENT

14. JOB 1
15. POSITION 100000
16. BOARD APPROVAL DATE 06 29 13
17. CREDENTIAL
18. CREDENTIAL EXPIRATION
19. ACADEMIC RANK

20. JOB CLASSIFICATION 410020   DIRECTOR OF FISCAL SERVICES
21. JOB TYPE N
22. JOB STATUS A
23. STATUS DATE 07 01 11
24. JOB PERMANENCY P PERMANEN
25. JOB FAM
26. CLASS ENTRY

27. WORK LOCATION 00016   BUSINESS ADMINISTRATION
29. WORK TELEPHONE NUMBER (310) 444-1212   EXTENSION X400

30. ANNIVERSARY DATE 01 01 14
31. PASS PROBATION DATE
32. EVAL TYPE 5
33. EVAL.DUE DATE 01 01 14
34. BARG UNIT MG
35. UNIT MEMBER
36. MILEAGE ELIGIBILITY

38. LEAVE REASON
39. LEAVE TYPE
40. BEGIN LEAVE
41. END LEAVE
42. TERMINATION REASON
43. TERMINATION DATE
44. REHIRE ELIG

005 SALARY/PAY RATE

45. PAY CYCLE E4
46. PAY BASIS M
47. PAY MONTHS 12
48. ILL PLAN NA
49. VAC PLAN NA
50. TIME RPT LOCN 016
51. TIME RPT CODE T
52. EARNINGS TYPE REG
53. EARN TYPE/PAY BASIS 2
54. EARN TYPE/PAY BASIS 3

55. SCHEDULE 3
56. RANGE/COL 350
57. STEP 01
58. EFFECTIVE DATE 07 01 11
59. % FULL TIME 100.00 %
60. CALC METH
61. FULL TIME RATE 7,372.000
62. SALARY RATE 7,372.000

S T I P E N D S

63.	64.	65.	66.	67.
68.	68A	68B	68C	68D	68E
69.	69A	69B	69C	69D	69E

70. RET.RPT.RATE 7,372.00
71. OVERRIDE
72. WORKDAYS 261.0
73. WORK CALENDAR M
74. WORK HRS/DAYS 8.00
75. SESSION TYPE

RETIREMENT
76. PLAN P9
77. STATUS M
78. SPL
79. EFFECTIVE DATE 07 01 11
80. PERS CASE STATUS

006 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
81. 01.0	82. 00000.0	83. 00000	84. 270000	85. 2461	86. 1020000	87. 50.000%	165.	166.	167.	168.	169.	170.	171.
88. 01.0	89. 00000.0	90. 00000	91. 270000	92. 2461	93. 1030000	94. 50.000%	172.	173.	174.	175.	176.	177.	178.
95.	96.	97.	98.	99.	100.	101.	179.	180.	181.	182.	183.	184.	185.
102.	103.	104.	105.	106.	107.	108.	186.	187.	188.	189.	190.	191.	192.
109.	110.	111.	112.	113.	114.	115.	193.	194.	195.	196.	197.	198.	199.
116.	117.	118.	119.	120.	121.	122.	200.	201.	202.	203.	204.	205.	206.
123.	124.	125.	126.	127.	128.	129.	207.	208.	209.	210.	211.	212.	213.
130.	131.	132.	133.	134.	135.	136.	214.	215.	216.	217.	218.	219.	220.
137.	138.	139.	140.	141.	142.	143.	221.	222.	223.	224.	225.	226.	227.
144.	145.	146.	147.	148.	149.	150.	228.	229.	230.	231.	232.	233.	234.
151.	152.	153.	154.	155.	156.	157.	235.	236.	237.	238.	239.	240.	241.
158.	159.	160.	161.	162.	163.	164.	242.	243.	244.	245.	246.	247.	248.

FOR DISTRICT/AGENCY USE

BIRTH DATE 03 11 49
HOME TELEPHONE NUMBER (213) 555-1212

EIR 01-29-2010

Change Register (AIMS140)

The Change Register Report is generated when a change is made to any EDB screen in HRS. It captures the data before and after the change was made. It also records the unique operator identification code of the user that made the change.

Districts can request up to five copies and have it sorted in either alphabetical order or by the employee's identification number (EID). Districts receive a soft copy of this report through HRS Personnel Reports in RAD. If you do not have access to this feature in RAD, please contact the HRS Operations and Security Unit at SFSSecurity@lacoe.edu.

```
AIMS140/PP1800XX/032188        PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.  0001

RUN TIME   21:16:18                  DATA BASE AUDIT SERIES                    RUN DATE      08/16/15
                                                                              PROCESS DATE  08/16/15  h
                                        CHANGE REGISTER

DISTRICT: 00011   SFS TRAINING DISTRICT
EMPLOYEE                    ELEMENT     ELMT   EMPLOYEE-TYPE   N                                  ACTION
IDENT.    EMPLOYEE NAME     DESCRIPTION  NO    PREVIOUS CONTENT      CURRENT CONTENT             DATE
```

