

Position Control Report: how to access and print


Dadeschools.net - Windows Internet Explorer

http://www2.dadeschools.net/employees/employees.htm

File Edit View Favorites Tools Help

Favorites Dadeschools.net

M-DCPS Home Contact Us Search


 Welcome to **Dadeschools.net**

Tuesday, September 14, 2010

STUDENTS PARENTS EMPLOYEES COMMUNITY

New to the District
Contact Us
Discover M-DCPS
Calendars
Committees
Directories
Human Resources
Meetings
Newsroom
School Board
Schools
Superintendent Site
Technology

Employees

 Working Together
To Provide a Superior Learning Environment

[Login to Portal](#)


- Password or New Account questions?
- Password Reset

Human Resources/Employment Opportunities

[Click here to view](#)
Looking for job opportunities, certification information, salary schedules, retirement planning and more? Please visit our Human Resources department...

< Prev 1 2 3 4 Next >

[Toolbox](#) [Highlights](#) [Resources](#) [Useful Sites](#) [Teachers](#)

 **Tools are available on the Portal.**
[Login to view >>](#)

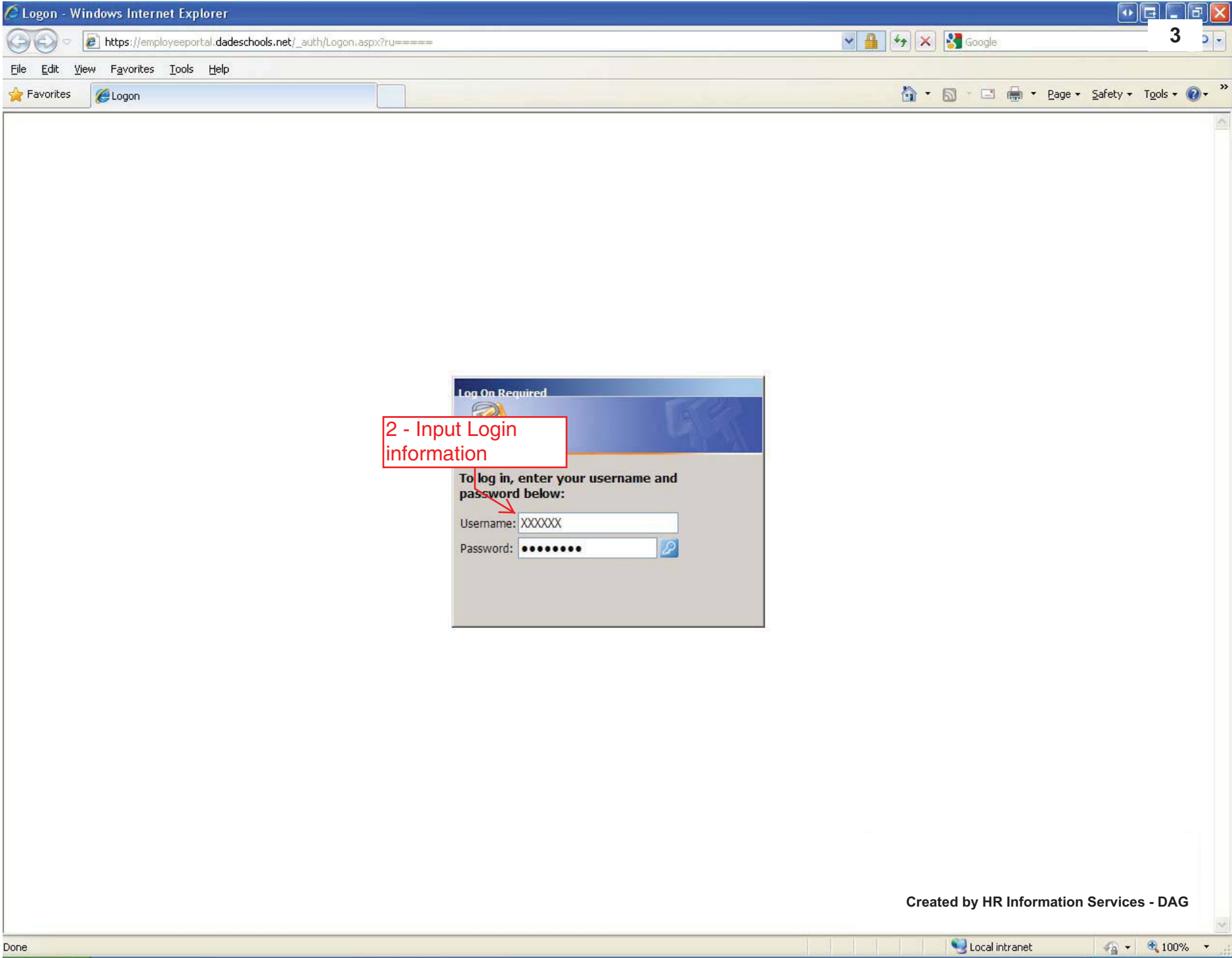
Created by HR Information Services - DAG

