

HUMAN RESOURCE INFORMATION SYSTEM

EMPLOYEE INFORMATION MODULE

Revised March 2016

Human Resource Information System (HRIS) Employee Information Module

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Human Resource Information System (HRIS) Employee Information Module

HRIS Menu

The Employee Information Module of HRIS contains a great deal of useful information available for the department Human Resource Associate. This mini-manual will walk you through the different screens that are part of the Employee Information Module. On each screen, the bottom of the page will have menu options that are specific to each page. You will want to use those menu options in helping you navigate on each individual page.

To access the Employee Information Module, you will sign onto the HRIS system to get to the first HRIS Available Applications Menu below. This menu may look different on your screen than the one pictured below depending on the security level you have. In any case, you will want to look for the module that is titled EMPLOYEE INFORMATION. In the example below, it is the PF5 key.

```
A3449800          STATE OF IOWA          04/11/11
7.1.0             HUMAN RESOURCES       3:43 PM
                AVAILABLE APPLICATIONS MENU

                PF1      MAIL
                PF2      POSITION CONTROL
                PF3      POSITION CHANGE REQUEST
                PF4      PERSONNEL ACTIONS (P-1S)
                PF5      EMPLOYEE INFORMATION
                PF6      PAYROLL CONTROLS
                PF7      TIME REPORTING
                PF8      POSITION TYPES
                PF10     HIRING FREEZE WAIVERS
                CLEAR    LEAVE THIS MENU

                PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY

                *MAIL WAITING*
```

From the Employee Information Module, you can look up an employee by many different ways. In this manual, the EMPLOYEES BY NAME function will be used.

```
A3325300          HUMAN RESOURCE MANAGEMENT SYSTEM  04/11/11
EI00              EMPLOYEE INFORMATION     3:43 PM
                ADMINISTRATION SUPPORT MENU

                EMPLOYEE SCREEN
                PF1      EMPLOYEES IN A COST CENTER
                PF2      EMPLOYEES BY NAME
                PF3      EMPLOYEES BY EMPLOYEE NUMBER
                PF4      EMPLOYEES BY USER ID
                PF5      EMPLOYEES BY SOC. SEC. NO.
                PF23     SYSTEM USER LIST
                PF9      * * * * HELP * * * *
                CLEAR    LEAVE THE APPLICATION
                PF6      CURRENT PAY SCREEN
                PF11     EMPS BY NAME - EARLY/BUY OUT

                PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY
```

Human Resource Information System (HRIS)

Employee Information Module

On the employees by name screen, type in the last name and first name of the employee you are looking up. If the employee is not listed, try to type only a portion of the first name of the employee to see if they appear on the list. On the list, you can access many screens. Typically, you would type an "L" on the line action to look at the Employee Information screen for the specific employee.

D3325341	EMPLOYEE INFORMATION	PAGE: 0001
	EMPLOYEES BY NAME	
	LAST NAME ==> TEST	
	FIRST NAME ==> AARON	
ACT	-----EMPLOYEE NAME-----	--CSTCNT- CLASS TITLE- ----POSITION NUMBER----
_	AARON A TEST	123456789 PUB SER EX 4 123-456-7890-00786-001
_	BETH B TEST	234567890 AIRP FIRE FG 234-567-8901-07130-022
_	CHARLES C TEST	345678901 CONTRACT EMP 345-678-9012-15260-904
_	DOUGLAS D TEST	456789012 AIRP FIRE FG 456-789-0123-07130-007
_	EUGENE E TEST	567890123 NAT RES AIDE 567-890-1234-05300-903
L	SALLY B TEST	123456789 CORR OFFICER 123-456-7890-86406-001
L	LOOK/EMPLOYEE	E EXPENSES P PERSONNEL V VOL.DEDUCTIONS D DOLLARS & HOURS
Z	ADDRESS PH POSITION HISTORY	O POSITION T TIME SHEETS P1 P-1S
C	CUR PAY PF7 BKWD PF8 FWD	PF9 HELP PF12 RETURN CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

Main Page

The screen print below shows an example of the employee information screen. This screen includes details such as the employee number, payroll information and position information.

D3325361	ACTION: _	EMPLOYEE INFORMATION	PRINTER:
+----- KEY INFORMATION -----+		+----- PAYROLL INFORMATION -----+	
LAST NAME: TEST		PAY NAME ...: SALLY B TEST	
FIRST NAME: SALLY	B	PAYGRADE: 23	STEP: MX
SOCIAL SECURITY: 123-45-6789		PAY PLAN: 014	
EMPLOYEE NUMBER: 12345		*MODE OF PAY ...: 03 BIWEEKLY HR WK: 40	
		ANNUAL BASE ...: 0.00	
+----- POSITION INFORMATION -----+		BIWEEKLY BASE : 2,012.80	
NUMBER: 123-456-7890-86406-001			
CSTCNT: 123 456789 SECURITY		FMR PAY PLAN ..: 006	
ASSIGN:			
CLASS TITLE: CORR OFFICER			
*TYPE: 00 PERM FULL TIME-MERT			
*EMP STATUS : 08 PERMANENT MERIT			
*COND OF EMP: 01 FULL TIME			
*ELIGIBILITY: N CONTRACT COVERED			
*BARG CODE ..: 006 SECURITY			
		INCREASE DATE : 05/01/2014	
+-----		+-----	
FULLNAME: SALLY B TEST		*TERM. REASON ..: 00 ACTIVE--	
USER ID :		*LEAVE REASON ..: 00 ACTIVE	
+-----		+-----	
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT			

To find the available screens listing (Header Actions); type a “?” in the header action field when in the HRIS Employee Information Module. A list of available screens will appear which you can scroll through. A list is also provided in this manual on the next page.

D3325330	ACTION: ?	EMPLOYEE INFORMATION	PRINTER:
+----- KEY INFORMATION -----+		+----- PAYROLL INFORMATION -----+	
LAST NAME: TEST		PAY NAME ...: SALLY B TEST	
FIRST NAME: SALLY	B	PAYGRADE: 23	STEP: MX
SOCIAL SECURITY: 123-45-6789		PAY PLAN: 014	
EMPLOYEE NUMBER: 12345		*MODE OF PAY ...: 03 BIWEEKLY HR WK: 40	
		ANNUAL BASE ...: 0.00	
+----- POSITION INFORMATION -----+		+-----	
NUMBER: 123-456-7890-86406-001		HEADER ACTIONS	
CSTCNT: 123 456789 SECURITY		+-----	
ASSIGN:	S	- SELECTION LIST	
CLASS TITLE: CORR OFFICER	E	- EXPENSES	
*TYPE: 00 PERM FULL TIME-	P	- PERSONNEL	
*EMP STATUS : 08 PERMANENT MERIT	Z	- ADDRESS	
*COND OF EMP: 01 FULL TIME	O	- POSITION	
*ELIGIBILITY: N CONTRACT COVERE	PH	- POSITION HISTORY	
*BARG CODE ..: 006 SECURITY	P1	- P1 S	
	TS	- TIME SHEETS	
+-----		+-----	
FULLNAME: SALLY B TEST		ACTION : _	
USER ID :			
+-----		+-----	
PF7 BKWD		PF8 FWD	PF12 RETURN
? HEADER ACTIONS PF1 PREV IN CC P +-----			

Human Resource Information System (HRIS)

