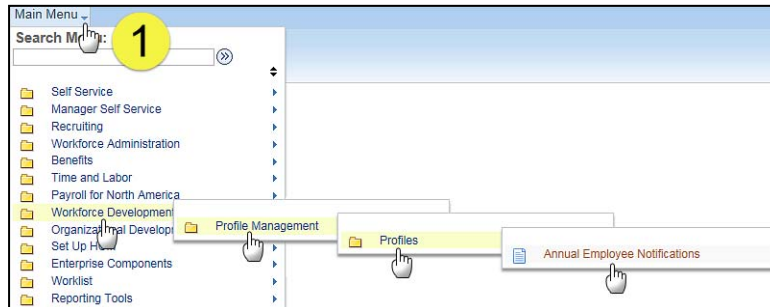


How to Run the Annual Employee Notifications Report

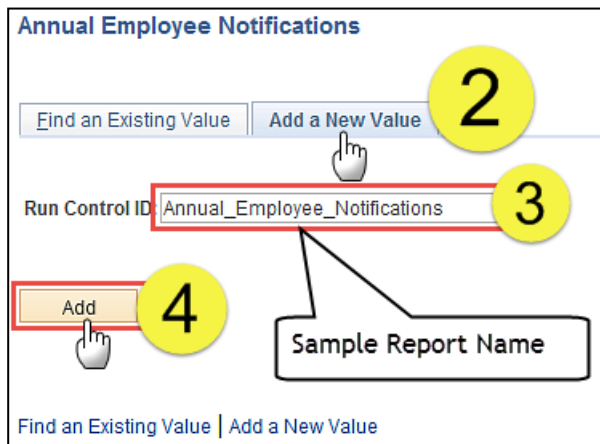
This job aid will show you how to run the Annual Employee Notifications Report. Each year, the site administrator or site PAR submitter will run the Annual Employee Notifications Report at the beginning of school. Each employee should sign the report to indicate that they have successfully completed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

1. Navigate to: Main Menu > Workforce Development > Profile Management > Profiles > Annual Employee Notifications



2. Click the Add a New Value Tab

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



4. Click the Add button.

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

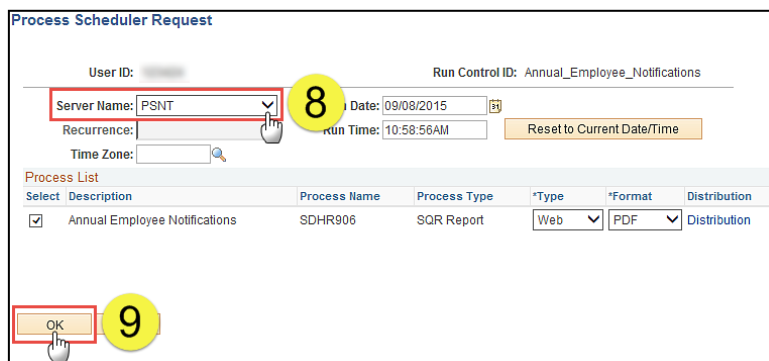
5. In the Location Code field enter *your* Location Code (ex: 0000A) or click to search for a location.



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

7. Click Run.

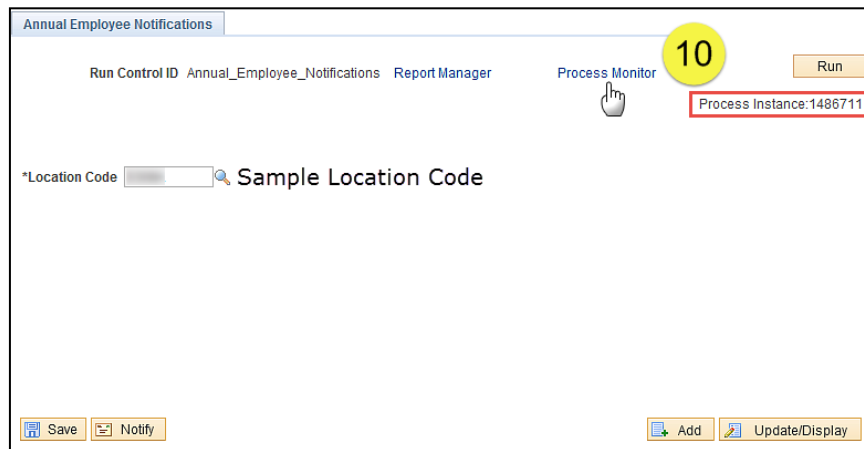
8. Select PSNT from the Server Name drop-down menu. You only need to do this the first time you are setting up your report.



