

# **QSSUG**

## **Finance/Personnel**

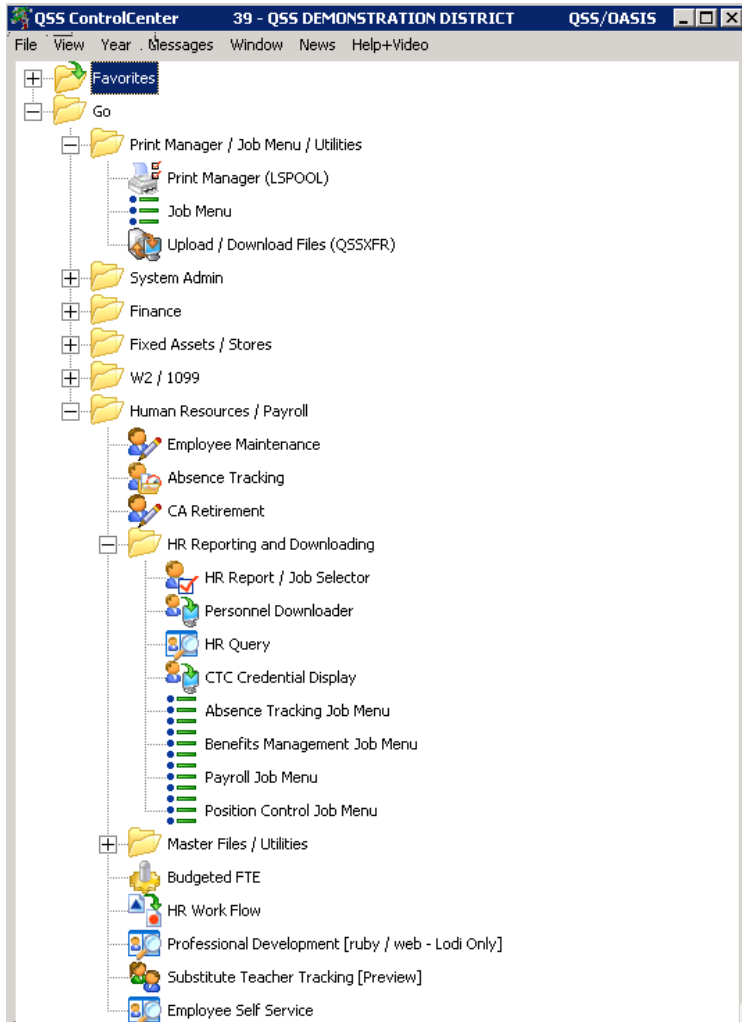
### **Committee - Webinar**

QCC Job History

March 27, 2013

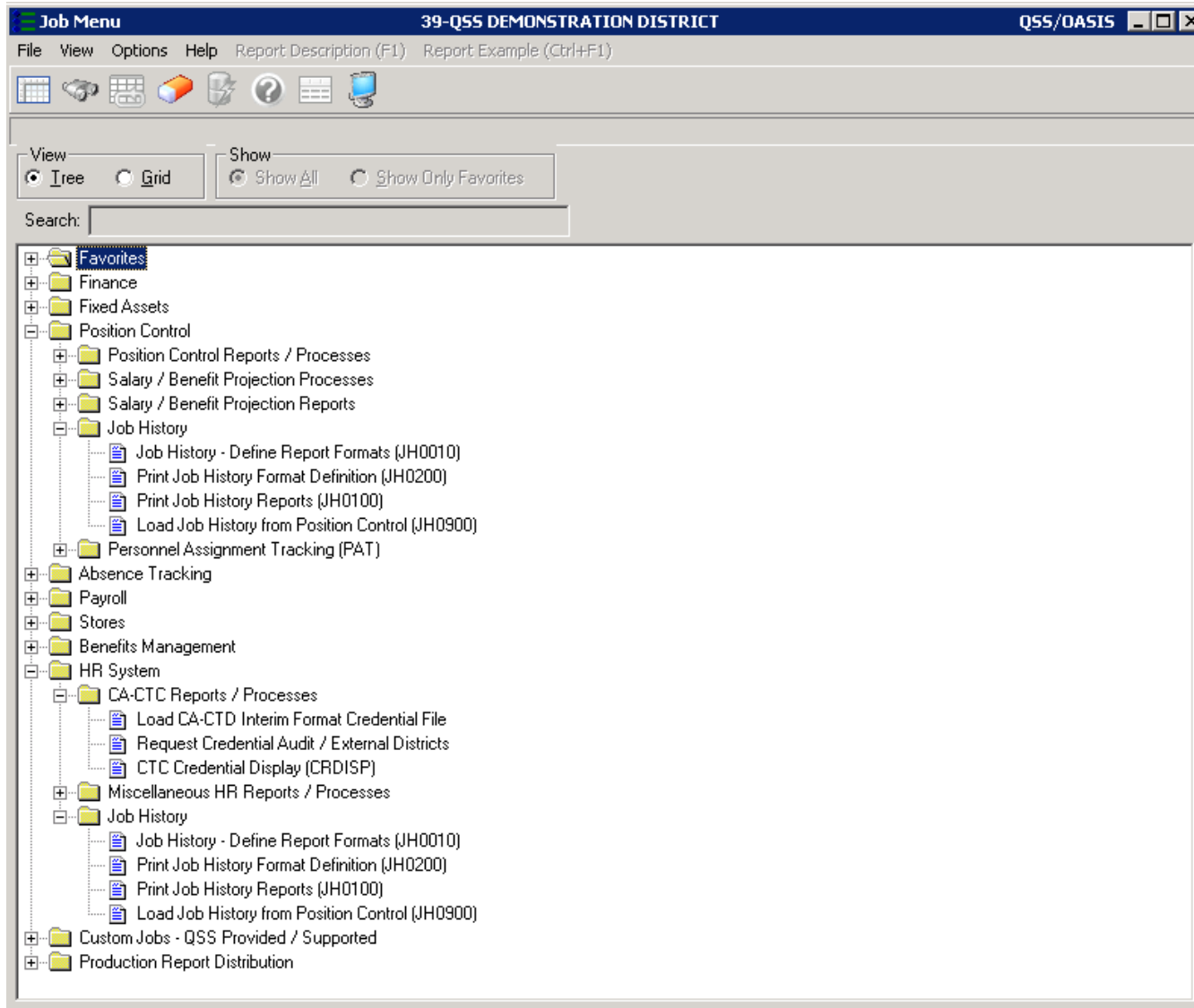
Duane Percox, QSS

# HR – Job History



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

# All Job Menu



# Position Control Job Menu

The screenshot displays the 'Job Menu' application window. The title bar reads 'Job Menu' and '39-QSS DEMONSTRATION DISTRICT'. The menu bar includes 'File', 'View', 'Options', and 'Help'. The status bar shows 'Report: Description (F1)' and 'Report: Example (Ctrl+F1)'. The interface features a toolbar with icons for grid, printer, help, and search. Below the toolbar, there are 'View' and 'Show' sections. The 'View' section has radio buttons for 'Tree' (selected) and 'Grid'. The 'Show' section has radio buttons for 'Show All' (selected) and 'Show Only Favorites'. A search box is located below these sections. The main area displays a tree view of the 'Position Control' folder, which is expanded to show several sub-folders and reports:

- Position Control
  - Position Control Reports / Processes
    - Position Control Report Writer (PP0410/PP0412)
