QSSUG Finance/Personnel Committee - Webinar

> QCC Human Resources April 10, 2014 Duane Percox, QSS

#### **QCC HR Functions**

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

#### **Position Control Reports and Processes**

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#### **Absence Tracking Jobs/Processes**



#### **Benefits Management Reports and Processes**

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# **HR System Jobs / Processes**



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Inspect

# HRCM – Add One or Bulk Import

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# HRCM – Simple M/F Report

Report for Bargaining units Q55/0	ASIS	×
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## HRCM/PC – Locked vs Updateable

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- 🗃 Salary Schedules/ENH (SSN)		08	0001	CERTIFICATED	12/02/2009	DAPD		
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The Betirement - CA		08	0003	CLASSIFIED 10 MONTH	03/30/2007	5826		
⊡ Tax Tables (County)		08	0004	CLASSIFIED 12 MONTH	10/27/2010	DEA1		
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		08	0006	MANAGEMENT-DISTRICT OFFICE	03/30/2007	5826		
		08	0008	COUNSELORS	03/30/2007	5826	1	
		08	0007	PSYCHOLOGISTS	03/30/2007	5826		
		08	0009	FOOD SERVICE SUPERVIsor	11/16/2008	DAPD		
		08	8888	CALENDAR 8888	12/13/2008	DAPD		
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		08	9900	2007-2008 FULL CALENDAR	10/26/2010	DEA1	1	
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# HRCM – Sample Complex M/F Report

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#### HRCM #2 – Salary Schedule/ENH (SSN)



# **SSN – Main Screen**

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# **SSN – Payroll Interface Rules**

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# **SSN – Bonus Rules**

🔜 New PC Salary Schedules (SSN)	40 - QSS [	DEMO (40) DISTRICT		QSS/OASIS	
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### **SSN – Range/Step Values**

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#### HRCM #2 – Authorized Position/ENH (DAPN)

🤧 HR Code Maintenance 2	40 - Q55 DEMO (40) DIS	STRICT QSS,	OASIS	<u>_ 0 ×</u>
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Absence Tracking     Personnel     Personnel     Position Control     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)	DI FY Na 40 2010 - Code	me ( From 7 Range [ New District Authorized Positions Distri	Code Fo ct Master File (3964 items)	
→ ④ Work Calendars (WC) ⊕ ─ Master File Links	FY Code	△ Name	Abbr	Audit Date 📥
Benefits Management	► 10 000100	ACCOUNT CLERK I	ACTCLK 1	11/10/2009
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	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
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	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
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# **DAPN – Main Screen**

🔜 New PC Dist Aut	ith Positions (DAPN) *	_ 🗆 ×
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	Position Number: 000100 Name: ACCOUNT CLERK I Abbr: ACTCLK 1	
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# **DAPN – Select Supervising Position**

🔜 District Authorized Positions/ENH				
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000117 - ACCOUNTING SUPERVISOR 000118 - ACCOUNTING SUPERVISOR	(SVACCTG ) (SVACCTG )			
000119 - ACCT/BUDGET ANALYST (CONF) 000120 - ACCT/BUDGET ANALYST (CONF) 000121 - ADW ASST TO ASSOC SUBT (CONF)	(CFA/BANL) (CFA/BANL)			
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000126 - ADM DIRECTOR-CURRIC&INSTRUCT 000127 - ADM DIRECTOR-SPEC SRVCS/SELPA	(ADMD C4I) (ADMDSS/S)			
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# **DAPN - Accounts**

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# **Employee List - Enhanced**

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# **DAPN – Copy Positions**

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Positions from	n Year 2008								83 Positions to be Conied
			Selected		Joh		<b>_</b>		000001 - pdmyacT CLEBK II
Position	Position Name	Abbr	for Copy	Location	Code	P-FTE		Add >	000002 - ACCOUNT CLERK II
000001	pdmvacT CLERK II	ssdegKII		0001	000047	1.000			
000002	ACCOUNT CLERK II	ACTCLKII		0001	000047	1.000		< Remove	1000004-ACCOUNT CLERK II 1000006-ADMINISTRATIVE ASSISTA
000003	ACCOUNT CLERK II	ACTCLKII	7	0001	000047	1.000			000007 - ADMIN ASSISTANT, BUSINE
000004	ACCOUNT CLERK II	ACTCLKII		0001	000047	1.000			000008 - ADMIN ASSISTANT, SUPERI
000006	ADMINISTRATIVE ASSISTANT	ADMINAST	•	0001	000025	1.000			000013-ADMINISTRATIVE SECRETA
000007	ADMIN ASSISTANT, BUSINESS	AASTBUS	V	0001	000050	1.000			000050 - DIRECTOR, INSTRUCTIONA
000008	ADMIN ASSISTANT, SUPERINTENDENT	AASTSUPT	•	0001	000057	1.000			000051 - DIRECTOR ADMINISTRATIV
000012	BOND ACCOUNTANT	BONDACCT	▼	0001	000048	0.800			000053 - DISTRICT RECEPTIONIST
000013	ADMINISTRATIVE SECRETARY	ADMINSCT	•	0001	000049	0.500			000086 - Changing the name
000050	DIRECTOR, INSTRUCTIONAL SVCS	DIR INST		0001	000003	1.000			1000088 - SPEECH PATHOLOGIST 1000125 - ADMINISTRATIVE ASSISTA
000051	DIRECTOR ADMINISTRATIVE SVCS	DIR ADMN	•	0001	000005	1.000			000142 - ACCOUNT CLERK II
000052	DIRECTOR, SPECIAL SERVICES	DIR SPSV	N	0001	000006	1.000			000143 - ACCOUNT CLERK II
000053	DISTRICT RECEPTIONIST	RECEPT		0001	000052	0.500			1000156-PSYCHOLOGIST
000086	Changing the name	Change		0001	000001	1.000			000162 - ACCOUNT CLERK II
000088	SPEECH PATHOLOGIST	SPEECH	2	0001	000019	0.500			000164-ACCOUNT CLERK II
000125	ADMINISTRATIVE ASSISTANT	ADMINAST		0001	000025	1.000			1000169 - ACCOUNT CLERK II
000142	ACCOUNT CLERK II	ACTCLKII	2	0001	000047	1.000			000178-PSYCHOLOGIST
000143	ACCOUNT CLERK II	ACTCLKII	~	0001	000047	1.000			
000156	PSYCHOLOGIST	PSYCH	~	0001	000011	1.000			
000157	PSYCHOLOGIST	PSYCH	•	0001	000011	1.000			
000162	ACCOUNT CLERK II	ACTCLKII	~	0001	000047	1.000			
000164	ACCOUNT CLERK II	ACTCLKII	~	0001	000047	1.000			
000167	ACCOUNT CLERK II	ACTCLKII	~	0001	000047	1.000			
000169	ACCOUNT CLERK II	ACTCLKII		0001	000047	1.000	-		

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

## **DAPN – Returned Positions to Copy**

Copy	v New District	Authorized Positions	39 - The Train USD	QSS/OASIS	
File	Options				
9a 6	🗙   🧈	🧔 📰 🌌 🔀			
Di 39	FY 09	Year From To 2008 ▼ - 2009 ▼ Position Number From To Multiple - "AUTO" Copy ▼ Description	Odometer is ON Copies 1 Override Odometer Preserve Position Number		Change ,;;
		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		1	
	000086	Changing the name	2008	2009			
	000088	SPEECH PATHOLOGIST	2008	2009			
	000125		2000	2009			<b>•</b>

#### **DAPN – Copy Results**

Copy New District Authorized Positions	39 - The Train USD	QSS/OASIS	
File Options			
🎭 🐻 🗙 🕗 🗐 🖉 📼 🌌 😭			
000585 copied to 100120			Change 🤐
Di FY 33 03 Position Number From To 2008  Position Number From To Multiple - "AUTO" Copy Copy Requirements Accounts	Odometer is ON Copies 1 Override Odomete	1	

#### 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**

<b></b>	irid Out	put					<u>_     ×</u>
Fi	le Opi	tions					
	i 🍰	+ 🖻 🕅					
			of Received Received				
		From Position	Description	From Year	New Year	New Position	4
	•	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		2008	2009	100055	<b>•</b>

35

# **DAPN – Position Reports**

Position Reports (Enhanced)	x
Authorized Position Benot	
Evelope Decition Decet	
Authorized Position Report (Abbreviated Format)	
Position Invalid Account Report	
Position Account Distribution <> 100% Report	

Muthorized Position Report (Enhance	d)	4
Options		
😼 🗙		
	· · · · · · · · · · · · · · · · · · ·	÷
Year:	10 💌	
Report Title:		
Select posititons of type:	1 - All positions	
Report format:	1 - Position information only	
Report sort:	1 - Position	
Organization Levels:		
Position selection date:		
Account selection date:		
	Yr: 2010 Dist: 40 Site: 0 G5: W 4/16/2012 12:49:15 PM	.:
# **Employee List Format**

🔜 District Authorized Positions/STD (D	P) 39 - The Train USD	QSS/OASIS	
File Options			
🕗    🔎 🕐 + + 🗹 🗙	🗟 🧼   🧇   💐 📖		
			Change ::
Fiscal Year: 2008 Select Position:	000594 : DIRECTOR OF CORP YARD PILES (0600)		
Position Number:	000594 Name: DIRECTOR OF CORP YARD PILES Abbr: D-C-Y-P		
Job Code:	000006 - DIRECTOR, SPECIAL SERVICES		
Job Category:	0010 - MANAGEMENT		
Supervising Position:	Name: Abbr:		
Description Requirements 1 Requirements 2 Fiscal Year: 08 V FTE As Of Date:	Account Distribution       Approval       Employee List         Position FTE:       1.0000       FTE Multiplier:       2.0000       FTE Multiplier:         Total FTE:       2.0000       Assigned FTE:       .0000       Open FTE	r Enabled: Yes : 2.0000	

#### Auth-Pos W/FTE Multiplier / Max Overlap

😸 District Author	rized Positions/STD (D/	P)	39 - The Train US	D	QSS/OASIS	
File Options						
0800	) + + Z ×	🗟 🧼 🗇 😓 🥅				
No employees in th	is position: 000594					Change ,
Fiscal Year: 2008	Select Position:	000594 : DIRECTOR OF CORP 1	YARD PILES (0600) 🛛 🔽			
	Position Number:	000594 Name: DIRECTOR	OF CORP YARD PILES	Abbr: D-C-Y-P		
	Job Code:	000006 - DIRECTOR, SPECIAL	SERVICES 🔽			
	Job Category:	0010 - MANAGEMENT	~			
(	Supervising Position:	Name:		Abbr:		
Description Requ Comment: Position Start:	uirements 1 Requirements 2 not supported in DB 01/01/1999 Er	Account Distribution Approval	Employee List	Appr: Close:		
Status: Rollover: Months/Year:	▼ 12.00 Days/Year: 2	Work Location: 0600 - DISTR Work Calendar: 0000 - 2007- 0.00 Hours/Day: 8.00	RICT CORP.YARD 2008 GENERAL CALENDAR Days/Week: 5	FTE: Work Shift:	1.0000 aximum Overlap: 0	
Contract Type:	Placement 13.77 10 ▼ 0001 ▼ 01	H No Edit/Calculate	Projection Amt: 0. Project Open: Experience Type:	00 Position I	Senefits: 💉	
Seniority Class:		×	FTE Multiplier: 2.	UUUU FTE M	Aultiplier Enabled: 🔽	

# Sample W/Multiple Assignments

🔡 Dis	trict Authorized	Positions/STD (D	AP)		39 - The Train	USD			QSS/OAS	sis 🔳 🗖 🔀
File	Options									
	🔎 🚹 4	- 🕂 🗹 🗙 I	🗟 🧼   🤝   🤅	]						
										Inspect
Fiscal	Year: 2008	Select Position:	000200 : DIRECTO	R OF BUG TESTING	G (0600)	•				
		Position Number:	000200 Name:	DIRECTOR OF BU	G TESTING	,	Abbr: D	·B-T		
		Job Code:	000006 - DIRECTO	R, SPECIAL SERVIC	ES N	1				
		Job Category:	0010 - MANAGEME	NT						
	-	Supervising Position:	000511 Name:				Abbr D	C.Y.P		
		Supervising Fosition.	COOSTT Name.	Diliccion or co	THE TAND TIELS	'		0111		
Des	cription Requireme	nts 1 Requirements 2	2 Account Distributio	n Approval Empl	oyee List					
	Fiscal Year:	08 🗸	Position F	TE: 1.0000	FTE Multiplier:	.0000		FTE Multiplier E	nabled: No	
	ETE As Of Date:		🔄 Total F	TE: 1.0000	Assigned FTE:	1.0000		Open FTE:	0000	
	Employee	Name			Chart	LEnd		×	EETE	
	***.**.8888		GWOOD		08/01/2007	Enu		50.00	0.5000	
	*****8888	BUMSTEAD, DAG	GWOOD		09/01/2007			33.33	0.3333	
	***-**-8888	BUMSTEAD, DAG	GWOOD		07/01/2007			16.67	0.1667	
	***-**-7777	WASH, JAMES			07/01/2007			0.00	0.0000	
	-									
	Fiscal Year: [ FTE As 0f Date: [ Employee ****-***-8888 ****-***-8888 ****-***-8888 ****-***-8888 ****-***-8888	08 V Name BUMSTEAD, DA( BUMSTEAD, DA( BUMSTEAD, DA( WASH, JAMES	Position F Total F GWOOD GWOOD GWOOD	TE: 1.0000 TE: 1.0000	FTE Multiplier: Assigned FTE: 08/01/2007 09/01/2007 07/01/2007 07/01/2007	.0000 1.0000 End 		FTE Multiplier E Open FTE:	nabled: No .0000 E-FTE 0.5000 0.3333 0.1667 0.0000	

## **Overlap Field On Assignment**

Assignments/PO 82 - TESTING DISTRICT #82	QSS/OASIS	
File Options Window		
🗙 Delete 🎥 Reproject 📰 Calculate 🕝 Reset 🛛 🔚 👔 🗣 😭 🌁 🔽 🚺 💽 💿 🧇 🥘 🥵 Switch to: 🔹 🛛 44 Data 🔹 🗆	Deductions 👻	
5MITH, SFIRST xxx-xx-6778 0001 id: 0222222222		angeMode
Show !	55N 🛃 DAPX-04/24/2013-	16:08:06 🔹 j
FY: 🚺 02 💽 FTE: 2.0000 Salary: 75,829.66 Prj. Salary: 75,766.26 Rate: 7,377.27		
121001 - TEACHER-HIGH SCH 1100 (120-F13) 070405 - CLERK II (070-N92)	New	
Pos Code Description Job Code Location	Days	
121001 V Primary TEACHER-HIGH SCH 1100 F14 (061400) GENERAL HIGH SCH00L	, (0013) 187.0	0
Start         End         A0         Mo/Yr         Da/Yr         Hr/Day         D/W         Placement         62,512.00 Y         E         F         Advance           09/01/2000         10.00         187.00         6.00         5         10 •         0001 •         01 •         C •         • <td>Adv Date</td> <td>3</td>	Adv Date	3
Pct         FTE         E-FTE         S-Yrs         Type         Contract#         Work Cal         Shift           100.00         1.0000         0T         0187	Overlap 00	
Base Pay         Addt'l         %Bon         %Bonus \$         PD         PD Amt         Longevity         Degree         Other           62,512.00         0.00         0.000         0.00		
Effective Date Pay Rate Pay Schd Cy Uploaded-Pay Longevity Supervisor	Ben Benefi	s
Total Pay         Total Pri         Base Pri         Add-Pri         %-Pri         PD-Pri         Lon-Pri         Deg-Pri         Oth-Pri           62,512.00         62,512.00         0.00 <td></td> <td></td>		
Percent Fd Obit Fnct Resc Goal Y Loc Fil Edn Salary	Projected	
100.00 + 01-1110-1000-0001-1110-0.1200-00-000 62,512.0	62,512.0	
Total: 62,512.0	00 62,512.	00

# **New Masking Option**

🖶 Position Reports (Standard)
Authorized Position Report
Employee Position Report
Authorized Position Report (Abbreviated Format)
Position Invalid Account Report
Position Account Distribution <> 100% Report

🖋 Employee Position Report (Standard)	
Options	
i 😼 🗙	
Year: 08 🔽	
Report Title:	
Sort Option: 1 - Employee Name 🔽	
Include Benefit Projection: 📃	
SSN Masking: 🛛 🔽 0 = None, 1-9 = Mask, L/R = ExtRef	

## **Employee Maintenance – Main**

Employee Maintenance	39 - The Train USD	Q55/OASIS	>
File Options Window Help+Video Hot Keys	5		
🧇 🥸 🎥 🥟 📝 🕂 🔛 🖽 🥘			
Favorites     Personnel     Professional     Position Control     Payroll	Search Panel By SSN By Ext Ref By Name By ID Help SSN : Ext Ref # : Search Results [Press Ctrl + Enter to select the Name	District : 39  Include Terminated Add to grid Selected Employee/List Term : highlighted employee] D G Ty Site BU RC LG Terminated Work Phore	ne

# **Employee Maintenance - Options**

🦫 Emp	oloye	e Maintenance			39 - The Train USD	Q55/OASIS	
File	Opt	ions Window Help+Vid	leo Hot Keys	_			
🤝 <sup>6</sup>	•	Search by SSN	Ctrl+Alt+S	١			
	5	Search by External Ref	Ctrl+Alt+E	3			
	a	Search by Name	Ctrl+Alt+N				
		Search by ID	Ctrl+Alt+I		Search Panel		
±		Put cursor in current search	h field F1		Du COM Du Fux Dati Bu Name	District : 39 🔽 🔽 Include Terminated 🔲 Add to grid	
	<b>1</b>	Search	F3		By SSN By EXCHer by Maine	Selected Employee/List	
÷	-	Advanced Search	Ctrl+Alt+A				<b>₽</b>
	1	Expand tree	Ctrl+E				
	1	Collapse tree	Ctrl+O		SSN :	ExtRef#: Term:	
	2	Select Highlighted	F4		Search Results [Press Ctrl + Ente	er to select the highlighted employee]	
		Clear search results	Ctrl+F1		Name	ID G Ty Site BU RC LG Terminated Work Phone	
		Change SSN	F10				
	+	Add New Employee	F9				
	84	Add Substitute Employee	Ctrl+F9				
		Grid Output	Shift+F11				
		Print Screen	F11				
		First Employee	Shift+F5	-			
		Previous Employee	F5				
		Next Employee	F6				
	FI	Last Employee	Shift+F6				
		View Auto-load Settings	Ctrl+M				
	~	Enable Favorites					
		Edit Employee Lists	Ctrl+L				
		Numeric Keyboard/Auto Ta	bbing 🕨 🕨	~	Use QCC global settings	]	
					Lise ± l(shift ±) to tab forward/backward	-	
					Use Enter key to tab forward		
					Use / to tab backward		-
				~	<ul> <li>Use * to add new row</li> </ul>		
				~	Auto Tabbing		
							0.00.21 AM
						Tr: 2008 Disc: 39 Site: 0 GS: W   10/16/2013   1	0:09:31 AM

