



HARRIS
School Solutions

QSSUG Finance/Personnel Committee Webinar

Employee Maintenance

January 29, 2020

QSS/OASIS Employee Maintenance

Feature Discussion

Feature Discussion

- Ability to build and work with a list of employees
- Ability to save and recall employee lists
- Navigation tools for employee lists
- Multiple choices for searching and retrieving employees
- Flexible settings for an individual experience
 - Employee...
 - Auto-highlight required fields
- Local configuration options
 - Favorites
 - Hot Keys
 - QuikPeeks
 - Configure Search

Feature Discussion (continued)

- Personnel dataforms
- Professional dataforms
- Position Control dataforms
- Payroll dataforms
- Navigation Tools
 - Default Home Field
 - Custom Home Field
 - Region Home Fields
 - QuikTab Fields

QSS/OASIS Employee Maintenance

Main Form

Employee Maintenance – Main Form

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search tree for screen

- Favorites
- Personnel
- Professional
- Position Control
- Payroll

Search Panel

By SSN By Ext Ref By Name By ID District : 39 Include Terminated Add to grid

Selected Employee/List/Applicant

SSN : Ext Ref # : Term :

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	ID	G	Birth Date	Ty	RS	Home Phone	Site	BU

Yr: 2008 Dist: 39 Site: 1 GS: W 9/28/2015 3:28:28 PM

QSS/OASIS Employee Maintenance

Employee Search

Employee Search – Simple SSN, Ext Ref, Name or ID

The screenshot shows the 'Employee Maintenance' application window with the title '39 - The Train USD' and 'QSS/OASIS'. The 'Options' menu is open, displaying a list of search and navigation functions with their respective keyboard shortcuts. The main interface includes a 'Search Panel' with search criteria buttons, a 'District' dropdown set to '39', checkboxes for 'Include Terminated' and 'Add to grid', and input fields for 'SSN' and 'Ext Ref #'. Below the search panel is a 'Search Results' section with a table header and an empty grid.

Options Menu:

- Search by SSN Ctrl+Alt+S
- Search by External Ref Ctrl+Alt+E
- Search by Name Ctrl+Alt+N
- Search by ID Ctrl+Alt+I
- Put cursor in current search field F1
- Search F3
- Advanced Search Ctrl+Alt+A
- Select Highlighted F4
- Clear search results Ctrl+F1
- Change SSN F10
- Add New Employee F9
- Add Substitute Employee Ctrl+F9
- Grid Output Shift+F11
- Print Screen F11
- First Employee Shift+F5
- Previous Employee F5
- Next Employee F6
- Last Employee Shift+F6
- View Auto-load Settings Ctrl+M
- Enable Favorites
- Edit Employee Lists Ctrl+L

Search Panel:

By SSN | By Ext Ref | By Name | By ID | District: 39 | Include Terminated | Add to grid

Selected Employee/List: [Dropdown]

SSN: [Input] | Ext Ref #: [Input]

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	ID	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
------	----	---	----	------	----	----	----	------------	------------

Status Bar: Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 2:10:51 PM

Employee Search – Settings

SSN, Ext Ref, Name or ID

The screenshot displays the 'Employee Maintenance' application window. The 'File' menu is open, and the 'Employee Search' option is selected, which has opened a sub-menu. In this sub-menu, 'By Name' is selected, and a secondary menu is visible showing search criteria options: 'By SSN' (Ctrl+0), 'By Ext Ref' (Ctrl+1), 'By Name' (Ctrl+2, selected), and 'By ID' (Ctrl+3). Below the search criteria, there is a checkbox for 'Sort chronologically when Add to grid is checked'. The background shows a search grid with columns for employee ID, name, and phone number.

Employee ID	Name	Phone Number
02	AV	(650)372-0200
02	AV	
02	AV	(650)372-0200 x608
00	AV	
02		(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:43:33 PM

Employee Name Search – Help

Employee Search Help

Employee search tips

[Print](#) [Close](#)

The general format of a name search is :

LastName[, FirstName]

LastName (R) :

You can search for employee last names by any of these methods:

SEARCH TYPE	EXPLANATION
Soundex	Type a last name, such as PETERSON. The search matches the name you typed, as well as other similar sounding names, such as PATTERSON, PETERS, PETERSEN, AND PETERKIN. For this and all other searches by name, the names are <u>not</u> case sensitive. In other words, all of the following are the same: PETERSON, Peterson, peterson, and pETERSON.
Exact Match	To search for an exact match to a last name, type the complete name, followed by a space and a slash (/). For example, type the following to match only the last name PETERSON: PETERSON / Be sure to type a space between the end of the name and the slash.
	You can combine an exact match and a soundex search, as in the following example: LAR/SON

Employee Search – Advanced

Employee Advanced Search

File Options

Saved Searches

General Information | Dates | Payroll

District: 39 - The Train USD Terminated:

Name: Gender:

Street Address: City:

State: Zip Code:

Home Phone: () - Work Phone: () - Ex: Payroll/Position control FY:

EQ Employee type:

EQ Work location:

EQ Job category:

EQ Job code:

EQ Work calendar:

EQ Salary schedule:

EQ Report code:

EQ Leave group:

EQ Bargaining unit:

EQ Termination:

EQ Ethnic code:

EQ Race ethnic:

EQ Race code:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:29:18 AM

Employee Search – Advanced (cont.)

Employee Advanced Search

File Options

Saved Searches

General Information **Dates** Payroll

Hire Date Start : <input type="text"/> End : <input type="text"/>	Original Hire Date Start : <input type="text"/> End : <input type="text"/>	Rehire Date Start : <input type="text"/> End : <input type="text"/>	Termination Date Start : <input type="text"/> End : <input type="text"/>
TB Expiration Date Start : <input type="text"/> End : <input type="text"/>	Fingerprint Date Start : <input type="text"/> End : <input type="text"/>	Evaluation Due Date Start : <input type="text"/> End : <input type="text"/>	Last Check Date Start : <input type="text"/> End : <input type="text"/>
Seniority Date Start : <input type="text"/> End : <input type="text"/>	Previous Seniority Date Start : <input type="text"/> End : <input type="text"/>	Misc Date Start : <input type="text"/> End : <input type="text"/>	
Birth Date Start : <input type="text"/> Start Month/Day : <input type="text"/> End : <input type="text"/> End Month/Day : <input type="text"/>	Longevity Base Date Start : <input type="text"/> Start Month/Day : <input type="text"/> End : <input type="text"/> End Month/Day : <input type="text"/>		
Anniversary Base Date Start : <input type="text"/> Start Month/Day : <input type="text"/> End : <input type="text"/> End Month/Day : <input type="text"/>			

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:31:14 AM

Employee Search – Advanced (cont.)

Employee Advanced Search

File Options

Clear Fields Saved Searches

General Information | Dates | **Payroll**

EQ Pay location :

EQ Pay code :

EQ Control group :

EQ Ret System :

EQ Bank TR type : Bank ABA Number :

EQ Pay schedule :

EQ Stat Ded profile :

EQ DPO :

Payroll Select

Pay name :

Date paid for payroll select

Payroll Select constraints are not supported yet, and will be ignored in evaluating the search results. We shall advise when we phase in support for these parameters.

