

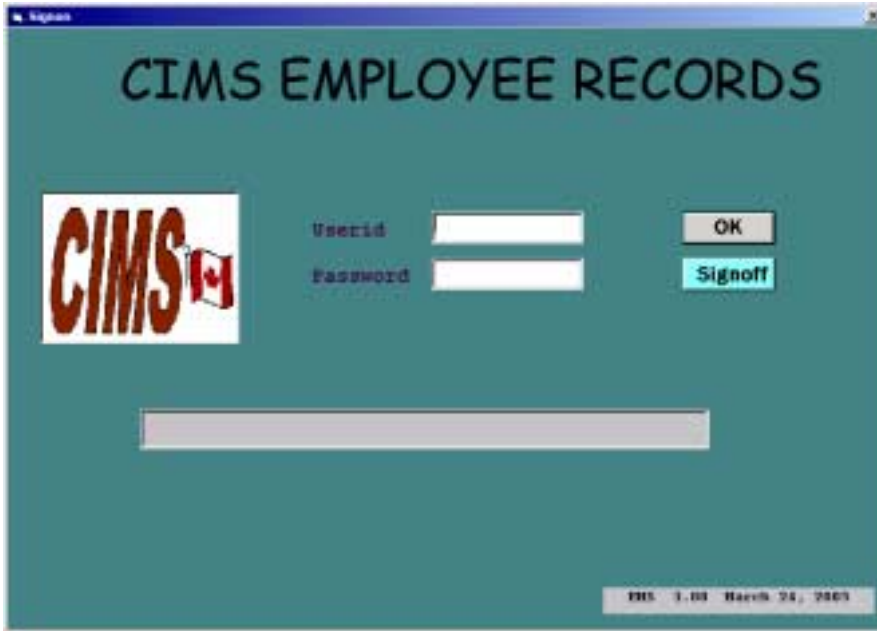
CIMS - Graphical for Employee Information

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Last Update: June 2005

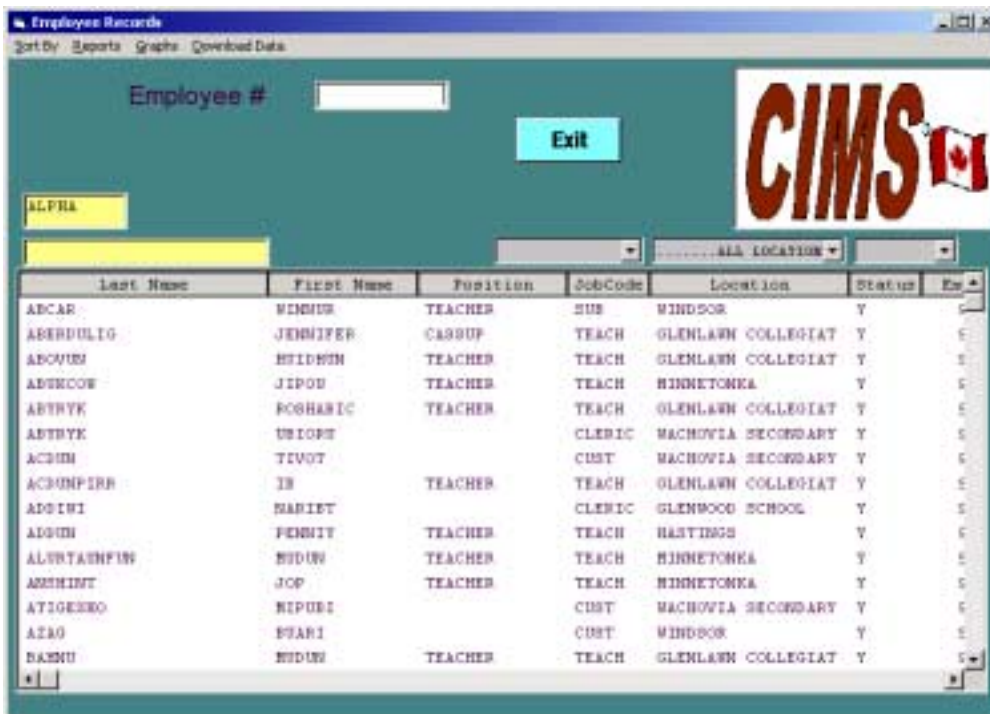
PRINCIPAL'S EMPLOYEE GUI - SUMMARY

Signing Into CIMS GUI



The UserID and Password are unique to each individual. You must have a CIMS UserID that is set up through the IS Department and a current password. If your password has expired, you must first sign into CIMS green screen then sign into GUI. There is no spot in CIMS GUI to change your password. Access to the system and then access to specific employee groups or functions are dependent on your CIMS restrictions.

