

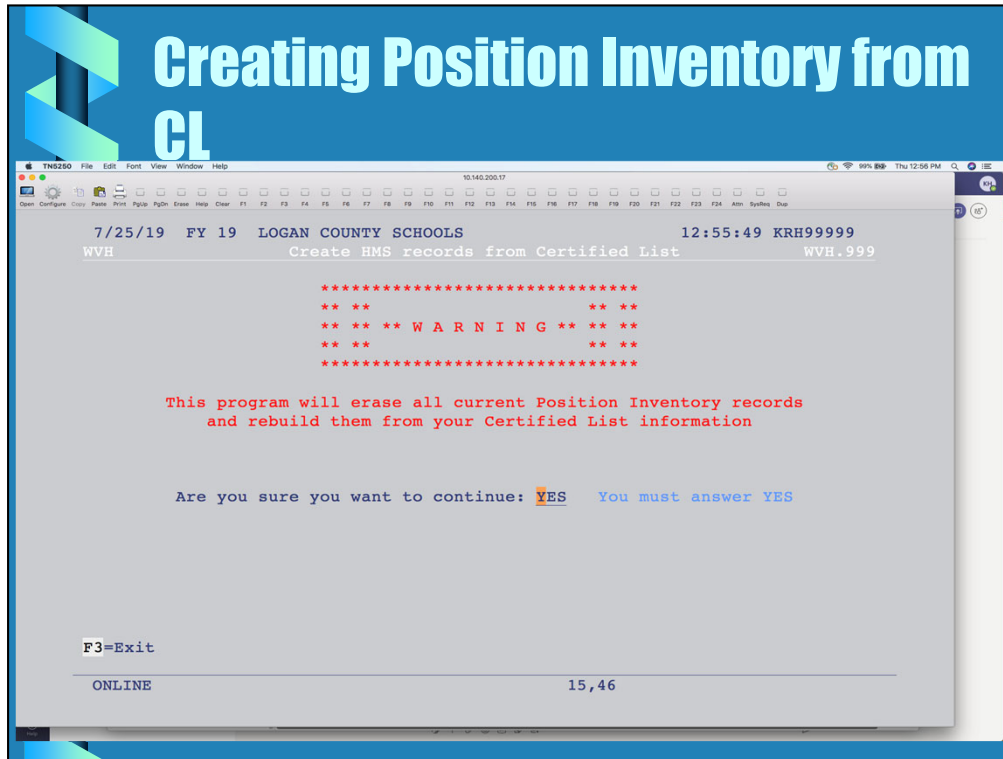


Certified List of Personnel

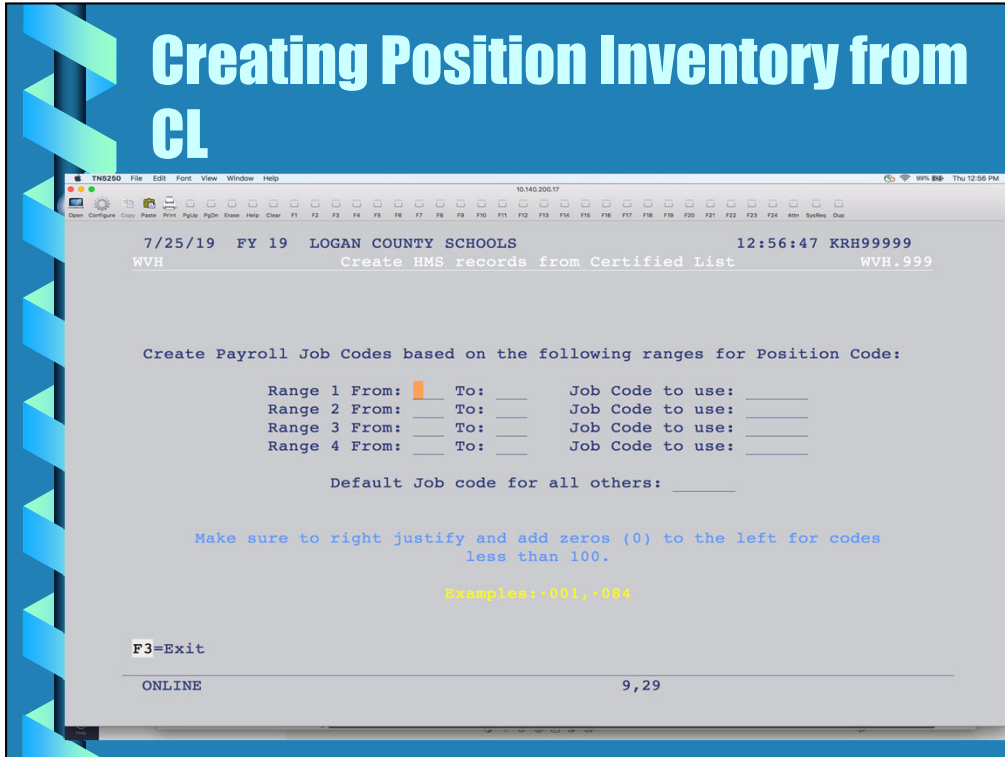
Kim Harvey, WVEIS Consultant

419-202-9898

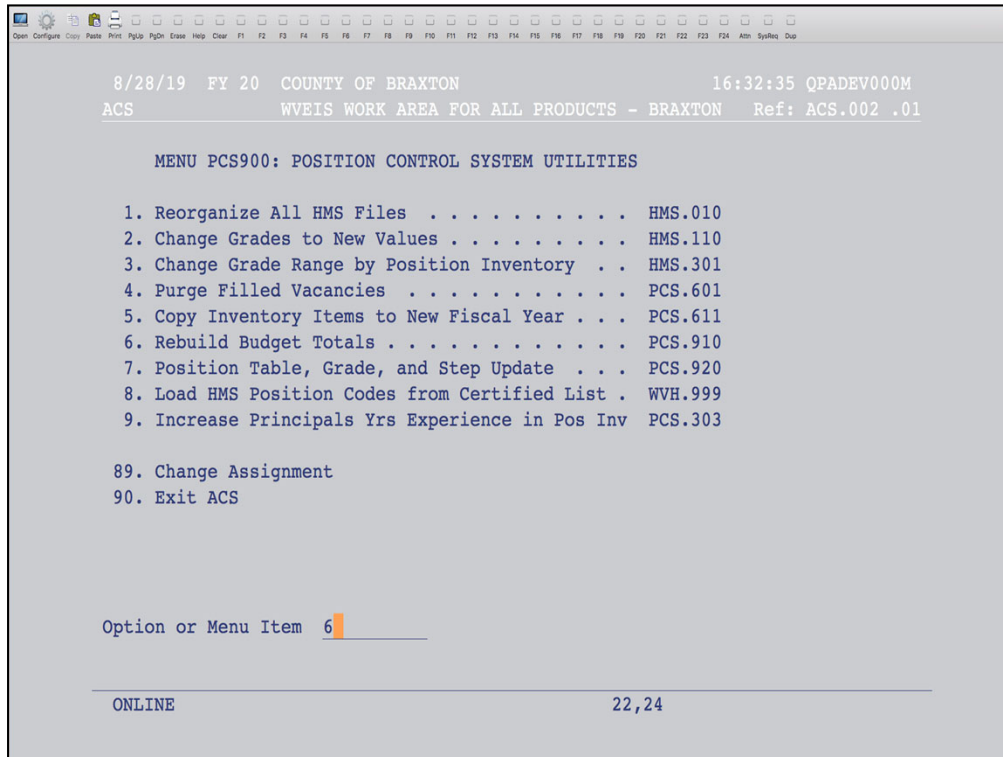
knharvey@k12.wv.us



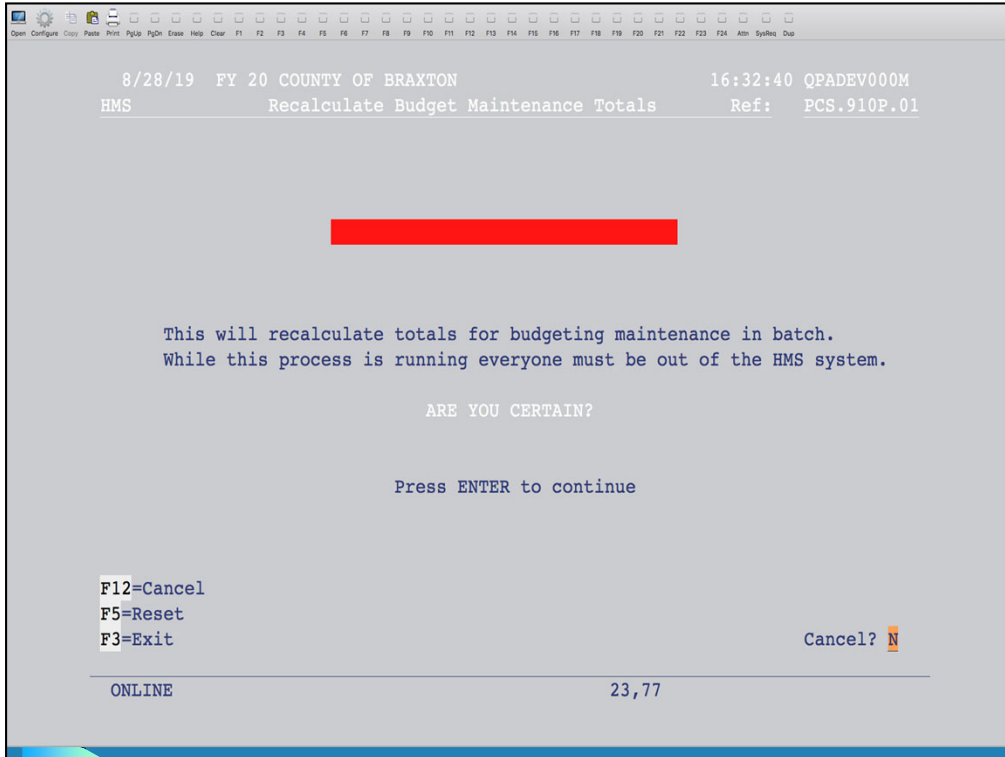
The first thing you may want to do is copy last year's certified list to create