

TERMS

HUMAN RESOURCES INQUIRY



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

The following 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 . . . . . : TR30S1

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

                                (C) COPYRIGHT IBM CORP. 1980, 2005.
```

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

NOTE: THERE SHOULD BE ABSOLUTELY NO SHARING OF ID'S AND PASSWORDS. IF YOUR SECURITY DOES NOT ALLOW YOU TO ENTER ON THESE PANELS, YOUR SECURITY NEEDS TO BE CHANGED THROUGH PROPER POLICY AND PROCEDURES.

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                      TR30S1
CCPS400                       PRIESS

Select one of the following:

*** Production Systems ***
1.  TERMS V3R1 Production
2.  ELKE Main/Tracker System
3.  TextBook System Production
4.  Cost Reporting system

*** Demonstration Systems ***
41. Textbook - TRAINING
42. TERMS System - TRAINING
43. Fixed Assets/Finance/HR - TESTING

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

Please report problems to the
Help Desk so they can be logged
and tracked properly.

Thank you for your cooperation
and patience.

Selection
==>
PF3 = Exit
```

To enter the TERMS 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 to which the district has access.

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

District: COL Userid: PRIESS

-----
Defaults:      Date      Year
              07 01 2010  2011

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

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
Please request a menu or panel.              Sys 07/02/2010 11:54:24 PRIESS
```

Note: You must be sure to enter the correct sign-on center on this panel.

H000 – HUMAN RESOURCE MANAGEMENT

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

```
Panel: _____ H000. Human Resource Management      Year: 2011

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 <H500> at the Panel line.
- ___ 2. Press <Enter>.

The H500 – Employee Master screen will display.

Panel: _____	H500. Employee - Master	Year: <u>2011</u>
Personnel Records	Payroll Records	
501. Name Query	514. Payroll Information	
502. Staff/Faculty Query	515. Job Summary	
503. Name/Address	516. Job Base - Assignment	
504. Education	517. Job Base - Salary	
505. Student Teaching	518. Job Base - Accounts	
506. Experience	519. Supplements	
507. Certification/License	520. Benefits/Deductions	
508. Skills	521. Time Summary	
509. Health	522. Time History	
510. Supplemental Data	523. Payroll Adjustments Summary	
511. Savings Bonds	524. Payroll Adjustments History	
512. Performance Appraisal	525. Earnings Summary	
513. Inservice History	526. Earnings History	
	527. Savings Bond Summary	
530. Employee - Master (Sub-Menu)	528. Savings Bond History	
1=Hlp	3=Exit 4=Prpt	12=Esc

Human Resources Inquiry (Office Personnel)
Panel Cheat Sheet

Employee Queries

H	501		Find a Name or Employee ID#	
H	503		Demographic Details	
H	568		Employment Eligibility	
H	502		Query Faculty or Staff at a specific center	
H	504		Education of an Employee	
H	505		Student Teaching Information	
H	506		Experience	
H	507		Certification and License Information	
H	508		Skills	
H	509		Health Information	
H	510	pg1	Supplemental Data	F11
H	510	pg2	Emergency Contact Information	F11
H	510	pg3	Email Contact Information	
H	512		Performance Appraisals	
H	513		Inservice History	

Payroll Queries

H	514	pg1	Payroll Information	F9
H	514	pg2	Direct Deposit Information	F9
H	514	pg3	Retirement Information	
H	515		Job Summary	
H	516		Job Base Assignment Details	
H	517	pg1	Job Base - Salary Details	F9
H	517	pg2	Job Base - Salary Summary	
H	518		Account Strip(s) used to pay employees job	
H	519	pg1	Supplements Detail	F9
H	519	pg2	Supplements Earnings Summary	
H	520		Benefits/Deductions	
H	521		Time Summary	
H	522		Time History	
H	523		Adjustment Summary	
H	524		Adjustment History	
H	525		Earnings Summary	
H	526		Earnings History	

EMPLOYEE QUERIES

The following screens are used to view employee records. Demographics, Jobs, Education, Experience, Certification, etc. The data entry for these panels is done by a select few in the Human Resource Department.

TO FIND A NAME OR SOCIAL SECURITY NUMBER:

- ___1. Type <H501> at the Panel line.
- ___2. Press <Enter>.

The H501 – Name Query screen will display.

Panel: _____		H501. Name Query				Year: <u>2011</u>			
Last	First	Middle	FKA/AKA	Employee	E	S	C	A	I
B					-	-	-	-	-
Last	First	Middle	FKA/AKA	Employee	E	S	C	A	I
BAAR	JUNE	H		045555555	F	N	N	N	
BABCOCK	CAROLYN	S		305555555	W	F	N	N	N
BABCOCK	DONNA	L		371111111	A	F	Y	Y	N
BABCOCK	SARAH	H		155555555	W	F	N	N	N
BABINEAU	CAROL	J		047777777	W	F	N	N	N
BACALLAO	MARIA	C		262222222	H	F	N	Y	N
BACHAND	SARAH			048888888	W	F	N	N	N
BACON	NANCY	S		477777777	W	F	N	N	N
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc									

Note: You can limit your search by typing selection criteria on the query lines. You will also notice that these fields have generic selection.

