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Finding an Employee

If you need to return to an employee's record to change or update information, use the procedure below to quickly find an individual employee.

How To

1. Click in the *Name: Last, First* field;

2. Click 🔍 on the Standard toolbar, or press Ctrl - F.

3. Type the name of the employee in the *Find What:* field;

4. To use just part of a name, select either "Any part of Field" or "Start of Field" in the *Match* selection of the Find dialog box.

5. Click Find Next or press Enter↵;

6. Press Esc to close the Find dialog box.

Adding a New Employee

When you add a new employee, you will have to enter data into the Employee Information Form. The *Contract, Demographics,* and the *License/Endorsements* or *Para Qualifications* tabs must be completed in order for a contract to print with complete information. For teachers the *License/Endorsement* tab is completed; the *Para Qualifications* tab must be completed for some Support Staff.

Once all the data for the new employee has been entered, you can immediately print out a contract. See page 3-3 for teachers, page 3-4 for support staff, or page 3-6 for administrators in this chapter for more information.

On the following pages you will find illustrations of these tabs and descriptions of the information on the forms.

How To

1. Display the Main Switchboard.

2. Select *Employee Information Form.*

3. Click ▶✳ [New Record] on the Employee Index navigation bar at the bottom of the form to create a new blank record.

4. Click Edit Record. The form's background will change color.

5. Enter the social security number, last name, and first name of the new employee.

6. Select *Active.*

7. Using the illustrations and descriptions that follow as a guide, enter all relevant information.

8. When all editing is completed, click Finished Edit.

☑ Before adding the social security number, press the Home key to move to the beginning of the field. Enter the social security number without any hyphens.

If an employee leaves, do not delete their record. De-select *Active,* this will mark the employee as inactive.

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Click this button to create a blank record.

Employee Information   _ □ ✕

Employee Information Form   for fiscal year ending June 30, 2005

SSN 009-23-5567   Name: Last, First Jones   Bridget   Active ☑   [Edit Record]

Click here to start entering data

The Contract Tab for Teachers

This tab contains specific information about the teacher's contract such as where they work, what their assignment is, what their assignment column and step is, and the total number of teaching days.

Employee Information   _ □ ✕

Employee Information Form   for fiscal year ending June 30, 2005

SSN 009-23-5567   Name: Last, First Jones   Bridget   Active ☑   [Edit Record]

Contract | Demographics | License/Endorsements | Para Qualifications | Payroll | Deductions | Days Off

Empl By Peacham ▼   Assignment Elementary Education K-1 ▼   SPED ☐

Work At Peacham ▼   Column B15 ▼   Step 2   **Days**   Para Test ☐

Contract Type T   School Yr End Jun 30, 2005   Yrs in District 1   **Teaching** 175   License

Start Jul 1, 2004   Hourly Rate $0.00   Class ▼   Prof.Dev 0   OK ☑

End Jun 30, 2005   Hrs per Day 0   FTE 100.0%   Extra 0   OK to Print ☐

Term.   Added Comp $0.00   Printed

Fiscal Code   Contract Amt $25,216.26   Contract Signed ☐

Comments Contract 512   Special Contract Conditions

Contract Index

Record: I◀ ◀ | 1 | ▶ | ▶I | ▶* | of 1

Click here to view other contracts for this employee

Employee Index

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Use this navigation bar to move to the next, previous, first or last employee. Type a record number to move quickly to an employee's record.

Field Name	Description
Empl By	Select the school that pays the employee from the dropdown list.
Work At	Select the school where the employee works from the dropdown list.
Assignment	Select the employment assignment from the dropdown list.

Field Name	Description
Column	Select the column (education level) from the dropdown list.
Step	Enter the salary grade.
Contract Type	Type "T" for a teacher.
School Year End	Enter the appropriate end date of the school year. The school year start and end dates will automatically be entered in the form.
Term.	Enter the termination date when a teacher leaves; de-select *Active* at the top of the form.
Fiscal Code	Enter funding source for the position.
Yrs. in District	Enter the number of years the employee has been in the district.
Teaching Days	Enter the number of teaching days from the master contract.
Prof/Dev	Enter the number of professional development days from the master contract.
FTE	Enter a number that represents the FTE for the new employee. For example, "1" for full-time; this will be converted to 100%.
Added Comp	Enter any additional pay for certifications or other conditions.
Contract Amount	This is a calculated field and will be computed when all the relevant data is entered. Calculated fields have a yellow background and you cannot edit data in a calculated field.
License OK	Select this checkbox if the new employee's license has been approved. If the license has been waived, use the License/Endorsement tab to indicate the status of the waiver procedure.
OK to Print	Select this field when the contract information is completed and contract is ready to be printed.
Printed	This is a calculated field that will show the date that the contract was printed.

You can also add information for employees who have more than one contract. Use the procedure below to add additional contracts for an employee.

Adding Additional Contracts for an Employee

How To

1. Enter all the information for the first contract.
2. On the Contract Index navigation bar, click ▶✳ [New Record] to create a new blank record.
3. Enter the information for the additional contract.

The Contract Tab for Support Staff

The Contract tab for support staff is very similar to the teacher's tab with the exception that you will probably enter the hourly rate and hours/day rather than an assignment column and step.