Manage Employment User Guide

This user guide will detail the steps involved in how to manage employment for individuals that are not electronically transferred to DEEDS 3.0.

Sections:

- Manage Employment Overview
- DEEDS 3.0 Access
- Manage Employment
  - Add New Employee
  - Edit Existing Employee
  - Unemploy Existing Employee

Manage Employment Overview

The Manage Employment module is included for schools where employment records are not transferred electronically to DEEDS 3.0. Since the employment data is not automatically populated in the system, the employment must be managed manually within DEEDS 3.0. The Manage Employment module is provided to allow employment can be added, edited and deleted.

The Manage Employment menu option is available based on the role of the user. Therefore, this menu option will only appear for those individuals that are required to manage employment manually within the system.

DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess account, then you will need to Register an EdAccess Account.

If you already have an EdAccess Account, Login to EdAccess Account.

LEA Dashboard access is provided to individuals who perform Human Resource functions for their charter school, district, or employing authority. To request LEA access, log a Kace ticket requesting access. Please include your District or Charter School title and the HR functions that you perform.

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

If access to the LEA Dashboard has been granted, then the user is presented with a User Type dropdown list to choose the desired DEEDS 3.0 Dashboard. Select LEA Dashboard from the list of options and click the Go to Dashboard button.

User is directed to the LEA Dashboard.
Manage Employment

From the LEA Dashboard, click the **Manage Employment** menu icon (red arrow below).

User is directed to the **Manage Employment** page.

This **Manage Employment** page contains all the functionality required to manage employment within the select school system. Specifically, employment can be added, edited or deleted. The delete operation is accomplished via the [Unemploy](#) function, described below.

When the user is directed to the **Manage Employment** page, the page is initialized to show a table of existing employees. To move between pages, use the page controls shown at the bottom of the page.

To change the sort order of the table, click the header of the data column to be sorted on. For example, to sort by Last Name, click the Last Name column header of the table (red arrow below). When the column header is clicked, the data is sorted alphabetically by Last Name in ascending order. Note that there is an up arrow shown to indicate that the data is sorted in ascending order.

To reverse the order and sort in descending order, simply click the Last Name column header again (red arrow below). When the column header is clicked again, the data is sorted alphabetically by Last Name in descending order. Note that there is also a down arrow shown to indicate that the data is sorted in descending order.
Add New Employee

To add a new employee, click the **Add New Employment** button (red arrow below).

When the **Add New Employment** button is clicked, a search form is presented for entering criteria specific to the individual to be added to the system.

Search fields include: Last 4 digits of the Social Security Number, Date of Birth, Last Name, First Name and Person ID (DEEDS educator identifier).

Enter the criteria to find the employee to be added. Click the **Search** button.
Educators that match the criteria entered are returned and displayed in a table below the search criteria form. Find the educator to be added and click the associate Select button (red arrow above) in the Actions column.

When the Select button is clicked, an entry form is presented for entering employment information specific to the individual to be added to the system. Fields that are auto-populated and cannot be edited appear gray and include: **Person Id, Type, Method, District, First Name and Last Name**.

Required fields include **Grade, School Years, School, Position** and **Full Time Equivalent %**. Dropdown lists are provided for **Grade, School Years, School** and **Position**, offering valid options from which to choose. The **School** dropdown list is populated with a list of **Schools** for the selected **District**. **Full Time Equivalent %** is calculated as an employee’s scheduled hours divided by the hours of a full-time work week of time. So, for example, if an employee is scheduled to work 40 hours of a 40-hour workweek, then the **Full Time Equivalent %** would be 100.

To add the employee, complete the required fields for the new employee record and click the Save button to save the record. The entry form is dismissed and the new employee is added to the list of employees for the district. The new employee will now appear in the list of district employees.

To exit the operation without adding the new employee record, click the Cancel button. The add operation is cancelled and the entry form is dismissed without adding the selected employee.

**Edit Existing Employee**

To edit an existing employee, click the pencil icon in the Actions column of the employee record to be edited (red arrow below).

When the pencil icon is clicked, an entry form containing the current details of the selected employee is presented.
Fields that are auto-populated and cannot be edited appear gray and include: Person Id, Type, Method, District, First Name and Last Name.

Required fields include Grade, School Years, School, Position and Full Time Equivalent %. Dropdown lists are provided for Grade, School Years, School and Position, offering valid options from which to choose. The School dropdown list is populate with a list of Schools for the selected District. Full Time Equivalent % is calculated as an employee’s scheduled hours divided by the hours of a full-time work week of time. So, for example, if an employee is scheduled to work 40 hours of a 40-hour workweek, then the Full Time Equivalent % would be 100.

To edit the existing employee record, modify the fields as desired and click the Save button to save the changes. The entry form is dismissed and the employee record information is updated.

To exit the operation without editing the employee record, click the Cancel button. The edit operation is cancelled and the entry form is dismissed without changing the selected employee record.

**Unemploy Existing Employee**

When an educator is no longer employed in the school district, they will need to be designated as unemployed from the district. To unemploy an existing employee, click the pencil icon in the Actions column of the employee record to be edited (red arrow below).

When the pencil icon is clicked, an entry form containing the current details of the selected employee is presented.
Fields that are auto-populated and cannot be edited appear gray and include: Person Id, Type, Method, District, First Name and Last Name.

To unemploy the employee, click the **Unemploy** button.

![Unemploy Existing Employee Entry Form](image)

When the **Unemploy** button is clicked, most of the fields are disabled and appear gray to indicate that they cannot be edited. The **Effective Date** field defaults to the current day, but can be changed, if needed.

To complete the unemploy operation, click the **Save** button. The entry form is dismissed and the employee record is removed from the list of district employees.

To exit the operation without performing the unemploy operation, click the **Cancel** button. The entry form is dismissed and changes are made to the selected employee record.