State of Hawaii
Department of Education

CHAP eHR

School List Reports Quick Sheets

Table of Contents

About School List Reports

The **CHAP - eHR School List Reports** provides users with an **easy way to view employee and position information**.

For example, to view an employee's SF-5 information or qualifications, you would select the **Current Employee List**. Similarly, you would select the **Current Position List** if you wanted to view the status of a position, its funding, or incumbent information. The School List Views chart details which information can be found in each list. The underlined fields are only accessible in the corresponding list.

Both Certificated and Classified employees are included and information is regularly updated.

Where do I start?

- **Quick Sheets**
  - Provide step-by-step instructions
  - Appendix of system descriptions, abbreviations and codes
- **Introductory Video**
  - Quick overview of the School List Reports module
- **Instructional Videos**
  - Short step-by-step demos
  - Located in Help from the Home page within CHAP - eHR
- **Help Page**
  - Contains the Quick Sheets, Report List, Video demos, system notes, Page Help
  - Main Help menu found on the Home page
  - Page Help specific for the current view
  - Frequently Asked Questions (FAQs)

Important Notes / Tips:

- DO NOT use the internet browser back arrow. 
  - If you accidentally click the back arrow, try clicking on **refresh** to see if your connection can be re-established. 

- For security purposes the system will automatically time out after thirty (30) minutes of inactivity. A five minute warning message will pop-up before you are logged out.

- 'Ctl F' will bring up a search function within your internet browser. This can be helpful when looking for an individual within a large school list.

- Information listed is current as of today's date. To view future actions, check the "Show Future Transaction?" box.

- In order to view the Help pages, your internet browser pop-up blocker must be turned off. Please see 'Appendix C' for further instructions.

School List Views

Current Employee List

Current Employee List

Provides current and separated employee information. Employees listed in alphabetical order.

Fields:
- •Employee ID
- •Employee Name (Last Name, First Name)
- •Employee Status
- •Position Number and Position Status
- •Category Code
- •Business title
- •Appointment type
- •FTE
- •Effective date of last employee action and the corresponding action and reason

Details column

Show

•Qualification
Position Minimum Quals, Employee Quals

•Employee funds

•Contacts
Lotus Notes Email

Note: In future roll-outs, the contacts field will include updatable phone field and email fields.

Employee Details button

Employee Details

Contains current and historical SF-5 information

•Employee Position Details: Effective Date, SF-5 Action, Appointment and Leave Dates, etc.

•Employee Funds

•Names: Current and previous names based on effective date

•Addresses: Current and previous addresses based on effective date

Position Details button

Position Details

Contains current and historical position information

Position Details: Effective Date, Action and Reason, etc.

•Position Funds

•Position Incumbents: List of incumbents and their SF-5 actions based on the effective date of the position action

Current Position List

Current Position List

Provides current position information for all positions (filled, vacant, and abolished), including incumbent details. Positions listed in School List order.

Fields:
- •Position Number
- •Category Code
- •Position Status
- •Track Number
- •Employee ID, Name, Employee Status, Appointment Type (if position is filled)
- •Position Title
- •FTE
- •Effective date of last position action and the corresponding action and reason

Details column

Show

•Qualification
Position Minimum Quals, Employee Quals

•Position Funds

•Course Area:
Lists courses being taught based on school year. Data from eSIS.

Employee Details button

Employee Details

Same as Current Employee List

Position Details button

Position Details

Same as Current Employee List

Key:
Underlined = Fields that are found only in the respective list
Bold = Tabbed fields

