User Guide

Police Employee Data System (PEDS)

January 25, 2011

Version 1.0

Revision History

Author Name	Revision Date	Version	Revision Description
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1.0 Overview

This document provides the functionality/operation and user guide for the Police Employee Data System (PEDS) application. This application is being used to track organizational and security change requests for personnel.

The goal of this application is to provide department staff with a system that will:

- Provide a simple, user friendly method of submitting information.
- Further the Department's current objective of "real time" employee tracking.
- Allow the Department to begin expanding the collection of data in order to provide enhanced reporting needs and furthering the Department's goal of a centralized data repository.
- Reduce or eliminate redundant personnel related information going into disparate databases.
- Improve accuracy and timeliness of Employee assignment reports.
- Enhance existing special event and emergency operations by ensuring that the Operations Center has the most current, accurate information available when creating staffing plans.
- Maximize employee efficiency by eliminating manual entry and providing data to users.

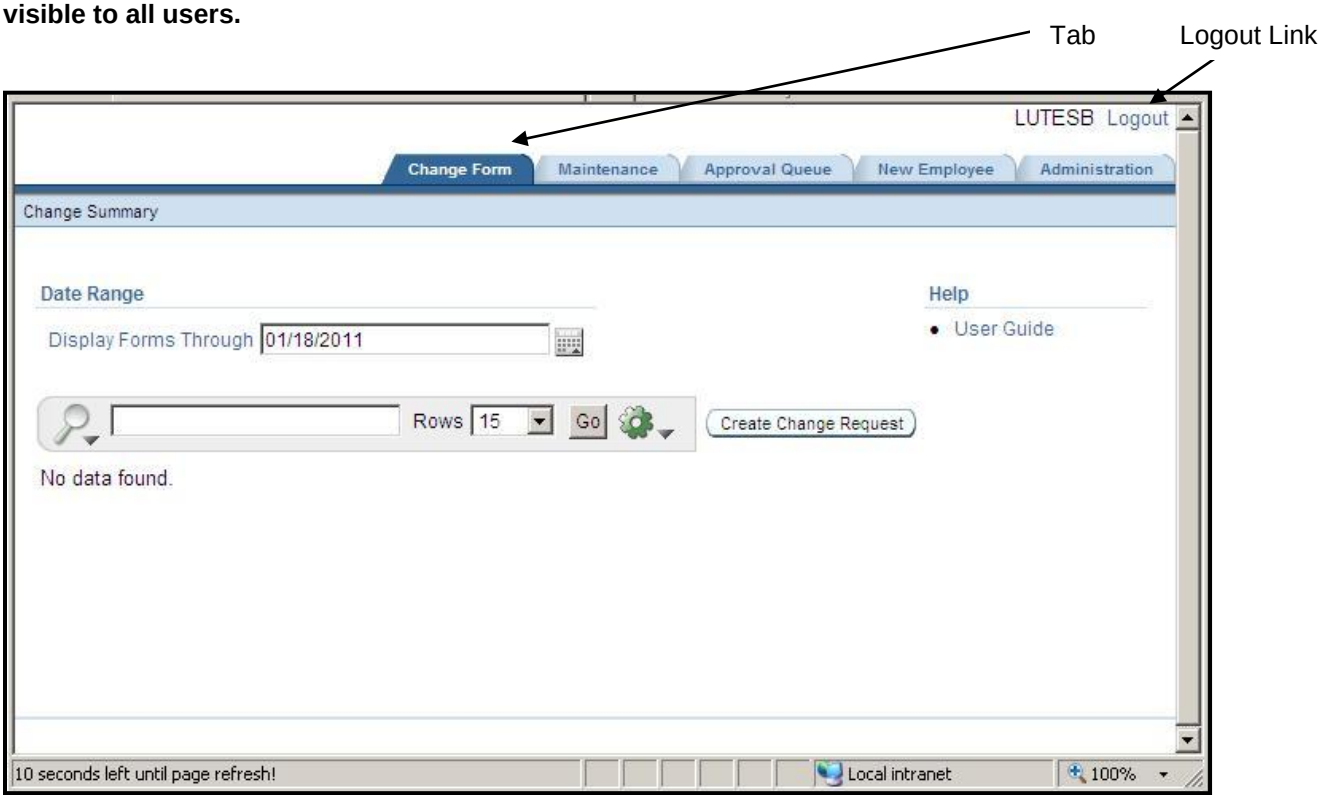
2.0 Application Functionality

To login to the application, click on the following link:
http://srvappex:7777/pls/apex/f?p=PEDS

The Login screen is displayed below. Once you login you will see your user name on the top right corner of each screen. There will also be a link to logout next to your user name.

Use your network (Windows) login (e.g. SmithB) and your network password. If you have issues with either the login or password, contact DoIT.

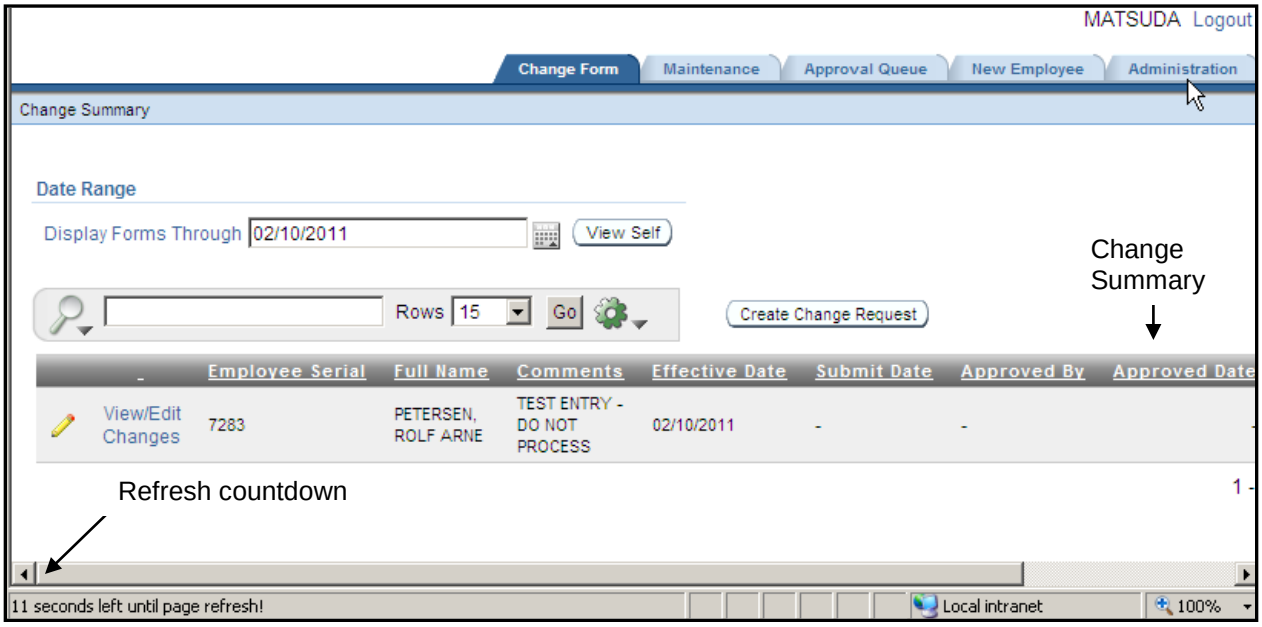
There are five tabs: Change Form, Maintenance, Approval Queue, New Employee, and Administration. You can select a tab at any point and be taken to the main page for that task area. **Not all tabs will be visible to all users.**



All fields with an asterisk (*) next to them are required. Help for each item is displayed by clicking on a field name label (only valid for those field name labels that are blue).

3.0 Change Summary Screen

Select Change Form Tab to view this page. This page displays change forms currently in progress or submitted to Sustainment for processing by the logged in user. This page refreshes every sixty seconds. The countdown to refresh is visible on the status bar for the window.



The Effective Date is the effective date for the requested changes. Any changes that are future dated will be processed on the date the changes are effective. The changes will be held if information such as watch, court code, desk phone, unit phone, etc. needs updating. In order to keep track of pending requests, it will remain in the Sustainment Approval queue.

The Submit Date is the date the request for changes was submitted to Sustainment for processing.

The Approved Date is the date Sustainment processed the request.

The View Self button displays all information stored for the Logged in employee.

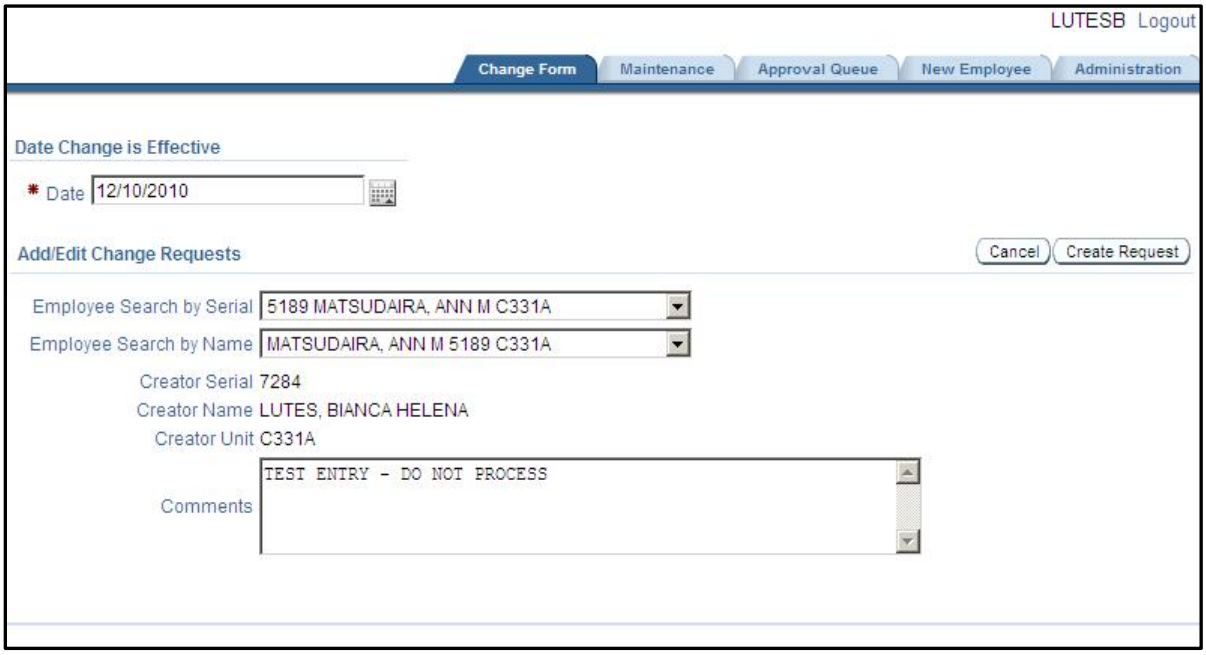
You have the option to click the *Create Change Request* button to create a new request or click *View/Edit Changes* link for the existing request you wish to edit.

