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	f: 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	f: ACS.002 .
23. Define CEO online check/run# restrictions CEO.RUN 89. Change Assignment 90. Exit ACS Option or Menu Item 17	
ONLINE 22,25	

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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WVH Update Position Control Accounts from EMS WVI

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
Include Non-contract assignments? Y/N ..... N
Include Non-contract assignments? Y/N ..... N
Include Non-contract assignment Non-contract assignments? Y/N ..... N
Include Non-contract ass
```

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 REPO	סייים		
	MENO WVREOU. WEST VINGINIA EMPHOTEE DATA REPO	KID		
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		
	Custom Payroll Register Report			
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
Onti	on or Menu Item 1			
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ONL	INE 2	2,24		

):39:13	QPADE
ACS CALHOUN COUNTY MANAGER WORK AREA	Ref:	ACS.0
MENU WVR002: CERTIFIED LIST OF PERSONNEL MENU 1. Create the Certified List File	ME	NU
89. Change Assignment 90. Exit ACS		
Option or Menu Item 1		
ONLINE 22,24		

The next step is to create the certified list. You may not have this option on your menu. If not, contact WVEIS help desk.

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.

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7/28/16 FY 17 CALHOUN COUNTY SCHOOLS

10:40:03 QPADE

WVE BUILD CERTIFIED LIST FILE Ref:

The certified list file is empty.

PEIA Deduction per month (1/2):

Number of months PEIA deduction taken (10/12): 12

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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.

```
irth Date.. 9999/99/99
                Sex.. B Ethnic Code.. B Degree..
osition Code... BBB Years Exp...... 99
                                  Funding Src... B
ounty Number... 66 Location (School). BBB Salary Class.. BBBBBB
ays Empl.. 999.9999 FTE.....
                           99999.9999 Salary...... 9,999,999.99
ert Code..... BB Cert Type..... B
National Teacher Cert. B
Supervisory Aide..... B
                  Spec. Training Health. B
Extra Pay (12hrs+). BB Night Pay.....
etirement Type. B 1=RETI, 2=RETII, 4=RETIV,9=RETIX Emplr PEIA 9,999,999.99
Years Exp as a Principal: 9999
                         Years Exp at Programmatic Level: 9999
             F3=Exit
                           F5=Reset F12=Cancel
                                                Cancel? N
```

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; 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, FTE and account number come from HMS. The funding source is based on the account number.

Years Exp as a Principal needs manually updated for anyone who is in positions 111 - 114 with their total years experience only as a principal and for anyone in positions 115-118 with their total years of experience only as a vice principal. Years Exp at Programmatic Level needs manually updated for anyone who is in positions 111 - 114 with their total years of experience as a

principal at their current programmatic level (e.g. elementary, middle or high) and for anyone in positions 115-118 with their total years of experience as a vice-principal at their current programmatic level.

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ACS	CALHOUN COUNTY MANAGER WORK AREA		ACS.002 .
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	MENU WVR001: CERTIFIED LIST OF PERSONNEL REPORT	rs	
	TENO WYNOUT. CENTITIES EIGT OF TENDORNEE NEION.	.0	
1.	Print a Copy of the Certified List	WVE.510	
	Professional Staff All by Fund Src	WVE.512PF	
At Land	Professional Instructional Staff by Fund Src	WVE.512PFI	
1000000	Professional Other Educators by Fund Src	WVE.512PFO	
	Service Personnel by Fund Src -Don't Adj FTEs	WVE.512SFN	
6.	Service Personnel by Fund Src - Adjust FTE's	WVE.512SFA	
7.	Print EMS vs. HMS Salary Accounts	WVE.640A	
8.	Print HMS vs. EMS Account Dist. List by Name	WVE.640B	
9.	Print HMS vs. EMS Account Dist. List by Loc.	WVE.640C	
× **			
89.	Change Assignment		
90.	Exit ACS		
Optio	on or Menu Item 1		
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ONL	NE 22,	, 24	
	177.		

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

	10.140.200.17	V 500 C 7	
8/18/12 FY PUTNAM COU	75	13:30:09 QPADEV0019	
WVE PRINT CERT	IFIED LIST FILE	Ref: WVE.510P.01	
SELECT:	From To (Blank for all)	Summary? N	
Position Code Ranges	Service Person	onnel Only?	
	Professional	Personnel?	
		Y=All	
		I=Instructional	
		O=Other Educator	
Sort Report By	1	S=Student Suppor	
		2. Employee #	
	3. Position Code, Nam	4. Location, Pos. Cod	
	5. Funding Source (break		
Adjust FTE if working days > 200 for Service Personnel: N			
Subtitle To Print	3		
	1. "Professional Staff		
	2. "Service Personnel Sta	Ef	
	3. "All Staff		
	4. Other		
	5. "Professional Instruct		
	6. "Other Professional Ed		
		Cancel? N	
ONLINE	20,3	B 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 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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ACS	CALHOUN COUNTY MANAGER WORK AREA	Ref: ACS.002
	MENU WVR002: CERTIFIED LIST OF PERSONNEL MENU	
	Create the Certified List File WVE.61	
	Edit/Maintain the Certified List WVE.31	
	PEIA Deduction Change WVE.31	
	CERTIFIED LIST OF PERSONNEL REPORTS WVR001	
	Submit Certified List Preliminary Version WVE.81 Submit Certified List File Final Version . WVE.82	-
0.	Submit Certified List File Final Version . WVE.02	5
89.	Change Assignment	
90.	Exit ACS	
Optio	on or Menu Item 5	
ONL	INE 22,24	

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 6. If you need to re-submit your final version, you need to contact school finance to allow that submission.