



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION D

EDB MAINTENANCE

2024-2025 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



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 16 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 16 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] 05 TERMINATION 10 TRANSFER 14 REAPPOINT. 19 END OF ASSIGN. 01 INIT EMPLOY 06 PROMOTION 11 REEMPLOY 15 REASSIGNMENT 20 STATUS CHG. 02 LOA W/PAY 07 JOB RECLASS 12 REEMPLOY 16 RETMNT. CHG. 21 DATA CHG. 03 LOA W/O PAY 08 DEMOTION 12 REHIRE 17 SALARY CHG. 22 DATA CORRECT. 04 RET FROM LOA 09 JOB ASSIGN. CHG. 13 NEW ASSIGN. 18 LABOR DIST. CHG.			9.PAY LOCATION <u>016 BUSINESS ADMIN</u> 10.ORIGINAL HIRE <u>07 01 13</u> 11.FIRST PROB SERVICE <u>07 01 13</u>		12.SENIORITY DATE 13.1ST WORK DATE <u>07 01 13</u>																																																																																																																																																																																																																														
004 JOB ASSIGNMENT	14.JOB <u>1</u> 15.POSITION <u>100000</u>		16.BOARD APPROVAL DATE <u>06 29 13</u> 17.CREDENTIAL		18.CREDENTIAL EXPIRATION 19.ACADEMIC RANK		20.JOB CLASSIFICATION <u>410020 DIRECTOR OF FISCAL SERVICES</u> 21.JOB TYPE <u>N</u> 22.JOB STATUS <u>A</u> 23.STATUS DATE <u>07 01 11</u> 24.JOB PERMANENCY <u>P PERMANEN</u> 25.JOB FAM 26.CLASS ENTRY		27.WORK LOCATION <u>00016 BUSINESS ADMINISTRATION</u> 29.WORK TELEPHONE NUMBER EXTENSION <u>(310) 444-1212 X400</u>		30.ANNIVERSARY DATE <u>01 01 14</u> 31.PASS PROBATION DATE 32.EVAL TYPE <u>5</u> 33.EVAL.DUE DATE <u>01 01 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 01 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		76.PLAN <u>P9</u> 77.STATUS <u>M</u> 78.SPL 79.EFFECTIVE DATE <u>07 01 11</u> 80.PERS CASE STATUS																																																																																																																																																																																																																													
005 SALARY/PAY RATE	<table border="1" style="width:100%; border-collapse: collapse;"> <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.	FOR DISTRICT/AGENCY USE		BIRTH DATE <u>03 11 49</u>		HOME TELEPHONE NUMBER <u>(213) 555-1212</u>	
	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT																																																																																																																																																																																																																								
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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.																																																																																																																																																																																																																									

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	CURRENT CONTENT
EMPLOYEE IDENT. EMPLOYEE NAME	ELMT NO ELEMENT DESCRIPTION EMPLOYEE-TYPE N PREVIOUS CONTENT	
	0101 MINIMUM RECORD 1	1 SMITH,JANE
	0102 MINIMUM RECORD	A 08/16/13
	0107 NAME	N
	0108 EMPLOYMT STATUS	E4
	0111 STATUS DATE	01
	0115 EMPLOYEE TYPE	07/01/13
	0124 PAY CYCLE 1	07/01/13
	0127 LAST PERS ACT 1	1
	0128 LST PERS ACT DT	P
	0129 ORIG HIRE DATE	1
	0130 PRIMARY JOB	016
	0131 PERM INDIC	07/01/13
	0132 SEG01-STATUS	00016
	0133 PAY LOCATION	A
	0142 1ST PROB SERV	F
	0205 WRK LOCATION 1	03/11/49
	0206 JOB STATUS 1	07/01/13
	0232 SEX	N
	0233 DATE OF BIRTH	00016
	2101 FIRST WORK DATE	410020
	2102 FIRST WORK FLAG	M
	2103 WORK LOCATION	7372.000
	2107 JOB CLASS	3
	2108 PAY BASIS	350
	2109 FULL TIME RATE	1
	2110 RATE SCHEDULE	100.00
	2111 RANGE/COLUMN	12
	2112 % FULL TIME	E4
	2113 PAY MONTHS	T
	2114 JOB PAY CYCLE	100000
	2115 TIME RPT CODE	NA
	2116 POSITION NUMBER	NA
	2117 ILL PLAN	06/29/13
	2120 VACATION PLAN	A
	2123 BOARD APPROVAL	07/01/11
	2124 JOB STATUS	P
	2125 JOB STATUS DATE	3104441212
	2127 JOB PERMANENCY	400
	2128 WORK PHONE	M
	2129 WORK PHONE EXT	8.00
	2130 WORK CALENDAR	01/01/14
	2132 WORK HOURS/DAY	5
	2134 ANNIVERSARY DT	
	2134 EVALUATION TYPE	