Employee Information Module

Header Actions

HEADER ACTIONS	
E	- EXPENSES
P	- PERSONNEL
Z	- ADDRESS
O	- POSITION
PH	- POSITION HISTORY
P1	- P1'S
TS	- TIME SHEETS
PE	- PERFORMANCE EVALUATIONS
GN	- GROSS-TO-NET CALCULATOR
H	- HARD COPY
HA	- HARD COPY ALL
V	- VOLUNTARY DEDUCTIONS
V1	- HEALTH INSURANCE
V2	- DENTAL INSURANCE
V3	- LIFE INSURANCE
V4	- CREDIT UNION & SAVINGS BONDS
V5	- DEPENDENT CARE, DEFERRED COMP
V6	- EMP ORG, EMP ORG INS, MISC DED
V7	- ONE GIFT PLEDGES
V8	- MISCELLANEOUS DEDUCTIONS
V9	- MISC DED, CHARITABLE CONTRIB 1
V10	- CHARITABLE CONTRIBUTIONS 2
D	- DOLLARS & HOURS
D1	- FEDERAL & IOWA TAXES
D2	- ST & MISC TAXES, EIC, TEMP DED
D3	- OASDI & MEDICARE
D4	- AUTO DEP, WAGE ASSIGN, GARNISH
D5	- EARNINGS 1
D6	- EARNINGS 2
D7	- HOURS & BALANCES
D8	- YTD HOURS EARNED & TAKEN
D9	- FISCAL & SHIFT
D10	- NON-PERMANENT HOURS
D11	- REG IPERS & CONSERV/ENF IPERS
D12	- FIRE & CORRECTIVE IPERS
D13	- TIAA, PEACE & JUDICIAL RETIRE
SP	- SPECIAL PAY
SLI	- SICK LEAVE INSURANCE PROGRAM
C	- CURRENT PAY
RP	- WARRANTS - EMPLOYEE INFO

Human Resource Information System (HRIS)

Employee Information Module

Expenses

Header Action "E" opens the Employee Info-Expenses Screen. The only fields that are populated on this screen are the taxable items that are passed from the accounting system.

D3325362	ACTION: _	EMPLOYEE INFO - EXPENSES	PRINTER:
+----- KEY INFORMATION -----+		+----- CALENDAR YTD EXPENSES -----+	
LAST NAME: TEST		PERMANENT TRAVEL ADVANCE :	0.00
FIRST NAME: SALLY	B	ADVANCE EXPENSES BALANCE :	0.00
SOCIAL SECURITY: 123-45-6789		EXPENSES FIRST 6 MONTHS ..:	0.00
EMPLOYEE NUMBER: 12345		EXPENSES SECOND 6 MONTHS :	0.00
+----- IN STATE EXPENSES -----+		PERSONAL CAR QTR:	
NON TAXABLE MEALS:	0.00	TAXABLE MEALS QTR:	0.00
TAXABLE MEALS:	0.00	TAXABLE LODGING:	0.00
LODGING:	0.00	MOVING EXPENSE:	0.00
NON TAX PERSONAL CAR.:	0.00	MOVING EXP SUBJECT TO W/H:	0.00
COMMTRAVEL:	0.00	MILEAGE EXP SUBJ TO W/H ..:	0.00
PARKING AND TOLLS....:	0.00	CONSTITUENT ALLOWANCE ...:	0.00
+----- OUT OF STATE EXPENSES -----+		TAXABLE TUITION:	
NON TAXABLE MEALS:	0.00	OFFICE EXPENSE:	0.00
TAXABLE MEALS:	0.00	OFFICE EXPENSE IPERS:	0.00
LODGING:	0.00	MISCELLANEOUS EXPENSES ...:	0.00
NON TAX PERSONAL CAR.:	0.00		
COMMTRAVEL:	0.00		
PARKING AND TOLLS:	0.00		
+-----+-----+-----+-----+-----+-----+			
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT			

Personnel

Header Action "P" opens the Employee Info-Personnel Screen. This screen includes Emergency Contact information, birthday, employed date, seniority date, etc.

D3325363	ACTION: _	EMPLOYEE INFO - PERSONNEL	PRINTER:
+----- KEY INFORMATION -----+		+ IN CASE OF EMERGENCY PLEASE NOTIFY -----+	
LAST NAME: TEST		EMG NAME :	
FIRST NAME: SALLY	B	EMG PHONE: - -	
SOCIAL SECURITY: 123-45-6789		EMG NAME :	
EMPLOYEE NUMBER: 12345		EMG PHONE: - -	
+-----+-----+-----+-----+-----+-----+			
SPOUSE SSAN: - -	GENDER.....: F	CREDIT CARD IND :	
*SPOUSE DEPT:	*ETHNIC ORIG: 0 WHITE (NON	RET SICK PAY IND:	
NO DEPT IDENTIFIED	VET STATUS :	TERM PAY IND ...:	
	CITIZEN ...:	MON-FRI WEEK ...: N	
	VISA:	*CHILD SUPPORT ...:	
	LTD:	DEPT PIN IND ...:	
+-----+-----+-----+-----+-----+-----+			
BIRTHDAY: 01/01/1950	PROMREV DATE .: 00/00/0000	LOA DATE : 00/00/0000	
SERVICE DATE : / /	STAT EXP DATE.: / /	RETRN LOA: 00/00/0000	
EMPLOYED DATE : 01/01/2011	SPEC EXP DATE : 00/00/0000	TERM DATE: 00/00/0000	
SENIORITY DTE: 01/01/2011	EXTRA EXP DATE: / /	LAST DAY : / /	
VACATION DATE: 01/01/2011	RED CIRCLE : / /	LAST PAID: / /	
LONGEVITY DTE: / /	LEAD WORK EXP : 01/01/2011	DISB EFF : / /	
IPERS ADJ DTE: / /	LAST INCREASE : / /	DECEASED : / /	
+-----+-----+-----+-----+-----+-----+			
* INDICATES SELECTION LIST -----+			
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT			

Human Resource Information System (HRIS)

Employee Information Module

To add employees to Sally B Supervisor's Span of Control, from the 'Position Detail' screen enter "P" for span of control.

```

D3324361                POSITION CONTROL SYSTEM
ACTION  P                POSITION DETAIL
POSITION RECORD RETRIEVED
+----- KEY INFORMATION -----+----- POSITION HOLDER -----
|                                | SALLY B SUPERVISOR
| NUMBER ...: 123-445-1474-86411-007 | EMP SSAN ..: xxx-xx-xxxx
| SERIAL KEY: 000000                | ENTRY DATE : 01/01/2011
|                                | ENTRY TYPE : 021
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----
|                                |
| COST CENTER: 123-401474 SECURITY    | MANAGED BY :
| CLASS TITLE: CORR SUPERVISOR       | POSITION NO:
|*POS TYPE ..: 00  PERM FULL TIME-MERT |
|*FIELD STAT : N  NOT FIELD STATUS    +----- BUDGET INFORMATION -----
|*BARG ELIG ..: N  CONTRACT COVERED   |
|*EMP UNIT ...: 000 NOT CLASSIFIED     | FTE .....: 1.000
|                                | FUND DATE:  /  /
|                                |*FUND CODE: 2  BLANKET HIRE APPRV.
|                                | P-5 DATE : 04/25/2006
+-----+----- * INDICATES SELECTION LIST ----
PE PREV EMPLES P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD      PD PAY DISTRIB
P SPAN OF CONTROL G GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST
M5 M5S      PF1 PREV POSITION PF2 NEXT POSITION  PF9 HELP PF12 RETURN CLEAR EXIT

```

From here, you can enter each employee the supervisor is in charge of. Hit the PF4 key to pull up a position list.

```

D3324374                POSITION CONTROL SYSTEM                PAGE: 0001
                        SPAN OF CONTROL                    LEVEL .....:
POSITIONS MANAGED BY: 123-445-1474-86411-007             COST CENTER: 123-401474
MANAGER'S NAME       : SALLY B SUPERVISOR                CLASS TITLE: CORR OFFICER
THERE ARE NO POSITIONS REPORTING TO THIS POSITION.
ACT POSITION NUMBER    CLASS TITLE  COST CENTER  SUPERVISORY
- - - - -           -
P SPAN OF CONTROL  L LOOK AT POSITION          R REFRESH  A ADD    D DELETE
PF1 PREV POSITION   PF2 NEXT POSITION           PF3 MANAGER'S BOSS  PF4 POSITION LIST
PF7 BKWD          PF8 FWD                    PF9 HELP           PF12 RETURN        CLEAR EXIT

```

Human Resource Information System (HRIS)

Employee Information Module

Enter a cost center or position number and once you find the employee you want to add type "A" in the ACT line and hit enter add each employee to the supervisors span of control. If an employee already has a supervisor you will see the message 'this position already reports to another position' and you will first need to delete them from the old supervisor before adding them to the new supervisor. Once done, PF12 to return to the previous screen.

