CHARTER SCHOOL PEOPLESOFT JOB DATA PAGES: PERSONNEL ENTRY TIPS AND SAMPLES

Palm Beach County School District—HRIM Team

General HR Processes

DIVISION OF HUMAN RESOURCES

Compensation and Employee Information Services

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The PeopleSoft pages contain many fields.

Only fill in the fields mentioned in this manual.

Filling in additional fields may cause errors.

PeopleSoft Personnel Entry Tips

PeopleSoft Job Data pages contain all the pertinent information regarding an employee's job. In order to have an accurate view of the job information, the page fields must be filled out correctly. Included in this guide, are tips for PeopleSoft Personnel entry and some sample job pages that will display the type of information that is common to specific types of jobs. As there are many types of jobs and scenarios, only a few will be included. If you have a question regarding information in a Job Data page for a new or existing employee, please email your question to HRIM@palmbeachschools.org. One of the HRIM team will respond with an answer.

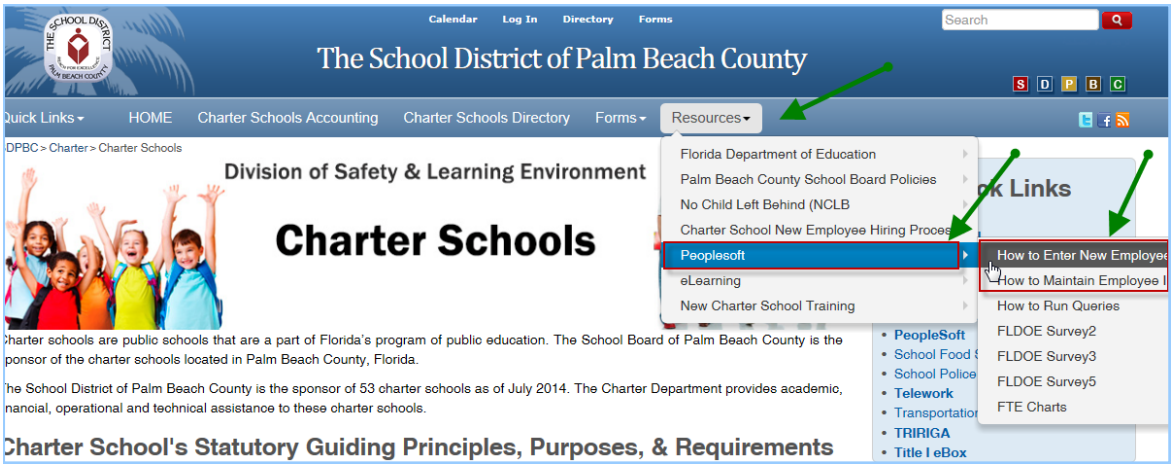
Personnel job information is entered into PeopleSoft via the methods below:

1) **Add Employment Instance** - This method is used for NEW HIRES to your school. OR if an existing employee gets a secondary job at your school. (Instructions for this method can be found in the ***How to Enter New Employees*** manual)
   Note: This method is not to be used for job changes to an existing employee at your school.

2) **Add a Row in Job Data** - This method is used for job changes to an existing job for an employee. Some examples are: Pay rate changes; Hourly changes (such as Part-time to Full-time); job changes (such as a 3rd grade teacher moving to 4th grade); or Substitute moving to a Full-time regular teacher.* (Please note - Any substitutes moving to a regular teaching position MUST be cleared by the District's Certification Department first). (Instructions for this method can be found in the ***How to Maintain Employee Information*** manual)

DETAILED INSTRUCTIONS FOR THE ABOVE CAN BE FOUND IN THE APPROPRIATE MANUALS LISTED ON THE CHARTER SCHOOL WEBSITE UNDER RESOURCES/ PEOPLESOFT.

CHARTER SCHOOL WEBSITE: www.palmbeachschools.org/charter



Job Data “tab” pages

This section will include Personnel Entry tips for each Job Data tab page.

<u>Work Location tab</u>:

Effective Date

The date of the employee’s first work day at your school.

