



**Texas Skyward User Group Conference**

# **Employee Management System – Online Data Management**

**Kayelee Lyons**



# Employee Management System



This session provides a basic overview of Employee Management, with a focus of quickly obtaining information online by manipulating the browse views and filters. We provide a detail 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

Position Control allows the user to view and/or edit available FTE by Position or Assignment

2019-2020 Active Plan (KR)

Kayelee Lyons Account Preferences Exit ?

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

**Position Control (2574)** 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:

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	21.08021	21.08021			
▶ CAMPUS PARAPROFESSIONAL	19.00000	19.00000			
▶ CENTRAL ADMIN	8.00000	8.00000			
▶ CURRICULUM	9.00000	9.00000			
▶ FOOD SERVICES	2.00000	2.00000			
▶ GRANT - 21 CCC					
▶ HUMAN RESOURCES	3.00000	3.00000			
▶ INSTRUCTIONAL AIDE	19.53333	19.53333			
▶ LIBRARIAN	3.00000	3.00000			
▶ MAINTENANCE		2.00000			-2.00000

Plan's Position Counts Add Pos Ctrl

**Position Details**

Position: BUSINESS OFFICE/TAX OFFICE BSOFTXO Job Type: PARAPROF/CLERICAL - PG 6 AID12 Save Cancel

Assignment: ACCOUNTS PAYABLE AP Department: Grade From: Grade To:

Building: BUILDING -ADM ADM Supervisor: Ackerleyscr Johanne P ACKERJ0H001

Calculate FTE by:  Hours Per Day  Entered FTE

Term of Position

\* Calendar: 220 PARA 220 PARA # Pos: 1.00000 1.00000 1.00000

Start Date: 07/15/2019 Total Hrs: 1650 Pos Filled: 1.00000 1.00000 1.00000

Nbr Days: 220 Total Mins: 0 New Hire: 0.00000 0.00000 0.00000

End Date: 06/19/2020 FastTrack: 0.00000 0.00000 0.00000

Available: 0.00000 0.00000 0.00000

<sup>1</sup> Working FTE Counts Based On Pos Ctrl End Date (06/19/2020)

Salary Calculation Method

Enter Salary Amount  Enter Hourly Pay Amount

## Different FTE Options – Entered FTE, Calculated FTE, or Working FTE

2019-2020 Active Plan (KR) Kayelee Lyons Account Preferences Exit ?

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

**Position Control** (2574) 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:

Views: Positions Filters: \*Skyward Default

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▶ LIBRARIAN	3.00000	3.00000			
▶ MAINTENANCE		2.00000			-2.00000

Plan's Position Counts  
Add Pos Ctrl

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

2019-2020 Active Plan (KR) Kayelee Lyons Account Preferences Exit ?

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

**Assignments** (517) Favorites New Window My Print Queue

Display Working FTE Based On:  Pos End Date  Current Date  Entered Date:

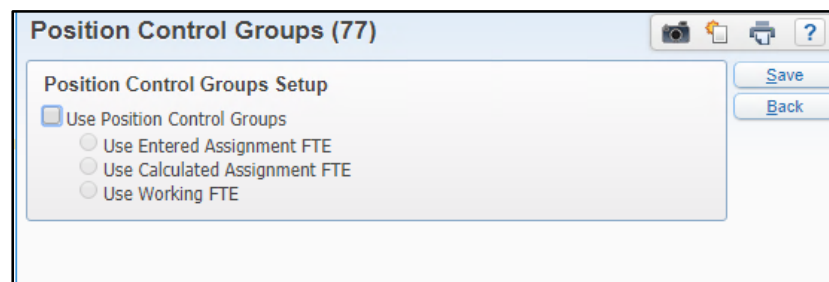
Views: Staff Assignment Filters: \*\*Skyward Default

