

Human Resources departments will find the FTE Reporting system a valuable tool in managing staff resources. HR managers can maintain a database of teachers and paraprofessionals in order to track how funding units are utilized within the schools and district. Payroll and business office personnel can run reports for a pay cycle to see how state FTE units are being used by comparing the employee's state pay to the state salary schedule.

### Staff Updates

1. Add Employee
2. Update Employee

### Update Employee

Staff ID: 11508

SSN:

Last Name:

First Name:

Job:

Assignment:

Personnel Type:

Empl Status:

Leave Return Date:

Div	Location	Funding	Unit
57	DATA SERVICE CENTER	Division 1	1.00

Data Service Center  
Teacher Staff Listing Page - 1

Div	Unit	Funding Source	Status	Seniority Date	Return Date
34	1.00	Division 1	Active	08/31/88	
34	1.00	Division 1	Active	01/19/99	
34	1.00	Division 1	Active	09/17/01	
34	1.00	Division 1	Active	08/30/89	
34	1.00	Division 1	Active	08/19/02	
34	1.00	Division 1	Active	09/01/85	
34	1.00	Division 1	Active	06/08/99	
34	1.00	Division 1	Leave of Absence	07/03/83	
34	1.00	Division 1	Active	08/23/04	
34	1.00	Division 1	Active	08/27/97	
34	1.00	Division 1	Active	11/18/89	
34	1.00	Psychologist	Active	05/11/79	
34	1.00	Division 1	Active	09/07/04	
34	1.00	Division 1	Active	08/29/90	
34	1.00	Division 1	Active	08/19/02	
34	1.00	Division 1	Active	05/01/78	
34	1.00	Division 1	Active	08/18/05	
34	1.00	Division 1	Active	09/02/03	
34	1.00	Division 1	Active	08/31/88	
34	1.00	Speech & Hearing	Active	11/01/98	
34	1.00	Division 1	Active	02/22/99	
34	1.00	Division 1	Active	10/27/91	
34	1.00	Division 1	Active	12/26/03	
34	1.00	Division 1	Active	09/01/77	
34	1.00	Division 1	Active	10/01/85	
34	1.00	Division 1	Active	01/02/85	
34	1.00	Division 1	Active	08/18/05	
34	1.00	Division 1	Active	08/29/90	
34	1.00	Division 1	Active	08/18/05	
34	1.00	Division 1	Active	08/19/02	
34	1.00	Division 1	Active	08/18/03	

### Staff Reports

1. Teacher Staff Listing
2. Paraprofessional Staff Listing
3. Teacher Location Listing
4. Teacher FTE Listing
5. Secretary FTE Listing

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### Data Service Center Paraprofessional Staff Listing

Location - 000

Staff ID	Employee Name	Job	Assignment	Div	Unit	Funding Source	Status	Return Date
10381	Staff Name	Title I Regular Education		32	1.00	Title I	Active	
10455	Staff Name	Instructional Aide Regular Ed.		32	1.00	Division 1	Active	
11496	Staff Name	Title I Regular Education		32	1.00	Title I	Active	
10527	Staff Name	Instructional Aide Regular Ed.		32	1.00	ESL	Active	
10516	Staff Name	Title I Regular Education		32	1.00	Division 1	Active	
10400	Staff Name	Title I Regular Education		32	1.00	Title I	Active	
11476	Staff Name	Instructional Aide Regular Ed.		32	1.00	Division 1	Active	
10459	Staff Name	Instructional Aide Regular Ed.		32	1.00	Division 1	Active	

### Professional Services:

PHRST Data Interface: PHRST HR data extracted daily. PHRST Payroll data extracted at each pay cycle.

Training: Initial training.

Help Desk support: Monday through Friday, 7:00 AM to 4:00 PM.

Hosting, Backup/Recovery: Hosted on DSC's fault tolerant network. Daily backups performed by DSC.