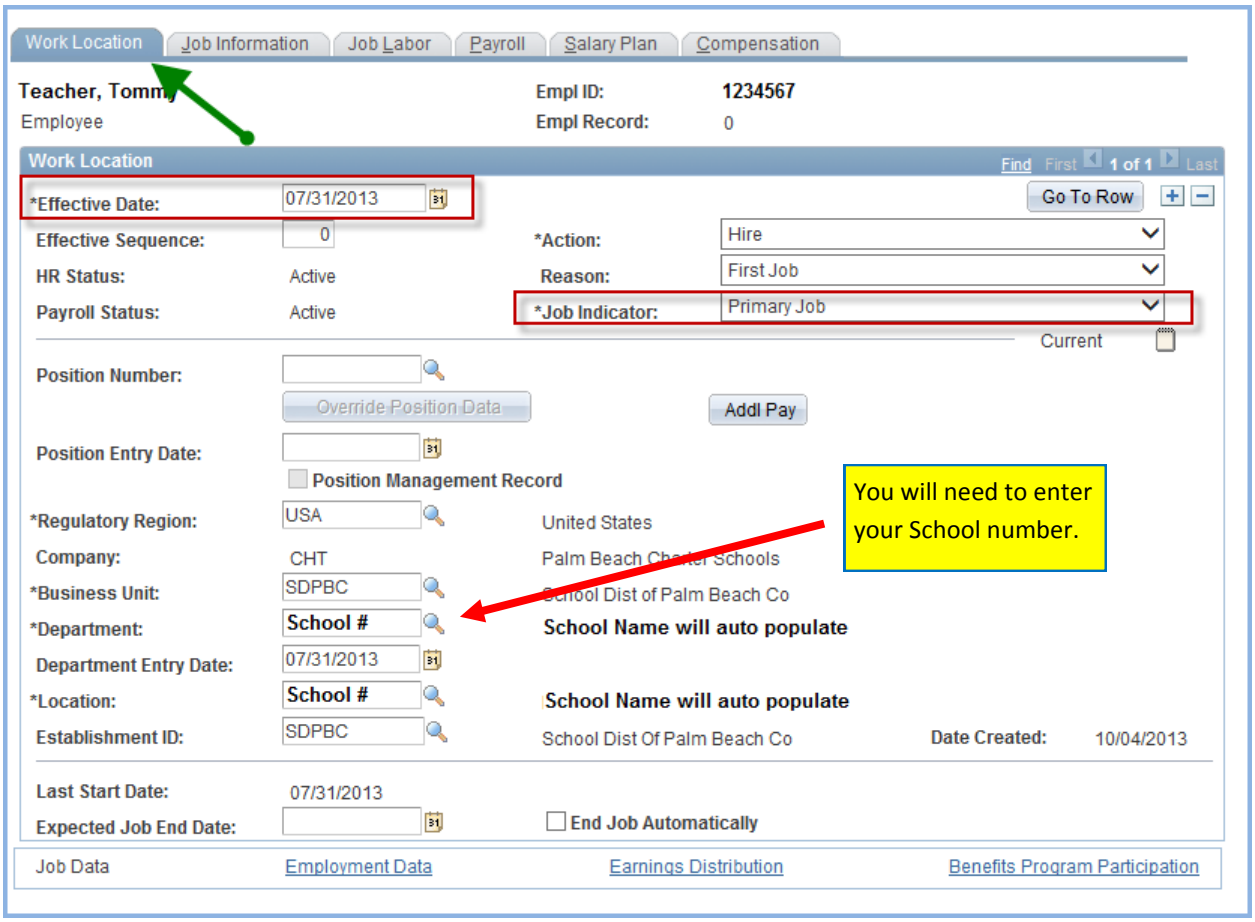
Job Indicator

Primary

- Employee is new to your school or was rehired to your school

Secondary

- Employee is given a second job at your school



Job Information tab:

Please note the following are the **ONLY** acceptable combinations for the Regular/Temp, Full/ Part, Standard Hours, Work Period, and FTE fields. (Samples pages can be found in the next section of this guide).

Pay Type	Regular or Temporary	Full-time or Part-time	Standard Hours	Work Period (Duty Days)*	FTE
Salaried or Hourly	Regular	Full-time	30 hours or greater per week	196 = Instructional 180 = Student days only 260 = Year round *or actual duty days for your school	37.50 or 40.00 = **1.0** Use FTE chart for other hour/FTE equivalencies
Salaried or Hourly	Regular	Part-time	Less than 30 hours per week	196 = Instructional 180 = Student days only *or actual duty days for your school	**Actual %** If 20.00 hrs per wk in a 40 hr week = 0.5 Use FTE chart for other hour/FTE equivalencies
Hourly	Temporary	Part-time (Always use part-time for temps)	1.0 Works on an "as needed" basis	W (always use)	**0.00** (NOTE: If FTE defaults to another number, change to 0.00)

Job Labor tab: Always remove the Union Code information.

