

Position Control

Your Guide to Success



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Helpful Hints in Position Control

Hire Type:

- Select Hire Type -



New Hire: If mislabeled may lead to delays in the process. Contact your HR contact for questions

- a) If new to the district
- b) Substitute becoming Full Time or Part Time
- c) If questions contact your HR contact.

Change of Assignment:

- a) Current employee coming to your building
- b) Current employee changing assignments within your building

Unit Change: Employee moving among bargaining agreements. Contact your HR contact.

References:

Add Reference

No References Found.

- a) **New Hire:** HR collects the references
 - b) **Change of Assignments within your building:** No reference required
 - c) **Change of Assignments among buildings:** Principals give notice to each other and agree on a start date if the change happens during the school year.
- ❖ *Check your unfilled/filled/pending vacancies before posting a vacancy that is going to be doubled.*

Icons:



: Adds a row



: Create a Lon Term Guest Teacher request



: Edits information to be amended



: Click to view applicant's application



: Deletes a row



: Click to view applicant's documents



: Saves the information



: Applicants tied to your vacancy



: Creates a PAF



: Creates a Vacancy

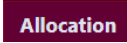


: Reposts a Vacancy

Understanding Your Allocation Book

To view your allocations and to compare last and current year allocations

To view your present year's allocations:

1. Open Position Control
2. Hover over Allocation tab 
3. Click on Allocation Book 
4. Select your location, if needed
5. Allocations for your school will be shown

Reference Code Description	Titles/ Projects	Com- ments	Position	Opr	ESE Basic	ELL	CSR	Categ	IntSvs	CAPTRF	G-F	Cap	Total	
Principal			12003	1.00									1.00	<u>1.00</u>
Assistant Principal			13003	2.00									2.00	<u>2.00</u>
AP 201			14003	1.00									1.00	<u>1.00</u>
Activity Coordinator - HS			19001	1.00									1.00	<u>1.00</u>
Total ADMINISTRATIVE				5.00									5.00	<u>5.00</u>
Psychologist			40100					1.00					1.00	<u>1.00</u>
Teacher - ESE Resource			40310	1.14									1.14	<u>0.14</u>
Sch Intervention Therapist			41104											0.00
Behavior Analyst/Specialist			41301	2.00									2.00	<u>2.00</u>
ESE Program Specialist			41302	0.30							1.20		1.50	<u>1.50</u>
Reading Coach			51406	0.40									0.40	<u>0.40</u>
School Counselor			53101	4.75				0.25					5.00	<u>5.00</u>
Media Specialist			53212	1.00									1.00	<u>1.00</u>
Lic Mental Hlth Prof			55417					1.00					1.00	<u>0.50</u>

6. Helpful hints:

- a.  Click on this icon to view the Titles and break down of positions
- b.  Click on this icon to view allocation funding comments

Understanding Your Allocation Book

How to compare to view your present year's allocations:

1. Open Position control
2. Click on Reports **Reports**
3. Click on Allocation Reports **Allocation Reports**
4. Click on Allocation Book Reports **Allocation Book Reports**
5. Have the current School Year on School Year: **2019-2020** ▼
6. Click on Allocation Book Discrepancy By Location (Totals Only) **Allocation Book Discrepancy By Location (Totals Only)**
7. Select the way you will like your report to be ran

Select Report: **Allocation Book Discrepancy By Location (Totals Only)** ▼

Send To: ☒ Screen ☐ New Window (pdf) ☐ Excel

8. If click on New Window, the report will open in a separate window/document
9. It will always compare current year against previous year.

Alloc Book Discrepancy (Totals Only)

Position	18-19	19-20	Diff
Activity Coordinator - HS (19001)	1.00	1.00	0.00
AP 201 (14003)	1.00	1.00	0.00
Assistant Principal (13003)	2.00	2.00	0.00
Principal (12003)	1.00	1.00	0.00
ADMINISTRATIVE Total:	5.00	5.00	0.00
ESE Adaptive Related Arts (51201)	0.32	0.32	0.00
ROTC (53245)	2.00	2.00	0.00
Tchr, ESE Spec Class (51223)	6.00	6.00	0.00
Teacher - High School (53000)	68.84	67.77	(1.07)
Teacher - Pool (51409)		2.00	2.00
CERTIFIED STAFF Total:	77.16	78.09	0.93
Behavior Analyst/Specialist (41301)	2.00	2.00	0.00
ESE Program Specialist (41302)	1.50	1.50	0.00
Lic Mental Hlth Prof (55417)		1.00	1.00
Media Specialist (53212)	1.00	1.00	0.00
Psychologist (40100)	1.00	1.00	0.00
Reading Coach (51406)	0.50	0.40	(0.10)

Helpful Hints: **(1.07)** Red means that you have lost, or are over allocated on that position/Title

Understanding Your Roster Step by Step

Position Control Home Page:

POSITION CONTROL ANDREW REINKE July 16, 2018

Home Rosters Forms Allocation Vacancy Personnel Reports Admin School Year: 2018-2019 Log Off

Welcome ANDREW!

My Announcements Show Previous
No Announcements Found.

My Form Status Alerts (1)

FormName	Request Type	Location	Form Status	Actions
VACANCY REQUEST	9530107982	Except Ed & Stot Support Servs (9530)	APPROVED	

My Form Approvals Required (189)

FormName	Request Type	Location	Form Status	Actions
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	
Personnel Request	Change of Assignment	Palmetto Elementary (0541)	Pending Approval	
Personnel Request	New Hire	Lake Trafford Elementary (0191)	Pending Approval	
Personnel Request	New Hire	Immokalee Middle (0361)	Pending Approval	
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	

1 2 3 4 5 6 7 8 9 10 ...

[Enhancement Request?](#)
[Questions or Problems?](#)
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User Information

User Name: REINKA
Name: ANDREW REINKE
Employee ID: 1000540228
Last Login: 7/16/2018 7:16:29 AM

My Quick Links

Manage	Forms
Rosters	Additional Period
Additional Period Requests	Part Time/Hourly (Alloc.)
Allocation Requests	Part Time/Hourly (Non-Alloc.)
Part Time/Hourly Requests	Personnel Request
Personnel Requests	Vacancy Request
Personnel Requests (SS)	
Pre-Post Extension Requests	
Vacancy Requests	
Applicants	
Update Profile	

Step 1: Always make sure you are in the correct year (As shown with red circle)

- Select the tab “Roster” (As shown with blue arrow above)

POSITION CONTROL ANDREW REINKE October 7, 2019

Home Rosters Forms Allocation Vacancy Personnel Reports Admin School Year: 2019-2020 Log Off

School/District/Workforce Rosters

School Year: 2019-2020 Roster Type: School Project: ALL Section: ALL Location: - Select Location - Roster

[Enhancement Request?](#)
[Questions or Problems?](#)
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Understanding Your Roster:

POSITION CONTROL Personnel ANDREW REINKE October 7, 2019

[Home](#) [Rosters](#) [Forms](#) [Allocation](#) [Vacancy](#) [Personnel](#) [Reports](#) [Admin](#) School Year: 2019-2020 Log Off

School/District/Workforce Rosters

School Year: **2019-2020** Roster Type: **School** Project: **ALL** Section: **ALL** Location: **- Select Location -** Roster

[Enhancement Request?](#)
[Questions or Problems?](#)
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Step 2: Select Location to Pull Accurate Roster

- Select Roster Type as “School” (As shown with blue arrow above)
- Select the “Location” (As shown with green arrow above)
- Click on “Roster” to update the mask

Understanding Your Roster:

POSITION CONTROL

ANDREW REINKE
 October 7, 2019

Home Rosters Forms Allocation Vacancy Personnel Reports Admin
School Year: 2019-2020 ▼ Log Off

School/District/Workforce Rosters (Golden Gate High (0501))

School Year: **2019-2020** Roster Type: School Project: ALL Section: ALL Location: Golden Gate High (0501) Roster

ROSTER COLOR KEY

Color	Category	Description
	New Hire	PAF New Hires (start date in parentheses after Last Name)
	Incoming COA	PAF Incoming Change of Assignments (effective date in parentheses after Last Name)
	Outgoing COA	PAF Outgoing Change of Assignments (effective date in parentheses after Last Name)
	Employees On Leave	TERMS employees on leave (code in parentheses after Last Name)
	Employees Resigning	TERMS employees resigning (code and effective date in parentheses after Last Name)
	Employees Active	TERMS active employees
	Additional Period	Additional Period Assignments (end date in parentheses)
	LT Guest Teacher	Long-Term Guest Teacher (listed directly below employee replacing or at end of section)
	Bus Substitute/Trainee	Bus Substitute or Trainee 80 or more days after Start Date

ADMINISTRATIVE (GOLDEN GATE HIGH (0501))

No Administrative Vacancies Found.

