



**SET-UP PROCEDURES FOR NEW  
EMPLOYEES  
AASBO NOVEMBER 9, 2021**

Entering new employees without  
onboarding software

# HUMAN RESOURCES

- After logging into Human Resources
  - \* Select Payroll
  - \* Employee Maintenance
- \* Might have to Select Employee Maintenance a second time
  - \* Select Add Pers

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

PR/EMNT Employee Maintenance (v4.00)

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

Social Security # Title Address Type Home Years at Address 0

First Name Address

Middle/Initial

Last Name City

Suffix State Zip

Alias 1(Maiden) Phone Type Home Unlisted

Alias 2(ACA Override) Number Ext

Certified Code Highly Qualified Email Address

Reporting Location Primary Employee Type

Comments

Entered By: thortonpb Entered Date: 03/09/2021

Add Mode: Enter a New Record and Click Save When Done

### IMPORTANT INFO

- Name should be entered as it appears on social security card
- If last name on application does not match social then enter the social last name as Alias 2
- Enter Street Address. System will skip to Zip Code – after entry system will fill in City and State. Can change manually if needed
- Some exports require a phone number – can enter generic #
- Email address: enter email address so forms/info can be sent electronically

I do not “save” until I am completely finished adding the employee.

PR/EMNT Employee Maintenance (v4.00)

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

Social Security # [REDACTED] Title [REDACTED] Address Type [REDACTED] Years at Address [0]

First Name [REDACTED] Address [REDACTED]

Middle/Initial [REDACTED]

Last Name [REDACTED]

Suffix IV State AL Zip 35226

Alias 1(Maiden) [REDACTED] Phone Type Home [REDACTED]  Unlisted

Alias 2(ACA Override) [REDACTED] Number [REDACTED] Ext [REDACTED]

Email Address [REDACTED]

Certified Code [REDACTED] Reporting Location [REDACTED]  
Highly Qualified [REDACTED] Primary Employee Type [REDACTED]

Comments [REDACTED]

Entered By: thorntonpb  
Entered Date: 03/09/2021

To move to the next screen select the drop down arrow under “Current Form”.

Contact Data: you have the option to list a emergency contact, etc for the employee. VHCS does not utilize this screen.

Applicant Data: can add subjects employee requests, building requested, grades requested, etc. VHCS does not utilize this screen.

PR/EMNT Employee Maintenance (v4.00)

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

Education Data    [Navigation Buttons]

College [Red Oval]    Degree [Blue Oval]    Show/Add Education

Highest Degree Earned    Major/Minor

Dates Attended    Major [ ]    Add Major/Minor Item

From [03/2021]    Thru [03/2021]    Major Cd    Description    Major    Minor

Year Graduated [2021]    Add Major/Minor Item

Years Earned [0]    Major Cd    Description    Major    Minor

Hours Earned    Credit Hours Earned [0]    **This section is optional but if you do add info you must Add Major/Minor Item prior to Add/Update Education**

Semester    Extra Credit Hours [0]    Major Cd    Description    Major    Minor

Quarter    Transcript Received    Date Received [3/9/2021]     Unofficial Transcript Date [3/9/2021]    Add/Update Education [Green Oval]

[Navigation Buttons]

Select College (red oval) – VHCS has individual colleges entered; you can use generic as 99999

Select Degree (blue oval) – if you are unsure of which number applies to which degree you can use the search feature (on tool bar)

If employee has multiple degrees enter them separately. Ex: BS degree(1) from Auburn Montgomery and Master's (2) from Auburn would require 2 records. After entering the info for the BS select Add/Update Education (green oval)

**IMPORTANT BECAUSE THIS INFO IS PULLED INTO YOUR LEAPS FILE**

Only applies to certified employees

When entering highest degree record make sure to select the Highest Degree Earned box (black oval)



PRV CIVIL Employee Maintenance (v4.00)

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

Type    
 Beginning Date     Thru Date    Years  Months

Experience Verified    Comments

Supervisor     Contract Days     Standard Contract Days

- Previous Employer Data  
 School/Employer Name     Address   
 Reason for Leaving     Zip   
 Duties Performed     Phone

Select Type

- PUB = Non-AL Public School
- PRV = Private School Certified
- ST = AL Public School System
- SYS = Experience in your system
- OTH = Support Staff Experience

Enter the Years/Months of EXP  
 Select EXP verified if you have received the proper documentation

Enter the contract days and standard contract days.

