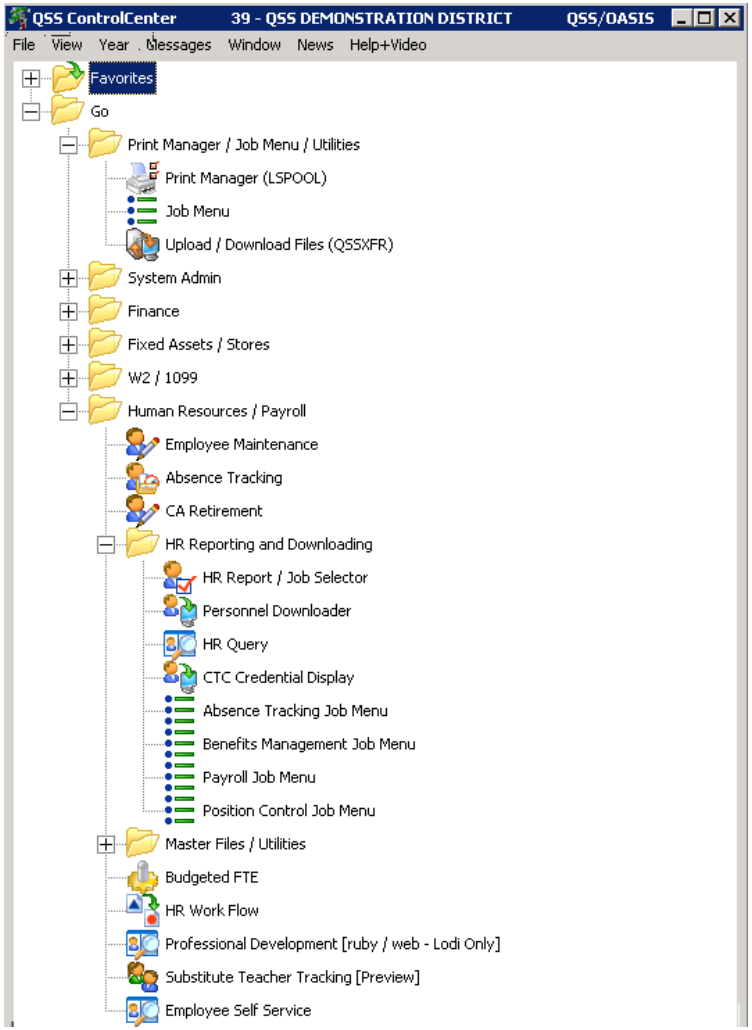
QSSUG Finance/Personnel Committee - Webinar

QCC Job History

March 27, 2013

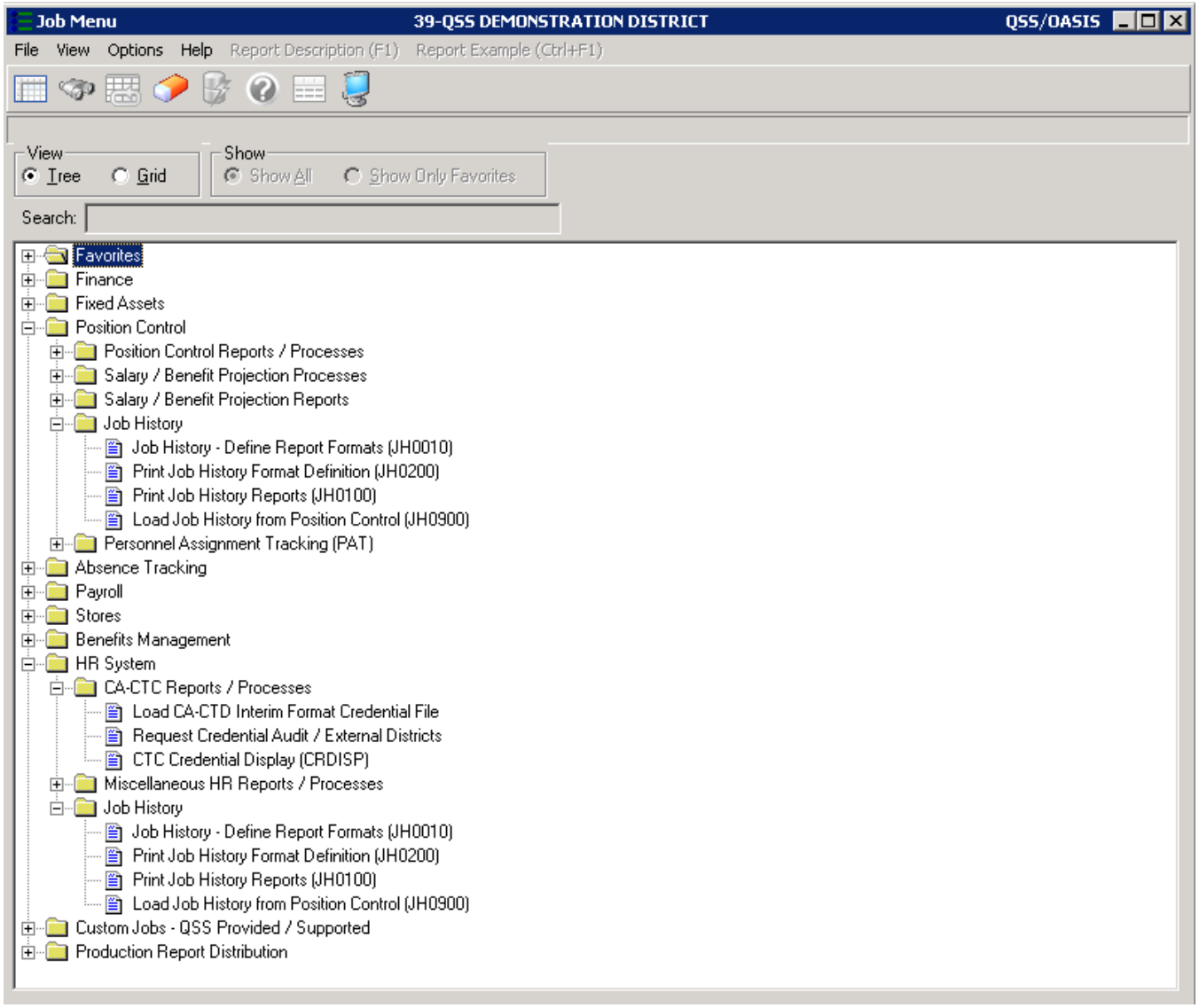
Duane Percox, QSS

HR – Job History

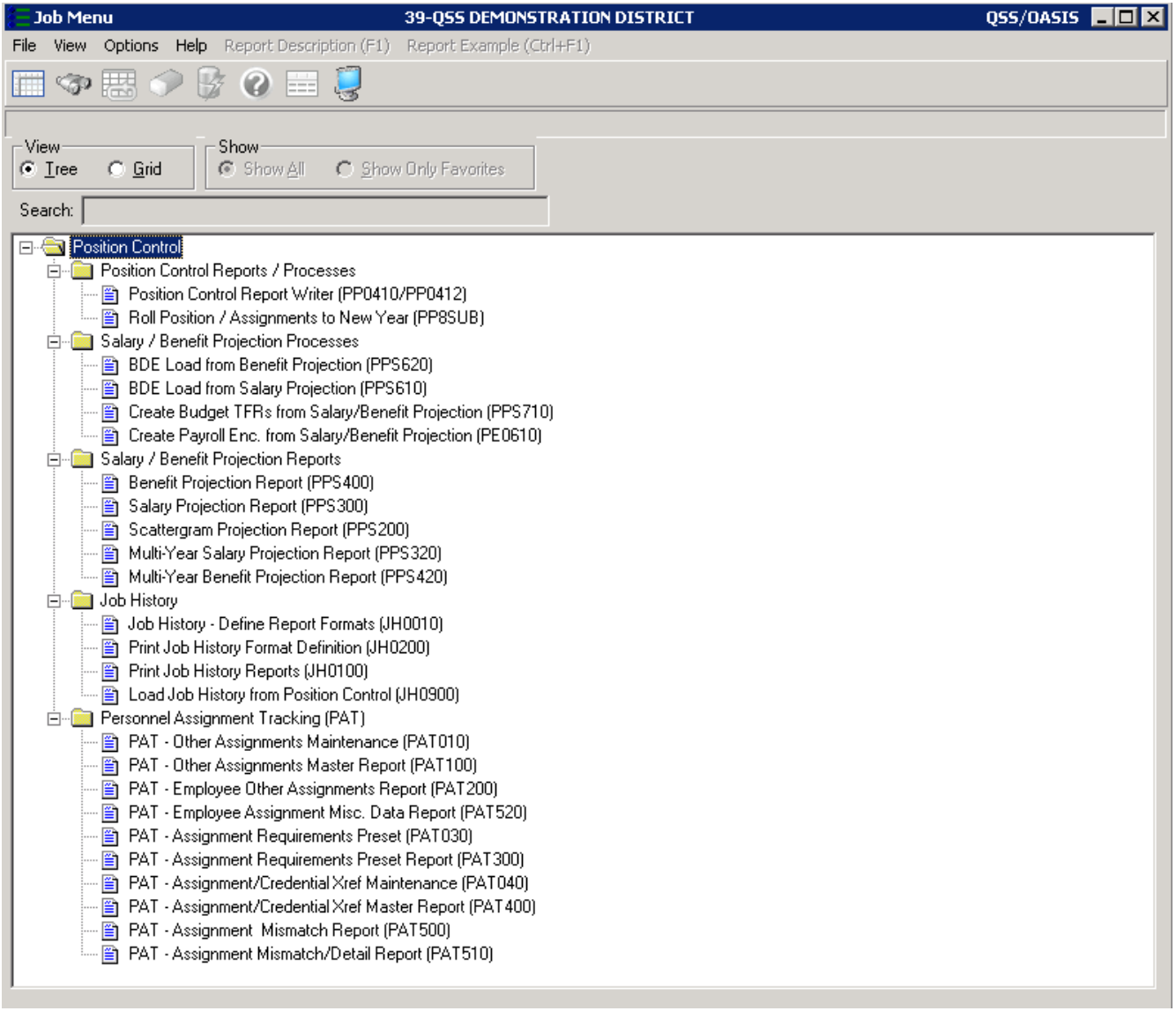


- Print Manager
- Job Menu
- Employee Maintenance
- Position Control Job Menu

All Job Menu


Job Menu
39-QSS DEMONSTRATION DISTRICT
QSS/OASIS
File View Options Help Report Description (F1) Report Example (Ctrl+F1)
View
Tree
Grid
Show
Show All
Show Only Favorites
Search:
Favorites
Finance
Fixed Assets
Position Control
Position Control Reports / Processes
Salary / Benefit Projection Processes
Salary / Benefit Projection Reports
Job History
Job History - Define Report Formats (JH0010)
Print Job History Format Definition (JH0200)
Print Job History Reports (JH0100)
Load Job History from Position Control (JH0900)
Personnel Assignment Tracking (PAT)
Absence Tracking
Payroll
Stores
Benefits Management
HR System
CA-CTC Reports / Processes
Load CA-CTD Interim Format Credential File
Request Credential Audit / External Districts
CTC Credential Display (CRDISP)
Miscellaneous HR Reports / Processes
Job History
Job History - Define Report Formats (JH0010)
Print Job History Format Definition (JH0200)
Print Job History Reports (JH0100)
Load Job History from Position Control (JH0900)
Custom Jobs - QSS Provided / Supported
Production Report Distribution