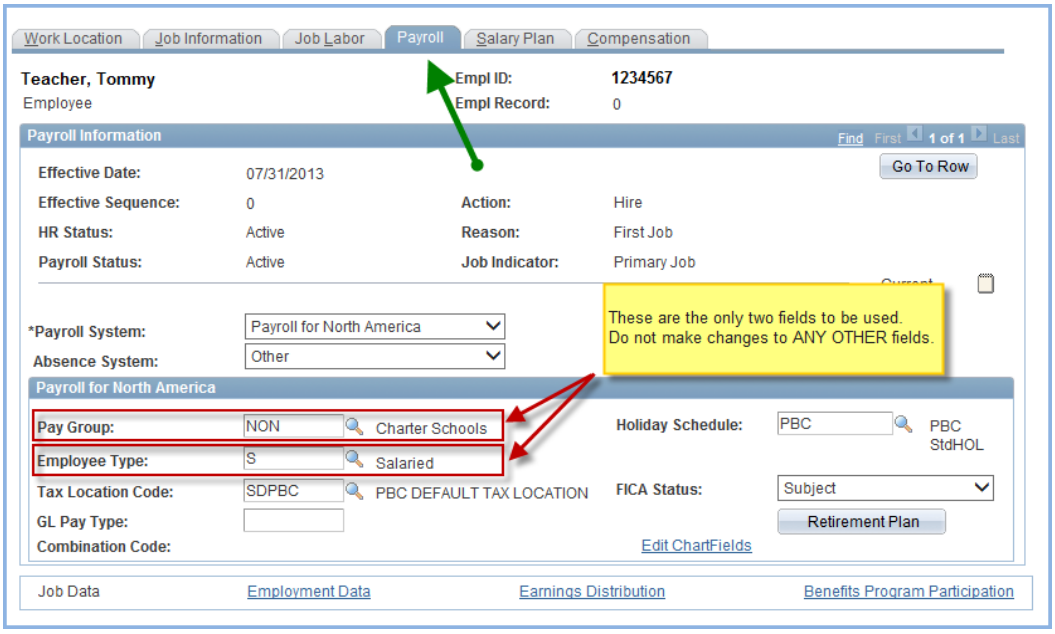
Payroll tab:

Pay Group: **NON** in ALL cases

Employee Type: **H** for Hourly*

S for Salaried*

*NOTE: The use of Salaried/Hourly must be consistent throughout the employee's job pages.

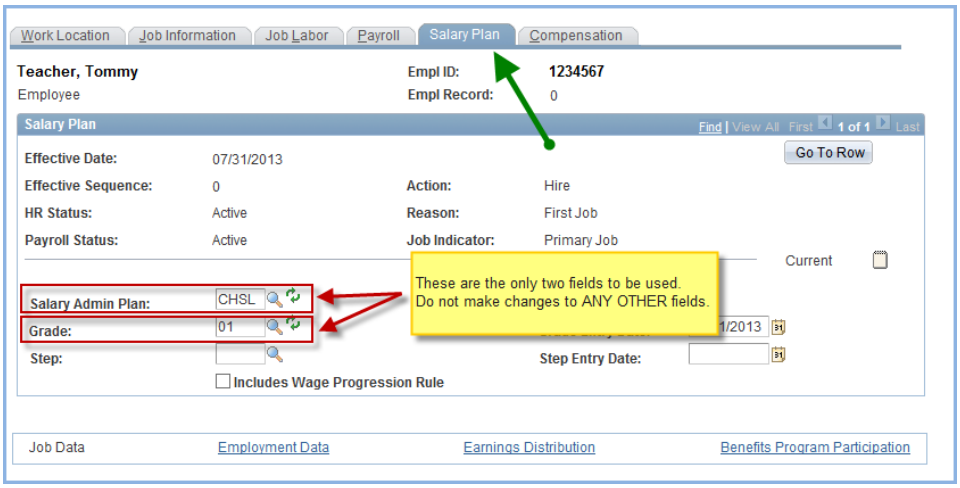


Salary Plan tab:

Salary Administration Plan: **CHSL** for Salaried*
CHHR for Hourly*

Grade: "**01**" for all employees

**NOTE: The use of Salaried/Hourly must be consistent throughout the employee's job pages.*



Compensation tab:

Top Section

Frequency **B** for Biweekly or **S** for semi-monthly (Regular only)
H for Hourly (Temporary only)

