

This is to ensure employees with ending assignments are terminated or another assignment is created.

- ENTER NEW YEAR FTE ALLOCATION (2,6) **OR** RUN YEAR TO YEAR COPY (2,6,6)

Make any changes that have taken place. You can also import your location FTE allocation from a spreadsheet (2,6,1,7) (This would only be done if you are using the FTE allocation menu and reports.)

- CREATE EMPLOYEE ENTITLEMENTS FOR NEW YEAR BY RUNNING THE ENTITLEMENT CREATION PROCESS (3,3,6)

Done only if using PRM Entitlements on absence codes instead of OPS Storage Banks. If unsure, check field 08= SOURCE on the absence code database (10,1,3,17.4). If the field is set to 'P' instead of 'O' you are using PRM entitlements and should create the employees new year values.

The second step is to load any carry over values from the previous year by running the Employee Load used process (3,6,8) and the Carry Over Load Process (3,6,9).

SITES USING JOB POSTING AND JOB POSTING WEB

- SETTING UP NEW YEAR FOR JOB POSTING (10,1,2,34 Posting Segment Database Additions then 2.1)

Create new year **09/10** in Posting Segment DB Code.

- SETTING UP NEW YEAR FOR JOB POSTING DEFAULT YEAR IN PRM (10,1,2,33.2)

In field 04 DEFAULT VALUE press <FIND> and select the appropriate year. This default year will automatically filled in when doing additions in Job Posting (12.1,1).

- SETTING UP POSTING NUMBER SEGMENT FOR JOB POSTING WEB (10,3,17,1,2)

Changes to field 05 must reflect the default year you want to appear on the web (09/10). **It's important to note that prior to making additional changes to this screen, PLEASE CONTACT TSC as this will have a significant impact on the web.**

B1 TEACH_APP Employee Teaching Application	05= POSTING NUMBER SEG 2-YR	09/10
B2 CUPE_APP Employee Support Applications	05= POSTING NUMBER SEG 2-YR	09/10

SITES USING CERTIFICATE MODULE

- RUNNING EMPLOYEE CERTIFICATION REPORT (7,1,5)

This report allows you to extract records based on expiry date (eg. August 31, 2007) and can be used for tracking teacher's Interim Certificates or Letter of Permission expiry dates.

SITES USING AMS

- Run the Authorization Creation Process (3,6,6) to create the week ending dates for the schools to access and enter next year's data.

Review the Location Code Database (10,1,7,1,2) start and end times, principals, email address.
Remember to "REFRESH" the third screen with the new start and end information.

SITES USING WEB-BASED AMS

- Run the Authorization Creation Process (3,6,6) to create the week ending dates for the schools to access and enter next year's data.

- Run the Daily Abs/Dis Review record creation process (3,6,9) to create the daily review records for the schools to access and mark as reviewed.

- Review the Location Code Database (10,1,7,1,2) start and end times, principals, email address.
Remember to "REFRESH" the third screen with the new start and end information.

SITES USING AUTOMATED DISPATCH SYSTEM (ADS OR WEB-BASED ADS) AND WORKBOARD

Each of these tasks should be completed bi-annually (September & January) to ensure ADS/WorkBoard performs at its optimal level.

- NOTE: THE ADS SERVER PROCESS MUST BE STOPPED BEFORE RUNNING THIS STEP. Run the Index Rebuild Process (11,5,2). This process will rebuild the indexes that are used by ADS to quickly find the best replacement employee. **(ADS, ADW and WorkBoard Users)**

Check for users in the system: 11,8,4,5

Stop: \$ run srb\$prmexe:voice

>GROUP: 1

Stop Process: ALL

Restart: \$ @srbprmexe:voice_1

- Run the ADS Name Search Index Update (11,8,3,7). This process will rebuild the indexes that ADS uses when absent employees are searching for replacements by name during the Absence Logging process. **(ADS and ADW Users)**

- Run the ADS Name Recording Status Update (11,8,3,8). This program will refresh the flag that indicates whether an employee has recorded their name in ADS yet. This information is listed on the Replacement Employee Availability Report (11,1,5,4) and the Substitute/Casual Call Out Report (11,1,5,13). **(ADS and ADW Users)**
- Review the Location Code Database (10,1,7,1,2) start and end times, principals. **(ADS, ADW and WorkBoard Users)**
- Run the Refusal Count Reset Process (11,2,7). Each time a replacement refuses an assignment, their refusal count is increased by one. The **VOICE SYSTEM PROFILE**, field 10 = NUMBER OF REFUSALS **BEFORE REP EMP BECOMES INACTIVE** sets the limit on the number of refusals allowed before a replacement is marked as inactive. **(ADS and ADW Users)**
- Review Phase 1 Lists (11,4,1,1). Remove any employees who should no longer be given Phase 1 priority. **(ADS, ADW and WorkBoard Users)**
- Review your replacement employee preferences by running the Sub/Cas Preference Report (11,6,5). Make any necessary changes in the Sub/Cas Maintenance Screen (1,11,#) or Preference Changes (11,6,2). **(ADS, ADW and WorkBoard Users)**
- Review those employees who have preferred replacements, a dispatch priority for a Job Share partner entered in the Permanent Employee Search Criteria menu (11,7,2). To do this, run the User Defined Hire Report (1,5,10). Bypass all the fields related to hiring information. When you get to the FIELDS to DISPLAY prompt select the fields PERM REQ EMP 1 , PERM REQ EMP 2 etc. **(ADS, ADW and WorkBoard Users)**
- Review your replacement employee On Call Employee Summary Transaction Report and Call Out Summary Report to determine statistical information (Calls re work, acceptances, refusals, no answers dispatch cancels, acceptance percentage, refusal percentage etc.) **(ADS and ADW Users)**