












## Using EduReports 3.0

### Menu Icons



-  **Home** – returns the user to the General Ledger Reports selection screen.
-  **Requery** – returns the user to the selected report initiator, retaining all previously selected parameters and criteria.
-  **Save** – saves the report parameters on the home page to be recalled in any format (html, pdf, xml or csv).
-  **Scheduler** – opens 'My Scheduled Report' screen to set up a daily, weekly or monthly scheduling of a report to be sent by email notification.
-  **PDF** – view, save or print reports in PDF format.
-  **Excel** – view, save or print a completely formatted (exactly like html) XML Spreadsheet 2003.
-  **Excel** – view, save or print a semi-formatted (like csv, but account sections and dollars are formatted) XML Spreadsheet 2003.
-  **Grid** – view, save, or print reports in Excel CSV format.
-  **Help** – provides a link to helpful documentation.
-  **Back Arrow** – 'go back' to previous initiator screen/search.
-  **Forward Arrow** – 'go forward' after selecting the Back Arrow.

\* The Save, Scheduler, PDF, Excel & Grid icons are only enabled once a report has been ordered.

### Paging

-   Page 1 of 15   Paging arrows located at top right hand corner of the report

## Summary & Detail

Reports are available in Summary or Detail Report Type.

- Summary – displays data summarized by the sort criteria. The sort criteria descriptions are displayed in blue and are available for drill down to full account detail.
- Detail – displays data in full account detail according to the selected Sort options and balances are shown by the last sort criteria.

## Report Format & Function

- Report header displays the report title, for district #, whether it is a detail or summary report and the dates selected.
- Font Colors:
  - Red – displays negative amounts.
  - Green – column Headings can be sorted.
  - Blue – References and Payroll Amounts available for drill down to detail data. Sort criteria descriptions in the Summary Report Type are available for drill down to full account data.
- Report footer displays the selected criteria and a run date & time of when the report was ordered.

## Wildcards and Syntax

Character	Description	Example
?	Question Mark is a placeholder for a single character	Object 2?20 – returns all 2000 object codes that contain 2x20
*	Asterisk is a placeholder for any number of characters that either begins or ends with or used at the begin and end of criteria for contains	Object 3* finds all objects that begin with 3 (3xxx) Object *3 finds all objects that end with 3 (xxx3) Description *school* finds all descriptions that contain 'school'
%	Percentage is a placeholder for any number of characters that either begins or ends with or used at the begin and end of criteria for contains	Object 3% finds all objects that begin with 3 (3xxx) Object %3 finds all objects that end with 3 (xxx3) Description %school% finds all descriptions that contain 'school'
!	Exclamation Point excludes criteria from search	Object !4310 will exclude object 4310 from the search results
..	Dot-Dot allows for selecting a range	Object 1000..2999 finds all objects in the range of 1xxx-2xxx
,	Comma allows for Selecting multiple values (non-sequential)	Fund 01, 12 finds all Fund 01 and Fund 12 values

*The California Educational Computer Consortium Joint Powers Authority*  
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## EduReports 3.0

Report crosswalk - this list shows the titles and the corresponding HP reports.

EduReports 3.0	HP
Beginning Balance Report	Beginning Balance Report (FCR125)
Board Report	--
Budget Financial Monthly Report	Monthly Financial Report (FCR290)
Budget Financial Report	--
Budget Monthly Revision Report	--
Budget Summary Report	Budget Summary Report (BDX110)
Chart of Accounts	Account Field Definition Report (FCR110)
County Cash Report	Cash in County Treasury (GLD300/310)
County Vol Ded Report	--
Financial Activity Report	Financial Activity Report (FAR110)
Financial Balance Sheet Report	--
Financial Balances Report	--
Financial Statement Report	Financial Statement Report (GL410)
Financial Transaction Report	--
General Ledger Balances Report	--
General Ledger Report	General Leger Report (GLD110/115/120)
Payroll Transaction Report	--
SACS Extract – Interim	SACS Interim Extract (SRS120)
SACS Extract – Unaudited Actuals	SACS Reporting Extract (SRS110)
Trial Balance Report	Trial Balance (GLD510)

-- Denotes no report equivalent.

## **EduReports 3.0**

The following list shows how reports are grouped as displayed on the home page.

### **Administrative Reports**

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Board Report  
Budget Financial Monthly Report  
Budget Financial Report  
Budget Monthly Revision Report  
County Cash Report  
Financial Statement Report

### **County Reports**

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County Vol Ded Report

### **Financial Reports**

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Budget Summary Report  
Chart of Accounts Report  
Financial Activity Report  
Financial Balances Report  
Financial Transaction Report

### **General Ledger Reports**

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Beginning Balance Report  
Financial Balance Sheet Report  
General Ledger Balances Report  
General Ledger Report  
Trial Balance Report

### **Payroll Reports**

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Payroll Transaction Report

### **SACS Extract (K12 only)**

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SACS Extract - Interim  
SACS Extract - Unaudited Actuals

### EduReports 3.0 Glossary of Report Options - K12 Account Code Structure

Option	Description	Default	Beginning Balance	Board Report	Budget Financial	Budget Financial Monthly	Budget Monthly Revision	Budget Summary	Chart of Accounts	County Cash	County Vol Ded Report	Financial Activity	Financial Balance Sheet	Financial Balances	Financial Statement	Financial Transaction	General Ledger	General Ledger Balances	Payroll Transaction	Trial Balance
<b>Account Masking:</b> Account sections	Option allows for masking (xxxx) out a section of the account & provides a rolled up value specific to the account section selected.	No Masking						X												
<b>As of Date</b>	The report begin date is always 07/01 through the user selected As of Date.	Previous logon month end date		X			X						X	X				X		
<b>Budget Comparison:</b> Adopted or Period	Ability to run a report with a 07/01 Adopted Budget or select a specific period based on From/To dates.	Adopted			X															
<b>Budget Status:</b> Adopted or Revised	Ability to select either the 07/01 Adopted Budget or Revised Budget as of the selected From/To dates.	Revised						X				X								
<b>Collapse Balance Sheet Transactions:</b> Yes or No	Collapses like transactions for 9xxx object accounts. Drill down displays the detail of these transactions.	Yes								X							X			
<b>Display Columns:</b> Total Activity, Vendor #, Related Document (checkbox)	Ability to include or not include columns: Total Activity, Vendor #, Related Document.	None										X								
<b>Display Columns (County Vol Ded Report):</b> All Columns, Reference, Vol Ded #, Vendor Name, Warrant #, Ded Plan, Ded Plan Name, Ded Type (checkbox)	Ability to include or not include columns: Reference, Vol Ded #, Vendor Name, Warrant #, Ded Plan, Ded Plan Name, Ded Type; with an option to include All Columns.	All Columns									X									
<b>Display Columns (Financial Transaction):</b> Entry Date, Vendor #, Warrant #, Related Document, GL Status (checkbox)	Ability to include or not include columns: Entry Date, Vendor #, Warrant #, Related Document, GL Status	GL Status														X				
<b>Display Columns (General Ledger):</b> Beginning Balance, Period Activity, Vendor #, Warrant #, Related Document, GL Status (checkbox)	Ability to include or not include columns: Beginning Balance, Period Activity, Vendor #, Warrant #, Related Document, GL Status	Beginning Balance, Period Activity, GL Status															X			
<b>Financial Options:</b> Revenue, Expenditure	Option provides the ability to select Revenue and/or Expenditure.	Revenue, Expenditure												X						
<b>Fiscal Year</b>	Provides the ability to select a fiscal year.	Logon Fiscal Year	X						X											
<b>From/To Dates</b>	Ability to select From/To dates using a dropdown list, calendar or free text.	From 07/01/xx to end of current logon month/year			X	X		X		X	X	X			X	X	X		X	X
<b>GL Status:</b> Posted, Pended, Encumbered, PreEncumbered	Ability to include or exclude specific transactions based upon the status of the transaction: Posted, Pended, Encumbered, PreEncumbered.	Posted, Pended, Encumbered, PreEncumbered														X	X			X
<b>Include AC Funds:</b> Yes or No	Ability include or exclude AC funds.	Yes				X														
<b>Include Accruals:</b> Yes or No	Ability to include or exclude accrual transactions from the report.	Yes				X		X												
<b>Include Budget Account Details:</b> Yes or No	Ability to include or exclude Employee Name, Position and FTE details from Adopted Budget.	No						X												
<b>Include GL Status:</b> Pended, Encumbered, PreEncumbered (checkbox)	Ability to include or exclude specific transactions based upon the status of the transaction: Pended, Encumbered, PreEncumbered.	Pended, Encumbered, PreEncumbered		X	X			X				X	X	X	X			X		

### EduReports 3.0 Glossary of Report Options - K12 Account Code Structure

Option	Description	Default	Beginning Balance	Board Report	Budget Financial	Budget Financial Monthly	Budget Monthly Revision	Budget Summary	Chart of Accounts	County Cash	County Vol Ded Report	Financial Activity	Financial Balance Sheet	Financial Balances	Financial Statement	Financial Transaction	General Ledger	General Ledger Balances	Payroll Transaction	Trial Balance
Include Pended: Yes or No	If Yes is selected, a separate column will display with Pended transactions.	Yes					X			X										
Include SSN: Yes or No	Ability to display or not display Social Security Number(s).	No									X								X	
Negative Balance Only: Yes or No	Option provides the ability to only include accounts that have a negative balance.	No						X												
Number of Periods	Select Number of Periods for the selected Period Type.	None											X				X			
Object Group by: Object, Major Range, One Digit or Two Digit	Provides for the flexibility to group and display accounts by Object, Major Range, One Digit or Two Digit.	Major Range			X	X	X								X					X
Page Break by: Sort Options	Ability to page break a report based upon the sort criteria selected.	None		X				X			X	X	X	X		X	X	X	X	
Page Break by Account Section: Yes or No	Ability to page break a report by each individual account section.	Yes							X											
Page Break by Summarize: Fund, Fund/Resource, Fund/Resource/Year	Ability to page break a report based upon the selected summarize.	Yes			X		X								X					X
Page Break by Summarize: Fund, Fund/SubFund, Fund/Resource, Fund/Resource/Year	Ability to page break a report based upon the selected summarize.	Yes	X			X				X										
Period Type: None, Months, Quarters or Years	Provides for the ability to run a report for a selected period of time intervals (Months, Quarters or Years). If None is selected, the report will be generated for the period 07/01 to the As of Date selected.	None												X				X		
Report Criteria: Account Section options as displayed	Ability to run a report based upon one or more sections of the account code structure.	None	X	X	X	X	X	X		X			X	X	X			X		X
Report Criteria (Chart of Accounts): Account Section options as displayed and/or Section Description	Ability to run a report based upon one or more sections of the account code structure and/or the Section Description.	None							X											
Report Criteria (County Vol Ded): Object and/or Pay Calendar, Pay Cycle, Pay Cycle Type, SSN, Last Name, First Name, Reference, Description/Vendor Name, Vol Ded #, Warrant #, Ded Plan, Ded Plan Name, Ded Type.	Ability to run a report by selecting specific 956x objects or All Vol Ded Objects as well as Pay Calendar, Pay Cycle, Pay Cycle Type, SSN, Last Name, First Name, Reference, Description/Vendor Name, Vol Ded #, Warrant #, Ded Plan, Ded Plan Name, Ded Type.	All Vol Ded Objects									X									
Report Criteria (Financial Activity): Account Section options as displayed and/or Reference, Description/Vendor Name, Vendor # and Related Document	Ability to run a report based upon one or more sections of the account code structure as well as being able to select a Reference, Description/Vendor Name, Vendor #, Related Document.	None										X								
Report Criteria (Financial Transaction): Account Section options as displayed and/or From Entry Date/To Entry Date, Reference, Description/Vendor Name, Vendor #, Warrant # and Related Document.	Ability to run a report based upon one or more sections of the account code structure as well as selecting: From Entry Date/To Entry Date, Reference, Description/Vendor Name, Vendor #, Warrant #, Related Document.	None														X				

### EduReports 3.0 Glossary of Report Options - K12 Account Code Structure

Option	Description	Default	Beginning Balance	Board Report	Budget Financial	Budget Financial Monthly	Budget Monthly Revision	Budget Summary	Chart of Accounts	County Cash	County Vol Ded Report	Financial Activity	Financial Balance Sheet	Financial Balances	Financial Statement	Financial Transaction	General Ledger	General Ledger Balances	Payroll Transaction	Trial Balance
<b>Report Criteria (General Ledger):</b> Account Section options as displayed and/or Description/Vendor Name, Reference, Vendor #, Warrant #, Related Document.	Ability to run a report based upon one or more sections of the account code structure as well as selecting: Description/Vendor Name, Reference, Vendor #, Warrant #, Related Document.	None															X			
<b>Report Criteria (Payroll Transaction):</b> Account Section options as displayed and/or Pay Calendar, Pay Cycle, Pay Cycle Type, SSN, Last Name, First Name.	Ability to run a report based upon one or more sections of the account code structure as well as selecting: Pay Calendar, Pay Cycle, Pay Cycle Type, SSN, Last Name, First Name.	None																	X	
<b>Report Drill Down Options (Financial Activity Report):</b> Display Columns: Total Activity, Vendor #, Related Document (checkbox)	Option to display or not display columns on the drill down report.	None		X			X	X						X						
<b>Report Drill Down Options (Financial Transaction Report):</b> Display Columns: Entry Date, Vendor #, Warrant #, Related Document, GL Status	Option to display or not display columns on the drill down report.	GL Status		X			X	X		X		X	X	X			X	X		X
<b>Report Drill Down Options (General Ledger Report):</b> Collapse Balance Sheet Transactions	Collapses like transactions for 9xxx object accounts. Drill down displays the detail of these transactions.	Yes		X			X						X					X		X
<b>Report Drill Down Options (General Ledger Report):</b> Display Columns: Beginning Balance, Period Activity, Vendor #, Warrant #, Related Document, GL Status (checkbox)	Option to display or not display columns on the drill down report.	Beginning Balance, Period Activity, GL Status		X			X						X					X		X
<b>Report Options:</b> Fund Balance, UnRestricted, Restricted	If all three options are selected, the reports generated specific to the Summarize by option selected are: 1) a GL Fund Balance Sheet Summary Report; 2) An UnRestricted Summary page of Revenues, Expenditures, Beginning and Ending Fund Balance; 3) A Restricted Summary page of Revenues, Expenditures, Beginning and Ending Fund Balance; and 4) an Overall Summary Page for both UnRestricted and Restricted.	Fund Balance, UnRestricted, Restricted													X					
<b>Report Options:</b> UnRestricted, Restricted	Ability to include and summarize by Restricted and/or Unrestricted.	UnRestricted, Restricted			X		X													
<b>Report Overview:</b> Yes or No	Report Overview is a one page report that displays if the Summarize option selection is in balance as to Assets minus Liabilities equals Fund Balance.	No	X												X					
<b>Report Type:</b> County Cash Report - Summary or Detail	The Summary option displays by the Summarize option selected. The Detail option includes all activity by the Summarize option selected.	Summary								X										

### EduReports 3.0 Glossary of Report Options - K12 Account Code Structure

Option	Description	Default	Beginning Balance	Board Report	Budget Financial	Budget Financial Monthly	Budget Monthly Revision	Budget Summary	Chart of Accounts	County Cash	County Vol Ded Report	Financial Activity	Financial Balance Sheet	Financial Balances	Financial Statement	Financial Transaction	General Ledger	General Ledger Balances	Payroll Transaction	Trial Balance
Report Type: Overview, Summary or Detail	Overview displays by the Summarize option selected. The Summary option displays by Object Group by for the Summarize option selected. The Detail option displays Object in addition to by Object Group by for the Summarize option selected.	Overview				X														
Report Type: Summary or Detail	Summary displays only the account sections selected in the sort option(s). Detail displays the full account.	Summary	X	X				X			X	X	X	X		X	X	X	X	
Rollup Type: Account, County or State	Options are to display at the District's Account Description level, or at the County level (4310), if applicable or at the State Rollup level (4300)	Account		X									X	X				X		
Running Balance: Yes or No	Ability to include a running balance column for each transaction that affects the GL. If No is selected, a Balance column will display.	Yes								X	X	X				X	X		X	
Section: All Account Sections	Include All Account Sections or choose specific sections of the account	All Account Sections							X											
Sort: by Account	Sorting options include any Account Section, Resource/Year, 1-Digit, 2-Digit, Major Range.	Fund, Resource, Object		X				X					X	X				X		
Sort: by Account or Transaction Data	Sorting options include any Account Section, 1-Digit, 2-Digit, Major Range as well as Transaction Data: Reference, Description/Vendor Name, Vendor #, Related Document.	Fund, Resource, Object										X					X			
Sort (Financial Transaction): by Account or Transaction Data	Sorting options include any Account Section as well as Transaction Data: GL Status, Entry Date, Reference, Description/Vendor Name, Vendor #, Warrant #, Related Document.	Fund, Resource, Object														X				
Sort (County Vol Ded Report): Object and/or Transaction Data	Sorting options include object as well as Transaction Data: Pay Calendar, Pay Calendar Cycle Type, SSN, Employee Name, Description, Reference, Vol Ded #, Vendor Name, Warrant #, Ded Plan, Ded Plan Name, Ded Type	Object									X									
Sort (Payroll Transaction Report): by Account or Transaction Data	Sorting options include any Account Section, 1-Digit, 2-Digit, Major Range, Date Paid, Pay Calendar, Pay Calendar Cycle Type, Pay Cycle, SSN, Employee Name.	Fund, Resource, Object																	X	
Summarize: by Fund, Fund/Resource, Fund/Resource/Year	Summarize by Fund, Fund/Resource or Fund/Resource/Year.	Fund			X		X								X					X
Summarize: by Fund, Fund/SubFund, Fund/Resource, Fund/Resource/Year	Summarize by Fund, Fund/SubFund, Fund/Resource or Fund/Resource/Year.	Fund	X			X				X										
Summary Options: Fund Summary, All Fund Summary (checkbox)	Ability to run a report that summarizes by each individual fund and/or summarizes all funds.	Fund, All Fund Summary			X		X								X					
Summary Options: Fund Summary, All Fund Summary (checkbox)	Ability to run a report that summarizes by each individual fund and/or summarizes all funds.	None				X														
Suppress Net Zero Accounts	Ability to display or not display accounts that have transactions that net to zero.	Yes	X	X		X		X		X	X		X			X				X



# SACS EXTRACT FOR K12 DISTRICTS




## Overview

The SACS Extract for K12 Districts category contains two extracts: Interim and Unaudited Actuals. The purpose of the SACS extract is to compile a data file from the EduGL database to be used as an import file in to the California Department of Education's Standardized Account Code Structure (SACS) Financial Reporting Software.

These extracts provide a quick one-step process for compiling a data file and allowing the user to directly save the .csv file to their computer for use in the SACS software. This report is only available to Full Access security groups for K-12 districts.

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[Home](#) [General Ledger Reports](#) [Close](#)



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EduReports 3.0 for District 86 - San Bernardino County Superintendent of Schools

Please select an option:

<b>Administrative Reports for K12 Account Structure</b>	<b>My Reports ( Manage )</b>
Board Report	
Budget Financial Monthly Report	
Budget Financial Report	
Budget Monthly Revision Report	
County Cash Report	
Financial Statement Report	
	<b>Shared Reports ( Manage )</b>
	<b>My Scheduled Reports</b>

**County Reports for K12 Account Structure**

County Vol Ded Report

**Financial Reports for K12 Account Structure**

Budget Summary Report  
Chart of Accounts Report  
Financial Activity Report  
Financial Balances Report  
Financial Transaction Report

**General Ledger Reports for K12 Account Structure**

Beginning Balance Report  
Financial Balance Sheet Report  
General Ledger Balances Report  
General Ledger Report  
Trial Balance Report

**Payroll Reports for K12 Account Structure**

Payroll Transaction Report

**SACS Extract for K12 Account Structure**

SACS Extract - Interim  
SACS Extract - Unaudited Actuals

< >

Logon: adminbss | District: 86 San Bernardino County Superintendent of Schools | Fiscal Year: 2016 | Financial 2000 Version: 2016.02.00

## SACS EXTRACT - INTERIM

Home General Ledger Reports Close

SACS Interim Extract for K12 Account Structure Go

Report Parameters Hide

• Interim Report ☐ First ☒ Second ☐ 6/30 Projection ☐ Other

• From / To: 7/1/2015..1/31/2016

• Projected As of Date 3/14/2016

• District CDS Code Dist 86: 36-10363-0000000 San Bernardino County Superintendent of Schools

Report Criteria Hide

• Fund

Reset

Logon: adminbss | District: 86 San Bernardino County Superintendent of Schools | Fiscal Year: 2016 | Financial 2000 Version: 2016.03.0009

### Report Parameters

#### Interim Report:

- First - First Interim period (07/01/xx - 10/31/xx)
- Second - Second Interim period (07/01/xx - 01/31/xx)
- 6/30 Projection - a third period projection prior to the end of the current fiscal year (07/01/xx - 06/30/xx)
- Other - open period for districts to use for district projections at any time in conjunction with the SACS software. This is not an official reporting period.

**From/To:** (Ellipsis) The 'From' and 'To' date options include a dropdown, data entry and calendar control.

• From / To:

7/1/2015..1/31/2016

From: 7/1/2015	▼	=
To: 1/31/2016	▼	=
OK Cancel		

#### Dropdown:

Selecting the down arrow (v) displays a dropdown list that includes:

- 'This Month Begin/End'
- 'Last Month Begin/End'
- 'This Fiscal Year Begin/End'

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- 'Last Fiscal Year Begin/End'
- Two years of date selections
  - 'From' dates contain the 1st of a month
  - 'To' dates contain the last date of a month

From/To: 7/1/2015

This Month Begin
Last Month Begin
This Fiscal Year Begin
Last Fiscal Year Begin
2/1/2017
1/1/2017
12/1/2016
11/1/2016
10/1/2016
9/1/2016
8/1/2016
7/1/2016
6/1/2016
5/1/2016
4/1/2016
3/1/2016
2/1/2016
1/1/2016
12/1/2015
11/1/2015
10/1/2015
9/1/2015
8/1/2015
7/1/2015
6/1/2015
5/1/2015
4/1/2015
3/1/2015
2/1/2015

From: 7/1/2015 To: 7/1/2015

=

=

Cancel

From/To: 7/1/2016

This Month End
Last Month End
This Fiscal Year End
Last Fiscal Year End
2/28/2017
1/31/2017
12/31/2016
11/30/2016
10/31/2016
9/30/2016
8/31/2016
7/31/2016
6/30/2016
5/31/2016
4/30/2016
3/31/2016
2/29/2016
1/31/2016
12/31/2015
11/30/2015
10/31/2015
9/30/2015
8/31/2015
7/31/2015
6/30/2015
5/31/2015
4/30/2015
3/31/2015
2/28/2015
1/31/2015

From: 7/1/2016 To: 7/1/2016

=

=

Cancel

The dropdown list has been narrowed down to two years of dates; however, data from previous years is still available. To use dates outside of the dropdown lists, see data entry.

### **Data Entry:**

Selecting the equal sign (=) will change the dropdown box to a text field. Any valid date can be entered with the format of mm/dd/yyyy. The slashes are required.

