



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION D

EDB MAINTENANCE

2023-2024 TRAINING MANUAL

An Official Publication



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Agenda

- **Welcome and Introductions**
 - What is covered in this training session, goal
- **HRS Overview**
 - Control Data Base (CDB) Maintenance
 - Employee Data Base (EDB) Maintenance
 - Message Board
- **EDB Features/Maintenance**
 - Optional Screens/Features
 - Job History

**** BREAK ****

- **EDB Features/Maintenance**
 - Name Search
 - Automated Features
 - Future-Dated EDB Changes
 - Mass Changes
 - Archived Employee Records
 - New Hire Reporting
 - Reports
- **Special Features**
 - Mass Retro
 - Seniority/Longevity
 - Position Control
 - PC Budgets
- **Evaluation and Close of Session**

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SECTION I.

HRS OVERVIEW

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Employee Data Base (EDB)

The Employee Data Base (EDB) is a collection of information for all employees who have a personnel, retirement, or payroll relationship with the district. The employee identification number (EID)/social security number is the key to accessing employee information in HRS. Employee records exist for active employees, employees on paid and unpaid leaves, terminated employees, or employees maintained for personnel purposes only (COBRA). EDB continues to grow as future enhancements are added to HRS.

- **Overnight Batch vs. Online Real-time**

- HRS allows users to add, change, or delete information using online real-time processing which can be viewed immediately.
- Overnight batch processing updates EDB records based on that day's online updates and automated actions.

- **Window for Processing**

- Falls between the last payroll cycle production (not warrant issue date) and **prior** to the time file production for the next applicable time period.
- When making changes to data fields **not** stored in job history, consideration of timing is a **must**. Examples of these categories include pay location, primary job, tax withholding, and labor distribution.

- **Change Considerations**

- Changed position number **may** change Board Date, Work Location, Work Phone, and Extension.
- Changed Salary **may** change Time Report Location, Anniversary Date, and Labor Distribution.
- Transfer **may** change Job Class, Position Number, Board Date, Job Status, and Class Entry Date.

- **Moving from Screen to Screen**

- Y - Changes data on screen.
- J - Jumps to another screen.
- M - Returns to menu.
- R - Restores screen to original status.
- N - Screen remains **as is**.
- G – Store information on current screen and page forward to the next screen.

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



Leading Educators • Supporting Students • Serving Communities

| CYCLE | SCHEDULE | PAYROLL PERIOD FROM | PAYROLL PERIOD 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

D – EDB MAINTENANCE

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

D - EDB MAINTENANCE

EMPLOYEE INFORMATION REPORT

| 003 PERSONNEL ACTION | 1.EMPLOYEE NAME (LAST, FIRST, MIDDLE) AND ADDRESS OF EMPLOYEE PFX SFX <u>SMITH, JANE</u> <u>12 PINE STREET</u> <u>LAKEWOOD CA 91111</u> | | | | | | | | | | HRS INPUT OUTPUT | | DATE PRINTED <u>08</u> <u>16</u> <u>11</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------------------|---|---|---|--|--|--|---|--|---|--|---|---|--------------------------------|------|--------------------------|------|--------------------------|-----|---------|---------|------|--------------|------|------|-----|---------|---------|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|-------------|----------------|--------------|---------------|-------------|----------------|----------------|--|--|--|--|--|--|--|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|-------------|----------------|--------------|---------------|-------------|----------------|----------------|--|--|--|--|--|--|--|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 2.DISTRICT NO. <u>00011</u> | | DISTRICT NAME <u>SFS TRAINING DIST</u> | | 3.EID <u>FR7254018</u> | | PRS <u>1</u> | | 7.EFFECTIVE DATE <u>08</u> <u>16</u> <u>11</u> | | 8.ACTIONS <u>01</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4.PRIME JOB <u>1</u> | 5.EMP TYPE <u>N</u> | 6.PERM IND <u>P</u> | [ACTION CODES] 01 INIT EMPLOY 06 PROMOTION 10 TRANSFER 14 REAPPOINT. 19 END OF ASSIGN. 02 LOA W/PAY 07 JOB RECLASS 11 REEMPLOY 15 REASSIGNMENT 20 STATUS CHG. 03 LOA W/O PAY 08 DEMOTION 12 REHIRE 16 RETMNT. CHG. 21 DATA CHG. 04 RET FROM LOA 09 JOB ASSIGN. CHG. 13 NEW ASSIGN. 17 SALARY CHG. 22 DATA CORRECT. 18 LABOR DIST. CHG. | | 9.PAY LOCATION <u>016</u> <u>BUSINESS ADMIN</u> | | 10.ORIGINAL HIRE <u>07</u> <u>01</u> <u>13</u> | | 11.FIRST PROB SERVICE <u>07</u> <u>01</u> <u>13</u> | | 12.SENIORITY DATE | | 13.1ST WORK DATE <u>07</u> <u>01</u> <u>13</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 004 JOB ASSIGNMENT | 14.JOB <u>1</u> | | 15.POSITION <u>100000</u> | | 16.BOARD APPROVAL DATE <u>06</u> <u>29</u> <u>13</u> | | 17.CREDENTIAL | | 18.CREDENTIAL EXPIRATION | | 19.ACADEMIC RANK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20.JOB CLASSIFICATION <u>410020</u> <u>DIRECTOR OF FISCAL SERVICES</u> | | | | 21.JOB TYPE <u>N</u> | | 22.JOB STATUS <u>A</u> | | 23.STATUS DATE <u>07</u> <u>01</u> <u>11</u> | | 24.JOB PERMANENCY <u>P</u> <u>PERMANEN</u> | | 25.JOB FAM | | 26.CLASS ENTRY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 27.WORK LOCATION <u>00016</u> <u>BUSINESS ADMINISTRATION</u> | | | | | | 29.WORK TELEPHONE NUMBER EXTENSION <u>(310)</u> <u>444-1212</u> <u>X400</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 005 SALARY/PAY RATE | 30.ANNIVERSARY DATE <u>01</u> <u>01</u> <u>14</u> | | 31.PASS PROBATION DATE | | 32.EVAL TYPE <u>5</u> | | 33.EVAL.DUE DATE <u>01</u> <u>01</u> <u>14</u> | | 34.BARG UNIT <u>MG</u> | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 45.PAY CYCLE <u>E4</u> | | 46.PAY BASIS <u>M</u> | | 47.PAY MONTHS <u>12</u> | | 48.ILL PLAN <u>NA</u> | | 49.VAC PLAN <u>NA</u> | | 50.TIME RPT LOCN <u>016</u> | | 51.TIME RPT CODE <u>T</u> | | 52.EARNINGS TYPE <u>REG</u> | | 53.EARN TYPE/PAY BASIS 2 | | 54.EARN TYPE/PAY BASIS 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55.SCHEDULE <u>3</u> | | 56.RANGE/COL <u>350</u> | | 57.STEP <u>01</u> | | 58.EFFECTIVE DATE <u>07</u> <u>01</u> <u>11</u> | | 59.% FULL TIME <u>100.00</u> % | | 60.CALC METH | | 61.FULL TIME RATE <u>7,372.000</u> | | 62.SALARY RATE <u>7,372.000</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STIPENDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 63. | | 64. | | 65. | | 66. | | 67. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 68. | | 68A | | 68B | | 68C | | 68D | | 68E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 69. | | 69A | | 69B | | 69C | | 69D | | 69E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 70.RET.RPT.RATE <u>7,372.00</u> | | 71.OVERRIDE | | 72.WORKDAYS <u>261.0</u> | | 73.WORK CALENDAR <u>M</u> | | 74.WORK HRS/DAYS <u>8.00</u> | | 75.SESSION TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RETIREMENT | | 76.PLAN <u>P9</u> | | 77.STATUS <u>M</u> | | 78.SPL | | 79.EFFECTIVE DATE <u>07</u> <u>01</u> <u>11</u> | | 80.PERS CASE STATUS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>FUND</th><th>RESRCE/PRJYR</th><th>GOAL</th><th>FUNC</th><th>OBJ</th><th>SCH/LOC</th><th>PERCENT</th><th>FUND</th><th>RESRCE/PRJYR</th><th>GOAL</th><th>FUNC</th><th>OBJ</th><th>SCH/LOC</th><th>PERCENT</th> </tr> </thead> <tbody> <tr> <td>81.</td><td>82.</td><td>83.</td><td>84.</td><td>85.</td><td>86.</td><td>87.</td><td>165.</td><td>166.</td><td>167.</td><td>168.</td><td>169.</td><td>170.</td><td>171.</td> </tr> <tr> <td><u>01.0</u></td><td><u>00000.0</u></td><td><u>00000</u></td><td><u>270000</u></td><td><u>2461</u></td><td><u>1020000</u></td><td><u>50.000%</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>88.</td><td>89.</td><td>90.</td><td>91.</td><td>92.</td><td>93.</td><td>94.</td><td>172.</td><td>173.</td><td>174.</td><td>175.</td><td>176.</td><td>177.</td><td>178.</td> </tr> <tr> <td><u>01.0</u></td><td><u>00000.0</u></td><td><u>00000</u></td><td><u>270000</u></td><td><u>2461</u></td><td><u>1030000</u></td><td><u>50.000%</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>95.</td><td>96.</td><td>97.</td><td>98.</td><td>99.</td><td>100.</td><td>101.</td><td>179.</td><td>180.</td><td>181.</td><td>182.</td><td>183.</td><td>184.</td><td>185.</td> </tr> <tr> <td>102.</td><td>103.</td><td>104.</td><td>105.</td><td>106.</td><td>107.</td><td>108.</td><td>186.</td><td>187.</td><td>188.</td><td>189.</td><td>190.</td><td>191.</td><td>192.</td> </tr> <tr> <td>109.</td><td>110.</td><td>111.</td><td>112.</td><td>113.</td><td>114.</td><td>115.</td><td>193.</td><td>194.</td><td>195.</td><td>196.</td><td>197.</td><td>198.</td><td>199.</td> </tr> <tr> <td>116.</td><td>117.</td><td>118.</td><td>119.</td><td>120.</td><td>121.</td><td>122.</td><td>200.</td><td>201.</td><td>202.</td><td>203.</td><td>204.</td><td>205.</td><td>206.</td> </tr> <tr> <td>123.</td><td>124.</td><td>125.</td><td>126.</td><td>127.</td><td>128.</td><td>129.</td><td>207.</td><td>208.</td><td>209.</td><td>210.</td><td>211.</td><td>212.</td><td>213.</td> </tr> <tr> <td>130.</td><td>131.</td><td>132.</td><td>133.</td><td>134.</td><td>135.</td><td>136.</td><td>214.</td><td>215.</td><td>216.</td><td>217.</td><td>218.</td><td>219.</td><td>220.</td> </tr> <tr> <td>137.</td><td>138.</td><td>139.</td><td>140.</td><td>141.</td><td>142.</td><td>143.</td><td>221.</td><td>222.</td><td>223.</td><td>224.</td><td>225.</td><td>226.</td><td>227.</td> </tr> <tr> <td>144.</td><td>145.</td><td>146.</td><td>147.</td><td>148.</td><td>149.</td><td>150.</td><td>228.</td><td>229.</td><td>230.</td><td>231.</td><td>232.</td><td>233.</td><td>234.</td> </tr> <tr> <td>151.</td><td>152.</td><td>153.</td><td>154.</td><td>155.</td><td>156.</td><td>157.</td><td>235.</td><td>236.</td><td>237.</td><td>238.</td><td>239.</td><td>240.</td><td>241.</td> </tr> <tr> <td>158.</td><td>159.</td><td>160.</td><td>161.</td><td>162.</td><td>163.</td><td>164.</td><td>242.</td><td>243.</td><td>244.</td><td>245.</td><td>246.</td><td>247.</td><td>248.</td> </tr> </tbody> </table> | | | | | | | | | | | | | | | | FUND | RESRCE/PRJYR | GOAL | FUNC | OBJ | SCH/LOC | PERCENT | FUND | RESRCE/PRJYR | GOAL | FUNC | OBJ | SCH/LOC | PERCENT | 81. | 82. | 83. | 84. | 85. | 86. | 87. | 165. | 166. | 167. | 168. | 169. | 170. | 171. | <u>01.0</u> | <u>00000.0</u> | <u>00000</u> | <u>270000</u> | <u>2461</u> | <u>1020000</u> | <u>50.000%</u> | | | | | | | | 88. | 89. | 90. | 91. | 92. | 93. | 94. | 172. | 173. | 174. | 175. | 176. | 177. | 178. | <u>01.0</u> | <u>00000.0</u> | <u>00000</u> | <u>270000</u> | <u>2461</u> | <u>1030000</u> | <u>50.000%</u> | | | | | | | | 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. |
| FUND | RESRCE/PRJYR | GOAL | FUNC | OBJ | SCH/LOC | PERCENT | FUND | RESRCE/PRJYR | GOAL | FUNC | OBJ | SCH/LOC | PERCENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 81. | 82. | 83. | 84. | 85. | 86. | 87. | 165. | 166. | 167. | 168. | 169. | 170. | 171. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>01.0</u> | <u>00000.0</u> | <u>00000</u> | <u>270000</u> | <u>2461</u> | <u>1020000</u> | <u>50.000%</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 88. | 89. | 90. | 91. | 92. | 93. | 94. | 172. | 173. | 174. | 175. | 176. | 177. | 178. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>01.0</u> | <u>00000.0</u> | <u>00000</u> | <u>270000</u> | <u>2461</u> | <u>1030000</u> | <u>50.000%</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 <u>03</u> <u>11</u> <u>49</u> | | HOME TELEPHONE NUMBER <u>(213) 555-1212</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

EIR 01-29-2010

D - EDB MAINTENANCE

| 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 |
| FR7254018 SMITH,JANE ZZZZ | CHANGE REGISTER | ACTION DATE |
| DISTRICT: 00011 | SFS TRAINING DISTRICT | |
| EMPLOYEE IDENT. | EMPLOYEE NAME | |
| ELMT NO | ELEMT DESCRIPTION | EMPLOYEE-TYPE N |
| | | PREVIOUS CONTENT |
| | | CURRENT CONTENT |
| 0101 | MINIMUM RECORD | 1 |
| 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 | 7372.000 |
| 2107 | RATE SCHEDULE | 3 |
| 2108 | RANGE/COLUMN | 350 |
| 2109 | STEP | 1 |
| 2110 | % FULL TIME | 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 | 8.00 |
| 2132 | ANNIVERSARY DT | 01/01/14 |
| 2134 | EVALUATION TYPE | 5 |

D - EDB MAINTENANCE

| 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 |
| FR7254018 SMITH,JANE ZZZZ | CHANGE REGISTER | |
| DISTRICT: 00011 | SFS TRAINING DISTRICT | |
| EMPLOYEE IDENT. | EMPLOYEE NAME | |
| | ELMT NO | |
| | ELEMENT DESCRIPTION | EMPLOYEE-TYPE N |
| | PREVIOUS CONTENT | |
| | CURRENT CONTENT | ACTION DATE |
| | EVAL DUE DATE | 01/01/14 |
| 2135 | BARGAIN UNIT | MG |
| 2136 | TIME REPT LOC | 016 |
| 2145 | EARNINGS TYPE 1 | REG |
| 2146 | SALARY RATE | 7372.000 |
| 2149 | SALARY EFF DATE | 07/01/13 |
| 2150 | RETIRE REP RATE | 7372.000 |
| 2152 | WORK DAYS | 261.0 |
| 2154 | RETIREMENT PLAN | P9 |
| 2170 | RETIREMENT STAT | M |
| 2171 | RETIRE EFFEC DT | 07/01/13 |
| 2172 | PRIME JOB FLAG | P |
| 2174 | ACCT DIST 1 | 00011 |
| 3101 | ACCT FUND 1 | 01 |
| 3102 | ACCT FUNC 1 | 27000 |
| 3107 | ACCT OBJ 1 | 2461 |
| 3108 | ACCT DEPT 1 | 1020000 |
| 3109 | ACCT PCT 1 | 50.000 |
| 3110 | ACCT DIST 2 | 00011 |
| 3111 | ACCT FUND 2 | 01 |
| 3112 | ACCT FUNC 2 | 27000 |
| 3117 | ACCT OBJ 2 | 2461 |
| 3118 | ACCT DEPT 2 | 1030000 |
| 3119 | ACCT PCT 2 | 50.000 |
| 3120 | ACCT PCT 2 | 50.000 |
| 0112 | BENE ELIG CODE | F |
| 0127 | LST PERS ACT DT | 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 RLTNHP | HUSBAND |
| 0223 | EMRGNCY PHONE | 2135551212 |
| 0225 | CONTACT RLTNHP | N |
| 0231 | BARG DIR IND | N |
| 0260 | WHITE | X |
| 0301 | FED TX MAR STAT | M |
| 0302 | FED REG ALLOW | 02 |
| 0304 | STATE MAR STAT | M |
| 0305 | STATE REG ALLOW | 02 |
| 0324 | SUPP TAX OPTION | A |
| 0501 | BENE PLAN 1 | BLC |

