

# (Staff) Department Assignment

## Overview

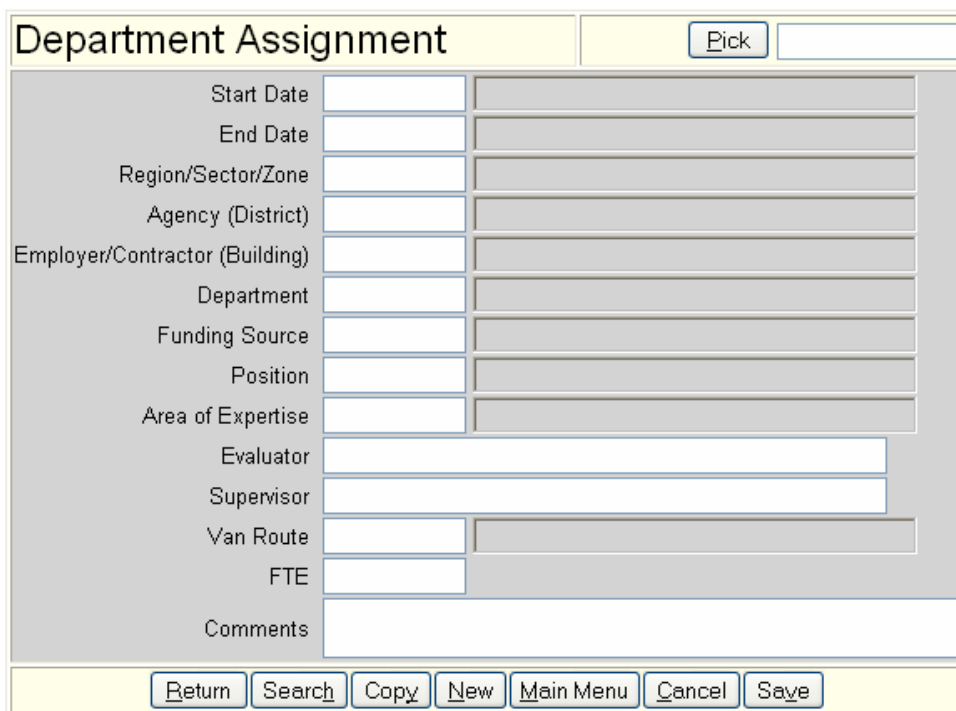
This screen tracks the unique relationship of a staff person to his/her agency, position and department. One staff person may serve in more than one position, so this file specifies the FTE for his/her involvement in this specific position. At the agency level, a listing of staff by department and position would reveal the total FTE for a department.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Department Assignment.

## Access to Screen

From the Main Menu, select Department Assignment under the Staff section or select the Department tab from the Staff screen.



The screenshot shows a software window titled "Department Assignment". At the top right is a "Pick" button and an empty text box. Below are several rows of input fields, each with a label on the left and a corresponding input area on the right. The labels are: Start Date, End Date, Region/Sector/Zone, Agency (District), Employer/Contractor (Building), Department, Funding Source, Position, Area of Expertise, Evaluator, Supervisor, Van Route, FTE, and Comments. At the bottom of the window is a row of buttons: Return, Search, Copy, New, Main Menu, Cancel, and Save.

## Add a Department Assignment

1. Click on Departments under the Staff section on the Main Menu.
2. Use the Pick field to select the staff person to whom you want to assign a department.
3. Click on the New button to create a new record for the staff person.
4. If a staff person is assigned to more than one department, click on the Copy button to make additional department assignments. Then edit the information that is different for this department. The accumulated FTE for any staff person may not total more than 1.0

Note: The use of this screen is optional.

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## Required Fields

If an AEA chooses to use this optional screen, the fields required on the Department Assignment screen include:

- Start Date
  - Agency (LEA for local district or AEA for AEA)
  - Employer Contractor (District number for LEA or AEA number for AEA staff)
  - Department Code
  - Position Code
  - Evaluator/supervisor
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