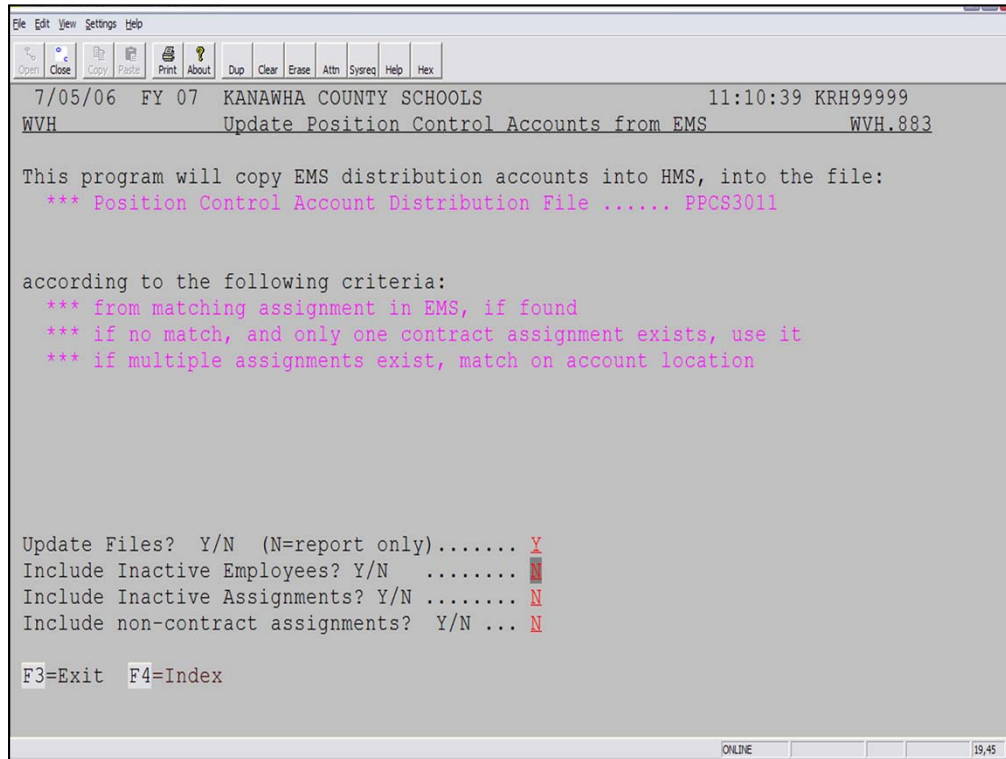
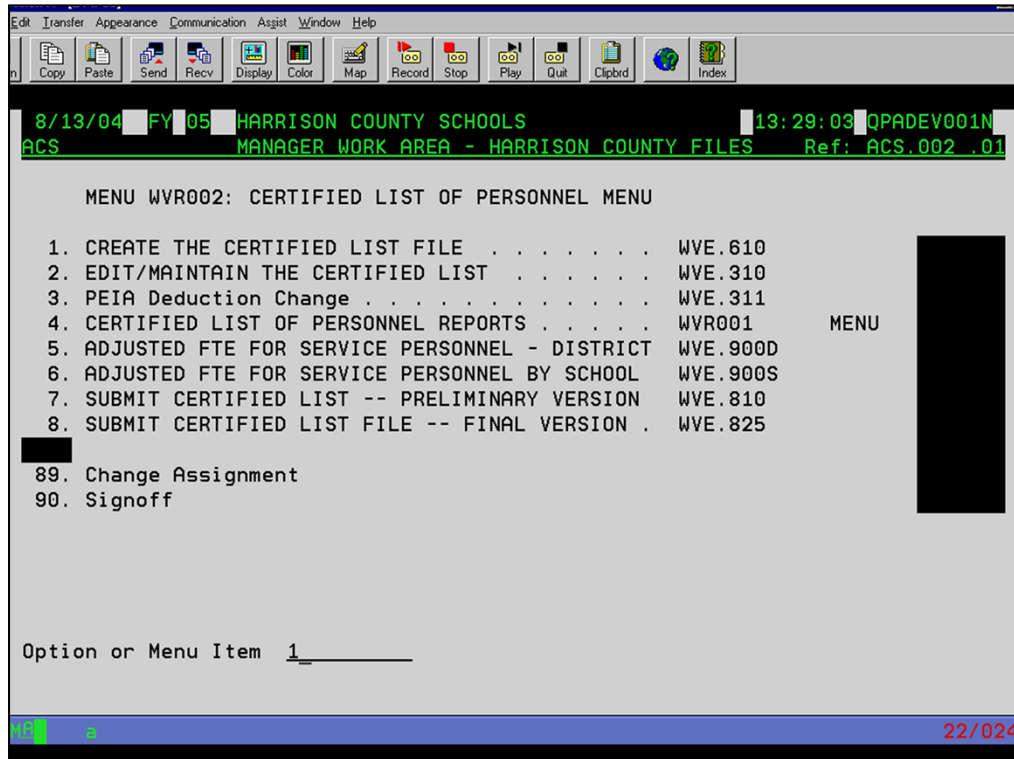