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

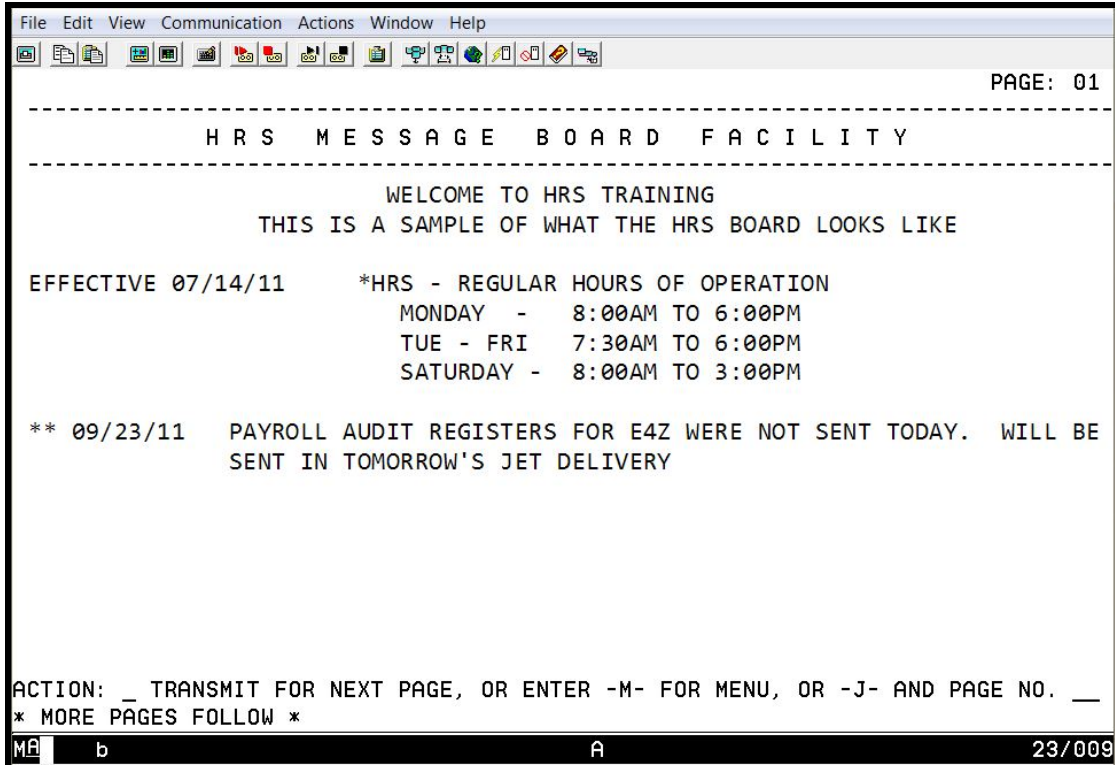
RUN TIME 21:16:18 DATA BASE AUDIT SERIES RUN DATE 08/16/15 h

PROCESS DATE 08/16/15

DISTRICT: 00011 CHANGE REGISTER

| EMPLOYEE IDENT. | EMPLOYEE NAME | SFS TRAINING DISTRICT | ELMT NO | DESCRIPTION | EMPLOYEE-TYPE | N | PREVIOUS CONTENT | CURRENT CONTENT | ACTION 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 | |

HRS Message Board



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.

The screen shown above is the regular message board that is displayed when the system is operating. If the system unexpectedly goes down during normal system hours, a special emergency message board comes up to give information on system operation. It looks similar to the regular message board except it says Emergency Message Board at the top of the screen.

Follow the instructions at the bottom of the message board to access other pages and to move to the Function Menu.

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SECTION II.

OPTIONAL SCREENS

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Miscellaneous Personal Data Screen (014)

```

File Edit View Communication Actions Window Help
** PER - MISC PERSONAL DATA - UPD ** 0114
AS5888496 PADGETT, AUDREY A. EMPL STATUS: ACTIVE
PRIMARY JOB: 2

--PERSONAL DATA--

TB DATE: 08 09
PHYSICAL EXAM DATE: 11 15 12
EDUCATION LEVEL:
EDUCATION LEVEL YEAR:
DRIVER'S LICENSE NBR: C1245689 EXPIR DATE: 01 25 13
CLASS: C

--DISTRICT FIELDS--

DISTRICT CODE 1: JD DATE 1: 06 01 12
2: PT 2: 05 15 12
3:
4:
5:
6:

(002) - ENTER YOUR CHANGES.
TRANS: 014 EID: AS5888496 JOB: 2 DISTRICT 00011
MA b A 24/077
    
```

The Miscellaneous Personal Data Screen (014) is used for recording personal data other than for EEO reporting.

- **TB Exam**

When an employee's last TB exam date is entered, the system automatically adds four years to track the date. HRS uses the TB exam expiration date to generate a notice on the Department Notification Report, starting three months before the exam is due. The date can be used for HRS Special Reporting.

- **Physical Exam Date**

If a district requires that employees must have a periodic physical exam, this date field can be used to track when the next physical exam is required. When the date for the next physical exam is entered, HRS will use the date to generate a notice on the Department Notification Report starting two months before the exam is due. The date can be used for HRS Special Reporting.

- **Education Level and Education Level Year**

The education level field and year are provided to allow a district to record the highest level of education and the year completed. The two fields can be used for HRS Special Reporting.

- **Driver's License**

If an employee holds a job that requires a driver's license, HRS provides three fields: Driver's License Number, Expiration Date, and Class, to allow the district to monitor that the employee has a valid license for the job and when the license must be renewed. The license expiration date is tracked on the Department Notification Report starting two months before the license expires. All three fields can be used for HRS Special Reporting.

- **District Fields**

HRS provides eight special data fields (six for codes or comments, and two for dates) for a district to record employee information that is not available on another screen.

District Code 1 and District Code 2 are each 2-character fields that will only accept codes established on the District Codes Table (028). The district must enter a set of codes in the Districts Codes Table (028) prior to using either of the two fields. The remaining district codes fields do not have any edit validation of the information entered.

A district may enter any code up to six characters in the District Code 3 and District Code 4 fields. District Code 5 and District Code 6 are each 30-character fields where a district may enter remarks or codes. The two date fields, District Date 1 and District Date 2, are independent of the other district codes fields and a district may enter any valid dates in these fields. If a District Date is coming up in the next two months, a message will show in the Department Notification Report. All eight district codes fields are available for HRS Special Reporting.

Education Screen (015)

| File Edit View Communication Actions Window Help | | | | | | | |
|--|------|------|-------------|---------------------------------------|--------------|-------|---------------------|
| ** PER - EDUCATION - UPD ** 0115 | | | | | | | |
| AS5888496 PADGETT,AUDREY A. | | | | EMPL STATUS: ACTIVE PRIMARY JOB: 2 | | | |
| DEGR | TYPE | YR | INSTITUTION | INSTITUTION CODE | MAJOR | MINOR | CREDITS ERND/REQ |
| BS | U | 1996 | UCLA | BUSINESS | COMPUTER SCI | | |
| --- | - | --- | --- | --- | --- | --- | --- |
| --- | - | --- | --- | --- | --- | --- | --- |
| --- | - | --- | --- | --- | --- | --- | --- |
| --- | - | --- | --- | --- | --- | --- | --- |

(002) - ENTER YOUR CHANGES.

TRANS: 015 EID: AS5888496 JOB: 2 DISTRICT 00011

MA b A 24/077

This screen allows a district/community college to enter education background information for employees. Up to five degrees may be recorded. Community colleges may use this screen for credential monitoring.

Experience and Organization Screen (016)

| File Edit View Communication Actions Window Help | | | | | | | | |
|--|--------------------|----------------|-----|----------------|----------------|---------------------|----------------|------------------------|
| ** PER - EXPERIENCE AND ORGANIZATIONS - UPD ** | | | | | | 0116 | | |
| AS5888496 | PADGETT, AUDREY A. | | | | | EMPL STATUS: ACTIVE | | |
| | | | | | | PRIMARY JOB: 2 | | |
| --EXPERIENCE-- | | | | | | | | |
| TYP | EMPLOYER | CODE | LOC | H/P | TITLE/FUNCTION | FROM | TO | ENDING SALARY (1000'S) |
| E | WELLS FARGO | 000100 | CA | M | BRANCH MANAGER | 07 95 | 07 97 | --- |
| - | --- | --- | --- | --- | --- | --- | --- | --- |
| - | --- | --- | --- | --- | --- | --- | --- | --- |
| - | --- | --- | --- | --- | --- | --- | --- | --- |
| --PROFESSIONAL ORGANIZATIONS-- | | | | | | | | |
| ORGANIZATION/SOCIETY NAME | | | | HIGHEST OFFICE | FROM | TO | | |
| NATL ASSO ACCT | | | | I | 97 | 98 | | |
| --- | | | | --- | --- | --- | | |
| --- | | | | --- | --- | --- | | |
| --- | | | | --- | --- | --- | | |
| --- | | | | --- | --- | --- | | |
| (002) - ENTER YOUR CHANGES. | | | | | | | | |
| TRANS: 016 | | EID: AS5888496 | | | JOB: 2 | | DISTRICT 00011 | |
| MA | b | A | | | | 24/077 | | |

This screen allows a district/community college to enter background information about employee work experience and membership in professional organizations. Up to four work experiences and five professional organizations may be recorded.

Skills and Languages Screen (017)

| ** PER - SKILLS AND LANGUAGES - UPD ** | | | | 0117 |
|--|-------------|----------------|---------------------|-----------------------|
| AS5888496 PADGETT, AUDREY A. | | | | EMPL STATUS: ACTIVE |
| | | | | PRIMARY JOB: 2 |
| LANGUAGE | PROFICIENCY | LANGUAGE | PROFICIENCY | |
| SPANISH | 3 | | - | |
| | - | | - | |
| | - | | - | |
| | - | | - | |
| | SKILL TYPE | PROFICIENCY | EXPERIENCE (MONTHS) | YEAR LAST USED |
| | TYPING | 5 | 060 | 09 |
| | | - | | - |
| | | - | | - |
| | | - | | - |
| | | - | | - |
| | | - | | - |
| | | - | | - |
| (002) - ENTER YOUR CHANGES. | | | | |
| TRANS: 017 | | EID: AS5888496 | | JOB: 2 DISTRICT 00011 |
| MA | b | A | | 24/077 |

This screen allows a district/community college to enter information about employee work-related skills and languages. Up to eight languages and eight skills may be recorded.

License, Honors and Comments Screen (018)

| File Edit View Communication Actions Window Help | | | |
|---|-----------------------|---------------|-----------------------|
| ** PER - LICENSES, HONORS AND COMMENTS - UPD ** | | | 0118 |
| AS5888496 | PADGETT, AUDREY A. | | EMPL STATUS: ACTIVE |
| | | | PRIMARY JOB: 2 |
| LICENSE/CERTIFICATE | YEAR OBTAINED | DATE EXPIRES | |
| <u>CPR</u> | <u>05</u> | <u>11 13</u> | |
| _____ | --- | --- | |
| _____ | --- | --- | |
| _____ | --- | --- | |
| _____ | --- | --- | |
| HONOR/AWARD | YEAR OBTAINED | | |
| <u>PHI BETA KAPPA</u> | <u>01</u> | | |
| _____ | --- | | |
| _____ | --- | | |
| _____ | --- | | |
| _____ | --- | | |
| COMMENTS | | | |
| COMMENTS WILL BE PRINTED ON THE BOTTOM OF THE EIR _____ | | | |
| (002) - ENTER YOUR CHANGES. | | | |
| TRANS: <u>018</u> | EID: <u>AS5888496</u> | JOB: <u>2</u> | DISTRICT <u>00011</u> |
| MA | b | A | 24/077 |

This screen allows a district/community college to enter information about employee licenses and honors. Up to six licenses and six honors may be recorded. The screen includes a field to enter a comment regarding the employee.

Employment Verification Screen (019)

| File Edit View Communication Actions Window Help | | | | | | | | | |
|--|--------------|--------------------------|-------------|-------------|------------------------|----------|-----------------|-------------------|--|
| ** EMPLOYMENT VERIFICATION ** 0419 | | | | | | | | | |
| AS5888496 | | | | | NAME AND ADDRESS | | | PRIMARY JOB: 2 | |
| | | | | | PADGETT, AUDREY A. | | | HOME PHONE NUMBER | |
| | | | | | 9300 IMPERIAL HIGHWAY, | | | | |
| | | | | | DOWNEY, CA 90242 | | | | |
| | | | | | GROSS YTD | | | | |
| EMPLOYMT | ORIG | CURRENT | 2013 | 29605.00 | TERMINATION | | | | |
| STATUS | DATE OF HIRE | PRIOR | 2012 | 47251.05 | DATE | REASON | | | |
| ACTIVE | 07 05 89 | PAST | 2011 | 47530.18 | | | | | |
| JOB NO | JOB STATUS | JOB DESCRIPTION | SALARY RATE | PCT FULL TM | PAY BASIS | PAY MTHS | WORK HRS/DY | | |
| 1 | TERMINATED | CUSTODIAN | 2447.00 | 100.00 | MONTHLY | 12 | 8.00 | | |
| P 2 | ACTIVE | GROUNDS MAINTENANCE WRKR | 3892.00 | 100.00 | MONTHLY | 12 | 8.00 | | |
| (002) - ENTER YOUR CHANGES. | | | | | | | | | |
| TRANS: 019 | | EID: AS5888496 | | | JOB: 2 | | DISTRICT: 00011 | | |
| MA | b | A | | | | | | 24/077 | |

Districts routinely receive employment verification requests either by phone or in writing. The Employment Verification Screen (019) provides a “one-stop” source of information needed to satisfy most requests.

Dependents by Name Screen (022)

```

File Edit View Communication Actions Window Help
** PER - DEPENDENTS BY NAME - UPD **                                0122
AS5888496  PADGETT,AUDREY A.                                     EMPL STATUS: ACTIVE
                                                                R S      PRIMARY JOB: 2
                                                                E T      PLAN CODE
DEPENDENT NAME          SSN      BIRTHDAY L U 1  2  3  4  5  6  7
-----
FRED PADGETT           000 77 7777 04 10 57 S  - KP5 VS5
JEFFREY PADGETT       000 77 7777 08 15 02 0  - KP5 DD5 VS5
-----
                                                                (002) - ENTER YOUR CHANGES.
TRANS: 022             EID: AS5888496             JOB: 2             DISTRICT 00011
MA b                  A                                     24/077
    
```

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.

SECTION III.

STIPENDS/ADDITIONAL ASSIGNMENTS

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Stipends

Periodic Stipends

Dated Stipend

Additional Assignment in Lieu of Stipend

Salary/Pay Rate Screen (005) with Periodic and Dated Stipends

Stipends

A stipend is additional pay for a skill, education, length of service, etc. Stipends may be an amount, a percent on base salary, a range increment on base salary, or a percent of base salary plus any other stipends entered before the stipend. Stipends can be entered either as a periodic or dated stipend or as an additional assignment. A stipend definitely can impact retirement service credit; therefore it is important to enter the stipend correctly. See the CDB Stipend Table (026) section on building and maintaining stipends for additional information.

If you are in doubt as to how to set up a stipend, refer to the HRS Help Sheet available on the training website, www.lacoe.edu/hrs_training.

Periodic Stipends

A periodic stipend becomes part of the full-time rate and salary rate on EDB Salary/Pay Rate Screen (005). Each time the salary is paid, the stipend is automatically paid. A periodic stipend is:

- Included in base retirement earnings for state reporting;
- Subject to dock time;
- Prorated if the percent full time is less than 100 percent for the job;
- Included in hourly or daily rate when monthly pay basis is converted; e.g., overtime;
- Distributed to the REG earnings.

Periodic stipends are commonly used for bilingual, confidential, and longevity stipends. Up to five periodic stipends may be entered for a job. A periodic stipend amount must be input on the Stipend Table (026) using the same pay basis as the assignment to which it is attached.

Dated Stipend

A dated stipend is used for lump-sum payments that are NOT subject to dock time or percent assignment.

- The earnings code, in conjunction with the employee retirement plan and status, determines whether retirement earnings are taken.
- The labor distribution is the same as the REG assignment unless it is overridden.

For time reporting and payroll purposes, a dated stipend generates a separate line of lump-sum pay on the time report:

- If dates are input in any of the four date fields, a line is generated on the time file when the date is within that pay period. These dates must be reset to establish the dated stipend for the new year.
- If "99/99/99" is entered in the first date field, a line is generated on every time file/report. The stipend will not be paid unless the line on the time file is "X."

EDB Mass Change can be used to change dates that affect multiple employees.

Two dated stipends may be entered on EDB Salary/Pay Rate Screen (005) for each job. A dated stipend must be established on the Stipend Table (026) as a lump-sum pay basis and amount.

Additional Assignment in Lieu of Stipend

An additional assignment should be set up for:

- Rate x time payments which are in addition to the REG assignment.
- Lump-sum payments which require a different labor distribution than the REG assignment.

