



QSS – User Group Finance/Personnel

Employee Maintenance

Part 1 of 2

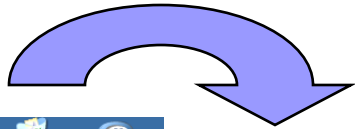
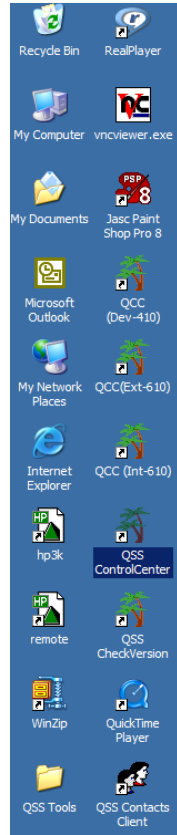
Webinar – August 14, 2012

Presenter: Don Hemwall, QSS

Feature Discussion

- Ability to build and work with a list of employees
- Ability to save and recall employee lists
- Navigation tools for employee lists
- Multiple choices for searching and retrieving employees
- Flexible settings for an individual experience
 - Employee...
 - QuikPeeks
 - Auto-highlight required fields
- Local configuration options
 - Favorites
 - Hot Keys
 - SpeedLinks

Accessing QCC/Employee Maintenance

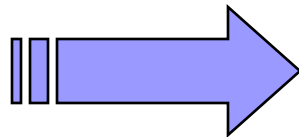


Login to QSSControlCenter

User Name: IEA09

Password:

Login Cancel



The screenshot shows the QSS ControlCenter application window with a file tree structure. The 'Employee Maintenance' folder is highlighted. The status bar at the bottom shows 'Last Run: 08/07/2012 15:36:41' and 'Yr:2008 Dist:39 Site:1 GS: W 8/8/2012 8:16 AM'.

- QSS ControlCenter 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS
- File View Year Go Messages Window News Help
- Favorites
 - HR Report / Job Selector
 - AR (Invoicing and Billing Management - RI, RP)
 - Employee Maintenance
 - HR Code Maintenance
 - HR Code Maintenance #2
- Go
 - Print Manager / Job Menu / Utilities
 - Print Manager (LSPool)
 - Job Menu
 - Upload / Download Files (QSSXFR)
 - System Admin
 - Finance
 - Fixed Assets / Stores
 - W2 / 1099
 - W2 / 1099 Processing
 - Human Resources / Payroll
 - Employee Maintenance**
 - Absence Tracking
 - CA Retirement
 - HR Reporting and Downloading
 - HR Report / Job Selector
 - Personnel Downloader
 - HR Query
 - Absence Tracking Job Menu
 - Benefits Management Job Menu
 - Payroll Job Menu
 - Position Control Job Menu
 - Master Files / Utilities
 - HR Code Maintenance
 - HR Code Maintenance #2
 - HR Utilities
 - Budgeted FTE
 - HR Work Flow
 - Professional Development [ruby / web - Lodi Only]
 - Substitute Teacher Tracking [Preview]
 - Employee Self Service

Employee Maintenance – Main Form

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Personnel

- Demographic (MA)
- Termination (TE)
- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
- Professional
- Position Control
- Payroll

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List

SSN: Ext Ref #:

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	ID	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
------	----	---	----	------	----	----	----	------------	------------

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:23:22 AM

Employee Search – Simple SSN, Ext Ref, Name or ID

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'QSS/OASIS'. The 'Options' menu is open, listing search methods: Search by SSN (Ctrl+Alt+S), Search by External Ref (Ctrl+Alt+E), Search by Name (Ctrl+Alt+N), Search by ID (Ctrl+Alt+I), Put cursor in current search field (F1), Search (F3), Advanced Search (Ctrl+Alt+A), Select Highlighted (F4), Clear search results (Ctrl+F1), Change SSN (F10), Add New Employee (F9), Add Substitute Employee (Ctrl+F9), Grid Output (Shift+F11), Print Screen (F11), First Employee (Shift+F5), Previous Employee (F5), Next Employee (F6), Last Employee (Shift+F6), View Auto-load Settings (Ctrl+M), Enable Favorites, and Advanced Search (Old).

The search panel includes a 'District' dropdown set to '39', checkboxes for 'Include Terminated' and 'Add to grid', and a 'Selected Employee/List' dropdown. Below the search panel are input fields for 'SSN :' and 'Ext Ref # :'. The search results section is titled 'Search Results [Press Ctrl + Enter to select the highlighted employee]' and contains a table with the following columns: Name, ID, G, Ty, Site, BU, RC, LG, Terminated, and Work Phone.

The status bar at the bottom right displays: 'Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:25:47 AM'.

