

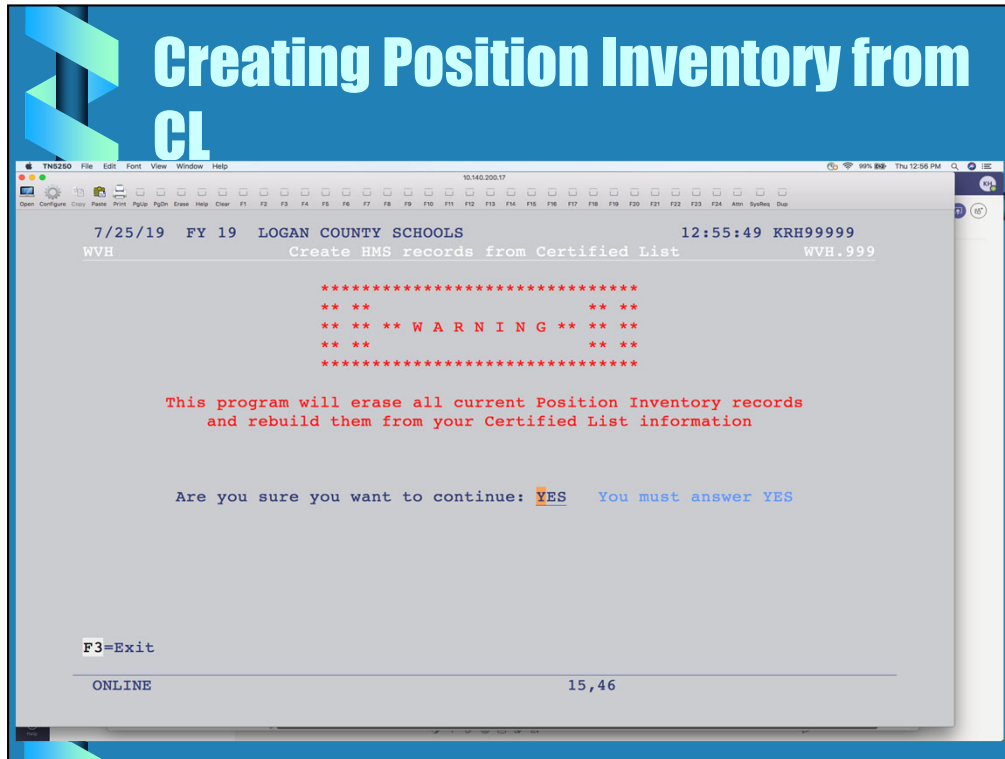


Certified List of Personnel

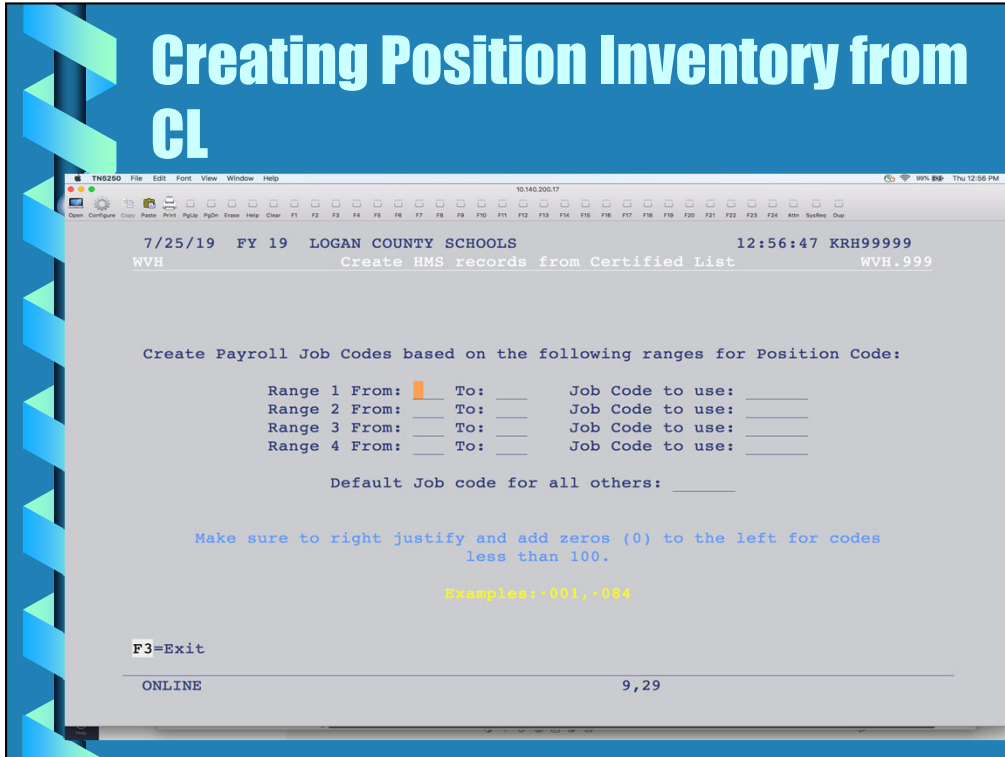
Kim Harvey, WVEIS Consultant

419-202-9898

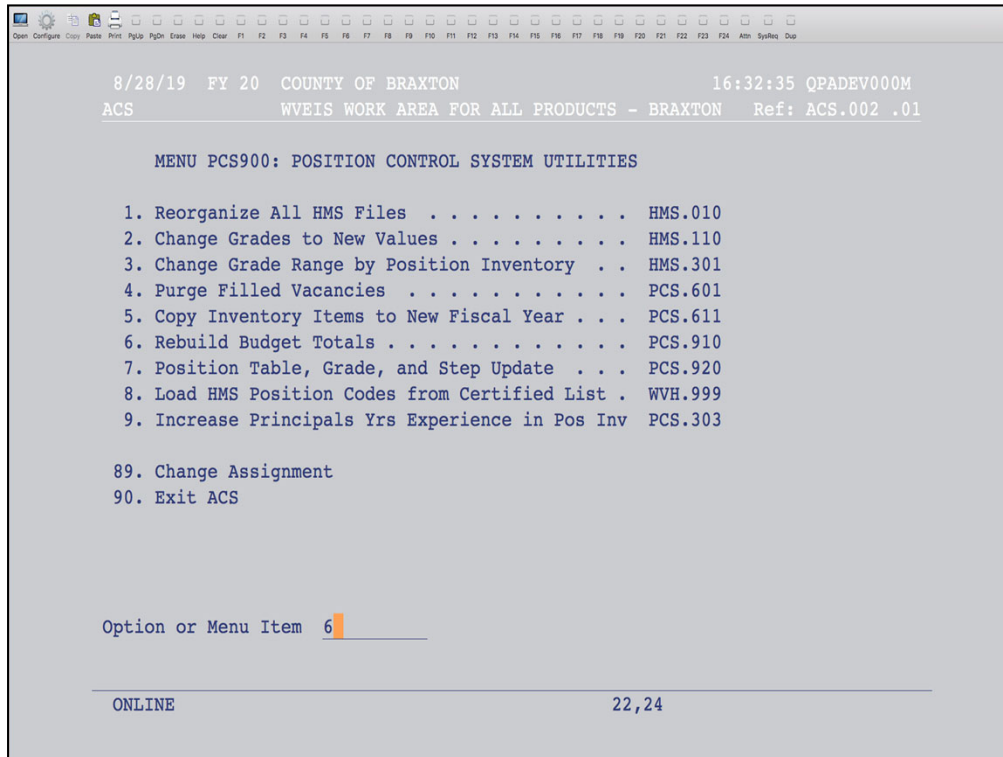
knharvey@k12.wv.us



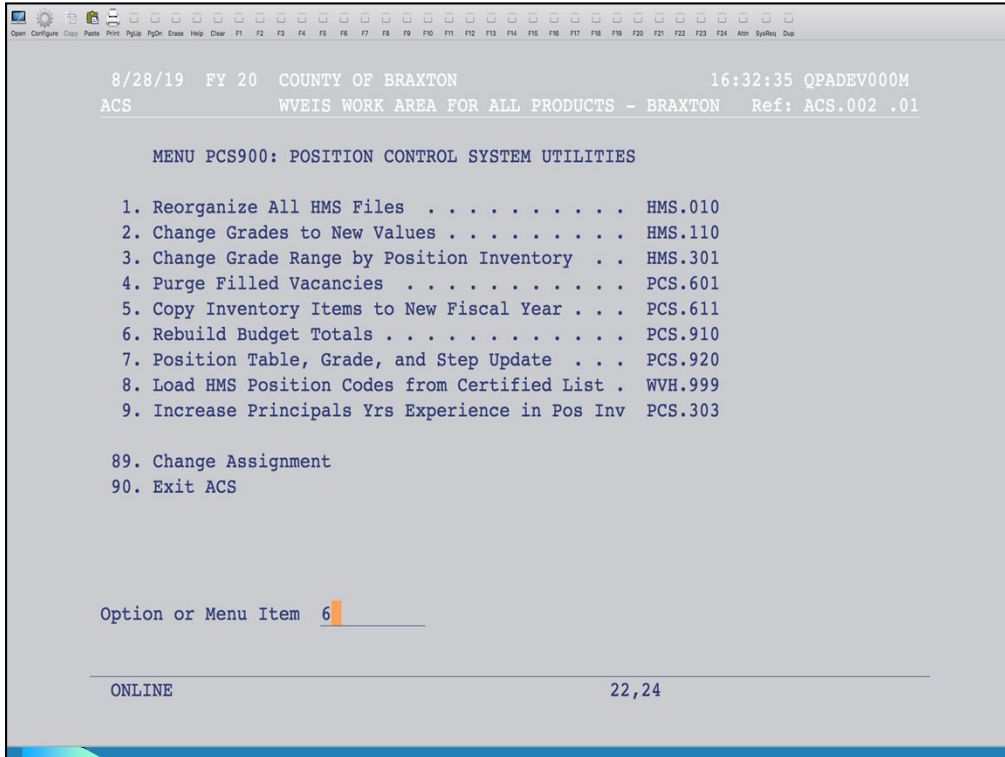
The first thing you may want to do is copy last year's certified list to create the Position Inventory for this year. This program is optional and should be used