Salary Pay Rate Screen (005) with Periodic and Dated Stipends

```

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD **                                0105
NJ8178455  PHILLIPS, SANDRA H.          EFEC DATE: 07 01 13 ACTNS:  _  _  _
                                                    PRIME JOB: P
JOB    POSITION    JOB CLASS
1      670002     670002 SKILLED MAINTENANCE WRKR
CYCLE  BASIS    PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
  E4    M      12      NA        NA        010      I      REG  _  _  _
SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
  1  227  05    07 01 10    100.00      -          5288.000      5288.000
STIPENDS:  CL 1 CLASLNG  _  _  _  _  _  _  _  _  _  _  _  _
           PH 2 CELPHN  CEL  99 99 99  _  _  _  _  _  _  _  _
           _  _  _  _  _  _  _  _  _  _  _  _  _
RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
  5288.000   -      264.0      N          8.00         S
                    STRS  STRS
RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
              P9    M    -   01 11 88    -      -      -      .00
(002) - ENTER YOUR CHANGES.
TRANS: 005          EID: NJ8178455          JOB: 1          DISTRICT: 00011
MA  b          NUM          02/056
    
```

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Setting-up Overtime

Method 1 – Use the established REG assignment

Method 2 – Set-up an additional assignment

Setting-up Overtime

There are two methods for setting up overtime on EDB. If an employee is frequently paid overtime, the district will usually select either of the two methods.

Method 1 - Use the established REG assignment and add the overtime earnings code.

Method 2 - Set-up an additional assignment after first building a salary schedule to support the straight time hourly rate.

An employee can be paid overtime without setting up overtime on the EDB. However, this takes more time in the district payroll department and is recommended only for employees who are infrequently paid overtime.

For both methods, the system calculates the overtime rate based on the earnings code. For example, if the earnings code is OVT and the straight-time hourly rate is \$6.00, the overtime rate paid would be the straight-time hourly rate times time and one-half. The rate paid is \$9.00 per hour. The salary rate printed on the payroll register is the straight-time hourly rate; in this case, \$6.00. The retirement reporting rate reflects the calculated overtime rate, in this example, \$9.00. Either method requires that the earnings code is established on the Earnings Code Table (010).

Method 1 – Use the established REG assignment and add the overtime earnings code

File Edit View Communication Actions Window Help

** PER - SALARY/PAY RATE -UPD ** 0105

TG8466304 PUCKETT, THOMAS U. EFEC DATE: 07 01 13 ACTNS: PRIME JOB: P

| JOB | POSITION | JOB CLASS |
|-----|----------|---------------------------|
| 1 | 514012 | 514012 SYSTEMS TECHNICIAN |

| CYCLE | BASIS | PAY MOS | ILL PLAN | VAC PLAN | RPT LOCN | RPT CD | EARNINGS TYPES |
|-------|-------|---------|----------|----------|----------|--------|----------------|
| E4 | M | 12 | NA | NA | 080 | I | REG OVT H |

| SCHED/RANGE/STEP | EFF DATE | %FULL-TIME | CALC METH | FULL-TIME RATE | SALARY RATE |
|------------------|----------|------------|-----------|----------------|-------------|
| 1 245 04 | 10 01 10 | 100.00 | - | 4533.000 | 4533.000 |

STIPENDS: ---

| RETIRE RATE | O/RIDE | WORK DAYS | WORK CAL | WORK HRS/DY | SESS TYPE |
|-------------|--------|-----------|----------|-------------|-----------|
| 4533.000 | - | 264.0 | N | 8.00 | STRS |

| RETIREMENT: PLAN | STATUS | SPL | EFF DATE | PERS CASE STS | CLS CD | BASE HRS |
|------------------|--------|-----|----------|---------------|--------|----------|
| P9 | M | - | 10 03 08 | - | - | .00 |

(002) - ENTER YOUR CHANGES.

TRANS: 005 EID: TG8466304 JOB: 1 DISTRICT: 00011

MA b A 24/077

An overtime earnings code can be added under earnings type/pay basis on Salary/Pay Rate Screen (005) for monthly, daily, or hourly assignment with a REG earnings code. The overtime earnings code would

Method 1 (continued)

be either OT1-straight time, OT2-double time, or OVT-time and one-half. This method generates a second line on the time report for this assignment. With the possible exception of the object code, the labor distribution would be the same as the assignment unless overridden. The object is determined by the code on the Earnings Table (010).

- **Classified Employees**

The straight-time hourly rate is calculated by dividing the full-time monthly rate by the standard hours in a month from the District Profile Table (020). The daily rate is divided by the Work Hours/Day on Salary/Pay Rate Screen (005).

- **Certificated Employees**

The straight-time hourly rate is calculated by dividing the Education Code daily rate by the Work Hours/Day on Salary/Pay Rate Screen (005). The Education Code daily rate is calculated by taking the number of periods on the calendar times the monthly rate from Salary/Pay Rate Screen (005) divided by the annual work days from the calendar.

Method 2 – Set-up an additional assignment

A separate assignment can be established for overtime. The pay basis for this assignment must be hourly. The earnings type would be one of the above overtime earnings codes. The assignment must be tied to a salary schedule with the straight-time hourly rate.

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SECTION IV.

JOB HISTORY

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Job History

Future Actions and Job History

EDB Change with Past Effective Date - Impact on Job History

Importance of Job History for Pay Calculation/Retirement Reporting

Social Security Number Change - Impact on Job History

Job History

Job History is created when an Employee Data Base (EDB) record is established or a change is made to a history-sensitive data field on Job Assignment Screen (004) or the Salary/Pay Rate Screen (005). Typical personnel actions that write to job history are: initial employment, salary changes, promotions, transfers, leaves of absence, and terminations. A Job History line is created as soon as the data is transmitted. History lines display with the most current information listed first, as determined by the Action Effective Date, Update Date, Update Time, and Job Number. There is no limit to the number of history lines maintained for each employee. Maintenance of job history is critical for payroll calculation, mass retro calculation, and retirement reporting.

Action Codes **do not** determine what writes to Job History. A history line is written only if a **history-sensitive** data field is input or changed. Examples of history-sensitive data are:

- Job Number
- Action Effective Date
- Action Code
- Position Number
- Job Class
- Job Status
- Job Permanency
- Work Location
- Bargaining Unit
- Pay Cycle
- Pay Basis
- Pay Months
- Illness Plan
- Vacation Plan
- Work Calendar
- Work Days
- Hours Per Day
- Schedule/Range/Step
- Percent Full Time
- Calculation Method
- Salary Rate
- Anniversary Date
- Periodic Stipends
- Pass Probation Date
- Retirement Reporting Rate
- Session Type
- Retirement Plan
- Retirement Status
- Special Indicator

Future Actions and Job History

Assignments established with a Job Status “F,” (future), and changes input using the Future-Dated EDB Change process, are **not recorded in Job History until the current EDB is updated** when the future-dated change **rolls to current** during the overnight automated process.

Other automated processes that write a Job History line during overnight processing are:

- Future Begin Leave
- Future End Leave
- Future Termination
- Salary Table Rolls
- Stipend Table Rolls
- Anniversary Step Increase
- EDB Mass Change

EDB Change with Past Effective Date - Impact on Job History

If a change is made on EDB Job Assignment Screen (004) or Salary/Pay Rate Screen (005) using a past effective date, the system will insert the history line according to the Action Effective Date and **change** all Job History lines with the same position number and job number from that Action Effective Date forward.

Importance of Job History for Pay Calculation/Retirement Reporting

When time reporting and payroll calculation are processing transactions for a period which is not covered by the current EDB screens, HRS goes to Job History for needed information. Mass Retro processing is particularly dependent on Job History for Job Status, Bargaining Unit, Pay Cycle, Pay Basis, Pay Months, Work Calendar, Salary Rates, and retirement data.

Payroll data is used for retirement reporting to the State.

Social Security Number Change - Impact on Job History

If an employee has a social security number change, **all** Job History is re-keyed to the new social security number and employee ID number.

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Job History Screens

Job History Screen (007)
Job History Summary Screen (008)
Job History Detail Screen (009)
Job History Audit Trail Screen (057)

Job History Screens

Job History Screen (007)

| File Edit View Communication Actions Window Help | | | | | | | | | | | |
|--|-------------|--------------|----------------|----|-----------------|--------|---------|--------------|----------------|--------------------|----------|
| ** PER - JOB HISTORY - UPD ** | | | | | | | | | | | |
| GM5465696 PAGE, ASHLEY A. | | | | | | | | | | 0107 | |
| S J | | | | | | | | | | EMPL STATUS ACTIVE | |
| E O ACTION/ JOB -JOB- WORK PAY PCT-FT | | | | | | | | | | PRIMARY JOB: 1 | |
| L B DATE | CLASS | POSN | ST | PR | LOCATION | BAS | COMMENT | SCHD /RANGE/ | STEP | SAL-RATE | RET-RATE |
| 4 17 22 21 | 180151 | 180151 | A | A | 00045 | M | | 6 005 07 | | 4111.200 | |
| 09 01 11 | ASST HEAD | TEACHER | CH | | CARNEGIE HIGH S | | | | | 4111.200 | |
| 4 20 | 180151 | 180151 | A | A | 00045 | M | | 6 005 06 | | 3986.400 | |
| 09 01 10* | ASST HEAD | TEACHER | CH | | CARNEGIE HIGH S | | | | | 3986.400 | |
| 1 20 | 200005 | 200005 | A | R | 00045 | M | | 6 005 06 | | 3322.000 | |
| 09 01 10 | TEACHER | CHILD CENTER | | | CARNEGIE HIGH S | | | | | 3322.000 | |
| 1 17 22 21 | 200005 | 200005 | A | R | 00047 | M | | 6 005 06 | | 3322.000 | |
| 09 01 10 | TEACHER | CHILD CENTER | KLINTON | | CHILDRE | | | | | 3322.000 | |
| 3 14 | 290015 | 290015 | T | S | 00008 | H | | 6 004 01 | | 15.130 | |
| 03 01 10 | SUB TEACHER | CHILD CT | | | STUDENT SERVICE | | | | | 29775.840 | |
| 1 20 | 200005 | 200005 | A | R | 00047 | M | | 6 005 05 | | 3214.000 | |
| 08 24 09* | TEACHER | CHILD CENTER | KLINTON | | CHILDRE | | | | | 3214.000 | |
| 4 20 | 180151 | 180151 | A | A | 00047 | M | | 6 005 05 | | 3856.800 | |
| 08 24 09 | ASST HEAD | TEACHER | CH | | KLINTON CHILDRE | | | | | 3856.800 | |
| SELECT [X=DETAIL R=RELIST M=MENU] [A=ADD "="=COPY D=DELETE U=AUDIT TR] | | | | | | | | | | | |
| OPTIONS: [F=FORWARD B=BACK T=TOP] [FILTER J=JOB C=CLASS P=POSITION] | | | | | | | | | | | |
| (015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY. | | | | | | | | | | | |
| TRANS: 007 | | | EID: GM5465696 | | | JOB: - | | | DISTRICT 00011 | | |
| MAR b A 24/077 | | | | | | | | | | | |

The Job History Screen (007) lists selected data fields, including job title, for all job assignments that have been added, changed, or deleted. Refer to Page 49 in this manual for codes that can be used in the SEL column.

Job History Summary Screen (008)

File Edit View Communication Actions Window Help

** PER - JOB HISTORY SUMMARY - UPD ** 0108

GM5465696 PAGE,ASHLEY A. EMPL STATUS: ACTIVE
 S J PRIMARY JOB: 1

E 0 A -- JOB --- - RETIREMENT - P SCD STEP

| L | B | EFF DATE | T | AC | CLASS | S | P | POSN | PLSI | REP RATE | B | PCT-FT | /RANGE/ | SAL-RATE |
|---|----------|----------|--------|--------|-------|--------|--------|------|------|-----------|---|--------|----------|----------|
| 4 | 09/01/11 | 17 | 180151 | A | A | 180151 | S5M | | | 4111.200 | M | 100.00 | 6 005 07 | 4111.200 |
| 1 | 09/01/11 | 17 | 200005 | A | R | 200005 | S5M | | | 3426.000 | M | 100.00 | 6 005 07 | 3426.000 |
| 4 | 09/01/10 | * | 17 | 180151 | A | A | 180151 | S5M | | 3986.400 | M | 100.00 | 6 005 06 | 3986.400 |
| 1 | 09/01/10 | 20 | 200005 | A | R | 200005 | S5M | | | 3322.000 | M | 100.00 | 6 005 06 | 3322.000 |
| 1 | 09/01/10 | 17 | 200005 | A | R | 200005 | S5M | | | 3322.000 | M | 100.00 | 6 005 06 | 3322.000 |
| 3 | 03/01/10 | 14 | 290015 | T | S | 290015 | S5M | | | 29775.840 | H | 100.00 | 6 004 01 | 15.130 |
| 1 | 08/24/09 | * | 20 | 200005 | A | R | 200005 | S5M | | 3214.000 | M | 100.00 | 6 005 05 | 3214.000 |
| 4 | 08/24/09 | 20 | 180151 | A | A | 180151 | S5M | | | 3856.800 | M | 100.00 | 6 005 05 | 3856.800 |
| 4 | 08/24/09 | 20 | 180151 | A | A | 180151 | S5M | | | 3856.800 | M | 100.00 | 6 005 05 | 3856.800 |
| 1 | 08/24/09 | * | 20 | 200005 | A | R | 200005 | S5M | | 3214.000 | M | 100.00 | 6 005 05 | 3214.000 |
| 5 | 07/14/09 | * | 90 | 700012 | T | P | 700012 | S5M | | 29403.840 | H | 100.00 | 1 125 05 | 16.860 |
| 5 | 07/01/09 | * | 04 | 700012 | T | P | 700012 | S5M | | 29268.960 | H | 100.00 | 1 125 05 | 16.860 |
| 5 | 06/23/09 | 05 | 700012 | T | P | 700012 | S5M | | | 29268.960 | H | 100.00 | 1 125 05 | 16.860 |
| 2 | 09/10/08 | * | 12 | 200005 | T | G | 200055 | S5M | | 35935.680 | H | 100.00 | 6 005 05 | 18.260 |
| 1 | 09/10/08 | 17 | 200005 | T | R | 200005 | S5M | | | 3214.000 | M | 100.00 | 6 005 05 | 3214.000 |

SELECT [X=DETAIL R=RELIST M=MENU] [A=ADD "="=COPY D=DELETE U=AUDIT TR]
 OPTIONS: [F=FORWARD B=BACK T=TOP] [FILTER J=JOB C=CLASS P=POSITION]

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 008 EID: GM5465696 JOB: _ DISTRICT 00011

MA b A 24/077

The Job History Summary Screen (008) displays selected information, including retirement data, without job titles. Refer to Page 49 in this manual for codes that can be used in the SEL column.

Job History Detail Screen (009)

```

File Edit View Communication Actions Window Help
** PER - JOB HISTORY DETAIL - UPD ** 0109
GM5465696 PAGE, ASHLEY A. UPDATE DATE: 02 01 10
TIME: 14 31 32
JOB: 1 ACTION EFF DATE: 08 24 09 ACTIONS: 20 _ _
POSITION JOB CLASS JOB STS JOB PERMANENCY WORK LOCATION BARG UNIT
200005 200005 A R REGULAR 00047 AF
TEACHER CHILD CENTER KLINTON CHILDREN CENTER
PAY CYCLE BASIS PAY MOS ILL PLAN VAC PLAN WORK CAL WORK DAYS HRS/DAY
E4 M 12 NA NA CD 246.00 8.00
SCHED/RANGE/STEP %FULL-TIME CALC METH SALARY RATE ANNIVERSARY DATE
6 005 05 100.00 - 3214.000 09 01 10
STIPENDS: _ _ _ _ _ PASS PROBATION DATE 00 00 00
RETIREMENT: REPORT RATE SESS TYPE PLAN STATUS SPL CHANGE DATE
3214.000 Y S5 M - 00 00 00
COMMENT: [R=RELIST L=LAST LIST M=MENU]
[F=FORWARD T=TOP B=BACK J=JUMP]
(002) - ENTER YOUR CHANGES.
TRANS: 007 EID: GM5465696 JOB: 1 DISTRICT 00011
MA b 24/077
    
```

The Job History Detail Screen (009) is accessed from either the Job History Screen (007) or the Job History Summary Screen (008) for a selected history line.

The field descriptions are the same as the Job Assignment Screen (004) and the Salary/Pay Rate Screen (005), and are available on the detailed sections for these screens.

The following codes may be entered in the action field in the lower right corner. If a filter (sort) was requested on the Job History Screen (007) or the Job History Summary Screen (008), it will be in effect for codes "F," "B," and "T."

