

Personnel

Setup

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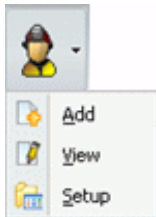
Introduction



Personnel Module Icon

This manual describes in detail how to setup the Personnel Management System. In order to access this function, you need security access function **Setup Personnel** (refer to the **Security Setup** Manual).

Access the **Setup** functions by selecting the drop down arrow found on the **Personnel** icon.

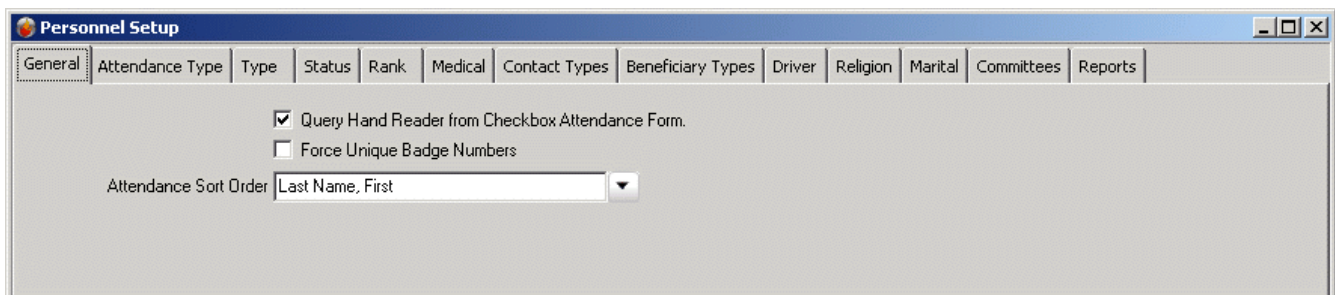


There are several setup tables found in this section along with several examples. How you use these tables depends on how your department is made up. There is no one right way to do this.

Tab: General

Select the **General** Tab to set the following

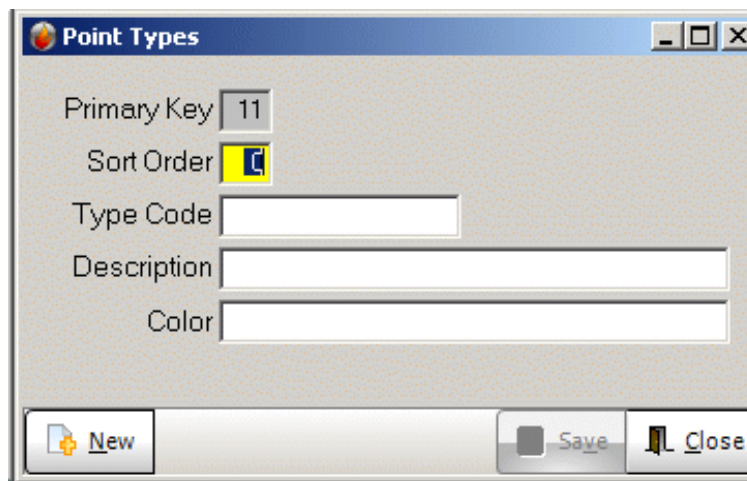
Field Description	How it is Used	Special Notes	Example Entries
Attendance Sort Order	Select the Sort Order to be utilized by attendance and personnel ID look-ups.	Use the Pick List.	Last Name, First



Tab: Attendance Type

Click **New** and select the **Attendance Type** to add new attendance types. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Sort Order	Determines the order. Number 1 is first.	None.	1
Type Code	Enter the code that abbreviates the attendance type	None.	S, E, or Y
Description	Enter the description of the attendance type.	None.	Service, Excused, Yes.
Color	Enter the color to be displayed on the attendance check box form.	Use clred, clmaroon, clgreen, or clnavy.	clNavy

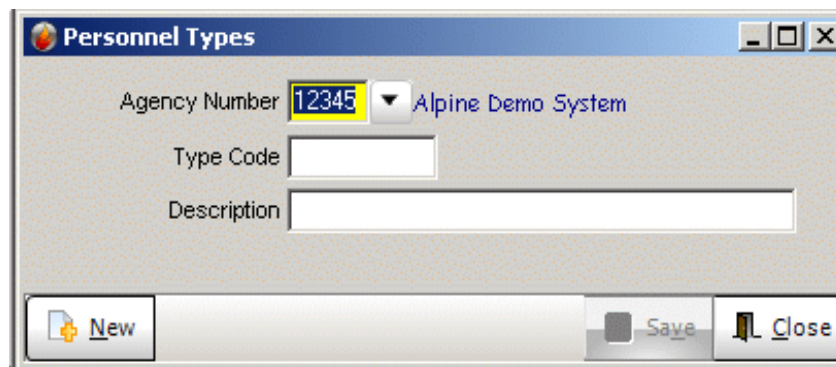


The attendance type is used in the attendance system. This table gives you the ability to track members that were excused from events or attended an event while working for the district. Every attendance record includes an attendance type. If this table is blank, then you are recording different attendance types and this is not applicable.

