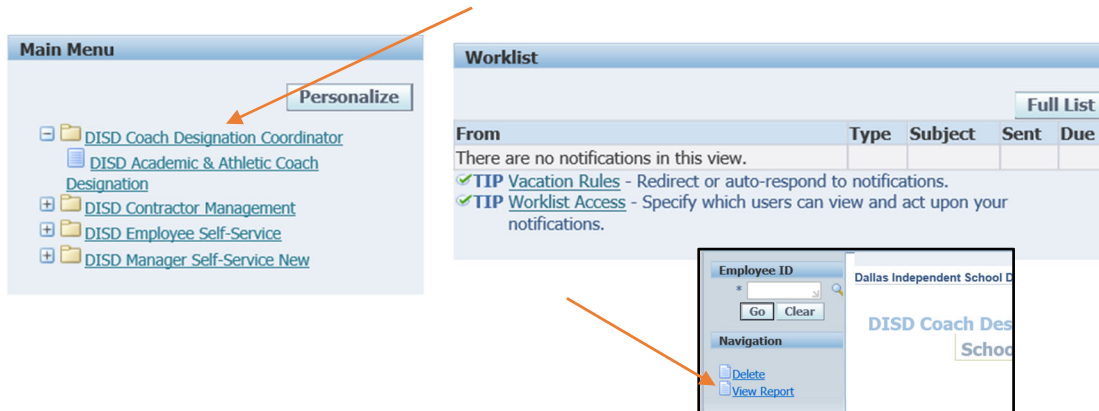


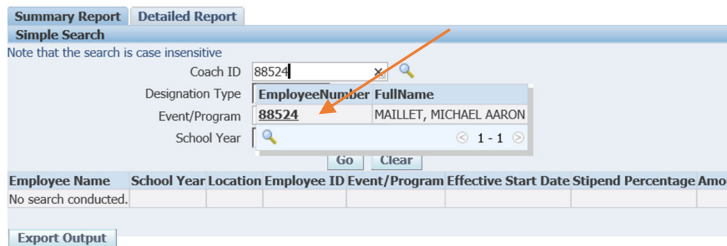
These are step-by-step procedures for running reports. This process will allow the Athletic Coordinator [or Principal] to view rosters and designation statuses. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthletics@Dallasisd.org.

Log into Oracle – Go to DISD Coach Designation Coordinator responsibility. **Select View Report.**

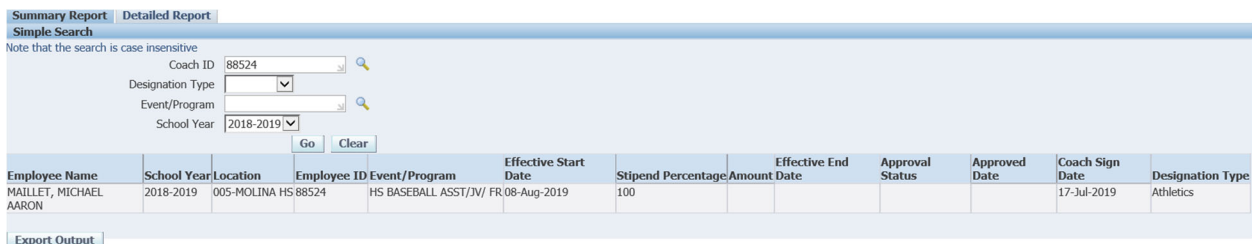


There are two tabs: **Summary Report** and **Detailed Report**.

Summary Report will allow you to see the initiating information. You will see when and if the coach has accepted his designation and agreement. Enter Employee ID and wait patiently for the employee to pull up. Select the EmployeeNumber. Click **GO**.



The **Summary Report** some status information but mainly the **Coach Sign Date**. If the coach has not signed, the designation is pending and the stipend will not pay out.



NOTE: Leave all parameters blank to get ALL coaching information. Be sure you specify the School Year in that instance. Just Click **Go**. Again, the main information on this screen is the **Coach Sign Date**.

Athletics

The Detailed Report is a full summary of coaches and statuses. For inquiries specific to a coach, enter the Coach ID (Employee ID #) then select coach. Click **Go**. Only that coach’s information will be listed.

For all coach information/roster, Select **School Year**. Click **Go**.

Data will include all coaches and their designation information. Once the process has been completed fully, the **Pay Period Date** will be populated.

Summary Report
Detailed Report

Coach Designation Details

Search

Note that the search is case insensitive

Coach ID

Requested Date

Pay Period

Student Services Review

Compensation Review

BEE/EPPA Upload

Event/Program

Designation Type

School Year

Coach EmpID	Coach Name	Assignment #	EmailAddress	Org/School	School Year	Event/Program	Element Name	Initial Approved Amount	Amount	Stipend Percentage	Pay Period Date	Student Services Review
75739	DUFFEY, KATINA C	75739	KDUFFEY@dallasisd.org	380-WIL-HUT HIGH	2018-2019	HS FOOTBALL ASSISTANT	XSTIP FOOTBALL	1000	1000	100		N
44805	GEORGE, ACT A	44805	AfRichardson@dallasisd.org	380-WIL-HUT HIGH	2018-2019	HS SOCCER ASST/JV/ FR	XSTIP SOCCER	5500	5500	100		N
90091	CURRIE, BREANA NICOLETTE	90091-2	BCURRIE@dallasisd.org	301-WIL HUTCH ELEM	2018-2019	HS SOCCER ASST/JV/ FR GIRLS	XSTIP SOCCER			100		N
9704	JOHNSON, RANDALL	9704	RaJohnson@dallasisd.org	009-LINCOLN HS	2018-2019	HS TRACK ASST GIRLS	XSTIP TRACK	5500	5500	100	30-Jun-2019	Y
50324	EVANS, KIMBERLY SHAVON	50324-5	KEVANS1@dallasisd.org	032-MADISON HS	2018-2019	HS SWIMMING HEAD B/G	XSTIP SWIMMING	6000	6000	100	30-Jun-2019	Y
79773	MILLER, CARLTON BRYANT-THOMAS	79773	CTHOMASMILLER@dallasisd.org	062-BILLY E DADE MS	2018-2019	HS TRACK HEAD BOYS	XSTIP TRACK	3500	5500	100	30-Jun-2019	Y
66991	HENRY, JOE DON	66991-2	JOEHENRY@dallasisd.org	032-MADISON HS	2018-2019	HS SOCCER ASST/JV/ FR BOYS	XSTIP SOCCER			100		N