Example: By typing a under the Last field, and pressing <Enter>, you will see a list of all last names beginning with the letter B display in the data portion of the screen.

- ___3. Press <F8> to page forward, or <F7> to page backward through the list.

TO VIEW THE DEMOGRAPHIC DETAILS OF AN EMPLOYEE:

- ___4. Place the cursor on the line you wish to view by using the <↓> down arrow.
- ___5. Press <F11> to view.

The H503 – Name/Address screen will display.

Panel: _____	H503. Name/Address				Year: <u>2011</u>
Employee: 100009999				St: CE	
Name:	Title	Last	App	First	Middle
		DOE		JANE	ANN
FKA/AKA MILLER					
Res/Home	5180 HEMINGWAY CIRCLE			Mail	
	#3509				
	NAPLES			FL	34116
				Pub:	
(Home)	239	348	1840	P?	(Cell)
(Work)					(Fax)
					9526 P?
					(Pager)
					(Other)
Eth	W	Sex	F	Birth	11011959
				Mar	M
				Vet	
				Lang	
				Ed	
				Ex	
				Ref	
Fingerprints:					Public Rec
Printed _____					Exempt? _
Recvd _____					
Status _					
Expires _____					
1=Hlp 2=Elg 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc					

Note: This is the screen that is used to view demographic information on employees.

TO VIEW EMPLOYMENT ELIGIBILITY:

1. Press <F2> Elg (second page - H568) H568 can also be typed at the Panel line.

The H503 – Employment Eligibility screen will display.

Panel: _____	H503. Employment Eligibility				Year: <u>2011</u>
Employee: <u>100009999</u> _ DOE, JANE ANN				St: CE	
Social Security Nbr: <u>316999999</u>		Copy on File? _	Fingerprints		
Citizenship: _			Print/Transmt _____		
			Received _____		
			Status _____		
I-9 Completion:		Employment Date:	Expiration _____		
A Document	Issue	Expire	Document Number	File	
_____ Authority _____	_____	_____	_____	_____	
_____ Authority _____	_____	_____	_____	_____	
_____ Authority _____	_____	_____	_____	_____	
_____ Authority _____	_____	_____	_____	_____	
1=Hlp 2=Rtn 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc					

Note: All these documents are currently being kept in employee files as hard copies, so there is no data being converted.

Note: Press <F2> Rtn to toggle between Name/Address and Employment Eligibility pages of H503.

TO QUERY FACULTY OR STAFF AT A SPECIFIC CENTER:

1. Type <H502> at the Panel line.
2. Press <Enter>.

The H502 – Staff/Faculty Query screen will display.

Panel: _____		H502. Staff/Faculty Query					Year: 2011	
Resp Name	ES	Title		Position		St		
0151								
Name	ES Employee	Job	Abbrev	Title	Position	Hr-day	Start	St
COSTIN, KELLEY C	WF 999999106	03	DEAN,	HIGH	015114003	7.500	080207	
COSTIN, KELLEY C	WF 999999106	27	POST-EXTENSION		015199911	7.500	053107	T
GOSSELIN-RUBIANO, DE	WF 999991737	02	TEACHER,	ENGLISH	015153000	7.500	080907	
BRISSON, NANCY J	WF 999992438	01	TEACHER,	MATH, HI	015153000	7.500	080907	
WELCH, PAULINE L	WF 999999831	02	SPEC ESE,	HIGH	015141302	7.500	080207	
O'NEIL, THOMAS H	WM 999999360	01	TEACHER,	ROTC, HI	015153245	7.500	070207	
FENNESSEY, SARA ANN	WF 999999402	07	TCHR AIDE	ATHL	015191004	8.000	090607	
CURLEY, NEIL BURKE	WM 999927959	27	POST-EXTENSION		015199911	7.500	070207	T
BASSANI, GAYLE ELEAN	WF 999921848	01	SECRETARY,	GUIDA	015171817	8.000	071907	
BASSANI, GAYLE ELEAN	WF 999921848	25	PRE-EXTENSION		015199910	8.000	070507	T
BASSANI, GAYLE ELEAN	WF 999921848	27	POST-EXTENSION		015199911	8.000	060807	T
MASCIS, RONALD LOUIS	WM 999996508	03	PLANT OPERATOR		015135001	7.500	070207	T
								+
1=Hlp		3=Exit 4=Prpt 5=Refr		7=Bwd 8=Fwd		11=View 12=Esc		

Note: The Resp (responsibility center) defaults to your sign-on center. You can limit your search by typing selection criteria on the query lines.