only if you haven't been maintaining position inventory throughout the year. You will find the program on the WV Employee Data Reports menu – WVH.999 – Load HMS Position Codes from Certified List. It will also be on the Position Control System Utilities menu. The warning will display if you have information in your position inventory for the year you are signed into. Answer YES to replace your current position inventory with the last CL file.



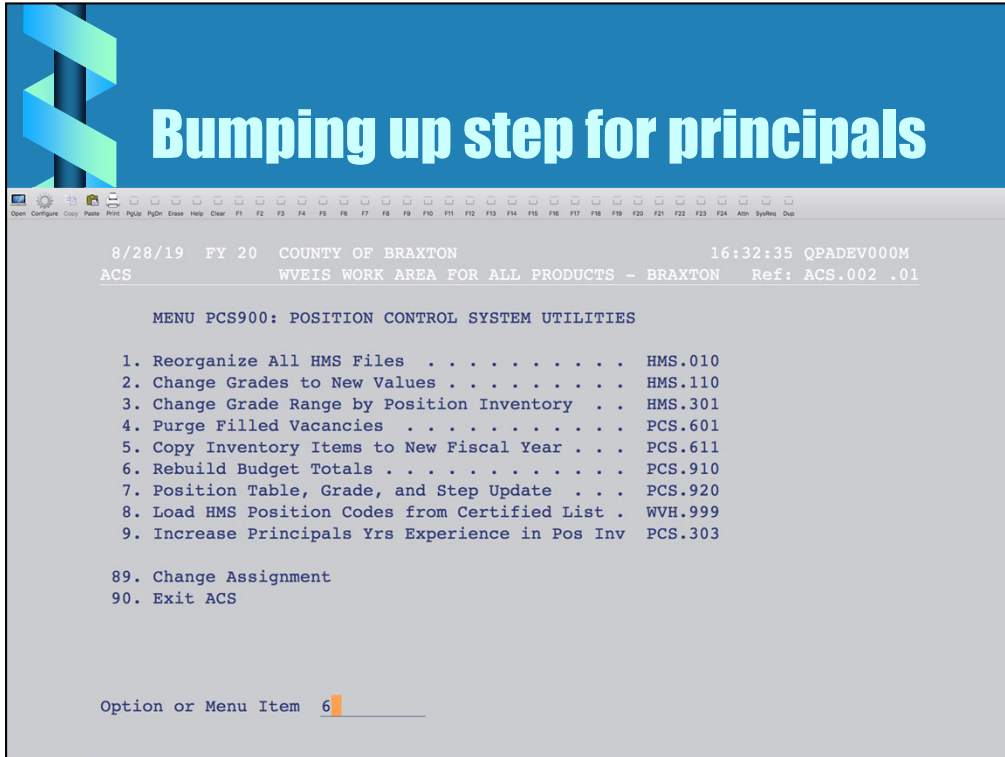
You can enter the range of position codes and the Payroll Job Code they are connected to. For example, 100-499 would have a job code of PROF and 500-699 would have a job code of SVC or whatever job codes payroll uses. Enter a default job code for anything outside the ranges specified. This will create the Position Inventory based on the last Certified List.