Getting Started

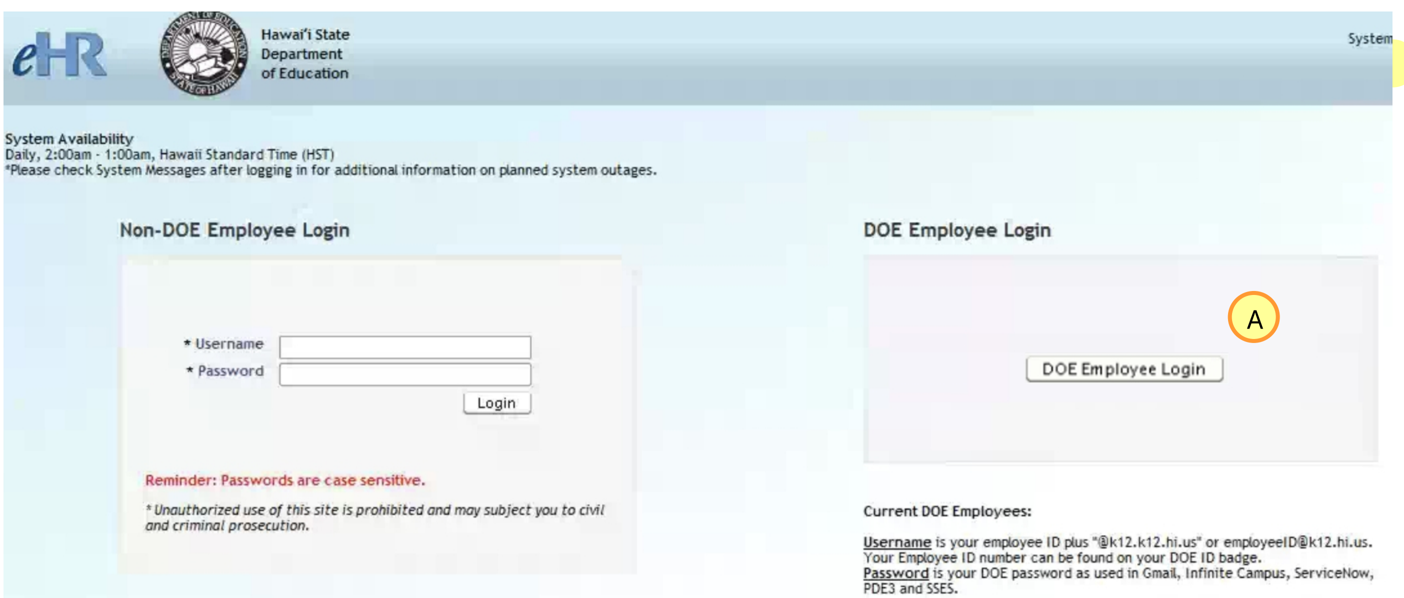
1. Log in to the CHAP - eHR System

<u>Important Notes:</u>

- A DOE network connection is necessary.
- A DOE Azure AD Password is necessary. This the same password used for Gmail, PDE3, ServiceNow and Infinite Campus.
    - o If you are already logged in on another applications that uses DOE Azure AD authentication you may not need to re-enter your user name and password as the application will have you already signed in via Azure Active Directory. By clicking the eHR login button you will go straight to the eHR home page.
- If you are experiencing log in difficulties, please contact the IT Help Desk at (808)564-6000 between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

1. Open up an **internet connection** (i.e. Edge, Chrome, Mozilla Firefox, Safari).
2. Type in the URL address: **https://ehr.k12.hi.us/hrprod**
3. Click on the DOE Employee Login button A
4. In the Azure AD screens, enter your **User Name** and **Password.**

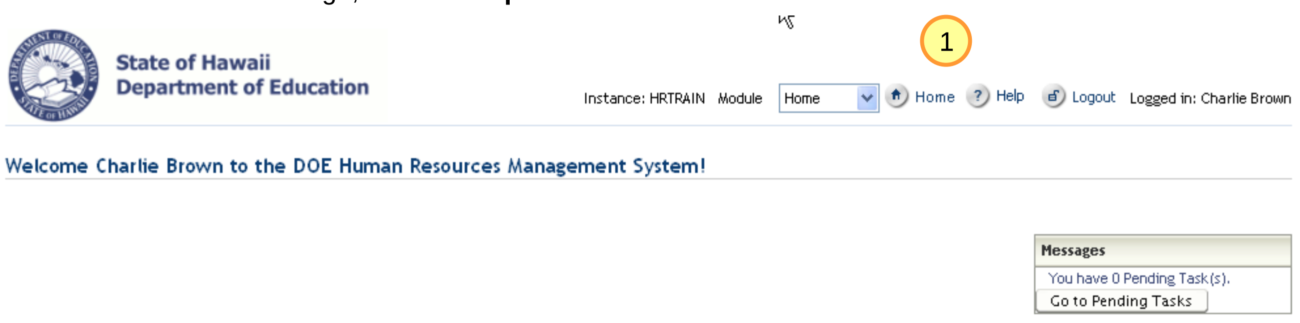
- Your Azure AD User Name is your Employee ID Number and @k12.hi.us. Your Employee ID number may be listed on your DOE ID Badge.
- Your Password is your DOE Azure AD Password the same as used in Gmail.



2. Access HELP from the CHAP - eHR Home Page and Watch Instructional Videos

Important Notes:
Pop-up blockers must be disabled in order to view the Help Page. See 'Appendix C' for more instructions. You may also call the Centralized Service Desk for assistance.

1. From the Home Page, click on **Help.**



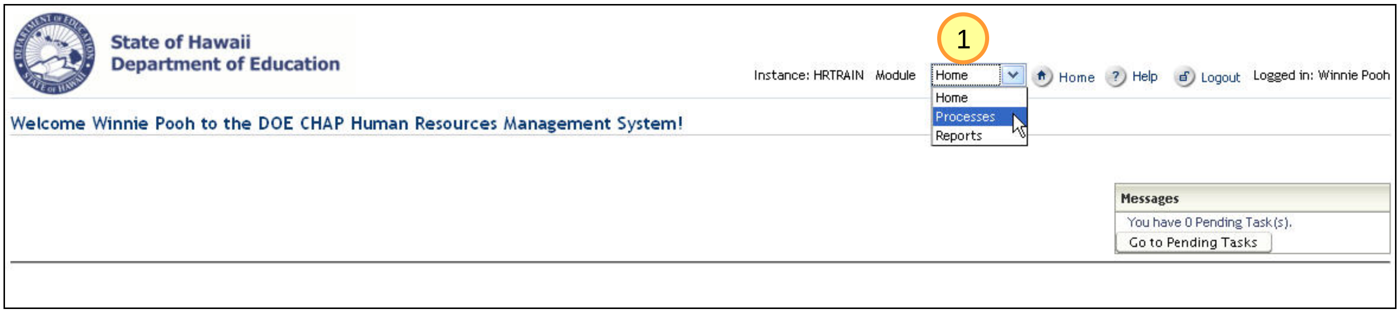
The main Help page contains item such as Instructional Videos, most recent version of Quick Sheets, Report List, Frequently Asked Questions, and a Reference page. If you click on Help from other screens within the module, specific page help will appear.