3. Press <F8> to page forward or <F7> to page backward through the list.

TO VIEW THE JOB BASE – ASSIGNMENT DETAILS OF AN EMPLOYEE:

- ___ 4. Place the cursor on the line you wish to view by using the <↓> down arrow.
- ___ 5. Press <F11> to view.

The H516 – Job Base – Assignment screen will display.

Panel: _____		H516. Job Base - Assignment										Year: <u>2011</u>	
Employee: 100009999 DOE, JANE ANN												St: CE	
Job: <u>02</u>													
Job:	Start	Ptp	Hr-day	Pr	Hire	E	Mons	Day-W	Chks	Chlc	D	S	Ended--Code
	07022010	002	7.500	Y	07152002	-	12.0	197	5	26.0	9420	*	A
	07020010						Cal:	250					06302011
Con:	Tp	St	U	N	Agenda---	Cd	Con	Svc---	Yrs	Senior	Per	St	LVS SAD LC3 PAY CNTR
		D											9420
DIR - TECHNOLOGY													
A Position	Resp	Title			Started	I/O	Hr-Day	U	FTE	Ended--Code			
942020101	9420	20101	ADMINISTRATOR,N		07022010	-	7.500	Y	1.00				
.													
-													
-													
-													
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													

- ___ 6. Press <F11> to toggle between the H515 – Job Summary, and the H516 – Job Base Assignment.

Panel: _____		H515. Job Summary										Year: <u>2011</u>	
Employee: <u>100009999</u> _ DOE, JANE ANN												St: CE	
Year	Jb	S	Ptp	Started	Position	Resp	Abbrev	Title	HR-Day	Ended-Code	SLOT	S	
2011	01	A	002	07032008	942021302	9420	MANAGER,USER	S	7.50		D0G07		
2011	33	A	099	07032008	999999990	9999	TRAVEL/TEACHR		8.00		TRAVL		
2010	01	A	002	07022007	942021302	9420	MANAGER,COMPUT		7.50	07022007	CT	D0G07	
2010	01	A	002	07022007	942021302	9420	MANAGER,USER	S	7.50		D0G07		
2010	33	A	099	07022007	999999990	9999	TRAVEL/TEACHR		8.00		TRAVL		
2010	97	T	000	02072007	942021302	9420	MANAGER,COMPUT		7.50	05312007	VL	ZZJK0	
2009	01	A	002	07012006	942077510	9420	MANAGER, COMP		7.50		D0G06		
2009	33	A	099	08171990	999999990	9999	TRAVEL/TEACHR		8.00		TRAVL		
2009	97	T	000	02072006	942077510	9420	MANAGER, COMP		7.50	05312007	VL	ZZJK0	
2009	98	T	098	05312006	942077510	9420	MANAGER, COMP		7.50	05312007	SL	ZZJK0	
2008	01	A	002	07012005	942077535	9420	MANAGER/USER	S	7.50		D0G05		
2008	33	A	099	08171990	999999990	9999	TRAVEL/TEACHR		8.00		TRAVL		
												+	
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd												11=View 12=Esc	

- ___ 7. To view prior years not listed on this panel type a year in the Year field and press <Enter>. Only that year's jobs are listed.

TO VIEW THE EDUCATION OF AN EMPLOYEE:

1. Type <H504> at the Panel line.
2. Press <Enter>.

The H504 – Education screen will display.

Panel:	H504. Education						Year:	2011
Employee:	100009999	DOE, JANE ANN					St:	CE
Summary:	Highest	Coll Hrs:	Und	Grd	Tot	Stdt Tchg	HQP	
	_____	_____	_____	_____	_____	_____	<u>Z</u>	
Misc:	xx mmdccyy	xx mmdccyy						
	_____	_____						
Detail:	A Date	Comp	S	Institution	Maj	Min	GPA	V
	<u>06301986</u>	<u>BCH</u>	<u>C</u>	<u>01535</u>	<u>U OF FLORIDA</u>	<u>156</u>	<u>.</u>	<u>Y</u>
	_____	_____	_____	_____	_____	_____	<u>.</u>	_____
	_____	_____	_____	_____	_____	_____	<u>.</u>	_____
	_____	_____	_____	_____	_____	_____	<u>.</u>	_____
	_____	_____	_____	_____	_____	_____	<u>.</u>	_____
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 12=Esc								

TO VIEW STUDENT TEACHING INFORMATION:

1. Press <F9>.

Note: You may also type <H505> at the Panel line, and press <Enter> to get to this screen.

The H505 – Student Teaching screen will display.