Employee Search – Advanced

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | Payroll

District: 39 - The Train USD Terminated:

Name: Gender:

Street Address: City:

State: Zip Code:

Home Phone: () - Work Phone: () - Ex: Payroll/Position control FY:

EQ Employee type:

EQ Work location:

EQ Job category:

EQ Job code:

EQ Work calendar:

EQ Salary schedule:

EQ Report code:

EQ Leave group:

EQ Bargaining unit:

EQ Termination:

EQ Ethnic code:

EQ Race ethnic:

EQ Race code:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:29:18 AM

Employee Search – Advanced (cont.)

Employee Advanced Search

File Options

Saved Searches

General Information **Dates** Payroll

Hire Date Start: <input type="text"/> End: <input type="text"/>	Original Hire Date Start: <input type="text"/> End: <input type="text"/>	Rehire Date Start: <input type="text"/> End: <input type="text"/>	Termination Date Start: <input type="text"/> End: <input type="text"/>
TB Expiration Date Start: <input type="text"/> End: <input type="text"/>	Fingerprint Date Start: <input type="text"/> End: <input type="text"/>	Evaluation Due Date Start: <input type="text"/> End: <input type="text"/>	Last Check Date Start: <input type="text"/> End: <input type="text"/>
Seniority Date Start: <input type="text"/> End: <input type="text"/>	Previous Seniority Date Start: <input type="text"/> End: <input type="text"/>	Misc Date Start: <input type="text"/> End: <input type="text"/>	
Birth Date Start: <input type="text"/> End: <input type="text"/>	Start Month/Day : <input type="text"/> End Month/Day : <input type="text"/>	Longevity Base Date Start: <input type="text"/> End: <input type="text"/>	Start Month/Day : <input type="text"/> End Month/Day : <input type="text"/>
Anniversary Base Date Start: <input type="text"/> End: <input type="text"/>	Start Month/Day : <input type="text"/> End Month/Day : <input type="text"/>		

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:31:14 AM

Employee Search – Advanced (cont.)

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | **Payroll**

EQ Pay location :

EQ Pay code :

EQ Control group :

EQ Ret System :

EQ Bank TR type : Bank ABA Number :

EQ Pay schedule :

EQ Stat Ded profile :

EQ DPO :

Payroll Select

Pay name :

Date paid for payroll select

Tax Information

	Status	Exemption Range	Exempt
Federal :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
State :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
County :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
City :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
Local :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:32:36 AM

Employee Search – Add to grid

The screenshot shows the 'Employee Maintenance' application window. The title bar indicates '39 - The Train USD' and 'QSS/CASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. A toolbar contains various icons for search and navigation. The main area displays a search result for 'PAIN, TRUE' with the following details: Ext Ref#: 001006, SSN: XXX-XX-1000, and SEID: 1000123456. A search panel at the top right shows the search criteria: 'By SSN' selected, 'District: 39', 'Include Terminated' unchecked, and 'Add to grid' unchecked. An arrow points from the title 'Employee Search – Add to grid' to the 'Add to grid' checkbox. The search results table below shows one record highlighted in orange.

Search complete. 1 record(s) found.

Personnel

- Demographic (MA)
- Termination (TE)
- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
- Professional
- Position Control
- Payroll

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List: PAIN, TRUE

Ext Ref#: 001006 SSN : XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:34:31 AM

Employee Search – Grid Output

Employee Maintenance 39 - The Train Web QSS/OASIS

File Options Window Help Hot Keys

Search complete. 1 record(s) found.

Personnel
Demographic (MA)
Termination (TF)

Search Panel
District: 39 Include Terminated Add to grid

Grid Output

File Options

	Name	History Name	Preferred Name	Dist	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
▶	PAIN, TRUE			39	001006	F	FT	0026	04	02	AV		(650)372-0200
	PERCOX, DEWAYNE		DAPMAN	39	001004	M	FT	0002			AV		
	PERSNIKITY, REALLIE		SNIKSTER	39	001003	M	FT	0002	04	02	AV		555-1212 x143
	PERSON-SMITH, DARRYL			39	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
	TESTER, IMA			39	001007	M	FT	0000	01		AV		

File – Settings ...

The screenshot shows the 'Employee Maintenance' application window. The 'File' menu is open, and the 'Settings' submenu is expanded, listing various configuration options. The main window displays a search panel with a dropdown menu set to 'TRUE' and a search ID of '1000123456'. Below the search panel is a table with columns for BU, RC, LG, Terminated, and Work Phone. The status bar at the bottom indicates the current date and time: 'Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:51:56 AM'.

