

Staff ID Check Report 11-05-2014 18:15

This is a list of teachers in your school's master schedule that does not match any employee in the HR system by staff ID. Normally, new employees should be entered into the HR system before they produce work so that normal site functions can occur such as scheduling, gradebook assignments, etc. Payroll is free to update their records at any time interval prior to writing checks and match programs are available to assure payroll and HR are in agreement prior to SIS and PEP DOE transmissions. Salary info in HR is not necessary at this time, other current year contract data are necessary.

To correct these:

1. Have HR or Tech personnel update the HR database for personnel listed.
2. After step one is complete then access your schools master schedule.
3. Click a teachers name that is incorrect and an employee list should appear.
4. Click the correct teacher name and answer yes to correct student schedules. (Normally answer yes to all 4 questions)
5. Central office personnel in charge of security should change names in the security master.

NOTE: This program will run Mon thru Fri until there are no errors.

Employee Name Staff ID#

STAFF00301	S00301
------------	--------

*This Email was generated by the Automated Notification System by Edgear.
This message is for informational purposes only, no need to reply to this email.
AnsScStaffIDCheck 10.22.14 MD*