- Click on **Instructional Videos** to bring up a menu of short step-by-step instructions for performing specific tasks.
- Click on **Quick Sheets** to view and print the most recent version of this document.
- Click on **Report List** to view a list of the available reports and see samples.
- Click on **Frequently Asked Questions** to read responses to common questions.

Note: With the exception of the instructional videos, you will need to close the Help screen in order to proceed

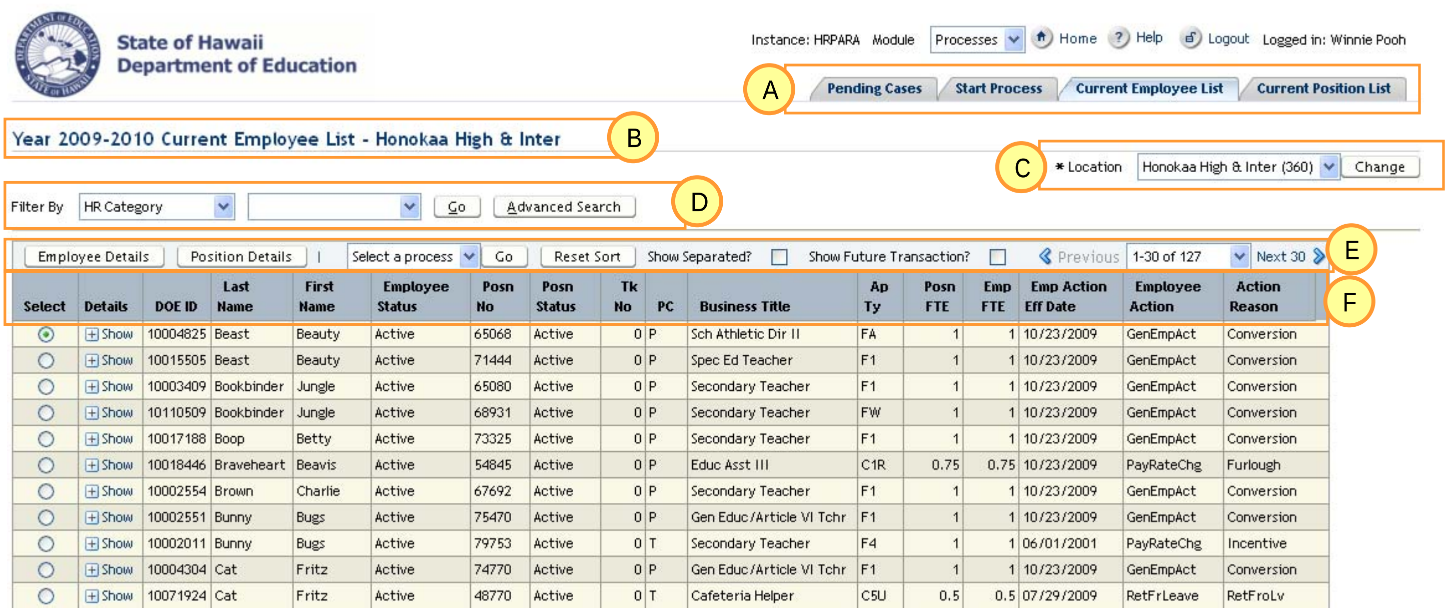
3. Access the Current Employee or Current Position List

1. Under ***Module*** drop down, select **Processes**.
2. **Click** on the Current Employee List Tab or Current Position List tab to view your school information.



General Navigation

Current Employee List / Current Position List



Select	Details	DOE ID	Last Name	First Name	Employee Status	Posn No	Posn Status	Tk No	PC	Business Title	Ap Ty	Posn FTE	Emp FTE	Emp Action Eff Date	Employee Action	Action Reason
◉	+ Show	10004825	Beast	Beauty	Active	65068	Active	0	P	Sch Athletic Dir II	FA	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10015505	Beast	Beauty	Active	71444	Active	0	P	Spec Ed Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10003409	Bookbinder	Jungle	Active	65080	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10110509	Bookbinder	Jungle	Active	68931	Active	0	P	Secondary Teacher	FW	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10017188	Boop	Betty	Active	73325	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10018446	Braveheart	Beavis	Active	54845	Active	0	P	Educ Asst III	C1R	0.75	0.75	10/23/2009	PayRateChg	Furlough
○	+ Show	10002554	Brown	Charlie	Active	67692	Active	0	P	Secondary Teacher	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10002551	Bunny	Bugs	Active	75470	Active	0	P	Gen Educ/Article VI Tchr	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10002011	Bunny	Bugs	Active	79753	Active	0	T	Secondary Teacher	F4	1	1	06/01/2001	PayRateChg	Incentive
○	+ Show	10004304	Cat	Fritz	Active	74770	Active	0	P	Gen Educ/Article VI Tchr	F1	1	1	10/23/2009	GenEmpAct	Conversion
○	+ Show	10071924	Cat	Fritz	Active	48770	Active	0	T	Cafeteria Helper	C5U	0.5	0.5	07/29/2009	RetFrLeave	RetFroLv

A Tabs

Current Employee List:	Lists all current employees in alphabetical order.
Current Position List:	Lists all positions (filled and vacant) in School List order
Pending Cases:	For use in up-coming modules.
All Cases:	For use in up-coming modules. Pilot Projected School List participants can view their submitted Projected School List here.
Create New Case:	For use in up-coming modules

B Screen Header

Screen Header:	Identifies the page you are on and the location you are viewing.

