



Texas Skyward User Group Conference

TX – 060 - Employee

Management System Online

Data Management

Ann Nollinger



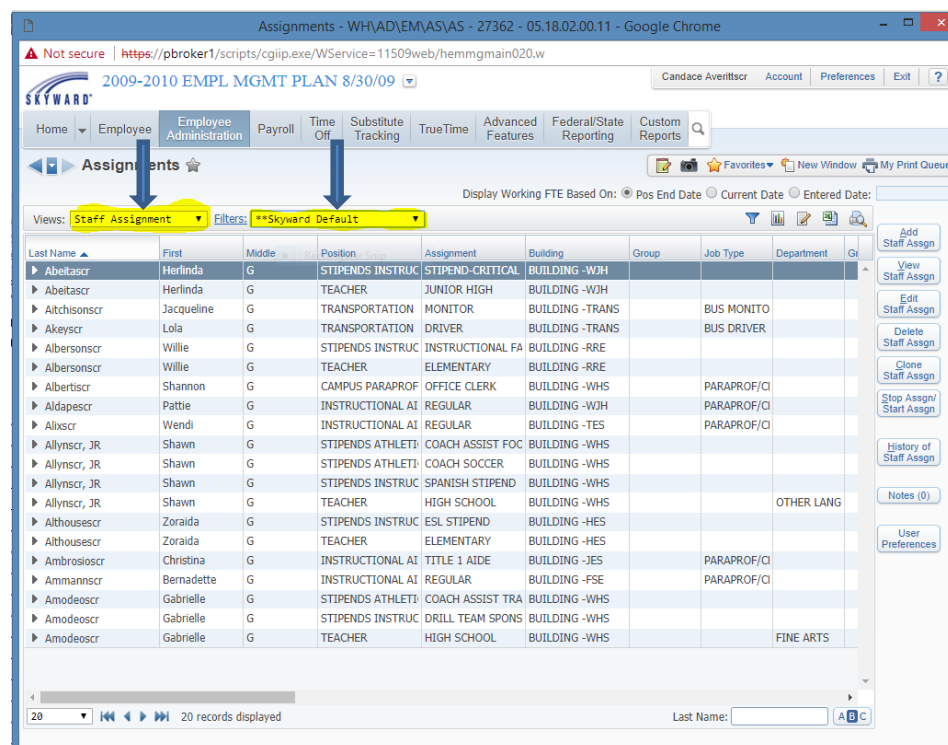
EMS-Online Data Management



This session provides a basic overview of Employee Management with a focus on quickly obtaining information online. Learn how to manipulate browse views and filters. This session also includes a detailed explanation of the FTE calculation and options for locking down the FTE to prevent going over budget.

- **Employee Management Online Information**
- **FTE Calculation**
- **Position Control Groups – Locking down the FTE**

The “Views” and “Filters” options allow users to manipulate the data displayed in the browse.



