Guide for Pinellas County Schools (PCS) Employees to Access Documents Which Serve as Proof of Employment and Income

How to View and Print Your Employment Data Report (EDR)

- Please be advised that all current and former PCS employees have access to view and print their PCS work history report (EDR). Please visit the PCS Website → hover over the Employment tab → select the Personnel Records option from the drop down menu → click on the Employment Data Report page, or PCS Accessing Your EDR link, and follow the directions (Figure 1).

Figure 1

- Once the report is generated please pay close attention to the 2-digit code in parentheses beside your job title, i.e. ESE Associate **(53)** (Figure 2), as you will need to reference this *Employee Pay Type* when locating your pay category (number of months scheduled to work per school year) on the PCS Payroll Calendars. You can also determine your pay category by locating the pay type in the *Employee Pay Type* section (Figure 3) of the PCS **Employer Disclaimer** which is listed after the Historical Pay Period Summary section of your EDR report.

Figure 2

Employer Name:	Employer Code:	Employer Address:
Pinellas County Schools	18019	301 Fourth St SW Largo, FL 33770

Information Current as of:	Employee Name:	Division:
07/25/2017	.	5400

Employment Status:	Most Recent Start Date:	Total Time With Employer:	Job Title:
Active	04/11/2016	1 Year , 3 Months	**ESE ASSOCIATE (53)**

Figure 3

Employee Pay Type - Number of Months and Days Worked Per School Year
Day = d; Month = mo; Service = Svc; Substitute = Sub; Supporting = Suppo
23 - 10 mo/198 d Teachers
26 - 11.5 mo/235 d Teachers
27 - 12 mo/247 d Teachers
29 - 10 mo/198 d Teachers 12 mo Option
33 - 10.5 mo Assistant Principal
34 - 10.5 mo Assistant Principal 12 mo Option
35 & 45 - 11 mo Administrative/Professional/Technical
36 - 11 mo Assistant Principal 12 mo Option
37, 38, 39 & 47 - 11.5 & 12 mo Administrative/Professional/Technical
53 - 10 mo / 196 d Support Svc

Where to Find Proof of Employment, Number of Months Worked per School Year, and Income
- You can access documents that serve as proof of employment, pay category, and income through Employee Self Service. From the main page of the PCS Website → click on the drop-down menu of the Login tab → select the Employee Self Service (ESS) option (Figure 4) → enter your PCS Username and Password information and login → select the Pay Info option → select the applicable paystub(s) → print these documents as proof of income and employment → select the Salary option from the list of items → print this document for proof employment and pay category (Figure 5).

Figure 4

Figure 5
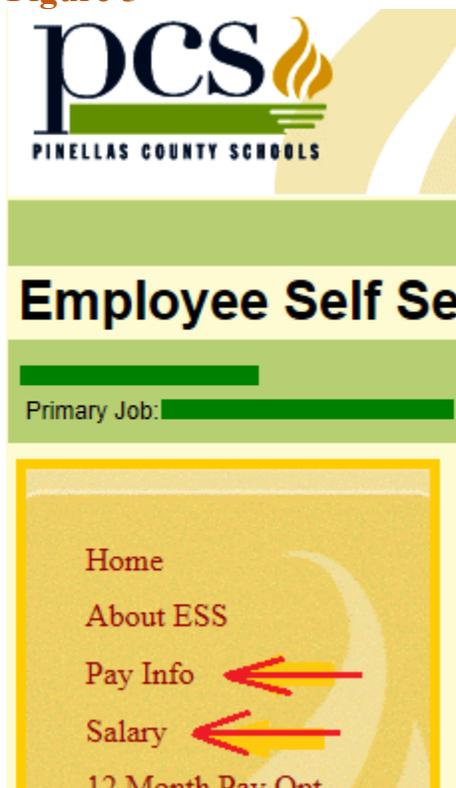
How to Determine Employee's Last Assigned Day to Work for School Year
- In order to determine the employee's last assigned day to work for the school year; please visit the PCS Website → click on the Departments & Divisions tab → click on the Payroll Operations option → select the Calendars option → click on the Staff Calendar for the school year that the requestor is inquiring about, i.e. *2017-2018* (Figure 6) → locate the *applicable* event, i.e. "May 25 ~ last day for *10-month support personnel*" (Figure 7).

