

**CREDENTIAL REPORT**

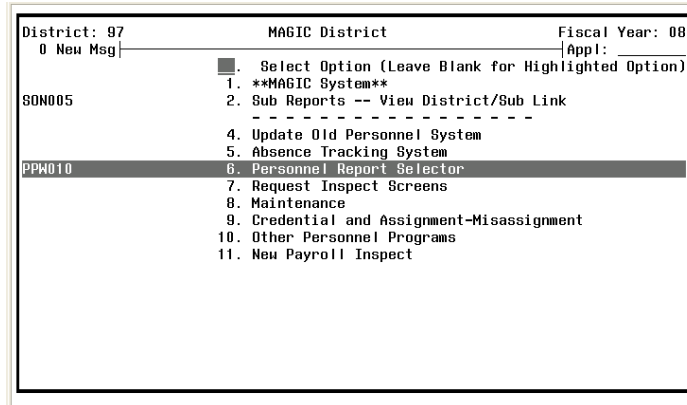
**FROM**

**PERSONNEL REPORT SELECTOR**

**Rosalie Sulgit-Shay**  
**Sonoma County Office of Education**  
**February 1, 2008**

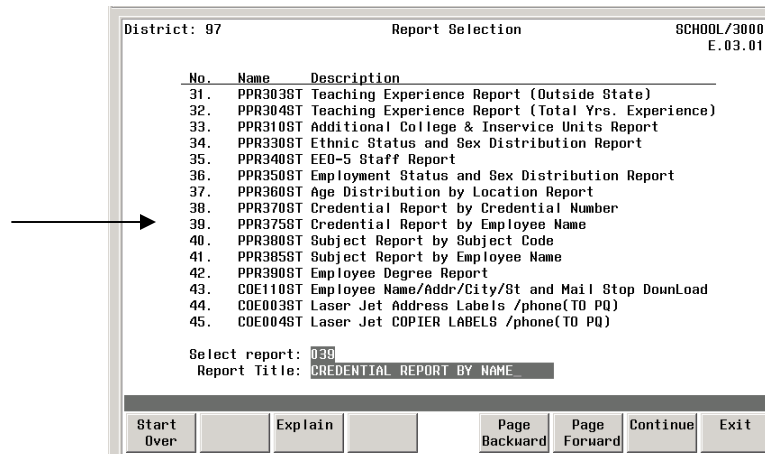
## Overview

The Personnel Report Selector from the old Personnel System offers a credential report that districts can use to track credentials and credential expiration dates based on the credential information recorded at SCOE. Access to the Report Selector is through the main menu of the PERxx application, as indicated below.



```
District: 97          MAGIC District          Fiscal Year: 08
0 New Msg|-----|
          1. Select Option (Leave Blank for Highlighted Option)
SON005    1. **MAGIC System**
          2. Sub Reports -- View District/Sub Link
          3. -----
          4. Update Old Personnel System
          5. Absence Tracking System
          6. Personnel Report Selector
          7. Request Inspect Screens
          8. Maintenance
          9. Credential and Assignment-Misassignment
          10. Other Personnel Programs
          11. New Payroll Inspect
PPW010
```

For most credential reporting, use report #39, Credential Report by Employee Name. Enter any report description that will help you identify the report in PQ. Once you have entered these two fields, press <ENTER> and <F7> Continue.



```
District: 97          Report Selection          SCHOOL/3000
E.03.01

  No.  Name      Description
  ---  -
  31.  PPR303ST Teaching Experience Report (Outside State)
  32.  PPR304ST Teaching Experience Report (Total Yrs. Experience)
  33.  PPR310ST Additional College & Inservice Units Report
  34.  PPR330ST Ethnic Status and Sex Distribution Report
  35.  PPR340ST EEO-5 Staff Report
  36.  PPR350ST Employment Status and Sex Distribution Report
  37.  PPR360ST Age Distribution by Location Report
  38.  PPR370ST Credential Report by Credential Number
  39.  PPR375ST Credential Report by Employee Name
  40.  PPR380ST Subject Report by Subject Code
  41.  PPR385ST Subject Report by Employee Name
  42.  PPR390ST Employee Degree Report
  43.  COE110ST Employee Name/Addr/City/St and Mail Stop DownLoad
  44.  COE003ST Laser Jet Address Labels /phone(TO PQ)
  45.  COE004ST Laser Jet COPIER LABELS /phone(TO PQ)

Select report: 039
Report Title: CREDENTIAL REPORT BY NAME

Start Over Explain Page Backward Page Forward Continue Exit
```

On this screen, change 'Include Substitutes?' to Y and press <ENTER>, <F7> Continue.

```
District: 97          Additional Global Selection          SCHOOL/3000

Include Applicants? N
Include Substitutes? Y
Honor Restrict Address Flag? Y
Honor Restrict Phone Flag? Y
Position control selection fy: 05 control date: 051905

PPW010 E.03.01 compiled 07/09/97
Start Over Explain Continue Exit
```

For the cutoff date, here are some choices:

Enter From: 010100 To: 999999, if you want a listing of all your credentialed employees.

