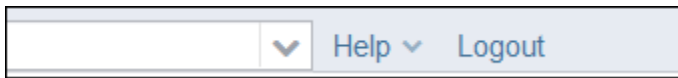


Employee Dashboard

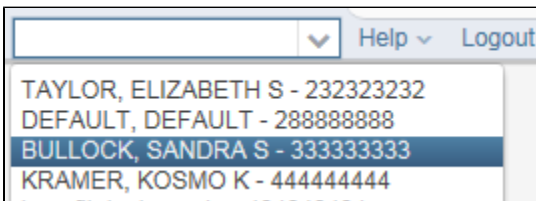
- Employee Picture and Demographics:
- Positions
- Compensations
- Leaves
- Pay Distributions
- Payments
- Attendance
- Payroll Items
- Payroll Accounts
- Employee Dashboard Video

The functionality of the Employee Dashboard is used to access information regarding a specific employee.

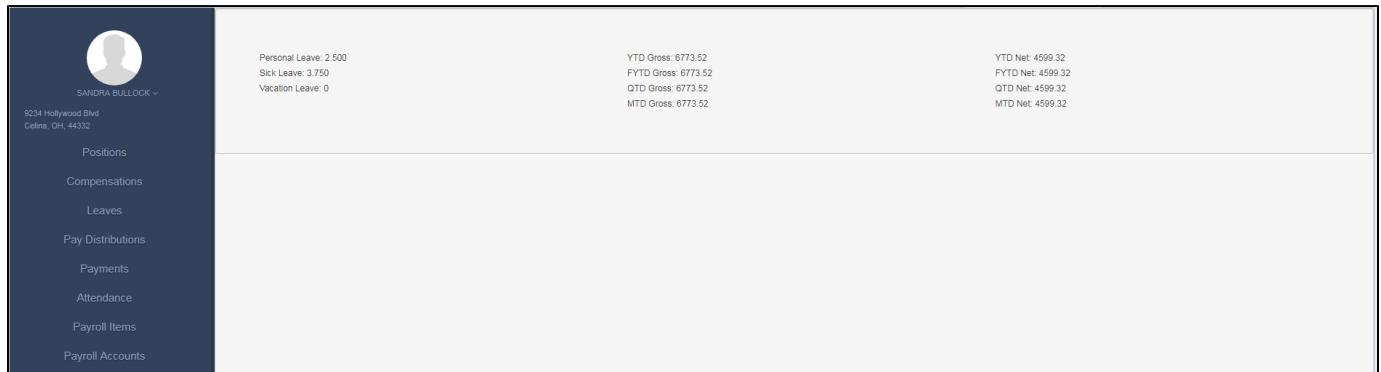
To locate an employee using the Employee Dashboard type in either a partial identification number for the employee or a few alpha characters of the employee's first or last name in the search box.



When entering in either a partial ID number or a few characters of the employee's first or last name a list of employees matching that criteria will appear. From here you can then select the employee you are searching for from the drop down box

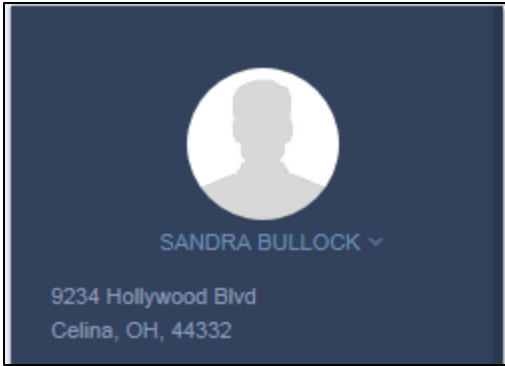


You will then see multiple screens of information pertaining to this employee:



Employee Picture and Demographics:


The dashboard will allow for the uploading of a file containing employee photographs. The employee address information will also be included in the photo area on the dashboard:




Positions

The Positions area will list all of the employee's positions records.