Discover M-DCPS | Committees | Directories | Human Resources

Done Local intranet 100%

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1 - Click on "Login to Portal"



2 - Input Login information

Employee Portal My Site | My Links | Logout

Employee Portal Applications / Sites Employee Info Inbox & Calendar **ERP**

3 - Click on "ERP" tab

- View All Site Content
- Applications**
 - Attachment Manager
 - Bulletin Board
 - Intranet
 - Weekly Briefings
- Directory Search**
 - District Offices
 - Employee / Location
- Employee Info**
 - Leave Balances
 - Payroll Dates
 - PD / Master Plan Points
 - Salary Calculations
- Inspector General**
 - Report Fraud
- Sites**
 - Dadeschools.Net
- Surveys**
 - Employee Portal Survey
- ERP**

Alert Dolphin Secure with MDCPS, protecting your children online when you can't be there. [CLICK HERE FOR A FREE TRIAL](#)

Logout

District News and Events

Transmittal of Information Capsule: Teacher Burnout 9/13/2010 9:06 AM
NEW
 by Internet Services
 Click here for more information.

Marco Polo Resort Winter Rate: Good Deals - Good Deeds! 9/7/2010 10:43 AM
 by Internet Services
 Employees and families Winter rate for Marco Polo Resort. Click here for more details.

"Pandemonium" at The Adrienne Arsht Center, discounted tickets for M-DCPS Employees and Families 8/24/2010 11:03 AM
 by Internet Services
 Click here for more information.

Tyler Perry: Madea's Big Happy Family Discount Tickets for Employees and Families 8/6/2010 12:56 PM
 by Internet Services
 Click here for more information.

Marco Polo Resort Discount 6/11/2010 3:41 PM
 by Internet Services
 Employees and families discount for Marco Polo Resort. Click here for more details.
 (More Announcements...)

Weather

ERP SAP Information

Weekly Showcase
 This Week:
 Personnel Administrators will learn how to Request a Change in Position for their staff members.

- SAP HR2.0 Quick Tip Guides**
- [Base Salary](#)
 - [Begin/End Leave Dates](#)
 - [Birth Date](#)
 - [Certification Information](#)
 - [Contract Type Status](#)
 - [School of Graduation](#)
 - [Home Address](#)
 - [Supplement Information](#)
 - [Termination Date](#)
 - [Work Location/Start Date](#)
 - [Locating PERS info in SAP](#)

Employee Self Service (ESS)

RSS Feeds

RSS 1 RSS 2 RSS 3

msnbc.com: Top msnbc.com ...
(5)

Iran releases American hiker from prison
Tue, 14 Sep 2010 13:51:54 GMT

Employee Tool Box

- AMC Add, Move, Change - ITS
- Attachment Manager
- Bulletin Board
- Dial-up / VPN / New e-mail
- District e-mail
- District's Graphic Standards
- e-Agenda
- e-Handbooks
- e-Help Desk
- Employee Directory
- Internet Service Request
- Intranet
- Intranet Downloads / Utilities
- Letterheads/District Logo
- Password Management
- Records and Forms
- School Based Budget System
- School Support Budget Dev.
- SCRUB
- Self Service
- SOPHOS Antivirus
- Substitute Tutorials
- User Guides
- Weekly Briefings

Resources Created by HR Information Services - DAG

- ▣ Certification

MDCPS Overview - SAP NetWeaver Portal - Windows Internet Explorer

https://erpportal.dadeschools.net/irj/portal

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File Edit View Favorites Tools Help

