

WELCOME TO  
**CONNECT**



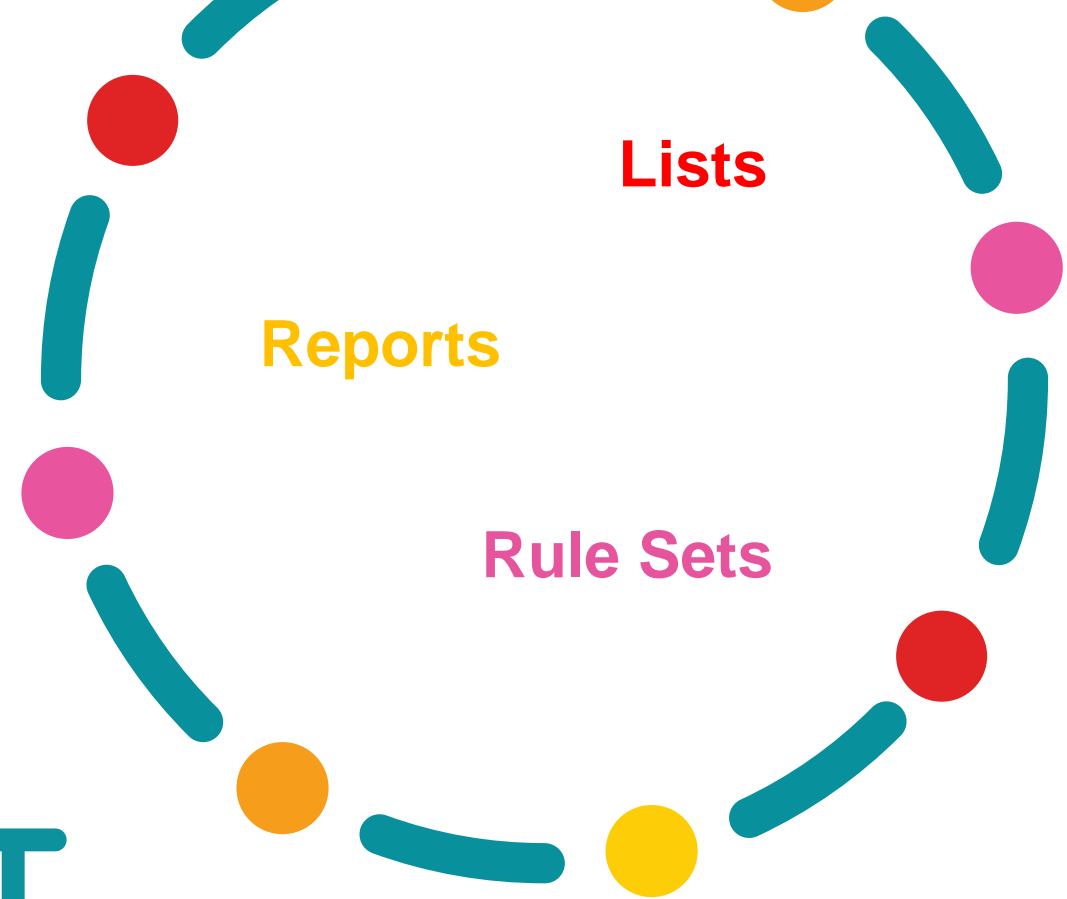
# Rule Sets and Other Employee Selection Criteria



# Sandy Distefano

Supervisory Team Lead  
– Payroll/HR Support

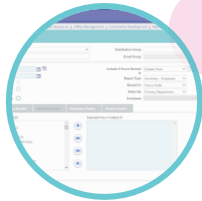
# Rule Sets and Other Employee Selection Criteria



# Agenda



- Data
- Lists
  - **Choosing Columns**
  - **Sorting on Multiple Columns**
  - **Advanced Filters**



- Reports
  - **Dates**
  - **Selecting Codes**
  - **Sorting**



- Rule Sets
  - **Accrual Plans**
  - **Longevity Plans**
  - **Benefit Plans**

# Lists/Grids

## Workforce Administration

The screenshot displays the 'Employee Search' interface in the New World ERP system. A search box at the top left contains the text 'smith' and is highlighted with a pink rectangle. Below the search box is a table with 15 matching records. The table columns are: Employee ID, Employee Name, SSN, Employment Status, Department, Title, Benefit Group, and Status. The records list various employees such as Vincenzo R. Goldsmith, Trisha Dansmithe, Pedro M. Goldsmith, Ann Smith, Brennan M. Smith, Junior D. Smith, Mollie A. Smith, Peyton M. Smith, Rodney A. Smith, Zoey Smith, Heriberto Smithe, Tate Smithers, Robert J. Smitherson, Antony Smithsonian, and Aidan K. Stallsmith.

Employee ID	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640	Coldsmith, Vincenzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397	Dansmithe, Trisha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547	Goldsmith, Pedro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583	Smith, Ann	481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennan M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smithe, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records

Create | **Hired Applicants** | Delete

# Lists/Grids

## Workforce Administration


The screenshot displays the 'Employee Search' interface in the New World ERP system. At the top, there is a search bar with the text 'Employee Name' and a 'Search' button. Below the search bar is a table with 15 matching records. The table columns are: Employee ID, Employee Name, SSN, Employment Status, Department, Title, Benefit Group, and Status. The records list various employees such as Vincenzo R. Coldsmith, Trisha Dansmithe, Pedro M. Goldsmith, Ann Smith, Brennon M. Smith, Junior D. Smith, Mollie A. Smith, Peyton M. Smith, Rodney A. Smith, Zoey Smith, Heriberto Smith, Tate Smithers, Robert J. Smitherson, Antony Smithsonian, and Aidan K. Stallsmith.

