



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

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

SESSION D

EDB MAINTENANCE

2025-2026 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 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

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 <u>SMITH, JANE</u> <u>12 PINE STREET</u> <u>LAKEWOOD CA 91111</u>										PFX		SFX		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 EXTENSION <u>(310)</u> <u>444-1212</u> <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														
006 LABOR DISTRIBUTION	38.LEAVE REASON			39.LEAVE TYPE		40.BEGIN LEAVE		41.END LEAVE		42.TERMINATION REASON		43.TERMINATION DATE		44.REHIRE ELIG													
	45.PAY CYCLE <u>E4</u>		46.PAY BASIS <u>M</u>		47.PAY MONTHS <u>12</u>		48.ILL PLAN <u>NA</u>		49.VAC PLAN <u>NA</u>		50.TIME RPT LOCN <u>016</u>		51.TIME RPT CODE <u>T</u>		52.EARNINGS TYPE <u>REG</u>												
	53.EARN TYPE/PAY BASIS 2		54.EARN TYPE/PAY BASIS 3		55.SCHEDULE <u>3</u>		56.RANGE/COL <u>350</u>		57.STEP <u>01</u>		58.EFFECTIVE DATE <u>07</u> <u>01</u> <u>11</u>		59.% FULL TIME <u>100.00</u> %		60.CALC METH												
	61.FULL TIME RATE <u>7,372.000</u>		62.SALARY RATE <u>7,372.000</u>		STIPENDS																						
	63.		64.		65.		66.		67.																		
	68.		68A		68B		68C		68D		68E																
	69.		69A		69B		69C		69D		69E																
	70.RET.RPT.RATE <u>7,372.00</u>		71.OVERRIDE		72.WORKDAYS <u>261.0</u>		73.WORK CALENDAR <u>M</u>		74.WORK HRS/DAYS <u>8.00</u>		75.SESSION TYPE																
	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