ELMT NO	DESCRIPTION	PREVIOUS CONTENT	CURRENT CONTENT	ACTION DATE
0101	MINIMUM RECORD	1	1	07/01/13
0101	MINIMUM RECORD			
0102	NAME		SMITH,JANE	
0107	EMPLOYMT STATUS		A	
0108	STATUS DATE		08/16/13	
0111	EMPLOYEE TYPE		N	
0115	PAY CYCLE 1		E4	
0124	LAST PERS ACT 1		01	
0127	LST PERS ACT DT		07/01/13	
0128	ORIG HIRE DATE		07/01/13	
0129	PRIMARY JOB		1	
0130	PERM INDIC		P	
0174	SEG01-STATUS		1	
0131	PAY LOCATION		016	
0132	1ST PROB SERV		07/01/13	
0133	WRK LOCATION 1		00016	
0142	JOB STATUS 1		A	
0205	SEX		F	
0206	DATE OF BIRTH		03/11/49	
0232	FIRST WORK DATE		07/01/13	
0233	FIRST WORK FLAG		N	
2101	WORK LOCATION		00016	
2102	JOB CLASS		410020	
2103	PAY BASIS		M	
2106	FULL TIME RATE	.000	7372.000	
2107	RATE SCHEDULE		3	
2108	RANGE/COLUMN		350	
2109	STEP		1	
2110	% FULL TIME	.00	100.00	
2111	PAY MONTHS		12	
2112	JOB PAY CYCLE		E4	
2113	TIME RPT CODE		T	
2114	POSITION NUMBER		100000	
2116	ILL PLAN		NA	
2117	VACATION PLAN		NA	
2120	BOARD APPROVAL		06/29/13	
2123	JOB STATUS		A	
2124	JOB STATUS DATE		07/01/11	
2125	JOB PERMANENCY		P	
2127	WORK PHONE		3104441212	
2128	WORK PHONE EXT		400	
2129	WORK CALENDAR		M	
2130	WORK HOURS/DAY	.00	8.00	
2132	ANNIVERSARY DT		01/01/14	
2134	EVALUATION TYPE		5	

FR7254018   SMITH,JANE
ZZZZ

```
AIMS140/PP1800XX/032188          PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.  0001

RUN TIME  21:16:18                     DATA BASE AUDIT SERIES                    RUN DATE     08/16/15
                                                                                PROCESS DATE 08/16/15   h

     DISTRICT: 00011                      CHANGE REGISTER
EMPLOYEE                        ELEMENT       EMPLOYEE-TYPE  N
IDENT.   EMPLOYEE NAME      NO  DESCRIPTION   PREVIOUS CONTENT      CURRENT CONTENT                  ACTION
         ELMT                                                                                        DATE

SFS TRAINING DISTRICT

FR7254018  SMITH,JANE       2135  EVAL DUE DATE                     01/01/14                        07/01/11
ZZZZ                        2136  BARGAIN UNIT                      MG
                            2145  TIME REPT LOC                     016
                            2146  EARNINGS TYPE 1                   REG
                            2149  SALARY RATE        .000           7372.000
                            2150  SALARY EFF DATE                   07/01/13
                            2152  RETIRE REP RATE    .000           7372.000
                            2154  WORK DAYS          .0             261.0
                            2170  RETIREMENT PLAN                   P9
                            2171  RETIREMENT STAT                   M
                            2172  RETIRE EFFEC DT                   07/01/13
                            2174  PRIME JOB FLAG                    P
                            3101  ACCT DIST    1                    00011
                            3102  ACCT FUND    1                    01
                            3107  ACCT FUNC    1                    27000
                            3108  ACCT OBJ     1                    2461
                            3109  ACCT DEPT    1                    1020000
                            3110  ACCT PCT     1     .000           50.000
                            3111  ACCT DIST    2                    00011
                            3112  ACCT FUND    2                    01
                            3117  ACCT FUNC    2                    27000
                            3118  ACCT OBJ     2                    2461
                            3119  ACCT DEPT    2                    1030000
                            3120  ACCT PCT     2     .000           50.000
                            0112  BENE ELIG CODE                    F
                            0127  LST PERS ACT DT    07/01/11       08/16/13
                            0201  PERM/TEMP                         P
                            0202  PART/FULL                         F
                            0216  STREET                            12 PINE STREET
                            0217  CITY                              LAKEWOOD
                            0218  STATE                             CA
                            0219  ZIP                               91111
                            0220  HOME PHONE                        2135551212
                            0221  EMRGNCY CONTACT                   ED SMITH
                            0222  CONTACT RLTNSHP                   HUSBAND
                            0223  EMRGNCY PHONE                     2135551212
                            0225  CONTACT RLTNSHP                   N
                            0231  BARG DIR IND                      N
                            0260  WHITE                             X
                            0301  FED TX MAR STAT                   M
                            0302  FED REG ALLOW      00             02
                            0304  STATE MAR STAT                    M
                            0305  STATE REG ALLOW    00             02
                            0324  SUPP TAX OPTION                   A
                            0501  BENE PLAN 1                       BLC
```

```
AIMS140/PP1800XX/032188              PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.  0001

RUN TIME   21:16:18                        DATA BASE AUDIT SERIES                     RUN DATE  08/16/15
                                                                                  PROCESS DATE  08/16/15
     DISTRICT:  00011          SFS TRAINING DISTRICT
EMPLOYEE                              ELMT   ELEMENT         EMPLOYEE-TYPE  N                                  ACTION
IDENT.     EMPLOYEE NAME               NO    DESCRIPTION          PREVIOUS CONTENT    CURRENT CONTENT          DATE

FR7254018  SMITH,JANE                 0502   BENE PLAN COVER 1                        03                      07/01/11
ZZZZ                                  0503   BENE DED AMT 1            .00            211.34
                                      0504   BENE CONT AMT 1          .00            263.06
                                      5901   DED ID 1                                1
                                      5902   DED CODE 1                              241
                                      5904   DED AMOUNT 1             .00            50.00
```

Intentionally left blank

SECTION VII.