Employee ID	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640	Coldsmith, Vincenzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397	Dansmithe, Trisha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547	Goldsmith, Pedro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583	Smith, Ann	481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennon M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records

Create | Hired Applicants | Delete

# Lists/Grids

 **New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

### Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department
2865	Abarca, Leticia	553-00-5260	A - Active	170 - Street Departme
3413	Acey, Cindy E	259-00-7659	A - Active	170 - Street Departme
3789	Bernau, Kirsten	059-40-0404	A - Active	170 - Street Departme
3035	Cröse, Adonis	005-82-0031	A - Active	170 - Street Departme
3927	Daly, Abigayle	631-00-7837	A - Active	170 - Street Departme

*Note: A pink arrow points to the gear icon in the SSN column header, which is associated with a 'Feature chooser' dropdown menu.*



# Lists/Grids

New World ERP  68 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

## Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640				lerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397				Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547				Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583				Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennon M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records Prev 1 Next Show 50 records

**Create** **Hired Applicants** **Delete**

# Lists/Grids

**New World ERP** Search 68 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
2865	Abarca, Leticia	553-00-5260	A - Active		Working Crew Leader	11 - USW Local 6621	
3413	Acey, Cindy E	259-00-7659	A - Active		Working Crew Leader	11 - USW Local 6621	
3789	Bernaui, Kirsten	059-40-0404	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3035	Croze, Adonis	005-82-0031	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3927	Daly, Abigail	631-00-7837	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3397	Dansmithe, Trisha	012-50-0745	A - Active		Motor Equipment Operator	11 - USW Local 6621	
3466	Desrochers, Eric	582-00-1893	A - Active		Administrative Secretary	11 - USW Local 6621	
2839	Forlani, Jonathan	173-00-5743	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3325	Ha, Katlyn	353-00-8178	A - Active		Working Crew Leader	11 - USW Local 6621	
3324	Hemenway, Marisa	314-00-2667	A - Active		Motor Equipment Operator	11 - USW Local 6621	
3932	Houlahan, Estefania	101-00-1507	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3635	Kaiwi, Marlon	070-70-0952	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
650	Leddy, Marlon R	756-00-9901	A - Active		Public Property Manager	12 - Mgt. Group	
2882	Livshits, Everett	283-00-7695	A - Active		Working Crew Leader	11 - USW Local 6621	
3314	Mazurek, Nickolas	563-00-2012	A - Active		Motor Equipment Operator	11 - USW Local 6621	
2519	Mcdermett, Chelsey	629-00-9225	A - Active		Motor Equipment Operator	11 - USW Local 6621	
3892	Mellberg, Arthur	145-00-7896	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
4277	Oltremari, London	530-00-7120	A - Active		Motor Equipment Operator 1	11 - USW Local 6621	
3490	Overall, Shawn	861-00-7590	A - Active	170 - Street Department	170-022-013 - Motor Equipment Operator	11 - USW Local 6621	

27 matching records

**Create** **Hired Applicants** **Delete** Prev 1 Next Show 50 records

**Column Chooser** Reset

- Hide Employee Number
- Hide Employee Name
- Hide SSN
- Show Employment Status
- Hide Employment Status Export
- Show Department
- Hide Department Export
- Hide Title
- Hide Benefit Group
- Show Benefit Group Export
- Hide Status
- Show Hire Date

Apply Cancel

# Lists/Grids

New World ERP  68 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

## Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640				lerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397				Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547				Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583				Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennon M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records Prev 1 Next Show 50 records

**Create** **Hired Applicants** **Delete**

# Lists/Grids

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Employee Search

Employee Name

**Search**

Employee ...	Employee Name	SSN	Employment Status	Department	Department Export	Title	Benefit Group	Status
2865	Abarca, Leticia	553-00-5260	A - Active	170 - Street Department	170 - Street Department	170-026-002 - Working Crew Leader	11 - USW Local 6621	
3413	Acey, Cindy E	259-00-7659	A - Active			170-026-006 - Working Crew Leader	11 - USW Local 6621	
3789	Bernau, Kirsten	059-40-0404	A - Active			170-023-002 - Motor Equipment Operator 1	11 - USW Local 6621	
3035	Crose, Adonis	005-82-0031	A - Active			170-022-001 - Motor Equipment Operator 1	11 - USW Local 6621	
3927	Daly, Abigail	631-00-7837	A - Active			170-022-016 - Motor Equipment Operator 1	11 - USW Local 6621	
3397	Dansmithe, Trisha	012-50-0745	A - Active			170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
3466	Desrochers, Eric	582-00-1893	A - Active			170-018-001 - Administrative Secretary	11 - USW Local 6621	
2839	Forlani, Jonathan	173-00-5743	A - Active			170-022-012 - Motor Equipment Operator 1	11 - USW Local 6621	
3325	Ha, Katlyn	353-00-8178	A - Active			170-026-003 - Working Crew Leader	11 - USW Local 6621	
3324	Hemenway, Marisa	314-00-2667	A - Active			170-022-008 - Motor Equipment Operator	11 - USW Local 6621	
3932	Houlahan, Estefania	101-00-1507	A - Active			170-023-004 - Motor Equipment Operator 1	11 - USW Local 6621	
3635	Kaiwi, Marlon	070-70-0952	A - Active			170-022-007 - Motor Equipment Operator 1	11 - USW Local 6621	
650	Leddy, Marlon R	756-00-9901	A - Active			170-017-001 - Public Property Manager	12 - Mgt. Group	
2882	Livshits, Everett	283-00-7695	A - Active			170-026-005 - Working Crew Leader	11 - USW Local 6621	
3314	Mazurek, Nickolas	563-00-2012	A - Active			170-022-005 - Motor Equipment Operator	11 - USW Local 6621	
2519	Mcdermett, Chelsey	629-00-9225	A - Active			170-022-003 - Motor Equipment Operator	11 - USW Local 6621	
3892	Mellberg, Arthur	145-00-7896	A - Active	170 - Street Department	170 - Street Department	170-022-006 - Motor Equipment Operator 1	11 - USW Local 6621	
4277	Oltremari, London	530-00-7120	A - Active	170 - Street Department	170 - Street Department	170-022-004 - Motor Equipment Operator 1	11 - USW Local 6621	

27 matching records 1 Prev Next Show 50 records

**Create** **Hired Applicants** **Delete**

**Sort on Multiple**

- Employee Name
- Sort by Employee Number
- Sort by SSN
- Sort by Employment Status Export
- Sort by Department Export
- Sort by Title
- Sort by Benefit Group Export
- Sort by Hire Date
- Sort by Status