Tab: Type

Select the **Type** tab to add new personnel types. The type field is used to describe the type of personnel. Click **New** to add a new personnel type. Examples are Volunteer, Career, Probie, etc. One type can be assign to each staff. The following fields are entered:

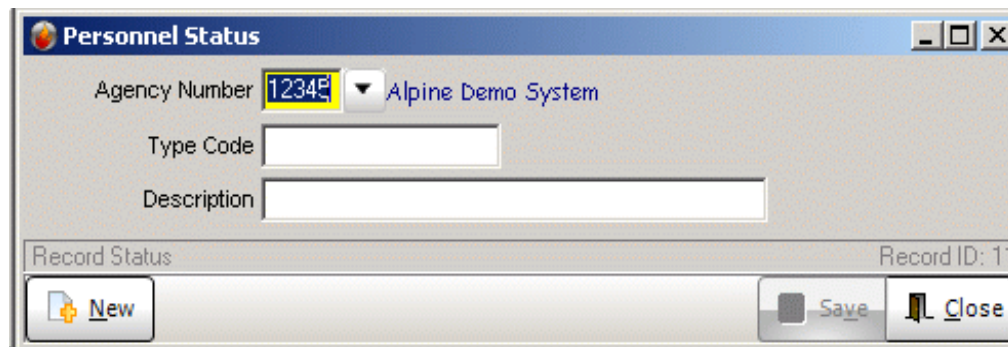
Field Description	How it is Used	Special Notes	Example Entries
Agency # (FDID)	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter the code that abbreviates the type	None.	FF, LA
Description	Enter the description of the type.	None.	Firefighter, Ladies Auxillary



Tab: Status

Select the **Status** tab to add new personnel status types. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Agency # (FDID)	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter the code that abbreviates the status	None.	ACT, INA, DEC, LOA
Description	Enter the description of the status type.	None.	Active, Inactive, Deceased, Leave of Absence



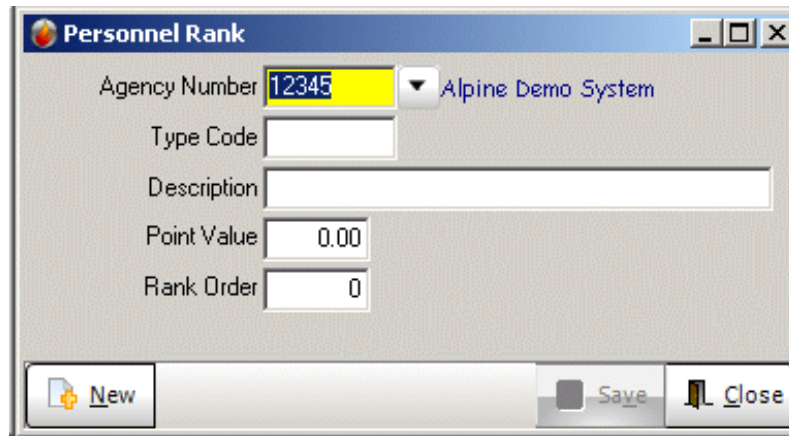
Included with the status, is a status history. If a member goes on a leave of absence, you would enter LOA in the status field. The beginning and end dates of any status changes can be added to an individuals personnel history. This is detailed in the Personnel Usage manual. Additional Status examples are RES-Resigned, SUS-Suspended, RET-Retired etc.

If a member leaves the department, you might put in the status of RES-Resigned. One status can be assigned to a member.

Tab: Rank

Select the **Rank** tab to add new personnel ranks. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Agency # (FDID)	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter the code that abbreviates the rank.	None.	CHF, FF
Description	Enter the description of the rank.	None.	Chief, Firefighter
Default Point Value	Enter the point value in the space provided.	The rank table is also used in the Service Awards modules	Chief, Firefighter

