Assignment Book Report

This job aid provides instructions for Site Administrators to view credentials and other information about certificated personnel assigned to the site.

elf-Service

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Recent Places

Navigato

NavBar: Navigator

Self Service

Recruiting

Assignment Book Report

Add

Report Manager

👍 Add

Workforce Administration

Workforce Reports

Find an Existing Value Add a New Value

Process Monitor

Update/Display

Run Control ID Assignment_Book_Report

Assignment Book Report

- 1. Log into PeopleSoft HCM with your six digit ID number and password.
- Click the NavBar. 2
- Select Navigator. 3.
- Select Workforce Administrator. 4.
- Scroll down and select Workforce Reports. 5.
- Select Assignment Book Report. 6.
- Click Add a New Value tab. 7.
- 8. Enter a unique name for report in Run Control ID. Note: Do not use spaces . If spaces are needed, use and underscore ().

IMPORTANT! When you run the report again, skip steps 7-8 and 11. Click Search on Find an Existing Value tab to view previously saved reports.

- 9. Click Add.
- 10. Enter Location number (four-digit + A) ex: 5332A
- 11. Click Save. (Only for first time report setup).
- 12. Click Run.
- 13. Select P Name d first tim

Name drop-down. (Only for	Process Scheduler Request User ID 197736		Run Control ID Assignment_Book_Report					
14. Click OK .	13 Server Name PSNT Recurrence Time Zone Q	Run Date 01/23/2020						
	Process List Select Description	Process Name	Process Type	*Type *Format Distribution				
	Assignment Book Report	SDHR449	SQR Report	Web PDF Distribution Report will open in Adobe within the web browser .				



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Run

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PeopleSoft - H

Include History

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Navigate to the PeopleSoft site for additional resources and training opportunities.

Assignment Book Report

🖥 Save

*Location: 5332A

Run Control ID Assignment_Book_Report

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SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.

Assignment Book Report

15. Note the **Process Instance Number** located in the upper right corner of Report page. Click **Process Monitor.**

Reports are displayed under **Process List**. A report is ready to view when **Run Status** displays "*Success*" and **Distribution Status** displays "*Posted*".

- 16. Click **Refresh** periodically until the process indicates **Success** and **Posted**.
- 17. Click Details.

Report ID: SDHR449

- 18. Click View/ Log Trace at the lower right side of the Process Detail window.
- 19. Click on the file name that ends in .PDF (to open in Adobe viewer). The name also contains the **Process Instance Number** assigned in *Step 15*.

Note: The report will open in Adobe format on the web browser.