The first thing you may want to do is copy the EMS accounts to HMS. The certified list pulls the account information from HMS, but HMS isn't always kept up to date. You can run this program to copy the EMS accounts to update your HMS. This program is found on the WV Employee Data Reports menu, but may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



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

<div> <div> Edit Transfer Appearance Communication Assist Window Help </div> <div> <div>Copy</div> <div>Paste</div> <div>Send</div> <div>Recv</div> <div>Display</div> <div>Color</div> <div>Map</div> <div>Record</div> <div>Stop</div> <div>Play</div> <div>Quit</div> <div>Clipbrd</div> <div>Index</div> </div> </div>			
<div> <div>8/13/04</div> <div>FY 05</div> <div>HARRISON COUNTY SCHOOLS</div> <div>13:28:45</div> <div>QPADEV001N</div> </div> <div> <div>ACS</div> <div>MANAGER WORK AREA - HARRISON COUNTY FILES</div> <div>Ref: ACS.002 .01</div> </div>			
<div>MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS</div> <div> <div> <div>1. CERTIFIED LIST OF PERSONNEL MENU</div> <div>WVR002</div> <div>MENU</div> </div> <div> <div>2. WEST VIRGINIA TEACHER RETIREMENT REPORTS . .</div> <div>WVRE01</div> <div>MENU</div> </div> <div> <div>3. EMPLOYEE INFORMATION REPORTS</div> <div>WVRE06</div> <div>MENU</div> </div> <div> <div>4. EMPLOYEE ASSIGNMENT TURN AROUND LISTING . . .</div> <div>WVR.565</div> <div></div> </div> <div> <div>5. PRINCIPALS LISTING FOR ACADEMY PARTICIPATION</div> <div>WVR060</div> <div>MENU</div> </div> <div> <div>6. CERTIFICATE AND ENDORSEMENT EDIT REPORT . . .</div> <div>WVS.860</div> <div></div> </div> <div> <div>7. Custom Payroll Register Report</div> <div>WVP.901</div> <div></div> </div> <div> <div>8. Employee Attendance Rate Report</div> <div>WVP.902</div> <div></div> </div> <div> <div>9. Absence Rate Report</div> <div>WVP.903</div> <div></div> </div> <div> <div>10. Employer Quarterly Wage Report</div> <div>WVP.904</div> <div></div> </div> <div> <div>11. Certificate Expiration Report</div> <div>WVP.905</div> <div></div> </div> <div> <div>12. Update Payroll Accounts to 6x Funds</div> <div>WVE.881</div> <div></div> </div> <div> <div>13. Change FY Position in Assignment Accounts . .</div> <div>WVE.882</div> <div></div> </div> <div> <div>14. Print Employee Absence Leave Liability Report</div> <div>WVE.330</div> <div></div> </div> <div> <div>15. Create Empl Compensated Leave file (PWVE335C)</div> <div>WVE.335</div> <div>More...</div> </div> </div> <div> <div>Option or Menu Item</div> <div>1</div> </div>			
<div> <div>22/024</div> </div>			

