



**Manage School Level Personnel
Temporary Assignments Instructions**
April 2021

Table of Contents

Temporary Assignment (TA) Process	3
Getting Started.....	4
Generating a TA Assignment	5
Approving a Generate/Maintain TA Assignment (For Principals Only).....	10
Maintaining an Active TA Assignment	13

Temporary Assignment (TA) Process

Tracking of personnel Temporary 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, Notification of Temporary Assignment (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, 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 DOE's eHR homepage by inputting this web address:

<https://ehr.k12.hi.us/>

A

B

2. Log into the DOE's eHR website by entering your **"User name"** and **"Password."**

Your **"User Name"** is your 8-digit employee ID number. Your **"Password"** is your DOE Internet password.

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

3. After you have entered your user name and password click the **Login** button.

C

eHR Hawaii State Department of Education

Instance: HRPROD3
System Date/Time: 10/01/2020 10:31:48

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.

*Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

We support the latest vendor supported web browser versions unless noted otherwise below:

- [Chrome](#)
- [Firefox](#)
- [Safari](#)

Sign In

• Username

• Password

Reminder: Passwords are case sensitive.

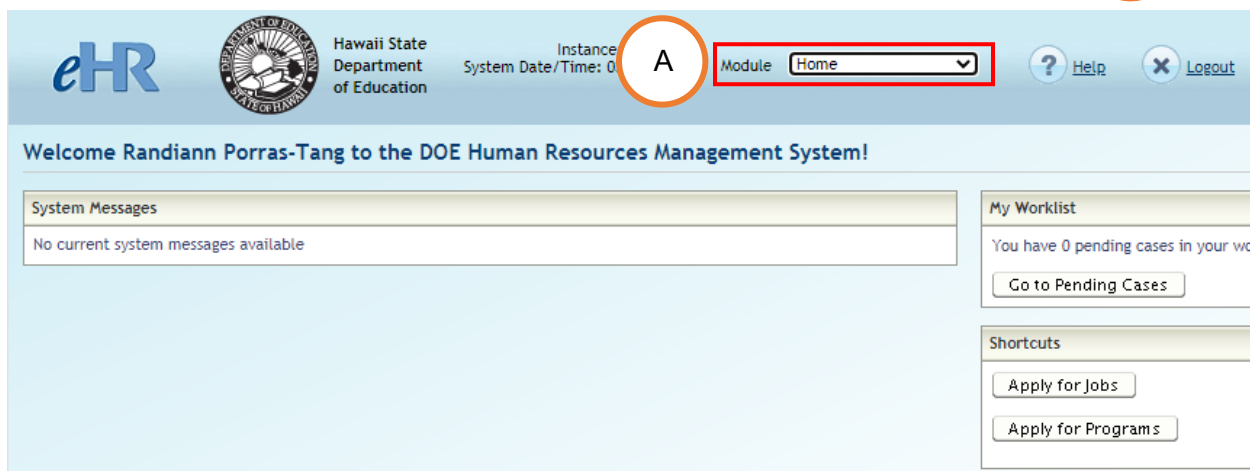
*Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Current DOE Employees:

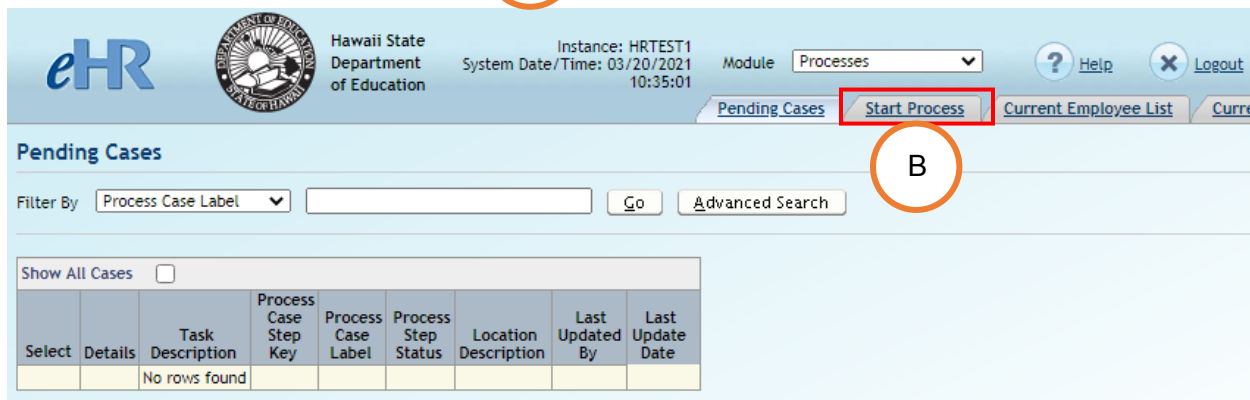
- **Username** is your First and Last name (i.e., John Smith) **OR** the Employee ID number on your DOE ID badge.
- **Password** is your DOE Internet Password.

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

Start New Process

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]”
 Example: TA SASA Kolten Victorino

⬢ **End Date:** The current process will only accommodate a TA period spanning one School Year (ex. 7/1/20 to 6/30/21).

Process Case

Generate School Staff TA Assignment

* Process Case Label: TA SASA Roxane Matsumoto

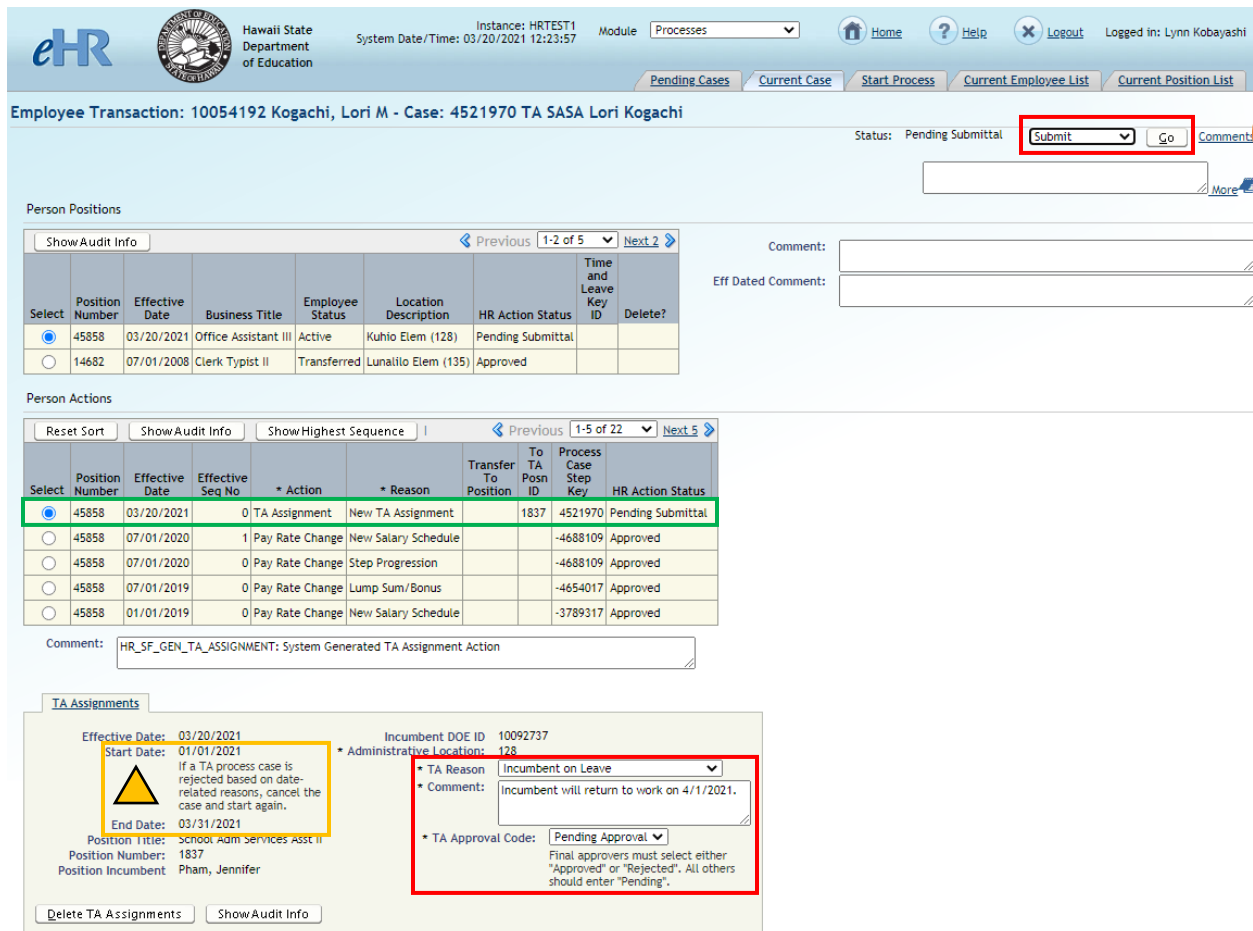
Parameters

Prompt Text	Parameter Value
Position Admin Location	102 Aliiolani Elem
TA Position	1821 School Adm Services Asst II (Incumbent: Gloria Kanoa-Lewis)
TA Assignee	10021769 Matsumoto, Roxane
Begin Date	03/01/2021
End Date	05/31/2021

Cancel **Submit Parameters**

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**.



Employee Transaction: 10054192 Kogachi, Lori M - Case: 4521970 TA SASA Lori Kogachi

Status: Pending Submittal **Submit** Go Comment

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	03/20/2021	Office Assistant III	Active	Kuhio Elem (128)	Pending Submittal		
<input type="radio"/>	14682	07/01/2008	Clerk Typist II	Transferred	Lunalilo Elem (135)	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	Pending Submittal	
<input type="radio"/>	45858	07/01/2020	1	Pay Rate Change	New Salary Schedule		-4688109	Approved	
<input type="radio"/>	45858	07/01/2020	0	Pay Rate Change	Step Progression		-4688109	Approved	
<input type="radio"/>	45858	07/01/2019	0	Pay Rate Change	Lump Sum/Bonus		-4654017	Approved	
<input type="radio"/>	45858	01/01/2019	0	Pay Rate Change	New Salary Schedule		-3789317	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: Pham, Jennifer

Incumbent DOE ID: 10092737
Administrative Location: 128

* TA Reason: Incumbent on Leave
* Comment: Incumbent will return to work on 4/1/2021.
* TA Approval Code: Pending Approval

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

 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:

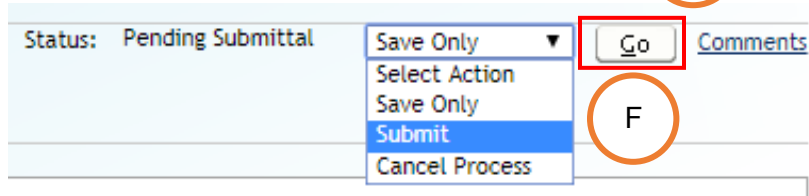
- Pending Approval – For SASA and VP initiated cases, select this option.
- Approved – For Principal initiated cases, select this option.
- Rejected

8. 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.

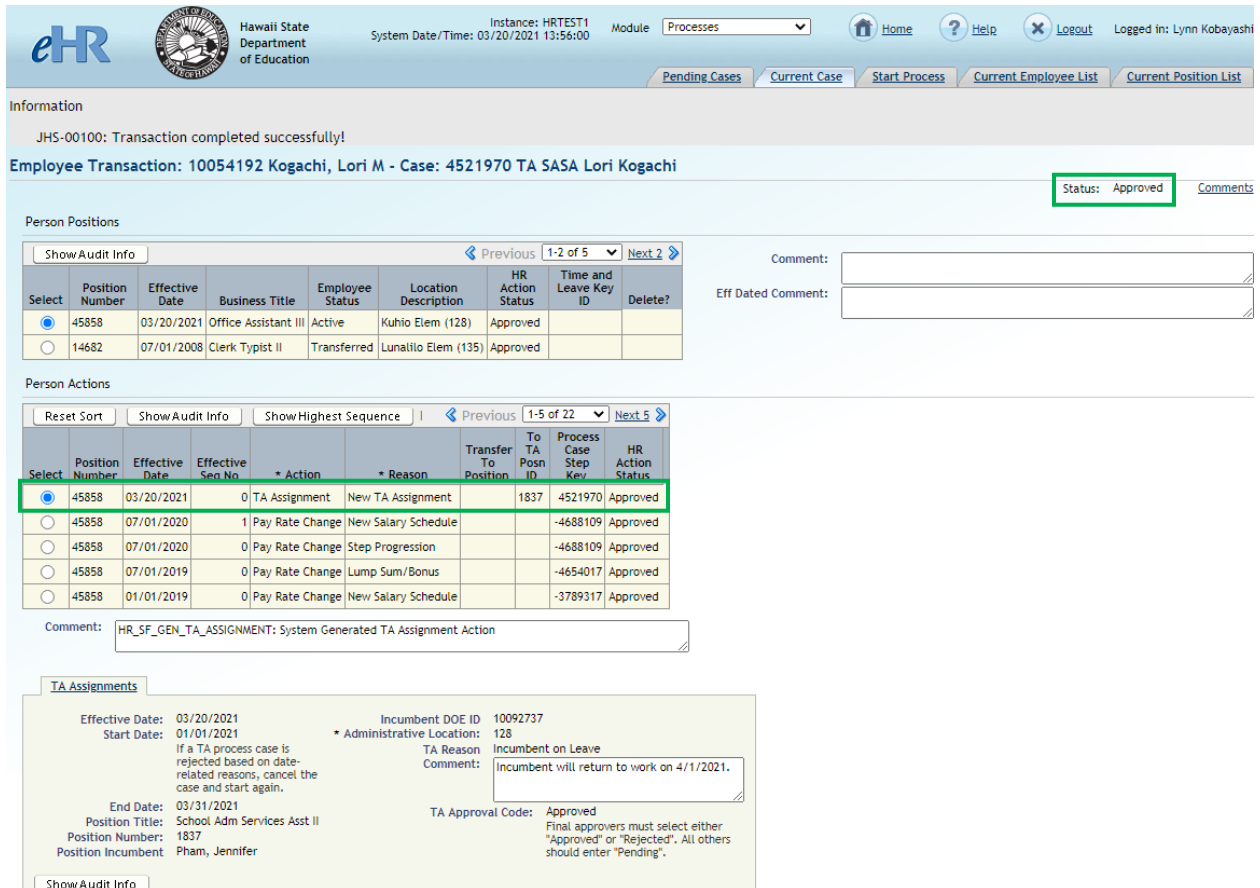
 **Cancel Process** should be used if the Start Date was inputted incorrectly, or if the TA case is no longer necessary.

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

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



9. 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: 10054192 Kogachi, Lori M - Case: 4521970 TA SASA Lori Kogachi

Status: **Approved** [Comments](#)

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	03/20/2021	Office Assistant III	Active	Kuhio Elem (128)	Approved		
<input type="radio"/>	14682	07/01/2008	Clerk Typist II	Transferred	Lunalilo Elem (135)	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
<input type="radio"/>	45858	07/01/2020	1	Pay Rate Change	New Salary Schedule			-4688109	Approved
<input type="radio"/>	45858	07/01/2020	0	Pay Rate Change	Step Progression			-4688109	Approved
<input type="radio"/>	45858	07/01/2019	0	Pay Rate Change	Lump Sum/Bonus			-4654017	Approved
<input type="radio"/>	45858	01/01/2019	0	Pay Rate Change	New Salary Schedule			-3789317	Approved

Comment:

Eff Dated Comment:

Comment:

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: Pham, Jennifer

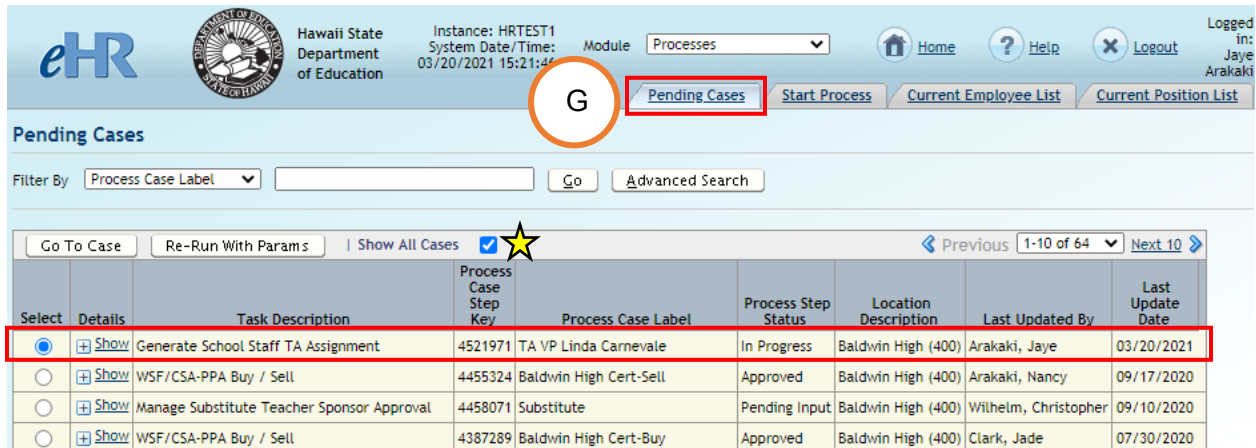
Incumbent DOE ID: 10092737
* Administrative Location: 128
TA Reason: Incumbent on Leave
Comment: Incumbent will return to work on 4/1/2021.

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.**”

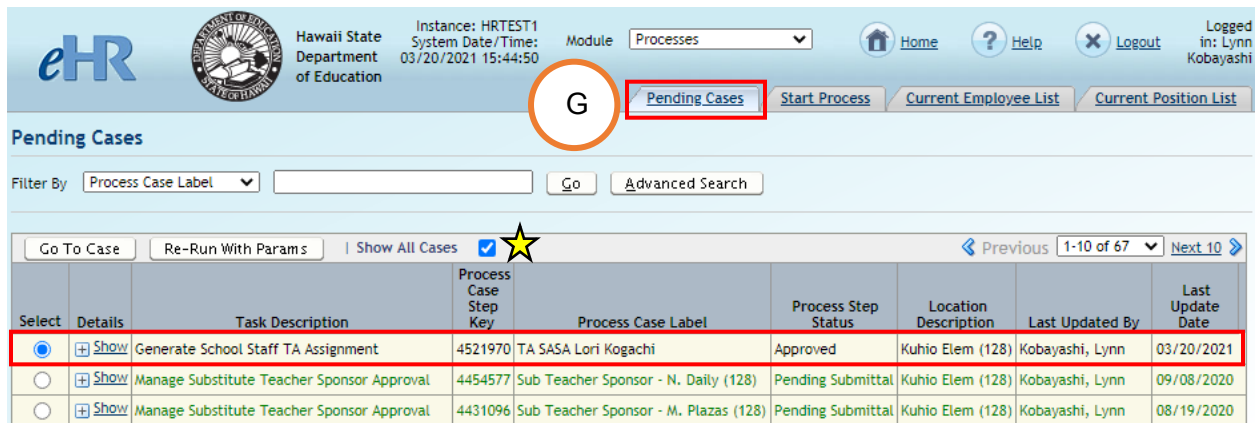
For cases generated by a SASA or VP, the status will show up as “**In Progress.**” These cases then need to be approved by a Principal. Refer to the [Approving a Generate/Maintain TA Assignment \(For Principals Only\)](#) instructions below.



The screenshot shows the eHR system interface for the Hawaii State Department of Education. The user is logged in as Jaye Arakaki. The 'Pending Cases' tab is selected, and the 'Show All Cases' checkbox is checked. The table below lists pending 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	Generate School Staff TA Assignment	4521971	TA VP Linda Carnevale	In Progress	Baldwin High (400)	Arakaki, Jaye	03/20/2021
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell	4455324	Baldwin High Cert-Sell	Approved	Baldwin High (400)	Arakaki, Nancy	09/17/2020
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4458071	Substitute	Pending Input	Baldwin High (400)	Wilhelm, Christopher	09/10/2020
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell	4387289	Baldwin High Cert-Buy	Approved	Baldwin High (400)	Clark, Jade	07/30/2020

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



The screenshot shows the eHR system interface for the Hawaii State Department of Education. The user is logged in as Lynn Kobayashi. The 'Pending Cases' tab is selected, and the 'Show All Cases' checkbox is checked. The table below lists pending 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	Generate School Staff TA Assignment	4521970	TA SASA Lori Kogachi	Approved	Kuhio Elem (128)	Kobayashi, Lynn	03/20/2021
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4454577	Sub Teacher Sponsor - N. Daily (128)	Pending Submittal	Kuhio Elem (128)	Kobayashi, Lynn	09/08/2020
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4431096	Sub Teacher Sponsor - M. Plazas (128)	Pending Submittal	Kuhio Elem (128)	Kobayashi, Lynn	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.

A

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.**”

Nh y

B

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 Carnevale	In Progress	Baldwin High (400)	Arakaki, Jaye	03/20/2021
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4458071	Substitute	Pending Input	Baldwin High (400)	Wilhelm, Christopher	09/10/2020
<input type="radio"/>	Show	Update Position Subject Areas	4164174	New Positions 20	Pending Input	Baldwin High (400)	Wilhelm, Christopher	01/31/2020

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

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

C

Employee Transaction: 10002657 Carnevale, Linda R - Case: 4521971 TA VP Linda Carnevale

Status: In Progress **Approve** 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	03/20/2021	Secondary Teacher	Active	Baldwin High (400)	In Progress		
<input type="radio"/>	73769	02/16/2005	Elem Teacher	Transferred	EDN/MauDist/Wailuku (425)	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"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment		73719	4521971	In Progress
<input type="radio"/>	65589	10/12/2020	0	Pay Rate Change	Salary Change			-4675408	Approved
<input type="radio"/>	65589	07/29/2020	0	Appointment	Re-appointment			4139490	Approved
<input type="radio"/>	65589	10/14/2019	0	Pay Rate Change	Salary Change			-4222560	Approved
<input type="radio"/>	65589	07/30/2019	0	Appointment	Re-appointment			3640862	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: 06/30/2021
Position Title: Vice Principal IV
Position Number: 73719
Position Incumbent: Balinbin, Marcia

Incumbent DOE ID: 10015380
Administrative Location: 400
TA Reason: Incumbent on Leave
Comment: Incumbent will return to work on 7/1/2021.

TA Approval Code: **Approved**

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

Delete TA Assignments Show Audit Info

- 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

5. 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: HRTST1 System Date/Time: 03/20/2021 17:28:24 Module: Processes Home ? Help Logout Logged in: Christopher Wilhelm

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

Warning

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

Employee Transaction: 10002657 Carnevale, Linda R - Case: 4521971 TA VP Linda Carnevale 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	03/20/2021	Secondary Teacher	Active	Baldwin High (400)	Approved		
<input type="radio"/>	73769	02/16/2005	Elem Teacher	Transferred	EDN/MauDist/Wailuku (425)	Approved		

Comment Tx
Perm Comment Tx

Person Actions

Select	Posn Id	Effective Date	Effective Seq No	* Actn Id	* Desc Id	To Posn ID	To TA Desc ID	Process Case	Actn Stat Cd
<input checked="" type="radio"/>	65589	03/20/2021	0	TA Assignment	New TA Assignment		73719	4521971	Approved
<input type="radio"/>	65589	10/12/2020	0	Pay Rate Change	Salary Change			-4675408	Approved
<input type="radio"/>	65589	07/29/2020	0	Appointment	Re-appointment			4139490	Approved
<input type="radio"/>	65589	10/14/2019	0	Pay Rate Change	Salary Change			-4222560	Approved
<input type="radio"/>	65589	07/30/2019	0	Appointment	Re-appointment			3640862	Approved

Comment Tx

TA Assignments

Effective Date	03/20/2021	Incumbent DOE ID	10015380
Start Date	01/01/2021	* Admin Location	400
End Date	06/30/2021	TA Reason	Incumbent on Leave
Position Title	Vice Principal IV	Comment	Incumbent will return to work on 7/1/2021.
Position Number	73719	TA Approval Status	Approved
Position Incumbent	Balinbin, Marcia		

[Show Audit Info](#)

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

eHR Hawaii State Department of Education Instance: HRTST1 System Date/Time: 03/20/2021 17:48:41 Module: Processes Home ? Help Logout Logged in: Christopher Wilhelm

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

Filter By

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 Carnevale	Approved	Baldwin High (400)	Wilhelm, Christopher	03/20/2021
<input type="radio"/>	Show	WSF/CSA-PPA Buy / Sell	4455324	Baldwin High Cert-Sell	Approved	Baldwin High (400)	Arakaki, Nancy	09/17/2020
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4458071	Substitute	Pending Input	Baldwin High (400)	Wilhelm, Christopher	09/10/2020

7. 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'. Below this, the 'Start Process' tab is active. A message states: 'Please select the appropriate Process Category filter to see the full list of Processes that you can start. Select a category from the drop down list then click on the Filter button.' Below this message, there is a 'Process Category' dropdown and a 'Process Description' input field. The 'Start New Process' button is highlighted. Below the button, a table lists various processes. The table has columns: 'Select', 'Details', 'Process Category', 'Process ID', and 'Process Description'. The process 'Maintain School Staff TA Assignment' (6.6.5.1) is selected.

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

- 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]”
 Example: Extend TA VP Kolten Victorino

Return to Edit Start Process >

Process Case

Cancel Submit Parameters

Maintain School Staff TA Assignment

* Process Case Label: End TA SASA Linda Carnevale ◆

Parameters

Prompt Text	Parameter Value
Position Admin Location	400 Baldwin High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	10002657 Carnevale, Linda (Vice Principal IV - Baldwin High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment

★ **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.

List

Cancel Select

Filter By Description

Go

Select	Id	Description
<input checked="" type="radio"/>	10002657	Carnevale, Linda (Vice Principal IV - Baldwin High)

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

Maintain School Staff TA Assignment

* Process Case Label:

Parameters

Prompt Text	Parameter Value
Position Admin Location	<input type="text" value="400"/> Baldwin High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	<input type="text" value="10002657"/> Carnevale, Linda (Vice Principal IV - Baldwin High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment E

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

Process Case

Maintain School Staff TA Assignment

* Process Case Label:

Parameters


Prompt Text	Parameter Value
Position Admin Location	<input type="text" value="400"/> Baldwin High
TA Generation Task	ETTAGENSCHS (Generate School Staff TA Assignment)
TA Maintain Task	ETTAMODSCHS (Maintain School Staff TA Assignment)
Active TA Assignments	<input type="text" value="10002657"/> Carnevale, Linda (Vice Principal IV - Baldwin High)
Action	TTA (TA Assignment)
Reasons	End TA Assignment

F

- 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

eHR  Hawaii State Department of Education

Instance: HRTST1
System Date/Time: 03/20/2021 19:24:21
Module: Processes

Pending Cases Current Case Status

Employee Transaction: 10002657 Carnevale, Linda R - Case: 4521972 End TA SASA Linda Carnevale

Status

Person Positions

Show Audit Info Previous 1-2 of 4 Next 2

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	Baldwin High (400)	Pending Submittal		
<input type="radio"/>	73769	02/16/2005	Elem Teacher	Transferred	EDN/MauDist/Wailuku (425)	Approved		

Comment:
Eff Dated Comment:

Person Actions


Reset Sort Show Audit Info Show Highest Sequence Previous 1-5 of 38 Next 5

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
<input type="radio"/>	65589	10/12/2020	0	Pay Rate Change	Salary Change			-4675408	Approved
<input type="radio"/>	65589	07/29/2020	0	Appointment	Re-appointment			4139490	Approved
<input type="radio"/>	65589	10/14/2019	0	Pay Rate Change	Salary Change			-4222560	Approved

Comment: HR_SF_MAINT_TA_ASSIGNMENT: System Generated TA Assignment Action

TA Assignments

Effective Date: 03/20/2021 Incumbent DOE ID: 10015380
Start Date: 01/01/2021 * Administrative Location: 400

* End Date: 05/31/2021 

Position Title: Vice Principal IV
Position Number: 73719
Position Incumbent: Balinbin, Marcia

* 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	Incumbent DOE ID: 10015380
Start Date: 01/01/2021	* Administrative Location: 400
* End Date: 05/31/2021	* TA Reason: Incumbent on Leave
Position Title: Vice Principal IV	* Comment: Incumbent will now return to work on 6/1/2021 instead of 7/1/2021.
Position Number: 73719	* TA Approval Code: Pending Approval
Position Incumbent: Balinbin, Marcia	

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

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

TA Reason has the following options:

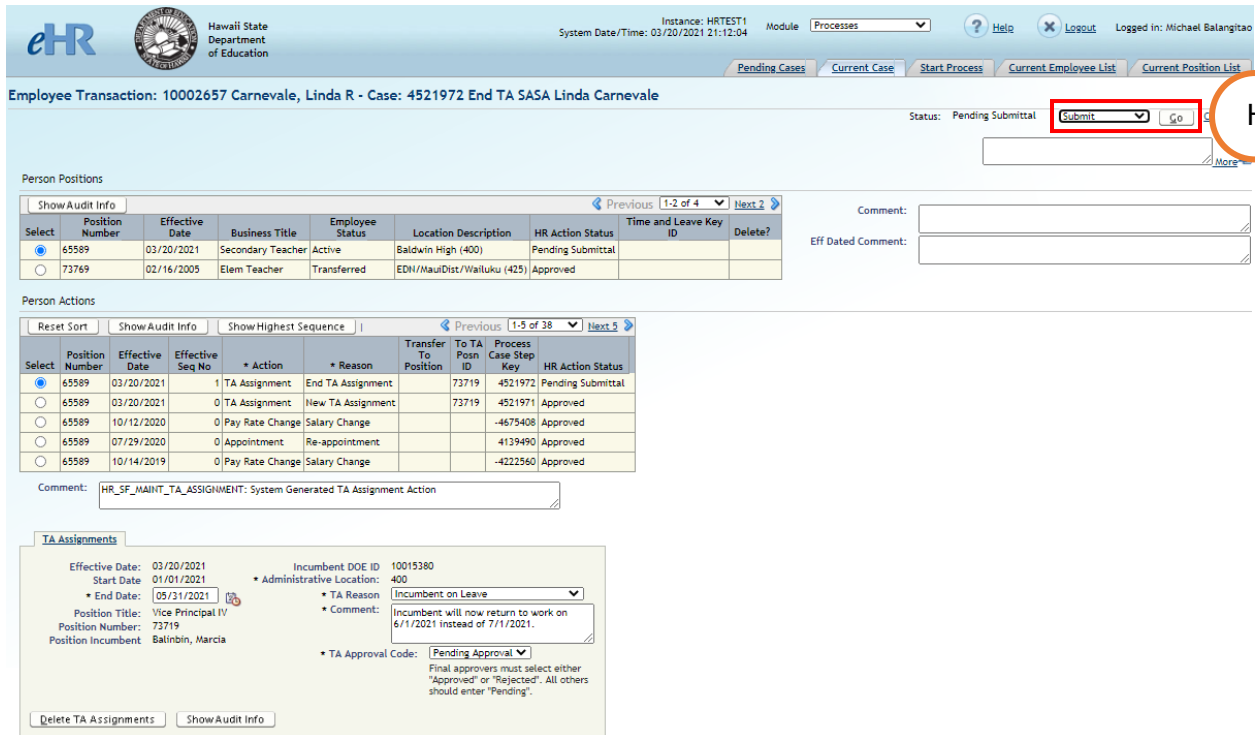
- Incumbent on Leave
- Position is Vacant
- Incumbent on Temporary Assignment

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: 10002657 Carnevale, Linda R - Case: 4521972 End TA SASA Linda Carnevale

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	03/20/2021	Secondary Teacher	Active	Baldwin High (400)	Pending Submittal		
<input type="radio"/>	73769	02/16/2005	Elem Teacher	Transferred	EDH/MaulDist/Wailuku (425)	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"/>	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
<input type="radio"/>	65589	10/12/2020	0	Pay Rate Change	Salary Change			-4675408	Approved
<input type="radio"/>	65589	07/29/2020	0	Appointment	Re-appointment			4139490	Approved
<input type="radio"/>	65589	10/14/2019	0	Pay Rate Change	Salary Change			-4222560	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: 05/31/2021

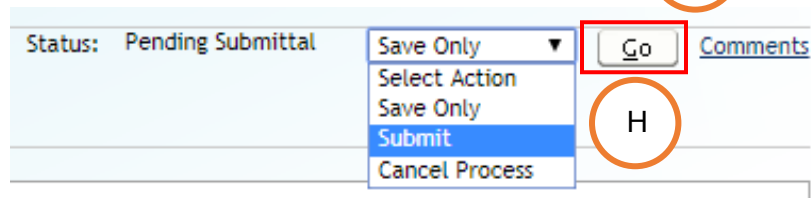
Position Title: Vice Principal IV
Position Number: 73719
Position Incumbent: Balinbin, Marcia

Incumbent DOE ID: 10015380
* Administrative Location: 400
* 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** **Go** [Comments](#)

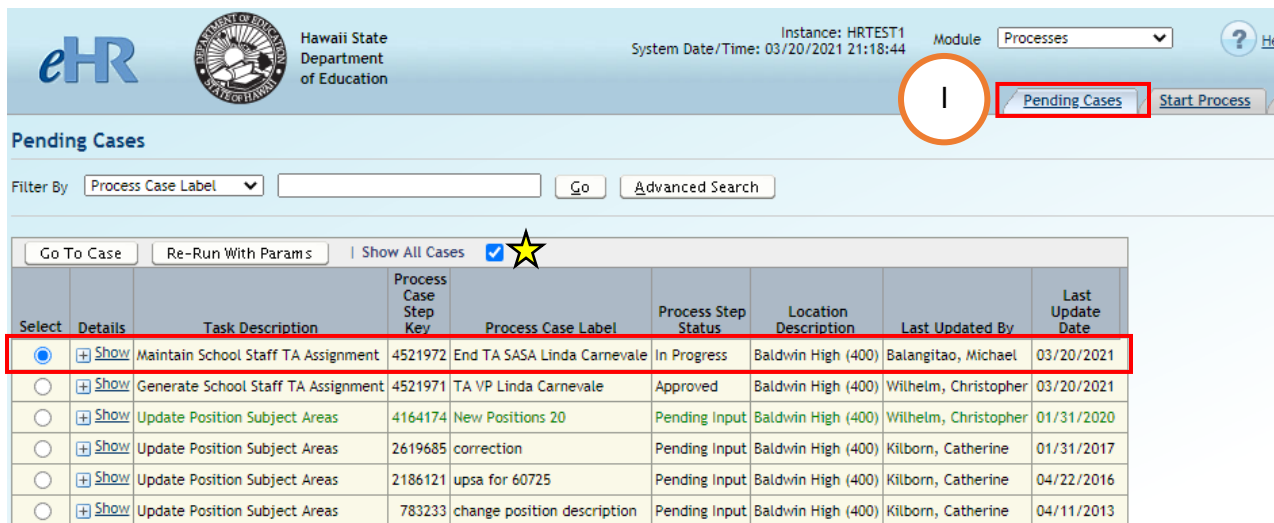
Submit

Cancel Process

- 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.



Pending Cases

Filter By:

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 Carnevale	In Progress	Baldwin High (400)	Balangitao, Michael	03/20/2021
<input type="radio"/>	Show	Generate School Staff TA Assignment	4521971	TA VP Linda Carnevale	Approved	Baldwin High (400)	Wilhelm, Christopher	03/20/2021
<input type="radio"/>	Show	Update Position Subject Areas	4164174	New Positions 20	Pending Input	Baldwin High (400)	Wilhelm, Christopher	01/31/2020
<input type="radio"/>	Show	Update Position Subject Areas	2619685	correction	Pending Input	Baldwin High (400)	Kilborn, Catherine	01/31/2017
<input type="radio"/>	Show	Update Position Subject Areas	2186121	upsa for 60725	Pending Input	Baldwin High (400)	Kilborn, Catherine	04/22/2016
<input type="radio"/>	Show	Update Position Subject Areas	783233	change position description	Pending Input	Baldwin High (400)	Kilborn, Catherine	04/11/2013