MDCPS Overview - SAP NetWeaver Portal

Home Backend Landscape Employee Self Service eRecruiting **Human Resources** Procurement Finance Reports

MDCPS Overview | Universal Worklist

MDCPS Overview | History

Universal Worklist

4 - Click on the "Human Resources" tab

Created by HR Information Services - DAG

Local intranet 100%



Welcome [User Name]

Help Log off

Home Backend Landscape Employee Self Service eRecruiting **Human Resources** Procurement Finance Reports

Transactions Reports ← 5 - Click on "Reports"

MDCPS Overview

History



[Request Employee Position Change, Transfer, or Additional Assignment](#)

Work Locations can request changes and/or addition of assignments.



[Display Employee Information](#)

Work Locations can view employee's information.



[View Status of Employee Position Change, Transfer, or Additional Assignment](#)

Work Locations can check the status of a pending request.



[Maintain Employee Data](#)

Work locations can enter Injury Date for Workers Compensation and Objects on Loan.



[Decentralized Termination](#)

Work Locations can terminate assignments.



Welcome [redacted]

Help Log off

Home Backend Landscape Employee Self Service eRecruiting **Human Resources** Procurement Finance Reports

Transactions | Reports

MDCPS Overview

History



[Personnel Admin/Org Management](#)

6 - Click on on "Personnel Admin/Org Management"



Welcome [User Name]

Help Log off

MDCPS Overview

History



[Hire Analysis](#)

Report is used to analyze new hires in the District.



[Certification by Subject](#)

Report is used to provide information on employees' certifications.



[Expiring Certificates - Annual Contracts \(Site\)](#)

Expiring Certificates of Annual Contracted Instructional Personnel.



[Position Control List \(Site Version\)](#)

Provides a list of all occupied, vacant, obsolete and over occupied positions by location.

7 - Click on "Position Control List (Site Version)"



[Expiring Certificates - Annual Contracts](#)

Expiring Certificates of Annual Contracted Instructional Personnel.



[Position Control Analysis](#)

Report is used to list all positions in a work location, along with associated funding information as well as related information of the occupants.



[Separation Analysis](#)

Report is used to analyze employee separations from the District.



[Personnel Action Listing](#)

Report is used to analyze employee movements within the district (hiring, termination, transfers, etc)



[Workforce Composition Analysis \(Daily\)](#)

Report is used to analyze active employees in the District.



[Real-Time Vacancy Report](#)

Provides a real-time list of all vacant positions by location



[Certification by Subject \(Site Version\)](#)

Report is used to provide site specific information on employees' certifications.



Welcome [User Name]

Help Log off

Variable Entry

Available Variants: [Dropdown] Save Save As... Delete Show Variable Personalization

General Variables

Variable	Current Selection	Description
Fund Ctr (Opt/Auth)	1XXXX00	

OK Check

8 - Input "Fund Ctr" information...
1 "location number"00 ... i.e 1932500



Welcome [redacted]

Help Log off

Home Backend Landscape

Procurement Finance Reports

Transactions Reports

Position Control List (Site V

History

9 - Click on the appropriate tab you would like to view, for this example, the "FT Occupied" tab was selected..

10 - Right-click on blueish-grey area and select "Print Version" (a pop-up window will appear)

Query ZZPA_ID4_Q007

Technical Name

Last refresh 09/14/2010 11:15:30

Last Data Update 09/14/2010 02:18:44

Funds

Center

Employee Group

EE Subgroup (Pos)

FT Salary

FT Hourly

HT Salary

Probationary Hourly

InterimTchEncumbered

InterimTchUnencumbrd

RegTch-3100 post

Surplus Teacher

Board Attorney

Board Aides

Senior Management

VIF Instructional

J1 Visa

Personnel Area

Personnel Subarea

Job

Bargaining

FT Occ & Vac FT Occupied 31XX Positions Obsolete Positions Over Occupied FT Vacant PT Occupied PT Vacant LOA Positions All Positions All Vacant

