

QSSUG

Finance/Personnel

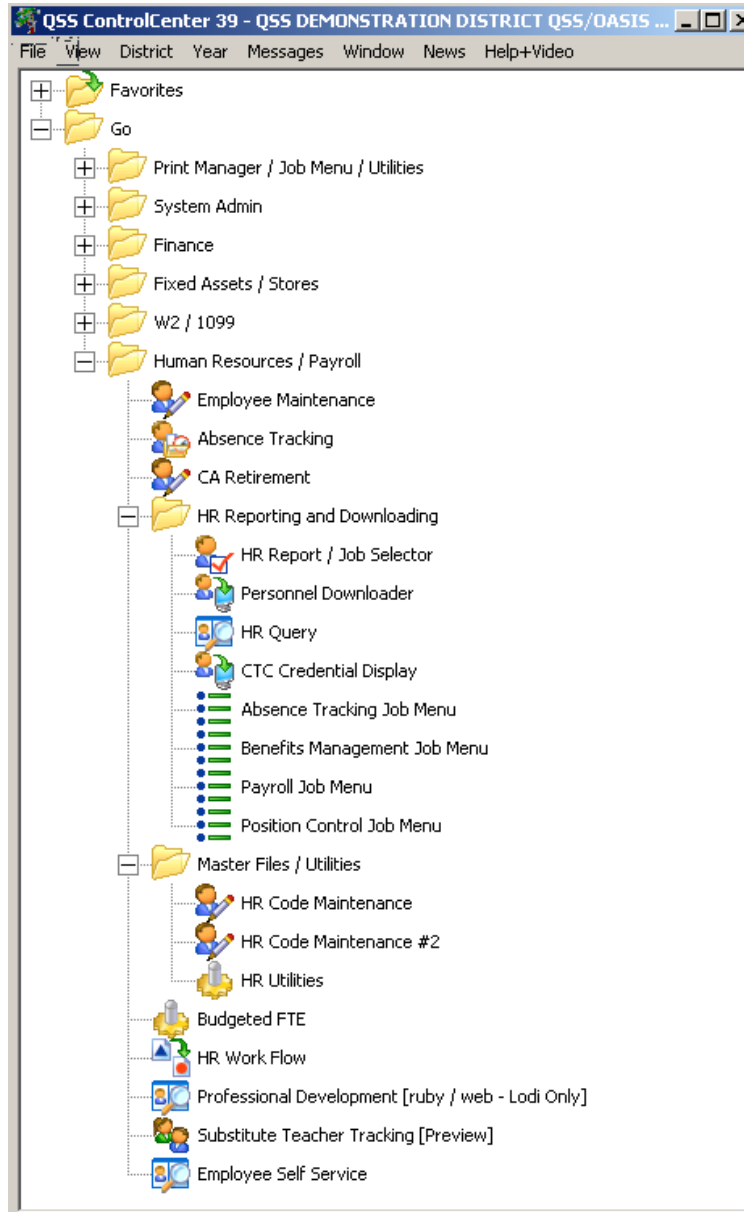
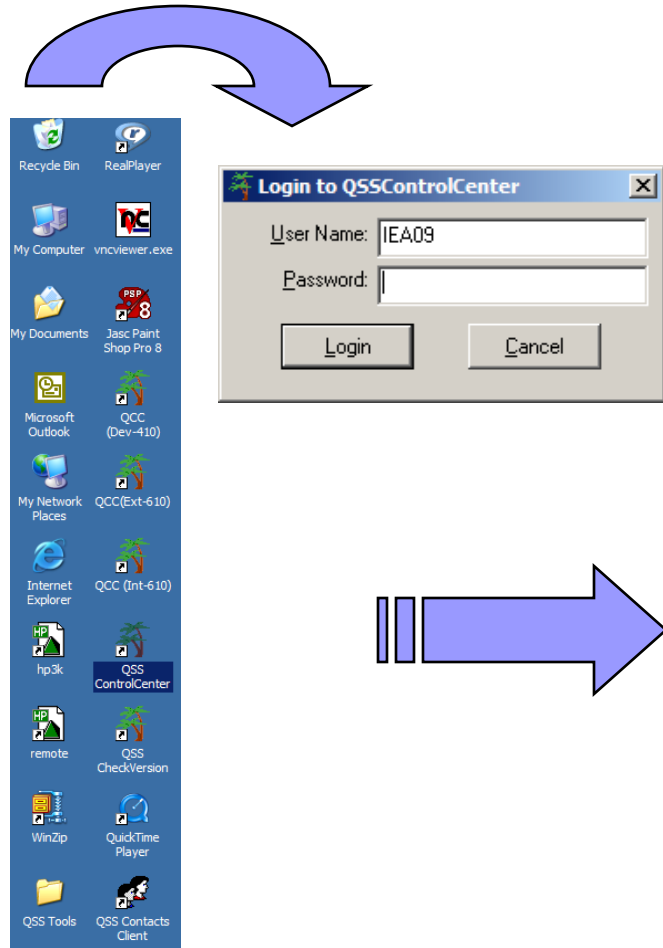
Committee - Webinar

QCC Human Resources

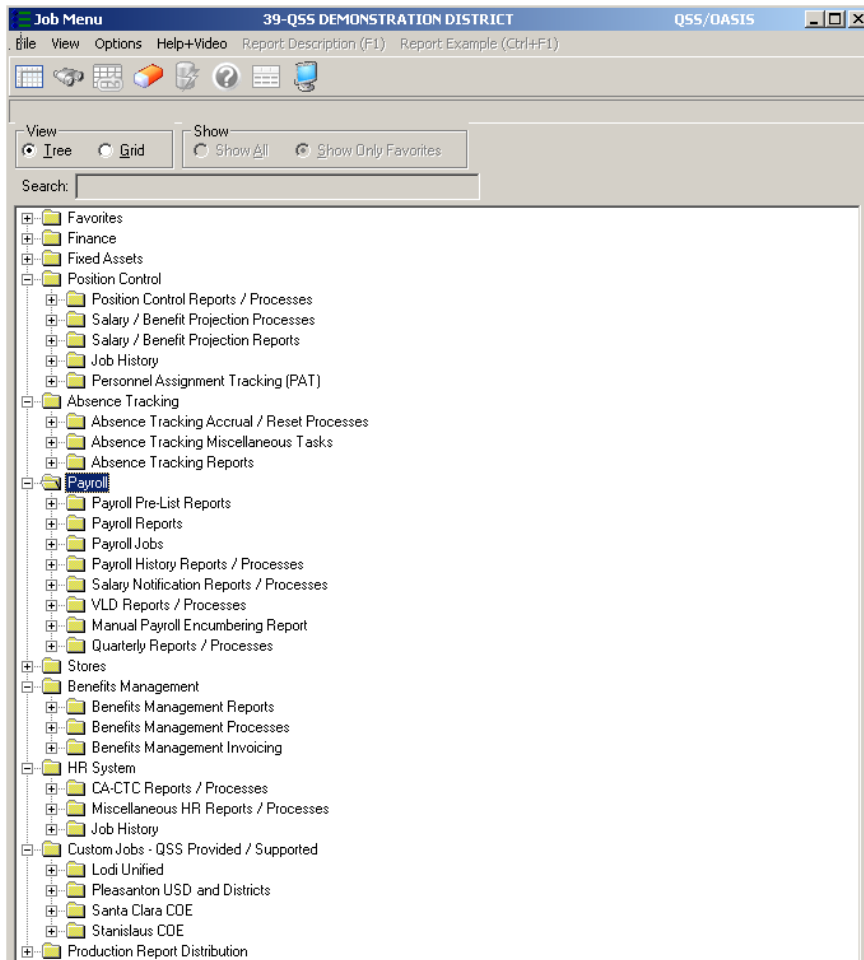
April 8, 2013

Duane Percox, QSS

QCC HR Functions

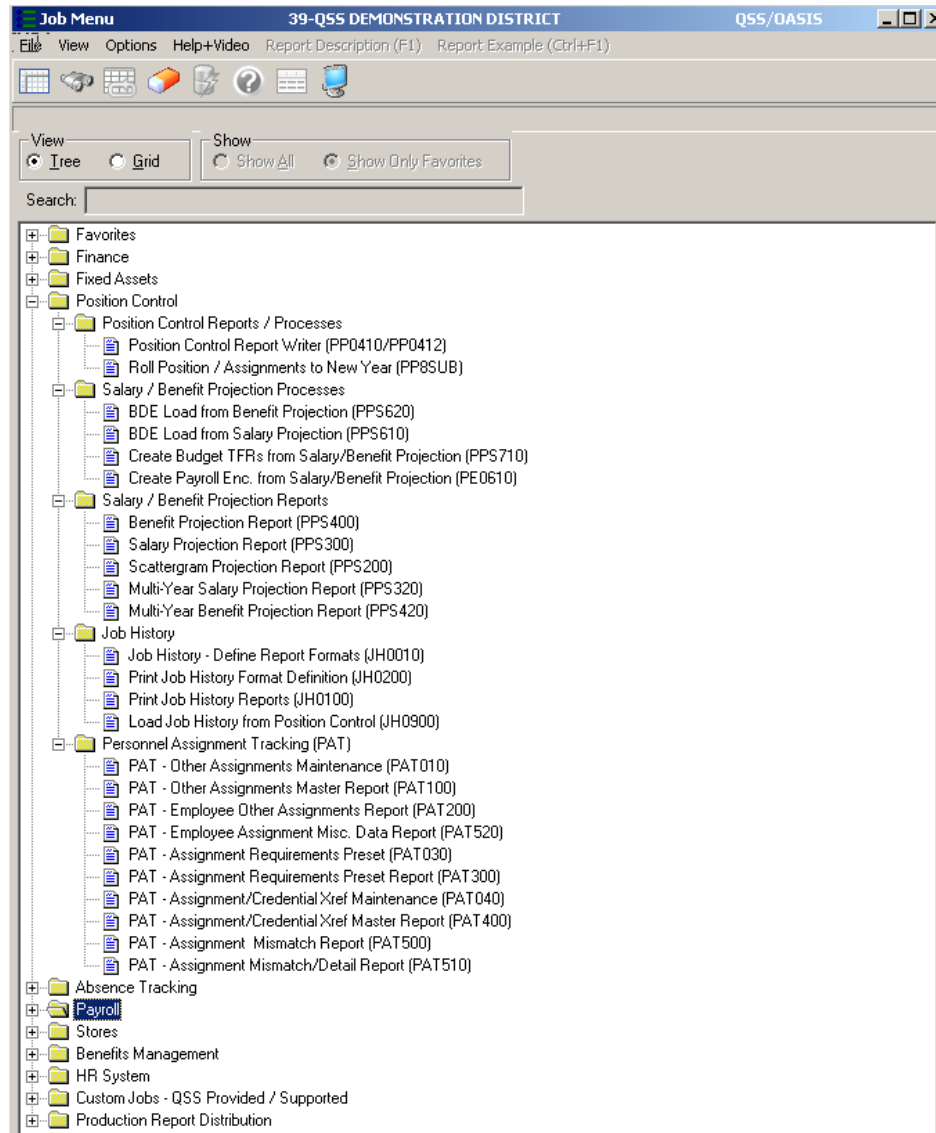


Job Menu – HR Folders

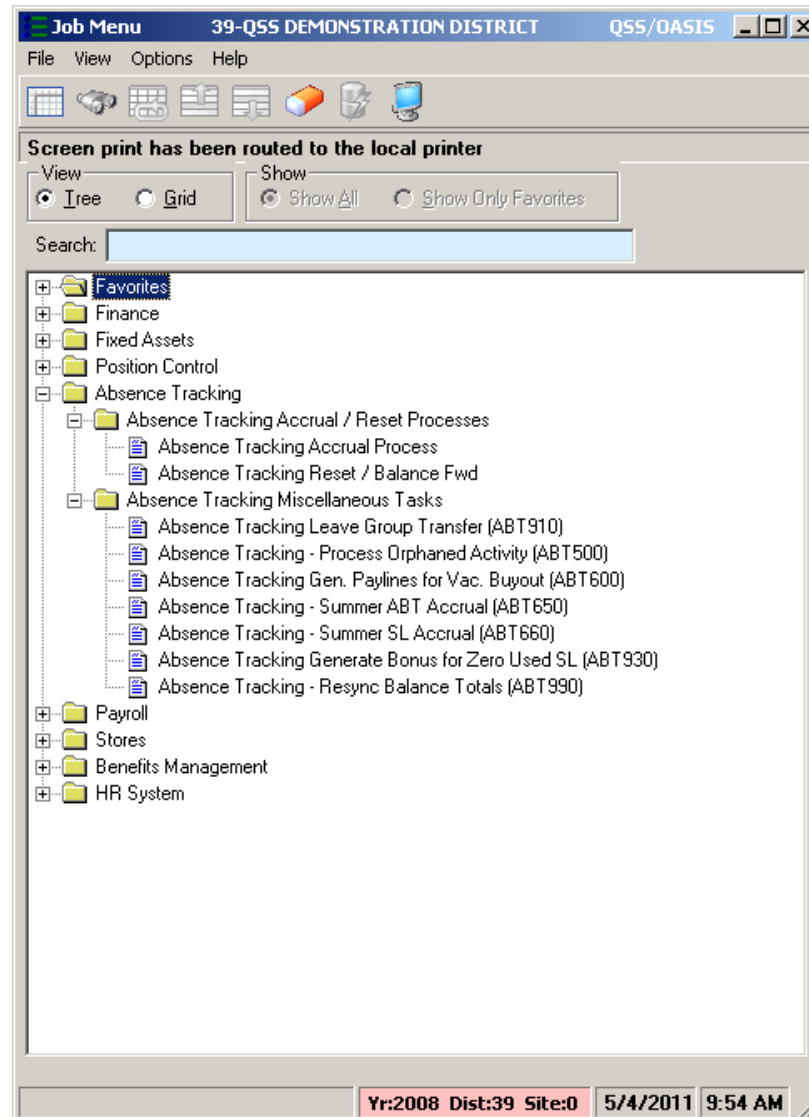


- Favorites
- Position Control Reports & Processes
- Absence Tracking Jobs/Processes
- Benefits Management Reports and Processes
- HR System Jobs / Processes

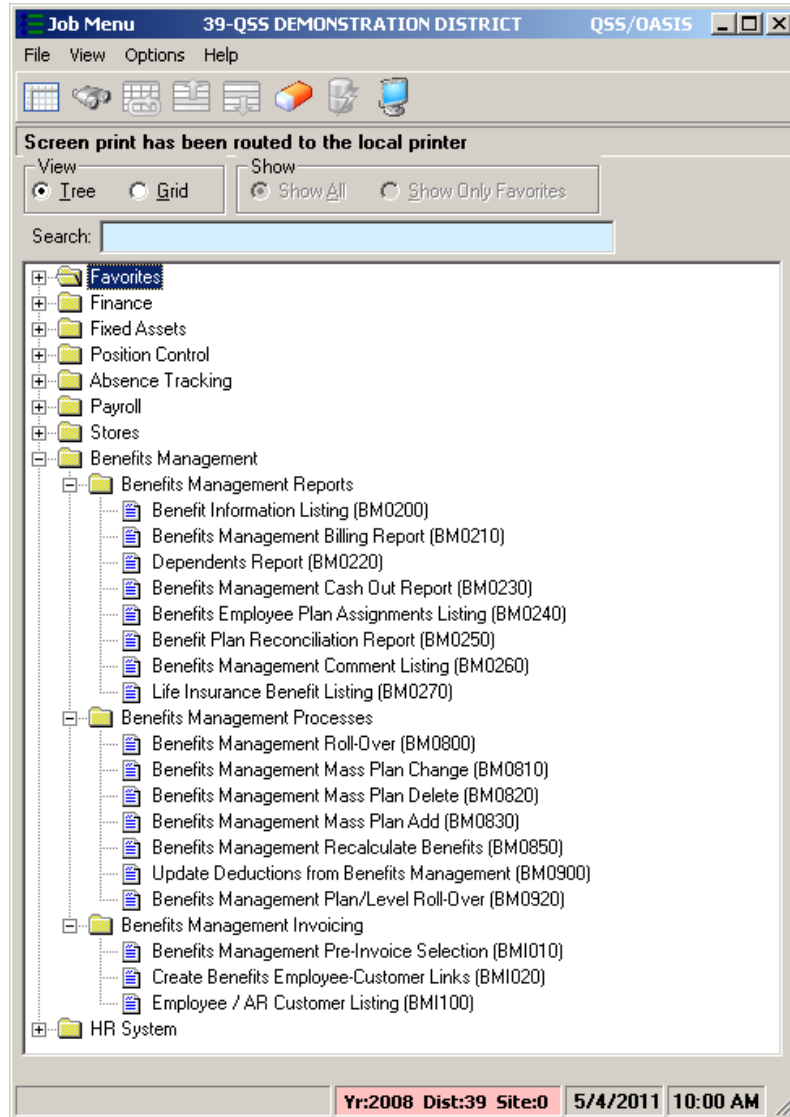
Position Control Reports and Processes



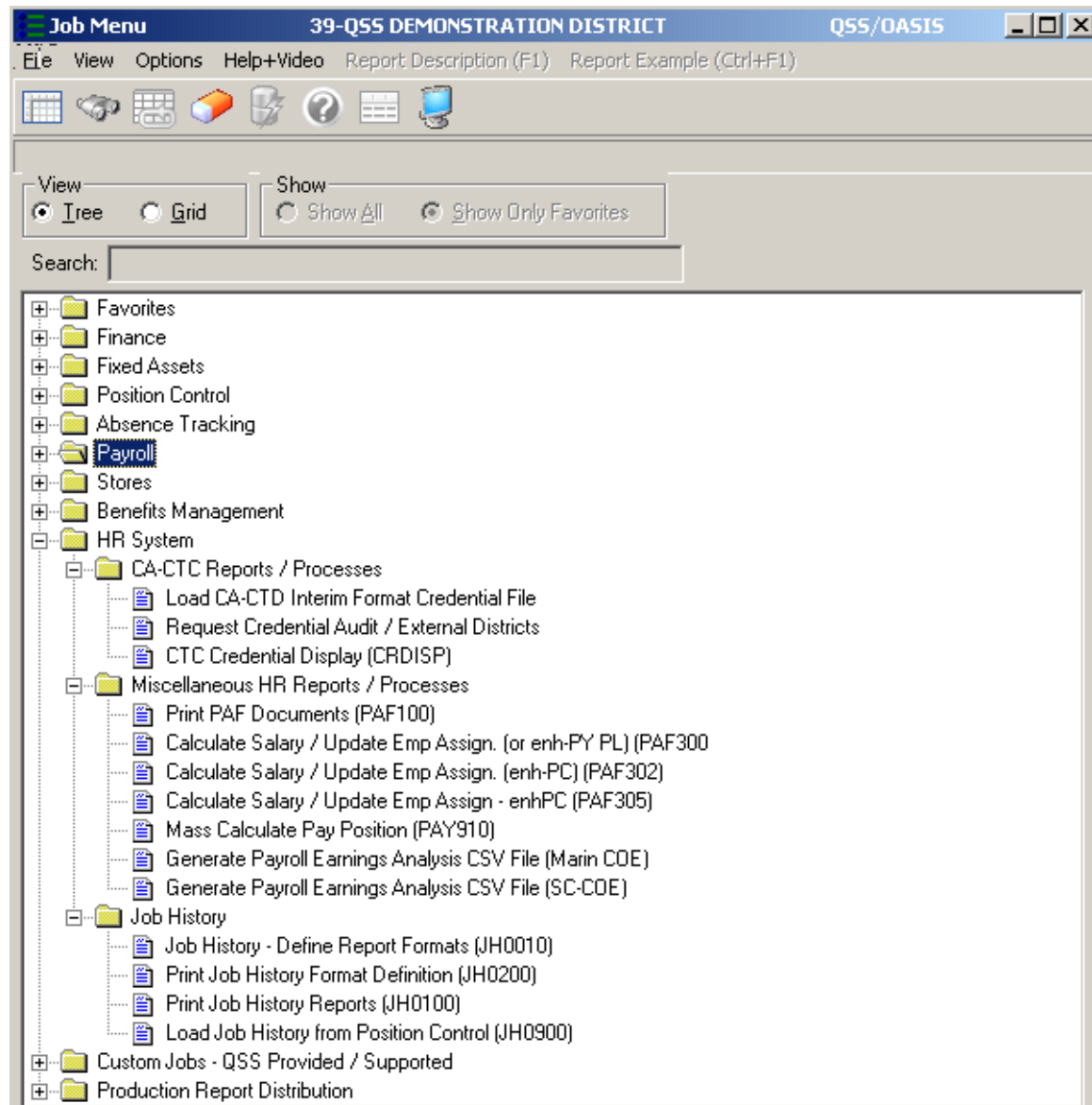
Absence Tracking Jobs/Processes



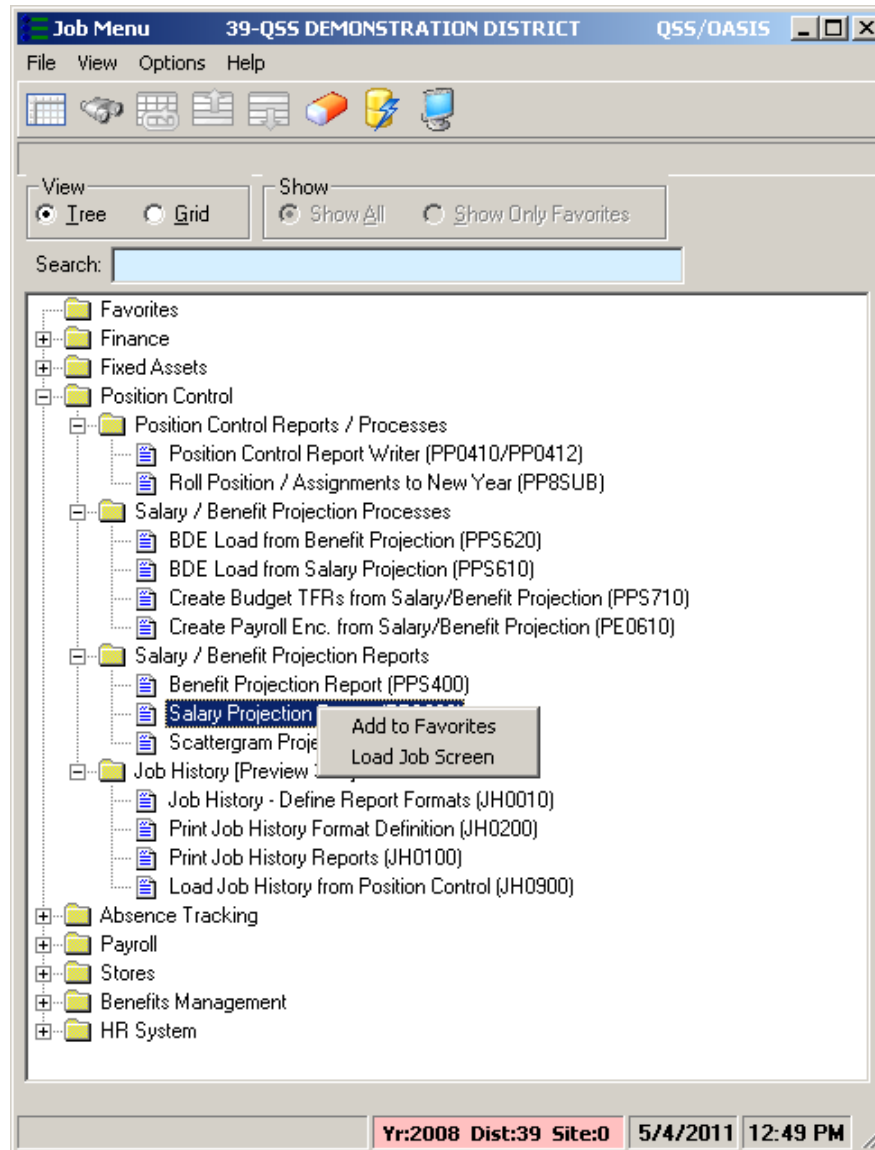
Benefits Management Reports and Processes



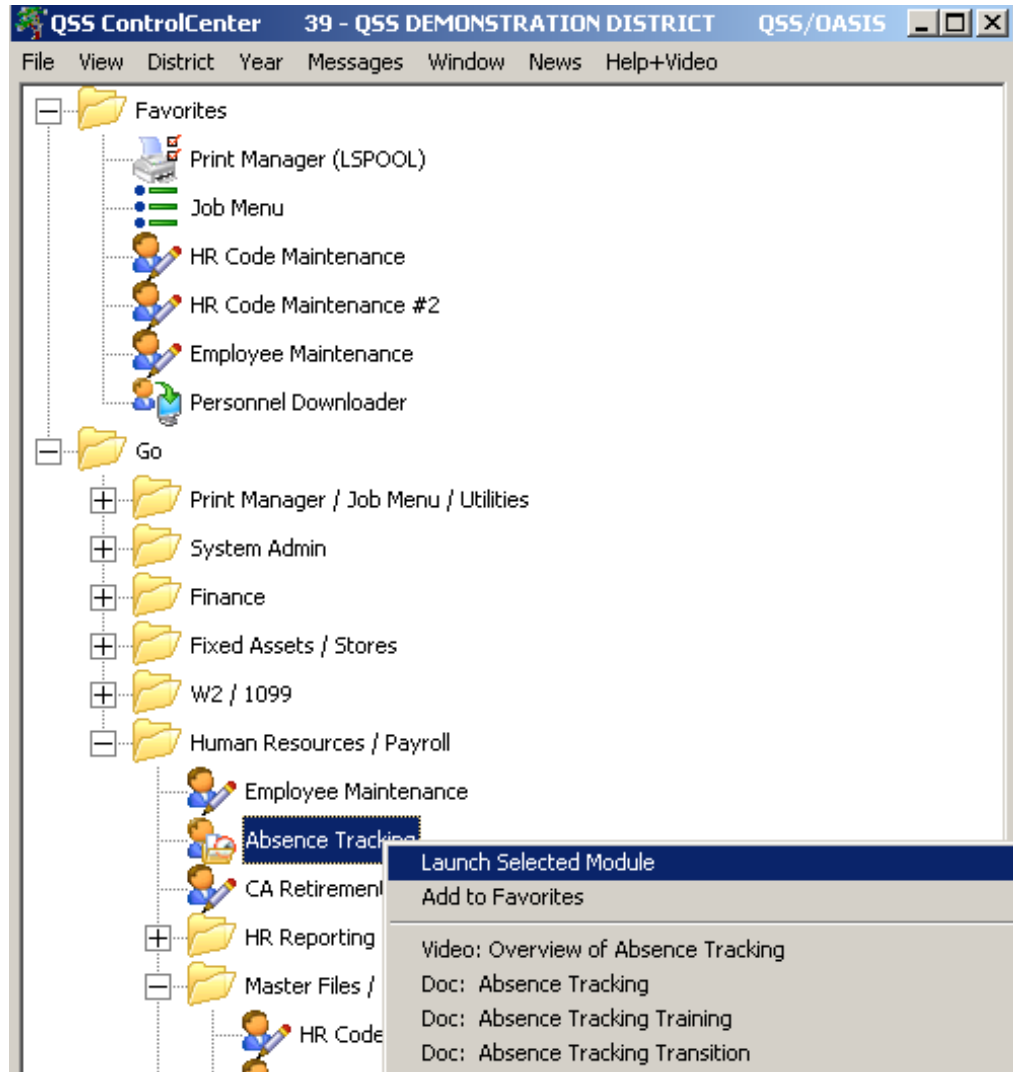
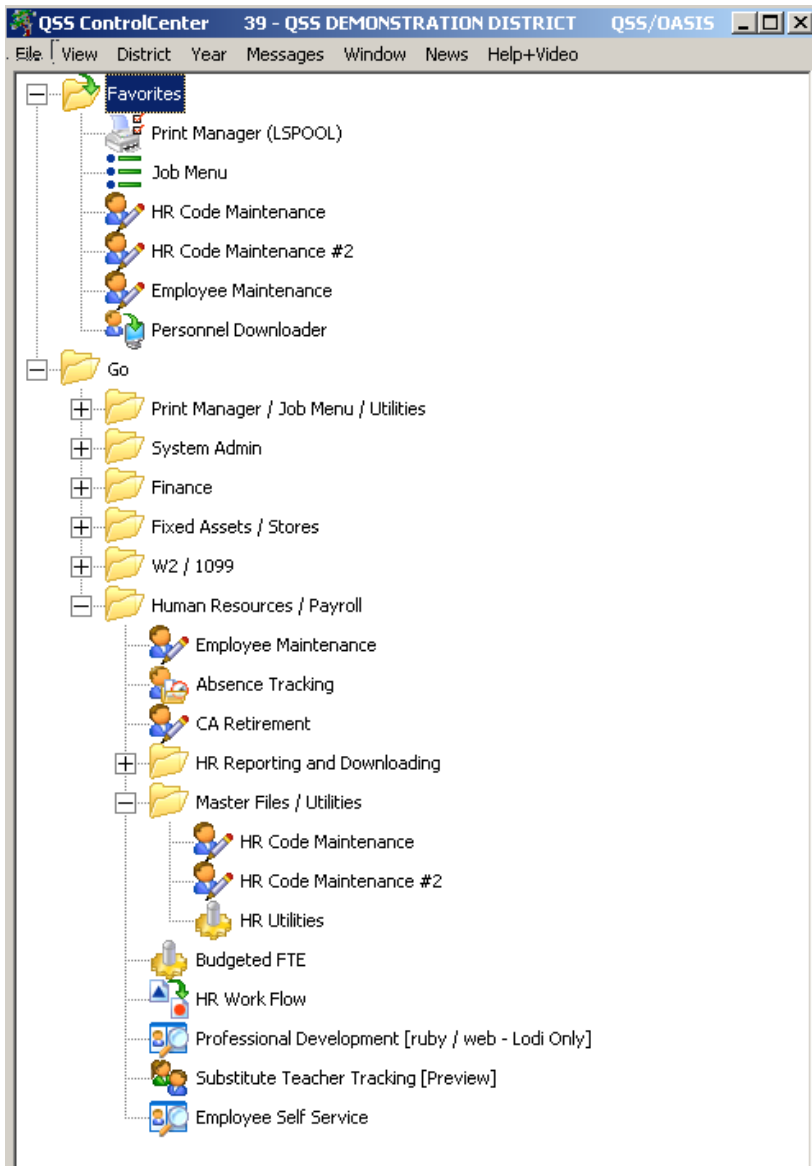
HR System Jobs / Processes



