



Texas Skyward User Group Conference

Employee Management – Advanced Options

Samantha Kollman



Employee Management – Advanced Options



This session includes discussion about some advanced options in Employee Management, including options for maintaining contract types, EEOC reporting, and comparing Assignment data to Payroll.

- Initialize Profile EEOC Codes
- Payroll Comparison Report
- Working FTE
- Mass Change Calendar Days
- Positions/ Assignments Mass Change
- Payroll Import Options

Initialize EEOC

Initialize by Employee Type - 05.15.06.00.07 - Mozilla Firefox

https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11509web/heeocbrws002.w?isPopup=true

Initialize by Employee Type (187)

Views: **General** Filters: *Skyward Default

Emp Type	Emp Type Description	EEOC Code
ADM11	ADMINISTRATOR - 11 MONTHS	(No Change)
ADM12	ADMINISTRATOR - 12 MONTHS	(No Change)
AID10	PARAPROFESSIONAL 10 MONTHS	(No Change)
AID11	PARAPROFESSIONAL 11 MONTHS	(No Change)
AID12	PARAPROFESSIONAL 12 MONTHS	(No Change)
AIDE	AIDE	(No Change)
BOARD	BOARD MEMBER	(No Change)
BUSDR	SCHOOL BUS DRIVER	(No Change)
BUSMO	BUS MONITOR	(No Change)
BUSMT	BUS MAINTENANCE	(No Change)
CAMGR	CAFETERIA MANAGER	(No Change)
CAWKR	CAFETERIA EMPLOYEE	(No Change)
COORD	COORDINATOR	(No Change)
COUNS	SCHOOL COUNSELOR	(No Change)
CUST	CUSTODIAN	(No Change)
GENMT	GENERAL MAINTENANCE	(No Change)

20 20 records displayed Emp Type: ABC

Buttons: Run, Edit, Select Multiple Employee Types, Back

Working FTE

2015-2016 Active Plan Cynthia Muckscr Account Preferences Exit ?

Home Employee **Employee Administration** Payroll Time Off Substitute Tracking TrueTime Advanced Features Federal/State Reporting Custom Reports

Position Control (931) Favorites New Window My Print Queue

Show FTE Counts Based On: Entered FTE Calculated FTE Working FTE - Pos End Date Working FTE - Current Date Working FTE - Entered Date: 09/10/2015

Views: Position Control FTE Filters: Skyward Default Clone

Position	Assignment	Building	Group	# Positions	Positions Filled	New Hire Requests	FastTrack Postings	Available FTE
▶ BILINGUAL/ESL	COORDINATOR - BILINGUAL / ES	BUILDING - WHS		1.00000		1.00000		
▶ BILINGUAL/ESL	DIRECTOR	BUILDING - ADM		1.00000	1.00000			
▶ BILINGUAL/ESL	PARAPROFESSIONAL	BUILDING - ADM		1.00000	1.00000			
▶ BUSINESS OFFICE	ACCOUNTS PAYABLE	BUILDING - ADM		1.00000	1.00000			
▶ BUSINESS OFFICE	BUSINESS OFFICE MANAGER	BUILDING - ADM		1.00000	1.00000			
▶ BUSINESS OFFICE	INSURANCE/BENEFITS	BUILDING - ADM		1.00000	1.00000			
▶ BUSINESS OFFICE	PAYROLL PARAPROFESSIONAL	BUILDING - ADM		2.00000	2.00000			
▶ BUSINESS OFFICE	PURCHASING	BUILDING - ADM		1.00000	1.00000			
▶ BUSINESS OFFICE	TAX ASSESSOR COLLECTOR	BUILDING - ADM		2.00000	1.00000			1.00000
▶ CAMPUS	ACADEMIC ACHIEVEMENT SPECI	BUILDING - WHS		1.00000	1.00000			
▶ CAMPUS	ADMINISTRATIVE ASSISTANT	BUILDING - JES		0.00000				
▶ CAMPUS	AEP COORDINATOR	BUILDING - WHJ		1.00000	1.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - FSE		1.00000	1.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - HES		1.00000	1.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - RRE		1.00000	1.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - SJH		2.00000	2.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - TES		1.00000	1.00000			
▶ CAMPUS	ASSISTANT PRINCIPAL	BUILDING - WHS		4.00000	4.00000			

20 records displayed Position: ABC

Position/ Assignment Mass Change

Positions/Assignments Mass Change - WH\AD\EM\PS\UT\PA - 11782 - 05.13.02.00.17-10.2 - Google Chrome

broker8:85/scripts/cgiip.exe/WService=11511web/hemmgedit077.w?isPopup=true

Positions/Assignments Mass Change (997)

* Template Description:
 Share this template with other users in the district

Choose Criteria for Position and Assignment Selection
 * Start Date: 01/01/1900 * thru: 12/31/9999 Process Positions
 * End Date: 01/01/1900 * thru: 12/31/9999 Process Assignments

Positions <input type="checkbox"/> All Positions <input type="checkbox"/> Incl Blank Positions Select Positions: ADMINISTRATOR TEACHER 2 of 22 records selected	Assignments <input checked="" type="checkbox"/> All Assignments <input checked="" type="checkbox"/> Incl Blank Assignments Select Assignments: * All * 600 of 600 records selected	Buildings <input checked="" type="checkbox"/> All Buildings <input checked="" type="checkbox"/> Incl Blank Buildings Select Buildings: * All * 57 of 57 records selected	Groups <input checked="" type="checkbox"/> All Groups <input checked="" type="checkbox"/> Incl Blank Groups Select Groups: * All * 58 of 58 records selected
Matrixes <input checked="" type="checkbox"/> All Matrixes <input checked="" type="checkbox"/> Incl Blank Matrixes Select Matrixes: * All * 39 of 39 records selected	Calendars <input checked="" type="checkbox"/> All Calendars <input checked="" type="checkbox"/> Incl Blank Calendars Select Calendars: * All * 49 of 49 records selected	Departments <input checked="" type="checkbox"/> All Departments <input checked="" type="checkbox"/> Incl Blank Departments Select Departments: * All * 36 of 36 records selected	Job Types <input checked="" type="checkbox"/> All Job Types <input checked="" type="checkbox"/> Incl Blank Job Types Select Job Types: * All * 45 of 45 records selected

* Asterisk (*) denotes a required field.



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THANK YOU FOR ATTENDING!