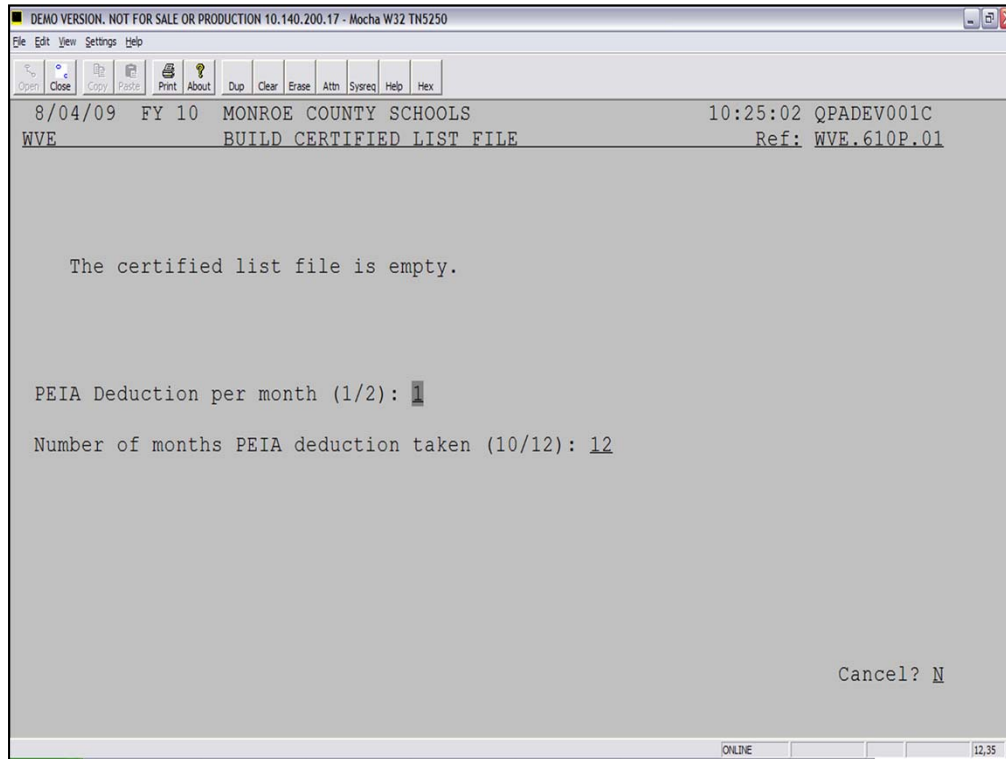


The next step is to create the certified list. You may not have this option on your menu. If not, have RESA build it for you.

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

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

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



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

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

8/13/04 FY 4 HARRISON COUNTY SCHOOLS 13:30:47 QPADEV001N
WVE Maintain Certified List File Records Ref: WVE.310 .11

Employee... Sequence#... 1.00 TORREY, GWENDOLYN

Name (LFM).. TORREY GWENDOLYN
Birth Date.. 1940/01/01 Sex.. F Ethnic Code.. W Degree.. BA

Position Code... 215 Years Exp..... 18 Funding Src... 1
County Number... 33 Location(School).. 303 Salary Class.. BA15
Enter MU or EX.. FTE..... 100.0000 Salary..... 35,024.00

Cert Code..... 22 Extra Pay (12hrs+)..
Cert Type..... 4 # Days Employed.. 200.0000 Night Pay..... N

National Teacher Cert. N
Supervisory Aide..... N Spec. Training Health. N

Retirement Type. 1 1=RETI, 2=RETI Employer PEIA Contribution. 3,763.68
Account Code.... 11.00000.21271.111.303.0000.0000.00

Mode: Lookup Cancel? N

23/078

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

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

The following fields come from the Employee Assignment in EMS:

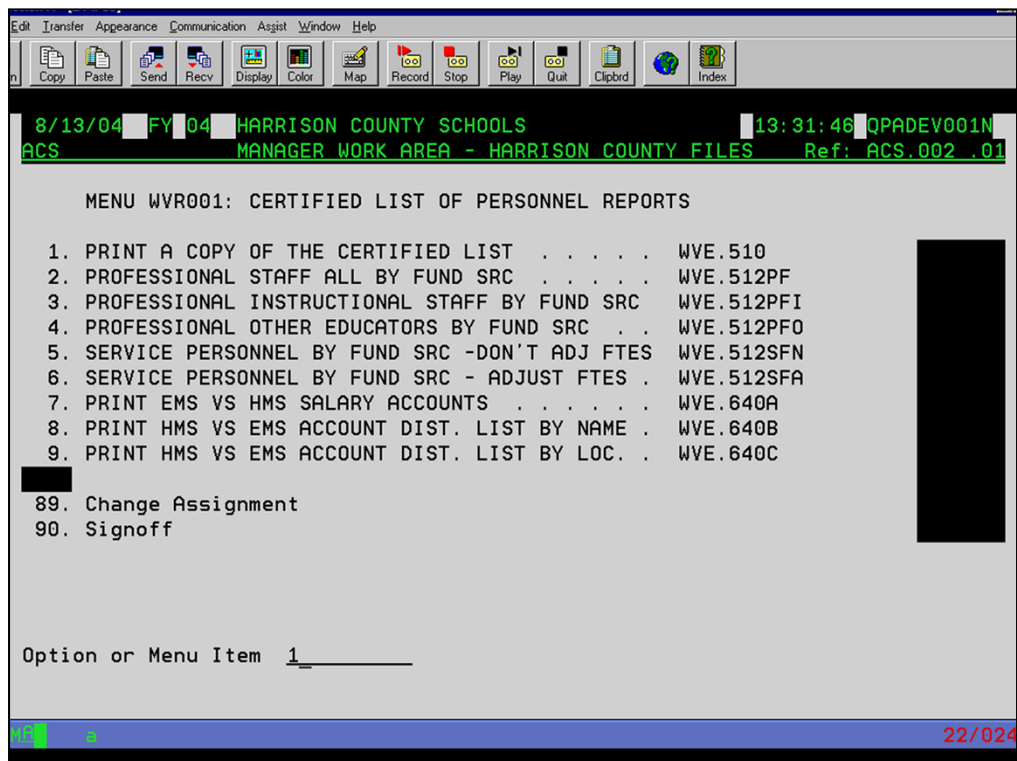
Degree is the first two letters of the pay grade for a professional or the addenda record for a service; Years Exp; Salary class is the pay grade; FTE; Salary (contract pay plus "Z" addenda pay); # Days Employed; Extra Pay from "Z" addenda for additional college hours; Night Pay, National Teacher Cert,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

