Human Resources Module

Employee Information

Path: Human Resources/Data Entry/Employee Information

Employee Information is used to maintain and review employee demographic, personal and professional data, attendance, and benefit information. The Personal information consists of employee benefits, dependents, health events, health notes, retirement, emergency contact, and fingerprinting information. The Professional information consists of position appointment, building assignment, leave history, evaluation, tenure, certification, education (PDP), seniority, and license information.

Name	Employee ID	Email	Position	Employee Group	Department	Building	HR Active	PR Active	Pending
Aaron, Gene A	23	gaaron@demok1 ...	English Teacher	TCH	ENG	ELEM SCHOOL #66	✓	✓	☐
Administrator, Alan	12	aadministrator@ ...	Asst Supt of Busi...	ADMIN	ADMIN	ADMINISTRATIVE C...	✓	✓	☐
Administrator, Jill A	8	jadministrator@d ...	District Superinte...	ADMIN	ADMIN	ADMINISTRATIVE C...	✓	✓	☐
Aide-Smith, Jane	11	jaide@demo.k12. ...	Teacher Aide	TAID	FLANG	MIDDLE SCHOOL #...	✓	✓	☐
Annualize, Joseph T	9	jannualize@demo ...	Bus Driver	BUSDR	TRANS	BUS GARAGE	✓	✓	☐
Apclerk, Jane E	27	jnewap@demok1 ...	AP Clerk	CLERK	BUSOF	ADMINISTRATIVE C...	✓	✓	☐
Cafeteria, Annette M	32	acafeteria@demo. ...	Food Svc Supervi...	SUPERV	FS	ADMINISTRATIVE C...	✓	✓	☐

Each user logged into the system is restricted as to the employee records they have access to based on the Building Permissions defined.

Click Save 💾 Save **periodically during process**

Adding the Employee Record

- Enter Add mode. ➕ New Record

- Enter the general employee information in the top portion of the window.
  - Choose the appropriate name prefix (i.e., Ms., Mr., Mrs., etc.) from the drop-down.
  - Type the employee's first, middle, and last name. Enter any appropriate name suffix (Jr., Sr., etc.).
  - Enter the employee's 9-digit social security number.
  - Enter the employee's date of birth in MM/DD/YYYY format.
  - Choose the employee's gender from the drop-down.
  - Choose the employee's ethnicity from the drop-down.
  - Choose the employee's marital status from the drop-down.
  - Flag the employee record as being active in Human Resources, active in Payroll, and/or pending.
  - Add a photo of the employee (Optional).

- **Personal Information Tab**
  - **Addresses Tab**

    - Description - Enter the appropriate address description (i.e., Home Address, etc.).
    - Check the box if this is the default address for the employee.
    - Enter the Address for the employee.
    - Click the Add button ➕ in the Addresses folder toolbar to add any alternate addresses.
  - **Contact Information Tab**

    - Phone Numbers - click in the Description field and enter the phone description (i.e., Home, Cell, etc.). Enter the phone number and check the box if this is the default number.
    - E-Mail Addresses, click in the Description field and enter the email description (i.e., Home Email, Work Email, etc.). Enter the email address and check the box if this is the default email.
  - **Miscellaneous Information Tab**

    - Veteran - Check the box if the employee is a veteran.
    - Prior Employment Yrs - If the employee worked in another district/organization prior to working in this district/organization, specify the number of prior years employment experience.
    - Yrs in District - The number of years the employee has worked in the district is a system-calculated field. This information can be displayed on the Year End Employee Salary Letters.
    - Badge Num - Enter the employee's badge number.
    - Retired - Check the box if the employee is retired.
    - Original Hire Date - Enter the employee's original date of hire. This date is used when running the New York State New Hire Report.
    - Latest Hire Date –When an employment was terminated and the employee is rehired, enter the latest hire date.
    - Anniversary Date - Enter the anniversary date used to determine the increment date for salary increases.
    - Termination Date - Enter the employee's termination date.
    - Termination Reason – If employee is terminated, select reason.
    - Deceased - Check the box if the employee is deceased.
    - Enter any and all Employment Eligibility Verification (I9) information.

