



Maintenance → Employee Settings → Employee Table

Basic Information (to be completed by employee)

First Name:	Middle Initial:	Last Name:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	SSN:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
To Be Completed by Finance/HR:		
EE #	Badge #	

Address (to be completed by employee)

Street Address:		
City:	State:	Zip Code:

Significant Dates (*to be completed by employee)

Date of Birth:*	Date of Hire:*
Years of Service Date:	Appointment Date:
Seniority Class Date:	Seniority Unit Date:
Seniority City Date:	Next Evaluation Date:



Next of Kin (Emergency Contact Information) (to be completed by employee)

Primary Contact		
First Name:	Last Name:	Relationship:
Primary Phone:	Secondary Phone:	
Street Address:		
City:	State:	Zip Code:
Secondary Contact		
First Name:	Last Name:	Relationship:
Primary Phone:	Secondary Phone:	
Street Address:		
City:	State:	Zip Code:

Medical Information (optional) (to be completed by employee)

Medical Alerts (i.e. allergies, medical conditions):
--

Driving Information (to be completed by employee)

License #:	State of Issue:
Class Information:	Expiration Date:

Phones (to be completed by employee)

Primary:	Secondary:
----------	------------

Emails (to be completed by employee)

Primary:



Secondary:

Payroll Setting

Payroll Payment Type: Hourly Salary

Miscellaneous/Security

Security Role: (find and select from the list tab)

Union/Awards/Settings

Union Code:

- FOP – Officers FOP - Sergeants FOP - Captains Firefighters AFSCME
- Communication Operators Full-Time Non-Union Part-Time Non-Union

Additional Details

(Add) EEO Race Code:

- Am. Indian/Alaskan Native Asian or Pacific Islander Black Non-Hispanic Hispanic
- White Non-Hispanic

(Add) EEO Job Code:

- Administrative Support Protective Service Workers Paraprofessionals Skilled Craft Workers
- Service Maintenance Technicians Officials and Administrators Professionals

Maintenance → Organizational Information → Classification Table

Classification Code: (non-union only) First Initial, Last Name

Description: (First Name, Last Name)

Pay Maintenance (complete for non-union employees only)

Classification Code: (Find and select the employee)

Effective Date:

Hourly Rate (Enter for non-union employees only; auto populates for union employees):



Maintenance → Employee Settings → Classification/Transfer Table

Employee Data				
Employee Code: (Find and Select)		Effective Date:		
Position (find and Select):		Reports To: NA – Auto Populates		
Authorization Level: NA – Auto Populates		Department:	Division:	
Assignment (provided by Supervisor):		Station (provided by Supervisor):		
Pay Data				
Schedule (provided by Supervisor):		Rank: NA Auto Populates	Classification: NA Auto Populates	
Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual			Pay Status: Active	
Detective Pay:	Lead Dispatcher:	Street Sweeper:	Not Defined:	Overtime Rate:
Details				
Change Reason:				
<input type="checkbox"/> Date of Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Transfer <input type="checkbox"/> Reclassification <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Layoff				
Notes (details related to reason for change):				



Maintenance → Mass Insert Codes

Assign Groups to an Employee
Employee Code: (Find and Select)
Global Group: (Find and Select)

Fire Division Only (add new employee as new project code; then add to the Fire group)

Maintenance → Project Register Table

Maintenance → Project Register Groups