Other information is optional.

**EXPERIENCE DATA SCREEN ALSO IMPORTS TO THE STATE FROM YOUR LEAPS FILE**

Normally you will not manually enter SYS experience. This is updated yearly when you update tenure.

**AFTER ALL INFO HAS BEEN ENTERED SELECT ADD/UPDATE EXPERIENCE**





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

Gender	M	Male	<input type="checkbox"/> Tenure Date	1 / 1 / 1900	Tenure Code	
Birth Date	3 / 9 / 2021		<input type="checkbox"/> Certified Code			
Ethnicity			ACA Offer of Coverage Code		Offer of Coverage Description	
Marital Status			<input type="checkbox"/> Employee Requests Electronic Forms			
Retirement Years			<input type="checkbox"/> Employee Requests Electronic DD Stmts			
Person Status						
Original Hire Date	3 / 9 / 2021					
<input type="checkbox"/> Do Not Renew Contract			Reporting Location			
<input type="checkbox"/> Speaks Spanish			Primary Employee Type			
<input type="checkbox"/> E-Verified						

**Marital Status:** if not on application refer to the tax withholding documents to see how they are filing

**Person Status:** most common three  
**Active** = employee receiving regular monthly pay  
**Substitute** = regular substitute  
**Retiree Sub** = retired TRS employee returning to work as a sub

Original hire date = first day of work, not necessarily the day they were Board approved.

E-Verified: if left unchecked will show as error on pre compute report.

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

Gender	M	Male	<input type="checkbox"/> Tenure Date	1 / 1 / 1900	Tenure Code	
Birth Date	3 / 9 / 2021		<input type="checkbox"/> Certified Code			
Ethnicity			ACA Offer of Coverage Code		Offer of Coverage Description	
Marital Status			<input type="checkbox"/> Employee Requests Electronic Forms			
Retirement Years			<input type="checkbox"/> Employee Requests Electronic DD Stmt			
Person Status						
Original Hire Date	3 / 9 / 2021					
<input type="checkbox"/> Do Not Renew Contract			Reporting Location			
<input type="checkbox"/> Speaks Spanish			Primary Employee Type			
<input type="checkbox"/> E-Verified						

Tenure Date: should generate automatically after you enter Original Hire Date

Tenure Code: will update yearly when update is processed. Can change both of these fields if necessary

Certified Code:  
 C = Certified (Teachers, Directors, etc)  
 N = Non Certified (support staff)  
 S = Substitute

ACA Offer of Coverage = From drop down box select the offer that applies (most common 1A and 1H)  
 1A = Ins is offered to this employee  
 1H = Ins is NOT offered to this employee

Red Oval – make sure your system has a policy in place if you are only providing electronic information.

Approved Cert: Certified (v4.00)

Person Id	Current Form	Document
3790	HQ & Test Data	
	HQ & Test Data	
	Document Data	
	Certificate Data	
<input type="checkbox"/> Expires	User Defined	
	Employee Data	
	Tax Data	
	Salary Schedules	
	Job Record Data	
Expires	Pas...	Score
	Yes	
		Comment

VHCS does not utilize HQ, Document Data, Certificate Data or User Defined Screens

HQ = enter Highly Qualified Info

Document Data = some systems add I-9 verification

Certificate Data = enter valid dates for teaching certificates

User Defined = Harris used this screen to show ACA coverage. No longer used

PR/EMNT Employee Maintenance (v4.00)

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

Employee Status: Substitute (circled in blue)

Employee Hire Date: 3 / 9 / 2021

Reporting Loc.: 0020 (circled in blue) VHHS

Check Location: [ ]

Default Pay Period: [ ]

Retirement:
   
 Retirement Withheld
   
 Do Not Withhold
   
 Use Default

RSA Flag:
   
 Contributing
   
 Non-Participating
   
 Do Not Report
   
Retire Tier: [ ]

Navigation arrows: [ ] [ ]

Employee Status = Person Status on Personnel Data Screen (slide 9)

Report Location = Cost Center they report to first.

