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Newsletter

November 18, 2009

this issue

On Board with CDUCS!

The CALPADS Data Unification and Collection System (CDUCS) application has received favorable responses. With the enhancements made to the Employee/Position Information Collaborative System (EPICS), the Human Resource departments now have a solution for tracking required data fields for CALPADS, such as the new Multi-Race and Ethnicity for employees hired on July 1, 2009 or later. In addition, EPICS has also modified the district tables to allow for more cross walking of CALPADS required codes to the applicable district defined tables. With all these enhancements, the CDUCS application is able to create complete Staff Demographic and Staff Assignment files with very minimal information from the student system. The CDUCS application provides a solution for joining any student system with the Human Resource System (PC2000 or EPICS) for the purpose of creating CALPADS and OPUS submission files, thereby eliminating the need for redundant data entry of staff data into the student system. CDUCS will compile and export OPUS and CALPADS ready files that can be either submitted directly to CDE or can be imported back into the districts' student system.

EPICS Deployment Update

The Financial 2000 2010.01 Release is scheduled for deployment to CECC members on Friday, November 20. Included in this release are the Phase II features for EPICS as promised. The new features included in this release are the Personnel Action Form component, the Leave of Absence process as well as the Flex Calendar component.

The Personnel Action Form (PAF) is an optional component of EPICS that automatically generates a report to predefined recipients based upon activity in certain sections in the employee maintenance page. The reports are triggered based upon the employee processes or when specific data elements are modified. Each System Defined PAF (SDP) or User Defined PAF (UDP) has a report layout that can be customized.

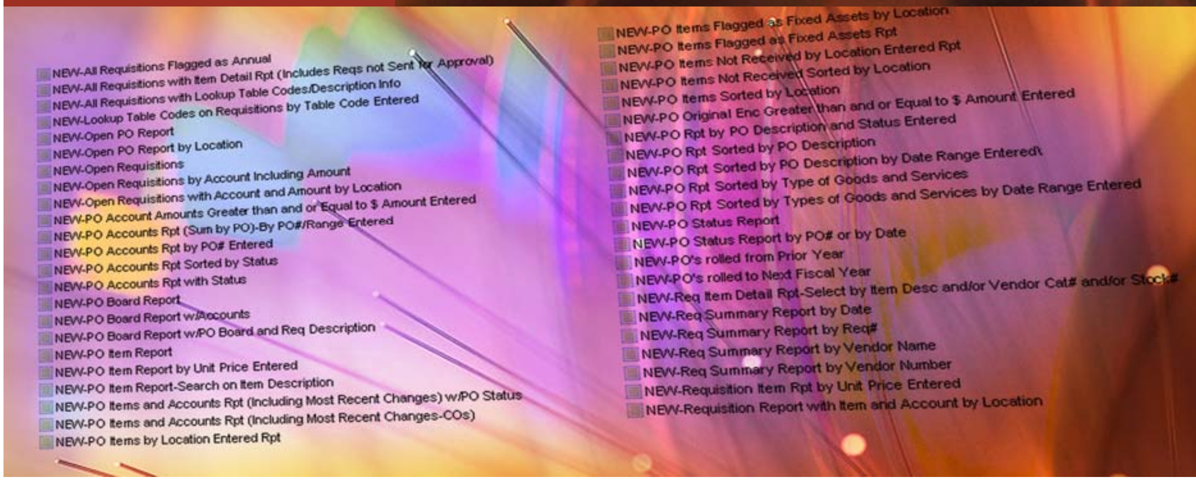
In addition to producing and distributing reports, the employee changes are always stored for historical tracking and retrieval. Because EPICS is integrated with the Payroll and Budget systems, multiple departments use the data maintained in the system and need to be informed how the integrated data may have impacted their job. The PAF reports are an excellent communication device between departments.

Also included in this release is the new Leave of Absence Process, which can be used to put an employee on paid, unpaid, or a combination of paid and unpaid leave of absence over time. This process is also available for both positioned and un-positioned employees.