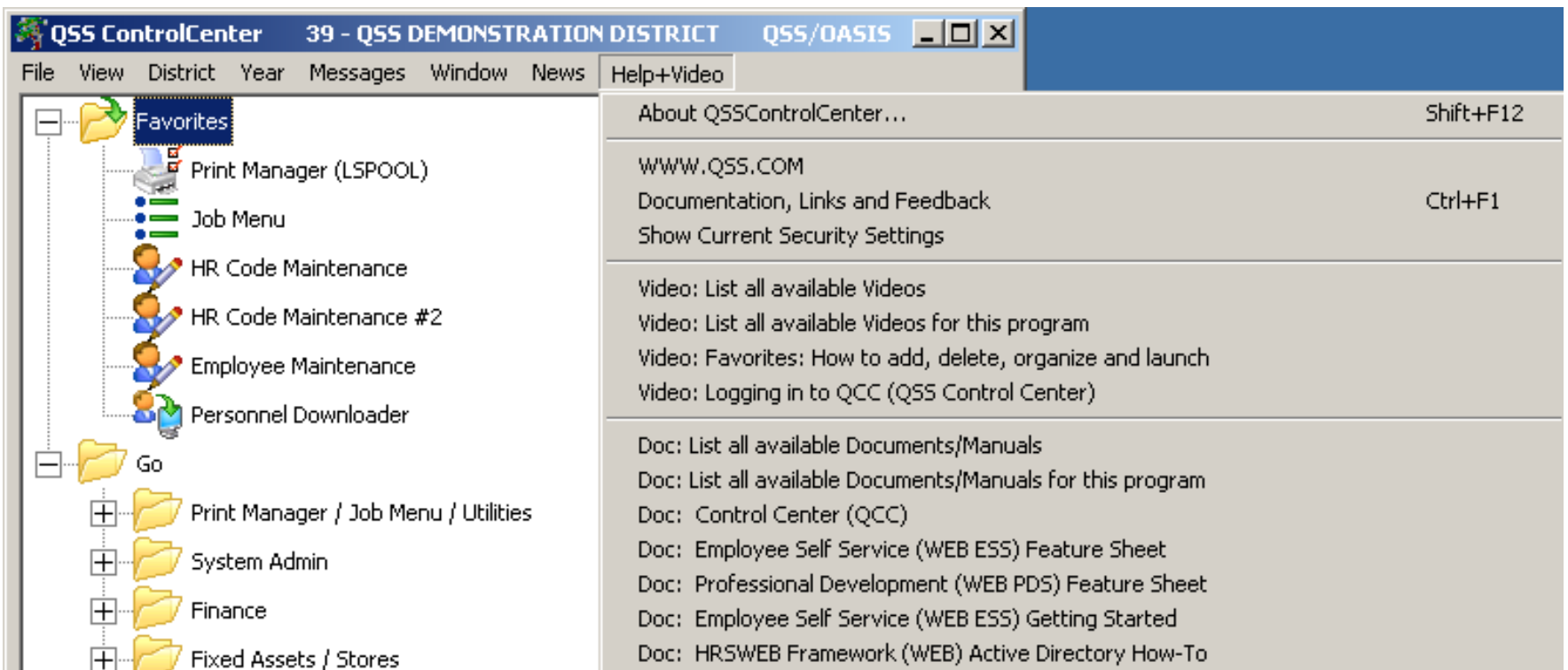
Add Job Menu Favorite From Tree



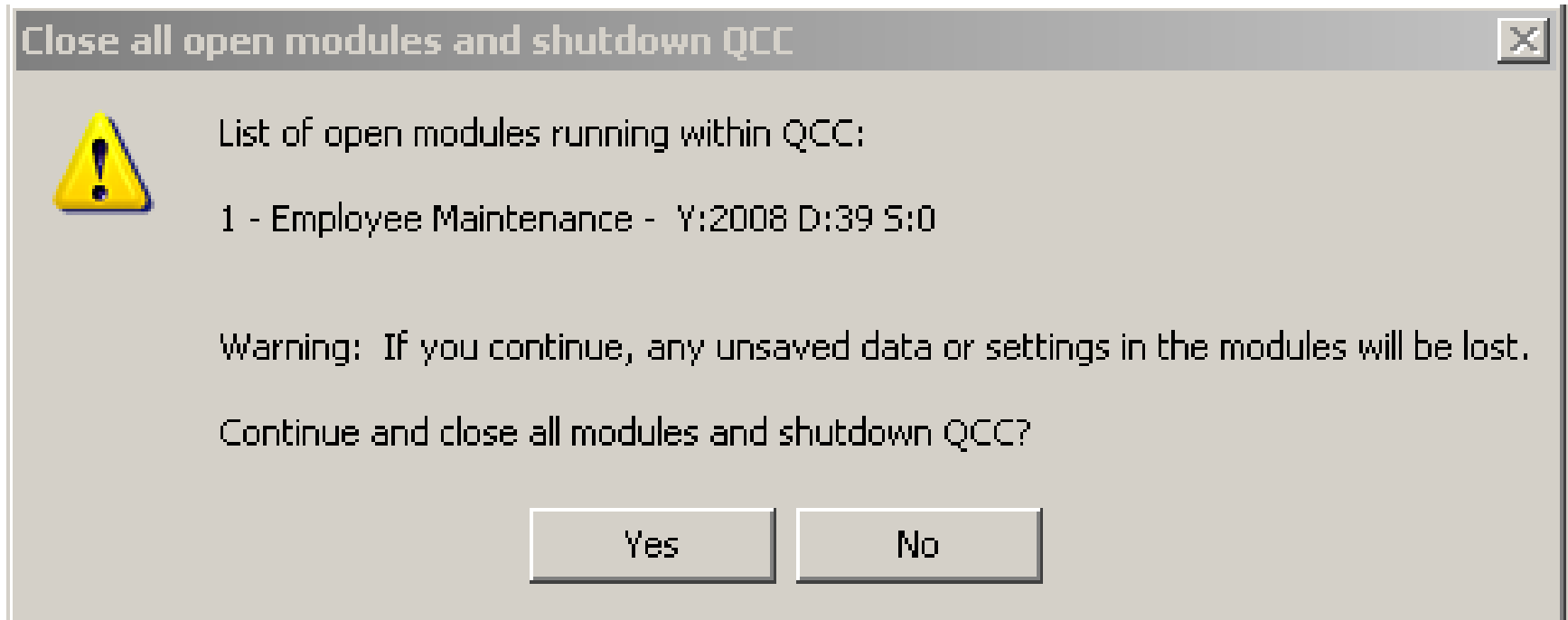
Recent QCC Features...



News, Help+Video



New QCC Shutdown Warning



HR Code Maintenance (HRCM)

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

DI FY Name Code

39 2008

Code Range From Code Range To

Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 1:17 PM

- Absence Tracking
- Benefits Management
- Master File Links
- Payroll (County)
- Payroll (District)
- Personnel (County)
- Personnel (District)
- Position Control
- Retirement - CA
- Tax Tables (County)
- Tax Tables (District)

HRCM – New Settings

The screenshot displays the 'HR Code Maintenance' application window. The title bar includes '39 - Q55 DEMONSTRATION DISTRICT' and 'Q55/OASIS'. The menu bar contains 'File', 'View', 'Options', and 'Help'. The 'View' menu is open, showing options: 'Expand Tree on Startup' (Ctrl+T), 'Expand All Branches' (Ctrl+E), 'Collapse All Branches' (Ctrl+O), and 'Preserve Expanded Branches' (Ctrl+P). The left sidebar shows a tree view with folders: 'Benefits Management', 'Master File Links', 'Payroll (County)', 'Payroll (District)', 'Personnel (County)', 'Personnel (District)', 'Position Control', 'Retirement - CA', 'Tax Tables (County)', and 'Tax Tables (District)'. The main area contains a form with fields for 'DI' (39), 'FY' (2008), 'Name', 'Code', 'Code Range From', and 'Code Range To'. An 'Inspect' button is visible in the top right of the main area. The status bar at the bottom shows 'Yr:2008 Dist:39 Site:0 GS: W 4/8/2013 8:08 AM'.

HRCM - ABT/ BMG / M-F Links

The screenshot displays the HR Code Maintenance application window. The title bar indicates the user is logged in as Q55/OASIS in the 39 - Q55 DEMONSTRATION DISTRICT. The interface includes a menu bar (File, View, Options, Help) and a toolbar with various icons for file operations and search. A tree view on the left lists several categories, with 'Absence Tracking' expanded to show sub-items like 'Absence FTE codes (AF)', 'Absence Indices (AI)', and 'Absence Interface Rules (IR)'. Other categories include 'Benefits Management', 'Master File Links', 'Payroll', 'Personnel', 'Position Control', 'Retirement - CA', 'Tax Tables', and 'Workers Compensation'. A search form on the right contains fields for 'DI' (set to 39), 'FY' (set to 2008), 'Name', and 'Code', along with 'Code Range From' and 'Code Range To' fields. An 'Inspect' button is located in the top right corner. The status bar at the bottom shows the current date and time: Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 4:04 PM.

DI	FY	Name	Code
39	2008		

Code Range From	Code Range To

HRCM – Pay (County/District)

The screenshot shows the HR Code Maintenance application window. The title bar reads "HR Code Maintenance" and "39 - QSS DEMONSTRATION DISTRICT". The menu bar includes "File", "View", "Options", and "Help". The toolbar contains icons for file operations and search. The left pane shows a tree view with the following structure:

- Absence Tracking
- Benefits Management
- Master File Links
- Payroll (County)
 - Benefit Control (BCT/C)
 - Deduction Schedule (DS/C)
 - Pay Codes (PC/C)
 - Payroll Name (PYN/C)
 - Pay Schedules (PS/C)
 - Pay Types (PT/C)
 - Retirement Edits (RE/C)
 - Retirement Systems (RS/C)
 - Statutory Deduction Codes (SD/C)
 - Statutory Deduction Profiles (SP/C)
 - Vol-ded Frequency Codes (VF/C)
 - Voluntary Deductions (VD/C)
- Payroll (District)
 - Benefit Group Maps (GMAP)
 - Benefit H/W Maps (VMAP)
 - Benefit Object Maps (OMAP)
 - Bonus Codes (BC)
 - Control Groups (CG)
 - Deduction Rate Table (DR)
 - Deduction Rule Codes (PR)
 - Payroll Edit Rules (PE)
 - Payroll Profiles (PP)
 - Pending Retirement Status Codes (PN)
 - SMF Status Codes (SM)
- Personnel (County)
- Personnel (District)
- Position Control
- Retirement - CA
- Tax Tables (County)
- Tax Tables (District)

The right pane displays a form with the following fields:

DI	FY	Name	Code
39	2008		
		Code Range From	Code Range To

The status bar at the bottom displays: "Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 4:05 PM".

HRCM – Per (County/District)

The screenshot displays the HR Code Maintenance application window. The title bar reads "HR Code Maintenance" and "39 - Q55 DEMONSTRATION DISTRICT". The menu bar includes "File", "View", "Options", and "Help". The toolbar contains icons for file operations and search. The left pane shows a tree view of code categories, with "Personnel (District)" selected. The main pane features a search form with the following fields:

DI	FY	Name	Code
39	2008		

Below the search form are fields for "Code Range From" and "Code Range To". The status bar at the bottom indicates "Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 4:05 PM".

HRCM – PC / Ret(CA) / Tax Tables

The screenshot displays the HR Code Maintenance application window. The title bar indicates the user is logged in as '39 - Q55 DEMONSTRATION DISTRICT' and the system is 'Q55/OASIS'. The interface includes a menu bar (File, View, Options, Help) and a toolbar with various icons for file operations and search. A tree view on the left side lists various code categories, with 'Absence Tracking' and 'Retirement - CA' expanded. The 'Retirement - CA' category is further expanded to show sub-items like 'Accumulator Limits (RTAL)', 'District Master File (RTDI)', 'Global Master File (RTGL/C)', 'Pay Schedule Controls (RTPS)', 'Pseudo Code Maps (RTPC/C)', 'PERS Rates (RTPE)', 'STRS Rates (RTST)', 'Retirement Group Files', and 'Tax Tables (County)'. The 'Tax Tables (County)' category is expanded to show items such as 'California Ret. PERS (TT08/C)', 'California Ret. STRS (TT09/C)', 'California Retirement Setup (TT10/C)', 'California SDI (TT11/C)', 'California State Tax (TT06/C)', 'California SUI (TT07/C)', 'United States - Income Tax (TT01/C)', and 'United States - QASDI/Medicare (TT03/C)'. The 'Tax Tables (District)' category is also expanded to show 'California SUI by District (TT22)' and 'Workers Compensation (TT05)'. On the right side, there is a search form with fields for 'DI' (set to 39), 'FY' (set to 2008), 'Name', 'Code', 'Code Range From', and 'Code Range To'. An 'Inspect' button is located in the top right corner of the main content area. The status bar at the bottom right shows the current date and time: 'Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 4:06 PM'.

HR Code Maintenance 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File View Options Help

Inspect

Absence Tracking

- Benefits Management
- Master File Links
- Payroll (County)
- Payroll (District)
- Personnel (County)
- Personnel (District)
- Position Control
 - Benefit Projected Rates (BPR)
 - District Authorized Positions/ENH (DAPN)
 - District Authorized Positions/STD (DAP)
 - Position Control Bonus Codes (PB)
 - Salary Schedules/ENH (SSN)
 - Salary Schedules/STD (SS)
 - Work Calendars (WC)
- Retirement - CA
 - Accumulator Limits (RTAL)
 - District Master File (RTDI)
 - Global Master File (RTGL/C)
 - Pay Schedule Controls (RTPS)
 - Pseudo Code Maps (RTPC/C)
 - PERS Rates (RTPE)
 - STRS Rates (RTST)
 - Retirement Group Files
 - District Master File by Group (RTDG)
 - Global Master File by Group (RTGG)
 - PERS Rates by Group (RTPG)
- Tax Tables (County)
 - California Ret. PERS (TT08/C)
 - California Ret. STRS (TT09/C)
 - California Retirement Setup (TT10/C)
 - California SDI (TT11/C)
 - California State Tax (TT06/C)
 - California SUI (TT07/C)
 - United States - Income Tax (TT01/C)
 - United States - QASDI/Medicare (TT03/C)
- Tax Tables (District)
 - California SUI by District (TT22)
 - Workers Compensation (TT05)

DI: 39 FY: 2008 Name: Code: Code Range From: Code Range To:

Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 4:06 PM

HRCM #2 - Pos-CTL / Tax Tables

The screenshot displays the HR Code Maintenance 2 application window. The title bar shows "HR Code Maintenance 2", "39 - The Train USD", and "QSS/OASIS". The menu bar includes "File", "View", "Options", and "Help". The toolbar contains various icons for file operations and navigation. The main area is divided into two panes. The left pane shows a tree view of the code structure, with "Tax Tables (District)" selected. The right pane contains a form for selecting a fiscal year and a code range. The form has fields for "DI" (39), "FY" (2008), "Name", "Code", "From", and "To".

HR Code Maintenance 2 39 - The Train USD QSS/OASIS

File View Options Help

Inspect

DI FY Name Code

39 2008

From To

Code Range

Tree View:

- Absence Tracking
- Benefits Management
- Master File Links
- Payroll (County)
- Payroll (District)
- Personnel (County)
- Personnel (District)
- Position Control
 - Benefit Projected Rates (BPR)
 - District Authorized Positions/ENH (DAPN)
 - District Authorized Positions/STD (DAP)
 - Position Control Bonus Codes (PB)
 - Salary Schedules/ENH (SSN)
 - Salary Schedules/STD (SS)
 - Work Calendars (WC)
- Retirement - CA
- Tax Tables (County)
 - California Ret. PERS (TT08/C)
 - California Ret. STRS (TT09/C)
 - California Retirement Setup (TT10/C)
 - California SDI (TT11/C)
 - California State Tax (TT06/C)
 - California SUI (TT07/C)
 - United States - Income Tax (TT01/C)
 - United States - OASDI/Medicare (TT03/C)
- Tax Tables (District)**
 - California SUI by District (TT22)
 - Workers Compensation (TT05)

Yr: 2008 Dist: 39 Site: 0 GS: W 5/4/2011 4:11:49 PM

HRCM vs HRCM #2

- HRCM original code maintenance (VB6)
 - Development frozen – all new maintenance in HRCM #2
 - Use for ALL code tables except SS/SSN/DAP/DAPN/Tax Tables
 - Will be retired when tables converted to HRCM #2
- HRCM #2 - .NET version of HRCM
 - Contains all new development
 - Use for SS/SSN/DAP/DAPN/Tax Tables
 - Will eventually have ALL code tables and become only HR Code Maintenance

HRCM – Select Table for Maint.

The screenshot shows the HR Code Maintenance application window. The title bar indicates '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/DASIS'. The interface includes a menu bar (File, View, Options, Help), a toolbar with various icons, and a main workspace. On the left, a tree view lists various code categories, with 'Bargaining Units (BU)' selected. The main workspace displays a form for selecting a code and a table of Bargaining Units.

Form Fields:

- DI: 39
- FY: 2008
- Name: [Empty]
- Code: [Empty]
- Code Range From: [Empty]
- Code Range To: [Empty]

Table: Bargaining Units - District Master File

Code	Name	Abbr	Audit Date	Audit ID
01	UNION DISTRICT EDU. ASSN	UDEA	01/11/2011	DAPD
02	CLASSIFIED SCHOOL EMPLOYEES	CSEA	03/10/2003	LCI9
03	CONFIDENTIAL/SUPERVISORY	CON/SUP	12/03/2010	DEA1
04	MANAGEMENT	MGMNT	03/10/2003	LCI9
05	NO UNIT	NO UNIT	03/14/2003	LCI9

Status Bar: Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 1:26 PM

HRCM – Use Icons or Options Menu

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Save F9
Retrieve Data F2

Inspect Ctrl+F5
Change Ctrl+F9
Add New Ctrl+F6
Add New No Preload Shift+F6

Auto Select Ctrl+A
Create Report Ctrl+R
Clear Filter F4

Grid Output Shift+F11
Print Screen F11

Contract Types (CN)
Degree Types (DT)
Employee Types (EM)
Experience Types (EX)
Freeze Placement Reasons (FP)
Handicap (HA)
Hospital Codes (HO)
Institutions (Colleges) (IN)
Immunization (IM)
Inservice ed component (IE)
Insurance carrier (IC)
Job Categories (JB)
Job Codes (JC)
Language Codes (LA)
Locations (LDC)
Location Org Level Fields (LD)
Medical Codes (ME)
Membership List (LM)
PAF Actions (PF)
PAF Categories (PA)
PAT Assignment/Credential X-Ref (PTX)
PAT Assignment Req. Preset (PTP)
PAT Other Assignments (PTD)
Program of Graduation (PG)
Refusal Reason (RR)
Report Codes (RC)
Seniority Class (SN)
Skill Codes (SK)
Subject Codes (SU)
Termination Codes (TE)
Test Master Codes (TM)

Position Control
Retirement - CA
Tax Tables (County)
Tax Tables (District)

DI FY Name Code
39 2008

Code Range From - Code Range To

Inspect

Bargaining Units - District Master File

Code	Name	Abbr	Audit Date	Audit ID
01	UNION DISTRICT EDU. ASSN	UDEA	01/11/2011	DAPD
02	CLASSIFIED SCHOOL EMPLOYEES	CSEA	03/10/2003	LCI9
03	CONFIDENTIAL/SUPERVISORY	CON/SUP	12/03/2010	DEA1
04	MANAGEMENT	MGMNT	03/10/2003	LCI9
05	NO UNIT	NO UNIT	03/14/2003	LCI9

Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 1:27 PM

HRCM – Add One or Bulk Import

+ Add Bargaining units 40 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

Options

Selected Codes :

Code : Code length: 2 Numeric

Name :

Abbreviation :

Yr:2010 Dist:40 Site:0 4/7/2010 8:09 AM

HRCM – Simple M/F Report

The screenshot shows a software window titled "Report for Bargaining units" with a close button (X) and the text "QSS/OASIS". Below the title bar, there is a section labeled "Options" containing a gear icon and a red X icon. A large empty text box is present. Below that, there is a "Report Title:" label followed by an empty text input field. Underneath, there is a "Sort Option:" label followed by a dropdown menu currently showing "Code". At the bottom of the window, there is a status bar with the following information: "Yr:2008 Dist:39 Site:0 GS: W", "5/4/2011", and "2:25 PM".

HRCM/PC – Locked vs Updateable

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

DI 39 FY 2008 Name Code

Code Range From Code Range To

Work Calendars District Master File

FY	Code	Name	Audit Date	Audit ID
08	0000	2007-2008 GENERAL CALENDAR	10/26/2010	DEA1
08	0001	CERTIFICATED	12/02/2009	DAPD
08	0002	CLASSIFIED AIDES (X=STAFF DEV)	03/30/2007	5826
08	0003	CLASSIFIED 10 MONTH	03/30/2007	5826
08	0004	CLASSIFIED 12 MONTH	10/27/2010	DEA1
08	0005	MANAGEMENT-SITE ADMINISTRATOR	03/30/2007	5826
08	0006	MANAGEMENT-DISTRICT OFFICE	03/30/2007	5826
08	0008	COUNSELORS	03/30/2007	5826
08	0007	PSYCHOLOGISTS	03/30/2007	5826
08	0009	FOOD SERVICE SUPERVISOR	11/16/2008	DAPD
08	8888	CALENDAR 8888	12/13/2008	DAPD
08	0212	Classified 12 Month	03/05/2009	HMWL
08	9900	2007-2008 FULL CALENDAR	10/26/2010	DEA1
08	9901	QSSUG F/P SEMINAR CALENDAR	10/26/2010	DEA1
08	0100	Test 260 Day Calendar	02/11/2011	DEA1
08	0200	New Test Calendar	02/11/2011	DEA1
08	1004	CLASSIFIED 12 MONTH	03/01/2011	DEA1

Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 1:18 PM

HRCM – Sample Complex M/F Report

The screenshot shows a software window titled "Report for Work Calendar" with the user "QSS/OASIS". The window contains the following elements:

- A toolbar with a gear icon and a red 'X' icon.
- A "Report Title:" label followed by a text input field.
- A "For Year:" label followed by a text input field.
- A "Select Work Calendar:" label followed by a 2x5 grid of ten empty text input fields.
- A status bar at the bottom right containing the text: "Yr:2008 Dist:39 Site:0 GS: W 5/4/2011 2:24 PM".

HRCM #2 – Salary Schedule/ENH (SSN)

HR Code Maintenance 2 39 - The Train USD Q55/OASIS

File View Options Help

Inspect

- [-] Absence Tracking
- [-] Benefits Management
- [-] Master File Links
- [-] Payroll (County)
- [-] Payroll (District)
- [-] Personnel (County)
- [-] Personnel (District)
- [-] Position Control
 - [-] Benefit Projected Rates (BPR)
 - [-] District Authorized Positions/ENH (DAPN)
 - [-] District Authorized Positions/STD (DAP)
 - [-] Position Control Bonus Codes (PB)
 - [-] **Salary Schedules/ENH (SSN)**
 - [-] Salary Schedules/STD (SS)
 - [-] Work Calendars (WC)
- [-] Retirement - CA
- [-] Tax Tables (County)
- [-] Tax Tables (District)

DI FY Name Code

39 2008

From To

Code Range

Salary Schedules/ENH District Master File (57 items)

	FY	Code	Name	Audit Date	Audit ID
▶	08	01-00	test	01/18/2011	DA12
	08	02-00	TESTING	01/08/2009	Dea5
	08	03-00	testing for leanne	01/09/2009	Dea5
	08	07-00	TESTING FOR LEANNE	12/19/2008	Dea5
	08	09-00	test testing	12/19/2008	Dea5
	08	10-00	CERTIFICATED	12/11/2008	DAPD
	08	11-00	COUNSELORS	03/06/2009	HMWL
	08	12-00	PSYCHOLOGISTS	04/17/2007	5826
	08	14-00	test	11/03/2008	MGR
	08	20-00	CLASSIFIED 180 WORK DAYS	10/07/2010	DAPD
	08	21-00	CLASSIFIED 196 WORK DAY	04/17/2007	5826
	08	22-00	CLASSIFIED 260 WORK DAYS	04/08/2009	DAPD
	08	25-00	TEST	09/05/2008	MGR
	08	26-00	TEST	09/05/2008	MGR
	08	31-00	CONFIDENTIAL	11/10/2008	DAPD
	08	31-10	CONFIDENTIAL	07/24/2007	5826
	08	31-20	CONFIDENTIAL	05/16/2007	5826
	08	32-00	FOOD SERVICE SUPERVISOR	07/24/2007	5826
	08	32-10	FOOD SERVICE SUPERVISOR	07/24/2007	5826

Yr: 2008 Dist: 39 Site: 0 GS: W 5/4/2011 1:36:56 PM

SSN – Main Screen

Salary Schedules (SS) 39 - The Train USD Q55/OASIS

File Options

Di FY Start Date End Date 1 Schedule in 2008 search results
39 2008 7/1/2007 6/30/2008 10-00 : Classified Hourly

Schedule Model Name Bargaining Unit
10 00 Classified Hourly 02 - CLASSIFIED SCHOOL EMPS

Schedule Calculation Factors Payroll Interface Rules Bonuses Steps and Ranges Benefits

First Step Last Step Range Type Direction of Advancement
01 05 Alpha Numeric Step Range

Default Work Calendar
0004 - CLASSIFIED 12 MONTH

Schedule Type Advance On Cutoff Date
H - Hourly F - Fiscal start 11/30/2007

Calculate Increase Step Delta Range Delta
Cum 3 - Step & Range \$ 6.0000 % \$ 3.0000 %

Rounding Rule Benefit Table
0 - No rounding

Yr: 2008 Dist: 39 Site: 0 GS: W 4/16/2012 11:29:23 AM

SSN – Payroll Interface Rules

The screenshot displays the 'New PC Salary Schedules (SSN)' application window. The title bar includes '40 - QSS DEMO (40) DISTRICT' and 'QSS/OASIS'. The interface features a menu bar with 'File' and 'Options', and a toolbar with various icons. A 'Change' button is located in the top right corner.

