

# PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

8/12/2019

Section C: Employee Contract File Export Processing, V1.5

# **Revision History**

Date	Version	Description	Author
8/12/2019	1.5	19.02.00 – Update the Procedure B: Creating the PCGenesis Contract Export	D. Ochala
		File screenshots.	
07/13/2015	1.4	15.02.00 – Update the Personnel System Master Menu.	D. Ochala
05/15/2013	1.3	Updated screenshots to PCGenesis Release 13.01.00 and Microsoft®	D. Ochala
		Word/Excel 2007.	
03/31/2011	1.2	Updated document to PCGenesis Release 11.01.00 - Modified procedure and	D. Ochala
		included new screenshot examples.	
02/07/2007	1.1	Changed document's cover page.	C. W. Jones
03/15/2004	1.0	Update document to PCGenesis Release 04.01.00	C. W. Jones

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### **Overview**

This procedure is designed to aid you in producing contracts for *Certified* personnel. Certified employees' contract information exports from PCGenesis into a Microsoft® Excel spreadsheet, and allows the creation of employees' contracts using Microsoft® Word.

PCGenesis creates two blank contract forms in a Microsoft® Word file, which may be used to manually create a new or renewal employee's contract, or to print multiple copies of the blank forms, where appropriate.

The *Certified Employee Contract File Export/Printing Checklist* is included to aid you in completing this procedure.

# Certified Employee Contract File Export/Printing Checklist

$\checkmark$	STEP	ACTION
	1	<b>OPTIONAL</b> – Print blank copies of the employee's contracts as needed.
	2	In the PCGenesis <i>Payroll</i> file, verify each employee's payroll information is correct.
	3	Create the PCGenesis Contract export file.
	4	Process the Microsoft® Excel Contract.csv file.
	5	Process the Microsoft® Word <i>Contract.doc</i> file.
	6	<b>OPTIONAL</b> – Add the appropriate fields to the Microsoft® Excel <i>Contract</i> file.

# **Procedure A:** Printing Blank Copies of the Employee's Contract - OPTIONAL

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County of ¶ This Agreement is mad		dicated·below,·by·and·betwee	m·the··¶		
<u>_</u> 1 _		«BdotEd»	·Board of Education (hereinafter	called employer) and I	
	City or County			caned employed), and [	
. 1 				1	
. → Last-Name ¶	- ····· - ··First-Name -	→ Middls:Nams	→ → Social-Sec	wity Number¶	
		s», «City», «State», «ZIP»			
	→ → City –	→ → State	→ → Zip-Code¶		
1 T	f of the promises hereinafter stated, the	employerhas offered and the	employee·has·accepted·employmen	t,∙as∙a•member•of•the•¶	
. teaching or administrativ	ve-staff-of-thepublic-school-system-of- «District»				
· · · ·			ol-SystemName		
. located at ¶	-employee-is-assigned to the-duty-of	«StaffPo		·	
·	-→ -→ -→ «FacilityName»	_• _• in-sai	<ul> <li>Staff Position ¶</li> <li>d-school-system-but the employer reserved</li> </ul>	ves the right to effect."	
- <u>a</u> transfer to any other lo	chool-Name-and-City¶ cation under the jurisdiction of the emp id policy, and abide by such rules and r Board of Education.¶				
<ul> <li>The employee hereby age</li> <li>the annual school calend</li> </ul>	ie employee shall be employed for the p rees to complete a full school year for lar and regulations adopted by the empl	certified-staff, as defined by the overIf this contract commenc	rules of the State Board of Education, a as subsequent to the beginning of an a	and in accordance with cademic school year,	-
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4	N				
Page: 1 of 2 Words: 1,654	🏈 🛅 📃		📑 🛱 🗟 🖉	≣  100% ;	

Step	Action
1	Using Microsoft® Word, open the <b>BLNKNEW.doc</b> or <b>BLNKRNEW.doc</b> file on <b>K:\SECOND\PERDATA</b> .
2	Print the appropriate number of copies.

### **Procedure B: Creating the PCGenesis Contract Export** File

Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>3</b> ( <b>F3</b> - Personnel System).

