STEP 1: Log into Oracle – Click on Manager Self-Service New

		Worklist			
	DISD Budget User 001 DISD Campus/Org Inquiry and Reports DISD Contractor Management	From	Туре	Subject	Full List
	DISD Employee Self-Service	TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	🕀 🛄 DISD Gift Enrollment Representative	JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD GL Acctg Inquiry Reports 001	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	🛨 🚞 DISD GL Budget User 001	MENDOZA MARQUEZ, AARON	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD Grants Accounting Inquiry Reports	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	🛨 🖿 DISD HR Principal/Dept Head 001	HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	🕀 🖽 DISD I-Procurement User 001	COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
1	😐 🚞 DISD Manager Self-Service New	GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD Online Evaluation Appraiser	VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD Online Evaluation Supervisor	ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-201
	DISD OTA Inquiny Reports	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	T DISD OTA Training Administrator Salf	TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	Service	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD OTL Approve Timecards 001	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201
	DISD OTL SUPPL Supplemental Pay 001	ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,209.50 USD) 04-Apr-201
	DISD Requisitioner/Requisition Approver	TIP Vacation Rules - Redin TIP Worklist Access - Spec	ect or auto-respond to no ify which users can view	itifications. and act upon your notifications.	

STEP 2: Click on Academic & Athletic Coach Designation

DISD Manager Self-Service New				
All Actions Awaiting Your Attention	Worklist			
Change Employee Work Hours				
My Employee Information				E-HILL-L(LE)
Workligt				Full List (15)
DICD Measure Ethnicity and Dave	From	Type 📥	Subject	Sent Due
DISD Manager Ethnicity and Race	TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD 4 Day Work Week Setup	JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Employee Charitable Donations	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
<u>Report</u>	MENDOZA MARQUEZ, AARC	N DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Manager Overtime Request	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Manager Overtime Report	HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Principal Appraisal	COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Teacher Certification Report	GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Class Waiver	VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD Approve Timecards	ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-2018
DISD Admin Transfers	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD TEI Summative Performance	TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
Evaluation	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD TEI Scorecards	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018
DISD - Notice of Intent Survey Results	ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,	209.50 USD) 04-Apr-2018
Report	TIP Vacation Rules - Red	irect or auto-respond to no	tifications.	
DISD Time And Effort	TIP Worklist Access - Speed	ecify which users can view	and act upon your notifications.	
DISD Academic & Athletic Coach				
Designation				



STEP 3: Click on the search icon next to Enter Employee ID

3	
	Manager Self-Service New
Employee ID * 3 Go Clear Se	Dallas Independent School District arch: EmpNumber cademic Coach Designation Forms
Navigation Delete View Report	School Year 2018-2019
	TIP Only your direct reports are searchable

STEP 4: Click Go

				4	
			scbebsd501.dallasisd.or	g	
Search and	Select:				
					Cancel Select
Search					
To find yo Search By Results	ur item, select a filter it EmployeeNumber Search	em in the pulldown	list and enter a value to b	e text field, then select the "Go	" button.
Select	Quick Select	Coach Name	EmployeeNumber	Assignment Number	Location/Org
About this	No search conducted. Page				
					Cancel Select



STEPS 5: Select employee – Click Quick Select

Search	and Select:												
					Cancel Select								
Searc	Search												
To find	d your item, select	a filter item in the pulldown list ar	nd enter a value in the text fie	eld, then select the "Go" button	I.								
Search	Search By EmployeeNumber 🗘 Go												
Resul	Results												
Resul													
				S Previous	1-10 🗘 <u>Next 10</u> 🦻								
Select	Quick Select	Coach Name	EmployeeNumber	Assignment Number	Location/Org								
\circ		ADAMS, ALEXA JADE	82565	82565-2	001-ADAMS HS								
0	<u></u>	ALENT, ROBERT NATHANIEL	1210	1210-4	001-ADAMS HS								
$\overline{}$	🤛 🖭	ALEXANDER, TIFFANY C.	68525	68525	001-ADAMS HS								
0		ALLISON, ROBERT B	11425	11425	001-ADAMS HS								
0	.	ANDREZ, REGIS ALECIO SR	88108	88108	001-ADAMS HS								
0		ARMSTRONG, DONNELL LEI	82050	82050	001-ADAMS HS								
0		ASHMORE, GRANT	71645	71645	001-ADAMS HS								
0		BAKER, JONATHAN LEE	88253	88253	001-ADAMS HS								
0		BAYSON, CHRISTOPHER C	28752	28752	001-ADAMS HS								
0		BECKER, STUART	84857	84857-2	001-ADAMS HS								
				S Previous	1-10 🗘 <u>Next 10</u> 🦻								