Assignments - WH\AD\EM\AS\AS - 27362 - 05.18.02.00.11 - Google Chrome

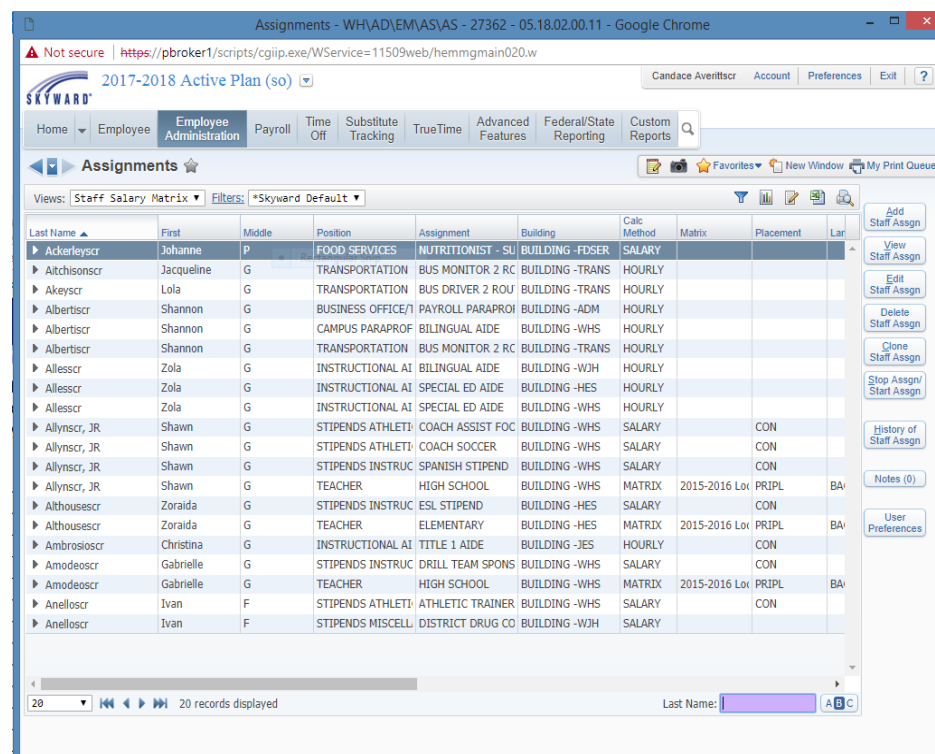
2009-2010 EMPL MGMT PLAN 8/30/09

Views: **Staff Assignment** Filters: ****Skyward Default**

Last Name	First	Middle	Position	Assignment	Building	Group	Job Type	Department
▶ Abeitascr	Herlinda	G	STIPENDS INSTRUC	STIPEND-CRITICAL	BUILDING -WJH			
▶ Abeitascr	Herlinda	G	TEACHER	JUNIOR HIGH	BUILDING -WJH			
▶ Altchisonscr	Jacqueline	G	TRANSPORTATION	MONITOR	BUILDING -TRANS		BUS MONITO	
▶ Akeyscr	Lola	G	TRANSPORTATION	DRIVER	BUILDING -TRANS		BUS DRIVER	
▶ Albersonscr	Willie	G	STIPENDS INSTRUC	INSTRUCTIONAL FA	BUILDING -RRE			
▶ Albersonscr	Willie	G	TEACHER	ELEMENTARY	BUILDING -RRE			
▶ Albertiscr	Shannon	G	CAMPUS PARAPROF	OFFICE CLERK	BUILDING -WHS		PARAPROF/C	
▶ Aldapescr	Pattie	G	INSTRUCTIONAL AI	REGULAR	BUILDING -WJH		PARAPROF/C	
▶ Albxscr	Wendi	G	INSTRUCTIONAL AI	REGULAR	BUILDING -TES		PARAPROF/C	
▶ Allynschr, JR	Shawn	G	STIPENDS ATHLETI	COACH ASSIST FOC	BUILDING -WHS			
▶ Allynschr, JR	Shawn	G	STIPENDS ATHLETI	COACH SOCCER	BUILDING -WHS			
▶ Allynschr, JR	Shawn	G	STIPENDS INSTRUC	SPANISH STIPEND	BUILDING -WHS			
▶ Allynschr, JR	Shawn	G	TEACHER	HIGH SCHOOL	BUILDING -WHS			OTHER LANG
▶ Althousescr	Zoraida	G	STIPENDS INSTRUC	ESL STIPEND	BUILDING -HES			
▶ Althousescr	Zoraida	G	TEACHER	ELEMENTARY	BUILDING -HES			
▶ Ambrosiosscr	Christina	G	INSTRUCTIONAL AI	TITLE 1 AIDE	BUILDING -JES		PARAPROF/C	
▶ Ammannschr	Bernadette	G	INSTRUCTIONAL AI	REGULAR	BUILDING -FSE		PARAPROF/C	
▶ Amodeosscr	Gabrielle	G	STIPENDS ATHLETI	COACH ASSIST TRA	BUILDING -WHS			
▶ Amodeosscr	Gabrielle	G	STIPENDS INSTRUC	DRILL TEAM SPONS	BUILDING -WHS			
▶ Amodeosscr	Gabrielle	G	TEACHER	HIGH SCHOOL	BUILDING -WHS			FINE ARTS