C * Location

Location:	Deaults to your assigned location. If you are authorized to view multiple locations, use the drop down to select another location, then click Change.

D Filter

Filter By:	You can filter you list by any of the selections in the drop down choices. (Note: the list is in column header order)
Secondary filter box:	Input the criteria for the filter here.
Go button:	Click on the Go button to apply the filter.
Advanced Search:	Allows you to filter with more than one criteria.

NOTE: Please see Appendix B for filtering instructions.

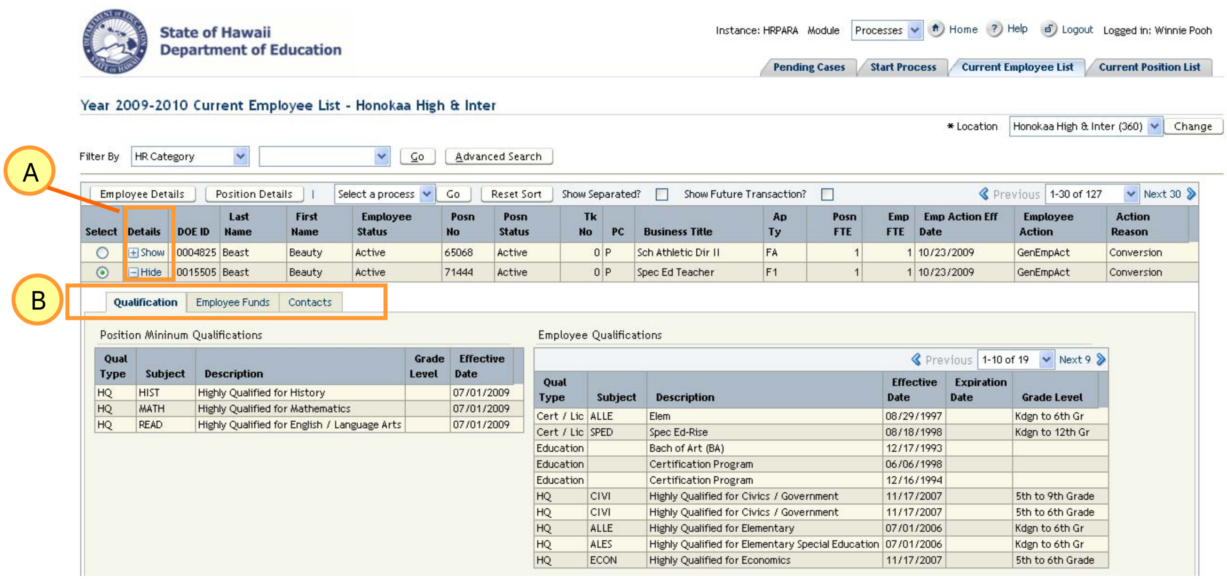
E Action options

Employee Details button:	Click here to go to the Employee Details or transaction screen for the selected employee to see SF-5 information.
Position Details button:	Click here to go to the Position Details or transaction screen for position information for the selected employee or position incumbent history.
Select a Process / Go:	Note: For use in a future module.
Reset Sort button:	Click here to reset the sort order to the original sort order.
Show Separated? Box: **(**located on the Current Employee List**)**	Check this box to see employees who have resigned, retired or were terminated from this location
Show Abolished? box (located on the Current Position List)	Check this box to see positions that have been abolished
Show Future Transaction? box:	Check this box to see future dated transactions in the Employee List.

F Column Headings

See Appendix A for an alphabetical list of the Column headings descriptions and legends for all codes.