Note: Any employee in your Change Summary that does not have a Submit Date is locked by the logged in user (creator). No other user can edit this employee until:

- The employee is processed by Sustainment
- A request is made to Sustainment to contact the creator to unlock the request.
- The request is deleted by the creator.

4.0 Create Change Request

Click the Create Change Request button on the Change Summary (see 3.0 Change Summary screen) screen to start this process. This page allows you to create a new Change Request.



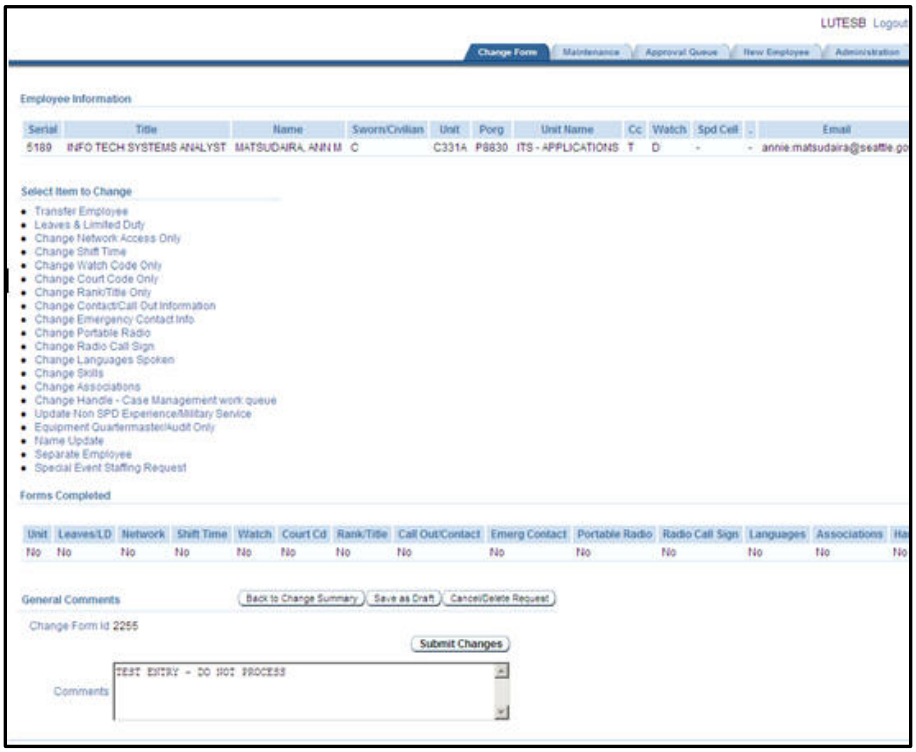
Date – The date the requested changes are effective. If you click on the calendar tool , a calendar will appear. You can navigate to the correct date and click on it to return it to the field as well.
Employee Search by Serial – Select the serial number of the employee you are changing. You can type ahead to navigate to it quicker. This will also set the Employee Search by Name field.
Employee Search by Name – Select the name of the employee you are changing. You can type ahead to navigate to it quicker. This will also set the Employee Search by Serial field.
Creator Serial, Creator Name, Creator Unit – These fields are filled in by the system and display information about the individual that requested the change.
Comments – Enter any comments for the Sustainment team.

Once all the necessary data has been filled in, click the Create Request button. If all data is correct, when the Create Request button is clicked the next screen that will be displayed will be the Select Item to Change screen.

If the employee is locked by another user, an error message will be displayed.

5.0 Add/Edit Change Request Items

Select a Change Request from the Change Summary screen (see 3.0 Change Summary Screen) or add a new request (see 4.0 Create Change Request) to navigate to this screen. This screen is used to enter the specific areas for the requested change.



Page Sections

Employee Information - Basic information that is currently stored for the employee.
Select Item to Change - Contains links to other change items. Not all links visible in the screen shot will be available for each user. Visibilty of certain items are available depending on the security group or the Unit Number the creator is a member of.
Forms Completed - Displays in red the items the creator has modified for the selected employee.
General Comments - Creator may enter comments to Sustainment team.

Buttons

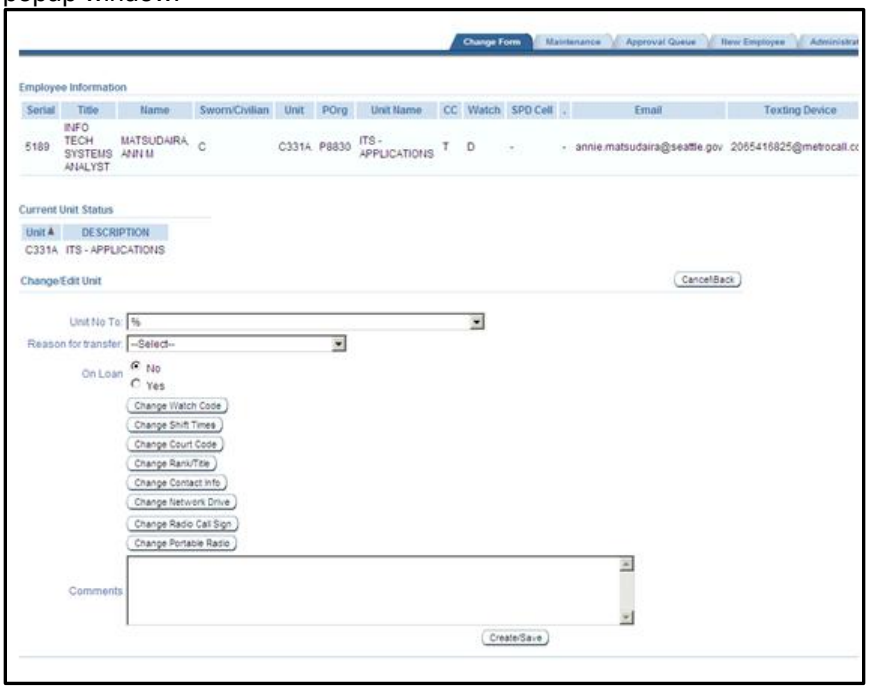
Back to Change Summary – Takes you back to Change Form (see previous page).
Save as Draft – Saves the request but does not submit it.
Cancel/Delete Request – Deletes this request and any items you have selected to change.
Submit Changes – Only visible if the changes have not yet been submitted. Once this button is clicked, the changes will be submitted to Sustainment.
Unsubmit Changes – Only visible if the changes have been submitted. Once this button is clicked, the changes will be removed from Sustainments approval queue. Updates can then be made to this request. This request can then be resubmitted at a later point..

Start the change request process by selecting an item to change. This is done by selecting the appropriate link after creating a new request (see previous page). The link will direct you to a new page. After the appropriate information is filled out, click the Create/Save button. You will be returned to the Change Summary screen with the changed forms highlighted in red. When you are done with all your changes,

If the form has been submitted to review, when you select an Item screen you will see the following message:
This form has been submitted to Sustainment for review. Changes will not be allowed until Sustainment processing is complete.
There will be no entry options available in this case.

5.1 Transfer Employee

Transfers include permanent, on loan and limited duty assignments. Buttons with common changes associated with transfers are available. When one of the buttons is clicked, that form will appear in a popup window.

