



CHAP eHR

School List Reports
Quick Sheets





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About School List Reports

The **CHAP - eHR School List Reports** provides users with an **easy way to view employee and position information**.



For example, to view an employee's SF-5 information or qualifications, you would select the **Current Employee List**. Similarly, you would select the **Current Position List** if you wanted to view the status of a position, its funding, or incumbent information. The School List Views chart details which information can be found in each list. The underlined fields are only accessible in the corresponding list.

Both Certificated and Classified employees are included and information is regularly updated.

Where do I start?

- **Quick Sheets**
 - Provide step-by-step instructions
 - Appendix of system descriptions, abbreviations and codes
- **Introductory Video**
 - Quick overview of the School List Reports module
- **Instructional Videos**
 - Short step-by-step demos
 - Located in Help from the Home page within CHAP - eHR
- **Help Page**
 - Contains the Quick Sheets, Report List, Video demos, system notes, Page Help
 - Main Help menu found on the Home page
 - Page Help specific for the current view
 - Frequently Asked Questions (FAQs)

Important Notes / Tips:

- DO NOT use the internet browser back arrow. 
 - If you accidentally click the back arrow, try clicking on **refresh** to see if your connection can be re-established. 
- For security purposes the system will automatically time out after thirty (30) minutes of inactivity. A five minute warning message will pop-up before you are logged out.
- 'Ctl F' will bring up a search function within your internet browser. This can be helpful when looking for an individual within a large school list.
- Information listed is current as of today's date. To view future actions, check the "Show Future Transaction?" box.
- In order to view the Help pages, your internet browser pop-up blocker must be turned off. Please see 'Appendix C' for further instructions.



School List Views

Current Employee List

Current Employee List

Provides current and separated employee information. Employees listed in alphabetical order.

Fields:

- Employee ID
- Employee Name (Last Name, First Name)
- Employee Status
- Position Number and Position Status
- Category Code
- Business title
- Appointment type
- FTE
- Effective date of last employee action and the corresponding action and reason

Current Position List

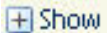
Current Position List

Provides current position information for all positions (filled, vacant, and abolished), including incumbent details. Positions listed in School List order.

Fields:

- Position Number
- Category Code
- Position Status
- Track Number
- Employee ID, Name, Employee Status, Appointment Type (if position is filled)
- Position Title
- FTE
- Effective date of last position action and the corresponding action and reason

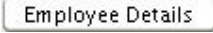
Details column



- Qualification**
Position Minimum
Quals, Employee
Quals
- Employee funds**
- Contacts**
Lotus Notes Email

Note: In future roll-outs, the contacts field will include updatable phone field and email fields.


Employee Details button



Contains current and historical SF-5 information

- Employee Position Details:** Effective Date, SF-5 Action, Appointment and Leave Dates, etc.
- Employee Funds**
- Names:** Current and previous names based on effective date
- Addresses:** Current and previous addresses based on effective date

Position Details button




Contains current and historical position information

Position Details: Effective Date, Action and Reason, etc.


- Position Funds**
- Position Incumbents:** List of incumbents and their SF-5 actions based on the effective date of the position action

Details column



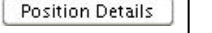
- Qualification**
Position Minimum
Quals, Employee
Quals
- Position Funds**
- Course Area:**
Lists courses being taught based on school year. Data from eSIS.

Employee Details button



Same as Current Employee List

Position Details button



Same as Current Employee List

Key:

Underlined = Fields that are found only in the respective list

Bold = Tabbed fields




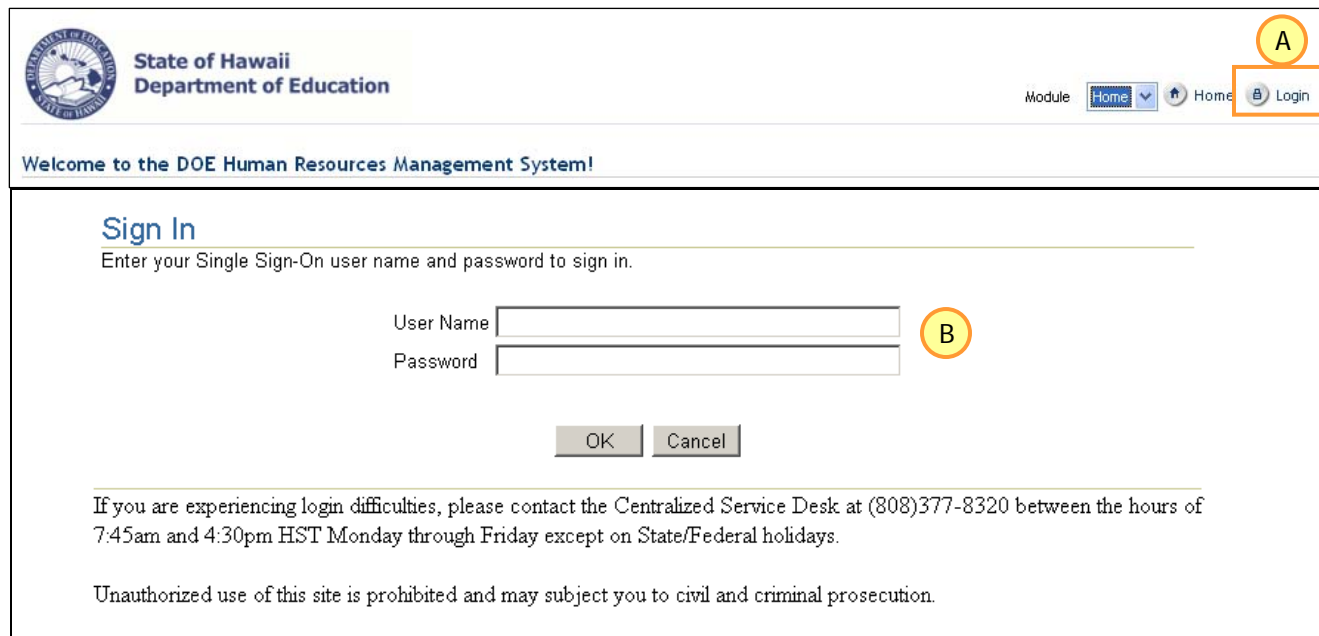
Getting Started

1. Log in to the CHAP - eHR System

Important Notes:

- A DOE network connection is necessary.
- A DOE Internet Password is necessary. This the same password used for Lotus Notes webmail, eCSSS, PDE³, OEC and CSD.
 - If you do not have a DOE Internet Password (or have forgotten yours), please send a Lotus Notes email to 'Help Notes'. In the subject line type: 'DOE Internet Password for CHAP'. Indicate in the email whether you need a password or need to have your password reset.
- If you are experiencing log in difficulties, please contact the Centralized Service Desk at (808)377-8320 between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

1. Open up an **internet connection** (i.e. Internet Explorer, Mozilla Firefox, Safari).
2. Type in the URL address: <https://ehr.k12.hi.us/hrprod>
3. Click on  **Login** (see below for screen shot example) **A**
4. Enter your **User Name** and **Password**. **B**
 - Your User Name is either your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number that may be listed on your DOE ID Badge.
 - Your Password is your DOE Internet Password.
 - Click on **OK**.



State of Hawaii
Department of Education

Module [Home](#) [Home](#) [Login](#)

Welcome to the DOE Human Resources Management System!

Sign In

Enter your Single Sign-On user name and password to sign in.

User Name

Password

If you are experiencing login difficulties, please contact the Centralized Service Desk at (808)377-8320 between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.



2. Access HELP from the CHAP - eHR Home Page and Watch Instructional Videos

Important Notes:

Pop-up blockers must be disabled in order to view the Help Page. See 'Appendix C' for more instructions. You may also call the Centralized Service Desk for assistance.

1. From the Home Page, click on **Help**.



State of Hawaii
Department of Education

Instance: HRTRAIN Module Home Home Help Logout Logged in: Charlie Brown

1

Welcome Charlie Brown to the DOE Human Resources Management System!

Messages
You have 0 Pending Task(s).
Go to Pending Tasks

The main Help page contains item such as Instructional Videos, most recent version of Quick Sheets, Report List, Frequently Asked Questions, and a Reference page. If you click on Help from other screens within the module, specific page help will appear.