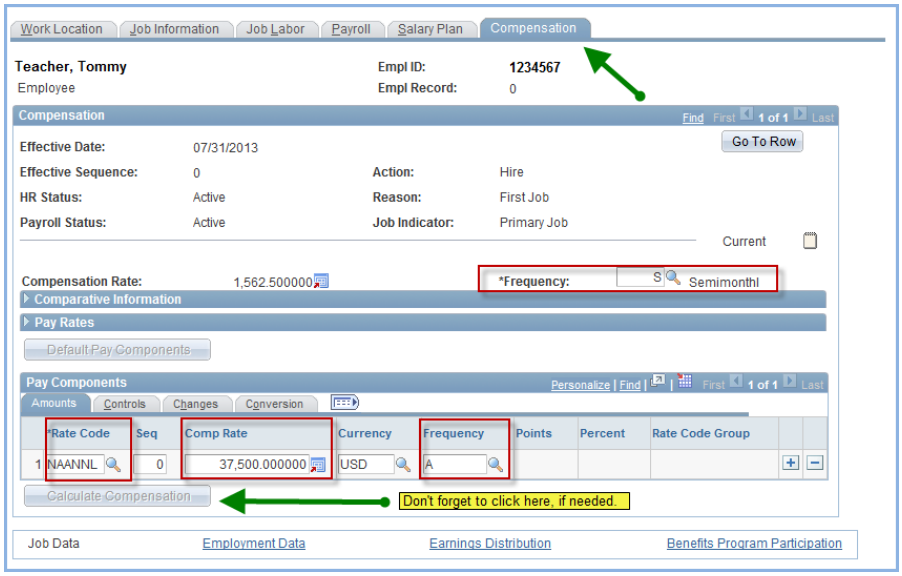
Lower Section

Rate Code: **NAANL** (Salaried)
NAHRLY (Hourly)

Comp Rate: Annual Salary for Salaried employees
Hourly Rate for Hourly employees

Frequency: Will default based on Rate Code entered

NOTE: The use of Salaried/Hourly must be consistent throughout the employee's job pages.



Job Data Page Samples

ADMINISTRATIVE POSITION

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1234567
Employee — Empl Record: 0

Work Location — Find First 1 of 1 Last — Go To Row

*Effective Date: 07/31/2013
Effective Sequence: 0 — *Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — *Job Indicator: Primary Job
Current

Position Number:
Override Position Data — Addl Pay
Position Entry Date:
Position Management Record
*Regulatory Region: USA — United States
Company: CHT — Palm Beach Charter Schools
*Business Unit: SDPBC — School Dist of Palm Beach Co
*Department: School # — School Name will auto populate
Department Entry Date: 07/31/2013
*Location: School # — School Name will auto populate
Establishment ID: SDPBC — School Dist Of Palm Beach Co — Date Created: 10/04/2013
Last Start Date: 07/31/2013
Expected Job End Date: — End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1234567
Employee — Empl Record: 0

Job Information — Find First 1 of 1 Last — Go To Row

Effective Date: 07/31/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

*Job Code: 70320 — AP Middle
Entry Date: 07/31/2013
Supervisor Level:
Supervisor ID:
Reports To:
*Regular/Temporary: Regular — *Full/Part: Full-Time
Empl Class: — *Officer Code: Needs Cert for
*Regular Shift: N/A — Shift Rate:
*Classified Ind: Administrative 11 Mth 216 D — Shift Factor:

NOTE: The number of Duty Days MUST match.

Standard Hours
Standard Hours: 40.00 — Work Period: 216 — 216 Day
FTE: 1.000000
Adds to FTE Actual Count? — Encumbrance Override

Contract Number
Contract Number: — Next Contract Number — Contract Data
Contract Type:
USA

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1234567
Employee — Empl Record: 0

Labor Information — Find First 1 of 1 Last — Go To Row

Effective Date: 07/31/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Bargaining Unit:
Labor Agreement:
Labor Agreement Entry Dt:
Employee Category:
Employee Subcategory:
Employee Subcategory 2:
Position Management Re
Union Code:
Union Seniority Date:
Works Council ID:
Labor Facility ID:
Entry Date:
Stop Wage Progression
Pay Union Fee
Exempt from Layoff — Reason:

NOTE: Union Code has been removed.