Key fields and values are as follows:

- Di:** 40
- FY:** 2010
- Start Date:** 7/1/2009
- End Date:** 6/30/2010
- Schedules:** 25 Schedules in 2010
- Selected Schedule:** 02-00: MANAGEMENT, CERT - ANNUAL
- Bargaining Unit:** 03 - QSS USD ADMINISTRATOR ASSOC

The 'Payroll Interface Rules' tab is active, showing the following configuration:

- Pay Schedule:** EOM12 - End of Month - 12 Pay
- Pay Cycle:** MO Monthly
- Pay Rate:** PC - pay cycle
- Pay Type:** NML - NORMAL PAY
- Retirement Base Rate:** PC - pay cycle
- Calculation Rule:** (Empty dropdown)

The status bar at the bottom indicates: Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:33:48 PM

SSN – Bonus Rules

New PC Salary Schedules (SSN) 40 - QSS DEMO (40) DISTRICT QSS/OASIS

File Options

Change

Di 40 FY 2010 Start Date 7/1/2009 End Date 6/30/2010 25 Schedules in 2010 02-00 : MANAGEMENT, CERT - ANNUAL

Schedule 02 Model 00 Name MANAGEMENT, CERT - ANNUAL Bargaining Unit 03 - QSS USD ADMINISTRATOR ASSOC

Schedule Calculation Factors Payroll Interface Rules Bonus Calculation Rules Steps and Ranges Benefits

Shift Diff \$ 0.00 Masters \$ 1000.00 Doctorate \$ 1500.00 Special \$ 0.00

Priority
 Highest Degree Earned
 All Degrees Earned

Degree Bonus Code ADVDEG - ADVANCED DEGREE STIPEND Longevity Bonus Code

Longevity Type D - dollar amt. Longevity Rule 'R' = apply to rate

Longevity Plateau Values (yr/amt)

1	00 / \$0.00	2	00 / \$0.00	3	00 / \$0.00	4	00 / \$0.00
5	00 / \$0.00	6	00 / \$0.00	7	00 / \$0.00	8	00 / \$0.00
9	00 / \$0.00	10	00 / \$0.00	11	00 / \$0.00	12	00 / \$0.00
13	00 / \$0.00	14	00 / \$0.00	15	00 / \$0.00	16	00 / \$0.00
17	00 / \$0.00	18	00 / \$0.00	19	00 / \$0.00	20	00 / \$0.00

Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:33:56 PM

SSN – Range/Step Values

New PC Salary Schedules (SSN) 40 - QSS DEMO (40) DISTRICT QSS/DASIS

File Options

Di: 40 FY: 2010 Start Date: 7/1/2009 End Date: 6/30/2010 25 Schedules in 2010
 Schedule: 02 Model: 00 Name: MANAGEMENT, CERT - ANNUAL Bargaining Unit: 03 - QSS USD ADMINISTRATOR ASSOC

Schedule Calculation Factors | Payroll Interface Rules | Bonus Calculation Rules | Steps and Ranges | Benefits

Range: 8020 Range Name: ASSOCIATE SUPERINTENDENT Abbr: 8020

Rank Order: 0001 Step Delta for Range: \$0.00

Schedule Calculation Factors:
 Calculation Method: Flat Increase
 Step Delta: \$0.00
 Range Delta: \$0.00
 Schedule Type: Y - Yearly
 Rounding Rule: 1 - Round to \$.49

Selected: Enter Amounts

Iteration 00	Iteration 01	Iteration 02	Iteration 03	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
8020	141,959.00	141,959.00	148,366.00	155,097.00	157,653.00	157,653.00	157,653.00	157,653.00	157,653.00	157,653.00	157,653.00	157,653.00	160,213.00
7020	110,652.00	110,652.00	115,899.00	121,404.00	128,413.00	128,413.00	128,413.00	128,413.00	128,413.00	128,413.00	128,413.00	128,413.00	135,421.00
6550	107,076.00	107,076.00	112,142.00	117,460.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	128,911.00
6520	107,076.00	107,076.00	112,142.00	117,460.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	123,047.00	128,911.00
6080	104,399.00	104,399.00	109,329.00	114,512.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	125,660.00
6050	104,399.00	104,399.00	109,329.00	114,512.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	125,660.00
6020	104,399.00	104,399.00	109,329.00	114,512.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	119,949.00	125,660.00
5520	97,656.00	97,656.00	102,248.00	107,076.00	112,144.00	112,144.00	112,144.00	112,144.00	112,144.00	112,144.00	112,144.00	112,144.00	117,468.00
5080	100,338.00	100,338.00	105,069.00	110,038.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	120,728.00
5050	100,338.00	100,338.00	105,069.00	110,038.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	115,251.00	120,728.00
5020	95,170.00	95,170.00	99,646.00	104,346.00	109,277.00	109,277.00	109,277.00	109,277.00	109,277.00	109,277.00	109,277.00	109,277.00	114,459.00
4500	88,704.00	88,704.00	92,953.00	97,326.00	101,821.00	101,821.00	101,821.00	101,821.00	101,821.00	101,821.00	101,821.00	101,821.00	107,143.00

Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:34:11 PM

SSN – Benefit Defaults

New PC Salary Schedules (SSN) 40 - QSS DEMO (40) DISTRICT QSS/OASIS

File Options

Change

Di FY Start Date End Date 25 Schedules in 2010
 40 2010 7/1/2009 6/30/2010 02-00 : MANAGEMENT, CERT - ANNUAL

Schedule Model Name Bargaining Unit
 02 - 00 MANAGEMENT, CERT - ANNUAL 03 - QSS USD ADMINISTRATOR ASSOC

Schedule Calculation Factors Payroll Interface Rules Bonus Calculation Rules Steps and Ranges Benefits

Line	Benefit Name	Select	Base Type	Base Amount/%	Limit Amount	Projection Type	Project Amount	Reference #	Reference Name	Vol. Ded. #	Vol. Ded. Name
1	STRS	<input type="checkbox"/>	P	8.2500	1,000,000.00		0.0000	01	STRS	0000	
2	PERS	<input type="checkbox"/>	P	2.3456	0.00		0.0000	02	PERS	0000	
3	OASDI	<input type="checkbox"/>	P	6.2000	99,999.99		0.0000	03	OASDI	0000	
4	MEDICARE	<input type="checkbox"/>	P	1.4500	99,999.99		0.0000	09	MEDICARE	0000	
5	SUI	<input type="checkbox"/>	P	1.2500	0.00		0.0000	05	SUI	0000	
6	WCOMP	<input type="checkbox"/>	P	1.2200	0.00		0.0000	06	WCOMP	0000	
7	H/W BASE	<input type="checkbox"/>	D	9,000.00	0.00		0.00	04	H/W	0000	

Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:34:23 PM

HRCM #2 – Authorized Position/ENH (DAPN)

HR Code Maintenance 2 40 - Q55 DEMO (40) DISTRICT Q55/OASIS

File View Options Help

Inspect

Absence Tracking
 Personnel
 Payroll
 Position Control
 Position Control Bonus Codes (PB)
 Benefit Projected Rates (BPR)
 District Authorized Positions (DAP)
 New District Authorized Positions (DAPN)
 Salary Schedules (SS)
 New Salary Schedules (SSN)
 Work Calendars (WC)
 Master File Links
 Benefits Management
 Retirement - CA

DI FY Name Code
 40 2010
 From To
 Code Range

New District Authorized Positions District Master File (3964 items)

	FY	Code	Name	Abbr	Audit Date
▶	10	000100	ACCOUNT CLERK I	ACTCLK 1	11/10/2009
	10	000101	ACCOUNT CLERK I	ACTCLK 1	11/12/2009
	10	000102	ACCOUNT CLERK I	ACTCLK 1	4/3/2009
	10	000103	ACCOUNT CLERK I	ACTCLK 1	7/6/2009
	10	000104	ACCOUNT CLERK I	ACTCLK 1	8/18/2009
	10	000105	ACCOUNT CLERK I	ACTCLK 1	4/3/2009
	10	000106	ACCOUNT CLERK I	ACTCLK 1	4/3/2009
	10	000107	ACCOUNT CLERK I	ACTCLK 1	8/18/2009
	10	000108	ACCOUNT CLERK II	ACTCLK 2	4/3/2009
	10	000109	ACCOUNT CLERK II	ACTCLK 2	4/3/2009
	10	000110	ACCOUNT CLERK II	ACTCLK 2	4/3/2009
	10	000111	ACCOUNT CLERK II	ACTCLK 2	4/3/2009
	10	000112	ACCOUNT TECHNICIAN	ACT TECH	4/3/2009
	10	000113	ACCOUNT TECHNICIAN	ACT TECH	4/3/2009
	10	000114	ACCOUNT TECHNICIAN	ACT TECH	4/3/2009
	10	000115	ACCOUNT TECHNICIAN	ACT TECH	4/3/2009
	10	000116	ACCOUNTANT	ACTNT	4/3/2009
	10	000117	ACCOUNTING SUPERVISOR	SVACCTG	4/3/2009
	10	000118	ACCOUNTING SUPERVISOR	SVACCTG	4/3/2009
	10	000119	ACCT/BUDGET ANALYST (CONF)	CFA/RANI	7/10/2009

Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:31:17 PM

DAPN – Main Screen

New PC Dist Auth Positions (DAPN) *

File Options

Fiscal Year: 2010

Select Position: 000100 : ACCOUNT CLERK I (8010)

Position Number: 000100 Name: ACCOUNT CLERK I Abbr: ACTCLK 1

Job Code: 000100 - ACCOUNT CLERK I

Job Category: 0500 - CLASSIFIED

Supervising Position: Name: Abbr:

Change

Description Requirements 1 Requirements 2 Account Distribution Benefits Employee List Allocation

Comment: Appr:

Position Start: 09/12/2005 End: Application Open: Close:

Status: 0 - Open Position Work Location: 8010 - ACCOUNTING

Rollover: Work Calendar: 0260 - CLASS 12 MOS FTE: 1.0000

Months/Year: 12.00 Days/Year: 260.00 Hours/Day: 8.00 Days/Week: 5 Work Shift:

Placement: 20 - CLASSIFIED - MONTHLY - 37 - RANGE NUMBER 37 - 03 - Do not edit or calculate

Projection Amt: 0.00 Position Benefits: N - No Project Open: N - No Job Sharing:

Contract Type: Experience Type:

Seniority Class: FTE Multiplier: 10.0000 FTE Multiplier Enabled:

Bonus 1: Bonus 2:

Bonus 3: Bonus 4:

Bonus 5:

DAPN – Select Supervising Position

The screenshot shows a software window titled "District Authorized Positions/ENH". The window has a menu bar with "File" and "Options". Below the menu bar is a toolbar with icons for "Code", "Code Name", "Name", "Abbr", and "Abbr". The main area of the window displays a list of job positions with their codes and descriptions. The list is filtered by "Code" and shows 3964 records. The status bar at the bottom indicates "Yr: 2010 Dist: 40 Site: 0 GS: W 4/16/2012 11:34:44 AM".

Code	Name	Abbr
000100	ACCOUNT CLERK I	(ACTCLK 1)
000101	ACCOUNT CLERK I	(ACTCLK 1)
000102	ACCOUNT CLERK I	(ACTCLK 1)
000103	ACCOUNT CLERK I	(ACTCLK 1)
000104	ACCOUNT CLERK I	(ACTCLK 1)
000105	ACCOUNT CLERK I	(ACTCLK 1)
000106	ACCOUNT CLERK I	(ACTCLK 1)
000107	ACCOUNT CLERK I	(ACTCLK 1)
000108	ACCOUNT CLERK II	(ACTCLK 2)
000109	ACCOUNT CLERK II	(ACTCLK 2)
000110	ACCOUNT CLERK II	(ACTCLK 2)
000111	ACCOUNT CLERK II	(ACTCLK 2)
000112	ACCOUNT TECHNICIAN	(ACT TECH)
000113	ACCOUNT TECHNICIAN	(ACT TECH)
000114	ACCOUNT TECHNICIAN	(ACT TECH)
000115	ACCOUNT TECHNICIAN	(ACT TECH)
000116	ACCOUNTANT	(ACTNT)
000117	ACCOUNTING SUPERVISOR	(SVACCTG)
000118	ACCOUNTING SUPERVISOR	(SVACCTG)
000119	ACCT/BUDGET ANALYST (CONF)	(CFA/BANL)
000120	ACCT/BUDGET ANALYST (CONF)	(CFA/BANL)
000121	ADM ASST TO ASSOC SUPT (CONF)	(CFAAACSP)
000122	ADM ASST TO ASST SUPT (CONF)	(CFAAASSP)
000123	ADM ASST TO ASST SUPT (CONF)	(CFAAASSP)
000124	ADM ASST TO C B O (CONF)	(CFAACBO)
000125	ADM ASST/CRED ANALYST (CONF)	(CFAA/CRE)
000126	ADM DIRECTOR-CURRIC&INSTRUCT	(ADM C&I)
000127	ADM DIRECTOR-SPEC SRVCS/SELPA	(ADMSS/S)
000128	ADM SECRETARY I	(ADMSEC 1)
000129	ADM SECRETARY I	(ADMSEC 1)
000130	ADM SECRETARY I	(ADMSEC 1)
000131	ADM SECRETARY I	(ADMSEC 1)
000132	ADM SECRETARY I	(ADMSEC 1)

DAPN - Accounts

New PC Dist Auth Positions (DAPN) *

File Options

Fiscal Year: 2010

Select Position: 000100 : ACCOUNT CLERK I (8010)

Position Number: 000100 Name: ACCOUNT CLERK I Abbr: ACTCLK 1

Job Code: 000100 - ACCOUNT CLERK I

Job Category: 0500 - CLASSIFIED

Supervising Position: Name: Abbr:

Change

Description Requirements 1 Requirements 2 Account Distribution Benefits Employee List Allocation

Ln	Percent	FTE		FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Start	End	X
1.	100.00	.0000	L	01.0097.0.0000.7330.2400.893.5542.20											
2.			L												
3.			L												
4.			L												
5.			L												
6.			L												
7.			L												
8.			L												
9.			L												
10.			L												
11.			L												
12.			L												
13.			L												
14.			L												
15.			L												

Percent Total: 100.00 FTE Total: .0000

Enter Start and End dates with slashes like M/D/YY or M/D/YYYY or without slashes like MMDDYY or MMDDYYYY

DAPN – Employee List

New PC Dist Auth Positions (DAPN)

File Options

Select Position: 000100 : ACCOUNT CLERK I

Position Number: 000100 Name: ACCOUNT CLERK I Abbr: ACTCLK 1

Job Code: 000100 - ACCOUNT CLERK I

Job Category: 0500 - CLASSIFIED

Supervising Position:

Description Requirements 1 Requirements 2 Account Distribution Benefits Employee List Allocation

Fiscal Year: 10 Search Position FTE: 1.0000

Employee	Name	Start	End	%	E-FTE
***_1419	SEWARD, CANDACE L	9/12/2005		100.0000	1.0000

Usersec:YYYYYYYYNNYYYY2N2Y Yr: 2010 Dist: 40 Site: 0 4/25/2010 2:31:52 PM

DAPN – Copy Positions

Copy New District Authorized Positions 39 - The Train USD QSS/DASIS

File Options

Change ...

Di FY
39 09

Year
From To
2008 2009

Position Number
From To
Multiple *AUTO*

Odometer is ON
Copies
1 Override Odometer

Copy
 Description Preserve Position Number
 Requirements
 Accounts

Ctrl+Enter or Double-Click an item in the grid to fill in the From Position Number

From Position	Description	From Year	New Year	New Position

Yr: 2009 Dist: 39 Site: 0 4/25/2010 2:42:13 PM

DAPN – Copy / Select W/Filter

Copy New District Authorized Positions 39 - The Train USD Q55/OASIS

File Options

2008 Filter by Job Code 0001 - DISTRICT BUSINESS OFFICE

Add

83 Positions from Year 2008

Position	Position Name	Abbr	Selected for Copy	Location	Job Code	P-FTE
000001	pdmvacT CLERK II	ssdegKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000002	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000003	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000004	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000006	ADMINISTRATIVE ASSISTANT	ADMINAST	<input checked="" type="checkbox"/>	0001	000025	1.000
000007	ADMIN ASSISTANT, BUSINESS	AASTBUS	<input checked="" type="checkbox"/>	0001	000050	1.000
000008	ADMIN ASSISTANT, SUPERINTENDENT	AASTSUPT	<input checked="" type="checkbox"/>	0001	000057	1.000
000012	BOND ACCOUNTANT	BONDACCT	<input checked="" type="checkbox"/>	0001	000048	0.800
000013	ADMINISTRATIVE SECRETARY	ADMINST	<input checked="" type="checkbox"/>	0001	000049	0.500
000050	DIRECTOR, INSTRUCTIONAL SVCS	DIR INST	<input checked="" type="checkbox"/>	0001	000003	1.000
000051	DIRECTOR, ADMINISTRATIVE SVCS	DIR ADMN	<input checked="" type="checkbox"/>	0001	000005	1.000
000052	DIRECTOR, SPECIAL SERVICES	DIR SPSV	<input checked="" type="checkbox"/>	0001	000006	1.000
000053	DISTRICT RECEPTIONIST	RECEPT	<input checked="" type="checkbox"/>	0001	000052	0.500
000086	Changing the name	Change	<input checked="" type="checkbox"/>	0001	000001	1.000
000088	SPEECH PATHOLOGIST	SPEECH	<input checked="" type="checkbox"/>	0001	000019	0.500
000125	ADMINISTRATIVE ASSISTANT	ADMINAST	<input checked="" type="checkbox"/>	0001	000025	1.000
000142	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000143	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000156	PSYCHOLOGIST	PSYCH	<input checked="" type="checkbox"/>	0001	000011	1.000
000157	PSYCHOLOGIST	PSYCH	<input checked="" type="checkbox"/>	0001	000011	1.000
000162	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000164	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000167	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000
000169	ACCOUNT CLERK II	ACTCLKII	<input checked="" type="checkbox"/>	0001	000047	1.000

83 Positions to be Copied

Add >

< Remove

- 000001 - pdmvacT CLERK II
- 000002 - ACCOUNT CLERK II
- 000003 - ACCOUNT CLERK II
- 000004 - ACCOUNT CLERK II
- 000006 - ADMINISTRATIVE ASSISTANT
- 000007 - ADMIN ASSISTANT, BUSINESS
- 000008 - ADMIN ASSISTANT, SUPERIN
- 000012 - BOND ACCOUNTANT
- 000013 - ADMINISTRATIVE SECRETAF
- 000050 - DIRECTOR, INSTRUCTIONAL
- 000051 - DIRECTOR, ADMINISTRATIVE
- 000052 - DIRECTOR, SPECIAL SERVICE
- 000053 - DISTRICT RECEPTIONIST
- 000086 - Changing the name
- 000088 - SPEECH PATHOLOGIST
- 000125 - ADMINISTRATIVE ASSISTANT
- 000142 - ACCOUNT CLERK II
- 000143 - ACCOUNT CLERK II
- 000156 - PSYCHOLOGIST
- 000157 - PSYCHOLOGIST
- 000162 - ACCOUNT CLERK II
- 000164 - ACCOUNT CLERK II
- 000167 - ACCOUNT CLERK II
- 000169 - ACCOUNT CLERK II
- 000178 - PSYCHOLOGIST
- 000179 - DIRECTOR OF ACCOUNTING

Yr: 2009 Dist: 39 Site: 0 4/25/2010 2:43:04 PM

DAPN – Returned Positions to Copy

Copy New District Authorized Positions 39 - The Train USD QSS/DASIS

File Options

Change

Di 39 FY 09

Year From 2008 To 2009

Position Number From Multiple To *AUTO*

Odometer is ON Copies 1 Override Odometer

Copy Description Preserve Position Number Requirements Accounts

Ctrl+Enter or Double-Click an item in the grid to fill in the From Position Number

	From Position	Description	From Year	New Year	New Position
▶	000001	pdmvacT CLERK II	2008	2009	
	000002	ACCOUNT CLERK II	2008	2009	
	000003	ACCOUNT CLERK II	2008	2009	
	000004	ACCOUNT CLERK II	2008	2009	
	000006	ADMINISTRATIVE ASSISTANT	2008	2009	
	000007	ADMIN ASSISTANT, BUSINESS	2008	2009	
	000008	ADMIN ASSISTANT, SUPERINTENDENT	2008	2009	
	000012	BOND ACCOUNTANT	2008	2009	
	000013	ADMINISTRATIVE SECRETARY	2008	2009	
	000050	DIRECTOR, INSTRUCTIONAL SVCS	2008	2009	
	000051	DIRECTOR, ADMINISTRATIVE SVCS	2008	2009	
	000052	DIRECTOR, SPECIAL SERVICES	2008	2009	
	000053	DISTRICT RECEPTIONIST	2008	2009	
	000086	Changing the name	2008	2009	
	000088	SPEECH PATHOLOGIST	2008	2009	
	000125	ADMINISTRATIVE ASSISTANT	2008	2009	

Yr: 2009 Dist: 39 Site: 0 4/25/2010 2:43:15 PM

DAPN – Copy Results

Copy New District Authorized Positions 39 - The Train USD QSS/OASIS

File Options

000585 copied to 100120 **Change** ..

Di FY Year
 39 09 From To
 2008 - 2009

Position Number Odometer is DN
 From To Copies
 Multiple - *AUTO* 1 Override Odometer

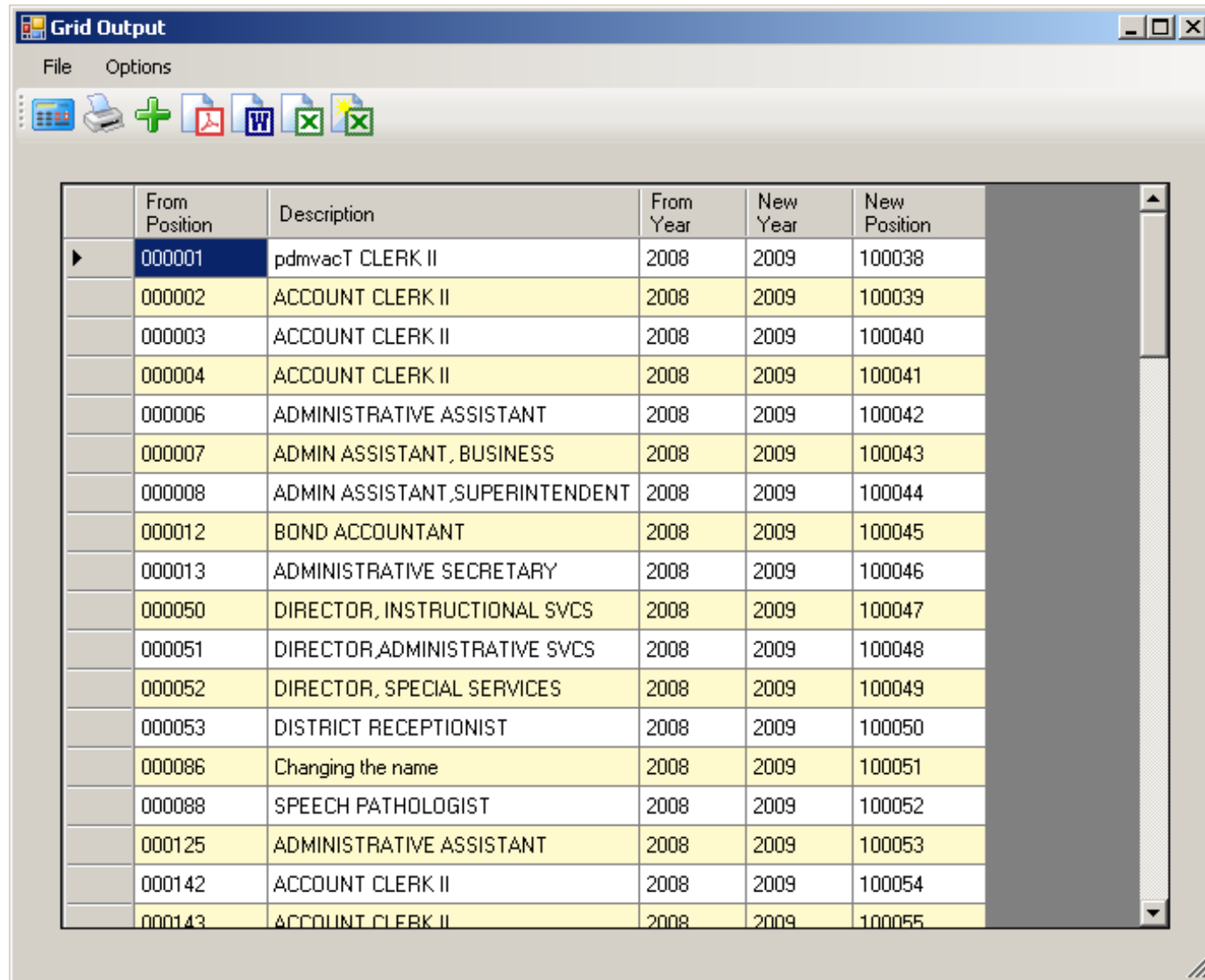
Copy
 Description Preserve Position Number
 Requirements
 Accounts

Ctrl+Enter or Double-Click an item in the grid to fill in the From Position Number

	From Position	Description	From Year	New Year	New Position
	000571	pdmvacT CLERK II	2008	2009	100106
	000572	pdmvacT CLERK II	2008	2009	100107
	000573	pdmvacT CLERK II	2008	2009	100108
	000574	pdmvacT CLERK II	2008	2009	100109
	000575	pdmvacT CLERK II	2008	2009	100110
	000576	pdmvacT CLERK II	2008	2009	100111
	000577	pdmvacT CLERK II	2008	2009	100112
	000578	pdmvacT CLERK II	2008	2009	100113
	000579	pdmvacT CLERK II	2008	2009	100114
	000580	pdmvacT CLERK II	2008	2009	100115
	000581	pdmvacT CLERK II	2008	2009	100116
	000582	pdmvacT CLERK II	2008	2009	100117
	000583	pdmvacT CLERK II	2008	2009	100118
	000584	pdmvacT CLERK II	2008	2009	100119
▶	000585	pdmvacT CLERK II	2008	2009	100120

Yr: 2009 Dist: 39 Site: 0 4/25/2010 2:43:56 PM

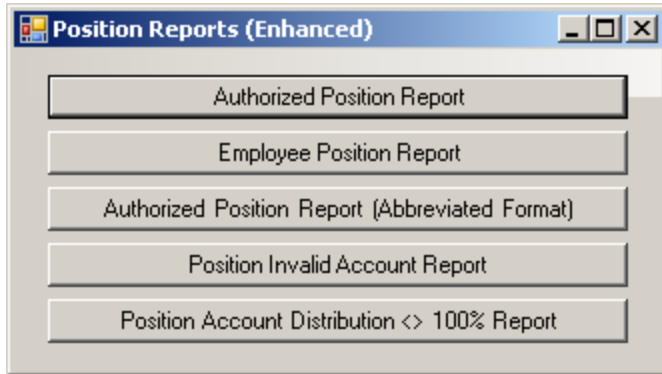
DAPN – Grid Output of Copy Results



The screenshot shows a window titled "Grid Output" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for a calculator, printer, plus sign, PDF, Word, Excel, and a sun icon. The main area contains a table with the following data:

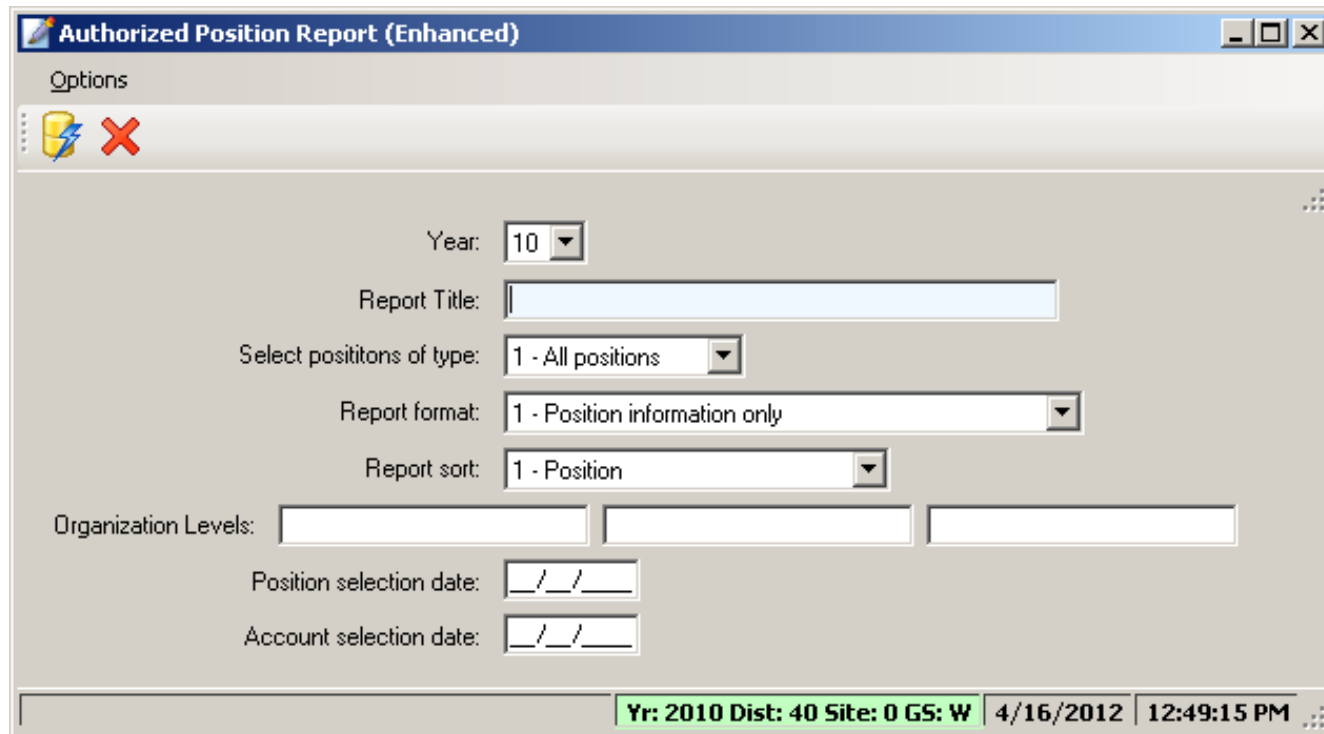
	From Position	Description	From Year	New Year	New Position
▶	000001	pdmvacT CLERK II	2008	2009	100038
	000002	ACCOUNT CLERK II	2008	2009	100039
	000003	ACCOUNT CLERK II	2008	2009	100040
	000004	ACCOUNT CLERK II	2008	2009	100041
	000006	ADMINISTRATIVE ASSISTANT	2008	2009	100042
	000007	ADMIN ASSISTANT, BUSINESS	2008	2009	100043
	000008	ADMIN ASSISTANT, SUPERINTENDENT	2008	2009	100044
	000012	BOND ACCOUNTANT	2008	2009	100045
	000013	ADMINISTRATIVE SECRETARY	2008	2009	100046
	000050	DIRECTOR, INSTRUCTIONAL SVCS	2008	2009	100047
	000051	DIRECTOR, ADMINISTRATIVE SVCS	2008	2009	100048
	000052	DIRECTOR, SPECIAL SERVICES	2008	2009	100049
	000053	DISTRICT RECEPTIONIST	2008	2009	100050
	000086	Changing the name	2008	2009	100051
	000088	SPEECH PATHOLOGIST	2008	2009	100052
	000125	ADMINISTRATIVE ASSISTANT	2008	2009	100053
	000142	ACCOUNT CLERK II	2008	2009	100054
	000143	ACCOUNT CLERK II	2008	2009	100055

DAPN – Position Reports



A screenshot of a software menu titled "Position Reports (Enhanced)". The menu contains five items, each in a button-like box:

- Authorized Position Report
- Employee Position Report
- Authorized Position Report (Abbreviated Format)
- Position Invalid Account Report
- Position Account Distribution <> 100% Report



A screenshot of the "Authorized Position Report (Enhanced)" dialog box. The window title is "Authorized Position Report (Enhanced)". Below the title bar is an "Options" section with several controls:

- Year: 10 (dropdown)
- Report Title: [Empty text box]
- Select positions of type: 1 - All positions (dropdown)
- Report format: 1 - Position information only (dropdown)
- Report sort: 1 - Position (dropdown)
- Organization Levels: [Three empty text boxes]
- Position selection date: [Empty date field]
- Account selection date: [Empty date field]

At the bottom of the dialog, there is a status bar with the following text: Yr: 2010 Dist: 40 Site: 0 GS: W 4/16/2012 12:49:15 PM

Employee Maintenance – Main

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

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

Selected Employee/List

SSN : Ext Ref # : Term :

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

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

Employee Maintenance - Options

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 various search and maintenance functions with their respective keyboard shortcuts. The main window area features a 'Search Panel' with search criteria tabs (By SSN, By Ext Ref, By Name, By ID), a 'District' dropdown set to '39', and checkboxes for 'Include Terminated' (checked) and 'Add to grid'. Below the search panel are input fields for 'SSN' and 'Ext Ref #'. A 'Search Results' section contains a table with columns: Name, ID, G, Ty, Site, BU, RC, LG, and Terminated. The table is currently empty.

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 (checked)
- Edit Employee Lists Ctrl+L

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
------	----	---	----	------	----	----	----	------------

Employee Maintenance – Customize

The screenshot displays the 'Employee Maintenance' application window. The title bar includes 'Employee Maintenance', '39 - The Train USD', and 'QSS/OASIS'. The menu bar contains 'File', 'Options', 'Window', 'Help+Video', and 'Hot Keys'. The 'File' menu is open, showing options like 'Show Status', 'View recently added employees', 'Settings', 'Clear Settings on Exit', and 'Exit'. The 'Settings' submenu is also open, listing various options such as 'Load', 'Save...', 'Delete', and 'Auto-highlight required fields'. The main interface area shows a tree view on the left with 'Professional' expanded, and a main panel on the right with checkboxes for 'Include Terminated' and 'Add to grid', a search field, and a table with columns for 'Site', 'BU', 'RC', 'LG', 'Terminated', and 'Work Phone'.

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

- Show Status Ctrl+F12
- View recently added employees [Empty] Alt+V
- Settings
- Clear Settings on Exit
- Exit F12

Professional

- Position Control
- Payroll

Load

Save...

Save As...

Delete

Employee...

