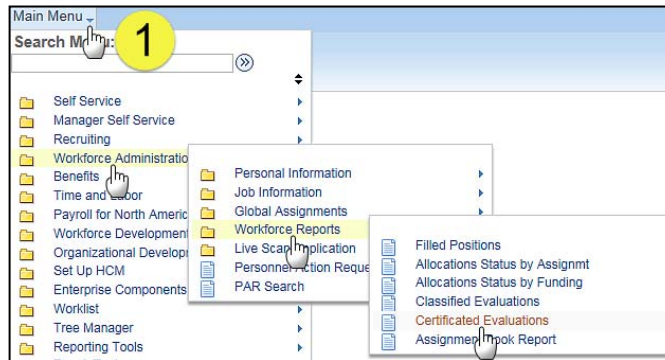


How to Run the Certificated Evaluations Report

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

1. Navigate to: Main Menu > Workforce Administration > Workforce Reports > Certificated Evaluations



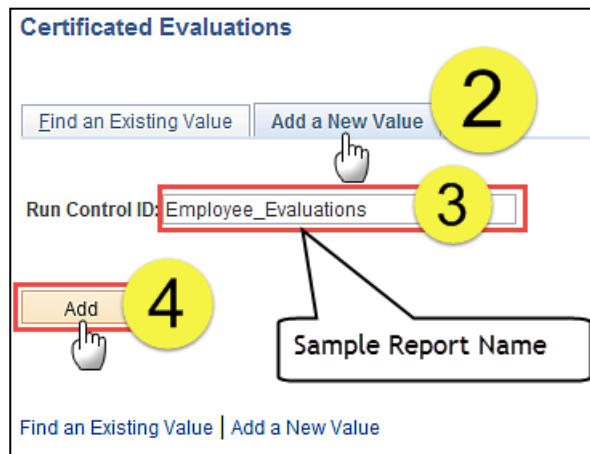
2. Click the Add a New Value Tab

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

NOTE: This same report name is used for the Classified Evaluations Report. You do not need to set up another report.

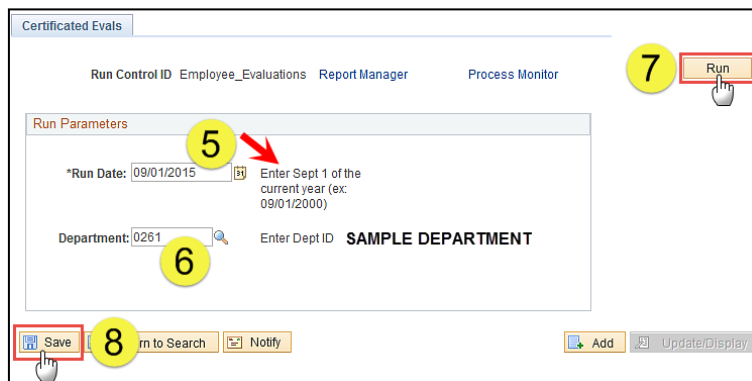
4. Click the Add button.

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 the Run Control ID you have created. Click the appropriate link.



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

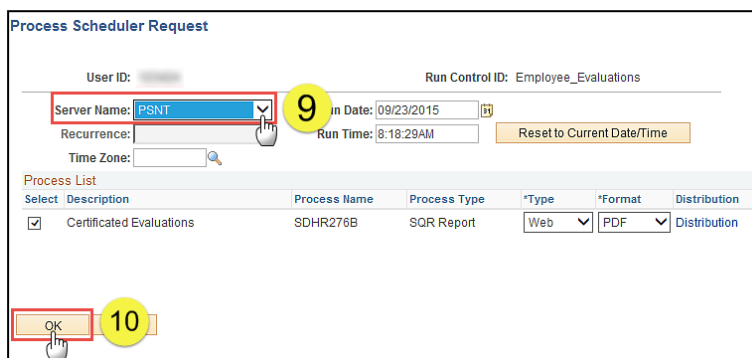
6. Enter your Department, or click the magnifying glass icon to view a list of departments from which to choose.



7. Click Run.

8. Click Save.

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.



10. Click OK.

How to Run the Certificated Evaluations Report

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.

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.)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1463933		SQR Report	SDHR276B		09/23/2015 8:26:56AM P	Success	Posted	Details

13. Click the **Details** link.

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

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.

Name	File Size (bytes)	Datetime Created
SDHR276B_1463933.PDF	4,727	09/23/2015 8:28:17.083000AM PDT
SDHR276B_1463933.out	33	09/23/2015 8:28:17.083000AM PDT
SQR_SDHR276B_1463933.log	1,726	09/23/2015 8:28:17.083000AM PDT

How to Run the Certificated Evaluations Report

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

Report ID: SDHR276B		SAMPLE REPORT		PeopleSoft EMPLOYEE EVALUATIONS		Page No. 1 Run Date: 09/18/2015 Run Time: 10:37:20				
Run As Of: 09/01/15										
Emp ID	Name	Job Code/Title	Previous Location	Class/Cert Union	EE Class	Eval Type	Last Eval Dt	Eval Form	Special Eval	Skip Year
Department 0261		Silver Gate Elementary								
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		X
	Chris Doe	2226 Teacher-Moderate/Severe	C 10 Y	01	PER	Bi-Annual				
	Chris Doe	2000 Regular Teacher	C 10 T	01	PER	Bi-Annual	06/23/2014	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual	06/23/2014	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/13/2013	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PR2	Annual	06/23/2014	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PR2	Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual				
	Chris Doe	2000 Regular Teacher	C 10 Y	01	PER	Bi-Annual	06/23/2014	Class Tchr		
	Chris Doe	2000 Regular Teacher	C 10 Y	01	LVR	Annual				

Report Field Definitions:

- **EmplID** - Employee ID Number
- **Name** - Employee Name
- **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, C for Certificated, Months Worked, T for Traditional or Y for Year-Round, JS for Job Share (if applicable)
- **Union** - Employee's union affiliation
- **EE Class** - PER - Permanent, PR1 - Probationary 1st year, PR2 - Probationary 2nd year, LVR - Leave Replacement
- **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.
- **Eval Form** - Evaluation form used for the employee's last evaluation will show provided the evaluation was entered into the **PeopleSoft Performance Eval Tracking** page as described above.
- **Special Eval** - If the employee's last evaluation was a special evaluation, it will show provided the evaluation was entered into the **PeopleSoft Performance Eval Tracking** page as described above.
- **Skip Year** - If employee's last evaluation was a skip year (the evaluation was due but skipped), it will show provided the evaluation was entered into the **PeopleSoft Performance Eval Tracking** page as described above.