Los Angeles County Office of Education

HRS HUMAN RESOURCE SYSTEM

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION A

INTRODUCTION TO PERSONNEL

2024-2025 TRAINING MANUAL

An Official Publication

**Los Angeles County
Office of Education**

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- Relationship of Functions
- Functions and Transactions

➢ **Introduction to the HRS Operations Manual**

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- Using the CDB Tables
- Name Search

  **** BREAK ****

- Adding a new classified employee
- Job History

  **** LUNCH ****

- Adding a new certified employee

➢ **Evaluation and Close of Session**

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SECTION I.

FUNCTIONS AND FEATURES

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HRS SYSTEM OVERVIEW
Tables (CDB), Personnel (EDB), Payroll, and Retirement Relationship

CONTROL DATA BASE
Functions 11 and 16 (Tables)

*Work Calendar (029)
Annual contract days, paid work days, number of months for time reporting, and pay calc

*District Codes (028)
Codes for terminations, pay location, leaves, bargaining units, etc.

*Benefits (027)
Determines benefit rates on EDB Screens 020 and 021

*Stipends (026)
Determines stipend rates/amounts on EDB and time reporting

*Salary Schedules (024,025)
Determines salary rates on EDB

District Profile (020,021)
Determines individual district processing (pay cycles, w/c rates)

*Work Location (011)
Work location information

Earnings Code (010)
Determines how time transactions and adjustments process during pay calc

*Job Classification (004)
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Optional Table

* Speed Key/Account Code (040)
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EMPLOYEE DATA BASE
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Required screens

Job History (007)
Current and prior data for all jobs

Payroll Tax Status (030)
Tax data

Voluntary Deductions (023)
Deductions/Reductions: TSA and Credit Union

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Section 125, Cash In Lieu

Standard Benefits (020)
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Confidential Information (013)
Birth date, gender, EEO Reporting

Contact Data (012)
Name and personal data

**Labor Distribution (006)
Account distribution

**Salary/Pay Rate (005)
Salary and retirement information

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Credential job status information

Personnel Action Data (003)
Prime job pay location

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Dependents by Name (022)
Employee's dependent data

Licenses, Honors and Comments (018)
Licenses, honors, and awards

Skills and Languages (017)
Work-related skills and languages

Experience and Organization (016)
Work experience and memberships

Education (015)
Education data

Miscellaneous Personal Data (014)
TB exam, physical exam, driver's license, etc.

- **Tables provide EDB with**
  - Consistent and reduced Input
  - Automated salary, stipend and benefit rate changes
  - Mass change capability
  - Ad Hoc report capability
  - Reduced input errors

- **Tables provide payroll processing with data and rules**
  - District specific data
  - Tax rates and computation
  - Pay rate calculation (Example, dock-time and overtime)
  - Retirement deductions
  - Benefit computation and method

- **EDB is the basis for individual payroll processing**
  - Distribution of payroll warrants
  - Employee deductions, reductions, contributions, and taxes
  - Salary and stipend rates
  - Account distribution
  - Retirement data

PAYROLL PROCESSING → **RETIREMENT**

CDB: District-maintained Tables
CDB: SFS-maintained Tables
EDB: Employee-level screens. Required screens.
EDB: Job-level screens. Required screens. Screens 004, 005, and 006 are completed for each job assignment (max. 9 jobs).
Optional table/screens. District-maintained.
System-maintained when an EDB record is established or a change is made to Screen 004 or 005.

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HRS Message Board

```
 File  Edit  View  Communication  Actions  Window  Help

                                                        PAGE: 01
        --------------------------------------------------------------
              H R S   M E S S A G E   B O A R D   F A C I L I T Y
        --------------------------------------------------------------

                        WELCOME TO HRS TRAINING
                THIS IS A SAMPLE OF WHAT THE HRS BOARD LOOKS LIKE


        EFFECTIVE 07/14/11     *HRS - REGULAR HOURS OF OPERATION
                          MONDAY  -   8:00AM TO 6:00PM
                          TUE - FRI   7:30AM TO 6:00PM
                          SATURDAY -  8:00AM TO 3:00PM


        ** 09/23/11   PAYROLL AUDIT REGISTERS FOR E4Z WERE NOT SENT TODAY.  WILL BE
                      SENT IN TOMORROW'S JET DELIVERY




        ACTION: _  TRANSMIT FOR NEXT PAGE, OR ENTER -M- FOR MENU, OR -J- AND PAGE NO. __
        * MORE PAGES FOLLOW *
        MA     b                              A                    23/009
```
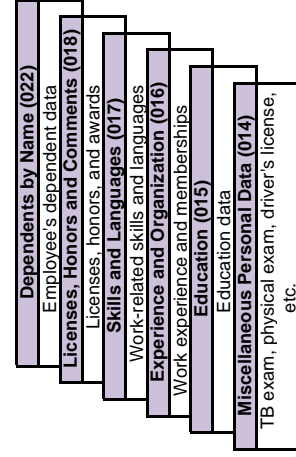
The HRS Message Board is LACOE's automated communication link with the Districts for HRS related information. It is important to check the Message Board periodically throughout the day. The Board is used to update districts instantaneously on system information such as unexpected down time and anticipated up time, changes in payroll scheduling, report distribution, reminders and other information that needs to go to districts expeditiously.

Follow the instructions at the bottom of Message Board to navigate within the Function Menu. To begin to use the system, navigate to the Function Menu by entering the following information.

1. In the **action field**, type action code **M** for menu.
2. Hit the **Enter key** on your keyboard.

Function Menu – HRS IBM Sign-On Instructions

```
File  Edit  View  Communication  Actions  Window  Help

             ** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **              000
                          FUNCTION MENU
** PERSONNEL **                      ** TIME REPORTING **
   01  DATA ENTRY AND UPDATE            02  TIME INPUT
   04  INQUIRY                          03  PAYROLL ADJUSTMENTS
                                        06  INQUIRY/ERROR CORRECTION
** POSITION CONTROL **               ** PAYROLL **
   10  UPDATE AND INQUIRY               07  ONLINE HISTORY - INQUIRY
                                        08  MISCELLANEOUS
** CONTROL TABLE **
   05  CENTRAL MAINTENANCE
   11  DISTRICT MAINTENANCE
   16  TABLE INQUIRY                 ** RETIREMENT **
                                        13  DATA ENTRY AND UPDATE
** MISCELLANEOUS **                     14  INQUIRY
   12  ADVANCED DATA SECURITY
   15  RUN SPECIFICATIONS           ** REPORT SUMMARY INFORMATION **
   18  FILE TRANSFER                    17  INQUIRY


                    PLEASE ENTER THE NUMBER OF THE
                    FUNCTION YOU WISH TO PERFORM?  16
INTERRUPT: _____

OPERATOR ID ZZZZ        PASSWORD                     DISTRICT 00011
MA    b                          NUM                        21/056
```

The Function Menu is used to sign-on to the system and to select or change functions. A function consists of a group of related transactions/screens for a specific area of HRS, e.g., Function 16 Control Table Inquiry. Functions are two-digit numbers.

To select a function and sign-on to the system, enter the following information:

1. In the **Please Enter the Number of The Function You Wish to Perform? field**, type the **two-digit function number**.

Hit the tab key twice on your keyboard to skip the Interrupt field and the Action field or move your mouse and click on the Operator ID field.

2. In the **Operator ID field**, type the **unique identification code.**

3. In the **Password field**, type your **password**.

4. In the **District field**, type the **five-digit business unit number**.

5. Hit the **Enter key** on your keyboard.

The unique identification code is issued by the SFS HRS Security Unit. For inquiries, send them an email at SFSSecurity@lacoe.edu.

Transation Menu for Function 16

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** CONTROL TABLE MENU - INQUIRY **                    1600
   TRANS    ------- DESCRIPTION -------    ------------ KEY(S) --------------
    002  *  GROSS TO NET TABLE            G-T-N NO: ___
    004  *  JOB CLASSIFICATION TABLE      JOB CLS:  _____
    006  *  DATA ELEMENT TABLE            INPUT TYPE: _   DATA ELEMENT: ____
    009  *  LEAVE ACCRUAL TABLE           PLAN:     __              TYPE:   _
    010  *  EARNINGS CODE TABLE           EARN TP:  ___
    011  *  WORK LOCATION TABLE           WORK LOC: _____      SUBSITE: ___
    016     RETIREMENT RATE TABLE
    019  *  VENDOR TABLE                  VENDOR:   _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024  *  SALARY SCHEDULE C/S-TEACHER   VERSION: _  SCHEDULE: _ STEP: __
    025  *  SALARY SCHEDULE R/S-OTHERS    VERSION: _  SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE                VERSION: _  STIPEND CD:  __
    027  *  BENEFITS TABLE                VERSION: _  PLAN CODE:   ___
    028     DISTRICT CODES TABLE          CODE TP: __ CODE (OPT): ____
    029  *  WORK CALENDAR TABLE           CALENDAR: __ FISCAL YEAR: __
    031     ORGANIZATIONAL CHART          SUPV POS: _____  TRL: ___
    037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                      _
TRANS: ___    KEY 1: _____  KEY 2: ____    KEY 3: ____  DISTRICT: 00011
MA    b                                                              24/077
```

Function 16, Control Table Menu - Inquiry, is used to inquire or request copies of all district related tables. There are certain table access that is limited to SFS such as Data Element Table and Vendor Table.

SFS Payroll Unit ....SFS_Payroll_Manager@lacoe.edu

- 002 Gross To Net Table
- 010 Earnings Code Table
- 027 Benefits Table

SFS Employee Services Unit ....SFSEmployeeServices@lacoe.edu

- 004 Job Classification Table
- 011 Work Location Table
- 020-021 District Profile Table - 1 and 2
- 024 Salary Schedule C/S Teacher
- 025 Salary Schedule R/S – Others
- 026 Stipends Table
- 028 District Codes Table
- 029 Work Calendar Table
- 040 Speed Key Table/Account Code Linkup

Key Field Functions

```
File  Edit  View  Communication  Actions  Window  Help

           ** CONTROL TABLE MENU - INQUIRY **                1600
   TRANS  ------- DESCRIPTION -------    ------------ KEY(S) --------------
   002  *  GROSS TO NET TABLE          G-T-N NO: ___
   004  *  JOB CLASSIFICATION TABLE    JOB CLS: _____
   006  *  DATA ELEMENT TABLE          INPUT TYPE: _   DATA ELEMENT: ____
   009  *  LEAVE ACCRUAL TABLE         PLAN:    __              TYPE:    _
   010  *  EARNINGS CODE TABLE         EARN TP:  ___
   011  *  WORK LOCATION TABLE         WORK LOC: _____     SUBSITE: ___
   016     RETIREMENT RATE TABLE
   019  *  VENDOR TABLE                VENDOR:    _____
   020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
   024  *  SALARY SCHEDULE C/S-TEACHER  VERSION:  _  SCHEDULE: _ STEP:  __
   025  *  SALARY SCHEDULE R/S-OTHERS   VERSION:  _  SCHEDULE: _ RANGE: ___
   026  *  STIPENDS TABLE               VERSION:  _  STIPEND CD:  __
   027  *  BENEFITS TABLE               VERSION:  _  PLAN CODE:   ___
   028     DISTRICT CODES TABLE         CODE TP:  __ CODE (OPT):  ____
   029  *  WORK CALENDAR TABLE          CALENDAR: __ FISCAL YEAR: __
   031     ORGANIZATIONAL CHART         SUPV POS: _____  TRL:   ___
   037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
   039     REPORT REQUEST
   040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
                                                           _

TRANS: ___    KEY 1: _____    KEY 2: ____    KEY 3: ____  DISTRICT: 00011
MA    b                                                            24/077
```

The key field functions are another way of accessing a table. They are located on the bottom transaction line and are labeled Key 1, Key 2, and Key 3. You may be required to use only one key field or all key fields depending on the table and the amount of detail being accessed. The chart below indicates which tables require input and in which key field.

Table Name	Key 1	Key 2	Key 3
002 Gross To Net Table	✔		
004 Job Classification Table	✔		
010 Earnings Code Table	✔		
011 Work Location Table	✔	✔ (optional)	
024 Salary Schedule C/S - Teacher	✔	✔	✔ (optional)
025 Salary Schedule R/S - Others	✔	✔	✔ (optional)
026 Stipends Table	✔	✔	
027 Benefit Table	✔	✔	
028 District Codes Table	✔	✔	
029 Work Calendar Table	✔	✔	
040 Speed Key Table	✔		

District Codes Table (028)

```
File  Edit  View  Communication  Actions  Window  Help

               ** CONTROL TABLE MENU - INQUIRY **              1600
    TRANS   ------- DESCRIPTION -------    ------------- KEY(S) --------------
    002  *  GROSS TO NET TABLE           G-T-N NO: ___
    004  *  JOB CLASSIFICATION TABLE     JOB CLS:  _____
    006  *  DATA ELEMENT TABLE           INPUT TYPE: _  DATA ELEMENT: ____
    009  *  LEAVE ACCRUAL TABLE          PLAN:     __          TYPE:    _
    010  *  EARNINGS CODE TABLE          EARN TP:  ___
    011  *  WORK LOCATION TABLE          WORK LOC: _____     SUBSITE: ___
    016     RETIREMENT RATE TABLE
    019  *  VENDOR TABLE                 VENDOR:   _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024  *  SALARY SCHEDULE C/S-TEACHER  VERSION: _  SCHEDULE: _ STEP:  __
    025  *  SALARY SCHEDULE R/S-OTHERS   VERSION: _  SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE               VERSION: _  STIPEND CD: __
    027  *  BENEFITS TABLE               VERSION: _  PLAN CODE:   ___
    028     DISTRICT CODES TABLE         CODE TP:  __ CODE (OPT):  ____
    029  *  WORK CALENDAR TABLE          CALENDAR: __ FISCAL YEAR: __
    031     ORGANIZATIONAL CHART         SUPV POS: _____  TRL:  ___
    037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
  INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
                                                              _
  TRANS: ___    KEY 1: _____  KEY 2: ____   KEY 3: ____  DISTRICT: 00011
  MA   b                                                          24/077
```

The District Codes Table stores six categories of codes and descriptions required for input on EDB screens for Bargaining Unit, Leave Reason, Pay Location, Evaluation Type, Permanency Indicator, and Termination Reason. The table has two optional sets of codes, District Code 1 and 2, which can be defined by the district and are used on the EDB Miscellaneous Personal Data Screen (014). It also has two sets of codes for Position Control. Each of the codes listed below is a separate table.

District Code	District Code Description
BU	Bargaining Unit
ET	Evaluation Type
LR	Leave Reason
PI	Permanency Indicator
PL	Pay Location
TR	Termination Reason
D1	District-defined code. This sub-table is optional.
D2	District-defined code. This sub-table is optional.
PC	Position Control - Used on PCDB Financial Information Screen (004) to record Benefit Package and Additional Contribution Package. See Position Control Manual for more information.
PN	Position Control – Records the last position number assigned and the last requisition number assigned for a fiscal year. See Position Control Manual for more information.

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

HRS allows users to add, change, and delete information using on-line real-time processing. This means the user can enter information on a screen and that information is immediately used by the computer to update the system. The user can immediately go back and see that the change has been posted to the system.

Overnight Batch Processing

The overnight batch process updates records and tables based on that day's activity and automated procedures. The batch computer programs process activity that cannot be processed at the time districts are entering data on-line.

Resources Available

There are resources available that can assist you with the Human Resource System (HRS). They can be found on our HRS Training website at https://www.lacoe.edu/hrs_training.

- **HRS Operations Manual** – This manual is referenced throughout this training manual and used in most of the training sessions. It is available for download in the General tab under the *Instructional Materials and Workbooks* section.

- **Training Manuals** – The training manuals that used in all of the HRS training sessions are available for download under the *Instructional Materials and Workbooks* section. Each manual is categorized by its topic, i.e. Payroll, Personnel, Retirement, and Position Control.

- **Workbooks** – The excel workbooks that used in some of the HRS training classes are available for download in the Workbooks tab under the *Instructional Materials and Workbooks* section. Some workbooks can be comprised of several spreadsheets.

- **Videos –** There are video tutorials to assist with basic HRS functionalities including navigation. They are located in the Videos tab under the *Instructional Materials and Workbooks* section.

Moving Within a Screen

Action Field Codes

B	=	BACK	-	Page back to a previous screen.
D	=	DELETE	-	Delete a table.
F	=	FORWARD	-	Page forward to the next screen.
G	=	GO	-	Store information on current screen and page forward to next screen.
J	=	JUMP	-	Jump to another transaction (no data is processed).
M	=	MENU	-	Page to Transaction Menu Screen.
N	=	NO	-	Do <u>not</u> enter the data into the system. Screen remains as is and allows user to make additional changes.
R	=	RESTART	-	Restore original data on the screen.
S	=	SEARCH	-	Search Transactions (functionality indicated by an "*" on the Menu).
T	=	TOP	-	Move the cursor to the top of the screen. If multiple screens, the cursor moves to the top first field of the first screen.
Y	=	YES	-	Confirm the transaction data and update the record.
*	=		-	Confirm deletion of a table.

Below are a few of the main keys you will use for moving around the screen.

Arrows	-	Moves the cursor in the direction the arrows are pointing. Arrow keys wrap from top-to-bottom, or side-to-side, of the screen.
Tab	-	Moves the cursor forward one field at a time.
Shift + Tab	-	Moves the cursor back one field at a time.
Home	-	Moves the cursor to the first character position on the screen where data may be entered.

Remove Data from EDB Screens and CDB Table Screens

- Required field - cannot change to space. It must have valid value.

- Optional field - alpha numeric - use the Delete key to clear the field one character at a time or use the End key to clear all characters in the field to the right of the cursor.

- Optional field - numeric (salary fields, dollar values, dates). Use "888" and completely fill the field to change the value to zero or space.

Exception: Future-Dated EDB Changes, Transactions 104, 105, and 106.
- If the field is <u>alpha numeric</u>, fill the field with asterisks.
- If the field is <u>numeric</u> or a date field, fill the field with "8"s (eights).

SECTION II.

TABLE SEARCH

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Tables with Search Screen Capabilities