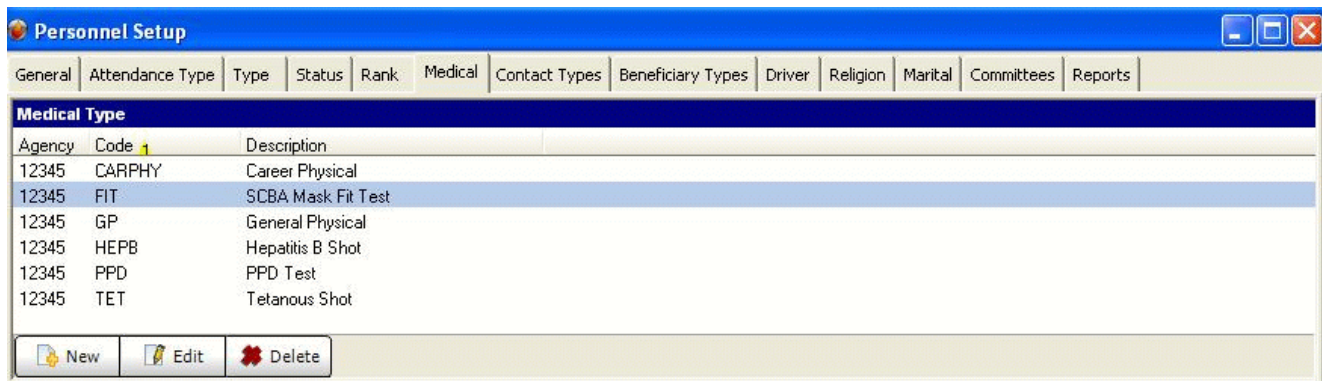


There is also a corresponding Rank history for each individual. This is detailed in the Personnel Usage manual. Additional examples could also include INTF-Interior Firefighter, EXTF-Exterior Firefighter, DISP-Dispatcher, CIV-Civilian, etc.

Tab: Medical: Medical Actions

Select the **Medical Actions** tab to add new Medical Actions. Medical actions are used for tracking physicals, mask fit tests and other medical procedures. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Fdid	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Code	Enter the code in the space provided.	None.	GP, FIT
Description	Enter the description of the medical action.	None.	General Physical Fit Test - Mask

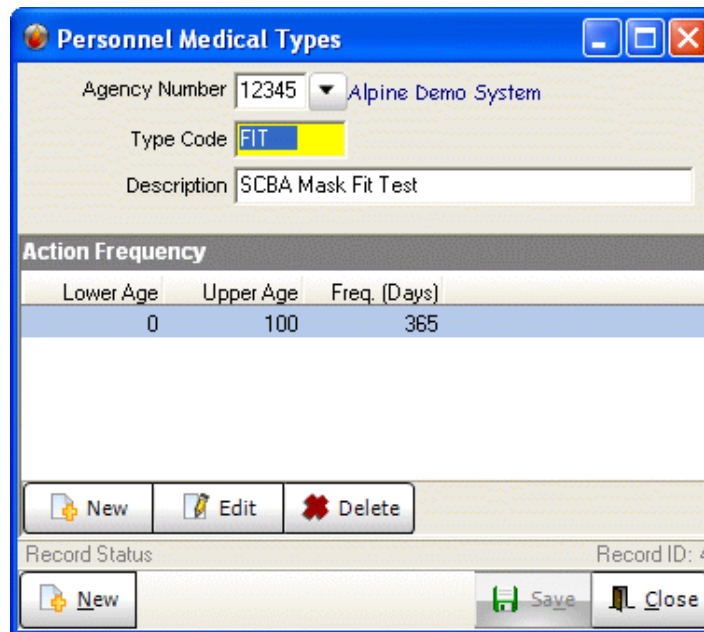


Medical Frequency

The medical frequency is used by the **Personnel Medical Status** report. These settings only need to be entered one time. It allows you to set different frequency lengths based on the age of the individual.

Field Description	How it is Used	Special Notes	Example Entries
Lower Age Range	Enter the lower age in years.	None.	0
Upper Age Range	Enter the upper age in years.	None.	30
Frequency	Enter the number of days between the same medical action.	None.	365

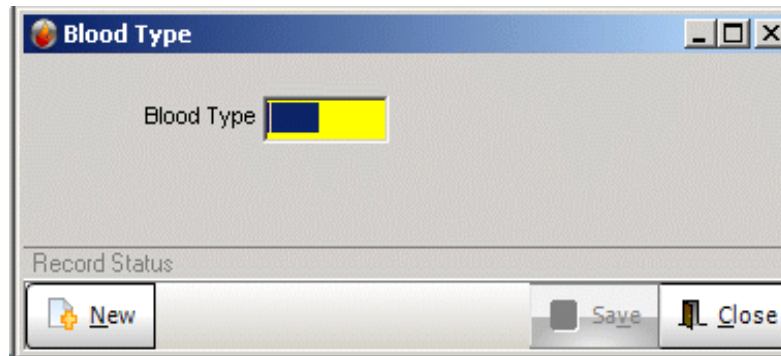
If the frequency requirement is the same for all age groups, enter 0 in the Lower Age Range and 100 in the Upper Age Range.



