

PAYROLL SETUP PROCEDURES

AASBO – Small Group Sessions
August 21, 2019
Hoover Board of Education

Paula Thornton
Vestavia City Schools

NEW HIRES

- ▶ **Prior to Board Approval**

- ▶ <https://aim.alsde.edu/aim/Index.aspx?Logout=true>
- ▶ <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>


- * Background Clearance

- * Valid Certificate

- * Courses

Background Clearance

Mon, 05 Oct 2016 10:00 AM



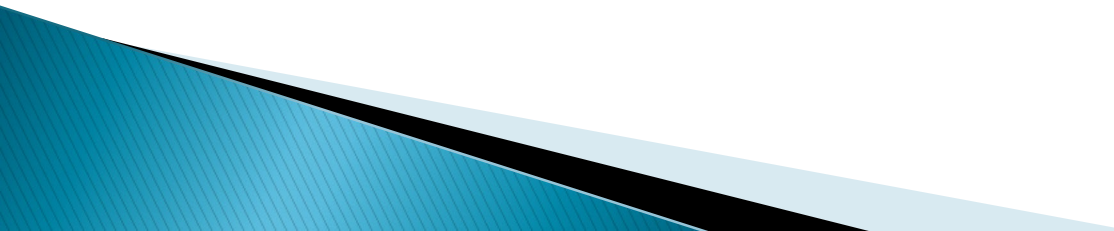
AIM: ALSDE Identity Management

AIM.ALSDE.EDU/AIM

Show all applications Reset all tiles Help

Certificate Lookup Educator Certification ? ⚙	Certification Search Educator Certification ? ⚙	Course Lookup Instructional Services ? ⚙	EDUCATE AL Educator Effectiveness ? ⚙
On-Line Renewal Educator Certification ? ⚙	Schedules Educator Certification ? ⚙	Student Data Research & Development ? ⚙	
Educator Shortage Educator Recruitment and ? ⚙			

Tiles depend on how your system has you set up in AIMS. Will need Certification Search

- ▶ Enter employees name and date of birth or only enter social security number. My suggestion is social because of multiple people with same name (i.e. John Smith) or certificate may be in maiden name.
 - ▶ If entering name only may receive a list of multiple people.....make sure to choose the correct one. (i.e. You enter Paula Thornton and 3 names populate but you know the one you are searching for has a middle initial of B then you choose that one from the list.)
- 

Screen Shot of Certified Employee

Professional Certificate

Issued on 10/10/2000
Class A, Elementary (76A)
Grade Level: K-6
Elementary Education (0N1)

3/6/2015 - 6/30/2020 [Valid]

Professional Certificate

Issued on 5/28/1993
Class B, Elementary (75A)
Grade Level: K-6
Elementary Education (0N1)

3/6/2015 - 6/30/2020 [Valid]

Highly-Qualified Teacher Eligibility

Core Academic Subjects, Including Reading (0N1) ; Grades: K-6

The endorsements listed in this section reflect Highly-Qualified Teacher (HQT) eligibility based on Alabama Model HQT guidelines. The HQT designation is in effect only when full, valid Alabama Professional Educator, Alternative Baccalaureate-Level, Special Alternative, or Preliminary certificate is held and the teaching assignment is in the area(s) and at the grade level(s) for which Highly Qualified is designated. **If the certificate has expired, the HQT status is no longer in effect.** Highly Qualified Teacher credentials for some teachers have been revised at the direction of the U.S. Department of Education based on evolving rulings and guidelines under the "No Child Left Behind Act of 2001."

Reviewed On
04/13/2004

Legend and Terminology

Certificates marked as 'Class B' indicate Bachelor's degree level.
Certificates marked as 'Class A' indicate Master's degree level.
Certificates marked as 'Class AA' indicate Sixth-year program level.

Disclaimer

Under Alabama Code § 16-23-5 (1975), and Administrative Code rule 290-3-2-.34 (2011), the State Superintendent of Education has the authority to refuse to issue, suspend, revoke, or impose other appropriate sanctions upon any certificate issued by the Alabama State Department of Education when the holder has been guilty of immoral conduct or unbecoming or indecent behavior. Please note that it is possible that an individual is listed erroneously. Please contact the Alabama State Department of Education's Section of Teacher Certification if you observe any errors. To reduce the risk of any misidentification of an employee or potential employee, authorized users should login and use the teacher's unique certification identification number or social security number for certification verification purposes. A person who has timely applied to renew his or her certificate is deemed by the Department to have a valid certificate during the pendency of his or her application even if the old certificate has expired.

This screen can be considered official documentation of your Certification, Highly Qualified and/or Background Check Status at the time of its printing.

Background Review

Status

This individual has completed an ASBI / FBI criminal history background check and is suitable and fit to teach under state law.

Highest Degree/Equivalency for Pay Purposes

Degree/Equivalency	Earned	Recognized
MASTER'S	N/A	10/10/2000

If no valid certificate is held, the recognition of Highest Degree/Equivalency for pay purposes is invalid.

Courses Certified to Teach

Certificate Details

Details

Courses

Courses Properly Certified to Teach

Drag a column header here to group by that column

Cert Desc	Endorse Desc	Category	Subject Area	Course Code	Course Name	Grade Range
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580001	JAG - 7th Grade	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580002	JAG - 8th Grade	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580003	JAG I	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580004	JAG II	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580005	JAG III	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Career and Technical	Jobs for Alabama Graduates (JAG)	580006	JAG IV	07-12
Class A, Elementary (76A)	Elementary Education (0N1)	Elementary	Arts Elective, Grades PK-6	100119	Arts Elective, Grades PK-6	0K-06
Class A, Elementary (76A)	Elementary Education (0N1)	Elementary	English for Speakers of Other Languages	100191	English for Speakers of Other Languages (PK-6)	PK-06
Class A, Elementary (76A)	Elementary Education (0N1)	Elementary	English Language Arts	100021	English Language Arts, Grade PK	0K-06
Class A, Elementary (76A)	Elementary Education (0N1)	Elementary	English Language Arts	100022	English Language Arts, Grade K	0K-06

Page 1 of 43 (424 items) < [1] 2 3 4 5 6 7 ... 41 42 43 >

Screen Shot of Classified Employee

Certificate Details

Details Courses

The selected individual appears to hold no certificates. The two most likely scenarios are:

1. This may be a person that works for the Department of Education or a school system in a non-teaching role.
2. The certificates held by this person may have been issued before the current system was implemented (around 1992).

In the later case, certificate information may be stored on microfilm. If you believe this to be the case, and you need more detailed information on the certificate holder, please contact the Department of Education at 334-353-8567.

Legend and Terminology

Certificates marked as 'Class B' indicate Bachelor's degree level.
Certificates marked as 'Class A' indicate Master's degree level.
Certificates marked as 'Class AA' indicate Sixth-year program level.

