

Running the Visiting Teacher Report

The Visiting Teacher Report is run by Site Administrators to assist in managing site budgets. The report shows payments to Visiting Teachers against Resource code “00000” (site’s discretionary fund) and Account Code “1162” (short term absences). Supporting information about the substitute job from SAMS is also provided on the report when available.

Step 1

Log into the Portal at <https://dwa.sandi.net>. Enter your DWA Employee ID and password and click **Sign In**.

Portal Sign On page

Signon

User ID:

Password:

Privacy Policy

San Diego City Schools respects personal privacy and is committed to protecting personal information. This statement explains our policies and practices regarding the collection, use and disclosure of the personal information gathered from you through this web site. Should we change how we use or disclose personal information, we will review and update this Privacy Policy as needed. By submitting personal information, you consent to the collection, use and disclosure of that personal information as explained below.

1. **Personal Information.** You have control over your personal information. In general, you can visit our web site without providing us with any personal information. However, we must have your personal information in order for you to access certain programs through this web site. This information requested may include registration data such as your name, address, email address and phone number. Please do not submit any Personal Information if you are less than 18 years of age.

2. **External Links.** San Diego City Schools' web site(s) may provide links to other third party web sites. Even if the third party is affiliated with San Diego City Schools through a business partnership or otherwise,

Signing in to the Portal

To sign in to the portal:

1. Enter your **User ID**.
2. Enter your **Password**.
3. Click **Sign In**.

Step 2

Navigate to [Enterprise Performance 8.8](#) in the “SDCS Applications” box at the lower left side of the page.

Portal Home page

Menu

- SDCS
- PeopleSoft
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
 - Chartfield Crosswalk
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

My Reports

No Reports To Display

[Report Manager](#)

SDCS Applications

- [Enterprise Performance 8.8](#)
Access Enterprise Performance Management.
(Production environment.)

Welcome

The District Wide Application Project with the support of San Diego City Schools' staff is pleased to announce the roll-out of PeopleSoft's self-service applications to all District employees on Sept 27, 2004. All Zangle schools will have sneak-peek access on Sept 15, 2004.

PeopleSoft's self service gives you the convenient use of the web to view, verify, and/or change your information.

You can:

- * Add or edit your home or mailing address
- * Add or edit your phone numbers
- * Add, edit, delete, or change your emergency contact information
- * View your current or prior earning statements
- * View your direct deposit information
- * View, edit, and add your voluntary deductions
- * View and edit your federal tax withholding exemptions
- * Request a W-2 reissue
- * Access The Work Number (TALX) for income verification

Self Service job aids can be found [here](#)

When using the self service pages to change your information, we strongly encourage you to

DWA News

- HR**
* No articles currently available
- Finance**
* No articles currently available
- Student & Special Ed**
* No articles currently available
- DWA**
* No articles currently available

[View Entire Publication](#)

Calendar Events

Missing ID and Password. Click on the pencil to go to Preferences and enter the User ID and Password for your Email account.

Email

Missing ID and Password. Click on the pencil to go to Preferences and enter the User ID and Password for your Email account.

Step 3

Navigation: EPM Reports → Visiting Teacher Report

Visiting Teacher run control page

The screenshot shows the PeopleSoft interface for the 'Visiting Teacher Report'. On the left is a navigation menu with 'EPM Reports' expanded to show 'Visiting Teacher Report'. The main content area has a search box with the text 'Find an Existing Value' and 'Add a New Value'. Below the search box is a 'Search by' dropdown menu set to 'Run Control ID begins with', followed by an input field. There are 'Search' and 'Advanced Search' buttons, and another set of 'Find an Existing Value' and 'Add a New Value' links at the bottom.

If you already have a Run Control ID in EPM, enter it and click **Search**. Otherwise, click **Add a New Value** and add a new Run Control ID (such as your initials).

Step 4

Visiting Teacher Report parameter page

The screenshot shows the parameter page for the 'Visiting Teacher Report'. The 'Visit Teacher Rpt' section is active. The 'Run Control ID' field contains the value 'jkl'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below these are three input fields: 'From Date', 'End Date', and '*Department'. The 'From Date' and 'End Date' fields have calendar icons, and the '*Department' field has a search icon.