File Menu Options:

- Show Status (Ctrl+F12)
- View recently added employees [Empty] (Alt+V)
- Settings
 - Load
 - Save...
 - Save As...
 - Delete
 - Employee...
 - Employee Search
 - Default Masterfile Sort
 - PYHDATE Range...
 - QuikPeek...
 - Previously Viewed List
 - Color Mode
 - Auto-activate on Mouse hover
 - Auto-highlight required fields
 - Auto Action Log
 - Put cursor in search panel when this screen is activated
 - Show info icons when highlighting required fields on dataforms
- Clear Settings on Exit
- Exit (F12)

Search Panel:

Include Terminated Add to grid

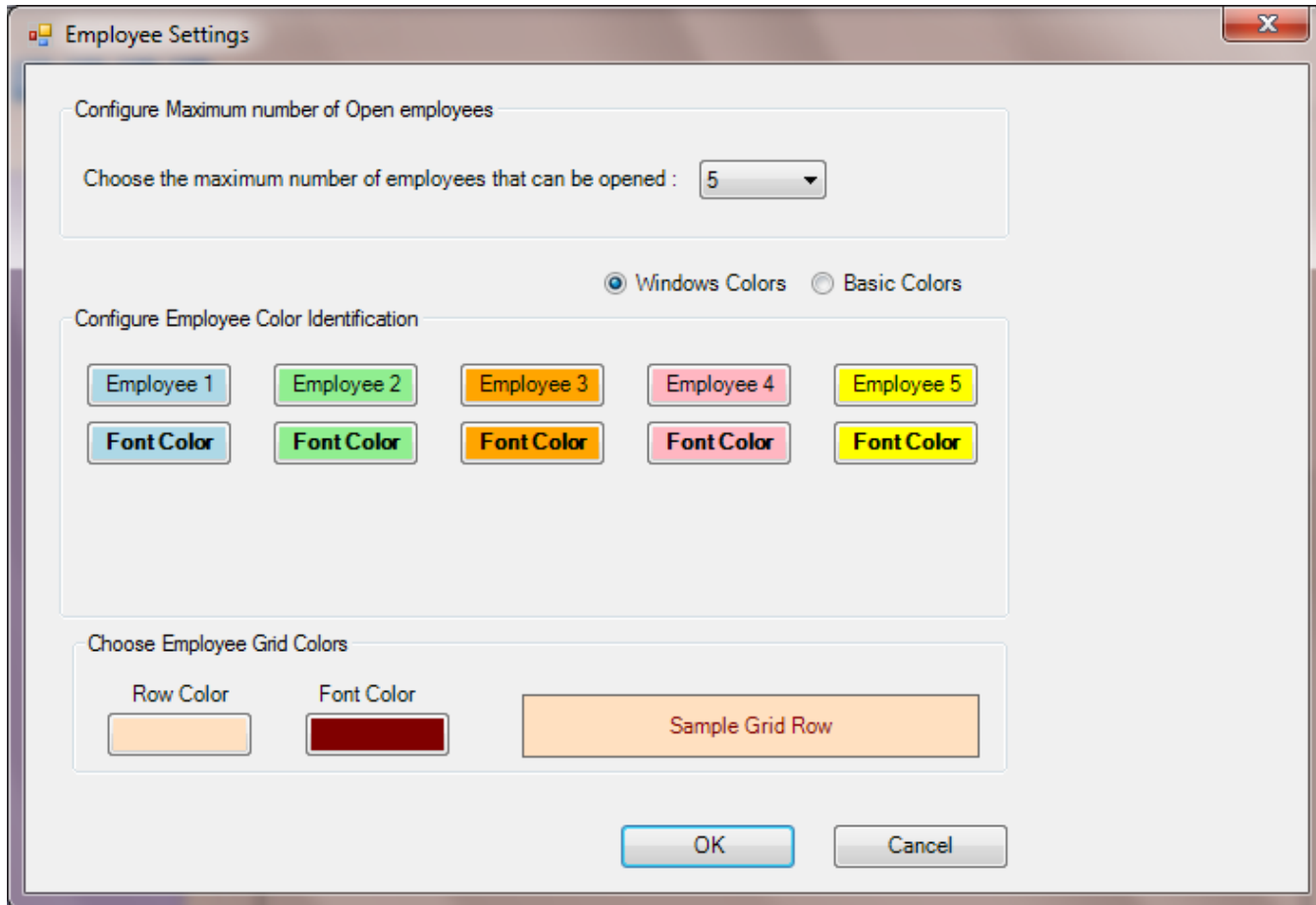
Selected Employee/List: TRUE

SEID: 1000123456

BU	RC	LG	Terminated	Work Phone
04	02	AV		(650)372-0200
		AV		
04	02	AV		555-1212 x143
04	02	A2		(650)372-0200 x608
01		AV		

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:51:56 AM

Settings – Employee...

