

PeopleSoft Manual

PeopleSoft for Site Administrators

Financials & HCM

Spring 2016



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Introduction and General Information

This handbook was created for use by SDUSD site administrators such as school principals, directors, and other department heads. It contains information to help you complete your most common tasks in both the Human Resources (HCM) and Financial PeopleSoft applications.

The San Diego Unified School District uses a computer software program called "PeopleSoft" a.k.a. "Oracle PeopleSoft Enterprise" to handle the day-to-day business of running the district. This includes managing your budgets to help you provide your site and staff with the goods and services they need.

While you don't have to be a computer whiz to use the district's PeopleSoft software, you do need to be relatively comfortable using a PC computer with Windows, as well as using the Internet, in order to have the most success.

This handbook contains the following information:

- Chartfields
- Budget Reports
- How to Approve or Deny eProcurement Requisitions
- How to Approve or Send Back (for revision) Travel Expense Forms
- Key Payroll Elements for Managers
- How to Review and Approve Reports
- Human Capital Management
- Position Management
- How to Find Support

How to Log Into PeopleSoft

In order to use our district's PeopleSoft applications, you must have a computer (*PC or MAC*) that uses the latest version of Microsoft Internet Explorer, Firefox or Safari. You cannot use Netscape Navigator with PeopleSoft.

1. Launch Microsoft Internet Explorer, Firefox or Safari.
2. Go to: www.sandiegounified.org.
3. Click "Staff Portal" at the top of the page.
4. Click the "Resources" menu and then on the right click the "Applications" link.
5. On the Applications screen click **PeopleSoft - Financial** or **HCM**.
6. Enter your User ID # (*SDUSD Employee ID number. If you don't know it, ask your supervisor or look on your paycheck stub*).
7. Enter your personal DWA password (*It is the same password as the one you use for your district email*).
8. Click "**Sign in**".

Important Advice



To experience the best (*and often faster*) use of PeopleSoft, please observe the following:

- Always single-click. Never double-click with your computer mouse. If you double-click anything in PeopleSoft it can slow the computer down substantially, and even freeze your screen or log you out of the system.
- Delete your Internet Explorer cache files (*temporary internet files*) on a regular basis. If you use PeopleSoft daily, you should delete your cache at least once a week. Less often if you don't use PeopleSoft that frequently.
- Never click the Back button on your Internet browser window. If you do (*in order to return to the previous page*), PeopleSoft software will very likely bump you out of the system (*log you out*). If that happens, you risk losing the work you were in the middle of completing. There will always be a hyperlink or button you can click in order to return to the previous page, usually located at the bottom of any PeopleSoft screen.



To safeguard your personal information, including your paycheck, Social Security number, salary, and benefit information, please remember the following:

Never, ever share your password with ANYONE. Period.

If you share your password with another person you place yourself at great personal risk; not to mention the fact that signing into PeopleSoft under someone else's employee ID and password constitutes fraudulent activity, and is definitely against SDUSD policy.

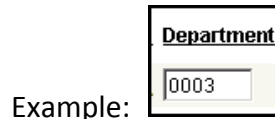
You are given a unique employee ID number and a personal password (*for email, PeopleSoft, PowerSchool, etc.*) for excellent reasons having to do with professional, financial, and personal security. Please do not compromise this by asking an employee to sign in to PeopleSoft under your identity.

Chapter 1 - Financials: Budgets

Chartfields

Chartfields are an integral part of how PeopleSoft works within our district. In order to fill your orders for goods and services through eProcurement, and to process your Travel & Expenses requests, it is essential that you and your staff understand the basics of Chartfields.

Chartfield: A PeopleSoft vocabulary term meaning a field (*that looks like a textbox*) into which budget code numbers are selected or entered (*typed*). Each Chartfield represents a different criterion that helps determine which budget is being named for use. Chartfields are meant to contain the Financial Accounting Codes used in transactions. Think of a single Chartfield as a single jigsaw puzzle piece. Each Chartfield contains its own unique piece of a numeric budget name. The example below shows a Department Chartfield.



Chartfield String: A numeric sentence comprised of several Chartfields (*seven for Travel Expenses or eight for eProcurement*). One entire Chartfield String represents a single budget. Think of a Chartfield String as a bunch of puzzle pieces fitting together to create a whole unit (*one whole budget*).

Example of a typical Travel Chartfield String:

GL Unit	Department	Resource	Bud Ref	Program	Class	Fund	Extended
SDU	0003	00000	00	1000	1110	01000	0000

The Chartfield String is a required element of eProcurement requisitions, and Travel & Expense forms. It determines which funds will pay the bill. Chartfield Strings must be manually entered by the Originator/Requester who is creating the online form. It is the responsibility of the Originator/Requester (*the person who creates and submits these forms*) to ensure that the correct Chartfield Strings are entered. It is the responsibility of the Approver (*the site administrator/principal/department head*) to examine the details of these submitted forms, and then to approve, send back for revision, or deny them.

The Chartfield String basically does two things:

- 1) It controls the workflow, i.e., it determines which Approver receives the form (*ePro requisition or Expenses form*).
- 2) It points to and connects with the budget whose funds will be pre-encumbered to pay for the requisition or the travel expenses.

IMPORTANT NOTE: It is extremely important that the correct Chartfield String is entered, and that the budget related to that String has sufficient funds at the time the form is created and

submitted. Forms submitted without correct, funded budget Chartfield Strings will not be processed.

IMPORTANT NOTE: It is the Approver’s responsibility to ensure that the correct Chartfield String (*budget*) is used on every form. For example, if an Approver approves an eProcurement requisition that uses the wrong budget, it is the Approver’s responsibility, not the Requester’s.

Chartfield Definitions:

Chartfield	Description
1. Department	Leading digit indicates a school ('0'), small school ('3'), central/administration ('5'), or Food Services departments ('8' or Central).
2. Resource	The Resource Chartfield corresponds to the Local, State, or Federal Grant number.
3. Budget Reference	The Budget Reference corresponds to the year the funding ends for certain resources – most transactions accept default of '00'.
4. Account	SDUSD’s Account number; the type of expense.
5. Program	State of Calif. mandated field that classifies transactions according to the purpose/reason for the transaction.
6. Class	Further categorization of the Program field mandated by the State of Calif. required only in particular circumstances.
7. Fund	Used to identify the source of funds for a transaction.
8. Extended	An extension of the Program field that will store District-specific information not required by the State.

Example of a Typical ePro Requisition Chartfield String:

DeptID	Resource	Bud Ref	Account	Program Code	Class	Fund	Extended
0003	00000	00	4301	1000	1110	01000	0000

Adams Elementary School might order textbooks using this Chartfield String (*NOTE: The highlighted Chartfields below are the most important ones for site administrators to double-check before approving something*):

- **Department – 0003 (Adams Elementary)**
- **Resource – 00000 (Unrestricted Funds)**

- Budget Reference – 00 (Undefined)
- **Account – 4301 (Instructional Supplies)**
- Program – 1000 (Instruction)
- Class – 1110 (Regular Education, K-12)
- **Fund – 01000 (General Fund)**
- Extended – 0000 (Undefined)

Budgets

Budget-Check Overview:

Budget-Check is a process that must be run on every eProcurement Requisition, Travel Authorization, and Expense Report. All these forms **must** pass the Budget-Check process successfully, or they **cannot be approved and processed**.

When Budget-Check is initiated on an item, the computer system immediately goes into the designated budget (*determined by the Chartfield String that the Requester entered onto the form*) and encumbers the money right away. This means that enough money must be available in that budget to cover the cost of the ePro Requisition, Travel Authorization, or Expense Report prior to the creation of the form.

The following people are responsible for running the Budget-Check procedures:

- **eProcurement Requisitions:** Originator / Requester (*clerk, assistant, or other employee*)
- **Travel Authorizations:** Department Approver (*site administrator*)
- **Expense Reports:** Department Approver (*site administrator*)

How a Department Approver runs a Budget-Check for travel forms is covered in greater detail later on in this handbook.

Budget Errors Overview:

Occasionally, when Budget-Checks are run, a Budget Error occurs. You would see an indication on your computer screen that tells you a Budget Error has happened.

If the form receives a Budget Error, you **cannot** approve it until the budget error is resolved. This means you must contact your Budget Analyst and ask him/her to assist you by transferring funds into the budget that generated the error. Then you must wait until the Budget Check process is run again on the item that had the error (*either by you, if it is a Travel Authorization, or by the Requester for an ePro Requisition or Expense Report*), and verify that the error is gone.

How to handle budget errors is discussed in greater detail later on in this handbook.

Budget Reports Overview:

These are report queries you can create and run yourself, anytime you wish. These reports can tell you what budget strings are available; how much money you currently have available in any given budget; how much has been encumbered; and how much has already been spent. You can customize the reports to provide you with information about all your budgets at once, or about only certain budgets you select to view.

This handbook shows how to create and run two different budget reports:

- **Budget Overview Report:**
 - Data on current, available balances, as well as data on pre-encumbrances, encumbrances, and expensed amounts.
 - Interactive report results, with hyperlinks you can click on.
- **Budget Transactions Detail Report:**
 - Most comprehensive amount of data available in one report.
 - Default display is non-interactive; cannot filter, edit, or manipulate report results. **However**, you can choose to display results in an Excel spreadsheet. Please see job aid entitled “How to Display BTD Report in Excel Spreadsheet”.

Budget Overview Report – Example Exercise

This report provides information about as many or as few budgets as you wish to see. It shows you available balances, expensed amounts, and encumbered amounts. It contains interactive hyperlinks you can click to view more details within the results of the report.

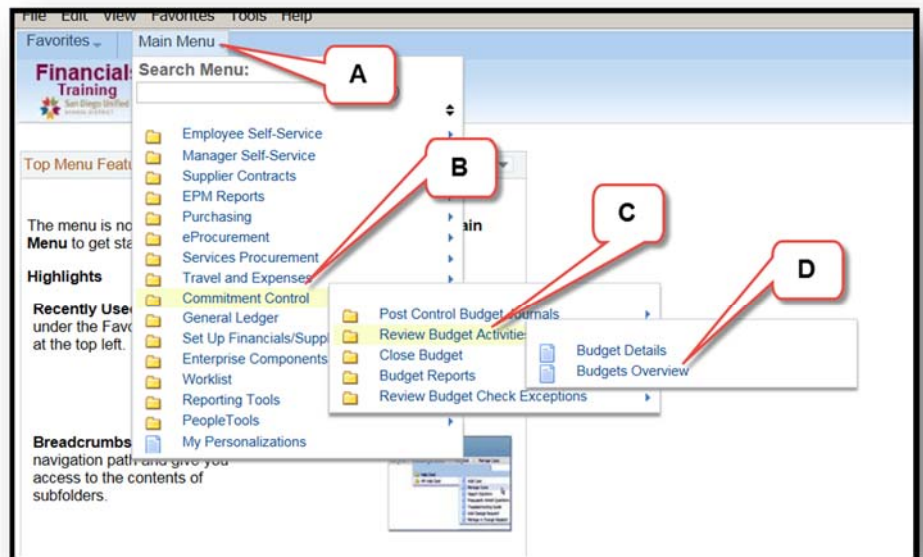


Create & Run a Budget Overview Report

Step 1

Click:

- A. Main Menu
- B. Commitment Control
- C. Review Budget Activities
- D. Budgets Overview.



Step 2

Type a short name into the **Add a New Value** textbox (you might have to click the **Add a New Value** tab to bring it forward). Typically, people type their initials and the current date.

Then, click the **Add** button.

Step 3

Type a brief description for this report, as shown in this example. (One idea is to create multiple reports with different criteria in each one, and save them for future use).

Step 4

Type **EXPENSE** into the Ledger Group field. Then click a checkmark into the **Display Chart** checkbox, if you would like to include a graphical representative chart in your report. To customize the results, use the Amount Criteria feature.

Step 5

In the center of the screen, ensure that the current fiscal year is displayed in both the **From Budget Period** field and in the **To Budget Period** field.

Step 6

Below the budget period fields, enter the budget codes into the Chartfields as desired. The more fields you fill in, the narrower and more focused your report results will be. The fewer fields you use, the broader your results will be.

In this example, we are asking the report to display data on all budgets for Department 0003 (*cost center*) that includes Accounts 4000 thru 4999, with Resource 00000.

ChartField Criteria		
ChartField	ChartField From Value	ChartField To
Account	4000	4999
DeptID	0003	0003
Fund	%	%
Class	%	%
Program	%	%
Bud Ref	%	%
Resource	00000	00000
Extended	%	%

Step 7

Click **Search** to run the report.

Inquiry SM

Step 8

The results will display automatically. At first you will see only the top half of the results. Here, you should change the “Max Row” displayed from the default of 100 to a higher number, typically anything higher than 300.

Business Unit SDUSD

Ledger Group EXPENSE EXPENSE Bdgt CC Ldgr Grp Def

Type of Calendar Detail Budget Period

Amounts in Base Currency USD

Revenue Associated:

Max Rows **Display Options**

Budget Transactions Detail Report – Example Exercise

This next exercise walks you through the steps to create and run the Budget Transactions Detail Report. This is a large, comprehensive report, which is displayed in Adobe Acrobat Reader format. As we get further into the school year, by springtime the report can become lengthy, and will take longer to run.

In order to run this report, you will login to the SDUSD PeopleSoft Financials online system with your SDUSD employee ID number, and password. If you login but do not see the **EPM** links illustrated in these next steps, then you need to submit a DWA Security Request form. This form is submitted online. There is another job aid showing how to do this. To access the job aid, please go online to the SDUSD PeopleSoft Training web pages.

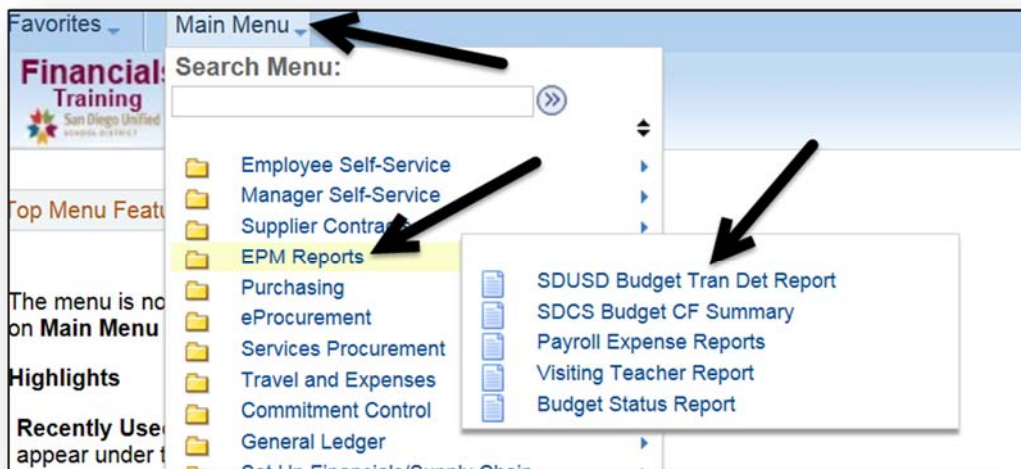


Create & Run a Budget Transactions Detail Report

Step 1

In this example, we have just logged into PeopleSoft Financial. We begin from the Main Menu area.

We click the **Main Menu** drop down icon located at the top left corner, then we click **EPM Reports**, after which we click **SDUSD Budget Tran Det Report**.



Step 2

You should create a new **Run Control ID** (*name or title*) the first time you run a report. Use the **Add a New Value** tab. When done, click **Add**.

If you've already created a new Run Control ID to run this report, you can use the **Find an Existing Value** tab to search for it. Once you choose the Run Control ID, you can run it to view fresh, updated data.

Budget Transaction Report

Find an Existing Value
Add a New Value

Run Control ID:

Add

Step 3

Before doing anything else on the next screen, click **Refresh**. This will display all the available Chartfields in a list.

The screenshot shows the 'Commitment Control Budget Transaction Detail Report' interface. At the top, it displays 'Run Control ID ABC9/25/2014', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, the 'Language' is set to 'English'. The 'Report Request Parameters' section includes fields for 'Unit: SDUSD', 'San Diego Unified School Dist', 'Ledger Group: EXPENSE', 'Accounting Period From', 'Accounting Period To', and 'Fiscal Year'. A 'Chartfield Order' dropdown is set to 'Department'. A note states: 'This Report Requires a Department ID or Resource Number but a Budget Period is always required.' A 'Refresh' button is highlighted with a black arrow. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Please Note: It is important to include the **Budget Period Chartfield** in all reports. You must also include either the Department Chartfield or the Resource Chartfield. These are the minimum criteria needed. Additional Chartfields can and should be included, as well. This is illustrated in the next step.

Step 4

Click a checkmark into each **“Include CF”** checkbox for all the Chartfields you want to include in your report. Then click **Save** in the lower left corner. This moves all the selected Chartfields up to the top of the list, and sets up the report to be laid out the way you want it.

The screenshot shows a close-up of the 'ChartField Selection' table. The table has columns for 'Sequence', 'ChartField Name', 'Include CF', and 'Value'. The 'Include CF' column contains checkmarks for 'Department', 'Resource', and 'Program Code'. A black arrow points to the 'Include CF' checkbox for 'Resource'.

Sequence	ChartField Name	Include CF	Value
1	Department	<input checked="" type="checkbox"/>	
2	Resource	<input checked="" type="checkbox"/>	
3	Budget Reference	<input type="checkbox"/>	
4	Account	<input checked="" type="checkbox"/>	
5	Program Code	<input checked="" type="checkbox"/>	

Step 5

Carefully type the desired values into the Chartfields you selected. Type into the left “Value” column first, then press the Tab key. The “To Value” will automatically populate with what you just typed. You can edit the Chartfield values as desired. Click the Search icon next to each field to view a list of all possible values to choose from. The **Budget Period** one is required. It is also required to enter a value into either the **Department** or **Resource** Chartfields, and it is recommended that you include both. Any additional Chartfield entries will narrow your results into a more focused report. Then click **Save** in the bottom left corner of the screen.

ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>	0003	0003
2	Resource	<input checked="" type="checkbox"/>	00000	99999
3	Budget Reference	<input type="checkbox"/>		
4	Account	<input checked="" type="checkbox"/>	0000	0000
5	Program Code	<input checked="" type="checkbox"/>	1000	9999
6	Class Field	<input type="checkbox"/>		
7	Fund Code	<input checked="" type="checkbox"/>	01000	01000
8	Extended	<input type="checkbox"/>	0000	0000

Step 6

The Chartfields you selected will move up to the top of the screen.

ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>	0003	0003
2	Resource	<input checked="" type="checkbox"/>	00000	99999
4	Account	<input checked="" type="checkbox"/>	0000	0000
5	Program Code	<input checked="" type="checkbox"/>	1000	9999
7	Fund Code	<input checked="" type="checkbox"/>	01000	01000
	Activity	<input type="checkbox"/>		

Step 7

Determine the time frame for the report. Enter the **Accounting Period From** and **Accounting Period To** numbers. We go by a fiscal year sequence, which means that 1 = July, 2 = August, 3 = September, 4 = October, and so on, all the way through June which is 12. So, for example, if you want to see results that include the period from July through September, you would enter 1 in the From field, and 3 in the To field. Then, enter the current **Fiscal Year**.

Remember to click **Save** at the bottom left corner.

Important Note: Be sure to enter the Budget Period (fiscal year) at the bottom of the screen.

Step 8

At the top of the screen, click **Run**.

Step 9

Choose **PSNT** as the Server Name, and choose which **Format** you want (CSV will display the report as an Excel worksheet). The rest should automatically be filled in for you. Then, click OK in the low left corner.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction by Dept	SDGL8005	SQR Process	Web	PDF	Distribution

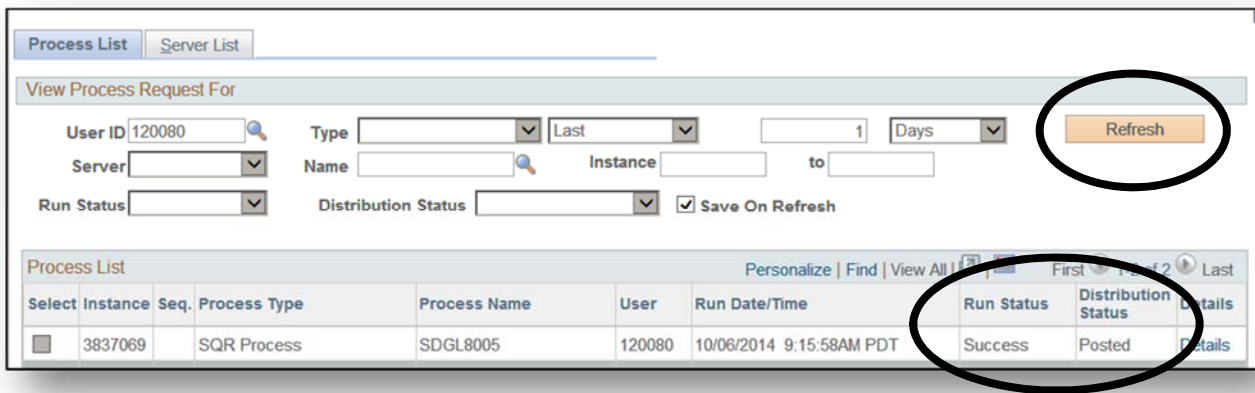
Step 10

Click the **Process Monitor** link, at the top right corner, to view the status of the report.



Step 11

Click **Refresh** repeatedly until the **Run Status** shows **Success**, and the **Distribution Status** shows **Posted**. This could take anywhere from a few moments to several minutes, depending upon how busy the system is.



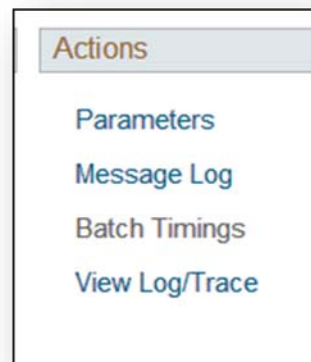
Step 12

Once it says **Success** and **Posted**, click **Details**.



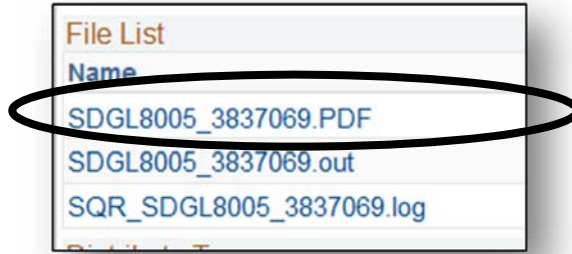
Step 13

Click the **View Log/Trace** link in the lower right corner.



Step 14

Click the **SDGL8005** link that ends with the letters "PDF". This will open the actual report.



Step 15

The Budget Transaction Detail Report opens. If you want to print the report, click the Print icon from the report window's menu, not from the Internet browser menu.

Report ID: SDGL8005 - FIN89DEV
 Bus. Unit: SDUCD--San Diego Unified School Dist
 Ledger Crp: EXPENSE -- EXPENSE Budget CC Ldgr Grp
 Tran Type: All Types
 and Dept = '0003' and Res between '00000' and '99999' and Acct between '4000' and '5999' and Bud Per = '2011' and Acctg Per BETWEEN 1 and 3

Page No. 1
 Run Date 08/04/2011
 Run Time 13:39:54

Budget Post Date	Transaction	Document ID	Line	Reference	Description	Balance Amount	Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
07/01/2010	CL_BD_JRNL	ORC0220286	1		07/01/2010/Accept budget and spend appropriations	1,500.00		0.00	0.00	0.00
Number of Transactions 1						Totals	1,500.00	1,500.00	0.00	0.00
07/01/2010	CL_BD_JRNL	ORC0220286	2		07/01/2010/Accept budget and spend appropriations	1,155.00		0.00	0.00	0.00
08/02/2010	CL_BD_JRNL	0000223121	1		08/02/2010/Opening zero dollar budget strings/	0.00		0.00	0.00	0.00
08/11/2010	CL_BD_JRNL	0000223985	2		08/11/2010/Transfer appropriation from 5735 to 430	2,443.00		0.00	0.00	0.00
08/13/2010	CL_JOURNAL	PCD0224238	1		08/13/2010/Pcards: June 16 thru July 15, 2010/	0.00		0.00	0.00	-79.00
08/18/2010	CL_JOURNAL	UTX0224482	1		08/18/2010/Use Tax: June 16 thru July 15, 2010/AM	0.00		0.00	0.00	-6.91
Number of Transactions 5						Totals	3,683.91	3,598.00	0.00	-85.91
05/04/2010	CL_BD_JRNL	PRR0216124	1		07/01/2010/Accept budget and spend appropriations	125.00		0.00	0.00	0.00

Chapter 2 - eProcurement

Approve or Deny eProcurement Requisitions

Requisitions (*a.k.a.* “ePros”) created within our eProcurement software are online forms we use to order goods and services. An employee within your department creates and submits the ePro. Upon submission, the ePro is sent automatically to your PeopleSoft Financials Worklist on your computer. As the principal, site administrator, or department head, it is your responsibility to examine each ePro requisition submitted to you, to ensure appropriate funds are used to purchase the items being ordered. You can either approve the requisition or deny it. You can also deny individual items on a single requisition and approve the rest of the items.