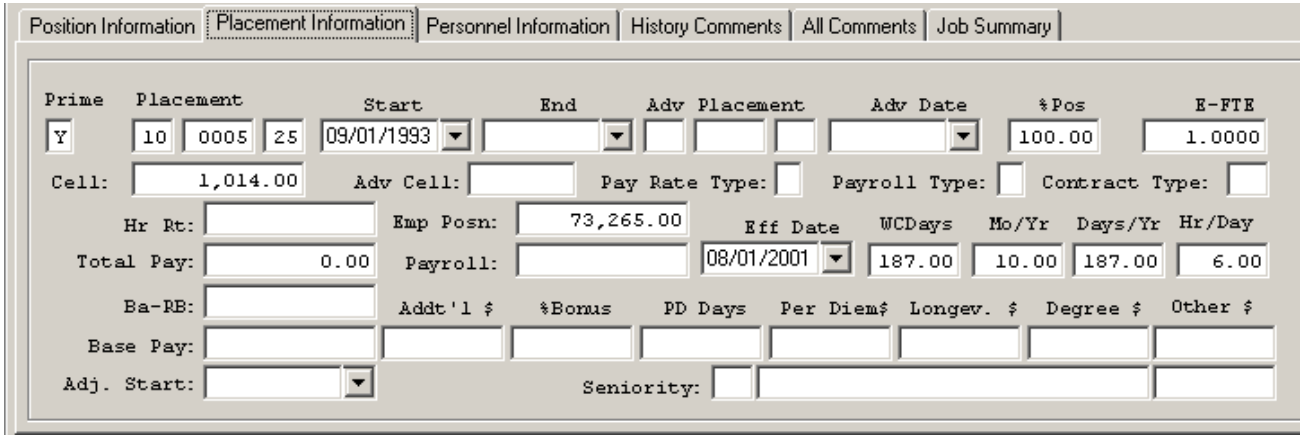
Position Control Job Menu

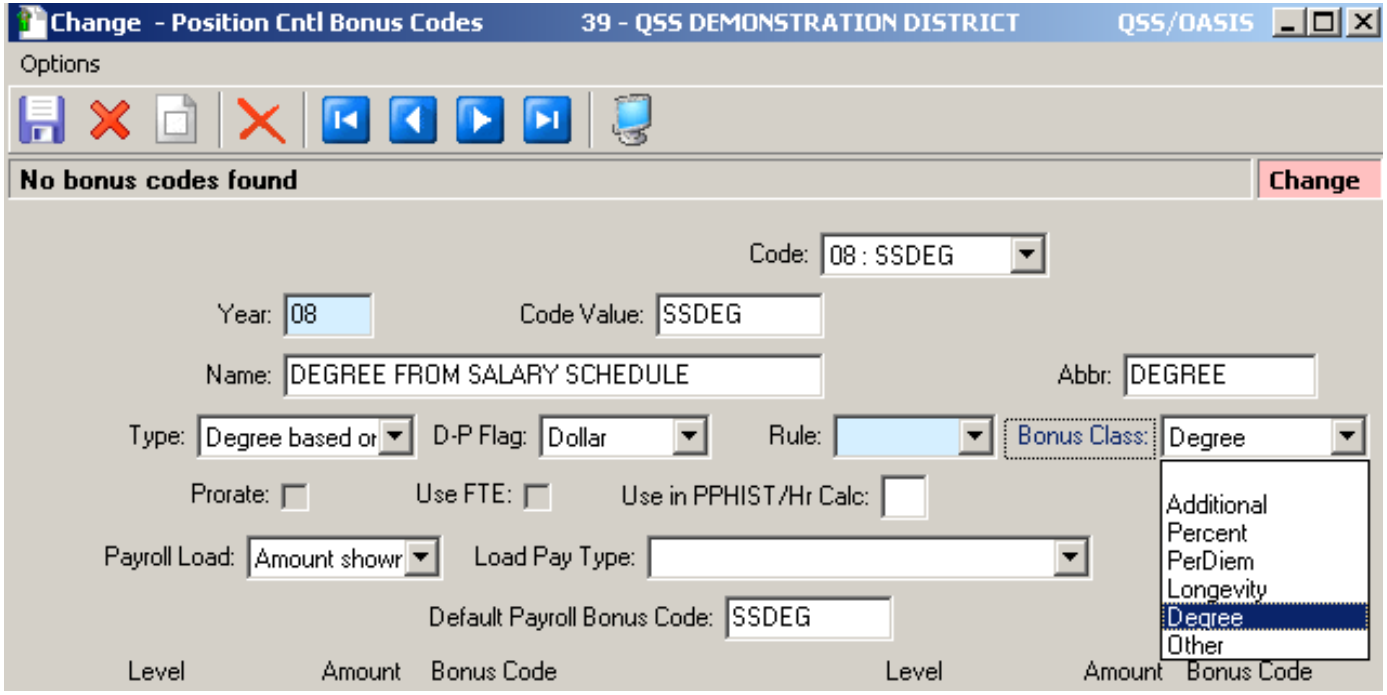


Job History Background

- Included in QSS/OASIS HR
- Data stored in database
  - Version ‘H’ - PPHIST.DBPERPAY
  - Version ‘L’ - hrspay (tables prefixed with ‘jh_’
- Roll/Load data from position control into JH
- Manually input data (QSS has also converted data for customers)
- Issues between STD/ENH PC and JH

STD vs ENH Position Control





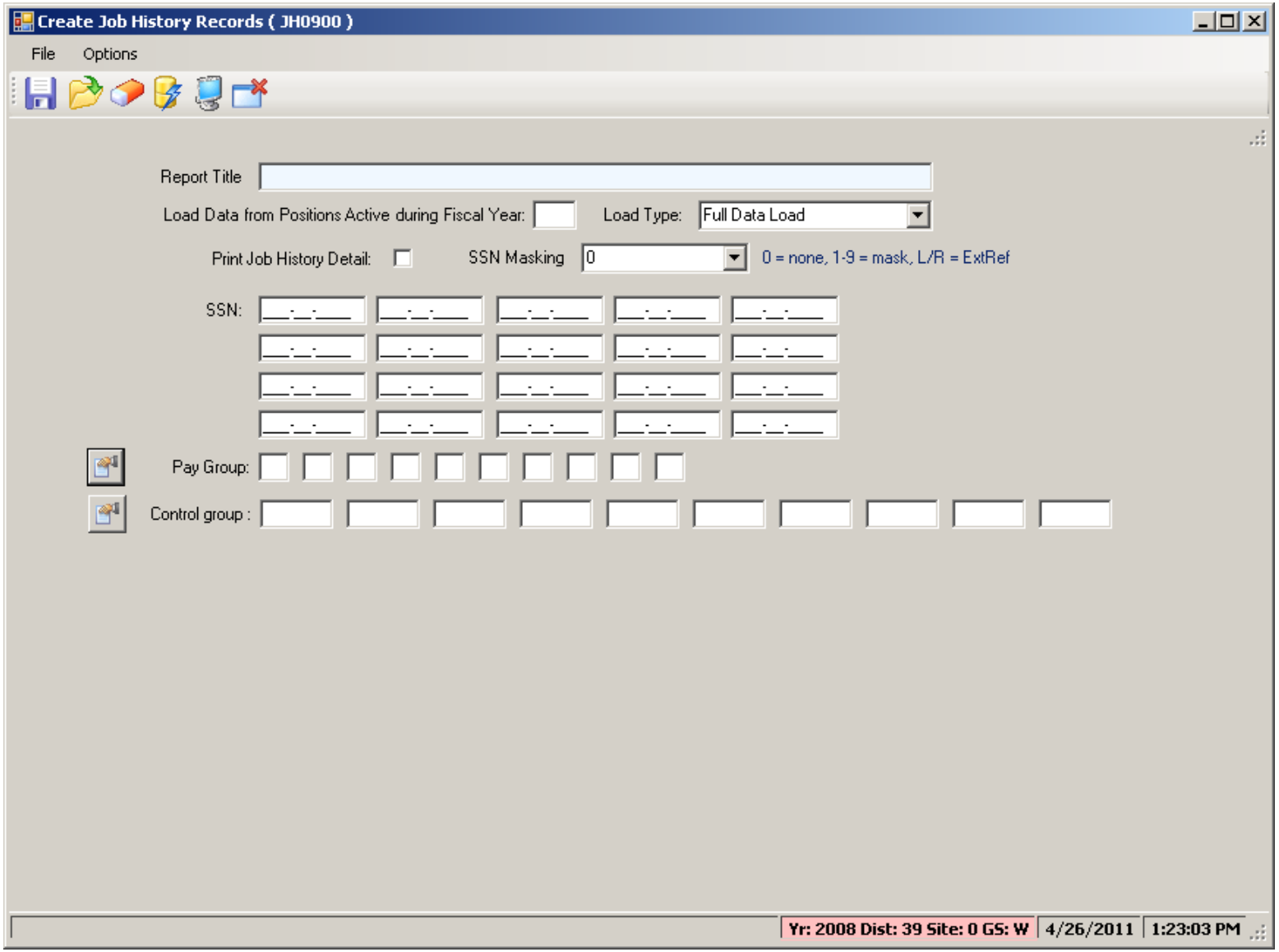
Common PP02JH Usersec Settings

- 01 - Access to the Job History form
  - 0 Disabled (default).
  - 1 Read-only access.
  - 2 Level 1 plus the ability to add new job history records and comments.
  - 3 Levels 1 and 2 plus the ability to modify existing job history records and comments.
  - 4 Levels 1, 2, and 3 plus the ability to delete job history records and comments.

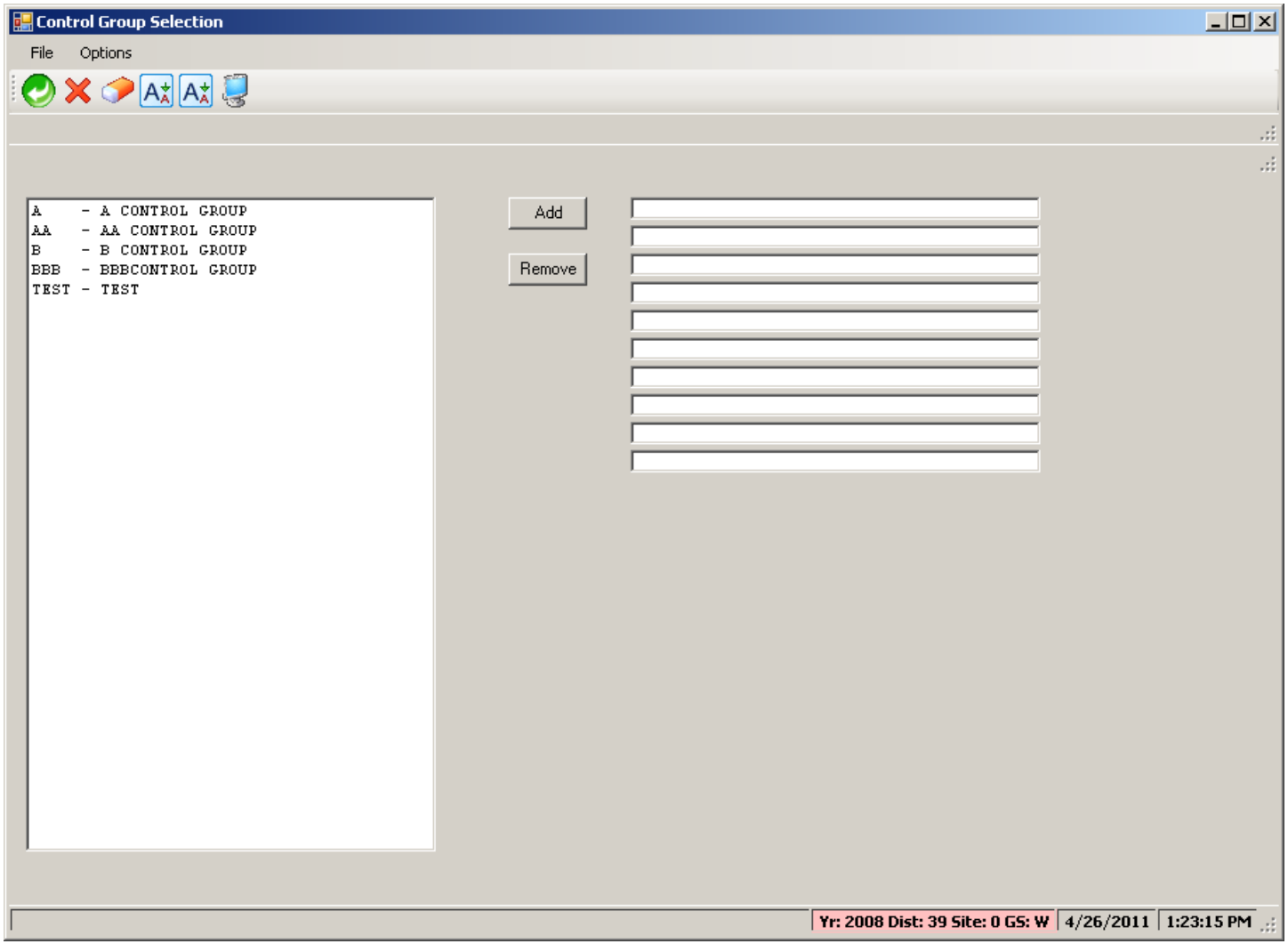
Common PP02JH Usersec Settings (cont.)

