



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES**

SESSION A

INTRODUCTION TO PERSONNEL

2025-2026 TRAINING MANUAL

An Official Publication



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HRS Employee Services Unit – District Support 89

Agenda

- **Welcome and Introductions**
 - Brief explanation of the keyboard
 - What is covered in this training session, goal
 - What is offered for special sessions
- **HRS Message Board**
- **Overview**
 - Relationship of Functions
 - Functions and Transactions
- **Introduction to the HRS Operations Manual**
- **Control Data Base (CDB) and Employee Data Base (EDB)**
 - Using the CDB Tables
 - Name Search

**** BREAK ****

 - Adding a new classified employee
 - Job History

**** LUNCH ****

 - Adding a new certificated employee
- **Evaluation and Close of Session**

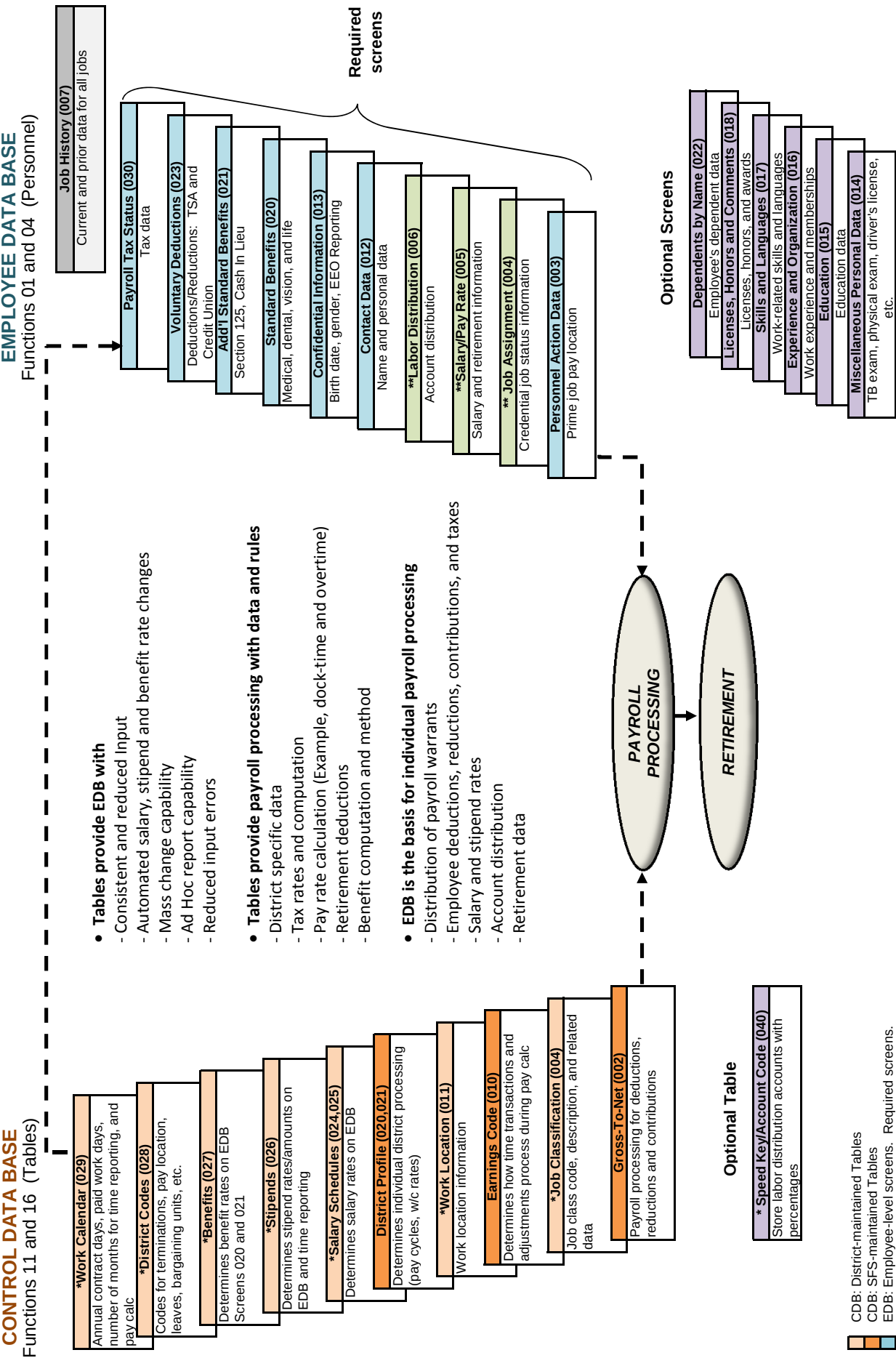
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SECTION I.

FUNCTIONS AND FEATURES

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



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HRS Message Board

The screenshot displays a software window titled "HRS Message Board". The window has a menu bar with "File", "Edit", "View", "Communication", "Actions", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area shows the following text:

PAGE: 01

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

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

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

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

ACTION: _ TRANSMIT FOR NEXT PAGE, OR ENTER -M- FOR MENU, OR -J- AND PAGE NO. _
* MORE PAGES FOLLOW *

At the bottom of the window, there is a status bar with the text "MR b A 23/009".

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

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

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

Function Menu – HRS IBM Sign-On Instructions

```

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

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

INTERUPT: _____

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

```

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

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

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

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

2. In the **Operator ID field**, type the **unique identification code**.
3. In the **Password field**, type your **password**.
4. In the **District field**, type the **five-digit business unit number**.
5. Hit the **Enter key** on your keyboard.

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

Transation Menu for Function 16

```

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

```

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

SFS Payroll UnitSFS_Payroll_Manager@laoe.edu

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

SFS Employee Services UnitSFSEmployeeServices@laoe.edu

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

Key Field Functions

File Edit View Communication Actions Window Help

1600

TRANS ***** CONTROL TABLE MENU - INQUIRY ***** KEY(S) *****

002 * GROSS TO NET TABLE G-T-N NO: _____

004 * JOB CLASSIFICATION TABLE JOB CLS: _____

006 * DATA ELEMENT TABLE INPUT TYPE: _____ DATA ELEMENT: _____

009 * LEAVE ACCRUAL TABLE PLAN: _____ TYPE: _____

010 * EARNINGS CODE TABLE EARN TP: _____

011 * WORK LOCATION TABLE WORK LOC: _____ SUBSITE: _____

016 RETIREMENT RATE TABLE

019 * VENDOR TABLE VENDOR: _____

020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2

024 * SALARY SCHEDULE C/S-TEACHER VERSION: _____ SCHEDULE: _____ STEP: _____

025 * SALARY SCHEDULE R/S-OTHERS VERSION: _____ SCHEDULE: _____ RANGE: _____

026 * STIPENDS TABLE VERSION: _____ STIPEND CD: _____

027 * BENEFITS TABLE VERSION: _____ PLAN CODE: _____

028 DISTRICT CODES TABLE CODE TP: _____ CODE (OPT): _____

029 * WORK CALENDAR TABLE CALENDAR: _____ FISCAL YEAR: _____

031 ORGANIZATIONAL CHART SUPV POS: _____ TRL: _____

037 * LABOR ACCOUNT LISTING ("S" ONLY)

039 REPORT REQUEST

040 * SPEED KEY/ACCOUNT CODE LINKUP SPEED KEY _____

INTERRUPT: _____ * ENTER "S" FOR TABLE SEARCH

TRANS: _____ KEY 1: _____ KEY 2: _____ KEY 3: _____ DISTRICT: 00011

MA b 24/077

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

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

District Codes Table (028)

```

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

```

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

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

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

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

Overnight Batch Processing

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

Resources Available

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

- **HRS Operations Manual** – This manual is referenced throughout this training manual and used in most of the training sessions. It is available for download in the General tab under the *Instructional Materials and Workbooks* section.
- **Training Manuals** – The training manuals that used in all of the HRS training sessions are available for download under the *Instructional Materials and Workbooks* section. Each manual is categorized by its topic, i.e. Payroll, Personnel, Retirement, and Position Control.
- **Workbooks** – The excel workbooks that used in some of the HRS training classes are available for download in the Workbooks tab under the *Instructional Materials and Workbooks* section. Some workbooks can be comprised of several spreadsheets.
- **Videos** – There are video tutorials to assist with basic HRS functionalities including navigation. They are located in the Videos tab under the *Instructional Materials and Workbooks* section.