Tax Information

	Status	Exemptions	Exempt
Federal :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
State :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
County :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
City :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
Local :	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>

ACA Class Selection

ACA Class

-

Class Assignment

Yr: 2008 Dist: 39 Site: 1 GS: W 2/18/2014 11:09:51 AM

Employee Search – Import

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

- Search by SSN Ctrl+Alt+S
- Search by External Ref Ctrl+Alt+E
- Search by Name Ctrl+Alt+N
- Search by ID Ctrl+Alt+I
- Put cursor in current search field F1
- Search F3
- Advanced Search Ctrl+Alt+A
- Load Employee(s) from File/Clipboard Ctrl+I**
- Expand tree Ctrl+E
- Collapse tree Ctrl+O
- Select Highlighted F4
- Clear search results
- Refresh search results Ctrl+R
- Change SSN F10
- Add New Employee F9
- Add Substitute Employee Ctrl+F9
- Grid Output Shift+F11
- Print Screen F11
- First Employee/Applicant Shift+F5
- Previous Employee/Applicant F5
- Next Employee/Applicant F6
- Last Employee/Applicant Shift+F6
- Undo Load/Remove Employee(s) Ctrl+N
- Redo Load/Remove Employee(s) Ctrl+D
- View Auto-load Settings Ctrl+M
- Enable Favorites
- Edit Employee Lists Ctrl+L

Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List/Applicant

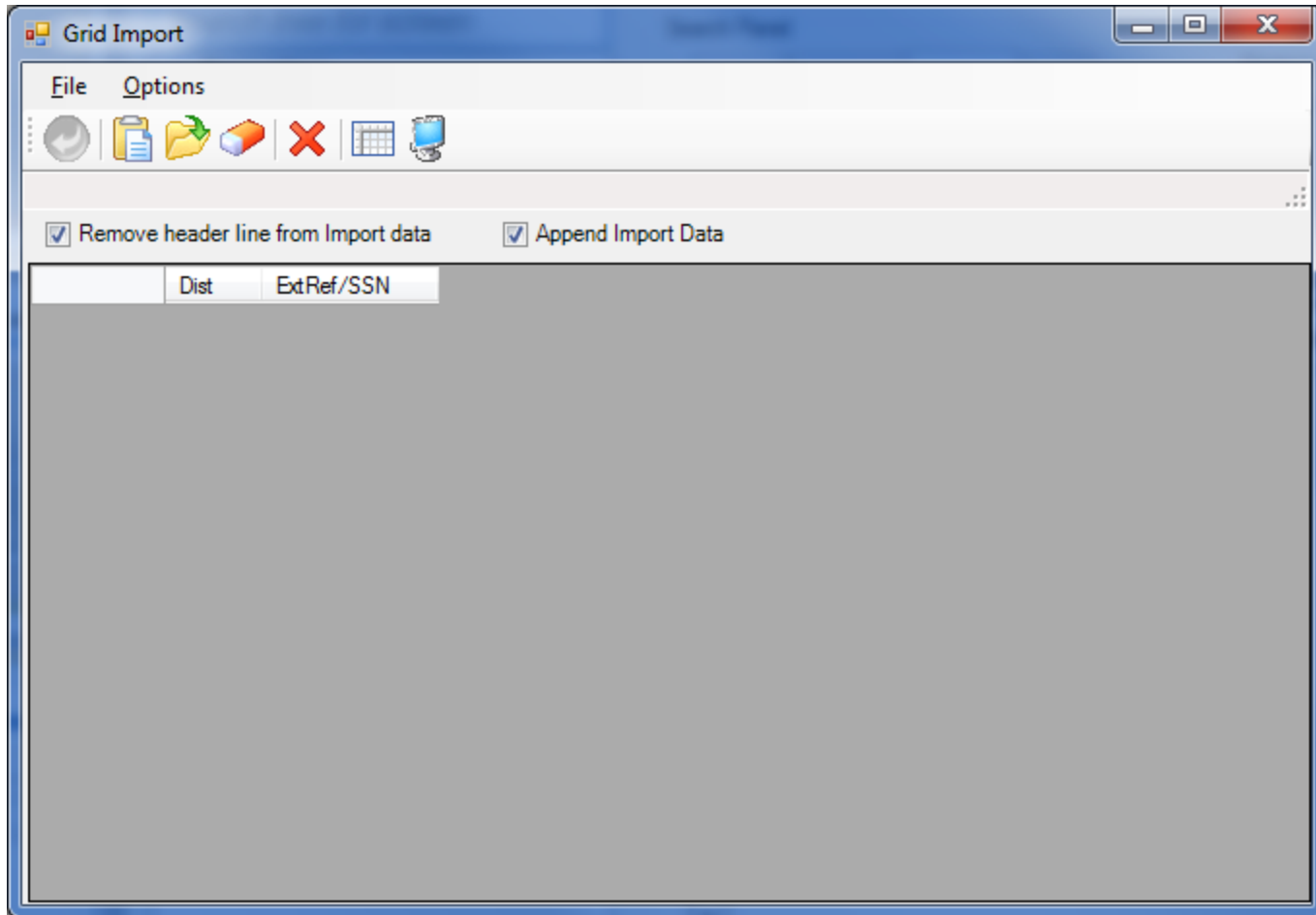
Ext Ref #: Term :

ts [Press Ctrl + Enter to select the highlighted employee/applicant]

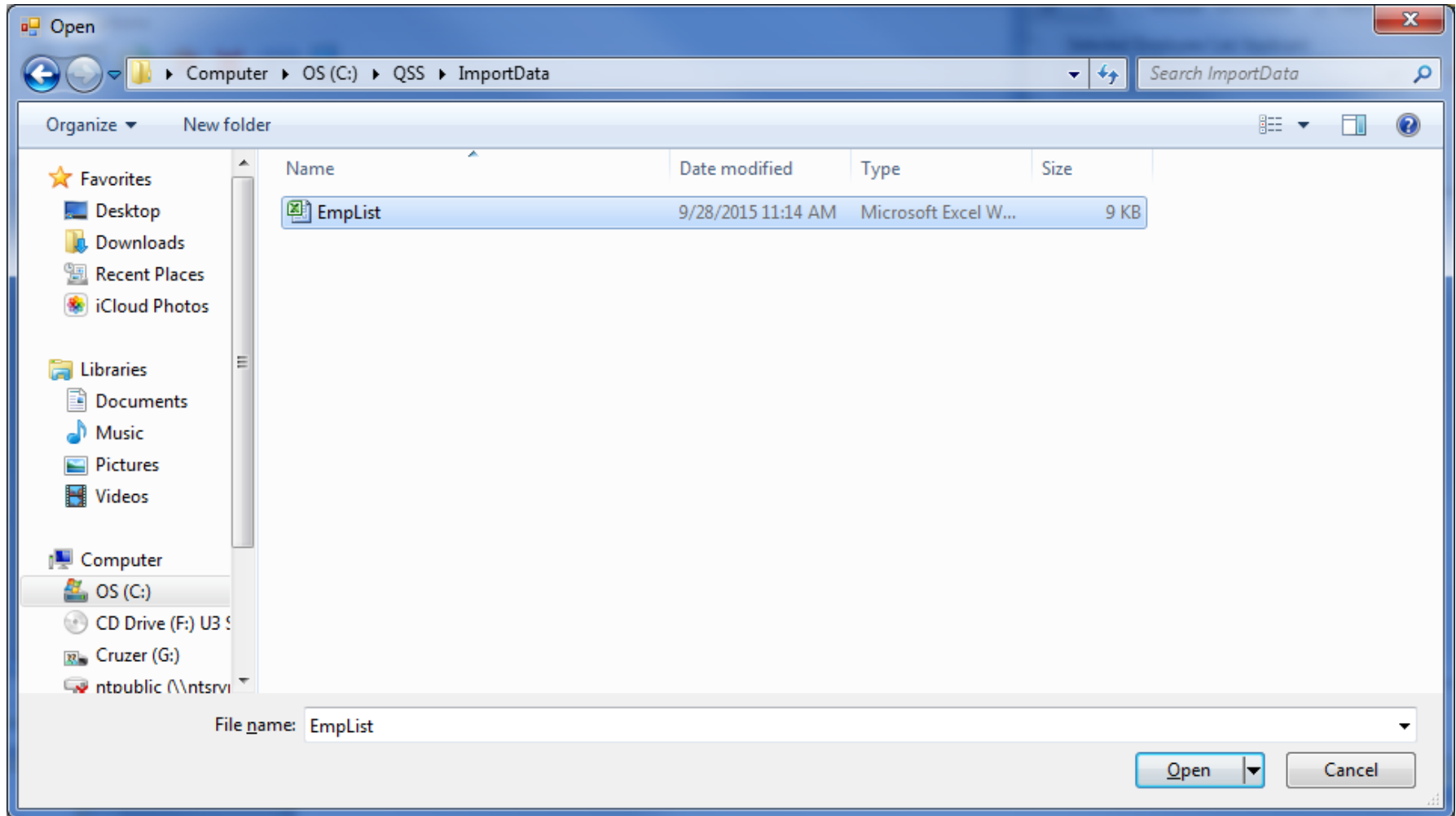
Name	ID	G	Birth Date	Ty	RS	Home Phone	Site	BU
------	----	---	------------	----	----	------------	------	----