```
File  Edit  View  Communication  Actions  Window  Help

                    ** CONTROL TABLE MENU - INQUIRY **                1600
   TRANS   ------- DESCRIPTION -------      ------------ KEY(S) --------------
    002  *  GROSS TO NET TABLE             G-T-N NO: ___
    004  *  JOB CLASSIFICATION TABLE       JOB CLS: _____
    006  *  DATA ELEMENT TABLE             INPUT TYPE: _  DATA ELEMENT: ____
    009  *  LEAVE ACCRUAL TABLE            PLAN:    __           TYPE:    _
    010  *  EARNINGS CODE TABLE            EARN TP: ___
    011  *  WORK LOCATION TABLE            WORK LOC: _____      SUBSITE: ___
    016     RETIREMENT RATE TABLE
    019  *  VENDOR TABLE                   VENDOR:    _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024  *  SALARY SCHEDULE C/S-TEACHER    VERSION: _  SCHEDULE: _ STEP:  __
    025  *  SALARY SCHEDULE R/S-OTHERS     VERSION: _  SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE                 VERSION: _  STIPEND CD:  __
    027  *  BENEFITS TABLE                 VERSION: _  PLAN CODE:   ___
    028     DISTRICT CODES TABLE           CODE TP: __ CODE (OPT): ____
    029  *  WORK CALENDAR TABLE            CALENDAR: __ FISCAL YEAR: __
    031     ORGANIZATIONAL CHART           SUPV POS: _____  TRL:  ___
    037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
                                                            _
TRANS: ___    KEY 1: _____  KEY 2: ____   KEY 3: ____  DISTRICT: 00011
MA   b                             NUM                          24/008
```

Some tables have a search screen which allows you to view a list of records from the table rather than only one detail screen at a time. They are identified by asterisks.

Access the Table Search Screen

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** CONTROL TABLE MENU - INQUIRY **                    1600
    TRANS    ------- DESCRIPTION -------      ------------ KEY(S) --------------
    002  *  GROSS TO NET TABLE            G-T-N NO: ___
    004  *  JOB CLASSIFICATION TABLE      JOB CLS:  _____
    006  *  DATA ELEMENT TABLE            INPUT TYPE: _   DATA ELEMENT: ____
    009  *  LEAVE ACCRUAL TABLE           PLAN:     __           TYPE:    _
    010  *  EARNINGS CODE TABLE           EARN TP:  ___
    011  *  WORK LOCATION TABLE           WORK LOC: _____      SUBSITE: ___
    016     RETIREMENT RATE TABLE
    019  *  VENDOR TABLE                  VENDOR:   _____
    020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
    024  *  SALARY SCHEDULE C/S-TEACHER   VERSION: _  SCHEDULE: _ STEP:  __
    025  *  SALARY SCHEDULE R/S-OTHERS    VERSION: _  SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE                VERSION: _  STIPEND CD:  __
    027  *  BENEFITS TABLE                VERSION: _  PLAN CODE:   ___
    028     DISTRICT CODES TABLE          CODE TP:  __ CODE (OPT):  ____
    029  *  WORK CALENDAR TABLE           CALENDAR: __ FISCAL YEAR: __
    031     ORGANIZATIONAL CHART          SUPV POS: _____  TRL:  ___
    037  *  LABOR ACCOUNT LISTING  ("S" ONLY)
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY _____
INTERRUPT: _____   * ENTER "S" FOR TABLE SEARCH
                                                          S
TRANS: 004    KEY 1: _____  KEY 2: ____   KEY 3: ____  DISTRICT: 00011
MA    b                                    A                        24/077
```

To access the Table Search Screen from the Transaction Menu,

1. In the **action field**, type action code **S** for search.

2. In the **TRANS field**, type the **transaction number**.

3. Hit the **Enter key** on your keyboard.

The system navigates you to the table search screen.

Navigate Within the Table Search Screen

```
File  Edit  View  Communication  Actions  Window  Help

                        *** TABLE SEARCH ***                         1671
                       JOB CLASSIFICATION TABLE
 F  100010 SUPERINTENDENT           C   _  180151 ASST HEAD TEACHER CHD CTR C
 _  100015 HOUSING ALLOWANCE        C   _  200000 TEACHER IN CHARGE         C
 _  100020 DEPUTY SUPT.ADMIN. SERV. N   _  200001 TEACHER                   C
 _  101020 ASST SUPT INST SERVICES  C   _  200002 TEACHER SUMMER ASSIGNMENT C
 _  101030 ASST SUPT HUMAN RESOURCES C   _  200003 COMPUTER COORDINATOR     C
 _  101035 ASST SUPT STUDENT SERVICE C   _  200004 COORD-SCHOOL IMPROV/TECH C
 _  101040 EXECUTIVE DIRECTOR       C   _  200005 TEACHER CHILD CENTER      C
 _  104000 DIRECTOR-STUDENT SERVICES C   _  200006 TEACHER CERT ADULT ED    C
 _  105000 COORD-P.R.-SAFETY&RISK MG C   _  200007 TEACHER EXTRA DUTY-AD.ED. C
 _  110010 PRINCIPAL                C   _  200008 TEACHER ROTC              C
 _  111010 ASST. PRINCIPAL          C   _  200015 HOME TEACHER              C
 _  111011 AMINISTRATIVE ASSISTANT  C   _  210006 TEACHING COOR ADULT ED    C
 _  140010 COORDINATOR INST SERVICES C   _  220110 MENTOR TEACHER           C
 _  140011 DIRECTOR I               C   _  230110 DEPARTMENT CHAIR          C
 _  140012 DIRECTOR II              C   _  250010 LIBRARIAN                 C
 _  170010 PSYCHOLOGIST             C   _  280110 EXTRA DUTY CERTIFICATED   C
 _  180045 NURSE                    C   _  280500 INDEPENDENT STUDY TUTOR   C
 _  180051 HEAD TEACHER CHILD CTR   C   _  290006 SUB TEACHER-ADULT ED      C
 _  180052 SUB HEADTEACHER CHILD CTR C   _  290010 SUB TEACHER              C
 _  180055 MIDDLE SCHOOL PROGRAM MGR C   _  290015 SUB TEACHER CHILD CTR    C
         (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU  _
TRANS: 004    KEY 1: _____    KEY 2: ____    KEY 3: ____    DIST: 00011
MA   b                              NUM                            24/076
```

message bar

Once on the Table Search Screen, you can scroll to the next page by doing the following.

1. In the a**ction field or on the highlighted field shown above**, type action code **F** for forward.

2. Hit the **Enter key** on your keyboard.

Use the codes identified on the message bar to navigate, access the detail, or return to the transaction menu.

Access the Table Detail Screen

```
 File  Edit  View  Communication  Actions  Window  Help

                      *** TABLE SEARCH ***                        1671
                    JOB CLASSIFICATION TABLE
  _ 290030 SUB LIBRARIAN            C    _ 410042 MAINTENANCE SUPERVISOR    N
  _ 290110 LONG TERM TCHR SUB       C    _ 410043 ADULT ED SUPERVISOR      N
  _ 291000 EARLY RETIREE            C    _ 410044 COLLEGE/CAREER CNTR SPEC  N
  _ 333333 CERT AUTO ALLOW          C    _ 410045 GROUNDS SUPERVISOR       N
  _ 401020 ASST SUPT ADMIN SERVICES N    _ 410046 SUPERVISOR OPS CONST TECH N
  X 402020 CHIEF BUSINESS OFFICIAL  N    _ 410048 PLANT MANAGER           N
  _ 410004 DIRECTOR FAC. MGMT. CONST N   _ 410049 MANAGER OF OPERATIONS    N
  _ 410005 ASST DIRECTOR MAINT/OPS  N    _ 410050 TECHNICAL THEATER MANAGER N
  _ 410006 ASST. DIRECTOR M.C.T.    N    _ 430030 DIRECTOR OF PURCHASING   N
  _ 410018 ASST DIRECTOR FISCAL SRVC N   _ 430031 PURCHASING SUPERVISOR    N
  _ 410020 DIRECTOR FISCAL SERVICES N    _ 430035 OFFICE MGR - ADULT ED    N
  _ 410021 DIR NUTRITION-PURCHASING N    _ 440001 COORDINATOR-PROJ ENABLE  N
  _ 410022 DIRECTOR INFO. SERVICES  N    _ 440002 COORDINATOR-DRUG FREE SCH N
  _ 410023 CHIEF TECHNOLOGY OFFICER N    _ 440003 DIRECTOR-DEVELOPMENT     N
  _ 410025 PROGRAM DIRECTOR         C    _ 440004 PROJECT DIRECTOR - SCTCCC N
  _ 410027 PROGRAM MGR BEHAVIOR SPEC N   _ 440005 COORDINATOR-WORKABILITY  N
  _ 410028 OCCUPATIONAL THERAPIST   N    _ 440050 NUTRITION NET COORDINATOR N
  _ 410030 DIRECTOR FOOD SERVICE    N    _ 444444 CLAS AUTO ALLOW         N
  _ 410040 DIRECTOR, MAINT. & OPER. N    _ 490300 DIR ALTERNATE DISPUTE RES N
  _ 410041 SUPERVISOR-OPERATIONS    N    _ 503041 ADULT SCHOOL SRVCS TECH  N
         (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU  _
 TRANS: 004    KEY 1: _____   KEY 2: ____   KEY 3: ____    DIST: 00011
 MA   b                          NUM                              24/076
```

From the Table Search Screen, you can view the detail screen for a specific record by doing the following.

1. In the **Select field**, next to the item you want to examine, type **X**.

2. Hit the **Enter key** on your keyboard.

NOTE: There are tables that have an extra layer of search screens. For example, when searching the salary schedule tables (024 and 025), it displays all the current and past versions of the schedules available.

This is the detail screen of the record selected from the search screen.

```
 File  Edit  View  Communication  Actions  Window  Help

                       ** CTL - JOB CLASSIFICATION TABLE INQUIRY **          1604

            JOB CLASS: 402020

                                                  JOB    JOB    STAT     BUDGET
            DISTRICT              TITLE           TYPE   STAT   DATE      PROJ
             00111          CHIEF BUSINESS OFFICIAL    N     A     01 04

PAY       --SALARY SCHEDULE--    STND HRS    STND HRS    PERS WORK          OVERTIME
BASIS     SCHED     RANGE       IN A WEEK   IN A DAY      SCHED     FLSA   ELIGIBIL
  M         3        402          40.00       8.00        173       A        N


---EEO---    WORK     BARG    ILL   VAC   RET    RET    SUB     BOARD      COMMISSIO
CAT   SUB    COMP     UNIT    PLAN  PLAN  PLAN   STAT   IND     DATE         DATE
                      MG                   P9     M


ACAD    TENURE    REPORT    JOB       SENIORITY    PRIOR      ----MASS RETRO-----
RANK    ELIG      GROUPS    FAMILY     FAMILY    JOB CLASS     SUBJ   STEPS  RANGES



                                                              _
TRANS: 004    KEY 1: 402020      KEY 2: ____    KEY 3: ____     DIST: 00011
MA   b                              NUM                               24/076
```

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08/15/2022

SECTION III.

HRS DISTRICT PAYROLL SCHEDULE

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08/15/2022

DIVISION OF SCHOOL FINANCIAL SERVICES
HRS DISTRICT PAYROLL SCHEDULE
AUGUST 2017 ISSUE DATE

Los Angeles County
Office of Education
Leading Educators • Supporting Students • Serving Communities

CYCLE	SCHEDULE	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	MEMO	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C1	C1A	07-01-17	07-31-17	1STWD	08-01-17	07-27-17	07-18-17	07-21-17	C1A
V2	V2C	07-01-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V2C
V1	V1E	07-16-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V1E
E1	E1B	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	E1B
C5	C5A	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	C5A
E4	E4B	07-01-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	E4B
H1	H1B	07-16-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	H1B
C3	C3A	07-01-17	07-31-17	10TH	08-10-17	08-07-17	07-27-17	07-31-17	C3A
V1	V1F	08-01-17	08-15-17	20TH	08-18-17	08-14-17	08-03-17	08-08-17	V1F
E1	E1C	08-01-17	08-31-17	ESA	08-18-17	08-15-17	08-04-17	08-08-17	E1C
E4	E4C	08-01-17	08-31-17	ESA	08-25-17	08-21-17	08-11-17	08-15-17	E4C
H1	H1C	08-01-17	08-15-17	25TH	08-25-17	08-22-17	08-11-17	08-15-17	H1C
C2	C2B	08-01-17	08-31-17	LWD	08-31-17	08-25-17	08-17-17	08-21-17	C2B
C1	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

Time Report Production Date — Time reports are produced this day. Employees to be listed on time report/screen must be loaded in EDB by 7:00 pm this day.
District will have time reports/screens available the next day.

Payroll Production Date — Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.

Issue Date — Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

If you have any questions regarding this schedule, please call the SFS-Payroll Section at (562) 922-6442.
See back page for Regular Verification & Supplemental Schedule

07-07-17

AUGUST 2017

Production Date	For Verification Warrants Schedule	For Real Warrants Schedule	Issue Date Real Warrants
08/01/17	215	213	08/03/17
08/02/17	E4B,H1B,216	214	08/04/17
08/03/17	C3A,219	215	08/07/17
08/04/17	220	216	08/08/17
08/05/17	----	SAT	----
08/06/17	----	SUN	----
08/07/17	221	219	08/09/17
08/08/17	222	220	08/10/17
08/09/17	223	221	08/11/17
08/10/17	V1F,226	222	08/14/17
08/11/17	E1C,227	223	08/15/17
08/12/17	----	SAT	----
08/13/17	----	SUN	----
08/14/17	228	226	08/16/17
08/15/17	229	227	08/17/17
08/16/17	230	228	08/18/17
08/17/17	E4C,233	229	08/21/17
08/18/17	H1C,234	230	08/22/17
08/19/17	----	SAT	----
08/20/17	----	SUN	----
08/21/17	235	233	08/23/17
08/22/17	236	234	08/24/17
08/23/17	C2B,237	235	08/25/17
08/24/17	----	236	08/28/17
08/25/17	C1B,V2D,V1G	237	08/29/17
08/26/17	----	SAT	----
08/27/17	----	SUN	----
08/28/17	E1D,C5B,242	----	----
08/29/17	243	----	----
08/30/17	E4D,H1D,244	242	09/01/17
08/31/17	C3B,248	243	09/05/17

RETROACTIVE PRODUCTION SCHEDULE

Schedule	Transaction Gen Date	Production Date	Issue Date
R03	07/28/17	08/03/17	08/07/17
R04	08/04/17	08/10/17	08/14/17
R05	08/11/17	08/17/17	08/21/17
R06	08/18/17	08/24/17	08/28/17
R07	08/25/17	----	----

LACOE 2017-2018 OBSERVED HOLIDAYS

07-04-17	Independence Day	12-25-17	Christmas Holiday
09-04-17	Labor Day	12-29-17	New Year's Eve
11-10-17	Veteran's Day	01-01-18	New Year's Day
11-22-17	Thanksgiving Holiday	01-15-18	Martin Luther King Jr. Day
11-23-17	Thanksgiving Holiday	02-12-18	Lincoln's Birthday
11-24-17	Thanksgiving Holiday	02-19-18	Washington's Birthday
12-22-17	Christmas Holiday	05-28-18	Memorial Day

**Issue dates may be changed based upon observed Bank holidays and County office closures.
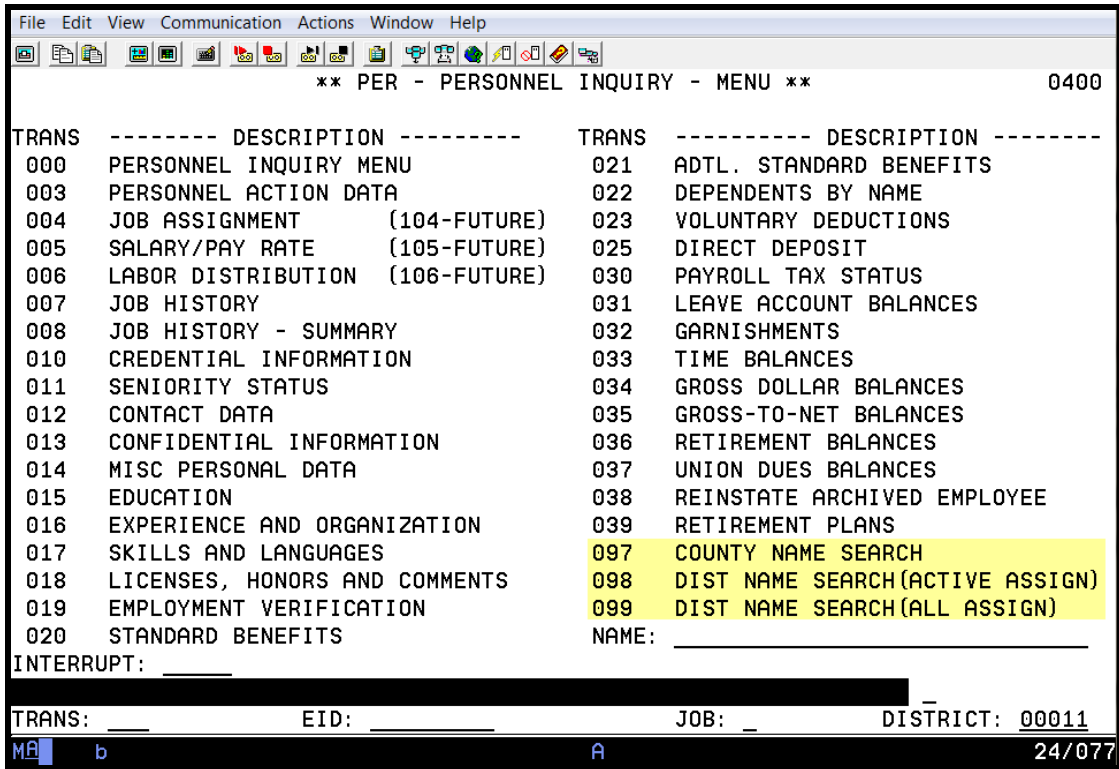Observed holidays are considered non-work days.**

07-07-17

SECTION IV.