Moving Within a Screen

Action Field Codes

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

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

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

Remove Data from EDB Screens and CDB Table Screens

- Required field - cannot change to space. It must have valid value.
- Optional field - alpha numeric - use the Delete key to clear the field one character at a time or use the End key to clear all characters in the field to the right of the cursor.
- Optional field - numeric (salary fields, dollar values, dates). Use “888” and completely fill the field to change the value to zero or space.

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

- If the field is alpha numeric, fill the field with asterisks.
- If the field is numeric or a date field, fill the field with “8”s (eights).

SECTION II.

TABLE SEARCH

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Tables with Search Screen Capabilities

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

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

Access the Table Search Screen

File Edit View Communication Actions Window Help

1600

*** CONTROL TABLE MENU - INQUIRY ***

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

INTERERRUPT: _____ * ENTER "S" FOR TABLE SEARCH

TRANS: 004 KEY 1: _____ KEY 2: _____ KEY 3: _____ DISTRICT: 00011

MA b A 24/077

To access the Table Search Screen from the Transaction Menu,

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

The system navigates you to the table search screen.

Navigate Within the Table Search Screen

The screenshot shows a software window titled "Table Search" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area displays a "JOB CLASSIFICATION TABLE" with two columns of job codes and titles. The first column is highlighted with a yellow background. A message bar at the bottom of the window contains the following text:

message bar
 (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU
 TRANS: 004 KEY 1: KEY 2: KEY 3: DIST: 00011
 MA b NUM 24/076

JOB CLASSIFICATION TABLE	
F 100010 SUPERINTENDENT C	180151 ASST HEAD TEACHER CHD CTR C
100015 HOUSING ALLOWANCE C	200000 TEACHER IN CHARGE C
100020 DEPUTY SUPT.ADMIN. SERV. N	200001 TEACHER C
101020 ASST SUPT INST SERVICES C	200002 TEACHER SUMMER ASSIGNMENT C
101030 ASST SUPT HUMAN RESOURCES C	200003 COMPUTER COORDINATOR C
101035 ASST SUPT STUDENT SERVICE C	200004 COORD-SCHOOL IMPROV/TECH C
101040 EXECUTIVE DIRECTOR C	200005 TEACHER CHILD CENTER C
104000 DIRECTOR-STUDENT SERVICES C	200006 TEACHER CERT ADULT ED C
105000 COORD-P.R.-SAFETY&RISK MG C	200007 TEACHER EXTRA DUTY-AD.ED. C
110010 PRINCIPAL C	200008 TEACHER ROTC C
111010 ASST. PRINCIPAL C	200015 HOME TEACHER C
111011 AMINISTRATIVE ASSISTANT C	210006 TEACHING COOR ADULT ED C
140010 COORDINATOR INST SERVICES C	220110 MENTOR TEACHER C
140011 DIRECTOR I C	230110 DEPARTMENT CHAIR C
140012 DIRECTOR II C	250010 LIBRARIAN C
170010 PSYCHOLOGIST C	280110 EXTRA DUTY CERTIFICATED C
180045 NURSE C	280500 INDEPENDENT STUDY TUTOR C
180051 HEAD TEACHER CHILD CTR C	290006 SUB TEACHER-ADULT ED C
180052 SUB HEADTEACHER CHILD CTR C	290010 SUB TEACHER C
180055 MIDDLE SCHOOL PROGRAM MGR C	290015 SUB TEACHER CHILD CTR C

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

1. In the **action field** or on the **highlighted field shown above**, type action code **F** for forward.
2. Hit the **Enter key** on your keyboard.

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

Access the Table Detail Screen

File Edit View Communication Actions Window Help

*** TABLE SEARCH *** 1671

JOB CLASSIFICATION TABLE

290030	SUB LIBRARIAN	C	410042	MAINTENANCE SUPERVISOR	N
290110	LONG TERM TCHR SUB	C	410043	ADULT ED SUPERVISOR	N
291000	EARLY RETIREE	C	410044	COLLEGE/CAREER CNTR SPEC	N
333333	CERT AUTO ALLOW	C	410045	GROUPS SUPERVISOR	N
401020	ASST SUPT ADMIN SERVICES	N	410046	SUPERVISOR OPS CONST TECH	N
X 402020	CHIEF BUSINESS OFFICIAL	N	410048	PLANT MANAGER	N
410004	DIRECTOR FAC. MGMT. CONST	N	410049	MANAGER OF OPERATIONS	N
410005	ASST DIRECTOR MAINT/OPS	N	410050	TECHNICAL THEATER MANAGER	N
410006	ASST. DIRECTOR M.C.T.	N	430030	DIRECTOR OF PURCHASING	N
410018	ASST DIRECTOR FISCAL SRVC	N	430031	PURCHASING SUPERVISOR	N
410020	DIRECTOR FISCAL SERVICES	N	430035	OFFICE MGR - ADULT ED	N
410021	DIR NUTRITION-PURCHASING	N	440001	COORDINATOR-PROJ ENABLE	N
410022	DIRECTOR INFO. SERVICES	N	440002	COORDINATOR-DRUG FREE SCH	N
410023	CHIEF TECHNOLOGY OFFICER	N	440003	DIRECTOR-DEVELOPMENT	N
410025	PROGRAM DIRECTOR	C	440004	PROJECT DIRECTOR - SCTCCC	N
410027	PROGRAM MGR BEHAVIOR SPEC	N	440005	COORDINATOR-WORKABILITY	N
410028	OCCUPATIONAL THERAPIST	N	440050	NUTRITION NET COORDINATOR	N
410030	DIRECTOR FOOD SERVICE	N	444444	CLAS AUTO ALLOW	N
410040	DIRECTOR, MAINT. & OPER.	N	490300	DIR ALTERNATE DISPUTE RES	N
410041	SUPERVISOR-OPERATIONS	N	503041	ADULT SCHOOL SRVCS TECH	N

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 004 KEY 1: KEY 2: KEY 3: DIST: 00011

MP b NUM 24/076

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

1. In the **Select field**, next to the item you want to examine, type **X**.
2. Hit the **Enter key** on your keyboard.



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

A – INTRODUCTION TO PERSONNEL

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

File Edit View Communication Actions Window Help											
** CTL - JOB CLASSIFICATION TABLE INQUIRY **											1604
JOB CLASS: 402020											
DISTRICT		TITLE				JOB TYPE	JOB STAT	STAT DATE	BUDGET PROJ		
00111		CHIEF BUSINESS OFFICIAL				N	A	01 04			
PAY BASIS	--SALARY	SCHEDULE--	STND HRS	STND HRS	PERS WORK			OVERTIME			
M	SCHED	RANGE	IN A WEEK	IN A DAY	SCHED	FLSA	ELIGIBIL				
	3	402	40.00	8.00	173	A	N				
---EEO---	WORK	BARG	ILL	VAC	RET	RET	SUB	BOARD	COMMISSIO		
CAT	SUB	COMP	UNIT	PLAN	PLAN	STAT	IND	DATE	DATE		
		MG			P9	M					
ACAD	TENURE	REPORT	JOB	SENIORITY	PRIOR	----		MASS	RETRO----		
RANK	ELIG	GROUPS	FAMILY	FAMILY	JOB CLASS	SUBJ		STEPS	RANGES		
TRANS: 004		KEY 1: 402020		KEY 2: _____		KEY 3: _____		DIST: 00011			
MA b				NUM						24/076	

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SECTION III.

HRS DISTRICT PAYROLL SCHEDULE

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

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

A – INTRODUCTION TO PERSONNEL

AUGUST 2017

HRS SUPPLEMENTAL PRODUCTION SCHEDULE

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

RETROACTIVE PRODUCTION SCHEDULE

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

LACOE 2017-2018 OBSERVED HOLIDAYS

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

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

07-07-17

SECTION IV.

