Limestone Charter Association

PCS Form Instructions

A PCS form should be completed when a new employee is hired or when an employee is terminated. It is also used to update an employee's salary and job title. Once completed, the document should be saved and emailed to jwashington@limestonecharters.org.

Employee Status: New Hire, Employee Update, Termination

New Hire – All field should be completed

- Employee Status: *(dropdown arrow)*
- Select School *(dropdown arrow)*
- Employee Name
- Employee Educator ID Number/SS#: (must have this to add an employee in the system) if you do not have the Educator ID, please provide the SS# via drop box.
- Date of Birth
- Race
- Employee Email
- Employee Position Code – **Job Title and Position Code should match what is on the list provided by the State Department of Education**. (Example: Code 08 - Teacher, Code 36 – School Nurse) [Code List](#)
- Brief Job Description – (Example: 3rd Grade Math Teacher)
- Employment Start Date
- Employee FTE Status – Full-time or Part-time – (Example: 1.0, .80, .50)
- First 135 Days Employed – If employee starts the first day of school, then enter 135
- Total Days Employed – 120, 180, 190 – (Example: 190 out of 190)
  - Example: If an employee only works 100 days under their contract, then 100 days should be entered.
  - If an employee starts 2 months after the start of school, then the total number of days from the start date to the last day of school should be entered.
- Annual Salary – should be the same as contract salary amount. You must enter yearly salary and **not** monthly or hourly salary; the system does not allow this.
- What amount of salary is Federal Funds? – if the employee is paid full or part with Federal Funds.
- Is this person employed in two positions? If yes, enter position code and salary
- Classified as a Teacher, National Board-Certified, Specify Certificate Number, ADEPT Type and Level

Employee Update

Position Code/Title Update

When changing a position code/title during the school year, you need to complete a PCS form to end the current position.

- Employee Name and ID
- Current Position Code [Code List](#)
- Brief Job Description
- Total number of days worked out of 135 – (start date to last day worked)
- Total number of days worked out of 190 – (start date to last day worked)
- Salary (amount of current salary received from start date to last day worked)
- Change Effective Date (last day worked in this position)

To add the new position code/title – *Complete the update column on the form*

- Employee Name and ID
- New Position Code [Code List](#)
- Brief Job Description
- Start Date for New Position
- Total number of days worked out of 135 – (new start date to last day worked)
- Total number of days worked out of 190 – (new start date to last day worked)
- New Salary if there is a change
- Change Effective Date

Salary

- Employee Name and ID
- Salary (updated salary) – Enter in update column on form
- Change Effective Date

Terminated Employee – Employee is leaving the school

- Employee Name and ID
- Total number of days the employee worked (Example: 120 out of 190 days)
  - Enter the number of days worked from start date to last day worked
- Employee last day worked
- Employee termination date
- Amount of employee's salary received while working
- Employee reason for termination
- Transferring to another Entity
- District or State Entity Name transferring to