

Cognos Reporting

Creating

Vacancy Documents

From Menu Screen, select

Revised July 2023

e-Forms & Tools > Tools > Cognos Reporting:

The screenshot displays the eFinancePlus web application interface. The top navigation bar is blue with the eFinancePlus logo. The left sidebar contains a list of application modules: Fund Accounting, Purchasing, Human Resources, Budget Preparation, Fixed Assets, Personnel Budgeting, Warehouse Inventory, System Administration, and e-Forms & Tools. The e-Forms & Tools module is highlighted in blue. The main content area shows the 'e-Forms & Tools' section with a sub-menu for 'Tools'. The 'Tools' sub-menu is expanded, showing 'Cognos Reporting' as the selected option. Below 'Cognos Reporting' are links for 'Notification Subscriptions', 'User Preferences', and 'View Files'. The main content area also displays a 'My Favorites Panel' with a message: 'No favorite group selected. Select a favorite group from the settings menu.' A report preview is visible, showing a date and time stamp '2022-04-26 11:56' and a file size '376KB'. A 'View All Reports' link is also present.

eFinancePlus

e-Forms & Tools

Tools

Cognos Reporting

Notification Subscriptions

User Preferences

View Files

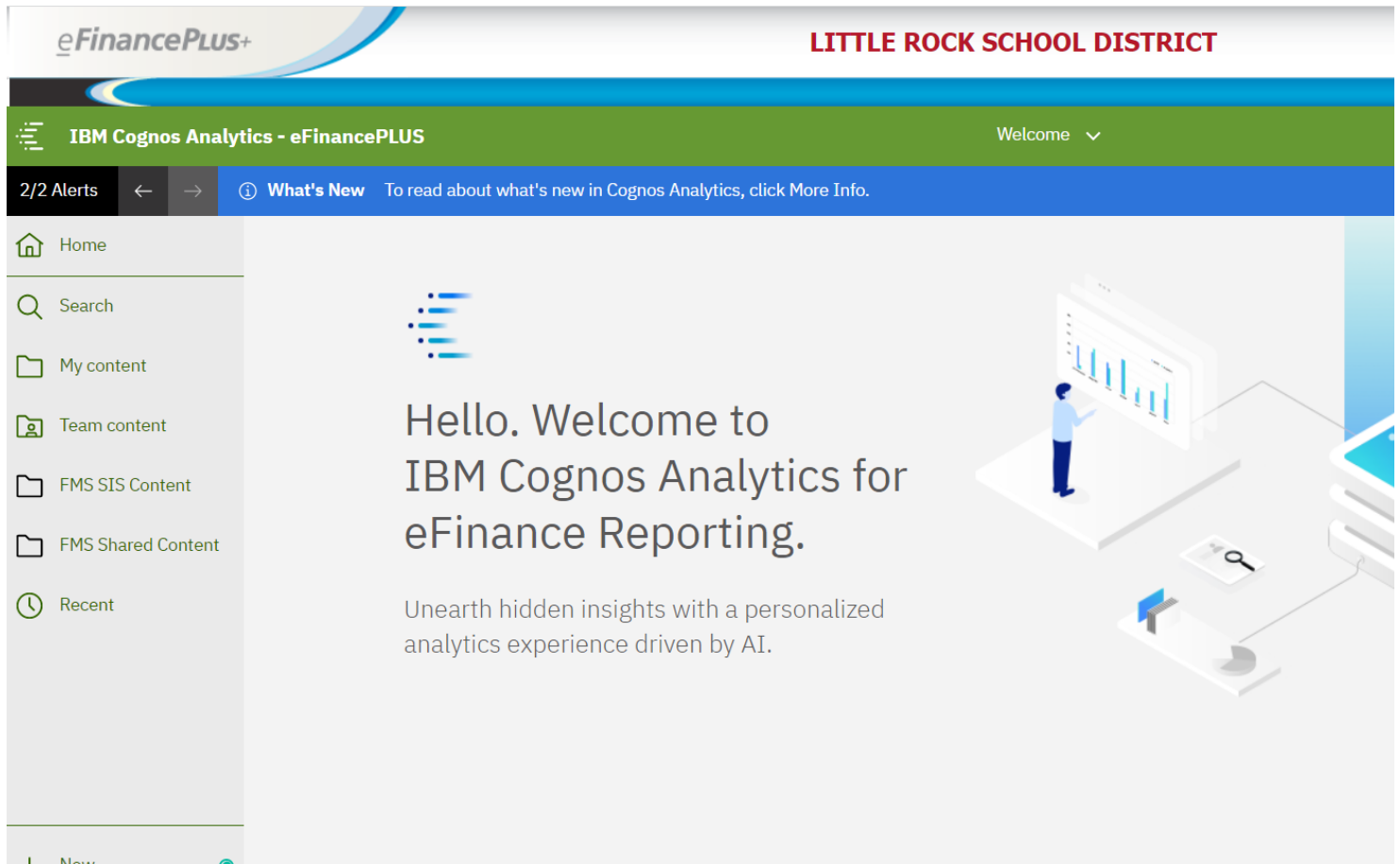
2022-04-26 11:56
376KB

View All Reports

My Favorites Panel

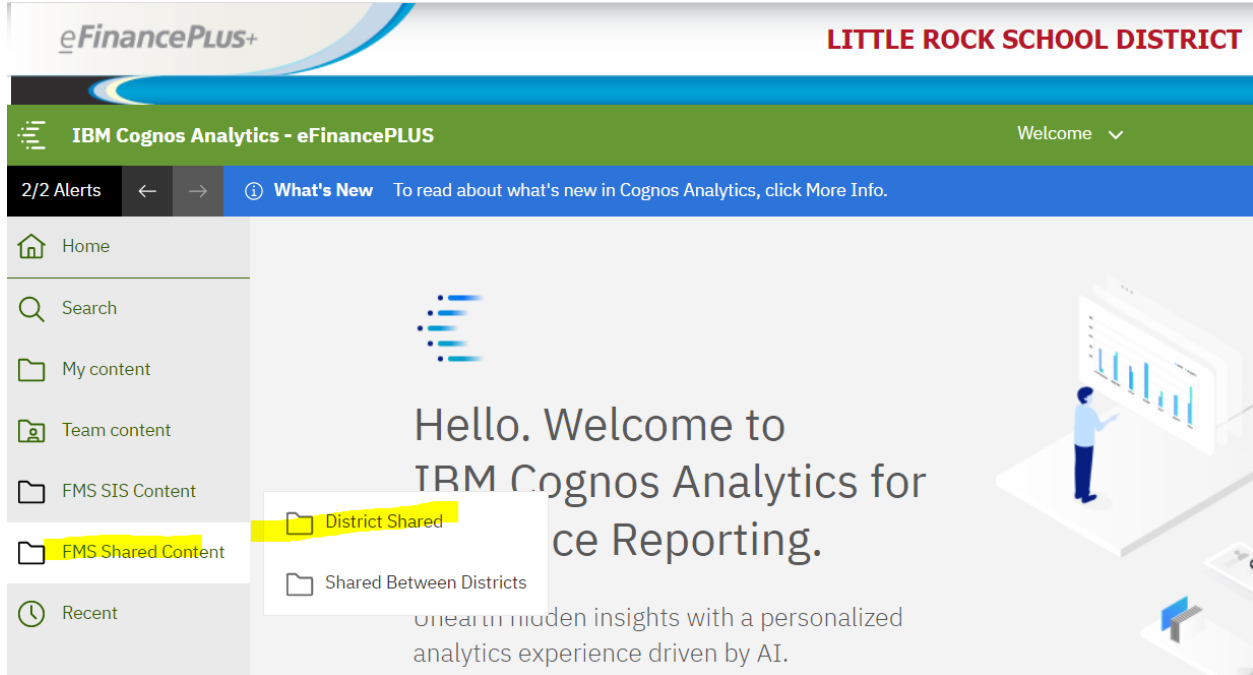
No favorite group selected. Select a favorite group from the settings menu.

Revised screen prompts:

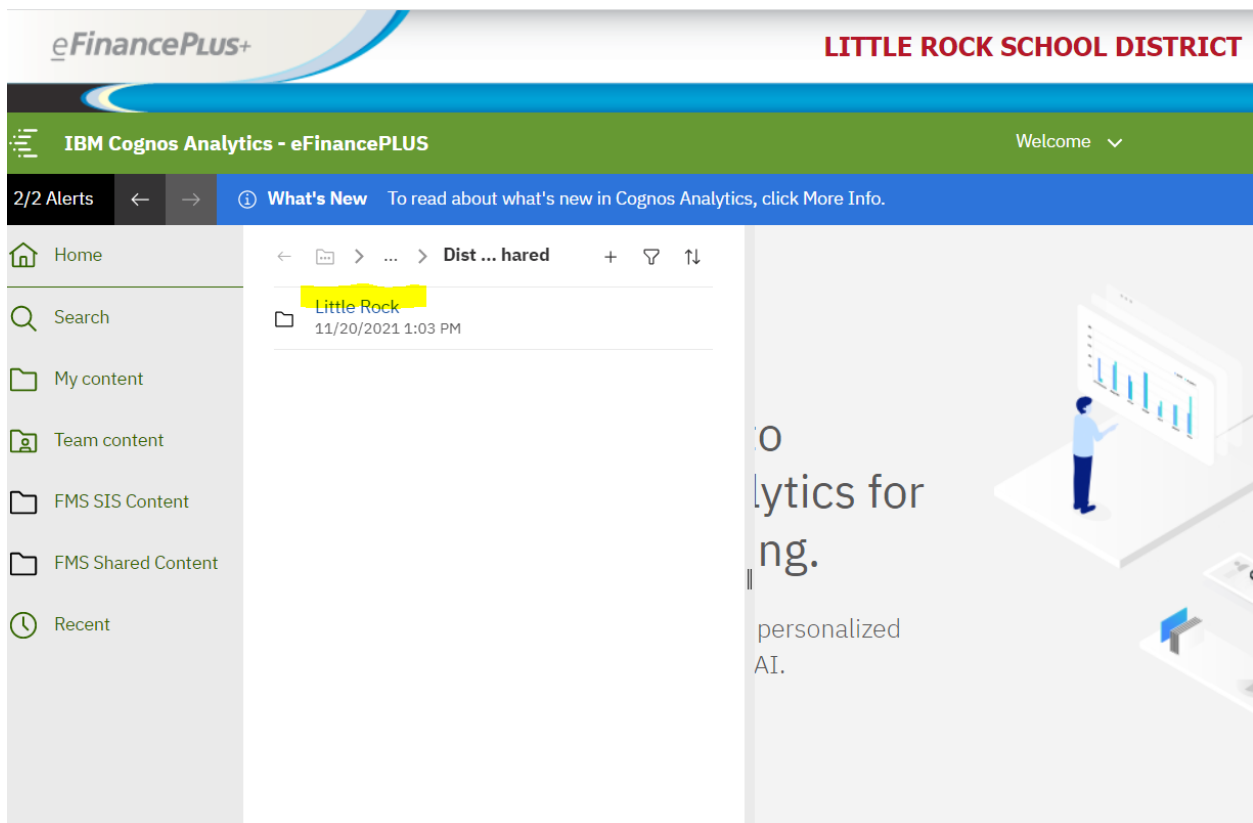


Select:

FMS Shared Content > District Shared



Then select: Little Rock



Next select Human Resources

eFinancePLUS+ **LITTLE ROCK SCHOOL DISTRICT**

IBM Cognos Analytics - eFinancePLUS Welcome ▾

2/2 Alerts ◀ ▶ ⓘ **What's New** To read about what's new in Cognos Analytics, click More Info.

Home

Search

My content

Team content

FMS SIS Content

FMS Shared Content

Recent

+ New

◀ ▶ > **Little Rock** + 🔍 ↕

- Fixed Assets
3/10/2022 10:28 AM
- Fund Accounting
4/5/2021 2:09 PM
- Human Resources**
4/18/2022 9:40 AM
- Payroll
1/20/2022 2:41 PM
- Position Control
12/1/2021 1:55 PM
- Procurement
11/15/2021 12:03 PM
- Programmers Shared
10/21/2019 12:16 PM
- Salary Reports
7/5/2017 7:44 AM
- LRSD Pay Rate Report - 11/20/2021
11/20/2021 1:06 PM

Analytics for ng.
personalized AI.

Scroll down and select Vacancy Report

eFinancePlus+ **LITTLE ROCK SCHOOL DISTRICT**

IBM Cognos Analytics - eFinancePLUS Welcome ▾

2/2 Alerts ← → ⓘ What's New To read about what's new in Cognos Analytics, click More Info.

Home Search My content Team content FMS SIS Content FMS Shared Content Recent

Human Resources

- 2/10/2021 3:22 PM
- LRSD Medical Leave Report
1/31/2022 7:58 AM
- LRSD NewHire Report
1/20/2022 3:06 PM
- LRSD Personnel Changes
5/22/2021 2:34 PM
- LRSD Seniority Report
6/8/2021 10:48 AM
- LRSD Separation Report
4/26/2022 2:57 PM
- LRSD Separation R ... by Completion Date
5/25/2021 7:43 AM
- LRSD Staff Degree Information
2/23/2021 8:39 AM
- LRSD Staffing Report
1/20/2022 10:53 AM
- LRSD Status Code #1 Beginning Teacher
3/31/2021 3:03 PM
- LRSD Vacancy Document**
2/7/2022 3:41 PM

Analytics for ng.
personalized AI.

In drop down box, select school, click on Vacancy Doc and then click Finish

eFinancePlus+ **LITTLE ROCK SCHOOL DISTRICT**

LRSD Vacancy Document

1/1 Alerts [What's New](#) To read about what's new in Cognos Analytics, click More Info.

Select Location(s):

- ☐ 001 - CENTRAL HS
- ☐ 003 - MANN MS
- ☐ 004 - METROPOLITAN
- ☐ 005 - PARKVIEW HS
- ☐ 006 - BOOKER ES
- ☐ 007 - DUNBAR MS
- ☐ 010 - PULASKI HEIGHTS MS
- ☒ 017 - BALE ES
- ☐ 018 - BRADY ES
- ☐ 020 - MCDERMOTT ES

Select Position(s):

- ☒ ELCUS4017 - ELEMENTARY CUSTODIAN PART TIME

Note(s):

A Vacancy Document can only be generated when there is availability in FTE count; please compare Staffing Report for FTE count.

If there is no FTE availability, a Vacancy Document cannot be created (that position selection will not show in the second dialogue box above)

To print Vacancy Document, click on triangular arrow

Then click "Run PDF"

eFinancePlus+ **LITTLE ROCK SCHOOL DISTRICT**

LRSD Vacancy Document ▾

To read about what's new in Cognos Analytics, click [More Info.](#)

1 / 1 | - 45% + | [Icon] [Icon]

Run HTML
Run PDF
Run Excel
Run Excel data
Run CSV
Run XML
▶ Reset prompts and run

Little Rock School District
Vacancy Document
NEW HIRE AND TRANSFER ☐ Position Control Move/Fix

POSITION: EL004017 - ELEMENTARY CUSTODIAN PART TIME
CLASS: 1200 - 9.25 MON 184 DAY 4HR CUST ☐ NEW TO DISTRICT
LOCATION: 017 - SALE ES ☐ TRANSFER WITHIN SITE FROM _____ TO _____
☐ TRANSFER IN DISTRICT FROM (DATE) _____

EMPLOYEE NAME: _____
SSN: _____
ID: _____
*START DATE: _____ IF TRANSFER, END DATE OF PREVIOUS POSITION: _____

THREE DIGIT CODE NUMBER FROM EMPLOYEE'S CURRENT ARKANSAS TEACHER'S LICENSE WHICH QUALIFIES THIS EMPLOYEE FOR THIS POSITION: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____
(This date must not be prior to the approval dates below. Any violation may subject the Administrator to an appropriate sanction.)

APPROVAL SECTION

EXEC DIR SENIOR DIR/CO: _____ DATE: _____
EXEC DIR HUMAN RESOURCES: _____ DATE: _____
**DIRECTOR FEDERAL PROGRAMS: _____ DATE: _____
***DIRECTOR ATHLETICS DEPT: _____ DATE: _____
****DIRECTOR SPECIAL EDUCATION: _____ DATE: _____

☐ DOES ANY POSITION INVOLVE COACHING? Y or N
****Does this position require SPED needs? Y or N

SALARY INFORMATION - HUMAN RESOURCES USE ONLY

FTE: 0.50
SALARY SCHEDULE: 802
RANGE: _____ STEP: _____ SALARY: _____

POSITION PREVIOUSLY HELD BY: _____

☐ CHECK HERE IF TRANSFER TO OR FROM 12 MONTHS

<input type="checkbox"/> 300 EDU-01 - \$1000-M-30	<input type="checkbox"/> 302 EDU-07 - \$1000-Nurses-04	<input type="checkbox"/> 310 CAR-07 - \$601-GL PRN	<input type="checkbox"/> 330 CAR-07 - \$600-PROCURE
<input type="checkbox"/> 302 EDU-03 - \$1000-M-40	<input type="checkbox"/> 303 EDU-08 - \$1000-Nurses-08	<input type="checkbox"/> 310 CAR-02 - \$100-GL VP	<input type="checkbox"/> 330 CAR-08 - \$600-VARIOUS
<input type="checkbox"/> 303 EDU-03 - \$1000-Outside	<input type="checkbox"/> 302 Clerk - _____, R, _____, _____	<input type="checkbox"/> 310 CAR-03 - \$600-M PRN	<input type="checkbox"/> 330 CAR-08 - \$601-SUP SPEC
<input type="checkbox"/> 303 EDU-01 - \$1000-Teacher	<input type="checkbox"/> 301 Clerk - _____, R, _____, _____	<input type="checkbox"/> 310 CAR-04 - \$710-GL VP	<input type="checkbox"/> 330 CAR-03 - \$100-GL MPRCING
<input type="checkbox"/> 303 EDU-05 - \$1000-Post Bus	<input type="checkbox"/> 300 8000-ON Reg Care	<input type="checkbox"/> 310 CAR-05 - \$710-GL PRN	<input type="checkbox"/> 330 CAR-11 - \$1000-VISITING
<input type="checkbox"/> 303 EDU-06 - \$1000-Nurses-12	<input type="checkbox"/> 301 8000-Schedule	<input type="checkbox"/> 310 CAR-06 - \$1000-GL VP	<input type="checkbox"/> 330 CAR-12 - \$1000-VARIOUS

***If Employee being placed in New Hire or Transfer position has a Coaching Commitment, Director of Athletics Department must approve before forwarding to Human Resources for processing.

Apr 28, 2022

To open Print dialog box, right click **document** and then select **"Print"**

Little Rock School District

Vacancy Document

NEW HIRE AND TRANSFER

☐ Position Control Move/Flx

POSITION: ELCUS4017 - ELEMENTARY CUSTODIAN PART TIME

CLASS: 1200 - 9.25 MON 184 DAY 4HR CUST

LOCATION: 017 - BALE ES

☐ NEW TO DISTRICT
☐ TRANSFER WITHIN SITE FROM: _____ TO: _____
☐ TRANSFER IN DISTRICT FROM (SITE): _____

EMPLOYEE NAME: _____

SSN: _____ ***START DATE:** _____

ID: _____ **IF TRANSFER, END DATE** _____
OF PREVIOUS POSITION: _____

THREE DIGIT CODE NUMBER FROM EMPLOYEE'S CURRENT ARKANSAS TEACHER'S LICENSE WHICH QUALIFIES THIS EMPLOYEE FOR THIS POSITION: _____

ADMINISTRATOR'S SIGNATURE _____

DATE _____

*This date must be prior to the approval dates below. Any violation may subject the Administrator to an appropriate sanction.

APPROVAL SECTION

EXEC DIR/SENIOR DIR/CFO: _____

DATE: _____

EXEC DIR HUMAN RESOURCES: _____

DATE: _____

****DIRECTOR FEDERAL PROGRAMS:** _____

DATE: _____

*****DIRECTOR ATHLETICS DEPT:** _____

DATE: _____

******DIRECTOR SPECIAL EDUCATION:** _____

DATE: _____

***FOR ANY POSITION PAID FROM 06 FUNDS**

****Does this position involve Coaching commitment? Y or N**
*****Does this position require SPED needs? Y or N**

SALARY INFORMATION - HUMAN RESOURCES USE ONLY

<u>FTE:</u>	<u>SALARY STRUCTURE:</u>	<u>RANGE:</u>	<u>STEP:</u>	<u>SALARY:</u>
0.50	802			

POSITION PREVIOUSLY HELD BY: _____

☐ **CHECK HERE IF TRANSFER TO OR FROM 12 MONTHS**

☐ 261 EDU-01-1 \$1500-M+30

☐ 262 EDU-02-1 \$2000-M+60

☐ 263 EDU-03-1 \$2000-Doctorate

☐ 264 EDU-04-1 \$500-Teacher

☐ 265 EDU-05-1 \$3000-Asst Board

☐ 266 EDU-06-1 \$1000-Nurses+12

☐ 267 EDU-07-1 \$1500-Nurses+24

☐ 263 EDU-08-1 \$2000-Nurses+36

☐ 252 Census - _____ \$ _____ Princ.

☐ 251 Census - _____ \$ _____ Cust.

☐ 269 \$685-CN Myr Cert

☐ 271 \$500-Secretarial

☐ 230 CAR-01-1 \$451-EL PRIN

☐ 230 CAR-02-1 \$185-EL VP

☐ 230 CAR-03-1 \$640-M PRIN

☐ 230 CAR-04-1 \$272-M VP

☐ 230 CAR-05-1 \$720-SR PRINR

☐ 230 CAR-06-1 \$362-SR VP

☐ 230 CAR-07-1 \$480-PROCURE

☐ 230 CAR-08-1 \$960-VARIOUS

☐ 230 CAR-09-1 \$601-SUP/SPEC

☐ 230 CAR-10-1 \$500-EL MPR/CRE

☐ 230 CAR-11-1 \$529-VOCAL


☐ 230 CAR-13-1 \$1200-VARIOUS

****If Employee being placed in New Hire or Transfer position has a Coaching Commitment, Director of Athletics Department must approve before forwarding to Human Resources for processing.**

Print

1 sheet of paper

Destination

 FollowMeNE on vmks

Pages

All

Copies

1

Color

Black and white

More settings

Print Cancel