- 02 Fiscal year access
  - 1 One year at a time (default). You can page through history records for one year at a time. But you can change fiscal years.
  - A Ability to page through job history records for all fiscal years.
- 03 Access to inactive records
  - A Active records only (default).
  - I Active and inactive records only (the letter I).

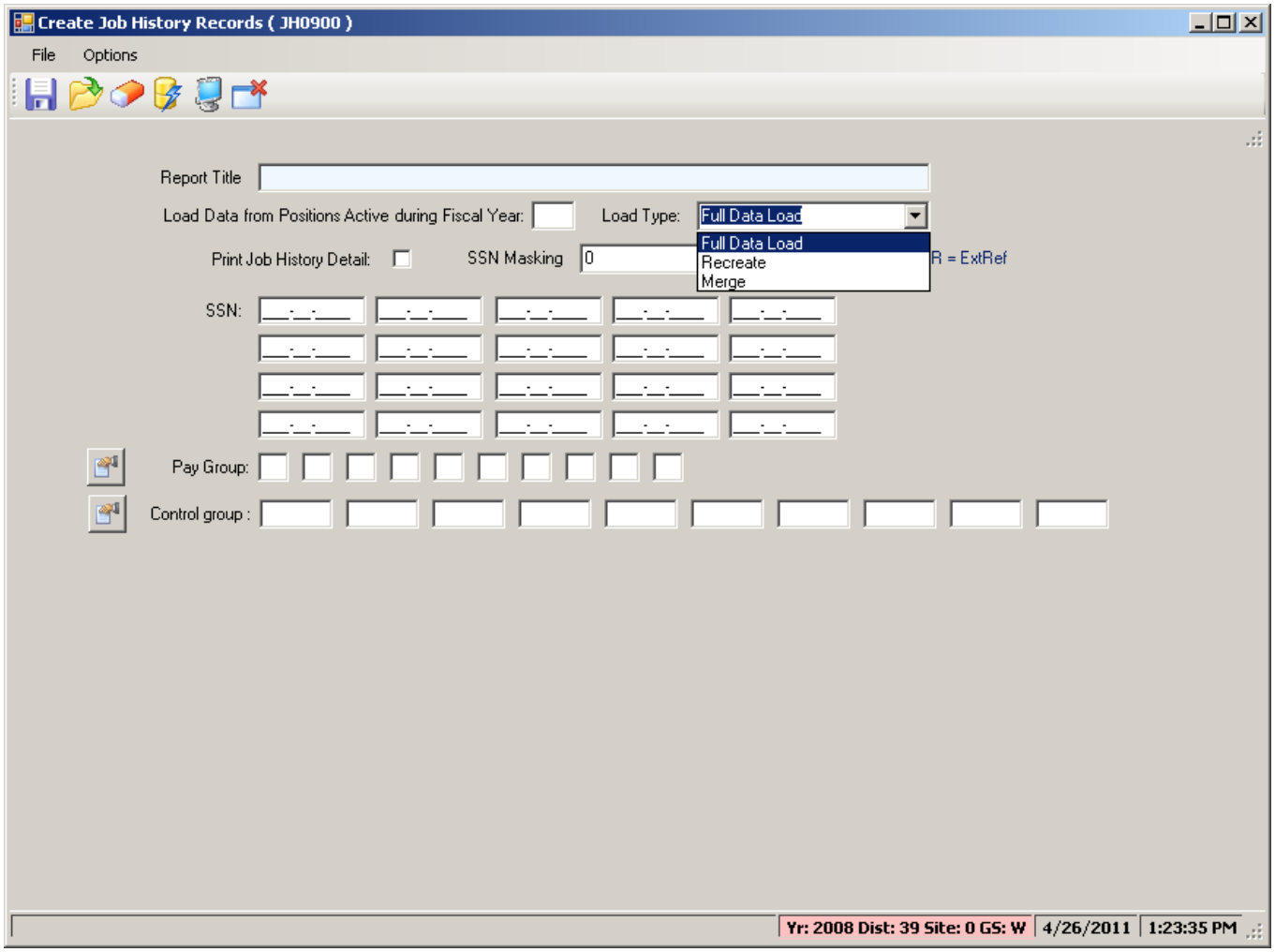
Create Job History Records



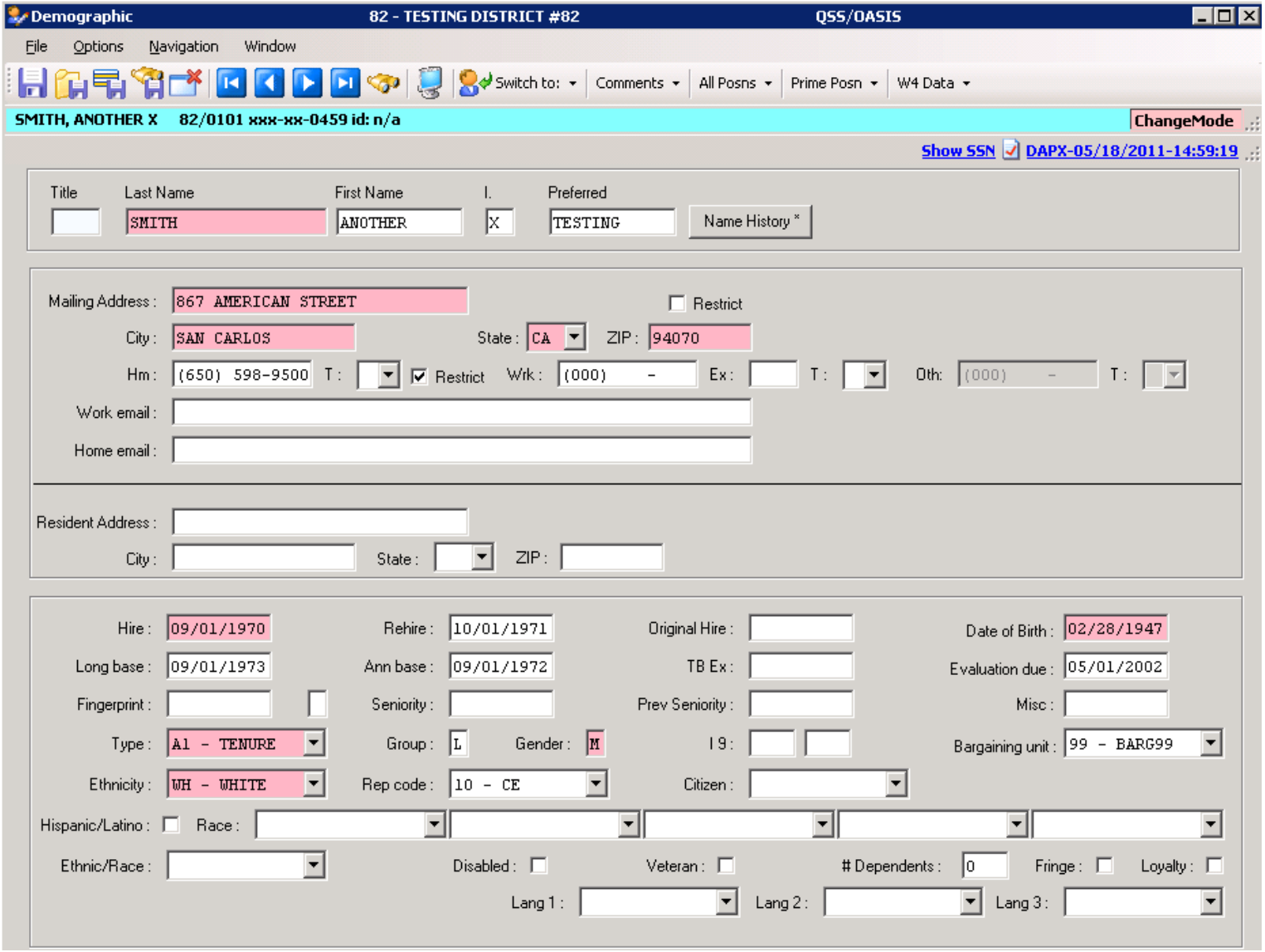
Pick M/F Values from List



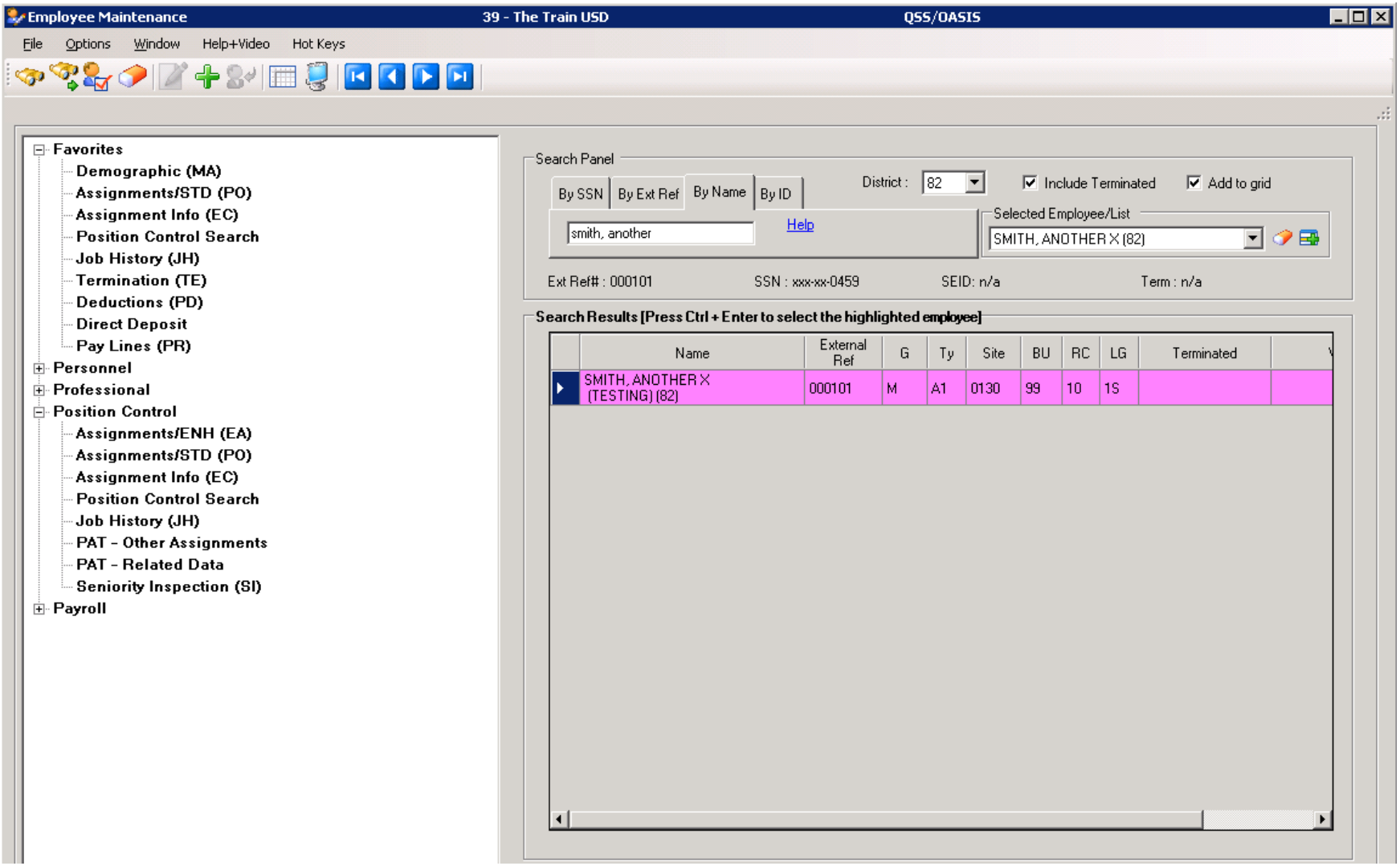
Create Options



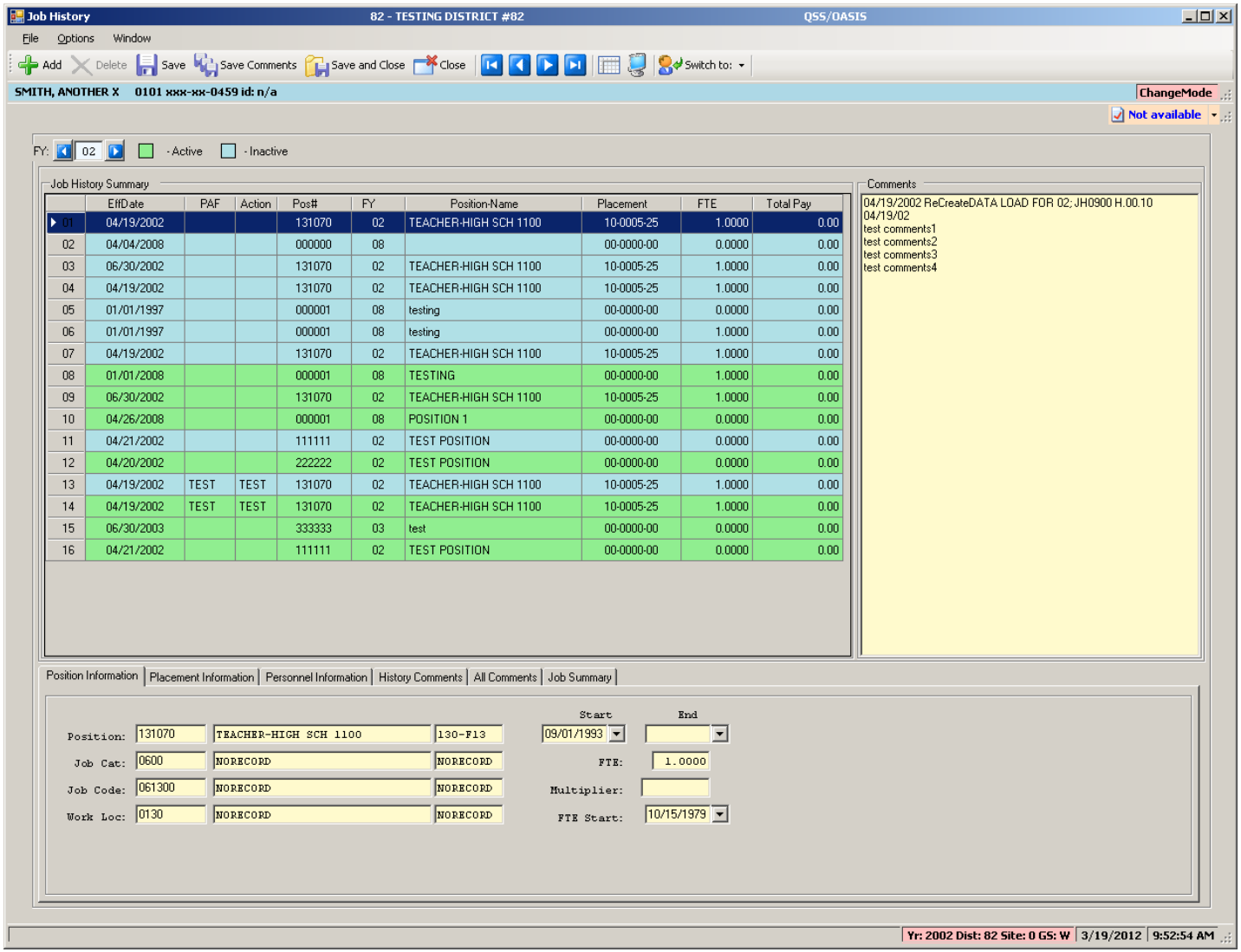
Where is that ‘Group’ Field?



Employee Maintenance

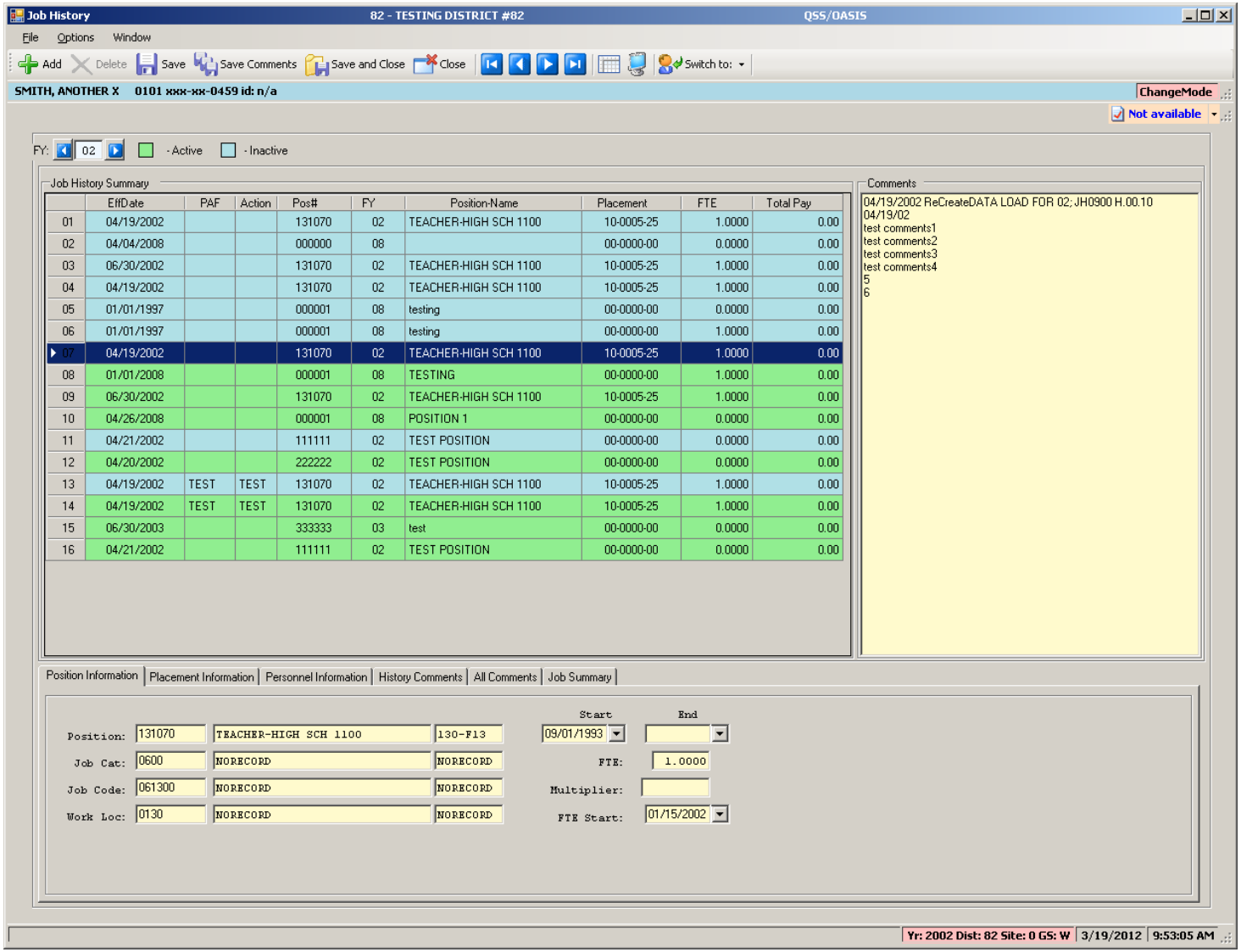


Job History Dataform



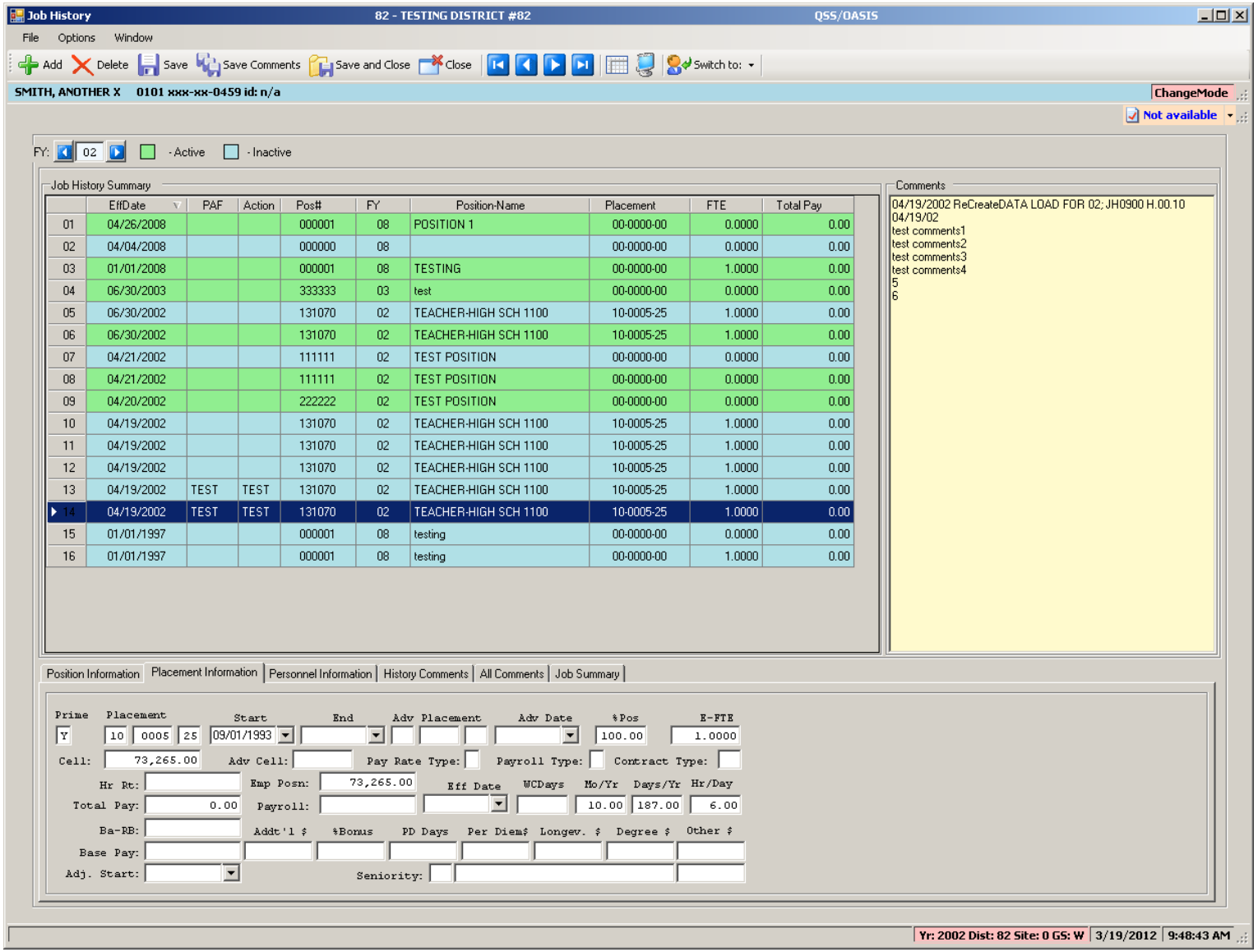
	EffDate	PAF	Action	Pos#	FY	Position-Name	Placement	FTE	Total Pay
01	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
04	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	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

JH – Select History Record



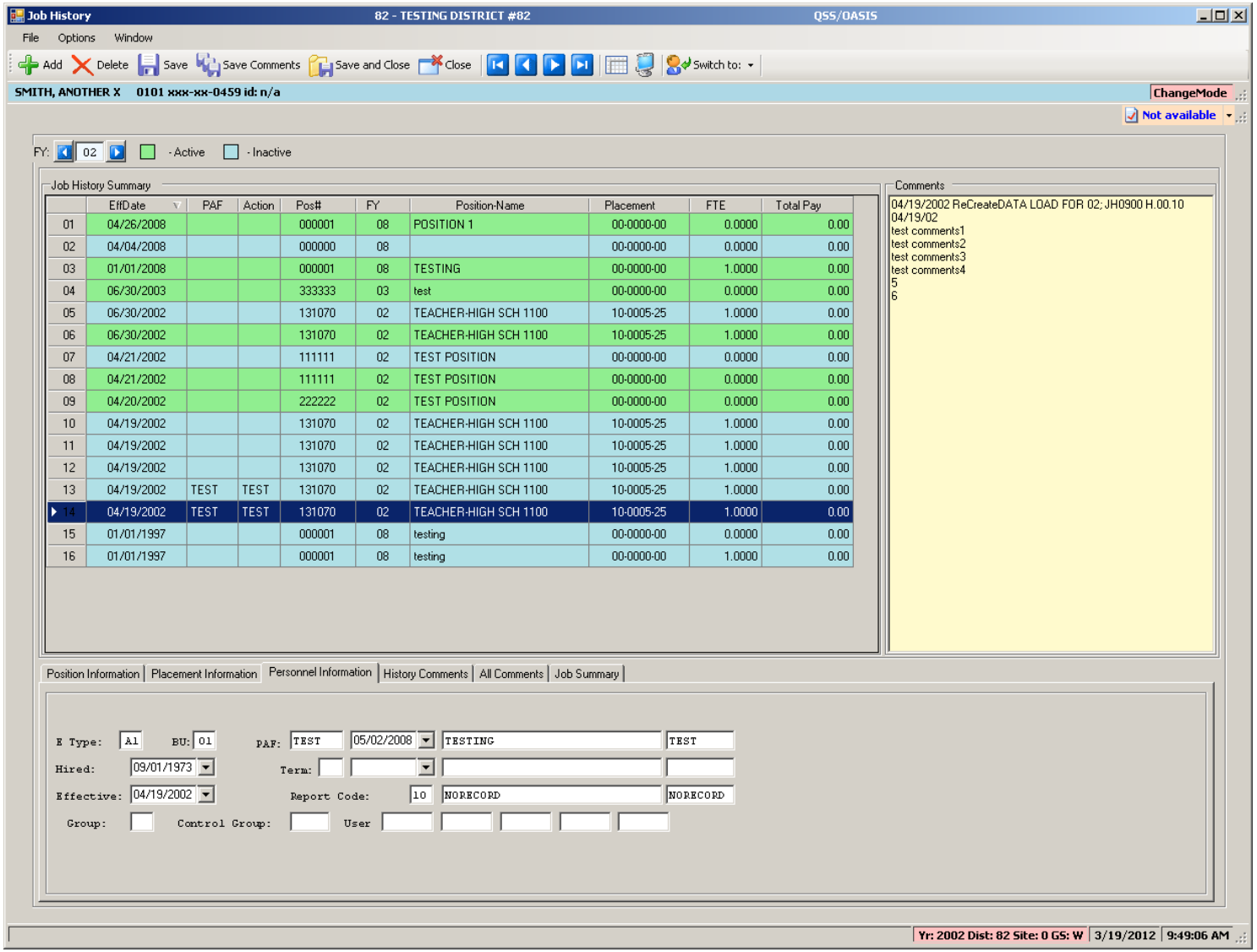
	EffDate	PAF	Action	Pos#	FY	Position-Name	Placement	FTE	Total Pay
01	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
04	04/19/2002			131070	02	TEACHER-HIGH SCH 1100	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

JH – Placement Tab



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

JH – Personnel Info Tab



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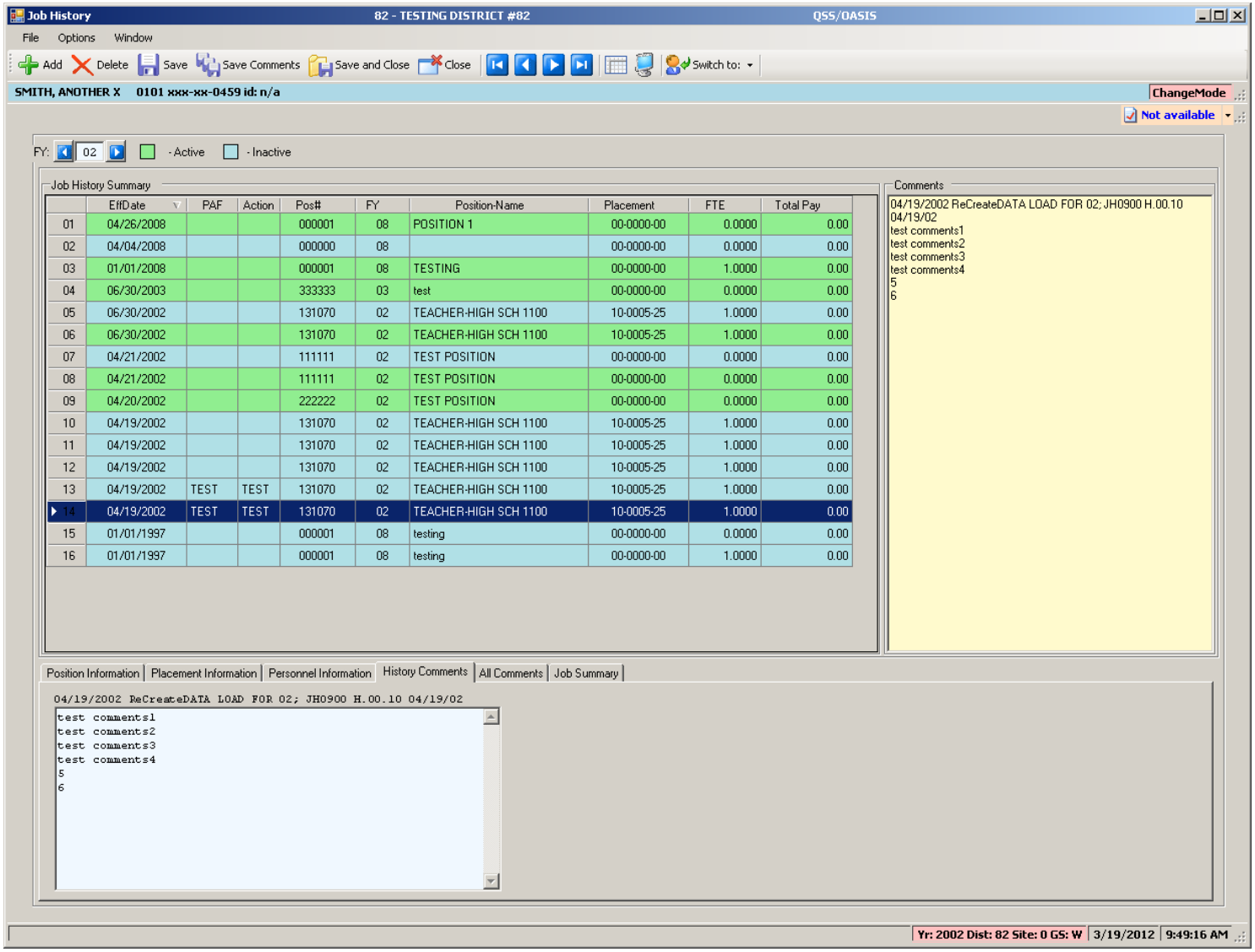
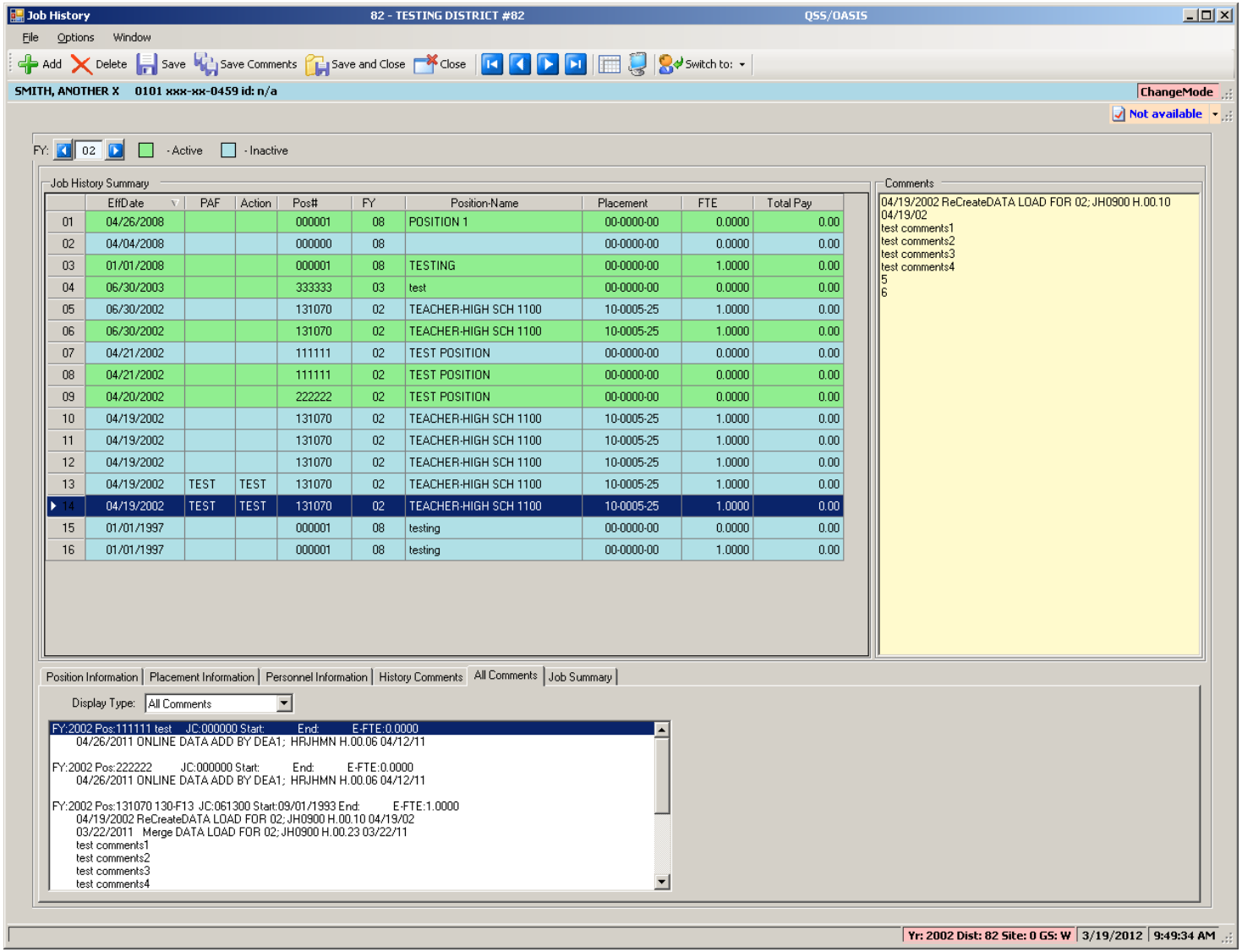
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	01/01/2008			000001	08	TESTING	00-0000-00	1.0000	0.00
04	06/30/2003			333333	03	test	00-0000-00	0.0000	0.00
05	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
06	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00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

