

# THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA PERSONNEL & PAYROLL REQUEST SHEET

**\*\* Please accompany all requests with corresponding control cards. \*\***

## Position Control Requests

## Instructional Assignment Reports

	<u>Job Name</u>		<u>Job Name</u>
Print Position Master (Summary)	<u>XHDB03P</u>	Print Component Catalog	<u>XHCB05P</u>
Print Position Master (Detail)	<u>XHDB04P</u>	Component Master (Detail)	<u>XHCB06P</u>
Print position Occupants	<u>XHDB05P</u>	Activity Master	<u>XHCB07P</u>
Account/Pay Type Audit	<u>XHDB06P</u>	Activity Roster	<u>XHCB08P</u>
Generate New FY Position Control	<u>XHDB10U</u>	Employee History	<u>XHCB09P</u>
Generate New FY Job Records	<u>XHDB11U</u>	Employee Summary	<u>XHCB10P</u>
Projected Position Costs (Generate)	<u>XHDB28U</u>	Staff Inservice History	<u>XHCB11P</u>
Projected Position Costs	<u>XHDB29P</u>	Annual Inservice Recap	<u>XHCB12P</u>
		Create Connect-Ed File	<u>XEZIP041P</u>

## Daily Report Requests

	<u>Job Name</u>		<u>Job Name</u>
SNN Change (Update)	<u>XHAB07U</u>	Staff Summary	<u>XHAB40P</u>
Employee Verification	<u>XHAB10P</u>	EEO Report by Line Number	<u>XHAB41P</u>
Salary Verification	<u>XHAB11P</u>	EEO Report by Name	<u>XHAB41SP</u>
Supplement Verification	<u>XHAB12P</u>	Instructional Seniority List	<u>XL1P10P</u>
Deduction Verification 1	<u>XHAB13P</u>	* Earnings History Detail (Print-out)	<u>XHBB53P</u>
Deduction Verification 2	<u>XHAB14P</u>	* Earnings History Detail (Tape)	<u>XHBB53T</u>
Certification Verification	<u>XHAB15P</u>	Alpha Employee Listing	<u>XL1P21P</u>
Sick Leave Bank Report	<u>XL1P28P</u>	Terminated Employees	<u>XEZIP003P</u>
Contracts & Contract Register	<u>XL1P26P</u>	Staff Master by Pay Type	<u>XL1P11P</u>
Title Code Roster	<u>XHAB30P</u>	United Way Labels & Report	<u>XL3P16P</u>
Staff/Faculty Roster	<u>XHAB31P</u>	United Way Report Only	<u>XL3P15P</u>
Expenditure Listing	<u>XL2P09P</u>	Non-Instructional Seniority List	<u>XL1P09P</u>
Teachers Out-of-Field Report (REL-6)	<u>STS048P</u>	Employee Listing & Diskette	<u>XL1P38U</u>
Staff/Faculty Birthday List	<u>XL1P27P</u>	Leave Status Report	<u>XHBB41P</u>
Directory Listing (County Office)	<u>XL1P35P2</u>	* Administrator Contracts	<u>XL1P25P</u>
Directory Listing (School Based)	<u>XL1P35P</u>	FICA-ALT NON-FRS Extract with Disk	<u>XL1P63U</u>
New Instructor Listing	<u>XL1P39P</u>	New Hire Report Diskette	<u>XL1P55</u>
Active Teacher Certification Report	<u>XL1P32P</u>	Special Pay Plan Diskette with Report	<u>XL4P01U</u>
DD-File Print Job Title Codes - Lib-38	<u>XG1B05P</u>	Print Employees Hired after Sept. 30, 2004	<u>XEJJBHUR</u>
In-House Reassignment Roster	<u>XL1P30P</u>	Employee Verification(address&telephone)	<u>XEZIP221P</u>
Perfect Attendance Report	<u>XL1P57</u>	Print supplements beginning w/SP & SZ	<u>XEZIP226P</u>
Print Out Of Field Instructors	<u>EZOUTFLD</u>	Sick Leave Balancing Report	<u>XEZIP017P</u>
Certification/Assignment Roster	<u>XHAB32P</u>	Multiple Job Slot List	<u>XEZIP229P</u>
Address List	<u>XHAB33P</u>	Update personal days for new employees	<u>XEZIP232U</u>
Address Labels &/or Report (CIRCLE)	<u>XL1P23P</u>	Competency Listing Report	<u>XEZIP276P</u>

**\*NOTES:** *Earning History Detail must have a social security number attached except for E.O.Y.  
Administration Contracts are not the same as regular contracts, Get forms from Personnel.*

DEPARTMENT	DATA PROCESSING
DATE REQUESTED: _____	DATE COMPLETED: _____
FORM INITIATOR: _____	OPERATOR: _____
FISCAL YEAR: _____	

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PERSONNEL & PAYROLL REQUEST SHEET**

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**Position Control Requests**

**Instructional Assignment Reports**

	<u>Copies</u>		<u>Copies</u>
Print Position Master (Summary)	_____	Print Component Catalog	_____
Print Position Master (Detail)	_____	Component Master (Detail)	_____
Print position Occupants	_____	Activity Master	_____
Account/Pay Type Audit	_____	Activity Roster	_____
Generate New FY Position Control	_____	Employee History	_____
Generate New FY Job Records	_____	Employee Summary	_____
Projected Position Costs (Generate)	_____	Staff Inservice History	_____
Projected Position Costs	_____	Annual Inservice Recap	_____
		Create Connect-Ed File	_____

**Daily Report Requests**

	<u>Copies</u>		<u>Copies</u>
SNN Change (Update)	_____	Staff Summary	_____
Employee Verification	_____	EEO Report by Line Number	_____
Salary Verification	_____	EEO Report by Name	_____
Supplement Verification	_____	Instructional Seniority List	_____
Deduction Verification 1	_____	* Earnings History Detail (Print-out)	_____
Deduction Verification 2	_____	* Earnings History Detail (Tape)	_____
Certification Verification	_____	Alpha Employee Listing	_____
Sick Leave Bank Report	_____	Terminated Employees	_____
Contracts & Contract Register	_____	Staff Master by Pay Type	_____
Title Code Roster	_____	United Way Labels & Report	_____
Staff/Faculty Roster	_____	United Way Report Only	_____
Expenditure Listing	_____	Non-Instructional Seniority List	_____
Teachers Out-of-Field Report (REL-6)	_____	Employee Listing & Diskette	_____
Staff/Faculty Birthday List	_____	Leave Status Report	_____
Directory Listing (County Office)	_____	* Administrator Contracts	_____
Directory Listing (School Based)	_____	FICA-ALT NON-FRS Extract with Disk	_____
New Instructor Listing	_____	New Hire Report and Diskette	_____
Active Teacher Certification Report	_____	Special Pay Plan Diskette and Report	_____
DD-File Print Job Title Codes - Lib-38	_____	Print Employees Hired after Sept. 30, 2004	_____
In-House Reassignment Roster	_____	Employee Verification(address&telephone)	_____
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Print Out Of Field Instructors	_____	Sick Leave Balancing Report	_____
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Address List	_____	Update personal days for new employees	_____
Address Labels &/or Report ( <b>CIRCLE</b> )	_____	Competency Listing Report	_____

**NOTES:** *Earning History Detail* must have a social security number attached except for E.O.Y.

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<b>DEPARTMENT</b>	<b>DATA PROCESSING</b>
DATE REQUESTED: _____	DATE COMPLETED: _____
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