Positions										
<input type="button" value="+ Create"/> <input type="button" value="Mass Change"/> <input checked="" type="checkbox"/> Include Concealed <input type="button" value="Report"/> <input type="button" value="More"/> <input type="button" value="Reset"/>										
	Number	Last Name	First Name	Position	Position Description	Job Status	Eligible For Personal Leave	Eligible For Sick Leave	Eligible For Vacation Leave	
	ANON189	Edwards	Allen	1	Driver	Inactive	false	false	false	

If a change is needed on a specific position, you can click the edit option  on that specific position record. This will take you to the Edit

Position X record where the change can be made. When the change has been made you will then click on the Save button  and the change will be saved.

Position #1 for Employee: Edwards, Allen Pamela

Employee Number: ANON189 Employee Name: Edwards, Allen Pamela

Position	Position Description	Job Status	Pay Group *	Appointment Type	Building Code	Department Code
	Driver	Inactive	12 - Tan 14	Certificated	101 (101)	103 (103)
Extended Service	FTE	Hire Date	<input type="checkbox"/> Is Supplemental	Start Date	Stop Date	Raise Date
		2/24/04				
Retirement Code	Termination Date	Supervisor				
STRS						
Eligibility Flags						
<input type="checkbox"/> Eligible For Personal Leave	<input type="checkbox"/> Eligible For Sick Leave	<input type="checkbox"/> Eligible For Vacation Leave				
EMIS Related Information						
<input type="checkbox"/> Reportable to EMIS	Position Code	State Reporting Appointment Type	Position Type	Position Status	Full Time Equivalence	Special Education Full Time Equivalence
		2 (Classified)	R (Regular)	U (No longer employed by district ir	0.000	0.00
Low Grade	Separation Reason	Paraprofessional	High Quality Professional Development	Contract Amount	Contract Work Days	Hours In The Day
PS (Preschool)	6 (Resigned-Took another educatiol	* (NA (not valid for PosCodes=	* (NA)	0.00	0.000	0.00
High Grade	Separation Date	Paraprofessional Hire Date	Building IRN	Experience Current Class		
D5 (Fifth Grade)			116425			
Funding Source						
Assignment Area	Funding Source Code 1	Percent 1	Funding Source Code 2	Percent 2	Funding Source Code 3	Percent 3
	X (Federal Reading First Grant)	28				
Standard Payroll						
Payroll Code 1	Payroll Code 2	Payroll Code 3	Payroll Code 4	Payroll Date 1	Payroll Date 2	Payroll Money 1
						0.00
Payroll Money 2	Payroll Money 3	Payroll Money 4	Payroll Text 1	Payroll Text 2		
0.00	0.00	0.00				
Standard Personnel						
Personnel Code 1	Personnel Code 2	Personnel Code 3	Personnel Code 4	Personnel Date 1	Personnel Date 2	Personnel Money 1
						0.00
Personnel Money 2	Personnel Money 3	Personnel Money 4	Personnel Text 1	Personnel Text 2		
0.00	0.00	0.00				

COMPENSATIONS										
Type	Description	Label	Compensation Start Date	Compensation Stop Date	Pay Plan	Pay Unit	Unit Amount	Calendar Start Date	Calendar Stop Date	Type
NonContract		discovered			Semi-monthly	Daily	90.000	11/10/2017		zll

PAYROLL ACCOUNTS									
Expenditure Account	Rate Type	Status	Leave Projection	Employer Distribution	Charge Amount or Percent	Maximum	Sort Order		
001-1100-112-0000-000000-000-00-000	Percent	Active	true	true	100.00	0.00	1		

Compensations

A **Compensation** defines how the employee is going to be paid.

Compensations

Include Concealed

	Number	Last Name	First Name	Position Number	Position Description	Type	Description
<input type="checkbox"/>	ANON185	Munoz	Gene	1	Teacher	Legacy	
<input type="checkbox"/>	ANON185	Munoz	Gene	2	Teacher	NonContract	
<input type="checkbox"/>	ANON185	Munoz	Gene	4	Cook	Legacy	
<input type="checkbox"/>	ANON185	Munoz	Gene	5	Custodian	NonContract	
<input type="checkbox"/>	ANON185	Munoz	Gene	6	Custodian	NonContract	