D3312381	POSITION CONTROL SYSTEM	PAGE: 0001
SPAN OF CONTROL POSITION SELECTION LIST		
		----- CURRENT MANAGER -----
ENTER COST CENTER	====> 123-401474	SALLY B SUPERVISOR
POSITION NUMBER	====> 123-445-1474-00018-001	123-445-1474-86411-007

ACT	POSITION NUMBER	EMPLOYEE NAME
—	123-445-1474-00018-001	TIM S MOORE
		CLASS TITLE
		CLERK-SPEC
—	123-445-1474-80696-001	LORI E COOK
		INVEST 2
—	123-445-1474-80763-001	LARRY A WOLTERS
		TRAIN SPEC 1
—	123-445-1474-86406-001	**** V A C A N T ****
		CORR OFFICER
A	123-445-1474-86406-002	STEPHEN L SMITH
		CORR OFFICER
	SPAN OF CONTROL RECORD ADDED	
—	123-445-1474-86406-005	JIM D HALL
		CORR OFFICER
A	123-445-1474-86406-006	MIKE T DAVIS
		CORR OFFICER
	THIS POSITION ALREADY REPORTS TO ANOTHER POSITION.	
A ADD POSITION TO MANAGER PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT		

Below you will be able to see all the employees the supervisor has under their span of control.

D3312374	POSITION CONTROL SYSTEM	PAGE: 0001
SPAN OF CONTROL		
		LEVEL
POSITIONS MANAGED BY:	123-445-1474-86411-007	COST CENTER: 123-401474
MANAGER'S NAME	: SALLY B SUPERVISOR	CLASS TITLE: CORR SUPV
ACT	POSITION NUMBER	CLASS TITLE
—	123-445-1474-86406-002	CORR OFFICER
		COST CENTER
		123-401474
		SUPERVISORY
		NO
—	123-445-1474-86406-018	CORR OFFICER
		123-401474
		NO
—	123-445-1474-86406-080	CORR OFFICER
		123-401474
		NO
—	123-445-1474-86409-017	SR CORR OFF
		123-401474
		NO
—	123-445-1474-86406-041	CORR OFFICER
		123-401474
		NO
—	123-445-1474-86406-033	CORR OFFICER
		123-401474
		NO
—	123-445-1474-86406-075	CORR OFFICER
		123-401474
		NO
	JOSEPH R THOMAS JR	
P	SPAN OF CONTROL	L LOOK AT POSITION
		R REFRESH
		A ADD
		D DELETE
PF1	PREV POSITION	PF2 NEXT POSITION
		PF3 MANAGER'S BOSS
		PF4 POSITION LIST
PF7	BKWD	PF8 FWD
		PF9 HELP
		PF12 RETURN
		CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

Once you have added the employees to the supervisor's span of control, you can check by going to the employees information screen, enter "O" and the supervisor should be listed in the span of control box.

```

D3325361      ACTION: O      EMPLOYEE INFORMATION      PRINTER:
EMPLOYEE RECORD RETRIEVED
+----- KEY INFORMATION -----+----- PAYROLL INFORMATION -----+
| LAST NAME .....: SMITH          | PAY NAME ..: STEPHEN L SMITH      |
| FIRST NAME .....: STEPHEN      L | PAYGRADE .....: 23                STEP: MX |
| SOCIAL SECURITY: xxx-xx-xxxx    | PAY PLAN .....: 014              |
| EMPLOYEE NUMBER: 33333        | *MODE OF PAY ..: 03 BIWEEKLY HR WK: 40 |
|                                | ANNUAL BASE ..:                0.00 |
+----- POSITION INFORMATION -----+ BIWEEKLY BASE : 2,136.00          |
| NUMBER: 123-445-1474-86406-047 |                                     |
| CSTCNT: 123 401474 SECURITY    | FMR PAY PLAN ..: 006              |
| ASSIGN:                        |                                     |
| CLASS TITLE: CORR OFFICER      |                                     |
| *TYPE .....: 00 PERM FULL TIME-MERT |                                     |
| *EMP STATUS : 08 PERMANENT MERIT |                                     |
| *COND OF EMP: 01 FULL TIME     |                                     |
| *ELIGIBILITY: N CONTRACT COVERED |                                     |
| *BARG CODE ..: 006 SECURITY     |                                     |
|                                | INCREASE DATE : 10/17/2008       |
+-----+-----+-----+-----+
| FULLNAME: STEPHEN L SMITH      | *TERM. REASON ..: 00 ACTIVE--    |
| USER ID :                      | *LEAVE REASON ..: 00 ACTIVE      |
+-----+-----+-----+-----+
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT

```

```

D3312361      POSITION CONTROL SYSTEM
ACTION        POSITION DETAIL
POSITION RECORD RETRIEVED
+----- KEY INFORMATION -----+----- POSITION HOLDER -----+
|                                | STEPHEN L SMITH                  |
| NUMBER ...: 123 445 1474 86406 047 | EMP SSAN ...: xxx-xx-xxxx        |
| SERIAL KEY: 002266            | ENTRY DATE : 04/30/2010         |
|                                | ENTRY TYPE : 021                |
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----+
|                                | MANAGED BY : SALLY B SUPERVISOR  |
| COST CENTER: 123-401474 SECURITY | POSITION NO: 123-445-1474-86411-007 |
| CLASS TITLE: CORR OFFICER      |                                     |
| *POS TYPE ..: 00 PERM FULL TIME-MERT |                                     |
| *FIELD STAT : N NOT FIELD STATUS +----- BUDGET INFORMATION -----+
| *BARG ELIG ..: N CONTRACT COVERED |                                     |
| *EMP UNIT ...: 000 NOT CLASSIFIED | FTE .....: 1.000                |
|                                | FUND DATE: / /                  |
|                                | *FUND CODE: 2 BLANKET HIRE APPRV. |
|                                | P-5 DATE : / /                  |
+-----+-----+-----+-----+
* INDICATES SELECTION LIST ----+
PE PREV EMPLYES P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD      PD PAY DISTRIB
P SPAN OF CONTROL G GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST
M5 M5S      PF1 PREV POSITION PF2 NEXT POSITION  PF9 HELP PF12 RETURN CLEAR EXIT

```

Human Resource Information System (HRIS) Employee Information Module

Position History

The Position History Screen is opened by typing "PH" in the header action field.

```

D3325367 ACTION: EMPLOYEE PREVIOUS POSITIONS PAGE: 0001
PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME ....: SALLY          B |
| SOCIAL SECURITY: 123-45-6789     |
| EMPLOYEE NUMBER: 12345         |
+-----+
ACT  ---- POSITION KEY ---- CLASS TITLE-      ---DATE--- ----- TYPE -----
-   123-456-7890-86406-084 CORR OFFICER  ENTRY:  /  /
                                         EXIT : 01/01/2012 TRANSFER - INSIDE
-   123-456-7890-86406-014 CORR OFFICER  ENTRY:  /  /
                                         EXIT : 01/01/2010 TRANSFER - INSIDE
+-----+
? HEADER ACTIONS      L/X/S POSITION DETAIL      PF1 PREVIOUS IN COST CENTER
PF2 NEXT IN COST CENTER  PF7 FWD  PF8 BKWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
  