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• From / To: 7/1/2015..1/31/2016

From: 12/1/2015	▼	=
To: 1/31/2016	▼	=
OK Cancel		

### **Calendar Control:**

After selecting the equal sign (=), the down arrow has now changed to an ellipsis (...). Select the ellipsis and a calendar control box will appear. Select a date and [Close].

• From / To: 7/1/2015..1/31/2016

From: 12/01/15	x	...	?
To: 1/31/2016	▼	=	
OK Cancel			

• From / To: 7/1/2015..1/31/2016

From: 12/1/2015	...	?																																										
To:	<div> <div>&lt; December ▼ 2015 ▼ &gt;</div> <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </table> </div>		S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
S	M	T	W	T	F	S																																						
		1	2	3	4	5																																						
6	7	8	9	10	11	12																																						
13	14	15	16	17	18	19																																						
20	21	22	23	24	25	26																																						
27	28	29	30	31																																								
Close																																												

The defaulted period and From/To dates are as follows:

- If actual date of extract is between July 1 and December 31, Interim Report = First and From/To = 07/01/xx - 10/31/xx.
- If actual date of extract is between January 1 and March 31, Interim Report = Second and From/To = 07/01/xx - 01/31/xx.
- If actual date of extract is between April 1 and June 30, Interim Report = 6/30 Projection and From/To = 07/01/xx - 06/30/xx

Selecting the question mark (?) will return to the dropdown option.

• From / To: 7/1/2015..1/31/2016

From: 12/1/2015	...	?
To: 1/31/2016	▼	=
OK Cancel		

**Projected As of Date:** (Ellipsis) The 'Projected As of Date' options include data entry or a dropdown list.

## The California Educational Computer Consortium Joint Powers Authority Configuration.NET Manual - Overview

### Data Entry:

Selecting the ellipsis (...) will open the box to a text field. Any valid date can be entered with the format of mm/dd/yyyy. The slashes are required.

• Projected As of Date 2/16/2016

2/16/2016

?

OK Cancel

### Dropdown:

Selecting the question mark (?) changes the option to a dropdown. Selecting the down arrow (v) displays a dropdown list that includes:

- 'Today'
- 'Yesterday'
- 'This Month End'
- 'Last Month End'
- 'This Fiscal Year End'
- 'Last Fiscal Year End'
- Two years of date selections as of the last date of the given months

• Projected As of Date 2/16/2016

Today

Yesterday

This Month End

Last Month End

This Fiscal Year End

Last Fiscal Year End

2/28/2017

1/31/2017

12/31/2016

11/30/2016

10/31/2016

9/30/2016

8/31/2016

7/31/2016

6/30/2016

5/31/2016

4/30/2016

3/31/2016

2/29/2016

1/31/2016

12/31/2015

11/30/2015

10/31/2015

9/30/2015

8/31/2015

7/31/2015

6/30/2015

5/31/2015

4/30/2015

3/31/2015

All posted Budget Transfers as of the selected 'Projected As of Date' will be included in the Projection column of the SACS Software. The 'Projected As of Date' defaults to today's date (current date of extract).

**District CDS Code:** (Ellipsis) The district's assigned County-District-School (CDS) Code is defaulted and this field is disabled for single district users. The dropdown is enabled for county users with view all districts access and offers the option to select a single, multiple or all districts.

## The California Educational Computer Consortium Joint Powers Authority Configuration.NET Manual - Overview

### Report Criteria

**Fund:** The Fund field allows the selection of specific fund(s) or the option to exclude specific fund(s) by using the wildcard of exclamation point (!). Example, to exclude Fund 09, enter the criteria of !09 in the Fund field. If left blank, all funds will be extracted.

Once the report parameters and criteria have been selected, click on [Go] to initiate the extract. There is no loading indicator on this report. Once the file is ready, choose to 'Save as' and save the file to your computer.

The screenshot shows a web application interface for generating a SACS Interim Extract. At the top, there is a navigation bar with links for Home, General Ledger Reports, and Close. Below this is a toolbar with various icons. The main content area is titled "SACS Interim Extract for K12 Account Structure" and includes a "Go" button. The interface is divided into two main sections: "Report Parameters" and "Report Criteria".

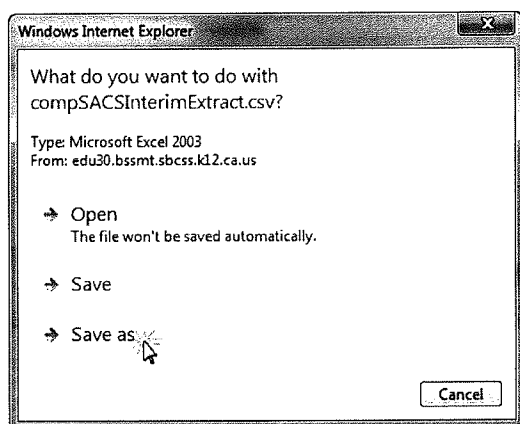
**Report Parameters:**

- Interim Report: ☐ First ☒ Second ☐ 6/30 Projection ☐ Other
- From / To: 7/1/2015..1/31/2016
- Projected As of Date: 3/14/2016
- District CDS Code: Dist 86: 36-10363-0000000 San Bernardino County Superintendent of Schools

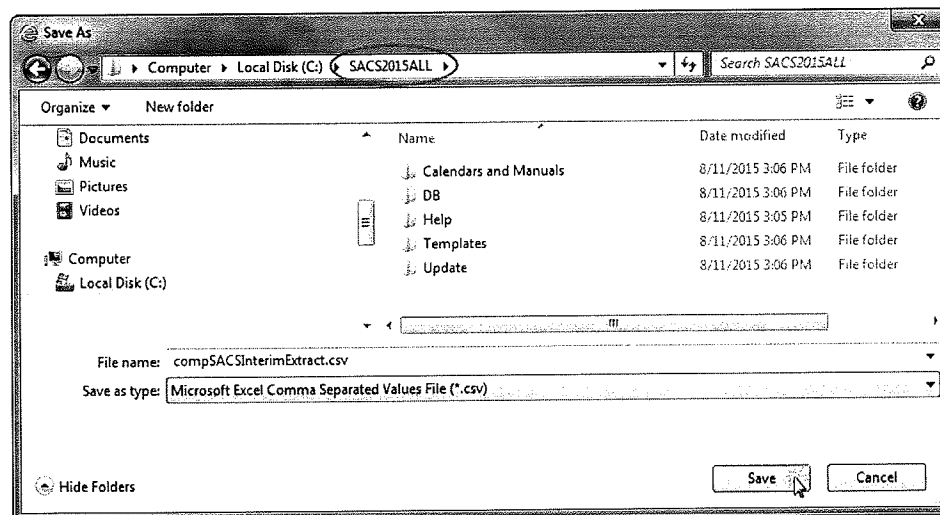
**Report Criteria:**

- Fund: (empty field)

There is a "Reset" button at the bottom left of the form. A status bar at the bottom of the page displays the following information: Logon: adminbss | District: 86 San Bernardino County Superintendent of Schools | Fiscal Year: 2016 | Financial 2000 Version: 2016.03.0005



## The California Educational Computer Consortium Joint Powers Authority Configuration.NET Manual - Overview





## SACS EXTRACT - UNAUDITED ACTUALS



[Home] General Ledger Reports [Close]

⏏ ⏪ ⏩ ⏴ ⏵ ⏶ ⏷ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿ ⏰ ⏱ ⏲ ⏳ ⏴ ⏵ ⏶ ⏷ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿ ⏰ ⏱ ⏲ ⏳

SACS Extract of Unaudited Actuals for K12 Account Structure Go

▶ Report Parameters Hide

- Unaudited Actuals / Budget Fiscal Year 2015-2016 / 2016-2017 ▼
- District CDS Code Dist 86: 36-10363-0000000 San Bernardino County Superintendent of Schools ...
- Budget Status ☐ Adopted ☒ Revised

▶ Report Criteria Hide

- Fund

Reset

< >

Logon: adminbss | District: 86 San Bernardino County Superintendent of Schools | Fiscal Year: 2016 | Financial 2000 Version: 2016.03.0005

### Report Parameters

**Unaudited Actuals/Budget Fiscal Year:** Unaudited Actuals is from 07/01/xx to the end of the current fiscal year 06/30/xx. Budget Fiscal Year date is the beginning of the next fiscal year 07/01/xx for which the budget is being reported for. All data for this extract comes from the EduGL database.

#### Dropdown:

The dropdown list contains the current year selection as well as previous years.

• Unaudited Actuals / Budget Fiscal Year

2015-2016 / 2016-2017
2014-2015 / 2015-2016
2013-2014 / 2014-2015
2012-2013 / 2013-2014
2011-2012 / 2012-2013
2010-2011 / 2011-2012
2009-2010 / 2010-2011
2008-2009 / 2009-2010
2007-2008 / 2008-2009

**District CDS Code:** (Ellipsis) The district's assigned County-District-School (CDS) Code is defaulted and this field is disabled for single district users. The dropdown is enabled for county users with view all districts access and offers the option to select a single, multiple or all districts.

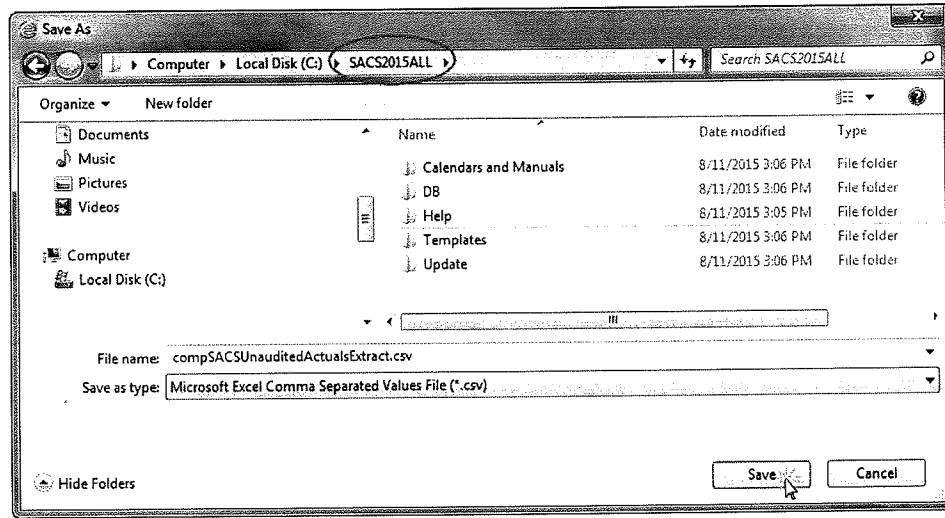
**Budget Status:** (Radio Button) The Budget Status options are Adopted or Revised. Adopted budget status is the 07/01/xx adopted budget. Revised budget status includes the current working budget as of the extract date. The default budget status is Revised.

### Report Criteria

Once the report parameters and criteria have been selected, click on [Go] to initiate the extract. There is no loading indicator on this report. Once the file is ready, choose to 'Save as' and save the file to your computer.

Cancel

## The California Educational Computer Consortium Joint Powers Authority Configuration.NET Manual - Overview

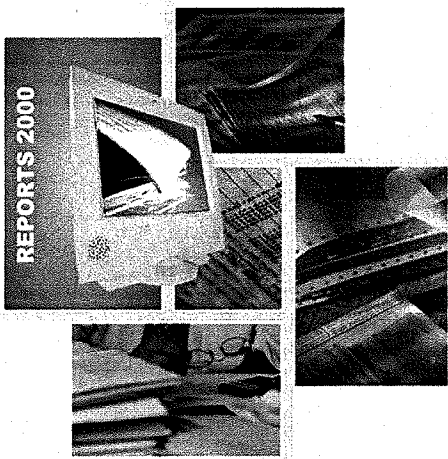


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Configuration.NET Manual - Overview**

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# REPORTS 2000 FIELD NAMES

Home | Reports | Configuration | Close



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Logon: adminf2kna1	District: 86 San Bernardino County Superintendent of Schools	Fiscal Year: 2014	Financial 2000 Version: 2014.01.0050
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J:\\_Meetings\CECC\16-17 FY\Humboldt March 2017\REPORTS 2000 FIELD NAMES.pptx

1

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<a href="#">Home</a>   <a href="#">Personnel</a>   <a href="#">Position Control</a>   <a href="#">Work Calendar</a>   <a href="#">Salary Schedule</a>   <a href="#">PAF</a>   <a href="#">Fiscal Year Rollover</a>   <a href="#">Reports</a>   <a href="#">Configuration</a>   <a href="#">Close</a>			
<a href="#">Employee Search</a>   <a href="#">Add Employee</a>   <a href="#">Edit Employee</a>			
<b>REPORTS 2000 FIELD NAMES-EMPLOYEE ATTRIBUTES</b>			
<a href="#">Attributes</a>   <a href="#">Position Attach</a>   <a href="#">Events</a>   <a href="#">Certificated Comp</a>   <a href="#">Classified Comp</a>   <a href="#">Sensory</a>   <a href="#">Emergency Info</a>   <a href="#">Additional Info</a>   <a href="#">Checklist</a>   <a href="#">NCLE</a>   <a href="#">Change History</a>   <a href="#">PAF</a>			
<b>Attributes</b>			
Effective Date: EFF DATE-ATTRIBUTE	SSN: SSN	SEID #: SEID NUMBER	Print Page
Last: NAME-LAST	First: NAME-FIRST	MI: NAME-MIDDLE	<b>Effective Date History</b> 10/12/2009 07/28/2009 06/21/2006 08/28/2003 08/24/2001
Title: TITLE	Previous Name: NAME-PREVIOUS		
Birth Date: BIRTHDATE	Ethnicity: ETHNICITY		
Age: BIRTHDATE * DATE IN YEARS PROPERTY	Race: <div> <div>Race RACE</div> <div> <input checked="" type="checkbox"/> AMERICAN INDIAN/ALASKAN  <input type="checkbox"/> ASIAN, CAMBODIAN  <input type="checkbox"/> ASIAN, CHINESE           </div> </div>		
Gender: GENDER			
Status: STATUS-EMPE	Class: CLASSIFICATION-EMPE		
Type: TYPE-EMPE	Contract Status: CSIS CONTRACT STATUS DESCRIPTION		
Mailing Address <input type="checkbox"/> Restricted ADDRESS RESTRICT FLAG	Home Address		
Address 1: ADDRESS STREET-MAIL	ADDRESS STREET-HOME		
Address 2: ADDRESS SEC-MAIL	ADDRESS SEC-HOME		
City/State: ADDRESS CITY-MAIL ADDRESS STATE-MAIL	ADDRESS CITY-HOME ADDRESS STATE-HOME		
Zip/Country: ADDRESS ZIP-MAIL ADDRESS CNTRY-MAIL	ADDRESS ZIP-HOME ADDRESS CNTRY-HOME		
<input type="button" value="Validate"/>	<input type="button" value="Validate"/>		
Phone Numbers	Work Mail: WORK MAIL		
Home: PHONE-HOME <input type="checkbox"/> Restricted	Work Email: WORK EMAIL		
Cellular: PHONE-CELL	Home Email: HOME EMAIL		
Fax: PHONE-FAX			
	Drivers License: DRIVERS LICENSE NO.	Expiration: DRIVERS LICENSE EXP.	
<input type="checkbox"/> Veteran VETERAN	Disability: DISABILITY	Language Fluency Translator Interpreter	
<input type="checkbox"/> Disabled Vet VETERAN DISABLE	Disability Type: DISABILITY TYPE	LANGUAGE 1 FLUENCY 1 <input type="checkbox"/> <input type="checkbox"/> TRANSLATOR 1 INTERPRETER1	
<input type="checkbox"/> Vietnam Vet VETERAN VIETNAM	Citizen Status: CITIZEN	LANGUAGE 2 FLUENCY 2 <input type="checkbox"/> <input type="checkbox"/> TRANSLATOR 2 INTERPRETER2	
Comment: COMMENT-ATTRIBUTE			
<input type="button" value="Notes"/> <input type="button" value="Forms"/> <input type="button" value="LOA"/> <input type="button" value="Termination"/> <input type="button" value="Re-Hire"/> <input type="button" value="Attach"/> <input type="button" value="Transfer"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			
Login: erudebss	District: 86 San Bernardino County Superintendent of Schools	Fiscal Year: 2013	Financial 2000 Version: 2013.03.0037

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<a href="#">Home</a>   <a href="#">Personnel</a>   <a href="#">Position Control</a>   <a href="#">Work Calendar</a>   <a href="#">Salary Schedule</a>   <a href="#">PAF</a>   <a href="#">Fiscal Year Rollover</a>   <a href="#">Reports</a>   <a href="#">Configuration</a>   <a href="#">Close</a>																																									
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<a href="#">Attributes</a>   <a href="#">Position Attach</a>   <a href="#">Events</a>   <a href="#">Certificated Comp</a>   <a href="#">Classified Comp</a>   <a href="#">Seniority</a>   <a href="#">Emergency Info</a>   <a href="#">Additional Info</a>   <a href="#">Checklist</a>   <a href="#">ACLB</a>   <a href="#">Change History</a>   <a href="#">PAF</a>																																									
<u>Attributes</u>	****PV is an abbreviation for POSITION VIEW. This was necessary to fit the field names near each label.****																																								
<u>Position Attachment</u>																																									
<div style="float: right; text-align: right;">  Print Page         </div> <div>             Eff Date: PV-EFF DATE-ATTACH    <input checked="" type="checkbox"/> Primary Job Position PV-PRIME POSITION              Position Code: PV-POSITION CODE    PV-POSITION DESCRIPTION              Location: PV-LOCATION              Start Date: PV-START DATE-POSN ATTACH    End Date: PV-END DATE-POSN ATTACH  <b>Salary Detail</b>              Schedule Code: PV-SALARY SCHEDULE-POSN    Salary: \$75,207.00    Salary Rate as of: 07/01/2012              Range: PV-RANGE-EMPLOYEE    Step: PV-STEP-EMPLOYEE              Shift: PV-SHIFT CODE-EMPLOYEE              Work Calendar: PV-WORK CALENDAR-EMPE              Earn Type: PV-EARN TYPE CODE-POSN ATTACH              Group Rule: PV- GROUP RULE-POSN ATTACH              PV-GENERATE <input checked="" type="checkbox"/> Generate Earnings Indicator    <input type="checkbox"/> PV-OVERLAP    <input type="checkbox"/> Override FTE  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>Hours/Day</th> <th>Days/Year</th> <th>Hours/Year</th> <th>FTE</th> <th>Budget Hours/Day</th> <th>Avg. Weekly Hours</th> </tr> <tr> <td>Schedule</td> <td>7.25</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Position</td> <td>PV-HRS/DAY-POSITION</td> <td></td> <td></td> <td>PV-FTE-POSITION</td> <td></td> <td></td> </tr> <tr> <td>Employee</td> <td>PV-HRS/DAY-EMPLOYEE</td> <td>177</td> <td>1283.25</td> <td>PV-FTE-EMPLOYEE</td> <td>PV-BUDGET HOURS</td> <td>PV-AVG WEEKLY HRS-POSN ATTACH</td> </tr> </table> <div> <b>Earnings:</b>  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>Hourly</th> <th>Daily</th> <th>Monthly</th> <th>Normal Annual</th> <th>Actual Annual</th> </tr> <tr> <td>NORMAL HOURLY</td> <td></td> <td>NORMAL DAILY</td> <td>NORMAL MONTHLY</td> <td>NORMAL ANNUAL</td> <td>ACTUAL ANNUAL</td> </tr> </table> </div> <div>             Position Hire Date: PV-POSITION HIRE DATE-POSN ATTACH    Years Of Service:    Months:    <b>Comment:</b>              PV-COMMENT-POSN ATTACH           </div> </div>			Hours/Day	Days/Year	Hours/Year	FTE	Budget Hours/Day	Avg. Weekly Hours	Schedule	7.25						Position	PV-HRS/DAY-POSITION			PV-FTE-POSITION			Employee	PV-HRS/DAY-EMPLOYEE	177	1283.25	PV-FTE-EMPLOYEE	PV-BUDGET HOURS	PV-AVG WEEKLY HRS-POSN ATTACH		Hourly	Daily	Monthly	Normal Annual	Actual Annual	NORMAL HOURLY		NORMAL DAILY	NORMAL MONTHLY	NORMAL ANNUAL	ACTUAL ANNUAL
	Hours/Day	Days/Year	Hours/Year	FTE	Budget Hours/Day	Avg. Weekly Hours																																			
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	Hourly	Daily	Monthly	Normal Annual	Actual Annual																																				
NORMAL HOURLY		NORMAL DAILY	NORMAL MONTHLY	NORMAL ANNUAL	ACTUAL ANNUAL																																				

**Effective Date History**  


07/01/2012	WH040
09/01/2011	WH040
07/01/2011	WH040
07/01/2010	WH040
07/01/2009	WH040

**Fiscal Year Roll Detail**  
 Increment Date: PV-INCREMENT DATE    ☐ PV-SKIPSTEPONROLL  
 PV-STEP FUTURE FISCAL YEAR    ☐ Skip Year  
 Step Future Fiscal Year:    Future Step: PV-FUTURE STEP  
**Assignment**  
 Type: PV-ASSIGNMENT TYPE CODE  
 Reason: PV-ASSIGNMENT REASON CODE  
 Subject: PV-ASSIGNMENT  
**Health & Welfare:** PV-H/W ELIGIBLE-POSN ATTACH  
**Retirement:** PV-RETIRE CODE-POSN ATTACH  
**Retirement Option:** PV-RETIRE OPTION-POSN ATTACH  
**EEO:** PV-EEO CODE-EMPE  
**Contract Duration:** PV-CONTRACT DURATION-POSN ATTACH  
**Leave Status:** PV-LEAVE STATUS-POSN ATTACH  
**Work Phone #:** PV-PHONE WORK-POSN ATTACH    Ext:

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**Events**

REPORTS 2000 FIELD NAMES-EVENTS

 Print Page

☒ Hide Unassigned Events

**\*\* SYSTEM DEFINED DATES \*\***

Event	Date
HIRE DATE HIRE DATE-HIRE	01/27/1997
TB EXPIRATION DATE TB EXPIRATION DATE-TBEX	10/28/2013
TERMINATION DATE TERMINATION DATE-TERM	07/12/2013

**\*\* EMPLOYMENT DATES \*\***

Event	Date
FINGERPRINTS RETURN	04/20/1998
SENIORITY DATE	08/24/2001

**\*\* EVALUATION DATES \*\***

Event	Date
ANNUAL EVALUATION DUE DATE	06/30/2015
LAST EVALUATION DATE	04/05/2013

**\*\* CERTIFICATED DATES \*\***

Event	Date
PRE-INTERN EFFECTIVE	08/24/2002
INDIVIDUAL INTERN EFFECTIVE	09/01/2003
PROBATIONARY 1 EFFECTIVE	08/24/2001
PROBATIONARY 2 EFFECTIVE	06/10/2004
TENURED EFFECTIVE	07/01/2005