I n t e r n a l C O A	V a c a n c y	Last Name	First Name	Senior Date	CTEM	Title	A c t C o o r d - H S	A P 2 0 1 1	A s s i s t a n t P r i n c i p a l - H i g h	T o t a l s
➡	➡	ALFORD	NORMAN	07/25/2016		ASST PRINCIPAL A&O (13004)			1.00	
➡	➡	LEE	SCHOLASTICA	07/21/2004		ASST PRINCIPAL (14003)		1.00		
➡	➡	MULHOLLAND	GERONIMO	08/14/2000		ASST PRINCIPAL A&O (13004)			1.00	
➡	➡	SCHAEFER	EMILY	06/01/2018		ASST PRINCIPAL (14003)		1.00		
➡	➡	SEITZ	PETER	07/24/2006		COOR. ACTIVITIES (H) (19001)	1.00			
➡	➡	WALCOTT	TOBIN	08/12/2010		PRINCIPAL HIGH (12003)				1.00

Step 3: Position Control Roster Page

- Each Roster will separate out by title the breakdown of staff currently on the roster at that location (As shown above with blue arrow)
- Each Roster will organize the staff by the following fields (As shown above with red arrows):
 - Last Name
 - First Name
 - Seniority Date
 - CTEM
 - Title

Step 4: Position Control Roster Page:

- 9

Understanding Your Roster:

Step 5: Position Control Roster Page:

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Understanding Your Roster:

CERTIFIED STAFF (GOLDEN GATE HIGH (0501))														
		Closing Date	Vacancy Id	Start Date	FTE	Title								
		10/03/2019 11:30 PM	0501109650	10/07/2019	1.0000	ESE MC III (H) (53248)								
		05/22/2019 11:30 PM	0501109314	08/02/2019	1.0000	POOL TEACHER HIGH (H) (53409)								
		05/22/2019 11:30 PM	0501109316	08/02/2019	1.0000	POOL TEACHER HIGH (H) (53409)								
		05/22/2019 11:30 PM	0501109317	08/02/2019	1.0000	POOL TEACHER HIGH (H) (53409)								
		05/22/2019 11:30 PM	0501109318	08/02/2019	1.0000	POOL TEACHER HIGH (H) (53409)								

I n t e r n a l C O A	V a c a n c y R e q	L T G u e s t T e a c h e r	Last Name	First Name	Senior Date	CTEM	Title	A d a p t i v e R A	R O T C	P o o l	T c h r - E S E	T c h r - R e s	T e a c h e r H i g h S c h o o l	T e a c h e r I n c l u s i o n	T S A	T o t a l s
			BENTON	MICHELLE	09/18/2019		MATH (H) (53231)							1.00		
			SCOTT	THOMMIE	09/23/2019		RESOURCE (H) (53407)						1.00			
			ALAMO	ANTHONY	09/01/2015	C2	ENGLISH (H) (53226)							1.00		
			ANDERSON	GREGORY	08/11/2011	C2	SOCIAL SCIENCE (H) (53233)							1.00		
			ANDREWS	CORY	08/11/2011	C2	VOCATIONAL HIGH (53234)							1.00		
			AVIRETT	SHAWN	08/07/2014	C2	SOCIAL SCIENCE (H) (53233)							1.00		

Step 6: Position Control Roster Page:

- Each posted vacancy will show at the top of each roster section with the following (As shown above with blue arrows)
 - Closing Date
 - Vacancy ID
 - Title
- To Request a Repost for a Vacancy select the  and complete the request form. Select Request Repost when complete

Vacancy Repost Request

Vacancy Id: 0501109314
 Submit Date: 5/2/2019 9:26:02 AM
 School Year: 2019-2020
 Location: Golden Gate High (0501)
 Title(s): POOL TEACHER HIGH (53409)[1.00][0501]
 Start Date: 08/02/2019
 New Allocation: Y
 Employee Replacing:
 Closing Period: 1 Week
 Closing Date (Current): 5/22/2019 11:30:00 PM

Requested By: REINKA
 Closing Period: - Select Closing Period -
 Reason for Repost:

B
I
S
*I*_x

Request Repost Cancel

Allocation Request for Position Control

Pre and Post Extension Instructions. Please contact FTE team for questions.

Log into current school year and follow the guide below to open form:

- Forms tab
- Allocation forms
- Contracted positions
- Pre-Post Extension
- Once opened you can start your request by clicking the employee button.

The screenshot shows the 'Allocation Request' form. At the top, there is a navigation bar with tabs: Home, Rosters, Forms, Allocation, Vacancy, Personnel, Reports, and Admin. The 'Forms' tab is active, and within it, 'Allocation Forms' is selected. The 'Pre-Post Extension' sub-tab is also visible. The form contains the following fields: Date/Time (Friday, May 1, 2015, 10:53 AM), School Year (2014-2015), Location (Student & Staff Proj. Alloc & Reports (9427)), Name (MIMI FONTANA), Department, and Email (FontanMa@collierschools.com). Below these fields is a section for 'Pre/Post Extension For: (Select Employee to Add Extension)' with an 'Employee' button. Underneath, there are input fields for 'Last Employee Selected', 'First Name', 'Last Name', and 'Employee Id'. At the bottom, there are dropdowns for 'Sort Extension List By' (Extension Number) and 'Sort Direction' (A to Z), and a 'Total Extension Hours' field showing 0.00. A note states: 'Note: Your Pre/Post Extension List data will be saved until either the form is cleared, submitted or your session ends.' Below the note is a table titled 'Pre/Post Extension List' which is currently empty, with the message 'No Records Found. Please add extensions by selecting a Location and clicking on the Employee button above.' At the very bottom are buttons for 'Submit Form', 'Cancel', and 'Clear Form'.

This screenshot shows the 'Pre/Post Extension Request Form' in a different state. The navigation bar is the same, but the 'Pre-Post Extension' sub-tab is highlighted. The form fields are identical to the previous screenshot, but the 'Employee' button in the 'Pre/Post Extension For' section is now highlighted in yellow. The 'Total Extension Hours' field still shows 0.00. The note and the empty 'Pre/Post Extension List' table are also present, with the same message: 'No Records Found. Please add extensions by selecting a Location and clicking on the Employee button above.' The 'Submit Form', 'Cancel', and 'Clear Form' buttons are at the bottom.

Your Guide Through Position Control

This will open a window with all employees at your site. If you need to expand your search you can do so by clicking **ALL** under Location Type and Location.

Home Rosters Forms Allocation Vacancy Personnel Reports Admin School Year: 2014-20

Pre/Post Extension Request Form

Date/Time:
School Year
Location:

Person Search

First: Person Type: Location Type:
Last: Emp/App'l ID: Location:
Search Clear

Action	ID	Relation	Last Name	First Name	Job Code Description	Location	Grade
[Select] [Info.]	1000463928	Employee	1ACCOUNT	TESTTERMS			
[Select] [Info.]	1000463932	Employee	1CERTACCOUNT	TESTCERT			
[Select] [Info.]	1000469602	Employee	1FALSEFALSE	TEST			
[Select] [Info.]	1000469603	Employee	1FALSETRUE	TEST			
[Select] [Info.]	1000490317	Employee	1LENEL	TEST			
[Select] [Info.]	1000490433	Employee	1LENEL	TEST			
[Select] [Info.]	1000494699	Employee	1PHONE	TEST	TEACHER, ELEM	AVE	
[Select] [Info.]	1000467830	Employee	1TRIGGER	TEST	TEACHER, MIDDLE	CMS	
[Select] [Info.]	1000463926	Employee	1USER	TESTCREATE	TEACHER, ELEM	AVE	
[Select] [Info.]	1000463961	Employee	1WORKFLOW	TESTACCESS	TEACHER, MIDDLE	PRM	

1 2 3 4 5 6 7 8 9 10 ...

Cancel

From here you start building your request.

- Each single request can hold an **unlimited number of employees**.
- You'll just need to complete a form for each employee's post and/or pre extension.
- Funding strip should follow that of their contracted position – can be found on Terms panel H518 (special extension project may be used).

As you work through the form click the **save icon** to complete each employee request.

Important: Pre and Post are not divided by fiscal year. However, every effort should be made to have all Pre requests grouped and separated from Pro requests when possible.

DO NOT click the Submit button until you have completed **ALL** your employee requests.

Your Guide Through Position Control

Pre/Post Extension For: (Select Employee to Add Extension) Employee

Last Employee Selected: First Name: Last Name: Employee Id:

Sort Extension List By: Sort Direction: Total Extension Hours: **0.00**

Note: Your Pre/Post Extension List data will be saved until either the form is cleared, submitted or your session ends.

Pre/Post Extension List:

Extension Number: 1	Employee Id: 1000494699
First Name: TEST	Last Name: 1PHONE
Position Type: - Select Type -	Contract Days: - Select Calendar -
Start Date:	End Date:
Title: - Select Title -	Extension Type:
Number Of Days: 0	Hours Per Day: 0.00
Extension Reason: - Select Reason -	

Add a new employee to the request by clicking the employee button again.

Once you have entered **ALL** of your employee requests, click the **Submit form** button.

Pre/Post Extension Request Form

Date/Time: Wednesday, May 6, 2015, 7:35 AM Name: MIMI FONTANA

School Year: 2014-2015 Department:

Location: Email:

Pre/Post Extension For: (Select Employee to Add Extension) Employee

Last Employee Selected: First Name: Last Name: Employee Id:

Sort Extension List By: Sort Direction: Total Extension Hours: **0.00**

Note: Your Pre/Post Extension List data will be saved until either the form is cleared, submitted or your session ends.

Pre/Post Extension List:

No Records Found. Please add extensions by selecting a Location and clicking the Employee button above.

Submit Form **Cancel** **Clear Form**

Following up on your request:

After you submit your request

You may check the status of your request by going to:

- Allocations Tab
- Pre-Post Extension Requests

Choose the status from the drop down box menu and your location then hit the **Search** button

The screenshot shows a web application interface for managing position control. At the top, there is a navigation bar with tabs: Home, Rosters, Forms, Allocation, Vacancy, Personnel, Reports, and Admin. The 'Allocation' tab is currently selected. To the right of the navigation bar, there is a 'School Year' dropdown menu set to '2014-2015' and a 'Log Off' button. Below the navigation bar, the main content area is titled 'Pre-Post Extension Requests'. A dropdown menu is open under the 'Allocation' tab, showing options: 'Additional Period Requests', 'Allocation Book', 'Allocation Requests', and 'Pre-Post Extension Requests'. The 'Pre-Post Extension Requests' option is highlighted. Below this, there is a search form with the following fields: 'School Year' (set to 2014-2015), 'Status' (dropdown menu with 'Pending Allocation Review' selected), 'Extension Type' (dropdown menu with 'All' selected), 'Position Type' (dropdown menu with 'All' selected), 'Submitted By' (dropdown menu with 'All' selected), 'Position' (text input), 'Employee Name/Id' (text input), 'Extension Reason' (dropdown menu with 'All' selected), and 'Start Date' (Between two date pickers). There are 'Search' and 'Clear' buttons, and an 'Export to Excel' button. At the bottom right, there is a 'Search View' section with radio buttons for 'Summary' (selected) and 'Detail'. A red banner at the bottom left says 'Search Results (19)'.

