



## Employee Contracts – Data Format Buttons Added

APTAWEB-3855 & -12070

### Introduction

Users needed an easier way format the Job Block and Other Job Block while creating Employee Contracts. The Contract Screen now shows a **Data Format Button** to help with formatting job blocks.

### Data Format Button

Home -> Human Resources -> Employee Contracts -> Employee Contract Details

### Classified Hourly

**General**

\*Contract Type: Classified Hourly

Description: Classified Hourly

Include Primary Jobs Only:

Include all jobs of this contract type on this contract:

Jobs/Addendums: Administrative Asst to Dir X Admissions & Records Assistant X

Job Block Columns: Data Format

Include jobs from other contract types on this contract:

Other Job Contract Type: Classified Salary X

Other Jobs/Addendums: [All] X

Other Job Block Columns: Data Format

Logo: [Dropdown]

Signatures: [Dropdown]

Figure 1: Employee Contract Details View



## Data View Format Options

The **Data Format** will allow the user to define the layout of blocks. In this block, users can:

- Choose Job Field to Show on Contract
- Assign a Column Width
- Select a Column Order
- Align the column (Left, Center, Right)
- Set the Number of Decimal Points (on the number columns)

The screenshot shows a dialog box titled "Job Block Data Format" with a search bar and a toolbar. Below the toolbar is a table with 14 columns. The table has columns for Name, Order, Show, Width, Align, Sum, and Decimals. The rows represent different job fields, each with a checkbox to show or hide it and various formatting options.

<input type="checkbox"/>	Name	Order ↑	Show	Width	Align	Sum	Decimals
<input type="checkbox"/>	<a href="#">Job Name</a>	1	<input checked="" type="checkbox"/>	200	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Designation</a>	2	<input type="checkbox"/>	100	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Job Name and Designation</a>	3	<input type="checkbox"/>	200	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Start Date</a>	4	<input checked="" type="checkbox"/>	50	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">End Date</a>	5	<input checked="" type="checkbox"/>	100	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Hourly Rate</a>	6	<input type="checkbox"/>	0	Right	<input type="checkbox"/>	2
<input type="checkbox"/>	<a href="#">Hours per Day</a>	7	<input checked="" type="checkbox"/>	75	Right	<input type="checkbox"/>	1
<input type="checkbox"/>	<a href="#">FTE</a>	8	<input type="checkbox"/>	0	Right	<input type="checkbox"/>	2
<input type="checkbox"/>	<a href="#">Contract Days</a>	9	<input type="checkbox"/>	0	Right	<input type="checkbox"/>	2
<input type="checkbox"/>	<a href="#">Salary</a>	10	<input checked="" type="checkbox"/>	100	Right	<input checked="" type="checkbox"/>	2
<input type="checkbox"/>	<a href="#">Site</a>	11	<input type="checkbox"/>	0	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Salary Schedule</a>	12	<input type="checkbox"/>	0	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Salary Step</a>	13	<input type="checkbox"/>	0	Left	<input type="checkbox"/>	0
<input type="checkbox"/>	<a href="#">Salary Grade</a>	14	<input type="checkbox"/>	0	Left	<input type="checkbox"/>	0

At the bottom of the dialog, there are navigation buttons (back, forward, home, end), a page size dropdown set to "25 items per page", and "Edit" and "Close" buttons.

Figure 2: Job Block Columns Data Format Grid View

Once the **Job Block Format** is completed, it will show up on the **Body** of the Contract.

<b>SOMEWHERE COMMUNITY CHARTER HIGH SCHOOL</b>	
<b>Employment Agreement: Classified</b>	
Name: {FirstName} {LastName}	Date: 06/05/2022
Position: {JobName}	
FTE: {FTE}	
Fiscal Year: {SchoolYear}	Annual Days: {ContractDays}
{JobBlock} ← {OtherJobBlock} ←	

Figure 3: Job Block in Body of Contract

**Preview** the contract to view the formatted **Job Blocks**. Continue making edits to the Job Blocks as needed.

<b>Somewhere Community Charter High School</b>																								
<b>Employment Agreement: Classified</b>																								
Name: Carol Riker			Date: 06/05/2022																					
Fiscal Year: July 1, 2021 - June 30, 2022																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Name</th> <th>Start Date</th> <th>End Date</th> <th>Hours per Day</th> <th>Salary</th> </tr> </thead> <tbody> <tr> <td>Administrative Asst to Dir</td> <td>07/01/2021</td> <td>06/30/2022</td> <td style="text-align: center;">8.0</td> <td style="text-align: right;">\$50,626.56</td> </tr> <tr> <td>Admissions &amp; Records Assistant</td> <td>07/01/2021</td> <td>06/30/2022</td> <td style="text-align: center;">8.0</td> <td style="text-align: right;">\$55,132.16</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;"><b>\$105,758.72</b></td> </tr> </tbody> </table>					Job Name	Start Date	End Date	Hours per Day	Salary	Administrative Asst to Dir	07/01/2021	06/30/2022	8.0	\$50,626.56	Admissions & Records Assistant	07/01/2021	06/30/2022	8.0	\$55,132.16					<b>\$105,758.72</b>
Job Name	Start Date	End Date	Hours per Day	Salary																				
Administrative Asst to Dir	07/01/2021	06/30/2022	8.0	\$50,626.56																				
Admissions & Records Assistant	07/01/2021	06/30/2022	8.0	\$55,132.16																				
				<b>\$105,758.72</b>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Name</th> <th>Salary</th> </tr> </thead> <tbody> <tr> <td>Prep Teacher Stipend</td> <td style="text-align: right;">\$65,000.00</td> </tr> </tbody> </table>					Job Name	Salary	Prep Teacher Stipend	\$65,000.00																
Job Name	Salary																							
Prep Teacher Stipend	\$65,000.00																							

Figure 4: Job Blocks on Printed Contract