

GUIDANCE FOR
DOWNLOADING
ORACLE DATA FOR
THE SCHOOL
WORKFORCE CENSUS

Guidance for Downloading Oracle Reports for School Workforce Census

These guidance notes are designed to assist in the downloading of Oracle data items for the School Workforce Census. The data is available in three separate reports, listed below. The reports can be downloaded using Oracle self service. An officer in your school needs to be nominated to have access to this information. If an officer has not been nominated, the head teacher needs to send the name of the officer to Andy Rigby, via e-mail. Contact details are at the bottom of this page.

Each report can be run in a range of formats, although you may choose to leave a report as an Excel file, which is the default format.

Absence

For this report you need to specify the start and end date parameters e.g. 1st September 2015 – 31st August 2016

Additional Payments

This report is run by payroll month e.g. 1=April, 2=May etc...

Personal

This can be run as a full report, giving data items for all staff, or a change report, only giving changes since the last full report was run.

I would advise that you run a full report initially. **For future reports, you are strongly advised to run a change report, before running a full report.** This is to ensure that details of leavers are captured, as they will only show on a change report.

As you will see in the guidance notes, you can view previous reports that you have run.

If you have any queries or difficulties with this process, please feel free to contact me via the methods below.

Regards

Andy Rigby
Education Data and Analysis Team
Children Services

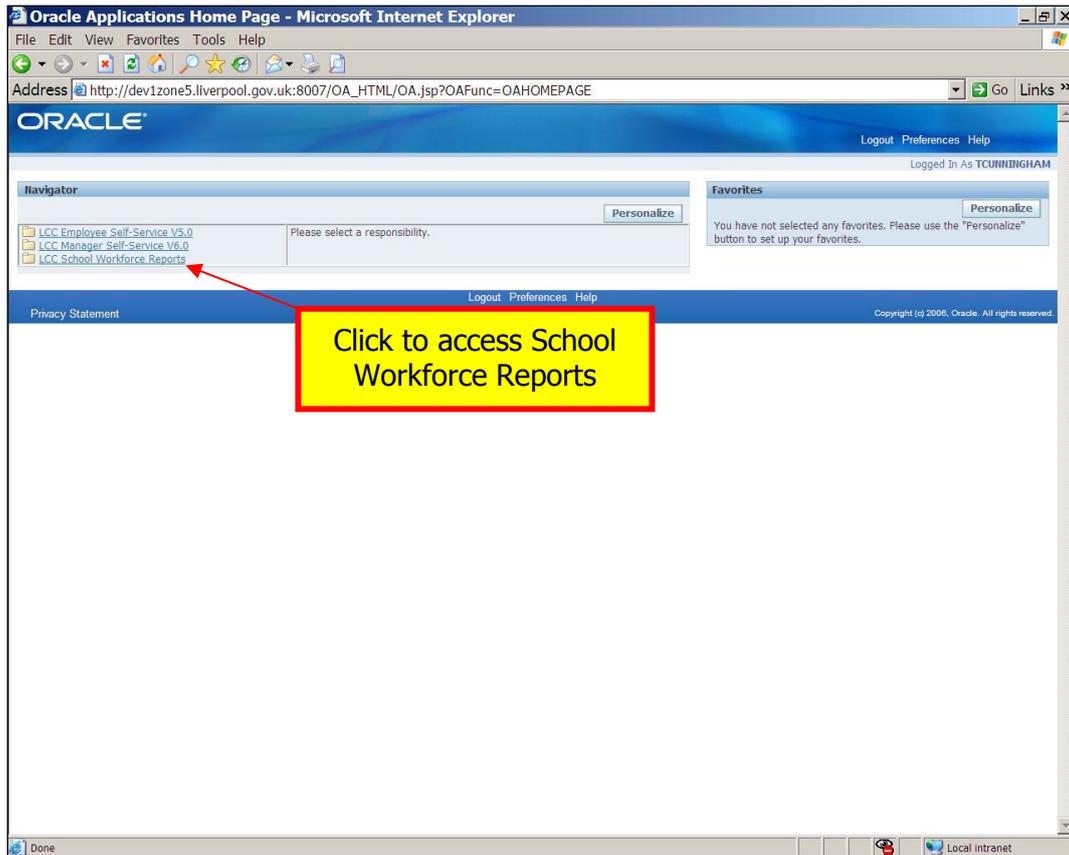
Contact details for Andy Rigby:

E-mail: andy.rigby@liverpool.gov.uk

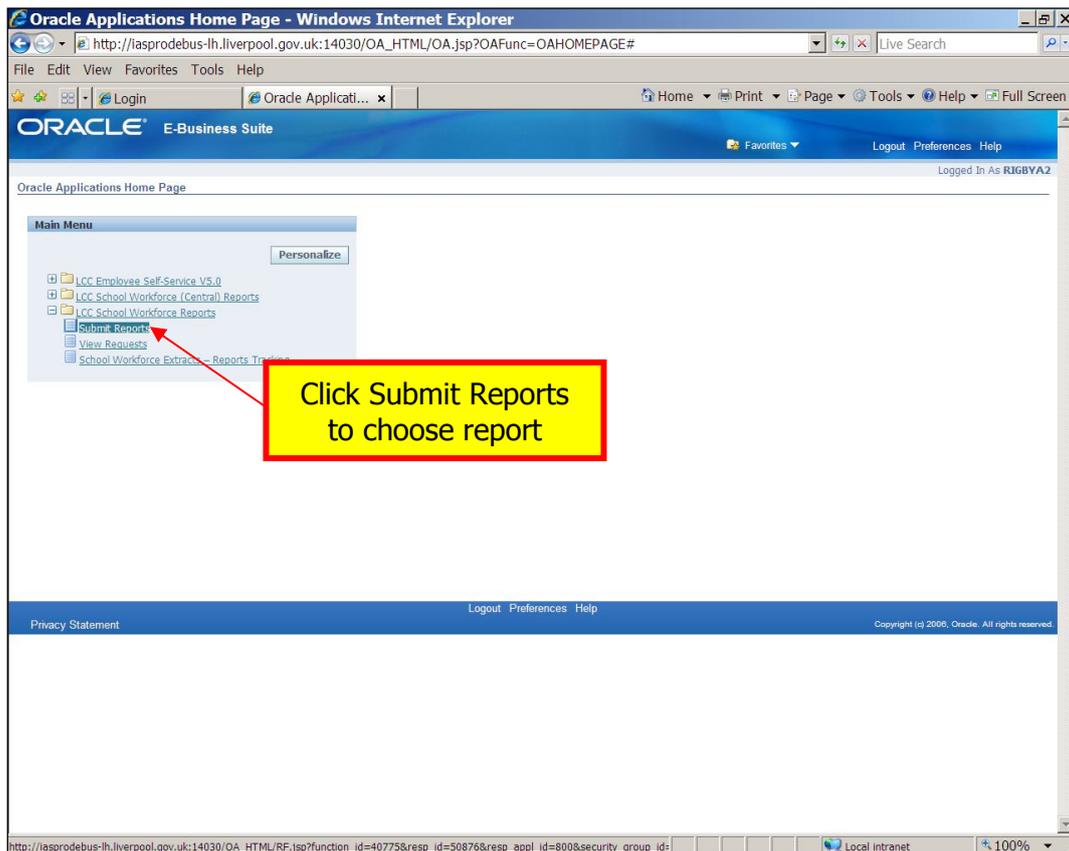
Telephone: 233 0349

Guidance for Downloading Oracle Reports for School Workforce Census

Log on to Oracle using your normal username and password. The following page will appear.

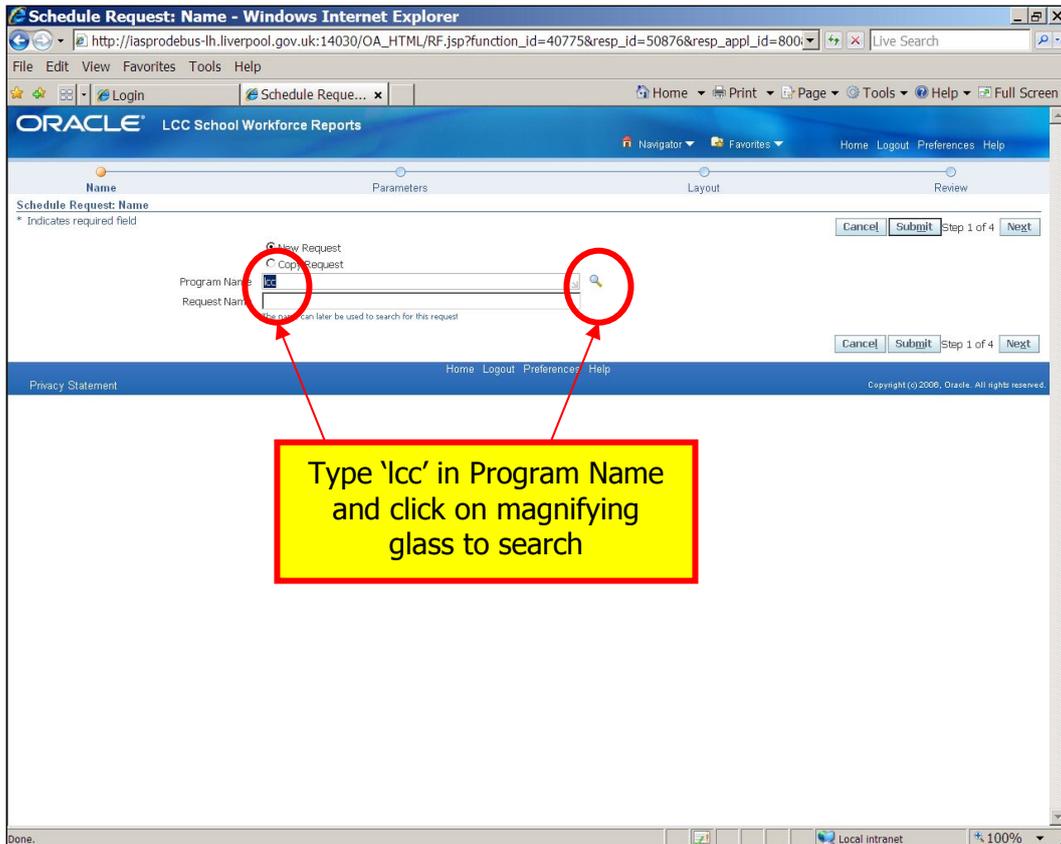


Click on the LCC School Workforce Reports link. The page below should appear. Click on the Submit Reports link to choose which report to run.



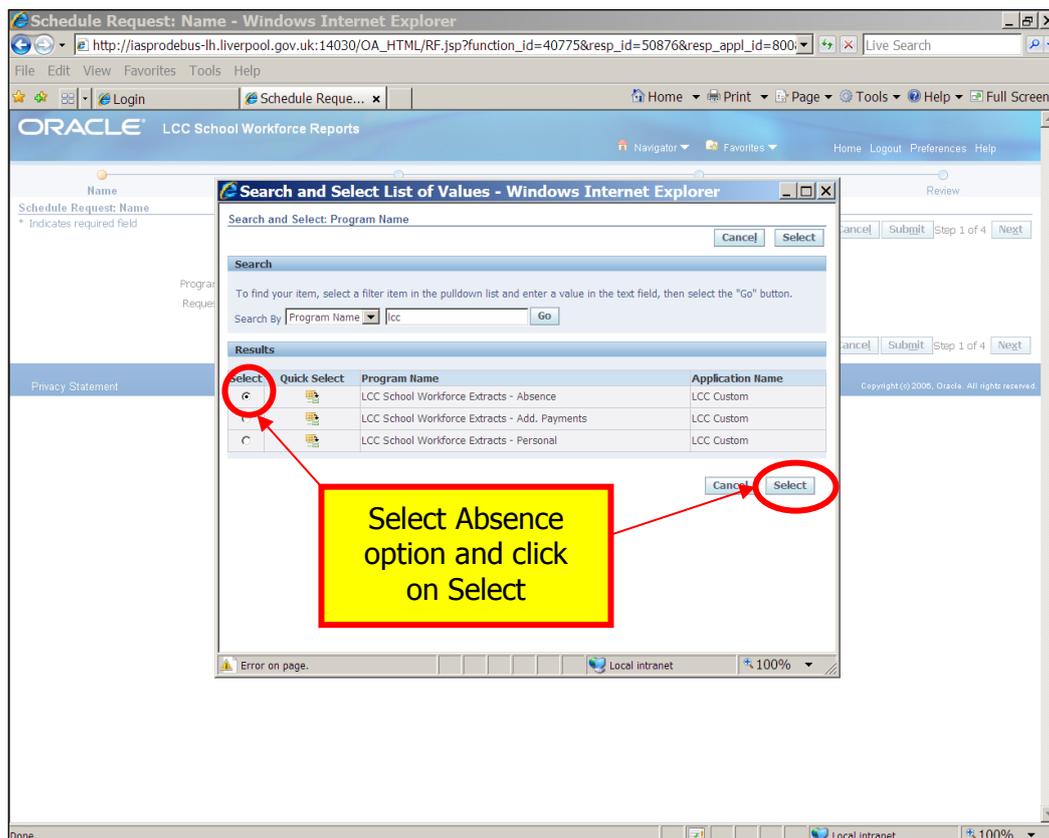
Guidance for Downloading Oracle Reports for School Workforce Census

To see options for reports type 'lcc' in Program Name and click on magnifying glass.