**Apply** **Cancel**

# Lists/Grids

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Employee Search

Employee Name

**Search**

Employee	Employee Name	SSN	Employment Status	Department	Department Export	Title	Benefit Group	Status
2865	Abarca, Leticia	553-00-5260	A - Active	170 - Street Department	170 - Street Department	170-026-002 - Working Crew Leader	11 - USW Local 6621	
3413	Acey, Cindy E	259-00-7659	A - Active			170-026-006 - Working Crew Leader	11 - USW Local 6621	
3789	Bernau, Kirsten	059-40-0404	A - Active			170-023-002 - Motor Equipment Operator 1	11 - USW Local 6621	
3035	Croze, Adonis	005-82-0031	A - Active			170-022-011 - Motor Equipment Operator 1	11 - USW Local 6621	
3927	Daly, Abigail	631-00-7837	A - Active			170-022-011 - Motor Equipment Operator 1	11 - USW Local 6621	
3397	Dansmithe, Trisha	012-50-0745	A - Active			170-022-011 - Motor Equipment Operator	11 - USW Local 6621	
3466	Desrochers, Eric	582-00-1893	A - Active			170-018-001 - Administrative Secretary	11 - USW Local 6621	
2839	Forlani, Jonathan	173-00-5743	A - Active			170-022-012 - Motor Equipment Operator 1	11 - USW Local 6621	
3325	Ha, Katlyn	353-00-8178	A - Active			170-026-003 - Working Crew Leader	11 - USW Local 6621	
3324	Hemenway, Marisa	314-00-2667	A - Active			170-022-008 - Motor Equipment Operator	11 - USW Local 6621	
3932	Houlahan, Estefania	101-00-1507	A - Active			170-023-004 - Motor Equipment Operator 1	11 - USW Local 6621	
3635	Kaiwi, Marlon	070-70-0952	A - Active			170-022-007 - Motor Equipment Operator 1	11 - USW Local 6621	
650	Leddy, Marlon R	756-00-9901	A - Active			170-017-001 - Public Property Manager	12 - Mgt. Group	
2882	Livshits, Everett	283-00-7695	A - Active			170-026-005 - Working Crew Leader	11 - USW Local 6621	
3314	Mazurek, Nickolas	563-00-2012	A - Active			170-022-005 - Motor Equipment Operator	11 - USW Local 6621	
2519	Mcdermott, Chelsey	629-00-9225	A - Active			170-022-003 - Motor Equipment Operator	11 - USW Local 6621	
3892	Mellberg, Arthur	145-00-7896	A - Active	170 - Street Department	170 - Street Department	170-022-006 - Motor Equipment Operator 1	11 - USW Local 6621	
4277	Oltremari, London	530-00-7120	A - Active	170 - Street Department	170 - Street Department	170-022-004 - Motor Equipment Operator 1	11 - USW Local 6621	

27 matching records

**Create** **Hired Applicants** **Delete**

Microsoft SQL Server Management Studio 18

**Sort on Multiple** **Reset**

- Employee Name
- Department Export
- Sort by Employee Number
- Sort by SSN
- Sort by Employment Status Export
- Sort by Title
- Sort by Benefit Group Export
- Sort by Hire Date
- Sort by Status

**Apply** **Cancel**

# Lists/Grids

## Employee Search

Employee Name

Search

Employee	Employee Name	SSN	Employment Status	Department	Department Export	Title	Benefit Group	Status
2865	Abarca, Leticia	553-00-5260	A - Active	170 - Street Department	170 - Street Department	170-026-002 - Working Crew Leader	11 - USW Local 6621	
3413	Acey, Cindy E	259-00-7659	A - Active			170-026-006 - Working Crew Leader	11 - USW Local 6621	
3789	Bernau, Kirsten	059-40-0404	A - Active			170-023-002 - Motor Equipment Operator 1	11 - USW Local 6621	
3035	Croze, Adonis	005-82-0031	A - Active			170-022-001 - Motor Equipment Operator 1	11 - USW Local 6621	
3927	Daly, Abigail	631-00-7837	A - Active			170-022-016 - Motor Equipment Operator 1	11 - USW Local 6621	
3397	Dansmithe, Trisha	012-50-0745	A - Active			170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
3466	Desrochers, Eric	582-00-1893	A - Active			170-018-001 - Administrative Secretary	11 - USW Local 6621	
2839	Forlani, Jonathan	173-00-5743	A - Active			170-022-012 - Motor Equipment Operator 1	11 - USW Local 6621	
3325	Ha, Katlyn	353-00-8178	A - Active			170-026-003 - Working Crew Leader	11 - USW Local 6621	
3324	Hemenway, Marisa	314-00-2667	A - Active			170-022-008 - Motor Equipment Operator	11 - USW Local 6621	
3932	Houlahan, Estefania	101-00-1507	A - Active			170-023-004 - Motor Equipment Operator 1	11 - USW Local 6621	
3635	Kaiwi, Marlon	070-70-0952	A - Active			170-022-007 - Motor Equipment Operator 1	11 - USW Local 6621	
650	Leddy, Marlon R	756-00-9901	A - Active			170-017-001 - Public Property Manager	12 - Mgt. Group	
2882	Livshits, Everett	283-00-7695	A - Active			170-026-005 - Working Crew Leader	11 - USW Local 6621	
3314	Mazurek, Nickolas	563-00-2012	A - Active			170-022-005 - Motor Equipment Operator	11 - USW Local 6621	
2519	Mcdermott, Chelsey	629-00-9225	A - Active			170-022-003 - Motor Equipment Operator	11 - USW Local 6621	
3892	Mellberg, Arthur	145-00-7896	A - Active	170 - Street Department	170 - Street Department	170-022-006 - Motor Equipment Operator 1	11 - USW Local 6621	
4277	Oltremari, London	530-00-7120	A - Active	170 - Street Department	170 - Street Department	170-022-004 - Motor Equipment Operator 1	11 - USW Local 6621	

27 matching records

**Sort on Multiple** Reset

- Department Export
- Sort by Employee Number
- Sort by Employee Name
- Sort by SSN
- Sort by Employment Status Export
- Sort by Title
- Sort by Benefit Group Export
- Sort by Hire Date
- Sort by Status

