

Section 17

ESCAPE

Payroll /
Personnel System
and Reports



About the Report

This report prints employee assignments. It includes employee name, social security number, job class, FTE used, bargaining unit, hire date, salary schedule, salary placement and permanency code.

It is grouped by site and job category, and sorted by employee name. Each job category is totaled, with a grand total for each site.

Purpose

This report can be used to obtain a brief listing of all employees at an organization and determine their job category/class, as well as their bargaining unit and salary schedule.

Who Should Use

Site administrators and district office personnel in determining who is employed at a site.

Where to Find

This report is available in the HR/Payroll, Reports, Employee activity.

Report Options

User options:

- ▶ Active date – Enter a date to get a list of assignments active on that date. (Required)
- ▶ Location – Select one site or default to all locations.
- ▶ Job category – Select one job category or default to all categories.

There are no sort options for this report.

Special Considerations

If you run a report that includes entries in the Location field, your report will be filtered by the user-based location permissions defined in your user record, regardless of your user role. However, if you are an Admin user, every time you run this report, it will be filtered by your user-based location permissions, regardless of your report parameters.

Report Source

The Crystal Reports source file is Employee08a. The XML view is Employee08. The data source is stored procedure spRptEmployee08.

A similar report was available in the Personnel module of Escape Classic as PSL-R12 with a filter name of PSL-R12.

Employee08a

Employee Assignment Information

Site 0010 - A. M. WINN ELEMENTARY SCHOOL

Assignments active 9/15/2009

Employee Name	(ID) SSN4	Job Class	Assignmnt FTE	Barg Unit	Hire Date	Salary Schedule		Perm Code
						Code	Placement	

AIDE/PAR - Aides-Paraprofessional

		0937 - Teacher Assistant, Bilingual	0.43750	SEIU	05/02/2002	C-H	37/ 4	A
		0935 - Inst Aid, Spec Ed	0.62500	SEIU	01/25/1993	C-H	41/ 5	A
		0937 - Teacher Assistant, Bilingual	0.87500	SEIU	09/02/1997	C-H	39/ 5	A
		0948 - Instructional Aide	0.37500	SEIU	09/06/1977	C-H	28/ 5	A
		0948 - Instructional Aide	0.75000	SEIU	10/29/1979	C-H	28/ 5	A
		0948 - Instructional Aide	0.50000	SEIU	02/20/1990	C-H	32/ 5	A
		0935 - Inst Aid, Spec Ed	0.25000	SEIU	02/20/1990	C-H	33/ 5	A
Total Assignments listed for Aides-Paraprofessional: 7			3.81250					

OFF/TECH - Office-Technical Unit

		0522 - Clerk II	0.75000	SEIU	11/08/1990	C-H	33/ 5	A
		0522 - Clerk II	0.12500	SEIU	11/08/1990	C-H	33/ 5	A
		1530 - School Office Manager I	1.00000	SEIU	11/10/1988	C-H	44/ 5	A
Total Assignments listed for Office-Technical Unit: 3			1.87500					

OPS/SUPP - Operations Support Services

		0610 - Custodian	1.00000	SEIU	04/05/1999	C-M	34/ 5	A
Total Assignments listed for Operations Support Services: 1			1.00000					

PRINC - Principals

		0106 - Principal, Elementary School	1.00000	UPE	08/05/2008	B5	30/ 5	B
Total Assignments listed for Principals: 1			1.00000					

PLANTMGR - School Plant Operations Manager

FRAUSTO, RUBEN	(007988) 4894	0604 - School Plant Ops Mngr I	1.00000	TEAM	12/01/1989	U-M	43/ 5	A
Total Assignments listed for School Plant Operations Manager: 1			1.00000					

TEACHER - Teacher

		0303 - Teacher, Elementary	1.00000	SCTA	01/30/1989	T-A/N	5/ 21	A
		0299 - Teacher, Resource, Special Ed.	1.00000	SCTA	09/05/1989	T-A/N	5/ 26	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/02/1986	T-A/N	5/ 22	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/25/1999	T-A/N	5/ 10	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/05/1989	T-A/N	5/ 21	A
		0342 - Teacher, Spec Ed	1.00000	SCTA	09/03/1991	T-A/N	5/ 18	A
		0303 - Teacher, Elementary	1.00000	SCTA	10/16/2000	T-A/N	4/ 11	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/11/1998	T-A/N	4/ 11	A

Selection Grouped by Site, Job Category - Sorted by Employee Name, Filtered by (Organization = 97, Active Date = 9/15/2009, Location = 0010)

ESCAPE ONLINE

Employee08a

Employee Assignment Information

Site 0010 - A. M. WINN ELEMENTARY SCHOOL						Assignments active 9/15/2009		
Employee Name	(ID) SSN4	Job Class	Assignmnt FTE	Barg Unit	Hire Date	Salary Schedule		Perm Code
						Code	Placement	
TEACHER - Teacher (continued)								
		0303 - Teacher, Elementary	1.00000	SCTA	01/25/2001	T-A/N	2/ 8	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/03/1991	T-A/N	5/ 19	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/03/1991	T-A/N	5/ 19	A
		0303 - Teacher, Elementary	1.00000	SCTA	10/24/2000	T-A/N	5/ 9	A
		0303 - Teacher, Elementary	1.00000	SCTA	09/03/2002	T-A/N	5/ 8	A
		0303 - Teacher, Elementary	1.00000	SCTA	10/12/1993	T-A/N	5/ 24	A
		0303 - Teacher, Elementary	1.00000	SCTA	10/10/1979	T-A/N	4/ 26	A
		0303 - Teacher, Elementary	1.00000	SCTA	03/06/1996	T-A/N	5/ 14	A
Total Assignments listed for Teacher: 16			16.00000					
Total Assignments listed for A. M. WINN ELEMENTARY SCHOOL: 29			24.68750					