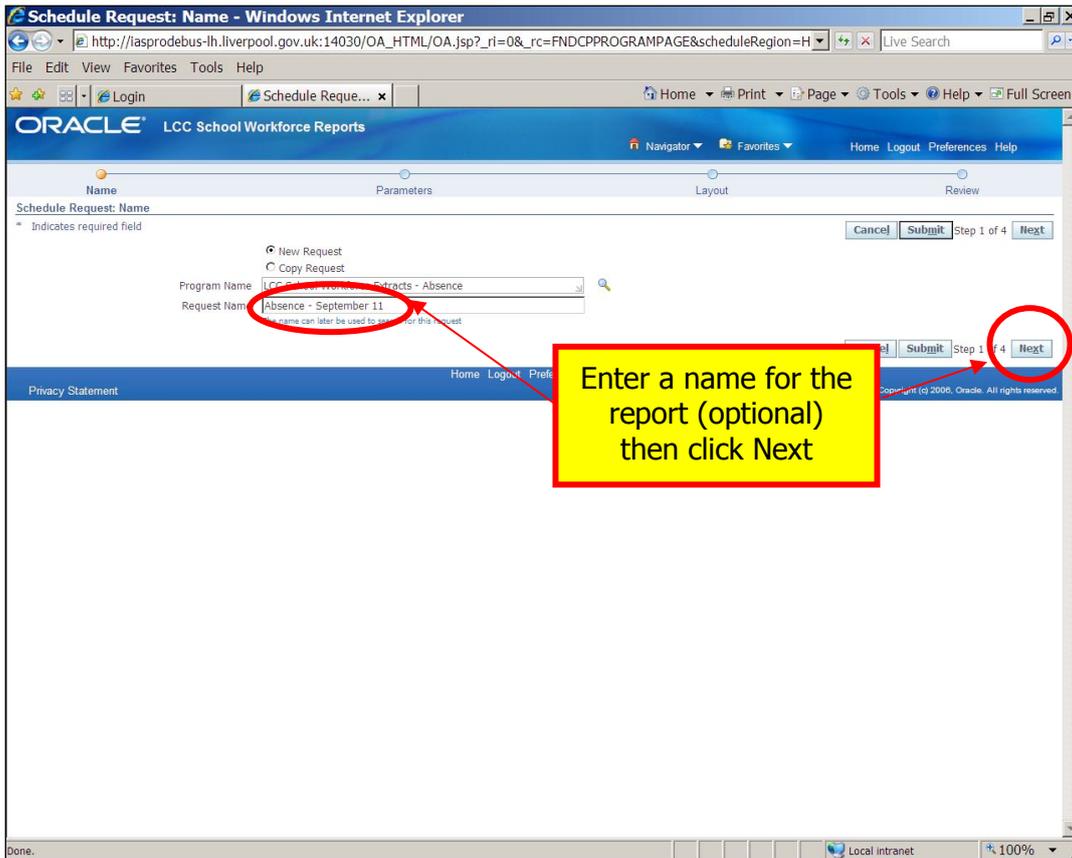
ABSENCE REPORT

To view absence details, select absence option and click on Select.

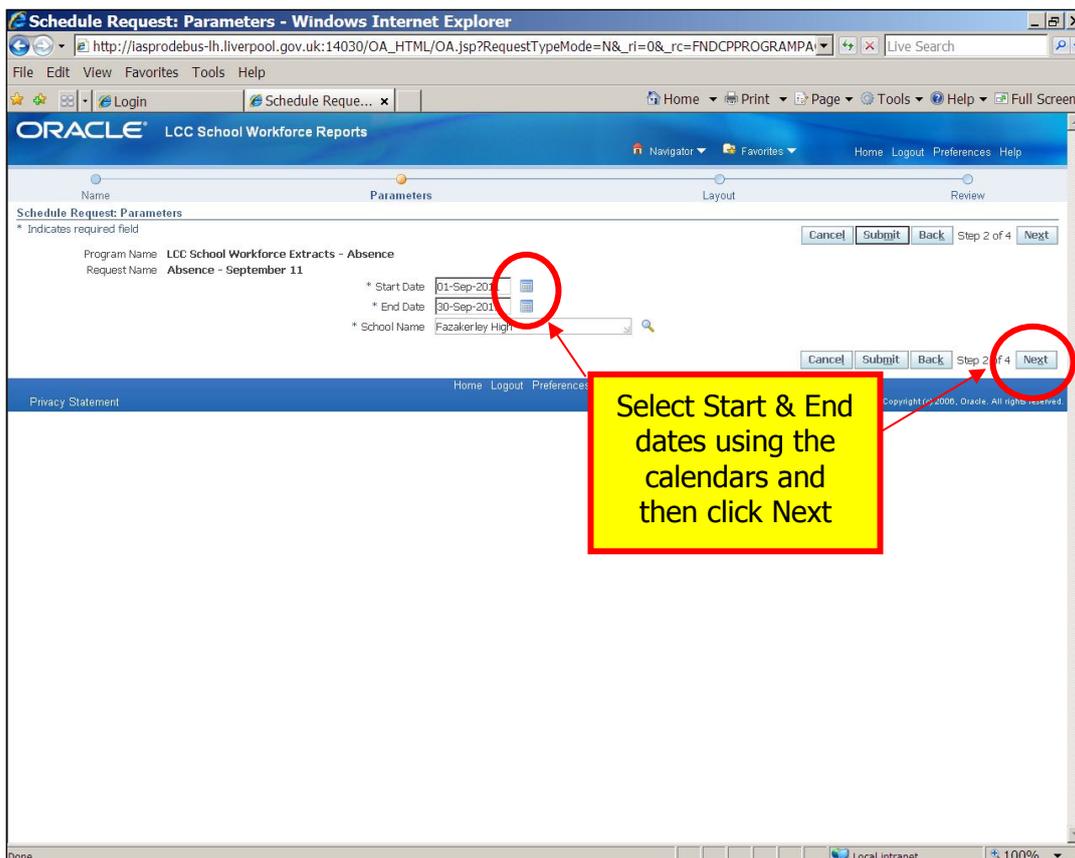


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You can enter an appropriate name for the report, but this is optional. Click Next.

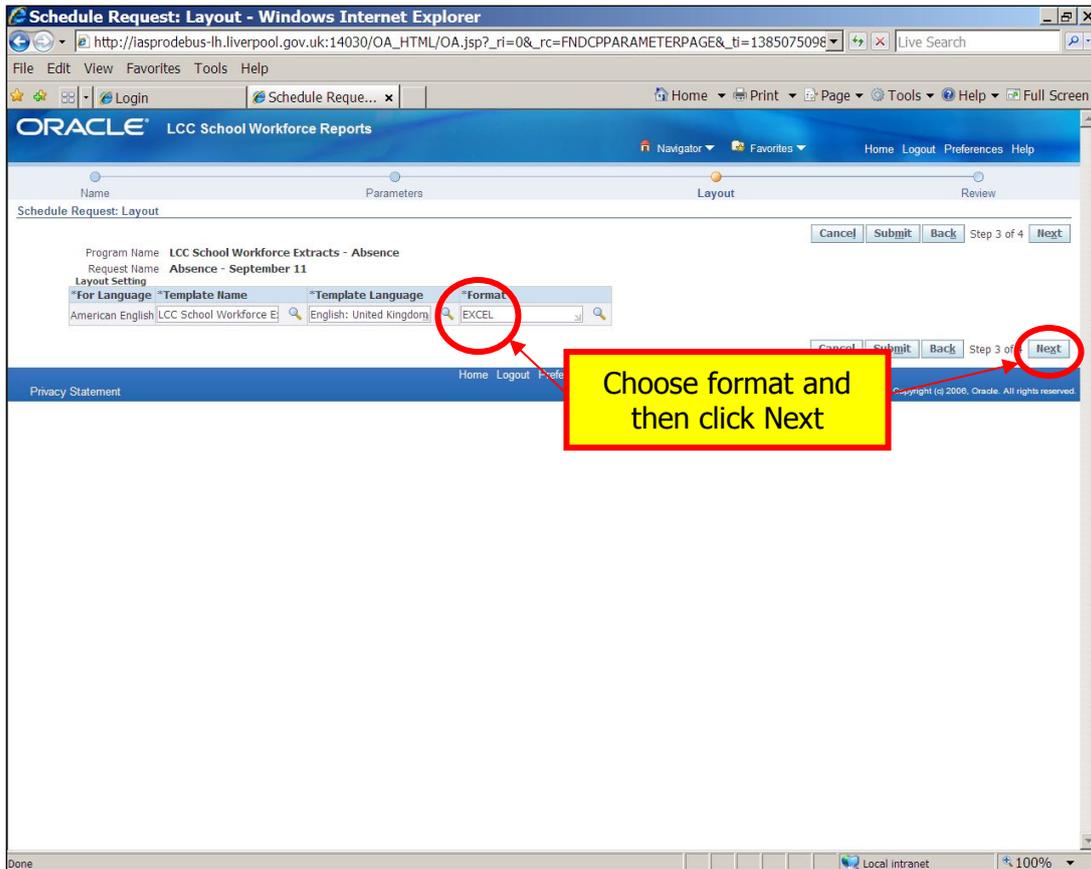


Select Start & End dates using the calendars and then click Next

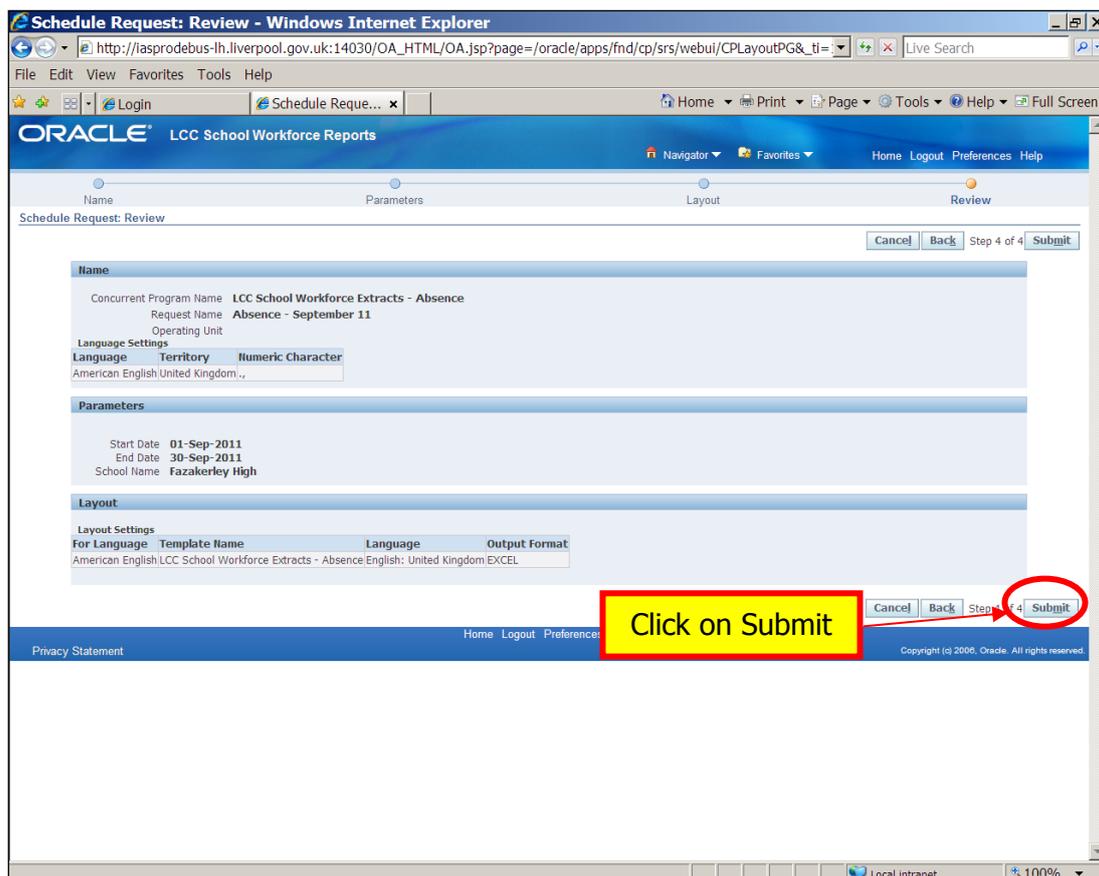


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Choose which format you would prefer, from the drop down list and then click Next.

