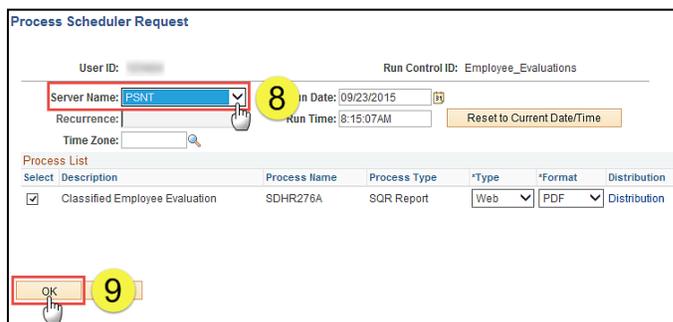
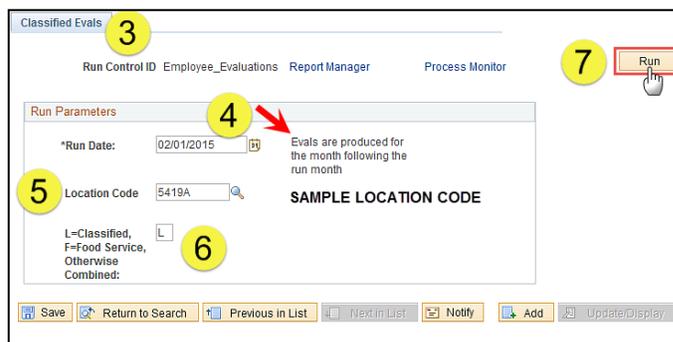
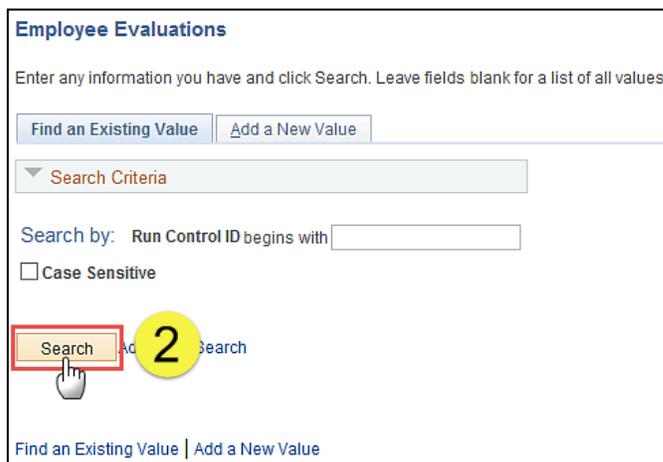
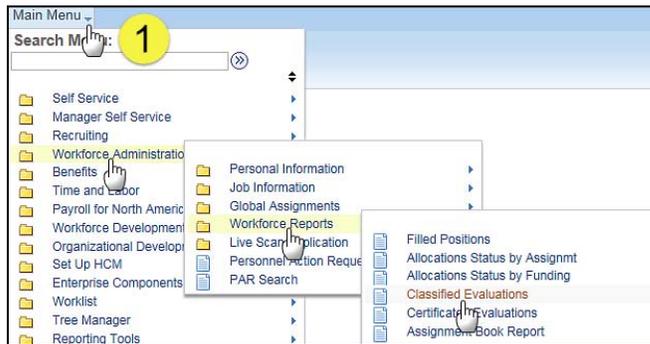


How to Run the Classified Evaluations Report

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.

1. Navigate to: Main Menu > Workforce Administration > Workforce Reports > Classified Evaluations
2. Click the Search button.
3. This will bring up the report screen.
4. 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.
6. 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.



How to Run the Classified Evaluations 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.

Classified Evals

Run Control ID Employee_Evaluations Report Manager Process Monitor **10** Run

Process Instance: 1483593

Run Parameters

*Run Date: 02/01/2015 Evals are produced for the month following the run month

Location Code: 5419A **SAMPLE LOCATION CODE**

L=Classified, L
F=Food Service,
Otherwise Combined:

Save Return to Search Notify Add Update/Display

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.)

Process List Server List

View Process Request For

User ID: [] Type: [] Last: [] 1 Days Refresh **11**

Server: PSNT Name: [] Instance: [] to: []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1483593		SQR Report	SDHR276A		09/23/2015 8:15:07AM PDT	Success	Posted	Details 12

Go back to Employee Evaluations

Save Notify

Process List | Server List

12. Click the **Details** link.

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

Process Detail

Process

Instance: 1483593 Type: SQR Report

Name: SDHR276A Description: Classified Employee Evaluation

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: Employee_Evaluations

Location: Server

Server: PSNT

Recurrence: []

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On: 09/23/2015 8:15:19AM PDT Parameters Transfer

Run Anytime After: 09/23/2015 8:15:07AM PDT Message Log

Began Process At: 09/23/2015 8:15:27AM PDT Batch Timings

Ended Process At: 09/23/2015 8:15:41AM PDT **View Log/Trace** **13**

OK Cancel

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.

View Log/Trace

Report

Report ID: 1028755 Process Instance: 1483593 Message Log

Name: SDHR276A Process Type: SQR Report

Run Status: Success

Classified Employee Evaluation

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 09/30/2015

File List

Name	File Size (bytes)	Datetime Created
SDHR276A_1483593.PDF 14	4,472	09/23/2015 8:15:41.820000AM PDT
SDHR276A_1483593.out	78	09/23/2015 8:15:41.820000AM PDT
SQR_SDHR276A_1483593.log	1,726	09/23/2015 8:15:41.820000AM PDT

Distribute To

Distribution ID Type: [] *Distribution ID

User: []

Return

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.

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

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.