



## T.O.M. Employee Management Table Definition

**Table: EMPLOYEE**

**Columns**

Name	Type	Size	Reqd*	Description	Notes
EMPNUM	Long Integer, Auto-Increment	4	Y	Internal Autonum Employee Number	
EMPNUM_DISTRICT	Text	50	Y	Employee's Number with school district / Organization	
LASTNAME	Text	30	Y		
FIRSTNAME	Text	15	Y		
HIREDATE	Date/Time	8	Y	Employee's Date of Hire	
VEHICLE	Text	20			Source Table: Trip.Vehicle.VEHICLE
EMPTYTYPE	Text	5	Y	Type of Employee (from predefined list)	Source Table: Trip.EMPTYTYPE.EMPTYTYPE
SOCSEC	Text	11		Employee's Social Security Number	InputMask: 000\00\0000;0;_
BIRTHDAY	Date/Time	8			
PHONE	Text	14			
ADDR1	Text	30		Employee's Address Line #1	
ADDR2	Text	30		Employee's Address Line #2	
CITY	Text	15			
STATE	Text	2			
ZIP	Text	10			
CERTNUM	Text	50			
CERTDATE	Date/Time	8			
LICNUM	Text	25			
LICEXPDATE	Date/Time	8		Date License Expires	
SENIORITY	Integer	2		Seniority Number of Driver	Used extensively in TOM Field Trips
USER1	Text	30		User Defined Information #1	
USER2	Text	30		User Defined Information #2	
USER3	Text	30		User Defined Information #3	
USER4	Text	30		User Defined Information #4	
USER5	Text	30		User Defined Information #5	
USERDATE1	Date/Time	8		User Defined Date #1	m/d/yyyy
USERDATE2	Date/Time	8		User Defined Date #2	m/d/yyyy
MONHRS	Single			Employee Hours Worked on Monday	T.O.M. Field Trips
TUEHRS	Single			Employee Hours Worked on Tuesday	T.O.M. Field Trips
WEDHRS	Single			Employee Hours Worked on Wednesday	T.O.M. Field Trips
THUHRS	Single			Employee Hours Worked on Thursday	T.O.M. Field Trips
FRIHRS	Single			Employee Hours Worked on Friday	T.O.M. Field Trips
SATHRS	Single			Employee Hours Worked on Saturday	T.O.M. Field Trips
SUNHRS	Single			Employee Hours Worked on Sunday	T.O.M. Field Trips
TOTHRS	Single			Total Hours Taken in Field Trip (Since Last Clear)	T.O.M. Field Trips
SCHEDHRS	Single			Total Hours Scheduled in Field Trip (Since Last Clear)	T.O.M. Field Trips
PTOTHRS	Double			Previous Total Hours Taken in Field Trips	T.O.M. Field Trips
PSCHEDHRS	Single			Previous Total Hours Scheduled in Field Trip	T.O.M. Field Trips
BASEHRS	Single			A Base number of hours for new employees	T.O.M. Field Trips
ASSIGNHRS_ACT	Single			Total of actual hours for field trips	T.O.M. Field Trips





