

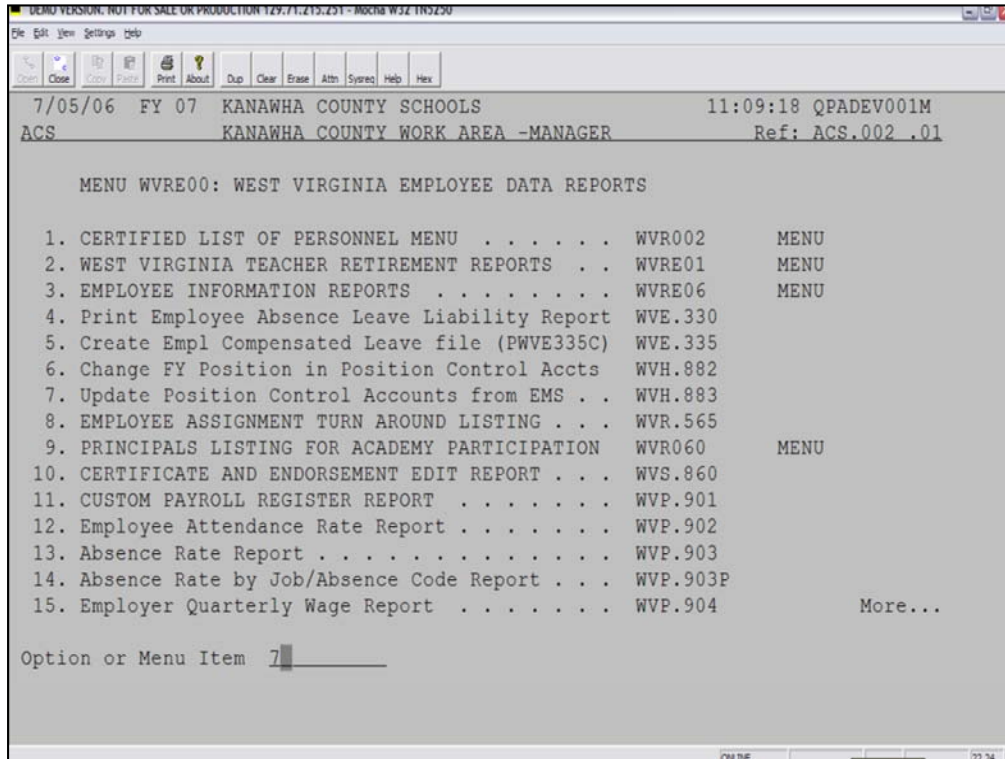


Certified List of Personnel

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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.

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File Edit View Settings Help
Open Close Copy Paste Print About Dup Clear Erase Alt Sysreq Help Hex
7/05/06 FY 07 KANAWHA COUNTY SCHOOLS 11:10:39 KRH99999
WVH Update Position Control Accounts from EMS WVH.883

This program will copy EMS distribution accounts into HMS, into the file:
*** Position Control Account Distribution File ..... PPCS3011

according to the following criteria:
*** from matching assignment in EMS, if found
*** if no match, and only one contract assignment exists, use it
*** if multiple assignments exist, match on account location

Update Files? Y/N (N=report only)..... Y
Include Inactive Employees? Y/N ..... N
Include Inactive Assignments? Y/N ..... N
Include non-contract assignments? Y/N ... N

F3=Exit F4=Index

ONLINE 19:45
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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.

Edit Transfer Appearance Communication Assist Window Help
 Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Index

8/13/04 FY 05 HARRISON COUNTY SCHOOLS 13:28:45 QPADEV001N
 ACS MANAGER WORK AREA - HARRISON COUNTY FILES Ref: ACS.002 .01

