PEP-T Cycle Dates Report:

This is a PDF report of Teachers and their PEP-T Cycle Date. It can be run by location for Teachers who are on the current PEP-T Cycle. It can also be run for future PEP-T Cycle Dates for all Teachers at the location.

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 logging into and navigating in eHR.
- **Pop-up blockers need to be disabled for the eHR website.** See the School List Report Quick Sheets Appendix "Disabling Common Pop-Up Blockers" for instructions.
- **Adobe Acrobat Reader 6.0 or higher must be installed**. The Home Help page in eHR has instructions for how to download Adobe Reader.

PEP-T Cycle Report Notes:

- If the Report is run for all Teachers at the location, the Non-Tenured Teachers will have an "All" in their Cycle Date. Once these Teachers become tenured, they will be assigned the appropriate PEP-T Rating Cycle.

PEP-T Cycle Dates Report

1. Log-in to eHR.
2. Under the ***Module*** drop down at the top of the page, select **Reports**.
3. Choose Report Category: **Employee Reports.**
4. Click Filter.
5. Select **radio** button for the ***PEP-T Cycle Dates.***
6. Click Run Report button.
7. Enter a **Process Case Label** (e.g. *SY10-11 PEP-T Cycle Dates*)
8. The **Location ID** will default to the assigned location. Click on the flashlight to select a different Location ID.
9. In the **PEP_T Cycle Dates** field, click on the drop down menu to select the appropriate School Year. (NOTE: Choosing 'All' will generate a list of all Teachers at the location with their PEP-T Cycle School Year listed. Non-Tenured Teachers will appear on all School Year reports as they currently are on an annual evaluation cycle.)
10. Choose a Report Destination.
11. Click Submit Parameters.
12. If you chose to save your report to the database your report will be listed in the ***Report Cases*** tab. Select the radio button next to the ***Report Label*** (name you gave your report).
13. Click **Download File** link. Your report will open in a separate window.
14. The report can now be printed or saved to another location if desired.
15. This report will remain in the Report Cases for future access until deleted.