NEW CERTIFICATED EMPLOYEE SCREENS

Intentionally left blank

Personnel Data Entry and Update Menu (000)

```
 File  Edit  View  Communication  Actions  Window  Help

            ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **              0100
 TRANS -------- DESCRIPTION ----------    TRANS --------- DESCRIPTION ---------
 000    PERSONNEL UPDATE MENU             019    EMPLOYMENT VERIFICATION
 001    INITIAL EMPLOYMENT                020    STANDARD BENEFITS
 002    NEW ASSIGNMENTS                   021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)   027    SSN CHANGE VERIFICATION
 007    JOB HISTORY                       028    SOCIAL SECURITY NUMBER CHANGE
 008    JOB HISTORY - SUMMARY             030    PAYROLL TAX STATUS
 010    CREDENTIAL INFORMATION INQUIRY    031    LEAVE ACCOUNT BALANCES
 011    SENIORITY STATUS                  032    GARNISHMENTS
 012    CONTACT DATA                      036    RETIREMENT BALANCES
 013    CONFIDENTIAL INFORMATION          037    UNION DUES BALANCES
 014    MISC PERSONAL DATA                038    REINSTATE ARCHIVED EMPLOYEE
 015    EDUCATION                         039    RETIREMENT PLANS
 016    EXPERIENCE AND ORGANIZATION       097    COUNTY NAME SEARCH
 017    SKILLS AND LANGUAGES              098    DIST NAME SEARCH (ACTIVE ASSIGN)
 018    LICENSES, HONORS AND COMMENTS     099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
 INTERRUPT: _____
 (058) - WELCOME TO THE HRS ONLINE SYSTEM.                                  _
 TRANS: 001        EID: 000335054          JOB: _        DISTRICT: 00011
 MA   c                              NUM                              24/054
```

New Hire SSN Confirmation Screen (001)

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                      ** PER - NEW HIRE SSN CONFIRMATION                0101




                      PLEASE RE-ENTER THE NEW HIRE SSN

                           000  33  5054







 (844) - RE-ENTER THE EID OR SSN                                   _
 TRANS: ___          EID: _____          JOB: _      DISTRICT 00011
 MA   c                                                            24/077
```

If the social security number entered on the Personnel Data Entry and Update Menu (000) does not match the social security number entered on this screen, the system will generate an error message, "(846) – EID OR SSN DO NOT MATCH – NO CONFIRMATION." The system will not allow you to proceed without doing one of the following.

- If you entered the number incorrectly <u>on this page</u>, type the correct number, and hit the Enter key on your keyboard.

- If you entered the number incorrectly <u>on the previous page</u>, in the action field, type M for menu, and hit the Enter key on your keyboard. On the Personnel Entry and Update Menu, type the correct number, and hit the Enter key on your keyboard. Continue with the confirmation process.

Personnel Action Data Screen (003)

```
File  Edit  View  Communication  Actions  Window  Help

            ** PER - PERSONNEL ACTION DATA - UPD **                0103
*********   VICK,JAMES                  EFFEC DATE: 07 01 14 ACTNS: 01 __ __
            PFX: ____    SFX: ____      DATE OF BIRTH: 03 01 78 SEX:   M

                       -- EMPLOYEE INFORMATION --

                PRIMARY      EMPLOYEE        PERMANENCY     PENSION REFORM
                  JOB          TYPE          INDICATOR         STATUS
                   1            C                T               *

                            ORIGINAL  1ST PROB   SENIORITY  1ST WORK
            PAY LOCATION      HIRE     SERVICE     DATE       DATE
      021 WILLIAMS SCHOOL    07 01 14  07 01 14   07 01 14   07 01 14
                                                           TO BE REPORTED

                       -- INFORMATIONAL DATA --

            LAST ACTIONS:                    LAST ACTION DATE:
            MINIMUM RECORD: OK
          EMPLOYMENT STATUS:                   STATUS DATE:
          TERMINATION REASON:

  (002) - ENTER YOUR CHANGES.                            _
  TRANS: 001        EID: 000335054        JOB: 1      DISTRICT 00011
  MA    c                            NUM                       02/056
```

The highlighted fields are required fields.

This is an employee-level screen. Only one screen exists for each employee regardless of the number of job assignments. Please refer to your HRS System Operations Manual, beginning with Section III, Page 19, for the description of each field shown on this screen.

NOTE: The pay location code identifies the location used for warrant distribution. Warrants are sorted in alpha order within this pay location. This code is from the District Codes Table (028), code type is PL.

Job Assignment (004)

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣▣ ▣ ▣▣ ▣▣ ▣▣ ▣ ▣▣●▨▨◈▨
                    ** PER - JOB ASSIGNMENT - UPD **                    0104
GR8524013    VICK,JAMES                  EFFEC DATE: 07 01 14 ACTNS: 01 __ __
 FUTURE                                                    PRIME JOB: P
 JOB       POSITION   BOARD APPROVAL    CREDENTIAL    CRED EXP DATE   ACAD RANK
  1         000100        06 22 14       TC1 CL         07 01 19

 JOB CLASS  JOB TYPE  JOB STS   STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
 200000        C         F        07 01 14     T TENURED                __ __ __
 TEACHER IN CHARGE


 WORK LOCATION                     WORK PHONE  EXT
 00021 ___                         562 922 6300 1234
 WILLIAMS SCHOOL


   ANNIV        PASS         EVAL         EVAL         BARG      UNIT     MILEAGE
   DATE       PROB DATE      TYPE       DUE DATE       UNIT     MEMBER     ELIG
 07 01 15     07 01 15        A        07 01 15        RB         Y         _

 ------------- LEAVE ------------------ ---------- TERMINATION -----------
 REASON           TYPE  BEGIN    END    REASON              DATE   REHIRE ELIG
 __               _ __ __ __ __ __ __  EA END OF ASSIGNME 07 11 15     _

 (002) - ENTER YOUR CHANGES.                                          _
 TRANS: 004          EID: GR8524013           JOB: 1        DISTRICT 00011
 MA▌  c                                                              24/077
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains basic job information, not including salary, retirement, or labor distribution. Please refer to your HRS System Operations Manual, beginning with Section III, Page 24, for the description of each field shown on this screen.

> NOTE: The work location and subsite code is used for personnel reporting and distribution of materials. It identifies the physical location of the employee. This code is from the Work Location Table (011).

Salary/Pay Rate (005)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣ ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ❂▣❂▣◇ ▣
                  ** PER - SALARY/PAY RATE -UPD **                    0105
 GR8524013    VICK,JAMES                  EFFEC DATE: 07 01 14 ACTNS: 01 __ __
   FUTURE                                                   PRIME JOB: P
 JOB     POSITION    JOB CLASS
  1       000100     200000 TEACHER IN CHARGE
                                        TIME        TIME
 CYCLE   BASIS  PAY MOS   ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
  C1      M       10         NA        NA       021       T      REG    __ _  __ _

 SCHED/RANGE/STEP    EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE SALARY RATE
   0   006   08      07 01 14     75.00         _         6842.500     5131.875

  STIPENDS:  __ _        __ _        __ _       __ _        __ _
             __ _        ___    __ _ __  __ _ __  __ _ __  __ _ __
             __ _        ___    __ _ __  __ _ __  __ _ __  __ _ __

 RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
   6842.500     _       226.0       T         7.38          S
                                                         STRS        STRS
 RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD   BASE HRS
              P9      M      _   05 13 11       _           __         .00

 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 005          EID: GR8524013         JOB: 1      DISTRICT: 00011
 MA   C                                                           24/077
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains the salary and retirement information for each assignment. Please refer to your HRS System Operations Manual, beginning with Section III, Page 30, for the description of each field shown on this screen.

> NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code.   The time report is sorted in alpha order by name within each time report location and job type.
>
> This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣ ▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣
                   ** PER - LABOR DISTRIBUTION - UPD **                0106
 GR8524013    VICK,JAMES                    EFFEC DATE: 07 01 14 ACTNS: 01 __ __
                                            FISCAL YEAR: 14
                                            PRIMARY JOB: 1
        JOB: 1   POSITION: 000100   JOB CLASS: 200000 TEACHER IN CHARGE
                                  SALARY RATE:    5131.875
                                  FULL-TIME RATE:    6842.500

 SPEED KEY CSUB
    FUND  RESRCE/PROJYR   GOAL   FUNC   OBJ   SCH/LOC   PERCENT
  1 01 0      00000 0    11100  10000  1160  0000008    25.000
  2 01 0      00000 0    11100  10000  1160  1040000    25.000
  3 01 0      00000 0    32000  10000  1160  1030000    25.000
  4 01 0      65000 0    57700  11100  1160  0000125    25.000
  5 __ _      _____ _    _____  _____  ____  _____    _____
  6 __ _      _____ _    _____  _____  ____  _____    _____
  7 __ _      _____ _    _____  _____  ____  _____    _____
  8 __ _      _____ _    _____  _____  ____  _____    _____
  9 __ _      _____ _    _____  _____  ____  _____    _____
 10 __ _      _____ _    _____  _____  ____  _____    _____
 11 __ _      _____ _    _____  _____  ____  _____    _____
 12 __ _      _____ _    _____  _____  ____  _____    100.000 100.000

 (002) - ENTER YOUR CHANGES.                                         _
  TRANS 006          EID GR8524013             JOB 1      DISTRICT 00011
 MA  C                                                              24/077
```

The highlighted fields are required fields for each labor distribution line entered.

This is a job-level screen. An employee may have as many as 18 of these screens. For each job/assignment, there can be one to two screens. There can be from 1 to 24 account labor distributions with varying percentages totaling 100 percent. Please refer to your HRS Operations Manual, beginning with Section III, Page 38, for the description of each field shown on this screen.

NOTE: For Position Control districts, the system will automatically update the labor distribution information for employees assigned to the position.

Contact Data (012)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▤▤ ▣ ▥▥ ▤▤ ▣ ▦▦●▨▨▨▨
                    ** PER - CONTACT DATA - UPD **                    0112
 GR8524013    VICK,JAMES                         EMPL STATUS: *FUTURE*
              PFX: ____    SFX: ____             PRIMARY JOB: 1

                              -- CONTACT DATA --
              CURRENT ADDRESS: 957 CHANNEL DR._____
                         CITY: DOWNEY_____
                        STATE: CA
                     ZIP CODE: 90242 ____
                   HOME PHONE: 562 952 4562
      PHONE DIRECTORY INDICATOR: S
      COLLECTIVE BARGAINING DIRECTORY INDICATOR: N
            EMERGENCY CONTACT: SUSIE VICK_____
                 RELATIONSHIP: SISTER__
                CONTACT PHONE: 881 546 8235  EXT: ____
                  CURRENT SSN: XXX 33 5054        CURRENT EID: GR8524013
                    PRIOR SSN:                      PRIOR EID:
            NEW NAME:    VICK,JAMES_____  CALPERS ID:
          PRIOR NAMES: 1 _____ CALSTRS ID:
                       2 _____
                       3 _____