Check Location= Cost Center employee wants to receive their check

Default Pay Period = most common is monthly, but however your system pays

Retirement = most common is Use Default

RSA Flag: Active employees select Contributing and select correct Tier (1 or 2)

Substitutes will be Do Not Report – Tier 99

Retirees will be Non Participating and their Tier

Contract Employees (only receive one payment i.e. band camp instructor) Do Not Report

PR/EMNT Employee Maintenance (v4.00)

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

---

**Federal Tax Data**

2020 Form    Federal Tax Status: [ ]

Multiple Jobs or Spouse Works

Other Dependents Amount: [ ]

Other Income Amount: [ ]

Other Deductions Amount: [ ]

Extra Withholding Amount: [ ]

Exempt From FWH

Under IRS Regulation Do Not Change Settings

**State Tax Data**

State Tax Status: [S]    Exemptions: [0]

State \$ or %

Tax Table     Fixed

Additional     Percent %

Exempt From SWH

SWH Exempt Amount: [ ]

SWH # of Dependents: [ ]    SWH Addl Allowances: [ ]

Make to sure to enter EXACTLY what the employee completed on the forms. If they did not complete the form I enter S (single) and 0 for exemptions/dependents.

FORM A-4 (State): If an employee enters 0 on line one the Status is S and Exemptions = 0. If an employee enters S or MS on line one, Status is S and Exemptions = 1. If they enter M or HE(ad) of Household, Status is M and Exemptions = 2. For additional dependents that number is entered in SWH# of Dependents box.



PR/EMNT Employee Maintenance (v4.00)

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

Salary Schedules

Code Rank Step Code Rank Step

01 01 0

Related Salary Sch

Add 1 to Step at Year End

Supp. Amount Supp. Percent

0.00 0%

Add/Update Item

Code	Description	Rank	Step	Add 1	% Code	% Rank	% Step

After entering salary schedule, select Add/Update Item. This must be done after each entry

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

Salary Schedules

Code Rank Step Code Rank Step

Related Salary Sch

Add 1 to Step at Year End

Supp. Amount Supp. Percent

Add/Update Item

Code	Description	Rank	Step	Add 1	% Code	% Rank	% Step
28	PAYROLL-2...	03	27	Yes			
89	MISC SCHE...	AC	1	Yes			

Screenshot of employee with multiple salary schedules.

PKYBWIN1 Employee Maintenance (v4.00)

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

Job Number [ ]   Employee Type [ ]   **Show All Jobs**

**Job Type** [ ]

Employment Date 3 / 9 / 2021

Service Date 3 / 9 / 2021

Eligible For A Substitute

Job Status/Date [ ]   3 / 9 / 2021

Substitute Category [ ]

Pay Period [ ]

Job Location [ ]

Replace Emp # [ ]

Salary Schedule Information

Anniversary Date 11 / 14 / 2013

Code-Rank-Step   Percent

[ ]   [ ]   **Add/Update Item**

Job	Sal Sch	Desc...	Salary Sche...

Print On Service Report   **Add/Update Item**

Paid in Full 1 / 1 / 1900

[ ]   [ ]

### Job Type:

Additional = second job usually with same monthly pay

Primary = Job Employee spends most of day at

Supplemental = Coaching Jobs/NBCT/Hourly Jobs

Ex: Teacher drives bus and coaches baseball.

Job 1 = Teacher

Job Type = Primary

Job 2 = Bus Driver

Job Type = Additional

Job 3 = Coach

Job Type = Supplemental

Job Number is MOST commonly 1. If you **do not** use position control **do not** change employee type on a Job Number. Ex: Job 1 = employee type "T" teacher. Teacher becomes Assist Principal. Terminate Job 1. Add Job 2 with an employee type "AP" assistant principal. This will track all of the positions that employee held in your system. If you use Position Control it will track the positions for you so you can re-use Job Number.

Employee Type: Employee's Position. Select from dropdown box.



PRYCEWIN Employee Maintenance (v4.00)

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

Job Number  Employee Type

Job Type

Employment Date

Service Date

Eligible For A Substitute

Job Status/Date

Substitute Category

Pay Period

Job Location

Replace Emp #

Salary Schedule Information

Anniversary Date

Code-Rank-Step  Percent

Job	Sal Sch	Desc...	Salary Sche...

