



E-PORTFOLIO 2009 – KADROVSKI INFORMATOR

E-PORTFOLIO 2009 – PERSONNEL SERVICE

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Povzetek

E-portfolio 2009 je eden izmed modulov spletnega sistema Informator 2008, ki je namenjen vodenju kadrovskih evidenc v javnem zavodu. Implementirani sistem omogoča vodenje vseh potrebnih podatkov o delovnih in učnih obveznostih zaposlenih. V profile zaposlenih se beleži dnevna prisotnost/odsotnost na delovnem mestu, letni delovni dopust ter realizacija pedagoškega dela. Poseben podlist je namenjen tudi vodenju povečanega obsega dela, s katerim zaposleni dodeljujejo primanjkljaj letnega delovnega dopusta v povezavi z odsotnostjo z delovnega mesta, namenjen pa je tudi zbiranju podatkov o realizaciji pedagoškega dela v okviru dodatne strokovne pomoči učencem. Oblikovan je tudi podlist, ki omogoča evidentiranje realiziranih ur v okviru interesnih dejavnosti. Podatki bodo namenjeni tako finančno-administrativni službi za obračunavanje osebnih dohodkov kakor tudi za različna poročila, ki jih mora vodstvo pripraviti za določene organe zavoda (Svet zavoda, Svet staršev ...), ustanovitelja, AJPES ali ministrstva. E-portfolio 2009 omogoča v posebnem podlistu shranjevanje različnih potrdil o strokovnem izpopolnjevanju zaposlenega. Z bazo tovrstnih dokazil bo zaposleni lahko hitreje in učinkoviteje pripravil dokumentacijo za napredovanje v strokovne nazive ali plačne razrede. Vsi podatki v okviru sistema E-portfolio 2009 so z vidika varovanja osebnih podatkov zaščiteni z gesli. Sledljivost glede vstopanja v posamezne profile je aktivna. Javni dostop do kadrovskih evidenc je onemogočen. Vsi podatki v profilih se dnevno ažurirajo, mesečna poročila pa se kreirajo med 25. in 30. vsakega meseca.

Abstract

E-portfolio 2009 is one of the modules of web-based system Informator 2008, intended for staff records management in public institutes. Computer-implemented system facilitates the management of all necessary data regarding work and teaching obligation of employees. Daily presence/absence at the workplace, annual leave and realisation of teaching assignments shall be registered. Specific sub datasheet serves also the purpose of keeping the increased scope of work, which is compensated with the deficit in annual leave in combination with the absence at the workplace. Specific sub datasheet serves collection of data on realisation of teaching assignments within the framework of additional technical assistance to pupils. Specific sub datasheet is designed



to enable recording of total hours worked within the framework of optional compulsory activities. Data will serve the finance and administration department to account for personal income as well as different reports, which must be drawn up by school management for different bodies of the institute (The Council of the Institute, Parents Council,...), founder, Agency of the Republic of Slovenia for Public Legal Records and Related Services or ministries. E-portfolio 2009 enables special sub datasheet storage of different professional training certificate of employees. Certificate database enables employee to prepare documents faster and more effective for professional advancement or higher salary grade promotion. Concerning personal data protection all data within the framework of a web-based system E-portfolio 2009 are password-protected. Traceability concerning individual profile access has been active. Public access to staff records is not possible. All profile data are daily updated, whereas monthly reports are created between 25th and 30th every month.