

Escape Setup for Online Directory for Sonoma County Schools

SCOE maintains an Online Directory for all school districts in the county. This is a great resource for the public we serve as well as our colleagues. The data is pulled from Employee Management on a nightly basis.

The beginning of the Fiscal Year is the time to review and update the Escape Employee Management Records accordingly.

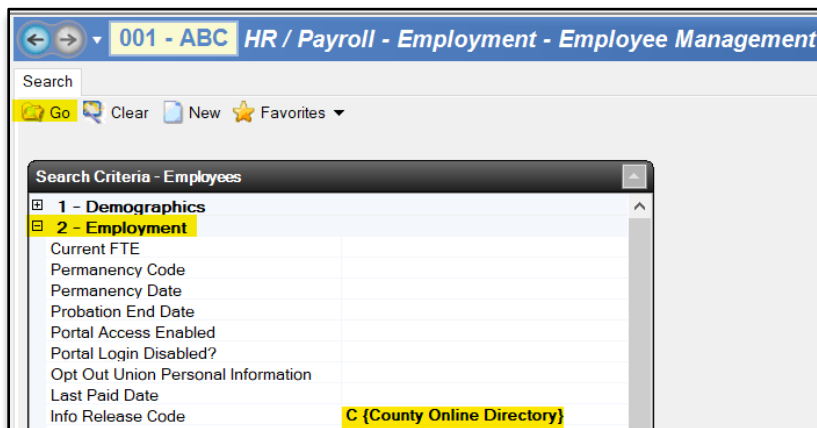
Step 1- Update Current Directory Employees

Search for Employees who are currently included in the Directory

HR/Payroll – Employment – Employee Management

- **Section 2 - Employment**

- **Info Release Code:** C {County Online Directory}
- Click **Go**
- Update as needed
 - To remove employee from Directory, blank out Info Release Code field on Employee Management Employment Tab Section 2 (see step 2)



Step 2 – Add New Directory Employees

Search for Employees with a current Fiscal Year Assignment

HR/Payroll – Employment – Employee Management

- **Section 4 - Assignments**

- **Fiscal Year:** 20XX {20XX/20XX}
- Click **Go**



- Open Employee Record
- **Section 2 - Employment**
 - **Info Release Code: C** {County Online Directory}

Escape will publish the Work Email, Work Phone and Job Class Description as the Job Title.

The screenshot shows the 'Employee Information' section of an HR system. The 'Info Release Code' field is highlighted in yellow. A pop-up window titled 'Info Release Code' is open, showing a table with the following data:

Code	Description
C	County Online Directory

To customize the phone and title that is published, use **Section 99 – Employee Custom**.

- County Directory Phone
- County Directory Title

The screenshot shows the 'Employee Information' section of an HR system. The '99 - Employee Custom' section is expanded, showing the following fields:

Retirement Date	
Emergency Contact Phone	
Rehire Date	
County Directory Phone	(707) 555-1111
County Directory Title	Chief Business Official