**Active Employee Assignments CDD PC1000 Report
Work Instruction (PC-W001)**

1.0 SCOPE:

1.1 This work instruction describes the process to request the Active Employee Assignments CDD PC1000 report for the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

_____ _____
Signature   Date

3.1 Position Control Analyst

4.0 DEFINITIONS:

4.1 Click Drag & Drill (CDD) Report "PC1000": a Bi-Tech report that lists and sorts school or department staffing by location (#). This report includes all certified and classified employee names, id#, funding, position, days, hours, FTE equivalency, contract type and assignment.

4.2 IT: Information Technology department

5.0 PROCEDURE:

5.1 Log into Insight; ifasdev; user / password.

5.2 Click CDD Reports

5.2.1 Click Position Control file

5.2.1.1 Double click PC1000- Active Employee Assignments

5.3 Prompt Selections

5.3.1 Report Date; type the as of date for the report, type: (MM/DD/YYYY) tab. The default is the current date of the month. Enter the date that you need data to show.

5.3.1.1 DO NOT hit ENTER until all prompt selections complete.

5.3.2 Location; type the specific location number, or 3 asterisk (***) for all locations, and Tab

5.3.3 Ledger; NL for new ledger FY10 forward. GL for data prior to June 30, 2009. Current or prior year data may be requested.

6.0 ASSOCIATED DOCUMENTS:

6.1 Allocation Approval (PC-P001)

6.2 School Allocation Auditing (PC-P002)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
PC1000	Position Control Office File	1 year	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/28/05	A	Initial Release
1/22/08	B	Corrected typographical error in 1.1; updated Record Retention Table.
03/26/10	C	Changed Title "WAHRAE" to "CDD PC1000"; 1.1 changed "'WAHRAE'" to "CDD PC1000"; 4.1 changed "'WAHRAE" Report" to "Click Drag & Drill (CDD) Report "PC1000", changed "employees" to "employee names", removed "and" before "FTE", added "contract type and assignment" after "equivalency"; deleted Sections 5.1 through 5.2.7 and added new Sections 5.1 through 5.3.3; 6.1 added parentheses to "PC-P001"; 6.2 added parentheses to "PC-P002"; updated Record Retention Table 7.0.

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