Human Resource Management System

HRMS Reporting Tool v12 (.Net) Release Notes

Release notes appear in reverse chronological order.
If you have any questions, call the HRMS Help Desk at 919-807-HELP.
The New HRMS Help site can be found here: https://files.dpi.state.nc.us/HRMS_help/

Version 12.0.14 (August 2019)

This release contains the following:

- When creating a Licensure Report under standard Reports, the selection criteria for Program Codes now includes the new licensure program code of R (Residency). This code is now listed and is included in the 'Provisional' Grouping by default.
- Fixed a bug where passwords containing certain special characters that were valid for HRMS passwords were invalid for Reporting Tool passwords.
- Changed the landing page to point to the new **HRMS help** website instead of the defunct wikispaces site.

Version 12.0.13 (November 2017)

This release contains two resolved defects:
- Licensure Report – removed the multiple assignment and licensure area information that appeared when an employee had multiple races selected.
- Resolved a time out issue that some large LEAs were experiencing when running reports that returned a large number of results.

Version 12.0.12 (August 2017)

This release focuses on the addition of the Digital Learning credit type to reports and updates to contract letters.

The following reports were updated to include the new Digital Learning CEU type:

- Continuing Education Class Templates
- Continuing Education History by Class
- Continuing Education History by Employee

The following items had text modifications, primarily the removal of references to *probationary*:
- Contract Non-Renewal Notification
- Post Board Meeting Notice

Version 12.0.11 (June 2016)

This release addresses the following issues by report. In addition, at the April State Board of Education meeting the Board approved changing the license titles of *SPI* to *Initial* and *SPII* to *Continuing*.

SS-200 Reports
- The queries contained references to the old race field. This caused some employees to be dropped from the report. The old race codes were removed from the queries.

Licensure Report
- References to the old race field have been removed from the queries.
- Changed license titles, *SPI* to *Initial (formerly SPI)* and *SPII* to *Continuing (formerly SPII)*.

Professional Development Report
- Changed program code category, *Experienced Out-of-State/SPI License* to *Experienced Out-of-State/Initial License*.

Version 12.0.10 (October 2015)

This release expands and fixes the Continuing Education renewal credit display. The tool has also been tested and is supported on both Windows 8 and 10.

Continuing Education History by Employee
- Changed the column header of *General Credits* to *Other Credits*.
- The rows under the Total CEU Credits section were reordered to match the order in all other reports.
- The display of credits requirements has been improved with the following changes:
  - Pre-K Teachers are only required to have Content credits
  - School Administrators show the requirement for 3 School Admin Credits instead of 3 Content Credits
  - Categories that do not have any specified requirements, such as Validated and Lateral, no longer show values for the **State Required** and **Remaining** rows.

Continuing Education History by Class
- Changed the column header of *General Credits* to *Other Credits*.

Continuing Education Class Template
- Changed the column header of *General Credits* to *Other Credits*.

Version 12.0.9 (July 2015)

This release introduces the new **Board Reports** functionality, as well as updates to match header and display changes made in LEA 6.5.2 for CEUs and other minor fixes and additions.
- Added Board Reports
  - **Board Reports**
  - **Closed Session**
  Note: you must set the Board Report Date when performing Staff Actions in order for items to appear on the report.

- Updated the **Continuing Education History by Class** and the **Continuing Education Class Template** reports to reflect the changes in credit types; Academic is now Content, NCLB is now General. The columns orders are also changed to match across all reports.
- Updated the **Continuing Education History by Employee** report to reflect the header changes as well as to match the view in LEA 6.5.2. Rows were added to show the State Required credit amounts by type, and a row to show the number of credits remaining for the staff member. Any deficits by category are displayed as negative numbers highlighted in red.
- Updated the **Expiring License letter** text to reflect the new CEU renewal requirements.
- Removed the Ad Hoc button as this functionality does not exist in the Reporting Tool.
- Corrected minor display and spelling errors.

Version 12.0.8 (March2015)

This release implements the new **Public Records Reports** in order to meet the requirements of **GS_115C-320**. Employees must be assigned to a position for them to appear on the reports. The reports provide the information defined in **GS_115C-320**. The following make up the Public Records Standard Reports:
- Position and Contract Public Records Report
- Position and Salary Public Records Report
- Position and Staff Actions Public Records Report

Several minor bug fixes were also included in this release

Version 12.0.7 (June 2014)

This year, DPI combined collection of the **Teacher Turnover and Beginning Teacher Reports** and requested additional information for the reports. In response, this release includes the following changes:

- Added 'TE or LE' (Teacher Education or Lateral Entry) column to the Teacher Turnover Leaving and Not Leaving Reports, eliminating the need for the Beginning Teacher Leaving and Not Leaving Reports.
- Added 'Object Code' column to the Teacher Turnover Leaving and Not Leaving Reports. Object Code 124 can be used to identify Visiting International Faculty (VIF).
- Removed the Beginning Teacher Report series under Standard Reports.
- Moved the Beginning Teacher Turnover Summary to the Teacher Turnover Report series.

