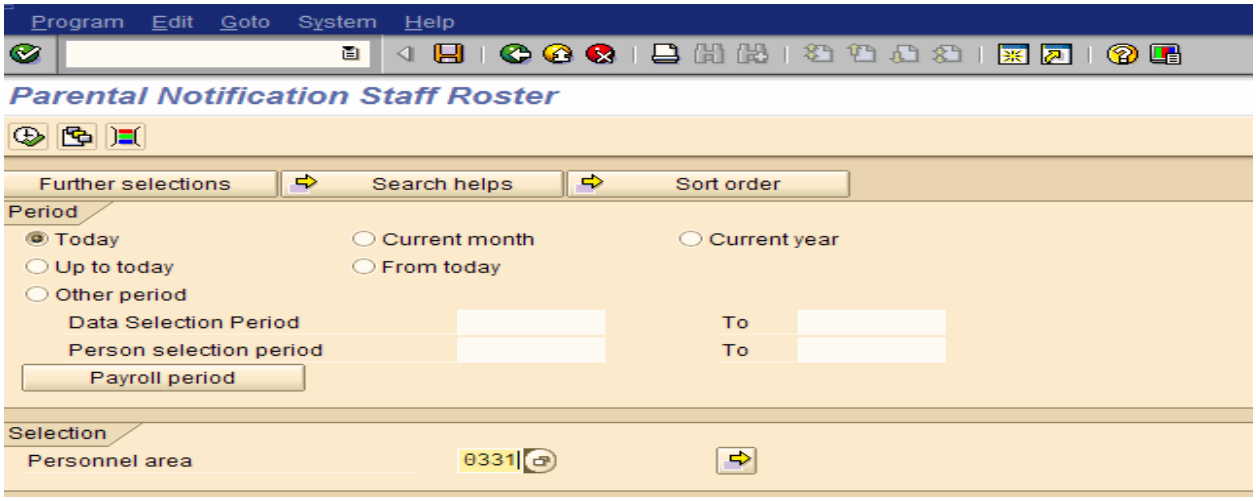
Parent Notification Staff Roster Report – ZAHRA_PI_ROSTER

From the SAP Easy Access Menu Screen:

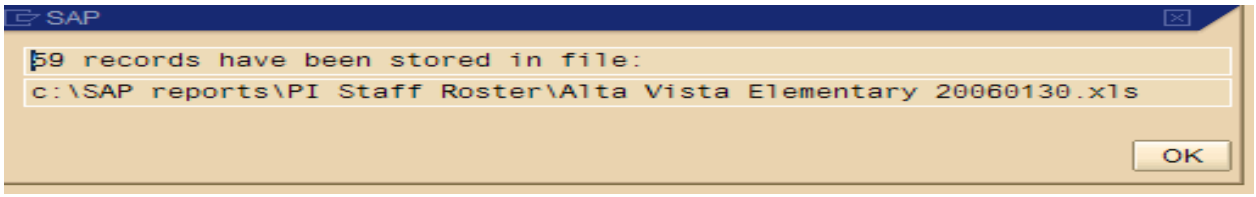
Click the **Expand** Icon to the left of: **PCSB Menu >Human Resources>Human Resources Reports >** *Double Click* **ZAHRA_PI_ROSTER Parent Notification Staff Roster**

Type your **4 digit location number** into the Personnel area field > *Click* the **Execute** icon



If you have previously run this report you will receive this message. *Click* **Yes** to replace the file with current data.

An SAP information window will be displayed that indicates the file has been saved to your local C drive SAP folder.



Click **Ok**

<u>The SAP screen will return to the SAP Easy Access Polk County Public Schools menu screen.</u>

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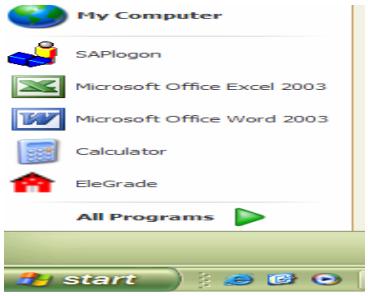
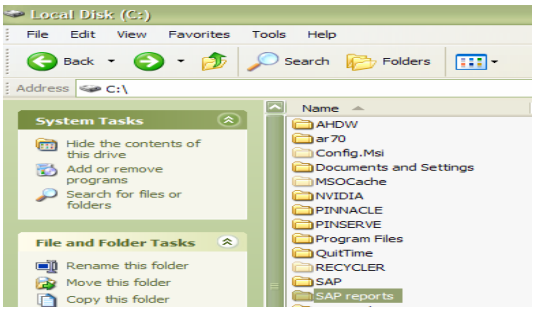
<u>To retrieve the Report from the C: \ SAP reports\PI Staff Roster file for your school:</u>

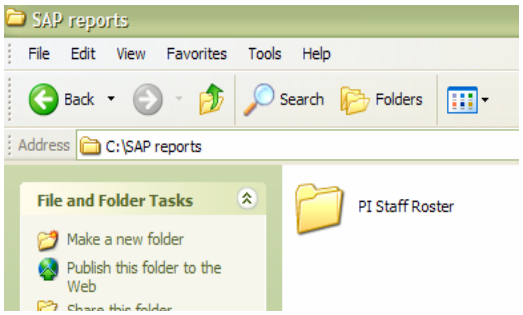
Open **My Computer** > *Double Click* the **Local Disk (C:) Drive** icon



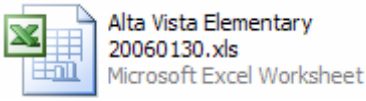
Locate and *Double Click* the **SAP Reports** Folder



Double Click the **PI Staff Roster** Folder



Double Click the **Excel worksheet** for your location



	A	B	C
1	Alta Vista Elementary		
2	Parental Notification Instructional Staff Roster as of 02/13/2006		
3			
4	NAME	POSITION	OUT-OF-FIELD
5	FORK, HELEN	Teacher, Third	
6	HONOR, LEE	Teacher, PK	
7	HOUSER, PETE	Teacher, Interm Res	
8	JONES, ELMER	Teacher, Second	
9	JONES, SARAH	Sp/Lang Path	
10	MUNSTER, RAY	Teacher, KG	
11	PETERSON, DIANE	Teacher, First	Out of Field ESOL
12	SIGNER, JAY	Teacher, Ch 1 E	Out of Field ESOL
13	SMITH, GAIL	Teacher, Third	Out of Field ESOL
14	SPACE, JULIE	Teacher, First	

<u>The report will be displayed listing Employee Names, Position and Out of Field Statues.</u>