How to Find and Use Employee Emergency Contact Reports *K*



Updated: 10/8/2014

Which reports have employee emergency contact information?

- •There are 2 reports that you can use:
- •HR011 Employee Contact Information Roster
- •HR126 Employee Emergency Contact Information Roster
- •Both HR011 and HR126 can be found on the BASE website: https://bts.lausd.net/irj/portal

What emergency information do they provide?

- •Emergency Contact (name of contact)
- •Emergency Address:
- Emergency Street
- •Emergency City
- Emergency State
- •Emergency Zip Code
- •Emergency Numbers:
- •Emergency Phone Number •Emergency Cell Phone Number

How do I request emergency contact Information?

- •You will need to request access •Log on to SAP
- https://bts.lausd.net/irj/portal • Request security role *BH160_0000 BW* - *HR Report for Site*
- Administrator for HR011 Employee Contact Information Roster
- •Request security role BH161_0000 BW - School ONLY Site Administrator for HR126 Employee Emergency Contact Information



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Emergency Contact & Emergency Phone No. & Emergency Cell No. & Emergency Street & Emergency City & Emergency State & Emergency Zip Code &

Print

HR126 Employee Emergency Contact Information Roster

Job A

Downtwn Business Mg (10/02/2014)

Person ID**	Employee Name .	

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HOW TO REQUEST ACCESS - OVERVIEW:



Home	Financials/Budget	Human R	lesources	Systems	Access Request	
Access	Request Form					
Access Request Form						
Detailed Navigation						
Access Request Form						
Request Access via Access Request Form Access Request tab> Access Request Form link						
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Select Business Process = Human Capital Management				

Subprocess = **BW** - **Business** Warehouse

Roles: BH160_0000 BW HR Report for Site Administrator & BH161_0000 BW - School Only Site Administrator

DETAILED STEP-BY-STEP:

- 1) Log onto SAP <u>https://bts.lausd.net/irj/portal</u>
- 2) Click on Access Request tab \rightarrow click on Access Request Form link





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3) Click on Add button \rightarrow Select Role option



Select Roles box will appear. In the Business Process area, select Human Capital Management → in Subprocess area, select BW – Business Warehouse

Select Roles						
Search Criteria Maximum number of result rows:	100					
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Business Process	is 🔻	Human Capital Management 🔹 🕤 🕣				
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Search Clear						



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Select Roles						
Search Criteria Maximum number of result rov	ws: 100]				
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Subprocess	is	•	BW - Business Warehouse	▼ ⊕ ⊡		
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Search Clear						
Available						
Role Name	System	Description		Role Type		
BH160 0000	PR1910	BW - HR Report for Site Administrator		Single Role		
BH161 0000 PR1910 B		BW - School Only Site Administrator	Single Role			
BH163 0000		- HR FSB Only Report Analyst	Single Role			
BH165_0000 Click on		- HR Only Legacy Job History	Single Role			
BH166 0000 to move		- HR Only Seniority Reporter		Single Role	-	
roles to						
Selected	Selected					
Role Name		Description	Role Ty	pe		
				OK	Cancel	

6) Click on **OK** button.

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			BW - HR Only Seniority Reporter	Single Role			
_	BH167 0000 PR1910		BW - HR Transportation Report Analyst		Single Role		
	BH169 0000	PR1910	BW - HR Only NCLB Reports		Single Role	•	
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ħ	Role Name	System	Description		Role Type	×	
	BH160 0000	PR1910	BW - HR Report for Site Administrator		Single Role		
_	BH161 0000	PR1910	BW - School Only Site Administrator		Single Role		





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- 7) The system will return to the main screen. You must complete *Justification for Access* prior to submitting your request.
- 8) Click on *Submit* button to submit your security access request.

Access Request	
Requestor KELLY KAM	
Submit	
Reason for Request	
Justification for Access: *	

HOW TO FIND EMPLOYEE EMERGENCY CONTACT REPORTS

Home Reports	Home Reports				
Human Resources Travel	Human Resources School				
Reports	Position Example 1 Example 2 E				
Employee Roster HR002 Employee Roster	Position Roster HR067 School Contact Roster				
HR011 Employee Contact Information Roster HR011 Employee Contact Information Roster •Click on <i>Reports</i> tab •Click on <i>Human Resources</i> subtab •Click on <i>Employee Roster</i> folder to expand •Click on report link to run report	 HR067 School Contact Roster HR126 Employee Emergency Contact Information Roster HR126 Employee Emergency Contact Information Roster Click on <i>Reports</i> tab Click on <i>School</i> subtab Click on <i>Roster</i> folder to expand Click on report link to run report 				