

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 2012 – 31st December 2014

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:

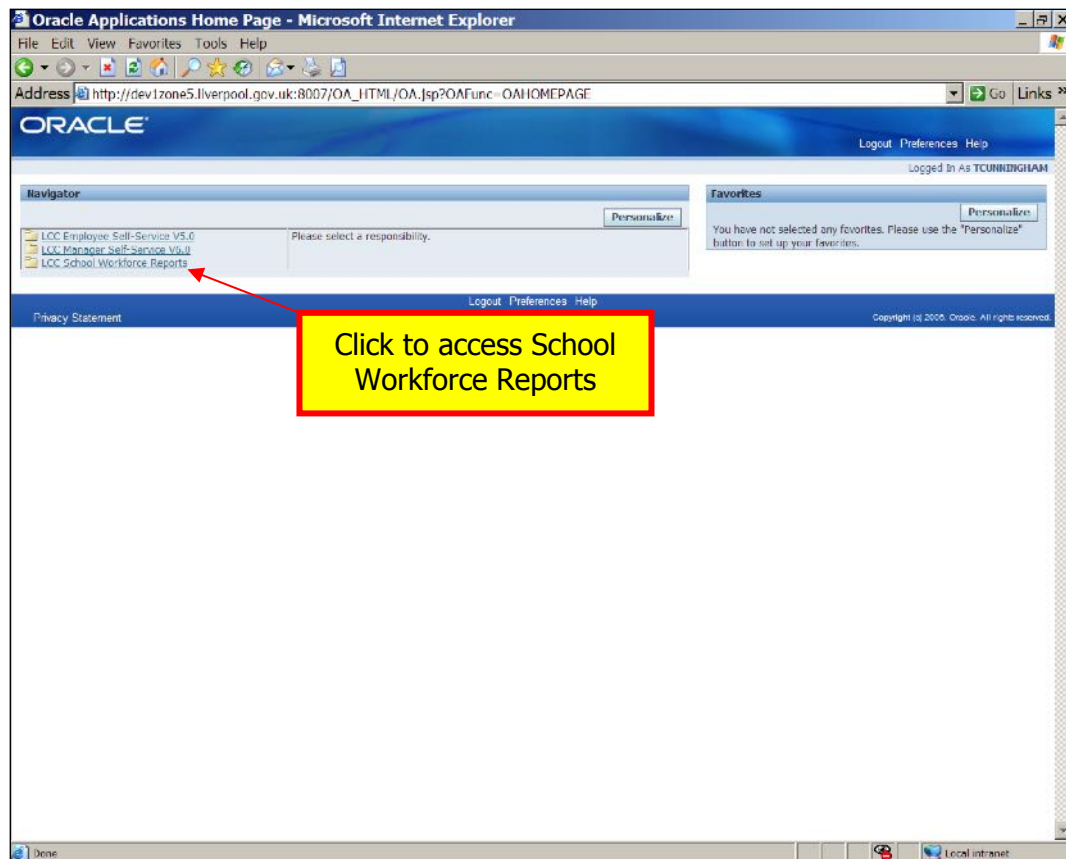
E-mail: andy.rigby@liverpool.gov.uk

Telephone: 233 3289

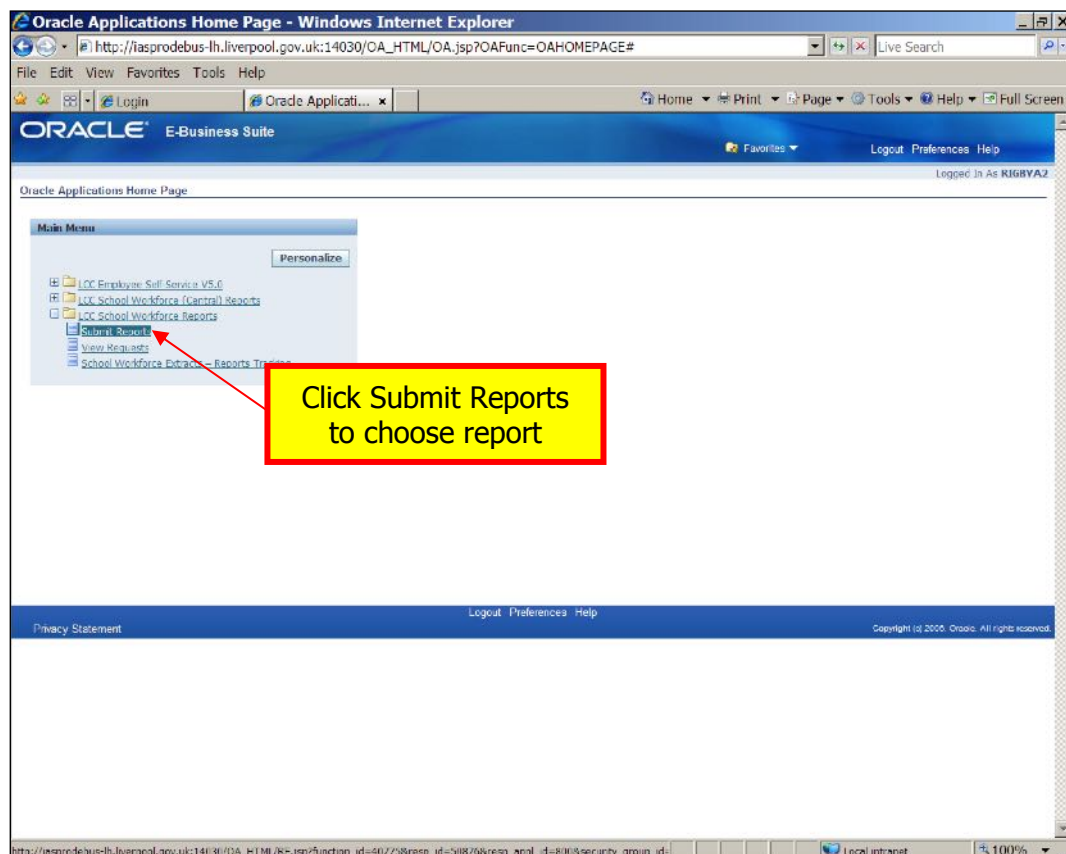
Fax: 233 4222

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.

Schedule Request: Name - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/RF.jsp?function_id=40775&resp_id=50876&resp_appl_id=800

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name

Indicates required field

Cancel Submit Step 1 of 4 Next

Program Name

Request Name

Type 'lcc' in Program Name and click on magnifying glass to search

Privacy Statement

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ABSENCE REPORT

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

Schedule Request: Name - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/RF.jsp?function_id=40775&resp_id=50876&resp_appl_id=800

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name

Indicates required field

Cancel Submit Step 1 of 4 Next

Program Name

Request Name

Type 'lcc' in Program Name and click on magnifying glass to search

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Search and Select List of Values - Windows Internet Explorer

Search and Select: Program Name

Cancel Select

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By Program Name lcc Go

Results

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

Cancel Select

Select Absence option and click on Select

Error on page.

Local intranet 100%

Guidance for Downloading Oracle Reports for School Workforce Census