Apply Cancel



Create Hired Applicants Delete

# Lists/Grids

## Employee Search

Employee Name

Search

Employee ...	Employee Name	SSN	Employment Status	Department	Department Export	Title	Benefit Group	Status
2865	Abarca, Leticia	553-00-5260	A - Active	170 - Street Department	170 - Street Department	170-026-002 - Working Crew Leader	11 - USW Local 6621	
3413	Acey, Cindy E	259-00-7659	A - Active			170-026-006 - Working Crew Leader	11 - USW Local 6621	
3789	Bernau, Kirsten	059-40-0404	A - Active			170-023-002 - Motor Equipment Operator 1	11 - USW Local 6621	
3035	Crose, Adonis	005-82-0031	A - Active			170-022-001 - Motor Equipment Operator 1	11 - USW Local 6621	
3927	Daly, Abigail	631-00-7837	A - Active			170-022-016 - Motor Equipment Operator 1	11 - USW Local 6621	
3397	Dansmithe, Trisha	012-50-0745	A - Active			170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
3466	Desrochers, Eric	582-00-1893	A - Active			170-018-001 - Administrative Secretary	11 - USW Local 6621	
2839	Forlani, Jonathan	173-00-5743	A - Active			170-022-012 - Motor Equipment Operator 1	11 - USW Local 6621	
3325	Ha, Katlyn	353-00-8178	A - Active			170-026-003 - Working Crew Leader	11 - USW Local 6621	
3324	Hemenway, Marisa	314-00-2667	A - Active			170-022-008 - Motor Equipment Operator	11 - USW Local 6621	
3932	Houlahan, Estefania	101-00-1507	A - Active			170-023-004 - Motor Equipment Operator 1	11 - USW Local 6621	
3635	Kaiwi, Marlon	070-70-0952	A - Active			170-022-007 - Motor Equipment Operator 1	11 - USW Local 6621	
650	Leddy, Marlon R	756-00-9901	A - Active			170-017-001 - Public Property Manager	12 - Mgt. Group	
2882	Livshits, Everett	283-00-7695	A - Active			170-026-005 - Working Crew Leader	11 - USW Local 6621	
3314	Mazurek, Nickolas	563-00-2012	A - Active			170-022-005 - Motor Equipment Operator	11 - USW Local 6621	
2519	Modermett, Chelsey	629-00-9225	A - Active			170-022-003 - Motor Equipment Operator	11 - USW Local 6621	
3892	Mellberg, Arthur	145-00-7896	A - Active	170 - Street Department	170 - Street Department	170-022-006 - Motor Equipment Operator 1	11 - USW Local 6621	
4277	Oltremari, London	530-00-7120	A - Active	170 - Street Department	170 - Street Department	170-022-004 - Motor Equipment Operator 1	11 - USW Local 6621	

**Sort on Multiple** Reset

- Department Export
- Employee Name
- Sort by Employee Number
- Sort by SSN
- Sort by Employment Status Export
- Sort by Title
- Sort by Benefit Group Export
- Sort by Hire Date
- Sort by Status

Apply Cancel

Create Hired Applicants Delete

# Lists/Grids

**New World ERP** Search 72

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

### Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
	enzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
	ha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
	ro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
		481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
	M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
		821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
		607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
		711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records ← Prev 1 Next → Show 50 records

**Create** **Hired Applicants** **Delete**



# Lists/Grids

New World ERP
72
N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Show Me

## Employee Search

Employee Name

Search

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640	Coldsmith, Vincenzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397	Dansmithe, Trisha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547	Goldsmith, Pedro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583	Smith, Ann	481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennan M	684-00-5477	A - Active		Duty Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active		ptain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active			99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active		Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active		spatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active		ficer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active			99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active		Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active		ter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active			11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated			99 - Part Time Employees	

ADVANCED FILTER
✕

Show records matching ALL of the following criteria

Clear ALL

Add

Employee Name
Contains
smith
✕

Employee Name
Contains
Jones
✕

Search
Cancel

15 matching records

←
→
Prev
Next
→
Show 50 records

Create
Hired Applicants
Delete

# Lists/Grids

**New World ERP** Search 72

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

### Employee Search

Employee Name

**Search**

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
	enzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
	ha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
	ro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
		481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
	M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
		821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
		607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
		711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records ← Prev 1 Next → Show 50 records

**Create** **Hired Applicants** **Delete**

# Lists/Grids

New World ERP
N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
68 Show Me

## Employee Search

Employee Name

Search

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
3640	smith	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397		012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547		655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583		481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671		684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810		821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998		607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917		711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records

Create
Hired Applicants
Delete

# Lists/Grids

New World ERP
72
N

[myFavorites](#) | [Financial Management](#) | [Human Resources](#) | [Utility Management](#) | [Community Development](#) | [Maintenance](#)
Show Me

## Employee Search

Employee Name

Search

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
▽ Equals...	▽ smith	▽ Contains...	<input type="checkbox"/> A - Active <input type="checkbox"/> I - Inactive <input type="checkbox"/> R - Retired <input type="checkbox"/> RES - Resigned <input type="checkbox"/> T - Terminated		▽ Contains...		
3640	Coldsmith, Vincenzo R	582-00-8132		061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397	Dansmithe, Trisha	012-50-0745		170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547	Goldsmith, Pedro M	655-00-5919		424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583	Smith, Ann	481-00-7907		424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennan M	684-00-5477		201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smithe, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records

← Prev 1 Next →
Show 50 records

Create
Hired Applicants
Delete

# Lists/Grids

New World ERP
65
N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Show Me

## Employee Search

Employee Name

Search

Employee N...	Employee Name	SSN	Employment Status	Department	Title	Benefit Group	Status
▽ Equals...	▽ smith	▽ Contains...			▽ Contains...		
3640	Coldsmith, Vincenzo R	582-00-8132	T - Terminated	061 - Clerk of Courts	061-033-001 - Seasonal	99 - Part Time Employees	
3397	Dansmithe, Trisha	012-50-0745	A - Active	170 - Street Department	170-023-001 - Motor Equipment Operator	11 - USW Local 6621	
1547	Goldsmith, Pedro M	655-00-5919	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
1583	Smith, Ann	481-00-7907	T - Terminated	424 - Parks - Summer Playground	Park Attendant	99 - Part Time Employees	
671	Smith, Brennan M	684-00-5477	A - Active	201 - Safety / Service	201-004-001 - Chief Deputy Safety Service Dir.	SSBS - Safety Service Bonus Sick	
810	Smith, Junior D	821-00-2088	A - Active	130 - Police Officers	130-112-002 - Police Captain	3 - Regular Police	
3998	Smith, Mollie A	607-00-2199	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
917	Smith, Peyton M	711-00-3313	A - Active	140 - Fire Department	140-229-001 - Assistant Fire Chief	10 - Firemen - 80 Hour	
3509	Smith, Rodney A	742-00-4619	A - Active	132 - Police - Dispatchers	132-099-005 - Police Dispatcher	14 - Dispatchers	
4201	Smith, Zoey	582-00-1666	A - Active	130 - Police Officers	130-103-111 - Police Officer	3A2015 - Police hired after 1/1/2015	
4285	Smith, Heriberto	191-00-1691	A - Active	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	
2732	Smithers, Tate	160-00-1734	A - Active	170 - Street Department	170-022-009 - Motor Equipment Operator 1	11 - USW Local 6621	
754	Smitherson, Robert J	186-00-0410	A - Active	140 - Fire Department	140-202-052 - Fire Fighter	2 - Firemen	
4314	Smithsonian, Antony	416-00-4222	A - Active	190 - Building Department	190-018-004 - Secretary	11 - USW Local 6621	
1284	Stallsmith, Aidan K	246-00-0024	T - Terminated	411 - Parks - Auxiliary Police	Park Security	99 - Part Time Employees	

