

TERMS

HUMAN RESOURCES

COMPENSATION/JOB ENTRY

All Data Element questions should be directed to the User Support Help Desk at 377-0445.

All Human Resource questions should be directed to the HR Department.

RUMBA SIGN-ON PANEL

This panel is used to sign onto the AS400 Mainframe. The value in the display field is your AS400 Terminal Id Number.

```

                                     Sign On
                                     System . . . . . : CCPS400
                                     Subsystem . . . . : QINTER
                                     Display . . . . . : T137S1

User . . . . . PRIESS
Password . . . . .
Program/procedure . . . . .
Menu . . . . .
Current library . . . . .
```

- ___ 1 Enter User Id
- ___ 2 Press <Tab>
- ___ 3 Enter Password
- ___ 4 Press <Enter>

AS400 APPLICATION MENU

This panel is used to choose the system on the AS400 mainframe that you want to select.

```

USERMENU                      AS/400 Applications Menu          T137S1
CCPS400                      PRIESS

Select one of the following:

*** Production Systems ***
1.  TERMS V3R1 Production
2.  ELKE Main/Tracker System
3.  TextBook System Production

*** Demonstration Systems ***
10. Textbook - TRAINING
11. Student System - TRAINING
12. Fixed Assets/Finance/HR - TRAINING
13. ELKE Main/Tracker System - DEMO

*** Other Functions ***
21. Electronic Mail
22. Change password
23. Start your printer
24. CCPS Signon Screen
25. VTAM Remote Menu
26. Work with spool files
90. Sign off

Selection
===>  1

PF3 = Exit
```

To Enter the TERMS V3R1 Production System:

- ___ 1 Type <1> on the selection line
- ___ 2 Press <Enter>

SYSTEM SIGN ON

The TERMS System Sign-on Menu validates a user's access to TERMS. This menu is a starting point for access to all TERMS Series Programs to which the district has access.

```
Panel: _____ A001. System Sign-on

District: COL Userid: PRIESS

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Defaults:      Date      Year
              07 01 2016 2017

Authorities:   Sign-on Center: 0000      COLLIER COUNTY PUBLIC SCHOOLS
              Organization:
              Project:
              Teacher Id: _____

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Series Options      Local Options
A100. Application Environment      L000. Local Reporting
M000. Facilities Management        X000. State Reporting
F000. Financial Information        R000. Revenue Environment
H000. Human Resource Management    D000. District Activity Calendar
S000. Student Information

1=Hlp      3=Exit 4=Prpt
```

- __ 1 Type <H> at the Panel line
- __ 2 Press <Enter>

H000 – HUMAN RESOURCE MANAGEMENT

This menu shows what panels can be accessed through the Human Resource Management Series.

```
Panel: _____ H000. Human Resource Management      Year: 2017

Menu Options
200. Applicant Tracking
300. Benefits Administration
500. Employee - Master
530. Employee - Master (Sub-menu)
600. Payroll - Normal
660. Payroll - Encumbrances
700. Payroll - Other
750. Legal Records
800. Position Control - Master
850. Salary/Benefit Forecasting
900. Staff Development

1=Hlp      3=Exit 4=Prpt      12=Esc
```

- __ 1 Type <500> at the Panel line
- __ 2 Press <Enter>

TO ENTER SUPPLEMENTAL DATA:

- ___ 1 Type <510> at the Panel line.
- ___ 2 Press <Enter>.

The H510 – Supplemental Data screen will display.

Panel: _____		H510. Supplemental Data		Year: <u>2017</u>	
SSN: <u>316999999</u>		DOE, JANE SUE		St: CE	
Emergency:	Contact/Relationship _____		Phone (ac/no/ext) ____-____-____		
Ctl Dates:	Original 10081998	Annual 10082016	Continuous 10082016	SENIORITY LONGVITY User-Hlt 09072017	
Spouse SSN:	_____		WebId: _____		
Misc:	Out	A	B	C	HT TX AAA BBB MD District
	-	-	-	-	- - - - -
					- - - - -
1=Hlp		3=Exit 4=Prpt 5=Refr		7=Bwd 8=Fwd 9=Npg 12=Esc	

- ___ 3 Press <Tab> to get to the Original field
- ___ 4 Type Original (Original contract date in MMDDCCYY Format)
- ___ 5 Press <Tab> to get to the Continuous field
- ___ 6 Type Continuous (Continuous contract date in MMDDCCYY Format).
- ___ 7 Type SENIORITY (This date is used to indicate on which date the employee started their current term with the district.)
- ___ 8 Press <Tab> to get to the Out field located on the Misc: line

Please note: This is the screen where the IN/OUT of field indicator will be placed.