    - Roll Position / Assignments to New Year (PP8SUB)
  - Salary / Benefit Projection Processes
    - BDE Load from Benefit Projection (PPS620)
    - BDE Load from Salary Projection (PPS610)
    - Create Budget TFRs from Salary/Benefit Projection (PPS710)
    - Create Payroll Enc. from Salary/Benefit Projection (PE0610)
  - Salary / Benefit Projection Reports
    - Benefit Projection Report (PPS400)
    - Salary Projection Report (PPS300)
    - Scattergram Projection Report (PPS200)
    - Multi-Year Salary Projection Report (PPS320)
    - Multi-Year Benefit Projection Report (PPS420)
  - 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)
    - PAT - Other Assignments Maintenance (PAT010)
    - PAT - Other Assignments Master Report (PAT100)
    - PAT - Employee Other Assignments Report (PAT200)
    - PAT - Employee Assignment Misc. Data Report (PAT520)
    - PAT - Assignment Requirements Preset (PAT030)
    - PAT - Assignment Requirements Preset Report (PAT300)
    - PAT - Assignment/Credential Xref Maintenance (PAT040)
    - PAT - Assignment/Credential Xref Master Report (PAT400)
    - PAT - Assignment Mismatch Report (PAT500)
    - PAT - Assignment Mismatch/Detail Report (PAT510)

