

HRIM TEAM



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The HRIM Team will provide PeopleSoft guidance for:

- ◆ Updating Employee Biographical Data
- ◆ Entering & Updating Employee Job Information
- ◆ DOE Staff Survey Reporting
- ◆ Running Employee data queries

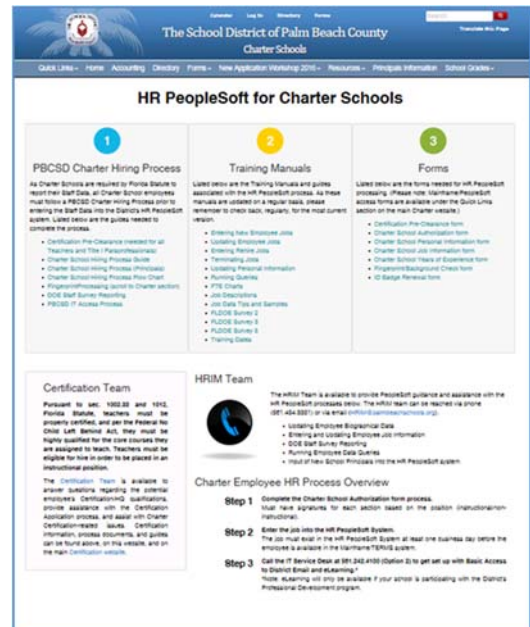
Additional information can be found on the *HR PeopleSoft for Charter Schools* website.

From the Charter website

QUICK LINKS



- Certification
- **Charter HR Processing**
- Mainframe/PeopleSoft Access
- Mainframe Printing
- School Food Service
- School Police
- Transportation



RESOURCES

There are many resources available on the [HR PeopleSoft for Charter Schools website](#)

Human Resources (HRIM) assistance information is listed below.

PBCSD Charter Processes

- Charter School New Employee Hiring Process
- PeopleSoft HR Processing Guides
- FLDOE Survey Guides
- eLearning information (Professional Development)

Training Manuals

- PeopleSoft Training Manuals - Job Processes
- PeopleSoft Training Manuals - Personal Information changes
- DOE Survey Manuals
- FTE Charts

Forms

- Charter School Pre-Clearance for Instructional/Para Applications
- Charter School Authorization for Employment, etc.
- Charter Employee Personal Information
- Charter School New Employee Job Information
- Years of Experience

Quick Links box

- Charter Portal
- PeopleSoft (ERP) Access Request
- SIS Access Request

TRAINING

The HRIM Team provides online training opportunities in the following areas:

PeopleSoft HR Processes

- PBCSD Onboarding Process
- Entering Jobs
- Updating Jobs
- Terminating Jobs
- Entering Rehires
- Running Queries

FLDOE Staff Survey Training

- Survey 2
- Survey 3
- Survey 5

DOE Survey Staff Reporting in PeopleSoft

Per Florida Statute 1008.385 and Rule 6A 1.0014, the Florida Department of Education requires Districts to report Staff data 4 times per year. There are (11) different reporting formats requested and the data is reported for all Palm Beach County Schools including Charter Schools. This data is obtained from PeopleSoft, In-service and Student systems.

The Florida Department of Education assigns a survey week to pull the data and a due date for transmission. After the data is transmitted to the state, they run validation reports that District Charters receive which allows the District Charters to update or correct the data. The staff data is validated against Student data in the survey period to ensure proper calculation of FTE funding.

Beginning with the 2007-08 fiscal year, charter schools were required to report data for **all** Staff Reporting Elements per survey period as do all other public schools in Florida's school districts.

It is important for school district personnel and charter school contact persons to continue to collaborate and ensure that all required data is obtained in a timely manner. The transmittal of information via the School District to the DOE for each reporting period is critical.