<u>Guide for Pinellas County Schools (PCS) Employees to Access Documents</u> <u>Which Serve as Proof of Employment and Income</u>

How to View and Print Your Employment Data Report (EDR)

Please be advised that all current and former PCS employees have access to view and print their PCS work history report (EDR). Please visit the <u>PCS Website</u> → hover over the Employment tab → select the <u>Personnel Records</u> option from the drop down menu → click on the <u>Employment Data Report</u> page, or <u>PCS Accessing Your EDR</u> link, and follow the directions (Figure 1).

Figure 1 PINELLAS COUNTY SCHOOLS FAMILIES STUDENTS STAFF CO ABOUT US **DEPARTMENTS & DIVISIONS** SCHOOLS EMPLOYMENT REGISTRATION LEADERSHIP CALE EMPLOYMENT ONLINE APPLICATION **Personnel Records** Home > Employment Personnel Re ALL AVAILABLE JOBS > Personnel Records Personnel Records CURRENT EMPLOYEE APPLICATION DCF / Access Florida / Loss of The office of Personnel Records overse s and personnel Income Requests TALENT ACQUISITION UNIONS > Employee Information For faster processing, please submit re-**Exemption From Public** Email: pcsrecordsrequest@pcsb.org EMPLOYEE BENEFITS Records / Shielded Employee Fax: 727-588-6260 3 PERSONNEL RECORDS Employment Data Report 4 TEACHER JOB FAIR Requests will also be accepted via: Frequently Asked Questions U.S. Mail: 301 4th St. SW, Largo, FL 33770 Loan Forgiveness Voicemail: 727-588-6316 (This line is for voicemail messages only - calls are not answered. Ye message and a Records team specialist will return your call within 3 - 5 business days.) Mortgages Please review the following links for district, and state policies regarding personnel files and Proof of Employment and Income Documents PCS Policy 1590 - Personnel File Social Services Requests Florida Statutes 119.01, 1012.31. Support or Teacher Service Experience Overview Terminated Employees Do you need your employment or income verified? > The Work Number We are pleased to announce that Pinellas County Schools now uses The Work Number® to p employment, income, and social services verifications for our employees. The Work Number from Equifax is a fast and secure way to provide proof of your employmer step in many of today's life events including obtaining credit, financing a home or automobi lease, applying for social services benefits. The Work Number allows requestors to receive i individual's employment and salary for verification purposes. The Work Number has over 225 million employment records and is used by over 50,000 orga employment data. The Work Number simplifies the verification process by using an online sy. hours a day, 7 days a week.

Additionally, Pinellas County Schools' employees who work for organizations that contribute Number can access one (1) free Employment Data Report (EDR) <u>PCS Accessing Your EDR</u> eac Once the report is generated please pay close attention to the 2-digit code in parentheses beside your job title, i.e. ESE Associate (53) (Figure 2), as you will need to reference this *Employee Pay Type* when locating your pay category (number of months scheduled to work per school year) on the PCS Payroll Calendars. You can also determine your pay category by locating the pay type in the *Employee Pay Type* section (Figure 3) of the PCS Employer Disclaimer which is listed after the Historical Pay Period Summary section of your EDR report.

Figure 2

Employer Name:	Employer Code:	Employe	er Address:	
Pinellas County Schools	18019	301 Four	th St SW	
		Largo, FL	L 33770	
Information Current a 07/25/2017	s of: Employee N	ame: I	Division: 5400	
Employment Status: M	Most Recent Start	Date: T	otal Time With Employer:	Job Title:
Active 0	14/11/2016	1	Year, 3 Months	ESE ASSOCIATE (53)