If you ran the program to create the position inventory from last year's certified list, run this program to recalculate the head count.

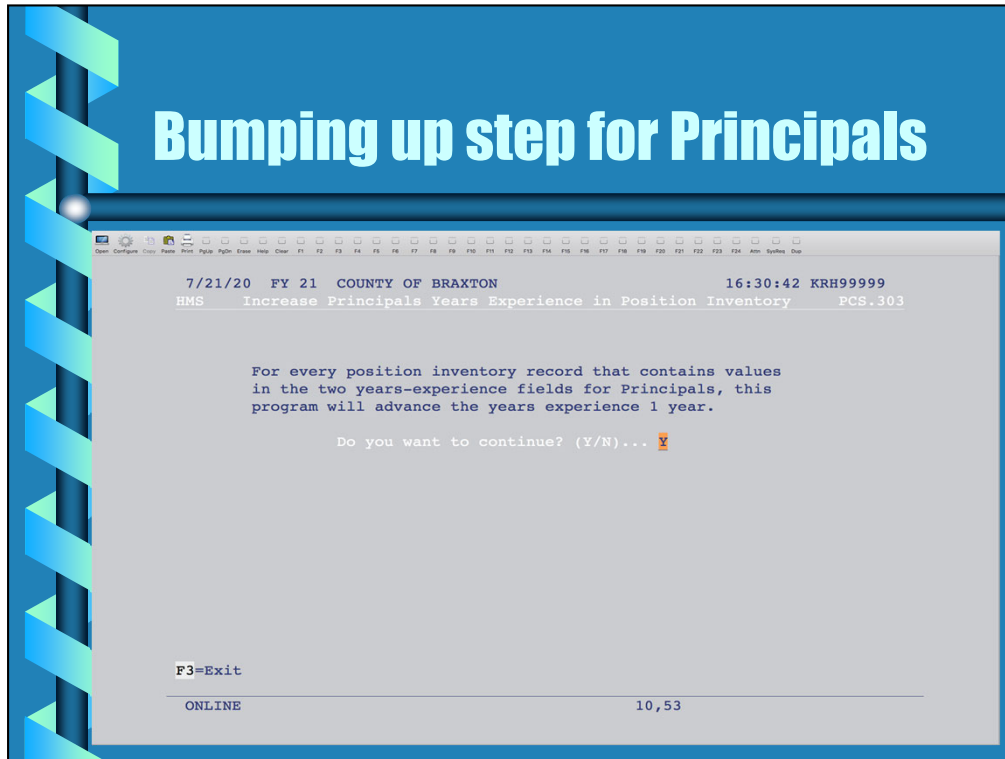


Hit enter.