**\*\* SUB/STUDENT DATES \*\***

Event	Date
DISTRICT EXPERIENCE DATE	08/24/2001

**\*\* HW DATES \*\***

Event	Date
H/W ELIGIBILITY DATE	09/01/2001

**\*\* STATE PRESCHOOL DATES \*\***

Event	Date
-------	------



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<div style="float: left;">Employee Search   Add Employee   Edit Employee</div> <div style="float: right; text-align: right;">REPORTS 2000 FIELD NAMES-CLASSIFIED COMPOSITE</div> <div style="clear: both;"></div>																																																																				
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>Attributes</span> <span>Position Attach</span> <span>Events</span> <span>Certificated Comp</span> <span>Classified Comp</span> <span>Seniority</span> <span>Emergency Info</span> <span>Additional Info</span> <span>Oneclist</span> <span>NGLB</span> <span>Change History</span> <span>PAF</span> </div>																																																																				
<div style="display: flex; justify-content: space-between;"> <div> <b>Classified Composite</b>             Assignment: POSITION VIEW-ASSIGNMENT            Position: POSITION VIEW-POSITION DESC            Location: POSITION VIEW-LOCATION            FTE: POSITION VIEW-FTE-EMPLOYEE            Part Time: PART-TIME-CLASSIFIED             Stipend/Step Increment Date: INCREMENT DUE DATE-CLASSIFIED            Semester Units Applied to Stipend/Step: TOTAL SEMESTER UNITS-CLASSIFIED         </div> <div align="right">           Print Page   <b>Years of Experience:</b>            District: DISTRICT EXPERIENCE-CLASSIFIED            Other District: OTHER DISTRICT-CLASSIFIED            Other Experience: OTHER EXPERIENCE-CLASSIFIED            Total: TOTAL EXPERIENCE-CLASSIFIED         </div> </div>																																																																				
<div style="display: flex; justify-content: space-between;"> <div> <b>Professional Growth</b>  <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Institution/Conference</th> <th>Course Date</th> <th>Course Number</th> <th>Course Title</th> <th>Hours</th> <th>Quarter Units</th> <th>Semester Units</th> <th>Completion Date</th> <th>Submitted Date</th> <th>Job Related</th> <th>Accepted</th> </tr> <tr> <th>INSTITUTION-CONFERENCE-CLASSIFIED</th> <th>COURSE DATE-CLASSIFIED</th> <th>COURSE NO.-CLASSIFIED</th> <th>COURSE TITLE-CLASSIFIED</th> <th>HOURS-CLASSIFIED</th> <th>QUARTER-CLASSIFIED</th> <th>SEMESTER-CLASSIFIED</th> <th>COMPLETION DATE-CLASSIFIED</th> <th>SUBMITTED DATE-CLASSIFIED</th> <th>JOB RELATED</th> <th>JOB ACCEPTED</th> </tr> </thead> <tbody> <tr> <td align="center">Add</td> <td align="center">Delete</td> <td align="center">Export</td> <td colspan="8"></td> </tr> </tbody> </table> </div> <div> <b>Degrees</b>  <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Degree</th> <th>Institution</th> <th>Graduation Date</th> <th>Major</th> <th>Minor</th> </tr> <tr> <th>DEGREE-CLASSIFIED</th> <th>DEGREE INSTITUTION-CLASSIFIED</th> <th>GRADUATION DATE-CLASSIFIED</th> <th>MAJOR-CLASSIFIED</th> <th>MINOR CLASSIFIED</th> </tr> </thead> <tbody> <tr> <td align="center">Add</td> <td align="center">Delete</td> <td align="center">Export</td> <td colspan="2"></td> </tr> </tbody> </table> </div> <div> <b>Skills</b>  <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Skill</th> <th>Award Date</th> <th>Expiration Date</th> </tr> <tr> <th>SKILLS-CLASSIFIED</th> <th>AWARD DATE-CLASSIFIED</th> <th>EXPIRATION DATE-CLASSIFIED</th> </tr> </thead> <tbody> <tr> <td align="center">Add</td> <td align="center">Delete</td> <td align="center">Export</td> </tr> </tbody> </table> </div> </div>												Institution/Conference	Course Date	Course Number	Course Title	Hours	Quarter Units	Semester Units	Completion Date	Submitted Date	Job Related	Accepted	INSTITUTION-CONFERENCE-CLASSIFIED	COURSE DATE-CLASSIFIED	COURSE NO.-CLASSIFIED	COURSE TITLE-CLASSIFIED	HOURS-CLASSIFIED	QUARTER-CLASSIFIED	SEMESTER-CLASSIFIED	COMPLETION DATE-CLASSIFIED	SUBMITTED DATE-CLASSIFIED	JOB RELATED	JOB ACCEPTED	Add	Delete	Export									Degree	Institution	Graduation Date	Major	Minor	DEGREE-CLASSIFIED	DEGREE INSTITUTION-CLASSIFIED	GRADUATION DATE-CLASSIFIED	MAJOR-CLASSIFIED	MINOR CLASSIFIED	Add	Delete	Export			Skill	Award Date	Expiration Date	SKILLS-CLASSIFIED	AWARD DATE-CLASSIFIED	EXPIRATION DATE-CLASSIFIED	Add	Delete	Export
Institution/Conference	Course Date	Course Number	Course Title	Hours	Quarter Units	Semester Units	Completion Date	Submitted Date	Job Related	Accepted																																																										
INSTITUTION-CONFERENCE-CLASSIFIED	COURSE DATE-CLASSIFIED	COURSE NO.-CLASSIFIED	COURSE TITLE-CLASSIFIED	HOURS-CLASSIFIED	QUARTER-CLASSIFIED	SEMESTER-CLASSIFIED	COMPLETION DATE-CLASSIFIED	SUBMITTED DATE-CLASSIFIED	JOB RELATED	JOB ACCEPTED																																																										
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<a href="#">Home</a>   <a href="#">Personnel</a>   <a href="#">Position Control</a>   <a href="#">Work Calendar</a>   <a href="#">Salary Schedule</a>   <a href="#">PAF</a>   <a href="#">Fiscal Year Rollover</a>   <a href="#">Reports</a>   <a href="#">Configuration</a>   <a href="#">Close</a>																			
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Assignment: POSITION VIEW-ASSIGNMENT Position: POSITION VIEW-POSITION DESC Location: POSITION VIEW-LOCATION FTE: POSITION VIEW-FTE-POSITION Part Time: PART TIME-CLASSIFIED * <input type="checkbox"/> ELL ELL-CSIS ELL CODE								Print Page <table border="1"> <tr> <th align="left" colspan="2">Years of Experience</th> </tr> <tr> <td>DISTRICT EXPERIENCE-CERTIFICATED</td> <td>District 15</td> </tr> <tr> <td>OTHER DISTRICT-CERTIFICATED</td> <td>In-State 0</td> </tr> <tr> <td>OTHER EXPERIENCE-CERTIFICATED</td> <td>Out-of-State 0</td> </tr> <tr> <td>TOTAL EXPERIENCE-CERTIFICATED</td> <td>Total 15</td> </tr> </table>		Years of Experience		DISTRICT EXPERIENCE-CERTIFICATED	District 15	OTHER DISTRICT-CERTIFICATED	In-State 0	OTHER EXPERIENCE-CERTIFICATED	Out-of-State 0	TOTAL EXPERIENCE-CERTIFICATED	Total 15
Years of Experience																			
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OTHER DISTRICT-CERTIFICATED	In-State 0																		
OTHER EXPERIENCE-CERTIFICATED	Out-of-State 0																		
TOTAL EXPERIENCE-CERTIFICATED	Total 15																		
ELL Provider Type: ELL-ELL DESCRIPTION																			
County Credentials: NOTE: TO REPORT FROM THE COUNTY CREDENTIALS DATASET THE "CREDENTIALS" CATEGORY MUST BE SELECTED																			
Doc. No.	Title	Term	Subject	Supplemental Subject	Effective Date	Expiration Date	Work Cred.												
DOCUMENT NUMBER	CREDENTIAL TITLE	CREDENTIAL TERM	SUBJECT	SUPPLEMENTAL SUBJECT	ISSUANCE DATE	EXPIRATION DATE	WORK CREDENTIAL FLAG												
District Credentials																			
Title	Term	Subject	Supplemental Subject	Effective Date	Expiration Date	To County Date	TCC	CLBCL											
CREDENTIAL TITLE-DISTRICT	CREDENTIAL TERM-DISTRICT	CREDENTIAL SUBJECT-DISTRICT	CREDENTIAL SUPPLEMENTAL SUBJECT-DISTRICT	CREDENTIAL EFFECTIVE DATE-DISTRICT	CREDENTIAL EXPIRATION DATE-DISTRICT	TO COUNTY DATE	TCC	CLBCL											
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Course Date	College/University	Course Number	Course Title	Hours	Quarter Units	Semester Units	Masters Units												
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SKILL-CERTIFICATED	AWARD DATE-CERTIFICATED	EXPIRATION DATE-CLASS SKILL	CERTIFICATION NO.-CERTIFICATED																

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Emergency Information

**REPORTS 2000 FIELD NAMES-EMERGENCY INFORMATION**

 Print Page

Emergency Care	HOSPITAL: Preferred Hospital: REDLANDS COMMUNITY HO <input type="checkbox"/>	INSURANCE CARRIER Insurance Carrier: BLUE CROSS <input type="checkbox"/>	LAST PHYSICAL Last Physical: 06/01/2012 <input type="checkbox"/>
----------------	---------------------------------------------------------------------------------	-----------------------------------------------------------------------------	---------------------------------------------------------------------

Emergency Contacts							
<table border="1" style="width:100%"> <tr> <th>Last Name</th> <th>First Name</th> <th>Home Phone</th> </tr> <tr> <td>SMITH</td> <td>JAMES</td> <td>(909)555-1212</td> </tr> </table>	Last Name	First Name	Home Phone	SMITH	JAMES	(909)555-1212	<div> <div> <div>CONTACT FIRST NAME</div> <div>*First Name: JAMES</div> </div> <div> <div>CONTACT LAST NAME</div> <div>*Last Name: SMITH</div> </div> <div> <div>CONTACT RELATIONSHIP</div> <div>Relationship: HUSBAND <input type="checkbox"/></div> </div> <div> <div>CONTACT HOME PHONE</div> <div>*Home Phone: (909)555-1212</div> </div> <div> <div>CONTACT WORK PHONE</div> <div>Work Phone: (909)555-5555</div> </div> <div> <div>CONTACT CELL PHONE</div> <div>Cell Phone: (909)555-3456</div> </div> <div> <div>CONTACT OCCUPATION</div> <div>Occupation:</div> </div> <div> <div>CONTACT TITLE</div> <div>Title: <input checked="" type="checkbox"/></div> </div> <div> <div>CONTACT MI</div> <div>Middle Initial:</div> </div> <div> <div>CONTACT WORK EXTENSION</div> <div>Work Ext.:</div> </div> <div> <div>CONTACT OCCUPATION</div> <div>Occupation:</div> </div> <div> <div>CONTACT RELATIONSHIP</div> <div>Relationship:</div> </div> </div> <div> <div>Comment:</div> </div>
Last Name	First Name	Home Phone					
SMITH	JAMES	(909)555-1212					
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Export"/>							

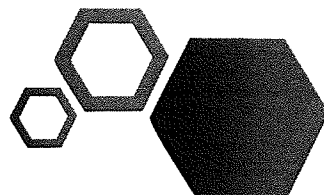
Medical Information					
<table border="1" style="width:100%"> <tr> <th>MEDICATION</th> </tr> <tr> <td>SIMVASTATIN</td> </tr> </table>	MEDICATION	SIMVASTATIN	<table border="1" style="width:100%"> <tr> <th>MEDICAL CONDITION</th> </tr> <tr> <td>HIGH BLOOD PRESSURE</td> </tr> </table>	MEDICAL CONDITION	HIGH BLOOD PRESSURE
MEDICATION					
SIMVASTATIN					
MEDICAL CONDITION					
HIGH BLOOD PRESSURE					
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Export"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Export"/>				

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NCLB		REPORTS 2000 FIELD NAMES-NCLB				Print Page
Local Employee ID: 216						
Submission: Fall 13/14						
<b>Assignments</b>						
CBEDS Code	Description	Core Course	Location	Core Area		
2611	General science	Secondary Core	Woodcrest Junior High	Science (Biology, Chemistry, Earth...		
2734	History-social science (social studies) (any of grades K...	Secondary Core	Woodcrest Junior High	Social Science (History, Governm...		
<b>Export</b>	CSIS NCLB CORE AREA DESCRIPTION	CSIS NCLB CORE COURSE DESCRIPTION	CSIS NCLB QUALIFIED BY DESCRIPTION	CSIS EMPLOYEE NCLB QUALIFIED DATE	CSIS EMPLOYEE NCLB QUALIFICATION NOTES	
<b>NCLB Qualifications</b>						
*Core Area	*Core Course	*Qualified By	Qualified Date	Notes		
Self-Contained Mult.-Subj.	Elementary Core	EXAM OPTION				
Science (Biology, Chemistry, Earth...	Secondary Core	COURSEWORK	12/19/2008	BIOLOGY SUBJ MATTER (SMAA)		
Social Science (History, Governm...	Secondary Core	EXAM OPTION	05/16/2009	SOCIAL SCI CSET		
Social Science (History, Governm...	Secondary Core	EXAM OPTION	05/16/2009	SOCIAL SCI CSET		
Social Science (History, Governm...	Secondary Core	EXAM OPTION	05/16/2009	SOCIAL SCI CSET		
Social Science (History, Governm...	Secondary Core	EXAM OPTION	05/16/2009	SOCIAL SCI CSET		
<div> <div>Add</div> <div>Delete</div> <div>Export</div> </div>						

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<a href="#">Home</a>   <a href="#">Personnel</a>   <a href="#">Position Control</a>   <a href="#">Work Calendar</a>   <a href="#">Salary Schedule</a>   <a href="#">PAF</a>   <a href="#">Fiscal Year Rollover</a>   <a href="#">Reports</a>   <a href="#">Configuration</a>   <a href="#">Close</a>																							
<a href="#">Position Search</a>   <a href="#">Add Position</a>   <a href="#">Edit Position</a>   <a href="#">Position Vacancy Search</a>   <a href="#">Mass Data Entry Utility</a>																							
REPORTS 2000 FIELD NAMES POSITION CONTROL																							
*Position Code: POSITION VIEW-POSITION CODE Job Code: POSITION VIEW-JOB CODE Effective Date: POSITION VIEW-EFF DATE-POSN CONTROL		*Description: POSITION VIEW-POSITION DESC Start Date: POSITION VIEW-START DATE-POSITION CONTROL End Date: POSITION VIEW-END DATE-POSN CONTROL																					
Job Detail Sub Job Code: POSITION VIEW-SUB JOB CODE Location Detail Division: POSITION VIEW-DIVISION CODE Department: POSITION VIEW-DEPARTMENT CODE Location: POSITION VIEW-LOCATION Position Hierarchy Supervisor: POSITION VIEW-SUPERVISOR Evaluator: POSITION VIEW-EVALUATOR		Salary Schedule Detail Schedule Code: POSITION VIEW-SALARY SCHEDULE-POSN Range: POSITION VIEW-RANGE-POSITION    Step: POSITION VIEW-STEP-POSITION Shift: POSITION VIEW-SHIFT CODE-POSITION Work Calendar: POSITION VIEW-WORK CALENDAR-POSN																					
		<table border="1"> <tr> <td></td> <td>Hours per Day</td> <td>Days per Year</td> </tr> <tr> <td>Schedule</td> <td align="center">0.000</td> <td align="center">0.000</td> </tr> <tr> <td>Position</td> <td align="center">POSITION VIEW-HRS/DY-POSITION</td> <td align="center">0.000</td> </tr> <tr> <td>FTE</td> <td align="center">POSITION VIEW-FTE-POSITION</td> <td></td> </tr> </table>		Hours per Day	Days per Year	Schedule	0.000	0.000	Position	POSITION VIEW-HRS/DY-POSITION	0.000	FTE	POSITION VIEW-FTE-POSITION										
	Hours per Day	Days per Year																					
Schedule	0.000	0.000																					
Position	POSITION VIEW-HRS/DY-POSITION	0.000																					
FTE	POSITION VIEW-FTE-POSITION																						
Other Funding Source: POSITION VIEW-FUNDING SOURCE CODE																							
Benefits Packages Health & Welfare: POSITION VIEW-H&W PACKAGE-POSN CONTROL Retirement: POSITION VIEW-RETIRE CODE-POSN CONTROL		FICA/Medicare: POSITION VIEW-FICA/MEDI SUBJ-POSN CONTROL EEO: POSITION VIEW-EEO CODE-POSN																					
Position Accounts <table border="1"> <tr> <td>Fu</td> <td>Rs</td> <td>Yr</td> <td>Goal</td> <td>Func</td> <td>Obj</td> <td>Sch</td> <td>Mgmt</td> <td>Percent(%)</td> <td>FTE</td> <td rowspan="2">Search Account</td> </tr> <tr> <td colspan="9">ACCT-POSN                      ACCT %-POSN</td> </tr> </table>				Fu	Rs	Yr	Goal	Func	Obj	Sch	Mgmt	Percent(%)	FTE	Search Account	ACCT-POSN                      ACCT %-POSN								
Fu	Rs	Yr	Goal	Func	Obj	Sch	Mgmt	Percent(%)	FTE	Search Account													
ACCT-POSN                      ACCT %-POSN																							
<div> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div>																							
<input type="checkbox"/> Personnel Approval POSITION VIEW-PERSONNEL APPROVAL NAME Position Status: POSITION VIEW-STATUS POSITION		<input type="checkbox"/> Budget Approval POSITION VIEW-BUDGET APPROVAL NAME <input type="checkbox"/> Final Approval POSITION VIEW-FINAL APPROVAL NAME																					
Comment POSITION VIEW-COMMENT-POSN CONTROL																							



# EPICS Fiscal Year End

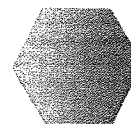
The EPICS Fiscal Year End web based training will guide the user through recommended steps in preparation for creating Position Control records in the new Fiscal Year.

This process includes working on the Legacy system (HP) for part of the process, using Reports 2000 to validate records prior to rolling and using the EPICS Personnel Roll.

## Web Based Training



*For assistance with accessing the Training Tab  
or questions about the videos, contact  
[MS\\_Helpdesk@sbcss.k12.ca.us](mailto:MS_Helpdesk@sbcss.k12.ca.us).*



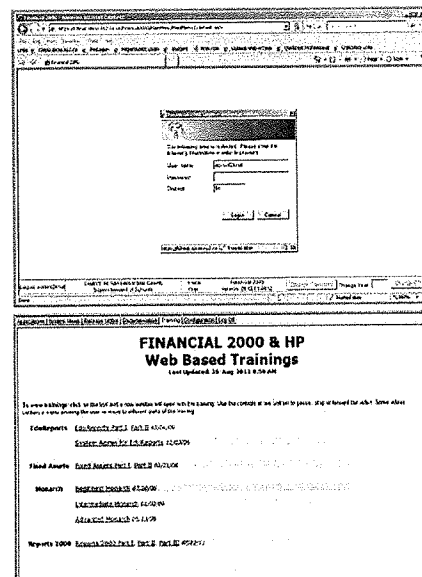


## TOPICS COVERED IN THIS COURSE INCLUDE:

- Recommended auditing tasks using Reports 2000.Net and legacy reports to identify records that may need to be modified before or after the rolls are performed.
- Working in the Legacy system (HP) MAGIC FISCAL YEAR ROLL to roll Additional Earnings, Health and Welfare to the new fiscal year.
- Working in EPICS to move records to the new fiscal year.
- Rules of the Rolls
- Maintaining records in two Fiscal Years.

## ACCESSING THE WEB BASED TRAINING VIDEOS

To access the Web based training videos, log into Financial 2000.



## ABOUT THIS COURSE

- The manual is available on the .Net Main Menu under the Documentation tab
- While viewing the video, control buttons at the bottom of the page give the ability to rewind, pause, move back or forward one slide at time, control the volume and exit the training.
- The on-line trainings also have the ability to jump to specific topics by using the menu option to skip entire sections.

- Includes a self-paced lesson

### PERSONNEL ROLL & MASS DATA ENTRY UTILITY

#### HP-MAGIC FY ROLL

- Tables
- Additional Earnings
- Health & Welfare
- SAMS Additional Accounts/fy

#### EPICS FY ROLL



760 East Brier Drive, San Bernardino, CA 92408  
Phone: 909-386-9600 Fax: 909-386-9666  
E-mail: [ms\\_helpdesk@sbcss.k12.ca.us](mailto:ms_helpdesk@sbcss.k12.ca.us)

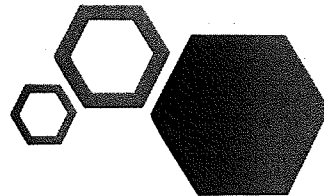
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# REPORTS 2000



## Web Based Training

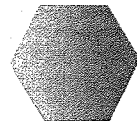


The Reports 2000.Net web based training will guide the user through the search, copy, edit, delete and schedule features.

The training also includes step by step instructions for selecting fields, modifying field properties, using the group/sort features and demonstrates how to use filters to define your report output.



For assistance with accessing the Training Tab or questions about the videos, contact [MS\\_Helpdesk@sbcss.k12.ca.us](mailto:MS_Helpdesk@sbcss.k12.ca.us).







## ABOUT THIS COURSE

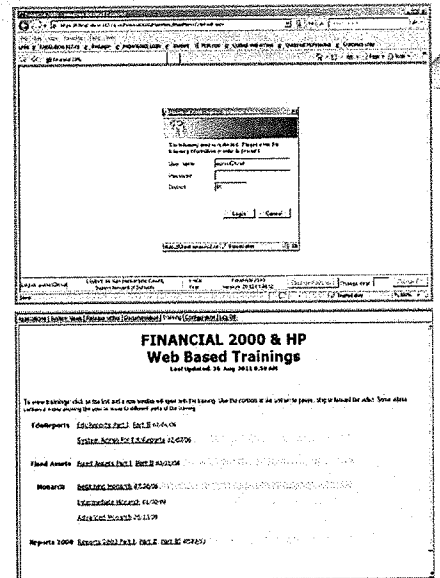
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- The on-line trainings also have the ability to jump to specific topics by using the menu option to skip entire sections.
- Includes a self-paced lesson

## TOPICS COVERED IN THIS COURSE INCLUDE:

- How to Search for Report Titles
- How to Edit and Copy Report templates
- The process of Scheduling a report
- Learning how to Create a new report
- The process of modifying field properties
- Using the Group By and Sort features to organize the report output
- How to build a Filter which is used to define the criteria of the report output.

## ACCESSING THE WEB BASED TRAINING VIDEOS

To access the **Web based training videos**, log into Financial 2000.

