



## History Card Report

### Important System Notes:

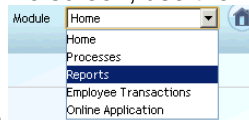
- Please refer to the School List Report or the Projected School List Quick Sheets on the CHAP Portal page at <http://ohr.k12.hi.us> under the “Introduction and Training Documentation” section for step-by-step instructions for login into and navigating in e.H.R.
- Pop-up blocker must be disabled for the e.H.R. web site. See the School List Report Quick Sheets Appendix “Disabling Common Pop-up Blockers for instructions.
- Adobe Acrobat Reader version 6.0 or higher must be installed. Download link available at <http://doe.k12.hi.us/acrobat.htm>.

### Important System Notes:

- The report uses historical personnel action data stored in transaction system. Data prior to 1989 is not available.
- History Card Reports can only be generated for salaries employees. Casual Personnel and Substitute Teacher information is not available.
- This report was designed for a simplified view of all transactions for an employee. Both Certificated and Classified/SSP transactions are included. A report parameter allows selection of either or both types of employment in the report.

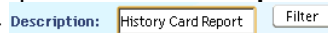
## History Card Report

1. After logging into e.H.R., from the home screen, use the **Module** drop-down menu at the top



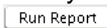
right of the page and select **Reports**

2. Type in the report name in **Description** box and press the **Filter** button to get to the History Card Report



3. Click on the radio button to select the History Card Report and then press the Run Report button

Select	Details	Report Category	Description
<input checked="" type="radio"/>	Show	Employee Reports	History Card Report



4. Enter a report label and type in the Employee ID for the person you want to run the report for. With the label and Employee ID input, press the Submit Parameters button to run the report.

History Card Report 1

Process Case Label:

Parameters

Prompt Text	Parameter Value
Person	<input type="text" value="10072021"/> <input type="button" value="Lookup"/> <input type="button" value="Lookup &amp; Defaults"/>
HR Category	All
Position Id or All	All Positions
Ascending Descending Order By	Ascending
Report Output Type	PDF (PDF - Adobe Portable Document Format)
Report Destination	Save Output to DB

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