## **Employee Maintenance – Customize**

🦫 En	nployee Maintenance		39 - The Train USD		QSS/OASIS	_ 🗆 ×
File	Options Window Help+Video Hot Keys					
1	Show Status Ctrl+F12					
-	View recently added employees [Empty] Alt+V					,
	Settings		Load	•		.::
*	Clear Settings on Exit		Save			
-*	Exit F12		Save As	•	Include Terminated  Add to grid	
	Protossional Desition Control		Delete	•	Selected Employee/List	
	Position Control		Employee		🔽 🍼 🖼	
			Employee Search	•		
			Get Employee Default	•	l erm :	
			Default Masterfile Sort	•		
			PYHDATE Range		Site   BU   RC   LG   Terminated   Work Phone	
			QuikPeek			
			Previously Viewed List			
			Color Mode	•		
			Auto-activate on Mouse hover			
		<b>~</b>	Auto-highlight required fields			
			Auto Action Log			
		<b>~</b>	Put cursor in search panel when this screen is activated			
			Show info icons when highlighting required fields on dataforms			

#### **Customize – Employee**

Employee Settings	X
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 Main Tree Colors Background Font Color Sample Root Sample Node Font Size: Standard Medium Clarge Choose Employee List Editor Tree Colors Background Font Color Sample Root Sample Node Font Size: Standard Medium Clarge Terminated Employee Blink Settings
Choose Employee Grid Colors Row Color Sample Grid Row	Blink Termination Information     Preview :       Blink Frequency :     -       -     -       3     Sample Blinking Text
	OK Cancel

# **Customize – Employee Search**

😓 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 •		Load	•		
Clear Settings on Exit		Save			
📑 Exit F12		Save As	•	🔽 Include Terminated 🔽 Add to grid	
Desition Control		Delete	×	Selected Employee/List	
		Employee		🔽 🥜 🔜	
		Employee Search	•	By SSN Ctrl+0	
		Get Employee Default	•	By Ext Ref Ctrl+1	
		Default Masterfile Sort	•	By Name Ctrl+2	1
		PYHDATE Range		By ID Ctrl+3	
		QuikPeek		Sort chronologically when Add to grid is checked	
		Previously Viewed List		Select retrieved employee when Add to grid is checked	
		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			

## **Customize – Get Employee Default**

🤩 Employee Maintenance			39 - The Train USD		QSS/OASIS	
File Options Window	Help+Video Hot Keys					
📑 📑 Show Status	Ctrl+F12					
View recently added en	nployees [Empty] Alt+V				_	
Settings		•	Load	►		
Clear Settings on Exit			Save			
📑 Exit	F12		Save As	•	🔽 Include Terminated 🔽 Add to grid	
Bacition Control	~!		Delete	•	-Selected Employee/List	
	01		Employee		• • • • • • • • • • • • • • • • • • •	<b>E</b>
			Employee Search	•	-	
			Get Employee Default	•	By ID Ctrl+Alt+1	
			Default Masterfile Sort	•	By Name Ctrl+Alt+2	
			PYHDATE Range		Site BU RC LG Terminated V	/ork Phone
			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			
			4			

## **Customize – Default Masterfile Sort**

	Employ	yee Main	tenance						39 - The Train USD	QSS	/OASIS	- 🗆 ×
E	jile 🖸	Options	<u>W</u> indow	Help	Hot Key	/s		_				
	🗧 Shi	iow Status				Ctrl+F12	2					
	⊻ie	ew recently	added em	ployees	[Empty]	Alt+\	/				_	
	Sel	ttings					►		Load	•		.::
1	👌 Cle	ear Setting	s on Exit						Save			
	F Exi	it				F12	2		Save As	•	🔽 Include Terminated 📃 Add to grid	
Т	E Po	osition Co	ntrol						Delete	•		
	⊞- Pa	ayroll							Employee			
									Employee Search	•		
									Default Masterfile Sort	•	By Code	
							Г	•	PYHDATE Range		By Name	
									QuikPeek		BU RC LG Terminated Work Phone	
									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			
								L				
											Vr: 2008 Dich: 39 Site: 0 CS: W 5/4/2011 2:3	26-36 DM

## **Customize – QuikPeeks**

Employee Comments by Comments       P         Employee Position Assignments       Employee Position Assignments         Employee Payrol Deductions       Employee Payrol Deductions         Employee Payrol Deductions       Employee Payrol Deductions         Employee Payrol Decks for Current Calendar Year       Comments (CO)         Employee Payrol Decks for Current Fiscal Year       Demographic (MA)         Employee Payrol Decks for Date Range       Demographic (MA)         Employee Client Defined Data       Employee Client Defined Data         Employee Demographic Information       Denefits Management (BM)         Action Log (AL)       Action Log History         View Audit Log       Quick Label Print         Employee Data Information       Employee Data Inport         Employee Demographic Information       Employee Data Inport         Employee Client Defined Data       Employee Data Inport         Employee Demographic Information       Envice Yistory (AH)         Search Action Log History       View Audit Log         Quick Label Print       Employee Data Inport         Employee Sitory       Medical (ME")         Handicaps (ME")       CaceTC Credentials (SK")         Credentials (SK")       CaceTC Credentials (SK")         Degrees (SK")       Degrees (SK")	Available QuikPeeks	Available DataForms	
Check All Uncheck All Invert Selection	Employee Comments by Comment Type Employee Position Assignments Employee Position Assignments w/Pay Info Employee Payroll Deductions Employee Payroll Deductions Employee Payroll Information Employee Payroll Checks for Current Calendar Year Employee Payroll Checks for Current Fiscal Year Employee Payroll Checks for Date Range Employee W4 Data Employee Client Defined Data Employee Demographic Information	✓ Right-click context menu         ✓ 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         □ View Audit Log         □ Quick Label Print         □ Employee Data Import         □ Emergency (ME*)         □ Immunizations (ME*)         □ Handicaps (ME*)         □ Credentials (SK*)         □ CA-CTC Credentials View         □ Service Yrs/Units (SK*)         □ Degrees (SK*)	
		Check All Uncheck All In	nvert Selection

# **Customize – Previous Viewed List...**

Recently Viewed Employees Configuration				
7				

## **Employee Maintenance - Personnel**

mployee Maintenance	39 - The Train USD	QSS/OASIS	
e <u>O</u> ptions <u>W</u> indow <u>H</u> elp Videos Ho	t Keys		
» 🧇 🖳 🎓 📝 🕂 👷 🕅 🎒			
••••• • • • • • • • • • • • • • • • •			
∃- Personnel	Search Panel		_
Demographic (MA)	BuSSN BuExt Ref ByName BuID	District : 39 🔽 🔽 Include Terminated	Add to grid
Termination (TE)		Selected Employee/List	
Employee ID Maintenance			▼ 🥜 📑
- Comments (CO)		P	
<ul> <li>Client Defined (CL)</li> </ul>	SSN :	Ext Ref # :	
- Name Change History			
<ul> <li>Employment Verification (VE)</li> </ul>	Search Results [Press Ctrl + Enter to se	lect the highlighted employee]	
- Leave Information (LV)	Name	ID G Ty Site BU RC LG	Terminated
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*)			
<ul> <li>Immunizations (ME*)</li> </ul>			
Medical (ME*)			
Handicaps (ME*)			
Professional			
Position Control			
🗈 Payroll	21		

# Employee Maintenance – Professional & Position Control

Employee Maintenance	39 - The Train USD	Q55/OASIS	_ 🗆
i <mark>le O</mark> ptions <u>W</u> indow <u>H</u> elp Videos Hot Keys			
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Test Results (EV*) Teaching History (TS*) Teaching Preferences (TS*)			
<ul> <li>Position Control</li> <li>Assignments/ENH (EA)</li> <li>Assignments/STD (PO)</li> <li>Assignment Info (EC)</li> <li>Position Control Search</li> </ul>			
- Job History (JH) PAT - Other Assignments PAT - Related Data			
- Seniority Inspection (SI) ⊕ Payroll	•		

## **Employee Maintenance - Payroll**

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<ul> <li>Favorites</li> <li>Personnel</li> <li>Professional</li> <li>Position Control</li> <li>Payroll</li> <li>W4/Control Data (W4)</li> <li>Direct Deposit</li> <li>Deductions (PD)</li> <li>Pay Lines (PR)</li> <li>Payroll Events (PE)</li> <li>Time Card Entry (TC)</li> <li>Deferred Pay</li> <li>Deduction Accumulators</li> <li>Substitute Batch Entry</li> <li>Child Support Information</li> <li>Tax Modeling</li> <li>Payroll Data Import</li> <li>History / Inspect</li> <li>Payroll History</li> <li>Search Pay History</li> <li>Inspect Labor/Benefits</li> <li>View Retirement History</li> <li>View W2 Data</li> </ul>	Search Panel By SSN By Ext Ref By Name B SSN : Search Results [Press Ctrl + Enter to Name	y ID District : 39	Add to grid

## **Employee Maintenance – Favorites**

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View Audit Log
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# **Manage Favorites**

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# Assign Hot Key (Right Click)

🔜 Employee Maintenance	39 - The Train USD	Q55/OASIS	
File Options Window Help Hot Keys			
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File       Options       Window       Help       Hot Keys         Price       Price       Price       Price       Price       Price       Price         Professional       Position Control       Assignments/ENH (EA)       Add to Favorites         Position Control       Assignments/STD (PO)       Add to SpeedLinks         PAT - Other Assign       Price       Add to SpeedLinks         Part - Deposition Control Set       Add to SpeedLinks       Assign Hotkey         Payroll       Part - Other Assign       Price       Add to SpeedLinks         PAT - Other Assign       Price       Price       Price         Payroll       Part - Other Assign       Price       Price         Payroll       Payroll       Price       Price       Price         Payroll       Payroll       Price       Price       Price         Payroll       Price       Price       Price       Price         Payroll Events (PB)       Price	Search Panel By SSN By Ext Ref By Name By I SSN : Search Results [Press Ctrl + Enter to s Name Hotkey for Posit Ctrl Key	D District: 39 Include Terminated Add to g Selected Employee/List Ext Ref #: select the highlighted employee] D G Ty Site BU RC LG Terminated Wo ion Control Search Alt Shift OK Cancel	id k Phone
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## Hot Key Menu

🔜 Employee Maintenance	39 - The Train USD	Q55/OASIS	
File Options Window Help Hot Keys			
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#### Integrated Help+Video Content

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## **Right Click Context Menu**

Employee Maintenance (EmployeeMode)	39 - The Train USD	QSS/OASIS	
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- Deductions (PD)			
- Direct Deposit	Search Panel		
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– Job History (JH)	Direct Deposit for	PAIN, TRUE	
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## **Right Click Grid Select / Context Menu**

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- Client Defined (CL)				Position Control	Search for	JACKSON	JOSH J				
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<ul> <li>Leave Information (LV)</li> </ul>				Direct Deposit f	or JACKSON	- 105H 1					
Benefits Management (BM)				David Service (DD) (							
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# Search Help

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#### Search Help – Page 1

mp	loyee Search Help								
		Employee georgh ting							
		<u>Employee search tips</u>							
	Print Close								
	ine general torm	at of a hame search is .							
]	LastName[, Firs	stName]							
ļ	LastName (R):								
,	You can search f	or employee last names by any of these methods.							
	SEARCH TYPE	EXPLANATION							
		Type a last name, such as PETERSON. The search matches the name you typed, as well as other similar sounding names, such as PATTERSON, PETERS, PETERSEN. AND PETERKIN.							
	Soundex	For this and all other searches by name, the names are <u>not</u> case sensitive. In other words, all of the following are the same: PETERSON, Peterson, peterson, 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.							
		You can combine an exact match and a soundex search, as in the following example:							
	Exact Match and Soundex	<ul> <li>The letters to the left of the slash (LAR) are an exact match.</li> <li>The letters to the right of the slash (SON) are a soundex search.</li> </ul>							
		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 <u>JOHN@</u> 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.	<b>–</b>						

# **Search Help – Page 2**

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np	loyee Search Help		
	Wildcard (*)	<ul> <li>Type a * to do a wildcard match.</li> <li>Type an <u>*</u> 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.</li> <li>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.</li> </ul>	
	Substring (~) (QCC Only)	<ul> <li>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:</li> <li>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.</li> <li>Type <u>-~</u> to find all hyphenated last names.</li> <li>Type <u>JR</u> to find all last names containing JR.</li> </ul>	
	All-District Search (QCC Only)	<ul> <li>Type an &amp; after the last name to search for that last name across all districts. For example:</li> <li>Type <u>SMITH&amp;</u> to search for all employees with last name SMITH across al districts.</li> <li><u>Note</u>: The all-district search identifier (&amp;) can't be used in conjunction with the partial-word (@) or wild-card (*) identifiers.</li> </ul>	1
	Social Security Number	<ul> <li>Type 9 digits and wildcards to search by SSN. You can do an exact match or use wildcards.</li> <li>The format is: nnnnnnnm# (or nnnnnnnn&amp; to search all districts) <ul> <li>Replace each <i>p</i> with a digit from 0 through 9 or a ? (wildcard that stands for a digit)</li> <li>Do not type any dashes or spaces between the parts of the SSN.</li> <li>Type a # as the tenth character.</li> <li>If &amp; is used as the tenth character (instead of #), the search scope will include all districts.</li> </ul> </li> <li>Here are some examples of how to search using this method: <ul> <li>Type <u>445329933#</u> for an exact match on a SSN 445-32-9933.</li> <li>Type <u>727279933#</u> to match all SSNs that end with the digits 9933 (xxx-x 9933)</li> <li>Type <u>445229933#</u> to match all SSNs that begin with the digits 445 and e with the digits 9933 (445-xx-9933).</li> </ul> </li> </ul>	x- ind

#### **Search Help – Page 3**

mp	loyee Search Help		<u> </u>
	ExtRef	Type an External Reference Number followed by a period. 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> The final period is required to make the program search for an ExtRef.	_
	FirstName (O): The FirstName is	s optional and is interpreted in the following ways:	
	<ul> <li>Leave blank</li> <li>To specify separated by</li> <li>Type an &amp; a all distric SMITH and f</li> <li><u>Note</u>: The a partial-work</li> </ul>	if you do not want to search by first name. FirstName, insert a comma(,) after LastName and type one or more names y a " ". fter the first-name to search for all employees with that first name across ts. For example, type <u>SMITH, JOHN&amp;</u> to search for all employees with last nam irst name JOHN across all districts. ll-district search identifier (&) can't be used in conjunction with the d (@) or wild-card (*) identifiers.	e
	Here are some ex • Type <u>JAN</u> to JANICE etc. • Type <u>L SA F</u> o All fir o All fir o All fir	amples of how to specify FirstName in your search: find all first names that begin with those letters, such as JAN, JANET, <u>RED</u> to find the following: rst names that begin with L. rst names that begin with SA, like SAM, SAMUEL etc. rst names that begin with FRED, like FRED, FREDDY etc.	
:	NOTE: The searc First Name fiel preferred name. Preferred name	h for the first name also checks the preferred name on the MA screen. The ld contains the person's real first name. The <b>Preferred</b> field contains a For example, the <b>First Name</b> for an employee may be Elizabeth, but the may be Beth.	•

# Simple Name Search

ile Options Window Help Hot Keys P 🍄 🂱 🎥 🧇 🌌 🕂 🔝 🥘 💽 🚺 🕨 🔹		Q35/0A313	
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<ul> <li>Favorites <ul> <li>Demographic (MA)</li> <li>Client Defined (CL)</li> <li>Termination (TE)</li> <li>Benefits Management (BM)</li> </ul> </li> <li>Personnel <ul> <li>Demographic (MA)</li> <li>Termination (TE)</li> <li>Employee ID Maintenance</li> <li>Comments (CO)</li> <li>Client Defined (CL)</li> <li>Name Change History</li> <li>Employment Verification (VE)</li> <li>Leave Information (LV)</li> <li>Benefits Management (BM)</li> <li>Applications (AP)</li> <li>Action Log History</li> <li>View Audit Log</li> <li>Quick Label Print</li> <li>Employee Data Import</li> <li>Emergency (ME*)</li> <li>Matinel (ME*)</li> </ul> </li> </ul>	el D By Ext Ref By Name By ID D kity, reallie [ f# : 001003 SS sults [Press Ctrl + Enter to select the high Name SSN RSNIKITY, REALLIE 000-00-0	istrict : 39 ▼ Include Te Selected Employee/List PERSNIKITY, REALLIE N : xxx+xx+1111 SE Alighted employee] G Ty Site BU RC LG 000 M FT 0026 04 02 AV	rminated Add to grid  Terminated Work Phone  (650)372-0200 x608

# **Advanced Search**

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Name :	Gender:	
Street Address :		
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Home Phone :	Work Phone :      Ex :     Payroll/Position control FY :	
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# **Advanced Search Dates**

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0	🧇 🔒 🗙 🗔 🖽 (	🔺 🥘 Saved Searches	•		
ļ	General Information Dates Pa	ayroll			_
	Hire Date	Original Hire Date	Rehire Date	Termination Date	
	Start://	Start://	Start:/_/	Start ://	
	End: _/_/	End: _/_/	End: _/_/	End: _/_/	
	TB Expiration Date	Fingerprint Date	Evaluation Due Date	Last Check Date	
	Start ://	Start: _/_/	Start://	Start ://	
	End: _/_/	End: _/_/	End: _/_/	End: _/_/	
	Seniority Date	Previous Seniority Date	Miscellaneous Date		
	Start ://	Start://	Start://		
	End: _/_/	End: _/_/	End: _/_/		
	Birth Date		Longevity Base Date		
	Start ://	Start Month/Day :	Start ://	Start Month/Day :/	
	End: _/_/	End Month/Day :/	End: _/_/	End Month/Day :/	
	Anniversary Base Date				
	Start ://	Start Month/Day :/			
	End: _/_/	End Month/Day :/			
			Yr: 20	010 Dist: 40 Site: 0 4/7/2010 8:36:4	2 AM:

# **Advanced Search Payroll**

Employee Advanced Search	
File Options	
Vear Fields 🔹 🎲 🔚 🗙 💽 🕹 Saved Searches 🔹	
	.::
General Information Dates Payroll	
EQ Pay location: Pay location:	
EQ  Ret System :	
EQ 💌 🚰 Bank TR type:	
EQ         Image: Pay schedule :         Image: Pay sch	
EQ 🔽 Stat Ded profile :	
Pavroll Select	
Status Exemptions Exempt	
Pay name : Federal : ACA Class	
Date paid for payroll select/_/ State : ·	
Payroll Select constraints are not supported	
yet, and will be ignored in evaluating the City:	