15 matching records

1
Next
Show 50 records

Create
Hired Applicants
Delete

# Reports

## Hours Analysis Report

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show All

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include Comments  Include Unposted Batches  Unused Hours Only

Include if Hours Worked Is Greater than

Report Type

Based On

Select By

Employee

Hours Codes	Departments	Benefit Groups	Employee Status	Reason Codes
-------------	-------------	----------------	-----------------	--------------

Available Hour Code(s): 225

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time +1/2
- 02HPST - HP OT paid at straight time
- 02S - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours

Selected Hour Code(s): 0

Active Only

**Print** **Reset** **Save** **Save As** **Delete**

# Reports

**New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Hours Analysis Report

Load Saved Report    
Override Report Title

Distribution Group    
Email Group

From Work Date    
To Work Date

Include Comments   
Include Unposted Batches   
Unused Hours Only

Include if Hours Worked Is Greater than

Report Type   
Based On   
Select By   
Employee

**Hours Codes** | Departments | Benefit Groups | Employee Status | Reason Codes

Available Hour Code(s): 225  
Selected Hour Code(s): 0

01 - Regular Hours  
02 - Overtime - Time + 1/2  
02H - Hazmat Level 2  
02HP - Higher Pos - Time + 1/2  
02HPST - HP OT paid at straight time  
02S - OT at straight time  
03 - Double Time  
03HP - Higher Pos - Dbl Time  
03HPREG - HP Double time Regular Hrs  
03REG - Double time Regular hours  
03C - HAZMAT LEVEL 3

Active Only

# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show More

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include Comments  Include Unposted Batches  Unused Hours Only

Include if Hours Worked Is Greater than

Report Type  Based On  Select By  Employee

Hours Codes	Departments	Benefit Groups	Employee Status	Reason Codes
-------------	-------------	----------------	-----------------	--------------

Available Hour Code(s): 225 Selected Hour Code(s): 0

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time +1/2
- 02HPST - HP OT paid at straight time
- 02S - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours
- 03C - Hazmat Level 2

Active Only

**Print** **Reset** **Save** **Save As** **Delete**



# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include Comments  Date format: M/D/Y. Shortcut keys: [T] for Today, [UP] for Next Day, [DOWN] for Previous Day, [PAGEUP] for Next Month, [PAGEDOWN] for Previous Month, [C] for Calendar.

Include Unposted Batches

Unused Hours Only

Include if Hours Worked Is Greater than

Report Type   
Based On   
Select By   
Employee

Hours Codes	Departments	Benefit Groups	Employee Status	Reason Codes
-------------	-------------	----------------	-----------------	--------------

Available Hour Code(s): 225

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time +1/2
- 02HPST - HP OT paid at straight time
- 02S - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours
- 03C - HAZMAT LEVEL 2

Selected Hour Code(s): 0

Active Only

# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date

To Work

Include Comm

Include Unpaid

Unused Hours

Include if Hours Worked Is Greater than

Report Type

Based On

Select By

Employee

**Hours Codes** | Departments | Benefit Groups | Employee Status | Reason Codes

Available Hour Code(s): 225

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time + 1/2
- 02HPST - HP OT paid at straight time
- 025 - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours
- 03H - Hazmat Level 2

Selected Hour Code(s): 0

Active Only

**Print** **Reset** **Save** **Save As** **Delete**

# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show More

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include Comments

Include Unposted Batches

Unused Hours Only

Include if Hours Worked Is Greater than

Report Type

Based On

Select By

Employee

Hours Codes	Departments	Benefit Groups	Employee Status	Reason Codes
-------------	-------------	----------------	-----------------	--------------

Available Hour Code(s): 225

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time +1/2
- 02HPST - HP OT paid at straight time
- 02S - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours
- 03C - HAZMAT LEVEL 2

Selected Hour Code(s): 0

Active Only

**Print** **Reset** **Save** **Save As** **Delete**

# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include Comments

Include Unposted Batches

Unused Hours Only

Include if Hours Worked Is Greater than

Report Type Summary - Employee - Hc

Based On Hours Code

Select By Primary Department

Employee Primary Department  Benefit Group  Employee

**Hours Codes** | Departments | Benefit Groups | Employee Status | Reason Codes

Available Hour Code(s): 225

- 01 - Regular Hours
- 02 - Overtime - Time + 1/2
- 02H - Hazmat Level 2
- 02HP - Higher Pos - Time +1/2
- 02HPST - HP OT paid at straight time
- 02S - OT at straight time
- 03 - Double Time
- 03HP - Higher Pos - Dbl Time
- 03HPREG - HP Double time Regular Hrs
- 03REG - Double time for regular hours
- 03REG - Double time for regular hours

Selected Hour Code(s): 0

Active Only

**Print** **Reset** **Save** **Save As** **Delete**

# Reports

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Hours Analysis Report

Load Saved Report  Distribution Group

Override Report Title  Email Group

From Work Date  To Work Date

Include if Hours Worked Is

Include Comments  Report Type

Include Unposted Batches  Based On

Unused Hours Only  Select By

Employee

**Hours Codes** | **Departments** | **Benefit Groups** | **Employee Status** | **Reason Codes**

Available Employee Status: 5  
A - Active  
I - Inactive  
R - Retired  
RES - Resigned  
T - Terminated

Selected Employee Status: 0

**Print** **Reset** **Save** **Save As** **Delete**

# Rule Sets

## Accrual and Longevity Plans

The screenshot displays the New World ERP user interface. At the top, there is a search bar and navigation tabs for various modules: myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. A dropdown menu is open under the Maintenance tab, listing several sub-modules. The 'Employee Attributes' sub-module is selected, and its own dropdown menu is open, with 'Accrual Plans' highlighted. The main content area shows a calendar for the month of March, with the 29th, 30th, and 1st visible. On the left side, there are five summary cards: CALENDAR (0), NOTIFICATIONS (0), APPROVALS (3), REPORTS (50), and NOTES (0).