To request a modification such as to add an employee, end an employee, change the dates, etc. Please contact me by email at alpira@collierschools.com and copy fontanma@collierschools.com

Resignations

Most common mistakes on the received Resignations in HR:

- EID field empty
- Title not correct. This information is tracked for hiring and retention purposes. If the leaving employee is a teacher, the subject he/she teaches must be reflected.
- Separation date: Be mindful of employee's calendars. Non-working days are not eligible for separation dates. In doubt, please contact your HR or Payroll Contact.



SEPARATION FORM ~ VOLUNTARY

Employee ID #: _____
Position: _____
Separation Date: _____

Employee Name: _____
School or Department: _____
District Experience (years/months): _____

Please note: Any teacher who was paid Florida Teachers Classroom Supply Assistance Program funds must submit receipts to his/her Office Manager prior to his/her resignation date. If receipts are not received, a payroll deduction will occur on the last check for the allocated amount.

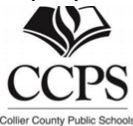
I wish to stay on as a substitute with the same job classification: Yes _____ No _____
I would like to have an exit interview with Human Resources: Yes _____ No _____

Please list forwarding information:

Street and Apt. # _____	Phone Number _____
City, State, Zip Code _____	Personal Email Address _____

I have returned all district issued property to my supervisor (i.e., ID badge, keys, Laptop, etc.): Yes _____ No _____

-
- The most recent resignation form has 2 pages. Ensure that the employee is completing the most recent resignation. The second page contains valuable information for the leaving employee.



This document is intended to help answer any questions that you may have regarding your terminal pay.

What is terminal pay?

Terminal pay is money that is paid to an employee upon separation of employment for unused sick and vacation days.

How do I know if I will receive terminal pay?

You will be paid 100% of your hourly rate for vacation days that you have not used. Up to 60 days of vacation is eligible for vacation terminal pay.

Sick leave terminal pay is calculated based on the number of years you have worked with the District in accordance with Administrative Procedure 3415 and/or the applicable collective bargaining agreement.

Will I receive my terminal pay in my last pay check?

Yes. If your terminal pay is less than \$1,000, you will receive your terminal pay in your last paycheck. If your terminal pay is more than \$1,000, all of the terminal pay will be deposited in a deferred compensation account with BENCOR.

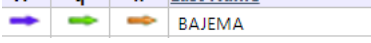
What is a deferred compensation account?

This is an account that allows you to save up to 7.65% of Social Security/Medicare taxes and to defer income taxes on your money that has been deposited into the account.

Vacancies

There are 2 ways to create a Vacancy: From the replacing employee →, and from an available allocation 1.00.

VACANCIES: How to create a Vacancy replacing an employee →

1. From your roster, click on the green arrow → by the name of the employee leaving your roster.


Employee	Status	Title
BAJEMA	replacing	

 - a. If the employee left your roster already, the allocation is now available and it will show at the bottom of the column where the title sits. 1.00 (See next page for instructions)
2. Enter the start date:
 - a. As per bargaining agreement language, vacancies must be posted 7 days, unless it is a repost. Two week window will be a reasonable time to select a tentative start date. Once the PAF is submitted, indicate the start date agreed with the selected candidate.
 - b. During the Summer time, be mindful of the calendar of the position you are posting. Employee calendars are posted on the compensation website.
 - c. Be mindful of the new hire meeting calendar while the schools are in session. Refer to the new hire meeting calendar. We continue to hold new hire meetings each Monday, unless it is a holiday, then it is moved to Tuesday.
3. If this is a New Allocation vacancy, no replacing employee is required, nor the Replacement reason.
4. The name of the employee replacing field will be populated
5. Select the replacement reason
 - a. If it is a Change of Assignment, please enter in the Comments for HR box where the employee went. This will expedite the process and approval of the Vacancy.
 - b. If the reason is Separation, make sure that HR has the separation form already; otherwise, the posting of the vacancy will be delayed until HR receives the separation form.
6. List any special or preferred requirements, if needed.
 - a. If this is a **Science, Vocational or Resource**, vacancy, please provide the course code
 - b. If this is an **IBI-3 vacancy**, please indicate which Subject, besides the ESE certification, is required (IBI-3 requires ESE and a Subject Area, provide the code of the subject area) Your Principal or AP will provide you with the course code.

Your Guide Through Position Control

- c. If it is an **ESE Inclusion vacancy**, indicate if it is Support Facilitation (Only ESE certification is required, Or if it is Co-Teach, which requires ESE certification and Core Subject certification.) Your Principal or AP can provide this information.
- d. Review that all the fields have been completed and click on  at the end of the Vacancy form.

Please use the Comments for HR text box to communicate with HR.

Vacancy Request Form	
Date/Time:	Tuesday, October 22, 2019, 9:03 AM
School Year:	2019-2020
Location:	Barron Collier High
Start Date:	
New Allocation:	N
Employee Replacing:	BAJEMA, EMILY (1000534235)
Name:	TAYMI MALEBRAN
Department:	
Email:	malebt@collierschools.com
Closing Period:	1 Week
	☐ Posting Not Required
Replacement Reason:	- Select Reason -
<u>Pool Vacancy Information:</u>	
Is this a Pool Vacancy?	☒ No ☐ Yes
Is this vacancy filling a Pool Vacancy?	☒ No ☐ Yes
<u>AppliTrack Information:</u>	
Post To AppliTrack?	☐ No ☒ Yes
List any special or preferred requirements and/or comments:	
Comments for HR:	

VACANCIES: How to create a Vacancy from an available allocation in your roster 1.00

1. From your roster, click on the available allocation where you are going to post your vacancy.
 - a. The available allocation sits at the bottom of the column where the title sits. 1.00
 - b. Click on the green available allocation
2. Enter the start date:
 - a. As per bargaining agreement language, vacancies must be posted 7 days, unless it is a repost.
 - b. During the Summer time postings, be mindful of the calendar of the position you are posting. Employee calendars are posted on the compensation website.
 - c. Be mindful of the new hire meeting calendar while the schools are in session. Refer to the new hire meeting calendar
3. Select if this is a New Allocation, or not. New Allocation: - Select - ▼
 - a. If New Allocation, please get the funding information from the FTE department, unless it has been provided already when the allocation was granted. Check with your Principal or AP.
 - b. If Not a new allocation, and it is replacing an employee, indicate N on the above field
 - c. Select the name of the employee being replaced Employee Replacing: - Select Employee Replacing - ▼
7. Select the replacement reason
 - a. If it is a Change of Assignment, please enter in the Comments for HR box where the employee went. This will expedite the process and approval of the Vacancy.
 - b. If the reason is Separation, make sure that HR has the separation form already; otherwise, the posting of the vacancy will be delayed until HR receives the separation form.
8. List any special or preferred requirements, if needed.
 - a. If this is a **Science, Vocational or Resource** vacancy, please provide the course code.
 - b. If this is an **IBI-3 vacancy**, please indicate which Subject, besides the ESE certification, is required (IBI-3 requires ESE and a Subject Area, provide the code of the subject area) Your Principal or AP will provide you with the course code.
 - c. If it is an **ESE Inclusion vacancy**, indicate if it is Support Facilitation (Only ESE certification is required, Or if it is Co-Teach, which requires ESE certification and Core Subject certification.) Your Principal or AP can provide this information.
 - d. Review that all the fields have been completed and click on Submit Form at the bottom of the Vacancy form.

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	1.00

How to repost a vacancy

1. From your roster, locate the green row where the vacancy sits.

Closing Date	Vacancy Id	Start Date	FTE	Title
 10/11/2019 11:30 PM		10/21/2019	1.0000	

2. Click on the blue turn arrow towards the right on the green line 
3. The below window will appear:

Vacancy Repost Request

Vacancy Id:
 Submit Date:
 School Year:
 Location:
 Title(s):
 Start Date:
 New Allocation:
 Employee Replacing:
 Closing Period:
 Closing Date (Current):

Requested By: MALEBT

Closing Period: - Select Closing Period -

Reason for Repost:

B *I* **S** *I*_x










Request Repos

Cancel

1. By the closing period, indicate for how many days HR should repost the vacancy
2. In the text box, indicate the reasons of the repost.
3. Click on

Request Repos

HOW TO TRACK YOUR VACANCIES

From your Vacancy Request page you will be able to track the status of your vacancies.

- Recommended field indicates the name of the employee that was hired to fill the vacancy
- Status field indicates whether the vacancy has been approved, or if it is still pending approval to be posted.
- Under the Action Column, if there are people  by the review icon, it means that the vacancy has candidates in it. No people means no one has applied to this vacancy.

