Certified List of Personnel

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 7/28/16   FY 17   CALHOUN COUNTY SCHOOLS                    10:34:56 QPADEV003
ACS                CALHOUN COUNTY MANAGER WORK AREA              Ref: ACS.002 .

     MENU WVRE00: WEST VIRGINIA EMPLOYEE DATA REPORTS

 16. Change FY Position in Position Control Accts   WVH.882
 17. Update Position Control Accounts from EMS . .  WVH.883
 18. Life / Health Participation by Run Number . .  WVE.032
 19. Change Employee Assignment Accounts . . . . .  WVE.995
 20. Display Employees matching SSN last 4 digits   LAST4
 21. Mass Add Employee Deduction Codes . . . . . .  WVE.884
 22. Inactivate obsolete employees . . . . . . . .  WVE.090
 23. Define CEO online check/run# restrictions . .  CEO.RUN

 89. Change Assignment
 90. Exit ACS

Option or Menu Item  17

 ONLINE                                        22,25
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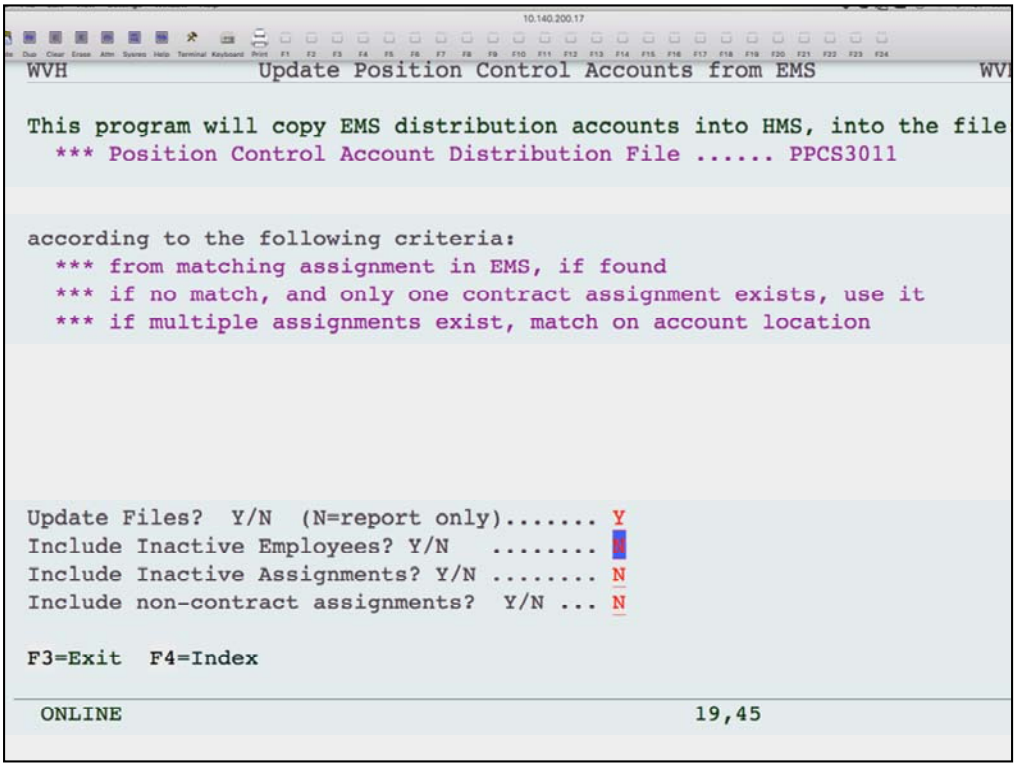
The first thing you may want to do is copy the EMS accounts to HMS. The certified list pulls the account information from HMS, but HMS isn't always kept up to date. You can run this program to copy the EMS accounts to update your HMS. This program is found on the WV Employee Data Reports menu, but may be in a different place on your menu. Look for WVH.883.



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.

