

Employee

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Querying Employees

The employee query allows searching by employee identification number , social security number , last name, or a combination of first and last name. Once the results have been displayed you can select an employee by clicking their id, social security number, or last name. You can also sort the search results returned by clicking one of the red up or down arrows next to the field name in the search results header bar. Clicking the down arrow will cause all results to be sorted in ascending order based on values in the column that the arrow corresponds to. Clicking the up arrow will cause all results to be sorted in descending order based on values in the column that the arrow corresponds to. An employee must be selected using the query before performing almost all other tasks in the application. The example below shows the results of a sample last name search.

Example 2.1. Employee Query

USPS - JUNIT CITY SCHOOLS

Home Logout

Employee Query

Search Clear

Id:

SSN:

Last Name: C

First Name:

Show Concealed Employees:

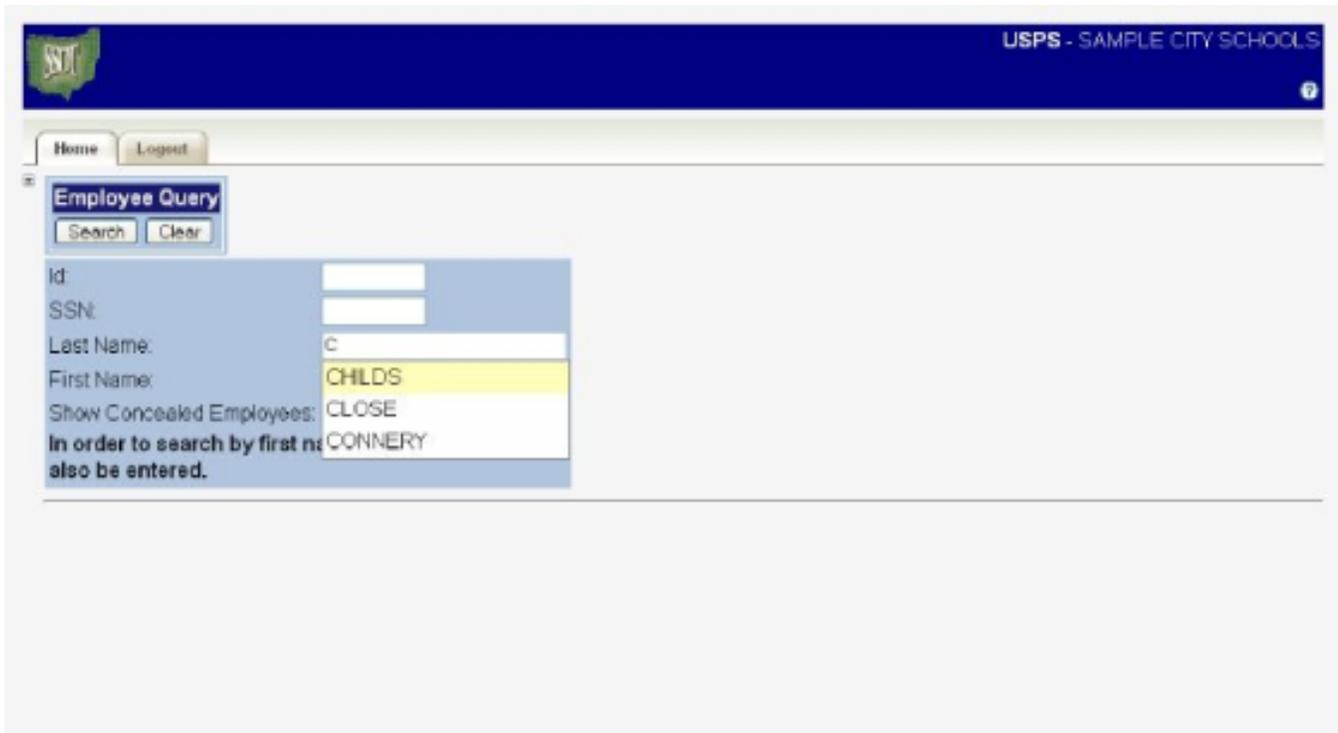
In order to search by first name a last name must also be entered.