Vacancy Request Management

School Year: **2019-2020** Location: **All**

Status: **All** Position Type: **All**

Submitted By: **All** Title: Pool Vacancy: **All**

Vacancy/Job Id: Start Date: Between AND

Closing Date: Between AND

Search Results (1103)								
Vacancy Id	Job Id	Location	Title(s)	Recommended	Start Date	Status	Closing Date	Action
0221110379		PES (0221)	ESE SECRETARY (70901) 0.40 0441 ESE SECRETARY (70901) 0.60 0221	N/A	12/2/2019	Pending Approval		 Review
9462110378	7118	ES (9462)	ADMINISTRATIVE DIRECTOR FINANCIAL SERVICES (11507) 1.00 9462	N/A	12/2/2019	Approved	11/8/2019 11:30 PM	 Review
0501110377	7117	GGH (0501)	ESE INCLUSION TEACHER (53415) 1.00 0501	N/A	11/4/2019	Approved	11/1/2019 11:30 PM	 Review
9420110376	7120	TECH (9420)	SYSTEM SUPPORT TECHNICIAN I (31002) 0.35 9430 SYSTEM SUPPORT TECHNICIAN I (31002) 0.65 9420	N/A	11/11/2019	Approved	11/4/2019 11:30 PM	 Review
0472110375		CPM (0472)	BEHAVIOR ANALYST/MANAGEMENT SPECIALIST (42301) 1.00 0472	DeCourcay, Gloria (128099)	11/5/2019	Approved	10/24/2019 4:00 PM	 Review 
0331110373	7119	BCE (0331)	GENERAL INSTRUCTIONAL OFFICE ASSISTANT (70101) 1.00 0331	N/A	11/4/2019	Approved	11/2/2019 11:30 PM	 Review 

To narrow your search, you may click on the different fields, for instance, to see all your unfilled vacancies, click on the “Status” field and select “Unfilled” and under “Position Type” select the position type you would like to check.

Vacancy Request Management

School Year: **2019-2020** Location: **All**

Status: **Unfilled** Position Type: **Instructional**

Submitted By: **All** Title: Pool Vacancy: **All**

Vacancy/Job Id: Start Date: Between AND

Closing Date: Between AND

Search Results (72)								
Vacancy Id	Job Id	Location	Title(s)	Recommended	Start Date	Status	Closing Date	Action
0501110377	7117	GGH (0501)	ESE INCLUSION TEACHER (53415) 1.00 0501	N/A	11/4/2019	Approved	11/1/2019 11:30 PM	 Review
0211110372	7115	ENM (0211)	POOL TEACHER MIDDLE (52409) 1.00 0211	N/A	12/2/2019	Approved	10/31/2019 11:30 PM	 Review 
0211110371	7116	ENM (0211)	ESE INCLUSION TEACHER (52414) 1.00 0211	N/A	11/5/2019	Approved	10/31/2019 11:30 PM	 Review 

Interview Requirements and Communication for Both Instructional and Non-Instructional Step by Step

Position Control Home Page:

POSITION CONTROL

Home Rosters Forms Allocation Vacancy Personnel Reports Admin

School Year: 2018-2019 Log Off

Welcome ANDREW!

My Announcements Show Previous
No Announcements Found.

My Form Status Alerts (1)

FormName	Request Type	Location	Form Status	Actions
VACANCY REQUEST	9530107982	Except Ed & Stot Support Servs (9530)	APPROVED	

My Form Approvals Required (189)

FormName	Request Type	Location	Form Status	Actions
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	
Personnel Request	Change of Assignment	Palmetto Elementary (0541)	Pending Approval	
Personnel Request	New Hire	Lake Trafford Elementary (0191)	Pending Approval	
Personnel Request	New Hire	Immokalee Middle (0361)	Pending Approval	
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	

1 2 3 4 5 6 7 8 9 10 ...

User Information

User Name: REINKA
Name: ANDREW REINKE
Employee ID: 1000540228
Last Login: 7/16/2018 7:16:29 AM

My Quick Links

Manage Forms

- Rosters
- Additional Period Requests
- Allocation Requests
- Part Time/Hourly Requests
- Personnel Requests
- Personnel Requests (SS)
- Pre-Post Extension Requests
- Vacancy Requests
- Applicants
- Update Profile

Additional Period
Part Time/Hourly (Alloc)
Part Time/Hourly (Non-Alloc)
Personnel Request
Vacancy Request

[Enhancement Request?](#)
[Questions or Problems?](#)

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Step 1: Always make sure you are in the correct year (As shown with red circle)

- Hover your mouse over the tab “Vacancy” (As shown with blue arrow above)
- As you hover your mouse over the tab “Vacancy” a drop down list will appear with the following (the drop down list will vary depending on access level):
 - Vacancy Requests
 - Qualified Instructional Applicants by Vacancy
 - All Applicants by Name
- Select “Select Vacancy Requests”

Interview Requirements and Communication:

POSITION CONTROL

ANDREW REINKE
 October 2, 2019

Home Rosters Forms Allocation Vacancy Personnel Reports Admin

School Year: 2019-2020 ▼ Log Off

Vacancy Request Management

School Year: **2019-2020**
 Status: All ▼
 Submitted By: All ▼
 Vacancy/Job Id:

Location: All ▼
 Position Type: All ▼
 Title:
 Start Date: Between AND
 Closing Date: Between AND

Pool Vacancy: All ▼

Search Clear
Export to Excel

Vacancy Id	Job Id	Location	Title(s)	Recommended	Start Date	Status	Closing Date	Action
0493110281		PRH (0493)	POOL TEACHER HIGH (53409) 1.00 0493	N/A	10/8/2019	Approved	10/2/2019 4:00 PM	
9231110280	7023	TalentMgmt (9231)	POOL TEACHER (51409) 1.00 9231	N/A	10/8/2019	Approved	10/30/2019 11:30 PM	
0051110202	6939	EVG (0051)	ASSISTANT PRINCIPAL SECRETARY (71803) 1.00 0051	Clethero-Ames, Renee (1000539936)	9/30/2019	Approved	9/20/2019 11:30 PM	
9231110158	6899	TalentMgmt (9231)	POOL TEACHER (51409) 1.00 9231	N/A	9/23/2019	Approved	10/16/2019 11:30 PM	

Step 2: Vacancy Request Management Page

- Select the down arrow under the “Status” field (As shown with blue arrow above)
 - From the drop down menu select “Unfilled”
- Select the down arrow under the “Submitted By” field (As shown with orange arrow above)
 - From the drop down menu select “All”
- Select the down arrow under the “Location” field (As shown with the green arrow above)
 - From the drop down menu select **Your School**
- Select the down arrow under the “Position Type” field (As shown with the gold arrow above)
 - Select the “Position Type” if you want a specific position or you can default to “All”
- Click on Search to update the mask

Interview Requirements and Communication:

POSITION CONTROL

ANDREW REINKE
October 2, 2019

[Home](#) [Rosters](#) [Forms](#) [Allocation](#) [Vacancy](#) [Personnel](#) [Reports](#) [Admin](#)

School Year: 2019-2020 [Log Off](#)

Vacancy Request Management

School Year: 2019-2020

Location: Golden Gate High (0501)

[Search](#)

[Clear](#)

Status: Unfilled

Position Type: Instructional

[Export to Excel](#)

Submitted By: All

Title:

Pool Vacancy: All

Vacancy/Job Id:

Start Date: Between AND

Closing Date: Between AND

Search Results (6)

Vacancy Id	Job Id	Location	Title(s)	Recommended	Start Date	Status	Closing Date	Action
0501110069	6810	GGH (0501)	BUSINESS (53225) 0.50 0501 SOCIAL SCIENCE (53233) 0.50 0501	N/A	9/4/2019	Approved	8/28/2019 11:30 PM	Review
0501109650	6384	GGH (0501)	ESE MODIFIED CURRICULUM III TEACHER (53248) 1.00 0501	N/A	10/7/2019	Approved	10/3/2019 11:30 PM	Review

Step 3: Vacancy Request Management Page

- Select the "Action" feature by clicking on the three people icon (As shown above with blue arrow)
 - This will allow you to see the list of qualified applicants specific to the vacancy (As show below with green arrow)

APPLICANT LETTER KEY

Number	Description
1	Not Selected For Interview
2	Interviewed Not selected
3	Position No Longer Available
4	Recommendation to an outside candidate including Guest Teachers/Assistants
5	Recommendation to an in-house candidate
6	Legal Denied
7	FRS Denied
8	Minimum Requirements Not Met
9	No Show
10	No Response
11	Recommendation to in-house Teacher-196 cal. Change of Assignment
12	Interviewed highly recommended but not selected

HR Review Pending: 1
Qualified Applicant Contacts Remaining: 2
Qualified Applicant Interviews Remaining: 4
Non-Qualified Applicant Contacts Remaining: 0

Qualified Applicants (8)

Name (ExternalId)	City/State/Zip	Apply Date	Apply Type	Phone	Yet	Email	Interview Date	Letter	Contact Type	Contact Date	Actions
Carmignani, William (1000320680)	Naples, FL 34113	9/26/2019	EMPLOYEE	(239) 300-0895	No	bcarmig@yahoo.com					
Demnicki, Courtney (125242)	Naples, FL 34113	6/26/2019	APPLICANT	(610) 8885133	No	cre722@gmail.com			Hired within District	07/10/2019 05:03 PM	
Garcia, Marina (123572)	Miami, FL 33172	6/24/2019	APPLICANT	(786) 9702407	No	marinag857@gmail.com			Hired within District	07/15/2019 01:25 PM	
Garrick-Dumas, Chilene (100257205)	Naples, FL 34116	7/16/2019	EMPLOYEE	(239) 2343407	No	garric1@collierschools.com			Hired within District	09/04/2019 10:32 AM	
Hebert, Dee (122596)	Chicago, 60622	6/26/2019	APPLICANT	(773) 551-6105	No	deehebert@msn.com			Withdrew	09/04/2019 10:32 AM	
Lewis, Crystal (1000538536)	Naples, FL 34119	9/24/2019	APPLICANT	(843) 489-6067	No	crystal_d_lewis@yahoo.com					
Rolighed, Stacy (112561)	Lehigh Acres, FL 33976	6/19/2019	APPLICANT	(239) 634-4395	No	dramamama1968@gmail.com	07/08/19		Email(2)	07/15/2019 01:28 PM	
Sramek, Bry (123353)	Aberdeen, 21001	6/24/2019	APPLICANT	(786) 2779550	No	brysramek@gmail.com	07/02/19		Hired within District	07/02/2019 08:24 AM	

Interview Requirements and Communication:

Instructional Positions

- A minimum of **6** qualified applicants are required to be interviewed. If the vacancy has less than 6 qualified applicants, then all qualified applicants are required to be interviewed.
 - All Veterans Preference Applicants are required to be interviewed (As shown below with green arrow)
 - An interview date for each applicant interviewed is required (As shown below with orange arrow). **A PAF cannot be submitted without this information**
 - Do not send recommendation letter to applicant prior to vacancy closing
 - Each school is required to keep interview documents for 4 years (Public Records Requests)
 - All applicants whether interviewed or not are required to have the appropriate letter sent to them (As shown below with gold arrow). **A PAF cannot be submitted without this information**
 - Newly implemented during the 2019-2020 hiring season is letter #14. Letter #14 indicates the applicant was interviewed and highly recommended, but not selected. This helps in the recruiting and staffing process for our instructional positions

APPLICANT LETTER KEY											
Number	Description										
1	Not Selected For Interview										
2	Interviewed Not selected										
3	Position No Longer Available										
4	Recommendation to an outside candidate including Guest Teachers/Assistants										
5	Recommendation to an in-house candidate										
8	Legal Denied										
9	FRS Denied										
10	Minimum Requirements Not Met										
11	No Show										
12	No Response										
13	Recommendation to in-house Teacher-196 cal. Change of Assignment										
14	Interviewed highly recommended but not selected										

Qualified Applicants (8)

HR Review Pending: 1
Qualified Applicant Contacts Remaining: 2
Qualified Applicant Interviews Remaining: 4
Non-Qualified Applicant Contacts Remaining: 0

Name (ExternalID)	City/State/Zip	Apply Date	Apply Type	Phone	Vet	Email	Interview Date	Letter	Contact Type	Contact Date	Actions
Carmignani, William (1000320680)	Naples, FL 34113	9/26/2019	EMPLOYEE	(239) 300-0895	No	bcarmig@yahoo.com					
Demnicki, Courtney (125242)	Naples, FL 34113	6/26/2019	APPLICANT	(610) 8885133	No	cre722@gmail.com			Hired within District	07/10/2019 05:03 PM	
Garcia, Marina (123572)	Miami, FL 33172	6/24/2019	APPLICANT	(786) 9702407	No	marinag857@gmail.com			Hired within District	07/15/2019 01:25 PM	
Garrick-Dumas, Chilene (1000257205)	Naples, FL 34116	7/16/2019	EMPLOYEE	(239) 2343407	No	garric1@collierschools.com			Hired within District	09/04/2019 10:32 AM	
Hebert, Dee (122596)	Chicago, 60622	6/26/2019	APPLICANT	(773) 551-6105	No	deehebert@msn.com			Withdrew	09/04/2019 10:32 AM	
Lewis, Crystal (1000538536)	Naples, FL 34119	9/24/2019	APPLICANT	(843) 489-6067	No	crystal_d_lewis@yahoo.com					
Rolighed, Stacy (112561)	Lehigh Acres, FL 33976	6/19/2019	APPLICANT	(239) 634-4395	No	dramamama1968@gmail.com	07/08/19		Email(2)	07/15/2019 01:28 PM	
Sramek, Bry (123353)	Aberdeen, 21001	6/24/2019	APPLICANT	(786) 2779550	No	brysramek@gmail.com	07/02/19		Hired within District	07/02/2019 08:24 AM	

Interview Requirements and Communication:

Non-Instructional Positions

- All EMPLOYEES under the CCAEOCAP Collective Bargaining Agreement are required to be interviewed
 - All Veterans Preference Applicants are required to be interviewed (As shown below with green arrow)
 - An interview date for each applicant interviewed is required (As shown below with orange arrow). **A PAF cannot be submitted without this information**
 - Each school is required to keep interview documents for 4 years (Public Records Requests)
 - All applicants whether interviewed or not are required to have the appropriate letter sent to them (As shown below with gold arrow). **A PAF cannot be submitted without this information**
 - Newly implemented during the 2019-2020 hiring season is letter #14. Letter #14 indicates the applicant was interviewed and highly recommended, but not selected. This helps in the recruiting and staffing process for our non-instructional positions

APPLICANT LETTER KEY											
Number	Description										
1	Not Selected For Interview										
2	Interviewed Not selected										
3	Position No Longer Available										
4	Recommendation to an outside candidate including Guest Teachers/Assistants										
5	Recommendation to an in-house candidate										
8	Legal Denied										
9	FRS Denied										
10	Minimum Requirements Not Met										
11	No Show										
12	No Response										
13	Recommendation to in-house Teacher-196 cal. Change of Assignment										
14	Interviewed highly recommended but not selected										

Qualified Applicants (8)											
Name (ExternalId)	City/State/Zip	Apply Date	Apply Type	Phone	Vet	Email	Interview Date	Letter	Contact Type	Contact Date	Actions
Carmignani, William (1000320680)	Naples, FL 34113	9/26/2019	EMPLOYEE	(239) 300-0895	No	bcarmig@yahoo.com					
Demnicki, Courtney (125242)	Naples, FL 34113	6/26/2019	APPLICANT	(610) 8885133	No	cre722@gmail.com			Hired within District	07/10/2019 05:03 PM	
Garcia, Marina (123572)	Miami, FL 33172	6/24/2019	APPLICANT	(786) 9702407	No	marinag857@gmail.com			Hired within District	07/15/2019 01:25 PM	
Garrick-Dumas, Chilene (1000257205)	Naples, FL 34116	7/16/2019	EMPLOYEE	(239) 2343407	No	garric1@collierschools.com			Hired within District	09/04/2019 10:32 AM	
Hebert, Dee (122596)	Chicago, 60622	6/26/2019	APPLICANT	(773) 551-6105	No	deehebert@msn.com			Withdrew	09/04/2019 10:32 AM	
Lewis, Crystal (1000538536)	Naples, FL 34119	9/24/2019	APPLICANT	(843) 489-6067	No	crystal_d_lewis@yahoo.com					
Rolighed, Stacy (112561)	Lehigh Acres, FL 33976	6/19/2019	APPLICANT	(239) 634-4395	No	dramamama1968@gmail.com	07/08/19		Email(2)	07/15/2019 01:28 PM	
Sramek, Bry (123353)	Aberdeen, 21001	6/24/2019	APPLICANT	(786) 2779550	No	brysramek@gmail.com	07/02/19		Hired within District	07/02/2019 08:24 AM	

Qualified Applicants in Position Control Step by Step

Position Control Home Page:

POSITION CONTROL

ANDREW REINKE
July 16, 2018

Home Rosters Forms Allocation **Vacancy** Personnel Reports Admin

School Year: 2018-2019 Log Off

Welcome ANDREW!

My Announcements Show Previous
No Announcements Found.

My Form Status Alerts (1)

FormName	Request Type	Location	Form Status	Actions
VACANCY REQUEST	9530107982	Except Ed & Stot Support Servs (9530)	APPROVED	

My Form Approvals Required (189)

FormName	Request Type	Location	Form Status	Actions
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	
Personnel Request	Change of Assignment	Palmetto Elementary (0541)	Pending Approval	
Personnel Request	New Hire	Lake Trafford Elementary (0191)	Pending Approval	
Personnel Request	New Hire	Immokalee Middle (0361)	Pending Approval	
Personnel Request	New Hire	Immokalee High (0271)	Pending Approval	

1 2 3 4 5 6 7 8 9 10 ...

User Information

User Name: REINKA
Name: ANDREW REINKE
Employee ID: 1000540228
Last Login: 7/16/2018 7:16:29 AM

My Quick Links

Manage	Forms
Rosters	Additional Period
Additional Period Requests	Part Time/Hourly (Alloc.)
Allocation Requests	Part Time/Hourly (Non-Alloc.)
Part Time/Hourly Requests	Personnel Request
Personnel Requests	Vacancy Request
Personnel Requests (SS)	
Pre-Post Extension Requests	
Vacancy Requests	
Applicants	
Update Profile	

[Enhancement Request?](#)
[Questions or Problems?](#)
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Step 1: Always make sure you are in the correct year (As shown with red circle)

- Hover your mouse over the tab “Vacancy” (As shown with blue arrow above)
- As you hover your mouse over the tab “Vacancy” a drop down list will appear with the following (the drop down list will vary depending on access level):
 - Qualified Instructional Applicants by Vacancy
 - All Applicants by Name
- Select “Qualified Instructional Applicants by Vacancy”

Qualified Instructional Applicants by Vacancy:

POSITION CONTROL ANDREW REINKE
July 16, 2018

Home Rosters Forms Allocation Vacancy Personnel Reports Admin School Year: 2018-2019 Log Off

Qualified Instructional Applicants

School Year: 2018-2019 Location: All ← Search Clear

Submitted By: All Position Type: All

Title: → Recommended/Id:

Vacancy/Job Id: Start Date: Between AND Closing Date: Between AND

Search Results (303)

