



**Texas Skyward User Group Conference**

# **HR FTE MANAGEMENT**

**Kim Robinson**



# HR FTE Management



Skyward's Human Resources module allows the user to display Full Time Equivalent (FTE) counts multiple ways. This session reviews each of the different FTE's and how the software uses the FTE's.

- FTE's used for Texas state reporting
- FTE's used for internal reporting
- Displaying different FTE's in Position Control and Assignments
- Reporting on FTE's



## TEDS-PEIMS Reporting

- “% Day Employed” is a required field on TSDS Staff Association Interchange
- Definition from TEDS requirements:
  - PERCENT-DAY-EMPLOYED is that % of a standard district work day for which employee is hired to work. For an employee on contract, the % may be determined from the contract: full-time = "100"; half-time = "050"; and so on. For employee not on contract, % may be determined as follows:

*Example: Standard work day for district is 7 hours. An employee hired to work for 4 hours/day is coded as "057" because  $4/7 = .571$ , which is rounded down.*

## TEDS-PEIMS Reporting

- PEIMS “% Day Employed” value is extracted from the Additional Demographic table on Profile State Reporting tab
- “% Day Employed” field is created each year during the Add’l Demo roll up procedure
- The roll up process copies value from previous year’s Add’l Demo record



## Service Records

- Add'l Demo “% Day Employed” defaults into Service Record when added manually
- Emp Mgmt Assignment “Entered FTE” value imports into Service Record when the extract program is used
- During extract, if Add'l Demo “% Day Employed” & EM Assignment “Entered FTE” do not agree, a warning message is given on exception report









# HR FTE Management – Employee Mgmt



FTE's display in Position Control and in Assignments. Choose a type of FTE at the top of the screen.

**Position Control** (865)

Show FTE Counts Based On:  Entered FTE  Calculated FTE  Working FTE - Pos End Date  Working FTE - Current Date  Working FTE - Entered Date:

Views: Position Control FTE Filters: Skyward Default Clone

Position	Assignment	Building	Group	# Positions	Positions Filled	New Hire Requests	FastTrack Postings	Available FTE
▶ CAMPUS	BAND DIRECTOR	BUILDING - WHS		1.00000	1.00000			
▶ CAMPUS	CAMPUS TECHNOLOGIST	BUILDING - WHS		1.08020	1.08020			
▶ CAMPUS	CAMPUS TECHNOLOGIST	BUILDING - WJH		1.12300	1.12299			0.00001
▶ CAMPUS	COORDINATOR	BUILDING - WHS		1.00000	1.00000			
▶ CAMPUS	COORDINATOR - ARDS	BUILDING - WHS		1.00000				1.00000
▶ CAMPUS	COUNSELOR	BUILDING - FSE		0.00000	1.00000			-1.00000

**Assignments** (446)

Display Working FTE Based On:  Pos End Date  Current Date  Entered Date: 09/05/2014

Views: Staff Assignment Filters: UG - FTE View

Last Name	First Name	Middle	Position	Assignment	Building	FTE	Calc FTE	Working FT	Group
▶ Ackerleyscr	Johanne	P	FOOD SERVICES	NUTRITIONIST - SUPERVISOR	BUILDING -FDSE	1.00000	0.78318	0.00000	
▶ Ammannscr	Bernadett	G	CAMPUS PARAPROFESSIONAL	REGISTRAR	BUILDING -FSE	1.00000	1.00000	0.00000	
▶ Acrescr	Demetra	F	TEACHER	ELEMENTARY	BUILDING -RRE	1.00000	1.00000	1.00000	
▶ Aitchisonscr	Jacqueline	G	TRANSPORTATION	BUS MONITOR 2 ROUTES 4HR	BUILDING -TRANS	1.00000	1.00000	1.00000	
▶ Akeyscr	Lola	G	TRANSPORTATION	BUS DRIVER 2 ROUTES	BUILDING -TRANS	1.00000	0.00000	1.00000	

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▶ Akeyscr	Lola	G	TRANSPORTATION	BUS DRIVER 2 ROUTES	BUILDING -TRANS	1.00000	0.00000	1.00000	







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**THANK YOU FOR ATTENDING!**