#### **Advanced Search – Clear Criteria**

💱 Employee Advanced Search		
File Options		
🕜 Clear Fields 🛛 🌍 🔚 🗙 🐺 📑	Saved Searches	•
All General Information Tab General Information - Header General Information - Field Selections Dates Tab Payroll Tab		
Payroll - Payroll Select Payroll - Tax Information Payroll - ACA Class Selection		Bank ABA Number :
EQ       Image: Pay schedule :       [         EQ       Image: Stat Ded profile :       [		
Payroll Select         Pay name :         Date paid for payroll select         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         Federal :	ACA Class Selection ACA Class ACA Class ACA Class Class Assignment

# Multi-DI Search

🦫 В	mployee Advan	ced Searcl	h					
Fil	e Options							
	) 🧒 🗐 🔪	< 🗖 🗖		😽 🧊 🛛 Saved S	earches			
-			M IL		our critop			
								.::
	C		_					
	aeneral Informatio	n   Dates	Payro	"				
	District :	30 - The	Tre	in USD		Terminated :	Include Terminated	
	District.	All dist	rict	a				
	Name :	All dist	rict	s accessible	_	Gender:		
	Street Address :	07 - QSS	UNI	FIED SCHOOL DIS	STRICT	City :		
	State :	24 - QSS 26 - OSS	Tes Tes	ting District ting District		Zip Code :		
	Home Phone :	38 – QSS	Tes	t District		E Ev:	Paurall/Pasition control EV :	
	filling filling :	39 - The	Tra prwi	in USD LIE UNIETED SAM	DIF DIST	En.		
				Lubioyee type .				
		EQ 💌	<b>*</b>	Work location :				
		EQ 💌		Job category :				
		EQ 💌	<b>M</b>	Job code :				
		EQ 💌	<b>*</b>	Work calendar :				
		EQ 💌	<b>M</b>	Salary schedule :				
		EQ 💌	<b>M</b>	Report code :				
		EQ 💌	<b>2</b>	Leave group :				
		EQ 💌	<b>2</b>	Bargaining unit :				
		EQ 💌	<b>2</b>	Termination :				
		EQ 💌	<b>2</b>	Ethnic code :				
		EQ 🔻	<b>2</b>	Race ethnic :				
		EQ 💌	<b>*</b>	Race code :				

## **Multi-DI Search in Main Window**

## **Copy the History List to Grid**

🦫 Employee Maintenance	39 - The Train USD	Q55/OA5I5	
File Options Window Help+Video Hot Keys			
🗇 🎗 🖬 😭 🏈 📝 🕂 👷 🥅 🥘 🗖			
	Search Panel		
Professional	Employee Selector	×I ✓ Include Terminated	d to grid
Position Control	File Options	Selected Employee/List	
Payroll		PAIN, TRUE	🔳 🖉 📑 🔰 🔰
W4/Control Data (W4)	🤍 📑 📖 🌷		
Direct Deposit		,; 776665554 Term : n/a	
Deductions (PD)			
Pay Lines (PR)	Select All Deselect All Invert	t Selection 🔲 Add to grid	
Time Card Entry (TC)		BU RC LG Terminated	Work Phone
- Deferred Pay	Check the employee(s) you would like	to copy to the search 04 02 AV (650	))372-0200
Deduction Accumulators	Dist Name	9	
- Substitute Batch Entry	39 PERSON-SMITH, DARR	YL IIIIII	
- Child Support Information	39 PERCOX, DEWAYNE		
- PPACA Information	39 PERSNIKITY, REALLIE		
- Tax Modeling	39 PAIN, TRUE		
- Payroll Data Import	39 PEABODY, PEPPER		
History / Inspect	39 ATHENA, MARGARET		
Search Pay History	39 AARDVARK, ANNIE A		
Inspect Labor/Benefits	82 SMITH, SFIRST		
View Retirement History	66 SUBBER, HARDWORKI	NG	
View W2 Data	66 SMITH, SUBBY		
	39 SEEVER, DON		
### **Employee List Integration**

- **n** 

Employee Maintenance	39 - The Train USD	Q55/0	ASIS	
e Options Window Help Videos Hot Ke	eys			
» 🧇 😓 🧇 🕼 👍 😒 📖 🎒 🚺				
- Demographic (MA)				
- Termination (TE)	Search Panel	Distant Doc	]	
Employee ID Maintenance	BySSN ByExtRef ByName ByI	D District : 39	✓ Include Lerminate	ed I Add to grid
- Comments (CO)		Hala	Selected Employee/List	
- Client Defined (CL)	smith@	<u>neip</u>	SMITH, BARBARELLA	▼ 🥩 📑
- Name Change History			BARFLEGOMES, NORBE	RT 📕
- Employment Verification (VE)	Ext Ref# : 001046	SSN : xxx-xx-6888	PEABODY, PEPPER	
<ul> <li>Leave Information (LV)</li> </ul>				
<ul> <li>Benefits Management (BM)</li> </ul>	Search Results [Press Ltrl + Enter to s	elect the highlighted employe	TEST LIST FOR DAP	
- Applications (AP)	Name	External G Ty	SMu Big List FUR DEAL	
Action Log (AL)			My PERS People	
Action Log History (AH)	SMITH, BARBARELLA	001046 F 51		
<ul> <li>Search Action Log History</li> </ul>	SMITH, JANE A		0026 02 00	(650)37
- View Audit Log	SMITH, JO ANNE E	002003 F FT	0000 00 00	
- Quick Label Print	SMITH, SAM S	001047 M PT	0026 00 00 0	
Employee Data Import				
Emergency/Medical				
<ul> <li>Emergency (ME*)</li> </ul>				
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				E E
PAT - Related Data				
Seniority Inspection (SI)	<b>T</b>			

# Employee List – Retrieve Emps...

Fmployee 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	Search Panel           By SSN         By Ext Ref         By ID         District : 39         Include Terminated         Add to g           Smith@         Help         Selected Employee/List						i 🤣 🚭
Employment Verification (VE)	Ext Ref# : 002001	SSN : xxx-xx	x-9191		SEID: n/	a	
Benefits Management (BM)	Search Results [Press Ctrl + Enter to sele	ct the highlighted	employee]				
- Applications (AP)	Name 🔺	External G Ref	Ty Site	BU RC	LG	Terminated	
Action Log History (AH)	ATHENA, MARGARET	002001 M	FT 0000	01 01			
Search Action Log History View Audit Log	BARFLEGOMES, NORBERT (NOBBY)	001017 M	PT 0000	00 00			
- Quick Label Print	BUILDER, bob (HAMMER)	001016 M	FT 0000	00 00	AV		
Employee Data Import	BUMSTEAD, DAGWOOD	001030 M	FT 0000	00 00			
Emergency (ME*)	CHROMY, JOEY	001038 M 001045 M	FT 0000	00 00			
- Medical (ME*)	CLEENUR JR., CHAUNCEY Q	001024 M	FT 0000	02 02	AV		
Handicaps (ME*)	(BEACH)	002000 M	FT 0000	02 02			
E Position Control	EMPLOYEE, AMAZING	001011 M	FT 0000	02 02			
Assignments/ENH (EA)	FERNDOCK, AVERY P	001010 M	PT 0000	00 00			
Assignments/STD (PO)	GOLCHER, DIN	001039 M	PT 0000	00 00			
-Assignment Info (EC)	GOOPER, JJJ	001041 M	PT 0000	00 00			
- Position Control Search	GRIMES, CHARLIE	001042 M	FT 0000	00 00			
- Job History (JH)	HANG, TAM	001040 M	PT 0000	00 00			_
PAT - Other Assignments	•	Ì			-	1	
Seniority Inspection (SI)							

# **Demographic Data**

🦫 Demographic	39 - The Train USD	Q55/OASIS	_ 🗆 🗵
File Options Navigation Wi	ndow		
PAIN, TRUE 1006 xxx-xx-1000	id: 7776665554 AB/MA		ChangeMode ,;
🔒 👔 🗣 🚰 🚺 🚺	🚺 💽 🔽 🧇 💐 器 Switch to: 🗸 Co	mments • 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 : 867 Ameri City : San Carlo	can Street State : CA 🔽 Z	IP : 94070	
Hm: (650) 777	-7777 T: 🔽 🗖 Restrict Wrk: (650)	372-0200 Ex: T: 🔽 Oth: (000)	- T: 🔽
Home email :			
Resident Address :			
City :	State : ZIP :		
Hire : 01/24/2000	Rehire :	Original Hire : 01/24/2000 Date of F	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 - FULL	FIME 🗾 Group : 📃 Gender : F	I 9 : Bargaining	j unit : 04 - MGMNT 💌
Ethnicity : KL – KL	▼ Rep code : 02 - CLASS ▼	Citizen : US - USA 💌	
Hispanic/Latino : 🗖 Race :			
Ethnic/Race :	100 - AI/AN Disabled :	Veteran : 🗖 🗰 # Dependents : 🛛 🛛	Fringe : 🗖 Loyalty : 🗹
	205 - ASIANIND Lang1:	Lang 2: Lan	g3: 💌
	201 - CHINESE 207 - CAMBDIAN 400 - FILIPINO		

### **Demographic - Options**

₽⁄0	)em	ogra	phic			39 - The Train USD		QSS/OASIS		
Fil	le [	Opti	ons N	avigation Window	,					
PA	IN,	H	Save an	d Stay	F9	AB/MA			Change	lode 🥁
	16	CT.	Save an	d Close	Ctrl+F9	📃 🧾 kwitch to: 👻	Comments 👻 All Posr	ns 👻 Prime Posn 👻	W4 Data 👻	
-	•	5	Save an	d Next Employee	F10				Show SEN D D008-00/14/2012-13:0	11-53
		<b>°</b>	Save an	d Get Employee	Ctrl+F10				510W 551 V DAGE 05/14/2012-13.0	
	T		Sort by	Code	Ctrl+D	I. Prefe	med	(		
	L	~	Sort by	Name	Ctrl+N		Name	History		
			First Em	plovee	Shift+F5					
	м		Previous	Employee	F5		Bestrict			
			Next Em	ployee	F6	State : CA	7IP 94070	1		
			Last Em	oloyee	Shift+F6			,		
		-	Get Emp	loyee	F7		50) 372-0200 Ex:	·	0 m: (000) - 1:	
			Unhiahli	aht Required Fields	Ctrl+H					
		2	Print		F11					
-		-								
	Resi	dent A	Address :							
			City :			State : T ZIP :				
L			ony .							
			Hire :	01/24/2000		Rehire :	Original Hire :	01/24/2000	Date of Birth : 11/21/1956	
		Lon	g base :		А	nn base : 04/24/2000	TB Ex:	10/01/2010	Evaluation due :	
		Find	-	01/24/2000		Sepioritu : 04/24/2000	Prey Seniority :		Mise :	
		1.0.12	-	01/24/2000						_
			Type :	FT - FULLTIME	<u> </u>	Group : Gender :	F 19:		Bargaining unit :  04 - MGMNT	<u> </u>
		Et	thnicity :	KL - KL	▼ R	ep code : 02 - CLASS	▼ Citizen :	US - USA	•	
	Hisp	anic/	/Latino :	🗆 Race:			•	•	<b>_</b>	-
	F	Thnic	/Bace :		-	Disabled :	Veteran :	# Den	endents : 0 Eringe : D Loualtu :	
								Long 2:	v Lang 2:	-
						Lang I :		Langz.		
	M Resi	Lon: Ethnic	Previous Next Err Last Emp Unhighli Print Address : City : Hire : g base : gerprint : Type : thnicity : /Latino : /Race :	Employee ployee ployee ployee ght Required Fields 01/24/2000 FT - FULLTIME KL - KL Race :	F5 F6 Shift+F6 F7 Ctrl+H F11	State : CA   Restrict Wrk : (6  State : ZIP :  Rehire : ZIP :  Rehire : ZIP :  Rehire : 04/24/2000 Seniority : 04/24/2000 Group : 04/24/2000 Group : Cender :  ep code : 02 - CLASS  Disabled :  Lang 1 :	□ ZIP :       94070         50) 372-0200       Ex :         □ Original Hire :       TB Ex :         □ Prev Seniority :       F         □ I 9 :       Citizen :         □ Citizen :       ▼	01/24/2000 10/01/2010 US - USA US - USA US - USA	Oth:       (000)       -       T :          Date of Birth :       11/21/1956         Evaluation due :          Misc :          Bargaining unit :       04 - MGMNT         Image:          Image:          Image:          Image:          Image:          Image:          Image:          Image:          Image:	

# **Demographic – Field Navigation**

🠓 Demographic	39 - The Train USD	QSS/OASIS	
File Options N	lavigation Window		
PAIN, TRUE 10	Default Home Field: Emp Title Ctrl+Alt+H		ChangeMode
	Custom Home Field: <unassigned> Ctrl+Alt+C</unassigned>		Data 👻
	Region Home Fields	Emp Title Ctrl+0	Show SSN 📝 DA08-09/14/2012-13:01:53
	QuikTab Fields	Address, Mailing Ctrl+1	
Title Last I	Name First Name I. Pr	Address, Residence Ctrl+2	
PAI	N TRUE	Date, Hire Ctrl+3	
		Hispanic/Latino Ctrl+4	
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 :		
	<b></b>		
Hire:	01/24/2000 Renire :	Uriginal 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 : Gende	·: F 19:	Bargaining unit : 04 - MGMNT 💌
Ethnicity :	KL - KL Rep code : 02 - CLASS	Citizen : US - USA	
Hispanic/Latino :	🗖 Race:		
Ethnic/Race :	Disabled :	Veteran : 🔽 🔰 🛱 Depender	nts : 🛛 🛛 🛛 Fringe : 🗖 Loyalty : 🔽
	Lang 1	: 💽 Lang 2 :	Lang 3:

# **Select Field Navigation Configure**

🦫 Demographic	39 - The Train USD Q55/0ASIS
File Options Na	vigation Window
Settings	Configure Field Navigation Ctrl+N ChangeMode
Close F12	上 🔽 💽 💽 🤝 💭 kitch to: 🔹 Comments 🗸 All Posns 👻 Prime Posn 👻 W4 Data 🗸
	Show 55N 🗹 DA08-09/14/2012-13:01:53
Title Last N	ame First Name I Preferred
PAIN	TRUE Name History
Mailing Address :	Beb / American Street
City :	JSan Carlos State: CA   ∠IP: 194070
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 19: Bargaining unit: 04 - MGMNT
Ethnicity :	KL - KL V Rep code : 02 - CLASS V Citizen : US - USA V
Hispanic/Latino	
Ethnic/Hace:	Uisabled: I Veteran: I # Dependents: U Fringe: I Loyalty: M
	Lang 1: Lang 2: Lang 3:

# **Configure Field Navigation**

🔛 Configure Field Navigation for Demographic (M	IA)	x
File		
Default Home Field The field on which the cursor is placed by default when this dataform is activated.	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 <u>Configure</u>	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.
Default Home field : Emp Title	Custom Home field : Date, TB Expiration	0. Emp Title
		1. Address, Mailing
QuikTab Fields		2. Address, Residence
Up to 10 fields on the screen can be defined so the fields by pressing [Ctrl+Alt+sidys], where idy can be	at the cursor can be directed to those	3. Date. Hire
nous by pressing [our main state], where tax carry	<u>Configure</u>	4. Hispanic/Latino
0. Emp Gender	5. <unassigned></unassigned>	
1. Report code	6. <unassigned></unassigned>	
2. Date, TB Expiration	7. <unassigned></unassigned>	
3. Email, Work	8. <unassigned></unassigned>	
4. <unassigned></unassigned>	9. <unassigned></unassigned>	
		OK Cancel

## **Define Home Field**

🔡 Choose Custom Home Field	l for Demographic (MA 📕
File	
Available fields :	View DataForm
Address, Mailing Address, Residence Bargaining unit Citizen City, Mailing City, Residence Date, Ann Base Date, Ann Base Date, Birth Date, Evaluation Due Date, Fingerprint Date, Long Base Date, Misc Date, Original Hire Date, Original Hire Date, Original Hire Date, Prev Seniority Date, Rehire Date, Seniority Date, Rehire Date, Seniority Date, TB Expiration Disabled Email, Home Email, Work Emp First name Emp Gender Emp Last name Emp Middle initial Emp Type Ethnic/Race Ethnicity Finge Group Hispanic/Latino I9 Language 1 Language 2 Language 3 Loyalty No. of dependents Phone Extn, Work	

# **Define QuikTab Choices (10)**

## **Demographic – Drop Downs**

🠓 Demographic	39 - The Train USD	QSS/OASIS	
File Options Nav	igation Window		
PAIN, TRUE 1006 xx	x-xx-1000 id: 7776665554 AB/MA		ChangeMode;
	🌁 🔽 🚺 💽 河 🦘 🥘 👷 Switch to: 🗸 Co	omments 🔹 All Posns 👻 Prime Posn 👻 W4 Data 👻	
		Show SSN 🛃 DA	.08-09/14/2012-13:01:53
Title Last Na	me First Name I Preferred		
PAIN	TRUE	Name History	
March Address [	oca head and an		
Mailing Address : j	86/ American Street		
Lity:	San Carlos State: CA 🗸	219: 194070	
Hm: j	(650) 777-7777 I: Restrict Wrk: (650)	372-0200 Ex: I: ▼ Uth: (000)	
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: 1	FT - FULLTIME - Group : Gender : F	I 9: Bargaining uni	t: 04 - MGMNT 🔻
Ethnicitu :		Citizen : US - USA	92 - CSEA
			02 - CSEA 94 - MGMNT
Hispanic/Latino :			04 - MGMNT 05 - NO UNIT
Ethnic/Race :	Disabled : 🗖	Veteran : T # Dependents : 0 Fr	ing 95 - NO UNIT
	Lang 1 :	▼ Lang 2: ▼ Lang 3:	90 - UDEA

### **Demographic – Audit History**

#### 🔜 MA\_AuditDetail for PERSNIKITY, REALLIE

File Options

📑 Close 🛛 🥅 Grid Output 🛛 📮 Print Screen

Employee		User	Audit	Date 🗸 🗸	Time	Module	
***-**-11111	REALLIE PERSNIKITY	DEA11	DEA1	10/15/2010	11:14:46	PP02MA	Employee Demographic
***-**-11111	REALLIE PERSNIKITY	MGR	DA02	01/26/2010	14:06:03	PP02MA	Employee Demographic
***-**-11111	REALLIE PERSNIKITY	MGR	DA02	01/26/2010	14:06:03	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	14:27:43	PP02MA	Employee Demographic
***-**-11111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	14:59:57	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/16/2009	15:04:49	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:13	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:47	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:47	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:12:00	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:12:00	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:13	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:00	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:11:00	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	14:59:17	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:09:20	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:09	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:36	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	05/27/2009	15:10:36	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:28:07	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:28:08	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	08:57:01	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/07/2008	09:51:10	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	04/03/2008	09:51:40	PP02MA	Employee Demographic
***-**-1111	REALLIE PERSNIKITY	DEADAP	DAPD	09/01/2007	11:04:04	PP02MA	Employee Demographic