Employee Search

Get Employee Default

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

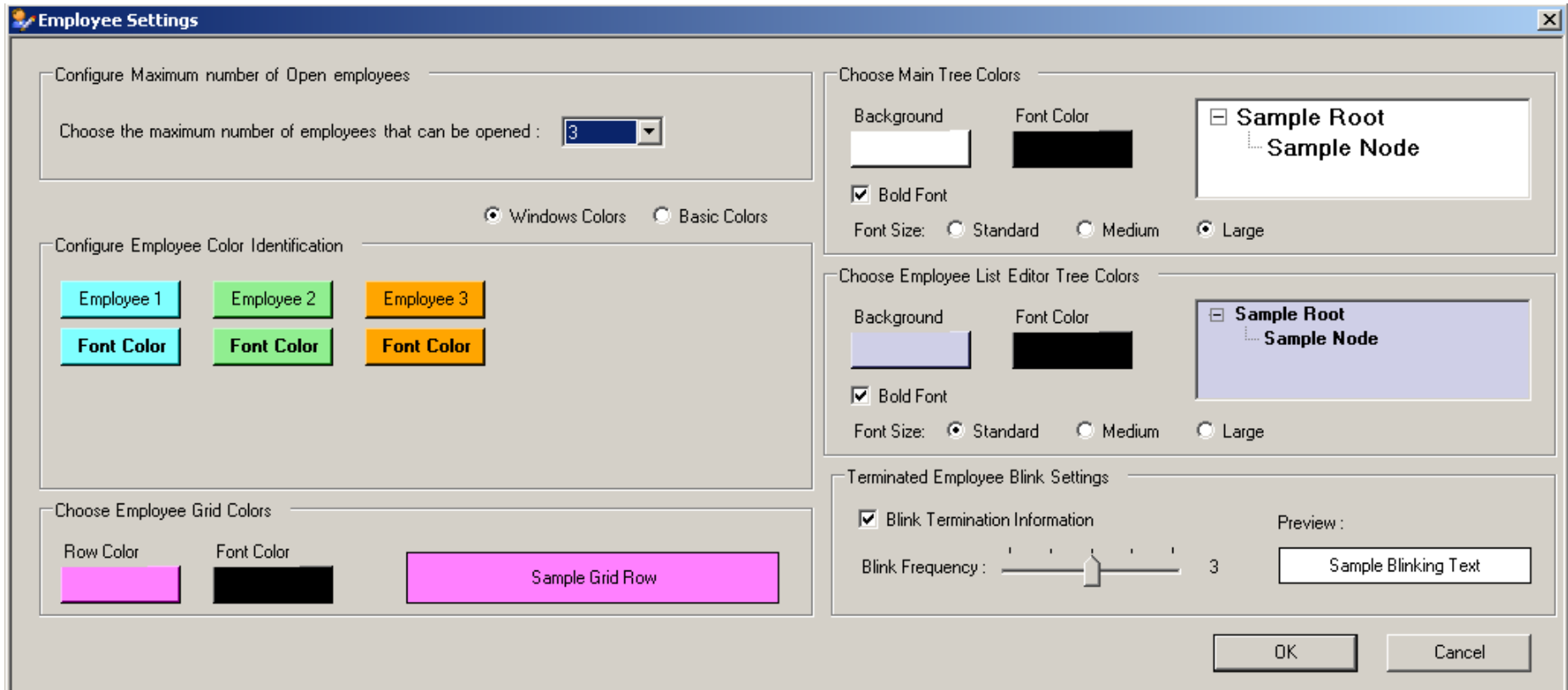
Include Terminated Add to grid

Selected Employee/List

Term :

Site	BU	RC	LG	Terminated	Work Phone
------	----	----	----	------------	------------

Customize – Employee



Employee Settings

Configure Maximum number of Open employees

Choose the maximum number of employees that can be opened:

Windows Colors Basic Colors

Configure Employee Color Identification

Employee 1	Employee 2	Employee 3
Font Color	Font Color	Font Color

Choose Employee Grid Colors

Row Color	Font Color	Sample Grid Row
-----------	------------	-----------------

Choose Main Tree Colors

Background	Font Color
<input checked="" type="checkbox"/> Bold Font	
Font Size: <input type="radio"/> Standard <input type="radio"/> Medium <input checked="" type="radio"/> Large	

Sample Tree View:

```
Sample Root
└─ Sample Node
```

Choose Employee List Editor Tree Colors

Background	Font Color
<input checked="" type="checkbox"/> Bold Font	
Font Size: <input checked="" type="radio"/> Standard <input type="radio"/> Medium <input type="radio"/> Large	

Sample Tree View:

```
Sample Root
└─ Sample Node
```

Terminated Employee Blink Settings

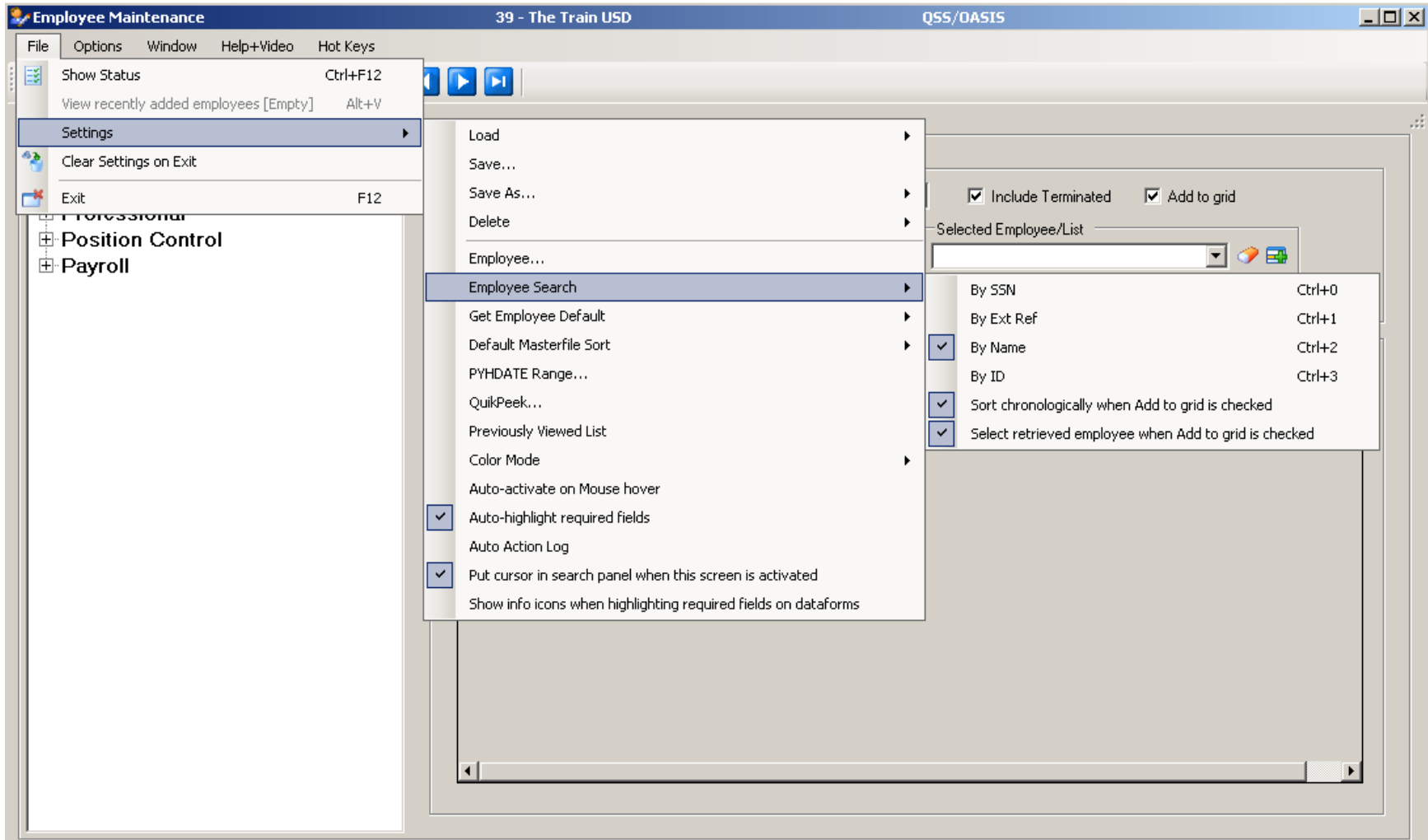
Blink Termination Information

Blink Frequency: 3

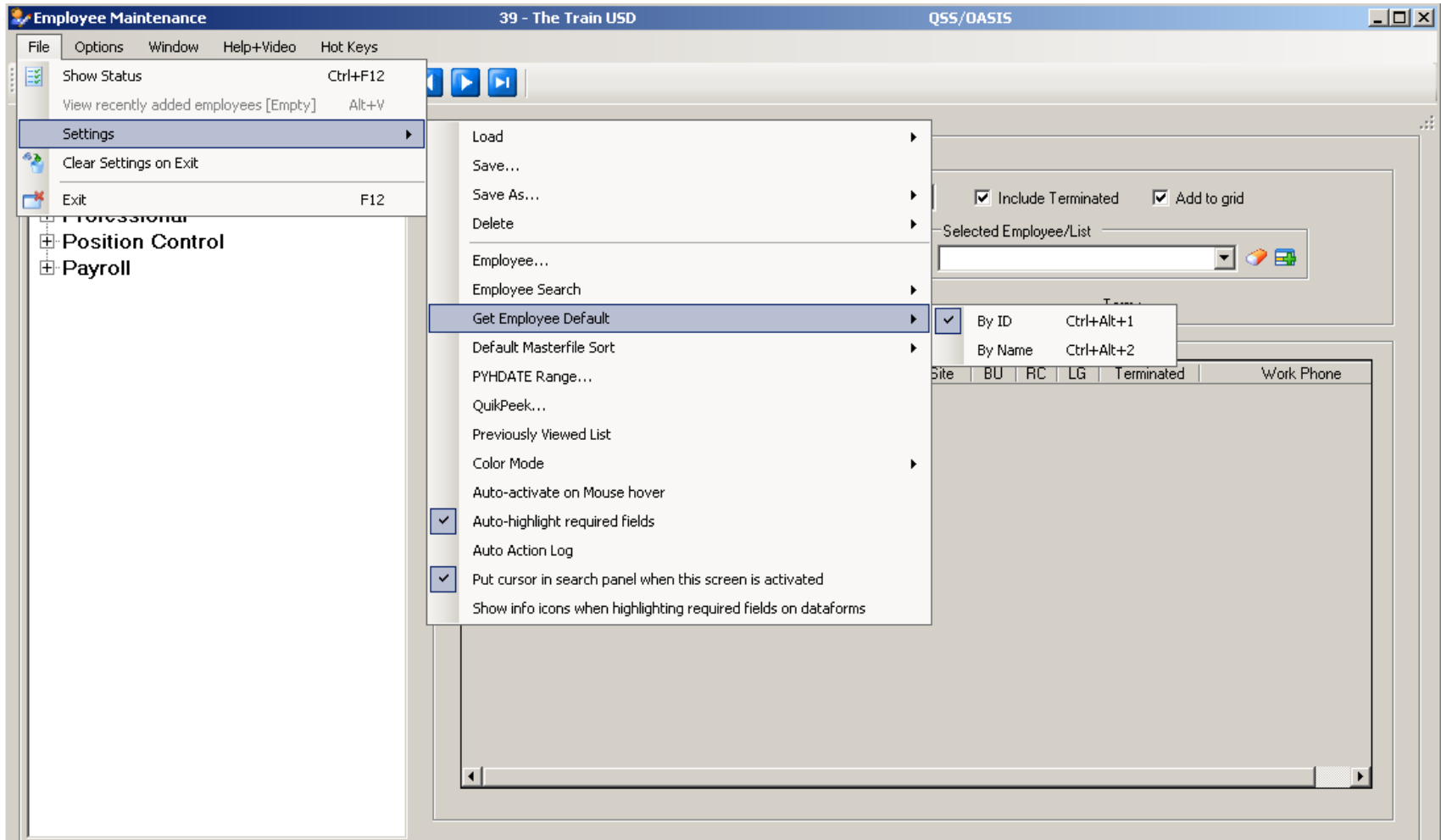
Preview:

OK Cancel

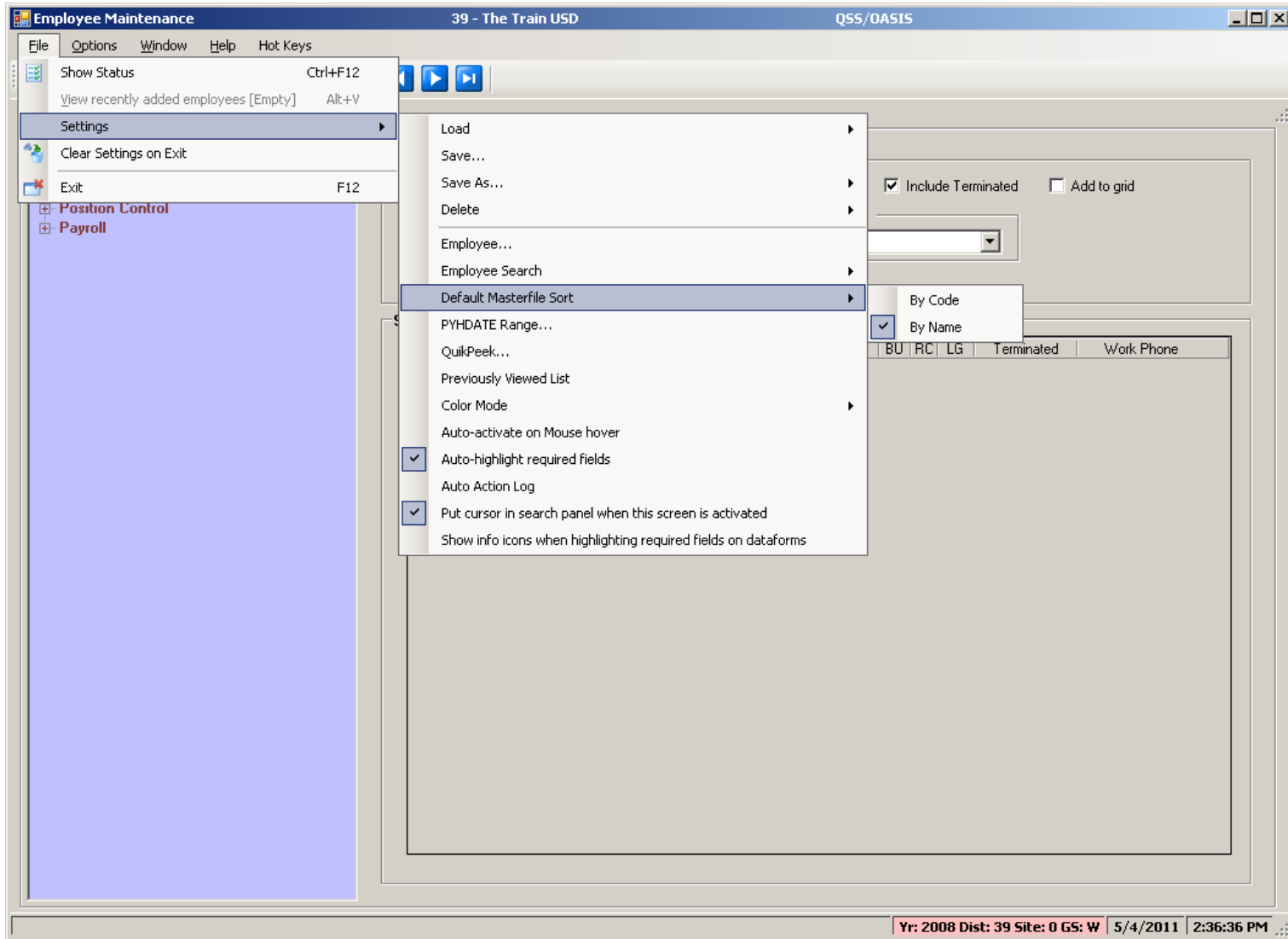
Customize – Employee Search



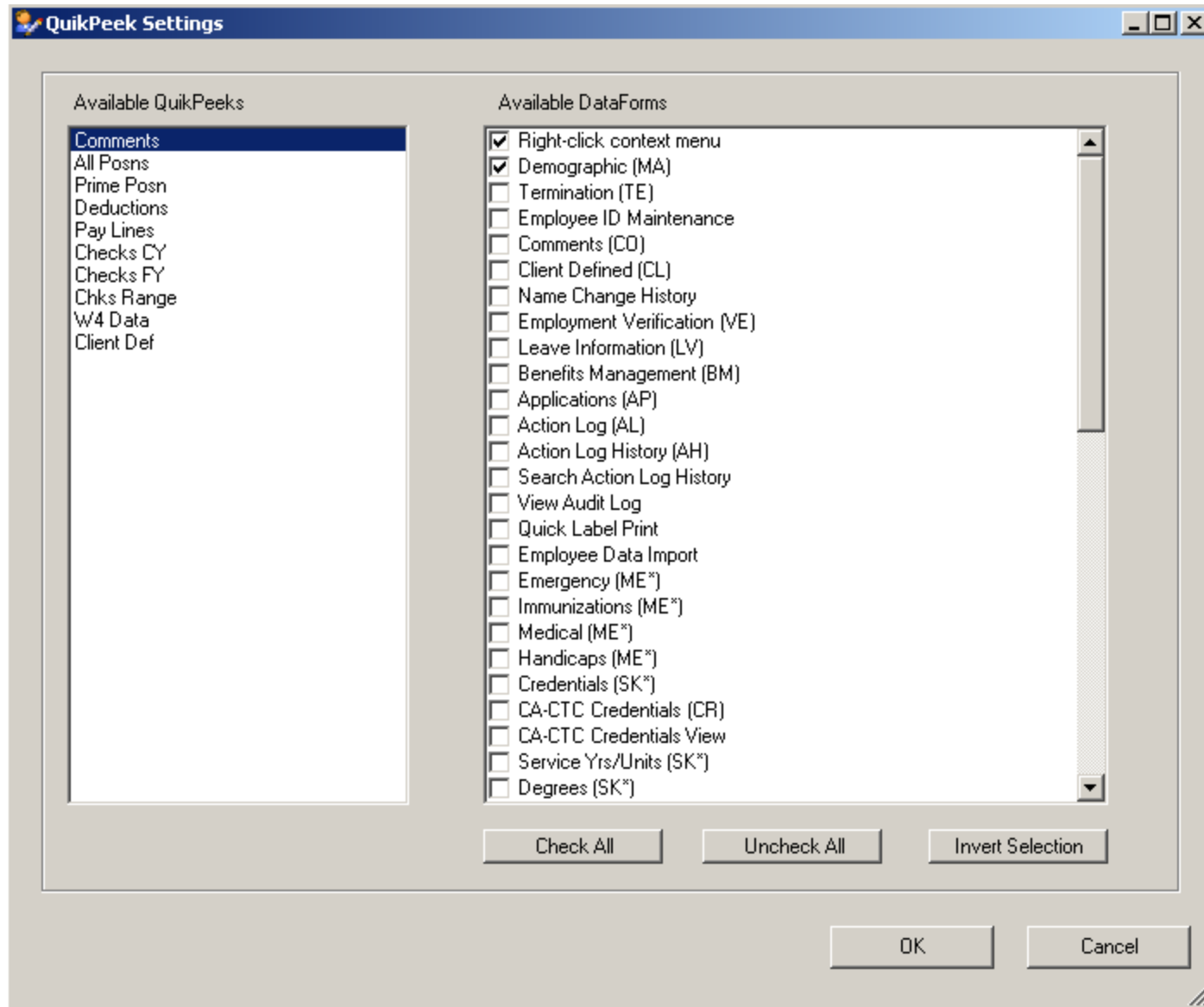
Customize – Get Employee Default



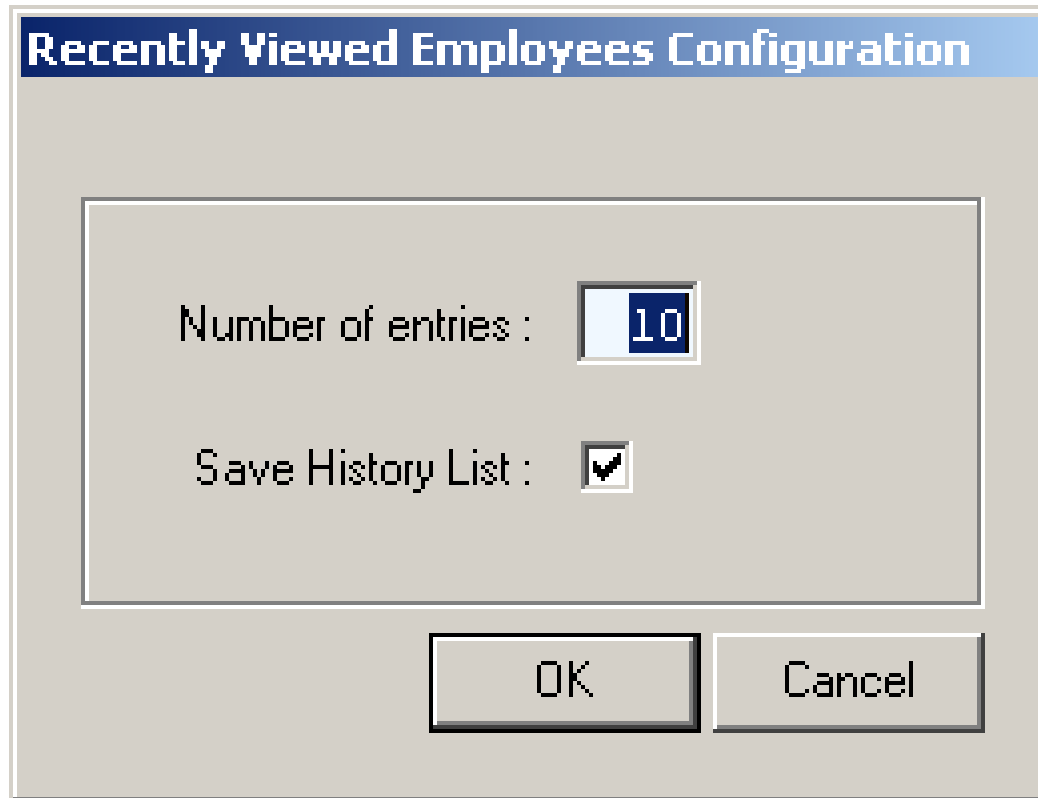
Customize – Default Masterfile Sort



Customize – QuikPeeks



Customize – Previous Viewed List...



The image shows a dialog box titled "Recently Viewed Employees Configuration". It contains two settings: "Number of entries" set to 10 and "Save History List" checked. At the bottom are "OK" and "Cancel" buttons.

Recently Viewed Employees Configuration

Number of entries :

Save History List :

OK Cancel

Employee Maintenance - Personnel

Employee Maintenance 39 - The Train USD Q55/OASIS

File Options Window Help Videos Hot Keys

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
------	----	---	----	------	----	----	----	------------

Employee Maintenance – Professional & Position Control

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'Q55/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', 'Videos', and 'Hot Keys'. The toolbar contains various icons for navigation and actions.

Navigation Tree (Left):

- Favorites
- Personnel
- Professional
 - Credentials (SK*)
 - CA-CTC Credentials (CR)
 - CA-CTC Credentials View
 - Service Yrs/Units (SK*)
 - Degrees (SK*)
 - Skills (SK*)
 - Inservice (SK*)
 - Educational Units (EU)
 - Evaluations (EV*)
 - Test Results (EV*)
 - Teaching History (TS*)
 - Teaching Preferences (TS*)
- Position Control
 - Assignments/ENH (EA)
 - Assignments/STD (PO)
 - Assignment Info (EC)
 - Position Control Search
 - Job History (JH)
 - PAT - Other Assignments
 - PAT - Related Data
 - Seniority Inspection (SI)
- Payroll

Search Panel (Right):

Search Panel

By SSN | By Ext Ref | By Name | By ID

District: 39

Include Terminated Add to grid

Selected Employee/List

SSN: Ext Ref #:

[Help](#)

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

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

Employee Maintenance - Payroll

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

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
------	----	---	----	------	----	----	----	------------

Employee Maintenance – Favorites

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

Navigation Tree (Left):

- Favorites
 - Demographic (MA)
 - Assignments/STD (PO)
 - Assignment Info (EC)
 - Position Control Search
 - Job History (JH)
- Personnel
 - Demographic (MA)
 - Termination (TE)**
 - Employee (Context menu open)
 - Comments
 - Client Defi
 - Name Cha
 - Employe
 - 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 (Top Right):

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
------	----	---	----	------	----	----	----	------------

Manage Favorites

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', 'Videos', and 'Hot Keys'. A toolbar with various icons is located below the menu bar.

The main interface is divided into several sections:

- Left Panel (Favorites):** A tree view showing a list of favorite items. The 'Personnel' folder is expanded, and a context menu is open over it. The context menu options are: Move to Top, Move Up, Move Down, Move to Bottom, Remove from Favorites, Clear Favorites, Assign Hotkey, and Remove Hotkey.
- Search Panel:** Located at the top right, it contains search criteria: 'By SSN', 'By Ext Ref', 'By Name', and 'By ID'. A 'District' dropdown is set to '39'. There are checkboxes for 'Include Terminated' (checked) and 'Add to grid'. A search input field is present with a 'Help' link. Below the search panel are fields for 'SSN:' and 'Ext Ref #:'.
- Search Results:** A table titled 'Search Results [Press Ctrl + Enter to select the highlighted employee]'. The table has the following columns: Name, ID, G, Ty, Site, BU, RC, LG, and Terminated. The table is currently empty.

Assign Hot Key (Right Click)

The screenshot shows the 'Employee Maintenance' application window. The title bar indicates '39 - The Train USD' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. The left sidebar contains a tree view of categories: Favorites, Personnel, Professional, Position Control, and Payroll. The 'Position Control' category is expanded, and 'Position Control Search' is selected. A context menu is open over 'Position Control Search', with 'Assign Hotkey' highlighted. A dialog box titled 'Hotkey for Position Control Search' is displayed in the foreground. It has a 'Modifier' section with checkboxes for 'Ctrl', 'Alt', and 'Shift'. Below that is a 'Key' section with a dropdown menu. 'OK' and 'Cancel' buttons are at the bottom. The background shows a 'Search Panel' with options like 'By SSN', 'By Ext Ref', 'By Name', 'By ID', and a 'Search Results' table with columns: Name, ID, G, Ty, Site, BU, RC, LG, Terminated, Work Phone.

Hot Key Menu

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'Q55/DASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. The 'Hot Keys' menu is open, listing: 'Demographic (MA) Ctrl+D', 'Termination (TE) Ctrl+T', and 'Position Control Search Ctrl+S'. The left sidebar contains a tree view with categories: 'Favorites' (Demographic (MA), Client Defined (CL), Termination (TE), Employment Verification (VE), Benefits Management (BM)), 'Personnel', 'Professional', 'Position Control' (Assignments/ENH (EA), Assignments/STD (PO), Assignment Info (EC), **Position Control Search**, Job History (JH), PAT - Other Assignments, PAT - Related Data, Seniority Inspection (SI)), '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), and 'History / Inspect' (Payroll History, Search Pay History, Inspect Labor/Benefits, View Retirement History, View W2 Data). The main area features a 'Search Panel' with options 'By SSN', 'By Ext Ref', 'By Name', and 'By ID'. The 'District' is set to '39'. There are checkboxes for 'Include Terminated' (checked) and 'Add to grid' (unchecked). 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 columns: Name, ID, G, Ty, Site, BU, RC, LG, Terminated, and Work Phone. The table is currently empty. The status bar at the bottom shows 'Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:02:03 PM'.

Integrated Video Content

The screenshot displays the 'Employee Maintenance' application window. The title bar includes '39 - The Train USD' and 'Q55/OASIS'. The menu bar contains 'File', 'Options', 'Window', 'Help+Video', and 'Hot Keys'. A 'Help+Video' context menu is open, listing various help and video options. The main interface features a left-hand navigation pane with categories like 'Favorites', 'Personnel', 'Professional', 'Position Control', and 'Payroll'. The main area contains search filters for 'District' (set to 39), 'Include Terminated', and 'Add to grid'. Below these is a 'Selected Employee/List' dropdown menu. At the bottom, a table header is visible with columns: Name, ID, G, Ty, Site, BU, RC, LG, Terminated, and Work Phone.

Help+Video

- QCC Employee Maintenance Navigation
- Employee Search Help Ctrl+F3
- About Shift+F12
- Show User Security Settings for this program (Employee Maintenance)
- Video: All available videos
- Video: Employee Maintenance only
- Video: Employee Maintenance new employee list functions
- Doc: All available Documents
- Doc: Employee Maintenance only
- Doc: Employee Maintenance Window Manual

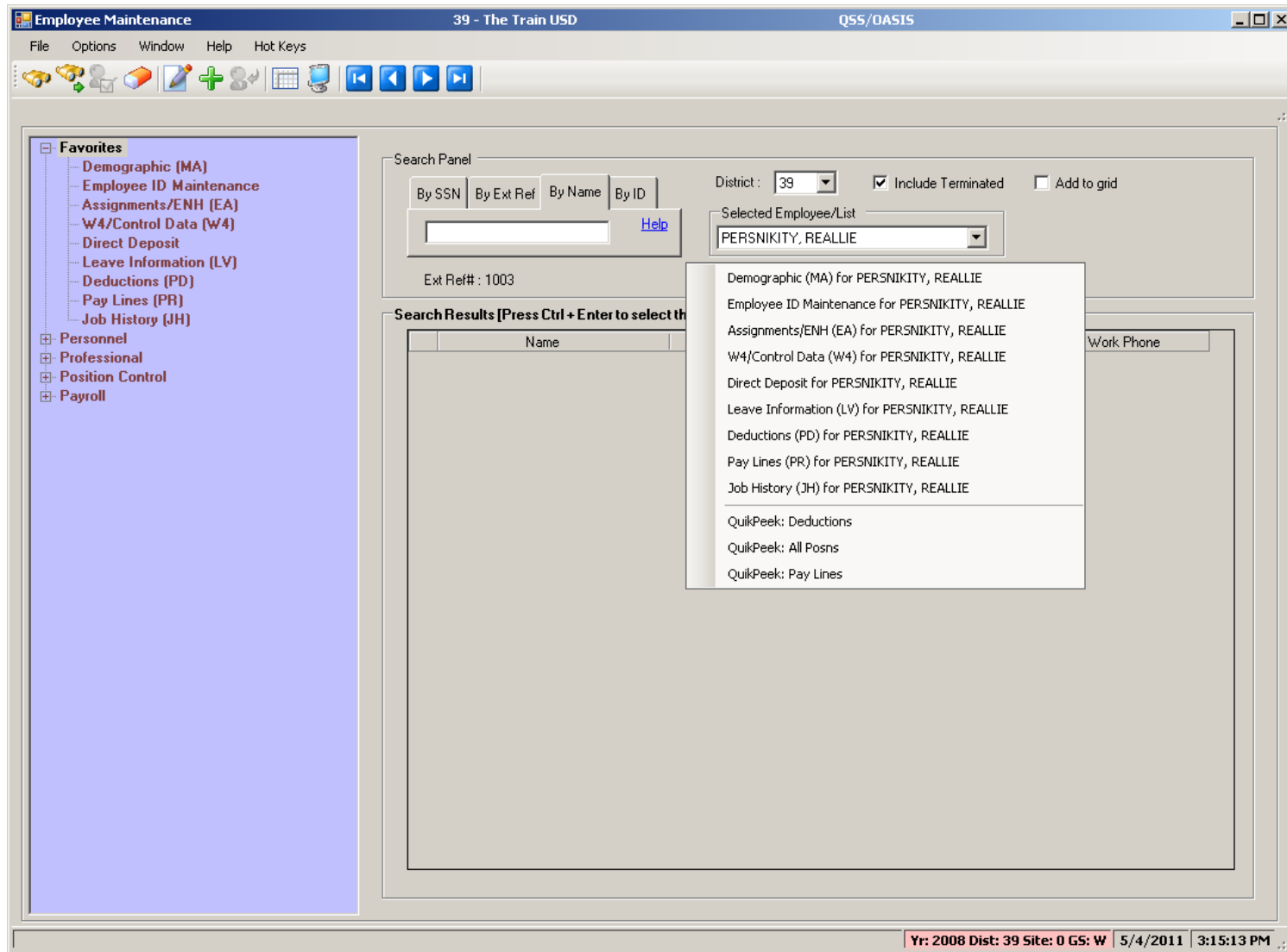
District: 39 Include Terminated Add to grid

Selected Employee/List

Term :

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

Right Click Context Menu



Right Click Grid Select / Context Menu

The screenshot displays the 'Employee Maintenance' application window. The search panel shows a search for 'JACKSON' in District 39, with 2 records found. The search results table lists two employees: JACKSON, JESSICA D and JACKSON, JOSH J. The record for JACKSON, JOSH J is selected, and a context menu is open over it, listing various maintenance options such as Demographic (MA), Employee ID Maintenance, Assignments/ENH (EA), W4/Control Data (W4), Direct Deposit, Leave Information (LV), Deductions (PD), Pay Lines (PR), and Job History (JH). The status bar at the bottom indicates 'Yr: 2008 Dist: 39 Site: 0 GS: W 5/4/2011 4:16:52 PM'.