Figure 6

Figure 7

May 25   Teacher Work Day/last day for 10-month (198 days) instructional personnel.
month (235 days) instructional personnel. Last day for food service workers
dispatchers, 10-month PCS police, 10-month support and 10-month PTS pe
for 10-month (198 days) and 11.5-month (235 days) instructional personnel.

How to Determine Employee's First Assigned Day to Work for School Year

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please visit the PCS Website → click on the Departments & Divisions tab → click on the
Payroll Operations option → select the Calendars option → click on the Staff Calendar
for the school year that the requestor is inquiring about, i.e. *2018-2019* (Figure 6) →
locate the *applicable* event, i.e. "August 9 ~ *Food service workers (192 days) report for
duty*" (Figure 8).

Figure 8

August 9   Food service workers (192 days) report for duty.

How to Determine Date and Projected Amount of Employee's Last Paycheck for School Year

- In order to determine the date and projected amount of the employee's last paycheck for the school year; please visit the PCS Website → click on the Departments & Divisions tab → click on the Payroll Operations option → select the Calendars option → click on the Payroll Calendar for the school year that the requestor is inquiring about, i.e. *2017-2018* (Figure 6) → scroll down to the "***Pay Date Calculations***" section of the document and locate the *applicable* "***Pay Type***", i.e. "Food Service Assistants – PAY TYPE 61 ~ *Last Paycheck = (06/01/18)*" (Figure 9).

Figure 9

PAY DATE CALCULATIONS

BUS DRIVERS - PAY TYPES 81, 82 & 85

Annualized Salary	=	Hours/day x 192 days x hourly rate
Bi weekly Pay	=	Annual Salary ÷ 21.2 Paychecks

1st Paycheck	=	30% x biweekly pay	(08/11/17)		
20 Paychecks	=	20 biweekly pays	(08/25/17)	-	(05/18/18)
Last Paycheck	=	Annual - (1st Pay + 20 biweekly pays)	(06/01/18)		

FOOD SERVICE ASSISTANTS - PAY TYPE 61

Annualized Salary	=	Hours/day x 192 days x hourly rate
Bi weekly Pay	=	Annual Salary ÷ 20.9 Paychecks

1st Paycheck	=	90% x biweekly pay	(08/25/17)		
19 Paychecks	=	19 biweekly pays	(09/08/17)	-	(05/18/18)
Last Paycheck	=	Annual - (1st Pay + 19 biweekly pays)	(06/01/18)		

How to Determine Date and Projected Amount of Employee's First Paycheck for School Year

- In order to determine the date and projected amount of the employee's first paycheck for the school year; please visit the PCS Website → click on the Departments & Divisions tab → click on the Payroll Operations option → select the Calendars option → click on the Payroll Calendar for the school year that the requestor is inquiring about, i.e. *2018-2019* (Figure 6) → scroll down to the "***Pay Date Calculations***" section of the document and locate the *applicable* "***Pay Type***", i.e. "10-Month Teachers – PAY TYPE 23 ~ *1st Paycheck = (08/17/18)*" (Figure 10).

Figure 10

10-MONTH TEACHERS - PAY TYPE 23

Daily Rate	=	Annual Salary ÷ 198 Contract Days
Bi weekly Pay	=	Annual Salary ÷ 21.6 Paychecks

1st Paycheck	=	70% x biweekly pay	(08/17/18)
20 Paychecks	=	20 biweekly pays	(08/31/18) - (05/24/19)
Last Paycheck	=	Annual - (1st Pay + 20 biweekly pays)	(06/07/19)