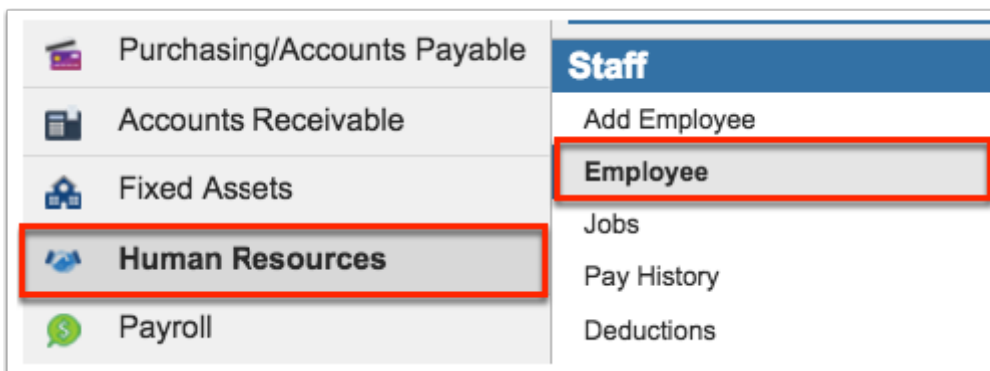


# Charter/Contracted Emp Info

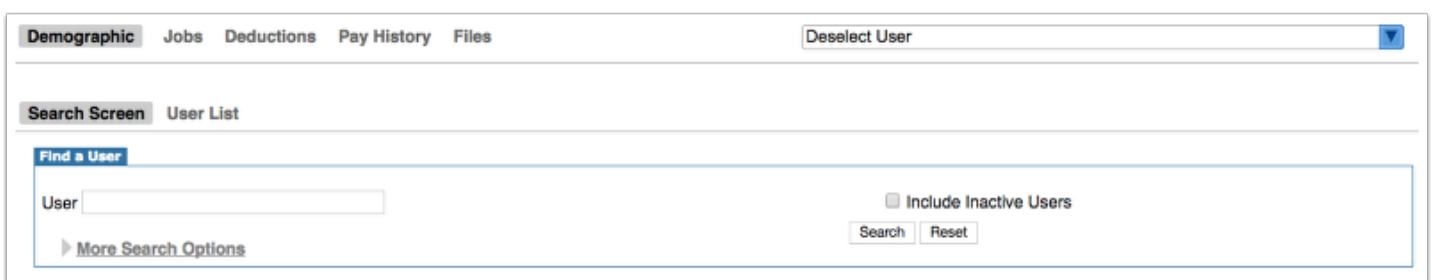
The Charter/Contracted Employee tab is part of the Human Resources' Employee module. This additional step to an employee's information could make all of the difference in state reporting for all districts; the Charter/Contracted Employee tab also aids in the calculations and tracking of Payroll, Benefits, and more. For more details on definition and regulations, visit the [Florida Department of Education's Staff Information System](#).

## Navigation and Search for an Employee

1. From the **Human Resources** menu, click **Employee**.



Clicking Employee navigates to the Demographic tab and bring up a Search Screen. There are several different ways to search and find an employee.



- i** You can search for employees from the **Jobs** tab, the **Deductions** tab, **Pay History**, or the **Files** tab as well depending on what information you want to pull.

2. Type the employee's name or part of their name in the **User** search box.

**Search Screen** **User List**

**Find a User**

User

[▶ More Search Options](#)

☒ Include Inactive Users

3. To add additional search items, click **More Search Options**. Here you can add search items in the General section, Teachers section, Employee Demographic section, W4 Information section, the Communications Log, Charter/Contracted Emp Info section, and the State Reporting section. Click the gray arrow next to each section to open the search fields.

