

## **PERS ESS Report to Grid – Added Three Fields**

APTAWEB-11504

## Introduction

The PERS ESS Report to Grid now shows only the employees who have the deductions chosen in the report parameters. There are new fields to the grid: Time Paid, Time Unit Code, and Rate of Pay.

**NOTE:** The employee job must have the *PERS Reportable* field set to "Yes" for the job to appear on the report. This replaces the current requirement that it is just marked as "Primary".

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													Sum: \$92,609.68	Sum: \$0.00	Sum: \$7.084.66	Sum: \$7.084.6							Sum: 4		
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Figure 1: PERS ESS Reporting - Report to Grid Shows Three New Fields

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Edit Employee Job					×
Teacher					
Employee: Keller, Ann Number: 0007	K Status: Approved SSN: XXX-XXXXX (Shor	Job Dates: <u>w)</u> Position Number	7/1/2021 to 6/12/2022 : TEACH000063	Salary: \$69,601 Unencumbered: \$0.00	.00
General					•
Job Name:	Teacher	Designation:		•	
Job Type:	Salary	Primary:	2	Ар	taTime: 🗹
Job Begin Date:	07/01/2021	Job End Date:	06/12/2022		FTE: 1.0000
Salary Schedule Name:		Salary Schedule Grade:		Salary Schedu	ile Step:
Rate:		Hours Per Day:	7.00		
Work Days:	197.00	*Salary:	\$69,601.00		
Contract Status:	T	Contract Date:	ti i	Approve	ed Date:
Account Code:	1000-1120-1000-75501010-010 TEACHERS SALARIES	Allocation			
Comment:					
PERS Reportable:	Yes 🔻				

*Figure 2: Employee Job Screen Showing PERS Reportable Field* 

To mass update the *PERS Reportable* field, go to HR, Payroll & ESS > Employee Jobs. Select the jobs that you want to update, click on the More button, then click Mass Update Jobs and a screen like the one shown below will be displayed. In the *PERS Reportable* field, select Yes or No and then click the Save button and the job records will be updated with your selection. Jobs can also be manually change individually.

Mass Update Employee Jobs		×
General		<b>^</b>
Job Name:	<b>v</b>	
Contract Status:	<b>v</b>	
Contract Date:		
Approved Date:		
Comment:		
AptaTime: 🗆	0	
Primary Job:	▼ □	
FTE:		
Job Begin Date:		
Job End Date:		
Hours Per Day:		
Rate:		
PERS Reportable:	•	
Custom Fields		<b>^</b>
Position Classification Code:	•	
Plan Class Code:	•	-
Save Cancel		