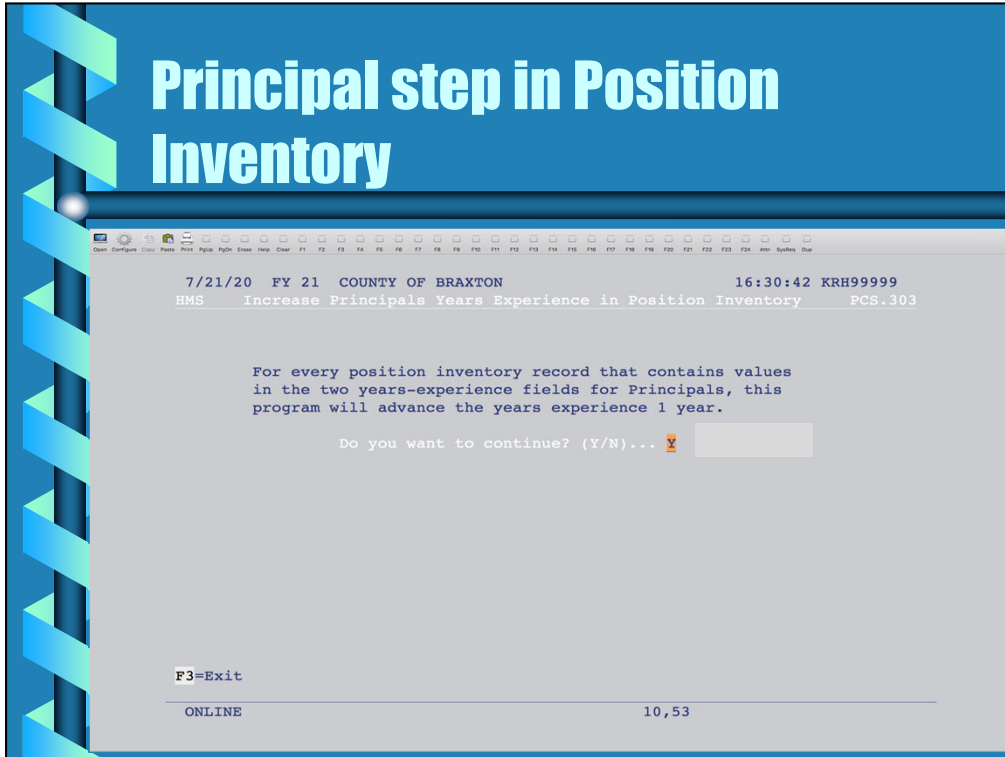


A new program has been added to the Position Control System Utilities menu to bump up the step for those that have a value in the appropriate fields in position inventory for the Principals Experience.

Bumping up step for Principals



Enter a Y to bump the step up.



The new fields that have been added to the Position Inventory program to maintain years experience for principals display at the bottom and can be manually entered or bumped up by 1 using the bump up program - PCS.303.


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7/28/16  FY 17  CALHOUN COUNTY SCHOOLS  10:34:56 QPADEV003
ACS  CALHOUN COUNTY MANAGER WORK AREA  Ref: ACS.002 .

MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS

16. Change FY Position in Position Control Accts  WVH.882
17. Update Position Control Accounts from EMS . . WVH.883
18. Life / Health Participation by Run Number . . WVE.032
19. Change Employee Assignment Accounts . . . . . WVE.995
20. Display Employees matching SSN last 4 digits  LAST4
21. Mass Add Employee Deduction Codes . . . . . WVE.884
22. Inactivate obsolete employees . . . . . WVE.090
23. Define CEO online check/run# restrictions . . CEO.RUN

89. Change Assignment
90. Exit ACS

Option or Menu Item  17

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ONLINE 22,25

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This program will copy the EMS accounts to HMS. The certified list pulls the account information from HMS, but HMS isn't always kept up to date. You can run this program to copy the EMS accounts to update your HMS. This program is found on the WV Employee Data Reports menu, but may be in a different place on your menu. Look for WVH.883.

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10.140.200.17
Dup Clear Erase Attn Sysreq Help Terminal Keyboard Print F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24
WVH Update Position Control Accounts from EMS WVH

This program will copy EMS distribution accounts into HMS, into the file
*** Position Control Account Distribution File ..... PPCS3011

according to the following criteria:
*** from matching assignment in EMS, if found
*** if no match, and only one contract assignment exists, use it
*** if multiple assignments exist, match on account location

Update Files? Y/N (N=report only)..... Y
Include Inactive Employees? Y/N ..... N
Include Inactive Assignments? Y/N ..... N
Include non-contract assignments? Y/N ... N

F3=Exit F4=Index

ONLINE 19,45
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This program will copy the accounts in EMS to HMS as best it can. There will be some exceptions that you may have to manually change, but it should take care of the majority. You can run an edit first to see what it will do by answering “N” to Update Files? This will create a report only without updating.

10.140.200.17

ACS CALHOUN COUNTY MANAGER WORK AREA Ref: ACS.002 .0

MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS

1. CERTIFIED LIST OF PERSONNEL MENU	WVR002	MENU
2. WEST VIRGINIA TEACHER RETIREMENT REPORTS . .	WVRE01	MENU
3. EMPLOYEE INFORMATION REPORTS	WVRE06	MENU
4. Update Position Control Accounts from EMS . .	WVE.872	
5. Employee Assignment Turn Around Listing . . .	WVR.565	
6. Create Empl Compensated Leave file (PWVE335C)	WVE.335	
7. Print Employee Absence Leave Liability Report	WVE.330	
8. PRINCIPALS LISTING FOR ACADEMY PARTICIPATION	WVR060	MENU
9. Certificate and Endorsement Edit Report . . .	WVS.860	
10. Custom Payroll Register Report	WVP.901	
11. Employee Attendance Rate Report	WVP.902	
12. Absence Rate by Job/Absence Code Report . . .	WVP.903	
13. Employer Quarterly Wage Report	WVP.904	
14. Change FY Position in Assignment Accounts . .	WVE.882	
15. Payroll Deduction Summary Report	WVP.907A	More..

