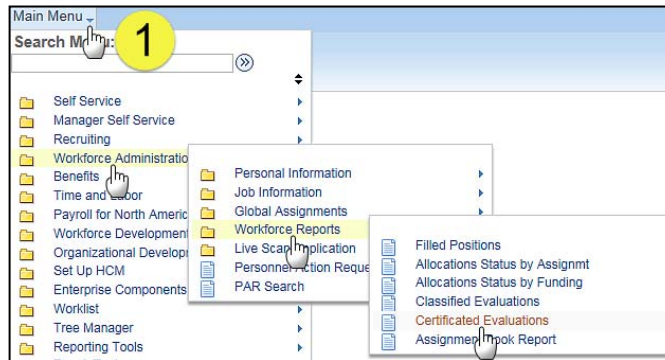# How to Run the Certificated Evaluations Report

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)**

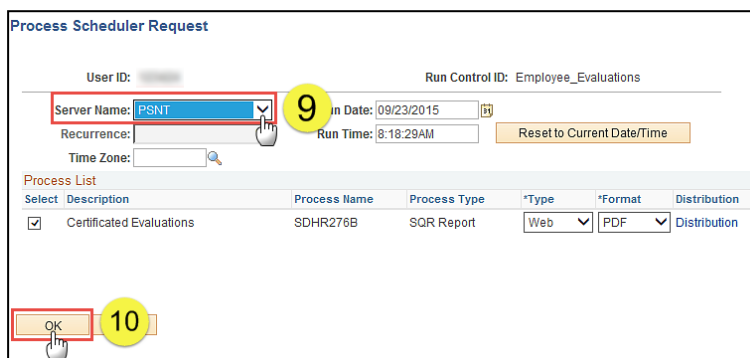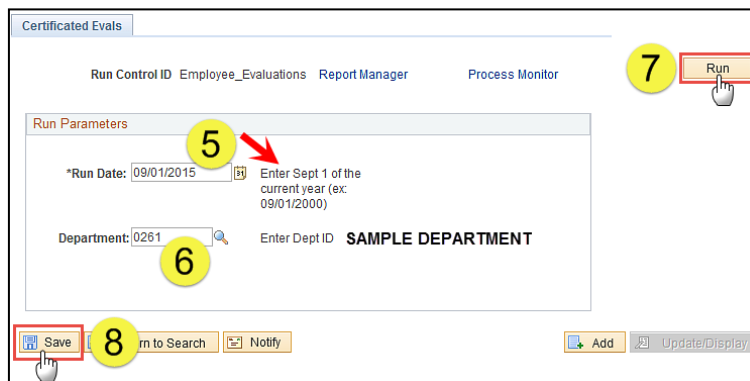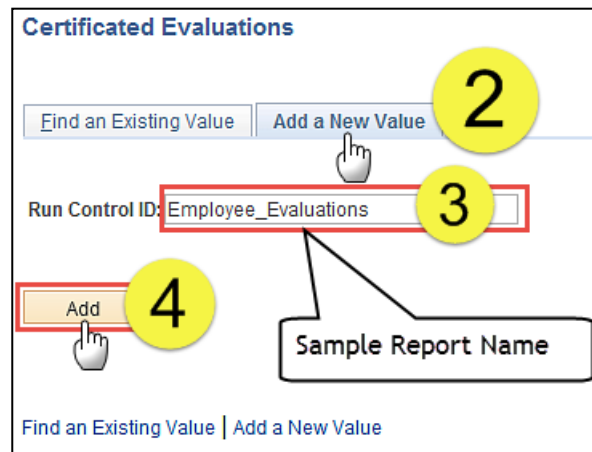6. Enter your **Department**, or click the 🔍 to view a list of departments from which to choose.

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**.

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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.)

13. Click the **Details** link.

Certificated Evals

Run Control ID Employee_Evaluations   Report Manager   Process Monitor **11**   Run

Process Instance:1463933

Run Parameters

*Run Date: 09/01/2015 📅 Enter Sept 1 of the current year (ex: 09/01/2000)

Department: 0261 🔍 Enter Dept ID   **SAMPLE DEPARTMENT**

💾 Save   ✉ Notify   ⊞ Add   ⟳ Update/Display

Process List Server List

View Process Request For

User ID [____] 🔍   Type [____ ▾] [Last ▾] [30] [Hours ▾]   Refresh **12**
Server [PSNT ▾]   Name [____] 🔍   Instance [____] to [____]
Run Status [____ ▾]   Distribution Status [____ ▾]   ☑ Save On Refresh

Process List   Personalize | Find | View All | 🗗 | 🔳   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	**12**	Run Status	Distribution Status	Details
☐	1463933		SQR Report	SDHR276B		09/23/2015 8:26:56AM P		Success	Posted	Details

13

Go back to Certificated Evaluations

💾 Save   ✉ Notify

Process List | Server List

---

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.

Process Detail

Process

Instance 1463933   Type SQR Report
Name SDHR276B   Description Certificated Evaluations
Run Status Success   Distribution Status Posted

Run   **Update Process**

Run Control ID Employee_Evaluations   ○ Hold Request
Location Server   ○ Queue Request
Server PSNT   ○ Cancel Request
Recurrence   ○ Delete Request
    ○ Restart Request

Date/Time   **Actions**

Request Created On 09/23/2015 8:27:11AM PDT   Parameters   Transfer
Run Anytime After 09/23/2015 8:26:56AM PDT   Message Log
Began Process At 09/23/2015 8:27:33AM PDT   Batch Timings
Ended Process At 09/23/2015 8:28:17AM PDT   View Log/Trace **14**

OK   Cancel

View Log/Trace

Report

Report ID: 1009722   Process Instance: 1463933   Message Log
Name: SDHR276B   Process Type: SQR Report
Run Status: Success

Certificated Evaluations
Distribution Details
Distribution Node: PSREPORTS   Expiration Date: 09/30/2015

File List

Name	File Size (bytes)	Datetime Created
SDHR276B_1463933.PDF **15**	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

Distribute To

Distribution ID Type	*Distribution ID
User	123424

Return

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          Page No.  1
                                            EMPLOYEE EVALUATIONS        Run Date09/18/2015
                                                                       Run Time10:37:20
Run As Of09/01/15
                                 Previous           EE        Last      Eval    Special  Skip
Emp ID   Name       Job Code/Title    Location  Class/Cert Union Class  Eval Type  Eval Dt   Form    Eval     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
        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   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
        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  06/23/2014 Class Tchr
        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
        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   PER  Bi-Annual  06/23/2014 Class Tchr
        Chris Doe        2000 Regular Teacher        C 10 Y   01   LVR  Annual     06/13/2013 Class Tchr
        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:

- **EmpIID** - 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.

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