



Manage School Level Temporary Personnel Assignments Instructions

April 2022

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Temporary Assignment (TA) Process

Tracking of Temporary Personnel Assignments (TAs) within eHR will allow for accurate accounting of staff assignments that can impact recruiting, compensation, evaluations, and access roles/security. Currently, short-term TAs are only tracked by having a Form 10 submitted for payroll purposes after-the-fact. Tracking of TAs in the personnel system will allow for automation and documentation of the approval process and provide information to other Department of Education (DOE) and non-DOE systems that require notification for security access management.

Through this online TA process, School Administrative Services Assistants (SASA), Vice Principals (VP), and Principals can all initiate or generate a TA process case. However, only Principals have approval authority.

Cases initiated or generated by SASAs and VPs will be subjected to an approval workflow process, with the Principal being the final approver.

Cases initiated or generated by the Principal will bypass the approval workflow process and be approved upon submission.

Important Message: At this time, only short-term TAs (processed via the Form 10) that require eHR system access, and/or changes to their role(s) and/or location(s) need to be inputted. Specifically, TA SASAs and VPs.

This online TA process does not replace the current Form 10. As a result, a Form 10 is still required to be filled out as appropriate.

Getting Started

1. Access the Department's eHR homepage by inputting this web address:
<https://ehr.k12.hi.us/>

2. Logging into the eHR website requires your Azure AD **"User name"** and **"Password."**

Your **"User Name"** is your 8-digit employee ID number. Your **"Password"** is your DOE Azure AD password, the same as used in your DOE Gmail and PDE3.

Important Message: If you do not have a DOE Azure AD Password or are experiencing log-in difficulties, please contact the IT Help Desk at (808) 564-6000.

3. Click the DOE Employee Login button and enter your user name and password in the Azure AD user name and password screens.

A

The screenshot shows the eHR homepage for the Hawai'i State Department of Education. The header includes the eHR logo, the Department of Education seal, and the text "Hawai'i State Department of Education". The system date/time is 03/24/2022 11:11:27. Below the header, there is a "System Availability" section stating "Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)" and a note to check system messages. The main content area is divided into two columns. The left column is titled "Non-DOE Employee Login" and contains a login form with fields for "Username" and "Password", a "Login" button, and a reminder that passwords are case sensitive. Below the form, it states that unauthorized use is prohibited. The right column is titled "DOE Employee Login" and contains a button labeled "DOE Employee Login" with a circled 'A' above it. Below the buttons, there is a "Current Employees" section with instructions on how to format the username and password. At the bottom, there is a "Registered users (non-employees)" section with contact information for various recruitment units.

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
*Please check System Messages after logging in for additional information on planned system outages.

Non-DOE Employee Login

* Username
* Password

Reminder: Passwords are case sensitive.
* Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Registered users (non-employees):
Username is the Email Address you registered with.
Password is the password you registered with.
FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

DOE Employee Login

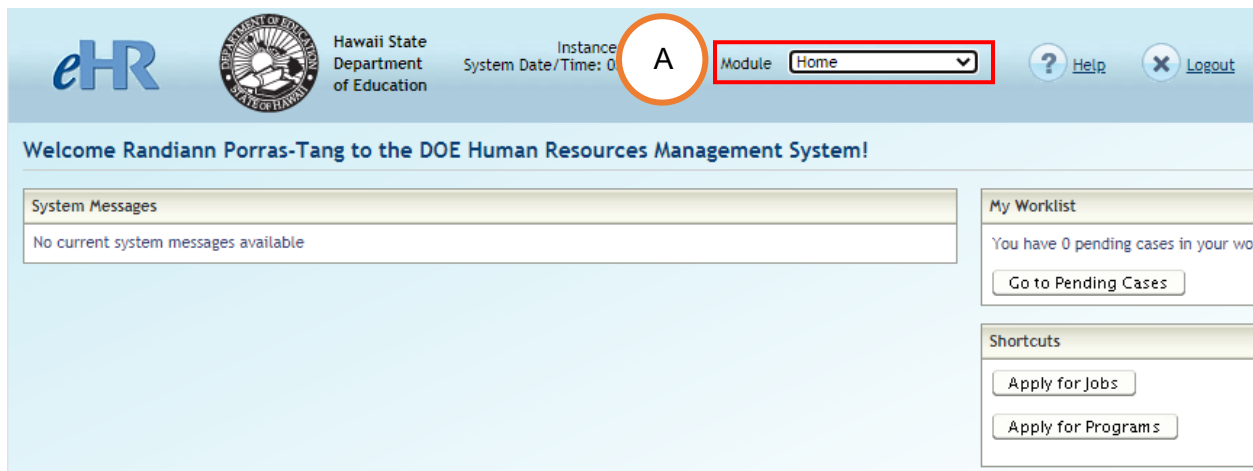
Current Employees:
Username is your employee ID plus "@k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