Print On Service Report

Paid in Full

## Job Status

Active = regular monthly employee

Substitute = Subs    Substitute Category = can set up different categories LWS – lunchroom sub    BDS – bus driver sub

On Leave – change status when employee enters unpaid leave status

Terminated – use when you only want to terminate one job on the employee's record

Pay Period = should match pay period on Employee Data screen; monthly is most common

Job Location = CCTR

Replace Emp # = if you know who is leaving you can enter it. This field is not required

Print on Service Report = Job will print on monthly report sent to schools

[Show All Jobs](#)

Salary Schedule Information

Anniversary Date: 8 /17/1999

Code-Rank-Step: [dropdown] Percent: [input] [Add/Update Item](#)

Job	Sal Sch	Desc...	Salary Sche...
02 - 01 - 29			
1	02 - 01 - 29	RAN...	2245.00000...

Print On Service Report

Paid in Full: 1 / 1 /1900

[Add/Update Item](#) [right arrow] [left arrow]

Anniversary Date is important for systems who grant step raises in the actual month step occurs. VHCS only does step raises at the beginning of the contract year.

Code-Rank-Step: dropdown box will show all salaries entered on the salary schedule screen. Select the one(s) that apply to this record. And enter the % of the salary schedule you wish to use. Ex: Job is Teacher, Salary Schedule for Teacher is 02-01-29 and enter 100% because the employee gets the full salary for this job.

After entering the salary schedule(s) ...Select Add/Update (within this box)

After entering all info for the Job Record select Add/Update

To see all job records for employee select Show All Jobs

VHCS pays coaching supplement as a % of teacher salary. So we select the teacher salary schedule and then enter the % so the system will calculate the supplement.

Employee Type							Show/Add Job Detail
Job	Type	Description	Status	Description	Pay Code	Job Type	Save
1	T	TEACHER	Active	VHELP	Monthly	Primary...	68311
2	SP	SUPPLEMENT	Active	VHHS	Monthly	Supple...	6489.5
3	SP	SUPPLEMENT	Active	VHHS	Monthly	Supple...	6489.5
4	BF	BUS DR. FLD. TRIPS	Ter...	BUS DRI...	Monthly	Additio...	0
5	SP	SUPPLEMENT	Active	VHHS	Monthly	Additio...	8880.4
25	NBC	NATIONAL BOARD CERTIFIED	Ter...	VHELP	Monthly	Additio...	5000
99	HP	HAZARD PAY	Ter...	VHELP	Monthly	Additio...	0

Screenshot of employee with multiple jobs:

Job 1 = Teacher at Elementary School as Primary Job

Job 2 = Coach at High School (description) as supplemental job

Job 25 = All employees who are National Board have this job record

Job 4 = Terminated – no longer has CDL

PR/EMNT Employee Maintenance (v4.00)

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

Job Number: 1    Employee Type: CONT    CONTRACTED EMPLOYEES    Job Status: Substitute

Contract Days: 0.00    State Salary Unit: 0.00    Total of All Active Jobs: Annual: 0.00, Monthly: 0.00

Percent Worked: 100%    State Based Salary: 0.00

Annual Salary: 0.00    Full Time Earnings: 0.00

Salaried Periods: 12    Summer Pay Flag: [ ]

Pay Period Salary: 0.00     Include Job in LEAPS Reporting

Hourly/Daily Code: H     Use Pay Dates     Use End Pay Date

Hours Per Day: 0.00    3 / 9 / 2021 Thru 3 / 9 / 2021

Rate of Pay: 0.00     Use Contract Dates

Overtime Rate: 0.00    3 / 9 / 2021 Thru 3 / 9 / 2021

Accrual Days: 0.00     Calculate Salaries

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

If this particular job is exempt from taxes, retirement, unemployment, insurance etc, you can check the boxes that apply. Ex. Teacher is also a coach but you want the insurance allocation to only be deducted from their teacher salary you would check the Matching Insurance box on the Coaching Record.

Contract days and Hourly/Daily Code will default based on Employee Type.

Leaps will default from Employee Type ...if you do not want this job to appear on the LEAPS report uncheck.