- Click on **Instructional Videos** to bring up a menu of short step-by-step instructions for performing specific tasks.
- Click on **Quick Sheets** to view and print the most recent version of this document.
- Click on **Report List** to view a list of the available reports and see samples.
- Click on **Frequently Asked Questions** to read responses to common questions.

Note: With the exception of the instructional videos, you will need to close the Help screen in order to proceed



3. Access the Current Employee or Current Position List

1. Under **Module** drop down, select **Processes**.
2. **Click** on the Current Employee List Tab or Current Position List tab to view your school information.

State of Hawaii Department of Education

Instance: HRTRAIN Module

Welcome Winnie Pooh to the DOE CHAP Human Resources Management System!

Home Home Processes Reports

Home ? Help Logout Logged in: Winnie Pooh

Messages
You have 0 Pending Task(s).
Go to Pending Tasks

State of Hawaii Department of Education

Instance: HRPARA Module Processes Home ? Help Logout Logged in: Winnie Pooh

Pending Cases Start Process Current Employee List Current Position List

Pending Cases

Filter By Process Case Label [] Go Advanced Search

Show All Cases

Select	Details	Task Description	Process Case Step Key	Process Case Label	Status	Location Description	Last Updated By	Last Update Date
No rows found								



General Navigation

Current Employee List / Current Position List

Instance: HRPARA Module Processes Home Help Logout Logged in: Winnie Pooh

A Pending Cases Start Process **Current Employee List** Current Position List

B Year 2009-2010 Current Employee List - Honokaa High & Inter

C * Location Honokaa High & Inter (360) Change

Filter By HR Category Go Advanced Search **D**

Select	Details	DOE ID	Last Name	First Name	Employee Status	Posn No	Posn Status	Tk No	PC	Business Title	Ap Ty	Posn FTE	Emp FTE	Emp Action Eff Date	Employee Action	Action Reason
<input checked="" type="radio"/>	Show	10004825	Beast	Beauty	Active	65068	Active	0	P	Sch Athletic Dir II	FA	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10015505	Beast	Beauty	Active	71444	Active	0	P	Spec Ed Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10003409	Bookbinder	Jungle	Active	65080	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10110509	Bookbinder	Jungle	Active	68931	Active	0	P	Secondary Teacher	FW	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10017188	Boop	Betty	Active	73325	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10018446	Braveheart	Beavis	Active	54845	Active	0	P	Educ Asst III	C1R	0.75	0.75	10/23/2009	PayRateChg	Furlough
<input type="radio"/>	Show	10002554	Brown	Charlie	Active	67692	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10002551	Bunny	Bugs	Active	75470	Active	0	P	Gen Educ/Article VI Tchr	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10002011	Bunny	Bugs	Active	79753	Active	0	T	Secondary Teacher	F4	1	1	06/01/2001	PayRateChg	Incentive
<input type="radio"/>	Show	10004304	Cat	Fritz	Active	74770	Active	0	P	Gen Educ/Article VI Tchr	F1	1	1	10/23/2009	GenEmpAct	Conversion
<input type="radio"/>	Show	10071924	Cat	Fritz	Active	48770	Active	0	T	Cafeteria Helper	C5U	0.5	0.5	07/29/2009	RetFrLeave	RetFroLv

A **Tabs**

Current Employee List: Lists all current employees in alphabetical order.

Current Position List: Lists all positions (filled and vacant) in School List order

Pending Cases: For use in up-coming modules.

All Cases: For use in up-coming modules. Pilot Projected School List participants can view their submitted Projected School List here.

Create New Case: For use in up-coming modules

B **Screen Header**

Screen Header: Identifies the page you are on and the location you are viewing.

C *** Location**

Location: Defaults to your assigned location. If you are authorized to view multiple locations, use the drop down to select another location, then click Change.



D Filter

Filter By:	You can filter you list by any of the selections in the drop down choices. (Note: the list is in column header order)
Secondary filter box:	Input the criteria for the filter here.
Go button:	Click on the Go button to apply the filter.
Advanced Search:	Allows you to filter with more than one criteria.

NOTE: Please see Appendix B for filtering instructions.