The following screen displays:

	PCG Dist=8991 Rel=1	5.02.00 07/13/2015 P	PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
			Personnel System		PERMENU
	FKey		Master Menu		
	F	Personnel Update M	lenu		
	5 L	Enhanced Substitute Legacy Leave Menu Personnel Reports M			
	12 8	Employee Contract F Salary Projection Me Special Functions M	enu		
	<u>20</u> F	ile Reorganization			
Mas F16		VEND MONITOR			13.04.00

Step	Action
2	Select 11 (F11 - Employee Contract File Export).

### The following screen displays:

	Image: Non-state in the state is
	Create Contract Export File to Load in Excel
	Please Verify or Modify the Following Information Which will Appear on Employee Contract
	Board of Education: <u>SMITH CITY BOARD OF EDUCATION</u>
	School System: <u>SMITH CITY BOARD OF EDUCATION</u>
	County:
	Salary Default: X User Must Input Salary in Excel
	Input Date (Optional) MM DD Year Begin Date <u>00</u> 02019 End Date <u>00</u> 02020
	Enter = Continue, F16 = Exit
Step	Action
3	Verify the screen's entries in the <b>Board of Education</b> and <b>School System</b> fields.
4	Enter the county's name in the <b>County</b> field.
5	No entry is required in the Salary Default: - User Must Input Salary in Excel field.
	Refer to the Certified/Classified Personnel Information (CPI) System Operations Guide,
	Section D: CPI Salary Schedule Processing for the instructions regarding uploading teaching salary information into PCGenesis.
6	Enter the school district's contract salary date range (MM DD) in the <b>Begin Date</b> and <b>End Date</b> fields.
	The information for the YYYY field reflects the current contract year. If you find that this entry is incorrect, contact Technology Management Customer Support immediately.
7	Select (Enter) twice.
	"Processing Request" briefly displays.

PCG Dist=8991         Rel=19.02.00         08/12/2019         PCG 001         SV         C:\DEVSYS         C:\SEC		− □ × PER11
Create Contract Export File to	o Load in Excel	
Export files created:		
C:\SECOND\PERDATA\CONTRACT.CSU		
C:\SECOND\PERDATA\NEWCONTR.CSU		
Press ENTER to Exit		19.02.00
F16		
Action		
The CONTRACT.csv and NEWCONTR.	<b>csv</b> will be created in <b>K</b>	
• The <b>CONTRACT.csv</b> file includes		
exported from PCGenesis.	existing employees to	
• The <b>NEWCONTR.csv</b> file is a blan	k worksheet that allow	s for the manual entry
new employee information that does	s not exist already in PC	CGenesis.

Proceed to Procedure C: Microsoft® Excel Contract File Processing.

#### The following screen displays:

# **Procedure C:** Microsoft® Excel Contract File Processing

Step	Action
1	Using Windows® Explorer or Microsoft® Excel, open the CONTRACT.csv file.
	The CONTRACT.csv file is located in K:\SECOND\PERDATA.

The following window displays:

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3	89391	AL2NSO	JO2TTE	999089391	1620 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	3 N
4	89624	AL9MAN	RI9KIE	999089624	1382 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
5	89743	AV2LOS	LE2ISHA	999089743	1263 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
6	89478	BE3MAN	SU3IKO	999089478	1532 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
7	88661	BE4MUDEZ	BA4IL	999088661	2367 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
8	89627	BE6ER	RO6ANNE	999089627	1379 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
9	88538	BE7EDICT	DO7NETTA	999088538	2493 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
10	88530	BE7M	CL7UDE	999088530	2502 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
11	89665	BE8BE	AN8ERA	999089665	1341 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
12	88800	BI9ELOW	TE9RELL	999088800	2226 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
13	88293	BU4DICK	MI4CH	999088293	2743 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
14	89509	BU4DY	BR4NA	999089509	1501 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
15	88957	CA4FIELD	CE4ESTA	999088957	2067 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
16	89339	CA6ANAUGH	AR6ATH	999089339	1673 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
17	89179	CA6BONE	DE6N	999089179	1839 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
18	89411	CA6TELLANOS	LU6LENE	999089411	1600 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
19	88254	CH3NEY	LA3HAUN	999088254	2782 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
20	88949	CO4ART	WA4A	999088949	2076 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
21	89274	CO7	NE7MI	999089274	1739 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
22	89650	CO7TRELL	VI7CE	999089650	1356 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
23	88904	CO9KRELL	CH9CK	999088904	2121 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	.3 N
24	89377	DE8ATORRE	WI8BURN	999089377	1635 MAIN STREET	SMIT	H GA	33333	0		0	0	September 1, 201	.3 N
25	88792	DI9GS	SU9DAY	999088792	2234 MAIN STREET	SMIT	H GA	33333	0	0	0		September 1, 201	
26			KA9ISA	999088576	2453 MAIN STREET	SMIT	H GA	33333	0	0	0	0	September 1, 201	3 1
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Step	Action
2	From the Menu Bar, select File $\rightarrow$ Save As. The EMPNO is included for reference only and will not appear on the employees' contracts.
3	Within the <i>Save As</i> dialog box, select the <b>Drop-Down selection</b> icon in the <b>Save as type</b> field, and select <b>Microsoft Excel Worksheet</b> (*.xls <u>or</u> *.xlsx).
4	Verify the filename in the <b>File <u>n</u>ame</b> field is <b>CONTRACT.xls</b> , and select <b>Save</b> .
5	Select and highlight Columns L (StateBase), M (StateSupp), N (LocalSupp) and O (Total).

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5	89743	AV2LOS	LE2ISHA	999089743	1263 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
6	89478	BE3MAN	SU3IKO	999089478	1532 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
7	88661	BE4MUDEZ	BA4IL	999088661	2367 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
8	89627	BE6ER	RO6ANNE	999089627	1379 MAIN 3	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
9	88538	BE7EDICT	DO7NETTA	999088538	2493 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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11	89665	BE8BE	AN8ERA	999089665	1341 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
12	88800	BI9ELOW	TE9RELL	999088800	2226 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
13	88293	BU4DICK	MI4CH	999088293	2743 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
14	89509	BU4DY	BR4NA	999089509	1501 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
15	88957	CA4FIELD	CE4ESTA	999088957	2067 MAIN 3	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
16	89339	CA6ANAUGH	AR6ATH	999089339	1673 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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18	89411	<b>CA6TELLANOS</b>	LU6LENE	999089411	1600 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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21	89274	CO7	NE7MI	999089274	1739 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
22		CO7TRELL	VI7CE	999089650	1356 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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24		DE8ATORRE	WI8BURN	999089377	1635 MAIN 9	STREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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26	88576		KA9ISA	999088576	2453 MAIN 9	TREET	SMITH	GA	33333	0	0	0	0	September 1, 2013
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Step 6

With the columns selected, right-click and select Format Cells.

The following dialog box displays:

Format Cells 🔹 💽 🔀	
Number Alignment Font Border Fill Protection	
Category:	
General Sample	-
Number StateBase	
Accounting Decimal places: 0	Select these options.
Time ↓ Use 1000 Separator (,)	-
Percentage Negative numbers:	
Scientific	_
Text 1,234 Special (1.234)	
Special         (1,234)           Custom         (1,234)	
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.	
OK Cancel	

Step	Action
7	On the Numbers tab, select Category: Number, and the following criteria:
	<ul> <li>Decimal Places: 0</li> <li>Use 1000 Separator</li> </ul>
	Negative Numbers: -1234
8	Select OK (OK).
	Dollar amount fields display without decimal places because of the Decimal Places: 0 selection in Step 7.
9	Select and highlight Columns P (BegDate) and Q (EndDate).