 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 012        EID: GR8524013        JOB: 1        DISTRICT 00011
 MA  c                                                         24/077
```

The highlighted field is a required field.

This is an employee-level screen, only one screen per employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 44, for the description of each field shown on this screen.

Confidential Information (013)

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                  ** PER - CONFIDENTIAL INFORMATION - UPD **              0113
   GR8524013   VICK,JAMES                    PRIM JOB: 1   EMPL STATUS: *FUTURE*

           SEX: M                        RACE: _ AMER INDIAN/ALASKA NATIVE
      ETHNICITY: _ YES, HISPANIC OR LATINO      _ ASIAN INDIAN
 DATE OF BIRTH: 03 01 78                        X BLACK OR AFRICAN AMERICAN
       HANDICAP: _                              _ CAMBODIAN
                                               _ CHINESE
                                               _ FILIPINO
     CITIZENSHIP/VISA: __                       _ GUAMANIAN
            COUNTRY: ___                        _ HAWAIIAN
 VISA EXPIRATION DATE: __ __ __                 _ HMONG
                                               _ JAPANESE
 MILITARY STATUS: A                             X KOREAN
                  ACTIVE RESERVE                _ LAOTIAN
                                               _ OTHER ASIAN
                                               _ OTHER PACIFIC ISLANDER
       --  EEO REPORTING CODES  --             X SAMOAN
 PERM/TEMP FULL/PART  APPT TERM  FUND SOURCE    _ TAHITIAN
     P         F          _          _          _ VIETNAMESE
                                               _ WHITE

 (002) - ENTER YOUR CHANGES.                                            _
 TRANS: 013         EID: GR8524013       JOB: 1           DISTRICT 00011
 MA   c                                                                04/017
```

The highlighted fields are required fields.

This is an employee-level screen. The date of birth and gender are automatically input on this screen from the Personnel Action Data Screen (003) and are required for retirement reporting. Please refer to your HRS System Operations Manual, beginning with Section III, Page 48, for the description of each field shown on this screen.

Miscellaneous Personal Data (014)

```
File  Edit  View  Communication  Actions  Window  Help
 [icons]
                      ** PER - MISC PERSONAL DATA - UPD **                0114
GR8524013    VICK,JAMES                            EMPL STATUS: *FUTURE*
                                                   PRIMARY JOB: 1
                               --PERSONAL DATA--

                       TB DATE: 06 14
               PHYSICAL EXAM DATE: 05 31 14
                 EDUCATION LEVEL: __
            EDUCATION LEVEL YEAR: __
           DRIVER'S LICENSE NBR: C1111111   EXPIR DATE: 03 01 20
                                                 CLASS: C


                             --DISTRICT FIELDS--


        DISTRICT CODE 1: __          DATE 1: __ __ __
                      2: __                2: __ __ __
                      3: _____
                      4: _____
                      5: F/P 06/01/14_____
                      6: _____

(002) - ENTER YOUR CHANGES.                                    _
TRANS: 014          EID: GR8524013          JOB: 1          DISTRICT 00011
MA   c                                                          24/077
```

The highlighted fields are required fields.

This is an employee-level screen. The tuberculosis (TB) date is the date (MM/YY) of the employee's last TB examination, the last date it was read. The system adds four years to the date entered and tracks it on the Department Notification Report (PERS111) for three months prior to the due date. Please refer to your HRS System Operations Manual, beginning with Section III, Page 73, for the description of each field shown on this screen

Licenses, Honors and Comments (018)

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣ ▣   ▣ ▣   ▣  ▣ ▣   ▣ ▣   ▣  ▣ ▣ ▣ ▣ ▣ ▣ ▣
                   ** PER - LICENSES, HONORS AND COMMENTS - UPD **         0118
GR8524013    VICK,JAMES                              EMPL STATUS: *FUTURE*
                                                     PRIMARY JOB: 1
              LICENSE/CERTIFICATE      YEAR OBTAINED     DATE EXPIRES
              CPR                          14               06 16
              FIRST AIDE                   14               06 18
              _____               __               __ __
              _____               __               __ __
              _____               __               __ __
              _____               __               __ __

              HONOR/AWARD              YEAR OBTAINED
              _____           __
              _____           __
              _____           __
              _____           __
              _____           __
              _____           __

          COMMENTS
          CAN ENTER SPECIAL DATA ON THIS LINE_____

         (002) - ENTER YOUR CHANGES.                              _
         TRANS: 018         EID: GR8524013        JOB: 1      DISTRICT 00011
         MA  c                              A                        24/077
```

This is an employee-level screen. This screen allows business units to enter information about employee licenses and honors. Up to six licenses and six honors may be recorded. The screen also includes a field to enter a comment regarding the employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 83, for the description of each field shown on this screen

Standard Benefits Data (020)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                    ** PER - STANDARD BENEFITS DATA - UPD **              0120
 GR8524013   VICK,JAMES                              EMPL STATUS: *FUTURE*

  PRIMARY JOB: 1                JOB TITLE: TEACHER IN CHARGE
 BENEFIT ELIG: F          DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
    FULL/PART: F    DEPENDENTS: __      BARGAINING UNIT: RB    CAFE MAX: _____
            PLAN/                  --DEDUCTION--  CONTRIBUTION- EFFECTIVE
            COVERG DESCRIPTION   NBR  EMPLOYEE  NBR  EMPLOYER   DATE    END DATE P
 MEDICAL  KP5 01 KAIS125 RB1PTY 176   124.91  157   350.00  __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 DENTAL   DD5 01 DLTA125 RB1PTY 010     8.37  161    64.25  __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 VISION   VS5 01 VSP125  RB1PTY 012     0.00  165     8.94  __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 LIFE 1   ING 01 INGLIFE EELIFE 120     0.00  270     4.44  __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 LIFE 2   ___ __                                            __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 DEP LIFE ___ __                                            __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 INC PROT CIP 01 INGIP   INGIP  000     0.00  269    10.87  __ __ __ __ __ __ _
                         PAYROLL:                           __ __ __ __ __ __
 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 020         EID: GR8524013           JOB: 1      DISTRICT  00011
 MA    C                                                          05/015
```

The highlighted fields are required fields for each specified benefit being added.

