

HR Self-Service

Log in to BTS (please use Citrix when accessing BTS on a MAC)



Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

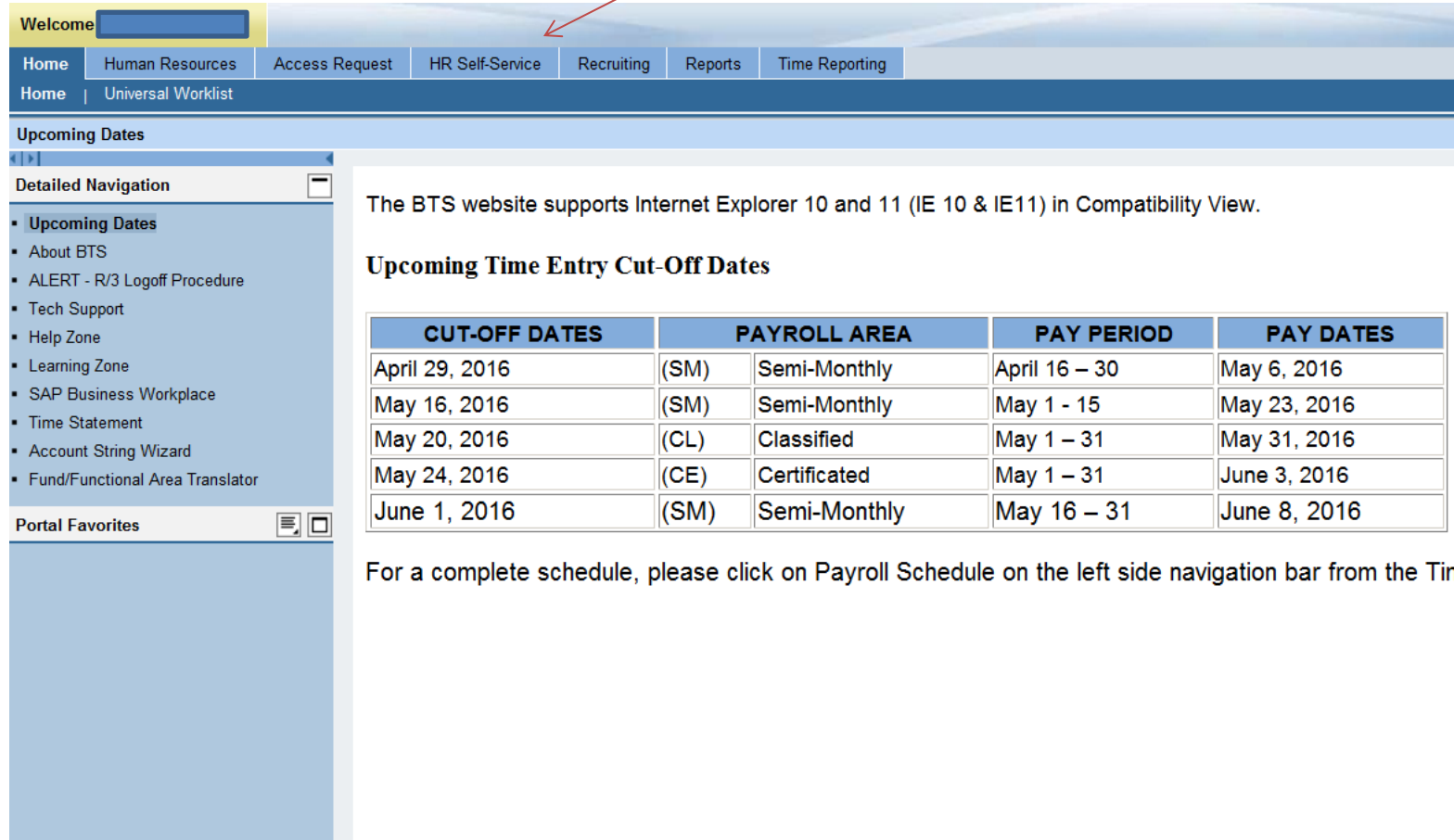
Log On

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HR Self-Service

There is a new tab in your BTS access called HR Self-Service



The screenshot shows the HR Self-Service interface. The top navigation bar includes tabs for Home, Human Resources, Access Request, HR Self-Service (highlighted with a red arrow), Recruiting, Reports, and Time Reporting. Below this is a secondary bar with Home and Universal Worklist. The left sidebar, titled 'Detailed Navigation', lists various options, with 'Upcoming Dates' currently selected. The main content area features a heading 'Upcoming Time Entry Cut-Off Dates' and a table with the following data:

CUT-OFF DATES		PAYROLL AREA	PAY PERIOD	PAY DATES
April 29, 2016	(SM)	Semi-Monthly	April 16 – 30	May 6, 2016
May 16, 2016	(SM)	Semi-Monthly	May 1 - 15	May 23, 2016
May 20, 2016	(CL)	Classified	May 1 – 31	May 31, 2016
May 24, 2016	(CE)	Certificated	May 1 – 31	June 3, 2016
June 1, 2016	(SM)	Semi-Monthly	May 16 – 31	June 8, 2016

The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View.