Job Number 1 Employee Type: CO CLERICAL 12 MONTH Job Status: Active

Leave Information  
 Leave Yr 2021 Leave Type [REDACTED] Leave Units: Day  
 Allowed 0.00 Max at EOY 0.00 Accrual Date 12/3/2018  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
1	SICK	12.00	284.00	10.00	5.00	999.00	289.00	Yes	12/3/20...	0.00
2	PERSONAL	2.00	0.00	2.00	2.00	2.00	0.00	Yes	12/3/20...	0.00
3	VACATION	12.00	12.50	10.00	2.00	20.00	20.50	Yes	12/3/20...	0.00
CA	CATASTROPHIC	0.00	0.00	0.00	0.00	9999.00	0.00	Yes	12/3/20...	0.00
E	EXTRA PERSONAL...	3.00	0.00	3.00	0.00	0.00	3.00	Yes	12/3/20...	0.00

View Fringe Benefit Data

Leave Information  
 Leave Yr 2021 Leave Type SB SICK BANK Leave Units: Day  
 Sick Bank Type S Support Sick BankStatus Date 12/12/2018  Applied  Member Add/Update Leave Item  
 Beg. Bal. 2.00 Accrued YTD 0.00 Taken YTD 0.00 Adjust YTD 0.00 Balance 2.00

Type	Description	Allowed	Beg Bal	Accru...	Taken	Max.	Balance	Active	Acc. D...	Adjust
2	PERSONAL	2.00	0.00	2.00	2.00	2.00	0.00	Yes	12/3/20...	0.00
3	VACATION	12.00	12.50	10.00	2.00	20.00	20.50	Yes	12/3/20...	0.00
CA	CATASTROPHIC	0.00	0.00	0.00	0.00	9999.00	0.00	Yes	12/3/20...	0.00
E	EXTRA PERSONAL...	3.00	0.00	3.00	0.00	0.00	3.00	Yes	12/3/20...	0.00
SB	SICK BANK	999.00	2.00	0.00	0.00	999.00	2.00	Yes	12/12/2...	0.00

View Fringe Benefit Data

Job Leave/Fringe: Type of/Number of days allowed will populate automatically based on Employee Type. If a new employee is transferring in sick days it is best to enter them through Input Leave Adj to History module.

If an employee decides to be a member of the sick bank you will need to enter this leave type on the employee's screen. From the leave type box select your code for Sick Bank (common = SB) If you have a separate bank for certified and non certified you will need to select the correct Bank Type. If they have the required number of days to join check the member box; if they do not check applied box. Then Add/Update Leave

Job Number  Employee Type: CO CLERICAL 12 MONTH Job Status: Active

Fringe Benefit Information

Code  Amount   Active

Code	Description	Amount	Active
L	GROUP TE...	27.14	Yes

To View/Add Fringe Benefits:  
 Select the View Fringe Benefits  
 Data button at the bottom of  
 the screen.

Life Insurance fringe benefits are  
 commonly calculated in January and  
 spread over a 12 month period. So  
 systems only calculate in December  
 and deduct the total from the  
 December check.

Fringe Code:

L = Life Insurance

M = Miscellaneous

V = Vehicle Fringe

Note: I have a completely different PowerPoint that covers the Fringe  
 Benefits topic.

If your system has vehicles that are  
 used after hours for personal use  
 you will need to set up a vehicle  
 fringe for those employees.

Make sure to select the Add/Update  
 Item after making changes.

PR/EMNT Name: [REDACTED] HQ: Not Approved Cert: Non-Certified (v4.00)

Employee # [REDACTED] Name (Last, First M) [REDACTED] SSN [REDACTED] Person Id 3994 Current Form Deduction Data Document [REDACTED]

