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

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 PCS Website → hover over the Employment tab → select the Personnel Records option from the drop down menu → click on the Employment Data Report page, or PCS Accessing Your EDR link, and follow the directions (Figure 1).

Figure 1

---

Personnel Records

The office of Personnel Records oversees personnel records and maintains records of all personnel matters. Personnel Records may also be contacted via:

Email: personnelrequests@pcs.org
Fax: 727-588-6260

Requests will also be accepted via U.S. Mail:
301 4th St. SW, Largo, FL 33770

Voice mail: 727-588-6316 (This line is for voicemail messages only - calls are not answered. Voicemail and records team specialist will return your call within 3 - 5 business days.)

Please review the following links for district and state policies regarding personnel files and

PCS Policy 1500 - Personnel File
Florida Statutes 119.01, 1012.31

Overview

Do you need your employment or income verified?

We are pleased to announce that Pinellas County Schools now uses The Work Number® to provide 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 employment step in many of today’s life events including obtaining credits, financing a home or automobile lease, applying for social services benefits. The Work Number allows requestors to receive individual employment and salary for verification purposes.

The Work Number has over 225 million employment records and is used by over 50,000 orgs for employment data. The Work Number simplifies the verification process by using an online 24/7 process, 7 days a week.

Additionally, Pinellas County Schools employees who work for organizations that contribute to The Work Number can access one (1) free Employment Data Report (EDR) PCS Accessing Your EDR.
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**

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Employer Code:</th>
<th>Employer Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinellas County Schools</td>
<td>18019</td>
<td>301 Fourth St SW, Largo, FL 33770</td>
</tr>
</tbody>
</table>

**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).
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).
How to Determine Employee’s First Assigned Day to Work for School Year

- In order to determine the employee’s first 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. 2018-2019 (Figure 6) → locate the applicable event, i.e. “August 9 ~ Food service workers (192 days) report for duty” (Figure 8).
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**

<table>
<thead>
<tr>
<th></th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annualized Salary</td>
<td>Hours/day x 192 days x hourly rate</td>
</tr>
<tr>
<td>Bi weekly Pay</td>
<td>Annual Salary ÷ 21.2 Paychecks</td>
</tr>
<tr>
<td>1st Paycheck</td>
<td>30% x biweekly pay (08/11/17)</td>
</tr>
<tr>
<td>20 Paychecks</td>
<td>20 biweekly pays (08/25/17) - (05/18/18)</td>
</tr>
<tr>
<td>Last Paycheck</td>
<td>Annual - (1st Pay + 20 biweekly pays) (06/01/18)</td>
</tr>
</tbody>
</table>

**FOOD SERVICE ASSISTANTS - PAY TYPE 61**

<table>
<thead>
<tr>
<th></th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annualized Salary</td>
<td>Hours/day x 192 days x hourly rate</td>
</tr>
<tr>
<td>Bi weekly Pay</td>
<td>Annual Salary ÷ 20.9 Paychecks</td>
</tr>
<tr>
<td>1st Paycheck</td>
<td>90% x biweekly pay (08/25/17)</td>
</tr>
<tr>
<td>19 Paychecks</td>
<td>19 biweekly pays (09/08/17) - (05/18/18)</td>
</tr>
<tr>
<td>Last Paycheck</td>
<td>Annual - (1st Pay + 19 biweekly pays) (06/01/18)</td>
</tr>
</tbody>
</table>

How to Determine Date and Projected Amount of Employee’s First Paycheck for School Year

- In order to determine the date and projected amount of the employee’s first 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. 2018-2019 (Figure 6) → scroll down to the “Pay Date Calculations” section of the document and locate the applicable “Pay Type”, i.e. “10-Month Teachers – PAY TYPE 23 ~ 1st Paycheck = (08/17/18)” (Figure 10).
Figure 10

**PAY DATE CALCULATIONS**

**10-MONTH TEACHERS - PAY TYPE 23**

Daily Rate = Annual Salary ÷ 198 Contract Days
Bi weekly Pay = Annual Salary ÷ 21.6 Paychecks

1st Paycheck = 70% x biweekly pay (08/17/18)
20 Paychecks = 20 biweekly pays (08/31/18) - (05/24/19)
Last Paycheck = Annual - (1st Pay + 20 biweekly pays) (06/07/19)