# Rule Sets

This screenshot shows the 'Accrual Plan Entry - 1' form in the New World ERP system. The interface includes a top navigation bar with the company logo, a search bar, and a notification bell showing 72 alerts. Below the navigation bar is a breadcrumb trail: myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance. The main content area has a header 'Accrual Plan List' and 'Accrual Plan Entry - 1'. There are two tabs: 'Plan' (selected) and 'Profiles'. The 'Plan' tab contains a 'Plan Code' dropdown set to '1 - Regular Employees', a 'Plan Name' text field with 'Regular Employees', and a 'Status' dropdown set to 'Active'. At the bottom of this section are buttons for 'Save', 'Save/New', 'Reset', 'Create Event', and 'Delete Event'. To the right, an 'Effective Range' dropdown is set to '01/01/2024 - < Open >'. A second, smaller version of this form is shown overlapping the bottom right of the first screenshot.

This screenshot shows the 'Accrual Plan Entry - 1' table in the New World ERP system. The table has a header with columns: Profile Code, Accrual Category, Accrual Hours Code, RuleSet Type, Calculation Based On, and Validated. The table contains four rows of data. At the bottom of the table, there are icons for 'New', 'Edit', and 'Delete'.

Profile Code	Accrual Category	Accrual Hours Code	RuleSet Type	Calculation Based On	Validated
COMP	COMP - Compensation Time	16 - Comp Time Earned		Seniority Date	✓
PERS	PERS - Personal	EPER - Earned Personal		Seniority Date	✓
SICK	SICK - Sick	ESCK - Earned Sick		Seniority Date	✓
VAC	VAC - Vacation	EVAC - Earned Vacation	Seniority Date	Seniority Date	

# Rule Sets

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Accrual Plan List > Accrual Plan Entry - 1  
Accrual Profile Entry - VAC

**Profile** Rule Sets

Profile Codes VAC Profile Code VAC

Hours Category VAC - Vacation  
Accrual Hours Code EVAC - Earned Vacation

**Calculation Type**

Rule Set Type Seniority Date

Calculation Based On Accrual Date

Anniversary Earn Date Benefit Date

Non Anniversary Earn Date Exception

Interval Taken Hire Date

Interval Earned Seniority Date

Rounding Method

**Calculation Method**

Apply FTE or Accrual FTE

Allow Percent

Allow Percentage Earned to Exceed 100%

Percent Based On Equation [ / ]

Fixed Hours

Actual Hours Based On

Prorate Maximum Balances

Earn by Hours Worked

**Probation Information**

Based on Date

Days on Probation

**Payoff Specification**

Payoff Type

Payoff Hours Code

Lost Hours Code



# Rule Sets

New World ERP Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Longevity Plan List  
Longevity Plan Entry - 1

Plan Rule Sets: Rule Set Type - BenefitDate

Plan Code 1 - Regular Employees Effective Range 01/01/2024 - < Open >  
Plan Name Regular Employees Effective Date 01/01/2024  
Status Active Last Used in Payroll

**Calculation Method**

Rule Set Type Benefit Date  
Calculation Based On Accrual Date  
Payment Hours Code Benefit Date  
Minimum Hours per Period Exception  
Hire Date  
Seniority Date

Anniversary Calculation   
Adjust Hourly Rate   
Percent of Annual Pay Rate

# Rule Sets

The screenshot displays the New World ERP interface. At the top, there is a search bar and navigation tabs for various modules like Financial Management, Human Resources, and Utility Management. The main content area shows the profile of Mollie A (3998) with a timeline filter set to 'Employee Employment'. The 'Employment' tab is active, showing details for an employment record effective from 06/07/2019 to 05/09/2024. The 'Date Selection' section, highlighted with a pink box, contains the following data:

Date Selection	
Hire Date	06/07/2019
Benefit Date	10/17/2022
Accrual Date	06/07/2019
Seniority Date	10/17/2022
Seniority Rank	
Termination Date	
IMP Start Date	

# Rule Sets

The screenshot displays the 'New World ERP' interface. At the top, there is a navigation bar with the company logo, a search field, and a notification bell showing '72'. Below the navigation bar, a breadcrumb trail reads 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. The main content area is titled 'Accrual Plan List > Accrual Plan Entry - 1' and 'Accrual Profile Entry - VAC'. There are two tabs: 'Profile' and 'Rule Sets', with 'Rule Sets' being the active tab. Underneath, it says 'Rule Set Type - Seniority Date'. A table lists the rule sets with columns for 'Rule Set Code', 'Operator', and 'Date / Code'. The table contains one entry: 'ALL' with the operator 'Greater Than or Equal To' and the date '01/01/1900'. At the bottom left, there are three icons: a plus sign for 'New', a pencil for 'Edit', and a trash can for 'Delete'.

New World ERP Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Accrual Plan List > Accrual Plan Entry - 1  
Accrual Profile Entry - VAC

Profile Rule Sets

Rule Set Type - Seniority Date

Rule Set Code	Operator	Date / Code
ALL	Greater Than or Equal To	01/01/1900

New Edit Delete

# Rule Sets

**New World ERP** Search 72 N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Accrual Plan List > Accrual Plan Entry - 1 > Accrual Profile Entry - VAC

### Rule Set Entry

Rule Set Code

Operator

**Earn Steps** | Excess

Anniversary Calculation	Anniversary Date Type	Step Minimum (Months)	Step Maximum (Months)	Hours Earned
+ Add new row				

Rule Set Per Period Limits

Minimum Hours

# Rule Sets

New World ERP Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Accrual Plan List > Accrual Plan Entry - 1 > Accrual Profile Entry - VAC

### Rule Set Entry

Rule Set Code: Before 1998

Operator: Less Than or Equal To 12/31/1988

Earn Steps | Excess Hours Distribution

Anniversary Calculation	Anniversary Date Type	Step Minimum (Months)	Step Maximum (Months)	Hours Earned
Add new row				9999   8

New World ERP Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Accrual Plan List > Accrual Plan Entry - 1 > Accrual Profile Entry - VAC

### Rule Set Entry

Rule Set Code: After 1989

Operator: Greater Than or Equal To 01/01/1998

Earn Steps | Excess Hours Distribution

Anniversary Calculation	Anniversary Date Type	Step Minimum (Months)	Step Maximum (Months)	Hours Earned
Add new row				9999   6

# Rule Sets

The screenshot displays the New World ERP interface. At the top, there is a navigation bar with the logo, the text "New World ERP", a search bar, and a notification icon showing "99+". Below the navigation bar is a breadcrumb trail: "myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance". The main content area is titled "Accrual Plan List > Accrual Plan Entry - 1" and "Accrual Profile Entry - VAC". There are two tabs: "Profile" and "Rule Sets", with "Rule Sets" being the active tab. Below the tabs, the text "Rule Set Type - Seniority Date" is displayed. A table with three columns is shown: "Rule Set Code", "Operator", and "Date / Code". The table contains three rows of data.