- 🗆 ×

#### Show SSN...

🦆 Demographic	39 - The Train USD	Q55/OASIS	
File Options Navigation Window			
PAIN, TRUE 1006 xxx-xx-1000 id: 777	/6665554 AB/MA		ChangeMode 🛒
i 🔒 👔 🗣 😭 🗗 🚺	🔰 💽 🤝 🗒 😓 😓 Switch to: 🗸 Comm	ents 👻 All Posns 👻 Prime Posn 👻 W4 Data 👻	
		<u>111-11-1000</u>	DA08-09/14/2012-13:01:53
Title Last Name	First Name I. Preferred		
PAIN	TRUE	Name History	
Mailing Address : 867 American S	treet	Restrict	
City: San Carlos	State : CA 🔻 ZIP :	94070	
Hm: (650) 777-7777	T: 🔽 Restrict Wrk: (650) 37	2-0200 Ex: T: 💌 Oth: (000)	- T: 🔻
Work email :			
Home email :			
Besident Address :			
Citu:	State · TIP ·		
oly. j			
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	n due :
Fingerprint : 01/24/2000	Seniority: 04/24/2000	Prev Seniority :	Misc :
Type: FT - FULLTIME	Group : Gender : F	I9: Bargainin	g 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: ▼ Lan	ng 3 : 💌

### **QP: Demographic Data**

nployee Demograp	hic Information for P	AIN, TRUE	
Options			
Ilose 🛛 🥅 Grid Outpu	t 🛛 🧾 Print Screen		
			-
Field	Value		
Extref	001006		
First Name	TRUE		
MI			
Last Name	PAIN		
Pref Name			
Street	867 American Street		
City	San Carlos		
State	CA		
ZIP	94070		
Home Phone	(650) 777-7777		
Work Phone	(650) 372-0200		
Hire Date	01/24/2000		
Termination Date			
OK To Pay / Rehire	1		
Termination Reason			
Birth Date	11/21/1956		
Long Base Date			
Ann Base Date	04/24/2000		

//

#### **QP: Client Defined**

JuikPeek: Clier	nt Def fo	r PAIN, TRUE
le Options		
Close 🛛 🥅 Grid	d Output	🧔 Print Screen
Field	Value	
Web 2 Char	aa	
Da field	сс	
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)		

## **QP: Assigned Positions**

₽	QuikPeek:	All Posns for P	AIN	, TRUE								
F	ile Optio	ns										
1	Close 🛛 🗄	Grid Output	Į.	Print Screen								
_												
		<b>1 1 1 - - - -</b>			<b>F</b> 1	DI	DETE	<b>D</b> -1	L L		E ETE	 
	000024	COUNSELOR	Y	07/01/2002	End	Placement 11-C -11	P-FTE 1.0000	Pct 100.0000	UNION MIDDLE SCHOOL	01	1.0000	
				<u> </u>								

# Add Employee (+)

Verify New Employee	
Last Name	First Name I.
SSN	DOB

# Add – Verify / SSN Exists...

	in the second seco	
MAN	DEMO	
SSN	DOB	
11111111		
This SSN is all	eady on file.	
Name: PERSNIKI)	Y REALLIE	
DOB: 07/31/19	6	
1		

# Add – Might be Same Employee

.ast Name	First Name I.
PERSNIKITY	REALLIE
SSN	DOB
765420000	
703433033	
This employee is SSN: 111111111 Name: PERSNIKITY	already on file with a different SSN.
This employee is SSN: 111111111 Name: PERSNIKITY	already on file with a different SSN.
This employee is SSN: 111111111 Name: PERSNIKITY DOB: 07/31/1956	already on file with a different SSN.
This employee is SSN: 111111111 Name: PERSNIKITY DOB: 07/31/1956	already on file with a different SSN.

# After Add – Who We Added...

🔡 Er	nployee Maintenance	39 - The Train USD	QSS/OASIS	
File	e Options Window Help Hot Keys			
1	Show Status Ctrl+F12			
-	View recently added employees [1 item(s)] Alt+V			
	Settings	•		.::
2	Clear Settings on Exit			
			) District 29 🔽 🔽 Include Terminated 🗖 Add to grid	
	Exit P12	By SSN By Ext Ref By Name By	ID	
	- Employment Verification (VE)	perenikitu replie		
	Benefits Management (BM)			
	- Personnel	Ext Ref# : 001003	SSN - 999-99-1111 SEID: 5310563451	
	- Termination (TE)			
	- Employee ID Maintenance	Search Results [Press Ctrl + Enter to	select the highlighted employee]	
	Comments (CU) Client Defined (CL)		△ SSN G Ty Site BU RC LG Terminated Work Pho	
	- Name Change History	PERSNIKITY, REALLIE	000-00-0000 M FT 0026 04 02 AV (650)372-0200 x	.08
	- Employment Verification (VE)			
	- Leave Information (LV) Repetite Management (RM)			
	- Applications (AP)			
	- Action Log (AL)			
	- Action Log History (AH)			
	- View Audit Log			
	- Quick Label Print			
	- Employee Data Import			
	Emergency/Medical			
	Immunizations (ME*)			
	- Medical (ME*)			
	Handicaps (ME*)			
	Professional Resistion Control			
	Payroll			
		•		
			Yr: 2008 Dist: 39 Site: 0 CS: W 1/10/2011	11-23-58 PM
1			11,2000 0150 05 5100 05. 17 10/2011	1123.30111

# **Recently Added List**

🔡 Re	cently added employees	39 - T	he Train USD	QSS/OASIS	
File	Options				
: <b>*</b>	000 🗢 🗐 😓				
					.::
Г	Name	SSN G	Ty Site B	U RC LG Terminated	Work Phone
	ASTRONUT, NADATHE	000-00-0000 M	FT 02	02	
				Yr: 2008 Dist: 39 Site: 0 G	5: W   1/10/2011   11:24:31 PM 💥

# **Options for Recently Added List**

🔜 Recently added employees			39 - The Tra	in USD		QSS/OASIS		
File	Opt	ions						
E =* (	0	Copy employee list to main search grid	Alt+C					
	9	Move employee list to main search grid	Alt+M					
	9	Clear employee list	Ctrl+F1					
		Grid Output	Shift+F11			The state	Sec. Dise	
	3	Print	F11		02	l erminated	Work Phone	
					Yr: 2008 Di	st: 39 Site: 0 GS: W	1/10/2011 11:	24:39 PM 😚

# **Change SSN**

🔡 C	hange SSN				×
					:
(	DId SSN	New SSN			
	11111111				
1	Remove data belonging to old S	5N			
				Grid output	
	Dataset / (No. of recs to be copie	d) Dataset / (No. of recs to be co	pied) Dataset / (No. o)	f recs to be copied)	
			Verify	Reset Cancel	
					11

# **Change SSN / Verify**

ISSN	New SSN		
11111111	343434343		
Remove data belonging to old SS	ŚN		
		Grid outp	ut
Dataset / (No. of recs to be copie	d) 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)	
Handly (assessed (0)	Pay Contract Dist. (0)	Pay Contract Event (0)	
Hanu Walianis (0)	Pay Batch Trans (0)	Instruction Info. (0)	
Pay Contract Headr (0)	r aj: baton nano: (o)		

# **Employee ID Maintenance/View**

🔜 Employee ID Maintenan	ice 39 - The Train USD	Q55/0	ASIS
File Options Window			
Close 🚺 🚺	💽 🔝 🌏 🥵 Switch to: 🗸		
PERSNIKITY, REALLIE 10	003 ххх-хх-1111 id: 5310563451 — АВ/	/MA/PR	ChangeMode;
			DAPD-09/12/2010-17:03:01
	SSN: ***-**-1111	Show SSN	
	ExtRef: 001003		
	Additional Employe	e ID Values	
Description	Value	Action	Audit Info
SEID	5310563451	<u>Change</u>	DAPD-09/12/2010-17:03:01
CALPERS-ID	950000001	<u>Change</u>	DAPD-08/26/2010-13:13:38
		Yr: 2008 Dist: 39 9	ite: 0 G5: W 1/10/2011 11:27:17 PM 🦽

# New Employee/Assign ID

🔛 Employee ID Mainte	nance	39 - The Train USD	Q55/0A9	515	
<u>File Options Wind</u>	ow				
Close	▶ 💽   🥅 🍔	😽 Switch to: 👻			
ASTRONUT, NADATHE	1025 xxx-xx-8733 id	:n/a			ChangeMode 🤢
				🖌 <u>????-?????</u>	<del></del>
	SSN: ExtRef:	***-**-8733 Show SS <u>N</u> 001025	L		
		Additional Employee ID Valu	es		
Description	Value		Action	Audit Info	
SEID	N/A		<u>Assign</u>	<u>N/A</u>	
CALPERS-ID	N/A		Assign	<u>N/A</u>	
		Y	r: 2008 Dist: 39 Sit	e: 0 GS: W 1/10/2011	11:28:57 PM 🦽

# Assign SEID...

Assign SEID			×
Please enter SEID: 8091234567	(Max length: 10)	OK	Cancel

🔛 Employee ID Maintenanc	e 39 - The Train USD	Q55/0A	SIS _ 📃 🗙
<u>File Options</u> Window			
Close 🚺 🚺 🚺	🔽 🕅 💐 🎖 Switch to: 🗸		
ASTRONUT, NADATHE 102	25 xxx-xx-8733 id: 8091234567		ChangeMode 🛒
			DAPD-01/10/2011-23:28:53 💥
	SSN: ***-**-8733 Show St	<u>N</u>	
	ExtRef: 001025		
	Additional Employee ID Va	lues	
Description	Value	Action	Audit Info
SEID	8091234567	<u>Change</u>	DAPD-01/10/2011-23:28:53
CALPERS-ID	N/A	Assign	N/A
		_	
		Yr: 2008 Dist: 39 Sil	te: 0 G5: W 1/10/2011 11:29:40 PM 🛒

# **CTC** Credential View

🔛 C	А-СТС	Credential	s View	40 - Q	SS DEM	0 (40) D	ISTRICT	QS	S/OASIS			
Ei	le <u>O</u>	ptions Wir	ndow									
	Close	•   🔎 🔽		📔 🌅 🙎 Switch t	o: 🕶							
BU	5H, LYI	NDON L 1	05420 ***_**-5	420							Ins	pectMode 🥁
											🛃 Not a	vailable 🔸 🔡
		Last N	lame	First Name	I.							
		BUSH	ł	LYNDON	ī	L						
	CBI	EST · 77		Status :		Fir	st Begistered : 77	_				
		Him 77		Behire : 1/			Original Hira : 77	_	Dista of Pith :	77	-	
		nie. j		nemie. j			onginarnie. j			, · ·		
		Credential	Credential Name		Level	Туре	Document	Start Date	Expiration Date	Reg Date	Original Date	
	▶ 1	SC5	Pupil Personnel S	ervices Crede	CL		070141808	7/1/2007	7/1/2012	Date	6/11/1997	
L				· · · · ·								
	Subjec	ct/Codes   E;	kpanded Subject D	escription Comments	Districts	:						1
		Type1	Type2	Subject Code	Subje	ect Name						
	▶ 1	MA	SU	SC2	Schoo	ol Counsel	ing					
		Authoria	ation				Banaur					=
		Codes	Author Author	ization Code Name			Codes	" R	Renewal Code Na	ime		
	▶ 1	R511	This cr the follo	edential authorizes the h owing services in grade:	holder to p s 12 and l	berform below,	▶ 1 R20	T ( su	o renew this cred Jomit only an app	ential, the holde lication and fee	to the	
	Most	Recent Comr	ment:									
									Yr: 2010 Dist	: 40 Site: 0	4/7/2010 8	:32:31 AM

# **CTC** Expanded View

🔒 View (	Credential Code		
Eile	Options Window		
Clo:	se 🔽 🚺 下 🗖	📔 🧱 Switch to: 👻	
BUSH, L'	YNDON L 105420 ****	**-5420	.:
▶ 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	
			737 1191

#### Leave Balance Display

🔡 Leave Information	39 - The '	Frain USD			Q55	/OASIS			
<u>File Options Window</u>									
📑 Close 🔽 🚺 💽 📰 🥘 😪	Switch to: 👻	Comment	s <b>•</b>						
PERSNIKITY, REALLIE 001003 xxx-xx-xxxx	AB/MA							Change	Mode
							Į	DAPD-11/10/2007-11:1	6:38 -
									1
Leave Group: AV ADMIN/12M0/8HR/V									
Membership: 11/21/2007	End:								
Leave Base: Se	ervice Years:	Y4 {04/24	4/2000 Hire	)}					
Leave Status: Active employee	Start:								
Hours/Day:	Return:								
Days/Year: 0.00 Leave Grou	ıp Pay Rate:	25.00							
Months/Year: 0.00 Employe	e Pay Rate:	0.00		Freeze Pay Ra	ate 🔽				
Balance as of: j//		Hetresh							
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			
	0.00	N	480.00	AP	1.0000	N			
FLOATING HOLIDAY	0.00	N	8.00	AP	1.0000	N			
	0.00	N	16.00	AP	1.0000	N			
									33 PM 🤡

#### **Employee Assignment (EA)**

🦫 Assignmen	ts/EA 39 - The Train USD	QSS/OASIS						
File Options Window								
🕝 Reset 🗰 Recalculate 🎉 Reproject 🛛 🗙 🔚 😭 🚝 🥞 🜁 🖪 🚺 💽 💽 🦘 🥘 🥵 Switch to: 🗸								
PERSNIKITY,	REALLIE 1003 xxx-xx-1111 id: 5310563999 AB/MA/PR		ChangeMode 🛒					
		RD:	<u>5-12/21/2011-12:20:24</u> ;;;					
FY: 🚺	08 💽 FTE: 2.3063 Salary: 98,357.30 Prij Salary: 226,614.45	Rate: 9,508.89						
000123 -	INSTRUCTIONAL AIDE, RSP 000179 - DIRECTOR OF ACCOUNTING 000200 - PRINCIPAL, MIDD	LE SCHOOL 000150 - INSTRUCTIONAL AIDE, SDC • •	New					
Pos Code	Primary Description Job Code	Location	Days					
000200	PRINCIPAL, MIDDLE SCHOOL PRINCIPAL, MIDDLE SCHOOL (000	008) UNION MIDDLE SCHOOL (0026)	191.00					
Start 09/03/2007	End         A0         Mo/Yr         Da/Yr         Hr/Day         D/W         Placement         97,437.00 Y           ▼         ▼         11.00         214.00         8.00         5         41 ▼         C         ▼         01 ▼	C V V Advance Adv Date						
Percent	Pos FTE         Emp FTE         S-Yrs         Type         Contract#         Work Cal         Shift         No HW         Ann base (04/           1.00000         1.00000         3.75         MG          0005          Image: Contract#         Image: Contrat#         Image: Contract# <t< td=""><td>/24/11) Long base (none) Seniority Status</td><td>Benefits</td></t<>	/24/11) Long base (none) Seniority Status	Benefits					
Effective Da	te Pay Rate Pay Schd Cy Uploaded-Pay Seniority Supervisor	Pay End End Update Date 08  11/16/2011						
	Base Bonus 1 Bonus 2 Bonus 3 Bonus 4 Bonus 5 Bonus 6           Image: state s	Bonus 7 Bonus 8 Bonus 9 Bonus 10 0 0.00 0.00 0.00 0.00	Total					
Payroll	t 94,061.00 0.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 0.00 0.00	94,061.00					
Projection	x 86,965.00 0.00 0.00 0.00 0.00 0.00 0.00	0 0.00 0.00 0.00 0.00	86,965.00					
Pct%	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Payroll Pro	jection					
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 🤟					

# **Employee Assignment (PO)**

Assignments/PO 82 - TESTING DISTRICT #82	QSS/OASIS	
File Options Window		
🗙 Delete 🎥 Reproject 📠 Calculate 🕝 Reset 📙 🙀 🐂 😭 🌁 🖪 🚺 🔽 🚺 🐼 💭 🗿	eductions +	
SMITH, SFIRST xxx-xx-6778 0001 id: 0222222222	C	hangeMode
Show St	<u>5N</u> 🛃 DAPX-04/24/2013	-16:08:06 🔹
FY: 🚺 02 💽 FTE: 2.0000 Salary: 75,829.66 Prj. Salary: 75,766.26 Rate: 7,377.27		
121001 - TEACHER-HIGH SCH 1100 (120-F13) 070405 - CLERK II (070-N92)	New	
Pos Code Description Job Code Location	Days	
121001     Primary     TEACHER-HIGH SCH 1100     F14 (061400)     GENERAL HIGH SCH00L	(0013) 187.	00
Start         End         A0         Mo/Yr         Da/Yr         Hr/Day         D/W         Placement         62,512.00 Y         E         F         Advance           09/01/2000         10.00         187.00         6.00         5         10 •         0001 •         01 •         C •         • <td>Adv Date</td> <td>2</td>	Adv Date	2
Pct         FTE         E-FTE         S-Yrs         Type         Contract#         Work Cal         Shift           100.00         1.0000         0T         0187	Overlap 00	
Base Pay         Addt'l         %Bonus \$         PD         PD Amt         Longevity         Degree         Other           62,512.00         0.00         0.000         0.00		
Effective Date Pay Rate Pay Schd Cy Uploaded Pay Longevity Supervisor	Ben	
07/01/2001 6,251.20 EOM10D V MO 00 / 0.00	Bene	fits
Total Pay Total Prj Base Prj Add-Prj %-Prj PD-Prj Lon-Prj Deg-Prj Oth-Prj		
62,512.00         62,512.00         62,512.00         0.00         0.00         0.00         0.00         0.00		
Percent Fd Objt Fnct Resc Goal Y Loc Fil Edp Salary	Projected	
100.00 + 01-1110-1000-0001-1110-0.1200-000 62,512.00	62,512.	00
Total: 62,512.00	62,512	2.00

