

# Human Resource System

**The following screens are found in the Human Resource Systems Manual:**

1. DATE – Define Date Fields
2. PDEF – Define Professional Development
3. MISC – Define Miscellaneous Fields
4. PERS – Personnel
  - a. Miscellaneous Information Window
  - b. Date Information Window
  - c. Emergency Information Window
5. JOBH – Job Information History
  - a. Observation/Evaluation Window
6. FILE – File Contents Maintenance
7. CERT – Employee Certification Information
  - a. Assignment Information Window
8. OSHA – OSHA Illness/Injury Information
9. PROF – Employee Professional Development
10. TRNG – Training and Testing
11. APPENDIX-A – Certificate Types
12. APPENDIX-B – Majors and Minors
13. APPENDIX-C – Educational Institutions
14. APPENDIX-D – Assignment Codes
15. APPENDIX-E – Function Codes

# Human Resource System

## DATE ● Define Date Fields

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```
PM700          HUMAN RESOURCE SYSTEM          Date 7/02/02
District 99020          Date Definition          Time 13:35:09
Function  _____          Category Search  __
          Select Options: C=Change          D=Delete
          Select Category Type          Label
          _          RQ          I9          I-9 DATE

F1=Help    F3=Exit    F4=Add    F12=Cancel    PageDown=Next    PageUp=Previous
Enter to Update, Delete

MR a                                          03/012
```

The Date Definition Screen is used to add, delete or change the definitions of the date fields.

**Function Keys:**

- F1 = Help
- F3 = Exit
- F4 = Add
- F12 = Cancel
- PageDown = Next record
- PageUp = Previous record

# Human Resource System

## DATE ● Define Date Fields

---

### ***Explanation of Fields:***

#### **Select**

This is the action to be performed on the indicated date definition.

#### **Valid Values:**

C = Change

D = Delete

#### **Category**

This is the two-character code indicating the category of the date information.

#### **Type**

This is the two-character code indicating the type of date information. This field **IS REQUIRED**.

#### **Label**

This is the name of the date information. This label will appear on the employee screens and many reports.

# Human Resource System

## PDEF ● Define Professional Development

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```
PM700          H U M A N   R E S O U R C E   S Y S T E M          Date 7/02/02
District 99020 Professional Development Definition          Time 14:07:34
Function _____ Category Search _____
                Select Options: C=Change   D=Delete
                Select Category Type      Label
                -      TC      HP      HYPERSTUDIO

F1=Help   F3=Exit   F4=Add   F12=Cancel   PageDown=Next   PageUp=Previous
Enter to Update, Delete

MA a 03/012
```

The Professional Development Screen is used to add, delete or change the definitions of the professional development and training fields.

**Function Keys:**

- F1 = Help
- F3 = Exit
- F4 = Add
- F12 = Cancel
- PageDown = Next record
- PageUp = Previous record

# Human Resource System

## PDEF ● Define Professional Development

---

### ***Explanation of Fields:***

#### **Select**

This is the action to be performed on the indicated professional development definition.

#### **Valid Values:**

C = Change

D = Delete

#### **Category**

This is the two-character code indicating the category of the professional development information.

#### **Type**

This is the two-character code indicating the type of professional development information. This field **IS REQUIRED**.

#### **Label**

This is the name of the professional development information. This label will appear on the employee screens and many reports.



# Human Resource System

## MISC ● Define Miscellaneous Fields

---

### ***Explanation of Fields:***

#### **Select**

This is the action to be performed on the indicated miscellaneous definition.

#### **Valid Values:**

C = Change

D = Delete

#### **Category**

This is the two-character code indicating the category of the miscellaneous information.

#### **Type**

This is the two-character code indicating the type of miscellaneous information. This field **IS REQUIRED**.

#### **Label**

This is the name of the miscellaneous information. This label will appear on the employee screens and many reports.

# Human Resource System

## PERS ● Personnel

```
PM710          H U M A N   R E S O U R C E   S Y S T E M          Date 7/02/02
District 61000   Employee Personnel Information Screen          Time 11:38:30
Function _____ Building - 1100
Soc Sec # --> 000-01-0000 Name (L,F,MI) --> DOE _____ JANE _____ K

    Birthdate -----> 02/18/1960
    Spouse Name -----> _____
    E-Mail Address -----> _____
    Yrs Experience -- This -> _____ Other ----> _____
    Yrs Service -----> _____
    Ethnic Code -----> 2 WHITE
    Gender Code -----> F FEMALE
    Bloodborne Category > _

    CRIMINAL CHECKS
    MSP --> _____ _ NO CHECK
    UPC --> _____ _ NO CHECK
    FBI --> _____ _ NO CHECK

    File Complete -----> NO

    F1 = Help  F2 = Update  F3 = Exit  F5 = Miscellaneous  F6 = Dates
    F7 = Emergency  F12 = Cancel  PageDown = Next  PageUp = Previous

MA | a | 04/073
```

The Personnel Screen is used to maintain the personnel, emergency contact, miscellaneous, and the date information for an employee.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F5 = Miscellaneous Information Window  
F6 = Date Information Window  
F7 = Emergency Information Window  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record

# Human Resource System

## PERS ● Personnel

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### ***Explanation of Fields:***

#### **Birthdate**

This is the employee's birthdate. It can also be found on the Employee Information Screen (EMPL).

#### **Spouse Name**

This is the name of the employee's spouse, if applicable.

#### **E-Mail Address**

This is the employee's e-mail address.

#### **Yrs Experience, This**

This is the number of years of teaching experience the employee has at the school district.

#### **Yrs Experience, Other**

This is the number of years of teaching experience the employee has at other school districts.

#### **Yrs Service**

This is the number of years of service the employee has at this school district.

#### **Ethnic Code**

This is the ethnic code for the employee. This field is also on the Employee Information Screen (EMPL) and can be updated on either screen.

#### **Valid Values:**

1 = American Indian	4 = Asian American
2 = Caucasian	5 = Hispanic
3 = Afro American	

#### **Gender Code**

This is the employee's gender.

#### **Valid Values:**

F = Female	M = Male
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#### **Bloodborne Category**

This indicates the type of bloodborne pathogen training the employee must participate in.

#### **Valid Values:**

A = Type A training required	B = Type B training required
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# Human Resource System

## PERS ● Personnel

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### **Criminal Checks**

#### **MSP**

This is the date and results of the employee's Michigan State Police criminal check. The date must either be a valid calendar date or left blank.

#### **Valid Values:**

P = Results pending

S = Satisfactory

A = Arrested

Blank = No check

C = Convicted

#### **UPC**

This is the date and results of the employee's unprofessional conduct check. The date must either be a valid calendar date or left blank.

#### **Valid Values:**

P = Results pending

U = Unsatisfactory

S = Satisfactory

Blank = No check

#### **FBI**

This is the date and results of the employee's FBI criminal check. The date must either be a valid calendar date or left blank.

#### **Valid Values:**

P = Results pending

S = Satisfactory

A = Arrested

Blank = No check

C = Convicted

#### **File Complete**

This field indicates the status of the employee's File Contents Maintenance Screen (FILE).