Rule Set Code	Operator	Date / Code
After 1989	Greater Than or Equal To	01/01/1998
ALL	Greater Than or Equal To	01/01/1900
Before 1998	Less Than or Equal To	12/31/1988

# Rule Sets

The screenshot displays the New World ERP interface. At the top, there is a navigation bar with the logo and name 'New World ERP', a search bar, and a notification icon showing '99+'. Below the navigation bar, a breadcrumb trail reads 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. The main content area is titled 'Accrual Plan List > Accrual Plan Entry - 1' and 'Accrual Profile Entry - SICK'. There are two tabs: 'Profile' and 'Rule Sets', with 'Rule Sets' being the active tab. Below the tabs, there is a section labeled 'Rule Set Type -' containing a table with the following data:

Rule Set Code	Operator	Date / Code
ALL	Greater Than or Equal To	01/01/1999

# Rule Sets

## Benefit Plans

The screenshot displays the New World ERP user interface. At the top, the header includes the logo, the text "New World ERP", a search bar, and a notification bell with "99+" alerts. Below the header is a navigation bar with tabs for "myFavorites", "Financial Management", "Human Resources", "Utility Management", "Community Development", and "Maintenance". A secondary navigation bar shows a "Welcome to new world ERP - NWS" message and a dropdown menu. The dropdown menu is open, showing a list of options: "new world ERP Suite", "Financial Management", "Human Resources", "Utility Management", "Community Development", and "About new world ERP". The "Human Resources" option is selected, opening a sub-menu with the following items: "Company HR Settings", "Earnings Maintenance", "Deductions and Benefits", "Pay Day Setup", "Employee Attributes", "Event Maintenance", "Positions", "Affordable Care Act", "Applicant Tracking", "Benefits Administration", "Employment Contracts", "Employee Event Tracking", "eTimesheets", "FMLA Settings", "Personnel Actions", "Roster Cards", "Time Off Request", "Time & Attendance", and "External HR Entity Notification". The "Benefits Administration" option is selected, opening a further sub-menu with the following items: "Benefit Plan Maintenance", "Coverage Options", "Leave Exchange Calendars", "Life Events Settings", and "Rule Sets". The "Rule Sets" option is highlighted in blue. In the background, a calendar widget is visible, showing the dates M 29 (0 Events), Tu 30 (0 Events), W 1 (0 Events), Sa 4 (0 Events), and Su 5 (0 Events). On the left side of the interface, there are several dashboard widgets: "CALENDAR" (0), "NOTIFICATIONS" (0), "APPROVALS" (0), "REPORTS" (50), and "NOTES" (0).



# Rule Sets

New World ERP Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

### Benefit Administration Rule Sets

Benefit Rule Sets

Rule Set Code	Rule Set Type	Operator	Criteria	Categories
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...

0 - 0 of 0 records Prev 1 Next Show 50 records

New Edit Delete

# Rule Sets

**New World ERP** Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Benefit Administration Rule Sets

### Benefit Administration Rule Set

**Benefit Rule Set**

Rule Set Code: All

Rule Set Type: Blank

Operator: Blank

**Benefit Category Types**

- Accidental Death and Dismemberment
- Benefit Credits
- Deferred Compensation
- Dental
- Dependent Care Reimbursement
- Health Savings Account
- Leave Exchange
- Life Insurance
- Long Term Disability
- Medical
- Medical Care Reimbursement
- Pension

Available: 14 Selected: 0

Save Save New Reset

# Rule Sets

New World ERP Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

Benefit Rule Set

Rule Set Code: All

Rule Set Type: Cycle Hours

Operator: Exception

**Benefit Category Types**

- Accidental Death and Dismemberment
- Benefit Credits
- Deferred Compensation
- Dental
- Dependent Care Reimbursement
- Health Savings Account
- Leave Exchange
- Life Insurance
- Long Term Disability
- Medical
- Medical Care Reimbursement
- Pension

Available: 14

New World ERP Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

Benefit Rule Set

Rule Set Code: All

Rule Set Type: Cycle Hours

Operator: Less Than or Equal To

**Benefit Category Types**

- Accidental Death and Dismemberment
- Benefit Credits
- Deferred Compensation
- Dental
- Dependent Care Reimbursement
- Health Savings Account
- Leave Exchange
- Life Insurance
- Long Term Disability
- Medical
- Medical Care Reimbursement
- Pension

Available: 14

New World ERP Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

Benefit Rule Set

Rule Set Code: All

Rule Set Type: Benefit Date

Operator: Less Than or Equal To

**Benefit Category Types**

- Accidental Death and Dismemberment
- Benefit Credits
- Deferred Compensation
- Dental
- Dependent Care Reimbursement
- Health Savings Account
- Leave Exchange
- Life Insurance
- Long Term Disability
- Medical
- Medical Care Reimbursement
- Pension

Available: 14

Selected: 0

# Rule Sets

**New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

**Benefit Rule Set**

Rule Set Code: Under 20 Hours  
Rule Set Type: Cycle Hours  
Operator: Less Than or Equal To 20,000

**Benefit Category Types**

Available	Selected
Accidental Death and Dismemberment	
Benefit Credits	
Deferred Compensation	
Dental	
Dependent Care Reimbursement	
Health Savings Account	
Leave Exchange	
Long Term Disability	
Medical	
Medical Care Reimbursement	
Pension	
Short Term Disability	
Life Insurance	