STEP 6: Click Go

Note: ID will auto populate

		Ianager Self-Service New
6-	Employee ID * 68525 S Go Clear Navigation Delete View Report	DISD Academic Coach Designation Forms School Year 2018-2019



STEPS 7 & 8: REPLACE/UPDATE A COACH

Choose a coach designation type – Academics, Robotics, Athletics Click Continue

yee ID	Logged In A	s: KASTL, RIC	CHARD JOSEPH
58525 😼 🔍	Danas independent Schoor District	Exit	Continue
io Clear	DISD Coach Designation Forms		
tion	School Year 2018-2019		
2			
Report	Employee and Supervisor Details		
	Employee Name ALEXANDER, TIFFANY C. Employee 10 68525 Supervisor Name KASTL, RICHARD JOSEPH Email Address TIFALEXANDER@dallasisd.org Supervisor Phone (972) 502-4984 Location 001-ADAMSH 55 Supervisor Final RKastl@dallasisd.org Organization Name BRYAN ADAMS HIGH SCHOOL Date Cf Birth 26-59-1986		
	Coach Designation		
	Academic Coach Coscipating New Academic Coach Coscipating New Academic Coach Coscipating New Academic Coach Coscipating New Robotics Coach Coscipating Ne		
	GYTIP Click on Continue to Designate New/Replace Academic Coach GYTIP Only your direct reports are searchable		
	+ Academic Coach	_	
	Robotics Coach		
	Athletic Coach		
		Fyit	Continue

STEPS 9-13 Overview

SD Coach	nation Designatio	on Form	15			9				10
C	nange Coa	ch Desi	gnation			T				T
h Designation [etails									1
Emplo	veo TD Full Name	,	Accionment #	Email Addross	Effective Start Date	Effective End D	the Event / Brogram	Porcont(%)	Doloto	Add Pow
68525	ALEXANDER,	, TIFFANY C. 6	58525	TIFALEXANDER@dallasisd.org	01-Sep-2018	10-Sep-2018	ACADEMIC DECATHLON	100	Î	43
_	>	_ Q					ACADEMIC DECATHLON	100	Î	4 3
68525	ALEXANDER,	, TIFFANY C. 6	58525	TIFALEXANDER@dallasisd.org	01-Sep-2018		CHEERLEADER - VARSITY	100	Î	₽ ⊘
68525	ALEXANDER,	TIFFANY C. 6	58525	TIFALEXANDER@dallasisd.org	01-Sep-2018		CAMPUS ACTIVITY COORDINATOR	R 100	Î	40
68525	ALEXANDER,	TIFFANY C. 6	58525	TIFALEXANDER@dallasisd.org	01-Sep-2018		DRILL TEAM	100	Î	43
You cannot Upda To Delete any coa	te or Delete the exist sch information, you	ting Coach det need goto De	tails using this s lete screen from	creen. You can only add a Coa n the main menu.	ch.	12				



- **STEP 9: Select Effective End Date**
- STEP 10: Click + icon under Add Row
- STEP 11: Click search icon to select replacement coach
- **STEP 12: Select Effective Start Date**
- **STEP 13: Click Continue**
- **STEP 14: Click Submit**