This is an employee level screen, only one screen for each employee. This screen uses plan codes and level of coverage from the Benefits Table (027). Please refer to your HRS System Operations Manual, beginning with Section III, Page 54, for the description of each field shown on this screen.

Additional Standard Benefits (021)

```
 File  Edit  View  Communication  Actions  Window  Help
 ┌──┐┌──┐┌──┐ ┌──┐┌──┐┌──┐ ┌──┐┌──┐ ┌──┐┌──┐ ┌──┐ ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
              ** PER - ADTL. STANDARD BENEFITS DATA - UPD **            0121
 GR8524013   VICK,JAMES                           EMPL STATUS: *FUTURE*

  PRIMARY JOB: 1                JOB TITLE: TEACHER IN CHARGE
 BENEFIT ELIG: F          DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
   FULL/PART: F    DEPENDENTS:        BARGAINING UNIT: RB    CAFE MAX:
           PLAN/                 --DEDUCTION--  CONTRIBUTION- EFFECTIVE
           COVERG DESCRIPTION    NBR  EMPLOYEE  NBR  EMPLOYER   DATE    END DATE P
 DEP CARE  DEP 01 DEPCARE DEPCAR 298    83.16   000     0.00   __ __ __ __ __ __ _
                         PAYROLL:        ***                  __ __ __ __ __ __
 ACCIDINS  ACC 01 ACC    ACCINS  013    47.88   000     0.00   __ __ __ __ __ __ _
                         PAYROLL:        ***                  __ __ __ __ __ __
           __ __                 _____    _____   __ __ __ __ __ __
                         PAYROLL:                             __ __ __ __ __ __
           __ __                 _____    _____   __ __ __ __ __ __
                         PAYROLL:                             __ __ __ __ __ __
           __ __                 _____    _____   __ __ __ __ __ __
                         PAYROLL:                             __ __ __ __ __ __
           __ __                 _____    _____   __ __ __ __ __ __
                         PAYROLL:                             __ __ __ __ __ __
           __ __                 _____    _____   __ __ __ __ __ __
                         PAYROLL:                             __ __ __ __ __ __
 (002) - ENTER YOUR CHANGES.                                  _
 TRANS: 021          EID: GR8524013          JOB: 1        DISTRICT 00011
 MA   c                                                            24/077
```

The highlighted fields are required fields for each specified additional benefit being added.

This is an employee level screen, only one screen for each employee. This screen uses plan codes and level of coverage from the Benefits Table (027).

This screen is used for benefits that cannot be entered on the Screen 020. Plans input on this screen are checked for duplication against Screen 020 and vice versa. Please refer to your HRS System Operations Manual, beginning with Section III, Page 59, for the description of each field shown on this screen.

Dependents by Name Screen (022)

```
File  Edit  View  Communication  Actions  Window  Help

                        ** PER - DEPENDENTS BY NAME - UPD **                0122
GR8524013    VICK,JAMES                          EMPL STATUS: *FUTURE*
                                        R S      PRIMARY JOB: 1
                                        E T          PLAN CODE
DEPENDENT NAME              SSN      BIRTHDAY L U  1   2   3   4   5   6   7
--------------------------- ----------- -------- - - --- --- --- --- --- --- ---
JULIAN VICK_____ 000 12 1212 01 01 13 S S KP5 DD5 VS5 ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
_____ ___ __ ____ __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___

(002) - ENTER YOUR CHANGES.                                    _
TRANS: 022          EID: GR8524013          JOB: 1       DISTRICT 00011
MA    c                                                          24/077
```

This is an employee-level screen. There is only one screen for each employee. The Dependents By Name Screen allows for entering and maintaining an employee's dependents and their related benefits data. The benefits data includes each of the dependent's benefit plans.

Voluntary Deductions (023)

```
File  Edit  View  Communication  Actions  Window  Help
                      ** PER - VOLUNTARY DEDUCTIONS - UPD **                0123
GR8524013   VICK,JAMES                              EMPL STATUS *FUTURE*

 PRIMARY JOB: 1              JOB TITLE: TEACHER IN CHARGE
BENEFIT ELIG: F             DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
   FULL/PART: F   DEPENDENTS:        BARGAINING UNIT: RB    CAFE MAX:

 GTN                      VENDOR  DEDUCTION BALANCE DEDUCTION BEGINNING    END
NUMBER DESCRIPTION TYPE    CODE    AMOUNT   STATUS   BALANCE    DATE      DATE
 225    TCH ASSN    D    0000001338   100.00       _____  __ __ __  __ __ __
 060    TSA #1 RED  R    0000008923  1500.00       _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __
 ___                     _____  _____      _____  __ __ __  __ __ __

(002) - ENTER YOUR CHANGES.                                          _
TRANS: 023         EID: GR8524013          JOB: 1      DISTRICT  00011
MA    C                                                           24/077
```

The highlighted fields are required fields for each specified voluntary deduction being added.