D - EDB MAINTENANCE

AIMS140/PP1800XX/032188

RUN TIME21:16:18

DISTRICT: 00011

EMPLOYEE IDENT.EMPLOYEE NAME

FR7254018 SMITH,JANE

ZZZZ

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

DATA BASE AUDIT SERIES

CHANGE REGISTER

SFS TRAINING DISTRICT

ELMT NO

ELEMENT DESCRIPTION

EMPLOYEE-TYPE N

PREVIOUS CONTENT

CURRENT CONTENT

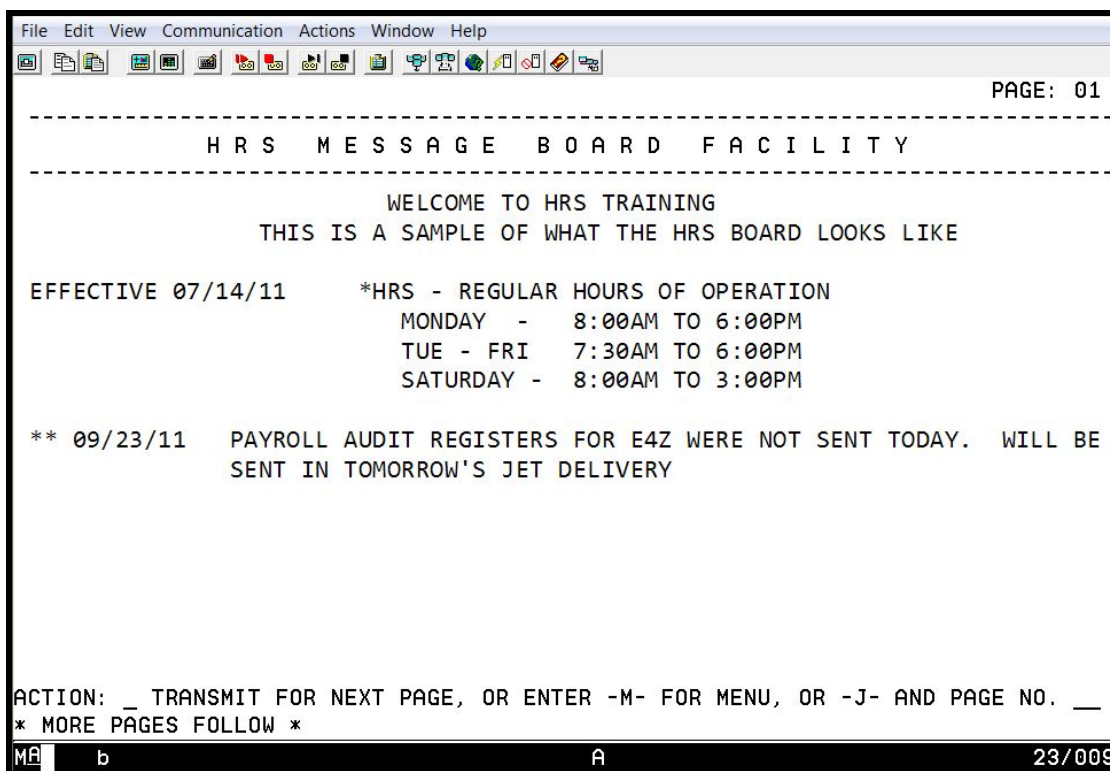
ACTION DATE

07/01/13

0101	MINIMUM RECORD	1	
0101	MINIMUM RECORD		1 SMITH,JANE
0102	NAME		A 08/16/13
0107	EMPLOYMT STATUS		N E4
0108	STATUS DATE		01 07/01/13
0111	EMPLOYEE TYPE		07/01/13
0115	PAY CYCLE 1		1 P
0124	LAST PERS ACT 1		1 016
0127	LST PERS ACT DT		07/01/13
0128	ORIG HIRE DATE		07/01/13
0129	PRIMARY JOB		1 P
0130	PERM INDIC		1 016
0174	SEG01-STATUS		07/01/13
0131	PAY LOCATION		00016
0132	1ST PROB SERV		A F
0133	WRK LOCATION 1		03/11/49
0142	JOB STATUS 1		07/01/13
0205	SEX		N 00016
0206	DATE OF BIRTH		410020
0232	FIRST WORK DATE		M 7372.000
0233	FIRST WORK FLAG		3 350
2101	WORK LOCATION		1 100.00
2102	JOB CLASS		12 E4
2103	PAY BASIS		T 100000
2106	FULL TIME RATE	.000	NA NA
2107	RATE SCHEDULE		06/29/13
2108	RANGE/COLUMN		A 07/01/11
2109	STEP		P 3104441212
2110	% FULL TIME	.00	400 M
2111	PAY MONTHS		8.00
2112	JOB PAY CYCLE		01/01/14
2113	TIME RPT CODE		5
2114	POSITION NUMBER		
2116	ILL PLAN		
2117	VACATION PLAN		
2120	BOARD APPROVAL		
2123	JOB STATUS		
2124	JOB STATUS DATE		
2125	JOB PERMANENCY		
2127	WORK PHONE		
2128	WORK PHONE EXT		
2129	WORK CALENDAR		
2130	WORK HOURS/DAY	.00	
2132	ANNIVERSARY DT		
2134	EVALUATION TYPE		

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

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)

File Edit View Communication Actions Window Help				
** 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	
CPR	05	11 13	
	—	— —	
	—	— —	
	—	— —	
	—	— —	
	—	— —	
HONOR/AWARD	YEAR OBTAINED		
PHI BETA KAPPA	01		
	—		
	—		
	—		
	—		
	—		
COMMENTS			
COMMENTS WILL BE PRINTED ON THE BOTTOM OF THE EIR			
(002) - ENTER YOUR CHANGES.			
TRANS: 018	EID: AS5888496	JOB: 2	DISTRICT 00011
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

NAME AND ADDRESS PRIMARY JOB: 2
 AS5888496 PADGETT, AUDREY A.
 9300 IMPERIAL HIGHWAY, HOME PHONE NUMBER
 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	GROUND 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.										EFFECT DATE: 07 01 13 ACTNS: _ _ _	
										PRIME JOB: P	
JOB	POSITION	JOB CLASS									
1	670002	670002 SKILLED MAINTENANCE WRKR									
						TIME	TIME				
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		CELLPHN CEL 99 99 99									
RETIRED 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. EFFEC 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	