Show Details



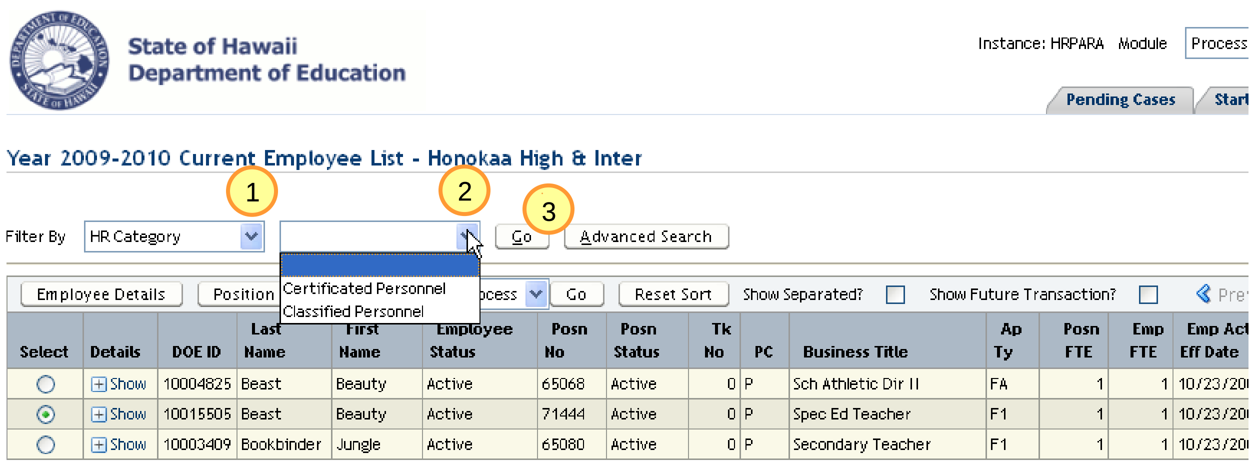
Show Details

A	**Click on the "⊞ Show":**	Additional employee / position information is displayed.
B	**Qualification tab:**	Displays Position Minimum Qualifications and Employee Qualifications (Note: Position Minimum Qualifications will be added in future modules. The Employee Qualifications currently shows licensure, HQ and educational data for Certificated employees only.)
	Employee Funds tab: (Current Employee List)	Displays current Employee UAC funding information
	Position Funds tab: (Current Position List)	Displays current Position UAC funding information
	Contacts tab: (Current Employee List)	Currently displays only the employee's business email address.
	Course Area tab: (Current Position List)	Displays, by school year, the courses being taught (from eSIS)

Using Current Employee List, how do I…

View only my Certificated or Classified employees?

1. Make sure **HR Category** is selected in the **Filter By** drop down menu.
2. Select either **Certificated Personnel** or **Classified Personnel** in the **Secondary Filter box**.
3. Click on Go.



View <u>all</u> of my employees (Certificated and Classified) after I have used the filter above?

1. Clear the Secondary Filter (in the case above, choose the blank line above Certificated Personnel)
2. Click on Go.

View my employee list in a different order?

1. Click on the column header once to sort in ascending order and twice to sort in descending order. (i.e, Click on ***Business Title*** column header to sort by business title)
2. Click the Reset Sort button to return to the default alphabetical sort.

View a select list of my employees?

- By Appointment Type (e.g. Probationary Employees only)
  1. From the **Filter By** drop down menu, select **Ap Ty**.
  2. Enter the appropriate data for the filter in the secondary filter box. (**F4** for Certificated Probationary Employees or **C2%** for Classified Probationary Employees)
  3. Click on Go.
  4. Click on any column header to see the list in a different sort order

- By Business Title (e.g. Educational Assistants only)
  1. From the **Filter By** drop down menu, select **Business Title**.
  2. Enter the appropriate data for the filter in the secondary filter box. (**Educ%** will bring up all Educational Assistants)
  3. Click on Go.
  4. Click on any column header to see the list in a different sort order

- By Employee Status (e.g. Employees on leave only)
  1. From the **Filter By** drop down menu, select **Emp Status**.
  2. Enter the appropriate data for the filter in the secondary filter box. (**Leave** for all employees, both Certificated and Classified, on leave)
  3. Click on Go.

NOTE: The **%** sign is used as a "wild card" in any of the search fields within CHAP - eHR. Please see the Appendix for more filter and search instructions, including how to use the Advanced Search button.

View a select list of my employees using multiple criteria?

For example: *show .50 FTE Classified Personnel*

1. Click on **Advanced Search**
2. Enter the appropriate data in the filter boxes.
   - HR Category**:** ***Classified Personnel***
   - Posn FTE: ***.50***
3. Click on Find.
4. Click on any column header to see the list in a different sort order

NOTE: The **%** sign is used as a "wild card" in any of the search fields within CHAP - eHR.

View an employee's qualifications?

1. Under the ***Details*** column, click on ⊞ **Show** for the desired employee.
2. Employee qualifications will be displayed.

NOTE: Click on **Employee Funds** and **Contacts** tab to see additional data.

View information from an employee's latest SF-5?

1. Click on **Select** radio button of the desired employee.
2. Click on [Employee Details] action button.
3. The ***Employee Position Details*** tab lists SF-5 information for the radioed button transaction.
4. Click [Back] to return to the **Current Employee List**

NOTE: Additional SF-5 data can be seen in the Employee Funds, Name and Address tabs. Each of the tabs lists data related to the selected effective dated transaction.

View historical SF-5 information for an employee?

1. Click on **Select** radio button of the desired employee.
2. Click on [Employee Details] action button.
3. Click on **Select** radio button of the action / effective date of the SF-5 transaction to view details.
4. To see historical data for the ***Name and Address*** tabs, select a transaction with an earlier **Effective Date** than the Effective Date of the name or address.
5. Click [Back] to return to the Current Employee List.

NOTE: The default view displays only 5 rows. Click on the a**rrow key Next 5** to view the next 5 rows or click on the drop down arrow to select **Show All** to view all rows. Using the Show All feature may affect the performance of the system if there are a significant amount of records.

View employee funding details?

1. Click on **Select** radio button of the desired employee.
2. Click on [Employee Details] action button.
3. Click on ***Employee Funds*** tab for effective dated Employee Fund information.
4. Click [Back] to return to the Current Employee List.

NOTE: The Employee Funds information is the UAC information from the SF-5 for the radio buttoned action for the employee.

View separated employees?

This shows employees that have resigned, retired or terminated employment with the DOE. Employees that have transferred within the DOE will not appear.