- **Dependents Tab**

	Name	DOB	SSN	Relationship	Cobra Start Date	Cobra End Date	Cobra Code
▶	AARON, GINA	08/19/1960	749-46-5456	Spouse			<None>
*							

- Enter the dependent's name, date of birth, ssn, relationship and COBRA information is applicable.

- **Health Events Tab**

	Event Code	Event Name	Event Date	Memo
▶	Physical	Physical	08/31/2008	
*				

- Select existing health event codes or press the Add button to add a new health event code.
- Enter the health event date and any memo or note.

- **Health Notes Tab**

	Health Note	Date Occurred	Health Note Details	Permanent Flag
▶	FELL AT WORK	04/13/2009		☐
*				☐

- Enter any health notes (i.e., allergies, prolonged illnesses, etc.) for employee. Examples may include a note that the employee has a broken leg and is temporarily on crutches.
- Indicate the date the note occurred. Enter any further details regarding the health note.
- If applicable, flag the health note as permanent.

- **Retirement Tab**

	General											TRS		
	Retire System	Retirement #	Date Entered	Tier #	Deduction Stopped	Retired From System	Retired Date	Default Std Hrs	Month Per Yr	Salary To Report	Full Or Part Time	Termination Code	Leave Type
▶	TRS	1234567		4		☐			10.00	0.0000	Full-		
*						☐							

- Choose the **code** representing the retirement system that the employee is enrolled in.
- Enter the **retirement number**. The retirement number must correspond to the tier number.
  NOTE: If the employee's retirement number is not known the following codes may be used:
  - *Full* - Teachers whose membership is MANDATORY and number is UNKNOWN.
  - *Part* - Teachers whose membership is OPTIONAL and who are NOT TRS members.
  - *Retd* – If receiving RETIREMENT from TRS or any other NYS Public Retirement System.
- Enter the **date** on which the employee entered the retirement system.
- **Deduction Stopped** - This field is applicable only for employees in Tiers 3, 4, 5, and 6 and is used to indicate the date on which the employee's retirement contribution is to be stopped.
- **Retired from System** - Check the box to flag the retirement system membership as Retired. When running the Monthly TRS Report, this field is used to determine how to code earnings for TRS.
- **Retired Date** - If the Retired from System flag is checked, enter the date that the employee's system membership was retired. By marking a TRS membership as retired, all B and C TRS earnings will report as Post Retirement earnings (Code N) on the Monthly TRS Report as long as the Retired Date is before the month being generated or is left blank.
- **Default Std Hours** - Enter the default standard hours.
- **Month Per Yr** - Enter the number of months per year that the employee is to be working.
- **Salary to Report** - Enter the contract salary to report or leave this field blank to use the current contract amount. If an amount is entered in this field, that amount will be displayed as the Contract Salary amount on the Semi-Annual TRS Report. This field may be completed for employees such as substitutes who do not have a full-time contractual salary.
- **Full or Part Time** - Specify whether the individual is a full-time or part-time employee. This information is needed for NYS TRS reporting purposes.

- o **Emergency Contacts Tab**

Personal Information	Professional Information	Appointment Information	Task Lists	File Attachments	Custom Fields	nVision Online

Addresses	Contact Info.	Misc.	Dependents	Health Events	Health Notes	Retirement	Emergency Contacts	Fingerprinting

Name	Relationship	Phone	Primary Contact
AARON, GINA	SPOUSE	5186464564	☑
			☐

  - ▪ Enter the name of the individual to contact in the event of an emergency.
  - ▪ Enter the relationship, phone number, Flag the name as the primary contact, if applicable.
- o **Fingerprinting Tab**

Personal Information	Professional Information	Appointment Information	Task Lists	File Attachments	Custom Fields	nVision Online

Addresses	Contact Info.	Misc.	Dependents	Health Events	Health Notes	Retirement	Emergency Contacts	Fingerprinting

Status	Fingerprint Date	Clearance Request	Intent To Deny	Mailed Date	Clearance Granted	Termination Notice	Authorized	Reference	Comment
FC					02/15/2005				

  - ▪ Select fingerprint status codes or press the Add button to add a new status .
  - ▪ Enter dates related to fingerprinting record:
    - • the date that the fingerprints were taken
    - • the date that clearance was requested
    - • the date of intent to deny employment
    - • the date that the fingerprints were mailed to the New York State Education Department
    - • the date that clearance was granted
    - • the date of the termination
    - • the date that the fingerprint was authorized
  - ▪ Enter a name of the fingerprint reference.
  - ▪ Enter any comments regarding the fingerprinting of the employee.