Yr: 2008 Dist: 39 Site: 1 GS: W 9/28/2015 3:32:48 PM

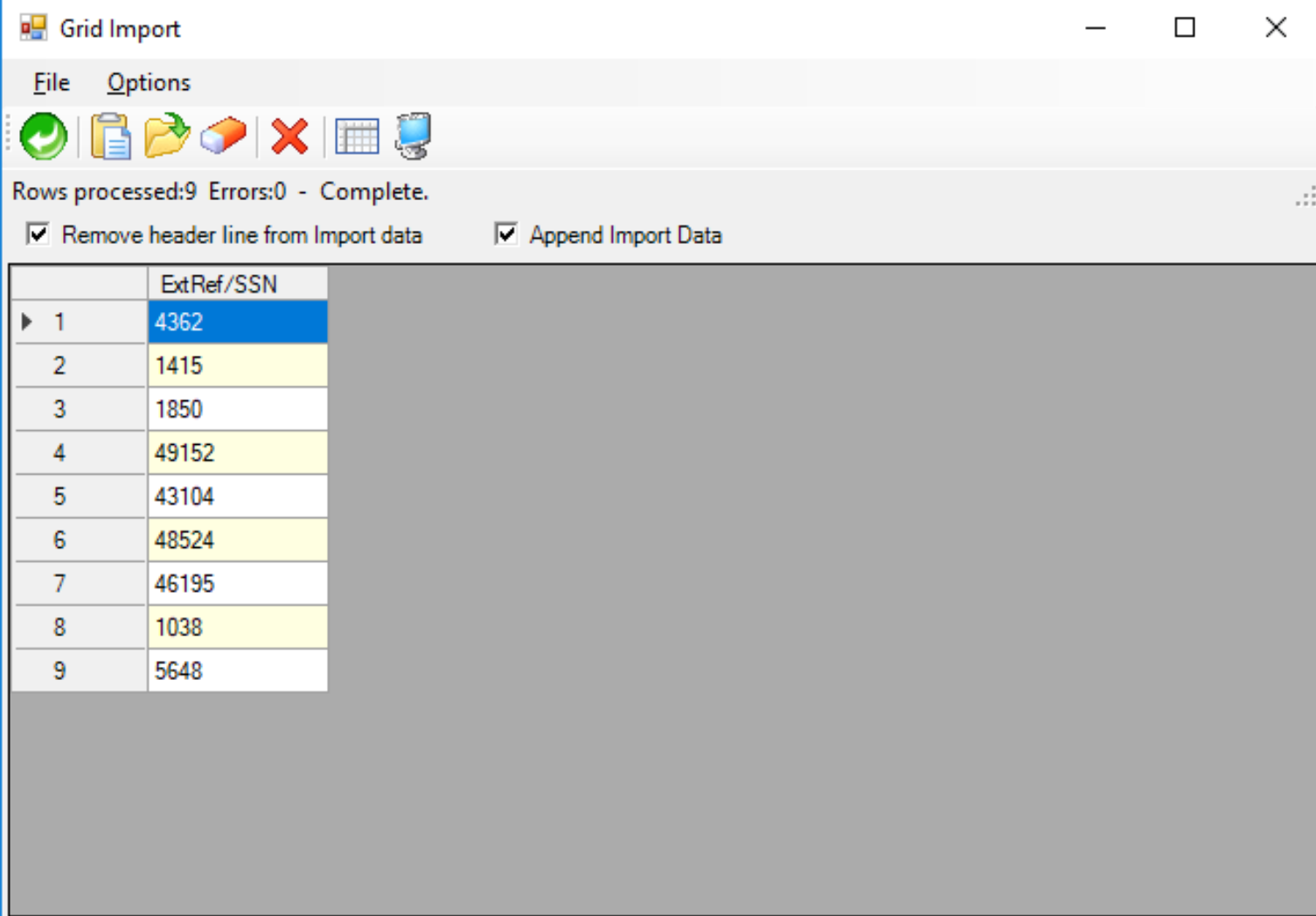
Employee Search – Import (Cont.)



Employee Search – Import (Cont.)



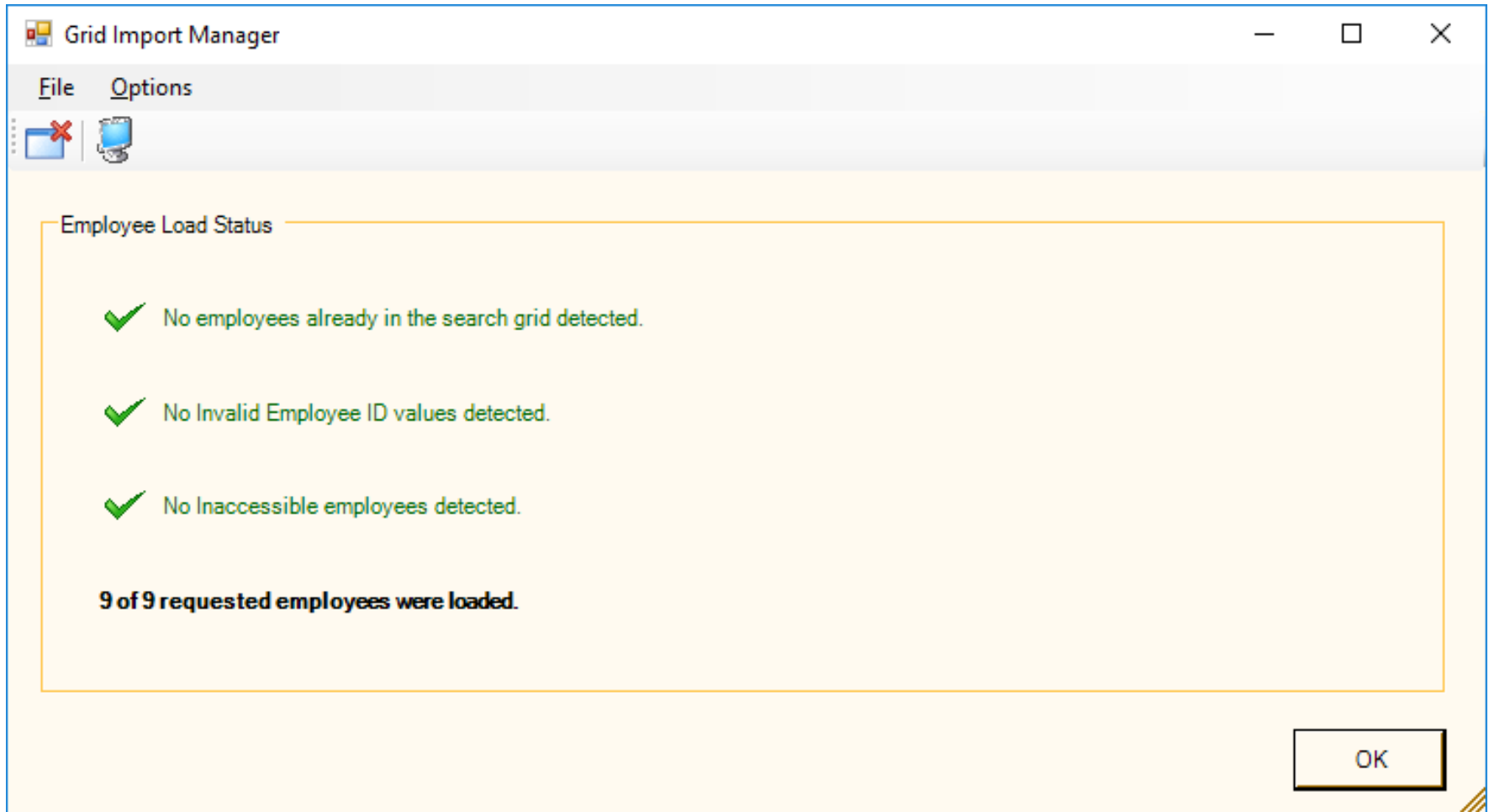
Employee Search – Import (Cont.)



The screenshot shows a 'Grid Import' dialog box with a menu bar containing 'File' and 'Options'. Below the menu bar is a toolbar with icons for refresh, save, folder, delete, error, grid, and printer. The status bar indicates 'Rows processed:9 Errors:0 - Complete.' and has two checked options: 'Remove header line from Import data' and 'Append Import Data'. The main area contains a table with 9 rows and 2 columns: 'ExtRef/SSN' and an unlabeled column with row numbers 1-9.

	ExtRef/SSN
▶ 1	4362
2	1415
3	1850
4	49152
5	43104
6	48524
7	46195
8	1038
9	5648

Employee Search – Import (Cont.)