Enter From: 010100 To: Last day of current month, if you want a listing of expired credentials as of the current pay period.

Enter From: 010100 To: 12/31/xx or 06/30/xx, if you want a listing of expired credentials at the end of the following semester.

After completing the entry of dates, press <Enter> and <F7> Continue.

```
District: 97          Credential Report by Employee          SCHOOL/3000

Sort option: 1      1=employee district/name
                   2=employee name

Credential expire date cutoff: From: 010100
                               To: 123105
←-----|
Enter Credential Codes to be reported:
  [ ] [ ] [ ] [ ] [ ]
Range selection: [ ] to [ ]

Enter Subject Codes to be reported:
  [ ] [ ] [ ] [ ] [ ]
Range selection: [ ] to [ ]

Start Over Explain Select Report Continue Exit
```

Typically on this screen, you will choose Pay Codes 01 and 02 to get all regular employees on the report. You can also leave it blank and get all pay codes. Press <ENTER>, <F6> Page Forward.

Ln.	Field	Range From	To
1.	Barg. unit		/
2.	Leave Status		/
3.	District		/
4.	Emp. Type		/
5.	Ethnic		/
6.	Job category		/
7.	Job code		/
8.	Last name		/
9.	Months paid		/
10.	Pay code	01	/02_
11.	Pay flag		/
12.	Pay location		/
13.	Report code		/
14.	Ret. system		/
15.	SSN		/

PPW010 E.03.01 compiled 07/09/97

Start Over Explain Page Backward Page Forward Launch Report Exit

Simply press <ENTER> on this screen. Finally, press <F7> Launch Report.

Ln.	Field	Range From	To
16.	Salary sched		/
17.	Salary range		/
18.	Salary step		/
19.	Sex		/
20.	Term. code		/
21.	Work loc. 1		/
22.	Work loc. 2		/
23.	Annv. date		/
24.	Birth date		/
25.	Eval. date		/
26.	Hire date		/
27.	Lngvty date		/
28.	TB exp. date		/
29.	Term. date	00/00/00	/00/00/00
30.	Rehire date		/

Start Over Explain Page Backward Page Forward Launch Report Exit

Once the report has run, enter PQ in any menu to get to the Print Que. Display the report before printing to be sure it is what you want. Use the function keys to guide you. The expiration dates selected print at the top of each page. Once a year, check a complete credential report with a current staffing list just to be sure all are included.

If there are many terminated employees listed on the report, you can use the TE screen to terminate the employee.

```

District: 97          MAGIC District          Fiscal Year: 08
0 New Msg|          |          |          |
                  4. Select Option (Leave Blank for Highlighted Option)
                  1. **MAGIC System**
SON005            2. Sub Reports -- View District/Sub Link
                  -----
                  4. Update Old Personnel System
PPW010           5. Absence Tracking System
                  6. Personnel Report Selector
                  7. Request Inspect Screens
                  8. Maintenance
                  9. Credential and Assignment-Misassignment
                  10. Other Personnel Programs
                  11. New Payroll Inspect
    
```

```

District: 97          Personnel updates          Fiscal Year: 08
0 New Msg|          |          |          |
                  4. Select Option (Leave Blank for Highlighted Option)
PP0002           1. Update Employee Information (includes add)
PP0010           2. Update Personnel/Payroll master files
LOUPDT          3. Update Location master file
PP0020           4. Update District position master file
PA0020           5. Maintain Employee Other Assignments
PP00SUB         6. Roll Authorized Positions (once per year)
PFUPDT          7. Maintain CLIENT DEFINED Data Set
NPRQST          8. APPLICANT RATING REPORT
NPRQST          9. APPLICANT ADDRESS LABELS
NPM010          10. Applicant Employee Change/Delete
PPJSUB          11. JOB HISTORY GENERATION/UPDATE
NPRQST          12. JOB HISTORY REPORTS
RCODE           13. UPDATE REPORT CODE (FOR MAGIC DISTRICTS ONLY)
    
```

```

District: 97          SONOMA CO. OFFICE OF EDUCATION          PSI SCHOOL/3000
                  Employee Maintenance          Mode:
DI/SSN: 97/  - - -          Sc: TE
    
```

On the TE screen, once you press <ENTER>, you will be asked for a reason code and date. Try code 53, RESIGNED and, if you don't know the exact termination date, use 06/30 of a prior fiscal year.

If you have any questions, please contact Rosalie Sulgit-Shay at [rshay@scoe.org](mailto:rshay@scoe.org) or 522-3252.