D - EDB MAINTENANCE

AIMS140/PP1800XX/032188	PERSONNEL/PAYROLL/RETIREMENT SYSTEM	PAGE NO. 0001	
FR7254018	DATA BASE AUDIT SERIES	RUN DATE 08/16/15	
ZZZZ	CHANGE REGISTER	PROCESS DATE 08/16/15 h	
EMPLOYEE IDENT.	SFS TRAINING DISTRICT		
DISTRICT: 00011	ELMT NO		
EMPLOYEE NAME	ELEMENT DESCRIPTION	EMPLOYEE-TYPE N	
	PREVIOUS CONTENT	CURRENT CONTENT	
		ACTION DATE	
SMITH,JANE	EVAL DUE DATE	01/01/14	07/01/11
	BARGAIN UNIT	MG	
	TIME REPT LOC	016	
	EARNINGS TYPE 1	REG	
	SALARY RATE	7372.000	
	SALARY EFF DATE	07/01/13	
	RETIRE REP RATE	7372.000	
	WORK DAYS	261.0	
	RETIREMENT PLAN	P9	
	RETIREMENT STAT	M	
	RETIRE EFFEC DT	07/01/13	
	PRIME JOB FLAG	P	
	ACCT DIST 1	00011	
	ACCT FUND 1	01	
	ACCT FUNC 1	27000	
	ACCT OBJ 1	2461	
	ACCT DEPT 1	1020000	
	ACCT PCT 1	50.000	
	ACCT DIST 2	00011	
	ACCT FUND 2	01	
	ACCT FUNC 2	27000	
	ACCT OBJ 2	2461	
	ACCT DEPT 2	1030000	
	ACCT PCT 2	50.000	
	BENE ELIG CODE	F	
	LST PERS ACT DT	08/16/13	
	PERM/TEMP	P	
	PART/FULL	F	
	STREET	12 PINE STREET	
	CITY	LAKEWOOD	
	STATE	CA	
	ZIP	91111	
	HOME PHONE	2135551212	
	EMRGNCY CONTACT	ED SMITH	
	CONTACT RLTNHP	HUSBAND	
	EMRGNCY PHONE	2135551212	
	CONTACT RLTNHP	N	
	BARG DIR IND	N	
	WHITE	X	
	FED TX MAR STAT	M	
	FED REG ALLOW	02	
	STATE MAR STAT	M	
	STATE REG ALLOW	02	
	SUPP TAX OPTION	A	
	BENE PLAN 1	BLC	

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

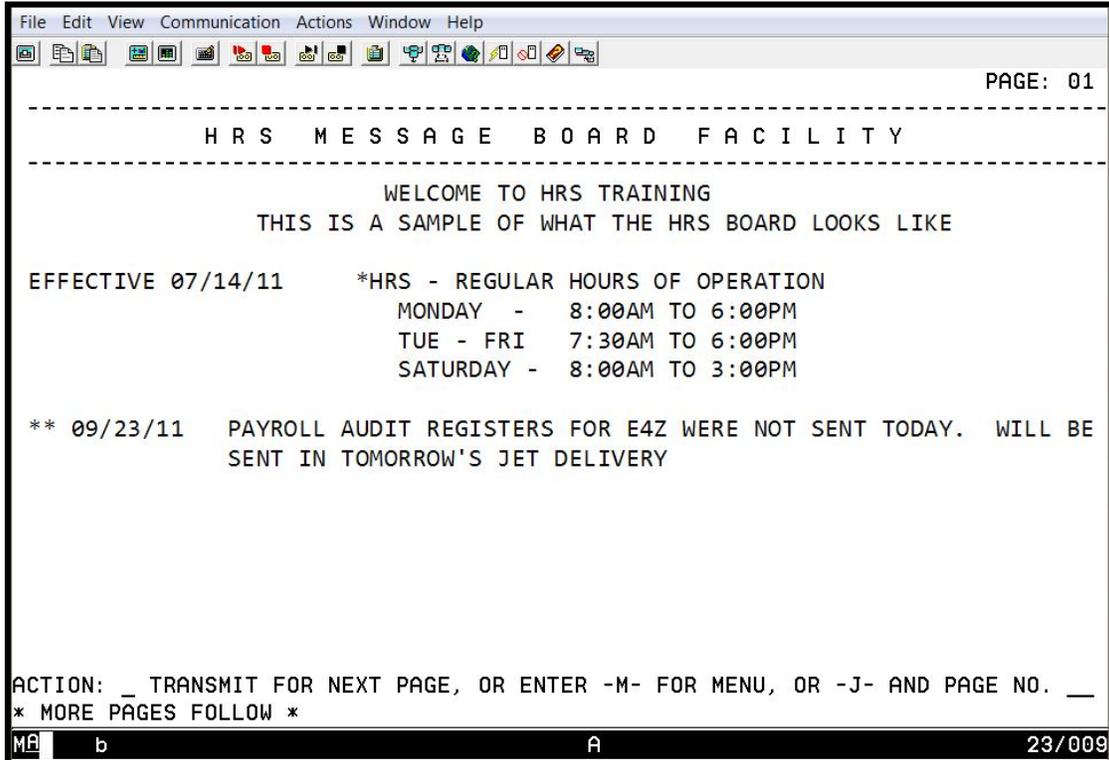
RUN TIME 21:16:18 DATA BASE AUDIT SERIES RUN DATE 08/16/15 h