NAME SEARCH SCREENS

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Name Search Screens (097, 098, 099)

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ▣ ▣ ▣ ▣
                 ** PER - PERSONNEL INQUIRY - MENU **               0400

TRANS  -------- DESCRIPTION ---------    TRANS  --------- DESCRIPTION --------
 000   PERSONNEL INQUIRY MENU             021   ADTL. STANDARD BENEFITS
 003   PERSONNEL ACTION DATA              022   DEPENDENTS BY NAME
 004   JOB ASSIGNMENT     (104-FUTURE)    023   VOLUNTARY DEDUCTIONS
 005   SALARY/PAY RATE    (105-FUTURE)    025   DIRECT DEPOSIT
 006   LABOR DISTRIBUTION (106-FUTURE)    030   PAYROLL TAX STATUS
 007   JOB HISTORY                        031   LEAVE ACCOUNT BALANCES
 008   JOB HISTORY - SUMMARY              032   GARNISHMENTS
 010   CREDENTIAL INFORMATION             033   TIME BALANCES
 011   SENIORITY STATUS                   034   GROSS DOLLAR BALANCES
 012   CONTACT DATA                       035   GROSS-TO-NET BALANCES
 013   CONFIDENTIAL INFORMATION           036   RETIREMENT BALANCES
 014   MISC PERSONAL DATA                 037   UNION DUES BALANCES
 015   EDUCATION                          038   REINSTATE ARCHIVED EMPLOYEE
 016   EXPERIENCE AND ORGANIZATION        039   RETIREMENT PLANS
 017   SKILLS AND LANGUAGES               097   COUNTY NAME SEARCH
 018   LICENSES, HONORS AND COMMENTS      098   DIST NAME SEARCH(ACTIVE ASSIGN)
 019   EMPLOYMENT VERIFICATION            099   DIST NAME SEARCH(ALL ASSIGN)
 020   STANDARD BENEFITS                  NAME: _____
INTERRUPT: _____
                                                                    _
TRANS: ___       EID: _____            JOB: _     DISTRICT: 00011
MA   b                                A                              24/077
```
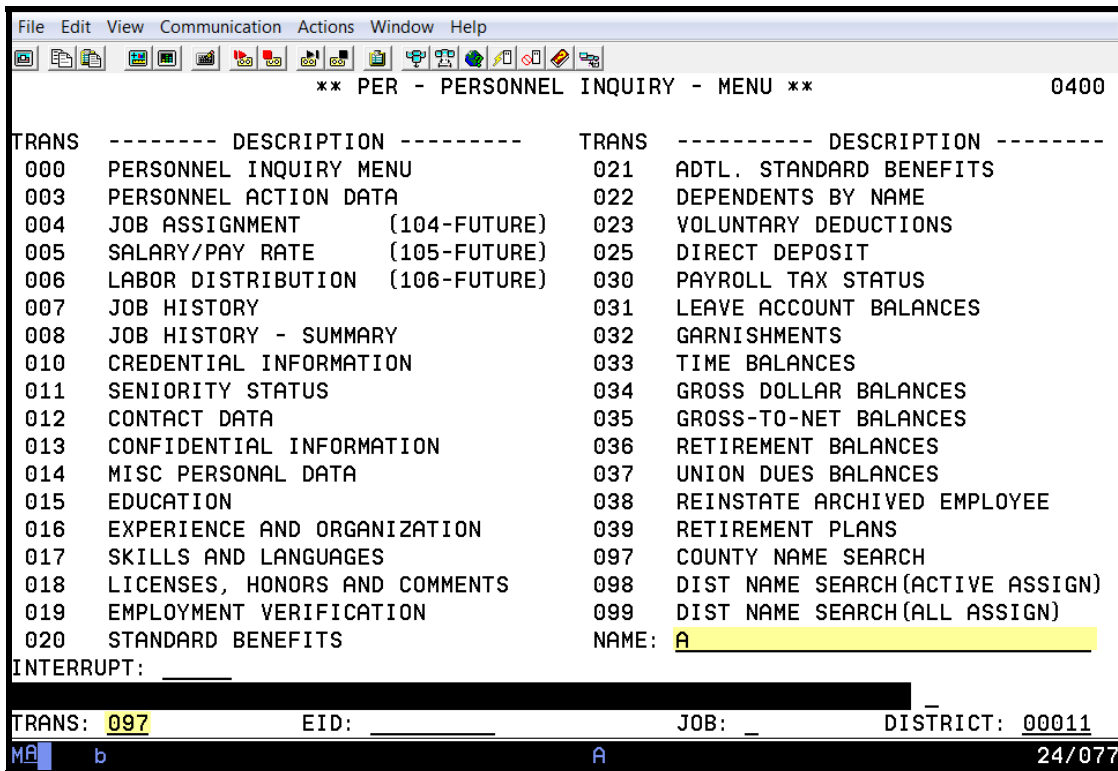
The Name Search screens provide quick access to selected employee data without accessing screens at the employee level. It can also be used to find the current name for an employee using a prior name. These search screens are used in Personnel (Function 01 or 04) and Pay History (Function 07). These screens are inquiry only. All data is pulled from EDB screens.

There are three name search screens: 097, 098, and 099.

	County Name Search (097)	District Name Search (098)	District Name Search (099)
Prime job assignments	✔	✔	✔
All job assignments			✔
Active	✔	✔	✔
Terminated	✔		✔
Archived	✔		✔
Non-Employee	✔	✔	✔
Future	✔	✔	✔
Leave (Paid or Unpaid)	✔	✔	✔

Navigate to a Name Search Screen from the Transaction Menu

```
File  Edit  View  Communication  Actions  Window  Help

 ▣ ▣▣  ▣▣▣ ▣ ▣▣ ▣▣ ▣▣ ▣ ▣▣ ▣▣▣▣▣ ▣▣
                ** PER - PERSONNEL INQUIRY - MENU **              0400

TRANS   -------- DESCRIPTION ---------    TRANS   --------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU             021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT    (104-FUTURE)     023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE   (105-FUTURE)     025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)    030    PAYROLL TAX STATUS
 007    JOB HISTORY                        031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY              032    GARNISHMENTS
 010    CREDENTIAL INFORMATION             033    TIME BALANCES
 011    SENIORITY STATUS                   034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                       035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION           036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                 037    UNION DUES BALANCES
 015    EDUCATION                          038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION        039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES               097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS      098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYMENT VERIFICATION            099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                  NAME: A_____
INTERRUPT: _____
                                                              _
TRANS: 097          EID: _____          JOB: _      DISTRICT: 00011
MA    b                                     A                        24/077
```

To access the name search screens from the transaction menu,

1. In the **TRANS field**, type the transaction number (**097**, **098**, or **099**).

2. In the **NAME field**, type the employee's name using the following valid formats. When including the first name, enter a comma between the last name and first name.

   - Partial last name –or–

   - Full last name –or–

   - Full last name and the partial first name –or–

   - Full last name and the full first name

3. Hit the **Enter key** on your keyboard.

The system navigates to the name search screen.

> NOTE: When a name is changed in HRS, the current name is listed on the name search screen in place of the prior name. If the prior name begins with the same letter as the current name, the current name is listed twice on the name search screen.

County Name Search (097)

```
File  Edit  View  Communication  Actions  Window  Help
                   ** PER - COUNTY NAME SEARCH - INQ **                    0497
NAME KEY: A                                      PAY    EMPLOYEE    PRIMARY
TRANS          NAME              EID      DIST LOC TYPE STAT    JOB CYCLE
 ___     ABBOTT,DENNIS B.        MA0141205 00111 017   N    A     4   H1
 ___     ABBOTT,JANE B.          WK2041758 00111 825   C    T     1   C3
 ___     ABBOTT,PRISCILLA B.     WP6285364 00111 100   N    T     1   C3
 ___     ABRAMS,GARY B.          TW7531751 00111 100   C    A     3   C3
 ___     ABRAMS,HEIDI B.         PF9038435 00111 004   S    T     1   C3
 ___     ABRAMS,HOWARD B.        VN3390511 00111 012   C    R     1   C3
 ___     ABRAMS,KATHRYN B.       AW7465862 00111 032   C    A     3   C1
 ___     ABRAMS,REBECCA B.       WE6322795 00111 004   N    T     1   C3
 ___     ABRAMS,TERRI B.         EW0253490 00111 037   C    A     3   C1
 ___     ABRAMS,VERONICA B.      AF8459867 00111 038   N    T     1   H1
 ___     ADAMS,ALEXANDRA D.      NW4879058 00111 033   C    A     1   C1
 ___     ADAMS,ETHEL D.          XG1698374 00111 012   N    A     4   E4
 ___     ADAMS,TONY D.           FN1401551 00111 008   C    A     1   C3
 ___     ADCOCK,PAM D.           PP1882311 00111 046   N    A     3   H1
 ___     ADCOCK,PAUL D.          ZK9563469 00111 100   C    R     1   C3
 ___     ADKINS,CLAUDE D.        JH7176950 00111 100   N    R     1   C3
 ___     ADKINS,GILBERT D.       DQ2547857 00111 012   S    R     1   C3
 ___     ADKINS,HUGH D.          AX3411999 00111 012   S    A     1   C3

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.       _
TRANS: 097          EID: 000000000        JOB: _        DISTRICT: 00011
MA    b                              A                              24/077
```

The County Name Search screen (097) lists **only primary jobs for all employees**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. ● Partial last name –or– ● Full last name –or– ● Full last name and the partial first name –or– ● Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

District Name Search - Active Assignments (098)

```
File  Edit  View  Communication  Actions  Window  Help
                         ** PER - DIST NAME SEARCH - INQ **                0498
NAME KEY:   A
TRANS            NAME                 EID       POSITION     JOB TITLE    ST JOB
___  ABBOTT,DENNIS B.              MA0141205  700112 SUB INSTR AIDE III   A   1
___  ABBOTT,DENNIS B.              MA0141205  509130 SUB CLERK            A   2
___  ABBOTT,DENNIS B.              MA0141205  720001 SUB HEALTH AIDE      A   3
___  ABBOTT,DENNIS B.              MA0141205  509033 OFFICE ASSISTANT III A   4
___  ABBOTT,DENNIS B.              MA0141205  780101 SUB NOON AIDE        A   5
___  ABRAMS,GARY B.                TW7531751  000207 INSTRUCTIONAL ASST   A   1
___  ABRAMS,KATHRYN B.             AW7465862  290010 SUB TEACHER          A   1
___  ABRAMS,KATHRYN B.             AW7465862  290015 SUB TEACHER CHILD CT A   2
___  ABRAMS,KATHRYN B.             AW7465862  290110 LONG TERM TCHR SUB   A   4
___  ABRAMS,TERRI B.               EW0253490  200001 TEACHER              A   3
___  ADAMS,ALEXANDRA D.            NW4879058  200001 TEACHER              A   1
___  ADAMS,ETHEL D.                XG1698374  410020 DIRECTOR FISCAL SERV A   4
___  ADAMS,TONY D.                 FN1401551  290010 SUB TEACHER          A   1
___  ADAMS,TONY D.                 FN1401551  290015 SUB TEACHER CHILD CT A   4
___  ADCOCK,PAM D.                 PP1882311  700112 SUB INSTR AIDE III   A   1
___  ADCOCK,PAM D.                 PP1882311  700110 SUB INSTR AIDE I     A   2
___  ADCOCK,PAM D.                 PP1882311  700010 INSTRUCTIONAL ASST - A   3
___  ADCOCK,PAM D.                 PP1882311  700012 INSTRUCTIONAL ASST-S A   5

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.          _
TRANS: 098          EID: 000000000        JOB: _          DISTRICT 00011
MA    b                                                            24/077
```

The District Name Search-Active Assignments (098) screen lists **all active job assignments**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. ● Partial last name —or— ● Full last name —or— ● Full last name and the partial first name —or— ● Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

District Name Search - All Assignments (099)

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                    ** PER - DIST NAME SEARCH - INQ **              0498
NAME KEY:   A
TRANS          NAME                  EID      POSITION     JOB TITLE   ST JOB
___  ABBOTT,DENNIS B.            MA0141205  700112 SUB INSTR AIDE III  A   1
___  ABBOTT,DENNIS B.            MA0141205  509130 SUB CLERK           A   2
___  ABBOTT,DENNIS B.            MA0141205  720001 SUB HEALTH AIDE     A   3
___  ABBOTT,DENNIS B.            MA0141205  509033 OFFICE ASSISTANT III A  4
___  ABBOTT,DENNIS B.            MA0141205  780101 SUB NOON AIDE       A   5
___  ABBOTT,JANE B.              WK2041758  200006 TEACHER CERT ADULT E T  1
___  ABBOTT,PRISCILLA B.         WP6285364  700112 SUB INSTR AIDE III  T   1
___  ABRAMS,GARY B.              TW7531751  000207 INSTRUCTIONAL ASST  A   1
___  ABRAMS,GARY B.              TW7531751  000208 NOON AIDE           T   2
___  ABRAMS,GARY B.              TW7531751  516131 SUB LIBRARY CLERK   T   3
___  ABRAMS,GARY B.              TW7531751  000210 LIBRARY/MEDIA TECHNI T  4
___  ABRAMS,GARY B.              TW7531751  001020 SUB TEACHER         T   5
___  ABRAMS,GARY B.              TW7531751  200001 TEACHER             T   6
___  ABRAMS,GARY B.              TW7531751  200011 TEACHER             T   7
___  ABRAMS,GARY B.              TW7531751  200012 TEACHER             T   8
___  ABRAMS,GARY B.              TW7531751  900020 TEACHER             T   9
___  ABRAMS,HEIDI B.             PF9038435  780700 STUDENT WORKER      T   1
___  ABRAMS,HOWARD B.            VN3390511  290010 SUB TEACHER         T   1

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.        _
TRANS: 099          EID: 000000000       JOB: _         DISTRICT 00011
MA   b                                                            24/077
```

The District Name Search-All Assignments (099) lists **all job assignments including archived and terminated assignments**. Refer to Page 29 or to the HRS Operations Manual, beginning on Section I, Page 33, for more information.