end Supplemental Pa	ay					
DISD Coach	Designation Forms	5				
	Review Screen	·				
	Review Scicen					
oach Designation De	tails					
Journ Designation De	Juna					
	EmployeeName	Employee ID	EmailAddress	Event/Program	Event/Program	Stipend Percentage
	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	ACADEMIC DECATHLON	ACADEMIC DECATHLON	100
	ANDREZ, REGIS ALECIO SE	88108	RANDREZ@dallasisd.org	ACADEMIC DECATHLON	ACADEMIC DECATHLON	100
	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	CHEERLEADER - VARSITY	CHEERLEADER - VARSITY	100
	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	CAMPUS ACTIVITY COORDINA	ATOR CAMPUS ACTIVITY COORDINAT	FOR 100
	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	DRILL TEAM	DRILL TEAM	100
provals						
• TIP A notification is s	ent to coach to sign the Agreement	t. Only after the	coach signs the agreement, it	t goes to the below approvers fo	pr approvai.	
			Approv	HUDCOTTU CHADIA I		
			159/9	MEET CHENDY I		
			4350	WEST, SHEKKT L		
				Submit		

14



STEPS 7 & 8: COACH PROMOTION AND DEMOTION

Select Promotion or Demotion

Click Continue

Note: Only applicable to Athletics

Promotion – use to promote an assistant coach to a head coach or a B team coach to an A team coach

Demotion – use to demote a head coach to an assistant coach or an A team coach to a B team coach

nployee ID	Dallas Independent School District	IS: KASTL, RICHARD JOSEPH
Go Clear	DISD Coach Designation Forms School Year 2018-2019	Exit Continue
Delete View Report	Employee and Supervisor Details	
	Employee Name ASHMORE, GRANT Employee 10 71645 Assignment # 71645 Email Address GASHMORE@dallasisd.org Location 00-ADAMS HIGH SCHOOL Date Of Birth 10-Now-1977	
	Coach Designation	
	Academic Coach Robotics Athetics * Designating New Academic Coach * Designating New Robotics Coach * Designating New Robotics Coach * Replace/Update Academic Coach * Replace/Update Robotics Coach * Replace/Update Academic Coach	-7
	STIP Click on Continue to Designate New/Replace Academic Coach STIP Only your direct reports are searchable	
	Academic Coach	
	Robotics Coach	
	Athletic Coach	
		Exit Continue



STEPS 9-14 Overview

Designati	on Details										
	Freedom a TD	Full Manua	a 1	Free II Address	The star Charle Date	V		Barrantia	Delate		
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	07-Aug-2018	chective and Da	HS TRACK HEAD BOYS	25	Belete		
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	29-Aug-2018		HS BASKETBALL ASST/JV/ FR GIRLS	5 25	Û	40	
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018	31-Oct-2018	HS BASKETBALL HEAD GIRLS	25	1	42	
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018	17-Sep-2018	HS CROSS COUNTRY ASST B/G	25	Û	+0	6-
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	17-Sep-2018		HS CROSS COUNTRY 🛓 🔍	25	1	+3	
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	05-Nov-2018		HS CROSS COUNTRY HEAD	25	Û	40	
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	04-Sep-2018		HS GOLF HEAD B/G	25	a	42	
	71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018		HS SOFTBALL HEAD	25	1	40	
						1					

- **STEP 9: Select Effective End Date**
- STEP 10: Click + icon under Add Row
- STEP 11: Select coach & select Effective Start Date
- STEP 12: Select Event/Program
- **STEP 13: Select Percentage**
- **STEP 14: Click Continue**



STEP 15: Click Submit

Stipend Supplemental Pay						
						Back
DISD Coach Desig	nation Forms					
Revie	w Screen					
Coach Designation Details						
	EmployeeName Employee	ID EmailAddress	Event/Program	Event/Program	Stipend Percentage	
	BIRDWELL, DIANE E 36297	DBirdwell@dallasisd.	org HS BASKETBALL HEAD GIRLS	HS BASKETBALL HEAD GIRL	S 50	
	BIRDWELL, DIANE E 36297	DBIrdwell@dallasisd.	Org HS BASKETBALL ASST/JV/ FR BU	IS HS BASKETBALL ASST/JV/ F	R BOYS 100	
Approvals						
TIP A notification is sent to coach	n to sign the Agreement. Only after	the coach signs the agr	reement, it goes to the below approve	rs for approval.		
			27554 SALINAS, SILVIA M			
			39436 CORDOVA, ELISA			
			Submit			
				_		
			6	5		