Upcoming Time Entry Cut-Off Dates

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Tir

Click on the “HR Self-Service” tab and then on “Principals”
The New Eligible List/Intent to Hire Page will appear (below)

Welcome [User Name]

Home Human Resources Access Request **HR Self-Service** Recruiting Reports Time Reporting

[User Name] | Principals

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: * -- Select --

Job Class: [Text Input]

Subject: [Text Input]

Search Reset

Home | Human Resources | Access Request | **HR Self-Service** | Recruiting | Reports | Time Reporting

Placement Specialists | Principals

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: * Teacher

Job Class: * -- Select --

Subject: -- Select --

Search Reset

Principals can search for a list of eligible candidates to contact and hire by going through the selection criteria.

Click "Search" once the criteria have been made.

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: * Teacher

Job Class: * SECONDARY TEACHER

Subject: * -- Select --

Search Reset

Art

English

Foreign Language, Spanish

Mathematics

Music

Physical Education

Science, Chemistry

Science, Physics

Social Science

A list of candidates will be generated for the principal to contact. This data can be exported into an Excel spreadsheet. (Please note that the list is on real time and may change upon Intent to Hires being submitted by other principals)

Intent to Hire

Selection Criteria

Job Family: *

Job Class: *

Subject: *

Search Result: 196 Hits

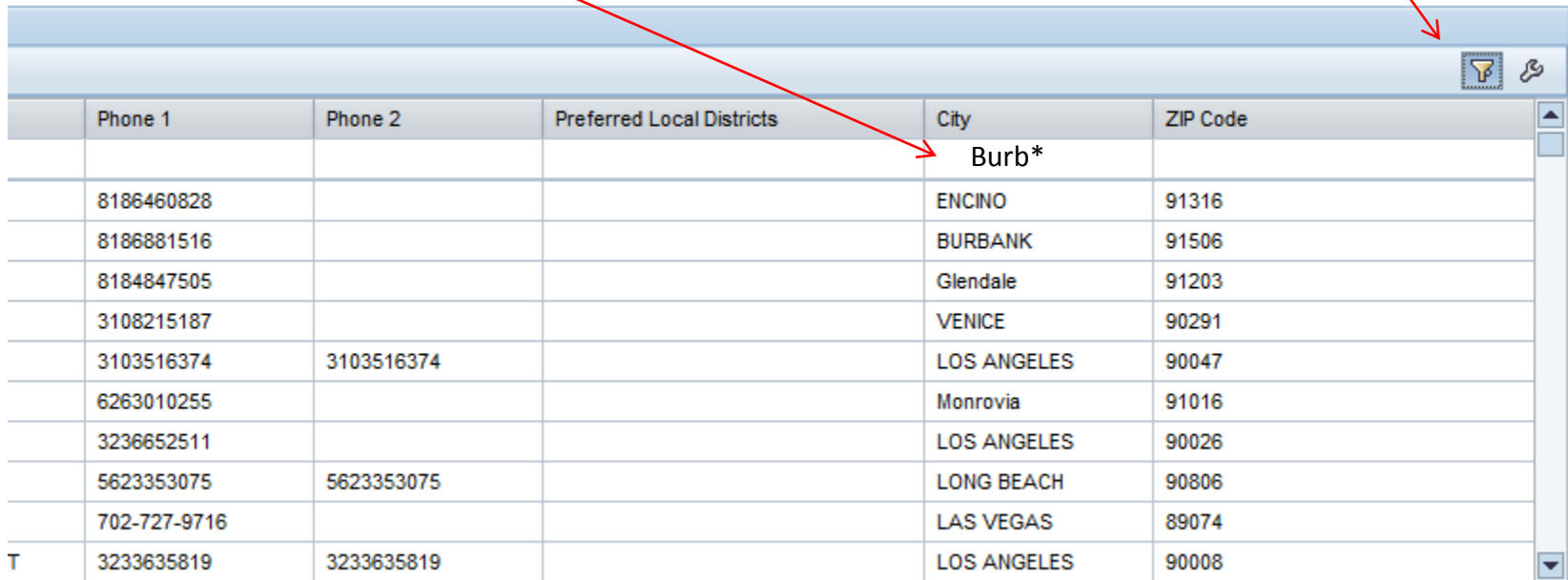
View: |

	Name	Subject	E-mail	Phone 1
☐	THOMAS ADAMS	English	TAA1542@LAUSD.NET	80557788
☐	JOHAN AGHEVLI	English	JGA2408@LAUSD.NET	81872031
☐	ANUSH ALEKSANYAN	English	AXA4120@LAUSD.NET	81884548
☐	DAWN AVERIETTE	English	DMA8761@LAUSD.NET	32323440
☒	LUIS AVILA	English	LJA0526@LAUSD.NET	81868815
☐	Brandon Abraham	English	BRANDON.ABRAHAM@LAUSD.NET	21359068
☐	Kathya Arriaran	English	KPA2065@LAUSD.NET	81863499
☐	Ilene Atkin	English	IXA4657@LAUSD.NET	81864608
☐	RONALD BAER	English	RBAER1@LAUSD.NET	81848475
☐	ELEANOR BARBOUR	English	EAB0720@LAUSD.NET	81842780

Example – If the principal decided to hire Luis Avila he or she would click the box next to the name and click “Intent to Hire.”