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Search complete. 2 record(s) found.

Search Panel

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

JACKSON Selected Employee/List JACKSON, JOSH J

Ext Ref# : 001022 SSN : xxx-xx-2109 SEID: n/a

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

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
JACKSON, JESSICA D	001023	F	FT	0001					
JACKSON, JOSH J	001022	F	FT	0001					

Demographic (MA) for JACKSON, JOSH J
Employee ID Maintenance for JACKSON, JOSH J
Assignments/ENH (EA) for JACKSON, JOSH J
W4/Control Data (W4) for JACKSON, JOSH J
Direct Deposit for JACKSON, JOSH J
Leave Information (LV) for JACKSON, JOSH J
Deductions (PD) for JACKSON, JOSH J
Pay Lines (PR) for JACKSON, JOSH J
Job History (JH) for JACKSON, JOSH J

QuikPeek: Deductions
QuikPeek: All Posns
QuikPeek: Pay Lines

Yr: 2008 Dist: 39 Site: 0 GS: W 5/4/2011 4:16:52 PM

Search Help

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', 'Videos', and 'Hot Keys'. The 'Help' menu is open, showing options: 'QCC Employee Maintenance Navigation', 'Employee Search Help (Ctrl+F3)', 'About (Shift+F12)', and 'Show User Security Settings for this program (Employee Maintenance)'. The left sidebar contains a tree view with categories like 'Favorites', 'Personnel', and 'Emergency/Medical'. The main area features search filters: 'By SSN', 'By Ext Ref', 'By Name', and 'By ID'. A 'District' dropdown is set to '39'. There are checkboxes for 'Include Terminated' (checked) and 'Add to grid' (unchecked). Below these are input fields for 'SSN' and 'Ext Ref #', and a 'Selected Employee/List' dropdown. A 'Search Results' section is visible, with a table header: 'Name', 'ID', 'G', 'T.y', 'Site', 'BU', 'RC', 'LG', 'Terminated'. The table body is currently empty.

Search Help – Page 1

Employee Search Help

Employee search tips

[Print](#) [Close](#)

The general format of a name search is :

LastName[, FirstName]

LastName (R):

You can search for employee last names by any of these methods:

SEARCH TYPE	EXPLANATION
Soundex	Type a last name, such as PETERSON. The search matches the name you typed, as well as other similar sounding names, such as PATERSON, PETERS, PETERSEN, AND PETERKIN. For this and all other searches by name, the names are <i>not</i> case sensitive. In other words, all of the following are the same: PETERSON, Peterson, peterston, and PETERSON.
Exact Match	To search for an exact match to a last name, type the complete name, followed by a space and a slash (/). For example, type the following to match only the last name PETERSON: PETERSON / Be sure to type a space between the end of the name and the slash.
Exact Match and Soundex	You can combine an exact match and a soundex search, as in the following example: LAR/SON <ul style="list-style-type: none">• The letters to the left of the slash (LAR) are an exact match.• The letters to the right of the slash (SON) are a soundex search. For a name to match, the first three letters must be LAR, and the rest of the name can be anything that sounds like SON. Thus, this search matches names like LARKIN, LARSEN, and LARSON.
Partial Word (@)	Type the first few letters of a name followed by an @ sign. This search requires that you <u>type at least one letter</u> before the @ sign. For example, type JOHN@ to match all names that begin with those letters. This search matches JOHNSON, JOHNSEN, and JOHNSTON. However, this partial word search does not match JONSON, JONES, and JONSEN.

Search Help – Page 2

Employee Search Help

Wildcard (*)	<p>Type a * to do a wildcard match.</p> <ul style="list-style-type: none">Type an * by itself to search for all last names. You can combine this global search with other criteria, such as a First name or Work Loc.Type one or more letters followed by an * to get part of the alphabet. For example, type <u>G*</u> to list all last names starting with G and going through the end of the alphabet.
Substring (~) (QCC Only)	<p>Type full or part of a name followed by a tilde (~). This will search for your input expression occurring anywhere within a last name. For example:</p> <ul style="list-style-type: none">Type <u>SMITH~</u> to search for all last names containing SMITH in it. Thus, this search will include last names like SMITHSON, ASMITHE, and GOLDSMITH.Type <u>-~</u> to find all hyphenated last names.Type <u>JR~</u> to find all last names containing JR.
Social Security Number	<p>Type 9 digits and wildcards to search by SSN. You can do an exact match or use wildcards.</p> <p>The format is: nnnnnnnn#</p> <ul style="list-style-type: none">Replace each <i>n</i> with a digit from 0 through 9 or a ? (wildcard that stands for a digit)Do not type any dashes or spaces between the parts of the SSN.Type a # as the tenth character. <p>Here are some examples of how to search using this method:</p> <ul style="list-style-type: none">Type <u>445329933#</u> for an exact match on a SSN 445-32-9933.Type <u>????9933#</u> to match all SSNs that end with the digits 9933 (xxx-xx-9933)Type <u>445?9933#</u> to match all SSNs that begin with the digits 445 and end with the digits 9933 (445-xx-9933).
ExtRef	<p>Type an External Reference Number followed by a period.</p> <p>The ExtRef can be up to 6 digits long. You do not need to type the leading zeros. For example, you can type Ext Ref 000398 this way: <u>398.</u></p> <p>The final period is required to make the program search for an ExtRef.</p>

FirstName (0):

The FirstName is optional and is interpreted in the following ways:

- Leave blank if you do not want to search by first name.
- To specify FirstName, insert a comma(,) after LastName and type one or more names separated by a "|".

Simple Name Search

The screenshot shows the 'Employee Maintenance' application window. The title bar indicates '39 - The Train USD' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. The search results are as follows:

Search complete. 1 record(s) found.

Search Panel

By SSN | By Ext Ref | **By Name** | By ID

District: 39 | Include Terminated | Add to grid

Search Input: persnikity, reallie

Selected Employee/List: PERSNIKITY, REALLIE

Ext Ref#: 001003 | SSN: xxx-xx-1111 | SEID: 5310563451

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

Name	SSN	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PERSNIKITY, REALLIE	000-00-0000	M	FT	0026	04	02	AV		(650)372-0200 x608

Navigation Tree (Left Panel):

- Favorites
 - Demographic (MA)
 - Client Defined (CL)
 - Termination (TE)
 - Employment Verification (VE)
 - Benefits Management (BM)
- 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

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:17:07 PM

Advanced Search

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | Payroll

District: 39 - The Train USD Terminated: Include Terminated

Name: Street Address: State: City: Zip Code:

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

EQ Employee type: Work location: Job category: Job code: Work calendar: Salary schedule: Report code: Leave group: Bargaining unit: Termination: Ethnic code: Race ethnic: Race code:

Yr: 2008 Dist: 39 Site: 0 GS: W 5/4/2011 3:12:20 PM

Advanced Search Dates

The screenshot displays the 'Employee Advanced Search' application window. The window title is 'Employee Advanced Search' and it has a menu bar with 'File' and 'Options'. Below the menu bar is a toolbar with various icons and a 'Saved Searches' dropdown menu. The main content area has three tabs: 'General Information', 'Dates', and 'Payroll'. The 'Dates' tab is currently selected. It contains several date selection fields, each with a 'Start' and 'End' input box. The fields are arranged in a grid:

- Hire Date:** Start: __/__/__, End: __/__/__
- Original Hire Date:** Start: __/__/__, End: __/__/__
- Rehire Date:** Start: __/__/__, End: __/__/__
- Termination Date:** Start: __/__/__, End: __/__/__
- TB Expiration Date:** Start: __/__/__, End: __/__/__
- Fingerprint Date:** Start: __/__/__, End: __/__/__
- Evaluation Due Date:** Start: __/__/__, End: __/__/__
- Last Check Date:** Start: __/__/__, End: __/__/__
- Seniority Date:** Start: __/__/__, End: __/__/__
- Previous Seniority Date:** Start: __/__/__, End: __/__/__
- Miscellaneous Date:** Start: __/__/__, End: __/__/__
- Birth Date:** Start: __/__/__, End: __/__/__, Start Month/Day: __/__, End Month/Day: __/__
- Longevity Base Date:** Start: __/__/__, End: __/__/__, Start Month/Day: __/__, End Month/Day: __/__
- Anniversary Base Date:** Start: __/__/__, End: __/__/__, Start Month/Day: __/__, End Month/Day: __/__

At the bottom of the window, there is a status bar with the following information: Yr: 2010 Dist: 40 Site: 0 4/7/2010 8:36:42 AM

Advanced Search Payroll

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | Payroll

Pay location:

Pay code:

Control group:

Ret System:

Bank TR type: Bank ABA Number:

Pay schedule:

Stat Ded profile:

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: 0 GS: W 5/4/2011 3:12:40 PM

Advanced Search – Clear Criteria

Employee Advanced Search

File Options

Clear Fields [Icons] Saved Searches [Dropdown]

- All
- General Information Tab
- General Information - Header
- General Information - Field Selections
- Dates Tab
- Payroll Tab
- Payroll - Field Selections
- Payroll - Payroll Select
- Payroll - Tax Information

EQ Bank TR type: [Input] [Input] [Input] [Input] [Input] Bank ABA Number: [Input]

EQ Pay schedule: [Input] [Input] [Input] [Input] [Input] [Input] [Input] [Input] [Input]

EQ Stat Ded profile: [Input] [Input] [Input] [Input] [Input] [Input] [Input] [Input] [Input]

EQ DPD: [Input] [Input] [Input] [Input] [Input]

Payroll Select

[Icon] Pay name: [Input]

Date paid for payroll select: [Input]

Payroll Select constraints are not supported yet, and will be ignored in evaluating the search results. We shall advise when we phase in support for these parameters.

Tax Information

	Status	Exemption Range	Exempt
Federal :	<input type="checkbox"/>	[Input] - [Input]	[Dropdown]
State :	<input type="checkbox"/>	[Input] - [Input]	[Dropdown]
County :	<input type="checkbox"/>	[Input] - [Input]	[Dropdown]
City :	<input type="checkbox"/>	[Input] - [Input]	[Dropdown]
Local :	<input type="checkbox"/>	[Input] - [Input]	[Dropdown]

Multi-DI Search

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | Payroll

District: 39 - The Train USD
Name: All districts
Street Address: 07 - QSS UNIFIED SCHOOL DISTRICT
State: 26 - QSS Testing District
Home Phone: 38 - QSS Test District
39 - The Train USD
57 - SMARTVILLE UNIFIED SAMPLE DIST

Terminated: Include Terminated
Gender:
City:
Zip Code:
Ex:
Payroll/Position control FY:
Employee type:
Work location:
Job category:
Job code:
Work calendar:
Salary schedule:
Report code:
Leave group:
Bargaining unit:
Termination:
Ethnic code:
Race ethnic:
Race code:

Demographic Data

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

PAIN, TRUE 1006 xxx-xx-1000 id: 777665554 AB/MA ChangeMode

Switch to: Comments All Posns Prime Posn W4 Data

Show SSN DA08-09/14/2012-13:01:53

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE		

Name History

Mailing Address: 867 American Street Restrict

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: Restrict Wk: (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 I 9: Bargaining unit: 04 - MGMNT

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

Hispanic/Latino: Race:

Ethnic/Race:

- 100 - AI/AN
- 205 - ASIANIND
- 600 - BLAFRAME
- 201 - CHINESE
- 207 - CAMBDIAN
- 400 - FILIPINO

Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:

Lang 1: Lang 2: Lang 3:

Demographic - Options

Demographic 39 - The Train USD Q55/OASIS

File Options Navigation Window

Options Menu:

- Save and Stay F9
- Save and Close Ctrl+F9
- Save and Next Employee F10
- Save and Get Employee Ctrl+F10
- Sort by Code Ctrl+D
- Sort by Name Ctrl+N
- First Employee Shift+F5
- Previous Employee F5
- Next Employee F6
- Last Employee Shift+F6
- Get Employee F7
- Unhighlight Required Fields Ctrl+H
- Print.. F11

AB/MA ChangeMode

Switch to: Comments All Posns Prime Posn W4 Data

Show SSN DA08-09/14/2012-13:01:53

I. Preferred Name History

Restrict

State: CA ZIP: 94070

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

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 I 9: Bargaining unit: 04 - MGMT

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

Hispanic/Latino: Race: Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:

Ethnic/Race: Lang 1: Lang 2: Lang 3:

Demographic – Field Navigation

Demographic 39 - The Train USD QSS/OASIS

File Options **Navigation** Window

PAIN, TRUE 10 ChangeMode

Comments All Posns Prime Posn W4 Data

Show SSN DA08-09/14/2012-13:01:53

Title	Last Name	First Name	I.	Pr
	PAIN	TRUE		

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 - MGMNT

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:

Select Field Navigation Configure

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Settings Configure Field Navigation Ctrl+N ChangeMode

Close F12

Show SSN DA08-09/14/2012-13:01:53

Title: [] Last Name: PAIN First Name: TRUE I: [] Preferred: [] Name History

Mailing Address: 867 American Street Restrict []

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: [] Restrict [] Wk: (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: [x]

Lang 1: [] Lang 2: [] Lang 3: []

Configure Field Navigation

Configure Field Navigation for Demographic (MA)

File

Default Home Field
The field on which the cursor is placed by default when this dataform is activated.

Default Home field : Emp Title

Custom Home Field
If 'Use Custom Home Field' is checked, the cursor is directed to the selected field when this dataform is activated.

Use Custom Home Field [Configure](#)

Custom Home field : Date, TB Expiration

Predefined Region Home Fields
The following represent home fields for pre-defined regions on this dataform. The cursor can be directed to these fields by pressing [Ctrl+<idx>] where idx is the number of the defined region.

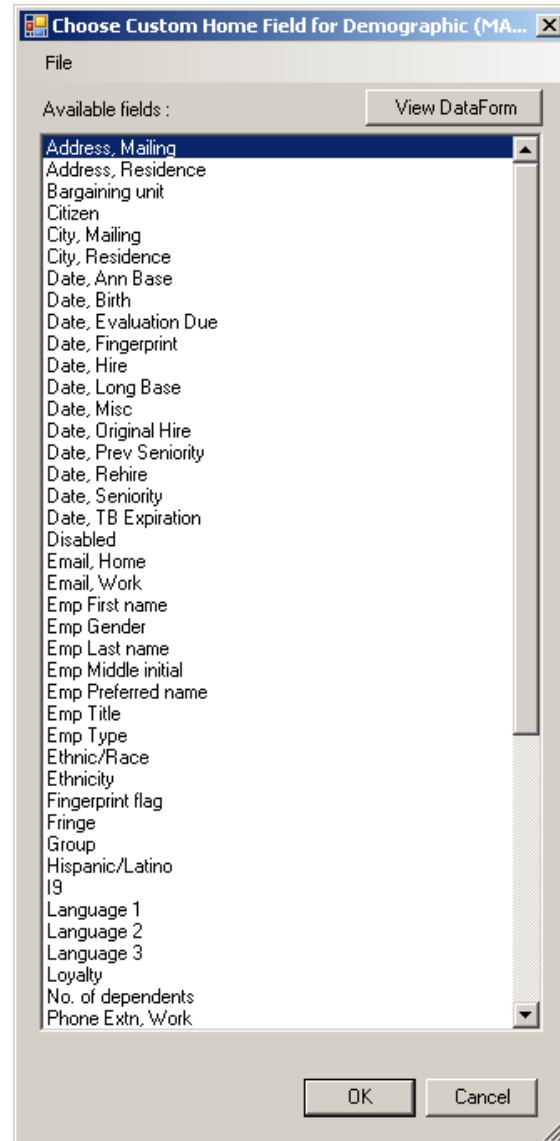
0. Emp Title
1. Address, Mailing
2. Address, Residence
3. Date, Hire
4. Hispanic/Latino

QuikTab Fields
Up to 10 fields on the screen can be defined so that the cursor can be directed to those fields by pressing [Ctrl+Alt+<idx>], where idx can be 0 through 9. [Configure](#)

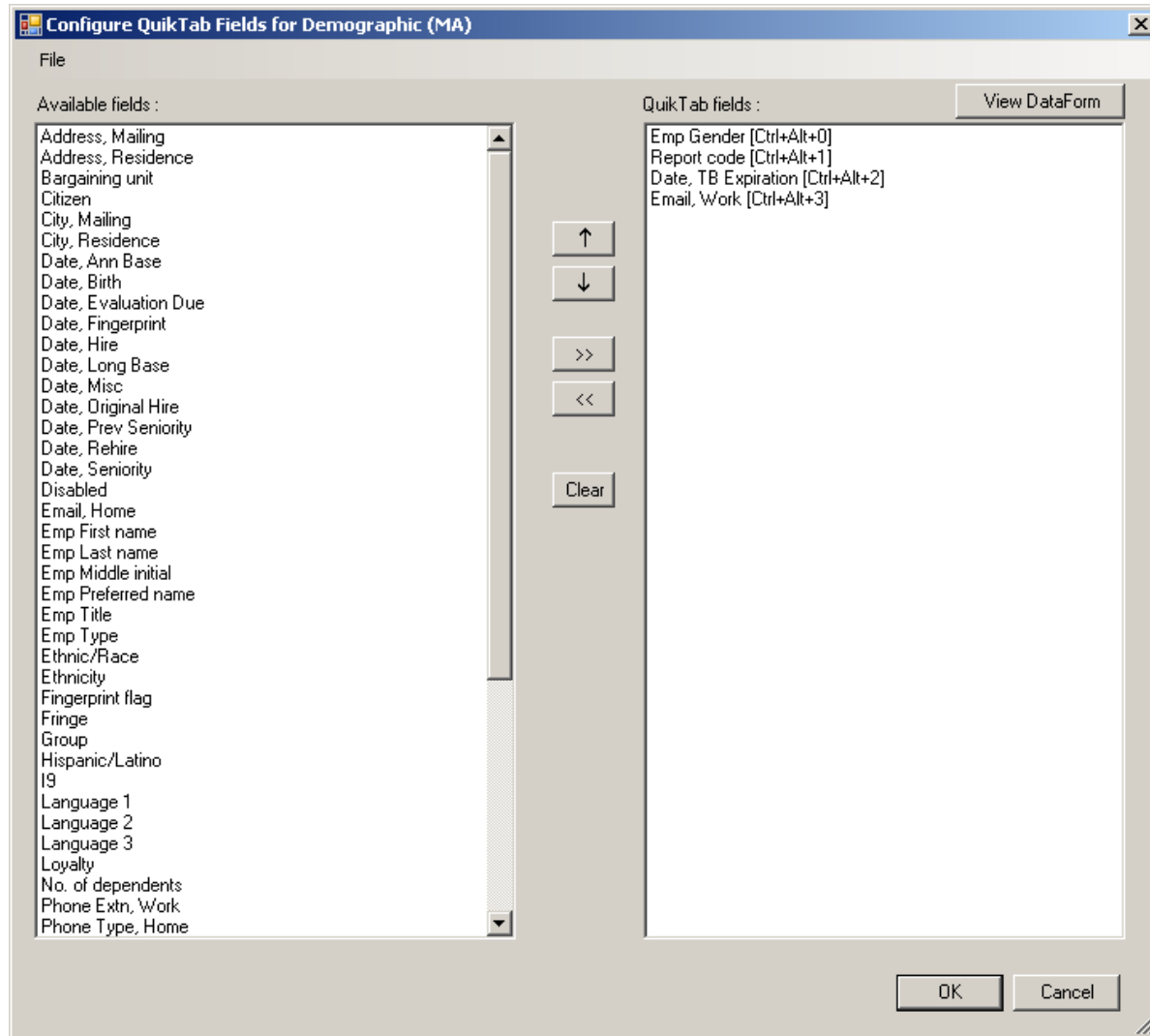
0. Emp Gender	5. <unassigned>
1. Report code	6. <unassigned>
2. Date, TB Expiration	7. <unassigned>
3. Email, Work	8. <unassigned>
4. <unassigned>	9. <unassigned>

OK Cancel

Define Home Field



Define QuikTab Choices (10)



Demographic – Drop Downs

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

PAIN, TRUE 1006 xxx-xx-1000 id: 7776665554 AB/MA ChangeMode

Switch to: Comments All Posns Prime Posn W4 Data

Show SSN DA08-09/14/2012-13:01:53

Title: Last Name: First Name: I: Preferred: Name History

Mailing Address: Restrict

City: State: ZIP:

Hm: T: Restrict Wk: Ex: T: Oth: T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire: Rerehire: Original Hire: Date of Birth:

Long base: Ann base: TB Ex: Evaluation due:

Fingerprint: Seniority: Prev Seniority: Misc:

Type: Group: Gender: I9: Bargaining unit:

Ethnicity: Rep code: Citizen:

Hispanic/Latino: Race:

Ethnic/Race: Disabled: Veteran: # Dependents: Fring:

Lang 1: Lang 2: Lang 3:

04 - MGMNT
92 - CSEA
02 - CSEA
94 - MGMNT
04 - MGMNT
05 - NO UNIT
95 - NO UNIT
01 - UDEA
90 - UDEA

Demographic – Audit History

MA_AuditDetail for PERSNIKITY, REALLIE

File Options

Close Grid Output Print Screen

Employee	User	Audit	Date	Time	Module		
xxxx-1111	REALLIE PERSNIKITY	DEA11	DEA1	10/15/2010	11:14:46	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	MGR	DA02	01/26/2010	14:06:03	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	MGR	DA02	01/26/2010	14:06:03	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	14:27:43	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	14:59:57	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	15:04:49	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:13	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:47	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:47	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:12:00	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:12:00	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:13	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:00	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:00	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	14:59:17	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:09:20	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:09	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:36	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:36	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:28:07	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:28:08	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:57:01	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	09:51:10	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/03/2008	09:51:40	PP02MA	Employee Demographic
xxxx-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/01/2007	11:04:04	PP02MA	Employee Demographic

Show SSN...

Demographic 39 - The Train USD QSS/DASIS

File Options Navigation Window

PAIN, TRUE 1006 xxx-xx-1000 id: 7776665554 AB/MA ChangeMode

Switch to: Comments All Posns Prime Posn W4 Data

111-11-1000 DA08-09/14/2012-13:01:53

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE		

Name History

Mailing Address: 867 American Street Restrict

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: Restrict Wk: (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 I 9: Bargaining unit: 04 - MGMT

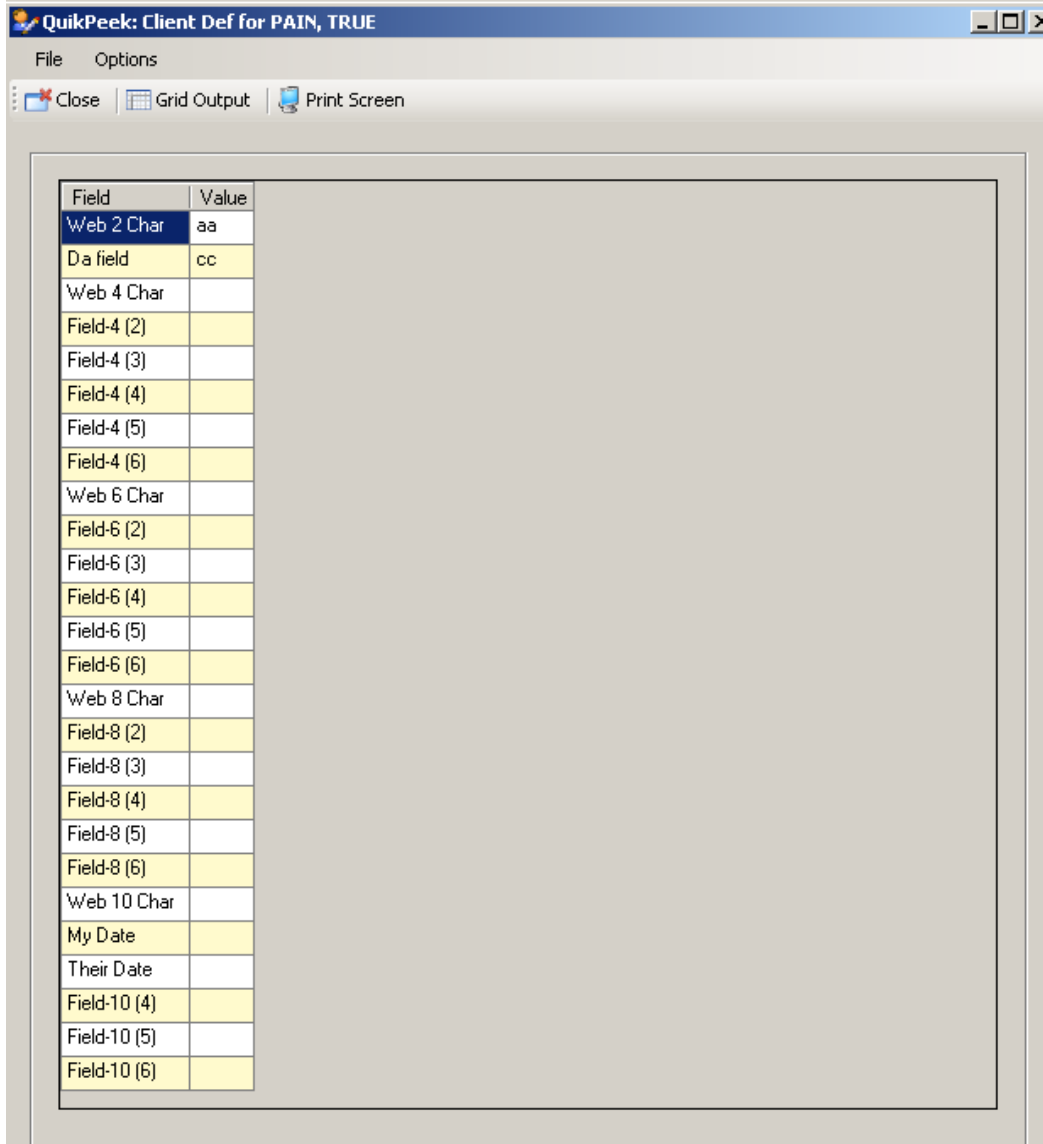
Ethnicity: KL - KL Rep code: 02 - CLASS Citizen: US - USA

Hispanic/Latino: Race:

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

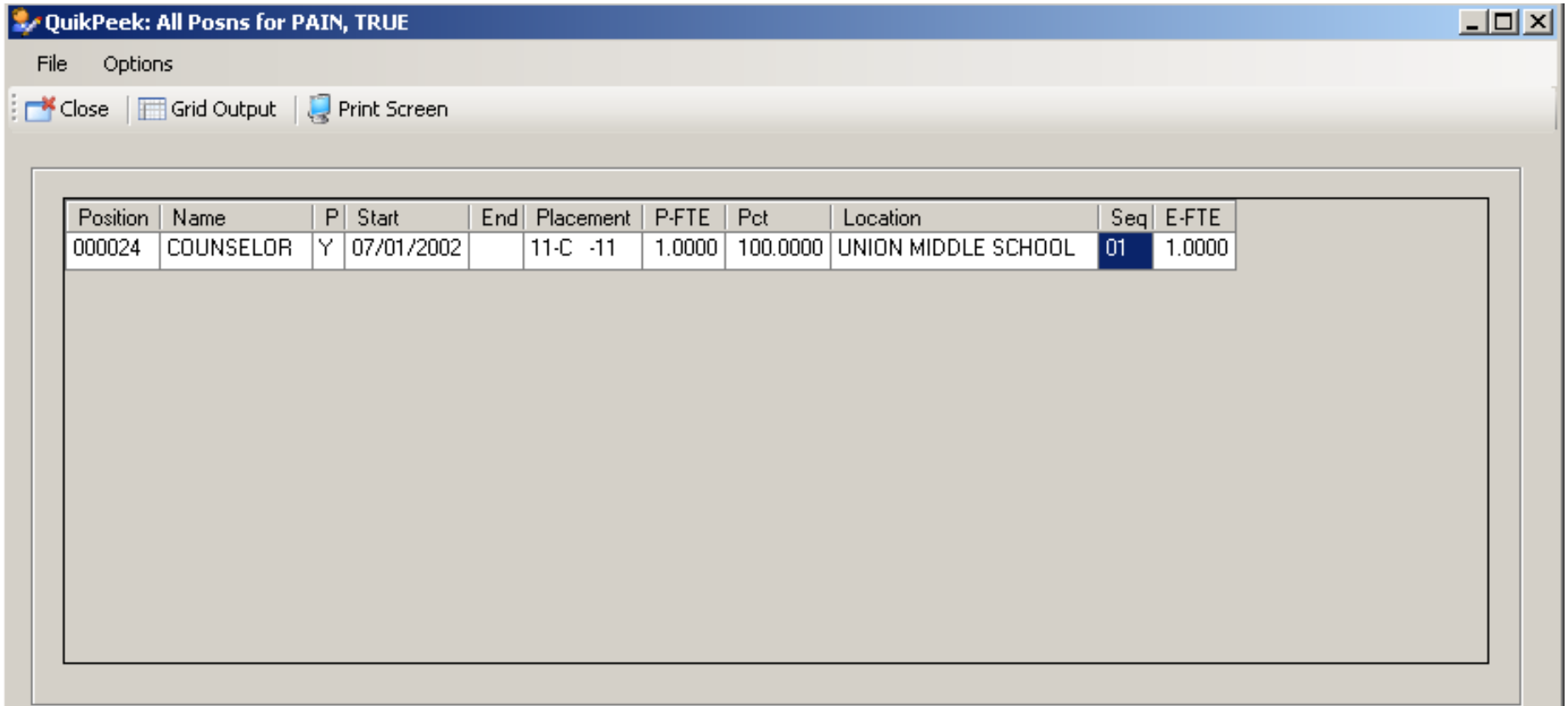
Lang 1: Lang 2: Lang 3:

Client Defined QuikPeek...