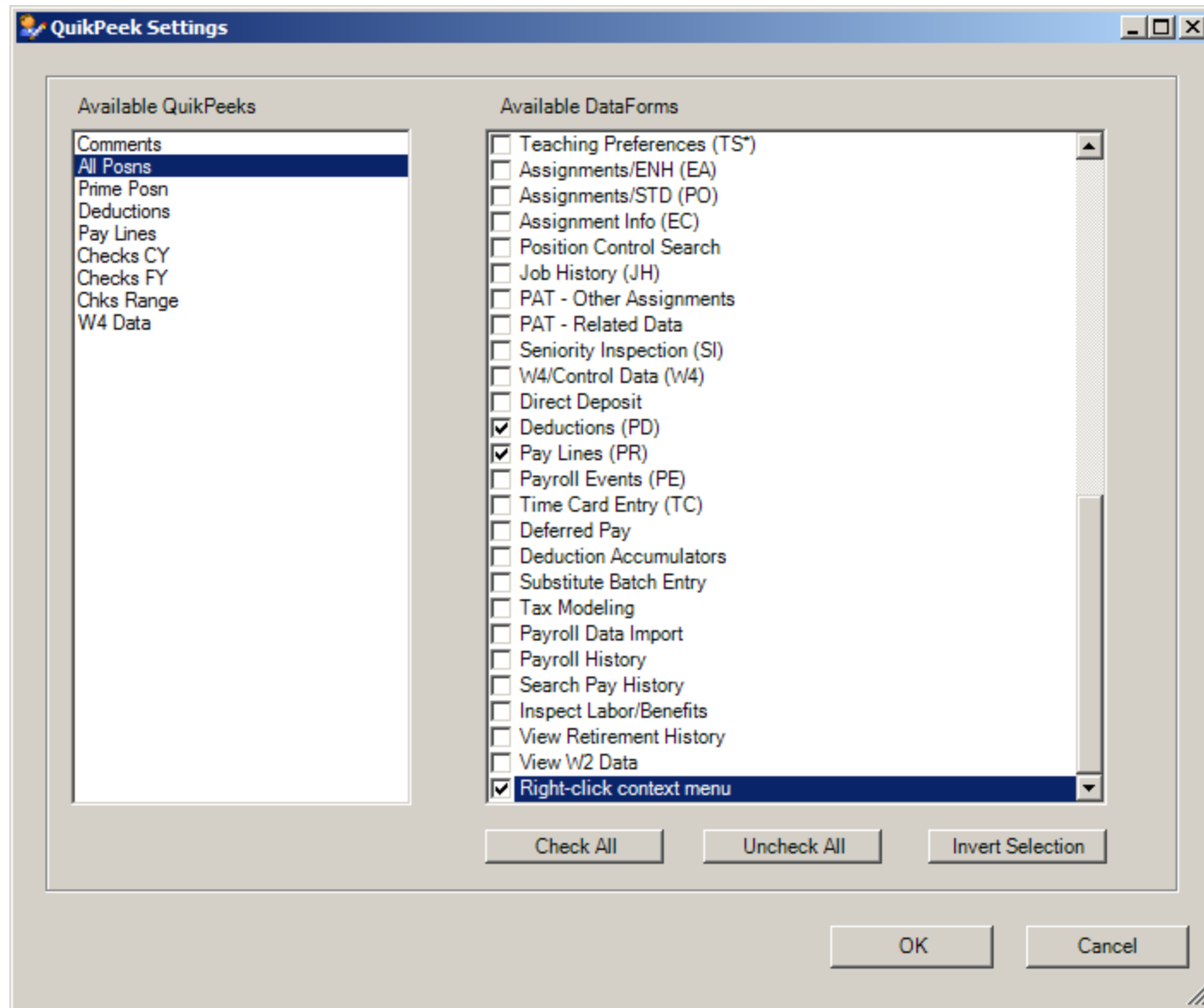


The image shows a software dialog box titled "Employee Settings". It contains three main sections for configuration:

- Configure Maximum number of Open employees:** A section with a label "Choose the maximum number of employees that can be opened:" and a dropdown menu currently set to "5".
- Configure Employee Color Identification:** A section with two radio buttons: "Windows Colors" (selected) and "Basic Colors". Below this are five color-coded buttons for "Employee 1" through "Employee 5", each with a corresponding "Font Color" button below it. The colors are light blue, light green, light orange, light pink, and light yellow.
- Choose Employee Grid Colors:** A section with two color pickers for "Row Color" (light orange) and "Font Color" (dark red), and a "Sample Grid Row" button showing the combined effect.

At the bottom of the dialog are "OK" and "Cancel" buttons.