Option or Menu Item 1

ONLINE 22,24

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7/28/16  FY 17  CALHOUN COUNTY SCHOOLS  10:39:13  QPADE
ACS          CALHOUN COUNTY MANAGER WORK AREA  Ref: ACS.0

      MENU WVR002: CERTIFIED LIST OF PERSONNEL MENU

1. Create the Certified List File . . . . . WVE.610
2. Edit/Maintain the Certified List . . . . . WVE.310
3. PEIA Deduction Change . . . . . WVE.311
4. CERTIFIED LIST OF PERSONNEL REPORTS . . . . . WVR001  MENU
5. Submit Certified List -- Preliminary Version WVE.810
6. Submit Certified List File -- Final Version . WVE.825

89. Change Assignment
90. Exit ACS

Option or Menu Item  1

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ONLINE                                     22,24

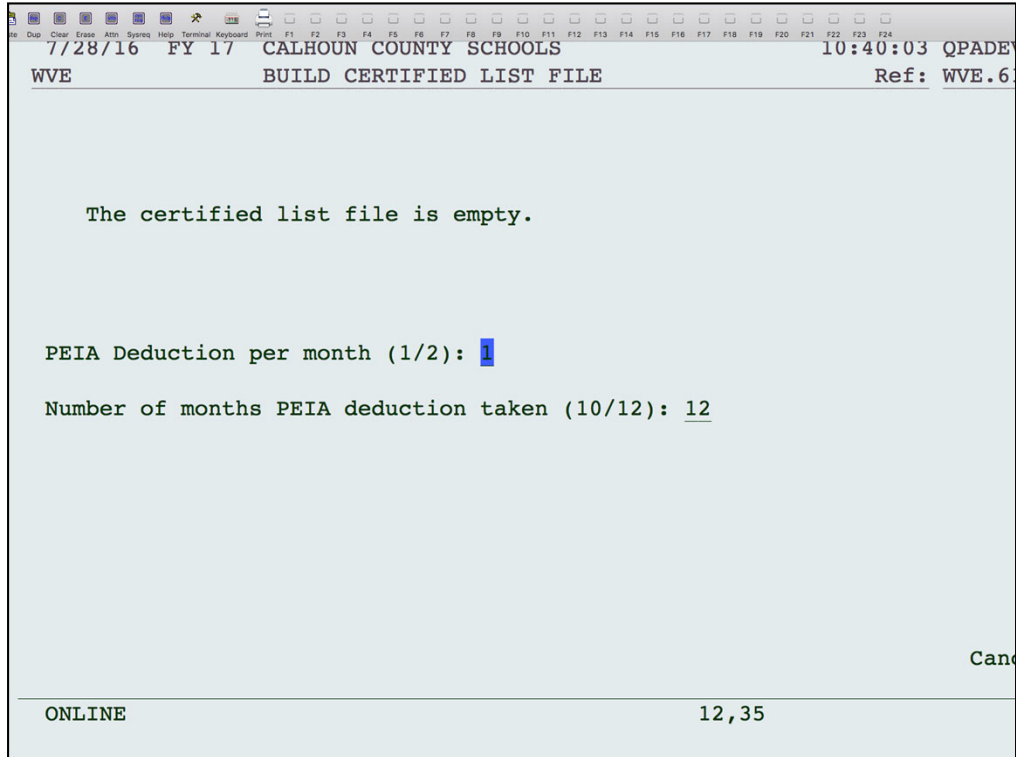
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The next step is to create the certified list. You may not have this option on your menu. If not, contact the WVEIS Help Desk.

You can print the certified list report to verify the information. When necessary, use option 2 to make changes to the certified list information.

Every time the file is built, it will replace whatever is in the certified list at that time and replace based on the information in EMS and HMS. Any manual changes you made using option 2 would be wiped out.

Option 3 allows you to make any mass changes to your PEIA amounts, if needed.



This program will build the information from the payroll (EMS) and personnel (HMS) files. The first time you run this, the screen will state that the certified list file is empty. If you run this program again, you will get a warning message that your file already exists and running this program will wipe out your existing data. Any manual changes you had made to your certified list file will be wiped out.

The questions on the screen ask how many times a month do you take out PEIA (1 or 2) and how many months do you withhold (10 or 12). This is used to calculate the annual PEIA premium for each employee.