Field	Value
Web 2 Char	aa
Da field	cc
Web 4 Char	
Field-4 (2)	
Field-4 (3)	
Field-4 (4)	
Field-4 (5)	
Field-4 (6)	
Web 6 Char	
Field-6 (2)	
Field-6 (3)	
Field-6 (4)	
Field-6 (5)	
Field-6 (6)	
Web 8 Char	
Field-8 (2)	
Field-8 (3)	
Field-8 (4)	
Field-8 (5)	
Field-8 (6)	
Web 10 Char	
My Date	
Their Date	
Field-10 (4)	
Field-10 (5)	
Field-10 (6)	

Assigned Positions QuikPeek...



The screenshot shows a software window titled "QuikPeek: All Posns for PAIN, TRUE". The window has a menu bar with "File" and "Options", and a toolbar with "Close", "Grid Output", and "Print Screen". The main area contains a table with the following data:

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

Add Employee (+)

Verify New Employee

Last Name	First Name	I.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SSN	DOB	
<input type="text"/>	<input type="text" value="/ /"/>	

Add – Verify / SSN Exists...

Verify New Employee

Last Name	First Name	I.
<input type="text" value="MAN"/>	<input type="text" value="DEMO"/>	<input type="checkbox"/>
SSN	DOB	
<input type="text" value="111111111"/>	<input type="text" value="__/__/__"/>	

This SSN is already on file.

Name: PERSNIKITY REALLIE

DOB: 07/31/1956

Add – Might be Same Employee

Verify New Employee

Last Name	First Name	I.
<input type="text" value="PERSNIKITY"/>	<input type="text" value="REALLIE"/>	<input type="checkbox"/>
SSN	DOB	
<input type="text" value="765439099"/>	<input type="text" value="__/__/__"/>	

This employee is already on file with a different SSN.

SSN: 111111111

Name: PERSNIKITY REALLIE

DOB: 07/31/1956

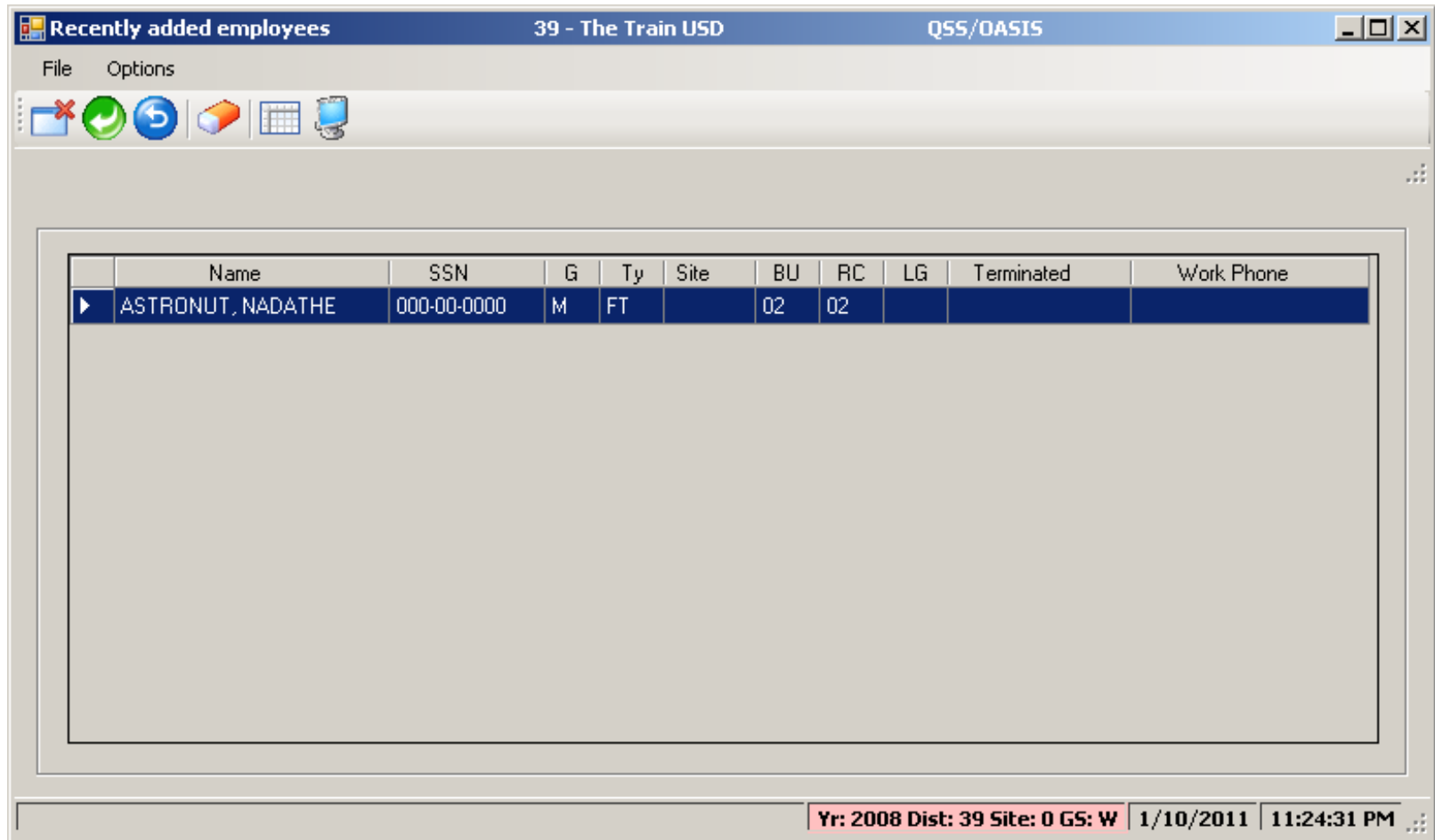
After Add – Who We Added...

The screenshot displays the 'Employee Maintenance' application window. The title bar indicates '39 - The Train USD' and 'Q55/DASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', and 'Hot Keys'. The 'File' menu is open, showing options like 'Show Status', 'View recently added employees', 'Settings', 'Clear Settings on Exit', and 'Exit'. A tree view on the left lists various maintenance categories such as Termination, Employment Verification, Benefits Management, Personnel, Demographic, and Payroll. The main area features a 'Search Panel' with filters for 'By SSN', 'By Ext Ref', 'By Name', and 'By ID'. The 'District' is set to '39', and 'Include Terminated' is checked. A search input field contains 'persnikity, reallie', and the 'Selected Employee/List' dropdown shows 'PERSNIKITY, REALLIE'. Below the search panel, employee details are displayed: 'Ext Ref#: 001003', 'SSN : xxx-xx-1111', and 'SEID: 5310563451'. A 'Search Results' table is shown with one entry highlighted:

Name	SSN	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PERSNIKITY, REALLIE	000-00-0000	M	FT	0026	04	02	AV		(650)372-0200 x608

The status bar at the bottom shows 'Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:23:58 PM'.

Recently Added List



The screenshot shows a software window titled "Recently added employees" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for a folder, a green arrow, a blue circular arrow, a red arrow, a calendar, and a computer monitor. The main area of the window contains a table with the following data:

	Name	SSN	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
▶	ASTRONUT, NADATHE	000-00-0000	M	FT		02	02			

At the bottom of the window, there is a status bar with the following text: "Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:24:31 PM".

Options for Recently Added List

The screenshot shows a software window titled "Recently added employees" with a menu open. The menu options are:

- Copy employee list to main search grid (Alt+C)
- Move employee list to main search grid (Alt+M)
- Clear employee list (Ctrl+F1)
- Grid Output (Shift+F11)
- Print.. (F11)

In the background, a table is visible with the following columns: Site, BU, RC, LG, Terminated, and Work Phone. The first row of data shows: Site (empty), BU (02), RC (02), LG (empty), Terminated (empty), and Work Phone (empty).

At the bottom of the window, the status bar displays: Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:24:39 PM

Change SSN

Change SSN

Old SSN: 111111111

New SSN:

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)

Verify Reset Cancel

Change SSN / Verify

Change SSN

Old SSN: 1111111111 New SSN: 343434343

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 (1)	Client defined (1)	Additional demog. (1)
Emergency data (1)	Comments (7)	Credentials (2)
Degrees (3)	Job hist: obsolete (0)	Subjects (0)
Inservice (0)	Experience (0)	Skills (2)
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 (1)
Payroll positions (0)	Payroll accounts (3)	Payroll adjustment (0)
Payroll labor hist (0)	Pay deductions (5)	Payroll history (68)
Pay/Ded history (58)	Pay Deduction Hist (0)	Deferred Pay Info. (0)
Absences (New) (15)	Retirement master (0)	PERS transactions (0)
STRS transactions (0)	PAT other assign. (0)	PAT Emp Extra info (0)
SSN -> # crossref (0)	Audit dates (2)	Absence Tracking (0)
Abs. Track Form (0)	Abs. Track Trans. (0)	Contract History (0)
Absence Category (0)	Cred. Empl. Data (0)	Empl. Cred. Code (0)
Credential Comment (0)	Credential Subject (0)	Emp. Education (3)
Hand Warrants (0)	Pay Contract Dist. (0)	Pay Contract Event (0)
Pay Contract Headr (0)	Pay. Batch Trans. (0)	Instruction Info. (0)
Pay Interf Chg Log (0)	Pay Interf Emp Mas (0)	Oregon Ret. Info. (0)

Continue Change Reset Cancel

Employee ID Maintenance/View

The screenshot shows a software window titled "Employee ID Maintenance" with a menu bar (File, Options, Window) and a toolbar with navigation and utility icons. The main area displays employee information: PERSNIKITY, REALLIE, 1003 xxx-xx-1111 id: 5310563451, AB/MA/PR. A "Show SSN" button is next to the masked SSN field. Below is a table of "Additional Employee ID Values".

SSN: ***-**-1111

ExtRef: 001003

Additional Employee ID Values

Description	Value	Action	Audit Info
SEID	5310563451	Change	DAPD-09/12/2010-17:03:01
CALPERS-ID	9500000001	Change	DAPD-08/26/2010-13:13:38

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:27:17 PM

New Employee/Assign ID

The screenshot shows a software window titled "Employee ID Maintenance" with a menu bar (File, Options, Window) and a toolbar with navigation and utility icons. The main content area displays the following information:

- Employee Name: **ASTRONUT, NADATHE**
- Employee ID: **1025 xxx-xx-8733 id: n/a**
- ChangeMode button
- SSN: ***-**-8733 with a "Show SSN" button
- ExtRef: 001025
- Section: Additional Employee ID Values
- Table with columns: Description, Value, Action, Audit Info

Description	Value	Action	Audit Info
SEID	N/A	Assign	N/A
CALPERS-ID	N/A	Assign	N/A

At the bottom of the window, a status bar displays: Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:28:57 PM

Assign SEID...

Assign SEID

Please enter SEID:

(Max length: 10)

OK Cancel

Employee ID Maintenance 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] Switch to: ▾

ASTRONUT, NADATHE 1025 xxx-xx-8733 id: 8091234567 **ChangeMode** ...

[DAPD-01/10/2011-23:28:53](#) ...

SSN: ***-**-8733

ExtRef: 001025

Additional Employee ID Values

Description	Value	Action	Audit Info
SEID	8091234567	Change	DAPD-01/10/2011-23:28:53
CALPERS-ID	N/A	Assign	N/A

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:29:40 PM ...

CTC Credential View

CA-CTC Credentials View 40 - Q55 DEMO (40) DISTRICT Q55/OASIS

File Options Window

Close Search Navigation Switch to: ▾

BUSH, LYNDON L 105420 *-**-5420** **InspectMode** **Not available**

Last Name: BUSH First Name: LYNDON I: L

CBEST: Status: First Registered: Hire: Rehire: Original Hire: Date of Birth:

	Credential	Credential Name	Level	Type	Document	Start Date	Expiration Date	Reg Date	Original Date
▶ 1	SC5	Pupil Personnel Services Crede	CL		070141808	7/1/2007	7/1/2012		6/11/1997

Subject/Codes Expanded Subject Description Comments Districts

	Type1	Type2	Subject Code	Subject Name
▶ 1	MA	SU	SC2	School Counseling

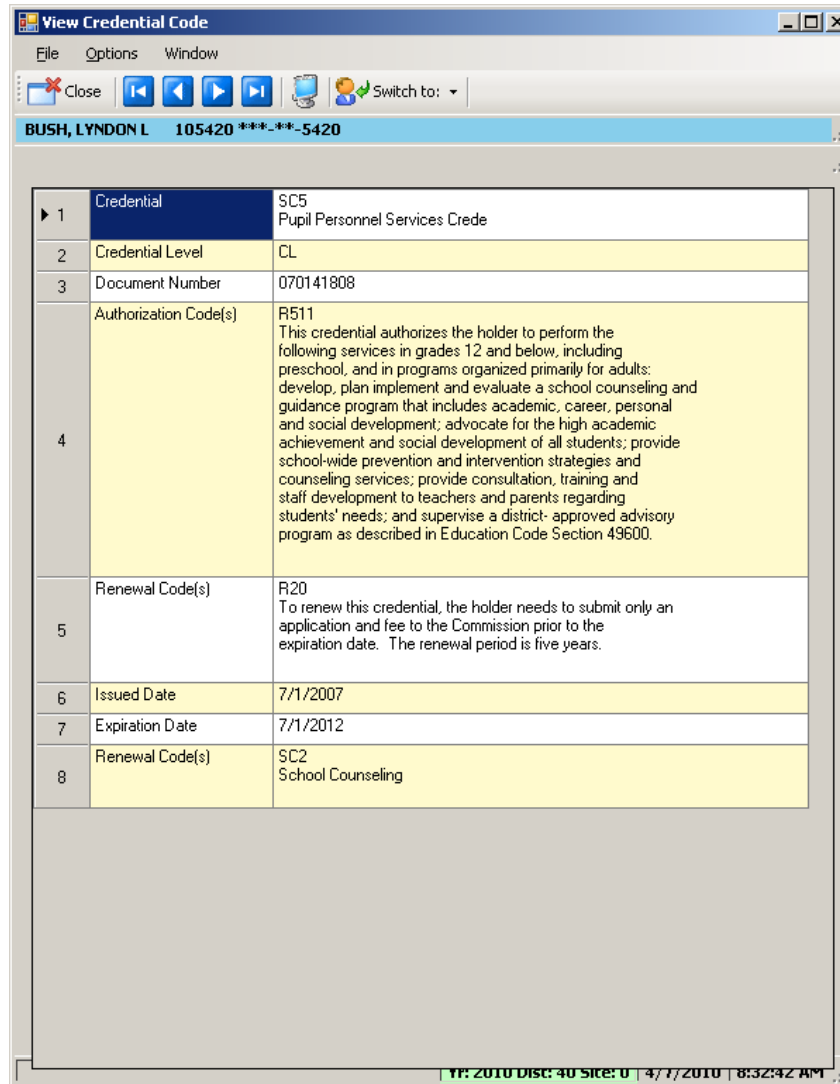
	Authorization Codes	Authorization Code Name
▶ 1	R511	This credential authorizes the holder to perform the following services in grades 12 and below.

	Renewal Codes	Renewal Code Name
▶ 1	R20	To renew this credential, the holder needs to submit only an application and fee to the

Most Recent Comment:

Yr: 2010 Dist: 40 Site: 0 4/7/2010 8:32:31 AM

CTC Expanded View



The screenshot shows a software window titled "View Credential Code" with a menu bar (File, Options, Window) and a toolbar (Close, navigation arrows, Switch to: dropdown). Below the toolbar, the name "BUSH, LYNDON L" and ID "105420 ***-**-5420" are displayed. The main content is a table with 8 rows of credential information.

1	Credential	SC5 Pupil Personnel Services Crede
2	Credential Level	CL
3	Document Number	070141808
4	Authorization Code(s)	R511 This credential authorizes the holder to perform the following services in grades 12 and below, including preschool, and in programs organized primarily for adults: develop, plan implement and evaluate a school counseling and guidance program that includes academic, career, personal and social development; advocate for the high academic achievement and social development of all students; provide school-wide prevention and intervention strategies and counseling services; provide consultation, training and staff development to teachers and parents regarding students' needs; and supervise a district- approved advisory program as described in Education Code Section 49600.
5	Renewal Code(s)	R20 To renew this credential, the holder needs to submit only an application and fee to the Commission prior to the expiration date. The renewal period is five years.
6	Issued Date	7/1/2007
7	Expiration Date	7/1/2012
8	Renewal Code(s)	SC2 School Counseling

At the bottom of the window, a status bar displays: "YP: 2010 Disc: 40 Site: 0 | 4/7/2010 | 8:32:42 AM".

Leave Balance Display

Leave Information 39 - The Train USD Q55/OASIS

File Options Window

Close Switch to: Comments

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

DAPD-11/10/2007-11:16:38

Leave Group: AV ADMIN/12MO/8HR/V

Membership: 11/21/2007 End:

Leave Base: Service Years: Y4 (04/24/2000 Hire)

Leave Status: Active employee Start:

Hours/Day: Return:

Days/Year: 0.00 Leave Group Pay Rate: 25.00

Months/Year: 0.00 Employee Pay Rate: 0.00 Freeze Pay Rate

Balance as of: Refresh

Leave Bucket	Balance	Over	ACC Hours	Calc	FTE	Prob	Prob End
VACATION	0.00	N	200.04	AP	1.0000	N	
SICK LEAVE	96.00	N	96.00	AP	1.0000	N	
PERSONAL NECESSITY	0.00	N	56.00	AP	1.0000	N	
DIFFERENTIAL SICK LEAVE	0.00	N	800.00	AP	1.0000	N	
COMPENSATORY TIME	0.00	N	0.00		1.0000	N	
INDUSTRIAL LEAVE	0.00	N	480.00	AP	1.0000	N	
FLOATING HOLIDAY	0.00	N	8.00	AP	1.0000	N	
DAY OF CHOICE	0.00	N	16.00	AP	1.0000	N	

33 PM

Employee Assignment (EA)

Assignments/EA 39 - The Train USD QSS/OASIS

File Options Window

Reset Recalculate Reproject Switch to: v

PERSNIKITY, REALLIE 1003 xxx-xx-1111 id: 5310563999 AB/MA/PR ChangeMode RDS-12/21/2011-12:20:24

FY: 08 FTE: 2.3063 Salary: 98,357.30 Prj. Salary: 226,614.45 Rate: 9,508.89

000123 - INSTRUCTIONAL AIDE, RSP 000179 - DIRECTOR OF ACCOUNTING 000200 - PRINCIPAL, MIDDLE SCHOOL 000150 - INSTRUCTIONAL AIDE, SDC New

Pos Code Primary Description Job Code Location Days
 000200 PRINCIPAL, MIDDLE SCHOOL PRINCIPAL, MIDDLE SCHOOL (000008) UNION MIDDLE SCHOOL (0026) 191.00

Start End AD Mo/Yr Da/Yr Hr/Day D/W Placement 97,437.00 Y Edit F Advance Adv Date
 09/03/2007 11.00 214.00 8.00 5 41 C 01 C Y

Percent Pos FTE Emp FTE S-Yrs Type Contract# Work Cal Shift No HW Ann base (04/24/11) Long base (none) Seniority Status
 100.00 1.0000 1.0000 3.75 MG 0005

Effective Date Pay Rate Pay Schd Cy Uploaded-Pay Seniority Supervisor Pay End End Update Date
 06/30/2008 9,148.26 EOM11 MO 01 /

	Base	Bonus 1	Bonus 2	Bonus 3	Bonus 4	Bonus 5	Bonus 6	Bonus 7	Bonus 8	Bonus 9	Bonus 10	Total
Payroll:	94,061.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94,061.00
Projection:	86,965.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,965.00

Pct%	Fnd	Resc	Y	Objt	SO	Goal	Func	Cst	Ctr	Ste	Mngr	Payroll	Projection
5.00%	+	010-0000-0-1300-00-0000-2700-000000-026-0000										4,703.05	4,348.25
70.00%	+	010-0000-0-1100-00-1110-1000-000000-011-0000										65,842.70	60,875.50
25.00%	+	010-0000-0-1300-00-0000-2700-000000-026-0000										23,515.25	21,741.25
Grand Total												94,061.00	86,965.00

Yr: 2008 Dist: 39 Site: 0 GS: W 4/16/2012 1:26:01 PM

Assignment Info (EC)

Assignment Info 40 - QSS DEMO (40) DISTRICT QSS/OASIS

File Options Window

KIRK, JAMES T 102903 ***-**-2903 PA-GE ChangeMode

Major Job Code: 000332 - SYSTEMS ANALYST II Job Category: 0500 CLASSIFIED

Annual Contract: 65040.00 FTE: 1.0000

Seniority: Class: Number: Placement: 20 62 04

Work Locations: 8185 - TECHNOLOGY SRVCS

Work Location2:

Months per Year: 12.00 Hours per Day: 8.00 Days per Year: 260.00

FY: 10

Frozen	Fiscal Year	Position	FTE	Start	End	Location	Org Levels	Days	Months	Hours	Shift	Job Code	Placement	Annual Salary
N	10	001860 SYSTEMS	1.0000	11/26/200		8185 TECHNOLOGY SRVCS		260.00	12.00	8.00		000332 SYSTEMS	20-62 -04	65040.00

Yr: 2010 Dist: 40 Site: 0 4/7/2010 8:41:40 AM

Termination (TE)

The screenshot shows a software window titled "Termination" with the following details:

- Window Title: Termination 39 - The Train USD Q55/OASIS
- Menu: File Options Window
- Toolbar: Save, Save and Close, Close, Add, Change, navigation buttons, Switch to, Deductions, All Posns
- Header: PERSNIKITY, REALLIE 1003 xxx-xx-xxxx AB/MA ChangeMode
- Form Fields:
 - Termination reason: [Dropdown menu]
 - Termination date: [Date input field]
 - OK to rehire? Yes [Dropdown menu]
 - Use termination date to end open assignments in fy 09? [Dropdown menu]
 - OK to pay? N [Dropdown menu]
- Table:

Date	Comments
------	----------
- Status Bar: Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:49:14 PM

Comments (CO)

The screenshot shows a software application window titled 'Comments'. The window has a menu bar with 'File', 'Options', and 'Window'. Below the menu bar is a toolbar with icons for 'Add', 'Change', 'Close', navigation arrows, a calendar, a printer, and a 'Switch to' dropdown. The main area of the window displays the following information:

PERSENIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

DAPD-04/07/2008-12:00:17

Comment Type: MA - MAIN DEMOGRAPHIC COMMENTS

MAIN DEMOGRAPHIC COMMENTS

Date	Comments
01/01/2007	REALLY IS WORKING REAL HARD FOR THE DISTRICT SO MAKE SURE WHEN IT COMES TIME TO HAND OUT BONUS PAYMENTS REALLY GETS HIS :-)
04/07/2008	THIS IS A COMMENT FOR TRAINING

At the bottom of the window, a status bar displays: Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:49:32 PM

Client Defined (CL)

Client Defined 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close Switch to: Comments

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

DAPD-04/07/2008-08:56:34

2-Character

Field-2 (1) <input type="text" value="XA"/>	Field-2 (2) <input type="text" value="XB"/>	Field-2 (3) <input type="text" value="XC"/>
Field-2 (4) <input type="text" value="XD"/>	Field-2 (5) <input type="text" value="XE"/>	Field-2 (6) <input type="text" value="XF"/>

4-Character

Field-4 (1) <input type="text"/>	Field-4 (2) <input type="text"/>	Field-4 (3) <input type="text"/>
Field-4 (4) <input type="text"/>	Field-4 (5) <input type="text"/>	Field-4 (6) <input type="text"/>

6-Character

Field-6 (1) <input type="text"/>	Field-6 (2) <input type="text"/>	Field-6 (3) <input type="text"/>
Field-6 (4) <input type="text"/>	Field-6 (5) <input type="text"/>	Field-6 (6) <input type="text"/>

8-Character

Field-8 (1) <input type="text"/>	Field-8 (2) <input type="text"/>	Field-8 (3) <input type="text"/>
Field-8 (4) <input type="text"/>	Field-8 (5) <input type="text"/>	Field-8 (6) <input type="text"/>

10-Character

Field-10 (1) <input type="text"/>	Field-10 (1) <input type="text"/>	Field-10 (3) <input type="text"/>
Field-10 (4) <input type="text"/>	Field-10 (5) <input type="text"/>	Field-10 (6) <input type="text"/>

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:49:44 PM

Name Change History

Name History 39 - The Train USD Q55/OASIS

File Options Window

+ Add Change X Delete Close [Navigation Icons] Switch to: ▾

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR InspectMode

????-????????-??????

2 item(s) found Page 1 of 1

	Last Name	First Name	I.	Type	Last Used	Source	ID	Date	Time
1.	PERSNIKITY	REALLLY		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									

Employment Verification (VE)

Verify Employment 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] Switch to: Comments Deductions All Posns

PERSNIKITY, REALLIE 1003 xxx-xx-xxxx AB/MA InspectMode

Address:
 Phone: Memo:

Date of Birth:

Status: Bargaining Unit: Salary:

Hire: Location: Last Check:

Rehire: Retire Code: Annual Contract:

Separated: Reason: YTD Earnings:

Position Assignments

Type Code	Position Name	Pay Cycle Code	Pay Rate	Start Date	End Date	FTE	Days Per Year	Hours Per Day	Days Per Week
▶	No Records Found								

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:50:09 PM

Emergency (ME*)

Emergency 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close Switch to: Comments Deductions All Posns

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

DAPD-04/07/2008-08:50:28

Doctor:	HOUSE	Phone:	() - Ex:
Contact person:	MOTSO PERSNIKITY	Phone:	() - Ex:
Relationship:	SON	Last physical:	/ /
Spouse name:	DEFINITELY PERSNIKIT	Medication:	TOO MANY TO LIST HERE
Preferred Hospital:		Account:	
Insurance Carrier:			

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:50:36 PM

Immunizations (ME*)

Immunizations 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close Add Delete Delete All

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

????-??????????-???????

Immunization

	Immunization	Expiration Date
▶ 1	TB - TB TEST	10/01/2010

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:50:49 PM

Medical (ME*)

The screenshot shows a software window titled "Medical" with the following details:

- Window Title: Medical
- Sub-headers: 39 - The Train USD, QSS/OASIS
- Menu: File, Options, Window
- Toolbar: Save, Save and Close, Close, Add, Delete, Delete All, navigation buttons, calendar, and printer icons.
- Header Bar: PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode
- Timestamp: DEAI-03/04/2010-15:51:54
- Main Content: A list box titled "Medical" containing one entry: 1 HNL - HANG NAIL
- Status Bar: Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:51:11 PM

Service Yrs/Units (SK*)

Service Yrs/Units 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close [Navigation Icons] Switch to: Deductions

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA **ChangeMode**

DAPD-04/01/2010-18:18:52

Years Experience in State:

Years Experience Out of State:

Years Experience in District:

Inservice Units:

Additional College Units:

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:51:37 PM

Degrees (SK*)

Degrees 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close Add Delete [Navigation Icons] Switch to: ▾

PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA ChangeMode

DAPD-03/22/2008-16:45:22

Education	Institution	Major	Minor	Date	Units
BS - BACHELOR OF SCIENCE	000071 - NORTHERN ILLINOIS UNIVERSITY				0
MA - MASTERS DEGREE	000027 - SAN JOSE STATE UNIVERSITY				0
ED - DOCTORATE	000096 - UNIVERSITY OF HAWAII				0

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:51:48 PM

Skills (SK*)

The screenshot shows a software window titled "Skills" with a menu bar (File, Options, Window) and a toolbar containing icons for Save, Save and Close, Close, Add, Delete, Delete All, navigation arrows, a calendar, a printer, and a "Switch to:" dropdown. The window title bar includes "39 - The Train USD" and "QSS/OASIS". The main area displays a table with the following data:

Skill	Awarded	Expires	Type
HVAC - HVAC CERTIFICATION		12/31/2008	
TY90 - TYPE 90+ WORDS PER MINUTO	01/01/2009		

At the bottom of the window, a status bar displays: "Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:51:58 PM".