**Search Screen** **User List**

**Find a User**

**General**

Last Name

First Name

Username

Profile

E-mail Address

Florida Education Identifier

Florida Educators Certificate Number

Phone Number

Social Security Number

Staff Number Identifier, Local

Experience Length (Years) Between  &

Gender

☐ Include Inactive Users

4. To **Include Inactive Users** in your search, select the corresponding check box.

5. Click **Search**. Click Reset to clear any information input in More Search Options to start over. Note: This only takes effect prior to clicking the Search button.

☐ Include Inactive Users

**i** For more information on conducting an employee search, see [Searching for an Employee](#).

6. Click the **User** name to open user information.

Once an employee is selected, to close the employee and search for a new one, click the **X**.

## Charter/Contracted Employee Information

1. Once the employee has been selected, click on the **Charter/Contracted Emp Info** tab on the left side of screen to open the tab.

**ABBOTT,**
  
12494 (Local ID: 2400)

[Jobs](#)
[Deductions](#)

Filter fields...

Address
Charter/Contracted Em...
Comments
Communications Log
Contact
Direct Deposit

### Charter/Contracted Emp Info

#### Payroll Information - Base

Export
Filter: OFF

	Status	School	Job Code

💡 For a quick search, use the **Filter fields...** text box to begin typing the name of the tab.

empl

Charter/Contracted Em...
Employee Demographic
State Reporting

Click the **Expand/Shrink** gray arrow to hide the tabs on the left side of the screen to expand the selected tab. Once closed, click the gray arrow again to reopen the selection of tabs.

Filter fields...

- Address
- Charter/Contracted Em...
- Communications Log
- Contact
- Direct Deposit
- Emergency Contacts
- Employee Demographic
- Exigent Circumstances

### Charter/Contracted Emp Info

Survey 2, 3 and 5

2. Enter the **Contractor Role** in the provided text box.

### Charter/Contracted Emp Info

Contractor Role	
Contractor Id	2345
Status	Active
Contractor Type	School Resource Officer

3. Enter the **Contractor Id** in the provided text box.

4. Select the user's **Status** as an Active or Inactive employee.

Status

Filter

School


b Code

Active

Inactive

5. Select the **Contractor Type** from the pull-down.





6. Click **Save**.

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Jobs Deductions Pay History Files Audit Trail Benefits

Benefit Payments



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**Save**    

### Charter/Contracted Emp Info

Contractor Role	
Contractor Id	2345
Status	Active 
Contractor Type	School Resource Officer 

### Errors

 Social Security Number 

## Survey 2, 3 and 5

The next nine fields are general information applicable to the employee that will pull into Surveys 2, 3, and 5 of state reporting.


### Survey 2, 3 and 5

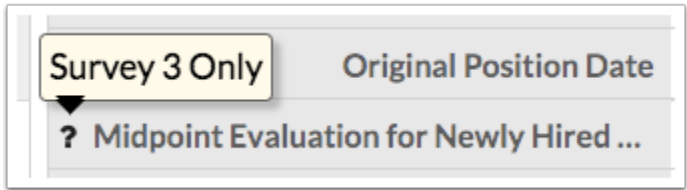
Primary School	<input type="text"/>
Primary Job Code	<input type="text"/>
Employee Type	<input type="text"/>
Current Position Date	<input type="text"/>
Continuous Employment Date	<input type="text"/>
Original Position Date	<input type="text"/>
? Midpoint Evaluation for Newly Hired Classroo...	<input type="text"/>
Separation Date	<input type="text"/>
Separation Reason	<input type="text"/>

1. Select the employee's **Primary School** of working, and **Primary Job Code**.
2. Select the **Employee Type** such as Contracted full-time employee, Student employee, etc.
3. Select the **Current Position Date**, as in when the employee began their current position (the first day of their contract for their current position).
4. Select the **Continuous Employment Date** from the Calendar. This is used when an employee continues employment within the same district but within a different position.

5. The **Original Position Date** is also required here; this is the date the employee was originally hired; i.e. the first time they ever worked in the district.

