

Employee Profile Page

❖ This information is populated from a HFD Human Resource Personnel Table in SAP

- [Employee Number](#)
- [Employee Name](#)
- [Employee Email Address](#)
- [Employee Rank](#)
- [Last Promotion Date](#)
- [Employment Status](#)
- [Employment Status Effective Date](#)
- [Race](#)
- [Gender](#)
- [Date of Birth](#)
- [Hired Date](#)
- [Home Phone](#)
- [Mailing Address](#)
- [Mailing Address City/State/Zip Code](#)

❖ Updated transfer information is populated from Organization Transfer Department thru API portal

- [Transfers](#)
 - Transfer Creation Date
 - Transfer Effective Date
 - Credential Status Change
 - From - Rank, District, Station, Shift, Debit Day, Unit, Assignment, Promotion Code
 - To - Rank, District, Station, Shift, Debit Day, Unit, Assignment, Promotion Code
 - Reason
 - Notes
- [Previous Transfer Hx](#) – Historical record of previous transfers
 - 10 Year Minimum History
 - .CSV File Capability
 - ◆ Rank, District, Station, Shift, Debit Day, Unit, Assignment, Promotion Code

Certification Office Uses

- Current Station Assignment - District, Station, Shift and Debit Day
- Rank – Level within Organization
 - ◆ FF Trainee, FF, Engineer Operator, Captain, Comm. Captain, Sr. Captain, Sr. Comm Captain, Inspector, Investigator, Sr. Inspector, Sr. Investigator, Chief. Investigator, Chief. Inspector, Dist. Chief, Asst. Chief, Executive Chief, Fire Chief
- EMS Progress Percentage – needs API portal to Online Education Provider
- Current/Previous Certification
 - License Type
 - ◆ NR, DSHS, Instructor, Coordinator
 - Certification Type
 - ◆ EMT, EMT-I, Para, Para-L
 - Certification ID Number
 - Certification Expiration Date
 - Payment Date
 - Date Certification Card Received at Organization
 - Date Certification Card Delivered to Employee
 - Ability to Upload Multiple File Types
- Jurisprudence Requirement Completed Date – Linked to Employee Certification, requires API portal to Online Education Provider
- Fingerprint Requirement – Linked to Employee Certification
 - Identifies State Mandated Fingerprint Requirement
 - ◆ Employee Number, Name, Email Address, Supervisor’s Email Address, Payment Voucher Code, Receipt Received Y/N, Unique ID, Appointment Date, **Appointment Location, Large** Note Field
 - Batch Update Capability
 - .CSV File Capability
- Payments – Linked to Employee Certification
 - Certification Type for Payment
 - ◆ DSHS Recertification, National Registry Initial, Recertification Fingerprinting, Background Check Fingerprinting
 - Payment Voucher Code
 - Fee Amount
 - Receipt Number
 - Application Submitted Date

- Date Fee Paid
- Fingerprint Receipt Number
- Batch Update Capability
- .CSV File Capability

➤ Current/Previous Credential Status – Authorization Status within Organization

- Currently 12 different statuses with descriptions
 - ◆ Cred EMT, POP Officer, Cred Para, 1st Responder, 1st Responder MD QA, Initial EMT, Initial Paramedic, Intern-EMT, Intern Para, Not Credentialed, Not in HFD, Suspended, Non-Classified, Support, ML Duty
- Effective Date of Credential Status Change
- Note Field
- Ability to change/add Status and Description
- Batch Update Capability
- .CSV File Capability
- Ability to Upload Multiple File Types

➤ Events (changed/updates to employee) – Tracking of different credentialing status and event status

- ◆ EMT Evaluation Phase, Paramedic Internship, Paramedic Practicum Week, EMT School, FIRE School, Paramedic School, Phase Testing 1, Phase Testing 2, Phase Testing 3, Cred EMT, POP Officer, Cred Para, 1st Responder, 1st Responder MD QA, Initial EMT, Initial Paramedic, Intern-EMT, Intern Para, Not Credentialed, Not in HFD, Suspended, Non-Classified, Support, ML Duty
- Generated by transfers
- Effective Date, Note, Reason
- CSV. File Capability

➤ Tag – Cohort Identifiers for tracking purposes

- ◆ Cohort identifiers assigned to employees determined by Hiring Date, Education, Rank or Certification Expiration
- Batch Update Capability
- .CSV File Capability