- F Forward - pages forward one history screen
- B Back - pages back one history screen
- T Top - return to the first detail history screen
- R Re-list - turn off the filter and list all history line starting on the first page
- L Last list - return to the same summary screen (007) where the "X" was entered to access the detail screen
- M Menu - return to the Personnel Transaction Menu Screen
- J Jump - access another personnel screen

System-Generated Date Fields

The Update Date and Time on the Job History Detail Screen (009) is system-generated and is the actual date and time that the history line is written. The Change Date is system-generated and is the actual date that a history line is changed.

Job History Audit Trail Screen (057)

File Edit View Communication Actions Window Help

** PER - JOB HISTORY AUDIT TRAIL ** 0157

GM5465696 PAGE, ASHLEY A. EMPL STATUS: ACTIVE

| EFF DATE | ACTIONS | ---JOB--- | | POSN. NO. | ----- UPDATE ----- | | -----CHANGES----- | | | | | | | | | |
|----------|---------|-----------|--------|-----------|--------------------|----------|-------------------|----|----|----|----|----|----|--|--|--|
| | | NO. | CLASS | | DATE | TIME | SR | PR | SF | ST | RS | RP | RR | | | |
| 08/24/09 | 20 | 1 | 200005 | 200005 | 02/01/10 | 14:31:32 | 04 | | | | | | | | | |
| 08/24/09 | 20 | 1 | 200005 | 200005 | 08/24/09 | 09:46:09 | 04 | | | | | | | | | |

OPTIONS:
 [TRANSMIT=RETURN F=FORWARD T=TOP B=BACK] [J=JUMP M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: GM5465696 JOB: 1 DISTRICT 00011

MA b 24/077

The Job History Audit Trail Screen (057) lists lines of job history impacted by the Job History “condensing” process. It is accessed from either the Job History Screen (007) or the Job History Summary Screen (008) for a selected history line.

“Condensed” job history lines are stored in a separate file accessed only through the Job History Audit Trail Screen (057). The top line displaying “04” in the source (SR) column indicates the line that appears on the Job History Screen (007) and Job History Summary Screen (008). The “04” indicates the information displayed comes from the Job Assignment Screen (004). Source changes that occur in this column are as follows.

- SR** - Source – 04 = Job Assignment Changes
- 05 = Salary Changes
- 39 = Retirement Changes
- CD = Condensed Line from one-time process in April 1995

Other changes are indicated on each audit line with “XX.” These columns are identified as:

- PR** - Pay Rate (Dollar Changes)
- SF** - Salary Factor (Schedule/Range/Step)
- ST** - Stipend
- RS** - Retirement Status
- RP** - Retirement Plan
- RR** - Retirement Reporting Rate

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Features and Functionalities in Job History

Accessing Job History
SEL (Select) Column Codes
Sort Capabilities
Condensed Job History Records
Create, Change or Delete a Line of History

Features and Functionalities in Job History

Accessing Job History

```

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: _____
TRANS: 007      EID: GM5465696      JOB: 1      DISTRICT: 00011
MA b                                                    24/076

```

Use Function 01 or 04 to query job history.

1. In the **TRANS field**, type **007** or **008**.
2. In the **EID field**, type the **employee identification number/social security number**.
3. In the **JOB field**, type the **job number**. If this field is left blank, all jobs will be listed.
4. Hit the **Enter key** on your keyboard.

To make additions, changes, updates, or deletions to Job History, select Function 01, Personnel Data Entry and Update, and enter an “X” on the line to be changed. For more information on codes used in the SEL column, refer to the *SEL (Select) Column Codes* section in this manual.

SEL (Select) Column Codes

Both Job History Screen (007) and the Job History Summary Screen (008) have a “SEL” (select) column which is used to access the Job History Detail Screen (009). Codes that can be entered in this field are listed as follows.

- X** Detail - to access Job History Detail Screen 009.
- R** Re-List - to turn off the filter (see below) and re-list all history lines.
- M** Menu - return to the Personnel Transaction Menu Screen.
- A** Add - to access an empty Job History Detail Screen to create a new history line.
- =** Copy - to make a copy of an existing history line which can be changed to create a new history line. For details see the paragraph on creating a line of history.
- D** Delete - to access the Job History Detail Screen so that a "D" can be entered in the Action Field to delete the line from Job History.
- F** Forward - to page forward one history screen.
- B** Back - to page back one history screen.
- T** Top - to return to the first summary screen.
- U** Audit Trail - to access condensed job history lines.

Sort Capability

Different sorts (filters) can be requested in job history.

- **J** Job - lists history lines only for the job number on the line where the "J" is entered.
- **C** Classification - lists history only for the job classification on the line where the "C" is entered.
- **P** Position - lists history only for the position number on the line where the "P" is entered.

The user can filter any job assignment by indicating a job number (1 through 9) in the JOB field. If this field is left blank, it will display **all** the job assignments. For example, if the user is reviewing Job 5 on Screen 005 and navigates to Screen 007, only the job history information for Job 5 will appear. However, from the name search screen, the screen indicator governs the Job History Summary Screen (008). For example, if Job 4 is selected, then the job history for Job 4 will be displayed.

To view **all** job history, you can either:

1. From the transaction menu, in the TRANS field, type 007 or 008. In the EID field, type the employee identification number/social security number. In the JOB field, space-out the number.

From any employee screen, in the TRANS field, type 007 or 008. In the JOB field, space-out the number. **–OR–**

From the name search screen, in the selector indicator, type 007 or 008. **–OR–**

2. Hit the Enter key on the keyboard.

All jobs will appear.

Condensed Job History Records

```

File Edit View Communication Actions Window Help
** PER - JOB HISTORY - UPD **                                0107
GM5465696 PAGE, ASHLEY A.                                EMPL STATUS ACTIVE
S J                                                        PRIMARY JOB: 1
E 0 ACTION/      JOB      -JOB-   WORK      PAY  PCT-FT  SCHD STEP  SAL-RATE
L B DATE        CLASS POSN  ST PR   LOCATION  BAS  COMMENT  /RANGE/  RET-RATE
-----
 1 17 22 21    200005 200005  A  R 00045      M   100.00   6 005 07   3426.000
 09 01 11    TEACHER CHILD CENTER CARNEGIE HIGH S   3426.000
 1 20          200005 200005  A  R 00045      M   100.00   6 005 06   3322.000
 09 01 10    TEACHER CHILD CENTER CARNEGIE HIGH S   3322.000
 1 17 22 21    200005 200005  A  R 00047      M   100.00   6 005 06   3322.000
 09 01 10    TEACHER CHILD CENTER KLINTON CHILDRE   3322.000
 U 1 20          200005 200005  A  R 00047      M   100.00   6 005 05   3214.000
 08 24 09*   TEACHER CHILD CENTER KLINTON CHILDRE   3214.000
 1 20          200005 200005  A  R 00047      M   100.00   6 005 05   3214.000
 08 24 09*   TEACHER CHILD CENTER KLINTON CHILDRE   3214.000
 1 17 22 21    200005 200005  T  R 00045      M   100.00   6 005 05   3214.000
 09 10 08    TEACHER CHILD CENTER CARNEGIE HIGH S   3214.000
 1 17 12      200005 200005  A  R 00045      M   100.00   6 005 05   3214.000
 09 10 08    TEACHER CHILD CENTER CARNEGIE HIGH S   3214.000
SELECT          [X=DETAIL R=RELIST M=MENU] [A=ADD "="=COPY D=DELETE U=AUDIT TR]
OPTIONS:        [F=FORWARD B=BACK T=TOP] [FILTER J=JOB C=CLASS P=POSITION]
(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.
TRANS: 007          EID: GM5465696          JOB: 1          DISTRICT 00011
MA b                                                    24/077
    
```

When an asterisk (*) appears on either Job History Screen (007) or Job History Summary Screen (008), HRS has additional “**condensed**” records with the same Action Effective Date, Job Number, Position Number, and Salary Rate as the latest (most current) record being displayed.

“**Condensing**” of records also takes place when a change, except when a change is made to the comment line, is made to the Job History Detail Screen (009). The user will see an asterisk (*) on Job History Screen (007) and Job History Summary Screen (008), and an audit trail.

A user can access the condensed records through the Job History Audit Trail Screen (0157) by entering a “U” on the line to the left of the Job History line displaying the asterisk on the SEL column. A single line of history will display when a user selects a line of job history **not** displaying an asterisk.

Create, Change or Delete a Line of History

- **Create** - Generally, a line of history is created if it is discovered that a job action took place in the past and that action is not consistent with the data that is on the current EDB record. This saves time of entering old data on the current EDB and then re-entering current data. There are two ways to create a line of history. The first is to input all information on a blank screen. This is described under Addition. The second method is to use an existing line of history and change any data that is different. This method is described under Copy.
- **Addition** - To add a line of history, access Job History Screens (007) or (008). In the “SEL” column, input an “A” to bring up a blank Job History Detail Screen. On Detail Screen, enter data in all fields to create a new history line.

- **Copy** - If most of the data is similar to another history line, enter an “=” in “SEL” column of desired history line on Screen 007 or 008 to bring up a Job History Detail Screen with data that is the same as the line where the “=” was input. Enter the Job, Action Effective Date, a new Action Code and change any other data fields as needed. This creates a new history line. The history line that was copied remains as it was.
- **Change** - To change a line of history, access the Job History summary screen. In “SEL” column next to the desired history line, input an “X” to access the Detail Screen. Make the desired changes to the data fields on the Detail Screen. HRS will record the date change was made in the Change Date Field at the bottom of the screen.
- **Deletion** - To delete a line of history, access the Job History summary screen. In “SEL” column next to desired history line, input a “D” to access Detail Screen. On the Detail Screen, enter a “D” in Action Field (lower right corner) to delete history line. Deleted history line disappears from Screens 007 and 008.

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SECTION V.

NAME SEARCH

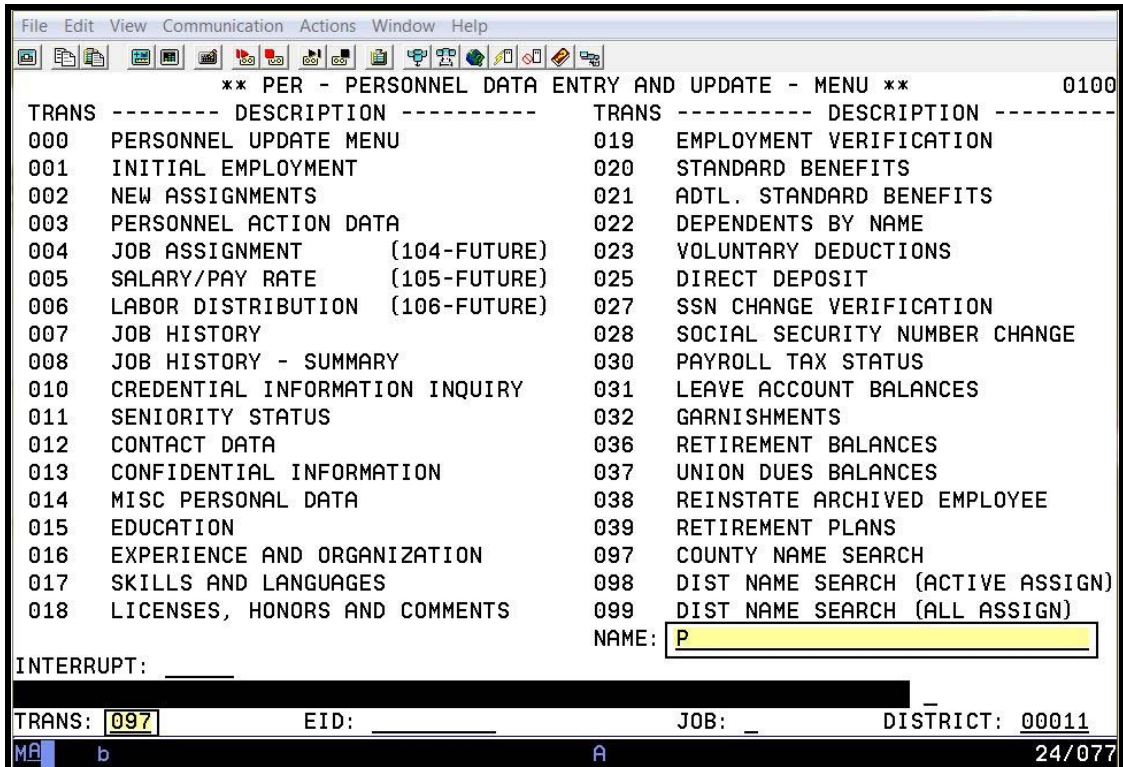
Intentionally left blank

Name Search Screens (097, 098, 099)

The name search screens (097, 098, and 099) provide quick access to selected employee data without accessing screens at the employee level. The chart below identifies the types of job statuses that can be inquired under each name search screen.

| | 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) | ✓ | ✓ | ✓ |

Access the name search screen from the transaction menu.



Enter the following data.

1. In the **NAME field**, type **P**. This is the employee’s partial last name, i.e. Tommy E. Perkins.
2. In the **TRANS field**, type **097**.
3. Hit the **Enter key** on your keyboard.

County Name Search Screen (097)

| ** PER - COUNTY NAME SEARCH - INQ ** | | | | | | | | | 0497 |
|--------------------------------------|---------------------|-----------|-------|-----|-----|---------------|------|-------------|-------|
| NAME KEY: | P | | | | | | | | |
| TRANS | NAME | EID | DIST | LOC | PAY | EMPLOYEE TYPE | STAT | PRIMARY JOB | CYCLE |
| ___ | PACE, EVELYN A. | ZG1479119 | 00111 | 004 | | C | R | 1 | C3 |
| ___ | PACE, RICHARD A. | VJ7323190 | 00111 | 100 | | N | R | 8 | H1 |
| ___ | PACE, SYLVIA A. | DU4664036 | 00111 | 012 | | S | A | 1 | C3 |
| ___ | PACHECO, JAMIE A. | KK4920572 | 00111 | 012 | | C | T | 1 | C3 |
| ___ | PADGETT, AUDREY A. | AS5888496 | 00111 | 010 | | N | A | 2 | E4 |
| ___ | PADGETT, JOSHUA A. | QX4481684 | 00111 | 825 | | C | A | 1 | C3 |
| ___ | PADGETT, JUANITA A. | PB0552486 | 00111 | 012 | | S | A | 1 | C3 |
| ___ | PADGETT, LAUREN A. | RA7251789 | 00111 | 100 | | C | T | 1 | C3 |
| ___ | PADGETT, STANLEY A. | AP6080277 | 00111 | 100 | | C | A | 1 | C3 |
| ___ | PAGE, ASHLEY A. | GM5465696 | 00111 | 008 | | C | A | 1 | E4 |
| ___ | PAGE, JEANNE A. | QD4501266 | 00111 | 100 | | C | T | 6 | C3 |
| ___ | PAGE, JOSHUA A. | SW0678598 | 00111 | 008 | | C | A | 6 | C3 |
| ___ | PAGE, PAUL A. | MY4835689 | 00111 | 008 | | N | A | 2 | C3 |
| ___ | PAGE, RENEE A. | QT6409616 | 00111 | 100 | | N | T | 2 | C3 |
| ___ | PAGE, RON A. | BH2759147 | 00111 | 038 | | N | A | 1 | H1 |
| ___ | PAGE, VINCENT A. | SB8359459 | 00111 | 100 | | N | T | 1 | H1 |
| ___ | PALENCIA, ROBERT | YQ4224660 | 00111 | 050 | | N | T | 1 | C3 |
| ___ | PALENCIA, VICKI | SB8871159 | 00111 | 100 | | N | T | 1 | C3 |

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 097 EID: _____ JOB: _ DISTRICT: 00011

MA b A 24/077

District Name Search Screen (098)