- • **Professional Information Tab**
  - o **Certification Tab**

Personal Information	Professional Information	Appointment Information	Task Lists	File Attachments	Custom Fields	nVision Online

Certifications	Education	Degrees	Licenses	Professional Development	Annual Performance Review

Certification Code	Certification Type	Certification Num	Certification Date	End Date	Primary Certification
ENG 7-9		282683667	12/31/2004		☐
					☐

    - ▪ Select certification codes or press the Add button to add a new certification code record.
    - ▪ Select certification types or press the Add button to add a new certification type record.
    - ▪ Enter the state certification number.
    - ▪ Enter the date that the employee achieved certification in format.
    - ▪ Enter the ending or expiration date of the certification period in format.
    - ▪ Check the box to denote this certification as the employee's Primary certification.
  - o **Education Tab**

Personal Information	Professional Information	Appointment Information	Task Lists	File Attachments	Custom Fields	nVision Online

Certifications	Education	Degrees	Licenses	Professional Development	Annual Performance Review

Course Code	Course Type	Completion Date	Grade	Provider	Credits	Description	Apply To Level
RTK	I	06/30/2014	A			Right to Know	☐
							☐

    - ▪ Select from a list of existing course codes. The Description defaults based on the course code.
    - ▪ Select from a listing of existing course types.
    - ▪ Enter the date that the coursework was completed and eligible for inclusion in the employee records. This may be the date of final grades or release of course results.

- Enter the final grade that the employee received. If the course is still pending completion, leave the grade field blank.
- Indicate the provider of the course.
- Enter the number of credits earned.
- Apply to Level - If the completion of the course will have an effect on the employee's next step increase and salary level, check this box.
- As you add or update information on the Education window, the Total lines at the bottom of the window are automatically updated.

- o **Degree Tab**

- Select from a listing of existing degree codes.
- Enter the grade point average received by the employee.
- If the degree was already awarded, enter the completion date.
- Enter the name of the school, college, university, or other institution that awarded the degree.
- Enter the area of major and minor.

- o **License Tab**

- Select license code. The Description defaults based on the selected license code.
- Enter the date the professional license was granted.
- Enter the license number.
- Type in any memo regarding the license.

- **Appointment Information Tab**
  - o **Position Appointment**

- Click in the Position ID field and click Add.
- Position Controlled - Leave the box checked if this appointment is Position Controlled.
- Select the Position ID that this employee is assigned to.
- Fill in all enabled fields (Position Control decides which fields are auto-filled)
  - **NOTE:** ***All Field Descriptions are defined on last page of document***
- Click OK when finished.
  - If the employee is in more than one position, enter another position record.
  - o **Building Assignment Tab**

- If you use position control and the appointment is linked to a position defined in the Position Information table, the building information defaults and can be viewed but not modified.
- If you are NOT using position control, add/update the buildings associated with the selected appointment. Enter any free-form memo and the percentage worked in each building location. Flag one building as primary.
- Enter any building assignment notes as needed.

o **Leave of Absence Tab**

- **NOTE:** When entering an appointment leave, be sure to verify the TRS Leave Type and/or Termination Code on the employee's Retirement.
- Select the position for which you are adding leave of absence time used.
- Enter the start and end date of the leave.
- Type in any memo or note regarding the leave.