From the **Current Employee List**

1. Click the **Show Separated?** box.
2. All separated employees will appear in blue. The ***Effective Date*** column will show when the employee separated from the DOE. The ***Employee Action*** and ***Action Reason*** columns will show the type of separation.
3. To narrow your list of separated employees, use the Filter By **Effective Date** and enter the date which you would like to see separations that are equal to or greater than the date you have chosen.
4. Unclick the **Show Separated?** box to return to the Current Employee List view.

NOTE: For Certificated employee separations, the SF-5 reflects the close of business date of separation, however, CHAP - eHR reflects the effective date of separation.

View future dated employee transactions?

Note: The Current Employee List defaults to today's date for all employee actions. To see future dated transactions, follow the instructions below.

From the **Current Employee List**

1. Click the **Show Future Transaction?** box. The most future dated transaction for that employee will appear in turquoise color.
2. Unclick the **Show Future Transaction?** box to return to the Current Employee List view.

View my Certificated employees who have not been placed for the upcoming school year?
(NOTE: useful during summer months, prior to new school year)

From the **Current Employee List**

1. From the **Filter By** drop down menu, select **HR Category**.
2. Select **Certificated Personnel** from blank dropdown box.
3. Click on Go.
4. Click the **Show Future Transaction?** box.
5. After screen yields results, click on column header ***Effective Date***.
6. After screen re-sorts, employee records that have an **effective date prior to the beginning of their respective school year** represent those employees who have not yet been placed.

Using Current Position List, how do I…

View only my Certificated or Classified positions?

1. From the **Filter By** drop down menu, select **HR Category**.
2. Select either **Certificated Personnel** or **Classified Personnel** in the next box.
3. Click on Go.

View my position list in a different order?

1. Within the School List, click on the column header once to sort in ascending order and twice to sort in descending order. (i.e, Click on ***Position Title*** column header to sort by position title)
2. Click the Reset Sort button to return to the default alphabetical sort.

View a position's course description?

1. Under the ***Details*** column, click on **Show** for the desired employee.
2. Click on the ***Course Area*** tab.
3. eSIS course area data, listed by school year, will be displayed. This data is updated regularly from eSIS.

NOTE: Click on ***Qualifications and Position Funds*** tabs to see additional data.

View the details of a position's last action?

1. Click on **Select** radio button of the desired position.
2. Click on Posit on Details action button.
3. The ***Position Details*** tab lists information for the radioed button position action.
4. Click Back to return to the **Current Position List**.

NOTE: Additional position data can be seen in the ***Position Funds*** and ***Position Incumbents*** tabs. Each of the tabs lists data related to the selected effective dated position action.

View a position's action history?

1. Click on **Select** radio button of the desired position.
2. Click on Posit on Details action button.
3. Click on **Select** radio button of the effective date of the action to view details for this action.
4. The tab details are connected to the radioed button effective date.
5. Click Back to return to the **Current Position List**

NOTE: The default view displays only 5 rows. Click on the **arrow key Next 5** to view the next 5 rows or click on the drop down arrow to select **Show All** to view all rows.

View a position's incumbent history?

1. Click on **Select** radio button of the desired position.
2. Click on Posit on Details action button.
3. Click on the **Select** radio button for the effective dated action.
4. Click on the ***Position Incumbents*** tab.
5. Only incumbent actions later than the effective date of the position action will be displayed. Select an earlier dated position action to view additional incumbent history.
6. Click Back to return to the **Current Position List.**

NOTE: The default view displays only 10 rows. Click on the **arrow key Next 10** to view the next 10 rows or **Show All** to view all rows.

View my current vacant positions only?

1. From the **Filter By** drop down menu, select **vacant positions**.
2. The secondary filter should automatically be filled with a **Y**.
3. Click on Go.

View my future vacant positions only?

1. Click on the **Show Future Transaction?** box
2. From the **Filter By** drop down menu, select **vacant positions**.
3. The secondary filter should automatically be filled with a **Y**.
4. Click on Go.

Reports

Important Notes:

- There is a Report Category drop down to assist in filtering reports.
- **Please refer to the Home Help screen in CHAP - eHR for an updated Reports document** listing all available reports, their description, and samples.
- **Pop-up blockers need to be disabled for the CHAP - eHR website.** The Home Help page has instructions for how to disable pop-up blockers.
- **Adobe Acrobat Reader 6.0 or must be installed**. The Home Help page has instructions for how to download Adobe Reader.

Seniority Report – FOR PRINCIPAL USE ONLY, NOT TO BE DISTRIBUTED OR POSTED

1. Under ***Module*** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the ***Seniority Report***. (under the Projected School List Report Category)
3. Click **Run Report**.
4. Enter a **Process Case Label**. (i.e. *School name* Seniority Report)
5. The Location ID will default to the assigned location. Click on the flashlight to select a different Location ID.
6. Choose a Report Destination.
7. Click Submit Parameters.
8. If you chose to save your report to the database your report will be listed in the ***Report Cases*** tab. Select the ***Report Label*** (name you gave your report).
9. Click **Download File.** Your report will open in a separate window.
10. The report can now be printed or saved to another location if desired.
11. The Seniority Report will remain in the Report Cases for future access until deleted.