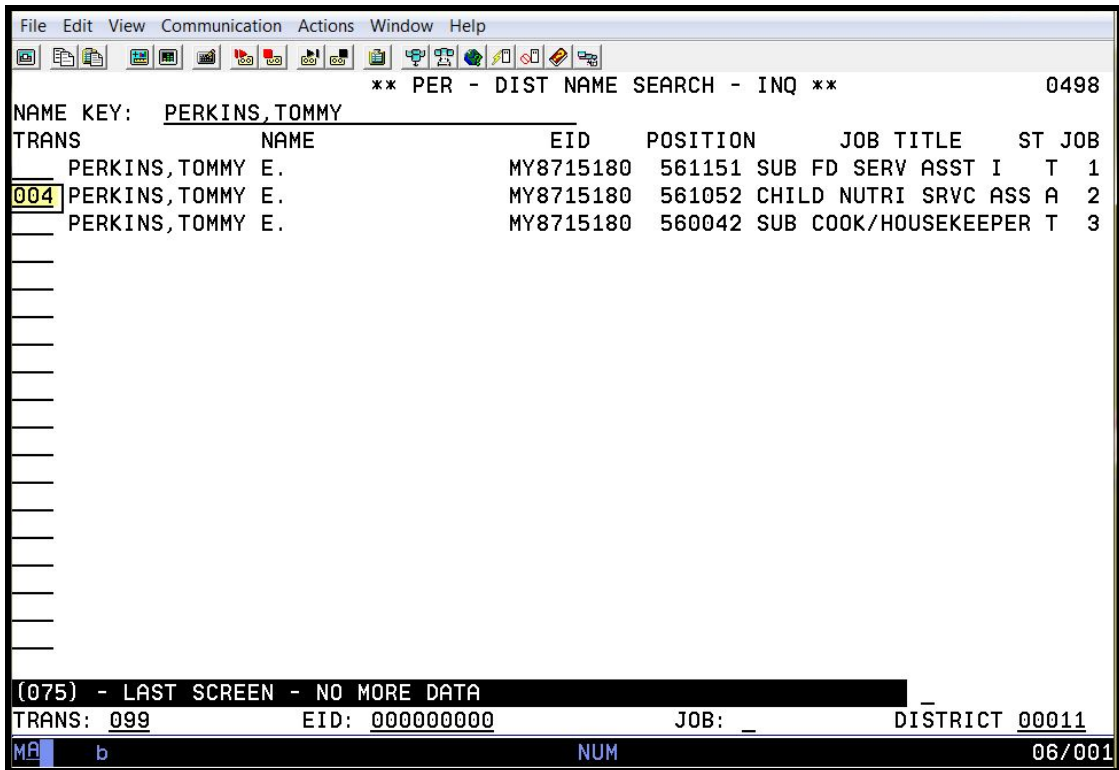
| ** PER - DIST NAME SEARCH - INQ ** | | | | | | | 0498 |
|------------------------------------|---------------------|-----------|----------|----------------------|----|-----|------|
| NAME KEY: | P | | | | | | |
| TRANS | NAME | EID | POSITION | JOB TITLE | ST | JOB | |
| ___ | PACE, SYLVIA A. | DU4664036 | 780700 | STUDENT WORKER | A | 1 | |
| ___ | PADGETT, AUDREY A. | AS5888496 | 622042 | GROUND MAINTENANCE | A | 2 | |
| ___ | PADGETT, JOSHUA A. | QX4481684 | 200006 | TEACHER CERT ADULT | E | A 1 | |
| ___ | PADGETT, JOSHUA A. | QX4481684 | 200007 | TEACHER EXTRA DUTY-A | A | 2 | |
| ___ | PADGETT, JOSHUA A. | QX4481684 | 200025 | TEACHER CERT ADULT | E | A 3 | |
| ___ | PADGETT, JUANITA A. | PB0552486 | 780700 | STUDENT WORKER | A | 1 | |
| ___ | PADGETT, STANLEY A. | AP6080277 | 290010 | SUB TEACHER | A | 1 | |
| ___ | PADGETT, STANLEY A. | AP6080277 | 200002 | TEACHER SUMMER ASSIG | A | 2 | |
| ___ | PAGE, ASHLEY A. | GM5465696 | 200005 | TEACHER CHILD CENTER | A | 1 | |
| ___ | PAGE, ASHLEY A. | GM5465696 | 180151 | ASST HEAD TEACHER CH | A | 4 | |
| ___ | PAGE, JOSHUA A. | SW0678598 | 290010 | SUB TEACHER | A | 6 | |
| ___ | PAGE, PAUL A. | MY4835689 | 700112 | SUB INSTR AIDE III | A | 2 | |
| ___ | PAGE, PAUL A. | MY4835689 | 509131 | SUB CLERK TYPIST I | A | 4 | |
| ___ | PAGE, RON A. | BH2759147 | 700012 | INSTRUCTIONAL ASST-S | A | 1 | |
| ___ | PALMER, TERRY A. | DW5332024 | 760110 | EXTRA DUTY CLASSIFIE | A | 7 | |
| ___ | PALMER, TERRY A. | DW5332024 | 111010 | ASST. PRINCIPAL | A | 9 | |
| ___ | PAPPAS, TOM A. | DR9094594 | 200025 | TEACHER CERT ADULT | E | A 4 | |
| ___ | PAPPAS, TOM A. | DR9094594 | 200006 | TEACHER CERT ADULT | E | A 5 | |

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 098 EID: 000000000 JOB: _ DISTRICT: 00011

MA b A 24/077

District Name Search Screen (099)



Enter the following data on the **second line**.

4. In the **TRANS field**, type **004** to navigate to the Job Assignment Screen (004).
5. Hit the **Enter key** on your keyboard.

Intentionally left blank

SECTION VI.

AUTOMATED FEATURES

Intentionally left blank

Past and Futures

Leaves
Terminations

Future Leave of Absence – Sample Update Screen

File Edit View Communication Actions Window Help

** PER - JOB ASSIGNMENT - UPD ** 0104

MY8715180 PERKINS, TOMMY E. EFFEC DATE: 07 01 13 ACTNS: 02 PRIME JOB: P

| JOB | POSITION | BOARD APPROVAL | CREDENTIAL | CRED EXP DATE | ACAD RANK |
|-----|----------|----------------|------------|---------------|-----------|
| 2 | 561052 | --- | --- | --- | --- |

| JOB CLASS | JOB TYPE | JOB STS | STATUS DATE | JOB PERMANENCY | JOB FAM | CLASS ENTRY |
|-----------|----------|---------|-------------|----------------|---------|-------------|
| 561052 | N | A | 07 01 03 | E CLASS HR | --- | --- |

CHILD NUTRI SRVC ASST II

| WORK LOCATION | WORK PHONE | EXT |
|------------------------------------|------------|-----|
| 00042 MAYWOOD ELEMENTARY SCHOOL | --- | --- |

| ANNIV DATE | PASS PROB DATE | EVAL TYPE | EVAL DUE DATE | BARG UNIT | UNIT MEMBER | MILEAGE ELIG |
|------------|----------------|-----------|---------------|-----------|-------------|--------------|
| 99 99 99 | --- | - | --- | CS | - | - |

| REASON | LEAVE TYPE | BEGIN | END | REASON | TERMINATION DATE | REHIRE ELIG |
|-------------|------------|----------|----------|--------|------------------|-------------|
| ML MILITARY | P | 09 01 13 | 12 31 13 | --- | --- | --- |

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 004 EID: MY8715180 JOB: 2 DISTRICT 00011

MA a A 24/077

Enter the following data.

Action Code: 02

Leave Reason: ML

Leave Type: P

Begin Date: 09/01/13

End Date: 12/31/13

Transmit.

Future Termination - Sample Update Screen

```

File Edit View Communication Actions Window Help
** PER - JOB ASSIGNMENT - UPD **                                0104
DU4664036  PACE, SYLVIA A.                                     EFEC DATE: 07 01 13 ACTNS: 05
                                                                    PRIME JOB: P
JOB          POSITION    BOARD APPROVAL    CREDENTIAL    CRED EXP DATE    ACAD RANK
1            780700      05 10 10          _____    _____
JOB CLASS    JOB TYPE    JOB STS    STATUS DATE    JOB PERMANENCY    JOB FAM    CLASS ENTRY
780700      S            A          04 22 10      U UNCLASSI          _____
STUDENT WORKER

WORK LOCATION          WORK PHONE    EXT
00016                  _____
BUSINESS ADMINISTRATION

ANNIV          PASS          EVAL          EVAL          BARG          UNIT          MILEAGE
DATE          PROB DATE    TYPE          DUE DATE      UNIT          MEMBER      ELIG
99 99 99      _____    -            _____    SW           -           -

----- LEAVE -----
REASON          TYPE    BEGIN    END    REASON          DATE    REHIRE ELIG
_____    -    _____    _____    EA END OF ASSIGNME 06 30 14    -

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?      Y
TRANS: 004          EID: DU4664036          JOB: 1          DISTRICT 00011
MA c                A                02/075
    
```

Enter the following data.

Action Code: 05

Termination Reason: EA

Termination Date: 06/30/14

Transmit.

Past Termination - Sample Update Screen

```

File Edit View Communication Actions Window Help
** PER - JOB ASSIGNMENT - UPD **                                0104
ZC0771568  DALY, JUANITA A.  EFFEC DATE: 07 31 12 ACTNS: 05
PRIME JOB: P
JOB          POSITION    BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
2           621041      04 29 08
JOB CLASS    JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
621041      N        T        07 31 12      P PERMANEN      - - - -
CUSTODIAN
WORK LOCATION          WORK PHONE  EXT
00010
HIGH SCHOOL
ANNIV          PASS          EVAL          EVAL          BARG          UNIT          MILEAGE
DATE          PROB DATE    TYPE          DUE DATE      UNIT          MEMBER      ELIG
03 01 12      - - - -      -            - - - -      CS           -           -
----- LEAVE ----- TERMINATION -----
REASON          TYPE  BEGIN  END  REASON          DATE  REHIRE ELIG
EA  END OF ASSIGNE  07 31 12
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 004          EID: DU4664036          JOB: 1          DISTRICT 00011
MR c          NUM          21/068
    
```

Enter the following data.

Effective Date: 07/31/12

Action Code: 05

Job Status: T

Status Date: 07/31/12

Termination Reason: EA

Termination Date: 07/31/12

Transmit.

Future New Assignment (002)

Future New Assignment

Future Job Assignment Screen

```

File Edit View Communication Actions Window Help
** PER - JOB ASSIGNMENT - UPD **                                0104
PB0552486  PADGETT, JUANITA A.  EFEC DATE: 06 01 14 ACTNS: 13
FUTURE  PRIME JOB: 1
JOB      POSITION  BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
2       000200   09 25 14
JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
509090    N        F        06 01 14    P PERMANEN      06 01 14
RECEPTIONIST
WORK LOCATION          WORK PHONE  EXT
00003                 310 555 1212 301
DISTRICT OFFICE
ANNIV      PASS      EVAL      EVAL      BARG      UNIT      MILEAGE
DATE      PROB DATE  TYPE      DUE DATE  UNIT      MEMBER    ELIG
12 01 14  12 01 14  A        12 01 14  CS        Y        -
----- LEAVE ----- TERMINATION -----
REASON      TYPE  BEGIN  END  REASON      DATE  REHIRE ELIG
-----
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?  Y
TRANS: 002      EID: PB0552486      JOB: 2      DISTRICT 00011
MA c                                     A                                     24/077
    
```

Enter Transaction 002, EID, and Job Number.

| | | | |
|---------------------|----------|----------------------|----------------|
| Effective Date: | 06/01/14 | Work Phone: | (310) 555-1212 |
| Action Code: | 13 | Ext.: | 301 |
| Position Number: | 000200 | Anniversary Date: | 12/01/14 |
| Board Approval: | 09/25/14 | Pass Prob. Date: | 12/01/14 |
| Job Classification: | 509090 | Evaluation Type: | A |
| Job Status: | F | Evaluation Due Date: | 12/01/14 |
| Status Date: | 06/01/14 | Bargaining Unit: | CS |
| Job Permanency: | P | Unit Member: | Y |
| Class Entry : | 06/01/14 | | |
| Work Location: | 00003 | | |

Transmit.

Future Salary/Pay Rate Screen

```

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD **                                0105
PB0552486  PADGETT, JUANITA A.  EFFEC DATE: 06 01 14 ACTNS: 13
FUTURE  PRIME JOB: 1
JOB  POSITION  JOB CLASS
2    000200  509090 RECEPTIONIST
CYCLE BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
E4    M      12      NA        NA      016   I    REG
SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
1  186  01  06 01 14  100.00  -  3189.000  3189.000
STIPENDS:  ---  ---  ---  ---  ---  ---
RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
3189.000  -  261.0  M  8.00
RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
P4  I  -  07 14 03  -  -  -  -  -  .00
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?  Y
TRANS: 002  EID: PB0552486  JOB: 2  DISTRICT: 00011
MA  c  24/077
    
```

Enter the following data.

| | | | |
|-----------------------|----------|------------------------|-----------------------------|
| Cycle: | E4 | % Full-time: | 100.00 |
| Basis: | M | Full-time Rate: | 3189.000 (system generated) |
| Pay Months: | 12 | Retirement Rate: | 3189.000 (system generated) |
| Ill Plan: | NA | Work Days: | 261.0 |
| Vacation Plan: | NA | Work Calendar: | M |
| Time Report Location: | 016 | Work Hours/Day: | 8.00 |
| Time Report Code: | T | Retire Plan: | P4 |
| Earnings Type: | REG | Retire Status: | I |
| Schedule/Range/Step: | 1/186/01 | Retire Effective Date: | 07/14/03 |
| Effective Date: | 06/01/14 | | |

Transmit.

Future Labor Distribution Screen

```

File Edit View Communication Actions Window Help
** PER - LABOR DISTRIBUTION - UPD **                                0106
PB0552486  PADGETT, JUANITA A.  EFFEC DATE: 06 01 14 ACTNS: 13  _  _
                                           FISCAL YEAR: 14
                                           PRIMARY JOB: 1
      JOB: 2  POSITION: 000200  JOB CLASS: 509090 RECEPTIONIST
                SALARY RATE: 3189.000
                FULL-TIME RATE: 3189.000

SPEED KEY RECEPTION
  FUND  RESRCE/PROJYR  GOAL  FUNC  OBJ  SCH/LOC  PERCENT
1  01 0      00000 0    00000 37000 2995  0000050  20.000
2  01 0      00000 0    00000 27000 2461  1040000  20.000
3  01 0      01000 0    00000 81100 2995  1041000  20.000
4  01 0      65200 0    57700 11900 2995  0000120  20.000
5  11 0      00000 0    00000 27000 2995  7250000  20.000
6  _  _      _  _  _    _  _  _    _  _  _    _  _  _
7  _  _      _  _  _    _  _  _    _  _  _    _  _  _
8  _  _      _  _  _    _  _  _    _  _  _    _  _  _
9  _  _      _  _  _    _  _  _    _  _  _    _  _  _
10 _  _      _  _  _    _  _  _    _  _  _    _  _  _
11 _  _      _  _  _    _  _  _    _  _  _    _  _  _
12 _  _      _  _  _    _  _  _    _  _  _    _  _  _    100.000 100.000

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?  Y
TRANS 002      EID PB0552486      JOB 2      DISTRICT 00011
MR      c      A      08/021
    
```

Enter the following data.

Speed Key: RECEPTION

Transmit.

Future-Dated EDB Changes (104, 105, 106)

When To Use Future-Dated EDB Changes
How the Future Dated Process Works
Future Records Screen
Understanding Sets

Future-Dated EDB Changes

When To Use Future-Dated EDB Changes

Using the Future-Dated Transaction Screens, a user can enter future assignment changes as assignment paperwork is being processed. Future information may be entered that impacts EDB screens **003, 004, 005, and 006**. Future-Dated EDB changes are entered using Transactions 104, 105, and 106. This data will not be reflected on time reports or in Job History until it rolls to the current screens. The **Implementation Date** controls when the future information is moved to the current EDB screens. The concept is similar to the salary schedule roll process where the future salary schedule rolls and updates EDB records on the implementation date.

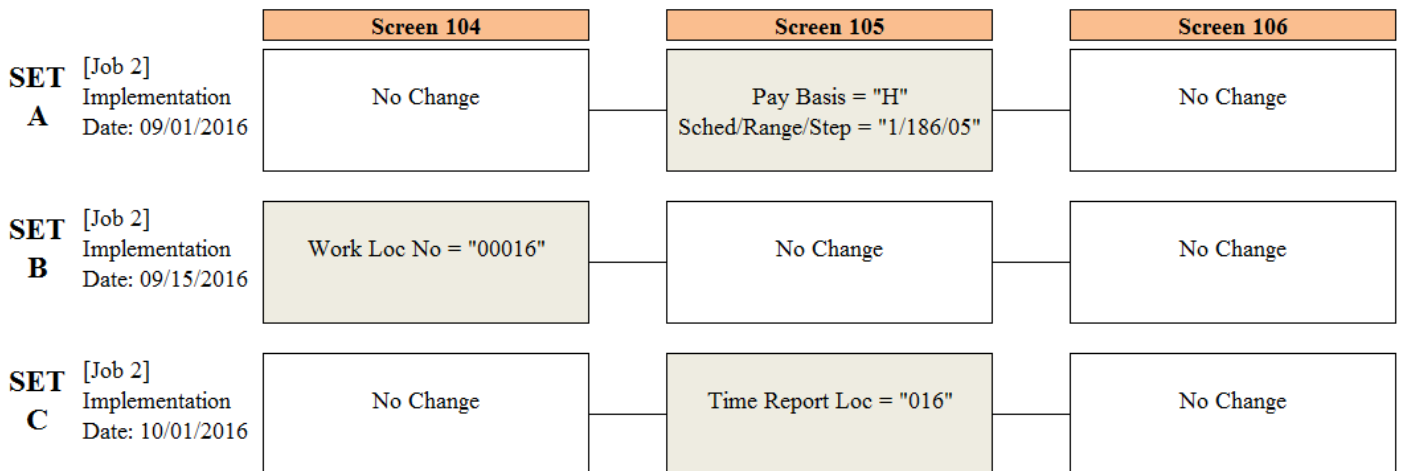
Using the Implementation Date on these future screens eliminates the need for the user to track the timing of input on current EDB screens. This process works especially well for the data fields, Primary Job and Pay Location, on the Future Job Assignment Screen (Transaction 104) and for the Labor Distribution (Transaction 106). This is because the system uses the information on the current EDB screens to determine the Primary Job, Pay Location, and Labor Distribution at the time a payroll is processed because these fields are not stored in Job History.