This is an employee-level screen, only one for each employee. Twelve voluntary deductions can be input on this screen. Please refer to your HRS System Operations Manual, beginning with Section III, Page 62, for the description of each field shown on this screen.

Payroll Tax Status (030)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ▣ ▣ ▣
                    ** PER - PAYROLL TAX STATUS - UPD **                    0130
 GR8524013    VICK,JAMES                          EMPL STATUS: *FUTURE*


                        -- TAXING INFORMATION --

 FEDERAL: REG ALLOW:  0  TAX MARITAL STATUS:  S   ADDITIONAL W/HOLDING: _____
   STATE: REG ALLOW:  0  TAX MARITAL STATUS:  S   ADDITIONAL W/HOLDING: _____
                                             STATE ADDITIONAL ALLOW:  __
                       SUPPLEMENTAL TAXING OPTN: _       SDI COVERAGE:  _
                                          AEIC:          SUI EXEMPTION: _
                                    REQUEST W2: _        W/C EXEMPTION: _
          PRIMARY JOB: 1
 JOB PAY CYCLES   1: C1 2:    3:    4:    5:    6:    7:    8:    9:



                        -- PAYMENT DISPOSITION --


        PAY LOCATION: 021 WILLIAMS SCHOOL


 (002) - ENTER YOUR CHANGES.                                      _
 TRANS: 030          EID: GR8524013          JOB: 1       DISTRICT 00011
 MA   c                                                           24/077
```

The highlighted fields are required fields.

This is an employee-level screen, only one screen for each employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 68, for the description of each field shown on this screen.

Employment Verification (019)

```
File  Edit  View  Communication  Actions  Window  Help

                    **   EMPLOYMENT VERIFICATION  **                    0419


              NAME AND ADDRESS                    PRIMARY JOB: 1
GR8524013     VICK,JAMES
              957 CHANNEL DR.                     HOME PHONE NUMBER
              DOWNEY        CA    90242             562  952 4562
                                       GROSS YTD
EMPLOYMT       ORIG      CURRENT 2013            TERMINATION
 STATUS      DATE OF HIRE PRIOR    2012       DATE        REASON
*FUTURE*      07 01 14   PAST     2011


 JOB   JOB           JOB              SALARY    PCT     PAY   PAY   WORK
  NO   STATUS     DESCRIPTION          RATE   FULL TM  BASIS MTHS HRS/DY
 P 1 *FUTURE*    TEACHER IN CHARGE     5131.87  75.00  MONTHLY  11   7.38












 (002) - ENTER YOUR CHANGES.                                     _
 TRANS: 019       EID: GR8524013         JOB: 1        DISTRICT: 00011
 MA     c                                                       24/077
```

This is an employee-level screen, only one screen for each employee. The information that is displayed assists in verifying employment information. Please refer to your HRS System Operations Manual, beginning with Section III, Page 236, for the description of each field shown on this screen.

District Name Search – All Assignments (099)

```
File  Edit  View  Communication  Actions  Window  Help

                    ** PER - DIST NAME SEARCH - INQ **              0498
NAME KEY:   VICK,JAMES
TRANS           NAME              EID      POSITION      JOB TITLE    ST JOB
___   VICK,JAMES                GR8524013  000100 TEACHER IN CHARGE   F  1
___
___
___
___
___
___
___
___
___
___
___
___
___
___
___
___
(075) - LAST SCREEN - NO MORE DATA                           _
TRANS: 099          EID: GR8524013           JOB: 1          DISTRICT 00011
MA     c                                                            24/077
```

This screen lists all active and terminated job assignments. We suggest executing a name search, using Transaction 099, to verify the input of a new employee or a new job assignment for an existing employee.

Intentionally left blank

SECTION VIII.

HRS IBM SIGN OFF INSTRUCTIONS

Intentionally left blank

HRS-IBM Sign-off Instructions

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                  ** PER - PERSONNEL INQUIRY - MENU **                 0400

TRANS   -------- DESCRIPTION ---------    TRANS   --------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU             021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)    023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)    025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)    030    PAYROLL TAX STATUS
 007    JOB HISTORY                        031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY              032    GARNISHMENTS
 010    CREDENTIAL INFORMATION             033    TIME BALANCES
 011    SENIORITY STATUS                   034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                       035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION           036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                 037    UNION DUES BALANCES
 015    EDUCATION                          038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION        039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES               097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS      098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYMENT VERIFICATION            099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                  NAME: _____
INTERRUPT: SO___
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.                          _
TRANS: ___         EID: _____          JOB: _        DISTRICT: 00011
MA    b                                A                          22/014
```

Follow these steps to successfully sign-off of HRS-IBM. This will avoid any page load time problems you might otherwise encounter if only clicking on the close button ("X") located on the upper right corner of the screen.

To sign off the system,

1. Navigate to the Function Menu or the Transaction Menu.

2. In the **Interrupt field**, type **SO** for sign off.

3. Hit the **Enter key** on your keyboard.

The system will display, "You have successfully signed off the HRS." This is the HRS sign-off screen.