o **Evaluations Tab**

- Evaluation information is stored by position and fiscal year.
  There are two ways of entering evaluation information.
  - Using Evaluation Schedules - nVision allows you to preschedule evaluations due dates through the Evaluation Schedule Setup routine in Human Resources.
    o You can link the evaluation schedule to an employee position appointment. The evaluation schedule is used to automatically create a pending evaluation record for the employee based on an evaluation type and pre- determined due date.
    o The Evaluations window shows the position, fiscal year, and schedule name linked to the appointment.
    o Select the position and fiscal year from the drop-down and simply update the existing record by entering the Evaluation Completion Date, Evaluator ID, Building, Evaluation Status, and any Comments.
  - NOT Using Evaluation Schedules - Once the evaluations are completed, you can simply add the Type, Date, Evaluator ID, Building, Status, and any Comments.
    o Once the evaluations are completed, you can simply add the full completed record on this window. Enter the following information:
      - Position being evaluated.
      - Appropriate fiscal year.
      - Valid evaluation type.
      - Date the evaluation was completed.
      - ID number of the person responsible for conducting the evaluation.
      - Building associated with the position that the employee is being evaluated.
   - Evaluation status.
      - Comments as needed.

o **Tenure Tab**

Tenure Area Type	Tenure Status	Probation Start Date	Probation End Date	Tenure Date	Board Approved Date	Primary Tenure Area	Seniority Active	Principal	Active
▶ MATH	Prob	05/25/2009	01/31/2014		04/30/2009	☑	☑	☐	☑
*						☐	☐	☐	☐

- **NOTE:** The employee should be in a Position that is flagged with an Area Type of Tenure in order to track seniority for the tenured position.
- Select tenure area types or press the Add button to add a new tenure area type record.
- Select from a listing of tenure status codes or press the Add button to add a new tenure status code.
- Enter the Starting and Ending Dates of the probationary period.
- Enter the date that the tenure was granted.
- Enter the Board of Education approval date, if applicable.
- Uncheck the box if this is NOT the employee's primary tenure area.
- Uncheck the Seniority Active box if seniority is NOT being tracked in this tenure area.
- Check the Principal box to indicate a Principal tenure area (used for HR Staff Evaluation reporting).

Automatic Creation of a Seniority Starting Date Record

- If the employee is in a Position that is flagged with an Area Type of Civil Service or Tenure, upon Save of the Employee Tenure or Civil Service record, nVision checks to see if a corresponding employee Seniority Starting Date record exists to track seniority for the tenure or civil service area indicated. If a Seniority Starting Date record does not exist, the question "Would you like to create the Starting Date Entry?" displays:
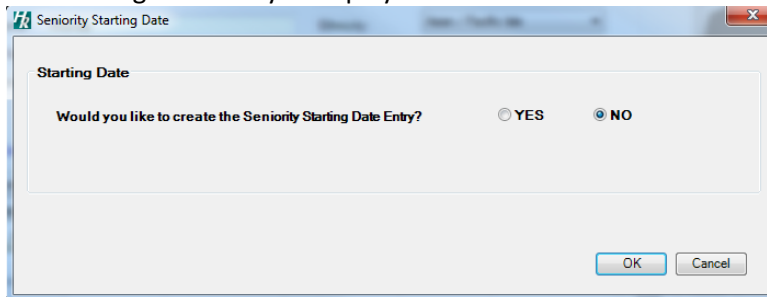
- No - You do NOT want nVision to create the seniority starting date entry.
- Yes - You would like nVision to automatically create the seniority starting date record.
  - If you entered a Probation Date on the Tenure Information window, that Probation Date defaults as the Seniority Starting Date. You may change the default.
  - If you entered a Tenure Date on the Tenure Information window, that Tenure Date defaults as the Seniority Starting Date. You may change default.
  - If neither a Probation Date nor a Tenure Date was entered, the employee's Hire Date from the Employee Information window defaults as the Seniority Starting Date.

o **Seniority Tab**
  NOTE: Please see Seniority Document for detailed documentation on how seniority is calculated.