NAME SEARCH SCREENS

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Name Search Screens (097, 098, 099)

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL INQUIRY - MENU **                                0400

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

INTERUPT: _____

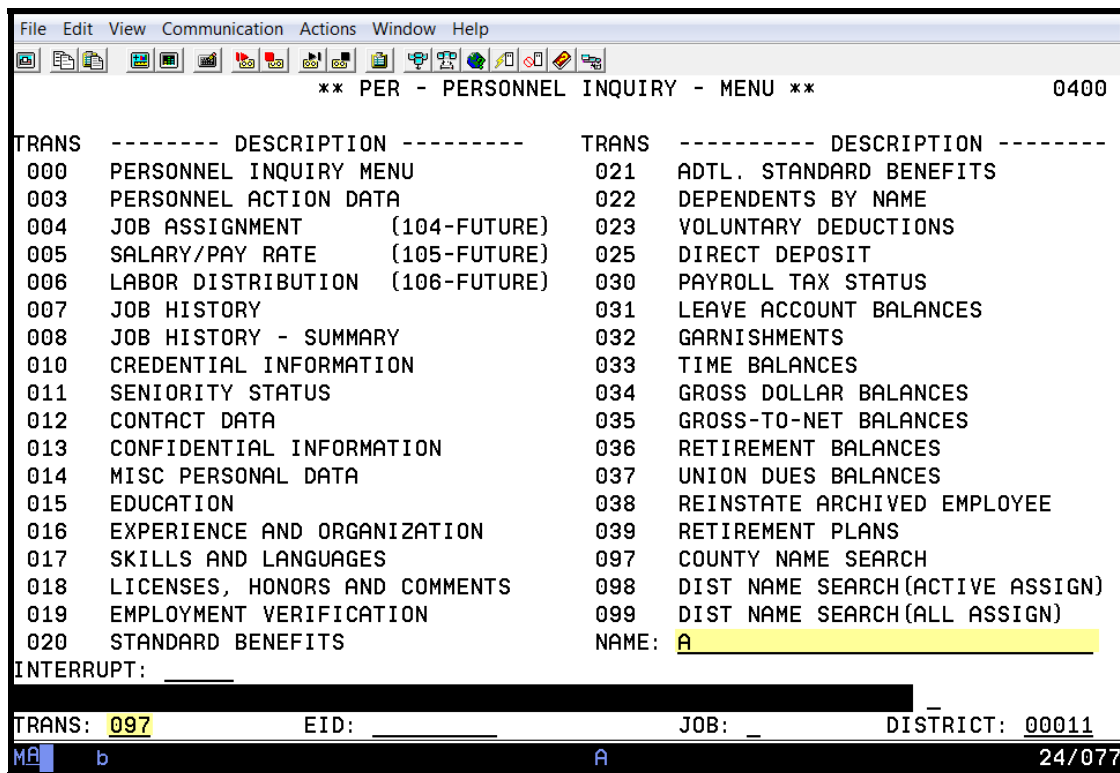
TRANS: _____ EID: _____ JOB: _____ DISTRICT: 00011
MA b A 24/077
  
```

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

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

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

Navigate to a Name Search Screen from the Transaction Menu



File Edit View Communication Actions Window Help

** PER - PERSONNEL INQUIRY - MENU ** 0400

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

INTERUPT: _____

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

MA b A 24/077

To access the name search screens from the transaction menu,

1. In the **TRANS field**, type the transaction number (**097**, **098**, or **099**).
2. In the **NAME field**, type the employee's name using the following valid formats. When including the first name, enter a comma between the last name and first name.
 - Partial last name –or–
 - Full last name –or–
 - Full last name and the partial first name –or–
 - Full last name and the full first name
3. Hit the **Enter key** on your keyboard.

The system navigates to the name search screen.



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

County Name Search (097)

File Edit View Communication Actions Window Help

0497

NAME KEY: A ** PER - COUNTY NAME SEARCH - INQ **

TRANS	NAME	EID	DIST	LOC	PAY	EMPLOYEE TYPE	STAT	JOB	CYCLE
___	ABBOTT, DENNIS B.	MA0141205	00111	017		N	A	4	H1
___	ABBOTT, JANE B.	WK2041758	00111	825		C	T	1	C3
___	ABBOTT, PRISCILLA B.	WP6285364	00111	100		N	T	1	C3
___	ABRAMS, GARY B.	TW7531751	00111	100		C	A	3	C3
___	ABRAMS, HEIDI B.	PF9038435	00111	004		S	T	1	C3
___	ABRAMS, HOWARD B.	VN3390511	00111	012		C	R	1	C3
___	ABRAMS, KATHRYN B.	AW7465862	00111	032		C	A	3	C1
___	ABRAMS, REBECCA B.	WE6322795	00111	004		N	T	1	C3
___	ABRAMS, TERRI B.	EW0253490	00111	037		C	A	3	C1
___	ABRAMS, VERONICA B.	AF8459867	00111	038		N	T	1	H1
___	ADAMS, ALEXANDRA D.	NW4879058	00111	033		C	A	1	C1
___	ADAMS, ETHEL D.	XG1698374	00111	012		N	A	4	E4
___	ADAMS, TONY D.	FN1401551	00111	008		C	A	1	C3
___	ADCOCK, PAM D.	PP1882311	00111	046		N	A	3	H1
___	ADCOCK, PAUL D.	ZK9563469	00111	100		C	R	1	C3
___	ADKINS, CLAUDE D.	JH7176950	00111	100		N	R	1	C3
___	ADKINS, GILBERT D.	DQ2547857	00111	012		S	R	1	C3
___	ADKINS, HUGH D.	AX3411999	00111	012		S	A	1	C3

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

TRANS: 097 EID: 000000000 JOB: DISTRICT: 00011

MA b A 24/077

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

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

^ Required field

District Name Search - Active Assignments (098)

File Edit View Communication Actions Window Help

*** PER - DIST NAME SEARCH - INQ *** 0498

NAME KEY: A

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

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

TRANS: 098 EID: 000000000 JOB: DISTRICT 00011

MA b 24/077

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

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

^ Required field

District Name Search - All Assignments (099)

File Edit View Communication Actions Window Help

*** PER - DIST NAME SEARCH - INQ *** 0498

NAME KEY: A

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

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

TRANS: 099 EID: 000000000 JOB: _ DISTRICT 00011

MA b 24/077

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

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

^ Required field

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SECTION V.

TRANSACTIONS AND ACTION CODES

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Transaction Menu for Function 01

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

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

System Required Screens

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

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

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

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

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

Transaction Menu for Function 04

File Edit View Communication Actions Window Help	
** PER - PERSONNEL INQUIRY - MENU ** 0400	
TRANS	----- DESCRIPTION -----
000	PERSONNEL INQUIRY MENU
003	PERSONNEL ACTION DATA
004	JOB ASSIGNMENT (104-FUTURE)
005	SALARY/PAY RATE (105-FUTURE)
006	LABOR DISTRIBUTION (106-FUTURE)
007	JOB HISTORY
008	JOB HISTORY - SUMMARY
010	CREDENTIAL INFORMATION
011	SENIORITY STATUS
012	CONTACT DATA
013	CONFIDENTIAL INFORMATION
014	MISC PERSONAL DATA
015	EDUCATION
016	EXPERIENCE AND ORGANIZATION
017	SKILLS AND LANGUAGES
018	LICENSES, HONORS AND COMMENTS
019	EMPLOYMENT VERIFICATION
020	STANDARD BENEFITS
TRANS	----- DESCRIPTION -----
021	ADTL. STANDARD BENEFITS
022	DEPENDENTS BY NAME
023	VOLUNTARY DEDUCTIONS
025	DIRECT DEPOSIT
030	PAYROLL TAX STATUS
031	LEAVE ACCOUNT BALANCES
032	GARNISHMENTS
033	TIME BALANCES
034	GROSS DOLLAR BALANCES
035	GROSS-TO-NET BALANCES
036	RETIREMENT BALANCES
037	UNION DUES BALANCES
038	REINSTATE ARCHIVED EMPLOYEE
039	RETIREMENT PLANS
097	COUNTY NAME SEARCH
098	DIST NAME SEARCH(ACTIVE ASSIGN)
099	DIST NAME SEARCH(ALL ASSIGN)
NAME: _____	
INTERRUPT: _____	
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.	
TRANS: _____	EID: _____ JOB: _____ DISTRICT: 00011
MA b	A 24/078

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

Action Codes

District Action Codes

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

