

Los Angeles Unified School District

Maximo 7.5 / Labor

Employee Personal Info/Counseling/FMLA Tracking Guide



DEFINITION

The **Employee Personal Info/Counseling/FMLA Tracking Guide** is designed for M&O Administrators, Supervisors, Managers and Directors to manage an Employee's Personal Info, Counseling and FMLA history. The guide details step by step instructions on how to access and update employee information in Maximo.

SECURITY

There are four levels of security to an Employee's Counseling/FMLA record. It is the responsibility of the Department Head to determine who in their department receives what permission.

Security Level	View/Edit Work Information	View/Edit Personal Information	View/Edit Counseling/FMLA	Restricted by Area/Region
1	Yes	No	No	Yes
2	Yes	Yes	No	Yes
3	Yes	No	Yes	Yes
4	Yes	Yes	Yes	Yes

LOGIN

The Administrator/Supervisor/Manager will perform this function.

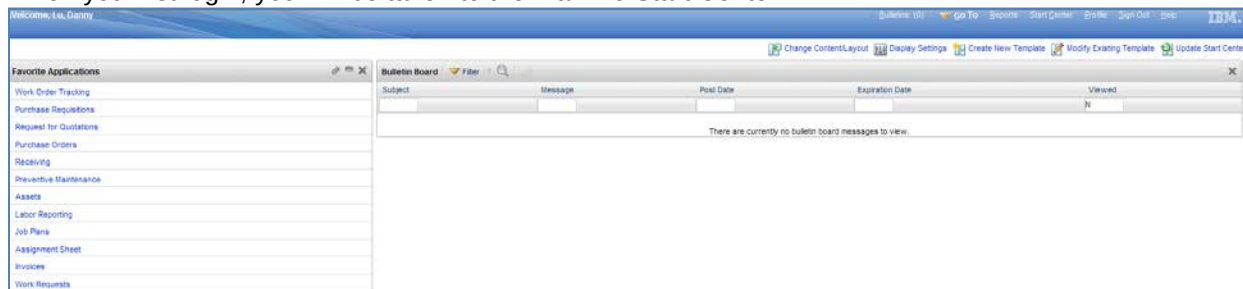
To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.



START CENTER

When you first login, you will be taken to the Maximo Start Center.



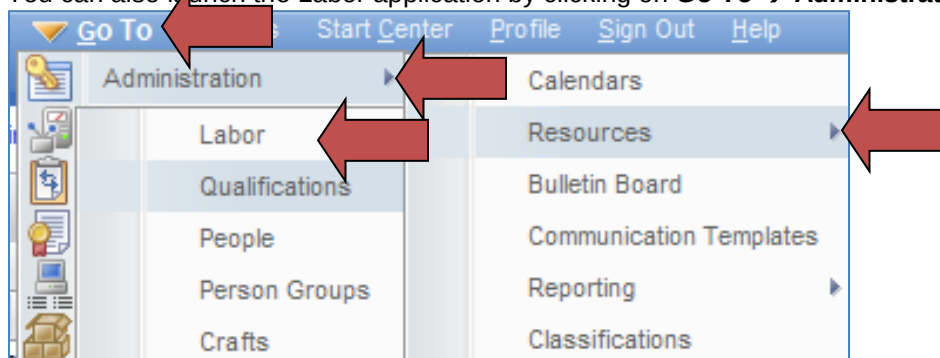
LABOR APPLICATION

Under the Favorite Applications section, click on the **Labor** application.



If you do not see the **Labor** application in your Favorite Applications section, you may add it to your Favorite's list by clicking on the  icon and adding the application through the **Select Applications** button.