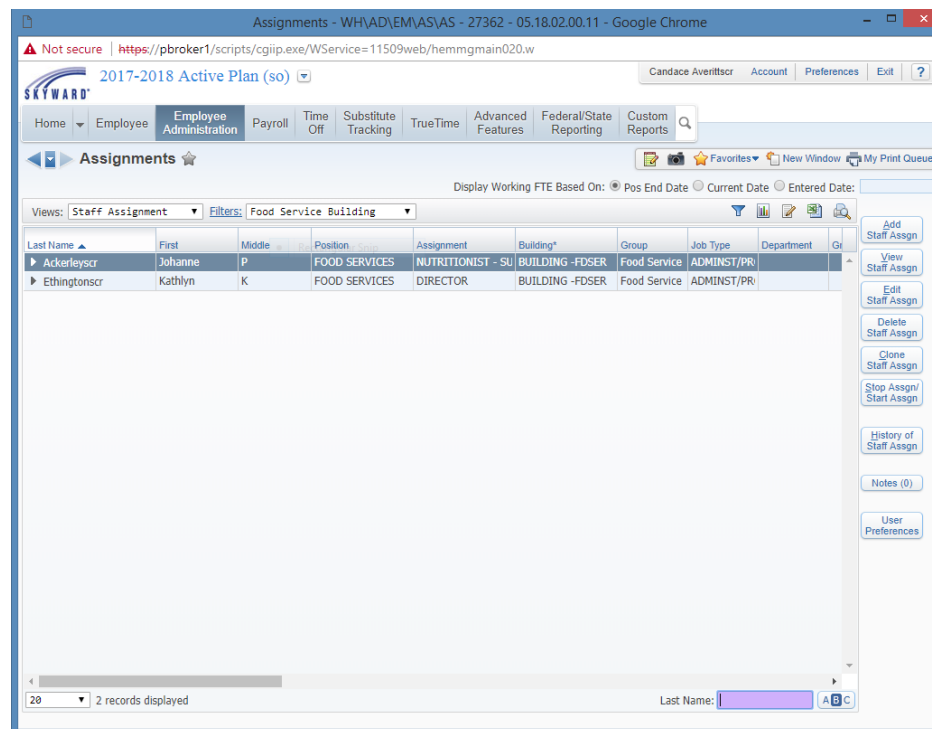
20 records displayed

Manipulating the browse view using the views and/or filters allows the user to quickly verify data online.