How the Future-Dated Process Works

The Future-Dated EDB Change Process permits up to three "SETS" of "future" screens. A SET consists of a Future Job Assignment Screen (Transaction 104), a Future Salary/Pay Rate Screen (Transaction 105), and a Future Labor Distribution Screen (Transaction 106). Each "SET" of screens can have data for a job with one future implementation date controlling when that "SET" of data moves to current screens. All three "SETS" could be for the same job or for different jobs. A "SET" may contain a change to a single field on one of the three screens or all three screens may have some or all fields completed.

Sets are sorted by ascending implementation date and sequenced as Set A, Set B, and Set C with Set A being the change that will occur first.

Example: Three SETS of future changes are inputted today. All three changes are to Job 2. The Implementation Date determines which is Set A, B or C.



Future Records Screen

```

File Edit View Communication Actions Window Help
** PER - FUTURE RECORDS **                                0187

EMP ID   : BH2759147                                DIST #   : 00011
EMP NAME : PAGE, RON A.                            DIST NAME : SFS TRAINING DISTRICT

      SET      IMPLEMENTATION DATE      JOB #   104   105   106
      ---      (MM/DD/CCYY)            -----
      A          --- --- ---             -     -     -
      B          --- --- ---             -     -     -
      C          --- --- ---             -     -     -

EMP JOBS : 1 2 3 4 5 6 7 8 9                PRIMARY JOB: 1
STATUS   : A

(002) - ENTER YOUR CHANGES.
TRANS: 104                EID: BH2759147                JOB: 1                DISTRICT: 00011
MA b                                                                24/077
    
```



IMPORTANT: Future-dated transaction screens 104, 105, and 106 cannot be used for new hires. It is only used for changes to existing assignments because these screens do not edit against the control tables even when implemented. **If data is entered incorrectly, it is accepted. Erroneous pay and incorrect retirement reporting may occur.**

Understanding Sets

SET A - Making a Future Change Using Transaction 105

File Edit View Communication Actions Window Help

** PER - FUTURE RECORDS ** 0187

EMP ID : BH2759147 DIST # : 00011
 EMP NAME : PAGE, RON A. DIST NAME : SFS TRAINING DISTRICT

| SET | IMPLEMENTATION DATE (MM/DD/CCYY) | JOB # | 104 | 105 | 106 |
|-----|-------------------------------------|-------|-----|-----|-----|
| A | 09 01 2016 | 1 | - | X | - |
| B | - - - - | - | - | - | - |
| C | - - - - | - | - | - | - |

EMP JOBS : 1 2 3 4 5 6 7 8 9 PRIMARY JOB: 1
 STATUS : A

(002) - ENTER YOUR CHANGES.

TRANS: 104 EID: BH2759147 JOB: 1 DISTRICT: 00011

MA b 24/077

File Edit View Communication Actions Window Help

** PER - FUTURE SALARY/PAY RATE -UPD ** 0185

BH2759147 PAGE, RON A. EFFEC DATE: 09 01 16 ACTNS: 17 91
 FUTURE IMPL DATE: 09 01 16

JOB SET POSITION JOB CLASS
 1 A 700012 700012 INSTRUCTIONAL ASST-SP ED

CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES
 - H - - - - - - - - - -

SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE
 1 186 05 09 01 16 100.00 - 21.760 21.760

STIPENDS: - - - - - - - - - -

RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE
 21.760 - - - - - - - - - -

RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS STRS STRS
 - - - - - - - - - - CLS CD BASE HRS

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 105 EID: BH2759147 JOB: 1 DISTRICT: 00011

MA b A 24/077

SET B - Making a Future Change Using Transaction 104

File Edit View Communication Actions Window Help

** PER - FUTURE RECORDS ** 0187

EMP ID : BH2759147 DIST # : 00011
 EMP NAME : PAGE, RON A. DIST NAME : SFS TRAINING DISTRICT

| SET | IMPLEMENTATION DATE (MM/DD/CCYY) | JOB # | 104 | 105 | 106 |
|-----|-------------------------------------|-------|-----|-----|-----|
| A | 09 01 2016 | 1 | - | -* | - |
| B | 09 15 2016 | 1 | X | - | - |
| C | - - - | - | - | - | - |

EMP JOBS : 1 2 3 4 5 6 7 8 9 PRIMARY JOB: 1
 STATUS : A

(002) - ENTER YOUR CHANGES.

TRANS: 104 EID: BH2759147 JOB: 1 DISTRICT: 00011
 MA b A 24/077

File Edit View Communication Actions Window Help

** PER - FUTURE JOB ASSIGNMENT - UPD ** 0184

BH2759147 PAGE, RON A. EFFEC DATE: 09 01 16 ACTNS: 20 91
 FUTURE IMPL DATE: 09 15 16

SCREEN 003: PRIMARY JOB: PAY LOC:

| JOB | SET | POSITION | BOARD APPROVAL | CREDENTIAL | CRED EXP DATE | ACAD RANK |
|-----|-----|-----------|----------------|------------|---------------|-----------|
| 1 | B | - - - - - | - - - - - | - - - - - | - - - - - | - |

| JOB CLASS | JOB TYPE | JOB STS | STATUS | DATE | JOB PERMANENCY | JOB FAM | CLASS ENTRY |
|-----------|----------|---------|--------|------|----------------|---------|-------------|
| N | - | - | - | - | - | - | - |

INSTRUCTIONAL ASST-SP ED

WORK LOCATION WORK PHONE EXT
 00016 - - - - -

BUSINESS ADMINISTRATION

| ANNIV DATE | PASS PROB DATE | EVAL TYPE | EVAL DUE DATE | BARG UNIT | UNIT MEMBER | MILEAGE ELIG |
|------------|----------------|-----------|---------------|-----------|-------------|--------------|
| - - - - - | - - - - - | - | - - - - - | - | - | - |

| REASON | LEAVE TYPE | BEGIN | END | REASON | TERMINATION DATE | REHIRE ELIG |
|--------|------------|-------|-----|--------|------------------|-------------|
| - | - | - | - | - | - | - |

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 104 EID: BH2759147 JOB: 1 DISTRICT 00011
 MA b 24/077

SET C - Making a Future Change Using Transaction 105

File Edit View Communication Actions Window Help

** PER - FUTURE RECORDS ** 0187

EMP ID : BH2759147 DIST # : 00011
 EMP NAME : PAGE, RON A. DIST NAME : SFS TRAINING DISTRICT

| SET | IMPLEMENTATION DATE (MM/DD/CCYY) | JOB # | 104 | 105 | 106 |
|-----|-------------------------------------|-------|-----|-----|-----|
| A | 09 01 2016 | 1 | - | - * | - |
| B | 09 15 2016 | 1 | - * | - | - |
| C | 10 01 2016 | 1 | - | X | - |

EMP JOBS : 1 2 3 4 5 6 7 8 9 PRIMARY JOB: 1
 STATUS : A

(002) - ENTER YOUR CHANGES.

TRANS: 104 EID: BH2759147 JOB: 1 DISTRICT: 00011

MA b A 24/077

File Edit View Communication Actions Window Help

** PER - FUTURE SALARY/PAY RATE -UPD ** 0185

BH2759147 PAGE, RON A. EFFEC DATE: 10 01 16 ACTNS: 20 91
 FUTURE IMPL DATE: 10 01 16

JOB SET POSITION JOB CLASS
 1 C 700012 700012 INSTRUCTIONAL ASST-SP ED

CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES
 - - - - - 016 - - - - -

SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE

STIPENDS: - - - - -

RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE

RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS STRS STRS
 - - - - - - - - - - CLS CD BASE HRS

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 105 EID: BH2759147 JOB: 1 DISTRICT 00011

MA b 24/077

D – EDB MAINTENANCE

Future-Dated EDB Changes showing Set A, Set B, and Set C

File Edit View Communication Actions Window Help

** PER - FUTURE RECORDS ** 0187

EMP ID : BH2759147 DIST # : 00011
 EMP NAME : PAGE, RON A. DIST NAME : SFS TRAINING DISTRICT

| SET | IMPLEMENTATION DATE (MM/DD/CCYY) | JOB # | 104 | 105 | 106 |
|-----|-------------------------------------|-------|-----|-----|-----|
| A | 09 01 2016 | 1 | - | - * | - |
| B | 09 15 2016 | 1 | - * | - | - |
| C | 10 01 2016 | 1 | - | - * | - |

EMP JOBS : 1 2 3 4 5 6 7 8 9 PRIMARY JOB: 1
 STATUS : A

(002) - ENTER YOUR CHANGES.

TRANS: 104 EID: BH2759147 JOB: 1 DISTRICT: 00011

MA b A 24/077

Figure 18

Intentionally left blank

Mass Change

Mass Change Request Form
Mass Change Request Form Instructions

Mass Change

The Mass Change feature provides an automated method for entering new data or revising existing data to fields on the Employee Data Base (EDB).

For more information, contact SFS Employee Services Department via email at SFSEmployeeServices@lacoed.edu.

MASS CHANGE REQUEST FORM

**ATTN: Division of School Financial Services
HRS Security & Operations Unit**

| | | |
|-----------------|----------------------------|---------------|
| DATE OF REQUEST | DISTRICT NO. (FIVE DIGITS) | DISTRICT NAME |
|-----------------|----------------------------|---------------|

Requestor Information

| | | | |
|---------------------|--------------------|-------------------|----------------|
| CONTACT PERSON | | CONTACT TITLE | |
| CONTACT EMAIL | | CONTACT PHONE NO. | PHONE EXT. |
| REQUEST APPROVED BY | SIGNATURE | | APPROVER TITLE |
| APPROVER EMAIL | APPROVER PHONE NO. | | PHONE EXT. |

Mass Change Info

Attachments Yes No

BRIEF MASS CHANGE DESC (ATTACH ADDITIONAL NOTES IF NECESSARY)

| | |
|--|--|
| IMPLEMENT CHANGE <input type="checkbox"/> Before _____ <input type="checkbox"/> After _____ | <input type="checkbox"/> RUSH Request • An additional Above Baseline Charge may be applied for Rush request or for request submitted three days or less prior to implementation. |
|--|--|

Section I. Record Selection Criteria

| | | |
|--|---|---|
| Employee Status (0107) (Check all that apply) <input type="checkbox"/> Active and Leave (A, L, P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____ | Job Assignment(s) (Check one) <input checked="" type="radio"/> Prime Jobs Only <input type="radio"/> All Jobs <input type="radio"/> Only Job No(s) (please specify): _____ <input type="radio"/> Other (please specify): _____ | Job Status (2023) (Check all that apply) <input type="checkbox"/> Active and Leave (A,L,P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____ |
|--|---|---|

RECORD SELECTION SPECIFICATIONS

| |
|--|
| |
| |
| |
| |

Section II. Change Criteria

| | FOR LACOE-SFS USE ONLY - DATA ELEMENT | SCREEN NUMBER | FIELD NAME | CHANGE FROM | CHANGE TO |
|----|---------------------------------------|---------------|------------|-------------|-----------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

FOR LACOE-SFS USE ONLY

| | | | | | |
|----------------|------------------------------------|----------------------|----------------------|----------------|----------------------|
| Administration | SFS Emp Services / SFS Pos Control | SFS Payroll Unit (1) | SFS Payroll Unit (2) | SFS Retirement | Control No / Proc No |
| | | | | | |

Updated by YR, 02/18/2014

Mass Change Request Form Instructions

| Field Name | | Description | |
|---|--------------------------------|--|---|
| 1 | Date of Request | ^ | Today's date. |
| 2 | District No | ^ | Five-digit district number or business unit number. |
| 3 | District Name | ^ | Name of the district or charter school. |
| Requestor Information | | | |
| 4 | Contact Person | ^ | Point of contact. Name of the person SFS-HRS Operations will be contacting for more information on the mass change. |
| 5 | Contact Title | ^ | Job Title of the person that will be contacted. |
| 6 | Contact Email | ^ | Email of the person that will be contacted. |
| 7 | Contact Phone Number | ^ | Phone Number of the person that will be contacted. |
| 8 | Contact Phone Ext | ^ | If applicable, please provide the extension. |
| 9 | Request Approved By | ^ | Name of the administrator approving this request. |
| 10 | Signature | ^ | Signature of the administrator approving this request. |
| 11 | Approver Title | ^ | Job Title of the administrator approving this request. |
| 12 | Approver Email | ^ | Email of the administrator approving this request. Approver will also be included in the emails that will be sent to the point of contact. |
| 13 | Approver Phone Number | ^ | Phone number of the administrator approving this request. |
| 14 | Approver Phone Ext. | ^ | If applicable, please provide the extension. |
| Mass Change Info | | | |
| 15 | Attachments | ^ | Indicate whether or not the district is attaching more paperwork to the form. These attachments could be screenshots, emails, etc. related to this mass change. |
| 16 | Brief Mass Change Desc | ^ | Briefly state the reason why you are requesting a mass change. You will have an opportunity to state the details in Section I and Section II. |
| 17 | Implement Change | ^ | Window for processing mass change request. Please indicate if the mass change will occur <ul style="list-style-type: none"> • Before a specific date or schedule -or- • After a specific date or schedule -or- • Between a specific timeframe by completing the Before and After fields. |
| 18 | Rush Request | | Indicate if this change needs to be implemented within the next three days. An additional Above Baseline Charge may be applicable. If not, leave blank. |
| Section I. Record Section Criteria | | Specifies the records that will be targeted. | |
| 19 | Employee Status | ^ | Indicate the status of the employee records that will be targeted. You can check all that apply. |
| 20 | Job Assignment(s) | ^ | Indicate which job assignments will be targeted. Only check one. |
| 21 | Job Status | ^ | Indicate the status of the job assignments that will be targeted. Check all that apply. |
| 22 | Record Selection Specification | ^ | State in detail other specifications that narrow the record selection. |
| Section II. Change Criteria | | Specifies the changes that will impact the records indicated on Section I. If more space is needed, please attach an additional sheet. | |
| 23 | Screen Number | ^ | State the screen number from HRS that will be impacted. |
| 24 | Field Name | ^ | State the Field Name from HRS. |
| 25 | Change From | ^ | State what the field should be changed from. If left blank, then all codes within that field will be included. |
| 26 | Change To | ^ | State what the field should be changed to. If you are removing information, please state "blank." |