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS	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 | • Pay Basis | • Salary Rate |
| • Action Effective Date | • Pay Months | • Anniversary Date |
| • Action Code | • Illness Plan | • Periodic Stipends |
| • Position Number | • Vacation Plan | • Pass Probation Date |
| • Job Class | • Work Calendar | • Retirement Reporting Rate |
| • Job Status | • Work Days | • Session Type |
| • Job Permanency | • Hours Per Day | • Retirement Plan |
| • Work Location | • Schedule/Range/Step | • Retirement Status |
| • Bargaining Unit | • Percent Full Time | • Special Indicator |
| • Pay Cycle | • Calculation Method | |

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 | • Salary Table Rolls | • Anniversary Step Increase |
| • Future End Leave | • Stipend Table Rolls | • EDB Mass Change |
| • Future Termination | | |

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 **										0107
GM5465696		PAGE,ASHLEY A.				EMPL STATUS ACTIVE				
S J						PRIMARY JOB: 1				
E O	ACTION/	JOB	-JOB-	WORK	PAY	PCT-FT	SCHD	STEP	SAL-RATE	
L B	DATE	CLASS	POSN	ST PR	LOCATION	BAS	COMMENT	/RANGE/	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		
MA 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)

The screenshot shows a software window titled "Job History Audit Trail Screen (057)". At the top, it displays "GM5465696 PAGE, ASHLEY A." and "EMPL STATUS: ACTIVE". Below this is a table with columns: EFF DATE, ACTIONS, NO., CLASS, POSN. NO., DATE, TIME, and a group of change codes (SR, PR, SF, ST, RS, RP, RR). Two rows of data are shown, both with "04" in the SR column. At the bottom, there are options for navigation and a status bar.

EFF DATE	ACTIONS	NO.	CLASS	POSN. 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

File Edit View Communication Actions Window Help

** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100

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

INTERRUPT: _____

NAME: _____

TRANS: 007 EID: GM5465696 JOB: 1 DISTRICT: 00011

MA b 24/076

Use Function 01 or 04 to query job history.

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

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

SEL (Select) Column Codes

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

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

Sort Capability

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

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

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

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

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

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

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

2. Hit the Enter key on the keyboard.

All jobs will appear.

Condensed Job History Records

File Edit View Communication Actions Window Help											
** PER - JOB HISTORY - UPD **											
GM5465696 PAGE,ASHLEY A.										0107	
S J										EMPL STATUS ACTIVE	
E O ACTION/										PRIMARY JOB: 1	
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.

```

File Edit View Communication Actions Window Help
** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100
TRANS ----- DESCRIPTION ----- TRANS ----- DESCRIPTION -----
000 PERSONNEL UPDATE MENU          019 EMPLOYMENT VERIFICATION
001 INITIAL EMPLOYMENT              020 STANDARD BENEFITS
002 NEW ASSIGNMENTS                 021 ADTL. STANDARD BENEFITS
003 PERSONNEL ACTION DATA          022 DEPENDENTS BY NAME
004 JOB ASSIGNMENT (104-FUTURE)      023 VOLUNTARY DEDUCTIONS
005 SALARY/PAY RATE (105-FUTURE)    025 DIRECT DEPOSIT
006 LABOR DISTRIBUTION (106-FUTURE) 027 SSN CHANGE VERIFICATION
007 JOB HISTORY                     028 SOCIAL SECURITY NUMBER CHANGE
008 JOB HISTORY - SUMMARY            030 PAYROLL TAX STATUS
010 CREDENTIAL INFORMATION INQUIRY   031 LEAVE ACCOUNT BALANCES
011 SENIORITY STATUS                032 GARNISHMENTS
012 CONTACT DATA                   036 RETIREMENT BALANCES
013 CONFIDENTIAL INFORMATION         037 UNION DUES BALANCES
014 MISC PERSONAL DATA              038 REINSTATE ARCHIVED EMPLOYEE
015 EDUCATION                       039 RETIREMENT PLANS
016 EXPERIENCE AND ORGANIZATION      097 COUNTY NAME SEARCH
017 SKILLS AND LANGUAGES             098 DIST NAME SEARCH (ACTIVE ASSIGN)
018 LICENSES, HONORS AND COMMENTS    099 DIST NAME SEARCH (ALL ASSIGN)
NAME: P
INTERRUPT: _____
TRANS: 097 EID: _____ JOB: _ DISTRICT: 00011
MA b A 24/077