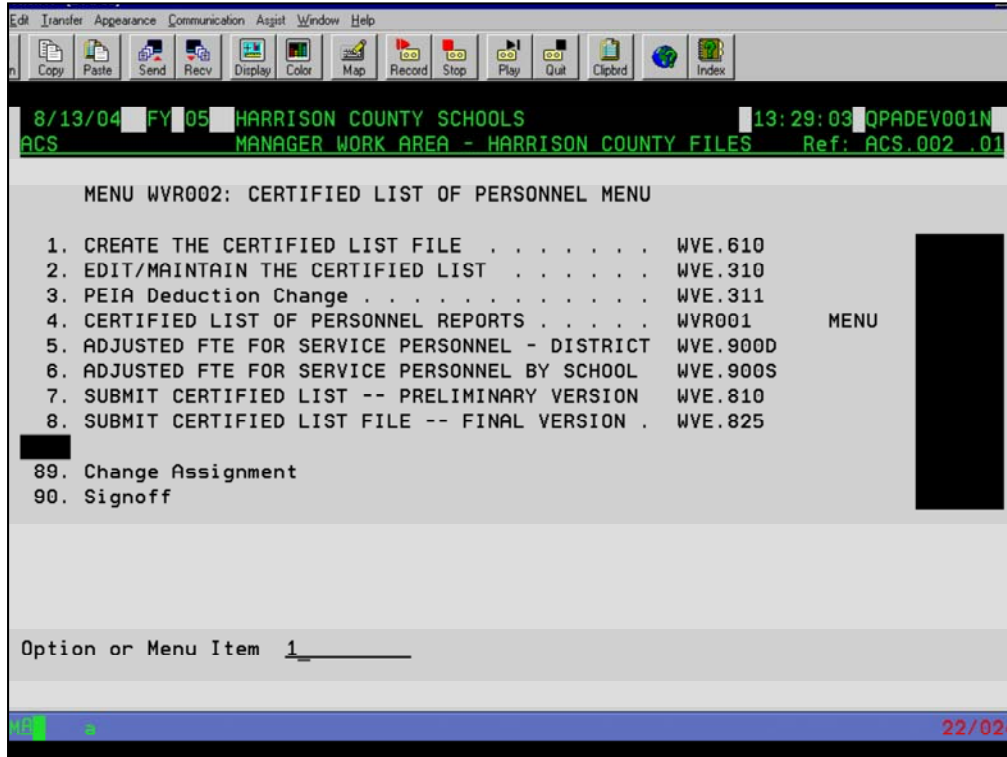
MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS

1. CERTIFIED LIST OF PERSONNEL MENU	WVR002	MENU
2. WEST VIRGINIA TEACHER RETIREMENT REPORTS	WVRE01	MENU
3. EMPLOYEE INFORMATION REPORTS	WVRE06	MENU
4. EMPLOYEE ASSIGNMENT TURN AROUND LISTING	WVR.565	
5. PRINCIPALS LISTING FOR ACADEMY PARTICIPATION	WVR060	MENU
6. CERTIFICATE AND ENDORSEMENT EDIT REPORT	WVS.860	
7. Custom Payroll Register Report	WVP.901	
8. Employee Attendance Rate Report	WVP.902	
9. Absence Rate Report	WVP.903	
10. Employer Quarterly Wage Report	WVP.904	
11. Certificate Expiration Report	WVP.905	
12. Update Payroll Accounts to 6x Funds	WVE.881	
13. Change FY Position in Assignment Accounts	WVE.882	
14. Print Employee Absence Leave Liability Report	WVE.330	
15. Create Empl Compensated Leave file (PWVE335C)	WVE.335	

Option or Menu Item 1_____

More...