Id	Last Name	First Name	Middle	Suffix
888888989	CHILDS	JULIA	M	
IHAVEANID	Clark	Richard		
979797979	CLOSE	GLENN	A.	
555555554	CONNERY	SEAN	S	

Export options: CSV

- **Tip**
- If you type one or more characters in the last name field and wait for just a moment the web application will return a list of employees whose names match the values you have typed. You can then select these employees by either arrowing down until the employee you want is highlighted and pressing enter, or clicking the employee you want to select using the mouse. The example below shows the results that were returned when a "C" was typed in the last name field.

Example 2.2. Employee Query Autocompletion Feature



Modifying An Employee

- **Note**
- For detailed descriptions of the employee detail fields [click here](#).
To modify an employee's details click the modify button in the command bar with the title of "Employee Details". There is one at the top and bottom of the screen. Both buttons perform the same function and will bring you in to modify mode. To save the employee click the accept button. If you wish to exit without saving the employee click the cancel button. The example below shows what an employee modify screen will look like.

Example 2.3. Employee Modify Screen

The screenshot shows a web-based form for managing employee details. At the top, there is a navigation bar with 'Home', 'Portal', and 'Logout' buttons. The main form is titled 'Employee Details' and has a 'Modify Employee' header. Below this, there are several sections with expandable/collapsible options:

- Modify Employee:** Fields for Employee ID (CLO000010), SSN (979-79-7979), Emis Id, Credential Id, and a 'Conceal' dropdown set to 'No'.
- Employee Name and Address:** Fields for First Name (GLENN), Middle Initial (A), Last Name (CLOSE), and Suffix. Address fields include Street, Street 2, City, State (Ohio), and Zip Code (44332).
- Legal Name:** Fields for Country, Province, and Postal Code.
- Contact Information:** Fields for Email, Phone (419) 222-3434, District Phone, and District Extension.
- Additional Employee Information:** Fields for Birth (05/10/1949), Hire (03/01/1992), Last Paid (04/01/2005), and Termination.
- Dates:** Fields for Last Evaluation, Next Evaluation, Contract Renewal, and Limited Contract Expiration.
- Experience:** A section for recording work experience.
- Payroll User-Defined Information:** A section for payroll-related data.
- Personnel User-Defined Information:** A section for personnel-related data.

At the bottom of the form, there are 'Accept', 'Cancel', 'Expand All', and 'Collapse All' buttons.

Adding An Employee

- **Note**
- For detailed descriptions of the employee detail fields [click here](#) .

To add an employee from the employee details screen click the add button in the command bar with the title of "Employee Details". There is one at the top and bottom of the screen. Both buttons perform the same function and will bring you to the add screen. When adding an employee all fields marked with a red dot are required and values must be entered for these fields. To save the employee click the accept button. If you wish to exit without saving the employee click the cancel button. The example below shows what an employee add screen will look like.

Example 2.4. Employee Add Screen

The screenshot shows a web-based form for 'Employee Details' in the USPS system. The form is organized into several sections:

- Employee Name and Address:** Fields for First, Middle, Last, and Suffix names; Street, Street 2, City, State, and Zip Code.
- Legal Name:** Fields for First, Middle, Last, and Suffix names.
- Contact Information:** Fields for Email, Phone, District Phone, and District Extension.
- Additional Employee Information:** Fields for Eligible for Retirement, Report to EMIS, OSDI Code, Direct Deposit, Email Direct Deposit, Check Distribution, Region Type, ICE Classification, Other Credentials, ODS New Hire, Long Term Moves, Gender, Marital Status, Spouse's First Name, Handicap Status, Multiethnic, Semester Hours, Sub-eggs, Primary Race, and Disability Flag.
- Dates:** Fields for Birth, Hire, Last Paid, Termination, Last Evaluation, Next Evaluation, Contract Renewal, and Limited Contract Expiration.
- Payroll User-Defined Information:** Fields for Code 1-4 and Date 1-2, with corresponding Money and Text fields.
- Personal User-Defined Information:** Fields for Code 1-4 and Date 1-2, with corresponding Money and Text fields.

At the top of the form, there are buttons for 'Accept', 'Cancel', 'Expand All', and 'Collapse All'. At the bottom, there are similar buttons. A 'Conceal' button is located in the top right corner of the form area.

