



servicerecord

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Human Resources > Maintenance > Staff Demo > Service Record

This tab contains service information for the employee. The data includes specific positions held, years of experience, service dates, as well as state and personal leave information. An employee may have more than one service record.

Add service record data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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Click **+Add** to add a row to the top grid. The fields in the lower free-form area are cleared allowing you to enter new data.

Field	Description
School Year	Type the year for which the service record is to be created in the YYYY format. More than one record may be created for a year.
Position Held Description	Type a description of the position held. The field can be a maximum of 30 characters.
School Grades Taught	Type the grades taught. The field can be a maximum of seven characters.
Years Experience	

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Print	<p>Print data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
	<p>View additional information.</p> <p>Click to view additional details for a selected row.</p>
	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Documents	<p>View or attach supporting documentation.</p>