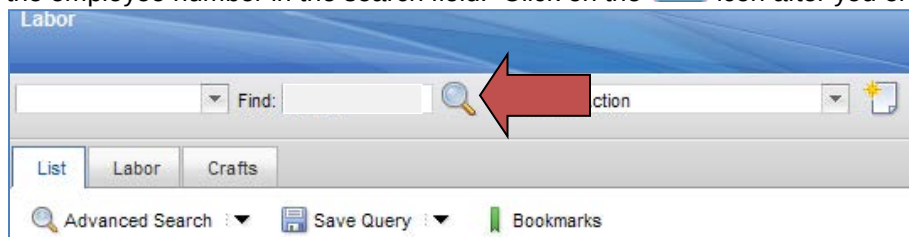
You can also launch the Labor application by clicking on **Go To → Administration → Resources → Labor**.





LABOR APPLICATION HOME

You will then be taken to the Labor home screen; in this screen, you can search by the employee by entering the employee number in the search field. Click on the  icon after you enter the employee number.



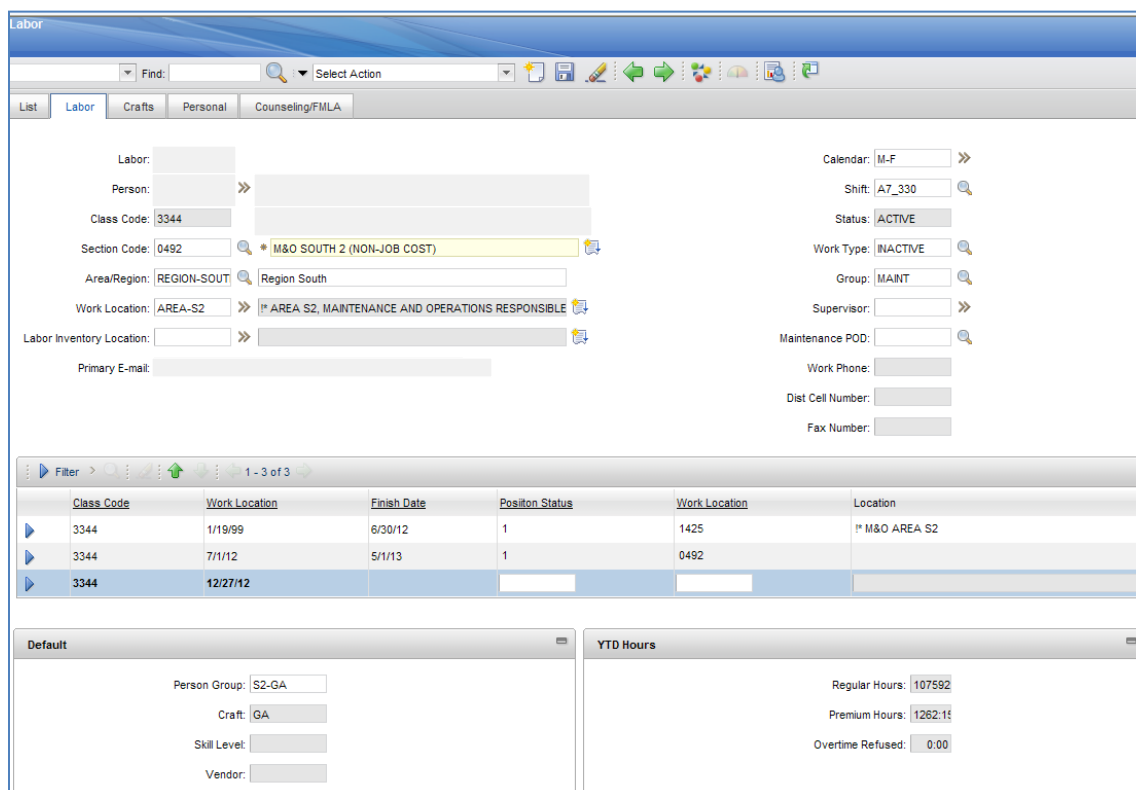
NOTE: You can only search for employees that share the same **Area/Region** as you.

WORK INFORMATION, LABOR TAB (SECURITY LEVEL 1 & 4)

The system will automatically take you to the **Labor** tab of the employee's record. This tab displays the Work Information for the employee. Fields that are not read only are editable. Fields that are read only are coming directly from SAP.