Settings – QuikPeeks



Employee Maintenance – QuikPeeks

The screenshot shows a software window titled "Demographic" for employee "PAIN, TRUE" with ID "1000123456". The main window has a menu bar with "File", "Options", "Navigation", and "Window". Below the menu is a toolbar with icons for file operations and a "Switch to:" dropdown menu currently set to "All Posns". A "Comments" dropdown is also visible. The employee's name and ID are displayed in a blue header bar, along with a "ChangeMode" button and a "Show SSN" checkbox (checked) with a timestamp "DEA1-04/09/2011-18:05:24".

The main form area contains fields for "Title", "Last Name" (PAIN), "First Name" (TRUE), "I.", and "Preferred". A "Name History" button is next to the "Preferred" field. Below this is the "Mailing Address" field containing "867 American Street" and a "Restrict" checkbox.

An inset window titled "All Posns for PAIN, TRUE" is open, showing a table of positions. The table has columns: Seq, Position, Name, P, Start, End, Placement, P-FTE, Pct, E-FTE, and Location. One row is visible:

Seq	Position	Name	P	Start	End	Placement	P-FTE	Pct	E-FTE	Location
01	000024	COUNSELOR	Y	07/01/2002		11-C -11	1.0000	100.0000	1.0000	UNION MIDDLE SCHOOL

The main window also shows a "Residen" field and a "Hispani" field. At the bottom right, there are checkboxes for "Loyalty" (checked) and other options. The status bar at the bottom of the main window displays: "Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 11:02:51 AM".

Settings – Auto-highlight required fields

The screenshot shows the 'Employee Maintenance' application window. The 'Settings' menu is open, and the 'Auto-highlight required fields' option is selected. The application interface includes a menu bar (File, Options, Window, Help, Hot Keys), a toolbar, and a search panel. The search results table is visible in the background.

BU	RC	LG	Terminated	Work Phone
04	02	AV		(650)372-0200
		AV		
04	02	AV		555-1212 x143
04	02	A2		(650)372-0200 x608
01		AV		
04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 1:56:39 PM

Employee Maint. MA – w/required fields

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: All Posns Comments

PAIN, TRUE 1006 XXX-XX-1000 ID: 1000123456 ChangeMode

Show SSN DEA1-04/09/2011-18:05:24

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE	<input type="checkbox"/>	

Name History

Mailing Address: 867 American Street Restrict

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: Restrict Wrk: (650) 372-0200 Ex: T: Oth: (000) - T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire: 01/24/2000 Rehire: Original Hire: 01/24/2000 Date of Birth: 11/21/1956

Long base: Ann base: 04/24/2000 TB Ex: 10/01/2010 Evaluation due:

Fingerprint: 01/24/2000 Seniority: 04/24/2000 Prev Seniority: Misc:

Type: FT - FULLTIME Group: Gender: F I9: Bargaining unit: 04 - MGMT

Ethnicity: KL - KL Rep code: 02 - CLASS Citizen: US - USA

Hispanic/Latino: Race:

Ethnic/Race: Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:

Lang 1: Lang 2: Lang 3:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 1:58:48 PM

Options – Enable Favorites

The screenshot shows the 'Employee Maintenance' application window. The 'Options' menu is open, and the 'Enable Favorites' option is checked. The background interface includes a search panel with a search field containing '001007', a dropdown menu showing 'PAIN, TRUE', and a table of search results.

Search Panel:

- By SSN | By Ext Ref | By Name | By ID
- District: 39
- Include Terminated:
- Add to grid:
- Search field: 001007
- Selected Employee/List: PAIN, TRUE
- Ext Ref#: 001006
- SSN: XXX-XX-1000
- SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Options Menu:

- Search by SSN Ctrl+Alt+S
- Search by External Ref Ctrl+Alt+E
- Search by Name Ctrl+Alt+N
- Search by ID Ctrl+Alt+I
- Put cursor in current search field F1
- Search F3
- Advanced Search Ctrl+Alt+A
- Select Highlighted F4
- Clear search results Ctrl+F1
- Change SSN F10
- Add New Employee F9
- Add Substitute Employee Ctrl+F9
- Grid Output Shift+F11
- Print Screen F11
- First Employee Shift+F5
- Previous Employee F5
- Next Employee F6
- Last Employee Shift+F6
- View Auto-load Settings Ctrl+M
- Enable Favorites
- Advanced Search (Old)

Status Bar: Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 2:02:32 PM

Adding forms to Favorites

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN: XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 2:24:58 PM

Employee Maintenance – Favorites

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Favorites
 Demographic (MA)
 Assignments/ENH (EA)
 Pay Lines (PR)
 Deductions (PD)
 Personnel
 Demographic (MA)
 Termination (TE)
 Employee ID Maintenance
 Comments (CO)
 Client Defined (CL)
 Name Change History
 Employment Verification (VE)
 Leave Information (LV)
 Benefits Management (BM)
 Applications (AP)
 Action Log (AL)
 Action Log History (AH)
 Search Action Log History
 View Audit Log
 Quick Label Print
 Employee Data Import
 Emergency/Medical
 Emergency (ME*)
 Immunizations (ME*)
 Medical (ME*)
 Handicaps (ME*)
 Professional
 Position Control
 Payroll