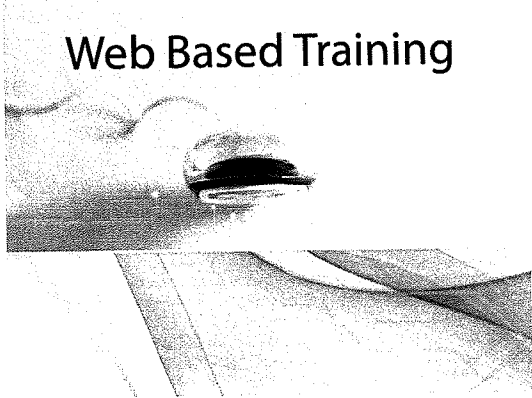


760 East Brier Drive, San Bernardino, CA 92408  
 Phone: 909-386-9600 Fax: 909-386-9666  
 E-mail: [ms\\_helpdesk@sbcss.k12.ca.us](mailto:ms_helpdesk@sbcss.k12.ca.us)

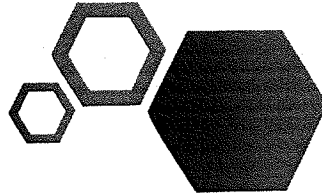
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# EPICS Processes



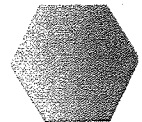
## Web Based Training



The EPICS Processes are designed to assist the technician with the most common changes in a position control system by providing a single data entry page. The fields on the data entry page update multiple sections of the Edit Employee Page in EPICS and may also produce a PAF- Personnel Action Form which can be used to communicate changes to other departments.



*For assistance with accessing the Training Tab  
or questions about the videos, contact  
[MS\\_Helpdesk@sbcss.k12.ca.us](mailto:MS_Helpdesk@sbcss.k12.ca.us).*



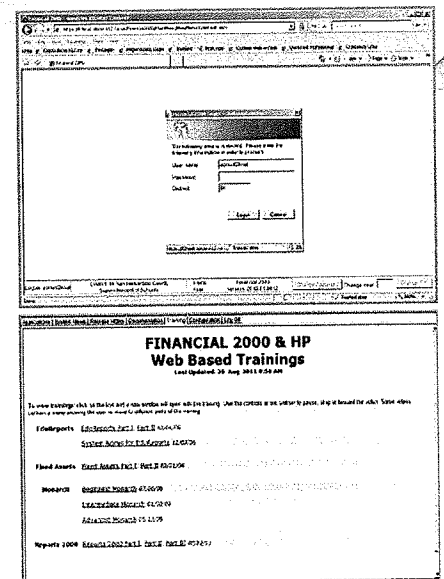


## TOPICS COVERED IN THIS COURSE INCLUDE:

- Add Employee
- Attach Position
- Re-Hire
- Transfer Position
- Termination
- Leave of Absence (LOA)

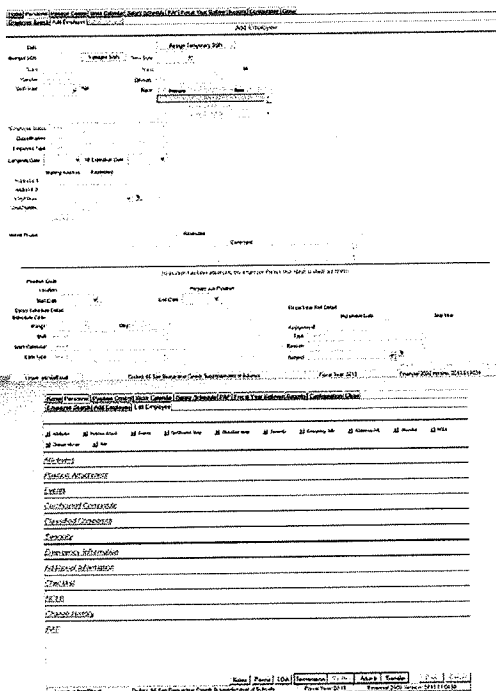
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## Schedule

Scheduling is a new feature in Reports2000.Net that allows automatic delivering reports to designated users. This feature is available either on the Search or the Edit Report Tabs through the Schedule button. This feature is controlled by security access.

The Schedule button becomes available on the Search Tab after the search result area is populated.

The screenshot displays the 'Search Options' section of the Reports2000.Net application. At the top, there are navigation tabs: Home, Reports, Configuration, and Close. Below these are action buttons: Search, Create New Report, and Edit Report. The 'Search Options' area contains several input fields and dropdown menus for filtering reports: Report Name (text input), Application (dropdown), Category (dropdown), From (date input, showing 4/25/2012), To (date input), Show (dropdown, showing All My Reports), and Logon (dropdown). To the right of these fields is a vertical menu with buttons: Search, Reset, Add, Run, Edit, Copy, Schedule, Delete, and Export. Below the search options is a table of search results. The table has columns for ID, Report Name, Shared, Show In Application, Report Date, Report Time, and Creator. One result is shown: ID 7164, Report Name TB EXPIRATION REPORT, Shared checkbox unchecked, Show In Application checkbox checked, Report Date 04/25/2012, Report Time 09:44, and Creator erudebss.

ID	Report Name	Shared	Show In Application	Report Date	Report Time	Creator
7164	TB EXPIRATION REPORT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/25/2012	09:44	erudebss

The Schedule button is also available on the Edit Report Tab.

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<a href="#">Home</a>   <a href="#">Reports</a>   <a href="#">Configuration</a>   <a href="#">Close</a>	
<a href="#">Search</a>   <a href="#">Create New Report</a>   <a href="#">Edit Report</a>	
<b>TB EXPIRATION REPORT (7164)</b>	
<a href="#">General Settings</a>   <a href="#">Select Fields</a>   <a href="#">Grouping/Sorting</a>   <a href="#">Filters</a>   <a href="#">Pivot</a>	
<u>General Settings</u> <div style="float: right;"> Print Page</div> <div>Report Title: <input type="text" value="TB EXPIRATION REPORT"/></div> <div>Application: <input type="text" value="POSITION CONTROL"/> <input type="checkbox"/> Run from Application</div> <div><input type="checkbox"/> Save Versions</div> <div>Shared: <input type="text" value="Private"/></div> <div>Report Header: <div style="border: 1px solid black; height: 40px; width: 100%;"></div></div> <div>Page Footer: <div style="border: 1px solid black; height: 20px; width: 100%;"></div></div> <div>Effective Date(s): <input type="text" value="AS OF TODAY"/></div> <div>Export Formats: <input checked="" type="checkbox"/> Excel Format <input checked="" type="checkbox"/> PDF Format <input checked="" type="checkbox"/> RTF Format <input checked="" type="checkbox"/> HTML Format</div> <div>Page Size: <input type="text" value="Letter 8 1/2 x 11 in"/> Orientation: <input type="text" value="Landscape"/></div> <div>Lines Per Page: <input type="text" value="50"/></div> <div>Font Settings: Font Name: <input type="text" value="Arial"/> Font Size: <input type="text" value="10"/></div>	
<u>Select Fields</u> <div style="float: right;"> Print Page</div> <div>Available Fields: <div style="border: 1px solid black; height: 20px; width: 100%;"></div></div> <div>Category: <input type="text" value="--Select a Category--"/></div> <div style="text-align: right; padding-top: 5px;"><div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Schedule</div><div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Copy</div><div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Run</div><div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Save</div><div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Cancel</div></div>	

Accessing the Schedule button will open the Schedule Report window below where the user will identify the parameters for scheduling the report.

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**Schedule Report -- Webpage Dialog**

Annual Requisition Report (3908) Save

Schedule Active ☐ Close

\*Start Date:  End Date:

\*Start Time:  ☒ AM ☐ PM (Format HH:MM)

Occurs: ☒ Daily ☐ Weekly ☐ Monthly Every:

Send Email Notification to:

- Aaron Rosenberg
- Alma Martinez
- Amanda Shoffner
- Andrea Mondry
- Anita Gates
- Annette Acosta
- Anthony Rubio
- April Hamilton
- authorized agent
- Becky Gilkerson
- Betty Richards
- Blanca Guerrero

FTP:

Server:

Folder:  Test FTP

The Report title and ID encompassed in parenthesis defaults in from the selected report. The Schedule Active check box should be selected to initiate its scheduling. This field also allows for the deactivation of a previously established schedule.

**Start Date.** This is a required field used to specify the date the scheduling should begin. A date can be typed in this field or selected from the calendar control.

**End Date.** This is an optional field for entering a date on which the schedule should stop. A date can be typed in this field or selected from the calendar control.

**Start time.** This is a required field used to define the time the report should run. The format is HH:MM. By default the Start Time will default to AM and can be changed to PM by selecting its button.

**Occurs buttons.** They identify the frequency of the scheduled report.

Daily- The selections under Every when Daily is identified are 1 day(s)-7 day(s).

Weekly- The selections under Every when Weekly is identified are Sunday-Saturday.

Monthly- The selections under Every when Monthly is identified are 1st-31st.

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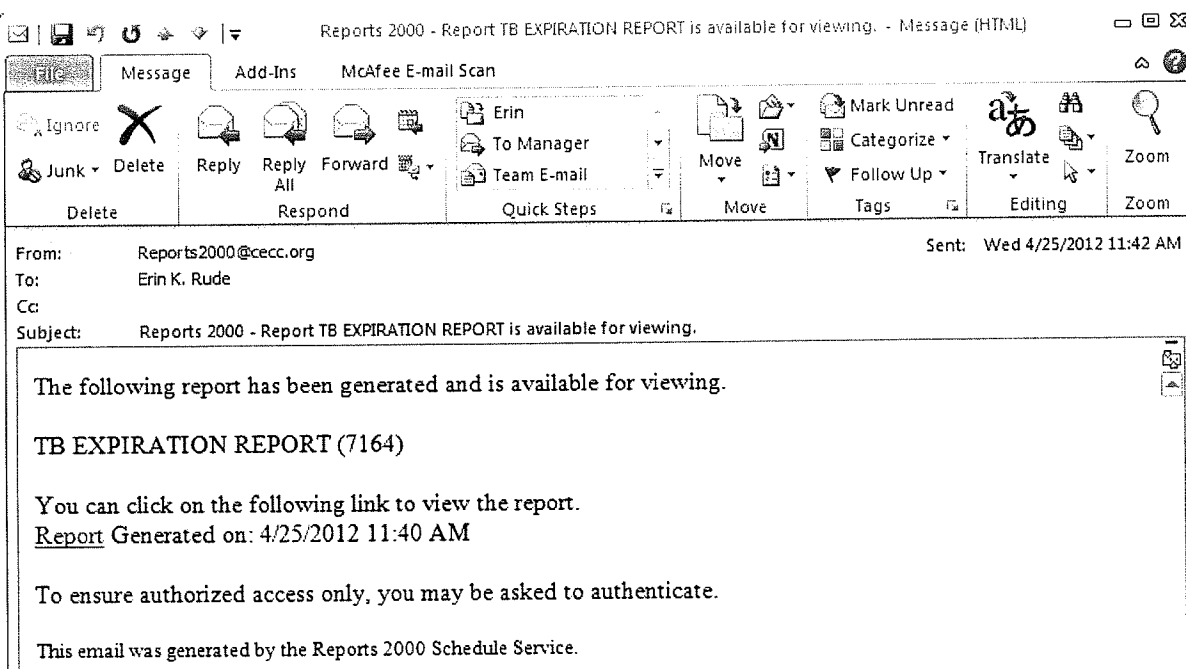
Send Email Notification to. The Names associated with Financial 2000 logons at the district will be displayed on the left side of the screen. The e-mail defined under Logon will be used to send the e-mail. To select a name, highlight the name and use the right arrow. To remove a selected name, highlight the name on the right side of the screen and use the bottom, left arrow.

Once the schedule properties have been identified, select the [Save] button, then [Close].

The report will be generated at the specified date and time and an e-mail notification will be sent to the recipients identified.

A recipient must have access to Reports 2000.Net and security to view the results for the report output to display.

Once the generated e-mail is opened, selecting the "Report" link will open Reports 2000.Net and require a successful logon to open the results.



If a recipient is already logged on to Reports 2000.Net, selecting the "Report" link from the e-mail will open the report results.

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The screenshot shows a Microsoft Excel window titled "Reports 2000 - Windows Internet Explorer" with the file "7164-1-20120425-1140.csv [Read-Only] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	EIN	LAST AND FIRST NAME	TB EXPIRATION DATE	PHONE-HOME								
2	10	SMITT, JOHN	9/22/2004	(909) 883-6218								
3	100	JONES, MARY	4/8/1996	(517) 772-8996								
4	1000	DOE, JOHN	12/13/2000	(951) 679-1998								
5	10000	DOE, JANE	12/21/2009	(909) 746-3811								

The File Transfer Protocol (FTP) section available on the Schedule Report Window is an optional feature and can also be used to schedule a report. Access to this section is recommended for server administrators responsible for uploading reports via File Transfer Protocol (FTP) to local or remote servers.

Pre-configured FTP servers available on the FTP Server Sub Tab under the Configuration Tab can be selected from the Server dropdown field. To confirm that these settings are correct, click the Test FTP button.

FTP:

Server:

Folder:

## Setting Servers on the FTP Server Sub Tab

The screenshot shows the "FTP Servers" configuration window with tabs for Home, Reports, Configuration, and Close. The Configuration tab is active, displaying a table of FTP servers:

Description	Type	Server	Port	Folder	UserName	Override
psmt.sbcss.k12.ca.us (SFTP)	SFTP	psmt.sbcss.k12.ca.us	22	/epics	ftpuser	No
vmsb-psmt (SFTP)	SFTP	vmsb-psmt	20002	/purchasing	ftpuser	No

**Description.** This is the DNS name or the FTP Server. Be aware that using an IP address, the email created by the Schedule may be mistaken as a phishing email.

**Type.** There are 2 protocols that are supported. FTP is an unsecured protocol to transfer files. It is defined in RFC 959. SFTP is a secured protocol to transfer files. It is based on the SSH specification. We prefer that SFTP is used. SSH uses an SSL (encrypted) connection between client and server.

**Server.** This is the address of the FTP server. This is where the reports will be uploaded.

**Port.** 21 is the default port for FTP. 22 is the default port for SFTP. If the FTP Server is configured to use a different port, then it should be entered here.



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Folder. This is the folder name on the FTP Server where the reports should go. If no path is entered, files are sent to the root folder on the FTP Server. Note that the administrator of the FTP Server should map the root path for each user for security purposes.

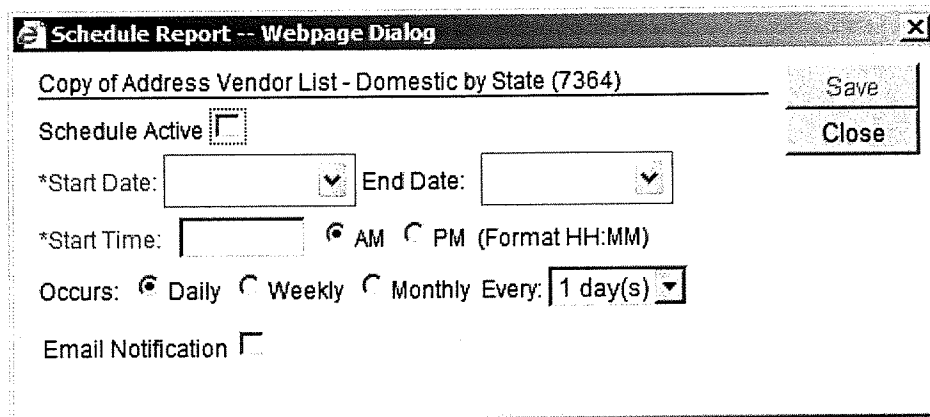
UserName. This is the FTP Server administrator logon.

Override . Allows editing the current FTP setting. Three values are available from this dropdown field: No, Yes and Always. Selecting No accepts the selected Server settings. Yes allows to change the Default Credentials, Username, Password and Folder where the report will be sent to. Always allows modifying the Username, Password and Folder where the report will be sent to.

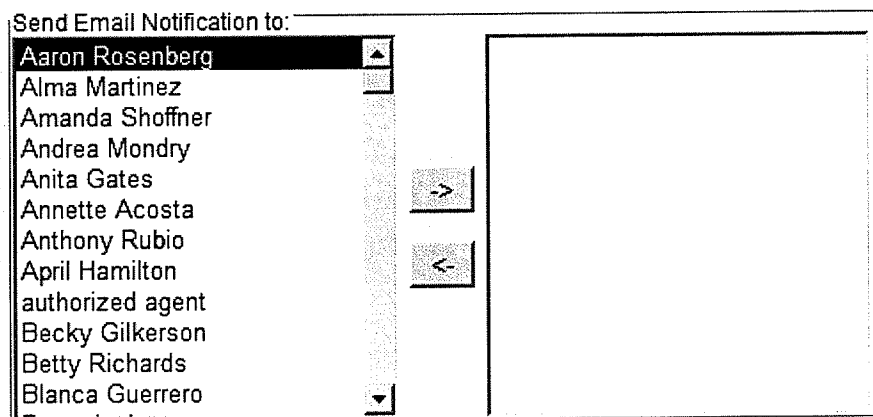
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Access to the Schedule Report window and its functionality is controlled by the below **4 security codes**:

1. The security code 'Schedule' allows users to schedule their own reports to themselves. The Email Notification check box enables the user logon email to receive the report. Available fields with this access are the Schedule Active check box that allows setting the schedule as active when selected, the starting date, ending date and the start time, as well as, how often the report should run.



2. The security code 'Scheduled Reports Email Multiple' displays the 'Send Email Notification to' section. This allows selecting users to receive scheduled reports.



3. The security code 'Schedule Shared Reports' shows the Schedule command buttons on the Search screen allowing scheduling shared reports for other users.

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<div style="display: flex; justify-content: space-between;"> <span>Home Reports <b>Configuration</b> Close</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Search <b>Create New Report</b> Edit Report</span> </div>																																																
<b>Search Options</b>																																																
Report Title:		Application: PURCHASING		Category:																																												
From:	To:	Show: Only Reports Shared To Me		Logon:																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Report Name</th> <th>Shared</th> <th>Show In Application</th> <th>Report Date</th> <th>Report Time</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td>3908</td> <td>Annual Requisition Report</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>03/29/2006</td> <td>11:42 AM</td> <td>adminbss</td> </tr> <tr> <td>6588</td> <td>Change Order / Change Acct summary report-Close...</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>10/20/2009</td> <td>12:53 PM</td> <td>adminbss</td> </tr> <tr> <td>6589</td> <td>Change Order / Change Acct summary report-Open...</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>10/20/2009</td> <td>8:12 AM</td> <td>adminbss</td> </tr> <tr> <td>6590</td> <td>Change Order / Change Acct summary report-Open...</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>10/20/2009</td> <td>12:49 PM</td> <td>adminbss</td> </tr> <tr> <td>7141</td> <td>Copy of Annual Requisition Report</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>04/05/2012</td> <td>2:05 PM</td> <td>adminbss</td> </tr> </tbody> </table>							ID	Report Name	Shared	Show In Application	Report Date	Report Time	Creator	3908	Annual Requisition Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/29/2006	11:42 AM	adminbss	6588	Change Order / Change Acct summary report-Close...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	12:53 PM	adminbss	6589	Change Order / Change Acct summary report-Open...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	8:12 AM	adminbss	6590	Change Order / Change Acct summary report-Open...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	12:49 PM	adminbss	7141	Copy of Annual Requisition Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/05/2012	2:05 PM	adminbss
ID	Report Name	Shared	Show In Application	Report Date	Report Time	Creator																																										
3908	Annual Requisition Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/29/2006	11:42 AM	adminbss																																										
6588	Change Order / Change Acct summary report-Close...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	12:53 PM	adminbss																																										
6589	Change Order / Change Acct summary report-Open...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	8:12 AM	adminbss																																										
6590	Change Order / Change Acct summary report-Open...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2009	12:49 PM	adminbss																																										
7141	Copy of Annual Requisition Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/05/2012	2:05 PM	adminbss																																										
						<div style="text-align: center;"> Run  Edit  Copy  Schedule  Delete  Export </div>																																										

4. The security code 'FTP Scheduled Reports' displays the 'FTP section' on the Schedule Report Window.

FTP:	
Server:	(Select) ▼
Folder:	<input style="width: 150px;" type="text"/> <input type="button" value="Test FTP"/>

5. The security code 'FTP Server Configuration' makes the 'FTP Servers' sub tab under the Configuration tab available.

<div style="display: flex; justify-content: space-between;"> <span>Home Reports <b>Configuration</b> Close</span> </div> <div style="display: flex; justify-content: space-between;"> <span>FTP Servers</span> </div>						
Description	Type	Server	Port	Folder	UserName	Override
psmtsbcss.k12.ca.us (SFTP)	SFTP	psmtsbcss.k12.ca.us	22	/epics	ftpuser	No
vmbs-psmt (SFTP)	SFTP	vmbs-psmt	20002	/purchasing	ftpuser	No

## **REPORTS 2000 SAMPLES**

- **EMPLOYEE INFORMATION REPORT**
- **EMPLOYEE BIRTHDATE REPORT**
- **EMPLOYEE EVENTS REPORT**
  - **TB EXPIRATION**
  - **LONGEVITY**
- **EMPLOYEE TERMINATION REPORT**
- **EMPLOYEE/POSITION REPORT**
- **POSITION CONTROL REPORT**

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**MAGIC-EMPLOYEE INFORMATION REPORT (COR410)**

603 #J3037 11/ 7/12		EMPLOYEE INFORMATION											
Page: 2 of 600													
1...	10...	20...	30...	40...	50...	60...	70...	80...	90...	100...	110...	120...	130
COR410		BEST NET CONSORTIUM										#J3037	PAGE: 2
		EMPLOYEE INFORMATION DETAIL REPORT											11/07/2012
86 S.B. County Service		As of Date 11/07/2012										Fiscal Year: 13	
SSN	Last Name	First Name	Position	Description									
Home Phone	Work Phone	Mi Title Address	E-Hr*Un	Divn Locn Dept Job Code	SJC								
=====													
1333 *DE													
			RIALTO, CA	0.000									
Hire Date: 08/25/2011	Status: EM		92377-3658	EmpE Type: WORKABILITY STUDENT	Class: OT								
BU: Posn Hire Date:	Wrk Loc:			Lang: F: T: Lang: F: T:									
1981			LANE	SJ186	PARAEDUCATOR								
(909)795-5668	(714)797-5181	YUCAIPA, CA	6.000	SS MRJH M/S AIDEINS	A006								
Hire Date: 09/23/1985	Status: EM		92399	EmpE Type: PARAEDUCATORS	Class: CL								
BU: 2A Posn Hire Date: 09/01/1992	Wrk Loc:			Lang: F: T: Lang: F: T:									
6827			PL										

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## REPORTS 2000-EMPLOYEE INFORMATION REPORT

Parameters for the report 'EMPLOYEE INFORMATION REPORT (12741)':

Report Title:	EMPLOYEE INFORMATION REPORT	
Effective Date(s):	AS OF TODAY	
Enter Status-Emp:	=	EMPLOYEE
Enter Name-Last	IS NOT NULL	
Enter Name-First	IS NOT NULL	
Enter Type-Emp:	IS NOT NULL	
Enter Classification-Emp:	IS NOT NULL	
Enter Position View-Hrs/Dy-Employee:	IS NOT NULL	
Enter Address Zip-Mail:	IS NOT NULL	
Enter Position View-Position Code:	IS NOT NULL	
Enter Position View-Division Code:	IS NOT NULL	
Enter Position View-Location:	IS NOT NULL	
Enter Position View-Department Code:	IS NOT NULL	
Enter Position View-Job Code:	IS NOT NULL	
Enter Name-Supervisor:	IS NOT NULL	

