# How to Run the Annual Employee Notifications Report

This job aid will show you how to run the Annual Employee Notifications Report. Each year, the site administrator or site PAR submitter will run the Annual Employee Notifications Report at the beginning of school. Each employee should sign the report to indicate that they have successfully completed the required trainings, and the site administrator or department head should sign the bottom of each page as well. The signed and dated report should then be submitted to Human Resources (HR).

1. Navigate to: **Main Menu > Workforce Development > Profile Management > Profiles > Annual Employee Notifications**
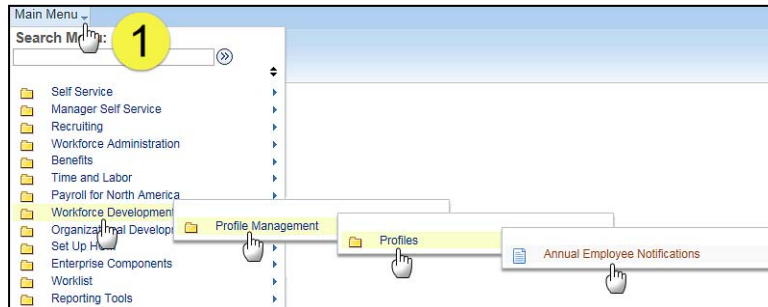
2. Click the **Add a New Value Tab**

3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one **Run Control ID** for this report. There should be no spaces in the **Run Control ID**. Use (_) as a separator.
(See screenshot example)
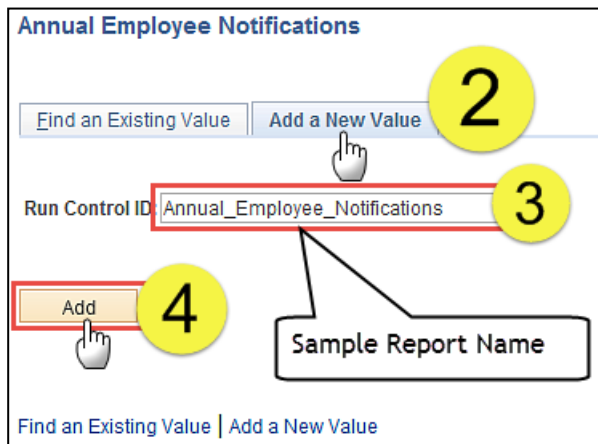
4. Click the **Add** button.

   NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.
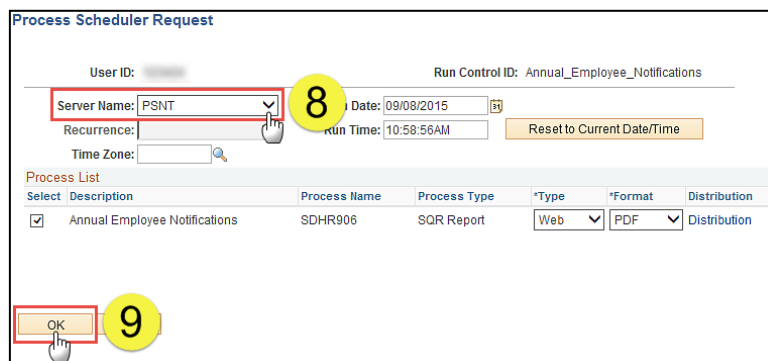
5. In the **Location Code** field enter *your* Location Code (ex: 0000A) or click 🔍 to search for a location.

6. Click **Save**. (Only the first time you are setting up your report)

7. Click **Run**.

8. Select **PSNT** from the **Server Name** drop-down menu. You only need to do this the first time you are setting up your report.