Disclaimer

Under Alabama Code § 16-23-5 (1975), and Administrative Code rule 290-3-2-.34 (2011), the State Superintendent of Education has the authority to refuse to issue, suspend, revoke, or impose other appropriate sanctions upon any certificate issued by the Alabama State Department of Education when the holder has been guilty of immoral conduct or unbecoming or indecent behavior. Please note that it is possible that an individual is listed erroneously. Please contact the Alabama State Department of Education's Section of Teacher Certification if you observe any errors. To reduce the risk of any misidentification of an employee, authorized users should login and use the teacher's unique certification identification number or social security number for certification verification purposes. A person who has timely applied to renew his or her certificate is deemed by the Department to have a valid certificate during the period of his or her application even if the old certificate has expired.

This screen can be considered official documentation of your Certification, Highly Qualified and/or Background Check Status at the time of its printing.

Background Review

Status

This individual has completed an ASBI / FBI criminal history background check and is suitable and fit to teach under state law.

Highest Degree/Equivalency for Pay Purposes

[No Data]

Online Fees

[No Data]

Mail Items

[No Data]

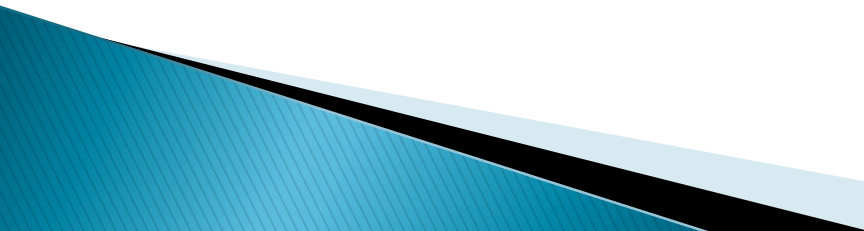
Memo Notes

[No Data]

Note about Classified Background

- ▶ The State Department does not track classified employees from system to system so if you hire someone from another system you may want to require a new background clearance. Why? If employee commits a crime you will not be notified; letter will be sent to employer listed on background registration. Problem: cost is \$50.00

After Board Approval

- ▶ PeopleAdmin Software
 - ▶ Email letter/forms
 - Instructions for tax forms
 - Instructions for Form 100 – Designation of Beneficiary
 - Technology Agreements/Student Confidentiality
 - Marketplace Coverage Options
 - Letter explaining optional Board benefits (i.e. vision, dental, disability)
- 

Email Insurance Information:

NEW HIRE INFORMATION CONCERNING INSURANCE

After Board approval as a new hire your personal information will be entered into the Retirement System/PEEHIP portal. Once your information has been entered PEEHIP – Public Education Employees Health Insurance Plan – will send you a packet informing you how to enroll in the insurance. **You will have 30 days from your hire date** (not necessarily the date the Board approved you; the effective date you start) **to enroll**.

Current Cost (as of October 1, 2018) per month:

Single Hospital/Medical	\$30.00
Family Hospital/Medical (no spouse)	\$207.00
Family Hospital/Medical (with spouse)	\$307.00
Single Dental	\$38.00
Family Dental	\$50.00
Single or Family Vision	\$38.00
Single or Family Cancer	\$38.00
Single or Family Indemnity	\$38.00

- If you enroll in Hospital/Medical Insurance you will receive a BCBS PEEHIP insurance card. If you also enroll in the dental, vision, cancer and/or indemnity you will receive an additional insurance card from Southland. For prescription drugs, you will receive a pharmacy card from ~~MedImpact~~.

Pelham City Schools also offers optional dental, vision, and cancer policies along with disability policies. You will have the opportunity to sign up for these plans during open enrollment when an enroller visits the school.

Optional Dental:

Provider: BCBS

Cost:	Single	\$28.00
	Single + 1	\$53.00
	Family	\$93.00

- Cost is for 2018-2019 school year – subject to change
- You will receive a card from BCBS

Optional Vision:

Provider: VSP

Cost: Single	\$7.80
Employee + 1	\$11.92
Family	\$21.37

- Cost is for 2018-2019 school year – subject to change
- No card is provided. Your doctor's office should know how to file the claim once you let them know you have VSP insurance.

Optional Cancer, Disability and Life insurance policies are offered through Colonial Life and Mutual of Omaha. Premiums on these policies depend on the amount of coverage you choose and some are based upon your salary so the premiums vary from person to person. For information on these you will need to confer with the enroller.

Email Form Instructions:

▶ Personnel Paperwork for New Hires

Federal Withhold – Form W-4

www.irs.gov

Currently the W-4 is on the main IRS website screen or you can search for it. Complete the form, print and sign.

State Withholding – Form A-4

www.revenue.Alabama.gov

Form should be listed under the Forms tab...then withholding. Complete the form, print and sign

Retirement Enrollment Form – Form 100

You will receive a “Designation of Beneficiary” form for the State of Alabama. Complete the form and return to the State – **NOT THE CENTRAL OFFICE.**

Form 1-9 (proof of citizenship)

<http://www.uscis.gov/i-9>

Choose the 1-9 form, and then complete online and print. Be prepared to show the proper documents (i.e. driver's license and social security card OR you can just provide your passport) so that I can complete the process.

Also please be advised that this information will be entered through the Homeland Security's website for confirmation of citizenship.

If you have sick leave balances you will want to request that it be transferred to us

School
System
Address

You will need to complete a form stating how many years of experience you have and you will need to contact your previous employer(s) and request and EXP form be sent to

Included in this email is a Technology Agreement form that you will need to read and sign on bottom of page 3. This form needs to be returned to at the Central Office so that your email account can be activated.

PEEHIP INSURANCE— You are eligible for insurance through the State. You should receive a package in the next few days with instructions on how to enroll. Please be advised you only have 30 days from your hire date (the date your contract begins) to enroll.

If you have not been fingerprinted you will need to do so before you can actually begin work. Instructions:

https://www.aps.gemalto.com/al/index_adeNew.htm

If this link does not work you can access it through the State Department of Education website.

www.alsde.edu

Click on Department Offices (in blue line across the top)

Click on Educator Certification (In yellow box under "Office of Teaching & Learning")

Click on Background Clearance (in blue box on left hand side).

