

Using SMT Features


This section shows how to use SMT page and grid features, select an employee or position record from the Staffing Summary and Limited Term Staffing Summary pages, add rows for new actions, delete a row to correct a mistake, and explains the difference between the OK, Cancel, and Apply buttons.

Page and Grid Features:


SMT Help: Click on this button to go to the SMT Help Page on PPS Inside.

Employee Lookup: Use this button to find any employee on any SMT by Employee ID, Name, or Position Number, to see information about all the places an employee works.


Run SMT Roster: Runs the SMT Roster Report for the SMT combination you are currently in.

Hide Grid Arrow: Click on the  button to hide any of the grids/sections. For example, you can use this to hide the Filled Positions section.

Find: You can use this link to search for any item in a particular grid. It will return the row(s) to the top of the grid.

Open in Excel: You can click on the  table button to download the data to Excel.

Sorting by Column Name: You can click on any of the underlined columns to sort the data by that column (for example, you can sort by Assignment, Total FTE, etc.).

Notepad: You can click on the  button to add notes about an employee or position.

Staffing Summary		Limited Term Staffing Summary		Funding Summary		Allocations & Balances	
Department	6987	Imagination		Fiscal Year	2014		
Location	110	Imagination K-8		General Fund Balance	0.500		
				Title I Balance	0.090		
Status	Open			Title IC Balance	0.000		

Filled Positions		Personalize	Find	View All	Print	First	1-15 of 30	Last	
View / Change	Name	Assignment Title	Total FTE	Empl Status	Effective Date	Notes	Position #	EmplID	Rec #
1 ▲	Angelou,Maya	Teacher-K8 Gr 5	1.000	Active	06/30/2014		00001269	003249	0
2 ▲	Baez,Joan	Teacher-K8 Gr 4	1.000	Active	07/01/2013		00006999	021138	0
3 ▲	Banderas,Antonio	Teacher-K8 Gr 4 Spanish Imm	1.000	Active	07/01/2013		00000382	016830	0
4 ▲	Charles,Ray	Teacher-K8 Gr 1 Spanish Imm	1.000	Active	07/01/2013		00006998	017595	0
5 ▲	Christie,Agatha	Teacher-K8 Gr 2	1.000	Active	06/30/2014		00007000	005439	0
6 ▲	Curie,Marie	Principal-K8			07/01/2013		00003668	011362	0
7 ▲	Dali,Salvador	Teacher-K8 Gr 3 Spanish Imm	1.000	Active	07/01/2013		00010948	021101	0
8 ▲	Earheart,Amelia	Assistant Principal-K8			07/01/2013		00011010	015845	0
9 ▲	Einstein,Alfred	Teacher-K8 Gr 3-8 Science/Tech	1.000	Active	06/30/2014		00014011	017548	0
10 ▲	Fernandez,Rudy	Teacher-K8 Gr 2 Spanish Imm	1.000	Active	07/01/2013		00001169	003610	0

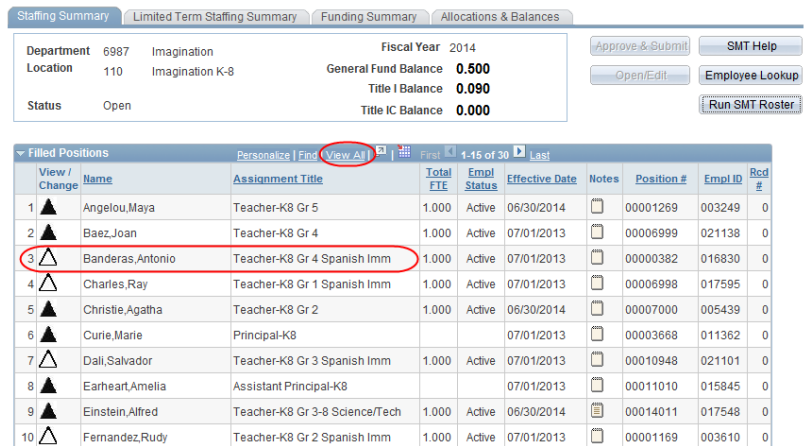
View All: From the Staffing Summary Page, **Click the View All** option to see all of the employees and positions. You can also view by the First or Last 15 rows of a Department/Location.

View/Change details for Employees or Positions:

You cannot make any edits to employees or positions from the Staffing Summary pages. You must select a specific employee or vacant position to have the ability to make changes.

Click on the  for the row you want to change.

Scroll down if the employee or position you want to change is not shown.



Staffing Summary | Limited Term Staffing Summary | Funding Summary | Allocations & Balances


Department 6987 Imagination Fiscal Year 2014
 Location 110 Imagination K-8 General Fund Balance 0.500
 Status Open Title I Balance 0.090 Title IC Balance 0.000

Buttons: Approve & Submit, SMT Help, Open/Edit, Employee Lookup, Run SMT Roster


View / Change	Name	Assignment Title	Total FTE	Empl Status	Effective Date	Notes	Position #	Empl ID	Rcd #
1 ▲	Angelou, Maya	Teacher-K8 Gr 5	1.000	Active	06/30/2014		00001269	003249	0
2 ▲	Baez, Joan	Teacher-K8 Gr 4	1.000	Active	07/01/2013		00006999	021138	0
3 ▲	Banderas, Antonio	Teacher-K8 Gr 4 Spanish Imm	1.000	Active	07/01/2013		00000382	016830	0
4 ▲	Charles, Ray	Teacher-K8 Gr 1 Spanish Imm	1.000	Active	07/01/2013		00006998	017595	0
5 ▲	Christie, Agatha	Teacher-K8 Gr 2	1.000	Active	06/30/2014		00007000	005439	0
6 ▲	Curie, Marie	Principal-K8			07/01/2013		00003668	011362	0
7 ▲	Dali, Salvador	Teacher-K8 Gr 3 Spanish Imm	1.000	Active	07/01/2013		00010948	021101	0
8 ▲	Earheart, Amelia	Assistant Principal-K8			07/01/2013		00011010	015845	0
9 ▲	Einstein, Alfred	Teacher-K8 Gr 3-8 Science/Tech	1.000	Active	06/30/2014		00014011	017548	0
10 ▲	Fernandez, Rudy	Teacher-K8 Gr 2 Spanish Imm	1.000	Active	07/01/2013		00001169	003610	0

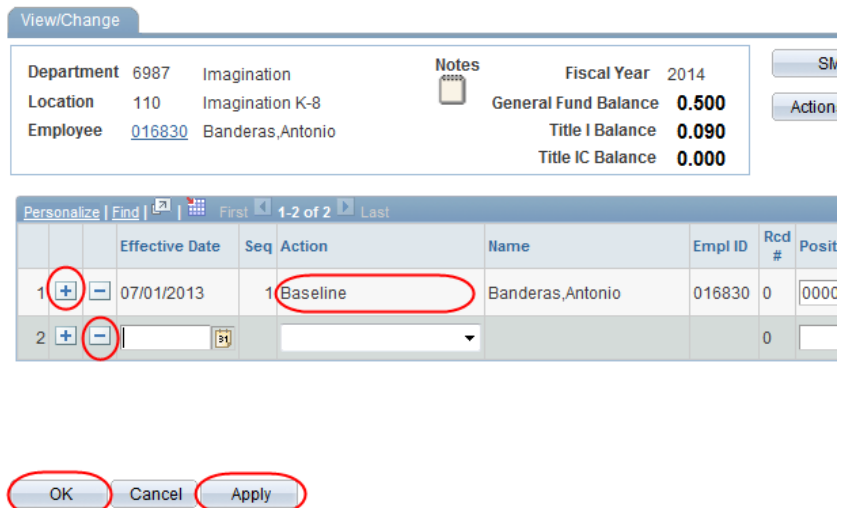
On the Baseline row, verify that you have selected the intended employee.

NOTE: You cannot delete or edit the Baseline row.

Click the  to add a new row to the employee's SMT record.

Never insert a row in between other rows, even if the effective date is out of order. If multiple rows exist for an employee or vacancy, be sure to add rows only at the end of existing rows.

NOTE: To correct a mistake by deleting a row, click the . After deleting the row, **you MUST click OK or Apply** before adding or changing any other rows.



View/Change

Department 6987 Imagination Fiscal Year 2014
 Location 110 Imagination K-8 General Fund Balance 0.500
 Employee 016830 Banderas, Antonio Title I Balance 0.090 Title IC Balance 0.000

Buttons: SMT, Action

	Effective Date	Seq	Action	Name	Empl ID	Rcd #	Posit
1	07/01/2013	1	Baseline	Banderas, Antonio	016830	0	0000
2						0	

Buttons: OK, Cancel, Apply

Specific Employee Lookup: You can look up detailed information about an employee by clicking on the Employee ID hyperlink.

Actions Glossary: You can view a list of actions and their definitions by clicking on this button.

OK / Cancel / Apply buttons:

Click **OK** to save your changes to the record and return to the Staffing Summary pages.

Click **Cancel** to exit the record without saving your changes and return to the Staffing Summary pages.

Click **Apply** to save your changes without leaving the page.

View/Change

Department	6987	Imagination	Notes	Fiscal Year	2014	SMT Help
Location	110	Imagination K-8		General Fund Balance	0.500	Actions Glossary
Employee	016830	Banderas, Antonio		Title I Balance	0.090	
				Title IC Balance	0.000	

Personalize | Find | First | 1-2 of 2 | Last

		Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assign
1	+	07/01/2013	1	Baseline	Banderas, Antonio	016830	0	00000382	Teache Spanis
2	+						0		

OK Cancel Apply

This section is complete!

You have now learned about SMT page and grid features, selected an employee or position record, added a row for a new action, and learned how to delete rows.

You have also learned about the OK, Cancel and Apply buttons.