```

P1'S

By typing a "P1" in the Header Action Field of Employee Information, you can see all P1's for that specific individual. This is a different way of getting to an individual's P1's than opening up the Personnel Actions (P-1s) Module.

```

D3325047 ACT: _ PERSONNEL ACTIONS (P-1S) PAGE: 0001
PRINTER: P-1S FOR AN EMPLOYEE

SOCIAL SECURITY NUM ==> 123-45-6789
EMPLOYEE NAME ==> SALLY B TEST
START AT PAY PERIOD ==> 12/19/2014
QUICK WRITE P-1 TYPE ==>

ACT PP BEGIN  -----STATUS-----  -----TYPE-----  NUMBER  COST
- 12/19/2014  PROCESSED  ATB INCREASE  1234567  123-456789
- 06/20/2014  PROCESSED  ATB INCREASE  2345678  123-456789
- 09/13/2013  PROCESSED  HOME ADDR/PHON CHG  3456789  123-456789
- 02/01/2013  PROCESSED  LEAVE BALANCE CORR  4567890  123-456789
- 12/21/2012  PROCESSED  MISC INS/PROF DUES  5678901  123-456789
- 10/12/2012  PROCESSED  LEAVE BALANCE CORR  6789012  123-456789

L LOOK AT THE P-1  H HARDCOPY SUMMARY  W WRITE P-1  QW QUICK WRITE
PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
  
```

Human Resource Information System (HRIS)

Employee Information Module

Timesheets

By typing a "TS" in the Header Action Field of Employee Information, you can see all Timesheets for that specific individual. This is a different way of getting to an individual's Timesheets than opening up the Time Reporting Module. Please note, if employee time is entered on PAYN, there will be no information on this screen.

```

D3313244  ACT:  _          PAYROLL TIME SHEETS          PAGE: 0001
                TIME SHEETS FOR AN EMPLOYEE

                LAST NAME    ==> TEST
                FIRST NAME   ==> SALLY
                PAY PERIOD   ==> 04/01/2014
WRITE NEW TIME SHEETS FOR THE 04/11/2014 PAY PERIOD

    ---PAY PERIOD---          -----TIME TOTALS-----          COST
ACT --FROM--  ---TO---  ----STATUS-----  REG  OT  HOLI  --CENTER--
_  04/11/2014 04/14/2014 PENDING OFFI APPRVA 80.00 0.00 0.00 123-456789
_  03/28/2014 03/31/2014 PROCESSED          79.90 0.00 0.00 123-456789
_  03/14/2014 03/17/2014 PROCESSED          80.00 0.00 0.00 123-456789
_  02/28/2014 03/03/2014 PROCESSED          74.00 0.00 0.00 123-456789
_  02/14/2014 02/17/2014 PROCESSED          80.00 0.00 0.00 123-456789

L LOOK AT THE TIME SHEET  W WRITE A NEW TIME SHEET  D DEFAULTS
PF7 BKWD                PF8 FWD                PF9 HELP                PF12 RETURN                CLEAR EXIT
    
```

Performance Evaluations

The Performance Evaluations Screen is opened by typing a "PE" in the Header Action Field. This shows information on the most recent performance evaluation. If these dates are not within the current year, the system will not let you enter any merit increases.

```

D3325381  ACTION:  _          EMPLOYEE INFO - PERFORMANCE          PRINTER:

+----- KEY INFORMATION -----+-----+
| LAST NAME .....: TEST          |      |
| FIRST NAME ....: SALLY          B |      |
| SOCIAL SECURITY: 123-45-6789    |      |
| EMPLOYEE NUMBER: 12345         |      |
+-----+-----+-----+-----+
|
|
|          *PERFORMANCE RATING ..: ME
|                                MEETS EXPECTATIONS
|          PERFORMANCE START ...: 11/01/2014
|          PERFORMANCE END .....: 11/01/2015
|          EVALUATION DATE .....: 01/02/2016
|
|
+-----+-----+-----+-----+
E EXPENSES P PERSONNEL Z ADDRSS V VOL.DEDUCT D DLLRS/HRS H HRDCPY HA HRDCPY ALL
O POSITION PH POSITION HISTORY          S SELECTION LIST
PF1 GET PREV IN CC  PF2 GET NEXT IN CC  PF9 HELP  PF12 RETURN  CLEAR EXIT
    
```

Human Resource Information System (HRIS)

Employee Information Module

Gross-To-Net Calculator

The Gross-to-Net Calculator can be opened from the Employee Information Module by typing a "GN" in the Header Action Field. There is a separate manual available on the features of the Gross-to-Net Calculator on the Centralized Payroll web site.

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+		+----- CONTROLS INFORMATION -----+	
LAST NAME: TEST		PP IN MONTH: 1	FILING STATUS: M
FIRST NAME: SALLY		B +----- DEDUCTION INFORMATION -----+	
SOCIAL SECURITY: 123-45-6789		FEDERAL WH.: 000	0.00 196.58
EMPLOYEE NUMBER: 12345 ID:		STATE WH...: 01 000	0.00 88.52
+----- EARNINGS INFORMATION -----+		OASDI.....: Y	83.63
	ELIG HOURS EARNINGS	MEDICARE...:	28.87
REGULAR....:	80.00 2,012.80	RETIREMENT.:EXMPT N PLAN 6	133.65
OVERTIME...: 2	0.00 0.00	HEALTH INSC: PLAN 1X400	0.00
HOLIDAY OVT: 2	0.00 0.00	DENTAL INSC: PLAN DX400	0.00
OTHER PAY...:	0.00 0.00	LIFE INSC...: PLAN JJ	21.65
*PAY NOT SUBJ TO RETIRE:	0.00 0.00	CR UNION...:	0.00 0.00
FEDERAL TAXABLE:	0.00 0.00	CHAR ORG...: 0	0.00 0.00
STATE TAXABLE:	0.00 0.00	DEF COMP...:PP 3	25.00 25.00
PRETAX: Y PRETAX DATE: 01/01/2015		DEF ROTH...:PP 3	25.00 25.00
FED TAX STATUS.: 1		EMP ORG DUE: 89 LOCAL 2989	23.99
HOURLY RATE....:	25.16	FSA/HEALTH...:	0.00 0.00
		FSA/DEPC...:	0.00 0.00
ANNUAL GROSS....:	52,332.80	*OTHR DEDUCT:	0.00 0.00
GROSS PAY.....:	2,012.80	NET PAY.....:	1,410.91
+-----		+-----	
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Human Resource Information System (HRIS)

Employee Information Module

V3-Life Insurance

The V3 screen shows the current Life Insurance coverage.

```

D3325365  ACT: _          EMPLOYEE INFO - VOLUNTARY DEDUCTIONS    PAGE: 0003
                                           PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+-----+
| * * LIFE INSURANCE             |
|                                 |
| CODE THIS MONTH ... JJ        |
| CODE LAST MONTH ...           |
| PREMIUM .....                 $0.00 | PRETAX YTD .....           $64.95 |
| PREMIUM THIS MONTH            $0.00 | POSTTAX YTD .....         $0.00 |
| PREMIUM LAST MONTH            $0.00 | STATE SHARE YTD ...       $4.59 |
|                                 | PRETAX QTR .....          $0.00 |
| EFFECTIVE DATE .... 01/01/2015 | POSTTAX QTR .....         $0.00 |
| BENEFICIARIES .....           | STATE SHARE QTR ...       $0.00 |
| NOT USED IN HRIS              |
|                                 |
+-----+-----+-----+-----+
? HEADER ACTIONS          PF1 PREV IN COST CENTER          PF2 NEXT IN COST CENTER
PF7 BKWD                  PF8 FWD                  PF9 HELP                  PF12 RETURN              CLEAR EXIT
  