- Seniority Starting Date records can be manually added, or automatically created by the system upon save of an employee tenure or civil service. You may only have one starting date record for each employee tenure and civil service area.
- Adding a Seniority Starting Date Entry Record
  - Choose Position - then Choose tenure or civil service area linked to the position.
    NOTE: You must link the seniority record to a specified tenure or civil service area.
  - Flag the entry type as Starting Date.
  - Enter the Start Date of the accrual.
  - Enter the Board Effective Date.
  - Enter the Ranking of this employee. This is useful in the case where one or more employees are hired on the same date, you could manually enter their ranking based on the Board Effective date. This will help rank employees tied with the same Seniority amounts.
  - Save the record or continue to add more seniority information.
- Adding a Seniority Prior Balance Record
  You cannot enter a prior balance record without having an existing starting entry record.
  - Choose Position - Choose tenure or civil service area linked to the position.
    NOTE: You must link the seniority record to a specified tenure or civil service area.
  - Flag the entry type as Prior Balance.
  - Enter the start date of the prior balance period.
  - Enter the end date of the prior balance period.
  - If the Seniority Unit is set to Days for the employee group, enter the number of days for the prior balance based on the starting and ending date range. If the Seniority Unit is set to Hours for the employee group, enter the number of hours for the prior balance based on the starting and ending date range.
  - Change the default divisor as needed. The number of years is system calculated.
- Adding an Annual Accrual Record
  NOTE: In addition to adding individual annual accrual records, nVision also offers an Annual Seniority Accrual utility that will create seniority annual accrue records for all employees within a selected Employee Group. Information can be found on Seniority Document.
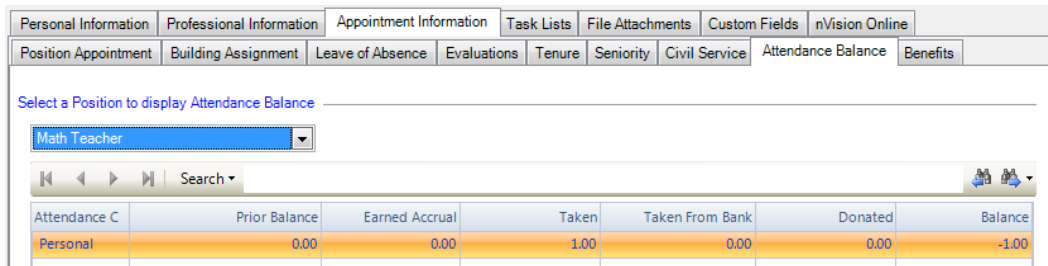 - Choose Position – then choose tenure or civil service areas linked to the position.
  - Flag the entry type as Annual Accrual.
  - Enter the start date of the accrual period.
  - Enter the end date of the accrual period.
  - If the Seniority Unit is set to Days for the employee group, enter the number of days being accrued during the starting and ending date range. If the Seniority Unit is set to Hours for the employee group, enter the number of hours being accrued during the starting and ending date range.
  - Change the default divisor as needed. The number of years is system-calculated.
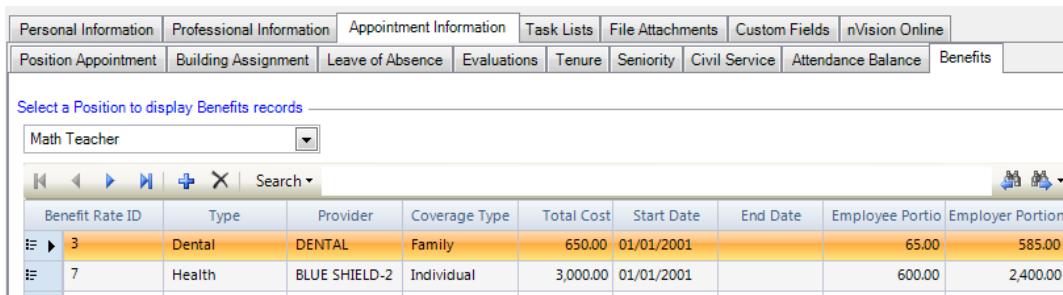
- o **Civil Service Tab**

  - ▪ **NOTE:** The employee should be in a Position that is flagged with an Area Type of Civil Service in order to track seniority for the civil service position.
  - ▪ Choose from a listing of positions linked to this employee.
  - ▪ Enter a civil service code.
  - ▪ Enter a listing of civil service type.
  - ▪ Enter the civil service class.
  - ▪ Enter the starting date of the civil service position.
  - ▪ If applicable, enter the ending date of the civil service position.
  - ▪ Uncheck the box if this is NOT the employee's primary civil service area.