Run Report

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REPORTS 2000-EMPLOYEE INFORMATION REPORT

SSN	LAST	FIRST	MI	PHONE-HM	PHONE-WORK	STREET	CITY	STATE	ZIP	HIRE DT	POSITION	DESC	HRS/DY-E	DIVN	LOCN	DEPART	JOB CODE	SJC	BU	FL
1981	AL	AL					YUCAIPA	CA	92389	9/23/1985	S1186	PARAEDU	6 SS	MRJH	M/S	AIDEINS	A006	2A		
7686	AB	AB					VICTORVILLE	CA	92393	8/25/1993	DK090	TEACHER	7.25 SS	SRNO	M/S	TEAC	T030	1T		
572	AI	AI					DAK HILLS	CA	92345	3/27/1999	CB057	SR BUS SV	8 BUS	IT	IT	SPEC	M243	2M		
6858	AI	AI					REDLANDS	CA	92373	2/16/1999	CJ021	REC PLAC	4 ESS	FROP	ROP	CLRK	C100	2C		
4433	AI	AI					PERRIS	CA	92570	9/6/1988	WD088	SLPA-SPEE	8 SS	MVEW	LSH	CLRK	A090	2A		
8013	AI	AI					RANCHO CUCAMONGA	CA	91730	1/9/2006	WK028	PARAEDU	6 SS	DRCY	M/S	AIDEINS	A006	2A		
9787	AI	AI					RIALTO	CA	92376	8/28/2001	J8020	TEACHER	7 SS	CIGS	JCT	TEAC	T020	1T		
6158	AI	AI					RIALTO	CA	92377	11/9/2009	EG143	BEHAVIOR	8 DMSL	DMSL	DMSL	SPEC	M182	2M		
9771	AI	AI					SAN BERNARDINO	CA	92404	4/23/2007	GE172	CHILDREN	8 SS	KNC	KNC	CLRK	C410	2C		
6988	AI	AI					BLUE JAY	CA	92317	2/20/1990	DA020	PSYCHOLC	8 SS	SIEG	DMOP	PSYC	M175	1M		
815	AI	AI					APPLE VALLEY	CA	92308	12/7/2009	EG145	BEHAVIOR	8 DMSL	DMSL	DMSL	SPEC	M182	2M		
6546	AI	AI					RIVERSIDE	CA	92503	8/24/2007	WV051	PARAEDU	6 SS	CPFL	M/M	AIDEINS	A005	1A		
5349	AI	AI					ADELANTO	CA	92301	1/9/2012	EG179	INTERVEN	8 DMSL	DMSL	DMSL	SPEC	M184	2A		
8498	AI	AI					VICTORVILLE	CA	92394	11/8/2004	DH101	SLPA-SPEE	8 SS	CVRT	DMOP	CLRK	A090	2A		
5629	AI	AI					VICTORVILLE	CA	92394	5/10/2010	PD068	STATE PRE	3 SS	PDSL	STPE	AIDEPRESH	A128	2A		
8754	AI	AI					FONTANA	CA	92335	3/26/2007	FD025	ACCOUNT	8 BUS	BAS	BAS	TECH	C040	2C		
4986	AI	AI					RANCHO CUCAMONGA	CA	91701	5/22/2006	WE108	PARAEDU	6 SS	FRST	AUTP	AIDEINS	A006	2A		
6181	AI	AI					HIGHLAND	CA	92346	1/8/2001	PA010	OFFICE SP	8 SS	SS	STPS	CLRK	C289	2C		
134	AI	AI					RIVERSIDE	CA	92503	4/23/2012	EG508	INTERVEN	8 DMSL	DMSL	DMSL	SPEC	M184	2A		
9037	AI	AI					COLTON	CA	92324	10/23/2006	CP071	INTERMCC	8 BUS	DFS	DFS	CLRK	C350	2C		
1965	AI	AI					APPLE VALLEY	CA	92307	5/18/2009	EG093	BEHAVIOR	8 DMSL	DMSL	DMSL	SPEC	M182	2M		
5741	AI	AI					COLTON	CA	92324	9/13/2000	J020	TEACHER	7 SS	CFOW	CCDS	TEAC	T010	1T		
84	AI	AI					RCH CUCAMONGA	CA	91730	4/25/2005	S1231	PARAEDU	6 SS	ESHR	M/S	AIDEINS	A020	2A		
1510	AI	AI					RIVERSIDE	CA	92503	3/5/2008	CR007	JPA BUS D	8 BUS	JPAR	JPAR	SPEC	M118	2M		
632	AI	AI					HESPERIA	CA	92345	9/30/2002	PD106	STATE PRE	8 SS	SGPR	STPS	AIDEPRESH	A128	2A		
2258	AI	AI					HESPERIA	CA	92345	4/16/2008	FD003	BUSINESS	8 BUS	BAS	BAS	SPEC	M070	2M		
9893	AI	AI					YUCAIPA	CA	92399	9/5/1989	CA003	ASST. TO T	8 SUPT	SUPT	SUPT	SPEC	M307	2M		
9902	AI	AI					YUCAIPA	CA	92399	10/27/2008	FA001	ASSISTANT	8 BUS	BUSI	BUSI	ASSTCLAS	M020	2M		
8780	AI	AI					ESSEX	CA	92332	1/3/2011	DV161	PARAEDU	6 SS	NOL5	M/S	AIDEINS	A006	2A		
6371	AI	AI					VICTORVILLE	CA	92394	10/11/2004	DQ009	BRILLE SI	6 SS	SIEG	V/I	AIDEINS	A080	2A		
8279	AI	AI					REDLANDS	CA	92374	2/26/2001	CS007	MAINTEN	8 BUS	SPRT	MOT	SPEC	M267	2M		
4868	AI	AI					APPLE VALLEY	CA	92307	8/10/2009	EG160	RESEARCH	8 DMSL	DMSL	DMSL	SPEC	M585	2M		
7916	AI	AI					CHINO	CA	91710	8/24/2007	WE017	PARAEDU	6 SS	MARS	MSP	AIDEINS	A005	2A		
6815	AI	AI					FONTANA	CA	92336	9/14/1999	WA060	SCHOOL P	8 SS	MULB	WEOP	SPEC	M346	2M		
2460	AI	AI					SAN BERNARDINO	CA	92405	9/25/2000	WK190	TEACHER	7.25 SS	CRNL	M/S	TEAC	T12M	1T		
271	AI	AI					ALTA LOMA	CA	91701	1/23/2006	J006	PARAEDU	6 SS	ULSC	CCDS	AIDEINS	A005	2A		
7857	AI	AI					HIGHLAND	CA	92346	6/23/1997	FE004	MANAGER	8 BUS	IB	IB	SPEC	M080	2M		
9240	AI	AI					CORONA	CA	92883	10/23/2001	PA006	STATE PRE	8 SS	WEOP	STPS	SPECCT	M190	1M		
1849	AI	AI					FONTANA	CA	92336	10/10/2005	WK191	PARAEDU	6 SS	CRNL	M/S	AIDEINS	A006	2A		
1000	AI	AI					REDLANDS	CA	92374	8/5/2002	FB020	OFFICE SP	8 BUS	BAS	BAS	CLRK	C389	2C		
4142	AI	AI					BARSTOW	CA	92311	8/10/2007	PD040	STATE PRE	8 SS	CPRE	STPS	TEACSTPR	T123	1T		
6044	AL	AL					CORONA	CA	92881	7/6/2009	CJ001	ADMINIST	8 ESS	CTSS	ROP	ADMINRO	M040	1M		
8770	AL	AL					YUCAIPA	CA	92399	4/13/1998	CE008	OFFICE SP	8 HR	HR	HR	CLRK	P030	2F		
8475	AL	AL					HESPERIA	CA	92344	8/27/2001	DV111	PARAEDU	6 SS	KINC	DHH	AIDEINS	A006	2A		
760	AL	AL					COLTON	CA	92324	9/10/2007	DV094	PARAEDU	6 SS	STHS	M/H	AIDEINS	A006	2A		
8588	AL	AL					VICTORVILLE	CA	92392	7/1/2008	EG092	BEHAVIOR	8 DMSL	DMSL	DMSL	SPEC	M181	2M		
5604	AN	AN					PICO RIVERA	CA	90660	8/11/2011	WG010	TEACHER	7.25 SS	HWTN	DHH	TEACDHH	T12M	1T		
693	AN	AN					SAN BERNARDINO	CA	92413	7/5/2005	CP002	CHIEF DIS	8 BUS	DFS	DFS	SPEC	M070	2M		
1293	AN	AN					RIVERSIDE	CA	92504	8/29/2002	JC065	TEACHER	7 SS	MPHY	CCDS	TEAC	T12M	1T		
4749	AN	AN					RCH CUCAMONGA	CA	91730	2/5/2007	CA036	SR SFTWR	8 SUPT	COMM	COMM	SPEC	M320	2M		
5994	AN	AN					CHINO	CA	91710	9/27/1994	WR015	TEACHER	7.25 SS	BGEL	V/I	TEAC	T005	1T		
6106	AN	AN					HESPERIA	CA	92345	9/12/2005	DE012	PARAEDU	6 SS	STBA	DHH	AIDEINS	A006	2A		
8755	ANTHONY	ANTHONY					VICTORVILLE	CA	92392	5/19/2011	FG226	BEHAVIOR	8 DMSL	DMSL	DMSL	SPEC	M182	2M		

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**MAGIC-EMPLOYEE BIRTHDATE REPORT (COR414)**

24356 #J2515 10/31/12 EMPLOYEE BIRTH DATE  
 Page: 2 of 195  
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 COR414 BEST NET CONSORTIUM #J2515 PAGE: 2  
 EMPLOYEE BIRTH DATE REPORT 10/31/2012

86 S.B. County Service As of Date 10/31/2012 Fiscal Year: 13

SSN	Name	Birth Date	Age	EmpE Type Desc	Class	Location	Department	Job Code
1333	*DF	08/25/2011	1	WORKABILITY STU	OT			
1981	AB	10/17/1952	60	PARAEDUCATORS	CL	MOORE JHS; SPEC	MODERATE SEVERE	AIDEINS
6827	AB	07/15/1995	17	WORKABILITY STU	OT			
6758	AB	10/08/1989	23	WORKABILITY STU	OT			
2133	AB	12/29/1990	21	WORKABILITY STU	OT			
6552	AB	12/10/1982	29	WORKABILITY STU	OT			
5320	AB	11/09/1945	66	TEMPORARY - CER	ST			
3366	AB	02/09/1984	28	WORKABILITY STU	OT			
3369	AB	09/23/1985	27	WORKABILITY STU	OT			
0714	AB	05/04/1991	21	WORKABILITY STU	OT			
8942	AB	08/23/1981	31	WORKABILITY STU	OT			
6801	AB	12/26/1990	21	WORKABILITY STU	OT			
7686	AB	03/15/1964	48	TEACHERS	TC	SERRANO HS; SPE	MODERATE SEVERE	TEAC

List Files	Print Report	Previous 20 Lines	Next 20 Lines	Delete Report	Exit
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## REPORTS 2000-EMPLOYEE BIRTHDATE REPORT

Parameters for the report 'EMPLOYEE BIRTHDATE REPORT (12755)':

Report Title:	EMPLOYEE BIRTHDATE REPORT
Effective Date(s):	AS OF TODAY
Enter Status-Emp:	IS NOT NULL
Enter Name-Last:	IS NOT NULL
Enter Name-First:	IS NOT NULL
Enter Type-Emp:	IS NOT NULL
Enter Classification-Emp:	IS NOT NULL
Enter Position View-Division Code:	IS NOT NULL
Enter Position View-Location:	IS NOT NULL
Enter Position View-Department Code:	IS NOT NULL
Enter Position View-Job Code:	IS NOT NULL
Enter Birthdate:	IS NOT NULL

Run Report

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# REPORTS 2000-EMPLOYEE BIRTHDATE REPORT

## EMPLOYEE BIRTHDATE REPORT

SSN	NAME	BIRTHDATE	AGE	TYPE	CLASS	LOCN	DEPARTMENT	JOB CODE
1981	AL [REDACTED]	052 - 60		PARAEDUCATORS	CL	MOORE JHS; SPEC ED EVOP	M/S	AIDEINS
7666	AL [REDACTED]	064 - 48		TEACHERS	TC	SERRANO HS; SPEC ED DMOP	M/S	TEAC
0572	AL [REDACTED]	063 - 49		MANAGEMENT CLASSIFIED	CM	BRIER-INFORMATION TECHNOLOGY	IT	SPEC
6858	AL [REDACTED]	067 - 45		CLASSIFIED	CL	FONTANA HS - CAREER CENTER	ROP	CLRK
9787	AL [REDACTED]	065 - 47		TEACHERS	TC	CENTRAL JUVENILE COURT SCHOOL	JCT	TEAC
8013	AL [REDACTED]	076 - 36		PARAEDUCATORS	CL	DEER CYN ELEM; SPEC ED WEOP	M/S	AIDEINS
4433	AL [REDACTED]	059 - 53		SPEECH/LANG/PATHOLOGY ASST	CL	MOUNTAIN VIEW; SPEC ED WEOP	LSH	CLRK
6158	AL [REDACTED]	072 - 40		MGMT CLASS (LESS THAN 228)	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
9771	AL [REDACTED]	075 - 37		CLASSIFIED	CL	KIDSNCARE	KNC	CLRK
6988	AL [REDACTED]	059 - 53		MGMT CERT (LESS THAN 228)	TM	SIEGRIST; SPEC ED DMOP	DMOP	PSYC
0815	AL [REDACTED]	072 - 39		MGMT CLASS (LESS THAN 228)	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
6546	AL [REDACTED]	087 - 25		PARAEDUCATORS	CL	CHAPARRAL ELEMENTARY	MM	AIDEINS
5349	AL [REDACTED]	085 - 27		MANAGEMENT CLASSIFIED	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
8498	AL [REDACTED]	069 - 43		SPEECH/LANG/PATHOLOGY ASST	CL	NORMA COVERT CEC; SPEC ED DMOP	DMOP	CLRK
1671	AL [REDACTED]	087 - 25		STUDENT WORKER	CH	KIDSNCARE	KNC	STDT
5629	AL [REDACTED]	073 - 39		STATE PRESCHOOL ASSOCIATE	TC	PUESTA DEL SOL STATE PRESCHOOL - DM SPS	STPS	AIDEPRESCH
8754	AL [REDACTED]	077 - 35		CLASSIFIED	CL	BRIER-BUSINESS ADVISORY SVCS	BAS	TECH
4936	AL [REDACTED]	058 - 53		PARAEDUCATORS	CL	FROST EARLY ED CTR; SPEC ED WEOP	AUTP	AIDEINS
6181	AL [REDACTED]	066 - 46		CLASSIFIED	CL	COOLEY-STUDENT SERVICES	STPS	CLRK
0134	AL [REDACTED]	089 - 23		MANAGEMENT CLASSIFIED	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
6526	AL [REDACTED]	071 - 40		MANAGEMENT CLASSIFIED	CM	SUPPORT CENTER	MOT	SPEC
9037	AL [REDACTED]	087 - 25		CLASSIFIED	CL	BRIER-DIST. FINANCIAL SRVCS	DFS	CLRK
1965	AL [REDACTED]	075 - 37		MGMT CLASS (LESS THAN 228)	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
5741	AL [REDACTED]	042 - 70		TEACHERS	TC	CHAFFEY WEST CCDS ALT ED	CCDS	TEAC
3411	AL [REDACTED]	079 - 33		CLASSIFIED	CL	BRIER-CREDENTIALS SRVCS	CRED	TECH
1510	AL [REDACTED]	056 - 56		MANAGEMENT CLASSIFIED	CM	JOINT POWERS AUTHORITY	JPAR	SPEC
0084	AL [REDACTED]	081 - 30		PARAEDUCATORS	CL	EISENHOWER HS; SPEC ED EVOP	M/S	AIDEINS
0632	AL [REDACTED]	060 - 52		STATE PRESCHOOL ASSOCIATE	TC	SIEGRIST STATE PRESCHOOL - DM SPS	STPS	AIDEPRESCH
2258	AL [REDACTED]	070 - 42		MANAGEMENT CLASSIFIED	CM	BRIER-BUSINESS ADVISORY SVCS	BAS	SPEC
9893	AL [REDACTED]	065 - 47		MANAGEMENT CLASSIFIED	CM	601-SUPERINTENDENT'S OFFICE	SUPT	SPEC
9902	AL [REDACTED]	064 - 48		MANAGEMENT CLASSIFIED	CM	601-BUSINESS SERVICES	BUSI	ASSTCLASS
8780	AL [REDACTED]	074 - 38		PARAEDUCATORS	CL	NEEDLES HS; SPEC ED DMOP	M/S	AIDEINS
6371	AL [REDACTED]	073 - 39		BRAILLE SPECIALIST	CL	SIEGRIST; SPEC ED DMOP	VI	AIDEINS
8279	AL [REDACTED]	060 - 52		MANAGEMENT CLASSIFIED	CM	SUPPORT CENTER	MOT	SPEC
4868	AL [REDACTED]	068 - 44		MANAGEMENT CLASSIFIED	CM	DMESC-DESERT/MOUNTAIN SELPA	DMSL	SPEC
7916	AL [REDACTED]	046 - 66		PARAEDUCATORS	CL	EJ MARSHALL; SPEC ED WEOP	MSP	AIDEINS
8815	AL [REDACTED]	075 - 37		MGMT CLASS (LESS THAN 228)	CM	MULBERRY; SPEC ED WEOP	WEOP	SPEC
2460	AL [REDACTED]	070 - 41		TEACHERS	TC	CARNELIAN ELEM; SPEC ED WEOP	M/S	TEAC
7857	AL [REDACTED]	074 - 38		MANAGEMENT CLASSIFIED	CM	BRIER-INTERNAL BUSINESS	IB	SPEC

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**MAGIC-EMPLOYEE EVENT REPORT (COR416)-TBEX EVENT**

24769 #J2695 10/31/12

EMPLOYEE EVENTS REPO

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COR416

BEST NET CONSORTIUM  
EMPLOYEE EVENTS REPORT/LABELS

#J2695

PAGE: 2  
10/31/2012

86 S.B. County Service

As of Date 10/31/2012

Fiscal Year: 13

SSN	Name	EE Type Desc	Description	Date	Location Desc	Posn Desc	Suprv Last Name
1981	AB	PARAEDUCATORS	TB Expiration Date	04/29/2013	MOORE JHS; SPEC	PARAEDUCATOR	FORD
5320	AB	TEMPORARY - CER	TB Expiration Date	02/16/2015			
7686	AB	TEACHERS	TB Expiration Date	01/10/2015	SERRANO HS; SPE	TEACHER 12 MONT	WILLIAMS
0572	AC	MANAGEMENT CLAS	TB Expiration Date	08/06/2014	BRIER-INFORMATI	SR BUS SYS SUPP	GORMAN
9548	AC	SUBSTITUTE EDUC	TB Expiration Date	01/21/2014			
6858	AC	CLASSIFIED	TB Expiration Date	11/03/2015	FONTANA HS - CA	REC PLAC SPEC 1	GAYLOR
9787	AD	TEACHERS	TB Expiration Date	08/26/2014	CENTRAL JUVENIL	TEACHER (219 DA	WYATT
8013	AD	PARAEDUCATORS	TB Expiration Date	10/13/2015	DEER CYN ELEM;	PARAEDUCATOR	MARK
4433	AD	SPEECH/LANG/PAT	TB Expiration Date	09/16/2017	MOUNTAIN VIEW;	SLPA-SPEECH/LAN	MARK
6158	AD	MGMT CLASS (LES	TB Expiration Date	11/05/2013	DMESC-DESERT/MO	BEHAVIORAL HEAL	HOLTZ
9771	AD	CLASSIFIED	TB Expiration Date	10/07/2014			
6988	AD	MGMT CERT (LESS	TB Expiration Date	01/01/2050	SIEGRIST; SPEC	PSYCHOLOGIST (2	VAUGHN
0815	AD	MGMT CLASS (LES	TB Expiration Date	11/27/2013	DMESC-DESERT/MO	BEHAVIORAL HEAL	HOLTZ

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## REPORTS 2000-EMPLOYEE EVENTS REPORT-TB EXPIRATION DATE

Parameters for the report 'EMPLOYEE EVENTS REPORT-TB EXPIRATION DATE (12757)':

Report Title:	EMPLOYEE EVENTS REPORT-TB EXPIRATION C
Effective Date(s):	AS OF TODAY
Enter Status-Emp:	IS NOT NULL
Enter Name-Last	IS NOT NULL
Enter Type-Emp:	IS NOT NULL
Enter Classification-Emp:	IS NOT NULL
Enter Position View-Position Code:	IS NOT NULL
Enter Position View-Division Code:	IS NOT NULL
Enter Position View-Location:	IS NOT NULL
Enter Position View-Department Code:	IS NOT NULL
Enter Tb Expiration Date-Tbex	IS NOT NULL
<input type="button" value="Run Report"/>	