PROCESS DATE 08/16/15

DISTRICT: 00011 CHANGE REGISTER

EMPLOYEE IDENT.	EMPLOYEE NAME	SFS TRAINING DISTRICT	ELMT NO	DESCRIPTION	ELEMENT	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					211.34	
			0504	BENE CONT AMT 1					263.06	
			5901	DED ID 1					1	
			5902	DED CODE 1					241	
			5904	DED AMOUNT 1					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.

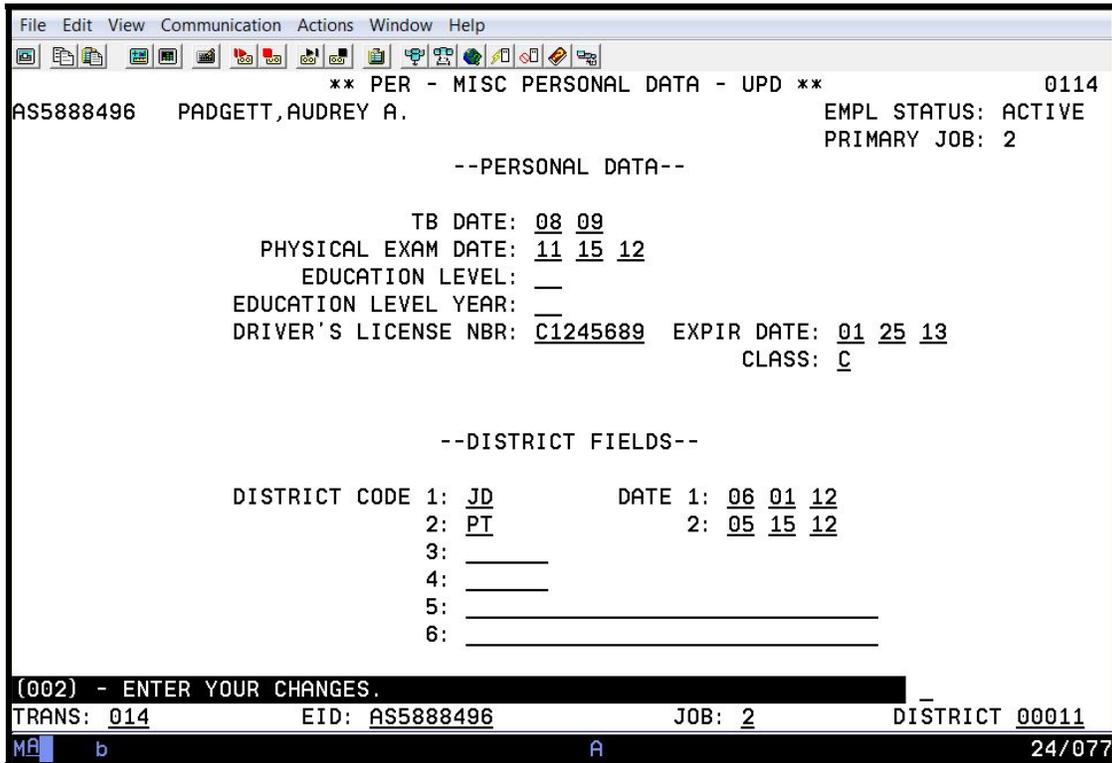
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SECTION II.

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

AS5888496 PADGETT, AUDREY A. ** PER - EDUCATION - UPD ** 0115
EMPL STATUS: ACTIVE
PRIMARY JOB: 2

DEGR	TYPE	YR	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.