Figure 3

Employee Pay Type - Number of Months and Days Worked Per School Year Day = d; Month = mo; Service = Svc; Substitute = Sub; Supporting = Suppo 23 - 10 mo/198 d Teachers 26 - 11.5 mo/235 d Teachers 27 - 12 mo/247 d Teachers 29 - 10 mo/198 d Teachers 12 mo Option 33 - 10.5 mo Assistant Principal 34 - 10.5 mo Assistant Principal 12 mo Option 35 & 45 - 11 mo Administrative/Professional/Technical 36 - 11 mo Assistant Principal 12 mo Option 37, 38, 39 & 47 - 11.5 & 12 mo Administrative/Professional/Technical 53 - 10 mo / 196 d Support Svc

Where to Find Proof of Employment, Number of Months Worked per School Year, and Income

You can access documents that serve as proof of employment, pay category, and income through Employee Self Service. From the main page of the PCS Website → click on the drop-down menu of the Login tab → select the Employee Self Service (ESS) option (Figure 4) → enter your PCS Username and Password information and login → select the Pay Info option → select the applicable paystub(s) → print these documents as proof of income and employment → select the Salary option from the list of items → print this document for proof employment and pay category (Figure 5).

Figure 4



Figure 5

PINELLAS COUNTY SCHOOLS
Employee Self Se
Home
About ESS Pay Info Salary
12 Month Pay Ont

How to Determine Employee's Last Assigned Day to Work for School Year

In order to determine the employee's last assigned day to work for the school year; please visit the PCS Website → click on the Departments & Divisions tab → click on the Payroll Operations option → select the Calendars option → click on the Staff Calendar for the school year that the requestor is inquiring about, i.e. 2017-2018 (Figure 6) → locate the applicable event, i.e. "May 25 ~ last day for 10-month support personnel" (Figure 7).

Figure 6



Figure 7 May 25

Teacher Work Day/last day for 10-month (198 days) instructional personnel. month (235 days) instructional personnel. Last day for food service workers dispatchers, 10-month PCS police, 10-month support and 10-month PTS pe for 10-month (198 days) and 11.5-month (235 days) instructional personnel.

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Figure 8 August 9

Food service workers (192 days) report for duty.

How to Determine Date and Projected Amount of Employee's Last Paycheck for School Year

In order to determine the date and projected amount of the employee's last paycheck for the school year; please visit the PCS Website → click on the Departments & Divisions tab → click on the Payroll Operations option → select the Calendars option → click on the Payroll Calendar for the school year that the requestor is inquiring about, i.e. 2017-2018 (Figure 6) → scroll down to the "Pay Date Calculations" section of the document and locate the applicable "Pay Type", i.e. "Food Service Assistants – PAY TYPE 61 ~ Last Paycheck = (06/01/18)" (Figure 9).

Figure 9

PAY DATE CALCULATIONS

BUS DRIVERS - PAY TYPES 81, 82 & 85

Annualized Salary	=	Hours/day x 192 days x	hourly rate	
Bi weekly Pay	=	Annual Salary ÷ 21.2	Paychecks	
1st Paycheck	=	30% x biweekly pay	(08/11/17)	
20 Paychecks	=	20 biweekly pays	(08/25/17) -	(05/18/18)
Last Paycheck	=	Annual - (1st Pay + 20 b	oiweekly pays)	(06/01/18)
-				

FOOD SERVICE ASSISTANTS - PAY TYPE 61

Annualized Salary Bi weekly Pay	=	Hours/day x 192 days x Annual Salary ÷ 20.9	hourly rate Paychecks	
1st Paycheck 19 Paychecks Last Paycheck	= =	90% x biweekly pay 19 biweekly pays Annual - (1st Pay + 19 b	(08/25/17) (09/08/17) - piweekly pays)	(05/18/18) (06/01/18)

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Figure 10

PAY DATE CALCULATIONS

10-MONTH TEACHERS - PAY TYPE 23

Daily Rate Bi weekly Pay	=	Annual Salary ÷ 198 Contract Days Annual Salary ÷ 21.6 Paychecks
1st Paycheck 20 Paychecks Last Paycheck	= = =	70%x biweekly pay(08/17/18)20 biweekly pays(08/31/18)- (05/24/19)Annual - (1st Pay + 20 biweekly pays)(06/07/19)
