

Who should have access to HR085 TA Seniority?

All Time Reporters and Time Approvers

If you are a Time Reporter and Time Approver and do not have access, contact sapsecurityteam@lausd.net

Which security role will I need to access the Staff Attendance reports?

BH161_0000 BW
– School ONLY
Site Administrator

Where do I find Staff Attendance reports?

Click on **Reports** tab

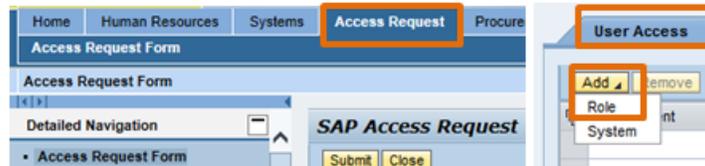
Click on **School** subtab

Click on right facing arrow to open **Seniority** folder

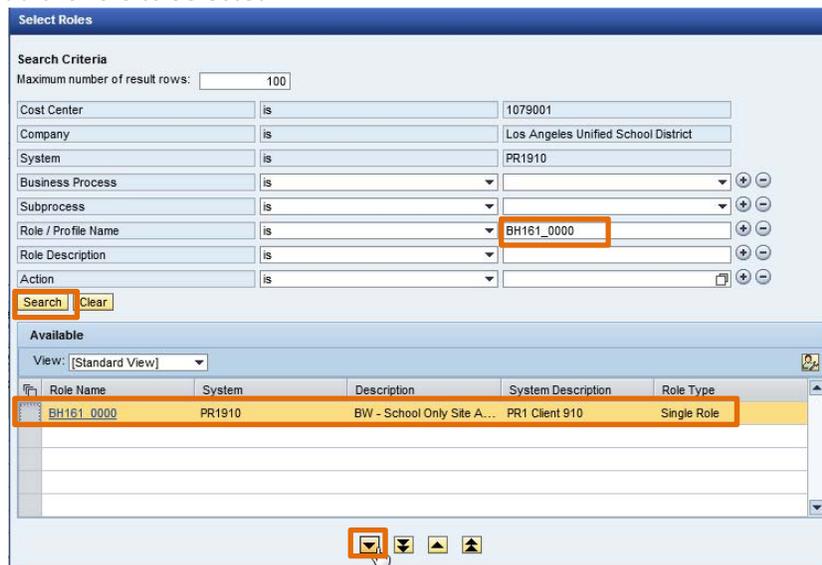
To run report, click on report name **HR085 TA Seniority**

For Site Administrators who are NOT Time Reporters or Time Approvers:

1. Log onto <https://bts.lausd.net> (single-sign-on).
2. Click on the **Access Request** tab → **SAP Access Request** form opens.
3. Go to the **User Access** tab. Below it is a button **Add**. Click on the **Add** button and select **Role**.



4. **Select Roles** opens. For **Role/Profile Name**, type in **BH161_0000**. Click on **Search** button.
5. Under **Available**, **Role Name BH161_0000** will display. Select the role **BH161_0000** and click on the single down facing arrow to add the role to **Selected**.



- Once **BH161_0000** has been added to **Selected**, click on **OK** button.
- The **SAP Access Request** form opens. Provide **Justification for Access** and click on **Submit** button

The screenshot shows two windows. On the left, a 'Selected' window displays a table with the following data:

Role Name	System	Description	System Description	Role Type
BH161_0000	PR1910	BW - School Only Site A...	PR1 Client 910	Single Role

Below the table are 'OK' and 'Cancel' buttons. On the right, the 'SAP Access Request' window is open, showing a 'Justification for Access' text area and a 'Submit' button.

HR085 TA Seniority can be found under the **Reports** tab → **School** sub tab → **Seniority** folder
 To expand and view the Seniority reports, click on the right facing arrow. To run a report, click on the report link.

