

Teacher Certification Comprehensive Report

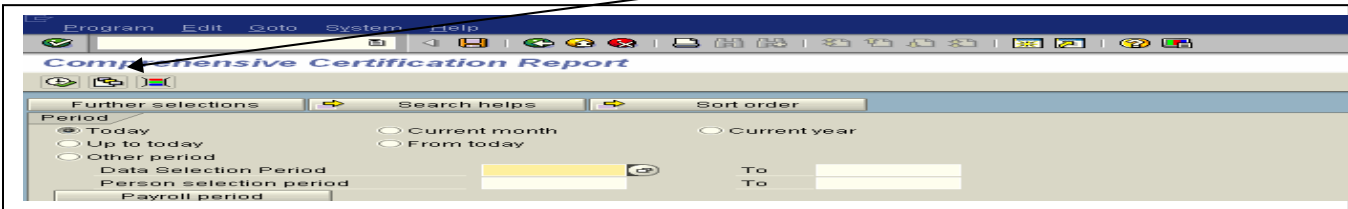
From the SAP Easy Access Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu >Human Resources>Human Resources Reports**

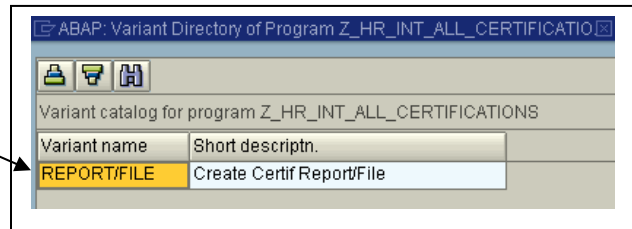
Double Click **ZAHRA_ALL_CERTIFICAT** Teacher Certification Comprehensive Report



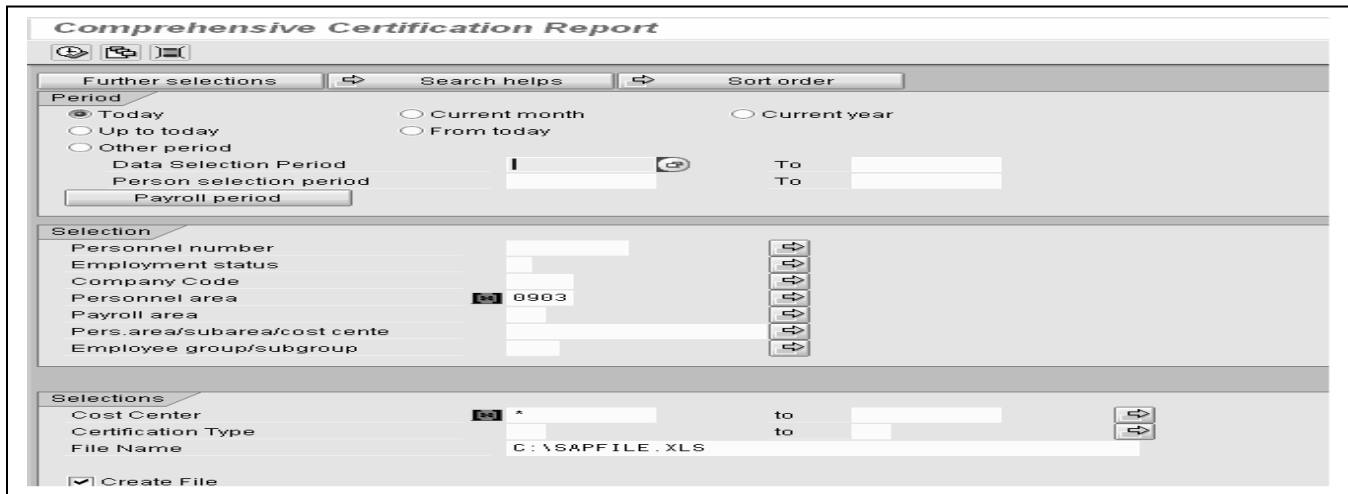
The **Comprehensive Certification Report** Screen is displayed. Click the **Get Variant** icon



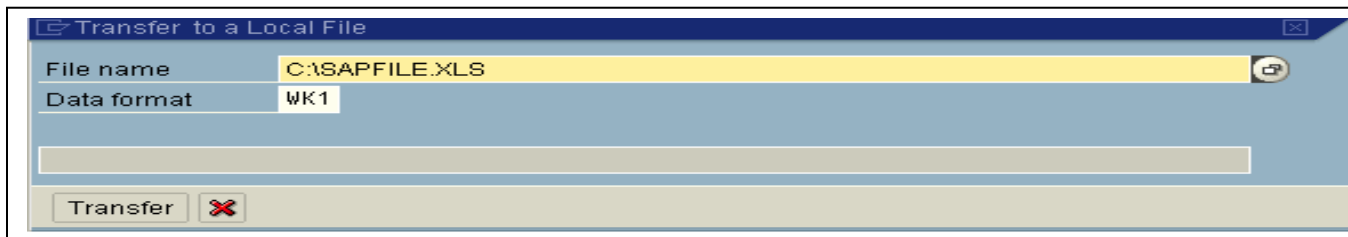
Double Click the **Create Certif Report/File** variant



Remove the asterisk from the **Personnel Area** field; Replace it with your **four-digit location number**