It is important to note that ONLY designated approvers are permitted to approve ePro requisitions. A designated approver must be a site administrator, such as a principal or department head. Approvers are required to approve or deny all items submitted to them.

It is against district policy and may constitute fraud for an approver to give his/her private password to anyone else to enable them to do that approver’s approvals as proxy. Approvers must sign into the PeopleSoft system and do their own approvals. **Giving your password to other people places you and them at risk! Someone with your password can gain access to your personal information, such as Social Security number and paycheck.**

When you approve an ePro requisition it is removed from your Worklist, and automatically sent on to the Strategic Sourcing and/or Supply Center departments to have the order filled. When you deny an ePro requisition, it is removed from your Worklist. The person who originated (*created and submitted*) the requisition can keep track of it on his/her own computer. He/she can see that the requisition was denied, and can then edit it and re-submit it, if desired, or else cancel it.

NOTE: When the originator (*requester*) cancels an ePro requisition, and then runs the Budget Check process afterwards, the money that was pre-encumbered to that order is returned into the same budget from which it was taken. However, that money is not immediately available for use. It becomes available after the district Budget Department runs the reconciliation of the district’s budgets. It could be one week or longer before the reconciliation occurs.

NOTE: It is the responsibility of the Approver to verify the pertinent Chartfields (*budget codes*) used in ePro requisitions. If you approve a requisition that uses wrong or inappropriate budgets, the Approver will be held responsible, not the requester/originator.

Approve or Deny an eProcurement Requisition – Example Exercise

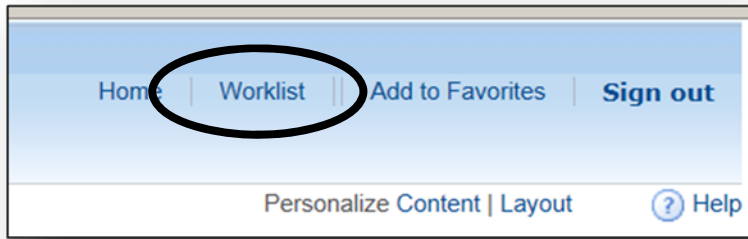
The following exercise walks you through the steps to approve or deny an ePro requisition.



Approve or Deny an eProcurement Requisition

Step 1

You can navigate to your eProcurement Worklist by clicking on the hyperlink **Worklist** from the header in the upper right corner.



Step 2

To see the details of a requisition that's been submitted to your Worklist, click the blue hyperlink **Requisition ID** number to access the Requisition Approval page.

Worklist

Worklist for 119964: Alex Doe

Detail View Worklist Filters: Feed

Worklist Items						Personalize	Find	View All	First	1-4 of 4	Last
From	Date From	Work Item	Worked By Activity	Priority	Link						
Kris Doe	09/30/2013	Approval Routing	Approval Workflow	<input type="text"/>	ERApproval_1105361_SDUSD,, N, 0, SHEET ID:0000100052	Mark/Worked					Reassign
Leslie Doe	10/06/2014	Approval Routing	Approval Workflow	2-Medium	Requisition_3598391_SDUSD_2012-02-16_N_0_BUSINESS_UNIT:SDUSD REQ ID:REQ251694	Mark/Worked					Reassign
Leslie Doe	10/06/2014	Approval Routing	Approval Workflow	2-Medium	Requisition_3598395_SDUSD_2012-02-16_N_0_BUSINESS_UNIT:SDUSD REQ ID:REQ251695	Mark/Worked					Reassign
Leslie Doe	10/06/2014	Approval Routing	Approval Workflow	2-Medium	Requisition_3598401_SDUSD_2012-02-16_N_0_BUSINESS_UNIT:SDUSD REQ ID:REQ251696	Mark/Worked					Reassign

Step 3

Select the line items you wish to view (you should select all of them) by clicking a checkmark into each line item’s checkbox (to the left). Then click the **View Line Details** button.

Requisition Approval

Business Unit SDUSD
 Requisition ID REQ251694
 Requisition Name Student Forms
 Requester Leslie Doe
 Entered on 10/06/2014
 Status Pending
 Priority Medium
 Budget Status Valid

Total Amount 70.44 USD

Requester's Justification
 No justification entered by requester.

[View printable version](#)

Line Information ?

Line Information Personalize | Find | First 1-3 of 3 Last

Line	Item Description	Supplier Name	Quantity	UOM	Price
<input checked="" type="checkbox"/> 1	DO NOT ADMIT TO CLASS 50 COP...	SAN DIEGO UNIF	12.0000	PAD	0.27000 USD
<input checked="" type="checkbox"/> 2	STUDENT CHANGE OF ASSIGNMENT...	GRAPHIQUES	12.0000	PK	3.35000 USD
<input checked="" type="checkbox"/> 3	PERMIT TO LEAVE SCHOOL GROUN...	GRAPHIQUES	12.0000	PK	2.25000 USD

Select All / Deselect All

Approve

Review/Edit Approvers

Step 4

A new, separate window appears. **It is extremely important that every Department Approver verifies that the correct Department, Resource, Account, and Fund code numbers are being used for each item on every requisition.** An Approver should also review the Item Description, Quantity, and Price, before approving a requisition. When done viewing this, simply close the browser tab or window.

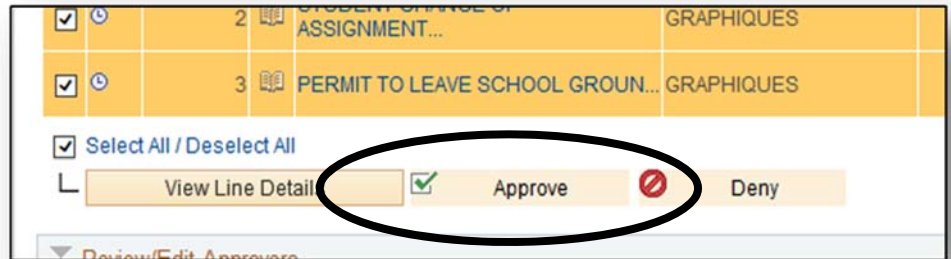
(See Illustration on Next Page)

Business Unit: SDUSD		Requester: 120080		Status: Pending Approval			
Requisition: REQ251694		Requested By: Leslie Doe		Currency: USD			
Requisition Name: Student Forms		Entered Date: 10/6/14		Requisition Total: 70.44			
Line: 1	Item Description: DO NOT ADMIT TO CLASS 50 COPIES PER PAD 22D5700	Quantity: 12.0000	UOM: PAD	Price: 0.27	Line Total: 3.24		
Line Status: Pending							
Ship Line: 1		Ship To: 5983A	Address:		Shipping Quantity: 12.0000		
Attention: Leslie Doe		Due Date:	Supply Center 2351 Cardinal Ln BLDG K San Diego CA 92123-3743 United States		Shipping Total: 3.24		
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	0003A	12.0000	100.00	3.24	SDUSD	4301
Dept	Fund	Program	Class	Budget Ref			
0003	01000	1000	1110	00			
Open QTY	Open Amt						
12.0000	0.000						
GL Base Amount	Currency	Sequence	Capitalize				
3.24	USD	0	N				
Chartfield 1	Chartfield 2						
00000	0000						

NOTE: If a requisition is approved and the Chartfield account information is incorrect, then the Approver will have to explain why the incorrect information was not adjusted before approving the requisition. To have the information adjusted before approval, the Approver must deny the requisition so that the Requester can make the adjustments and re-submit the requisition.

Step 5

After verifying that all the information is correct, approve the requisition. If you have any doubts, then it's probably best to hold onto the requisition until all questions are

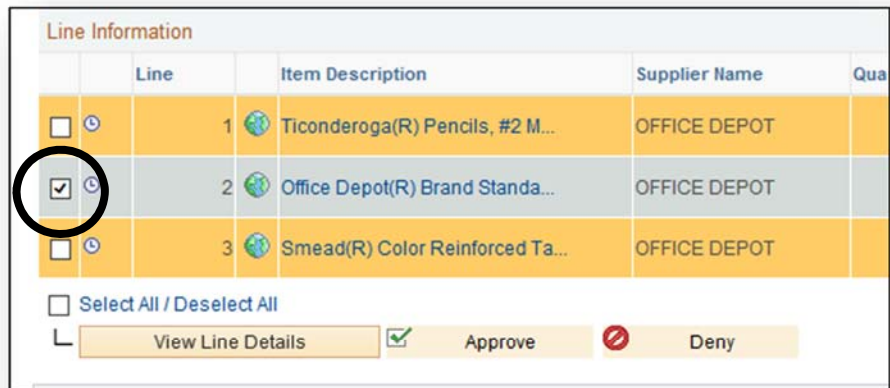


satisfied. Clicking the small blue **Return to Worklist** link at the bottom-left of the screen will keep the requisition fresh in your Worklist until you're ready to either approve or deny it.

The Worklist maintains all requisitions that require approval from the Worklist owner (*the Approver*). Once a requisition is approved it no longer appears on the Worklist.

If you want to deny a single item on a requisition, but approve the rest of the items, follow these steps after opening the requisition from your Worklist:

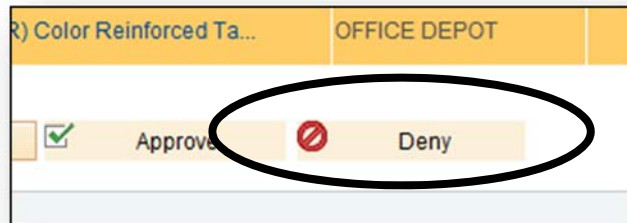
1) Checkmark only the item you want to deny:



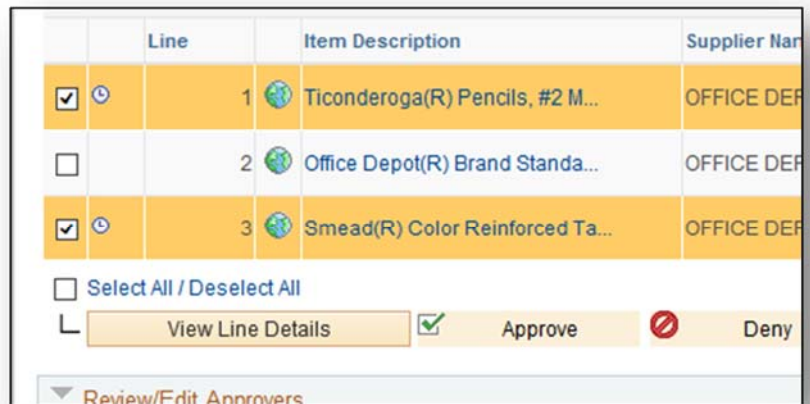
2) Scroll to the bottom left of the page, and in the **Enter Approver Comments** field, type in an explanation why you are denying the item:



3) Scroll back up and click the **Deny** button:



4) Ensure that the other items you do want to approve now have checkmarks next to them, and the item you denied is grayed out. Then, click the **Approve** button.



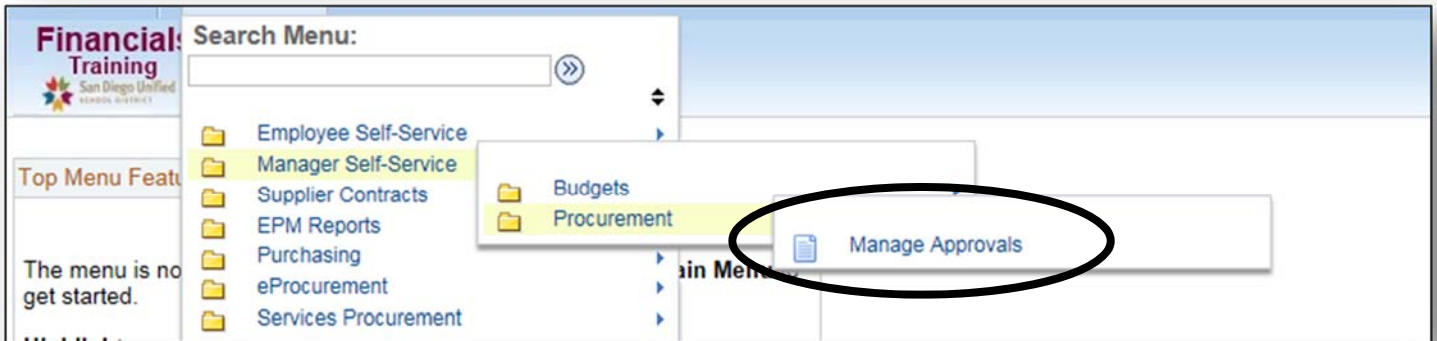
If you want to deny an entire requisition, leave all the items checkmarked, and enter the reasons for denying the order in the **Enter Approver Comments** field. Then click the **Deny** button.



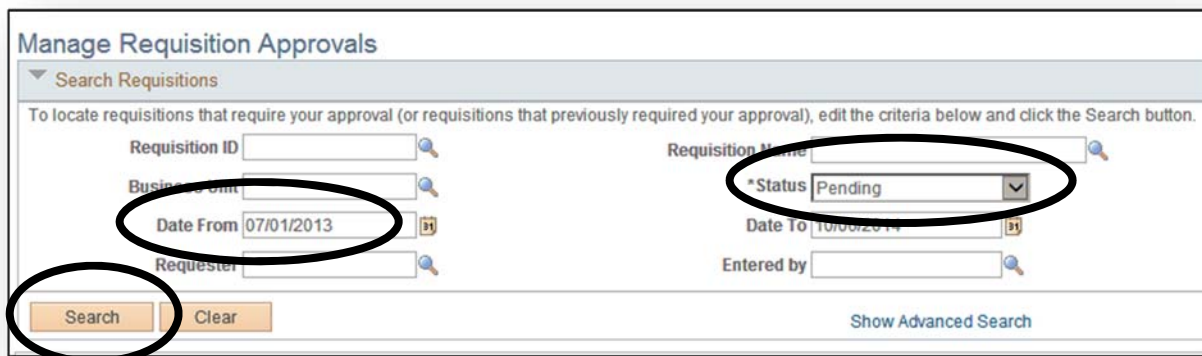
Be sure to check your Worklist on a regular basis (*about twice a week*). Verify all work before approving any requisitions.

Manage Your Approvals

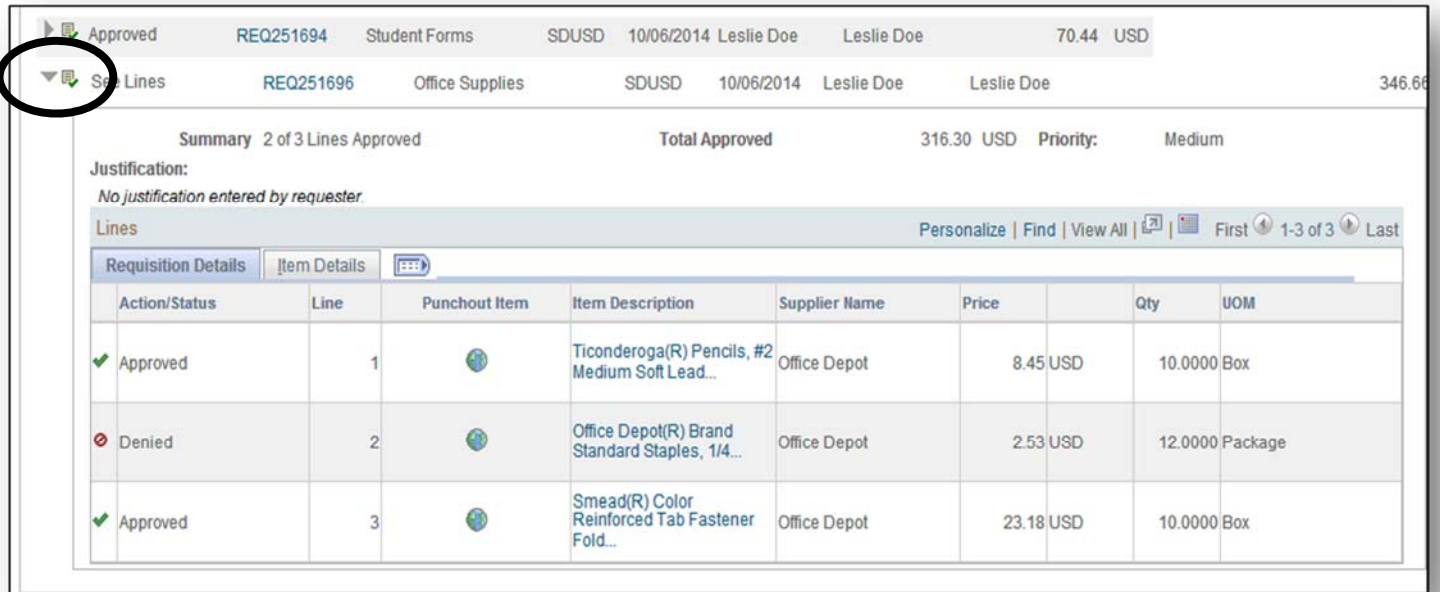
You can view all requisitions you’ve approved or denied in the **Manage Approvals** page. To get there, you must navigate by clicking *Manager Self-Service* → *Procurement* → *Manage Approvals*:



On the Manage Approvals page you have a variety of options as to what you wish to view and how you want to view it. You can filter the list by choosing the **Status** of the ePro orders you want to see, as well as adjusting the **date range**. You can also filter it by ID number, etc. Then, click the **Search** button:



To see the details of one order, click its small gray arrow button (*the **Expand Section** button*) to the left:



Approved		REQ251694	Student Forms	SDUSD	10/06/2014	Leslie Doe	Leslie Doe	70.44	USD																																
▼		Req Lines	REQ251696	Office Supplies	SDUSD	10/06/2014	Leslie Doe	Leslie Doe	346.66																																
Summary 2 of 3 Lines Approved				Total Approved		316.30 USD		Priority:	Medium																																
Justification: No justification entered by requester.																																									
Lines Personalize Find View All First 1-3 of 3 Last																																									
<table border="1"> <thead> <tr> <th>Action/Status</th> <th>Line</th> <th>Punchout Item</th> <th>Item Description</th> <th>Supplier Name</th> <th>Price</th> <th>Qty</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>✓ Approved</td> <td>1</td> <td></td> <td>Ticonderoga(R) Pencils, #2 Medium Soft Lead...</td> <td>Office Depot</td> <td>8.45 USD</td> <td>10.0000</td> <td>Box</td> </tr> <tr> <td>✗ Denied</td> <td>2</td> <td></td> <td>Office Depot(R) Brand Standard Staples, 1/4...</td> <td>Office Depot</td> <td>2.53 USD</td> <td>12.0000</td> <td>Package</td> </tr> <tr> <td>✓ Approved</td> <td>3</td> <td></td> <td>Smead(R) Color Reinforced Tab Fastener Fold...</td> <td>Office Depot</td> <td>23.18 USD</td> <td>10.0000</td> <td>Box</td> </tr> </tbody> </table>										Action/Status	Line	Punchout Item	Item Description	Supplier Name	Price	Qty	UOM	✓ Approved	1		Ticonderoga(R) Pencils, #2 Medium Soft Lead...	Office Depot	8.45 USD	10.0000	Box	✗ Denied	2		Office Depot(R) Brand Standard Staples, 1/4...	Office Depot	2.53 USD	12.0000	Package	✓ Approved	3		Smead(R) Color Reinforced Tab Fastener Fold...	Office Depot	23.18 USD	10.0000	Box
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✓ Approved	3		Smead(R) Color Reinforced Tab Fastener Fold...	Office Depot	23.18 USD	10.0000	Box																																		

ePro Requisitions Report

To view all the details about your school's or department's eProcurement requisitions, you can run an easy query that generates a report. The report is called **List Sites ePros**. The query name that generates this report is **SD_SITES_EPRO_REQS**.

Its details include:

- Requisition ID number
- Requester employee ID number (*who created the requisition*)
- Item descriptions & ID numbers
- Requisition date
- Requisition status
- Budget(s) used and their status
- What was ordered, how many, costs

When you run this query, it returns data based on the following criteria you enter:

- Your Department code number
- Date frame (you enter the beginning and ending dates for the frame of time during which requisitions you want to know about were processed)

The next illustration is of an eProcurement Requisitions report. It's quite wide, and so is shown here in three pieces:

Req ID	Requester	Item Descr	Line #	Sched #	Distribution #	Item ID
0000106791	122930	ENCOUNTER ODORCOUNTERACTANT-QT 61133336	1	1		
0000106791	122930	BLOODOR CONTROL ODOR DIGESTER12X1	2	1		
0000106791	122930	PULL OUT-QUARTS	3	1		
0000106791	122930	48280 KLEENEX INTERFOLDBATHROOM TISSUE 36 PKS OF 250	4	1		
0000106791	122930	23504 ENVISION SINGLEFOLD TOWEL16-250 SHEETS PER CS	5	1		
0000107143	110013	APPLIANCE NETWORK DT122 W/INTEL ATOM Z530 POROCESSOR	1	1		
0000107143	110013	MEMORY 16GB FLASH FOR NETWORK APPLIANCE	2	1	1	00000000
0000107143	110013	KEYBOARD/MOUSE USB FOR NETWORK APPLIANCE	3	1	1	00000000
0000107143	110013	MONITOR LENOVO L197 WIDE SCREEN 4434HE1	4	1	1	00000000
0000107143	110013	SPEAKER THINKVISION USB SOUND BAR 40Y7616	5	1	1	00000000
0000107143	110013	ASSET TAGGING (APPLIANCE 1)	6	1	1	00000000
0000107143	110013	CA E-WASTE RECYCLING FEE (APPLIANCE 1)	7	1	1	00000000
0000107369	110013	APPLIANCE NETWORK DT122 W/INTEL ATOM Z530 PROCESSOR.	1	1	1	00000000
0000107369	110013	MEMORY 16GB FLASH FOR NETWORK APPLIANCE	2	1	1	00000000
0000107369	110013	KEYBOARD/MOUSE USB FOR NETWORK APPLIANCE	3	1	1	00000000
0000107369	110013	MONITOR LENOVO L197 WIDE SCREEN 4434HE1	4	1	1	00000000
0000107369	110013	SPEAKER THINKVISION USB SOUND BAR 40Y7616	5	1	1	00000000
0000107369	110013	ASSET TAGGING (APPLIANCE 1)	6	1	1	00000000

Far Left Side

Item ID	Req Date	Status	BD Hdr Status	BD Ln Status	Origin	UOM	Qty	Item Price	Ext Amt	DeptID	Resource	Bud Ref
	7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	75.17000	75.170	0003	00031	00
	7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	97.69000	97.690	0003	00031	00
	7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	93.34000	93.340	0003	00031	00
	7/30/2009	Complete	Valid				00	27.35000	54.700	0003	00031	00
	7/30/2009	Complete	Valid				00	18.24000	72.960	0003	00031	00
000000000000007517	8/10/2009	Complete	Valid				00	375.00000	26250.000	0003	77100	00
000000000000007518	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	75.00000	5250.000	0003	77100	00
000000000000007519	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	10.00000	700.000	0003	77100	00
000000000000007520	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	134.50000	9415.000	0003	77100	00
000000000000007521	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	27.00000	1890.000	0003	77100	00
000000000000007522	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	2.50000	175.000	0003	77100	00
000000000000007523	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	16.00000	1120.000	0003	77100	00
000000000000007517	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	375.00000	26250.000	0003	77100	00
000000000000007518	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	75.00000	5250.000	0003	77100	00
000000000000007519	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	10.00000	700.000	0003	77100	00
000000000000007520	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	134.50000	9415.000	0003	77100	00
000000000000007521	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	27.00000	1890.000	0003	77100	00
000000000000007522	8/15/2009	Approved	Valid									
000000000000007523	8/15/2009	Approved	Valid									

Center

Far Right Side

Bud Ref	Account	Program	Class	Fund	Extended	Distrib Status
00	4302	8100	0000	01000	0000	Complete
00	4302	8100	0000	01000	0000	Complete
00	4302	8100	0000	01000	0000	Complete
00	4302	8100	0000	01000	0000	Complete
00	4302	8100	0000	01000	0000	Complete
00	4491	8500	0000	35000	8631	Canceled
00	4491	8500	0000	35000	8631	Canceled
00	4491	8500	0000	35000	8631	Canceled
00	4491	8500	0000	35000	8631	Canceled
00	4491	8500	0000	35000	8631	Canceled
00	4491	8500	0000	35000	8631	Canceled
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed
00	6400	8500	0000	35000	8631	Processed

Create and Run an ePro Requisitions Report – Example Exercise

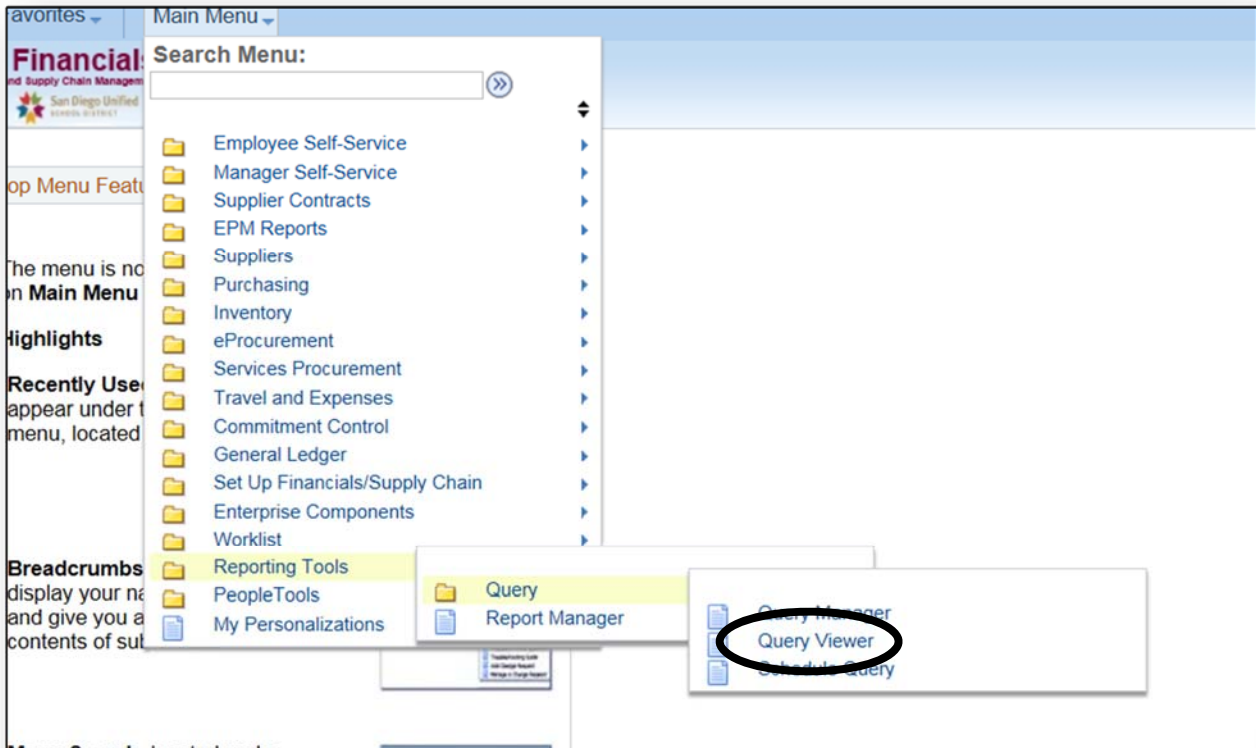
The following exercise walks you through the steps to create the eProcurement Report. Many people find this to be an easy to run, yet valuable report. It displays all the details about every eProcurement requisition order that has been created within your school or department.