Educational Units (EU)

File Options Window
39 - The Train USD
QSS/OASIS

Save Save and Close Close Add Delete
Switch to:

PERSNIKITY, REALLIE **001003 xxx-xx-xxxx** **AB/MA**
ChangeMode
DAPD-04/07/2008-09:58:13

All Course Duplicate Course

	Submit Date	Course	Title	College	R	Completed Date	QTR Units	Sem Units	E	L	Audit Date	Audit Time & User
▶ 1	07/01/2007	RUBY	Learning Ruby	000099 - MENLO COLLEGE		08/31/2007		3.00			04/07/2008	09:58:13 by DAPD
2	10/01/2007	ADVRUBY	Advanced Ruby	000099 - MENLO COLLEGE		11/30/2007		3.00			04/07/2008	09:58:13 by DAPD
3	04/01/2008	RAILS	Ruby and Rails	000099 - MENLO COLLEGE	R	11/30/2007		3.00			04/07/2008	09:58:13 by DAPD

Total Units: 9

Yr: 2009 Dist: 39 Site: 0 4/25/2010 9:52:14 PM

Benefits Management

Benefits Management 39 - The Train USD QSS/OASIS

File Options Window

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR Change

[Show SSN](#) DAPX-04/05/2013-11:54:57

Employee Information

Address: 1234 S. MAIN STREETS
SAN MATEO, CA 12345

Sex: Male Employee Type: FT FULLTIME

Cust ID: Bargaining Unit: 04 MGMT

Age: 56y 8m S: 54y 2m Hm: (650) 555-1212 Wk: () - Rep Code: 02 CLASS

DOB: 07/31/1956 Hire: 07/01/1998 Rehire: // Ann Base: 04/24/5011 Term: //

Pos: Job Code: Location:

Start: // End: // Hrs: FTE: Total FTE:

Benefit Information (Active)

Package: BP - Basic Package Level: E1 - EMPLOYEE PLUS ONE Ben Status: FT

Elig: 05/01/2000 End: // Elect: 10/19/2010 Exit: // Sect 125: Pri: COBRA:

FTE rule: AP L FTE: 0.9063 Alloc: Empe %: 100.00 Empr %: 100.00 M: R:

Sal rule: AP L Sal: 152,000 Wk Sp: NP: 4

Plan Information Dependents Customer Information Quick Change Comments Payroll Information

+ Add Plan - Remove Plan Recalculate Show Inactive Maintain Delete Reactivate

Plan	Level	Override	Employee	EE Rule	Employer	ER Rule	Total Ded.	Total %	Units	Increment	Rate	Posted
BLCR - Blue	E1 -	<input type="checkbox"/>	130.00	L - Locked	425.00	L - Locked	555.00	0.00	0.00	0.00	0.00	
DELT -	E1 -	<input type="checkbox"/>	0.00	L - Locked	69.00	L - Locked	69.00	0.00	0.00	0.00	0.00	
VSP -	E1 -	<input type="checkbox"/>	0.00	L - Locked	46.00	L - Locked	46.00	0.00	0.00	0.00	0.00	
TEST - ABC	E1 -	<input type="checkbox"/>	15.85	L - Locked	31.71	L - Locked	47.56	0.00	0.00	0.00	0.00	

Employee Totals: 145.85 0.00 % Employer Totals: 571.71 0.00 % Totals: 717.56 0.00 %

BMG – Dependents Tab

Benefits Management 39 - The Train USD Q55/OASIS

File Options Window

Code Name Switch to: ▾

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR Change

[Show SSN](#) DAPX-04/05/2013-11:54:57

Employee Information

Address: 1234 S. MAIN STREETS Sex: Male Employee Type: FT FULLTIME
 SAN MATED, CA 12345 Cust ID: Bargaining Unit: 04 MGMT

Age: 56y 8m S: 54y 2m Hm: (650) 555-1212 Wk: () - Rep Code: 02 CLASS

DOB: 07/31/1956 Hire: 07/01/1998 Rehire: / / Ann Base: 04/24/5011 Term: / /

Pos: Job Code: Location: Start: End: Hrs: FTE: Total FTE:

Benefit Information (Active)

Package: BP - Basic Package Level: E1 - EMPLOYEE PLUS ONE Ben Status: FT

Elig: 05/01/2000 End: / / Elect: 10/19/2010 Exit: / / Sect 125: Pri: COBRA:

FTE rule: AP I FTE: 0.9063 Alloc: Empe %: 100.00 Empr %: 100.00 M: R:

Sal rule: AP L Sal: 152,000 Wk Sp: NP: 4

Plan Information Dependents Customer Information Quick Change Comments Payroll Information

Add Dependent Remove Dependent

Name	SSN	Gender	Date of Birth	Curr Age	Start Age	Dependent Code	Start	End	Cobra	A	Other	B	C	D
Somewhat Persnikity	111-22-2333	F - Female	10/20/1959	53	47	SP -	07/01/2007	11/01/2012	Y		N	Y	X	N
Absolutely Persnikity	333-44-1111	M - Male	06/08/1987	25	20	CH - Child	07/01/2007	11/08/2012	Y		N			

Total dependents: 2 Active: 0 Inactive: 2

BMG – New Setting

Benefits Management 39 - The Train USD QSS/OASIS

File Options Window

Settings Employee Information View

- None
- Minimal
- All

Close F12

Code Sort by Code Ctrl+D

Name Sort by Name Ctrl+N

Change

Show SSN DAPX-04/05/2013-11:54:57

Employee Information

Address: 1234 S. MAIN STREETS
SAN MATEO, CA 12345

Sex: Male Employee Type: FT FULLTIME

Cust ID: Bargaining Unit: 04 MGMT

Age: 56y 8m S: 54y 2m Hm: (650) 555-1212 Wk: () - Rep Code: 02 CLASS

DOB: 07/31/1956 Hire: 07/01/1998 Rehire: / / Ann Base: 04/24/5011 Term: / /

Pos: Job Code: Location:

Start: / / End: / / Hrs: FTE: Total FTE:

Benefits Management 39 - The Train USD QSS/OASIS

File Options Window

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR

Change

Show SSN DAPX-04/05/2013-11:54:57

Employee Information

Sex: Male Age: 56y 8m Employee Type: FT FULLTIME Bargaining Unit: 04 MGMT Rep Code: 02 CLASS

Benefit Information (Active)

Package: BP - Basic Package Level: E1 - EMPLOYEE PLUS ONE Ben Status: FT

Elig: 05/01/2000 End: / / Elect: 10/19/2010 Exit: / / / / Sect 125: Pri: COBRA:

FTE rule: AP L FTE: 0.9063 Alloc: Empe %: 100.00 Empr %: 100.00 M: R:

Sal rule: AP L Sal: 152,000 Wrk Sp: / NP: 4

Job History

Job History 82 - TESTING DISTRICT #82 Q55/OASIS

File Options Window

+ Add X Delete Save Save Comments Save and Close Close Switch to: v

SMITH, ANOTHER X 0101 xxx-xx-0459 id: n/a ChangeMode

Not available

FY: 02 - Active - Inactive

Job History Summary

	EndDate	PAF	Action	Pos#	FY	Position-Name	Placement	FTE	Total Pay
01	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
04	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
05	01/01/1997			000001	08	testing	00-0000-00	0.0000	0.00
06	01/01/1997			000001	08	testing	00-0000-00	1.0000	0.00
07	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
08	01/01/2008			000001	08	TESTING	00-0000-00	1.0000	0.00
09	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
10	04/26/2008			000001	08	POSITION 1	00-0000-00	0.0000	0.00
11	04/21/2002			111111	02	TEST POSITION	00-0000-00	0.0000	0.00
12	04/20/2002			222222	02	TEST POSITION	00-0000-00	0.0000	0.00
13	04/19/2002	TEST	TEST	131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
14	04/19/2002	TEST	TEST	131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
15	06/30/2003			333333	03	test	00-0000-00	0.0000	0.00
16	04/21/2002			111111	02	TEST POSITION	00-0000-00	0.0000	0.00

Comments

04/19/2002 ReCreateDATA LOAD FOR 02: JH0900 H.00.10
 04/19/02
 test comments1
 test comments2
 test comments3
 test comments4

Position Information Placement Information Personnel Information History Comments All Comments Job Summary

Position: 131070 TEACHER-HIGH SCH 1100 130-F13 Start: 09/01/1993 End: []

Job Cat: 0600 NORECORD NORECORD FTE: 1.0000

Job Code: 061300 NORECORD NORECORD Multiplier: []

Work Loc: 0130 NORECORD NORECORD FTE Start: 10/15/1979

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:52:54 AM

Quick Label Print

Quick Label Print 39 - The Train USD QSS/OASIS

File Options

Print Labels Print Sample Print Sample Without Borders Preview Preview Off Close

Arial, 9, Bold

InspectMode

Label Style: Employee Name and Address Labels

Avery Label Number: Avery 5160 (3 x 10)

Labels per Employee: 1 Total Employees: 50

Copies: 1 Total Labels: 50

Start at Label: 1

Choose Employee(s)

Selected Employee

Listed Employees

Sample Label

Employee W. Name
2020 Fineview Blvd.
Future City, CA 98765-2020

Yr: 2008 Dist: 39 Site: 0 GS: W 4/16/2012 1:28:15 PM

Label Print – Preview...

Quick Label Print 39 - The Train USD QSS/OASIS

File Options

Print Labels Print Sample Print Sample Without Borders Preview Preview Off Close

Print to Preview done InspectMode

Label Style: Employee Name and Address Labels Zoom 59%

Avery Label Number: Avery 5160 (3 x 10) Choose Employee(s)

Labels per Employee: 1 Total Employees: 50 Selected Employee

Copies: 1 Total Labels: 50 Listed Employees

Start at Label: 1

Sample Label

Employee W. Name
 2020 Fineview Blvd.
 Future City, CA 98765-2020

MADATHIE ASTROWIT 287 AMERICAN ST. SAN CARLOS, CA 94070	MARGARET ATHENA 122 GREEKVILLE RD ATHENS BURRO, CA 92147	NORBERT EARLE BLOOMER 11 APPLECORE LAKE CUPERTINO, AK 95122
DAPHNO BOTTICELLI 1 PAINTERWAY LAB VECOLA, MN 55000	BOB BULLDER #10 Downing St London, CT 97466	DAVIDWOOD BUMBSTEAD 287 AMERICAN STREET SAN CARLOS, CA 94070
JEAN CHOOO 666 CALIFORNIA STREET SAN FRANCISCO, CA 94002	JOEY CHROMY 100 PATRICK BLVD OAKLAND, CA 94622	HMA O. CLEAMER 1414 S. 14th St Anytown, CA 99999
CRAUNCEY Q. CLEEMER JR 1414 S. 14th Street MYTOWN, CA 91212	BARBARY COABT 1 BEACH STREET CANNERY ROW, CA 94021	JAMCJO EMPLOYEE 287 AMERICAN STREET SAN CARLOS, CA 94070
AVERY P. FERMDOCK 22 Beacon Lane Homet, CA 92766-4221	DEN DOOLCHER 87 VCR DLKBJF, CA 99999	STEPHANIE OOMES 64 OLOPER SAN DIEGO, CA 98001
JJJ OOPER 8 PRADONA PRADA, CA 22222	CHARLIE ORMES 8 PRADONA OAKLAND, AK 922424	TAM HAWO 200 BLOCK SAN LEANDRO, CA 94622
FRED HOLM 687 TACKERS LA CRIBCA, CA 22644	JEBBICA D. JACKSON The Edgment Ora cs Valley, CA 86946	JOHN J. JACKSON BUBBET CLIFFS San Diego, CA 90000
CRAUNCEY Q. JOMEB 2526 # 25th AVE San Carlos, CA 94070	TAMMAY MAHA PATRA BARTLELE BLVD SILVER CITY, CA 94444444	CANBEE A. MEWBEE 101 101 Glenview San Carlos, CA 94070
mello ne:pa dlan #10 Downing St London, CO 90010	NORBERT the dash 83u 016, CA 90000	MR NUMBER1021 ANYWHERE STREET ANYWHERE TOWN, CA 99999
TRUE PAIN 287 American Street San Carlos, CA 94070	MR PEABODY 1 TV LAKE CRANKELIBLAND, CA 90001	PEPPER PEABODY 1286 S. BAGE HILLS DRIVE WALL, AC 26841

Yr: 2008 Dist: 39 Site: 0 GS: W 4/16/2012 1:28:24 PM

Search Action Log

The screenshot shows a software window titled "Search Action Log History" with a blue header bar. The header contains the text "82 - TESTING DISTRICT #82" and "Q55/OASIS". Below the header is a menu bar with "File", "Options", and "Window". A toolbar contains icons for home, back, forward, and search, along with a "Close" button and a "Switch to:" dropdown menu. A red "InspectMode" button is located in the top right corner of the main content area.

The main content area displays the message "Search Complete. Records found: 131". Below this, there are two tabs: "Selection Criteria" and "Results (131)". The "Selection Criteria" tab is active and contains the following search filters:

- PAF Action: A row of ten empty text input boxes.
- Paf Category: A row of ten empty checkboxes.
- Effective Date: Two date pickers (month/year) with "to" between them.
- Audit Date: Two date pickers (month/year) with "to" between them.
- BA Print Flag: A dropdown menu.
- AF Print Flag: A dropdown menu.

The status bar at the bottom right of the window displays the text: "Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:47:24 PM".

Action Log Search Results

Search Action Log History 82 - TESTING DISTRICT #82 QSS/DASIS

File Options Window

Close Switch to: ▾

InspectMode

Search Complete. Records found: 131

Selection Criteria Results (131)

	SSN/Ext Ref	Name	PAF Code	PAF Code Name	Additional Description	Position	Position Name	Effective Date	Board Date
▶ 001	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		6/3/2002	5/8/2007
002	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/8/2007	5/8/2007
003	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	000000		5/14/2007	6/8/2007
004	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/14/2007	5/20/2007
005	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/18/2007	5/20/2007
006	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/18/2007	5/20/2007
007	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/18/2007	5/20/2007
008	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/19/2007	5/20/2007
009	000001	SMITH SFIRST	LG1	LONGEVITY STEP 1	THIS IS	605575		5/21/2007	12/31/1899

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:47:34 PM

Position Control Search

Position Control Search 39 - The Train USD Q55/OASIS

File Options Window

Close [Navigation Icons] Switch to: ▾

InspectMode

Selection Criteria | Results | Tree View

Fiscal Year: 08

Control Date: 06/30/2008 ▾

Account: L [Account Mask] ▾

Sort Flag: Name ▾

Open/Filled: Both ▾

Fnd Resc Y Objt SO Goal Func CstCtr Ste Mng

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:57:32 PM

PC Search Results

Position Control Search 39 - The Train USD Q55/OASIS

File Options Window

Close Switch to: ▾

Search Complete. Records found: 81

Selection Criteria Results (81) Tree View

InspectMode

	Account	Position	Position Name	SSN/Ext Ref	Name	FTE
▶ 01	010-0000-0-2200-00-0000-7500-000000-500-0000	000048	DELIVERY DRIVER		*OPEN*	.9
02	010-0000-0-2200-00-0000-7500-000000-600-0000	000300	STOREKEEPER	001000	PERSON REAL	.5
03	010-0000-0-2200-00-0000-8200-000000-011-0000	000025	CUSTODIAN-DAY		*OPEN*	1.0
04	010-0000-0-2200-00-0000-8200-000000-011-0000	000037	CUSTODIAN-NIGHT		*OPEN*	.5
05	010-0000-0-2200-00-0000-8200-000000-013-0000	000027	CUSTODIAN-DAY		*OPEN*	1.0
06	010-0000-0-2200-00-0000-8200-000000-013-0000	000039	CUSTODIAN-NIGHT		*OPEN*	.5
07	010-0000-0-2200-00-0000-8200-000000-015-0000	000028	CUSTODIAN-HEAD		*OPEN*	1.0
08	010-0000-0-2200-00-0000-8200-000000-015-0000	000040	CUSTODIAN-NIGHT		*OPEN*	1.0
09	010-0000-0-2200-00-0000-8200-000000-015-0000	000047	CUSTODIAN-NIGHT		*OPEN*	.5
10	010-0000-0-2200-00-0000-8200-000000-017-0000	000029	CUSTODIAN-DAY		*OPEN*	1.0
11	010-0000-0-2200-00-0000-8200-000000-017-0000	000041	CUSTODIAN-NIGHT		*OPEN*	.5
12	010-0000-0-2200-00-0000-8200-000000-019-0000	000030	CUSTODIAN-DAY		*OPEN*	1.0
13	010-0000-0-2200-00-0000-8200-000000-019-0000	000042	CUSTODIAN-NIGHT		*OPEN*	.5
14	010-0000-0-2200-00-0000-8200-000000-022-0000	000032	CUSTODIAN-DAY		*OPEN*	1.0
15	010-0000-0-2200-00-0000-8200-000000-022-0000	000044	CUSTODIAN-NIGHT		*OPEN*	.5
16	010-0000-0-2200-00-0000-8200-000000-023-0000	000033	CUSTODIAN-DAY		*OPEN*	1.0
17	010-0000-0-2200-00-0000-8200-000000-023-0000	000045	CUSTODIAN-NIGHT		*OPEN*	.5
18	010-0000-0-2200-00-0000-8200-000000-026-0000	000034	CUSTODIAN-HEAD		*OPEN*	1.0
19	010-0000-0-2200-00-0000-8200-000000-026-0000	000022	CUSTODIAN-NIGHT		*OPEN*	.5

Yr: 2008 Dist: 39 Site: 0 GS: W 1/10/2011 11:57:44 PM

PC Results – Tree View

The screenshot shows the 'Position Control Search' application window. The title bar includes '39 - The Train USD' and 'QSS/OASIS'. The menu bar has 'File', 'Options', and 'Window'. The toolbar contains icons for search, navigation, and a 'Switch to:' dropdown. A status bar at the top displays 'PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR' and 'InspectMode'. Below the status bar, it says 'Search Complete. Records found: 36'. The 'Tree View' tab is selected, showing a 'Tree View Sort' dropdown set to 'Account' and an 'Apply Sort' button. To the right is a grid of 'Account Fields' with checkboxes for FND3, SO, SITE, Unused, RESC, GOAL, MGT, Unused, PRYR, FUNC, Unused, Unused, OBJT, SCCC, Unused, and Unused. The main area displays a list of 36 records, each with a plus sign icon and a long alphanumeric string.

Tree View Sort: Account [v]
Apply Sort

Account Fields			
FND3 <input type="checkbox"/>	SO <input type="checkbox"/>	SITE <input type="checkbox"/>	Unused <input type="checkbox"/>
RESC <input type="checkbox"/>	GOAL <input type="checkbox"/>	MGT <input type="checkbox"/>	Unused <input type="checkbox"/>
PRYR <input type="checkbox"/>	FUNC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>
OBJT <input type="checkbox"/>	SCCC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>

Selection Criteria | Results (36) | Tree View

- + 010-0000-0-1100-00-1110-1000-000000-011-0000
- + 010-0000-0-1100-00-1110-1000-000000-026-0000
- + 010-0000-0-1300-00-0000-2700-000000-015-0000
- + 010-0000-0-1300-00-0000-2700-000000-026-0000
- + 010-0000-0-2200-00-0000-7500-000000-600-0000
- + 010-0000-0-2200-00-0000-8200-000000-026-0000
- + 010-0000-0-2400-00-0000-7150-000000-100-0000
- + 010-0000-0-2400-00-0000-7200-000000-500-0000
- + 010-0000-0-2400-00-1110-3110-000000-400-0000
- + 020-1100-0-1200-00-1110-3110-000000-015-0000
- + 020-1100-0-1200-00-1110-3110-000000-026-0000
- + 060-7393-0-1100-00-1110-1000-000000-026-0000
- + 060-7393-0-1200-00-1110-3110-000000-026-0000
- + 060-7395-0-2200-00-1110-2420-000000-015-0000
- + 080-3310-0-1300-00-5001-2100-000000-400-0000
- + 130-5310-0-2400-00-0000-3700-000000-900-0000
- + 215-9010-0-2400-00-0000-8500-000000-900-0000

Tree View – Expand Acct(s)

Position Control Search 39 - The Train USD Q55/OASIS

File Options Window

Close Switch to: ▾

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR InspectMode

Search Complete. Records found: 36

Selection Criteria Results (36) Tree View

Tree View Sort: Account

Account Fields:

FND3 <input type="checkbox"/>	SO <input type="checkbox"/>	SITE <input type="checkbox"/>	Unused <input type="checkbox"/>
RESC <input type="checkbox"/>	GOAL <input type="checkbox"/>	MGT <input type="checkbox"/>	Unused <input type="checkbox"/>
PRYR <input type="checkbox"/>	FUNC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>
OBJT <input type="checkbox"/>	SCCC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>

Account	Description	Rate	Rate	Rate	Rate
000006 ADMINISTRATIVE ASSISTANT	001002 PERSON-SMITH DARRYL	1.0000	100.00	1.0000	95,045.47
020-1100-0-1200-00-1110-3110-000000-015-0000					
000023 COUNSELOR	001005 TROUBLE REAL	1.0000	100.00	1.0000	73,184.58
020-1100-0-1200-00-1110-3110-000000-026-0000					
000024 COUNSELOR	001055 PAIN TRUE	1.0000	98.96	0.9896	64,697.08
000024 COUNSELOR	001056 PAIN TRUE	1.0000	98.96	0.9896	64,697.08
000024 COUNSELOR	001057 PAIN TRUE	1.0000	98.96	0.9896	64,697.08
000024 COUNSELOR	001006 PAIN TRUE	1.0000	98.96	0.9896	64,697.08
060-7393-0-1100-00-1110-1000-000000-026-0000					
000500 TEACHER, MIDDLE SCHOOL	001014 BOTTICELLI DAPINO	1.0000	1.08	0.0108	655.51
060-7393-0-1200-00-1110-3110-000000-026-0000					
000024 COUNSELOR	001055 PAIN TRUE	1.0000	1.04	0.0104	679.92
000024 COUNSELOR	001056 PAIN TRUE	1.0000	1.04	0.0104	679.92
000024 COUNSELOR	001057 PAIN TRUE	1.0000	1.04	0.0104	679.92
000024 COUNSELOR	001006 PAIN TRUE	1.0000	1.04	0.0104	679.92
060-7395-0-2200-00-1110-2420-000000-015-0000					
000016 COMPUTER AIDE	001053 PAIN TRUE	.0750	100.00	0.0750	16,136.37
080-3310-0-1300-00-5001-2100-000000-400-0000					
000202 test	001000 PERSON REAL	.3750	100.00	0.3750	.00
130-5310-0-2400-00-0000-3700-000000-900-0000					
000004 ACCOUNT CLERK II	001054 PAIN TRUE	1.0000	62.50	0.6250	181.59
215-9010-0-2400-00-0000-8500-000000-900-0000					
000004 ACCOUNT CLERK II	001054 PAIN TRUE	1.0000	25.00	0.2500	72.64

Tree View – by Position

Position Control Search 39 - The Train USD Q55/OASIS

File Options Window

Close Switch to: ▾

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR InspectMode

Search Complete. Records found: 36

Selection Criteria Results (36) Tree View

Tree View Sort: Position

Account Fields

FND3 <input type="checkbox"/>	SO <input type="checkbox"/>	SITE <input type="checkbox"/>	Unused <input type="checkbox"/>
RESC <input type="checkbox"/>	GOAL <input type="checkbox"/>	MGT <input type="checkbox"/>	Unused <input type="checkbox"/>
PRYR <input type="checkbox"/>	FUNC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>
OBJT <input type="checkbox"/>	SCCC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>

Account Fields	Position	Rate	Rate	Rate	Rate
010-0000-0-2200-00-0000-8200-000000-026-0000 001053	PAIN TRUE	2500	100.00	0.2500	52.05
000023 COUNSELOR					
020-1100-0-1200-00-1110-3110-000000-015-0000 001005	TROUBLE REAL	1.0000	100.00	1.0000	73,184.58
000024 COUNSELOR					
020-1100-0-1200-00-1110-3110-000000-026-0000 001055	PAIN TRUE	1.0000	98.96	0.9896	64,697.08
020-1100-0-1200-00-1110-3110-000000-026-0000 001056	PAIN TRUE	1.0000	98.96	0.9896	64,697.08
020-1100-0-1200-00-1110-3110-000000-026-0000 001057	PAIN TRUE	1.0000	98.96	0.9896	64,697.08
020-1100-0-1200-00-1110-3110-000000-026-0000 001006	PAIN TRUE	1.0000	98.96	0.9896	64,697.08
060-7393-0-1200-00-1110-3110-000000-026-0000 001055	PAIN TRUE	1.0000	1.04	0.0104	679.92
060-7393-0-1200-00-1110-3110-000000-026-0000 001056	PAIN TRUE	1.0000	1.04	0.0104	679.92
060-7393-0-1200-00-1110-3110-000000-026-0000 001057	PAIN TRUE	1.0000	1.04	0.0104	679.92
060-7393-0-1200-00-1110-3110-000000-026-0000 001006	PAIN TRUE	1.0000	1.04	0.0104	679.92
000200 PRINCIPAL, MIDDLE SCHOOL					
010-0000-0-1100-00-1110-1000-000000-011-0000 002002	SMITH JANE A	1.0000	70.00	0.7000	.00
010-0000-0-1300-00-0000-2700-000000-026-0000 002002	SMITH JANE A	1.0000	5.00	0.0500	.00
010-0000-0-1300-00-0000-2700-000000-026-0000 002002	SMITH JANE A	1.0000	25.00	0.2500	.00
000202 test					
080-3310-0-1300-00-5001-2100-000000-400-0000 001000	PERSON REAL	.3750	100.00	0.3750	.00
000300 STOREKEEPER					
010-0000-0-2200-00-0000-7500-000000-600-0000 001000	PERSON REAL	.5000	100.00	0.5000	88.64
000500 TEACHER, MIDDLE SCHOOL					
010-0000-0-1100-00-1110-1000-000000-026-0000 001014	BOTTICELLI DRPINO	1.0000	98.92	0.9892	60,039.49
060-7393-0-1100-00-1110-1000-000000-026-0000 001014	BOTTICELLI DRPINO	1.0000	1.08	0.0108	655.51

Tree View – by Masked Acct

Position Control Search 39 - The Train USD QSS/OASIS

File Options Window

Close Switch to: ▾

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR InspectMode

Search Complete. Records found: 36

Selection Criteria Results (36) Tree View

Tree View Sort: MaskedAccount Apply Sort

Account Fields

FND3 <input type="checkbox"/>	SO <input type="checkbox"/>	SITE <input checked="" type="checkbox"/>	Unused <input type="checkbox"/>
RESC <input type="checkbox"/>	GOAL <input type="checkbox"/>	MGT <input checked="" type="checkbox"/>	Unused <input type="checkbox"/>
PRYR <input type="checkbox"/>	FUNC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>
OBJT <input type="checkbox"/>	SCCC <input type="checkbox"/>	Unused <input type="checkbox"/>	Unused <input type="checkbox"/>

Account ID	Description	Position ID	Person Name
060-7393-0-1200-00-1110-3110-000000-026-0000 000024	COUNSELOR	001056	PAIN TRUE
060-7393-0-1200-00-1110-3110-000000-026-0000 000024	COUNSELOR	001057	PAIN TRUE
060-7393-0-1200-00-1110-3110-000000-026-0000 000024	COUNSELOR	001006	PAIN TRUE
XXX-XXXX-X-XXXX-XX-XXXX-XXXX-XXXXXX-100-0000			
010-0000-0-2400-00-0000-7150-000000-100-0000 000008	ADMIN ASSISTANT, SUPERINTENDENT	002001	ATHENA MARGARET
010-0000-0-2400-00-0000-7150-000000-100-0000 000008	ADMIN ASSISTANT, SUPERINTENDENT	001054	PAIN TRUE
XXX-XXXX-X-XXXX-XX-XXXX-XXXX-XXXXXX-400-0000			
010-0000-0-2400-00-1110-3110-000000-400-0000 000006	ADMINISTRATIVE ASSISTANT	001054	PAIN TRUE
010-0000-0-2400-00-1110-3110-000000-400-0000 000006	ADMINISTRATIVE ASSISTANT	001002	PERSON-SMITH DARRYL
080-3310-0-1300-00-5001-2100-000000-400-0000 000202	test	001000	PERSON REAL
XXX-XXXX-X-XXXX-XX-XXXX-XXXX-XXXXXX-500-0000			
010-0000-0-2400-00-0000-7200-000000-500-0000 000007	ADMIN ASSISTANT, BUSINESS	002001	ATHENA MARGARET
010-0000-0-2400-00-0000-7200-000000-500-0000 000007	ADMIN ASSISTANT, BUSINESS	002001	ATHENA MARGARET
010-0000-0-2400-00-0000-7200-000000-500-0000 000002	ACCOUNT CLERK II	001023	JACKSON JESSICA D
010-0000-0-2400-00-0000-7200-000000-500-0000 000001	pdmvacT CLERK II	001023	JACKSON JESSICA D
010-0000-0-2400-00-0000-7200-000000-500-0000 000001	pdmvacT CLERK II	001023	JACKSON JESSICA D
010-0000-0-2400-00-0000-7200-000000-500-0000 000004	ACCOUNT CLERK II	001054	PAIN TRUE
XXX-XXXX-X-XXXX-XX-XXXX-XXXX-XXXXXX-600-0000			
010-0000-0-2200-00-0000-7500-000000-600-0000 000300	STOREKEEPER	001000	PERSON REAL
XXX-XXXX-X-XXXX-XX-XXXX-XXXX-XXXXXX-900-0000			
130-5310-0-2400-00-0000-3700-000000-900-0000 000004	ACCOUNT CLERK II	001054	PAIN TRUE
215-9010-0-2400-00-0000-8500-000000-900-0000 000004	ACCOUNT CLERK II	001054	PAIN TRUE

Employee List & Advanced Navigation

- Data Form lookup / 'next from grid'
- Non-DB Employee list use
- DB Employee list setup / maintenance

Data Form Lookup (Ctl-T Toggles)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR ChangeMode

Switch to: Comments All Posns Prime Posn W4 Data

Show SSN DEA1-12/05/2012-12:17:03

Title: MR Last Name: PERSNIKITY First Name: REALLIE Preferred: SNIKSTER Name History*

Mailing Address: 1234 S. City: SAN MATE Hm: (650) 55 Work email: jeffv@qa Home email: Resident Address: City: State: MT ZIP:

Get Employee by Name/ID

Please enter Employee ID: OR Please enter Employee Name:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956
 Long base: Ann base: 04/24/5011 TB Ex: 03/01/2015 Evaluation due:
 Fingerprint: 04/12/2000 2 Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007
 Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMT
 Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA
 Hispanic/Latino: Race: 100 - AI/AN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLAFRAME
 Ethnic/Race: Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:
 Lang 1: CA - CANADIAN Lang 2: GE - GERMAN Lang 3: SP - SPANISH

Data Form Lookup – Name Search

Get Employee by Name/ID

File Options

4 employee(s) found.