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ACS                CALHOUN COUNTY MANAGER WORK AREA              Ref: ACS.002 .0

    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. Update Position Control Accounts from EMS . .  WVE.872
  5. Employee Assignment Turn Around Listing . . .  WVR.565
  6. Create Empl Compensated Leave file (PWVE335C)  WVE.335
  7. Print Employee Absence Leave Liability Report  WVE.330
  8. PRINCIPALS LISTING FOR ACADEMY PARTICIPATION   WVR060      MENU
  9. Certificate and Endorsement Edit Report . . .  WVS.860
 10. Custom Payroll Register Report  . . . . . . .  WVP.901
 11. Employee Attendance Rate Report . . . . . . .  WVP.902
 12. Absence Rate by Job/Absence Code Report . . .  WVP.903
 13. Employer Qarterly Wage Report . . . . . . . .  WVP.904
 14. Change FY Position in Assignment Accounts . .  WVE.882
 15. Payroll Deduction Summary Report  . . . . . .  WVP.907A          More..

Option or Menu Item  1

ONLINE                                        22,24
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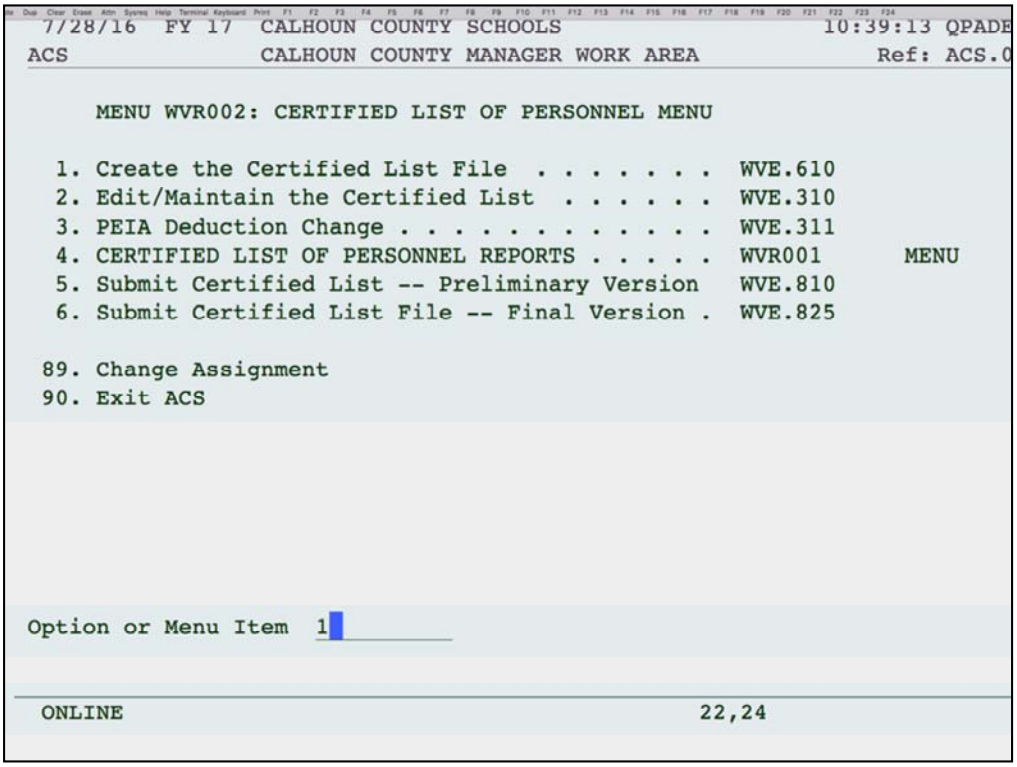
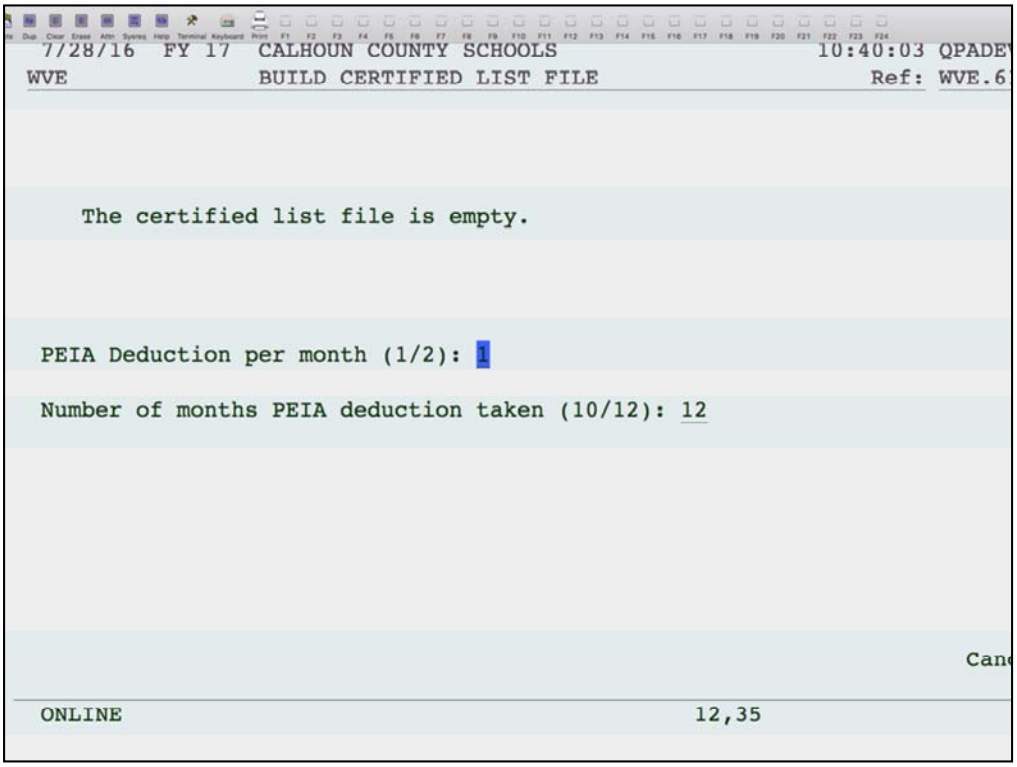


