

COIN – Constitutional Officers’ Information Network

Reimbursement and Personnel Processing Systems

June & July 2005

Class times: 9:00 a.m. – 5:00 p.m.

Lunch provided by Compensation Board

I. Welcome and Housekeeping

II. Signing on to COIN

III. Navigational Paths and Tools

IV. Personnel Sub-System

Option 2 – Separation

Option 3 – New Hire

Option 5 – Internal Salary Adjustment/Salary Restoration

Option 6 – Leave Without Pay

Option 7 – Active Duty Leave

Option 8 – Promotion

Option 9 – Demotion

Option 10 – Transfer

Option 11 – Change Role/Class Code

Option 12 – Update Employee Demographics

Option 13 - Re-grade by Law (Sheriffs and Regional Jails only)

Option 1 – View Pending RBLs

Option 2 – View Voided RBLs

Option 5 – Add RBL

Option 3 – View Approved RBLs

Option 4 – View Completed RBLs

Option 6 – View RBL Totals

Option 1 – Personnel Inquiry

LUNCH Provided by Compensation Board
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V. Reimbursement Sub-System

A. Permanent/Temporary Personnel Processing Menu

Option 1 – Permanent Personnel

Option 2 – Select Permanent Employee Totals

Option 3 – Select Temporary Personnel

Option 4 – Select Add Temporary Personnel

Option 5 – Select Update Temporary Personnel

Option 6 – Select Temporary Employee Totals

B. Option 2 – Office Expenses

C. Option 3 – Equipment

D. Option 4 – Additional Allowances

E. Option 5 – Certify Reimbursement

F. Option 7 – Comments

G. Option 6 – Approve Reimbursement Requests

H. Option 9 – Fund Transfer Menu

Option 1 – Fund Transfer Request

Option 2 – Base Budget Fund Transfer Request

Option 3 – Pending Fund Transfer Transactions

Option 4 – Fund Transfer History

Option 5 – Vacancy Savings/Turnover Details

Option 6 – Monthly Turnover/Vacancy Savings by Position

I. Option 10 - Substitute Prosecutor Menu

Option 1 – Substitute Prosecutor Request

Option 2 – Pending Substitute Prosecutor Requests

Option 3 – Substitute Prosecutor History

J. Option 10 - Clerks Excess Fees

K. Option 12 – Reimbursement Payments Menu

Option 9 – Payment Transactions – History of Vouchers Paid