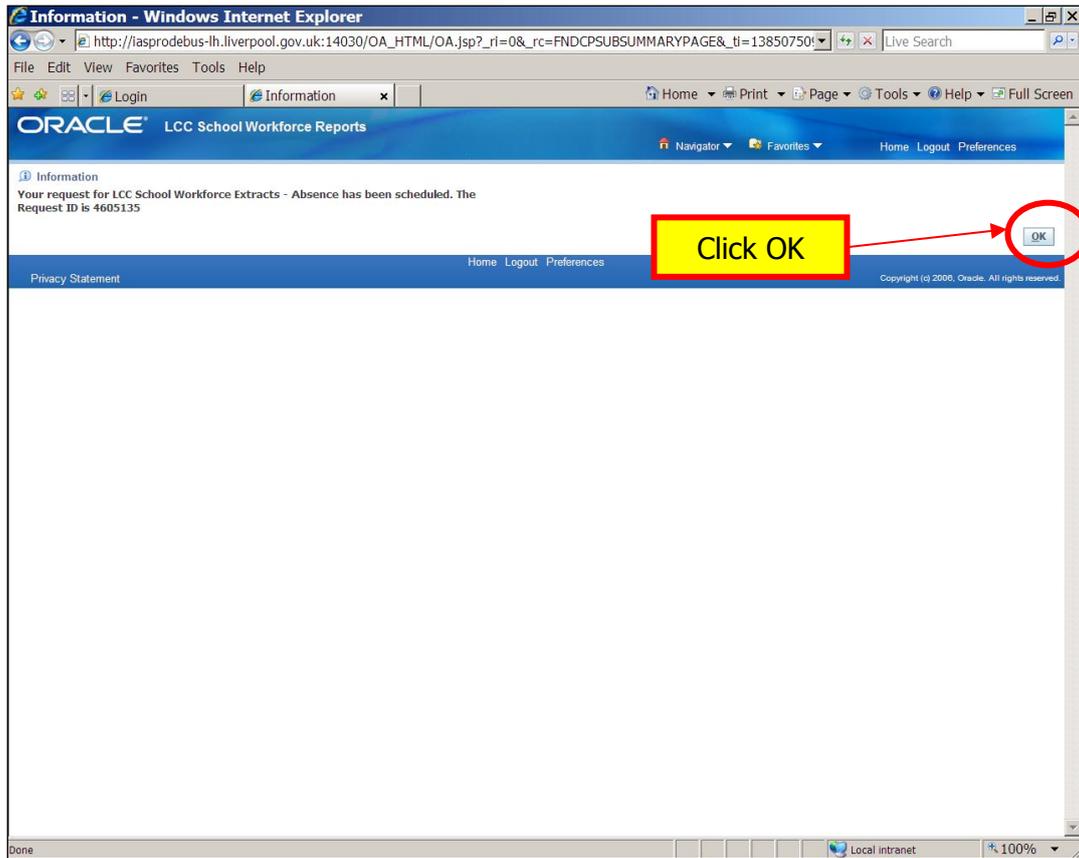


Check details & then click on Submit.

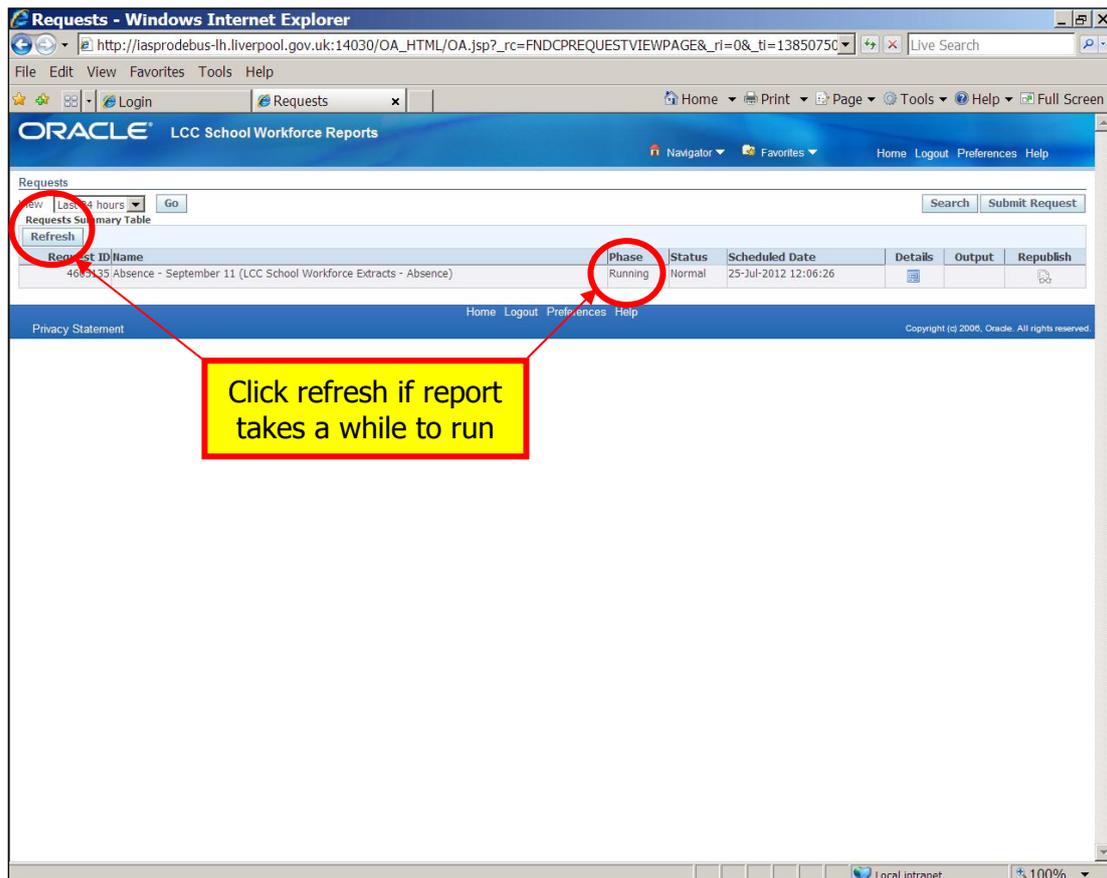


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When you receive a Request ID, click OK.

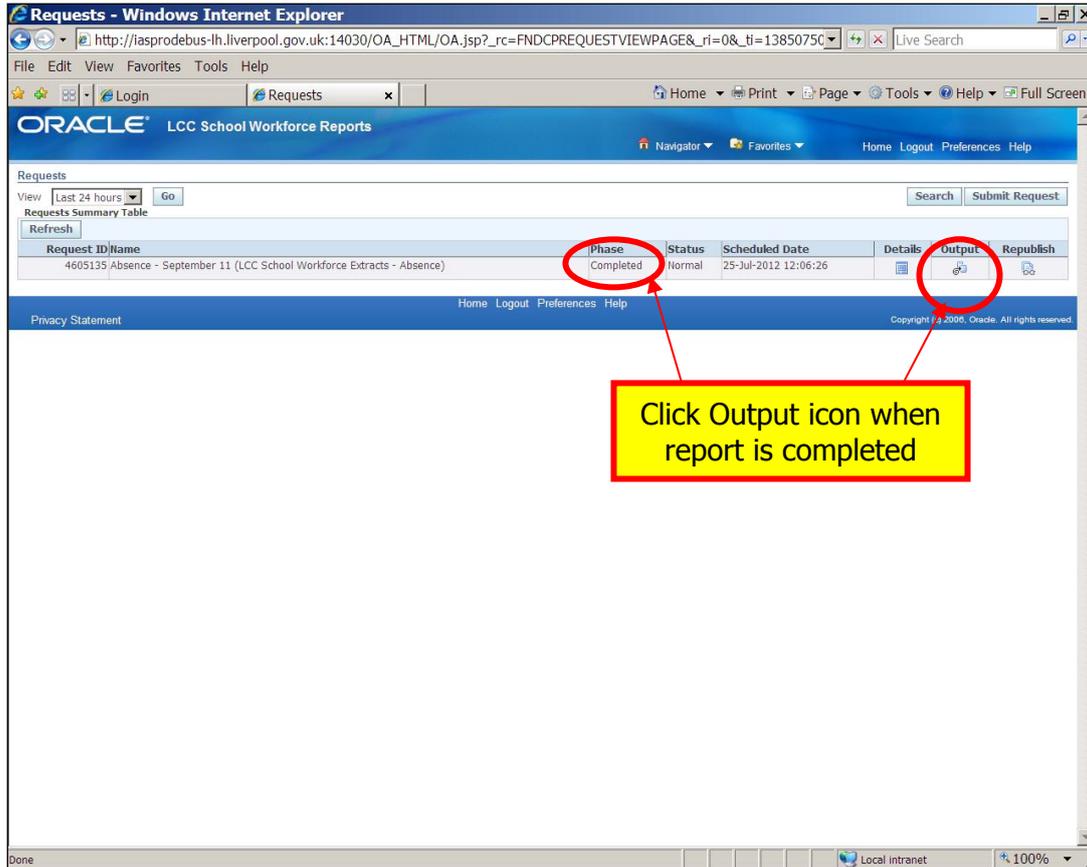


If the report takes a while to run, click refresh. The report will show as running until it is ready.

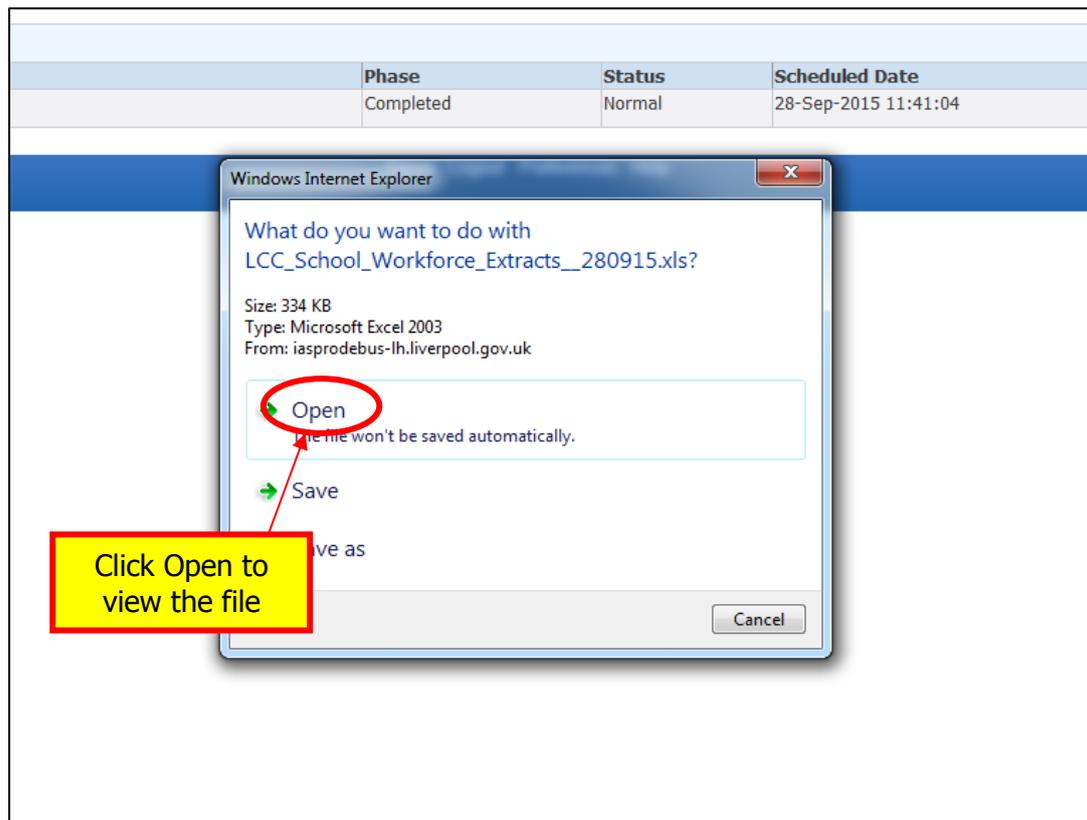


Guidance for Downloading Oracle Reports for School Workforce Census

When report shows as completed, click on the Output icon.



Click Open to view the file.



Guidance for Downloading Oracle Reports for School Workforce Census

Here is an extract of a dummy absence report.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - FNDWRR.exe [Read-Only]". The report content is as follows:

Page : 1 of 1
LCC School Workforce Extracts - Absence

Start Date 01-Apr-09
End Date 08-Sep-09
School Name Sea View Juniors

Oracle Number	Teacher Number	First Name	Last Name	Employee Type	First Day	Last Day	Absence Category
39316		Employee	Five	Employee	11/05/2009		Sickness
39317		Employee	Six	Employee	18/05/2009	18/05/2009	AWOL
39313	789636	Employee	Two	Employee	27/04/2009	30/04/2009	Sickness

**** End of Report ****

ADDITIONAL PAYMENTS

Select Add. Payments from search list and click Select

The screenshot shows the Oracle LCC School Workforce Reports interface in a web browser. A search window titled "Search and Select List of Values - Windows Internet Explorer" is open. The search criteria are "Program Name" and "lcc". The search results are as follows:

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		LCC School Workforce Extracts - Absence	LCC Custom
<input checked="" type="radio"/>		LCC School Workforce Extracts - Add. Payments	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Personal	LCC Custom

A yellow box with a red border contains the text: "Select Add Payments option and click on Select". Red arrows point from this box to the selected radio button and the "Select" button.