I also have a power point on how to register for a background screening. Please email me if you would like a copy

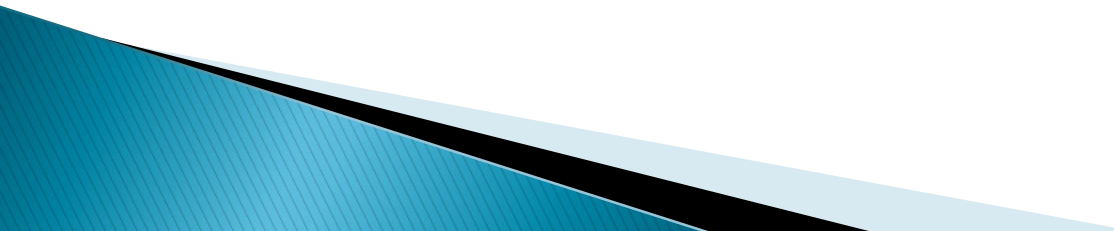
thorntonpb@vestavia.k12.al.us
pbt0611@gmail.com

NEW HIRE WORKSHEET

Entered In NextGen	Name	Effective Date	Position	Contract Days for 2017-2018	New Hire Portal	TRS Portal
266		8/7/2017	Ridge - Elem Teacher	187	x	x
288		6/19/2017	PHS Assist Principal	240	x	x
291		7/1/2017	PPMS - Custodian	240	x	x
292		7/1/2017	PHS - Guidance Counselor	240	x	x
289		7/1/2017	PHS - Custodian	240	x	x
276		7/1/2017	PHS - Custodian	240	x	x
290		7/1/2017	PPMS - Custodian	240	x	x
305		7/1/2017	PHS - Custodian	240	x	x
302		8/7/2017	PHS - Guidance Counselor	240	x	x
341		8/7/2017	PHS Sp Ed Teacher	187	x	x
317		8/1/2017	PHS - CNP Mgr	188	x	x
323		8/7/2017	PHS - ELA Teacher	187	x	x

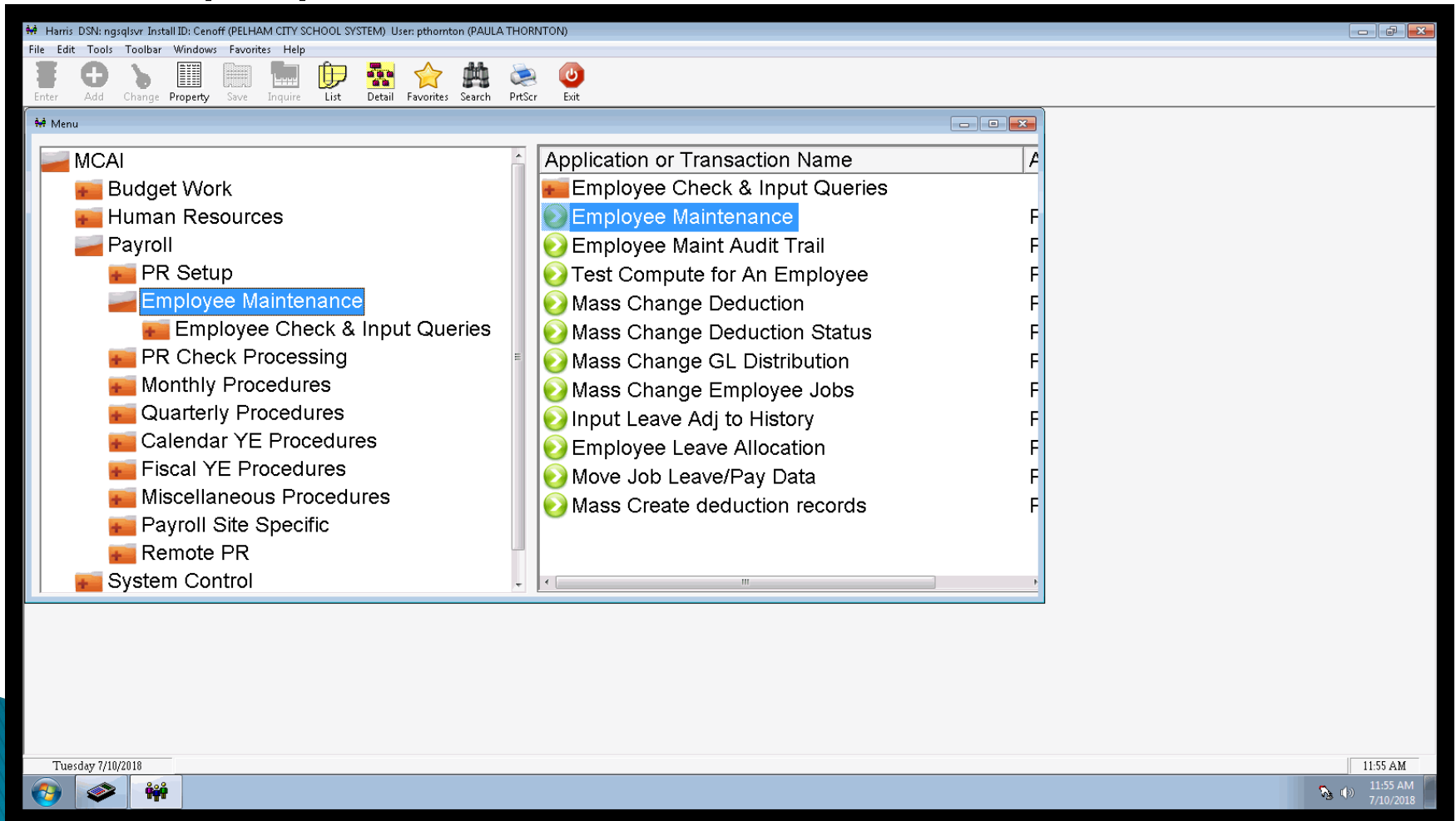
E-Verify	Fingerprint	Tier I or II	13 Payment	Degree (for Pay)	Years of Exp	EXP Received	National Board Certified	Salary
x	x	Rehired	from	last	year	complet	complete	complete
x	x	1	NA	6th Year	13	13	No	\$78,498.00
x	x	2	NA	NA	1	1	No	\$27,904.80
x	x	1	NA	Master	21	21	No	\$72,296.00
x	x	1	NA	NA	0	0	No	\$25,958.00
x	x	2	NA	NA	0	0	No	\$25,958.00
x	x	2	NA	NA	0	0	No	\$25,958.00
x	x	1	NA	Master's	12	12	No	\$68,625.00
x	x	2	No	Master	2	2	No	\$44,449.02
x	x	2	No	NA	1	1	No	\$27,898.00
x	x	1	No	Master	14	14	No	\$53,470.56

NEXTGEN PROCEDURES

- ▶ Enter ASAP
 - ▶ Use correct hire date (8/6/2019)
 - ▶ Job Pay Record – Use Pay Dates
- 

Entering Employee in NextGen (without using Position Control)

► Employee Maintenance



Screen #1 Name and Address

Click "Add Person"

Then enter social, name, address, etc.