22/024

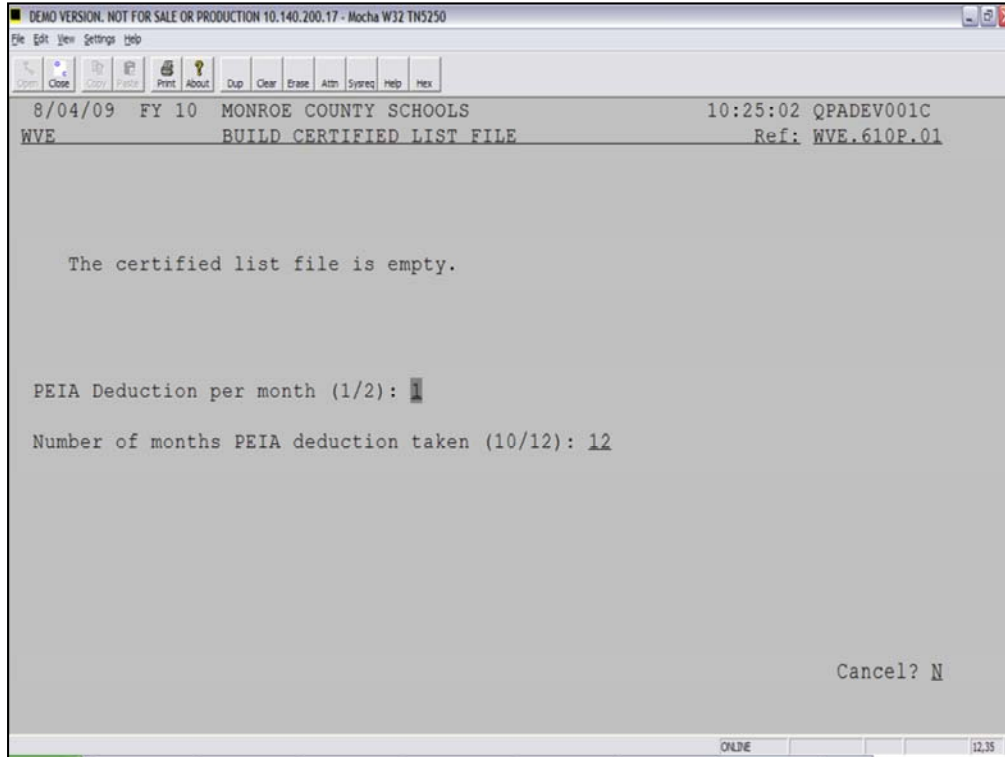


The next step is to create the certified list. You may not have this option on your menu. If not, have RESA build it for you.

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... [REDACTED] 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:

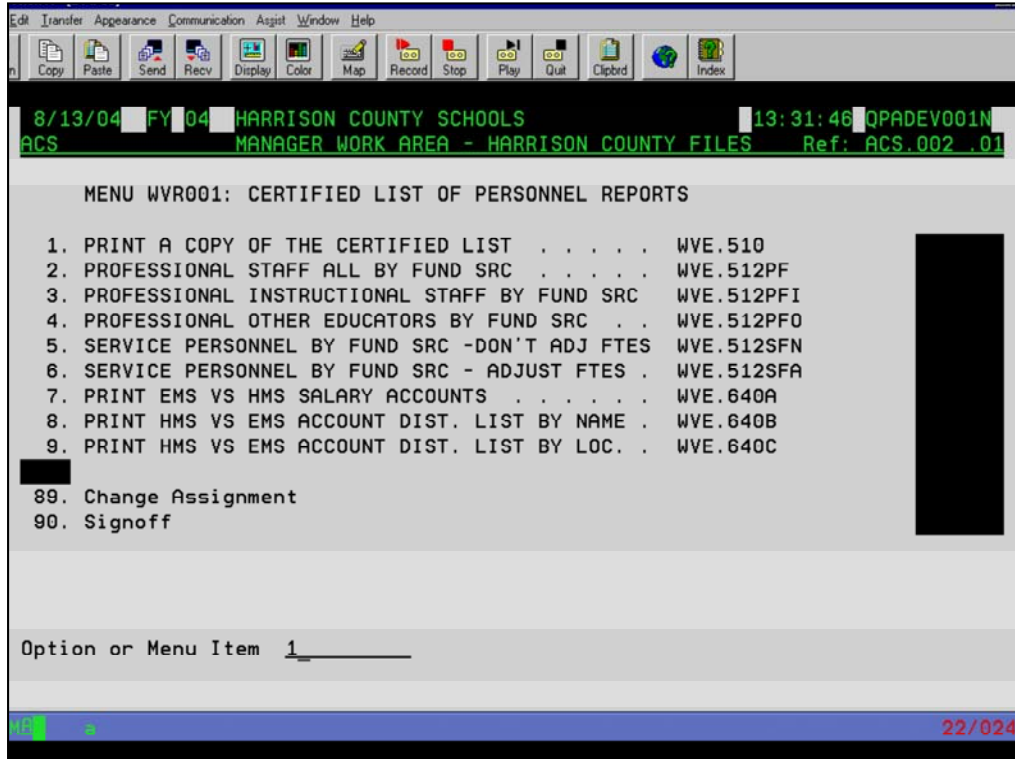
Degree is the first two letters of the pay grade for a professional or the addenda record for a service; Years Exp; Salary class is the pay grade; FTE; Salary (contract pay plus “Z” addenda pay); # Days Employed; Extra Pay from “Z” addenda for additional college hours; Night Pay, National Teacher Cert, 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.