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	TIME	TIME
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 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/										PRIMARY JOB: 1	
L B	DATE	JOB CLASS	POSN	-JOB- ST	PR	WORK LOCATION	PAY BAS	PCT-FT COMMENT	SCHD /RANGE/	STEP	SAL-RATE RET-RATE
4	17 22 21	180151	180151	A	A	00045	M	100.00	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	100.00	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	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
3	14	290015	290015	T	S	00008	H	100.00	6 004 01		15.130
	03 01 10	SUB TEACHER	CHILD CT	STUDENT		SERVICE					29775.840
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
4	20	180151	180151	A	A	00047	M	100.00	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

---JOB--- POSN.  UPDATE  -----CHANGES-----
EFF DATE  ACTIONS  NO. CLASS  NO.  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

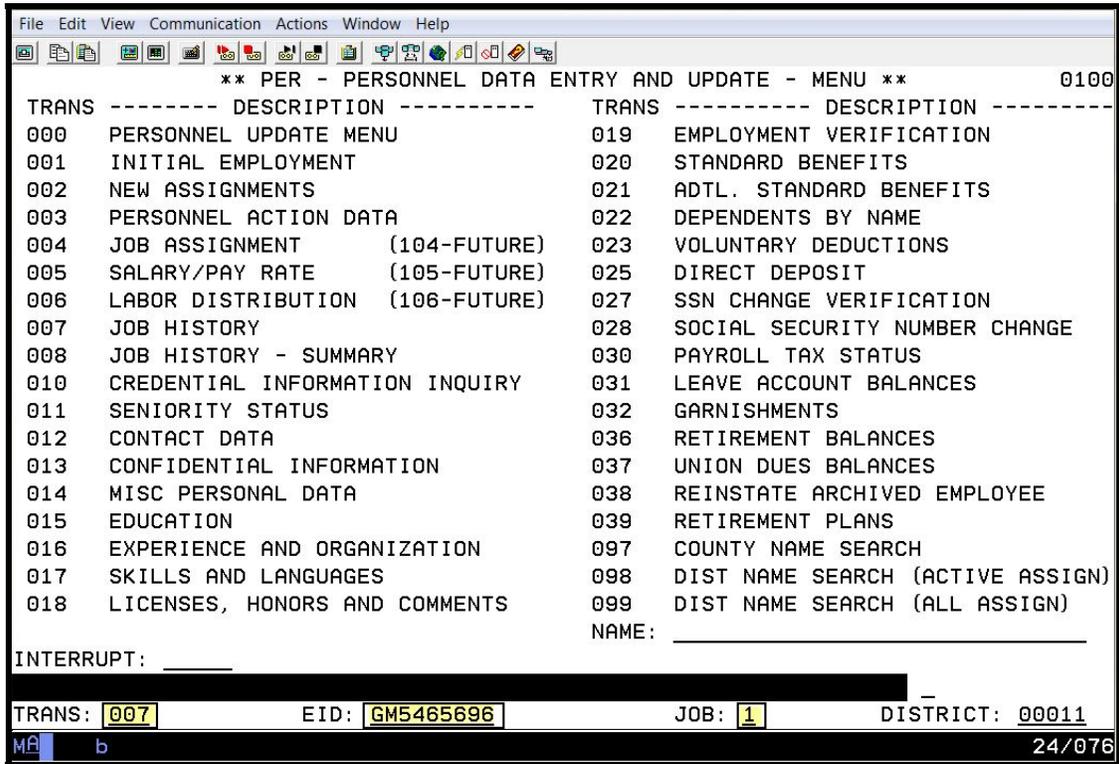
Sort Capabilities

Condensed Job History Records

Create, Change or Delete a Line of History

Features and Functionalities in Job History

Accessing Job History



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

```