To look for teachers who live in the Burbank area, type in the city or part of a name and use *

You can filter and sort when you are doing a search. Start by clicking the filter button.



The screenshot shows a search interface with a table of teacher records. A red arrow points from the text 'To look for teachers who live in the Burbank area, type in the city or part of a name and use *' to the 'City' column header. Another red arrow points from the text 'You can filter and sort when you are doing a search. Start by clicking the filter button.' to a filter button (funnel icon) in the top right corner of the table's header area.

	Phone 1	Phone 2	Preferred Local Districts	City	ZIP Code
				Burb*	
	8186460828			ENCINO	91316
	8186881516			BURBANK	91506
	8184847505			Glendale	91203
	3108215187			VENICE	90291
	3103516374	3103516374		LOS ANGELES	90047
	6263010255			Monrovia	91016
	3236652511			LOS ANGELES	90026
	5623353075	5623353075		LONG BEACH	90806
	702-727-9716			LAS VEGAS	89074
T	3233635819	3233635819		LOS ANGELES	90008

Intent to Hire Screen (ITH)

The hiring school and candidate information will populate

Enter Grade level

In Place of: Enter employee number or name of the employee

Enter Proposed Start Date

Enter notes for your Personnel Specialist

The screenshot shows the 'Intent to Hire' form with the following fields and annotations:

- 1**: Points to the 'Org. Unit' dropdown menu.
- 2**: Points to the 'Candidate' field, which is populated with 'Luis Avila'.
- 3**: Points to the 'Grade Level' field.
- 4**: Points to the 'In Place of' field, which has a small icon next to it.
- 5**: Points to the 'Requested Start Date' field, which has a small icon next to it.
- 6**: Points to the 'Note to Personnel Specialist' text area.
- 7**: Points to the 'Submit' button.
- 8**: Points to the 'Cancel' button.

Additional text on the right side of the form: 'If the principal has more than one site-please select, if not, school site will auto populate. Or Enter a PCN:'

Select one of their vacant lines from "Select a Vacant Position" or enter a PCN for a future opening and zero budget line.

Once completed, click "Submit."

This is the message you will receive once the ITH is submitted.