Panel:	H505. Student Teaching						Year:	2011
Employee:	100009999	DOE, JANE ANN					St:	C
Experience:	From-----To	District/Institution					PK123456789012XA	
	08242002 12202002	0000IN N999					Y	
	Advisor	Location						
	JANE SMITH	LOPER ELEMENTARY						
Education:	A Subj Areas							
	B309 PRIMARY EDUCATION							

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

TO VIEW EXPERIENCE:

___1. Press <F9> to get to the next page.

The H506 – Experience screen will display.

Panel: _____	H506. Experience	Year: <u>2011</u>
Employee: <u>100009999</u>	DOE, JANE ANN	St: CE
Sum: TCOL TFLP TFLN TOSP TOSN	MILT NOND NONO ADMN VACN RETI	
Prv:		
Cur:	. 5.0 . . 2.0 .	
Tot:	. 5.0 . . 2.0 .	
Previous: A From-----To Type		Yrs V D
- - - - -		. -
- - - - -		. -
- - - - -		. -
- - - - -		. -
- - - - -		. -
- - - - -		. -
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	11=View 12=Esc

TO VIEW CERTIFICATION AND LICENSE INFORMATION:

___1. Press <F9>.

The H507 – Certification/License screen will display.

Panel: _____	H507. Certification/License	Year: <u>2011</u>
Employee: <u>100009999</u>	DOE, JANE ANN	St: CE
Crt Number	Type	Lvl Issued Expires
T1 0000607981	RG Regular/Professional	01 07012005 06302010
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	11=View 12=Esc

Note: This screen is the summary of all certification and license types.

___2. Arrow down to the certificate information and <F11> for the second page of H507 with details regarding the certificate.

TO VIEW SKILLS:

___1. Press <F9>.

The H508 – Skills screen will display.

Panel: _____	H508. Skills				Year: <u>2011</u>	
Employee: 100009999	DOE, JANE ANN				St: CE	
Credited:	A Code	Description	Tested	Test Score	Pass	
	— — — —		— — — —	— — — —	—	
	— — — —		— — — —	— — — —	—	
	— — — —		— — — —	— — — —	—	
	— — — —		— — — —	— — — —	—	
	— — — —		— — — —	— — — —	—	
	— — — —		— — — —	— — — —	—	
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc						

Note: There is no data currently being converted over for this screen. It can be used and set up at the request of the Human Resources department.

TO VIEW HEALTH:

___1. Press <F9>.

The H509 – Health screen will display.

Panel: _____	H509. Health				Year: <u>2011</u>	
Employee: 100009999	DOE, JANE ANN				St: CE	
Handicap:	Phy	Vis	Spe	Hea	Other	
Test/Cond:	A Date	T Code			P/F	Out Nte
	09111990	E TBS	Tuberculosis skin test			
	— — — —	— — — —			—	—
	— — — —	— — — —			—	—
	— — — —	— — — —			—	—
	— — — —	— — — —			—	—
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc						

Note: The TB – Tuberculosis test is the only info being converted from the S390. This screen has capabilities of tracking all health and conditions that have been tested.

TO VIEW SUPPLEMENTAL DATA:

___1. Press <F9>.

The H510 – Supplemental Data screen will display.

Panel: _____	H510. Supplemental Data										Year: <u>2011</u>
Employee: <u>100009999</u> _ DOE, JANE ANN											St: CE
Ctl Dates:	Original	Annual	Continuous	SENIORITY LONGVITY User-Hlt							
	<u>10081998</u>	_____	<u>10081998</u>	<u>09071999</u> _____							
Spouse ID: _____											
											Teacher Evaluation: _
Misc:	Out	A	B	C	HT	TX	AAA	BBB	MD District		
	<u>Y</u>	-	-	-	___	<u>XF</u>	___	___	- _____		
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 9=Npg 12=Esc											
Out = Out of Field HT = Hire Type TX = Hire Type											

Note: This is the screen where the IN/OUT of field indicator will be placed. On the Misc: line the field Out is used for the IN/OUT of field flag.

Note: The H510 has 3 pages. The first (displayed above) is the Supplemental Data information screen.

___2. Press <F11>.

The H510 – Emergency Contact Information (second page) screen will display.