Vacancy Id	Job Id	Location	Position Type	Title(s)	Recommended	Start Date	Closing Date	Action
0442107962	4637	CMS (0442)	Instructional - Middle School	ESE INTENSIVE BEHAVIORAL INTERVENTION-3 (52206)[1.00]0442	Lindner, Jennifer (111307)	8/8/2018	7/8/2018 11:30 PM	
0392107955	4629	GCH (0392)	Instructional - High School	ESE INCLUSION TEACHER (53415)[0.50]0392, PHYS ED (53215)[0.50]0392	Turner, Vincent (1000081606)	8/6/2018	7/4/2018 11:30 PM	
0392107954	4631	GCH (0392)	Instructional - High School	DIVERSIFIED ED (53238)[0.50]0392, PHYS ED (53215)[0.50]0392	Muxio, Charles (100009629)	8/6/2018	7/5/2018 11:30 PM	
0471107945	4615	SPE (0471)	Instructional - Elementary	ESE INTENSIVE BEHAVIORAL INTERVENTION-3 (51206)[1.00]0471	Olivo, Tracy (1000452538)	8/8/2018	7/9/2018 11:30 PM	
0361107935	4619	IMS (0361)	Instructional - Middle School	MATH (52231)[1.00]0361	Duluk, Christopher (119133)	8/8/2018	7/2/2018 11:30 PM	
0551107929	4600	PSE (0551)	Instructional - Elementary	ESE INCLUSION TEACHER (51414)[0.50]0551, RESOURCE (51410)[0.50]0551	Kjoson, Jane (114957)	8/6/2018	6/27/2018 11:30 PM	
0493107914	4593	PRH (0493)	Instructional - High School	CHORUS (53254)[0.50]0493, ORCHESTRA (53252)[0.50]0493	Wilson, Patti (119219)	8/8/2018	6/25/2018 11:30 PM	
0251107909	4574	PRM (0251)	Instructional - Middle School	SOCIAL SCIENCE (52233)[1.00]0251	Runyon, Angela (1000010081)	8/8/2018	7/3/2018 11:30 PM	
0493106902	4570	PRH (0493)	Instructional - High School	ENGLISH (53226)[1.00]0493	Heindl, Jesse (1000540013)	8/8/2018	6/21/2018 11:30 PM	
0271106901	4571	IHS (0271)	Instructional - High School	SCIENCE (53232)[1.00]0271	Long, Samantha (119179)	8/8/2018	7/2/2018 11:30 PM	
0631105895	4559	EPE (0631)	Instructional - Elementary	THIRD GRADE (51232)[1.00]0631	Cottrell, Kristine (118422)	8/6/2018	6/20/2018 11:30 PM	
0501105892	4564	GCH (0501)	Instructional - High School	ESE INCLUSION TEACHER (53415)[1.00]0501	Bigica, Nicholas (1000006001)	8/8/2018	6/20/2018 11:30 PM	

Step 1: Always make sure you are in the correct year (As shown with red circle)

- Select the specific title/content area of interest (As shown with blue arrow above)
 - Example: Science, Math, Social Science, etc...
- Select the location if you want a specific school or you can default to "All" (As shown with green arrow)
- Click on Search to update the mask

Qualified Instructional Applicants by Vacancy – Specific to Applicants:

POSITION CONTROL

Home Rosters Forms Allocation Vacancy Personnel Reports Admin

School Year: 2018-2019 Log Off

Qualified Instructional Applicants

School Year: 2018-2019 Location: All Search Clear

Submitted By: All Position Type: All Export to Excel

Title: Recommended/Id: Vacancy/Job Id: Start Date: Between AND Closing Date: Between AND

Search Results (303)

Vacancy Id	Job Id	Location	Position Type	Title(s)	Recommended	Start Date	Closing Date	Action
0442107962	4637	CMS (0442)	Instructional - Middle School	ESE INTENSIVE BEHAVIORAL INTERVENTION-3 (52206)(1.00)0442	Lindner, Jennifer (111307)	8/8/2018	7/8/2018 11:30 PM	
0392107955	4629	GCH (0392)	Instructional - High School	ESE INCLUSION TEACHER (53415)(0.50)0392, PHYS ED (53215)(0.50)0392	Turner, Vincent (1000081606)	8/6/2018	7/4/2018 11:30 PM	
0392107954	4631	GCH (0392)	Instructional - High School	DIVERSIFIED ED (53238)(0.50)0392, PHYS ED (53215)(0.50)0392	Muxo, Charles (1000009629)	8/6/2018	7/5/2018 11:30 PM	
0471107945	4615	SPE (0471)	Instructional - Elementary	ESE INTENSIVE BEHAVIORAL INTERVENTION-3 (51206)(1.00)0471	Olivo, Tracy (1000452538)	8/8/2018	7/9/2018 11:30 PM	
0361107935	4619	IMS (0361)	Instructional - Middle School	MATH (52231)(1.00)0361	Duluk, Christopher (119133)	8/8/2018	7/2/2018 11:30 PM	
0551107929	4600	PSE (0551)	Instructional - Elementary	ESE INCLUSION TEACHER (51414)(0.50)0551, RESOURCE (51410)(0.50)0551	Kjoson, Jane (114957)	8/6/2018	6/27/2018 11:30 PM	
0493107914	4593	PRH (0493)	Instructional - High School	CHORUS (53254)(0.50)0493, ORCHESTRA (53252)(0.50)0493	Wilson, Patti (119219)	8/8/2018	6/25/2018 11:30 PM	
0251107909	4574	PRM (0251)	Instructional - Middle School	SOCIAL SCIENCE (52233)(1.00)0251	Runyon, Angela (1000010081)	8/8/2018	7/3/2018 11:30 PM	
0493106902	4570	PRH (0493)	Instructional - High School	ENGLISH (53226)(1.00)0493	Heindl, Jesse (1000540013)	8/8/2018	6/21/2018 11:30 PM	
0271106901	4571	HIS (0271)	Instructional - High School	SCIENCE (53232)(1.00)0271	Long, Samantha (119179)	8/8/2018	7/2/2018 11:30 PM	
0631105895	4559	EPE (0631)	Instructional - Elementary	THIRD GRADE (51232)(1.00)0631	Cottrell, Kristine (118422)	8/6/2018	6/20/2018 11:30 PM	
0501105892	4564	GCH (0501)	Instructional - High School	ESE INCLUSION TEACHER (53415)(1.00)0501	Bigica, Nicholas (1000006001)	8/8/2018	6/20/2018 11:30 PM	

Step 1: Always make sure you are in the correct year (As shown with red circle)

- Select the “Action” feature by clicking on the three people icon (As shown with blue arrow)
 - This will allow you to see the list of qualified applicants specific to the vacancy
 - This will also allow you to see who was already recommended for the position (highlighted in green below)
 - Please note the applicant list does not identify if the applicants not recommended for hire were hired in another district, school, or position, but it does give you a list of qualified applicants you can contact

APPLICANT LETTER KEY										
Number	Description									
1	Not Selected For Interview									
2	Interviewed Not Selected									
3	Position Not Longer Available									
4	Recommendation to an outside candidate									
5	Recommendation to an in-house candidate									
6	Leave Denied									
7	FIS Denied									
8	Minimum Requirements Not Met									
9	No Show									
10	No Response									
11	Recommendation to in-house Teacher-195 or Changes of Assignment									
12										
13										

Qualified Applicants (22)										
Name (ExternalId)	City/State/Zip	Apply Date	Apply Type	Phone	Yet	Email	Contact Type	Contact Date	Actions	
Bevacqua, Luigino (1000059991)	Naples, FL 34120	6/20/2018	APPLICANT	(239) 450-2054	No	rick.bevacqua@gmail.com	Email(1)	07/11/18 04:16 PM		
Bowen, Scott (112661)	Dunwoody, GA 30338	6/14/2018	APPLICANT	(404) 6604514	No	sbowen44@yahoo.com	Email(1)	07/11/18 04:16 PM		
Carr, Mary (115271)	Port Saint Joe, FL 32456	7/3/2018	APPLICANT	(850) 6397434	No	cmichael4577@aol.com	Email(1)	07/11/18 04:16 PM		
Collins, Nicholas (1000538942)	Bonita Springs, FL 34135	6/16/2018	SUBSTITUTE	(561) 859-2083	No	collinsnk@gmail.com	Email(1)	07/11/18 04:16 PM		
Cummins, Calvin (118947)	Nokomis, FL 34275	6/24/2018	APPLICANT	(815) 275-5198	No	ckjcnc77@gmail.com	Email(1)	07/11/18 04:16 PM		
Durgin, Michael (118806)	Bonita Springs, FL 34135	6/27/2018	APPLICANT	(781) 7718718	No	michaelpatrickdurgin@gmail.com	Email(1)	07/11/18 04:16 PM		
Gray, Ryan (1000538628)	Naples, FL 34110	6/25/2018	SUBSTITUTE	(239) 6418487	No	rdgray169@gmail.com	Email(1)	07/11/18 04:16 PM		
Kelly, Bryan (100008538)	Naples, FL 34110	6/25/2018	APPLICANT	(239) 8984641	No	coachkelly04@hotmail.com	Email(1)	07/11/18 04:16 PM		
Knowles, Claudius (1000254701)	Naples, FL 34117	6/18/2018	SUBSTITUTE	(239) 352-0934	No	lovclaud@aol.com	Email(1)	07/11/18 04:16 PM		
Kolde, Alex (100005071)	Fort Myers, FL 33908	6/19/2018	EMPLOYEE	(239) 247-2404	Yes	nancyk12@mac.com	Withdrew	07/11/18 04:13 PM		
Mattson, John (111031)	Naples, FL 34109	6/19/2018	APPLICANT	(239) 250-9128	No	johndmattson@gmail.com	Email(1)	07/11/18 04:16 PM		
Meinert, Christopher (1000538320)	Naples, FL 34104	6/14/2018	SUBSTITUTE	(239) 3537219	No	cumeinert58@gmail.com	Email(1)	07/11/18 04:16 PM		
Page, Alex (118681)	Fort Myers, FL 33913	6/25/2018	APPLICANT	(239) 2202680	No	Apagc239@hotmail.com	Email(1)	07/11/18 04:16 PM		
Rizzo, Shelley (1000498422)	Naples, FL 34105	6/20/2018	EMPLOYEE	(847) 523-2854	No	rizzo.shelley@me.com	Email(2)	07/11/18 04:16 PM		
Robinson, Anna (119184)	Newport News, VA 23607	6/21/2018	APPLICANT	(813) 999-5228	No	annadrobson@hotmail.com	Email(1)	07/11/18 04:16 PM		
Runyon, Angela (118559)	Bonita Springs, FL 34134	6/14/2018	EMPLOYEE	(440) 7737831	No	pignatan@yahoo.com	Email(13)	07/11/18 04:16 PM		

