

Release Notes: Release 2.6.18

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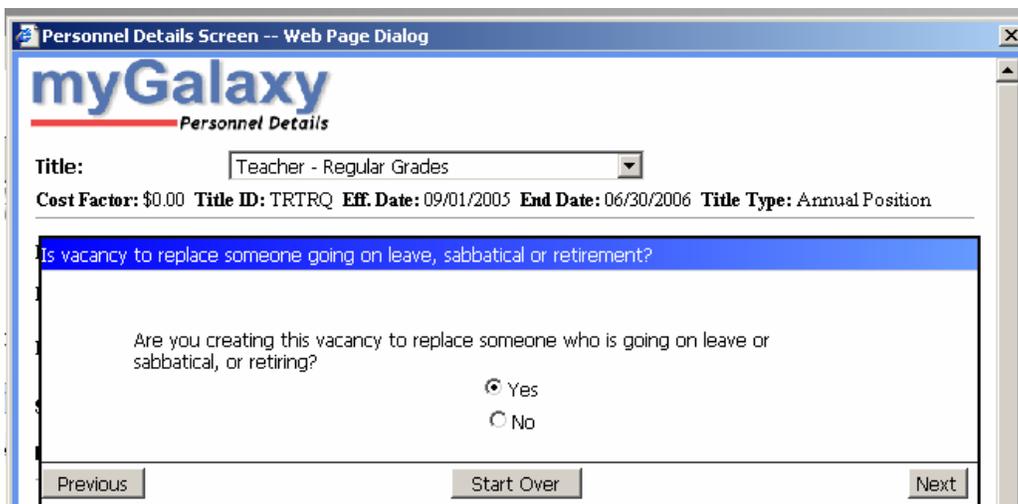
Release 2.6.18 includes the following updates and enhancements for myGalaxy. This enhancement will be available on both the FY'06 and FY'07 Table of Organization.

myGalaxy

Vacancy Window Enhancements - Vacancy Replacement Workflow

An additional question can now be answered when creating a new vacancy in a valid RMS title: *“Are you creating this vacancy to replace someone who is going on leave or sabbatical, or retiring?”* This enhancement will assist ROCs in understanding why vacancies have been created when they are reviewing and approving them.

Note: This enhancement only applies to RMS titles.



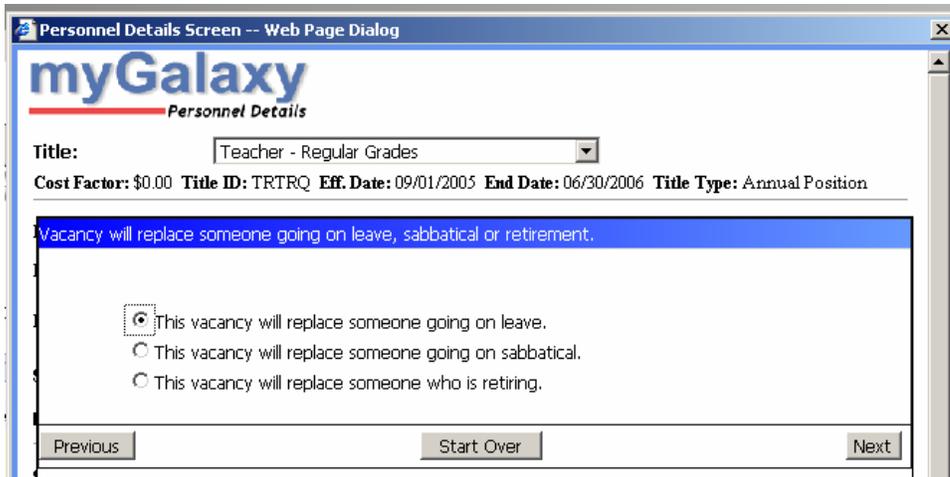
The screenshot shows a web browser window titled "Personnel Details Screen -- Web Page Dialog". The myGalaxy logo is at the top left. Below the logo, the text "Personnel Details" is displayed. The form contains the following fields and text:

- Title:** Teacher - Regular Grades (dropdown menu)
- Cost Factor:** \$0.00
- Title ID:** TRTRQ
- Eff. Date:** 09/01/2005
- End Date:** 06/30/2006
- Title Type:** Annual Position

A blue-bordered box contains the question: "Is vacancy to replace someone going on leave, sabbatical or retirement?". Below the question, the text reads: "Are you creating this vacancy to replace someone who is going on leave or sabbatical, or retiring?". There are two radio button options: "Yes" (selected) and "No".