```

V4-Credit Union

The V4 screen shows deductions for Credit Union, if any. A list of the credit unions currently available for direct deposit is shown below.

```

D3325365  ACT: _          EMPLOYEE INFO - VOLUNTARY DEDUCTIONS    PAGE: 0004
                                           PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+-----+
| ** CREDIT UNION **             |
| CU CODE .....                 00   |
| NUMBER .....                 000000000 |
| AMOUNT .....                 $0.00 |
| YTD .....                     $0.00 |
| PAY PER. TO DEDUCT  0         |
|                                 |
|                                 |
|                                 |
|                                 |
|                                 |
|                                 |
|                                 |
+-----+-----+-----+-----+
? HEADER ACTIONS          PF1 PREV IN COST CENTER          PF2 NEXT IN COST CENTER
PF7 BKWD                  PF8 FWD                  PF9 HELP                  PF12 RETURN              CLEAR EXIT
  
```

Human Resource Information System (HRIS)

Employee Information Module

-----DESCRIPTION AND SYNONYMS--

NO CREDIT UNION DEDUCTION
 COMMUNITY CHOICE CR UN, 01
 GREATER IOWA CREDIT UNION, 02
 CAPITOL VIEW CREDIT UNION, 03
 MEMBERS 1ST CREDIT UNION, 05
 U OF I CREDIT UNION, 06
 PUBLIC EMPL CREDIT UNION, 07
 AMES CITY EMPL CR UNION, 08
 ITS CREDIT UNION, 10
 NORTH STAR COMM CREDIT UN, 13
 COMM 1ST CREDIT UNION, 14
 MHI-INDEPEN EMPL CR UNION (Veridian), 15
 DSM POLICE OFFICERS CR UN, 16

V5-Fleex Spending & Deferred Compensation

The V5 screen shows deductions for Flexible Spending (Dependent Care and Health), as well as Deferred Compensation, if the employee is participating in those programs. There is a separate Deferred Compensation System, therefore, the DC CODE only shows if they are participating in Deferred Compensation (Code 0888) or TIAA-CREF (Code 0100).

D3325365 ACT: _ EMPLOYEE INFO - VOLUNTARY DEDUCTIONS PAGE: 0005

PRINTER:

+----- KEY INFORMATION -----+

LAST NAME	TEST	
FIRST NAME	SALLY	B
SOCIAL SECURITY:	123-45-6789	
EMPLOYEE NUMBER:	12345	

FSA DEPENDENT CARE		** DEFERRED COMP **	
		PAY PER. TO DEDUCT	3
CURRENT DEDUCTION..	\$0.00	*DC CODE	0888
DEDUCTION YTD.....	\$0.00		457 CONTRIBUTE
DEDUCTION QTR.....	\$0.00	DC AMOUNT	\$25.00
		AMOUNT YTD DEDUCT	\$175.00
** FSA HEALTH **		AMOUNT YTD STATE SH	\$175.00
CURRENT DEDUCTION..	\$0.00	DC ROTH AMOUNT	\$600.00
DEDUCTION YTD.....	\$0.00	AMT YTD ROTH DEDUCT	\$3,000.00
DEDUCTION QTR.....	\$0.00	BENEFICIARIES	
		NOT USED IN HRIS	

? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
 PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

V6-Employee Org, Employee Org Insurance

The V6 screen shows deductions for Employee Organization Dues (i.e., AFSCME, IUP) and Employee Organization Insurance. The codes can be found under Payroll Controls and then select Employee organization dues

```

D3325365  ACT: _          EMPLOYEE INFO - VOLUNTARY DEDUCTIONS    PAGE: 0006
                                           PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+
| * EMPLOYEE ORG *                | *EMP ORG INSURANCE*          | |
| EO CODE ..... 89                | INSURANCE CODE ....         |
| LOCAL .....                     | INSURANCE AMOUNT ..         | $0.00 |
| AMOUNT .....                   | AMOUNT THIS MONTH .         | $0.00 |
| CURRENT DEDUCTION .             | AMOUNT LAST MONTH .         | $0.00 |
| PREVIOUS DEDUCTION              | AMOUNT YTD .....           | $0.00 |
| AMOUNT YTD .....                |                               |
|                                  |                               |
+-----+-----+-----+

? HEADER ACTIONS          PF1 PREV IN COST CENTER          PF2 NEXT IN COST CENTER
PF7 BKWD                  PF8 FWD                  PF9 HELP                  PF12 RETURN              CLEAR EXIT
  
```

V7-One Gift Pledges

The V7 screen shows deductions for One Gift. There is also a separate system for One Gift; therefore, the only fields that populate on the V7 Screen are the PP to Deduct, Total Pledge, and Current Deduction.

```

D3325365  ACT: _          EMPLOYEE INFO - VOLUNTARY DEDUCTIONS    PAGE: 0007
                                           PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+
| * * ONE GIFT * *                | ONE GIFT PLEDGES            | |
| PP TO DEDUCT ..... 0            | ORGANIZATION 1 ....         |
| TOTAL PLEDGE .....              | PLEDGE 1 .....             | $0.00 |
| CURR DEDUCTION ....             | ORGANIZATION 2 ....         |
| PREV DEDUCTION ....             | PLEDGE 2 .....             | $0.00 |
| AMOUNT YTD .....                | ORGANIZATION 3 ....         |
|                                  | PLEDGE 3 .....             | $0.00 |
+-----+-----+-----+

? HEADER ACTIONS          PF1 PREV IN COST CENTER          PF2 NEXT IN COST CENTER
PF7 BKWD                  PF8 FWD                  PF9 HELP                  PF12 RETURN              CLEAR EXIT
  
```

Human Resource Information System (HRIS)

Employee Information Module

V8-Miscellaneous Deductions

The V8 screen shows deductions for any Miscellaneous Insurance deductions that the employee is participating in. These are the insurances that are NOT state sponsored programs, but which the state offers a payroll deduction for (i.e., AFLAC, CONSECO, National Teachers Assoc., etc). These codes can be found under Payroll Controls and then select Miscellaneous Deductions.

```

D3325365  ACT:  _      EMPLOYEE INFO - VOLUNTARY DEDUCTIONS      PAGE: 0008
                                           PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+
| MISC DEDUCTION 1                | MISC DEDUCTION 2                |
| PAY PER. TO DEDUCT. 3            | PAY PER. TO DEDUCT. 3            |
| CODE .....: 0001                | CODE .....: 0400                |
| AMOUNT .....: $11.90            | AMOUNT .....: $10.00            |
| AMOUNT THIS MONTH .            | AMOUNT THIS MONTH .            |
|                                  |                                  |
| MISC DEDUCTION 3                | MISC DEDUCTION 4                |
| PAY PER. TO DEDUCT. 0            | PAY PER. TO DEDUCT. 0            |
| CODE .....: 0000                | CODE .....: 0000                |
| AMOUNT .....: $0.00            | AMOUNT .....: $0.00            |
| AMOUNT THIS MONTH .            | AMOUNT THIS MONTH .            |
+-----+-----+-----+
? HEADER ACTIONS      PF1 PREV IN COST CENTER      PF2 NEXT IN COST CENTER
PF7 BKWD              PF8 FWD                PF9 HELP                PF12 RETURN            CLEAR EXIT
  
```

V9-Miscellaneous Deductions & Charitable Contributions

The V9 screen continues with any deductions for Miscellaneous Insurances. There are also fields for the Charitable Contributions, but those fields are not used since there is a separate One Gift System.

```

D3325365  ACT:  _      EMPLOYEE INFO - VOLUNTARY DEDUCTIONS      PAGE: 0009
                                           PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+
| MISC DEDUCTION 5                | CHARITABLE CONT 1                |
| PAY PER. TO DEDUCT. 0            | PAY PER. TO DEDUCT. 0            |
| CODE .....: 0000                | CODE .....: 0000                |
| AMOUNT .....: $0.00            | AMOUNT .....: $0.00            |
| AMOUNT THIS MONTH .            | AMOUNT THIS MONTH .            |
|                                  |                                  |
| CHARITABLE CONT 2                | CHARITABLE CONT 3                |
| PAY PER. TO DEDUCT. 0            | PAY PER. TO DEDUCT. 0            |
| CODE .....: 0000                | CODE .....: 0000                |
| AMOUNT .....: $0.00            | AMOUNT .....: $0.00            |
| AMOUNT THIS MONTH .            | AMOUNT THIS MONTH .            |
+-----+-----+-----+
? HEADER ACTIONS      PF1 PREV IN COST CENTER      PF2 NEXT IN COST CENTER
PF7 BKWD              PF8 FWD                PF9 HELP                PF12 RETURN            CLEAR EXIT
  
```


Human Resource Information System (HRIS)

Employee Information Module

Dollars and Hours

There are multiple "D" Screens which will be shown below. All are accessed by typing the corresponding "D#" in the Header Action Field.