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8/27/19 FY 20 ** TEST ENVIRONMENT ** 15:39:28 QPADEV000M
WVE Maintain Certified List File Records Ref: WVE.310 .11

Employee... [redacted] Sequence#... 1.00
Name (LFM).. [redacted]
Birth Date.. 1984/09/06 Sex.. F Ethnic Code.. W Degree.. MA

Position Code... 210 Years Exp..... 12 Funding Src... 1
County Number... 10 Location(School).. 502 Salary Class.. MA
Days Empl.. 200.0000 FTE..... 100.0000 Salary..... 49,585.00

Cert Code..... 22 Cert Type..... 4
National Teacher Cert. 0
Supervisory Aide..... N Spec. Training Health. N
Extra Pay (12hrs+). Night Pay..... N Emplr PEIA 11,582.40

Retirement Type. 4 1=RETI, 2=RETII, 4=RETIV,9=RETIX
Account Code... 11.00000.21282.111.502.0000.0000.00
Years Exp as a Principal: Years Exp at Programmatic Level:
Three-Step Salary Increase 0 Endorsement Code

Mode: Change F3=Exit F5=Reset F12=Cancel Cancel? N

ONLINE 6,15

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The following fields come from the Employee Basic Record in EMS:

Employee SSN, name, birth date, sex, and ethnic code.

The following fields come from the Employee Assignment in EMS:

Degree is the first two letters of the pay grade for a professional , addenda record for a service or HS; Years Exp; Salary class is the pay grade; FTE; Salary (contract pay plus “Z” addenda pay); # Days Employed; Extra Pay from “Z” addenda for additional college hours; Night Pay, National Teacher Cert, Supervisory Aide, Spec. Training Health and Three-Step Salary Increase; Retirement Type

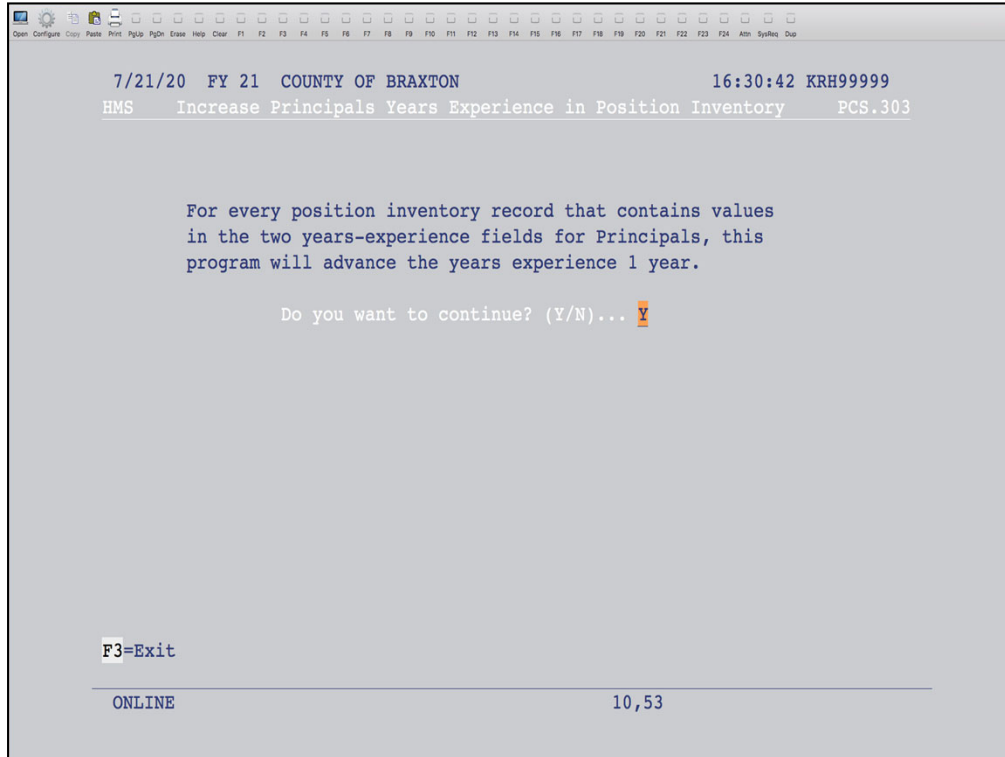
Remaining fields from EMS:

Cert Code and Type from the Employee Certificate Information.

PEIA comes from employee’s deduction codes and corresponding amounts.

Endorsement Code for Math or Special Ed come from Employee Certificate Information

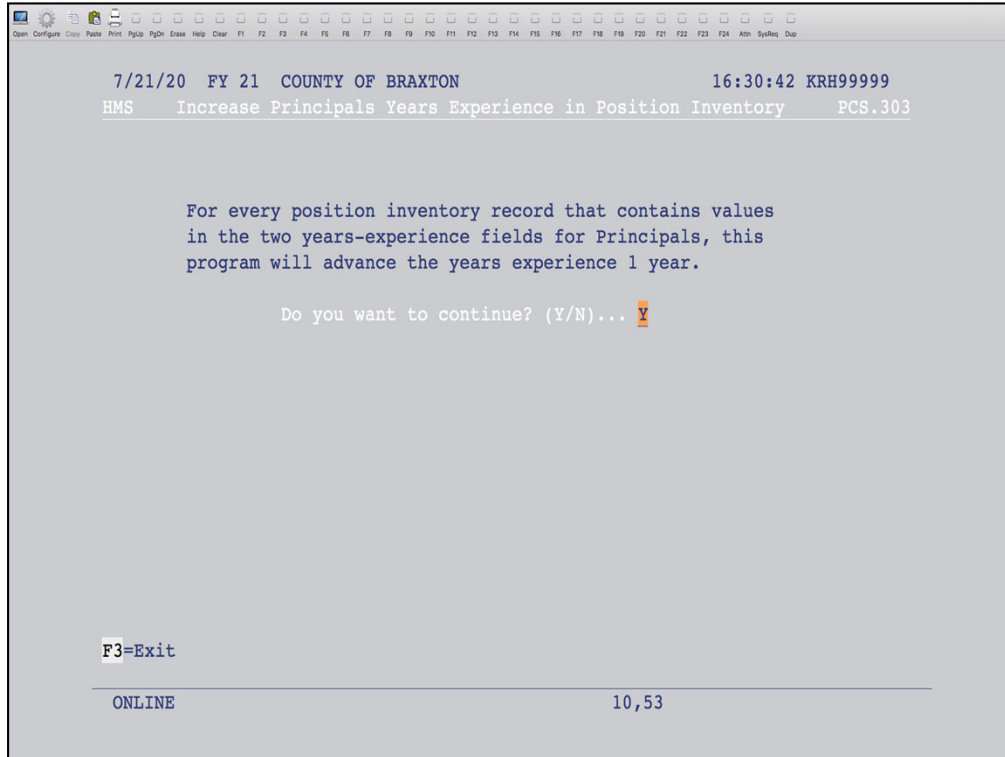
Location, position code and account number come from HMS. Years Exp as Principal and at Programmatic Level are stored in Position Inventory and can be bumped up 1 using the program PCS.303 as described earlier in the handout. Verify that the person is still eligible. The funding source is based on the account number.



This will print a copy of the certified list for you to verify.

10.140.200.17			
8/18/12	FY	PUTNAM COUNTY SCHOOLS	13:30:09 QPADEV0019
WVE		PRINT CERTIFIED LIST FILE	Ref: WVE.510P.01
SELECT:	From	To	(Blank for all) Summary? <u>N</u>
Position Code Ranges	_____	_____	Service Personnel Only? <u>_</u>
	_____	_____	Professional Personnel? <u>_</u>
			Y=All
			I=Instructional
			O=Other Educator
			S=Student Support
Sort Report By	<u>1</u>		
	1. Employee Nam		2. Employee #
	3. Position Code, Nam		4. Location, Pos. Cod
	5. Funding Source (break total),		Pos. Cod
Adjust FTE if working days > 200 for Service Personnel:			<u>N</u>
Subtitle To Print	<u>3</u>		
	1. "Professional Staff		
	2. "Service Personnel Staff		
	3. "All Staff		
	4. Other		
	5. "Professional Instructiona Staff		
	6. "Other Professional Educators		
			Cancel? <u>N</u>
ONLINE		20,38	M

Enter ranges of position codes or select service or professional personnel. Summary Totals Only will give you summary totals with no employee detail. You have 5 sorting options. If you want the FTE to be adjusted for Service Personnel, answer "Y". Choose the subtitle that fits your selection or enter your own using option 4.



When ready, use option 4 to submit the preliminary version. You can submit this multiple times. Once you submit the preliminary version, you can access the edits in WOW. When the final version is due, run option 5. You should only run this once.

If you have already submitted your final version, or you have critical errors, then you will receive an error message and you will not be able to submit your final. If you have critical errors, you will need to view your edit list on WOW and correct those errors by changing the information in the maintenance program (option 2 on this menu). You should not enter a comment for a critical error. If you need to re-submit your final version, you need to contact school finance to allow that submission.