Panel: _____	H510. Emergency Contact Information										Year: <u>2011</u>
Employee: <u>100009999</u> _ DOE, JANE ANN											St: CE
Contact Name	Relationship				Phone(s)				Note		
<u>MICHAEL DOE</u>	-				Work <u>239 455 5995</u>				_____		
_____	-				Home _____				_____		
_____	-				Cell _____				_____		
_____	-				Work _____				_____		
_____	-				Home _____				_____		
_____	-				Cell _____				_____		
_____	-				Work _____				_____		
_____	-				Home _____				_____		
_____	-				Cell _____				_____		
1=Hlp 2=Nte 3=Exit 4=Prpt 7=Bwd 8=Fwd 11=View 12=Esc											

___3. Press <F11>.

The H510 – E-Mail Contact Information (third page) screen will display.

```

Panel:                H510. E-Mail Contact Information      Year:  2011

Employee: 100009999 _  DOE, JANE ANN                        St:  CE

-----
E-mail Addresses
FUNFORYOU1234@AOL.com
-----

1=Hlp      3=Exit 4=Prpt      7=Bwd 8=Fwd      11=View 12=Esc

```

TO VIEW PERFORMANCE APPRAISALS:

1. Type <H512> at the Panel line.
2. Press <Enter>.

The H512 – Performance Appraisal screen will display.

Panel: _____										H512. Performance Appraisal										Year: <u>2011</u>									
Employee: <u>100009999</u> _										DOE, JANE ANN										St: CE									
Admin: _____										Next Review _____										Review Type _____									
A	Date	Position	Title	Resp	Rsn	Evaluator	Rt	mmddccyy	Misc	Nte																			
_	06302007	942020101	20101	9420	<u>ANNL</u>	<u>LINDA EDZKOWSKI</u>	<u>O</u>	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
-	_____	_____	_____	_____	_____	_____	-	_____	_____	_____																			
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg											11=View 12=Esc																		

TO VIEW EMPLOYEE INSERVICE HISTORY:

- ___ 1. Type <H513> at the Panel line.
- ___ 2. Press <Enter>.

The H513 – Inservice History screen will display.

Panel: _____		H513. Inservice History										Year: <u>2011</u>	
Employee: <u>100009999</u>		DOE, JANE ANN										St: CE	
Number		Level		Type		Issue		Expire					
CD: <u>T1</u> 0000400375		02 Master's		RG Reg/Profession		07012004		06302009					
Prof Dev:		Alt		-----Dates-----				F E					
		Crt		Entry		Exit		Com		S X			
-----		-----		-----				-----		-----			
A Comp Nbr Sq Ses Title		-----Activity-----		T Subj		Points C							
		Begin		End Y Area		Crt Non M XXX \$ P F D							
-----		-----		-----		-----		-----					
1003001 00 367 EAP COMPUTER		01042007 01042007		I 11031		1 C		P C H A					
7401001 00 317 EAP PLANNING		08312006 08312006		I 11031		2 C		P C H A					
1003001 00 281 EAP COMPUTER		08112006 08112006		I 11031		1 C		P C H A					
-----		-----		-----		-----		-----					
-----		-----		-----		-----		-----					
-----		-----		-----		-----		-----					
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc 13=ESOL													

- ___ 3. Press <F8> to page forward or <F7> to page backward through the list.

Note: This screen has been modified to display ESOL and Reading Inservice History as well.

<Shift> + <F1> (<F13>), you will scroll you through the ESOL and Reading panels to get a list of all ESOL and Reading Inservices attended.

PAYROLL QUERIES

The following screens are used to view the payroll information for employees. The data entry for these screens is a combination of Human Resources and the Payroll Department.

TO VIEW PAYROLL INFORMATION:

- ___1. Type <H514> at the Panel line.
- ___2. Press <Enter>.

The H514 – Payroll Information screen will display.

Panel: _____		H514. Payroll Information				Year: <u>2011</u>	
Employee: 100009999		DOE, JANE ANN				St: CE	
Taxes:		Fedl	Stat	Local	W	Levy-668W	
NRA		M-Ex	M-Ex	M-Ex	5	M-Ex Addl	
S <u>3</u>		— —	— —	—	—	— — — —	
Benefits:		Eligible	Ineligible				
Misc:		Sick Bank	Sub	CU Acct	* Direct Deposit		
		—	—	—	* Retirement		
1=Hlp		3=Exit	4=Prpt	7=Bwd	8=Fwd	9=Npg	12=Esc

Note: The H514 has 3 pages. The first (displayed above) is the base Payroll Information screen.

- ___3. Press <F9>.

The H514 – Payroll Information Second Page (Direct Deposit) screen will display.

Panel: _____		H514. Payroll Information				Year: <u>2011</u>	
Employee: <u>100009999</u>		DOE, JANE ANN				St: CEP	
S Bank	Account	T	Enrolled	Dropped	Amount	Nt	Sq
— — — —	— — — —	—	— — — —	— — — —	— — — —	— —	— —
— — — —	— — — —	—	— — — —	— — — —	— — — —	— —	— —
— — — —	— — — —	—	— — — —	— — — —	— — — —	— —	— —
— — — —	— — — —	—	— — — —	— — — —	— — — —	— —	— —
— — — —	— — — —	—	— — — —	— — — —	— — — —	— —	— —
							Note
1=Hlp 2=Nte 3=Exit 4=Prpt		7=Bwd 8=Fwd 9=Npg		11=View 12=Esc			
Bank Accounts are protected.				Upd			

Note: Your security for Inquiry only will not allow you to see any data displayed on this screen. Bank accounts are protected will display at the bottom left hand corner of your screen.