Assigned Seniority Dates — Personalize | Find | View All | First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1234567
Employee — Empl Record: 0

Payroll Information — Find First 1 of 1 Last — Go To Row

Effective Date: 07/31/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job

*Payroll System: Payroll for North America
Absence System: Other

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Payroll for North America
Pay Group: NON — Charter Schools — Holiday Schedule: PBC — PBC StdHOL
Employee Type: S — Salaried
Tax Location Code: SDPBC — PBC DEFAULT TAX LOCATION — FICA Status: Subject
GL Pay Type: — Retirement Plan
Combination Code: — Edit ChartFields

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1234567
Employee — Empl Record: 0

Salary Plan — Find | View All First 1 of 1 Last — Go To Row

Effective Date: 07/31/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Salary Admin Plan: CHSL
Grade: 01
Step: — Step Entry Date:
Includes Wage Progression Rule

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Assistant Principal, Andy — Empl ID: 1101954
Employee — Empl Record: 0

Compensation — Find First 1 of 1 Last — Go To Row

Effective Date: 07/31/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Compensation Rate: 1,562.500000 — *Frequency: S — Semimonthl
Comparative Information
Pay Rates
Default Pay Components

Pay Components — Personalize | Find | First 1 of 1 Last
Amounts | Controls | Changes | Conversion

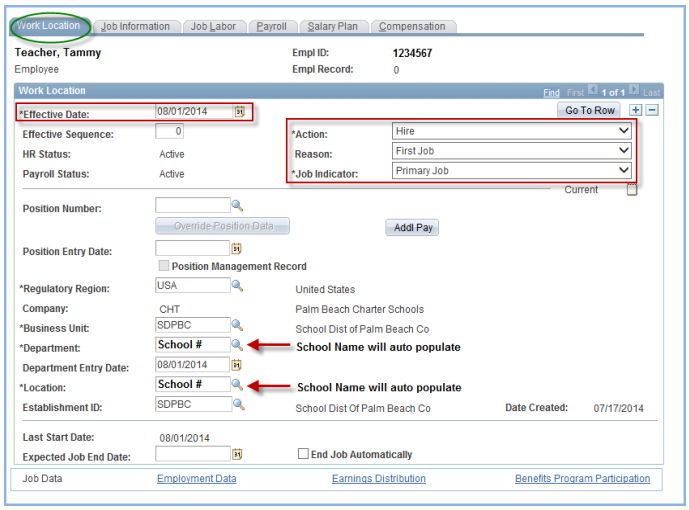
	*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	NAANNL	0	37,500.000000	USD	A			

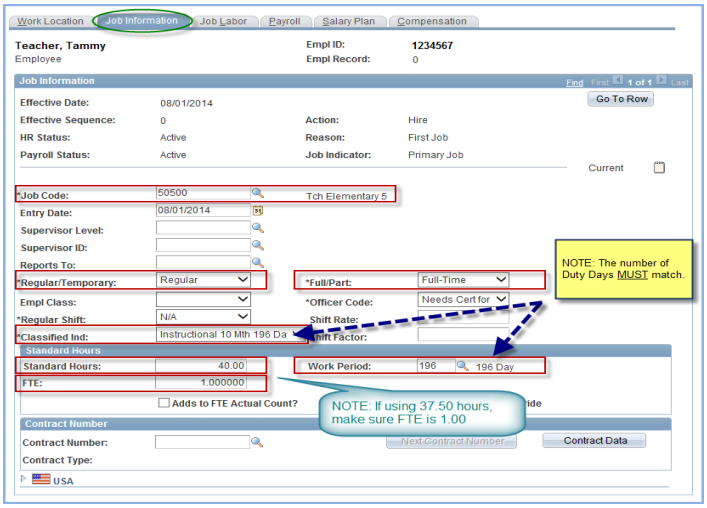
Calculate Compensation — Don't forget to click here, if needed.

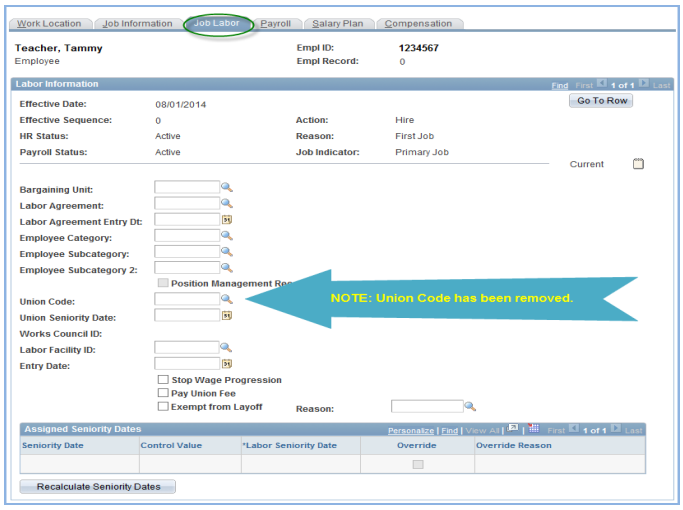
Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