- ___ 9 Type Out (In/Out of field Indicator)

Valid Codes:

- Y - Employee advised of teaching out-of-field status
- N - Employee has not been advised of out-of-field status
- Blank - Employee is not teaching out-of-field

- ___ 10 Press <Enter> to save changes.

TO ENTER AN EMPLOYEE'S JOB BASE:

- ___ 1 Type <516> at the Panel line
- ___ 2 Press <Enter>.

The H516 – Job Base – Assignment screen will display.

Panel: _____	H516. Job Base - Assignment										Year: <u>2017</u>	
SSN: <u>1</u>											St: CE	
Job: <u>2</u>												
Job: <u>4</u>	Start	Ptp	Hr-day	Pr	Hire	Mons	Day-W	Chks	Chlc	D	S	Ended--Code
	<u>5</u>	<u>6</u>	<u>7</u>						<u>8</u>	<u>*</u>		
Con: Tp St U N Agenda---Cd Con Svc---Yrs Senior Per St LVS SAD LC3 MMDDCCYY												
.												
A	Position	Resp	Title			Started	I/O	Hr-Day	U	FTE	Ended--Code	
<u>10</u>	<u>11</u>											
-												
-												
Sal:	10,325.00	Bs	135.51	Sup	10,460.51	Tot	Pay Term:					
1=Hlp 2=Mov 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc												

Note: Position Base H805

- ___ 1 Type SSN
- ___ 2 Type Job (Employee's Job Number)
Please note: This field is <F4> Prompt supported.
- ___ 3 Press <Enter> The message "Not on file. Type data to add." Will display in the bottom left hand corner of the screen.
- ___ 4 Type Start (Begin date in MMDDCCYY Format).
- ___ 5 Type Ptp (Pay type)
Please note: this field is <F4> Prompt supported.
- ___ 6 Type Hr—day (Hours per day worked)
- ___ 7 Type (P)rimary indicator = <Y> if this is the employees primary job.
- ___ 8 Type the Chlc (Check location)
- ___ 9 Press <Tab> or <Shift> + <Enter> to move cursor to the (A)ction code field
- ___ 10 Type A (Action Code)
Valid Codes:
A = Add the Record
C = Change the Record
D = Delete the record
- ___ 11 Type Position (9 digit numeric position code)
Please note: This field is <F4> Prompt supported.
- ___ 12 Press <Enter> to save changes

TO ENTER AN EMPLOYEE'S SALARY JOB BASE:

__ 1 From panel H516, press <F9> .

The H517 – Job Base – Salary screen will display.

Panel: _____		H517. Job Base - Salary										Year: <u>2017</u>	
SSN: <u>316999999</u> DOE, JANE SUE												St: CE	
Job: <u>01</u>													
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--	Code	Resp	Title	M	
07012004	002	7.500	Y	12.0	250	5	26.0	A		9420	ADMINISTRATOR,N		
A Slot	Date	Hours	Contract		Annual		Period	Daily	Hourly				
S													
E													
DAYS													
S													
E													
DAYS													
S													
E													
DAYS													
Sal:		Bs	Sup		Total		Pay Term: _						
1=Hlp		3=Exit	4=Prpt	5=Refr	6=Nrcd	7=Bwd	8=Fwd	9=Npg	12=Esc				

__ 2 Press <Tab> to move cursor to the (A)ction code field

__ 3 Type A (Action Code)

Valid Codes:

A = Add the Record

C = Change the Record

D = Delete the record

__ 4 Type Slot

Please note: This field is <F4> Prompt Supported

__ 5 Press <Enter> to save changes

__ 6 Press <F9>

The H517 – Second Page Job Base Salary Summary will display.

Panel: _____		H517. Job Base - Salary Summary										Year: <u>2017</u>	
SSN: <u>316999999</u> DOE, JANE SUE												St: CE	
Job: <u>01</u>													
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--	Code	Resp	Title	M	
07152002	002	7.500	Y	12.0	250	5	26.0	A		9420	ADMINISTRATOR,N		
Slot		S	Start-----End			Regular		Dockage		Overtime			
T3005		B	07012004										
Total:													
1=Hlp		3=Exit	4=Prpt	5=Refr	6=Nrcd	7=Bwd	8=Fwd	9=Npg	11=View 12=Esc				

TO VIEW THE ACCOUNT STRIP(S) USED TO PAY AN EMPLOYEE'S JOB:

 1 Press <F9>

The H518 – Job Base – Accounts screen will display.