Employee Search – Configure Search

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The title bar indicates '39 - The Train USD' and 'QSS/OASIS'. The 'File' menu is open, and the 'Settings' option is selected. The 'Employee Search' submenu is also open, and the 'Configure Search...' option is highlighted. A yellow arrow points from the 'Configure Search...' option in the submenu to the 'Configure Search Results Eraser...' option in the main menu.

The 'Search Results (Pr)' table is visible in the background, showing the following data:

Name	SSN	Ext Ref	ID
ATHENA, MA (MAGGIE)			
COOPER, RE (SNIKSTER)			
PERSNIKITY (SNIKSTER)			
PERSON, RE (DAPINO)			
PERSON-SM			
SMITH, GRA			

The status bar at the bottom of the window displays: 'Yr: 2008 Dist: 39 Site: 1 GS: W 9/28/2015 3:40:46 PM'.

Employee Search – Configure Search (Cont.)

Configure Employee Search Fields

File Options

Available Additional Fields

Include
 Include All

Description	Default Header	Custom Header	Action
Employee Rehire Date	Rehire Date	Rehire Date	Include
Employee Anniversary Base Date	Ann Base Date	Ann Base Date	Include
Employee Longevity Base Date	Long Base Date	Long Base Date	Include
Employee Evaluation Due Date	Eval Due Date	Eval Due Date	Include
Employee Original Hire Date	Orig Hire Date	Orig Hire Date	Include
Employee Fingerprint Date	Fingerprint Date	Fingerprint Date	Include
Employee Seniority Date	Seniority Date	Seniority Date	Include
Employee Previous Sen Date	Prev Sen Date	Prev Sen Date	Include
Employee Group Code	GC	GC	Include
Employee Work E-Mail	Work E-mail	Work E-mail	Include
Employee Ok to Rehire	OR	OR	Include
Employee Ok to Pay	OP	OP	Include
Employee Pay Location	PL	PL	Include
Employee Pay Code	PC	PC	Include
Employee Pay Schedule	W4/PS	W4/PS	Include
Employee Stat. Ded Profile	W4/SDP	W4/SDP	Include
Employee Control Group	CG	CG	Include
Employee Deferred Pay Option	DPO	DPO	Include
Employee Fed. Marital/Exemp.	Fed.M	Fed.M	Include
Employee State Marital/Exemp.	Sta.M	Sta.M	Include
Employee Retirement AC Code	Ret Code AC	Ret Code AC	Include
Employee Retirement Codes	Ret Codes	Ret Codes	Include
Employee ACA Current Class	ACA Current	ACA Current	Include
Employee ACA Previous Class	ACA Previous	ACA Previous	Include
Employee ACA Model Class	ACA Model	ACA Model	Include
Employee Last Check Date	Last Check Date	Last Check Date	Include
Employee Last Check Number	Last Check No	Last Check No	Include
Employee Last Check Amount	Last Check Amt	Last Check Amt	Include

Selected Fields

Move Top
 Move Up
 Move Down
 Move Bottom
 Exclude
 Exclude All

Description	Default Header	Custom Header	Display	Action
Gender	G	G	<input checked="" type="checkbox"/>	Default
Employee Birth Date	Birth Date	Birth Date	<input checked="" type="checkbox"/>	Exclude
Employee Type	Ty	Ty	<input checked="" type="checkbox"/>	Default
Employee Retirement System	RS	RS	<input checked="" type="checkbox"/>	Exclude
Employee Home Phone Number	Home Phone	Home Phone	<input checked="" type="checkbox"/>	Exclude
Site	Site	Site	<input checked="" type="checkbox"/>	Default
Bargaining Unit	BU	BU	<input checked="" type="checkbox"/>	Default
Employee Hire Date	Hire Date	Hire Date	<input checked="" type="checkbox"/>	Exclude
Report Code	RC	RC	<input checked="" type="checkbox"/>	Default
Leave Group	LG	LG	<input checked="" type="checkbox"/>	Default
Termination Date	Terminated	Terminated	<input checked="" type="checkbox"/>	Default
Work Phone	Work Phone	Work Phone	<input checked="" type="checkbox"/>	Default

Yr: 2008 Dist: 39 Site: 1 GS: W 9/28/2015 3:44:08 PM

Employee Search – Add to grid

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 1 record(s) found.

Personnel

- Demographic (MA)
- Termination (TE)
- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
- Professional
- Position Control
- Payroll

Search Panel

By SSN By Ext Ref By Name By ID

District: 39 Include Terminated Add to grid

001006 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN : XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
▶	PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 2:29:23 PM

Employee Search – Grid Output

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search complete. 1 record(s) found.

Personnel

- Demographic (MA)
- Termination (TE)

Search Panel

By SSN By Ext Ref By Name By ID

District: 39 Include Terminated Add to grid

Grid Output

File Options

	Name	History Name	Preferred Name	Dist	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
▶	COOPER, REALLIE		SNIKSTER	39	001003	M	FT	0002	04	02	AV		555-1212 x143
	PAIN, TRUE			39	001006	F	FT	0026	04	02	AV		(650)372-0200
	PERCOX, DEWAYNE		DAPMAN	39	001004	M	FT	0002	02	02	AV		
	PERSON-SMITH, DARRYL			39	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
	TESTER, IMA			39	001007	M	FT	0000	01	00	AV		
	TROUBLE, REAL			39	001005	M	FT	0015	04	02			(650)372-0200 x608

QSS/OASIS Employee Maintenance

File - Settings

File – Settings ...

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Show Status Ctrl+F12
View recently added employees [Empty] Alt+V

Settings

Clear Settings on Exit

Exit F12

Employee ID Maintenance
Comments (CO)
Client Defined (CL)
Name Change History
Employment Verification (VE)
Leave Information (LV)
Benefits Management (BM)
Applications (AP)
Action Log (AL)
Action Log History (AH)
Search Action Log History
View Audit Log
Quick Label Print
Employee Data Import
Emergency/Medical
Professional
Position Control
Payroll

Search

Load

Save...
Save As...
Delete
Employee...
Employee Search
Default Masterfile Sort
PYHDATE Range...
QuikPeek...
Previously Viewed List
Color Mode
Auto-activate on Mouse hover
Auto-highlight required fields
Auto Action Log
Put cursor in search panel when this screen is activated
Show info icons when highlighting required fields on dataforms

Include Terminated Add to grid
Selected Employee/List
ER, REALLIE
SEID: 5310563999

RC	LG	Terminated	Work Phone
02	AV		555-1212 x143
02	AV		(650)372-0200
02	AV		(650)372-0200 x608
00	AV		
02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 2:45:36 PM

Settings – Employee...

Employee Settings
✕

Configure Maximum number of Open employees/applicants

Choose the maximum number of employees/applicants that can be opened

Configure Employee/Applicant Color Identification

Windows Colors
 Basic Colors

Emp/App 1	Emp/App 2	Emp/App 3	Emp/App 4	Emp/App 5
Font Color	Font Color	Font Color	Font Color	Font Color

Choose Employee/Applicant Grid Colors

Row Color:
 Font Color:

Sample Grid Row

Choose Main Tree Colors

Background:
 Font Color:

Bold Font

Font Size: Standard
 Medium
 Large

Sample Root
 Sample Node

Choose Employee List Editor Tree Colors (Employee Mode Only)

Background:
 Font Color:

Bold Font

Font Size: Standard
 Medium
 Large

Sample Root
 Sample Node

Terminated Employee Blink Settings (Employee Mode Only)

Blink Termination Information

Blink Frequency:

Preview:

Employee/Applicant Info Indentation

Indent Employee Info

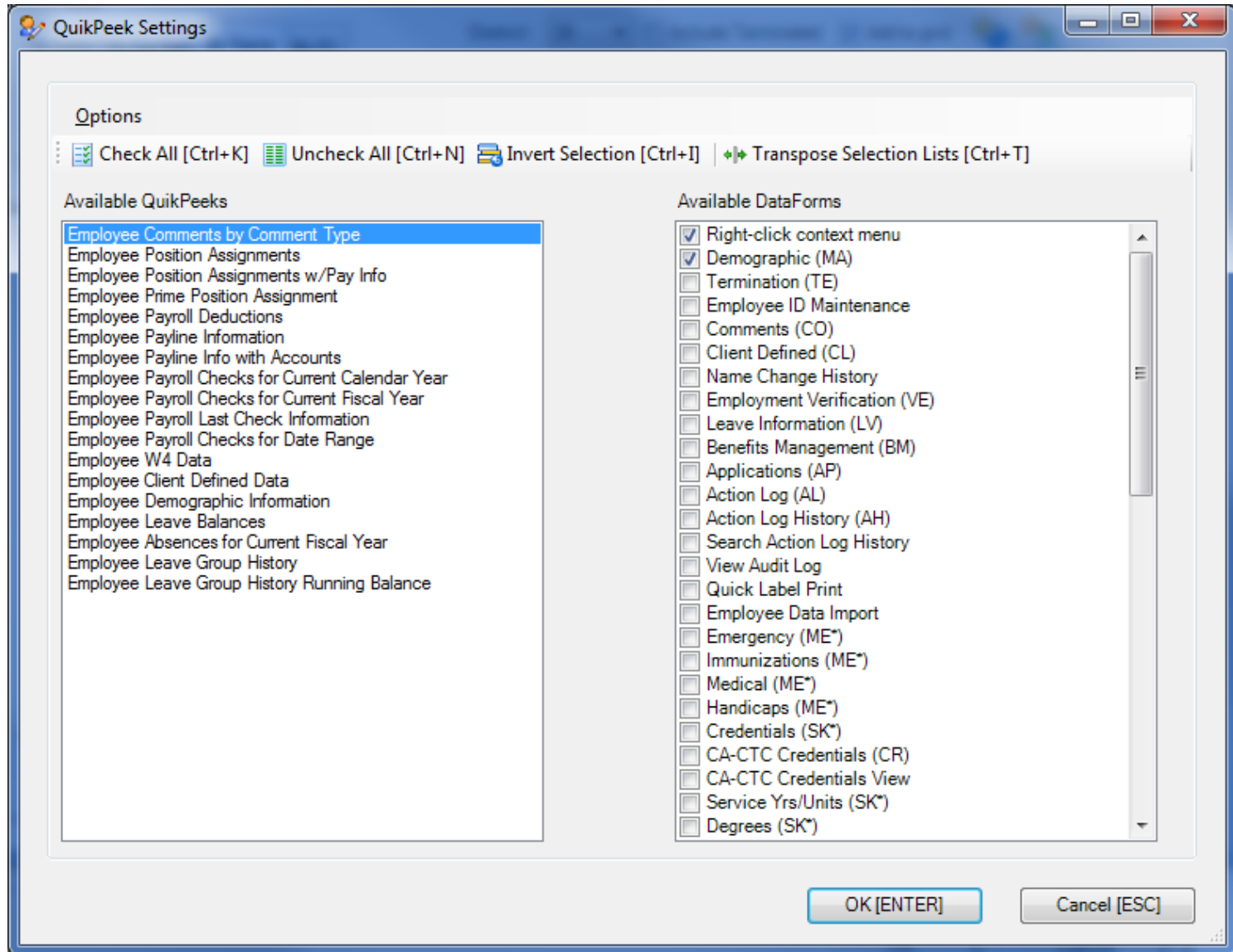
Indentation:

Preview:

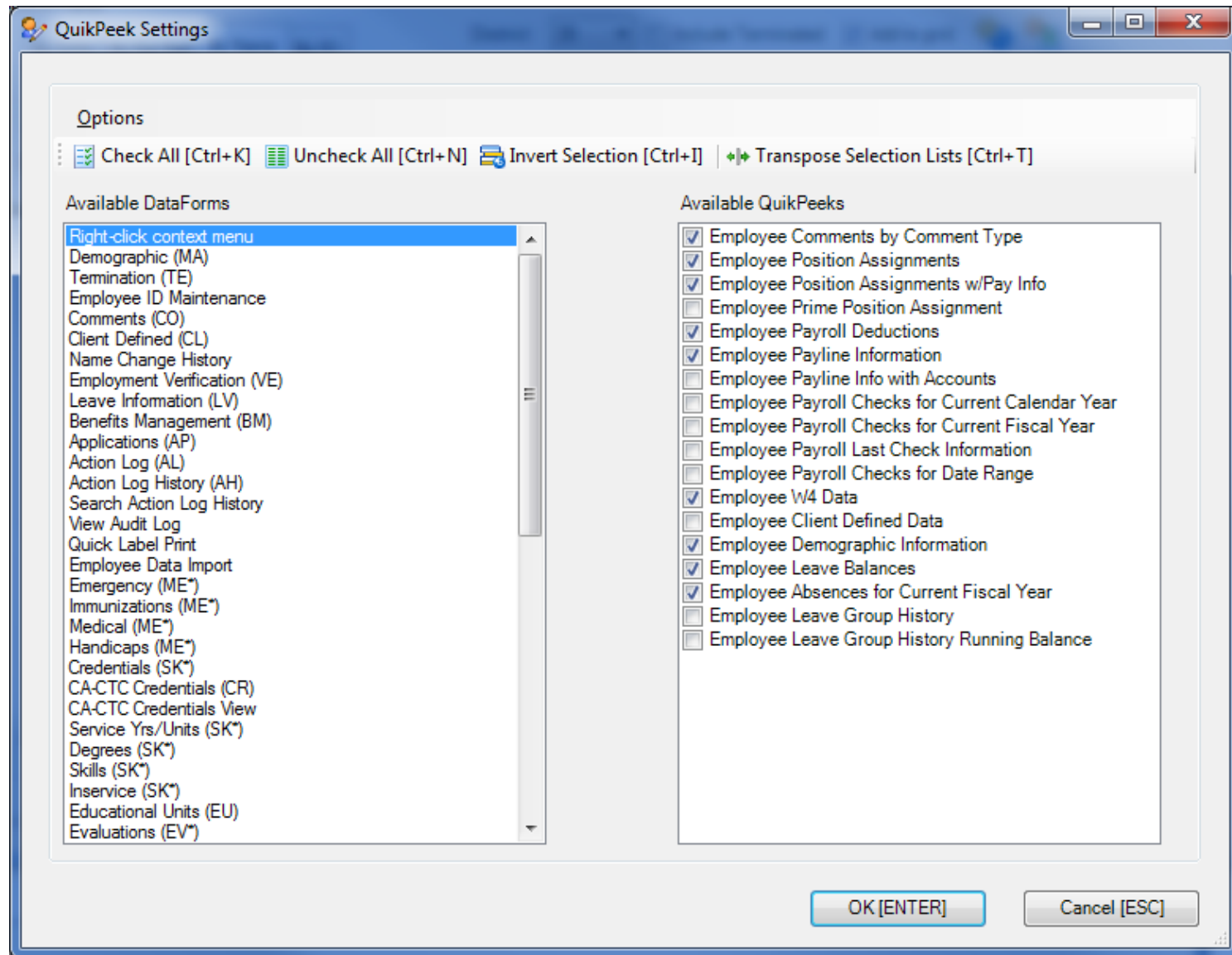
QSS/OASIS Employee Maintenance

QuikPeeks

Settings – QuikPeeks



Settings – QuikPeeks



Employee Maintenance – QuikPeeks

Demographic 39 - The Train USD QSS/OACTE

File Options Navigation Window

Switch to: All Posns Comments

PAIN, TRUE 1006 XXX-XX-1000 ID: 1000123456 ChangeMode

Show SSN DEA1-04/09/2011-18:05:24

Title Last Name First Name I. Preferred Name History

Mailing Address: 867 American Street Restrict

All Posns for PAIN, TRUE

File Options

Close Grid Output Print Screen

Seq	Position	Name	P	Start	End	Placement	P-FTE	Pct	E-FTE	Location
01	000024	COUNSELOR	Y	07/01/2002		11-C -11	1.0000	100.0000	1.0000	UNION MIDDLE SCHOOL

Residen

Lo

Fi

Hispani

Ethn

1/21/1956

4 - MGMT

Loyalty:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 11:02:51 AM

QSS/OASIS Employee Maintenance

Highlight Required Fields

Settings – Auto-highlight required fields

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Show Status Ctrl+F12
View recently added employees [Empty] Alt+V

Settings

Clear Settings on Exit

Exit F12

- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
- Professional
- Position Control
- Payroll

Search

Load

Save...

Save As...

Delete

Employee...

Employee Search

Default Masterfile Sort

PYHDATE Range...

QuikPeek...