Must include an email address if using ESS

Screen #2 (for certified)

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PntScr Exit

PR/EMNT Name: [REDACTED] Q: Not Approved Cert: Non-Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

5 [REDACTED] [REDACTED] 777 Education Data [REDACTED] [REDACTED] [REDACTED] [REDACTED]

College [REDACTED] Degree [REDACTED] Show/Add Education

☐ Highest Degree Earned

☐ Dates Attended

From [07/2018] Thru [07/2018]

☐ Year Graduated [2018]

Years Earned [0]

Hours Earned

☒ Semester Credit Hours Earned [0]

☐ Quarter Extra Credit Hours [0]

☐ Transcript Received Date Received [7/10/2018] ☐ Unofficial Transcript Date [7/10/2018] Add/Update Education

Major/Minor

☒ Major Major [REDACTED] Add Major/Minor Item

☐ Minjr

Major Cd	Description	Major	Minor

Me... [REDACTED] [REDACTED] [REDACTED]

Tuesday 7/10/2018 Employee Maintenance Ready to Execute 12:52 PM

12:52 PM 7/10/2018

Education Data screen is used for certified employees. Will choose college (most use 999 as unknown) and then select degree type.

Click "Add/Update Education"

Screen #2 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PntScr Exit

PR/EMNT Name: [redacted] HQ: Not Approved Cert: Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

9 [redacted] [redacted] 781 Education Data [redacted]

Show/Add Education

College	Description	Degree	Begin	End	Yrs Earn	Hrs Earn	Graduated	Extra	Transcript	High...	Se
999	Unknown College	2			0	0		0		Yes	Tr

Tuesday 7/10/2018 Employee Maintenance Ready to Execute 2:48 PM 7/10/2018

This is the second screen of the education data. If you selected a specific college it would show under Description. The 2 under Degree indicates this employee's highest degree is a Master's

This screen is very important because it must match the State Dept concerning LEAPS.

Screen #3 Experience Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name [Redacted] HQ: Not Approved Cert Non-Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

5 [Redacted] 777 Experience Data [Redacted]

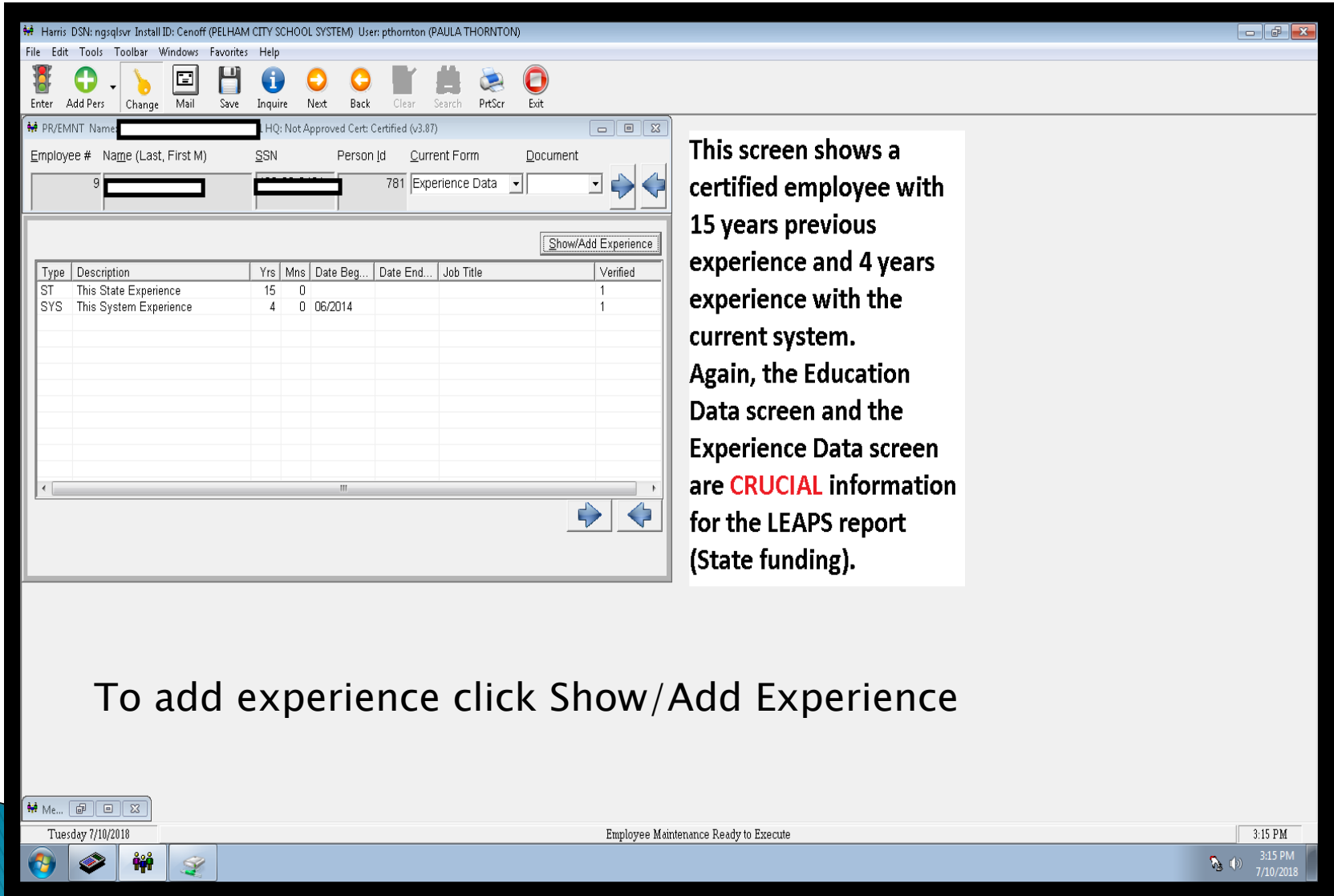
Show/Add Experience

Type	Description	Yrs	Mns	Date Beg...	Date End...	Job Title	Verified
OTH	Support Experience	4	0	05/2014			1
OTH	Support Experience	19	0				1

This screen is for
experience from a prior
system.

This example shows experience for a classified employee. They transferred in 19 years and have been with the current system 4 years.

Screen #3 cont'd



The screenshot shows the LEAPS Employee Maintenance screen. The title bar indicates the user is pthornton (PAULA THORNTON). The menu bar includes File, Edit, Tools, Toolbar, Windows, Favorites, and Help. The toolbar contains icons for Enter, Add Pers, Change, Mail, Save, Inquire, Next, Back, Clear, Search, PritScr, and Exit. The main form displays the following information:

- PR/EMNT Name: [Redacted]
- HQ: Not Approved Cert: Certified (v3.87)
- Employee #: 9
- Name (Last, First M): [Redacted]
- SSN: [Redacted]
- Person Id: 781
- Current Form: Experience Data
- Document: [Redacted]

Below the form is a table with the following data:

Type	Description	Yrs	Mns	Date Beg...	Date End...	Job Title	Verified
ST	This State Experience	15	0				1
SYS	This System Experience	4	0	06/2014			1

At the bottom of the table is a button labeled "Show/Add Experience".

This screen shows a certified employee with 15 years previous experience and 4 years experience with the current system. Again, the Education Data screen and the Experience Data screen are **CRUCIAL information for the LEAPS report (State funding).**

To add experience click Show/Add Experience

The taskbar at the bottom shows the date Tuesday 7/10/2018, the time 3:15 PM, and the system status Employee Maintenance Ready to Execute.