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Enter a report name, if you wish and click Next.

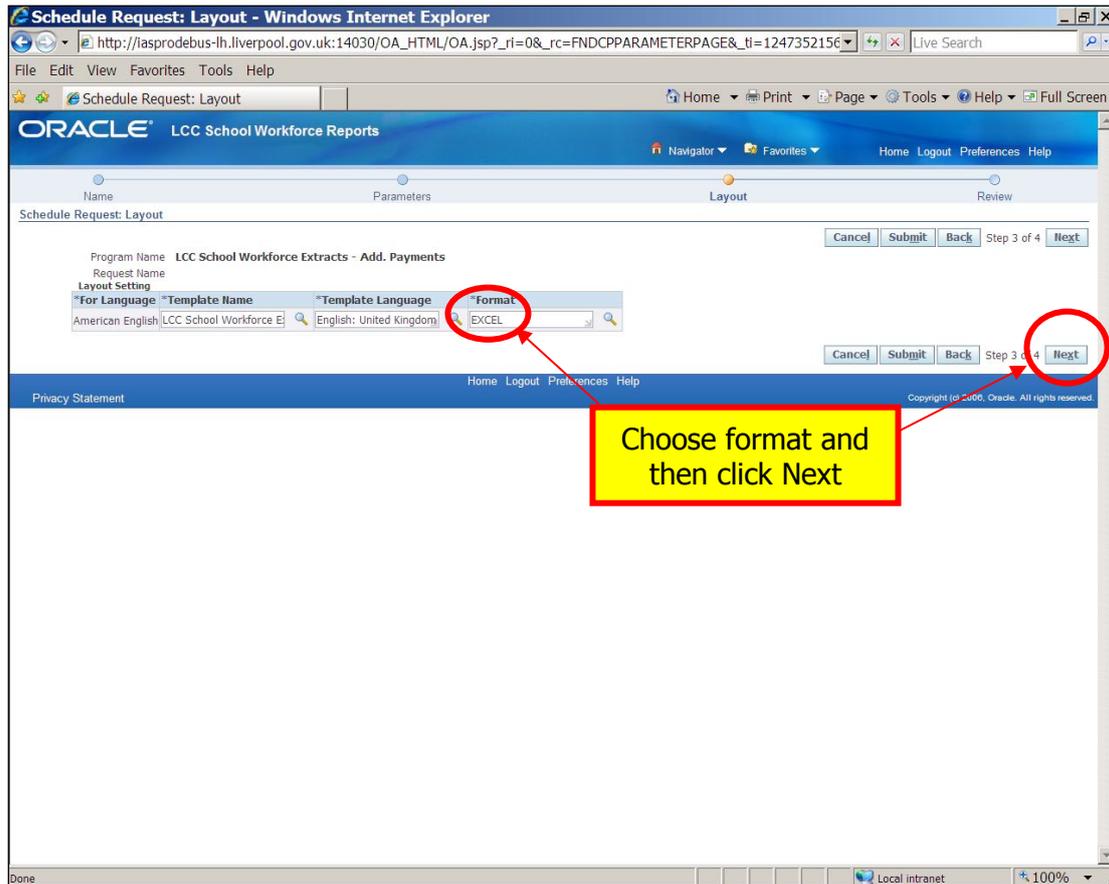
Screenshot of the Oracle LCC School Workforce Reports interface, Step 1 of 4. The screen title is "Schedule Request: Name". The "Request Name" field is highlighted with a red circle. A yellow callout box with a red border contains the text: "Enter a name for the report (optional) then click Next". The "Next" button is also circled in red.

Change the number of the month in the text field e.g. 1=April, 2=May, if necessary.

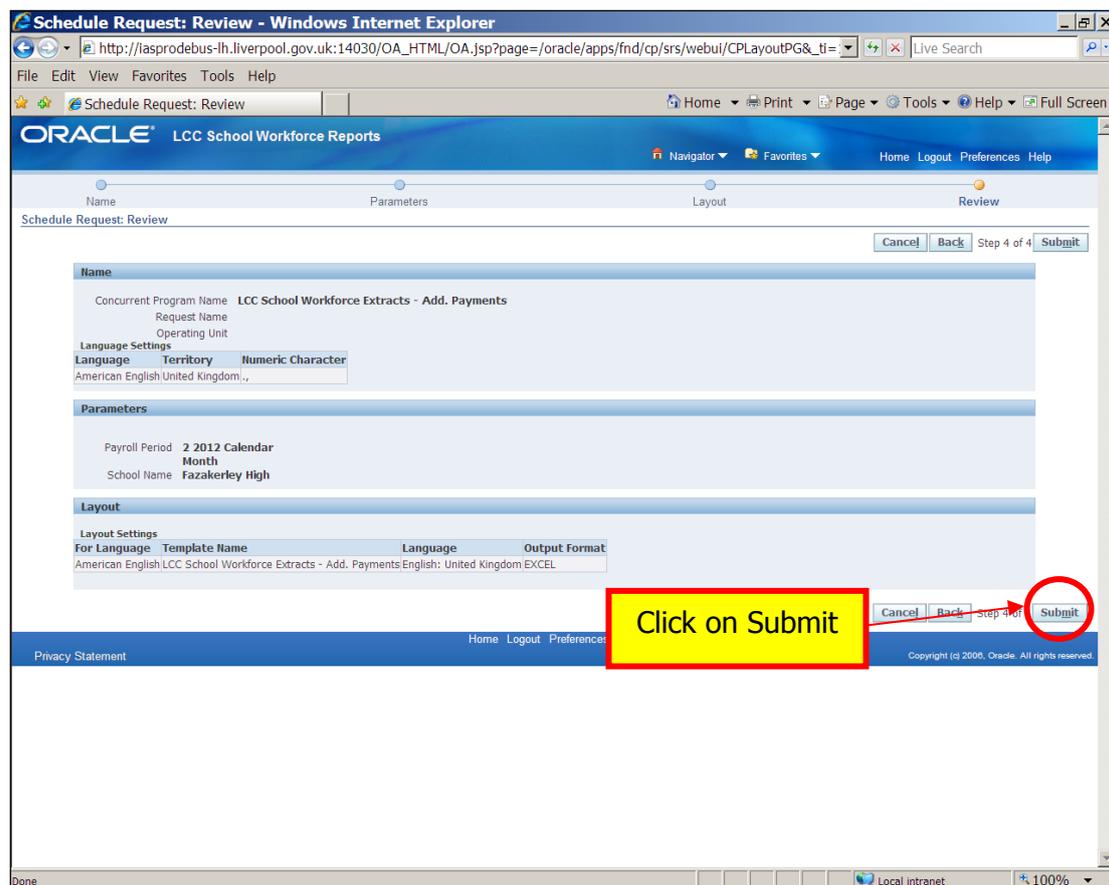
Screenshot of the Oracle LCC School Workforce Reports interface, Step 2 of 4. The screen title is "Schedule Request: Parameters". The "Payroll Period" field is highlighted with a red circle. A yellow callout box with a red border contains the text: "Change month number in text field, if necessary, and click Next". The "Next" button is also circled in red.

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Choose which format you would prefer, from the drop down list and then click Next.

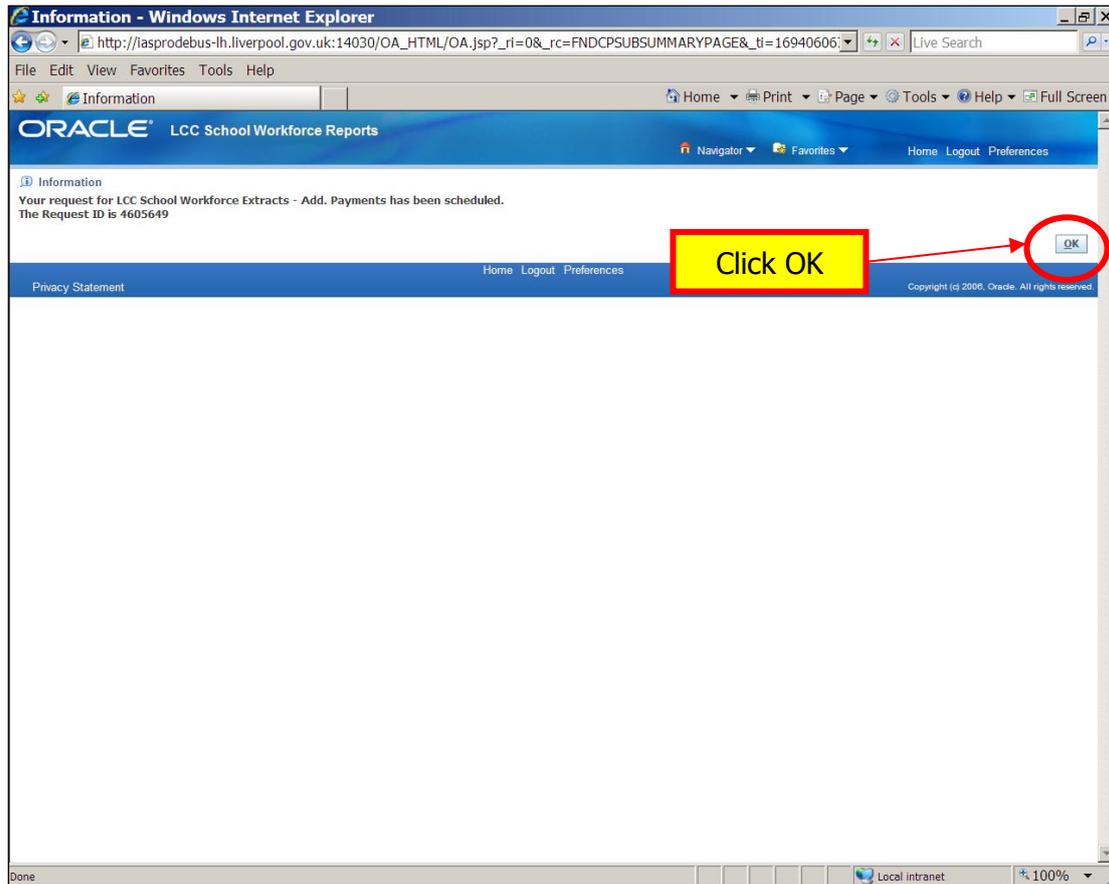


Check details & then click on Submit.

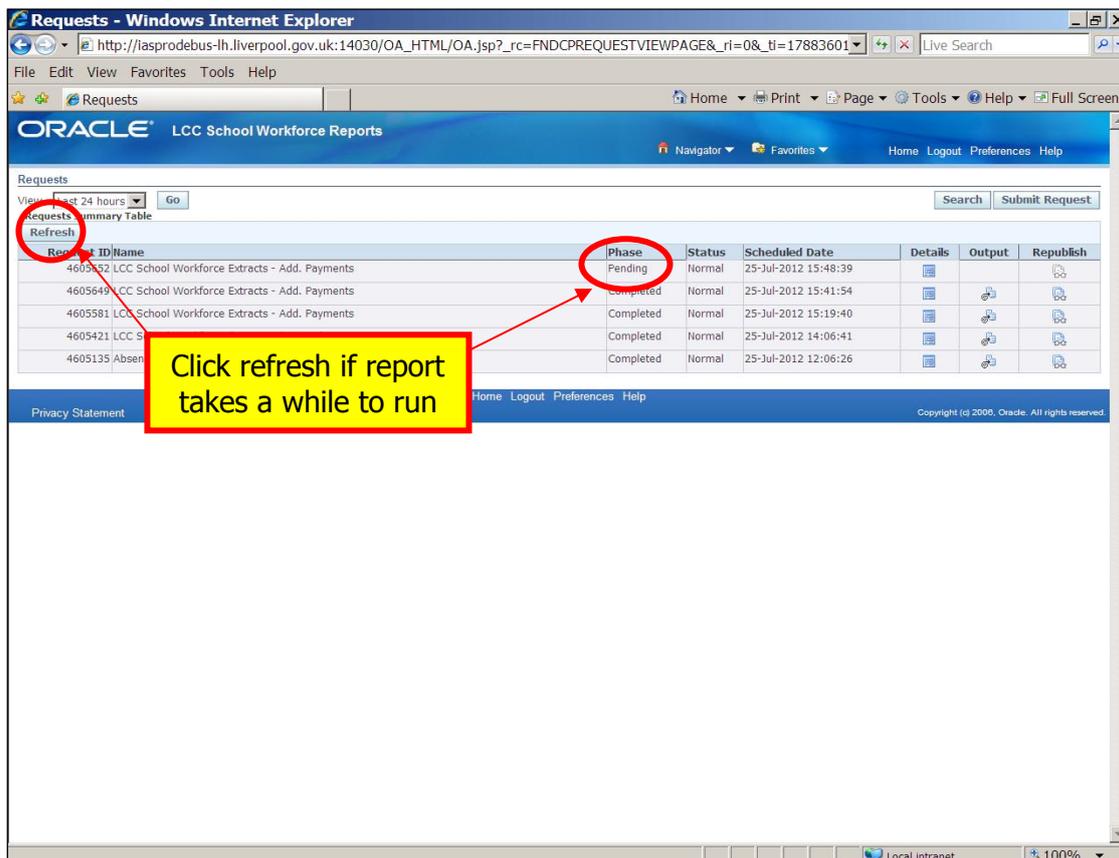


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When you receive a Request ID, click OK.