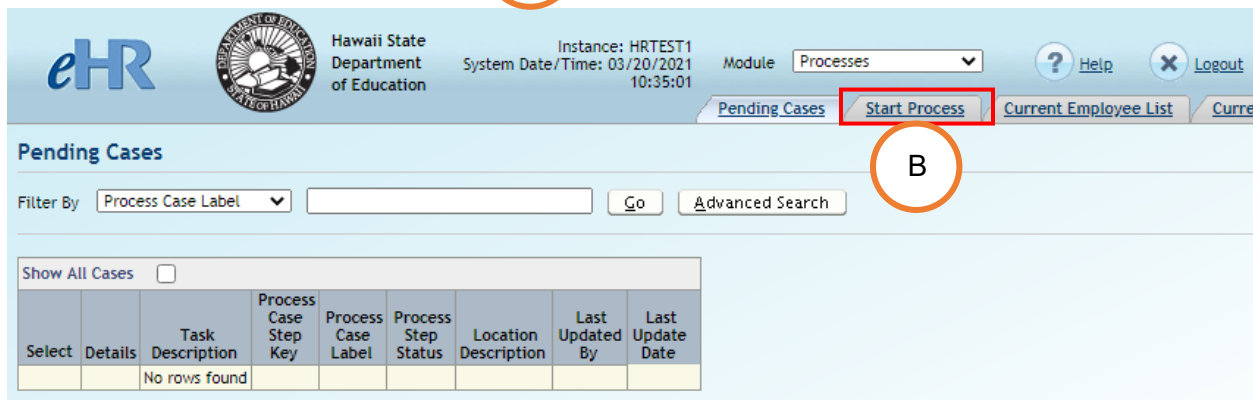
- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

Generating a TA Assignment

1. Access the **Processes** module by clicking on the Module drop down box **A**



2. Click on the Start Process tab **B**



3. Select the **Generate School Staff TA Assignment** (6.6.4.1) process

C

4. Click on the **Start New Process** button

D

Start Process

Please select the appropriate Process Category filter to see the full list of Processes that you can start. Select a category from the

Process Category: Process Description: Filter

Select	Details	Process Category	Process ID	Process Description
<input type="radio"/>	+ Show	Position Management	6.1.1.9	Update Position Subject Areas
<input checked="" type="radio"/>	+ Show	Employee Transactions	6.6.4.1	Generate School Staff TA Assignment
<input type="radio"/>	+ Show	Employee Transactions	6.6.5.1	Maintain School Staff TA Assignment

5. Input the necessary information for each field. All fields are required for this process.

★ **Tip:** Clicking on the flashlight icon will produce a lookup box that may assist in inputting/selecting the correct information.

◆ For the **Process Case Label**, we recommend the following naming convention:
 “TA [SASA/AD/VP] [First Name] [Last Name] [School/Office Name]”
 Example: TA SASA Kolten Victorino Aloha Elementary

⬢ **End Date:** The current process will only accommodate a TA period spanning one School Year (ex. 7/1/21 to 6/30/22).

Process Case

Generate School Staff TA Assignment

* Process Case Label: TA SASA ◆

Parameters

Prompt Text	Parameter Value
Position Admin Location	102 Altioani Elem
TA Position	1821 School Adm Services Asst II (Incumbent: <input type="text"/>)
TA Assignee	<input type="text"/>
Begin Date	03/01/2021
End Date	05/31/2021

6. When all of the fields are filled out, click on the **Submit Parameters** button E

7. When a TA Assignment case is generated, a TA Assignment action is automatically entered into Person Actions. To complete the process, the following fields require attention: **TA Reason**, **Comment**, and **TA Approval Code**.