District Action Codes (continued)

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

SFS Action Codes/Automated Processes

SFS USE ONLY:

90	RETIREMENT CHANGE	Change to retirement data by SFS staff.
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Automated Processes

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

Intentionally left blank

SECTION VI.

NEW CLASSIFIED EMPLOYEE SCREENS AND REPORTS

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New Hire SSN Confirmation Screen (001)

The screenshot shows a software window titled "PER - NEW HIRE SSN CONFIRMATION" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area displays the text "PLEASE RE-ENTER THE NEW HIRE SSN" followed by the input "000 12 1212". At the bottom, a status bar contains the text "(844) - RE-ENTER THE EID OR SSN", "TRANS: _____ EID: _____ JOB: _____ DISTRICT 00011", and a page indicator "24/077".

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

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

Personnel Action Data Screen (003)

File Edit View Communication Actions Window Help				
** PER - PERSONNEL ACTION DATA - UPD ** 0103				
***** SMITH, JANE EFFEC DATE: 07 01 13 ACTNS: 01				
PFX: SFX: DATE OF BIRTH: 03 11 49 SEX: F				
-- EMPLOYEE INFORMATION --				
PRIMARY	EMPLOYEE	PERMANENCY	PENSION REFORM	
JOB	TYPE	INDICATOR	STATUS	
1	N	P	1	
PAY LOCATION	ORIGINAL	1ST PROB	SENIORITY	1ST WORK
016 BUSINESS ADMIN	HIRE	SERVICE	DATE	DATE
	07 01 13	07 01 13	— — —	07 01 13
TO BE REPORTED				
-- INFORMATIONAL DATA --				
LAST ACTIONS:		LAST ACTION DATE:		
MINIMUM RECORD: NO				
EMPLOYMENT STATUS:		STATUS DATE:		
TERMINATION REASON:				
(002) - ENTER YOUR CHANGES.				
TRANS: 001	EID: 000121212	JOB: 1	DISTRICT 00011	
MA b	A			02/013

The highlighted fields are required fields.

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



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

Job Assignment (004)

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

The highlighted fields are required fields.

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



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

Salary/Pay Rate (005)

File Edit View Communication Actions Window Help											
** PER - SALARY/PAY RATE -UPD **										0105	
FR7254018 SMITH, JANE				EFFEC DATE: 07 01 13				ACTNS: 01		PRIME JOB: P	
JOB	POSITION	JOB CLASS									
1	100000	410020		DIRECTOR FISCAL SERVICES							
				TIME	TIME						
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
E4	M	12	NA	NA	016	I	REG				
SCHED/RANGE/STEP		EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE			
3 350 01		07 01 13		100.00	-	7372.000		7372.000			
STIPENDS: -- -- -- -- -- -- -- -- -- -- -- --											
RETIRE RATE 0/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE											
7372.000		-		261.0	M	8.00					
RETIREMENT: PLAN		STATUS	SPL	EFF DATE	PERS CASE	STS	CLS CD	STRS	STRS		
P9		M	-	07 01 13	-	-	-	-	.00		
(002) - ENTER YOUR CHANGES.											
TRANS: 001		EID: FR7254018			JOB: 1		DISTRICT: 00011				
MA	b	NUM						02/056			

The highlighted fields are required fields.

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



NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code. The time report is sorted in alpha order by name within each time report location and job type.

This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

File Edit View Communication Actions Window Help

*** PER - LABOR DISTRIBUTION - UPD *** 0106

FR7254018 SMITH, JANE EFFEC DATE: 07 01 13 ACTNS: 01

FISCAL YEAR: 16

PRIMARY JOB: 1

JOB: 1 POSITION: 100000 JOB CLASS: 410020 DIRECTOR FISCAL SERVICES

SALARY RATE: 7372.000

FULL-TIME RATE: 7372.000

SPEED KEY

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

(002) - ENTER YOUR CHANGES.

TRANS 001 EID FR7254018 JOB 1 DISTRICT 00011

MA b A 02/056

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

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



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

Contact Data (012)

File Edit View Communication Actions Window Help			
** PER - CONTACT DATA - UPD **		0112	
FR7254018	SMITH, JANE	EMPL STATUS: ACTIVE	
PFX: _____	SFX: _____	PRIMARY JOB: 1	
-- CONTACT DATA --			
CURRENT ADDRESS: 12 PINE STREET			
CITY: LAKEWOOD			
STATE: CA			
ZIP CODE: 91111			
HOME PHONE: 213 555 1212			
PHONE DIRECTORY INDICATOR: N			
COLLECTIVE BARGAINING DIRECTORY INDICATOR: N			
EMERGENCY CONTACT: ED SMITH			
RELATIONSHIP: HUSBAND			
CONTACT PHONE: 213 555 1212 EXT: _____		CURRENT EID: FR7254018	
CURRENT SSN: XXX 12 1212		PRIOR EID:	
PRIOR SSN:		CALPERS ID:	
NEW NAME: SMITH, JANE		CALSTRS ID:	
PRIOR NAMES: 1 _____			
2 _____			
3 _____			
(002) - ENTER YOUR CHANGES.			
TRANS: 001	EID: FR7254018	JOB: 1	DISTRICT 00011
MA	b	NUM	15/051

The highlighted field is a required field.

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

Confidential Information (013)

File Edit View Communication Actions Window Help			
** PER - CONFIDENTIAL INFORMATION - UPD ** 0113			
FR7254018 SMITH, JANE		PRIM JOB: 1 EMPL STATUS: ACTIVE	
SEX: <u>F</u>	RACE: <u> </u> AMER INDIAN/ALASKA NATIVE		
ETHNICITY: <u> </u> YES, HISPANIC OR LATINO	<u> </u> ASIAN INDIAN		
DATE OF BIRTH: <u>03 11 49</u>	<u> </u> BLACK OR AFRICAN AMERICAN		
HANDICAP: <u> </u>	<u> </u> CAMBODIAN		
	<u> </u> CHINESE		
	<u> </u> FILIPINO		
	<u> </u> GUAMANIAN		
	<u> </u> HAWAIIAN		
	<u> </u> HMONG		
	<u> </u> JAPANESE		
	<u> </u> KOREAN		
	<u> </u> LAOTIAN		
	<u> </u> OTHER ASIAN		
	<u> </u> OTHER PACIFIC ISLANDER		
	<u> </u> SAMOAN		
	<u> </u> TAHITIAN		
	<u> </u> VIETNAMESE		
	<u>X</u> WHITE		
CITIZENSHIP/VISA: <u> </u>			
COUNTRY: <u> </u>			
VISA EXPIRATION DATE: <u> </u> <u> </u> <u> </u>			