The screenshot shows the SAP navigation menu for a user named 'BH161 - BW - School ONLY Site Administrator'. The 'Reports' tab is selected, and the 'School' sub-tab is active. Under 'Detailed Navigation', the 'Seniority' folder is expanded, showing the following reports:

- HR071 School Credentials (Active Report and InActive Report Employees)
- HR072 School Seniority Certificated (Teachers With Seniority Date)
- HR073 School Seniority Certificated (Teachers Without Seniority Date)
- HR085 TA Seniority**

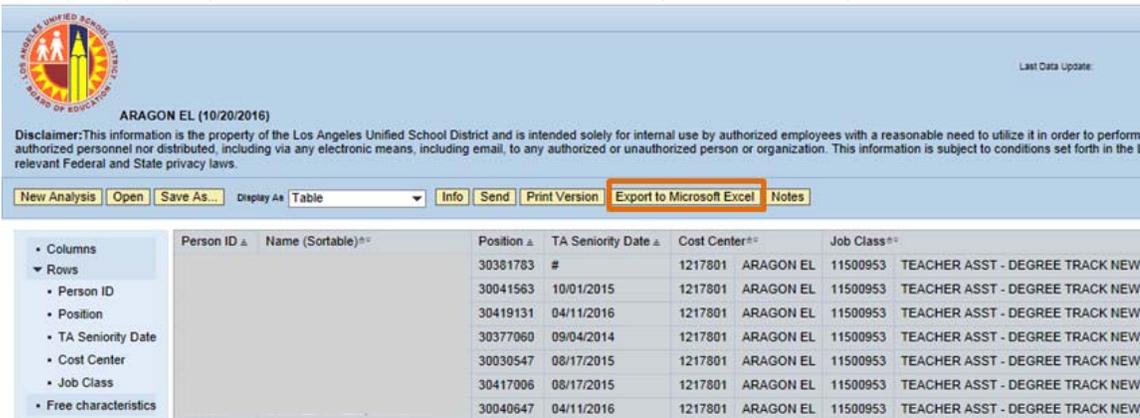
The **Cost Center (School)** field will be pre-populated with your assigned **Cost Center (School)**. Click on **OK** button to run report.

The screenshot shows the 'Variable Entry' dialog box. The 'General Variables' section contains the following table:

Variable**	Current Selection	Description
Cost Center (School)	+100001217801(Text No...	100001217801 ARAGON EL

At the bottom of the dialog are 'OK' and 'Check' buttons.

To export your report to Microsoft Excel, click on the **Export to Microsoft Excel** button



ARAGON EL (10/20/2016)

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New Analysis Open Save As... Display As Table Info Send Print Version **Export to Microsoft Excel** Notes

Person ID	Name (Sortable)	Position	TA Seniority Date	Cost Center	Job Class
30381783	#	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30041563	10/01/2015	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30419131	04/11/2016	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30377060	09/04/2014	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30030547	08/17/2015	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30417006	08/17/2015	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW
30040647	04/11/2016	1217801	ARAGON EL	11500953	TEACHER ASST - DEGREE TRACK NEW

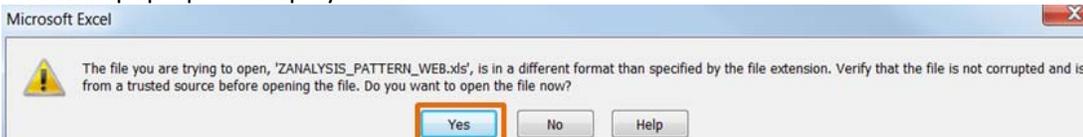
A pop-up will prompt you to **Open** or **Save**. Select **Open**.



Do you want to open or save ZANALYSIS_PATTERN_WEB.xls from bijava-qa2.lausd.net?

Open Save Cancel

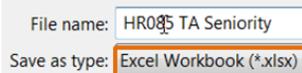
A second pop-up will display. Select **Yes**.



The file you are trying to open, 'ZANALYSIS_PATTERN_WEB.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes No Help

Once the Microsoft Excel file opens, save the file and change **Save as type:** to **Excel Workbook (*.xlsx)**.



File name: HR085 TA Seniority

Save as type: Excel Workbook (*.xlsx)