The next step is to create the certified list. You may not have this option on your menu. If not, have RESA build it for you.

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

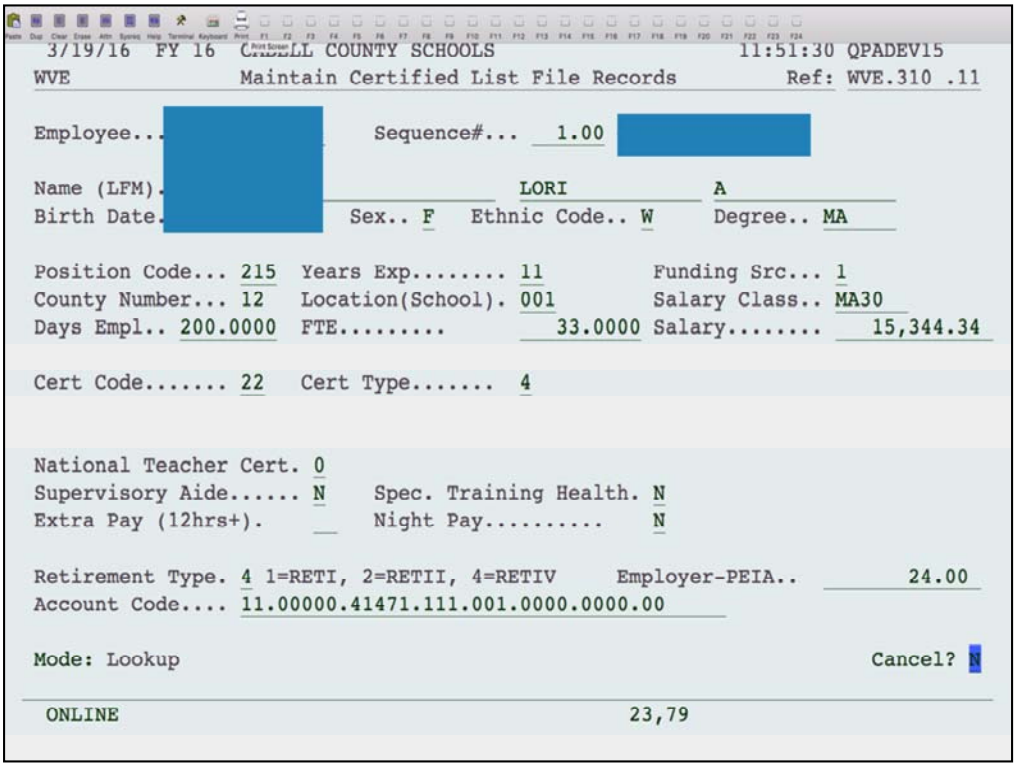
Every time the file is built, it will replace whatever is in the certified list at that time and replace based on the information in EMS and HMS. Any manual changes you made using option 2 would be wiped out.