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

Schedule Request: Name - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_rl=0&_rc=FNDCCPPROGRAMPAGE&scheduleRegion=H

Oracle LCC School Workforce Reports

Navigation: Home, Logout, Preferences, Help

Buttons: Cancel, Submit, Step 1 of 4, Next

Program Name: LCC School Workforce Extracts - Absence

Request Name: Absence - September 11

Enter a name for the report (optional) then click Next

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

Schedule Request: Parameters - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?RequestTypeMode=N&_rl=0&_rc=FNDCCPPROGRAMPAGE

Oracle LCC School Workforce Reports

Navigation: Home, Logout, Preferences, Help

Buttons: Cancel, Submit, Back, Step 2 of 4, Next

Program Name: LCC School Workforce Extracts - Absence

Request Name: Absence - September 11

Start Date: 01-Sep-2011

End Date: 30-Sep-2011

School Name: Fazakerley High

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

Guidance for Downloading Oracle Reports for School Workforce Census

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

Schedule Request: Layout - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_rl=08&rc=FNDCCPARAMETERPAGE&_ti=1385075098

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Cancel Submit Back Step 3 of 4 Next

Program Name: LCC School Workforce Extracts - Absence
Request Name: Absence - September 11

Layout Setting

For Language	Template Name	Template Language	Format
American English	LCC School Workforce	English: United Kingdom	EXCEL

Privacy Statement Home Logout Preferences

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Check details & then click on Submit.