the Position Inventory for this year. This program is optional and should be used only if you haven't been maintaining position inventory throughout the year. You will find the program on the WV Employee Data Reports menu – 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.



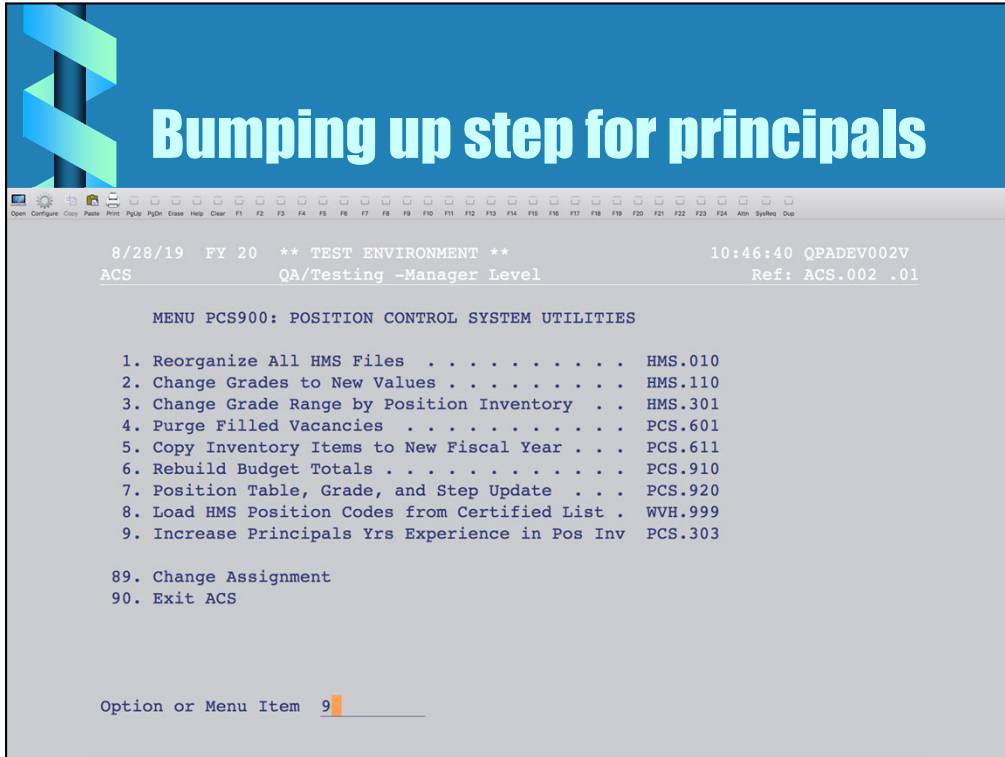
You can enter the range of position codes and the Payroll Job Code they are connected to. For example, 100-499 would have a job code of PROF and 500-699 would have a job code of SVC or whatever job codes payroll uses. Enter a default job code for anything outside the ranges specified. This will create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

