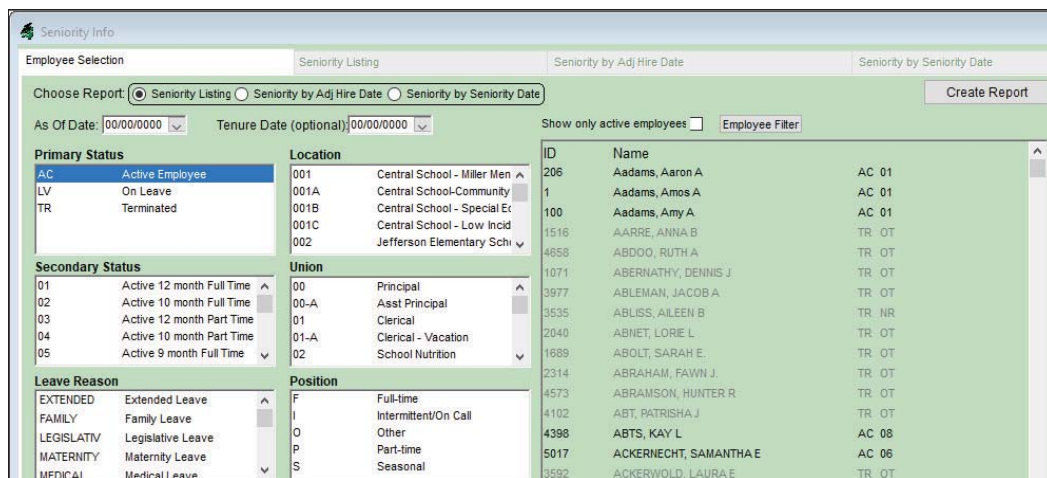


## Seniority Info

The Seniority Info report window combines three seniority reports with an employee selection screen.

Seniority Reports are found under the Leaves and Non-Renewals menu because that is where the seniority process is tracked. Recordkeeping associated with Non-Renewals and Unrequested Leaves, which typically need Board approval, are handled here. The decision to place someone on unrequested leave, or to non-renew their position, is determined in part by Seniority Lists.

Before a school board may place any teacher on unrequested leave of absence, it should adopt a seniority list since leave placements generally are based upon inverse order of employment from among the licensed teachers.



### Retrieval argument(s)

1. **Choose a Report.** Use the radial buttons to select the seniority report to run.
2. **As of Date.** Enter the as of date to use to retrieve employees with matching selection criteria as of the date entered.
3. **Tenure Date.** Enter the tenure date. This is an optional field.
4. **Optional fields: Primary Status, Secondary Status, Leave Reason, Location, Union, Position**
  - a. The system will default to all active employees selected.
  - b. To add additional people, CTRL + click on the people desired.
  - c. If only one employee needs to be retrieved, they can be selected individually from the employee list.
5. **Show only active employees.** Click this checkbox to view only active employees.

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- Employee Filter button.** To find a specific employee, click on the **Employee Filter** button. Use the Employee Search box to search for an employee by typing in a last name or employee id. Multiple employees can be selected using a mouse right click and CTRL key.
- Click on the **Create Report** button to retrieve data for the report. Each of the tabs will retrieve a separate report, but the tab functionality will work the same on each tab.

**Additional Selection Tools**

This additional functionality applies to all three seniority reports.

Seniority Info

Employee Selection Seniority Listing Seniority by Adj Hire Date Seniority by Seniority Date

Sort Report

Hold the F3 key down and click to remove an entire column/header from the report. To get all columns/headers back, refresh the window and rerun the report. These changes will not be saved. Double clicking on the Num column will automatically resync any rows after it.