4. **Click on the close button ("X")** located at the upper right corner to close the session window.
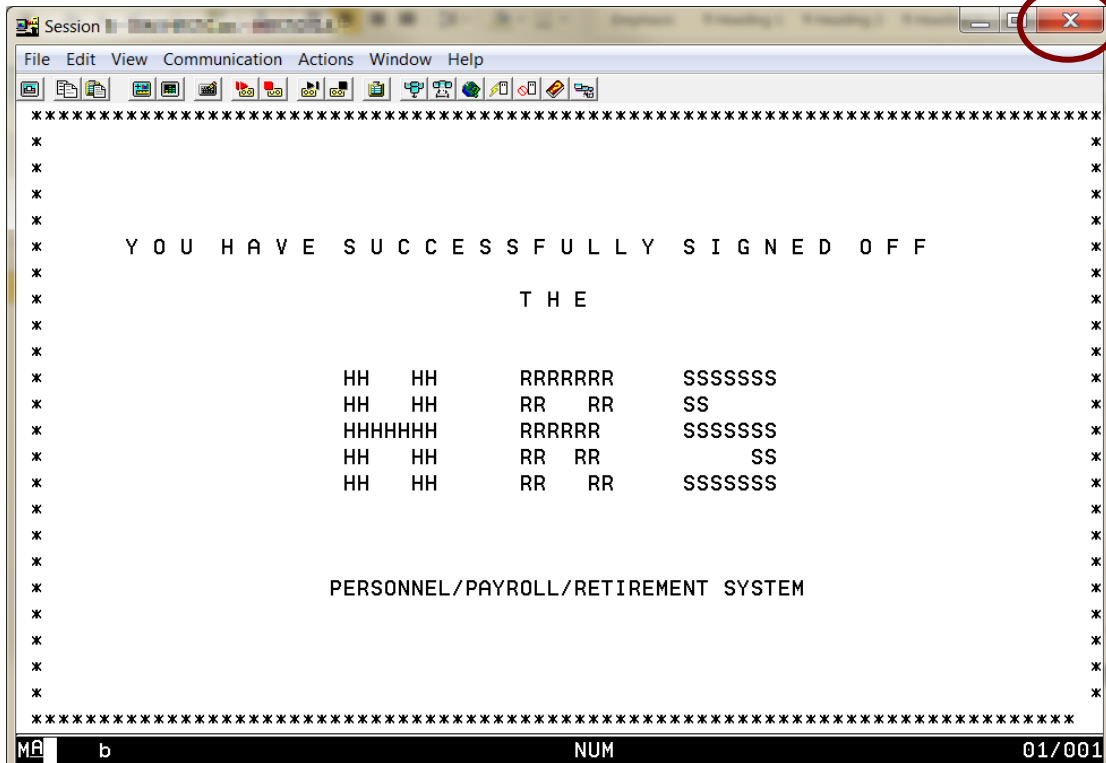
5. **Click on close button ("X")** located at the upper right corner to close the IBM Personal Communications - Session Manager Window.
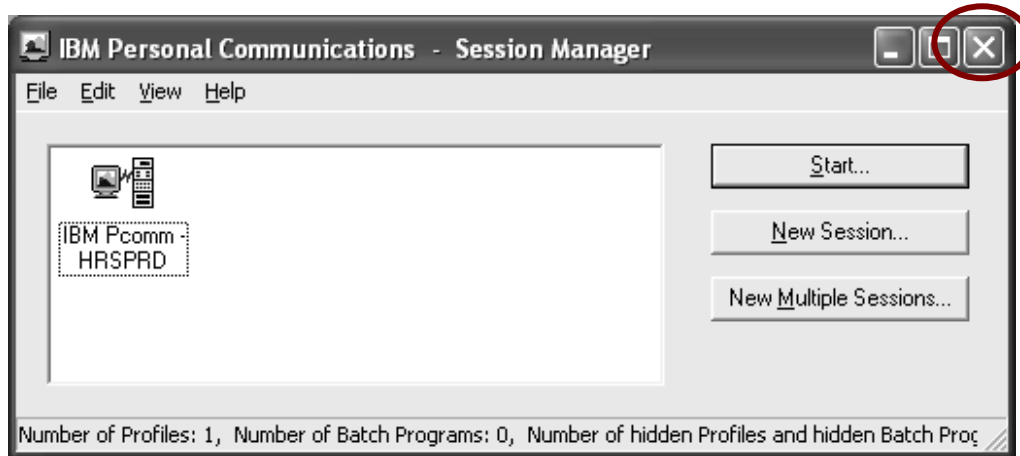
HRS Employee Services Unit – District Support

Laura Gutierrez, Human Resource System Coordinator
Phone: (562) 922-6471

Brigitta Cota	(562) 922-6176
Claudia Lopez	(562) 922-6178
Maria Martinez	(562) 803-8463
Lori Higa	(562) 922-6274

E-mail: SFSEmployeeServices@lacoe.edu

PERSONNEL	
• Initial Employment	• Future-Dated Transactions
• Terminations/Leaves	• Seniority/Longevity
• Job Assignment	• Employment Verification
• Salary/Pay Rate	• Reinstate Archived Employee
• Labor Distribution	• Misc. Personal Data
• Credential Information (Inquiry)	• Automated Processes
• Job History	• Window For Processing

CONTROL TABLES	
• Job Classification	• Salary Mass Changes
• Work Location	• Account Code Speed Key
• Salary Tables	• Work Calendars
• Stipend Tables	• District Profile Table
• District Codes Table (BU,TR,PL,etc.)	

REPORT REQUEST
• Mass Retro Generation Request
• Seniority/Longevity Requests
• Employee Information Report (EIR)
• Change Register
• Control Table Reports

HRS TRAINING SESSIONS
• Session A - Introduction to Personnel
• Session B - Tables – District Maintained
• Session C - Work Calendars
• Session D - EDB Maintenance
• Session J – Position Control

Intentionally left blank