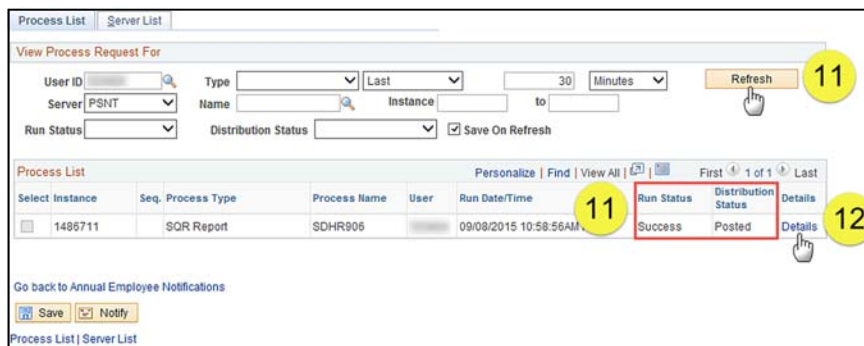
9. Click OK.

How to Run the Annual Employee Notifications Report

10. After you click OK, you will be given a Process Instance Number and returned to the Report Page. Click the **Process Monitor** link to view the status of the report.

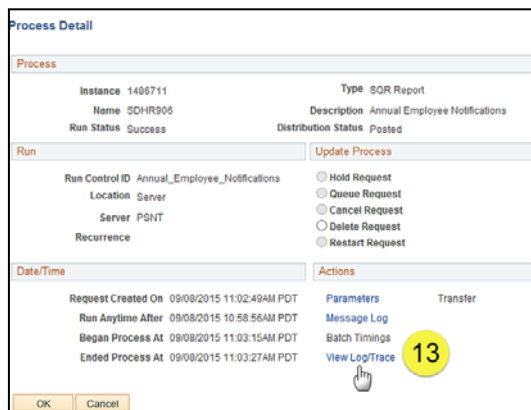


11. Your report is done processing when the **Run Status** reads "Success" and **Distribution Status** reads "Posted" (If not, hit the **Refresh** button until they change to the correct status.)

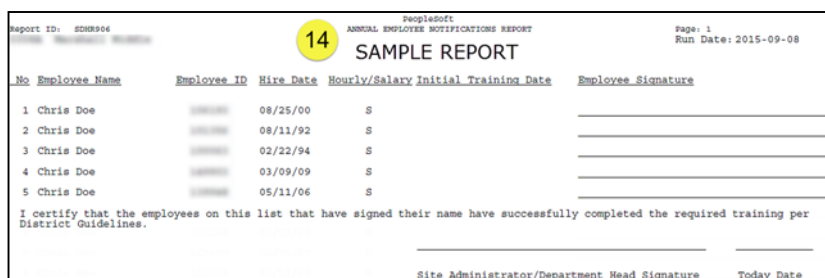
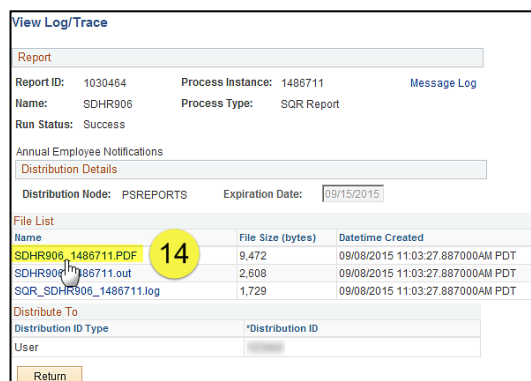


12. Click the **Details** link.

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



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



Annual Employee Notifications Tracking

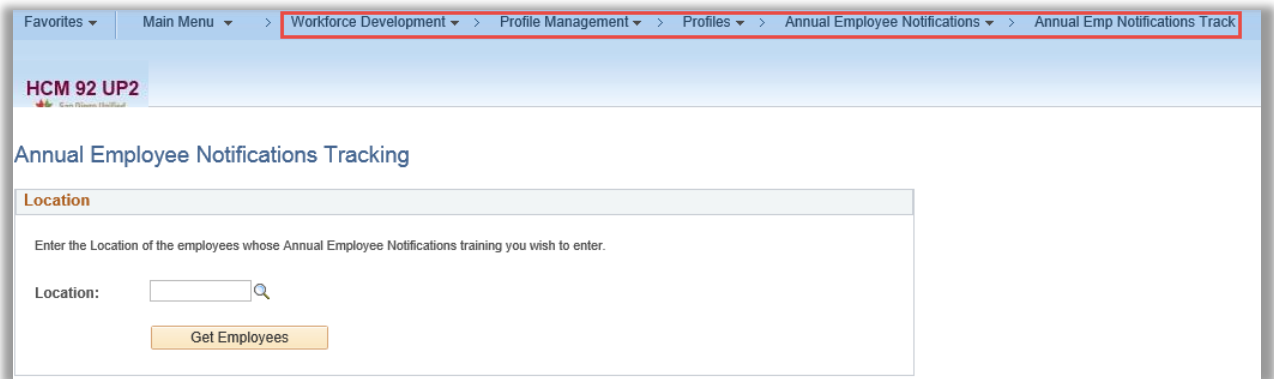
Part I: Running the Annual Employee Notifications Report (See Job Aid)

Navigation: *Workforce Development > Profile Management > Profiles > Annual Employee Notifications > Annual Emp Notifications Rpt*

Employees will sign this sheet when they have completed the training.