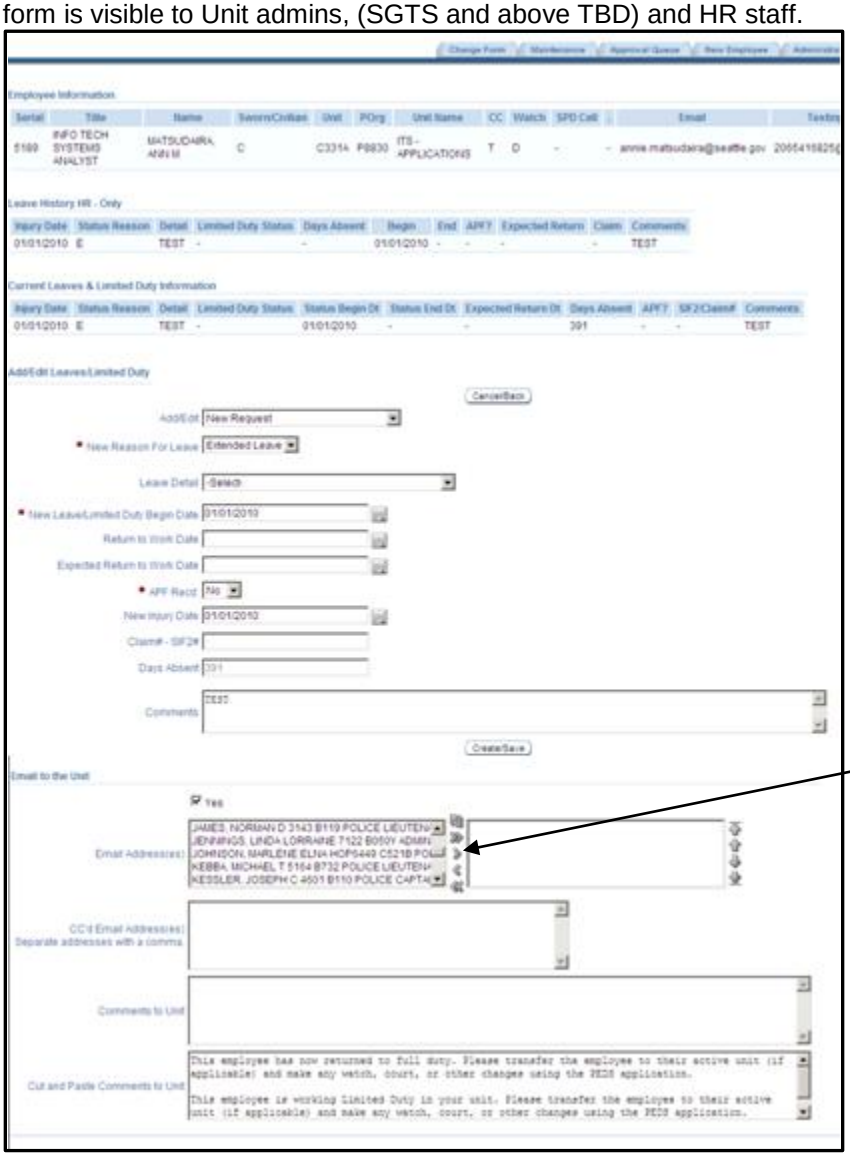


Unit No To – Select the unit the employee is transferring to.
Reason for Transfer - Select the reason for the transfer request.
On Loan – Check Yes if the employee will be on loan to the unit.
Change Watch Code, Change Shift Times, Change Court Codes, Change Rank/Title, Change Contact Info, Change Network Drive, Change Radio Call Sign, Change Portable Radio – These buttons create popup windows to change requests that are usually associated with transfers.
Comments – Enter any additional comments about the transfer request.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your change request and return to the previous screen.

5.2 Leaves & Limited Duty

The Leaves and Limited Duty (LLD) form requests an update to the current status of an employee. The form is visible to Unit admins, (SGTS and above TBD) and HR staff.



Add/Edit – Select either New Request or Edit/Correct Existing Status or Record from drop down list.
New Reason for Leave - The selections are Limited Duty and Extended Leave.
Leave Detail – Select appropriate reason from the drop down list. The Leave Detail can be updated by Unit Admins but will only be visible to HR staff and Sustainment.
New Leave/Limited Duty Begin Date – Enter the date the leave/limited duty is to begin. If you click on the calendar tool , a calendar will appear. You can navigate to the correct date and click on it to return it to the field as well.
Expected Return to Work Date - Enter the Expected Return Date if available. If you click on the calendar tool , a calendar will appear. You can navigate to the correct date and click on it to return it to the field as well.
APF Recd - Unit staff enter Yes if you know that the APF has been fowarded to HR. HR staff enter Yes if you have received the APF.
New Injury Date – Unit staff no entry necessary. The default value is the New Leave/Limited Duty Begin Date. HR staff enter actual date of injury.
Claim#/SIF2# - Unit staff no entry necessary. HR staff enter the SIF2# or Claim#.
Days Absent – This field is system calculated.
Comments – Enter any comments you wish to make. Comments are only visible to HR and Sustainment staff.

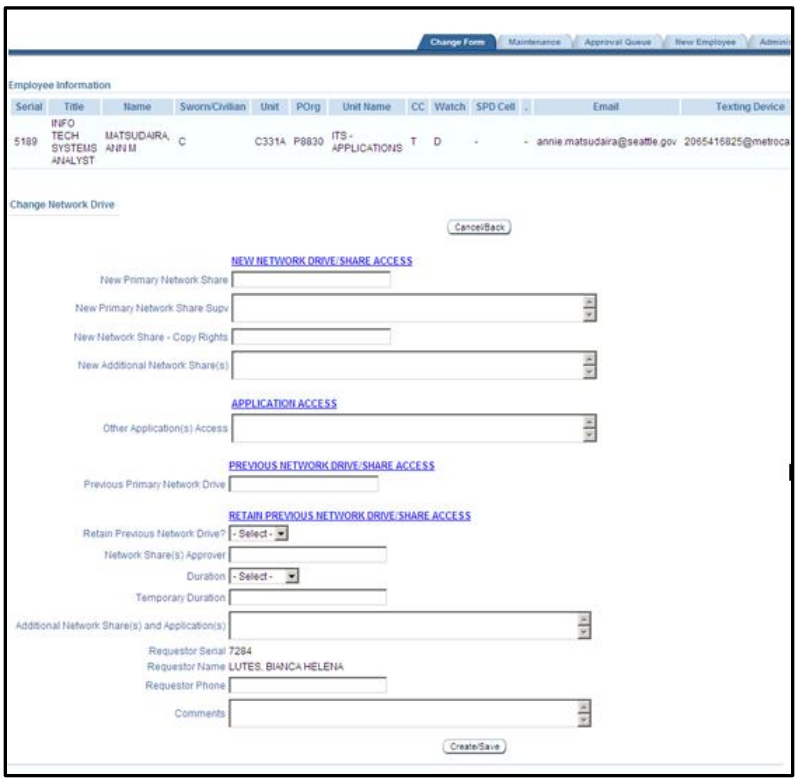
To Send Email

The check box in the Email to Unit section is checked by default. Select those you wish to send an email to and using the shuttle list tools, send them to the next box. You can select multiple names. Enter any other email addresses in the CC box and separate them with a comma.

Cut and paste the appropriate comments to the Comments to Unit box. The comments will be forwarded to the receivers you designate in the Email address and Cc'd email address items. When Create/Save is clicked, the request will be saved and the email sent.

5.3 Change Network Access Only

The Network Drive Change form captures basic information needed by SPD Network Group to process Network Drive, File Access and Application Access requests. Upon Sustainment approval, the information on this page is emailed directly to the City of Seattle Help Desk. A Help Desk Ticket is generated and fowarded to SPD Network Group. The affected employee will also receive an email confirming that the request has been sent for processing.

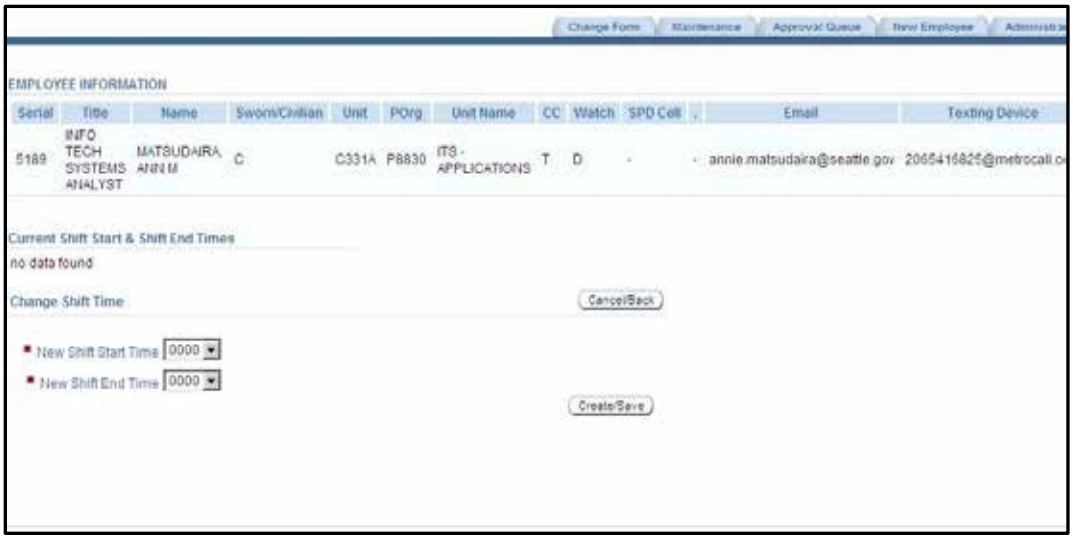


New Primary Network Share – Enter the new network share drive. The share is normally known as the J Drive or Unit Shared Drive.
New Primary Network Share Supv – Enter the name of the approving chain of command for this employee.
New Network Share – Copy Rights – Enter the Serial and Name of an employee with the same/similar rights that the affected employee will be set up with.
New Additional Network Share(s) – Enter any new additional shares that the employee will require. Include the approving Supervisor/Owner name and phone number for the additional share.
Other Applicaton(s) Access – List the application name, application owner, owner unit and phone number for all applications that the employee requires access to.
Previous Primary Network Drive – Enter current network drive.
Retain Previous Network Drive - If the employee is allowed to keep their previous share, select Yes.
Network Share(s) Approver - If the employee is retaining their previous share type in the name and phone number of the previous Unit supervisor.
Duration - Select Temporary if the employee is retaining their previous network drive/share for a specific duration. Select Permanent if the employee is retaining their previous network drive/share permanently.
Temporary Duration - If the employee is retaining their previous network drive/share for a specific duration enter the duration.
Additional Network Share(s) and Application(s) - List any additional network drives and/or applications that the employee will retain. Enter the approving supervisor and/or application owner name and phone number.
Requestor Serial/Requestor Name – Will display Requestor name and serial
Requestor Phone – Enter the phone number of the person requesting network access changes for the employee.
Comments – Enter any additional comments about the network change request.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Change Network Access and return to the previous screen.