```

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 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	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)

File Edit View Communication Actions Window Help

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

NAME KEY: PERKINS, TOMMY

TRANS	NAME	EID	POSITION	JOB TITLE	ST JOB
	PERKINS, TOMMY E.	MY8715180	561151 SUB FD SERV ASST I	T 1	
004	PERKINS, TOMMY E.	MY8715180	561052 CHILD NUTRI SRVC ASS A	2	
	PERKINS, TOMMY E.	MY8715180	560042 SUB COOK/HOUSEKEEPER T	3	

(075) - LAST SCREEN - NO MORE DATA

TRANS: 099 EID: 000000000 JOB: _ DISTRICT 00011

MA b NUM 06/001

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

File Edit View Communication Actions Window Help

** PER - JOB ASSIGNMENT - UPD ** 0104

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

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

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

CHILD NUTRI SRVC ASST II

WORK LOCATION	WORK PHONE	EXT
00042	— — —	— — —

MAYWOOD ELEMENTARY SCHOOL

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

LEAVE				TERMINATION		
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

MA a A 24/077

Enter the following data.

Action Code: 02

Leave Reason: ML

Leave Type: P

Begin Date: 09/01/13

End Date: 12/31/13

Transmit.

Future Termination - Sample Update Screen

File Edit View Communication Actions Window Help

** PER - JOB ASSIGNMENT - UPD ** 0104

DU4664036 PACE, SYLVIA A. EFFEC 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 DATE	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT	UNIT MEMBER	MILEAGE ELIG
99 99 99		-		SW	-	-

REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG
				EA END OF ASSIGNE	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 DATE	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT	UNIT MEMBER	MILEAGE ELIG
03 01 12		-		CS	-	-

LEAVE				TERMINATION			
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG
				EA END OF ASSIGNE	07 31 12		

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

TRANS: 004 EID: DU4664036 JOB: 1 DISTRICT 00011

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 PRIME JOB: 1

FUTURE

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 DATE	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT	UNIT MEMBER	MILEAGE ELIG
12 01 14	12 01 14	A	12 01 14	CS	Y	-

REASON	LEAVE TYPE	BEGIN	END	REASON	TERMINATION 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 PRIME JOB: 1

FUTURE

JOB POSITION JOB CLASS

2 000200 509090 RECEPTIONIST

CYCLE BASIS PAY MOS ILL PLAN VAC PLAN TIME RPT LOCN TIME 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

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 CLS CD STRS BASE HRS

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

MA 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.

	Screen 104	Screen 105	Screen 106
SET A [Job 2] Implementation Date: 09/01/2016	No Change	Pay Basis = "H" Sched/Range/Step = "1/186/05"	No Change
SET B [Job 2] Implementation Date: 09/15/2016	Work Loc No = "00016"	No Change	No Change
SET C [Job 2] Implementation Date: 10/01/2016	No Change	Time Report Loc = "016"	No Change

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 (MM/DD/CCYY)	JOB #	104	105	106
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

0187

*** PER - FUTURE RECORDS ***

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

0185

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

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

JOB	SET	POSITION	JOB CLASS	TIME	TIME
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 0/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
 - - - - - - - - - - -

(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@laoe.edu.

MASS CHANGE REQUEST FORM

ATTN: **Division of School Financial Services**
HRS Employee Services Unit Email:
SFSEmployeeServices@laoe.edu

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

☐ Before _____ ☐ After _____

☐ 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)

- ☐ Active and Leave (A, L, P)
☐ Terminated (T)
☐ Other (please specify): _____

Job Assignment(s) (Check **one**)

- ☒ Prime Jobs Only
☐ All Jobs
☐ Only Job No(s) (please specify): _____
☐ Other (please specify): _____

Job Status (2023) (Check **all** that apply)

- ☐ Active and Leave (A,L,P)
☐ Terminated (T)
☐ 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 • 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.