#### **Valid Values:**

No = The employee's paper file is not complete

Yes = The employee's paper file is complete

# Human Resource System

## PERS ● Personnel

### *Miscellaneous Information Window (F5)*

Type	Cat	Desc	Information
—	—		_____
—	—		_____
—	—		_____
—	—		_____
—	—		_____
—	—		_____
—	—		_____
—	—		_____
—	—		_____

Key information and press F2 to update or  
F12 to cancel. Press F1 for list of codes

This window is used to update the miscellaneous information for an employee. All miscellaneous types and categories must be defined on the Define Miscellaneous Fields Screen (MISC). Press F5 from the Personnel Screen (PERS) to display this window.

#### ***Explanation of Fields:***

##### **Type**

This is the two-character code indicating the type of miscellaneous information being entered on the employee's record.

##### **Valid Values:**

Any value defined (along with the appropriate category) on the Define Miscellaneous Fields Screen (MISC).

##### **Cat**

This is the two-character code indicating the type of category of miscellaneous information being entered on the employee's record.

##### **Valid Values:**

Any value defined (along with the appropriate type) on the Define Miscellaneous Fields Screen (MISC).

##### **Information**

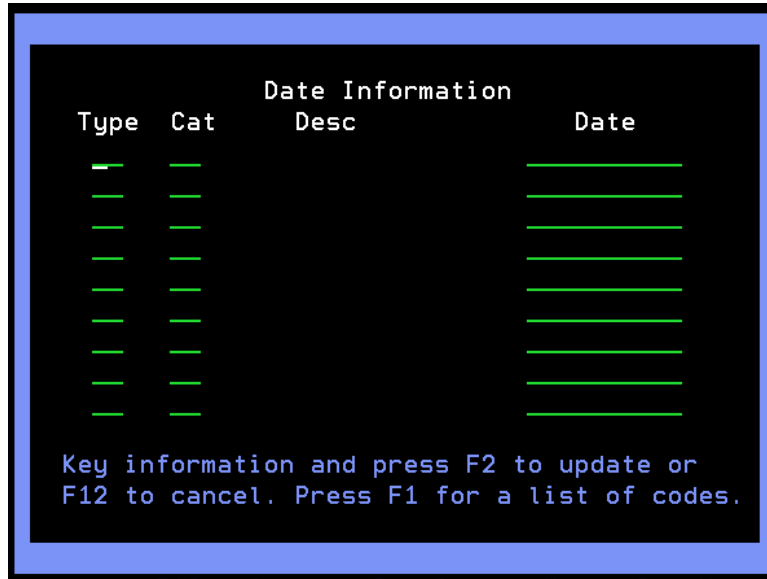
This is the information to be recorded.

# Human Resource System

## PERS ● Personnel

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### *Date Information Window (F6)*



Type	Cat	Desc	Date

Key information and press F2 to update or F12 to cancel. Press F1 for a list of codes.

This window is used to add, update, and delete the date information for an employee. All date types and categories must be defined on the Define Date Fields Screen (DATE). Press F6 from the Personnel Screen (PERS) to display the window.

#### ***Explanation of Fields:***

##### **Type**

This is the two-character code indicating the type of date information being entered on the employee's record.

##### **Valid Values:**

Any value defined (along with the appropriate category) on the Define Date Fields Screen (DATE).

##### **Cat**

This is the two-character code indicating the category of date information being entered on the employee's record.

##### **Valid Values:**

Any value defined (along with the appropriate type) on the Define Date Fields Screen (DATE).

##### **Information**

This is the date to be recorded.

# Human Resource System

## PERS ● Personnel

### *Emergency Information Window (F7)*

The screenshot shows a terminal window titled "Emergency Information" with a black background and green text. The window contains the following data:

	Name	Phone #	Relationship
Contact:	TOM SMITH	231-767-7238	HUSBAND
	MARY JONES	231-744-9999	MOTHER
Doctor:	DR. I. M. SICK	231-780-3345	
Hospital:	GET BETTER HOSPITAL		
Insurance:	MESSA		
Health Info:	BEE STING ALLERGY		

Key information and press F2 to update or F12 to cancel

This window is used to update the emergency information for an employee. Press F7 from the Personnel Screen (PERS) to display this window.

#### ***Explanation of Fields:***

##### **Contact**

This is the name, telephone number and relationship (i.e., son, daughter, spouse) of the emergency contact person. Up to two (2) contacts may be entered.

##### **Doctor**

This is the name and telephone number of the employee's physician.

##### **Hospital**

This is the name and hospital preferred by the employee.

##### **Insurance**

This is the employee's insurance information.

##### **Health Info**

This is any other health information that is to be recorded for the employee (i.e., allergies, medications, etc.).

# Human Resource System

## JOBH ● Job Information History

```
PM720          HUMAN RESOURCE SYSTEM          Date 7/03/02
District 99020          Job Information History          Time 13:14:49
Function _____

Soc Sec # --> 000-00-0001  Name (L,F,MI) --> DOE          JANE          K

Fiscal Year -----> 02/03
Job Code -----> 029          SUB TEACHER          Others? NO
Position Type ----> _          UNKNOWN          Primary Job? Y
Bargaining Unit --> 00          Schedule/Step/Level > ___ / __.0 / ___
Building -----> _____          Grade Level -----> 0 ALL GRADES
Start Date -----> 07/01/2002          End Date -----> 06/30/2003
Seniority Date ---> _____          Termination Date ---> _____
Hours per Day ----> 8.00          Days per Year -----> _____
FTE -----> 1.00          Mentee -----> _____
Tenure Date -----> _____          Mentor -----> _____
Degree -----> _ NONE          Degree Change Date -> _____
Miscellaneous ----> _____          Supervisor Code ----> _____
PAY RATES          Fringe Benefits ----> _____
Contract Amount --> _____          Longevity Amount ---> _____
Hourly Rate -----> _____          Daily Rate -----> 60.00

F1 = Help  F2 = Update  F3 = Exit  F4 = Add  F5 = Evaluation  F11 = Delete
F12 = Cancel  PageDown = Next  PageUp = Previous  PRNT = History

MA a 07/025
```

The Job Information History Screen is used to maintain the employment history records for employees. With the last pay of June, new records are created for the upcoming fiscal year, based on the employee's current employment information.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F4 = Add  
F5 = Observation/Evaluation Window  
F11 = Delete  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record  
PRNT = History report

### **Available Functions:**

PRNT = Prints a report of the employee's history  
FISC = Allows you to change the fiscal year for the selected record

# Human Resource System

## JOBH ● Job Information History

---

### **Explanation of Fields:**

#### **Fiscal Year**

This is the fiscal year in which the employee held this position.

#### **Job Code**

This is the five-character code that indicates the employee's position.

#### **Valid Values:**

Any code defined on the Job Codes Screen (JOBCL).

#### **Others?**

This indicates if there are any other jobs on file for the same fiscal year for this employee. This information is determined by the system.

#### **Position Type**

This is the type of position.

#### **Valid Values:**

T = Teacher

O = Other

A = Administrative

Blank = Unknown

C = Counselor

#### **Primary Job?**

This indicates if it is the primary position held by the employee.

