

QSSUG

Finance/Personnel

Committee - Webinar

Human Resources
Employee List Management

April 10, 2014

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Employee List Edit – Menu or CTL-L

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'Q55/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', 'Videos', and 'Hot Keys'. The 'Options' menu is open, listing various search and navigation options with their respective keyboard shortcuts. The main window area contains a 'Search Panel' with search criteria (By SSN, By Ext Ref, By Name, By ID), a search input field containing 'smith@', and a 'Selected Employee/List' dropdown showing 'SMITH, BARBARELLA'. Below the search panel, the search results are displayed in a table.

Search Panel

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

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

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

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

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

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

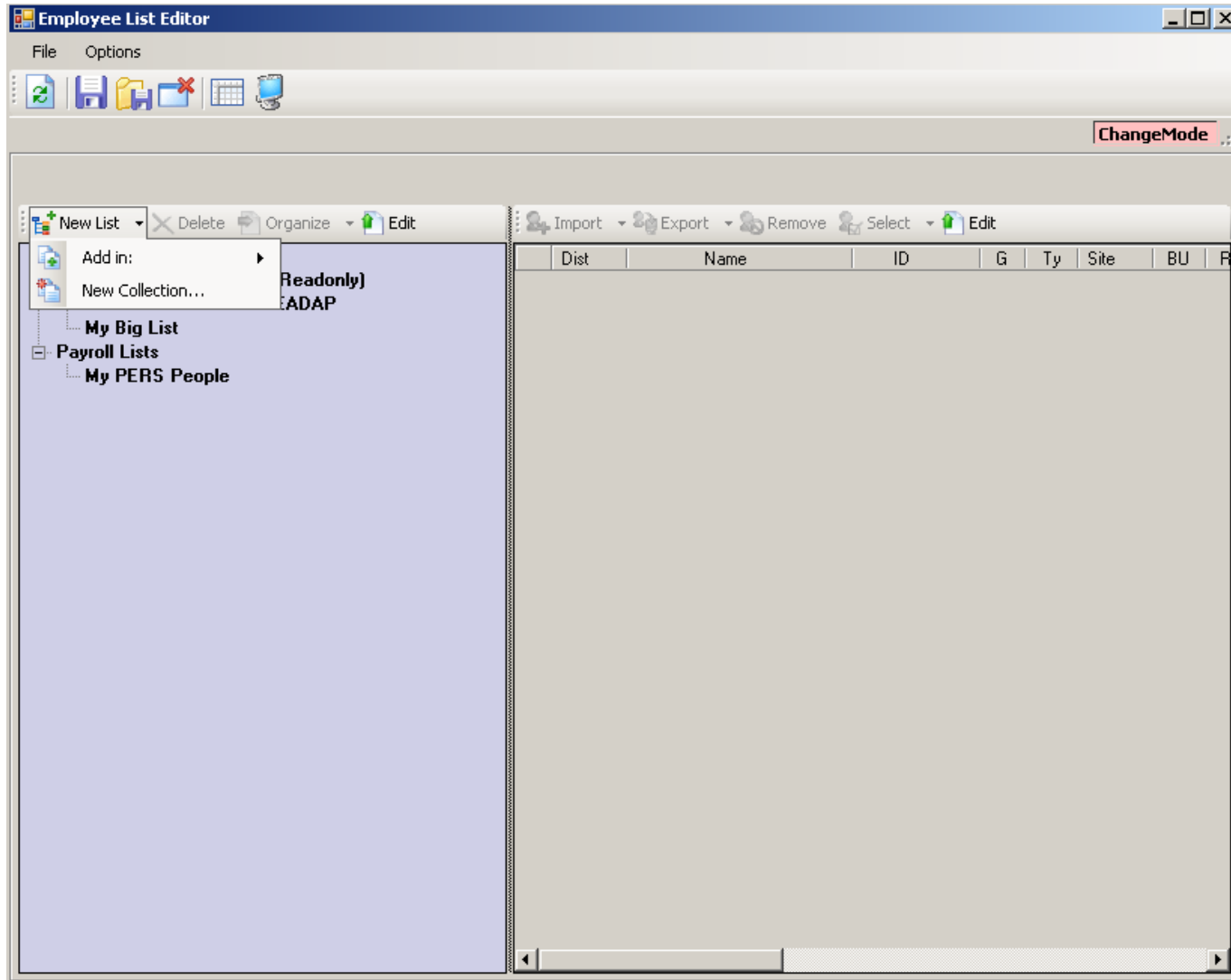
Edit Employee Lists

The screenshot shows the 'Employee List Editor' application window. The title bar includes 'Employee List Editor' and standard window controls. The menu bar contains 'File' and 'Options'. The toolbar features icons for file operations (New, Open, Save, Print, Close, Undo, Redo) and a 'ChangeMode' button. The main interface is split into two panes. The left pane is a tree view with the following structure:

