

**How to view, export, and print
the "Real-Time Vacancy
Report". Please follow ALL
steps as needed.**

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

1 - Click on "Login to Portal"

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

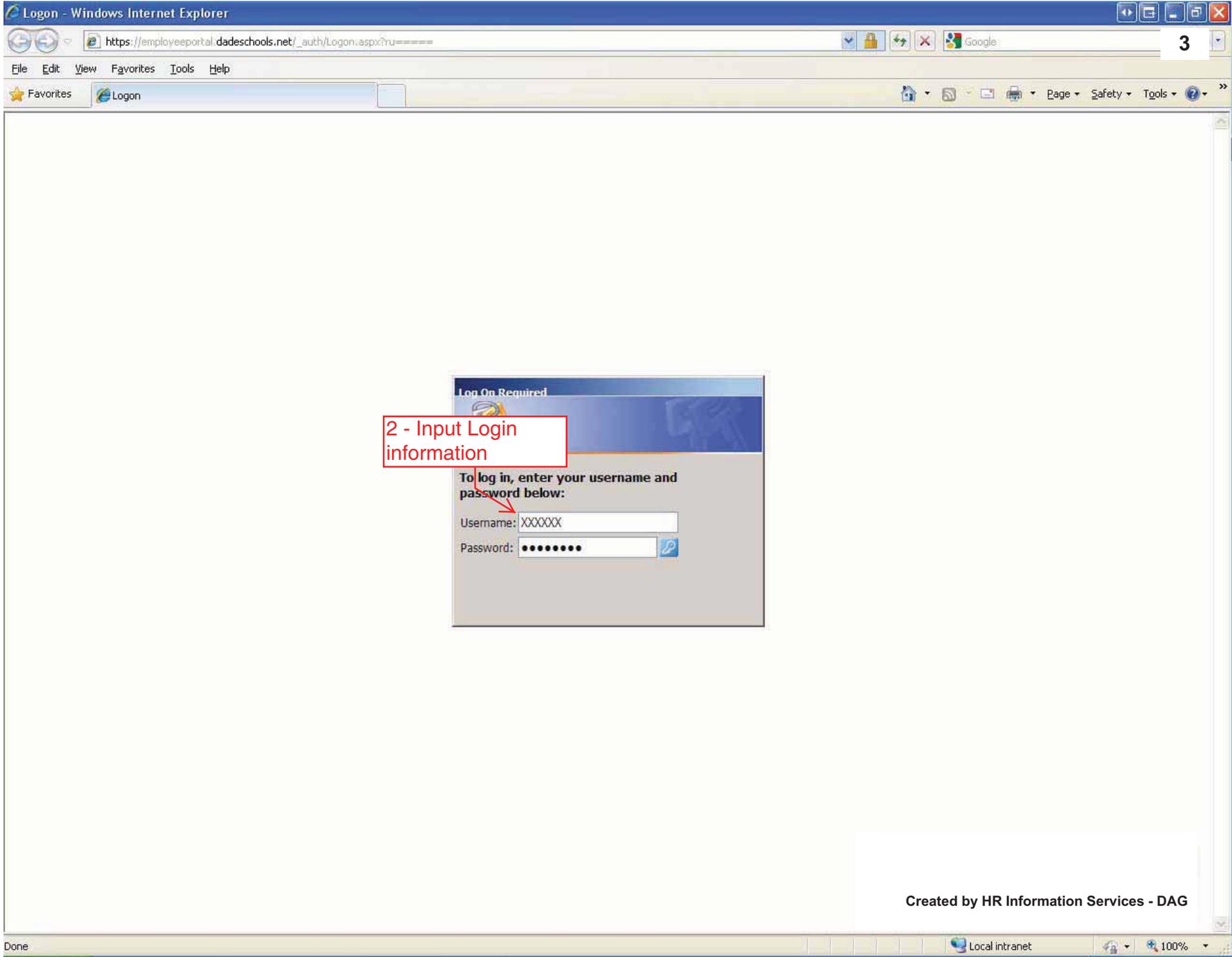
 **Tools are available on the Portal.**

[Login to view >>](#)

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Discover M-DCPS | Committees | Directories | Human Resources

Done Local intranet 100%



2 - Input Login information

Log On Required

To log in, enter your username and password below:

Username:

Password:

Home - Employee Portal - Windows Internet Explorer

https://employeeportal.dadeschools.net/default.aspx

4

File Edit View Favorites Tools Help

Home - Employee Portal

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
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...)

