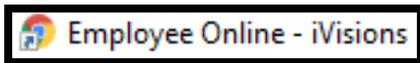


Position Reports

1. Open the **Staff Links** folder on the desktop, **DOUBLE CLICK** on the **Employee Online – iVisions** link.



2. At the **Employee Online- iVisions** login screen, enter your *User Name* and *Password* and **CLICK** *Login*.

3. Once logged in, hover over the **My Workflow** tab and select **Admin Reports** from the drop down menu.



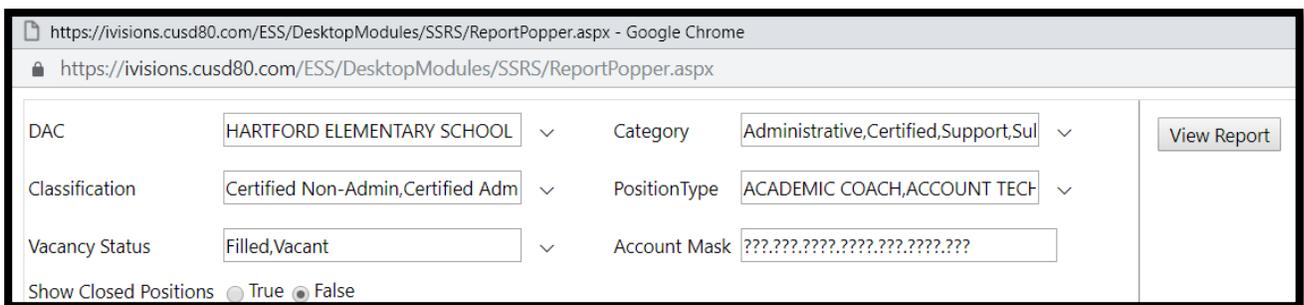
NOTE: If you click the **My Workflow** tab, rather than hovering over it, it will take you to the **iVisions Workflow** login screen.

4. Once at the **Admin Reports** screen, the Position Reports are listed beneath the **Employee** section. There are two different reports: Position Report – v3 and a Position Report W-Amount. **CLICK** the report you want to run.



NOTE: If the Position Report W-Amount is selected and printed, please remember that this information is confidential and should only be shared with the Principal/Site Administrator.

5. Once a report is selected, the report criteria screen appears. The criteria is prefilled with the default information based on each campus/site. **CLICK** *View Report* to run the report.



6. The report appears with the following information:
 - A. DAC-Defaults to the campus/site
 - B. Position Type-Positions ONLY, supplemental pay does not appear on this report
 - C. Status of the Position
 - i. **Filled**-Position is currently filled, so the employee's name assigned to the position is listed
 - ii. **Vacant**-Position needs to be filled, so there is no name listed

Note: This is an example of a "Filled" Position.

Position Report									
Chandler Unified School District									
2018-19									
DAC	A	HARTFORD ELEMENTARY SCHOOL							
Pos Type	B	ACADEMIC COACH							
				Allocated FTE: 0					
Control #	Description	FTE	Status	C	Category	Classification	Open/Closed		
4435	ACADEMIC COACH - SITE	0.75	Filled	C					
	<i>STACK, JAMIE ANN 110.100.2210.6112.108.2210.509</i>	100.00%	TITLE I IMPROVE INSTRUCT-HART TEACHER SALARIES		Certified	Cert Non-Admin	Open		
ACADEMIC COACH - Total:		0.75	Allocated FTE: 0						

Note: This is an example of a "Vacant" Position.

Position Report									
Chandler Unified School District									
2018-19									
DAC	A	HARTFORD ELEMENTARY SCHOOL							
Pos Type	B	GENERAL CLERK							
				Allocated FTE: 0					
Control #	Description	FTE	Status	C	Category	Classification	Open/Closed		
41591	GENERAL CLERK	0.38	Vacant	C					
	<i>Vacant 220.200.2210.6151.108.2210.506</i>	100.00%	IDEA IMPROVE INSTRUCT-HART CLASSIFIED EMPLOYEE		Support	Classified	Open		
GENERAL CLERK - Total:		0.38	Allocated FTE: 0						

7. Please review the report to make sure the following information is correct

Position Report									
Chandler Unified School District									
2018-19									
DAC		HARTFORD ELEMENTARY SCHOOL							
Pos Type		ACADEMIC COACH							
				Allocated FTE: 0					
Control #	Description	FTE	Status	D	Category	Classification	Open/Closed		
4435	ACADEMIC COACH - SITE	0.75	Filled	D					
	B <i>STACK, JAMIE ANN 110.100.2210.6112.108.2210.509</i> C	100.00%	TITLE I IMPROVE INSTRUCT-HART TEACHER SALARIES		Certified	Cert Non-Admin	Open		
ACADEMIC COACH - Total:		0.75	Allocated FTE: 0						

- A. Position Description
- B. Employee listed in the Position
 - i. Verify the employee should be listed at your campus/site
 - ii. Review who might not be listed, but should be
- C. Account Code
 - i. Verify the account code is correct for the Position
- D. FTE
 - i. Verify the FTE amount is correct for the employee assigned to the Position