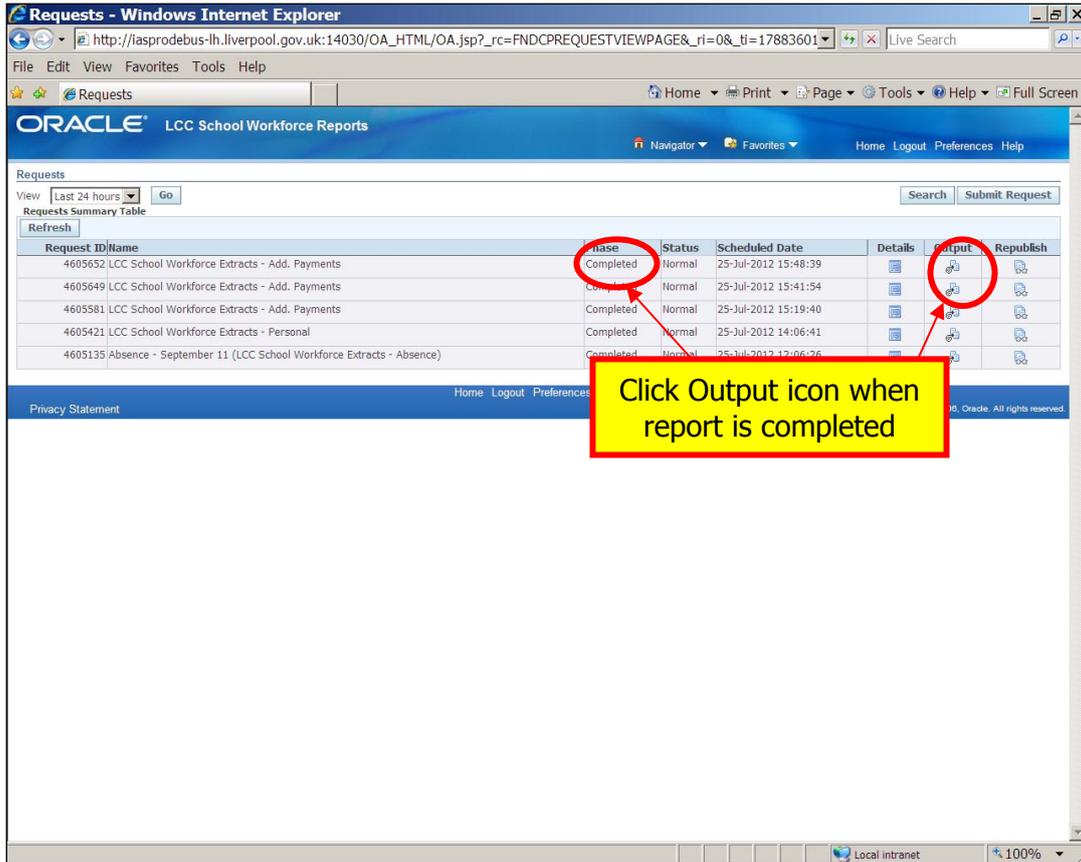


If the report takes a while to run, click refresh. The report will show as running until it is ready.

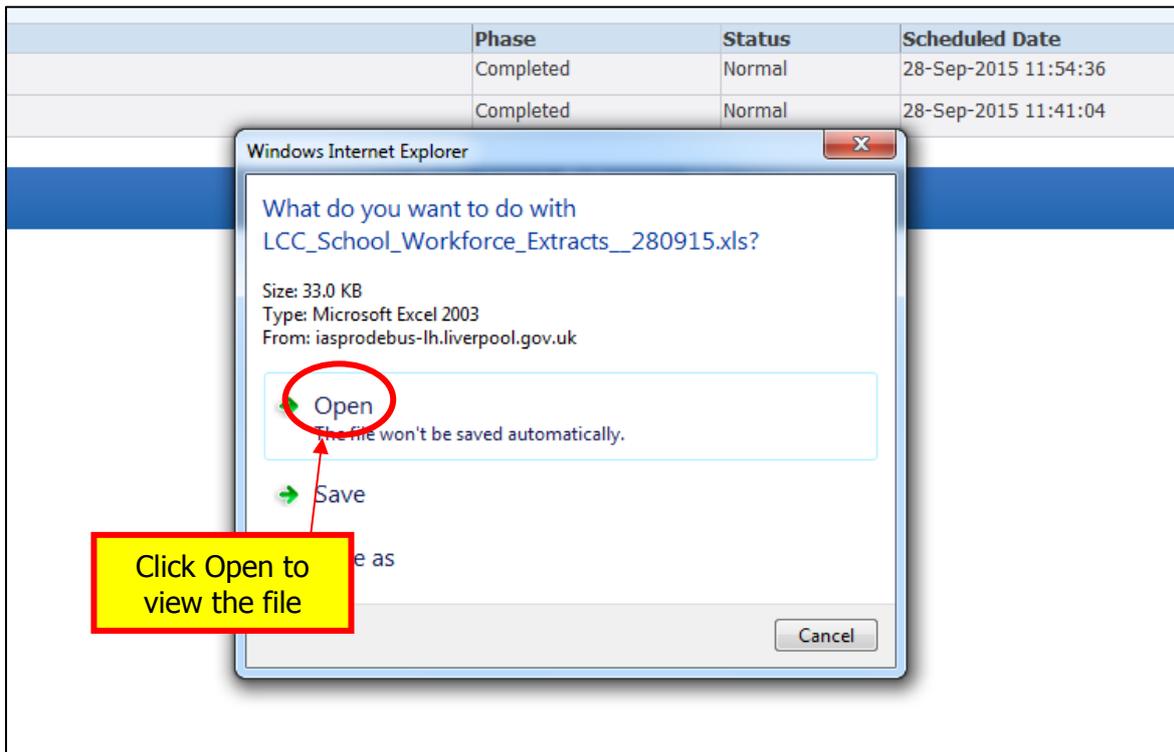


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When report shows as completed, click on the Output icon.



Click Open to view the file.



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Here is an extract of a dummy additional payments report.

Oracle Number	Teacher Number	Assignment Number	First Name	Last Name	Employee Type	Category Of Additional Payment	Additional Payment Amount
39316		39316	Employee	Fire	Employee	First Aid Allowance	8.67
39308	4567893	39308	Employee	One	Employee	NP Additional Duty Allowance	250
39317		39317	Employee	Six	Employee	Meal Abatement	0.42
39314		39314	Employee	Three	Employee	A Additional Duty Allowance	100
39313	789856	39313	Employee	Two	Employee	Special Needs Allowance	159.33

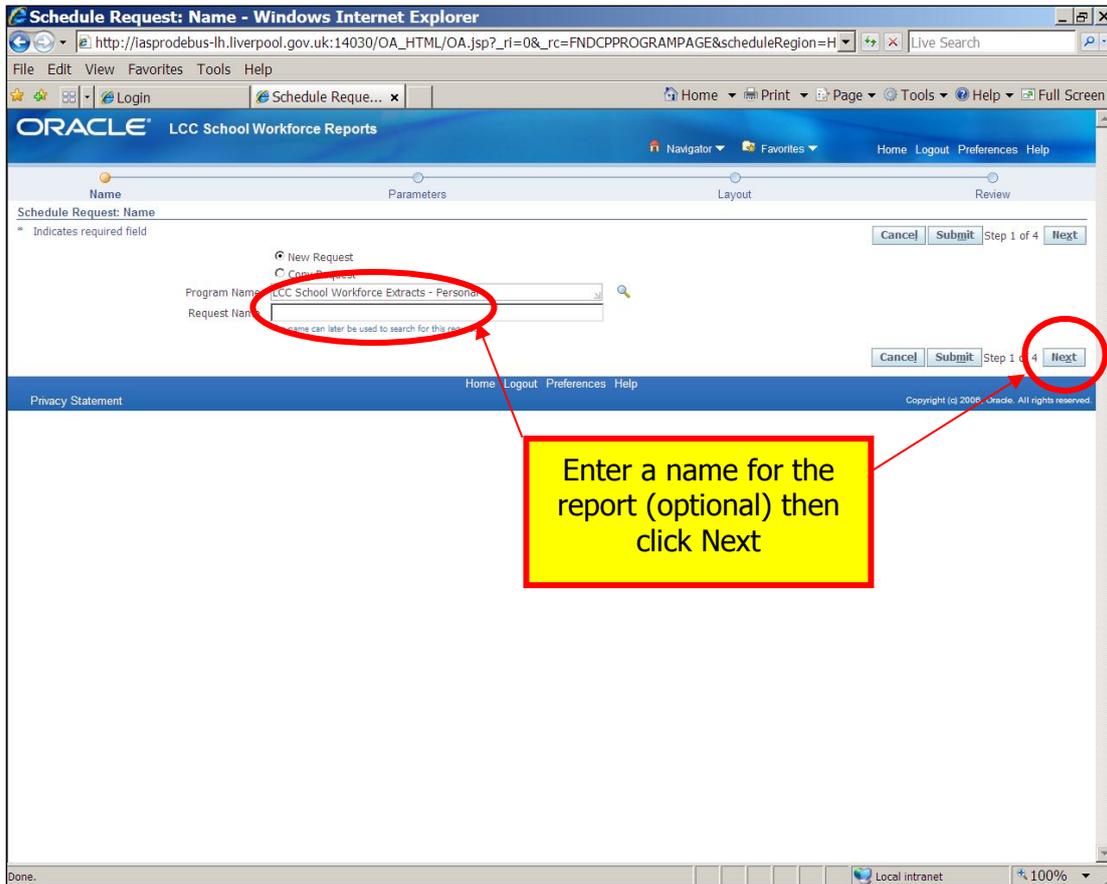
Personal

Select Personal and click Select

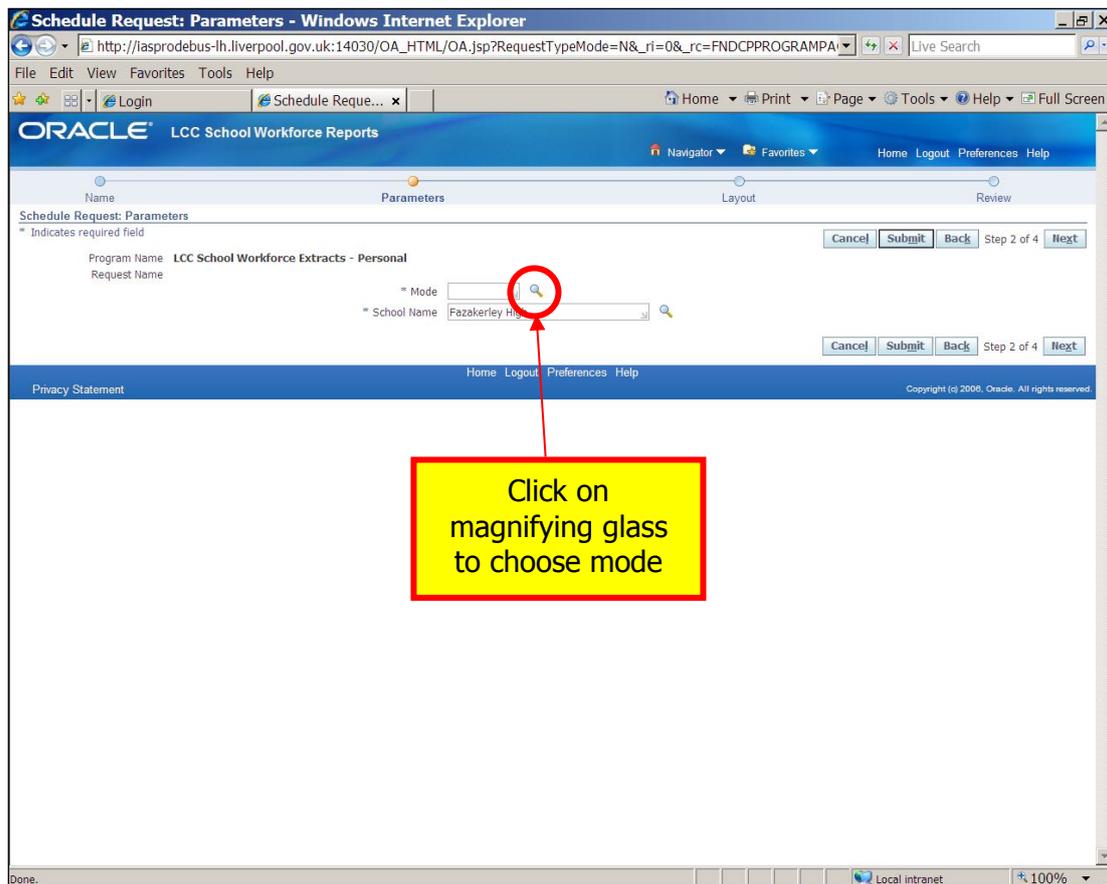
Select Personal option and click on Select

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Enter a report name, if you wish and click Next.