#### **Assignment Info (EC)**

🖶 Assignmer	nt Info			40 - 0	QSS DEMO	(40) DISTRICT				QSS/OAS	15			_	
Eile Option	ons Wir	dow													
	K Close		III 🧶	👷 Switc	h to: 👻										
KIRK, JAMES	5T 102	903 ***-**-2903 PA-	GE											ChangeMo	de;
												Ŀ	<u>)</u> ????-??????	****	<b>? -</b> :
Major Job Co	lode: 0	0332 - SYSTEMS ANALYS	TII		•	Job Category: 0500	CLASSIFIED								
Annual Cont	tract: 6	5040.00 FTE	1.00	00											
Seniority: C	Class:	Numbe	r: 🗌	_	Placement:	20 62 04									
Work Locati	tions: 81	85 - TECHNOLOGY SRVCS	,		•										
Work Locati	ion2:				-										
Months per Y	Year: 12	.00 Hours per Day	8.00	Davs	Der Year:	260.00									
FY: 🚺	10 🚺														
Fro	ozen Fi Yi	cal Position	FTE	Start	End	Location	Org Levels	Days	Months	Hours	Shift	Job Code	Placement	Annual Salary	A F
► 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 S	ite: 0   4/7/20	10   8:41:40	AM 🔡

# **Termination (TE)**

🦫 Termination	39 - The Train I	USD	QSS/OASIS		<u>_   ×</u>
File Options Wi	ndow				
8 <b>6</b> 7	🌁 🖣 🐑 🔽 🚺 🔽	🌮   🥘   🥵 🖉 Switch t	0: 🕶		
PAIN, TRUE 1006 x	хх-хх-1000 id: 77766655554 — АВ/МА				ChangeMode 🛒
				DAPX-09	/08/2012-07:24:19 🔹 🛒
Termination reason:					
Termination date:	_/_/	These field selection terminated using this employees, these fie	is only apply to employees curren siscreen. For previously terminate ilds will be read-only.	tly being ed	
OK to rehire?	•	Use termination date t	o end open assignments in fy 08?	Y	
OK to pay?		Direct Deposit:	Retain existing status	Y	

Date	Comments
	Lisorson PP02TE, byte 21 (recent addition)
	$O_{1}$ $(default)$ based on Ok to pay?
	0, (default) – based on Ok to pay?
	1 – Always retain direct deposit
	2 – Always cancel direct deposit
	3 – Select retain/cancel with retain default
	4 – Select retain/cancel with cancel default

# **Comments (CO)**

🔛 Comments	39 - The Train USD	Q55/OASIS	
Eile Options	Window		
🚽 📥 Add 👔 Ch	ange 🥂 Close 🔣 💽 🕟 🕅 📰 🧾 🥵 Switch to: 🗸	Deductions 👻	
PERSNIKITY, REA	LIE 001003 xxx-xx-xxxx AB/MA		ChangeMode .
		DAPI	D-04/07/2008-12:00:17
Comment Type	MA - MAIN DEMOGRAPHIC COMMENTS Select		
MAIN DEMOGE	APHIC COMMENTS		
Date	△ Comments		
▶ 01/01/2	007 REALLY IS WORKING REAL HARD FOR THE DISTRICT SO MAKE SURE WHEN IT COMES TIME TO HAND OUT BONUS PAYMENTS REALLY GETS HIS :-)		
04/07/2	008 THIS IS A COMMENT FOR TRAINING		
		Yr: 2009 Dist: 39 Site: 0	4/25/2010 9:49:32 PM
		The cost of shere of the	,,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

# **Client Defined (CL)**

🔡 Client Defined	39 - The Train USD	QSS/OASIS	_ 🗆 🗙
File Options Window			
🔚 Save ह Save and Close 🌁 Clos	e   🖸 🚺 💽 🔛   🍔   😪	Switch to: 👻 Comments 👻	
PERSNIKITY, REALLIE 001003 xxx-xx	к-жжж АВ/МА		ChangeMode:
		DAPD-0	4/07/2008-08:56:34 🝷 🛒
-2-Character			-
Field-2 (1) 🚾	Field-2 (2) 🔀	Field-2 (3) XC	
Field-2 (4) XD	Field-2 (5) XE	Field-2 (6) ×F	
-4-Character			
Field-4 (1)	Field-4 (2)	Field-4 (3)	
Field-4 (4)	Field-4 (5)	Field-4 (6)	
-6-Character			_
Field-6 (1)	Field-6 (2)	Field-6 (3)	
Field-6 (4)	Field-6 (5)	Field-6 (6)	
8-Character			_
Field-8 (1)	Field-8 (2)	Field-8 (3)	
Field-8 (4)	Field-8 (5)	Field-8 (6)	
10-Character			_
Field-10 (1)	Field-10 (1)	Field-10 (3)	
Field-10 (4)	Field-10 (5)	Field-10 (6)	
		Yr: 2009 Dist: 39 Site: 0 4	/25/2010 9:49:44 PM 🔡

# **Name Change History**

🦫 Name History 39 - The Train US			ne Train USD	QSS/OASIS										
	File	Options Windo	w											
6	🔒 Ac	<b>id</b> 👔 Change	🗙 Delete 📑	🕻 Close 🛛 🚺 🚺	🗖 📖 🥘	84	Switch to: 🕤	•						
PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB/MA/PR InspectMod											ctMode	:		
											2111-11	******	****	:
	2 iter	m(s) found									<	Page 1 of 1	>	]
		Last Name		First Name		L.	Туре	LastUsed	Source	ID	Date	Time		
	1.	PERSNIKITY		REALLLY			C 💌	04/07/2008	MA	DAPD	04/07/2008	9:51:22	AM	
		CAN'T GET T	HE FIRST NAME	CORRECT										
	2.	PERSNIKITY		REALLY			C 💌	04/07/2008	MA	DAPD	04/07/2008	8:57:10	AM	
		MISPELLED F	IRST NAME											
													]	
## **Employment Verification (VE)**

39 - The Train USD		QSS/OASIS	<u>_ 0 ×</u>
😽 Switch to: 👻 Comments 👻	Deductions 👻 All Posns 👻		
IA			InspectMode ;;
Phone : (650) 555	-1212 Memo:		
Date of Birth : 07/31/1956			
-MGMNI Sala	ry: 0.00		
NOF * Last Chec	sk :		
ERS Annual Contra	ct: 0.00		
YTD Earning	785.00		
Pay Cycle Pay Rate	Start Date End Da	ite FTE Per	Hours Days Per Per Week
Code		Year	Day
		Yr: 2009 Dist: 39 Site	e: 0 4/25/2010 9:50:09 PM
	39 - The Train USD Switch to:  Comments  For a comments  Comment	39 - The Train USD         Switch to: +       Comments +       Deductions +       All Posns +         A       Phone :       (650) 555-1212       Memo:         Date of Birth :       07/31/1956       Memo:         A · MGMNT       Salary :       0.00         NOF *       Last Check :	39 - The Train USD       Q55/0A515         39 - The Train USD       Q55/0A515         39 - Switch to: +       Comments +       Deductions +       All Posns +         A       Phone:       (650) 555-1212       Memo:         Date of Birth:       07/31/1956       Memo:         4 - MGMNT       Salary:       0.00         NOF *       Last Check :

## **Emergency (ME\*)**

🔡 En	nergency	39 - The Train USD		QSS/OASIS	
Eile	e <u>O</u> ptions Wind	ow			
	Save 😭 Save ar	nd Close 📑 Close 🛛 💽 🔽 😺	Switch to: 👻	Comments + Deductions +	All Posns 👻
PER	SNIKITY, REALLIE	001003 xxx-xx-xxxx AB/MA			ChangeMode 🛒
				DAPD	-04/07/2008-08:50:28 🝷 🛒
	Doctor :	HOUSE	Phone:	() Ex:	
	Contact person:	NOTSO PERSNIKITY	Phone:	() Ex:	
	Relationship:	SON	Last physical :	_/_/	
	Spouse name:	DEFINITELY PERSNIKIT	Medication:	TOO MANY TO LIST HEF	E
	Preferred Hospital:		•		
	Insurance Carrier:		✓ Account:		
				Yr: 2009 Dist: 39 Site: 0	4/25/2010 9:50:36 PM 🤢

## Immunizations (ME\*)

🔜 Immunizations	39 - The Train USD	QSS/OAS	IS	
<u>File Options</u> Window				
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Immunization				
Immunization			Expiration Dat	te
► 1 TB - TB TEST			10/01/2010	
		Yr: 2009 Dist: 39 5	iite: 0 4/25/2010	9:50:49 PM 🖽

## Medical (ME\*)

🔛 Medical		39 - The Train USD		QSS/OASIS		<u> </u>
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	Medical					
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				Net 2000 Dict: 201		2010 0.51.11 DM
1				11: 2009 DISC 39	Sice: 0   4/23/	2010 9:51:11 PM .::

## Service Yrs/Units (SK\*)

🔡 Service Yrs/l	Jnits	39 - The Train USD	QSS/OASIS	
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	Years Experience Years Experience Out Years Experience in Inservio Additional Colleg	in State: 06 District: 07 e Units: 1.00 ge Units: 2.00		
			Yr: 2009 Dist: 39 Site: 0	4/25/2010 9:51:37 PM;

## Degrees (SK\*)

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# Skills (SK\*)

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Ы	ERSN	IKITY, REALLIE	)01003 xxx-xx-x	oox AB/MA					ChangeMode:
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		Skill				Awarded	Expires	Туре	
	►	HVAC - HVAC CERT	IFICATION				12/31/2008		
		TY90 - TYPE 90+ W	ORDS PER MINUTO	)	•	01/01/2009			
									F
							Yr	: 2009 Dist: 39 Site: 0	4/25/2010 9:51:58 PM 👉

## **Educational Units (EU)**

🔜 E	ducati	onal Units			39 - The Train USD			QSS/OA	SIS						١×
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PER	PERSNIKITY, REALLIE 001003 xxx-xx-xxxx AB/MA														
	✓ DAPD-04/07/2008-09:58:13 ▼,;;														
A	All Course Duplicate Course														
		Submit Date	Course	Title	College	R	Completed Date	QTR Units	Sem Units	Е	L.	Audit Date	Audit Time & User		
	▶ 1	07/01/2007	RUBY	Learning Ruby	000099 - MENLO COLLEGE	1	08/31/2007		3.00			04/07/2008	09:58:13 by DAPD		
	2	10/01/2007	ADVRUBY	Advanced Ruby	000099 - MENLO COLLEGE	1	11/30/2007		3.00			04/07/2008	09:58:13 by DAPD		
	3	04/01/2008	RRAILS	Ruby and Rails	000099 - MENLO COLLEGE	∥ R	11/30/2007		3.00			04/07/2008	09:58:13 by DAPD		
-	Fotal Ur	nits: 9													
											u	00 Di-L. 00 C		0.50.1 / 55	_

## **Benefits Management**

Benefits Management 39 - The T	ain USD QSS/OASIS 🛄 🛛
File Options Window	
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PERSNIKITY, REALLIE 1074 xxx-xx-1111 id: 5310563999 AB	MA/PR Change
	Show SSN J DAPX-04/05/2013-11:54:57
Employee Information	
Address: 1234 S. MAIN STREETS	Sex: Male Employee Type: FT FULLTIME
SAN MATEO, CA 12345	Cust ID: Bargaining Unit: 04 MG2INT
Age:  56y 8m S:  54y 2m Hm:   (6	0) 555-1212 Wk: ( ) - Rep Code: 02 CLASS
DOB: 07/31/1956 V Hire: 07/01/1998 Rehire: 7	Ann Base: 04/24/5011 🔽 Term: / /
	Job Code: Location:
Start: 7/ The End 7/	
Benefit Information (Active)	
Package: BP - Basic Package	Level E1 - EMPLOYEE PLUS ONE
Elig: 05/01/2000  End: 7 Elec	10/19/2010 ▼ Exit: /_/_/ ▼ Sect 125: ▼ Pri: ▼ COBRA: ▼
FTE rule: AP V L FTE: 0.9063 Alloc	Empe %: 100.00 Empr %: 100.00 M: R:
Sal rule: AP 🔻 L 💌 Sal: 152,000 Wrk 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 Employe	e EE Rule Employer ER Rule Total Ded. Total % Units Increment Rate Posted
▶ BLCR - Blue ▼ El - ▼ 130.	0 L - Locked 🔽 425.00 L - Locked 🔽 555.00 0.00 0.00 0.00 0.00
DELT - 🔽 E1 - 🔽 🗖 0.	10 L - Locked 🗹 69.00 L - Locked 🔽 69.00 0.00 0.00 0.00 0.00
VSP - 💌 E1 - 🔽 🗖 0.	10 L - Locked 🔽 46.00 L - Locked 🔽 46.00 0.00 0.00 0.00 0.00
TEST - ABC E1 - I15.	15 L - Locked 🔽 31.71 L - Locked 💌 47.56 0.00 0.00 0.00 0.00
4	
Employee Totals: 1/15.95 0.00 % Employer Total	571.71 0.00 % Totals 717.56 0.00 %

### **BMG – Dependents Tab**

🤩 Benefits Mar	nagement				39 - The Tra	ain USD				QSS/0/	\SIS									<u>-     ×</u>
File Options	Window	,																		
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															Show SS	in 📝 da	PX-04/	05/201	3-11:54	57 -
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Employee Inf	formation -					_									-					
Address:	1234 S. M.	AIN STREETS							Sex:	Male		Employee Typ	e: FT F	ULLTIME						
	SAN MATI	EO, CA 12345							Cust ID:			Bargaining Un	nit: 04 P	IGMINT						
Age:	56y 8m	S:	54y 2m		Hm: (650	D) 555-	1212	Wk: (	) –		1	Rep Cod	le: 02 0	LASS						
DOB:	07/31/195	56 🔽 Hire:	07/01/1998	3 🗔 F	Rehire: 77		Ann I	Base: 04/2	24/5011	-	Term	r 77			-					
		_					_			_					-					
		Pos:					Jo	ob Code:				Location:								
		Start: 7	/	7	End: 77		Hrs:			FTE:		Total FTI	E:							
Benefit Infor	nation (Activ	ve) ———																		
Packag	je: BP -	Basic Pack	age		•	-	Level:	E1 - 1	EMPLOYEE	PLUS	ONE	•	Ben St	atus: FT	_					
Eli	, ia: 05/01/	2000 <b>-</b> E	nd: 77	•	Elect:	10/19/2	2010 🔽	Exit: 🔽	7	<b>-</b>	Sect 125	Prir		COBBA: 🔽						
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Plan Informat	ion Deper	ndents Custo	mer Informatio	n   Quic	k Change 🗍 C	Comments	Payroll In	formation												
			_																	
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	Na	me	SSN		Gender	Da	te of Birth	Curr Age	Start Age	Depe	endent Code	Start	End	Cobra	A	Other	В	С	D	
► Sor	mewhat Per	snikity	111-22-233	3 F -	Female	10/	/20/1959	53	47	SP -	-	07/01/2007	11/01/201	2 Ý		N	Y	X	N	
Ab	soulutely Pe	rsnikity	333-44-111	1 M -	Male	<b>•</b> 06/	/08/1987	25	20	CH -	Child -	07/01/2007	11/08/201	2 Y		N				
						_			_											
T	otal depend	lents:	2	Active	: (	0	Inactive:		2											

## **BMG – Configure Display**

🐉 Benefits Management	39 - The Train USD	QSS/OASIS	
File Options Window			
Settings   Employee Informat	ion View 🕨 None		
Close F12 🤯 Sort by Code	Ctrl+D Minimal		Change :
Sort by Name	Ctrl+N 🔽 All		Show S5N DAPX-04/05/2013-11:54:57 * .:
Employee Information			
Address: 1234 S. MAIN STREETS		Sex: Male Em	nployee Type: FT FULLTIME
SAN MATEO, CA 12345		Cust ID: Ba	argaining Unit: 04 MCHNT
Age: 56y 8m S: 54y 2m	Hm: (650) 555-1212	Wk: ( ) –	Rep Code: 02 CLASS
DOB: 07/31/1956 V Hire: 07/01/19	98 🔽 Rehire: 📝 / 🔽 🔽 Anr	n Base: 04/24/5011 🔽 Term: 🖊	
		Job Code: Loca	ation:
Start: 7 /	End: // Hrs:	FTE:	Total FTE:

🦫 Benefits Manageme	nt 39 - 1	The Train USD	Q55/0	ASIS			
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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 2	CMNT Rep Code:	02 CLASS		
Package: BP	- Basic Package	<ul> <li>Level</li> </ul>	El - EMPLOYEE PLUS	ONE 🔽	Ben Status: FT		
Elig: 05/0	1/2000 💌 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:		
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# Job History

istory	b History 82 - TESTING DISTRICT #82 QSS/DASIS 💶 🗙									15
Options Wi	ndow									
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02 🚺	- Ac	tive	] - Inactiv	/e						
ob History Sum	mary									Comments
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01 04/1	9/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	test comments1
02 04/0	4/2008			000000	08		00-0000-00	0.0000	0.00	test comments2 test comments3
03 06/3	80/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	test comments4
04 04/1	9/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	
05 01/0	1/1997			000001	08	testing	00-0000-00	0.0000	0.00	
06 01/0	1/1997			000001	08	testing	00-0000-00	1.0000	0.00	
07 04/1	9/2002			131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	
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09 06/3	80/2002		$\square$	131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	
10 04/2	26/2008			000001	08	POSITION 1	00-0000-00	0.0000	0.00	
11 04/2	21/2002			111111	02	TEST POSITION	00-0000-00	0.0000	0.00	
12 04/2	20/2002	7507	TEAT	222222	02	TEST POSITION	00-0000-00	0.0000	0.00	
13 04/1	9/2002	TEST	TEST	131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	
14 04/1	9/2002	TEST	TEST	131070	02	TEACHER-HIGH SCH 1100	10-0005-25	1.0000	0.00	
15 06/3	30/2003			333333	03	test	00-0000-00	0.0000	0.00	
16 04/2	21/2002			111111	02	TEST POSITION	00-0000-00	0.0000	0.00	
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osition Informati	on Placem	ent Inform	ation   Per	rsonnel Informa	ition   Histo	ry Comments   All Comments   Job Su	immary			
							Start	End		
Position:	131070	TE	CHER-H	IGH SCH 11	00	130-F13 09/01/	1993 🔽 📃	<b>_</b>		
Job Cat:	0600	NO	RECORD			NORECORD	FTE: 1.	0000		
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Work Loc:	0130	NO	RECORD			NORECORD FTE	Start: 10/15/	/1979 💌		

# **Quick Label Print**

🦆 Quick Label Print	39 - The Train USD	Q55/OASIS	
File Options			
🛛 為 Print Labels 👌 Print Sample	👌 Print Sample Without Borders 🔎 Preview 🛞	Preview Off 🥂 Close 🎅 💭 🦧 🗛 Arial, 9, Bold 🔳 🚊 🝈 😤	Û
			InspectMode
Label Style: Employe	e Name and Address Labels		
Avery Label Number: Avery 5	160 (3 x 10)		
Labels per Employee: 1	Total Employees: 50 C 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			
		Yr: 2008 Dist: 39 Site: 0 GS: W 4/16/201	2 1:28:15 PM:

# Label Print – Preview...

🐓 Quick Label Print	39 - The Train USD		QSS/OASIS		_ 🗆 ×
File Options					
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Print to Preview done				Inspe	ctMode 🤐
Print to Preview done Label Style: Employed Avery Label Number: Avery 5 Labels per Employee: 1 Copies: 1 Start at Label: 1 Start at Label: 1 Sample Label Employee W. Name 2020 Fineview Blvd. Future City, CA 98765-2020	ee Name and Address Labels 160 (3 x 10) Total Employees: 50 Total Labels: 50 Choose Employee(s) Selected Employee Choose Employee Selected Employees	DOM KADATIE ASTRONUT BRADERONT BRADERONT BAY BARRON LAN BARRON DAPRO BOTTOELU I FONTERONA LAN BOTTOELU I FONTERONA LAN BOTTOELU I FONTERONA LAN BOTTOELU I FONTERONA JEAN CINCO SECONICORNA TEREET BAY FRANCIOCO CON MEDIZ CHAUNCEY & CLEENURJAR 1414 B. 4111 BTRAT MITOWA, CAN BIZ SUBCIDI LINE SING CON SUBCESSION CHAUNCEY & CLEENURJAR 1414 B. 4111 BTRAT MITOWA, CAN BIZ SUBCIDI LINE SUBCIDI LINE SUB	MARCARET ATHERA           COPPERIALLE           COPPERIALLE           Dab SUILDER           RID Conting B1           Lansen, CT 97 405           JOEY CH RCMY           TOR PATRON, CL 94           Deb SUILDER           SUILDER           BARBARY COA 81 VT           BARBARY COA 81 VT           BARBARY COA 81 VT           BARBARY COA 81 VT           DE CARENT ROW, CA R421           DY COLORER           BY CR           DIX SUI, CA 88989	КОРВЕРТ БАРГІ БОСМЕВ 11 СРРПЕСОКЕ БАТЕ 12 РЕГЛЕСОКЕ БАТЕ 14 СРРПЕСОКЕ БАТЕ 267 АЛЕРОДЕ ВИЛЯТЕЛО 267 АЛЕРОДЕ ВИЛИТЕЛО 267 АЛЕРОДЕ ВИЛИТИЛИ 267 АЛЕР	
		] J.J. 000PER В РАДОА, СА 25255 FPED NOLM 687 ТАКОЕR8 LA CRUCA, CA 25644 СКАЛИКСЕЧ Ф. JONEB 2525 # 355 АУЕ	Онавце оямев в Родисиа Онала, а време јевиса в. јасквом та баклата ста са учива, са вена такиа у манаратва вауутеце и у	TAM BANO 200 BLOCK 8.N. LEXNORO, CA 94622 4.06 M J. JACKBON 8.N. BLOLIFFA 8.N. BLOLIFFA 8.N. CLIFFA 8.N. CLIFFA 8.N. CLIFFA 8.N. CLIFFA 101 101 ct 81 wet	
		tan Carlos, CA 94070 molityna-sa dilan 410 Toching Bi Landon, CO 80010 TRU E Paul Bill Amerikan Bitwet Bill Amerikan Bitwet Bill Amerikan Bitwet	ULVER GTY, GA 844444 NOR RBT No Gook Baudit, GA 80000 MIR PEABODY 1 TV LAVE GRAMMEL IBLANDB, GA 90001	931 CARSE, CA F4070 MR NUMBER 021 ANYWERE STREET ANYWERE TOWN, CA 99999 PEPPER PEABODY 1999 E 8406 HILLS DRVE VAL, A 2004 I	
			Yr: 2008 Dist: 39 Site	•: 0 65: W 4/16/2012 1.2	8:24 PM
1			11. 2000 Dist. 39 510		one of the second

# Search Action Log

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I           Search Complete. Records found: 131	nspectMode ,;;
Search Complete. Records found: 131	
Selection Criteria   Results (131)	1
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Effective Date: _/_/ to _/_/_	
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BA Print Flag:	
AF Print Flag:	

# Action Log Search Results

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	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	THIS	605575		6/3/2002	5/8/2007 -
F 001				1	IS				
002	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/8/2007	5/8/2007
	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	000000		5/14/2007	6/8/2007
				1	IS				
004	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/14/2007	5/20/2007
005	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/18/2007	5/20/2007
				1	IS				
006	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/18/2007	5/20/2007
007	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/18/2007	5/20/2007
	000001		1.01		IS	005575		E H 0 10007	E 100 10007
008	000001	SMITH SPIRST		1	IS	600070		5/19/2007	5/20/2007
009	000001	SMITH SFIRST	LG1	LONGEVITY STEP	THIS	605575		5/21/2007	12/31/1899
					IS				
4									Þ

# **Position Control Search**

🔜 Position Control Search	39 - The Train USD	QSS/OASIS	
File Options Window			
🛛 🤝 🐎 🕵 🏈 📥 Close	🖪 💽 💽 📰 🥘 🧏 Switch to: 🗸		
			InspectMode;
Selection Criteria   Results   Tree Vi	ew Fiscal Yea: 08 Control Date: 06/30/2008 Find Resc Y 0bjt S0 Goal Func Account: L 272-2222-22-2227-2222 Sort Flag: Name Open/Filled: Both	: CstCtr Ste Mngr ?-??????-???	InspectMode
		Yr: 2008 Dist: 39 Site: 0 GS: 1	W 1/10/2011 11:57:32 PM

# PC Search Results

	ontrol Search	39 - The Train USD		QSS/OASIS		_
Optic	ons Window	- 37				
84 🙎	👱 🥟 🜁 Close 🛛 💽 💽 🔛 📰 🕻	🗒 🙎 Switch to: 👻				
						InspectM
n Comp	plete. Records found: 81					
ection C	riteria Results (81)   Tree View					
	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*	.51
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*	.51
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
	010-0000-0-2200-00-0000-8200-000000-026-0000	000034	CUSTODIAN-HEAD		*OPEN*	1.0
18					VODELIN	

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

# PC Results – Tree View

🦫 Position Control Search	39 - The Train USD		QSS/OASIS
File Options Window			
🖘 👷 🥵 🏈 📥 Close	💽 💽 💽   🧱 🍔 👷 Switch to: 🗸		
PERSNIKITY, REALLIE 1074 x	хх-хх-1111 id: 5310563999 АВ/МА/PR		InspectMode ;;
Search Complete. Records four Selection Criteria Results (36)	nd: 36 Tree View		.:
	Account Fields		
Tree View Sort: Account	FND3 SO SO	SITE 🗖 Unused 🗖	
Apply Sc	ort RESC GOAL	MGT 🗖 Unused 🗖	
		Unused 🗖 🛛 Unused 🗖	
	овут 🗖 🛛 🛛 sccc 🗖	Unused 🗖 🛛 Unused 🗖	
<ul> <li>010-0000-0-1100-00-</li> <li>010-0000-0-1300-00-</li> <li>010-0000-0-2200-00-</li> <li>010-0000-0-2200-00-</li> <li>010-0000-0-2400-00-</li> <li>010-0000-0-2400-00-</li> <li>010-0000-0-2400-00-</li> <li>020-1100-0-1200-00-</li> <li>060-7393-0-1100-00-</li> <li>060-7393-0-1200-00-</li> <li>060-7395-0-2200-00-</li> <li>080-3310-0-1300-00-</li> <li>130-5310-0-2400-00-</li> <li>215-9010-0-2400-00-</li> </ul>	110 - 1000 - 000000 - 026 - 0000 $0000 - 2700 - 000000 - 026 - 0000$ $0000 - 2700 - 000000 - 026 - 0000$ $0000 - 7500 - 00000 - 026 - 0000$ $0000 - 7150 - 00000 - 100 - 0000$ $1100 - 7150 - 00000 - 100 - 0000$ $1110 - 3110 - 00000 - 400 - 0000$ $1110 - 3110 - 00000 - 026 - 0000$ $1110 - 3110 - 00000 - 026 - 0000$ $1110 - 3110 - 00000 - 015 - 0000$ $1110 - 3110 - 00000 - 026 - 0000$ $1110 - 2420 - 00000 - 015 - 0000$ $5001 - 2100 - 00000 - 400 - 0000$ $0000 - 3700 - 00000 - 900 - 0000$		

# Tree View – Expand Acct(s)

Search Control Search	39 - The 1	'rain USD	Q59	5/OASIS	
Eile Options Window					
🦘 👷 🥵 🥜 者 Close 🛛 🖸	🚺 💽 🔝 📰 🥘 😒 sw	itch to: 👻			
PERSNIKITY, REALLIE 1074 xxx-xx-1	111 id: 5310563999 AB/MA/P	R			InspectMode
Search Complete. Records found: 36 Selection Criteria Results (36) Tree View	, ]				.::
Ture View Certe	Account Fields				
Thee view Sort: Account	FND3 🗖 SO	SITE 🗆	Unused 🗖		
Apply Sort	RESC 🗖 GOAL	. 🗖 мат 🗖	Unused 🗖		
	PRYR 🗖 FUNC	Unused 🗖	Unused 🗖		
	ОВЈТ 🗖 SCCC	Unused 🗖	Unused 🗖		
000006 ADMINISTRATIVE A	SSISTANT 001002	PERSON-SMITH DARRYL	1.	0000 100.00 1.0000 95,04	5.47
	10-000000-015-0000	TROUDLE BEST		0000 100 00 1 0000 73 10	M E0
E- 020-1100-0-1200-00-1110-31	10-000000-026-0000	TROUBLE REAL	1.	0000 100.00 1.0000 73,18	4.08
000024 COUNSELOR	001055	PAIN TRUE	1.	0000 98.96 0.9896 64,69	7.08
- 000024 COUNSELOR	001056	PAIN TRUE	1.	0000 98.96 0.9896 64,69	7.08
- 000024 COUNSELOR	001057	PAIN TRUE	1.	0000 98.96 0.9896 64,69	7.08
000024 COUNSELOR	001006	PAIN TRUE	1.	0000 98.96 0.9896 64,69	7.08
□ 060-7393-0-1100-00-1110-10	00-00000-026-0000				
	SCHOOL 001014	BOTTICELLI DAPINO	1.	0000 1.08 0.0108 65	5.51
	10-000000-026-0000				
- 000024 COUNSELOR	001055	PAIN TRUE	1.	0000 1.04 0.0104 67	9.92
000024 COUNSELOR	001056	PAIN TRUE	1.	0000 1.04 0.0104 67	9.92
000024 COUNSELOR	001057	PAIN TRUE	1.		9.92
000024 COUNSELOR	001006	PAIN TRUE	1.	0000 1.04 0.0104 67	9.92
	20-00000-015-0000	DATM MDUP			
	001033	PHIN TRUE		0/50 100.00 0.0/50 16,13	6.37
000202 tost	00-00000-400-0000	DEDCON DEDI		2750 100 00 0 2750	00
	00-00000-900-0000	FEROON REAL		3130 100.00 0.3130	
000004 ACCOUNT CLERK IT	001054	PAIN TRUE	1	0000 62.50 0.6250 18	1.59
E-215-9010-0-2400-00-0000-85	00-000000-900-0000			100001000000000000000000000000000000000	
000004 ACCOUNT CLERK II	001054	PRIN TRUE	1.	0000 25.00 0.2500 7	2.64

# Tree View – by Position

🦫 Po	sition Contr	ol Search	:	39 - The Train L	ISD		QSS/OASIS			- O ×
Eile	Options	Window								
-	<b>0.0 00</b> (	🔶 🧩 Close 🛛 🔽 🚺	7 🖪 🗖 📖 🧐	Switch to:	•					
	O. 00 .									
PERS	NIKITY, RE	ALLIE 1074 xxx-xx-1	111 id: 5310563999	AB/MA/PR					I	nspectMode 💥
Searc Se	<b>:h Complete</b> lection Criteria	e. Records found: 36   Results (36) Tree View	· ]							.:!
-			Account Fields				٦			
11	ee View Sort:	Position	FND3	so 🗖	SITE 🗖	Unused 🗖				
		Apply Sort	RESC 🗖	GOAL 🗖	мат 🗖	Unused 🗖				
			PBYB 🗖							
-	+ .+			SCCC [						
			UDJI	3000 1	Unused	Unused I				
	010-0	000-0-2200-00-0000	-8200-000000-026-00	00 001053	PAIN TRUE		. 2500	100.00 0.2500	52.05	<u> </u>
E	- 000023 (	COUNSELOR								
	···· 020-1	.100-0-1200-00-1110	-3110-000000-015-00	00 001005	TROUBLE REAL		1.0000	100.00 1.0000	73,184.58	
	000024 (	100-0-1200-00-1110	-3110-000000-026-00	00 001055	PATN TRUE		1 0000	98 96 0 9896	64 697 08	
	020-1	.100-0-1200-00-1110	-3110-000000-026-00	00 001056	PAIN TRUE		1.0000	98.96 0.9896	64,697.08	
	020-1	.100-0-1200-00-1110	-3110-000000-026-00	00 001057	PAIN TRUE		1.0000	98.96 0.9896	64,697.08	
	020-1	100-0-1200-00-1110	-3110-000000-026-00	00 001006	PAIN TRUE		1.0000	98.96 0.9896	64,697.08	
	060-7	393-0-1200-00-1110	-3110-000000-026-00	00 001055	PAIN TRUE		1.0000	1.04 0.0104	679.92	
	- 060-7	393-0-1200-00-1110	-3110-000000-026-00	00 001056	PAIN TRUE		1.0000	1.04 0.0104	679.92	
	060-7	393-0-1200-00-1110	-3110-000000-026-00	00 001057	PAIN TRUE		1.0000	1.04 0.0104	679.92	
	060-7	393-0-1200-00-1110	-3110-000000-026-00	00 001006	PAIN TRUE		1.0000	1.04 0.0104	679.92	
E	000200 1	PRINCIPAL, MIDDLE S	CHOOL							
	010-0	000-0-1100-00-1110	-1000-000000-011-00	00 002002	SMITH JANE A		1.0000	70.00 0.7000	. 00	
	010-0	000-0-1300-00-0000	-2700-000000-026-00	00 002002	SMITH JANE A		1.0000	5.00 0.0500	. 00	
		000-0-1300-00-0000	-2700-000000-026-00	00 002002	SMITH JANE A		1.0000	25.00 0.2500	. 00	
E	000202 1	est								
	···· 080-3	310-0-1300-00-5001	-2100-000000-400-00	00 001000	PERSON REAL		. 3750	100.00 0.3750	. 00	
	- 000300 \$	STOREKEEPER								
	···· 010-0	000-0-2200-00-0000	-7500-000000-600-00	00 001000	PERSON REAL		. 5000	100.00 0.5000	88.64	
E	- 000500 1	TEACHER, MIDDLE SCH	OOL							
	010-0	000-0-1100-00-1110	-1000-000000-026-00	00 001014	BOTTICELLI DAPI	INO	1.0000	98.92 0.9892	60,039.49	
	-060-7	393-0-1100-00-1110	-1000-000000-026-00	00 001014	BOTTICELLI DAPI	INO	1.0000	1.08 0.0108	655.51	<b>.</b>

# Tree View – by Masked Acct

Position Control Search	39 - The Train US	D	QSS/OAS	15	
File Options Window					
🖘 👷 🥵 🥜 🜁 Close 🛛 🖪 🧧	🚺 💽 💽   🥅 🥘   🎭 Switch to: 🤸	•			
PERSNIKITY, REALLIE 1074 xxx-xx-1	111 id: 5310563999 AB/MA/PR				InspectMode
Search Complete. Records found: 36 Selection Criteria Results (36) Tree View	1				.:i
Tree View Sort: Masked Account	Account Fields		_		
Apply Sort	FND31 SUT	SILE M Unused I			
Apply Solt	RESC GOAL L	MGT 🗹 Unused I			
	PRYR 🗖 FUNC 🗖	Unused 🗖 🛛 Unused I			
	OBJT 🗖 🛛 SCCC 🗖	Unused 🗖 🛛 Unused 🛛			
060-7393-0-1200-00-1110-	-3110-000000-026-0000 000024 CDD	NSELOR	001056	PATN TRUE	
060-7393-0-1200-00-1110-	-3110-000000-026-0000 000024 COV	NSELOR	001057	PAIN TRUE	:
060-7393-0-1200-00-1110-	-3110-000000-026-0000 000024 COV	NSELOR	001006	PAIN TRUE	:
	XX-XXXXXX-100-0000				
010-0000-0-2400-00-0000-	-7150-000000-100-0000 000008 ADM	IN ASSISTANT, SUPERINTENDEN	T 002001	ATHENA MARGARET	:
010-0000-0-2400-00-0000-	-7150-000000-100-0000 000008 ADM	IN ASSISTANT, SUPERINTENDEN	TT 001054	PAIN TRUE	
			004054		
	-3110-000000-400-0000 000006 ADM -2110-000000-400-0000 000006 ADM	INISTRATIVE ASSISTANT	001002	PRIN TRUE DEDCON_CUTTU DADBYT	
080-3310-0-1300-00-5001	-2100-000000-400-0000 000000 ADA	the second second	001002	PERSON FEBL	· · ·
	XX-XXXXX-500-0000	~	001000		
010-0000-0-2400-00-0000-	-7200-000000-500-0000 000007 ADM	IN ASSISTANT, BUSINESS	002001	ATHENA MARGARET	:
	-7200-000000-500-0000 000007 ADM	IN ASSISTANT, BUSINESS	002001	ATHENA MARGARET	:
	-7200-000000-500-0000 000002 ACC	DUNT CLERK II	001023	JACKSON JESSICA D	:
	-7200-000000-500-0000 000001 pdm	VACT CLERK II	001023	JACKSON JESSICA D	
	-7200-000000-500-0000 000001 pdm	VACT CLERK II	001023	JACKSON JESSICA D	
010-0000-0-2400-00-0000-	-7200-000000-500-0000 000004 ACC	DUNT CLERK II	001054	PRIN TRUE	:
	XX-XXXXXX-600-0000				
010-0000-0-2200-00-0000-	-7500-000000-600-0000 000300 STO	REKEEPER	001000	PERSON REAL	
	XX-XXXXXX-900-0000				
130-5310-0-2400-00-0000	-3700-000000-900-0000 000004 ACC	DUNT CLERK II	001054	PAIN TRUE	:
215-9010-0-2400-00-0000-	-8500-000000-900-0000 000004 ACC	DUNT CLERK II	001054	PAIN TRUE	· · · · · · · · · · · · · · · · · · ·
•					•