Previously Viewed List

Color Mode

Auto-activate on Mouse hover

Auto-highlight required fields

Auto Action Log

Put cursor in search panel when this screen is activated

Show info icons when highlighting required fields on dataforms

Include Terminated Add to grid

ed Employee/List

ER, REALLIE

SEID: 5310563999

RC	LG	Terminated	Work Phone
02	AV		555-1212 x143
02	AV		(650)372-0200
02	AV		
02	AV		(650)372-0200 x608
00	AV		
02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 3:06:22 PM

Employee Maint. MA – w/required fields

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: All Posns Comments

PAIN, TRUE 1006 XXX-XX-1000 ID: 1000123456 ChangeMode

[Show SSN](#) [DEA1-04/09/2011-18:05:24](#)

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE	<input type="checkbox"/>	

Name History

Mailing Address: 867 American Street Restrict

City: San Carlos State: CA ZIP: 94070

Hm: (650) 777-7777 T: Restrict Wrk: (650) 372-0200 Ex: T: Oth: (000) - T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire: 01/24/2000 Rehire: Original Hire: 01/24/2000 Date of Birth: 11/21/1956

Long base: Ann base: 04/24/2000 TB Ex: 10/01/2010 Evaluation due:

Fingerprint: 01/24/2000 Seniority: 04/24/2000 Prev Seniority: Misc:

Type: FT - FULLTIME Group: Gender: F I 9: Bargaining unit: 04 - MGMNT

Ethnicity: KL - KL Rep code: 02 - CLASS Citizen: US - USA

Hispanic/Latino: Race:

Ethnic/Race: Disabled: Veteran: # Dependents: 0 Fringe: Loyalty:

Lang 1: Lang 2: Lang 3:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 1:58:48 PM

QSS/OASIS Employee Maintenance

Favorites / Hot Keys

Options – Enable Favorites

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

- Search by SSN Ctrl+Alt+S
- Search by External Ref Ctrl+Alt+E
- Search by Name Ctrl+Alt+N
- Search by ID Ctrl+Alt+I
- Put cursor in current search field F1
- Search F3
- Advanced Search Ctrl+Alt+A
- Select Highlighted F4
- Clear search results Ctrl+F1
- Change SSN F10
- Add New Employee F9
- Add Substitute Employee Ctrl+F9
- Grid Output Shift+F11
- Print Screen F11
- First Employee Shift+F5
- Previous Employee F5
- Next Employee F6
- Last Employee Shift+F6
- View Auto-load Settings Ctrl+M
- Enable Favorites
- Edit Employee Lists Ctrl+L

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN: XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 3:13:47 PM

Adding forms to Favorites

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List PAIN, TRUE

Text Ref#: 001006 SSN : XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 3:50:58 PM

Employee Maintenance – Favorites

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref#: 001006 SSN : XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 3:54:50 PM

Employee Maint. – Adding Hot Keys

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39

001007 Selected PAIN, TR

Ext Ref#: 001006 SSN: XXX-XX-1000

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU				
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04				
▶ PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Hotkey for Demographic (MA)

Modifier

Ctrl Alt Shift

Key

OK Cancel

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 4:01:07 PM

Employee Maintenance – Show Hot Keys

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Videos Hot Keys

Demographic (MA) Ctrl+Shift+M
 Assignments/ENH (EA) Ctrl+Shift+E
 Pay Lines (PR) Ctrl+Shift+P
 Deductions (PD) Ctrl+Shift+D

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

001007 Selected Employee/List PAIN, TRUE

Ext Ref# : 001006 SSN : XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
	COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
▶	PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
	PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
	PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
	TESTER, IMA	001007	M	FT	0000	01	00	AV		
	TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/22/2013 4:05:01 PM

QSS/OASIS Employee Maintenance

Employee Lists

Edit Employee Lists

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search by SSN Ctrl+Alt+S
 Search by External Ref Ctrl+Alt+E
 Search by Name Ctrl+Alt+N
 Search by ID Ctrl+Alt+I
 Put cursor in current search field F1

Search F3
 Advanced Search Ctrl+Alt+A
 Select Highlighted F4
 Clear search results Ctrl+F1

Change SSN F10
 Add New Employee F9
 Add Substitute Employee Ctrl+F9

Grid Output Shift+F11
 Print Screen F11

First Employee Shift+F5
 Previous Employee F5
 Next Employee F6
 Last Employee Shift+F6

View Auto-load Settings Ctrl+M

Enable Favorites
Edit Employee Lists Ctrl+L

Skills (SK*)
 Inservice (SK*)
 Educational Units (EU)
 Evaluations (EV*)
 Test Results (EV*)
 Teaching History (TS*)
 Teaching Preferences (TS*)
 Position Control

Search Panel
 By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid
 Selected Employee/List
 PAIN, TRUE
 Ext Ref#: 001006 SSN : XXX-XX-1000 SEID: 7776665554

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:30:25 PM

Edit Employee Lists (cont.)

Employee List Editor

File Options

Search complete. 6 record(s) found. ChangeMode

New List Delete Organize Edit Import Export Remove Select Edit

Unassigned
QSS Users Group
 QSSUG Conference 2013 (Active)

Double-click to view employees in this list
Right-click to view list-management options

Dist	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
39	COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
39	TESTER, IMA	001007	M	FT	0000	01	00	AV		
39	PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
39	PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
39	PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
39	TROUBLE, REAL	001005	M	FT	0000	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:40:52 PM

Employee History Lists

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List
COOPER, REALLIE

Ext Ref#: 001003 SSN : XXX-XX-5555 SEID: 5310563999

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 12:53:43 PM

Payroll History

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Close [Navigation Icons] Switch to: ▾

PERSNIKITY, REALLIE 001003 XXX-XX-1111 Warrant: 99999999 12/31/2010 InspectMode

Payroll History | Inspect (PHUPDT) | Inspect Detail (PHINSP) | Warrant Distribution | CTD Totals

Grid Settings Search Parameters

Date Paid	On-Line Image	Status	Warrant	Period End	PC	RS	Effective Year	Effective Quarter	Total Gross	Tax Shelter	OASDI Gross
06/07/2006		A	00000000	06/07/2006	00	00	06	01	2.00	0.00	0.00
06/05/2006		A	00000005	06/05/2006	00	00	06	01	30.00	0.00	0.00
06/04/2006		A	00000004	06/04/2006	00	00	06	01	2.00	0.00	0.00
06/03/2006		A	00000003	06/03/2006	00	00	06	01	0.00	0.00	0.00
06/02/2006		A	00000002	06/02/2006	00	00	06	01	0.00	0.00	0.00
06/02/2006		A	11111112	06/02/2006	00	00	06	01	2.00	0.00	0.00
06/01/2006		A	00001111	06/01/2006	00	00	06	01	2.00	0.00	0.00
05/31/2006		M	72132582	05/31/2006	02	02	06	02	5,482.00	700.00	5,323.54
04/28/2006		M	72131190	04/30/2006	02	02	06	02	5,482.00	700.00	5,323.54
04/10/2006		HC	09899587	03/31/2006	02	02	06	02	1,686.72	0.00	1,686.72
03/31/2006	Yes	M	72129045	03/31/2006	02	02	06	01	5,271.00	700.00	5,112.54
02/28/2006		M	72127031	02/28/2006	02	02	06	01	5,271.00	700.00	5,112.54
01/31/2006	Yes	MC	72124832	01/31/2006	02	02	06	01	5,271.00	700.00	5,112.54
01/31/2006		A	72124832	01/31/2006	00	00	06	00	-72.96	0.00	0.00
01/06/2006		A	00000000	06/06/2006	00	00	06	01	2.00	0.00	0.00
01/01/2001		A	11122222	02/02/2002	00	00	1	01	0.00	10.00	0.00
01/01/2000		A	00000111	01/01/2001	00	00	1	01	10.00	6.00	0.00
01/01/1900		A	01111121	01/01/1900	00	00	00	00	0.00	0.00	0.00
01/01/1900		A	01111122	01/01/1900	00	00	00	02	0.00	0.00	0.00
01/01/1900		A	11111123	01/01/1900	00	00	00	00	0.00	0.00	0.00

Record Count: 71

QSS/OASIS Employee Maintenance

Basic Features

VCR buttons

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Home Back Forward Stop

Search Panel
 By SSN | By Ext Ref | By Name | By ID
 District: 39 Include Terminated Add to grid
 Selected Employee/List: COOPER, REALLIE
 Ext Ref#: 001003 SSN: XXX-XX-5555 SEID: 5310563999

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
COOPER, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PAIN, TRUE	001006	F	FT	0026	04	02	AV		(650)372-0200
PERCOX, DEWAYNE (DAPMAN)	001004	M	FT	0002	02	02	AV		
PERSON-SMITH, DARRYL	001002	M	FT	0001	04	02	AV		(650)372-0200 x608
TESTER, IMA	001007	M	FT	0000	01	00	AV		
TROUBLE, REAL	001005	M	FT	0015	04	02			(650)372-0200 x608

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 12:53:43 PM

Employee Demographic (MA)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: All Posns

PAIN, TRUE 1006 XXX-XX-1000 ID: 7776665554 MA|AB ChangeMode

[Show SSN](#) [DA08-09/14/2012-13:01:53](#)

Title	Last Name	First Name	I.	Preferred
	PAIN	TRUE		

Name History

Mailing Address : 867 American Street Restrict

City : San Carlos State : CA ZIP : 94070

Hm : (650) 777-7777 T : Restrict Wrk : (650) 372-0200 Ex : T : Oth : (000) - T :

Work email :
Home email :

Resident Address :
City : State : ZIP :

Hire : 01/24/2000 Rehire : Original Hire : 01/24/2000 Date of Birth : 11/21/1956

Long base : Ann base : 04/24/2000 TB Ex : 10/01/2010 Evaluation due :
Fingerprint : 01/24/2000 Seniority : 04/24/2000 Prev Seniority : Misc :
Type : FT - FULLTIME Group : Gender : F I9 : Bargaining unit : 04 - MGMNT

Ethnicity : KL - KL Rep code : 02 - CLASS Citizen : US - USA

Hispanic/Latino : Race : Ethnic/Race : Disabled : Veteran : # Dependents : 0 Fringe : Loyalty :

Lang 1 : Lang 2 : Lang 3 :

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 12:57:57 PM

Name Change History

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

PERCOX, DEWAYNE 1004 XXX-XX-2221 ID: 0000000929 ChangeMode

Show SSN DAPX-10/23/2012-14:51:52

Title Last Name First Name I. Preferred Name History *

PERCOX DEWAYNE DAPMAN

Name History 39 - The Train USD QSS/OASIS

File Options Window

PERCOX, DEWAYNE 1004 XXX-XX-2221 ID: 0000000929 InspectMode

1 item(s) found < Page 1 of 1 >

	Last Name	First Name	I.	Type	Last Used	Source	ID	Date	Time
1.	PERCOX	DUANE		C	04/07/2008	MA	DAPD	04/07/2008	11:50:17 AM
GOT THE FIRST NAME INCORRECT									

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:01:51 PM

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:01:51 PM

Employee Maintenance - W4

W4/Control 98 - Trailway Community Schools QSS/OASIS

File Options Navigation Window

Abrahm, Zelma 945-19-2041 004362 ChangeMode

Show SSN PYSB-06/18/2018-16:03:08

W-4 Information

2020 W4 (Currently N In record) Uncheck this if you are only changing control information Checkbox 2c

E X E M P T

	Status	Exemptions	Tax-CC	Y	A	N	Special Tax Rules	Box 3	Box 4a	Box 4b	Box 4c	Hold/Ignore	Deduction Schedule
Federal:	S	01 00	00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/>	
State:	S	00 00	05	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/>	
County:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						<input type="checkbox"/>	
City:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						<input type="checkbox"/>	
Local:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						<input type="checkbox"/>	

Control Information

Check sort: 2106 - Westport Junior High Alt check sort: 2106 - Westport Junior High

Pay code: 03 - CLASSIFIED HOURLY/MONTHLY Primary RS: 02 - PERS RETIREMENT Unit: 000

Ret code: 0860004 Secondary RS: 00 - NO CODE Unit: 000

Pay schedule: M-11 - 11 MONTHS Statutory ded: CL-FP - CLASS FICA PERS

DPO: N SUI: 1 - Regular funding EIC: Sub: 0 - Not sub

Control group: CLD - CLASSIFIED ALPHA - D

Ret rate: 0.000000 Member ID:

User def (1): 110599 (2) (3) (4) (5)

Pending ret: SMF status/date:

ACA Class

Current: 2110

Previous: 0000

Model: 0000

Yr: 2020 Dist: 98 Site: 00 GS: W 1/28/2020 9:21:54 AM

QSS/OASIS Employee Maintenance

Add New Employee

Add New Employee

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search Panel

By SSN By Name By ID District: 39 Include Terminated Add to grid

Verify New Employee

Last Name: NEWGAL First Name: SHESA I: R Upshift Name

SSN: 246813579 DOB: 01/18/1989

0563999

Terminated	Work Phone
	555-1212 x143
	(650)372-0200
	(650)372-0200 x608
	(650)372-0200 x608

Verify Reset Cancel

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:14:46 PM

Add New Employee (cont.)

Add New Employee

File Navigation

Close [Navigation Icons] Switch to: ▾

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

[Icons] [Navigation Icons] Switch to: ▾

NEWGUY, HESAH R NoExtRef XXX-XX-1111 ID: n/a AddMode Show SSN

Title: Last Name: First Name: I: Preferred: Name History

Mailing Address: Restrict

City: State: ZIP:

Hm: () - T: Restrict Wrk: () - Ex: T: Oth: () - T:

Work email:

Home email:

Resident Address:

City: State: ZIP:

Hire: Rehire: Original Hire: Date of Birth:

Long base: Ann base: TB Ex: Evaluation due:

Fingerprint: Seniority: Prev Seniority: Misc:

Type: Group: Gender: I9: Bargaining unit:

Ethnicity: Rep code: Citizen:

Hispanic/Latino: Race:

Ethnic/Race: Disabled: Veteran: # Dependents: Fringe: Loyalty:

Lang 1: Lang 2: Lang 3:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/9/2012 10:32:27 AM

Add New Employee (cont.)

Verify New Employee

Last Name	First Name	I.	<input checked="" type="checkbox"/> <u>U</u> pshift Name
<input type="text" value="PAIN"/>	<input type="text" value="TRUE"/>	<input type="checkbox"/>	
SSN	DOB		
<input type="text" value="100000000"/>	<input type="text" value="11/21/1956"/>		

This employee is already on file with a different SSN.

SSN: 111111000

Name: PAIN TRUE

DOB: 11/21/1956

QSS/OASIS Employee Maintenance

Change SSN

Change Employee SSN

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search Panel

Change SSN

Old SSN: 999887777 New SSN: 999887778

Remove data belonging to old SSN

Grid output

Dataset / (No. of recs to be copied)	Dataset / (No. of recs to be copied)	Dataset / (No. of recs to be copied)
DI/SSN master (1)	SSN master (0)	Demographic data (1)
Leave balances (1)	Client defined (1)	Additional demog. (1)
Emergency data (1)	Comments (0)	Credentials (1)
Degrees (0)	Job hist: obsolete (0)	Subjects (0)
Inservice (0)	Experience (0)	Skills (0)
Applications (0)	Test results (0)	Evaluation results (0)
Position assign. (0)	Site preferences (0)	Teaching history (0)
Subject preference (0)	Payroll master (1)	Payroll payments (11)
Payroll positions (1)	Payroll accounts (11)	Payroll adjustment (0)
Payroll labor hist (0)	Pay deductions (0)	Payroll history (0)
Pay/Ded history (0)	Pay Deduction Hist (0)	Deferred Pay Info (0)

Continue Change Reset Cancel

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:19:28 PM

QSS/OASIS Employee Maintenance

Other Features

Employee Maintenance – By ID

Search Panel

By SSN By Ext Ref By Name By ID District : 39 Include Terminated Add to grid

Selected Employee/List

SSN : Ext Ref # :

Employee ID Maintenance 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] Switch to: ▾

PAIN, TRUE 1006 XXX-XX-1000 ID: 7776665554 MA|AB **ChangeMode**

[DEA1-08/21/2012-10:09:52](#)

SSN: ***-**-1000

ExtRef: 001006

Additional Employee ID Values

Description	Value	Action	Audit Info
SEID	7776665554	Change	DEA1-08/21/2012-10:09:52
CALPERS-ID	N/A	Assign	N/A

Yr: 2008 Dist: 39 Site: 1 GS: W 2/24/2013 1:22:05 PM

Termination (TE)

Termination 39 - The Train USD QSS/OASIS

File Options Window

PERSON, REAL 1000 XXX-XX-5555 ID: 7676767699 MA|AB|TE **ChangeMode**

Show SSN DAPX-03/23/2013-13:45:43

Termination reason:

Termination date:

OK to rehire?