8	Home Insert	Page Layout	t Fo	rmulas	Data	Review	RACT.xlsx - N View De	eveloper					0	_ =
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	2909 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	4	
	1620 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
	1382 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
	1263 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
	1532 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	т	5	
	2367 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
	1379 MAIN STREET	SMITH	GA	33333	0	(	) 0	0	September 1, 2013	May 31, 201	4 190	т	4	
	2493 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	NNT	6	
D	2502 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	4	
L	1341 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
2	2226 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
3	2743 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	5	
1	1501 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	4	
5	2067 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	4	
6	1673 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	т	4	
7	1839 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 201	4 190	Т	5	
8	1600 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	Т	6	
9	2782 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	т	4	
0	2076 MAIN STREET	SMITH	GA	33333	0	(		0	September 1, 2013	May 31, 2014	4 190	т	5	
1	1739 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	т	5	
2	1356 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	т	5	
3	2121 MAIN STREET	SMITH	GA	33333	0	(	0 0	0	September 1, 2013	May 31, 2014	4 190	S	5	
4	1635 MAIN STREET	SMITH	GA	33333	0	(	0 0	-	September 1, 2013			т	5	
25	2234 MAIN STREET	SMITH	GA	33333	0	(	-	0	September 1, 2013	May 31, 201	4 190	Т	5	
	2453 MAIN STREFT	SMITH	GA	33333	0	(	) <u> </u>	0	September 1, 2013	May 31, 2014	4 190	т	6	

Step	Action
10	With the columns selected, right-click and select Format Cells.

Format Cells	?×
Number Alignment Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Font Border Fill Protection   Sample BegDate Type:   03/14/01 Image: Constraint of the second sec
begin with an asterisk (	ate and time serial numbers as date values. Date formats that (*) respond to changes in regional date and time settings that are ting system. Formats without an asterisk are not affected by ngs. OK Cancel

Step	Action
11	On the <i>Numbers</i> tab, select <b>Category:</b> Date, and within the <b>Type</b> area, select <b>March 14</b> , <b>YYYY</b> format, and <b>OK</b> ( <b>OK</b> ).
	Your window may vary from the screenshot example above based on the Microsoft® Word version you are using. Select the Month DD, YYYY format.
12	Within the CONTRACT.xls/CONTRACT.xlsx spreadsheet, select Row 1.
13	With the row selected, right-click, and select <b>Bold B</b> <i>I</i> <b>U</b> and <b>Center</b>

Step	Action
14	<b><u>To select the entire spreadsheet:</u></b> Position your cursor <u>above</u> <b>Row 1</b> , <u>and</u> to the <u>left of</u> your farthest left column.
15	With the entire spreadsheet selected, and within the <b>Cells</b> section of the <i>Options Ribbon</i> , select <b>Format</b> $\rightarrow$ <b>Autofit Column Width</b> .

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Step	Action
16	Validate, and where appropriate, update <u>all</u> employees' fields.

Step	Action
17	Make the appropriate modifications and additions to your employees' contract information in the Microsoft® Excel spreadsheet.
	The employee's contract information will appear on the employees' contracts <u>exactly</u> as it appears on the Microsoft® Excel spreadsheet. Although this information will be exported by Employee Number, you may select a different sort order in Microsoft® Excel, such as by FacilityName, and then by Employee Name.
18	With the entire spreadsheet selected, within the <b>Editing</b> section of the <i>Options Ribbon</i> , select <b>Sort &amp; Filter</b> $\rightarrow$ <b>Custom Sort</b> .

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	Column Sort On Order
	Sort by Values A to Z
	OK Cancel
Step	Action
19	Continue to select <b><u>A</u>dd Level</b> until the following have been added to the dialog box:
	Sort by: FacilityName
	• First Then by: LName (Last Name)
	• Second Then by: FName (First Name)
20	Select Values as the Sort on criteria, and A to Z as the Order for each of the sort criteria
	selections.
21	Ensure <b>My data has <u>h</u>eaders</b> is selected.
22	Select OK (OK).
23	After all changes and additions have been made, select 📕 (Save).
24	To create contracts for new employees: Open the NEWCONTR.csv file:

When *Custom Sort* is selected, the following dialog box displays:

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26	5	Manually enter your new employees' contract information into the Microsoft® Excel spreadsheet.															
27	1	Repe	at Step	554 - 2	26 for	the N	EW	CONTR	.csv	file.							
28	8	After	all ch	anges	and ad	lditior	ns ha	ve been	made	e, save f	the file	e as N	EWC	ONTR	xls.		
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# **Procedure D:** Microsoft® Word Contract File **Processing**