Legacy Compensation

Employee: Munoz, Gene Melanie
Employee Number: ANON185

Position Number: 1
Position Description: Teacher

Compensation

Type: Legacy Job Calendar: gcl - automatically Description: Label: constantly Compensation Start Date: 8/1/17 Compensation Stop Date: Pay Plan: Biweekly Pay Unit: Daily

Unit Amount: 150.185 Override Unit Amount calculation? Retirement Hours: 0.00 Strs Advance Supplemental Tax Option: None

Compensation Amounts

Accrued Wages	Amount Earned	Amount Paid	Amount Docked
-901.11	8,109.99	9,011.10	0.00

Contract

Pay Per Period	Contract Amount	Contract Obligation	Contract Type	Pays In Contract	Pays Paid	Retro Next Pay
1,501.85 <input type="checkbox"/> Override Pay Per Period calculation?	39,048.00	39,048.00		26	6	0.00

Stretch Pay

Salary Schedule

Salary Schedule Column	Salary Schedule Id	Salary Schedule Step
0		0.00

Work Days

Calendar Start Date	Calendar Stop Date	Contract Days Worked	Contract Work Days	Contract Work Days	Hours in Day
8/1/17		54.000	260.000		8.00

Leaves

If this employee qualifies for leave the Leave Balances area will list the leave Type, Balance, Date Last Accrued and Leave Units Accum Last Pay.

Leaves

Include Concealed

	Number	Last Name	First Name	Type	Accum Per Month	Leave Unit	Max Leave Amount	Reset Value	Balance
<input type="checkbox"/>	ANON185	Munoz	Gene	VACATION	10.000	Hourly	240.000	0.000	75.330
<input type="checkbox"/>	ANON185	Munoz	Gene	SICK	10.000	Hourly	1,752.000		306.200
<input type="checkbox"/>	ANON185	Munoz	Gene	PERSONAL	0.000	Hourly	0.000	24.000	21.500



If a change is needed to a specific leave record you can click the edit option on that specific record. This will take you to an Edit Leave

Balances record where the change can be made. When the change has been made you will then click on the Save button and the change will be saved.



Leave

Employee Number: ANON185 Employee Name: Munoz, Gene Melanie

Sick	Personal	Vacation
Type: SICK	Type: PERSONAL	Type: VACATION
Accum Per Month: 10.000	Accum Per Month: 0.000	Accum Per Month: 10.000
Leave Unit: Hourly	Leave Unit: Hourly	Leave Unit: Hourly
Max Leave Amount: 1,752.000	Max Leave Amount: 0.000	Max Leave Amount: 240.000
Reset Value:	Reset Value: 24.000	Reset Value: 0.000
Balance: 306.200	Balance: 21.500	Balance: 75.330
<input type="checkbox"/> Accumulate Based On Hours	<input checked="" type="checkbox"/> Eligible Leave Type For Employee	<input checked="" type="checkbox"/> Eligible Leave Type For Employee
Advanced Units Used: 0.000	Unapplied Usage:	Unapplied Usage:
Current Service Hours: 0.00	Unreported Accumulation:	Unreported Accumulation:
<input checked="" type="checkbox"/> Eligible Leave Type For Employee	Unreported Usage:	Unreported Usage:
Max Advance Leave: 0.000		
Service Hours Accumulator: 0.000		
Unapplied Usage:		
Unreported Accumulation:		
Unreported Usage:		

Pay Distributions

The pay distributions section will list the Type, Code, Percent or Fixed, Rate and Priority of each pay distribution for the employee.

Pay Distributions

+ Create Mass Change Include Concealed Report More Reset

Number	Last Name	First Name
ANON185	Munoz	Gene



If a change is needed to a specific pay distribution you can click the edit option on that specific record. This will take you to an Edit Pay

Distribution record where the change can be made. When the change has been made you will then click on the Save button and the change will be saved.