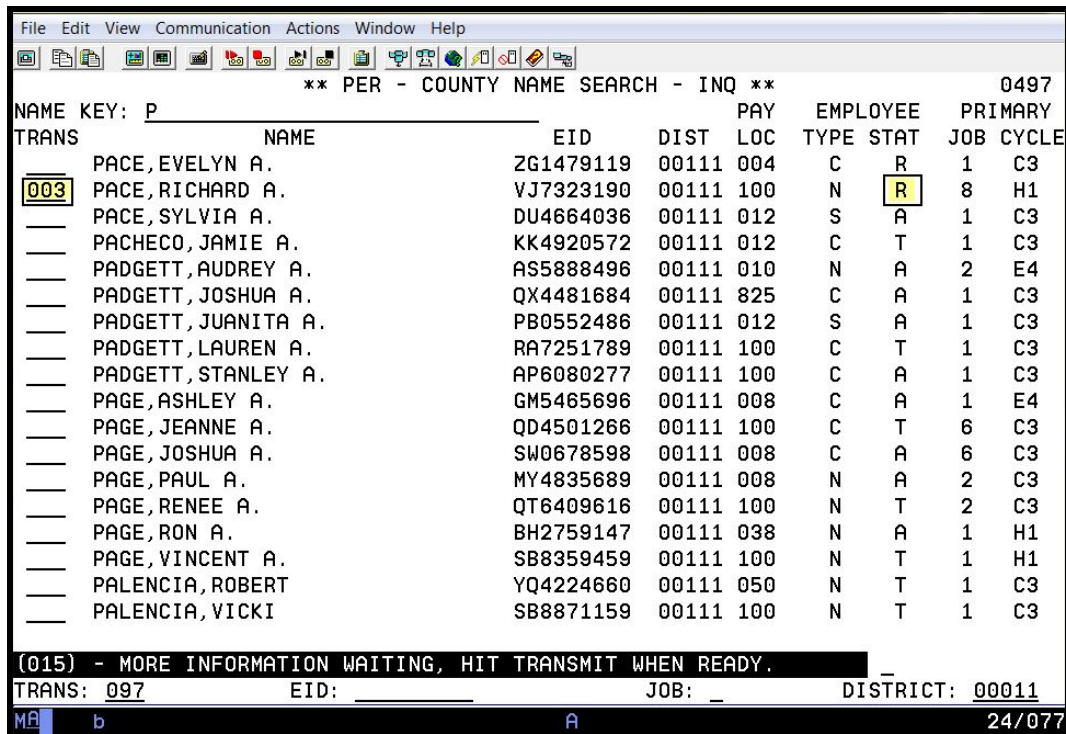
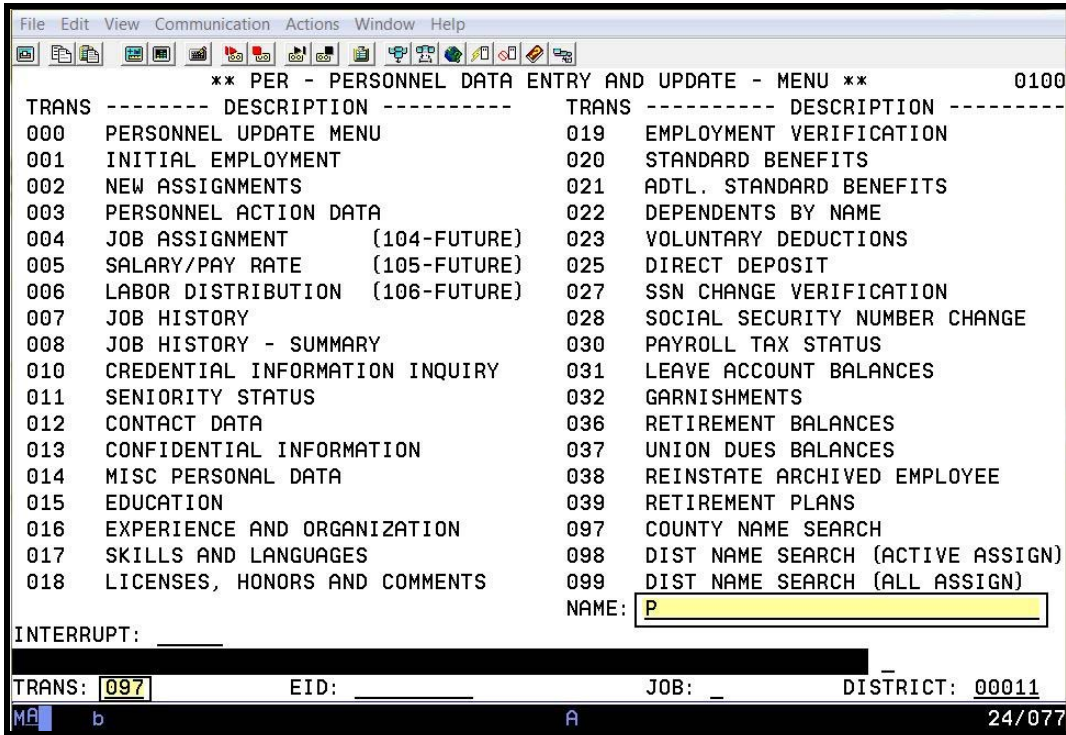
^ District input required.

Archived Employee Records

Navigate to an Archived Employee Record
Reinstate an Archived Employee Record

Navigate to an Archived Employee Record

Use the County Name Search (097) to access an archived employee record from the Personnel Data Entry Menu.



1. Locate the archived employee record.
2. In the **TRANS** field, type **003**.

D – EDB MAINTENANCE

The status of the archived employee record is displayed in the Employment Status field on the Personnel Action Data Screen (003).

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
VJ7323190  PACE, RICHARD A.      EFEC DATE: 07 01 13 ACTNS:  _  _  _
          PFX:  _  _  _      SFX:  _  _  _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          8            N            P              *

          ORIGINAL      1ST PROB      SENIORITY      1ST WORK
          HIRE          SERVICE      DATE          DATE
PAY LOCATION 100 MISC          10 19 95      _  _  _      _  _  _      09 07 05
                                         REPORTED

-- INFORMATIONAL DATA --

          LAST ACTIONS: 90          LAST ACTION DATE: 03 26 10
          MINIMUM RECORD: OK
          EMPLOYMENT STATUS: R ARCHIVE          STATUS DATE: 08 21 07
          TERMINATION REASON: RE RESIGNATION

(002) - ENTER YOUR CHANGES.
TRANS: 003          EID: VJ7323190          JOB: 8          DISTRICT 00011
MA b                                                    24/077
    
```

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
VJ7323190  PACE, RICHARD A.      EFEC DATE: 07 01 13 ACTNS:  _  _  _
          PFX:  _  _  _      SFX:  _  _  _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          8            N            P              *

          ORIGINAL      1ST PROB      SENIORITY      1ST WORK
          HIRE          SERVICE      DATE          DATE
PAY LOCATION 100 MISC          10 19 95      _  _  _      _  _  _      09 07 05
                                         REPORTED

-- INFORMATIONAL DATA --

          LAST ACTIONS: 90          LAST ACTION DATE: 03 26 10
          MINIMUM RECORD: OK
          EMPLOYMENT STATUS: R ARCHIVE          STATUS DATE: 08 21 07
          TERMINATION REASON: RE RESIGNATION

(002) - ENTER YOUR CHANGES.          J
TRANS: 038          EID: VJ7323190          JOB: 8          DISTRICT 00011
MA b                                                    24/077
    
```

3. In the **action field**, type **J**.
4. In the **TRANS field**, type **038**.
5. Hit the **Enter key** on your keyboard.

Reinstate an Archived Employee Record

The reinstated EDB job assignments can be activated by the district. To reinstate the employee record, use the Reinstate Archived Employee Screen (038) in Functions 01.

| | |
|----------------------|--|
| EID | Employee ID number of employee being considered for reinstatement. |
| NAME | Last name, first name, middle initial of employee. |
| PRIMARY JOB | The prime job number at the time employment status was terminated. |
| EMPLOYMENT STATUS | Displays the current employment status of the employee. |
| ARCHIVED DATE | Date EDB record was archived by LACOE. |
| REINSTATE (Y) | Type Y to reinstate archived EDB job assignments. |

Once the reinstatement is complete, the system will generate a message, “(593) - NOT AN ARCHIVED EMPLOYEE.” An EIR and Change Register report will be produced during the nightly batch processing, notifying the district of the EDB record that was reinstated. Action Code 96 will display on both the EIR and Change Register for all job assignments reinstated. For example, if six job assignments are reinstated, six EIRs will be received and six lines of job status changes will appear on the change register report. The district must review all of the information on the job assignments being reactivated for accuracy and completeness.

New Hire Reporting

System-Generated Messages
System-Generated Messages
Samples of New Hire Reporting

New Hire Reporting

The California Employment Development Department (EDD) requires employers to report all new hires beginning July 1, 1998. Districts authorizing the automated new hire reporting through HRS are required to maintain two fields on the Personnel Action Data Screen (003).

1. The 1ST WORK DATE field represents the employee’s first day of service in the district.
2. A system-generated display-only memo field indicating reported status.

System-Generated Messages

| 1ST WORK DATE | System-Generated Message |
|---|--------------------------|
| The employee’s first work date on or after 07/01/98 | TO BE REPORTED |
| The employee’s first work date is blank. | NOT KNOWN |
| The employee’s first work date is prior to 07/01/98 | NOT TO BE REPORTED |
| The employee’s first work date is on or after 07/01/98 and after the report and tape production date | REPORTED |

Samples of New Hire Reporting

The employee's first work date is on or after 07/01/98

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
AS5888496  PADGETT,AUDREY A.      EFFEC DATE: 08 01 11 ACTNS: 20  _  _
PFX:      SFX:      _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          2            N            P              *

          ORIGINAL     1ST PROB      SENIORITY      1ST WORK
          HIRE         SERVICE      DATE           DATE
          07 05 89    _ _ _ _    _ _ _ _    08 01 11
PAY LOCATION                                TO BE REPORTED
010 KIM ACADEMY

-- INFORMATIONAL DATA --

LAST ACTIONS: 17                                LAST ACTION DATE: 08 01 09
MINIMUM RECORD: OK
EMPLOYMENT STATUS: A ACTIVE                      STATUS DATE: 07 08 93
TERMINATION REASON:

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS: 003      EID: AS5888496      JOB: 2      DISTRICT 00011
MA a A 23/067
    
```

The employee's first work date is blank.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
AS5888496  PADGETT,AUDREY A.      EFFEC DATE: 08 01 11 ACTNS: 20  _  _
PFX:      SFX:      _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          2            N            P              *

          ORIGINAL     1ST PROB      SENIORITY      1ST WORK
          HIRE         SERVICE      DATE           DATE
          07 05 89    _ _ _ _    _ _ _ _    NOT KNOWN
PAY LOCATION
010 KIM ACADEMY

-- INFORMATIONAL DATA --

LAST ACTIONS: 17                                LAST ACTION DATE: 08 01 09
MINIMUM RECORD: OK
EMPLOYMENT STATUS: A ACTIVE                      STATUS DATE: 07 08 93
TERMINATION REASON:

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS: 003      EID: AS5888496      JOB: 2      DISTRICT 00011
MA a A 23/067
    
```

D - EDB MAINTENANCE

The employee's first work date is prior to 07/01/98.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
AS5888496  PADGETT,AUDREY A.      EFFEC DATE: 08 01 11 ACTNS: 20  _  _
PFX:  _  _  SFX:  _  _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          2            N            P              *

          ORIGINAL     1ST PROB      SENIORITY      1ST WORK
          HIRE         SERVICE       DATE           DATE
PAY LOCATION 07 05 89      _  _  _      _  _  _      06 01 98
010 KIM ACADEMY                                NOT TO BE REPORTED

-- INFORMATIONAL DATA --

LAST ACTIONS: 17                      LAST ACTION DATE: 08 01 09
MINIMUM RECORD: OK
EMPLOYMENT STATUS: A ACTIVE           STATUS DATE: 07 08 93
TERMINATION REASON:

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS: 003      EID: AS5888496      JOB: 2      DISTRICT 00011
MA a A 23/067
    
```

The employee's first work date is on or after 07/01/98 and after the report and tape production date.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL ACTION DATA - UPD **                                0103
AS5888496  PADGETT,AUDREY A.      EFFEC DATE: 08 01 11 ACTNS: 20  _  _
PFX:  _  _  SFX:  _  _

-- EMPLOYEE INFORMATION --

          PRIMARY      EMPLOYEE      PERMANENCY      PENSION REFORM
          JOB          TYPE          INDICATOR      STATUS
          2            N            P              *

          ORIGINAL     1ST PROB      SENIORITY      1ST WORK
          HIRE         SERVICE       DATE           DATE
PAY LOCATION 07 05 89      _  _  _      _  _  _      01 05 09
010 KIM ACADEMY                                REPORTED

-- INFORMATIONAL DATA --

LAST ACTIONS: 17                      LAST ACTION DATE: 08 01 09
MINIMUM RECORD: OK
EMPLOYMENT STATUS: A ACTIVE           STATUS DATE: 07 08 93
TERMINATION REASON:

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS: 003      EID: AS5888496      JOB: 2      DISTRICT 00011
MA a A 23/067
    
```

System-Generated Reports

The following two reports are generated for new hire reporting using the date entered in the 1ST WORK DATE field.

- AIMS210 - Bi-Monthly Reported New Hired Employees
- AIMS211 - New Hire/Rehire Exception Report (Daily)



NOTE: Refer to the HRS Coordinator memo titled, “HRS Programming Release 16,” dated June 9, 1998, for more detailed information.

Bi-Monthly Reported New Hired Employees (AIMS210)

| | | | |
|---|---|-----------------|--------------------------|
| AIMS210/PP2100XS/042898 | | | PAGE 1 |
| | BI-MONTHLY REPORTED NEW HIRED EMPLOYEES | | PROCESSING DATE 07-16-10 |
| | FOR PERIOD OF 07/01/10 TO 07/15/10 | | |
| DISTRICT | 00011 - SFS TRAINING DISTRICT | | |
| SSN NUMBER | EMPLOYEE NAME | FIRST WORK DATE | |
| 000-11-1111 | MONROE, MARILYN | 07/01/10 | |
| 000-11-2222 | NELSON, RICKY | 07/01/10 | |
| 000-11-3333 | VILLA, PONCHITO | 07/13/10 | |
| PAGE TOTAL EMPLOYEES | 3 | | |
| TOTAL DISTRICT NEW HIRED EMPLOYEES REPORTED | | 3 | |

New Hire/Rehire Exception Report (AIMS211)

AIMS211/pp2100XE/060198 PAGE 1
NEW HIRE/REHIRE EXCEPTION REPORT
1ST WORK DATE NOT INPUT PROCESSING DATE 07-28-10

DISTRICT 00011 - SFS TRAINING DISTRICT

| SSN NUMBER | EMPLOYEE NAME | ORIGINAL HIRE DATE |
|-------------|------------------|--------------------|
| 000-11-4444 | RIOS,STEPHEN | 07/01/10 |
| 000-11-5555 | RANDOLPH,BEVERLY | 07/01/10 |
| 000-11-6666 | ROCKWELL,LORNA | 07/15/10 |

PAGE TOTAL EMPLOYEES 3
TOTAL DISTRICT EMPLOYEES WITH BLANK FIRST WORKING DATE 3



SECTION VII.

REPORTS

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Report Request Screen (039)

Report Request Screen (039)

```

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         VERSION:    _  BARG UNIT:  ___
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: 039  KEY 1:  ___  KEY 2:  ___  KEY 3:  ___  DISTRICT: 00011
MA  c  24/077
    
```

The Report Request Screen (039) in Function 11 or 16 is used to order a listing of the control tables. Any table report requested through this screen is posted to the HRS Personnel Reports feature in Reports and Data (RAD) the following day.

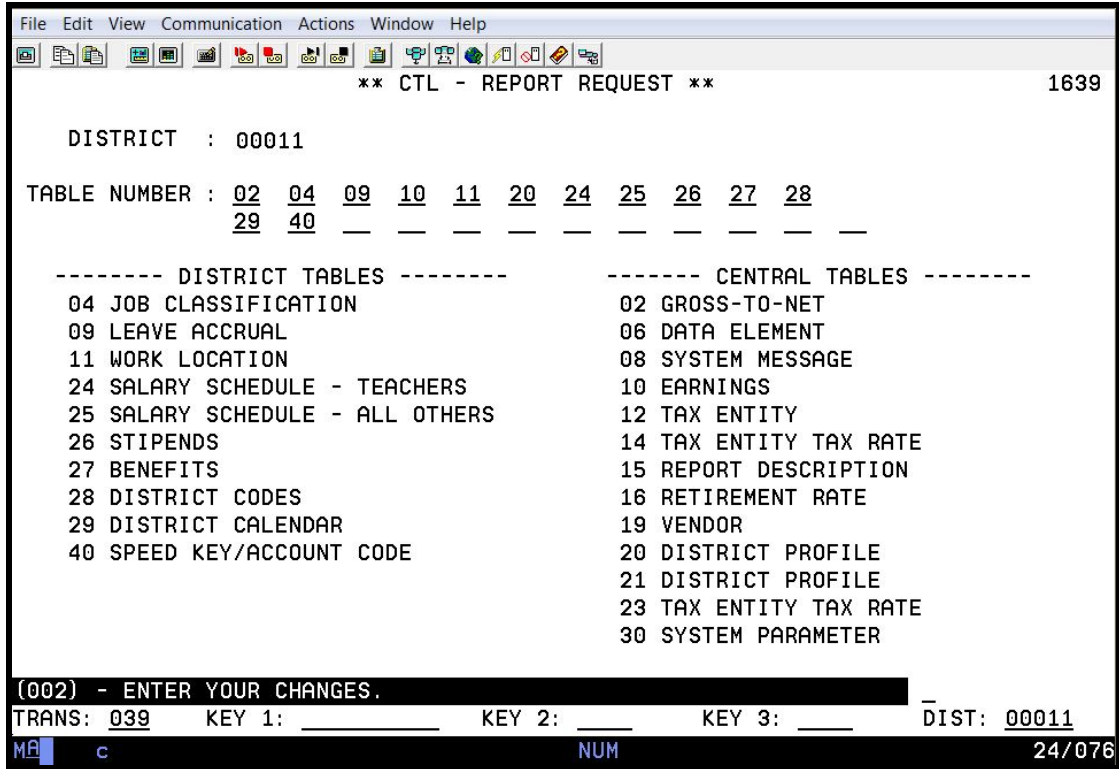


If you do not have access to the HRS Personnel Reports feature in RAD or if you get a system-generated message, “(052) – OPERATOR NOT AUTHORIZED FOR THIS TRANSACTION,” contact the HRS Operations and Security Unit at fsghrsops@lacoedu.

Request a Control Table Report

From the Control Table Menu Screen,

1. In the **TRANS** field, type **039**.
2. Hit the **Enter** key on your keyboard.



3. In the **Table Number fields**, type the two-digit number of each control table being requested. For example, if requesting a table report for work location, the two-digit number would be 11.
4. Hit the **Enter key** on your keyboard.

The system prompts, “PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?”

5. In the **action field**, type **Y**.
6. Hit the **Enter key** on your keyboard.

The system generates a message, “(016) – TRANSACTION ADDED TO BATCH TRANSACTION FILE.”

