The Human Resource System interfaces with the Payroll/Personnel System, the Leave System, and the Credentials Data Base. There is also a process to synchronize the Human Resource System with the Payroll/Personnel System. A user’s roles and permissions will determine which screens they can view and/or change. The Human Resource System allows districts to set up pre-employment records and employee records for both Monthly and Limited Term employees. The modules in the Human Resource system are:

**Pre-Emp** - allows tracking of pre employment status and dates.

**Employee** - contains all regular employee information, both current and history, such as:
- Stipends
- Professional Growth
- Evaluations
- Track longevity for both certificated and classified staff
- Contract history for certificated staff

**Lmt Term** – contains all limited term employee information.

**Teacher** – information regarding teacher information such as
- NCLB
- BTSA
- Credentials, units, and degrees.

**Position** – position information, and listing of all valid positions in the Payroll/Personnel System.

**Job Class** – valid district job classes in the Payroll/Personnel System.

**Benefits** – In Progress.

**Reports** – commonly requested reports using data from the Human Resource system.

**HR Maint** – allows mass entry of
- Evaluations and evaluation due date notices
- Teacher contract history
- Reimbursement chart for Professional Growth
- Synchronization with Payroll/Personnel System.

**Setup** – setup used to populate modules and screens in the Human Resource system.

**Help** – help screens applicable to modules and screens in the Human Resource system.
The **Pre-Employment Module** is used to set up the employee in the Human Resource System. This module has the basic employee set up such as:

- Name
- Address
- Phone Number
- Employee Status
- Physical Exam Date and Results
- Fingerprint Date and Results
- Hire/Notify dates are also in this module

The **Pre-Employment Module** has links to Payroll Employee Data if the employee is currently in the **Payroll/Personnel System** and **Credential Data** if applicable.
The **Employee Module** is for regular employees and contains different sub modules with information pertaining to the selected employee. The sub modules are:

- Summary
- Employee Info
- Status/Dates
- Employee Positions
- Benefits
- Longevity
- Stipends
- Contract History
- Evaluations
- Professional Growth
- Notes

On the **Employee Module**, a Datagrid lists names, SSNO’s, pre-employment and regular employment status. When the hyperlink associated with the employee is selected the user will be transferred to either the **Pre-Emp** or the **Employee** module.

The **Employee Information Summary** screen contains the employee history.
The **Emp Info** screen contains information pertinent to the employee such as home address, mailing address, home phone number, message phone number, date of birth, ethnicity, e-mail address and notes. This screen also has a link to the **EMPLY** screen in the Payroll/Personnel System.

The **Status/Dates** screen contains related date history for selected employee. Screen allows user to navigate to different screens such as: Summary, Status Dates, Employee Positions, Benefits, Units, Longevity, Stipends, Contract History, & Employee Evaluations. This screen also contains a hyperlink to the **Leave System** for districts using the San Diego County Web-based Leave.
The Employee Positions Screen contains the selected employee’s position history. It also contains a link to the EMPOS screen in the Payroll/Personnel System and a link to the Credential Module in the Payroll/Personnel System.

The Longevity screens display the longevity increments and dates as it pertains to the selected employee. Increment due dates for certificated employees are determined by amounts entered on the longevity Setup Module on the Setup module. Contract eligible years and other service credit are also tracked on the longevity screen for certificated employees.

Longevity Certificated
Longevity increments for classified employees are determined by longevity setup in the Setup Module.

**Longevity Classified**

The Stipends screen allows stipends to be set up for selected employee. Stipends currently attached to selected employee on the EXPAY screen in the Payroll/Personnel System, can be viewed by selecting the Payroll Stipends Data hyperlink.

<table>
<thead>
<tr>
<th>Position</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>S705</td>
<td>FACILITIES COORDINATOR</td>
</tr>
<tr>
<td>07/</td>
<td>06/</td>
</tr>
<tr>
<td>31</td>
<td>02</td>
</tr>
<tr>
<td>EDUC INC-PERS</td>
<td></td>
</tr>
<tr>
<td>192.99</td>
<td></td>
</tr>
</tbody>
</table>
The **Contract History** screen contains contractual history on Certificated employees. It allows for editing eligible years for the selected employee.