Employee: Munoz, Gene Melanie

Number: ANON185

		Type	Code	Fixed or Percent	Rate	Priority
		DIRDEP	711	Fixed	200.00	0
		DIRDEP	713	Fixed	300.00	0
		DIRDEP	714	Percent	100.00	0

+ Add Pay Distribution

Pay Distributions + x

Type: DIRDEP

Code: 711

Abbreviation: WORDS

Account Number: 1560111492

Fixed Or Percent: Fixed ▼

Rate: 200.00

Start Date: 4/6/09

Stop Date:

Priority: 0

Direct Deposit Type: Automated Deposit (Savings Account Credit Records) ▼

ACH Information

Ach Destination: 696367581, Desc: North Federal ▼

Ach Source: PayrollACHTransfer, Code: 001 ▼

Standard CF

Code 1:

Code 2:

Date: 1/1/01

Money 1: 0.00

Money 2: 0.00

Text: interest

Payments

The payments are the list of all check history pertaining to an employee. You are able to view each payroll check in detail.

Click on check you wish to view:

Payroll Payments		Refund Payments					
Void	Un-void	Print Payment Checks and Direct Deposit		Q	Report	More	Reset
Payment Number	Voided Date	Employee Number	Last Name	First Name	Pay Date		
<input type="checkbox"/>							
<input type="checkbox"/>	534288	ANON189	Edwards	Allen	01/01/2018		
<input type="checkbox"/>	534067	ANON189	Edwards	Allen	12/01/2017		

This will then open a window detailing the employee's payroll check or Direct Deposit:

Void Un-void Print Payment Checks and Direct Deposit

<input type="checkbox"/>	Payment Number	Voided Date	Employee Number	Last N
<input type="checkbox"/>	534288		ANON189	Edwa
<input type="checkbox"/>	534067		ANON189	Edwa

Payment Number 534288	Pay Date 1/1/18	Employee Number ANON189	Last Name Edwards	First Name Allen
Net 74.61	Gross 90.00	Earned Income Credit 0.00	Odjfs Applicable Gross	Odjfs Gross
Personal Accumulated 0.000	Personal Used 0.000	Personal Balance 0.000	Sick Accumulated 0.000	Sick Used 0.000
Sick Balance 0.000	Vacation Accumulated 0.000	Vacation Used 0.000	Vacation Balance 0.000	<input type="checkbox"/> Voided

Payment Transactions

Check Or Payment Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Dat
534288	Direct Deposit	01/01/2018	74.61	DirectDeposit		

Positions Paid

Position Number	Position Description	Gross
1	Driver	90.00

Pay Amounts Paid

Units	Rate	Description	Amount
1.00	90.000	mtmnedesih	90.00

Pay Accounts Charged

Expenditure Account	Amount Charged
001-1100-112-0000-000000-00-00-000	90.00

Payment Number 534288	Pay Date 1/1/18	Employee Number ANON189	Last Name Edwards	First Name Allen
Net 74.61	Gross 90.00	Earned Income Credit 0.00	Odjfs Applicable Gross	Odjfs Gross
Personal Accumulated 0.000	Personal Used 0.000	Personal Balance 0.000	Sick Accumulated 0.000	Sick Used 0.000
Sick Balance 0.000	Vacation Accumulated 0.000	Vacation Used 0.000	Vacation Balance 0.000	<input type="checkbox"/> Voided

Payment Transactions

Check Or Payment Number	Transaction Type	Transaction Date	Amount	Status	Reconciled Date	Voided Dat
534288	Direct Deposit	01/01/2018	74.61	DirectDeposit		

Positions Paid

Position Number	Position Description	Gross
1	Driver	90.00

Pay Amounts Paid

Units	Rate	Description	Amount
1.00	90.000	mtmnedesih	90.00

Pay Accounts Charged

Expenditure Account	Amount Charged
001-1100-112-0000-000000-000-00-000	90.00

Payroll Items Paid


Type	Code	Description	Applicable Gross	Amount	Employer Amount	Additional Withheld	Taxable Employer Picku
Federal Tax	001	wcidrdpcxdoddjhfzrb	77.40	0.00	0.00	0.00	
Ohio State Tax	002	kfkkepyqkiidrmbejqzb	77.40	0.13	0.00	0.00	
City Tax	003	tpiqzeeufqmgncxyrac	90.00	1.35	0.00	0.00	
STRS	450	qmkrcwyzvbnnpyvfezby	90.00	0.00	12.60	0.00	
STRS Annuity	591	exadnjssvrlanmudyrdt	90.00	12.60	0.00	0.00	
Medicare Tax	692	mxioiqkpxnybbqdgjigm	90.00	1.31	1.31	0.00	

Attendance

The Attendance area will list all attendance and absence information pertaining to an employee. Employees that may have an attendance record for employees that may be on a default calendar and have no work days defined such as substitutes or regular employees that work additional days beyond their scheduled calendar work days.