5.4 Change Shift Time

This screen is used to request a change to the shift start or end time of an employee. For alternative work schedules, select the most predominate shift start/end time. Example: 9/80 schedule. 0600-1600 most days. 0600-1500 every other Friday. ENTER: Shift Start Time = 0600, Shift End Time = 1600

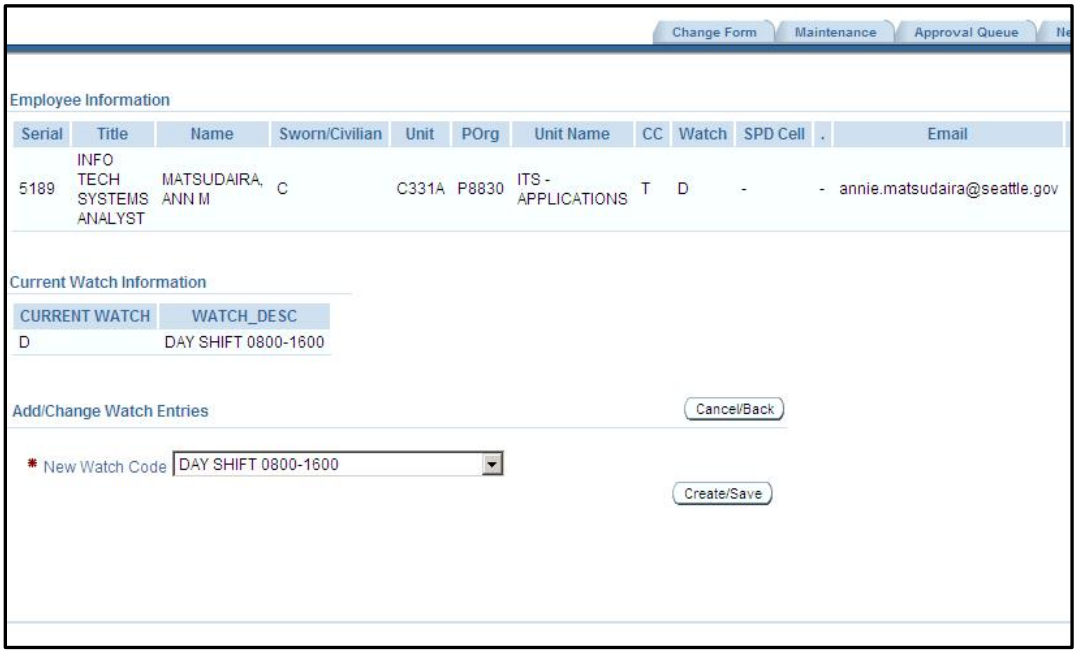


New Shift Start Time – Select shift start time from drop down list. The list will display times in military format.
New Shift End Time - Select shift start time from drop down list. The list will display times in military format.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Shift Times and return to the previous screen.

5.5 Change Watch Code Only

This screen is used to request a change to watch code for an employee. The Watch Code is a code that denotes the general time of day an employee is scheduled for.

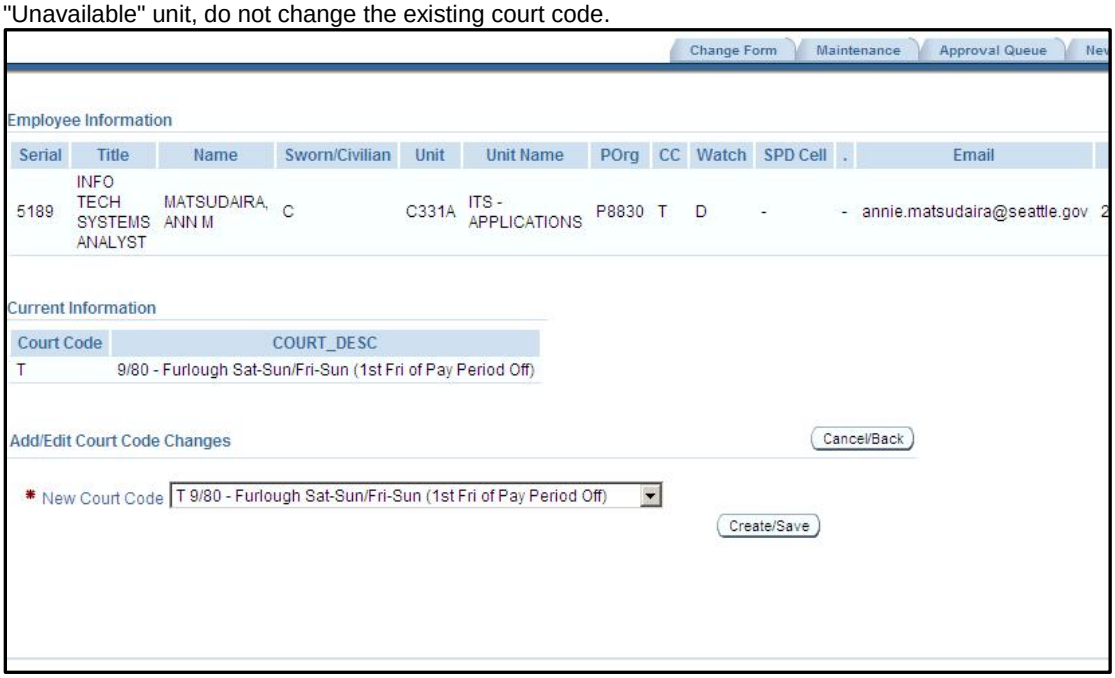


New Watch Code – Select the appropriate shift from the drop down list.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Watch Code and return to the previous screen.

5.6 Change Court Code Only

This screen is used to request a change to court code for an employee. The Court Code is a code that identifies the scheduled furlough days off for a civilian or sworn employee. If the employee is moving to an "Unavailable" unit, do not change the existing court code.

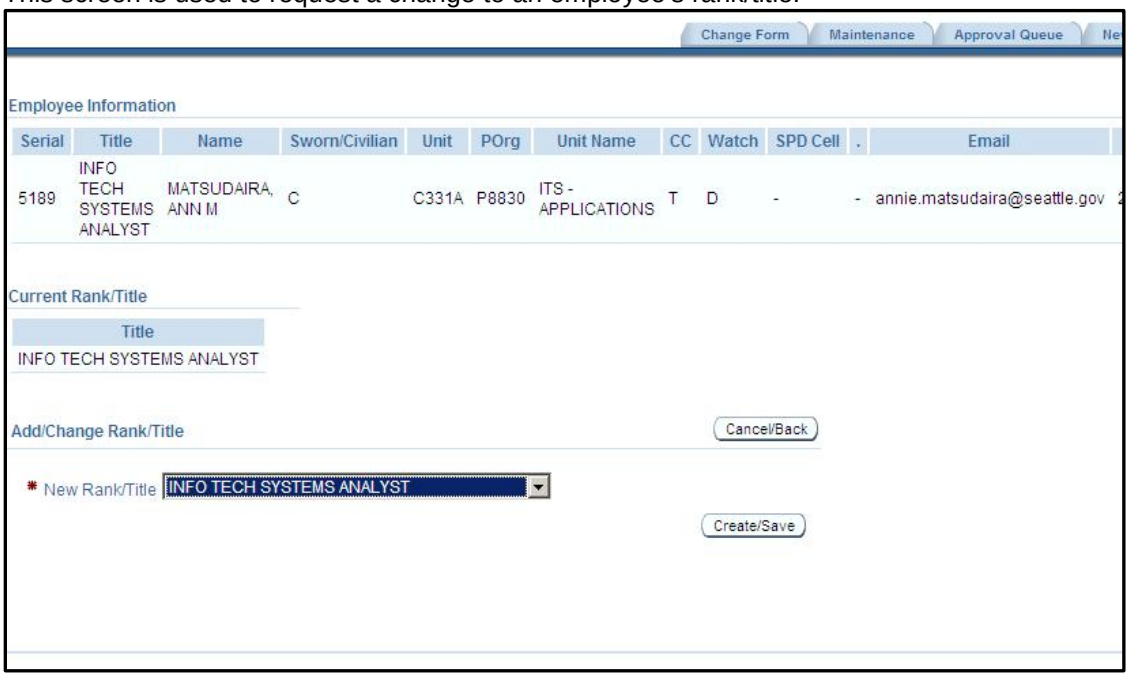


New Court Code – Select the appropriate court code from the drop down list.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Court Code and return to the previous screen.

5.7 Change Rank/Title Only

This screen is used to request a change to an employee's rank/title.

