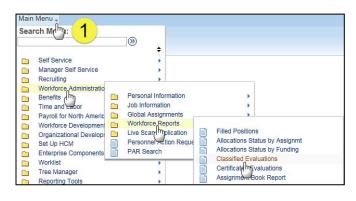
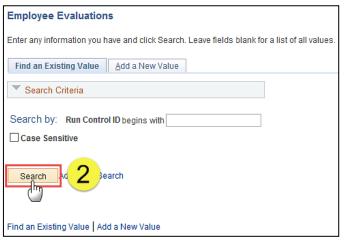
PeopleSoft HCM

How to Run the Classified Evaluations Report

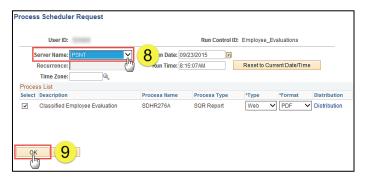
The Classified Evaluations Report shows the classified staff at your site who are due for a performance evaluation this school year. This job aid will show you how to run the Classified Evaluations Report.

- Navigate to: Main Menu > Workforce Administration > Workforce Reports > Classified Evaluations
- 2. Click the Search button.
- 3. This will bring up the report screen.
- Enter the Run Date. Evals are produced for the month following the run month. (ex: 02/01/2015)
- 5. Enter your Location Code, or click the \(\) to view a list of locations from which to choose.
- Enter L for Classified, F for Food Services or leave blank for all combined.
- 7. Click Run.
- 8. Select **PSNT** from the **Server Name** drop-down menu.
- 9. Click OK.









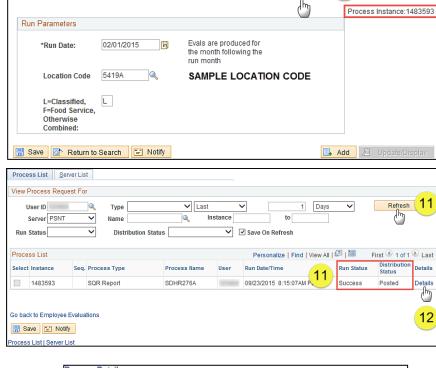
Oct 2015

How to Run the Classified Evaluations Report

Run Control ID Employee Evaluations Report Manager

Classified Evals

- 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.



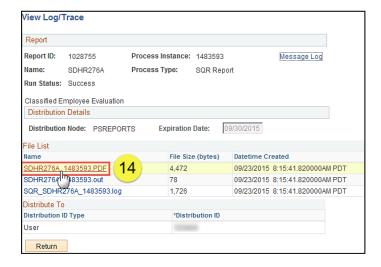
10

Process Monitor

Run

- 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.





PeopleSoft HCM

Oct 2015

PeopleSoft HCM

How to Run the Classified Evaluations Report

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

	: SDHR276A	SAMPLE REPORT			EN	PeopleSoft PLOYEE EVALUATIONS					Page No. 1 Run Date09/23/201 Run Time08:15:28	
Run As Of	02/01/15 Name		Due Date	Job (Code/Title	Previous Location	Class/Cert	Months Worked	Union	EE Class	Eval Type	Last Eval Dt
Location	5419A	Mental Hlt	th Resource Ctr									
=	Chris Doe Chris Doe		04-17-2015 04-24-2015		Rehabilitation Spec Rehabilitation Spec		L 12 MODIF L 12 MODIF	12 12	05 05	PER	Bi-Annual Bi-Annual	04/17/2015 07/01/2015
Evaluatio	n Forms car	be downlo	aded from https:/	/www.s	sandi.net/staff/human	-resources/human-res	ources-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.

Oct 2015 3