Screen #3 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] Not Approved Cert: Non-Certified (v3.87)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5	[Redacted]	[Redacted]	777	Experience Data	[Redacted]

Type: [Drop Down] [Show/Add Experience]

☐ Beg ☐ Thru Date Years: 0 Months: 0 ☐ Add/Update Experience (Red Star)

Job Title: [Drop Down] ☒ Experience Verified

Supervisor: [Drop Down] Contract Days: 0 Standard Contract Days: 0

Previous Employer Data

School/Employer Name	Address
[Redacted]	[Redacted]
Reason for Leaving	Zip
Duties Performed	Phone

Wednesday 7/25/2018 Employee Maintenance Ready to Execute 10:41 AM

Select Show/Add Experience to add a record. For Type select from Drop Down box. Must enter at least Years and will add months if they worked a partial year. Some systems choose to enter all info. When finished click Add/Update Experience (see red star)

Screen #4 Personnel Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: HQ: Not Approved Cert: Non-Certified (v3.85)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5			777	Personnel Data	

Gender: Female
Birth Date:
Ethnicity: Caucasian
Marital Status: Single
Retirement Years:
Person Status:
Original Hire Date: ★ ★

☒ Tenure Date:
Tenure Code:
Certified Code: Non-Certified
ACA Offer of Coverage Code: Qualifying Offer of Coverage
☒ Employee Requests Electronic Forms
☐ Employee Requests Electronic DD Strmts

☐ Do Not Renew Contract
☐ Speaks Spanish
☒ E-Verified

Reporting Location: 8610 - PELHAM CITY BOARD OF EDUCATION
Primary Employee Type: PR

Tuesday 4/17/2018 9:00 AM
Employee Maintenance Ready to Execute

Screen #5 Employee Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5	[]	[]	777	Employee Data	[]

Employee Status: Active

Employee Hire Date: 5 / 1 / 2014

Reporting Loc: 8610 PELHAM CITY BOARD OF EDUCATION

Check Location: 8610 PELHAM CITY BOARD OF EDUCATION

Default Pay Period: M Monthly

Retirement:

- ☐ Retirement Withheld
- ☐ Do Not Withhold
- ☒ Use Default

RSA FLAG
Contributing
Non Participating
Do Not Report

Retire Tier

Use the drop down box to select 01, 02, or 99

I do not use HQ, Document, Certificate or User Defined Screens.

Enter Reporting Location, Check Location and Default Pay Period. Also select Retirement option. If you are entering a sub select "Do Not Withhold".

Monday 8/6/2018

Employee Maintenance Ready to Execute

8:05 AM

Screen #6 Tax Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PntScr Exit

PR/EMNT Name [redacted] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5	[redacted]	[redacted]	777	Tax Data	[redacted]

Federal Tax Data

Federal Tax Status Exemptions

Federal \$ or %

☒ Tax Table ☐ Fixed

☐ Additional ☐ Percent %

☐ Exempt From FWH

If the employee does not want any taxes deducted select Exempt from FWH. Same for State

☐ Under IRS Regulation Do Not Change Settings

State Tax Data

State Tax Status Exemptions

State \$ or %

☒ Tax Table ☐ Fixed

☐ Additional ☐ Percent %

☐ Exempt From SWH

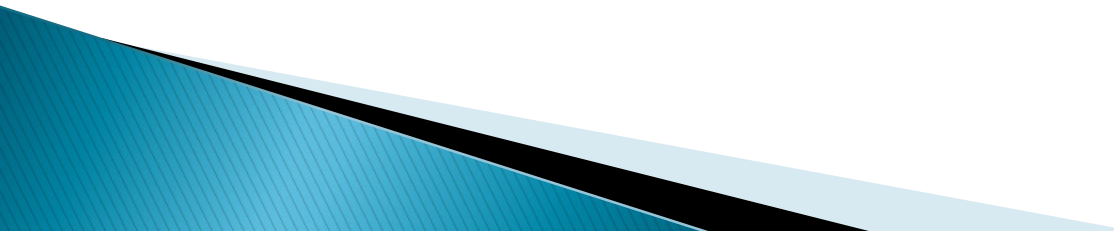
SWH Exempt Amount

☒ SWH # of Dependents SWH Addl Allowances

Navigation buttons: [Right Arrow] [Left Arrow]

Select the employees tax withholding options. Use drop down box to select Single, Married, Head of Household, etc. On the federal enter the number of exemptions. On the State if they have more than 2 exemptions you will enter 2 in the Exemptions box and the number over 2 in SWH# of Dependents.

Screen #6 cont'd

- ▶ If an employee states the wish to have a set amount deducted for taxes you will select Fixed and then enter the amount.
 - ▶ If they want a percent select Percent then enter amount.
 - ▶ If they want to file S-0 + \$100.00 enter S and 0 then select additional and enter amount.
- 

Screen #7 – Salary Schedule

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

5 [Redacted] [Redacted] 777 Salary Schedules [Dropdown] [Dropdown] [Buttons]

Code Rank Step Code Rank Step Add 1 to Step at Year End Supp. Amount Supp. Percent

[Form Fields]

Add/Update Item

Code	Description	Rank	Step	Add 1	% Code	% Rank	% Step
CO	Central Offic...	1	19	Yes			

You can search salary schedules to find the code, rank and step. After selecting or entering salary schedule click Add/Update Item. You can enter multiple salary schedules if they have multiple jobs (i.e. teacher and bus driver)

Suggestion: Make sure to have supplements (coaching, etc) set up on the salary schedule. If you do not have and you hand key the amount then it will not pull to budget works when CSFO starts to work on budget.

PR/SSLK Salary Schedule Look Up

Salary Schedule Code [] To []

Salary Schedule Rank [] To []

Salary Schedule Step [] To []

Sal S...	Sal Sch Desc	Rank ...	Rank Desc	Years...	St Base ...	Other Sal	Maximum
A4	Assistant Pr...	EA	Elementary ...	13	56,794.84	0.00	0.00
A4	Assistant Pr...	EA	Elementary ...	14	56,794.84	0.00	0.00
A4	Assistant Pr...	EA	Elementary ...	15	57,961.30	0.00	0.00
A4	Assistant Pr...	EA	Elementary ...	16	57,961.30	0.00	0.00
A4	Assistant Pr...	EA	Elementary ...	17	57,961.30	0.00	0.00

Search Clear Next 500 Previous 500 Exit

Received 2432 Records

Use the Next and Previous Buttons to Scroll Through the Check Batch Records

Click on the Salary Schedule You Want

Monday 8/6/2018

Employee Maintenance Performing Requested Operation

9:02 AM

8/6/2018

Screen #7 cont'd

The screenshot displays a software application window titled "PR/EMNT Name" with a subtitle "HQ: Not Approved Cert: Certified (v3.87)". The window features a menu bar (File, Edit, Tools, Toolbar, Windows, Favorites, Help) and a toolbar with icons for Enter, Add Pers, Change, Mail, Save, Inquire, Next, Back, Clear, Search, PntScr, and Exit.