Column Descriptions: Not Applicable

Coach EmpID – Coach’s employee ID number

Coach Name – Coach’s employee name

Assignment # - Employee’s position number

EmailAddress – Employee’s work email

Org/School – Campus Org Number and campus name where employee is located/teaches. Org may be changed by Athletics if the employee assignment location is different from the campus they are coaching.

School Year – Year of designation

Event/Program – Coach Title

Element Name – Compensation stipend title – Name will be what shows up on the Statement of Earnings.



Coach Designations – How to Run, Read and Export Reports

Athletics

Initial Approved Amount – Entered by the Department of Athletics

Amount – Reviewed and Modified by the Department of Athletics

Stipend Percentage – View as an FTE. 100% = 1.0 designation for this coach.

Pay Period Date – Date stipend will begin payout.

Student Services Review - NA

Date Loaded for Compensation – Date in which final approval has been completed by the Department of Athletics. Date does not indicate process is complete.

Compensation BEE/EPPA Upload – Was data loaded by Compensation

Date loaded for BEE/EPPA – Date data was loaded

Upload Type – Compensation determines the type of upload

Requested Date – Initial date designation was submitted by Athletic Coordinator or Principal.

Effective Start Date – Date entered to determine coach’s start date

Coach End Date – Date entered to determine coach’s end date – Only completed when a coach is being modified

Principal/Requestor – Initiator of designation – Athletic Coordinator or Principal

Coach Sign Date – Date the coach signed the agreement and accepted their designation

First Approver – Department of Athletics Sport Assistant Athletic Director – approves coach submitted and title for their respective sports

First Approver Date – Date approved

First Approval Status – Status of approval

Second Approver – Department of Athletics’ Business Assistant Athletic Director – approves allocations

Second Approver Date – Date approved

Second Approval Status – Status of approval

Status Message – Status from Compensation

Comments – Comments from Compensation

Designation Type – Athletics

Coordinator Name – Name of Athletic Coordinator submitting request.

nt	Date Loaded for Compensation	Compensation BEE/EPPA Upload	Date loaded for BEE/EPPA	Upload Type	Requested Date	Effective Start Date	Coach End Date	Principal/Requestor	Coach Sign Date	First Approver	First Approval Date	First Approval Status	Second Approver	Second Approval Date	Second Approval Status	Status Message	Comments	Designation Type	Coordinator Name
		N		Pending	11-Jun-2019	18-Nov-2019		BARNETT, ELZIE W		JACKSON, SCOTT E		Pending	CORDOVA, ELISA		Pending			Athletics	
		N		Pending	11-Jun-2019	02-Jan-2019		BARNETT, ELZIE W		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	
		N		Pending	11-Jun-2019	08-Aug-2019		CAMPBELL, JASEN M		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	BARNET ELZIE W
		N		Pending	11-Jun-2019	18-Jun-2019		CAMPBELL, JASEN M		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	BARNET ELZIE W
		N		Pending	12-Jun-2019	08-Aug-2019		LUSK, BEVERLY A		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	BARNET ELZIE W
		N		Pending	13-Jun-2019	13-Jun-2019		CAMPBELL, JASEN M		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	BARNET ELZIE W
	13-Jun-2019	Y	13-Jun-2019	EPPA	13-Jun-2019	02-Jun-2019		CAMPBELL, JASEN M	13-Jun-2019	JACKSON, SCOTT E	13-Jun-2019	Approved	CORDOVA, ELISA	13-Jun-2019	Approved	SUCCESS		Athletics	BARNET ELZIE W
	13-Jun-2019	Y	15-Jun-2019	EPPA	13-Jun-2019	02-Jun-2019		CAMPBELL, JASEN M	13-Jun-2019	SCOGIN, ANNETTE MARIE	13-Jun-2019	Approved	CORDOVA, ELISA	13-Jun-2019	Approved	SUCCESS		Athletics	BARNET ELZIE W
	13-Jun-2019	Y	15-Jun-2019	EPPA	13-Jun-2019	02-Jun-2019		CAMPBELL, JASEN M	13-Jun-2019	JACKSON, SCOTT E	13-Jun-2019	Approved	CORDOVA, ELISA	13-Jun-2019	Approved	SUCCESS		Athletics	BARNET ELZIE W
		N		Pending	17-Jun-2019	08-Aug-2019		CAMPBELL, JASEN M		SALINAS, SILVIA M		Pending	CORDOVA, ELISA		Pending			Athletics	BARNET ELZIE W

Select the **Export Output** button if you wish to view this data in excel.

Data is collected by the Department of Athletics and will be available in a more readable format as well. This reporting is mainly for tracking statuses and verifying submitted data.