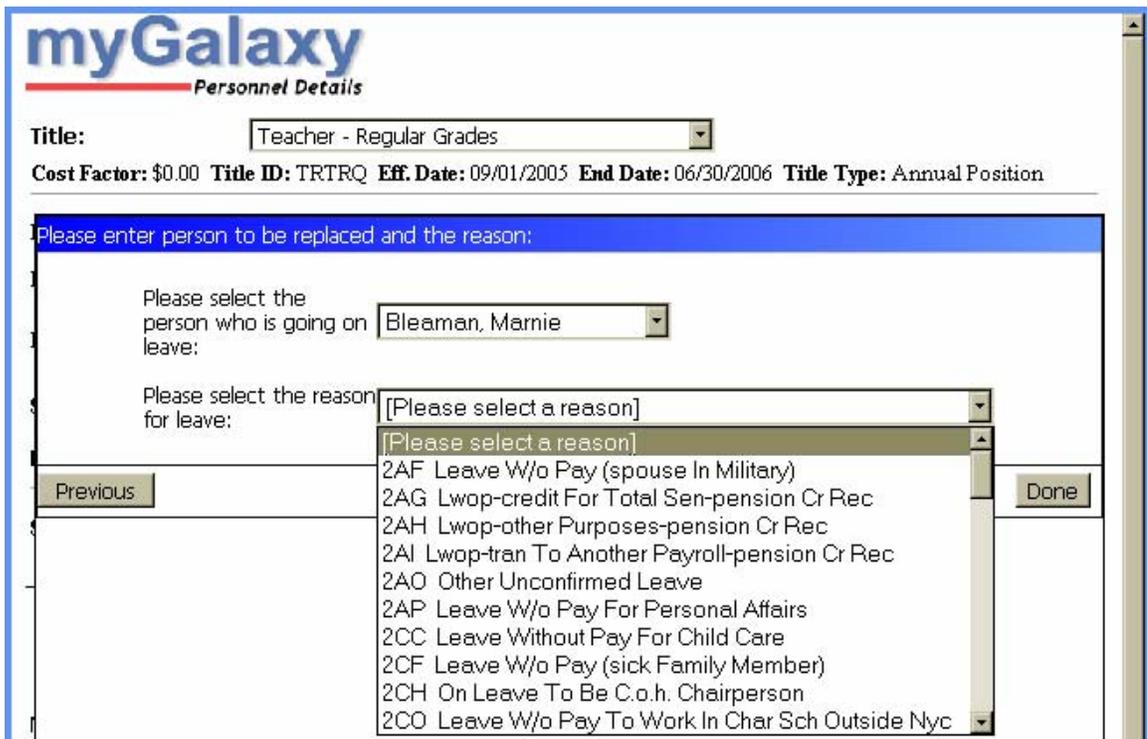
At the bottom of the form, there are three buttons: "Previous", "Start Over", and "Next".

If the answer is "Yes" a screen will appear allowing the selection of the specific option.



If the vacancy is replacing a person who is going on leave, use the drop down menus to select the name of the person, along with the reason for the leave.

If the vacancy is replacing a person who is going on sabbatical or who is retiring – simply select the name (the “reason for leave” will not be asked for). Select ‘Done’ when finished and the vacancy will be saved on the Personnel Details Screen.



Note: the person being replaced must also have a valid RMS title. People who do not have an RMS title will not appear in the list.

This feature will be accessible when using any of the three Vacancy Window options:

- Is this Vacancy for a New Employee
- Is this Vacancy for a Person Currently Working in Your School?
- Is this a Vacancy for an Employee who is Working or has worked at the Department of Education?

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