E Action options

Employee Details button:	Click here to go to the Employee Details or transaction screen for the selected employee to see SF-5 information.
Position Details button:	Click here to go to the Position Details or transaction screen for position information for the selected employee or position incumbent history.
Select a Process / Go:	Note: For use in a future module.
Reset Sort button:	Click here to reset the sort order to the original sort order.
Show Separated? Box: (located on the Current Employee List)	Check this box to see employees who have resigned, retired or were terminated from this location
Show Abolished? box (located on the Current Position List)	Check this box to see positions that have been abolished
Show Future Transaction? box:	Check this box to see future dated transactions in the Employee List.

F Column Headings

See Appendix A for an alphabetical list of the Column headings descriptions and legends for all codes.



Show Details



Year 2009-2010 Current Employee List - Honokaa High & Inter

* Location: Honokaa High & Inter (360) Change

Filter By: HR Category [v] [v] Go Advanced Search

Select	Details	DOE ID	Last Name	First Name	Employee Status	Posn No	Posn Status	Tk No	PC	Business Title	Ap Ty	Posn FTE	Emp FTE	Emp Action Date	Employee Action	Action Reason
<input type="checkbox"/>	<input type="checkbox"/> Show	0004825	Beast	Beauty	Active	65068	Active	0	P	Sch Athletic Dir II	FA	1	1	10/23/2009	GenEmpAct	Conversion
<input type="checkbox"/>	<input type="checkbox"/> Hide	0015505	Beast	Beauty	Active	71444	Active	0	P	Spec Ed Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion

Position Minimum Qualifications				Employee Qualifications						
Qual Type	Subject	Description	Grade Level	Effective Date	Qual Type	Subject	Description	Effective Date	Expiration Date	Grade Level
HQ	HIST	Highly Qualified for History		07/01/2009	Cert / Lic	ALLE	Elem	08/29/1997		Kdgn to 6th Gr
HQ	MATH	Highly Qualified for Mathematics		07/01/2009	Cert / Lic	SPED	Spec Ed-Rtse	08/18/1998		Kdgn to 12th Gr
HQ	READ	Highly Qualified for English / Language Arts		07/01/2009	Education		Bach of Art. (BA)	12/17/1993		
					Education		Certification Program	06/06/1998		
					Education		Certification Program	12/16/1994		
HQ	CIVI	Highly Qualified for Civics / Government		11/17/2007						5th to 9th Grade
HQ	CIVI	Highly Qualified for Civics / Government		11/17/2007						5th to 6th Grade
HQ	ALLE	Highly Qualified for Elementary		07/01/2006						Kdgn to 6th Gr
HQ	ALES	Highly Qualified for Elementary Special Education		07/01/2006						Kdgn to 6th Gr
HQ	ECON	Highly Qualified for Economics		11/17/2007						5th to 6th Grade

Show Details

A Click on the “+ Show”: Additional employee / position information is displayed.

B **Qualification tab:** Displays Position Minimum Qualifications and Employee Qualifications
(Note: Position Minimum Qualifications will be added in future modules. The Employee Qualifications currently shows licensure, HQ and educational data for Certificated employees only.)

Employee Funds tab: Displays current Employee UAC funding information
(Current Employee List)

Position Funds tab: Displays current Position UAC funding information
(Current Position List)

Contacts tab: Currently displays only the employee’s business email address.
(Current Employee List)

Course Area tab: Displays, by school year, the courses being taught (from eSIS)
(Current Position List)



Using Current Employee List, how do I...

View only my Certificated or Classified employees?

1. Make sure **HR Category** is selected in the **Filter By** drop down menu.
2. Select either **Certificated Personnel** or **Classified Personnel** in the **Secondary Filter box**.
3. Click on .



Year 2009-2010 Current Employee List - Honokaa High & Inter

Filter By

1 **2** **3**

Show Separated? Show Future Transaction?

Select	Details	DOE ID	Last Name	First Name	Employee Status	Posn No	Posn Status	Tk No	PC	Business Title	Ap Ty	Posn FTE	Emp FTE	Emp Act Eff Date
<input type="radio"/>	<input type="button" value="Show"/>	10004825	Beast	Beauty	Active	65068	Active	0	P	Sch Athletic Dir II	FA	1	1	10/23/20
<input checked="" type="radio"/>	<input type="button" value="Show"/>	10015505	Beast	Beauty	Active	71444	Active	0	P	Spec Ed Teacher	F1	1	1	10/23/20
<input type="radio"/>	<input type="button" value="Show"/>	10003409	Bookbinder	Jungle	Active	65080	Active	0	P	Secondary Teacher	F1	1	1	10/23/20

View all of my employees (Certificated and Classified) after I have used the filter above?