Current School List Report

1. Under ***Module*** drop down at the top of the page, select **Reports**.
2. Select **radio** button for the ***Current SL Report***.
3. Click **Run Report**.
4. Enter a **Process Case Label**. (i.e. *School name* School List Report)
5. In the ***Curr SL Order By*** field click on the **flashlight.** Select **Order By.** Click on Select.
6. In the ***HR Category*** field click on the **flashlight.** Select **Category**. Click on Select.
7. In the ***Location ID*** field click on the **flashlight.** Select **Location ID**. Click on Select.
8. Choose a ***Report Destination*.**
9. Click **Submit Parameters**.
10. Under the ***Report Cases*** drop down menu, select the **Process Case Label.**

Appendix A: Detailed table / field description

(alphabetical order)

<table>
<tr><th>Column Header</th><th>Description</th><th>Details</th></tr>
<tr><td>Action Reason</td><td>Action Reason</td><td>Current employee or position action reason.
NOTE: If the “Show Future Transaction” box has been checked, the most future dated transaction for that employee will be displayed.</td></tr>
<tr><td rowspan="2">Ap Ty</td><td colspan="2">Appointment Type</td></tr>
<tr><td colspan="2">Certificated Staff: “F” + Appointment Type
<table>
<tr><th>Certificated</th><th>Appointment Type</th></tr>
<tr><td rowspan="2">F</td><td><u>Teachers</u>
1 = Regular-Tenured appointment, assigned to unobligated position
2 = Limited Term-Tenured appointment, a temporary position or assigned to a position obligated to another employee
4 = Limited Term-Probationary appointment
5 = Limited Term-Temporary teacher appointment & does not meet minimum licensing requirements
6 = Limited Term-Tenured appointment, assigned to a temporary state/district position
7 = Limited Term-On early return from leave, assigned temporarily to a non-guaranteed position
9 = Limited Term-Temporary teacher appointment agreement; licensed
Q = Dual License–Return to Special Education
R = Retiree returned to special education or shortage area
S = State Employee at Public Charter School-Employed by Public Charter School and not a Dept. of Education Employee
T = Teacher for America-Temporarily employed DOE teacher recruited by Teach for America
V = Limited Term-Temporary appointment; meets minimum certification requirements & teaching out-of-field certification
W = Limited Term-Temporary appointment; certification pending HTSB license</td></tr>
<tr><td><u>EO’s</u>
A = Regular-Tenured appointment
B = Limited Term Appointment-Probationary
C = Limited Term Appointment-Probationary Vice, position is guaranteed to former incumbent who is currently serving probation
D = Limited Term-Vice, position is currently guaranteed to a former incumbent who is currently on LWOP or in a temporary position or assignment
E = Limited Term Appointment-Temporary position, temporary state or district position
F = Limited Term Appointment-Temporary/Acting Appointment
G = Limited Term Appointment-Temporary, not qualified for position
H = Limited Term Appointment-Temporary Position/Vice
K = State/District Trainee</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Column Header</th><th>Description</th><th>Details</th></tr>
<tr><td>Ap Ty (con't)</td><td colspan="2">Classified Staff : “C” + Appointment Type + Employee Status
<table>
<tr><th>Classified</th><th>Appointment Type</th><th>Employee Status</th></tr>
<tr><td rowspan="2">C</td><td rowspan="2">1 = Permanent
2 = Probationary
5 = Temporary
6 = TAOL
9 = Exempt
C = 89 Day Hire</td><td><u>Civil Service</u>
M = Civil Service Member
N = Non-Civil Service Member
U = Temporary Civil Service Member</td></tr>
<tr><td><u>SSP (Support Services Personnel)</u>
R = Permanent SSP Employee
T = Temporary SSP Employee</td></tr>
</table>
Examples:
C1M = Permanent Civil Service Member
C5R = Permanent SSP Employee in a temporary position</td></tr>
<tr><td>Business Title</td><td>Business Title</td><td>Based on the employee’s job class description</td></tr>
<tr><td>Catg Cd</td><td>Category Code</td><td>F = Certificated Employee
C = Classified Employee – Civil Service
S = Classified Employee – SSP (Support Services Personnel)</td></tr>
<tr><td>Details</td><td>Additional Employee Details</td><td>“ Show”: When clicking on this field, more Employee details are displayed.</td></tr>
<tr><td>Eff Date (Emp Action / Posn Action)</td><td>Effective Date of the Employee Action or Position Action</td><td>Effective date of the current employee transaction in the Current Employee List or the current position transaction in the Current Position List.
NOTE: If the “Show Future Transaction” box has been checked, the most future dated transaction for that employee or position will be displayed.</td></tr>
<tr><td>Emp FTE</td><td>Employee FTE</td><td>Employee Full Time Equivalency
i.e. 1.00 = 100% .50 = 50%</td></tr>
<tr><td>Emp Status</td><td>Employee Status</td><td>Active = Active
Leave = Leave
Leave W/Py = Leave with Pay
X-ferred = Transferred
Retired = Retired
Separated = Separated (Resignations or Terminations)
Suspended = Suspended
Unassigned = Unassigned Certificated employee</td></tr>
<tr><td>Employee Action / Position Action</td><td>Employee Action / Position Action</td><td>Current employee action or current position action.
NOTE: If the “Show Future Transaction” box has been checked, the most future dated transaction for that employee will be displayed, if applicable.</td></tr>
<tr><td>DOE Id</td><td>DOE ID</td><td>Official DOE employee identification number.</td></tr>
<tr><td>Last Name, First Name</td><td>Last Name, First Name</td><td>For middles names, pre-fixes and suffixes, go to the Names tab in the Employee Details.</td></tr>
<tr><td>PC</td><td>Position Control</td><td>P = Permanent
T = Temporary</td></tr>
</table>