Run an eProcurement Report Query

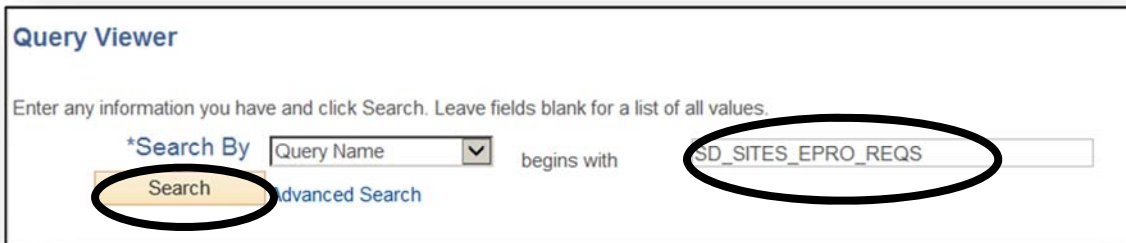
Step 1

Navigation: **Reporting Tools** → **Query Viewer**



Step 2

In the “**begins with**” textbox, type the title of the query and then click the **Search** button. The title is: **SD_SITES_EPRO_REQS**



Step 3

The query title will appear on the screen. You can choose between running the query to an **HTML** window or to an **Excel** spreadsheet. In this example, we'll run the query to an Excel spreadsheet.

Click the **Excel** hyperlink:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SD_SITES_EPRO_REQS	List sites EPROs	Public		HTML	Excel	XML	Schedule	Favorite
SD_SITES_EPRO_REQS_USERID	List sites EPROs	Public		HTML	Excel	XML	Schedule	Favorite

Step 4

When the query window appears, you need to enter your criteria and then click the **View Results** button to run the query. In this example, we entered criteria to view all ePro requisitions for Department 0003 from 7/1/14 thru 10/07/14:

SD_SITES_EPRO_REQS - List sites EPROs

Department:

Req Date Greater Than:

Req Date Less Than:

Step 5

The results are displayed in an Excel spreadsheet we can edit, sort, and/or save:

Req ID	Requester	Item Descr
REQ272104	122930	AJAX SOFT CLEANSER 21 OZ
REQ272104	122930	4410 CM 44GL HUSKEE BACKSAVERCAN GREY
REQ272314	122930	SANITIZER PURELL2LITER CR
REQ272831	123265	Words Their Way Word Study in Action - 978142843162
REQ272831	123265	Words Their Way: Word Study In Action - 9781428431379
REQ272831	123265	Words Their Way: Word Study In Action - 978142841386
REQ272831	123265	Words Their Way: Word Study In Action - 9781428431393
REQ272831	123265	Words Their Way: Word Study In Action - 9781428431400

Chapter 3 - Travel Expenses

Approve or Send Back (*for revision*) Travel Authorizations

The Travel & Expenses (*sometimes simply called Expenses*) part of PeopleSoft lets employees request approval for travel-related expenses they expect to incur while on a business trip. Travel & Expenses also lets employees submit their expense reports (*which are required*) after travel has been completed. Approvers use the same software to approve employees' requests for travel expenses, reserve funds for the estimated expenses from the correct budgets, and approve the final expense reports which sometimes are for employee reimbursement.

It is important to note that only designated approvers are permitted to approve Travel Authorizations and Expense Reports (*the two online forms involved with travel expenses*). A designated approver must be a site administrator, such as a principal or department head. Approvers are required to approve or send back all items submitted to them. It is not permissible for an approver to give his/her private password to anyone else to enable them to do that approver's approvals for him/her. Approvers must sign into the PeopleSoft system and do their own approvals themselves. ***Giving your password to others is against district policy and places both you and them at risk.***

Once an employee completes and submits a Travel Authorization, the PeopleSoft software automatically routes it to the employee's Department Head/Principal for approval. The Department Head/Principal reviews the authorization and can perform one of the following actions:

1. Budget-Check and approve the entire Travel Authorization;
2. Deny one or more lines and then budget-check and approve the Travel Authorization;
3. Send Back the entire Travel Authorization for revision (*without budget-checking it*).

If the Department Head/Principal approves the travel authorization – in whole or in part – he/she must perform a budget-check (***prior to approval***) to verify that funds are available and to reserve those funds from the budget. For example, let's say that you, the approver, intend to approve \$1,000 in expenses for one Travel Authorization and your budget contains \$50,000 in available funds. Once you budget-check the Travel Authorization you will immediately have \$49,000 left in available funds in that budget. This is referred to as "encumbering funds". It allows you to reserve money within in your budget, thereby preventing overspending.

NOTE: If the Travel Authorization doesn't pass the Budget-Check process (*and you receive a "budget error"*), you **CANNOT** approve the Travel Authorization. The budget error ***must be resolved*** before you can approve the T.A.

After a department head approves a Travel Authorization, in whole or in part, it is automatically routed to the appropriate Branch Head for final approval.

NOTE: ***It is very important to understand the distinction between Sending Back a travel form or Denying it.***

The **Send Back** button does exactly that...it sends the form back to the requester (*the person who created and submitted it*) so that person can revise the form and resubmit it.

The **Deny** button basically “kills” the form. This button renders the form permanently unavailable. No one can edit it or do anything else with it, ever.

Unless you have a very good reason to kill a travel form, you should always use the Send Back button, and never use the Deny button.

The next exercise walks you through the process of viewing, budget-checking, and approving a Travel Authorization. Following that are steps that walk you through how to approve only a part of a Travel Authorization while denying the rest of it; and finally, you are shown steps on how to Send Back a Travel Authorization for revision.

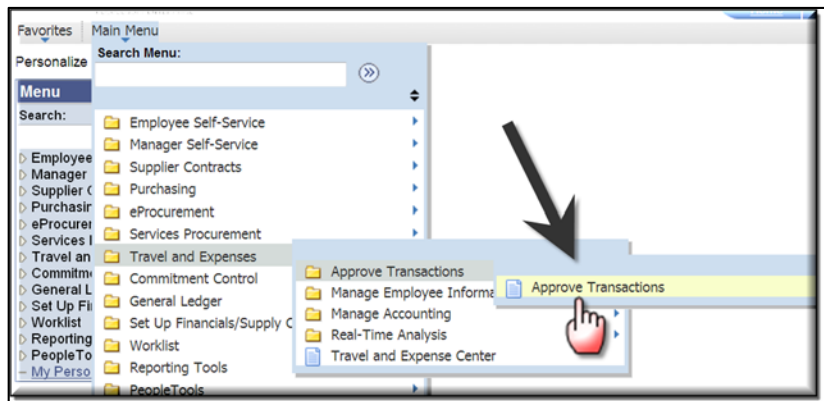
Approve a Whole Travel Authorization – Example Exercise



View, Budget-Check, and Approve an Entire Travel Authorization

Step 1

On the next page you see, click the following menu choices:
Travel and Expenses → *Approve Transactions* → *Approve Transactions*



Step 2

In the list of transactions to approve, locate the Travel Authorization you want to work on. Once you locate the Travel Authorization you want, click on its hyperlinked **Description** name or **ID number**, on the right side of the page. That will open the TA so you can check its details.

Transactions to Approve ?									
Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role	
Expense Report	51.98 USD	Kris Doe	154895	Mileage Sept. 2013	0000108052	09/30/2013	On Hold	Department Approver	
Travel Authorization	1305.90 USD	Leslie Doe	120080	Annual Ed Conference	0000027775	10/07/2014	Submitted for Approval	Department Approver	
Travel Authorization	100.00 USD	Leslie Doe	120080	ESL Seminar	0000027776	10/07/2014	Submitted for Approval	Department Approver	

Step 5

You can now see the details of the Travel Authorization. The illustration shown below is a typical Travel Authorization for an overnight trip out of town.

General Information

Name of person who will travel: Leslie Doe

General Information identifying the TA: Annual Ed Conference

Authorization ID: 0000027775

Business Purpose: Professional Growth

Status: Submitted for Approval

Date From: 11/18/2014 To: 11/20/2014

Updated on: 10/07/2014 8:17:46AM

By: 120080

Comment: 3-day annual conference for principals

Accounting Defaults

You can deny individual expenses and still approve or send back the overall report.

Details

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve	
Conference/Reg Fee - NOT in SD	11/18/2014				750.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense
Airfare	11/18/2014				150.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense
Baggage Fees	11/18/2014				50.00	USD	<input checked="" type="checkbox"/>	
Lodging	11/18/2014				220.90	USD	<input checked="" type="checkbox"/>	Prepaid Expense
Meals	11/18/2014				45.00	USD	<input checked="" type="checkbox"/>	
Meals	11/19/2014				45.00	USD	<input checked="" type="checkbox"/>	
Meals	11/20/2014				45.00	USD	<input checked="" type="checkbox"/>	

Totals

Total	1,305.90	USD
Less Non-Approved	0.00	USD
Total Authorized	1,305.90	USD

Pending Actions

Role	Name	Action	Date/Time
Department Level Approver	(Pooled)		
Branch Approver	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee	Leslie Doe	Submitted	10/07/2014 8:17:46AM

Comments

Place to type comments for originator to see.

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status: Not Budget Checked

Budget Options: [Budget Options](#)

Buttons: [Approve](#) [Send Back](#) [Hold](#) [Deny](#) [Save Changes](#)

Navigation: [Return to Approval List](#) [Next in List](#) [Previous in List](#) [SDUSD Expense Rules](#)

Chapter 3

Click here to return TA to originator for revision

Click **Budget Options** to run budget-check **BEFORE** approval

Click here to keep TA in your list to deal with later.

Place to type comments for originator to see.

Click here to permanently kill the TA.

Step 6

To view the details of any expense item in the Travel Authorization, click on the expense hyperlinked name, on the left.

Expense Type	Date
Conference/Reg Fee - NOT in SD	11/18/2014
Airfare	11/18/2014
Baggage Fees	11/18/2014
Lodging	11/18/2014
Meals	11/18/2014
Meals	11/19/2014
Meals	11/20/2014

Step 7

In this example we clicked on a **Lodging** expense to view its details.

Approve Travel Authorization

Authorization Detail for Lodging (Line 4)

Leslie Doe Authorization ID 0000027775

About This Expense

*Date: 11/18/2014

*Payment Type: Prepaid Hotel

*Billing Type: Internal

Number of Nights: 2

*Merchant (Choose One): Preferred

Non-preferred: Best Western

*Location: LAS VEGAS

*Description: Hotel @ \$110.45/night incl tax

*Nightly Rate: 110.45 USD

*Total Amount: 220.90 USD

Accounting Detail

Approve Authorization Prepaid Expense

[Return to Travel Authorization Details](#)

To view another expense detail, or to do anything else, click the **Return to Travel Authorization Details** link in the lower left corner.

The next thing you should do is verify the Chartfield string for this Travel Authorization. This lets you see which budget was chosen to pay for the expenses, and you should make sure it was the correct one. You can accomplish this in two different ways.

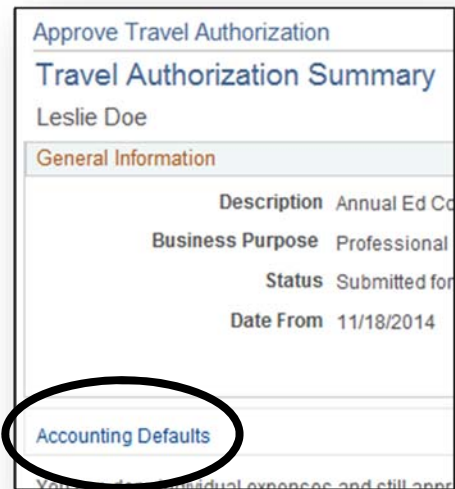
- 1) You can check the overall Chartfield string used for the entire Travel Authorization (*although it won't show you the individual Account number*).
- 2) You can check the Chartfield strings used on each individual expense item (*which does show you the individual Account number*).

First we'll show you how to view the overall TA's Chartfield string, and then we'll show you how to view an individual expense's Chartfield string.

View Chartfield String for Whole Travel Authorization – Example Exercise

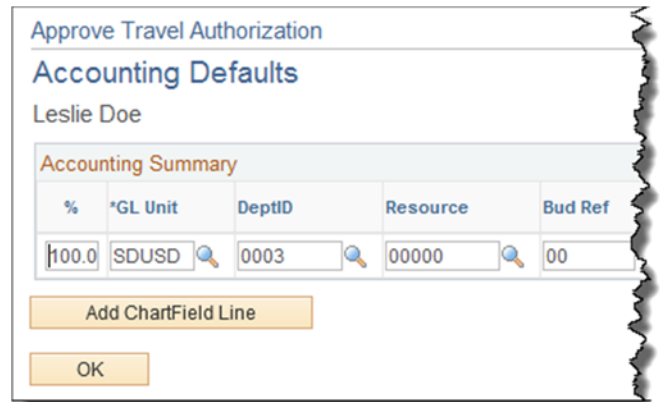
Step 8

At the end of Step 7 you clicked the **Return to Travel Authorization Details** link. Back on that page now, you need to click the **Accounting Defaults** link, shown here:



Step 9

You will see the overall Chartfield string (*budget*) used for the entire Travel Authorization. When done viewing it, click the **OK** button to return to the main TA Summary Page:



View Individual Expense Item's Chartfield String – Example Exercise

Step 8

From the Travel Authorization Summary page, click the linked name of the individual expense item you wish to view:

Expense Type	Date
Conference/Reg Fee - NOT in SD	11/18/2014
Airfare	11/18/2014
Baggage Fees	11/18/2014
Lodging	11/18/2014
Meals	11/18/2014
Meals	11/19/2014
Meals	11/20/2014

Step 9

At the bottom left corner, click the **Accounting Detail** link:

[Accounting Detail](#)

Approve Authorization

[Return to Travel Authorization Details](#)

Step 10

Here you can see the whole Chartfield string for that one expense item, including the individual Account number. When you are done looking at it, click **OK** to return to the previous page:

Approve Travel Authorization

Accounting Detail

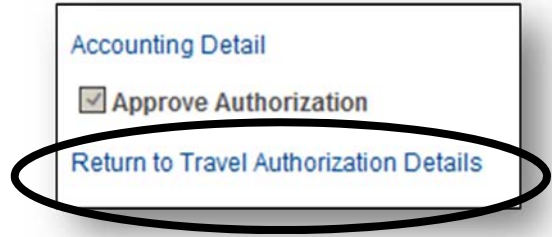
Leslie Doe Authorization ID 0000027775

This is the accounting detail for expense type Lodging with a transaction date of 2014-11-18 in the amount of 220.9 USD.

Accounting Summary						
Amount	*GL Unit	DeptID	Resource	Bud Ref	Account	Program
220.90	SDUSD	0003	00000	00	5207	1000

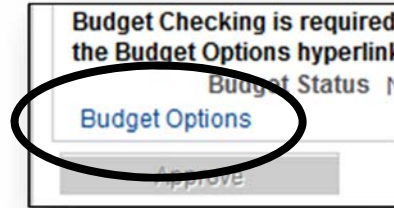
Step 11

Click the **Return to Travel Authorization Details** link to return to the TA Summary Page:



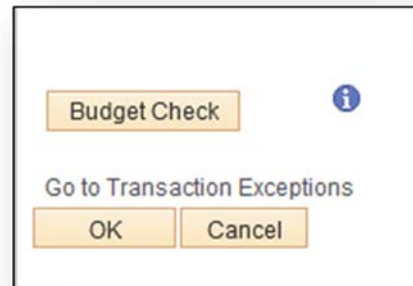
Step 12

Now that you've seen the details you wanted to see, you can budget-check and approve the Travel Authorization. In the lower left corner, click the **Budget Options** link:



Step 13

Click the **Budget Check** button. The system will initiate the budget-check procedure and encumber the funds for this Travel Authorization:

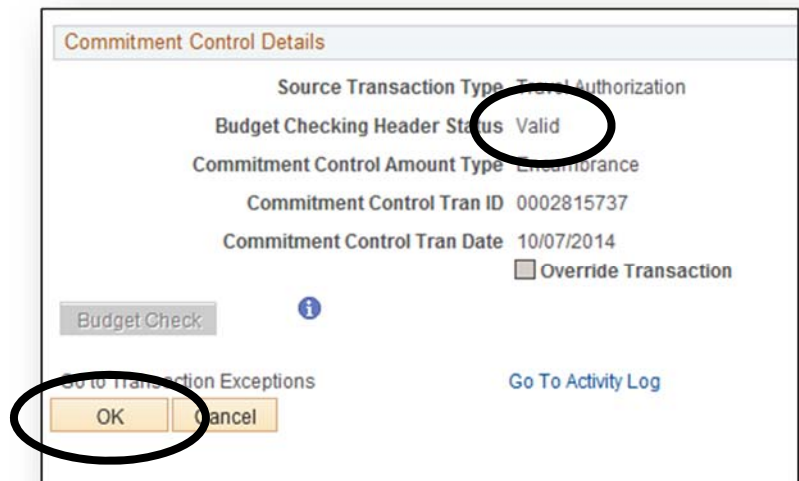


Step 14

IMPORTANT: You must verify that you received a **Valid Budget Check status** before you approve the **Travel Authorization!** If it says Budget Error, you cannot approve it. In that case, contact your Budget Analyst for assistance.

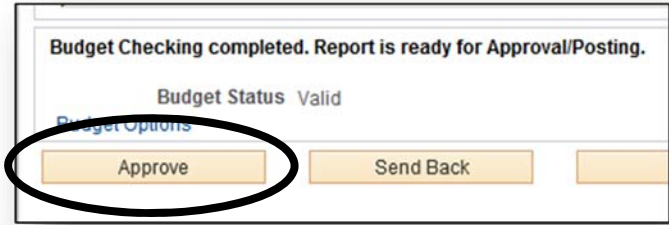
If it does say **Valid**, click OK.

Click **OK**:



Step 15

Click the **Approve** button in the lower left corner:



After you click **Approve** the Travel Authorization is sent to the Area Superintendent for secondary approval. You can view your Approve Transactions page again to approve more items in the list, or you can log out of the PeopleSoft Financials system by closing the window.

Deny Partial T.A. & Approve the Rest of it – Example Exercise

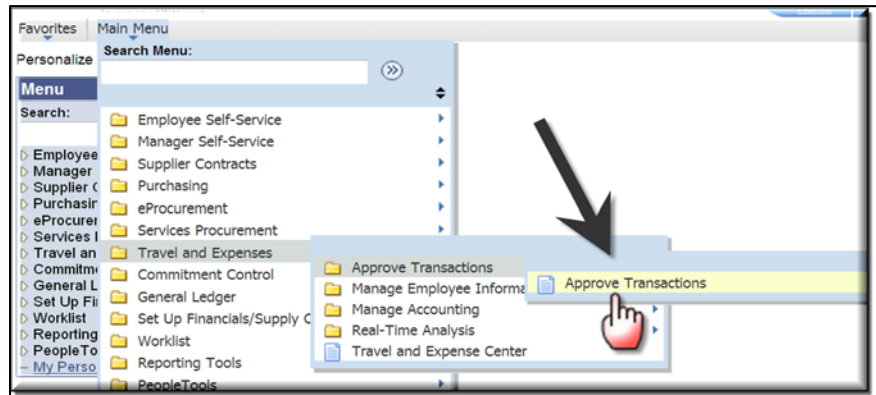
You may decide that you want to deny a portion of a Travel Authorization but approve the rest of it. This next exercise shows you how to do that.



How to Deny Part of a Travel Authorization and Approve the Rest of it

Step 1

After logging in, click the **Travel and Expenses** link in the main menu list. Click **Approve Transactions** (click both... there are two Approve Transactions links, as shown here).



Step 2

Locate the Travel Authorization you want to work on in the list. Once you locate the Travel Authorization you want, click on its hyperlinked **ID number**, on the right side of the page. That will open the TA so you can check its details:

Transactions to Approve ?									Personalize View All	First
Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role	
Expense Report	51.98	USD	Kris Doe	154895	Mileage Sept. 2013	0000108052	09/30/2013	On Hold	Department Approver	
Travel Authorization	1305.90	USD	Leslie Doe	120080	Annual Ed Conference	0000027775	10/07/2014	Submitted for Approval	Department Approver	
Travel Authorization	100.00	USD	Leslie Doe	120080	ESL Seminar	0000027776	10/07/2014	Submitted for Approval	Department Approver	

NOTE: It is important for you to view the details and Chartfield strings of each Travel Authorization submitted to you, before deciding whether to approve or deny it. Please refer to the pertinent steps if you need help in viewing details and Chartfields on a Travel Authorization.

Step 3

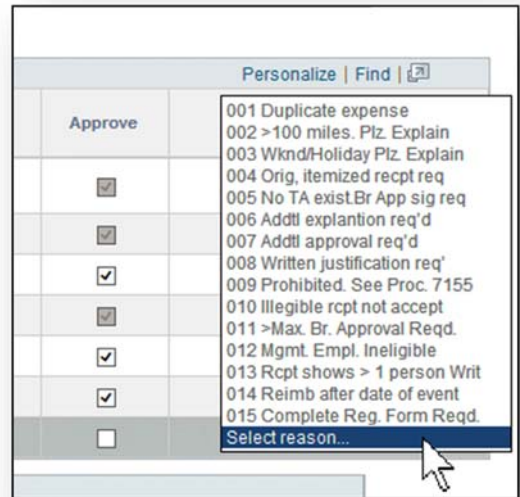
On the Travel Authorization Summary page you see a list of expenses anticipated for an employee’s trip. In this example, it is decided to deny one of the meal days from the Travel Authorization before budget-checking and approving the rest of it.

To the right of the **Meal** day you want to eliminate, click to remove the checkmark in the checkbox under the **Approval** column to take away approval for that one expense line:

Meals	11/19/2014				45.00 USD	<input checked="" type="checkbox"/>	
Meals	11/20/2014				45.00 USD	<input type="checkbox"/>	Select reason...

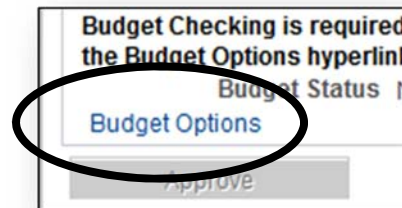
Step 6

You are required to choose a reason for the denial. Click the drop-down menu list under **Reason** and choose an appropriate reason from the list. If the exact reason is not listed, choose the closest applicable one. *(To see a detailed list of reasons for denial, you can click the **SDCS Expense Rules** link at the very bottom of the page, and scroll down to the bottom of the Rules page).*



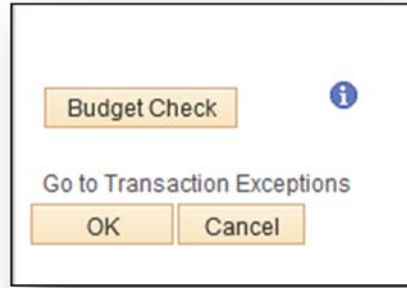
Step 7

Click **Budget Options** in the lower left corner, so you can budget-check the Travel Authorization.