The screenshot shows the eHR system interface for a TA Assignment. The top navigation bar includes the eHR logo, Hawaii State Department of Education, and system information. The main area displays the 'TA SAsa Lori' case. The 'Person Positions' table shows a position with ID 45858, titled 'Office Assistant III', with a status of 'Active'. The 'Person Actions' table shows a 'New TA Assignment' action with a status of 'Pending Submittal'. Below the tables, the 'TA Assignments' section contains fields for 'Effective Date', 'Start Date', 'End Date', 'Position Title', 'Position Number', 'Position Incumbent', 'Incumbent DOE ID', 'Administrative Location', 'TA Reason', 'Comment', and 'TA Approval Code'. A yellow triangle icon is next to the 'Start Date' field, and a red box highlights the 'TA Reason', 'Comment', and 'TA Approval Code' fields.

▲ Review Start and End Dates to be sure they are correct. If the Start Date was inputted incorrectly, the case will need to be cancelled, and a new case created.

TA Reason has the following options:

- Incumbent on Leave
- Position is Vacant
- Incumbent on Temporary Assignment

Comment: Details regarding the TA assignment are inputted here.

TA Approval Code has the following options:

- Pending Approval – For SASA and VP initiated cases, select this option.
- Approved – For Principal initiated cases, select this option.
- Rejected

- After information for all of the required fields (designated by an *) have been entered, the case can be saved for later (**Save Only**), or submitted (**Submit**) for final approval if generated by a SASA or VP.

Cancel Process should be used if the Start Date was inputted incorrectly, or if the TA case is no longer necessary.

Additional details or comments can be entered in the comment boxes provided.

Select the appropriate option, and click on the **Go** button.

- Below is an example of a successfully submitted TA assignment. Being that this case was submitted and approved by a Principal, the workflow approval process is bypassed.

Information
JHS-00100: Transaction completed successfully!

Employee Transaction: Lori M - Case: TA SASA Lori

Status: Approved

Person Positions

Select	Position Number	Effective Date	Business Title	Employee Status	Location Description	HR Action Status	Time and Leave Key ID	Delete?
<input checked="" type="radio"/>	45858		Office Assistant III	Active		Approved		

Person Actions

Select	Position Number	Effective Date	Effective Seq No	Action	Reason	Transfer To Position	To TA Posn ID	Process Case Step Key	HR Action Status
<input checked="" type="radio"/>	45858	03/20/2021	0	TA Assignment	New TA Assignment		1837	4521970	Approved

Comment: HR_SF_GEN_TA_ASSIGNMENT: System Generated TA Assignment Action

TA Assignments

Effective Date: 03/20/2021
Start Date: 01/01/2021
End Date: 03/31/2021
Position Title: School Adm Services Asst II
Position Number: 1837
Position Incumbent: [Incumbent Name]

Incumbent DOE ID: [Incumbent DOE ID]
Administrative Location: [Administrative Location]
TA Reason: [TA Reason]
Incumbent on Leave: [Incumbent on Leave]
Incumbent will return to work on 4/1/2021.

TA Approval Code: Approved
Final approvers must select either "Approved" or "Rejected". All others should enter "Pending".

10. On the **Pending Cases** tab, the status of the Generate School Staff TA Assignment cases can be checked and confirmed. **G**

★ **Tip:** If the cases do not show up initially, place a check next to “**Show All Cases**”.

For cases generated by a SASA or VP, the status will show up as “**In Progress**”. These cases then need to be approved by a Principal. Refer to the [Approving a Generate/Maintain TA Assignment \(For Principals Only\)](#) instructions below.

The screenshot shows the eHR system interface. At the top, the header includes the eHR logo, the Hawaii State Department of Education seal, and system information: Instance: HRTEST1, System Date/Time: 03/20/2021 15:21:46. The 'Module' dropdown is set to 'Processes'. A red box highlights the 'Pending Cases' tab, and a circled 'G' is next to it. Below the header, the 'Pending Cases' section has a filter by 'Process Case Label' and a 'Go' button. A table lists cases with columns: Select, Details, Task Description, Process Case Step Key, Process Case Label, Process Step Status, Location Description, Last Updated By, and Last Update Date. The first row is highlighted with a red border and shows 'Generate School Staff TA Assignment' with a status of 'In Progress'. A star icon is next to the 'Show All Cases' checkbox.