Last Name	First	Middle	Position	Assignment	Building	Calc Method	Matrix	Placement	Lar
Ackerleyscr	Johanne	P	FOOD SERVICES	NUTRITIONIST - SU	BUILDING - FDSER	SALARY			
Alchisonscr	Jacqueline	G	TRANSPORTATION	BUS MONITOR 2 RC	BUILDING -TRANS	HOURLY			
Akeysr	Lola	G	TRANSPORTATION	BUS DRIVER 2 ROU	BUILDING -TRANS	HOURLY			
Albertiscr	Shannon	G	BUSINESS OFFICE/I	PAYROLL PARAPROF	BUILDING -ADM	HOURLY			
Albertiscr	Shannon	G	CAMPUS PARAPROF	BILINGUAL AIDE	BUILDING -WHS	HOURLY			
Albertiscr	Shannon	G	TRANSPORTATION	BUS MONITOR 2 RC	BUILDING -TRANS	HOURLY			
Allesscr	Zola	G	INSTRUCTIONAL AI	BILINGUAL AIDE	BUILDING -WJH	HOURLY			
Allesscr	Zola	G	INSTRUCTIONAL AI	SPECIAL ED AIDE	BUILDING -HES	HOURLY			
Allesscr	Zola	G	INSTRUCTIONAL AI	SPECIAL ED AIDE	BUILDING -WHS	HOURLY			
Allynsr, JR	Shawn	G	STIPENDS ATHLETI	COACH ASSIST FOC	BUILDING -WHS	SALARY		CON	
Allynsr, JR	Shawn	G	STIPENDS ATHLETI	COACH SOCCER	BUILDING -WHS	SALARY		CON	
Allynsr, JR	Shawn	G	STIPENDS INSTRUC	SPANISH STIPEND	BUILDING -WHS	SALARY		CON	
Allynsr, JR	Shawn	G	TEACHER	HIGH SCHOOL	BUILDING -WHS	MATRIX	2015-2016 Lot	PRIPL	BA
Althousescr	Zoraids	G	STIPENDS INSTRUC	ESL STIPEND	BUILDING -HES	SALARY		CON	
Althousescr	Zoraids	G	TEACHER	ELEMENTARY	BUILDING -HES	MATRIX	2015-2016 Lot	PRIPL	BA
Ambrosioscr	Christina	G	INSTRUCTIONAL AI	TITLE 1 AIDE	BUILDING -JES	HOURLY		CON	
Amodeoscr	Gabrielle	G	STIPENDS INSTRUC	DRILL TEAM SPONS	BUILDING -WHS	SALARY		CON	
Amodeoscr	Gabrielle	G	TEACHER	HIGH SCHOOL	BUILDING -WHS	MATRIX	2015-2016 Lot	PRIPL	BA
Anelloscr	Ivan	F	STIPENDS ATHLETI	ATHLETIC TRAINER	BUILDING -WHS	SALARY		CON	
Anelloscr	Ivan	F	STIPENDS MISCELL	DISTRICT DRUG CO	BUILDING -WJH	SALARY			

Users may create individual filters to specify the data displayed in the browse.



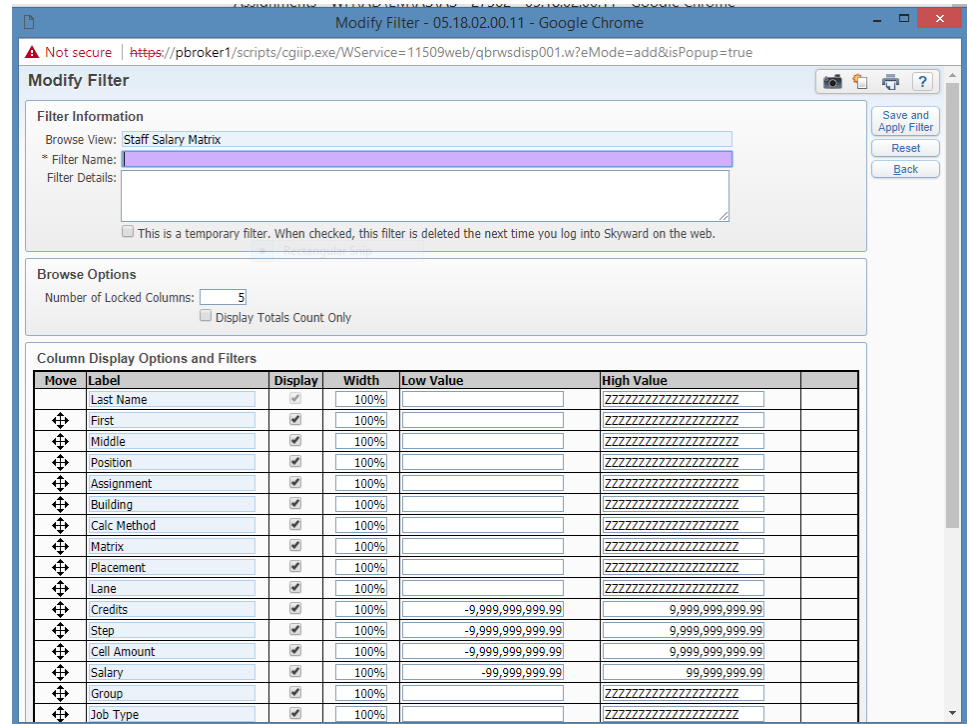
The screenshot shows the Skyward web application interface. The browser address bar indicates the URL: `https://pbroker1/scripts/cgiiip.exe/WService=11509web/hemmgmain020.w`. The page title is "2017-2018 Active Plan (so)". The navigation menu includes "Home", "Employee", "Employee Administration", "Payroll", "Time Off", "Substitute Tracking", "TrueTime", "Advanced Features", "Federal/State Reporting", and "Custom Reports". The current page is "Assignments".