Part II: Entering the date employees received Annual Employee Notifications

1. Navigate to: *Workforce Development > Profile Management > Profiles > Annual Employee Notifications > Annual Emp Notifications Track*



The screenshot shows a web browser window with a navigation breadcrumb trail: Favorites > Main Menu > Workforce Development > Profile Management > Profiles > Annual Employee Notifications > Annual Emp Notifications Track. The page title is "HCM 92 UP2" and the main heading is "Annual Employee Notifications Tracking". Below the heading is a section titled "Location" with a sub-heading "Enter the Location of the employees whose Annual Employee Notifications training you wish to enter." There is a text input field labeled "Location:" with a search icon to its right, and a yellow "Get Employees" button below it.

2. In **Location**, enter or select the location of the employees who received the Annual Notifications training.
3. Click **Get Employees**.
4. In **Training Date**, enter the date the employees received Annual Notifications training for the current school year.

Annual Employee Notifications Tracking

Location: 5508A Human Resources School Year: 2016-2017

Please select the Date on which employees were trained on the Annual Employee Notifications. This date is used to auto-fill employees' Training Date after you click on "Completed Training" check box.

Training Date:

Employee Name	Employee ID	Hire Date	Hourly/Salary	Completed Training	Training Date
Archard,Rhonda K	136091	04/26/2005	Salaried	<input type="checkbox"/>	<input type="text"/>
Asfazadour,Timothy L	113290	07/24/1979	Salaried	<input type="checkbox"/>	<input type="text"/>
Ayub,AnaMaria	113984	01/28/2002	Salaried	<input type="checkbox"/>	<input type="text"/>

- In the **Completed Training** column, click the checkbox to select it for each employee who attended the Annual Notifications training and who signed the Annual Notifications Report.

Annual Employee Notifications Tracking

Location: 5508A Human Resources School Year: 2016-2017

Please select the Date on which employees were trained on the Annual Employee Notifications. This date is used to auto-fill employees' Training Date after you click on "Completed Training" check box.

Training Date:

Employee Name	Employee ID	Hire Date	Hourly/Salary	Completed Training	Training Date
Archard,Rhonda K	136091	04/26/2005	Salaried	<input checked="" type="checkbox"/>	10/11/2016
Asfazadour,Timothy L	113290	07/24/1979	Salaried	<input type="checkbox"/>	<input type="text"/>
Ayub,AnaMaria	113984	01/28/2002	Salaried	<input checked="" type="checkbox"/>	10/11/2016
Bello,Jackie Lee	111884	04/04/2001	Salaried	<input checked="" type="checkbox"/>	10/11/2016
Birch,Lorrie Elise	124881	09/08/1980	Hourly	<input type="checkbox"/>	<input type="text"/>
Boland,Stacy L	163189	02/05/2014	Salaried	<input type="checkbox"/>	<input type="text"/>
Bossard,Shannon Leanne	129366	09/06/1991	Salaried	<input checked="" type="checkbox"/>	10/11/2016
Buguey,Carolanne G	115655	01/19/1982	Salaried	<input type="checkbox"/>	<input type="text"/>

The system will fill in the Training Date for each selected employee based on the Training Date entered at the top of the page.

- After all employees who received Annual Notifications training on that date have been selected, click the checkbox to indicate that the Site Administrator certifies the employees completed training. Then enter the employee ID of the Site Administrator/Department Head for that location.

Schaefer,Susan M	113999	01/19/1996	Salaried	<input type="checkbox"/>	<input type="text"/>
Sugahara,Francesca V	122913	02/25/2002	Salaried	<input type="checkbox"/>	<input type="text"/>
Tarantino,Nina A	143947	05/21/2007	Salaried	<input type="checkbox"/>	<input type="text"/>
Thede,Acacia Eir	163699	05/12/2014	Salaried	<input type="checkbox"/>	<input type="text"/>

I certify that the employees selected on the list have successfully completed the required training per District guidelines.

Site Administrator / Dept Head: Thede,Acacia Eir

Site Administrator Job Code: 1166 Exec Dir, Human Resources

Last Updated by:

Last Update Date/Time:

[Return To Search](#)

7. Click **Save**.

Tarantino,Nina A	143947	05/21/2007	Salaried	<input type="checkbox"/>	<input type="text"/>
Thede,Acacia Eir	163699	05/12/2014	Salaried	<input type="checkbox"/>	<input type="text"/>

I certify that the employees selected on the list have successfully completed the required training per District guidelines.

Site Administrator / Dept Head: Thede,Acacia Eir

Site Administrator Job Code: 1166 Exec Dir, Human Resources

Last Updated by: 122498 Heinzelman,Adrienne L

Last Update Date/Time: 03/30/17 5:14:30PM

[Return To Search](#)

After saving, the system will record the employee ID and name of the person who last saved, and the date and time the page was last saved.