D1-Federal & Iowa Taxes

The D1 screen shows the current Federal and State Tax Filing Status, as well as current calendar year federal and taxable information for wages paid to the employee.

```

D3325364 ACT: _ EMPLOYEE INFO - DOLLARS & HOURS PAGE: 0001
PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST |
| FIRST NAME ....: SALLY B |
| SOCIAL SECURITY: 123-45-6789 |
| EMPLOYEE NUMBER: 12345 |
+-----+
* *FEDERAL TAXES* * * * STATE TAXES * *
*STATE CODE ..... 01 IOWA
FED TAX STATUS ..... 1 STATE TAX STATUS ...
FED FILING STATUS .. M STATE FILING STATUS. M
FEDERAL EXEMPTIONS . 0 STATE EXEMPTIONS ... 0
VOL FED WITHHOLDING $0.00 VOL ST WITHHOLDING . $0.00
FED TAXABLE ..... $13,472.56 IA STATE TAXABLE ... $13,472.56
FED NONTAXABLE ..... $1,213.40 IA STATE NONTAXABLE. $1,213.40
FED WITHHOLDING .... $1,472.79 IA STATE WITHHOLDING $663.30
FED EXPENSE TAXABLE $0.00 IA STATE EXPENSE TAX $0.00
FED TAXABLE QTR .... $1,857.40 STATE TAXABLE QTR .. $1,857.40
FED NON TAXABLE QTR $158.88 ST WITHHOLDING QTR . $90.20
FED WITHHOLDING QTR $200.31
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
  
```

D2-State and Misc Taxes, Temp Deductions

The D2 screen shows the state taxes for states other than Iowa. This also shows other current calendar year miscellaneous taxes as well as the temporary deduction amounts.

```

D3325364 ACT: _ EMPLOYEE INFO - DOLLARS & HOURS PAGE: 0002
PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST |
| FIRST NAME ....: SALLY B |
| SOCIAL SECURITY: 123-45-6789 |
| EMPLOYEE NUMBER: 12345 |
+-----+
* * STATE TAXES * * * * MISC TAXES * *
IL STATE TAXABLE ... $0.00 STATE DIS THIS MONTH $0.00
IL STATE NONTAXABLE $0.00 STATE DIS LAST MONTH $0.00
IL ST WITHHOLDING .. $0.00 STATE DIS YTD ..... $48.42
IL STATE EXPENSE TAX $0.00 DISABILITY YTD ..... $0.00
OTHER STATE TAXABLE. $0.00 UNEMPLOY INS PAY QTR $0.00
OTHER ST NONTAXABLE. $0.00 UNEMPLOY INS PAY YTD $0.00
OTHER ST WITHHOLDING $0.00 UNEMPLOY INS TAX QTR $0.00
OTHER ST EXP TAXABLE $0.00 PAY PERIOD TO DEDUCT 0
EARNED INCOME CREDIT PRETAX TEMP DED AMT. $0.00
EIC INDICATOR ..... TEMP DED AMOUNT .... $0.00
EIC QTR ..... $0.00 PRETAX TEMP DED YTD. $0.00
EIC YTD ..... $0.00 TEMPORARY DEDUCT YTD $0.00
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
  
```

Human Resource Information System (HRIS)

Employee Information Module

D3-OASDI & Medicare

The D3 screen shows the FICA code, as well as current calendar year deductions for OASDI and Medicare.

```

D3325364 ACT: _ EMPLOYEE INFO - DOLLARS & HOURS PAGE: 0003
PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+
FICA CODE ..... Y
* * * OASDI * * * * * * * * * MEDICARE * * *
OASDI OTHER ..... $0.00 MEDICARE OTHER ..... $0.00
OASDI TAX QTR ..... $2,016.28 MEDICARE TAX QTR ... $2,016.28
OASDI TAX YTD ..... $14,621.01 MEDICARE TAX YTD ... $14,621.01
OASDI QTR ..... $84.68 MEDICARE QTR ..... $29.24
OASDI YTD ..... $614.07 MEDICARE YTD ..... $212.02
STATE OASDI QTR .... $125.01 STATE MEDICARE QTR . $29.24
STATE OASDI YTD .... $906.50 STATE MEDICARE YTD . $212.02
* POLICE MEDICARE *
POLICE MCARE TAX QTR $0.00 POLICE MCARE TAX YTD $0.00
POLICE MCARE QTR ... $0.00 POLICE MCARE YTD ... $0.00
ST POLICE MCARE QTR $0.00 ST POLICE MCARE YTD $0.00

? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
  
```

D4-Automatic Deposit, Wage Assignment, Maintenance & Garnishments

The D4 screen shows the current bank information for the employee, of which some is marked confidential. This page will also show any deductions for Wage Assignments or Garnishments. If an employee has a Maintenance Deduction (i.e., room rental fees, the dollar amount will be populated in the Regular Maintenance field.

```

D3325364 ACT: _ EMPLOYEE INFO - DOLLARS & HOURS PAGE: 0004
PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+
*AUTOMATIC DEPOSIT* * WAGE ASSIGNMENT *
BANK NUMBER ..... *CONFIDENTIAL* PAY PERIOD TO DEDUCT 0
CHECK DIGIT ..... *CONFIDENTIAL* DEDUCTION AMOUNT ... $0.00
ACCOUNT NUMBER ..... *CONFIDENTIAL* WAGE ASSIGN YTD .... $0.00
APD CODE ..... 22
PREVIOUS APD CODE... 23 * REGULAR MAINT *
*OTHER DEDUCT YTD* PAY PERIOD TO DEDUCT 0
CHARITABLE CONT YTD $0.00 REG MAINT AMOUNT ... $0.00
MISC DED YTD #1 .... $83.30 REG MAINT YTD ..... $0.00
MISC DED YTD #2 .... $70.00
MISC DED YTD #3 .... $0.00 * * GARNISHMENT * *
MISC DED YTD #4 .... $0.00 GARNISHMENT FLAG ...
MISC DED YTD #5 .... $0.00 GARNISHMENT YTD .... $0.00

? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
  
```

Human Resource Information System (HRIS)

Employee Information Module

D5-Earnings Page 1

The D5 page is the first page that shows earnings for the employee for the calendar year.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0005
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		NET YTD \$10,163.35
FIRST NAME: SALLY B		SPECIAL DUTY YTD ... \$0.00
SOCIAL SECURITY: 123-45-6789		LEAD WORKER YTD \$0.00
EMPLOYEE NUMBER: 12345		EXTRA DUTY YTD \$0.00
+-----+		
* * * EARNINGS * * *		EARLY RETIREMENT PAY \$0.00
GROSS YTD \$14,685.96		OTHER EARNING YTD .. \$0.00
BASE YTD \$13,734.84		STATE VEHICLE YTD .. \$0.00
LONGEVITY YTD \$0.00		STATE VEHICLE QTR .. \$0.00
OVERTIME YTD \$3.80		CONFERENCE MEALS.... \$0.00
COMP PAY YTD \$0.00		BONUS PAY \$0.00
HOLIDAY WORKED YTD . \$609.84		INSURANCE INC PAY .. \$0.00
HOLI COMP PAY YTD .. \$0.00		IPERS/POR NONTAX YTD \$973.45
HOLI PREM PAY YTD .. \$203.68		VOL FIREFIGHTER YTD. \$0.00
BANKED HOLI PAY YTD. \$0.00		SPOC/DNR 4% PREM YTD \$0.00
GROSS QTR \$0.00		SPOC PREMIUM YTD ... \$0.00
NOT SUBJ TO RETIRE . \$0.00		BACK PAY SUBJ TO POR \$0.00
1099 INCOME \$0.00		SECOND LANG PAY YTD. \$0.00
		FED TAX BENEFIT YTD. \$0.00
		ST TAX BENEFIT YTD.. \$0.00
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER		
PF7 BKWD	PF8 FWD	PF9 HELP PF12 RETURN CLEAR EXIT