Available: 13 Selected: 1

**New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

**Benefit Rule Set**

Rule Set Code: 20 to 40 Hours  
Rule Set Type: Cycle Hours  
Operator: Between 20,0001 to 39,9999

**Benefit Category Types**

Available	Selected
Accidental Death and Dismemberment	
Benefit Credits	
Deferred Compensation	
Dental	
Dependent Care Reimbursement	
Health Savings Account	
Leave Exchange	
Long Term Disability	
Medical	
Medical Care Reimbursement	
Pension	
Short Term Disability	
Life Insurance	

Available: 13 Selected: 1

**New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

**Benefit Rule Set**

Rule Set Code: Over 40 Hours  
Rule Set Type: Cycle Hours  
Operator: Greater Than or Equal To 40,0000

**Benefit Category Types**

Available	Selected
Accidental Death and Dismemberment	
Benefit Credits	
Deferred Compensation	
Dental	
Dependent Care Reimbursement	
Health Savings Account	
Leave Exchange	
Long Term Disability	
Medical	
Medical Care Reimbursement	
Pension	
Short Term Disability	
Life Insurance	

Available: 13 Selected: 1

# Rule Sets

The screenshot displays the 'New World ERP' application interface. At the top, there is a navigation bar with the logo, a search field, and user information (99+ and N). Below this is a secondary navigation bar with links for 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'Maintenance'. The main content area is titled 'Benefit Administration Rule Sets' and 'Benefit Administration Rule Set'. A sub-section titled 'Benefit Rule Set' contains the following configuration options:

- Rule Set Code: Mayor
- Rule Set Type: Exception
- Operator: Exception

Below these options is a 'Benefit Category Types' section. It features a list of categories on the left and a list of selected categories on the right. The selected categories include: Mayor, Dependent Care Reimbursement, Health Savings Account, Leave Exchange, Life Insurance, Long Term Disability, Medical, Medical Care Reimbursement, and Pension. The status at the bottom indicates 'Available: 0' and 'Selected: 14'.

# Rule Sets

**New World ERP** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Benefit Administration Rule Sets

### Benefit Administration Rule Set

**Benefit Rule Set**

Rule Set Code: Over 40 Hours

Rule Set Type: Cycle Hours

Operator: Greater Than or Equal To 40.0000

**Benefit Category Types**

Available	Selected
Accidental Death and Dismemberment	
Benefit Credits	
Deferred Compensation	
Dental	
Dependent Care Reimbursement	
Health Savings Account	
Leave Exchange	
Long Term Disability	
Medical	
Medical Care Reimbursement	
Pension	
Short Term Disability	
Life Insurance	

Available: 13 Selected: 1

- new world ERP Suite
- Financial Management
- Human Resources**
  - Company HR Settings
  - Earnings Maintenance
  - Deductions and Benefits
  - Pay Day Setup
  - Employee Attributes
  - Event Maintenance
  - Positions
  - Affordable Care Act
  - Applicant Tracking
  - Benefits Administration**
    - Benefit Plan Maintenance**
      - Coverage Options
      - Leave Exchange Calendars
      - Life Events Settings
      - Rule Sets
  - Employment Contracts
  - Employee Event Tracking
  - eTimesheets
  - FMLA Settings
  - Personnel Actions
  - Roster Cards
  - Time Off Request
  - Time & Attendance
  - External HR Entity Notification
- Utility Management
- Community Development
- About new world ERP

# Rule Sets

The screenshot displays the 'New World ERP' interface. At the top, there is a navigation bar with 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. Below this is a search bar and a notification icon showing '99+'. The main content area is titled 'Benefits Administration Categories > Benefits Administration Category' and 'Benefits Administration Plan Entry'. There are tabs for 'General', 'Options', 'Payment Frequency', and 'Replaced Plans'. A 'Coverage Date' dropdown is set to '01/01/2024 - Open'. Below the tabs is a table with columns: 'Rule Set', 'Benefit Group', 'Family', 'Married', and 'Single'. A modal dialog titled 'Benefit Administration Cost - Select Rule Set and Benefit Group' is open. It features a 'Rule Set' dropdown menu, a list of 'Available Benefit Groups' (including 'After 2020', 'All', '1 - Regular Employees', 'Mayor', '10 - Firemen - 80 Ho', '11 - USW Local 6621', 'Prior to 2020', '12 - Mgt. Group', '12B - Mgt. Group w/Bonus Sick', '12BL - Mgt. w/Bonus Sick No Long', '12NL - Mgt. Group No Long', '13 - Health Department Employees', '13NL - Health Dept No Long', '14 - Dispatchers', '15 - Corrections Officers', and '15D - Detention Officers'), and a 'Selected Benefit Groups' list. Navigation arrows are present between the lists, and 'OK' and 'Cancel' buttons are at the bottom. At the bottom of the main screen, there are icons for 'New', 'Edit', and 'Delete'.

# Rule Sets

**New World ERP** Search 99+ N

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance Show Me

Benefits Administration Categories > Benefits Administration Category

### Benefits Administration Plan Entry

General | **Options** | Payment Frequency | Replaced Plans Coverage Date 01/01/2024 - Open

Rule Set	Benefit Group		Family	Married	Single	
Prior to 2020	1 - Regular Employees	Employer -		0.00	0.00	0.00
		Employee -		3,600.00	2,400.00	1,200.00
		Total -		\$3,600.00	\$2,400.00	\$1,200.00
After 2020	1 - Regular Employees	Employer -		0.00	0.00	0.00
		Employee -		4,200.00	3,000.00	1,800.00
		Total -		\$4,200.00	\$3,000.00	\$1,800.00
All	14 - Dispatchers 15 - Corrections Officers ...	Employer -		0.00	0.00	0.00
		Employee -		360.00	240.00	120.00
		Total -		\$360.00	\$240.00	\$120.00
All	10 - Firemen - 80 Hour	Employer -		0.00	0.00	0.00
		Employee -		36.00	24.00	12.00
		Total -		\$36.00	\$24.00	\$12.00
Mayor	1 - Regular Employees 10 - Firemen - 80 Hour ...	Employer -		0.00	0.00	0.00
		Employee -		3.60	2.40	1.20
		Total -		\$3.60	\$2.40	\$1.20

+ | ✎ | 🗑️





Any  
Questions?



## Your feedback is important

---

Please complete the session survey via the mobile app

We read every submission

We use your input to guide content for future sessions and  
to improve our presentations



# CONNECT