6. **Midpoint Evaluation for Newly Hired Classroom Teachers:** For Survey 3 only report mid-year Personnel Evaluations for classroom teachers newly hired by the district, as defined by DOE.


 Hover over the question marks (?) for information about the field. See the image for an example.



7. If the user is no longer employed with your district, here you would indicate the **Separation Date** (last date of employment) and the **Separation Reason** (why this user is no longer employed at your district).

8. Click **Save**.

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Jobs

Deductions

Pay History

Files

Audit Trail

Benefits


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Benefit Payments

Save










Charter/Contracted Emp Info


Survey 2, 3 and 5

Primary School


9998 - NEW SCHOOL



Primary Job Code





Employee Type



Current Position Date

Errors

 Social Security Number




The next portion applies to Surveys 2 and 3 and is based on payroll information, compensations, benefits, etc.

## Survey 2 & 3: Payroll Information - Base








Payroll Information - Base must be completed in order to pull payroll data.

## Charter/Contracted Emp Info

### Payroll Information - Base

Export 

Filter: OFF

	Status ▾	School ▾	Job Code ▾	Emp Type ▾	FTE ▾	Fund Source ▾	Days ▾	Months ▾	Salary ▾
									
	 A ... ▾	 90... ▾	 5104... ▾	 CP - ... ▾	100	 C - Cha... ▾	300	7	35000

1. Select the employee's **Status** from the pull-down such as Active, Leave of absence without pay, etc.
2. Select the **School** that is to be tied to the employee and payroll.
3. Select their **Job Code** such as Teacher, Coach, etc.
4. Choose the **Emp Type** (Employment Type) from the pull-down such as Regular full-time employee, Temporary part-time employee, etc.
5. Type in the corresponding **FTE**, the full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job, as defined by DOE.
6. Select the **Fund Source** from the pull-down.
7. Enter the number of **Days** and/or **Months** worked.
8. Type in the employee's **Salary** and select their **Pay Type** from the pull-down, such as Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule, etc.
9. Enter the **Step** for the employee.
10. Choose the employee's **Contract** from the pull-down, such as Employee is a non-instructional staff member..., etc.
11. Here you can also select a **Grandfather Indicator**: Grandfathered Salary Schedule Pay Type Indicator denotes whether the instructional staff member or school administrator, that was hired prior to 07/01/2011, was appointed for the first time beginning 07/01/2014 to a position in the capacity of instructional personnel or school administrator and was placed on the performance salary schedule, as defined by DOE.
12. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been



saved. Note: This is a logging field meaning you have the ability to register multiple lines of data. Once the Save button is clicked, the line will turn blue.

13. Click **Save**.

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Jobs

Deductions

Pay History

Files

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Save

Benefit Payments

Charter/Contracted Emp Info

Survey 2 & 3

Payroll Information - Base

Export

Filter: OFF

	Status	School	Job Code	Emp Type	FTE	Days	Months	Salary	Pay Type	Step	Contract	Grandfat
	L ...	90...	5103...	ST - ...	100	280	10	35000	0 - ...	2	ZZ - ...	Z - Not /
	A ...	90...	5104...	RF - ...	050	279	9	27000	0 - ...	1	ZZ - ...	Z - Not /

## Survey 2 & 3: Payroll Information - Salary Adjustment

Payroll Information - Salary Adjustment must be completed in order to pull payroll and salary adjustment data.

School	Job Code	Adjustment Type	Adjustment Amount
0081 -	300001 - DISTRICTWID...	B - Instructional or school administrative em...	2.00

1. Select the correct **School** of employment from the pull-down.
2. Select the employee's **Job Code** from the pull-down, such as Coach, Manager, Teacher, etc.
3. Choose the correct **Adjustment Type** from the pull-down, such as Advanced degree value that is part of the base salary for employees hired prior to July 1, 2011, etc.

Filter

A - Instructional or school administrative employee rated as "highly effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(I), F.S.]

B - Instructional or school administrative employee rated as "effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(II), F.S.]