D6-Earnings Page 2

The D6 page is the second page that shows earnings for the employee for the calendar year.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0006
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		
FIRST NAME: SALLY B		
SOCIAL SECURITY: 123-45-6789		
EMPLOYEE NUMBER: 12345		
+-----+		
* EARNINGS CONT. *		SICK LV PAY OUT YTD \$0.00
IMPUTED QTR \$0.00		SUBSISTENCE YTD \$0.00
IMPUTED YTD \$25.80		TERM LEAVE YTD \$0.00
MEALS DAYS YTD \$0.00		WORK COMP SUPPL YTD \$0.00
MEALS PAY YTD \$0.00		TRAVEL ADV RCV YTD.. \$0.00
CLEAN 1ST 6 MONTHS.. \$0.00		EDUC DIFF YTD \$0.00
CLEAN 2ND 6 MONTHS.. \$0.00		PHASED RETIRE YTD .. \$0.00
CLEAN DAYS \$0.00		MED PASS PAY YTD ... \$108.00
CLEAN PAY \$0.00		REASSIGNMENT PAY YTD \$0.00
CALL BACK PAY \$0.00		CATASTROPHIC PAY YTD \$0.00
STANDBY PAY \$0.00		VACATION BUYBACK YTD \$0.00
CALL BACK HOURS 0.00		EXCLUDABLE MOVE YTD \$0.00
STANDBY HOURS 0.00		ODD CENT ACCUMULATOR \$0.00
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER		
PF7 BKWD	PF8 FWD	PF9 HELP PF12 RETURN CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

D7-Hours & Balances

The D7 page shows the current balances for vacation, sick, comp, holiday comp, etc. This page also shows the employee's current accrual rates. To determine the maximum number of hours an employee can accrue for vacation, the Vacation Conversion Ceiling and the Vacation Accrual Maximum numbers below are added together.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0007
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY: 123-45-6789		
EMPLOYEE NUMBER: 12345		
+-----+		
* HOURS & BALANCES *		
VACATION BALANCE . . .	196.2190	VAC. ACCRUAL RATE .. 6.769230
SICK BALANCE	475.2963	SICK ACCRUAL RATE .. 5.538462
COMP BALANCE	0.00	
HOLIDAY COMP BALANCE	0.00	
BANKED HOLI BALANCE	36.00	
CATASTROPHIC LV BAL	0.00	
VAC CONVERSION CEIL	0.00	
VAC ACCRUAL MAXIMUM	352	
UNION LEAVE USED . . .	144.00	
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER
PF7 BKWD	PF8 FWD	PF9 HELP
		PF12 RETURN
		CLEAR EXIT

D8-YTD Hours Earned & Taken

The D8 page shows the number of hours earned for the calendar year. The number of Hours Used YTD is not currently being populated on HRIS.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0008
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY: 123-45-6789		
EMPLOYEE NUMBER: 12345		
+-----+		
* HOURS EARNED YTD *		
REGULAR HOURS	545.90	* HOURS USED YTD *
OVERTIME HOURS	0.10	VACATION PAYOUT
COMP TIME HOURS	0.00	SICK LEAVE TAKEN
HOLI COMP HOURS	4.00	INJURY LEAVE TAKEN
HOLI WORK HOURS	24.00	MILITARY LV TAKEN
HOLI PREM HOURS	8.00	OTHER LEAVE TAKEN
BANKED HOLI HOURS	8.00	COMP LEAVE TAKEN
SUPERVISORY OVERTIME	0.00	HOLI COMP TAKEN
SICK LEAVE CONVERTED	0.00	HOLI COMP PAID
MED PASSER HOURS	144.00	BANKED HOLI TAKEN
		BANKED HOLI PAID
		0.00
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER
PF7 BKWD	PF8 FWD	PF9 HELP
		PF12 RETURN
		CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

D9-Fiscal & Shift

The D9 page shows the Family Leave **Balance** for the Fiscal Year. This screen also shows any Funeral Leave **Used** in the Fiscal Year. The Shift Indicator is also shown on this page as well as shift hours and pay.

D3325364	ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0009
			PRINTER:
+----- KEY INFORMATION -----+			
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY:	123-45-6789		
EMPLOYEE NUMBER:	12345		
+-----+			
* * * FISCAL	* * *	* * * SHIFT	* * * *
FAMILY LEAVE BAL FY.	48.00	SHIFT INDICATOR 1
FUNERAL LV USED FY..	0.00	SHIFT 2 REGULAR HRS	0.00
IUP PERS LEAVE BAL.	0.00	SHIFT 2 OVERTIME HRS	0.00
FMLA LEAVE USED....	0.00	SHIFT 2 REGULAR PAY	\$0.00
FMLA MIL CAREGVE LV.	0.00	SHIFT 2 OVERTIME PAY	\$0.00
FY COMP PD HRS TOTAL	0.00	SHIFT 3 REGULAR HRS	0.00
		SHIFT 3 OVERTIME HRS	0.00
		SHIFT 3 REGULAR PAY	\$0.00
		SHIFT 3 OVERTIME PAY	\$0.00
<p>? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER</p> <p>PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT</p>			

D10-Non-Permanent Hours

The D10 page will show the number of hours worked by a temporary employee.

D3325364	ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0010
			PRINTER:
+----- KEY INFORMATION -----+			
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY:	123-45-6789		
EMPLOYEE NUMBER:	12345		
+-----+			
* * TEMPORARY	* * *	PREV 1ST 6 MO YTD ..	0.00
CURR 1ST 6 MO YTD ..	0.00	PREV 2ND 6 MO YTD ..	0.00
CURR 2ND 6 MO YTD ..	0.00		
*SEASONAL-CONTRACT *		PREV 1ST 6 MO YTD ..	0.00
CURR 1ST 6 MO YTD ..	0.00	PREV 2ND 6 MO YTD ..	0.00
CURR 2ND 6 MO YTD ..	0.00		
* PERM PART TIME *		PREV 1ST 6 MO YTD ..	0.00
CURR 1ST 6 MO YTD ..	0.00	PREV 2ND 6 MO YTD ..	0.00
CURR 2ND 6 MO YTD ..	0.00	FISCAL INDICATOR ...	
SEASON-NONCONTRACT			
FYTD HRS ..	0.00		
<p>? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER</p> <p>PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT</p>			

Human Resource Information System (HRIS)

Employee Information Module

D11-Regular IPERS & Cons/Enf IPERS

The D11 page shows two of the IPERS classes for the IPERS deductions taken from the employee. There are different IPERS rates depending on the class the employee is in. The classes include Regular IPERS, Conservation Officer Retirement-IPERS, Firefighter Retirement-IPERS, and Correctional Officer Retirement-IPERS.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0011
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY: 123-45-6789		
EMPLOYEE NUMBER: 12345		
+-----+		
RETIREMENT EXEMPT ..		
*RETIRE OVERRIDE IND		
RETIREMENT OTHER ...	\$0.00	
* REGULAR IPERS * *		* CONS/ENF IPERS *
REG IPERS TAX QTR ..	\$0.00	CONS/ENF TAX QTR ...
REG IPERS TAX YTD ..	\$0.00	CONS/ENF TAX YTD ...
REG IPERS QTR	\$0.00	CONS/ENF QTR
REG IPERS YTD	\$0.00	CONS/ENF TYD
REG STATE IPERS QTR	\$0.00	ST CONS/ENF QTR
REG STATE IPERS YTD	\$0.00	ST CONS/ENF YTD
	BENEFICIARIES: 1) NOT USED IN HRIS	
	2)	
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER
PF7 BKWD	PF8 FWD	PF9 HELP
		PF12 RETURN
		CLEAR EXIT

D12-Fire & Corrective IPERS

The D12 page shows the other two IPERS classes for the IPERS deductions taken from the employee.

