Position Reports

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

🗊 Employee Online - iVisions

- 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.

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

Но	me Self Service	Pay/Tax Information	Benefits	Expense Reimbursement	My Workflow		
Employee							
	ltem	Description					
	Employee Information	Non-Excel					
	Employee Information - excel	Excel Friendly					
D	Position Report - v3						
Ľ	Position Report W-Amount						
	SS Evaluations Excel	Excel Export of Support Staff E	valuations				

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.

https://ivisions.cusd80.com/ESS/DesktopModules/SSRS/ReportPopper.aspx - Google Chrome						
https://ivisions.cusd80.com/ESS/DesktopModules/SSRS/ReportPopper.aspx						
DAC HARTFORD ELEMENTARY SCH	HOOL 🗸	Category	Administrative,Certified,Support,Sul	\sim	View Report	
Classification Certified Non-Admin,Certified	d Adm $\!$	PositionType	ACADEMIC COACH,ACCOUNT TECH	\sim		
Vacancy Status Filled, Vacant	~	Account Mask	???.???.????.????.???.????			
Show Closed Positions 💿 True 💿 False						

- 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 Pos Type B	HARTFORD ELEMENTARY SCHOOL ACADEMIC COACH	Allocated FTE: 0					
Control #	Description	FTE Status	Category	Classification	Open/Closed		
4435	ACADEMIC COACH - SITE	0.75 Filled					
	STACK, JAMIE ANN 110.100.2210.6112.108.2210.509	100.00% TITLE I IMPROVE INSTRUCT-HART TEACHER SAL	ARIES 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							
	HARTFORD ELEMENTARY SCHOOL						
Pos Type 💾	GENERAL CLERK	Allocated FTE: 0					
Control #	Description	FTE Status	Category	Classification	Open/Closed		
41591	GENERAL CLERK	0.38 Vacant					
	Vacant 220.200.2210.6151.108.2210.506	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 A	D FTE Status	Category	Classification	Open/Closed		
4435	ACADEMIC COACH - SITE	0.75 Filled					
	B STACK, JAMIE ANN 110.100.2210.6112.108.2210.509 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