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# REPORTS 2000-EMPLOYEE EVENTS REPORT-TB EXPIRATION DATE

## EMPLOYEE EVENTS REPORT-TB EXPIRATION DATE

SSN	NAME	TYPE	TB EXPIRATION DATE	LOCN	POSITION DESC	SUPERVISOR
1981	AE	PARAEDUCATORS	04/29/2013	MRJH	PARAEDUCATOR	FORD, VICTORIA
7686	AE	TEACHERS	01/10/2015	SRNO	TEACHER 12 MONTH	WILLIAMS, TERRI
0572	AC	MANAGEMENT CLASSIFIED	08/06/2014	IT	SR BUS SYS SUPPORT ANALYST	GORMAN, KATHY
6858	AC	CLASSIFIED	11/03/2015	FROP	REC PLAC SPEC 11 MO 182 DAYS	GAYLOR, LINDA
9787	AE	TEACHERS	08/26/2014	CJCS	TEACHER (219 DAYS)	WYATT, LOUIS
8013	AE	PARAEDUCATORS	10/13/2015	DRCY	PARAEDUCATOR	MARK, LORI
4433	AE	SPEECH/LANG/PATHOLOGY ASST	09/16/2017	MVEW	SLPA-SPEECH/LANG/PATH ASST	MARK, LORI
6158	AE	MGMT CLASS (LESS THAN 228)	11/05/2013	DMSL	BEHAVIORAL HEALTH COUNSELOR I	HOLTZ, JENAE
9771	AE	CLASSIFIED	10/07/2014	KNC	CHILDREN'S SRVCS SPEC	IVERSON, STACY
6988	AE	MGMT CERT (LESS THAN 228)	01/01/2050	SIEG	PSYCHOLOGIST (215 DAYS)	VAUGHN, STEPHEN
0815	AE	MGMT CLASS (LESS THAN 228)	11/27/2013	DMSL	BEHAVIORAL HEALTH COUNSELOR I	HOLTZ, JENAE
6546	AE	PARAEDUCATORS	10/06/2014	CPEL	PARAEDUCATOR	YOUNG, CAMI
5349	AE	MANAGEMENT CLASSIFIED	12/28/2015	DMSL	INTERVENTION SPECIALIST	HOLTZ, JENAE
8498	AE	SPEECH/LANG/PATHOLOGY ASST	01/29/2013	CVRT	SLPA-SPEECH/LANG/PATH ASST	VAUGHN, STEPHEN
1671	AC	STUDENT WORKER	05/25/2015	KNC	STUDENT WORKER	
5629	AC	STATE PRESCHOOL ASSOCIATE	02/27/2016	PDSL	STATE PRESCHOOL ASSOCIATE 11MO	MC CANN, DIANA
8754	AL	CLASSIFIED	02/05/2013	BAS	ACCOUNTING TECHNICIAN	SANCHEZ, GINGER
4936	AI	PARAEDUCATORS	02/26/2013	FRST	PARAEDUCATOR	MILLER, TRACY
6181	AL	CLASSIFIED	01/29/2013	SS	OFFICE SPEC II	THAMS, BECKY
0134	AL	MANAGEMENT CLASSIFIED	04/13/2016	DMSL	INTERVENTION SPECIALIST	HOLTZ, JENAE
6526	AL	MANAGEMENT CLASSIFIED	02/05/2013	SPRT	PROG MGR MAINTENANCE, OPER, &	
9037	AL	CLASSIFIED	10/15/2014	DFS	INTERMEDIATE FISCAL CLERK	RETHREFORD, SUZANNE
1965	AL	MGMT CLASS (LESS THAN 228)	05/11/2013	DMSL	BEHAVIORAL HEALTH COUNSELOR I	HOLTZ, JENAE
5741	AL	TEACHERS	09/17/2013	CPCW	TEACHER CCDS 10 MONTH	BENJAMIN, JUDITH
3411	AL	CLASSIFIED	07/02/2014	CRED	CREDENTIALS TECHNICIAN	
1510	AL	MANAGEMENT CLASSIFIED	05/18/2015	JPAR	JPA BUS DEVELOPMENT MGR	RHAY, KARLA
0084	AL	PARAEDUCATORS	03/24/2014	ESHR	PARAEDUCATOR	WYATT, LOUIS
0632	AL	STATE PRESCHOOL ASSOCIATE	05/03/2050	SGPR	STATE PRESCHOOL ASSOCIATE 11MO	MC CANN, DIANA
2258	AL	MANAGEMENT CLASSIFIED	03/26/2016	BAS	BUSINESS SERVICES ADVISOR	HINKLE, CYNNA
9893	AL	MANAGEMENT CLASSIFIED	01/26/2016	SUPT	ASST. TO THE SUPT.	THOMAS, GARY
9902	AL	MANAGEMENT CLASSIFIED	05/30/2050	BUSI	ASSISTANT SUPERINTENDENT	THOMAS, GARY
8780	AL	PARAEDUCATORS	11/15/2014	NDLS	PARAEDUCATOR	HANNETT, THOMAS
6371	AL	BRAILLE SPECIALIST	06/14/2014	SIEG	BRAILLE SPECIALIST	HANNETT, THOMAS
8279	AL	MANAGEMENT CLASSIFIED	04/17/2013	SPRT	MAINTENANCE MANAGER	ALBA, RALPHIE
4868	AL	MANAGEMENT CLASSIFIED	05/07/2014	DMSL	RESEARCH ANALYST	HOLTZ, JENAE
7916	AL	PARAEDUCATORS	08/05/2050	MARS	PARAEDUCATOR	WATSON, ELENA
8815	AL	MGMT CLASS (LESS THAN 228)	03/23/2013	MULB	SCHOOL PHYSICAL THER II	WATSON, ELENA
2460	AL	TEACHERS	08/31/2013	CRNL	TEACHER 12 MONTH	HORSLEY, MARY
7857	AL	MANAGEMENT CLASSIFIED	11/03/2015	IB	MANAGER, FISCAL SERVICES	COX, CHRISTOPHER

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**MAGIC-EMPLOYEE EMPLOYEE EVENTS REPORT(COR416)-LONG**

42 #J2810 11/ 7/12		EMPLOYEE EVENTS REPO					
Page: 2 of 23							
1...10...20...30...40...50...60...70...80...90...100...110...120...130							
COR416		BEST NET CONSORTIUM		#J2810		PAGE: 2	
		EMPLOYEE EVENTS REPORT/LABELS				11/07/2012	
86 S.B. County Service		As of Date 11/07/2012				Fiscal Year: 13	
SSN	Name	EE Type Desc	Description	Date	Location Desc	Posn Desc	Suprv Last Name
1981 AB		PARAEDUCATORS	Longevity Date	10/01/1985	MOORE JHS; SPEC	PARAEDUCATOR	FORD
6858 AC		CLASSIFIED	Longevity Date	08/16/2002	FONTANA HS - CA REC PLAC	SPEC 1	GAYLOR
8013 AD		PARAEDUCATORS	Longevity Date	02/01/2006	DEER CYN ELEM;	PARAEDUCATOR	MARK
4433 AD		SPEECH/LANG/PAT	Longevity Date	10/01/1988	MOUNTAIN VIEW;	SLPA-SPEECH/LAN	MARK
6546 AG		PARAEDUCATORS	Longevity Date	09/01/2007	CHAPARRAL ELEME	PARAEDUCATOR	YOUNG
8498 AG		SPEECH/LANG/PAT	Longevity Date	12/01/2004	NORMA COVERT CE	SLPA-SPEECH/LAN	VAUGHN
5629 AG		STATE PRESCHOOL	Longevity Date	06/01/2010	PUESTA DEL SOL	STATE PRESCHOOL	MC CANN
4936 AI		PARAEDUCATORS	Longevity Date	06/01/2006	FROST EARLY ED	PARAEDUCATOR	MILLER
6181 AL		CLASSIFIED	Longevity Date	07/08/2004	COOLEY-STUDENT	OFFICE SPEC II	THAMS
9037 AL		CLASSIFIED	Longevity Date	04/23/2010	BRIER-DIST. FIN	INTERMEDIATE FI	RETFERFORD
0084 AL		PARAEDUCATORS	Longevity Date	05/01/2005	EISENHOWER HS;	PARAEDUCATOR	WYATT
0632 AL		STATE PRESCHOOL	Longevity Date	10/01/2002	SIEGRIST STATE	STATE PRESCHOOL	MC CANN
8780 AL		PARAEDUCATORS	Longevity Date	02/01/2011	NEEDLES HS; SPE	PARAEDUCATOR	HANNETT

## REPORTS 2000-EMPLOYEE EVENTS REPORT-LONGEVITY DATE

Parameters for the report 'EMPLOYEE EVENTS REPORT-LONGEVITY DATE (12758)':

Report Title:	EMPLOYEE EVENTS REPORT-LONGEVITY DATE
Effective Date(s):	AS OF TODAY
Enter Status-Emp:	IS NOT NULL
Enter Name-Last	IS NOT NULL
Enter Type-Emp:	IS NOT NULL
Enter Classification-Emp:	IS NOT NULL
Enter Position View-Position Code:	IS NOT NULL
Enter Position View-Division Code:	IS NOT NULL
Enter Position View-Location:	IS NOT NULL
Enter Position View-Department Code:	IS NOT NULL
Enter Longevity Date-Long:	IS NOT NULL

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REPORTS 2000-EMPLOYEE EVENTS REPORT-LONGEVITY DATE

EMPLOYEE EVENTS REPORT-LONGEVITY DATE

SSN	NAME	TYPE	LONGEVITY DATE	LOCH	POSITION DES C	SUPERVISOR
1981	A	PARAEDUCATORS	10/01/1985	MRJH	PARAEDUCATOR	FORD, VICTORIA
6858	A	CLASSIFIED	08/16/2002	FROP	REC PLAC SPEC 11 MO 182 DAYS	GAYLOR, LINDA
8013	A	PARAEDUCATORS	02/01/2006	DRCY	PARAEDUCATOR	MARK, LORI
4433	A	SPEECH/LANG/PATHOLOGY ASST	10/01/1988	MVEW	SLPA-SPEECH/LANG/PATH ASST	MARK, LORI
6546	A	PARAEDUCATORS	09/01/2007	CPEL	PARAEDUCATOR	YOUNG, CAMI
8498	A	SPEECH/LANG/PATHOLOGY ASST	12/01/2004	CVRT	SLPA-SPEECH/LANG/PATH ASST	VAUGHN, STEPHEN
5629	A	STATE PRESCHOOL ASSOCIATE	06/01/2010	PDSL	STATE PRESCHOOL ASSOCIATE 11MO	MC CANN, DIANA
4936	A	PARAEDUCATORS	06/01/2006	FRST	PARAEDUCATOR	MILLER, TRACY
6181	A	CLASSIFIED	07/08/2004	SS	OFFICE SPEC II	THAMS, BECKY
9037	A	CLASSIFIED	04/23/2010	DFS	INTERMEDIATE FISCAL CLERK	RETFERFORD, SUZANNE
0084	A	PARAEDUCATORS	05/01/2005	ESHR	PARAEDUCATOR	WYATT, LOUIS
0632	A	STATE PRESCHOOL ASSOCIATE	10/01/2002	SGPR	STATE PRESCHOOL ASSOCIATE 11MO	MC CANN, DIANA
8780	A	PARAEDUCATORS	03/01/2011	NDLS	PARAEDUCATOR	HANNETT, THOMAS
8371	A	BRILLE SPECIALIST	11/01/2004	SIEG	BRILLE SPECIALIST	HANNETT, THOMAS
7916	A	PARAEDUCATORS	09/01/2007	MARS	PARAEDUCATOR	WATSON, ELENA
0271	A	PARAEDUCATORS	02/02/2006	ULSC	PARAEDUCATOR	BENJAMIN, JUDITH
1849	A	PARAEDUCATORS	11/01/2005	CRNL	PARAEDUCATOR	HORSLEY, MARY
2000	A	CLASSIFIED	02/05/2006	BAS	OFFICE SPEC I	HINKLE, CYNNA
6700	A	CONFIDENTIAL	07/01/2006	HR	OFFICE SPEC III (CONF)	RUBOW, WILLIAM
6475	A	PARAEDUCATORS	09/01/2001	KINC	PARAEDUCATOR	WILLIAMS, TERRI
0760	A	PARAEDUCATORS	10/01/2007	STHS	PARAEDUCATOR	HANNETT, THOMAS
6106	A	PARAEDUCATORS	10/01/2005	STBA	PARAEDUCATOR	BARROW, MICHAEL
7598	A	PARAEDUCATORS	02/01/2007	SVDO	PARAEDUCATOR	HANNETT, THOMAS
0321	A	PARAEDUCATORS	09/01/2007	PIJH	PARAEDUCATOR	HORSLEY, MARY
7801	A	CLASSIFIED	04/02/2010	HSJH	INTERPRETER FOR THE DEAF	BARROW, MICHAEL
7483	A	CLASSIFIED	01/12/2012	DFS	SENIOR FISCAL CLERK	RETFERFORD, SUZANNE
0834	A	CLASSIFIED	07/01/2005	ALHS	INTERPRETER FOR THE DEAF	HORSLEY, MARY
3871	A	PARAEDUCATORS	01/01/2007	MULB	PARAEDUCATOR	MILLER, TRACY
3101	A	PARAEDUCATORS	10/01/2006	STBL	PARAEDUCATOR	BARROW, MICHAEL
6890	A	CONFIDENTIAL	05/27/2010	BUSI	ADMIN SEC/DEPUTY SUPT (CONF)	ALEJANDRE, THEODORE
1798	A	STATE PRESCHOOL ASSOCIATE	04/01/2006	LBTY	STATE PRESCHOOL ASSOCIATE 11MO	MC CANN, DIANA
3261	A	PARAEDUCATORS	08/01/2006	GRAN	PARAEDUCATOR	STONE, JANET
9074	A	PARAEDUCATORS	12/01/1990	CTWD	PARAEDUCATOR	DREDD-LEE, DORIS
3293	A	PARAEDUCATORS	07/01/1989	YVCS	PARAEDUCATOR	BOWSER, GEORGE
4846	A	PARAEDUCATORS	04/01/1992	DLHN	PARAEDUCATOR	FORD, VICTORIA
8557	A	CLASSIFIED	07/03/2009	KNC	CHILDREN'S SRVCS SPEC	CARTER, MARION
4763	A	CONFIDENTIAL	01/02/2008	HR	PERSONNEL TECHNICIAN (CONF)	RUBOW, WILLIAM
0173	B	STATE PRESCHOOL ASSOCIATE	09/01/2006	LOPR	STATE PRESCHOOL ASSOCIATE 11MO	ALVARADO, NANCY
3949	B	CLASSIFIED	07/15/2011	DFS	OFFICE SPEC II	ANDERSON, MELISSA



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# MAGIC-EMPLOYEE TERMINATIONS REPORT (COR412)

48 #J2816 11/ 7/12  
Page: 2 of 2  
COR412 BEST NET CONSORTIUM #J2816 PAGE: 2  
EMPLOYEE TERMINATIONS REPORT 11/07/2012

86 S.B. County Service

Fiscal Year: 13

SSN	Name	Sex	Ds	Ct	Et	Job Code	SJC	EEO Desc	Divn	Dept	Hire Date	Term Date	Reason Desc
0551	ALD	F			H	NRSE	T135	PROFESSION SS		NURS	10/23/2012	10/26/2012	
8429	BOWMAN	F	2	C	W	SPEC	M297	UNKNOWN	BUS	JPAR	02/01/1994	11/16/2012	
3913	COL	F	2	C	W	AIDEINS	T128	PROFESSION SS		STPS	09/13/2010	10/05/2012	
1801	DAM	M			C	W					03/25/2011	10/12/2012	
7965	DE	M	2	C	H	SPEC	M130	OFFICIALS	BUS	IB	09/28/2009	10/01/2012	
7691	DIO	M			C	B					01/17/2008	10/10/2012	
6303	GNE	F			C	W					03/22/2011	10/19/2012	
9623	GOM	F	2	C	W	TEAC	T005	PROFESSION SS		SPH	09/23/2002	10/25/2012	
3702	LEG	M	2	C	W	SPECCT	M490	PROFESSION ESS		DSIS	11/01/2000	11/02/2012	
9882	LOM	M			C	H					02/14/2011	10/09/2012	
9527	MAR	F	2	C	W	CLRK	C289	OFFICE AND ESS		ROP	07/31/1989	10/09/2012	
3305	MC	F				W					07/22/2010	11/01/2012	
3262	MCI	M			C	W	SPEC	M320	BUS	IT	03/03/2008	11/30/2012	

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## REPORTS 2000-EMPLOYEE TERMINATIONS REPORT

**Parameters for the report 'EMPLOYEE TERMINATIONS REPORT (12748)':**

Report Title:	EMPLOYEE TERMINATIONS REPORT		
Effective Date(s):	Is between	7/1/2012	11/30/2012
Enter Name-First:	IS NOT NULL		
Enter Name-Last:	IS NOT NULL		
Enter Gender:	IS NOT NULL		
Enter Termination Date-Term:	IS BETWEEN	10/01/2012	11/30/2012
Enter Hire Date-Hire:	IS NOT NULL		

Run Report

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## REPORTS 2000-EMPLOYEE TERMINATIONS REPORT

SSN	NAME	SEX	D	S	CT	ET	JOB CODE	SJC	EEO DESC	DIVN	DEPT	HIRE DATE	TERM DATE	REASON
551 A		F				H						10/23/2012	10/26/2012	RESIGNATION - VOLUNTARY
8429 B		F		2 Y	C	NH	SPEC	M297	UNKNOWN	BUS	JPAR	2/1/1994	11/16/2012	RETIREMENT
3913 C		F			C	NH						9/13/2010	10/5/2012	TERMINATION - VOLUNTARY
1801 D		M			C	NH						3/25/2011	10/12/2012	
7965 D		M		2 Y	C	H						9/28/2009	10/1/2012	RESIGNATION - VOLUNTARY
7691 D		M			C	NH						1/17/2008	10/10/2012	
9403 G		M										9/25/2006	9/30/2012	RETIREMENT
6303 G		F			C	NH						3/22/2011	10/19/2012	
9623 G		F		2 Y	C	NH						9/23/2002	10/25/2012	
3702 LE		M		2 Y	C	NH						11/1/2000	11/2/2012	RETIREMENT
9882 L		M			C	H						2/14/2011	10/9/2012	
9527 M		F		2 Y	C	NH						7/31/1989	10/9/2012	RETIREMENT
3305 M		F				NH						7/22/2010	11/1/2012	
3262 M		M			C	NH	SPEC	M320		BUS	IT	3/3/2008	11/30/2012	EXHAUSTED 100 DAYS
499 N		F			C							2/27/2006	10/12/2012	TERMINATION - VOLUNTARY
6770 N		F				NH						9/16/2008	10/22/2012	VOLUNTARY RESIGNATION EFFECTIVE: 2
6102 O		F			C	NH						8/9/2007	10/22/2012	RETIREMENT
4255 P		M			C	H	SPEC	M320		BUS	IT	3/24/2008	11/20/2012	RESIGNATION - VOLUNTARY
168 R		F				NH						8/12/2010	11/6/2012	
445 R		F			C	NH						2/21/2007	10/19/2012	
6506 S		F				H						1/18/2012	10/30/2012	
8710 S		M			C	H						2/27/2012	10/15/2012	
9254 S		F			C	NH						3/21/2011	11/1/2012	TERMINATION - INVOLUNTARY
6720 TI		M		2 Y	C	NH						7/23/2012	10/31/2012	RESIGNATION - VOLUNTARY
5597 V		F				NH						12/16/2010	10/10/2012	TERMINATION - INVOLUNTARY
594 V		F										4/20/2007	10/19/2012	

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**MAGIC-EMPLOYEE/POSITION REPORT (COR610)**

1675 #J3905 11/ 8/12		EMPLOYEE/POSITION RE												
Page: 20 of 34														
1...	10...	20...	30...	40...	50...	60...	70...	80...	90...	100...	110...	120...	130	
													Benefits: 14,036.15	
													Tot Cost: 90,652.15	
-----														
8116 M	CB190	ADMIN ASST (CONSORTIU	07/01/2012	Y	P-07/01/2012	99/99/9999	07/01							
2M CLASS MGMT	CM CLASSIFIED MANA	07/01/2012	BUS IT IT SPEC	M075	E-07/01/2012	99/99/9999	10/12/2009							
Sched: CLMH	Range: 58	Step: C	Shift:	P-Hr*Un: 8.000	D/Y: 220.000	O/L: N	Work Cal: G228	P-FTE: 1.0000						
Posn Hire: 02/02/2004	Yrs/Srv: 9	Mos: 04	Contr Dur:	E-Hr*Un: 8.000	Lve St:	Fund: KEEP	E-FTE: 1.0000							
H/W Pkg: KZ2M01	Rule: 01	H/W: Y	Retire: MEMBER PERS	F/Med: M	EEO:	EmpE Type: 08	Asn Type: 12	Rsn: CO	Group Rule: MA					
Hire Date: 01/25/1999	Supervisor: CB016	Evaluator: CB016	Work Mail: IT	Work Phone: (909) 386-2713	Gen Earn: Y									
Comment: Salary Schedule updated in Position														
Salary: 60,139.20	Shf: .00	Long:	.00	Tot Sal: 60,139.20	Benefits: 23,206.74	Total Cost: 83,345.94								
				Salary	H/W	Retire	FICA/Med	SUI	Work Comp	FTE				
Fu Res Y Goal Func Obj Sch Mgmt Distr %				60,139.20	13,341.84	6,859.34	872.02	661.53	1,472.01	1.0000				
01-0188-0-8600-7700-2414-000-0188 100.000														

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**REPORTS EMPLOYEE/POSITION REPORT-NML ANNUAL FRM SS, NO SHIFT,  
NO LONG AND NO ADDL ERN**

Parameters for the report 'EMPLOYEE/POSITION REPORT-NML ANNUAL FRM SS, NO SHIFT, NO LONG AND NO ADDL ERN (12754)':

Report Title:	EMPLOYEE/POSITION REPORT-NML ANNUAL FR
Effective Date(s):	AS OF TODAY ▼
Enter Position View-Position Code:	IS NOT NULL ▼
Enter Classification-Empe:	IS NOT NULL ▼
Enter Type-Empe:	IS NOT NULL ▼
Enter Position View-Division Code:	IS NOT NULL ▼
Enter Position View-Location:	IS NOT NULL ▼
Enter Position View-Department Code:	IS NOT NULL ▼
Enter Position View-Job Code:	IS NOT NULL ▼
Enter Position View-Salary Schedule-Posn:	IS NOT NULL ▼
Enter Position View-Range-Employee:	IS NOT NULL ▼
Enter Position View-Step-Employee:	IS NOT NULL ▼
Enter Position View-Work Calendar-Empe:	IS NOT NULL ▼
Enter Name-Supervisor:	IS NOT NULL ▼
<input type="button" value="Run Report"/>	

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**MAGIC AND REPORTS 2000 COMPARISON**

1675 #J3905 11/ 8/12		EMPLOYEE/POSITION RE	
Page: 20 of 34			
1...10...20...30...40...50...60...70...80...90...100...110...120...130			
		Benefits: 14,036.15	
		Tot Cost: 90,652.15	
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8116	MANAGEMENT	CB190	ADMN ASST (CONSORTIU
2M CLASS MGMT	CM CLASSIFIED MANA	07/01/2012	BUS IT IT SPEC
Sched: CLMH	Range: 58	Step: C	Shift: P-Hr*Un: 8.000 D/Y: 220.000 O/L: N Work Cal: G228 P-FTE: 1.0000
Posn Hire: 02/02/2004	Yrs/Srv: 9 Mos: 04	Contr Dur:	E-Hr*Un: 8.000 Lve St: Fund: KEEP E-FTE: 1.0000
H/W Pkg: KZ2M01	Rule: 01	H/W: Y	Retire: MEMBER PERS F/Mod: M EEO: EmpE Type: 08 Asn Type: 12 Rsn: CO Group Rule: MA
Hire Date: 01/25/1999	Supervisor: CB016	Evaluator: CB016	Work Mail: IT Work Phone: (909) 386-2713 Gen Earn: Y
Comment: Salary Schedule updated in Position			
Salary: 60,139.20		Shf: .00	Long: .00 Tot Sal: 60,139.20 Benefits: 23,206.74 Total Cost: 83,345.94
Fu Res	Y Goal	Func Obj	Sch Mgmt Distr %
01-0188-0-8600-7700-2414-000-0188	100.000		
Salary	H/W	Retire	FICA/Mod
60,139.20	13,341.84	6,859.34	872.02
SUI	Work Comp	FTE	
661.53	1,472.01	1.0000	

SSN	NAME	PRIME	POSITION	DESC	DIVN	LOCN	DEPT	JOB CODE	SJC	E-START DATE	E-END DATE	P-START DATE	P-END DATE
8116	MANAGEMENT	Y	CB190	ADMN ASST (CONSORTIU)	BUS	IT	IT	SPEC	M075	7/1/2012		7/1/2012	