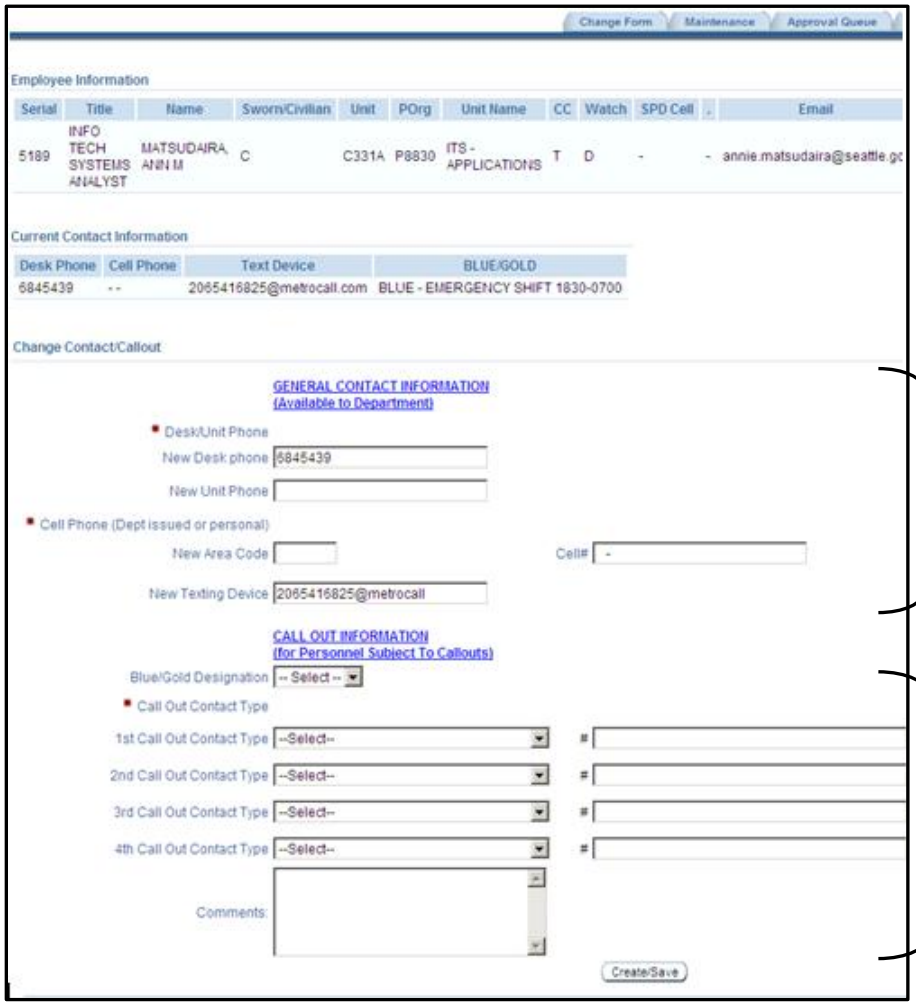


New Rank/Title – Select the appropriate rank/title from the drop down list. The list includes Acting titles.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Rank/Title and return to the previous screen.

5.8 Change Contact/Call Out Information

This screen is used to request a change to an employee's contact/call out informantion. Fields in the General Contact Information section will be available to the entire department. Fields in the Call Out Information will be visible only to SPOC, Sustainment, and the employee themselves. Unit Admins will be able to add information (e.g. new phone numbers) to this section but will not be able to see current information.

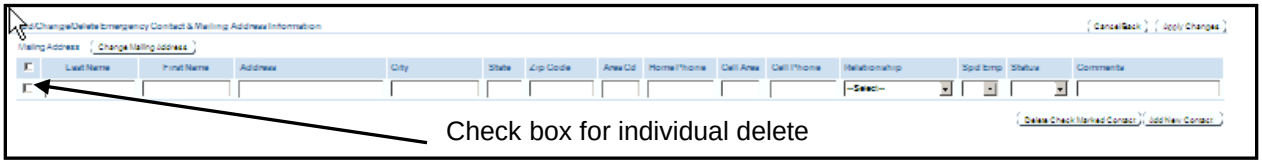


New Desk phone – Enter the desk phone number for the employee. If the employee does not have an individual desk phone, enter the Unit phone number.
New Unit Phone – Enter phone number for the employee's unit.
New Area Code – Enter the area code for the employee's cell phone.
Cell# – Enter the cell phone number (minus area code).
New Texting Device – Enter address for employee's texting device.
Blue/Gold Designation – Select the appropriate emergency shift for the employee.
1st Call Out Contact Type – Select appropriate contact type from drop down list. Should not use Home Phone as 1st Call Out Contact type. Enter phone/cell number or text device address in adjacent field (#).
2nd Call Out Contact Type – Select appropriate contact type from drop down list. Enter phone/cell number or text device address in adjacent field (#).
3rd Call Out Contact Type – Select appropriate contact type from drop down list. Enter phone/cell number or text device address in adjacent field (#).
4th Call Out Contact Type – Select appropriate contact type from drop down list. Enter phone/cell number or text device address in adjacent field (#).
Comments – Enter any comments for Sustainment.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Contact/Call Out Information and return to the previous screen.

5.9 Change Emergency Contact Information and Mailing Address

This screen is used to request a change to an employee's emergency contact informantion and mailing address With the exception of the mailing address, this information will be visible only to SPOC, Sustainment, and the employee themselves. In addition, any other individuals that have access to this type of information (e.g. Chiefs) will also be able to view this data. Unit Admins will be able to add information to this section but will not be able to see current information.



Fields

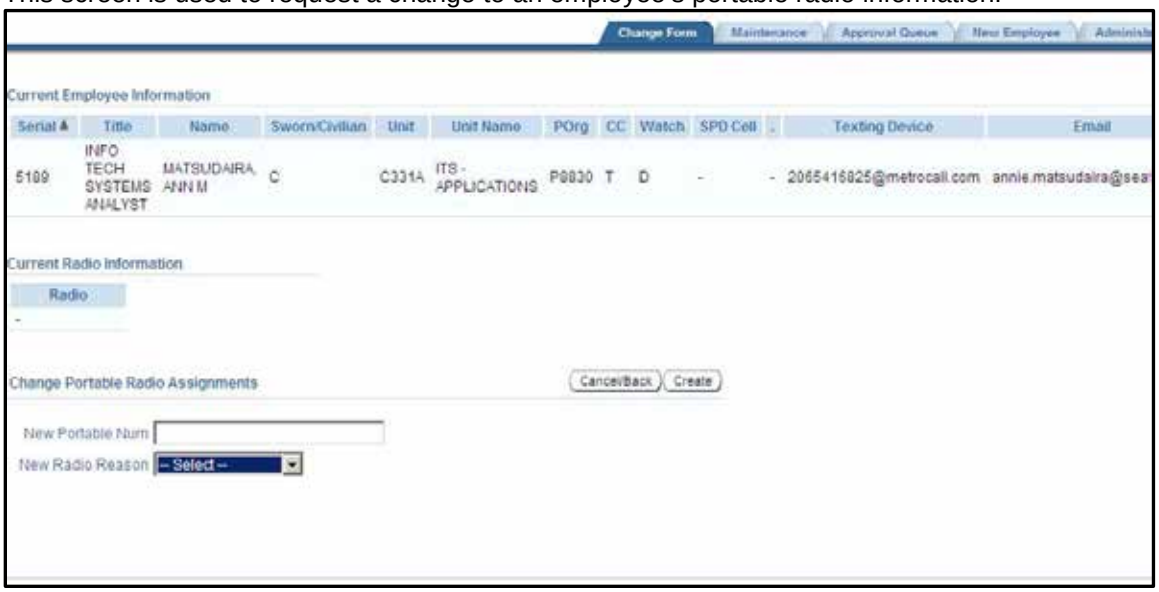
Last Name , **First Name**, **Address**, **City**, **State**, **Zip Code** – Enter the appropriate information.
Area Cd – Enter the area code for the home phone number.
Home Phone – Enter the home phone number without area code.
Cell Area – Enter the area code for the cell phone number.
Relationship – Select the appropriate relationship from the drop down list. If the relationship is not on the list, select OTHER.
Spd Emp – Select Yes if the person is an SPD employee.
Status – Select Current for current contact. Select Previous for previous and/or inactive contact.
Comments – Enter any comments that pertain to contact (e.g. works at Paramount Theater).

Buttons

Change Mailing Address – Navigates to the change mailing address screen.
Cancel/Back – Cancels your changes and returns you to previous screen.
Apply Changes – Applies all your changes, including additions and changes to existing records.
Delete Checked Marked Contact – Deletes all contacts with the check box marked. BE CAREFUL, deleted contacts cannot be retrieved.
Add New Contact – Adds one blank row so that information for a new contact can be entered.

5.10 Change Portable Radio

This screen is used to request a change to an employee's portable radio information.

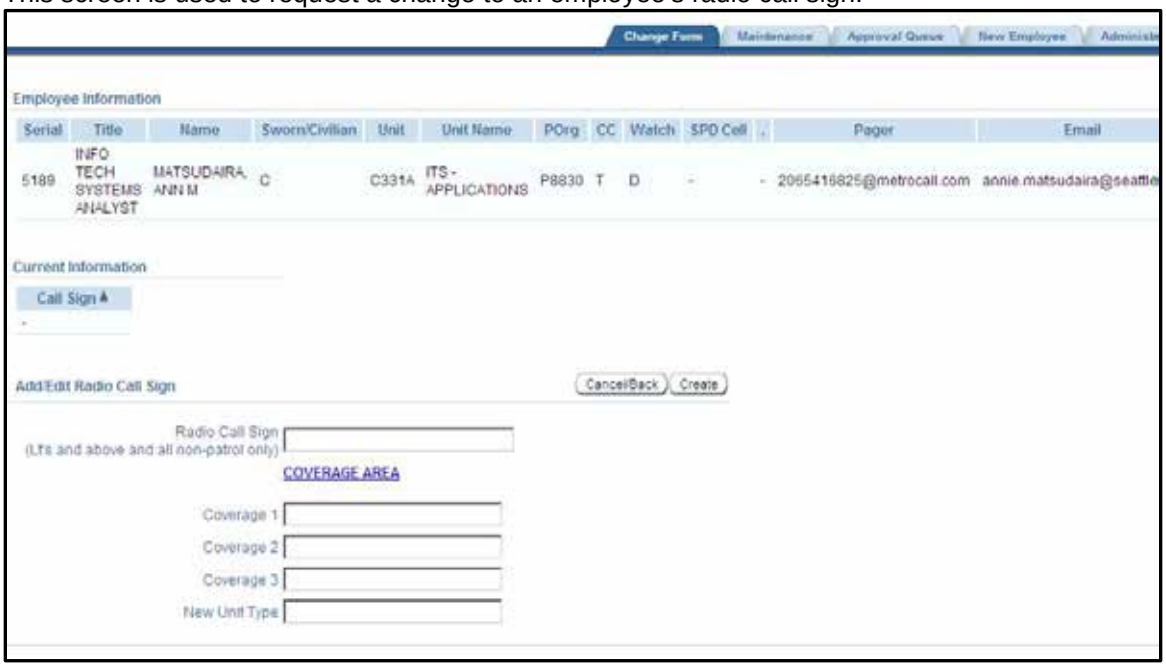


New Portable Num – Enter new portable number.
New Radio Reason – Select reason for new radio.