#### **Valid Values:**

Y = Primary position

N = Not the primary position

#### **Bargaining Unit**

This number indicates the employee's bargaining unit for this position. It should correspond to the bargaining unit specified for the salary schedule as entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

#### **Salary Schedule**

This four-character user-defined field indicates the employee's salary schedule. It should correspond to the salary schedules entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

#### **Salary Step**

This indicates the salary step that applies to the employee. The number has one decimal position.

# Human Resource System

## JOBH ● Job Information History

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### **Salary Level**

This four-character user-defined field indicates the employee's salary level. This should correspond to the salary level for the schedule entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

### **Building**

This four-character user-defined field indicates the building in which the employee does this job. It corresponds to the building used in the Gross Payroll System.

### **Grade Level**

This indicates the grade level for this position.

#### **Valid Values:**

0 = All grades	5 = Administration
1 = Elementary	6 = Pre-Kindergarten
2 = Junior High or Middle School	7 = Kindergarten
3 = Senior High	Blank = Unknown
4 = Junior-Senior High	

### **Start Date**

This is the starting date for this position.

#### **Valid Values:**

Any valid calendar date

### **End Date**

This is the ending date for this position.

#### **Valid Values:**

Any valid calendar date

### **Seniority Date**

This is the seniority date for this position.

#### **Valid Values:**

Any valid calendar date

### **Termination Date**

This is the date the employee was terminated from this position.

#### **Valid Values:**

Any valid calendar date

### **Hours per Day**

This is the number of hours per day that the employee works in this position.

# Human Resource System

## JOBH ● Job Information History

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### **Days per Year**

This is the number of days per year that the employee works in this position.

### **FTE**

This is the appropriate FTE for the employee for this position.

### **Mentee**

This is the name of the person that this employee is mentoring.

### **Tenure Date**

This is the tenure date for this position.

#### **Valid Values:**

Any valid calendar date

### **Mentor**

This is the name of the person that is mentoring this employee.

### **Degree**

This is the type of degree held by this employee.

#### **Valid Values:**

00 = None

01 = High school diploma or equivalent

02 = Associate degree

03 = Bachelor's degree

04 = Master's degree

05 = Specialist's degree

06 = Doctoral degree

07 = Juris doctorate

08 = Medical degree

09 = Other license, credential or professional degree

### **Degree Change Date**

This is the last date that the employee's degree had been changed.

#### **Valid Values:**

Any valid calendar date

### **Miscellaneous**

This is the ten-character field for any miscellaneous information required by the user.

### **Supervisor Code**

This indicates the supervisor for this position. It is used to restrict access to the payroll and human resource records.

#### **Valid Values:**

Any valid supervisor code

# Human Resource System

## JOBH ● Job Information History

---

### **Fringe Benefits**

This is the user-defined field used to indicate the type of fringe benefits received by the employee.

### **Contract Amount**

This is the contract amount the employee was paid for this position. During the current fiscal year, this will automatically be updated from the salary screens.

### **Longevity Amount**

This is the longevity amount the employee was paid for this position. During the current fiscal year, this will automatically be updated from the salary screens.

### **Hourly Rate**

This is the hourly rate the employee was paid for this position. During the current fiscal year, this will automatically be updated from the salary screens.

### **Daily Rate**

This is the daily rate the employee was paid for this position. During the current fiscal year, this will automatically be updated from the salary screens.

# Human Resource System

## JOBH ● Job Information History

---

### *Observation/Evaluation Window (F5)*

```
Observation/Evaluation Information

Observation Dates > _____
Evaluation Due ---> _____
Evaluation Date --> _____ Evaluator --> _____
Comments -> _____
                _____
                _____

Evaluation Date --> _____ Evaluator --> _____
Comments -> _____
                _____
                _____

Key information and press F2 to update or F12 to cancel
```

This window is used to update the observation and evaluation information for an employee. Press F5 from the Job Information History Screen (JOBH) to display this window.

#### ***Explanation of Fields:***

##### **Observation Dates**

This is the date(s) of the employee's last observation.

##### ***Valid Values:***

Any valid calendar date

##### **Evaluation Due**

This is the date that the employee's next evaluation is due.

##### ***Valid Values:***

Any valid calendar date

##### **Evaluation Date**

This is the date of the employee's evaluation.

##### ***Valid Values:***

Any valid calendar date

# Human Resource System

## JOBH ● Job Information History

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### **Evaluator**

This is the name of the person who performed the evaluation.

### **Comments**

This field is for any comments regarding the employee's evaluation.

# Human Resource System

## FILE ● File Contents Maintenance

```
PM730          HUMAN RESOURCE SYSTEM          Date 7/03/02
District 99020      Personnel File Contents      Time 13:13:36
Function _____ Building - 1100
Soc Sec # --> 000-00-0001 Name (L,F,MI) --> DOE JANE K

- Proper Identification          - Federal W-4 Form
- Necessary Credentials for Position - Michigan W-4 Form
- Transcripts                    - City W-4 Form
- Results of Michigan State Police Check - MPSERS Beneficiary Form
- Results of Unprofessional Conduct Check - Emergency Contact Information
- Results of FBI Check          - I-9
- Application Form              - Drivers License
- Letter of Appointment or Contract - Starting Salary Rate
- Special Endorsements          - Position Required Trainings
- Pre-employment Drug Testing Results - Pre-employment Physical

_____
_____
_____

F1=Help  F2=Update  F3=Exit  F12=Cancel
PageDown=Next  PageUp=Previous

MA a 04/073
```

The File Contents Maintenance Screen is used to indicate the current contents of the employee's paper personnel file. When all necessary documents have been received, "YES" will appear next to the "File Complete" field on the Personnel Screen (PERS).

### **Function Keys:**

F1 = Help

F2 = Update

F3 = Exit

F12 = Cancel

PageDown = Next record

PageUp = Previous record

# Human Resource System

## FILE ● File Contents Maintenance

---

### *Explanation of Fields:*

#### **Form Check**

This indicates the status of the form in the employee's personnel file.

#### **Valid Values:**

X = Form on file

N = Form not applicable for this employee

Blank = Form required but not on file

#### **Form Name**

These three (3) fields are to be used for those forms required for the employee's position, but are not listed on the screen.

# Human Resource System

## CERT ● Employee Certification Information

```
PM740          HUMAN RESOURCE SYSTEM          Date 7/03/02
District 99020  Employee Certification Information Screen  Time 13:21:51
Function _____ Building - 3100
Soc Sec # --> 000-00-0001 Name (L,F,MI) --> DOE JANE K

INSTRUCTIONAL CERTIFICATION INFORMATION
Type of Certificate --> 41 No CC-XXXXX0402812 Level Subject
Issue Date -----> 08/18/1986 PreK-5 _____
Expire Date -----> _____ K-5 _____
Degree -----> 03 6-8 _____
Credit Hours -----> 000 9-12 _____
Special Ed Assignment -> _____ K-12 _____
Majors -----> MB SA _____
Minors -----> MD _____
Institution -----> 01 _____

INSTRUCTIONAL ASSIGNMENT INFORMATION FOR ALL ASSIGNMENTS
Contract Type _

OTHER CREDENTIALS
Type/Expiration Date -> _____

F1=Help F2=Update F3=Exit F5=Assignment F12=Cancel
PageDown=Next PageUp=Previous

MA a 07/045
```

The Employee Certification Information Screen is used to maintain the certification information for an employee. This information will also update the information on the REP screen that is uploaded to the State of Michigan for the Registry of Educational Personnel.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F5 = Assignment Window  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record

# Human Resource System

## CERT ● Employee Certification Information

---

### ***Explanation of Fields:***

#### **Instructional Certification Information**

##### **Type of Certificate**

This is the type of certificate that has been issued to the teacher.