Work Information includes:

Employee Number	Area/Region	Work/Cell/Fax Number
Class Code	Work Location	Email
Cost Center (Section Code)	Work Type	Assignment History



Class Code	Work Location	Finish Date	Position Status	Work Location	Location	
3344	1/19/99	6/30/12	1	1425	I* M&O AREA S2	
3344	7/1/12	5/1/13	1	0492		
3344	12/27/12					

Default		YTD Hours	
Person Group: S2-GA		Regular Hours: 107592	
Craft: GA		Premium Hours: 1262.15	
Skill Level:		Overtime Refused: 0:00	
Vendor:			



PERSONAL INFORMATION, PERSONAL TAB (SECURITY LEVEL 2 & 4)

To access the employees **Personal Information**, click on the **Personal** tab.

The screenshot shows the Maximo interface with the 'Labor' tab selected. The navigation bar includes 'List', 'Labor', 'Crafts', 'Personal', and 'Counseling/FMLA'. A red arrow points to the 'Personal' tab. The 'Find:' field is empty, and the 'Select Action' dropdown is set to 'Find'. The 'Labor' field is empty.

Personal Information includes:

Home Address	Personal Vehicle
Drivers License	Emergency Contact
Auto Insurance	Physician Contact

The screenshot shows the Maximo interface with the 'Personal' tab selected. The form displays the following sections:

- Personal**
 - Display Name: [Text Field]
 - Address: [Text Field]
 - City: [Text Field]
 - State/Province: [Text Field]
 - ZIP/Postal Code: [Text Field]
 - Personal Cell Phone: [Text Field]
- Driver License & Auto Insurance Info**
 - Drivers License Required? ☒
 - Drivers License No.: [Text Field]
 - Auto Insurance Issued by: MERCURY
 - Policy #: [Text Field]
- Person to Notify in Case of Emergency**
 - Name 1: [Text Field] Relation: Son Home Phone: [Text Field]
 - Name 2: [Text Field] Relation: Daughter Home Phone: [Text Field]
- Physician**
 - Health Plan: KAISER
 - Update Date: 4/8/10
 - Name: [Text Field] Phone: [Text Field]
 - Address: [Text Field] City: [Text Field]
- Personal vehicle**
 - Filter > 1 - 1 of 1
 - License Plate No. [Text Field] Make GMC Model Sierra



COUNSELING/FMLA TAB (SECURITY LEVEL 3 & 4)

To access the employees **Personal Information**, click on the **Personal** tab.

The screenshot shows the Maximo interface with the 'Labor' tab selected. The navigation bar includes 'List', 'Labor', 'Crafts', 'Personal', and 'Counseling/FMLA'. A red arrow points to the 'Personal' tab. Below the navigation bar, there is a 'Labor:' field with a dropdown menu.

Counseling/FMLA Information includes:

Counseling	
• Description • Reported Date • NOPDA Issue Date (Notice of Pre-Disciplinary Action) • Date of Pre-Disc • Skelly Response	• Skelly Respondent • Action Taken • Action Type • Action Date • Action By
FMLA	
• Status • Forms to HR Date • Approval/Denial Letter Date • Relationship • Name	• Comments • Modified By • Modified Date • FMLA Consecutive Dates (From/To) • FMLA Intermittent Dates (From/To)

The screenshot shows the Maximo interface with the 'Counseling/FMLA' tab selected. The table displays a list of counseling actions and FMLA records.