___4. Press <F9>.

The H514 – Payroll Information Third Page (Retirement) screen will display.

Panel: _____	H514. Retirement Information				Year: <u>2011</u>	
Employee: <u>100009999</u> _ DOE, JANE ANN				St: CEP		
Plan		Date Eligible	Georgia	Florida		
<u>HA</u> FRS REGULAR MEMBER		_____	_____			
Status		Date Retired	Start--DROP--Exit			
_		_____	_____			
C1-Sub Jb S Abbreviation		T Started	Ended	Percent	Amount FYTD	
004001 01 A FRS PENSION PLA C		07022007		7.390	1,520.65	
004001 27 A FRS PENSION PLA C		07022007		7.390		
004001 91 A FRS PENSION PLA C		07022007		7.390		
004001 93 A FRS PENSION PLA C		07022007		7.390	10.63	
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Next 7=Bwd 8=Fwd 9=Npg 10=Del 12=Esc						

TO VIEW 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>2011</u>						
Employee: <u>100009999</u> DOE, JANE ANN				St: CE							
Job: <u>02</u>											
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07022010	002	7.500	Y	12.0	250	5	26.0	A		9420 ADMINISTRATOR,N	
A Slot	Date	Hours	Contract		Annual		Period	Daily	Hourly		
<u>T3005</u>	<u>S</u>	<u>07022010</u>	<u>7.500</u>	<u>10325.00</u>	<u>10325.00</u>	<u>550.96</u>	<u>61.30</u>	<u>8.5067</u>			
B 002	E			3101.92		A					
		DAYS 250				N					
	S										
	E					A					
		DAYS				N					
Sal:	40325.00	Bs	135.51	Sup	40460.51	Total	Pay Term: _				
	250	Dy									
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 12=Esc											

___1. Press <F9>.

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

Panel: _____	H517. Job Base - Salary Summary										Year: 2011
Employee: 100009999 _ DOE, JANE ANN										St: CE	
Job: 02											
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07152010	002	7.500	Y	12.0	250 5	26.0	A		9420	ADMINISTRATOR,N	
Slot	S	Start-----End				Regular		Dockage		Overtime	
T3005	B	07022010				14,878.85		2,344.23			
Total:				14,878.85		2,344.23					
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: 2011
Employee: 100009999 _ DOE, JANE ANN										St: CE	
Job: 02											
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07022010	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	07022010
										Ended	_____
										Ended	_____
										Ended	_____
										Ended	_____
										Ended	_____
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 12=Esc											

TO VIEW AN EMPLOYEE'S SUPPLEMENT:

___1. Press <F9>.

The H519 – Supplements screen will display.

Panel: _____	H519. Supplements	Year: <u>2011</u>
Employee: <u>100009999</u>	DOE, JANE ANN	St: CE
Job: 02		
Start	Ptp Hr-day Pr	Mons Day-W Chks S
07022010	002 7.500 Y	12.0 250 5 26.0 A
		Ended--Code Resp Title M
		9420 ADMINISTRATOR,N
Id Position	Slot	Started Ended Contract Chk Supplement Desc
01	SUGFE	01242005 17.06 1.0 ACADEMIC COMPETI
02	SUG01	04182005 118.45 1.0 MU ALPHA THETA C
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	11=View 12=Esc

___2. To see a summary of supplements, press <F9> to get to the second page of the H519 – Supplements Summary.

TO VIEW BENEFITS/DEDUCTIONS:

___1. Type <H520> at the Panel line.

___2. Press <Enter>.

The H520 – Benefits/Deductions screen will display.

Panel: _____	H520. Benefits/Deductions	Year: <u>2011</u>
Employee: 100009999	DOE, JANE ANN	St: CE
Job: <u>02</u>	ST Dis: _____	
	Flex Plan: <u>N</u> Opt Life: <u> </u> \$	29,560.00 07/02/2010 HB677B
Start	Ptp Hr-day Pr	Mons Day-W Chks S
07022007	002 7.500 Y	12.0 250 5 26.0 A
		Ended--Code Resp Title M
		9420 ADMINISTRATOR,N
A Cl-Sub Jb S	Abbreviation T FLSMR Pln	Started Ended Percent Amount L
001001 02 A	FEDERAL INCOM D	07022007 . . .
002001 02 A	FICA - EMPLOY D	07022007 6.200 . .
002002 02 A	FICA - EMPLOY C	07022007 6.200 . .
004001 02 A	FRS PENSION P C	07022007 7.390 . .
006001 02 A	SINGLE COVER/ C	07022007 . . .
006207 02 A	DNTL HMO EMP/ C	DHE 07022007 . 7.70 .
006213 02 A	VISION EMP C	VSE 07022007 . 2.85 .
006301 02 A	COMPREHENSIVE C	07022007 . 9.45 .
007002 02 A	LIFE/1X'S SAL C	07022007 . 4.00 .
011211 02 A	VISION EMP D Y YY	VSE 02042007 . 0.92 .
State Salary:		

___3. Press <F9> to view the benefits/deductions YTD summary, maximum, arrearages, etc. This panel has a total of 4 pages to view.