The **Evaluation** screen displays information pertaining to employee’s evaluation. Reports can be run using the information input on this screen. Accessing information on this screen depends on the user’s roles and permissions.
The **Professional Growth** screen displays information regarding Professional Growth for selected classified employees and allows for tracking of Professional Growth increments.

The employee **Notes** screen contains all notes on previous screens and notes on HR Id. It also contains links to screen where the notes were originated.
The **Limited Term Module** is for variable employees and contains different sub modules with information pertaining to the selected employee. The sub modules are:

- **Employee Info** – name, address, phone number, birth date, marital status, and history relating to the selected employee. There is also a link to the **EMPLY** in the **Payroll/Personnel System**.
- **Status/Dates** - contains related date history and status of the selected employee.
- **Payroll Authorization** - shows the positions in which the employee is authorized to work in. There is a link to the **EMPOS** screen in the **Payroll/Personnel System**.
- **Employee Assignment** - shows the positions in which the employee is currently assigned to a history of positions the employee was assigned to. Multiple employees can be assigned to one HR Id. There is a link to the **EMPOS** screen in the **Payroll/Personnel System**.
- **Stipends** - link to the **EXPAY** screen in the **Payroll/Personnel System** displaying stipends assigned to selected employee.
- **Notes** – notes from any of the screens pertaining to the selected employee.

![Limited Term / Substitute](image-url)
The Teacher module contains:

- Teacher Info
- Beginning Teacher Support and Assistance (BTSA)
- No Child Left Behind (NCLB)
- Degree

The Teacher Info screen contains teacher seniority date, Range, step, BTSA record exists, and notes. On this screen there is hyperlink to the Credentials Data Base and the Employee-Position data in the Human Resource system.

The BTSA screen contains BTSA status information for BTSA participants and providers, tracking for Induction Verification, Verification of Completion, CFASST information, Induction Standard Activities, and Induction Standards Seminars/Professional Growth.
The NCLB screen is used for tracking NCLB information, degree and credential information, and also has a link into the Credential Data Base and the EMPOS information in the Payroll/Personnel System.

The Degrees screen allows user to track teacher’s degrees, credentials, and courses.
The position must exist in the Payroll/Personnel System, prior to adding information in the HR system, to allow for integration with the Payroll/Personnel System.

The Job Classification screen is used to add job classification to an employee group. A job classification must exist prior to creating an HR Identification.
When adding a position there is a hyperlink, which links to the Payroll/Personnel System to validate position numbers. When this is selected a Datagrid will display with the Salary Group, Payroll Position Numbers and Position Description from the Payroll/Personnel System. When a position is selected from the Datagrid, it will prefill the Payroll Position field, PaySalary Group, and other POSIT information.

The Update Empos Assignment Screen is used to complete changes to an existing HR record. This screen allows users to select the employee to be assigned to the position from a drop down window. Only employees who have a competed Pre-Employment status can be assigned to a regular position.

The Reports Module allows user to run reports from categories selected on the reports menu. There are four categories of reports, and within each category, there are different report options. After options are selected, the user can run a report in a preview mode, prior to saving. Reports can be saved for future use.
The **HR Maintenance Module** allows user to access and process the Reimbursement Chart for Professional Growth, to input mass entry for Payroll Authorization, to process annual certificated contracts, mass entry for evaluations and mass entry for longevity.

The district also has the capability to synchronize the Human Resource System with the **Payroll/Personnel System** on the HR Maintenance screen. This is done in three different steps. The employees must be synchronized first, the positions second and then the employees with the positions.

The **Setup Module** contains sub-modules used to set up and define control information. This information is used throughout the system and must be set up prior to accessing other modules. This information is used to populate drop down menus in other modules contained in the HR system. Most of this information is customized to each district. The available sub-modules are: **User Access Setups, Miscellaneous Setups, and Business Module Setups**. These screens are accessible to users that have the **Allow Update on All Setup Screens** box checked from the **Profiles Setup** screen.

The **User Access Setups** is used to assign permission to certain actions according to roles, and to assign users to roles according to security. The **Miscellaneous Setups** contains setups specific to each district and the Longevity Setup. The **Business Module Setups** must be completed so the information can be used to prefill fields in the different modules and sub-modules.