



EMS - EMPLOYEE BASIC INFORMATION

OFFICE PHONE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LOCATION:	<input type="text"/>	_____									
SUB LOCATION:	<input type="text"/>	_____									
PAY LOCATION:	<input type="text"/>	_____									
ASSIGNMENT:	<input type="text"/>	_____									
CURRENT HIRE DATE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SENIORITY DATE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CATEGORY CODE	<input type="text"/>	TAXING JURISDICTION	<input type="text"/>	MARITAL STUTAS	<input type="text"/>	NUMBER OF EXEMPTION	<input type="text"/>				
<small>10 = 10-mth employee 12 = 12-mth employee</small>											

EMS - EMPLOYEE ASSIGNMENT/CONTRACT

EXTRA  
  RETRO  
  OT  
  BUDGET & FORECAST

JOB CODE	TABLE	GRADE	STEP	CONTRACT	ENCUMBERED?	FTE PERCENT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT CODE					DISTRIBUTION PERCENT	
<input type="text"/>					<input type="text"/>	

HMS - POSITION INVENTORY

POSITION CODE	DEPT CODE	ASSIGNMENT CODE	JOB TITLE CODE	MISC. CODE	GRADE MIN	GRADE MAX
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CERTIFICATION INFORMATION

CERTIFICATE NAME: \_\_\_\_\_ CERTIFICATE TYPE: \_\_\_\_\_  
 ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ TRACKING NO.: \_\_\_\_\_ CERTIFICATE NO.: \_\_\_\_\_  
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 CERTIFICATE NAME: \_\_\_\_\_ CERTIFICATE TYPE: \_\_\_\_\_  
 ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ TRACKING NO.: \_\_\_\_\_ CERTIFICATE NO.: \_\_\_\_\_  
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 CERTIFICATE NAME: \_\_\_\_\_ CERTIFICATE TYPE: \_\_\_\_\_  
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