

EIS – MAIN MENU

This is the screen where you make your selection on what you want to do in EIS.

EXAMPLE: TYPE 11.1.6
CRTL/ENTER (see Screen #9)

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USER:      N.Y.C. PUBLIC SCHOOLS - EMPLOYEE INFORMATION SYSTEM
o8/10     MAIN MENU

OPTION     DESCRIPTION
=====
1          SCHOOL BASED BUDGETING
2          TABLE OF ORGANIZATION PROCESSING
3          APPLICANT PROCESSING
4          EIS SECURITY
5          STAFF EMPLOYEE PROFILE
6          POSITION CONTROL
7          MAINTAIN EMPLOYEE PROFILE
8          FOR FUTURE USE
9          MAINTAIN TIME & ATTENDANCE
10         SPECIAL CHECK HANDLING
11         PAYROLL PROCESSING
12         PAYROLL ACCOUNTING
13         PMS RECONCILIATION INQUIRY
14         EIS UTILITIES

ENTER OPTION ==> 11.1.6

F1/HELP F3/PREV MENU
    
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Screen #9

Looking at the 11.1.6 Screen

TYPE – the PAYCYCLE
 TYPE – EIS ID , tab down to PAY HIST & TYPE “4”
 CRTL/ENTER

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NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM
o8/01     PAY DETAIL HISTORY PROMPT

PAYCYCLE :  S_      (S) SEMI-MONTHLY      (Q-BANK)
              (P) PARA-PROFESSIONAL    (E-BANK)
              (B) POSITIVE PAY      (SCHOOL BASED HOURLY)

EIS ID :      1234567
EMPL ID :
SSN :         (EMPLOYEE INFORMATION)
JOB SEQ NUM : 1 (DUAL EMPLOYMENT ONLY)

PAY HIST :  4      1 - SPECIFIC PAY CHECK DATE
                  2 - RANGE OF PAY CHECK DATES
                  3 - ALL CHECK DATES FOR FISCAL YEAR
                  4 - EMPLOYEES COMPLETE PAY HISTORY

PAY DATE :
FROM DATE :      TO DATE :
FISCAL YR :

F1/HELP F3/PREV MENU F5/PREV SCREEN F12/QUIT
    
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Screen #10
 Panel 5

From here: Press F4 for the window to get to various screens as noted in the Quick Reference Guide

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USER:      NYC PUBLIC SCHOOLS EMPLOYEE INFORMATION SYSTEM      E11MGD1
o8/12     PAY DETAIL HISTORY FOR EMPLOYEE-JOB                  PAGE: 1
              SEMI-MONTHLY

EIS ID: 1234567  SSN: 222-22-2222  JOB:                       RATE: 0.00
EMP NAME: ADAMS ADAM A  EMPL ID: 0123456  AS OF:              PERIOD REQUESTED: (-)
              ----- PAY EVENT -----  PY  RETRO/ AUTH PY CHK
ERN DATE TYP CAT CODE  DESCRIPTION  TYP DOLLAR AMT  OTM RSN DT CAN

08/31/12  PY  RCG  01000  RECURRING GROS R  5,413.92      000 08/31/12
08/31/12              SUB TOTAL $AMT = 5,413.92
08/15/12  PY  RCG  01000  RECURRING GROS R  5,413.92      000 08/15/12
08/15/12              SUB TOTAL $AMT = 5,413.92
07/31/12  PY  RCG  01000  RECURRING GROS R  5,413.92      000 07/31/12
07/31/12              SUB TOTAL $AMT = 5,413.92
07/15/12  PY  RCG  01000  RECURRING GROS R  5,413.92      000 07/16/12
07/16/12              SUB TOTAL $AMT = 5,413.92
06/30/12  PY  RCG  01000  RECURRING GROS R  5,413.92      000 06/29/12
06/29/12              SUB TOTAL $AMT = 5,413.92

MORE DETAILS

F1/HELP F3/MENU F4/WINDOW F5/PREV SCR F7/PG BACK F8/PG FORWARD F12/QUIT
    
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Screen #11

EIS QUICK REFERENCE GUIDE

What are you looking for?	Screen	F4 window on 11.1.6
Pay Detail History	11.1.6	
Service History	9.2.1 (F9)	1
Salary History	7.4.10	2
Current Staffing Information	2.6	3
Prior Year Staffing Information	2.11	4
Check Register	13.3	6
Inquiry of Charges Posted to FAMIS	12.2	7
Time and Attendance Inquiry	9.2.2	8
Employee Leave Balance Inquiry (Detail)	9.3.2	9
Employee Leave Balance Summary	9.3.3	10
Person Address Information	7.1.2	11
Correcting CAR	9.3.1	
Direct Deposit / EFT	9.6	
Display Final Entitlement	11.2.4	
Line of Duty (LODI) Status	9.3.5	
Longevity Inquiry Screen	7.4.1	
Name Look Up	14.1	
Salary Adjustment Notice	7.4.9	
Schedule of Audited Changes	9.1.6	
Timekeeping Summary Inquiry	9.4.1	

Screen #12

NOTE: Please read the EIS Bulletin Board regularly and throughout your day; it contains useful information.



New York City Public Schools

**EIS
 EMPLOYEE INFORMATION SYSTEM
 REFERENCE CARD**

AUGUST ~ 2012

The LOG ON Process:

1. From your desktop, double click on this icon :



3270 Pool Telnet v5.6 ws.lnk

NOTE:

However, if you don't have this icon on your desktop, you will have to get to this screen through WEB Connect.

Please click on the link: <https://wc.nycenet.edu> for instructions on how to access WEB Connect.

- This is your 1st screen
- Service desired, TYPE “P” (CICS Prod)
- Press CRTL/ENTER (on the right side of your keyboard).

This will bring you to the Main Menu Screen (See screen #1)

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LU=LB08Q07  DIVISION OF INSTRUCTIONAL AND INFORMATION TECH

NYCDOE - DIIT NATIVE SERVICES      NYS SERVICES      CITYNET SERVICES
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T -TSO/ISPF      RP -RMD5 PROD  VM41-SEDE      Z -FISA
P -CICS PROD     RT -RMD5 TEST  SEDU-SED UBNISYS  CSC-CSC
C -CICS TEST     EM -EMAIL      (AXUSYS)      COM COMPROLLER
CQ -CICSQA       OMS -OUTPUT MNGT  DOL -NYSDDL
K -KEY/MASTER   XP -XPTR
I -IDMS PROD     ATS -NYCBOE-ATS PRD
S -IDMS SYSTEST  OMSHS -H.S. OMS
U -IDMS UNITTEST SJ -SUMMER JOBS
DU -CICS/DB2 UNIT
DR -CICS/DB2 TRAIN  UAPC SERVICES
PP -PASSPORT PROD -----
PR -PASSPORT TRAIN UA -UAPCNET

FOR ASSISTANCE, INCLUDING EIS PASSWORD RESETS, CALL THE SUPPORT
CENTER AT (718) 935-5100. FOR PASSPORT HELP CALL (718) 349-5783.
TO REFRESH THE SCREEN HIT CLEAR THEN ENTER.
FOR TSO ENTER SERVICE FOLLOWED BY A BLANK AND THEN USERID.

Service Desired ==>      P <-----
    
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Screen #1