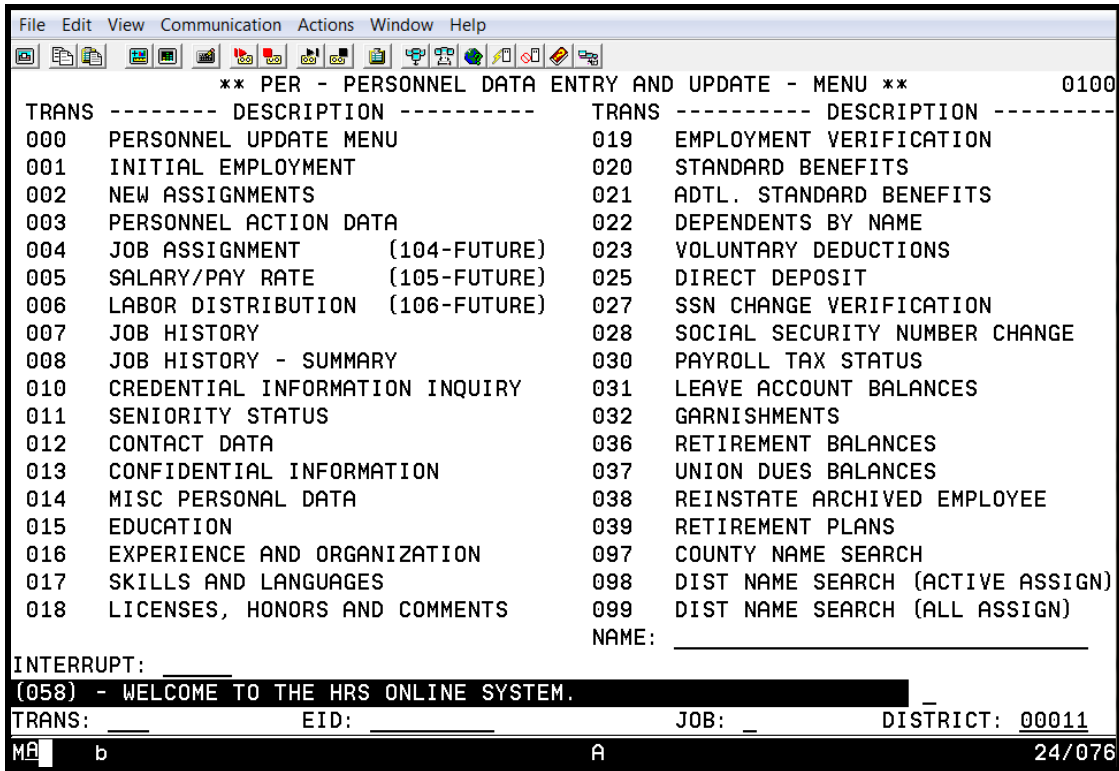| Field	Field Description
^ Name Key	Enter the employee's name using the following valid formats. Between the last name and first name, enter a comma with no spaces. - Partial last name –or– - Full last name –or– - Full last name and the partial first name –or– - Full last name and the full first name
Trans	Enter a transaction code next to the employee name to access the transaction detail screen.

^ Required field

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SECTION V.

TRANSACTIONS AND ACTION CODES

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Transaction Menu for Function 01

```
File  Edit  View  Communication  Actions  Window  Help

         ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **           0100
TRANS -------- DESCRIPTION ----------    TRANS --------- DESCRIPTION ---------
 000   PERSONNEL UPDATE MENU              019   EMPLOYMENT VERIFICATION
 001   INITIAL EMPLOYMENT                 020   STANDARD BENEFITS
 002   NEW ASSIGNMENTS                    021   ADTL. STANDARD BENEFITS
 003   PERSONNEL ACTION DATA              022   DEPENDENTS BY NAME
 004   JOB ASSIGNMENT     (104-FUTURE)    023   VOLUNTARY DEDUCTIONS
 005   SALARY/PAY RATE    (105-FUTURE)    025   DIRECT DEPOSIT
 006   LABOR DISTRIBUTION (106-FUTURE)    027   SSN CHANGE VERIFICATION
 007   JOB HISTORY                        028   SOCIAL SECURITY NUMBER CHANGE
 008   JOB HISTORY - SUMMARY              030   PAYROLL TAX STATUS
 010   CREDENTIAL INFORMATION INQUIRY     031   LEAVE ACCOUNT BALANCES
 011   SENIORITY STATUS                   032   GARNISHMENTS
 012   CONTACT DATA                       036   RETIREMENT BALANCES
 013   CONFIDENTIAL INFORMATION           037   UNION DUES BALANCES
 014   MISC PERSONAL DATA                 038   REINSTATE ARCHIVED EMPLOYEE
 015   EDUCATION                          039   RETIREMENT PLANS
 016   EXPERIENCE AND ORGANIZATION        097   COUNTY NAME SEARCH
 017   SKILLS AND LANGUAGES               098   DIST NAME SEARCH (ACTIVE ASSIGN)
 018   LICENSES, HONORS AND COMMENTS      099   DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                    _
TRANS: ___        EID: _____        JOB: _      DISTRICT: 00011
MA   b                               A                          24/076
```

Function 01, Personnel Data Entry and Update, is used to add or delete employees/jobs, add or change credential codes, salary data, job related data, benefit, voluntary deductions, tax data, garnishments, seniority and leave balances, and various personal data.

System Required Screens

For each employee, there are screens that must be completed for personnel, payroll, and retirement processing. Some data on these screens is optional. To ensure that the required data is complete and the correct line of Job History is written for a new employee, the system has a transaction "001" which automatically pages through the personnel screens listed below:
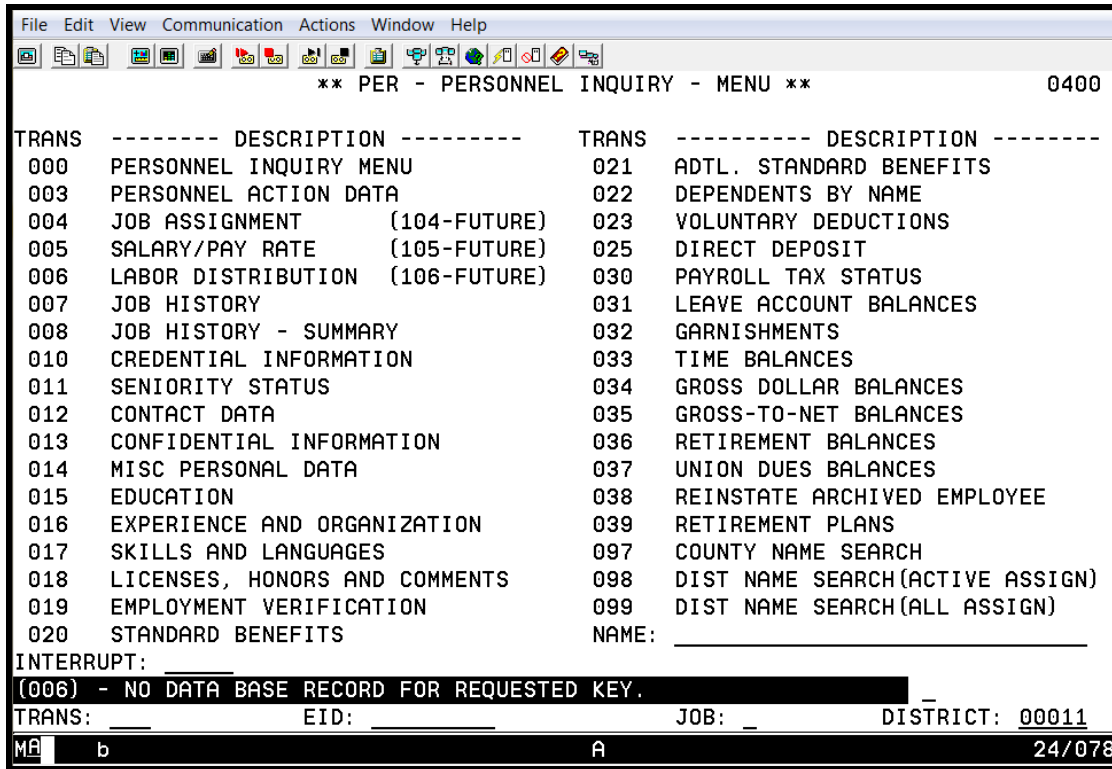
Personnel Action Data	(003)	Labor Distribution	(006)
Job Assignment	(004)	Contact Data	(012)
Salary/Pay Rate	(005)	Confidential Information	(013)

Additional required screens that must be completed before payroll processing are:

Standard Benefits	(020)*
Additional Standard Benefits	(021)*
Voluntary Deductions	(023)*
Payroll Tax Status	(030)

* Depending on the benefit options selected by the district, the Benefit Screens may not be used. If the employee has no voluntary deductions, the Voluntary Deduction Screen may not be used. Please refer to your HRS Systems Operation Manual, beginning with Section III, Page 216, Benefits and Voluntary Deductions, for an explanation of how to use these screens.

Transaction Menu for Function 04

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▦▦ ▣ ▧▧ ▨▨ ▣ ▩▩▣▨▨▨ ▨
                ** PER - PERSONNEL INQUIRY - MENU **              0400

TRANS   -------- DESCRIPTION ---------   TRANS   --------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU            021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)   030    PAYROLL TAX STATUS
 007    JOB HISTORY                       031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY             032    GARNISHMENTS
 010    CREDENTIAL INFORMATION            033    TIME BALANCES
 011    SENIORITY STATUS                  034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                      035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION          036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                037    UNION DUES BALANCES
 015    EDUCATION                         038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION       039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES              097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS     098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYMENT VERIFICATION           099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                 NAME: _____
INTERRUPT: _____
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.                 _
TRANS: ___        EID: _____        JOB: _        DISTRICT: 00011
MA   b                              A                          24/078
```

Function 04, Personnel Inquiry, is used to inquire any of the data entered in Function 01 and displays Time Balances, Gross Dollar Balances and Gross-To-Net Balances.

Action Codes

District Action Codes

Action Code	Description	Use
01	INITIAL EMPLOYMENT	New employee for past, current, or future date. See EDB New Employee Section.
02	LEAVE OF ABSENCE WITH PAY	To change job to paid leave status for past, current, or future date. See EDB Begin Leave Section.
03	LEAVE OF ABSENCE WITHOUT PAY	To change job to unpaid leave status for past, current, or future date. See EDB Begin Leave Section.
04	RETURN FROM LEAVE OF ABSENCE	To return job to active status from paid or unpaid leave of absence. See EDB Return From Leave Section.
05	TERMINATION	To change job to terminated status for past, current, or future date. See EDB Termination Section.
06	PROMOTION	Employee changing to assignment with a higher salary allocation. See EDB Assignment Changes Section.
07	JOB RECLASSIFICATION	Employee job is reassigned from one classification title to another because of a significant change in minimum qualifications, duties, or responsibilities, generally with a salary change. See EDB Assignment Changes Section.
08	DEMOTION	Employee is moving to an assignment with a lower salary allocation. See EDB Assignment Changes Section.
09	JOB ASSIGNMENT CHANGE	Employee is moving to another assignment. This may involve a salary change.
10	TRANSFER	Reassigning an employee from one job to another in the same classification or to a job in a similar classification with the same salary allocation. Each district will usually have a precise definition of "transfer" in district policies. See EDB Assignment Changes Section.
11	REEMPLOYMENT	Returning a laid off employee to a job in the classification from which terminated. See EDB Assignment Changes Section.
12	REHIRE	Appointing an ex-employee to a job.

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District Action Codes (continued)

13	ADD ASSIGNMENT	Appointing an employee with at least one current job to an additional assignment. See EDB Additional Assignment Section.
14	REAPPOINTMENT	Returning an employee who, as a result of a reduction in force, has been serving in a lower classification to an assignment in the classification from which they were released. This usually will be accompanied with a salary change. See EDB Assignment Changes Section.
15	REASSIGNMENT	Moving an employee from one position to another in the same classification or to a position in a similar classification with the same salary. Each district will usually have a precise definition of "reassignment" in district policies. See EDB Assignment Changes Section.
16	RETIREMENT CHANGE	A change in retirement data on Salary/Pay Rate Screen (005) for a specific job.
17	SALARY CHANGE	A change in salary on Salary/Pay Rate Screen (005) for a specific job.
18	LABOR DISTRIBUTION CHANGE	A change of labor distribution information on Labor Distribution Screen (006) for a specific job.
19	END OF ASSIGNMENT	To input or change the termination date (end of an assignment) for a limited-term assignment.
20	STATUS CHANGE	A change in the official status of an employee. Typically moving from probationary to permanent or tenured.
21	DATA CHANGE	A change in employee information.
22	DATA CORRECTION	A correction to employee information.

SFS Action Codes/Automated Processes

SFS USE ONLY:

| 90 | RETIREMENT CHANGE | Change to retirement data by SFS staff. |

Automated Processes

81		Automated entry when Job History was modified (July 1991).
01, 21, 22		Future employee becomes active.
02, 21, 22		Future begin leave action processes job to paid leave status ("P" job status).
03, 21, 22		Future begin leave action processes job to unpaid leave status ("L" job status).
04, 21, 22		Return from leave processes changes job to active status.
05, 21,22		Future termination processes job to terminated status ("T" job status).
13, 21, 22		Future additional assignment becomes active.
17, 22, 21		Anniversary step increase.
17, 21, 22		Salary or stipend table roll updates salary.
XX, XX, 91		Future dated transaction becomes active.
XX, XX, 92		EDB Mass Change (requested by district).
XX, XX, 95		Position Control
05, XX, 96		EDB Record Archive.

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SECTION VI.

NEW CLASSIFIED EMPLOYEE SCREENS AND REPORTS
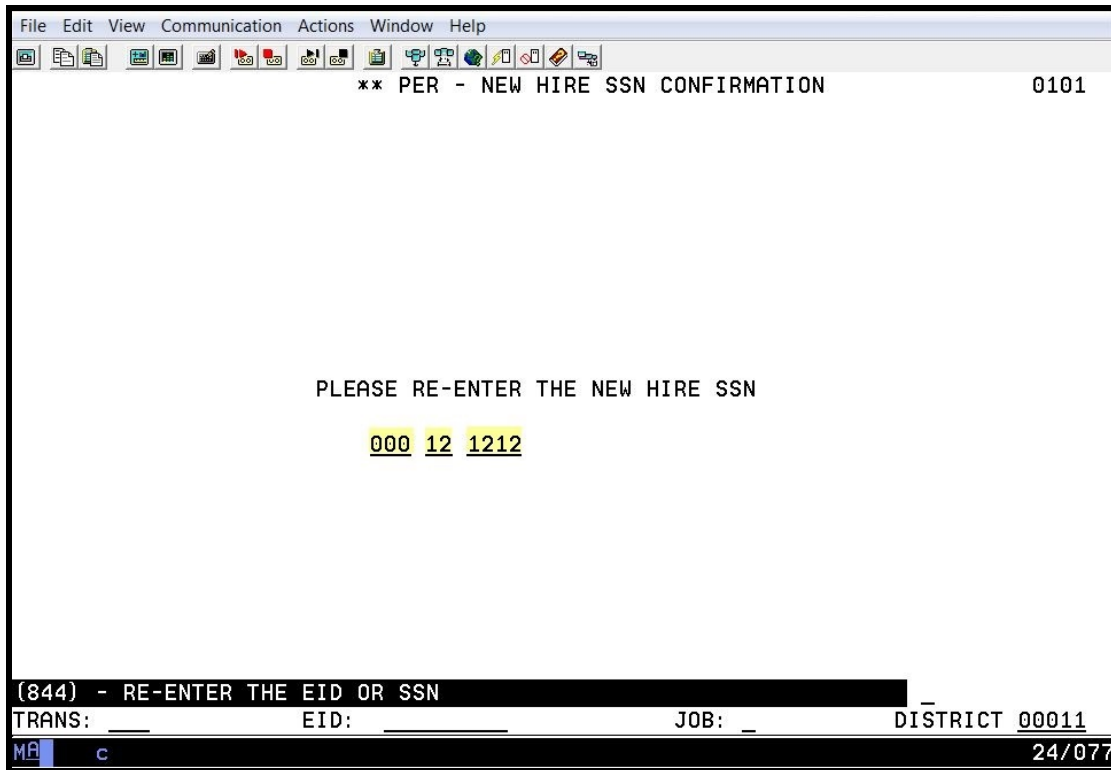
Intentionally left blank

Personnel Data Entry and Update Menu (000)

```
File  Edit  View  Communication  Actions  Window  Help

        ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **              0100
TRANS -------- DESCRIPTION ----------   TRANS ---------- DESCRIPTION ---------
000    PERSONNEL UPDATE MENU            019    EMPLOYMENT VERIFICATION
001    INITIAL EMPLOYMENT               020    STANDARD BENEFITS
002    NEW ASSIGNMENTS                  021    ADTL. STANDARD BENEFITS
003    PERSONNEL ACTION DATA            022    DEPENDENTS BY NAME
004    JOB ASSIGNMENT     (104-FUTURE)  023    VOLUNTARY DEDUCTIONS
005    SALARY/PAY RATE    (105-FUTURE)  025    DIRECT DEPOSIT
006    LABOR DISTRIBUTION (106-FUTURE)  027    SSN CHANGE VERIFICATION
007    JOB HISTORY                      028    SOCIAL SECURITY NUMBER CHANGE
008    JOB HISTORY - SUMMARY            030    PAYROLL TAX STATUS
010    CREDENTIAL INFORMATION INQUIRY   031    LEAVE ACCOUNT BALANCES
011    SENIORITY STATUS                 032    GARNISHMENTS
012    CONTACT DATA                     036    RETIREMENT BALANCES
013    CONFIDENTIAL INFORMATION         037    UNION DUES BALANCES
014    MISC PERSONAL DATA               038    REINSTATE ARCHIVED EMPLOYEE
015    EDUCATION                        039    RETIREMENT PLANS
016    EXPERIENCE AND ORGANIZATION      097    COUNTY NAME SEARCH
017    SKILLS AND LANGUAGES             098    DIST NAME SEARCH (ACTIVE ASSIGN)
018    LICENSES, HONORS AND COMMENTS    099    DIST NAME SEARCH (ALL ASSIGN)
                                        NAME: _____

INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                           _
TRANS: 001        EID: 000121212            JOB: _       DISTRICT: 00011
MA    b                                A                            24/076
```

New Hire SSN Confirmation Screen (001)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤ ▤   ▣ ▣ ▣  ▣ ▣   ▣ ▣   ▣  ▣ ▣ ▣ ▣ ▣ ▣ ▣
                    ** PER - NEW HIRE SSN CONFIRMATION              0101




                 PLEASE RE-ENTER THE NEW HIRE SSN

                        000 12 1212








 (844) - RE-ENTER THE EID OR SSN                            _
 TRANS: ___        EID: _____         JOB: _     DISTRICT 00011
 MA    C                                                      24/077
```

If the social security number entered on the Personnel Data Entry and Update Menu (000) does not match the social security number entered on this screen, the system will generate an error message, "(846) – EID OR SSN DO NOT MATCH – NO CONFIRMATION." The system will not allow you to proceed without doing one of the following.