C - Cost-of-living adjustment [s.1012.22 (1)(c)2, F.S.]

D - Salary adjustment for salary schedule step

E - Advanced degree value that is part of the base salary for employees hired prior to July 1, 2011

F - Other salary adjustment

Z - No Salary Adjustment

4. The last step in recording adjustments is to type in the **Adjustment Amount**.
5. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
6. Click **Save**.

**Charter/Contracted Emp Info**

**Payroll Information - Salary Adjustment**

Export Filter: OFF

	School	Job Code	Adjustment Type	Adjustment Amount
	9998 - NEW ...	51007 - TEACHE...	C - Cost-of-living adjustment [s.1...	200.00

## Survey 2 & 3: Additional Job Adjustment

If the employee maintains an Additional Job Assignment, be sure to log that information in the corresponding section.

**Charter/Contracted Emp Info**

**Additional Job Assignment**

Export Filter: OFF

	School	Job Code	FTE	Fund Source
	9998 - NEW S...	51006 - TEACHER, ...	050	A - Elementary and Second...

1. Select the correct **School** of employment from the pull-down.
2. Select the employee's **Job Code** from the pull-down, such as Coach, Manager, Teacher, etc.

3. Type in the employee's **FTE** for the corresponding Job Code.
4. Select the **Fund Source** from the pull-down.
5. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
6. Click **Save**.

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Benefit Payments

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Save

Charter/Contracted Emp Info

Additional Job Assignment

Export Filter: OFF

School	Job Code	FTE
9060 - ESE DEPARTMENT	51023 - TEACHER, IN-SCHOOL SUSPENSIO...	050

## Survey 2 & 3: Additional Compensation

If the employee is receiving Additional Compensation, that information should be recorded here in order to pull into survey data.

Type	Amount
F - Supplement for Extended Day - additional compensation to th...	
1 - Supplement for assignment to a school in the bottom two cate...	15.00
F - Supplement for Extended Day - additional compensation to th...	45.00

1. First select the **Type** of compensation from the pull-down. An example would be Bonus for instruction in a course that lead to a CAPE Industry Certification.
2. Then, input the **Amount** that was received for the type of compensation granted.
3. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
4. Click **Save**.

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Save
Print
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**Charter/Contracted Emp Info**

**Additional Compensation**

Export
Filter: OFF

	Type	Amount
	1 - Supplement for assignment to a school in the b...	130.00

## Survey 2 & 3: Benefits

If the employee is receiving Benefits, that information should be recorded here in order to pull into survey data.

**Benefits**

Export
Filters: OFF

Benefit Type	Amount	Frequency
K - Cafeteria Plan	25.00	Weekly

1. Start entering Benefits by selecting the **Benefit Type** from the pull-down, such as Life Insurance, Worker's Compensation, etc.
2. Enter the **Amount** the employee is receiving for each Benefit Type.
3. Enter the **Frequency** of which each benefit is being received. See the image shown for an example.
4. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
5. Click **Save**.

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Benefit Payments

### Charter/Contracted Emp Info

**Benefits**

Export    Filter: OFF

	Benefit Type	Amount	Frequency
	K - Cafeteria Plan	25.00	1

## Survey 2 & 3: Experience

Record the employee's past Experience in the following section.

**Experience**

Export:    Filters: OFF

Experience Type	Years
D - Teaching in current district	10
M - Military service	3

1. Select the **Experience Type** from the provided pull-down, such as Military service, Teaching in current district, etc.
2. Enter the number of **Years** the employee has invested in each Experience Type. For example, if the employee has been working in the district for 10 years, select Teaching in current district and type in 10 for Years (as shown in the image).
3. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
4. Click **Save**.