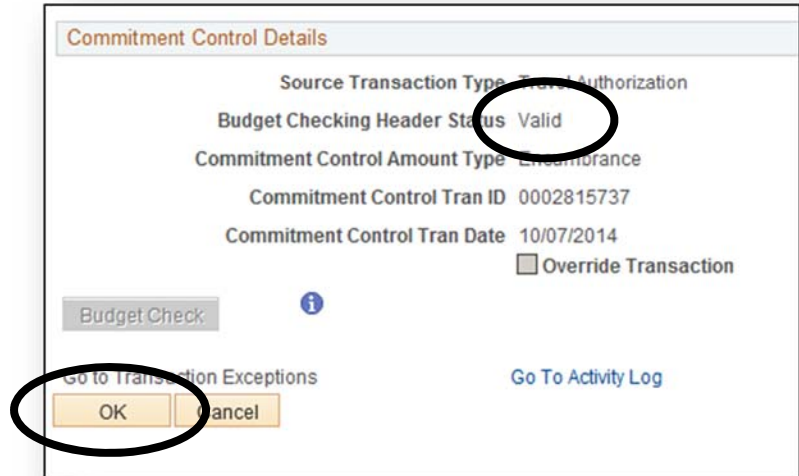
Step 8

Click the **Budget Check** button to initialize the budget-checking process.



Step 9

Click **OK** if you receive a **Valid Budget**. (Click **Cancel** if you receive an **Error in Budget**).

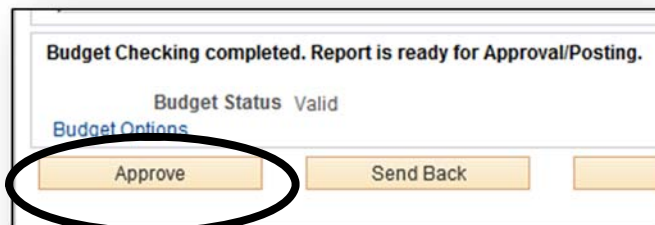


Notice that the **Totals** are adjusted on the Travel Authorization Summary page to show the denied expense line:

Total	1,305.90	USD
Less Non-Approved	45.00	USD
Total Authorized	1,260.90	USD

Step 10

Click the **Approve** button:



Now you can either click return to your Approve Transactions page (also called the Approval List) to view more items, or else log out of the PeopleSoft Financials system.

Deny an Entire Travel Authorization – Example Exercise

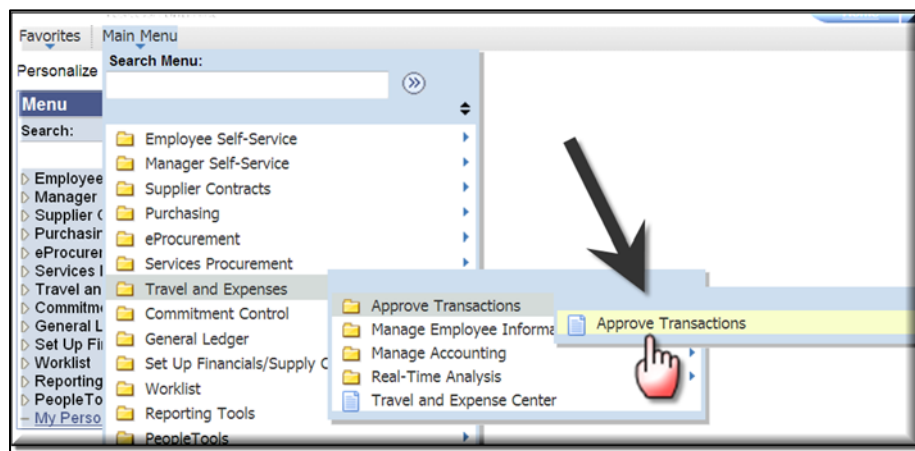
An approver can deny an entire Travel Authorization. This means the TA will be rendered permanently unavailable, thereby effectively ending (“killing”) the Travel Authorization. The following exercise walks you through how to deny an entire Travel Authorization.



Deny (kill) an Entire Travel Authorization

Step 1

After logging in, click the **Travel and Expenses** link in the main menu list. Click Approve Transactions (click both... there are two Approve Transactions links, as shown below).



Step 2

Locate the Travel Authorization you want to access in the list. Once you locate the Travel Authorization you want, click on its hyperlinked name, or ID number:

NOTE: Do NOT Budget-Check a Travel Authorization if you plan to deny the whole thing.

Transactions to Approve Personalize View All First									
Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role	
Expense Report	51.98 USD	Kris Doe	154895	Mileage Sept. 2013	0000108052	09/30/2013	On Hold	Department Approver	
Travel Authorization	1305.90 USD	Leslie Doe	120080	Annual Ed Conference	0000027775	10/07/2014	Submitted for Approval	Department Approver	
Travel Authorization	100.00 USD	Leslie Doe	120080	ESL Seminar	0000027776	10/07/2014	Submitted for Approval	Department Approver	

NOTE: If you want the originator to edit and resubmit the Travel Authorization, do NOT Budget-Check, and be sure to do Step 6a, on the next page:

Step 3

FIRST, type a message into the **Comment** textbox, explaining what you want the originator to do. This is required or the system will not allow you to deny the TA. The Comment textbox is located towards the bottom of the Travel Authorization:



Comments

This conference has been canceled due to lack of funds.

Step 4

To deny the entire Travel Authorization (*which will kill it and make it permanently and irreversibly unavailable to everyone*) click the **Deny** button at the bottom of the form:

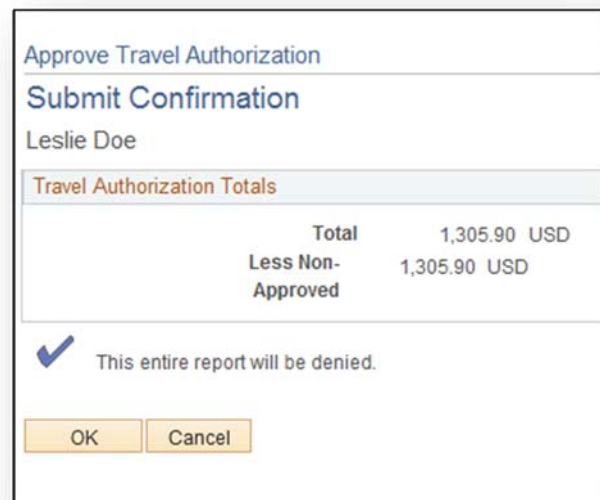


Approve Send Back Hold Deny

Step 5

Click the **OK** button on the **Submit Confirmation** page (*if you click the Cancel button instead, you will be let out of denying this form*):

After you click the OK button you are finished with this form, and you are brought back to your Approve Transactions page. There you can work on another travel form, or you can navigate elsewhere, or log out.



Approve Travel Authorization

Submit Confirmation

Leslie Doe

Travel Authorization Totals	
Total	1,305.90 USD
Less Non-Approved	1,305.90 USD

This entire report will be denied.

OK Cancel

Approve, Send Back for Revision, or Deny Expense Reports

After returning from any travel, an Expense Report must be completed by the person who traveled (*or their proxy*) and then submitted to the correct Department Head/Principal. ***This is required even if there will be no reimbursements or payments after the trip.***

Once an employee completes and submits an Expense Report, PeopleSoft routes this request to the employee's Department Head/Principal for approval. The Department Head/Principal needs to review the expenses and can perform one of the following actions:

1. Approve the entire Expense Report;
2. Deny one or more expense lines and approve the rest of the Expense Report;
3. Send Back the Expense Report for revision and resubmission.
4. Deny the entire Expense Report which renders it permanently unavailable.

Upon approving an Expense Report, in whole or in part, it is routed to an Auditor in the Accounts Payable department for a final review and processing. In some instances, an approval by an Assistant Superintendent or Branch Head may exist between the Department Head/Principal and the Auditor. The Assistant Superintendent or Branch Head, as well as the Auditor, also have the ability to perform any of the aforementioned actions listed above.

Should the Department Head/Principal, Assistant Superintendent/Branch Head, or the Auditor choose to Send Back the Expense Report for revision, the originator can edit the report and resubmit it. However, if the report is denied, it cannot be edited or resubmitted. It becomes permanently unavailable.

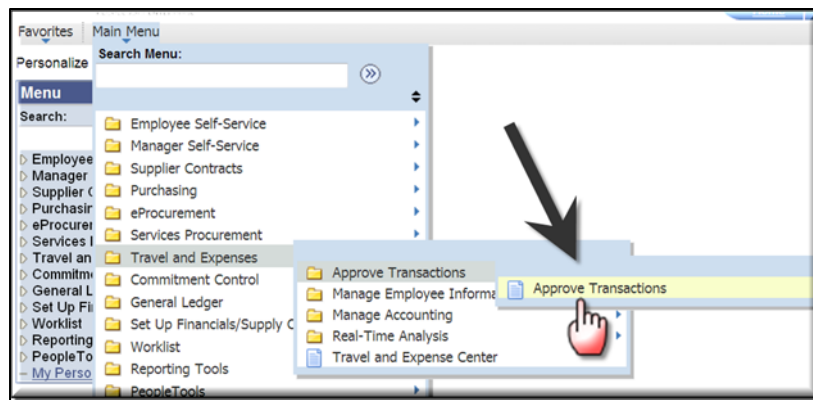
The following steps walk you through both approving and denying an Expense Report.



Approve, Send Back, or Deny an Expense Report – Example Exercise

Step 1

After logging in, click the **Travel and Expenses** link in the main menu list. Click Approve Transactions (*click both... there are two, as shown below*).



Step 2

On your Approve Transactions page you'll see a list of travel forms that have been submitted to you. Find the Expense Report you want to access and click its **Transaction ID** number hyperlink:

Transactions to Approve ?									Personalize	View All ⌵
Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role		
Expense Report	51.98 USD	Kris Doe	154865	Mileage Sept. 2013	0000108052	09/30/2013	On Hold	Depa		
Travel Authorization	100.00 USD	Leslie Doe	120080	ESL Seminar	0000027776	10/07/2014	Submitted for Approval	Depa		

You will see the **Expense Report Summary** page. Here you can view details about individual expenses. To do so, just click on the hyperlinked **Expense Type** name you wish to view.

See the illustration of a typical Expense Report Summary page on the next page.

General Information about the Expense Report

Current status of Expense Report

List of expenses incurred

Breakdown of disbursements

History of actions on Expense Report

Textbox for typing comments from approver to originator

and Expenses > Approve Transactions > Approve Transactions

Approve Expense Report
Expense Report Summary
Kris Doe User Defaults

General Information

Report Description Mileage Sept. 2013 Report ID 0000108052
 Business Purpose Other-written desc required Reference Receipt Inbox Employee Base Office
 Report Status On Hold Created On 09/30/2013 By 154895 Receipt Images
 By 119964 Notes

Accounting Defaults More Options GO

Receipt Information
 Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Am	Currency	Receipt Verified	Receipt Required	Approve
Mileage IN SD County	09/09/2013				11.30	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/16/2013				3.39	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/17/2013				2.26	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/18/2013				10.17	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/20/2013				3.39	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/23/2013				3.39	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/25/2013				10.17	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/26/2013				4.52	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mileage IN SD County	09/30/2013				3.39	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses (9 Lines)	51.98	USD	Due Employee	51.98	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

Pending Actions

Role	Name	Action	Date/Time
Department Level Approver	(Pooled)	On Hold	03/17/2014 1:4
Pre Pay Auditor	(Pooled)		

Action History

Role	Name	Action	Date/Time
	Kris Doe	Submitted	09/30/2013 3:04:42PM

Comments

Please resubmit.

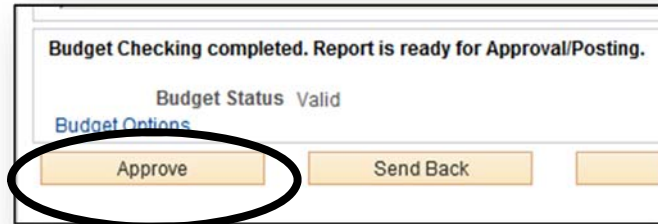
Budget Status Not Budget Checked Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Approve Send Back Hold Deny Save Changes

Return to Approval List Next in List SDUSD Expense f

Step 3

If you wish to approve the entire Expense Report, you must first Budget-Check the report and receive a Valid budget status. The steps for doing a Budget-Check on an Expense Report are exactly the same as for doing a Budget-Check on a Travel Authorization (*see previous exercises in this book*). Once you have a Valid budget status, you can approve the report by clicking the **Approve** button:



Send Back an Expense Report for Revision – Example Exercise

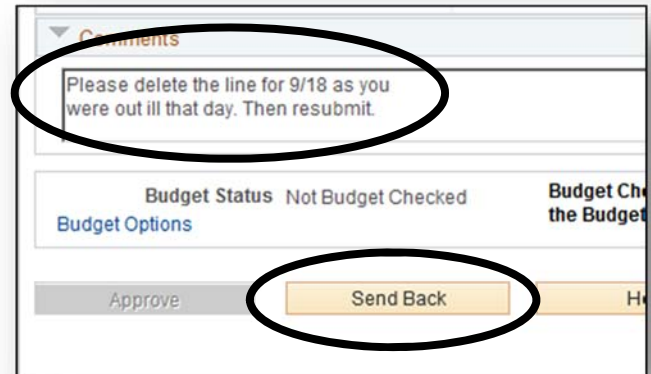
If you want the person who originated the Expense Report to make a change to it and resubmit it, (*or resubmit because of a previous budget error*), you can make that happen by clicking the **Send Back** button. Only by clicking the Send Back button can you allow the originator to gain access to the report again. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your Approve Transactions page:

Step 1

Do not run a Budget-Check on any Expense Report you plan to Send Back. You will do that after it has been resubmitted to you.

First, you must type an explanation into the **Comment** textbox at the bottom of the report. The purpose of this is to inform the originator why you are sending the form back, and how you want him/her to edit the form before they resubmit it to you. ***The system will not allow you to send back the report without typing an explanation.***

When you are finished typing the explanation, click the **Send Back** button:



Step 2

To complete sending the form back, click the **OK** button on the **Submit Confirmation** page:

Approve Expense Report

Submit Confirmation

Kris Doe Report ID 0000108052

Expense Report Totals			
Employee Expenses (9 Lines)	51.98 USD	Due Employee	51.98 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

This report will be sent back for revision.

Deny One or More Expenses and Approve the Rest of it – Example Exercise

It is possible to deny one or more expenses but approve the rest of an Expense Report. This allows the approver to be selective concerning which expenses he/she chooses to pay.

Step 1

Click to remove the checkmark from the **Approve Expense** checkbox next to the expense line you wish to deny. Then choose a reason from the drop-down list next to it (*circled below*).

Mileage IN SD County	09/17/2013			2.26 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mileage IN SD County	09/18/2013			10.17 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select reason... ▼
Mileage IN SD County	09/20/2013			3.39 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

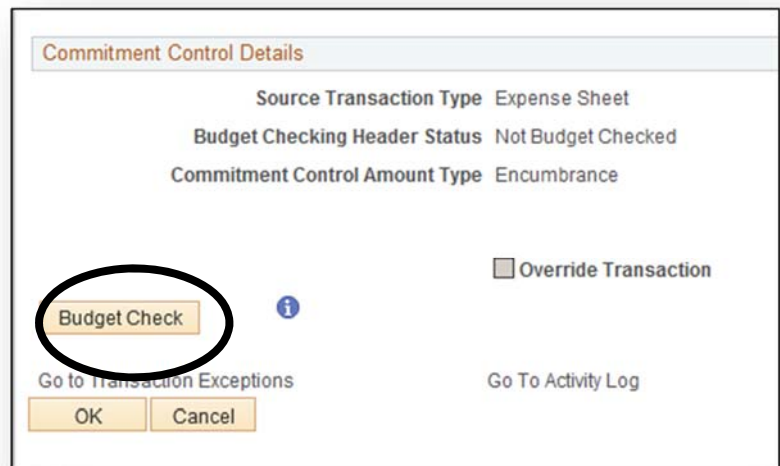
Step 2

Click the **Budget Options** link to initiate the Budget-Check process:



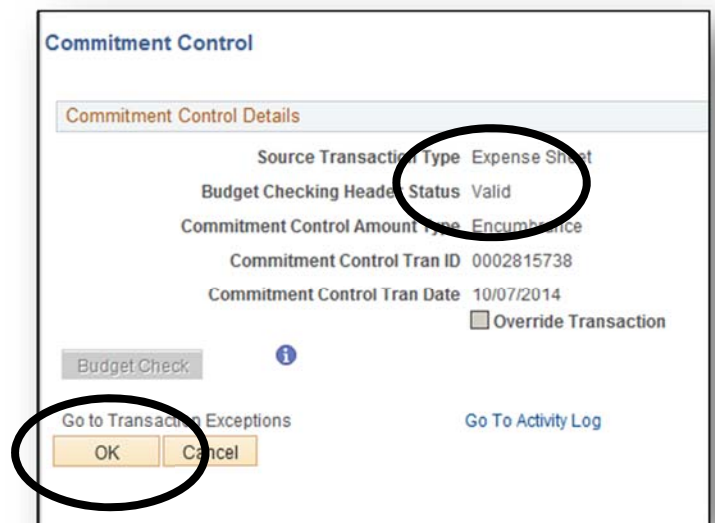
Step 3

Click the **Budget Check** button:



Step 4

Upon receiving a Valid budget status, click the **OK** button:

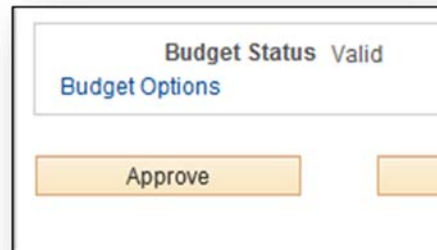


Notice on the Expense Report form that the totals have adjusted themselves to show the **Non-Approved Expenses**:

Expense Report Totals			
Employee Expenses (9 Lines)	51.98 USD	Due Employee	41.81 USD
Non-Reimbursable Expenses	10.17 USD	Due Supplier	0.00 USD
Non-Approved Expenses	10.17 USD	Definition of Totals	
Prepaid Expenses	0.00 USD		
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Step 5

Click the **Approve** button:



Step 6

Click the **OK** button to complete the partial approval:

Approve Expense Report

Submit Confirmation

Kris Doe Report ID 0000108052

Expense Report Totals			
Employee Expenses (9 Lines)	51.98 USD	Due Employee	41.81 USD
Non-Reimbursable Expenses	10.17 USD	Due Supplier	0.00 USD
Non-Approved Expenses	10.17 USD	Definition of Totals	
Prepaid Expenses	0.00 USD		
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

This report will be approved, but some of the expenses have been denied.

Only approved expenses will be reimbursed.

OK Cancel

How to Find Support

Do not contact the Help Desk for support with PeopleSoft applications. They are not equipped or trained for PeopleSoft support.

Online Resources

Go online to our SDUSD PeopleSoft training web site:

www.sandiegounified.org --> Staff Portal --> (sign in if necessary) --> Click Quick Links if necessary to see all menu links on left side of screen --> Scroll down to lower left, and under Shortcuts click Technical Support/Help Desk --> Under "Software Applications" click "PeopleSoft" --> On left side, click the tiny plus sign next to "Training Materials & Resources" --> Click Site Administrators Training Materials

There, you can find:

- Custom-designed animated, narrated, interactive video tutorials showing how to do these tasks.
- Names, emails, and telephone numbers for SMEs (Subject Matter Experts) all around the district who can help you. These are people in our Accounts Payable, Strategic Sourcing, and Finance Departments.
- The most up-to-date handbooks and job aids created just for you.

Open Lab Sessions

Occasionally we hold Open Labs, as we are able. An Open Lab is a computer lab classroom at our training center in San Diego, where you can drop in and receive one-on-one assistance with any of your PeopleSoft tasks. Open Lab is not a place to receive training. It is a place for already-trained individuals to receive assistance with questions or any difficulties they experience with using PeopleSoft applications. No appointments or registrations are required for Open Lab. It is a first-come, first-served, informal session. If an IT trainer is working with you, and another person is waiting for a turn with the trainer, we must limit our one-on-one session with you to 15 minutes. Open Labs are posted on our training calendar web page, in our training website:

Training Calendar (From www.sandiegounified.org, click Staff Portal and login if necessary, click Technical Support/Help Desk, click PeopleSoft, click Training Opportunities, and click Training Class Calendar).

Chapter 4 - Payroll for Managers

Key Payroll Elements for Managers

- Timekeepers and Payroll Procedures
- Reconciling your Local Payroll
- Audit Reports
- Late Reporting and Financial Accountability
- Employee Verification/Actions
- SAMS Reporting-Verifying/Reconciling Attendance
- Payroll Deadlines

Timekeepers and Payroll Procedures

- Develop a good relationship with your timekeeper and procedures for payroll reporting.
- Open communication is key in assuring accurate and accountable payrolls. Set expectations for accountable payroll activity with your entire staff.
- Integrity of data input and back-up documentation. All absences and hourly pay must have signed time cards authorizing hours/leave. Make sure it's accurate the first time.
- Develop an effective sign in process.
- Record Retention-Payroll records must remain onsite for 3 years plus current. Make sure you check grant requirements as they may require longer retention of these kinds of records.
- Assure timely notification of employee status changes and PAR processing. Pay special attention to resignations, leaves of absence, and employees who do not report back after winter, spring and summer breaks. Make sure PARs are being submitted immediately when you become aware of status changes such as those mentioned here.
- Make sure payroll reporting is accurate and on time to assure paying our employees on time and accurately. Report all earnings in the earnings period they are earned.

- Review collective bargaining agreements, and district procedure.
- Employee leave policies must be followed and applied consistently to staff (ask your payroll specialist when in doubt).

Reconciling your Payroll

- Check your rosters for employees you do not recognize or for employees working but not on your roster. Make sure your timekeeper notifies Payroll immediately of discrepancies.
- Review the time summary reports for unusual entries, excessive overtime, etc.
- Validate back-up documentation has been provided for all absences and time reported. Make sure your timekeeper has payroll records for your employees organized and up to date.
- Validate absences have been reported for employees reporting to SAMS and that sub assignments have been reviewed and verified in Time and Labor.
- Make sure time is being reported in a timely manner and accurately the first time.
- Take steps to avoid overpayments/underpayments. Overpayments occur as a result of things like: late notification of employee resignations, terminations and leaves of absence and inaccurate time reporting. Underpayments occur as a result of things like: late reporting of hours worked, late notification of increases in FTE and late PAR submission for employee actions.

Audit Reports

- Audit Paid to Reported Time Report (official payroll audit report)
 - Have your timekeeper run this twice a month. Tenth of the month for the monthly payroll and twentieth of the month for the hourly payroll. Validate and sign as authorizing manager.
- Cross-Site Account Code Charges Report
 - Have your timekeeper run this just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- Site Account Charges report
 - Have your timekeeper run this just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- Time Summary Reports
 - Have your timekeeper run this periodically to review hours being reported for a range of dates and for either one employee or entire department.

- Leave and Vacation Balance Reports
 - Review leave balance and vacation balance reports.
 - Run the last day of each month.

NOTE: A description of these reports is included in the Time and Labor Manual. Each Timekeeper should have one available. If they don't, you can download one from the Payroll web site.

Late Reporting and Financial Accountability

- Hours and absences should be reported in the earnings period in which they are earned. That means time reporting should be done at least weekly for hours and absences that occur that week. Planned vacation can be entered prior to the week in which it will occur and will be taken during the monthly payroll cycle that it is reported in. Projected sick leave for employees on extended absence should be entered for the duration of the extended illness and will be taken in each month that it has been reported for.
- Between July 1, 2014 and June 30, 2015, 5.1 million hours of positive time and absences were processed for employees.
- Between July 1, 2014 and June 30, 2015 more than 38,000 hours were processed for employees more than 75 days after the report date (date worked or date of absence). Of the 38,000 about 17,500 were absences.
- This district is considered a monthly remitter by the IRS and is expected to report as much of our employee earnings as possible on the monthly payroll for the current pay period.
- At no time should positive hours be withheld until subsequent payrolls or the end of the fiscal year then paid in one lump sum. This practice distorts the payroll expense in your financial reports and does not provide a true picture of budgeted vs. actual expenses.
- Accurate and timely reporting and accounting of expenses is critical in managing district resources. District financial reporting requires diligent accounting in all areas.
- Payroll accounts for more than 90% of the district budget. Everyone responsible for managing these expenses must adhere to required timelines for reporting earnings and auditing our records.