Intentionally left blank

HRS Personnel Reports

Run Control Report (AIMS135)

Edit Exception Report (AIMS115)

Future EDB Transactions Report (FDTR01)

Department Notification (PERS111)

Employee List with Credentials (AIMS079)

Employee List with Credentials by Credential Title (AIMS079)

Employee List with Credentials by Work Location (AIMS079)

Exception Reports

Run Control Report (AIMS135) - 1

| | | | |
|-------------------------|-------------------------------------|-----------------|--|
| AIMS135/PP1700XX/090186 | PERSONNEL/PAYROLL/RETIREMENT SYSTEM | PAGE NO. | 0001 |
| RUN TIME 01:12:19 | DATA BASE MAINTENANCE | RUN DATE | 07 03 |
| | | PROCESS DATE | 07/03/10 H |
| RUN CONTROL REPORT | | | |
| DISTRICT: | XXXXX | - DISTRICT NAME | |
| EMPLOYEE | USER | MESSAGE | MESSAGE |
| ID. NO. | REFERENCE | NUMBER | SEVERITY - - - - - M E S S A G E T E X T - - - - - |
| XXXXXXXXXX | 17-035 | WARNING | EMPLOYEE'S JOB CLASS NOT FOUND ON CONTROL FILE. CLASS INFO BLANK |

Run Control Report (AIMS135) - 2

| | | | |
|-------------------------|-------------------------------------|-----------------|--|
| AIMS135/PP1700XX/090186 | PERSONNEL/PAYROLL/RETIREMENT SYSTEM | PAGE NO. | 0001 |
| RUN TIME 02:09:51 | DATA BASE MAINTENANCE | RUN DATE | 07 03 |
| | | PROCESS DATE | 07/03/10 H |
| RUN CONTROL REPORT | | | |
| DISTRICT: | XXXXX | - DISTRICT NAME | |
| EMPLOYEE | USER | MESSAGE | MESSAGE |
| ID. NO. | REFERENCE | NUMBER | SEVERITY - - - - - M E S S A G E T E X T - - - - - |
| XXXXXXXXXX | 17-045 | WARNING | EMPLOYEE WORK LOCATION NOT FOUND ON CONTROL FILE. WORK LOC BLANK |

D - EDB MAINTENANCE

PAGE NO. 1
 RUN DATE 08/14/15

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
 FUTURE EDB TRANSACTIONS REPORT
 DISTRICT 00011-SFS TRAINING DISTRICT

FDTR01/FT0300XX/022592
 RUN TIME 22:45:20
 JOB TYPE : C

| NAME | EID | JOB | EFFECTIVE DATE | IMPLEMENT DATE | PAY LOCATION | PRIMARY JOB | ACTION CODES | FUTURE SET |
|----------------------|-----------|-----|----------------|----------------|--------------|-------------|--------------|------------|
| CHANDLER, LAURENCE H | VV9865036 | 4 | 09/01/15 | 09/01/15 | | | 13 | |
| BRADY, JON R. | VD6614438 | 1 | 09/01/15 | 09/03/15 | | | 17 | A |
| BRANDT, ALAN R. | BN2156700 | 3 | 08/17/15 | 08/20/15 | 206 | 3 | 20 | A |
| WALL, BURCE A. | MK3820352 | 3 | 08/17/15 | 08/17/15 | | | 13 | |

TOTAL NUMBER OF EMPLOYEES 4
 TOTAL NUMBER OF TRANSACTIONS 4

D - EDB MAINTENANCE

PAGE NO. 0005
 RUN DATE 08/11/15
 PROCESS DATE 08/10/15

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
 DEPARTMENT NOTIFICATIONS
 DISTRICT 00011 - SFS TRAINING DISTRICT

PERS111/PP7500XC/120886
 RUN TIME 21:39:44
 BY REPORT TYPE

***** APPROACHING ANNIVERSARY STEP INCREASE

| EMPLOYEE NAME | EMPLOYEE ID | JOB | *NO---- | JOB CLASS | -----* | ANNIVERSARY DATE | P. I. CODE | JOB PERM | SALARY SCHED | RANGE | DATA STEP |
|-----------------------|-------------|-------------|---------|-----------|--------|------------------|------------|----------|--------------|-------|-----------|
| PHILLIPS, SUZANNA K P | IO10104286 | 1 CUSTODIAN | | | | 10/01/15 | P | P | 1 | 147 | 01 |

***** LEAVES OF ABSENCE

| EMPLOYEE NAME | EMPLOYEE ID | *** LEAVE DATES *** | END | *-LEAVE DESCRIPTION* | LEAVE TYPE | JOB *NO---- | JOB CLASS | -----* |
|--------------------|-------------|---------------------|-----------------|----------------------|------------|-------------|-----------|--------|
| ANDERSON, NANCY | IO1022222 | 10/25/14 10/31/14 | DB - DISABILITY | L | 5 | TEACHER | | |
| KOHLER, WILLIAM J. | IO1105838 | 11/25/15 12/31/15 | PL - PERSONAL | L | 1 | TEACHER | | |
| RELL, JASON | IO1889800 | 09/01/15 09/30/15 | PL - PERSONAL | L | 1 | TEACHER | | |
| SAW, BARBARA | IO1888777 | 01/23/16 01/31/16 | DB - DISABILITY | L | 5 | TEACHER | | |
| THOMAS, KRIS E. | IO1034774 | 08/05/15 10/31/15 | ED - EDUCATION | L | 3 | SUPERVISOR | | |

*** APPROACHING EXPIRATION OF TB TEST RESULTS

| EMPLOYEE NAME | EMPLOYEE ID | TB DATE | PRIME JOB | JOB CLASS | JOB DESCRIPTION |
|----------------|-------------|---------|-----------|-----------|--------------------|
| ABRAMS, GARY L | IO1044981 | 11/15 | 1 | 000207 | INSTRUCTIONAL ASST |
| DALE, LINDA | IO1060688 | 11/15 | 7 | 000207 | INSTRUCTIONAL ASST |
| WALKER, IRENE | IO1058845 | 09/15 | 1 | 592000 | TEACHER |

***** EVALUATION REQUIRED

| EMPLOYEE NAME | EMPLOYEE ID | JOB | *NO---- | JOB CLASS | -----* | EVAL DATE | EVAL TYPE | JOB STAT | EMP PERM/ TEMP | EMP TYPE |
|--------------------|-------------|------------------|---------|-----------|--------|-----------|-----------|----------|----------------|----------|
| KOHLER, WILLIAM J. | IO1105838 | 1 TEACHER | | | | 07/01/15 | 8 | A | P | N |
| HAYS, AMY | IO1117755 | 3 ASST PRINCIPAL | | | | 06/01/15 | A | A | P | C |
| LAWRENCE, ANTHONY | IO1023333 | 1 TEACHER | | | | 06/01/15 | A | A | P | N |

***** LICENSE/CERTIFICATE EXPIRING

| EMPLOYEE NAME | EMPLOYEE ID | EXPIRATION DATE | LICENSE/CERTIFICATE NAME |
|-----------------|-------------|-----------------|--------------------------|
| PEREZ, CONSUELA | IO1013638 | 10/15 | CPR/FIRST AID |

PAGE NO. 0001
 RUN DATE 08/27/14

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS079/PP7900XX/070188

DATA BASE MAINTENANCE

RUN TIME 21:31:22

EMPLOYEE LIST WITH CREDENTIALS

DISTRICT: 00011 - SFS TRAINING DISTRICT

| NAME JOB (NUMBER/CLASS/DESCRIPTION) | EMPLOYEE ID (NUMBER) | WORK LOCATION (CODE/DESCRIPTION) | CREDENTIAL (EXPIRATION DATE/TERM/TITLE) |
|--|---|----------------------------------|---|
| ABUL, JHAMMAD | | | |
| 3 101000 SUBSTITUTE TEACHER | 00833 - | PARKVIEW | |
| 5 106300 TEACHER-EXTRA DUTY | 00640 - | DISTRICT OFFICE | Multiple Subject Teaching Credential |
| CREDENTIAL 07/01/12 | TC2 CL CL - Clear | | |
| MAJOR: BLS | BCLAD: Spanish | | |
| MAJOR: GSX | General Subjects (Examination) | | |
| CREDENTIAL 07/01/14 | TC2 CL CL - Clear | | Multiple Subject Teaching Credential |
| MAJOR: BLS | BCLAD: Spanish | | |
| MAJOR: GSX | General Subjects (Examination) | | |
| ACOSTA, MERRIAM | | | |
| 1 101000 SUBSTITUTE TEACHER | 00800 - | MADRID MIDDLE SCHOOL | |
| 4 101000 SUBSTITUTE TEACHER | 00800 - | MADRID MIDDLE SCHOOL | |
| CREDENTIAL | COC NA | Not Applicable | Certificate of Clearance |
| CREDENTIAL 07/01/13 | TC2 P5 | Preliminary | Single Subject Teaching Credential |
| MAJOR: GSX | General Subjects (Examination) | | |
| CREDENTIAL 07/01/16 | TC1 P5 | Preliminary | |
| MAJOR: PEX | Physical Education (Examination) | | |
| ADAMEN, CARMEN | | | |
| 1 104500 TEACHER - 7-8 | 00155 - | KRANZ HIGH SCHOOL | |
| 2 106300 TEACHER-EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| 4 101000 SUBSTITUTE TEACHER | 00640 - | DISTRICT OFFICE | |
| CREDENTIAL 10/01/10 | TC14SE | Special Education | Provisional Internship Permit |
| MAJOR: MM | Mild/Moderate Disabilities | | |
| CREDENTIAL 09/01/11 | TC14SE | Special Education | |
| AHRMAN, JAMES | | | |
| 1 000127 ASSISTANT PRINCIPAL | 00155 - | KRANZ HIGH SCHOOL | |
| CREDENTIAL 03/01/14 | TC2 CL | CL - Clear | Multiple Subject Teaching Credential |
| MAJOR: GSX | General Subjects (Examination) | | |
| MAJOR: CLAD | Crosscultural, Language & Academic Development Emphasis | | |

D - EDB MAINTENANCE

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS079/PP7920XX/070188

PAGE NO. 0002

DATA BASE MAINTENANCE

EMPLOYEE LIST BY CRED TITLE

RUN TIME 21:38:00

DISTRICT: 00011 - SFS TRAINING DISTRICT

| NAME | JOB (NUMBER/CLASS/DESCRIPTION) | EMPLOYEE ID (NUMBER) | WORK LOCATION (CODE/DESCRIPTION) | CREDENTIAL EXPIRATION DATE |
|--|--------------------------------|----------------------|----------------------------------|----------------------------|
| CREDENTIAL TITLE: COC Certificate of Clearance | | | | |
| TERM: NA Not Applicable | | | | |
| BOTAUSH, MELISSA | | | | |
| | | IO1010338 | | |
| 1 | 102000 TEACHER 7-8 | 00012 - | KRANZ HIGH SCHOOL | |
| 2 | 104500 SUMMER SCHOOL TEACHER | 00640 - | DISTRICT OFFICE | |
| 3 | 106300 TEACHER EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| BOUCK, WILLIAM | | | | |
| | | IO1010341 | | |
| 1 | 102000 TEACHER 7-8 | 00019 - | PAYNE MIDDLE SCHOOL | |
| 2 | 104500 SUMMER SCHOOL TEACHER | 00640 - | DISTRICT OFFICE | |
| 3 | 106300 TEACHER EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| BOUM, CRYSTAL | | | | |
| | | IO1010510 | | |
| 1 | 102000 TEACHER 7-8 | 00011 - | COGSWELL SCHOOL | |
| 2 | 104500 SUMMER SCHOOL TEACHER | 00640 - | DISTRICT OFFICE | |
| 3 | 106300 TEACHER EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| BOUNNAN, RICK | | | | |
| | | IO1010608 | | |
| 1 | 102000 TEACHER 7-8 | 00012 - | KRANZ HIGH SCHOOL | |
| 2 | 104500 SUMMER SCHOOL TEACHER | 00640 - | DISTRICT OFFICE | |
| 3 | 106300 TEACHER EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| BOURNE, MARLON | | | | |
| | | IO1010707 | | |
| 1 | 102000 TEACHER 7-8 | 00012 - | MONTE VISTA | |
| 2 | 106300 TEACHER EXTRA DUTY | 00640 - | DISTRICT OFFICE | |
| 3 | 104500 SUMMER SCHOOL TEACHER | 00640 - | DISTRICT OFFICE | |

PERSONNEL/PAYROLL/RETIREMENT SYSTEM PAGE NO. 0003

AIMS079/PP7910XX/042790

RUN DATE 10/16/14

RUN TIME 21:50:28

EMPLOYEE LIST WITH CREDENTIALS

BY WORK LOCATION

DISTRICT: 00011 SFS TRAINING DISTRICT

LOCATION: 00640 - DISTRICT OFFICE

NAME JOB (NUMBER/CLASS/DESCRIPTION) EMPLOYEE ID (NUMBER)

CREDENTIAL (EXPIRATION DATE/CODE/TERM/TITLE)

| | | | | | |
|------------------------|-------------------------|-----------|--------------------------------|----------------|--|
| ROBLES, MARIA | | I01011285 | | | |
| 1 | 000530 TCHR, ELEMENTARY | | COC NA | Not Applicable | |
| | CREDENTIAL | 07/01/17 | SAL2C8 | C8 - Clear | Certificate of Clearance |
| | CREDENTIAL | 07/01/17 | TC2 CL | CL - Clear | Crosscultural, Language and Academic Developme |
| | MAJOR: | GSX | General Subjects (Examination) | | Multiple Subject Teaching Credential |
| | CREDENTIAL | 07/01/13 | TC2 CL | CL - Clear | Multiple Subject Teaching Credential |
| | MAJOR: | GS | General Subjects | | |
| | CREDENTIAL | 07/01/12 | TC2 CL | CL - Clear | Multiple Subject Teaching Credential |
| | MAJOR: | GSX | General Subjects (Examination) | | |
| ROBLES-GARLAND, ROBERT | | I01011563 | | | |
| 8 | 000530 TCHR, ELEMENTARY | | TC2 CL | CL - Clear | |
| | CREDENTIAL | 02/01/16 | General Subjects | | Multiple Subject Teaching Credential |
| | MAJOR: | GSX | General Subjects (Examination) | | |
| ROCKLIN, CORA | | I01011701 | | | |
| 1 | 000530 TCHR, ELEMENTARY | | SAL2C8 | C8 - Clear | |
| | CREDENTIAL | 08/01/16 | TC2 CL | CL - Clear | Crosscultural, Language and Academic Developme |
| | CREDENTIAL | 08/01/16 | General Subjects | | Multiple Subject Teaching Credential |
| | MAJOR: | GS | General Subjects | | |
| ROCKMEAN, JOSHUA | | I01011855 | | | |
| 1 | 000530 TCHR, ELEMENTARY | | COC NA | Not Applicable | |
| | CREDENTIAL | 06/01/17 | SAL2C8 | C8 - Clear | Certificate of Clearance |
| | CREDENTIAL | 06/01/17 | TC2 CL | CL - Clear | Crosscultural, Language and Academic Developme |
| | MAJOR: | GSX | General Subjects (Examination) | | Multiple Subject Teaching Credential |
| | MINOR: | GSCI | General Science | | |
| | CREDENTIAL | 06/01/12 | TC2 CL | CL - Clear | Multiple Subject Teaching Credential |
| | MAJOR: | GSX | General Subjects (Examination) | | |
| | MINOR: | IS | Life Science | | |
| | MINOR: | PS | Physical Science | | |
| RUMANN, ROSE | | I01012163 | | | |
| 1 | 000530 TCHR, ELEMENTARY | | | | |

SECTION VIII.

SPECIAL HRS FEATURES

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Special HRS Features

Mass Retro
Seniority/Longevity
Position Control Module
PC Budgets Module

Intentionally left blank

SECTION IX.

HRS EMPLOYEE SERVICES – DISTRICT SUPPORT

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HRS Employee Services Unit – District Support



Laura Gutierrez, Human Resource System Coordinator

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E-mail: gutierrez_laura@lacoedu

Brigitta Cota (562) 922-6176

Claudia Lopez (562) 922-6178

Maria Martinez (562) 803-8463

Lori Higa (562) 922-6274

Email: SFSEmployeeServices@lacoedu

PERSONNEL

- | | |
|---|---|
| <ul style="list-style-type: none"> • Initial Employment • Terminations/Leaves • Job Assignment • Salary/Pay Rate • Labor Distribution • Credential Information (Inquiry) • Job History | <ul style="list-style-type: none"> • Future-Dated Transactions • Seniority/Longevity • Employment Verification • Reinstate Archived Employee • Misc. Personal Data • Automated Processes • Window For Processing |
|---|---|

CONTROL TABLES

- | | |
|--|---|
| <ul style="list-style-type: none"> • Job Classification • Work Location • Salary Tables • Stipend Tables • District Codes Table (BU,TR,PL,etc.) | <ul style="list-style-type: none"> • Salary Mass Changes • Account Code Speed Key • Work Calendars • District Profile Table |
|--|---|

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

