



Note: Itinerants are not reflected under your organizational unit's information. Contact your Budget Analyst if you need costing information for your school's itinerants.

Primarily used by HR/Staffing. This report contains positions, and employees in the positions, costing of

To view "costing" for a particular position:

Access transaction

Click on the Goto button and select "account assignment

		<p>If you want to add or remove columns, click on the column configuration button </p> <p>ID Codes:  K = Costing  S = Position  P = Personnel No.</p> <p><b>Note: You can use either PPO4 or PPOSE to identify personnel in ARRA stimulus-based positions by reviewing costing; these employees must complete PAR forms.</b></p>
PA2Ø	Displays HR Master Data	Access information about an employee in your school. Information is displayed by info codes: 0001 – Organizational Assignment (shows cost center, functional area, position) 0002 – Personal Data 0006 – Addresses (permanent & mailing) 0008 – Basic Pay
Y_SED_95ØØØ175	Personnel Directory	Displays employees (in your school) <b>“mailing”</b> address, home phone, birth date, job code, etc.
Y_SED_95ØØØ193	Prof. Development Points: Individuals	Display and print “points” accumulated for teachers
Y_SED_95ØØØ253	Prof. Development Points: Org. Unit	Displays (per search criteria specified) the workshop title, points given and timeframe under each Personnel No.
Y_SED_95ØØØ163	Teacher Certification Data	Displays (per search criteria specified) the certification type, expiration date, and certification areas and descriptions for an employee.
Y_SED_95ØØØ256	ESOL Workshop Attendance	Displays (per search criteria specified) the ESOL workshop title, points given and timeframe under each Personnel No.
<b>Budget and Budget Transfers (BT)</b>		
Y_SED_Ø5ØØØØØØ6	Budget, Commitments, Encumbrances by Fiscal Year	Display/print Budget report of district funds. Also, you have the ability to “drill-down” into expenditures to view purchase order and vendor information
ZFMBB	Budget Transfers (create, hold, display, change, etc.)	“posted” BTs immediately transfers the funds and “pre-posted” BTs requires Budget Services approval <u>prior</u> to transferring the funds
ZFMBB_PPL	List of Pre-Posted BTs	Displays status of pre-posted BTs. <b>Check daily</b> for notes on action needed to be done
<b>Position Change Form (PCF)</b>		
ZHRPCFC	Add, delete, or change a <u>position</u>	To submit the PCF for approval/processing, click the “submit” button. To save it as a “draft” in order to make changes <u>prior</u> to approval/processing, click the save button (looks like orange disk)
ZHRPCFD	Displays a PCF	Reflects the PCF entry and comments in the comment log if the show/hide comment panel button  has been clicked
Y_SED_95ØØØ329	Displays a list of PCFs w/status	<b>Check daily</b> for the status or notes on action needed; the difference stages of a PCF are as follows: 1) Originator 2) Project Manager (only if applicable)

		<ul style="list-style-type: none"> <li>2) Budget</li> <li>3) Position Control</li> <li>4) Staffing</li> <li>5) Staffing Complete</li> </ul>
ZHRPCFU	Change an existing PCF document	Access this transaction to submit a PCF in "draft" status or to submit a PCF which has been reset back to originator status
ZHRPCFR	Create a PCF by Reference	This "duplicates" an existing PCF. The information of the existing PCF is utilized to create a <u>new</u> PCF with the same data. (Updates to the data may be done prior to submission.)

**Purchasing (PR)**

MIGO_GI	Warehouse (storeroom) Orders	Generates orders from DCPS's Warehouse a.k.a. storeroom. Order requests are instant and monies are removed from cost center immediately. <b>Note:</b> a GR is
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		<p>green check</p> <p>The total number of hours will then be provided.</p> <hr/> <p>Only 6 Personal Leave days are allowed per Fiscal Year. You can follow the steps mentioned above to retrieve the number used; under the Att/Absence type indicate 2020</p> <hr/> <p>When an employee has a multiple assignment (ma), please select the correct position when entering hours for the ma.</p>
Y_SED_95000226	Time Sheets	Print time sheets for your organizational unit
PT_QTA10	Absence Quota Information	Provides you Leave Balances
PT_BAL00	Cumulated Time Evaluation Results	Provides you Leave Accruals

### Q & A

Budget Transfers (BT): **No** – you must check ZFMBB\_PPL **daily**

Is the person who entered the SAP transaction notified when it is reset or undone?