Employee Verification-Active/Terminated/FTE Placement

- Review your rosters and Filled Position reports. (See sample roster and filled position report example on the following page).
- Too many employees are erroneously reported as active.
- Too many employees are reported with incorrect FTE placement
- Make sure when you submit Personnel Action Requests (PARs) that you review what has been entered for accuracy. Make sure the FTE is correct and the Time and Labor calendar is correct. If you have questions about what the proper placement is contact Human Resources before you submit.
- Make sure a termination or change of assignment PAR is completed immediately upon notification of an employee resigning or going on a leave of absence. Contact your payroll specialist so they may intervene on the payroll if necessary to avoid overpayment.

Report Time
Timesheet Summary **SAMPLE ROSTER**

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	5544S
Employee ID	
Last Name	
First Name	

Change View

*View By: Week Show Schedule Information

Date: 03/02/2015 Previous Week Next Week

Employees For Chris Doe, Totals From 03/02/2015 - 03/08/2015 Personalize | Find | [F2] 1-16 of 16

Time Summary | Demographics | [PDF]

Last Name	First Name	Employee ID	Empl Record	Job Title
Doe	Chris	105570	0	Payroll Specialist
Doe	Chris	106098	0	Payroll Supv
Doe	Chris	106725	0	Director, Payroll/Benefits
Doe	Chris	111671	0	Payroll Specialist
Doe	Chris	112875	0	Payroll Specialist
Doe	Chris	114384	0	Payroll/Benefits Clerk

Filled Positions Report Example

Status of Employee

Employee ID/Information

Rcd, Jobcode Description

HCM Account Code (Combination Code)

Pos Num, Pos Dept, Pos Loc

Status	Emp ID	Name	Dist FTE	Dist %	PFT	Jobcode Description	Dept	Resource	Budget	Pos Num	Pos Dept	Pos Loc	Class	Fund	Extended	Acct Descr
Active	113877	Chris Doe	1.0000	100.00%	0	2025 Teacher-Bilingual Education	0095	00010	20005048	0095	1107	1000	1110	01000	0000	Clerk Tchr
Active	113994	Chris Doe	1.0000	100.00%	1.00	Inglual Education	0095	02800	20005109	0095	1107	1000	4760	01000	0000	Classrm T
Active	114208	Chris	1.000000	100.0000%	0	1305 Principal	0095	00010	20005001	0095	1308	2700	0900	01000	0000	SCHOOL PR
Active	114340	Chris Doe	0.4375	50.00%	0	6470 Child Dev Cntr Asst	0095	61051	20014350	0095	2101	1000	0001	12000	0000	Classrm Par
Active	115307	Chris Doe	0.6250	100.00%	0	6485 Spec Ed Asst	0095	33100	20005730	0095	2101	1110	5770	01000	4262	Classrm Par
Active	115439	Chris Doe	1.0000	100.00%	0	2026 Elem Clrm Tchr/ESL Sheltered	0095	00010	20005745	0095	1107	1000	4760	01000	0000	Clerk Tchr
Active	116569	Chris Doe	1.0000	100.00%	0	2025 Teacher-Bilingual Education	0095	30100	20006232	0095	1107	1000	1110	01000	0000	Clerk Tchr
Active	117082	Chris Doe	1.0000	100.00%	0	6101 School Clerk I	0095	00010	20010002	0095	2401	2700	0000	01000	0000	Clerk OTBS

The report is sorted by Salaried and Hourly positions, then by employee in alpha order.

SAMS Reporting/Verification and Reconciling Employee Attendance

- Make sure you have a sign in system for all substitutes at your schools.
- Validate that substitutes have signed in and out for the entire time reported for the assignment.
- SAMS certificated assignments are scheduled for 8 hours and default to 8 hours of time to Time and Labor. When verifying assignments in SAMS you MUST reconcile whether assignments are for a full day. If they are not, you must make the appropriate adjustment to Time and Labor.
- SAMS classified assignments are scheduled for the actual time to be worked. These assignments should also be validated for actual time worked.
- SAMS verification can be done by individual job/employee or with a feature called “Set All to Verify”. When using the Set All to Verify feature you must be sure that all substitutes worked the amount of time reported. In addition, this feature only verifies all assignments one page at a time. If using this feature you must verify all pages individually when there is more than one.

Payroll Deadlines

Make sure you are aware of and meet payroll deadlines!

EXAMPLE: August 2015 Monthly Payroll

August 17-25 On-Cycle Payroll Processing

- Time keeper cut-off	August 17 th	5 p.m.
- Run Time Administration	August 6 th -16 th	6 p.m.
- Run Paysheet Load	August 18 th	6 p.m.
- Run Preliminary Calculation	August 19 th	3:30 a.m.
	August 20 th	3:30 a.m.
	August 21 st	3:30 a.m.
	August 24 th	3:30 a.m.
- Deadline for Paysheet Adjustments	August 25 th	3 p.m.
- Run Final Calculation		4:30 p.m.
- Run Back-Up and Confirm		5 p.m.
- Deadline for Cancellations	August 26 th	2 p.m.
- No On-Demands/ACH File Sent	August 27 th	
- Mail Checks	August 29 th	
- Payday	August 31 st	
September Off-Cycle Payroll	September 1 st	

Records Retention

The following retention procedure is recommended from the District Auditor's Office. Please retain your payroll records for auditing purposes in the following manner:

- **Payroll records** should be retained in a binder designated as "Site Name" and "Payroll Records" with fiscal year (e.g., Adams Elementary, Payroll Records, July 2015 - June 2016). A separate binder should be used for each fiscal year. Payroll records are required to be kept for four years. Beginning the fifth year, only the year-one payroll records for the completed proceeding four years can be destroyed. Grants and other programs may require a longer retention period. Contact the program office or read the grant requirements to determine length of record retention.
- **Organization of records:**
 - **Principal/Administrator signed copies** of the **Audit Paid to Reported Time Report** along with the **Filled Position Report, Monthly Payroll Checklist for Managers**, in a binder chronologically.
 - The **Timecards** separated by employee, in alphabetical order, in a binder, located in the same file cabinet or file box with reports. Timecards and leave forms must be retained at the site for four years.
 - **Principal/Administrator signed copies** of the **Cross Site Account Charges** and **Site Account Charges** reports in separate binders, organized chronologically.

The updated timecards/forms identified as site-retained documentation are available on the sandi.net website. Use paper copies (8 1/2 x 11) for processing and retention in the binder or file.

Chapter 5 - Review and Approve Reports

Reports for Administrators

Time Approval Reports

- Audit Paid to Reported Time (validate against Filled Positions report)
 - Monthly Report
 - Hourly Report
- Cross-Site Account Charges report
 - Department Report
- Site Account Charges report
 - Salaried Report
 - Hourly Report

Reports

Audit Paid to Reported Time Report

This report is an official audit record. The administrator must review, approve and sign this document to validate the payroll.

This report shows you the earnings/leave reported and paid for each employee at your site. The report must be run for each payroll each month after the payroll processes. Run the report approximately 10 days after the payroll processes. The timekeeper receives an email notification via the Time & Labor listserv when they can run the report. The principal/department manager is responsible for certifying each payroll. The Audit Paid to Reported Time report is required for validating payroll. The Audit Paid to Reported Time report shows the data that actually processed.

For each payroll, the site must run the Audit Paid to Reported Time report. The principal/department manager must review, approve and sign the report. Retain the reports in the binder with the corresponding time data. **Run one report for monthly, one for hourly.**

Audit Paid to Reported Time Report

Name	Emplid	Chk #	Total Gross Earned	Oth Hrs Paid	Job Code	Oth Erns	Reg Earns	TRC	Hourly Rt Qty Reported	DUR	Stat	Oprid	Position#	Position Description	Account Code
Chris Doe		3275542	6,173.81		2605		5,150.47		42.22				20012560	School Counselor	
					2605		248.08		42.22				20012560	School Counselor	
					2605		744.24		42.22				20012560	School Counselor	
					2605		31.02		42.22				20012560	School Counselor	
				8.00	NCT	248.08		NCT	8.00	03/31/14	TP	104311	5403907600012601600010000		
				24.00	NCT	744.24		NCT	8.00	04/01/14	TP	104311	5403907600012601600010000		
					NCT			NCT	8.00	04/02/14	TP	104311	5403907600012601600010000		
					NCT			NCT	8.00	04/03/14	TP	104311	5403907600012601600010000		
				8.00	SLF	0.00		SLF	8.00	04/25/14	TP	115509			
				8.00	SLF	0.00		SLF	8.00	05/05/14	TP	115509			
				1.50	WKC	31.02		WKC	1.50	05/12/14	TP	116775BTE	5459000000012601600010000		
Chris Doe		3275549	5,054.09		2000		5,054.09		41.43				20007528	Regular Teacher	
				24.00	DBS	0.00		DBSPD	8.00	05/05/14	TP	115509			
								DBSPD	8.00	05/06/14	TP	115509			
								DBSPD	8.00	05/22/14	TP	115509			

Audit Paid to Reported Time Report Validation Fields Explanation

The Job Code and Position# fields are central to understanding the reported total wages for the employee. Reporting sites are validating earnings and paid time represented by the Job Code that is in bold type.

The report shows reported hours and paid earnings. The column, Hourly Rt/Qty Reported and DUR (date of the earning) will, for each fund or Position#, have repeat line entries and have the same date when earnings are split funded or are based on the employee having multiple positions. The earnings are grouped by Position# or fund and will show the same date for the same earnings code for each respective group. However, the time shown under the column Oth Hrs and the amount shown under Oth Erns shows the actual proportional time and earnings for that date shown under the DUR column for the specific Position# or fund. In the below example, the employee has two positions (shown under the Position#/Position Description) and therefore, Hourly Rt/ Qty Reported column repeats with the same dates for the full quantity reflecting the two positions. This part of the report is unable to reflect the proration based on the percentage for either split funding or having multiple positions. The Erncd, Oth Hrs and Oth Erns columns show the actual charge after the percentage was applied to the multiple occurrences showing under the Qty Reported and DUR columns. Under column RegEarnings/TRC, the earnings applicable to the specific position are shown.

Also, this example shows a common exception in the reports. The department is 0352, but the budget string is showing department 5445 as the paying department. This happens when the position number is joined to a department other than the paying department. This employee will also show on 5445's Audit Reported to Paid Time Report since that is the paying department.

Stat	Processing status of the entry, TP = Taken by payroll.
Oprid	The employee's PeopleSoft ID number who entered the time into the system.
Account Code	Budget string charged for the TRC.

Account Code Charges Reports

With PeopleSoft Time and Labor, it is possible to charge dollar amounts associated with reported hours to a combination code (budget number) other than the one on the employee's position. The Combination Code search prompt does not have any security to limit access, meaning that a timekeeper can select any other department/site's combination codes (budget numbers), and thus charge time to any other budget. Since there is no notification to that department/site when their budget is being charged, it is the responsibility of both the site administrator where the charge is originating and the site whose budget is being charged to monitor these combination code (budget number) charges.

Cross-Site Account Code Charges Report

This report is an official audit record. This report must be reviewed, approved and signed by an administrator and kept on file for auditing purposes.

This report works in combination with the Site Account Code Charge Monitor Report. While the Site Account Code Charge Monitor Report shows if you are hitting other Department's Budgets, the Cross Site Account Code Charges Report shows you if other Departments are hitting yours. This report includes all employees whose time reported in Time and Labor is being charged to a combination code (budget number) containing the department value of your site (first 4 digits of an account string). As is the case with the Site Account Code Charge Report this report needs to be run weekly. That way if there is time being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before payroll is run.

The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.

IMPORTANT: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your financial planning and development analyst in the Financial Planning, Monitoring and Accountability to assist you with an expense transfer.

Do not try to reverse these charges in Time and Labor. Run one report for your department.

Timekeeper at another site charging your sites budget for an employee

Report ID: SDTL273		PeopleSoft CROSS-SITE ACCOUNT CODE CHARGES Deptid: 0355 From 05/01/2009 thru 05/31/2009				Page No. 12 Run Date 04/20/2010 Run Time 13:34:06			
Account Cd Type	Emplid Name	Descr Comments	Department/Description Red Department/Description	Resource Jobcode/Description	Budget Account Program	Class Date	Fund QTY TRC	Extended Location/Description	Project Description
035		Budget Employee Charged	ity High School	70910	00 1192 1000				
H	141968	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/01/2009	8.00	SVT 0355A-	
H	141968	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/01/2009	8.00	SVT 0355A-	
0355714010011920102010000		Prof VT	0355-University City High School	72200	00 1192 1000	111	01000 0000		
H	111873	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/28/2009	8.00	SVT 0355A-University City High	
H	132639	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/28/2009	8.00	SVT 0355A-University City High	
H	137815	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/28/2009	8.00	SVT 0355A-University City High	
0355722000011920102010000		VisTchr/RT	0355-University City High School	72200	00 1192 1000	110	01000 0000		
H	102041	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/19/2009	8.00	SVT 0355A-University City High	
H	111873	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/21/2009	8.00	SVT 0355A-University City High	
H	111873	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/22/2009	8.00	SVT 0355A-University City High	
H	112930	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/21/2009	8.00	SVT 0355A-University City High	
H	122577	Chris Doe	0 5998-Unassigned Labor Pool	2940-Subst Tch	Day-To-Day	05/22/2009	8.00	SVT 0355A-University City High	

Site Account Code Charges Report

This report is an official audit record. This report must be reviewed, approved and signed by an administrator and kept on file for auditing purposes.

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (combination code (budget number) contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if there is time being charged to a department other than your own, you can make the changes before the timekeeping deadline.

The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator. Run one report for salary, one report for hourly.

Timekeeper at your site charging another sites budget for an employee

Report ID: SDTL274		PeopleSoft SITE ACCOUNT CODE CHARGES Group ID: 03555 From 05/01/2009 thru 05/31/2009				Page No. 1 Run Date 04/20/2010 Run Time 13:23:38			
Account Cd Type	Emplid Name	Descr Comments	Department/Description Red Department/Description	Resource Jobcode/Description	Budget Account Program	Class Date	Fund QTY TRC	Extended Location/Description	Project Description
035500000029654		CSA Hrly	0355-University City High School	00000	00 2945 8300				
F	137203	Chris Doe	0 5600-School	2940-Subst Tch	Day-To-Day	05/28/2009	5.00	OTH	
035500010022514200010000		Cust Hrly	0355-University City High School	00021	2251 8100	000	01000 0000		
F	122422	Chris Doe	0 5600-Custodial Services	7524-Plant Ops Supv	Day-To-Day	05/07/2009	2.00	OTH	
F	122422	Chris Doe	0 5600-Custodial Services	7524-Plant Ops Supv	Day-To-Day	05/12/2009	2.00	OTH	
F	122422	Chris Doe	0 5600-Custodial Services	7524-Plant Ops Supv	Day-To-Day	05/23/2009	2.00	OTH	
F	122422	Chris Doe	0 5600-Custodial Services	7524-Plant Ops Supv	Day-To-Day	05/26/2009	2.00	OTH	
F	122422	Chris Doe	0 5600-Custodial Services	7524-Plant Ops Supv	Day-To-Day	05/27/2009	1.00	OTH	
5445403510011700102010000		ProfDevHrl	5445-High School Inetl Support	40351	00 1170 1000	110	01000 0000		
F	116593	Chris Doe	0 0355-University City High School	2000-Regular Teacher	Day-To-Day	04/30/2009	1.00	WKC	
F	116593	Chris Doe	0 0355-University City High School	2000-Regular Teacher	Day-To-Day	05/08/2009	1.00	CKW	
544935501001957010010476		Non c Hrly	5449-CCWB/off Site	35501	00 1957 2100	380	01000 0476		
F	103333	Chris Doe	0 0355-University City High School	2000-Regular Teacher	Day-To-Day	05/04/2009	2.00	NCT	

Time Summary Reports

This report is not an official audit record and does not need to be signed by an administrator.

You can run **three (3)** Time Summary reports before each payroll deadline. It is recommended you run these reports weekly.

- one for Salaried Group (xxxxS)
- one for Hourly Group (xxxxH)
- one for Substitutes (5998H)

Note: A Time Summary report can be run for Early Childhood Education (ECE) visiting teachers and Children's Center Attendants/substitutes using the **5830H** group.

The **Time Summary Report** shows all the time reported for your location. The only combination codes (budget numbers) shown on the report will be those that were added into the **Combination Code** field or what was filled in from SAMS, other than the defaulted budget that is attached to the Time Reporting codes. A combination code (budget number) from another funding source in your department or from another department that will be funding that employee will show on the report.

The **Salaried Group** report will indicate the exception time entered for an employee along with the date, hours and time reporting code. The **Hourly Group** report will indicate positive time entered for an employee along with the date, hours and time reporting code.

Account Cd	Type	Emplid	Name	Comments	Descr	Dept	Department/Description	Resource	Budget	Account	Program	Class	Fund	Extended	Project
							Department/Description	Jobcode/Description				Date	Code	TRC	Location/Description
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/05/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/08/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/09/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/11/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/12/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/15/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/16/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/18/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/19/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/22/2006	1.00	EXTRA	
S		137115	Chris Doe			0	0003-Adams Elementary	6420-Spec Ed Techn				05/23/2006	1.00	EXTRA	
S								6420-Spec Ed Techn				05/25/2006	1.00	EXTRA	
S								6420-Spec Ed Techn				05/26/2006	1.00	EXTRA	
S								6420-Spec Ed Techn				05/30/2006	1.00	EXTRA	
5434404500623		0702010000			Clrc1 Hrly		5434-Educational Technology	40450	06	2357	2100	1110	01000	0000	
S		130230	Chris Doe			0	0003-Adams Elementary	6703-Network Sys Techn				05/02/2006	2.00	WKLOT	
5547000100019710702010000					Mat Dev Hr		5547-Teacher Prep & Student Support	00010	00	1971	2100	1110	01000	0000	
S		121802	Chris Doe			0	0003-Adams Elementary	2040-Inschool Resource Tchr				05/06/2006	4.00	PRO	
S		121802	Chris Doe			0	0003-Adams Elementary	2040-Inschool Resource Tchr				05/10/2006	2.00	PRO	
S		121802	Chris Doe			0	0003-Adams Elementary	2040-Inschool Resource Tchr				05/18/2006	2.00	PRO	

Carefully review the report and correct any errors that you find before payroll actually processes. *This report does not need to be signed.*

Note: The Time Summary Report has been enhanced to include a **Primary Sort Option**. This will allow for the report to be sorted in a preferred manner.

- If you select Sort Option of **Acct Code** (which is the default selected item), the report output will be sorted in the same manner it was prior to this enhancement.
- If you select Sort Option of **Comments**, **DUR** (Date under Report), **Empl Type** (Employee Type), **Emplid** (Employee ID), or **Name** the report output will be sorted by the selected field.
- The last sort option of **Xcl/CSV** has been provided in order to improve download capability to a .csv format. The Xcl/CSV output does not include TL Comments and the header lines have been removed.

a. To use this option first select **Xcl/CSV** as the Sort Option.

b. Then modify the format on the Process Scheduler Request to **CSV**. Report Output will be delivered as a .csv file.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time Summary	SDTL275	SQR Report	Web	CSV	Distribution

Example of the CSV option output file. You can now save this as an Excel file.

	A	B	C	D	E	F	G	H	I
1		PeopleSoft							
2	Report ID:	SDTL275	TIME SUMMARY BY	Page No. 1					
3	Run Date	3/18/2015							
4	Run Time	10:49:31							
5	S	104101	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/3/2014	1	PTCL
6	S	104101	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/6/2014	1	PTCL
7	S	104101	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/10/2014	8	PRB
8	S	104101	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/11/2014	8	PRB
9	S	104101	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/13/2014	1	PTCL
10	S	112239	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/4/2014	1	PTCL
11	S	112239	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/6/2014	1	PTCL
12	S	112239	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/11/2014	8	PRB
13	S	112239	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/13/2014	1	PTCL
14	S	114440	Chris Doe	0	0003-Adams Elementary	6420-Spec Ed Techn	3/3/2014	6	PRN
15	S	114516	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/6/2014	8	SLF
16	S	114516	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/10/2014	8	SLF
17	S	114516	Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	3/11/2014	8	SLF


Blank Account Codes Report

This report is not an official audit record. **However, this is a critical report to run on a regular basis to assure combination codes are being reported accurately.**

The T&L Blank Account Codes Report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface. This data is pulled into Time and Labor using default combination codes (budget numbers) for district related absences (i.e. professional development for teachers). Timekeepers must change the default combination codes (budget numbers) for each of these records. This report is your tool for identifying the records that need to be changed.

This report should be run no less than weekly throughout the month. Changes to combination codes (budget numbers) must be done at the time you run the report and should not be held until just prior to the timekeeping deadline.

Only Timekeepers that use SmartFindExpress (SAMS) run this report. This report does not need to be signed.



Report ID: SDTL309

Group ID: 998H

Location: 5998A Unassigned Labor Pool

Substitute Information

I&L BLANK ACCOUNT CODE AUDIT

Date, Hours, TRC

Absent Employee Information

Name	EmplID	Job Code	Job Title	DUR	Hours	TRC	Absentee
Chris Doe	107050	2940	Subst Tchr Day-To-Day	2014-04-07	1.20	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	107050	2940	Subst Tchr Day-To-Day	2014-04-07	6.80	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	107050	2940	Subst Tchr Day-To-Day	2014-04-08	1.20	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	107050	2940	Subst Tchr Day-To-Day	2014-04-08	6.80	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	110557	6102	School Clerk II	2014-04-07	8.00	REG	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	131976	2940	Subst Tchr Day-To-Day	2014-04-10	4.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	131976	2940	Subst Tchr Day-To-Day	2014-04-10	4.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	155914	6420	Spec Ed Techn	2014-04-09	6.25	REG	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	155914	6420	Spec Ed Techn	2014-04-10	6.00	REG	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	162372	2940	Subst Tchr Day-To-Day	2014-04-07	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	162372	2940	Subst Tchr Day-To-Day	2014-04-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	162932	6420	Spec Ed Techn	2014-04-15	6.00	REG	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	162932	6485	Spec Ed Asst	2014-04-07	6.00	REG	ACCOUNT DEFAULTED Emplid Teach

Summary:

- Time (and dollars) may be charged:
 - By my department to my department
 - By my department to another department
 - By another department to my department

- Reports are available to review these charges
 - Cross Site Account Charges Report
 - Site Account Chargers Report

Chapter 6 - Human Capital Management (HCM)

Human Capital Management (HCM)

Administer Workforce (Human Resources)

Employees are hired and essential information about them and the jobs they perform are tracked. A detailed and ongoing history of personal, employment, compensation and benefit-related data of an employee is maintained here. This enables SDUSD to drive the system in two ways: by position or by employee.

Develop Workforce (Human Resources) Information about employees' licenses and certifications, and for certificated employees, their credentials and education, are maintained in this section of PeopleSoft. In addition, information about when employees' performance evaluations are due and when they were completed and the overall outcome is also stored here.

Position Management

SDUSD can use data that is specific to a position as the basis for planning, recruitment, and budgeting. Position Management and HR work together to track position attributes and vacancies. SDUSD can track specific information for a position, such as FTE (full-time equivalent), regardless of whether an employee actually fills that position.

In the following chapter we will focus on the sections of HCM relevant to Site Administrators:

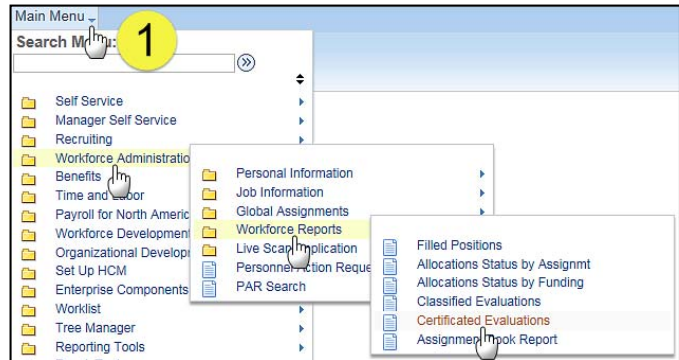
- Position Management Overview
- Understanding Budgeting by Position
- Position Reports
- The Personnel Action Request (PAR)
- Approving PARs
- Searching for a PAR
- How to Check on a PAR
- Running Performance Evaluation Reports to see when they are due
- Entering Performance Evaluation Outcomes

Running the Certificated Evaluations Report

The Certificated Evaluations Report shows the certificated staff at your site who are due for a performance evaluation this school year. The steps below show you how to run the Certificated Evaluations Report.

Step 1

Navigate to: **Main Menu > Workforce Administration > Workforce Reports > Certificated Evaluations**

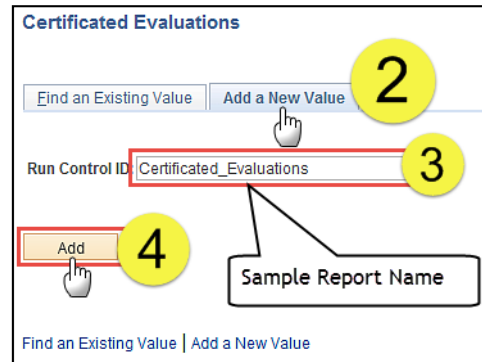


Step 2

Click the **Add a New Value Tab**.