- If you entered the number incorrectly <u>on this page</u>, type the correct number, and hit the Enter key on your keyboard.

- If you entered the number incorrectly <u>on the previous page</u>, in the action field, type M for menu, and hit the Enter key on your keyboard. On the Personnel Entry and Update Menu, type the correct number, and hit the Enter key on your keyboard. Continue with the confirmation process.

Personnel Action Data Screen (003)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                    ** PER - PERSONNEL ACTION DATA - UPD **              0103
*********    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
             PFX: ____    SFX: ____        DATE OF BIRTH: 03 11 49 SEX:    F

                         -- EMPLOYEE INFORMATION --

                 PRIMARY       EMPLOYEE       PERMANENCY      PENSION REFORM
                   JOB           TYPE         INDICATOR          STATUS
                    1             N               P                1

                         ORIGINAL   1ST PROB   SENIORITY   1ST WORK
             PAY LOCATION    HIRE     SERVICE     DATE        DATE
      016  BUSINESS ADMIN  07 01 13  07 01 13    __ __ __   07 01 13
                                                          TO BE REPORTED

                         -- INFORMATIONAL DATA --

            LAST ACTIONS:                      LAST ACTION DATE:
            MINIMUM RECORD: NO
         EMPLOYMENT STATUS:                        STATUS DATE:
         TERMINATION REASON:

 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 001        EID: 000121212           JOB: 1      DISTRICT 00011
 MA   b                             A                              02/013
```

The highlighted fields are required fields.

This is an employee-level screen. Only one screen exists for each employee regardless of the number of job assignments. Please refer to your HRS System Operations Manual, beginning with Section III, Page 19, for the description of each field shown on this screen.

NOTE: The pay location code identifies the location used for warrant distribution. Warrants are sorted in alpha order within this pay location. This code is from the District Codes Table (028), code type is PL.

Job Assignment (004)

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                         ** PER - JOB ASSIGNMENT - UPD **                    0104
FR7254018    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
                                                            PRIME JOB: P
  JOB         POSITION    BOARD APPROVAL    CREDENTIAL    CRED EXP DATE   ACAD RANK
   1           100000       06 29 13        _____       __ __ __

 JOB CLASS   JOB TYPE   JOB STS   STATUS DATE   JOB PERMANENCY   JOB FAM   CLASS ENTRY
 410020         N          A       07 01 13          P                     __ __ __
 DIRECTOR FISCAL SERVICES

 WORK LOCATION                    WORK PHONE   EXT
 00016 ___                        310 444 1212 400
 BUSINESS ADMINISTRATION

   ANNIV        PASS        EVAL        EVAL        BARG      UNIT      MILEAGE
   DATE      PROB DATE      TYPE      DUE DATE      UNIT     MEMBER      ELIG
 01 01 14    __ __ __        5       01 01 14        MG        _          _

 ------------- LEAVE ------------------ ---------- TERMINATION -----------
 REASON            TYPE  BEGIN     END    REASON             DATE   REHIRE ELIG
 __                 _  __ __ __ __ __ __                   __ __ __    _

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.                    _
TRANS: 001        EID: FR7254018            JOB: 1        DISTRICT 00011
MA    b                              NUM                          02/056
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains basic job information, not including salary, retirement, or labor distribution. Please refer to your HRS System Operations Manual, beginning with Section III, Page 24, for the description of each field shown on this screen.

> NOTE: The work location and subsite code is used for personnel reporting and distribution of materials. It identifies the physical location of the employee. This code is from the Work Location Table (011).

Salary/Pay Rate (005)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣ ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ▣ ▣▣▣▣▣
                    ** PER - SALARY/PAY RATE -UPD **                    0105
 FR7254018    SMITH,JANE                    EFFEC DATE: 07 01 13 ACTNS: 01 __ __
                                                                 PRIME JOB: P

  JOB    POSITION    JOB CLASS
   1      100000      410020   DIRECTOR FISCAL SERVICES
                                              TIME      TIME
 CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD   EARNINGS TYPES
  E4      M       12       NA        NA       016       T       REG     __ _ __ _

 SCHED/RANGE/STEP    EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
   3   350  01      07 01 13     100.00        _         7372.000      7372.000


 STIPENDS:   __ _        __ _        __ _        __ _        __ _
             __ _        ___  __ __ __  __ __ __  __ __ __  __ __ __
             __ _        ___  __ __ __  __ __ __  __ __ __  __ __ __


 RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
   7372.000     _      261.0        M        8.00          _
                                                         STRS       STRS
 RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
              P9     M      _   07 01 13       _          __       .00

 (002) - ENTER YOUR CHANGES.                                          _
 TRANS: 001         EID: FR7254018        JOB: 1        DISTRICT: 00011
 MA   b                              NUM                           02/056
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains the salary and retirement information for each assignment. Please refer to your HRS System Operations Manual, beginning with Section III, Page 30, for the description of each field shown on this screen.

> NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code. The time report is sorted in alpha order by name within each time report location and job type.
>
> This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▤▣ ▦ ▥▥ ▥▥ ▤ ▣ ▦▦ ▦▣▣▣▣
                       ** PER - LABOR DISTRIBUTION - UPD **              0106
 FR7254018     SMITH,JANE                   EFFEC DATE: 07 01 13 ACTNS: 01 __ __
                                            FISCAL YEAR: 16
                                            PRIMARY JOB: 1
         JOB: 1   POSITION: 100000   JOB CLASS: 410020 DIRECTOR FISCAL SERVICES
                                   SALARY RATE:    7372.000
                                FULL-TIME RATE:    7372.000

     SPEED KEY _____
        FUND  RESRCE/PROJYR   GOAL   FUNC   OBJ    SCH/LOC   PERCENT
      1 01 0     00000 0     00000  27000  2461   1020000    50.000
      2 01 0     00000 0     00000  27000  2461   1030000    50.000
      3 __ _     _____ _     _____  _____  ____   _____    _____
      4 __ _     _____ _     _____  _____  ____   _____    _____
      5 __ _     _____ _     _____  _____  ____   _____    _____
      6 __ _     _____ _     _____  _____  ____   _____    _____
      7 __ _     _____ _     _____  _____  ____   _____    _____
      8 __ _     _____ _     _____  _____  ____   _____    _____
      9 __ _     _____ _     _____  _____  ____   _____    _____
     10 __ _     _____ _     _____  _____  ____   _____    _____
     11 __ _     _____ _     _____  _____  ____   _____    _____
     12 __ _     _____ _     _____  _____  ____   _____   100.000 100.000

    (002) - ENTER YOUR CHANGES.                                 _
     TRANS 001         EID FR7254018              JOB 1      DISTRICT 00011
 MA   b                                  A                            02/056
```

The highlighted fields are required fields for each labor distribution line entered.

This is a job-level screen. An employee may have as many as 18 of these screens. For each job/assignment, there can be one to two screens. There can be from 1 to 24 account labor distributions with varying percentages totaling 100 percent. Please refer to your HRS Operations Manual, beginning with Section III, Page 38, for the description of each field shown on this screen.

> NOTE: For Position Control districts, the system will automatically update the labor distribution information for employees assigned to the position.

Contact Data (012)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                        ** PER - CONTACT DATA - UPD **                    0112
 FR7254018     SMITH,JANE                          EMPL STATUS: ACTIVE
               PFX: ____   SFX: ____               PRIMARY JOB: 1

                             -- CONTACT DATA --
              CURRENT ADDRESS: 12 PINE STREET_____
                         CITY: LAKEWOOD_____
                        STATE: CA
                     ZIP CODE: 91111 ____
                   HOME PHONE: 213 555 1212
      PHONE DIRECTORY INDICATOR: N
      COLLECTIVE BARGAINING DIRECTORY INDICATOR: N
            EMERGENCY CONTACT: ED SMITH_____
                 RELATIONSHIP: HUSBAND_
                CONTACT PHONE: 213 555 1212  EXT: ____
                  CURRENT SSN: XXX 12 1212        CURRENT EID: FR7254018
                    PRIOR SSN:                      PRIOR EID:
            NEW NAME:     SMITH,JANE_____  CALPERS ID:
         PRIOR NAMES: 1 _____      CALSTRS ID:
                      2 _____
                      3 _____

 (002) - ENTER YOUR CHANGES.                                        _
 TRANS: 001          EID: FR7254018        JOB: 1      DISTRICT 00011
 MA   b                              NUM                          15/051
```

The highlighted field is a required field.

This is an employee-level screen, only one screen per employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 44, for the description of each field shown on this screen.

Confidential Information (013)

```
 File Edit View Communication Actions Window Help
 ▣ ▤▣  ▤▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣
              ** PER - CONFIDENTIAL INFORMATION - UPD **              0113
  FR7254018   SMITH,JANE                  PRIM JOB: 1   EMPL STATUS: ACTIVE

          SEX: F                          RACE: _ AMER INDIAN/ALASKA NATIVE
     ETHNICITY: _ YES, HISPANIC OR LATINO       _ ASIAN INDIAN
 DATE OF BIRTH: 03 11 49                         _ BLACK OR AFRICAN AMERICAN
      HANDICAP: _                                _ CAMBODIAN
                                                 _ CHINESE
                                                 _ FILIPINO
   CITIZENSHIP/VISA: __                          _ GUAMANIAN
            COUNTRY: ___                         _ HAWAIIAN
 VISA EXPIRATION DATE: __ __ __                  _ HMONG
                                                 _ JAPANESE
 MILITARY STATUS: _                              _ KOREAN
                                                 _ LAOTIAN
                                                 _ OTHER ASIAN
                                                 _ OTHER PACIFIC ISLANDER
       -- EEO REPORTING CODES --                 _ SAMOAN
 PERM/TEMP FULL/PART  APPT TERM  FUND SOURCE     _ TAHITIAN
     P         F         _          _            _ VIETNAMESE
                                                 X WHITE

 (002) - ENTER YOUR CHANGES.                                          _
 TRANS: 001        EID: FR7254018        JOB: 1         DISTRICT 00011
 MA   b                                A                          04/017
```

The highlighted fields are required fields.

This is an employee-level screen. The date of birth and gender are automatically input on this screen from the Personnel Action Data Screen (003) and are required for retirement reporting. Please refer to your HRS System Operations Manual, beginning with Section III, Page 48, for the description of each field shown on this screen.

Standard Benefits Data (020)

```
File  Edit  View  Communication  Actions  Window  Help
          ** PER - STANDARD BENEFITS DATA - UPD **            0120
 FR7254018   SMITH,JANE                       EMPL STATUS: ACTIVE

  PRIMARY JOB: 1              JOB TITLE: DIRECTOR FISCAL SERVICES
 BENEFIT ELIG: F        DATE OF BIRTH: 03 11 49   FIRST PROB SERVICE: 07 01 13
    FULL/PART: F    DEPENDENTS: __      BARGAINING UNIT: MG    CAFE MAX: _____
            PLAN/               --DEDUCTION--  CONTRIBUTION- EFFECTIVE
            COVERG DESCRIPTION  NBR EMPLOYEE  NBR  EMPLOYER   DATE    END DATE P
 MEDICAL  BLC 03 BLUCRS  FAMILY 154   211.34       263.06  __ __ __ __ __ __ _
                         PAYROLL:                          __ __ __ __ __ __ __
 DENTAL   __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 VISION   __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 LIFE 1   __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 LIFE 2   __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 DEP LIFE __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 INC PROT __ __                                            __ __ __ __ __ __ __
                         PAYROLL:  _____    _____    __ __ __ __ __ __ __
 (002) - ENTER YOUR CHANGES.                             _
 TRANS: 020        EID: FR7254018          JOB: 1      DISTRICT  00011
 MA    b                              A                         05/015
```

The highlighted fields are required fields for each specified benefit being added.

This is an employee level screen. There is only one screen for each employee. Additional employee benefits can be input on the Additional Standard Benefits Screen (021).

These two benefit screens use plan codes and level of coverage from the Benefits Table (027). Please refer to your HRS System Operations Manual, beginning with Section III, Page 54, for the description of each field shown on these screens.

Dependents by Name Screen (022)

```
 File Edit View Communication Actions Window Help
 [toolbar icons]
                    ** PER - DEPENDENTS BY NAME - UPD **              0122
 FR7254018    SMITH,JANE                        EMPL STATUS: ACTIVE
                                        R S     PRIMARY JOB: 1
                                        E T          PLAN CODE
 DEPENDENT NAME              SSN      BIRTHDAY L U  1   2   3   4   5   6   7
 -----------------------  -----------  -------- - - --- --- --- --- --- --- ---
 TRACY SMITH              000 77 2577  04 10 60 S _ BXM VIS ___ ___ ___ ___ ___
 JUNE SMITH               000 88 9988  08 15 02 0 _ BXM DL2 VIS ___ ___ ___ ___
 JACK SMITH               000 44 4488  10 15 11 0 _ BXM DL2 VIS ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 _____  __ __ ____  __ __ __ _ _ ___ ___ ___ ___ ___ ___ ___
 (002) - ENTER YOUR CHANGES.                          _
 TRANS: 022        EID: FR7254018        JOB: 1      DISTRICT 00011
 MA    b                         A                            24/077
```

This is an employee level screen. There is only one screen for each employee.

The Dependents By Name Screen allows for entering and maintaining an employee's dependents and their related benefits data. The benefits data includes each of the dependent's benefit plans.

Voluntary Deductions (023)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                    ** PER - VOLUNTARY DEDUCTIONS - UPD **              0123
 FR7254018    SMITH,JANE                           EMPL STATUS ACTIVE

  PRIMARY JOB: 1              JOB TITLE: DIRECTOR FISCAL SERVICES
 BENEFIT ELIG: F         DATE OF BIRTH: 03 11 49   FIRST PROB SERVICE:07 01 13
    FULL/PART: F   DEPENDENTS:        BARGAINING UNIT: MG    CAFE MAX:

  GTN                    VENDOR  DEDUCTION BALANCE DEDUCTION BEGINNING    END
 NUMBER DESCRIPTION TYPE  CODE    AMOUNT   STATUS   BALANCE    DATE       DATE
  241    UNITED WAY  D  0000001559   50.00          _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __
  ___                 _____   _____        _____  __ __ __  __ __ __

 (002) - ENTER YOUR CHANGES.                                  _
 TRANS: 023        EID: FR7254018        JOB: 1      DISTRICT  00011
 MA   b                          NUM                         10/002
```

The highlighted fields are required fields for each voluntary deduction being added.

This is an employee-level screen, only one for each employee. Twelve voluntary deductions can be input on this screen. Please refer to your HRS System Operations Manual, beginning with Section III, Page 62, for the description of each field shown on this screen.

Payroll Tax Status (030)

```
File  Edit  View  Communication  Actions  Window  Help

 ▣ ▤ ▥  ▦ ▧ ▨  ▩ ▪  ▫ ◻ ◼  ▣  ◧ ◨ ◉ ▤ ◎ ◈ ▥

                    ** PER - PAYROLL TAX STATUS - UPD **                    0130
FR7254018     SMITH,JANE                              EMPL STATUS: ACTIVE



                        -- TAXING INFORMATION --

 FEDERAL: REG ALLOW:  2  TAX MARITAL STATUS: M   ADDITIONAL W/HOLDING: _____
   STATE: REG ALLOW:  2  TAX MARITAL STATUS: M   ADDITIONAL W/HOLDING: _____
                                             STATE ADDITIONAL ALLOW:  __
                        SUPPLEMENTAL TAXING OPTN: A       SDI COVERAGE:  _
                                           AEIC:          SUI EXEMPTION: _
                                     REQUEST W2: _        W/C EXEMPTION: _
         PRIMARY JOB: 1
 JOB PAY CYCLES   1: E4 2: E4 3:     4:     5:     6:     7:     8:     9:



                        -- PAYMENT DISPOSITION --



      PAY LOCATION: 016 BUSINESS ADMIN


 (002) - ENTER YOUR CHANGES.                                           _
 TRANS: 030        EID: FR7254018          JOB: 1        DISTRICT 00011
 MA    b                                 A                         24/077
```

The highlighted fields are required fields.