Step	Action
1	Open the <b>CONTRACT.doc</b> file.
	The CONTRACT.doc file is located in K:\SECOND\PERDATA.
	The CONTRACT.doc file's field names, for example, < <county>&gt;, &lt;<district>&gt;, &lt;<bdofed>&gt;, &lt;<fname>&gt;, &lt;<lname>&gt;, etc., were imported from the Microsoft® Excel spreadsheet discussed in Procedure C: Microsoft® Excel Contract File Processing.</lname></fname></bdofed></district></county>

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:	¶ ¶ Complete-in Duplicate Revised April 2001¶ Contract of Employment¶	
-	State of Georgia → → → → → → →	
· · · · · · · · · · · · · · · · · · ·	This Agreement is made and entered into as of the dates indicated below, by and between the "	
-	«LName», «FName», «SSN»	
:	→ LastName → → -FirstName → → Middle-Name → → SocialSecurity-Number¶  (Addresss, «City», «State», «ZIP»	
~	(hereinaftæ called employee).¶	
: -	IN CONSIDERATION of the promises have inafter stated, the employer has offered and the employee has accepted employment, as a member of the ¶	
1	teaching or administrativestaff of the public school system of 	
m	1 <u>Scope of work</u> :-Theemployee is assigned to the duty of	
:	nocareu ar "	
- 4 - -	School-Name and City      gtransfer to any other location under the jurisdiction of the employer. The apployee agrees to perform such: duties: as: assignedobserve and implement.     such curriculum.standards and policy, and abide by such rules and regulations as may from time to time be put in force by appropriate law ful action either     of the employee or the State Board of Education.	
• • • •	2. <u>Term: of contract</u> : The employee shall be employed for the period from <u>BegDates</u> through <u>CRnDDates</u> . The employee hereby agrees to complete a full school year for certified staff, as defined by the rules of the State Board of Education, and in accordance with the annual school calendarand regulation sadopted by the employee. If this contract comma core subsequent to the beginning of an academic school year, the employee agrees to perform designated duties on theremainder of employee workdays in the school year, as defined by the rules of the State Board of Education and in accordance with the employer's annual school calendar and work schedules.	*
4		•
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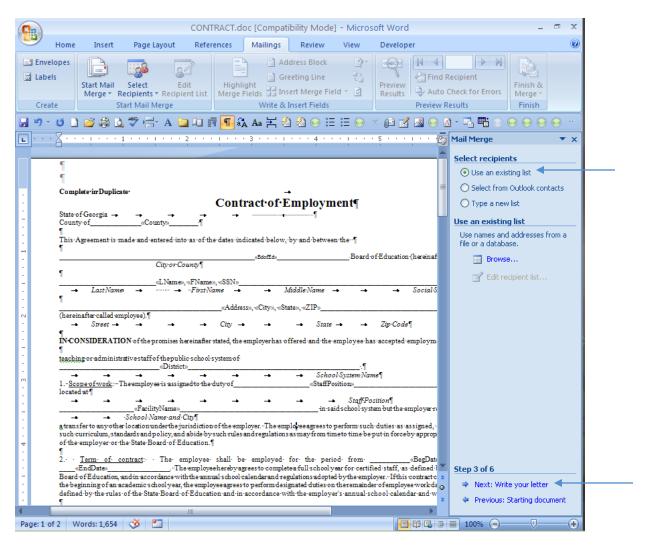
Step	Action
2	Select the Mailings tab, and within the Ribbon, select Step by Step Mail Merge Wizard.
	The Mail Merge panel displays in the right portion of the screen.

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Step	Action
3	Step 1 of 6: Ensure Letters is selected, and choose Next: Starting document in the lower right corner of the page.

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Step	Action
4	<b>Step 2 of 6:</b> Ensure <b>Use the current document</b> is selected, and choose <b>Next: Select recipients</b> in the lower right corner of the page.



Step	Action
5	Ensure Use an existing list is selected, and choose Browse (Select recipient list file).