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Generate School Staff TA Assignment	4521971	TA VP Linda	In Progress			03/20/2021
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell						09/17/2020
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval						09/10/2020
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell						07/30/2020

For cases generated by a Principal, the status will show up as “**Approved**”.

The screenshot shows the eHR system interface. At the top, the header includes the eHR logo, the Hawaii State Department of Education seal, and system information: Instance: HRTEST1, System Date/Time: 03/20/2021 15:44:50. The 'Module' dropdown is set to 'Processes'. A red box highlights the 'Pending Cases' tab, and a circled 'G' is next to it. Below the header, the 'Pending Cases' section has a filter by 'Process Case Label' and a 'Go' button. A table lists cases with columns: Select, Details, Task Description, Process Case Step Key, Process Case Label, Process Step Status, Location Description, Last Updated By, and Last Update Date. The first row is highlighted with a red border and shows 'Generate School Staff TA Assignment' with a status of 'Approved'. A star icon is next to the 'Show All Cases' checkbox.

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Generate School Staff TA Assignment	4521970	TA SASA Lori	Approved			03/20/2021
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval						09/08/2020
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval						08/19/2020

11. Complete and submit all necessary paperwork for conducting a TA.

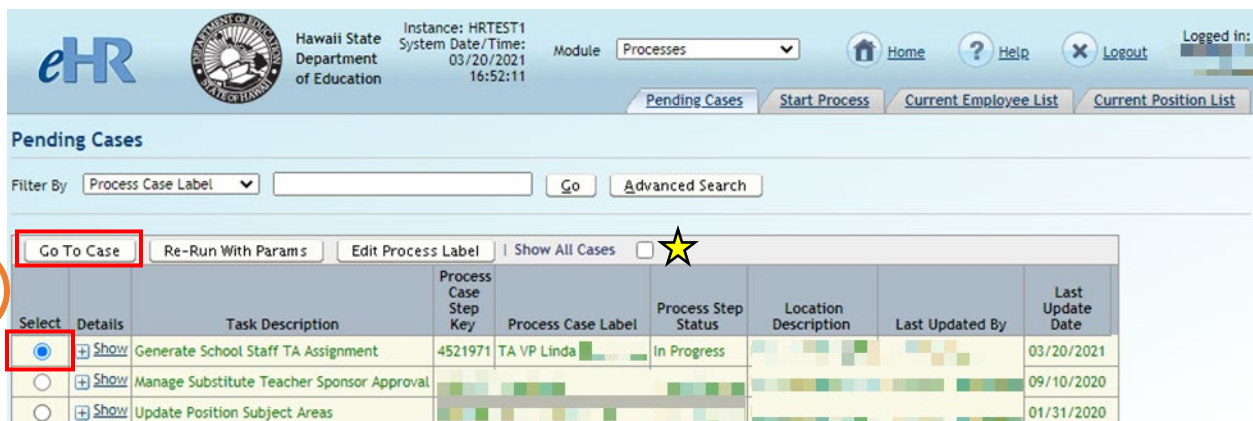
Approving a Generate/Maintain TA Assignment (For Principals Only)

1. To approve a pending Generate/Maintain School Staff TA Assignment case (submitted by a SASA or VP), click on **Go to Pending Cases** button.



2. Select the case and click on the **Go To Case** button

★ **Tip:** If the case does not show up initially, place a check next to “**Show All Cases**”.



3. Review the information in the **TA Reason** and **Comment** fields.

Change the **TA Approval Code** option from “**Pending Approval**” to “**Approved**”.

C

The screenshot displays the eHR system interface for the Hawaii State Department of Education. The top navigation bar includes the eHR logo, system date/time (03/20/2021 17:08:08), and user information (Logged in: [User]). The main header shows the current case: "Employee Transaction: Linda - Case: TA VP Linda". The status is "In Progress". A red box highlights the "Approve" button next to the "Go" button. Below this, the "Person Positions" table shows a single entry for Linda (Position Number 65589, Effective Date 03/20/2021, Business Title Secondary Teacher, Employee Status Active, Location Description, HR Action Status In Progress, Time and Leave Key ID, and Delete?). The "Person Actions" table shows a single entry for Linda (Position Number 65589, Effective Date 03/20/2021, Effective Seq No 0, Action TA Assignment, Reason New TA Assignment, Transfer To Position, To TA Posn ID 73719, Process Case Step Key 4521971, HR Action Status In Progress). The "Comment" field contains the text "HR_SF_GEN_TA_ASSIGNMENT: System Generated TA Assignment Action". The "TA Assignments" section shows details for the assignment, including the effective date (03/20/2021), start date (01/01/2021), end date (06/30/2021), position title (Vice Principal IV), position number (73719), and position incumbent. The "TA Reason" is "Incumbent on Leave" and the "Comment" is "Incumbent will return to work on 7/1/2021". A red box highlights the "TA Approval Code" dropdown menu, which is currently set to "Approved". A red box also highlights the "Go" button.