AB 10) Jobs Deductions Pay History Files Audit Trail Benefits

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Benefit Payments **Save** [Print] [Back] [Forward] [Refresh]

### Charter/Contracted Emp Info

#### Experience

Export [Icons] Filter: OFF

	Experience Type	Years
	A - Administration in education	4

## Multi-District Employee (Survey 2 Only)

If you have an employee that is working in your district as well as another, record this information the Multi-District Employee section. Note: This information only pulls into Survey 2.

### Multi-District Employee (Survey 2 Only)

Export: [Icons] Filters: OFF

Assignment Identifier	District
Y - Employed in more than one district through another formal agreement or employed in projects serving more t...	Duval

1. First select the **Assignment Identifier** from the pull-down, such as Multidistrict consortium employee..., etc.
2. Once the identifier has been selected, type in the name of the other **District** at which the user is employed.
3. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
4. Click **Save**.

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Jobs

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Save

Charter/Contracted Emp Info

Multi-District Employee (Survey 2 Only)

Export

Filter: OFF

	Assignment Identifier	District
	X - Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooper...	34

The next portion applies to **Survey 5** and is based on payroll information, compensations, benefits, etc.

Charter/Contracted Emp Info

Survey 5

Charter Staff Attendance

Export

Filters: OFF

	Days Present	Days Absent - Personal Leave	Days Absent - Sick Leave

Final Evaluation Code

?	IL
?	IP
?	PJR

## Survey 5: Charter Staff Attendance

Use the **Charter Staff Attendance** section to report and record sick days, etc. for charter school employees.

Charter Staff Attendance

Export: Filters: OFF

	Days Present ▲	Days Absent - Personal Leave ▲	Days Absent - Sick Leave ▲	Days Absent - Temp Duty Elsewhere ▲	Days Absent - Other ▲
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	175	2	3	0	1

1. Enter the **Days Present** for the employee: Number of days in the 180 day school year that the teacher or administrator was present in the job. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only, as defined by DOE.
2. Enter **Days Absent - Personal Leave** and **Days Absent - Sick Leave**.
3. If applicable, enter **Days Absent - Temp Duty Elsewhere** for days the employee was absent from employment for conferences, professional meetings, study courses, workshops, school academic or athletic events, etc.
4. Use the **Days Absent - Other** field for any other absences that do not apply to the listed fields, some examples include annual leave, vacation leave, professional leave, suspension with or without pay, illness-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, etc., as defined by DOE.
5. Click **Save**.

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Save

Charter/Contracted Emp Info

Survey 5

Charter Staff Attendance

Export Filter: OFF

	Days Present ▲	Days Absent - Personal Leave ▲	Days Absent - Sick Leave ▲	Days Absent - Temp Duty Elsewhere ▲	Days Absent - Other ▲
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	90	4	0	0	

## Survey 5

The Evaluation section records codes to track the levels of performance by indicating a Final Evaluation Code, a code for the Instructional Leadership Component, and more.



Final Evaluation Code		
?	IL	50
?	IP	59
?	PJR	33
?	SP	57
?	MSP	

**1. Final Evaluation Code** (a code to indicate the level of performance on the evaluation of the instructional staff member or school administrator status, as defined by DOE). An example here would be C: The instructional staff member or school administrator was determined to be highly effective on his or her evaluation.

**2. IL** (Instructional Leadership Component): A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, that must be greater than or equal to 33 or less than or equal to 67, as defined by DOE.

**3. IP** (Instructional Practice Component): A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice that must be greater than or equal to 33 or less than or equal to 67, as defined by DOE.

**4. PJR** (Professional and Job Responsibilities Component): A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities that must be less than or equal to 33, as defined by DOE.

**5. SP** (Student Performance Component): A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on performance of students that must be greater than or equal to 33 or less than or equal to 67, as defined by DOE.

**6. MSP** (Measures of Student Performance): A code to indicate the measures of student performance is based in the personnel evaluation of a classroom teacher or school administrator, as defined by DOE. An example would be code B: Exclusively (100%) on district-developed or district-selected end-of-course assessments.