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN: XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 2:27:39 PM

Employee Maint. – Adding Hot Keys

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Incl

001007 Selected Em PAIN, TRUE

Ext Ref#: 001006 SSN : XXX-XX-1000

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU
PAIN, TRUE	001006	F	FT	0026	04
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04 02 AV 555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04 02 A2 (650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01 AV
TROUBLE, REAL	001005	M	FT	0015	04 02 (650)372-0200 x608

Hotkey for Demographic (MA)

Modifier Ctrl Alt Shift

Key

OK Cancel

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 2:38:32 PM

Employee Maintenance – Show Hot Keys

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Demographic (MA) Ctrl+Shift+M
 Assignments/ENH (EA) Ctrl+Shift+E
 Pay Lines (PR) Ctrl+Shift+P
 Deductions (PD) Ctrl+Shift+D

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN : XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 2:58:17 PM

Employee Maintenance – Add SpeedLink

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. A toolbar with various icons is located below the menu bar.

On the left side, there is a tree view of maintenance categories. The 'Payroll' category is expanded, and a context menu is open over 'Pay Lines (PR)'. The menu options are: 'Add to Favorites', 'Add to SpeedLinks', 'Assign Hotkey', and 'Remove Hotkey'. A 'New SpeedLink...' button is also visible.

The main area contains a 'Search Panel' with the following fields:

- Search criteria: 'By SSN', 'By Ext Ref', 'By Name', 'By ID' (radio buttons)
- District: 39
- Include Terminated:
- Add to grid:
- Search input: 001007
- Selected Employee/List: PAIN, TRUE
- Ext Ref#: 001006
- SSN: XXX-XX-1000
- SEID: 1000123456

Below the search panel is a 'Search Results' table with the following data:

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002					
PERSON-SMITH, DARRYL	001002	M	FT	0001					
TESTER, IMA	001007	M	FT	0000					
TROUBLE, REAL	001005	M	FT	0015					

An 'Add new SpeedLink' dialog box is overlaid on the bottom right. It contains the text 'Enter the name of the Speedlink:' and a text input field containing 'Paylines_Deductions'. There are 'OK' and 'Cancel' buttons.

The status bar at the bottom right shows: 'Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 4:49:07 PM'.

Employee Maintenance - SpeedLinks

Employee Maintenance 39 - The Train USD OASIS

File Options Window Help Hot Keys

Search complete. 1 record(s) found.

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref# : 001006 SSN : XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Navigation Panel (Left):

- Favorites
 - Demographic (MA)
 - Assignments/ENH (EA)
 - Pay Lines (PR)
 - Deductions (PD)
 - Paylines_Deductions
 - Pay Lines (PR)
 - Deductions (PD)
 - Main_PosCtl
 - Demographic (MA)
 - Assignments/ENH (EA)
- Personnel
 - Demographic (MA)
 - Termination (TE)
 - Employee ID Maintenance
 - Comments (CO)
 - Client Defined (CL)
 - Name Change History
 - Employment Verification (VE)
 - Leave Information (LV)
 - Benefits Management (BM)
 - Applications (AP)
 - Action Log (AL)
 - Action Log History (AH)
 - Search Action Log History
 - View Audit Log
 - Quick Label Print
 - Employee Data Import
 - Emergency/Medical
 - Emergency (ME*)
 - Immunizations (ME*)
 - Medical (ME*)
 - Handicaps (ME*)
 - Professional
 - Position Control

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 8:16:03 AM

Employee History Lists

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Search complete. 1 record(s) found.

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List: PAIN, TRUE

Ext Ref# : 001006 SSN : XXX-XX-1000 SEID: 1000123456

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 8:23:29 AM

Payroll History

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Close

PERSNIKITY, REALIE 001003 XXX-XX-1111 Warrant: 99999999 12/31/2010 InspectMode

Payroll History | Inspect (PHUPDT) | Inspect Detail (PHINSP) | Warrant Distribution | CTD Totals