TO VIEW TIME SUMMARY:

- ___ 1. Type <H521> at the Panel line.
- ___ 2. Press <Enter>.

The H521 – Time Summary screen will display.

Panel: _____	H521. Time Summary	Year: <u>2011</u>																								
Employee: <u>100009999</u> _ DOE, JANE ANN		St: CE																								
Job: 02																										
<table border="1"> <tr> <th>Start</th> <th>Ptp</th> <th>Hr-day</th> <th>Pr</th> <th>Mons</th> <th>Day-W</th> <th>Chks</th> <th>S</th> <th>Ended--Code</th> <th>Resp</th> <th>Title</th> <th>M</th> </tr> <tr> <td>07022010</td> <td>002</td> <td>7.500</td> <td>Y</td> <td>12.0</td> <td>250</td> <td>5</td> <td>26.0</td> <td>A</td> <td></td> <td>9420 ADMINISTRATOR,N</td> <td></td> </tr> </table>			Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M	07022010	002	7.500	Y	12.0	250	5	26.0	A		9420 ADMINISTRATOR,N	
Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M															
07022010	002	7.500	Y	12.0	250	5	26.0	A		9420 ADMINISTRATOR,N																
Tme	Begin	Trans	Credit	Earned	Used	Contrib	Balance-----	Days																		
PRS	.	.		45.000	41.500	.	3.500	.46																		
SBK	.	.		.	.	.																				
SCK	.	.		90.000	90.000	.																				
TPD	.	.		.	7.500	.																				
UPD	.	.		.	.	.																				
VAC	7.500	.		97.500	90.000	.	15.000	2.00																		
1=Hlp 2=Mve 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc																										

- ___ 3. Press <F9> to view the H521 – Time summary totals.

TO VIEW TIME HISTORY:

- ___ 1. Press <F9>.

The H522 – Time History screen will display.

Panel: _____	H522. Time History	Year: 2008																																																																																											
Employee: <u>100009999</u> _ DOE, JANE ANN		St: CE																																																																																											
Jb Post Dte	Source TME	From																																																																																											
<u>02</u> _____	_____	_____																																																																																											
<table border="1"> <tr> <th>Jb</th> <th>Date--Post---</th> <th>Time</th> <th>--Source-</th> <th>Tme</th> <th>Rsn</th> <th>R#</th> <th>From--Lv</th> <th>Date--To</th> <th>Tp----</th> <th>Time</th> <th>Resp</th> <th>Run</th> </tr> <tr> <td>02</td> <td>02222011</td> <td>22:50:44</td> <td></td> <td>VAC</td> <td>440</td> <td>52</td> <td>01312011</td> <td></td> <td></td> <td>1.000</td> <td>9420</td> <td>017</td> </tr> <tr> <td>02</td> <td>01252011</td> <td>22:50:44</td> <td></td> <td>SCK</td> <td>110</td> <td>48</td> <td>01182011</td> <td></td> <td></td> <td>7.500</td> <td>9420</td> <td>015</td> </tr> <tr> <td>02</td> <td>01252011</td> <td>22:50:44</td> <td></td> <td>VAC</td> <td>440</td> <td>49</td> <td>01192011</td> <td></td> <td></td> <td>7.500</td> <td>9420</td> <td>015</td> </tr> <tr> <td>02</td> <td>01172011</td> <td>22:50:44</td> <td></td> <td>SCK</td> <td>110</td> <td>44</td> <td>01052011</td> <td></td> <td></td> <td>7.500</td> <td>9420</td> <td>014</td> </tr> <tr> <td>02</td> <td>01172011</td> <td>22:50:44</td> <td></td> <td>SCK</td> <td>111</td> <td>45</td> <td>01062011</td> <td></td> <td></td> <td>6.000</td> <td>9420</td> <td>014</td> </tr> <tr> <td>02</td> <td>01172011</td> <td>22:50:44</td> <td></td> <td>VAC</td> <td>440</td> <td>46</td> <td>01062011</td> <td></td> <td></td> <td>1.500</td> <td>9420</td> <td>014</td> </tr> </table>			Jb	Date--Post---	Time	--Source-	Tme	Rsn	R#	From--Lv	Date--To	Tp----	Time	Resp	Run	02	02222011	22:50:44		VAC	440	52	01312011			1.000	9420	017	02	01252011	22:50:44		SCK	110	48	01182011			7.500	9420	015	02	01252011	22:50:44		VAC	440	49	01192011			7.500	9420	015	02	01172011	22:50:44		SCK	110	44	01052011			7.500	9420	014	02	01172011	22:50:44		SCK	111	45	01062011			6.000	9420	014	02	01172011	22:50:44		VAC	440	46	01062011			1.500	9420	014
Jb	Date--Post---	Time	--Source-	Tme	Rsn	R#	From--Lv	Date--To	Tp----	Time	Resp	Run																																																																																	
02	02222011	22:50:44		VAC	440	52	01312011			1.000	9420	017																																																																																	
02	01252011	22:50:44		SCK	110	48	01182011			7.500	9420	015																																																																																	
02	01252011	22:50:44		VAC	440	49	01192011			7.500	9420	015																																																																																	
02	01172011	22:50:44		SCK	110	44	01052011			7.500	9420	014																																																																																	
02	01172011	22:50:44		SCK	111	45	01062011			6.000	9420	014																																																																																	
02	01172011	22:50:44		VAC	440	46	01062011			1.500	9420	014																																																																																	
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc																																																																																													

