## Viewing Employee Pay, Account and FTE Information

1. In the Human Resources system, go to Employee/Employee Profile

Jordan School District	
Home - Employee Employee Administration Payroll Tin	ne Q
- Employee	✓ JSD Employee Reports
Employee Profile	Reports

2. Select Emp Mgt Asn, then View Staff Assign

📲 🕨 Emp Mgt Asr	1 😭				😨 👩 😭 Favorites	🔻 🖺 New Win	dow 🖷	My Print Qu
Customize Tabs	Employee:			Ranges				
Employee Pesition Emp Mgt Asn Placmnt Trike	Employe B Customize Gender: F	e Type: Classified Hourly uilding: VALLEY HIGH	Usi Check 08/23/2013 Birth Dat	er Name: Location: VALLEY HIGH		Name I	D: 464	20
	Employe	e Management Assign	nments			<b>—</b>		( ) firm
	Employe	ee Management Assign meral V Filters: *Skyward	nments i Default 🗸			<b>T</b> 🔟 🔮	e (	 Staff Assgn
	Employe Views: Ge Year	e Management Assign	nments i Default V Position	Assignment	Building	T 🛄 🛃	Jot	<u>V</u> iew Staff Assgn Pay Amts
	Employe Views: Ge Year	ee Management Assign neral V Filters: *Skyward Plan 15 2015-2016 Contract Year	nments a Default V Position Hourly Assistant	Assignment Office Assistant PT	Building VALLEY HIGH	Group	Jot Act	View Staff Assgn Pay Amts
	Employe Views: Ge Year 20	Management Assign     Filters: *Skyward     Plan     2015-2016 Contract Year     2014-2015 Contract Year	Position Hourly Assistant Hourly Assistant	Assignment Office Assistant PT Office Assistant PT	Building VALLEY HIGH VALLEY HIGH	Group Classified Classified	Jot Act Act	View Staff Assgn Pay Amts History of Staff Assgn
	Employe Views: Ge Year ▶ 200 ▶ 200	<ul> <li>Plan</li> <li>2015-2016 Contract Year</li> <li>2013-2014 Contract Year</li> <li>2013-2014 Contract Year</li> </ul>	A Default V Position Hourly Assistant Hourly Assistant Miscellaneous	Assignment Office Assistant PT Office Assistant PT Miscellaneous	Building VALLEY HIGH VALLEY HIGH MISC, DO, BOARD &	Classified Classified Miscellaneous	Jot Act Ina	View Staff Assgn Pay Amts History of Staff Assgn
	Employe           Views: Ge           Year           > 20           > 20           > 20           > 20           > 20	<ul> <li>Plan</li> <li>2015-2016 Contract Year</li> <li>2013-2014 Contract Year</li> <li>2013-2014 Contract Year</li> <li>2013-2014 Contract Year</li> <li>2013-2014 Contract Year</li> </ul>	Position Hourly Assistant Hourly Assistant Miscellaneous Hourly Assistant	Assignment Office Assistant PT Office Assistant PT Miscellaneous Office Assistant PT	Building VALLEY HIGH VALLEY HIGH MISC, DO, BOARD A VALLEY HIGH	Group Classified Classified Miscellaneous Classified	Jot Act Ina Act	View Staff Ass Pay Ami History of Staff Ass

3. Click through the tabs on the left to view information for this assignment.

Assignment Mainte	enance 📓 🛍	<b>?</b>
 Assignment Details	* Employee:	ick
Payroll Information	Plan: 2015-2016 Contract Year Position: Hourly Assistant View Pos Control Add-ons \$0.00 \$0.00	
Breakdown	Assignment: Office Assistant PT Total \$9,862.72 \$9,862.72	
Add-ons	Building: VALLEY HIGH	
	Salary Information         Term of Position         Do not use calendar to find Calc FTE         Use FTE instead of Calc FTE to calculate pay amounts         Calendar: CIsHourly       Classified Hourly         Start Date: 07/01/2015       Total Hours:         B333       % Employ:       100.000         View Salary Calc Steps       Total Hours:         Number days:       245       Total Minutes:         Dente: 06/30/2016       Hours Per Day:       3:         Reset Calendar       Matrix:       W 1516         Salary Calculation Method       O       Enter Hourly Pay Amount         O Enter Hourly Pay Amount       Matrix:       W 1516         W Use Salary Matrix       Placement:       HRLY         Matrix type: Hourly       Place Tracker:       Lane:02 Step:3 Credits:0 (\$11.8400)	

Assignment Details	* Employee:				Per Diem Contract	Calculated Contract	
Salary Information	Plan: 2	015-2016 Contract Vear		Main Asn	\$9,862.72	\$9,862.72	
Pavroll Information	Position: H	Inurly Assistant	View Pos Control	Add-ons	\$0.00	\$0.00	
Breakdown	Assignment: C	ffice Assistant PT		Total	\$9,862.72	\$9,862.72	
Add-ons	Building: V	ALLEY HIGH					
	Payroll Info	rmation					
	Salary Placer	nent					
	Pay Code:	HRLY Hourly		Pay Freq: X1	2 Non Contr	act Pay	
	Con	tract Signed:	Paid Start:	07/01/2015	Р	aid End: 06/30/2016	
	Account Dist	ribution Account Distribution	n				
	Account Dist	ribution Account Distributior	n				
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	Account Dist	ribution Account Distribution Account Number 10 E 716 0400 216 1 records displayed Date: 07/23/2015 unts Contract: \$9,8	n 84 165 Import Date: 07 Daily Rate:	7/23/2015 \$40.26	rcent	ify Date:	i: [
	Account Dist	ribution Account Distribution Account Number 10 E 716 0400 218 1 records displayed Date: 07/23/2015 Ints Contract: \$9,8 Contract: \$9,8	n 84 165 Import Date: 07 Daily Rate: Per Hour:	7/23/2015 \$40.26 \$11.8400	ncent D. 00 Not	ify Date: 833 Con Frq 0 Pay Frq	