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

- Certification

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MDCPS Overview - SAP NetWeaver Portal - Windows Internet Explorer

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

File Edit View Favorites Tools Help

★ Favorites MDCPS Overview - SAP NetWeaver Portal

Home Dade County Public Schools

Welcome [] Help Log off

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

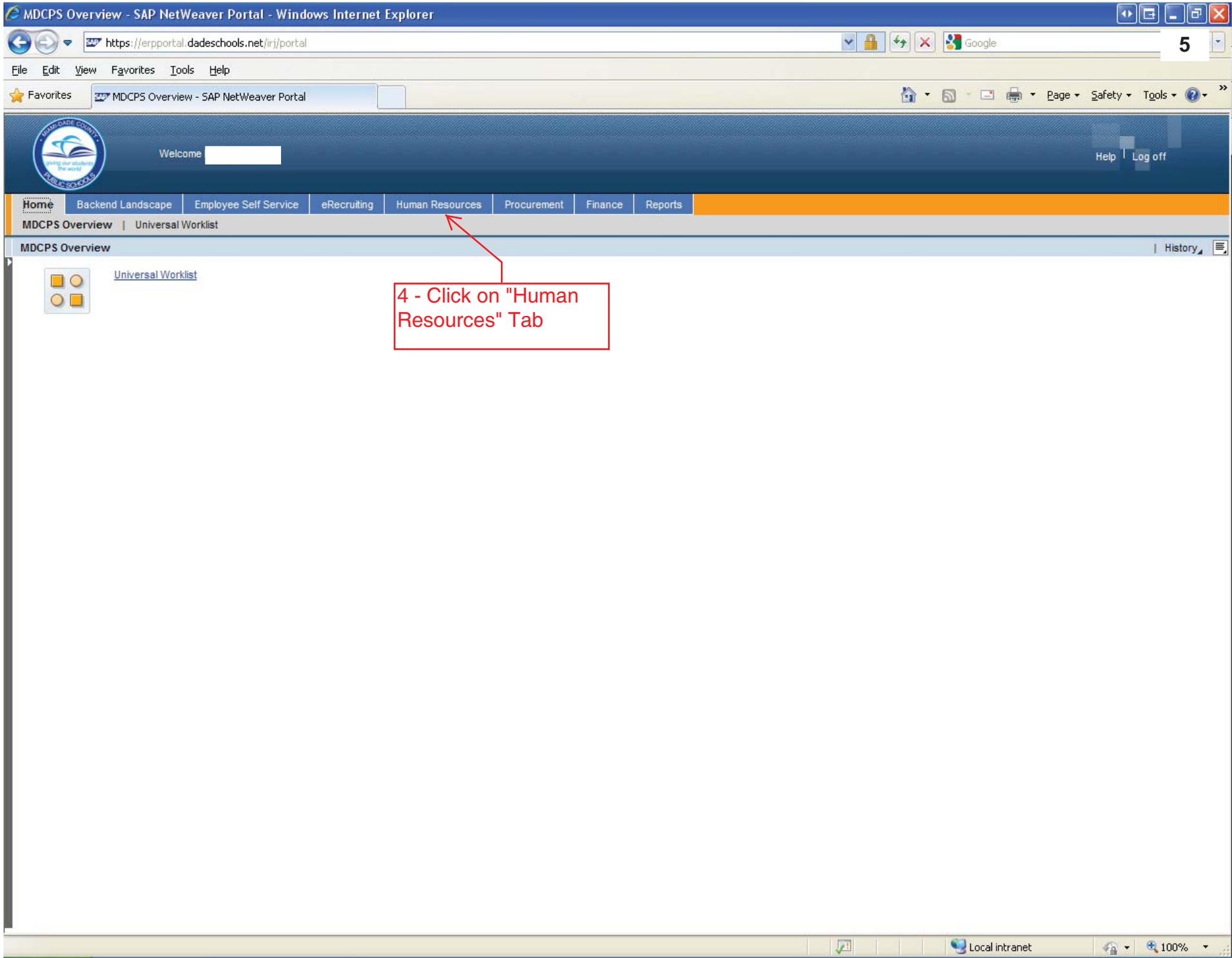
MDCPS Overview | Universal Worklist

MDCPS Overview | History

Universal Worklist

4 - Click on "Human Resources" Tab

Local intranet 100%

The image is a screenshot of a web browser displaying the SAP NetWeaver Portal for MDCPS. The browser's address bar shows the URL https://erpportal.dadeschools.net/lrj/portal. The page features a dark blue header with the MDCPS logo and a 'Welcome' message. Below the header is a navigation bar with several tabs: Home, Backend Landscape, Employee Self Service, eRecruiting, Human Resources, Procurement, Finance, and Reports. The 'Human Resources' tab is highlighted in orange. A red callout box with a white background and a red border contains the text '4 - Click on "Human Resources" Tab', with a red arrow pointing to the 'Human Resources' tab. The main content area is mostly blank, with a 'Universal Worklist' link and a small icon on the left. The browser's status bar at the bottom shows 'Local intranet' and '100%' zoom.



