



# **Teacher Assignment and Transfer Program (TATP)**

## **Principal/Administrator Quick Sheets**

**01-25-2024**



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### About TATP



The **Teacher Assignment and Transfer Program (TATP)** is a process for eligible teachers to apply for transfers to other vacant teacher positions within the Department. TATP starts after the Projected School List (PSL) has been submitted. Potential TATP vacancies are automatically identified from PSL. Principals/Administrators can use the vacancies identified in PSL to determine which positions should be advertised in TATP.

### Enhancements and Updates:

The Office of Talent Management (OTM) is constantly striving to make improvements to the Electronic Human Resources (eHR) system and our processes. A few of the enhancements you will see are:

- **Online TATP Application**
  - Principals will have access to view a *Consolidated Applicant Fact Sheet* in their *Select for Hire Process Case*. Principals may also access the *Consolidated Applicant Fact Sheet* through the Reports Module. The *Consolidated Applicant Fact Sheet* will allow principals to view all applicants that applied for a specific position at their school without having to view/print each individual Applicant Fact Sheet.
  - Principals will have access to a *TATP External Transfer Request by Location* report which indicates the teachers from their schools who have submitted an application for a transfer.
  - PRO's will have access to a *TATP External Transfer Request by District* report which indicates the teachers from their district who have submitted an application for a transfer.
- **Reminder Emails**
  - All principals and state/district offices secretaries will receive reminder emails regarding the deadlines for TATP. PROs will receive a summary email.

### 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. Five-minute warning messages 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.
- Common Error Message section located at the end of the Quick Sheets. This can be helpful when an error message pops up while trying to complete an action or process.



✓	TATP Checklist Items	Page	Deadline
<b>Generating TATP #1 Posting</b>			
	Access automatically generated TATP #1 Request	9	01-30-24
	Modify TATP Requests A. Withhold a Request B. Add Request to Fill Verbiages C. Delete an Action D. Create a Request	10 12 14 15	
	View Request Exceptions Report	16	
	View Posting Report Hyperlink A. Review and update any positions that are being posted B. If necessary, make changes to Position Subject Areas using the Updated Projected Position Subject Area process	17	
	Submit Generate TATP #1 Request	18	02-01-24
<b>After Submitting TATP #1 Posting</b>			
	Conduct Interviews (03-05-24 to 03-25-24)		03-25-24
	Access TATP Selection Case A. Viewing Applications B. Viewing Consolidated Applicant Fact Sheet C. Select Applicant for Hire	21 22 28 31	
	TATP External Transfer Request by Location Report	38	
	Submit Selections for TATP #1	40	03-27-24
<b>Generating TATP #2 Posting</b>			
	Access automatically generated TATP #2 Request	9	04-03-24
	Modify TATP Requests A. Withhold a Request B. Add Request to Fill Verbiages C. Delete an Action D. Create a Request	10 12 14 15	
	View Request Exceptions Report	16	
	View Posting Report Hyperlink A. Review and update any positions that are being posted B. If necessary, make changes to Position Subject Areas using the appropriate process	17	
	Submit Generate TATP #2 Request	18	04-05-24



### After Submitting TATP #2 Posting

	Conduct Interviews (04-19-24 to 05-02-24)		05-02-24
	Access automatically generated selections for TATP #2 using the Manage TATP-2 Openings Process	21	
	A. Viewing Applications	22	
	B. Viewing Consolidated Applicant Fact Sheet	28	
	C. Select Applicant for Hire	31	
	TATP External Transfer Request by Location Report	38	
	Submit Selections for TATP #2	40	05-03-24



## Getting Started

### Log in to eHR System via the CHAP Portal

#### Important Notes:

- A password is necessary. This is the same password used for Gmail, Infinite Campus, ServiceNow, Professional Development Educate, Empower, and Excel (PDE3), and Statewide Student Enrollment System (SSES).
- For assistance with logging in to eHR, please submit requests online using ServiceNow at <https://hidoe.service-now.com/sp>. You may also call 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). For neighbor islands, please use the HATS line at 8-1-808-692-7250.

1. Open up an **internet connection** (i.e. Internet Browser, Mozilla Firefox, Chrome and Safari).
2. Type in the URL address: <https://hidoeotm.org>
3. Launch eHR.
4. Enter your **User Name** and **Password**. **A**
  - Your Username is your employee ID number plus "@k12.hi.us" or employeeID@k12.hi.us
  - Your Password is the same password used for Gmail, Infinite Campus, ServiceNow, PDE3, and SSES.

5. Click on **Login** button. **B**

**\*\*NOTE: See Appendix A for instructions on how to log back into an existing case**

The screenshot shows the eHR login interface. At the top left is the eHR logo and the Hawaii State Department of Education logo. At the top right, it says "Instance: HRPF" and "System Date/Time: 01/27/2021 09:1". Below this is a "System Availability" section stating "Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)" and "Please check System Messages after logging in for additional information on planned system outages." To the right, it says "We support the latest vendor supported web browser versions unless noted otherwise below:" followed by links for Chrome, Firefox, and Safari. A disclaimer states "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution." The main "Sign In" section has two input fields: "Username" and "Password", both with callout A. A "Login" button is below them with callout B. A red reminder says "Reminder: Passwords are case sensitive. Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution." At the bottom, "Current DOE Employees:" lists rules for Username and Password.



# GENERATE TATP REQUESTS





## Step 1: Access Generate TATP Request Process Case

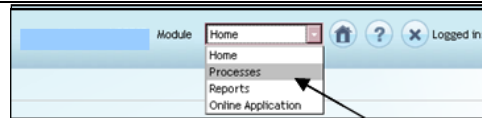
### Important Notes:

- All TATP Requests will be automatically generated and will appear in your pending cases.
- If the appropriate process case is not appearing in your pending cases, please contact your district office for assistance.

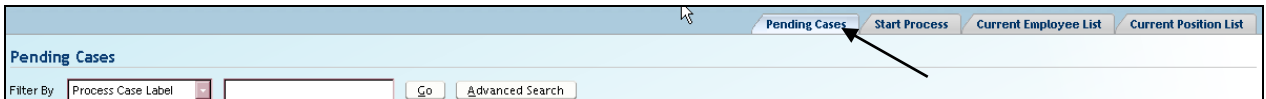
**TATP-1:** Vacancies that were submitted from the Projected School List will appear on the listing of TATP requests (Administrative vacancies, such as Vice Principals will not appear on the TATP Requests).

**TATP-2:** The vacancies created from transfers consummated during TATP-1 will appear on the listing of TATP requests. Anticipated vacancies due to resignation, retirement or separation from service are included in TATP-2 only if the teachers submit the necessary documents to OTM by March 1, 2024 informing their Administrators on their upcoming resignation, retirement or separation from service (See TATP Memo).

1. Under **Module** drop down menu, select **Processes**.



2. Click on **Pending Cases** tab.



3. Select the **radio** button next to the process case for **Generate TATP-1 or TATP-2 Requests**. A

4. Click on **Go to Case** button. B

The screenshot shows the 'Pending Cases' interface. At the top, there is a filter section with 'Filter By' set to 'Task Description' and a search box containing 'generate'. Below this is a table with the following 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 of the table is highlighted in orange and contains the following data: a radio button (labeled 'A'), a '+ Show' button, 'Generate TATP-2 Requests', '1476484', 'TATP2 Rast 2018 - Aloha Elem(123)', 'Pending Input', 'Aloha Elem (123)', 'Principal', and '04/09/2015'. Above the table, there is a 'Go To Case' button (labeled 'B') and a 'Show All Cases' checkbox which is checked.



**Step 2: Modify TATP Requests**

**Withhold a Request**

Description: These instructions illustrate how to withhold a request from being advertised. If a request appears on the Request listing and it should not be advertised, you must perform a Withhold a Request action.

1. Select the **radio** button of the **request** you would like to modify. **A**
2. Click the **Request Details** button. The Requests page will appear. **B**

**B** → Request Details | Create Request Previous 1-10 of 14 ▾

Select	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date
<input checked="" type="radio"/>	<a href="#">Show</a>	TATP I	24578	Gen Educ./Article VI Tchr	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50832	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	12458	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50833	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	23456	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50834	02/01/2017

3. Click **Add Row** button under **Request Actions**. **C**  
**NOTE: TATP Request automatically creates the "Initiate Request to Fill" action row. DO NOT edit or delete this row.**

**C**

Request Actions

Delete Row | Modify Effective Date | Show Audit Info | Add Row

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	218598	12/22/2010	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	113526

4. The **Effective Date** and **Sequence Number** (Seq No) columns are automatically populated. **D**  
**Please do not change the Effective Date or the Sequence Number.**
5. Under the **Action** column drop down menu, select **Withhold Request to Fill**. **E**
6. Under the **Reason** column drop down menu, select appropriate reason. **F**
7. On the **Request Details** tab, click the **Edit Request Details** button. **G**

**NOTE: If you do not click on the Edit Request Details button, the Request to Fill Status will not change to On Hold Request.**

**D** **E** **F**

**G**

Request Actions

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	391881	02/01/2017	1	Withhold Request to Fill	Filled by Displaced Tenured Teacher	Pending Submittal	2531101
<input type="radio"/>	<a href="#">Show</a>	389428	02/01/2017	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	2531101

Request Details | Request Verbiages | Other Request Qualifications

No rows found

Edit Request Details



**Withhold a Request**

8. The **Request to Fill Status** should change from Open Request to **On Hold Request**. H
9. Click **Save Changes** button. I
10. Click **Back** button **or Return to Request List** to return to the Request List. J
11. This request's status should now be displaying **On Hold Request** under **Request to Fill Status**.

**Requests**

Back Save Changes

Request to Fill Key: 50832 Request to Fill Type: Position

Delete Request

Request Actions

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	391882	02/01/2017	1	Withhold Request to Fill	Filled by Displaced Tenured Teacher	Pending Submittal	2531101
<input type="radio"/>	<a href="#">Show</a>	389428	02/01/2017	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	2531101

Request Details Request Verbiages Other Request Qualifications

Eff Dt Date Seqno Display 02/01/2017 1

Position Number: 602210 Gen Educ/Article VI Tchr

Job Class ID: 50350 Gen Educ/Article VI Tchr

Request to Fill Status: On Hold Request

Begin Date: 02/22/2017

End Date: 03/07/2017

Job Group Code: Recruitment

Job Category ID: Teaching

\* Administrative Location: 309 Kailua High

Posting Key ID: Internal Teaching Vacancies (TATP) (Finite)

Posting Scope: TATP I

HR Category: Certificated Personnel



## Add Request to Fill Verbiages

**Description:** These instructions illustrate how to add additional verbiages to a request. These verbiages will be displayed on the TATP Posting Report.

**Important Notes:**

The following verbiages are available:

- **Position incumbent on leave** - Viced Position – If the position’s current incumbent is on leave.
- **Half-Time FTE** – If the position’s FTE is less than 1.00.
- **Temp State / District Office Position** – If the position is a temporary State / District Office position.
- **English Language Learners** - If the position is an ELL position, a teacher must have a TESOL license in the grade level or meet HDOE’s Hawaii Qualified Teacher criteria for TESOL.

1. Select the **radio** button of the **request** you would like to modify. A
2. Click the **Request Details** button. The Requests page will appear. B

B → Request Details | Create Request Previous 1-10 of 14 ▾

Select	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span> <input checked="" type="radio"/>	<a href="#">Show</a>	TATP I	24378	Gen Educ/Article VI Tchr	Open Request	02/22/2017	03/07/2017	Alpha Elem	Pending Submittal	50832	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	12438	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Alpha Elem	Pending Submittal	50833	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	23456	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Alpha Elem	Pending Submittal	50834	02/01/2017

3. Click **Add Row** button under Request Actions.

Request Actions

Delete Row | Modify Effective Date | Show Audit Info | **Add Row**

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	218598	12/22/2010	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	113526

4. The **Effective Date** and **Sequence Number** (Seq No) columns are automatically populated. C  
**Please do not change the Effective Date or the Sequence Number.**
5. Under the **Action** column drop down menu, select **Add Request to Fill Verbiages**. D
6. Under the **Reason** column drop down menu, **Additional Verbiage** will default. E
7. Click on the **Request Verbiages** tab. F Click on **Edit Request Verbiages** button. G

Request Actions

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	391884	02/01/2017	1	Add Request to Fill Verbiages	Additional Verbiage	Pending Submittal	2531101
<input type="radio"/>	<a href="#">Show</a>	389428	02/01/2017	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	2531101

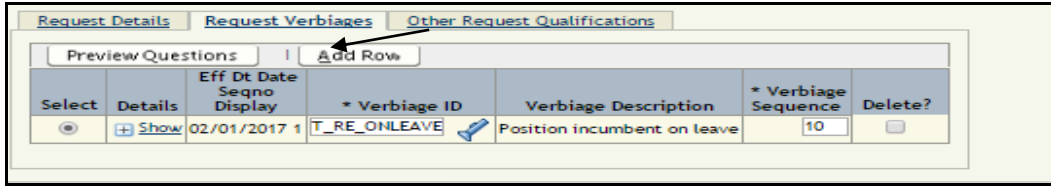
F Request Details | **Request Verbiages** | Other Request Qualifications

**Add Row** | **Edit Request Verbiages** ← G

Select	Details	Eff Dt Date Seqno Display	* Verbiage ID	Verbiage Description	* Verbiage Sequence	Delete?
No rows found						



## Add Request to Fill Verbiages



8. If there are existing request verbiages, click on **Add Row** button, if not continue to next step.

9. In the **Verbiage ID** field, click on the **Search (flashlight)** icon.

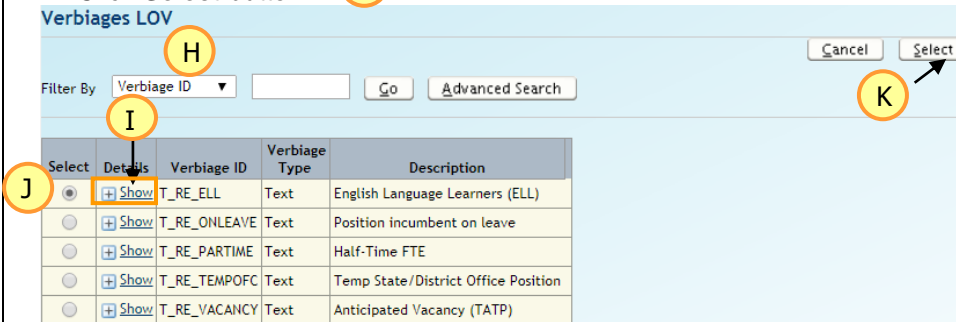


10. **Verbiages LOV** pop-up window will appear.