- o **Attendance Balance Tab**

  - ▪ Choose Positions linked to this employee. The attendance balances for each position are displayed.
    - • For each attendance code, the Prior Balance, Earned Accrual, Taken, Taken from Bank, and Donated Amounts are tracked and the current balance is displayed.

- o **Benefits Tab**

  - ▪ *NOTE: The employee must already have an existing appointment in order to enter benefits.*
  - ▪ Choose a Position to enter/review the benefits, providers, and coverage types.
  - ▪ Click the Add button in the Benefits maintenance toolbar.
  - ▪ Choose the Benefit ID of the provider name and insurance type combination.
    - • The Provider, Type, Coverage, Face Value, Employee Portion, Employer Portion, Employee Pct, Employer Pct, and Total Cost default from the information in the Benefits Setup table.
  - ▪ If the allocation type for the benefit coverage is a flat dollar amount, you can change the default Employee Portion, Employer Portion, and Total Cost, if needed.
  - ▪ If the allocation type for the benefit coverage is a percentage, you can change the Employee Percent, Employer Percent, and Total Cost, if needed.
  - ▪ Enter the Start Date of the benefit. Leave the End Date blank.
  - ▪ Indicate the funding source (i.e., PRM, ARM, etc.) used for Accounts Receivables purposes.

- **Task Lists Tab** - nVision allows you to add a list of tasks that need to be done for an employee. Tasks are predefined in Employee Task Lists Setup. These "To Do" tasks are then displayed on the employee dashboard to remind the user of what is pending for the employee.
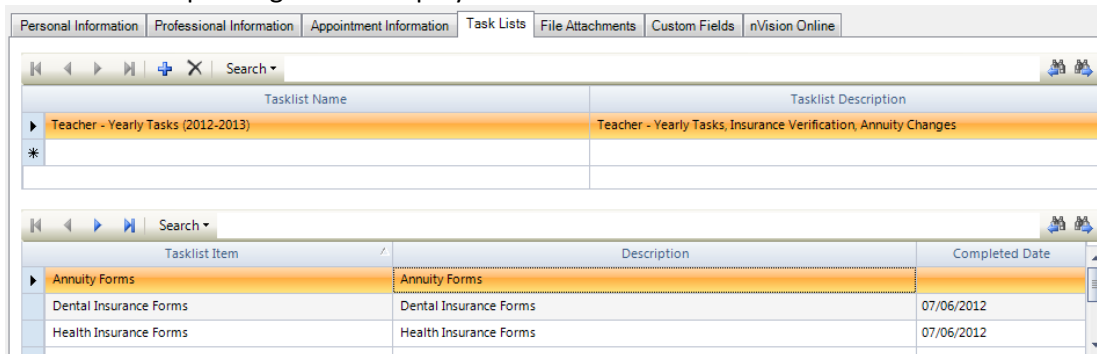
  - To Add Task List
    - Click Add.
    - Choose from a listing of pre-defined tasks. The description of the task is displayed, along with a list of items to be completed.
  - Enter completed date when task is complete.
- **File Attachments Tab** - Used to attach documents or spreadsheets that contain information pertaining to this employee. File attachments can be stored by category. Example, if you had a scanned copy of an employee's resume, you could attach it to the category labeled "PreEmployment".
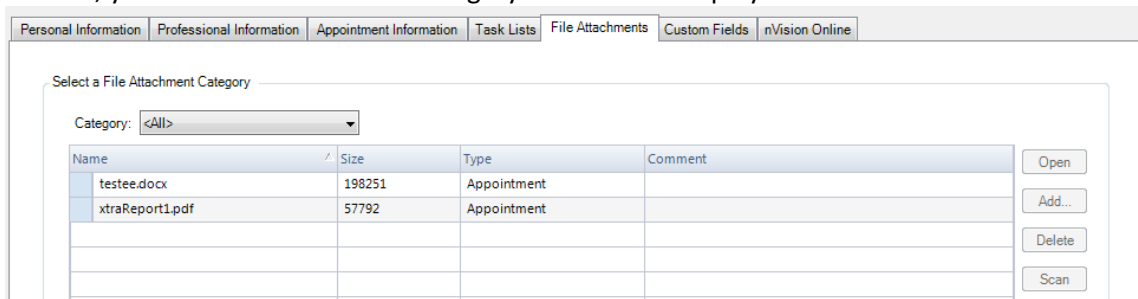
  - Choose the category under which the attachments falls (i.e., General, Evaluation, Medical, etc.).
  - Click Add to specify the location of the attachment to be linked to this employee.
    - Use the Browse button to find the location and name of the file.
  - Enter any Comments as needed. Click OK. The selected file is linked to the employee.
  - Highlight the file name and click to view the contents of the file. Highlight the file name and click Delete if you no longer want this file to be linked to the employee.
- **Custom Fields Tab** – Used to fields with custom information to each employee.
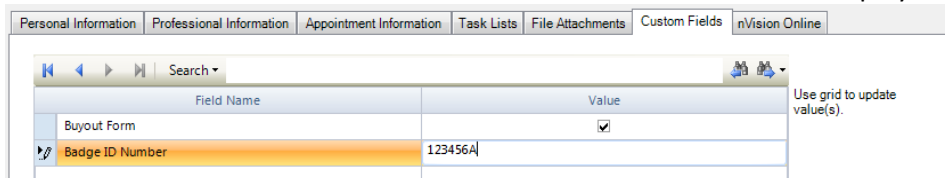
  - Define Custom Fields
    - Click [Custom Field] in main top tool bar.
    - Enter Field Name and Data Type for each custom field.