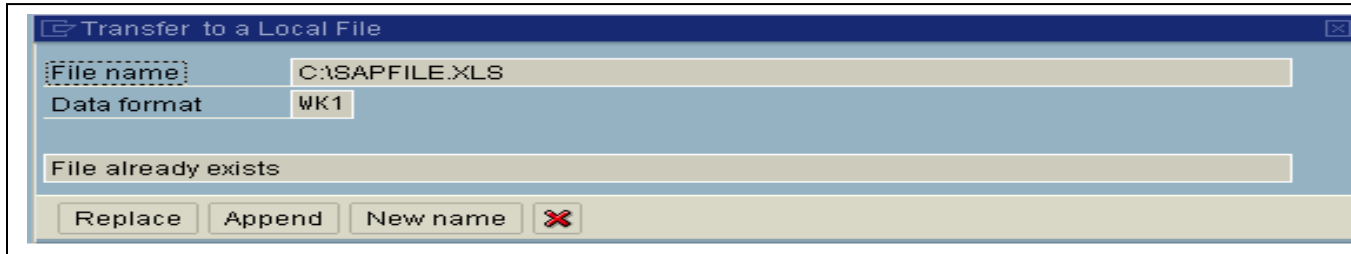


Click the **Execute** icon



Click the **Transfer** button

If the Report does not display immediately, the **Transfer to a Local File** window is displayed stating that the **File already exists**



Click the **Replace** button

The screen displays an **Excel** spreadsheet, which can be saved as a local file in **Excel**.

	A	B	C	D	E	F	G
1	LOCATION	SOC SEC #	PERS #	LAST NAME	FIRST NAME	JOB DESCRIPTION	OUT OF
2	Int'l. Baccalaureate - Ba	665778888	00002141	BOOP	BETTY	Teacher, For Lan SH	BA Send t
3	Int'l. Baccalaureate - Ba	591051082	00002145	SMITHSON	BOB	Teacher, Lan Arts SH	
4	Int'l. Baccalaureate - Ba	123121234	00003182	JOHNSON	JAMES	Teacher, Lan Arts SH	
5	Int'l. Baccalaureate - Ba	266720786	00003261	DOUGLAS	FREDDIE	Asst Prin SH	
6	Int'l. Baccalaureate - Ba	555779999	00003854	BOB	BILLY	Teacher, Lan Arts SH	
7	Int'l. Baccalaureate - Ba	789787890	00003882	DOE	JANE	Teacher, Lan Arts SH	H Out of
8	Int'l. Baccalaureate - Ba	555228888	00004361	BOND	JAMES	Teacher, Science SH	BA Send t
9	Int'l. Baccalaureate - Ba	333557777	00004389	JOHNS	SALLY	Teacher, Science SH	BA Send t
10	Int'l. Baccalaureate - Ba	888888888	00005172	JAMES	JOHNNY	Teacher, Math SH	BA Send t
11	Int'l. Baccalaureate - Ba	888888888	00005172	JAMES	JOHNNY	Teacher, Math SH	BA Send t
12	Int'l. Baccalaureate - Ba	444123456	00005358	MCKAY	KAY	Teacher, Soc St SH	BA Send t
13	Int'l. Baccalaureate - Ba	876124567	00005636	DOE	JON	Teacher, Soc St SH	R Overri
14	Int'l. Baccalaureate - Ba	999887777	00005779	ROBERTS	RUBY	Teacher, For Lan SH	
15	Int'l. Baccalaureate - Ba	888331111	00005934	SMITH	BOB	Teacher, Soc St SH	BA Send t
16	Int'l. Baccalaureate - Ba	987654321	00006046	JONES	SARAH	Teacher, Lan Arts SH	R Overri

Click the **X** in the top right corner of the report to close the report.

Once the **Excel** spreadsheet has been closed, the report *displays* in **SAP** and can be printed. Click the **Print** icon to print the report

Location	Soc. Sec. #	Pers. #	Name: Last	First	Job Description	Certificate	Out of Field
*****Degree Information*****			*****Certificate Information*****				
Hire Date	Degree	Institute	Branch of Study		Type	Exp.	Subject Area
Int'l. Baccalaurea 12/05/1994	555-77-9999 Bachelor's	00003854	BOB	BILLY	Teacher, Lan Arts SH English (7-12)	R6	2006 ATHLETIC COACHING ENDORSEMENT ENGLISH (6-12) ESOL K-12
Int'l. Baccalaurea 08/16/1990	555-22-8888 Bachelor's Master's	00004361	BOND	JAMES	Teacher, Science SH Biology (7-12) Adm & Supervision (K6-12)	BA Send to Board for Approval R6	2009 BIOLOGY (6-12) EDUCATIONAL LEADERSHIP (ALL LE MIDDLE GRADES GENERAL SCIENCE PHYSICS 6-12)
Int'l. Baccalaurea 08/18/1986	665-77-8888 Bachelor's Master's	00002141	BOOP	BETTY	Teacher, For Lan SH Bilingual Education (K6-12) Bilingual Education (K6-12)	BA Send to Board for Approval R6	2007 FOREIGN LANGUAGE - FRENCH K-12 FOREIGN LANGUAGE - SPANISH K-1
Int'l. Baccalaurea 08/02/1999	789-78-7890 Bachelor's Master's	00003882	DOE	JANE	Teacher, Lan Arts SH English (7-12) Educational Leadership	H Out of Field R6	ESOL 2007 ENGLISH (6-12)

Click the **green arrow** on the Tool Bar to *Close* the **SAP** report to return to the **Comprehensive Certification Report** screen