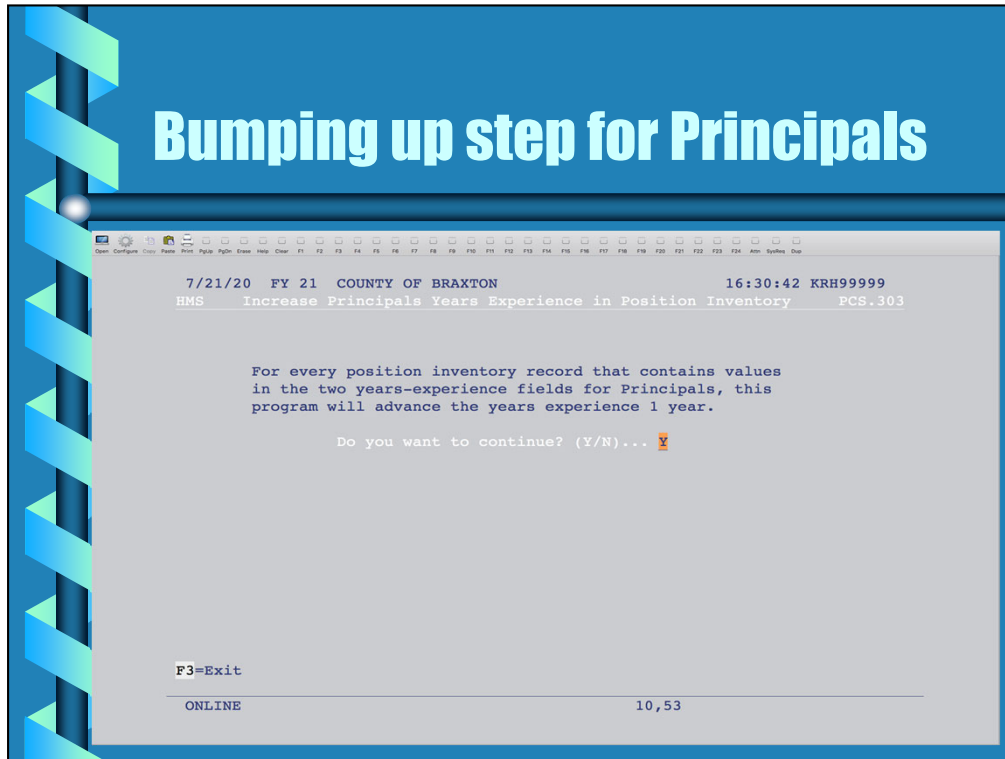


Hit enter.



A program on the Position Control System Utilities menu will bump up the step for those that have a value in the appropriate fields in position inventory for the Principals Experience. This does not bump up the field on the existing certified list file, only the field in the position inventory, which will be reflected when the certified list is built.

Bumping up step for Principals



Enter a Y to bump the step up.

Principal step in Position Inventory

7/21/20 FY 21 COUNTY OF BRAXTON 16:35:38 QPADEV001L
HMS Position Inventory Detail Ref: PCS.301 .11

Location: 201 Position 000111 ELEM PRIN Function 000100 ADM
DA Subject XXXXXX UNDEFINED Days 000225 225

Grade Min: PK Grade Max: 06

Position Status (F/O/V): F Filled Employee-No.:
Percent FTE: 100.0000
Action-Start-Code: HIRE HIRE Original Vac#:
Start Date: 7/01/2017 Vac Open date: 6/30/2017
Contingency Position (Y/N): N Addenda Only? (Y/N):
Payroll-Job-Code: PROF PROFESSIONAL Amount:
Payroll-Addenda-Code:
Ltd-Contract-Code:
Pay Table: PROF Grade: PHD Step: 10
PAY TABLE, GRADE, OR STEP DIFFERS FROM EMS RECORDS - RUN PCS.920 TO UPDATE
Person-Replaced-Emp#:
Administrator-Emp#:
Years Exp as a Principal: Years Exp at Programmatic Level:
F10=Duplicate as Vacant Position
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

ONLINE 10,21

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.

```
10.140.200.17
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
```

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

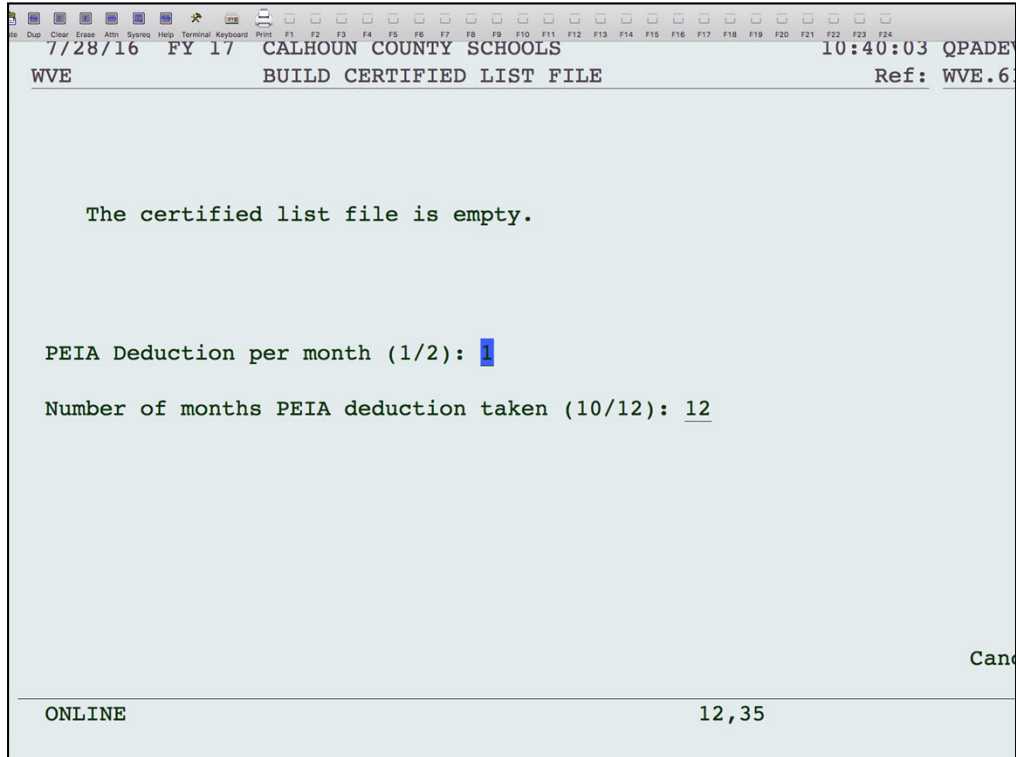
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The next step is to create the certified list. You may not have this option on your menu. If not, contact the WVEIS Help Desk.

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

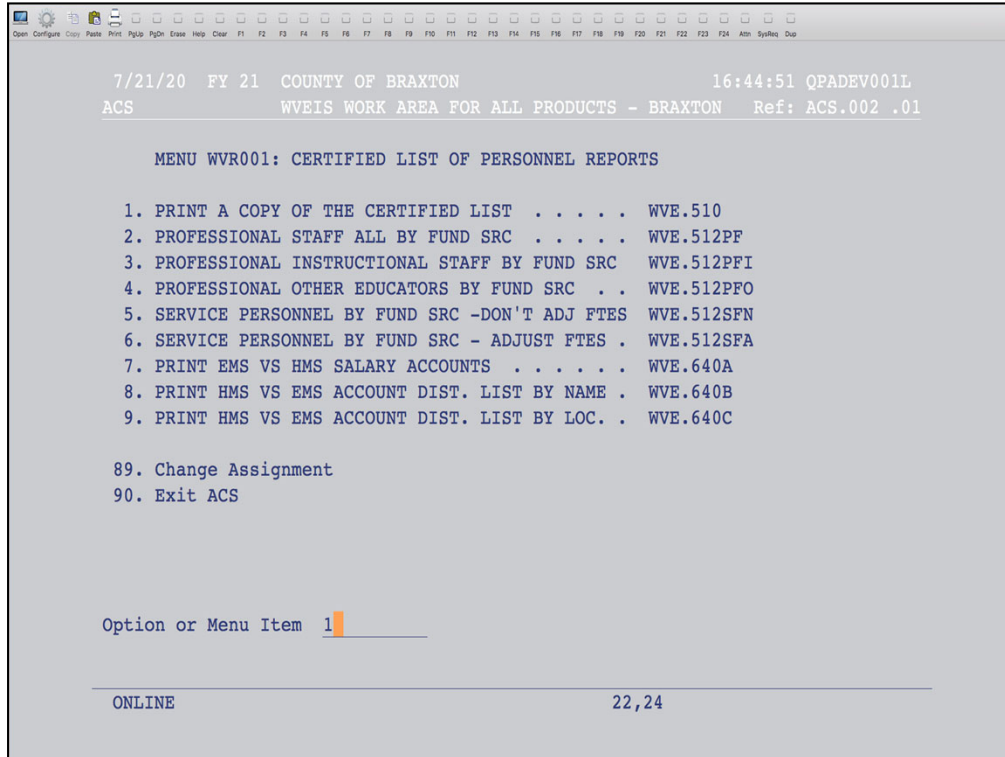
Remaining fields from EMS:

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

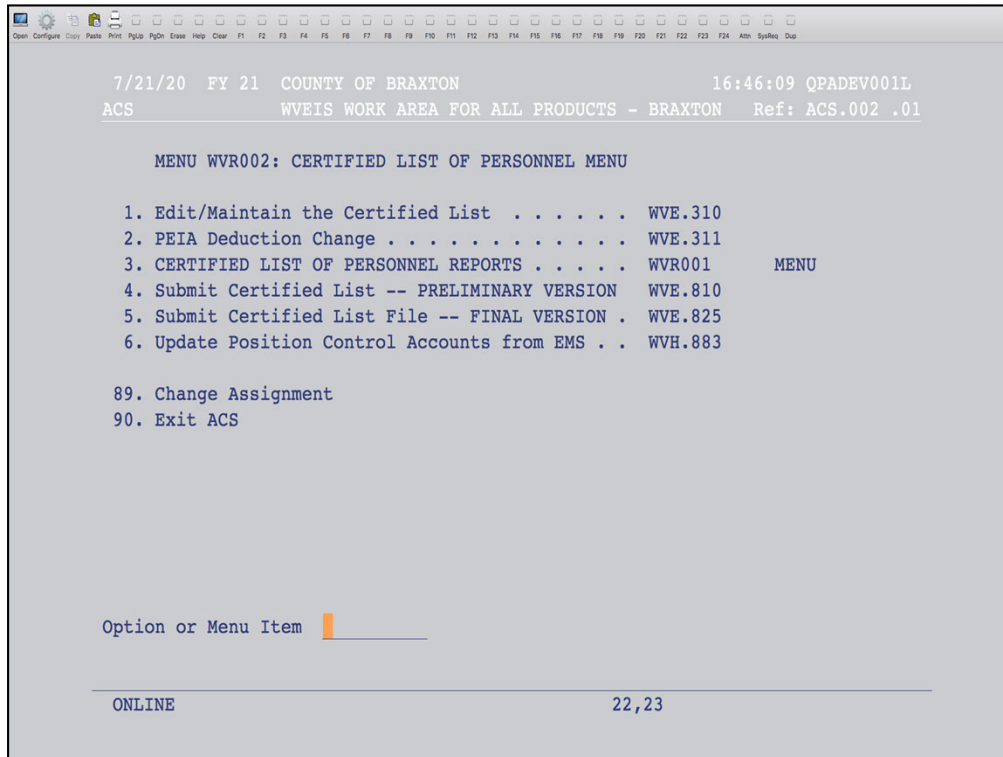
Location, position code and account number come from HMS. Years Exp as Principal and at Programmatic Level are stored in Position Inventory and can be bumped up 1 using the program PCS.303 as described earlier in the handout. Verify that the person is still eligible. The funding source is based on the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