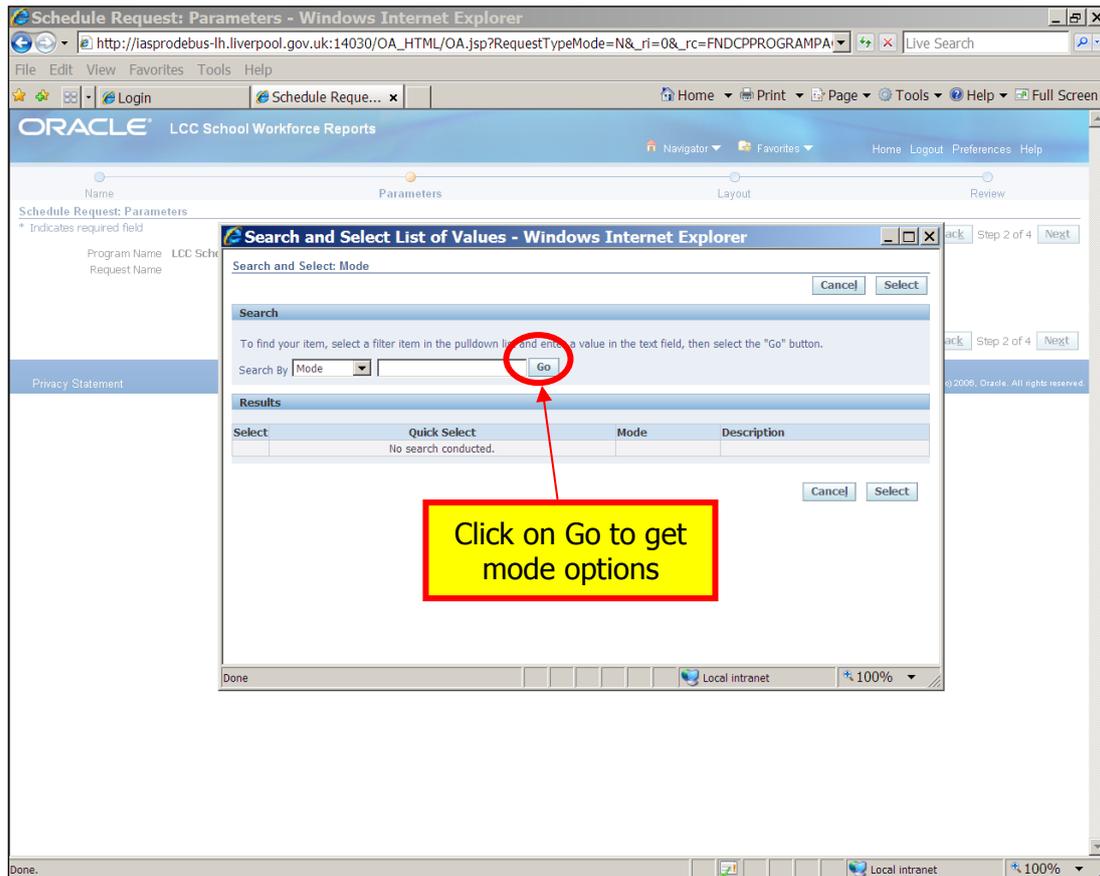


To choose mode, click on magnifying glass.

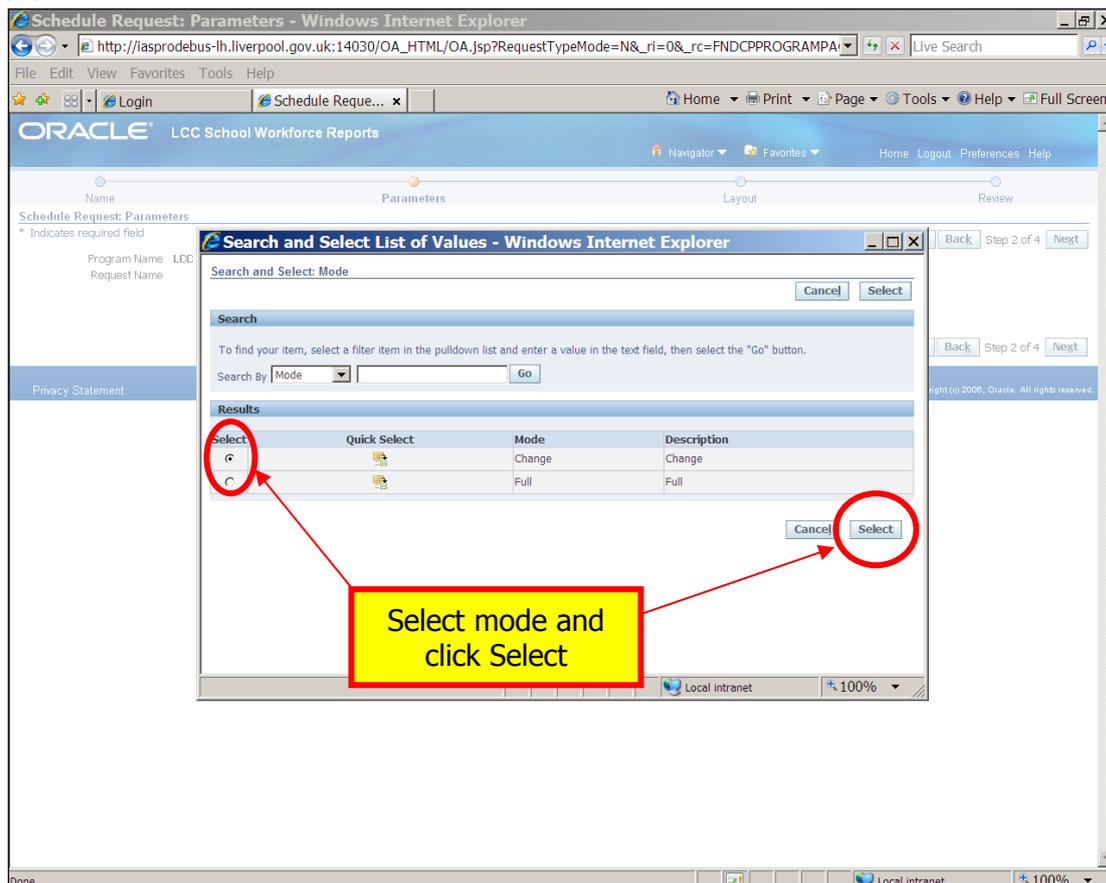


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To get mode options, click Go.

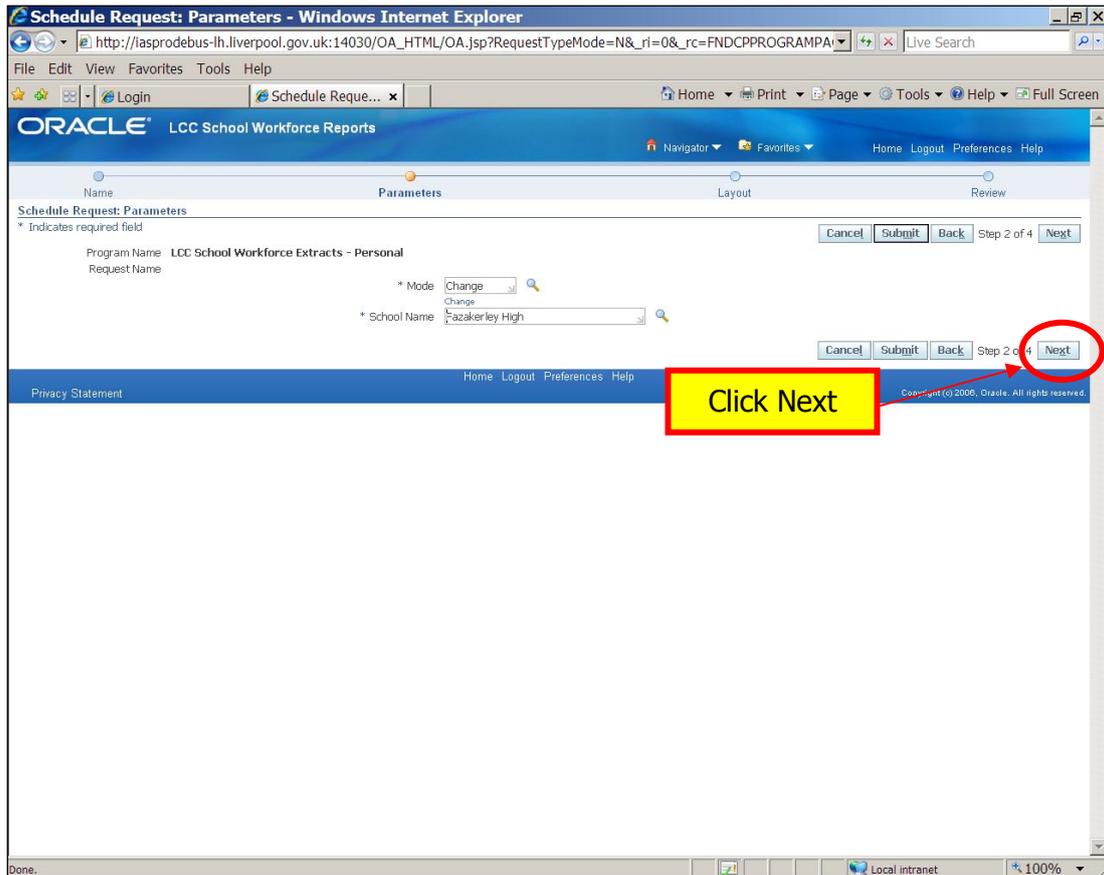


Choose mode preference and click Select. You are advised to run a change report before a full report.