Information is NOT case sensitive.



- Employees by default appear in last name alpha order

SORT BY

This allows you to choose how the employees are sorted, by last name, or by Location. You can also click on the column headings (Last Name or location) to re-arrange the sort options.

- In order to search for a last name, input the first few characters of the last name in the yellow area above last name then click on the word last name

VIEW/LIMIT VIEW

Above the sort row, there are grey boxes that will enable you to limit the view of employees that are presented:

- For example, in order to limit the view to a certain location, pull down on the location box and select an appropriate school/department, then click on the word last name to change the view. To return to all employees, select the .. (null) location and click on the word last name again to open the view again to all employees.
- In order to limit the list to just active employees (by default all retirees and employees left are included) select Active Only 'Y' and click on the last name word.

PRINT

User can print employee address or grid lists ... important to limit to a location first in order to get an appropriate listing.

Review Individual Employee Information

One major purpose of this graphical purpose is to show you information about the employee in a meaningful way. Currently all information is look/report only - there is no possibility to update information.

The screenshot shows a software window titled "Employee Demographic" with a teal background. The main area contains a form for an employee named Jennifer Aberdulig. Key fields include: NAME (F,M,L) JENNIFER Y ABERDULIG 910140; Legal: Active Y S.I.N. 633-339-544; Address: 908 MORTCORG WAY; City/Prov/Post: WINNIPEG MB R0G2B0; Phone Office: 204 995-3444 Ext 441; Home: 204 511-6447; Maiden: SMITH Sex: F FEMALE; Birth Date: 11/02/54; Type Code: [blank]; Class(R,D,T.): [blank]; Pen Decline: 01/31/2001; Certificate#: F2338-66; Spouse: JAMES; Spouse S.I.N.: [blank]; Criminal Record Check: Y; Child Abuse Registry Check: 02; Include on Applicant List: N; Include on Substitute List: [blank]; Brand New Staff YR: 01; Location: 02 GLENLAWN COLLEGIAT; Location2: [blank]; Location3: 05 WINDSOR; Assignment: TEACH TEACHER; Pay Location: 04 ALT SUB. On the right side, a vertical sidebar contains buttons for Demographics, Hire/Term/Exp, Catg/Acad/Skills, Certif/Endors, Info/Emg/Benef, PD/Evals/Contr, R/R History, Payroll, Assignment, Addl Pay, Deductions, TD1, Abs Calendar, Work Calendar, Lock Screen, and Next Employee. A small photo of a young child is visible on the right side of the window.

Doubleclick on any employee to review individual employee information including:

- Demographics (primary job and location info)
- Hire/Expire dates and seniority dates
- Certificate and special skills information
- Additional Notes, Emergency Contact Info, Beneficiary Info
- Professional Development Courses taken, Evaluations onfile, Teaching Contract recordings
- H/R history of all staff positions, locations, terms, and leaves.
- Payroll Pay assignment, FTE, account distribution, deduction, and adds to pay info
- Absence Calendar and drill down to absence balance information by category (sick, PD, ...)
- Work Calendar (for time worked employees like custodial) for details of hours/days worked

Click on 'Next employee' to return to the index and select someone else to view.

From here it is also possible to print information about a employee including an absence Profile and Time Worked History. The output will automatically go to your CIMS designated printer (not necessarily your default windows printer).

Although the fields appear that they can be edited, this product will NOT allow you to modify any information regarding individual employees.

From this display you can click to various other information regarding the employee

H/R History Information

The H/R information screen provides a newest to oldest review of where the staff member has worked since they have been in the division.

Locn	Posn	FTE	Hours	SubTY	From	To	TY	Status
01	CASSU	25.00	4.00		7/01/04	6/30/05	AS	
01	TEACH	50.00			9/01/03	12/31/03	LV	MAT LEAV
01	TEACH	50.00			4/26/03	6/30/03	AT	
01	TEACH	50.00			9/01/02	4/24/03	AT	RETIRE
01	TEACH	50.00			9/01/03	12/31/29	AT	
01	TEACH	80.00			1/01/95	6/30/01	AT	
02	TEACH	50.00			9/01/94	12/30/97	AT	
01	PRINC	80.00			9/10/92	6/29/93	LV	MAT LEAV
04	PRINC	100.00	4.50		9/01/88	6/30/92	YR	RETIRE

* DoubleClick for FULL Position Details

Detail

In the example above the employee is working a part-time casual position at location 01 until June 2005 and there has been no indication of a future position for this employee.