This is an employee-level screen, only one screen for each employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 68, for the description of each field shown on this screen.

Reports

Employee Information Report (EIR)

Change Register Report (AIMS140)

Employee Information Report (EIR)

The Employee Information Report is a hard copy report that is generated when a change is made to any of the following screens listed below in HRS.

- Personnel Action Data Screen (003)
- Job Assignment Screen (004)
- Salary/Pay Rate Screen (005)
- Labor Distribution Screen (006)

Districts can request up to five copies and have it sorted in either alphabetical order or by the employee's identification number (EID). Districts have the option to opt out of receiving this report.

EMPLOYEE INFORMATION REPORT

DATE PRINTED	08 16 11

003 PERSONNEL ACTION

1. EMPLOYEE NAME (LAST,FIRST,MIDDLE) AND ADDRESS OF EMPLOYEE   PFX   SFX

SMITH,JANE
12 PINE STREET
LAKEWOOD   CA   91111

HRS INPUT OUTPUT

2. DISTRICT NO. 00011   DISTRICT NAME SFS TRAINING DIST
3. EID FR7254018   PRS 1

4.PRIME JOB	5.EMP TYPE	6.PERM IND	ACTION CODES		
1	N	P			

ACTION CODES:
01 INIT.EMPLOY 05 TERMINATION 10 TRANSFER 14 REAPPOINT. 19 END OF ASSIGN.
02 LOA W/PAY 06 PROMOTION 11 REEMPLOY 15 RETMNT.CHG. 20 STATUS CHG.
03 LOA W/O PAY 07 JOB RECLASS 12 REHIRE 16 RETMNT.CHG. 21 DATA CHG.
04 RET FROM LOA 08 DEMOTION 13 NEW ASSIGN. 17 SALARY CHG. 22 DATA CORRECT.
09 JOB ASSIGN.CHG. 18 LABOR DIST.CHG.

7. EFFECTIVE DATE 08 16 11
8. ACTIONS 01

9.PAY LOCATION	10.ORIGINAL HIRE	11.FIRST PROB SERVICE	12.SENIORITY DATE	13.1ST WORK DATE
016 BUSINESS ADMIN	07 01 13	07 01 13		07 01 13

004 JOB ASSIGNMENT

14.JOB	15.POSITION	16.BOARD APPROVAL DATE	17.CREDENTIAL	18.CREDENTIAL EXPIRATION	19.ACADEMIC RANK
1	100000	06 29 13			

20.JOB CLASSIFICATION	21.JOB TYPE	22.JOB STATUS	23.STATUS DATE	24.JOB PERMANENCY	25.JOB FAM	26.CLASS ENTRY
410020 DIRECTOR OF FISCAL SERVICES	N	A	07 01 11	P PERMANEN		

27.WORK LOCATION	29.WORK TELEPHONE NUMBER EXTENSION
00016 BUSINESS ADMINISTRATION	(310) 444-1212 X400

30.ANNIVERSARY DATE	31.PASS PROBATION DATE	32.EVAL TYPE	33.EVAL.DUE DATE	34.BARG UNIT	35.UNIT MEMBER	36.MILEAGE ELIGIBILITY
01 01 14		5	01 01 14	MG		

38.LEAVE REASON	39.LEAVE TYPE	40.BEGIN LEAVE	41.END LEAVE	42.TERMINATION REASON	43.TERMINATION DATE	44.REHIRE ELIG

005 SALARY/PAY RATE

45.PAY CYCLE	46.PAY BASIS	47.PAY MONTHS	48.ILL PLAN	49.VAC PLAN	50.TIME RPT LOCN	51.TIME RPT CODE	52.EARNINGS TYPE	53.EARN TYPE/PAY BASIS 2	54.EARN TYPE/PAY BASIS 3
E4	M	12	NA	NA	016	T	REG		

55.SCHEDULE	56.RANGE/COL	57.STEP	58.EFFECTIVE DATE	59.% FULL TIME	60.CALC METH	61.FULL TIME RATE	62.SALARY RATE
3	350	01	07 01 11	100.00 %		7,372.000	7,372.000

S T I P E N D S

63.	64.	65.	66.	67.
68.	68A	68B	68C	68D	68E
69.	69A	69B	69C	69D	69E

70.RET.RPT.RATE	71.OVERRIDE	72.WORKDAYS	73.WORK CALENDAR	74.WORK HRS/DAYS	75.SESSION TYPE
7,372.00		261.0	M	8.00	

RETIREMENT

76.PLAN	77.STATUS	78.SPL	79.EFFECTIVE DATE	80.PERS CASE STATUS
P9	M		07 01 11	

006 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
81. 01.0	82. 00000.0	83. 00000	84. 270000	85. 2461	86. 1020000	87. 50.000%	165.	166.	167.	168.	169.	170.	171.
88. 01.0	89. 00000.0	90. 00000	91. 270000	92. 2461	93. 1030000	94. 50.000%	172.	173.	174.	175.	176.	177.	178.
95.	96.	97.	98.	99.	100.	101.	179.	180.	181.	182.	183.	184.	185.
102.	103.	104.	105.	106.	107.	108.	186.	187.	188.	189.	190.	191.	192.
109.	110.	111.	112.	113.	114.	115.	193.	194.	195.	196.	197.	198.	199.
116.	117.	118.	119.	120.	121.	122.	200.	201.	202.	203.	204.	205.	206.
123.	124.	125.	126.	127.	128.	129.	207.	208.	209.	210.	211.	212.	213.
130.	131.	132.	133.	134.	135.	136.	214.	215.	216.	217.	218.	219.	220.
137.	138.	139.	140.	141.	142.	143.	221.	222.	223.	224.	225.	226.	227.
144.	145.	146.	147.	148.	149.	150.	228.	229.	230.	231.	232.	233.	234.
151.	152.	153.	154.	155.	156.	157.	235.	236.	237.	238.	239.	240.	241.
158.	159.	160.	161.	162.	163.	164.	242.	243.	244.	245.	246.	247.	248.

FOR DISTRICT/AGENCY USE

BIRTH DATE	HOME TELEPHONE NUMBER
03 11 49	(213) 555-1212

EIR 01-29-2010

Change Register (AIMS140)

The Change Register Report is generated when a change is made to any EDB screen in HRS. It captures the data before and after the change was made. It also records the unique operator identification code of the user that made the change.

Districts can request up to five copies and have it sorted in either alphabetical order or by the employee's identification number (EID). Districts receive a soft copy of this report through HRS Personnel Reports in RAD. If you do not have access to this feature in RAD, please contact the HRS Operations and Security Unit at SFSSecurity@lacoe.edu.

AIMS140/PP1800XX/032188

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO.   0001

RUN TIME   21:16:18

DATA BASE AUDIT SERIES

RUN DATE   08/16/15
PROCESS DATE 08/16/15   h

CHANGE REGISTER

DISTRICT: 00011

SFS TRAINING DISTRICT

EMPLOYEE IDENT.	EMPLOYEE NAME	ELEMENT	EMPLOYEE-TYPE N		

EMPLOYEE IDENT.	EMPLOYEE NAME	ELMT NO	DESCRIPTION	PREVIOUS CONTENT	CURRENT CONTENT	ACTION DATE
FR7254018	SMITH,JANE	0101	MINIMUM RECORD		1	07/01/13
ZZZZ		0101	MINIMUM RECORD	1		
		0102	NAME		SMITH,JANE	
		0107	EMPLOYMT STATUS		A	
		0108	STATUS DATE		08/16/13	
		0111	EMPLOYEE TYPE		N	
		0115	PAY CYCLE 1		E4	
		0124	LAST PERS ACT 1		01	
		0127	LST PERS ACT DT		07/01/13	
		0128	ORIG HIRE DATE		07/01/13	
		0129	PRIMARY JOB		1	
		0130	PERM INDIC		P	
		0174	SEG01-STATUS		1	
		0131	PAY LOCATION		016	
		0132	1ST PROB SERV		07/01/13	
		0133	WRK LOCATION 1		00016	
		0142	JOB STATUS 1		A	
		0205	SEX		F	
		0206	DATE OF BIRTH		03/11/49	
		0232	FIRST WORK DATE		07/01/13	
		0233	FIRST WORK FLAG		N	
		2101	WORK LOCATION		00016	
		2102	JOB CLASS		410020	
		2103	PAY BASIS		M	
		2106	FULL TIME RATE	.000	7372.000	
		2107	RATE SCHEDULE		3	
		2108	RANGE/COLUMN		350	
		2109	STEP		1	
		2110	% FULL TIME	.00	100.00	
		2111	PAY MONTHS		12	
		2112	JOB PAY CYCLE		E4	
		2113	TIME RPT CODE		T	
		2114	POSITION NUMBER		100000	
		2116	ILL PLAN		NA	
		2117	VACATION PLAN		NA	
		2120	BOARD APPROVAL		06/29/13	
		2123	JOB STATUS		A	
		2124	JOB STATUS DATE		07/01/11	
		2125	JOB PERMANENCY		P	
		2127	WORK PHONE		3104441212	
		2128	WORK PHONE EXT		400	
		2129	WORK CALENDAR		M	
		2130	WORK HOURS/DAY		8.00	
		2132	ANNIVERSARY DT		01/01/14	
		2134	EVALUATION TYPE	.00	5	

```
AIMS140/PP1800XX/032188          PERSONNEL/PAYROLL/RETIREMENT SYSTEM                          PAGE NO.  0001

RUN TIME  21:16:18                     DATA BASE AUDIT SERIES                            RUN DATE  08/16/15
                                                                                     PROCESS DATE  08/16/15      h

DISTRICT:  00011                          CHANGE REGISTER
SFS TRAINING DISTRICT
EMPLOYEE                        ELEMENT      EMPLOYEE-TYPE   N
IDENT.    EMPLOYEE NAME     ELMT            ELEMENT        PREVIOUS CONTENT    CURRENT CONTENT            ACTION
                            NO           DESCRIPTION                                                      DATE

FR7254018  SMITH,JANE       2135   EVAL DUE DATE                               01/01/14                 07/01/11
ZZZZ                        2136   BARGAIN UNIT                                MG
                            2145   TIME REPT LOC                               016
                            2146   EARNINGS TYPE 1                             REG
                            2149   SALARY RATE               .000             7372.000
                            2150   SALARY EFF DATE                             07/01/13
                            2152   RETIRE REP RATE           .000             7372.000
                            2154   WORK DAYS                 .0               261.0
                            2170   RETIREMENT PLAN                             P9
                            2171   RETIREMENT STAT                             M
                            2172   RETIRE EFFEC DT                             07/01/13
                            2174   PRIME JOB FLAG                              P
                            3101       ACCT DIST 1                            00011
                            3102       ACCT FUND 1                            01
                            3107       ACCT FUNC 1                            27000
                            3108       ACCT OBJ 1                             2461
                            3109       ACCT DEPT 1                            1020000
                            3110       ACCT PCT 1            .000             50.000
                            3111       ACCT DIST 2                            00011
                            3112       ACCT FUND 2                            01
                            3117       ACCT FUNC 2                            27000
                            3118       ACCT OBJ 2                             2461
                            3119       ACCT DEPT 2                            1030000
                            3120       ACCT PCT 2           .000              50.000
                            0112   BENE ELIG CODE                             F
                            0127   LST PERS ACT DT       07/01/11             08/16/13
                            0201   PERM/TEMP                                  P
                            0202   PART/FULL                                  F
                            0216   STREET                                     12 PINE STREET
                            0217   CITY                                       LAKEWOOD
                            0218   STATE                                      CA
                            0219   ZIP                                        91111
                            0220   HOME PHONE                                 2135551212
                            0221   EMRGNCY CONTACT                            ED SMITH
                            0222   CONTACT RLTNSHP                            HUSBAND
                            0223   EMRGNCY PHONE                              2135551212
                            0225   CONTACT RLTNSHP                            N
                            0231   BARG DIR IND                               N
                            0260   WHITE                                      X
                            0301   FED TX MAR STAT                            M
                            0302   FED REG ALLOW         00                   02
                            0304   STATE MAR STAT                             M
                            0305   STATE REG ALLOW       00                   02
                            0324   SUPP TAX OPTION                            A
                            0501   BENE PLAN 1                                BLC
```

```
AIMS140/PP1800XX/032188          PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.  0001

RUN TIME  21:16:18                    DATA BASE AUDIT SERIES                       RUN DATE  08/16/15
                                                                               PROCESS DATE  08/16/15   h

       DISTRICT: 00011                   CHANGE REGISTER
EMPLOYEE                     SFS TRAINING DISTRICT
IDENT.    EMPLOYEE NAME          ELEMENT    EMPLOYEE-TYPE   N
                           ELMT  DESCRIPTION   PREVIOUS CONTENT    CURRENT CONTENT        ACTION
                           NO                                                              DATE

FR7254018   SMITH,JANE
ZZZZ
                           0502  BENE PLAN COVER 1                      03                 07/01/11
                           0503  BENE DED AMT 1        .00          211.34
                           0504  BENE CONT AMT 1       .00          263.06
                           5901  DED ID 1                             1
                           5902  DED CODE 1                         241
                           5904  DED AMOUNT  1         .00           50.00
```

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SECTION VII.

NEW CERTIFICATED EMPLOYEE SCREENS

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Personnel Data Entry and Update Menu (000)

```
File  Edit  View  Communication  Actions  Window  Help

          ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **            0100
TRANS -------- DESCRIPTION ----------    TRANS --------- DESCRIPTION ---------
000    PERSONNEL UPDATE MENU             019    EMPLOYMENT VERIFICATION
001    INITIAL EMPLOYMENT                020    STANDARD BENEFITS
002    NEW ASSIGNMENTS                   021    ADTL. STANDARD BENEFITS
003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
006    LABOR DISTRIBUTION (106-FUTURE)   027    SSN CHANGE VERIFICATION
007    JOB HISTORY                       028    SOCIAL SECURITY NUMBER CHANGE
008    JOB HISTORY - SUMMARY             030    PAYROLL TAX STATUS
010    CREDENTIAL INFORMATION INQUIRY    031    LEAVE ACCOUNT BALANCES
011    SENIORITY STATUS                  032    GARNISHMENTS
012    CONTACT DATA                      036    RETIREMENT BALANCES
013    CONFIDENTIAL INFORMATION          037    UNION DUES BALANCES
014    MISC PERSONAL DATA                038    REINSTATE ARCHIVED EMPLOYEE
015    EDUCATION                         039    RETIREMENT PLANS
016    EXPERIENCE AND ORGANIZATION       097    COUNTY NAME SEARCH
017    SKILLS AND LANGUAGES              098    DIST NAME SEARCH (ACTIVE ASSIGN)
018    LICENSES, HONORS AND COMMENTS     099    DIST NAME SEARCH (ALL ASSIGN)
                                         NAME:  _____
INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                             _
TRANS: 001        EID: 000335054         JOB: _        DISTRICT: 00011
MA   c                             NUM                              24/054
```

New Hire SSN Confirmation Screen (001)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣
                    ** PER - NEW HIRE SSN CONFIRMATION                0101




                    PLEASE RE-ENTER THE NEW HIRE SSN

                          000 33 5054








 (844) - RE-ENTER THE EID OR SSN                                    _
 TRANS: ___          EID: _____       JOB: _       DISTRICT 00011
 MA    c                                                        24/077
```

If the social security number entered on the Personnel Data Entry and Update Menu (000) does not match the social security number entered on this screen, the system will generate an error message, "(846) – EID OR SSN DO NOT MATCH – NO CONFIRMATION." The system will not allow you to proceed without doing one of the following.

- If you entered the number incorrectly <u>on this page</u>, type the correct number, and hit the Enter key on your keyboard.

- If you entered the number incorrectly <u>on the previous page</u>, in the action field, type M for menu, and hit the Enter key on your keyboard. On the Personnel Entry and Update Menu, type the correct number, and hit the Enter key on your keyboard. Continue with the confirmation process.

Personnel Action Data Screen (003)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▣  ▣▣  ▣  ▣▣  ▣▣  ▣  ▣▣▣▣▣▣▣▣
                  ** PER - PERSONNEL ACTION DATA - UPD **              0103
*********    VICK,JAMES                   EFFEC DATE: 07 01 14 ACTNS: 01 __ __
             PFX: ____    SFX: ____       DATE OF BIRTH: 03 01 78 SEX:    M

                        -- EMPLOYEE INFORMATION --

                 PRIMARY        EMPLOYEE        PERMANENCY       PENSION REFORM
                   JOB            TYPE          INDICATOR           STATUS
                    1              C                T                  *

                           ORIGINAL  1ST PROB   SENIORITY  1ST WORK
              PAY LOCATION    HIRE    SERVICE      DATE       DATE
         021 WILLIAMS SCHOOL 07 01 14 07 01 14   07 01 14  07 01 14
                                                           TO BE REPORTED

                         -- INFORMATIONAL DATA --

             LAST ACTIONS:                      LAST ACTION DATE:
           MINIMUM RECORD: OK
         EMPLOYMENT STATUS:                        STATUS DATE:
         TERMINATION REASON:

 (002) - ENTER YOUR CHANGES.                                    _
 TRANS: 001        EID: 000335054          JOB: 1      DISTRICT 00011
 MA   c                            NUM                           02/056
```

The highlighted fields are required fields.