Column Header	Description	Details
Posn FTE	**Position FTE**	Position Full Time Equivalency i.e. 1.00 = 100% .50 = 50%
Posn No / Posn ID	**Position Number**	Position Number
Posn Status	**Position Status**	Active = Active Abolished = Abolished Inactive = Inactive Act-UnfWSF = Active – Unfunded WSF (includes RWOA, Unfunded WSF, and Pending) Act–Bought = Active – Bought (currently only displaying for Certificated positions) Inact–Sold = Inactive – Sold (currently only displaying for Certificated positions)
Process Case Step Key	**Process Case Step Number**	This is a system assigned case number associated with all transactions that are initiated within CHAP- eHR. Data that has been downloaded from existing OHR systems will display as: '-3' for employee actions and '-2' for position actions.
Select	**Select an Employee**	Choose this radio button to "select" the employee to view Employee or Position Details.
Seq No	**Sequence Number**	This indicates the order for multiple transactions done on the same day.
Tk No	**Track Number**	System assigned number for tracks in multi-track schools. Default for non-track schools is 0.

Appendix B Sorts and Filters

Sorts and Filters

Below are a few tips on how to sort and filter the information on a given screen. **Sorting** changes the order in which the information is displayed, whereas **filtering** will show only the requested information based on user specified criteria.

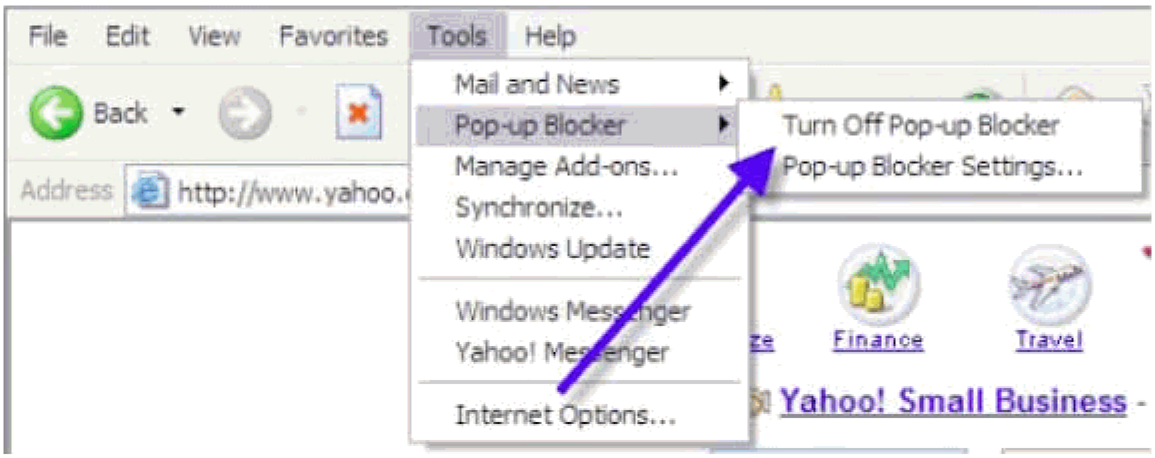
	How to Sort/Filter	How to Return Information back to original view
Sorting by Columns	Click the **column header** to quickly sort information displayed in a table. • For example, if you click on the column header for Business Title, records will appear in ascending order alphabetically by business title. Clicking on the Business Title column header again will sort in descending order	Click **Reset Sort**.
Filters	Click the **Filter by** drop down menu to select a primary filter and select/enter secondary filter (if applicable) • For example, if you'd like to see all of the tenured teachers, you would select Filter By "Appoint Type", type in "F1" in the secondary filter and click "Go". • The % key is used as a wildcard. It can be used before and/or after a portion of the information you are looking for. For example, if you want to see both 10 and 12 month Elementary positions, you could type in %elem% to pull up all positions that have Elem as a part of their title.	Erase the secondary filter criteria and click **Go**. • The Reset Sort button does <u>not</u> apply to filters.
Advanced Filters	Use the **Advanced Search** feature to select multiple criteria for your search.	Click on **<u>C</u>lear** Click on **Back to Quick Search**.

Appendix C Disabling Common Pop-Up Blockers

Please contact the Centralized Service Desk (CSD) at (808) 377-8320 if you have questions or difficulty disabling your pop-up blocker.

Internet Explorer

To disable the pop-up blocker while on the site, open the **Tools** menu, select the **Pop-up Blocker** option, and select the **Turn Off Pop-up Blocker** option (as shown below):



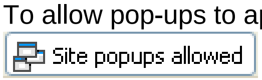
Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker.

Google Toolbar

The Google Toolbar is provided by Google to facilitate searching the web, as well as providing pop-up blocking. This pop-up blocker is part of a menu bar and appears in the browser as follows:

The following icon is the pop-up blocker:

To allow pop-ups to appear, merely click on the icon. You should now see the following:



Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can click the icon again to re-enable the pop-up blocker.