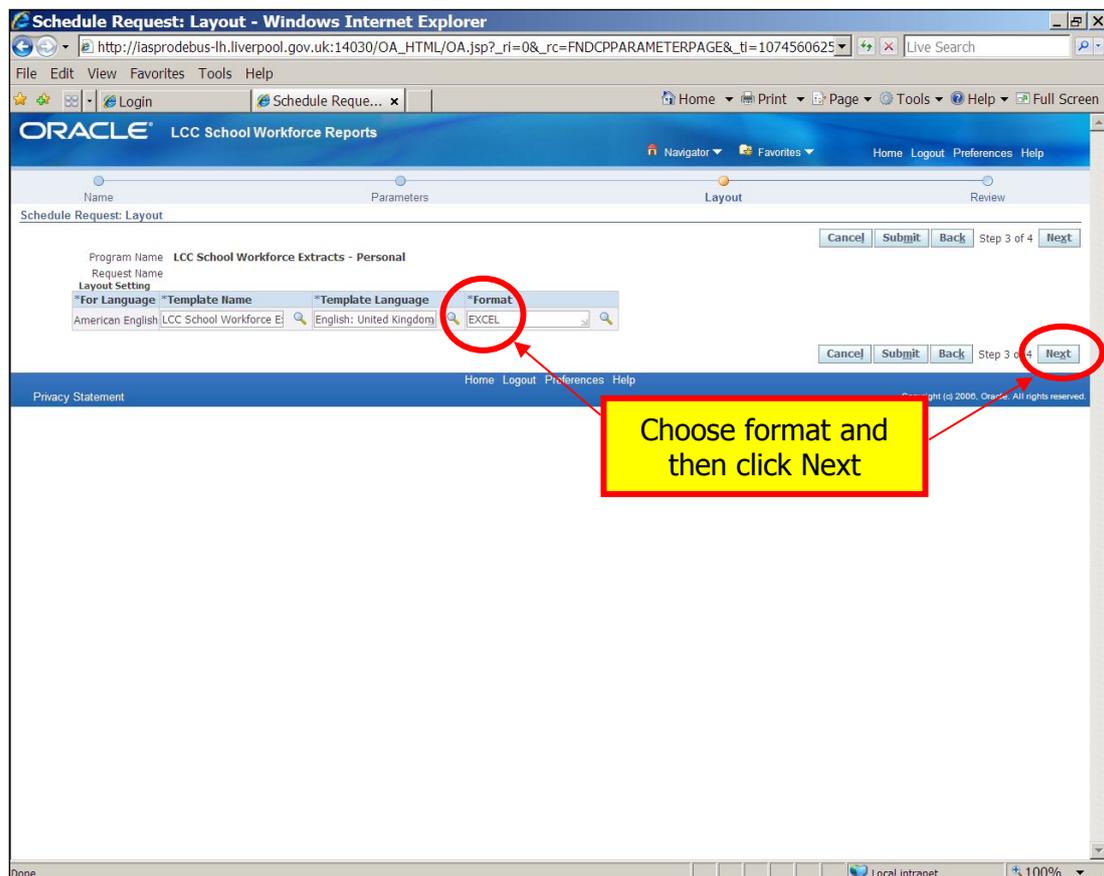


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Click Next

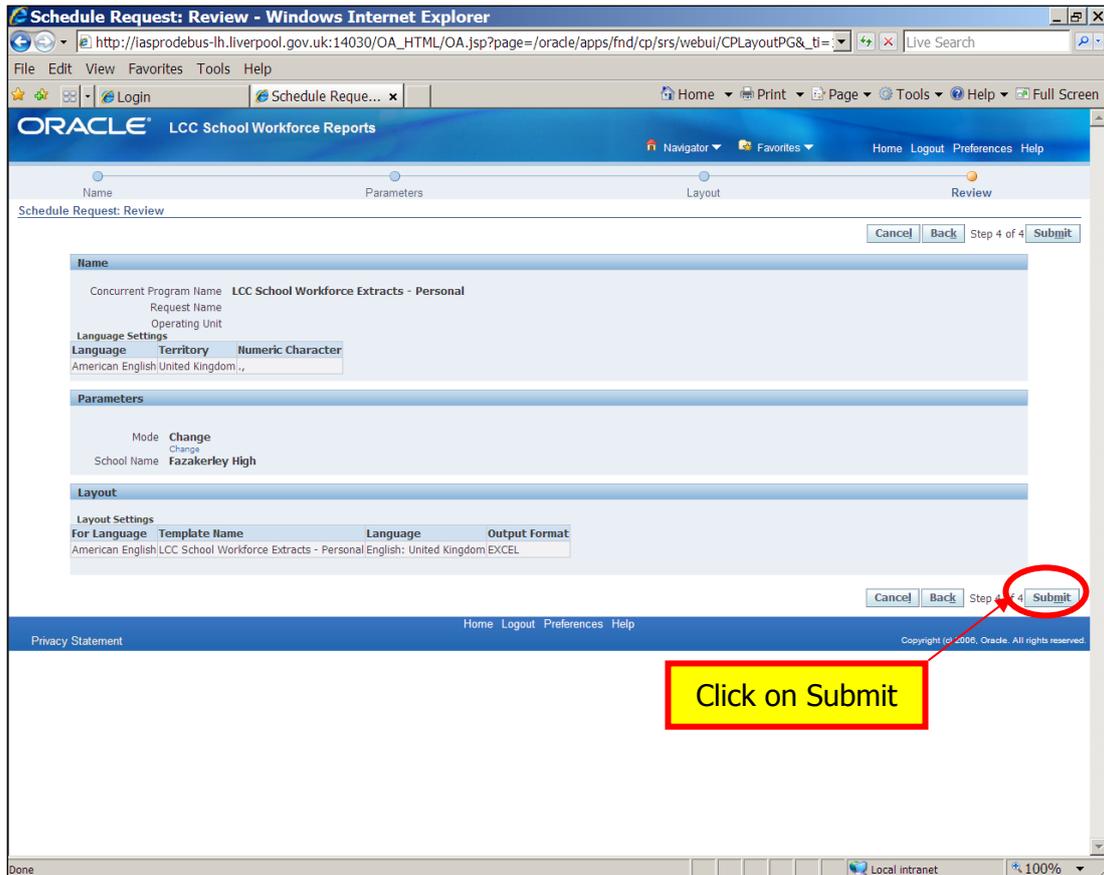


Choose which format you would prefer, from the drop down list and then click Next.

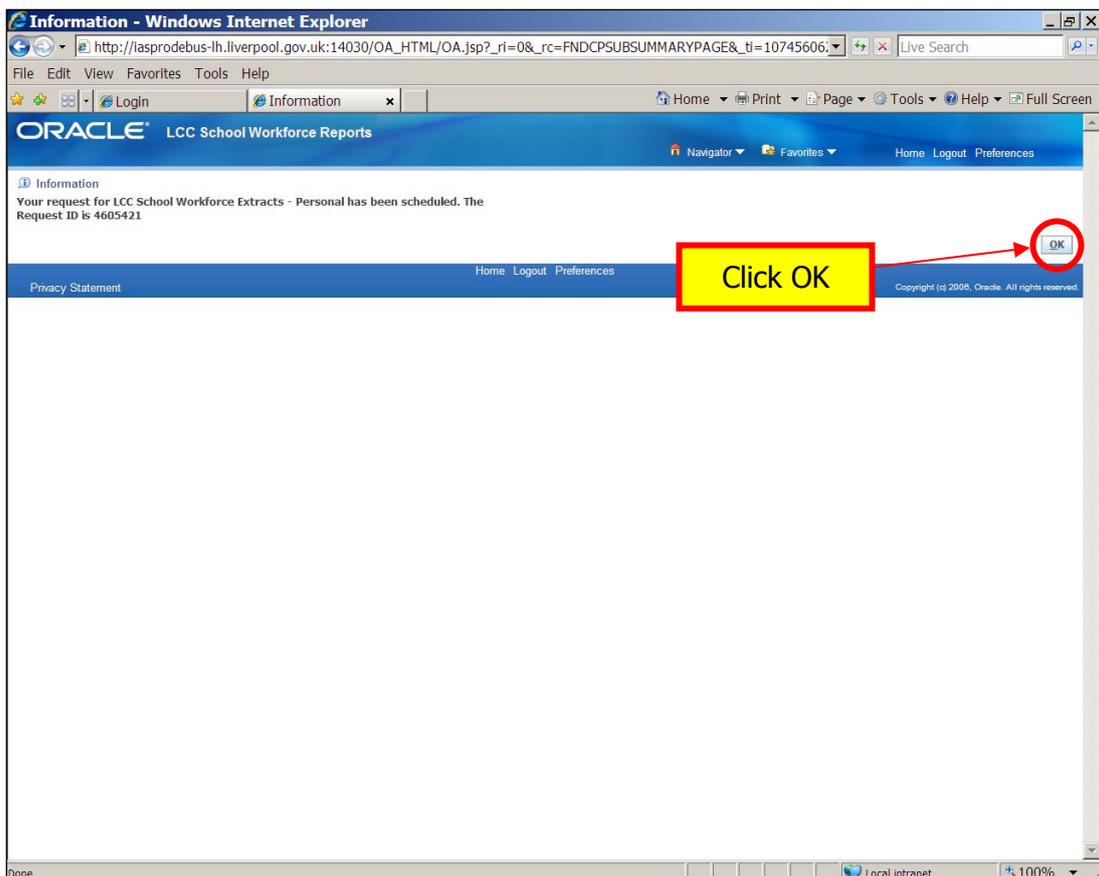


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Check details & then click on Submit.

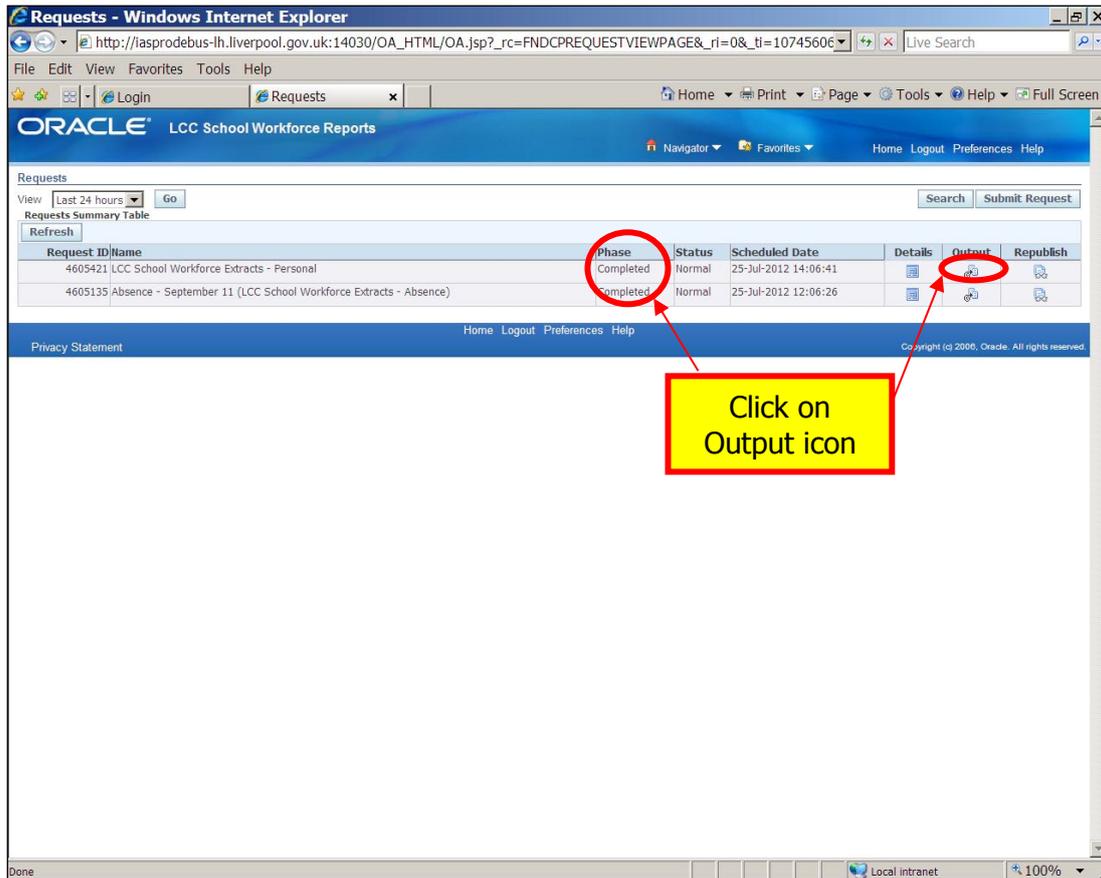


When you receive a Request ID, click OK

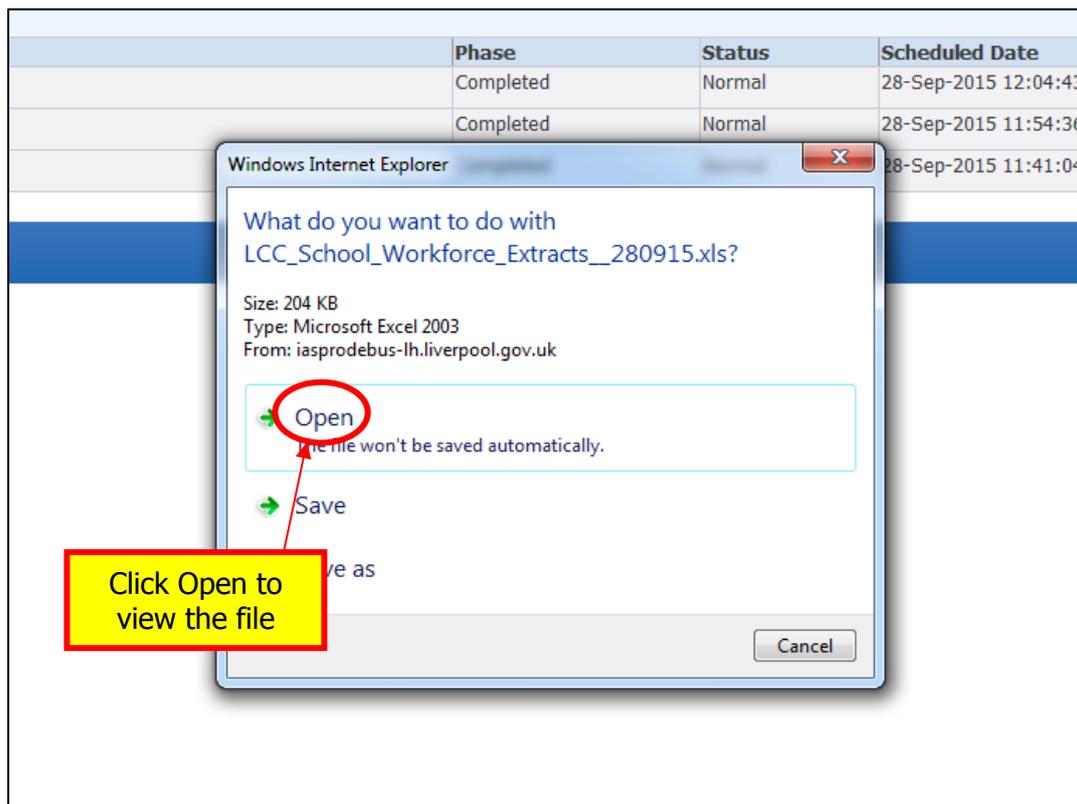


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When the report has run, click on the output icon