Concealing An Employee

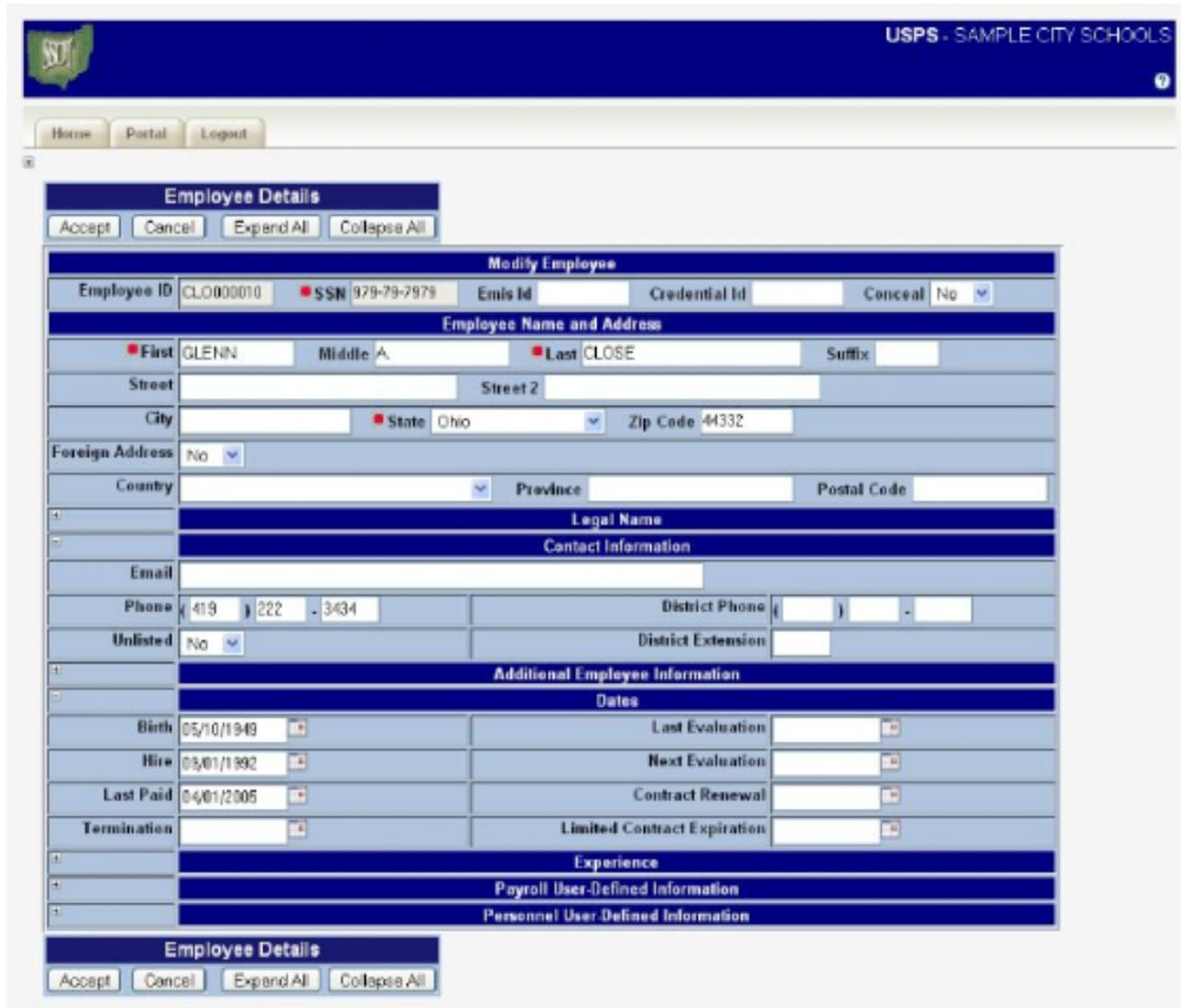
To conceal an employee from the employee detail screen, click on the "Conceal" button located in the box labeled "Employee Details" which is displayed at the top and the bottom of the employee detail screen. Both buttons perform the same function so it is only necessary to click one button. Upon clicking the button, a pop-up box will appear asking to verify that the record should be concealed. Click "Ok" within the pop-up box to complete the concealment of the record.