Activity Date	Employee #	Last Name	First Name	Position #	Type	Category	Sub Category	Length	Unit
10/13/2017	ANON185	Munoz	Gene	1	Absence	Professional		8.000	Hourly
10/06/2017	ANON185	Munoz	Gene	1	Absence	Vacation		4.500	Hourly
10/06/2017	ANON185	Munoz	Gene	1	Absence	Sick		3.500	Hourly
10/04/2017	ANON185	Munoz	Gene	1	Absence	Professional		5.000	Hourly
09/28/2017	ANON185	Munoz	Gene	4	Absence	Professional		4.000	Hourly
09/22/2017	ANON185	Munoz	Gene	1	Absence	Vacation		4.000	Hourly



If a change is needed on a specific attendance or absence record you can click the edit option  on that specific record. This will take you to an Edit Attendance record where the change can be made. When the change has been made you will then click on the Save button



and the change will be saved.

Attendance + x

Employee: Edwards, Allen Pamela Number: ANON189

Compensation
 Position: 1, Desc: Driver (Comp: NonContract, discovered)

Substitute For

Activity Date:
 Type:
 Category:
 Sub Category:
 Length:

Unit:
 Appointment Type:
 Pay Date:
 Posted To Payroll
 Day Of Week:

Payroll Items


The Payroll Items area will list all payroll item information pertaining to an employee.

Payroll Items

Include Concealed

	Number	Last Name	First Name	Position	Code	Type	Name	Rate Type	Rate
<input type="checkbox"/>	ANON185	Munoz	Gene		001	Federal Tax	Strongsville Engineering	Tax tables	0.0000
<input type="checkbox"/>	ANON185	Munoz	Gene		002	Ohio State Tax	Austell Realty	Tax tables	0.0000
<input type="checkbox"/>	ANON185	Munoz	Gene		003	City Tax	Greensboro Software	Percent	1.5000
<input type="checkbox"/>	ANON185	Munoz	Gene		400	SERS	Coverdale Gymnasium	Percent	0.0000
<input type="checkbox"/>	ANON185	Munoz	Gene		531	Annuity	Moniac Services	Fixed	0.0000

If a change is needed to a specific payroll item you can click the edit option  on that specific record. This will take you to an Edit Payroll

Item XXX record where the change can be made. When the change has been made you will then click on the Save button  and the change will be saved.

Federal Tax Item

Configuration Code: 001, Strongsville Engineering
 Configuration Description: Federal Tax

Employee: Munoz, Gene Melanie
 Employee Number: ANON185

Type: Federal Tax
 Rate Type: Tax tables
 Rate: 0.0000

Pay Cycle: Every pay of the month (even third pay)
 Additional With Holding: 150.00
 Marital Status: Married

Number Of Exemptions:
 Pension Plan: A

Error Adjustments

Amount	Description	Date

Standard CF

Code 1:
 Money 1: 0.00

Code 2:
 Money 2: 0.00

Date:
 Text:

Payroll Accounts

Contains pay account records for each Position that is entered in Core/Position/Compensation. When a payroll is processed the accounts entered in Payroll Accounts are used to complete the USAS charging of the payroll.

Payroll Accounts

Include Concealed

Number	Last Name	First Name	Position Number	Position Description
ANON189	Edwards	Allen	1	Driver

Payroll Accounts

Employee (#ANON189) Edwards, Allen Pamela Position (#1) Driver

Expenditure Account	Start Date	Stop Date	Rate Type	Status	Leave Projection	Employer Distribution	Charge Amount or Percent	Maximum	Sort Order
001-1100-112-0000-000000-000-00-000	<input type="text"/>	<input type="text"/>	Percent	Active	<input checked="" type="checkbox"/> Leave Projection	<input checked="" type="checkbox"/> Employer Distribution	100.00	0.00	<input type="text"/>

Employee Dashboard Video