## T.O.M. Employee Management Table Definition

Name	Type	Size	Reqd*	Description	Notes
				performed by employee	
ASSIGNHRS_EST	Single	4		Total of est. hours for field trips TO BE performed by employee	T.O.M. Field Trips
REFUSEDHRS_ACT	Single	4		Total of averaged actual hours for field trips performed that were	T.O.M. Field Trips
REFUSEDHRS_EST	Single	4		Total of est. hours for field trips TO BE performed that were refused	T.O.M. Field Trips
BILLHRLYRATE	Single	4		Billing Hourly Rate	T.O.M. Field Trips
BILLWAITHRLYRATE	Single	4		Billing Wait Time Hourly Rate	T.O.M. Field Trips
BILLOTTRATE	Single	4		Billing Overtime Rate	T.O.M. Field Trips
BILLDAILYOTRATE	Single	4		Billing Daily Overtime Rate	T.O.M. Field Trips
BILLOTWAITRATE	Single	4		Billing Overtime Wait Rate	T.O.M. Field Trips
BILLDAILYOTWAITRATE	Long Integer	4		Billing Daily Overtime Wait Rate	T.O.M. Field Trips
BILLHRLYRATE2	Single	4		Billing Hourly Rate2	T.O.M. Field Trips
BILLWAITHRLYRATE2	Single	4		Billing Wait Time Hourly Rate2	T.O.M. Field Trips
BILLOTTRATE2	Single	4		Billing Overtime Rate2	T.O.M. Field Trips
BILLDAILYOTRATE2	Single	4		Billing Daily Overtime Rate2	T.O.M. Field Trips
BILLOTWAITRATE2	Single	4		Billing Overtime Wait Rate2	T.O.M. Field Trips
BILLDAILYOTWAITRATE2	Long Integer	4		Billing Daily Overtime Wait Rate2	T.O.M. Field Trips
BILLHRLYRATE3	Single	4		Billing Hourly Rate3	T.O.M. Field Trips
BILLWAITHRLYRATE3	Single	4		Billing Wait Time Hourly Rate3	T.O.M. Field Trips
BILLOTTRATE3	Single	4		Billing Overtime Rate3	T.O.M. Field Trips
BILLDAILYOTRATE3	Single	4		Billing Daily Overtime Rate3	T.O.M. Field Trips
BILLOTWAITRATE3	Single	4		Billing Overtime Wait Rate3	T.O.M. Field Trips
BILLDAILYOTWAITRATE3	Long Integer	4		Billing Daily Overtime Wait Rate3	T.O.M. Field Trips
BILLHRLYRATE4	Single	4		Billing Hourly Rate4	T.O.M. Field Trips
BILLOTTRATE4	Single	4		Billing Overtime Rate4	T.O.M. Field Trips
BILLDAILYOTRATE4	Single	4		Billing Daily Overtime Rate4	T.O.M. Field Trips
BILLOTWAITRATE4	Single	4		Billing Overtime Wait Rate4	T.O.M. Field Trips
BILLDAILYOTWAITRATE4	Long Integer	4		Billing Daily Overtime Wait Rate4	T.O.M. Field Trips
BILLHRLYRATE5	Single	4		Billing Hourly Rate5	T.O.M. Field Trips
BILLWAITHRLYRATE5	Single	4		Billing Wait Time Hourly Rate5	T.O.M. Field Trips
BILLOTTRATE5	Single	4		Billing Overtime Rate5	T.O.M. Field Trips
BILLDAILYOTRATE5	Single	4		Billing Daily Overtime Rate5	T.O.M. Field Trips
BILLOTWAITRATE5	Single	4		Billing Overtime Wait Rate5	T.O.M. Field Trips
BILLDAILYOTWAITRATE5	Long Integer	4		Billing Daily Overtime Wait Rate5	T.O.M. Field Trips
BILLHRLYRATE6	Single	4		Billing Hourly Rate6	
BILLWAITHRLYRATE6	Single	4		Billing Wait Time Hourly Rate6	
BILLOTTRATE6	Single	4		Billing Overtime Rate6	
BILLDAILYOTRATE6	Single	4		Billing Daily Overtime Rate6	
BILLOTWAITRATE6	Single	4		Billing Overtime Wait Rate6	
BILLDAILYOTWAITRATE6	Long Integer	4		Billing Daily Overtime Wait Rate6	
BIDALLOWANCE	Long Integer	4		Employee's Bid Allowance	T.O.M. Field Trips
EMAIL	Text	100		Employee's Email Address	
ACTIVE	Yes/No	1	Y	Is the Employee Active (Yes/No)	
INACTDATE	Date/Time	8		Date Employee Became Inactive	
MIDDLENAME	Text	30		Employee MGMT - Middle Name	
PHOTO	OLE Object	-		Employee MGMT -Employee's Photo	
ETHNICITY	Text	30		Employee MGMT -Employee's Ethnic background	
GENDER	Text	1		Employee MGMT -Employee's Gender	
BIRTHPLACE	Text	50		Employee MGMT -Employee's Place of Birth	
ADDITPHONE	Text	14		Employee MGMT -Employee's ADDITIONAL Phone Number	
ADDITPHONEDESC	Text	50		Employee MGMT -Employee's ADDITIONAL Phone Number	