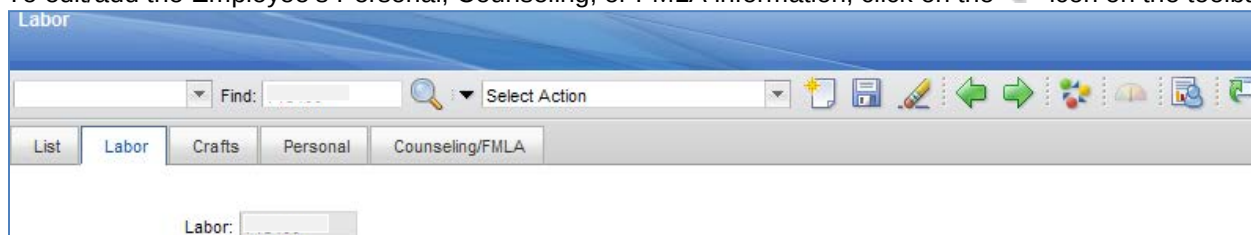
Recorded Date	Date of Pre-Disc	Action Date	Action Type	Action By	Action Date	Skelly Response	Active
10/9/07 12:00 AM		10/9/07 12:00 AM	VERBAL			Attendance	f
12/19/12 12:00 AM		12/19/12 12:00 AM	VERBAL			lost keys and lost tools	f
9/20/12 12:00 AM		12/3/12 12:00 AM	LOR			attendance 6 incidents/65 days	f
6/15/09 12:00 AM	6/15/09 12:00 AM	7/6/09 12:00 AM	NOUS			5 day suspension for rude/discourteous	f
12/14/11 12:00 AM	3/18/12 12:00 AM	7/18/12 12:00 AM	NOUS			Denies for insult, non-prod, smoking	f
2/26/11 12:00 AM	3/10/11 12:00 AM	5/6/11 12:00 AM	NOUS			5 day suspension for lost A key	f
11/10/10 12:00 AM	11/20/10 12:00 AM	3/3/11 12:00 AM	NOUS			10 day suspension for inapp behavior	f
6/25/10 12:00 AM		6/25/10 12:00 AM	WRITTEN			Attendance 5 incidents/13 days, 4.5 hrs	f
10/23/08 12:00 AM		10/23/08 12:00 AM	CONF MEMO			using student restroom for personal usage	f
6/23/08 12:00 AM		6/23/08 12:00 AM	VERBAL			not wearing badge, not maintaining professional demeanor, not checking in w/office	f

Status	Letter Date	Relationship	Consecutive - Start	Consecutive - Finish	Intermittent - Start	Intermittent - Finish
APPROVED	4/16/10	self	1/21/10	3/6/10		
DENIED	2/21/13	self		2/28/12		
APPROVED	6/7/12	self	2/13/12	5/9/12		
DENIED	6/7/12	self			6/4/12	



EDIT/ADD PERSONAL/COUNSELING/FMLA INFORMATION

To edit/add the Employee's Personal, Counseling, or FMLA information, click on the  icon on the toolbar.