Field Name	Information to Enter
From Date	The beginning pay period date to appear on the report.
End Date	The last pay period date to appear on the report. (All checks paid to Visiting Teachers between these two dates with the resource and account codes described above will appear on the report.)
*Department	Your site's 4-digit department ID number. (Example: 0327 for De Portola Middle School). Required field.

Enter the From Date, End Date, and your Department ID, then click the **Run** button to open the Process Scheduler Request page.

Step 5

Process Scheduler Request Page

Process Scheduler Request

User ID: 122498 Run Control ID: jkl

Server Name: **PSNT** Run Date: 02/07/2006
Recurrence: Run Time: 4:44:54PM [Reset to Current Date/Time](#)

Time Zone: [Search](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SDHR753	SDHR753	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Field Name	Information to Enter
Server Name	Select PSNT

Select PSNT Server Name, then click the **OK** button to run the request. PeopleSoft runs the report and returns you to the Visiting Teacher Report parameter page.

Step 6

Visiting Teacher Report parameter page

Visit Teacher Rpt

Run Control ID: jkl [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 74885

From Date: 01/01/2006 End Date: 01/31/2006

'Department: 0003 Adams Elementary

To view the process while the report is running, click the [Process Monitor](#) link from the Visiting Teacher Report parameter page to open the Process List page.

Process Monitor Process List page

Process List [Server List](#)

View Process Request For

User ID: 122498 Type: Last: 5 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All First 1 of 1 Last

Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	74886	SQR Report	SDHR753	122498	02/07/2006 5:04:55PM PST	Success	Posted	Details

Click the **Refresh** button to update this page with the latest system activity. If there are multiple instances in the Process List, the most recent job is always the first one on the list.

When the Run Status is *Success* and the Distribution Status is *Posted*, the report is done. Click on the [Details](#) link of the report to open the Process Detail page.

Step 7

Process Detail Page

Process Detail

Process

Instance: 74886 Type: SQR Report

Name: SDHR753 Description: SDHR753

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: jkl

Location: Server

Server: PSNT

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On: 02/07/2006 5:04:58PM PST Parameters Transfer

Run Anytime After: 02/07/2006 5:04:55PM PST Message Log

Began Process At: 02/07/2006 5:05:14PM PST Batch Timings

Ended Process At: 02/07/2006 5:05:44PM PST [View Log/Trace](#)

Click the [View Log/Trace](#) link to open the View Log/Trace page.

View Log/Trace page

View Log/Trace
Report

Report ID: 75529 **Process Instance:** 74886 [Message Log](#)
Name: SDHR753 **Process Type:** SQR Report
Run Status: Success

SDHR753

Distribution Details

Distribution Node: PSREPORTS **Expiration Date:** 02/14/2006

File List

Name	File Size (bytes)	Datetime Created
SDHR753_74886.PDF	21,262	02/07/2006 5:05:44.857000PM PST
Trace File	299	02/07/2006 5:05:44.857000PM PST
Message Log	1,634	02/07/2006 5:05:44.857000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	122498

Click on the [name_processinstance.pdf](#) link (i.e., [SDHR753_74886.PDF](#)) to open the report in Adobe Acrobat format. The Visiting Teacher report opens in Adobe Acrobat.

Step 8

Visiting Teacher Report

Report ID: SDHR753

PeopleSoft
SAN DIEGO CITY SCHOOLS
FINANCE OPERATIONS-SCHOOL SUPPORT
VISITING TEACHER REPORT

Page No. 1
Run Date 02/07/2006
Run Time 17:05:14

Department: 0003 Adams Elementary Paid Period: 10/03/2005-01/31/2006 1162 Beginning Balance: \$ 24,550.00 1162 Current Balance: \$ 5,526.59

Vis. Emplid	Visiting Teacher	Check Number	Check Date	Amount	Hours	Hourly Rate	Account Code	Job Number	Start Date	End Date	Regular Teacher
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To save the report, click on the save icon of Adobe Acrobat.

To print the report, click on the print icon of Adobe Acrobat.

You can also open, view, and print the report through Report Manager. Follow the Navigation: *Reporting Tools* → *Report Manager* → *List page*