Below the toolbar, there are input fields for Employee # (6), Name (Last, First M), SSN, Person Id (778), Current Form (Salary Schedules), and Document. Navigation arrows are present next to these fields.

The main section of the window contains a table for "Related Salary Sch" with columns for Code, Rank, Step, Description, Add 1, % Code, % Rank, and % Step. The table lists two entries: S1 (Superintend... AL, Step 4, Add 1 Yes) and SS (Superintend... AL, Step 0, Add 1 Yes). There are also input fields for "Add 1 to Step at Year End" (checked), "Supp. Amount", and "Supp. Percent", along with an "Add/Update Item" button.

The Windows taskbar at the bottom shows the date "Monday 8/6/2018", the time "9:14 AM", and the system status "Employee Maintenance Ready to Execute".

Code	Description	Rank	Step	Add 1	% Code	% Rank	% Step
S1	Superintend...	AL	4	Yes			
SS	Superintend...	AL	0	Yes			

Shows multiple salary schedules

Screen #8 Job Record Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PntScr Exit

PR/EMNT Name: [Redacted] HQ: Not Approved Cert: Certified (v3.87)

Employee # 139 Name (Last, First M) [Redacted] SSN [Redacted] Person Id 7338 Current Form Job Record Data Document [Redacted]

Job Number 1 Employee Type T [Show All Jobs]

Job Type Primary Job TEACHER (187 DAYS)

Employment Date 1/2/2015

Service Date 1/2/2015

☒ Eligible For A Substitute

Job Status/Date Active 1/2/2015

Substitute Category [Redacted]

Pay Period Monthly

Job Location 0085 PELHAM HIGH SCHOOL

Replace Emp # 0

Salary Schedule Information

Anniversary Date 1/2/2015

Code-Rank-Step Percent

Add/Update Item

Job	Sal Sch	Desc...	Salary Sche...
1	G - AA - 24	9 MO...	2015092414...

☒ Print On Service Report

☐ Paid in Full 1/1/1900

Add/Update Item

Screen 1 of adding job record data. Enter a job number (I enter 1 for their primary job). Select Employee Type (can use drop down box to search if you do not know type). Select Job Type (primary, etc). Employment Date and Service Date should default. Select Job Status/Date. Pay Period should default and Job location should default. In the Salary Schedule Information box use drop down box to select salary schedule to use with this specific job. Enter the percent of that salary schedule to use (normally 100%). Then select Add/Update Item WITHIN that box (beside the percent). Then click Add/Update over the blue arrows.

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

9:30 AM

9:30 AM
8/6/2018

Screen #8 cont'd

Harris DSN: ngsqslsvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [REDACTED] HQ: Not Approved Cert: Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

139 [REDACTED] [REDACTED] 7338 Job Record Data [REDACTED] [REDACTED]

Employee Type Show/Add Job Detail

Job	Type	Description	Status	D...	Pay Code	Job Type
1	T	TEACHER (187 DAYS)	Active	P...	Monthly	Primary Job
70	SS	SUPPLEMENT	Active	P...	Monthly	Supplemental Job
75	SS	SUPPLEMENT	Terminated	P...	Monthly	Supplemental Job

Job Record Data screen after you Add/Update. This screen shows this employee is a teacher and receives a Board paid supplement. I use 70 for Board Paid supplements, 50 is for subs, 90 is Pay for unused Personal days. In previous years this employee also received a Booster paid supplement (#75) but did not this year so that one record is terminated. To terminate double click on the record and then change from active to terminated and follow prompts.

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

9:41 AM

9:41 AM
8/6/2018

Screen #9 Job Pay Record

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [REDACTED] SN: [REDACTED] HQ: Not Approved Cert: Non-Certified (v3.85)

Employee # Name (Last, First M) SSN Person Id Current Form Document

5 [REDACTED] [REDACTED] 777 Job Pay Record [REDACTED]

Job Number: [REDACTED] Employee Type: PR [REDACTED]

Contract Days: 240 State Salary Unit: 0.00 Total of All Active Jobs
Annual: 58,864.00
Monthly: 4,905.33

Percent Worked: 100% State Based Salary: 0.00

Annual Salary: 58,864.00 Full Time Earnings: 4,905.33

Salaried Periods: 12 Summer Pay Flag: [REDACTED]

Pay Period Salary: 4,905.33

Hourly/Daily Code: H

Hours Per Day: 8.00

Rate of Pay: 30.66

Overtime Rate: 45.99

Accrual Days: 3.00

☒ Include Job in LEAPS Reporting

☒ Use Pay Dates ☐ Use End Pay Date

4/17/2018 Thru 4/17/2018

☐ Use Contract Dates

4/17/2018 Thru 4/17/2018

☐ Calculate Salaries

Job Status: Active

Exempt From:

☐ 1. Federal Tax

☐ 2. State Tax

☐ 3. Social Security

☐ 4. Medicare

☐ 5. City Tax

☐ 6. County Tax

☐ 7. Retirement

☐ 8. SUI

☐ 9. Worker's Comp

☐ Matching Insurance

Tuesday 4/17/2018

Employee Maintenance Ready to Execute

8:19 AM

8:19 AM
4/17/2018

After adding Job Record Data, this screen automatically populates. You will be prompted on whether or not to use the salary schedule that is attached.

Screen #9 Job Pay Record

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PntScr Exit

PR/EMNT Name: [redacted] SN: [redacted] HQ: Not Approved Cert: Non-Certified (v3.85)

Employee # 5 Name (Last, First M) [redacted] SSN [redacted] Person Id 777 Current Form Job Pay Record Document [redacted]

Job Number [redacted] Employee Type: PR [redacted]

Contract Days 240 State Salary Unit 0.00 Total of All Active Jobs Annual: 58,864.00 Monthly: 4,905.33

Percent Worked 100% State Based Salary 0.00

Annual Salary 58,864.00 Full Time Earnings 4,905.33

Salaried Periods 12 Summer Pay Flag [redacted]

Pay Period Salary 4,905.33

Hourly/Daily Code H

Hours Per Day 8.00

Rate of Pay 30.66

Overtime Rate 45.99

Accrual Days 3.00

☒ Include Job in LEAPS Reporting

☒ Use Pay Dates ☐ Use End Pay Date

☐ Use Contract Dates

☐ Calculate Salaries

Job Status: Active

Exempt From

☐ 1. Federal Tax

☐ 2. State Tax

☐ 3. Social Security

☐ 4. Medicare

☐ 5. City Tax

☐ 6. County Tax

☐ 7. Retirement

☐ 8. SUI

☐ 9. Worker's Comp

☐ Matching Insurance

Tuesday 4/17/2018 Employee Maintenance Ready to Execute 8:19 AM

If this is a new hire requesting 13 payments change salaried periods to 13 and select the Calculate Salaries box (above blue star). Also if you enter an employee in June but do not want to process a payment until September Select Use Pay Dates (see red oval).