Print with license info

District #0882 Independent School District #9999

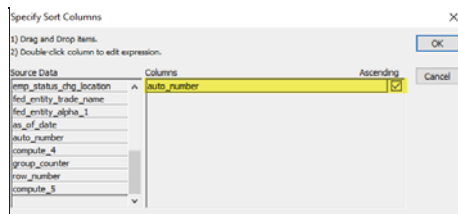
Seniority Listing

As of Date: 06/01/2017

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07/24/2017  
4:13 PM

Num	ID	Name	Union	Seniority Number	Seniority Date	Service Months	Adjusted Hire Date	Original Hire Date	Tenure Date	Seniority Code	Location
1	41	HARRY 45 LOPEZ	17	0		582.97	01/01/1969	01/01/1969		005	
2	189	BESSIE 189 CAMACHO	17	0		575.11	08/28/1969	08/28/1969		005	
7	297	SHERMAN 297 BURTON	17	0		562.99	09/01/1970	09/01/1970		005	
4	145	NETTIE 145 TRAN	11	0		539.07	08/29/1972	08/29/1972		005	
6	76	KIM 76 HESTER	17	0		486.51	01/15/1977	01/15/1977		005	
5	323	DIANNE 323 BARRY	17	0		479.08	08/29/1977	08/29/1977		005	
3	189	BEVERLY 189 WHITEHEAD	11	0		455.10	08/29/1979	08/29/1979		005	
8	85	KAYLA 85 DUKE	17	0		443.10	08/28/1980	08/28/1980		005	
9	1158	SHELIA 1158 GILMORE	29	0		334.96	09/01/1989	09/01/1989		005	
10	1863	PATTI 1863 NELSON	17	0		313.26	06/24/1991	06/24/1991		005	
	2733	JOHN 2733 STEPHENS	30	0		263.59	08/14/1995	08/14/1995		005	

- Sort button.** The **Sort Report** button will allow the default sort on the report to be changed. To resort the user-reordered seniority numbers in the Num column, auto\_number and make it first in the sort order and click on the **OK** button.




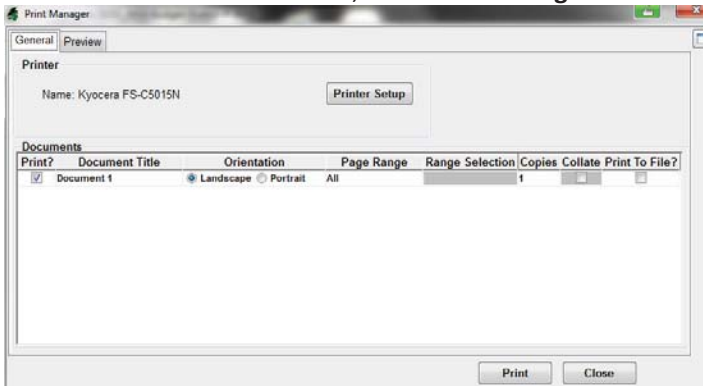
- Resorted results are displayed for viewing or printing.
  - Resorted number and those that are blanked out (NULL) are reset when the window is closed.
- Click on the **Print with license info**  to add the licensure information to the report when using the Print Proofing Icon found on the Actions tab ribbon, **Print Proofing Data** icon.
  - Change or blank out a number in the **Num** column. Double-clicking on a changed num field will resync all of the numbers after that row.

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District #0882		Independent School District #9999							Page 1 of 69		
		Seniority Listing							07/24/2017		
		As of Date: 08/01/2017							4:16 PM		
Num	ID	Name	Union	Seniority Number	Seniority Date	Service Months	Adjusted Hire Date	Original Hire Date	Tenure Date	Seniority Code	Location
	2733	JOHN 2733 STEPHENS	30	0		283.59	08/14/1995	08/14/1995			005
1	45	HARRY 45 LOPEZ	17	0		582.97	01/01/1969	01/01/1969			005
2	189	BESSIE 189 CAMACHO	17	0		575.11	08/28/1969	08/28/1969			005
3	169	BEVERLY 169 WHITEHEAD	11	0		455.10	08/29/1979	08/29/1979			005
4	145	NETTIE 145 TRAN	11	0		539.07	08/29/1972	08/29/1972			005
5	323	DIANNE 323 BARRY	17	0		479.08	08/29/1977	08/29/1977			005
6	76	KIM 76 HESTER	17	0		486.51	01/15/1977	01/15/1977			005
7	297	SHERMAN 297 BURTON	17	0		562.99	09/01/1970	09/01/1970			005

- Some windows and reports do not provide a print icon but do allow the data retrieved on the screen to be printed. To print be sure the cursor is clicked into the data window, then click on the Actions tab ribbon,  **Print Proofing Data** icon.