Page 1 of 3

Position	Employee	Name (Sortable)	EE Subgroup (Pos)	Fund	Function	Program	Grant Description	Object/Cmmnt Itm	Job
53000023	SOCIAL STUDI			100000	510300	60300000	NRGR	#	52001429 SOCIAL S
53000144	SOCIAL STUDI			100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53000207	EARTH-SPACE			100000	510300	60300000	NRGR	5144000	52001497 EARTH-SF
53000245	SOCIAL STUDI			100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53000834	TREASURER HI			100000	730000	70500000	NRGR	5137000	52004112 TREASUR
53000862	ESE-VARYING			100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53000947	PARA III-THE			420000	520000	30820000	30820000	5145000	52004226 PARA III-T
53000948	PARA III-THE			431000	520200	31910000	31910000	5145000	52004223 PARA III-T
53001142	MATHEMATICS			100000	510300	60300000	NRGR	5144000	52001438 MATHEMA
53001147	CUSTODIAN 12			100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53001782	VOC DIST ED			100000	530300	62000000	NRGR	5144000	52002225 VOC DIST
53001824	SECRETARY HI			100000	730000	70500000	NRGR	5137000	52004114 SECRETAI
53002073	STUDENT SVCS			100000	611000	71310000	NRGR	5137000	52004207 STUDENT
53002106	VOC IND ED S			100000	530800	62300000	NRGR	5144000	52002830 VOC IND E
53002143	SOCIAL STUDI			100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53002178	ENGLISH SECO			100000	513300	66000000	NRGR	5144000	52001006 ENGLISH :
53002246	ESE-VARYING			100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53002256	CUSTODIAN 12			100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53002389	MATHEMATICS			100000	510300	60300000	NRGR	5144000	52001438 MATHEMA
53002397	CUSTODIAN 12			100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53002404	JROTC INSTRU			100000	510300	60360000	NRGR	5144000	52002000 JROTC INS
53002459	ESE-VARYING			100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53002726	JROTC INSTRU			100000	510300	60360000	NRGR	5144000	52002000 JROTC INS
53002745	VOC BUS SR H			100000	530200	62600000			

- Back
- Filter
- Change Drilldown
- Print Version**
- Broadcast and Export
- Properties
- Documents
- Exceptions
- Sort Employee



Welcome [User Name]

Help Log off

Home Backend Landscape Employee Self Service eRecruiting Human Resources Procurement Finance Reports

Transactions Reports

Position Control List (Site Version)

History



Query ZZPA_ID4_Q007
Technical Name
Last refresh 09/14/2010 11:15:30
Last Data Update 09/14/2010 02:18:44
Funds Center
Employee Group
EE FT Salary
Subgroup (Pos)

- FT Hourly
- HT Salary
- Probationary Hourly
- InterimTchEncumbered
- InterimTchUnencumbrd
- RegTch-3100 post
- Surplus Teacher
- Board Attorney
- Board Aides
- Senior Management
- VIF Instructional
- J1 Visa
- Personnel Area
- Personnel Subarea
- Job
- Bargaining

Export Dialog

Scaling Factor

- Fit to page width
 - Repeat column headers
- Fit to page
- Poster
 - Repeat lead columns
 - Repeat column headers

Margins in mm

Top: 20.0
Bottom: 20.0
Left: 20.0
Right: 20.0

Page

Theme: Standard SAP
Size: A4 210 x 297 mm
Orientation: Portrait Format

Header

Left: None
Center: None
Right: None

Footer

Left: None
Center: None
Right: None

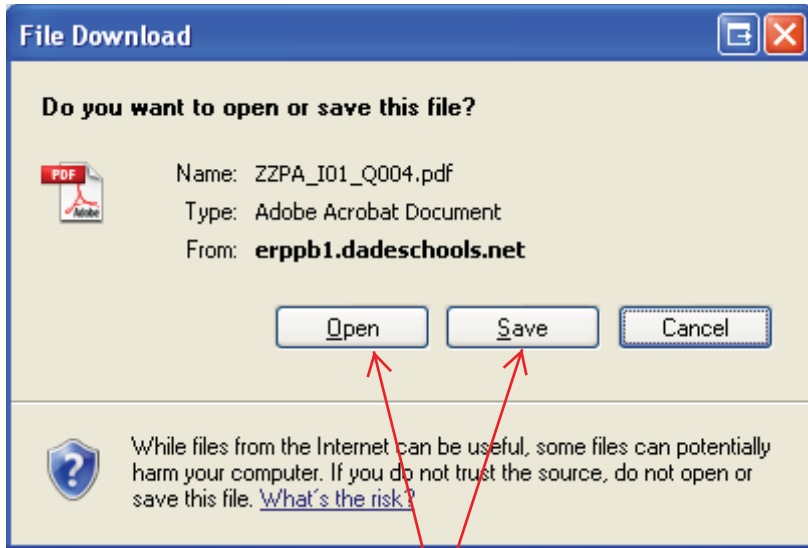
OK Cancel

11 - Click on drop down box and select "Landscape Format"