**7. Click **Save**.**

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**Benefit Payments**

**Charter/Contracted Emp Info**

Final Evaluation Code	
?	IL 45
?	IP
?	PJR
?	SP
?	MSP

## Survey 5: Fiscal Year Salaries

The next section you will record **Fiscal Year Salaries** for the employee.

**Fiscal Year Salaries**

Export: Print Filters: OFF

School	Job Code	FY Salaries	Status	? TI-SW	? TI-SW FTE	? TI-TA	? TI-TA FTE	? MS	? MS FTE	? MR	? MR FTE
00...	3000...	30000	A...	D - P...	050	Z - T...	000	Z - ...	000	E - ...	050

1. Select the correct **School** of employment from the pull-down.
2. Select the employee's **Job Code** from the pull-down, such as Coach, Manager, Teacher, etc.
3. Type in the **FY Salaries**: all salaries paid to the staff member for the job being reported, as defined by DOE.
4. Select the employee's **Status** from the pull-down such as Active, Leave of absence without pay, etc.
5. Select the correct **TI-SW** (Title I School Wide) option from the pull-down, such as Teacher, Support staff, etc.
6. Type in the amount of FTE to be received for Title I School Wide employee (**TI-SW-FTE**) for employees who worked with a Title I School-wide program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.
7. Select the type of Title I Targeted Assistance (**TI-TA**) that applies to the employee, i.e. a code to identify the job category of the employee who worked with a Title I Targeted Assistance program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment, as defined by DOE.

8. Type in the consequent FTE for Title I Targeted Assistance (**TI-TA-FTE**).
9. If the employee is a migrant worker during the summer months, select the appropriate type of Migrant Summer (**MS**) status, such as Counselors, Recruiters, etc.
10. Type in the applicable FTE for the Summer Migrant worker (**MS FTE**).
11. If the employee is a Migrant Worker during the Regular School Year, select the type of employment from the **MR** pull-down.
12. Type in the **MR FTE** (Migrant Regular School Year FTE) to be received, such as 050.
13. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
14. Click **Save**.

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**Benefit Payments**

**Charter/Contracted Emp Info**

**Fiscal Year Salaries**

Export Filter: OFF

	School	Job Code	FY Salaries	Status	? TI-SW	? TI-SW FTE	? TI-TA	? TI-TA FTE	? MS	? MS F
	99...	5100...	40000	A ...	B - Te...	100	B - T...	050	D ...	

## Survey 5: FY Salaries - Addt'l Compensation

Navigate to the **FY Salaries Addt'l Compensation** section to record adult compensation for fiscal year salary workers.

**FY Salaries - Addt'l Compensation**

Export Filters: OFF

School	Job Code	Addt'l Comp Type	Amount
0101 -	51023 - TEACHER, ISS-E	H - Bonus for Florida Excellent Teaching Pro...	250

1. Select the correct **School** of employment from the pull-down.

2. Select the employee's **Job Code** from the pull-down, such as Coach, Manager, Teacher, etc.
3. Select the **Addt'l Comp Type** from the pull-down, such as a Bonus, Sabbatical Leave Pay, etc.
4. Lastly, enter the **Amount** received as an additional compensation.
5. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
6. Click **Save**.

**Benefit Payments**

Charter/Contracted Emp Info

FY Salaries - Addt'l Compensation

Export: [Icons] Filter: OFF

	School	Job Code	Addt'l Comp Type	Amount
	[Dropdown]	[Dropdown]	[Dropdown]	[Text]
	9001 - ESE SER...	51006 - TEACHER, AR...	2 - Supplement for certification and teachin...	250.00

## Survey 5: Fiscal Year Benefits

**Fiscal Year Benefits** is the last section to be completed; be sure to record any benefits the employee is receiving or has received in the past fiscal year.