5 - Click on "Reports"

Help Log off

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

Transactions 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 "Personnel Admin/Org Management"



Welcome [Redacted]

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.



[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.

7 - Click on "Real-Time Vacancy Report"



Real-Time Vacancy Report - SAP NetWeaver Portal - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Real-Time Vacancy Report - SAP NetWeaver Portal

Welcome [Redacted] Help Log off

Home Backend Landscape Employee Self Service eRecruitment Finance Reports

eRecruiting Human Resources Procurement Finance

Real-Time Vacancy Report History

Vacancy Report

Menu Save As Variant... Back Exit Cancel System Execute Get Variant...

Position to

Cost Center to

Organizational unit to

Job key to

Personnel area

Personnel subarea

Employee group

Employee subgroup A0

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

9 - Click "Execute"

8.1 - The employee subgroup can be changed by clicking in the box and clicking on the double-box. A list is provided to you in Appendix A

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Done Local intranet 100%

10 - Click "Print Preview"



Vacancy Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Print preview Local file... Mail recipient Graphic Change layout... Select layout... More...

Region	Region text	Cost Center	Cost Center Text	E...	Employee Subgroup text	Position	Short Text	Program	Function	Grant
44	REGION CENTER IV	0001774100	SOUTHWEST MIAMI SENIOR HIGH SCHOOL	A0	FT Salary	53220913	ESE-SPEECH L	32490000	520500	000000000000720
					FT Salary	53238850	SOCIAL STUDI	60300000	510300	NOT_RELEVANT_C
					FT Salary	53238851	LANGUAGE ART	60300000	510300	NOT_RELEVANT_C

Real-Time Vacancy Report - SAP NetWeaver Portal - Windows Internet Explorer

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

11

File Edit View Favorites Tools Help

Real-Time Vacancy Report - SAP NetWeaver Portal

Home Backend Landscape Employee Self Service eRecruiting Human Resources Procurement Finance

eRecruiting | Human Resources | Procurement | Finance

Real-Time Vacancy Report

Vacancy Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Spreadsheet... Local file... Mail recipient Change layout... Select layout... More...

Select Spreadsheet

Formats:

- Excel (in MHTML Format)
- Star Office 8 Calc / OpenOffice.org 2.0 Calc
- All Available Formats

Always Use Selected Format

ESG	Employee Subgroup text	Position	Short Text	Program	Function	Grant	PA	Personnel
A0	FT Salary	53220913	ESE-SPEECH L	32490000	520500	72000356	I1K0	INS UTD Pr
A0	FT Salary	53238850	SOCIAL STUDI	60300000	510300	NOT_RELEVANT_GRANT	I1K0	INS UTD Pr
A0	FT Salary	53238851	LANGUAGE ART	60300000	510300	NOT_RELEVANT_GRANT	I1K0	INS UTD Pr

11 - Click "Spreadsheet"

