

Self-Serve Personnel Profile for Web Applications

Overview

CMT's Web Self-Serve Personnel Profile allows personnel to view, verify, and update their basic demographic, certificate endorsements, and professional development information on-line through a user ID and password-protected website. Real-time employee information from CIMS is accessed in the point-and-click environment. This custom program is beneficial for districts that are moving towards a paperless environment.

Advantages of CMT's Web Self-Serve Personnel Profile:

- Reduces address and demographic processing time and increases accuracy in payroll
- Integrates seamlessly with CIMS database files and reports
- Pre-defined data fields default information from panel to panel
- Electronic transmission of employee demographic record changes
- For internal controls, an email notice is sent to specified human resource and/or payroll personnel to monitor changes made
- A history file is generated to log modifications to files and provide a tracking system of before-and-after register by user ID, date, and time

The Basics

Employees log in to **Self-Serve Personnel Profile** on the **CMT Web Applications** menu through a web-browser with an assigned User ID and Password.

After login, employees select a panel to view or edit and are presented with a view of their personal information.

Individual employee information is defaulted from CIMS **EIS.301 – Basic Employee Information**, **EIS.309 - Employee Certificate Information**, and **EIS.480-Employee Tag Assignment (HOURS)**. The individual district controls panels available, field access, and modification authority.


Possible panel selections include:

- 1) Basic Employee Information,
- 2) Employee Certificate Information,
- 3) Employee Professional Development Information.

Self-Serve Personnel Profile for Web Applications (cont'd)

Command buttons provide navigation between screens. The profile pages include point-and-click, web-based environment functionality of: command buttons, pop-up windows, icon informational buttons, drop-down selection boxes, and scroll bars. Due to the sensitive nature of the information being viewed, a time-out feature is integrated into the software.

Custom Self Serve Personnel Profile Screens:




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**SELF-SERVE
PERSONNEL
PROFILE**

Employee
Prof_Dev
Cert_Info

Back Fwd
LogOff Print




Employee Information

MAX A MILLION
111 Dollar Lane
Apt 111
Someplace, MI 48111
Home: (123) 555-2222
Work: (123) 555-1111 ext. 555

First Name	MAX	Middle Name	A
Last Name	MILLION	Suffix	JR
Address	111 Dollar Lane	Address 2	Apt 111
City / State / Zip	Someplace	MI	48111
Home Phone	(123)555 - 2222	Work Phone	(123)555 - 1111 Ext. 12345
Home Security	Y	Work Security	N
Cell Phone	(123)555 - 3333	Other Phone	(123)555 - 4444 Type Pager12
Cell Security	Y	Other Security	N
Email Address	mmillion@cims.k12.mi.us		

Save Reset

Back Fwd
LogOff Print



ID 725090154 **Marital Stat** S

Federal Exempt 1 **State Exempt** 0


Location ADMIN ADMINISTRATION BUILDING **PR Location** MAIL MAIL TO HOME ADDRESS

DD Bank ID xxxxxxxxxxxxxx SUPER CREDIT AND THRIFT

DD Account xxxxxxxxxxxxxx

Save Reset


Back Fwd
LogOff Print



Emergency Contact Information

Priority # 1 **Contact # 1**

First Name	DEREK	Middle Name	WILLIAM
Last Name	BUDRY	Relationship	na
Phone # 1	(989)450 - 3596	Phone # 2	(0)0 - Ext.




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**SELF-SERVE
PERSONNEL
PROFILE**

Employee
Prof_Dev
Cert_Info

Back Fwd
LogOff Print



Professional Development Hours

Employer Information CIMS III DEMONSTRATION SCHOOL 1234 SOUTH MAIN STREET P.O. BOX 123 SAGINAW, MI 48602	Employee Information MAX A MILLION 111 Dollar Lane Apt 111 Someplace, MI 48111
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Description	Comments	Hours	Date
Additions:			
ACE - ADMINISTRATOR CONTINUING EDUCATION			Add
Updates:			
WORK - WORKSHOPS OR CONFERENCES		004	04/20/07 Update
ACE - ADMINISTRATOR CONTINUING EDUCATION		005	02/15/07 Update
ACE - ADMINISTRATOR CONTINUING EDUCATION		001	02/12/07 Update
MENTOR - MENTORING		002	01/07/07 Update
HIED - HIGHER EDUCATION - CONTENT SPECIFIC		005	01/01/07 Update
Sub Totals			History
ACE:		6	
HIED:		5	
MENTOR:		2	
WORK:		4	
Grand Total:		17	

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Custom Self Serve Personnel Profile Screens: (cont'd)



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**SELF-SERVE
PERSONNEL
PROFILE**

Employee
Prof_Dev
Cert_Info

Back Fwd
LogOff Print




Certificate Information

Employer Information
CIMS III DEMONSTRATION SCHOOL
1234 SOUTH MAIN STREET
P.O. BOX 123
SAGINAW, MI 48602

Employee Information
MAX A MILLION
111 Dollar Lane
Apt 111
Someplace, MI 48111

Select Certificate: REP-REP

Select	Endorsement	Description	School	Job	FTE	REP
<input type="checkbox"/>	BA	ENGLISH	0	TEACH	1.00	Y




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**SELF-SERVE
PERSONNEL
PROFILE**

Employee
Prof_Dev
Cert_Info

Back Fwd
LogOff Print



Certificate Information

Employer Information
CIMS III DEMONSTRATION SCHOOL
1234 SOUTH MAIN STREET
P.O. BOX 123
SAGINAW, MI 48602

Employee Information
MAX A MILLION
111 Dollar Lane
Apt 111
Someplace, MI 48111

Rank Code: 06 SECONDARY PROVISIONAL Initial Institution Sponsor: 002314 Rep License #:

Issue Date: 05/06/30 Expiration Date: 09/06/30

Endorsement: BA School: 0 Job: TEACH FTE: 1.00 REP: Y

HQ Criteria: HOUSSE Endorsed: Class #: 3

Highly Qualified: 1 Academic Major: 1 Academic Minor: 2 Administrator Continuing Education: 0

----- GRADES -----										-- EDUCATIONAL SETTINGS --											
R	K	1	2	3	4	5	6	7	8	9	0	1	2	A	S	A	E	C	S	E	A
K	G													E	E	D	C	E	A	I	S
		1	2	3	4	5	6	7	8	9	0	1	2								
				1	1	1	1														

Pricing

For additional information or to obtain an official quote for this program, please contact a CMT Finance Application Consultant at cmtfin@cmtonline.com or call (989) 791-4860.

Note: The project cost does not include on-site installation or training. If these services are desired, please contact CMT.