** 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

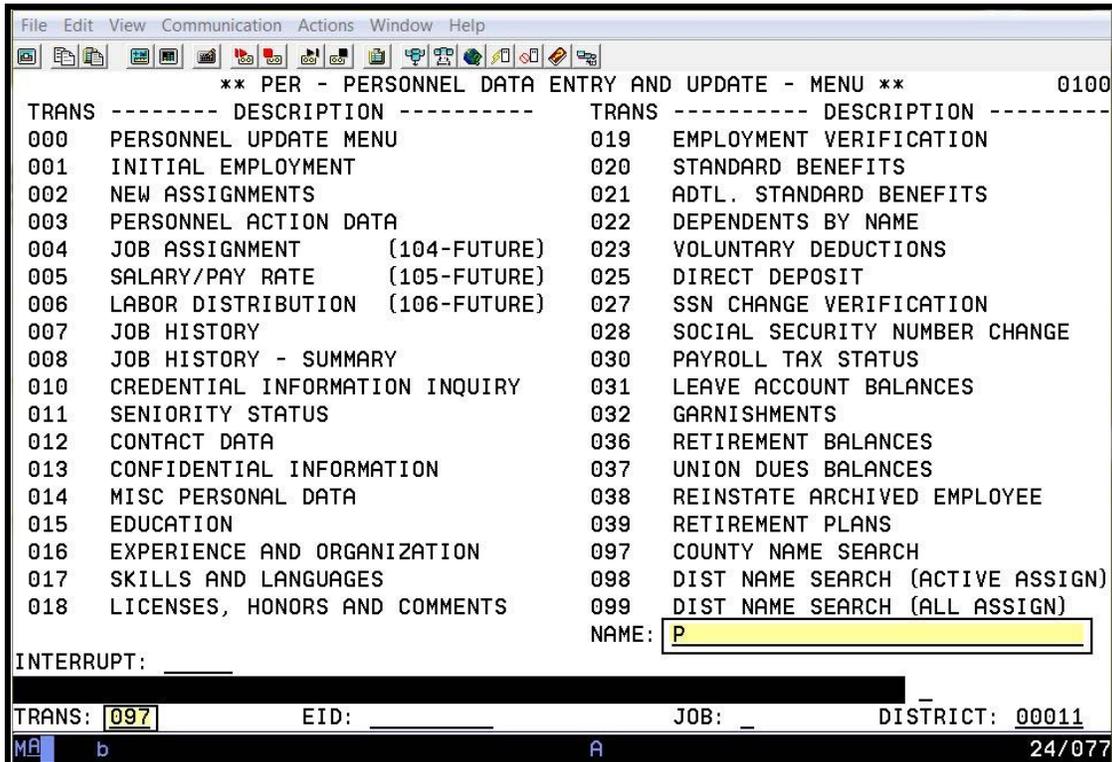
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Name Search Screens (097, 098, 099)

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)

File Edit View Communication Actions Window Help									
** 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)

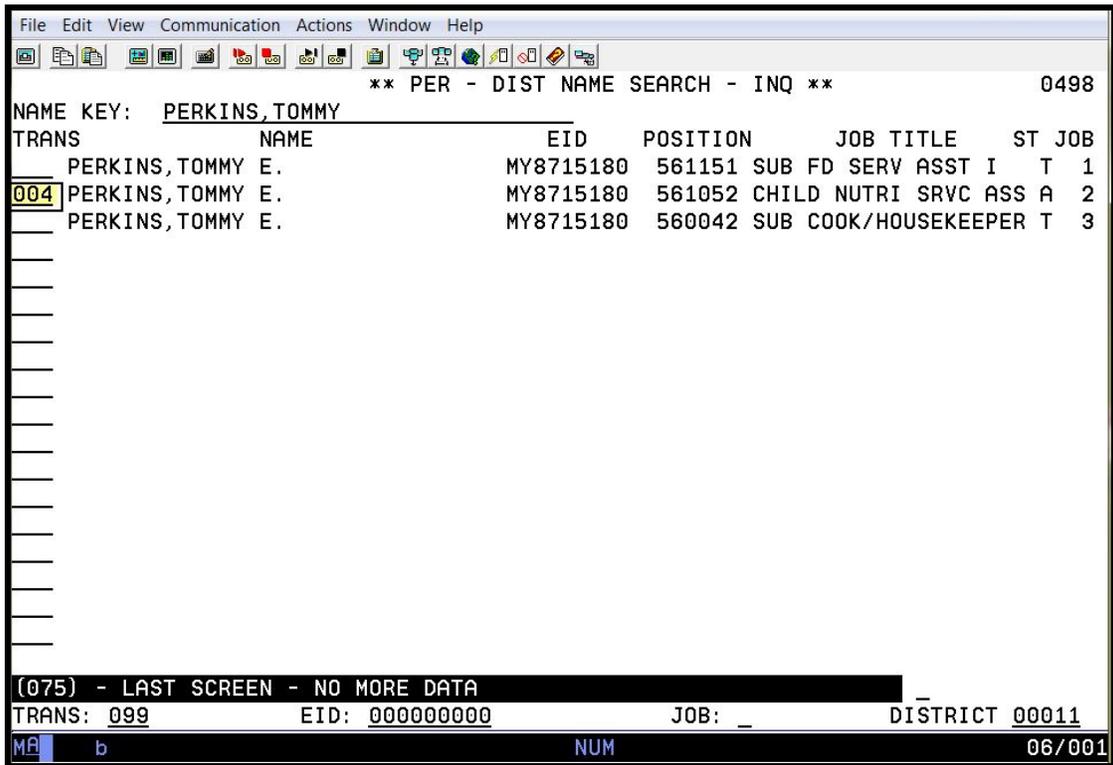
File Edit View Communication Actions Window Help									
** PER - DIST NAME SEARCH - INQ **									
0498									
NAME KEY:	P								
TRANS	NAME	EID	POSITION	JOB TITLE	ST	JOB			
___	PACE, SYLVIA A.	DU4664036	780700	STUDENT WORKER	A	1			
___	PADGETT, AUDREY A.	AS5888496	622042	GROUND MAINTENANCE	A	2			
___	PADGETT, JOSHUA A.	QX4481684	200006	TEACHER CERT ADULT	E	A	1		
___	PADGETT, JOSHUA A.	QX4481684	200007	TEACHER EXTRA DUTY-A	A	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.

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SECTION VI.

AUTOMATED FEATURES

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Past and Futures

Leaves
Terminations

Future Leave of Absence – Sample Update Screen

The screenshot shows a terminal window with the following content:

```

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

----- LEAVE -----
REASON          TYPE  BEGIN      END      REASON          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
MR 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             - - - - - EA             07 31 12  -
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?      Y
TRANS: 004          EID: DU4664036          JOB: 1          DISTRICT 00011
MA 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.  EFFEC 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.

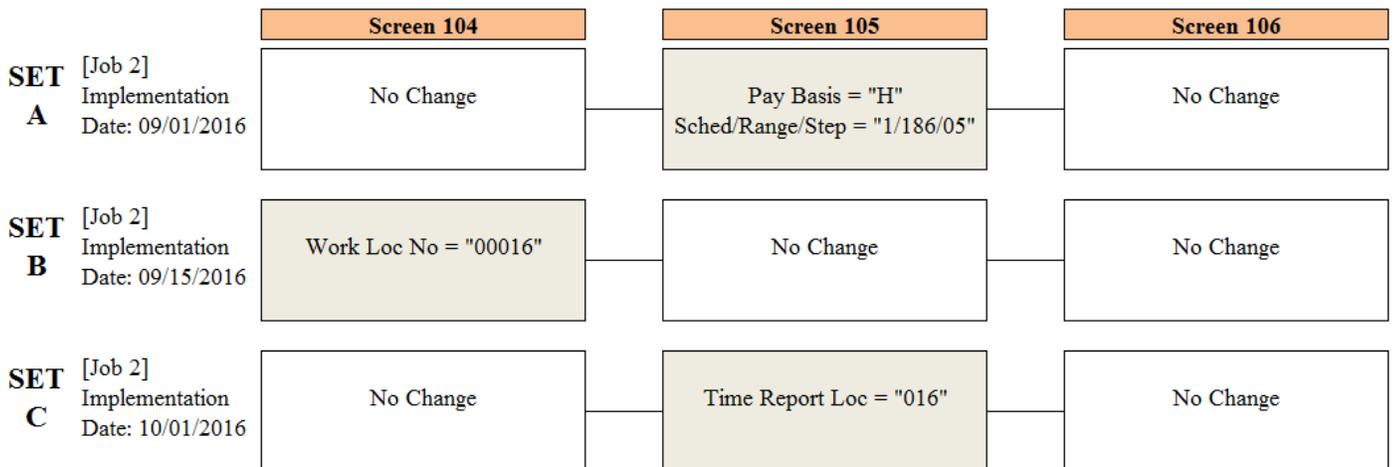
Using the Implementation Date on these future screens eliminates the need for the user to track the timing of input on current EDB screens. This process works especially well for the data fields, Primary Job and Pay Location, on the Future Job Assignment Screen (Transaction 104) and for the Labor Distribution (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 Employee Services Unit Email:
SFSEmployeeServices@lacoedu**

| | | |
|-----------------|----------------------------|---------------|
| 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." |