- **Accessing Employee Payroll Detail Information**

  - While in View mode on the Employee Information window, click the [P] button to access Employee Payroll Information. The appropriate permissions must be set in the User Login record in order to use this option, which provides access to employee earnings, deductions, direct deposit, tax information, and paycheck history.

Employee Information Toolbar

New   Enter a new employee

Update   Update exisiting employee

Save   Save changes and keep window open

Save and Close   Save changes and close window

Cancel changes

Delete Employee Record – Unable to delete employee if they have been paid.

First Record, Previous Record, Next Record, Last Record

Refresh

Notes   Employee Notes

Access to Payroll Module

Search   Search for specific employee

Appointment Information Tab - Position Appointment

Field Descriptions

Earning Method	Using the drop-down arrow, select the appropriate **Earning Method**.
	Annualized – The employee's salary is based on an hourly or daily rate, which is totaled to a yearly base contract. This method acts exactly like Contractual, with the only difference being the data entry at the earnings level.
	Contractual – The employee's salary is based on a yearly total which is used to determine a pay period amount. The amount usually originates from a negotiated salary schedule.
	Daily – The employee's salary is based on the number of days worked in the pay period.
	Hourly – The employee's salary is based on the number of hours worked in the pay period.
	Supplemental – This method allows for extra earnings to be added as a flat amount only. An example of this would be payment for chaperoning or coaching.
	N/A – If you are unsure of the method at the present time, enter N/A. Be sure to fill in the appropriate method at a later time. The system will not generate a paycheck for an appointment with a method of N/A.
Employee Group	Use the lookup to choose the employee group associated with this position appointment.
Department	Use the lookup to choose the department associated with this position appointment.
EEOC Type	This field represents the EEOC type under which this employee will be reported.
Evaluation Schedule	Use the lookup to select the evaluation schedule (optional). The evaluation schedule is used to automatically create a pending evaluation record for the employee based on an evaluation type and pre-determined due date.
Pay Profile Name	Use the lookup to select the pay profile or pay schedule (optional). The pay profile shows the number of checks, payroll cycle name, and months per year.
Tax Method	This field is applicable for Supplemental appointments only. Using the drop-down, indicate whether the Normal or Flat tax method is to be used.
Frequency	This field is applicable for Supplemental appointments only. Enter the frequency that the earnings for this supplemental appointment will be paid. Use the lookup to select from a listing of valid codes from Pay Frequency Codes Setup. The code selected should NOT be flagged as a DEDUCTION type only code.
Attendance Start Date	The Attendance Start Date defaults to the starting date in the current fiscal year. Change the default date as needed. Employees in a specific employee grouping may annually accrue additional amounts depending on their Attendance Start Date. In most cases, the Attendance Start Date is the employees hire date from the Information window or their anniversary date from the Retirement window.
	The system uses this date to determine the employee-group-specific rules used for the rollover of each attendance code within a date range that encompasses the employee's Attendance Start Date. Additional amounts may be accrued annually through the Attendance Rollover process based on the employee's Attendance Start Date.
Attendance Profile Group	Use the lookup to select the attendance profile group. During the rollover process, the system finds the appropriate attendance rollover rules that will be followed by employees in this employee group.
Appointment Start Date	Enter the starting date of this position. Appointment End Date Enter the ending date of this position.
Board Start Date/ Board End Date	Entries default from the Position Information table and cannot be modified.