##### ***Valid Values:***

See Appendix A.

##### **No**

This is the number on the teaching certificate.

##### **Issue Date**

This is the date the teaching certificate was issued.

##### ***Valid Values:***

Any valid calendar date

##### **Expire Date**

This is the date the teaching certificate expires. See Appendix A to determine which certificates will expire.

##### ***Valid Values:***

Any valid calendar date

##### **Degree**

This is the degree currently held by the employee.

##### ***Valid Values:***

00 = No degree

01 = High school diploma

02 = Associate degree

03 = Bachelor's degree

04 = Master's degree

05 = Specialist's degree

06 = Doctoral degree

07 = Juris doctorate

08 = Medical degree

09 = Other license, credential or professional degree

##### **Credit Hours**

This is the number of additional credit hours the employee has earned.

##### **Majors**

This is the two-character code(s) indicating the employee's major(s).

##### ***Valid Values:***

See Appendix B for all valid codes.

# Human Resource System

## CERT ● Employee Certification Information

---

### **Minors**

This is the two-character code(s) indicating the employee's minor(s).

#### **Valid Values:**

See Appendix B for all valid codes.

### **Institution**

This is the code that indicates the institution from which the employee received their degree.

#### **Valid Values:**

See Appendix C for valid codes.

### **Certification Level and Subject Area**

These areas indicate the grade level and subject area in which the employee is certified to teach. The two blank levels are for user-defined information.

#### **Valid Values:**

See Appendix B for valid subject codes.

### **Instructional Assignment Information for all Assignments**

#### **Contract Type**

This is the type of contract held by the employee.

#### **Valid Values:**

1 = 1<sup>st</sup> year

2 = 2<sup>nd</sup> year

3 = 3<sup>rd</sup> year

4 = 4<sup>th</sup> year

5 = Non-tenure

T = Tenure

Blank = No contract

### **Other Credentials**

#### **Type**

This is the type of other credential held by the employee.

#### **Expiration Date**

This is the date the credential expires, if applicable.

#### **Valid Values:**

Any valid calendar date

# Human Resource System

## CERT ● Employee Certification Information

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### *Assignment Information Window (F5)*

```
Assignment #----> 01
Assignment Code > 77171
Building # ----> 00000
FTE -----> 1.00
Function Code --> 280
Level -----> 5

F2=Update  F11=Delete Assignment F12=Cancel
PageDown=Next  PageUp=Previous
```

This window is used to enter the assignment information for an employee. Each employee may have up to 10 assignments. Press F5 from the Employee Certification Information Screen (CERT) to display this window.

### ***Explanation of Fields:***

#### **Assignment #**

This is the system assigned assignment number.

#### **Assignment Code**

This is the five-digit state-defined assignment code that corresponds with the employee's current assignment(s).

#### **Valid Values:**

See Appendix D for valid codes.

#### **Building #**

This is the five-digit state-defined building code that corresponds with the building where the employee performs this assignment.

#### **Valid Values:**

See the MEIS website for valid codes.

#### **FTE**

This is the employee's FTE for this assignment.

# Human Resource System

## CERT ● Employee Certification Information

---

### **Function Code**

This is the three-digit state-defined function code that corresponds with this assignment.

#### **Valid Values:**

See Appendix E for valid codes.

### **Level**

This is the grade level at which this employee works.

#### **Valid Values:**

0 = All Grades

1 = Elementary

2 = Junior High

3 = Senior High

4 = Junior-Senior High

5 = Administration

6 = Pre-Kindergarten

7 = Kindergarten

# Human Resource System

## OSHA ● OSHA Illness/Injury Information

```
PM750          H U M A N   R E S O U R C E   S Y S T E M          Date 7/03/02
District 61000   OSHA Illness/Injury Information Screen          Time 14:38:36
Function _____ Building - 3100
Soc Sec # --> 000-00-0001 Name (L,F,MI) --> DOE _____ JANE _____ K

Case # -----> _____ Incident Date --> _____
Type -----> _____ Date Notified --> _____
W/C Number -----> _____ Job Code -----> _____
Location -----> _____
Description -----> _____
_____
_____

Days Lost -----> 0.0 Days Restricted > 0.0
Last Date Worked > _____ Date Returned --> _____
Date of Death ---> _____
NO CASES FOUND

F1=Help F2=Update F3=Exit F4=Add
F11=Delete F12=Cancel PageDown=Next PageUp=Previous
```

MA a 12/022

The OSHA Illness/Injury Information Screen is used to record a history of any on-the-job illnesses or injuries.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F4 = Add  
F11 = Delete  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record

# Human Resource System

## OSHA ● OSHA Illness/Injury Information

---

### ***Explanation of Fields:***

#### **Case #**

This is the unique, numeric identifier for the incident.

#### **Valid Values:**

Must be numeric.

#### **Incident Date**

This is the date the incident occurred.

#### **Valid Values:**

Any valid calendar date

#### **Type**

This indicates if the incident resulted in an injury or illness.

#### **Valid Values:**

INJ = Injury

Ill = Illness

#### **Date Notified**

This is the date the administration was notified of the incident.

#### **Valid Values:**

Any valid calendar date

#### **W/C Number**

This is the workers compensation number assigned to the incident.

#### **Job Code**

This corresponds to the position in which the employee was working at the time of the incident.

#### **Valid Values:**

Any valid job code as found on the Job Codes Screen (JOBL).

#### **Location**

This is the location where the incident occurred.

#### **Description**

This is a description of the incident.

#### **Days Lost**

This is the number of days the employee did not work due to the incident.

#### **Days Restricted**

This is the number of days the employee was working under restricted conditions.

# Human Resource System

## OSHA ● OSHA Illness/Injury Information

---

### **Last Date Worked**

This is the last date the employee worked.

#### **Valid Values:**

Any valid calendar date

### **Date Returned**

This is the date the employee returned to work.

#### **Valid Values:**

Any valid calendar date

### **Date of Death**

This is the date the employee died as a result of the incident.