MILITARY STATUS: <u> </u>			
-- EEO REPORTING CODES --			
PERM/TEMP	FULL/PART	APPT TERM	FUND SOURCE
<u>P</u>	<u>F</u>	<u> </u>	<u> </u>
(002) - ENTER YOUR CHANGES.			
TRANS: <u>001</u>	EID: <u>FR7254018</u>	JOB: <u>1</u>	DISTRICT <u>00011</u>
MA <u> </u>	b	A	04/017

The highlighted fields are required fields.

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

Standard Benefits Data (020)

File Edit View Communication Actions Window Help

** PER - STANDARD BENEFITS DATA - UPD ** 0120

FR7254018 SMITH, JANE EMPL STATUS: ACTIVE

PRIMARY JOB: 1 JOB TITLE: DIRECTOR FISCAL SERVICES

BENEFIT ELIG: F DATE OF BIRTH: 03 11 49 FIRST PROB SERVICE: 07 01 13

FULL/PART: F DEPENDENTS: BARGAINING UNIT: MG CAFE MAX:

PLAN/	COVERG	DESCRIPTION	NBR	EMPLOYEE	NBR	EMPLOYER	DATE	END	DATE	P
MEDICAL	<u>BLC 03</u>	BLUCRS FAMILY	154	<u>211.34</u>		<u>263.06</u>				
		PAYROLL:								
DENTAL										
		PAYROLL:								
VISION										
		PAYROLL:								
LIFE 1										
		PAYROLL:								
LIFE 2										
		PAYROLL:								
DEP LIFE										
		PAYROLL:								
INC PROT										
		PAYROLL:								

(002) - ENTER YOUR CHANGES.

TRANS: 020 EID: FR7254018 JOB: 1 DISTRICT 00011

MA b A 05/015

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

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

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

Payroll Tax Status (030)

File Edit View Communication Actions Window Help									
** PER - PAYROLL TAX STATUS - UPD ** 0130									
FR7254018 SMITH, JANE					EMPL STATUS: ACTIVE				
-- TAXING INFORMATION --									
FEDERAL: REG ALLOW:		2	TAX MARITAL STATUS:		M	ADDITIONAL W/HOLDING:			
STATE: REG ALLOW:		2	TAX MARITAL STATUS:		M	ADDITIONAL W/HOLDING:			
						STATE ADDITIONAL ALLOW:			
SUPPLEMENTAL TAXING OPTN:						A	SDI COVERAGE:		-
AEIC:							SUI EXEMPTION:		-
REQUEST W2:						-	W/C EXEMPTION:		-
PRIMARY JOB: 1									
JOB PAY CYCLES 1: E4 2: E4 3: 4: 5: 6: 7: 8: 9:									
-- PAYMENT DISPOSITION --									
PAY LOCATION: 016 BUSINESS ADMIN									
(002) - ENTER YOUR CHANGES.									
TRANS: 030		EID: FR7254018			JOB: 1		DISTRICT 00011		
MA	b	A					24/077		

The highlighted fields are required fields.

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

Reports

Employee Information Report (EIR)

Change Register Report (AIMS140)

Employee Information Report (EIR)

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

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

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

A – INTRODUCTION TO PERSONNEL

EMPLOYEE INFORMATION REPORT

003 PERSONNEL ACTION	1.EMPLOYEE NAME (LAST, FIRST, MIDDLE) AND ADDRESS OF EMPLOYEE <u>SMITH, JANE</u> <u>12 PINE STREET</u> <u>LAKEWOOD CA 91111</u>										HRS INPUT OUTPUT		DATE PRINTED <u>08</u> <u>16</u> <u>11</u>																				
	2.DISTRICT NO. <u>00011</u> DISTRICT NAME <u>SFS TRAINING DIST</u>																																
	3.EID <u>FR7254018</u> PRS <u>1</u>																																
004 JOB ASSIGNMENT	4.PRIME JOB <u>1</u>	5.EMP TYPE <u>N</u>	6.PERM IND <u>P</u>	[ACTION CODES] 01 INIT EMPLOY 06 PROMOTION 10 TRANSFER 14 REAPPOINT. 19 END OF ASSIGN. 02 LOA W/PAY 07 JOB RECLASS 11 REEMPLOY 15 REASSIGNMENT 20 STATUS CHG. 03 LOA W/O PAY 08 DEMOTION 12 REHIRE 16 RETMNT. CHG. 21 DATA CHG. 04 RET FROM LOA 09 JOB ASSIGN. CHG. 13 NEW ASSIGN. 17 SALARY CHG. 22 DATA CORRECT.		7.EFFECTIVE DATE <u>08</u> <u>16</u> <u>11</u>		8.ACTIONS <u>01</u>																									
	9.PAY LOCATION <u>016</u> <u>BUSINESS ADMIN</u>		10.ORIGINAL HIRE <u>07</u> <u>01</u> <u>13</u>		11.FIRST PROB SERVICE <u>07</u> <u>01</u> <u>13</u>		12.SENIORITY DATE		13.1ST WORK DATE <u>07</u> <u>01</u> <u>13</u>																								
	14.JOB <u>1</u>		15.POSITION <u>100000</u>		16.BOARD APPROVAL DATE <u>06</u> <u>29</u> <u>13</u>		17.CREDENTIAL		18.CREDENTIAL EXPIRATION		19.ACADEMIC RANK																						
005 SALARY/PAY RATE	20.JOB CLASSIFICATION <u>410020</u> <u>DIRECTOR OF FISCAL SERVICES</u>		21.JOB TYPE <u>N</u>		22.JOB STATUS <u>A</u>		23.STATUS DATE <u>07</u> <u>01</u> <u>11</u>		24.JOB PERMANENCY <u>P</u> <u>PERMANEN</u>		25.JOB FAM		26.CLASS ENTRY																				
	27.WORK LOCATION <u>00016</u> <u>BUSINESS ADMINISTRATION</u>		29.WORK TELEPHONE NUMBER <u>(310)</u> <u>444-1212</u>		EXTENSION <u>X400</u>		30.ANNIVERSARY DATE <u>01</u> <u>01</u> <u>14</u>		31.PASS PROBATION DATE		32.EVAL TYPE <u>5</u>		33.EVAL DUE DATE <u>01</u> <u>01</u> <u>14</u>																				
	34.BARG UNIT <u>MG</u>		35.UNIT MEMBER		36.MILEAGE ELIGIBILITY		38.LEAVE REASON		39.LEAVE TYPE		40.BEGIN LEAVE		41.END LEAVE																				
006 LABOR DISTRIBUTION	45.PAY CYCLE <u>E4</u>		46.PAY BASIS <u>M</u>		47.PAY MONTHS <u>12</u>		48.ILL PLAN <u>NA</u>		49.VAC PLAN <u>NA</u>		50.TIME RPT LOCN <u>016</u>		51.TIME RPT CODE <u>T</u>																				
	52.EARNINGS TYPE <u>REG</u>		53.EARN TYPE/PAY BASIS 2		54.EARN TYPE/PAY BASIS 3		55.SCHEDULE <u>3</u>		56.RANGE/COL <u>350</u>		57.STEP <u>01</u>		58.EFFECTIVE DATE <u>07</u> <u>01</u> <u>11</u>																				
	59.% FULL TIME <u>100.00</u> %		60.CALC METH		61.FULL TIME RATE <u>7,372.000</u>		62.SALARY RATE <u>7,372.000</u>		STIPENDS																								
63.		64.		65.		66.		67.		68.				68A				68B				68C				68D				68E			
69.		70.		71.		72.		73.		74.		75.		76.		77.		78.		79.		80.		81.		82.							
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</u> <u>01</u> <u>11</u>		80.PERS CASE STATUS		RETIREMENT											
FUND		RESRCE/PRJYR		GOAL		FUNC		OBJ		SCH/LOC		PERCENT		FUND		RESRCE/PRJYR		GOAL		FUNC		OBJ		SCH/LOC		PERCENT							
81. <u>01.0</u>		82. <u>00000.0</u>		83. <u>00000</u>		84. <u>270000</u>		85. <u>2461</u>		86. <u>1020000</u>		87. <u>50.000%</u>		165.		166.		167.		168.		169.		170.		171.							
