

## Employee Inservice Record (ZAHRA \_WORKSHOP)

*SAP has Inservice records only from July 1, 1995. Points earned before that time are still stored in the old system.*

### From the SAP Easy Access PCSB Menu Screen

Click the Expand icon to the left of **PCSB**

Click **Human Resources**

Click **Human Resources Reports**

Click **Certification Audit Reports**

Double Click **ZAHRA \_WORKSHOP – Employee Inservice Record**

### To Display an Individual's Inservice Records

**Other Period defaults** for the **Selection Period**

Enter the **From Period** and the **To Period** in the **Data Selection Period** fields

Type the **Personnel Number** of the employee in the **Personnel Number** field

Click the **Execute** icon

The Employee **Inservice Records** for the selected individual are displayed for the entered **Data Selection Period**.

### To Display Inservice Records for All Employees at a Location

**Other Period defaults** for the **Selection Period**

Enter the **From Period** and the **To Period** in the **Data Selection Period** fields

Enter a **3 (Active)** in the **Employment Status** field

Enter the Schools **4-digit location number** with an asterisk **Pers.area/subarea/cost cente** (Example **1131\***)

Click the **Execute** icon

All of the Employees with **Inservice Records** for the selected **4-digit location number** are displayed for the entered **Data Selection Period**

### To Look up an Individual's Inservice Records Using Social Security Number

**Other Period defaults** for the **Selection Period**

Enter the **Beginning Period** and the **To Period** in the **Data Selection Period** fields

Click in the **Personnel Number** box

Click the **Search Help** icon on right of box

Click the **left/right arrows** to display the selectable folders (If the Folder **C: Personnel ID Number** does not display)

Click on the Folder **C: Personal ID Number**

The **Personnel ID Number** screen is *displayed*.

Type the employee's **Social Security Number**, without the dashes (Example 999999999) in the **ID Number** box

Click the **Green Check**, or **Press Enter**

The **Personnel Number** screen is displayed

Double Click on the **ID Number** (there will be multiple line items for employees who have had name changes in SAP)

The **Employee Inservice Record** screen is displayed with the **Personnel Number** in the **Personnel Number** field.

Click the **Execute** icon

The **Employee Inservice Record** is displayed with the **Personnel No., Name, Component Number, Description, Date, Points, and Total Points**.