File Edit View Communication Actions Window Help

** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU ** 0100

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

NAME: P

INTERUPT: _____

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

MA b A 24/077

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
_____	PAGE, EVELYN A.	ZG1479119	00111	004	C	R	1	C3	
<u>003</u>	PAGE, RICHARD A.	VJ7323190	00111	100	N	<u>R</u>	8	H1	
_____	PAGE, 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

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

D – EDB MAINTENANCE

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

File Edit View Communication Actions Window Help

** PER - PERSONNEL ACTION DATA - UPD ** 0103

VJ7323190 PACE, RICHARD A. EFFEC DATE: 07 01 13 ACTNS: _ _ _
PFX: _ SFX: _

-- EMPLOYEE INFORMATION --

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

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

-- INFORMATIONAL DATA --

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

(002) - ENTER YOUR CHANGES.

TRANS: 003 EID: VJ7323190 JOB: 8 DISTRICT 00011
MA b 24/077

File Edit View Communication Actions Window Help

** PER - PERSONNEL ACTION DATA - UPD ** 0103

VJ7323190 PACE, RICHARD A. EFFEC DATE: 07 01 13 ACTNS: _ _ _
PFX: _ SFX: _

-- EMPLOYEE INFORMATION --

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

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

-- INFORMATIONAL DATA --

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

(002) - ENTER YOUR CHANGES. J

TRANS: 038 EID: VJ7323190 JOB: 8 DISTRICT 00011
MA b 24/077

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

Reinstate an Archived Employee Record

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

PAY LOCATION	ORIGINAL HIRE	1ST PROB SERVICE	SENIORITY DATE	1ST WORK DATE
010 KIM ACADEMY	07 05 89	— — —	— — —	08 01 11 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 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 JOB	EMPLOYEE TYPE	PERMANENCY INDICATOR	PENSION REFORM STATUS
2	N	P	*

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

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

PAY LOCATION	ORIGINAL HIRE	1ST PROB SERVICE	SENIORITY DATE	1ST WORK DATE
010 KIM ACADEMY	07 05 89	— — —	— — —	06 01 98 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 JOB	EMPLOYEE TYPE	PERMANENCY INDICATOR	PENSION REFORM STATUS
2	N	P	*

PAY LOCATION	ORIGINAL HIRE	1ST PROB SERVICE	SENIORITY DATE	1ST WORK DATE
010 KIM ACADEMY	07 05 89	— — —	— — —	01 05 09 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) -----
TRANS
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 sfshrsops@laoe.edu.

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.

File Edit View Communication Actions Window Help

1639

** CTL - REPORT REQUEST **

DISTRICT : 00011

TABLE NUMBER : 02 04 09 10 11 20 24 25 26 27 28
29 40

----- DISTRICT TABLES -----	----- CENTRAL TABLES -----
04 JOB CLASSIFICATION	02 GROSS-TO-NET
09 LEAVE ACCRUAL	06 DATA ELEMENT
11 WORK LOCATION	08 SYSTEM MESSAGE
24 SALARY SCHEDULE - TEACHERS	10 EARNINGS
25 SALARY SCHEDULE - ALL OTHERS	12 TAX ENTITY
26 STIPENDS	14 TAX ENTITY TAX RATE
27 BENEFITS	15 REPORT DESCRIPTION
28 DISTRICT CODES	16 RETIREMENT RATE
29 DISTRICT CALENDAR	19 VENDOR
40 SPEED KEY/ACCOUNT CODE	20 DISTRICT PROFILE
	21 DISTRICT PROFILE
	23 TAX ENTITY TAX RATE
	30 SYSTEM PARAMETER

(002) - ENTER YOUR CHANGES.

