



**The Professional Records System** will meet your Human Resource data tracking and reporting needs. The system maintains hundreds of employee and applicant data items for easy management and extensive reporting. The system also provides for downloading applicant information from the General ASP On-Line Application Processing system. The primary features of the application are:

- Employee Demographic Data
- Position Inventory and Assignment
- Position History Detail
- Continuing Education Tracking
- Benefit Tracking and Salary Budgeting
- Teacher Service Record Data and Reporting
- Leave Tracking and Reporting
- Staff Evaluation and Reviews
- Staff Medical Information
- Tracks Over 200 Data Items
- Downloads from General ASP ([www.GeneralASP.com](http://www.GeneralASP.com))
- Pre-Designed Reports – over 50
- Three Step Query Report Writer

Demographics		Additional Info	Positions	Education	Continuing Edu.	Benefits	Evaluations
<b>Demographic Information</b>							
Employee #	361640939	SSN	361-64-0939				
Name	Abner, Jane						
Address 1	One Blue Bird Lane						
Address 2							
City, ST Zip	Hometown	IL	61568				
Home Ph:	(309) 256-1434	Listed	Y	Active	Y		
Birthdate	7/15/1973	Marital Status	S				
Gender	F	Ethnic Code	1	Loc Status	A		
T LOA Yrs	0	Spouse	Jim				
Spouse Occupation	System Engineer						
Union	SEIU	Spouse Work Phone	(309) 925-3541				
Misc 3	Y	Email Name	jabner@home.com				
Aide Ltr		Last Name	Abner				
		First Name	Jane				
		Middle Name	Marie				
<b>Employment Information</b>							
Hire Date	5/4/1998			IDBadge			
Criminal Check Date				Issued Date			
Criminal Status	Y			Keycard			
Seniority Date	5/4/1998			Issued Date			
Tenure Date	7/1/2001			New Hire Forms Received			
Supervisor	Pelton, Doris			Special Services	N		
Employment Type	F			Highly Qualified	Y		
Grade Level	6						
Facility	CD			Room #			
Class	1	Dept	ED				
Work Phone							
Yrs District	4			Months Employed	9		
Yrs State	4			% Time Employed	100		
Yrs Out State	0			% Time Admin			
Employ Separation Date				Separation Reason			

Please call to arrange an on-line presentation of Professional Records by District Wise in order to see all of the data management and reporting features.

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