Remaining fields from EMS:

Cert Code and Type from the Employee Certificate Information.

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

Location, position code and account number come from HMS. The funding source is based on the account number.



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

10.140.200.17

8/18/12 FY PUTNAM COUNTY SCHOOLS 13:30:09 QPADEV0019
WVE PRINT CERTIFIED LIST FILE Ref: WVE.510P.01

SELECT: From To (Blank for all) Summary? N
Position Code Ranges _____ Service Personnel Only? -
_____ Professional Personnel? -
_____ Y=All
I=Instructional
O=Other Educators
S=Student Support

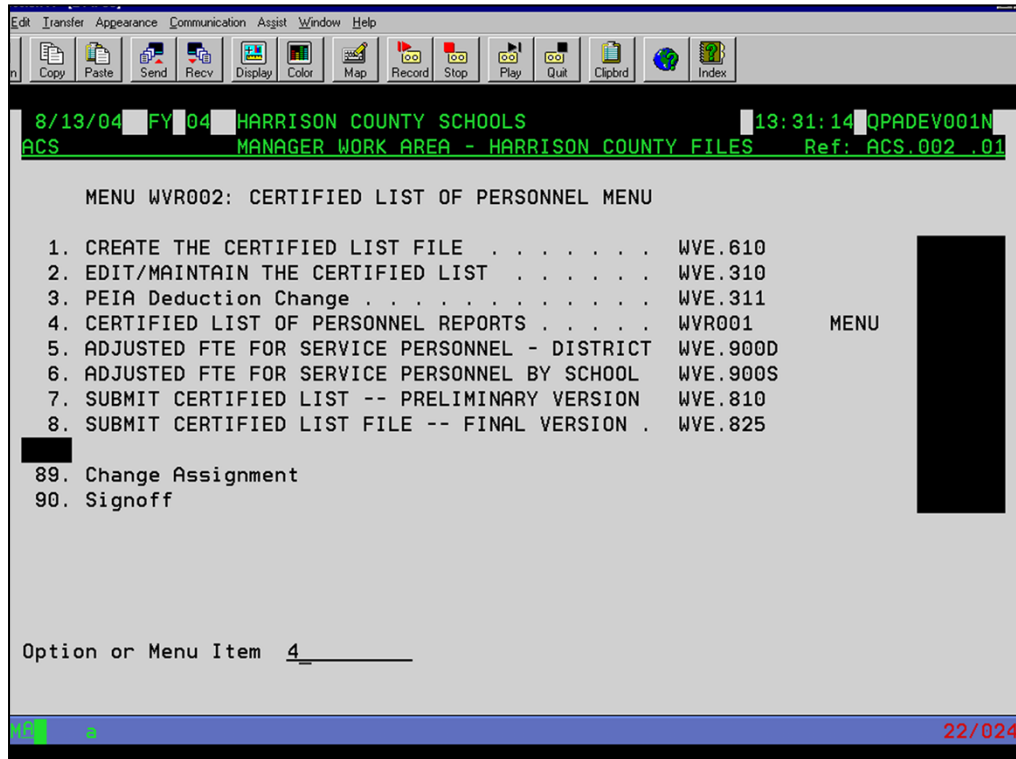
Sort Report By 1
1. Employee Nam 2. Employee #
3. Position Code, Nam 4. Location, Pos. Cod
5. Funding Source (break total), Pos. Cod
Adjust FTE if working days > 200 for Service Personnel: N

Subtitle To Print 3
1. "Professional Staff
2. "Service Personnel Staff
3. "All Staff
4. Other |
5. "Professional Instructiona Staff
6. "Other Professional Educators

Cancel? N

ONLINE 20,38 M

Enter ranges of position codes or select service or professional personnel. Summary Totals Only will give you summary totals with no employee detail. You have 6 sorting options. If you want the FTE to be adjusted for Service Personnel, answer "Y". Choose the subtitle that fits your selection or enter your own using option 4.



When ready, use option 7 to submit the preliminary version. You can submit this multiple times. Once you submit the preliminary version, you can access the edits off the web. When the final version is due, run option 8. You should only run this once.