Panel: _____										H518. Job Base - Accounts										Year: <u>2017</u>									
SSN: <u>316999999</u>										DOE, JANE SUE										St: CE									
Job: 02																													

Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07012004	002	7.500	Y	12.0	250 5	26.0	A		9420	ADMINISTRATOR,N	

A	Percnt	FND.FUNC.OBJ.CNTR.PROJECT.PGM	Position	Resp	Title	Started
100.00	100.7730.164.9420.		942020101	9420	20101	07012004
					Ended	
100.00	100.7730.164.9420.				Ended	
100.00	100.7730.164.9420.				Ended	
100.00	100.7730.164.9420.				Ended	

1=Hlp	3=Exit	4=Prpt	5=Refr	6=Nrcd	7=Bwd	8=Fwd	9=Npg	12=Esc
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TO ENTER AN EMPLOYEE'S SUPPLEMENT:

1 Press <F9>

The H519 – Supplements screen will display.

Panel: _____ H519. Supplements Year: 2017

SSN: 316999999 DOE, JANE SUE St: CE

Job: 02

Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07152002	002	7.500	Y	12.0	250	5	26.0	A	9420	ADMINISTRATOR,N	

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc

Please note: Employees will not have any supplements to view until one is entered. This screen will be blank until a supplement has been entered.

__ 2 Press <F11>

The H519 – Supplement detail screen will display.

Panel: _____		H519. Supplements				Year: 2017			
SSN: 316999999		DOE, JANE SUE				St: CE			
Job: 01		Id: 01							
Position		Slot		Start		S Rpt			
_____		_____		_____		_____			
Percent	Chk	Tm	Hours	Contract	Annual	Period	Daily	Hourly	FSLSMRI
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____		Days		_____		A		_____	
_____		_____		N		_____		_____	
Termination: Ended		Percent		Prot					
_____		_____		_____					
Accounts:		A	Percent	FND.FUNC.OBJ.CNTR.PROJECT.PGM	Started		Ended		
_____		_____	_____	_____	_____		_____		
_____		_____	_____	_____	_____		_____		
1=Hlp		3=Exit		4=Prpt		5=Refr		6=Nrcd	
7=Bwd		8=Fwd		9=Npg		11=View		12=Esc	
Not on file. Type data to add.		Upd							

__ 3 Type Slot (Salary Slot)

Please note: This field is <F4>Prompt supported

__ 4 Type Start date in MMDDCCYY format

__ 5 Type Percent

__ 6 Type Chk - Number of checks

__ 7 Type amount (contract or annual)

__ 8 Type (A)ction Code

Valid Codes:

A = Add the Record

C = Change the Record

D = Delete the record

__ 9 Type Percent

__ 10 Type Account information (Fund.Func.Obj.Cntr.Project) where supplement is being paid out of.

__ 11 Press <Enter> to save changes. (Salary Information will default.)

TO TERMINATE AN EMPLOYEE:

- ___ 1 Type <H516> at the Panel line
- ___ 2 Press <Enter>

The H516 – Job Base Assignment screen will display.

Panel: _____		H516. Job Base - Assignment										Year: 2017	
SSN: 316999999		DOE, JANE SUE										St: CE	
Job: 02													
Job:	Start	Ptp	Hr-day	Pr	Hire	Mons	Day-W	Chks	Chlc	D	S	Ended--Code	
	07012004	002	7.500	Y	07152002	12.0	250	5	26.0	9420	*	A	
Con:	Tp	St	U	N	Agenda---	Cd	Con	Svc---	Yrs	Senior	Per	St	
												LVS	
												SAD	
												LC3	
												MMDDCCYY	
A	Position	Resp	Title	Started		I/O	Hr-Day	U	FTE	Ended--Code			
_	942020101	9420	20101	ADMINISTRATOR,N		07012004	_	7.500	Y				
-							-	.					
-							-	.					
-							-	.					
-							-	.					
Sal:	40,325.00	Bs	135.51	Sup	40,460.51	Tot	Pay Term:						
1=Hlp 2=Mov 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc													

This is the Ended date field. Type the termination date in MMDDCCYY format.

This is the Termination Code field.

- ___ 3 Type Ended date in MMDDCCYY format
- ___ 4 Type Termination Code

Please note: This field is <F4> Prompt supported.

- ___ 5 Press <Enter> to save changes.

- ___ 6 After the termination date is entered on the H516, documentation must be forwarded to the benefits department in order to have benefits entered as ineligible. Once entry is done on the H303, the ineligible date will display on the H514 – Payroll information screen.

Sample Screen once benefits have entered ineligible date.

