

UCR Help – Editing an Annual Employees Form

Completion of this form is required once a year for the October monthly report. If the “Month & Year” field on the Return – A Form contains a “10” for the month, you will be automatically prompted to complete the form.

The following steps should be followed to edit an annual Employee form:

1. At the UCR Welcome Screen, click **“Enter UCR”**. Before an individual can access the UCR website or create a new report, the agency and the agency’s designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency’s authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as “BILL” and you type “Bill” the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

Agency Profiles
Return A's
View Reports
Create Reports
MoUCR Manual
Comment
View Comments

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

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- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Locate and double click on the Employee Report that requires modification.

Reports By Date

Form	Agency ORI	Agency Name	Completion	Approval
✗ 11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault	Incomplete	Pending
✗ 10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle Employees created 01/07/2002 08:45:12 AM by Julie Hand	Incomplete	Pending
✓ 09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending

- Click the **“Edit”** button, located in the upper left corner of the form.

UNIFORM CRIME REPORTING

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES
AS OF OCTOBER 31

- Make the necessary changes to the information on the form.

	Male	Female	Total
1. Full-time law enforcement officers - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent or other sworn department head. Do not count special officers, merchant police or others who are not paid from law enforcement funds.	13	10	23
2. Full-time civilian employees - Include all full-time civilian employees who were on your department's payroll as of October 31 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards. Do not count employees not paid from police funds.	5	6	11
3. Total full-time law enforcement employees - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31. This should be the total of line 1 and line 2.	18	16	34

6. When you have completed entry of the supplemental data, click the “**Zero-fill Remaining Fields**” button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the “Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

SUBMIT
& REVIEW

7. After completing all modifications, click the “**Submit**” or “**Submit & Review**” button to submit the form. The “**Submit**” button returns you to the UCR Homepage. The “**Submit & Review**” button returns you to the Annual Employee form, allowing you to view the changes. Either button will allow data to be saved.
9. You will be prompted with the message “*Are you sure you want to save this form into the UCR database?*” Click “**OK**” to submit the form or “**Cancel**” to return to the Employee Form and make modifications.
10. If you chose the “**Submit**” button and the form was submitted without error, the message “*Your Document has been saved!*” will appear and you can continue to the next form by clicking “**Click Here**” and selecting the next form from the table at the bottom of the Return – A form. If you see a message indicating the form was not successfully saved, note the reason given and click the “**Click here to return to your Employee Form**” link. Make the necessary changes to your form and resubmit.

If you chose “**Submit & Review**” and the form was submitted without error, you will be returned to the Employee form where you can review submitted modifications and make any further changes that may be necessary.