

Vendor Business Rules for Selecting Staff Records for CEDARS Staff File Created 1/20/2010

Sartox - SunPac Version 6.08.04 (or later)

- Active Staff
 - Selects all employees that are active in the payroll system on the last day of the month and getting paid (except for substitutes). These employees are included in the CEDARS Staff File as 'active'.
- Inactive Staff
 - Looks at all inactive employees in the payroll system.
 - If the inactive employee has a termination date, the employee is included in the CEDARS Staff File if the termination date falls within 12 months of the current pay period. The employee is included in the CEDARS Staff File as 'inactive'.
 - If the inactive employee does not have a termination date, the employee is included in the file if there are earnings within 12 months of the current pay period. The employee is included in the CEDARS Staff File as 'inactive'. (Note: This business rule applied in the 6.08.04 release)
- Substitutes – employees that are substitutes only are not included in the CEDARS Staff File (i.e., they do not perform any other assignments within the LEA)

EMS – ISIS (LEA/AS400: Version 5.63 (or later); Charter/PC: GL Version 5.03 (or later) and Payroll Version 5.00 (or later))

- Active Staff
 - Selects all employees that are active in the payroll system (checks Employee Profile), except for substitutes. These employees are included in the CEDARS Staff File as 'active'.
 - If the employee status is 'Retired', ISIS checks YTD earnings. If there has been a payment within 12 months of the current pay period, the employee is included in the CEDARS Staff File as 'active'.
- Inactive Staff
 - If the employee status is 'Inactive', ISIS checks YTD earnings. If there has been a payment within 12 months of the current pay period, the employee is included in the CEDARS Staff File as 'inactive'.
- Substitutes - employees that are substitutes only are not included in the CEDARS Staff File (i.e., they do not perform any other assignments within the LEA)

NHA /Charter Schools

- Active Staff – Selects all employees that are active in the payroll system, except for substitutes.
- Inactive Staff – Selects all inactive employees with a termination date within 12 months of the current pay period.
- Substitutes - employees that are substitutes only are not included in the CEDARS Staff File (i.e., they do not perform any other assignments within the LEA)

Wake LEA

- Active Staff – Selects any employee with an active assignment (but not a substitute) on the last day of the month whether they received earnings or not. These employees are included in the CEDARS Staff file as ‘active’.
- Inactive Staff – Selects inactive employees that resigned within 12 months from the date the CEDARS Staff file was generated. These employees are included in the CEDARS Staff file as ‘inactive’.
- Substitutes - employees that are substitutes only are not included in the CEDARS Staff File (i.e., they do not perform any other assignments within the LEA)

Charlotte-Mecklenburg LEA

- Active Staff – Selects all employees that are active in the payroll system, except for substitutes. These employees are included in the CEDARS Staff file as ‘active’.
- Inactive Staff – Selects all employees that are inactive with a termination date within 12 months of the current pay period.
 - IF an active employee terminates **and** transitions into a substitute position (where the substitute position is their only position with CMS), they will not be included in the CEDARS Staff file, even if the termination/ transition occurs the 12 month inactive period.
- Substitutes - employees that are substitutes only are not included in the CEDARS Staff File (i.e., they do not perform any other assignments within the LEA)