The new Flex Calendar feature is also available. When an employee is given the ability to select the specific days they will work within a year, the work calendar is considered a "flex" calendar. Controls are established by the district technician and the employee is notified to mark their calendar accordingly based upon the predefined controls. Once the calendar is saved, the supervisor is notified to review and approve. This new feature allows for unique calendars based upon the needs of the district and the employee.

Staff will be working with each CECC member over the next several months to move existing members from PC2000 to EPICS as well as move other members from MAGIC to the EPICS application.

CECC staff has received very positive feedback about the application as well as comments on how easy it was to transition to this new program.



New Purchasing Reports Available

With the deployment of the 0.09.03 Release, the Purchasing application now provides an additional 45 "NEW" Purchasing Reports. These reports are accessible from within the Purchasing application via a report menu item with the appropriate security authorization.

These reports are considered "canned" reports with some simple user-defined fields available where applicable and easy for the end user to run. Canned reports are reports that have predefined fields that display in the report versus adhoc reports that allow users to pick specific fields to include as needed.

The reports developed were based on requests from the Purchasing/Stores Subcommittee as well as end users' needs.

A summary of the 45 "NEW" Reports include:

1) Requisition Report(s) that provide Annual, Open, Requisition Detail and Summary information.

2) Purchase Order Report(s) that provide Open PO's, Accounts on the PO, Board Reports, Items on the PO, Item Descriptions on the PO, Types of Good and Services, Status of the PO, as well as PO's that have been flagged to Roll into the new year.

These reports are also available from within the Reports 2000 application. An experienced user that has access to Reports 2000 has the ability to further customize the reports to meet their needs.

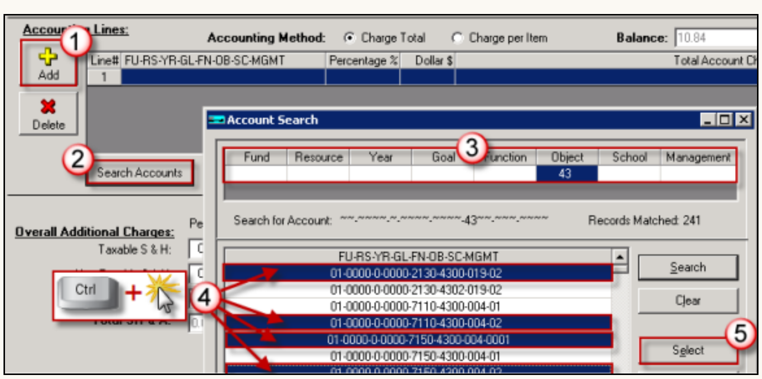
As the end users begin to use these reports and further needs are identified, the CECC staff can continue to develop or refine reports. We strongly encourage the end user to familiarize themselves with these reports and communicate any data or technical issues as they arise.

This Issue's Q&A Tip

Q: Can you add more than one account line at a time when you are creating a new P.O.?

A: Whether you are creating a new P.O. or modifying an existing one, you are able to add more than one account line at a time. Once you are in the Purchasing application, go to the Item/Accounting screen and follow these steps:

1. Click on **ADD** to add a new account line
2. Click on **SEARCH ACCOUNTS**
3. Enter your search criteria, i.e., an Object or School code; perform your **Search**
4. Within the Search Results screen, hold down your **CTRL** key and click to select each account you wish to use
5. Click on **SELECT**
6. Distribute funds accordingly



UPCOMING EVENTS

Meetings and Trainings for November, December and January

Payroll W-2 Year End Meeting
11/04/09

APY Refresher
11/17/09

1099 Year End Meeting
11/17/09

BDV New User – Site Based
11/18/09

EPICS Phase II Training
12/02/09

County Office Support Meeting
12/04/09

Purchasing User Group Meeting
12/08/09

General Ledger/BDV Sub Committee
12/09/09

EPICS User Group Meeting
12/16/09

BDV New User Training
01/14/10

SAMS/BDV/Position Control Refresher
01/27/10

Small District User Meeting – TBD
January, 2010

Link to Calendar

http://www.cecc.org

The California Educational Computer Consortium
601 North E Street
San Bernardino, CA 92410
(909) 386-2700
(909) 386-2759 FAX