12 - Make sure the "Excel" button is selected

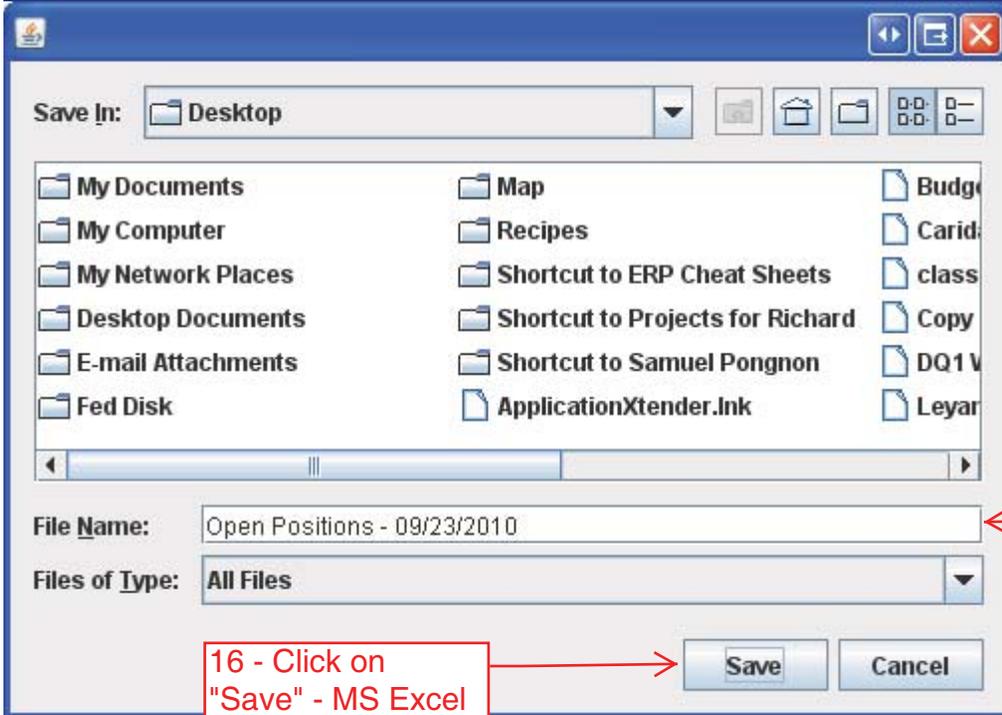
13 - Click the "Check Mark"

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Local intranet 100%



14 - Click "Run"



15 - Change the name of your file if needed.



16 - Click on "Save" - MS Excel will open.



2010.XLS - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Sheet Options Bring to Front Send to Back Selection Pane Align Group Rotate

A2 fx 44

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Region	Region text	Cost Center	Cost Center Text	ESG	Employee Subgroup text	Position	Short Text	Program	Function	Grant	PA	Pe
2	44	REGION CENTER IV	0001774100	SOUTHWEST MIAMI SENIOR HIGH SCHOOL	A0	FT Salary	53220913	ESE-SPEECH L	32490000	520500	00000000000072000356	11K0	INS
3	44	REGION CENTER IV	0001774100	SOUTHWEST MIAMI SENIOR HIGH SCHOOL	A0	FT Salary	53238850	SOCIAL STUDI	60300000	510300	NOT_RELEVANT_GRANT	11K0	INS
4	44	REGION CENTER IV	0001774100	SOUTHWEST MIAMI SENIOR HIGH SCHOOL	A0	FT Salary	53238851	LANGUAGE ART	60300000	510300	NOT_RELEVANT_GRANT	11K0	INS
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Ready Sheet1 Sheet2 Sheet3 100%

17 - In MS Excel you will be able to manipulate the columns and print the spreadsheet to your specifications for budget conferences/school purposes.

Appendix A

Employee Subgroups

10	1	A0	FT Salary
10	1	A2	FT Hourly
10	1	A3	PT Hourly
10	1	A4	HT Salary
10	1	A8	Shared Time
10	1	AE	RegTch-3100 post
10	1	AF	Surplus Teacher
10	2	A3	PT Hourly
10	2	B0	Board Member
10	2	B1	Superintendent
10	2	B2	Board Attorney
10	2	B3	Board Aides
10	3	A9	Hourly
10	3	I0	Intern/Student Workr
10	4	A0	FT Salary
10	4	A3	PT Hourly
10	4	M0	Senior Management
10	5	A7	Probationary Hourly
10	6	R0	Retiree
10	6	R1	Lap-Code - 19861
10	6	R2	Lap-Code - 19992

10	6	R2	Lap-Code - 19992
10	6	R3	Lap-Code - 19971
10	6	R4	Lap-Code - 20091
10	6	R5	Lap-Code - 20095
10	6	R6	Lap-Code - 20096
10	7	V0	VIF Instructional
10	7	V1	J1 Visa
10	8	A0	FT Salary
10	8	A1	PT Salary
10	8	A3	PT Hourly
10	8	A5	Summer Hourly
10	8	A6	Summer Daily
10	8	A9	Hourly
10	8	AA	Summer Derive Hourly
10	8	AB	Summer Salary
10	8	AC	InterimTchEncumbered
10	8	AD	InterimTchUnencumbrd
10	8	OT	
10	9	Z0	Contractor
10	9	Z2	Chart Schl Instr
10	9	Z3	Chart Schl Non Instr

10	Z	ZZ	PreConversion
29	1	A2	FT Hourly
29	1	A3	PT Hourly
29	1	A4	HT Salary
29	1	A8	Shared Time