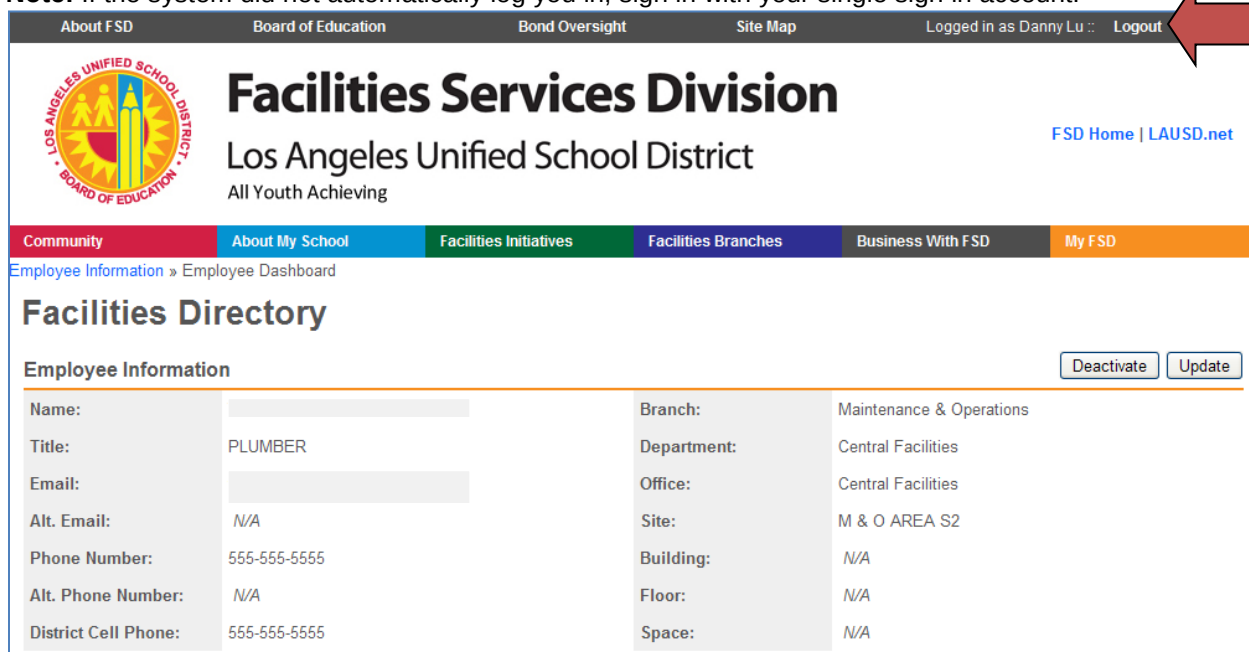


The screenshot shows the Maximo Labor record interface. At the top, there's a blue header with the word "Labor". Below it is a toolbar with a search bar, a "Select Action" dropdown, and several icons. A red arrow points to the edit icon (a document with a pencil) on the right side of the toolbar. Below the toolbar are tabs for "List", "Labor", "Crafts", "Personal", and "Counseling/FMLA". The "Labor" tab is currently selected. Below the tabs is a "Labor:" label and a text input field.

A new browser window will appear. The address will automatically direct you to the Employee's Personal record in the Facilities Services Division website.

You will be automatically logged in and have access to **edit/add Personal/Counseling/FMLA Information** based on your security level.

Note: If the system did not automatically log you in, sign in with your single sign in account.



The screenshot shows the Facilities Services Division website. At the top, there's a navigation bar with links: "About FSD", "Board of Education", "Bond Oversight", "Site Map", "Logged in as Danny Lu ::", and "Logout". A red arrow points to the "Logout" link. Below the navigation bar is the "Facilities Services Division" header with the Los Angeles Unified School District logo and the tagline "All Youth Achieving". To the right of the header is a link "FSD Home | LAUSD.net". Below the header is a horizontal menu with tabs: "Community", "About My School", "Facilities Initiatives", "Facilities Branches", "Business With FSD", and "My FSD". Below the menu is the "Employee Information" section, which is part of the "Facilities Directory". It includes a "Deactivate" button and an "Update" button. The "Employee Information" section contains a form with the following fields:

Name:		Branch:	Maintenance & Operations
Title:	PLUMBER	Department:	Central Facilities
Email:		Office:	Central Facilities
Alt. Email:	N/A	Site:	M & O AREA S2
Phone Number:	555-555-5555	Building:	N/A
Alt. Phone Number:	N/A	Floor:	N/A
District Cell Phone:	555-555-5555	Space:	N/A

The FSD Employee's Personal record page allows you to edit/add the following:

- Employee Information
- Contact Information
- Emergency contact Information
- Vehicle Information
- Counseling Information
- FMLA Information



EDIT/ADD EMPLOYEE/EMERGENCY CONTACT/VEHICLE INFORMATION

Click on the **Update** button on the top right of the section.

Facilities Directory

Employee Information

Deactivate

Update

Name:		Branch:	Maintenance & Operations
Title:	PLUMBER	Department:	Central Facilities
Email:		Office:	Central Facilities
Alt. Email:	N/A	Site:	M & O AREA S2
Phone Number:	555-555-5555	Building:	N/A
Alt. Phone Number:	N/A	Floor:	N/A
District Cell Phone:	555-555-5555	Space:	N/A

The **Update Information** page will appear. Make your edits and click **OK** when done.

