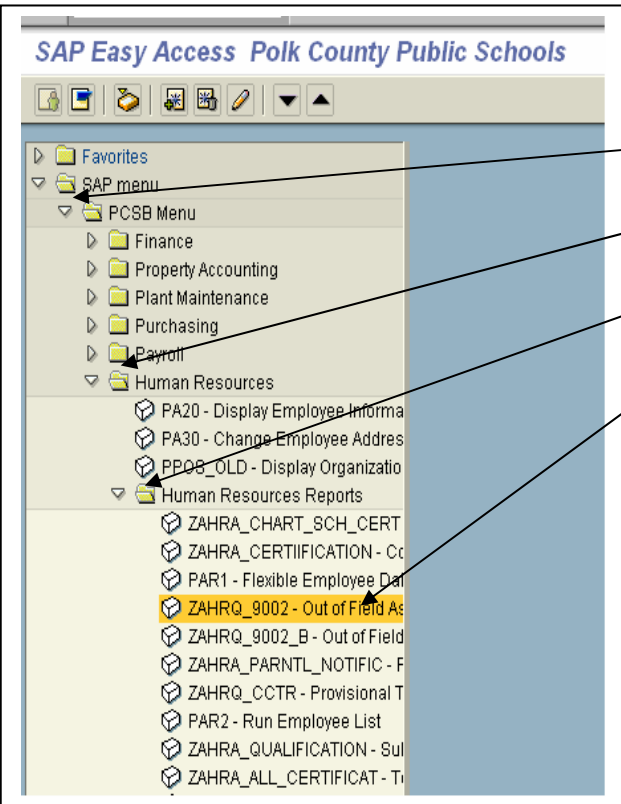
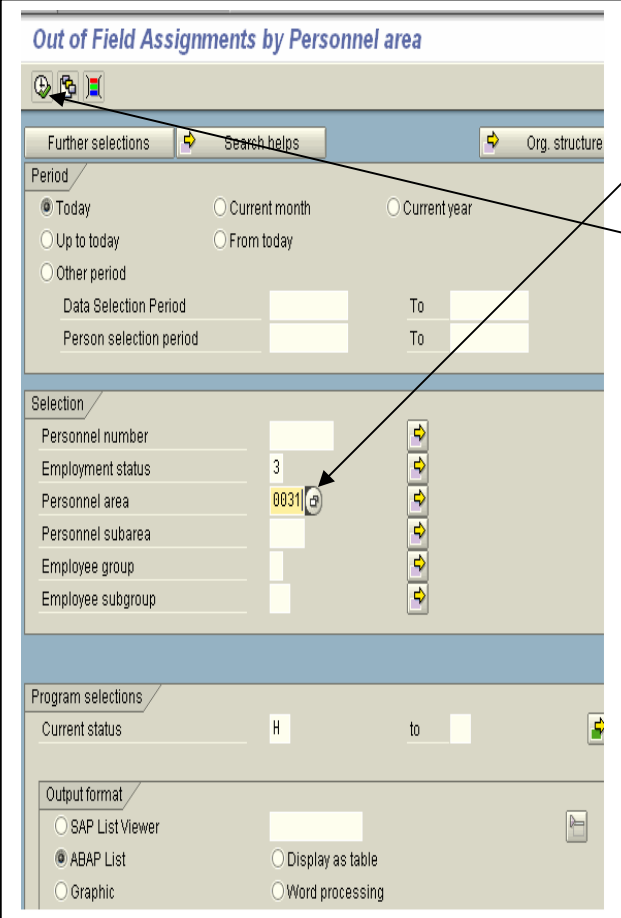



# Parental Notification for Out-of-Field Teachers

Steps	Screen Displayed	Procedures
<b>1</b>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">SAP Easy Access Polk County Public Schools</p> </div> <ul style="list-style-type: none"> <li>● Click the <b>Expand</b> icon to the left of <b>PCSB Menu</b></li> <li>● Click the <b>Expand</b> icon to the left of <b>Human Resources</b></li> <li>● Click the <b>Expand</b> icon to the left of <b>Human Resources Reports</b></li> <li>● <b>Double-click ZHRQ_9002- Out of Field Assignments by Personnel area</b></li> </ul>
<b>2</b>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">Out of Field Assignments by Personnel area</p> </div> <ul style="list-style-type: none"> <li>● Type your <b>Four (4) digit</b> location number in the <b>Personnel area</b> field</li> <li>● Click the <b>Execute Icon</b> </li> </ul>

# Parental Notification for Out-of-Field Teachers

Steps	Screen Displayed	Procedures
-------	------------------	------------

**3**

*Out of Field Assignments by Personnel area*

PCPS - HR - INFO TYPE 9002 - OUT OF FIELD ASSIGNMENTS - BY PERSONNEL AREA [Generated on 06/14/2004 at 10:21:09]

PERS #	SS #	ES	P/A	EMPLOYEE NAME	TALLY	ST	SUBJ 1	ANNV DT	SUBJ 2	ANNV DT	SUBJ
<b>PERSONNEL AREA 0031</b>											
00004417					1	O	1003/1	01/07/2004	1016/E		
TOTAL - SUBJECT CODE 1003/1					1	*					
00016932					1	H	1016/6	08/07/2002			
TOTAL - SUBJECT CODE 1016/6					1	*					
00002242					1	H	1016/E	01/07/2002			
00002440					1	H	1016/E				
00002444					1	H	1016/E				
00002731					1	H	1016/E	01/07/2002			
00004901					1	H	1016/E	09/28/1999			
00005267					1	O	1016/E		1052/1	01/07/2004	
00005679					1	H	1016/E	08/09/1999			
00005859					1	H	1016/E	08/09/2001			
00006168					1	H	1016/E	01/05/1999			
00022666					1	O	1016/E		1077/6	01/30/2003	
00023380					1	O	1016/E		1022/6	01/07/2004	
00025211					1	H	1016/E				
TOTAL - SUBJECT CODE 1016/E					12	*					
TOTAL - PERSONNEL AREA 0031					14	**					
Overall total					14	***					

*Out of Field Assignments by Personnel area*

The report will list all out of field Teachers at your location.

Teacher SSN & Name is displayed here.

List Edit Goto System Help

*Out of Field Assignments by Employment status*

To print the report:

Click the **Printer Icon**