Intent to Hire

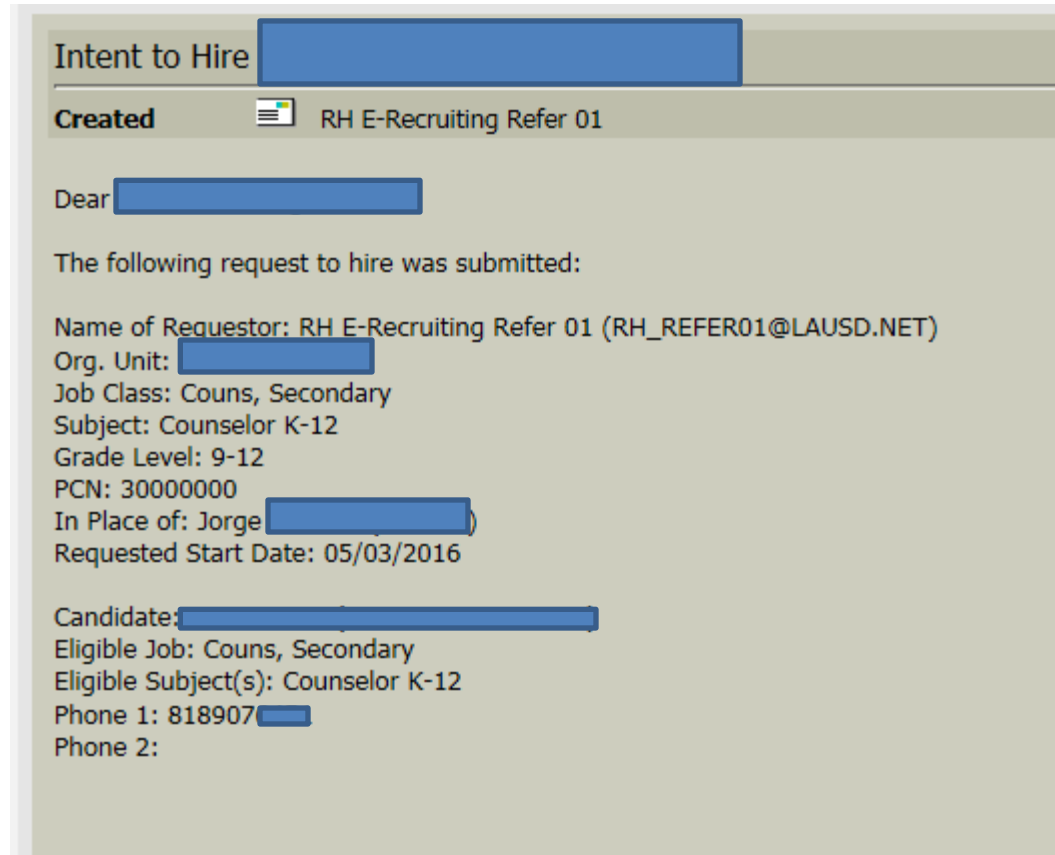
☒ Your request was submitted successfully. Your Personnel Specialist will be contacting you shortly.

Org. Unit: *	75th Street EEC	
Candidate:	Luis Avila	
Job Class:	SECONDARY TEACHER	
Subject:	English	
Grade Level:	2	
Select a Vacant Position:		Or Enter a PCN:
In Place of:	Jack N Box	
Requested Start Date: *	05/05/2016	
Note to Personnel Specialist:	Please process my Intent to Hire	

OK

An email will be sent to the specialist notifying him or her about a new ITH submitted.

The Principal/User will also receive an auto email after submitting the Intent to Hire.



The image shows a screenshot of an email template titled "Intent to Hire". The email is addressed to a redacted recipient. The body of the email states: "The following request to hire was submitted:" followed by a list of details: "Name of Requestor: RH E-Recruiting Refer 01 (RH_REFER01@LAUSD.NET)", "Org. Unit: [redacted]", "Job Class: Couns, Secondary", "Subject: Counselor K-12", "Grade Level: 9-12", "PCN: 30000000", "In Place of: Jorge [redacted]", and "Requested Start Date: 05/03/2016". Below this, it lists candidate information: "Candidate: [redacted]", "Eligible Job: Couns, Secondary", "Eligible Subject(s): Counselor K-12", "Phone 1: 818907 [redacted]", and "Phone 2:". The email header includes the subject "Intent to Hire" and the sender "Created RH E-Recruiting Refer 01".

Intent to Hire [redacted]

Created [icon] RH E-Recruiting Refer 01

Dear [redacted]

The following request to hire was submitted:

Name of Requestor: RH E-Recruiting Refer 01 (RH_REFER01@LAUSD.NET)
Org. Unit: [redacted]
Job Class: Couns, Secondary
Subject: Counselor K-12
Grade Level: 9-12
PCN: 30000000
In Place of: Jorge [redacted]
Requested Start Date: 05/03/2016

Candidate: [redacted]
Eligible Job: Couns, Secondary
Eligible Subject(s): Counselor K-12
Phone 1: 818907 [redacted]
Phone 2:

You are done!!!

Your Personnel Specialist will contact you with either an "Approved" or "Not Approved". If you have any questions, please contact your Personnel Specialist.

Please contact your
Personnel Specialist
For questions or help.