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## Seniority Listing

The Seniority Listing report displays seniority date, service months, adjusted hire date and original hire date, as well as tenure date and seniority code. Report includes Employee Count.

Num	ID	Name	Union	Seniority Number	Seniority Date	Service Months	Adjusted Hire Date	Original Hire Date	Tenure Date	Seniority Code	Location
1	2013	SANDRA S. TODD	23	0		97.97	11/01/2009	03/01/1989			005
2	4844	JENNIFER A SIMON	04-B			15.80	09/06/2016	09/06/2016			004
3	5027	JENNIFER C TOBROKEN	04-S			3.35	09/20/2017	09/20/2017			015
4	1030	ANNE M. SIMON-DEBROUX	06	0	07/09/1998	233.76	08/31/1998	08/31/1998		MA	007
5	4471	TRACY S TIMP-HOWELL	05-B		09/02/2015	27.96	10/10/2014	10/10/2014		B22	015A
6	4598	MARIANNE R SHIRA	06		09/27/2016	15.11	08/25/2015	08/25/2015		BA+15	007

1. *Sorted by: Seniority Date if entered, or adjusted hire date if seniority date is blank*
2. **Input Data Window:** *Personnel Module | Employee Personnel Forms | Employee Info | Status Changes and Supp Info tabs*
3. **Input Data Window:** *Payroll Module | Employee Information | Employee Info | Status Changes and Supp Info tabs*

## Seniority with Lic by Adj Hire Date

The Seniority with Lic by Adj Hire Date report displays employee licensure information. The seniority number is automatically calculated. Report includes Employee Count.

### Reinstatement List

All Teachers placed on Unrequested Leave are to be listed in the order of their first day of most recent continuous employment in the school district. Reinstatement to a position from which a teacher has been placed on unrequested leave, or if not available, to another available position in the school district in a field in which he is licensed shall be made on the basis of seniority and licensure.

In other words, the most senior teacher on unrequested leave who has filed the proper license and fulfills all other qualifications, if any, for the position is entitled to reinstatement.

This report can be used as a reinstatement list by selecting by a **Primary Status** of LV and entering the **As of Date**.

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Seniority Info

Employee Selection    Seniority Listing    **Seniority by Adj Hire Date**    Seniority by Seniority Date

Sort Report

Hold the F3 key down and click to remove an entire column/header from the report. To get all columns/headers back, refresh the window and rerun the report. These changes will not be saved.

Print with license info     Double clicking on the Num column will automatically resync any rows after it.

District #    **Whizbang Public Schools**    Page 1 of 1

**Seniority by Adj Hire Date**    12/5/17

As Of: 12/31/2017    2:22 PM

Num	ID	Name	Adjusted Hire Date	Union	Sen Code	Sen Num	Tenure Date	Location
1	1030	SIMON-DEBROUX ANNE M.	08/31/1998	06	MA	1		007-Winona Senior High School
2	2013	TODD SANDRA S.	11/01/2009	23		2		005-District Wide
3	4471	TIMP-HOWELL TRACY S	10/10/2014	05-B	B22	3		015A-Goodview Early Childhood
4	4596	SHIRA MARIANNE R	08/25/2015	06	BA+15	4		007-Winona Senior High School
5	4844	SIMON JENNIFER A	09/06/2016	04-B		5		004-Madison Elementary School
6	5027	TOBROXEN JENNIFER C	09/20/2017	04-S		6		015-Goodview Elementary School

Employee Count    6

1. *Sorted by: Adjusted hire date*
2. **Input Data Window:** *Personnel Module | Employee Personnel Forms | Employee Info | Status Changes and Supp Info tabs*
3. **Input Data Window:** *Payroll Module | Employee Information | Employee Info | Status Changes and Supp Info tabs*

### Seniority by Lic by Seniority Date

The Seniority by Lic by Seniority Date report displays employee licensure information. The seniority number is automatically calculated. Report includes Employee Count.