Grid Settings Search Parameters

Date Paid	On-Line Image	Status	Warrant	Period End	PC	RS	Effective Year	Effective Quarter	Total Gross	Tax Shelter	OASDI Gross
06/07/2006		A	00000000	06/07/2006	00	00	06	01	2.00	0.00	0.00
06/05/2006		A	00000005	06/05/2006	00	00	06	01	30.00	0.00	0.00
06/04/2006		A	00000004	06/04/2006	00	00	06	01	2.00	0.00	0.00
06/03/2006		A	00000003	06/03/2006	00	00	06	01	0.00	0.00	0.00
06/02/2006		A	00000002	06/02/2006	00	00	06	01	0.00	0.00	0.00
06/02/2006		A	11111112	06/02/2006	00	00	06	01	2.00	0.00	0.00
06/01/2006		A	00001111	06/01/2006	00	00	06	01	2.00	0.00	0.00
05/31/2006		M	72132582	05/31/2006	02	02	06	02	5,482.00	700.00	5,323.54
04/28/2006		M	72131190	04/30/2006	02	02	06	02	5,482.00	700.00	5,323.54
04/10/2006		HC	09899587	03/31/2006	02	02	06	02	1,686.72	0.00	1,686.72
03/31/2006	Yes	M	72129045	03/31/2006	02	02	06	01	5,271.00	700.00	5,112.54
02/28/2006		M	72127031	02/28/2006	02	02	06	01	5,271.00	700.00	5,112.54
01/31/2006	Yes	MC	72124832	01/31/2006	02	02	06	01	5,271.00	700.00	5,112.54
01/31/2006		A	72124832	01/31/2006	00	00	06	00	-72.96	0.00	0.00
01/06/2006		A	00000000	06/06/2006	00	00	06	01	2.00	0.00	0.00
01/01/2001		A	11122222	02/02/2002	00	00	1	01	0.00	10.00	0.00
01/01/2000		A	00000111	01/01/2001	00	00	1	01	10.00	6.00	0.00
01/01/1900		A	01111121	01/01/1900	00	00	00	00	0.00	0.00	0.00
01/01/1900		A	01111122	01/01/1900	00	00	00	02	0.00	0.00	0.00
01/01/1900		A	11111123	01/01/1900	00	00	00	00	0.00	0.00	0.00

Record Count: 71

VCR buttons

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Leave Information (LV)
 Benefits Management (BM)
 Applications (AP)
 Action Log (AL)
 Action Log History (AH)
 Search Action Log History
 View Audit Log
 Quick Label Print
 Employee Data Import
 Emergency/Medical
 Emergency (ME*)
 Immunizations (ME*)
 Medical (ME*)
 Handicaps (ME*)
 Professional
 Position Control
 Payroll
 W4/Control Data (W4)
 Direct Deposit
 Deductions (PD)
 Pay Lines (PR)
 Payroll Events (PE)
 Time Card Entry (TC)
 Deferred Pay
 Deduction Accumulators
 Substitute Batch Entry
 Tax Modeling
 Payroll Data Import
 History / Inspect
 Payroll History
 Search Pay History
 Inspect Labor/Benefits
 View Retirement History
 View W2 Data

Search Panel

By SSN | By Ext Ref | By Name | By ID District : 39 Include Terminated Add to grid

001007 Selected Employee/List: PERSNIKITY, REALLIE

Ext Ref# : 001003 SSN : XXX-XX-1111 SEID: 5310563999

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002			AV		
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	A2		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01		AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 8:29:21 AM

Employee Demographic (MA)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: All Posns Comments

PAIN, TRUE 1006 XXX-XX-1000 ID: 1000123456 ChangeMode

Show SSN DEA1-04/09/2011-18:05:24

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE	<input type="checkbox"/>	

Name History

Mailing Address: 867 American Street Restrict

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: Restrict Wrk: (650) 372-0200 Ex: T: Oth: (000) - T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire: 01/24/2000 Rehire: Original Hire: 01/24/2000 Date of Birth: 11/21/1956

Long base: Ann base: 04/24/2000 TB Ex: 10/01/2010 Evaluation due:

Fingerprint: 01/24/2000 Seniority: 04/24/2000 Prev Seniority: Misc:

Type: FT - FULLTIME Group: Gender: F I9: Bargaining unit: 04 - MGMT

Ethnicity: KL - KL Rep code: 02 - CLASS Citizen: US - USA

Hispanic/Latino: Race:

Ethnic/Race: Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:

Lang 1: Lang 2: Lang 3:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 8:31:31 AM

Name Change History

The screenshot shows a software interface with two windows. The top window, titled 'Demographic', is in 'ChangeMode' and displays fields for Title (MR), Last Name (PERSNIKITY), First Name (REALLIE), and Preferred (SNIKSTER). A 'Name History *' button is highlighted with a box. The bottom window, titled 'Name History', is in 'InspectMode' and displays a table with 2 items found. The table has columns for Last Name, First Name, I., Type, Last Used, Source, ID, Date, and Time. The first item shows a name change from PERSNIKITY, REALLIE to PERSNIKITY, REALLY on 04/07/2008 at 9:51:22 AM, with a note 'CAN'T GET THE FIRST NAME CORRECT...'. The second item shows a name change from PERSNIKITY, REALLIE to PERSNIKITY, REALLY on 04/07/2008 at 8:57:10 AM, with a note 'MISPELLED FIRST NAME'.