1. Clear the Secondary Filter (in the case above, choose the blank line above Certificated Personnel)
2. Click on .

View my employee list in a different order?

1. Click on the column header once to sort in ascending order and twice to sort in descending order. (i.e, Click on **Business Title** column header to sort by business title)
2. Click the button to return to the default alphabetical sort.



View a select list of my employees?

- By Appointment Type (e.g. Probationary Employees only)
 1. From the **Filter By** drop down menu, select **Ap Ty**.
 2. Enter the appropriate data for the filter in the secondary filter box. (**F4** for Certificated Probationary Employees or **C2%** for Classified Probationary Employees)
 3. Click on .
 4. Click on any column header to see the list in a different sort order
- By Business Title (e.g. Educational Assistants only)
 1. From the **Filter By** drop down menu, select **Business Title**.
 2. Enter the appropriate data for the filter in the secondary filter box. (**Educ%** will bring up all Educational Assistants)
 3. Click on .
 4. Click on any column header to see the list in a different sort order
- By Employee Status (e.g. Employees on leave only)
 1. From the **Filter By** drop down menu, select **Emp Status**.
 2. Enter the appropriate data for the filter in the secondary filter box. (**Leave** for all employees, both Certificated and Classified, on leave)
 3. Click on .

NOTE: The % sign is used as a “wild card” in any of the search fields within CHAP - eHR. Please see the Appendix for more filter and search instructions, including how to use the Advanced Search button.

View a select list of my employees using multiple criteria?

For example: *show .50 FTE Classified Personnel*

1. Click on **Advanced Search**
2. Enter the appropriate data in the filter boxes.
 - HR Category: **Classified Personnel**
 - Posn FTE: **.50**
3. Click on .
4. Click on any column header to see the list in a different sort order

NOTE: The % sign is used as a “wild card” in any of the search fields within CHAP - eHR.



View an employee's qualifications?

1. Under the **Details** column, click on **Show** for the desired employee.
2. Employee qualifications will be displayed.

NOTE: Click on **Employee Funds** and **Contacts** tab to see additional data.

View information from an employee's latest SF-5?

1. Click on **Select** radio button of the desired employee.
2. Click on action button.
3. The **Employee Position Details** tab lists SF-5 information for the radioed button transaction.
4. Click to return to the **Current Employee List**

NOTE: Additional SF-5 data can be seen in the Employee Funds, Name and Address tabs. Each of the tabs lists data related to the selected effective dated transaction.

View historical SF-5 information for an employee?

1. Click on **Select** radio button of the desired employee.
2. Click on action button.
3. Click on **Select** radio button of the action / effective date of the SF-5 transaction to view details.
4. To see historical data for the **Name and Address** tabs, select a transaction with an earlier **Effective Date** than the Effective Date of the name or address.
5. Click to return to the Current Employee List.

NOTE: The default view displays only 5 rows. Click on the **arrow key Next 5** to view the next 5 rows or click on the drop down arrow to select **Show All** to view all rows. Using the Show All feature may affect the performance of the system if there are a significant amount of records.

Employee Transactions for Employee: 10015505 Beauty Beast

Select	Posn ID	Action	Reason	Effective Date	Seq No	Actn Status	Tr	Process Case
<input checked="" type="radio"/>	71444	Appointment	Re-appointment	07/28/2009	0	Approved	1-5 of 63	-3
<input type="radio"/>	71444	Pay Rate Change	Salary Change	01/13/2009	0	Approved	6-10 of 63	-3
<input type="radio"/>	71444	Appointment	Re-appointment	07/24/2008	0	Approved	11-15 of 63	-3
							16-20 of 63	
							21-25 of 63	
							26-30 of 63	
							...	



View employee funding details?

1. Click on **Select** radio button of the desired employee.
2. Click on action button.
3. Click on **Employee Funds** tab for effective dated Employee Fund information.
4. Click to return to the Current Employee List.

NOTE: The Employee Funds information is the UAC information from the SF-5 for the radio buttoned action for the employee.

View separated employees?