Job Number [REDACTED] Employee Level Deductions Employee Status: /

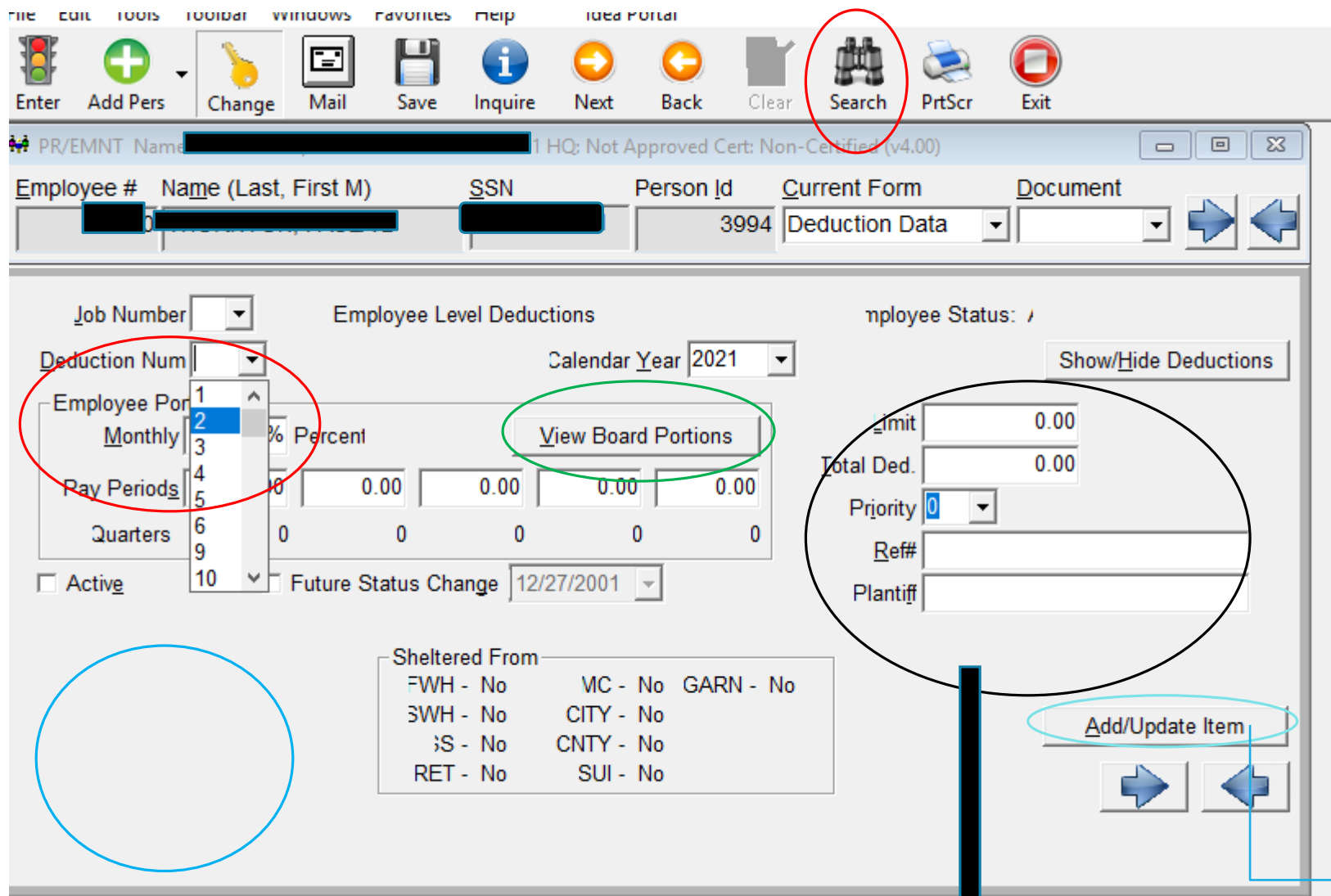
Quarter Num 1 Calendar Year 2021 **Show/Hide Deductions**

Ded#	Description	Mont...	Board	Qtrly	Y-T-D	Limit	Tot. Ded.	Active
1	FWH	0%	0%	2,388.81	3,185.08	0.00	0.00	Yes
2	STATE W/H	0%	0%	751.26	1,001.68	0.00	0.00	Yes
4	MEDICARE	1.45%	1.45%	275.70	367.60	0.00	0.00	Yes
5	SOC SEC	6.2%	6.2%	1,178.88	1,571.84	8,853.60	1,571.84	Yes
6	MEDICREAMT	0.9%	0%	0.00	0.00	0.00	0.00	Yes
11	RETIREMENT	7.5%	12.36%	1,437.24	1,916.32	0.00	0.00	Yes
16	RSA-1	300.00	0.00	900.00	1,200.00	0.00	0.00	Yes
18	WELLNESS	0.00	0.00	0.00	0.00	0.00	0.00	Yes
23	MEDICAL	30.00	0.00	90.00	120.00	0.00	0.00	Yes
24	PHIP FLEX	0.00	0.00	0.00	0.00	0.00	0.00	Yes
25	PEEHIP SUP	38.00	0.00	114.00	152.00	0.00	0.00	Yes
26	P. DEP CAR	0.00	0.00	0.00	0.00	0.00	0.00	Yes

Mandatory deductions will populate automatically (if set up correctly).

