

Payroll Summary

Financial
Payroll
Pay Set up
Remote Pay Entry
Pay type
Report

Sub list (shows subs and who they subbed for)

Financial
Payroll
Payroll Repots
Substitute
Date

Employee time off

Financial
Payroll
Employee time off
Begin and end date

Class lists

Pupil
Student
Reports
Scheduling
Teacher Class list

Interview list

Financial
HR
Recruitment
Applicant
Interview

Change PDF to word

Put it on the desk top
Pdftwoword.com

Change phone message

Message,
Code 1234
8,1,1,3, leave message, listen, save

Listen to messages on main line

Message

Mailbox 22300
Password 1234

Registration

Pupil services
Student system
Registration

Schedule classes

Schedule Maintenance
Elementary Scheduler
(always put first day of school)

Withdrawal

Leave date 1st day of school

Mail merge

Pupil services
Student system
Reports
Scheduling
Teacher class list
File
Name file
Mail merge
Mailing
Start mail merg
Letters
Select recipient
Insert merge
Preview
Finish and merge

Order from warehouse

Distribution
Warehouse
Order info
Catalog

To Change or document a purchase

Financial
Purchasing
Credit cards
Transaction
Transaction Supervisory (chose month)
Chose person and purchase (highlight)
Update account
Change program and acct
Save

Change PA

Finance
HR
Personnel
Personnel Action
PA type
Position change
Fill out required areas
Save PA

To view STS work orders

Encore
Utilities
Service Request
Service Request

Hiring classified

Get position number from Anne Cammack
Get reference number from Joni (?)
Fill out Part time hire form – district – departments
– HR – forms – p/t hire

E-mail – Mass to parents

Systems
Utilities
e-mail guardians
Continue
Be sure to cc yourself