- [-] Unassigned
 - [-] TEST LIST FOR DAP(Readonly)
 - [-] TEST DB LIST FOR DEADAP
 - [-] My Big List
- [-] Payroll Lists
 - [-] My PERS People

The right pane is a table with the following columns: Dist, Name, ID, G, Ty, Site, BU, RC, LG, Terminated, and Work Phone. The table is currently empty.

Define New Collection & List



New List & New Collection

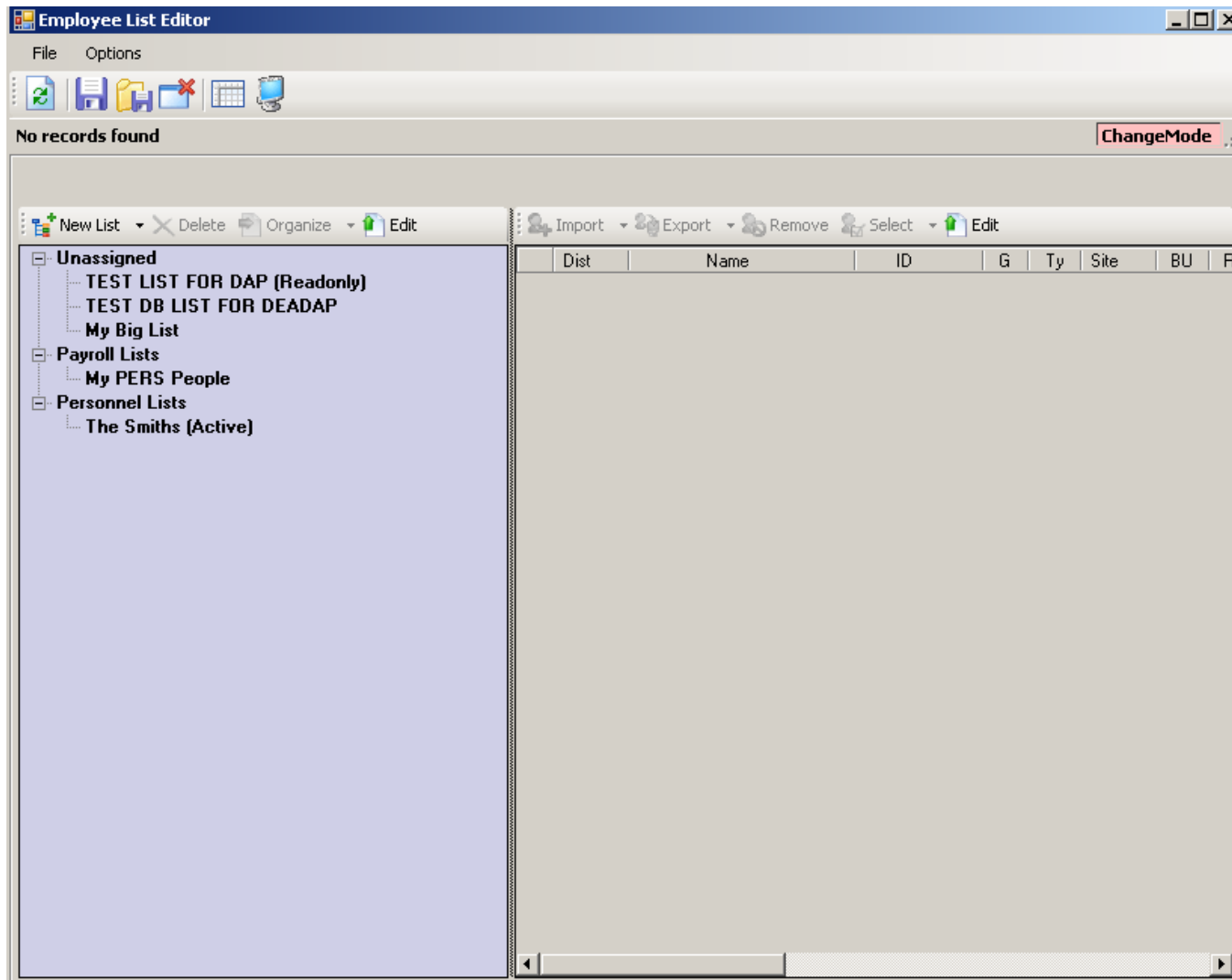
Employee List/Collection Name Entry ✕

Enter Collection/Employee List Name

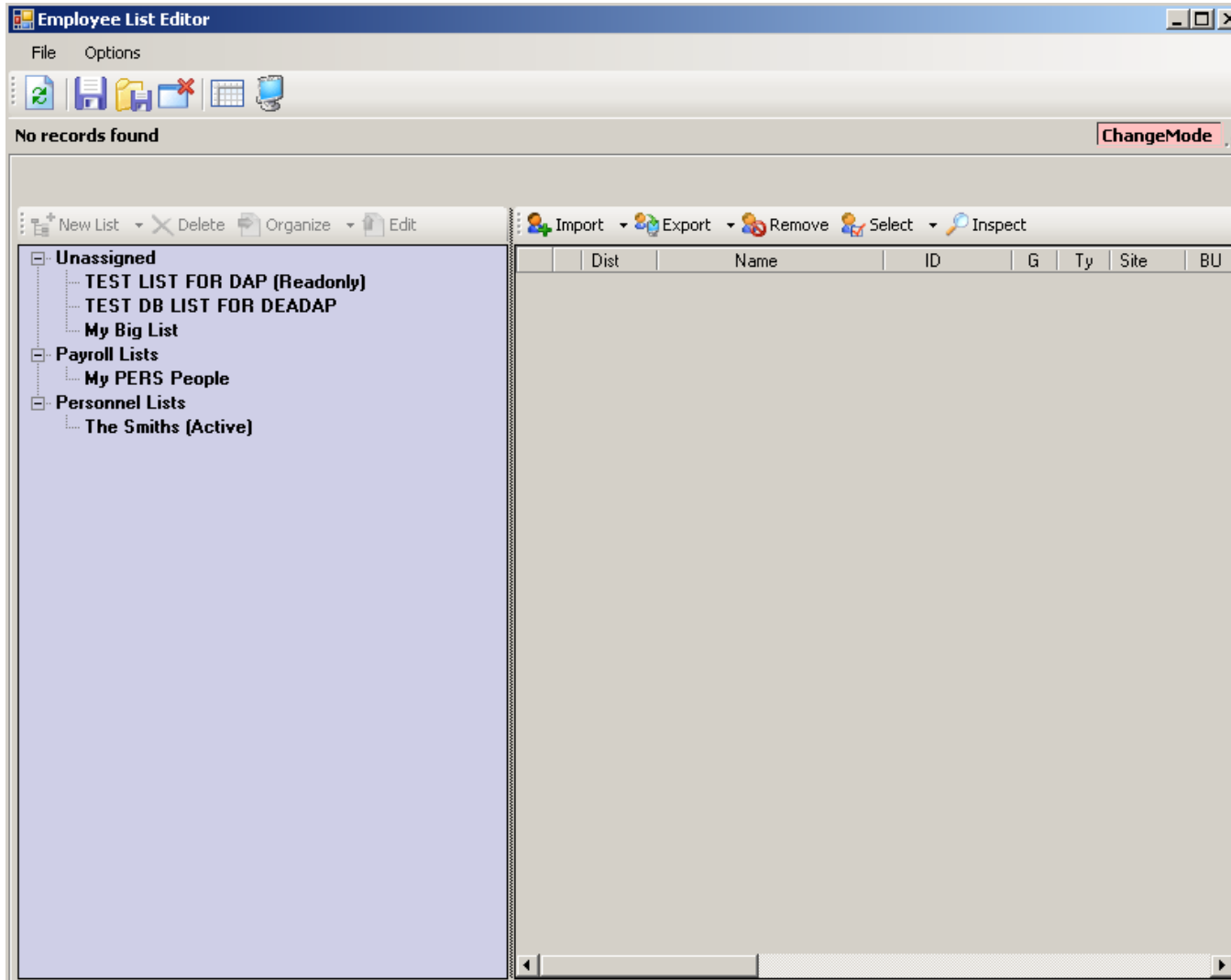
Collection:

Employee List:

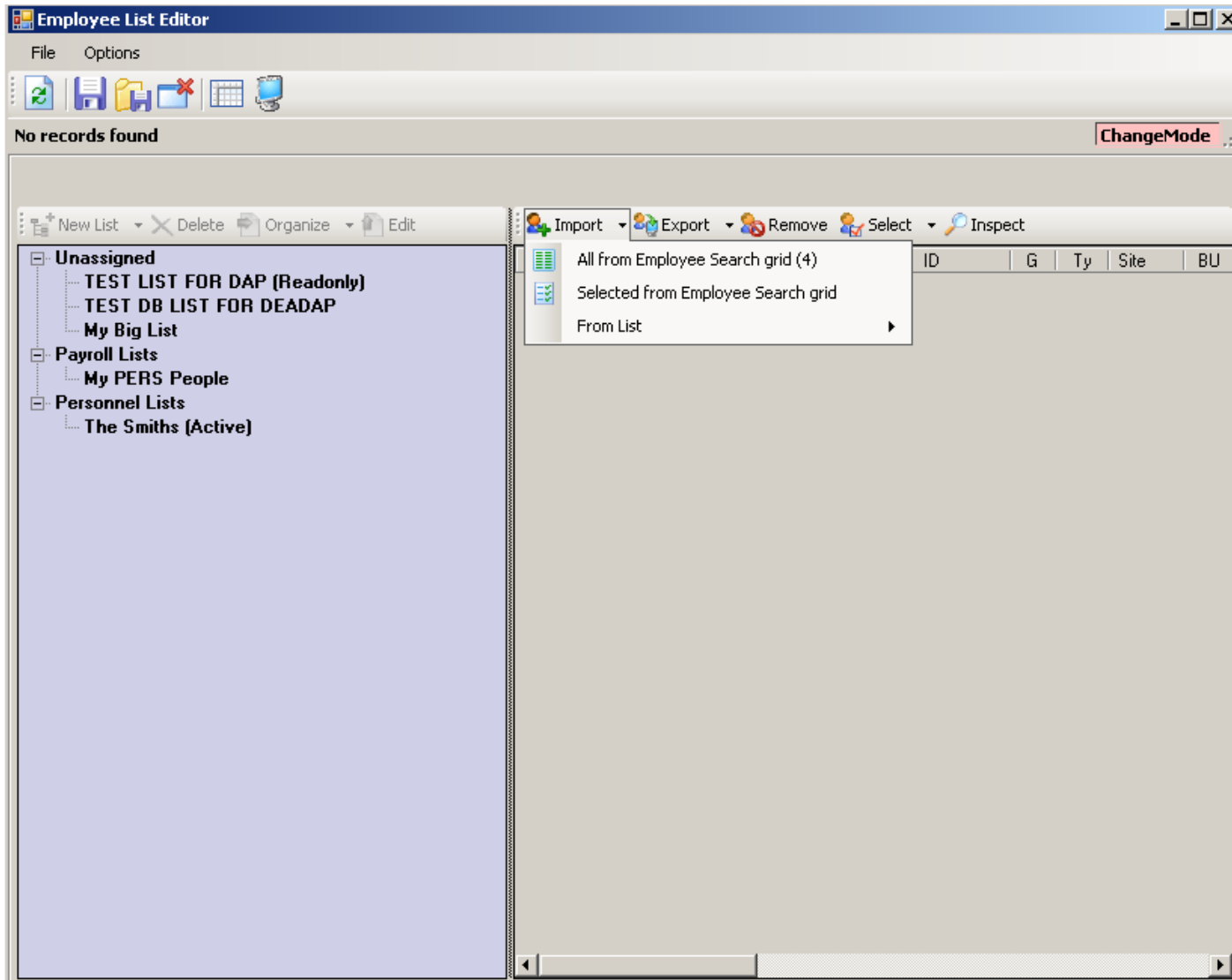
Result of Adding Collection & List



Click Edit Above Grid



Import from Main Grid



Import Results

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations. The main window is divided into a left sidebar and a right table area. The sidebar has a tree view with categories: 'Unassigned' (containing 'TEST LIST FOR DAP (Readonly)', 'TEST DB LIST FOR DEADAP', and 'My Big List'), 'Payroll Lists' (containing 'My PERS People'), and 'Personnel Lists' (containing 'The Smiths (Active)'). The table area has a toolbar with 'Import', 'Export', 'Remove', 'Select', and 'Inspect'. The table contains the following data:

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

Save – List Added to Dropdown

The screenshot displays the 'Employee Maintenance' application window. The title bar shows '39 - The Train USD' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', 'Window', 'Help', 'Videos', and 'Hot Keys'. The left sidebar contains a tree view of categories such as 'Demographic (MA)', 'Termination (TE)', 'Employee ID Maintenance', 'Comments (CO)', 'Client Defined (CL)', 'Name Change History', 'Employment Verification (VE)', 'Leave Information (LV)', 'Benefits Management (BM)', 'Applications (AP)', 'Action Log (AL)', 'Action Log History (AH)', 'Search Action Log History', 'View Audit Log', 'Quick Label Print', 'Employee Data Import', 'Emergency/Medical', 'Professional', and 'Position Control'. The main area features a 'Search Panel' with search criteria: 'By SSN', 'By Ext Ref', 'By Name', and 'By ID'. The 'District' is set to '39'. A search input field contains 'pain'. Below the search panel, 'Ext Ref#: 001006' and 'SSN : xxx-xx-1000' are displayed. A 'Selected Employee/List' dropdown menu is open, showing a list of items: 'PAIN, TRUE', 'TEST LIST FOR DAP', 'TEST DB LIST FOR DEADAP', 'My Big List', 'My PERS People', and 'The Smiths'. The 'The Smiths' item is highlighted in blue. Below the dropdown is a 'Search Results' table with columns for 'Name', 'External Ref', 'G', and 'Ty'. The table is currently empty.

Select List – Get Employees

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 4 record(s) found.

Demographic (MA)
 Termination (TE)
 Employee ID Maintenance
 Comments (CO)
 Client Defined (CL)
 Name Change History
 Employment Verification (VE)
 Leave Information (LV)
 Benefits Management (BM)
 Applications (AP)
 Action Log (AL)
 Action Log History (AH)
 Search Action Log History
 View Audit Log
 Quick Label Print
 Employee Data Import
 Emergency/Medical
 Emergency (ME*)
 Immunizations (ME*)
 Medical (ME*)
 Handicaps (ME*)
 Professional
 Position Control
 Assignments/ENH (EA)
 Assignments/STD (PO)
 Assignment Info (EC)
 Position Control Search
 Job History (JH)
 PAT - Other Assignments
 PAT - Related Data
 Seniority Inspection (SI)

Search Panel

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

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

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

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

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

Back to Edit – Unselect All

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

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

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

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

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

Select to Remove Jo Anne

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations. A status bar at the top right says 'Search complete. 4 record(s) found.' and 'ChangeMode'. The main area is split into two panes. The left pane shows a tree view of lists: 'Unassigned' (with sub-items 'TEST LIST FOR DAP (Readonly)', 'TEST DB LIST FOR DEADAP', and 'My Big List'), 'Personnel Lists' (with sub-item 'The Smiths (Active)'), and 'Payroll Lists' (with sub-item 'My PERS People'). The right pane shows a table with columns: Dist, Name, External Ref, G, Ty, Site, BU, RC, LG. The table contains four rows of employee data. The second row, for 'SMITH, JO ANNE E', has a checked checkbox in the first column, indicating it is selected for removal.

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

Remove Jo Anne (Selected)

The screenshot shows the 'Employee List Editor' application window. The title bar reads 'Employee List Editor'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations. A status bar at the top right indicates 'Search complete. 4 record(s) found.' and a 'ChangeMode' button. The main interface is split into two panes. The left pane shows a tree view of lists: 'Unassigned' (with sub-items 'TEST LIST FOR DAP (ReadOnly)', 'TEST DB LIST FOR DEADAP', and 'My Big List'), 'Personnel Lists' (with sub-item 'The Smiths (Active)'), and 'Payroll Lists' (with sub-item 'My PERS People'). The right pane shows a table of employee records with columns: Dist, Name, External Ref, G, Ty, Site, BU, RC, and LG. The row for 'SMITH, JANE A' is selected and highlighted in yellow. The table data is as follows:

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

List is Reduced...

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 3 record(s) found.

Demographic (MA)
 Termination (TE)
 Employee ID Maintenance
 Comments (CO)
 Client Defined (CL)
 Name Change History
 Employment Verification (VE)
 Leave Information (LV)
 Benefits Management (BM)
 Applications (AP)
 Action Log (AL)
 Action Log History (AH)
 Search Action Log History
 View Audit Log
 Quick Label Print
 Employee Data Import
 Emergency/Medical
 Emergency (ME*)
 Immunizations (ME*)
 Medical (ME*)
 Handicaps (ME*)
 Professional
 Position Control
 Assignments/ENH (EA)
 Assignments/STD (PO)
 Assignment Info (EC)
 Position Control Search
 Job History (JH)
 PAT - Other Assignments
 PAT - Related Data
 Seniority Inspection (SI)

Search Panel

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

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

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

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

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