Last Name	First	Middle	Position	Assignment	Building	Group	Job Type	Department	Gr
▶ Ackleyscr	Johanne	P	FOOD SERVICES	NUTRITIONIST - SU	BUILDING -FDSER	Food Service	ADMINST/PR		
▶ Acrescr	Demetra	F	TEACHER	AEP TEACHER	BUILDING -WJH	Teacher			
▶ Aitchisonscr	Jacqueline	G	TRANSPORTATION	BUS MONITOR 2 RC	BUILDING -TRANS	Transportatio	BUS DRIVER/		
▶ Akeysr	Lola	G	TRANSPORTATION	BUS DRIVER 2 ROU	BUILDING -TRANS	Transportatio	BUS DRIVER/		
▶ Albertiscr	Shannon	G	BUSINESS OFFICE/1	PAYROLL PARAPRO	BUILDING -ADM	District Staff	PARAPROF/CI		
▶ Albertiscr	Shannon	G	CAMPUS PARAPROF	BILINGUAL AIDE	BUILDING -WHS	Campus Para	PARAPROF/CI		
▶ Albertiscr	Shannon	G	TRANSPORTATION	BUS MONITOR 2 RC	BUILDING -TRANS	Transportatio	BUS DRIVER/		
▶ Allescr	Zola	G	INSTRUCTIONAL AI	BILINGUAL AIDE	BUILDING -WJH	Instructional	PARAPROF/CI		
▶ Allescr	Zola	G	INSTRUCTIONAL AI	SPECIAL ED AIDE	BUILDING -HES	Instructional	PARAPROF/CI		
▶ Allescr	Zola	G	INSTRUCTIONAL AI	SPECIAL ED AIDE	BUILDING -WHS	Instructional	PARAPROF/CI		
▶ Allynsr, JR	Shawn	G	STIPENDS ATHLETI	COACH ASSIST FOC	BUILDING -WHS	zStipends			
▶ Allynsr, JR	Shawn	G	STIPENDS ATHLETI	COACH SOCCER	BUILDING -WHS	zStipends			
▶ Allynsr, JR	Shawn	G	STIPENDS INSTRUC	SPANISH STIPEND	BUILDING -WHS	zStipends			
▶ Allynsr, JR	Shawn	G	TEACHER	HIGH SCHOOL	BUILDING -WHS	Teacher		OTHER LANG	
▶ Althousescr	Zoraida	G	STIPENDS INSTRUC	ESL STIPEND	BUILDING -HES	zStipends			
▶ Althousescr	Zoraida	G	TEACHER	ELEMENTARY	BUILDING -HES	Teacher			
▶ Ambrosioscr	Christina	G	INSTRUCTIONAL AI	TITLE 1 AIDE	BUILDING -JES	Instructional	PARAPROF/CI		
▶ Amodeoscr	Gabrielle	G	STIPENDS INSTRUC	DRILL TEAM SPONS	BUILDING -WHS	zStipends			
▶ Amodeoscr	Gabrielle	G	TEACHER	HIGH SCHOOL	BUILDING -WHS	Teacher		FINE ARTS	
▶ Anelloscr	Ivan	F	STIPENDS ATHLETI	ATHLETIC TRAINER	BUILDING -WHS	zStipends			

[Add Staff Assgn](#)  
[View Staff Assgn](#)  
[Edit Staff Assgn](#)  
[Delete Staff Assgn](#)  
[Clone Staff Assgn](#)  
[Stop Assgn/Start Assgn](#)  
[History of Staff Assgn](#)  
[Notes \(0\)](#)  
[User Preferences](#)



Position Control Groups – Locking down the FTE – Setup the configuration and the Maximum FTEs and Overage amounts allowed



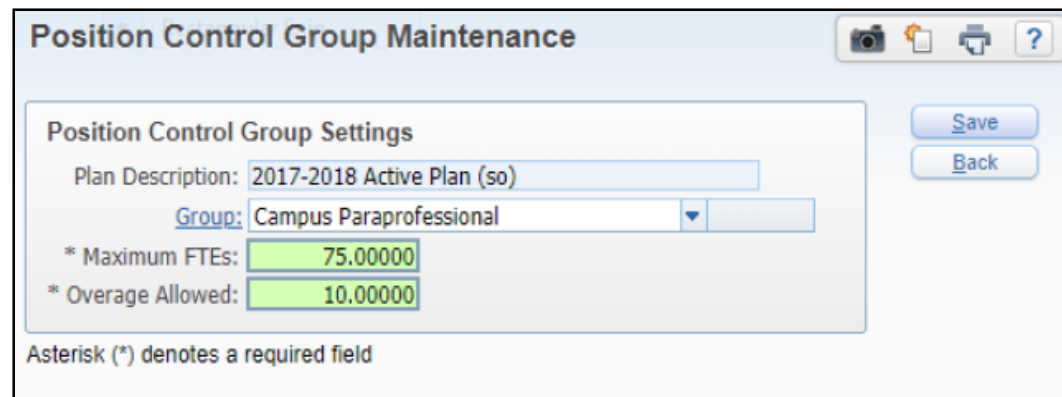
**Position Control Groups (77)**

**Position Control Groups Setup**

Use Position Control Groups

- Use Entered Assignment FTE
- Use Calculated Assignment FTE
- Use Working FTE

Buttons: Save, Back



**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

Buttons: Save, Back











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**THANK YOU FOR ATTENDING!**

