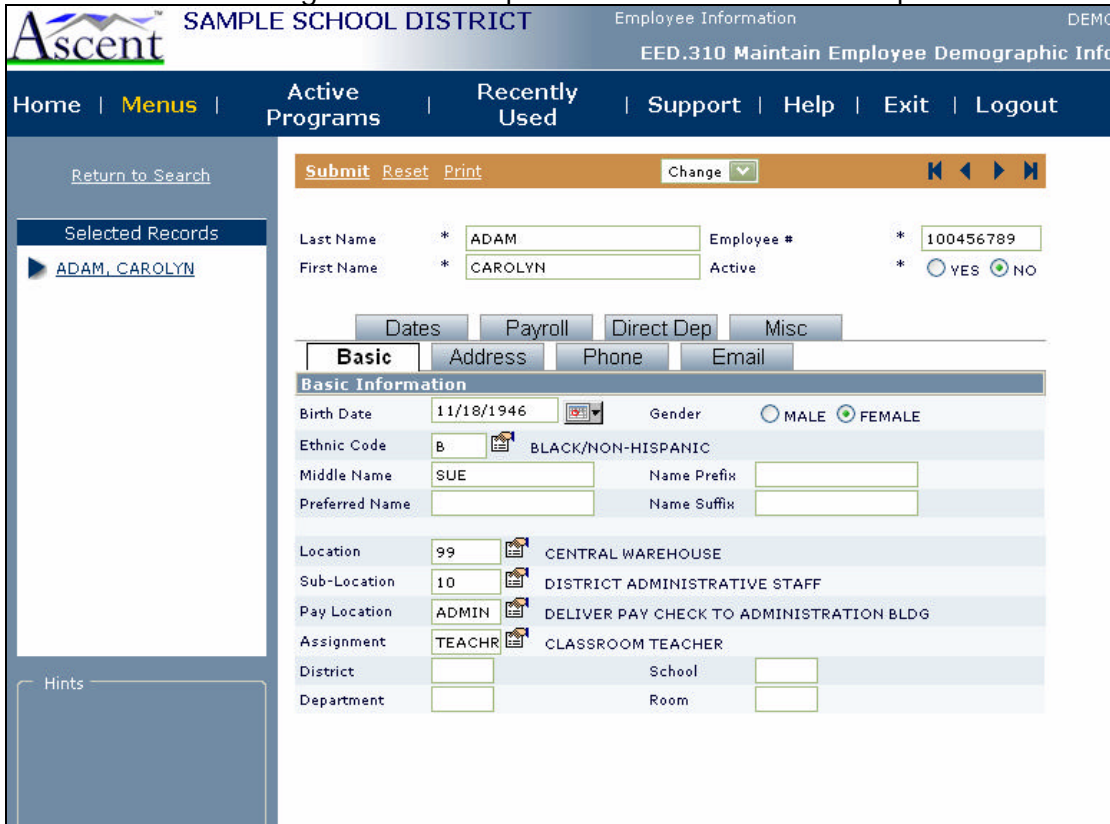


Schools Sharing Technology

Maintain Employee Demographic Information

Employee Demographic Information program provides an organized and enhanced gateway to maintaining an Employee's information through the use of eight tabs—Basic, Address, Phone, Email, Dates, Payroll, Direct Deposit, and Miscellaneous. A tabbed approach simplifies the adding, maintaining, and viewing of an Employee's information. An unlimited number of Addresses, Phone Numbers, and Emails/Browser features are utilized in the Email Tab by providing the capability to send an email to an Employee by simply clicking on the Email Address. Additional free-form storage has been made available on the Misc. Tab by expanding the Miscellaneous Information fields from three to nine. New options for terminating an Employee have been added. These options prevent overpayment errors and offer a time-saving benefit by providing optional processes that change multiple file status codes to 'Inactive' with a single click. Setup codes and definitions are provided.



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