#### **Valid Values:**

Any valid calendar date

# Human Resource System

## PROF ● Employee Professional Development

```
PM760          H U M A N   R E S O U R C E   S Y S T E M          Date 7/05/02
District 61000 Employee Professional Development Screen          Time 08:18:50
Function _____ Building - 1100
Soc Sec # --> 000-00-0011 Name (L,F,MI) --> DOE JANE K
Sem Clock
Cat   Type   Description   Purpose/Skill   Date   S   CEU   Hrs   Hrs   TEST
                                           Sem Clock
                                           Hrs   Hrs   TEST

F1=Help      F2=Update      F3=Exit      F4=Add      F12=Cancel
PageDown=Next PageUp=Previous

M8 a 04/072
```

The Employee Professional Development Screen is used to record all professional development activities in which an employee participates. The information from this screen will generate a report of professional development activities that can be used to update the REP and to determine if employees are meeting state-mandated requirements.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F4 = Add  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record

# Human Resource System

## PROF ● Employee Professional Development

---

### **Explanation of Fields:**

#### **Cat**

This is the category in which the professional development activities fall.

#### **Valid Values:**

Any valid category as defined on the Define Professional Development Screen (PDEF).

#### **Type**

This is the type of professional development activity.

#### **Valid Values:**

Any valid type as defined on the Define Professional Development Screen (PDEF).

#### **Description**

This is a description of the activity in which the employee participated.

#### **Purpose/Skill**

This is the purpose of the activity or the skill learned.

#### **Date**

This is the date of the activity.

#### **Valid Values:**

Any valid calendar date

#### **S**

This defines the sponsor of the activity. This is required by the REP system.

#### **Valid Values:**

1 = School Improvement Plan  
2 = Mentoring  
3 = Workshops/Conferences  
4 = Coursework

5 = Highly Qualified Status  
6 = State/Higher Ed  
7 = Virtual Learning  
8 = Administrator Continuing Education

#### **CEU**

This is the number of CEUs earned during the activity.

#### **Sem Hrs**

This is the number of college semester hours earned during the activity.

#### **Clock Hrs**

This is the number of clock hours of the activity.

#### **TEST**

This user-defined field will indicate the score of any testing that may occur during this activity.

# Human Resource System

## TRNG ● Training and Testing

```
PM760          HUMAN RESOURCE SYSTEM          Date 7/05/02
District 61000          Training and Testing Screen          Time 08:34:48
Function _____          Building - 3100
Soc Sec # --> 000-00-0001          Name (L,F,MI) --> DOE          JANE          K
                                                    Sem Clock
Cat      Type      Description      Purpose/Skill      Date      S      CEU      Hrs      Hrs      TEST
                                                    Hrs      Hrs

F1=Help      F2=Update      F3=Exit      F4=Add      F12=Cancel
              PageDown=Next      PageUp=Previous

MA a 03/012
```

The Training and Testing Screen is used to record trainings other than professional development activities in which an employee participates, e.g. MIOSHA trainings, bloodborne pathogens, etc.

### **Function Keys:**

F1 = Help

F2 = Update

F3 = Exit

F4 = Add

F12 = Cancel

PageDown = Next record

PageUp = Previous record

# Human Resource System

## TRNG ● Training and Testing

---

### **Explanation of Fields:**

#### **Cat**

This is the category in which the training activities fall.

#### **Valid Values:**

Any valid category as defined on the Define Professional Development Screen (PDEF).

#### **Type**

This is the type of training activity.

#### **Valid Values:**

Any valid type as defined on the Define Professional Development Screen (PDEF).

#### **Description**

This is a description of the activity in which the employee participated.

#### **Purpose/Skill**

This is the purpose of the activity or the skill learned.

#### **Date**

This is the date of the activity.

#### **Valid Values:**

Any valid calendar date

#### **S**

This defines the sponsor of the activity.

#### **Valid Values:**

1 = School Improvement Plan

5 = Highly Qualified Status

2 = Mentoring

6 = State/Higher Ed

3 = Workshops/Conferences

7 = Virtual Learning

4 = Coursework

8 = Administrator Continuing Education

#### **CEU**

This is the number of CEUs earned during the activity.

#### **Sem Hrs**

This is the number of college semester hours earned during the activity.

#### **Clock Hrs**

This is the number of clock hours of the activity.

#### **TEST**

This user-defined field will indicate the score of any testing that may occur during this activity.

# Human Resource System

## APPENDIX - A ● Certificate Types

---

### **Valid Values:**

- 00 = Credential not required
- 01 = Life
- 02 = Pending
- 03 = Elementary Provisional
- 04 = Elementary Professional
- 05 = Elementary Permanent
- 06 = Secondary Provisional
- 07 = Secondary Professional
- 08 = Secondary Permanent
- 09 = Two Year Provisional Certificate
- 11 = Permit, full year
- 12 = Permit, emergency
- 13 = Permit, Section 123b
- 14 = Permit, 150 day (day-to-day substitute)
- 15 = Temporary Teacher Employment Authorization (1 year)
- 16 = Temporary School Counselor Authorization
- 17 = Preliminary School Counselor Guidance Authorization
- 18 = School Guidance Counselor License
- 21 = Dual, provisional
- 22 = Dual, professional
- 23 = Dual, 18 hour continuing
- 24 = Dual, 30 hour continuing
- 25 = Dual, permanent
- 26 = Dual, life
- 40 = Elementary Continuing (30 hour)
- 41 = Secondary Continuing (30 hour)
- 42 = Elementary Continuing (18 hour)
- 43 = Secondary Continuing (18 hour)
- 50 = School Nurse Certificate (Interim)
- 51 = School Nurse Certificate (Standard)
- 52 = School Nurse Certificate (Professional)
- 53 = Vocational Annual Authorization
- 54 = Vocational Temporary Authorization
- 55 = Vocational Full Authorization
- 60 = Administrator Certificate
- 61 = School Psychologist Certificate
- 62 = Preliminary School Psychologist Certificate
- 63 = Occupational Education
- 70 = Special Education, Approval
- 71 = Special Education, Emergency Approval
- 72 = Certificate of Clinical Competency, Approval

# Human Resource System

## APPENDIX - B ● Majors and Minors

---

### **Valid Values:**

#### **AX = Communication Arts**

#### **BX = Language Arts**

BA = English  
BC = Journalism  
BD = Speech  
BR = Reading Specialist  
BT = Reading

#### **RX = Social Studies**

CA = Economics  
CB = Geography  
CC = History  
CD = Political Science

#### **Social Science \***

CE = Psychology  
CF = Sociology  
CH = Anthropology  
CL = Cultural Studies  
CM = Behavioral Studies

#### **DX = Science \*\***

#### **DI = Integrated Science**

DA = Biology  
DC = Chemistry  
DE = Physics  
DH = Earth/Space Science  
DP = Physical Science

#### **EX = Mathematics**

#### **Foreign Language**

FA = French  
FB = German  
FC = Greek  
FD = Latin  
FE = Russian  
FF = Spanish  
FG = Other  
FH = Italian  
FI = Polish  
FJ = Hebrew  
FL = Japanese Language &  
Culture

#### **Bilingual Education**

YA = Bilingual French  
YB = Bilingual German  
YC = Bilingual Greek  
YE = Bilingual Russian  
YF = Bilingual Spanish  
YH = Bilingual Italian  
YI = Bilingual Polish  
YJ = Bilingual Hebrew  
YK = Bilingual Arabic  
YL = Bilingual Other  
YM = Bilingual Vietnamese  
YN = Bilingual Korean  
YO = Bilingual Yugoslavian  
YP = Bilingual Chaldean  
YR = Bilingual Chinese  
YS = Bilingual Filipino  
YT = Bilingual Japanese