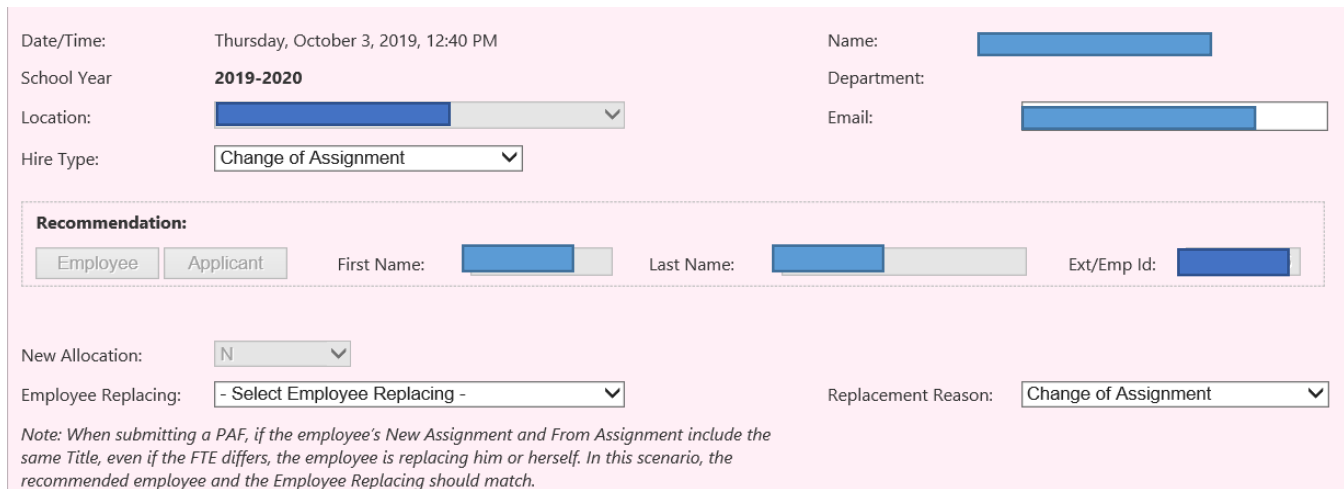
PAF Submittal

Creating an Internal Change of Assignment Personnel Action Form (PAF)

From within your Building: Click in blue  by the name of employee in your roster

How to create an internal, within your building, Change of Assignment PAF.

3. From your roster, click on the blue arrow  by the name of the employee.
4. The top section of the PAF will be populated with the information of the employee changing the assignment.



The screenshot shows the PAF Submittal form with the following fields and values:

- Date/Time: Thursday, October 3, 2019, 12:40 PM
- School Year: 2019-2020
- Location: [Blue Arrow]
- Hire Type: Change of Assignment
- Name: [Blue Arrow]
- Department: [Blue Arrow]
- Email: [Blue Arrow]
- Recommendation: Employee (selected)
- First Name: [Blue Arrow]
- Last Name: [Blue Arrow]
- Ext/Emp Id: [Blue Arrow]
- New Allocation: N
- Employee Replacing: - Select Employee Replacing -
- Replacement Reason: Change of Assignment

Note: When submitting a PAF, if the employee's New Assignment and From Assignment include the same Title, even if the FTE differs, the employee is replacing him or herself. In this scenario, the recommended employee and the Employee Replacing should match.

5. Select the employee replacing:
 - a. If the employee is replacing another employee in your roster, select the name of that employee.
 - b. The assignment will populate, which will avoid you to enter the new assignment
 - c. If the employee is not replacing another employee on your roster, but rather changing FTE, but the titles are the same, the employee is replacing him/herself.
 - d. If the part of the assignment is changing, the employee is replacing him/herself
 - e. Select "Other" if none of the above qualifies and explain.
6. Enter comments as needed in the HR Comments box, such as: If the start date is different than what the PAF indicates, or if the replacing employee accepted an assignment at another school, etc.
7. Because it is an Internal, within your building, Change of Assignment PAF, there is no need to add a reference.
 - a. When an employee is coming to your building from another school, the Principals must connect, to agree on the start date of the employee coming to your building, to collect a reference, and as a courtesy to the principal losing the employee.

Your Guide Through Position Control

8. Populate the New Assignment row with the new assignment information. To do so, click on the Edit Pencil . Once the changes are made, click on the save icon .

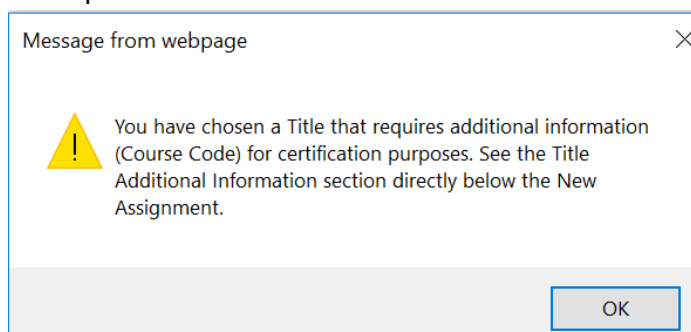
New Assignment:

FTE (0.00)	Start Date	Pos Ctr	Position Type	One Year Only	Position	Est. Fin. Impact	Title	Cal	PR Ctr	Functions
0.0000						\$0.00				  

New Assignment:

FTE (0.00)	Start Date	Pos Ctr	Position Type	One Year Only	Position	Est. Fin. Impact	Title	Cal	PR Ctr	Functions
0.0000		0452 ▼	- Select F ▼	N/A ▼	- Select Position ▼	\$0.00	- Select Title - ▼	- Selk ▼	- Selk ▼	  

9. If a **Science, Resource, Vocational, ESE Inclusion** title is selected, a window will pop up warning you that course code is required. Click OK on it.



10. Click on the pencil on the Additional Title information row to provide the course code, ESE Inclusion Type, or the Additional Subject. Click on the save  icon to save the information entered.

Additional Title Information:

Title	Additional Info Required	Course Code	ESE Inclusion Type	Additional Subject	Functions
RESOURCE (M) (52406)	Requires Course Code				

11. If **ESE Inclusion** title is selected:

- Indicate in the field Inclusion Type if it is Support Facilitation, or Co-Teach
 - If Support Facilitation, no other information is required
 - If Co-Teach, enter the subject the employee is going to teach, besides ESE.
 - The above information can be gathered from your Principal or AP.

12. Because this is an internal change of assignment, within your building, the From Assignment section should be populated. Review that this section is accurate.

13. Click on the Submit Form icon  to submit this PAF

Creating a Personnel Action Form (PAF) from a Closed Vacancy

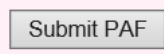
Change of Assignment - If a current employee moving among buildings –

New Hire - If new employee to the district, or Guest Teacher becoming a Full Time –

How to create a PAF, from a closed vacancy.

1. From your roster, click on the green arrow  by the closed vacancy.

		09/20/2019 11:30 PM		09/23/2019	1.0000	MATH (M) (52231)
---	---	---------------------	--	------------	--------	------------------

2. After the vacancy has closed, and upon submitting all the courtesy letters, then the icon to submit the PAF will become available at the button of the closed vacancy. 

3. Complete the below fields

4. To pull the recommended candidate's name, click on Applicant, under the Recommendation section

Recommendation:	
Employee	Applicant

5. A window with the list of candidates will appear.

6. Click Select [\[Select\]](#) by the name of your candidate

Select Recommended Applicant					
Vacancy:	0493110105	Submitted By:	KIM BROWN		
Start Date:	09/16/2019	Location:	Palmetto Ridge High (0493)		
Closing Date:	09/09/2019 23:30 PM	Employee Replacing:	--OTHER--		
Action	ID	Last Name	First Name	Email	
[Select] [Info..]					
[Select] [Info..]					
					Cancel

7. The Personnel Action Form (PAF) will populate with the name of your selected candidate

Date/Time: Thursday, October 3, 2019, 12:40 PM Name: TAYMI MALEBRAN
 School Year: 2019-2020 Department:
 Location: North Naples Middle (0452) Email: malebt@collierschools.com
 Hire Type: Change of Assignment

Recommendation:
 Employee Applicant First Name: KIMBERLY Last Name: MANNING Ext/Emp Id: 1000011675

New Allocation: N
 Employee Replacing: - Select Employee Replacing - Replacement Reason: Change of Assignment

Note: When submitting a PAF, if the employee's New Assignment and From Assignment include the same Title, even if the FTE differs, the employee is replacing him or herself. In this scenario, the recommended employee and the Employee Replacing should match.

8. Hire Types:

- Change of Assignment:** When your selected candidate is a district employee, coming to your building from another building
- New Hire:** When your selected candidate is a new employee to the district, or a Guest Teacher or Guest Assistant becoming full time

9. **Add a Reference:** This is a Required field in PAFs with employees coming to your building from another building

- Change of Assignment PAF:** the Principals must connect to agree on the start date of the employee coming to your building, to collect a reference, and to inform the leaving principal of his/her potential vacancy.
- New Hire PAF:** HR collects the References.

10. The New Assignment will be populated ~it comes from the vacancy request~

New Assignment:

FTE (0.00)	Start Date	Pos Ctr	Position Type	One Year Only	Position	Est. Fin. Impact	Title	Cal	PR Ctr	Functions
1.0000	09/16/2019	5493	Nutrition-Services	N/A	Student NS Worker (91002)	\$8,050.00	Student Worker, Learn N Earn (91002)	NA	5493	👍 ✎ ✖

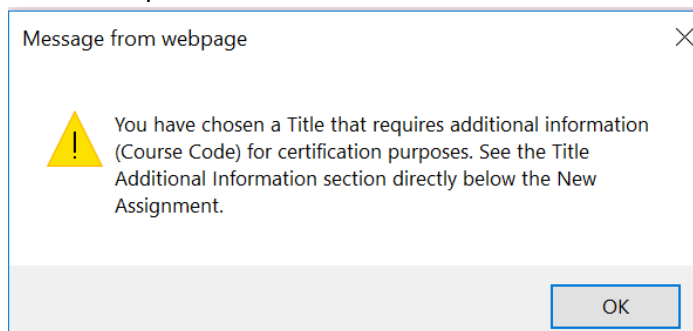
Additional Title Information:
 No Additional Title Information Required.