OK to pay?

Use termination date to end open assignments in fy 08?

Direct Deposit:

These field selections only apply to employees currently being terminated using this screen. For previously terminated employees, these fields will be read-only.

	Date	Comments
▶	10/18/2010	The comment is an area where can type and it will word wrap for you.

Yr: 2008 Dist: 39 Site: 1 GS: W 2/18/2014 11:15:48 AM

Quick Label Print

Quick Label Print 39 - The Train USD QSS/OASIS

File Options

Print Labels Print Sample Print Sample Without Borders Preview Preview Off Close

Microsoft Sans Serif, 8.25

Print to Preview done **InspectMode**

Label Style: Employee Name and Address Labels Zoom 50%

Avery Label Number: Avery 5160 (3 x 10)

Labels per Employee: 1 Total Employees: 5

Copies: 1 Total Labels: 5

Start at Label: 1

Choose Employee(s)

Selected Employee

Listed Employees

Sample Label

Employee W. Name
2020 Fineview Blvd.
Future City, CA 98765-2020

TELEMAN 857 American Street San Carlos, CA 94070	DEBRAINE PERDON 5121 S. EL CAMINO REAL SAN MATEO, CA 94403	R. BALLE PERDONNY 1234 & MAIN STREET SAN MATEO, CA 12345
REAL PERSON 1234 & MAIN ST. SAN MATEO, CA 94403	DARRYL PERDON-SMITH 1234 & MAIN STREET SAN MATEO, CA 94403	

Yr: 2008 Dist: 39 Site: 1 GS: W 8/21/2012 8:13:30 AM

Navigation Tools (MA)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Default Home Field: Emp Title Ctrl+Alt+H
 Custom Home Field: <unassigned> Ctrl+Alt+C

Region Home Fields
 QuikTab Fields

Emp Title Ctrl+0
 Address, Mailing Ctrl+1
 Address, Residence Ctrl+2
 Date, Hire Ctrl+3
 Hispanic/Latino Ctrl+4

ChangeMode
 DEFA1-08/18/2011-11:27:16

Show SSN

Title: MR Last Name: PERSNIKITY First Name: REALLIE

Mailing Address: 1234 S. MAIN STREET Restrict
 City: SAN MATEO State: CA ZIP: 12345
 Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: () - T: ()
 Work email: jeffv@qss.com
 Home email:

Resident Address:
 City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956
 Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:
 Fingerprint: 04/12/2000 Z Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007
 Type: FT - FULLTIME Group: Gender: M I9: Bargaining unit: 04 - MGMNT
 Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:
 Hispanic/Latino: Disabled: Veteran: # Dependents: 0 Lang 2:
 Ethnic/Race: FI - FILIPINO Fringe: Loyalty: Lang 3:
 Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AF

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:30:18 PM

Navigation Tools (MA) (continued)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Navigation menu items:

- Default Home Field: Emp Title Ctrl+Alt+H
- Custom Home Field: <unassigned> Ctrl+Alt+C
- Region Home Fields
- QuikTab Fields
 - Emp Title Ctrl+Alt+0
 - Emp Last name Ctrl+Alt+1
 - Emp First name Ctrl+Alt+2
 - Emp Middle initial Ctrl+Alt+3
 - Emp Preferred name Ctrl+Alt+4

PERSONIKITY, RE

ChangeMode

DEA1-08/18/2011-11:27:16

Title: MR Last Name: PERSONIKITY First Name: REALLIE

Mailing Address: 1234 S. MAIN STREET

City: SAN MATEO State: CA ZIP: 12345

Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: () - T: ()

Work email: jeffv@qss.com

Home email:

Resident Address:

City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956

Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:

Fingerprint: 04/12/2000 Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007

Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMNT

Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:

Hispanic/Latino: Disabled: Veteran: # Dependents: 0 Lang 2:

Ethnic/Race: FI - FILIPINO Fringe: Loyalty: Lang 3:

Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AI

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:31:50 PM

Navigation Tools (MA) (continued)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Settings Configure Field Navigation Ctrl+N Switch to: Prime Posn

Close F12 1003 XXX-XX-1111 ID: 5310563451 ChangeMode

DEA1-08/18/2011-11:27:16

Title: MR Last Name: PERSNIKITY First Name: REALLIE I: Preferred: SNIKSTER Name History * Show SSN

Mailing Address: 1234 S. MAIN STREET Restrict

City: SAN MATEO State: CA ZIP: 12345

Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: () - T:

Work email: jeffv@qss.com

Home email:

Resident Address:

City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956

Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:

Fingerprint: 04/12/2000 Z Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007

Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMNT

Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:

Hispanic/Latino: Disabled: Veteran: # Dependents: 0 Lang 2:

Ethnic/Race: FI - FILIPINO Fringe: Loyalty: Lang 3:

Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AI

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:33:09 PM

Navigation Tools (MA) (continued)

Configure Field Navigation for Demographic (MA)

File

Default Home Field

The field on which the cursor is placed by default when this dataform is activated.

Default Home field : Emp Title

Custom Home Field

If 'Use Custom Home Field' is checked, the cursor is directed to the selected field when this dataform is activated.

Use Custom Home Field [Configure](#)

Custom Home field : <unassigned>

Predefined Region Home Fields

The following represent home fields for pre-defined regions on this dataform. The cursor can be directed to these fields by pressing [Ctrl+<idx>] where idx is the number of the defined region.

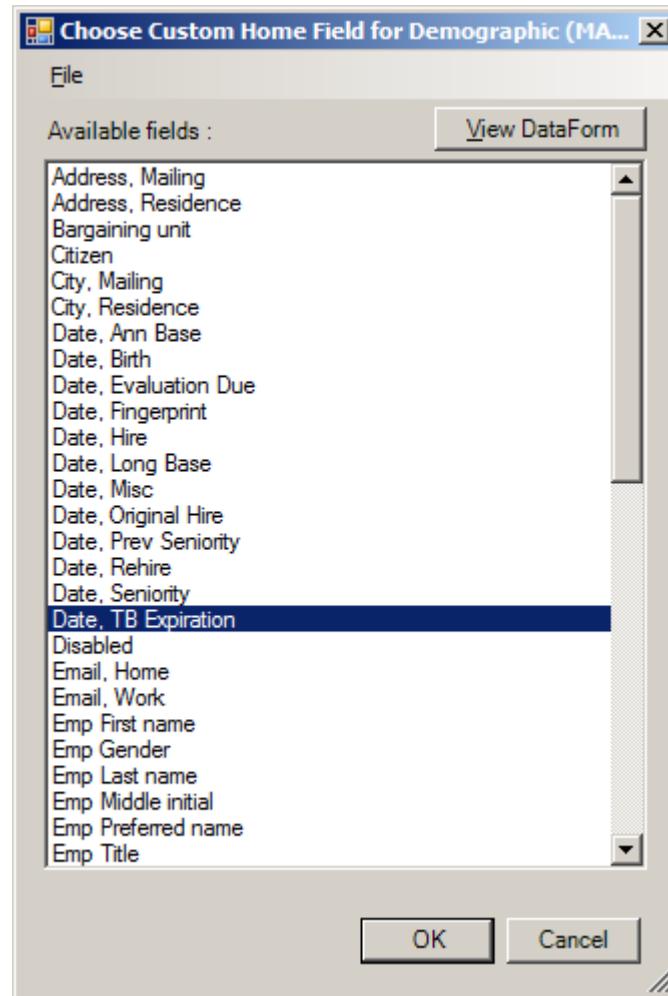
- 0. Emp Title
- 1. Address, Mailing
- 2. Address, Residence
- 3. Date, Hire
- 4. Hispanic/Latino

QuikTab Fields

Up to 10 fields on the screen can be defined so that the cursor can be directed to those fields by pressing [Ctrl+Alt+<idx>], where idx can be 0 through 9. [Configure](#)

0. Emp Title	5. <unassigned>
1. Emp Last name	6. <unassigned>
2. Emp First name	7. <unassigned>
3. Emp Middle initial	8. <unassigned>
4. Emp Preferred name	9. <unassigned>

Navigation Tools (MA) (continued)



Navigation Tools (MA) (continued)