This shows employees that have resigned, retired or terminated employment with the DOE. Employees that have transferred within the DOE will not appear.

From the **Current Employee List**

1. Click the **Show Separated?** box.
2. All separated employees will appear in blue. The **Effective Date** column will show when the employee separated from the DOE. The **Employee Action** and **Action Reason** columns will show the type of separation.
3. To narrow your list of separated employees, use the Filter By **Effective Date** and enter the date which you would like to see separations that are equal to or greater than the date you have chosen.
4. Unclick the **Show Separated?** box to return to the Current Employee List view.

NOTE: For Certificated employee separations, the SF-5 reflects the close of business date of separation, however, CHAP - eHR reflects the effective date of separation.

View future dated employee transactions?

Note: The Current Employee List defaults to today's date for all employee actions. To see future dated transactions, follow the instructions below.

From the **Current Employee List**

1. Click the **Show Future Transaction?** box. The most future dated transaction for that employee will appear in turquoise color.
2. Unclick the **Show Future Transaction?** box to return to the Current Employee List view.



View my Certificated employees who have not been placed for the upcoming school year?

(NOTE: useful during summer months, prior to new school year)

From the **Current Employee List**

1. From the **Filter By** drop down menu, select **HR Category**.
2. Select **Certificated Personnel** from blank dropdown box.
3. Click on .
4. Click the **Show Future Transaction?** box.
5. After screen yields results, click on column header **Effective Date**.
6. After screen re-sorts, employee records that have an **effective date prior to the beginning of their respective school year** represent those employees who have not yet been placed.



Using Current Position List, how do I...

View only my Certificated or Classified positions?

1. From the **Filter By** drop down menu, select **HR Category**.
2. Select either **Certificated Personnel** or **Classified Personnel** in the next box.
3. Click on .

View my position list in a different order?

1. Within the School List, click on the column header once to sort in ascending order and twice to sort in descending order. (i.e, Click on **Position Title** column header to sort by position title)
2. Click the button to return to the default alphabetical sort.

View a position's course description?

1. Under the **Details** column, click on **Show** for the desired employee.
2. Click on the **Course Area** tab.
3. eSIS course area data, listed by school year, will be displayed. This data is updated regularly from eSIS.

NOTE: Click on **Qualifications and Position Funds** tabs to see additional data.

View the details of a position's last action?

1. Click on **Select** radio button of the desired position.
2. Click on action button.
3. The **Position Details** tab lists information for the radioed button position action.
4. Click to return to the **Current Position List**.

NOTE: Additional position data can be seen in the **Position Funds** and **Position Incumbents** tabs. Each of the tabs lists data related to the selected effective dated position action.



View a position's action history?

1. Click on **Select** radio button of the desired position.
2. Click on action button.
3. Click on **Select** radio button of the effective date of the action to view details for this action.
4. The tab details are connected to the radioed button effective date.
5. Click to return to the **Current Position List**

NOTE: The default view displays only 5 rows. Click on the **arrow key Next 5** to view the next 5 rows or click on the drop down arrow to select **Show All** to view all rows.

View a position's incumbent history?

1. Click on **Select** radio button of the desired position.
2. Click on action button.
3. Click on the **Select** radio button for the effective dated action.
4. Click on the **Position Incumbents** tab.
5. Only incumbent actions later than the effective date of the position action will be displayed. Select an earlier dated position action to view additional incumbent history.
6. Click to return to the **Current Position List**.

NOTE: The default view displays only 10 rows. Click on the **arrow key Next 10** to view the next 10 rows or **Show All** to view all rows.

View my current vacant positions only?

1. From the **Filter By** drop down menu, select **vacant positions**.
2. The secondary filter should automatically be filled with a **Y**.
3. Click on .

View my future vacant positions only?

1. Click on the **Show Future Transaction?** box
2. From the **Filter By** drop down menu, select **vacant positions**.
3. The secondary filter should automatically be filled with a **Y**.
4. Click on .



Reports

Important Notes:

- There is a Report Category drop down to assist in filtering reports.
- **Please refer to the Home Help screen in CHAP - eHR for an updated Reports document** listing all available reports, their description, and samples.
- **Pop-up blockers need to be disabled for the CHAP - eHR website.** The Home Help page has instructions for how to disable pop-up blockers.
- **Adobe Acrobat Reader 6.0 or must be installed.** The Home Help page has instructions for how to download Adobe Reader.