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Step	Action
6	Navigate to <b>K:\SECOND\PERDATA</b> to select the CONTRACT.xls (CONTRACT.xlsx) file saved in <i>Procedure C: Microsoft</i> ® <i>Excel Contract File Processing</i> .

The following dialog box displays:

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Step	Action
7	Ensure First row of data contains column headers is selected, and choose OK.

The following dialog box displays:

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Step	Action
8	Select OK.

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	💿 Use an existing list 🚽
Complete in Duplicate -	Select from Outlook contacts
Contract of Employment¶	O Type a new list
State-of Georgia	Use an existing list
¶ This ·Agreement ·is ·made ·and ·entered ·into ·as · of ·the ·dates · indicated ·below, ·by ·and ·between ·the ··¶	Currently, your recipients are selected from:
¶Board-ofEducation	
City or County	Select a different list
«LName», «IName», «SSN» → Last:Name → ····· → ··First:Name → ··· Middle:Name → ···	Social-S Edit recipient list
$\rightarrow$ Strest $\rightarrow$ $\rightarrow$ $\rightarrow$ $\rightarrow$ City $\rightarrow$ $\rightarrow$ State $\rightarrow$ $\rightarrow$ Zip-Code	1
IN-CONSIDERATION of the promises hereinafter stated, the employer has offered and the employee has accepted e	mploym
teaching or administrative staff of the public school system of (Dittrict)	
→ → → → → → → SchoolSystemName¶	
1 <u>Scope of work</u> :The employee is assigned to the duty of	
Staff Position¶ 	mployerre
→ ·School·Name·and·City¶ gtransfer to any other location under the jurisdiction of the employee. The employee agrees to perform such duties as •as	
such curriculum, standards and policy, and abide by such rules and regulations as may from time to time be put in force b of the employer or the State Board of Education. ¶	by approp
¶ 2. <u>Term of contract</u> . The employee shall be employed for the period from	«BegDate
«EndDate»	defined Step 3 of 6
boat our fautoation, and in accordance with the amployee agrees to perform designated outset of the employee. This is the beginning of an academic scholyear, the employee agrees to perform designated duits on the remainder of employe defined by the rules of the State Board of Education and in accordance with the employeer's annual school calend	se work de 👩 🛛 🌩 Next: Write your letter < 💳
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Step	Action
9	Step 3 of 6: Choose Next: Write your letter.

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	Write your letter
4 4	If you have not already done so, write your letter now.
Complete in Duplicate Contract of Employment¶	To add recipient information to your letter, click a location in the
State of Georgia -> -> -> ->	document, and then click one of the items below.
County of «County»¶	Address block
This Agreement is made and entered into as of the dates indicated below, by and between the '	Greeting line
«Board of Education (hereinaf City-or-County¶	Electronic postage
1 «LName», «FName», «SSN»	More items
→ LastNams → → -FirstNams → → MiddleNams → → → SocialS	When you have finished writing
	your letter, click Next. Then you can preview and personalize each
$\rightarrow$ Strest $\rightarrow$ $\rightarrow$ $\rightarrow$ City $\rightarrow$ $\rightarrow$ State $\rightarrow$ $\rightarrow$ Zip-Code¶	recipient's letter.
N-CONSIDERATION of the promises hereinafter-stated, the employer has offered and the employee has accepted employm	
tesching or administrative staff of the public school system of «District»	
School-System Name	
l <u>Scope of work</u> :-Theemployæis assigned to the duty of	
→	
such curriculum, standard sand policy, and abide by such rules and regulations as may from time to time be put in force by approp of the employer or the State Board of Education.¶	
1 2. <u>Term of contract</u> . The employee shall be employed for the period from«BegDati	
«EndDate»The employee hereby agrees to complete a full school year for certified staff, as defined il Board of Education, and in accordance with the annual school calendar and regulations adopted by the employer - If this contract c	Step 4 of 6
the beginning of an academic school year, the employee agrees to perform designated duties on the remainder of employee work de defined by the rules of the State Board of Education and in accordance with the employer's annual school calendar and w	🔹 Next: Preview your letters 🚽
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ue: 1 of 2 Words: 1,654 🕉 🎦	100% (-)(+)

Step	Action
10	Step 4 of 6: Choose Preview your letters in the lower right corner of the page.