88. <u>01.0</u>		89. <u>00000.0</u>		90. <u>00000</u>		91. <u>270000</u>		92. <u>2461</u>		93. <u>1030000</u>		94. <u>50.000%</u>		172.		173.		174.		175.		176.		177.		178.							
95.		96.		97.		98.		99.		100.		101.		179.		180.		181.		182.		183.		184.		185.							
102.		103.		104.		105.		106.		107.		108.		186.		187.		188.		189.		190.		191.		192.							
109.		110.		111.		112.		113.		114.		115.		193.		194.		195.		196.		197.		198.		199.							
116.		117.		118.		119.		120.		121.		122.		200.		201.		202.		203.		204.		205.		206.							
123.		124.		125.		126.		127.		128.		129.		207.		208.		209.		210.		211.		212.		213.							
130.		131.		132.		133.		134.		135.		136.		214.		215.		216.		217.		218.		219.		220.							
137.		138.		139.		140.		141.		142.		143.		221.		222.		223.		224.		225.		226.		227.							
144.		145.		146.		147.		148.		149.		150.		228.		229.		230.		231.		232.		233.		234.							
151.		152.		153.		154.		155.		156.		157.		235.		236.		237.		238.		239.		240.		241.							
158.		159.		160.		161.		162.		163.		164.		242.		243.		244.		245.		246.		247.		248.							
FOR DISTRICT/AGENCY USE										BIRTH DATE <u>03</u> <u>11</u> <u>49</u>		HOME TELEPHONE NUMBER <u>(213) 555-1212</u>																					

EIR 01-29-2010

Change Register (AIMS140)

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

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

A – INTRODUCTION TO PERSONNEL

AIMS140/PP1800XX/032188

RUN TIME21:16:18

DISTRICT: 00011

EMPLOYEE IDENT.EMPLOYEE NAME

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO.0001

RUN DATE08/16/15

PROCESS DATE08/16/15

h

SFS TRAINING DISTRICT

CHANGE REGISTER

MINIMUM RECORD1

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

A - INTRODUCTION TO PERSONNEL

AIMS140/PP1800XX/032188		PERSONNEL/PAYROLL/RETIREMENT SYSTEM		PAGE NO. 0001	
RUN TIME 21:16:18		DATA BASE AUDIT SERIES		RUN DATE 08/16/15 PROCESS DATE 08/16/15 h	
DISTRICT: 00011		CHANGE REGISTER			
EMPLOYEE IDENT.	EMPLOYEE NAME	SFS TRAINING DISTRICT ELMT NO	ELEMENT DESCRIPTION	EMPLOYEE-TYPE N PREVIOUS CONTENT	ACTION DATE
FR7254018 ZZZZ	SMITH,JANE	2135	EVAL DUE DATE	01/01/14	07/01/11
		2136	BARGAIN UNIT	MG	
		2145	TIME REPT LOC	016	
		2146	EARNINGS TYPE 1	REG	
		2149	SALARY RATE	7372.000	
		2150	SALARY EFF DATE	07/01/13	
		2152	RETIRE REP RATE	7372.000	
		2154	WORK DAYS	261.0	
		2170	RETIREMENT PLAN	P9	
		2171	RETIREMENT STAT	M	
		2172	RETIRE EFFEC DT	07/01/13	
		2174	PRIME JOB FLAG	P	
		3101	ACCT DIST 1	00011	
		3102	ACCT FUND 1	01	
		3107	ACCT FUNC 1	27000	
		3108	ACCT OBJ 1	2461	
		3109	ACCT DEPT 1	1020000	
		3110	ACCT PCT 1	50.000	
		3111	ACCT DIST 2	00011	
		3112	ACCT FUND 2	01	
		3117	ACCT FUNC 2	27000	
		3118	ACCT OBJ 2	2461	
		3119	ACCT DEPT 2	1030000	
		3120	ACCT PCT 2	50.000	
		0112	BENE ELIG CODE	F	
		0127	LST PERS ACT DT	08/16/13	
		0201	PERM/TEMP	P	
		0202	PART/FULL	F	
		0216	STREET	12 PINE STREET	
		0217	CITY	LAKEWOOD	
		0218	STATE	CA	
		0219	ZIP	91111	
		0220	HOME PHONE	2135551212	
		0221	EMRGNCY CONTACT	ED SMITH	
		0222	CONTACT RLTNHP	HUSBAND	
		0223	EMRGNCY PHONE	2135551212	
		0225	CONTACT RLTNHP	N	
		0231	BARG DIR IND	N	
		0260	WHITE	X	
		0301	FED TX MAR STAT	M	
		0302	FED REG ALLOW	02	
		0304	STATE MAR STAT	M	
		0305	STATE REG ALLOW	02	
		0324	SUPP TAX OPTION	A	
		0501	BENE PLAN 1	BLC	

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SECTION VII.

NEW CERTIFICATED EMPLOYEE SCREENS

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Personnel Data Entry and Update Menu (000)

File Edit View Communication Actions Window Help

0100

TRANS ----- DESCRIPTION -----

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

NAME: _____

INTERRUPT: _____

(058) - WELCOME TO THE HRS ONLINE SYSTEM.

TRANS: 001 EID: 000335054 JOB: _ DISTRICT: 00011

MA c NUM 24/054

New Hire SSN Confirmation Screen (001)

The screenshot shows a software window titled "PER - NEW HIRE SSN CONFIRMATION" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area displays the text "PLEASE RE-ENTER THE NEW HIRE SSN" followed by the SSN "000 33 5054" in a yellow-highlighted box. At the bottom, a status bar contains the text "(844) - RE-ENTER THE EID OR SSN", "TRANS: _____ EID: _____ JOB: _____ DISTRICT 00011", and "24/077".

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

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

Personnel Action Data Screen (003)

File Edit View Communication Actions Window Help				
** PER - PERSONNEL ACTION DATA - UPD **				0103
***** VICK, JAMES				
EFFEC DATE: 07 01 14		ACTNS: 01		
PFX: _____	SFX: _____	DATE OF BIRTH: 03 01 78 SEX: M		
-- EMPLOYEE INFORMATION --				
PRIMARY JOB	EMPLOYEE TYPE	PERMANENCY INDICATOR	PENSION REFORM STATUS	
1	C	I	*	
PAY LOCATION	ORIGINAL HIRE	1ST PROB SERVICE	SENIORITY DATE	1ST WORK DATE
021 WILLIAMS SCHOOL	07 01 14	07 01 14	07 01 14	07 01 14
TO BE REPORTED				
-- INFORMATIONAL DATA --				
LAST ACTIONS:		LAST ACTION DATE:		
MINIMUM RECORD: OK				
EMPLOYMENT STATUS:		STATUS DATE:		
TERMINATION REASON:				
(002) - ENTER YOUR CHANGES.				
TRANS: 001	EID: 000335054	JOB: 1	DISTRICT 00011	
MA	C	NUM	02/056	

The highlighted fields are required fields.

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



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

Job Assignment (004)

File Edit View Communication Actions Window Help							
** PER - JOB ASSIGNMENT - UPD ** 0104							
GR8524013	VICK, JAMES		EFFECT DATE: 07 01 14		ACTNS: 01		
FUTURE							
PRIME JOB: P							
JOB	POSITION	BOARD	APPROVAL	CREDENTIAL	CRED EXP DATE	ACAD RANK	
1	000100	06	22 14	TC1 CL	07 01 19		
JOB CLASS	JOB TYPE	JOB STS	STATUS DATE	JOB PERMANENCY	JOB FAM	CLASS ENTRY	
200000	C	F	07 01 14	T TENURED		— — —	