Please double check that you have the correct retirement rate on each employee.

To add an additional deduction select the Show/Hide Deductions button



To add a deduction select the deduction number from the dropdown box beside Deduction Num

If you do not know the deduction number you can search your deductions.

If the deduction is/has a board portion select the View Board Portions to see the amount that will be paid by employer.

If you are adding an ACH (direct deposit) and additional box will appear.

Add/Update when finished

If your deduction has a limit you can add it. If it has a reference number you can add it....these are commonly used for garnishments.



Job Number [ ] Employee Level Deductions

Deduction Num [71] REGIONS Calendar Year [2021] Show/Hide Deductions

Employee Status: /

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]

Limit [0]

Total Ded. [0.00]

Priority [ ]

Ref# [ ]

Plaintiff [ ]

Savings Acct

ACH Notified

Balance of Net

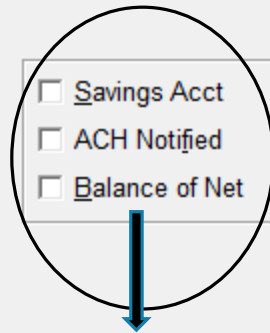
Sheltered From

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

Add/Update Item

[ ] [ ]

Ref# is the employees' bank account number. The routing number is set up through the Deduction Master Maintenance file.



Savings Account – check this box if the amount is being sent to a savings acct.

ACH Notified – Unchecked means the first check will be a live check and if the test file process the system will automatically check this box. The next check will be direct deposit.

Balance of Net – all employees must have one deduction with this box checked

Reminder: after adding each individual deduction you will have to select Add/Update Item



PR/EMNT Employee Maintenance (v4.00)

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

Job Number: 1 Employee Type: CONT CONTRACTED EMPLOYEES Job Status: Substitute  
Fiscal Year: 2021 Show/Hide G/L Distribution  
G/L Acct: No Account Selected Add/Update Item  
Current Percent: 0% Budget Total: 0.00  
Current Amount: 0.00 ETE: .00  
FYTD Total: 0.00

You can “search” for the GL you wish to use or type it in. If the job record only has one GL the Percent would be 100 and the FTE would be 1. If the job record is split enter the percent per GL and prorate the FTE (example on next slide).

After entering the GL and FTE select add/update.

12-5-4210-053-0060-5170-0-8420-0000	2021	0%	0.00	11,376.12	4,
12-5-9340-053-0015-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0010-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0020-5170-0-8420-0000	2021	15%	0.00	0.00	4,
12-5-9340-053-0030-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0040-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0060-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0140-5170-0-8420-0000	2021	13%	0.00	0.00	3,
12-5-9340-053-0025-5170-0-8420-0000	2021	7%	0.00	0.00	1,

Screenshot of an employee's GL distribution with multiple GL's. Note: if the GL is set for 13% the FTE is .13. Both totals must equal 100 before you can save the record.

File Edit Tools Toolbar Windows Favorites Help Idea Portal

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

PR/EMNT [redacted] HQ: Not Approved Cert: Non-Certified (v4.00)

Employee # [redacted] Name (Last, First M) [redacted] SSN [redacted] Person Id 3994 Current Form Job G/L Dist Document [redacted]

Job Number 1 Employee Type: CO CLERICAL 12 MONTH Job Status: Active

Fiscal Year 2021 Show/Hide G/L Distribution

Account Number	Year	Curr. %	Curr. Amt	Budget Tot	FTE
11-5-6310-133-8640-6001-0-8630-0120	2021	100%	0.00	75,153.00	1.00

This example shows employee paid 100% from one GL with an FTE = 1

After entering GL you will select the save button.

You have successfully added a new employee.

# QUESTIONS??????

Paula Thornton

[pthornton@pelhamcityschools.org](mailto:pthornton@pelhamcityschools.org)

[pbt0611@gmail.com](mailto:pbt0611@gmail.com)

Work: 205-624-3812

Cell: 205-294-2995