Update Employee Information

First Name	
Last Name	
Birth Date	
Email	
Alternate Email	
Phone Number	555-555-5555
Alt. Phone Number	
Fax Number	
District Cell Phone	555-555-5555
District Pager	
Branch	Maintenance & Operations
Department	Central Facilities
Office	Central Facilities
Site	M & O AREA S2
Building	--Select--
Floor	--Select--
Space	--Select--
Area Based	--Select--
Emergency call out	--Select--
User Type	EMPLOYEE
Title	PLUMBER
Company Name	
Contract Number	

OK

Cancel



EDIT/ADD DISCIPLINE/COUNSELING INFORMATION

Click on the **Add** button on the top right of the section.

Discipline / Counseling Information							Add	
Discipline/Counseling Type	Description	Action Date	Action Type	Action By	Action Taken	Active		
Absenteeism	Did not show up to work for 5 consecutive days. Did not provide reason	07/25/2013	Verbal Conference		Met with employee to discuss policies and procedures	☒	Edit	Delete

The **Add Employee Discipline/Counseling Information** page will appear. Make your edits and click **OK** when done.

Add / Edit Employee Discipline / Counseling Information for	
Discipline/Counseling Type *	Other
Description *	
Reported Date	(i) Date in format MM/DD/YYYY
NOPDA Issue Date	(i) Date in format MM/DD/YYYY
Pre-Disc. Date	(i) Date in format MM/DD/YYYY
Action By	(i) Type in entire or part of the name of the employee and select the correct employee from the list
Action Type	--
Action Date	(i) Date in format MM/DD/YYYY
Action Taken	
	☒ Active
Skelly Date	(i) Date in format MM/DD/YYYY
Skelly Respondent	(i) Type in entire or part of the name of Skelly Respondent and select the correct employee from the list
Skelly Resp. Date	(i) Date in format MM/DD/YYYY
Skelly Response	
Comments	
HR Rep	(i) Type in entire or part of the name of HR Rep and select the correct employee from the list
Updated By	
Updated Date	
OK Cancel	

* required



EDIT/ADD FMLA INFORMATION

Click on the **New Request** button on the top right of the section.

FMLA Information					New Request
Eligibility	Request Type	Start Date	End Date	Status	
Serious Health Condition of Employee including pregnancy	consecutive	01/21/2010	03/05/2010	Approved	
Serious Health Condition of Employee including pregnancy	consecutive	02/13/2012	05/09/2012	Approved	

The **Submit FMLA request** page will appear. Make your edits and click **OK** when done.

Submit FMLA request for

Class Code

Work Location

Phone Number

Bargaining Unit

Home Phone

Alt. Email

Home Address 1

Home Address 2

Home City

Home State

Home Zip

Supervisor

Dept. Representative.

FMLA Trigger Date *

Reason *

M & O AREA S2

555-555-5555

--

555-555-5555

333 BEAUDRY AVENUE

LOS ANGELES

CA

90017

(i) Type in entire or part of the name of Supervisor and select the correct employee from the list

(i) Type in entire or part of the name of Dept. Representative and select the correct employee from the list

(i) Date in format MM/DD/YYYY

☐ Newborn or Adoption or Foster Care of Child

☐ Serious Health Condition of Employee including pregnancy

☐ To care for a parent, spouse, or child with serious illness or military injured family member

☐ Qualifying parent, spouse, or child who is on active duty or called to active duty

OK

Cancel

* required

After you have completed your updates, the changes will automatically be reflected in Maximo. You may have to refresh the Labor application to see the changes.

ATTACH DOCUMENTS

If you have any documents to attach, click on the Attachment field in employee's **Labor** tab.

labor

Submit (0) Go To Reports Start Career Profile Sign

Find Select Action

List Labor Crafts Personal Counseling FMLA

Labor: Person:

Calendar: M-F >>

Exit: AT_330

Attachments

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).