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.



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3/19/16   FY 16   CALL COUNTY SCHOOLS                          11:51:30 QPADEV15
WVE               Maintain Certified List File Records        Ref: WVE.310 .11

Employee...[redacted]      Sequence#...  1.00 [redacted]

Name (LFM).[redacted]                LORI            A
Birth Date.[redacted]   Sex.. F   Ethnic Code.. W     Degree.. MA

Position Code... 215  Years Exp........ 11         Funding Src... 1
County Number... 12   Location(School). 001        Salary Class.. MA30
Days Empl.. 200.0000  FTE.........        33.0000 Salary........     15,344.34

Cert Code....... 22   Cert Type.......  4


National Teacher Cert. 0
Supervisory Aide...... N    Spec. Training Health. N
Extra Pay (12hrs+).     __  Night Pay..........    N

Retirement Type. 4 1=RETI, 2=RETII, 4=RETIV     Employer-PEIA..        24.00
Account Code.... 11.00000.41471.111.001.0000.0000.00

Mode: Lookup                                                     Cancel? N

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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:

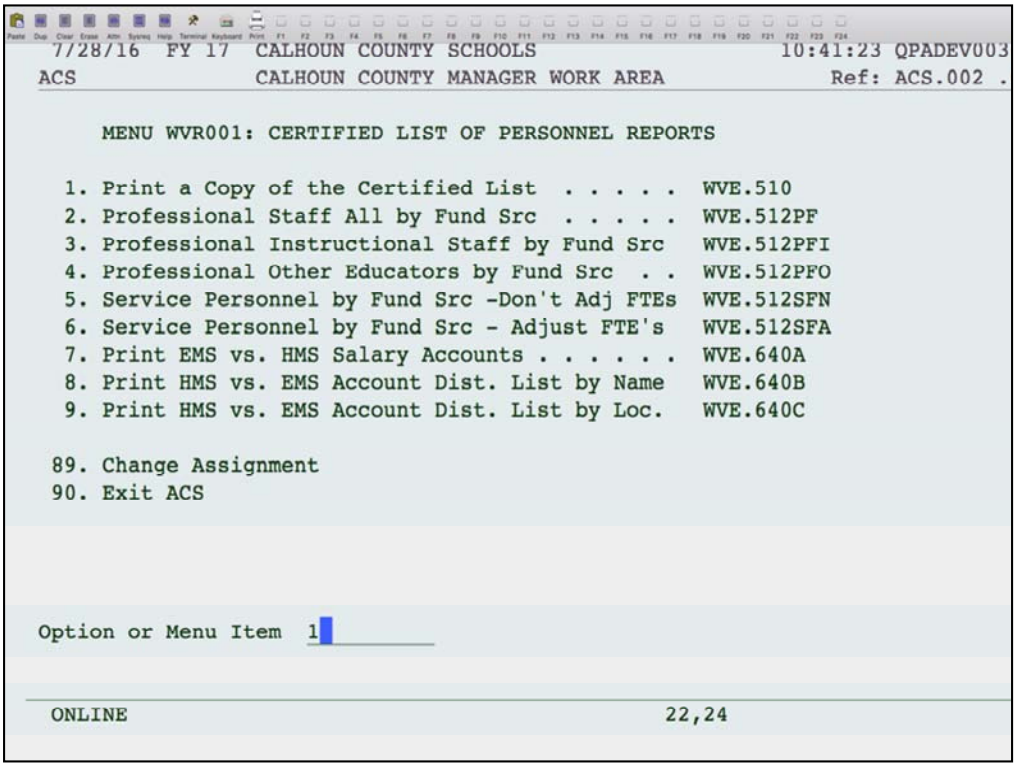
Degree is the first two letters of the pay grade for a professional , addenda record for a service or HS; Years Exp; Salary class is the pay grade; FTE; Salary (contract pay plus “Z” addenda pay); # Days Employed; Extra Pay from “Z” addenda for additional college hours; Night Pay, National Teacher Cert,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

Remaining fields from EMS:

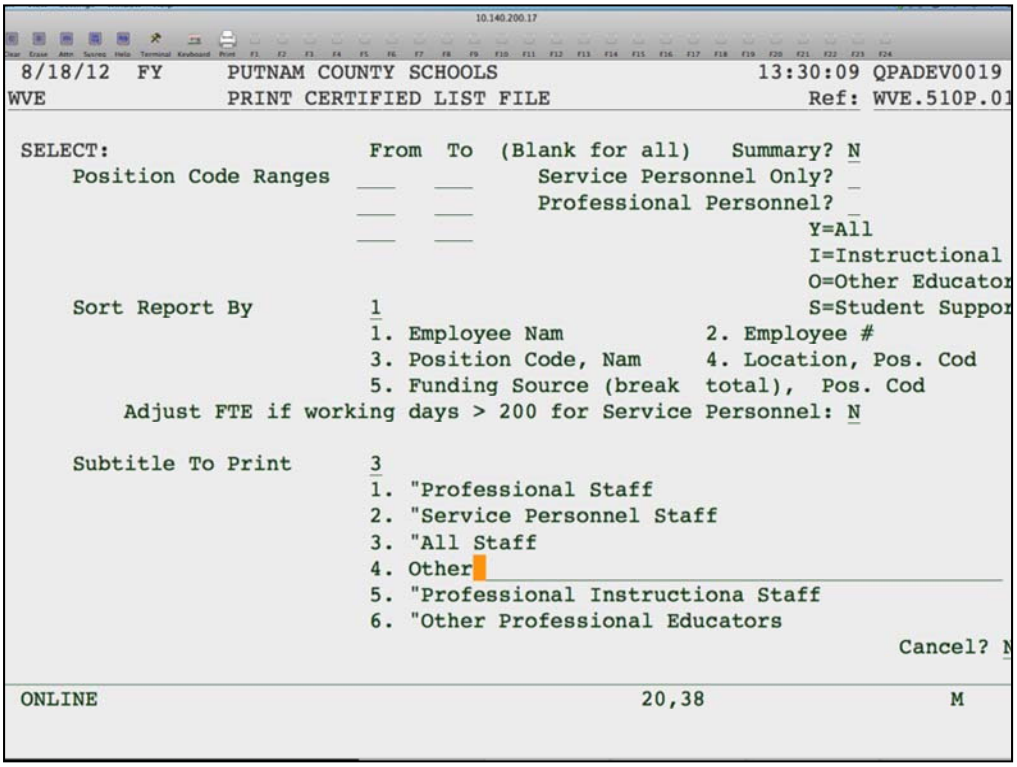
Cert Code and Type from the Employee Certificate Information.

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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 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 Educator
     Sort Report By          1                                     S=Student Suppor
                             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 5 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.

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7/28/16   FY 17   CALHOUN COUNTY SCHOOLS                    10:42:27 QPADEV0
ACS               CALHOUN COUNTY MANAGER WORK AREA              Ref: ACS.002

     MENU WVR002: CERTIFIED LIST OF PERSONNEL MENU

  1. Create the Certified List File  . . . . . .  WVE.610
  2. Edit/Maintain the Certified List  . . . . . .  WVE.310
  3. PEIA Deduction Change . . . . . .  WVE.311
  4. CERTIFIED LIST OF PERSONNEL REPORTS . . . . .  WVR001      MENU
  5. Submit Certified List -- Preliminary Version   WVE.810
  6. Submit Certified List File -- Final Version .  WVE.825

 89. Change Assignment
 90. Exit ACS

Option or Menu Item  5

ONLINE                                        22,24
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When ready, use option 5 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 6. 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). You should not enter a comment for a critical error. When ready, the Superintendent will need to run option 6a. If you need to re-submit your final version, you need to contact school finance to allow that submission.