Use the scroll bar to see all information to the right/left or down.

Absence Information

The current month is shown indicating when a staff member has been away - for what length of time for that day and for a reason code as established by the district. Use the Previous/Next buttons to fold through any past or future months. Notice the additional orange buttons to see absence balances (ie: 6 SICK days left) or to see a listing of every absence detail record (date, who replaced staff, account charged...)



Employee/School Reporting

From within the graphical product, administrators may produce basic employee profiles and reports. Having selected a employee, the top Report Tab allows you to produce the following items for a employee:

- Absence Profile
- Employee Time worked details for time-worked category of employees

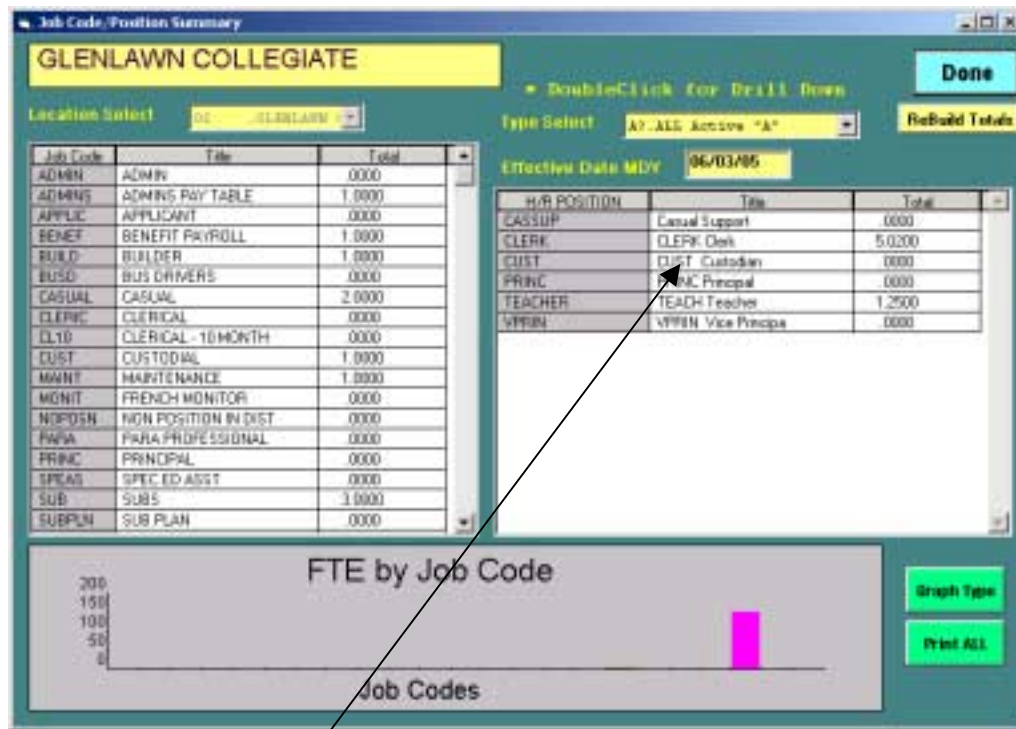
Statistical and Drill Down Reporting - Attendance, Enrollment, Discipline

The graphical product is the only place where administrators can see visual graphs of employee and location FTE and absences. This reporting feature will continue to grow with requests made by users.

Current Graphing options

- FTE Summary by position/job
- FTE Summary by Location (good for Board Office Admin only)
- Absence Summary by Position/Job
- Absence Summary by Absence Type
- Absence Summary by location (not applicable for school admin)

All graphing options allow the user to select effective date ranges that may be from the current year, past year(s), or future. Selection of employees is based on H/R records entered. This means it is possible to review current FTE for a location by Position and also select to see expected FTE for the coming school year (for instance).