**Fiscal Year Benefits**

Export: [Icons] Filters: OFF

	School	Job Code	Benefits Type	Amount
	[Dropdown]	[Dropdown]	[Dropdown]	[Text]
	0043 -	51013 - TEACHER, DRAM...	G - Worker's Compensation	500

1. Select the correct **School** of employment from the pull-down.
2. Select the employee's **Job Code** from the pull-down, such as Coach, Manager, Teacher, etc.
3. Select the **Benefits Type** from the pull-down; for example, Florida Retirement System, Life Insurance, etc.

4. Input the **Amount** the employee is receiving for each benefit.
5. When all information has been entered and/or selected, be sure one of the fields is selected and press **Enter** to save the line of data. The line will turn yellow indicating that it has been committed. Once the Save button is clicked, the line will turn blue. Note: This is a logging field meaning you have the ability to register multiple lines of data.
6. Click **Save**.

INAB 2400) Jobs Deductions Pay History Files Audit Trail Benefits

ABBOTT, 0012400 ☐ Include Inactive

**Save**

**Charter/Contracted Emp Info**

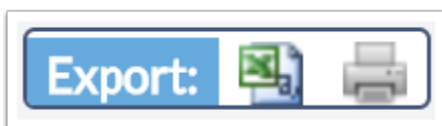
**Fiscal Year Benefits**

**Export** **Filter: OFF**

	School	Job Code	Benefits Type	Amount
	9300 - CAPITAL O...	51023 - TEACHER, IN-S...	C - Social Security	45.00

## Additional Features

Click the **Excel** icon in the Export section allows you to export the report to an Excel spreadsheet.



Click the **Print** icon in the Export section as shown in the image above. Depending on browser settings, this will generate a print preview where you will have the ability to change the layout, print two-sided, etc.

Print

Total: 1 sheet of paper

Cancel

Print

Destination

Brother MFC-8710DW...

Brother MFC-8710DW-A...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Options

☒ Two-sided

1

3094

Status	School	Job Code	Emp Type	FTE	Days	Months	Salary	Pay Type	Step	Contract
A - Active employee	0041 - HIGH SCHOOL	20975 - WRESTLING COACH - HEAD	CF - Contracted full-time employee	.5	4	5	20000	0 - Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.	1	ZZ - Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule

Printed on Wednesday, January 10 2018 2:18 PM by Focus Support.

Click **Filters** to breakdown data.

Filters: OFF

- To add more than one filter to a column, click the **green plus sign**.
- To delete an additional filter, click the **red minus sign**.
- For additional filtering options, click the **gray arrow** for a filter pull-down.

Export:

Filters: ON

Status	School	Job Code	Days
A - A...	0041 ...	2097...	4

Contains

Not

Equals

Not

Starts with

Not

Ends with

Not

Has value

Not

Greater

Not

Greater or equal

Not

Less

Not

Less or equal

Not

Between

Not

Payroll Information - Salary Adjustment

Export:

Filters: OFF

You can also sort data by clicking on any of the headers that contain the black double arrows. Click once for ascending results; click twice for descending results.

**Payroll Information - Base**

Export

Filter: OFF

		Status ▴ ▾	School ▴ ▾	Job Code ▴ ▾	Emp Type ▴ ▾	FTE ▴ ▾	Days ▴ ▾	Months ▴ ▾	Salary ▴ ▾	Pay Type ▴ ▾	S
	[ ]	▾	▾	▾	▾					▾	
-	[ ]	A ... ▾	90... ▾	5104... ▾	RF - ... ▾	050	279	9	27000	0 - ... ▾	

If a line has been committed with incorrect information, click the delete button (red minus sign) to remove the information.

	Status ▴ ▾	School ▴ ▾	Job Code ▴ ▾	Emp Type ▴ ▾	FTE ▴ ▾	Days ▴ ▾
	▾	▾	▾	▾		
-	A... ▾	0... ▾	3000... ▾	TF - ... ▾	.5	1
-	A... ▾	0... ▾	2097... ▾	CF - ... ▾	.5	4
-	L ... ▾	0... ▾	5101... ▾	CP - ... ▾	.25	2