#### **GX = Business Education**

GA = Accounting  
GH = Business Administration  
GI = Secretarial Science  
GM = Distributive Education

#### **HX = Agricultural Education**

#### **IX = Industrial Technology**

#### **JX = Music Education**

#### **KH = Family & Consumer Sciences**

#### **LX = Art Education \*\*\***

#### **LQ = Visual Arts Education**

#### **LZ = Visual Arts Education Specialist**

#### **MX = Health, Phys Ed & Recreation**

MA = Health  
MB = Physical Education  
MD = Recreation  
MH = Dance

#### **Miscellaneous**

NB = National Board Certified  
ND = Library Media  
NJ = Environmental Studies  
NP = Educational Technology  
NR = Computer Science  
NS = English as a Second  
Language  
NT = Guidance & Counseling

#### **OX = Fine Arts**

#### **PX = Humanities**

PR = Academic Study of  
Religions  
PS = Philosophy

#### **Special Education**

SA = Cognitive Impairment  
SB = Speech & Language  
Impairment  
SC = Physical or Other  
Health Impairment  
SE = Emotional Impairment  
SK = Visual Impairment  
SL = Hearing Impairment  
SM = Learning Disabilities  
SP = Physical Education for  
Students w/Disabilities  
SV = Autism

#### **TX = Technology & Design**

#### **ZA = Early Childhood Education \*\*\*\***

#### **ZD = Middle School \*\*\*\***

#### **ZL = Middle Level \*\*\*\***

#### **ZG = General EL K-5 \*\*\*\***

# Human Resource System

## APPENDIX - B ● Majors and Minors

---

### **Vocational Education**

VA = Vocational Agriscience  
& Natural Resources

VB = Vocational Business  
Services

VD = Vocational Distributive  
Education

VH = Vocational Family &  
Consumer Sciences

VT = Vocational Technical

- \* **There is no endorsement for the Social Science group (formerly CX), only individual endorsements.**
- \*\* **The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.**
- \*\*\* **The LX endorsement may not be offered to new candidates after the fall semester of the 2002-2003 academic year.**
- \*\*\*\* **The “Z” codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education. They do not appear on a teaching certificate.**

# Human Resource System

## APPENDIX - C ● Educational Institutions

---

### **Valid Values:**

#### **Michigan Institutions**

002234 = Adrian College  
002235 = Albion College  
002236 = Alma College  
002238 = Andrews University  
002239 = Aquinas College  
002241 = Calvin College  
002243 = Central Michigan University  
002247 = Concordia College  
002264 = Cornerstone College  
002259 = Eastern Michigan University  
002260 = Ferris State University  
002268 = Grand Valley State University  
002272 = Hillsdale College  
002273 = Hope College  
002275 = Kalamazoo College  
002282 = Madonna University  
002284 = Marygrove College  
002290 = Michigan State University  
002293 = Lake Superior State University  
002292 = Michigan Technological University  
002301 = Northern Michigan University  
002307 = Oakland University  
002308 = Olivet College  
002314 = Saginaw Valley State University  
002316 = Siena Heights University  
002318 = Spring Arbor College

002323 = University of Detroit Mercy  
002325 = University of Michigan–Ann Arbor  
002326 = University of Michigan–Dearborn  
002327 = University of Michigan–Flint  
002329 = Wayne State University  
002330 = Western Michigan University  
771000 = Foreign Institute

#### **Non-Michigan Institutions**

01 = Alabama  
02 = Alaska  
03 = Arizona  
04 = Arkansas  
05 = California  
06 = Colorado  
07 = Connecticut  
08 = Delaware  
09 = District of Columbia  
10 = Florida  
11 = Georgia  
12 = Hawaii  
13 = Idaho  
14 = Illinois  
15 = Indiana  
16 = Iowa  
17 = Kansas  
18 = Kentucky  
19 = Louisiana  
20 = Maine  
21 = Maryland  
22 = Massachusetts  
24 = Minnesota  
25 = Mississippi

26 = Missouri  
27 = Montana  
28 = Nebraska  
29 = Nevada  
30 = New Hampshire  
31 = New Jersey  
32 = New Mexico  
33 = New York  
34 = North Carolina  
35 = North Dakota  
36 = Ohio  
37 = Oklahoma  
38 = Oregon  
39 = Pennsylvania  
40 = Rhode Island  
41 = South Carolina  
42 = South Dakota  
43 = Tennessee  
44 = Texas  
45 = Utah  
46 = Vermont  
47 = Virginia  
48 = Washington  
49 = West Virginia  
50 = Wisconsin  
51 = Wyoming

#### **United States Territories**

60 = American Samoa  
61 = Federated States of Micronesia  
62 = Guam  
63 = Marshall Islands  
64 = Northern Mariana Islands  
65 = Palau  
66 = Puerto Rico  
67 = Virgin Islands  
99 = Foreign Islands

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

### Assignments to General Education (NNAA)

AX = Communication Arts  
BX = Language Arts  
BA = English  
BC = Journalism  
BD = Speech  
BR = Reading Specialist  
BT = Reading  
CX = Social Science  
CA = Economics  
CB = Geography  
CC = History  
CD = Political Science  
CE = Psychology  
CF = Sociology  
CH = Anthropology  
CL = Cultural Studies  
CM = Behavioral Studies  
DX = Science  
DA = Biology  
DC = Chemistry  
DE = Physics  
DH = Geology-Earth  
    Science  
DO = Astronomy  
EX = Mathematics

#### Foreign Language

FA = French  
FB = German  
FC = Greek  
FD = Latin  
FE = Russian  
FF = Spanish  
FG = Other  
FH = Italian  
FI = Polish  
FJ = Hebrew  
FL = Japanese Language  
    & Culture

#### Bilingual Education

YA = Bilingual French  
YB = Bilingual German  
YC = Bilingual Greek  
YD = Bilingual Latin

YE = Bilingual Russian  
YF = Bilingual Spanish  
YH = Bilingual Italian  
YI = Bilingual Polish  
YJ = Bilingual Hebrew  
YK = Bilingual Arabic  
YL = Bilingual Other  
YM = Bilingual Vietnamese  
YN = Bilingual Korean  
YO = Bilingual Yugoslavian  
YP = Bilingual Chaldean  
YR = Bilingual Chinese  
YS = Bilingual Filipino  
YT = Bilingual Japanese  
GX = Business Education  
GA = Accounting  
GH = Business  
    Administration  
GI = Secretarial Science  
GM = Distributive Education  
HX = Agricultural  
    Education  
IX = Industrial Technology  
JX = Music Education  
KH = Home Economics  
LX = Art Education  
MX = Health, Phys Ed &  
    Recreation  
MA = Health  
MB = Physical Education  
MD = Recreation  
MH = Dance

#### Miscellaneous

NB = National Board  
    Certified  
NC = Driver & Safety  
    Education  
ND = Library Media  
NE = Elementary Grades  
NJ = Environmental  
    Studies  
NM = Jr. High Grades  
NR = Computer Science