Expanding/Collapsing Employee Fields

- **Note**
- For detailed descriptions of the employee detail fields [\[click here\]](#).

The employee detail, modify, and add screens have the ability to limit the fields displayed on the screen. Within these screens, there are  and  icons which give the ability to display or hide sections. Clicking a  icon will display the fields while clicking a  icon will hide the fields. There are also "Expand All" and "Collapse All" buttons within the box labeled "Employee Details" that will display or hide all expandable/collapsible sections at once with one click. Below is a sample of the employee edit screen with some sections displayed and others hidden.

Example 2.5. Example of Expandable/Collapsible Employee Sections



The screenshot shows the 'Employee Details' form for 'USPS - SAMPLE CITY SCHOOLS'. The form is titled 'Employee Details' and has buttons for 'Accept', 'Cancel', 'Expand All', and 'Collapse All'. The main form area is titled 'Modify Employee' and contains the following fields:

- Employee ID: CLO000010
- SSN: 979-79-7979
- Emis Id: [Empty]
- Credential Id: [Empty]
- Conceal: No

The 'Employee Name and Address' section includes:

- First: GLENN
- Middle: A
- Last: CLOSE
- Suffix: [Empty]
- Street: [Empty]
- Street 2: [Empty]
- City: [Empty]
- State: Ohio
- Zip Code: 44332
- Foreign Address: No
- Country: [Empty]
- Province: [Empty]
- Postal Code: [Empty]

The 'Legal Name' section is collapsed.

The 'Contact Information' section includes:

- Email: [Empty]
- Phone: 419) 222 - 3434
- District Phone: () -
- Unlisted: No
- District Extension: [Empty]

The 'Additional Employee Information' section is collapsed.

The 'Dates' section includes:

- Birth: 05/10/1949
- Last Evaluation: [Empty]
- Hire: 03/01/1992
- Next Evaluation: [Empty]
- Last Paid: 04/01/2005
- Contract Renewal: [Empty]
- Termination: [Empty]
- Limited Contract Expiration: [Empty]

The 'Experience' section is collapsed.

The 'Payroll User-Defined Information' section is collapsed.

The 'Personnel User-Defined Information' section is collapsed.

At the bottom of the form, there is another 'Employee Details' header with 'Accept', 'Cancel', 'Expand All', and 'Collapse All' buttons.

Specific Race Entry Guidelines

Ethnicity Flag

- **Hispanic/Latino**
 - Is the employee Hispanic or Latino?
 - Select * if the information has not been recollected.
 - Select No if the employee is not of Hispanic/Latino Heritage.
 - Select Yes if the employee is of Hispanic/Latino Heritage.
- **Primary Race**
 - If Hispanic/Latino is *, select employee's race from drop-down selection. Do not select Yes for any Specific Race Flags.
 - If Hispanic/Latino is Yes, select Hispanic from drop-down selection.
 - NOTE: If Hispanic/Latino is Yes and additional race values apply, select Yes for the appropriate field(s) in the Specific Race Flags section. If Hispanic/Latino is No, select a race other than Hispanic from drop-down selection.
 - NOTE: If Hispanic/Latino is No and Primary Race is Multiracial, select Yes for the appropriate field(s) in the Specific Race Flags section. If Hispanic/Latino is No and Primary Race is not Multiracial, do not select Yes for any Specific Race Flags.

- **Specific Race Flags**
 - If Hispanic/Latino is Yes, select Yes for any Specific Race field that also applies for the employee.
 - If Hispanic/Latino is No and Primary Race is Multiracial, select Yes for the appropriate field(s) in the Specific Race Flags section.
 - If Hispanic/Latino is No and Primary Race is not Multiracial, do not select Yes for any Specific Race Flags.
 - If Hispanic/Latino is *, do not select Yes for any Specific Race Flags.
- **White**
 - Is the employee White?
- **Black**
 - Is the employee Black?
- **Asian**
 - Is the employee Asian?
- **American Indian/Alaska Native**
 - Is the employee American Indian or Alaska Native?
- **Native Hawaiian/Pacific Islander**
 - Is the employee Native Hawaiian or Other Pacific Islander?