Emplid Jobcode-Descrip	otion	TL Calendar	Ethnic	Cd Cmp Sr l	Dt S	Spcl/ RTC	D Empl Clas	s FTE	HCM Account Code
scription	Description		Issue Dt	Expire/Typ	Code (Comp			
199297 2013-Elem Prep	Teacher/Computer	C10 YCERTSA	White	02/06/1	995	0.00	Perm	1.0000	0999000160011180102013202
cate of Eligibility	Administrative S	ervices Credential	03/31/2015	03/31/2115	SC1A				
	Crosscultural, L	anguage and Academic Dev	06/01/2002	06/01/2102	SA12				
	Single Subject T	eaching Credential	05/01/2016	05/01/2021	TC1				
			Major	BUSI	Busine	888			
			Major	FMX	Foundational-Level Mathematics (Examinat				
			Minor	CCA	Comput	Computer Concepts and Applications			
Minor IE Introductory English									
	District Gifted		05/30/2002	05/30/2102	154				
	English Learner	Authorized	07/01/2017	07/01/2199	1054				
	Multiple Subject	Teaching Credential	07/01/2017	07/01/2022	PTC2				
			Minor	278	Englia	sh			
199969 2000-Regular T	acher	J20%T F	Hispan	ic 08/27/1	999	0.00	Perm	0.4000	0999301000011070102010000
-	Multiple Subject	Teaching Credential	08/01/2015	08/01/2020	TC2				
		-	Major	BLS	BCLAD	: Spanish			
			Major	GSX	Genera	al Subject:	s (Examinat:	ion)	
			Minor	ART	Art	-			
	District Gifted		12/01/1999	12/01/2099	154				
	Emplid Jobcode-Descrip scription 199297 2013-Elem Prep cate of Eligibility 199969 2000-Regular Te	Emplid Jobcode-Description scription Description 199297 2013-Elem Prep Teacher/Computer Administrative S Crosscultural, L Single Subject T District Gifted 199969 2000-Regular Teacher Multiple Subject District Gifted	Emplid Jobcode-Description TL Calendar seription Description 199297 2013-Elem Prep Teacher/Computer C10 YCERTSA cate of Eligibility Administrative Services Credential Crosscultural, Language and Academic Dev Single Subject Teaching Credential District Gifted English Learner Authorized Multiple Subject Teaching Credential 199969 2000-Regular Teacher J20%T_F Multiple Subject Teaching Credential District Gifted	Emplid Jobcode-Description TL Calendar Ethnic scription Description Issue Dt 199297 2013-Elem Prep Teacher/Computer Cl0 YCERTSA White cate of Eligibility Administrative Services Credential 03/31/2015 Crosscultural, Language and Academic Dev 06/01/2002 Single Subject Teaching Credential 05/01/2016 Major District Gifted 05/30/2002 English Learner Authorized 07/01/2017 Multiple Subject Teaching Credential 07/01/2017 Minor 199969 2000-Regular Teacher J20%T_F Hispan Multiple Subject Teaching Credential 08/01/2015 Major Major District Gifted 12/01/1999	Emplid Jobcode-Description TL Calendar Ethnic Cd Cmp Sr I seription Description Issue Dt Expire/Typ 199297 2013-Elem Prep Teacher/Computer C10 YCERTSA White 02/06/11 cate of Eligibility Administrative Services Credential 03/31/2015 03/31/2115 Crosscultural, Language and Academic Dev 06/01/2002 06/01/2102 Single Subject Teaching Credential 05/01/2016 05/01/2021 Major BUSI Major BUSI District Gifted 07/01/2017 07/01/2199 Multiple Subject Teaching Credential 07/01/2107 07/01/2192 Minor Z78 199969 2000-Regular Teacher J20%T_F Hispanic 08/27/11 Multiple Subject Teaching Credential 08/01/2015 08/01/2020 Major GSX Minor ART District Gifted 12/01/1999 12/01/2099	Emplid Jobcode-Description TL Calendar Ethnic Cd Cmp Sr Dt seription Description Issue Dt Expire/Typ Code 199297 2013-Elem Prep Teacher/Computer C10 YCERTSA White 02/06/1995 cate of Eligibility Administrative Services Credential 03/31/2015 03/31/2115 SCIA Crosscultural, Language and Academic Dev 06/01/2016 05/01/2012 SA12 Single Subject Teaching Credential 05/01/2016 05/01/2021 TC1 Major EUSI Busin Major EUSI Busin District Gifted 05/03/2020 05/03/2102 154 English Learner Authorized 07/01/2017 07/01/2029 PTC2 Minor 278 Engli 199969 2000-Regular Teacher J20%T_F Hispanic 08/27/1999 Multiple Subject Teaching Credential 08/01/2015 08/01/2020 TC2 Major ELS BCLAD Major ART Art District Gifted 12/01/1999 12/01/2099 154	Emplid Jobcode-Description TL Calendar Ethnic Cd Cmp Sr Dt Spc]/ RTC seription Description Issue Dt Expire/Typ Code Comp 199297 2013-Elem Prep Teacher/Computer Cl0 YCERTSA White 02/06/1995 0.00 cate of Eligibility Administrative Services Credential 03/31/2015 03/31/2015 SC1A Crosscultural, Language and Academic Dev 06/01/2002 06/01/2002 SA12 Single Subject Teaching Credential 05/01/2010 05/01/2012 TC1 Major EUSI Business Major FMX Foundational-Lee Minor CCA Computer Concep Minor IE Introductory Em District Gifted 07/01/2017 07/01/2019 1054 Multiple Subject Teaching Credential 07/01/2017 07/01/2029 PTC2 Minor 278 English 199969 2000-Regular Teacher J20%T_F Hispanic 08/27/1999 0.00 Multiple Subject Teaching Credential 08/01/2015 08/01/2020 TC2 Major ELS BCLAD: Spanish Major GSX General Subject District Gifted 12/01/199 12/01/2099 154	Emplid Jobcode-Description TL Calendar Ethnic Cd Cmp Sr Dt Spcl/ RTCD Empl Class secription Description Issue Dt Expire/Typ Code Comp Code Comp 199297 2013-Elem Prep Teacher/Computer C10 YCERTSA White 02/06/1995 0.00 Perm cate of Eligibility Administrative Services Credential 03/31/2015 03/31/2015 SA12 Single Subject Teaching Credential 05/01/2002 05/01/2002 TC1 Major BUSI Business Major FOX Consputer Concepts and Appl District Gifted 07/01/2017 07/01/2102 154 199969 2000-Regular Teacher J20%T_F Hispanic 08/01/2002 TC2 Minor ELS BCLAD: Spanish Major BLS BCLAD: Spanish Major BLS BCLAD: Spanish Major BLS BCLAD: Spanish Minor AB Teaching Credential 08/01/2010 TC2 Minor 199969 2000-Regular Teacher J20%	Emplid Jobcode-Description TL Calendar Ethnic Cd Cmp Sr Dt Spc1/ RTCD Empl Class FTE seription Description Issue Dt Expire/Typ Code Comp 199297 2013-Elem Prep Teacher/Computer C10 YCERTSA White 02/06/1995 0.00 Perm 1.0000 cate of Eligibility Administrative Services Credential 03/31/2015 03/31/2015 SCIA Consocutural, Language and Academic Dev 05/01/2002 06/01/2002 SA12 Single Subject Teaching Credential 05/01/2016 05/01/2021 TC1 Major Business Major FUX Foundational-Level Mathematics (Exa Minor CCA Computer Concepts and Applications District Gifted 07/01/2017 07/01/2109 1054 Minor IE Introductory English 199969 2000-Regular Teacher J20%T_F Hispanic 08/01/2012 TC2 Major ELS BCLAD: Spanish Major ELS BCLAD: Spanish Major ELS BCLAD: Subjects (Examination) Minor <

Navigate to the <u>PeopleSoft site</u> for additional resources and training opportunities.

SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.

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