Version 12.0.6 (March 2014)

This release includes the following enhancements and updates:
- Added Object Code 127 (Master Teacher) to list of base teacher object codes that are selected for the following reports:
  - **SS-200** and **SS-300 Reports**
  - **Teacher Turnover Reports** and **Beginning Teacher Turnover Reports**
  - **Professional Development Report**
  - **NCLB Licensed HQ Qualifications Report** (Teachers Option)

- Changes to printing of **Contracts**:
  - Removed the ability to print Career and Probationary contracts (due to 2013 legislative changes affecting teacher tenure).
  - "Temporary" Contracts have been re-labeled "Temporary Full-Time" contracts to be more descriptive. "Part-Time" contracts have also been re-labeled "Temporary Part-Time" contracts.
  - When printing Temporary (Full-Time) contracts, removed the Tenure Status Code from the printed contract, unless it is a locally-defined Tenure Status Code.
  - Added new Teacher contract template to the Reporting Tool. Note that this template should only be used for teachers who will be providing services for the 2014-15 school year and who start on the first day of the school year. (If a teacher starts on or after the 2nd day of the school year, they should have a Temporary contract.)
  - Added a disclaimer that will appear in the Reporting Tool anytime an LEA opts to print a contract of any type. This disclaimer was requested by DPI's State Board Attorney and reads as follows: "This contract template has not been approved by the State Board of Education or by anyone acting on its behalf. It has not been reviewed by any attorney at the State level. A local school system should not use any document or template posted here without consulting with its local board attorney. The State Board of Education, the Department of Public Instruction, and all of their employees and officers, are not responsible for and do not endorse the use of this particular template."
- Removed Date of Birth from the **New Hire Report**, as it is no longer required by DHHS and poses a security concern for some LEAs, since SSN is also included in the report.

Version 12.0.5 (April 2013)

This release includes the following minor fixes and updates:
- An error that occurred when users launched the **Teacher Turnover Summary Report** has been fixed.

- 'Principal Credits' column headings have been changed to 'Sch Adm Credits' on the **Continuing Education** (History by Employee, History by Class, and Class Template) **Reports**.
- The order of the Race columns on the **EEO-5 Summary and Detail Reports** has been changed to match the order on the official EEOC form.

Version 12.0.4 (November 2012)

This release includes minor code changes to the SS-300 report that are needed for ISIS 6 LEAs only. ISIS 6 LEAs do not have Frequency included in their Salary Schedule/Grade/Step table. HRMS has to obtain Frequency for those LEAs from the HRMS Budget Code Assignment in order to compute the Supplement amount for Additional Pay budget codes, for the SS-300 report.

Version 12.0.3 (July 2012)

Features of this release include:
- New **Personnel Directory** report
- New **EEO-5** reports
- Primary and Non-Primary Assignment selection criteria is now available in the Employee Listing report

Version 12.0.2 (April 2012)

Features of this release include:
- New **Beginning Teacher** reports
- New **'Create Address File for Mail Merge'** function
- Text changes to the CEU reports (renamed 'Reading Methods Credits' to 'Literacy Credits')

Version 12.0.1 (February 2012)

This release implements the **NCLB Licensed HQ Qualifications** and **Professional Development** reports.

For the Professional Development report, the business rules were not changed from those used in the old Reporting Tool, but the layout for totals on the report is slightly different and should be easier to read.

The NCLB report has been modified to provide more meaningful data. The two primary report options for the new report are: Teachers and All Professional Educators. For either report, you may opt to display 'HQ', 'non HQ', or 'All' License Areas (under License Options).

The old NCLB report allowed you to select either Teachers or All Professional Educators who had at least one HQ License Area, or had No HQ License Areas.

Version 12.0.0 (December 2011)

In this release, the application has been renamed Reporting Tool 2012 (from Reporting Tool 2010). The release requires users to install the Reporting Tool 2012 application and uninstall the Reporting Tool 2010 application.

Features of the release include:
- New **Teacher Turnover** and **Paraprofessional** reports
- Text changes to the Expiring License Letter to accommodate CEU policy changes
- Expiring License and License Renewal Letters are now customizable
- New 'Export Report Data' function
- New improved version of Crystal Reports

Version 10.0.5 (May 2011)

This release implements the **Contract Non-Renewal Letters** and the **Employee Listing** report.

Two letters are provided to meet the notification requirements for contract non-renewal under G.S. 115C-325:
- Notification of Non-Renewal
- Post Board Meeting Notice

Each LEA's legal counsel needs to be party to the official letter drafting. No LEA HR administrator should see these as required letters or DPI-endorsed documents. These are simply intended as a guide for LEA consideration. Both letters will be editable so that LEAs can make any changes they wish.