Seniority Info

Employee Selection    Seniority Listing    Seniority by Adj Hire Date    **Seniority by Seniority Date**

Sort Report

Hold the F3 key down and click to remove an entire column/header from the report. To get all columns/headers back, refresh the window and rerun the report. These changes will not be saved.

Print with license info     Double clicking on the Num column will automatically resync any rows after it.

District #    **Whizbang Public Schools**    Page 1 of 1

**Seniority by Seniority Date**    12/5/17

As Of: 12/31/2017    2:23 PM

Num	ID	Name	Seniority Date	Union	Sen Code	Sen Num	Tenure Date	Location
1	4844	SIMON JENNIFER A		04-B		1		004-Madison Elementary School
2	5027	TOBROXEN JENNIFER C		04-S		2		015-Goodview Elementary School
3	2013	TODD SANDRA S.		23		3		005-District Wide
4	1030	SIMON-DEBROUX ANNE M.	07/09/1998	06	MA	4		007-Winona Senior High School
5	4471	TIMP-HOWELL TRACY S	09/02/2015	05-B	B22	5		015A-Goodview Early Childhood
6	4596	SHIRA MARIANNE R	09/27/2016	06	BA+15	6		007-Winona Senior High School

Employee Count    6

1. *Sorted by: Seniority date*
2. **Input Data Window:** *Personnel Module | Employee Personnel Forms | Employee Info | Status Changes and Supp Info tabs*
3. **Input Data Window:** *Payroll Module | Employee Information | Employee Info | Status Changes and Supp Info tabs*

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**Tracking Additional Seniority Information**

Additional information related to seniority can be tracked in the Employee Info window. These fields include Tenure Date, Seniority (Date, Number and Code), and File folder number. The assignment by licensure can be tracked using the Licenses tab of the Employee Info Addnl window.

- 1) Personnel Module | Employee Personnel Forms | Employee Info, Supp Info tab
- 2) Payroll Module | Employee Information | Employee Info, Supp Info Tab
  - o **Employee:** Union and File Folder Number
  - o **Contract:** Seniority Date, Seniority Number, Seniority Code and Tenure Date

The screenshot shows the 'Employee Info' window for Brandon 676 Armstrong. The 'Basic Information' tab is active. Several fields are highlighted with red boxes: 'Union' is set to 'TEACHERS', 'Folder Nbr' is '436378', 'Seniority Date' is '01/05/2004', 'Seniority Number' is empty, 'Seniority Code' is 'MA', and 'Tenure Date' is '11/01/2007'. Other fields include Date Changed (01/05/2004), Home Phone, Mobile Phone, Work Phone, Work Ext, Work Email, Home Email, Email Pref, Marital Status, Maiden Name, Spouse Name, Veteran Type, Vet Disability, Steward, Officer/Owner, Highly Comp, Smoker, Citizenship, Passport Number, Passport Expires, Visa Type, Visa Expires, Security Code, Location Hired, and Probation Days.

- 3) Personnel | Employee Personnel Forms | Windows | Employee Info - Addnl - Licenses tab
- 4) For Assignment Area to display on Seniority Reports the area of assignment must be designated on the Licenses tab of the Employee Info Addnl window.

The screenshot shows the 'Employee Info - Addnl' window with the 'Licenses' tab selected. A table titled 'Teaching Licenses' is displayed. The table has columns for Code, License Code Structure, Folder #, Expire, Group, License Type, Issue, Date Changed, and Change. Two rows are visible. The second row has a dropdown menu for 'Assignment Area' which is highlighted with a red arrow. A red box also highlights the 'Group' column header.

Code	License Code Structure	Folder #	Expire	Group	License Type	Issue	Date Changed	Change
180100	ELEMENTARY EDUCATION	436378	06/30/2021		Standard	00/00/0000		
190500	EARLY CHILDHOOD SPECIAL EDUCATION	436378	06/30/2021	Assignment Area	Standard	00/00/0000	12/19/2016 02:21 PM	cindys

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