# 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

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

Prime Placement Start End Adv Placement Adv Date %Pos E-FTE  
 Y 10 0005 25 09/01/1993 100.00 1.0000

Cell: 1,014.00 Adv Cell: Pay Rate Type: Payroll Type: Contract Type:

Hr Rt: Emp Posn: 73,265.00 Eff Date WCDays Mo/Yr Days/Yr Hr/Day  
 Total Pay: 0.00 Payroll: 08/01/2001 187.00 10.00 187.00 6.00

Ba-RB: Addt'l \$ %Bonus PD Days Per Diem\$ Longev. \$ Degree \$ Other \$

Base Pay: Adj. Start: Seniority:

Change - Position Cntl Bonus Codes 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

No bonus codes found Change

Code: 08: SSDEG

Year: 08 Code Value: SSDEG

Name: DEGREE FROM SALARY SCHEDULE Abbr: DEGREE

Type: Degree based on D-P Flag: Dollar Rule: Bonus Class: Degree

Prorate: Use FTE: Use in PPHIST/Hr Calc:

Payroll Load: Amount shown Load Pay Type:

Default Payroll Bonus Code: SSDEG

Level Amount Bonus Code Level Amount Bonus Code

Additional  
Percent  
PerDiem  
Longevity  
Degree  
Other

# 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

**Create Job History Records ( JH0900 )**

File Options

Report Title:

Load Data from Positions Active during Fiscal Year:  Load Type:

Print Job History Detail:  SSN Masking:  0 = none, 1-9 = mask, L/R = ExtRef

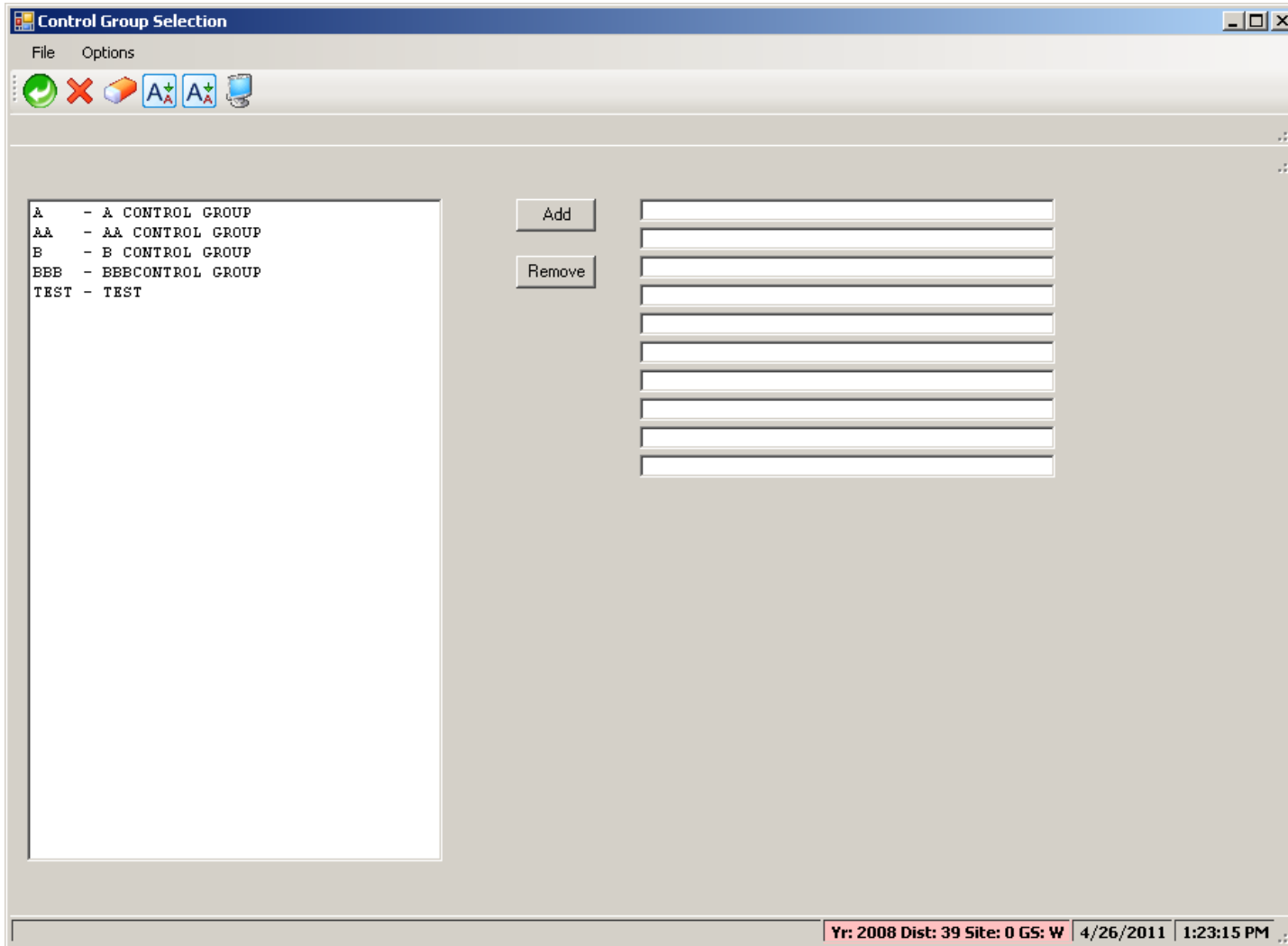
SSN:

Pay Group:

Control group:

Yr: 2008 Dist: 39 Site: 0 GS: W 4/26/2011 1:23:03 PM

# Pick M/F Values from List



# Create Options

Report Title

Load Data from Positions Active during Fiscal Year:  Load Type: **Full Data Load**

Print Job History Detail:  SSN Masking

SSN:

Pay Group:

Control group:

Yr: 2008 Dist: 39 Site: 0 GS: W 4/26/2011 1:23:35 PM

# Where is that 'Group' Field?

Demographic 82 - TESTING DISTRICT #82 QSS/OASIS

File Options Navigation Window

Switch to: Comments All Posns Prime Posn W4 Data

SMITH, ANOTHER X 82/0101 xxx-xx-0459 id: n/a [ChangeMode](#)

[Show SSN](#) [DAPX-05/18/2011-14:59:19](#)

Title	Last Name	First Name	I.	Preferred	
	SMITH	ANOTHER	X	TESTING	Name History *

Mailing Address: 867 AMERICAN STREET  Restrict

City: SAN CARLOS State: CA ZIP: 94070

Hm: (650) 598-9500 T:  Restrict Wk: (000) - Ex: T: Oth: (000) - T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire:	09/01/1970	Rehire:	10/01/1971	Original Hire:		Date of Birth:	02/28/1947
Long base:	09/01/1973	Ann base:	09/01/1972	TB Ex:		Evaluation due:	05/01/2002
Fingerprint:	<input type="checkbox"/>	Seniority:		Prev Seniority:		Misc:	
Type:	A1 - TENURE	Group:	L	Gender:	M	Bargaining unit:	99 - BARG99
Ethnicity:	WH - WHITE	Rep code:	10 - CE	Citizen:			
Hispanic/Latino:	<input type="checkbox"/>	Race:					
Ethnic/Race:		Disabled:	<input type="checkbox"/>	Veteran:	<input type="checkbox"/>	# Dependents:	0
						Fringe:	<input type="checkbox"/>
						Loyalty:	<input type="checkbox"/>
						Lang 1:	
						Lang 2:	
						Lang 3:	

# Employee Maintenance

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District : 82  Include Terminated  Add to grid

Selected Employee/List

smith, another [Help](#) SMITH, ANOTHER X (82)

Ext Ref#: 000101 SSN : xxx-xx-0459 SEID: n/a Term : n/a

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

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
SMITH, ANOTHER X (TESTING) (82)	000101	M	A1	0130	99	10	1S	