Increment Date	Enter the month and day (in MM/DD format) that the employee should move up a step. Negotiations uses the date entered here to determine the salary projection.
Retirement System	Choose the retirement system code from the drop-down listing.
ERS Standard Hours	If the employee is a participant in the ERS retirement system, enter the standard number of hours to be reported to the Employees Retirement System. NOTE: You cannot enter a number less than 6, which is the minimum standard workday per ERS.
Area Type	Use the drop-down to indicate whether this employee is a tenured or civil service employee.
Principal	For position-based appointments, this flag is set based on the Principal flag in Position Information and cannot be changed. For non-position-based appointments with an employee group flagged as Principal, nVision automatically flags the appointment as a Principal appointment. Overwrite the flag as needed. This flag is used for HR Staff Evaluation reporting.
Overall FTE	Enter the Full Time Equivalent percentage for this appointment. Full Time Equivalent employees will generally receive 100% of the contract pay. For employees who are less than a full-time equivalent, the appropriate percentage in decimal format (ie. 60% = .60) should be entered. The system uses this percentage to calculate the FTE Amount on the Earnings window.
Months/Year	Enter the number of months per year that this employee is expected to work.
Standard Days	Enter the standard number of days for this type of appointment.
Standard Hrs	Enter the standard number of hours for this appointment, as recognized by the retirement system.
Standard Hrs/Yr	This field is applicable for Annualized appointments only. Enter the standard number of hours per year for this appointment. This field defaults to the number of standard days times the number of standard hours.
Actual Hrs/Day	The actual number of hours per day that this employee works. The default value for this field is based on the Overall FTE and the Standard Hours for the appointment. If the Overall FTE is 1.00 and the Standard Hours are 7.50, the Actual Hours/Day defaults to 7.50. If the Overall FTE is .50 and the Standard Hours are 7.50, the Actual Hours/Day defaults to 3.75. The default value may be modified as needed. The Actual Hours/Day from the appointment is then carried forward into the Hrs Per Day field on the Earnings window.
Number of Checks	Enter the number of checks the employee will receive this year. The number of checks defined in the appointment window is used to calculate the pay period for the earning. NOTE: When changing the number of checks in an existing appointment record, the system asks if you want to update the tax divisor.
Separate Payroll Check	This field is applicable for Supplemental appointments only. Check this box if the employee is getting paid for this earning in a separate payroll check. If this employee has two appointments (i.e., a Contract appointment and a Supplemental appointment), the Generate Contractual Payroll process will create two checks – a Sequence 1 check for the regular biweekly check and a Sequence 2 check for the supplemental earnings. Leave the box unchecked if the supplemental earning is to be included with the regular biweekly amount in one check.
Primary Appointment	Check the box if this is the employee's primary appointment.
Temporary	Check the box if this position is a temporary one.