Tab: Medical: Blood Type

This section lists the blood types.

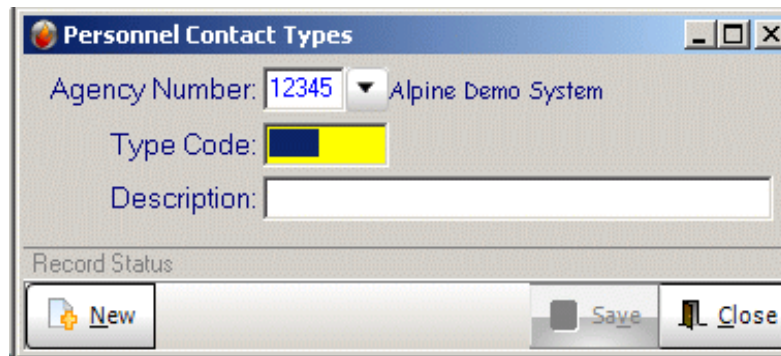
Field Description	How it is Used	Special Notes	Example Entries
Blood Type	Type in the blood type	None.	A, A-, A+



Tab: Contact Types

Select the **Contact Types** Tab to enter different types of contacts. The Following Fields are entered:

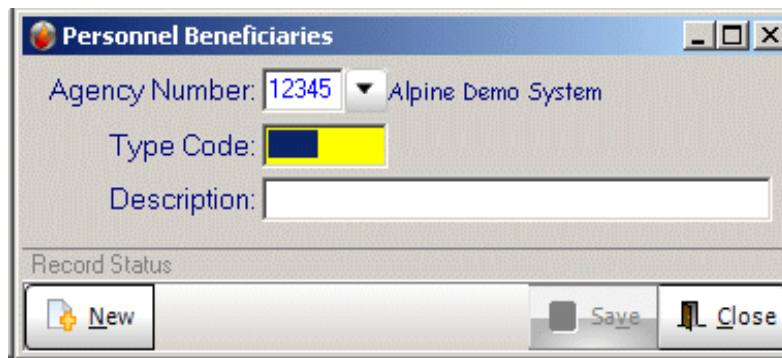
Field Description	How it is Used	Special Notes	Example Entries
Fdid	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter type of contact	None.	Spouse, Doc
Description	Enter description of contact.	None.	Spouse, Doctor



Tab: Beneficiary Types

Select the **Beneficiary Types** Tab to enter different types of beneficiaries. The following fields are entered:

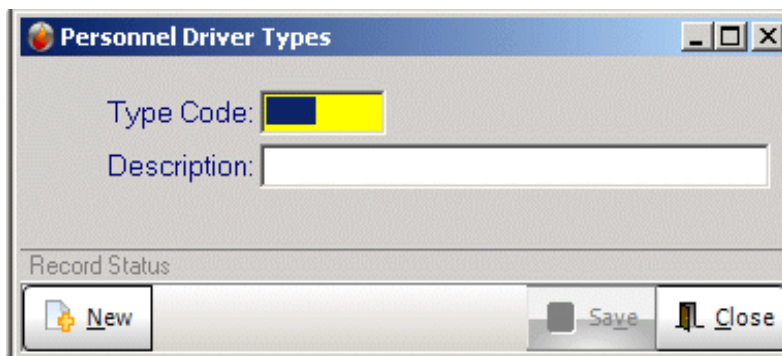
Field Description	How it is Used	Special Notes	Example Entries
Fdid	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter type of Beneficiary	None.	B, D, S
Description	Enter description of Beneficiary	None.	Brother, Daughter, Son



Tab: Driver: Driver Type

Select the **Driver** Tab to enter different driver types. The following fields are entered:

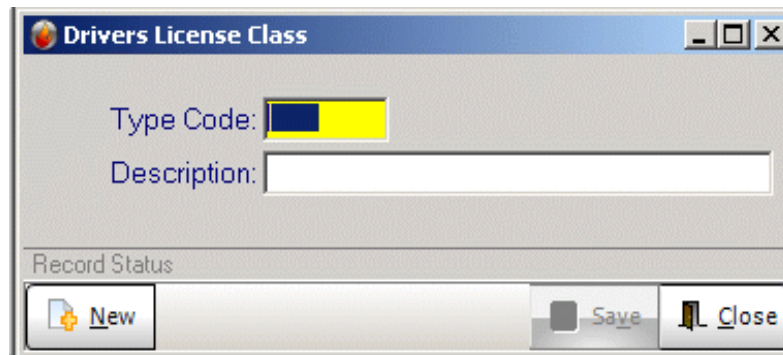
Field Description	How it is Used	Special Notes	Example Entries
Type Code	Enter driver type	None.	N, Q, T
Description	Enter driver type description	None.	Qualified to Drive



Tab: Driver: License Class

Select the **License Class** Tab to enter different driver types. The following fields are entered:

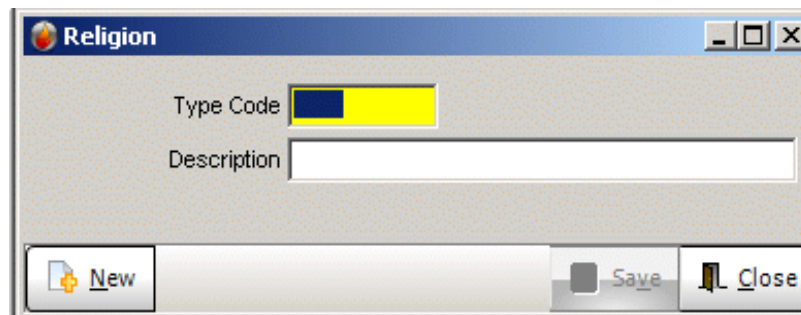
Field Description	How it is Used	Special Notes	Example Entries
Type Code	Enter License Class	None.	C, D
Description	Enter License type description	None.	Class C Class D



Tab: Religion

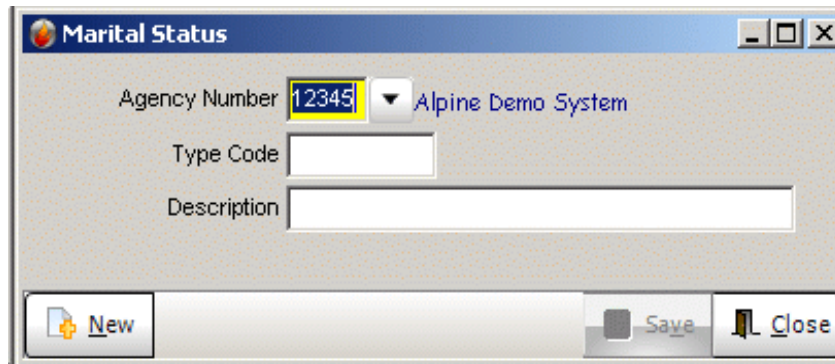
Select the Religion tab to enter religion types.

Field Description	How it is Used	Special Notes	Example Entries
Type Code	Enter Religion Code	None.	CATH, METH
Description	Enter religion description	None.	Catholic, Methodist



Tab: Marital

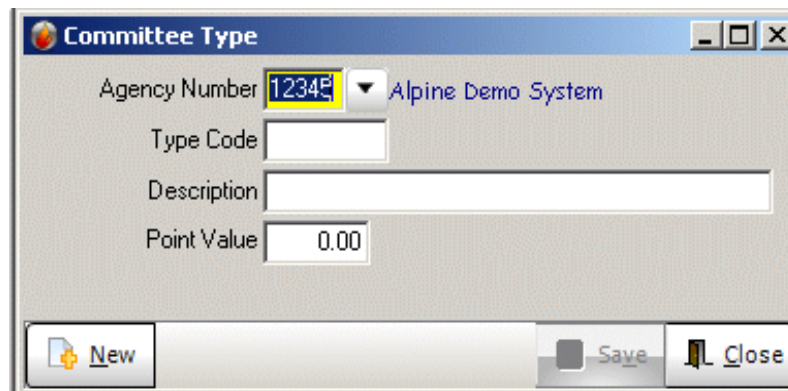
Field Description	How it is Used	Special Notes	Example Entries
Fdid	Agency. Leave blank to be included with all jurisdictions.	None.	12345
Type Code	Enter type of Marital Status	None.	D,M,S,W
Description	Enter description of Marital Status	None.	Divorced, Married, Single, Widowed



Tab: Committees: Committee Type

Select the **Committee** Tab to enter different committees. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Type Code	Enter committee code	None.	TC
Description	Enter description	None.	Truck Committee
Point Value	Used in the Service Awards or Losap programs.	None.	1.0



Tab: Committees: Committee Position

Select the **Committee** Tab to enter different positions. The following fields are entered:

Field Description	How it is Used	Special Notes	Example Entries
Type Code	Enter the code.	None.	CH
Description	Enter the description.	None.	Chairman