Below the navigation, there are options for "Display Working FTE Based On:" (Pos End Date, Current Date, Entered Date) and a "Views:" dropdown set to "Staff Assignment". A "Filters:" dropdown is set to "Food Service Building".

Last Name	First	Middle	Position	Assignment	Building*	Group	Job Type	Department
Ackerleyscr	Johanne	P	FOOD SERVICES	NUTRITIONIST - SU	BUILDING -FDSER	Food Service	ADMINST/PR	
Ethingtonscr	Kathlyn	K	FOOD SERVICES	DIRECTOR	BUILDING -FDSER	Food Service	ADMINST/PR	

At the bottom of the page, there is a "20" dropdown, "2 records displayed", and a search box for "Last Name:".

User defined filters allow the user to dictate which fields are displayed. The “Move” option allows the user to dictate the order the columns are listed.

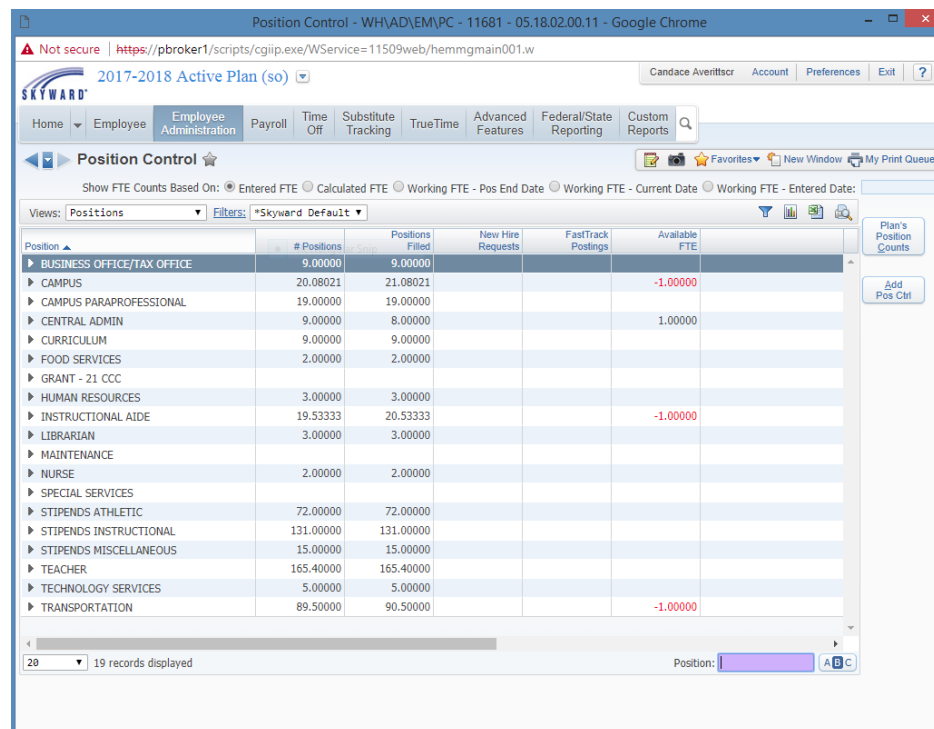


The screenshot shows a web browser window titled "Modify Filter - 05.18.02.00.11 - Google Chrome". The URL is <https://pbroker1/scripts/cgiip.exe/WService=11509web/qbrwsdisp001.w?eMode=add&isPopup=true>. The page content includes:

- Filter Information:**
 - Browse View: Staff Salary Matrix
 - * Filter Name: (input field)
 - Filter Details: (text area)
 - This is a temporary filter. When checked, this filter is deleted the next time you log into Skyward on the web.
- Browse Options:**
 - Number of Locked Columns:
 - Display Totals Count Only
- Column Display Options and Filters:**

Move	Label	Display	Width	Low Value	High Value
	Last Name	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	First	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Middle	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Position	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Assignment	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Building	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Calc Method	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Matrix	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Placement	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Lane	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Credits	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text" value="-9,999,999,999.99"/>	<input type="text" value="9,999,999,999.99"/>
⇅	Step	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text" value="-9,999,999,999.99"/>	<input type="text" value="9,999,999,999.99"/>
⇅	Cell Amount	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text" value="-9,999,999,999.99"/>	<input type="text" value="9,999,999,999.99"/>
⇅	Salary	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text" value="-99,999,999.99"/>	<input type="text" value="99,999,999.99"/>
⇅	Group	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>
⇅	Job Type	<input checked="" type="checkbox"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzzzz"/>

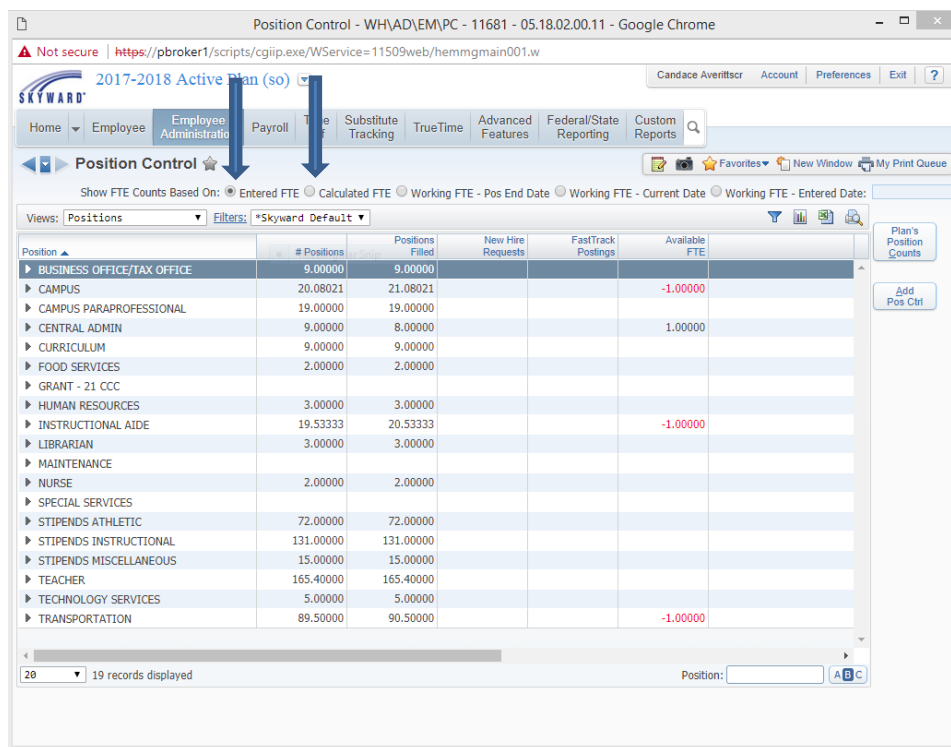
The Position Control “Position” view allows user to quickly verify the available FTE by Position or Assignment.