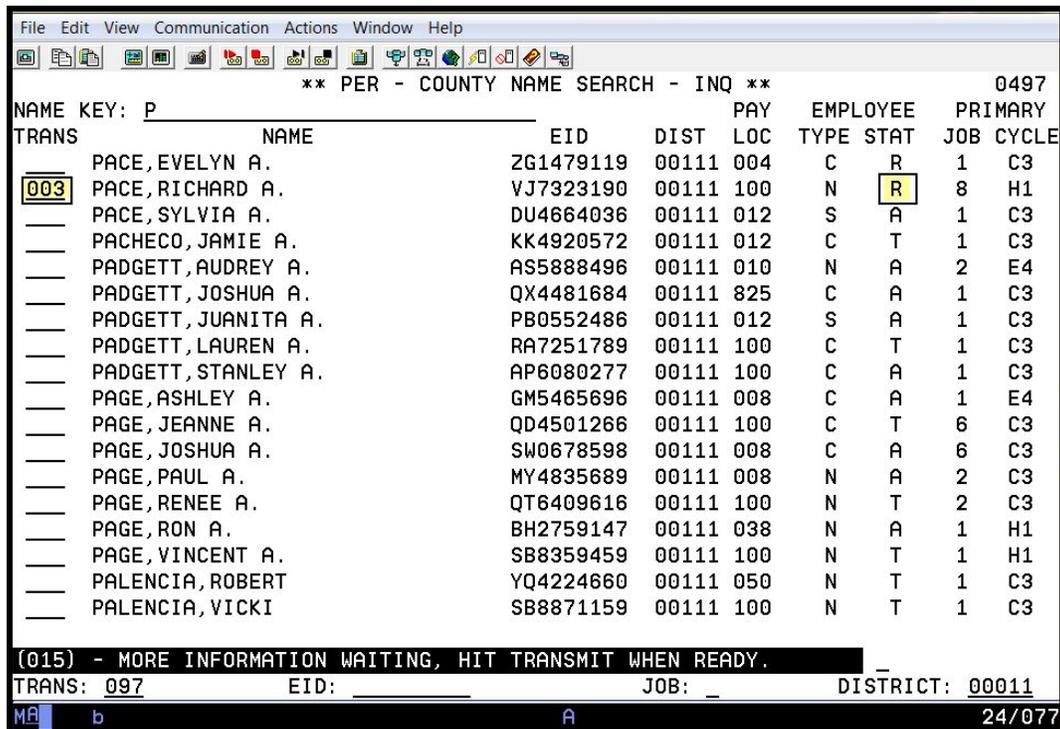
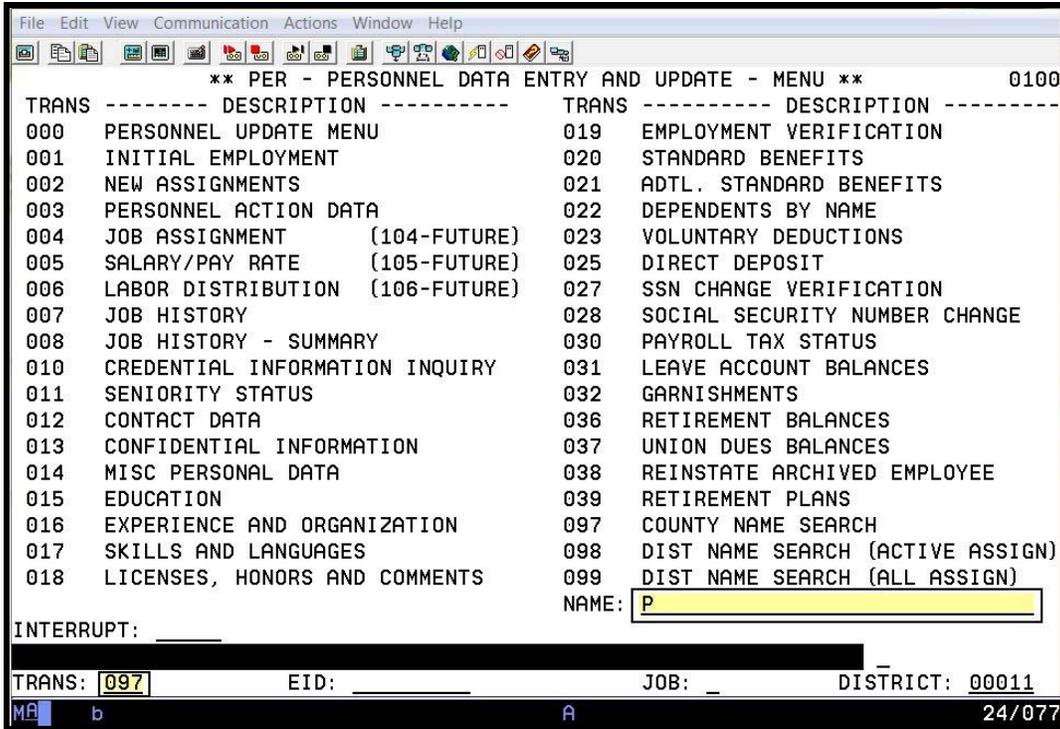
^ District input required.

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**.

Reinstate an Archived Employee Record

```

File Edit View Communication Actions Window Help
** PER - REINSTATE ARCHIVED EMPLOYEE - UPD ** 0138
VJ7323190 PACE, RICHARD A. PRIMARY JOB: 8

-- INFORMATIONAL DATA --

EMPLOYMENT STATUS: R ARCHIVED          ARCHIVED DATE: 03 26 10

REINSTATE? (Y): Y

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 038          EID: VJ7323190          JOB: 8          DISTRICT 00011
MA a A 24/077
    
```

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
----- 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.

