



# Trends

## Personnel



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## Introduction

Trends Personnel is an integrated program within the Trends system that provides entry and maintenance of employee data for general personnel information, employee leave tracking, and a state department export feature (SDE) for the State Personnel Report. Personnel is integrated with the payroll system, and inherits information from payroll including retirement code, years of service, and degree. Personnel requires that an employee exist within the payroll system first, before being imported into the personnel system.

Access to Trends Personnel is provided from the payroll menu in Trends. A user must be granted permission thru the User Setup module before being allowed access to personnel.



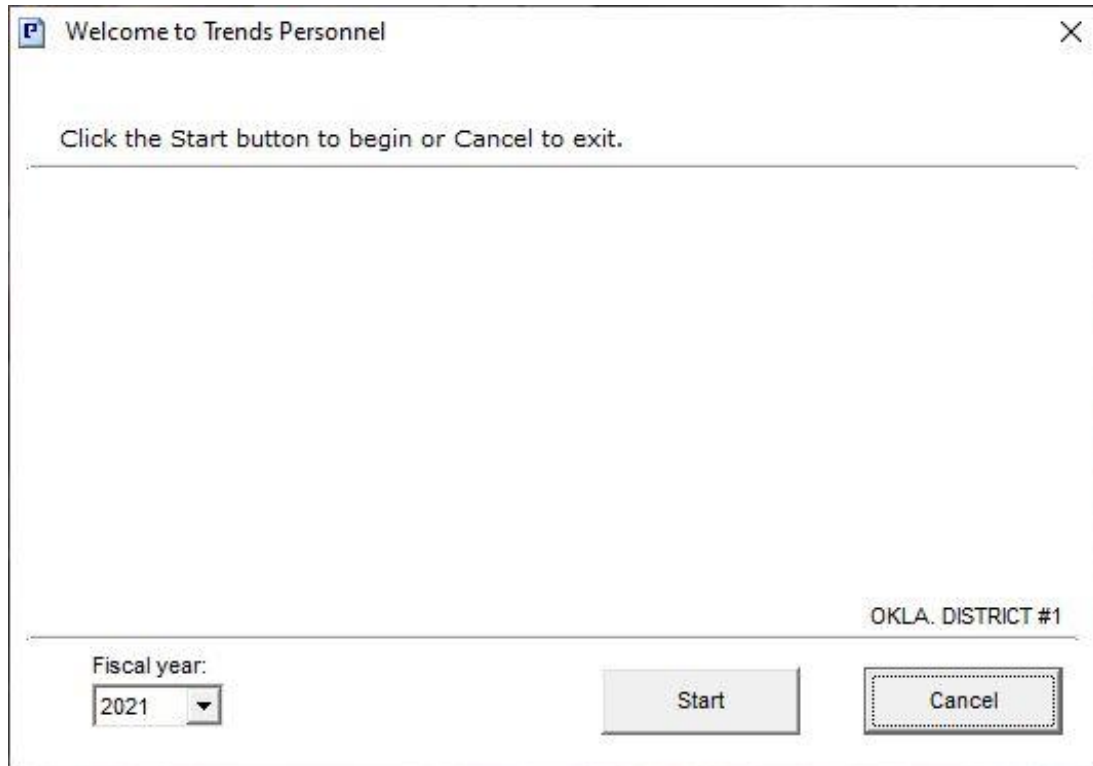
**Note:** *Permission to the payroll system does not automatically provide access to Trends Personnel, but must be explicitly defined.*

## Installation

Installation of Personnel is provided through the Trends Update procedure. Once the Personnel license has been activated, we will ask you to run a Trends Update so that the system can activate the Personnel module. After running the update, permission must be granted to the employee so that he or she may access the menu selection from payroll.

## Personnel Startup Screen

After the Personnel license has been enabled for your system, you will need to go through a short startup before being able to enter the Personnel module.



**Figure 1.**

Upon opening Personnel for the first time, you'll be greeted with a window as shown in Figure 1. Verify that the Fiscal year as shown in the drop-down box in the bottom left of the window is correct. Assuming that it is, press the **Start** button.

After pressing **Start**, the system will pull information from the Payroll system and populate information in the Personnel system. Once it is complete, simply press the **Finish** button and the Personnel system will be ready for you.

## Trends Personnel Main

In the main screen when entering Personnel, the Personnel tab is the default. All fields can be edited here, and certain fields described below are shared with the payroll system and can be edited from either Payroll or Personnel.

The screenshot shows the 'Trends Personnel Main' application window. The 'Personnel' tab is selected. The left sidebar lists employees, with 'Gaines, Randy F' highlighted. The main form contains various fields for employee information, including position, site, certificate details, degree, and years of service. The 'Include on SDE Error' checkbox is checked. The 'Select all that apply' section shows 'White/Caucasian' selected. The 'Years of service' section shows 7 years in District service. The bottom of the window features icons for SSN, Reports, Q.Entry, Tables, Edit, and Exit.

Figure 2.

The current fiscal year is displayed at the top left of the screen under the menu. The **Certified** checkbox may be marked to display employees marked as certified within the system. Unchecking this box will display support employees.



**Note:** To change an employee from certified to support, use the Employee Information module in Payroll.

When the Personnel system is enabled, active employees from the Payroll system are collected and imported into the Personnel system. Archived employees within the Payroll system are not imported by default, but you may import them manually using the Personnel Import screen, which will be described later in this document.

Though some of the fields are only applicable to certified employees for reporting purposes, you may enter values for support employees for tracking purposes as well, such as degree and years of service.

The following describes the fields available for edit on the Personnel tab:

- *Position*: an assigned position code describing the primary job of the selected employee.
- *Site*: an assigned site code for the employee; used for reporting to filter employees by a selected site code.
- *Mentor teacher*: marks an employee as a mentor teacher.
- *Teacher residency*: marks an employee as a resident teacher.
- *Substitute*: marks an employee as a substitute; used for reporting to filter employees for selected reports.
- *Years of Service*: defines the years an employee is employed within the district, and outside the district.
- *Certificate*: the teacher certificate number defined by the state.
- *Degree*: the degree held by the employee.
- *Held*: the years the degree has been held by the employee.
- *Retired State Code*: the retirement code defined by the state for employees whose status is retired. Note: This field is also available for edit in the Payroll system.
- *Reason for Leaving*: A reason code defined by the SDE for employees leaving at the end of a fiscal year.
- *Reason for Not Returning*: A reason code defined by the SDE for employees not returning for a new fiscal year.
- *Race Identification*: the race code(s) which identify the employee. (The *Hispanic* selection must include an additional race identification, as required by the state.)



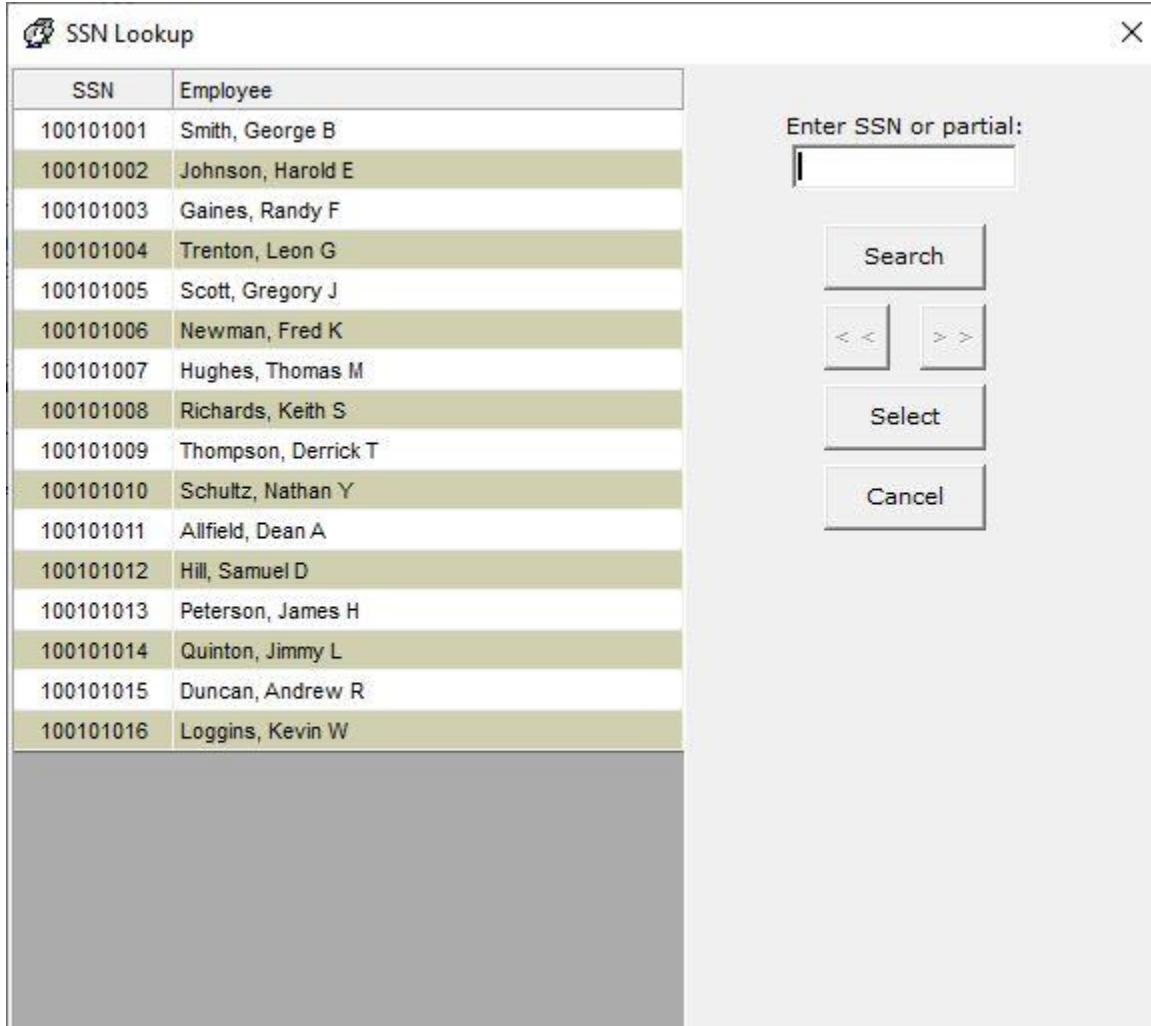
**Note:** The *Years of Service*, *Certificate*, *Retired State Code*, *Reason for Leaving/Not Returning*, and *Race Identification* fields are also available for edit in the Payroll system.

The buttons along the bottom of the Personnel tab are:

- **SSN**: allows a lookup of employee by social security number. This function allows you to search using a partial number to identify employees as well.
- **Quick Entry**: allows mass changes to employee information. You may update various fields within the Personnel system for one or more employees at the same time.
- **Reports**: provides various reporting features for the Personnel system. The reports will be described later in this document under the Reporting section.
- **Edit / Cancel**: allows the tab to be edited for changes. This feature allows you to edit fields for a single employee on the selected tab and is available on most screens within the Personnel system.

## Lookup by Social Security Number

To search for an employee using a social security number, click the **SSN** button at the bottom of the main screen on the Personnel tab. The employees will be ordered by name, with the SSN listed to the left. You may enter a partial number and click **Search**. The employees matching the SSN will be highlighted for you. If more than one employee is returned, you may use the arrow buttons above the **Select** button to iterate thru the highlighted employees. You may then highlight the employee and click **Select**. After selecting an employee, the SSN screen will exit and the selected employee will be displayed on the main screen.



The SSN Lookup dialog box contains a table with two columns: SSN and Employee. The table lists 16 employees. To the right of the table is a search interface with a text input field labeled 'Enter SSN or partial:', a 'Search' button, two arrow buttons ('<<' and '>>'), a 'Select' button, and a 'Cancel' button.

SSN	Employee
100101001	Smith, George B
100101002	Johnson, Harold E
100101003	Gaines, Randy F
100101004	Trenton, Leon G
100101005	Scott, Gregory J
100101006	Newman, Fred K
100101007	Hughes, Thomas M
100101008	Richards, Keith S
100101009	Thompson, Derrick T
100101010	Schultz, Nathan Y
100101011	Allfield, Dean A
100101012	Hill, Samuel D
100101013	Peterson, James H
100101014	Quinton, Jimmy L
100101015	Duncan, Andrew R
100101016	Loggins, Kevin W

Figure 3.



**Note:** All SSN's displayed in this document have been altered for confidentiality and security.



**Note:** You may also click the column header and sort by SSN or Employee. Each time you click the header, the column will sort either ascending or descending. This functionality is available in most screens in the Personnel system.



## Editing the fields

After clicking the **Edit** button, the screen is placed into edit mode, which allows you to change the values for each field shown. During edit mode, the employee selected on the left is locked, and the tabs are locked. To change the values for the fields, you may click the checkboxes, click the down arrow for selection boxes, which will provide a list for you to select, or simply enter a value. After making changes, click the **Save** button to update. If you do not wish to make changes, you may click the **Cancel** button at the bottom.

The screenshot shows the 'Trends Personnel Main' application window. The 'Personnel' tab is selected, displaying a list of employees on the left and a form for editing the selected employee, 'Gaines, Randy F'. The form includes fields for Position, Site, Certificate, Expires, Yrs Held, Degree, Reason For Leaving / No Return, and various checkboxes for employment status (Mentor teacher, Teacher residency, Substitute, Include on SDE Error). It also features a 'Select all that apply' section for ethnicity (Hispanic, Black, Amer. Indian, Pacific Island, Asian, White/Caucasian) and a 'Years of service' section with input boxes for District, Other, Oklahoma, and Military. At the bottom, there are icons for SSN, Reports, Q.Entry, Tables, Save, and Cancel.

**Trends Personnel Main**

File View Options Trends SDE About Administrator

Fiscal year: 116  
2021 ☐ Certified

Gaines, Randy F  
Gaines, Randy F  
Hughes, Thomas M  
Johnson, Harold E  
Newman, Fred K  
Richards, Keith S  
Schultz, Nathan Y  
Scott, Gregory J  
Smith, George B  
Thompson, Derrick T  
Trenton, Leon G

General Personnel Leave Certification Certification Codes Background

Position: (No Position) Site: 050 Certificate: Expires: 0 Yrs Held: 0

☐ Mentor teacher ☐ Teacher residency ☐ Substitute ☒ Include on SDE Error

C. Days: 0 E. Days: 0 Hours: 0.00

Degree: No Degree Reason For Leaving / No Return:

Select all that apply:

☒ Hispanic ☐ Black  
☐ Amer. Indian ☐ Pacific Island  
☐ Asian ☒ White/Caucasian

White (Caucasian)

Years of service: 7

7 District 0 Other  
0 Oklahoma 0 Military

SSN Reports Q.Entry Tables Save Cancel

Figure 4.

## Quick Entry

The Quick Entry screen allows you to update one or more employee fields via a mass update. This is a time-saving feature for updating the same information for multiple employees. On the Personnel tab for Quick Entry, you may simultaneously update the *Position*, *Degree*, *Site*, *Years of service*, and the *Certification dates* of any certificate line. In the example above, the selected employees to the left will have the position and site changed by clicking the **Apply** button. To enable a field for update, select the field's checkbox, and enter the value for the field. Only employees selected on the left will be updated.

The screenshot shows the 'Personnel Quick Entry' window. On the left, there is a list of employees with checkboxes: Gaines, Randy F; Hughes, Thomas M; Johnson, Harold E; Newman, Fred K; Richards, Keith S; Schultz, Nathan Y; Scott, Gregory J; Smith, George B; Thompson, Derrick T; and Trenton, Leon G. Above this list are checkboxes for 'Certified' and 'Select all employees'. The main area has three tabs: 'Personnel' (selected), 'Leave System', and 'Leave Beg. Balances'. Under the 'Personnel' tab, there are several update fields with checkboxes: Position, Degree, Site, Groups, Level, Add hrs, Years of service, Contracted, Employed, Hours per day, Certification dates, and Expiring year. The 'Years of service' section has a dropdown menu with options: District, Other district, Out of state, Military, and Total years. The 'Certification dates' section has 'Valid from' (7 / 1 /2020), 'Valid to' (6 /30/2021), and 'Expires' (2022) fields. At the bottom right are 'Apply' and 'Exit' buttons.

Figure 5.



**Note:** Quick Entry examples for the Leave system will be displayed in the Personnel Leave system, discussed later in this document.

## View Menu

The View menu at the top left of the main screen has various option screens for performing tasks within the Personnel system. Within this menu, the following screens are available:

- **Archive & Import** – allows employees to be imported into the Personnel system, or to be archived (or hidden) in the system.
- **Export Data** – allows information to be exported via a comma-delimited or tab-delimited file, usually so that it can be opened using Microsoft Excel. Various fields may be selected for the export routine.
- **Update Personnel** – this function reconciles the leave records within the system and resets the account balances for the employees.
- **Initialize Leave** – an administrative function that will clear all leave records due to unrecoverable errors. This function is protected by an override code.
- **Restore System** – an administrative function that will clear all records within the Personnel system due to unrecoverable errors. This function is protected by an override code.

## Archive and Import Employees

The Archive and Import Employees screen allows you to archive active employees within the Personnel system, as well as import employees that are not in the Personnel system. Archiving hides the employee from all other screens and reports within the system, but does not delete the employee from the system. It should be used when you no longer wish to track the employee within the Personnel system. The import function is for employees that have been created in the Payroll system but are not in the Personnel system. When an employee enters the Payroll system, s(he) is not automatically created in the Personnel system, but must be imported through this screen.

+/-	Employee	SSN #	Certified
<input type="checkbox"/>	Allfield, Dean A	100101011	Yes
<input type="checkbox"/>	Duncan, Andrew R	100101015	Yes
<input type="checkbox"/>	Gaines, Randy F	100101003	No
<input type="checkbox"/>	Hill, Samuel D	100101012	Yes
<input type="checkbox"/>	Hughes, Thomas M	100101007	No
<input type="checkbox"/>	Johnson, Harold E	100101002	No
<input type="checkbox"/>	Loggins, Kevin W	100101016	Yes
<input type="checkbox"/>	Newman, Fred K	100101006	No
<input type="checkbox"/>	Peterson, James H	100101013	Yes
<input type="checkbox"/>	Quinton, Jimmy L	100101014	Yes
<input type="checkbox"/>	Richards, Keith S	100101008	No
<input type="checkbox"/>	Schultz, Nathan Y	100101010	No
<input type="checkbox"/>	Scott, Gregory J	100101005	No
<input type="checkbox"/>	Smith, George B	100101001	No
<input type="checkbox"/>	Thompson, Derrick T	100101009	No
<input type="checkbox"/>	Trenton, Leon G	100101004	No

Archive employees that you wish to make inactive within the personnel system. This will not delete the personnel record, but will hide the employee from all applicable screens and reports.

☒ Show active employees

☐ Show archived employees

☐ Show employees not in personnel

Archive Import Exit

Figure 7.

To archive an active employee, select the **Show Active Employees** checkbox on the right, select the employee(s), and click the Archive button.

To import an employee from payroll, select the **Show Employees Not in Personnel** checkbox, select the employee(s), and click the Import button.



**Note:** You may also un-archive employees that have previously been archived.

## Export Data

To export information to a file, select the file type at the top-right (Microsoft Excel can open either type), select the fields you would like to export, and click the **Save** button. A save-dialog box will open allowing you to choose where to save the file.

Export Trends Personnel

Data to export:

- ☒ Export personnel data
- ☐ Export leave data

Export to file type:

- ☒ Comma delimited (\*.CSV)
- ☐ Tab delimited (\*.TXT)

Select employee fields :

- ☐ Social security number \*
- ☒ Address, city, state, postal code, telephone, email
- ☒ Birth date, hire date, termination date
- ☒ Gender, race, mentor, and residency
- ☒ Position code, site, retirement, fraction-of-day
- ☒ Cert number, degree, years held, years experience

Save Exit

Figure 8.

Leave information including balances, certificate numbers, degree, and years of service may also be exported.

When selecting the file type, any fields that may contain commas will present a problem for Microsoft Excel if using the comma-delimited file type. The fields are separated using commas or tabs, therefore any fields containing a comma will be parsed as different fields by Microsoft Excel. The tab-delimited file type is usually the safest file type to select.



**Note:** It is recommended that Social Security Number not be exported to a file for security purposes.

## Personnel Leave System

**Trends Personnel Main**

File View Options Trends SDE About Administrator

Fiscal year: 116  
 2021 ☐ Certified

Leave Group: Days  
 DISTRICT

Leave type	Beginning	Accrued	Used	Ending
SICK	0.000	0.000	0.000	0.000
PERSONAL	0.000	0.000	0.000	0.000
EMERGENCY	0.000	0.000	0.000	0.000
BEREAVEMENT	0.000	0.000	0.000	0.000
STATE	0.000	0.000	0.000	0.000
RETIREMENT	0.000	0.000	0.000	0.000
BANK DONATION	0.000	0.000	0.000	0.000
BANK LEAVE	0.000	0.000	0.000	0.000

Convert Adjust Settings Accrue View Substitute Charge Edit Exit

**Figure 9.**

The Personnel Leave system allows tracking of various leave types for each employee within the system. Each employee within the system will belong to a leave group. A leave group is composed of leave types, such as Sick, Personal, Vacation, etc. The following describes the Leave tab on the main screen, and the buttons available at the bottom of the screen:

- **Convert** – this screen converts the leave amounts within the types from days to hours, or hours to days. This conversion is dependent on the ratio of hours per day, and must be entered by the user before making the change.



**Note:** It is recommended that a report of leave balances is created before using the Convert option, as some unintended data loss can occur.

- **Adjust** – this screen allows you to move balances in excess of the maximum allowance from one type to another. Usually, employees that have accumulated more Sick leave than allowed may have the excess (or overage) leave added to their Retirement account.

- **Settings** – leave groups and types are defined here for the system. Groups and types may be added, edited, or removed within this screen as well as a quick entry process for moving employees from one group to another.
- **View** – this screen will display the leave entries (or transactions) that have been entered into the system for an employee.
- **Substitute** – allows an entry to be viewed or edited for substitutes.
- **Leave** – allows a leave entry to be charged for an employee.
- **Edit** – allows the leave group to be changed, and the beginning balances edited for the selected employee.

## Best Practices for Starting the Leave System

After the Personnel system has been started, you should perform the following tasks to begin using the Leave System.

- Create the leave groups that will be needed. Usually this includes a 10 Month group, 12 Month group, and the District group. If your 10 month certified employees receive a different amount of leave than your 10 month support employees, then you should create a 10 Month Certified and 10 Month Support group for each group of employees. The District group is provided for you by the system to contain employees who do not receive any leave, such as substitutes or temporary employees. Of course, you could also create a separate group for them if you wish.
- Add any additional leave types that will be needed for your district. The system starts with Sick, Personal, Bereavement, State, and Retirement. You may remove or rename any of these, except for Sick leave. Typically, most districts add Jury Duty and Professional Development types to the groups for tracking, as well.
- Assign your employees to the proper leave group. You may do this from the Leave Settings screen where the groups and types were created, or from the Leave System tab in Quick Entry.
- Update the beginning balances for your employees. You may do this from the main screen using the **Edit** button, or for a quicker method, use the Leave Beg. Balance tab in Quick Entry.
- Accrue the district allocation for your employees using the Accrue screen from the Leave tab on the main screen. Be sure to back-date the accrual date, if needed. Usually, the beginning fiscal year date is applied for the accrual date.
- Charge leave using the Charge Leave screen available from the Leave tab on the main screen. If you are entering leave in a batch, be sure to back-date the leave entry for each submission. The default dates will be the system date.
- Run a leave balance report for each employee in the system. You may distribute this report to each employee with their paycheck. Most schools distribute this report at the beginning of the fiscal year, and a few months prior to the end of the fiscal year.



## Leave Settings

The screenshot shows the 'Leave settings' window with the following configuration:

- Left Panel:**
  - ☒ Leave groups
  - ☐ Leave types
  - ☐ Leave employees
- Top Bar:** Add, Edit, Remove, Save, Exit buttons.
- Main Content:**
  - Leave groups:** A list box containing 'DISTRICT' (selected).
  - Leave group:** A text field containing 'DISTRICT'.
  - Unit of measure:**
    - ☒ Days
    - ☐ Hours
    - ☐ Quarter hours
  - Leave types for selected class:** A list box containing 'SICK', 'PERSONAL', 'EMERGENCY', 'BEREAVEMENT', 'STATE', 'RETIREMENT', 'BANK DONATION', and 'BANK LEAVE'. 'SICK' is selected.
  - Leave type:** A text field containing 'SICK'.
  - District allocate:** A numeric field with the value '0.00'.
  - Accumulate / rollover:** A dropdown menu set to 'Yes'.
  - Maximum accumulation:** A numeric field with the value '0.00'.
  - Add to sick leave:** A dropdown menu set to 'Yes'.

Figure 10.

You may add, edit, or remove leave groups and leave types from this screen. Each leave group is composed of leave types. To add a new leave group, click the **Add** button, and select *Add leave group*. Enter the name of the group, select the *Unit of Measure*, and click **Save**. Once a new leave group is added, the default leave types will be added to the group automatically.

After adding the group, you may click the **Edit** button to enter values for each leave type within the group. The following describes the fields available for each type within the group:

- **District Allocate** – the amount provided by the district for each fiscal year.
- **Accumulate / Rollover** – a flag indicating that the amount may rollover at the end of the fiscal year (during rollover) or the amount may zero out.
- **Maximum Accumulation** – this is a limit placed on the amount of leave allowed to accumulate. Exceeding the limit will display a warning on the leave type balance for the employee.

- **Add to Sick Leave** – this allows the system to add any remaining leave to the Sick leave type during the rollover process.



**Note:** *If the Maximum Accumulation of a leave type is exceeded, the excess leave can be transferred to another leave type, such as Sick to Retirement, using the Adjustments screen.*

## Leave Types

Leave settings

Add Edit Remove Save Exit

☐ Leave groups  
☒ Leave types  
☐ Leave employees

Leave types:

- SICK
- PERSONAL
- EMERGENCY
- BEREAVEMENT
- STATE
- RETIREMENT
- BANK DONATION
- BANK LEAVE

Leave type: SICK

SICK type required

☒ Automatically add to new group

Figure 11.

This identifies the types available in the system. You may create additional types that may be required by your district. To add a leave type, click the **Add** button and enter the name of the type. If you would like to mark this type as a default type so that it will be added to any new group, click the *Automatically add to new group* checkbox.

You may also remove leave types that will not be used by your district by selecting the leave type, and clicking the **Remove** button. If the selected type is being used (having a balance other than zero), then you will be prompted that the type is in use. You may still remove the type, but it is recommended that you run a leave report for any employees that are using the type.

You may edit the name of each type by selecting the type, and clicking the **Edit** button. Any employee with this type will automatically use the new name for the type.

## Transfer Leave Employees

Leave settings

Add Edit Remove Save Exit

☐ Leave groups  
☐ Leave types  
☒ Leave employees

Select group for transfer:  
DISTRICT

NEWMAN, FRED K  
PETERSON, JAMES H  
QUINTON, JIMMY L  
RICHARDS, KEITH S  
SCHULTZ, NATHAN Y  
SCOTT, GREGORY J  
SMITH, GEORGE B  
THOMPSON, DERRICK T  
TRENTON, LEON G

Select group for transfer:  
10-MONTH

ALLFIELD, DEAN A  
DUNCAN, ANDREW R  
GAINES, RANDY F  
HILL, SAMUEL D  
HUGHES, THOMAS M  
JOHNSON, HAROLD E  
LOGGINS, KEVIN W

Figure 12.

This screen allows you to transfer an employee from one group to another using a quick entry method. In the example above, choose the 10 Month group on the left to select the employee, and the 12 Month group on the right. Clicking the top transfer button, from left to right, will move the employee from the 10 Month group to the 12 Month group. You may also transfer employees from the right to the left using the bottom transfer button, left to right.

You may receive a warning that transferring an employee from one group to another may result in loss of data. Using the example above, the 10 Month group contains a type, Cert. Bus Driver, that is not available in the 12 Month group. Transferring the employee to this new group would remove the leave records for the employee's Cert. Bus Driver if the transfer is allowed. It is recommended that you print a leave balance report for the employee before performing this transfer, if you would like to retain their records for historical purposes. Any information in the employee's leave type that will be removed due to the transfer will be permanently lost.

## Accrue Leave

Figure 13.

The Accrue Leave screen allows you to add time to an employee's Accrued balance; either accrued throughout the year as the time is earned, or to receive a one-time increase at the beginning of the year for leave given up-front. The accrual process may be run as many times as needed, and the amount of time to accrue is provided by the group. The amount of time to accrue may be changed to accommodate special circumstances where the time allocated by the group needs to be different. The accrual process creates a leave detail record showing the change in the employee's balance, and the record will appear in a detail report for leave.

You could accrue each leave type individually, or select *All Types* in the leave type selection box. After all fields are set, you may then click the **Accrue** button to add the leave to the selected employees. This amount will be reflected in the Accrued balance for each employee.



**Note:** Detail leave reports display leave entries in date order, so this accrual entry will be shown for the beginning of the year. Be sure to back-date accrual entries if you would like to enter them for the beginning of the fiscal year.

## Correcting an Accrual Entry

After accruing leave for an employee, you may notice that an employee was accrued an incorrect amount. Either too much, or too little. To correct this, select the group that the employee belongs to, select the employee on the left, date the accrual to the preferred date, and select the leave type that is in error. At this time, the amount in the Days box will display the amount that the group provides for the District Allocation. You must click the *Change accrual amount* checkbox and override the amount. In this case, you would like to deduct 1 day, rather than add, so enter a -1.000 and click the **Accrue** button. This will deduct 1 day from the employee's Personal balance.

If you would like to add an amount, enter a positive value, rather than a negative value. If the employee has 10 days accrued in Sick, but you would like to increase it to 15 days, select Sick, click the *Change accrual amount* checkbox, and enter 5 days. This will add 5 days to what has already been accrued.



**Note:** *The amounts shown in the Accrue Leave screen for each leave type are provided by the Group. To change this amount, you must enter the Leave Settings screen (discussed earlier in this document) and adjust the selected type's District Allocation.*

## View Leave

View leave transactions

Employee: Gaines, Randy F SSN: \*\*\*\*\*1003

☐ Search by leave type ☐ Search by site

SICK 050

Beginning: 7/1/2020

Ending: 6/30/2021

Entry type	Leave type	Hrs/Days	Begin.	End	Remarks
Regular	PERSONAL	1.000	12/01/2020	12/01/2020	Personal day
Accrual	PERSONAL	3.000	12/02/2020	12/02/2020	Accrual for leave group
Regular	PERSONAL	0.500	12/11/2020	12/11/2020	Personal day

Search

Select

Print

Delete

Exit

Figure 14.

To view leave entries (or transactions) within the system, click the **View** button from the Leave tab on the main screen. The employee is selected at the top-left, and the entries returned are available for the beginning and ending dates on the right.

The entries are listed in transaction date order and display the entry type (Accrual, Regular, or Transfer), the leave type, the amount, the dates of the transaction, and any remarks associated with the entry. You may choose to filter items by month by changing the beginning and ending dates on the right and clicking **Search**. You may also filter the information by leave type and site, as well.

If you would like to edit an entry to change the date, leave type, or remarks, then select the entry and click the **Select** button. This will display the entry in the screen for you to update any changes to the record.

To delete an entry, click on the transaction and click the **Delete** button. This will remove the entry for the employee and update the balances associated with its leave type.

## Substitute Leave Information

Substitute leave information

File Options

Fiscal year: 2021 Fund: 11 Employee: Gaines, Randy F

Add Edit Delete Clear Exit

+/-	Substitute	Units	Amount	Beginning	Ending	Account coding
<input type="checkbox"/>	Allfield, Dean A	1.00	8.00	12/14/2020	12/14/2020	11100022201200000000410715
<input type="checkbox"/>	Hughes, Thomas M	4.00	4.00	10/06/2020	10/14/2020	11100025111200000000601050
<input type="checkbox"/>	Scott, Gregory J	2.00	2.00	08/11/2020	08/11/2020	11131221521712390000353105

Note: Cleared items are highlighted in gray

☐ View all  
☐ View by substitute  
☒ View by employee

Beginning: 7 / 1 / 2020

Ending: 6 / 30 / 2021

Search

Figure 15.

The Substitute screen allows you to enter a substitute for an employee at the time the leave is charged for the employee, or at a later date, if needed. To view the substitutes for an employee, you may select an employee at the top and the beginning and ending dates to the right, and any substitute entries available for the employee will be displayed. You may add, edit, or remove any entries associated with the employee, if needed.

To view records by substitute, you may select the *View by substitute* option on the right, and select the substitute. It will display all employees that have been substituted throughout the fiscal year.



**Note:** Substitute records may be provided to the Payroll department via a Substitute Report, if needed. The Clear button may be used to clear any substitute record that have been previously paid by the Payroll system, if needed. If a record has been cleared, this information will print on the Substitute Report. The Substitute Report is available in the Personnel Reports screen.



## Charge Leave

**Charge leave**

Employee:  SSN: \*\*\*\*\* 1003

Leave group:  Fiscal year:

☒ Regular
 ☐ Transfer
 ☐ Pool

Beginning:  Ending:

Prompt for substitutes ☐

Leave type:  Days:  Site:

Remarks:

Leave type	Beginning	Accrued	Used	Ending
SICK	0.000	0.000	0.000	0.000
PERSONAL	0.000	0.000	0.000	0.000
EMERGENCY	0.000	0.000	0.000	0.000
BEREAVEMENT	0.000	0.000	0.000	0.000
STATE	0.000	0.000	0.000	0.000
RETIREMENT	0.000	0.000	0.000	0.000
BANK DONATION	0.000	0.000	0.000	0.000
BANK LEAVE	0.000	0.000	0.000	0.000

View Substitute Save Exit

**Figure 16.**

Leave transactions are entered in the screen above, with additional selections for the type of leave, a date range for the time of the leave, the amount of leave units used, the site associated with the employee, and descriptive remarks for the leave entry. Saving the entry constitutes a leave transaction for the employee, and the Used balance will change when the record is saved. The system will not validate your date ranges, and invalid ranges will result in misreporting leave records when running month-to-date totals for leave.

The following describes the fields available on this screen:

- **Regular** – charge regular leave by selected leave type.
- **Transfer** – transfers leave from one employee to another.
- **Beginning & Ending Date** – defines the time span for the leave transaction.
- **Leave type** – determines the type of leave to be charged.
- **Hours/Days** – determines the amount of leave to be charged.
- **Site** – associates the leave transaction with a selected site code.
- **Remarks** – allows a description of why the leave was charged.
- **Prompt for substitutes** – a checkbox which prompts the user to enter a substitute record after charging leave to an employee. This feature should be unchecked if substitute information is not recorded for your district.

## Transfer Leave

To transfer leave from one employee to another, select the employee at the top-left of the screen and click the **Transfer** option. The transfer screen will display the employee to the right that is providing (or giving) the amount, and you must select the employee below that is receiving the amount. Enter the beginning and ending dates of the transfer, the amount (Days), the Site, and the reason for the donation in the Remarks box. Click **Save** to update the system with the transaction.

The screenshot shows a web-based form titled "Charge leave". At the top, there are fields for "Employee:" (Gaines, Randy F), "SSN: \*\*\*\*\* 1003", "Leave group:" (DISTRICT), and "Fiscal year:" (2021). Below these are three radio buttons: "Regular", "Transfer" (which is selected), and "Pool". To the right of the radio buttons are date pickers for "Beginning:" (12/2/2020) and "Ending:" (12/2/2020), and a checkbox for "Prompt for substitutes" which is unchecked. Further right are two dropdown menus for "Employee donation from: (Donor)" (Gaines, Randy F) and "Employee donation to: (Donee)" (Allfield, Dean A). Below the radio buttons are fields for "Leave type:" (SICK), "Days" (3.500), and "Site:" (050). At the bottom left is a "Remarks:" text area. At the bottom right, there is a note: "Please note: Sick leave is the only allowed leave type available for donation." At the very bottom are four buttons: "View", "Substitute", "Save", and "Exit".

Figure 17.

In *Figure 17*, Randy Gaines will be charged 3.5 days of Sick leave, and Dean Allfield will receive 3.5 days of Sick leave. If a detail report is run for either employee, the detail record will display the 3.5 days either charged or accrued, as well as the dates and remarks for the transfer.



**Note:** Only Sick leave is allowed to be transferred. When the Transfer option is selected, the leave type will default to Sick, and the system will lock the leave type.

## Editing the Leave Tab

**Trends Personnel Main**

File View Options Trends SDE About Administrator

Fiscal year: 116  
2021 ☐ Certified

General Personnel **Leave** Certification Certification Codes Background

Leave Group: Days  
10-MONTH

Leave type	Beginning	Accrued	Used	Ending
SICK	20.000	10.000	0.000	30.000
PERSONAL	6.000	8.000	1.500	12.500
EMERGENCY	3.000	3.000	0.000	6.000
BEREAVEMENT	3.000	3.000	0.000	6.000
RETIREMENT	70.000	0.000	0.000	70.000

Convert Adjust Settings Accrue View Substitute Charge Save Cancel

**Figure 18.**

On the main screen, you may click the **Edit** button to update the beginning balance, as well as change the leave group. The beginning balance column is highlighted for display, and values may be entered at this time. After making your changes, click the **Save** button to save your updates.



**Note:** Changing the beginning balances does not create a transaction within the system, and a detail report will not display any changes to the balance.



**Note:** You may receive a warning when changing leave groups if the new group does not contain all the leave types of the old group.

## Leave Balance Warnings

**Trends Personnel Main**

File View Options Trends SDE About Administrator

Fiscal year: 116  
 2021 ☐ Certified

Leave Group: Days  
 10-MONTH

Leave type	Beginning	Accrued	Used	Ending
<b>SICK</b>	<b>55.000</b>	<b>10.000</b>	<b>0.000</b>	<b>65.000</b>
PERSONAL	0.000	8.000	1.500	6.500
EMERGENCY	3.000	3.000	0.000	6.000
BEREAVEMENT	3.000	3.000	0.000	6.000
RETIREMENT	70.000	0.000	0.000	70.000

Convert Adjust Settings Accrue View Substitute Charge Edit Exit

**Figure 19.**

If a leave balance exceeds the Maximum Accumulation as defined by the leave group, you may receive the warning above. In this case, the 10-Month group defines Sick leave with a Maximum Accumulation of 60 days.

Most districts allow an employee to carry the excess (or overage) leave during the fiscal year. In the event that you need to move this overage leave to another type, you may use the Adjust Leave screen described on the next page.



**Note:** Having a leave balance exceeding the leave group limits is not an error. The system highlights this event for warning purposes only and may be ignored by the user if the balance is allowed to be carried for the fiscal year.



**Note:** When running a detail leave balance report, the report will mark any leave type with an overage with the same warning displayed above.

## Leave Balance Adjustments

Leave balance adjustments

Select leave group:  
 ALL GROUPS -

Select a leave type to transfer the overage, or select to zero out the overage.

Select leave type for transfer:  
 RETIREMENT

Apply

Or, zero out the leave overage

Exit

☐ Deduct from accrued balance

<input type="checkbox"/>	Employee name	Leave type	Beginning	Accrued	Used	Ending	Maximum	Overage
<input type="checkbox"/>	Gaines, Randy F	SICK	55.000	10.000	0.000	65.000	60.000	5.000

1 records returned

Figure 20.

The Leave Balance Adjustment screen displays any employees who have a leave type in excess of the Maximum Accumulation as defined by the leave group. To display the employees, select the leave group at the top-left of the screen. This will populate a list below of any employees found. The name, leave type, and balances will be displayed, as well as the Maximum Accumulation and the Overage amount. The Overage is calculated as the difference between the Ending balance and the Maximum Accumulation.

Effectively, the system is allowing the user to transfer this overage to another leave type, or zero out the amount. If you would like to transfer the leave, select a leave type for the transfer (Retirement is selected by default), select the employees on the left, and click the **Apply** button. The overage amount will be deducted from the leave type listed, and added to the leave type selected at the top.

To zero out the overage, select the *Zero out the leave overage* option, select the employees, and click the **Apply** button. Any selected employees will then have the overage deducted from the leave type, but not transferred to another type.

## Convert Leave Time

**Convert leave time**

Select leave group: **Days** **10-MONTH**

This screen allows you to convert leave time for selected employees from one time measurement to another.

☐ Select all employees

- ☐ Allfield, Dean A
- ☐ Duncan, Andrew R
- ☒ Gaines, Randy F
- ☐ Hill, Samuel D
- ☐ Hughes, Thomas M
- ☐ Johnson, Harold E
- ☐ Loggins, Kevin W
- ☐ Newman, Fred K
- ☐ Peterson, James H
- ☐ Quinton, Jimmy L
- ☐ Richards, Keith S
- ☐ Schultz, Nathan Y
- ☐ Scott, Gregory J
- ☐ Smith, George B
- ☐ Thompson, Derrick T
- ☐ Trenton, Leon G

8.000 To calculate, enter the number of hours in a day and click the Calculate button. **Calculate**

Convert from	Beginning	Accrued	Used	Ending
Days	20.000	10.000	0.000	30.000
Convert to				
Hours	160.000	80.000	0.000	240.000

**Previous** **Next** **Finish** **Cancel**

**Figure 21.**

The *Convert Leave Time* screen allows you to convert employee leave balances from one time measurement to another.

To convert to Hours, you must enter the number of hours for each day in the box at the top, then click the **Calculate** button. This will provide values in the *Convert To* boxes below. The beginning balance of 59 days will be converted to 413 hours, 12 days accrued will be converted to 84 hours, etc.

You may select multiple employees for this procedure, then click **Next** to continue. You will be notified of the changes to the system, and you may then click **Finish** to process the change. It is recommended to convert 1 or 2 employees at a time, then check for errors, before proceeding with all employees for a given leave group.



**Note:** It is highly recommended that you print all leave balances for the employee prior to converting the balances, and this function should be performed at the beginning of the fiscal year prior to accruing, charging, or transferring leave. Incorrect values from this screen can result in multiple errors in balances for the selected employees.

## Quick Entry for the Leave System

**Personnel Quick Entry**

☐ Certified  
☐ Select all employees

☐ Gaines, Randy F  
☐ Hughes, Thomas M  
☐ Johnson, Harold E  
☐ Newman, Fred K  
☐ Richards, Keith S  
☐ Schultz, Nathan Y  
☐ Scott, Gregory J  
☐ Smith, George B  
☐ Thompson, Derrick T  
☐ Trenton, Leon G

**Personnel    Leave System    Leave Beg. Balances**

**Leave balances**

☒ Overwrite    Select leave type:     Units:   
☐ Replace  
☐ Increase ~ decrease

☐ Leave classes

Overwrites the current balance for the selected leave type and selected employee(s).

**Figure 22.**

The Leave System tab in Quick Entry may be used to assign multiple employees leave groups, as well as increase or decrease beginning balances by a provided value. To assign a leave groups to the selected employees, select the employees on the left, click the Leave Groups option on the right, select a leave group, and click the **Apply** button.

The following describes the other options available on the Leave System tab:

- **Overwrite** – allows the user to select one or more employees, select a leave type, and the amount of leave to set. Only one leave type may be changed at a time. This feature will update the beginning balances for all selected employees to the leave type selected and the amount provided by the user.
- **Replace** – allows the user to select a leave type, the amount of leave used to search for a change (find), and the amount of leave to replace. *Example:* If all Vacation leave that contains 10 days needed to be changed to 15, you would enter 10 into the *From* field, 15 into the *To* field, then click the **Apply** button. All beginning balances for the Vacation leave type that had 10 days would then be changed to 15 days. All employees without 10 days in the leave type would remain unaffected.
- **Increase / Decrease** – allows the user to increase or decrease a beginning balance for the selected employees and a selected leave type. To increase a balance, enter a positive value. To decrease a balance, enter a negative value.

## Quick Entry for Leave Beginning Balances

**Personnel Quick Entry**

☐ Certified  
☐ Select all employees

☐ Gaines, Randy F  
☐ Hughes, Thomas M  
☐ Johnson, Harold E  
☐ Newman, Fred K  
☐ Richards, Keith S  
☐ Schultz, Nathan Y  
☐ Scott, Gregory J  
☐ Smith, George B  
☐ Thompson, Derrick T  
☐ Trenton, Leon G

**Personnel** | **Leave System** | **Leave Beg. Balances**

Select leave class: **DISTRICT**

Select leave type: **SICK**

Fullname	Beginning	Ending
Allfield, Dean A	0.00	0.00
Duncan, Andrew R	0.00	0.00
Gaines, Randy F	0.00	0.00
Hill, Samuel D	0.00	0.00
Hughes, Thomas M	0.00	0.00
Johnson, Harold E	0.00	0.00
Loggins, Kevin W	0.00	0.00
Newman, Fred K	0.00	0.00
Peterson, James H	0.00	0.00
Quinton, Jimmy L	0.00	0.00
Richards, Keith S	0.00	0.00
Schultz, Nathan Y	0.00	0.00
Scott, Gregory J	0.00	0.00

*Please note: Only the beginning balance column can be edited.*

**Figure 23.**

To edit the beginning balances in Quick Entry, click the *Leave Beg. Balance* tab and select the leave group. You may then select a leave type, and the beginning balances for that type will be displayed. You may then begin editing the balances. After you have finished, click the **Apply** button to update your changes.



**Note:** This provides a faster method of editing balances than from the main screen. This is usually done when you first start the system, since the balances will be rolled forward to the next fiscal year automatically.



## Teacher Certification

Trends Personnel Main

File View Options Trends SDE About Administrator

Fiscal year: 116  
2021 ☐ Certified

General Personnel Leave Certification Certification Codes Background

Gaines, Randy F

Gaines, Randy F  
Hughes, Thomas M  
Johnson, Harold E  
Newman, Fred K  
Richards, Keith S  
Schultz, Nathan Y  
Scott, Gregory J  
Smith, George B  
Thompson, Derrick T  
Trenton, Leon G

Code	Description	Typ	Lvl	Beginning	Ending
+ No certificates available for this employee					

Add Edit Remove Print Exit

**Figure 24.**

Teacher certification tracking is available on the Certification tab on the main screen of Personnel. A certificate contains the group, code, level, and type. Each certificate line contains a beginning and ending date for validation. The ending date corresponds to the expiration date of the certificate. Though most certificate lines have the same beginning and ending dates, some certificates may differ. The certificate is displayed in certification group order, then code order.

The following options are available from the Certification tab:

- **Add** – adds a certificate line to the selected employee.
- **Edit** – allows editing of a selected certificate line.
- **Remove** – allows removal of a selected certificate line.
- **Print** – prints the displayed certificate. This is also available under the Personnel Reports screen.



**Note:** Certificates may also be tracked for employees marked support within the system.

## Adding a Certificate Line

**Trends Personnel Main**

File View Options Trends SDE About Administrator

Fiscal year: 116  
2021 ☐ Certified

General Personnel Leave Certification Certification Codes Background

Gaines, Randy F

Gaines, Randy F  
Hughes, Thomas M  
Johnson, Harold E  
Newman, Fred K  
Richards, Keith S  
Schultz, Nathan Y  
Scott, Gregory J  
Smith, George B  
Thompson, Derrick T  
Trenton, Leon G

*Select a certification class:*

- 1 - PROFESSIONAL (7yr)
- 2 - STANDARD (5yr)
- 3 - PROVISIONAL I (1yr)
- 4 - PROVISIONAL II (2yr)
- 5 - PROVISIONAL I-VOC (1yr)

*Select a certification level:*

- 60 - PK
- 70 - K
- 73 - K-8
- 74 - 5-9
- 75 - PK-12

*Select a certification type:*

- 0 - N/A
- 1 - MAJOR
- 2 - MINOR

*Select a certification code:*

- 0501 - Superintendent (75)
- 0503 - Secondary Principal (98)
- 0504 - Middle Level Principal (74)
- 0505 - Elementary Principal (76)
- 0515 - Library-Media Specialist (75)
- 0517 - School Psychologist (75)
- 0519 - School Psychometrist (75)
- 0521 - Speech-Language Pathologist (75)
- 0525 - School Counselor (75)
- 1003 - Early Childhood Education (91)
- 1004 - Four-Year-Olds and Younger (6)
- 1501 - Elementary education A(93)
- 1600 - Elementary education B(93)

Valid from: 7 / 1 / 2020 Valid to: 6 / 30 / 2020

Save Edit Remove Print Cancel

**Figure 25.**

To add a certificate line, select the employee on the left, and click the **Add** button. The above screen will be displayed. You must select a certification group, certification level, certification type (N/A is available if there is no type), and a certification code. Then you may enter the validation dates for the certificate line and click the **Save** button.

The validation dates are used for reporting, if running a report on expiring certificates. Certificate lines with invalid dates will not be reported correctly so be sure to enter them as they appear on the certificate.

## Editing a Certificate Line

The screenshot shows the 'Trends Personnel Main' application window. The 'Certification' tab is active, displaying options to edit a certificate line for 'Gaines, Randy F'. The interface includes several dropdown menus for selecting certification details and buttons for managing the certificate.

**General Information:**

- Fiscal year: 2021
- Certified: ☐

**Certification Selections:**

- Select a certification class:**
  - 1 - PROFESSIONAL (7yr)
  - 2 - STANDARD (5yr)
  - 3 - PROVISIONAL I (1yr)
  - 4 - PROVISIONAL II (2yr)
  - 5 - PROVISIONAL I-VOC (1yr)
- Select a certification level:**
  - 60 - PK
  - 70 - K
  - 73 - K-8
  - 74 - 5-9
  - 75 - PK-12
- Select a certification type:**
  - 0 - N/A
  - 1 - MAJOR
  - 2 - MINOR
- Select a certification code:**
  - 0501 - Superintendent (75)
  - 0503 - Secondary Principal (98)
  - 0504 - Middle Level Principal (74)
  - 0505 - Elementary Principal (76)
  - 0515 - Library-Media Specialist (75)
  - 0517 - School Psychologist (75)
  - 0519 - School Psychometrist (75)
  - 0521 - Speech-Language Pathologist (75)
  - 0525 - School Counselor (75)
  - 1003 - Early Childhood Education (91)
  - 1004 - Four-Year-Olds and Younger (6)
  - 1501 - Elementary education A(93)
  - 1600 - Elementary education B(93)

**Validation Dates:**

- Valid from: 7 / 1 / 2020
- Valid to: 6 / 30 / 2020

**Buttons and Options:**

- ☐ *Change all other cert. dates to selected date*
- Add
- Save
- Remove
- Print
- Cancel

Figure 26.

To edit a certificate line, select the line and click the **Edit** button. You may then make any necessary changes to the certificate, including the validation dates. If you would like to change the dates of other lines to correspond to the validation dates displayed, check the *Change all other cert. dates* checkbox at the bottom left of the tab. When finished, click the **Save** button to update the certificate.

## Removing a Certificate Line

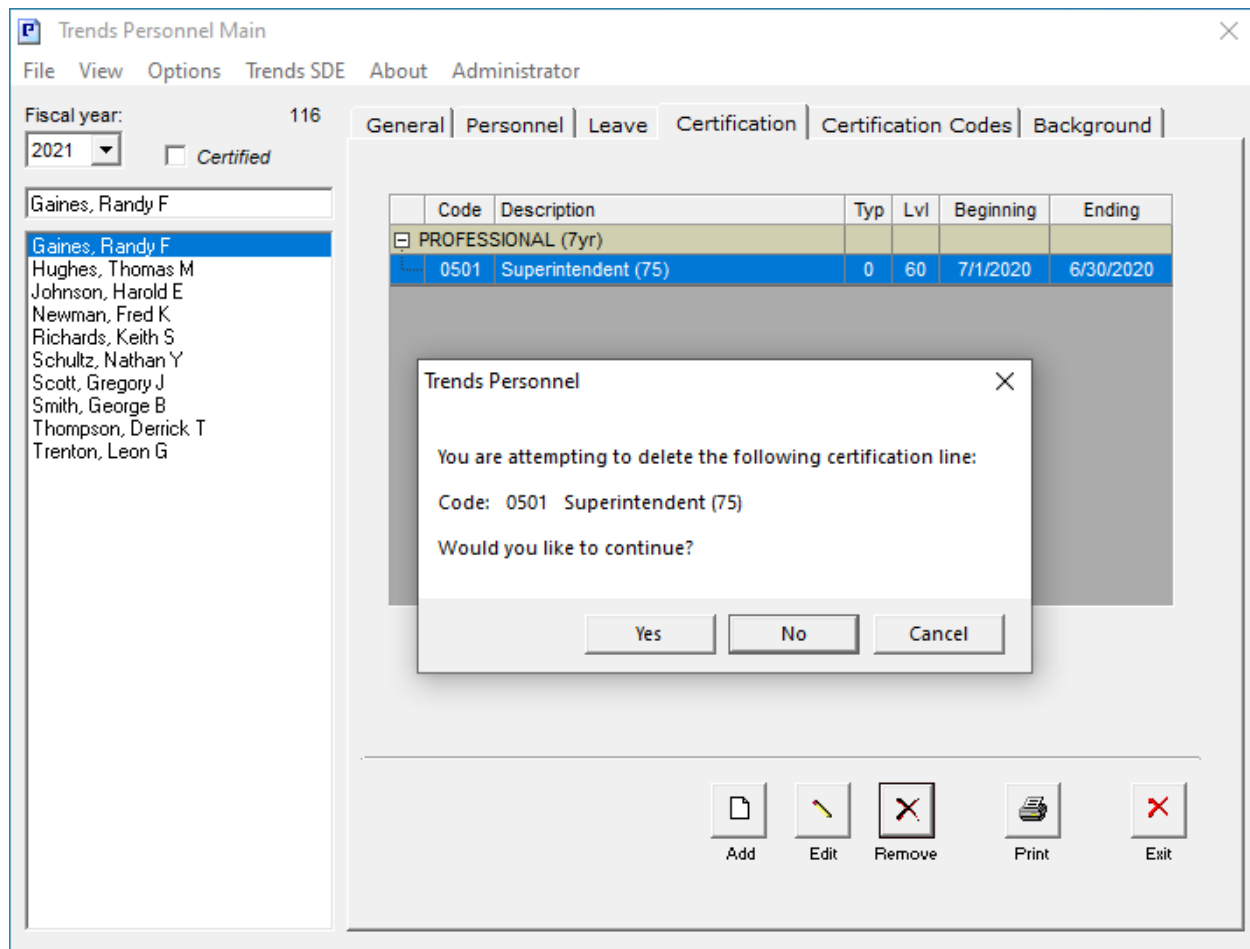


Figure 27.

To remove a certification line, select the line and click the **Remove** button. You will be prompted to continue. Clicking **Yes** will remove the line from the certificate for the selected employee.

## Printing a Certificate

The screenshot shows a web application window titled "Trends Preview Personnel". On the left side, there is a sidebar with a "Zoom:" control set to 100, and two buttons labeled "Print" and "Cancel". The main content area displays a "Teacher Certificate" for "OKLA. DISTRICT #1", with a reporting date of "Dec 11, 2020". The certificate details for "\*\*\*\*\*1003 Gaines, Randy F" are as follows:

Area		Description	Type	Level	Valid	Expires
PROFESSIONAL (7yr)						
0501	Superintendent (75)		PK		07/01/2020	06/30/2020

Additional information displayed includes "No Degree", "Certificate: 0", and "Site: 050".

**Figure 28.**

To print a certificate from the Certificate tab, click the **Print** button. The above report will display for you to print. This functionality is also available in the Personnel Reports screen.

## Certification Codes

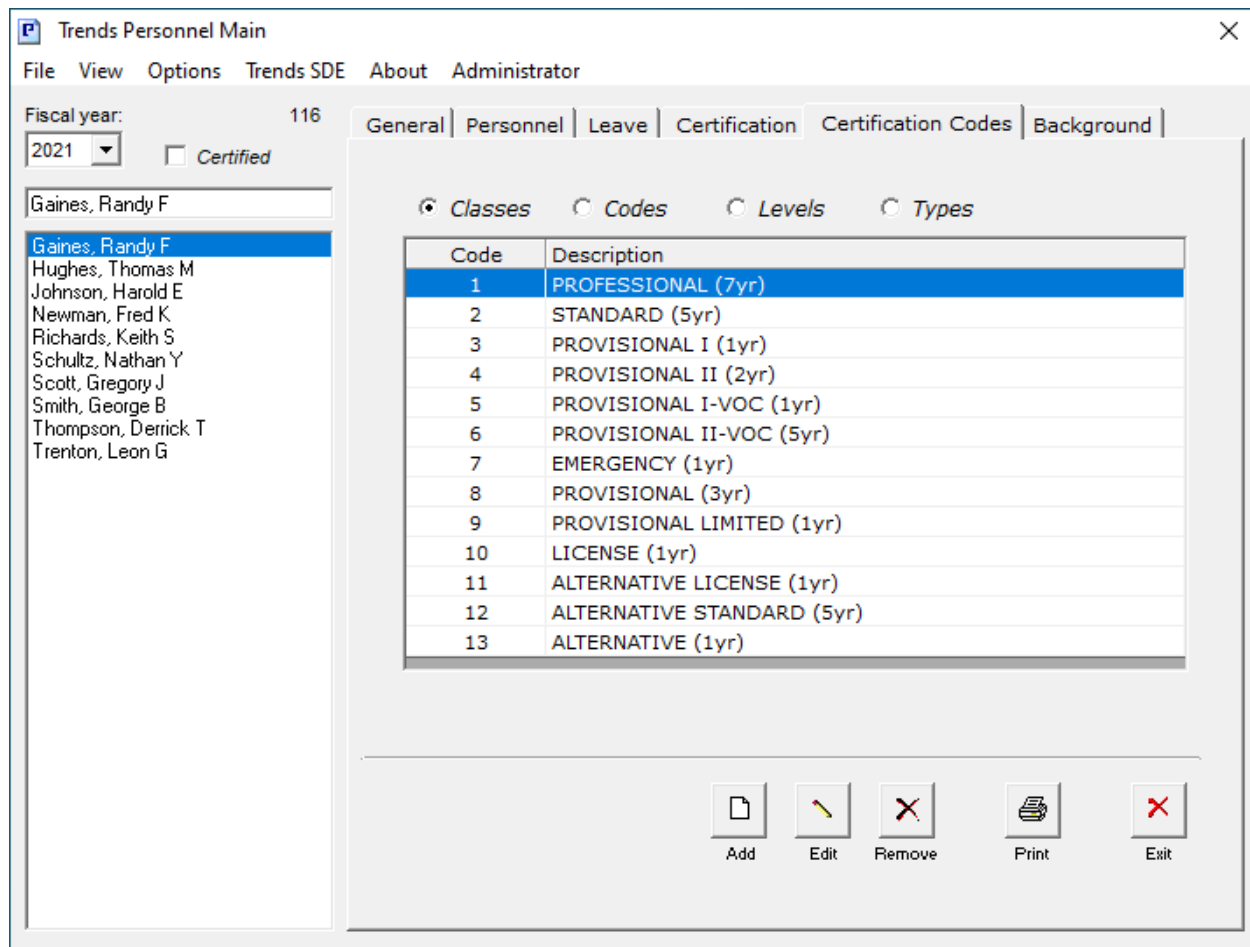


Figure 29.

The Certification Codes tab on the main screen is available for you to add, edit, or remove certification groups, codes, levels, and types. You must select the certification option at the top to perform any updates to the tables. You may then click the **Add**, **Edit**, or **Remove** button to perform the operation.



**Note:** When attempting to remove a certification option, the system will inform you if the certificate option is in use, and will not allow it to be removed. To fully remove a certificate option, you must edit a certificate line using that option first, to continue with the removal. You may use the reporting options in Personnel Reports to identify any employee using a particular certificate option.

## Personnel Reports

The screenshot shows a window titled "Personnel reports" with a close button (X) in the top right corner. The window is divided into several sections:

- Fiscal year:** A dropdown menu showing "2021".
- Report Type:** Three radio buttons: "Certification", "Leave" (selected), and "Personnel".
- Print Options:** A list of radio buttons for different report types: "Print leave balance" (selected), "Print summary leave", "Leave totals by type", "Print substitute listing", "Print substitutes by employee", "Print balances over maximum", "Leave account error report", and "Negative balance report".
- Run by leave group:** A checkbox labeled "Run by leave group" and a dropdown menu.
- Include/Exclude Options:** A list of checkboxes: "Include detail", "Accumulative detail", "Include substitutes", "Include signature line", "Sort by Certified", and "Sort by SSN".
- Beginning/Ending Dates:** Two dropdown menus showing "12/1/2020" and "12/31/2020".
- Filters:** Three checkboxes: "Select employee", "Include archived", and "Use site".
- Buttons:** "Preview" and "Exit" buttons.
- Footer:** A note: "You may change the fiscal year to run prior year reports. If running a detail report, be sure to adjust your dates to fall within the selected fiscal year."

Figure 30.

The Personnel Reports screen provides reporting for the certification, leave, and general personnel systems. Various options are available for selected reports including detail listings, date range filters, selected employees, and sites.

The fiscal year at the top left will default to the current fiscal year, but other years may be available for each year the Personnel system was enabled.



**Note:** Archived employees are not included by default for most reports, but an option is available to include archived employees for some reports, if needed.



**Note:** Employees marked Substitute are not included by default, but an option is available to include substitutes for some reports, if needed.

## Reporting for Leave

The following list describes the various reports available for the leave system:

- **Print Leave Balance** – this will print the leave balances for each employee within the system. Each leave type associated with the group that the employee belongs to will be displayed, with beginning, accrued, used, and ending balances. The report prints one employee per page, in name order, by default.
  1. **Include detail** – this option lists the detail leave entries for the employee, in date order. You must enter a valid beginning and ending date for the selected fiscal year.
  2. **Include substitutes** – this option will include employees marked as substitutes in the leave balance report.
  3. **Sort by SSN** – this option will sort the report by social security number rather than name.
  4. **Run by leave group** – this option allows you to run employees belonging to a selected group.
  5. **Select employee** – this option allows you to run the report for a single employee.
  6. **Include archived** – this option allows you to include archived employees.
  7. **Use site** – this option allows you to run the report for a selected site.
- **Print Summary Leave** – this will print a summary of leave for each leave type within a group. Each group will print on its own page with the summary balances for the types.
- **Run employee activity** – this will print the employee leave entries only without providing the balances for the employee.
- **Leave Totals by Type** – this allows you to select particular leave types for printing by employee using a date criteria. You may run a report for Sick leave only, for a period from Jan 1, 20XX through June 30, 20XX. Only the selected types will be reported. Be sure to enter valid dates in the beginning and ending date fields for the selected fiscal year.
- **Print Substitute Listing** – this will print a report of any substitute record, including the employee who was substituted for. Be sure to enter a valid beginning and ending date for the report.
  1. **Uncleared records only** – prints substitute records that are not marked cleared via the Substitute screen.
  2. **Page break on substitute** – substitutes will be printed by page.
  3. **Select substitute** – allows you to print a single substitute.
- **Print Substitutes by Employee** – this will print a report of employees who have had substitutes tied to them. The report prints the employee/teacher, and the substitutes for the employee/teacher underneath with the dates and days/hours substituted. Be sure to enter a valid beginning and ending date for the report.
- **Print Balances Over the Maximum** – this will print any employee leave record with a balance exceeding the Maximum Accumulation as defined by the group.





- **Leave Account Error Report** – this will print any employee that contains an error in the account record. This is an administrative report that you may run to check for errors due to changing between leave groups.

## Reporting for Certification

The reports available for certificate reporting will allow you to run reports by expiring certificates for employees, employees who are certified for a particular code or qualification, and will print the full certificate for each employee.

The following describes the reports available for certification reporting:

- **Print Certificate** – this prints the certificates available for each employee in the system that has certification lines. You may also run this for a single employee by using the Select Employee option.
  1. **Page Break on Employee** – this prints the employee certification on a single page per employee.
- **List Expiring Certificates** – this prints employee certification lines that will expire within the given date range.
- **List Certificates by Qualification** – this allows you to select one or more codes (or qualifications) that will print any employee certificates with a matching qualification, in employee order.
- **List Teachers by Qualification** – this prints a report in qualification order, listing any employee under the qualification, with their valid beginning and ending dates. Expired certificates will also be included.

## Reporting for Personnel

For Personnel reporting, the following reports are available:

- **List Employees** – this prints the personnel information for all employees within the Personnel system. Information on this report includes gender, race, birth date, hired date, certificate number, years of service, etc. This is a general report providing most of the information needed for State Department of Education (SDE) reporting.
- **List Social Information** – this prints an address listing of employees available in the Personnel system.



**Note:** Select the *Include Archived* checkbox if you would like to include archived employees in the reports listed above.

## State Department of Education (SDE) Personnel Report

This section is intended to assist district personnel administrators in the preparation and processes involved during the creation, maintenance, and upload of personnel information to the Oklahoma State Department of Education Personnel Reporting system.

The State Department Export (SDE) module is a tool within the Personnel system that provides an upload procedure to the State Department website for personnel tracking. The SDE process will inherit payroll and personnel information into the SDE system from the Trends Payroll and Trends Personnel systems for the current fiscal year.

Once the Personnel records have been uploaded to the State Department website, you may login to the website to make additions or corrections to the data. The Trends SDE system makes every effort in allowing the end-user to make all necessary corrections before the data has been loaded to the State Department, but in the event those corrections cannot be made within Trends SDE, the end-user has full access to the data within the framework of the State Department website.



**Note:** *The Trends support staff has no access to your information via the State Department website. Assistance with the website is limited, due to the confidentiality and security of the site. The State Department has not provided access to the Trends support staff for testing or development purposes.*

## SDE Prerequisites

### Trends Payroll

It is essential that payroll encumbering for the current fiscal year be up-to-date and properly OCAS coded prior to the SDE process. In SDE, payroll coding will be rolled to the bold code from the records inherited from the Trends Payroll system during the payroll authorization encumbering process. Payroll items not properly coded will be marked invalid within SDE and will require editing to correct. Invalid records within the SDE system will not be exported to the State Department.

The SDE system can only ascertain whether an account code is valid within the Bold Code and State Department requirements. Incorrect coding may be valid within the system since valid account codes may be applied incorrectly.

In addition, certified and support employees must be marked accordingly in Employee Information within the Payroll system.



**Note:** Encumbrance *MUST* be done prior to running the SDE system. Any employee that is not encumbered will not reflect properly on the SDE report.

### Trends Personnel

The following items must be available in the Trends Personnel system for the SDE system to inherit: Certification number for certified employees, Certification ending year, Race (new requirements from the State Department are defined in Trends Employee Information and Trends Personnel), Years of service, Retirement code, Reason for leaving or Reason for not returning code, Residency code, and Mentor code.

Items not available at the time of the SDE load process will be left blank within the SDE system. Those items will need correction before submitting the files to the State Department.

### SDE Preliminary Error Report

You should run an SDE Preliminary Error Report prior to initiating the SDE system. This report will list errors for employees that must be corrected prior to submission to the State Department. You may run this report at any time of the year, since new employees added to payroll may have missing information needed for the SDE report. This report will be described on the next page.



**Note:** Correcting items within the SDE system does not correct the item within Trends Personnel or Trends Payroll.



## SDE Preliminary Error Report

**OKLA. DISTRICT #1***40 errors reported***Trends SPR Preliminary Report***FY2021**Reporting: 12/14/2020*

Run the SPR Preliminary Report prior to enabling the Trends SPR system. This report will list common errors or information for employees that will be imported into the SPR system. Errors should be corrected in Trends Payroll, Personnel, or Contracts prior to starting the Trends SPR system. Listed employees are those that are active within the payroll system for the current fiscal year. An option is available in Personnel to hide an employee from this report, if desired.

Employee Name	Error
Allfield, Dean A	CERTIFICATE NUMBER INVALID OR MISSING CERTIFICATE DATE 01/01/1900 EXPIRED EMAIL ADDRESS REQUIRED FOR CERTIFIED EMPLOYEE CONTRACT DAYS MISSING
Duncan, Andrew R	CERTIFICATE DATE 06/30/2012 EXPIRED EMAIL ADDRESS REQUIRED FOR CERTIFIED EMPLOYEE CONTRACT DAYS MISSING
Gaines, Randy F	CONTRACT DAYS MISSING CONTRACT HOURS INVALID FOR SUPPORT EMPLOYEE
Hill, Samuel D	EMAIL ADDRESS REQUIRED FOR CERTIFIED EMPLOYEE CONTRACT DAYS MISSING
Hughes, Thomas M	CONTRACT DAYS MISSING CONTRACT HOURS INVALID FOR SUPPORT EMPLOYEE

**Figure 31.**

This report is available on the main screen of Personnel under the Trends SDE menu. You should run this report prior to initiating the SDE system. The errors generally listed are invalid birth dates, names, missing or invalid certification numbers for certified employees, and race identification codes. The State Department requires this information to be correct before submitting to the website. This report is intended to check for these errors prior to submission.

Once the SDE system has been initiated, any errors will be imported into the system and must be corrected in the SDE system. Correcting information in the SDE system does not update these corrections in the Payroll or Personnel system.

Trends SPR Startup

No Blanket Payroll Purchase Orders Found.

☐ Include Blanket Expenditure Purchase Orders  
 You may choose not to include the blanket purchase orders if blankets are used for substitutes or temporary employees only.

☒ **Include Substitute Salary Records**  
 Include Object 131 and 141 Substitute Salary Records

Save

Cancel

Set Default Contract Days Or Hours

Certified without contract

☐ Set contract days  
 ☐ Set employed days

Support without contract

☐ Set contract days  
 ☐ Set employed days  
 ☐ Hours Employed

You must select a new target object code for each entry before continuing:

Source	Description	Target

**SPR Startup**

Set target object codes for the Trends SDE process. If you are unsure what settings you will need, you may click the cancel button to stop the SDE load process. You may continue the SDE load process at a later time.

**Figure 32.**

Before the SDE process begins, you will be prompted for settings and reference values for certain object codes. The following describes these settings and reference values:

- **Set contract days** - sets a default value for the contracted days for certified and support salary records, if no contract exists.
- **Set employed days** - sets a default value for the actual days employed for certified and support salary records, if no contract exists.
- **Override contract if exists** - if checked, the SDE process will ignore or override values from the Trends Contracts system. Please note that the Override switch has no effect on employees without a contract.
- **Object code reference** - object codes within the payroll system may be marked 219 or 229. You must select a valid object code to use for these payroll items, as the State Department will not accept these codes. The SDE system will substitute the new target object codes for these source object codes.

You may click **Cancel** to abort the SDE process if you are unsure of the required settings.

## Importing Payroll & Personnel Into SDE

Trends School Personnel Reporting												
File View												
Fiscal year: 2021 54												
<div>Export Import Add Edit Remove Save Print Exit</div>												
<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Expand all												
** SPR system records current as of 12/11/2020 3:54:33 PM **												
	Amount			Prj	Func	Obj	Pgm	Subj	Job	Site	Fraction	
TRENDSPR FY-2021												
ALLFIELD, DEAN A												
Salary	15000.00	1	11	000	1000	110	100	2800	210	715	1.000	
Flex Benefit Cash-CP	1542.00	1	11	331	1000	115	100	2800	210	715		
Flex Benefit Fringe-CP	5848.00	1	11	334	1000	213	100	2800	210	715		
DUNCAN, ANDREW R												
Salary	450.00	1	11	000	2199	192	000	0000	208	105		
Salary	47359.00	1	11	000	1000	110	494	1013	210	105	1.000	
Flex Benefit Cash-CP	837.00	1	11	331	1000	115	494	1013	210	105		
HILL, SAMUEL D												
Salary	40493.00	1	11	000	1000	110	100	5400	210	715	1.000	
Flex Benefit Cash-CP	837.00	1	11	331	1000	115	100	5400	210	715		
LOGGINS, KEVIN W												
Salary	13500.00	1	11	000	2199	192	000	0000	201	105		
Salary	5425.00	1	11	000	1000	110	100	1350	210	105	0.125	
Salary	21698.00	1	11	000	1000	110	100	1360	210	105	0.500	
Flex Benefit Fringe-CP	7391.00	1	11	334	1000	213	100	1360	210	105		
Salary	5425.00	1	11	000	1000	110	100	2300	210	105	0.125	
Salary	10849.00	1	11	000	1000	110	100	3300	210	715	0.250	
NEWMAN, FRED												
Salary	10000.00	1	11	621	1000	110	239	1110	210	105	0.212	
Salary	37119.00	1	11	000	1000	110	239	2200	210	105	0.788	
Flex Benefit Fringe-CP	7391.00	1	11	334	1000	213	239	2200	210	105		
Salary Adjustment - 170	400.00	1	11	000	1000	170	239	2200	210	105		

Figure 33.

The SDE system will collect all payroll records for the current fiscal year, roll the payroll account codes to the bold code, summarize identical lines by account codes, identify the payroll records as salary or fringe, and assign the fringe records to the related salary line for each employee. Once the collection and analysis of payroll records are complete, the SDE system will display the records in the format above.

### Order of display

The sort order for the SDE screen is employee, salary coding by Site, Job Class, Subject, Object, and Project code, then associated fringes for the salary line by Site, Job Class, Subject, Object, and Project coding.

### Salary

Salary lines appear in green with the salary amount and account coding displayed. If the salary object is 110, a fraction of day will be displayed in the column to the right. Object codes other than 110 are not assigned a fraction and the zero value is suppressed.



## Job Groups, Owners & Subordinates

### Job Group

The Job Group is defined as a salary record with all associated fringe records belonging to the salary record. The fringe records are associated via the account coding. All fringes must be associated to a salary record within the SDE system.



**Note:** Orphaned fringe records (fringes without a salary line) are invalid and will not be exported to the State Department website. These must be corrected prior to submission.

### Owner record

Owner records are either salary or fringe records and are displayed with a “+” or “-” sign. The owner record is created by the SDE system using State Department coding criteria that defines a job group. The owner record represents a summary of 2 or more subordinate records (shown in orange) differentiated by a federal project code, and is the line that will be sent to the State Department. The owner record contains the federal portion of the subordinates in a hidden column for the federal breakdown.



**Note:** The owner record typically combines 2 or more payroll records separated by a federal Project code. Subordinate records are not editable, but owner records may be edited since they will be submitted.

### Subordinate record

A subordinate record is a payroll record, either salary or fringe, that has been combined with another payroll record with similar coding, separated by a differing federal Project code. One of the subordinate records typically contains a federal portion of the owner record, though this is not a requirement. Subordinate records are not editable, but are present as a detailed breakdown of the owner record. Subordinate records are not sent to the State Department since their portion is represented within the owner record. As stated above, subordinate records are shown in orange, whether defined as a salary or fringe record.

### More Information About Job Groups

During the SDE load process, salary and fringe records are analyzed to determine if they should stand alone, or be combined with another salary or fringe record creating an owner-subordinate relationship. These rules are defined by the State Department as:

*Salary records with similar account coding with the exception of Project code must be combined into a single summarized record, with the following exception; salary records with a 1000 Function, 110 Object must be distinguished when the Program code differs, otherwise the Program code has no effect and the record may be summarized.*

In effect, when a salary record contains 1000 Function and 110 Object, the Program codes for the records must be analyzed to check for differing codes. If a different Program code is found in the grouping, then each salary record is defined separately. If either the Function or Object do not correspond to the above rules, the salary records would be combined into a owner-subordinate record.



**Note:** *Fringe records with a 1000 Function follow the same logic as above, distinguishing separate records when different Program codes are present.*

## SDE Date/Time & Clearing SDE

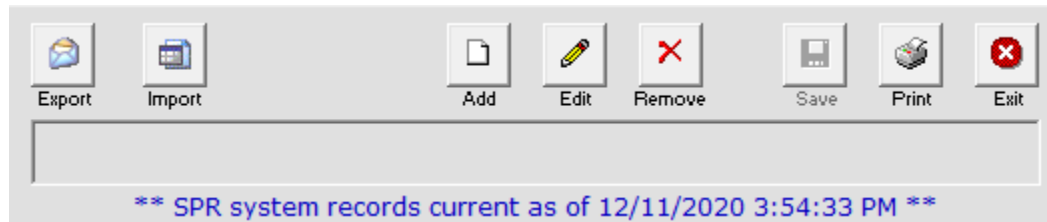


Figure 34.

When the SDE system is initiated, a date/time stamp is saved for later use. The date shown below the buttons at the top display the date and time that the SDE system was initiated. This reflects the date that the payroll records were imported from the Payroll system. If the date does not reflect your current (or nearly current) date for your data, you should clear the SDE system and re-import your payroll records with fresh data.

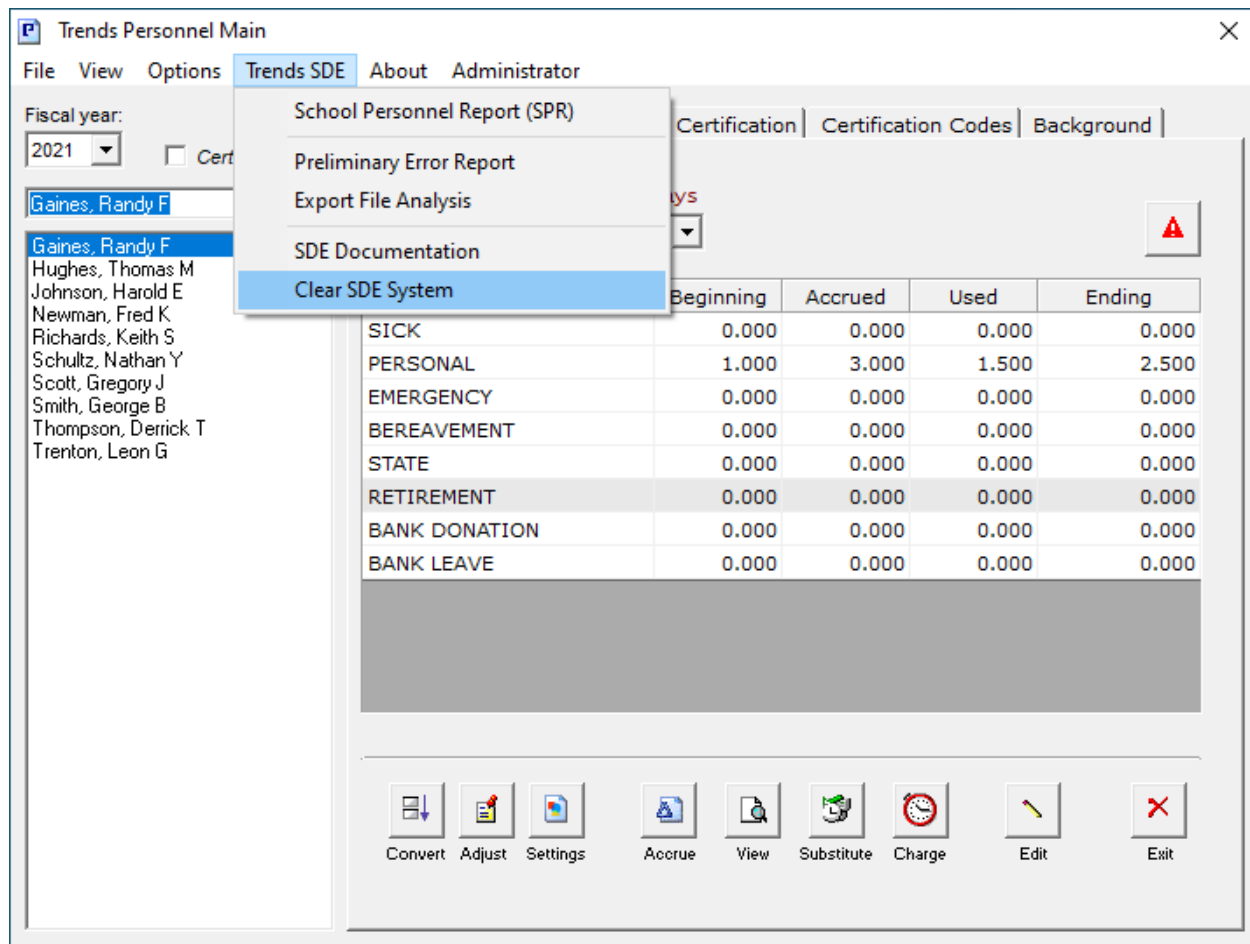


Figure 35.

To clear your SDE system, from the Personnel main screen under the Trends SDE menu, click the SDE Clear Tables option. This will erase your old data, and prepare the system for new information from payroll. Typically, after you upload your data to the State Department, you will no longer access the SDE system. When it is time to once again upload this information, the information in the SDE system will be several months old.



**Note:** *Since the SDE system collects payroll information, you must have valid payroll encumbrances available for import. Employees who have never been encumbered for the current fiscal year will not be imported. More about importing employees will be discussed later in this section.*

## Adding A Salary Line

The screenshot shows the 'Trends School Personnel Reporting' application window. At the top, there is a menu bar with 'File' and 'View'. Below the menu bar is a toolbar with buttons for 'Export', 'Import', 'Cancel', 'Edit', 'Remove', 'Save', 'Print', and 'Exit'. The 'Fiscal year' is set to '2021'. There are checkboxes for 'Certified' and 'Expand all'. A red text box says 'Add a salary line for selected employee'. Below that, a blue text box says '\*\* SPR system records current as of 12/11/2020 3:54:33 PM \*\*'. The employee name '100101003 GAINES, RANDY F' is displayed. To the right of the employee name is a button labeled 'Add a salary line for employee:'. The main form area is titled 'Set salary line' and contains several input fields and sections. The 'YR' field is '1', 'FD' is '21', 'PRJ' is '000', 'FUNC' is '2620', 'OBJ' is '120', 'PGM' is '000', 'SUBJ' is '0000', 'JOB' is '954', and 'SITE' is '715'. The 'Description' field is 'Salary' and the 'Salary amount' field is '0.00'. There is a section for 'Override fraction' with fields for 'Fraction of day', 'Hours per day', 'Days in contract', and 'Days employed', all set to '0.000' or '0'. There is a 'Federal salary breakdown' section with a table of 3 rows and 2 columns, all set to '0.00'. There is a 'Certified' section with radio buttons for 'Yes' and 'No', with 'No' selected. There is a 'FICA' section with radio buttons for 'Yes' and 'No', with 'Yes' selected.

Figure 36.

To add a salary record, select the employee or any of the employee's records, then click the **Add** button and select *Add Salary*. You must then enter the account coding, description, and salary amount of the new record. In addition, you may also enter a federal portion for the new record, though no subordinate records will be created in this instance. The sum of the federal portion(s) must be no greater than the total of the salary amount. Once you have finished entering the salary information, you must click **Save** at the top right of the screen.

### Account Coding

During the SDE Add Salary process, the new record will be checked to ensure that no other existing salary record contains a similar account code, and that the certified switch at the bottom of the screen is marked accordingly. The SDE system will not allow duplicate or invalid salary lines to be saved.

### Certified Salary

For certified employees, salary lines with an object code 110 must include Fraction of day. The system will calculate this for you when saving the record, or you can override the system and select the Override Fraction option and enter your own fraction. In addition, Days Employed and Days in Contract must be valid, with the exception of certain object codes.

### Support Salary

Salary records for support employees must contain Hours Per Day, Days Employed, and Days in Contract, with the exception of certain object codes.

### Description

The Description of the salary line is for your use only. Descriptions are not submitted to the State Department.

### Object & Job Codes

The State Department requires that the object and job code agree as pertains to certification. Support job codes (801) are in conflict with certified object codes (130). As a best practice, the Payroll system should make any changes necessary to avoid using certified objects or job codes with support codes.

### Object 196 to 199

These object codes, used for reimbursement, default to the support side based on its coding. At this time, changes are being made to correct this since object 196-199 can be either certified or support.

### Other Coding Errors & SDE Error Report

The Trends SDE system attempts to find and report coding conditions that the State Department will reject. If you receive errors due to coding, please inform the Trends Support Staff to this situation so that the errors can be checked using the SDE Error Report tool, if possible. Though the report can locate common errors, finding every possible error would be difficult. This tool is available under the Print button from the SDE Export screen.

## Editing A Salary Line

The screenshot shows the 'Trends School Personnel Reporting' window. At the top, there's a menu bar with 'File' and 'View'. Below it, a 'Fiscal year:' dropdown is set to '2021' and '116'. To the right are buttons for 'Export', 'Import', 'Add', 'Cancel', 'Remove', 'Save', 'Print', and 'Exit'. Below these are checkboxes for 'Certified' and 'Expand all'. A red text box says 'Edit a salary line for selected employee'. Below that, a blue status message reads '\*\* SPR system records current as of 12/11/2020 3:54:33 PM \*\*'. The main header shows '100101003 GAINES, RANDY F' and 'Edit the salary line for employee:'. The main area is divided into two sections: 'Set salary line' and 'Associated fringe lines'. The 'Set salary line' section has a table with columns YR, FD, PRJ, FUNC, OBJ, PGM, SUBJ, JOB, and SITE. The values are 1, 21, 000, 2620, 120, 000, 0000, 954, and 715. Below this table are fields for 'Description:' (Salary) and 'Salary amount' (21244.00). There are also checkboxes for 'Override fraction' and 'Certified' (Yes/No), and a 'FICA' section (Yes/No). The 'Associated fringe lines' section shows a table with columns Description, Amount, Prj, Func, Obj, and Pgm. The first row is 'Flex Benefit Fringe-NCP' with Amount 7391.00, Prj 335, Func 2620, Obj 223, and Pgm 000. The rest of the table is empty.

Figure 37.

To edit a salary line, click on the salary line highlighted in green. The above screen will display.

During the Edit Salary process, you may change the account code, description, and salary amount for the salary record, as well as the federal portion of the record. In the example above, this is an Owner record that contains a subordinate line representing a federal portion (790). In the Federal Salary Breakdown, the coding and amount may be changed, but the subordinate record will be inconsistent with the Owner record. Since the subordinate records are not submitted, this operation is allowed. The subordinate record is only for display.

The account codes of the associated fringes for this salary line (shown top right) will be changed to match the salary record. *Example: Changing the Site code from 505 to 705 on the salary record will propagate through the 4 fringes listed.*



**Note:** Changing the account coding is not allowed if the newly edited salary record matches another record with similar coding for that employee.

## Adding a Fringe Line

Trends School Personnel Reporting

File View

Fiscal year: 2021 116

Export Import Cancel Edit Remove Save Print Exit

☐ Certified

☐ Expand all

Add a fringe line to selected employee

\*\* SPR system records current as of 12/11/2020 3:54:33 PM \*\*

100101003 GAINES, RANDY F Add a fringe line for employee:

**Set fringe line**

YR	FD	PRJ	FUNC	OBJ	PGM	SUBJ	JOB	SITE
1	21	000	2620	000	000	0000	954	715

Description: Cobra-Non-CP Fringe amount: 0.00

Federal fringe breakdown

000	0.00
000	0.00
000	0.00
000	0.00
000	0.00
000	0.00
000	0.00

**Certified**

☐ Yes ☒ No

**Salary coding**

YR	FD	PRJ	FUNC	OBJ	PGM	SUBJ	JOB	SITE
1	21	000	2620	120	000	0000	954	715

Description: Salary Salary amount: 21244.00

Figure 38.

To add a fringe record, you must select the salary record that you would like the fringe to be associated with, then click the **Add** button and select *Add Fringe*. The salary record for this fringe will be displayed on the right side of the screen, and the fringe account code will inherit a similar account code. You may change the Project and Object code to identify the fringe record, as well as enter a description for the fringe record. If the fringe record contains a federal portion, you must enter the Project and amount of the federal portion at the bottom left of the screen. Click the **Save** button to save the record into the SDE system.



**Note:** If a fringe record with similar coding is found for the salary record, this record will not be saved and you will be prompted to change the account coding or cancel the operation. Duplicate fringe records for a salary record are not allowed.



## Editing A Fringe Line

Trends School Personnel Reporting

File View

Fiscal year: 2021 116

Export Import Add Cancel Remove Save Print Exit

☐ Certified

☐ Expand all

Edit a fringe line for selected employee

\*\* SPR system records current as of 12/11/2020 3:54:33 PM \*\*

100101003 GAINES, RANDY F Edit the fringe line for employee:

**Set fringe line**

YR	FD	PRJ	FUNC	OBJ	PGM	SUBJ	JOB	SITE
1	21	335	2620	223	000	0000	954	715

Description: Flex Benefit Fringe-NCP

Fringe amount: 7391.00

Federal fringe breakdown

000	0.00
000	0.00
000	0.00
000	0.00
000	0.00
000	0.00
000	0.00

**Certified**

☐ Yes ☒ No

**Salary coding**

YR	FD	PRJ	FUNC	OBJ	PGM	SUBJ	JOB	SITE
1	21	000	2620	120	000	0000	954	715

Description: Salary

Salary amount: 21244.00

Figure 39.

When editing a fringe record, you may change the project and object code, description, and fringe amount for the fringe record, as well as the federal portion of the record. In the Federal Fringe Breakdown, the coding and amount may be changed, but the subordinate record will be inconsistent with the Owner record. Since the subordinate records are not submitted, this operation is allowed. The fringe record contains dimensions that cannot be changed since doing so would break the link between itself and the salary record.



**Note:** If a fringe record with similar coding is found for the salary record, this edited record will not be saved and you will be prompted to change the account coding or cancel the operation. Duplicate fringe records for a salary record are not allowed.

## Removing an Employee, Salary Line, Or Fringe Line

### Removing Salary or Fringe Lines

To remove a salary or fringe line, select the line and click the **Remove** button. You will be prompted with a warning to continue with the deletion process. When removing a salary record, all associated fringe records belonging to that salary record will also be deleted. After clicking **Yes** to continue, the SDE system will remove the selected record(s), and recalculate the Job Group order and the fraction, assuming any 110 Object codes may have been removed.

### Removing an Employee

To remove an employee from the SDE system, select the gray line with the employee's name and click **Remove**. All records for the employee will be removed from the system. Though an employee may have records on both the certified and support sides, this process will remove the employee entirely. You may later re-import the employee, if needed.



**Note:** When only a single salary record is available for an employee, removing the salary record will also remove the employee from the SDE system. If you would like to retain the employee in the system, but remove the salary line, you must add a new salary line first.

## Importing an Employee Into SDE

The screenshot shows the 'Trends School Personnel Reporting' window. At the top, there is a menu bar with 'File' and 'View'. Below the menu bar, there is a 'Fiscal year:' dropdown set to '2021' and a '211' label. To the right of the fiscal year are buttons for 'Export', 'Import', 'Add', 'Edit', 'Remove', 'Save', 'Print', and 'Exit'. Below these buttons is a red text box that says 'Import Employee From Payroll System For SPR Export Routine'. Below the red text box is a blue text box that says '\*\* SPR system records current as of 12/11/2020 3:54:33 PM \*\*'. Below the blue text box is a section titled 'Import employees:'. This section contains a table with two columns: '+/-' and 'Employee'. The table has one row with a checked checkbox in the '+/-' column and 'Schultz, Nathan Y' in the 'Employee' column. To the right of the table is a text box that says 'Select employee(s) to import into the SDE Export system and click Import.' Below the text box are two buttons: 'Import' and 'Cancel'.

+/-	Employee	SSN
<input checked="" type="checkbox"/>	Schultz, Nathan Y	100101010

Figure 40.

You may import employees into the SDE system that were not encumbered at the time the SDE import process was started. This process will collect information from your payroll system for any employee who does not exist within the SDE system. In addition, an employee who has been removed from the SDE system may also be imported back into SDE.

To import employees, click the **Import** button at the top, select the Employees in the list, and click the **Import** button to the right. The import process is identical to the first load of all data imported to the system. Assuming no changes were made to an employee within the SDE system, removing and re-importing an employee should make no difference to the payroll data. If there are significant payroll coding errors for an employee, then s(he) should be removed from the SDE



**Note:** If the SDE system was initiated earlier than an expected payroll, thereby importing multiple records in error, or missing employees, it would be a best practice to clear the SDE system, wait for the payroll, then start the SDE system again.



system, corrections should be made in the Payroll system, then the employee should be re-imported into SDE. This process ensures that coding errors will be corrected at the source.

## Exporting SDE Files

The State Department requires 6 files for import:

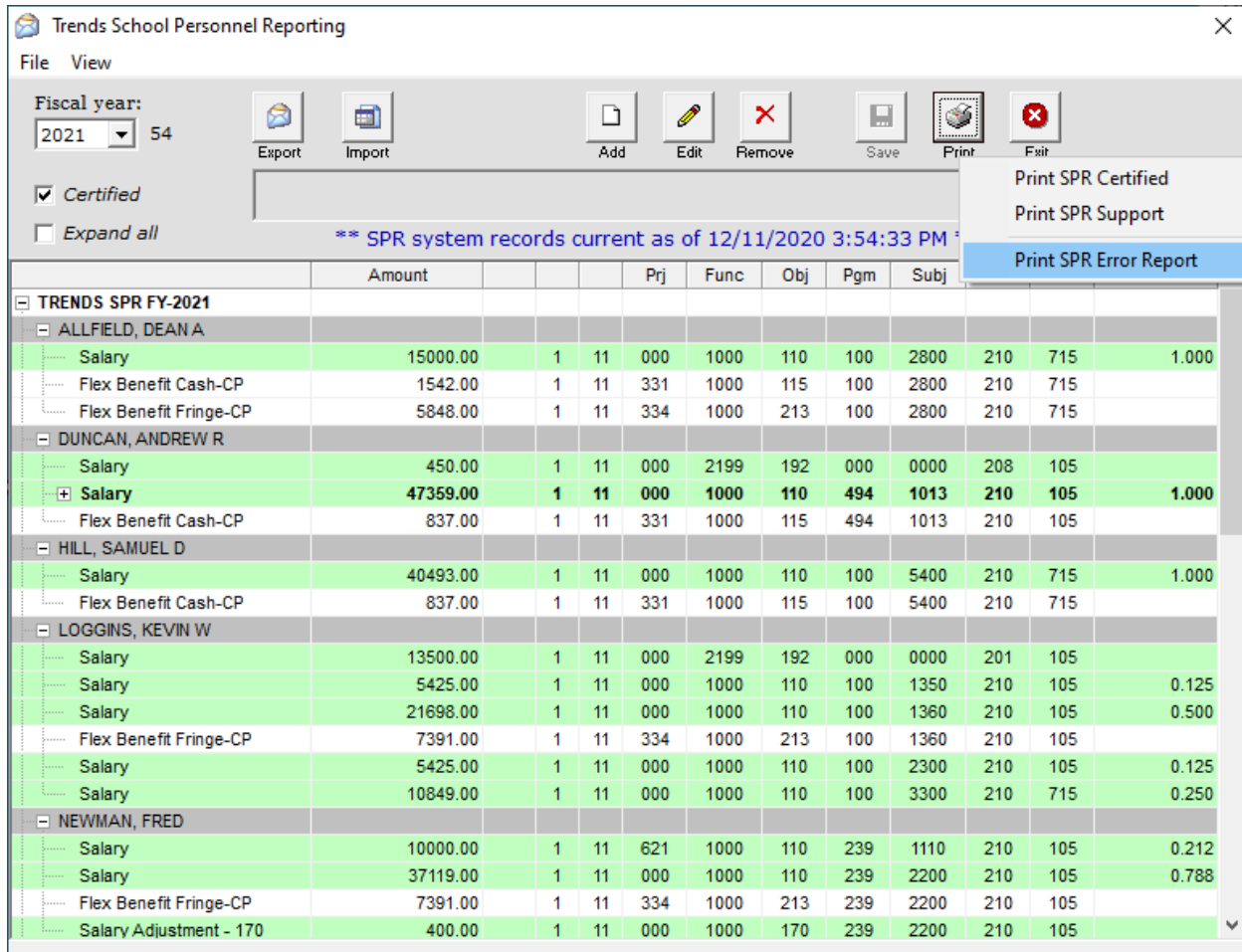
- Certified Header, Certified Salary, Certified Fringe (or Benefit)
- Support Header, Support Salary, Support Fringe (or Benefit)

These files must be exported (or saved) to your computer so that you can upload them to the State Department website. It's recommended that you create a folder on your desktop called SDE. Within the folder, create another folder for the submission files. You may use Summer 20XX, Fall 20XX, Spring 20XX, etc., for the folder name containing the files, or any name you would prefer. The 6 files created for each upload contain the fiscal year so be sure to create different folders depending on the time of year.



**Note:** After creating the 6 files and uploading to the State Department, you may receive errors that need correction. After all corrections are made, be sure to export the 6 files again. This will overwrite the original 6 files created earlier, which contained errors.

## SDE Error Report



	Amount			Prj	Func	Obj	Pgm	Subj			
<b>TRENDS SPR FY-2021</b>											
<b>ALLFIELD, DEAN A</b>											
Salary	15000.00	1	11	000	1000	110	100	2800	210	715	1.000
Flex Benefit Cash-CP	1542.00	1	11	331	1000	115	100	2800	210	715	
Flex Benefit Fringe-CP	5848.00	1	11	334	1000	213	100	2800	210	715	
<b>DUNCAN, ANDREW R</b>											
Salary	450.00	1	11	000	2199	192	000	0000	208	105	
<b>Salary</b>	<b>47359.00</b>	<b>1</b>	<b>11</b>	<b>000</b>	<b>1000</b>	<b>110</b>	<b>494</b>	<b>1013</b>	<b>210</b>	<b>105</b>	<b>1.000</b>
Flex Benefit Cash-CP	837.00	1	11	331	1000	115	494	1013	210	105	
<b>HILL, SAMUEL D</b>											
Salary	40493.00	1	11	000	1000	110	100	5400	210	715	1.000
Flex Benefit Cash-CP	837.00	1	11	331	1000	115	100	5400	210	715	
<b>LOGGINS, KEVIN W</b>											
Salary	13500.00	1	11	000	2199	192	000	0000	201	105	
Salary	5425.00	1	11	000	1000	110	100	1350	210	105	0.125
Salary	21698.00	1	11	000	1000	110	100	1360	210	105	0.500
Flex Benefit Fringe-CP	7391.00	1	11	334	1000	213	100	1360	210	105	
Salary	5425.00	1	11	000	1000	110	100	2300	210	105	0.125
Salary	10849.00	1	11	000	1000	110	100	3300	210	715	0.250
<b>NEWMAN, FRED</b>											
Salary	10000.00	1	11	621	1000	110	239	1110	210	105	0.212
Salary	37119.00	1	11	000	1000	110	239	2200	210	105	0.788
Flex Benefit Fringe-CP	7391.00	1	11	334	1000	213	239	2200	210	105	
Salary Adjustment - 170	400.00	1	11	000	1000	170	239	2200	210	105	

Figure 41.

The SDE Error Report is a tool run within the SDE system that checks for common submission errors. The header, salary, and fringe records are analyzed for coding and other conditions that may be in error. To run the SDE Error Report, click the **Print** button on the SDE Export screen, and select the Print SDE Error Report option.

The following common errors and a description is listed below:

### **Salary: Days employed zero or invalid**

The salary line does not contain the days employed. You may edit the line to make this correction.

### **Salary: Salary marked certified for support employee**

Two possible conditions could cause this error. Either the support employee was paid with a certified object code, or a certified employee is not marked certified within the system.

Salary: Certificate number required



The employee has certified coding, but is either a support employee, or a certified employee missing the certificate number.

**Salary: Days in contract invalid for object 110**

The employee has a certified line with object 110, but the days in contract are zero or missing. You may edit the line to make the correction.

**Salary: Hours employed missing or invalid**

The employee has support coding, but the hours employed are missing for the salary line.

**Fringe: Salary record not found**

A fringe record was identified without a salary line owner. This is usually due to fringe coding that doesn't correspond to a known salary line for the employee. Change orders within the Payroll system may cause this error.

## Periodic Tasks

This section is intended to assist district personnel administrators in the preparation and processes involved during the periodic tasks that are performed throughout the year. These procedures will be organized by the frequency at which they are performed, such as weekly, monthly, yearly, etc.



## Beginning of Fiscal Year Procedures

These procedures will be performed at the beginning of each fiscal year. It is important to pay close attention to data during this process, as an incorrect step at any point can mess up your data for the rest of the year.

### Rollover Procedure

At the beginning of the school fiscal year, the Personnel system must be rolled over prior to entering any of the new year's data. There are a few steps to ensure that you are ready for rollover to do first.

1. The Trends Payroll system must be rolled over before Personnel can rollover.
2. It is suggested that you run a Workstation backup prior to performing your rollover.
3. It is also suggested that you print a Leave Balance report prior to your rollover.
4. You might also wish to check your Leave Group settings, to make sure that leave types that are intended to carry over into the next year are set to rollover.

Once you are ready to perform your rollover, click the button as depicted below in *Figure 42*.

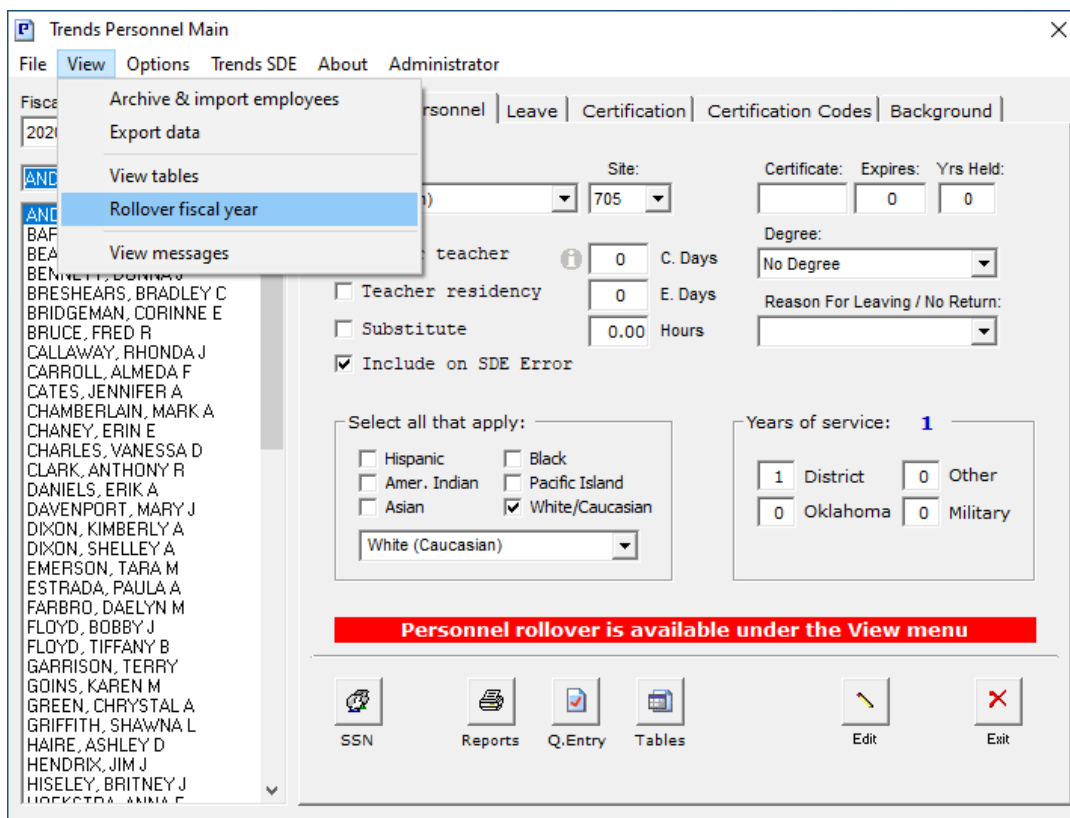


Figure 42.



**Note:** Unlike other rollover procedures in Trends, the Personnel module does not require ADPC intervention.

After clicking the button to begin the rollover process, you will be greeted with a new screen. This screen presents a warning to remind you not to rollover if you have not yet completed your Personnel Report upload to the State Department website. If you have completed your Reporting process, simply press the **Start** button to begin the rollover. The window will confirm your attempt to rollover, press the **OK** button on these screens to continue.

One of the screens for the rollover will show you any balances that are below zero. If you wish to change these balances to zero, select them using the selection checkboxes and click **Apply**. If you wish to leave them in the negative balances, leave them unselected and click **Next**. After clicking the button, a final message will appear informing you that the rollover will close the window. Click **Yes** and reopen the Personnel module. Your fiscal year box in the top left should now reflect the new fiscal year.

### Accrual Process

The accrual process is performed at the beginning of the year, when you are ready to begin tracking the years' leave.

It is important to verify that your balances are in correct standing before beginning your accrual. While it is possible to correct an accrual after it is complete, if not caught immediately, balances may be inaccurate for some time. You should also verify that the settings for your leave groups are correct, so that your accrual adds correct amounts.

Once you have verified that you are ready to perform your accrual, follow the instructions on pages 18-19 to complete your accrual.

### Adjustments Process

After your accrual is complete, you may have some employees whose balances are now over their maximum allowed amount. If you need to correct this, you will perform a leave adjustment, using the Adjustments screen. The instructions on this process are on page 26.

If you are unsure as to whether or not this process needs to be completed, determine your districts policies on leave balances before making any adjustments.