NS = English as a Second  
    Language  
NT = Counselor  
NU = Occupational/Physical  
    Therapy  
NV = Media Specialist  
NX = Other (e.g., Alternative  
    Education)  
NY = School Nurse  
NZ = Sex Education  
OX = Fine Arts  
PX = Humanities  
PR = Academic Study of  
    Religions  
PS = Philosophy  
RX = Social Studies

#### Special Education

Use number codes

TX = Technology and  
    Design  
ZA = Early Childhood  
    Education  
ZD = Middle School  
ZL = Middle Level  
ZE = General EL K-6  
ZG = General EL K-5 all,  
    K-8 self-contained

#### Vocational Education

Use number code

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

### Assignments to Special Education (NNNNN)

#### Instructional Personnel

00110 = Educable Mentally Impaired (SA)  
00120 = Trainable Mentally Impaired (SA)  
00130 = Severely Mentally Impaired (SA)  
00140 = Emotionally Impaired (SE)  
00150 = Learning Disabled (SM)  
00160 = Hearing Impaired (SL)  
00170 = Visually Impaired (SK)  
00180 = Physically or Otherwise Health Impaired (SC)  
00190 = Severely Multiply Impaired (SA, SL, SK, and SC)  
00191 = Preprimary Impaired  
00192 = Speech/Language Impaired (SB)  
00193 = Autistic Impaired (SV)  
00194 = Resource Room

#### Teacher Consultant Personnel

00200 = Teacher Consultant: Autistic Impaired  
00210 = Teacher Consultant: Mentally Impaired (SU)  
00220 = Teacher Consultant: Emotionally Impaired  
00230 = Teacher Consultant: Learning Disabled  
00240 = Teacher Consultant: Hearing Impaired  
00250 = Teacher Consultant: Visually Impaired  
00260 = Teacher Consultant: Physically or Otherwise Health Impaired (SI)  
00270 = Preprimary Home Program/Ancillary Service Staff  
00280 = Homebound/Hospitalized  
00290 = Teacher of Speech/Language Impaired Non-Classroom Program  
00291 = Physical Education for the Handicapped

#### Special Education Support Personnel

00310 = School Social Work (including non-special education)  
00320 = School Psychologist (SG)  
Director of Special Education (see administration assignment section)  
Supervisor of Special Education (see administration assignment section)  
00350 = Curriculum Resource Consultant  
00360 = Occupational Therapist  
00370 = Physical Therapist

#### Additional Special Education Personnel

00380 = Misc. Other Professional Personnel  
00381 = Audiologist  
00383 = Registered Music Therapist  
00384 = Registered Nurse  
00385 = Orientation and Mobility Specialist  
00386 = Registered Recreational Therapist  
00387 = Work Study Coordinator  
00388 = Physician  
00389 = Registered Art Therapist  
00390 = Occupational Therapist Assistant  
00391 = Physical Therapist Assistant  
00392 = Orientation and Mobility Assistant  
00403 = Instructional Aide (including health care aides), as defined in ISD plan  
00406 = Interpreter for the Deaf

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

### Assignments to Career/Tech Education (NNNNN)

#### **Agriculture (VA)**

- 00500 = Agricultural Mechanics (01.0201)
- 00501 = Agricultural Products and Processing (01.0401)
- 00502 = Agriscience and Natural Resources Education (02.9999)

#### **Marketing Education (VD)**

- 00510 = Marketing Education (08.0708)

#### **Home Economics (VH)**

- 00520 = Life Management Education (19.0101)
- 00521 = Child and Adult Care Services (20.0299)
- 00522 = Clothing and Textiles Production & Services (20.0301)
- 00523 = Hospitality and Food Service (20.0499)

#### **Trade and Industrial Education (VT)**

- 00530 = Radio and Television (09.0701)
- 00531 = Cosmetology (12.0403)
- 00532 = Plastics (15.0607)
- 00533 = Industrial Production Technologies/Technicians, Other (15.0699)
- 00534 = Commercial Painting/Interior Treatment Services (20.0501)
- 00536 = Building and Home Maintenance & Services (20.0601)
- 00537 = Law Enforcement (43.0107)
- 00538 = Public Safety/Protective Services (43.9999)
- 00539 = Electric and Power Transmission Installer (46.0301)
- 00540 = Construction Trades (46.9900)
- 00541 = Construction/Building Maintenance (46.9999)
- 00542 = Electrical and Electronics Repair (47.0101)
- 00543 = Major Appliance Repair (47.0106)
- 00544 = Electro-Mechanical Technology (47.0199)
- 00545 = Heating, Air Conditioning, and Refrigeration (47.0201)
- 00546 = Industrial Equipment Maintenance & Repair (47.0399)
- 00547 = Hydraulics & Pneumatics (47.0401)
- 00548 = Watch Repair (47.0408)
- 00549 = Collision Repair Technician (47.0603)
- 00550 = Automobile Technician (47.0604)
- 00551 = Medium/Heavy Truck Technician (47.0605)
- 00552 = Small Engine Repair (47.0606)
- 00553 = Aircraft Mechanics (47.0608)
- 00554 = Auto Body Repair (47.0683)
- 00556 = Auto Mechanics (47.0684)

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

- 00557 = Diesel Engine Mechanics (47.0685)
- 00558 = Mechanics Cluster (47.0699)
- 00559 = Transportation Services and Technology (47.9999)
- 00560 = Drafting (48.0101)
- 00561 = Drafting and Design Technology (48.0199)
- 00562 = Graphic and Printing Communications (48.0201)
- 00563 = Visual Imaging Technology (48.0299)
- 00564 = Machine Tool Operation/Machine Shop (48.0503)
- 00565 = Sheet Metal (48.0506)
- 00566 = Welding, Brazing, and Soldering (48.0508)
- 00567 = Woodworking and Furniture Making (48.0701)
- 00568 = Manufacturing Technology (48.9999)
- 00569 = Air Transportation (49.0101)
- 00570 = Marine Mechanics (49.0306)
- 00571 = Dramatic/Theater Arts & Stagecraft, Other (50.0599)

### **Health (VT)**

- 00580 = Allied Health Technology (51.9999)

### **Business Ed (VB)**

- 00590 = Business Services and Technology (BST) (52.9999)

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

### Assignments to Administration (NNNNN)

**Title: (NN)**

- 70 = Superintendent
- 71 = Assistant Superintendent
- 72 = Administrator
- 73 = Principal
- 74 = Assistant Principal
- 75 = Director
- 76 = Supervisor
- 77 = Coordinator
- 78 = Consultant
- 79 = Assistant Director