Please enter Employee ID :

OR

Please enter Employee Name :

Press [Ctrl+R] or Double-click on a row to select the highlighted employee)

	Name
▶	SMITH, BARBARELLA
	SMITH, JANE A
	SMITH, JO ANNE E
	SMITH, SAM S

Data Form Grid Navigation Options

The screenshot shows a software application window titled "Demographic" with the following details:

- Window Title: 39 - The Train USD, QSS/OASIS
- Menu: File, Options, Navigation, Window
- Navigation Menu (Open):
 - Save and Stay (F9)
 - Save and Close (Ctrl+F9)
 - Save and Next Employee (F10)
 - Save and Get Employee (Ctrl+F10)
 - Sort by Code (Ctrl+D)
 - Sort by Name (Ctrl+N)
 - First Employee (Shift+F5)
 - Previous Employee (F5)
 - Next Employee (F6)
 - Last Employee (Shift+F6)
 - Get Employee (F7)
 - Unhighlight Required Fields (Ctrl+H)
 - Print.. (F11)
- Form Fields:
 - Buttons: Switch to:, Comments, All Posns, Prime Posn, W4 Data, ChangeMode, Show SSN, DAPX-09/15/2012-10:33:41
 - Fields: LLA, Preferred, Name History, State: CA, ZIP: 94110, Restrict, Wrk: (000), Ex, T, Oth: (000), T
 - Resident Address: City, State, ZIP
 - Hire: 01/01/2000, Rehire, Original Hire, Date of Birth: 07/04/1965
 - Long base, Ann base, TB Ex, Evaluation due
 - Fingerprint, Seniority, Prev Seniority, Misc
 - Type: S1 - SUB-CERT, Group, Gender: F, I 9, Bargaining unit
 - Ethnicity: WH - WHITE, Rep code, Citizen
 - Hispanic/Latino, Race, Ethnic/Race, Disabled, Veteran, # Dependents: 0, Fringe, Loyalty
 - Lang 1, Lang 2, Lang 3

Employee List Integration

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

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
 Assignments/ENH (EA)
 Assignments/STD (PO)
 Assignment Info (EC)
 Position Control Search
 Job History (JH)
 PAT - Other Assignments
 PAT - Related Data
 Seniority Inspection (SI)

Search Panel

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

smith@ [Help](#)

Ext Ref#: 001046 SSN: xxx-xx-6888

Selected Employee/List

SMITH, BARBARELLA
BARFLEGOMES, NORBERT
PEABODY, PEPPER
ATHENA, MARGARET

TEST LIST FOR DAP
TEST DB LIST FOR DEADAP
My Big List
My PERS People

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

Name	External Ref	G	Ty	S						
SMITH, BARBARELLA	001046	F	S1	0000	00	00				
SMITH, JANE A	002002	F	FT	0026	02	00				(650)33
SMITH, JO ANNE E	002003	F	FT	0000	00	00				
SMITH, SAM S	001047	M	PT	0026	00	00				

Employee List – Retrieve Emps...

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 36 record(s) found.

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
 Assignments/ENH (EA)
 Assignments/STD (PO)
 Assignment Info (EC)
 Position Control Search
 Job History (JH)
 PAT - Other Assignments
 PAT - Related Data
 Seniority Inspection (SI)

Search Panel

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

smith@ Help Selected Employee/List ATHENA, MARGARET

Ext Ref#: 002001 SSN : xxx-xx-9191 SEID: n/a

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

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
ATHENA, MARGARET (MAGGIE)	002001	M	FT	0000	01	01		
BARFLEGOMES, NORBERT (NOBBY)	001017	M	PT	0000	00	00		
BUILDER, bob (HAMMER)	001016	M	FT	0000	00	00	AV	
BUMSTEAD, DAGWOOD	001030	M	FT	0000	00	00		
CHOCO, JEAN	001038	M	FT	0000	00	00		
CHROMY, JOEY	001045	M	FT	0000	00	00		
CLEENUR JR., CHAUNCEY Q	001024	M	FT	0000	02	02	AV	
COAST, BARBARY (BEACH)	002000	M	FT	0000	02	02		
EMPLOYEE, AMAZING	001011	M	FT	0000	02	02		
FERNDOCK, AVERY P	001010	M	PT	0000	00	00		
GOLCHER, DIN	001039	M	PT	0000	00	00		
GOOPER, JJJ	001041	M	PT	0000	00	00		
GRIMES, CHARLIE	001042	M	FT	0000	00	00		
HANG, TAM	001040	M	PT	0000	00	00		

Employee List Edit – Menu or CTL-L

Employee Maintenance 39 - The Train USD Q55/OASIS

File Options Window Help Videos Hot Keys

- 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
- Edit Employee Lists Ctrl+L
- Assignments/STD (PO)
- Assignment Info (EC)
- Position Control Search
- Job History (JH)
- PAT - Other Assignments
- PAT - Related Data
- Seniority Inspection (SI)

Search Panel

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

Search: smith@ Help Selected Employee/List: SMITH, BARBARELLA

Ext Ref#: 001046 SSN: xxx-xx-6888 SEID: n/a

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

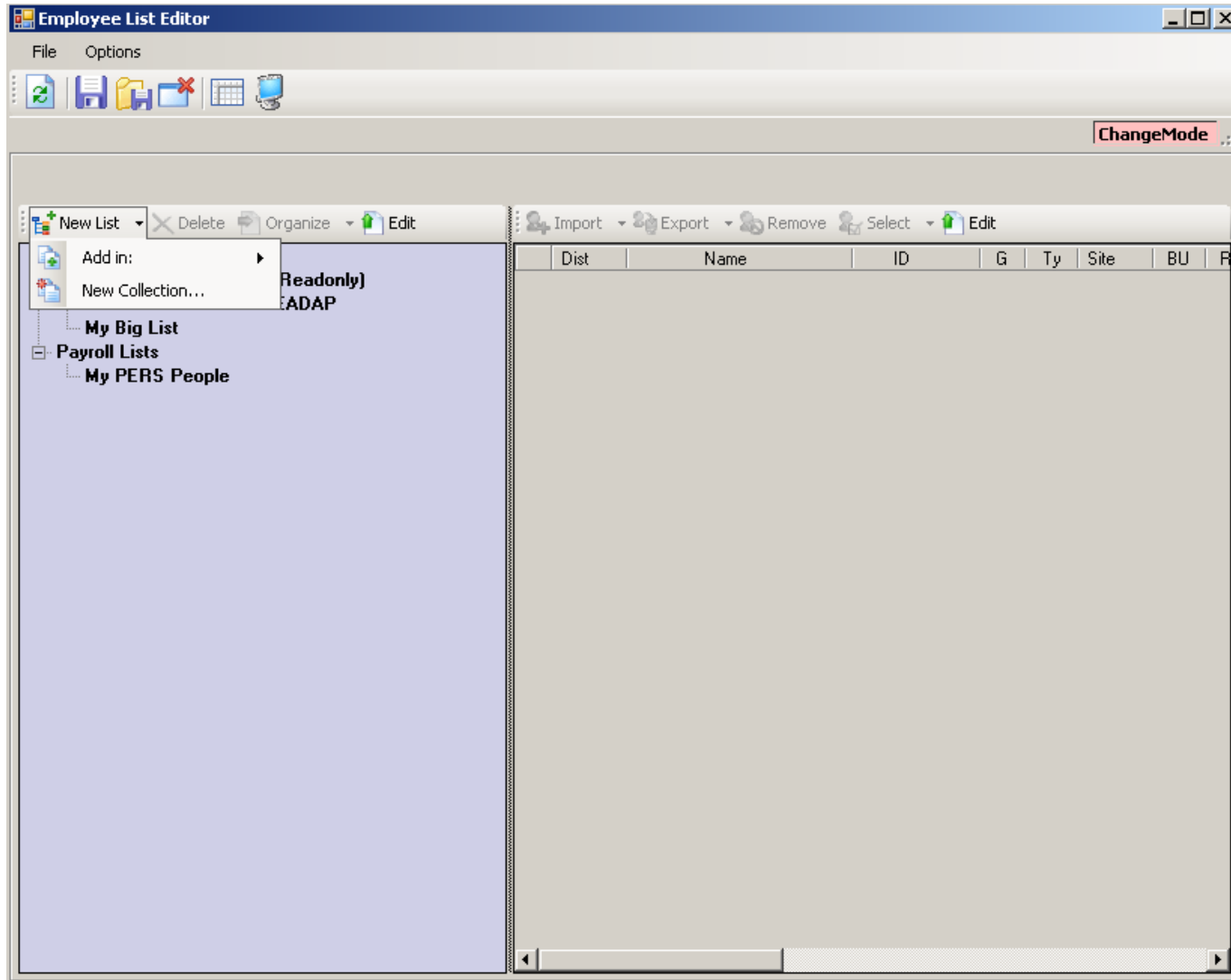
Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
SMITH, BARBARELLA	001046	F	S1	0000	00	00		
SMITH, JANE A	002002	F	FT	0026	02	00		(650)37
SMITH, JO ANNE E	002003	F	FT	0000	00	00		
SMITH, SAM S	001047	M	PT	0026	00	00		

Edit Employee Lists

The screenshot shows the 'Employee List Editor' application window. The title bar includes 'Employee List Editor' and standard window controls. The menu bar contains 'File' and 'Options'. The toolbar features icons for file operations (New, Open, Save, Print, Close, Copy, Paste) and a 'ChangeMode' button. The main interface is split into two panes. The left pane is a tree view showing a hierarchy of lists: 'Unassigned' (expanded) containing 'TEST LIST FOR DAP(Readonly)', 'TEST DB LIST FOR DEADAP', and 'My Big List'; and 'Payroll Lists' containing 'My PERS People'. The right pane is a table with the following columns: Dist, Name, ID, G, Ty, Site, BU, RC, LG, Terminated, and Work Phone. The table is currently empty.

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

Define New Collection & List



New List & New Collection

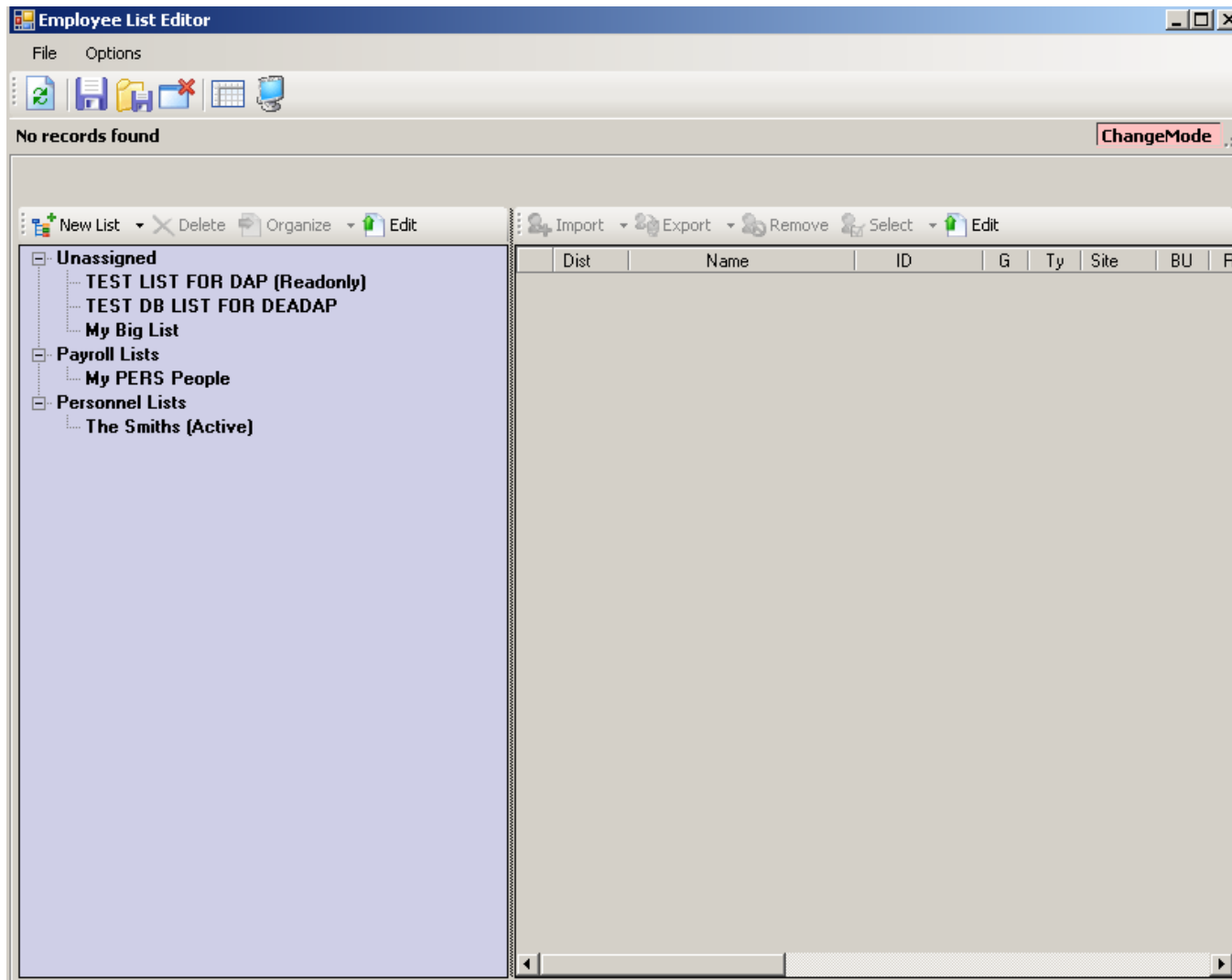
Employee List/Collection Name Entry ✕

Enter Collection/Employee List Name

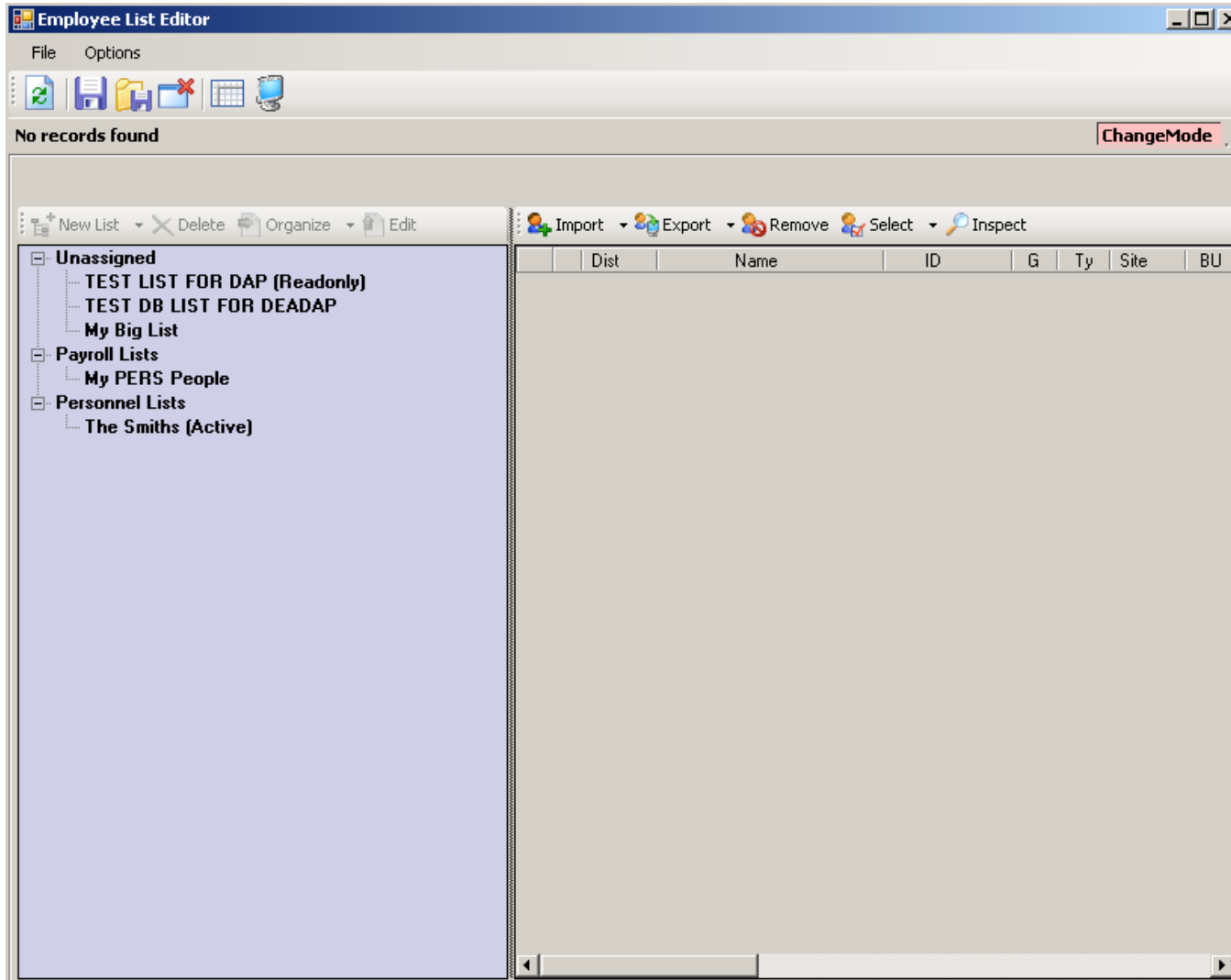
Collection:

Employee List:

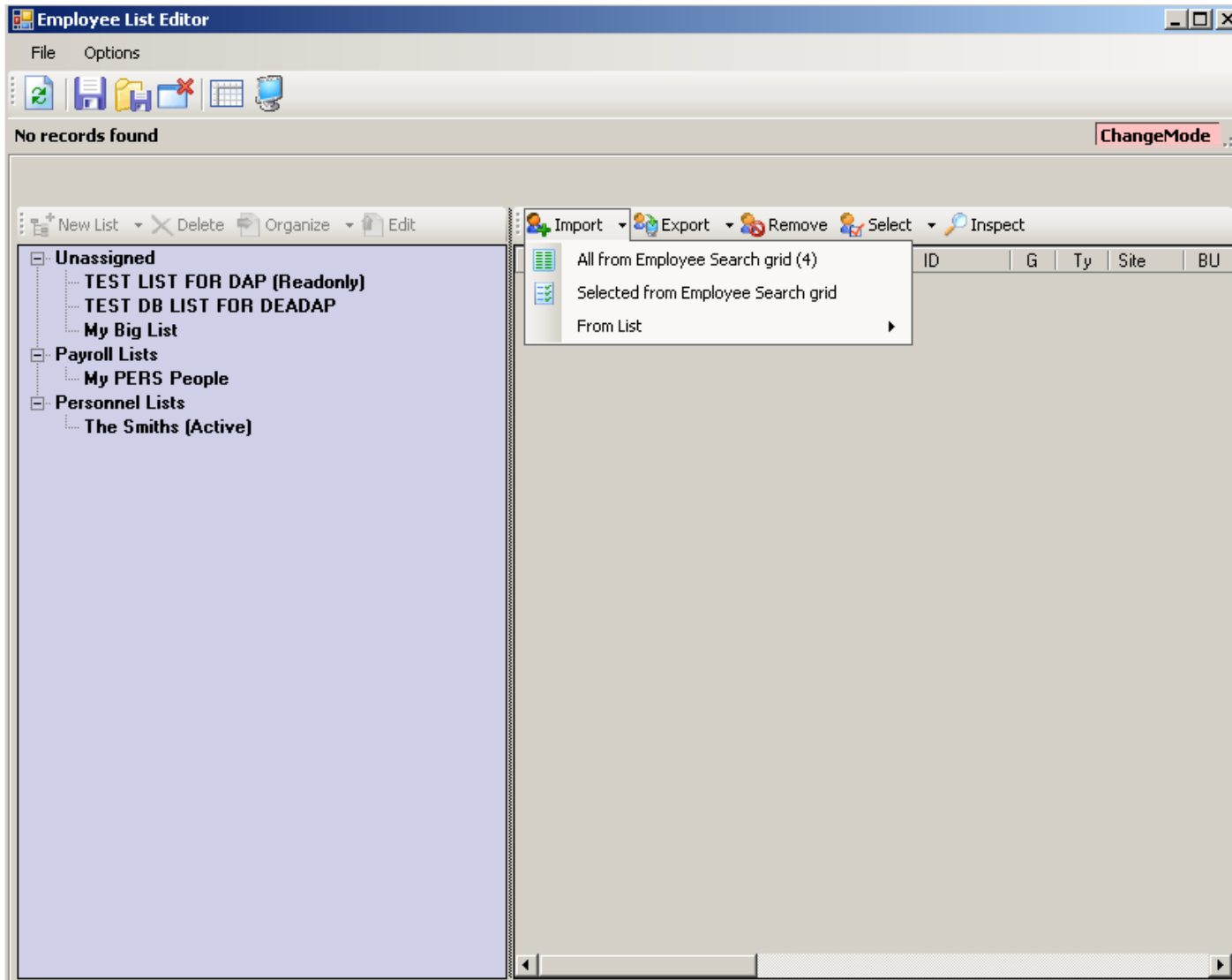
Result of Adding Collection & List



Click Edit Above Grid



Import from Main Grid



Import Results

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations and a 'ChangeMode' button. The main area is divided into a left-hand tree view and a right-hand data table.

Tree View:

- Unassigned
 - TEST LIST FOR DAP (Readonly)
 - TEST DB LIST FOR DEADAP
 - My Big List
- Payroll Lists
 - My PERS People
- Personnel Lists
 - The Smiths (Active)

Data Table:

	Dist	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
<input checked="" type="checkbox"/>	39	SMITH, BARBARELLA	001046	F	S1	0000	00	00		
<input checked="" type="checkbox"/>	39	SMITH, JO ANNE E	002003	F	FT	0000	00	00		
<input checked="" type="checkbox"/>	39	SMITH, JANE A	002002	F	FT	0026	02	00		
<input checked="" type="checkbox"/>	39	SMITH, SAM S	001047	M	PT	0026	00	00		

Save – List Added to Dropdown

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

On the left side, there is a tree view of application modules. The 'Position Control' module is expanded, showing sub-modules like 'Assignments/ENH (EA)', 'Assignments/STD (PO)', 'Assignment Info (EC)', 'Position Control Search', 'Job History (JH)', 'PAT - Other Assignments', 'PAT - Related Data', and 'Seniority Inspection (SI)'. The 'Position Control Search' module is currently selected.

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

- Search criteria: 'By SSN', 'By Ext Ref', 'By Name', 'By ID'. 'By Name' is selected.
- District: 39
- Include Terminated:
- Add to grid:
- Search input: 'pain' (with a 'Help' link)
- Ext Ref#: 001006
- SSN: xxx-xx-1000
- Selected Employee/List dropdown: 'PAIN, TRUE' (with a 'Help' link)

Below the search panel is a 'Search Results' section with the instruction: 'Search Results [Press Ctrl + Enter to select the highlighted employee]'. A table with the following columns is visible: Name, External Ref, G, Ty, S.

A dropdown menu is open over the search results, showing the following items:

- PAIN, TRUE
- TEST LIST FOR DAP
- TEST DB LIST FOR DEADAP
- My Big List
- My PERS People
- The Smiths (highlighted)

Select List – Get Employees

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 4 record(s) found.

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
Assignments/ENH (EA)
Assignments/STD (PO)
Assignment Info (EC)
Position Control Search
Job History (JH)
PAT - Other Assignments
PAT - Related Data
Seniority Inspection (SI)

Search Panel

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

pair [Help](#) Selected Employee/List
SMITH, BARBARELLA

Ext Ref#: 001046 SSN : xxx-xx-6888 SEID: n/a

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

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
SMITH, BARBARELLA	001046	F	S1	0000	00	00		
SMITH, JANE A	002002	F	FT	0002	02	00		(650)37
SMITH, JO ANNE E	002003	F	FT	0000	00	00		
SMITH, SAM S	001047	M	PT	0000	00	00		

Back to Edit – Unselect All

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations. A status bar at the top indicates 'Search complete. 4 record(s) found.' and a 'ChangeMode' button.

The main interface is divided into two panes. The left pane is a tree view showing a hierarchy of lists:

- Unassigned
 - TEST LIST FOR DAP (Readonly)
 - TEST DB LIST FOR DEADAP
 - My Big List
- Personnel Lists
 - The Smiths (Active)
- Payroll Lists
 - My PERS People

The right pane contains a table with columns: Dist, Name, G, Ty, Site, BU, RC, and LG. A 'Select' dropdown menu is open over the table, showing options: All, None, and Invert. The table contains four records, with the last one selected.

	Dist	Name		G	Ty	Site	BU	RC	LG
<input type="checkbox"/>	39	SMITH, BARBARELLA		F	S1	0000	00	00	
<input type="checkbox"/>	39	SMITH, JO ANNE E		F	FT	0000	00	00	
<input type="checkbox"/>	39	SMITH, JANE A	002002	F	FT	0002	02	00	
<input checked="" type="checkbox"/>	39	SMITH, SAM S	001047	M	PT	0000	00	00	

Select to Remove Jo Anne

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for New, Open, Save, Print, Delete, and Refresh. A status bar at the top indicates 'Search complete. 4 record(s) found.' and a 'ChangeMode' button. The main interface is split into two panes. The left pane is a tree view showing a hierarchy of lists: 'Unassigned' (with sub-items 'TEST LIST FOR DAP (Readonly)', 'TEST DB LIST FOR DEADAP', and 'My Big List'), 'Personnel Lists' (with sub-item 'The Smiths (Active)'), and 'Payroll Lists' (with sub-item 'My PERS People'). The right pane is a table with columns: Dist, Name, External Ref, G, Ty, Site, BU, RC, and LG. The table contains four rows of data, with the second row highlighted in yellow and its checkbox checked. The selected row is for 'SMITH, JO ANNE E' with External Ref '002003'. The other rows are for 'SMITH, BARBARELLA', 'SMITH, JANE A', and 'SMITH, SAM S'. A toolbar above the table includes 'Import', 'Export', 'Remove', 'Select', and 'Inspect' buttons.

	Dist	Name	External Ref	G	Ty	Site	BU	RC	LG
<input type="checkbox"/>	39	SMITH, BARBARELLA	001046	F	S1	0000	00	00	
<input checked="" type="checkbox"/>	39	SMITH, JO ANNE E	002003	F	FT	0000	00	00	
<input type="checkbox"/>	39	SMITH, JANE A	002002	F	FT	0002	02	00	
<input type="checkbox"/>	39	SMITH, SAM S	001047	M	PT	0000	00	00	

Remove Jo Anne (Selected)

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations and a search icon. A status bar at the top right indicates 'Search complete. 4 record(s) found.' and a 'ChangeMode' button.

The main interface is divided into two panes. The left pane is a tree view showing a hierarchy of lists:

- Unassigned
 - TEST LIST FOR DAP (ReadOnly)
 - TEST DB LIST FOR DEADAP
 - My Big List
- Personnel Lists
 - The Smiths (Active)
- Payroll Lists
 - My PERS People

The right pane is a table with columns: Dist, Name, External Ref, G, Ty, Site, BU, RC, LG. The table contains three records, with the second record, 'SMITH, JANE A', selected and highlighted in yellow.

	Dist	Name	External Ref	G	Ty	Site	BU	RC	LG
<input type="checkbox"/>	39	SMITH, BARBARELLA	001046	F	S1	0000	00	00	
<input checked="" type="checkbox"/>	39	SMITH, JANE A	002002	F	FT	0002	02	00	
<input type="checkbox"/>	39	SMITH, SAM S	001047	M	PT	0000	00	00	

List is Reduced...

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 3 record(s) found.

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
Assignments/ENH (EA)
Assignments/STD (PO)
Assignment Info (EC)
Position Control Search
Job History (JH)
PAT - Other Assignments
PAT - Related Data
Seniority Inspection (SI)

Search Panel

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

pair [Help](#) Selected Employee/List SMITH, BARBARELLA

Ext Ref#: 001046 SSN: xxx-xx-6888 SEID: n/a

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

	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
▶	SMITH, BARBARELLA	001046	F	S1	0000	00	00		
	SMITH, JANE A	002002	F	FT	0002	02	00		(650)37
	SMITH, SAM S	001047	M	PT	0000	00	00		

Absence Tracking Module

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Lookup

SSN Ext Ref Name Include Terminated

DI 39 001074 xxx-xx-1111
 PERSNIKITY, REALLIE

Hired: 07/01/1998 Longevity Base: Terminated:

Leave Group: AV ADMIN/12MO/8HR/V
 Membership: 11/21/2007 End:
 Leave Base: Service Years: Y4 (07/01/1998 Hire)
 Leave Status: Active employee Start:
 Hours/Day: Return:
 Days/Year: Leave Group Pay Rate: 25.00
 Months/Year: Employee Pay Rate: Freeze Pay Rate:

Balance As Of: // Refresh

Quick View

Select

- All
- Recent Transactions
- From Date
- Previous Days
- Reason Code
- Absence Bucket

Display: Detail Summary

Units Format: Database Balance

Number of transactions: 20

Display most recent detail first?

20 records listed

Leave	Balance	Over	Acc Hours	Calc	FTE	Prob	Prob End
VACATION	0.00	N	200.04	AP	1.0000	N	
SICK LEAVE	48.25	N	96.00	AP	1.0000	N	
PERSONAL NECESSITY	0.00	N	56.00	AP	1.0000	N	
DIFFERENTIAL SICK LEAVE	0.00	N	800.00	AP	1.0000	N	
COMPENSATORY TIME	0.00	N	0.00		1.0000	N	
INDUSTRIAL LEAVE	0.00	N	480.00	AP	1.0000	N	
FLOATING HOLIDAY	0.00	N	8.00	AP	1.0000	N	
DAY OF CHOICE	0.00	N	16.00	AP	1.0000	N	

Seq	Reason	Lv Group	Units	Type	Date	Remark	Audit
0033	S SICK LV	AV ADM12/8V	-8.00 nYnnnnnnnn	H	01/09/2012	Training	01/11/2012
0032	S SICK LV	AV ADM12/8V	-8.00 nYnnnnnnnn	H	10/03/2011		10/18/2011
0031	S SICK LV	AV ADM12/8V	-8.00 nYnnnnnnnn	H	09/29/2011		10/18/2011
0030	S SICK LV	AV ADM12/8V	-1.00 nYnnnnnnnn	H	01/13/2011	TEST QUICK	01/12/2011
0029	S SICK LV	AV ADM12/8V	-0.50 nYnnnnnnnn	H	01/12/2011	FOR TRNING	01/12/2011
0028	S SICK LV	AV ADM12/8V	-0.10 nYnnnnnnnn	H	01/11/2011	FOR TRAINING	01/12/2011
0027	S SICK LV	AV ADM12/8V	-1.90 nYnnnnnnnn	H	01/08/2011	CORRECT BULK ADD	01/10/2011 01/12/2011