➤ Passwords – Log In Credentials for Accounts

- ◆ Employee Number, Employee Name, Password Type, Employee Username, Employee Password

➤ Notes

- ◆ Memo field with free form text and date/time stamp auto generated

➤ Attachments – Ability to Upload Multiple File Types

- Description
- Date Created

Reports

➤ Quick Roster

- Generates employee information based upon input of Employee Numbers or Tag Identifiers
 - ◆ Employee Number, Employee Name, Employee Email Address, District, Station, Shift, Debit, Rank, Certification Type, Certification ID Number, Certification Expiration Date, Credential Status, D.O.B, Tag, Notes
- Multiple Tag search capability
- Must be compatible with Microsoft Word Mail Merges
- .CSV File Capability

➤ Station Roster

- Lists personnel designated to a work location
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day
- .CSV File Capability

➤ Transfer History

- History of Employee Transfers
 - ◆ Employee Number, Name, Rank, Date Transfer is generated, Transfer Effective Date, Reason for Transfer, From/To District, From/To Station, From/To Shift, From/To Debit, From/To Debit, Promotion From/To, Notes
- .CSV File Capability

➤ Certification Card Received

- Tracking of Employee Certification Cards Received at HFD
- Linked to Employee Certification and Payments
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, Date Certification Paid, Date Certification Card Received at Organization
- .CSV File Capability
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➤ Outstanding Unreceived Card

- Tracking of Employee Certification Cards Not Received at HFD
- Linked to Employee Certification and Payments
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, Date Certification Paid, Date Certification Card Received at Organization
- .CSV File Capability

➤ Certification Expiration -

- Tracking of Employee Certification Expiration

- [Linked to Employee Current Certification and EMS Progress Percentage](#)
- [Searchable by Date Range](#)
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, EMS Progress, CE hours completed on, Jurisprudence Completion, Fingerprint required, Fingerprint Completed Date,
- [.CSV File Capability](#)

➤ [Outstanding Expirations](#)

- [Tracking of Employee Recertification Progress](#)
- [Linked to Employee Current Certification, EMS Progress Percentage, Payments, Jurisprudence Requirement and Fingerprint Requirement](#)
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, EMS Progress, Jurisprudence Completion Date, Fingerprint Completion Date
- [Searchable by Date Range](#)
- [.CSV File Capability](#)

➤ [Jurisprudence Exam -](#)

- [Employee completion of Jurisprudence](#)
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Jurisprudence Completion Date, Certification ID, Certification Type, Certification Expiration
- [API setup with portal to Online Education Provider](#)
- [Batch Update Capability](#)
- [.CSV File Capability](#)

➤ [Credential Status -](#)

- [Linked to Employee Credential Status](#)
 - ◆ Cred EMT, POP Officer, Cred Para, 1st Responder, 1st Responder MD QA, Initial EMT, Initial Paramedic, Intern-EMT, Intern Para, Not Credentialed, Not in HFD, Suspended, Non-Classified, Support, ML Duty
- [Tracking of Employee Current Credential Status](#)
 - ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, Notes
- [Date of Credential Status Change](#)
- [.CSV File Capability](#)
- [Searchable by Date Range](#)

➤ [Credential Status Not in HFD -](#)

- ◆ Employee Number, Name, Rank, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, Notes
- [.CSV File Capability](#)

➤ [Credentialed by Type](#)

- [Calculated Totals of Employees by Credentialing type](#)

- ◆ Employee Number, Name, Credential Type, Rank, District, Station, Shift, Debit Day, Notes
- .CSV File Capability
- Credentialed Personnel
 - List of Employees by Credentialing type
 - ◆ Employee Number, Name, Rank, License Type, Credential Status, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration
 - Searchable by Credential Status and Date Range
 - .CSV File Capability
- Certification Types
 - List of Employees by Certification type
 - ◆ Employee Number, Name, Rank, License Type, Credential Status, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration
 - Calculated Totals of Employees by Certification type
 - .CSV File Capability
- Tag Report
 - Generates
 - ◆ Employee Name, Rank, License Type, Credential Status, District, Station, Shift, Debit Day, Certification ID, Certification Type, Certification Expiration, National Registry Log-in, Department State Health State Login, Pearson login, EMS Fingerprint Requirement, Fire Fingerprint Completion Requirement, Completion of EMS Fingerprint, Completion of Fire Fingerprint,