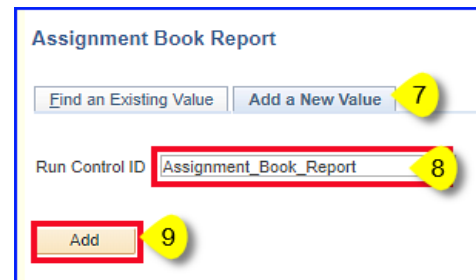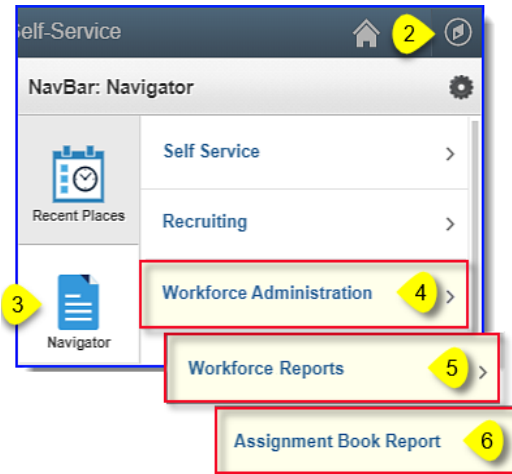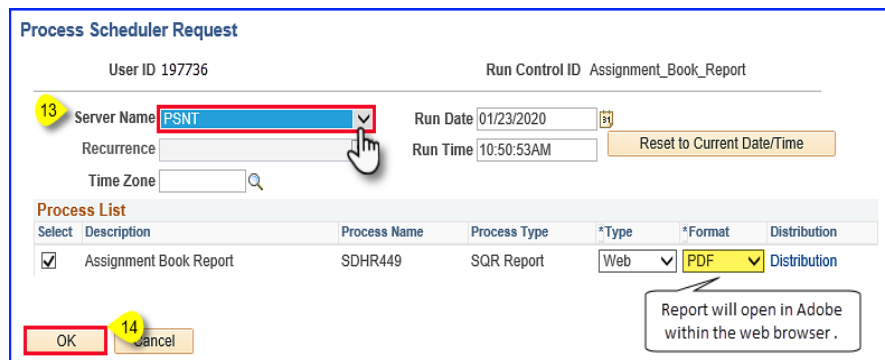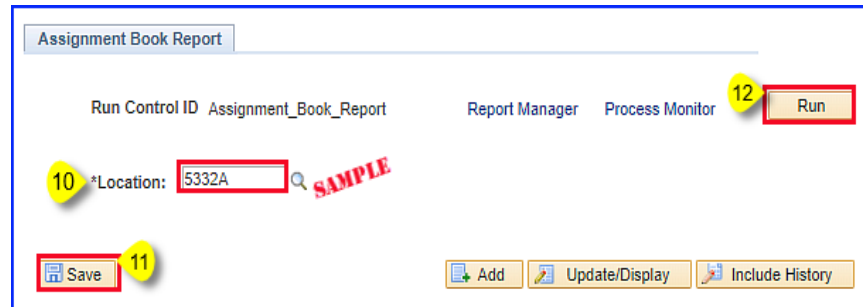# Assignment Book Report

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

1. Log into PeopleSoft HCM with your six digit ID number and password.

2. Click the **NavBar.**

3. Select **Navigator.**

4. Select **Workforce Administrator.**

5. Scroll down and select **Workforce Reports.**

6. Select **Assignment Book Report.**

7. Click **Add a New Value** tab.

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 **PSNT** from **Server Name** drop-down. (Only for first time report setup).
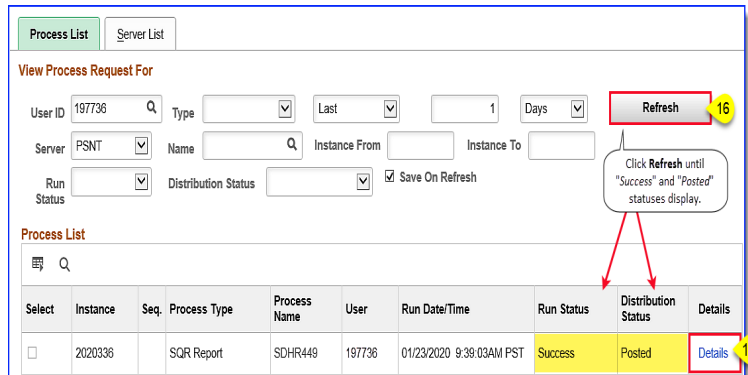
14. Click **OK**.

Assignment Book Report

15. Note the **Process Instance Number** located in the upper right corner of Report page. Click **Process Monitor.**
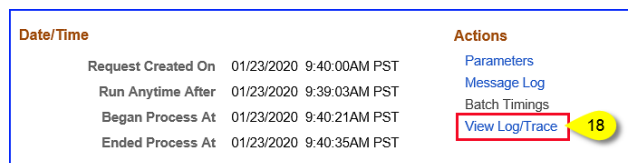
Reports are displayed under **Process List**. A report is ready to view when **Run Status** displays "*Success*" and **Distribution Status** displays "*Posted*".