- ___ 2. Press <F8> to page forward or <F7> to page backward through the list.

TO VIEW ADJUSTMENT SUMMARY:

___1. Press <F9>.

The H523 – Adjustment Summary screen will display.

Panel: _____ H523. Adjustment Summary Year: 2011

Employee: 100009999 _ DOE, JANE ANN St: CE

Job: 02

Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
07022010	002	7.500	Y	12.0	250 5	26.0	A		9420	ADMINISTRATOR,N	

Adj	Cytd	Fytd	Cytd	Fytd	Time	Money T
					-----Time-----	-----Money-----
					-----Maximum-----	

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

TO VIEW PAYROLL ADJUSTMENT HISTORY:

___1. Press <F9>.

The H524 – Payroll Adjustment History screen will display.

Panel:

H524. Payroll Adjustment History

Year: 2011

Employee: 100009999

- DOE, JANE ANN

St: CE

Jb Post Dte

Source

Adj Slr/DC

02

Jb Date--Post---Time --Source- R# Adj Slr/DC

Time TME

Money

Btch-Run Nt

1=Hlp

3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg

12=Esc

Note: You can limit your search by typing information in the query select lines across the top of your screen.

TO VIEW EARNINGS SUMMARY:

___1. Press <F9>.

The H525 – Earnings Summary screen will display.

Panel: _____		H525. Earnings Summary				Year: <u>2011</u>	
Employee: <u>100009999</u> _		DOE, JANE ANN				St: CE	
Job: 02							
Fytd:	Base	Earnings	Dockage	Paid Time	Work Time	Dock Time	
	Supp	37,223.04	2,344.23	1,706.000	1,706.000		
	Over	135.51					
	Othr	.04				Net	28,930.71
Cytd:	Soc	Wages	Employee	Employer	Total		
	Med	16,394.56	1,016.46	1,016.46	16,402.84		
	Ret	16,394.56	237.72	237.72	Net	13,555.11	
		16,385.78		1,210.93			
	Fed	16,394.56	1,566.37	Fedl			
	(Supp)			M-Ex			
	(Wages)			S 3			
	Perquisite						
1=Hlp		3=Exit 4=Prpt		7=Bwd 8=Fwd 9=Npg		12=Esc	

TO VIEW EARNINGS HISTORY:

___1. Press <F9>.

The H526 – Earnings History screen will display.

Panel: _____		H526. Earnings History				Year: <u>2011</u>	
Employee: <u>100009999</u> _		DOE, JANE ANN				St: CE	
Job: <u>02</u>		Check-Date: _____		Nbr: _____	Tp: _____	Year: _____	
Jb Date	Check	Direct	TP	Total Gross	Deductions	Net Pay	
02 01092011		587337	CC	1,442.69	247.35	1,195.34	
02 01232011		592337	CC	1,442.69	244.27	1,198.42	
02 02062011		597505	CC	1,442.69	244.27	1,198.42	
02 02202011		602900	CC	1,112.60	188.37	924.23	
02 03052011		608240	CC	1,372.67	232.41	1,140.26	
02 03192011		613709	CC	1,442.69	244.27	1,198.42	
02 04022011		618850	CC	1,442.69	244.27	1,198.42	
Subtotal:				16,905.30	2,867.01	14,038.29	
						+	
1=Hlp		2=Dep		3=Exit 4=Prpt		5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	
						11=View 12=Esc	

___2. Press <F8> to page forward or <F7> to page backward through the list. You can limit your search by typing information in the query select lines across the top of your screen.