The screenshot shows the Skyward Position Control interface. The main table displays the following data:

Position	# Positions	Positions Filled	New Hire Requests	FastTrack Postings	Available FTE
BUSINESS OFFICE/TAX OFFICE	9.00000	9.00000			
CAMPUS	20.08021	21.08021			-1.00000
CAMPUS PARAPROFESSIONAL	19.00000	19.00000			
CENTRAL ADMIN	9.00000	8.00000			1.00000
CURRICULUM	9.00000	9.00000			
FOOD SERVICES	2.00000	2.00000			
GRANT - 21 CCC					
HUMAN RESOURCES	3.00000	3.00000			
INSTRUCTIONAL AIDE	19.53333	20.53333			-1.00000
LIBRARIAN	3.00000	3.00000			
MAINTENANCE					
NURSE	2.00000	2.00000			
SPECIAL SERVICES					
STIPENDS ATHLETIC	72.00000	72.00000			
STIPENDS INSTRUCTIONAL	131.00000	131.00000			
STIPENDS MISCELLANEOUS	15.00000	15.00000			
TEACHER	165.40000	165.40000			
TECHNOLOGY SERVICES	5.00000	5.00000			
TRANSPORTATION	89.50000	90.50000			-1.00000

The FTE Counts may be calculated based on Entered FTE, Calculated FTE, or 3 Working FTE Options



Position Control - WH\AD\EM\PC - 11681 - 05.18.02.00.11 - Google Chrome

2017-2018 Active Plan (so)

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

Position Control

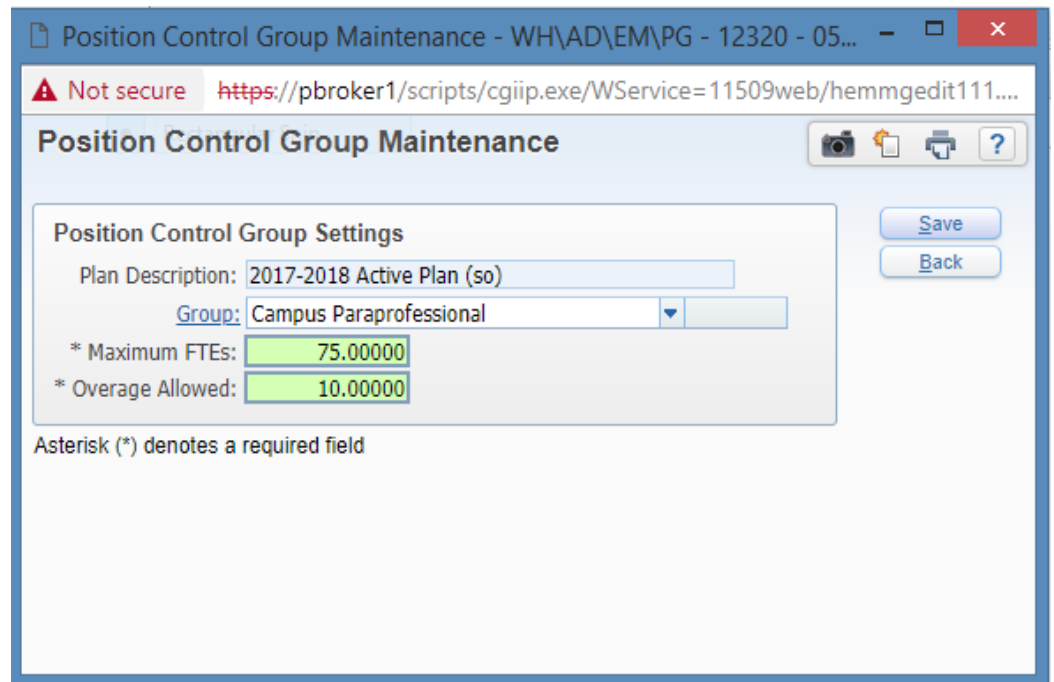
Show FTE Counts Based On: Entered FTE Calculated FTE Working FTE - Pos End Date Working FTE - Current Date Working FTE - Entered Date:

Views: Positions Filters: *Skyward Default

Position	# Positions	Positions Filled	New Hire Requests	FastTrack Postings	Available FTE
BUSINESS OFFICE/TAX OFFICE	9.00000	9.00000			
CAMPUS	20.08021	21.08021			-1.00000
CAMPUS PARAPROFESSIONAL	19.00000	19.00000			
CENTRAL ADMIN	9.00000	8.00000			1.00000
CURRICULUM	9.00000	9.00000			
FOOD SERVICES	2.00000	2.00000			
GRANT - 21 CCC					
HUMAN RESOURCES	3.00000	3.00000			
INSTRUCTIONAL AIDE	19.53333	20.53333			-1.00000
LIBRARIAN	3.00000	3.00000			
MAINTENANCE					
NURSE	2.00000	2.00000			
SPECIAL SERVICES					
STIPENDS ATHLETIC	72.00000	72.00000			
STIPENDS INSTRUCTIONAL	131.00000	131.00000			
STIPENDS MISCELLANEOUS	15.00000	15.00000			
TEACHER	165.40000	165.40000			
TECHNOLOGY SERVICES	5.00000	5.00000			
TRANSPORTATION	89.50000	90.50000			-1.00000

20 19 records displayed Position: [A B C]

Users may lock down the FTE by using the Position Control Group. Maximum FTE values are set and Overage amounts are determined in maintenance screen.



Position Control Group Maintenance - WH\AD\EM\PG - 12320 - 05...
Not secure https://pbroker1/scripts/cgiip.exe/WService=11509web/hemmgedit111...
Position Control Group Maintenance

Position Control Group Settings

Plan Description: 2017-2018 Active Plan (so)

Group: Campus Paraprofessional

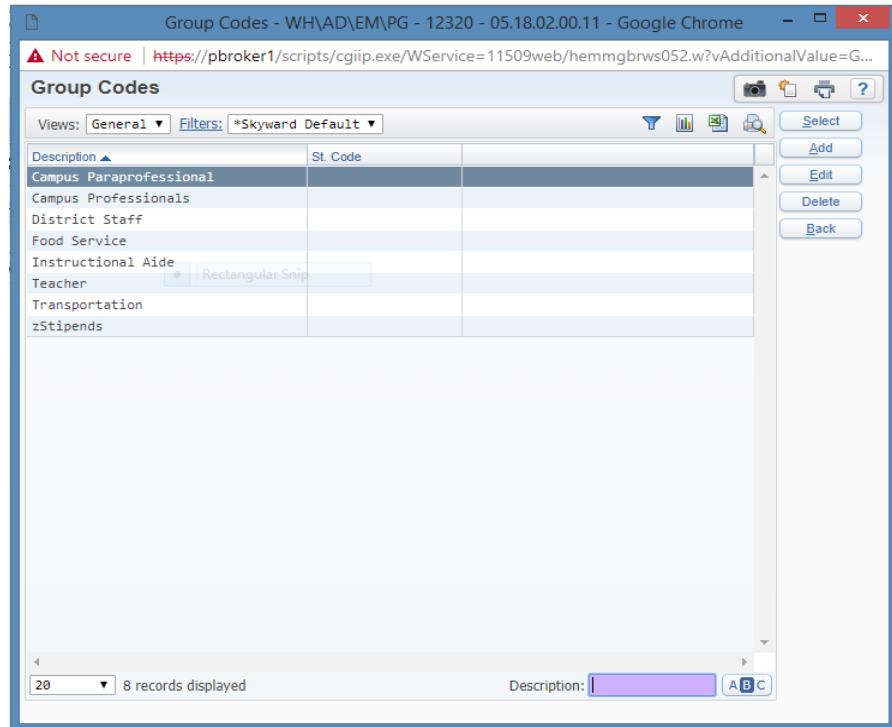
* Maximum FTEs: 75.00000

* Overage Allowed: 10.00000

Asterisk (*) denotes a required field

Save Back

The Group code links both the position control record and the individual assignment to the Position Control Group.



Message will appear when attempting to add an assignment where there is no available FTE.

The Position Control you selected has no available FTEs in the parent Position Control Group. An Assignment cannot be added to this Position Control. Please go back and select another Position Control.

OK



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THANK YOU FOR ATTENDING!