TEACHER IN CHARGE							
WORK LOCATION				WORK PHONE		EXT	
00021				562 922 6300		1234	
WILLIAMS SCHOOL							
ANNIV	PASS	EVAL	EVAL	BARG	UNIT	MILEAGE	
DATE	PROB DATE	TYPE	DUE DATE	UNIT	MEMBER	ELIG	
07 01 15	07 01 15	A	07 01 15	RB	Y	—	
----- LEAVE ----- TERMINATION -----							
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG
—	—	—	—	EA END OF ASSIGNE	07 11 15	—	—
(002) - ENTER YOUR CHANGES.							
TRANS: 004		EID: GR8524013		JOB: 1		DISTRICT 00011	
MA c 24/077							

The highlighted fields are required fields.

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



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

Salary/Pay Rate (005)

File Edit View Communication Actions Window Help											
** PER - SALARY/PAY RATE -UPD **										0105	
GR8524013 VICK, JAMES						EFFEC DATE: 07 01 14 ACTNS: 01					
FUTURE						PRIME JOB: P					
JOB	POSITION	JOB CLASS									
1	000100	200000 TEACHER IN CHARGE									
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
C1	M	10	NA	NA	021	I	REG				
SCHED/RANGE/STEP	EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE				
0 006 08	07 01 14		75.00	-	6842.500		5131.875				
STIPENDS: -- -- -- -- -- -- -- -- -- -- -- --											
RETIRE RATE 0/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE											
6842.500		-		226.0		T		7.38		S	
RETIREMENT: PLAN		STATUS		SPL		EFF DATE		PERS CASE STS		STRS STRS	
P9		M		-		05 13 11		-		.00	
(002) - ENTER YOUR CHANGES.											
TRANS: 005		EID: GR8524013				JOB: 1		DISTRICT: 00011			
MA C 24/077											

The highlighted fields are required fields.

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



NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code. The time report is sorted in alpha order by name within each time report location and job type.

This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

File Edit View Communication Actions Window Help

** PER - LABOR DISTRIBUTION - UPD ** 0106

GR8524013 VICK, JAMES EFFEC DATE: 07 01 14 ACTNS: 01

FISCAL YEAR: 14

PRIMARY JOB: 1

JOB: 1 POSITION: 000100 JOB CLASS: 200000 TEACHER IN CHARGE

SALARY RATE: 5131.875

FULL-TIME RATE: 6842.500

SPEED KEY CSUB

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

(002) - ENTER YOUR CHANGES.

TRANS 006 EID GR8524013 JOB 1 DISTRICT 00011

MA c 24/077

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

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



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

Contact Data (012)

File Edit View Communication Actions Window Help			
** PER - CONTACT DATA - UPD **		0112	
GR8524013	VICK, JAMES	EMPL STATUS: *FUTURE*	
PFX: _____	SFX: _____	PRIMARY JOB: 1	
-- CONTACT DATA --			
CURRENT ADDRESS: 957 CHANNEL DR.			
CITY: DOWNEY			
STATE: CA			
ZIP CODE: 90242			
HOME PHONE: 562 952 4562			
PHONE DIRECTORY INDICATOR: S			
COLLECTIVE BARGAINING DIRECTORY INDICATOR: N			
EMERGENCY CONTACT: SUSIE VICK			
RELATIONSHIP: SISTER			
CONTACT PHONE: 881 546 8235 EXT: _____			
CURRENT SSN: XXX 33 5054		CURRENT EID: GR8524013	
PRIOR SSN: _____		PRIOR EID: _____	
NEW NAME: VICK, JAMES		CALPERS ID: _____	
PRIOR NAMES: 1 _____		CALSTRS ID: _____	
2 _____			
3 _____			
(002) - ENTER YOUR CHANGES.			
TRANS: 012	EID: GR8524013	JOB: 1	DISTRICT 00011
MA	c	24/077	

The highlighted field is a required field.

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

Confidential Information (013)

File Edit View Communication Actions Window Help			
** PER - CONFIDENTIAL INFORMATION - UPD ** 0113			
GR8524013 VICK, JAMES		PRIM JOB: 1 EMPL STATUS: *FUTURE*	
SEX: M	RACE: _ AMER INDIAN/ALASKA NATIVE		
ETHNICITY: _ YES, HISPANIC OR LATINO	_ ASIAN INDIAN		
DATE OF BIRTH: 03 01 78	☒ BLACK OR AFRICAN AMERICAN		
HANDICAP: _	_ CAMBODIAN		
	_ CHINESE		
	_ FILIPINO		
	_ GUAMANIAN		
	_ HAWAIIAN		
	_ HMONG		
	_ JAPANESE		
	☒ KOREAN		
	_ LAOTIAN		
	_ OTHER ASIAN		
	_ OTHER PACIFIC ISLANDER		
	☒ SAMOAN		
	_ TAHITIAN		
	_ VIETNAMESE		
	_ WHITE		
CITIZENSHIP/VISA: _			
COUNTRY: _			
VISA EXPIRATION DATE: _ _ _			
MILITARY STATUS: A			
ACTIVE RESERVE			
-- EEO REPORTING CODES --			
PERM/TEMP	FULL/PART	APPT TERM	FUND SOURCE
P	F	_	_
(002) - ENTER YOUR CHANGES.			
TRANS: 013	EID: GR8524013	JOB: 1	DISTRICT 00011
MA	C	04/017	

The highlighted fields are required fields.

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

Miscellaneous Personal Data (014)

File Edit View Communication Actions Window Help			
** PER - MISC PERSONAL DATA - UPD **			0114
GR8524013	VICK, JAMES	EMPL STATUS: *FUTURE*	
		PRIMARY JOB: 1	
--PERSONAL DATA--			
TB DATE: 06 14			
PHYSICAL EXAM DATE: 05 31 14			
EDUCATION LEVEL: _			
EDUCATION LEVEL YEAR: _			
DRIVER'S LICENSE NBR: C1111111		EXPIR DATE: 03 01 20	
		CLASS: C	
--DISTRICT FIELDS--			
DISTRICT CODE 1: _		DATE 1: _ _ _	
2: _		2: _ _ _	
3: _			
4: _			
5: F/P 06/01/14			
6: _			
(002) - ENTER YOUR CHANGES.			
TRANS: 014	EID: GR8524013	JOB: 1	DISTRICT 00011
MA	C	24/077	

The highlighted fields are required fields.

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

Licenses, Honors and Comments (018)

File Edit View Communication Actions Window Help			
** PER - LICENSES, HONORS AND COMMENTS - UPD ** 0118			
GR8524013	VICK, JAMES	EMPL STATUS: *FUTURE*	
		PRIMARY JOB: 1	
LICENSE/CERTIFICATE	YEAR OBTAINED	DATE EXPIRES	
CPR	14	06 16	
FIRST AIDE	14	06 18	
HONOR/AWARD	YEAR OBTAINED		
COMMENTS			
CAN ENTER SPECIAL DATA ON THIS LINE			
(002) - ENTER YOUR CHANGES.			
TRANS: 018	EID: GR8524013	JOB: 1	DISTRICT 00011
MA	C	A	24/077

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

Standard Benefits Data (020)

File Edit View Communication Actions Window Help

GR8524013 VICK, JAMES ** PER - STANDARD BENEFITS DATA - UPD ** 0120
EMPL STATUS: *FUTURE*