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes for Portable Radio and return to the previous screen.

5.11 Change Radio Call Sign

This screen is used to request a change to an employee's radio call sign.

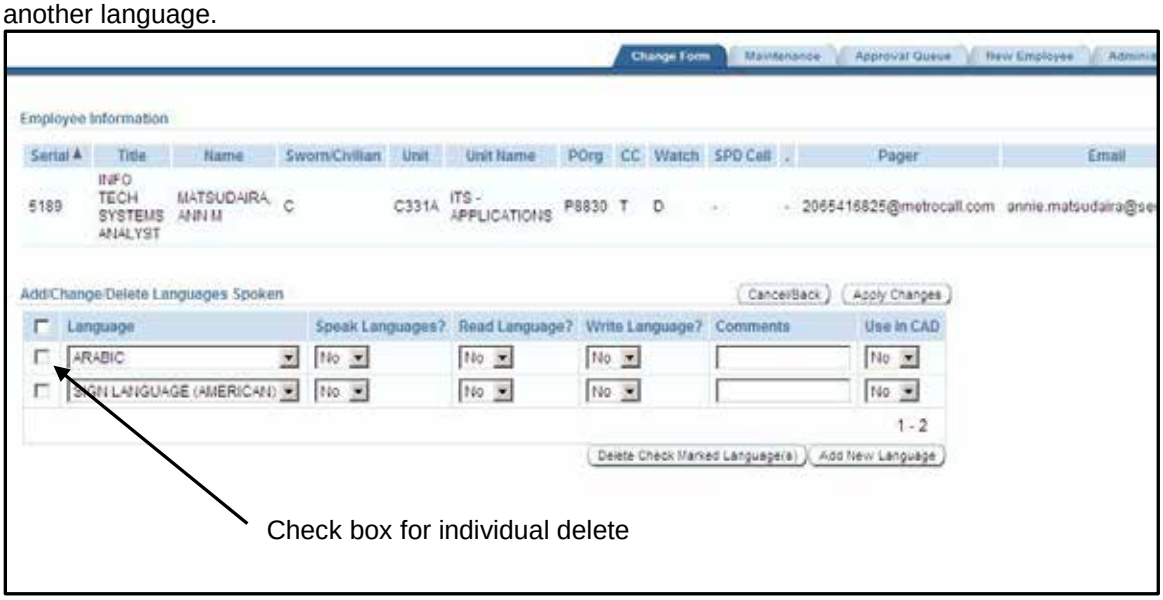


Radio Call Sign – Enter new radio call sign.
Coverage 1 – This field will autopopulate depending on what was entered in the previous field.
Coverage 2 – This field will autopopulate depending on what was entered in the previous field.
Coverage 3 – This field will autopopulate depending on what was entered in the previous field.
New Unit Type – This field will autopopulate depending on what was entered in the previous field.

Click the Create button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your change request and return to the previous screen.

5.12 Change Languages Spoken

This screen is used to request a change information about an employee's ability to communicate in another language.



Fields

Language – Select the appropriate language from the drop down list.
Speak Languages?, **Read Language?**, **Write Language?** – Select Yes or No as it applies to the field.
Use in CAD – Indicates if this information can be seen by dispatchers. Default is yes.

Buttons

Cancel/Back – Cancels your changes and returns you to previous screen.
Apply Changes – Applies all your changes, including additions and changes to existing records.
Delete Checked Marked Language(s) – Deletes all languages with the check box marked.
Add New Language – Adds one blank row so that information for a new language can be entered.

5.13 Change Skills

This screen is used to request a change information about an employee's special skills.

Fields

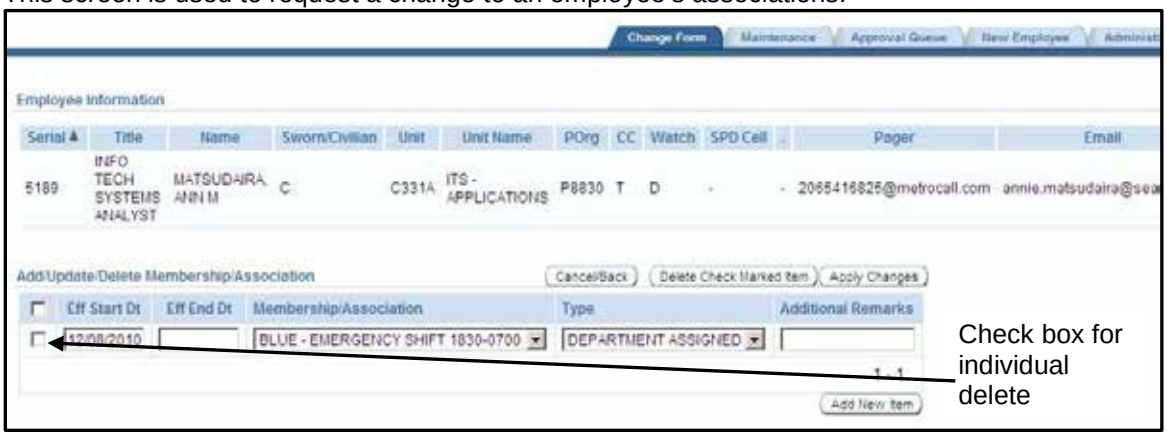
New Skill – Select the appropriate skill from the drop down list.
Start Date – Date skill and/or certification starts. Enter in mm/dd/yyyy format.
End Date – Date skill and/or certification ends. Enter in mm/dd/yyyy format.
Use in Cad - Indicates if this information can be seen by dispatchers.
Comments – Enter any comments pertaining to skill.

Buttons

Cancel/Back – Cancels your changes and returns you to previous screen.
Apply Changes – Applies all your changes, including additions and changes to existing records.
Delete Checked Marked Skill – Deletes all skills with the check box marked.
Add New Skill – Adds one blank row so that information for a new skill can be entered.

5.14 Change Associations

This screen is used to request a change to an employee's associations.



Fields

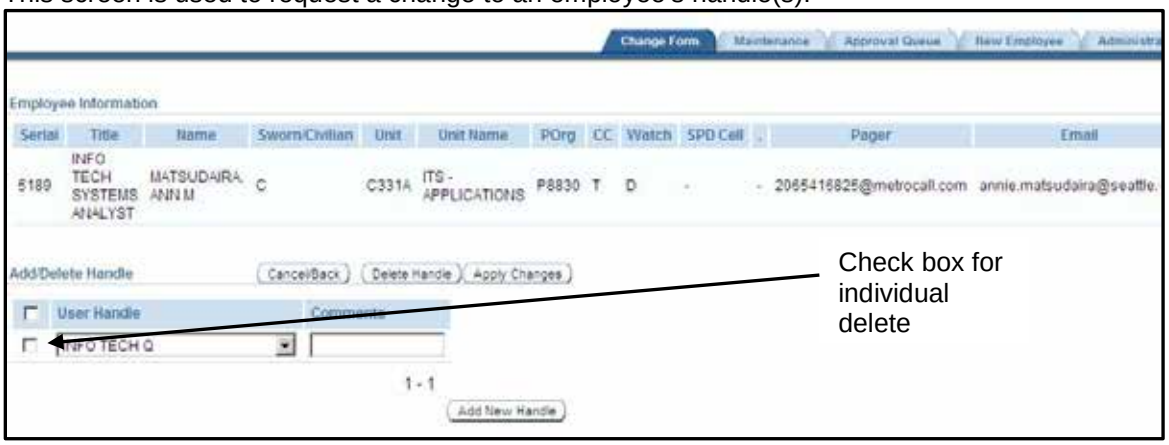
Eff Start Date – Enter date the skill and/or designation started in mm/dd/yyyy format.
Eff End Date – Enter date the skill and/or designation ended in mm/dd/yyyy format.
Membership/Association – Select the appropriate association/membership from the drop down list.
Type – Select the appropriate type. Department Assigned is the default value.
Remarks – Enter any pertenant remarks about the skill the employee has.

Buttons

Cancel/Back – Cancels your changes and returns you to previous screen.
Delete Checked Marked Item – Deletes all rows with the check box marked.
Apply Changes – Applies all your changes, including requests for additions and changes to existing records.
Add New Item– Adds one blank row so that information for a new membership/Association can be entered.

5.15 Change Handle – Case Management work queue

This screen is used to request a change to an employee's handle(s).



