



Texas Skyward User Group Conference

# Employee Config, Utilities, and Report

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# Employee



## Employee Config

- Employee Confidentiality Setting
- District Employee Confidentiality
- Employee Id Setup

## Employee Utilities

- Calendar Mass Change
- Mass Change Profile Print Deposit advice option
- Increment Years of Experience

## Employee Reports

- Employee Data Mining

## Employee Confidentiality setting

Employee Confidentiality Setup - WH\EP\PS\CF\EM - 8706 - 05.18.02.00.12 - Internet Explorer

### Employee Confidentiality Setup

Views: Confidentiality Information Filters: \*Skyward Defaults

Last Name	First	Middle	A	Emp Typ	Addr	1st Phn	2nd Phn	3rd Phn	SS#	Marital Sts	Tax Info	Spouse Name	Former Name	DOI
Abbotscr	Audra	G	A	AIDL1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Employee Information

Confidentiality Information Edit Confidential Flag Settings

**Confidential Information**

Address:	Yes	Marital Status:	Yes
1st Phone Number:	Yes	Tax Information:	Yes
2nd Phone Number:	Yes	Spouse's Name:	Yes
3rd Phone Number:	Yes	Former Name:	Yes
Social Security Number:	Yes	Date of Birth:	Yes
Veteran Status:	No	Race and Ethnicity:	No
EEOC Code:	No	Leave History Information:	No
Email:	No	Emergency Contacts:	No

Mass Change Confidentiality

Mass Change Access to SSN on Profile Search

Back



## Employee Id setup

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Employee ID Setup - WH\EP\PS\CF\EI - 27990 - 05.18.0...

### Employee ID Setup

Auto-Generate Employee ID on Add of Employees?  
 Auto-Generate Employee ID on Add of Staff?  
 Employee ID required  
 Lock Staff and Name Information [?](#)

**Auto Generate** [?](#)

Randomly  
 Sequentially  
 Last Employee ID:  [Set](#)

**Valid ID Values**

Letters and Numbers  
 Numbers Only

**Lengths**

Maximum Length:  [v](#)

Minimum Length:  [v](#) [?](#)

[Save](#)  
[Back](#)

100%



## Mass Change Profile Print Deposit Advices option

Mass Change Profile Print Deposit Advices Option - WH\EP\PS\UT\PD - 25128 - 05.18.02.00.12 - Internet Explorer

### Mass Change Profile Print Deposit Advices Option

Mass Change Profile Print Deposit Advices Option

\* Initialize Profile Print Deposit Advices Option to:  ▼

\* [Selection Parameters:](#)  ▼

Asterisk (\*) denotes a required field

[Run](#) [Back](#)

## Increment Years of Experiences

Increment Years of Experience - WH\EP\PS\UT\IN - 25238 - 05.18.02.00.12 - Internet Explorer

### Increment Years of Experience

**Template Settings**

\* Template Description: **Increment Year of services** x

Share with other users in the district

**Utility Parameters**

Increment  by  Nbr of Days:

Select Date:  Hire Date  Start Date  Combine Days on All Assignments in Selected Plans

Include Blank Hire Dates

Plan:

\* If a plan is not selected neither the Number of Days or Placements will be included in the processing parameters.

\* Selection Parameters:

**Codes Parameters**

**Select Years of Experience Values**

Description	Index
<input checked="" type="checkbox"/> District Experience	1
<input type="checkbox"/> Prev District Experienc	2
<input type="checkbox"/> State Experience	3

3 records displayed Description:

**Select Placements**

Description	Code
<input checked="" type="checkbox"/> BILINGUAL INCREME	BILING
<input type="checkbox"/> CONTRACT PLACEME	CON
<input type="checkbox"/> PRIMARY PLACEMENT	PRIPL
<input type="checkbox"/> PRIPL	Local09
<input type="checkbox"/> SECONDARY PLACEM	SECAR

7 records displayed Description:

Include Assignments with no Placement Code

Asterisk (\*) denotes a required field



# Data Mining Report

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Data Mining - WH\EP\DM - 9965 - 05.18.02.00.12 - Internet Explorer

Skyward School District

Report Information

- Fields
- Ranges
- Sorting
- Selected Employees
- Format
- Task Manager

\* Report Name:

\* Report Title:  x

Temporary Report - Automatically deleted after 24 hours of creation

Report Orientation:  Portrait  Landscape

Employee Status:  Active  Inactive  Both

Excel Export:  Use Default Field Lengths  Use Template Field Lengths

Include Parameter Page

Show Counts Only

Print Confidential Fields

Show in Employee Access

\* Driver Table:

Employee Inclusion:  Include All Employees on the Report, Regardless if They Have Any Data in the Selected Field Areas. ?

Include Employees Who Have Data in at Least One of the Selected Field Areas.

Include Only Employees Who Have Data in All of the Selected Field Areas.

Notes:

Maximum characters: 500, Remaining characters: 500

Asterisk (\*) denotes a required field

Buttons: Save and Add Fields, Save, Back





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**THANK YOU FOR ATTENDING!**