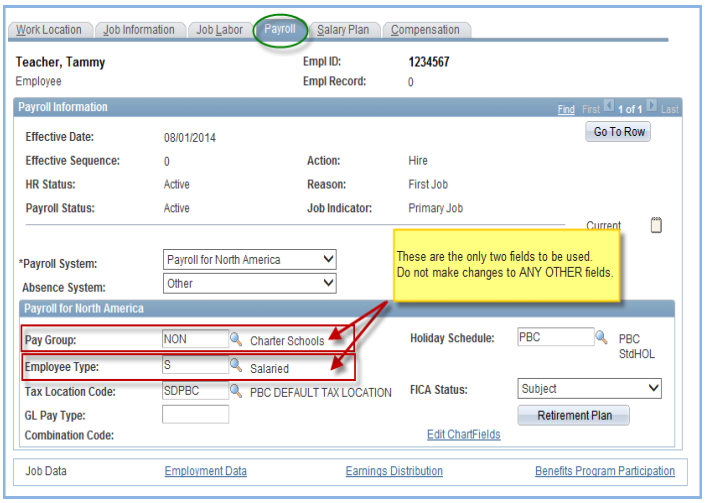
Job Data Page Samples

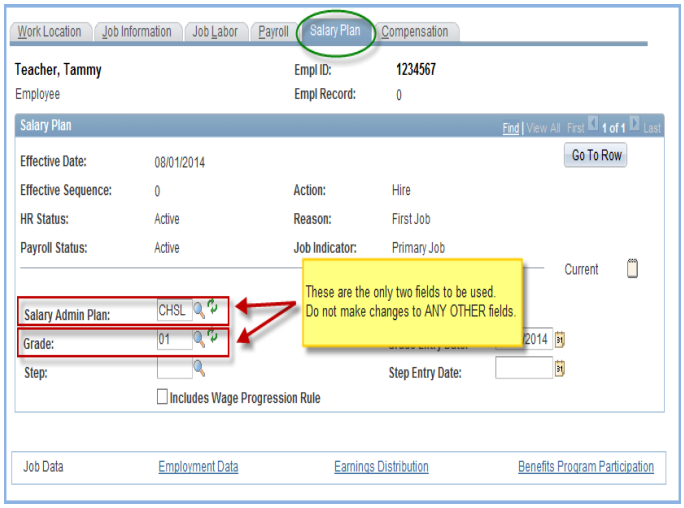
INSTRUCTIONAL POSITION

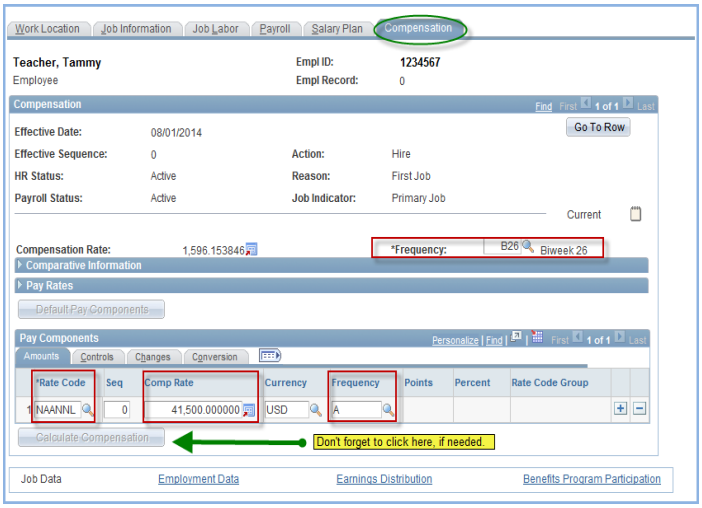












Job Data Page Samples

SUBSTITUTE POSITION (Always Temporary)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Work Location

*Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
*Action: Hire
Reason: First Job
*Job Indicator: Primary Job
Current

Position Number:
Override Position Data
Addl Pay
Position Entry Date:
Position Management Record
*Regulatory Region: USA — United States
Company: CHT — Palm Beach Charter Schools
*Business Unit: SDPBC — School Dist of Palm Beach Co
*Department: School # — School Name will auto populate
Department Entry Date: 08/29/2013
*Location: School # — School Name will auto populate
Establishment ID: SDPBC — School Dist Of Palm Beach Co — Date Created: 09/09/2014
Last Start Date: 08/29/2013
Expected Job End Date:
End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Job Information

Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: First Job
Job Indicator: Primary Job
Current