**Favorites**

- Demographic (MA)
- Assignments/STD (PO)
- Assignment Info (EC)
- Position Control Search
- Job History (JH)
- Termination (TE)
- Deductions (PD)
- Direct Deposit
- Pay Lines (PR)

**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**

# Job History Dataform

Job History 82 - TESTING DISTRICT #82 Q55/OASIS

File Options Window

+ Add - Delete Save Save Comments Save and Close Close Switch to: ▾

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

# JH – Select History Record

Job History 82 - TESTING DISTRICT #82 QSS/OASIS

File Options Window

+ Add - Delete Save Save Comments Save and Close Close

SMITH, ANOTHER X 0101 xxx-xx-0459 id: n/a ChangeMode Not available

FY: 02 - Active - Inactive

Job History Summary										Comments
	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	04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10 04/19/02 test comments1 test comments2 test comments3 test comments4 5 6
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	

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: 01/15/2002

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:53:05 AM

# JH – Placement Tab

Job History 82 - TESTING DISTRICT #82 QSS/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

	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

Comments

04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10  
 04/19/02  
 test comments1  
 test comments2  
 test comments3  
 test comments4  
 5  
 6

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

Prime Placement Start End Adv Placement Adv Date %Pos E-FTE

Y  10  0005  25  09/01/1993      100.00 1.0000

Cell: 73,265.00 Adv Cell: Pay Rate Type: Payroll Type: Contract Type:

Hr Rt: Emp Posn: 73,265.00 Eff Date WCDays Mo/Yr Days/Yr Hr/Day

Total Pay: 0.00 Payroll: 10.00 187.00 6.00

Ba-RB: Add'l \$ \$Bonus PD Days Per Diem\$ Longev. \$ Degree \$ Other \$

Base Pay: Adj. Start: Seniority:

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:48:43 AM



# JH – Personnel Info Tab

Job History 82 - TESTING DISTRICT #82 QSS/OASIS

File Options Window

Add 
  Delete 
  Save 
  Save Comments 
  Save and Close 
  Close 
  Switch to:

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

Not available

FY:  02  - Active  - Inactive

Job History Summary										Comments
	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	04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10 04/19/02 test comments1 test comments2 test comments3 test comments4 5 6
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	

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

E Type:  BU:  PAF:

Hired:  Term:

Effective:  Report Code:

Group:  Control Group:  User:

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:49:06 AM

# JH – History Comments Tab

Job History 82 - TESTING DISTRICT #82 Q55/OASIS

File Options Window

+ Add - Delete Save Save Comments Save and Close Close Switch to:

SMITH, ANOTHER X 0101 xxx-xx-0459 id: n/a ChangeMode Not available

FY: 02 - Active - Inactive

Job History Summary										Comments
	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	

04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10  
04/19/02  
test comments1  
test comments2  
test comments3  
test comments4  
5  
6

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

04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10 04/19/02  
test comments1  
test comments2  
test comments3  
test comments4  
5  
6

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:49:16 AM

# JH – All Comments Tab

Job History 82 - TESTING DISTRICT #82 QSS/OASIS

File Options Window

+ Add - Delete Save Save Comments Save and Close Close Switch to: ▾

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

Not available ▾

FY: 02 - Active - Inactive

Job History Summary

	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

Comments

04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10  
 04/19/02  
 test comments1  
 test comments2  
 test comments3  
 test comments4  
 5  
 6

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

Display Type: All Comments ▾

FY:2002 Pos:111111 test JC:000000 Start: End: E-FTE:0.0000  
 04/26/2011 ONLINE DATA ADD BY DEA1; HRJHMN H.00.06 04/12/11

FY:2002 Pos:222222 JC:000000 Start: End: E-FTE:0.0000  
 04/26/2011 ONLINE DATA ADD BY DEA1; HRJHMN H.00.06 04/12/11

FY:2002 Pos:131070 130-F13 JC:061300 Start:09/01/1993 End: E-FTE:1.0000  
 04/19/2002 ReCreateDATA LOAD FOR 02; JH0900 H.00.10 04/19/02  
 03/22/2011 Merge DATA LOAD FOR 02; JH0900 H.00.23 03/22/11  
 test comments1  
 test comments2  
 test comments3  
 test comments4

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:49:34 AM

# JH – Job Summary Tab

Job History 82 - TESTING DISTRICT #82 Q55/OASIS

File Options Window

Add 
  Delete 
  Save 
  Save Comments 
  Save and Close 
  Close 
  Switch to:

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

Not available

FY:  02  - Active  - Inactive

Job History Summary

	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

Comments

04/19/2002 ReCreateDATA LOAD FOR 02: JH0900 H.00.10  
04/19/02  
test comments1  
test comments2  
test comments3  
test comments4  
5  
6

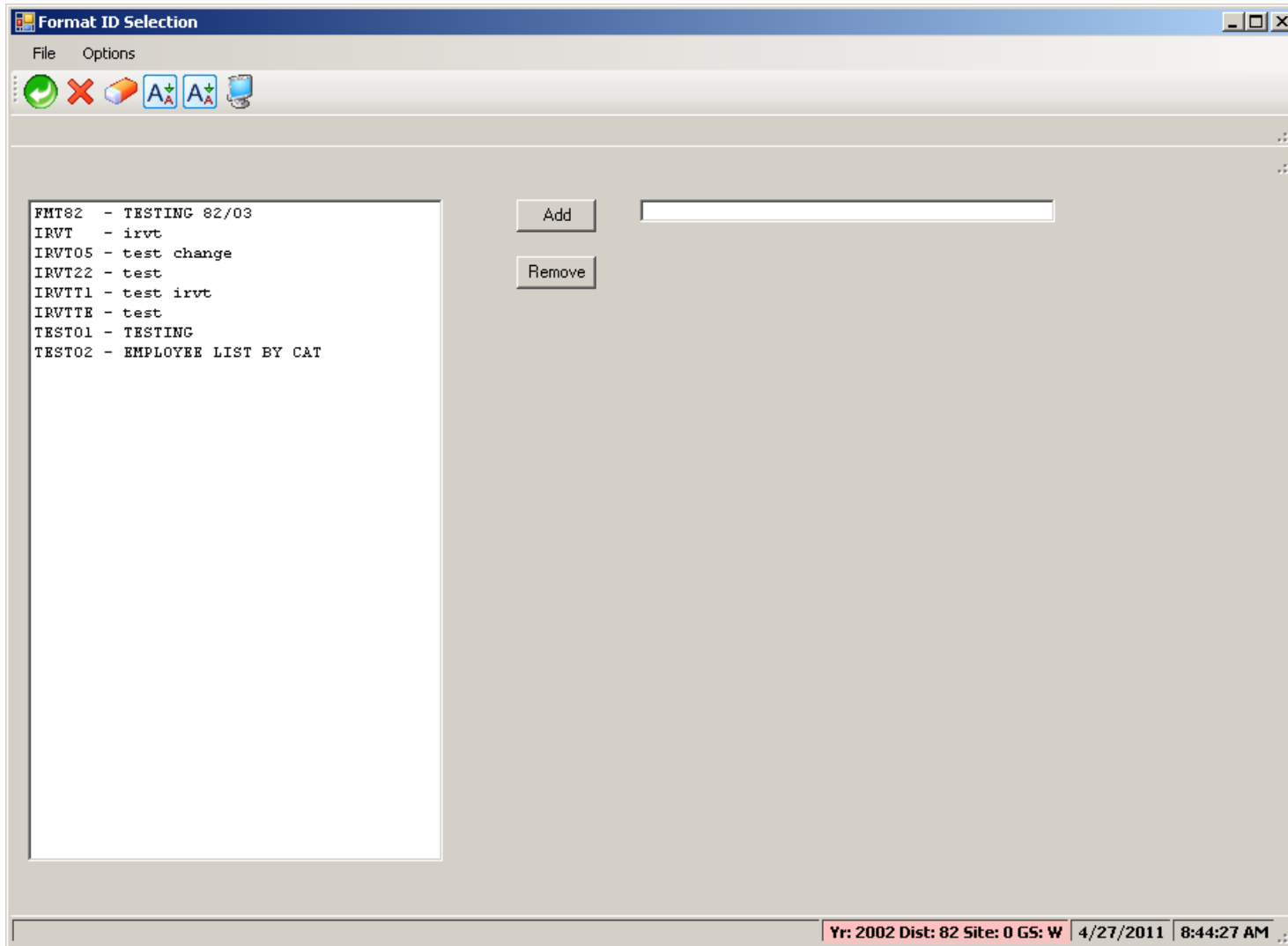
Position Information | Placement Information | Personnel Information | History Comments | All Comments | Job Summary

	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	

Yr: 2002 Dist: 82 Site: 0 GS: W 3/19/2012 9:49:46 AM



# Report Formats Pick List



# Sample Report Format

**Job History - Define Report Formats**

File Options

Format ID:  Size:

Copy From:  of district:  Type:

Description:  Deactivate this format:

Field Name	Size	Type
001 - literal	01	X
002 - (space)	01	X
003 - \$ (dollar sign)	01	X
004 - % (percent sign)	01	X
005 - , (comma)	01	X
006 - * (asterisk)	01	X
007 - ( (left parenthesis)	01	X
008 - ) (right parenthesis)	01	X
009 - - (hyphen)	01	X
010 - _ (underline)	01	X
011 - = (equal sign)	01	X
012 - Last Name	20	X
013 - First Name	12	X
014 - Middle Initial	01	X
015 - Social Security #	09	N
016 - Employee Type	02	X
017 - Bargaining Unit	02	N
018 - Report Code	02	N
019 - Report Code Name	30	X
020 - Report Code Abbr	08	X
021 - Contract Type	02	X
022 - Fiscal Year	02	N
023 - Effective Date	08	D
024 - Hire Date	08	D
025 - Prime Position Flag	01	X
026 - Position #	06	N
027 - Position Name	30	X
028 - Position Name Abbr.	08	X
029 - Position Start Date	08	D
030 - Position End Date	08	D
031 - Position FTE	08	N
032 - Pos. FTE Multiplier	08	N
033 - Pos. FTE Start Date	08	D
034 - Job Category Code #	04	N
035 - Job Category Name	30	X
036 - Job Categ. Name Abbr	08	X

Add Remove

Field #	Field Name	Title/Literal	Line	Size	Date Div	Justification
012	Last Name	LAST NAME	D1	20		
002	(space)		D1	01		
013	First Name	FIRST NAME	D1	12		
002	(space)		D1	01		
015	Social Security #	SSN	D1	12		
002	(space)		D1	01		
026	Position #	POS	D1	06		
002	(space)		D1	01		
017	Bargaining Unit	BU	D1	02		
002	(space)		D1	01		
034	Job Category Code #	JOB CAT	D1	09		Right
002	(space)		D1	01		
037	Job Code #	JOB CODE	D1	10		Center
002	(space)		D1	01		
040	Work Location Code #	LOC	D1	04		

Yr: 2002 Dist: 82 Site: 0 GS: W 4/27/2011 8:44:58 AM

# Report Format Report

Request Format Report ( JH0200 )

File Options

Report Title:

Sort On:

Sort Order:

Selection Criteria - Leave Blank to Select All

Formats:

Report Size:

Record Type:

Adding Operator:

Changing Operator:

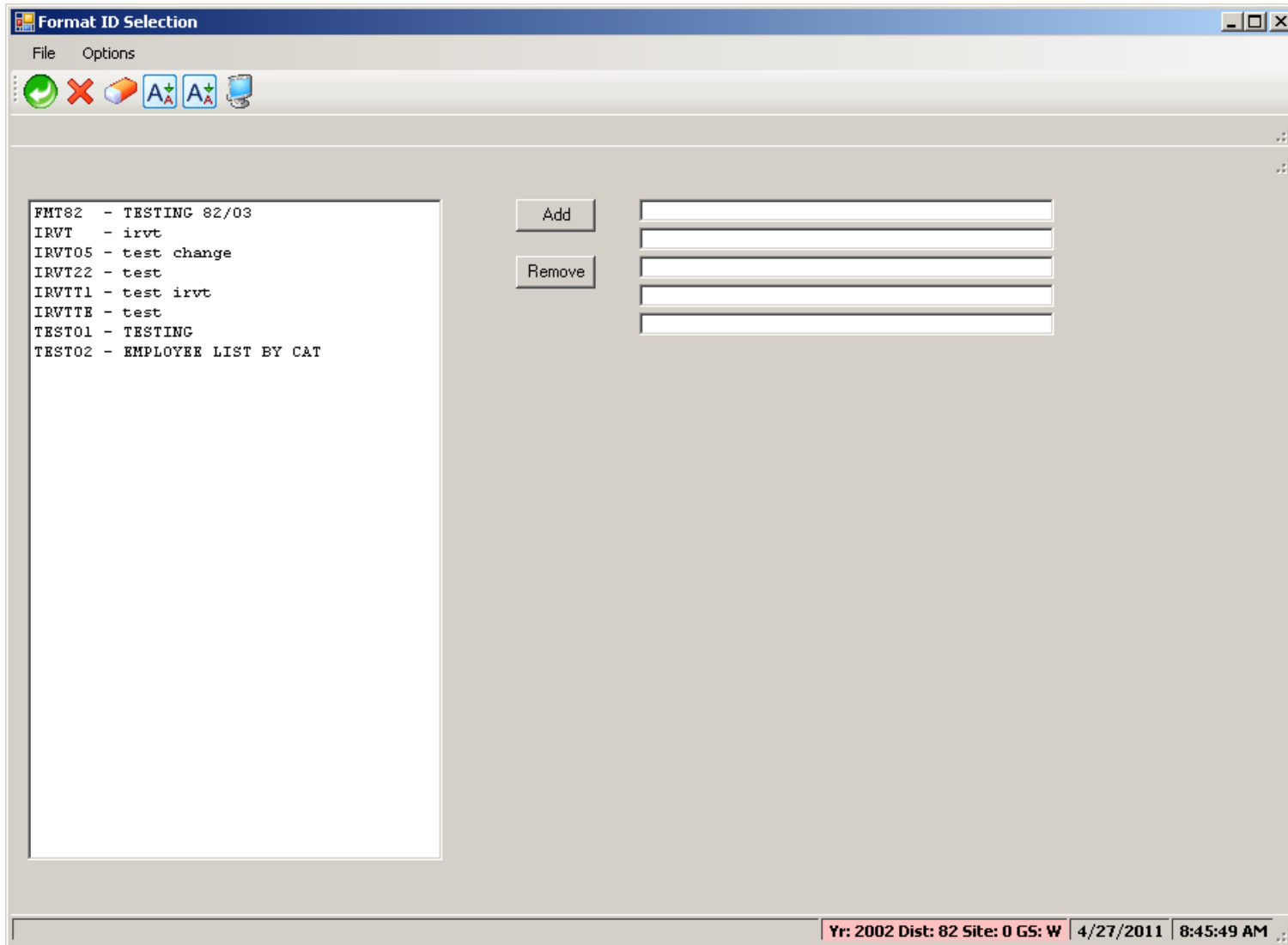
Audit Add Date From:  To:

Audit Change Date From:  To:

Yr: 2002 Dist: 82 Site: 0 GS: W 4/27/2011 8:45:40 AM



# Report Format Pick List



# Request Job History Reports

Request History Report ( JH0100 )

File Options

Query sent waiting for server..

Report Title:

Format ID:

Report For:  Sort Order:

From Year:  To Year:

Date From:  Date To:

Include Terminated Employees:

SSN:

Positions:

Bargaining unit:

Job category:

Job code:

Work location:

Pay Group:

Control group:

JH0100ST: NFNN Yr: 2002 Dist: 82 Site: 0 GS: W 4/27/2011 8:46:28 AM

# Report Format Dropdown

Request History Report ( JH0100 )

File Options

Query sent waiting for server..

Report Title:

Format ID:

Report For:   
TEST02 - EMPLOYEE LIS  
IRVT22 - test  
TEST01 - TESTING  
FMT82 - TESTING 82/C  
IRVTE - test  
IRVTI1 - test irvt

Sort Order:

From Year:

To Year:

Date From:

Date To:

Include Terminated Employees:

SSN:

Positions:

Bargaining unit:

Job category:

Job code:

Work location:

Pay Group:

Control group:

JH0100ST: NFNN

Yr: 2002 Dist: 82 Site: 0 GS: W 4/27/2011 8:46:37 AM