Version 10.0.4 (February 2011)

This release implements the **Contracts** report. After creating your contracts in HRMS, use the Contracts report to generate and print your contracts. The Contracts Report allows you to print active **Contracts or Cover Letters** for contracts created on or after a specific date. Board Action Date is no longer a required field. If you leave this field blank on the selection form, the Board Action Date entered on the Contract will display on the contract.

Templates are provided for System Contract Types (Career, Probationary, Temporary, and Part-Time). You can adjust the font size of the Special Conditions to ensure that contracts fit on a single page. In addition, you can create custom templates for any Local Contract Types defined in LEA Configuration.

After opening the Contracts Report (under Contracts and Letters), click "Contracts" in the Help menu to view online help.

Version 10.0.3 (January 2011)

This release implements the following new reports:
- New Hire Report
- Substitute Listing

The New Hire Report allows you to generate a report in either the **Reporting Tool or Excel**. The Reporting Tool version can be faxed or used to enter data online, and the Excel file can be submitted online. LEAs should consult DHHS's New Hire Reporting website for detailed information on reporting and data submission requirements: http://newhire-reporting.com/NC-Newhire/default.aspx

Additional items included in this release:
- Text changes to the Expiring License Letter to include requirements for academic credits.
- Correction to handling of Revoked Licenses in the Licensure Report. Previously, Licenses with a Revoke Rescind Date greater than or equal to the Revoke Date were being reported as Revoked.

Version 10.0.2 (September 2010)

This release implements the following new reports:
- SS-300 Detail
- SS-300 Summary
- SS-300 Error

Along with the above new reports in the HRMS Reporting Tool, there have been changes to the SS-300 reporting categories in HRMS LEA for teachers.

DPI's FBS Section has made a change to the requirements for the SS-300 report. Beginning with the Fall 2010, LEAs are no longer be required to break down their teachers by fund source for the purposes of SS-300 reporting. LEAs are now to submit one number for Teachers instead of having to report by fund source.

There were three SS-300 reporting categories for Teachers:
- Teachers (State Funded)
- Teachers (Locally Funded)
- Teachers (Federally Funded)

The HRMS Team has changed the SS-300 categories in the SS-300_Rpt_Dom table. The new 'Teachers' category (Teachers) will appear on the Create & Edit Position forms in HRMS LEA

All records in HRMS are also updated to reflect the one 'Teachers' category (10 – Teachers from the SS-300_Rpt_Dom table). When you run the SS-300 report, it will now reflect one 'Teachers' category.

Version 10.0.1 (August 2010)

This release moves the reporting tool from Visual Basic 6.0 to Visual Basic 9.0 (VB.NET 2008). The first step taken was to define actual business rules / requirements for all reports. A Reporting Tool Subcommittee helped define these business rules / requirements. Another goal of the new reporting tool was to standardize the look and feel of the report selection criteria and the reports generated.

This release includes the following reports / letters:
Continuing Education History by Employee
Continuing Education History by Class

Continuing Education Class Template
License Renewal Letter
Expiring License Letter
Licensure Report
   With the following suggested groupings:
- All Licensed Employees
- Standard Professional I licenses (active or inactive)
- Standard Professional I licenses (inactive only)
- Standard Professional I licenses (active only)
- Lateral entry licenses
- Non-provisional licenses
- Provisional licenses
- Licenses with testing requirements
- Standard Professional II licenses
- Choose My Own Program Codes

SS-200 Reports
- Detail Report
- Summary by Site
- Summary by Classification
- Error Report

There will be future releases that include other reports in the old reporting tool not listed above.

With this release, the Help feature has also been enhanced.
https://licsalweb.dpi.state.nc.us/hrmshelp/index.htm?href=ReportingTool2010.htm

In Help, you can find out what changed from the Old Reporting Tool to the New Reporting Tool. You can get details for what changed in each report.

One example is a control which was changed. The Employee Status option replaces "Include Inactive Employees" option. In the Old Reporting Tool, you could choose "Include Inactive Employees". In the New Reporting Tool, you can specifically choose which Employee Status to choose (1-Active, 2-Inactive, 3-Leave, 4-Pending).

Another example is the Variable Licensure Report which is now categorized as Licensure Report. The Licensure Report displays employee, assignment, license, and license area information for selected employees. The report can be sorted by employee name or site and employee name.

The Program Codes selection control in the Licensure Report now includes the following options:
- All licensed employees (default)
- Standard Professional I licenses (active or inactive)
- Standard Professional I licenses (inactive only)
- Standard Professional I licenses (active only)
- Lateral entry licenses
- Non-provisional licenses
- Provisional licenses
- Testing requirements
- Standard Professional II licenses
- Choose my own Program Codes