*Job Code: 50150 — Tch Day to Day Substitute
Entry Date: 08/29/2013
Supervisor Level:
Supervisor ID:
Reports To:
*Regular/Temporary: Temporary
*Full/Part: Part-Time
Empl Class:
*Officer Code: Needs Cert for
*Regular Shift: N/A
Shift Rate:
*Classified Ind: Noninstruct Hourly
Shift Factor:

Standard Hours
Standard Hours: 1.00
Work Period: W — Weekly
FTE: 0.000000
Adds to FTE Actual Count?
Encumbrance Override

Contract Number
Contract Number:
Next Contract Number
Contract Data
Contract Type:
USA

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Labor Information

Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: First Job
Job Indicator: Primary Job
Current

Bargaining Unit:
Labor Agreement:
Labor Agreement Entry Dt:
Employee Category:
Employee Subcategory:
Employee Subcategory 2:
Position Management Rec
Union Code:
Union Seniority Date:
Works Council ID:
Labor Facility ID:
Entry Date:
Stop Wage Progression
Pay Union Fee
Exempt from Layoff
Reason:

NOTE: Union Code has been removed.

Assigned Seniority Dates

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Payroll Information

Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: First Job
Job Indicator: Primary Job

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

*Payroll System: Payroll for North America
Absence System: Other

Payroll for North America

Pay Group: NON — Charter Schools
Holiday Schedule: PBC — PBC StdHOL
Employee Type: H — Hourly
Tax Location Code: SDPBC — PBC DEFAULT TAX LOCATION
FICA Status: Subject
GL Pay Type:
Retirement Plan
Combination Code:
Edit ChartFields

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Salary Plan

Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: First Job
Job Indicator: Primary Job
Current

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Salary Admin Plan: CHHR
Grade: 01
Step:
Step Entry Date:
Includes Wage Progression Rule

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Substitute, Sammy — Empl ID: 1234567
Employee — Empl Record: 0

Compensation

Effective Date: 08/29/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: First Job
Job Indicator: Primary Job
Current

Compensation Rate: 13.750000
*Frequency: H — Hourly

Comparative Information
Pay Rates
Default Pay Components

Pay Components

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
NAHRLY	0	13.750000	USD	H			

Calculate Compensation
Don't forget to click here, if needed.

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Job Data Page Samples

CONTRACTED POSITION

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Work Location

*Effective Date: 10/17/2013 — Go To Row
Effective Sequence: 0 — *Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — *Job Indicator: Primary Job
Current

Position Number: — Override Position Data — Addl Pay
Position Entry Date:
Position Management Record
*Regulatory Region: USA — United States
Company: CHT — Palm Beach Charter Schools
*Business Unit: SDPBC — School Dist of Palm Beach Co
*Department: School # — School Name will auto populate
Department Entry Date: 10/17/2013
*Location: School # — School Name will auto populate
Establishment ID: SDPBC — School Dist Of Palm Beach Co — Date Created: 12/03/2013
Last Start Date: 10/17/2013
Expected Job End Date: — End Job Automatically

Job Data — Employment Data — Earnings Distribution — Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Job Information — Go To Row

Effective Date: 10/17/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

*Job Code: 53150 — Tch ESE Speech Lang Imp Cert
Entry Date: 10/17/2013
Supervisor Level:
Supervisor ID:
Reports To:
*Regular/Temporary: Temporary — *Full/Part: Part-Time
Empl Class: — *Officer Code: Needs Cert for
*Regular Shift: N/A — Shift Rate:
*Classified Ind: Instructional Hourly — Shift Factor:

Standard Hours
Standard Hours: 1.00 — Work Period: W Weekly
FTE: 0.000000
Adds to FTE Actual Count? — Encumbrance Override

Contract Number
Contract Number: — Next Contract Number — Contract Data
Contract Type:
USA

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Labor Information — Go To Row

Effective Date: 10/17/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Bargaining Unit:
Labor Agreement:
Labor Agreement Entry Dt:
Employee Category:
Employee Subcategory:
Employee Subcategory 2:
Position Management Re
Union Code:
Union Seniority Date:
Works Council ID:
Labor Facility ID:
Entry Date:
Stop Wage Progression
Pay Union Fee
Exempt from Layoff — Reason:

NOTE: Union Code has been removed.