New Assignment Fundings:

FTE	Start Date	Pos Ctr	Title	Percent	Fund	Function	Object	Cost Ctr	Project	Functions
1.0000	09/16/2019	5493	Student Worker, Learn N Earn (91002)	100.00	410	7600	161	0493		👍 ✎ ✖

- Click on the pencil, under the functions columns, to amend, correct, the fields. ✎

14. If the new assignment is Science, **Resource**, **Vocational**, **ESE Inclusion**, a window will pop up warning you that course code is required. Click OK on it.



15. Click on the pencil on the Additional Title information row to provide the course code, ESE Inclusion Type, or the Additional Subject. Click on the save  icon to save the information entered.

Additional Title Information:

Title	Additional Info Required	Course Code	ESE Inclusion Type	Additional Subject	Functions
RESOURCE (M) (52406)	<i>Requires Course Code</i>				

16. If **ESE Inclusion** title is selected:

- b. Indicate in the field ESE Inclusion Type if it is Support Facilitation, or Co-Teach
 - i. If Support Facilitation, no other information is required
 - ii. If Co-Teach, enter the subject the employee is going to teach, besides ESE.
 - iii. The above information can be gathered from your Principal or AP.

17. The From Assignment  should be populated if the recommended employee is a current employee.

- a. In occasions, employees fail to provide their employee ID number while completing the application. This omission leads to have the “from assignment” empty when a PAF is completed on their behalf. If this happens, please contact your HR contact to have this information provided to you. Do not mark the PAF as a New Hire, this will delay the processing of the PAF.

From Assignment:

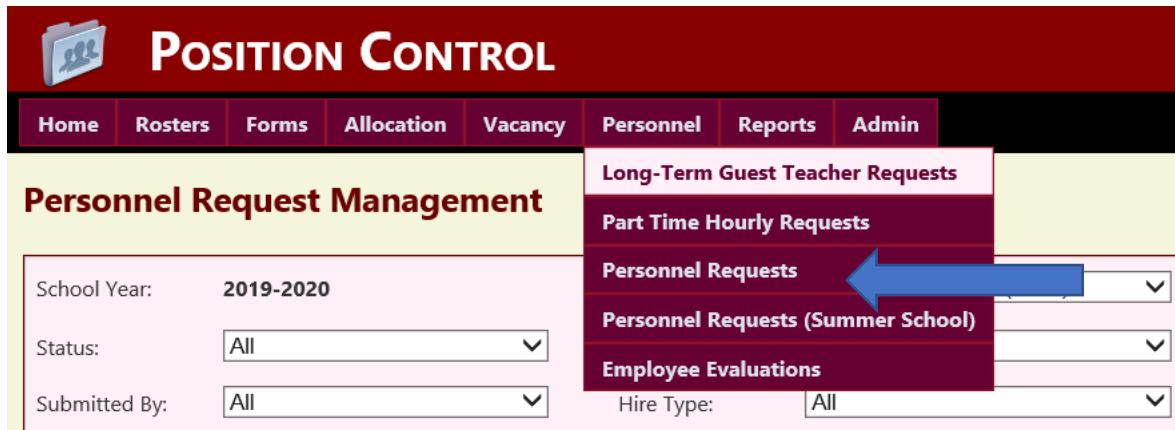
No From Assignment Found.

From Assignment Fundings:

No From Assignment Found.

18. Once all the above sections are completed. Click on 

HOW TO TRACK YOR PAFS



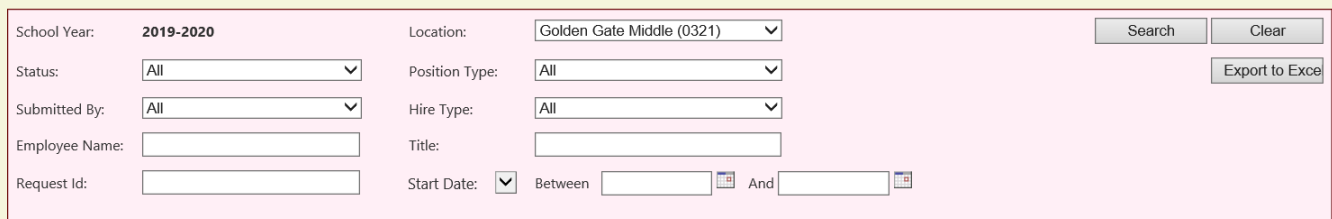
19. From Personnel Request Management, click on Personnel Requests

- a. The PAFs submitted will show as below. The Request Status column indicates where in the process a PAF sits.
 - i. SCR: Screening, if empty, clearances are not in place yet.
 - ii. CER: Certification approval
 - iii. FTE: FTE approval ~ FTE Stamp puts the name of the employee on your roster ~
 - iv. STA: Staffing approval ~ This is the last step in the approval process~

20. Request Status Column:

- a. Pending Approval: Only with New Hires. Final approval happens upon attending the new hire meeting
- b. Completed: The job has been entered in Terms
- c. Submitted to Compensation: Comp will enter jobs by pay periods

Personnel Request Management



Search View: ☒ Summary ☐ Detail

Search Results (25)													
Location	Submit Date	Hire Type	Recommended	New: Title FTE Cal Ctr Start	From: Cal Ctr	Employee Replacing	Vacancy Id	SCR	CER	FTE	STA	Request Status	Action
GGM (0321)	10/18/2019	New Hire	Otero, Tatiana (116358)	72102 1.00 188A 0321 10/28/19		MOLINA SOCARRAS, DANAY (1000521162)	0321110318	X	X	X	X	Pending Approval	Review
GGM (0321)	10/7/2019	Change of Assignment	YAQUES, JAQUELIN (1000538752)	81101 1.00 188A 5321 10/07/19	188A 5321	YAQUES, JAQUELIN (1000538752)		X	X	X	X	Completed	Review
GGM (0321)	10/4/2019	Change of Assignment	FERNANDEZ, NATHANIEL (1000540827)	70109 1.00 188D 0321 08/09/19	188D 0321	FERNANDEZ, NATHANIEL (1000540827)		X	X	X	X	Completed	Review
GGM (0321)	9/26/2019	New Hire	Perez, Janette (109692)	81102 1.00 188A 5321 10/21/19		Replacing temp	0321110226	X	X	X	X	Completed	Review
GGM (0321)	9/16/2019	Change of Assignment	SOTO, MARY (1000011044)	81101 1.00 188A 5501 09/16/19	188A 5321	SOTO, MARY (1000011044)		X	X	X	X	Submitted To Compensation (09/28/19 12:03AM)	Review

Your Guide Through Position Control

21. You may also put some filters to get more specific data.

a. By selecting “Pending Any” under Status, only PAFs pending will show

Personnel Request Management

School Year: **2019-2020** Location: **Golden Gate Middle (0321)**

Status: **Pending (Any)** Position Type: **All**

Submitted By: **All** Hire Type: **All**

Employee Name: Title:

Request Id: Start Date: ☐ Between And

Search View: ☒ Sum

Search Results (1)

Location	Submit Date	Hire Type	Recommended	New: Title FTE Cal Ctr Start	From: Cal Ctr	Employee Replacing	Vacancy Id	SCR	CER	FTE	STA	Request Status
GGM (0321)	10/18/2019	New Hire	Otero, Tatiana (116358)	72102 1.00 188A 0321 10/28/19		MOLINA SOCARRAS, DANAY (1000521162)	0321110318	X	X	X	X	Pending Approval

b. You may also filter the “Hire Type” field to get more specific data: for example, how many new hire PAFs? Etc.

School Year: **2019-2020** Location: **Golden Gate Middle (0321)**

Status: **All** Position Type: **All**

Submitted By: **All** Hire Type: **New Hire**

Employee Name: Title:

Request Id: Start Date: ☐ Between And

Search View: ☒ Sum

Search Results (7)

Location	Submit Date	Hire Type	Recommended	New: Title FTE Cal Ctr Start	From: Cal Ctr	Employee Replacing	Vacancy Id	SCR	CER	FTE	STA	Request Status
GGM (0321)	10/18/2019	New Hire	Otero, Tatiana (116358)	72102 1.00 188A 0321 10/28/19		MOLINA SOCARRAS, DANAY (1000521162)	0321110318	X	X	X	X	Pending Approval
GGM (0321)	9/26/2019	New Hire	Perez, Janette (109692)	81102 1.00 188A 5321 10/21/19		Replacing temp	0321110226	X	X	X	X	Completed
GGM (0321)	8/8/2019	New Hire	Aranda, Brigette (126834)	70103 1.00 186 0321 08/19/19		DIAZ, CARYBEL (1000540454)	0321109637	X	X	X	X	Completed

ESE Program Assistant Vs ESE 1:1

ESE Program Assistant: Services all students

ESE 1:1 Assistant: Services a student in a 1:1 basis

A s s t , E S E P r o g r a m	E S E 1 : 1 A s s i s t a n t
4.00	1.00
4.00	2.00
0.00	1.00

- Employees who serve a student in a one to one basis, should be moved to the 1:1 column.
- If your school rotates the ESE Assistants to serve all the students, the ESE Assistants can stay in the ESE Program Assistant Column.
- To place an employee under the 1:1 column, you will create an internal change of assignment (refer to the COA page) and select the 1:1 **position:** ESE 1:1 Assistant
- Then select the **Title** ESE Assistant:

Title
- Select Title -
- Select Title -
ESE ASSISTANT (
- Finish completing the New Assignment row and save the row.
 - ESE Department provides the names of the students that need the 1:1 support