



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 17-011

To: Human Resources Managers and Staff

From: Philip Davis, Business Systems Support Coordinator *PD*

Date: March 9, 2017

Re: **Escape Certificated Seniority Lists**

The Escape financial system reporting for certificated seniority can be utilized immediately by any districts that need to produce seniority lists for certificated employees. This memo contains instructions on how to generate the list, and how to update seniority rankings as needed.

To generate the certificated seniority list, use the Escape report Employee09 – Seniority Dates. Because certificated seniority is typically by hire date, with either a lottery or ranking within the same hire date, there is minimal additional setup required for Escape to generate the correct seniority list for this group of employees. To generate the seniority list in Excel instead of as a formatted report, use Employee59 – Seniority Dates Extract.

These reports can be run using either Person Type or Bargaining Unit to select the appropriate group, or using any other criteria seen in figure 1, below. The basis for listing on the seniority dates report is as follows:

1. The report will use the employee's Seniority Date (see figure 2) for listing an employee, if it is defined.
2. If Seniority Date is not defined, the software will attempt to use Base Date next.
3. If Base Date is not defined, the software will use Hire Date.
4. Within the same Date on the report, employees will be ranked using the Seniority Rank field (see figure 2).

Each of these date fields, and the seniority rank, are defined in the employee management activity (HR/Payroll – Employment – Employee Management), as seen in figure 2.

MCOE recommends running this report first to see the results of the current setup, and then to use the Seniority Date and Seniority Rank fields to update employees as needed so that the report is generating an accurate certificated seniority list.

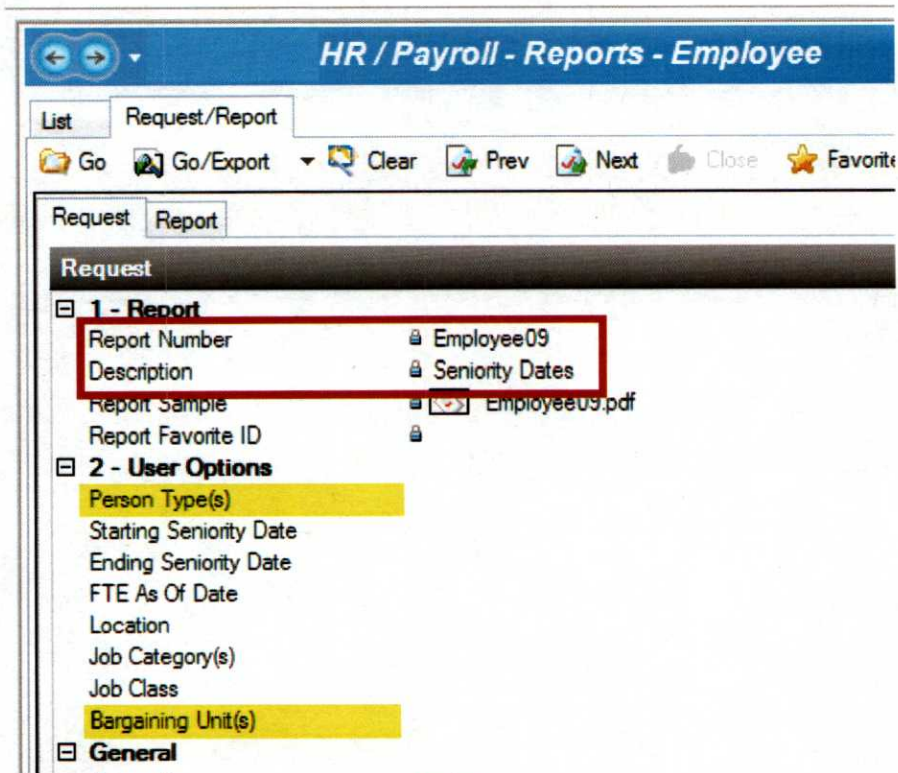


Figure 1

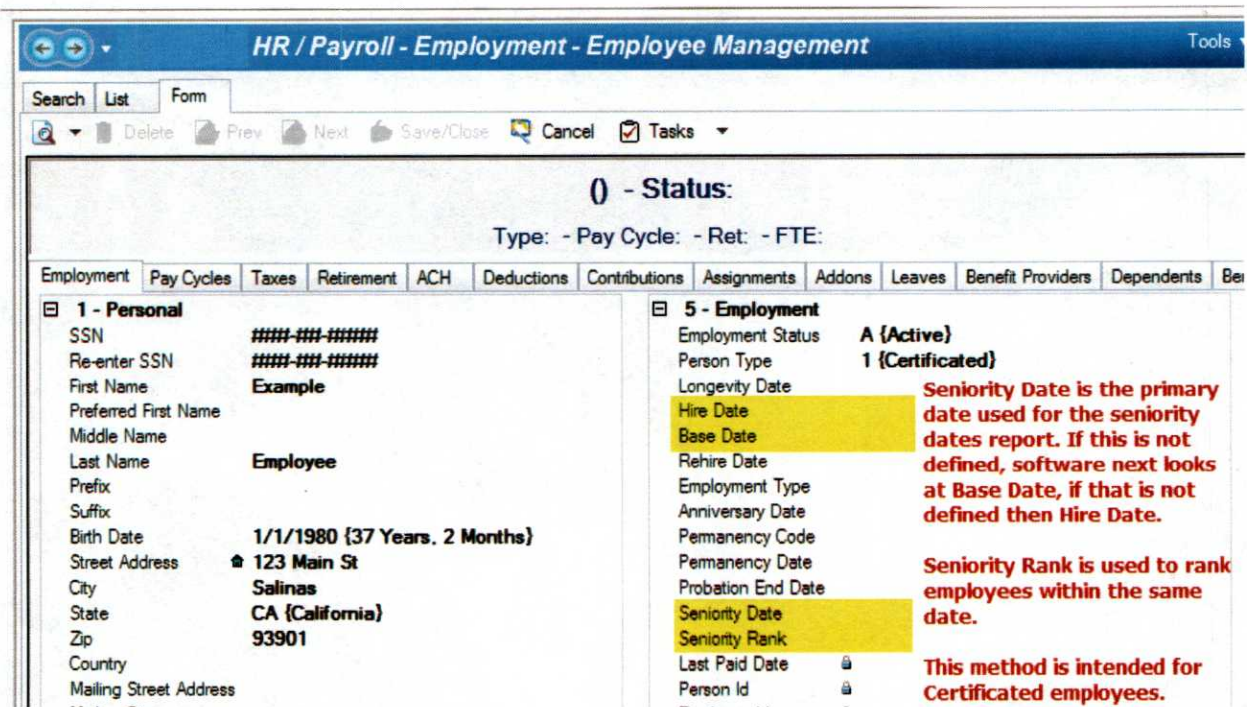


Figure 2

For help with any of these activities in Escape, please contact the help desk at helpescape@montereycoe.org or <https://whd.montereycoe.org>.