Screen #9 Job Pay Record

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [REDACTED] SN: [REDACTED] HQ: Not Approved Cert: Non-Certified (v3.85)

Employee # 5 Name (Last, First M) [REDACTED] SSN [REDACTED] Person Id 777 Current Form Job Pay Record Document [REDACTED]

Job Number [REDACTED] Employee Type: PR [REDACTED]

Contract Days 240 State Salary Unit 0.00 Total of All Active Jobs Annual: 58,864.00 Monthly: 4,905.33

Percent Worked 100% State Based Salary 0.00

Annual Salary 58,864.00 Full Time Earnings 4,905.33

Salaried Periods 12 Summer Pay Flag [REDACTED]

Pay Period Salary 4,905.33

Hourly/Daily Code H

Hours Per Day 8.00

Rate of Pay 30.66

Overtime Rate 45.99

Accrual Days 3.00

☒ Include Job in LEAPS Reporting

☒ Use Pay Dates ☐ Use End Pay Date

4/17/2018 Thru 4/17/2018

☐ Use Contract Dates

4/17/2018 Thru 4/17/2018

☐ Calculate Salaries

Job Status: Active

Exempt From

☐ 1. Federal Tax

☐ 2. State Tax

☐ 3. Social Security

☐ 4. Medicare

☐ 5. City Tax

☐ 6. County Tax

☐ 7. Retirement

☐ 8. SUI

☐ 9. Worker's Comp

☐ Matching Insurance

Me... [REDACTED]

Tuesday 4/17/2018

Employee Maintenance Ready to Execute

8:19 AM

8:19 AM 4/17/2018

If this specific job is exempt from Retirement or Matching Insurance, etc. then select those boxes on the left side of the screen. (i.e. Teacher/bus driver but you want the entire Insurance Allocation to come from his teacher position then you would checkmark Matching Insurance on his bus driver job.

Screen #10 Job Leave/Fringe

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee # 5 Name (Last, First M) [Redacted] SSN [Redacted] Person Id 777 Current Form Job Leave/Fringe Document [Redacted]

Job Number 1 Employee Type: PR PAYROLL MANAGER Job Status: Active

Leave Information

Leave Yr 2019 Leave Type [Redacted] Leave Units: Day

Allowed 0.00 Max at EOY 0.00 Accrual Date 5/1/2014 [Active] Add/Update Leave Item

Beg. Bal. 0.00 Accrued YTD 0.00 Taken YTD 0.00 Balance 0.00

Type	Description	Allowed	Beg Bal	Accru...	Taken	Max.	Balance	Active	Acc. D...	Adjust YT
1	SICK	12.00	304.50	1.00	0.50	999.00	305.00	Yes	5/1/2014	0.00
2	PERSONAL	5.00	0.00	5.00	0.00	5.00	5.00	Yes	5/1/2014	0.00
3	VACATION	12.00	8.00	6.00	0.00	8.00	14.00	Yes	5/1/2014	0.00
K	COMPENSATORY ...	0.00	60.03	0.74	0.00	999.00	60.77	Yes	5/1/2014	0.00

View Fringe Benefit Data

This screen defaults according to Employee Type. If a new hire is coming from another system you will have to manually add the sick leave transferred. You can do it from this screen by double clicking on the sick leave and enter a beginning balance. Or do it through "Input Leave Adj to History"

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

10:17 AM

10:17 AM
8/6/2018

Screen #11 Deduction Data

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] IQ: Not Approved Cert: Non-Certified (v3.87)

Employee # [5] Name (Last, First M) [Redacted] SSN [Redacted] Person Id 777 Current Form Deduction Data Document [Redacted]

Job Number [Redacted] Employee Level Deductions Employee Status: Active

Quarter Num [1] Calendar Year 2018 Show/Hide Deductions

Ded#	Description	Mont...	Board	Qtrly	Y-T-D	Limit	Tot. Ded.	Active
1	SOC SEC WH	6.2%	6.2%	909.54	2,129.87	7,960.80	2,129.87	Yes
2	MCARE WH	1.45%	1.45%	212.73	498.14	0.00	0.00	Yes
3	MEDICREAMT	0.9%	0%	0.00	0.00	0.00	0.00	Yes
4	FEDERAL WH	0%	0%	1,666.98	3,914.58	0.00	0.00	Yes
5	STATE WH	0%	0%	592.65	1,387.74	0.00	0.00	Yes
6	MATCH INS	0.00	800.00	0.00	0.00	0.00	0.00	Yes
8	SUI	0%	0.05%	0.00	0.00	0.00	0.00	Yes
11	RETIREMENT	7.5%	12.24%	1,103.70	2,584.50	0.00	0.00	Yes
13	PEEHIP	30.00	0.00	90.00	210.00	0.00	0.00	Yes
14	WELLNESS	0.00	0.00	0.00	0.00	0.00	0.00	Yes
31	PEEHIP DEP	0.00	0.00	0.00	0.00	0.00	0.00	Yes
32	RSA-1	150.00	0.00	450.00	1,050.00	0.00	0.00	Yes

The required deductions will automatically generate. You will need to add the others (i.e. Matching Insurance, PEEHIP, RSA-1, Direct Deposit, etc.). To add a new deduction click on Show/Hide Deductions.

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

10:26 AM

10:26 AM
8/6/2018

Screen #11 cont'd

This screen is to add a deduction. Job Number stays blank. You can search by clicking in Deduction Number box and then click search; the box below will appear

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] SSN: 416-84-0191 HQ: Not Approved Cert: Non-Certified (v3.87)

Employee # 5 Name (Last, First M) [Redacted] SSN 416-84-0191 Person Id 777 Current Form Deduction Data Document [Redacted]

Job Number [Redacted] Employee Level Deductions Employee Status: Active

Deduction Num [Redacted] Calendar Year 2018 Show/Hide Deductions

Employee Portions

Monthly 0 Percent View Board Portions

Pay Periods 0 0 0 0 0

Quarters 0 0 0 0 0

☐ Active ☐ Future Status Change 12/27/2001

Limit 0

Total Ded. 0

Priority 0

Ref#

Plaintiff

Sheltered From

FWH - No MC - No GARN - No

SWH - No CITY - No

SS - No CNTY - No

RET - No SUI - No

Add/Update Item

PR/DNLK Deduction Number Lookup

Vendor # All Ded Type All

Description

Description Options

☒ Description starts with characters ☐ Characters appear anywhere in Description

Ded #	Desc	Vendor	Print C...	Empr Ven...	Mandatory	Routing Nu...
13	EDUCATORS COMMUNIT...	289	Yes	289	No	-
13	PEEHIP (CAF)	7	Yes	7	No	-
14	WELLNESS FEE	7	Yes	7	No	-
16	D. SIMS CRAWFORD	198	Yes	198	No	-
17	District Court - Tuscaloosa ...	1082	Yes	1082	No	-
18	DISTRICT COURT CHILTO...	485	Yes	485	No	-
19	US DEPT OF EDUCATION	1276	Yes	1276	No	-

Search Clear Next 500 Previous 500 Exit

Received 161 Records

Use the Next and Previous Buttons to Scroll Through the Deduction # Records

Click on the Deduction Number You Want, Then Exit and Ctrl/V to Paste if Needed

Once you select your deduction number click Add/Update (above the blue arrows).