JH – History Comments Tab



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

JH – All Comments Tab



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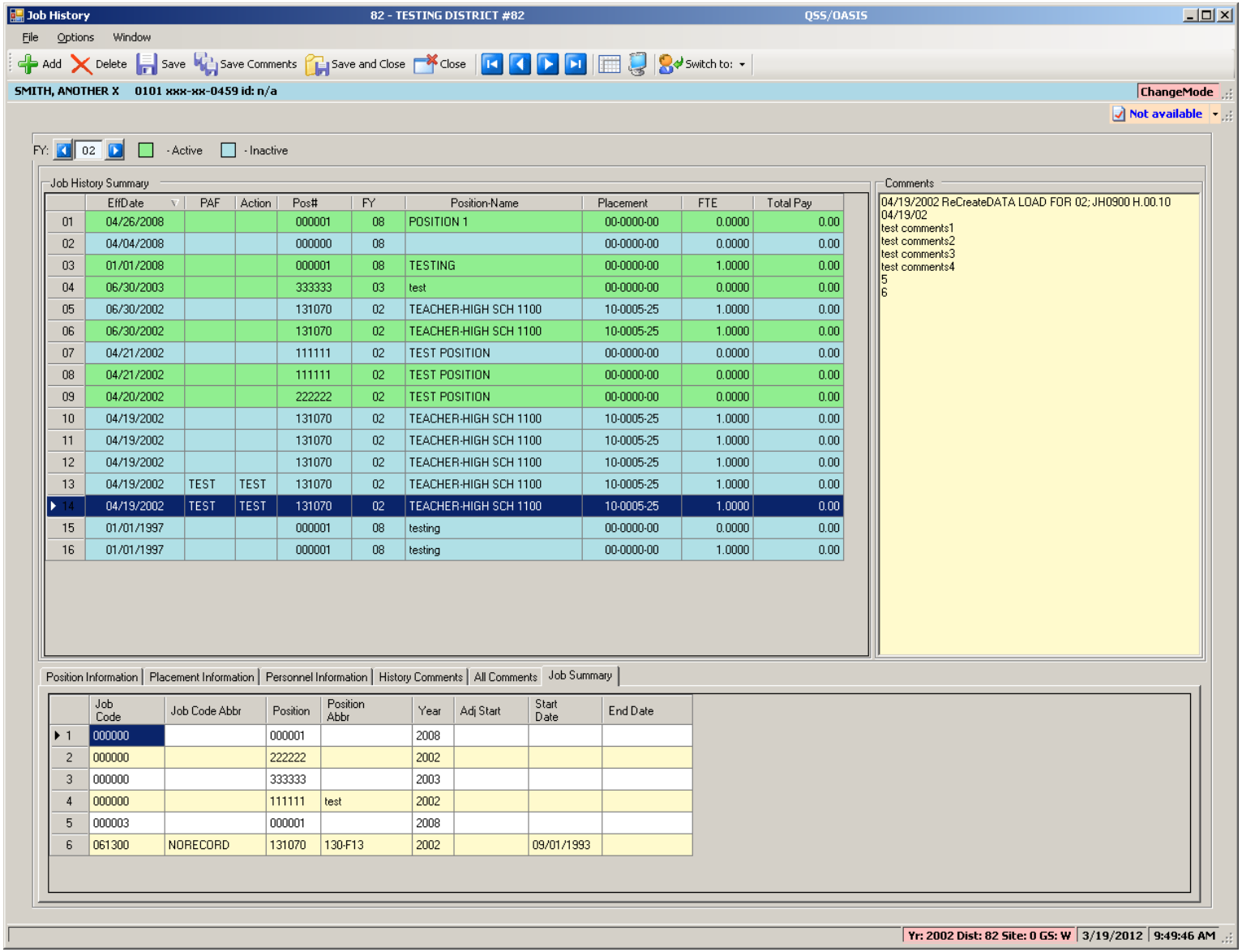
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	01/01/2008			000001	08	TESTING	00-0000-00	1.0000	0.00
04	06/30/2003			333333	03	test	00-0000-00	0.0000	0.00
05	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00
06	06/30/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00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