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	Preview your letters
The contract of Employment	One of the merged letters is previewed here. To preview another letter, click one of the following:
State of Georgia → → → → → → ·····¶ County of¶	Recipient: 1 >> -
This Agreement is made and entered into as of the dates indicated below, by and between the 1	Find a recipient Make changes
SMITH CITY BOARD OF EDUCATION	You can also change your
. (hereinafter called employer), and ¶ . City or County¶	recipient list:
- 1 AD2ER-TA2-999088127	Edit recipient list
· → LastName → → -FirstName → → Middle-Name → → SocialS	Exclude this recipient
~2909MAIN\$TREET,\$MITH,GA, 	When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual
INCONSIDERATION of the promises hereinafter-stated, the employer has offered and the employee has accepted employm	letters to add personal comments.
teaching or administrative staff of the public school system of	
School System Name     School System Name     Solution     Soluti	
→ → → → → → → → → → → StaffPosition¶ Location 000100	
School Name and City¶      gtansfer to anyother location under the jurisdiction of the employee. The employee agrees to perform such duties as assigned,     such curriculum, standards and policy, and abide by such rules and regulations as may from time to time be put in force by approp     of the employee or the State Board of Education.¶	
In the state of the state	Step 5 of 6
The amployee here by agrees to complete a full school year for certified staff, as defined by the rules of the State Board of Educations and opted by the employee. If this contract commances subsequent to the beginning of any	±
the employee agrees to perform designated duties on the remainder of employee work days in the school year, as defined by the rul	Previous: Write your letter
Education and in accordance with the employer's annual school-calendar and work schedules.	t Treneas mile your otter
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Step	Action
11	Step 5 of 6: Choose Next: Complete the merge in the lower right corner of the page.

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¶ ¶ Complete in Duplicate →	Complete the merge Mail Merge is ready to produce your letters. To personalize your letters, click
State of Georgia	"Edit Individual Letters." This will
County of	<ul> <li>open a new document with your merged letters. To make changes</li> </ul>
This Agreement is made and entered into as of the dates indicated below, by and between the "	to all the letters, switch back to the original document.
1 SMITH CITY BOARD OF EDUCATION	· ·
(hereinafter-called-employer), and ¶	Merge
. City or County¶ - 1	Print
AD2ER, TA2,999088127	Edit individual letters
. ¶ 2909MAINSTREET.SMITH.GA-	
33333,(hereinafter called employee).¶	
· → Strest → → → → City → → → State → → Zip-Code¶ · ¶	
INCONSIDERATION of the promises hereinafter stated, the employer has offered and the employee has accepted employm	
teaching or administrative staff of the public school system of	
m EDUCATION	
1 <u>Scope of work</u> :Theemployee is assigned to the duty ofNSTRUCTIONAL SPEC (P- 8)	
→ → → → → → → → → → StaffPosition¶ Location 000100 in said school system but the employer:	
School Name and City	
. gtransfer to any other location under the jurisdiction of the employer. The employee agrees to perform such duties as assigned, such curriculum, standards and policy, and abide by such rules and regulations as may from time to time be put in force by approp	
of the employer or the State Board of Education."	
2 <u>Term of contract</u> Theemployee shall be employed for the period from9/1/2013 through5/31/201	
<ul> <li>The employeehereby agrees to complete a full school year for certified staff, as defined by the rules of the State Board of Educatio the annual school calendar and regulations adopted by the employer If this contract commences subsequent to the beginning of an</li> </ul>	
the employee agrees to perform designated duties on the remainder of employee work days in the school year, as defined by the rul Education and in accordance with the employer's annual school calendar and work schedules. ¶	<ul> <li>Previous: Preview your letters</li> </ul>
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Step	Action
12	Step 6 of 6 – Select Edit individual letters to review the contracts before they are printed.
13	When the review is complete, select the <b>Print</b> option to print the employees' contracts.

# Appendix A: Contract of Employment - Example

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