Screen #11 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help


Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [Redacted] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee # 5 Name (Last, First M) [Redacted] SSN [Redacted] Person Id 777 Current Form Deduction Data Document [Redacted]

Job Number [Redacted] Employee Level Deductions Employee Status: Active

Deduction Num 17 Dist Court Calendar Year 2018 Show/Hide Deductions

Employee Portions  Monthly 0.00 Amount View Board Portions

Pay Periods 0.00 0.00 0.00 0.00 0.00

Quarters 0 0 0 0 0

☒ Active ☐ Future Status Change 12/27/2001

Benefit Code [Redacted] Division 0


Sheltered From

FWH - No	MC - No	GARN - No
SWH - No	CITY - No	
SS - No	CNTY - No	
RET - No	SUI - No	

Limit 0

Total Ded. 0.00

Priority [Redacted]

 Ref# [Redacted]

Plaintiff [Redacted]

Add/Update Item

[Redacted] [Redacted]

If you are entering a garnishment you will put the amount in the monthly box and put the case number in the Ref# box.

Screen #11 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Names: [Redacted] HQ: Not Approved Cert: Non-Certified (v3.87)

Employee # 5 Name (Last, First M) [Redacted] SSN [Redacted] Person Id 777 Current Form Deduction Data Document [Redacted]

Job Number [Redacted] Employee Level Deductions

Deduction Num 903 REGIONS Calendar Year 2018 Show/Hide Deductions

Employee Portions

Monthly 0.00 Amount View Board Portions

Pay Periods 0.00 0.00 0.00 0.00 0.00

Quarters 0 0 0 0 0

☒ Active ☐ Future Status Change 12/27/2001

☐ Savings Acct ☐ ACH Notified ☐ Balance of Net

Sheltered From

FWH - No MC - No GARN - No

SWH - No CITY - No

SS - No CNTY - No

RET - No SUI - No

Add/Update Item

Limit 0

Total Ded. 0.00

Priority 1

Ref# [Redacted]

Plantiff

If you are adding a bank for direct deposit, you will need to check Balance of Net and if it is a savings account check that box. Do not check the ACH Notified box. The system will generate a live check the first month and test the account. If everything is correct the second month the system automatically updates the ACH box and a direct deposit will generate. You will enter the ACCOUNT number in the Ref box.

Screen #12 Job GL Distribution

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name [Redacted] IQ: Not Approved Cert: Non-Certified (v3.87)

Employee # Name (Last, First M) SSN Person Id Current Form Document

5 [Redacted] [Redacted] 777 Job G/L Dist [Redacted]

Job Number 1 Employee Type: PR PAYROLL MANAGER Job Status: Active

Fiscal Year 2018 Show/Hide G/L Distribution

G/L Acct 11-5-6310-133-8610-1110-0-8600-0000 Add/Update Item

FISCAL SERVICES, BOOKKEEPER

Current Percent 100% Budget Total 60,320.00

Current Amount 0.00 ETE 1.00

FYTD Total 49,175.94

Enter the GL for this job.
Enter the percent for this GL. Then enter the FTE.
If it is 100% to one GL then the FTE is normally 1.00. The Budget total rolls in from Budget Works and is not required. After info is entered click Add/Update.

Screen #12 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name [Redacted] IQ: Not Approved Cert: Non-Certified (v3.87)

Employee # 317 Name (Last, First M) [Redacted] SSN [Redacted] Person Id 813 Current Form Job G/L Dist Document [Redacted]

Job Number 1 Employee Type: SP C O SUPERVISOR Job Status: Active

Fiscal Year 2018 Show/Hide G/L Distribution

Job	Account Number	Year	Curr. %	Curr. Amt	Budget Tot	FYTD Tot
1	12-5-4210-111-0087-5101-0-8420-0000	20...	25%	0.00	0.00	2,210.28
1	12-5-4210-111-0085-5101-0-8420-0000	20...	25%	0.00	0.00	2,210.28
1	12-5-4210-111-0155-5101-0-8420-0000	20...	25%	0.00	0.00	2,210.28
1	12-5-4210-172-0085-5101-0-8420-0000	20...	0%	0.00	0.00	23,248.50
1	11-5-1100-199-8100-6001-0-8100-0000	20...	0%	0.00	0.00	250.00
1	12-5-4210-111-0150-5101-0-8420-0000	20...	25%	0.00	0.00	2,210.27

Total Budget: \$0.00 Total FYTD Amt: \$32,339.61

This example shows an employee whose salary is divided evenly between four cost centers.

The % must total 100 before you can update this screen

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

11:21 AM

11:21 AM
8/6/2018

Screen #12 cont'd

Harris DSN: ngsqslvr Install ID: Cenoff (PELHAM CITY SCHOOL SYSTEM) User: pthornton (PAULA THORNTON)

File Edit Tools Toolbar Windows Favorites Help

Enter Add Pers Change Mail Save Inquire Next Back Clear Search PrtScr Exit

PR/EMNT Name: [REDACTED] SN: 231-63-2343 HQ: Not Approved Cert: Non-Certified (v3.87)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
317	[REDACTED]	[REDACTED]	813	Job G/L Dist	[REDACTED]

Job Number: 1 Employee Type: SP C O SUPERVISOR Job Status: Active

Fiscal Year: 2018 Show/Hide G/L Distribution

G/L Acct: 12-5-4210-111-0087-5101-0-8420-0000 Add/Update Item

CHILD NUTRITION-SUPPORT/COORDINATOR

Current Percent: 25% Budget Total: 0.00

Current Amount: 0.00 ETE: .25

FYTD Total: 2,210.28

Since this employee's GL is split between cost centers notice that the Current Percent and FTE are not 100% and 1.

After entering the GL, percent and FTE click Add/Update. If it is not 100% you will receive an error message until you have entered 100% .

Me...

Monday 8/6/2018

Employee Maintenance Ready to Execute

11:28 AM

11:28 AM
8/6/2018

QUESTIONS?

- ▶ Paula Thornton
 - ▶ Vestavia City Schools
 - ▶ 205-402-5131
 - ▶ 205-294-2995 (personal cell number)
 - ▶ thorntonpb@Vestavia.k12.al.us
 - ▶ pbt0611@gmail.com
- 