9. Click **OK**.

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10. After you click **OK**, you will be given a **Process Instance Number** and returned to the Report Page. Click the **Process Monitor** link to view the status of the report.
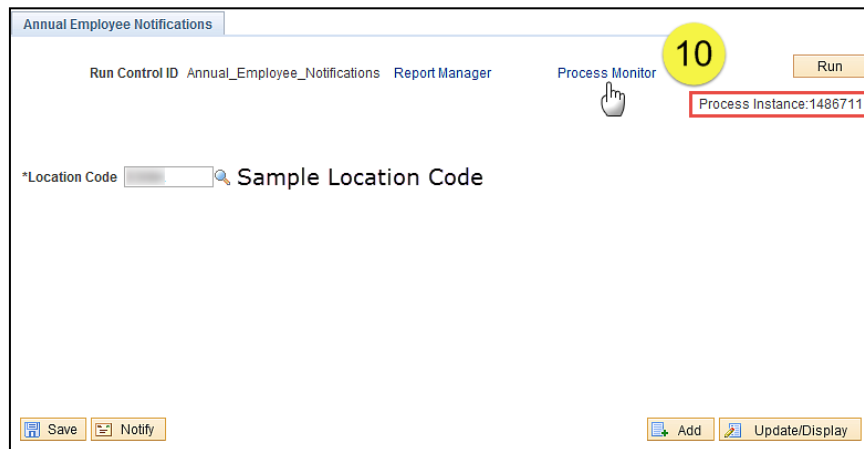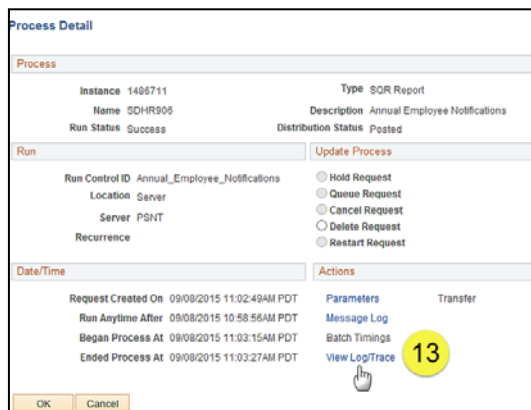
11. Your report is done processing when the **Run Status** reads *"Success"* and **Distribution Status** reads *"Posted"* (If not, hit the **Refresh** button until they change to the correct status.)

12. Click the **Details** link.

13. Click the **View Log/Trace** link. This will bring you to a page that shows you three files.

14. Of the three files, choose the one with the **.PDF** extension. The name of the report will also contain the **Process Instance Number** that was assigned to it in step 10. The report will open in Adobe Acrobat Reader. You can now View, Print or Save the report.

Annual Employee Notifications

Run Control ID Annual_Employee_Notifications   Report Manager   Process Monitor   Run

Process Instance:1486711

*Location Code [ ] Sample Location Code

Save   Notify   Add   Update/Display

Process List | Server List

View Process Request For

User ID [ ]   Type [ ]   Last [ ]   30   Minutes   Refresh
Server PSNT   Name [ ]   Instance [ ]   to [ ]
Run Status [ ]   Distribution Status [ ]   ☑ Save On Refresh

Process List   Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1486711		SQR Report	SDHR906		09/08/2015 10:58:56AM	Success	Posted	Details

Go back to Annual Employee Notifications

Save   Notify

Process List | Server List

Process Detail

Process
Instance 1486711   Type SQR Report
Name SDHR906   Description Annual Employee Notifications
Run Status Success   Distribution Status Posted

Run
Run Control ID Annual_Employee_Notifications
Location Server
Server PSNT
Recurrence

Update Process
○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time
Request Created On 09/08/2015 11:02:49AM PDT
Run Anytime After 09/08/2015 10:58:56AM PDT
Began Process At 09/08/2015 11:03:15AM PDT
Ended Process At 09/08/2015 11:03:27AM PDT

Actions
Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

View Log/Trace

Report
Report ID: 1030464   Process Instance: 1486711   Message Log
Name: SDHR906   Process Type: SQR Report
Run Status: Success

Annual Employee Notifications
Distribution Details
Distribution Node: PSREPORTS   Expiration Date: 09/15/2015

File List

Name	File Size (bytes)	Datetime Created
SDHR906_1486711.PDF	9,472	09/08/2015 11:03:27.887000AM PDT
SDHR906_1486711.out	2,608	09/08/2015 11:03:27.887000AM PDT
SQR_SDHR906_1486711.log	1,729	09/08/2015 11:03:27.887000AM PDT

Distribute To
Distribution ID Type   *Distribution ID
User

Return

Report ID: SDHR906   PeopleSoft   Page: 1
ANNUAL EMPLOYEE NOTIFICATIONS REPORT   Run Date: 2015-09-08
SAMPLE REPORT

No Employee Name   Employee ID   Hire Date   Hourly/Salary   Initial Training Date   Employee Signature

1 Chris Doe   08/25/00   S   _____
2 Chris Doe   08/11/92   S   _____
3 Chris Doe   02/22/94   S   _____
4 Chris Doe   03/09/09   S   _____
5 Chris Doe   05/11/06   S   _____

I certify that the employees on this list that have signed their name have successfully completed the required training per District Guidelines.

_____   _____
Site Administrator/Department Head Signature   Today Date

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