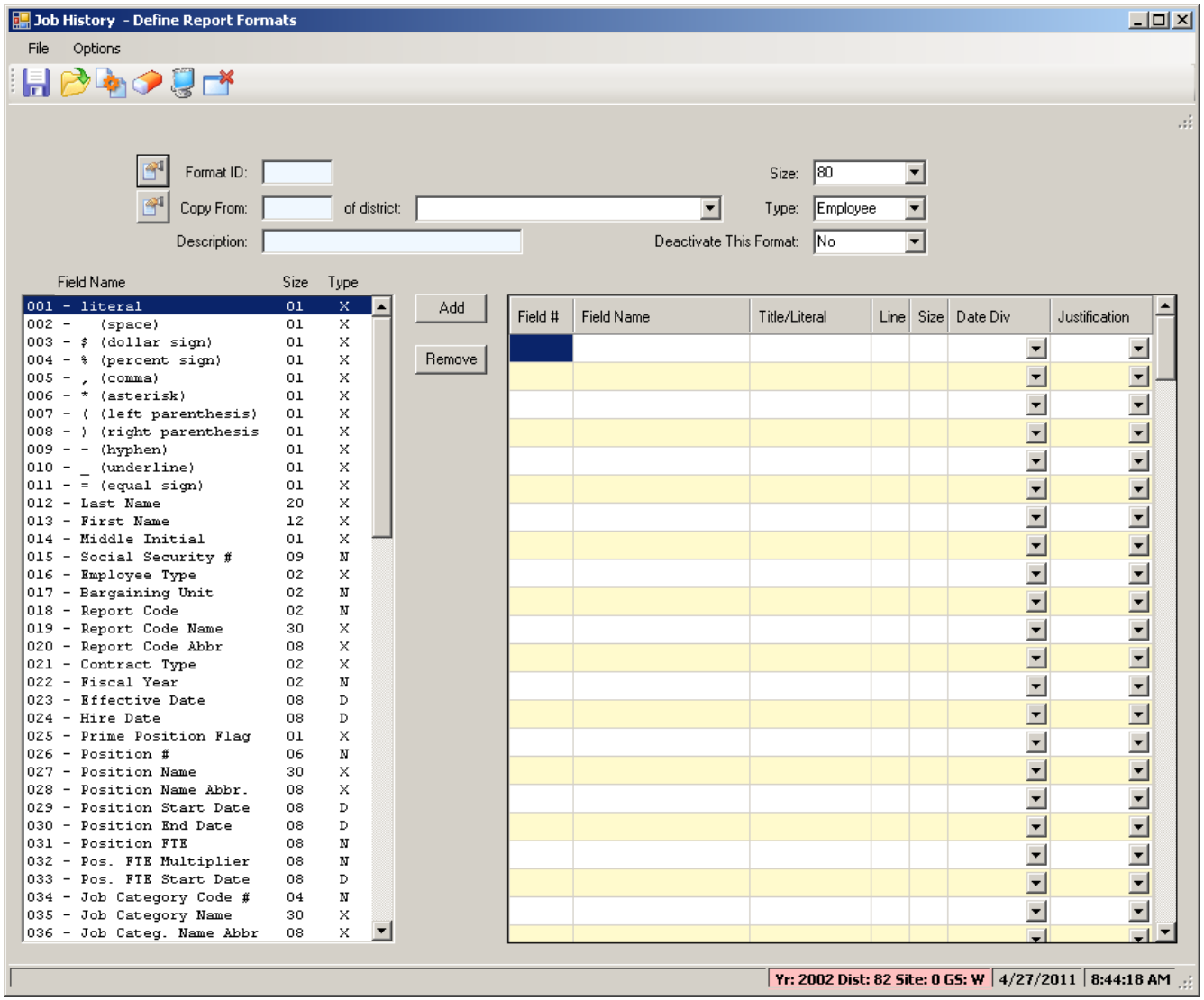
JH – Job Summary Tab



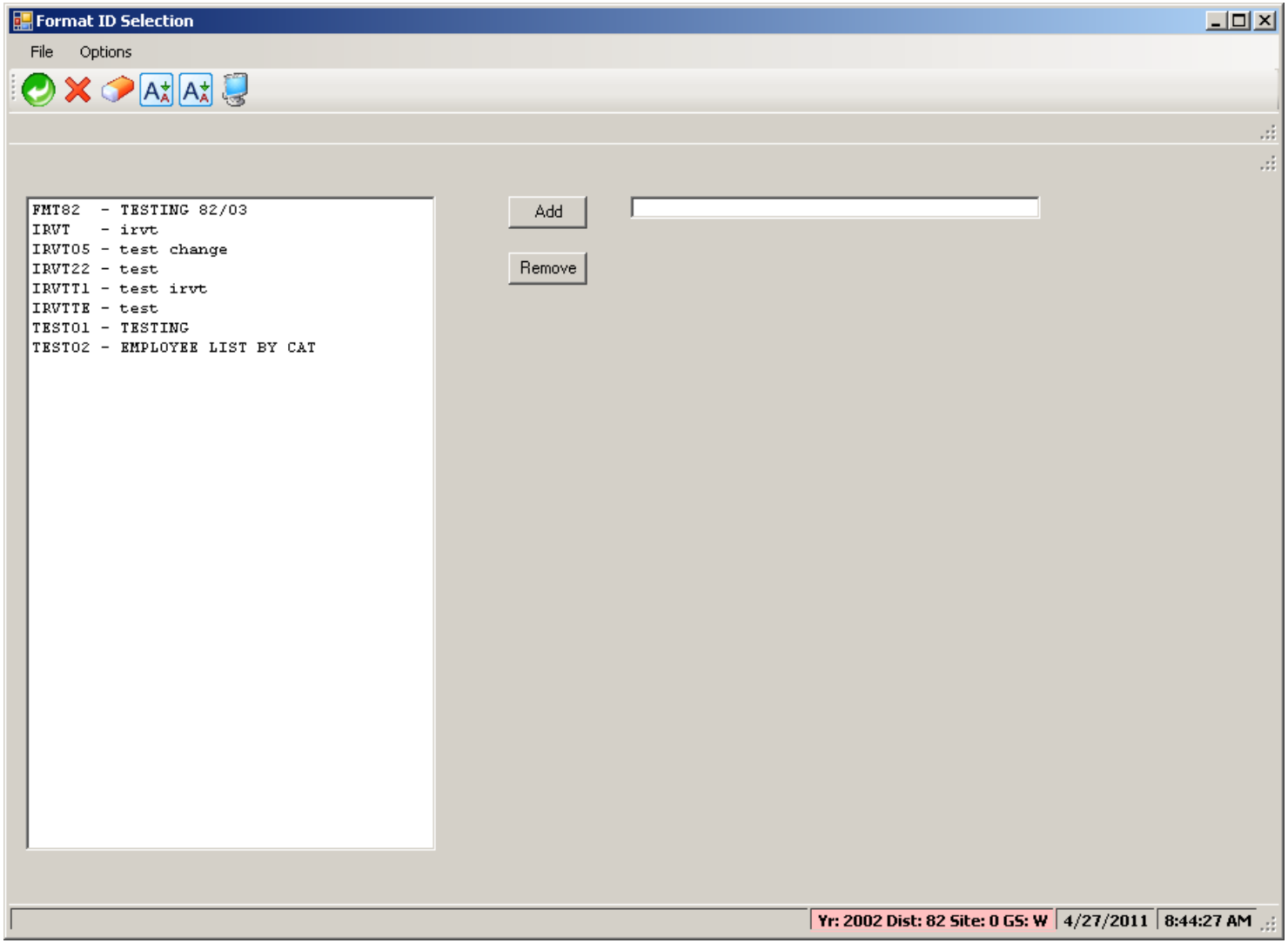
	EffDate	PAF	Action	Pos#	FY	Position-Name	Placement	FTE	Total Pay
01	04/26/2008			000001	08	POSITION 1	00-0000-00	0.0000	0.00
02	04/04/2008			000000	08		00-0000-00	0.0000	0.00
03	01/01/2008			000001	08	TESTING	00-0000-00	1.0000	0.00
04	06/30/2003			333333	03	test	00-0000-00	0.0000	0.00
05	06/30/2002	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

	Job Code	Job Code Abbr	Position	Position Abbr	Year	Adj Start	Start Date	End Date
1	000000		000001		2008			
2	000000		222222		2002			
3	000000		333333		2003			
4	000000		111111	test	2002			
5	000003		000001		2008			
6	061300	NORECORD	131070	130-F13	2002		09/01/1993	

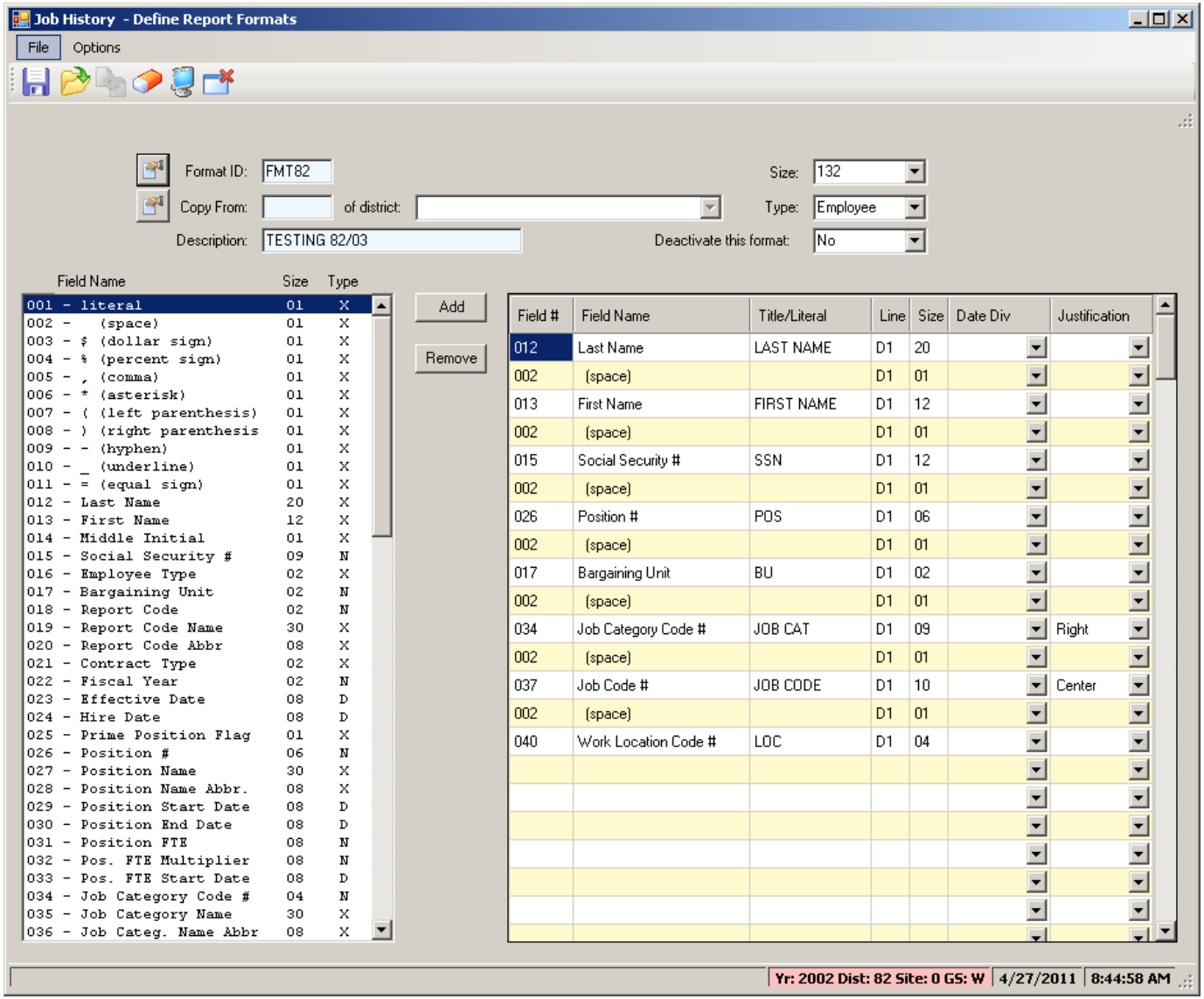
Define Report Formats



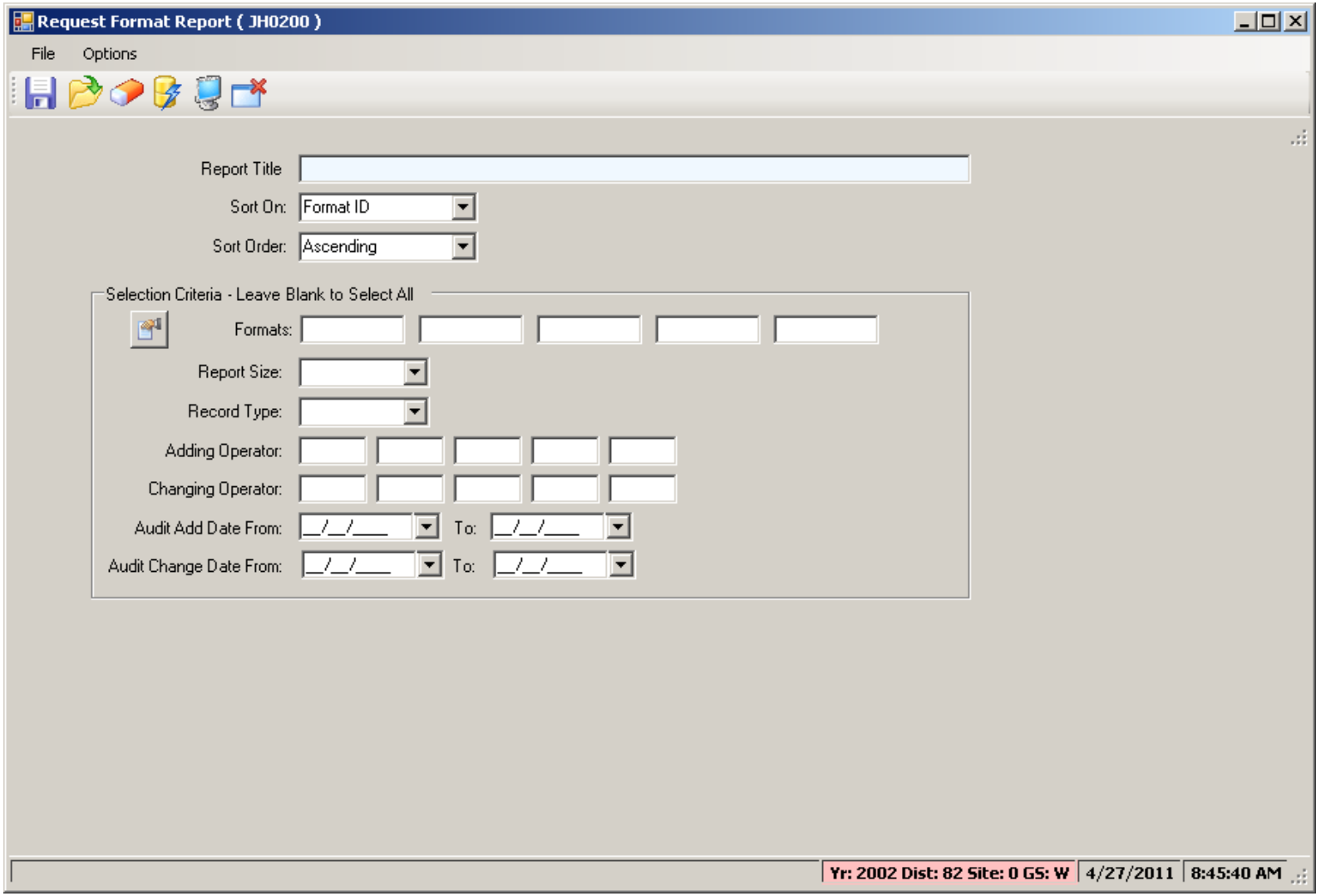
Report Formats Pick List



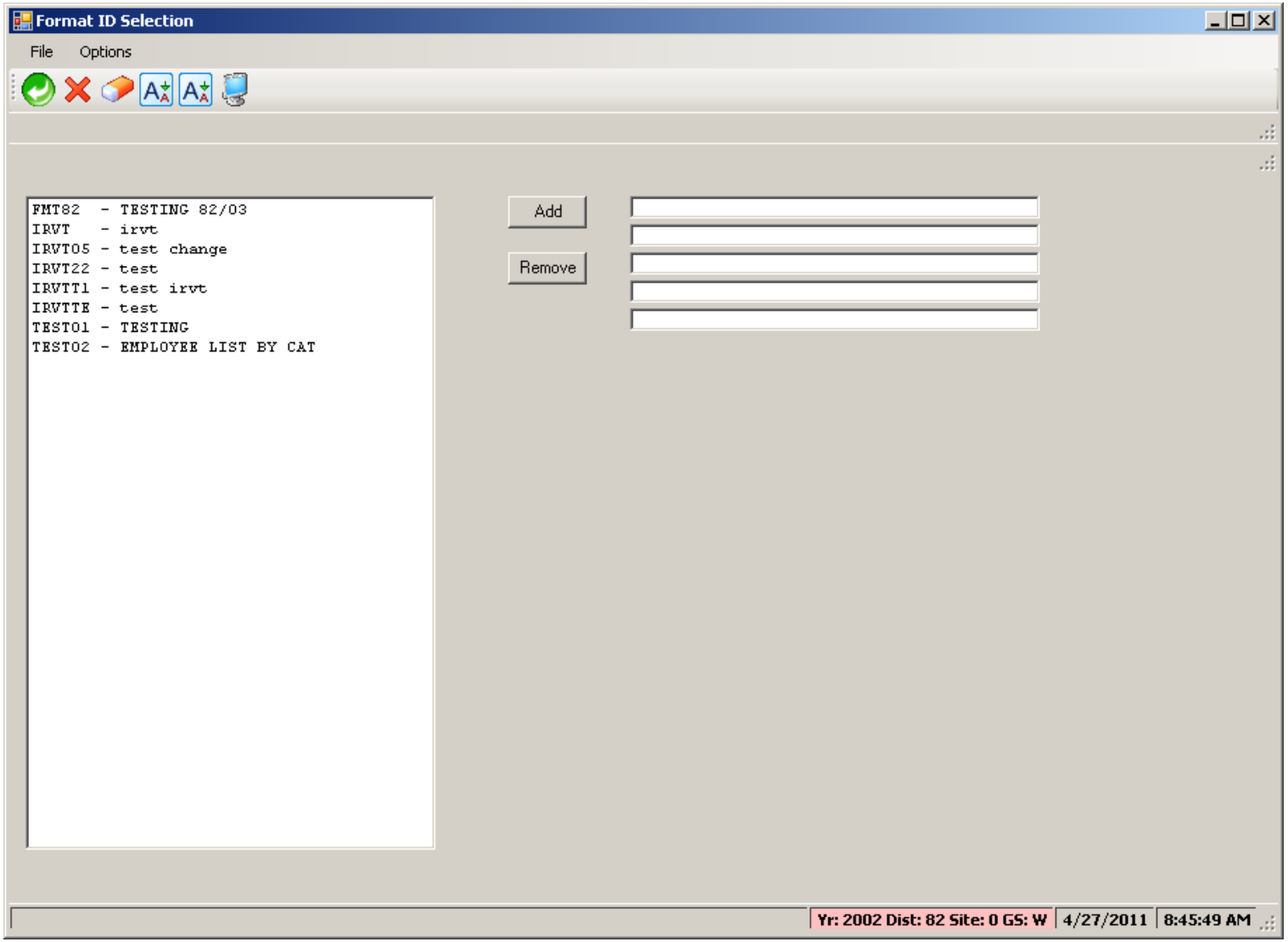
Sample Report Format



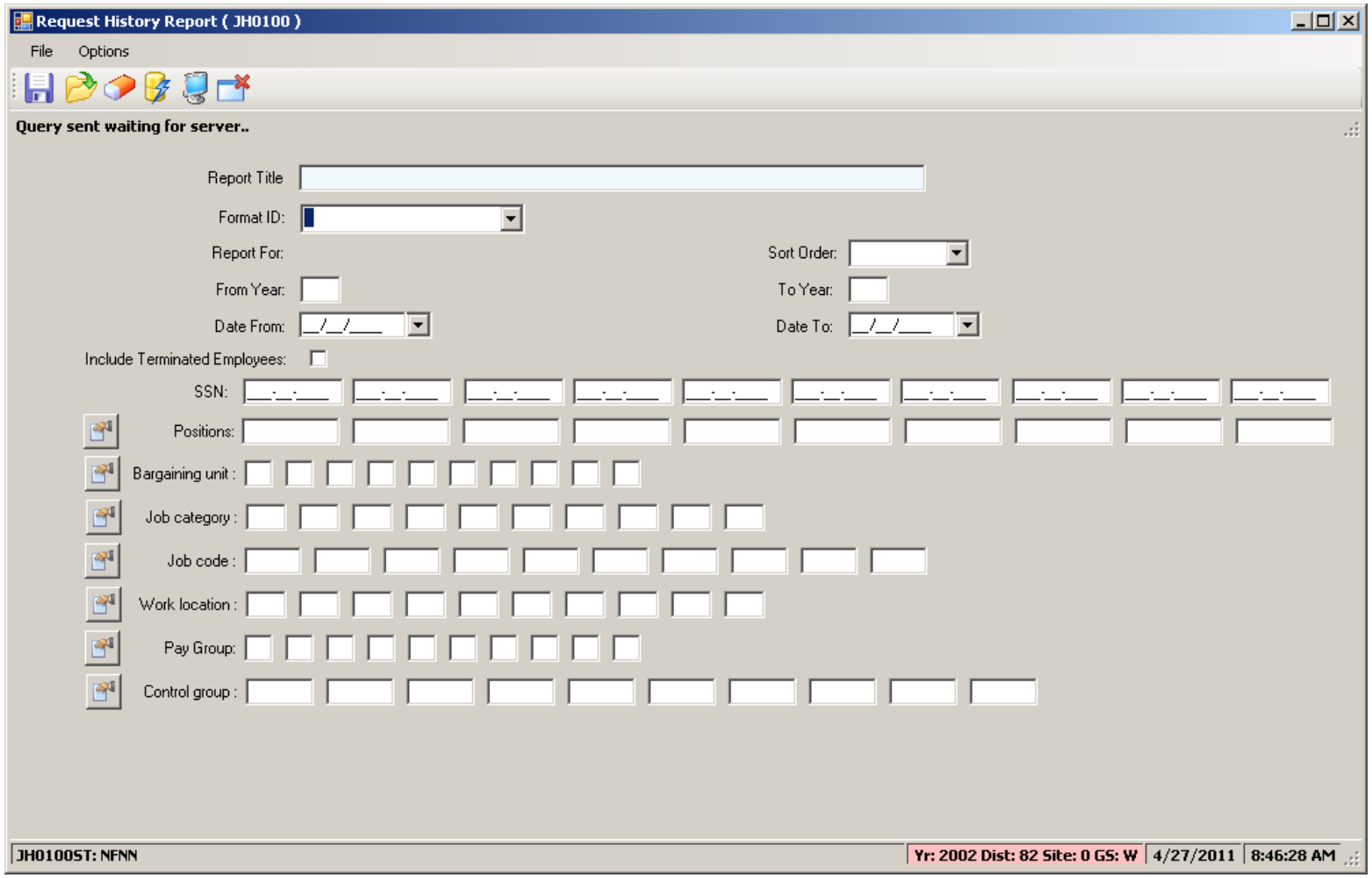
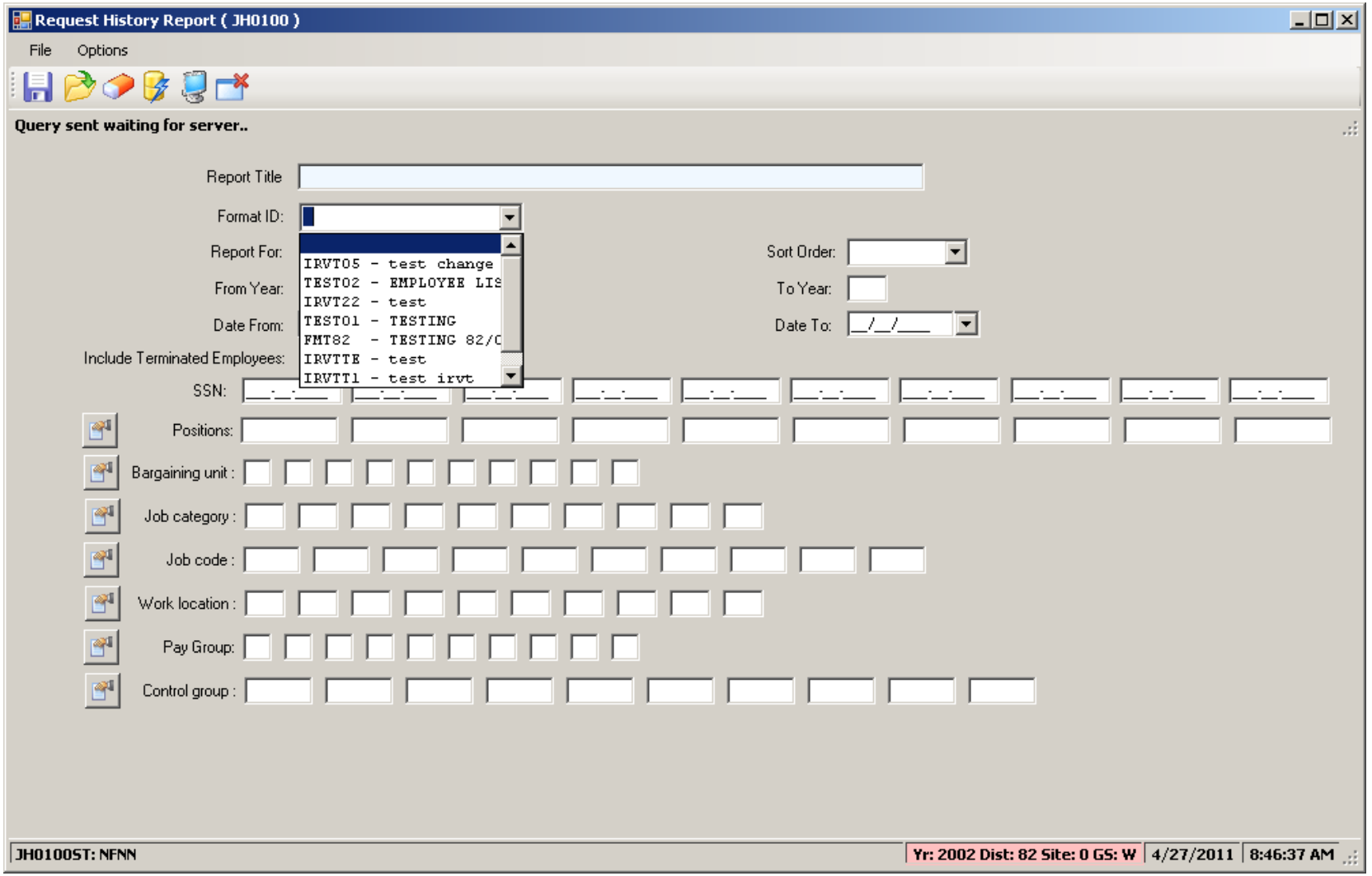
Report Format Report



Report Format Pick List



Request Job History Reports



Report Format Dropdown