## T.O.M. Employee Management Table Definition

Name	Type	Size	Reqd*	Description	Notes
MAILADDR1	Text	30		Employee MGMT -Employee's Address Line #1 MAIL	
MAILADDR2	Text	30		Employee MGMT -Employee's Address Line #2 MAIL	
MAILCITY	Text	15		Employee MGMT -Employee's Home City MAIL	
MAILSTATE	Text	2		Employee MGMT -Employee's Home State MAIL	
MAILZIP	Text	10		Employee MGMT -Employee's Home Zip Code MAIL	
LICSTATE	Text	2		Employee MGMT -Employee's State where License was issued	
LICCLASS	Text	30		Employee MGMT -Employee's License Class	
LICENDORSEMENT	Text	50		Employee MGMT -Employee's License Endorsement	
SUPERVISOR	Long Integer	4		Employee MGMT -Employee Number of Employee who is	
EMPSTATUS	Text	20		Employee MGMT -Employee Status Code	
EMPSTATUSDATE	Date/Time	8		Employee MGMT -Date Employee Resigned from District.	
DIVISION	Text	15		Employee MGMT -Division Code	
DEPARTMENT	Text	20		Employee MGMT -Employee Department or Section	
PIN	Text	10		Employee MGMT CheckIN -Personal ID Number for use in Check-	Default to EMPNUM
CHECK_IN_MESSAGE	Memo	-		Employee MGMT CheckIN -Personal Message to Employee to be	
MESSAGE_BEGIN_DATE	Date/Time	8		Employee MGMT CheckIN -Personal Message Begin Effective	
MESSAGE_END_DATE	Date/Time	8		Employee MGMT CheckIN -Personal Message End Effective Date	
MESSAGE_BEGIN_TIME	Date/Time	8		Employee MGMT CheckIN -Personal Message Begin Time	
MESSAGE_END_TIME	Date/Time	8		Employee MGMT CheckIN -Personal Message End Effective Time	
USER6	Text	30		Employee MGMT -User Defined Information #6	
USER7	Text	30		Employee MGMT -User Defined Information #7	
USER8	Text	30		Employee MGMT -User Defined Information #8	
USER9	Text	30		Employee MGMT -User Defined Information #9	
USER10	Text	30		Employee MGMT -User Defined Information #10	
USERDATE3	Date/Time	8		Employee MGMT -User Defined Date #3	
USERDATE4	Date/Time	8		Employee MGMT -User Defined Date #4	
USERDATE5	Date/Time	8		Employee MGMT -User Defined Date #5	





## T.O.M. Employee Management Table Definition

### Table: Absence

**Need to create applicable Absence codes in the Absence Table prior to importing Absences.**

Name	Type	Size	Reqd*	Description	Notes
ABSENCECD	Text	20	Y	Employee Absence Code	
DESCRIPTION	Text	50		Absence Code Desc	
DAILYOT	YES/NO			Does this absence type count for daily over time?	
WEEKLYOT	YES/NO			Does this absence type count for weekly over time?	
ACTIVITY_CD	TEXT	10		Pay Code tied to this type of absence.	
MAXHRS	SINGLE			Default number of hours allowed for this type of absence.	
REMAININGHRS_WARNING	LONG			NOT USED-Provide a warning message when the number of hours remaining ( MAXHRS - CONSUMEDHRS ) is at or below this number.	
ACTIVE	YES/NO		Y	Is Absence Code Active	
INACTDATE	DATE/TIME			Date Absence Code Became Inactive	

### Table: EMPABSENCE

**Summary Table holding a single entry for each employee/absence code combination. Keeps the total of absence hrs used for each employee/absence code combination. Also keeps an individualized maximum hours allowed for each employee/absence code combo.**

#### Columns

Name	Type	Size	Reqd*	Description	Notes
EMPNUM	Long Integer	4	Y	Internal Employee Number	Source Table: TRIP.EMPLOYEE.EMPNUM
ABSENCECD	Text	20	Y	Employee Absence Code	Source Table: TRIP.ABSENCE.ABSENCECD
MAXHRS	Single			Number of hours allowed for this type of absence for this employee	DEFAULTS FROM TRIP.ABSENCE but can be individualized
CONSUMEDHRS	Single			Number of hours of this type of absence that have been used.	System updates this value anytime an absence is entered through the user interface.

### Table: EMPABSENCE\_TRANS

**Detail Table holding all of the absence records.**

#### Columns

Name	Type	Size	Reqd*	Description	Notes
EMPABSENCE_TRANSID	Long Integer, Auto-Increment		Y	Employee Absence Transaction identifier	
EMPNUM	Long Integer	4	Y	Internal Employee Number	Source Table: TRIP.EMPLOYEE.EMPNUM
ABSENCECD	Text	20	Y	Employee Absence Code.	
ABSENCEDATE	Date/Time			Date of Absence.	Short Date
HRS	Single			Number of hours of absence (i.e. gone half a day, morning only)	
COMMENT	Memo			Comment on Employee Absence	
PAY_TRANSID	Long Integer			Record ID that was created when the Employee Absence was used to create an Emp Payroll Transaction Record.	EMPLOYEE PAYROLL