- User may select Just certain record types (eg: all active, those on leave)
- User may select for any date - current, past, or future

You can click on any column to get details on what employees make up that summary

The screenshot shows the 'Assignment Information - Employee Details' window. It features a search bar with 'CLERK' entered and a 'Done' button. Below is a table with the following data:

Employee#	Last Name	First	Sex	Job	FTE	Position	Location
040086	CFITTSI	LIVINHT	F	TR	70.0000	CLERK	02 CENTRAL C
040089	APOROCNO	FRANRSE	F	TR	100.0000	CLERK	02 CENTRAL C
040092	LEBIRTOE	PUREO	F	TR	100.0000	CLERK	02 CENTRAL C
040094	HIREM	CHERRY	F	TR	57.0000	CLERK	02 CENTRAL C
040095	PIPERIC	CARRO	F	TR	100.0000	CLERK	02 CENTRAL C
040103	GAMBI	KIRBY	F	TR	75.0000	CLERK	02 CENTRAL C

You have the same potential with absences, ie: select to see absences for selected date range by work type (eg: teachers vs clerical) and/or select to see absences by absence reason (sick, pd, comp ...).

Download & Download for PDA

This allows you to automatically fill basic employee demographics, year to date attendance, and course/block rosters to Excel. Excel must exist on your system to utilize this option. You are prompted as to which field(s) of information you wish to download and what records should be included.

This is also ideal for downloading to your PDA. Select the appropriate fields of information and download it to your documents to go ... this will be ready for you on your PDA from within your Excel application.

When you select to download, a selection screen appears. Select your fields, then which set of employees you wish to download - and request to 'download'

The screenshot displays a multi-layered software interface. At the top, a 'Download to Excel' dialog box is open, featuring a 'Select Fields' list with options like ADDRESS CITY, PROVINCE/STATE, and LOCATION ONE (selected with an 'X'). It also includes checkboxes for 'Download Report Writer File' (EIS/530) and 'Download Schedule of Payment' (PA/7/991), along with 'Download to Excel' and 'Cancel' buttons.

Below this, another dialog box titled 'Limit Location' and 'Limit Job Code' is visible. The 'Limit Location' section has a table with columns 'Select', 'Code', and 'Location', listing various school locations such as BOARD OFFICE, SUB TEACHER LOCATIONS, and GLENWOOD SCHOOL. The 'Limit Job Code' section has a table with columns 'Select', 'Code', and 'Job Description', listing roles like CUSTODIAL, MAINTENANCE, and PRINCIPAL (selected with an 'X').

The background shows a Microsoft Excel spreadsheet with columns labeled A through N. The data in the spreadsheet includes employee names, last names, first names, and various numerical codes, such as 'ABROGUS JENNER F 02/11/954 2' in row 1.

Excel will automatically be open if it is not already ... Columns will download then the spreadsheet will automatically adjust to appropriate column widths and place headings on each column.

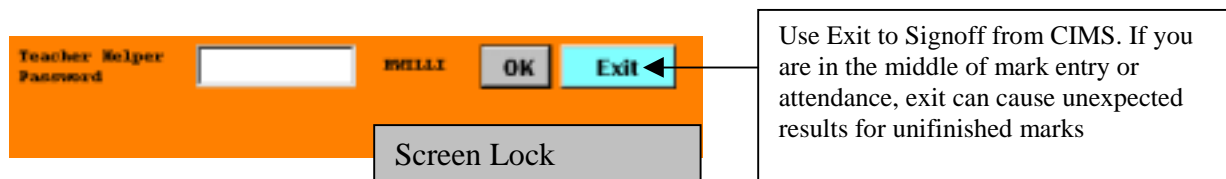
It is important to understand that from the download option you can download:

- a) Employee demographic information for selected employees
- b) Employee seniority information
- c) Employee history records

This means that if you do NOT have a CIMS printer close by - choose to download to Excel and then Print from Excel to a locally attached printer.

Special 'Lock' Function

On most CIMS screens there is a 'LOCK' feature. If you are leaving your desk temporarily, request the 'LOCK' function. CIMS will hide so that students cannot access their records. When you return, simply type in your CIMS teacher password, and you will return to the same spot you locked at.



Along with Windows Start Bar, you will see the application Screen Lock. Click that button to return to CIMS.

If you are in the LOCK feature for more than 90 minutes, CIMS will automatically sign you off.

GUI Authority Special Note

- Users will not be able to access CIMS GUI EMS unless they have been setup appropriately in EMS. They must be defined in RES.000, PAY.ACC and SUB.000.
- Users restrictions PAY.ACC are applicable to the CIMS GUI EMS, ie: restrictions to screens of information. If you users need to be restricted (eg: cannot see pay information) then make sure to set these restrictions in PAY.ACC.
- Location restricted users automatically will have less items available on the download (eg: Employee SIN, employee birthdate). Also download items listen to PAY.ACC restrictions to ensure user cannot download information they do not have access to.