



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.

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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).



Figure ME-MM-01: Manage Employment Menu Option

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

District Employment Management

[Add New Employment](#)

Person ID	First Name	Last Name ▲	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
147139	Patricia	Achenbach	Manual	2021-2022	Diocese of Wilmington	St. Anthony Of Padua Grade School		Current	PAV - General Salary Increase	100	09/01/2007	09/01/2007	04/30/2009		
141362	Stephen	Adams	Manual	2021-2022	Diocese of Wilmington	Christ the Teacher		Current	PAV - General Salary Increase	100	07/01/2020	07/01/2020	02/09/2021		
157771	Sirama	Adzalla	Manual	2021-2022	Diocese of Wilmington	St. Mark's High School		Current	PAV - General Salary Increase	100	08/31/2020	08/31/2020	10/20/2020		
193832	Allison	Albert	Manual	2021-2022	Diocese of Wilmington	St. John The Beloved School		Current	PAV - General Salary Increase	100	08/22/2016	08/22/2016	08/04/2016		
156594	Christine	Alcaese	Manual	2021-2022	Diocese of Wilmington	St. Edmond's Academy		Current	PAV - General Salary Increase	100	09/05/2013	09/05/2013	04/20/2016		

Figure ME-MEP-01: 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.

District Employment Management

[Add New Employment](#)

Person ID	First Name	Last Name ▲	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
147139	Patricia	Achenbach	Manual	2021-2022	Diocese of Wilmington	St. Anthony Of Padua Grade School		Current	PAV - General Salary Increase	100	09/01/2007	09/01/2007	04/30/2009		
141362	Stephen	Adams	Manual	2021-2022	Diocese of Wilmington	Christ the Teacher		Current	PAV - General Salary Increase	100	07/01/2020	07/01/2020	02/09/2021		
157771	Sirama	Adzalla	Manual	2021-2022	Diocese of Wilmington	St. Mark's High School		Current	PAV - General Salary Increase	100	08/31/2020	08/31/2020	10/20/2020		
193832	Allison	Albert	Manual	2021-2022	Diocese of Wilmington	St. John The Beloved School		Current	PAV - General Salary Increase	100	08/22/2016	08/22/2016	08/04/2016		
156594	Christine	Alcaese	Manual	2021-2022	Diocese of Wilmington	St. Edmond's Academy		Current	PAV - General Salary Increase	100	09/05/2013	09/05/2013	04/20/2016		

Figure ME-MEP-02: Manage Employment Data Sorted by Last Name 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.

District Employment Management

[Add New Employment](#)

Person ID	First Name	Last Name	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
142932	Mark	Ziz	Manual	2021-2022	Diocese of Wilmington	St. Peter School		Current	PAV - General Salary Increase	100	10/25/2007	10/25/2007	08/05/2008		
101065	Rosanna	Zappulo	Manual	2021-2022	Diocese of Wilmington	Holy Cross Elementary School		Current	PAV - General Salary Increase	100	08/28/2017	08/28/2017	01/12/2018		
176856	Amy	Wise	Manual	2021-2022	Diocese of Wilmington	Padua Academy		Current	PAV - General Salary Increase	100	08/15/2011	08/15/2011	03/29/2012		
137521	Kristin	Winchell	Manual	2021-2022	Diocese of Wilmington	St. Edmond's Academy		Current	PAV - General Salary Increase	100	08/19/2014	08/19/2014	06/21/2016		
193001	Kate	Wilson	Manual	2021-2022	Diocese of Wilmington	St. Mary Magdalen School		Current	PAV - General Salary Increase	100	08/28/2017	08/28/2017	01/12/2018		

Add New Employee

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

District Employment Management

[Add New Employment](#)

Person ID	First Name	Last Name	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
147139	Patricia	Achenbach	Manual	2021-2022	Diocese of Wilmington	St. Anthony Of Padua Grade School		Current	PAV - General Salary Increase	100	09/01/2007	09/01/2007	04/30/2009		
141362	Stephen	Adams	Manual	2021-2022	Diocese of Wilmington	Christ the Teacher		Current	PAV - General Salary Increase	100	07/01/2020	07/01/2020	02/09/2021		
107771	Sirena	Adzalla	Manual	2021-2022	Diocese of Wilmington	St. Mark's High School		Current	PAV - General Salary Increase	100	08/31/2020	08/31/2020	10/20/2020		
193832	Allison	Albert	Manual	2021-2022	Diocese of Wilmington	St. John The Beloved School		Current	PAV - General Salary Increase	100	08/22/2016	08/22/2016	08/04/2016		
156584	Christine	Alcaese	Manual	2021-2022	Diocese of Wilmington	St. Edmond's Academy		Current	PAV - General Salary Increase	100	09/05/2013	09/05/2013	04/20/2018		

Figure ME-MAN-01: Add New Employment Button

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.

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports Manage Employment

District Employment Management

Last 4 SSN:

Date of Birth:

Legal Last Name:

Legal First Name:

Person ID:

[Search](#) [Cancel](#)

Figure ME-MAN-02: Add New Employment Search Criteria

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.

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports Manage Employment

District Employment Management

Last 4 SSN:

Date of Birth:

Legal Last Name:

Legal First Name:

Person ID:

[Search](#) [Cancel](#)

Person ID	First Name	Last Name	License #	SSN	Date Of Birth	Actions
21142	Amanda	Embers		XXX-XX-719	07/19XXXX	Select

Figure ME-MAN-03 Add New Employment Search Results

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.

Figure ME-MAN-04: Add New Employment Specification Form

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 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 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).

Person ID	First Name	Last Name ▲	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
211442	Amanda	Embers	Manual	2021-2022	Diocese of Wilmington	Christ the Teacher	Ninth	Current	DEM - Other	100					

Figure ME-MEE-01: Edit Existing Employee Icon

When the pencil icon is clicked, an entry form containing the current details of the selected employee is presented.

Figure ME-MEE-02: Edit Existing Employee Entry Form

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 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).

Person ID	First Name	Last Name	Method	Years	District	School	Grade	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Actions
211442	Amanda	Embers	Manual	2021-2022	Diocese of Wilmington	Christ the Teacher	Ninth	Current	DEM - Other	100	08/15/2020	08/15/2020	08/30/2020		

Figure ME-MUE-01: Edit Existing Employee Icon

When the pencil icon is clicked, an entry form containing the current details of the selected employee is presented.

Figure ME-MUE-02: Edit Existing Employee Entry Form

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.

The screenshot shows a web form titled "District Employment Management". The form contains several fields, some of which are grayed out, indicating they are auto-populated and cannot be edited. The fields are organized into two columns. The left column includes: "Person Id" (211442), "Type" (Current), "Method" (Manual), "District" (Diocese of Wilmington), "Grade" (Ninth), "Hired" (08/15/2020), and "Date Entered" (08/30/2020). The right column includes: "First Name" (Amanda), "Last Name" (Embers), "School Years" (2021-2022), "School" (Christ the Teacher), "Position" (Teacher, Middle, Biology), "Full Time Equivalent %" (100), and "Effective" (10/26/2021). At the bottom right, there are radio buttons for "Full" and "Part", and a red "Unemploy" button. Below the "Unemploy" button is a small instruction: "To unemploy this educator, click this button and then hit Save:". At the bottom right of the form, there are "Save" and "Cancel" buttons.

Figure ME-MUE-03: Unemploy Existing Employee Entry Form

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.