D3325364 ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0012
		PRINTER:
+----- KEY INFORMATION -----+		
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY: 123-45-6789		
EMPLOYEE NUMBER: 12345		
+-----+		
* * FIRE IPERS * *		* CORRECTIVE IPERS *
FIRE IPERS TAX QTR .	\$0.00	CORR IPERS TAX QTR .
FIRE IPERS TAX YTD .	\$0.00	CORR IPERS TAX YTD .
FIRE IPERS QTR	\$0.00	CORR IPERS QTR
FIRE IPERS YTD	\$0.00	CORR IPERS YTD
ST FIRE IPERS QTR ..	\$0.00	ST CORR IPERS QTR ..
ST FIRE IPERS YTD ..	\$0.00	ST CORR IPERS YTD ..
	BENEFICIARIES: 1) NOT USED IN HRIS	
	2)	
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER
PF7 BKWD	PF8 FWD	PF9 HELP
		PF12 RETURN
		CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

D13-TIAA, POR, & Judicial Retirement

The D13 page shows other retirement deductions that are taken from employees pay warrants. These include Peace Officer Retirement, Judicial Retirement, and TIAA Retirement.

D3325364	ACT: _	EMPLOYEE INFO - DOLLARS & HOURS	PAGE: 0013
			PRINTER:
+----- KEY INFORMATION -----+			
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY:	123-45-6789		
EMPLOYEE NUMBER:	12345		
+-----+			
* PEACE OFF RETIRE *		* TIAA RETIREMENT *	
PEACE OFF TAX YTD ..	\$0.00	TIAA PRETAX DD YTD .	\$0.00
PEACE OFFICER YTD ..	\$0.00	TIAA POSTTAX DD YTD	\$0.00
STATE PEACE OFF YTD	\$0.00	TIAA EARN YTD	\$0.00
		TIAA STATE SHR YTD .	\$0.00
* JUDICIAL RETIRE *		TIAA PRETAX DD QTR .	\$0.00
JUDICIAL TAX YTD....	\$0.00	TIAA POSTTAX DD QTR	\$0.00
JUDICIAL YTD	\$0.00	TIAA EARN QTR	\$0.00
STATE JUDICIAL YTD..	\$0.00	TIAA STATE SHARE QTR	\$0.00
BENEFICIARIES: 1) NOT USED IN HRIS			
2)			
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER	
PF7 BKWD	PF8 FWD	PF9 HELP	PF12 RETURN CLEAR EXIT

Special Pay

By typing a "SP" in the Header Action Field, a screen titled Special Pays will appear. This screen shows any pay that is in the employee record that is a recurring pay. These pay types are set by preparing a P1 that is specific to the special pay type.

D3325371	ACT: _	EMPLOYEE INFO - SPECIAL PAYS	PAGE: 0001
			PRINTER:
+----- KEY INFORMATION -----+			
LAST NAME: TEST		
FIRST NAME: SALLY	B	
SOCIAL SECURITY:	123-45-6789		
EMPLOYEE NUMBER:	12345		
+-----+			
SPECIAL DUTY	\$0.00	SPOC/DNR 4% PREMIUM .	\$0.00
LEAD WORKER	\$0.00	SPOC PREMIUM	\$0.00
EXTRA BIWEEKLY	\$0.00	BACK PAY SUBJ TO POR	\$0.00
EDUC/DIFFER	\$0.00	SECOND LANGUAGE PAY .	\$0.00
REASSIGNMENT	\$0.00	FED TAXABLE BENEFIT .	\$0.00
SUBSISTENCE	\$0.00	ST TAXABLE BENEFIT ..	\$0.00
ADDT NONBASE PAY....	\$0.00		
INSURANCE INCENTIVE .	\$0.00		
COMMUTE MILES	\$0.00		
VOLUNTEER FIREFIGHTER	\$0.00		
LONGEVITY PAY	\$0.00		
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER	
PF7 BKWD	PF8 FWD	PF9 HELP	PF12 RETURN CLEAR EXIT

Human Resource Information System (HRIS)

Employee Information Module

SLIP/SERIP Screen

This screen is shown by typing a "SLI" in the Header Action Field. This screen is only populated for those employees that retired under SLIP or SERIP. This screen shows all information needed for a SLIP or SERIP retiree including the SERIP-SLIP flag, the Health Insurance Codes, and information on the funds under the program. The main SLIP/SERI Screen shows a limited number of transactions under the program. To view the entire list, type "TRN" in the Header Action Field while on the SLIP/SERIP Screen and the listing of transactions for the employee will appear.

```

D3325390 ACT: _ EMPLOYEE INFO - SLIP AND/OR SERIP DETAIL PAGE: 0000
                                                    PRINTER:
+----- KEY INFORMATION -----+ SERIP-SLIP FLAG: SLIP
| LAST NAME .....: TEST           | POSITION NUMBER: 123-456-7890-86406-001
| FIRST NAME .....: SALLY          B | BIRTHDAY .....: 05/17/1946
| SOCIAL SECURITY: 123-45-6789      | RETIRE DATE ...: 06/27/2010
| EMPLOYEE NUMBER: 12345           | DECEASED DATE .: / /
+-----+ INELIGIBLE DATE: / /
                                           INELIG. REASON:
HEALTH INS CODE:      1X400           SPOUSE:
BCBS PROG 3 PLUS      SPOUSE BIRTHDAY: / /
TOTAL PREMIUM:        750.62
STATE SHARE ..        750.62          123 LEXINGTON DR
HI EFF DATE ..        07/01/2010      NORWALK, IA 50211
BEGIN BALANCE:        $39,158.62      515-229-9717
YOS INCENTIVE:         $0.00
SERIP VAC PAY:         $0.00
PROCESS      HEALTH INS PLAN      ST SH AMT      ST SH AMT      BALANCE
DATE         CODE   HLTH ST SH   DEBIT         CREDIT
02/01/2014  1X400      750.62         0.00          750.62        17,622.06
01/01/2014  1X400      750.62         0.00          750.62        18,372.68

? HEADER ACTIONS
TRN SLIP-SERIP TRANS DETAIL      PF9 HELP      PF12 RETURN      CLEAR EXIT
  
```

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D3325391 ACT: _ EMPLOYEE INFO - SLIP AND/OR SERIP DETAIL PAGE: 0001
                                                    PRINTER:
+----- KEY INFORMATION -----+
| LAST NAME .....: TEST           |
| FIRST NAME .....: SALLY          B |
| SOCIAL SECURITY: 123-45-6789      |
| EMPLOYEE NUMBER: 12345           |
+-----+
PROCESS      HEALTH  INS PLAN      ST SH AMT      ST SH AMT      BALANCE
DATE         CODE   HLTH ST SH   DEBIT         CREDIT
02/01/2014  1X400      750.62         0.00          750.62        17,622.06
01/01/2014  1X400      750.62         0.00          750.62        18,372.68
12/01/2013  1X400      712.01         0.00          712.01        19,123.30
11/01/2013  1X400      712.01         0.00          712.01        19,835.31
10/01/2013  1X400      712.01         0.00          712.01        20,547.32
09/01/2013  1X400      712.01         0.00          712.01        21,259.33
08/01/2013  1X400      712.01         0.00          712.01        21,971.34
? HEADER ACTIONS
PF7 BKWD      PF8 FWD      PF9 HELP      PF12 RETURN      CLEAR EXIT
  
```