## Data Form Lookup (Ctl-T Toggles)

😓 Demographic		39 - The Train	USD		QSS/OASIS		
File Options Na	Vigation Window	id: 5310563999 AE	B/MA/PR				ChangeMode
	🔺 🖪 💽 🕻	💶 🤝 🥘 😓	witch to: 👻 Con	iments 👻 All Posns	✓ Prime Posn ✓	W4 Data 👻	
						Show SSN 🗸	DEA1-12/05/2012-12:17:03
Title Last N	lame F	irst Name I. REALLIE	Preferred SNIKSTE	R Name Hi	story *		
Mailing Address : City : Hm :	1234 S. File Op SAN MATE (650) 55	iloyee by Name/ID tions				×	- T: 🔽
Work email : Home email :	jeffv@qs Please	enter Employee ID : 0R 0R er Employee Name : 1				::: •	
Resident Address : City :		State : MT 💌	ZIP:				
Hire :	07/01/1998	Rehire :		Original Hire : 0	7/01/1997	Date of	Birth : 07/31/1956
Long base :		Ann base : 04/24,	/5011	TB Ex:	3/01/2015	Evaluation	due :
Fingerprint :	04/12/2000 Z	Seniority : 04/24,	/5011	Prev Seniority :		1	Misc: 07/01/2007
Type :	FT - FULLTIME	Group :	Gender: M	19:		Bargaining	g unit : 04 - MGMNT 💌
Ethnicity :	PI - PACISLND 💌	Rep code : 02 -	CLASS 🔻	Citizen : 🛛 🛛	IS - USA	•	
Hispanic/Latino :	🔽 Race: 100 - AJ	/AN 🔽 201	- CHINESE	▼ 301 - HAWAI	IAN 🔻 206	- LAOTIAN	600 - BLAFRAME 🔻
Ethnic/Race :	<b>•</b>	Disable	d: □ Lang1: □CA -	Veteran: 🗖 CANADIAN 💌 L	#Dep .ang2: GE - (	endents: 0 GERMAN 💌 Lar	Fringe : 🔽 Loyalty : 🗹 ng 3 : SP - SPANISH 💌

## **Data Form Lookup – Name Search**

🔡 Ge	t Emp	oloyee by Name/ID			×
File	Ор	tions			
20	9	🕗 📑 📖			
4 emp	ploye	e(s) found.			.::
P	lease	enter Employee ID :		•	
		OR		_	
Pleas	se ente	er Employee Name : smith	1@		
Pr	ess[C	Ctrl+R] or Double-click or	n a row to select the high	lighted employee)	_
			Name		
		SMITH, BARBARELLA			
		SMITH, JANE A			
	9	SMITH, JO ANNE E			
		SMITH, SAM S			
L					
					//

## **Data Form Grid Navigation Options**

🦫 Dei	mographi	c	39	- The Train USD	Q55/0A5		×
File	Options	Navigation Window					
	🔒 Sa	ve and Stay	F9	📁 👷 Switch to: 👻 Cor	mments 👻 All Posns 👻 Prime Posn	· → W4 Data →	
SMIT	🔓 🔂 Saʻ	ve and Close	Ctrl+F9			ChangeMed	_ ,
30111	- 🕎 Sa	ve and Next Employee	F10			Cham CEN DADY 00/15/2012 10:22:4	•
	😭 Sar	ve and Get Employee	Ctrl+F10			5110W 5511 V DAFA-05/13/2012-10.53.4	L .::
1	Soi	rt by Code	Ctrl+D	I. Preferred			
	Sol	rt by Name	Ctrl+N	LA	Name History		
	Eir	st Employee	Shift+E5				4
. N	A 🚺 Pre	vious Employee	E5		Restrict		
	Ne	xt Employee	F6				
	Las	st Employee	Shift+F6				
	🧓 Ge	t Employee	F7	Restrict Wrk : (000)	- Ex: T:	▼ Oth: (000) - T: ▼	
		highlight Required Fields	Chrite				
	Dri	nigriligni Required Fields	E11				
	3						4
Ba	eident Addr	aco :					
		oss. [					
		Lity:	State				
	н	lire: 01/01/2000	Rehi	re:	Original Hire :	Date of Birth : 07/04/1965	
	Long ba	ise :	Ann bas	se:	TB Ex:	Evaluation due :	
	Fingerp	rint :	Seniori	ity :	Prev Seniority :	Misc :	
	- · 			n Candara 🗖			
	i y	pe. pi - SOB-CERI		ap. Cender. F		Bargaining unit :	
	Ethnic	city : WH - WHITE	Rep coord	de:	Citizen :	<b>•</b>	
Hi	spanic/Lati	no: 🗖 Race:		•	•	<b>_</b>	
	Ethnic/Ra	ce:	•	Disabled :	Veteran : 🗖 🛛 🗰 # D	Dependents: 0 Fringe: Loyalty:	
		,	-	Lang 1 :	▼ Lang 2:	Lang 3:	
				cong r .			

## **Absence Tracking Module**

🎥 HR Absence Tracking					39 - (	255 DEMONST	RATIO	IN DI	5TRICT					QSS/OASIS	
File Options Help+Video															
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															Lookup
© SSN © Ext Ref ( 39	) Name	Inc 001074 PERSNI	clude T xxx-xx- <sup>-</sup> KITY, F	erminated 1111 IEALLIE	<b>V</b>			Hired:	07/01/1998	Longe	vity Base:		Termin	ated:	1
								uick	View —						
Membership: 11/21/2007	00079	End:		_					Select C All		Dis	play:	<ul> <li>Detail</li> </ul>	<ul> <li>Summary</li> </ul>	
Leave Base:	Ser	vice Years: 🕅	4 {07/0	171998 H	ire}			6	Recent Tra	insactions		L			
Leave Status: Active employee	00.	Start:	. (0110		,			0	From Date		Units Fo	rmat:	O Database	e 💿 Balance	
Hours/Day:		Return:						0	Previous D	ays					
Days/Year:	eave Group	Pay Rate:	2	5.00				C Reason Code Number of transac				ctions: 20			
Months/Year:	Employee	Pay Rate:		I	Freeze	Pay Rate: 🔽		C	) Absence B	ucket		Disp	olay most recer	nt detail first? 🔽	
Balance As Of: 7	/	✓ Refres	h								20 records l	isted			]
Leave Balar	ce Ove	r Acc Hours	Calc	FTE	Prob	Prob End		Seq	Reason	Ly Group	Units	Туре	Date	Remark	Audit 🔺
► VACATION	0.00 N	200.04	AP	1.0000	N		•	0033	SICK LV	AV ADM12/8V	-8.00 המתחתחת א	н	01/09/2012	Training	01/11/2012
SICK LEAVE	8.25 N	96.00	AP	1.0000	N		_	0032	2 5	AV	-8.00	н	10/03/2011		10/18/2011
PERSONAL NECESSITY	0.00 N	56.00	AP	1.0000	N		-	0031	SICKLV	ADM12/8V	-8 00	н	09/29/2011		10/18/2011
DIFFERENTIAL SICK LEAVE	0.00 N	800.00	AP	1.0000	N		_		SICK LV	ADM12/8V	nYnnnnnnn		0372372011		10,10,2011
COMPENSATORY TIME	0.00 N	0.00		1.0000	N			0030	ISTORIN	AV ADM12/8V	-1.00	н	01/13/2011	TEST QUICK	01/12/2011
INDUSTRIAL LEAVE	0.00 N	480.00	AP	1.0000	N		-	0029	5	AV	-0.50	Н	01/12/2011	FOR TRNING	01/12/2011
FLOATING HOLIDAY	0.00 N	8.00	AP	1.0000	N		_	00000		ADM12/8V			01/11/2011	FOR TRAINING	01/10/2011
DAY OF CHOICE	0.00 N	16.00	AP	1.0000	N			0028		AV ADM12/8V	-0.10 nYnnnnnn	н	01/11/2011		01/12/2011
								0027	SICK LV	AV ADM12/8V	-1.90 nYnnnnnn	н	01/08/2011	CORRECT BULK	01/10/2011 01/12/2011

## **JH: STD vs ENH Position Control**



Thange - Position Cr	ntl Bonus (	odes 39	QSS DEMON	STRATION DIS	STRICT (	QSS/OASIS	<u>- 🗆 ×</u>
Options							
		I 💽 🔽 🛛	3				
No bonus codes found							Change
			C	ode: 08 : SSDE	G 💌		
Year: 🖸	)8	Code Valu	ie: SSDEG				
Name: 🛛	EGREE FR	OM SALARY SCHE	DULE		Abbr:	DEGREE	
Type: Degree b	ased or 💌	D-P Flag: Dollar	-	Rule:	Bonus Clas	ss: Degree	•
Prorate:	- I	Jse FTE: 🕅	Use in PPHIS1	7/Hr Calc:		Additiona	al
Payroll Load: Amo	unt showr	<ul> <li>Load Pay Type</li> </ul>	е:		•	Percent PerDiem	
		Default Payroll Bor	ius Code: SSI	DEG		Longevit Degree Other	y
Level	Amount	Bonus Code		Leve	I Amo	ount Bonus	Code

#### **JH: Create History**

🔛 Create Job History Records ( JH0900 )	. 🗆 🛛
File Options	
🛛 🕞 🤌 🧶 🗒 📥	
	:
Report Title	
Load Data from Positions Active during Fiscal Year: Load Type: Full Data Load	
Print Job History Detail: SSN Masking O Recreate R = ExtRef	
Pay Group: Pay Group:	
Control group : Control group	
Yr: 2008 Dist: 39 Site: 0 GS: W 4/26/2011 1:23:3	5 PM 🤢

## **JH: Defining Report Formats**

🛃 Job History - Define Report Forr	nats												l×
File Options													
E À 🕨 🧀 🗐 🔫													
· 🔽 📂 "?! 🗸 🖉 🛄													
													:
Ecreat ID:	EMT02	-					Cine	122	-				
romacib. j	FM102						oize:	132	<u> </u>				
🚰 Copy From: 🛛		of	district:			~	Type:	Employee	-				
Description:	TESTING	: 02/01	)	,	_	Desetivate thi	in formati	No					
Description.	TESTING	1 02703	)			Deactivate th	is tonnat.	ואט	<u> </u>				
Field Name	Size	Туре											
001 - literal	01	x		Add									1
002 - (space)	01	х			Field #	Field Name	Title/Lite	ral Lin	e Size	Date Div	Justificatio	n  1	
003 - \$ (dollar sign)	01	х		Den 1	012	Last Name	LAST NA	ME D1	20	-		-	
004 - * (percent sign) 005 - (comme)	01	x		Remove	002	(space)		D1	01	-		Ţ.	
006 - * (asterisk)	01	x			010	(opaco)	FIDGT N		10				
007 - ( (left parenthesis)	01	х			013	First Name	FIRST N.	AME DI	12				
008 - ) (right parenthesis	01	x			002	(space)		D1	01	-			
009 (nyphen) 010 - (underline)	01	x			015	Social Security #	SSN	D1	12	-		-	
011 - = (equal sign)	01	x			002	[space]		D1	01				
012 - Last Name	20	х			002		000		01		1		
013 - First Name	12	x			026	Position #	PUS	וט	06	•			
014 - Middle Initial 015 - Social Security #	10	X M			002	(space)		D1	01	•			
016 - Employee Type	02	x			017	Bargaining Unit	BU	D1	02	•		-	
017 - Bargaining Unit	02	Ν			002	(space)		D1	01	-			
018 - Report Code	02	N			002	(space)		-	01	-			
019 - Report Code Name 020 - Deport Code Abbr	30	×			034	Job Category Code #	JOB CAT	D1	09	<u> </u>	Right		
021 - Contract Type	02	x			002	(space)		D1	01	-		-	
022 - Fiscal Year	02	N			037	Job Code #	JOB COD	E D1	10	•	Center	<b>_</b>	
023 - Effective Date	08	D			002	(appea)		- D1	01				
024 - Hire Date	08	D			002	(space)			01	•		-	
026 - Position #	06	N			040	Work Location Code #	LOC	D1	04	•			
027 - Position Name	30	х								-			
028 - Position Name Abbr.	08	х								•		Ţ	
029 - Position Start 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											
036 - Job Category Name	08	x	<b>_</b>										-
,			_									<b>T</b>	_

## **JH: Request History Report**

🔡 Req	juest History Repo	rt ( JH0100 )		×
File	Options			
	🖻 🥟 😼 🌉	] 🛃		
				.::
		Report Title		
		Format ID:		
		Report For:	EMT82 - TESTING 82/03	
		From Year:	IRVT - irvt To Year.	
		Date From:	IRVISS - Cest Change	
	Include Terminate	d Employees:	IRVTS - irvt IRVTS2 - test no field	
	s	SN:	IRVTST - test error	
	Posil	tions:		
	🚰 Bargaining	unit : 📃 📔		
	Job cate	gory :		
	🚰 🛛 Job c	ode :		
	🚰 🛛 Work loca	ation :		
	🚰 🛛 Pay G	iroup:		
	Control gr	roup :		

# BMG: Benefit Information Listing (BM0200)

🛃 Rec	uest Benefits Informa	ation Listing (BM0200)	
File	Options		
	📂 🥟 😼 🥃 🗖	<b>*</b>	
			:
	Report Selections Sel	ect Employees	1
	Report Litie		
	Sort by		
	Bargaining Unit	Report Code	
	Package Code	Benefit Status	
	Plan Code/Level		
	Select Plan Code	Select Level Code 🕙	
	Plan Range		
	Vendor Numbers		
	Date of Birth		
	Section 125	Primary Cobra 💌	
	M Flag	D Flag	
	Active/Inactive	Both	
	Not Posted		
	Print Comments		
			_
		Yr: 2004 Dist: 07 Site: 1 G5: W 4/13/2011 10:32:	21 AM .::

139

## **BMG: Dependents Report (BM0220)**

🔛 Req	uest Dependents Report	: ( BM0220 )			×
File	Options				
	🖻 🥟 😼 🥘 💕				
					:
	Report Selections Select	Employees			
	Report Title				
	Sort by	Bargaining Unit and then Employee Name			
	Dependent Sort	Name			
	🚰 Bargaining Unit	Report Code			
	Benefit Status				
	Plan Code/Level				
	Select Plan Code	Select Plan Level Code			
	🕙 Plan Range				
	Vendor Numbers				
	Plan Cutoff Date	11/24/2008			
	Section 125	Cobra 🔽 Other 🔽			
	M Flag	D Flag			
	Active/Inactive	Both			
	Age Greater Than	as of date range 11/24/2008 - 11/24/200	8 💌		
	Pependent Codes				
	_	Include			
	Print Comments	<b>•</b>			
	Print Address and Phone				
			Yr: 2004 Dist: 07 Site: 1 GS: W	4/13/2011 10:59:04 AM	1

## **BMG: Recalculate Benefits (BM0850)**

<mark> R</mark> eq	uest Benefit Recalculation (BM0850)	<u>- 0 ×</u>
File	Options	
	📂 🧇 📴 🗮 📑	
		.::
	Report Selections	- 1
	Report Title:	
	Sort by: Bargaining Unit	
	Run Mode: Report Only	
	Update Locked FTE's: 🔽 Locked Salary: 🔽 Position Control Year:	
	Update Locked Amounts - Employee: 🔽 Employer : 🔽	
	Start Date: 11/24/2008	
	Benefit Status Benefit Status	
	Package/Level Code / / / / / / / / / /	
	Select Package Code 🕙 Select Package Level Code	
	Plan Code/Level / / / / / / / / / / / / / / / / / / /	
	Select Plan Code 🌁 Select Plan Level Code 🌁	
	Plan Range -	
	Vendor Numbers:	
	All Plans Posted:  Section 125:  Primary:  Cobra:	
	M Flag: D Flag:	
	Yr: 2004 Dist: 07 Site: 1 G5: W 4/13/2011 11:21:	49 AM 🔡

# BMG: Update Deductions from (BM0900)

🔡 Requ	est Update Deductions from Benefits I	lanagement (BM0900)	- D ×
File	Options		
i 🔒 🏿	🦻 🥟 😼 🍔 📥		
			.::
	Report Selections Employee Selection	Deduction Selection	
	Report Title	e:	
	Sort by	r: Employee Name	
	Run Mode	: Report Only	
	Show Changes Only	: 🗹	
	Include Non-BM Deductions	: 🗹	
	Yea	n 📃	
	Date:		
	Orphaned Deductions Option	: Leave Unchanged	
	Write Pay Deductions with Zero Amoun	t 🔽	
		Yr: 2004 Dist: 07 Site: 1 GS: W 4/13/2011 11:2	3:50 AM .;;

## **HR Report/Job Selector**

8.	HR R	eport/Job 9	Selector 39 - QSS DEI	MONSTRATION DIST	RICT QSS/OASIS						
Fil	e Opt	ions Help+V	ideo								
I,	🔒 📂 🚱 🖣 🗙 📰 🚺 🖸 🗋 🖉 🖽 🥘										
-		· · <del>· ·</del> ·									
	Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Joh										
			exange [ _ield beleaten ] Employ			1					
	Θs	how Reports	C Show Jobs	Category:	•						
Ľ											
	ID	Name	Description	Category		<u>~</u>					
_	001	PRS010ST	Employee address listing	PER							
_	002	PRS020ST	Employee address and birth date listing	PER							
_	003	PRS110ST	Employee list with job code and work locatio	n PER							
_	004	PRS112ST	Employee list (PRS110 format) with birth dat	te PER							
	005	PRS114ST	Employee list (PRS110 format) with Eval due	e date 🛛 PER							
	006	PRS111ST	Employee list (PRS110 format) with hire date	e PER							
E	007	PRS115ST	Employee list (PRS110 format) + longevity b	ase dte PER							
	008	PRS113ST	Employee list (PRS110 format) with TB-exp.	date PER							
	009	PRS116ST	Employee list with TB-exp.date and Hire dat	e PER							
	010	PRS117ST	Employee list (PRS110 fmt) with Sen dt & P-	Sen. dt PER							
	011	PRS118ST	Employee list (PRS110 format) with Misc. da	te PER							
	012	PRS119ST	Employee list (PRS110 format) Fingerprt dat	a PER							
	013	PRS170ST	Employee Directory (honors restriction flag)	PER							
	014	PRS190ST	Employee Salary Schedule list (Contract scre	een) PER							
	015	PRS160ST	Employee Directory showing work phone ex	t. PER							
	016	PRS040ST	Affirmative action report	PER							
	017	PRS050ST	Employee age and length of employment list	PER							
	018	PRS140ST	Employees with contract amount and work k	ocation PER							
	019	PRS030ST	Employee hire date - hours/days per week li	sting PER							
	020	PRS035ST	Employee hrs/day, months/year list with pla	cement PER							
	021	PRS070ST	Employee Pay Schedule listing with job title	PER							
	022	PRS060ST	Retirement Projection Survey	PER							
	023	PRS130ST	County wide employee listing showing repor	t code. PER							
	024	PRS180ST	County Wide employee address and retirem	ent list PER							
	025	PRS150ST	Basic Personnel report (1 page per employe	e) PER		~					

#### **HR Downloader**

🕏 Personnel Downloader			39 - QSS DEMO	NSTR	ATION	DIST	RICT		QSS/OASIS	
Eile Options Help+Video										
🗐 🥵 🔈 🍋 👍	🗙 🔎 🏠 🖬 🛙			D.	🔭 (	20				
Select Download			Der	unlaad	VGlabal	Eista Cataakiaa				
<u>Select Download</u>			00	whiteau	ruiobai	<u>r</u> iela selección				
Definition: DAP001 Total Length: 91 # Fields Output: 6										
Category	Field	🖂 Uu	itput							
All fields	Address, city	*	Field	Len	Туре	Out	OP	From	То	
MA Screen Data	Address, state Address, street	1	Employee ExtRef	06	Num	Yes				
Demographic Dates	Address, ZIP + 4	_	Emp name, last	20	Char	Yes				
EC Screen Data	CO/Comment Date		Emp name, first	12	Char	Yes				
Position Control/PO Position Control/PO	CO/Comment Seq#		Bargaining unit	02	Num	Yes				
Payroll Data (All)	E-MAIL (home)		Barg unit name	30	Char	Yes				
Benefits Management New Benefits Mat	E-MAIL (work) Emp name (EML)		Birth date	08	Date	Yes				
Cred/Subject/SK	Emp name (LFM)		Employee type	02	Char	No	EQ	FT		
Degree Data	Emp name, last									
EU Screen Data ME Screen Data	Emp name, middle									
TS Screen Data	Employee ExtRef									
I E Screen Data SK Screen Data	Gender Home phone									
LV Screen Data	Home phone type									
Application Data	SEID (CA) flag=*									
PD Screen Data	SSN									
Absence Transactions	Work phone									
Employee Comments W/4 Screen Data	Work phone type									
Race/Ethnic Data										
Payroll/DD Data PB Screen Data										
1	1									
#### HR Downloader – Data...