Select	Position Number	Effective Date	Business Title	Employee Status	Location Description	HR Action Status	Time and Leave Key ID	Delete?
<input checked="" type="radio"/>	65589	03/20/2021	Secondary Teacher	Active		In Progress		

Select	Position Number	Effective Date	Effective Seq No	Action	Reason	Transfer To Position	To TA Posn ID	Process Case Step Key	HR Action Status
<input checked="" type="radio"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment		73719	4521971	In Progress

Comment: HR_SF_GEN_TA_ASSIGNMENT: System Generated TA Assignment Action

TA Assignments

Effective Date: 03/20/2021
Start Date: 01/01/2021
End Date: 06/30/2021
Position Title: Vice Principal IV
Position Number: 73719
Position Incumbent: [User]

Incumbent DOE ID: [User]
Administrative Location: [User]
TA Reason: Incumbent on Leave
Comment: Incumbent will return to work on 7/1/2021.

TA Approval Code: Approved

Delete TA Assignments Show Audit Info

4. The case can now be saved for later (**Save Only**), returned (**Return**) for edits, or approved (**Approve**).

Additional details or comments can be entered in the comment boxes provided.

Select the appropriate option, and click on the **Go** button.

D

- This is an example of an approved TA assignment. Notice the “Approved” status changes. There may be a Warning message for TA periods that are longer than 90 days.

eHR Hawaii State Department of Education Instance: HRTEST1 System Date/Time: 03/20/2021 17:28:24 Module: Processes Home ? Help Logout Logged in: [User]

Pending Cases Current Case Start Process Current Employee List Current Position List

Warning

- JHS-00100: Transaction completed successfully!
- (PTAA: DT_ND) - Warning: the begin and end date duration exceeds 90 days.

Employee Transaction: [Linda] - Case: [TA VP Linda] Status: **Approved** Comments

Person Positions

Select	Posn Id	Eff Dt	Bus Title Tx	Emp Stat Cd	Loc Desc Tx	Actn Stat Cd	Time and Leave ID	Delete?
<input checked="" type="radio"/>	65589		Secondary Teacher	Active				

Comment Tx
Perm Comment Tx

Person Actions

Select	Posn Id	Effective Date	Effective Seq No	Actn Id	Reas Id	To Posn ID	To TA Posn ID	Process Case	Actn Stat Cd
<input checked="" type="radio"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment	73719	4521971	Approved	

Comment Tx HR_SF_GEN_TA_ASSIGNMENT: System Generated TA Assignment Action

TA Assignments

Effective Date: 03/20/2021 Incumbent DOE ID: [User]
 Start Date: 01/01/2021 * Admin Location: 0
 End Date: 06/30/2021 TA Reason: Incumbent on Leave
 Position Title: Vice Principal IV
 Position Number: 73719
 Position Incumbent: [User]
 TA Approval Status: Approved

ShowAudit Info

- On the **Pending Cases** tab, you can confirm the approved TA assignment **E**

eHR Hawaii State Department of Education Instance: HRTEST1 System Date/Time: 03/20/2021 17:48:41 Module: Processes Home ? Help Logout Logged in: [User]

Pending Cases Start Process Current Employee List Current Position List

Filter By: Process Case Label [] Go Advanced Search

Go To Case Re-Run With Params Show All Cases ☒ Previous 1-10 of 64 Next 10

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Generate School Staff TA Assignment	4521971	TA VP Linda	Approved			03/20/2021
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell						
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval						

- Complete and submit all necessary paperwork for conducting a TA.

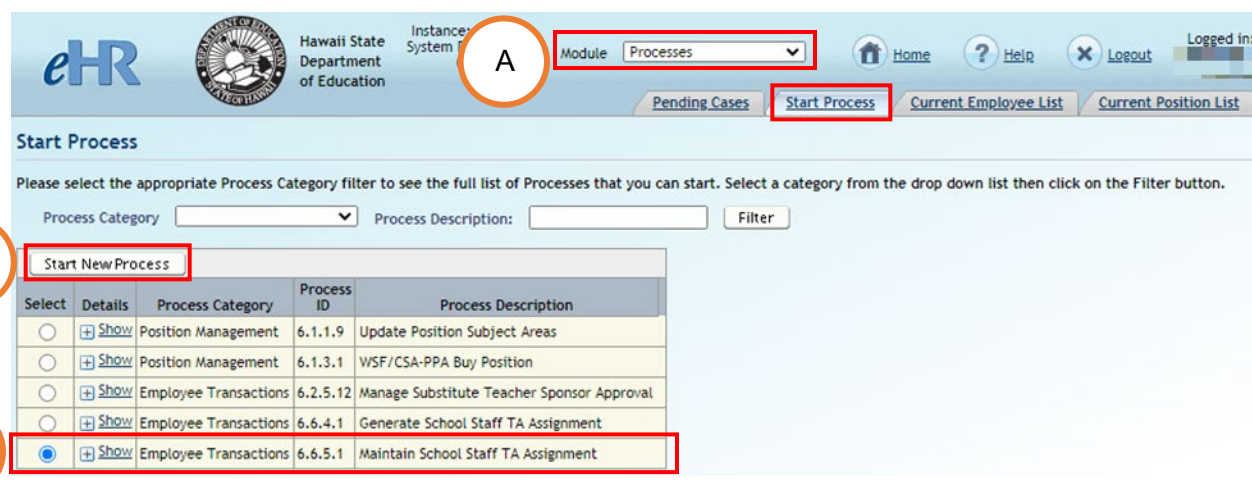
Maintaining an Active TA Assignment

Use this process case to extend or end an approved, active TA assignment. Similar to the generating TA assignment process, SASAs, VPs, and Principals can extend or end a TA assignment, with the Principal being the final approver.

1. Access **Processes** via the Module drop down **A**

On the **Start Process** tab, select the **Maintain School Staff TA Assignment** process (6.6.5.1) **B**

Click on the **Start New Process** button **C**



The screenshot shows the eHR system interface. At the top, the 'Module' dropdown is set to 'Processes' (A). Below this, the 'Start Process' button is highlighted (B). The 'Start New Process' button is highlighted (C). The table below lists various processes, with 'Maintain School Staff TA Assignment' (6.6.5.1) selected (B).

Select	Details	Process Category	Process ID	Process Description
<input type="radio"/>	Show	Position Management	6.1.1.9	Update Position Subject Areas
<input type="radio"/>	Show	Position Management	6.1.3.1	WSF/CSA-PPA Buy Position
<input type="radio"/>	Show	Employee Transactions	6.2.5.12	Manage Substitute Teacher Sponsor Approval
<input type="radio"/>	Show	Employee Transactions	6.6.4.1	Generate School Staff TA Assignment
<input checked="" type="radio"/>	Show	Employee Transactions	6.6.5.1	Maintain School Staff TA Assignment

2. Input the necessary information for each field. All fields are required for this process.

◆ For the **Process Case Label**, we recommend the following naming convention:
“[Extend/End] TA [SASA/AD/VP] [First Name] [Last Name] [School/Office Name]”
Example: Extend TA VP Kolten Victorino Aloha Elementary

The screenshot shows the 'Process Case' form in the eHR system. The title is 'Maintain School Staff TA Assignment'. The 'Process Case Label' field is populated with 'End TA SASA Linda'. Below this is a 'Parameters' table with the following data:

Prompt Text	Parameter Value
Position Admin Location	0 High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	100 Linda (Vice Principal IV - High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment

A yellow star icon is placed over the 'Active TA Assignments' field, and a blue diamond icon is placed over the 'Process Case Label' field.

★ **Tip:** Clicking on the flashlight icon will produce a lookup box that may assist in inputting/selecting the correct information. Below is an example of the information that is brought up when clicking on the flashlight icon next to **Active TA Assignments**.

Select the active TA assignment and click on the **Select** button to auto populate the information into the **Active TA Assignments** field.

The screenshot shows a 'List' lookup box. It has a 'Filter By' dropdown set to 'Description' and a search field. Below the search field is a table with the following data:

Select	Id	Description
<input checked="" type="radio"/>	100	Linda (Vice Principal IV - High)

The 'Select' button is highlighted with a red box, and the 'Id' field '100' is also highlighted with a red box. A yellow star icon is placed over the 'Active TA Assignments' field in the background form.

In the **Reasons** row, select **End** or **Extend** a TA assignment. **E**

Maintain School Staff TA Assignment

* Process Case Label: End TA SASA Linda

Parameters

Prompt Text	Parameter Value
Position Admin Location	0 High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	100 Linda (Vice Principal IV - High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment E

3. After all of the necessary information is entered, click on the **Submit Parameters** button. **F**

Process Case

Cancel Submit Parameters **F**

Maintain School Staff TA Assignment

* Process Case Label: End TA SASA Linda

Parameters

Prompt Text	Parameter Value
Position Admin Location	0 High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	100 Linda (Vice Principal IV - High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment

4. When a Maintain TA Assignment case is generated, a TA Assignment action is automatically entered into Person Actions.

To complete the process, the following fields require attention: **End Date**, **TA Reason**, **Comment**, and **TA Approval Code**.

G

Employee Transaction: Linda - Case: End TA SAs Linda

Person Positions

Select	Position Number	Effective Date	Business Title	Employee Status	Location Description	HR Action Status	Time and Leave Key ID	Delete?
<input checked="" type="radio"/>	65589	03/20/2021	Secondary Teacher	Active				

Person Actions

Select	Position Number	Effective Date	Effective Seq No	* Action	* Reason	Transfer To Position	To TA Posn ID	Process Case Step Key	HR Action Status
<input checked="" type="radio"/>	65589	03/20/2021	1	TA Assignment	End TA Assignment		73719	4521972	Pending Submittal
<input type="radio"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment		73719	4521971	Approved

TA Assignments

Effective Date: 03/20/2021
Start Date: 01/01/2021
* End Date: 05/31/2021
Position Title: Vice Principal IV
Position Number: 73719
Position Incumbent: [Incumbent Name]

Incumbent DOE ID: [Incumbent ID]
* Administrative Location: [Administrative Location]

* TA Reason: Incumbent on Leave
* Comment: Incumbent will now return to work on 6/1/2021 instead of 7/1/2021.
* TA Approval Code: Pending Approval

Final approvers must select either "Approved" or "Rejected". All others should enter "Pending".

Delete TA Assignments Show Audit Info

TA Assignments

Effective Date: 03/20/2021
 Start Date: 01/01/2021
 * End Date: 05/31/2021
 Position Title: Vice Principal IV
 Position Number: 73719
 Position Incumbent

Incumbent DOE ID
 * Administrative Location: 0

* TA Reason: Incumbent on Leave
 * Comment: Incumbent will now return to work on 6/1/2021 instead of 7/1/2021.
 * TA Approval Code: Pending Approval

Final approvers must select either "Approved" or "Rejected". All others should enter "Pending".

Delete TA Assignments Show Audit Info

End Date: Whether it's to End or Extend the TA assignment, adjust the date field as necessary.

TA Reason has the following options:

- Incumbent on Leave
- Position is Vacant
- Incumbent on Temporary Assignment

Comment: Details regarding the end or extension of the TA assignment are inputted here.

TA Approval Code has the following options:

- Pending Approval – For SASA and VP initiated cases, select this option.
- Approved – For Principal initiated cases, select this option.
- Rejected

- After information for all of the required fields (designated by an *) have been entered, the case can be saved for later (**Save Only**), or submitted (**Submit**) for final approval (by a Principal) if generated by a SASA or VP.

Employee Transaction: Linda - Case: End TA SASA Linda

Status: Pending Submittal **Submit** Go

Person Positions

Select	Position Number	Effective Date	Business Title	Employee Status	Location Description	HR Action Status	Time and Leave Key ID	Delete?
<input checked="" type="radio"/>	65589		Secondary Teacher	Active				

Person Actions

Select	Position Number	Effective Date	Effective Seq No	Action	Reason	Transfer To Position	To TA Posn ID	Process Case Step Key	HR Action Status
<input checked="" type="radio"/>	65589	03/20/2021	1	TA Assignment	End TA Assignment		73719	4521972	Pending Submittal
<input type="radio"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment		73719	4521971	Approved

Comment: HR_SF_MAINT_TA_ASSIGNMENT: System Generated TA Assignment Action

TA Assignments

Effective Date: 03/20/2021
 Start Date: 01/01/2021
 End Date: 09/31/2021
 Position Title: Vice Principal IV
 Position Number: 73719
 Position Incumbent: [Incumbent Name]

Incumbent DOE ID: [Incumbent DOE ID]
 Administrative Location: [Administrative Location]
 TA Reason: [Incumbent on Leave]
 Comment: Incumbent will now return to work on 6/1/2021 instead of 7/1/2021.
 TA Approval Code: Pending Approval

Delete TA Assignments Show Audit Info


Additional details or comments can be entered in the comment boxes provided.

Select the appropriate option, and click on the **Go** button.

Status: Pending Submittal

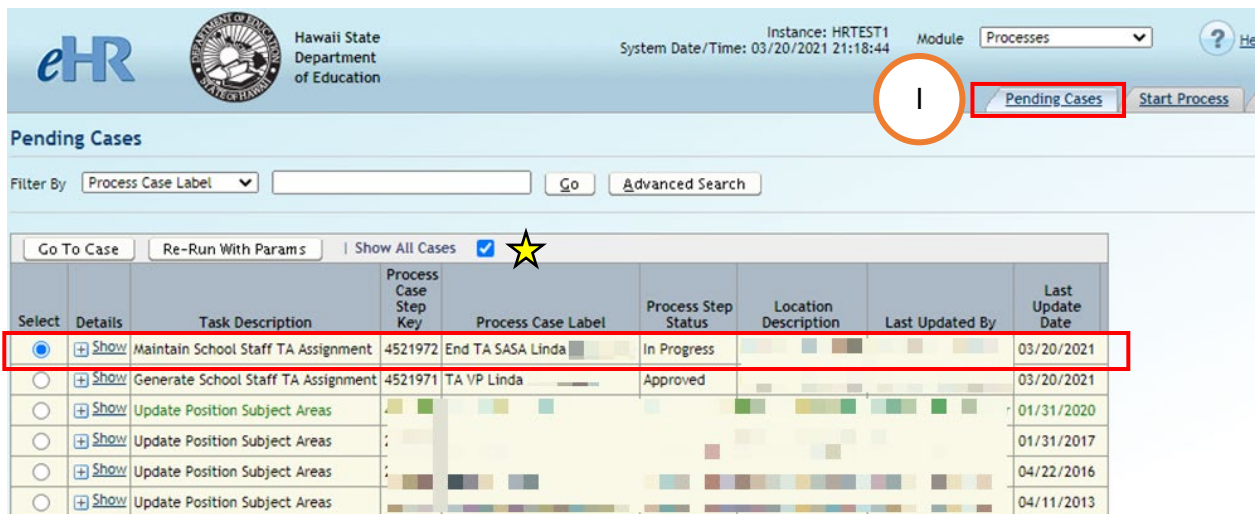
Save Only
 Select Action
 Save Only
 Submit
 Cancel Process

Go Comments


- On the **Pending Cases** tab, the status of the Maintain School Staff TA Assignment cases can be checked and confirmed. 

★ **Tip:** If the cases do not show up initially, place a check next to “**Show All Cases**”.

For cases generated by a SASA or VP, the status will show up as “**In Progress**”. These cases then need to be approved by a Principal. Refer to the [Approving a Generate/Maintain TA Assignment \(For Principals Only\)](#) instructions.



Instance: HRTEST1
System Date/Time: 03/20/2021 21:18:44
Module: Processes

Pending Cases  **Pending Cases** **Start Process**

Filter By: Process Case Label **Go** **Advanced Search**

Go To Case | Re-Run With Params | Show All Cases ☒ ★

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Maintain School Staff TA Assignment	4521972	End TA SASA Linda	In Progress			03/20/2021
<input type="radio"/>	Show	Generate School Staff TA Assignment	4521971	TA VP Linda	Approved			03/20/2021
<input type="radio"/>	Show	Update Position Subject Areas						01/31/2020
<input type="radio"/>	Show	Update Position Subject Areas						01/31/2017
<input type="radio"/>	Show	Update Position Subject Areas						04/22/2016
<input type="radio"/>	Show	Update Position Subject Areas						04/11/2013