Panel: _____	H514. Payroll Information					Year: <u>2017</u>
SSN: <u>316999999</u> DOE, JANE SUE						St: CE
Taxes:	Fedl	Stat	Local	W	Levy-668W	
	M-Ex	M-Ex	M-Ex	5	M-Ex Addl	
	<u>S 3</u>	— —	— —	—	— — — —	
Benefits:	Eligible	Ineligible				
	— — — —	<u>06212017</u>				
Misc:	Sick Bank	Sub	CU Acct			
	— — — —				* Direct Deposit	
				* Retirement		
1=Hlp	3=Exit	4=Prpt	7=Bwd 8=Fwd 9=Npg			12=Esc

TO MOVE AN EMPLOYEE'S FROM ONE JOB TO ANOTHER JOB:

- ___ 1 From the H516 – Job Assignment screen, press <F2> to move

Panel: _____	H516. Job-To-Job Move					Year: <u>2017</u>
SSN: <u>316999999</u> DOE, JANE SUE						St: CE
	Jb S	Position	Resp	Title	Hours	Started Ended
From:	<u>02</u>	A	942020101	9420 20101	ADMINISTRATOR,NETWOR	7.500 07012004
To:	— — — — —					
Leave:	A	TME	Desc	Balance-----Days Fr-To		
1=Hlp 2=Rtn 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=Ben 12=Esc						
One or more key elements in error.						

- ___ 2 Type the job number that you are moving an employee to in the To field.

Please note: The Job Assignment must be created before the move is done.

- ___ 3 Press <Enter>

The H516 – Job – to – Job Move screen will display.

Panel: _____		H516. Job-To-Job Move				Year: 2017	
SSN: 316999999		DOE, JANE SUE				St: CE	
	Jb S	Position	Resp	Title	Hours	Started	Ended
From:	02 A	942020101	9420	20101 ADMINISTRATOR,NETWOR	7.500	07012004	
To:	01 A	942071805	9420	71805 SECRETARY,DATA PROCE	1.500	07012004	
Leave:	A	TME	Desc		Balance-----	Days	Fr-To
		OTH	OVERTIME TIME & 1/2				
		OTS	OVERTIME 1.0 (STRAIGHT)				
		PRS	PERSONAL LEAVE			Y	Y
		SBK	SICK BANK			Y	Y
		SCK	SICK LEAVE			Y	Y
		SUB	SUBSTITUTE TIME				
		TPD	TEMPORARY DUTY			Y	Y
		UPD	UNPAID LEAVE TIME			Y	Y
	A	VAC	VACATION LEAVE		15.000	2.00	Y Y
		WKS	INSERVICE WORKSHOPS TIME				
1=Hlp 2=Rtn 3=Exit 4=Prpt 5=Refr				7=Bwd 8=Fwd		11=Ben 12=Esc	
Record updated. Next?							

___ 4 Type (A)ction Code

Acceptable values:

- A - Add time category to the new job, and if the category represents a leave category, add the balance from the old job to the new job
- R - Add time category to the new job; if the category + already exists on the new job, replace any leave balance there with the values from the old job
- D - Delete the category from the "to" job
- Blank - Do not process the category

___ 5 Press <Enter> to process leave time additions/subtractions

___ 6 Press <F11>

The second page of H516 – Job – to – Job move (benefits) screen will display.

Panel: _____	H516. Job-To-Job Move		Year: 2017
SSN: 316999999	DOE, JANE SUE		St: CE
From: 02	A	942020101 9420 20101	ADMINISTRATOR, NETWORK 7.500 07012004
To: 01	A	942071805 9420 71805	SECRETARY, DATA PROCE 1.500 07012004
Ben/Ded: A	Cl-Sub	Description	Started Ended Fr-To
	001001	FEDERAL INCOME TAX	07012002 Y Y
	002001	FICA - EMPLOYEE	07012002 Y Y
	002002	FICA - EMPLOYER	07012002 Y Y
	004001	FRS PENSION PLAN	07012002 Y Y
	006001	SINGLE COVER/BOARD 31	07012002 Y Y
	006207	DNTL HMO EMP/COMPBENEFITS	02042005 Y
	006213	VISION EMP - VISIONCARE	02042005 Y
	006301	COMPREHENSIVE LEGAL PLAN	02042005 Y
	007002	LIFE/1X'S SAL/30,000	07012002 Y Y
	011211	VISION EMP - VISIONCARE	02042005 Y
	011501	COMPREHENSIVE LEGAL PLAN	01052005 02042005 Y
+			
1=Hlp 2=Rtn 3=Exit 4=Prpt 5=Refr		7=Bwd 8=Fwd 11=Time 12=Esc	

__ 7 Type the (A)ction

Acceptable values:

Blank - do NOT copy the benefit or deduction

Y - copy the benefit or deduction to the new job

__ 8 Press <Enter> to process changes

Please note: <F11> will toggle you back and forth between time and benefits on this panel. <F2> will return you back to the Assignment base.