Schedule Request: Review - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLLayoutPG&_ti=

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

Name

Concurrent Program Name: LCC School Workforce Extracts - Absence
Request Name: Absence - September 11
Operating Unit:

Language Settings

Language	Territory	Numeric Character
American English	United Kingdom	

Parameters

Start Date: 01-Sep-2011
End Date: 30-Sep-2011
School Name: Fazakerley High

Layout

For Language	Template Name	Language	Output Format
American English	LCC School Workforce Extracts - Absence	English: United Kingdom	EXCEL

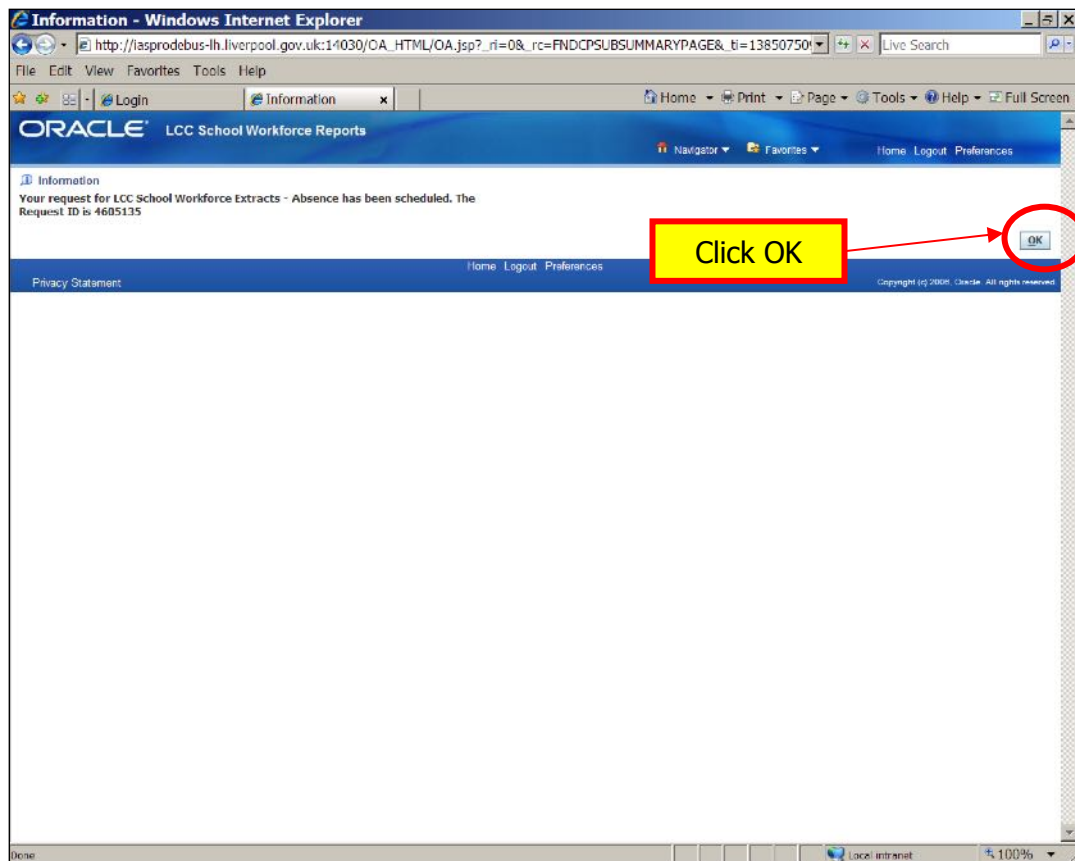
Privacy Statement Home Logout Preferences

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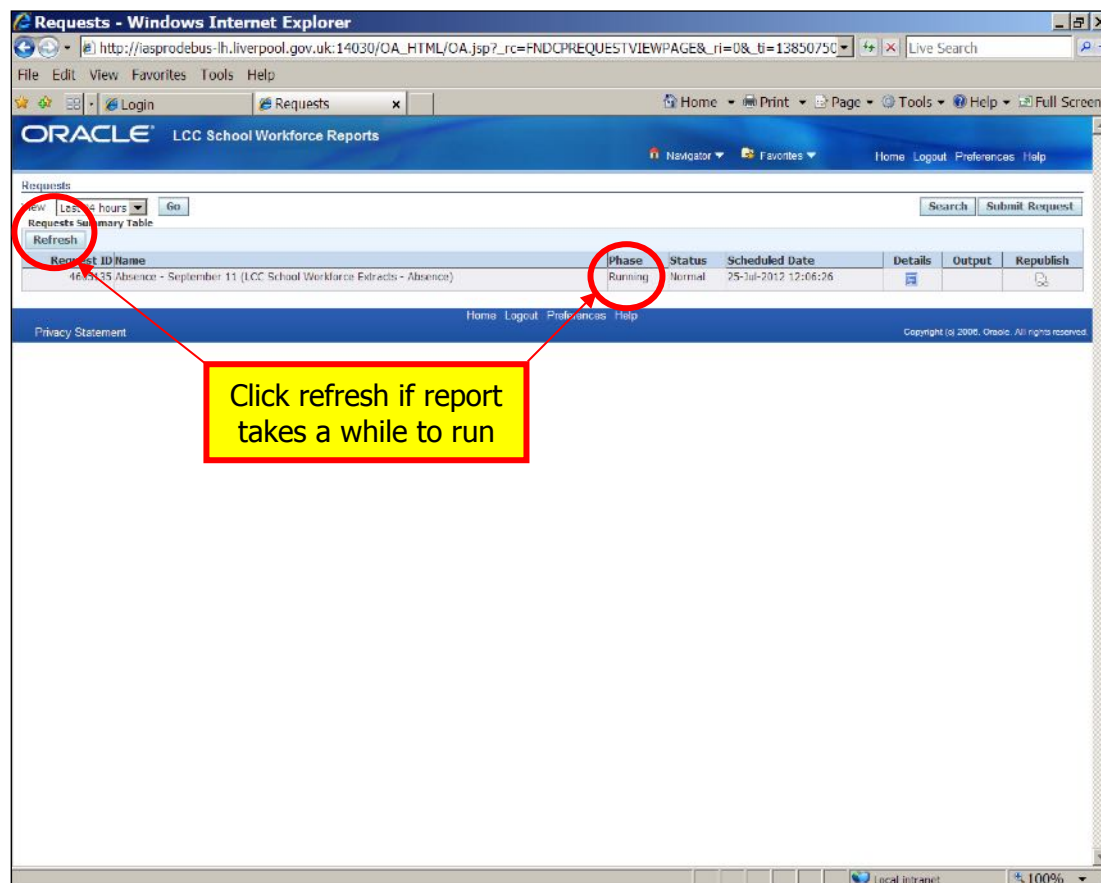
Local intranet 100%

Guidance for Downloading Oracle Reports for School Workforce Census

When you receive a Request ID, click OK.

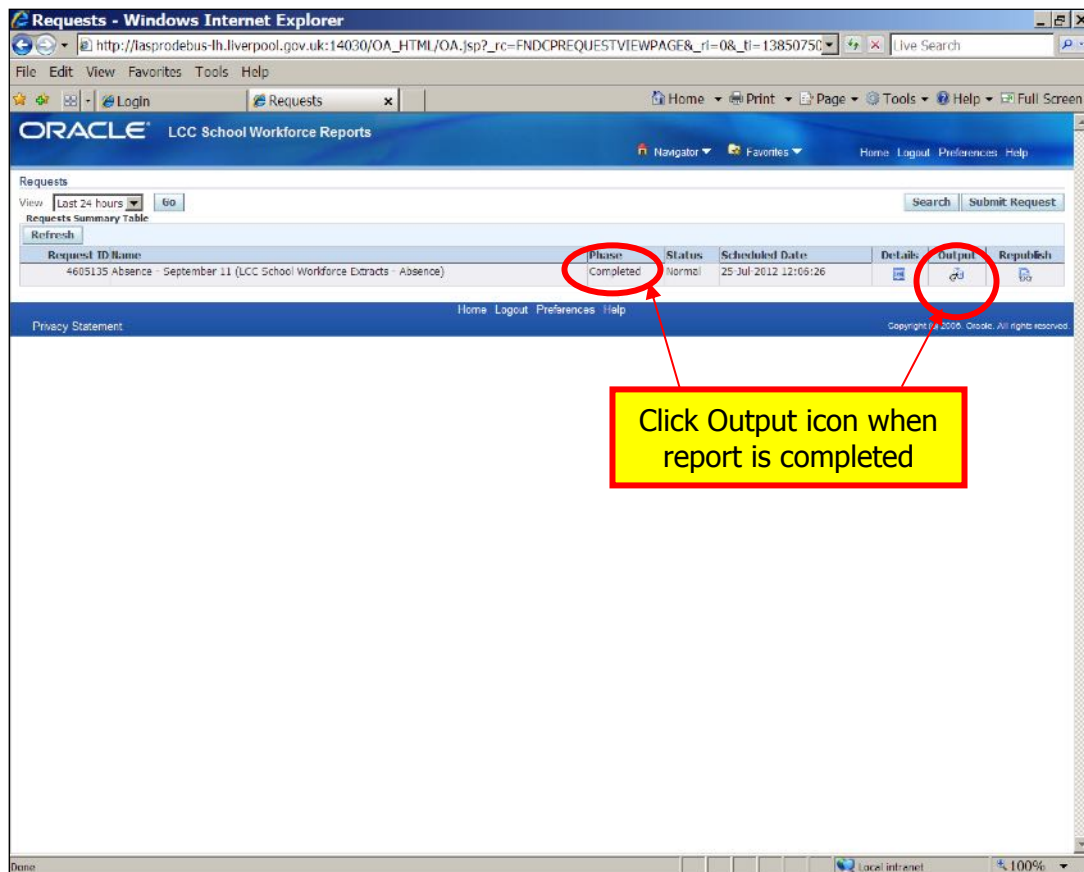


If the report takes a while to run, click refresh. The report will show as running until it is ready.

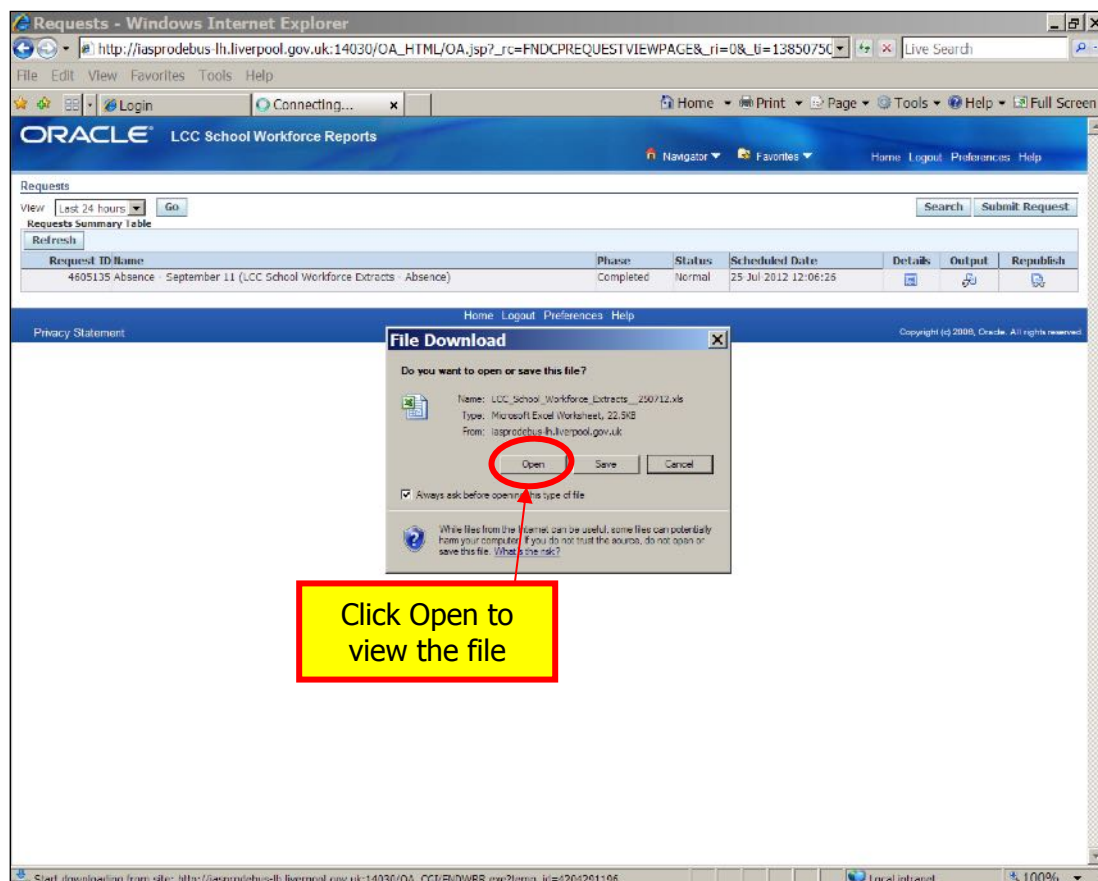


Guidance for Downloading Oracle Reports for School Workforce Census

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

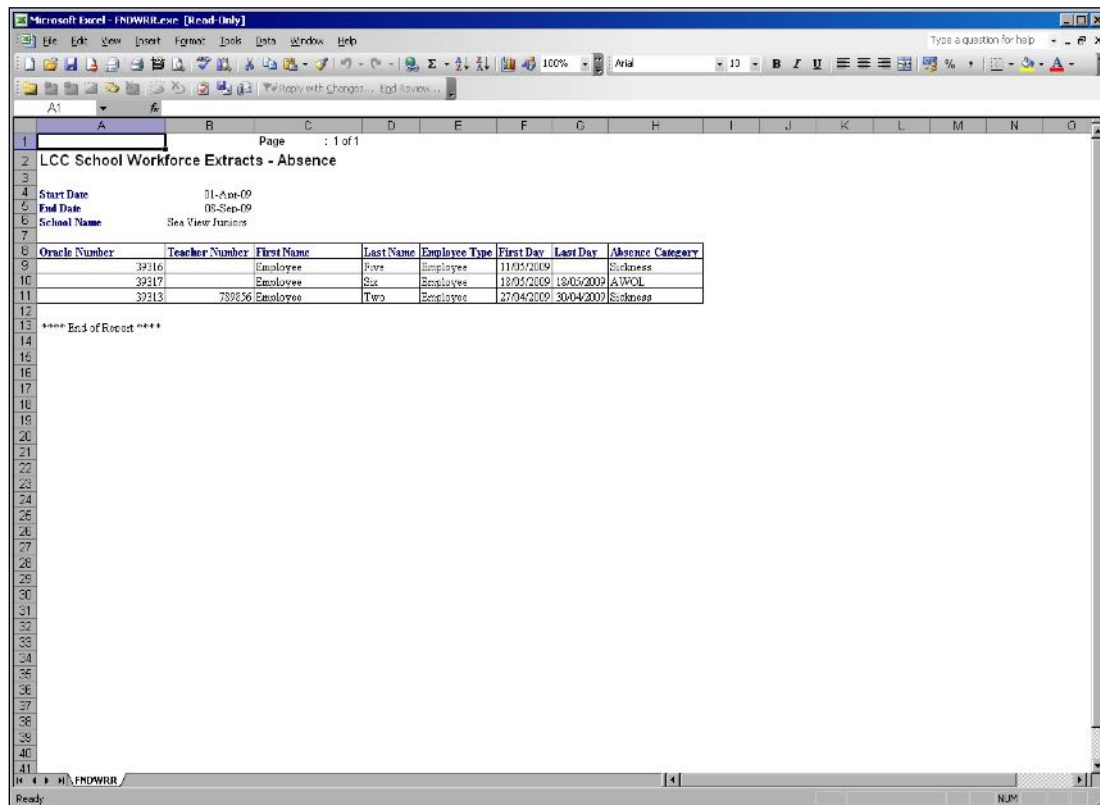


Click Open to view the file.



Guidance for Downloading Oracle Reports for School Workforce Census

Here is an extract of a dummy absence report.



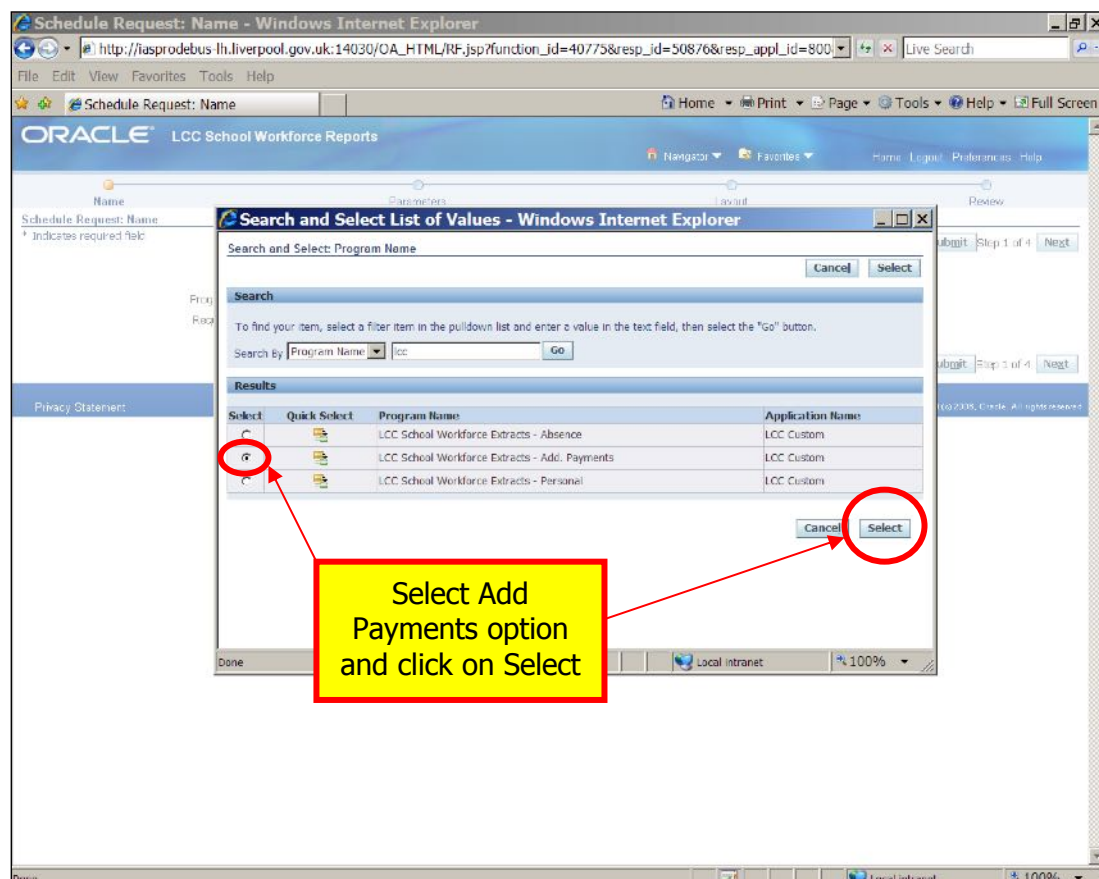
The screenshot shows a Microsoft Excel spreadsheet with the following data:

Oracle Number	Teacher Number	First Name	Last Name	Employee Type	First Day	Last Day	Absence Category
32316		Employee	Five	Employee	11/05/2009		Sickness
32317		Employee	Six	Employee	18/05/2009	18/05/2009	ATVOL
32313	789236	Employee	Two	Employee	27/04/2009	30/04/2009	Sickness

Below the table, it says: **** End of Report ****

ADDITIONAL PAYMENTS

Select Add. Payments from search list and click Select



The screenshot shows the Oracle LCC School Workforce Reports interface. A search window titled "Search and Select List of Values - Windows Internet Explorer" is open. The search criteria are "Program Name" and "LCC". The results table shows three options:

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 - Personnel	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.

Guidance for Downloading Oracle Reports for School Workforce Census

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

Schedule Request: Name - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_ri=0&_rc=FND/CP/PROGRAMPAGE&scheduleRegion=H

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name

Indicates required field

New Request
Copy Request

Program Name LCC School Workforce Extracts - Add. Payments

Request Name

The name can later be used to search for this request.

Cancel Submit Step 1 of 4 Next

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

Schedule Request: Parameters - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?RequestTypeMode=N&_ri=0&_rc=FND/CP/PROGRAMPAGE

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Parameters

Indicates required field

Program Name LCC School Workforce Extracts - Add. Payments

Request Name

Payroll Period 4 2007 Calendar Month

School Name LCC School Workforce Extracts - Add. Payments

Cancel Submit Back Step 2 of 4 Next

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Guidance for Downloading Oracle Reports for School Workforce Census

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

Schedule Request: Layout - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_ri=0&_rc=FND/CPPARAMETERPAGE&_ti=1247352150

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Cancel Submit Back Step 3 of 4 Next

Program Name: LCC School Workforce Extracts - Add. Payments
Request Name:
Layout Setting:
For Language: American English Template Name: LCC School Workforce Template Language: English: United Kingdom Format: EXCEL

Cancel Submit Back Step 3 of 4 Next

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Check details & then click on Submit.