Seniority Report – FOR PRINCIPAL USE ONLY, NOT TO BE DISTRIBUTED OR POSTED

1. Under **Module** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the **Seniority Report**. (under the Projected School List Report Category)
3. Click **Run Report**.
4. Enter a **Process Case Label**. (i.e. School name Seniority Report)
5. The Location ID will default to the assigned location. Click on the flashlight to select a different Location ID.
6. Choose a Report Destination.
7. Click .
8. If you chose to save your report to the database your report will be listed in the **Report Cases** tab. Select the **Report Label** (name you gave your report).
9. Click **Download File**. Your report will open in a separate window.
10. The report can now be printed or saved to another location if desired.
11. The Seniority Report will remain in the Report Cases for future access until deleted.

Current School List Report

1. Under **Module** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the **Current SL Report**.
3. Click **Run Report**.
4. Enter a **Process Case Label**. (i.e. School name School List Report)
5. In the **Curr SL Order By** field click on the **flashlight**. Select **Order By**. Click on .
6. In the **HR Category** field click on the **flashlight**. Select **Category**. Click on .
7. In the **Location ID** field click on the **flashlight**. Select **Location ID**. Click on .
8. Choose a **Report Destination**.
9. Click **Submit Parameters**.
10. Under the **Report Cases** drop down menu, select the **Process Case Label**.



Appendix A: Detailed table/field description
(alphabetical order)

Column Header	Description	Details				
Action Reason	Action Reason	Current employee or position action reason. NOTE: If the "Show Future Transaction" box has been checked, the most future dated transaction for that employee will be displayed.				
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CHAP - eHR School List Reports Quick Sheet

Column Header	Description	Details							
Ap Ty (con't)	Classified Staff : "C" + Appointment Type + Employee Status								
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	Examples: C1M = Permanent Civil Service Member C5R = Permanent SSP Employee in a temporary position								
Business Title	Business Title	Based on the employee's job class description							
Catg Cd	Category Code	F = Certificated Employee C = Classified Employee – Civil Service S = Classified Employee – SSP (Support Services Personnel)							
Details	Additional Employee Details	"  Show": When clicking on this field, more Employee details are displayed.							
Eff Date (Emp Action / Posn Action)	Effective Date of the Employee Action or Position Action	Effective date of the current employee transaction in the Current Employee List or the current position transaction in the Current Position List. NOTE: If the "Show Future Transaction" box has been checked, the most future dated transaction for that employee or position will be displayed.							
Emp FTE	Employee FTE	Employee Full Time Equivalency i.e. 1.00 = 100% .50 = 50%							
Emp Status	Employee Status	Active = Active Leave = Leave Leave W/Py = Leave with Pay X-ferred = Transferred Retired = Retired Separated = Separated (Resignations or Terminations) Suspended = Suspended Unassigned = Unassigned Certificated employee							
Employee Action / Position Action	Employee Action / Position Action	Current employee action or current position action. NOTE: If the "Show Future Transaction" box has been checked, the most future dated transaction for that employee will be displayed, if applicable.							
DOE Id	DOE ID	Official DOE employee identification number.							
Last Name, First Name	Last Name, First Name	For middles names, pre-fixes and suffixes, go to the Names tab in the Employee Details.							
PC	Position Control	P = Permanent T = Temporary							



CHAP - eHR School List Reports Quick Sheet

Column Header	Description	Details
Posn FTE	Position FTE	Position Full Time Equivalency i.e. 1.00 = 100% .50 = 50%
Posn No / Posn ID	Position Number	Position Number
Posn Status	Position Status	Active = Active Abolished = Abolished Inactive = Inactive Act-UnfWSF = Active – Unfunded WSF (includes RWOA, Unfunded WSF, and Pending) Act–Bought = Active – Bought (currently only displaying for Certificated positions) Inact–Sold = Inactive – Sold (currently only displaying for Certificated positions)
Process Case Step Key	Process Case Step Number	This is a system assigned case number associated with all transactions that are initiated within CHAP- eHR. Data that has been downloaded from existing OHR systems will display as: '-3' for employee actions and '-2' for position actions.
Select	Select an Employee	Choose this radio button to “select” the employee to view Employee or Position Details.
Seq No	Sequence Number	This indicates the order for multiple transactions done on the same day.
Tk No	Track Number	System assigned number for tracks in multi-track schools. Default for non-track schools is 0.



