(OBSOLETE) Employment Info - HRS7700

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This utility was removed with the June 2020 ASCENDER release as a result of the Human Resources application split.

Payroll > Utilities > Payroll Simulation > Employment Info

The Payroll Simulation tabs are used to create simulated payrolls for individual employees or groups of employees. This feature can show new employees what their checks will be or to show existing employees the changes to their paychecks before the changes become effective.

The Employment Info tab is used to retrieve employment information for a current or next year employee. The data allows you to create simulated payroll changes for proposed position changes or promotions. This data includes employment dates, job assignments, contract information, and job termination dates. Before using this tab, ensure that each employee has a demographic record as created using the Demographic Information tab on the Staff Demographic page.

Add payroll simulation employment information:

❑ Under **Parameters**, select the employee whose employment information is being changed for payroll simulation.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ﹀ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ﹀ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ﹀ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ﹀ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ﹀ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ﹀ to select the exact contract begin date to be included in the process.
Contract End Date	Click ﹀ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.

Field	Description
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

Notes:

- If more than one employee is selected, the system only populates the Addendum tab with all selected employees. The other Payroll Simulation tabs are not populated.
- Once an employee is selected, the same employee's information is presented on all tabs of the Payroll Simulation utility.
- A specific payroll frequency must be selected before clicking **Execute**; otherwise, no data displays. The user can select either current year or next year frequencies. All other parameters are optional.

❏ Click **Execute** to retrieve the selected employee. The employment information for the employee is displayed.

Employee Status	Click ⌄ to select the one-character code that indicates the employee status (e.g., applicant, active, professional, retired).
Highest Degree	Click ⌄ to select the highest degree the employee received from a certified learning institution.
Percent Day Employed	Type the percentage of each day for which this individual is employed. For example, if this employee works half-time, type 50. If he works full-time, type 100. The field can be a maximum of three digits.
Eligible for Re-hire	Select if the employee is eligible for rehire.
Extract ID	Click ⌄ to select a three-character, locally-assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. This code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set on the Employment Info page before they can be selected using this function.
Original Emp. Date	Type the original date on which the individual was employed by the LEA in the MMDDYYYY format. This date does not change if the employee has left the LEA, and then returned.

Latest Re-Employ Date	Type the date the employee began his current period of employment in the MMDDYYYY format. The field applies only to employees who worked for the LEA, left the LEA, and then returned. If the employee never left the LEA, the field is blank.
Retirement Date	Type the date of retirement for the employee in the MMDDYYYY format.
Take Retiree Surcharge	Select if the LEA should pay the TRS surcharges for retirees.
Year Round	Select if the employee is employed on the year-round calendar.
NY Take Retiree Surcharge	Select if the LEA should pay the TRS surcharges for retirees for next year processes.

❏ Under **Years Experience**:

Professional	In the **Total** field, type the total years of professional experience for the employee. The field can be a maximum of two digits. In the **In District** field, type the total years of professional experience for the employee in the LEA. The field can be a maximum of two digits.
Non-Professional	In the **Total** field, type the total years of nonprofessional experience for the employee. The field can be a maximum of two digits. In the **In District** field, type the total years of nonprofessional experience for the employee in the LEA. The field can be a maximum of two digits.
Grade(s) Taught	Type the grades the employee has taught (e.g., K-5).

❏ Under **Contract Information**:

Class	Click ⌄ to select the code that identifies any contract type or class identified by the LEA.
Term	Click ⌄ to select the code that identifies the terms of the contract held by the employee. Examples would be continuing, probationary, 1 year, and no contract.
Year	Click ⌄ to select the code that identifies in which year of the contract period the employee is currently working. For example, 02 would indicate the second year of the contract period.

❏ Under **Extended Leave**:

Begin	Type the date on which the employee begins an extended leave of absence in the MMDDYYYY format.
End	Type the date on which the employee ends an extended leave of absence in the MMDDYYYY format.

❏ Under **Termination**:

Date	Type the date that the termination of the employee takes effect in the MMDDYYYY format. This field is used only with employees who have been terminated from their positions.
Reason	Click ⌄ to select the reason the employee was terminated.

❏ Under **Estimated Annual Salary (Hourly Employees Only)**:

Budget Code Activity	Type the activity code, or click ⋮ to select the activity code from which the hourly employee's salary is allocated.

Budget Code Fund	Type the fund code, or click ⋮ to select the fund code from which the hourly employee's salary is allocated.
Budget Code Func	Type the function code, or click ⋮ to select the function code from which the hourly employee's salary is allocated.
Budget Code Obj	Type the object code, or click ⋮ to select the object code from which the hourly employee's salary is allocated.
Budget Code Org	Type the organization code, or click ⋮ to select the organization code from which the hourly employee's salary is allocated.
Budget Code Prog	Type the program code, or click ⋮ to select the program code from which the hourly employee's salary is allocated.
Amount	The amount of the employee's salary is displayed, but may be updated. Type the whole dollar amount for the salary.

❑ Under **Unemployment Eligibility**, for each **Qtr** column, select each month that the employee's unemployment eligibility is effective. If you selected **Unemployment Eligibility** on the Employee tab of the Mass Update utility, all **Qtr** columns are selected.

❑ Under **Fingerprint Information**:

Status	Click ⌄ to select the code to indicate the status of an employee's data. The system date populates the **Extract Date** field when the employee's data is extracted using the Extract Fingerprint utility. You can change the extract date, if necessary.
Fingerprint Date	Type the date on which the employee's fingerprint data was entered in the MMDDYYYY format.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.

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