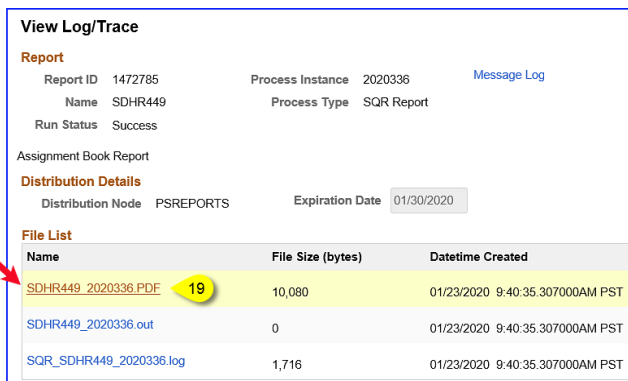16. Click **Refresh** periodically until the process indicates **Success** and **Posted**.

17. Click **Details**.

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.

Assignment Book Report (screen)

Run Control ID Assignment_Book_Report   Report Manager   15 Process Monitor   Run

*Location: 5332A   Clairemont High

Process Instance: 2020336

Process Monitor (Process List / Server List)

View Process Request For

User ID 197736   Type   Last   1 Days   Refresh 16
Server PSNT   Name   Instance From   Instance To
Run Status   Distribution Status   Save On Refresh

Click **Refresh** until "*Success*" and "*Posted*" statuses display.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	2020336		SQR Report	SDHR449	197736	01/23/2020 9:39:03AM PST	Success	Posted	Details 17

Process Detail

Date/Time		Actions
Request Created On	01/23/2020 9:40:00AM PST	Parameters
Run Anytime After	01/23/2020 9:39:03AM PST	Message Log
Began Process At	01/23/2020 9:40:21AM PST	Batch Timings
Ended Process At	01/23/2020 9:40:35AM PST	View Log/Trace 18

View Log/Trace

Report

Report ID 1472785   Process Instance 2020336   Message Log
Name SDHR449   Process Type SQR Report
Run Status Success

Assignment Book Report

Distribution Details

Distribution Node PSREPORTS   Expiration Date 01/30/2020

File List

Name	File Size (bytes)	Datetime Created
SDHR449_2020336.PDF 19	10,080	01/23/2020 9:40:35.307000AM PST
SDHR449_2020336.out	0	01/23/2020 9:40:35.307000AM PST
SQR_SDHR449_2020336.log	1,716	01/23/2020 9:40:35.307000AM PST

Sample Report

```
PeopleSoft
Report ID: SDHR449            ASSIGNMENT BOOK REPORT       SAMPLE        Page No.  1
                            Location: 0999A - Baker Elementary             Run Date 01/23/2020
                                                                           Run Time 09:40:21

Name              Emplid Jobcode-Description    TL Calendar    Ethnic Cd  Cmp Sr Dt   Spcl/  RTCD Empl Class FTE   HCM Account Code
   C/S  Term Description          Description              Issue Dt  Expire/Typ  Code Comp
----------------------------------------------------------------------------------------------------------------
Chris Doe         199297  2013-Elem Prep Teacher/Computer  C10 YCERTSA      White      02/06/1995  0.00    Perm     1.0000  0999000160011180102013202
   C    Certificate of Eligibility    Administrative Services Credential  03/31/2015  03/31/2115  SC1A
   C    Clear                         Crosscultural, Language and Academic Dev  06/01/2002  06/01/2102  SA12
   C    Clear                         Single Subject Teaching Credential  05/01/2016  05/01/2021  TC1
                                      Major      BUSI      Business
                                      Major      FMX       Foundational-Level Mathematics (Examinat
                                      Minor      CCA       Computer Concepts and Applications
                                      Minor      IE        Introductory English
   S                                  District Gifted                     05/30/2002  05/30/2102  154
   S                                  English Learner Authorized          07/01/2017  07/01/2199  1054
   C                                  Multiple Subject Teaching Credential  07/01/2017  07/01/2022  PTC2
                                      Minor      278       English

Chris Doe         199969  2000-Regular Teacher      J20%T_F        Hispanic  08/27/1999  0.00    Perm     0.4000  0999301000011070102010000
   C    Clear                         Multiple Subject Teaching Credential  08/01/2015  08/01/2020  TC2
                                      Major      BLS       BCLAD: Spanish
                                      Major      GSX       General Subjects (Examination)
                                      Minor      ART       Art
   S                                  District Gifted                     12/01/1999  12/01/2099  154
```

San Diego Unified SCHOOL DISTRICT

PeopleSoft - HCM