12 - Click "OK" - a file download window will appear

List (Site Version)

Object	Grant Description	Object/Cmmnt Itm	Job	
000	NRGR	#	52001429 SOCIAL S	
000	NRGR	5144000	52001429 SOCIAL S	
000	NRGR	5144000	52001497 EARTH-SF	
000	NRGR	5144000	52001429 SOCIAL S	
000	NRGR	5144000	52004112 TREASUR	
000	70500000 NRGR	5137000	52000913 ESE-VAR	
000	67810000 NRGR	5144000	52004226 PARA III-T	
000	30820000 30820000	5145000	52004223 PARA III-T	
000	31910000 31910000	5145000	52001438 MATHEMA	
000	60300000 NRGR	5144000	52005615 CUSTODIA	
000	73000000 NRGR	5117000	52002225 VOC DIST	
000	62000000 NRGR	5144000	52004114 SECRETAI	
000	70500000 NRGR	5137000	52004207 STUDENT	
000	71310000 NRGR	5137000	52002830 VOC IND E	
000	62300000 NRGR	5144000	52001429 SOCIAL S	
000	60300000 NRGR	5144000	52001006 ENGLISH S	
000	68000000 NRGR	5144000	52000913 ESE-VAR	
000	67810000 NRGR	5144000	52005615 CUSTODIA	
000	73000000 NRGR	5117000	52001438 MATHEMA	
000	60300000 NRGR	5144000	52005615 CUSTODIA	
000	73000000 NRGR	5117000	52002000 JROTC INS	
000	60360000 NRGR	5144000	52000913 ESE-VAR	
000	FT Salary 100000 521200	67810000 NRGR	5144000	52002000 JROTC INS
000	FT Salary 100000 510300	60360000 NRGR	5144000	52002000 JROTC INS
000	FT Salary 100000 530200	62600000		



13 - Click either "Open" or "Save"... for this example "Open" was selected.

Position Control List (Site Version) - SAP NetWeaver Portal - Windows Internet Explorer

https://erportal.dadeschools.net/irj/portal

13

File Edit View Favorites Tools Help

Position Control List (Site Version) - SAP NetWeaver P...

Home Backend Landscape

Transactions Reports

Position Control List (Site V

Query Technical Name: ZZPA_I04_Q007

Last refresh: 09/14/2010 11:15

Last Data Update: 09/14/2010 02:18

Funds Center: []

Employee Group: []

EE Subgroup (Pos): FT Salary

FT Hourly

HT Salary

Probationary Ho

InterimTchEncun

InterimTchUnenc

RegTch-3100 po

Surplus Teacher

Board Attorney

Board Aides

Senior Managem

VIF Instructional

J1 Visa

Personnel Area: []

Personnel Subarea: []

Job: []

Bargaining: []

Position Control List (Site Version)

Query Technical Name: ZZPA_I04_Q007

Last refresh: 09/14/2010 11:15:30

Last Data Update: 09/14/2010 02:18:22

Funds Center: []

Employee Group: []

EE Subgroup (Pos): FT Salary

FT Hourly

HT Salary

Probationary Hourly

InterimTchIncumbent

InterimTchUnincumbent

RegTch-3100 post

Surplus Teacher

Board Attorney

Board Aides

Senior Management

VIF Instructional

J1 Visa

Personal Area

Personal Subarea

Job

Bargaining Unit

Position #	Employee #	Name (Sortable)	EE Subgroup (Pos)	Fund	Function	Program	Grant Description	Object/Contract Item	Job	FT Occupied Positions
53000023			FT Salary	100000	510300	60300000	NRGR	#	53001429	1
53001144			FT Salary	100000	510300	60300000	NRGR	514000	53001429	1
53000007			FT Salary	100000	510300	60300000	NRGR	514000	53001427	1
53000025			FT Salary	100000	510300	60300000	NRGR	514000	53001429	1
53000034			FT Salary	100000	730000	70500000	NRGR	5137000	53004112	1
53000062			FT Salary	100000	521200	67810000	NRGR	514000	53000913	1
53000067			FT Salary	420000	530000	30620000	NRGR	5143000	53004208	1

