



HUMAN RESOURCE INFORMATION SYSTEM

EMPLOYEE INFORMATION MODULE



April 2011

Human Resource Information System (HRIS) Employee Information Module

SECTION 1: HRIS MENU

The Employee Information Module of HRIS has a lot of useful information available for the Department Personnel Associates. This mini-manual will walk you through some 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.

Screen Print 1

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.

Screen Print 2

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	

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On the employees by name screen, you will want to type in the last name and first name of the employee that 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 that 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.

Screen Print 3

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

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SECTION 2: 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.

Screen Print 4

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 : 05/01/2009	
+-----		+-----	
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.

Screen Print 5

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 +-----			

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SECTION 3: EMPLOYEE INFORMATION MODULE – HEADER ACTIONS

Screen Print 6

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

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SECTION 3.1: 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.

Screen Print 7

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 -----+-----			
NON TAXABLE MEALS: 0.00	PERSONAL CAR QTR:	0.00	
TAXABLE MEALS: 0.00	TAXABLE MEALS QTR:	0.00	
LODGING: 0.00	TAXABLE LODGING:	0.00	
NON TAX PERSONAL CAR.:	MOVING EXPENSE:	0.00	
COMMTRAVEL: 0.00	MOVING EXP SUBJECT TO W/H:	0.00	
PARKING AND TOLLS....: 0.00	MILEAGE EXP SUBJ TO W/H ..:	0.00	
+----- OUT OF STATE EXPENSES -----+-----			
NON TAXABLE MEALS: 0.00	TAXABLE TUITION:	0.00	
TAXABLE MEALS: 0.00	OFFICE EXPENSE:	0.00	
LODGING: 0.00	OFFICE EXPENSE IPERS:	0.00	
NON TAX PERSONAL CAR.:	MISCELLANEOUS EXPENSES ...:	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			

SECTION 3.2: EMPLOYEE INFORMATION MODULE – PERSONNEL

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

Screen Print 8

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: - -	SEX: 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	PROBREV DATE .: 00/00/0000	LOA DATE : 00/00/0000	
SERVICE DATE : / /	PROMREV DATE .: / /	RETRN LOA: 00/00/0000	
EMPLOYED DATE : 01/01/2011	STAT EXP DATE : 00/00/0000	TERM DATE: 00/00/0000	
SENIORITY DTE: 01/01/2011	SPEC EXP DATE : / /	LAST DAY : / /	
VACATION DATE: 01/01/2011	EXTRA EXP DATE: / /	LAST PAID: / /	
LONGEVITY DTE: / /	LAST INCREASE : 01/01/2011	DISB EFF : / /	
CLASS ENTRY .: 00/00/0000		DECEASED : / /	
+-----+-----+-----+-----+-----+			
* INDICATES SELECTION LIST -----+			
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT			

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SECTION 3.3: EMPLOYEE INFORMATION MODULE – ADDRESS

The Header Action of “Z” will open the Employee Info-Address Screen. This screen includes Home and Work address for the employee. Phone numbers are also on this screen if completed on the P1 document.

Screen Print 9

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D3325366      ACTION: _      EMPLOYEE INFO - ADDRESS      PRINTER:

+----- KEY INFORMATION -----+-----+
| LAST NAME .....: TEST          |          |
| FIRST NAME ....: SALLY          B |          |
| SOCIAL SECURITY: 123-45-6789     |          |
| EMPLOYEE NUMBER: 12345         |          |
+-----+-----+-----+-----+
| TYPE ...: 01 HOME                | 02 WORK | |
|          |                      |          |
| LINE 1 ..: 1234 5TH ST           | 1305 E WALNUT ST |
| LINE 2 ..:                       |          |
| LINE 3 ..:                       |          |
| CITY ...: DES MOINES            | DES MOINES |
| STATE ..: IA                    | IA         |
| ZIP ....: 50319-                | 50319-    |
| COUNTY ..: 77                   | 77        |
| *BLDG # ..:                     | 00012 HOOVER |
| PHONE # : (    ) -              | ( 123 ) 456 - 7890 |
| MAILINGS:                       |          |
+-----+-----+-----+-----+
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT

```

SECTION 3.4: EMPLOYEE INFORMATION MODULE – POSITION DETAIL

Typing an “O” in the Header Action Field will open the Position Detail Screen. This shows the detail of the position on the person that you are viewing. This information includes the Span of Control, if filled out. There are many screens that you can navigate to from the Position Detail Screen. The menu at the bottom of the screen will guide you.

Screen Print 10

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D3324361      POSITION CONTROL SYSTEM
ACTION _      POSITION DETAIL
POSITION RECORD RETRIEVED

+----- KEY INFORMATION -----+----- POSITION HOLDER -----+
|          |          | SALLY B TEST |
| NUMBER ...: 123 456 7890 86406 001 | EMP SSAN ..: 123-45-6789 |
| SERIAL KEY: 000000                | ENTRY DATE : 01/01/2011 |
|          |          | ENTRY TYPE : 021 |
+----- POSITION INFORMATION -----+----- SPAN OF CONTROL -----+
|          |          |          |
| COST CENTER: 123-456789 SECURITY    | MANAGED BY : SUPERVISOR SMITH |
| CLASS TITLE: CORR OFFICER         | POSITION NO: 123-456-7890-86416-001 |
| *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 EMPLYES P5 P5S CL CLASS EI EMPY 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

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SECTION 3.5: EMPLOYEE INFORMATION MODULE – POSITION HISTORY

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

Screen Print 11

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 : 01/01/2006 TRANSFER - INSIDE
—	123-456-7890-86406-014	CORR OFFICER	ENTRY: / /
			EXIT : 01/01/1998 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

SECTION 3.6: EMPLOYEE INFORMATION MODULE – 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.

Screen Print 12

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 ==> 12/24/2010			
QUICK WRITE P-1 TYPE ==>			
ACT	PP BEGIN	-----STATUS-----	-----TYPE-----
			NUMBER
			COST CENTER
—	12/24/2010	PROCESSED	ATB INCREASE
			1234567
			123-456789
—	06/25/2010	PROCESSED	ATB INCREASE
			2345678
			123-456789
—	09/04/2009	PROCESSED	HOME ADDR/PHON CHG
			3456789
			123-456789
—	02/06/2009	PROCESSED	LEAVE BALANCE CORR
			4567890
			123-456789
—	12/26/2008	PROCESSED	MISC INS/PROF DUES
			5678901
			123-456789
—	10/03/2008	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

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SECTION 3.7: 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.

Screen Print 13

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

        LAST NAME      ==> TEST
        FIRST NAME     ==> SALLY
        PAY PERIOD      ==> 04/01/2011
WRITE NEW TIME SHEETS FOR THE 04/01/2011  PAY PERIOD

        ---PAY PERIOD---          ----TIME TOTALS-----          COST
ACT --FROM--  ---TO---  ----STATUS-----  REG  OT  HOLI  --CENTER--
_  04/01/2011 04/14/2011 PENDING OFFI APPRVA  80.00 0.00 0.00  123-456789
_  03/18/2011 03/31/2011 PROCESSED          79.90 0.00 0.00  123-456789
_  03/04/2011 03/17/2011 PROCESSED          80.00 0.00 0.00  123-456789
_  02/18/2011 03/03/2011 PROCESSED          74.00 0.00 0.00  123-456789
_  02/04/2011 02/17/2011 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
    
```

SECTION 3.8: EMPLOYEE INFORMATION MODULE – 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.

Screen Print 14

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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 ...: 11/01/2009
|          PERFORMANCE END .....: 11/01/2010
|          EVALUATION DATE .....: 01/02/2011
|
|
+-----+
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
    
```

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SECTION 3.9: 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.

Screen Print 15

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		LIFE INSC...: PLAN JJ	21.65
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION...:	0.00 0.00
FEDERAL TAXABLE:	0.00	CHAR ORG...: 0	0.00 0.00
STATE TAXABLE:	0.00	DEF COMP...:PP 3	25.00 25.00
PRETAX: Y PRETAX DATE: 01/01/2011		EMP ORG DUE: 89 LOCAL 2989	23.99
FED TAX STATUS.: 1		FSA/HEALTH...:	0.00 0.00
HOURLY RATE....: 25.16		FSA/DEPC...:	0.00 0.00
		*OTHR DEDUCT:	0.00 0.00
ANNUAL GROSS....: 52,332.80		*SEE HELP SCREEN	
GROSS PAY.....: 2,012.80		NET PAY.....:	1,410.91
+-----		+-----	
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

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SECTION 3.10: EMPLOYEE INFORMATION MODULE – VOLUNTARY DEDUCTIONS

There are multiple “V” Screens which will be shown below. All are accessed by typing the corresponding “V#” in the Header Action Field. You can also just type a “V” and scroll through the pages using the F7 and F8 keys.

SECTION 3.10.1: EMPLOYEE INFORMATION MODULE – V1-HEALTH INSURANCE

The V1 screen shows the current Health Insurance coverage as well as the Pretax Indicator and Pretax Date.

Screen Print 16

D3325365 ACT: _		EMPLOYEE INFO - VOLUNTARY DEDUCTIONS		PAGE: 0001	
				PRINTER:	
+----- KEY INFORMATION -----+					
	LAST NAME		TEST		
	FIRST NAME		SALLY B		
	SOCIAL SECURITY:		123-45-6789		
	EMPLOYEE NUMBER:		12345		
+-----+-----+-----+-----+-----+-----+					
	* HEALTH INSURANCE		PRETAX INDICATOR ..		Y
			IND LAST MONTH		
	CODE THIS MONTH ...		1X400		PRETAX DATE
	CODE LAST MONTH ...				01/01/2011
	PREMIUM		\$0.00		PRETAX YTD
	PREMIUM THIS MONTH		\$0.00		POSTTAX YTD
	PREMIUM LAST MONTH		\$0.00		STATE SHARE YTD ...
					\$3,002.48
					PRETAX QTR
					\$0.00
	EFFECTIVE DATE		01/01/2011		POSTTAX QTR
	SSAN INDICATOR		0		STATE SHARE QTR ...
					\$0.00
+-----+-----+-----+-----+-----+-----+					
? HEADER ACTIONS	PF1 PREV IN COST CENTER			PF2 NEXT IN COST CENTER	
PF7 BKWD	PF8 FWD	PF9 HELP		PF12 RETURN	CLEAR EXIT

SECTION 3.10.2: EMPLOYEE INFORMATION MODULE – V2-DENTAL INSURANCE

The V2 screen shows the current Dental Insurance coverage.

Screen Print 17

D3325365 ACT: _		EMPLOYEE INFO - VOLUNTARY DEDUCTIONS		PAGE: 0002	
				PRINTER:	
+----- KEY INFORMATION -----+					
	LAST NAME		TEST		
	FIRST NAME		SALLY B		
	SOCIAL SECURITY:		123-45-6789		
	EMPLOYEE NUMBER:		12345		
+-----+-----+-----+-----+-----+-----+					
	* DENTAL INSURANCE				
	CODE THIS MONTH ...		DX400		
	CODE LAST MONTH ...				
	PREMIUM		\$0.00		PRETAX YTD
	PREMIUM THIS MONTH		\$0.00		POSTTAX YTD
	PREMIUM LAST MONTH		\$0.00		STATE SHARE YTD ...
					\$106.60
					PRETAX QTR
					\$0.00
	EFFECTIVE DATE		01/01/2011		POSTTAX QTR
	SSAN INDICATOR		0		STATE SHARE QTR ...
					\$0.00
+-----+-----+-----+-----+-----+-----+					
? HEADER ACTIONS	PF1 PREV IN COST CENTER			PF2 NEXT IN COST CENTER	
PF7 BKWD	PF8 FWD	PF9 HELP		PF12 RETURN	CLEAR EXIT

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SECTION 3.10.3: EMPLOYEE INFORMATION MODULE – V3-LIFE INSURNACE

The V3 screen shows the current Life Insurance coverage.

Screen Print 18

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	
	PREMIUM THIS MONTH	\$0.00	
	PREMIUM LAST MONTH	\$0.00	
	EFFECTIVE DATE	01/01/2011	
	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

SECTION 3.10.4: EMPLOYEE INFORMATION MODULE – V4-CREDIT UNION AND SAVINGS BOND

The V4 screen shows deductions for Credit Union, if any. This screen still shows a space that was used for the Savings Bond deductions; however, this was discontinued via payroll deduction in Calendar Year 2011.

Screen Print 19

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 **	** SAVINGS BONDS **	
	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

SECTION 3.10.5: EMPLOYEE INFORMATION MODULE – V5-FLEX SPENDING & DEFERRED COMP

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 is they are participating in Deferred Compensation (Code 0888) or TIAA-CREF (Code 0100).

Screen Print 20

```

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 |                                |
| 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 |                                |
| DEDUCTION YTD.....           | $0.00 | BENEFICIARIES .....       |
| DEDUCTION 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
  
```

SECTION 3.10.6: 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.

Screen Print 21

```

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 .....                 | $23.99 | AMOUNT THIS MONTH .       | $0.00 |
| CURRENT DEDUCTION .           | $0.00 | AMOUNT LAST MONTH .       | $0.00 |
| PREVIOUS DEDUCTION            | $0.00 | AMOUNT YTD .....         | $0.00 |
| AMOUNT YTD .....             | $167.93 |                                |
|                                |                                |
+-----+-----+-----+-----+

? 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

SECTION 3.10.7: EMPLOYEE INFORMATION MODULE – 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.

Screen Print 22

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			
TOTAL PLEDGE	\$120.00	ORGANIZATION 1	
CURR DEDUCTION	\$0.00	PLEDGE 1	\$0.00
PREV DEDUCTION	\$0.00		
AMOUNT YTD	\$0.00	ORGANIZATION 2	
		PLEDGE 2	\$0.00
		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

SECTION 3.10.8: 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).

Screen Print 23

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 .	\$0.00	AMOUNT THIS MONTH .	\$0.00
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 .	\$0.00	AMOUNT THIS MONTH .	\$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

SECTION 3.10.9: EMPLOYEE INFORMATION MODULE – V9-MISCELLANEOUS DEDUCTIONS AND 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.

Screen Print 24

```

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 . $0.00      | AMOUNT THIS MONTH . $0.00      |
|                                  |                                  |
| 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 . $0.00      | AMOUNT THIS MONTH . $0.00      |
+-----+-----+-----+-----+
? HEADER ACTIONS          PF1 PREV IN COST CENTER          PF2 NEXT IN COST CENTER
PF7 BKWD                  PF8 FWD                PF9 HELP                PF12 RETURN             CLEAR EXIT
  
```

SECTION 3.10.10: EMPLOYEE INFORMATION MODULE – V10-CHARITABLE CONTRIBUTIONS

This is a continuation of the fields for the Charitable Contributions, but those fields are not used since there is a separate One Gift System.

Screen Print 25

```

D3325365  ACT:  _          EMPLOYEE INFO - VOLUNTARY DEDUCTIONS    PAGE: 0010
                                           PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME .....: SALLY        B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+-----+
| CHARITABLE CONT 4                | CHARITABLE CONT 5                |
| PAY PER. TO DEDUCT. 0           | PAY PER. TO DEDUCT. 0           |
| CODE ..... 0000                 | CODE ..... 0000                 |
| AMOUNT ..... $0.00              | AMOUNT ..... $0.00              |
| AMOUNT THIS MONTH . $0.00      | AMOUNT THIS MONTH . $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

SECTION 3.11: 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.

SECTION 3.11.1: EMPLOYEE INFORMATION MODULE – D1-FEDERAL AND IOWA TAXES

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

Screen Print 26

```
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 .             STATE EXEMPTIONS ...
VOL FED WITHHOLDING              VOL ST WITHHOLDING .
                                $0.00                      $0.00
FED TAXABLE .....               IA STATE TAXABLE ...
                                $13,472.56                  $13,472.56
FED NONTAXABLE .....            IA STATE NONTAXABLE.
                                $1,213.40                  $1,213.40
FED WITHHOLDING ....            IA STATE WITHHOLDING
                                $1,472.79                  $663.30
FED EXPENSE TAXABLE              IA STATE EXPENSE TAX
                                $0.00                      $0.00
FED TAXABLE QTR ....            STATE TAXABLE QTR ..
                                $1,857.40                  $1,857.40
FED NON TAXABLE QTR             ST WITHHOLDING QTR .
                                $158.88                    $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
```

SECTION 3.11.2 EMPLOYEE INFORMATION MODULE – D2-STATE AND MISC TAXES, TEMP DEDUCTIONS

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

Screen Print 27

```
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 ...            STATE DIS THIS MONTH
                                $0.00                      $0.00
IL STATE NONTAXABLE            STATE DIS LAST MONTH
                                $0.00                      $0.00
IL ST WITHHOLDING ..           STATE DIS YTD .....
                                $0.00                      $48.42
IL STATE EXPENSE TAX           DISABILITY YTD .....
                                $0.00                      $0.00
OTHER STATE TAXABLE.           UNEMPLOY INS PAY QTR
                                $0.00                      $0.00
OTHER ST NONTAXABLE.           UNEMPLOY INS PAY YTD
                                $0.00                      $0.00
OTHER ST WITHHOLDING           UNEMPLOY INS TAX QTR
                                $0.00                      $0.00
OTHER ST EXP TAXABLE           PAY PERIOD TO DEDUCT 0
                                $0.00
EARNED INCOME CREDIT           PRETAX TEMP DED AMT.
                                $0.00                      $0.00
EIC INDICATOR .....           TEMP DED AMOUNT ....
                                $0.00                      $0.00
EIC QTR .....                 PRETAX TEMP DED YTD.
                                $0.00                      $0.00
EIC YTD .....                 TEMPORARY DEDUCT YTD
                                $0.00                      $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

SECTION 3.11.3 EMPLOYEE INFORMATION MODULE – D3-OASDI AND MEDICARE

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

Screen Print 28

```

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
    
```

SECTION 3.11.4 EMPLOYEE INFORMATION MODULE – D4-AUTOMATIC DEPOSIT, WAGE ASSIGNMENT, MAINTENANCE, AND 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.

Screen Print 29

```

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

SECTION 3.11.5 EMPLOYEE INFORMATION MODULE – D5-EARNINGS PAGE 1

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

Screen Print 30

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
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

SECTION 3.11.6 EMPLOYEE INFORMATION MODULE – D6-EARNINGS PAGE 2

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

Screen Print 31

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
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

SECTION 3.11.7 EMPLOYEE INFORMATION MODULE – D7-HOURS AND 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.

Screen Print 32

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	
+----- KEY INFORMATION -----+			
* 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		
IUP PERS LEAVE BAL .	0.00		
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

SECTION 3.11.8 EMPLOYEE INFORMATION MODULE – D8-YTD HOURS EARNED AND 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.

Screen Print 33

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	
+----- KEY INFORMATION -----+			
* HOURS EARNED YTD *		* HOURS USED YTD *	
REGULAR HOURS	545.90	VACATION PAYOUT	0.00
OVERTIME HOURS	0.10	SICK LEAVE TAKEN ...	0.00
COMP TIME HOURS	0.00	INJURY LEAVE TAKEN .	0.00
HOLI COMP HOURS	4.00	MILITARY LV TAKEN ..	0.00
HOLI WORK HOURS	24.00	OTHER LEAVE TAKEN ..	0.00
HOLI PREM HOURS	8.00	COMP LEAVE TAKEN ...	0.00
BANKED HOLI HOURS ..	8.00	HOLI COMP TAKEN	8.00
SUPERVISORY OVERTIME	0.00	HOLI COMP PAID	0.00
SICK LEAVE CONVERTED	0.00	BANKED HOLI TAKEN ..	8.00
MED PASSER HOURS....	144.00	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

SECTION 3.11.9 EMPLOYEE INFORMATION MODULE – D9-FISCAL AND 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.

Screen Print 34

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
		SHIFT 2 OVERTIME HRS	0.00
		SHIFT 2 REGULAR PAY	\$0.00
		SHIFT 2 OVERTIME PAY	\$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
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER			
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT			

SECTION 3.11.10 EMPLOYEE INFORMATION MODULE – D10-NON-PERMANENT HOURS

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

Screen Print 35

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		
? 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

SECTION 3.11.11 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.

Screen Print 36

```

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 ...           $0.00
REG IPERS TAX YTD ..           $0.00  CONS/ENF TAX YTD ...           $0.00
REG IPERS QTR .....           $0.00  CONS/ENF QTR .....           $0.00
REG IPERS YTD .....           $0.00  CONS/ENF TYD .....           $0.00
REG STATE IPERS QTR           $0.00  ST CONS/ENF QTR ....           $0.00
REG STATE IPERS YTD           $0.00  ST CONS/ENF YTD ....           $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
    
```

SECTION 3.11.12 EMPLOYEE INFORMATION MODULE – D12-FIRE AND CORRECTIVE IPERS

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

Screen Print 37

```

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 .           $2,016.28
FIRE IPERS TAX YTD .           $0.00  CORR IPERS TAX YTD .           $14,660.16
FIRE IPERS QTR .....           $0.00  CORR IPERS QTR .....           $133.88
FIRE IPERS YTD .....           $0.00  CORR IPERS YTD .....           $973.45
ST FIRE IPERS QTR ..           $0.00  ST CORR IPERS QTR ..           $200.62
ST FIRE IPERS YTD ..           $0.00  ST CORR IPERS YTD ..           $1,458.69

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

SECTION 3.11.13 EMPLOYEE INFORMATION MODULE – D13-TIAA, PEACE OFFICER, & JUDICIAL

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

Screen Print 38

```

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 ..                TIAA PRETAX DD YTD .          $0.00
PEACE OFFICER YTD ..                TIAA POSTTAX DD YTD          $0.00
STATE PEACE OFF YTD                 TIAA EARN YTD .....          $0.00
                                   TIAA STATE SHR YTD .          $0.00
* JUDICIAL RETIRE *                TIAA PRETAX DD QTR .          $0.00
JUDICIAL TAX YTD....                TIAA POSTTAX DD QTR          $0.00
JUDICIAL YTD .....                 TIAA EARN QTR .....          $0.00
STATE JUDICIAL YTD..                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
  
```

SECTION 3.12 EMPLOYEE INFORMATION MODULE – 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.

Screen Print 39

```

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 .....                 SPOC/DNR 4% PREMIUM .          $0.00
LEAD WORKER .....                 SPOC PREMIUM .....           $0.00
EXTRA BIWEEKLY .....              BACK PAY SUBJ TO POR          $0.00
EDUC/DIFFER .....                 SECOND LANGUAGE PAY .          $0.00
REASSIGNMENT .....                FED TAXABLE BENEFIT .          $0.00
SUBSISTENCE .....                 ST TAXABLE BENEFIT ..          $0.00
BONUS .....                       $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

SECTION 3.14 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.

Screen Print 41

```

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 ...: 06/27/2008
| EMPLOYEE NUMBER: 12345 | DECEASED DATE ..: / /
+-----+ INELIGIBLE DATE: / /
INELIG. REASON:
SPOUSE:
SPOUSE BIRTHDAY: / /
HEALTH INS CODE: 1X400
BCBS PROG 3 PLUS
TOTAL PREMIUM: 750.62
STATE SHARE ..: 750.62 2339 LEXINGTON DR
HI EFF DATE ..: 07/01/2008 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
02/01/2011 1X400 750.62 0.00 750.62 17,622.06
01/01/2011 1X400 750.62 0.00 750.62 18,372.68
? HEADER ACTIONS
TRN SLIP-SERIP TRANS DETAIL PF9 HELP PF12 RETURN CLEAR EXIT

```

Screen Print 42

```

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
02/01/2011 1X400 750.62 0.00 750.62 17,622.06
01/01/2011 1X400 750.62 0.00 750.62 18,372.68
12/01/2010 1X400 712.01 0.00 712.01 19,123.30
11/01/2010 1X400 712.01 0.00 712.01 19,835.31
10/01/2010 1X400 712.01 0.00 712.01 20,547.32
09/01/2010 1X400 712.01 0.00 712.01 21,259.33
08/01/2010 1X400 712.01 0.00 712.01 21,971.34
? HEADER ACTIONS
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

```