Fields

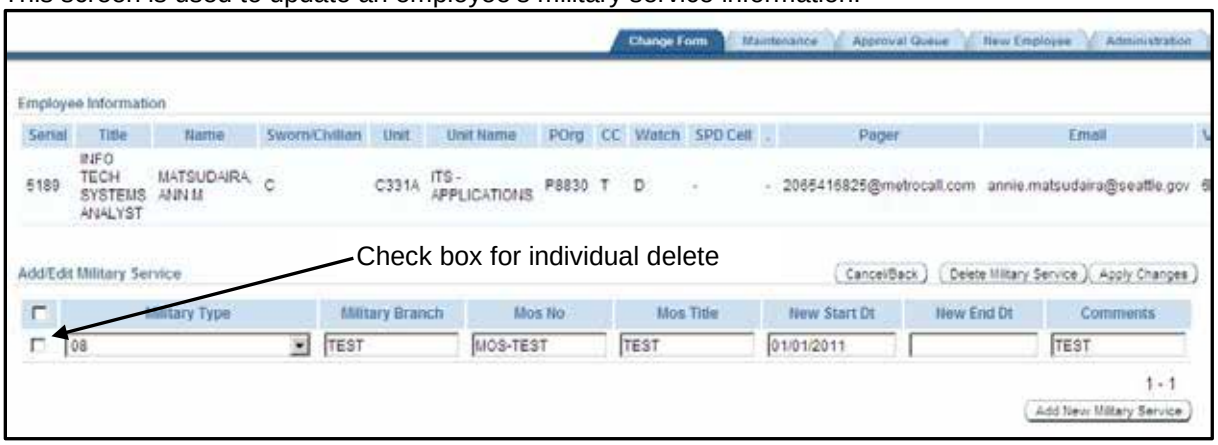
User Handle – Select the appropriate user handle from the drop down list.
Comments – Enter any pertenant comments about the employee's use of the handle.

Buttons

Cancel/Back – Cancels your changes and returns you to previous screen.
Delete Handle – Deletes all handles with the check box marked.
Apply Changes – Applies all your changes, including additions and changes to existing records.
Add New Handle– Adds one blank row so that information for a new handle can be entered.

5.16 Update Non SPD Experience/Military Service

This screen is used to update an employee's military service information.



Fields

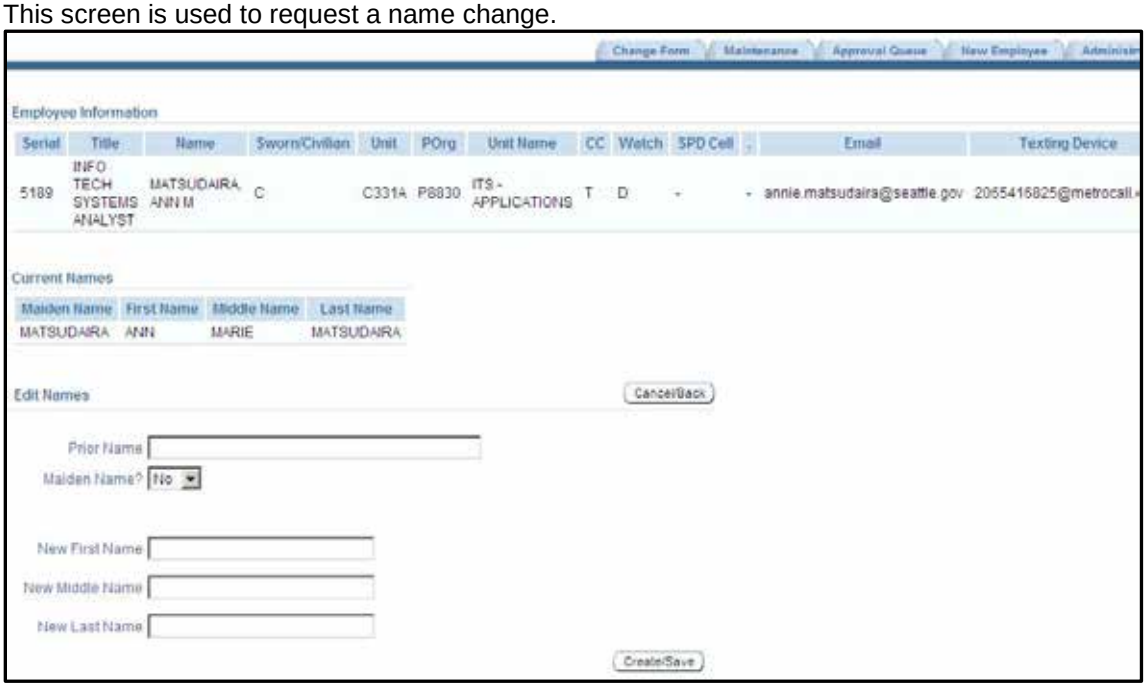
Military Type – Select the appropriate military type experience from the drop down list.
Military Branch – Enter the military branch the experience occurred in.
Mos No – MOS (Military Occupational Specialties) Number of their military position (e.g. 12B Combat Engineer)
Mos Title – MOS (Military Occupational Specialties) title of their military position (e.g. 12B Combat Engineer)
New Start Dt – Start date for military experience. Enter date in mm/dd/yyyy format.
New End Dt – End date for military experience. Enter date in mm/dd/yyyy format.
Comments – Enter any pertenant comments about the employee's use of the handle.

Buttons

Cancel/Back – Cancels your changes and returns you to previous screen.
Delete Military Service – Deletes all military service with the check box marked.
Apply Changes – Applies all your changes, including additions and changes to existing records.
Add New Military Service– Adds one blank row so that information for a new military service can be entered.

5.17 Name Update

This screen is used to request a name change.



Prior Name – Enter the prior name.
Maiden Name – Select yes if the prior name was a maiden name.
New First Name – Enter the new first name (if applicable).
New Middle Name – Enter the new middle name (if applicable).
New Last Name – Enter the new last name (if applicable).

Click the Create/Save button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes and return to the previous screen.

5.18 Separate Employee

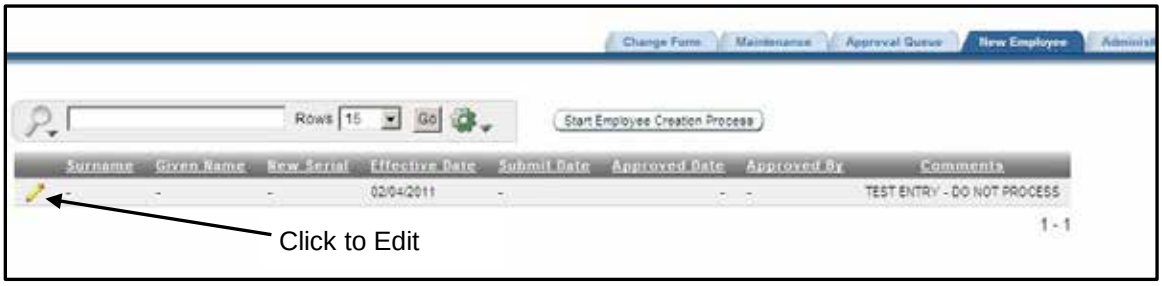
This screen is used when an employee has left the police department.

Sep Date – Enter the date the employee left the police department in mm/dd/yyyy format.
Comments – Enter any applicable comments.

Click the Create button once all the necessary information has been filled in. Click the Cancel/Back button to cancel your changes and return to the previous screen.

6.0 New Employee

Select New Employee Tab to start process. This page displays new employees currently in progress or submitted to Sustainment for processing by the logged in user.



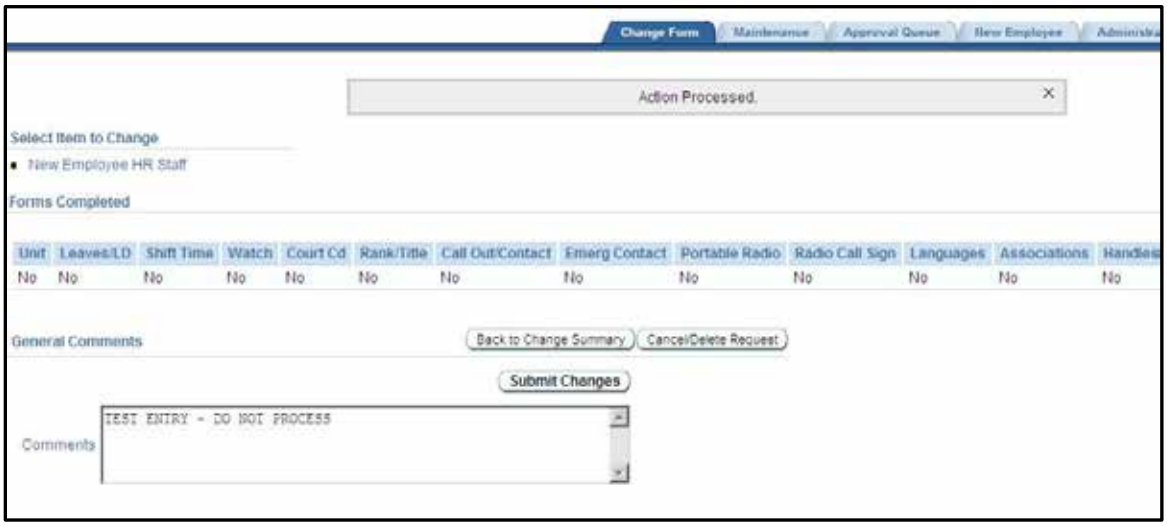
If you need to edit a current selection, click the pencil next to it. If you need to create a new employee request, click the New Employee Request button.

6.1 Add New Employee

To start this process click the Start Employee Creation Process button on the New Employee page (see previous section).