Step 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)



Step 4


Click the **Add** button.

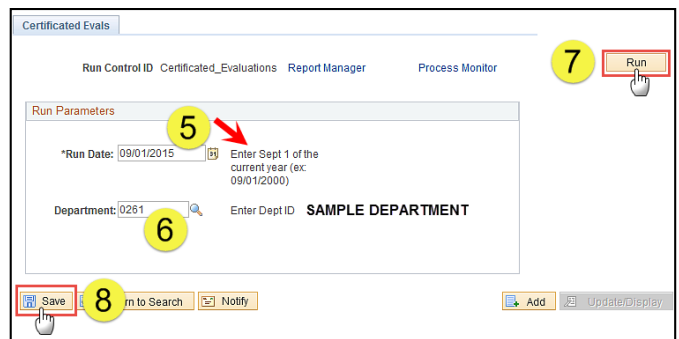
NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

Step 5

Enter the **Run Date**. Enter September 1 of the current school year. (ex: 09/01/2015)

Step 6

Enter your **Department**, or click the  to view a list of departments from which to choose.

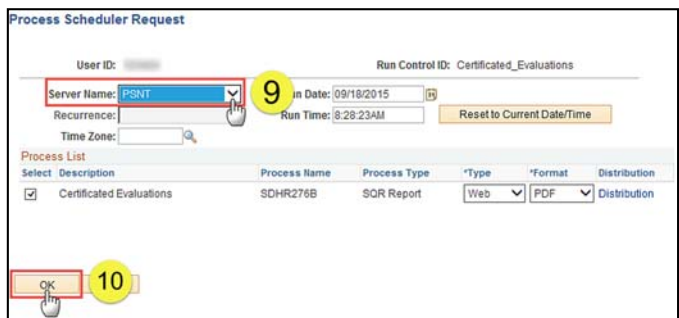


Step 7

Click **Run**.

Step 8

Click **Save**.



Step 9

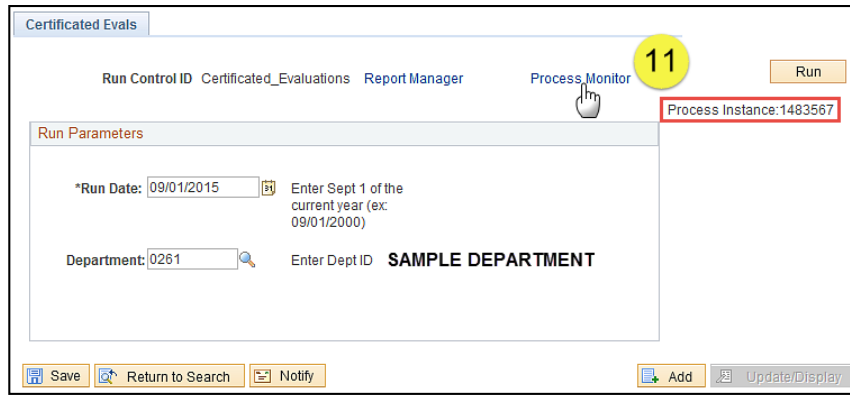
Select **PSNT** from the **Server Name** drop-down menu. You only need to do this the first time you are setting up your report.

Step 10

Click **OK**.

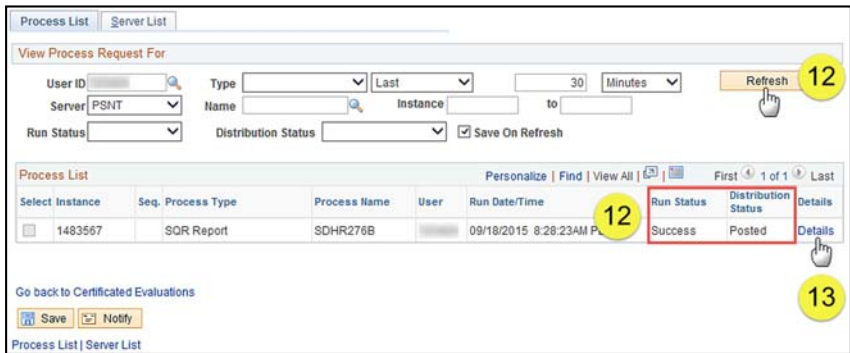
Step 11

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.



Step 12

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.)

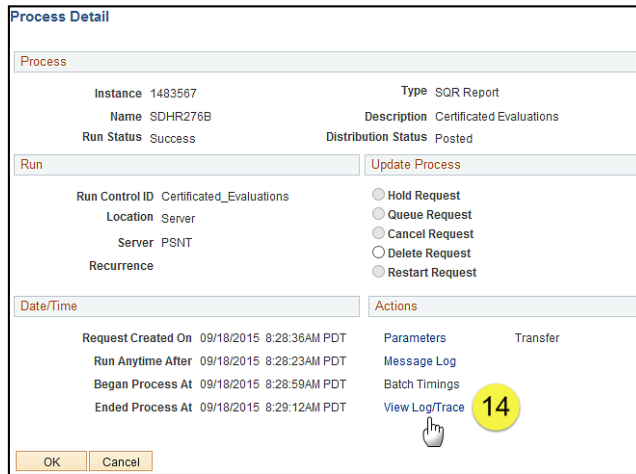


Step 13

Click the **Details** link.

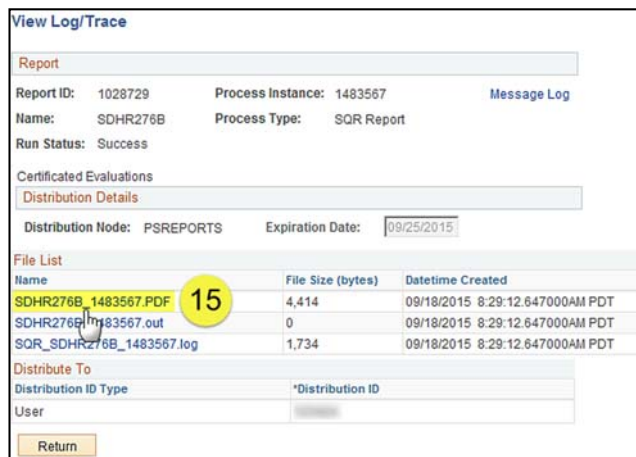
Step 14

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



Step 15

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 11.

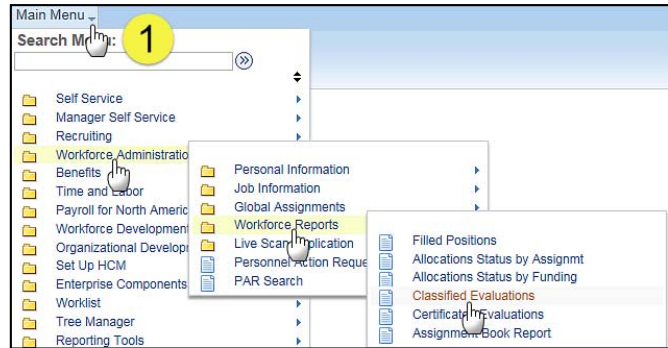


Running the Classified Evaluations Report

The Classified Evaluations Report shows the classified staff at your site who are due for a performance evaluation this school year. The steps below show you how to run the Classified Evaluations Report.

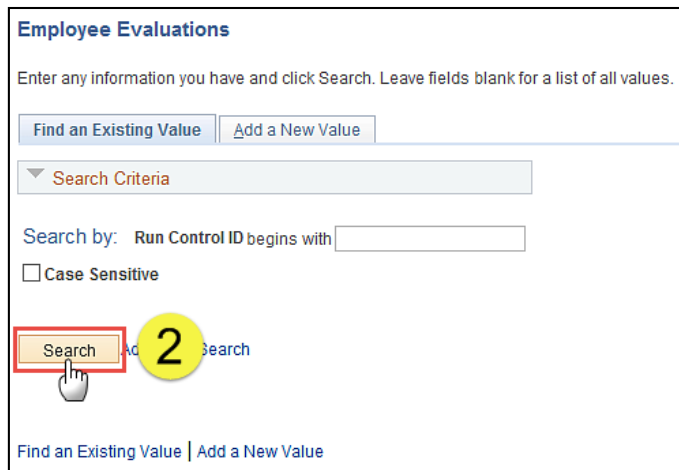
Step 1

Navigate to: **Main Menu > Workforce Administration > Workforce Reports > Classified Evaluations**



Step 2

Click the **Search** button.

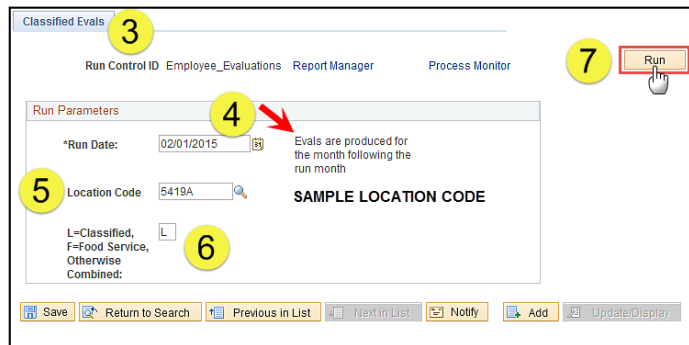


Step 3


This will bring up the report screen.

Step 4

Enter the **Run Date**. Evals are produced for the month following the run month. (ex: 02/01/2015)



Step 5

Enter your **Location Code**, or click the  to view a list of locations from which to choose.

Step 6

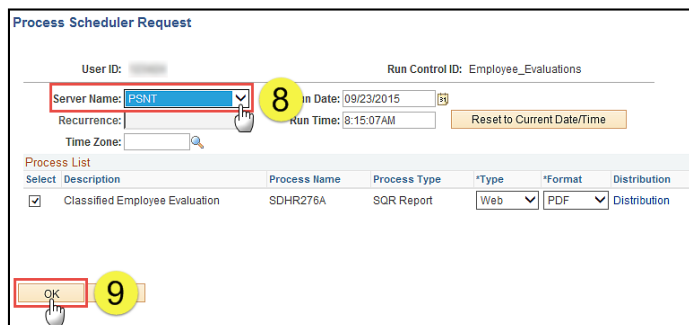
Enter **L** for **Classified**, **F** for **Food Services** or leave blank for all combined.

Step 7

Click **Run**.

Step 8

Select **PSNT** from the **Server Name** drop-down menu.

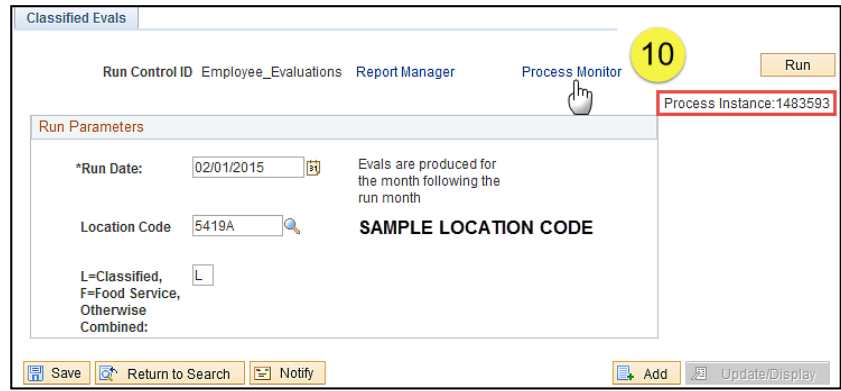


Step 9

Click **OK**.

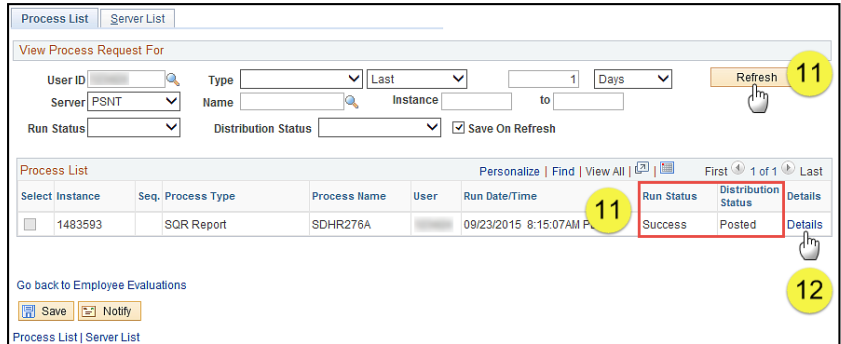
Step 10

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.



Step 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.)

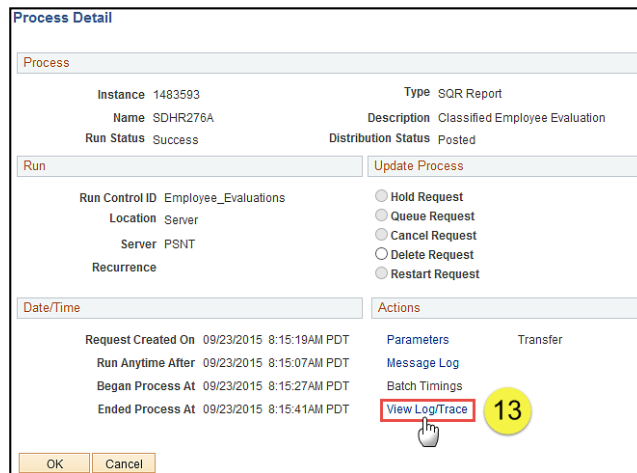


Step 12

Click the **Details** link.

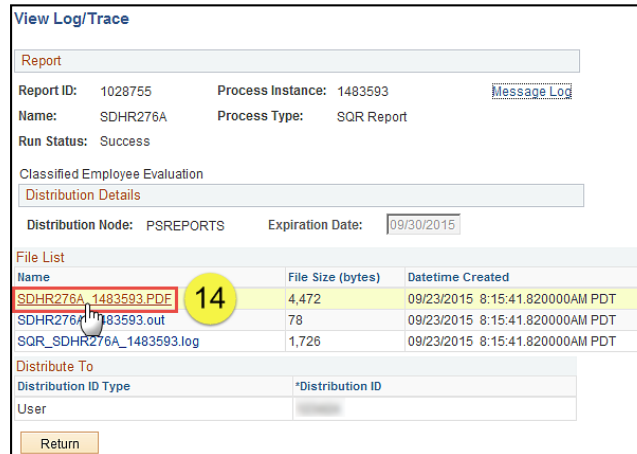
Step 13

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



Step 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 opens in Adobe Acrobat Reader. (See sample report below) You can now view, print or save your report.

Emp ID	Name	Due Date	Job Code/Title	Previous Location	Class/Cert	Months Worked	Union	EE Class	Eval Type	Last Eval Dt
Location 5419A Mental Hlth Resource Ctr										
	Chris Doe	04-17-2015	6478 Rehabilitation Spec		L 12 MODIF	12	05	PER	Bi-Annual	04/17/2015
	Chris Doe	04-24-2015	6478 Rehabilitation Spec	TRACE	L 12 MODIF	12	05	PER	Bi-Annual	07/01/2015

Report ID: SDHR276A **SAMPLE REPORT** PeopleSoft EMPLOYEE EVALUATIONS Page No. 1
Run As Of 02/01/15 Run Date 09/23/2015 Run Time 09:15:28

Evaluation Forms can be downloaded from <https://www.sandi.net/staff/human-resources/human-resources-forms>

Report Field Definitions:

- **EmplID** - Employee ID Number
- **Name** - Employee Name
- **Due Date** - Date evaluation is due
- **Job Code/Title** - Employee's Job Code and Job Title
- **Previous Location** - Employee's location at end of previous school year if different from current location
- **Class/Cert** - Employee's Job Classification, L for Classified, Months Worked, T for Traditional, Y for Year-Round or MODIF for Modified Work Year
- **Months Worked** - 10, 11 or 12
- **Union** -
 - 02** = OSS
 - 03** = OTBS
 - 04** = POA
 - 05** = PARA
 - 06** = SPVR (non-represented supervisors)
 - L6** = SPVR (represented classified supervisors)
 - 08** = CONFID
- **EE Class** -
 - DCH** = District Charter
 - PER** = Permanent
 - PPB** = Perm/Prob (Class)
 - PR1** = Probationary 1 (first yr Prob)
 - PR2** = Probationary 2 (2nd yr Prob)
 - PRO** = Probationary Classified
- **Eval Type** - Annual or Bi-Annual
- **Last Eval Dt** - Employee's last evaluation date, provided that information was entered into the **Performance Eval Tracking** page in PeopleSoft. If the evaluation was not entered into PeopleSoft, the last evaluation date will not show on the report. The **Performance Eval Tracking** page is available from the **HR Manager Dashboard** or can be accessed at **Workforce Development > Performance Management > Performance Eval Tracking**. See the [Entering a Performance Evaluation Summary in PeopleSoft](#) job aid.

Entering Performance Evaluation Outcomes

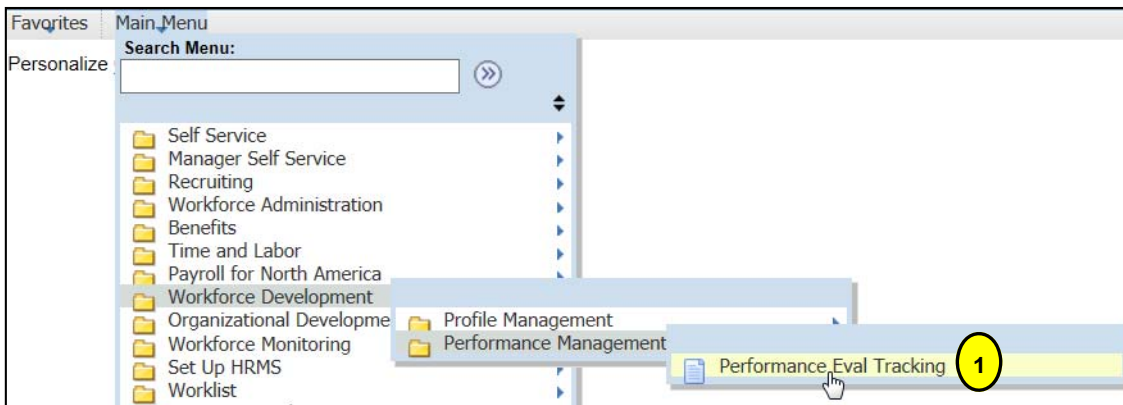
This system is a medium that allows the district to record and maintain record of staff evaluations. It will house the evaluation results of all of our employees, both classified as well as certificated. There are many advantages:

- Monitors the evaluation timeline for each employee.
- Keeps a record of all evaluation results for employees that can be accessed by supervisors.
- Ensures that all employees are evaluated when scheduled.
- Enables the district to generate data for reporting purposes.
- Helps ensure that all employees are evaluated when scheduled.

Once a performance evaluation is completed for any salaried employee, classified or certificated, the manager or evaluator enters the outcome of the evaluation into PeopleSoft as shown below.

Step 1

Navigation: Workforce Development > Performance Management > Performance Eval Tracking



Step 2

Click [Add a New Value](#)

Performance Eval Tracking

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#) 2

Limit the number of results to (up to 300):

Search by:

Correct History

[Advanced Search](#)


[Find an Existing Value](#) | [Add a New Value](#)


Step 3

Enter the **Empl ID** of the employee who was evaluated, and the **Evaluation Date** on which the performance evaluation was conducted. Click **Add**.

Performance Eval Tracking

Find an Existing Value | Add a New Value

Empl ID:  **3**

Evaluation Date: 

Find an Existing Value | Add a New Value

Step 4


The Performance Evaluation Tracking page displays the salaried assignment(s) of the employee at the time the evaluation was conducted. Click the magnifying glass beside the **Performance Evaluation Form** field to select the evaluation form that was used to evaluate the employee.

Performance Eval Tracking

Empl ID 130582 Chris Doe Evaluation Date 10/01/2012

Employee Assignment(s)						
Job Code	Job Title	FTE	Location	Location Description	Employee Class	
1 6450M	Noon Duty Assistant	0.225000	0166A	Kumeyaay Elementary	Probationary Classif	

Evaluation Summary

*Performance Evaluation Form  **4**

Select one of the choices shown below:

Look Up

Select one of the following values:

CADM	Certificated Administrator
COTH	Non-Classroom Certificated
CTCH	Classroom Teacher
LNON	Classified Non-Sup Non-Para
LPRA	Classified Paraprofessional
LSUP	Classified Supervisory

Step 5

If the evaluation was unscheduled (classified) or a special evaluation (certificated), select the checkbox. (If not, leave it blank.) Then select the overall performance rating. These fields will change depending on which performance evaluation form was selected in *Step 4* above.

Sample Classified Evaluation Form:

Evaluation Summary

*Performance Evaluation Form LNON Classified Non-Sup Non-Para

Unscheduled Report: 5

Classified Non-Sup Non-Para

5 Unsatisfactory Requires Improvement Meets Standards Exceeds Standards

Evaluator Supervisor / Rater

Evaluator Rater Job Code:

Last updated by:
Last Update Date/Time

Save Notify Add Update/Display Correct History

Sample Certificated Evaluation Form:

Evaluation Summary

*Performance Evaluation Form CTCH Classroom Teacher

Special Eval/Expedited Special Eval: 5

Classroom Teacher

5 Unsatisfactory Requires Improvement Effective Skip Year

Evaluator Supervisor / Rater

Evaluator Rater Job Code:

Last updated by:
Last Update Date/Time

Save Notify Add Update/Display Correct History

Step 6

In the **Evaluator Supervisor/Rater** field, enter the employee ID of the person who evaluated or rated the employee. To search for the employee ID by name, click the magnifying glass beside the **Evaluator Supervisor/Rater** field, then click **Advanced Lookup** and type the last name of the evaluator. The evaluator's name, job code, and job title as of the Evaluation Date appears.

Evaluator Supervisor / Rater 122165 Chris Doe

Evaluator Rater Job Code: 1305 Principal

Step 7

Click **Save**. The employee ID and name of the last person to save the record appears at the bottom right, with the date and time the record was last saved.

Evaluator Supervisor / Rater 122165 Chris Doe

Evaluator Rater Job Code: 1305 Principal

Last updated by: 122165 Chris Doe

Last Update Date/Time 04/17/13 12:48:13PM

The entry of the Performance Evaluation Summary is now complete

Performance Eval Tracking

Empl ID 130582 Chris Doe Evaluation Date 10/01/2012

Job Code	Job Title	FTE	Location	Location Description	Employee Class
1 8450M	Noon Duty Assistant	0.225000	0186A	Kumeyaay Elementary	Probationary Classif

Evaluation Summary

*Performance Evaluation Form Classified Non-Sup Non-Para

Unscheduled Report:

Classified Non-Sup Non-Para

Unsatisfactory Requires Improvement Meets Standards Exceeds Standards

Evaluator Supervisor / Rater 122165 Chris Doe

Evaluator Rater Job Code: 1305 Principal

Last updated by: 122165 Chris Doe

Last Update Date/Time 04/17/13 12:48:13PM

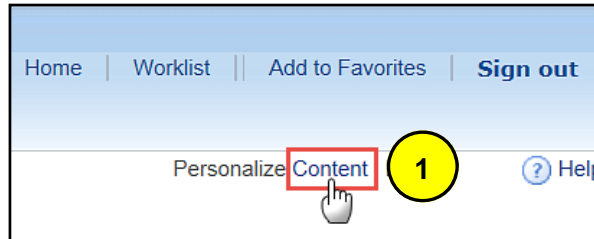
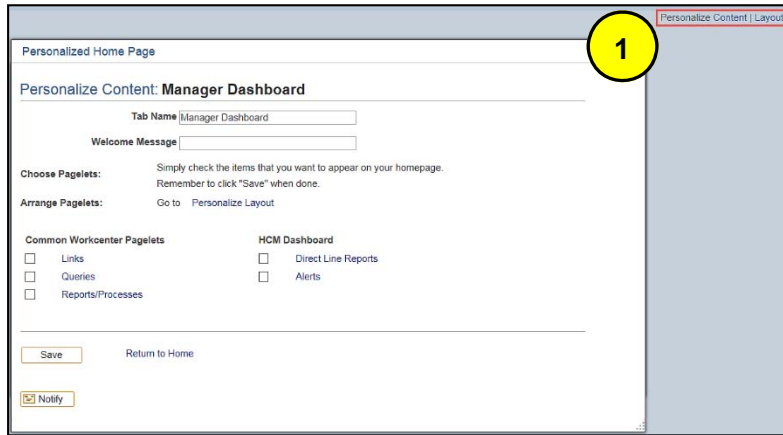
HR Manager Dashboard

The HR Manager Dashboard will streamline and simplify management’s use of PeopleSoft HR by allowing easy access to view their direct team’s information, view alerts, run reports and queries, access commonly used PeopleSoft HR pages, and view manuals and job aids, all from one convenient page in PeopleSoft. The instructions below show how to first set up and personalize the HR Manager Dashboard (one-time only), and then how to use it.

Setting up your HR Manager Dashboard:

Step 1

To set up the Manager Dashboard to appear on your PeopleSoft HCM Home page, click the **Content** link.



Step 2

Select all the **Common Workcenter Pagelets** and the **HCM Dashboard** checkboxes.