OFDPDAPX.PPDNLD39

þ	ptions				
Ì					
	Hire date	Employee ExtRef	Emp name, last	Emp name, first	E-MAIL (home)
Þ	04/24/2000	001003	"PERSNIKITY"	"REALLIE"	
	04/24/2000	001000	"PERSON"	"REAL"	"auchshorteremail@somedomain.com"
	04/24/2000	001002	"PERSON-SMITH"	"DARRYL"	
	04/24/2000	001001	"WASH JR."	"JAMES"	
	04/01/2008	001004	"PERCOX"	"DEWAYNE"	
	04/24/2000	001005	"TROUBLE"	"REAL"	
	01/24/2000	001006	"PAIN"	"TRUE"	
	03/09/2007	001007	"TESTER"	"IMA"	
	04/01/2010	001008	"CLEANER"	"IMA"	
	10/01/2008	001009	"TEECHUR"	"YURA"	
	01/01/2010	001010	"FERNDOCK"	"AVERY"	
	04/30/2010	001011	"EMPLOYEE"	"AMAZING"	н н
	02/02/1986	001012	"PREFECT"	"FORD"	пп

# Projection Reports/Processes Common Dataforms

Salary Projection Report		
<u>File</u> <u>Options</u>		
🔚 📂 🧈 😼 🖬 🖬 💽 🔄 🧕		
Main* Additional Selection Account Selection Report Parameters		
Projection For Year: 08		
Use Schedules For Year: 08		
Use Employee Records Year: 08		
Do Step Advancement:		
Selection: All Schedules		
Percentage: 0.0000		
		, i i i i i i i i i i i i i i i i i i i
	Yr:2008 Dist:39 Site:1	4/11/2011 8:31 PM

# Projection Reports/Processes Common Dataforms (cont.)

Salary Projection Report File Options					
🔚 📂 🧈 👺 🖸 🖬 💽					
Main"   Additional Selection   Account Selection	Report Parameters				
	Projection For Year: 09				
	Use Schedules For Year: 09				
	Use Schedules For Fear, 00				
	De Step Aduppement:				
	Percentage: 0.0000				
Select Bargaining Units 01 UNION DISTRICT EDU. ASSN		Line	Barg Unit	% Proj	
02 CLASSIFIED SCHOOL EMPLOYEES 03 CONFIDENTIAL/SUPERVISOBY	Percentage: 0.0000	▶ 1			
04 MANAGEMENT 05 NO LINIT	Add 1	2			
	Auu	3		+	
		5			
		6			
		7			
		8			
		9			
		10			
		12			<b>_</b>
			1		
		Y	r:2008 Dist:39	Site:1   4/11/2	2011 8:32 PM

# Projection Reports/Processes Common Dataforms (cont.)

Salary Projection Report		
Main* Additional Selection Account Selection Report Parameters		/_
Desire Verse 100		
Do Step Advancement:		
Percentage: 0.0000		
- Select Salary Schedules		
01-00 test Production Schedules Only?	Line Schedule % Proj	- I
02-00 TESTING 03-00 testing for leanne Percentage: 0.0000	1	
09-00 test testing Add	3	
11-00 CUNSELORS Remove	4	
12-00 PSYCHOLDGISTS	5	
21-00 CLASSIFIED 180 WORK DAYS	5	
	7	
31-00 CONFIDENTIAL	9	
33-00 33-00	10	
41-00 MANAGEMENT 214 DAYS 42-00 CERTIFICATED MGMNT 221 DAYS	11	
43-UU CLASSIFIED MANAGEMENT 221 DA	12	-
	Yr:2008 Dist:39 Site:1 4/11/2011 8:3	33 PM 🥢

## Salary Projection Report Parameters

Salary Projection Repo	ort					_	
File Options							
🔒 🤌 🛷 😽		🚺 💽 🔝 🚺					
Main* Additional Selection	n Aco	count Selection Report P	arameters				
		F	eport Title:				
		Total FTE for Positions	Active On:	04/11	/2011 👻		
		Exclude Open Positio	ons Prior To:	17	•		
		R	eport Type:	Sort S	eq./Name (Abbr)	V	
		SS	N Masking:			<b>•</b>	
<b>M</b>	#	Sort Sequence	Page	#	Sort Sequence	Page	
<u> </u>	1			2			
	3			4			
	5			6			
	7			8			
	9			10			
	11			12			
	13						
- Optional Bonus							
Additional:		•	Percent		▼	Per Diem:	
Longevity:		•	Degree:		<b>•</b>	Other:	
Optional Selecti	on						
SSN	4	·	S	sn 🗖	-	SSN	
422	1		S	sn 🗖			

8 Dist:39 Site:1 4/11/2011 8:35 PM // 149

## **Benefit Projection Report Parameters**

Benefit Projection Report									_ 🗆 🗙
<u>File</u> Options									
🔚 📂 🥟 😼 🗖									
Main Additional Selection Accou	Int Selection Repo	ort Parameters							,
· · · · ·									
		Report Title:					1		
	Re	port Format:	, By Accour	nt	•				
	SS	SN Masking:							
Т	otal FTE for Position	s Active On:	04/11/201	11					
	Object Sur	nmaru Level:	St	art on a i	new page:				
	Ben Class	Opt. Selec	tion	Col	Ben Class	Opt.	Selection		
▶ 1				2		-			
3				4					
5				6					
7				8					
9				10					
				12		<u> </u>			
M 1	# Sort Seque	nce	Page	#	Sort Sequence		Page		
• 1				2					
	•			4					
	,			8					
	•								
Optional Selection									
SSN		SSN				SS	N 🛛		
SSN		SSN							
						Yr:2	008 Dist:39 Site	e:1 4/11/2011	8:37 PM

### Scattergram Projection Report Parameters

📄 Scattergram Repo	rt	
File Options		
틙 🦻 🧽 😽	7 🔽 🔇 🕞 🔄 🤵	
Main <sup>®</sup> Additional Sole		
Main   Additional Sele		
	Report Title:	
	Total FTE for Positions Active On: 07/01/2007 🚽 Include Open: 🗖	
	Hire Date Range: 7 / - 7 / - 7	
	Print Salary: 🔽 Print Benefits: 🔽 Print FTE: 🔽 Base pay Only: 🗖	
	Select Restrictions: Combined	
	Restrict On:	
	Detail Report by Account: DPEB/GASB Breakout: Benefit classes:	
	Detail Report by Account: DPEB/GASB Breakout: Benefit classes:	
	Valid Benefit Classes	
	01/STRS 02/PERS 03/FICA 04/H/W 05/SUI	
	06/WCOMP 08/PERS B/O 09/MEDICARE 11/CASH-OUT 12/PERS RLR 13/PERS-LS 19/PARS	

Yr:2008 Dist:39 Site:1 4/11/2011 8:41 PM // 151

#### **Create Budget Transfers Job Parameters**

					_
	Report Ti	tle:			
	Run Mo	de: Proof Report Or	nly 💌	I	
	Compute Opti	on: Salaries Only	•	I	
Steet Benefits To Project	PERS I		HAVE	SULE	
-					
	PERS B/O				
				· · ·	
PARS 🔽			Г	Г	
	Rounding R	ule: None			
	Difference Thresh	old: 0.00			
	Posting D	ate: 04/11/2011	Description		
Ma	ximum Detail Lines per	BI: 120			
Ap Cropto Now P	proved/Unapproved F	ag: Unapproved	•		
Cleate New D	Create Balanced B	BT's 🔽			
Objec	et to Balance Transact	ion: 9790	FUND BALANCE		
	Ren Acots if not Project	, ted: 🗖			

## **HR Utilities**

👍 HR Utilities 39 - The Train USD QSS/OASIS	
File Help+Video	
	:
<ul> <li>HR Option / Setup</li> <li>Maintain PROG-OPTION (OPUPDT)</li> <li>Maintain User PROG-OPTION</li> <li>Maintain District CL Definitions (PFUPDT)</li> </ul>	
<ul> <li>Payroll Setup / Control</li> <li>Payroll Locking (PCUPDT)</li> <li>Maintain Report Sort Order (PSCUPD)</li> </ul>	
<ul> <li>Special Functions</li> <li>Copy / Mass Change Pay Schedules</li> <li>Copy Position Control Bonus Codes</li> </ul>	
Copy Payroll Bonus Codes Copy Work Calendars Import Federal Tax Tables	
Import California Tax Tables Import Utah Tax Tables	

# **Copy Position Control Bonus Codes**

🜲 Copy Position Control Bonus Codes		39 - The T	rain USD	QSS/OASIS		
File Options						
듺 Save 宿 Save and Close 🧨 Close 🕅 🧾						
						.:
From FY: 200 To FY: 200	08 🔽		Sing	gle District : 39 ▼ Add Remove ict Range : Add Remove Add All Remove All		
🤔 Merge data, don't overwrite duplicates  🖻 Merge d	lata, overwrite dup	licates 😽 Replac	e All 👔 Clear Op	tion	1	
District	FY 2008 Count	FY 2009 Count	Duplicate Count	Option	Lookup	Lookup
▶ 39 - The Train USD	12	3	2	No сору 💌	Duplicates	A11

## **Lookup Data for District**

🂓 Cop	oy Position Co	ntrol Bonus (	Codes		QSS/OASIS							
File	File Options											
×c	ose 🔳 🧱	2										
	1	P										
<b>⊢</b> 39 ·	The Train USD											
	FY 2008	FY 2009	Comparison		Code	Name	Туре	D/P	Rule	Bonus Class	Prorate	Use FTE
	$\checkmark$			<b>`</b>	MANPCT	MANUAL PCT BONUS	Manual	Percent		Other	No	Yes
	$\checkmark$	X		<b>\$</b>	LG	TESTING LG	Longevity			Longevity	No	No
		X		<b>\$</b>	TEST10	TEST10 FOR DAP	Manual	Dollar		Additional	No	No
	$\checkmark$	X		<b>%</b>	TEST01	TESTING	Manual	Dollar			No	Yes
	$\checkmark$	X		<b>%</b>	DEGGJP	DEGREE TYPE - POS CTL	Degree-based	Dollar	All Bonuses	Degree	No	No
	$\checkmark$	X		<b>%</b>	TESTLG	TESTING LG BONUS	Longevity			Longevity	No	No
	$\checkmark$	X		<b>%</b>	SDCRSP	SPECIAL ED POSITION BONUS	Fixed	Dollar		Additional	No	Yes
	$\checkmark$	$\checkmark$	Different	<b>%</b>	VAC15	PD IN LIEU OF VACATION	Per-Diem			PerDiem	No	No
	$\checkmark$	X		<b>%</b>	DPTSTP	DEPARTMENT HEAD STIPEND	Fixed	Dollar		Additional	No	Yes
	$\checkmark$	X		<b>%</b>	PDMVAC	PER DIEM IN LIEU OF VACATION	Per-Diem			PerDiem	No	No
	$\checkmark$	$\checkmark$	Different	<b>%</b>	SSDEG	DEGREE FROM SALARY SCHEDULE	Degree			Degree	No	No
	$\checkmark$	X		<b>\$</b>	MANDLR	MANUAL DOLLAR BONUS	Manual	Dollar		Additional	No	Yes
		$\checkmark$		<b>%</b>	SSLONG	SS BASED LONGEVITY BONUS	Longevity			Longevity	No	No

# **Copy Options**

🦺 Co	py Position Control Bonus Codes		39 - The '	Train USD	QSS/OASIS		
File	Options						
	Save 🙀 Save and Close 📑 Close   🥅 📒	]					
							.:
	From FY: 2	008 🔽		Sin	gle District : 39 🔽 Add Remove		
	To FY: 2	009 🔽		Dist	rict Range : Add Remove	1	
	-						
6	) Merge data, don't overwrite duplicates  🖻 Merge	data, overwrite du	iplicates 🛛 😽 Repla	ce All 👔 Clear Op	btion		
	District	FY 2008	FY 2009	Duplicate	Option	Lookup	Lookup
	39 - The Train USD	12	3	2	No copy	Duplicates	All
					No сору		
					Merge data, don't overwrite duplicates		
					Replace all		

# Save (Copy)

4	Copy Position Control Bonus Codes		39 - The T	rain USD	Q55/OASIS		_1			
I	File Options									
l	🚽 Save 🏹 Save and Close 📑 Close 🛛 🥅 🏭	)								
Up	date Successful.							.::		
	From FY: 20 To FY: 20	008 🔽		Single District : 39 Add Remove District Range : Add Remove Add All Remove All						
	🤌 Merge data, don't overwrite duplicates	data, overwrite dup	olicates 😽 Replac	e All 👔 Clear Op	l					
	District	Count	Count	Count	Option	Lookup	Lookup			
	> 39 - The Train USD	12	13	12	№ сору	Duplicates	A11			

# **Copy Audit Report**

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				Pe	ositio	on Contro	l Bonus	Cod	e Update	Rej	port			
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Dis	trict:	039	From	Year:	2008	Records	Merged t	o: ;	2009			10		

## Lookup Again...

💓 Сор	oy Position Co	ntrol Bonus (	Codes			39 - The Train USD		<u>_ 0 ×</u>				
File	ile Options											
<b>-×</b> a	ose 🛛 🥅 🧵	]										
	10000 (3	P										
- 39 -	The Train USD											
	FY 2008	FY 2009	Comparison		Code	Name	Туре	D/P	Rule	Bonus Class	Prorate	Use FTE
	$\checkmark$	$\checkmark$	Same	<b>1</b>	MANPCT	MANUAL PCT BONUS	Manual	Percent		Other	No	Yes
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	LG	TESTING LG	Longevity			Longevity	No	No
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	TEST10	TEST10 FOR DAP	Manual	Dollar		Additional	No	No
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	TEST01	TESTING	Manual	Dollar			No	Yes
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	DEGGJP	DEGREE TYPE - POS CTL	Degree-based	Dollar	All Bonuses	Degree	No	No
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	TESTLG	TESTING LG BONUS	Longevity			Longevity	No	No
	$\checkmark$	<ul> <li></li> </ul>	Same	<b>%</b>	SDCRSP	SPECIAL ED POSITION BONUS	Fixed	Dollar		Additional	No	Yes
	$\checkmark$	$\checkmark$	Different	<b>%</b>	VAC15	PD IN LIEU OF VACATION	Per-Diem			PerDiem	No	No
	$\checkmark$	<ul> <li></li> </ul>	Same	<b>%</b>	DPTSTP	DEPARTMENT HEAD STIPEND	Fixed	Dollar		Additional	No	Yes
	$\checkmark$	$\checkmark$	Same	<b>%</b>	PDMVAC	PER DIEM IN LIEU OF VACATION	Per-Diem			PerDiem	No	No
	$\checkmark$	$\checkmark$	Different	<b>%</b>	SSDEG	DEGREE FROM SALARY SCHEDULE	Degree			Degree	No	No
	$\checkmark$	$\checkmark$	Same	<b>\$</b>	MANDLR	MANUAL DOLLAR BONUS	Manual	Dollar		Additional	No	Yes
		$\checkmark$		<b>%</b>	SSLONG	SS BASED LONGEVITY BONUS	Longevity			Longevity	No	No

## **Compare Bonus Code By Year**

🧊 Co	py Position Contro	ol Bonus Codes	39 - The Train USD		QSS/OASIS	<u>- I X</u>
File	Options					
*	Ilose 🛛 🥅 🧾					
_						
-39	- The Train USD C	ode: VAC15				
	Field	FY 2008	FY 2009			-
▶	Year	2008	2009			
	Code	VAC15	VAC15	$\checkmark$		
	Name	PD IN LIEU OF	VAC 15	X		
	Abbrev		VAC15	X		
	Туре	Per-Diem	Per-Diem	$\checkmark$		
	DP			$\checkmark$		
	Rule			$\checkmark$		
	BonusClass	PerDiem	PerDiem	$\checkmark$		
	Prorate	No	No	$\checkmark$		
	UseFTE	No	No	$\checkmark$		
	IncHist			$\checkmark$		
	AddBase	No	No	$\checkmark$		
	IncAddBase	No	No	$\checkmark$		
	PayLoad	Amount added to	Amount added to base	$\checkmark$		
	LoadPayType			$\checkmark$		
	DefPayBonus			$\checkmark$		
	Levell			$\checkmark$		
	Amountl	\$15.00	\$15.00	$\checkmark$		
	Bonusl			$\checkmark$		
	Level2			$\checkmark$		
	Amount2			$\checkmark$		
	Bonus2			$\checkmark$		
	Level3			$\checkmark$		
	Amount3			$\checkmark$		
	Bonus3			$\checkmark$		
	Level4			$\checkmark$		
	Amount4			$\checkmark$		
	Bonus4			$\checkmark$		
	Level5			$\checkmark$		<b>•</b>