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563999 ChangeMode

Show SSN DA08-05/15/2012-15:50:27

Title Last Name First Name I. Preferred Name History *

MR PERSNIKITY REALLIE SNIKSTER

Name History 39 - The Train USD QSS/OASIS

File Options Window

Close Switch to: ▾

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563999 InspectMode

2 item(s) found Page 1 of 1

	Last Name	First Name	I.	Type	Last Used	Source	ID	Date	Time
1.	PERSNIKITY	REALLY		C	04/07/2008	MA	DAPD	04/07/2008	9:51:22 AM
CAN'T GET THE FIRST NAME CORRECT...									
2.	PERSNIKITY	REALLY		C	04/07/2008	MA	DAPD	04/07/2008	8:57:10 AM
MISPELLED FIRST NAME									

Add New Employee

Employee Maintenance 39 - The Train USD QSS/OASTS

File Options Window Help Hot Keys

Received all records. Notifying Delegate..

Search Panel

Verify New Employee

Last Name: NEWGUY First Name: HESAH I.: R Upshift Name

SSN: 333221111 DOB: 06/08/1974

Buttons: Verify, Reset, Cancel

G	Terminated	Work Phone
		(650)372-0200
		555-1212x143
		(650)372-0200 x608
		(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 10:26:39 AM

Add New Employee (cont.)

Add New Employee

File Navigation

Close [Navigation Icons] Switch to: ▾

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

[Navigation Icons] Switch to: ▾

NEWGUY, HESAH R NoExtRef XXX-XX-1111 ID: n/a AddMode Show SSN

Title	Last Name	First Name	I.	Preferred	Name History
	NEWGUY	HESAH	R		

Mailing Address: [Redacted] Restrict

City: [Redacted] State: CA ZIP: [Redacted]

Hm: () - T: Restrict Wrk: () - Ex: T: Oth: () - T:

Work email: [Redacted]

Home email: [Redacted]

Resident Address: [Redacted]

City: State: ZIP:

Hire:	Rehire:	Original Hire:	Date of Birth:
[Redacted]			06/08/1974
Long base:	Ann base:	TB Ex:	Evaluation due:
Fingerprint:	Seniority:	Prev Seniority:	Misc:
Type:	Group:	Gender:	I 9:
[Redacted]			
Ethnicity:	Rep code:	Citizen:	Bargaining unit:
[Redacted]			
Hispanic/Latino:	Race:		
<input type="checkbox"/>			
Ethnic/Race:	Disabled:	Veteran:	# Dependents:
	<input type="checkbox"/>	<input type="checkbox"/>	
			Fringe: Loyalty:
			<input type="checkbox"/> <input type="checkbox"/>
Lang 1:	Lang 2:	Lang 3:	

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 10:32:27 AM

Add New Employee (cont.)

Verify New Employee

Last Name	First Name	I.	<input checked="" type="checkbox"/> Upshift Name
<input type="text" value="PAIN"/>	<input type="text" value="TRUE"/>	<input type="checkbox"/>	
SSN	DOB		
<input type="text" value="100000000"/>	<input type="text" value="11/21/1956"/>		

This employee is already on file with a different SSN.

SSN: 111111000
Name: PAIN TRUE
DOB: 11/21/1956

Change Employee SSN

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Change SSN

Old SSN: 111111000 New SSN: 333221111

Remove data belonging to old SSN

Grid output

Dataset / (No. of recs to be copied)	Dataset / (No. of recs to be copied)	Dataset / (No. of recs to be copied)
DI/SSN master (1)	SSN master (0)	Demographic data (1)
Leave balances (2)	Client defined (1)	Additional demog. (1)
Emergency data (1)	Comments (1)	Credentials (0)
Degrees (0)	Job hist: obsolete (0)	Subjects (0)
Inservice (0)	Experience (0)	Skills (0)
Applications (0)	Test results (0)	Evaluation results (0)
Position assign. (0)	Site preferences (0)	Teaching history (0)
Subject preference (0)	Payroll master (1)	Payroll payments (2)
Payroll positions (3)	Payroll accounts (10)	Payroll adjustment (0)
Payroll labor hist (0)	Pay deductions (0)	Payroll history (0)
Pay/Ded history (0)	Pay Deduction Hist (0)	Deferred Pay Info. (0)
Absences (New) (4)	Retirement master (0)	PERS transactions (0)
STRS transactions (0)	PAT other assign. (0)	PAT Emp Extra info (0)

Continue Change Reset Cancel

9/2012 11:02:27 AM