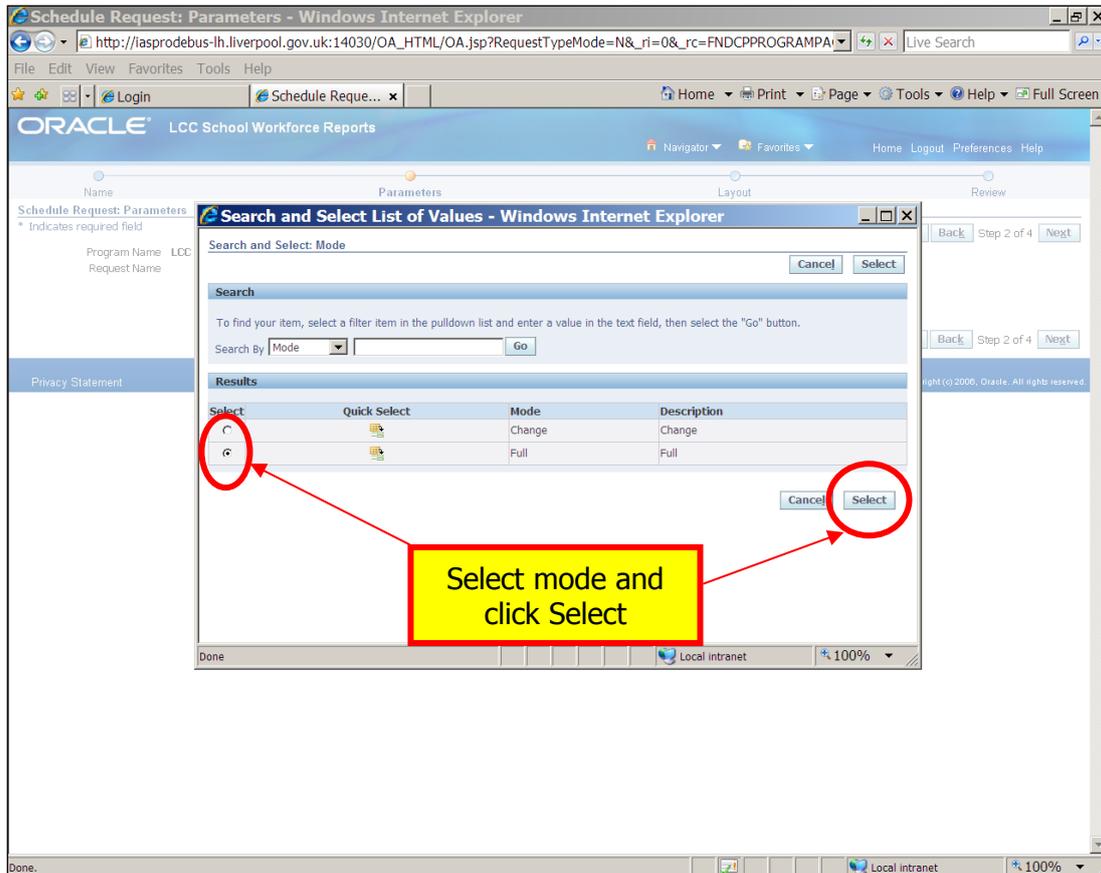


Click Open to view file.



Guidance for Downloading Oracle Reports for School Workforce Census

To run a full Personal report, repeat this last process, selecting Full rather than Change.



Here is an extract of a dummy full personal report.

Microsoft Excel - FNDWRR.exe [Read-Only]

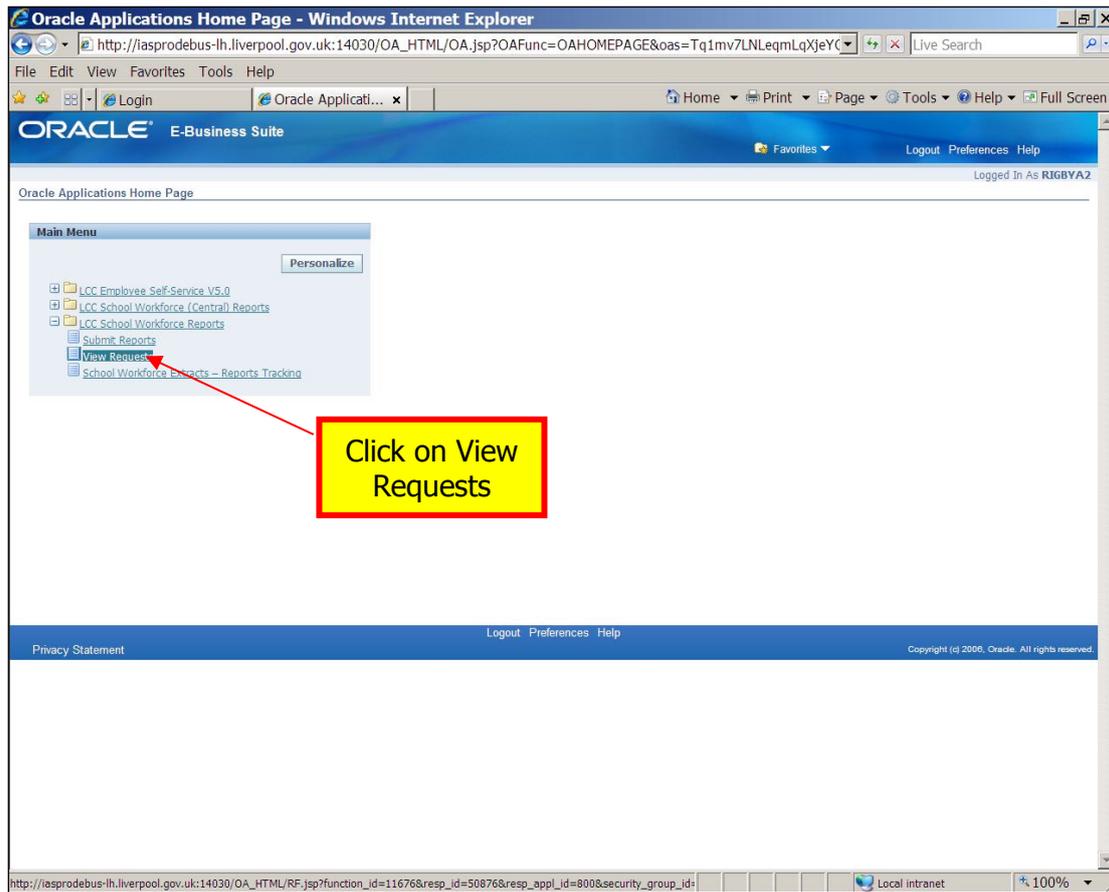
LCC School Workforce Extracts Personal Information

School Name: Sea View Juniors

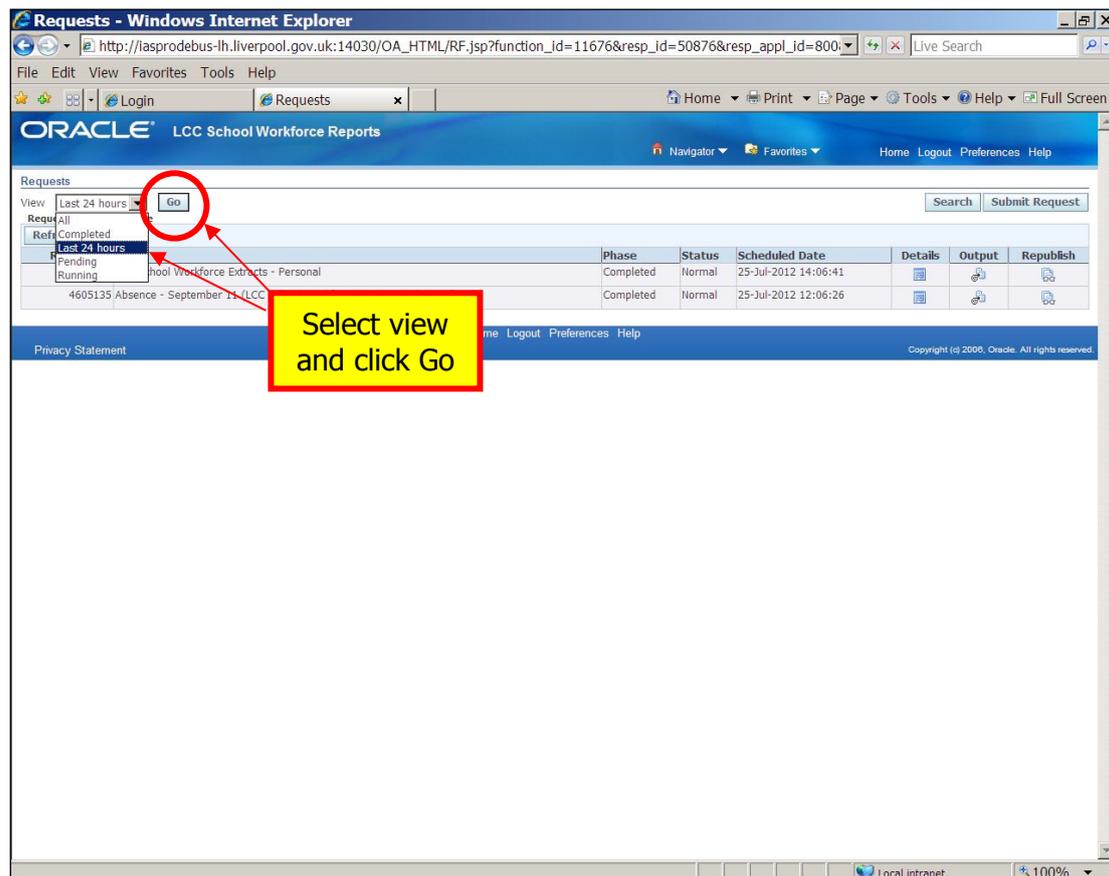
Employ	Assigmn	Teache	Surna	Forename	Previous	NI Number	Gend	Ethnicity	Disability	Pav	Spine	Percentage	Salary
39308	39308	4567893	One	Employee		AA122356A	F			TPC	22	100	60017
39313	39313	789856	Two	Employee		AA556689A	F	Prefer Not To Sav	Prefer Not	TPC	2	100	22259
39314	39314		Three	Employee		YY777899B	F	White Irish		TPC	1	50	32650
39315	39315		Four	Employee		AA441122A	F	White British	No	NJC	15	80	15895
39316	39316		Five	Employee		YY990011A	F	Prefer Not To Sav	Prefer Not	NJC	11	60	14587
39317	39317		Six	Employee		YY889900A	M			NJC	5	16.65	12334

Guidance for Downloading Oracle Reports for School Workforce Census Viewing Reports

To view a list of reports that have been run for your school, click on View Requests.

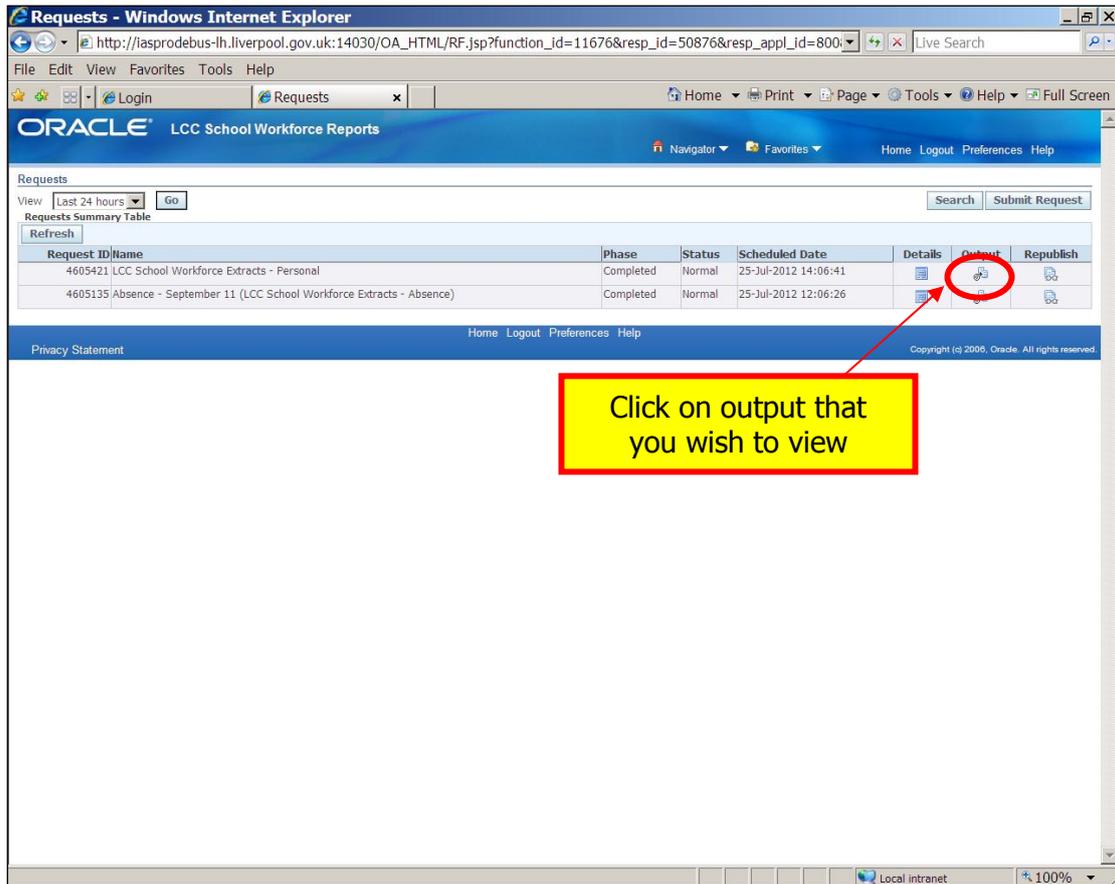


Choose which view you would like and click Go



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Click on the report that you wish to view.



Click Open to view file.