Assigned Seniority Dates

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Payroll Information — Go To Row

Effective Date: 10/17/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Payroll System: Payroll for North America
Absence System: Other

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Payroll for North America
Pay Group: NON — Charter Schools — Holiday Schedule: PBC — PBC StdHOL
Employee Type: H — Hourly
Tax Location Code: SDPBC — PBC DEFAULT TAX LOCATION — FICA Status: Subject
GL Pay Type: — Retirement Plan
Combination Code: — Edit ChartFields

Job Data — Employment Data — Earnings Distribution — Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Salary Plan — Go To Row

Effective Date: 10/17/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Salary Admin Plan: CHHR
Grade: 01
Step: — Step Entry Date:
Includes Wage Progression Rule

Job Data — Employment Data — Earnings Distribution — Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

SLP (contracted), Sarah — Empl ID: 1234567
Employee — Empl Record: 0

Compensation — Go To Row

Effective Date: 10/17/2013
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Compensation Rate: 120.000000 — *Frequency: B Biweekly
Comparative Information
Pay Rates
Default Pay Components

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
NAHRLY	0	60.000000	USD	H			

Calculate Compensation — Don't forget to click here, if needed.

Job Data — Employment Data — Earnings Distribution — Benefits Program Participation

Job Data Page Samples

NONINSTRUCTIONAL POSITION

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Work Location — Find First 1 of 1 Last

*Effective Date: 06/17/2014 — Go To Row
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
*Action: Hire
Reason: First Job
*Job Indicator: Primary Job
Current

Position Number:
Override Position Data — Addl Pay
Position Entry Date:
Position Management Record
*Regulatory Region: USA — United States
Company: CHT — Palm Beach Charter Schools
*Business Unit: SDPBC — School Dist of Palm Beach Co
*Department: School # — School Name will auto populate
Department Entry Date: 06/17/2014
*Location: School # — School Name will auto populate
Establishment ID: SDPBC — School Dist Of Palm Beach Co — Date Created: 07/07/2014
Last Start Date: 06/17/2014
Expected Job End Date: — End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Job Information — Find First 1 of 1 Last — Go To Row

Effective Date: 06/17/2014
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

*Job Code: 33480 — Secy School
Entry Date: 06/17/2014
Supervisor Level:
Supervisor ID:
Reports To:
*Regular/Temporary: Regular — *Full/Part: Full-Time
Empl Class: — *Officer Code: Needs Cert for
*Regular Shift: N/A — Shift Rate:
*Classified Ind: NonInstruct 12 Mth 260 Day — Shift Factor:

NOTE: The number of Duty Days MUST match.

Standard Hours
Standard Hours: 40.00 — Work Period: 260 — 260 Day
FTE: 1.000000 — As of Date: 06/17/2014
Adds to FTE Actual Count? — Encumbrance Override
Combined Standard Hours: 40.00 — FTE: 1.000000

Contract Number
Contract Number: — Next Contract Number — Contract Data
Contract Type:
USA

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Labor Information — Find First 1 of 1 Last — Go To Row

Effective Date: 06/17/2014
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Bargaining Unit:
Labor Agreement:
Labor Agreement Entry Dt:
Employee Category:
Employee Subcategory:
Employee Subcategory 2:
Position Management Rec
Union Code:
Union Seniority Date:
Works Council ID:
Labor Facility ID:
Entry Date:
Stop Wage Progression
Pay Union Fee
Exempt from Layoff — Reason:

NOTE: Union Code has been removed.

Assigned Seniority Dates — Personalize | Find | View All | First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Payroll Information — Find First 1 of 1 Last — Go To Row

Effective Date: 06/17/2014
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

*Payroll System: Payroll for North America
Absence System: Other

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Payroll for North America
Pay Group: NON — Charter Schools — Holiday Schedule: PBC — PBC StdHOL
Employee Type: S — Salaried
Tax Location Code: SDPBC — PBC DEFAULT TAX LOCATION — FICA Status: Subject
GL Pay Type: — Retirement Plan
Combination Code: — Edit ChartFields

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Salary Plan — Find | View All First 1 of 1 Last — Go To Row

Effective Date: 06/17/2014
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

These are the only two fields to be used.
Do not make changes to ANY OTHER fields.

Salary Admin Plan: CHSL
Grade: 01
Step: — Step Entry Date:
Includes Wage Progression Rule

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Secretary, Susie — Empl ID: 1234567
Employee — Empl Record: 1

Compensation — Find First 1 of 1 Last — Go To Row

Effective Date: 06/17/2014
Effective Sequence: 0 — Action: Hire
HR Status: Active — Reason: First Job
Payroll Status: Active — Job Indicator: Primary Job
Current

Compensation Rate: 1,500.000000 — *Frequency: S — Semimonthl

Comparative Information
Pay Rates
Default Pay Components

Pay Components — Personalize | Find | First 1 of 1 Last
Amounts | Controls | Changes | Conversion

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	NAANNL	0	36,000.000000	USD	A			

Calculate Compensation — Don't forget to click here, if needed.

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation