

HUMAN RESOURCE INFORMATION SYSTEM

EMPLOYEE INFORMATION MODULE

Revised July 2017

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 Resources 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 | | FMR PAY PLAN ..: 006 | |
| CSTCNT: 123 456789 SECURITY | | | |
| 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 -----+ | | +----- HEADER ACTIONS -----+ | |
| NUMBER: 123-456-7890-86406-001 | | S - SELECTION LIST | |
| CSTCNT: 123 456789 SECURITY | | E - EXPENSES | |
| ASSIGN: | | P - PERSONNEL | |
| CLASS TITLE: CORR OFFICER | | Z - ADDRESS | |
| *TYPE: 00 PERM FULL TIME- | | O - POSITION | |
| *EMP STATUS : 08 PERMANENT MERIT | | PH - POSITION HISTORY | |
| *COND OF EMP: 01 FULL TIME | | P1 - P1 S | |
| *ELIGIBILITY: N CONTRACT COVERE | | TS - TIME SHEETS | |
| *BARG CODE .: 006 SECURITY | | | |
| | | | |
| +----- | | +----- | |
| 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 -----+ | | +----- CALENDAR YTD 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.: | 0.00 | 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 -----+ | | +----- CALENDAR YTD 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.: | 0.00 | 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 | | | |

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

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.

```

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
  
```

Position Detail/Span of Control

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.

To enter span of control for your employees, you need to start at the supervisor's employee information screen. Type an "O" in the Header Action Field will open the Position Detail Screen.

```

D3325361      ACTION: O      EMPLOYEE INFORMATION      PRINTER:
EMPLOYEE RECORD RETRIEVED
+----- KEY INFORMATION -----+----- PAYROLL INFORMATION -----+
| LAST NAME .....: SUPERVISOR    | PAY NAME ...: SALLY B SUPERVISOR |
| FIRST NAME ....: SALLY          B | PAYGRADE .....: 23              STEP: MX |
| SOCIAL SECURITY: xxx-xx-xxxx     | PAY PLAN .....: 014             |
| EMPLOYEE NUMBER: 34444         | *MODE OF PAY ..: 03 BIWEEKLY HR WK: 40 |
|                                | ANNUAL BASE ..: 0.00            |
+----- POSITION INFORMATION -----+ BIWEEKLY BASE : 2,136.00
| NUMBER: 123-445-1474-86406-007  | FMR PAY PLAN .: 006             |
| CSTCNT: 123 401474 SECURITY     |                                |
| ASSIGN:                        |                                |
| CLASS TITLE: CORR SUPERVISOR   |                                |
| *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: SALLY B SUPERVISOR    | *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
  
```


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 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
  
```

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 |
| | 123-445-1474-80696-001 | LORI E COOK |
| | 123-445-1474-80763-001 | LARRY A WOLTERS |
| | 123-445-1474-86406-001 | **** V A C A N T **** |
| A | 123-445-1474-86406-002 | STEPHEN L SMITH |
| SPAN OF CONTROL RECORD ADDED | | |
| | 123-445-1474-86406-005 | JIM D HALL |
| A | 123-445-1474-86406-006 | MIKE T DAVIS |
| 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 | | |
| POSITIONS MANAGED BY: 123-445-1474-86411-007 | | LEVEL : |
| MANAGER'S NAME : SALLY B SUPERVISOR | | COST CENTER: 123-401474 |
| | | CLASS TITLE: CORR SUPV |
| ACT | POSITION NUMBER | CLASS TITLE |
| | 123-445-1474-86406-002 | CORR OFFICER |
| | 123-445-1474-86406-018 | CORR OFFICER |
| | 123-445-1474-86406-080 | CORR OFFICER |
| | 123-445-1474-86409-017 | SR CORR OFF |
| | 123-445-1474-86406-041 | CORR OFFICER |
| | 123-445-1474-86406-033 | CORR OFFICER |
| | 123-445-1474-86406-075 | CORR OFFICER |
| STEPHEN L SMITH DAN B BROWN **** V A C A N T **** JOE J CARR ANDY G JONES DAVE M NEWTON 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   | FMR PAY PLAN ..: 006              |
| CSTCNT: 123 401474 SECURITY      |
| 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 -----+
| COST CENTER: 123-401474 SECURITY   | MANAGED BY : SALLY B SUPERVISOR  |
| CLASS TITLE: CORR OFFICER        | POSITION NO: 123-445-1474-86411-007 |
| *POS TYPE ..: 00 PERM FULL TIME-MERT |
| *FIELD STAT : N NOT FIELD STATUS  |
| *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 | | |
| | 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: 01/01/2015 | | | DEF ROTH...:PP 3 | 25.00 | 25.00 |
| FED TAX STATUS.: 1 | | | EMP ORG DUE: NA- | | |
| HOURLY RATE....: | | 25.16 | FSA/HEALTH.: 0.00 | 0.00 | 0.00 |
| | | | FSA/DEPC...: 0.00 | 0.00 | 0.00 |
| ANNUAL GROSS...: | | 52,332.80 | *OTHR DEDUCT: 0.00 | 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

Voluntary Deductions

There are multiple "V" Screens and are 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.

V1-Health Insurance

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

| | | | |
|--------------------------------|-------------------------|--------------------------------------|------------------------|
| 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 01/01/2015 | |
| CODE LAST MONTH ... | | | |
| PREMIUM \$0.00 | | PRETAX YTD \$0.00 | |
| PREMIUM THIS MONTH \$0.00 | | POSTTAX YTD \$0.00 | |
| PREMIUM LAST MONTH \$0.00 | | STATE SHARE YTD ... \$3,002.48 | |
| | | PRETAX QTR \$0.00 | |
| EFFECTIVE DATE 01/01/2015 | | POSTTAX QTR \$0.00 | |
| 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 |

V2-Dental Insurance

The V2 screen shows the current Dental Insurance coverage.

| | | | |
|--------------------------------|-------------------------|--------------------------------------|------------------------|
| 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 \$0.00 | |
| PREMIUM THIS MONTH \$0.00 | | POSTTAX YTD \$0.00 | |
| PREMIUM LAST MONTH \$0.00 | | STATE SHARE YTD ... \$106.60 | |
| | | PRETAX QTR \$0.00 | |
| EFFECTIVE DATE 01/01/2015 | | POSTTAX QTR \$0.00 | |
| 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 |

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 |
| EFFECTIVE DATE .... 01/01/2015 | PRETAX QTR .....                 $0.00 |
| BENEFICIARIES .....           | POSTTAX QTR .....                 $0.00 |
| NOT USED IN HRIS              | 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
  
```

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 is 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 ** | |
| CURRENT DEDUCTION.. | \$0.00 | PAY PER. TO DEDUCT | 3 |
| DEDUCTION YTD..... | \$0.00 | *DC CODE | 0888 |
| DEDUCTION QTR..... | \$0.00 | | 457 CONTRIBUTE |
| | | DC AMOUNT | \$25.00 |
| ** FSA HEALTH ** | | AMOUNT YTD DEDUCT . | \$175.00 |
| CURRENT DEDUCTION.. | \$0.00 | AMOUNT YTD STATE SH | \$175.00 |
| DEDUCTION YTD..... | \$0.00 | DC ROTH AMOUNT | \$600.00 |
| DEDUCTION QTR..... | \$0.00 | AMT YTD ROTH DEDUCT | \$3,000.00 |
| | | 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 Insurance (SPOC only). The codes can be found under Payroll Controls and then select Employee organization dues. (Note: Employee Org is not currently used on HRIS)

```

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 .....                   | 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 ..... 0003           |
| 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

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.

| | | | |
|-------------------------------|-------------------------|--------------------------------------|------------------------|
| 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 |

| CODE TABLE DISPLAY / SELECTION LIST |
|-------------------------------------|
| MISCELLANEOUS DEDUCTIONS |
| -----DESCRIPTION AND SYNONYMS----- |
| AMERICAN FAMILY(AFLAC), 0001 |
| WASHINGTON NATIONAL/CONSECO, 0003 |
| NEW YORK LIFE INSURANCE C, 0004 |
| IA JUDGES ASSOCIATION D, 0200 |
| ASSOC OF PERSONNEL & EMPL, 0201 |
| IOWA ASSOC OF MAGISTRATE, 0210 |
| INS DED FOR OPEN ACCESS R, 0300 |
| STATE POLICE OFFICER SUPV, 0501 |
| AVESIS VISION PLAN, 0006 |
| EYEMED VISION PLAN, 0007 |
| NATIONAL TEACHER ASSOC(NTA), 0008 |
| MED AMERICA, 0009 |

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 * *
FED TAX STATUS ..... 1         *STATE CODE ..... 01 IOWA
FED FILING STATUS .. M         STATE TAX STATUS ...
FEDERAL EXEMPTIONS .           STATE FILING STATUS. M
                                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
*OTHER DEDUCT YTD*           * REGULAR MAINT *
CHARITABLE CONT YTD          $0.00 PAY PERIOD TO DEDUCT 0
MISC DED YTD #1 ....         $83.30 REG MAINT AMOUNT ... $0.00
MISC DED YTD #2 ....         $70.00 REG MAINT YTD ..... $0.00
MISC DED YTD #3 ....         $0.00
MISC DED YTD #4 ....         $0.00 * * GARNISHMENT * *
MISC DED YTD #5 ....         $0.00 GARNISHMENT FLAG ...
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 | 96.00 | |
| VAC ACCRUAL MAXIMUM | 352 | |
| UNION LEAVE USED . . . | 144.00 | |
| FY18 EXCESS VACATION | 0.00 | |
| ? 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 |
| ? 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 ...           $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
  
```

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 .           $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

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) | | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td>? HEADER ACTIONS</td> <td>PF1 PREV IN COST CENTER</td> <td>PF2 NEXT IN COST CENTER</td> </tr> <tr> <td>PF7 BKWD</td> <td>PF8 FWD</td> <td>PF9 HELP</td> </tr> <tr> <td></td> <td></td> <td>PF12 RETURN</td> </tr> <tr> <td></td> <td></td> <td>CLEAR EXIT</td> </tr> </table> | | | ? HEADER ACTIONS | PF1 PREV IN COST CENTER | PF2 NEXT IN COST CENTER | PF7 BKWD | PF8 FWD | PF9 HELP | | | PF12 RETURN | | | CLEAR EXIT |
| ? 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 | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td>? HEADER ACTIONS</td> <td>PF1 PREV IN COST CENTER</td> <td>PF2 NEXT IN COST CENTER</td> </tr> <tr> <td>PF7 BKWD</td> <td>PF8 FWD</td> <td>PF9 HELP</td> </tr> <tr> <td></td> <td></td> <td>PF12 RETURN</td> </tr> <tr> <td></td> <td></td> <td>CLEAR EXIT</td> </tr> </table> | | | ? HEADER ACTIONS | PF1 PREV IN COST CENTER | PF2 NEXT IN COST CENTER | PF7 BKWD | PF8 FWD | PF9 HELP | | | PF12 RETURN | | | CLEAR EXIT |
| ? 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

Current Pay

By typing a "C" in the Header Action Field, a screen titled Current Pays will appear. This screen shows any pay that is in the employee record that is **NOT** a recurring pay. These pay types are also set by preparing a P1. The pay types will only populate the employee's record for the pay period that the P1 is prepared. The pay fields also overwrite themselves, so if a correction is needed; the whole amount needs to be reentered into the P1 and not just the additional amount.

The most common P1's that are used are the 844 MOVE PAY/INC NO SUBJ TO RETIRE/WORKERS COMP (populates the Income Not Subject to Retirement, Workers Comp, and Move Pay), the 846 CAT/OTHER/ TERM /SICK (populates the Catastrophic Pay, Regular Other Pay, Sick leave payoff, or Term Leave payoff), or 858 BACK PAY SUBJECT TO POR (populates the Back Pay Subject to POR).

```

D3325370      ACTION:  _      EMPLOYEE INFO - CURRENT PAY      PRINTER:

+----- KEY INFORMATION -----+
| LAST NAME .....: TEST          |
| FIRST NAME ....: SALLY          B |
| SOCIAL SECURITY: 123-45-6789    |
| EMPLOYEE NUMBER: 12345         |
+-----+-----+-----+-----+
| ANNUAL BONUS PAY ....:         0.00 | MOVE PAY .....:         0.00 |
| INCOME NOT SUB RET ..:         0.00 | SICK LEAVE PAYOFF PAY ...:     0.00 |
| REGULAR OTHER PAY ...:         0.00 | WORKER COMP DEDUCTION ...:     0.00 |
| TERM LEAVE PAY .....:         0.00 | FSA DEP CARE REF/ADJ ....:     0.00 |
| VACATION PAYOUT .....:         0.00 | FSA HEALTH REF/ADJ .....:     0.00 |
| CATASTROPHIC PAY ....:         0.00 | BACK PAY SUBJECT TO POR ..:     0.00 |
+-----+-----+-----+-----+

+-----+-----+-----+-----+
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC 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           | 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       515-239-9718
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
  
```

```

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
  
```