

Viewing Manpower (Zqhr_Manpower)

The screenshot shows the SAP Manpower report interface. The window title is "Manpower report". The interface includes several sections:

- Objects:** PI: version (01 Current plan), OS: type (S Position), OS: ID (), Search term (), Object class (1 Active). Buttons: Data status, Set structure conditions.
- Report period:** Radio buttons for All, Current month, Current year, Past, Future. Buttons: Key date, Other period.
- Additional selection:** Key Date (07/27/2011), OAS: OPU (105), OAS: Fund (). Buttons: to, from.
- Checkboxes:** Function / Job C, Personnel Sub A.

Callouts provide the following instructions:

- Click the green clock button to run the report (pointing to the green clock icon next to the Key Date field).
- Enter Key Date (pointing to the Key Date field).
- Default is today's date or you can date in the future or past (pointing to the Key Date field).
- Your site # will go in the OPU box (pointing to the OPU field).
- 105 = Adams (pointing to the OPU field).

Each site may or may not have different funds utilized. This list encompasses all employees at the site and how they are coded

Manpower report

Oklahoma City Public Schools
Manpower Report

07/17/2014 17:04:58

Fund: 11000 - GF-Non Categorical / 11005 - GF-Kdg All Day / 11178 - GF-Preschool / 11511 - GFF-Title I Basic Pgm
11621 - GFF-IDEA B Flow Thru / 21000 - BF-Non Categor / 22763 - CNS-Lunches / 22764 - CNS-Breakfast
94561 - GFF-Ind Ed Title VII

Fund Center: 105
Key Date: 07/17/2014

Position	Position Description	Cost Ctr	Order	% Dist	FTE	Site FTE	EEGrp	EE Group	ESgrp	Name of EE subgrp	Pers.No.	Employee Name	Senior. Dt
3569	Kindergarten Teacher	10511005	1001020	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
3653	Elementary Principal	10511000		100.00	100.00	1.00	1	Reg FT Benefits	20	Cert Principal			
3737	Native American Advisor	10594561	1000000	40.00	100.00	0.40	1	Reg FT Benefits	51	Classified EE(n/ex)			
3801	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
3999	ED Teacher	10511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
4034	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
4035	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
4210	Kitchen Assistant	10522763	7000000	72.00	75.00	0.54	1	Reg FT Benefits	51	Classified EE(n/ex)			
4210	Kitchen Assistant	10522764	7000000	28.00	75.00	0.21	1	Reg FT Benefits	51	Classified EE(n/ex)			
4356	Elementary Principal's Secretary	10511000		100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/ex)			
4467	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
4470	6th Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
4480	Kindergarten Teacher	10511005	1001020	100.00	100.00	1.00	3	Reg PT Benefits	30	Cert Teacher			
4539	Speech Pathologist	10511000	2390000	50.00	100.00	0.50	1	Reg FT Benefits	30	Cert Teacher			
4883	Cafeteria Manager	10522763	7000000	72.00	100.00	0.72	1	Reg FT Benefits	51	Classified EE(n/ex)			
4883	Cafeteria Manager	10522764	7000000	28.00	100.00	0.28	1	Reg FT Benefits	51	Classified EE(n/ex)			
5036	ELL/Bilingual Assistant	10511000	4101310	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/ex)			
5098	Kitchen Assistant	10522763	7000000	72.00	75.00	0.54	1	Reg FT Benefits	51	Classified EE(n/ex)			
5098	Kitchen Assistant	10522764	7000000	28.00	75.00	0.21	1	Reg FT Benefits	51	Classified EE(n/ex)			
5214	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
5268	ELL/Bilingual Assistant	10511000	4101310	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/ex)			
5391	5th Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
5503	Speech Pathologist	10511000	2390000	30.00	100.00	0.30	1	Reg FT Benefits	30	Cert Teacher			
5629	Elementary Counselor	10511000		60.00	100.00	0.60	1	Reg FT Benefits	30	Cert Teacher			
5735	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
5769	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
5924	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
5946	ED Assistant	10511621	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/ex)			
6358	2nd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
6416	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher			
6832	Media Center Assistant	10511000		50.00	100.00	0.50	1	Reg FT Benefits	51	Classified EE(n/ex)			

Manpower report

Position	Position Description	Cost Ctr	Order	% Dist	FTE	Site FTE	Pers.No.	Employee Name	Senior. Dt
3010	Speech Pathologist	2390000	60.00	100.00	0.60			Vacant since date 09/15/2010	

Use tools to sort columns, sum key to total FTE's.

This report will list all employees coded to the specific site. It is useful to run the report before approving time entry to confirm any employees that may have separated from the District. It is also useful from a Staffing perspective to ensure employees are listed in the correct position, correct title and correct FTE.

Please contact the Budget department if you have any questions.