# **GUIDANCE FOR** DOWNLOADING **ORACLE DATA FOR** THE 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.

#### <u>Absence</u>

For this report you need to specify the start and end date parameters e.g.  $1^{\rm st}$  September 2015 -  $31^{\rm st}$  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: <u>andy.rigby@liverpool.gov.uk</u> Telephone: 233 0349

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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.

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# Guidance for Downloading Oracle Reports for School Workforce Census <u>Viewing Reports</u>

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

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