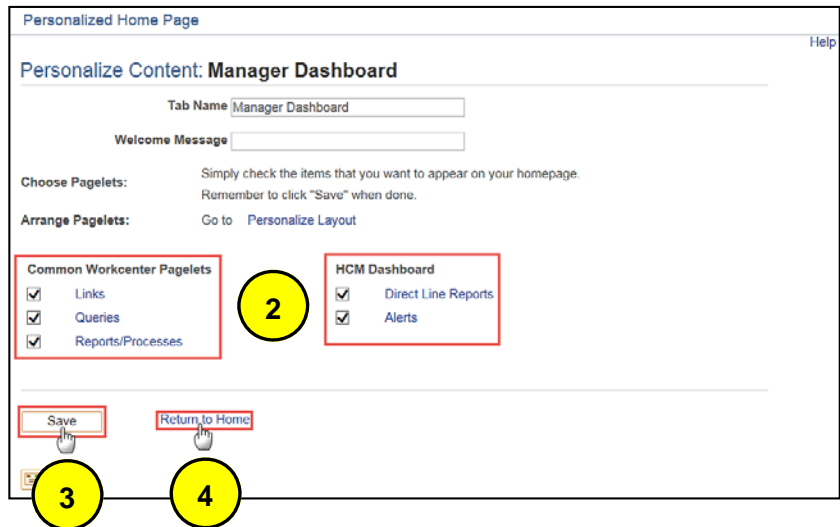
Step 3

Click . This will return you to the **Manager Dashboard** home page.

OR

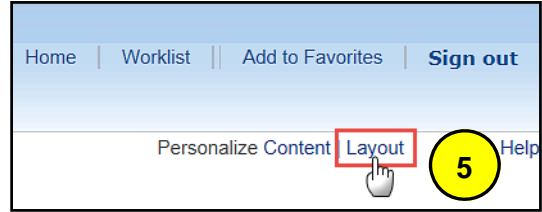
Step 4

Click **Return to Home** if you are viewing this screen and not making any changes.



Step 5

Click the **Layout** link at the top of the Manager Dashboard page.

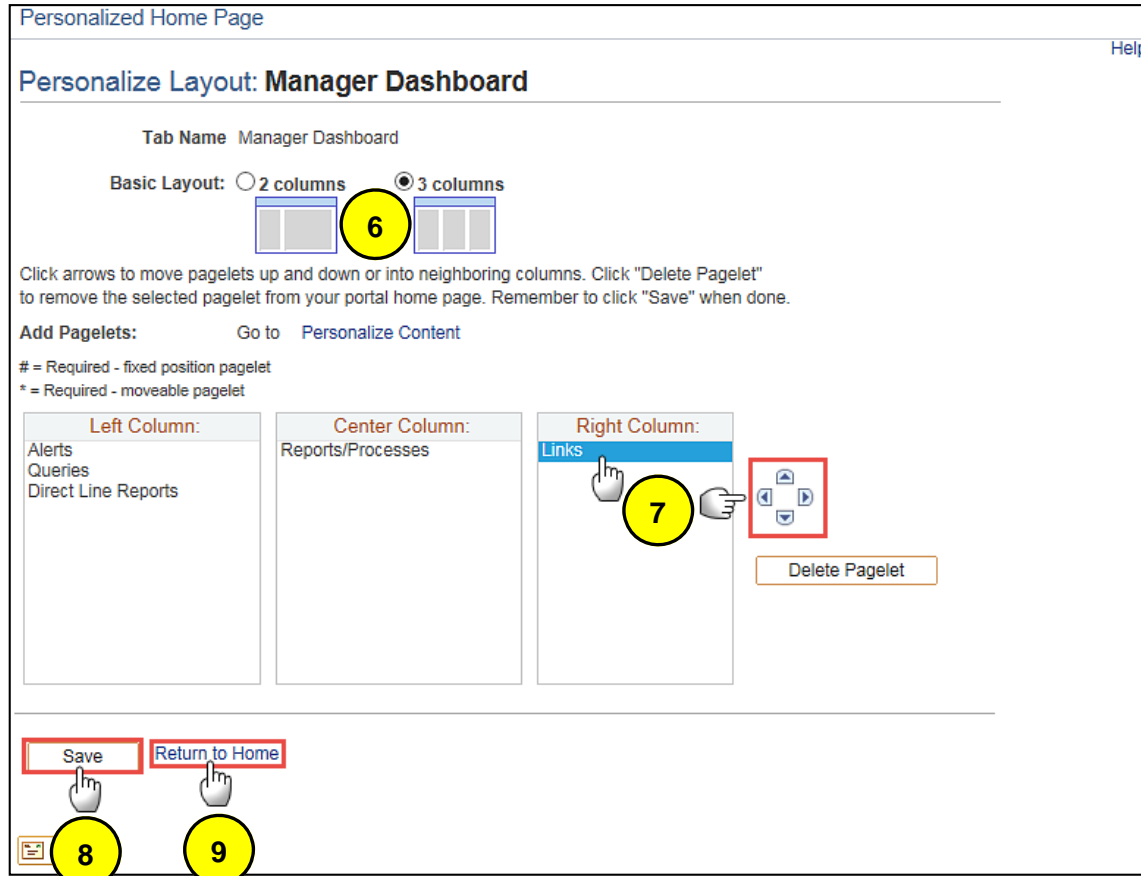


Step 6

Define layout by selecting either a 2 or 3 column layout style you wish to display on your Dashboard.

Step 7

Identify the pagelets that should appear in each column. Move these pagelets from one column to the next by selecting the pagelet and clicking the left or right arrows.



Step 8

Click **Save**. This will return you to the **Manager Dashboard** home page.

OR

Step 9

Click **Return to Home** if you are viewing this screen and not making any changes.

NOTE: The purpose of the above steps is to define the content and layout of your HR Manager Dashboard. Steps 1 thru 9 need only be executed once, unless you later want to remove a pagelet or change the layout.

Using the Manager Dashboard:

Step 1

The **Alerts** pagelet displays Birthday Alerts and Anniversary Alerts (based on employee Hire Date) for your direct reports.



Step 2

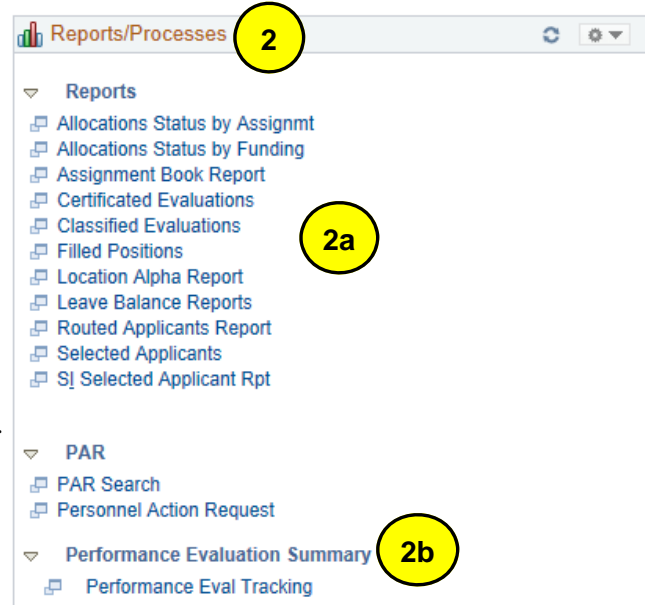
The **Reports/Processes** pagelet displays selected reports and processes on the Dashboard.

Step 2a

Click the **Report** name to access the report run control page and execute the report. **Report will open in a new browser tab.** (Directions for running reports and processes are in the job aids on the **Links** pagelet)

Step 2b

Click the **PeopleSoft Page** name to access the page. **Page will open in a new browser tab.**

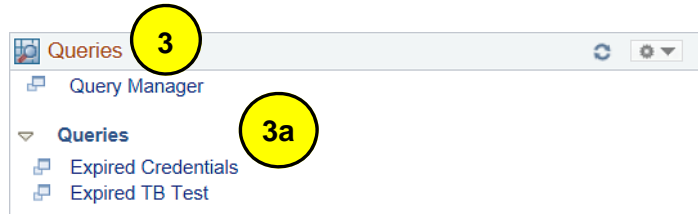


Step 3

The **Queries** pagelet displays selected queries on the Dashboard.

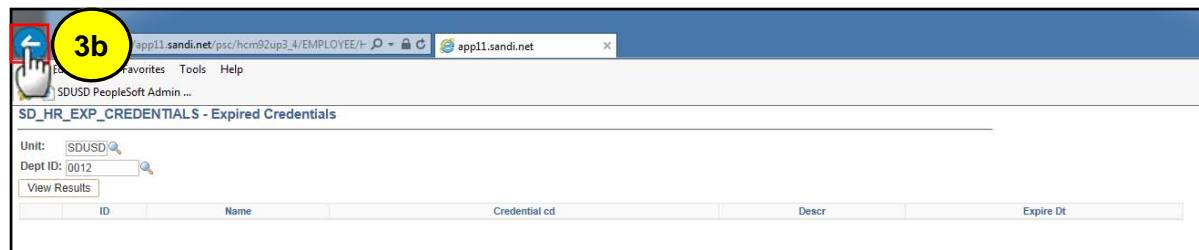
Step 3a

Click the **Query** name to access the page to execute the query. **Query will open in the current browser tab, replacing the Dashboard.**



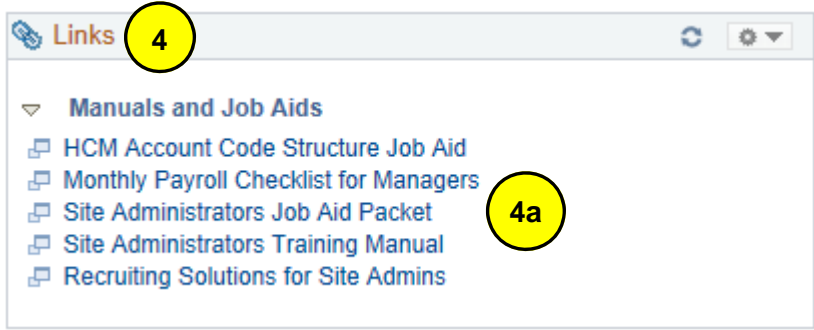
Step 3b

When finished viewing query results, Click the **Back Button** (←) to Return to the **Manager Dashboard** home page.



Step 4

The **Links** pagelet displays frequently used **Manuals and Job Aids** at the District.



Step 4a

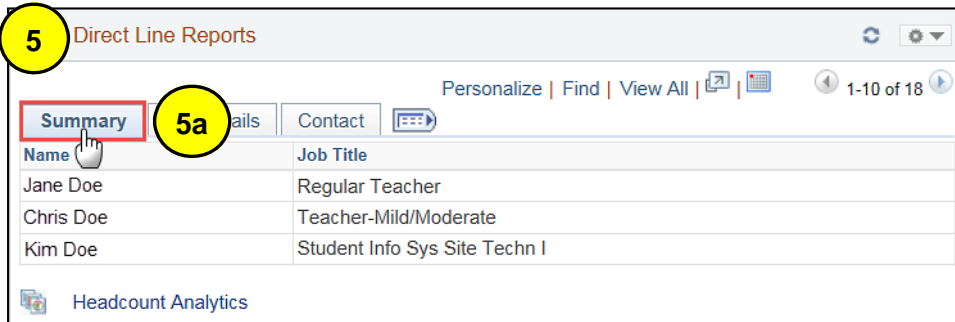
Click the **Manuals and Job Aids** name to access the document. The document will open in a new browser tab.

Step 5

The **Direct Line Reports** pagelet displays information about a manager’s direct reports, including: job details, contact information, licenses and certifications, education and career history. Direct reports are determined by the “Reports To” position on the employee’s Job Data record. “Direct reports” refers to employees for whom you are responsible for signing their timecards. If the direct reports shown in this pagelet are not correct (either missing employees who report to you or showing employees or vacant positions who do not report to you), you can correct it on the “Maintain Reports To Info” page in PeopleSoft. See the “**How to Maintain Reports to Information**” job aid for assistance.

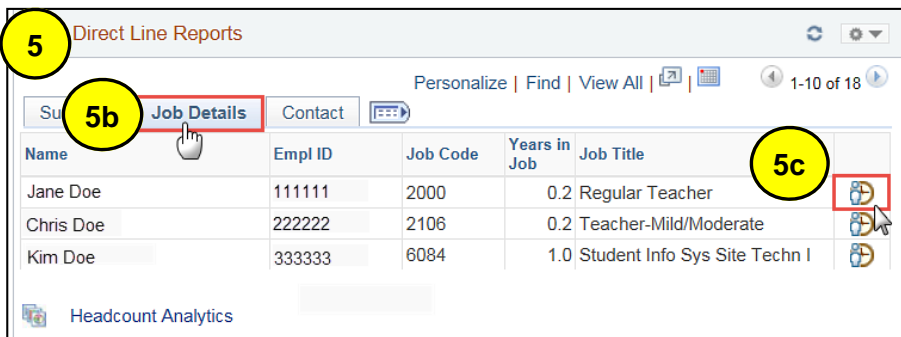
Step 5a

Click the **Summary** tab to view employee’s name and job title.



Step 5b

Click the **Job Details** tab to view a high level overview of employee’s job data.



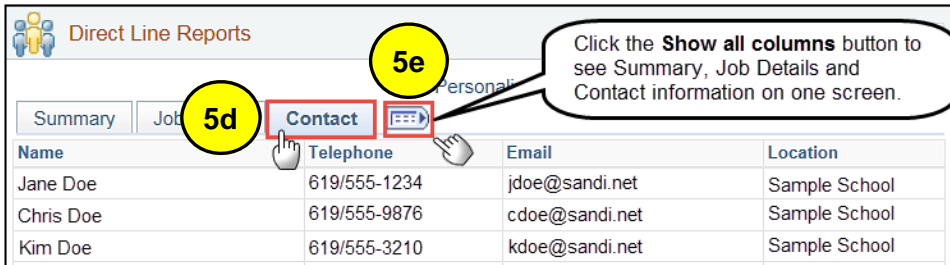
Step 5c

The last column of the **Job Details** tab displays a schedule icon, if applicable. This indicates where an employee is today. The column displays only one icon to indicate the employee schedule for the day, even if more than one schedule applies.

- (holiday) Indicates that the employee is on a holiday break today.
- hierarchical
- (not scheduled) Indicates that the employee is not scheduled to work today based on the employee’s holiday schedule in Job Data.
- (no show) Indicates that the employee did not show up to work today when he or she is scheduled to work.

Step 5d

Click the **Contact** tab to view employee's contact information.



Step 5e

Click the **Show all columns** button to view all columns on one screen.

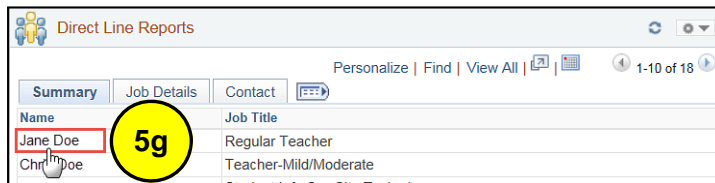


Step 5f

Click the **Show all columns** button to go back to the **Show Tabs** screen.

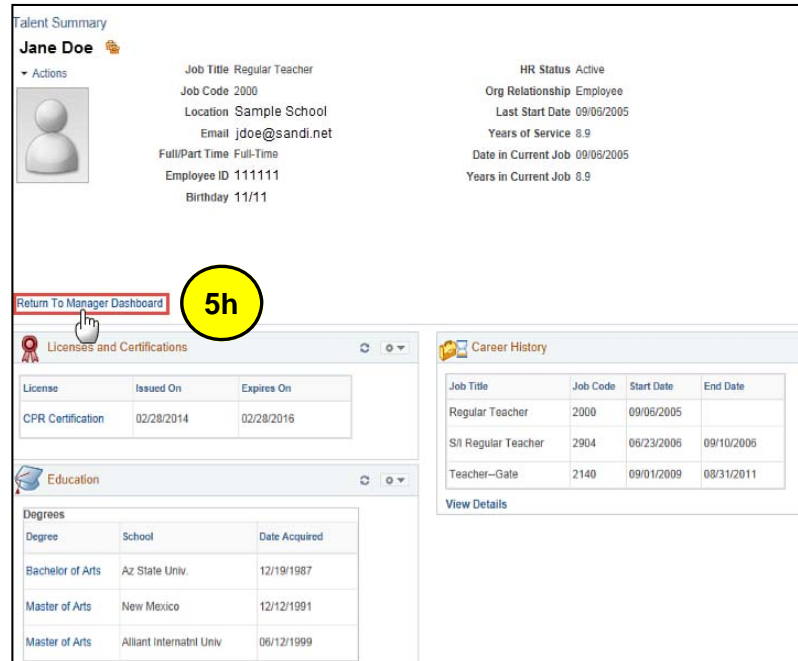
Step 5g

Click the employee's name on any tab in the **Direct Line Reports** pagelet to access the **Talent Summary** page and view employee's job data, licenses and certifications, education and career history.



Step 5h

Click the **Return to Manager Dashboard** link to return to the **Manager Dashboard** home page.



Chapter 7 - Position Management

Position Management Overview

Position Management allows you to staff budgeted positions, each of which has a Job Code, Job Title, Dept, Location, and Combination Code(s). In February 2010, the district moved to "One-to-one Position Management", meaning there is a unique position number for each salaried employee. (This is in contrast to the previous model of "Many-to-one Position Management", in which many salaried employees shared the same position number.) Hourly positions still allow more than one employee per position number. With the Position Management reports discussed starting on page 68, you can determine how many FTE (full time equivalent) you have filled and how many you have available.

This gives SDUSD the flexibility to:

- Budget for positions and departments.
- Create and track position data and history.
- Process employee appointments by position.
- Maintain incumbent data.
- View position and budget histories.

When you structure your system by position, you attach data to the positions and move employees in and out of those positions. By focusing on the position, you can track information related to it, such as bargaining unit or standard hours, regardless of whether an employee holds the position. When the position is vacant, you will not lose the common thread that binds the data together. Use data specific to each position as the basis for planning, recruitment, and budgeting.

Details

A position exists for each salaried employee. The position information includes Job Code, Job Title, Department, Location, Combination Code(s), Standard Hours and the maximum FTE allowed for the position. For example, if you have 25 teachers at your site, they will each have a unique position number, even if the job code, department and funding on their positions is the same.

If a position is split-funded, all funding sources are attached to the position according to the distribution percentage of each funding source (combination code). For example, a split-funded position may have 75% of the position's funding going to one combination code and 25% of the position's funding going to another combination code. The distribution percentage must always total 100% (in our example, $75\% + 25\% = 100\%$), so that each position is fully funded, regardless of position's FTE. The FTE allotted to each combination code is shown on the Allocation Status Report and is calculated by multiplying the FTE of the position (for example, 0.8 FTE) by the distribution percentage divided by 100. (In this example, $.8 \text{ total FTE} \times 75/100 = .6 \text{ FTE}$ for the first combination code, and $.8 \times 25/100 = .2 \text{ FTE}$ for the second combination code).

Hourly positions are created for each unique combination of Job Code, Department, Location, and Combination Code. Multiple hourly employees can be assigned to the same hourly position number.

Position Management and Creating a New Position

In SDUSD's system, the positions are created based on allocation formulas. If a site wants to use discretionary funds to create or change a position because they need extra help besides what has been awarded, the Administrator will fill out the online **Request New Position PAR** form that provides:

- Duties statement
- Combination Code (funding source)
- Position start/end dates
- FTE (full time equivalent)
- Traditional or Year-round designation
- Calendar (10 month, 11 month, 12 month etc.)

This form is system-delivered to the HR department where its information is verified. HR also determines the job code and union characteristics for the particular position. HR creates the position in "inactive" status and the PAR is sent to the Finance department (Budget Analyst) for approval and also to Position Control. If there is adequate and appropriate funding for the requested position, Finance approves the PAR and "activates" the new position and assigns funding to it.

Position Management and Changing an Existing Position

Unless additional allocations have been approved, any changes to existing positions must result in a "net zero" effect on the FTE at a site. Sites submit the online **Change Position Attributes PAR** to request changes to existing positions. These PARs must be approved by Position Control and Finance before the changes can be made. If FTE changes to one position will be balanced by changes to another position at the site, the PAR submitter should note in the Comments field all the positions affected by the change to show the "net zero" effect.

Understanding Budgeting by Position

The Finance department sets up Position Funding and Payroll Expense distribution in the HCM system so expenses are charged to the correct Combination Code.

Position Reports

There are three custom reports for you to review and analyze position information. Each report can be run against a set of selection criteria defined by the user.

- Allocations Status by Assignment Report
- Allocations Status by Funding Report
- Filled Positions Report

Allocations Status by Assignment Report

The Allocation Status by Assignment report will show only those position numbers (and incumbents) where the department on the run control matches the department on the employee’s assignment (Job Data). For each position the report will show all funding sources (100%).

PeopleSoft																			
ALLOCATIONS STATUS BY ASSIGNMENT																			
SAMPLE REPORT																			
Report ID: SDPM280																			
Effective Date: 09/24/2014																			
Order By: Resource, Department, JobCode																			
Page No. 3																			
Run Date 09/24/2014																			
Run Time 10:23:46																			
Type	Pos Num	Loc	Jobcode	Description	Name	FTE/Head Cnt			Allocated			HCM Account Code	Resrc Bud	Acct	Proc	Class	Fund	Ext	
						Used	Allocated	Balance	Dist	FTE	Dist								Class
	117082	0	1.0000	Active	Chris Doe				L	10	Y								
Slry A	30006478	0095A	6419	Attendance Asst		0.0000	0.5000	0.5000	0.5000	100.00%	0095000100024041500010000	00010	00	2404	2700	0000	01000	0000	
Slry A	30003703	0095A	6450M	Noon Duty Assistant		0.2125	0.2125	0.0000	0.2125	100.00%	0095000100029054500010000	00010	00	2905	8300	0000	01000	0000	
	154866	0	0.2125	Active	Chris Doe				L	10	Y								
Slry A	30003704	0095A	6450M	Noon Duty Assistant		0.2125	0.2125	0.0000	0.2125	100.00%	0095000100029054500010000	00010	00	2905	8300	0000	01000	0000	
	127127	0	0.2125	Active	Chris Doe				L	10	Y								
Slry A	30003706	0095A	6450M	Noon Duty Assistant		0.2125	0.2125	0.0000	0.2125	100.00%	0095000100029054500010000	00010	00	2905	8300	0000	01000	0000	
	127853	0	0.2125	Active	Chris Doe				L	10	Y								
Slry A	30003707	0095A	6450M	Noon Duty Assistant		0.2125	0.2125	0.0000	0.2125	100.00%	0095000100029054500010000	00010	00	2905	8300	0000	01000	0000	
	128947	0	0.2125	Active	Chris Doe				L	10	Y								
Slry A	30003739	0095A	6450M	Noon Duty Assistant		0.2125	0.2125	0.0000	0.2125	100.00%	0095000100029054500010000	00010	00	2905	8300	0000	01000	0000	
	129760	0	0.2125	Active	Chris Doe				L	10	Y								
Slry A	20009246	0095A	6535	Elementary School Asst		1.0000	1.0000	0.0000	1.0000	100.00%	0095000100024011500010000	00010	00	2401	2700	0000	01000	0000	
	126042	0	1.0000	Active	Chris Doe				L	10	Y								
Totals for Resource: 00010						<u>Used</u>	<u>Allocated</u>	<u>Balance</u>											
						21.0625	27.5625	6.5000											
Slry A	20009019	0095A	2025	Teacher-Bilingual Education		1.0000	0.0000	-1.0000	0.0000	100.00%	0095000150011070102010000	00015	00	1107	1000	1110	01000	0000	
	123020	0	1.0000	Active	Chris Doe				C	10	Y								
Totals for Resource: 00015						<u>Used</u>	<u>Allocated</u>	<u>Balance</u>											
						1.0000	0.0000	-1.0000											

Report example shown above is the **Allocations Status by Assignment**, sorted by **Resource, Department, Job Code**. A **Salaried Position Summary by Resource** appears at the end of all salaried positions and before hourly positions are shown.

SAMPLE					
SALARIED POSITION SUMMARY BY RESOURCE					
Resource	Job Code	Description	FTE Used	Allocated	Balance
00010	1305	Principal	1.0000	1.0000	0.0000
	1350	Vice Principal	0.0000	1.0000	1.0000
	2000	Regular Teacher	8.0000	12.0000	4.0000
	2025	Teacher-Bilingual Education	7.0000	8.0000	1.0000
	2026	Elem Clsrn Tchrr/ESL Sheltered	2.0000	2.0000	0.0000
	6101	School Clerk I	1.0000	1.0000	0.0000
	6419	Attendance Asst	0.0000	0.5000	0.5000
	6450M	Noon Duty Assistant	1.0625	1.0625	0.0000
	6535	Elementary School Asst	1.0000	1.0000	0.0000
00010 Resource Totals:			21.0625	27.5625	6.5000

Allocations Status by Funding Report

The Allocation Status by Funding report will show only those position numbers (and incumbents) where the department on the run control matches the department of some or all funding sources on the position, regardless of the department on the employee's assignment (Job Data). For each position, only the funding sources that have the same department as the run control department will be shown.