53002459 ESE-VARYING

53002726 JROTC INSTRU

53002745 VOC BUS SR H

FT Salary 100000 521200 67810000 NRGR 5144000 52000913 ESE-VAR

FT Salary 100000 510300 60360000 NRGR 5144000 52002000 JROTC INS

FT Salary 100000 530200 62600000 NRGR 5144000 52002130 VOC BUS

14 - Click on "File" then "Print" ... or ... click on the "Printer Icon" and select "OK" when the "Print" window opens.

15 - Once the report has printed, please close the Adobe program



Welcome [redacted]

Help Log off

16 - Click on the next tab, and repeat steps 10 through 16 as needed for each report.

Position Control List (Site Version)

Query: ZZPA_I04_Q007

Technical Name: []

Last refresh: 09/14/2010 11:15:30

Last Data Update: 09/14/2010 02:18:44

Funds Center: []

Employee Group: []

EE Subgroup (Pos): FT Salary

FT Hourly

HT Salary

Probationary Hourly

InterimTchEncumbered

InterimTchUnencumbrd

RegTch-3100 post

Surplus Teacher

Board Attorney

Board Aides

Senior Management

VIF Instructional

J1 Visa

Personnel Area: []

Personnel Subarea: []

Job: []

Bargaining: []

Position	Employee	Name (Sortable)	EE Subgroup (Pos)	Fund	Function	Program	Grant Description	Object/Cmmnt Itm	Job
53000023		SOCIAL STUDI	FT Salary	100000	510300	60300000	NRGR	#	52001429 SOCIAL S
53000144		SOCIAL STUDI	FT Salary	100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53000207		EARTH-SPACE	FT Salary	100000	510300	60300000	NRGR	5144000	52001497 EARTH-SF
53000245		SOCIAL STUDI	FT Salary	100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53000834		TREASURER HI	FT Salary	100000	730000	70500000	NRGR	5137000	52004112 TREASUR
53000862		ESE-VARYING	FT Salary	100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53000947		PARA III-THE	FT Salary	420000	520000	30820000	30820000	5145000	52004226 PARA III-T
53000948		PARA III-THE	FT Salary	431000	520200	31910000	31910000	5145000	52004223 PARA III-T
53001142		MATHEMATICS	FT Salary	100000	510300	60300000	NRGR	5144000	52001438 MATHEMA
53001147		CUSTODIAN 12	FT Salary	100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53001782		VOC DIST ED	FT Salary	100000	530300	62000000	NRGR	5144000	52002225 VOC DIST
53001824		SECRETARY HI	FT Salary	100000	730000	70500000	NRGR	5137000	52004114 SECRETAI
53002073		STUDENT SVCS	FT Salary	100000	611000	71310000	NRGR	5137000	52004207 STUDENT
53002106		VOC IND ED S	FT Salary	100000	530800	62300000	NRGR	5144000	52002830 VOC IND E
53002143		SOCIAL STUDI	FT Salary	100000	510300	60300000	NRGR	5144000	52001429 SOCIAL S
53002178		ENGLISH SECO	FT Salary	100000	513300	66000000	NRGR	5144000	52001006 ENGLISH :
53002246		ESE-VARYING	FT Salary	100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53002256		CUSTODIAN 12	FT Salary	100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53002389		MATHEMATICS	FT Salary	100000	510300	60300000	NRGR	5144000	52001438 MATHEMA
53002397		CUSTODIAN 12	FT Salary	100000	790000	73000000	NRGR	5117000	52005615 CUSTODIA
53002404		JROTC INSTRU	FT Salary	100000	510300	60360000	NRGR	5144000	52002000 JROTC INS
53002459		ESE-VARYING	FT Salary	100000	521200	67810000	NRGR	5144000	52000913 ESE-VAR
53002726		JROTC INSTRU	FT Salary	100000	510300	60360000	NRGR	5144000	52002000 JROTC INS
53002745		VOC BUS SR H	FT Salary	100000	530200	62600000			