P-END DATE	INC DATE	SCHED	RANGE	STEP	SHIFT	E-HRS	WORK CAI	P-HRS	E-FTE	P-FTE	POSITION	HIRE DATE	CONTR	DL	VEST	FUND	H/W PKG	H/W
	7/1	CLMH		58	C		8	G228	8	1	1	02/02/2004	8			KEEP FOR FY 05-06	BUDGET	Y

RETIRE	F/ MED	EEO	ASN TYPE	RSN	GROUP RL	HIRE DATE	SUPERVISOR	EVALUATOR	WORK MA	WORK PHONE	COMMENT	NORMAL ANNUAL	ACCT-POSN	ACCT %
2	N		12	CO	MA	1/25/1999	CB016	CB016	IT	(909) 386-2713	Salary Schedule updated in Position	\$60,139.20	01-0188-0-8600-7700-2414-000-0188	100.00

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## MAGIC-POSITION CONTROL REPORT (COR510)

876 #J3414 11/ 8/12		POSITION CONTROL REP									
Page: 20 of 600											
1...10...20...30...40...50...60...70...80...90...100...110...120...130											
COR510		BEST NET CONSORTIUM					#J3414		PAGE: 20		
		POSITION CONTROL REPORT					11/08/2012				
86 S.B. County Service		As of Date 11/08/2012					Fiscal Year: 13				

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Position	Description	Eff	Status	Divn	Locn	Dept	Jobcode	SJC	Start Date	End Date	Fund
----------	-------------	-----	--------	------	------	------	---------	-----	------------	----------	------

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CB161	SFTWRE SYS DEVELOPER	07/01/2012	ES	BUS	IT	IT	SPEC	M320	P-07/01/2012	99/99/9999	KEEP
	Sched: CLMH Range: 63 Step: A Shift: P-Hr*Un: 8.000 D/Y: 220.000 Work Cal: G228 FTE: 1.0000										
	H/W Pkg: BUDGET Retire: PERS F/Med: M EEO: 03										
	Personl Date: 04/09/2001 Budget App: 04/09/2001 Final App: 04/26/2001										
	Supervisor: CB011 Evaluator: CB011 Comment:										
	Salary: \$ 70,646.40 Benefits: \$ 24,930.28 Cost: \$ 95,576.68										

Fu Res	Y Goal	Func	Obj	Sch Mgmt	Distr %	Salary	H/W	Retire	FICA/Med	SUI	Work Comp	FTE
01-0185-0-0000-7700-2414-882-0180					50.000	35,323.20	6,670.92	4,028.88	512.18	388.55	864.59	.5000
01-0185-0-8600-7700-2414-882-0180					50.000	35,323.20	6,670.92	4,028.89	512.19	388.56	864.60	.5000
					100.000	\$70,646.40	\$13,341.84	\$8,057.77	\$1,024.37	\$777.11	\$1,729.19	1.0000

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## REPORTS 2000-POSITION CONTROL REPORT-NO DOLLARS

Parameters for the report 'POSITION CONTROL REPORT-NO DOLLARS (12753)':

Report Title:	POSITION CONTROL REPORT-NO DOLLARS
Effective Date(s):	AS OF TODAY ▾
Enter Position View-Position Code:	IS NOT NULL ▾
Enter Position View-Status-Position:	IS NOT NULL ▾
Enter Position View-Division Code:	IS NOT NULL ▾
Enter Position View-Location:	IS NOT NULL ▾
Enter Position View-Department Code:	IS NOT NULL ▾
Enter Position View-Job Code:	IS NOT NULL ▾
Enter Position View-Salary Schedule-Posn:	IS NOT NULL ▾
Enter Position View-Range-Position:	IS NOT NULL ▾
Enter Position View-Step-Position:	IS NOT NULL ▾
Enter Position View-Hrs/Dy-Position:	IS NOT NULL ▾
Enter Position View-Fte-Position:	IS NOT NULL ▾
Enter Position View-Work Calendar-Posn:	IS NOT NULL ▾

Run Report



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**MAGIC AND REPORTS 2000 COMPARISON**

876 #J3414 11/ 8/12		POSITION CONTROL REP	
Page: 20 of 600			
1...10...20...30...40...50...60...70...80...90...100...110...120...130			
COR510	BEST NET CONSORTIUM	#J3414	PAGE: 20
POSITION CONTROL REPORT		11/08/2012	
86 S.B. County Service		As of Date 11/08/2012	Fiscal Year: 13

Position	Description	Eff	Status	Divn	Locn	Dept	Jobcode	SJC	Start Date	End Date	Fund
CB161	SFTWRE SYS DEVELOPER	07/01/2012	ES	BUS	IT	IT	SPEC	M320	P-07/01/2012	99/99/9999	KEEP
Sched: CLMH Range: 63 Step: A Shift: P-Hr*Un: 8.000 D/Y: 220.000 Work Cal: G228 FTE: 1.0000											
H/W Pkg: BUDGET Retire: PERS F/Med: M EEO: 03											
Personl Date: 04/09/2001 Budget App: 04/09/2001 Final App: 04/26/2001											
Supervisor: CB011 Evaluator: CB011 Comment:											
Salary: \$ 70,646.40 Benefits: \$ 24,930.28 Cost: \$ 95,576.68											
Fu Res	Y Goal Func Obj	Sch Mgmt	Distr %	Salary	H/W	Retire	FICA/Med	SUI	Work Comp	FTE	
01-0185-0-0000-7700-2414-882-0180			50.000	35,323.20	6,670.92	4,028.88	512.18	388.55	864.59	.5000	
01-0185-0-8600-7700-2414-882-0180			50.000	35,323.20	6,670.92	4,028.89	512.19	388.56	864.60	.5000	

POSITION	DESC	EFF DATE	STATUS	DIVN	LOCN	DEPT	JOB CODE	SJC	START DA	END DATE	FUND	SCHED	RANGE	STEP	SHIFT
CB161	SFTWRE SYS DEVELOPER	7/1/2012	ES	BUS	IT	IT	SPEC	M320	7/1/2012		KEEP FOR	CLMH		63 A	
CB161	SFTWRE SYS DEVELOPER	7/1/2012	ES	BUS	IT	IT	SPEC	M320	7/1/2012		KEEP FOR	CLMH		63 A	

P-HRS	WORK CAI FTE	H/W PKG	RETIRE	F/ MED	EEO	PERSONL DATE	BUDGET DATE	FINAL DATE	SUPERVIS	EVALUAT	COMMEN	ACCT-POSN	ACCT %
8	G228	1	BUDGET	PERS	M	3	4/9/2001	4/9/2001	4/26/2001	CB011	CB011	01-0185-0-0000-7700-2414-882-0180	50
8	G228	1	BUDGET	PERS	M	3	4/9/2001	4/9/2001	4/26/2001	CB011	CB011	01-0185-0-8600-7700-2414-882-0180	50

...the following:

1. The salary is \$30,000. Salary will end on 6/30/2009. If the offer is not accepted in the first 30 days, the salary will be \$29,100. If the offer is not accepted in the first 30 days, the salary will be \$28,200. If the offer is not accepted in the first 30 days, the salary will be \$27,300. If the offer is not accepted in the first 30 days, the salary will be \$26,400. If the offer is not accepted in the first 30 days, the salary will be \$25,500. If the offer is not accepted in the first 30 days, the salary will be \$24,600. If the offer is not accepted in the first 30 days, the salary will be \$23,700. If the offer is not accepted in the first 30 days, the salary will be \$22,800. If the offer is not accepted in the first 30 days, the salary will be \$21,900. If the offer is not accepted in the first 30 days, the salary will be \$21,000. If the offer is not accepted in the first 30 days, the salary will be \$20,100. If the offer is not accepted in the first 30 days, the salary will be \$19,200. If the offer is not accepted in the first 30 days, the salary will be \$18,300. If the offer is not accepted in the first 30 days, the salary will be \$17,400. If the offer is not accepted in the first 30 days, the salary will be \$16,500. If the offer is not accepted in the first 30 days, the salary will be \$15,600. If the offer is not accepted in the first 30 days, the salary will be \$14,700. If the offer is not accepted in the first 30 days, the salary will be \$13,800. If the offer is not accepted in the first 30 days, the salary will be \$12,900. If the offer is not accepted in the first 30 days, the salary will be \$12,000. If the offer is not accepted in the first 30 days, the salary will be \$11,100. If the offer is not accepted in the first 30 days, the salary will be \$10,200. If the offer is not accepted in the first 30 days, the salary will be \$9,300. If the offer is not accepted in the first 30 days, the salary will be \$8,400. If the offer is not accepted in the first 30 days, the salary will be \$7,500. If the offer is not accepted in the first 30 days, the salary will be \$6,600. If the offer is not accepted in the first 30 days, the salary will be \$5,700. If the offer is not accepted in the first 30 days, the salary will be \$4,800. If the offer is not accepted in the first 30 days, the salary will be \$3,900. If the offer is not accepted in the first 30 days, the salary will be \$3,000. If the offer is not accepted in the first 30 days, the salary will be \$2,100. If the offer is not accepted in the first 30 days, the salary will be \$1,200. If the offer is not accepted in the first 30 days, the salary will be \$300. If the offer is not accepted in the first 30 days, the salary will be \$0.

DATE OF BIRTH  
JAN 1950  
SOUTH AFRICA  
PERFECTED  
HARRISON, ALAN  
ALAN HARRISON  
1950-1951

SCROLL

Phone: \_\_\_\_\_ Santa, CA \_\_\_\_\_  
**Human Resources**  
 1-800-265-2531  
 Retired on: \_\_\_\_\_ Sec \_\_\_\_\_  
 Became permanent \_\_\_\_\_

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*March 3, 2011*  
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*TAG*	Tag - Description	Category	Form	Format	Include on Master Template
*1stWrkDt*	Work Calendar 1st Work Date	Position	NOA	MM/DD/CCYY	N
*Acct_#*	Position Account(s)	Position	NOA	Sacs: ## #### # #### # Non-Sacs: ## ## # #### # Sacs: ## #### # #### #	N
*Account1*	Position Account line #1	Position	NOA	Non-Sacs: ## ## # #### # Sacs: ## #### # #### #	N
*Account2*	Position Account line #2	Position	NOA	Non-Sacs: ## ## # #### # Sacs: ## #### # #### #	N
*Account3*	Position Account line #3	Position	NOA	Non-Sacs: ## ## # #### # Sacs: ## #### # #### #	N
*Account4*	Position Account line #4	Position	NOA	Non-Sacs: ## ## # #### # Sacs: ## #### # #### #	N
*Acct_%*	Position Account Percentage	Position	NOA	### ####	N
*AddlEarn*	Additional Earnings Generated in Payroll	Payroll	NOA	Decimal (11,2)	Y
*Addr1*	Mailing Address (Line 1)	Employee	NOA	VarChar	Y
*Addr2*	Mailing Address (line 2)	Employee	NOA	VarChar	N
*Assign*	Assignment Subject	Position	NOA	VarChar	N
*AsgnReason*	Assignment Reason	Position	NOA	VarChar	N
*Base*	Base Salary Generated in Payroll	Payroll	NOA	Decimal (11,2)	Y
*BirthDt*	Birth Date	Employee	NOA	MM/DD/CCYY	Y
*CPhone*	Cell Phone	Employee	NOA	(###) ### ####	N
*City*	Mailing Address City	Employee	NOA	VarChar	Y
*ContDay*	Contract Days (Work Calendar); Static Data, No Holidays or Extra Paid Days Included.	Position	NOA	### ##	N
*CredCd*	Credential Title (County Credentials)	Credential	NOA	VarChar	N
*CredExp*	Credential Expiration Date (County Credentials)	Credential	NOA	MM/DD/CCYY	N
*Date*	Today's Date	Position	NOA	MM/DD/CCYY	N
*Dept*	Department from Position Control	Position	NOA	VarChar	N
*Dist#*	District Number	District	NOA	##	N
*Dist*	District Name	District	NOA	VarChar	Y
*EffDt*	Effective Date (Position Attachment)	Position	NOA	MM/DD/CCYY	Y
*EmpClass*	Employee Classification	Employee	NOA	VarChar	Y
*EmpID*	Employee ID	Employee	NOA	Int	N
*EmpStatus*	Employee Status	Employee	NOA	VarChar	Y
*EmpType*	Employee Type	Employee	NOA	VarChar	Y
*ESE1*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE2*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE3*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE4*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE5*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE6*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE7*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE8*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE9*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE10*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESE11*	Pulls data from Additional Info when code exists	Employee	NOA	VarChar	N
*ESET*	Additional Info Code = ESET, "Employee Start and End Times"	Employee	NOA	VarChar	N
*Ethnic*	Primary Ethnicity	Employee	NOA	VarChar	N
*Evaluator*	Name of the Evaluator	Position	NOA	VarChar	N
*EvalPosn*	Position Description of the Evaluator	Position	NOA	VarChar	N
*EVT1*	Pulls data from Events when code exists	Employee	NOA	MM/DD/CCYY	N
*EVT2*	Pulls data from Events when code exists	Employee	NOA	MM/DD/CCYY	N
*EVT3*	Pulls data from Events when code exists	Employee	NOA	MM/DD/CCYY	N
*EVT4*	Pulls data from Events when code exists	Employee	NOA	MM/DD/CCYY	N
*EVT5*	Pulls data from Events when code exists	Employee	NOA	MM/DD/CCYY	N
*FName*	First Name	Employee	NOA	VarChar	Y
*FQ*	Frequency Used in Payroll	Payroll	NOA	##	N
*FTE*	Full Time Equivalency (Position Attachment)	Position	NOA	#####	Y
*FY*	Fiscal Year	District	NOA	CCYY - CCYY	N
*Gender*	Gender (Employee Attribute)	Employee	NOA	VarChar	N

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*TAG*	Tag - Description	Category	Form	Format	Include on Master Template
*GetDay*	Get The Days (Stored Procedure); Can vary by employee, takes into account the Position Attachment Start and End Dates and includes the Holidays and Extra Paid Days.	Position	NOA	###.###	Y
*GTotal*	Total of *Salary (Actual) - Total* and *Salary (Actual) - Additional Earnings*	Payroll	NOA	Decimal (11,2)	Y
*HireDt*	Hire Date (Events)	Employee	NOA	MM/DD/CCYY	Y
*HPhone*	Home Phone Number	Employee	NOA	(###) ###-####	Y
*HWERBen*	Health and Welfare Employer Limit on Benefit Package	Payroll	NOA	Decimal (11,2)	N
*JobCd*	Job Code	Position	NOA	VarChar	N
*LastWrkDt*	Work Calendar Last Work Date	Position	NOA	MM/DD/CCYY	N
*LName*	Last Name	Employee	NOA	VarChar	Y
*Location*	Location (Position)	Position	NOA	VarChar	Y
*Long*	Longevity Generated in Payroll	Payroll	NOA	Decimal (11,2)	Y
*LongDt*	Longevity Date from Employee Events	Employee	NOA	MM/DD/CCYY	N
*MaritalStat_Fed*	Federal Marital Status (Tax Retirement)	Payroll	NOA	Char(1)	N
*MaritalStat_State*	State Marital Status (Tax Retirement)	Payroll	NOA	Char(1)	N
*MAUnit*	Units Above Bachelors Degree	Employee	NOA	####.####	N
*MI*	Middle Initial	Employee	NOA	Char(1)	N
*PAStartDt*	Position Attach Start Date	Employee	NOA	MM/DD/CCYY	N
*PAEndDt*	Position Attach End Date	Employee	NOA	MM/DD/CCYY	N
*Percent1*	Position Account Percentage Account Line 1	Position	NOA	###.####	N
*Percent2*	Position Account Percentage Account Line 2	Position	NOA	###.####	N
*Percent3*	Position Account Percentage Account Line 3	Position	NOA	###.####	N
*Percent4*	Position Account Percentage Account Line 4	Position	NOA	###.####	N
*PosnCd*	Position Code	Position	NOA	VarChar	Y
*PosnDesc*	Position Description	Position	NOA	VarChar	Y
*PosnHireDt*	Position Hire Date	Employee	NOA	MM/DD/CCYY	N
*Prime*	Primary Position (Position Attachment)	Position	NOA	Char(1)	N
*Range*	Employee Range	Position	NOA	VarChar	Y
*RetSys*	Retirement Associated with Position	Payroll	NOA	VarChar	Y
*Salary*	Salary Schedule (Range and Step)	Payroll	NOA	Decimal (11,2)	N
*Salary_DNP*		Payroll	NOA	Char(1)	N
*Salary_HourlyRate*	Hourly Rate Used in Payroll	Payroll	NOA	Decimal (11,2)	N
*Salary_RateAmt*	Salary Rate Amount (Monthly, Hourly, Etc.)	Position	NOA	Decimal (11,2)	N
*Salary_RateType*	Salary Rate Type (Monthly, Hourly, Etc.)	Position	NOA	Char(1)	Y
*SchYr*	School Year	District	NOA	CCYY - CCYY	Y
*Shift*	Shift Generated in Payroll	Payroll	NOA	Decimal (11,2)	N
*SLeave*	Current Sick Leave Balance (Leave Tracking)	Employee	NOA	#####.##	Y
*SSColDesc*	Salary Schedule Column Description	Position	NOA	VarChar	N
*SSDesc*	Salary Schedule Description	Position	NOA	VarChar	N
*SSN*	SSN (Employee)	Employee	NOA	###-##-####	N
*SSNMask*	SSN Masked (Employee)	Employee	NOA	XXX-XX-####	Y
*ST*	Mailing Address State	Employee	NOA	VarChar	N
*Supervisor*	Supervisor Assigned to Position (Position Code)	Position	NOA	AlphaNum	N
*SupvsrPosn*	Position Description of the Supervisor	Position	NOA	VarChar	N
*TaxExempt_Fed*	Federal Tax Exemptions (Tax Retirement)	Payroll	NOA	Int; if 99, then "Exempt"	N
*TaxExempt_State*	State Tax Exemptions (Tax Retirement)	Payroll	NOA	Int; if 99, then "Exempt"	Y
*TaxRetFQ*	Earnings Cycle FQ in the Employee Tax/Ret screen	Payroll	NOA	##	N
*TBExp*	TB Expiration	Employee	NOA	MM/DD/CCYY	N
*TermDt*	Termination Date	Employee	NOA	MM/DD/CCYY	Y
*Total*	Total of *Salary (Actual) - Base Salary*, *Salary (Actual) - Longevity*, and *Salary (Actual) - Shift*	Payroll	NOA	Decimal (11,2)	N
*TotalPdDay*	Total Paid Days (Work Calendar); Static Data, Includes Holidays and Extra Paid Days	Position	NOA	###.###	N
*Unit*	Total Employee Units for Bachelors and Masters	Employee	NOA	#####.####	N
*VLeave*	Current Vacation Leave Balance (Leave Tracking)	Employee	NOA	#####.##	N
*WCCd*	Work Calendar Assigned to Position Attachment (Work Calendar Code)	Position	NOA	VarChar	Y

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*TAG*	Tag - Description	Category	Form	Format	Include on Master Template
*WCDesc*	Work Calendar Assigned to Position Attachment (Work Calendar Description)	Position	NOA	VarChar	N
*Year1*	Fiscal Year; Beginning Year	Payroll	NOA	CCYY	N
*Year2*	Fiscal Year; Ending Year	Payroll	NOA	CCYY	N
*Zip*	Mailing Address Zip Code	Employee	NOA	#####	Y

## DISTRICT CUSTOMIZABLE TAGS FOR USE ON EPICS FORMS

Five generic **EVENT** tags; \*EVT1\*, \*EVT2\*, \*EVT3\*, \*EVT4\* and \*EVT5\* have been added to allow districts to report district specific events on the Notice of Assignment from the Employee Event Table. In order to use these new tags the district has to change the EPICS Codes to EVT1, EVT2, EVT3, EVT4 and EVT5 in the District Event Table. Once the Codes have been added, contact the [epics\\_helpdesk@sbcss.k12.ca.us](mailto:epics_helpdesk@sbcss.k12.ca.us) to have the new tags added to your district's Notice Of Assignment.

Settings NOA Configuration PAF District Tables County Tables System Tables Form Letter Editor

EVENT

\* = Table is View Only

### Current Table: EVENT

Code	Description	TBL_TYPE	HPCode
EVAL5	5 YEAR EVALUATION DATE	EBEV	EVAL
EVT1	ANNIVERSARY/LONG DATE	EBEV	EVT1
EVT2	PERMANENT HIRE DATE	EBEV	EVT2
EVT3	POSITION SENIORITY DATE	EBEV	EVT3
EVT4	H/W BENEFITS TERM DATE	EBEV	EVT4
EVT5	FINGERPRINTS RETURN	EBEV	EVT5

vents

 Print Page

☒ Hide Unassigned Events

Event	Date
** SYSTEM DEFINED DATES **	
** EMPLOYMENT DATES **	
FINGERPRINTS RETURN	04/20/1998
SENIORITY DATE	08/24/2001
** EVALUATION DATES **	
** CERTIFICATED DATES **	
** SUB/STUDENT DATES **	
** H/W DATES **	
H/W ELIGIBILITY DATE	09/01/2001
ANNIVERSARY/LONG DATE	01/27/2007
PERMANENT HIRE DATE	01/27/1997
POSITION SENIORITY DATE	06/27/1997

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**San Bernardino County Superintendent of Schools**  
**NOTICE OF ASSIGNMENT**  
School Year 2010 - 2011

**Effective Date:** 07/01/2010  
**Employee:** SCHODT, JESSICA  
**Address:** 123 MAIN STREET  
 CHINO HILLS, CA 91709-0000  
**Home Phone:** (909)555-1212  
**Birth Date:**  
**Hire Date:** 01/27/1997  
**TB Expiration Date:** 10/28/2013

<b>Anniversary/Long Date:</b>	01/27/2007
<b>Permanent Hire Date:</b>	06/27/1997
<b>Fingerprint Return Date:</b>	04/20/1998

Eleven generic **Additional Info** tags; \*ESE1\*, \*ESE2\*, \*ESE3\*, \*ESE4\*, \*ESE5\*, \*ESE6\*, \*ESE7\*, \*ESE8\*, \*ESE9\*, \*ESE10\*, and \*ESE11\* have been added to allow districts to report district specific Additional Information on the Notice of Assignment. In order to use these new tags the district has to change the EPICS Codes to \*ESE1\*, \*ESE2\*, \*ESE3\*, \*ESE4\*, \*ESE5\*, \*ESE6\*, \*ESE7\*, \*ESE8\*, \*ESE9\*, \*ESE10\*, and \*ESE11\* in the District Additional Info Table.

