



Updated: 4/4/2016

What Employee Emergency Contact reports are available?

• HR126 Employee Emergency Contact Information Roster

• HR130 Employee Emergency Contact Information Roster – Subs Where do I find the Employee Emergency Contact reports?

- Click on Reports tab
- Click on School subtab
- Click on right facing arrow to open *Roster* folder

Which security role will I need to access the Employee Emergency Contact reports?

- For <u>Site Administrator users</u> <u>that work in schools or the</u> <u>central office</u>, *BH161\_0000 BW – School ONLY site Administrator*.
- Users that work in the <u>HR</u> <u>Division or Personnel</u> <u>Commission</u> should request, *BH155\_0000 BW – HR Only Assignment Processor*.

There are two Employee Emergency Contact Information reports: *HR126 Employee Emergency Contact Information Roster* and *HR130 Employee Emergency Contact Information Roster – Subs*. The information found on these reports was originally entered by each employee in SAP *Employee Self Service*  $\rightarrow$  *Quick Links*  $\rightarrow$  *Emergency Contact Information* 

Both reports are found under the *Reports* tab  $\rightarrow$  *School* sub tab  $\rightarrow$  *Roster* folder



To access the Employee Emergency Contact Information reports a security role is needed.

- For <u>Site Administrator users that work in schools or the central office</u>, **BH161\_0000 BW School ONLY site Administrator**.
- Users that work in the <u>HR Division or Personnel Commission</u> should request, **BH155\_0000 BW HR Only Assignment Processor**.



Variable Entry



## How to use the reports:

- 1. HR126 Employee Emergency Contact Information Roster:
  - a. This report shows all employees assigned to a *Cost Center* and their emergency contact information
  - b. Clicking on the report link opens the Variable Entry page
  - c. Cost Center (School) is defaulted to the user's assigned Cost Center (site/location)
  - d. Click on *OK* button to run report

Available Variants: Save Save As Delete Show Variable Personalization					
General Variables					
Variable≜≂	Current Selection	Description			
Cost Center (School)	+100001476401(Text\ Noc	100001476401 LANAI EL			
OK Check					

- e. Report will run and display default layout: *Cost Center*, Employees by *Person ID*, *Name*, and *Job*, and the employee's Emergency Contact information
- f. Additional Emergency and Medical Emergency information can be found on the left side under Free characteristics
  - i. Free Characteristics can be dragged into the report to view
  - ii. Free Characteristics can also be added by right clicking on a field  $\rightarrow$  Context menu opens  $\rightarrow$  select Chanae Drilldown  $\rightarrow$  select Drilldown by  $\rightarrow$  select Vertical

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Sort Additional Emergency Contact	Þ	4125	MENDEZ	MORA, CRYSTAL	AS	SST.TCHR

- 2. HR130 Employee Emergency Contact Information Roster Subs:
  - a. This report shows substitute employees located at the following Cost Centers

Cost Center Key	Cost Center Text	Comments			
1990501	Adult Ed-Unassigned	Adult Ed Substitute Pool Cost Center			
1995001	CE Substitute Unit	CE Substitute Pool Cost Center			
1995501	HR-Pool-Chld Dev Sub	Early Ed Pool Cost Center - shared EEC & PC			
1996001	Pool - Process Control	PC Substitute Pool Cost Centers			
1996201	Pool - Unit B	PC Substitute Pool Cost Centers			
1996501	Pool - Unit D	PC Substitute Pool Cost Centers			
1996701	Pool - Unit C/E	PC Substitute Pool Cost Centers			

- b. Clicking on the report link opens the Variable Entry page
- c. Person ID is a required entry
- d. Job and Sub Pool Cost Centers are optional entry fields
- e. Report will run and display default layout: *Cost Center*, Employees by *Person ID*, Name, and *Job*, and the employee's Emergency Contact information
- f. Additional Emergency and Medical Emergency information can be found on the left side under Free characteristics
  - i. Free Characteristics can be dragged into the report to view





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ii. Free Characteristics can also be added by right clicking on a field → Context menu opens → select Change Drilldown → select Drilldown by → select Vertical

Back	100	noones	S, KERSTEN	ELEWITCHK	
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Change Drilldown	Drilldo	wn by		Horizontal	
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Save View	Remove Drilldown				
Personalize Web Application	Swap Axes     EM TCHR				
Properties	<b>243</b>	MARSH	ALL AYOLA, MARISA	ELEM TCHR	
Documents	₱17	MAYBER	RRY, GRACE	ELEM TCHR	
Sort Additional Emergency Contact	4125	MENDE2	MORA, CRYSTAL	ASST,TCHR	

- 3. Other report tips:
  - a. <u>Print to PDF</u>: from default layout, click on *Print Version* button  $\rightarrow$  Export dialog window opens  $\rightarrow$  make selections as needed and click on *OK* button
    - i. <u>HINT</u>: you may want to change *Page Alignment* to *Landscape Format* and *Page Size* to *Letter* or *Legal*

			Export Dialog		
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HR130 Employee Emergency Contact Information Roster - Subs Disclaimer:This information is the property of the Los Angeles Unified School District and is intended solely for internal use by authorized employe including via any electronic means, including email, to any authorized or unauthorized person or organization. This information is subject to condition New Analysis Open, Save As, Despity As [Table   Info] Send [Print Version] Export to Microsoft Excel]. Notes	A3 297 s A4 210 Header A4-0 16 A5 148 Left: No Executi Center: No Invoice Right: No Legal 8 Letter 8	x 420 mm x 297 mm s82 x 2378 mm x 210 mm ve 7.25 x 10.5 Inch 5.5 x 8.5 Inch 5.5 x 14 Inch 5.5 x 11 Inch	Donom: 20 0 Left: 20 0 Right: 20 0	Footer Left: None V Center: None V Right: None V	OK Cancel

b. Export to Microsoft Excel: from default layout, click on Export to Microsoft Excel button