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

PLAN/	COVERG	DESCRIPTION	NBR	EMPLOYEE	NBR	EMPLOYER	DATE	END	DATE P
MEDICAL	KP5 01	KAIS125 RB1PTY 176	124.91	157	350.00				
		PAYROLL:							
DENTAL	DD5 01	DLTA125 RB1PTY 010	8.37	161	64.25				
		PAYROLL:							
VISION	VS5 01	VSP125 RB1PTY 012	0.00	165	8.94				
		PAYROLL:							
LIFE 1	ING 01	INGLIFE EELIFE 120	0.00	270	4.44				
		PAYROLL:							
LIFE 2									
		PAYROLL:							
DEP LIFE									
		PAYROLL:							
INC PROT	CIP 01	INGIP 000	0.00	269	10.87				
		PAYROLL:							

(002) - ENTER YOUR CHANGES.

TRANS: 020 EID: GR8524013 JOB: 1 DISTRICT 00011
05/015

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

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

Additional Standard Benefits (021)

File Edit View Communication Actions Window Help									
** PER - ADTL. STANDARD BENEFITS DATA - UPD ** 0121									
GR8524013 VICK, JAMES					EMPL STATUS: *FUTURE*				
PRIMARY JOB: 1		JOB TITLE: TEACHER IN CHARGE							
BENEFIT ELIG: F		DATE OF BIRTH: 03 01 78		FIRST PROB SERVICE: 07 01 14					
FULL/PART: F		DEPENDENTS:		BARGAINING UNIT: RB		CAFE MAX:			
PLAN/		--DEDUCTION--		CONTRIBUTION-		EFFECTIVE			
COVERG	DESCRIPTION	NBR	EMPLOYEE	NBR	EMPLOYER	DATE	END	DATE	P
DEP CARE	DEPCARE	DEPCAR	298	83.16	000	0.00			
			PAYROLL: ***						
ACCIDINS	ACC	ACCINS	013	47.88	000	0.00			
			PAYROLL: ***						
			PAYROLL: _____						
			PAYROLL: _____						
			PAYROLL: _____						
			PAYROLL: _____						
			PAYROLL: _____						
			PAYROLL: _____						
(002) - ENTER YOUR CHANGES.									
TRANS: 021		EID: GR8524013		JOB: 1		DISTRICT 00011			
MA		C		24/077					

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

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

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

Payroll Tax Status (030)

File Edit View Communication Actions Window Help									
** PER - PAYROLL TAX STATUS - UPD **									
GR8524013 VICK, JAMES								0130	
								EMPL STATUS: *FUTURE*	
-- TAXING INFORMATION --									
FEDERAL: REG ALLOW:		0	TAX MARITAL STATUS:		S	ADDITIONAL W/HOLDING:			
STATE: REG ALLOW:		0	TAX MARITAL STATUS:		S	ADDITIONAL W/HOLDING:			
						STATE ADDITIONAL ALLOW:			
SUPPLEMENTAL TAXING OPTN:				-		SDI COVERAGE:		-	
AEIC:				-		SUI EXEMPTION:		-	
REQUEST W2:				-		W/C EXEMPTION:		-	
PRIMARY JOB: 1									
JOB PAY CYCLES 1: C1 2: 3: 4: 5: 6: 7: 8: 9:									
-- PAYMENT DISPOSITION --									
PAY LOCATION: 021 WILLIAMS SCHOOL									
(002) - ENTER YOUR CHANGES.									
TRANS: 030		EID: GR8524013		JOB: 1		DISTRICT		00011	
MA		C						24/077	

The highlighted fields are required fields.

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

Employment Verification (019)

File Edit View Communication Actions Window Help									
** EMPLOYMENT VERIFICATION **									
NAME AND ADDRESS								PRIMARY JOB: 1	
GR8524013	VICK, JAMES 957 CHANNEL DR. DOWNEY CA 90242							HOME PHONE NUMBER 562 952 4562	
EMPLOYMT		ORIG	CURRENT	2013	GROSS YTD		TERMINATION		
STATUS		DATE OF HIRE	PRIOR	2012			DATE		REASON
FUTURE		07 01 14	PAST	2011					
JOB NO	JOB STATUS	JOB DESCRIPTION			SALARY RATE	PCT FULL TM	PAY BASIS	PAY MTHS	WORK HRS/DY
P 1	*FUTURE*	TEACHER IN CHARGE			5131.87	75.00	MONTHLY	11	7.38
(002) - ENTER YOUR CHANGES.									
TRANS: 019		EID: GR8524013			JOB: 1		DISTRICT: 00011		
MA		C					24/077		

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

District Name Search – All Assignments (099)

File Edit View Communication Actions Window Help

** PER - DIST NAME SEARCH - INQ ** 0498

NAME KEY: VICK, JAMES

TRANS	NAME	EID	POSITION	JOB TITLE	ST	JOB
	VICK, JAMES	GR8524013	000100	TEACHER IN CHARGE	F	1

(075) - LAST SCREEN - NO MORE DATA

TRANS: 099 EID: GR8524013 JOB: 1 DISTRICT 00011

MA C 24/077

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

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SECTION VIII.

HRS IBM SIGN OFF INSTRUCTIONS

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HRS-IBM Sign-off Instructions

File Edit View Communication Actions Window Help

** PER - PERSONNEL INQUIRY - MENU ** 0400

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

INTERRUPT: SO

(006) - NO DATA BASE RECORD FOR REQUESTED KEY.

TRANS: EID: JOB: DISTRICT: 00011

MA b A 22/014

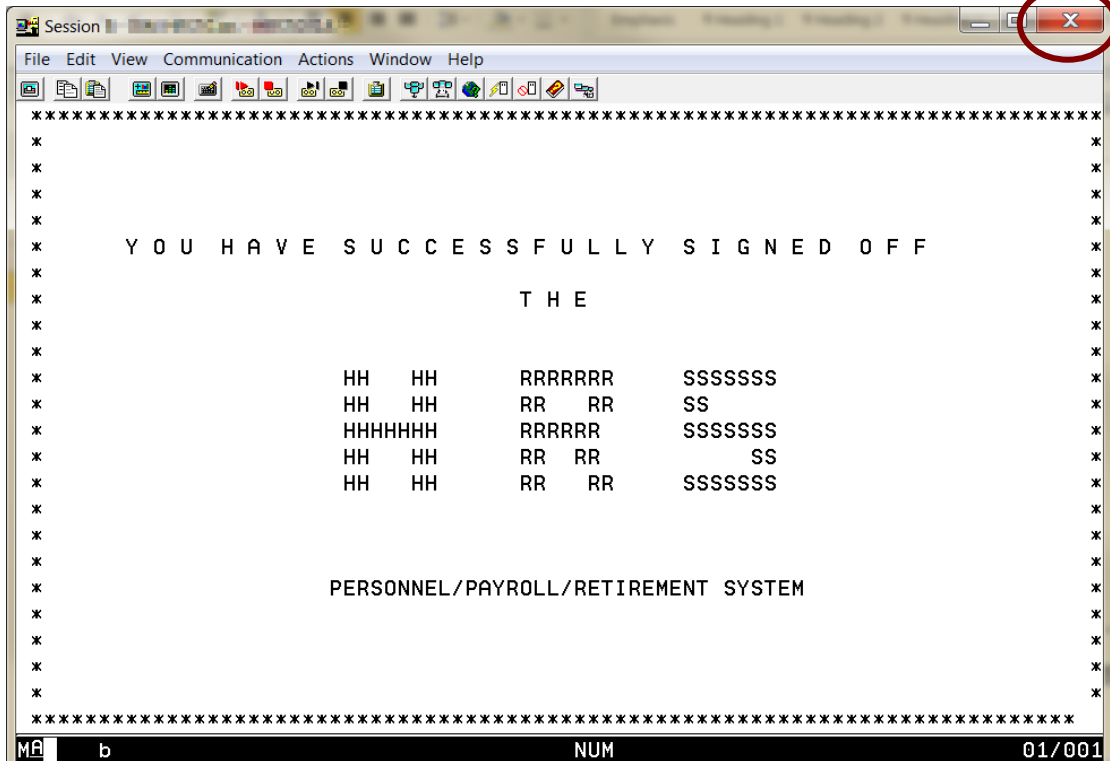
Follow these steps to successfully sign-off of HRS-IBM. This will avoid any page load time problems you might otherwise encounter if only clicking on the close button (“X”) located on the upper right corner of the screen.

To sign off the system,

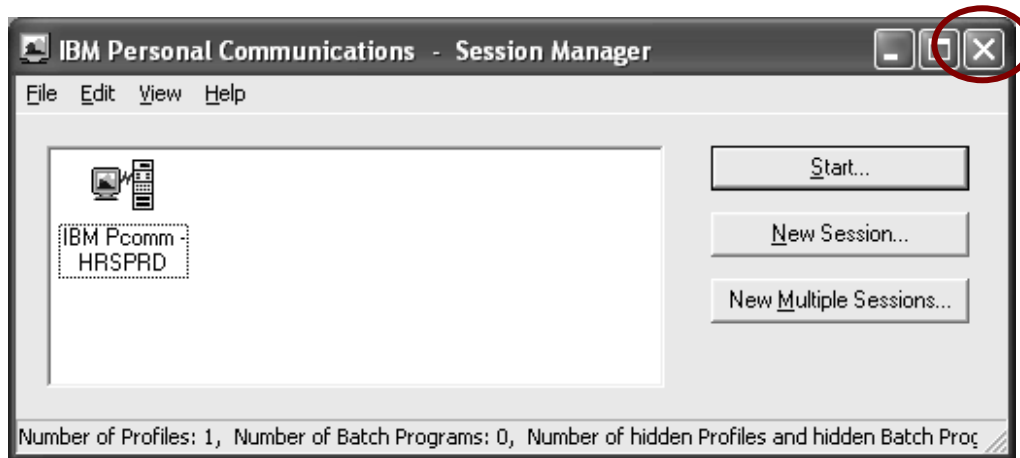
1. Navigate to the Function Menu or the Transaction Menu.
2. In the **Interrupt field**, type **SO** for sign off.
3. Hit the **Enter key** on your keyboard.

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

4. **Click on the close button (“X”)** located at the upper right corner to close the session window.



5. **Click on close button (“X”)** located at the upper right corner to close the IBM Personal Communications - Session Manager Window.



HRS Employee Services Unit – District Support



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PERSONNEL	
- Initial Employment - Terminations/Leaves - Job Assignment - Salary/Pay Rate - Labor Distribution - Credential Information (Inquiry) - Job History	- Future-Dated Transactions - Seniority/Longevity - Employment Verification - Reinstate Archived Employee - Misc. Personal Data - Automated Processes - Window For Processing
CONTROL TABLES	
- Job Classification - Work Location - Salary Tables - Stipend Tables - District Codes Table (BU,TR,PL,etc.)	- 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	

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