Appendix B Sorts and Filters

Sorts and Filters		
<p>Below are a few tips on how to sort and filter the information on a given screen. Sorting changes the order in which the information is displayed, whereas filtering will show only the requested information based on user specified criteria.</p>		
	How to Sort/Filter	How to Return Information back to original view
Sorting by Columns	<p>Click the column header to quickly sort information displayed in a table.</p> <ul style="list-style-type: none"> For example, if you click on the column header for Business Title, records will appear in ascending order alphabetically by business title. Clicking on the Business Title column header again will sort in descending order 	<p>Click Reset Sort.</p>
Filters	<p>Click the Filter by drop down menu to select a primary filter and select/enter secondary filter (if applicable)</p> <ul style="list-style-type: none"> For example, if you'd like to see all of the tenured teachers, you would select Filter By "Appoint Type", type in "F1" in the secondary filter and click "Go". The % key is used as a wildcard. It can be used before and/or after a portion of the information you are looking for. For example, if you want to see both 10 and 12 month Elementary positions, you could type in %elem% to pull up all positions that have Elem as a part of their title. 	<p>Erase the secondary filter criteria and click Go.</p> <ul style="list-style-type: none"> The Reset Sort button does <u>not</u> apply to filters.
Advanced Filters	<p>Use the Advanced Search feature to select multiple criteria for your search.</p>	<p>Click on Clear Click on Back to Quick Search.</p>

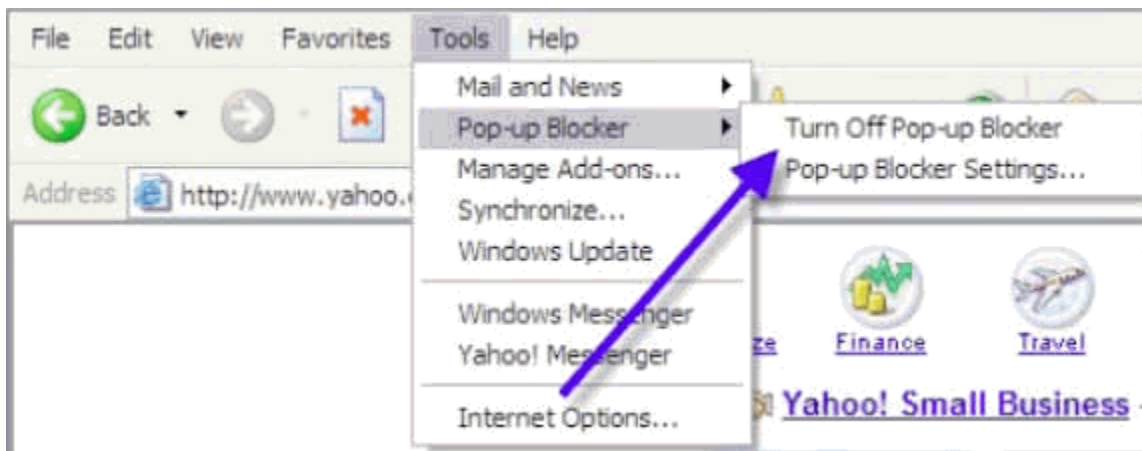


Appendix C Disabling Common Pop-Up Blockers

Please contact the Centralized Service Desk (CSD) at (808) 377-8320 if you have questions or difficulty disabling your pop-up blocker.

Internet Explorer

To disable the pop-up blocker while on the site, open the **Tools** menu, select the **Pop-up Blocker** option, and select the **Turn Off Pop-up Blocker** option (as shown below):



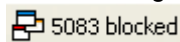
Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker.

Google Toolbar

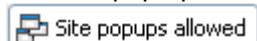
The Google Toolbar is provided by Google to facilitate searching the web, as well as providing pop-up blocking. This pop-up blocker is part of a menu bar and appears in the browser as follows:



The following icon is the pop-up blocker:



To allow pop-ups to appear, merely click on the icon. You should now see the following:



Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can click the icon again to re-enable the pop-up blocker.