TRANS: 039 KEY 1: KEY 2: KEY 3: DIST: 00011

MA c NUM 24/076

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: XXXX - DISTRICT NAME

EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	MESSAGE TEXT
XXXXXXXX		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: XXXX - DISTRICT NAME

EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	MESSAGE TEXT
XXXXXXXX		17-045	WARNING	EMPLOYEE WORK LOCATION NOT FOUND ON CONTROL FILE. WORK LOC BLANK

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

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

PAGE NO. 1
 RUN DATE 08/14/15

NAME	EID	JOB	EFFECTIVE	DATE	IMPLEMENT	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

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

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

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

***** APPROACHING ANNIVERSARY STEP INCREASE

EMPLOYEE NAME	EMPLOYEE ID	JOB NO	CLASS	ANNIVERSARY DATE	P.I.CODE	JOB PERM	SALARY SCHED	RANGE	STEP DATA
PHILLIPS, SUZANNA K P	IO1014286	1	CUSTODIAN	10/01/15	P	P	1	147	01

***** LEAVES OF ABSENCE

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

***** LICENSE/CERTIFICATE EXPIRING

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

PAGE NO. 0001
RUN DATE 08/27/14

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS079/PP7900XX/070188

DATA BASE MAINTENANCE

RUN TIME 21:31:22

EMPLOYEE LIST WITH CREDENTIALS

DISTRICT: 00011 - SFS TRAINING DISTRICT

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

AIMS079/PP7920XX/070188

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0002

RUN TIME 21:38:00

RUN DATE 06/27/14

DATA BASE MAINTENANCE

EMPLOYEE LIST BY CRED TITLE

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

PAGE NO. 0003

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS079/PP7910XX/042790

RUN DATE 10/16/14

EMPLOYEE LIST WITH CREDENTIALS

RUN TIME 21:50:28

BY WORK LOCATION

DISTRICT: 00011 SFS TRAINING DISTRICT

LOCATION: 00640 - DISTRICT OFFICE

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

CREDENTIAL (EXPIRATION DATE/TERM/TITLE)

ROBLES, MARIA							
1	000530	TCHR, ELEMENTARY	IOI011285				
	CREDENTIAL	07/01/17	COC NA	Not Applicable			Certificate of Clearance
	CREDENTIAL	07/01/17	SA12C8	C8 - Clear			Crosscultural, Language and Academic
	CREDENTIAL	07/01/17	TC2 CL	CL - Clear			Multiple Subject Teaching Credential
	MAJOR:	GSX	General Subjects (Examination)				
	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							
8	000530	TCHR, ELEMENTARY	IOI011563				
	CREDENTIAL	02/01/16	TC2 CL	CL - Clear			Multiple Subject Teaching Credential
	MAJOR:	GSX	General Subjects (Examination)				
ROCKLIN, CORA							
1	000530	TCHR, ELEMENTARY	IOI011701				
	CREDENTIAL	08/01/16	SA12C8	C8 - Clear			Crosscultural, Language and Academic
	CREDENTIAL	08/01/16	TC2 CL	CL - Clear			Multiple Subject Teaching Credential
	MAJOR:	GS	General Subjects				
ROCKMEAN, JOSHUA							
1	000530	TCHR, ELEMENTARY	IOI011855				
	CREDENTIAL	06/01/17	COC NA	Not Applicable			Certificate of Clearance
	CREDENTIAL	06/01/17	SA12C8	C8 - Clear			Crosscultural, Language and Academic
	CREDENTIAL	06/01/17	TC2 CL	CL - Clear			Multiple Subject Teaching Credential
	MAJOR:	GSX	General Subjects (Examination)				
	MINOR:	GSCI	General Science				
	CREDENTIAL	06/01/12	TC2 CL	CL - Clear			Multiple Subject Teaching Credential
	MAJOR:	GSX	General Subjects (Examination)				
	MINOR:	LS	Life Science				
	MINOR:	PS	Physical Science				
RUMANN, ROSE							
1	000530	TCHR, ELEMENTARY	IOI012163				

SECTION VIII.

SPECIAL HRS FEATURES

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Special HRS Features

Mass Retro
Seniority/Longevity
Position Control Module
PC Budgets Module

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SECTION IX.

HRS EMPLOYEE SERVICES – DISTRICT SUPPORT

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HRS Employee Services Unit – District Support



Laura Gutierrez, Human Resource System Coordinator

Phone: (562) 922-6471

E-mail: gutierrez_laura@lacoedu.edu

Angie Gomez (562) 922-6543

Juan Flores (562) 803-8519

Maria Martinez (562) 803-8463

Lori Higa (562) 922-6274

Email: SFSEmployeeServices@lacoedu.edu

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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