Report ID: SDPM280		PeopleSoft										Page No. 1					
Effective Date: 09/24/2014		ALLOCATIONS STATUS BY FUNDING										Run Date 09/24/2014					
Order By: JobCode		SAMPLE REPORT										Run Time 13:35:52					
Type	Pos Num	Loc	Jobcode	Description	FTE/Head Cnt			Allocated		Resrc	Bud	Acct	Prog	Class	Fund	Ext	
					Used	Allocated	Balance	Dist	FTE								
Slry A	20011531	0095A	1305	Principal	1.0000	1.0000	0.0000	1.0000	100.00%	0095000100013081500010000	00010	00	1308	2700	0000	01000	0000
	ID	Rcd	FTE	Status	Name					Class Indc							
	114208	0	1.0000	Active	Chris Doe					C 11 M							
Totals for Job Code: 1305					Used	Allocated	Balance										
					1.0000	1.0000	0.0000										
Slry A	20002021	0095A	1350	Vice Principal	0.0000	1.0000	1.0000	1.0000	100.00%	0095000100013091500010000	00010	00	1309	2700	0000	01000	0000
Totals for Job Code: 1350					Used	Allocated	Balance										
					0.0000	1.0000	1.0000										
Slry A	20001488	0095A	2000	Regular Teacher	1.0000	1.0000	0.0000	1.0000	100.00%	0095000100011070102010000	00010	00	1107	1000	1110	01000	0000
	ID	Rcd	FTE	Status	Name					Class Indc							
	104551	0	1.0000	Active	Chris Doe					C 10 Y							
Slry A	20001578	0095A	2000	Regular Teacher	0.0000	1.0000	1.0000	1.0000	100.00%	0095000100011070102010000	00010	00	1107	1000	1110	01000	0000
Slry A	20002958	0095A	2000	Regular Teacher	1.0000	1.0000	0.0000	1.0000	100.00%	0095000100011070102010000	00010	00	1107	1000	1110	01000	0000
	ID	Rcd	FTE	Status	Name					Class Indc							
	109145	0	1.0000	Active	Chris Doe					C 10 Y							
Slry A	20004313	0095A	2000	Regular Teacher	1.0000	1.0000	0.0000	1.0000	100.00%	0095000100011070102010000	00010	00	1107	1000	1110	01000	0000
	ID	Rcd	FTE	Status	Name					Class Indc							
	112294	0	1.0000	Active	Chris Doe					C 10 Y							
Slry A	20005149	0095A	2000	Regular Teacher	0.0000	1.0000	1.0000	1.0000	100.00%	0095000100011070102010000	00010	00	1107	1000	1110	01000	0000

Report example shown above is the **Allocations Status by Funding**, sorted by **Job Code**. A **Salaried Position Summary by Resource** appears at the end of all salaried positions and before hourly positions are shown.

Resource		SAMPLE				SALARIED POSITION SUMMARY BY RESOURCE		
Resource	Job Code Description	FTE Used	Allocated	Balance				
00010	1305 Principal	1.0000	1.0000	0.0000				
	1350 Vice Principal	0.0000	1.0000	1.0000				
	2000 Regular Teacher	8.0000	12.0000	4.0000				
	2025 Teacher-Bilingual Education	7.0000	8.0000	1.0000				
	2026 Elem Clerm Tchr/ESL Sheltered	2.0000	2.0000	0.0000				
	6101 School Clerk I	1.0000	1.0000	0.0000				
	6419 Attendance Asst	0.0000	0.5000	0.5000				
	6450M Noon Duty Assistant	1.0625	1.0625	0.0000				
	6535 Elementary School Asst	1.0000	1.0000	0.0000				
00010 Resource Totals:		21.0625	27.5625	6.5000				

Filled Positions Report

The Filled Position report shows how many of your allocated positions are filled and which employees are occupying the positions.

The screenshot shows a report titled 'FILLED POSITIONS BY LOCATION' with the following callouts:

- Status of Employee:** Points to the 'Status' column.
- Employee ID/Information:** Points to the 'Emp ID' and 'Name' columns.
- Rcd, Jobcode Description:** Points to the 'Rcd' and 'Jobcode Description' columns.
- HCM Account Code (Combination Code):** Points to the 'HCM Account Code' column.
- Pos Num, Pos Dept, Pos Loc:** Points to the 'Pos Num', 'Pos Dept', and 'Pos Loc' columns.
- Dist FTE, Dist %:** Points to the 'Dist FTE' and 'Dist %' columns.
- FTE Per Position:** Points to the 'FTE' column.
- Financials Chartfield:** Points to the 'Resource', 'Budget', 'Account', 'Program', 'Class', 'Fund', 'Extended', and 'Acct Descr' columns.

Status	Emp ID	Name	Dist FTE	Dist %	Rcd	FTE	Jobcode Description	Dept	Resource	Budget	Account	Program	Class	Fund	Extended	Acct Descr
Active	113877	Chris Doe	1.0000	100.00%	0	1.000000	2025 Teacher-Bilingual Education	0095	00010	00	1107	1000	1110	01000	0000	Clarm Tchr
Active	113994	Chris Doe	1.0000	100.00%	0	1.000000	Inglual Education	0095	00800	00	1107	1000	4760	01000	0000	Clarm T
Active	114208	Chris	1.000000	100.0000%	0	1.000000	1305 Principal	0095	00010	00	1305	2700	0000	01000	0000	senior Pri
Active	114340	Chris Doe	0.4375	50.00%	0	0.875000	6479 Child Dev Cntr Asst	0095	61051	00	2101	1000	0001	12000	0000	Classrm Par
Active	115397	Chris Doe	0.6250	100.00%	0	0.625000	6485 Spec Ed Asst	0095	33100	00	2101	1110	5770	01000	4262	Classrm Par
Active	115439	Chris Doe	1.0000	100.00%	0	1.000000	2026 Elem Clarm Tchr/BSL Sheltered	0095	00010	00	1107	1000	4760	01000	0000	Clarm Tchr
Active	115569	Chris Doe	1.0000	100.00%	0	1.000000	2025 Teacher-Bilingual Education	0095	30100	00	1107	1000	1110	01000	0000	Clarm Tchr
Active	117082	Chris Doe	1.0000	100.00%	0	1.000000	6101 School Clerk I	0095	00010	00	2401	2700	0000	01000	0000	Clerk OTBS

The report is sorted by Salaried and Hourly positions, then by employee in alpha order.

The Personnel Action Request (PAR)

Nine different electronic Personnel Action Request or PAR forms are used for different types of position and employee actions.

Each PAR can be routed individually depending on who needs to approve it and who needs to take additional action on it. You can track where a PAR is at any time. (See the **PAR Search** job aid.)

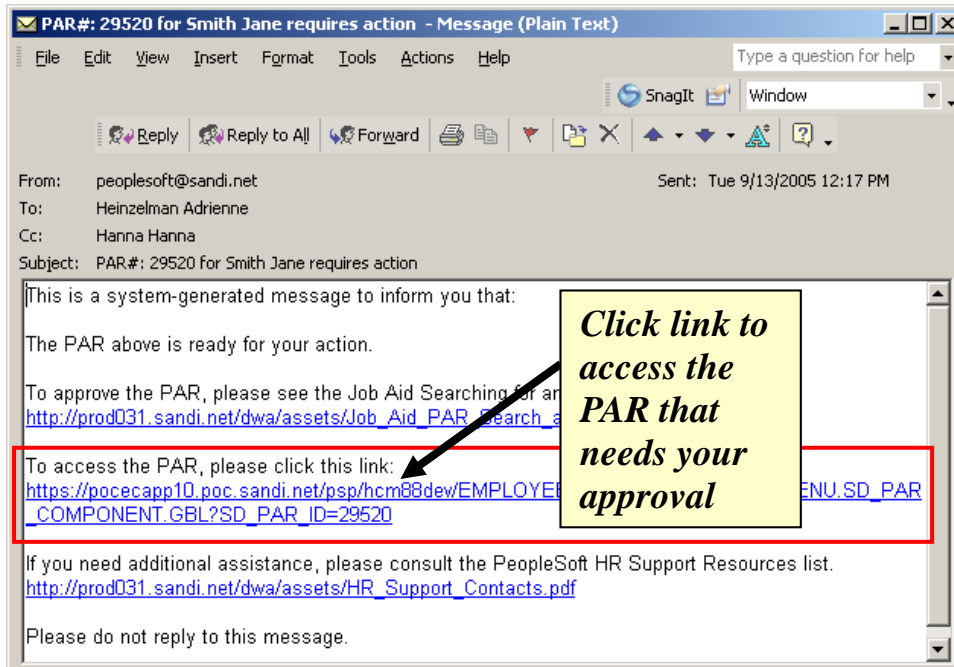
There are six PAR forms dealing with Employee Actions and three PAR forms dealing with Position Action, as shown below:

Employee Action PARs	Position Action PARs
<ul style="list-style-type: none"> Hire/Rehire Add Concurrent Job Assignment Change Salary Change LOA Termination 	<ul style="list-style-type: none"> Change Attributes Fill Vacancy Request New

Approving PARS

Once an initial request for a PAR has been saved, the Site Administrator must review and submit the PAR to HR for Routing, Approval, and Processing. The system will send an automatic email notification about the PAR when it needs an approval. The email contains a link that can take you directly to the PAR.

To site admin upon save of PAR:



The following page shows the step-by-step instructions on how to approve a PAR.

Step 1

Click the link in the email message to open the PAR, the PAR page is displayed.

The screenshot shows the PeopleSoft PAR form with the following details:

- PAR ID:** 217179
- Status:** 2-Submit for Approval
- Empl Grp:** Certificated
- Empl Dept:** 0011
- Final Approver:** SD_H_HR_PAR_ROUTER
- Contact Name:** Chris Doe
- Orig:** 02/16/16 2:33PM
- Original Requestor:** 110618 Chris Doe
- Contact Phone:** 619/467-8909
- Submit:** 11/30/15 12:48PM
- Submitted By:** Chris Doe
- Site FAX:** [Empty]

Effective Date: 09/08/2015
Action: Hire
Reason: NHI New Hire

Rehire: [Empty]
New Hire: First Name: Chris, Last Name: Doe, SSN: 389678656, Address: 45 Second Street, City: San Diego, State: CA, Zip: 98090, Email: cdoe@yahoo.com

Position/Employee Information:
Job Share: [Unchecked]
For HR Use Only: Sal Plan: [Empty], Grade: [Empty], Step: [Empty]

Enter Position(s) and FTE(s):
Position: 20006420 Regular Teacher
FTE: 1.000000
Dept ID: 0011 Baker Elementary
Max FTE: 1.000000
Location: 0011A Baker Elementary
TL Calendar: C10 YCERT Certificated YR 184DAYS
Job Code: 2000 Regular Teacher
Over-alloc Emplid: [Empty]
Reports To: 20008419
Reason for Overallocation: [Empty]
Class Indc: Certificated 10 mo Y

Combination Code	Distribution Percent
1 0011000100011070102010000	100.000

Comment History:
 11-30-2015 12:51:07 - Chris Doe
 This is a test PAR for class.

Buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Dis

Step 2

Verify that all pertinent information has been entered and is accurate, (such as Differential, Special Comp, or temporary as appropriate) then click the **Status** drop down box and select **Submit for Approval** from the list, click **Save**.

The following page will be displayed. The **Orig Req** field is populated with the date and time of approval. The PAR will now show up in the Router or Budget Analyst Search Results.

The updated PAR form shows the following details:

- PAR ID:** 217179
- Status:** 2-Submit for Approval
- Empl Grp:** Certificated
- Empl Dept:** 0011
- Final Approver:** SD_H_HR_PAR_ROUTER
- Contact Name:** Chris Doe
- Orig Req:** 02/16/16 2:33PM
- Original Requestor:** 110618 Chris Doe
- Contact Phone:** 619/467-8909
- Submit:** 11/30/15 12:48PM
- Submitted By:** Chris Doe
- Site FAX:** [Empty]

Searching for a PAR

There are two ways to search for a PAR:

- Personnel Action Request
- PAR Search

Personnel Action Request

Step 1

Navigation: Workforce Administration → Personnel Action Request → Find an Existing Value

Step 2

To search by **PAR ID**, **PAR Type** or **Status** click the drop-down menu for that field to make your selection. To reduce the number of rows returned in your search, be specific with the search fields. Enter your DeptID in the **Department** search field. Click to view a list of results.

PAR - Personnel Action Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

PAR ID =

PAR Type =

Status =

Submit =

Approver/Processor Role begins with

Description begins with

Department begins with

Employee Group =

Emplid begins with

Case Sensitive

Step 3

Choose the PAR you want to view by clicking the PAR ID link.

PAR - Personnel Action Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

PAR ID =

PAR Type =

Status =

Submit =

Approver/Processor Role begins with

Description begins with

Department begins with

Employee Group =

Emplid begins with

Case Sensitive

Search Results

View All First 1-2 of 2 Last

PAR ID	PAR Type	Status	Submit	Orig Req	Approver/Processor Role	Description	Department	Employee Group	Emplid
217179	Hire/RHire	Init Req	11/30/2015	(blank)	SD_H_HR_PAR_ROUTER	Request Approval	0011	Certif	110581
217179	Hire/RHire	Init Req	11/30/2015	(blank)	SD_H_HR_PAR_ROUTER	Request Approval	0011	Certif	110618

PAR page is displayed.

Hire/Rehire Approvals Position Over Allocation Employees in Position					
PAR ID: 217179 <input type="text" value="PAR Search"/> *Empl Grp: <input type="text" value="Certificated"/> Final Approver: SD_H_HR_PAR_ROUTER Status: <input type="text" value="1-Initial Request"/> *Empl Dept: <input type="text" value="0011"/> *Contact Name: <input type="text" value="Chris Doe"/> Orig *Original: <input type="text" value="110618"/> Chris Doe *Contact Phone: <input type="text" value="619/467-8909"/> Ext: <input type="text"/> Req: Requestor: <input type="text"/> Site FAX: <input type="text"/> Submit: 11/30/15 12:48PM Submitted By: Chris Doe					
Effective Date: <input type="text" value="09/08/2015"/> Action: <input type="text" value="Hire"/> Reason: <input type="text" value="NHI"/> New Hire <input type="checkbox"/> TOC Temp Assign End Date: <input type="text"/> Reason for Hourly/TOC Assignment: <input type="text"/>					
Rehire Empl ID: <input type="text"/>	New Hire First Name: <input type="text" value="Chris"/> MI: <input type="text"/> Last Name: <input type="text" value="Doe"/> SSN: <input type="text" value="389678656"/> Address: <input type="text" value="45 Second Street"/> Phone: <input type="text" value="914/256-6562"/> City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="98090"/> Email: <input type="text" value="cdoe@yahoo.com"/>				
Position/Employee Information Job Share: <input type="checkbox"/> Job Share Emplid: <input type="text"/> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> For HR Use Only Sal Plan: <input type="text"/> Grade: <input type="text"/> Step: <input type="text"/> </div>					
Enter Position(s) and FTE(s) Find First 1 of 1 Last Position: <input type="text" value="20006420"/> Regular Teacher FTE: <input type="text" value="1.000000"/> Dept ID: 0011 Baker Elementary Max FTE: 1.000000 Location: 0011A Baker Elementary TL Calendar: <input type="text" value="C10 YCERT"/> Certificated YR 184DAYS Job Code: 2000 Regular Teacher Over-alloc Emplid: <input type="text"/> Reports To: 20008419 Reason for Overallocation: <input type="text"/> Class Indc: Certificated 10 mo Y <table border="1" style="width: 100%;"> <thead> <tr> <th>Combination Code</th> <th>Distribution Percent</th> </tr> </thead> <tbody> <tr> <td>1 0011000100011070102010000</td> <td>100.000</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-top: 5px;"> Differential/Spec Comp Info <input type="text"/> </div>		Combination Code	Distribution Percent	1 0011000100011070102010000	100.000
Combination Code	Distribution Percent				
1 0011000100011070102010000	100.000				
Comment History 11-30-2015 12:51:07 - Chris Doe This is a test PAR for class.					
Add a new comment <input style="width: 100%;" type="text"/>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/> <input type="button" value="Update/Dis"/> </div>					
Hire/Rehire Approvals Position Over Allocation Employees in Position					

PAR Search

The PAR Search page is a powerful search tool that allows you to search on more criteria than the Personnel Action Request screen. With the PAR Search, you can perform searches on any combination of the following fields:

- Submitter Name
- Originator Name (Site Admin or Dept. Head)
- PARs with contracts (certificated only)
- Last Name
- Position Number
- PAR Effective Date range

Step 1

Navigation: Workforce Administration → PAR Search

Step 2

As an example, enter a last name in **Last Name** field and/or type in **Employee ID** number. Enter an **Effective Date for the PAR(s) you are searching for**. Click **Search** to view a list of results. Depending on the criteria you enter, several employees with the same last name and effective date might be displayed. Choose the correct employee by clicking the **Details** link to view the detailed PAR information.

PAR ID:
Position:
Effective Date >=:
Effective Date <=:

Empl ID:
Submitted By:
Original Requestor:

Name:
Status:

Last Name:
Employee Group:

Department:
PAR Type:

Approver:
Approved:

Role:
Worked:

Routing Role:
Worked:

Search
Clear Search Criteria

Open New Window when clicking on 'Details'
 Associated Contract

Details	PAR ID	Empl ID	Name	Position	Effective Date	PAR Type	Status	Dept	Empl Grp	Request Date/Time
Details	212695	125333	Chris Doe		05/04/2015	Term	Complete	5685	Classified	02/09/15 1:14PM
Details	213012	117616	Chris Doe		05/01/2015	Term	Complete	0395	Classified	02/19/15 9:02AM
Details	213902	116825	Chris Doe	30006712	05/01/2015	Assign Chg	Complete	0200	Classified	03/20/15 7:25AM
De	214074	116825	Chris Doe		05/01/2015	Sal Chg	Complete	0200	Classified	03/24/15 2:39PM
Details	214199	150551	Chris Doe	30006593	05/01/2015	Hire/RHire	Complete	5481	Classified	03/27/15 10:24AM
Details	214200		Doe,Chris	30006595	05/01/2015	Hire/RHire	Complete	5481	Classified	03/27/15 10:30AM
Details	214202	156719	Chris Doe	30006596	05/01/2015	Hire/RHire	Complete	5481	Classified	03/27/15 10:34AM
Details	214207		Doe,Chris	30006597	05/01/2015	Hire/RHire	Complete	5481	Classified	03/27/15 10:43AM
Details	214242	151720	Chris Doe	20012369	05/04/2015	Assign Chg	Complete	5451	Certif	03/30/15 8:27AM
Details	214343	166296	Chris Doe	20006680	05/04/2015	Assign Chg	Complete	0395	Classified	04/02/15 7:42PM
Details	214373	154070	Chris Doe		05/01/2015	Term	Complete	0479	Classified	04/06/15 11:09AM

NOTE: If your search criteria is too broad, it could return more rows than the system can display. If an error message such as the one shown below appears, enter additional criteria to narrow your search.

Message

The criteria you entered will return 1778 rows. Please add more criteria to narrow down your selection. Status Draft was added to your criteria

How to Check on a PAR

When viewing a PAR, click the **Approvals** tab at the top of the header to see the status.

Hire/Rehire **Approvals** Position Over Allocation Employees in Position

PAR ID: 119531 Empl Grp: Classified Final Approver: SD_H_HR_PAR_ROUTER
 Status: 5-Complete Empl Dept: 0480 Contact Name: Jane Doe
 Orig Req: 01/07/09 6:30PM Original Requestor: 107496 Chris Doe Contact Phone: 858/273-2021 Ext:
 Submit: 01/06/09 9:30AM Submitted By: Chris Doe Site FAX: 858

Approval Roles				
Approver Role	Created Datetime	Action	Date/Time	Name
SD_H_HR_BUDGET	01/06/09 9:35AM	Approve	01/08/09 8:08:09AM	Chris Doe
SD_H_HR_PAR_ROUTER	01/08/09 8:07AM	Approve	01/08/09 2:57:47PM	Chris Doe
SD_H_HR_RECRUIT_SPED	01/08/09 2:56PM	Approve	01/08/09 3:39:08PM	Chris Doe

Additional Actions				
Processor Role	Created Datetime	Worked	Date/Time	Name
SD_H_HR_ORIENTATION	01/08/2009 2:54PM	Worked	01/12/09 12:46:41PM	Chris Doe
SD_H_HR_PC_INPUT	01/12/2009 12:46PM	Worked	01/13/09 9:02:13AM	Chris Doe
SD_H_TL_PAYTL	01/13/2009 9:02AM	Worked	01/13/09 12:14:32PM	Chris Doe
SD_H_TL_SAMS_OPERATOR	01/13/2009 9:02AM	Worked	01/13/09 9:50:33AM	Chris Doe

You can view who has or has not approved or worked the PAR.

PAR Status Definitions:

- **Draft** - When an incomplete PAR is saved. Populate remaining required fields and save to move to *Initial Request*.
- **Initial Request** - When PAR is created by Submitter.
- **Submit for Approval** - PAR has been reviewed by Site Admin/Dept Head and is ready to be routed by HR.
- **Route for Approval** - PAR routed to one or more approver roles for review.
- **Route for Processing** - PAR routed to one or more processor roles to perform an action.
- **Complete** - All approvers have approved the PAR and all processors have marked the PAR "Worked".
- **Cancel** - PAR is no longer active.

Chapter 8 - Resources & Support

Tips & Tricks

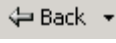
Don't Get Logged Out Unexpectedly! If you think it might take you longer than 15 minutes to complete your work in PeopleSoft, do the following to ensure the system won't log you out unexpectedly.

After you log into PeopleSoft and after you click the **Financials Supply Chain** link, go back to the portal page (where you signed in) and close that window by its X button in the upper right corner.

SDCS Expense Rules – At the bottom of any Travel Authorization Summary and Expense Report Details page, you will find a link called **SDCS Expense Rules**. When you click this link it brings you to a page with all the district's rules and policies on eligible expenses. At the bottom of this page you can click **Return** to go back to where you left off.



Don't Click the Back Button – A general rule to follow when using any PeopleSoft applications is to

never click the **Back** button  on your browser window. Doing so can make you lose your work, and even kick you completely out of the software program. You will always be able to find a menu choice or other link to click on within the page, to bring you back to the previous page or to other pages.

Help Your Computer Work Better For You - Clearing Your Cache Files

It is important for you to maintain your PeopleSoft application connection so that it remains in optimum working condition at all times.

To do this, you must complete a quick, simple, routine task every day. The task is called “**Clearing Your Cache Files**”.

Cache files are files that are deposited onto your computer's hard drive every time you click to a new web page while you're on the Internet. They are also referred to as Cookies or Temporary Internet Files. They are generally harmless. But if you ignore them, they pile up every time you use the Internet. They can pile up so much that it can cause your computer to perform sluggishly, or even start to get weird error messages that make no sense. So, it's important for you to clear out all the cache files every day, to make room for the new ones that will come in.

To clear your cache files in Internet Explorer:

1. Click the **TOOLS** menu.
2. At the bottom of the drop-down menu, click **INTERNET OPTIONS**.
3. In the Internet Options window, click the **DELETE** button (about in the middle).
4. Be sure there is a checkmark in every checkbox, *except* leave the checkmark *out* of the **Preserve Favorites website data** checkbox.
5. Click **DELETE** at the bottom, and wait until it is finished (you'll know when the indicator goes off screen).
6. Click **OK** at the bottom.
7. Close your browser window and reopen it. This refreshes it completely.

Support - How to Find Assistance

Do not contact the Help Desk for support with PeopleSoft applications. They are not equipped or trained for PeopleSoft support.

You can get assistance in a number of ways:

Online Resources

Go online to our SDUSD PeopleSoft training web site:

<http://www.sandi.net/staff/peoplesoft/peoplesoft-support-resources>

There, you can find:

- Custom-designed animated, narrated, interactive video tutorials showing how to do these tasks.
- An FAQ page.
- Names, emails, and telephone numbers for SMEs (Subject Matter Experts) all around the district who can help you. These are people in our Accounts Payable, Strategic Sourcing, and Finance Departments.
- The most up-to-date handbooks and job aids created just for you.

Open Lab Sessions

Occasionally we hold Open Labs, as we are able. An Open Lab is a computer lab classroom at our training center in San Diego, where you can drop in and receive one-on-one assistance with any of your PeopleSoft tasks. Open Lab is not a place to receive training. It is a place for already-trained individuals to receive assistance with questions or any difficulties they experience with using PeopleSoft applications. No appointments or registrations are required for Open Lab. It is a first-come, first-served, informal session. If an IT trainer is working with you, and another person is waiting for a turn with the trainer, we must limit our one-on-one session with you to 15 minutes. Open Labs are posted on our training calendar web page, in our training website:

Training Calendar (From www.sandiegounified.org, click Staff Portal, sign in with your Employee ID and password, click Technical Support & Resources, click PeopleSoft, click Training Opportunities, click Training Class Calendar).