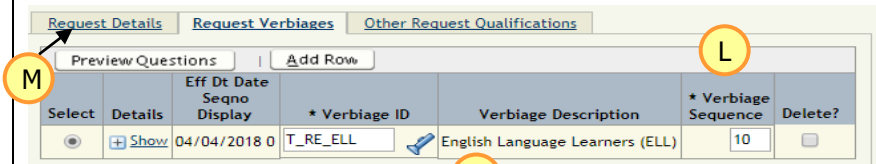
- The **Filter** by drop down menu will default to **Verbiage ID**.
- Click on the **“Show”** button to read more information about the different types of verbiages you may add.

11. Click the **radio** button to select the **Verbiage ID** you would like to add.

12. Click **Select** button.

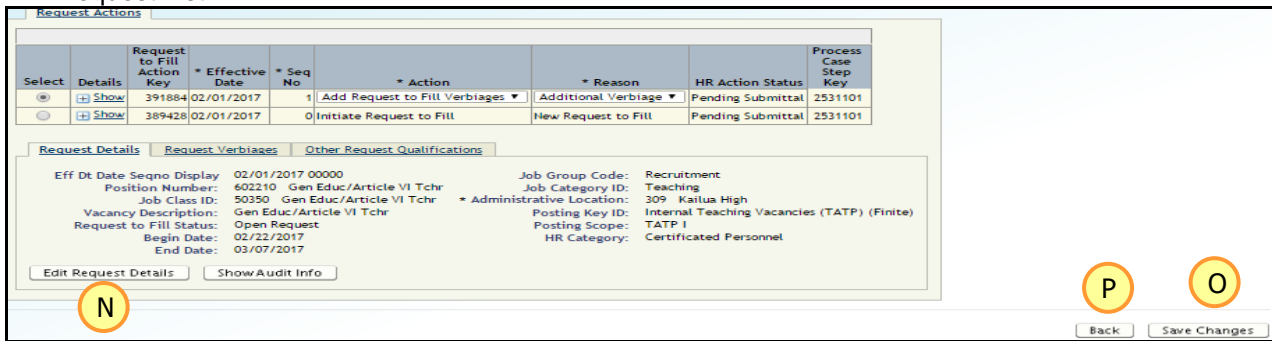


13. The **Verbiage ID** and **Verbiage Description** should appear. Leave the **Verbiage Sequence** column as is.



14. Click on **Request Details** tab. Click on **Edit Request Details** button.

15. Click **Save Changes** button. Click **Back** button or **Return to Request List** to return to the Request List.





### Delete an Action

Description: These instructions illustrate how to **delete** the following actions:

- Withhold Request to Fill
- Add Request to Fill Verbiage

1. Select the **radio** button of the **request** you would like to modify. **A**
2. Click the **Request Details** button. The Request page will appear. **B**

**B** → Request Details | Create Request Previous 1-10 of 14 ▾

Select	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date
<input checked="" type="radio"/>	<a href="#">Show</a>	TATP I	24578	Gen Educ/Article VI Tchr	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50832	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	12458	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50833	02/01/2017
<input type="radio"/>	<a href="#">Show</a>	TATP I	23456	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50834	02/01/2017

**A** →

3. Select the **radio** button of the **row** you would like to delete.
4. Click the **Delete Row** button. **C**

**C** →

Requests

Request to Fill Key: 21707 Request to Fill Type: Position

Delete Request

Request Actions

Delete Row | Modify Effective Date | Show Audit Info | Add Row

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	219084	02/08/2011	0	Withhold Request to Fill	Filled by Displaced Tenured Teacher	Pending Submittal	113526
<input type="radio"/>	<a href="#">Show</a>	218598	12/22/2010	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	113526

- NOTE: Do **NOT** click on the Delete Request button. This will delete the request. If the request should not be advertised, please perform a Withhold Request to Fill action.

5. Click the **OK** button (Pop-up window will display “The row data and any related rows will be deleted permanently if you proceed. Are you sure you want to continue?”). **D**

The row data and any related rows will be deleted permanently if you proceed. Are you sure you want to continue?

**D** →

6. Click **Back** button or **Return to Request List** to return to the Request List.



## Create a Request

**Description:** These instructions illustrate how to add a request to the TATP Requests listing that was NOT automatically generated. If a request does not appear on the Request listing when TATP was generated and it must be advertised, then you must manually add the position by “Create a Request” action.

- From the Requests listing, click the **Create Request** button.

Select	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date
<input type="radio"/>	Show	TATP I	24578	Gen Educ/Article VI Tchr	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50832	02/01/2017
<input type="radio"/>	Show	TATP I	12458	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50833	02/01/2017
<input type="radio"/>	Show	TATP I	23456	Spec Ed Teacher	Open Request	02/22/2017	03/07/2017	Aloha Elem	Pending Submittal	50834	02/01/2017

- Click on **Add Row** button. **A**
- Under the **Action** column drop down menu, select **Initiate Request to Fill**. **B**
- Under the **Reason** column drop down menu, **New Request to Fill** will default. **C**
- Under the **Request Details** tab, click on the **Edit Request Details** button. **D**

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input type="radio"/>	Show	219086	03/08/2011	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	113526

Request Details | Request Verbiages | Other Request Qualifications

No rows found

Edit Request Details

Request Actions

- Add Row **A**
- Request to Fill Action Key

- In the **Position Number** field, enter the Position Number or click on the **Search (flashlight) icon** if you are using it to search for the position number. A pop-up window listing positions will appear.
- Use the **radio** button to select the **Position ID** you would like to add. **E**
- Click **Select** button. **F**

Position Number:

Positions LOV

Filter By: Position Number

Cancel Select **F**

Select	Position Number	Position Title	Job Class ID	Job Class Description	HR Category	Administrative Location	Location Description
<input checked="" type="radio"/>	72066	12-Mo Student Svcs Coord	52300	12-Mo Student Svcs Coord	Certificated Personnel	137	Manoa Elem(137)
<input type="radio"/>	61638	Counselor	52260	Counselor	Certificated Personnel	137	Manoa Elem(137)

**E** →

- Click **Save Changes** button.
- Click **Back** button or **Return to Request List** to return to the Request List.



### Delete “Create A Request” Action

Description: These instructions illustrate how to delete a request that was manually created in the process.

Important Notes:

Do **NOT** delete a request that was generated when creating your TATP Request listing. If the request should not be advertised, please perform a Withhold Request to Fill action.

1. Select the **radio** button of the *request* you would like to modify.
2. Click the **Request Details** button. The Requests page will appear.
3. Click the **Delete Request** button.
4. Click the **OK** button (Pop-up window will display “The row data and any related rows will be deleted permanently if you proceed. Are you sure you want to continue?”).
5. Click **Back** button or **Return to Request List** to return to the Request List.

### Step 3: View Request Exceptions Report

#### Request Exceptions Report

Description: These instructions illustrate how to view your Request Exceptions Report. This will provide you with a list of any changes that have been made to your Projected School List subsequent to your TATP Request being generated.

Notes: This report is to help ensure that all the appropriate positions are being posted for TATP.

1. From the Request Listings, click on the **Request Exceptions** hyperlink.



2. The report will automatically open in Excel to your screen.
3. Review report.
  - If the page indicates **No Rows Returned**, this means that there were no changes made in your Projected School List that need to be reflected in TATP.
  - If positions are listed, follow the instructions on the last column to either withhold positions or create a request or make changes in PSL to make the position vacant.
  - Examples of instructions are: (See Page 51, Appendix D: Request Exceptions Report Messages)
    - Positions added or now vacant in Projected School List after TATP requests were changed. Please create a request for this position.
    - Positions filled in Projected School List after TATP requests were created. Please withhold this request.
    - Positions have an incumbent in Projected School List after TATP requests were created. Please make changes in Projected School List to make position vacant.



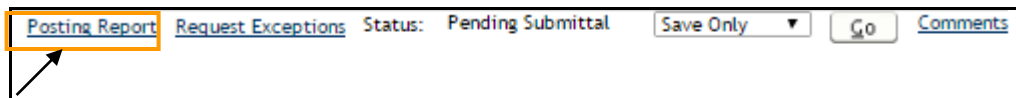


### Step 4: View Posting Report Hyperlink

**Description:** These instructions illustrate how to view your Posting Report. Viewing this report will allow you to see how your vacant positions will be posted on the official Posting Report. It will allow you to determine if changes need to be made before submitting your TATP Request.

**Notes:** This report can also be run through the Reports module. Instructions can be found in the Reports section.

1. From the Request Listings, click on the **Posting Report** hyperlink.



2. The report will automatically stream to your screen.
3. Review report.
  - If the Posting Report is not what you want posted, return to request listings and make appropriate changes.
  - Use the **Update Projected Position Subject Area** process (Process ID: 6.1.1.9) if the subject area is blank, incorrect, or if you would like to add additional comments.
  - A full listing of all available Subject Areas and Grade Levels is in Appendix C.
  - Instructions (Quick sheets) on the Update Projected Position Subject Area process can be found on the website address: <https://hideootm.org>
    - Qualifications ID for Sped, Sped-Pre-School, Librarian and Counselor positions have been pre-loaded based on the Job Class.
    - Grade levels for these preloaded Qualifications defaults to the school's grade range where the position is administratively assigned or is left blank if the position is at a District or State Office.
  - **IMPORTANT NOTE:** The Update Projected Position Subject Area process involves exiting your current TATP – Request process and creating a new process. To return to your TATP – Request process, see instructions on Appendix A, Logging Back Into An Existing TATP process case.
  - TATP-2 Posting Report: Vacancies advertised in this posting as “Anticipated Vacancy (TATP) under “Comments” are the anticipated resignations, retirements or separation of service from teachers who submitted the necessary documents to OTM by March 1, 2024 informing their Administrators on their upcoming resignations, retirements or separation of service.

**NOTE:** This report is for your location only and is not the entire posting report. The entire posting report will be available on the website address: <https://hideootm.org/tatp> during the appropriate posting period. The Posting Report should also be accessible in eHR via the eHR Home Page TATP-1 and TATP-2 messages.



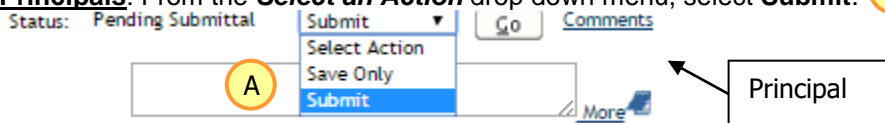
## Step 5: Submit Generate TATP Request

**IMPORTANT:** Review your posting request before submitting your TATP Requests. This will allow you to see all the positions that will be posted and help to determine if changes need to be made before submitting.

Description: These instructions illustrate how to submit your **Generate TATP Request**. The Generate TATP Request must be submitted so the Personnel Regional Officers can approve the requests in order for the position to be advertised on the posting announcements.

Important Notes: Once the **Generate TATP Request** is submitted, changes can only be made by subsequent approvers unless the PRO or State Office returns your TATP Request List to you.

1. **Principals:** From the **Select an Action** drop down menu, select **Submit**. A



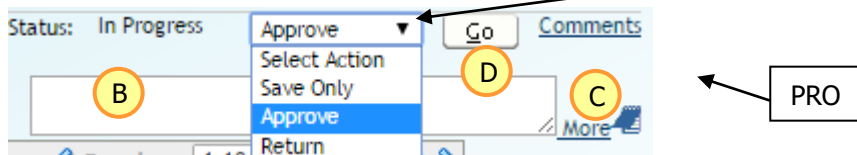
- The **Select an Action** drop down menu is located next to the **Status** field.
- **IMPORTANT NOTE:** If you wish to cancel a process case you must request that a case be cancelled to your respective District PRO and if necessary, a new case to be regenerated for you. By cancelling a case, it deletes any changes you made to your TATP case and you must start over.

2. **Enter comments** B for your PRO in the box next to Submit. Click on **More** for additional C space for comments.
3. Click **Go** button. D



**\*\* PRO's Only:** After the **Generate TATP Request** cases have been submitted by your schools and offices under your district, review the requests to ensure the positions are being advertised correctly and **Approve** the requests in order for the positions to be advertised on the posting announcements.

From the **Select an Action** drop down menu, select **Approve**. Follow the above Steps 2 & 3.





# **SELECT TATP APPLICANT(S) FOR HIRE**



### Summary of Changes

#### Important Notes Regarding Changes:

1. All TATP Process Cases will be automatically generated on the start of each posting period.
2. Under each position, all submitted applications for that position will appear within the process case as each applicant submits their online application for a transfer request.
3. You will see a new Teaching Assignment tab which will display the applicant's last three (3) school years of their teaching assignment by Subject Area and Grade Level.
4. Applications will be marked as Eligible, Not Eligible or TATP Applicant Requires Review.
5. Applications indicating "TATP Applicant Requires Review" will be reviewed by Teacher Reclassification Unit (TRU) who will update their eligibility status to determine if it is Eligible or Not Eligible.
6. Eligibility Recommendation = Calculation is based by comparing the qualifications of the applicant to the position qualifications to determine the eligibility for the position.
7. All applications submitted for each position must be "decisioned" before the process case can be submitted. Each application must be marked as Selected, Not Selected or Withdrawn. If an applicant withdraws an application, please ensure that you have written documentation from the applicant.
8. The Eligibility Recommendation is only presented to the Principal/Administrator within the TATP process case and a tool to help guide the Principal/Administrator with their decision-making process. If selecting an applicant who is appearing as Not Eligible under the Eligibility Recommendation, you must indicate a reason in the Comment Box on why the applicant should be selected or a message will occur which will prevent the submission of the Select TATP Applicant for Hire process case. See Page 32 regarding the Comment Box (#11).
9. Principals to have access to a TATP External Transfer Requests by Location Report which will indicate the teachers from your school/office that have submitted an application for at least one transfer. PRO's will have access to a TATP External Transfer Requests by District Report which will indicate the teachers from their district who have submitted an application for at least one transfer.
10. Select TATP Application for Hire process case cannot be submitted until after each posting period closes.

#### Eligibility Recommendation

The Eligibility Recommendation will display a message which is a calculation based on determining whether the applicant is eligible or not eligible to transfer to a position.

1. The applicant must be active teacher with the Department and have an appointment type which allows them to participate in TATP.
2. Applicant must have a valid HTSB teaching license and it must be in the subject area and the grade level of the position being advertised. Some positions, such as Registrar or 12-Month SSC (Student Services Coordinator), only require that the applicant to have a current, valid HTSB license to apply for a transfer request.

#### Consolidated Applicant Fact Sheet

Principals will have access to view a *Consolidated Applicant Fact Sheet* in their *Select for Hire Process Case*. Principals may also access the *Consolidated Applicant Fact Sheet* through the Reports Module. The *Consolidated Applicant Fact Sheet* will allow principals to view all applicants that applied for a specific position at their school without having to view/print each individual Applicant Fact Sheet.



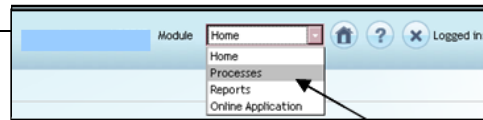
## Step 1: Access TATP Selection Case (Online Application Process)

**Description:** **Select TATP Applicant(s) for Hire** process case will be automatically generated and will be in your pending cases.

**Important Notes:**

1. Only Requests that were Open Requests will appear on your Select TATP process case (On Hold Requests will not show up on the Select TATP process case).
2. If the appropriate process case is not in your pending cases, please contact your district office for assistance.

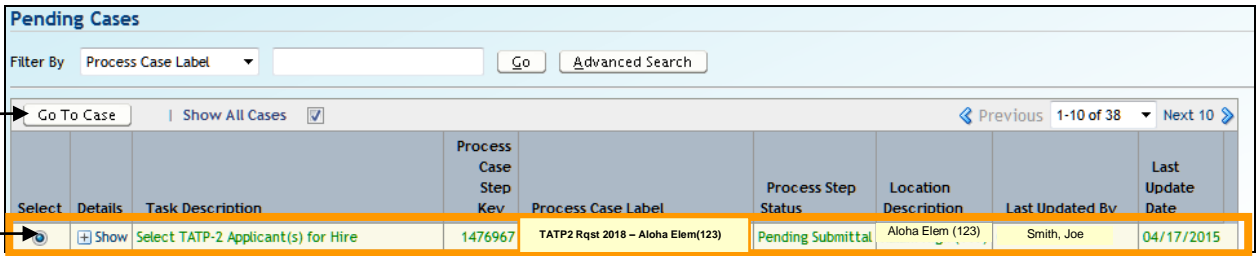
1. Under **Module** drop down menu, select **Processes**.



2. Click on **Pending Cases** tab.



3. Select the **radio** button next to the process case **Select TATP-1 or TATP-2 Applicant(s) for Hire**. **A**
4. Click on **Go to Case** button. **B**





Step 2: Viewing Applications

Viewing Applications

Description: These instructions illustrate how to view applications submitted for the advertised vacancy. The information in the different tabs will assist you in determining if the applicant is eligible or ineligible for the position.

1. Select the **radio** button of the **opening** you would like to select. **A**
2. To view details of the **opening**, click on **Request Details** button. **B**

**B** Request Details Consolidated Request Applicant Report Previous 1-10 of 15 Next 5

Select	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date	Publish Fl
<b>A</b> <input checked="" type="radio"/>	<a href="#">Show</a>	TATP I	60986	Secondary Teacher	Open Request	02/18/2022	03/04/2022	McKinley High (138)	Approved	79751	01/19/2022	Yes
<input type="radio"/>	<a href="#">Show</a>	TATP I	61652	Secondary Teacher	Open Request	02/18/2022	03/04/2022	McKinley High (138)	Approved	79752	01/20/2022	Yes

3. Under **Requests**, click on the following tabs:
  - a. **Request Actions** tab displays the actions done on the opening. **C**
  - b. **Applications** tab displays a list of submitted applications for the opening. **D**
  - c. **Request Details** tab displays information about the TATP posting for the opening. **E**
  - d. **Other Requests Qualifications** tab displays the most current school year position qualifications. **F**
4. Click on **Return to Request List** or **Back** button to return to the Request List. **G**

[Return to Request List](#) **G**

**Requests**

Request to Fill Key: 79756 Request to Fill Type: Position Description: Generate TATP-1 Requests (RTF 79756)

**C** Request Actions **D** Applications

Select	Details	Request to Fill Action Key	* Eff Dt	* Eff Dt Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	<a href="#">Show</a>	602753	01/19/2022	0	Initiate Request to Fill	New Request to Fill	Approved	5261177

**E** Request Details **F** Other Request Qualifications

Eff Dt Date Seqno Display	01/19/2022 00000	Job Group:	Recruitment
Position Number:	61701 Secondary Teacher	Job Category:	Teaching
Job Class ID:	50000 Secondary Teacher	* Administrative Location:	138 McKinley High
Job Posting Title:	Secondary Teacher	Posting Type:	Internal Teaching Vacancies (TATP) (Finite)
Request to Fill Status:	Open Request	Posting Scope:	TATP I
Begin Date:	02/18/2022	HR Category:	Certificated Personnel
End Date:	03/04/2022		

Show Audit Info



### Viewing Applications

- On the Request List, Under **Applicants**, a list of the **submitted applications** will appear with DOE ID, Name, App Start Date, App Submit Date, Application Opening Status, Application Status, Eligibility Recommendation, Fact Sheet, Administrative Location, Current Position, HR Action Status, Process Case Step Key, and Appointment Type.

Applicants

Filter By: DOE ID

Person Application Actions

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annlication Opening Status	Annlication Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Step Key	Appointment Type
<input checked="" type="radio"/>	99990001	Princess		Leia	02/29/2016	02/29/2016	Eligible	Available	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Eleele Elem (451)	Elem Teacher	Approved	1902673 (F1)	Regular-Tenured
<input type="radio"/>	99990003	Skywalker		Luke	02/29/2016	02/29/2016	Withdrawn	Withdrawn	TATP Applicant Requires Review	<a href="#">Fact Sheet</a>	Red Hill Elem (225)	Elem Teacher	Pending Submittal	1902665 (F7)	LTA Early Return From Leave

- Eligibility Recommendation** displays if the applicant is **Applicant is Eligible to Teach Position**, **Not Eligible** or **TATP Applicant Requires Review**. (See Page 52, Appendix E: Eligibility Recommendation Messages)
  - Note: **TATP Applicant Requires Review** = Teacher Reclassification Unit (TRU) will be checking and determining if the submitted application is eligible or ineligible to participate in the TATP transfer process.
    - If TRU determines the applicant is eligible for the position, the **Eligibility Recommendation** will indicate **Applicant Eligible per Reclass Review**, the **Application Opening Status** will indicate as **Available** and the **Application Status** as **Available**.
    - If TRU determines the applicant is not eligible for the position, the **Eligibility Recommendation** will indicate **Applicant Ineligible per Reclass Review**, the **Application Opening Status** will indicate as **Unavailable** and the **Application Status** will indicate as **Unavailable/Expired**.
- Click on **Fact Sheet** to view an applicant’s qualifications, personnel information, preferences, and answers to the questions on the online TATP application and the type of documents (Resume, letters of reference, etc.) attached to the online TATP application.
- Select the **radio** button of the **application** you would like to view.
- Click on **Person Application Actions** button.

Applicants

Filter By: DOE ID

Person Application Actions

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annlication Opening Status	Application Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Step Key	Appointment Type
<input checked="" type="radio"/>	99990001	Princess		Leia	02/29/2016	02/29/2016	Eligible	Available	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Eleele Elem (451)	Elem Teacher	Approved	1902673 (F1)	Regular-Tenured
<input type="radio"/>	99990003	Skywalker		Luke	02/29/2016	02/29/2016	Unavailable	Unavailable / Expired	TATP Applicant Requires Review	<a href="#">Fact Sheet</a>	Red Hill Elem (225)	Elem Teacher	Approved	1902677 (F7)	LTA Early Return From Leave
<input type="radio"/>	99990002	Vader		Darth	02/29/2016	02/29/2016	Eligible	Available	Not Eligible - No License to Teach Position	<a href="#">Fact Sheet</a>	Maui-Waena Inter (428)	Spec Ed Teacher	Approved	1902675 (F1)	Regular-Tenured



## Viewing Applications

10. The Applicant Transaction page will appear. L

L → Applicant Transaction: 99990001 Princess Leia Case: 5261246 TATP1 Slct 2022 - McKinley High (138) Back

Filter By

Application Questions						
Select	Details	Person Application Key	* App Start Date	Appoint Type	Application Status	* Task ID
<input checked="" type="radio"/>	<a href="#">+ Show</a>	1063302	02/19/2022	(F1) Regular-Tenured	Available	Internal TATP-1 Application

Person Actions

Filter By

Show Highest Sequence   Reset Sort   Add Row									
Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	
<input checked="" type="radio"/>	02/19/2022	2	Pass Initial Screening (Openings)	TATP Transfer Eligible	02/19/2022	79751	Approved	5261257	
<input type="radio"/>	02/19/2022	1	Apply for Job (Details)	Apply for TATP Request	02/19/2022		Approved	5261257	

Comment: TATP Automatic Screening Decision

Application Openings	Application Details	Qual Events	Person and Position Qualifications	Teaching Assignments	Contact Info	Documents	Preferences	Evaluations
Effective Date: 02/19/2022 00:00:02 App Start Date: 02/19/2022 Position Number: 60986 Secondary Teacher Job Class: 50000 Secondary Teacher Application Opening Status: Eligible Posting Type: Internal Teaching Vacancies (TATP) (Finite)		* Request to Fill Key: 79751 <a href="#">Application Fact Sheet</a> Job Group: Recruitment * Job Category: TCH Teaching * Administrative Location: 138 McKinley High Comment: <input type="text"/>			Eligibility Recommendation: Applicant is Eligible to Teach Position			

11. Click on **Application Questions** to view questions that the applicant completed via the online TATP application process. Note: The same questions also appear on the Fact Sheet and can be printed out to be used for the interview process. When finished viewing questions, click on **Return to Request List** or **Return to Applications**. M

Filter By

Application Questions <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">M</span>						
Select	Details	Person Application Key	* App Start Date	Appoint Type	Application Status	* Task ID
<input checked="" type="radio"/>	<a href="#">+ Show</a>	343530	02/29/2016	(F1) Regular-Tenured	Available	Internal TATP-1 Application





### Viewing Applications

12. Under **Person Actions**, click on the following tabs:

- a. **Application Openings** tab displays information about the position. You can also access the Applicant Fact Sheet here too.

Application Openings | Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

Effective Date: 02/23/2017 00:00:02 \* Request to Fill Key: 50019 [Application Fact Sheet](#)  
 App Start Date: 02/23/2017 Job Group: Recruitment  
 Position Number: 73692 Counselor \* Job Category: CSR School Counselor  
 Job Class: 52260 Counselor \* Administrative Location: 383 Pahoehoe High & Inter  
 Application Opening Status: Eligible Comment:  
 Posting Type: Internal Teaching Vacancies (TATP) (Finite) Eligibility Recommendation: Applicant is Eligible to Teach Position

Show Audit Info

- b. **Application Details** tab displays the Application Start Date, Effective Date and the Application Status.

Application Openings | Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

App Start Date: 02/22/2017  
 Effective Date: 02/22/2017 00:00:02  
 Application Status: Available

Show Audit Info

- c. **Qual Events** tab displays information regarding the applicant's credits, DOE PD Credits, HOUSS, Praxis, Student Teaching/Internship/Practicum Exp., etc.

Application Openings | Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

Filter By: Event Description [P] Go

Details	Event Description	Entity	Verification Status	Verification Method	Verification Status Date	Score Amount	Credits	Credits Type
[+ Show]	Teen Pregnancy Trng:Reducing The	Dept of Education	Verification Confirmed	Official "PD" Credit	10/11/2005		3	Professional Development Credits
[+ Show]	HOUSS Eligible							
[+ Show]	PLT: (Unspecified)		Verification Confirmed		03/11/2000	179		
[+ Show]	PPST: Math		Verification Confirmed		03/11/2000	176		
[+ Show]	PPST: Reading		Verification Confirmed		03/11/2000	183		
[+ Show]	PPST: Writing		Verification Confirmed		11/18/2000	180		
[+ Show]	00420 - Guid/Counseling		Verification Confirmed		03/11/2000	690		
[+ Show]	Acceptable Academic Credits	U of Hawaii At Manoa	Verification Confirmed	Official Transcript	07/07/2003		66	Semester Hours
[+ Show]	Acceptable Academic Credits	Chaminade U of Honolulu	Verification Confirmed	Official Transcript	08/06/2003		12	Semester Hours
[+ Show]	Acceptable Academic Credits	U of Hawaii At Manoa	Verification Confirmed	Official Transcript	08/11/2005		3	Semester Hours
[+ Show]	Acceptable Academic Credits	U of Hawaii At Manoa	Verification Confirmed	Official Transcript	08/11/2005		6	Semester Hours
[+ Show]	Acceptable Academic Credits	U of Hawaii At Manoa	Verification Confirmed	Official Transcript	08/11/2005		3	Semester Hours
[+ Show]	Student Teaching / Internship / Practicum Exp							



### Viewing Applications

- d. **Person and Position Qualifications** tab has the top column displaying information on the applicant's qualifications and the bottom column displaying information on the position qualifications.

Application Openings | Application Details | Qual Events | **Person and Position Qualifications** | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

Person Qualifications

Filter By Qualification ID:

Show All Quats (Including Inactive)

Details	Qualification Description	Grade Level	Qualification Effective Date	Qualification Expiration Date	Subject Description	Qualification Support	Verification Status Date	Verification Status	Entity	Major	City	State ID
<input type="button" value="Show"/>	Certification Program		12/11/2008				08/05/2009	Verification Confirmed	Chaminade U of Honolulu	Secondary Educ English		HI
<input type="button" value="Show"/>	Bach of Art (BA)		08/14/2005				05/02/2006	Verification Confirmed	U of Hawaii At Manoa	English		HI
<input type="button" value="Show"/>	Bach of Science		08/14/2005				05/02/2006	Verification Confirmed	U of Hawaii At Manoa	Speech Path & Aud		HI
<input type="button" value="Show"/>	SL English 6-12	6 Thru 12	06/01/2015	06/30/2020	English / Language Arts	Hawaii Teacher Standards Board	08/05/2015	Verification Confirmed	Hawaii Teacher Standards Board			HI
<input type="button" value="Show"/>	Master of Education (MOE)		06/01/2009				08/05/2009	Verification Confirmed	Chaminade U of Honolulu	Secondary Education		HI
<input type="button" value="Show"/>	English (QT08)		01/01/1901		English		01/01/1901	Verification Confirmed				HI
<input type="button" value="Show"/>	Highly Qualified for English / Language Arts: 6 Thru 12	6 Thru 12	06/01/2015	06/30/2020	English / Language Arts		05/06/2017	Verification Confirmed				HI

Position Qualifications

Qualification Area	Qual Area Id	Effective Date	Expiration Date	Qualification ID	Qualification Description	Qualification Type	Qualification Preference	Cycle Months	Long Description	Grade Level ID	Grade Level
Position	67776	01/08/2017		EN	English	Teacher Subject Area	Preferred			15	High School (9-12)
Position	67776	01/08/2017		MLD	Multidisciplinary	Teacher Subject Area	Preferred			15	High School (9-12)

- e. **Teaching Assignment** tab displays the last three (3) school years of the applicant's teaching assignment by Subject Area and Grade Level.

Application Openings | Application Details | Qual Events | Person and Position Qualifications | **Teaching Assignments** | Contact Info | Documents | Preferences | Evaluations | Service Credits

School Year	Term	Location	Course	Subject	Grade Level	HQ in Subject	SPED Course	HQ in SPED
2016	Year	Kailua High (309)	Career and Academic Planning Grade 9		High School (9-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2015	Year	Kailua High (309)	Leadership Training		High School (9-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2014	Year	Kailua High (309)	Leadership Training		High School (9-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- f. **Contact Info** tab displays the name of the applicant, phone number, Email address and address of the applicant.

Application Openings | Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | **Contact Info** | Documents | Preferences | Evaluations | Service Credits

Names

Effective Date: 08/19/2003  
 Name Prefix:   
 Last Name: Mr.   
 First Name: Vader   
 Middle Name: Darth   
 Suffix:   
 Nickname(s):   
 Former Name(s):

Show Audit Info

Phone Numbers

Phone Type	Phone Number
Main	(808) 111-1111

Email Addresses

Email Type	Email Address
Business	Darth.Vader@k12.hi.us

Addresses

Effective Date	Address Type	Address Line 1	Address Line 2	City	County	State ID	Zip Code	Country
08/19/2003 00:00:00	Mailing / Current	99-00 Death Star		Kaneohe		HI	96744	USA



**Viewing Applications**

- g. **Documents** tab has access to the documents submitted with the online application (Resume, letters of reference, etc. ) and the Applicant Fact Sheet. T

Application Openings	Application Details	Qual Events	Person and Position Qualifications	Teaching Assignments	Contact Info	Documents	Preferences	Evaluations	Service Credits
* Document Type	* Document Description	* File Type	Eff Dt Date Display	Document	Delete?				
OLA Auto Gen Applicant Fact Sheet	Applicant Fact Sheet 10008329 - 489016	Adobe PDF	02/23/2017	<a href="#">Document</a>					

- h. **Preferences** tab displays if the applicant had applied for a transfer to their current school/office (Apply for Curr/Other Position @ Curr School/Office) or a transfer to another school/office (Apply for Position at Another School/Office). U

Application Openings	Application Details	Qual Events	Person and Position Qualifications	Teaching Assignments	Contact Info	Documents	Preferences	Evaluations	Service Credits
Preference Type	Preference Description	Application Type	Delete?						
Teacher Assignment and Transfer- Request Type	Apply for Position at Another School/Office	Internal TATP-1 Application							

- i. **Evaluations** tab displays the evaluation rating and evaluation status of the applicant. V

Application Openings	Application Details	Qual Events	Person and Position Qualifications	Teaching Assignments	Contact Info	Documents	Preferences	Evaluations	Service Credits
Select	School Year Number	Evaluation Form	Position Number	Position Title	Location ID	Location	Evaluation Status		
<input checked="" type="radio"/>	2014-2015	Educator Effectiveness System (EES)	74073	Spec Ed Teacher	356	Hilo Inter	Completed		
<input type="radio"/>	2012-2013	Professional Evaluation Program for Teachers	74073	Spec Ed Teacher	356	Hilo Inter	Completed		

Evaluations Summary

Description	Rating
Educator Effectiveness Final Rating	Effective or Above

- j. **Service Credits** tab displays the Service Type (teacher-related service), Service Years and Service Months of the applicant. W

Application Openings	Application Details	Qual Events	Person and Position Qualifications	Teaching Assignments	Contact Info	Documents	Preferences	Evaluations	Service Credits
Service Type	Service Years	Service Months							
DOE Teacher Service	18	6							

13. To return to the Request List, click on the **Back** button or or click on **Return to Request List**.

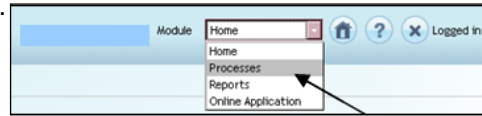


## Step 3: Viewing Consolidated Applicant Fact Sheet

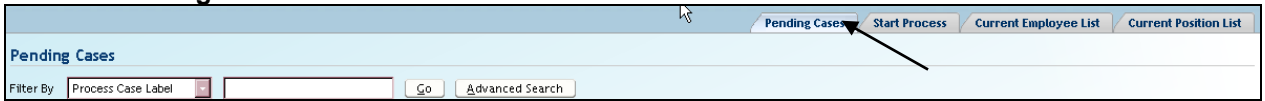
### Viewing Consolidated Applicant Fact Sheet

Description: These instructions illustrate how to view the Consolidated Applicant Fact Sheet for all applicants that applied for a specific position. This feature will assist with the interview process and allow principals to view all Applicant Fact Sheets on one consolidated document, rather than having to go into each individual's Fact Sheet or print each individual's Fact Sheet.

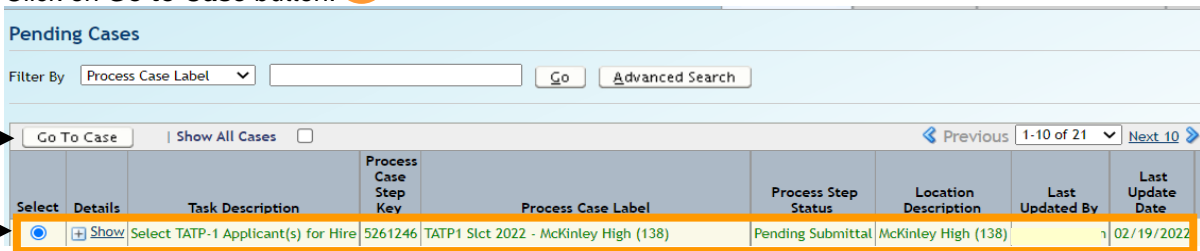
1. Under **Module** drop down menu, select **Processes**.



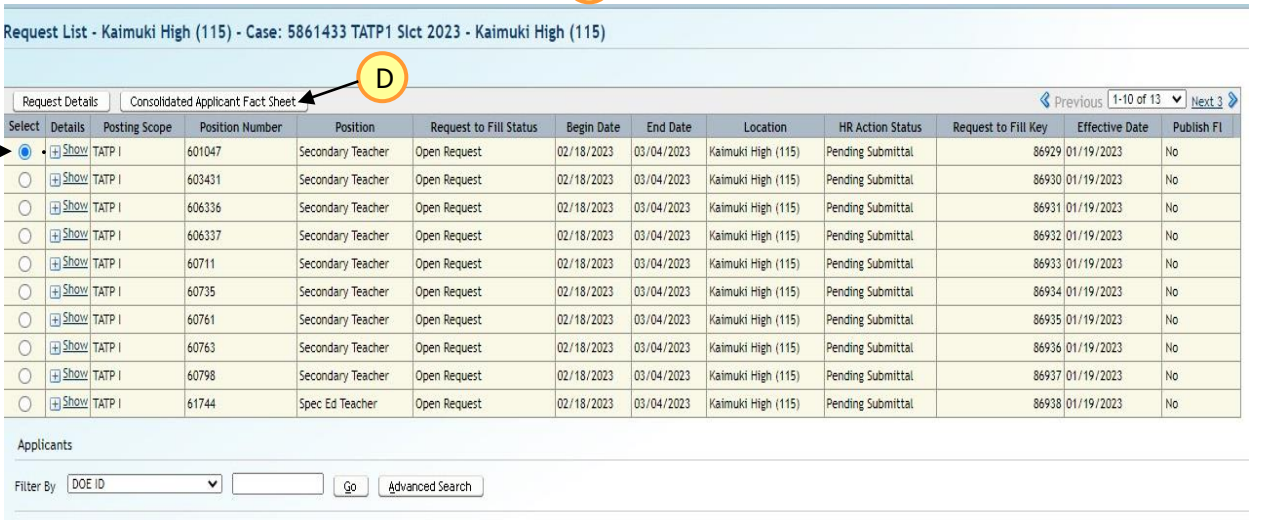
2. Click on **Pending Cases** tab.



3. Select the **radio** button next to the process case **Select TATP-1 or TATP-2 Applicant(s) for Hire**. **A**
4. Click on **Go to Case** button. **B**



5. On the Request List, select the **radio** button of the **opening** you would like to select. **C**
6. Click on **Consolidated Applicant Fact Sheet**. **D**



7. The **Applicant Interview List** will download as a PDF document. The cover sheet will include the following information for each applicant: **E**
  - A. Applicant Name
  - B. Contact Information
  - C. Current Employment
  - D. Qualifications



## Viewing Consolidated Applicant Fact Sheet

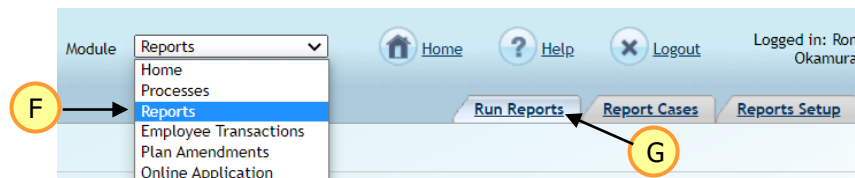


### APPLICANT INTERVIEW LIST POSITION: Secondary Teacher (60986)

DISTRICT: Honolulu District (10) POSTING: TATP-1  
 LOCATION: McKinley High (138)  
 REQUEST: Secondary Teacher (RTF 79751)  
 POSITION: Secondary Teacher (60986)  
 POSITION QUALIFICATIONS: Art(High School (9-12)), Social Studies(High School (9-12))

APPLICANT NAME	* CONTACT INFORMATION	CURRENT EMPLOYMENT	QUALIFICATIONS
Skywalker, Luke DOE ID: 12345678	Main: 808-111-1111 Curr: 99-00 Sky Star St. Perm: 99-00 Sky Star St. Email: Luke.skywalker@k12.hi.us	Counselor at McKinley High (138)	HQ for Psychology 6-12, SL Sch Couns K-12
Vader, Darth DOE ID: 87654321	Main: 808-222-2222 Curr: 10-10 Death Star. St Perm: 10-10 Death Star. St Email: Darth.vader@k12.hi.us	12-Month SAC Teacher at McKinley High (138)	HQ for Health 6-12, HQ for Social Studies 6-12, SL Health 6-12, SL Soc Stud 6-12

- Each individual's Applicant Fact Sheet will appear after the cover sheet.
- Alternatively, you may also view the **Consolidated Applicant Fact Sheet** by going to the **Reports Module**.
- Click on the **Run Reports** tab.



- Select radio button for **Consolidated Applicant Fact Sheet**.
- Click on **Run Report** button.

Select	Details	Report Category	Description
<input type="radio"/>	<a href="#">+ Show</a>	Position Reports	Buy Sell Salary Chart
<input type="radio"/>	<a href="#">+ Show</a>	Position Reports	Buy Sell Position List
<input type="radio"/>	<a href="#">+ Show</a>	Position Reports	BuySell Log - PDF
<input type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	TATP External Transfer Requests By Location
<input checked="" type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	Consolidated Applicant Fact Sheet
<input type="radio"/>	<a href="#">+ Show</a>	Recruitment Reports	Program Applicant Fact Sheet (Multiple Questions)
<input type="radio"/>	<a href="#">+ Show</a>	Recruitment Reports	Program Applicant Fact Sheet

- Enter a Process Case Label (i.e. McKinley High Applicant Fact Sheet for Posn 60986)

Consolidated TATP Applicant Fact Sheet Report

\* Process Case Label:



### Viewing Consolidated Applicant Fact Sheet

14. Enter the following fields: **K**
- A. Location:** Click on the **Flashlight** icon. A pop-up window listing allowed locations will appear
  - B. TATP Posting Scope:** Click on the **Dropdown** Menu to Select TATP I or TATP II
  - C. School Year:** Click on the **Dropdown** Menu to select appropriate School Year
  - D. TATP Select Process Case Step Key:** Click on the **Flashlight** icon. Your TATP Select Process Case Step Key will auto-fill
  - E. Position ID:** Click on the **Dropdown** Menu to select position
  - F. Request to Fill (RTF Key)** will auto-fill
  - G. Report Output Type** will appear as PDF (PDF – Adobe Portable Document Format)
  - H. Report Outlet Type** will appear as STR (Stream Output to Screen)

Process Case

Cancel Submit Parameters

Consolidated TATP Applicant Fact Sheet Report

\* Process Case Label:

Parameters

Prompt Text	Parameter Value
Location	<input type="text" value="138"/> McKinley High
TATP Posting Scope	<input type="text" value="TATP I"/>
School Year	<input type="text" value="2022-2023"/>
TATP Select Process Case Step Key	<input type="text" value="5261246"/> TATP1 Slct 2022 - McKinley High (138)
Position ID	<input type="text" value="Secondary Teacher (PN 60986)"/>
Request To Fill (RTF) Key	<input type="text" value="Secondary Teacher (RTF 79751)"/>
Report Output Type	PDF (PDF - Adobe Portable Document Format)
Report Destination	STR (Stream Output to Screen)

15. Click **Submit Parameters** button. **L**
16. Report should download as a PDF document. **Please ensure your pop-up blocker is disabled.**



## Step 4: Select Applicant for Hire

### Select Applicant for Hire

Description: These instructions illustrate on how to select an applicant for hire.

1. On the Request List, select the **radio** button of the **opening** you would like to select.
2. Select the **radio** button of the **application** you would like to select. **A**
3. Click on **Person Application Actions** button. **B**

Applicants

Filter By: DOE ID

**B**

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annlication Opening Status	Annlication Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Stan Key	Appointment Type
<b>A</b> <input checked="" type="radio"/>	99990001	Princess		Leia	02/29/2016	02/29/2016	Eligible	Available	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Eleele Elem (451)	Elem Teacher	Approved	1982673 (F1)	Regular-Tenured

4. The Applicant Transaction page will appear. Under **Person Actions**, click on **Add Row** button **C**
5. **Effective Date** will default to todays' date (Date should reflect the applicable interview and selection period). **D**
6. Select from the **Action** column drop down menu, **Select Applicant for Hire (Openings)**. **E**
7. **Reason** column drop down menu will automatically display as **Select Applicant for Hire**. **F**

Person Actions

Filter By: Request to Fill Key   **C**

**D**

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	Ann Start Date	Request to Fill Key	HR Action Status	Process Case Stan Key
<input checked="" type="radio"/>	02/29/2016 <b>D</b>	0	Select Applicant for Hire (Openings) <b>E</b>	Select Applicant for Hire <b>F</b>	02/29/2016	43768	Pending Submittal	1982665
<input type="radio"/>	02/29/2016	2	Pass Initial Screening (Openings)	TATP Transfer Eligible	02/29/2016	43768	Approved	1982673
<input type="radio"/>	02/29/2016	1	Apply for Job (Details)	Apply for TATP Request	02/29/2016		Approved	1982673

Comment:

8. Click on **Application Openings** tab. **G**
9. Click on **Edit Opening Details** button. **H**

**G**

No rows found

**H**







**Not Select Applicant for Hire**

**Not Select Applicant for Hire**

Description: These instructions illustrate on how to not select an applicant for hire.

1. On the Request List, select the **radio** button of the **opening** you would like to select.
2. Select the **radio** button of the **application** you would not select for the opening. **A**
3. Click on **Person Application Actions** button. **B**

Applicants

Filter By: DOE ID [ ] [Go] [Advanced Search]

**B** Person Application Actions

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annlication Opening Status	Application Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Key	Appointment Type
<input checked="" type="radio"/>	99990002	Vader		Darth	02/29/2016	02/29/2016	Eligible	Available	Applicant is Eligible to Teach Position	Fact Sheet	Maui-Waena Inter (428)	Spec Ed Teacher	Approved	1982683	(F1) Regular-Tenured

**A**

4. The Applicant Transaction page will appear. Under **Person Actions**, click on **Add Row** button. **C**
5. **Effective Date** will default to today's date (Date should reflect the applicable interview and selection period). **D**
6. Select from the **Action** column drop down menu, **Applicant Not Selected (Openings)**. **E**
7. Select from the **Reason** column drop down menu: **Another Transfer Applicant Selected, Declined Transfer Interview, Declined Transfer Offer, Does Not Meet Required Transfer Qualifications, Interviewed, Not Selected for Transfer and Non-Response to Phone/Email Correspondence.** **F**

Person Actions

Filter By: Request to Fill Key [ ] [Go]

**C** Add Row

**D** Show Highest Sequence

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	Ann Start Date	Request to Fill Key	HR Action Status	Process Case Key
<input checked="" type="radio"/>	02/29/2016	0	Applicant Not Selected (Openings)	Another Transfer Applicant Selected	02/29/2016	43766	Pending Submittal	1982665
<input type="radio"/>	02/29/2016	5	Pass Initial Screening (Openings)	Apply for Job (Details)	02/29/2016	43766	Approved	1982683
<input type="radio"/>	02/29/2016	4	Apply for Job (Details)	Apply for TATP Request	02/29/2016		Approved	1982683

**E** **F**

Comment: [ ]

8. Click on **Application Openings** tab. **G**
9. Click on **Edit Opening Details** button. **H**

Application Openings

Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

No rows found

**H** Edit Opening Details



## Not Select Applicant for Hire

10. **Application Opening Status** will display as **Not Selected**.

**L** Back **K** Save Changes

11. **Comment Box**: If you would like to add comments, you can enter it here.

12. Click on **Save Changes** button.

13. Click on **Return to Request List** or **Back** button to return to the Request List page.

14. On the Request List, the **Application Opening Status** will indicate **Not Selected** and the **Application Status** will indicate **Unavailable/Expired**.

Applicants

Filter By: DOE ID

Person Application Actions

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Anniration Opening Status	Application Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Stan Key	Annintment Type
<input type="checkbox"/>	99990002	Vader		Darth	02/29/2016	02/29/2016	Not Selected	Unavailable / Expired	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Maui-Waena Inter (428)	Spec Ed Teacher	Pending Submittal	1982665	(F1) Regular-Tenured



## Withdraw Application

### Withdraw Application

Description: These instructions illustrate on how to withdraw an applicant. If an applicant withdraws an application submitted for the position, please ensure that you have written documentation from the applicant regarding the withdrawal. If you wish, you can enter this information into the Comment Box on the Application Openings tab for documentation purposes. See #11.

1. On the Request List, select the **radio** button of the **opening** you would like to select.
2. Select the **radio** button of the **application** you would like to withdraw. **A**
3. Click on **Person Application Actions** button. **B**

Applicants

Filter By: DOE ID

**Person Application Actions** **B**

Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Application Opening Status	Application Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Stan Key	Appointment Type
<input checked="" type="radio"/>	99990002	Vader		Darth	02/29/2016	02/29/2016	Eligible	Available	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Maui-Waena Inter (428)	Spec Ed Teacher	Approved	1982683	(F1) Regular-Tenured

4. The Applicant Transaction page will appear. Under **Person Actions**, click on **Add Row** **C**
5. **Effective Date** will default to today's date (Date should reflect the applicable interview and selection period). **D**
6. Select from the **Action** column drop down menu, **Withdraw Application (Details)**. **E**
7. Select from the **Reason** column drop down menu: **Hardship, Personal Reasons/Circumstances** and **Withdrew Interest**. **F**

Person Actions

Filter By: Request to Fill Key   **C**

Show Highest Sequence   **E**

Select	Effective Date	* Effective Date Seq No	* Action	* Reason	Ann Start Date	Request to Fill Key	HR Action Status	Process Case Stan Key
<input checked="" type="radio"/>	02/29/2016	7	Withdraw Application (Details) <b>E</b>	Hardship <b>F</b>	02/29/2016		Pending Submittal	1982665
<input type="radio"/>	02/29/2016	2	Pass Initial Screening (Openings)	TATP Transfer Eligible	02/29/2016	43768	Approved	1982675
<input type="radio"/>	02/29/2016	1	Apply for Job (Details)	Apply for TATP Request	02/29/2016		Approved	1982675

Comment:

8. Click on **Application Openings** tab. **G**
9. Click on **Edit Opening Details** button. **H**

**G**

Application Openings | Application Details | Qual Events | Person and Position Qualifications | Teaching Assignments | Contact Info | Documents | Preferences | Evaluations | Service Credits

No rows found

**H**



### Withdraw Application

10. **Application Opening Status** will automatically display **Withdrawn**. I
11. **Comment Box**: If you wish, you can enter comments here regarding the written documentation from the applicant regarding the withdrawal of the application. J
12. Click on **Save Changes** button. K
13. Click on **Return to Request List** or **Back** button to return to the Request List page. L
14. On the Request List, the **Application Opening Status** M will indicate **Withdrawn** and **Application Status** N will indicate **Withdrawn**.

<a href="#">Application Openings</a>	<a href="#">Application Details</a>	<a href="#">Qual Events</a>	<a href="#">Person and Position Qualifications</a>	<a href="#">Teaching Assignments</a>	<a href="#">Contact Info</a>	<a href="#">Documents</a>	<a href="#">Preferences</a>	<a href="#">Evaluations</a>	<a href="#">Service Credits</a>
Effective Date: 03/09/2017 00:00:00 App Start Date: 02/23/2017 Position Number: 73692 Counselor Job Class: 52260 Counselor * Application Opening Status: <span style="border: 1px solid orange; padding: 2px;">Withdrawn</span> Posting Type: Internal teaching vacancies (TATP) (Finite)		* Request to Fill Key: 50019 Job Group: Recruitment * Job Category: CSR School Counselor * Administrative Location: 383 Pahoehoe High & Inter		Eligibility Recommendation: Not Eligible - Missing One or More Required Quals					

L
Back
Save Changes
K

Applicants															
Filter By: <span style="border: 1px solid gray; padding: 2px;">DOE ID</span> <input type="text"/> <span style="margin-left: 10px;">Go</span> <span style="margin-left: 10px;">Advanced Search</span>															
Person Application Actions															
Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annirration Opening Status	Annirration Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Stan Key	Annirration Type
<input checked="" type="radio"/>	99990002	Vader		Darth	02/29/2016	02/29/2016	Withdrawn	Withdrawn	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Maui-Waena Inter (428)	Spec Ed Teacher	Pending Submittal	1982665	(F1) Regular-Tenured



### Delete Select Applicant for Hire, Delete Not Select Applicant for Hire, Delete Withdraw Application

#### Delete Select Applicant for Hire, Delete Not Select Applicant for Hire, Delete Withdraw Application

Description: These instructions illustrate on how to delete an applicant selected for hire, how to delete an applicant not selected for hire and how to delete an applicant who withdrew an application that was entered in error.

1. On the Request List, select the **radio** button of the **opening** you would to modify. **A**

Request Details												
	Details	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date	Publish Fl
<b>A</b>	<input checked="" type="radio"/> <a href="#">Show</a>	TATP I	602203	Secondary Teacher	Open Request	02/22/2017	03/07/2017	Pahoa High & Inter (383)	Approved	50010	02/01/2017	Yes
	<input type="radio"/> <a href="#">Show</a>	TATP I	65438	Secondary Teacher	Open Request	02/22/2017	03/07/2017	Pahoa High & Inter (383)	Approved	50011	02/01/2017	Yes
	<input type="radio"/> <a href="#">Show</a>	TATP I	66330	Gen Educ./Article VI Tchr	Open Request	02/22/2017	03/07/2017	Pahoa High & Inter (383)	Approved	50012	02/01/2017	Yes

2. Under **Applicants**, select the radio button of the **Applicant** whose action was entered in error. **B**

Applicants																
Filter By: DOE ID <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Advanced Search"/>																
Person Application Actions																
Select	DOE ID	Last Name	Middle Name	First Name	Ann Start Date	Ann Submit Date	Annirration Opening Status	Annirration Status	Eligibility Recommendation	Fact Sheet	Administrative Location	Current Position	HR Action Status	Process Case Stan Key	Appointment Type	
<b>B</b>	<input checked="" type="radio"/>	99990001	Princess	Leia	02/29/2016	02/29/2016	Selected	Available	Applicant is Eligible to Teach Position	<a href="#">Fact Sheet</a>	Eleee Elem (451)	Elem Teacher	Pending Submittal	1902665	(F1) Regular-Tenured	

3. Click on **Person Application Actions** button. **C**
4. The Applicant Transaction page will appear. Under **Person Actions**, make sure the action row that was entered in error is selected. Click on the **Delete Cascade** button. **D**

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	Ann Start Date	Request to Fill Key	HR Action Status
<b>D</b>	03/09/2016	0	Select Applicant for Hire (Openings)	Select Applicant for Hire	02/29/2016	43768	Pending Submittal

5. Click the **OK** button (Pop-up window will display "Current Action row and all its detail rows will be deleted permanently if you proceed. Are you sure you want to continue?")

Current Action row and all its detail rows will be deleted permanently if you proceed. Are you sure you want to continue?

Prevent this page from creating additional dialogs.

6. Click **Back** button **or Return to Request List**. Now proceed with the correct action (Select Applicant for Hire, Not Select Applicant for Hire or Withdraw Application).



## Step 5: TATP External Transfer Request By Location Report

Description: These instructions illustrate on how to view the TATP External Transfer Request Report. This report will allow you to see which teachers from your school/office have applied for at least one transfer.

- Under **Module** drop down menu, select **Reports**.
- Principal:** Select **radio** button for **TATP External Transfer Requests by Location**. **A**  
**PRO's only:** Select **radio** button for **TATP External Transfer Requests by District**. **B**

**Reports**

Report Category  Description:  Filter

This listing displays reports that you can run based on your specific security rights.

Use the Report Category filter feature to limit the listing to a specific category of report, and enter a Description (full or partial) to help narrow down the search when you click on the Filter button

Note: \*\* indicates that a report's information is based on the prior day's work.

Run Report **C** Previous 1-15 of 26 Next 11

Select	Details	Report Category	Description
<input type="radio"/>	<a href="#">+ Show</a>	Employee Reports	History Card Report
<input type="radio"/>	<a href="#">+ Show</a>	Employee Reports	History Card Report with Comps
<input type="radio"/>	<a href="#">+ Show</a>	Employee Reports	Teacher Assignment Data Report
<input type="radio"/>	<a href="#">+ Show</a>	Exception Reports	TATP Exception Report
<input type="radio"/>	<a href="#">+ Show</a>	Exception Reports	Teachers Disqualified from DOE License Payment
<input type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	Cert-Lic and Classification Status (Form 16B)
<input checked="" type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	Employee Certificates
<input checked="" type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	TATP Applicants Requiring Review
<input checked="" type="radio"/>	<a href="#">+ Show</a>	Reclassification Reports	TATP External Transfer Requests By Location

**A** Principal

[+ Show](#) Reclassification Reports TATP External Transfer Requests by District **B** PRO

- Click on **Run Report** button. **C**
- Enter a **Process Case Label** (i.e. Kapaa Elem TATP External Transfer Report). **D**

**Process Case**

TATP External Transfer Requests By Location

\* Process Case Label:  **D**

- If the **Location ID** is not automatically populated, enter the appropriate **Location ID** or click on the **Search (Flashlight) icon**. A pop-up window listing allowed locations will appear. Click the appropriate **radio** button and click **Select**. **E**

Prompt Text	Parameter Value
Location	454 <input type="radio"/> Kapaa Elem <b>E</b>



## TATP External Transfer Requests By Location

TATP External Transfer Requests By Location

\* **Process Case Label:** King Inter TATP External Transfer Request by Location

Parameters

Prompt Text	Parameter Value
Location	318  King Inter
Report Destination <b>F</b> →	STR (Stream Output to Screen)
Report Output Type <b>G</b> →	PDF (PDF - Adobe Portable Document Format)

- Report Destination** will appear as **STR (Stream Output to Screen)**. **F**
- Report Output Type** will appear as **PDF (PDF – Adobe Portable Document Format)**. **G**
- Click **Submit Parameters** button.
- Report should download as a PDF document.

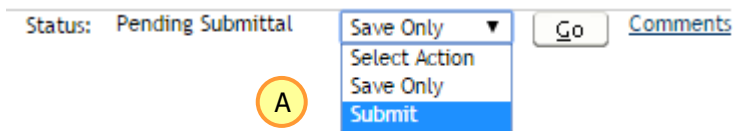


## Step 6: Submit Manage TATP Openings

Description: These instructions illustrate on how to submit your **Select TATP Applicant(s) for Hire** case. **Note: Select TATP Applicant for Hire** cases cannot be submitted until after each posting period closes.

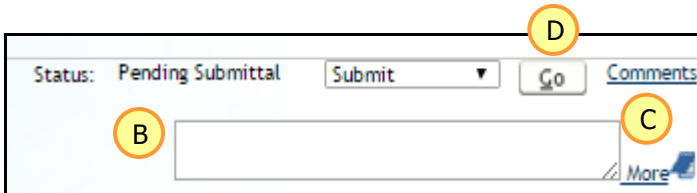
1. From the **Select Action** drop down select **Submit**. A

The **Select Action** drop down menu is located next to the **Status** Field.



- **IMPORTANT NOTE:** If you wish to cancel a process case you must request that a case be cancelled to your respective District PRO and if necessary, a new case to be regenerated for you. By cancelling a case, it deletes any changes you made to your TATP case and you must start over.

2. **Comments** – You can enter comments for OTM – Teacher Reclassification in the box next to **Submit**. Click on **More** for additional space for comments. B



3. If you have completed the **Select for TATP Applicant(s) for Hire case**, please enter the words **“Completed S & H Process”** to indicate that your submittal is complete and you have no more applicants to interview, select and hire.
4. Click on **“Go”** button. D



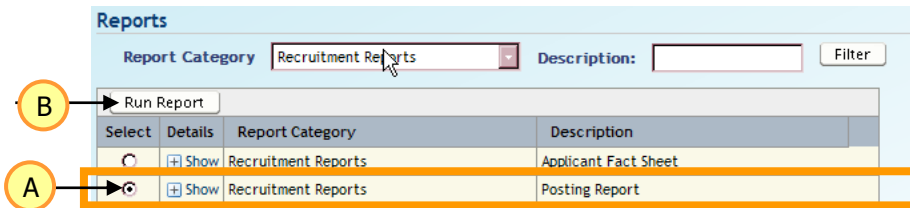


## Run Reports

**Important Notes:** Pop-up blockers need to be disabled for the eHR website. Appendix A includes instructions for disabling common pop-up blockers. You may also consult your internet browser Help for assistance in allowing pop-ups from this website. If Adobe Acrobat Reader 6.0 or above is not installed, you will be prompted to install it. This is needed to view the PDF format for reports.

### Posting Report

1. Under **Module** drop down menu, select **Reports**.
2. Select **radio** button for the **Posting Report**. **A**
3. Click the **Run Report** button. **B**



4. Enter a **Process Case Label**. (i.e. <School Year> Posting <#>) **C**
5. The **Location ID** field is automatically populated.
  - If you have access to more than one Location ID, click on the **Search (flashlight)** icon. A pop-up window listing allowed locations will appear. Click the appropriate **radio** button and click **Select**. **D**
6. Select a **Posting Key ID**. **E**
  - A. For TATP #1 select: **43 Internal Teaching Vacancies (TATP)**
  - B. For TATP #2 select: **121 Internal Teaching Vacancies (TATP2)**
2. The **Posting Event Begin Date** and **Posting Event End Date** fields are automatically populated. **F**
3. The **Report Output Type** is **PDF – Adobe Portable Document Format**.
4. Choose **Report Destination**. **G**
  - If the Report Destination is set to **'Stream Output to Screen'**, the report will appear. The report can be printed or saved to another location.
  - If the Report Destination is **'Save Output to DB'**, the document will be saved to your Report Cases.
5. Click **Submit Parameters** button. **H**



## Posting Report

**Process Case** Cancel Submit Parameters

Posting Report H

\* Process Case Label:

Parameters

Prompt Text	Parameter Value
Location ID	<input type="text" value="137"/> <span style="float: right;">D</span>
TATP Posting Key ID	43 Internal Teaching Vacancies (TATP) <span style="float: right;">E</span>
Posting Event Begin Date	2011-02-28 00:00:00.0 <span style="float: right;">F</span>
Posting Event End Date	2011-03-13 00:00:00.0
Report Output Type	PDF (PDF - Adobe Portable Document Format)
Report Destination	Save Output to DB <span style="float: right;">G</span>



## Posting Report

### Posting Information

Posting Description: Internal Teaching Vacancies (TATP)

Begin Date: 02/20/2020 End Date: 03/04/2020

Posting Event:

Posting Dates: February 20 - March 4, 2020

ALL TRANSFERS FOR POSTING ANNOUNCEMENT NO. 1 MUST BE CONSUMMATED BY MARCH 27, 2020.

GENERAL INFORMATION: The Teacher Transfer Program for school year 2020 - 2021 is from February 20 - March 4, 2020. Probationary 1, 2, 3, 4 and extended probationary teachers shall remain in place and their positions will not appear on the posted vacancy announcement. Vacancies are posted only once.

### Request Information

Request	10/12 Month Position	Track
<b>40 Windward District</b>		
<b>319 Laie Elem</b>		
63464 <b>Elem Teacher</b>	10 Month Position	
*****POSITION QUALIFICATIONS***** Elementary(Kindergarten)		
61922 <b>Elem Teacher</b>	10 Month Position	
*****POSITION QUALIFICATIONS***** Elementary(1st Grade)		
74512 <b>Elem Teacher</b>	10 Month Position	
*****POSITION QUALIFICATIONS***** Elementary(4th Grade)		



## Appendix A: System Navigation/Information

These instructions contain descriptions for screens and additional processes in eHR.

Important System Notes: DO NOT use the internet browser back arrow.

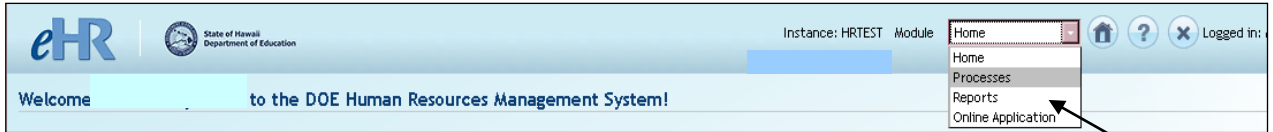
The system will automatically time you out after thirty (30) minutes of inactivity. This is a security measure implemented to avoid misuse of the system. Please ensure that you save your transactions as you go to avoid losing any transactional history.

### Logging Back Into Existing TATP Request Process Cases

Description: This process is used to log back into an existing TATP Request Process Case.

Important Notes: If you see a TATP Request List that is not at your authorized location, contact your PRO immediately.

1. Under **Module** drop down menu, select **Processes**.

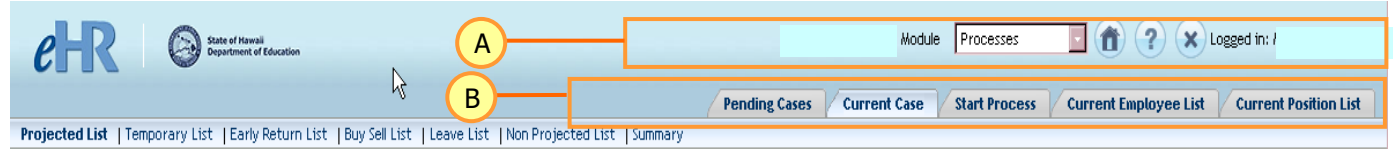


2. The **Pending Cases** tab is displayed by default. This shows all your pending cases.  
NOTE: If the process case you are looking for is not displayed, click on Show All Cases. **A**
3. Select the **radio** button **next to the case where the Task Description is labeled, Generate TATP-2 Case** and the Process Case Label will be "TATP Rqst 2023- location. **B**
4. Click on **Go to Case** button.








## Menus and Tabs



### A Standard Module Navigation Menu

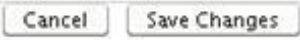








Title	Description
Module Drop Down Menu	Enables access to different modules.
Home 	Returns user back to the eHR Home Page from any module.
Help 	Opens the eHR Help feature which provides useful information specific to the page being viewed. <ul style="list-style-type: none"> <li>For example, clicking on Help from the Projected School List page will bring you to a Help page that contains a menu window which allows you to access a variety of Help topics such as the Projected School List Screen Overview, Screen Actions, Quick Sheets, etc.; while clicking on Help from the Reports page will bring you directly to a Help document summarizing how to use the report functionality.</li> </ul>
Login/Logout 	Displays user name and enables user to log out from the system.

### B Case Tabs

Title	Description
<b>Process Case Definition:</b> For each process that exists in eHR, a process case represents an instantiation of that process. For example, "Maintain Projected School List" has been defined in eHR as a process. By clicking on "Create New Case", the user will have created a unique process case for maintaining their Projected School List.	
Pending Cases	Displays cases that require some action by the user in green. To see all cases, click on Show All Cases.
Current Case	Displays the current case.
Start Process	Enables user to create a new case.
Current Employee List	Displays all current employees as of today. Click on Show Future to see future dated actions.
Current Position List	Displays all current positions and incumbents. Click on Show Abolished to see abolished positions.



### Icons and Navigation

Title		Description
<b>Action Buttons</b>		<p>Allows users to perform or cancel an action. Typically displayed to the right of the screen.</p> <ul style="list-style-type: none"> <li>• If Save is one of the Action Buttons, it is important to click it in order to keep your changes.</li> <li>• If actions buttons are displayed both above and below a task, you only need to click one of the options.</li> </ul>
<b>Calendar/Clock</b>		<p>The Calendar and Clock icon allows users to open a calendar and select a date. Users may also enter the date directly into the field if they do not want to pull up a calendar. Manually entered dates need to follow the following format: MM/DD/YYYY.</p>
<b>Drop down menus</b>		<p>Downward blue arrows indicate drop down menus which are predefined options that users may select from.</p>
<b>Flashlight</b>		<p>The Flashlight icon indicates a “look up” feature that allows users to view and select specific information. Alternatively, information may be keyboarded directly into the field.</p>
<b>-Hide</b>		<p>Hides additional information about a specific record.</p>
<b>Page Title</b>	<p>Example:</p> 	<p>The Page Title is displayed at the upper left of the screen. The Page Title describes the action that is being performed. In this example, the page title is called “Create Position”.</p>
<b>Radio Button</b>		<p>Radio Buttons enable you to select specific items, in this case a specific record that you would like to work on.</p>
<b>Required Fields</b>		<p>The asterisk indicates this is a required field. The system prevents users from moving forward with a specific task if a required field is not completed.</p>
<b>+Show</b>		<p>Displays additional information about a specific record.</p>

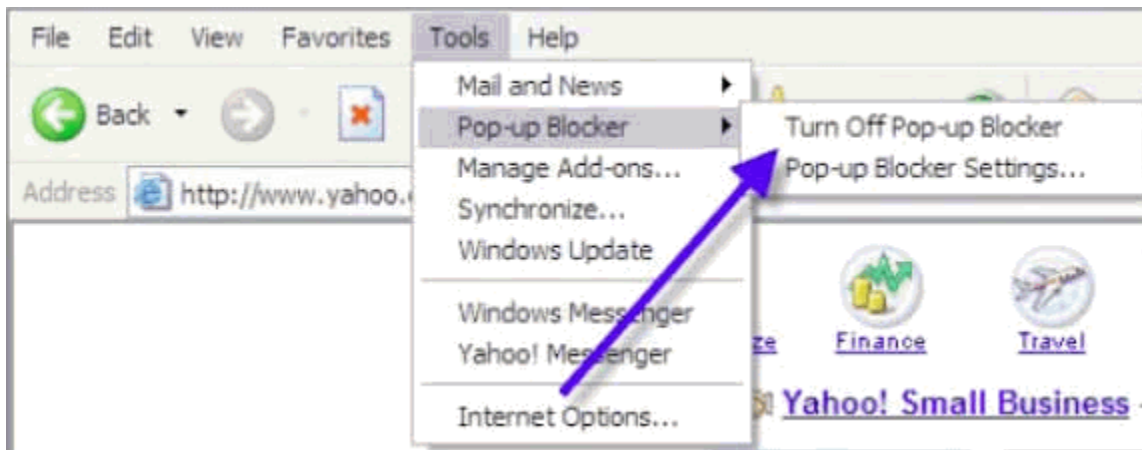


### Disabling Common Pop-Up Blockers

Please contact the IT Help Desk at (808) 564-6000 if you have questions or difficulty disabling your pop-up blocker. Neighbor Islands, call HATS @ 8-1-808-692-7250.

#### 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.

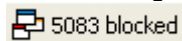
---

#### Google Toolbar

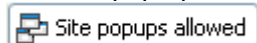
The Google Toolbar is provided by Google to facilitate searching the web, as well as providing pop-up blocking. This pop-up blocker is part of a menu bar and appears in the browser as follows:



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.



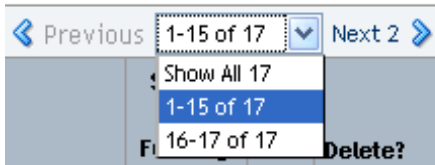
## Records Display, Sorts, & Filters

### All Record Display

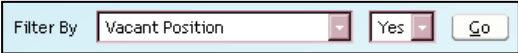
Some pages default to displaying all records.

### Select Number of Record Display

Other pages default to a set number of records. In the example below, the default number is fifteen (15) records. Additional records may be displayed by using the drop down menus, or the previous and next buttons.



## Sorts and Filters

	How to Sort/Filter	How to Return Information back to original view
<b>Sorting by Columns</b>	<p>Click the <b>column header</b> to quickly sort information displayed in a table.</p> <ul style="list-style-type: none"> <li>For example, if you click on the column header for Last Name, records will appear in ascending order alphabetically by last name.</li> </ul>	Click <b>Reset Sort</b> .
<b>Filters/ Quick Search</b>	<p>Click the <b>Filter by</b> drop down menu to select a primary filter and select/enter secondary filter (if applicable)</p> <ul style="list-style-type: none"> <li>For example, if you'd like to see all of the vacant positions you would select Filter By "Vacant Position", ensure "yes" is selected and click "Go".</li> </ul> 	<p>Erase the filter criteria and click <b>Filter/Find</b>.</p> <ul style="list-style-type: none"> <li>The Reset Sort button does <b>not</b> apply to filters.</li> </ul>
<b>Advanced Search</b>	<p>Specific modules also have an advanced search feature which allows for the entry of multiple criteria with several options for record selection. Filters may be a dropdown or a textbox.</p> <p>Enter text to search for into textboxes and/or select criteria from dropdowns and click on <b>Find</b>.</p>	Click <b>Back to Quick Search</b> .



## Appendix B: Teacher Assignment and Transfer Program Navigation

These instructions contain descriptions for screens in the Teacher Assignment and Transfer Program.

### TATP – Request Listing Screen

Request List - Aloha Elem (123) – Case 10001 TATP-1 Rqst – Aloha Elem (123)

Posting Report Request Exceptions Status: Pending Submittal Save Only Go Comments

Go Advanced Search Create Request

Select	Posting Scope	Position Number	Position	Request to Fill Status	Begin Date	End Date	Location	HR Action Status	Request to Fill Key	Effective Date
<input checked="" type="radio"/>	TATP I	24578	Elem Teacher	On Hold Request	02/28/2011	03/13/2011	Aloha Elem (123)	Pending Submittal	21707	12/27/2010
<input type="radio"/>	TATP I	12458	Gen Educ/Article VI Tchr	Open Request	02/28/2011	03/13/2011	Aloha Elem (123)	Pending Submittal	21708	12/22/2010
<input type="radio"/>	TATP I	23456	Elem Teacher	On Hold Request	02/28/2011	03/13/2011	Aloha Elem (123)	Pending Submittal	21709	12/29/2010

**A Column Headers**

Column Header	Description
Select	Radio button to select the row for a request transaction
Posting Scope	Description of Posting (example: TATP 1)
Position Number	Position Number
Position	Position Title of the position
Request to Fill Status	Status of Request (Open Request or On Hold Request)
Begin Date	Begin Date of the Posting Period
End Date	End Date of the Posting Period
Location	Location of position
HR Action Status	Current status of the action being taken on the position
Request to Fill Key	Number assigned to request to fill
Effective Date	Date the TATP Request listing was generated.





**TATP – Request Screen**

Description: Provides definitions for the headers on the individual TATP Request screen (select the specific request from the TATP Request Listing then click Display Details).

**Requests**

Request to Fill Key: 50251 Request to Fill Type: Position

Delete Request

Request Actions

Delete Row Modify Effective Date Show Audit Info Add Row

Select	Details	Request to Fill Action Key	* Effective Date	* Seq No	* Action	* Reason	HR Action Status	Process Case Step Key
<input type="radio"/>	<a href="#">Show</a>	388847	02/01/2017	0	Initiate Request to Fill	New Request to Fill	Pending Submittal	2531018

Request Details Request Verbiages Other Request Qualifications Other Request Qualifications

Eff Dt Date Seqno Display 02/01/2017 00000  
 Position Number: 600002 Spec Ed Teacher  
 Job Class ID: 50600 Spec Ed Teacher  
 Vacancy Description: Spec Ed Teacher  
 Request to Fill Status: Open Request  
 Begin Date: 02/22/2017  
 End Date: 03/07/2017

Job Group Code: Recruitment  
 Job Category ID: Teaching  
 \* Administrative Location: 123 Aloha Elem  
 Posting Key ID: Internal Teaching Vacancies (TATP) (Finite)  
 Posting Scope: TATP I  
 HR Category: Certificated Personnel

Delete Request Detail Show Audit Info

B	Column Header	Description
	Select	Radio button to select the row for a request transaction
	Request to Fill Action Key	Number assigned to request to fill action
	Effective Date	Date the action was generated
	Seq No	Sequence Number assigned to Effective Date
	Action	Description of Action (Initiate Request to Fill; Withhold Request to Fill, etc.)
	Reason	Description of Reason for Action (New Request to Fill, Hold for Enrollment Counts, etc.)
	HR Action Status	Status of pending case (Generate TATP Requests)
	Process Case Step Key	Unique number assigned to all actions done within this process case

C	Tabs	Click on each tab for additional details and/or to modify verbiages.
	Request Details	Request Detail information, including Position ID, Posting Dates, Request to Fill Status (Open Request or On Hold Request)
	Request Verbiages	Additional and default verbiages for this request.
	Other Request Qualifications	Qualifications about this request (the information in this tab is defaulted from the position that is tied to the request and cannot be modified within the TATP Process).



**Appendix C: Teacher Subject Areas**

**Teacher Subject Areas & Grade Descriptions**

Qualification ID	Qual Description	Qualification ID	Qual Description
*ACA**	*Academic Coach Mentor**	HAW	Hawaiian Language
AG	Agricultural Arts	HL	Health
ALC	Alternative Learning Center	IART	Industrial Arts
AR	Art	IA	Industrial Arts/Voc Ed
ARAB	Arabic	JP	Japanese
ASL	American Sign Language	KO	Korean
BU	Business Education	LN	Latin
CAC	CTE-Arts and Communication	LI	Librarian
CBUS	CTE-Business	MCS	Mathematics
CHS	CTE-Health Services	*MLD	*MultiDisciplinary
CIET	CTE-Industrial & Engineering Technology	MU	Music
CNR	CTE-Natural Resources	NON**	Non-DOE Course
CPHS	CTE-Public and Human Services	*OTR**	*Other
CH	Chinese	PE	Physical Education
CO	Computer	PS	Pre-School/Regular Ed
COUN	Counselor	RDG	Reading
CT	Co-Teaching/Teacher 2	REG**	Registrar
CTE	Career Technical Education	ROTC	ROTC
CSAP	CSAP	RC**	RTI Coordinator**
CC**	Curriculum Coordinator**	RN	Russian
DAN	Dance	SA	Samoan
DTC**	Data Coach**	SCI	Science
DL**	Distance Learning**	SOCS	Social Studies
DRA	Drama/Theatre Arts	SP	Spanish
ELEM	Elementary	SPED	Special Education
ELL	ELL	SEPS	Special Education / Pre-School
EN	English	SM	Special Motivation
FC	Family Consumer Science	SPPR**	Special Programs**
FP	Filipino	SPIN	SPED Inclusion
FR	French	SSUC**	Student Success Coach**
GN	German	TC**	Technology Coordinator**
GPT	Guidance/Personal Transition	TTLI**	Title I Coordinator **
HAWI	Hawaiian Immersion	WL	World Languages

\* Please add Sample text:

Academic Coach Mentor	MultiDisciplinary	Other
Math	Leadership Training	Attendance Coordinator
Mentor Teacher	Library Skills	FOL Coordinator
Reading	Exploratory Wheel	PTT Coordinator
Title I	Study Skills	SLC Coordinator
	Yearbook	Testing Coordinator
		RTI Math

\*\*Exclusion List: Teacher Subject Areas that do not require a grade level

GradeID	Grade Description	GradeID	Grade Description	GradeID	Grade Description
01	1 <sup>st</sup> Grade	13	10 <sup>th</sup> to 12 <sup>th</sup> Grade	9E	9 <sup>th</sup> to 11 <sup>th</sup> Grade
02	2 <sup>nd</sup> Grade	14	Kdgn to 12 <sup>th</sup> Grade	PS	Pre-School
03	3 <sup>rd</sup> Grade	15	High School (9-12)	P3	Early Childhood (PK to 3 <sup>rd</sup> Grade)
04	4 <sup>th</sup> Grade	16	9 <sup>th</sup> to 10 <sup>th</sup> Grade	JK	Junior Kindergarten
05	5 <sup>th</sup> Grade	17	11 <sup>th</sup> to 12 <sup>th</sup> Grade	KG	Kindergarten
06	6 <sup>th</sup> Grade	35	3 <sup>rd</sup> to 5 <sup>th</sup> Grade	K3	Kdgn to 3 <sup>rd</sup> Grade
07	7 <sup>th</sup> Grade	36	3 <sup>rd</sup> to 6 <sup>th</sup> Grade	K5	Kdgn to 5 <sup>th</sup> Grade
08	8 <sup>th</sup> Grade	45	4 <sup>th</sup> to 5 <sup>th</sup> Grade	K6	Elementary (K-6)
09	9 <sup>th</sup> Grade	68	Middle Sch/Inter (6-8)	K8	Kdgn to 8 <sup>th</sup> Grade
10	10 <sup>th</sup> Grade	6T	6 <sup>th</sup> to 12 <sup>th</sup> Grade	P5	Pre-School to 5 <sup>th</sup> Gr
11	11 <sup>th</sup> Grade	78	7 <sup>th</sup> to 8 <sup>th</sup> Grade	P6	Pre-School to 6 <sup>th</sup> Gr
12	12 <sup>th</sup> Grade	7T	7 <sup>th</sup> to 12 <sup>th</sup> Grade	NA	Not Applicable



**Appendix D: Request Exceptions Report Messages**

<b>Request Exceptions Report Messages</b>
<b>Positions added or now vacant in Projected School List after TATP requests were changed. Please create a request for this position.</b>
<b>Positions filled in Projected School List after TATP requests were created. Please withhold this request.</b>
<b>Positions have an incumbent in Projected School List after TATP were created. Please make changes in Projected School List to make position vacant.</b>
<b>Position filled within direct entry after TATP request were created. Please withhold this request.</b>
<b>Position abolished via direct entry after TATP request were created. Please withhold this request.</b>
<b>Position abolished in Projected School List after TATP request were created. Please withhold this request.</b>
<b>ROTC Instructor requests are not permitted in TATP. Please delete this request.</b>



**Appendix E: Eligibility Recommendation Messages**

<b>Eligibility Recommendation Messages</b>	<b>Description</b>
<b>Applicant Is Eligible To Teach Position</b>	<b>Eligible</b>
<b>TATP Applicant Requires Review</b>	(1) ELL Posted As the Position Qualification And The Person Does Not Have A TESOL License OR (2) Appointment Type F7 Early Return OR (3) Appointment Type FP State Employee At Public Charter School (PCS), Employed By PCS, Not A DOE Employee, Has DOE Tenure OR (4) Appointment Type FS State Employee At Public Charter School (PCS), Employed by PCS, Not A DOE Employee
<b>Applicant Eligible Per Reclass Review</b>	Reclass Has Determined That The Person Is Eligible After TATP Applicant Requires Review Has Been Completed
<b>Applicant Ineligible Per Reclass Review</b>	Reclass Has Determined That The Person Is Not Eligible After TATP Applicant Requires Review Has Been Completed
<b>Unable To Determine Eligibility-No Position Qual</b>	No Position Qualifications To Compare
<b>Not Eligible-Grade Level Or Subject Mismatch</b>	Person Has No Qualifications That Matches Position's Subject And/Or Grade Level Qualifications
<b>Not Eligible-No Licn In Subj Area To Teach Posn</b>	Person Does Not Have An Active License Or Person Has HQ Or Cert That Match In Subject/Grade Level But Not A License
<b>Not Eligible-No SPED Or SPED Grade Level MisMatch</b>	No SPED Qualifications Or SPED Not In Correct Grade Level
<b>Not Eligible-No HQ In Subj Area For SPED Posn At Mid/Sec School</b>	For SPED Positions, Person Is Missing HQ Or License In Subject/Grade Level At Middle/Sec School-Qualifications Include SPED & Additional Subject Area
<b>Not Eligible-Missing Required Qual In Subj Or Grade Level</b>	Qualification Preference Is Required & Person Does Not Have The Required Subject And/Or Grade Level
<b>Not Eligible-HQ RQD In CSI/TSI School</b>	Person Has No License Or HQ In Subject/Grade Level For Position at CSI/TSI School
<b>Not Eligible-Selected In TATP-1</b>	Person Cannot Be Selected In TATP2 When Selected in TATP1



***e*HR**  
**TATP**  
**FAQ's**

**01-25-2024**



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## **System Related Questions**

### **1. I don't see my appropriate location when I try to view my TATP case?**

Please contact your PRO office. The PRO office will contact the eHR System Administrator to update your location access.

### **2. After logging onto eHR, I receive an error message stating, "You do not have authorization to access this page"?**

Please contact your PRO office. The PRO office will contact the eHR System Administrator to update user access.

### **3. While working on my TATP process case, I received an "Internal Error" message.**

Please click on the "Continue" button to return to the Home page. If the error message persists, please close your internet browser, re-open it, and log back into eHR.

## **TATP**

### **4. What if I did a Withhold a Request action in TATP and click on the Save Changes button, however, the position is still showing up as an Open Request on the Request listing?**

Select the position, click on Request Details button. Then under the Request Details tab, click on the Edit Request Details button and then click on the Save Changes button. This changes the Fill status to Withhold Request. If you do not click on the Edit Request Details button, the Request to Fill Status will remain as an Open Request and your position will be advertised. For additional information, see TATP instructions on Withhold a Request.

### **5. After the TATP Request was generated, there is an additional position that I want posted. What do I do?**

Perform a Create a Request action if you want the position to be advertised (see TATP instructions on Create a Request)

### **6. What do I do if I put the wrong person in a position when selecting for TATP?**

Follow the TATP instructions on how to Delete Applicant Selected for Hire. This will take out the wrong person from the position and show that no one has been selected until a new person is placed in the position.

### **7. How are my positions going to be advertised?**

Within TATP Request, click on the Posting Report hyperlink to see what the Posting Report will look like for your location. You can also view this for your location by running the Posting Report in the Report module. (See report instructions on Posting Report)



### 8. How do I review changes that were made in Projected School List that will affect my TATP posting?

Within TATP Request, click on the Request Exception hyperlink (see TATP instructions on Exception Report). This report will tell you the positions that were affected in the Projected School List and whether to create a request or to withhold a request for that position or make changes in PSL to make the position vacant.

Examples of messages are:

- Positions added or now vacant in Projected School List after TATP requests were changed. Please create a request for this position.
- Position filled in Projected School List after TATP requests were created. Please withhold this request.
- Positions have an incumbent in Projected School List after TATP requests were created. Please make changes in PSL to make position vacant.

### 9. During the TATP selection process, do I need to contact all teachers who submitted applications, including those who are marked as being “Not Eligible” under the Eligibility Recommendation?

1. You must contact all teachers who have submitted applications, including those who are “Not Eligible”.
  - a. “Eligible Applicants” – Schools/Offices must contact and offer an interview.
  - b. “Not Eligible” Applicants – Schools/Offices should contact these applicants immediately and notify them they are “Not Eligible” and cannot be offered an interview for the position. If they do not agree with their “Not Eligible” status, they may contact the Teacher Reclassification Unit. Administrators with questions regarding an applicant’s “Not Eligible” status may also contact the Teacher Reclassification Unit.
2. If all applicants that applied for a position are “Not Eligible”, then the school/office may offer interviews to those applicants. In a situation like this, all “Not Eligible”, applicants must be offered an interview. If an applicant is selected from this “Not Eligible” pool, the school/office may select the applicant for Hire. A comment must be entered to justify why this “Not Eligible” applicant was selected (Please Refer to Page 29, #11). There is no guarantee that this transfer will be validated by the Teacher Reclassification Unit and will be considered on a case by case basis.

All transfers are not officially consummated until Teacher Reclassification validates the transfer.





## Common Error Messages

Error Message	Description
<b>(RQSA:RQSDREQ)-Request Details are required for Request Actions. Please enter Request Details by clicking “Edit Request Details” button prior to saving the recruitment action.</b>	When withholding a position in TATP, you need to click on the Edit Request Details button. If you do not click on the Edit Request Details button, the Request to Fill Status will not change to On Hold Request.
<b>(6.2.1.2: PSTD_1) – You cannot post a position in TATP2 that was advertised in TATP1. Please withhold Request_____ for Position _____.</b>	Position cannot be posted in TATP-2 if it was already advertised in TATP-1. Follow the instructions on Step 2: Modify TATP Requests, “Withhold a Request” to withhold the position from being advertised in TATP-2.
<b>(RQSA 105) – Action/Reason cannot be processed due to “Prior Detail Status mismatch with Action Resulting Status. Invalid Status Change”. FYI – Prior Employee Status is NO prior status. Please use correct Action/Reason –or- adjust action/reason resulting status.</b>	The action/reason cannot be changed for the “Initiate Request to Fill” action row (original row). This row must exist as it is originally created. Follow the instructions on Step 2: Modify TATP Requests to ADD a new action row
<b>(RQSD 110) – Request 21710 with same position/job class/category is already open/on hold. Please close or fill open/held request first or change position/job class/category.</b>	This means that a request for the position you are trying to create has already been generated. There cannot be two requests for the same position. Review your TATP Request Listings. Make sure that if this position is to be posted in TATP that the Request to Fill Status says “Open Request”.
<b>(6.1.1.1: VAC_SUBJ) - Vacant position(s) _____ do(es) not have a Subject Area and/or Grade Level. Please add Teacher Subject Area(s) and/or Grade Level(s) on Position Qualifications Tab.</b>	Check the subject area of the position stated in the error message. The subject area of the position is missing the appropriate subject area or grade level. See instructions on how to change a position’s subject area and/or grade level. Refer to UPSA quick sheets.
<b>(PERA: 20) – You cannot transfer a Person into Position (Position #) at this time because the Position is being advertised during the TATP (1 or 2) Posting Period. Contact your Certificated PRO for assistance.</b>	Since the position has been advertised in TATP, you cannot transfer a person into the same position in PSL. You need to contact your District Certificated PRO for assistance.
<b>(PERA: 25) – You are attempting to transfer a Person into Position (Posn #) that is on an open TATP Generate Request to Fill process case (PRCS#) for online advertising. Either delete this transaction Or place the position Request ON HOLD with the TATP process case.</b>	The position is appearing as an Open Request on the Generate TATP request list while a person is being transferred into the same position in PSL. You need to delete the transfer in PSL or withhold the position in TATP from being advertised. If withholding the position in TATP from being advertised, follow the instructions on Step 2: Modify TATP Requests, “Withhold a Request”.
<b>(6.2.1.1:INCUM_V) – You cannot submit or approve this process case because Position # is not available for TATP posting. The Position has a projected incumbent (DOE ID) in the PSL process case for ‘&lt;Case label&gt;’ (PRCS#).</b>	TATP process case cannot be submitted because a position is not a vacant position. The position has a projected incumbent in the position in PSL. If the position should be advertised in TATP, please make changes in PSL to make the position vacant. If position should not be advertised in TATP, please withhold the position in TATP.
<b>(RQSA: TATP_DT) – This Request Action cannot be Effective Dated prior to the earliest Initiate Request to Fill transaction. Please correct the Effective Date before saving the record.</b>	The Effective Date for the action cannot be prior to the Effective Date of the “Initiate Request to Fill” action row.
<b>(6.2.5.2: 60) – A comment is required when selecting an ineligible applicant. Please add a comment to Application Openings to explain selection(s): ID # selected for position #.</b>	This means that an error message occurred when submitting the Select TATP Applicant for Hire process case in which no reasons were added in the Comment Box on why the ineligible applicant should be selected for the position. You will need to add your reasons in the Comment Box (Refer to Page 29, #11)