<a href="#">Home</a> <a href="#">Personnel</a> <a href="#">Position Control</a> <a href="#">Work Calendar</a> <a href="#">Salary Schedule</a> <a href="#">PAF</a> <a href="#">Fiscal Year Rollover</a> <a href="#">Reports</a> <a href="#">Configuration</a> <a href="#">Close</a>									
<a href="#">Settings</a> <a href="#">NOA Configuration</a> <a href="#">PAF</a> <a href="#">District Tables</a> <a href="#">County Tables</a> <a href="#">System Tables</a> <a href="#">Transfer Status</a> <a href="#">Form Letter Editor</a> <a href="#">Security</a>									
ADDITIONALINFO <input type="checkbox"/> * = Table is View Only									
<b>Current Table: ADDITIONALINFO</b>									
Code	Description	TBL_TYPE	HPCode	Data Type	SubHeader	Disabled	SortOrder		
1	NOA INFORMATION	ADDL	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	7		
99TERMRSN	REASON FOR TERMINATION	ADDL	99TERMRSN		<input type="checkbox"/>	<input type="checkbox"/>	19		
ES11	STATUS	ADDL	ES11		<input type="checkbox"/>	<input type="checkbox"/>	8		
ESE1	REGULAR DATE RANGE	ADDL	ESE1		<input type="checkbox"/>	<input type="checkbox"/>	9		
ESE2	SUMMER DATE RANGE	ADDL	ESE2		<input type="checkbox"/>	<input type="checkbox"/>	10		
ESE3	SUMMER DAYS ASSN	ADDL	ESE3		<input type="checkbox"/>	<input type="checkbox"/>	11		
ESE4	REGULAR HOURS ASSN	ADDL	ESE4		<input type="checkbox"/>	<input type="checkbox"/>	12		
ESE5	SUMMER HOURS ASSN	ADDL	ESE5		<input type="checkbox"/>	<input type="checkbox"/>	13		
ESE6	SUMMER HOURS PER DAY	ADDL	ESE6		<input type="checkbox"/>	<input type="checkbox"/>	14		
ESE7	AA/AS STIPEND	ADDL	ESE7		<input type="checkbox"/>	<input type="checkbox"/>	15		
ESE8	BA/BS STIPEND	ADDL	ESE8		<input type="checkbox"/>	<input type="checkbox"/>	16		
ESE9	BILINGUAL STIPEND	ADDL	ESE9		<input type="checkbox"/>	<input type="checkbox"/>	17		



## **NOTICE OF SEPARATION**

The Notice of Separation (NOS) is now available and can be used to calculate the employee's final compensation after an employee has been terminated. In order for the Notice of Separation form to be available for use, the employee must have a Termination Date in Events. The Security Code Personnel-Edit Employee-NOS Form has been created to allow access to this new form and give the user the ability to print the NOS. Any user that has access to the Notice of Assignment will also have access to this new form.

The Notice of Separation can be accessed from the new Forms button that is located in the Employee Search as well as the Edit Employee Page.

The screenshot shows the CECC web application interface. At the top is a navigation bar with links: Home, Personnel, Position Control, Work Calendar, Salary Schedule, PAF, Fiscal Year Rollover, Reports, Configuration, and Close. Below this is a sub-navigation bar with Employee Search, Add Employee, and Edit Employee. The main area is titled 'Search Options' and contains various search filters: SSN (000-), Emp. ID #, SEID#, Classification (All, CERTIFICATED CONTRACT, CERTIFICATED HOURLY, CERTIFICATED MANAGEMENT), Last Name, First Name, Prev. Name, Type (All), Location (All), and Status (TERMINATED). A table below the filters shows search results with columns SSN, Emp. ID #, and SEID, displaying one entry: 000-86-8010, 14240. On the right side, there are buttons for Search, Reset, Add, Edit, Notes, Chg/Del SSN, Forms, and Export. A modal window titled 'Forms -- Webpage Dialog' is open in the center, showing the employee's name '#14240 WENDY ROBERTS' and a prompt 'Select the type of letter below.' with a dropdown menu containing '(Select)', '(Select)', 'Notice of Separation', and 'Employee Profile'. The 'Notice of Separation' option is highlighted.

Once the Notice of Separation Form is selected, an initiator is displayed and will default information if the employee is attached to a position at the time of the termination.

*The California Educational Computer Consortium*  
CECC

**NOS - Notice of Separation Letter - Webpage Dialog** [X]

**#14240 WENDY ROBERTS**

Date: 01/21/2011 ▼	Position Code: DM057	Position Description: PARAEDUCATOR
Last Day of Contract Service: 01/14/2011 ▼	Earned Vacation: [ ]	
Last Day of Contract Pay: 01/14/2011 ▼	Retirement Effective Date: [ ] ▼	
School Board Approval of Separation: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date of Board Meeting: [ ] ▼	

Computation of Salary Earned:

Item 1. Rate of salary:	\$20503.68
Item 2. Total number of days of service required for this type position:	181.00
Item 3. Total number of days of service completed by this employee:	10.00
Item 4. Total salary earned (salary per day, item 1 divided by item 2, times 3):	\$1132.80
Item 5. Total gross salary paid to date:	[ ]
Item 6. Amount due employee as final adjustment payment:	[ ]
Item 7. Amount of payment due the school district from employee:	[ ]

Select the NOS Template:  
NOTICE OF SEPARATION (MASTER) ▼

[Print] [Cancel/Close]

The following fields will default values into the NOS initiator:

Date: Date the form is selected

Position Code: Defaults from Position Attach and cannot be edited

Position Description: Defaults from Position Attach and can be edited or removed

Last Day of Contract Service and Last Day of Contract Pay: Defaults from the Termination Date in Events and can be edited or removed

Item 1-Rate of Salary: Defaults from the Range/Step identified on Position Attach as of the Termination Date and can be edited or removed. Depending on the Salary Schedule type, this may be represented in an Hourly, Daily, Monthly or Annual Amount.

Item 2-Total number of Days of service required: Total Paid Days from the Work Calendar and can be edited or removed

Item 3-Total number of Days of service completed: Total days the employee worked between the Start and End dates of the attachment and can be edited or removed.

Item 4-Total Salary Earned: This is calculated field taking Item 1/Item 2 x Item 3 \*Note if Item 1 is not an Annual Amount a manual calculation would be required. This field can be edited or removed.

The user has the ability to fill in the additional fields or modify the default values on the NOS initiator and when the Print button is selected, the entered values will be displayed on the form.

## PERS MEMBER ACTION REQUEST FORM (AESD-1)

The PERS AESD-1 form is used to inform PERS if an employee has a job/position change or something that affects a person's retirement information (e.g., Name, Address, Coverage Group, etc.), or if the District Code has changed.

The PERS AESD-1 form is now available (7/2011) for use in EPICS. The form has been reviewed and modified by the Retirement Department and can be accessed under the Employee Profile forms from the Employee Search or the Edit Employee page. This form will pull in basic employee information including SSN, Name, Home Phone, Date of Birth, Gender, Mailing Address, Effective Date, Hire Date and Position Description.

The screenshot shows the EPICS Employee Search interface. At the top, there is a navigation bar with links: Home, Personnel, Position Control, Work Calendar, Salary Schedule, PAF, Fiscal Year Rollover, Reports, Configuration, and Close. Below this is a sub-navigation bar with links: Employee Search, Add Employee, and Edit Employee. The main area is titled "Search Options" and contains several input fields: SSN (000-), Emp. ID #, SEID#, Last Name, First Name, Prev. Name, Type (All), Location (All), and Status (All). There is also a "Classification" dropdown menu with options: (All), CERTIFICATED CONTRACT, CERTIFICATED HOURLY, CERTIFICATED MANAGEMENT, and CERTIFICATED SUBSTITUTE. To the right of the search options are buttons for Search, Reset, and Add. Below the search options is a table with the following columns: SSN, Emp. ID #, SEID, Name, Status, Position, Location, Classification, and Type. The table contains one record: 000- 4721, CHUKWUEGBO, VOLUNTARY (T), CERTIFICATED, SUBSTITUTE. To the right of the table are buttons for Edit, Notes, Cho/Del SSN, Forms, and Export. A "Form Letter Status Window" dialog box is open in the foreground, showing the text "Select the type of letter below." and a dropdown menu with "Employee Profile" selected. There are "OK" and "Close" buttons at the bottom of the dialog box.

The screenshot shows the "Form Letter Status Window" dialog box. It has a title bar that says "Form Letter Status Window - Webpage Dialog". The main text inside the dialog box says "Please select the form type then press Print". Below this text is a dropdown menu with "AESD1 (CUSTOM)" selected. At the bottom of the dialog box are two buttons: "Print" and "Cancel/Close". A hand cursor is pointing at the "Print" button.

## **NO LONGER INTERESTED FORM**

The No Longer Interested form is used when an employee terminates and sent to the Department of Justice and is available in EPICS for users that have current access to the Employee Profile.

Emp. ID #	SEID	Name	Status	Position	Location	Classification
115		BALL, MARY	EMPLOYEE	2PERTECH01	DISTRICT OFFI...	CONFIDENTIAL... CLASSI

From the Forms button in the Employee Search or the Edit Employee Page, select Employee Profile.

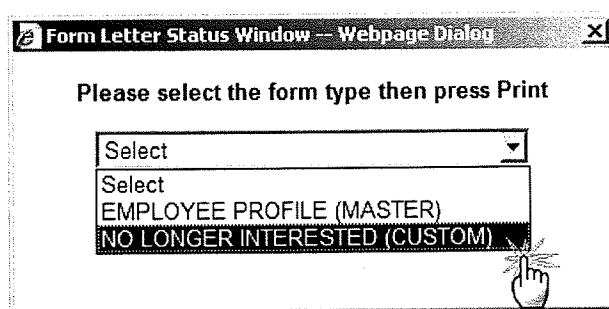
#115 MARY BALL (DISTRICT OFFICE)

Select the type of letter below.

(Select)  
(Select)  
Notice of Assignment  
Employee Profile

Once the Employee Profile is selected select the No Longer Interested Form

*The California Educational Computer Consortium*  
**CECC**



Form Letter Status Window -- Webpage Dialog

Please select the form type then press Print

Select

Select

EMPLOYEE PROFILE (MASTER)

NO LONGER INTERESTED (CUSTOM)



COLTON  
REDLANDS  
YUCAIPA

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM  
1214 INDIANA COURT, REDLANDS, CA 92374

### OFFER OF SPECIAL EMPLOYMENT - CERTIFICATED

Name: JOHN SMITH

Date: 10/04/2013

Division: EDUCATION SERVICES

Department of Assignment: INSTRUCTIONAL

for the 2013 - 2014 School Year

JOB TITLE: MEDICAL TERM/MED SERV. OCC

Employment Effective: 08/14/2013 to 06/12/2014

Hours/Day: 6.1000 - Flexible

Effective Date of Change: 07/01/2013

Days/Year: 180.000 Work Days (per adopted calendar)

Hourly Rate: \$41.25

RANGE 4 / STEP J

TOTAL PAID DAYS: 180.000

TOTAL PAY: \$45,293.38

This offer of employment is made contingent upon approval by the CRY-ROP Governing Board. Continued employment is subject to satisfactory performance, adherence to CRY-ROP policies, sufficient level of project funding, and a satisfactory level of student/client participation to maintain the position.

This offer is subject to the laws of the State of California and the regulations of the Governing Board of the Colton-Redlands-Yucaipa Regional Occupational Program, and to any amendments or modifications of said laws, rules and regulations during the term of this employment offer.

Reduction of work hours or termination of this position, as a result of one or more of the terms and conditions as stated above, will be in accordance with Board adopted personnel policies.

This offer of employment is withdrawn if not accepted by:

July 29, 2013

Date

CRY-ROP Superintendent

### - ACCEPTANCE OF OFFER -

I accept the above Offer of Employment and the terms and conditions therein, and declare that (1) I know of no circumstances which will prevent me from rendering service as set forth above during the period of this agreement. I understand that if I do not meet the health requirements, this offer of employment may be cancelled by the employer; (2) I understand that the compensation shall be based on the training and experience as defined in the applicable salary policies and I agree to file with the Human Resources office supporting official transcripts of all college credits and other documents necessary to verify my experience prior to the effective date of this offer of employment; (3) I agree to comply with and observe all of the provisions of the rules and regulations and policies prescribed by CRY-ROP and to follow the directions of the administration of CRY-ROP related to my employment; and (4) I understand that my signature below places me under agreement with CRY-ROP for only the term indicated, provided that the project funding continues.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



COLTON  
REDLANDS  
YUCAIPA

## Colton-Redlands-Yucaipa Regional Occupational Program

### New Classified Employee Evaluation Notice

Evaluator Name: JANE SMITH

Employee Name: JOSEPH TAYLOR

Employment Location: ROP ADMINISTRATION

Employee Job Title: PAYROLL SPECIALIST

Three Month Evaluation:

Six Month Evaluation:

Annual Evaluation: 08/02/2013

**Evaluations and employee job descriptions are available to you under the "I" drive. If you have any questions please contact Human Resources.**



COLTON  
REDLANDS  
YUCAIPA

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM  
1214 INDIANA COURT, REDLANDS, CA 92374

**PERSONNEL ACTION FORM - FALL SEMESTER  
SCHOOL YEAR 2013 - 2014**

EFFECTIVE DATE: 07/01/2013  
EMPLOYEE: JOHN SMITH  
ADDRESS: 1234 MAIN STREET  
CORONA, CA 92883-0654  
HOME PHONE: (951) 123-4567  
HIRE DATE: 09/17/2007  
STATUS: EMPLOYEE  
TYPE: TEACHERS  
POSITION DESCRIPTION: CSI LAW ENFORCEMENT  
LOCATION: BLOOMINGTON HIGH SCHOOL  
RANGE 4  
STEP K  
HOURLY RATE: \$42.27  
DAYS/SEMESTER: 180.000

**BENEFIT ALLOCATION**

FALL SEMESTER HOURS: \_\_\_\_\_

FULL-TIME ALLOCATION (450 SEM. HRS) \$1,237.50 OR CASH INCENTIVE \$278.30

IF WORKING LESS THAN 450 SEMESTER HOURS

<u>IF WORKING:</u>	<u>ROP ALLOCATION:</u>	<u>CASH INCENTIVE:</u>
361 - 449.00 SEMESTER HOURS	75% or \$928.13	\$208.73
228 - 360.75 SEMESTER HOURS	50% or \$618.75	\$139.15
133 - 227.75 SEMESTER HOURS	25% or \$309.38	\$ 69.58

HIRED AFTER JULY 1, 2010

IF WORKING LESS THAN 450 SEMESTER HOURS

<u>IF WORKING:</u>	<u>ROP ALLOCATION:</u>	<u>CASH INCENTIVE:</u>
361 - 449.00 SEMESTER HOURS	75% or \$928.13	\$208.73
228 - 360.75 SEMESTER HOURS	50% or \$618.75	\$139.15

TOTAL SEMESTER PAY: \$46,412.96  
PREP TIME PAY: \$0.00

TOTAL SEMSTER PAY + PREP TIME PAY: \$46,412.96

\_\_\_\_\_  
AUTHORIZED PAYROLL SIGNATURE

\_\_\_\_\_  
DATE



**Copper Mountain College  
Human Resources**

# Memo

**To:**  
**From:** JOHN SMITH, TEACHER  
**Date:** 10/04/2013  
**Re:** SALARY PLACEMENT FOR 2013 - 2014

---

This memo is to notify you that your salary range/step beginning July 1, 2013 will be as follows:

Range: 15  
Step: 1  
Monthly Salary: \$5,666.10  
Monthly Longevity: \$929.54  
Annual Shift Differential: \$0.00

Please feel free to contact the Human Resources Office if you have any questions at x5267.

Thank you.

**COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT  
OFFER OF CLASSIFIED EMPLOYMENT**

TO: JOHN SMITH

Welcome to Copper Mountain College. The terms and conditions of your employment are as follows:

Classification: CLASSIFIED PERM/PROB / FISCAL SERVICES ACCOUNTANT

Work Location: MAIN CAMPUS

Start Date: 05/27/1999 Yearly Assignment: 12 MONTH CALENDAR

Probationary Period:      Eligible for Medical Benefits: Yes \_\_\_\_\_ No \_\_\_\_\_

Salary Range: 15 Step: I Increment Date: 07/01

Hours: 8.0000 hours per day Supervisor:

I accept this offer of employment subject to the following terms and conditions:

1. This offer of employment is not binding on the District until approved by the Board of Trustees.
2. I have set forth accurate and complete information on my application. I further understand that, if information that is vital and pertinent and might influence my employment is withheld or is not complete or accurately stated on my application, my health history record or my criminal record disclosure, this offer of employment will be subjected to cancellation by the Copper Mountain Office of Human Resources.
3. I understand that I must undergo a physical examination if notified by the Office of Human Resources, and be approved for employment in my classification according to the District's standards. Acceptable evidence indicating freedom from active tuberculosis must be presented to the District.
4. I understand that I must be fingerprinted prior to employment and that my fingerprint history record, as compiled by the Department of Justice, must be approved by the District.
5. I understand that all new classified employees must serve a (9) nine month probationary period, receive (2) two satisfactory evaluations and a recommendation for permanency from their supervisor prior to becoming a permanent classified employee.
6. I understand that it is my responsibility to complete all processing requirements no later than

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Human Resources Manager              Date

Employment Processing Completed by (initial): \_\_\_\_\_ Date: \_\_\_\_\_



COLTON  
REDLANDS  
YUCAIPA

## Colton-Redlands-Yucaipa Regional Occupational Program

### New Classified Employee Evaluation Notice

Evaluator Name: JANE SMITH

Employee Name: JOSEPH TAYLOR

Employment Location: ROP ADMINISTRATION

Employee Job Title: PAYROLL SPECIALIST

Three Month Evaluation:

Six Month Evaluation:

Annual Evaluation: 08/02/2013

**Evaluations and employee job descriptions are available to you under the "I" drive. If you have any questions please contact Human Resources.**

A

P.O. Box 942709  
 Sacramento, CA 94229-2709  
 Telephone (888) 225-7377  
 FAX (916) 326-3287  
 TDD (916) 326-3240

(Please PRINT or TYPE clearly)

INCOMPLETE OR IMPROPERLY COMPLETED FORMS MAY BE RETURNED TO YOU

**MEMBER ACTION REQUEST**

1 Social Security Number: 123-45-6789		2 Current Name (First, Middle, Last): SMITH, JOHN		3 Daytime Phone Number: (909) 123-4567	
4 Date of Birth: 10/21/1974	5 Gender: Male	6 Former Name-For Name changes only (First, Middle, Last):			
7 Mailing Address:  In Care of (if applicable):  Street/P.O. Box: 1234 MAIN ST  Additional Address Line:  City: PHOENIX  State: AZ Zip Code: 85296-4322		8 Remarks (pertaining to CalPERS):          9 Employer Name			
10 Effective Date of Action:		11 Subject to Section 20306: YES ___ NO ___		12 Employer Code:	
				13 District Code (Schools only):	
				14 Hire Date: 07/01/2009	

15 Type of Action (check all boxes that apply for this Effective Date; if non apply, indicate action needed in "Remarks" [#8] above):

- |                                                            |                                                                   |                                                                       |
|------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| A. <input type="checkbox"/> Appointment/Membership         | F. <input type="checkbox"/> Worker's Comp Leave                   | K. <input type="checkbox"/> Address Change                            |
| B. <input type="checkbox"/> Return from Leave              | G. <input type="checkbox"/> Sabbatical                            | L. <input type="checkbox"/> Coverage Group Change                     |
| C. <input type="checkbox"/> Separation, Permanent          | H. <input type="checkbox"/> Maternity/Paternity Leave             | M. <input type="checkbox"/> Layoff or Placed on 39 Month Re-hire List |
| D. <input type="checkbox"/> Separation, Temp (>= 2 months) | I. <input type="checkbox"/> Alternate Retirement Plan(G.C. 20306) |                                                                       |
| E. <input type="checkbox"/> Military Leave                 | J. <input type="checkbox"/> Name Change                           |                                                                       |

16 Coverage Group:	17 Job/Position Title: TEACHER 10 MONTH	18 1/2 @ 55 Formula Cont. Rate: ___%
--------------------	-----------------------------------------	-----------------------------------------

19 ☐ This person is a Optional Member (e.g. Elective Officer, Legislative Employee) who is electing membership.  
 (Please attach appropriate election form AESD-3, AESD-59, or AESD-229)

20 BASIS FOR MEMBERSHIP QUALIFICATION: (Optional information field. Check appropriate box.)

- ☐ Full-Time for > 6 months  
☐ Part-Time for >= 20 hours for 1 year or more  
☐ Indeterminate; at least 20 hours a week for 1 year or more  
☐ Person is already a PERS member  
☐ Has completed 1,000 hrs or 125 days in a fiscal year

21 Form Completed By:

(Name &amp; Title)

(Telephone Number) (Fax Number)

(Date)

(Signature of Certifying Officer)

(Date)

PERS-AESD-1 (02/2002)

## NO LONGER INTERESTED NOTIFICATION

Pursuant to Penal Code Sections 11105.2 (c), (d), (e), and (f) you must complete and mail this form to the Department of Justice whenever your agency is no longer interested in receiving subsequent arrest notification service on a subject previously fingerprinted for employment, licensing, or certification.

Mail to:  
Department of Justice  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170

**NAME: LAST, FIRST, MIDDLE**

SMITH, JOHN

**DATE OF BIRTH**

10/21/1974

**SEX**

Male

**SOCIAL SECURITY NUMBER**

123-45-6789

**DRIVERS LICENSE #**

**CONTRIBUTING AGENCY AND ADDRESS:**

*San Bernardino County Superintendent of Schools  
601 North E Street  
San Bernardino, Ca. 92415-0020*

**AGENCY ID#**

*Per DOJ- not applicable*

**TYPE OF APPLICATION**

**APPLICATION DATE**

**TODAY'S DATE**

In lieu of submitting this form, agencies may develop their own "No Longer Interested" form. Please indicate on the returned document "No Longer Interested Notification" and the effective date.

BCII 8302 (11/98)

**NOTICE OF SEPARATION OF EMPLOYMENT SERVICE**

CERTIFICATED      CLASSIFIED

Date 10/04/20132HRSPEC002  
TitleHUMAN RESOURCES SPECIALIST II  
PositionSMITH, JOHN  
Name of Employee123 MAIN STPHOENIX, AZ 12345  
Address12/12/2005  
Hire Date08/30/1975  
Date of Birth123-45-6789  
Social Security Number

Reason for Separation: RESIGNATION - VOLUNTARY

09/03/2013  
Last Day of Contract Service60.0000  
Earned Vacation09/03/2013  
Last Day of Contract Pay

Retirement Effective Date

MAIN CAMPUS  
School/DepartmentSchool Board Approval of Separation: ☐ Yes ☐ NoDate of Board Meeting: 09/01/2013\_\_\_\_\_  
Human Resource Administrator Signature\_\_\_\_\_  
Date

## Computation of Salary Earned:

Item 1: Rate of Salary 1. \$6,452.52  
(for certificated employee use annual rate, for classified employee use monthly rate)Item 2: Total number of days of service required for this type of position. 2. 220.0000  
(for certificated employee use total service days, for classified employee use total number of working days)Item 3: Total number of days of service completed by this employee. 3. 46.0000Item 4: Total salary earned (salary per day, item 1 divided by item 2, times item 3) 4. \$16,188.65Item 5: Total gross salary paid to date. 5. \$16,188.65Item 6. Amount due employee as final adjustment payment. Due to Employee 6. \$0.00  
(Item 4 minus item 5, if item 4 is larger than item 5)Item 7. Amount of payment due the school district from employee. Due to District 7. \$0.00  
(Item 5 minus item 4, if item 5 is larger than item 4)

## SPECIAL INSTRUCTIONS: