

Credentials in PeopleSoft

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Charting the Course in a Brave New World

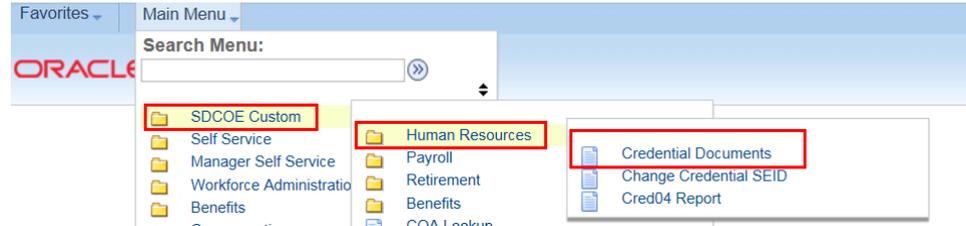
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Credential Documents Screen

This page allows you to search for credential holders and view the credential information. You can search by National ID, Employee ID, Name, or State Educator Identification (SEID).

Important Note: If a person does not have a credential document stored in the database, they will not be listed in the search results even if they are a current employee.

- National ID (Social Security Number)
- Employee ID
- Name (Last Name first)
- State Educator Identification (SEID)



Credential Document

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Use Saved Search:

National ID

Empl ID

Name Display Format

SEID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Credential Documents - Job Data

The screenshot shows the Oracle HR system interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > SDCOE Custom > Human Resources > Credential Documents. Below this is the Oracle logo and a tab labeled 'M Cred Document'. The employee's name is ZIMMER, KATHERINE CARTER. A red box highlights the 'Checked if credential hold' checkbox, which is currently unchecked. Another red box highlights the 'Job Data' link in the table header, with a red arrow pointing to the 'Job Data' link in the first row of the table. The table has columns: Hold, Business Unit, Job Code, Position Number, Position, FTE, Last Paid Date, Job Data, and HR Status. There are two rows of job data.

Hold	Business Unit	Job Code	Position Number	Position	FTE	Last Paid Date	Job Data	HR Status
1 <input type="checkbox"/>	03400	11300	10343999	Teacher-Hourly			Job Data	Active
2 <input type="checkbox"/>	03400	11300	10343956	Teacher	1.000000		Job Data	Active

- View all active and inactive jobs (restricted by district) – Click Job Data for more details
 - Job Codes beginning with 1 are certificated and require a credential
- Credential Holds – If checked, employee has a credential hold – it will affect all positions in district

Credential Documents - Credential Data

M Cred Document

National ID 123456789 Name GUTIERREZ,ALBERTO SEID 1231231234

Empl ID Date of Birth

Job Data

Personalize | Find | [Print] [Calendar] First 1 of 1 Last

Hold	Business Unit	Job Code	Position Number	Position	FTE	Last Paid Date	Job Data	HR Status
1 <input type="checkbox"/>							Job Data	

Display All Credentials Adverse and Commission Actions

Credential Documents

Personalize | Find | [Print] [Calendar] First 1 of 1 Last

Adverse Action	Document Number	Term	Code	BL	EL	EA	Expiration Date	Issue Date	Old Doc Number	Date Orig Issue	View Subjects
1	230040873	EM	SUBP				03/01/2024	02/07/2023		02/07/2023	View Details

This document was uploaded into PeopleSoft from CTC. The Educator does not have an EMPL ID# or Date of Birth entry or Job Data as he has not been added by a district.

Credential Documents - Credential Data

Display All Credentials Adverse and Commission Actions

Credential Documents Personalize | Find | [7] | [] First 1-2 of 2 Last

Adverse Action	Document Number	Issue Date	Expiration Date	Term	Code	BL	EL	EA	Date Orig Issue	Old Doc Number	View Subjects
1	070366617	09/07/2007		C8	SA12		E		09/07/2007		View Details
2	150004127	05/01/2015	05/01/2020	CL	TC2				04/04/1990	090229751	View Details

Click to see inactive/expired credentials

Click to view all authorization and renewal codes

Click to view definition of Term

Click to view details of Code

Click to view subject and supplemental details

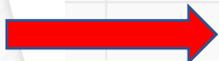
All Credential data in PeopleSoft is extracted from CTC

Credential Documents - Credential Data

Display All Credentials Adverse and Commission Actions

Credential Documents Personalize | Find | | First 1-2 of 2 Last

Adverse Action	Document Number	Term	Code	BL▲	EL	EA	Expiration Date ▼	Issue Date	Old Doc Number	Date Orig Issue	View Subjects
1	220281933	P5	TC1				07/01/2027	06/28/2022		06/28/2022	View Details
	TEMP139363*	EM	SA13		E		06/01/2023	02/01/2023			View Details



▶ Register Credentials

[Save](#) [Return to Search](#)

[Add](#)

A Temporary County Certificate (TCC) in PeopleSoft is input by SDCOE Credentials Staff

Division of Professional Practices (DPP)

Adverse and Commission Actions

The Division of Professional Practices (DPP) investigates allegations of misconduct by credential holders and applicants. This division supports the Committee of Credentials (COC), which reviews allegations and may recommend to the Commission adverse action against a credential or application.

- Delayed
- Denied
- False
- Grant
- P-Reproval
- Petition
- Reinstatement
- Rejected
- Revoked
- S-Revoked
- Suspended
- Term – P
- Term – S
- Voided

Adverse and Commission Actions

Example Only

National ID Name SEID
Empl ID Date of Birth

Job Data Personalize | Find | | First 1 of 1 Last

Hold	Business Unit	Job Code	Position Number	Position	FTE	Last Paid Date	Job Data	HR Status
1 <input checked="" type="checkbox"/>	0000	11200	10071150	Teacher	1.000000	04/30/2016	Job Data	Active

And they would have a hold if the action warranted it

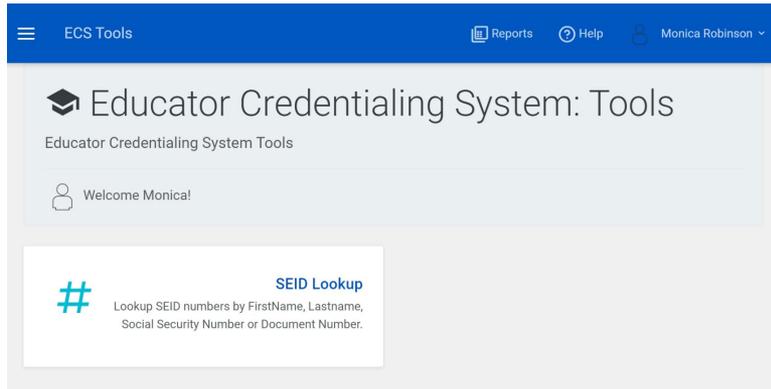
Display All Credentials Adverse and Commission Actions

Credential Documents Personalize | Find | | First 1 of 1 Last

Adverse Action	Document Number	Issue Date	Expiration Date	Term	Code	BL	EL	EA	Date Orig Issue	Old Doc Number	View Subjects
1 Suspended	130109435	07/01/2013	07/01/2018	CL	TC2	B			07/26/2006	081090042	View Details

If the employee has an Adverse Action, it will show here. It is attached to the credential it affects.

State Educator Identification (SEID)



Educator Credentialing System (ECS) provides authorized users access to various tools, like the SEID lookup.

- Look up SEID # using Educators Social Security Number and Date Of Birth or Name
- Please email SEID@ctc.ca.gov if you would like to request access to system or have any questions.

State Educator Identification (SEID) Lookup

☰ ECS Tools

📄 Reports

🔍 Help

👤 Monica Robinson ▾

SEID Lookup

Home > SEID Lookup

Use the Search form below to lookup SEID numbers for educators.

ⓘ Enter multiple values for Social Security Number and Document Numbers by separating each value by semicolon (;).

Social Security Number

Document Number

First Name

Last Name

🔍 Lookup

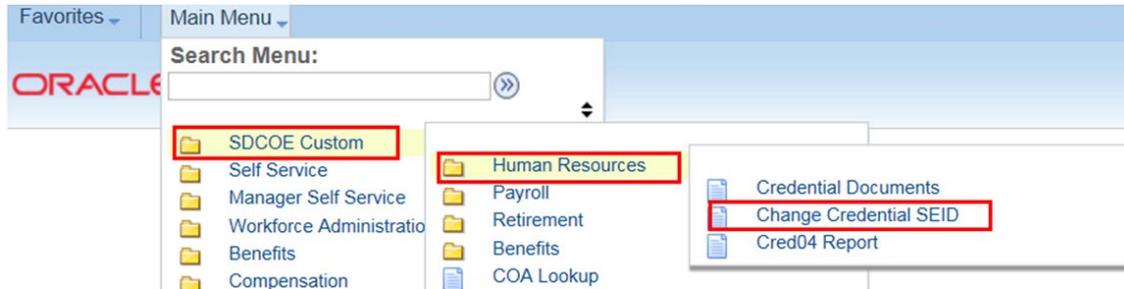
↺ Reset

Please enter at least one search criteria and select 'Lookup'.

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Change Credential State Educator Identification (SEID)



M_CRED_SEID_CMP

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Search by: begins with

Case Sensitive

[Advanced Search](#)

M Cred Seid Pg

National ID

SEID

by Last Upd DtTm

Who updated and when

Current SEID

Corrected SEID

Credential Expiration Email Notification

- 90/60/30 Days Prior to Expiration Date – Employee Notified via email
 - 30 Days Prior to Expiration Date - “Reports To” Notified via email
- Email from PeopleSoft once a month until they renew
 - Notices will continue even when document is renewed
- When renewed on CTC website – not automatically updated in PeopleSoft

To update the Reports To:
Go to Position Data in PeopleSoft

District Credential Queries

The screenshot shows the Oracle Main Menu with a search bar. The 'Reporting Tools' folder is highlighted, and its sub-menu is open, showing 'Query' selected. The 'Query' sub-menu is also open, showing 'Query Viewer' selected. Red boxes highlight the 'Reporting Tools', 'Query', and 'Query Viewer' items.

The screenshot shows the Oracle Query Viewer search results page. The search criteria are 'Query Name' and 'begins with M_CRED_EXPIRE'. The search results table shows one query: 'M_CRED_EXPIRE' with description 'Expiring creds by date range'. The 'Run to HTML' and 'Run to Excel' buttons are highlighted with red boxes and arrows. A red box with an arrow points to the search input field with the text 'Type in the query name here and click Search'. Another red box with an arrow points to the 'Run to Excel' button with the text 'Click Excel to download it to Excel'.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with M_CRED_EXPIRE

Search Advanced Search

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_CRED_EXPIRE	Expiring creds by date range	Public	CREDS	HTML	Excel	XML	Schedule	Favorite

District Credential Queries

Title	Description
M_CRED_ACTIVE_DIST	Active creds by date
M_CRED_ACTIVE_DIST_FTE	Active creds by date FTE only
M_CRED_CERT_DIST	ALL Employees without Creds
M_CRED_CERTIF_NEW_DIST	New Employees without Creds
M_CRED_DIST_FPM_REPORT	Active creds w EL Auth
M_CRED_EXPIRE	Expiring creds by date range
M_CRED_PAYRL_HOLD_DIST	Employee on Cred Hold after Payroll
M_HR_CRED_HOLD_BY_DIST	Credential Hold Information



District Credential Queries

- M_CRED_CERT_DIST
 - Enter 3 Digit Agency Number

Report to view a certificated position with no credential on file

- M_CRED_EXPIRE
 - Enter From and To Dates
 - Enter 3 Digit Agency Number

Report to view all expiring credentials based on date range

These Reports should be run each month to avoid Pay Holds

Assignment Monitoring Changes

- CalPADS –
Census date (1st Wed of October)
Work with CALPADS coordinator to be sure Course Codes are accurate
- CTC Website –
All valid documents will be reviewed
- CalSAAS – Combining CalPADS and CTC data and generating “exceptions”

Assignment Monitoring Changes

- What can I do to prepare?
 - Make sure everyone has a SEID number in PeopleSoft
 - Run query to make sure that all staff have an appropriate valid credential including EL authorizations for their assignment (M_CRED_ACTIVE_DIST)
 - Request missing documents to be registered/downloaded

For Registration of Credentials from CTC to PeopleSoft

- Call 858-298-2194. Provide Educator's Social Security Number (SS#) and Date of Birth (DOB). A credential technician will verify the validity of the CTC document and record it in the SDCOE PeopleSoft Payroll System
- Send request via ***secure/encrypted*** email to SDCOE Credentials Office sdcred@sdcoe.net via with Educator's information

For Questions/Concerns about the PeopleSoft Credential Screens

- Call CRC Help Desk: 800-298-2203
- Have your PeopleSoft Contact Submit a Service Ticket: [Service Portal - Service Portal \(service-now.com\)](https://service-now.com)

Q & A

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sd
coe

PeopleSoft
CONFERENCE