This is an employee-level screen. Only one screen exists for each employee regardless of the number of job assignments. Please refer to your HRS System Operations Manual, beginning with Section III, Page 19, for the description of each field shown on this screen.

NOTE: The pay location code identifies the location used for warrant distribution. Warrants are sorted in alpha order within this pay location. This code is from the District Codes Table (028), code type is PL.

Job Assignment (004)

```
File  Edit  View  Communication  Actions  Window  Help

                          ** PER - JOB ASSIGNMENT - UPD **                    0104
GR8524013    VICK,JAMES                       EFFEC DATE: 07 01 14 ACTNS: 01 __ __
 FUTURE                                                          PRIME JOB: P
 JOB          POSITION    BOARD APPROVAL      CREDENTIAL    CRED EXP DATE   ACAD RANK
  1            000100        06 22 14          TC1 CL        07 01 19

 JOB CLASS   JOB TYPE   JOB STS   STATUS DATE   JOB PERMANENCY   JOB FAM   CLASS ENTRY
 200000        C          F        07 01 14      T TENURED                  __ __ __
 TEACHER IN CHARGE

 WORK LOCATION                    WORK PHONE   EXT
 00021 ___                        562 922 6300 1234
 WILLIAMS SCHOOL

   ANNIV        PASS          EVAL          EVAL          BARG       UNIT      MILEAGE
   DATE      PROB DATE        TYPE        DUE DATE        UNIT      MEMBER       ELIG
 07 01 15    07 01 15          A         07 01 15         RB          Y           _

 ------------- LEAVE ----------------- ----------- TERMINATION -----------
 REASON            TYPE  BEGIN     END    REASON              DATE   REHIRE ELIG
 __                _  __ __ __ __ __ __  EA END OF ASSIGNME 07 11 15      _

 (002) - ENTER YOUR CHANGES.                                        _
 TRANS: 004            EID: GR8524013           JOB: 1        DISTRICT 00011
 MA   c                                                              24/077
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains basic job information, not including salary, retirement, or labor distribution. Please refer to your HRS System Operations Manual, beginning with Section III, Page 24, for the description of each field shown on this screen.

> NOTE: The work location and subsite code is used for personnel reporting and distribution of materials. It identifies the physical location of the employee. This code is from the Work Location Table (011).

Salary/Pay Rate (005)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▣  ▣▣ ▣ ▣ ▣▣ ▣▣ ▣ ▣ ▣ ▣ ▣ ▣
                        ** PER - SALARY/PAY RATE -UPD **                    0105
 GR8524013    VICK,JAMES                     EFFEC DATE: 07 01 14 ACTNS: 01 __ __
    FUTURE                                                       PRIME JOB: P
 JOB    POSITION    JOB CLASS
   1     000100      200000 TEACHER IN CHARGE
                                                TIME        TIME
 CYCLE   BASIS   PAY MOS   ILL PLAN   VAC PLAN  RPT LOCN   RPT CD   EARNINGS TYPES
   C1      M       10         NA         NA       021        T       REG    __ _  __ _

 SCHED/RANGE/STEP    EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
    0   006   08     07 01 14      75.00         _         6842.500      5131.875

   STIPENDS:   __ _        __ _        __ _        __ _        __ _
               __ _        ___    __ __ __    __ __ __    __ __ __    __ __ __
               __ _        ___    __ __ __    __ __ __    __ __ __    __ __ __


 RETIRE RATE   O/RIDE   WORK DAYS   WORK CAL   WORK HRS/DY   SESS TYPE
    6842.500     _        226.0        T          7.38           S
                                                             STRS         STRS
 RETIREMENT:  PLAN   STATUS   SPL   EFF DATE   PERS CASE STS  CLS CD    BASE HRS
               P9      M       _    05 13 11        _           __         .00

 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 005         EID: GR8524013           JOB: 1        DISTRICT: 00011
 MA    C                                                             24/077
```

The highlighted fields are required fields.

This is a job-level screen. An employee may have as many as nine of these screens. This screen maintains the salary and retirement information for each assignment. Please refer to your HRS System Operations Manual, beginning with Section III, Page 30, for the description of each field shown on this screen.

> NOTE: The time report code determines where the job is listed on the time report. If an employee has multiple job assignments, each assignment could have a different code. The time report is sorted in alpha order by name within each time report location and job type.
>
> This code is from the District Codes Table (028), code type is PL. It defaults to the pay location code enter on the Personnel Action Data Screen (003) if no code is entered.

Labor Distribution (006)

```
 File Edit View Communication Actions Window Help
 ▣ ▣▣ ▣▣ ▣ ▣▣ ▣▣ ▣▣ ▣ ▣▣▣ ▣▣▣▣
                    ** PER - LABOR DISTRIBUTION - UPD **              0106
 GR8524013    VICK,JAMES                 EFFEC DATE: 07 01 14 ACTNS: 01 __ __
                                         FISCAL YEAR: 14
                                         PRIMARY JOB: 1
      JOB: 1   POSITION: 000100   JOB CLASS: 200000 TEACHER IN CHARGE
                               SALARY RATE:     5131.875
                             FULL-TIME RATE:     6842.500
    SPEED KEY CSUB
      FUND  RESRCE/PROJYR   GOAL   FUNC   OBJ   SCH/LOC   PERCENT
  1   01 0     00000 0     11100  10000  1160   0000008    25.000
  2   01 0     00000 0     11100  10000  1160   1040000    25.000
  3   01 0     00000 0     32000  10000  1160   1030000    25.000
  4   01 0     65000 0     57700  11100  1160   0000125    25.000
  5   __ _     _____ _     _____  _____  ____   _____   _____
  6   __ _     _____ _     _____  _____  ____   _____   _____
  7   __ _     _____ _     _____  _____  ____   _____   _____
  8   __ _     _____ _     _____  _____  ____   _____   _____
  9   __ _     _____ _     _____  _____  ____   _____   _____
 10   __ _     _____ _     _____  _____  ____   _____   _____
 11   __ _     _____ _     _____  _____  ____   _____   _____
 12   __ _     _____ _     _____  _____  ____   _____  100.000 100.000

 (002) - ENTER YOUR CHANGES.                               _
  TRANS 006         EID GR8524013            JOB 1      DISTRICT 00011
 MA   c                                                        24/077
```

The highlighted fields are required fields for each labor distribution line entered.

This is a job-level screen. An employee may have as many as 18 of these screens. For each job/assignment, there can be one to two screens. There can be from 1 to 24 account labor distributions with varying percentages totaling 100 percent. Please refer to your HRS Operations Manual, beginning with Section III, Page 38, for the description of each field shown on this screen.

NOTE: For Position Control districts, the system will automatically update the labor distribution information for employees assigned to the position.

Contact Data (012)

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣ ▣   ▣ ▣ ▣  ▣ ▣  ▣ ▣  ▣ ▣ ▣ ▣ ▣ ▣ ▣
                   ** PER - CONTACT DATA - UPD **                    0112
 GR8524013    VICK,JAMES                        EMPL STATUS: *FUTURE*
              PFX: ____    SFX: ____            PRIMARY JOB: 1

                            -- CONTACT DATA --
              CURRENT ADDRESS: 957 CHANNEL DR._____
                         CITY: DOWNEY_____
                        STATE: CA
                     ZIP CODE: 90242 ____
                   HOME PHONE: 562 952 4562
     PHONE DIRECTORY INDICATOR: S
     COLLECTIVE BARGAINING DIRECTORY INDICATOR: N
            EMERGENCY CONTACT: SUSIE VICK_____
                 RELATIONSHIP: SISTER__
                CONTACT PHONE: 881 546 8235  EXT: ____
                  CURRENT SSN: XXX 33 5054        CURRENT EID: GR8524013
                    PRIOR SSN:                      PRIOR EID:
            NEW NAME:    VICK,JAMES_____   CALPERS ID:
          PRIOR NAMES: 1 _____     CALSTRS ID:
                       2 _____
                       3 _____

 (002) - ENTER YOUR CHANGES.                                        _
 TRANS: 012        EID: GR8524013        JOB: 1       DISTRICT 00011
 MA▌  c                                                         24/077
```

The highlighted field is a required field.

This is an employee-level screen, only one screen per employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 44, for the description of each field shown on this screen.

Confidential Information (013)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣▣
              ** PER - CONFIDENTIAL INFORMATION - UPD **              0113
    GR8524013  VICK,JAMES                PRIM JOB: 1   EMPL STATUS: *FUTURE*

            SEX: M                    RACE: _ AMER INDIAN/ALASKA NATIVE
      ETHNICITY: _ YES, HISPANIC OR LATINO     _ ASIAN INDIAN
 DATE OF BIRTH: 03 01 78                       X BLACK OR AFRICAN AMERICAN
      HANDICAP: _                              _ CAMBODIAN
                                              _ CHINESE
                                              _ FILIPINO
    CITIZENSHIP/VISA: __                       _ GUAMANIAN
            COUNTRY: ___                        _ HAWAIIAN
 VISA EXPIRATION DATE: __ __ __                 _ HMONG
                                              _ JAPANESE
 MILITARY STATUS: A                            X KOREAN
               ACTIVE RESERVE                  _ LAOTIAN
                                              _ OTHER ASIAN
                                              _ OTHER PACIFIC ISLANDER
        -- EEO REPORTING CODES --             X SAMOAN
 PERM/TEMP FULL/PART  APPT TERM  FUND SOURCE   _ TAHITIAN
     P         F          _          _         _ VIETNAMESE
                                              _ WHITE

 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 013        EID: GR8524013        JOB: 1        DISTRICT 00011
 MA   c                                                           04/017
```

The highlighted fields are required fields.

This is an employee-level screen. The date of birth and gender are automatically input on this screen from the Personnel Action Data Screen (003) and are required for retirement reporting. Please refer to your HRS System Operations Manual, beginning with Section III, Page 48, for the description of each field shown on this screen.

Miscellaneous Personal Data (014)

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                    ** PER - MISC PERSONAL DATA - UPD **                 0114
 GR8524013    VICK,JAMES                            EMPL STATUS: *FUTURE*
                                                    PRIMARY JOB: 1
                              --PERSONAL DATA--

                    TB DATE: 06 14
          PHYSICAL EXAM DATE: 05 31 14
             EDUCATION LEVEL: __
        EDUCATION LEVEL YEAR: __
        DRIVER'S LICENSE NBR: C1111111   EXPIR DATE: 03 01 20
                                              CLASS: C


                              --DISTRICT FIELDS--

        DISTRICT CODE 1: __          DATE 1: __ __ __
                      2: __               2: __ __ __
                      3: _____
                      4: _____
                      5: F/P 06/01/14_____
                      6: _____

 (002) - ENTER YOUR CHANGES.                                          _
 TRANS: 014          EID: GR8524013        JOB: 1      DISTRICT 00011
 MA    c                                                          24/077
```

The highlighted fields are required fields.

This is an employee-level screen. The tuberculosis (TB) date is the date (MM/YY) of the employee's last TB examination, the last date it was read. The system adds four years to the date entered and tracks it on the Department Notification Report (PERS111) for three months prior to the due date. Please refer to your HRS System Operations Manual, beginning with Section III, Page 73, for the description of each field shown on this screen

Licenses, Honors and Comments (018)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤ ▥   ▣ ▣   ▥   ▥ ▥   ▥ ▥   ▣   ▥ ▥ ● ▥ ▥ ◈ ▥
                  ** PER - LICENSES, HONORS AND COMMENTS - UPD **          0118
GR8524013    VICK,JAMES                              EMPL STATUS: *FUTURE*
                                                     PRIMARY JOB: 1
              LICENSE/CERTIFICATE       YEAR OBTAINED      DATE EXPIRES
              CPR                            14              06 16
              FIRST AIDE                     14              06 18
              _____                    __              __ __
              _____                    __              __ __
              _____                    __              __ __
              _____                    __              __ __

              HONOR/AWARD              YEAR OBTAINED
              _____            __
              _____            __
              _____            __
              _____            __
              _____            __
              _____            __

       COMMENTS
       CAN ENTER SPECIAL DATA ON THIS LINE_____

       (002) - ENTER YOUR CHANGES.                              _
       TRANS: 018         EID: GR8524013        JOB: 1       DISTRICT 00011
       MA▮   c                              A                        24/077
```

This is an employee-level screen. This screen allows business units to enter information about employee licenses and honors. Up to six licenses and six honors may be recorded. The screen also includes a field to enter a comment regarding the employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 83, for the description of each field shown on this screen

Standard Benefits Data (020)

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                        ** PER - STANDARD BENEFITS DATA - UPD **              0120
 GR8524013   VICK,JAMES                                  EMPL STATUS: *FUTURE*

 PRIMARY JOB: 1                  JOB TITLE: TEACHER IN CHARGE
 BENEFIT ELIG: F          DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
   FULL/PART: F   DEPENDENTS: __      BARGAINING UNIT: RB    CAFE MAX: _____
            PLAN/                --DEDUCTION-- CONTRIBUTION- EFFECTIVE
            COVERG DESCRIPTION    NBR EMPLOYEE  NBR  EMPLOYER   DATE   END DATE P
 MEDICAL  KP5 01 KAIS125 RB1PTY 176   124.91  157   350.00  __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 DENTAL   DD5 01 DLTA125 RB1PTY 010     8.37  161    64.25  __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 VISION   VS5 01 VSP125  RB1PTY 012     0.00  165     8.94  __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 LIFE 1   ING 01 INGLIFE EELIFE 120     0.00  270     4.44  __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 LIFE 2   ___ __                 _____       _____      __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 DEP LIFE ___ __                 _____       _____      __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 INC PROT CIP 01 INGIP   INGIP  000     0.00  269    10.87  __ __ __ __ __ __ _
                        PAYROLL:                             __ __ __ __ __ __
 (002) - ENTER YOUR CHANGES.                              _
 TRANS: 020        EID: GR8524013          JOB: 1      DISTRICT  00011
 MA   c                                                           05/015
```

The highlighted fields are required fields for each specified benefit being added.

This is an employee level screen, only one screen for each employee. This screen uses plan codes and level of coverage from the Benefits Table (027). Please refer to your HRS System Operations Manual, beginning with Section III, Page 54, for the description of each field shown on this screen.

Additional Standard Benefits (021)

```
File  Edit  View  Communication  Actions  Window  Help

            ** PER - ADTL. STANDARD BENEFITS DATA - UPD **            0121
GR8524013   VICK,JAMES                                EMPL STATUS: *FUTURE*

 PRIMARY JOB: 1              JOB TITLE: TEACHER IN CHARGE
BENEFIT ELIG: F          DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
   FULL/PART: F   DEPENDENTS:       BARGAINING UNIT: RB    CAFE MAX:
          PLAN/                --DEDUCTION--  CONTRIBUTION- EFFECTIVE
          COVERG DESCRIPTION   NBR  EMPLOYEE  NBR  EMPLOYER   DATE    END DATE P
DEP CARE  DEP 01 DEPCARE DEPCAR 298    83.16  000     0.00  __ __ __ __ __ __ _
                 PAYROLL:            ***                    __ __ __ __ __ __
ACCIDINS  ACC 01 ACC     ACCINS 013    47.88  000     0.00  __ __ __ __ __ __ _
                 PAYROLL:            ***                    __ __ __ __ __ __
          __ __                 _____   _____          __ __ __ __ __ __ _
                 PAYROLL:                                   __ __ __ __ __ __
          __ __                 _____   _____          __ __ __ __ __ __ _
                 PAYROLL:                                   __ __ __ __ __ __
          __ __                 _____   _____          __ __ __ __ __ __ _
                 PAYROLL:                                   __ __ __ __ __ __
          __ __                 _____   _____          __ __ __ __ __ __ _
                 PAYROLL:                                   __ __ __ __ __ __
          __ __                 _____   _____          __ __ __ __ __ __ _
                 PAYROLL:                                   __ __ __ __ __ __
(002) - ENTER YOUR CHANGES.                                 _
TRANS: 021         EID: GR8524013          JOB: 1      DISTRICT 00011
MA   C                                                            24/077
```

The highlighted fields are required fields for each specified additional benefit being added.

This is an employee level screen, only one screen for each employee. This screen uses plan codes and level of coverage from the Benefits Table (027).

This screen is used for benefits that cannot be entered on the Screen 020. Plans input on this screen are checked for duplication against Screen 020 and vice versa. Please refer to your HRS System Operations Manual, beginning with Section III, Page 59, for the description of each field shown on this screen.

Dependents by Name Screen (022)

```
 File  Edit  View  Communication  Actions  Window  Help

                      ** PER - DEPENDENTS BY NAME - UPD **              0122
 GR8524013   VICK,JAMES                          EMPL STATUS: *FUTURE*
                                          R  S          PRIMARY JOB: 1
                                          E  T              PLAN CODE
 DEPENDENT NAME           SSN     BIRTHDAY L  U  1   2   3   4   5   6   7
 ----------------------- -------- -------- -  -  --- --- --- --- --- --- ---
 JULIAN VICK             000 12 1212 01 01 13 S  S  KP5 DD5 VS5 __  __  __  __
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---
 _____ __ __ ____ __ __ __ -  -  --- --- --- --- --- --- ---

 (002) - ENTER YOUR CHANGES.                          _
 TRANS: 022        EID: GR8524013        JOB: 1        DISTRICT 00011
 MA    c                                                       24/077
```

This is an employee-level screen. There is only one screen for each employee. The Dependents By Name Screen allows for entering and maintaining an employee's dependents and their related benefits data. The benefits data includes each of the dependent's benefit plans.

Voluntary Deductions (023)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤ ▤   ▣ ▣  ▣  ▣ ▣  ▣ ▣   ▣  ▣ ▣ ▣ ▣ ▣ ▣
                   ** PER - VOLUNTARY DEDUCTIONS - UPD **                0123
 GR8524013    VICK,JAMES                            EMPL STATUS *FUTURE*

  PRIMARY JOB: 1                JOB TITLE: TEACHER IN CHARGE
 BENEFIT ELIG: F              DATE OF BIRTH: 03 01 78   FIRST PROB SERVICE: 07 01 14
    FULL/PART: F    DEPENDENTS:        BARGAINING UNIT: RB    CAFE MAX:

  GTN                    VENDOR   DEDUCTION BALANCE DEDUCTION BEGINNING    END
 NUMBER DESCRIPTION TYPE  CODE     AMOUNT   STATUS  BALANCE    DATE       DATE
  225    TCH ASSN   D   0000001338   100.00          _____  __ __ __  __ __ __
  060    TSA #1 RED R   0000008923  1500.00          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __
  ___               _____  _____          _____  __ __ __  __ __ __

 (002) - ENTER YOUR CHANGES.                                          _
 TRANS: 023          EID: GR8524013          JOB: 1      DISTRICT  00011
 MA   C                                                            24/077
```

The highlighted fields are required fields for each specified voluntary deduction being added.