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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

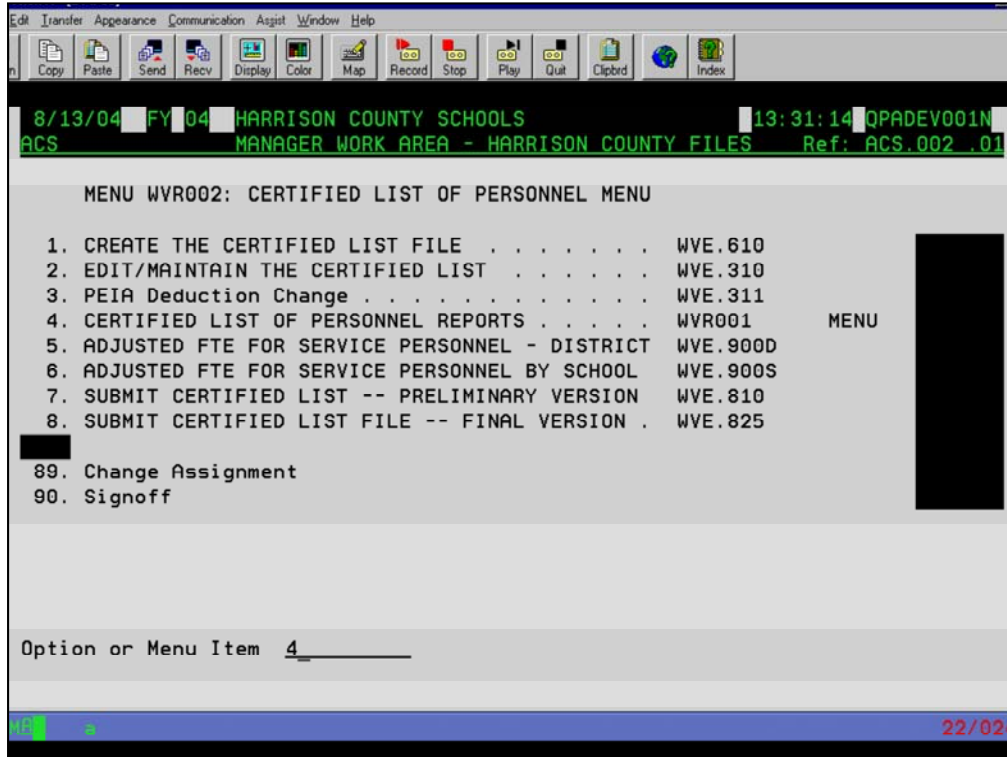
Subtitle To Print 3
1. "Professional Staff
2. "Service Personnel Staff
3. "All Staff
4. Other
5. "Professional Instructiona Staff
6. "Other Professional Educators

Cancel? N

ONLINE 20,38 M

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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 in WOW. When the final version is due, run option 8. You should only run this once.

If you have already submitted your final version, or you have critical errors, then you will receive an error message and you will not be able to submit your final. If you have critical errors, you will need to view your edit list on WOW and correct those errors by changing the information in the maintenance program (option 2 on this menu) or entering a comment on WOW. Then you can come back here and run option 8. If you need to re-submit your final version, you need to contact school finance to allow that submission.