**Level: N**

- 1 = ISD
- 2 = District
- 3 = School
- 4 = Program
- 5 = Regional

**Function: NN)**

- 00 = Chief Administrative Officer for District/ISD
- 01 = School Management (e.g., administrator, principals, and others in management roles)
- 10 = Adult, Continuing, and Community Education
- 11 = Athletics
- 12 = Behavioral/Classroom Management
- 13 = Bilingual/LEP Education
- 14 = Budget/Accounting
- 15 = Business/Finance
- 16 = Career and Technical Education
- 17 = Communications and Media
- 18 = Curriculum and Instruction
- 30 = Day Care/Pre-School/Early Childhood
- 31 = Family/Community Support
- 32 = Food Service
- 33 = Gifted and Talented
- 34 = Human Resources
- 40 = Legal Affairs
- 41 = Migrant Education
- 42 = Plant/Facilities Maintenance
- 43 = Professional Development
- 50 = Recreation
- 51 = REMC
- 52 = Research and Evaluation
- 60 = Security
- 61 = Special Education
- 62 = State/Federal Programs
- 63 = Subject Area (e.g., Alternative Education, Department Chair)
- 70 = Title I
- 71 = Technology
- 72 = Transportation
- 73 = Transition
- 99 = Other

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

### Noncertified Assignment (NNNNN)

80000 = Aide/Paraprofessional  
80100 = Aide/Paraprofessional, Bilingual/LEP  
80200 = Aide/Paraprofessional, Career & Technical Education  
80300 = Aide/Paraprofessional, Classroom (Teaching/Classroom) **For future use**  
80400 = Aide/Paraprofessional, Extracurricular Activity  
80500 = Aide/Paraprofessional, Gift and Talented  
80600 = Aide/Paraprofessional, Health Services  
80700 = Aide/Paraprofessional, Instructional (NOT including Special Education)  
80800 = Aide/Paraprofessional, Library Media  
80900 = Aide/Paraprofessional, Migrant  
81000 = Aide/Paraprofessional, Special Education, Mandated  
81100 = Aide/Paraprofessional, Special Education, Non-mandated  
81200 = Aide/Paraprofessional, Title I  
81300 = Aide/Paraprofessional, Early Childhood  
81500 = Accreditation Officer  
81600 = Analyst (Financial, Policy)  
82100 = Athletic Coach  
82200 = Athletic Trainer  
82300 = Attendance Officer  
82400 = Auditor  
82500 = Behavioral Management Specialist  
82700 = Bilingual/LEP Recruiter  
82800 = Bilingual/LEP Counselor  
82900 = Bilingual/LEP Support - Clerical  
83000 = Bilingual/LEP Support - Non-Clerical  
83200 = Bus Driver  
83300 = Bus Monitor (Aide, Assistant)  
83400 = Business Services (Accounting, Bookkeeping, Payroll)  
84000 = Clerk (Data Entry, File, General Office, Mail, Records)  
84100 = Communication & Media  
84200 = Computer Operator  
84300 = Computer Programmer  
84400 = Computer Technician  
84500 = Cook/Food Preparer  
84600 = Cook Manager  
84700 = Crossing Guard  
84800 = Curriculum Specialist  
85000 = Day Care  
85100 = Dietitian  
86000 = Food Service Worker  
86300 = Grant Developer  
86400 = Graphic Artist  
86500 = Health Services

# Human Resource System

## APPENDIX - D ● Assignment Codes

---

- 86700 = Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)
- 86800 = Media Technologist
- 87000 = Migrant Data Entry Technician
- 87100 = Migrant Recruiter
- 87200 = Migrant Counselor
- 87300 = Migrant Support — Clerical
- 87400 = Migrant Support — Non-Clerical
- 88000 = Migrant Data Entry Technician - **Summer Only**
- 88100 = Migrant Recruiter - **Summer Only**
- 88200 = Migrant Counselor - **Summer Only**
- 88300 = Migrant Support — Clerical - **Summer Only**
- 88400 = Migrant Support — Non-Clerical - **Summer Only**
- 90000 = Network Administrator
- 90100 = Non-Instructional Personnel
- 90200 = Non-Instructional Program Manager
- 90400 = Ombudsperson
- 90700 = Personnel Officer/Specialist
- 90800 = Photographer
- 90900 = Police Officer
- 91000 = Printer
- 91100 = Professional Non-Licensed Personnel
- 91200 = Public Relations/Informational Services Officer
- 91300 = Purchasing Agent
- 92000 = Rehabilitation Counselor
- 92100 = Receptionist
- 92300 = Research and Development Specialist
- 92400 = Secretary (Office/Clerical/Administrative Support)
- 92500 = Secretary (Executive or Confidential)
- 92600 = Security Guard
- 92700 = Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)
- 92800 = Statistician
- 92900 = Student Activity Advisor/Non-Athletic Coach
- 93000 = Student Support Services
- 94100 = Teaching Intern
- 94200 = Technology Coordinator
- 94300 = Technology/Computer Support
- 95200 = Title I Recruiter
- 95300 = Title I Counselor
- 95400 = Title I Support - Clerical
- 95500 = Title I Support - Non Clerical
- 96000 = Transition Coordinator
- 96100 = Transportation
- 96200 = Tutor
- 96300 = Volunteer Coordinator
- 99900 = Other

# Human Resource System

## APPENDIX - E ● Function Codes

---

### **Valid Values:**

100 = Instruction	241 = Office of the Principal
110 = Basic Program	249 = Other School Administration
111 = Elementary	250 = Support Services Business
112 = Middle/Junior High	252 = Fiscal Services
113 = High School	257 = Internal Services
118 = Pre-School	259 = Other Business Services
119 = Summer School	260 = Operations and Maintenance
120 = Added Needs	261 = Operating Buildings Services
122 = Special Education	266 = Security Services
125 = Compensatory Education	270 = Pupil Transportation Services
127 = Career & Technical Education	271 = Pupil Transportation Services
130 = Adult/Continuing Education	280 = Support Services – Central
131 = Basic	281 = Planning, Research, Development & Evaluation
132 = Secondary	282 = Communication Services
133 = Secondary Vocational	283 = Staff/Personnel Services
135 = Occupational Training	284 = Information Management Services
137 = Enrichment Programs	285 = Pupil Accounting
200 = Supporting Services	289 = Other Central Services
210 = Support Services-Pupil	290 = Support Services – Other
211 = Truancy/Absenteeism Services	291 = Pupil Activities
212 = Guidance Services	292 = Bookstore Activities
213 = Health Services	293 = Athletic Activities
214 = Psychological Services	294 = Endowment Activities
215 = Speech Pathology & Audiology Services	295 = Agency Activities
216 = Social Work Services	297 = Food Services
217 = Visual Aid Services	299 = Other Support Services
218 = Teacher Consultant	300 = Community Services
219 = Other Pupil Support Services	310 = Community Services Direction
220 = Support Services-Instructional Staff	311 = Community Services Direction
221 = Improvement of Instruction	320 = Community Recreation
222 = Educational Media Services	321 = Community Recreation
224 = Educational Television	330 = Community Activities
225 = Computer-Assisted Instruction	331 = Community Activities
226 = Supervision and Direction of Instructional Staff	340 = Public Library
229 = Other Instructional Staff Services	341 = Public Library
230 = Support Services-General Administration	350 = Custody and Care of Children
231 = Board of Education	351 = Custody and Care of Children
232 = Executive Administration	360 = Welfare Activities
233 = Grant Writer/Grant Procurement	361 = Welfare Activities
240 = Support Services School Administration	370 = Non-Public School Pupils
	371 = Non-Public School Pupils
	390 = Other Community Services
	391 = Other Community Services