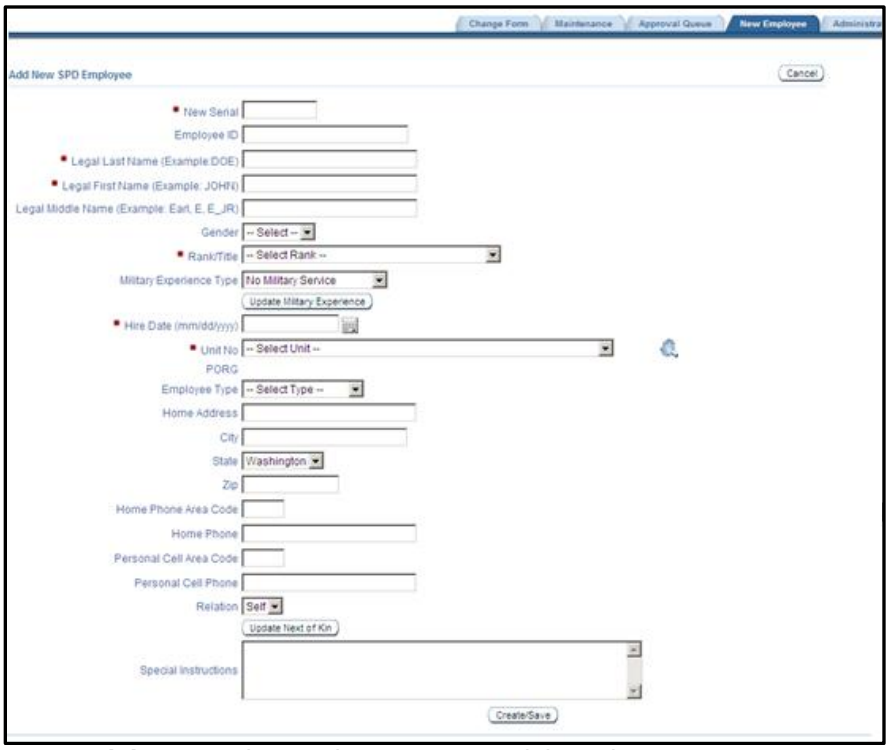
Effective Date – Enter the employee's start date with the police department in mm/dd/yyyy format.
Comments – Enter any pertinent comments.

Click the Create button once all the necessary information has been filled in. Click the Cancel button to cancel your request and return to the previous screen.



Once the Create button is clicked, the Change Form screen will be displayed with one Select Item to Change.

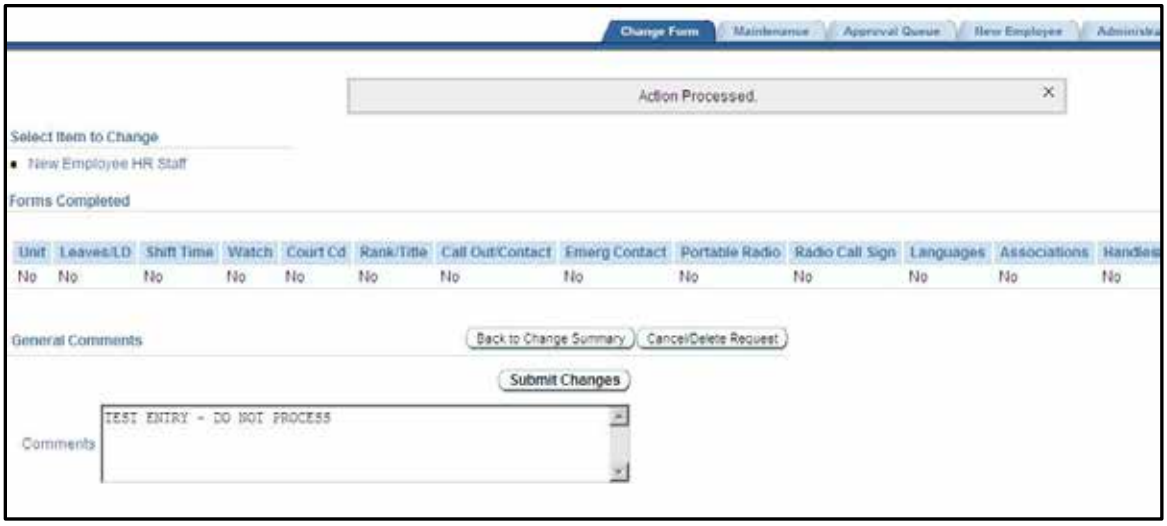
Select the New Employee HR Staff link under the Select Item to Change section.



New Serial – Enter the employee's SPD serial number.
Employee ID – Enter the employee's eight digit city employee number.
Legal Last Name, **Legal First Name**, **Legal Middle Name** – Enter the appropriate information.
Gender – Select the gender from the drop down list.
Rank/Title – Select the rank/title the employee will have.
Military Experience Type – Select the type of military experience. To enter the military experience details, click the Update Military Experience button. A popup window will appear with the Update Non SPD Experience/Military Service screen for entry (see 4.16 Update Non SPD Experience/Military Service).

HireDate – Enter the employee's hire date in mm/dd/yyyy format. If you click on the calendar tool , a calendar will appear. You can navigate to the correct date and click on it to return it to the field as well.
Unit No – Enter the employees physical Unit Number. This is not the employees budgeted org. If you need to look this value up, you can do so by clicking on the look up tool and searching by the unit name or number.
Employee Type – Select the Employee type from the drop down list.
Home Address - Enter actual physical home address of the employee. The address cannot be a mailing address. The address will be stored in a secure area of the system and will only be available to HR authorized personnel in the event of an emergency or personal injury to the employee.
City – Enter the city associated with the Home Address.
State – Enter the state associated with the Home Address. The default is Washington.
Zip – Enter the zip code associated with the Home Address.
Home Phone Area Code – Enter the home phone area code. The home phone will be stored in a secure area of the system
and will only be available to HR authorized personnel in the event of an emergency or personal injury to the employee.
Home Phone – Enter the phone number associated with the area code above.
Personal Cell Area Code – Enter the area code for the employee's personal cell phone. The personal cell phone will be stored in a secure area of the system and will only be available to HR authorized personnel in the event of an emergency.
Personal Cell Phone – Enter the personal cell phone number for the employee.
Relation – This defaults to self for new employees. Click the Update Next of Kin to add Emergency Contact Information (see 4.9 Update Emergency Contact Info).
Special Instructions – Enter any comments or special instructions.

Click the Create button once all the necessary information has been filled in. Click the Cancel button to cancel your request and return to the previous screen.



Once the Create button has been clicked you will be returned to the Change Summary screen. Click Submit Changes to submit the request. If the form has been submitted and not yet approved, the Unsubmit button will be visible. You can click this to remove your request from the approval queue and either make changes to it and resubmit or delete the request entirely.

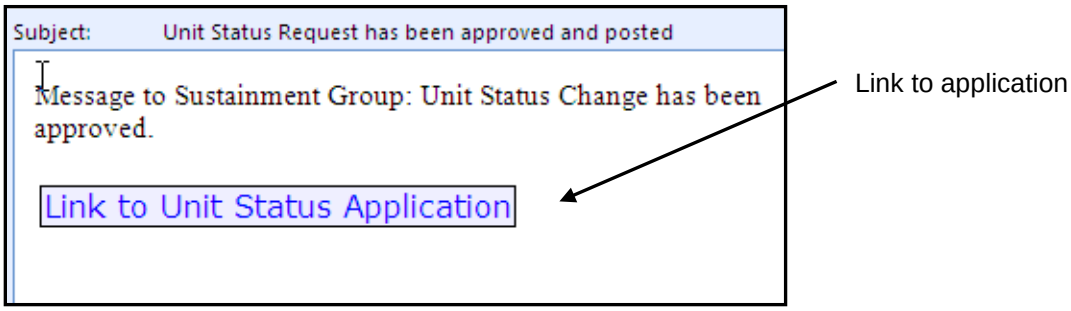
Click Cancel/Delete request to delete the request. Click Back to Change Summary to return to the Change Summary screen (see 3.0 Change Summary Screen).

7.0 Approval Processing

Sustainment reviews a Submittal queue that contains all submitted changes requests. They have the option to Lock changes, Accept and Post changes, or Send back to User. Locking Changes is usually only done while a request is being processed. If you select an item that has been locked, the Unsubmit button will not be available.

7.1 Accept and Post Changes

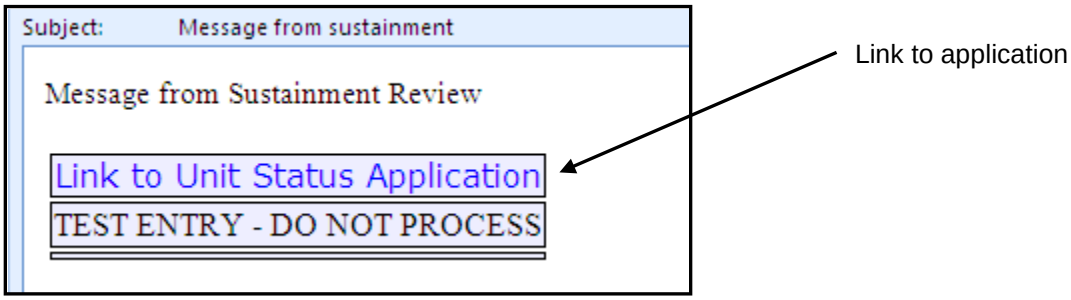
If Sustainment has accepted and posted your changes, you will receive an email.



Click on the link to navigate to the application where you can review the changes you requested on the Change Summary screen (see 3.0 Change Summary Screen). The Approved by and Approved date will display the date Sustainment processed your request. You cannot click on the approved employee/changes to make more update requests. You will need to create a new request.

7.2 Send Back to User

Sustainment can reject a request and return it back to the creator for correction. If this happens, the creator will receive an email.



Click on the link to navigate to the application where you can review the changes you requested on the Change Summary screen (see 3.0 Change Summary Screen). The Comments section will display a message from Sustainment and the Submit date will be blank. After you have corrected the request, click the Submit button to resubmit the request.