This is an employee-level screen, only one for each employee. Twelve voluntary deductions can be input on this screen. Please refer to your HRS System Operations Manual, beginning with Section III, Page 62, for the description of each field shown on this screen.

Payroll Tax Status (030)

```
File  Edit  View  Communication  Actions  Window  Help

                     ** PER - PAYROLL TAX STATUS - UPD **                0130
GR8524013    VICK,JAMES                           EMPL STATUS: *FUTURE*


                         -- TAXING INFORMATION --

 FEDERAL: REG ALLOW:  0  TAX MARITAL STATUS: S  ADDITIONAL W/HOLDING: _____
   STATE: REG ALLOW:  0  TAX MARITAL STATUS: S  ADDITIONAL W/HOLDING: _____
                                             STATE ADDITIONAL ALLOW: __
                         SUPPLEMENTAL TAXING OPTN: _      SDI COVERAGE:  _
                                        AEIC:           SUI EXEMPTION: _
                                   REQUEST W2: _        W/C EXEMPTION: _
          PRIMARY JOB: 1
 JOB PAY CYCLES   1: C1 2:    3:    4:    5:    6:    7:    8:    9:



                         -- PAYMENT DISPOSITION --



      PAY LOCATION: 021 WILLIAMS SCHOOL


(002) - ENTER YOUR CHANGES.                                           _
TRANS: 030          EID: GR8524013        JOB: 1       DISTRICT 00011
MA   c                                                           24/077
```

The highlighted fields are required fields.

This is an employee-level screen, only one screen for each employee. Please refer to your HRS System Operations Manual, beginning with Section III, Page 68, for the description of each field shown on this screen.

Employment Verification (019)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣ ▣   ▣ ▣  ▣  ▣ ▣  ▣ ▣   ▣  ▣ ▣ ▣ ▣ ▣ ▣ ▣
                    **  EMPLOYMENT VERIFICATION  **                    0419


              NAME AND ADDRESS                    PRIMARY JOB: 1
 GR8524013    VICK,JAMES
              957 CHANNEL DR.                     HOME PHONE NUMBER
              DOWNEY        CA   90242               562  952 4562
                                      GROSS YTD
 EMPLOYMT      ORIG     CURRENT 2013             TERMINATION
  STATUS    DATE OF HIRE PRIOR   2012          DATE       REASON
 *FUTURE*     07 01 14   PAST    2011


  JOB   JOB          JOB                 SALARY   PCT    PAY   PAY   WORK
   NO   STATUS     DESCRIPTION            RATE  FULL TM BASIS  MTHS HRS/DY
  P 1 *FUTURE*   TEACHER IN CHARGE       5131.87  75.00  MONTHLY  11   7.38






 (002) - ENTER YOUR CHANGES.                                    _
 TRANS: 019        EID: GR8524013         JOB: 1        DISTRICT: 00011
 MA   c                                                        24/077
```

This is an employee-level screen, only one screen for each employee. The information that is displayed assists in verifying employment information. Please refer to your HRS System Operations Manual, beginning with Section III, Page 236, for the description of each field shown on this screen.

District Name Search – All Assignments (099)

```
 File  Edit  View  Communication  Actions  Window  Help

                        ** PER - DIST NAME SEARCH - INQ **              0498
NAME KEY:   VICK,JAMES
TRANS              NAME                  EID    POSITION     JOB TITLE     ST JOB
___    VICK,JAMES                     GR8524013  000100 TEACHER IN CHARGE   F  1
___
___
___
___
___
___
___
___
___
___
___
___
___
___
___
(075) - LAST SCREEN - NO MORE DATA                                    _
TRANS: 099          EID: GR8524013            JOB: 1        DISTRICT 00011
MA    c                                                            24/077
```

This screen lists all active and terminated job assignments. We suggest executing a name search, using Transaction 099, to verify the input of a new employee or a new job assignment for an existing employee.
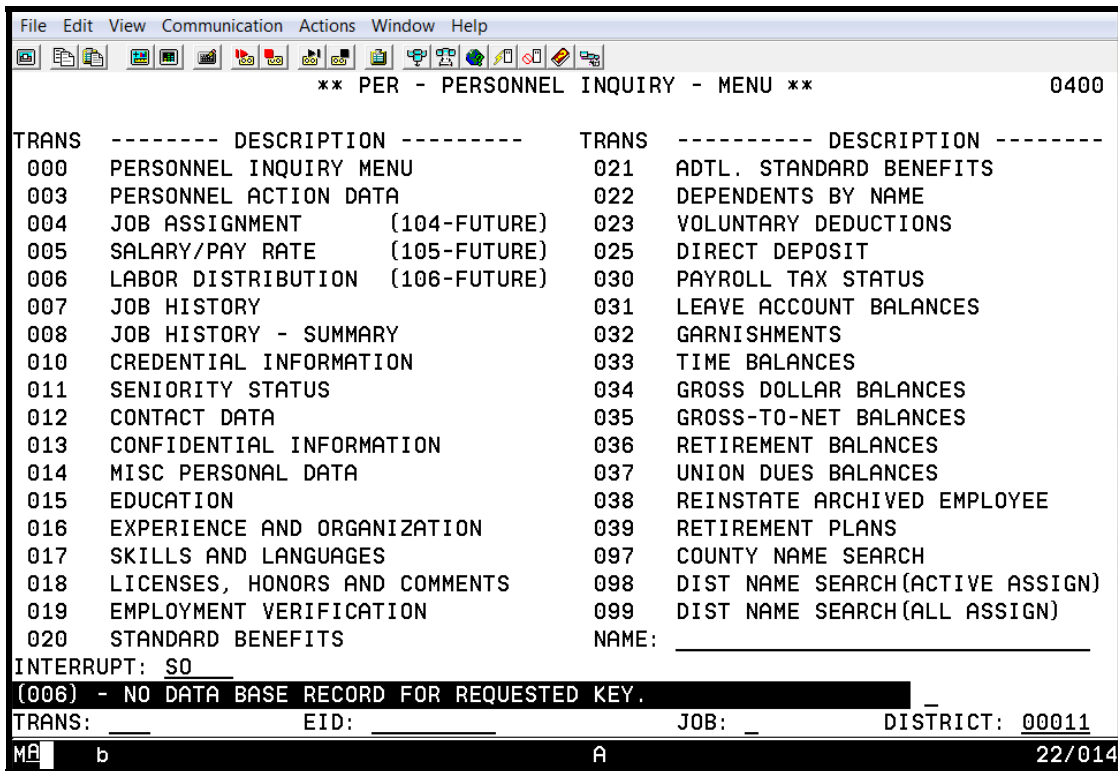
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08/15/2022

SECTION VIII.

HRS IBM SIGN OFF INSTRUCTIONS

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HRS-IBM Sign-off Instructions

```
File  Edit  View  Communication  Actions  Window  Help

              ** PER - PERSONNEL INQUIRY - MENU **                0400

TRANS  -------- DESCRIPTION ---------    TRANS  --------- DESCRIPTION --------
 000   PERSONNEL INQUIRY MENU             021   ADTL. STANDARD BENEFITS
 003   PERSONNEL ACTION DATA              022   DEPENDENTS BY NAME
 004   JOB ASSIGNMENT     (104-FUTURE)    023   VOLUNTARY DEDUCTIONS
 005   SALARY/PAY RATE    (105-FUTURE)    025   DIRECT DEPOSIT
 006   LABOR DISTRIBUTION (106-FUTURE)    030   PAYROLL TAX STATUS
 007   JOB HISTORY                        031   LEAVE ACCOUNT BALANCES
 008   JOB HISTORY - SUMMARY              032   GARNISHMENTS
 010   CREDENTIAL INFORMATION             033   TIME BALANCES
 011   SENIORITY STATUS                   034   GROSS DOLLAR BALANCES
 012   CONTACT DATA                       035   GROSS-TO-NET BALANCES
 013   CONFIDENTIAL INFORMATION           036   RETIREMENT BALANCES
 014   MISC PERSONAL DATA                 037   UNION DUES BALANCES
 015   EDUCATION                          038   REINSTATE ARCHIVED EMPLOYEE
 016   EXPERIENCE AND ORGANIZATION        039   RETIREMENT PLANS
 017   SKILLS AND LANGUAGES               097   COUNTY NAME SEARCH
 018   LICENSES, HONORS AND COMMENTS      098   DIST NAME SEARCH(ACTIVE ASSIGN)
 019   EMPLOYMENT VERIFICATION            099   DIST NAME SEARCH(ALL ASSIGN)
 020   STANDARD BENEFITS                  NAME: _____
INTERRUPT: SO___
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.                          _
TRANS: ___         EID: _____        JOB: _       DISTRICT: 00011
MA   b                              A                              22/014
```

Follow these steps to successfully sign-off of HRS-IBM. This will avoid any page load time problems you might otherwise encounter if only clicking on the close button ("X") located on the upper right corner of the screen.

To sign off the system,

1. Navigate to the Function Menu or the Transaction Menu.

2. In the **Interrupt field**, type **SO** for sign off.

3. Hit the **Enter key** on your keyboard.

The system will display, "You have successfully signed off the HRS." This is the HRS sign-off screen.

4. **Click on the close button ("X")** located at the upper right corner to close the session window.
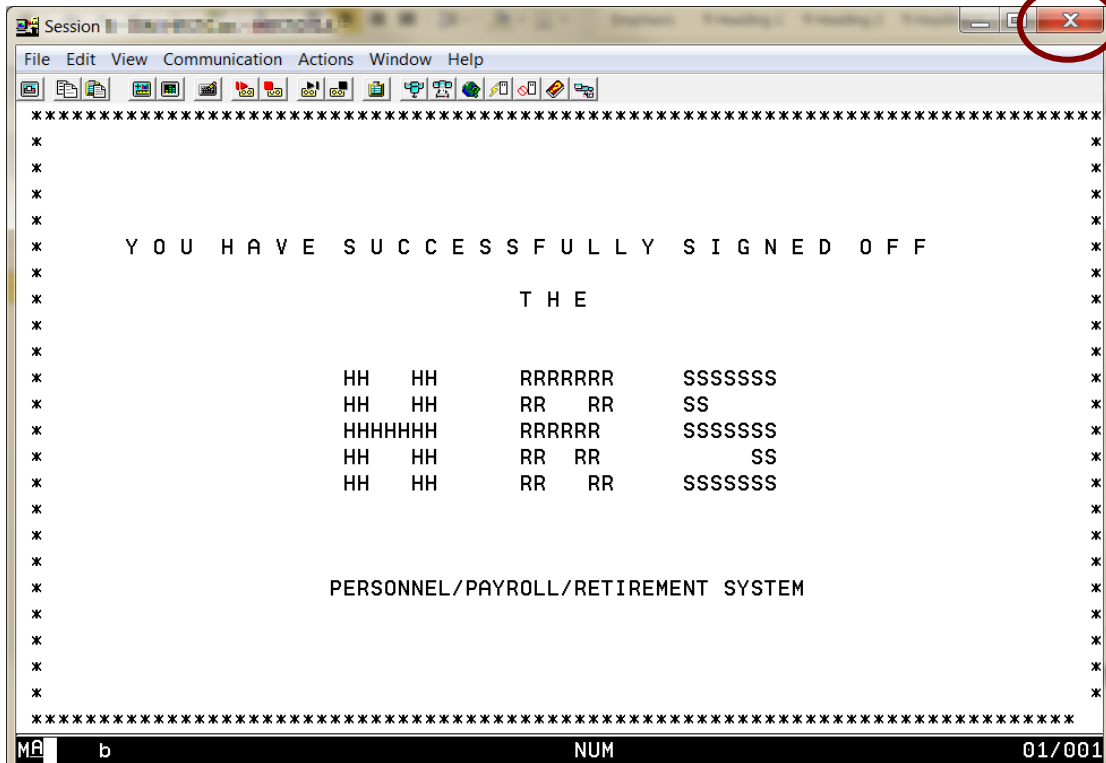
5. **Click on close button ("X")** located at the upper right corner to close the IBM Personal Communications - Session Manager Window.
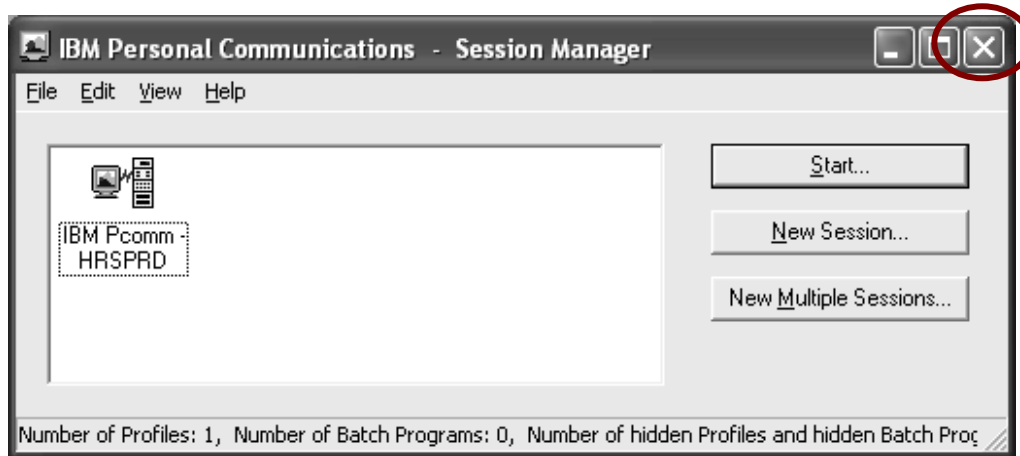
HRS Employee Services Unit – District Support

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Lori Higa	(562) 922-6274

E-mail: SFSEmployeeServices@lacoe.edu

PERSONNEL	
• Initial Employment	• Future-Dated Transactions
• Terminations/Leaves	• Seniority/Longevity
• Job Assignment	• Employment Verification
• Salary/Pay Rate	• Reinstate Archived Employee
• Labor Distribution	• Misc. Personal Data
• Credential Information (Inquiry)	• Automated Processes
• Job History	• Window For Processing

CONTROL TABLES	
• Job Classification	• Salary Mass Changes
• Work Location	• Account Code Speed Key
• Salary Tables	• Work Calendars
• Stipend Tables	• District Profile Table
• District Codes Table (BU,TR,PL,etc.)	

REPORT REQUEST
• Mass Retro Generation Request
• Seniority/Longevity Requests
• Employee Information Report (EIR)
• Change Register
• Control Table Reports

HRS TRAINING SESSIONS
• Session A - Introduction to Personnel
• Session B - Tables – District Maintained
• Session C - Work Calendars
• Session D - EDB Maintenance
• Session J – Position Control

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08/15/2022