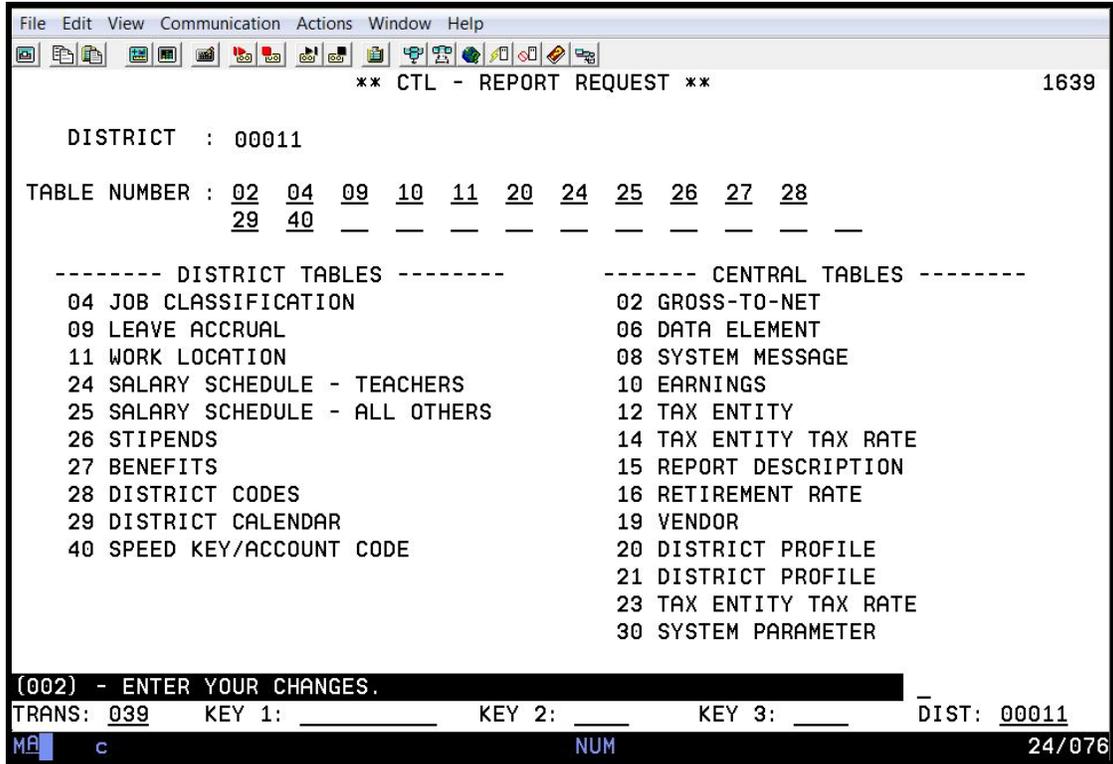


If you do not have access to the HRS Personnel Reports feature in RAD or if you get a system-generated message, “(052) – OPERATOR NOT AUTHORIZED FOR THIS TRANSACTION,” contact the HRS Operations and Security Unit at fsghrsops@lacoedu.

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.”

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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 | IO1014286 | 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 |

D - EDB MAINTENANCE

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 | EMPLOYEE ID (NUMBER) | WORK LOCATION (CODE/DESCRIPTION) | MAJOR | EXPIRATION DATE/TERM/TITLE | CREDENTIAL | DESCRIPTION |
|-----------------|----------------------|----------------------------------|-------|----------------------------|------------|--------------------------------------|
| ABUL, JHAMMAD | IO1013638 | | | | | |
| 3 101000 | 00833 | PARKVIEW | | | | |
| 5 106300 | 00640 | DISTRICT OFFICE | | | | Multiple Subject Teaching Credential |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| ACOSTA, MERRIAM | IO1013606 | | | | | |
| 1 101000 | 00800 | MADRID MIDDLE SCHOOL | | | | |
| 4 101000 | 00800 | MADRID MIDDLE SCHOOL | | | | Certificate of Clearance |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| ADAMEN, CARMEN | IO1013382 | | | | | |
| 1 104500 | 00155 | KRANZ HIGH SCHOOL | | | | |
| 2 106300 | 00640 | DISTRICT OFFICE | | | | |
| 4 101000 | 00640 | DISTRICT OFFICE | | | | Provisional Internship Permit |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| AHRMAN, JAMES | IO1013046 | | | | | |
| 1 000127 | 00155 | KRANZ HIGH SCHOOL | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |
| MAJOR: | | | | | | |

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

RUN DATE 06/27/14

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

BOTAN, JOHN IO1010183
 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

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

EMPLOYEE LIST WITH CREDENTIALS RUN DATE 10/16/14

RUN TIME 21:50:28

LOCATION: 00640 - DISTRICT OFFICE DISTRICT: 00011 SFS TRAINING DISTRICT

BY WORK LOCATION

NAME (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