Schedule Request: Review - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLLayoutPG&_ti=

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

Name:
Concurrent Program Name: LCC School Workforce Extracts - Add. Payments
Request Name:
Operating Unit:
Language Settings:
Language: American English Territory: United Kingdom Numeric Character:
Parameters:
Payroll Period: 2 2012 Calendar Month
School Name: Fazakerley High
Layout:
Layout Settings:
For Language: American English Template Name: LCC School Workforce Extracts - Add. Payments Language: English: United Kingdom Output Format: EXCEL

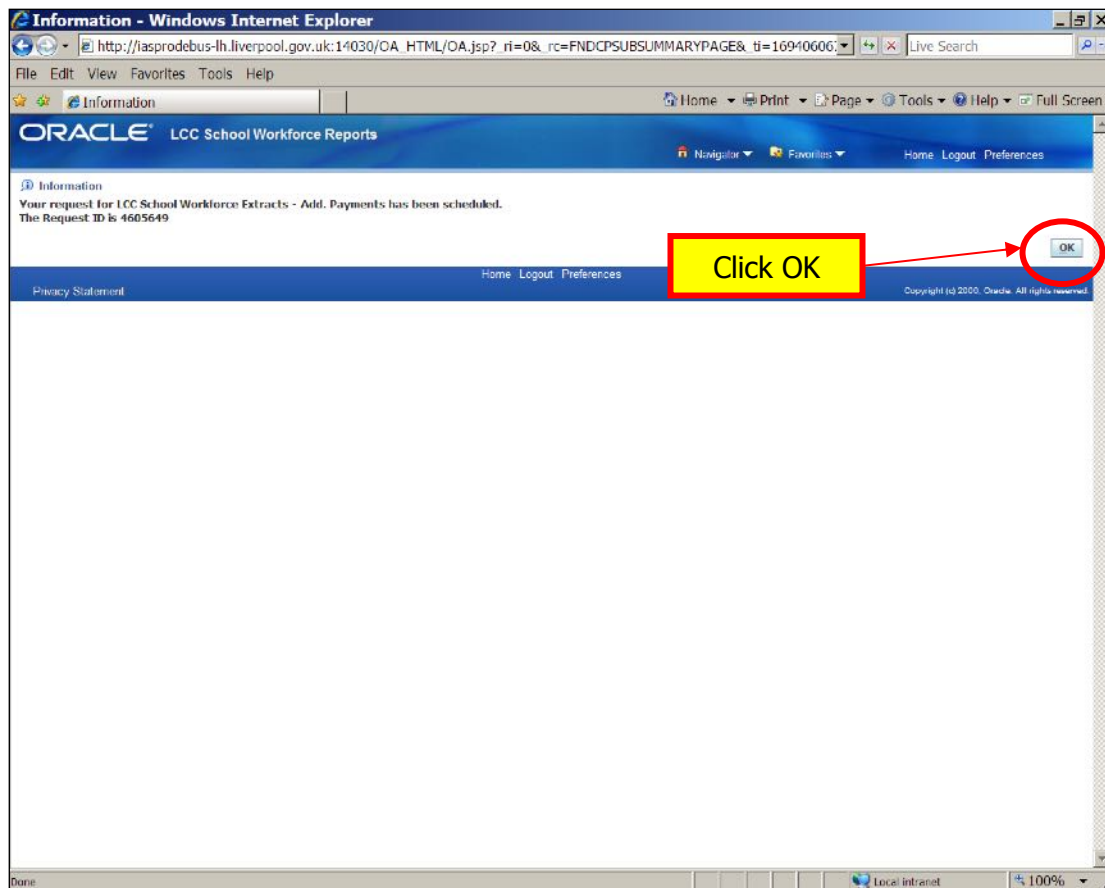
Click on Submit

Cancel Back Step 4 of 4 Submit

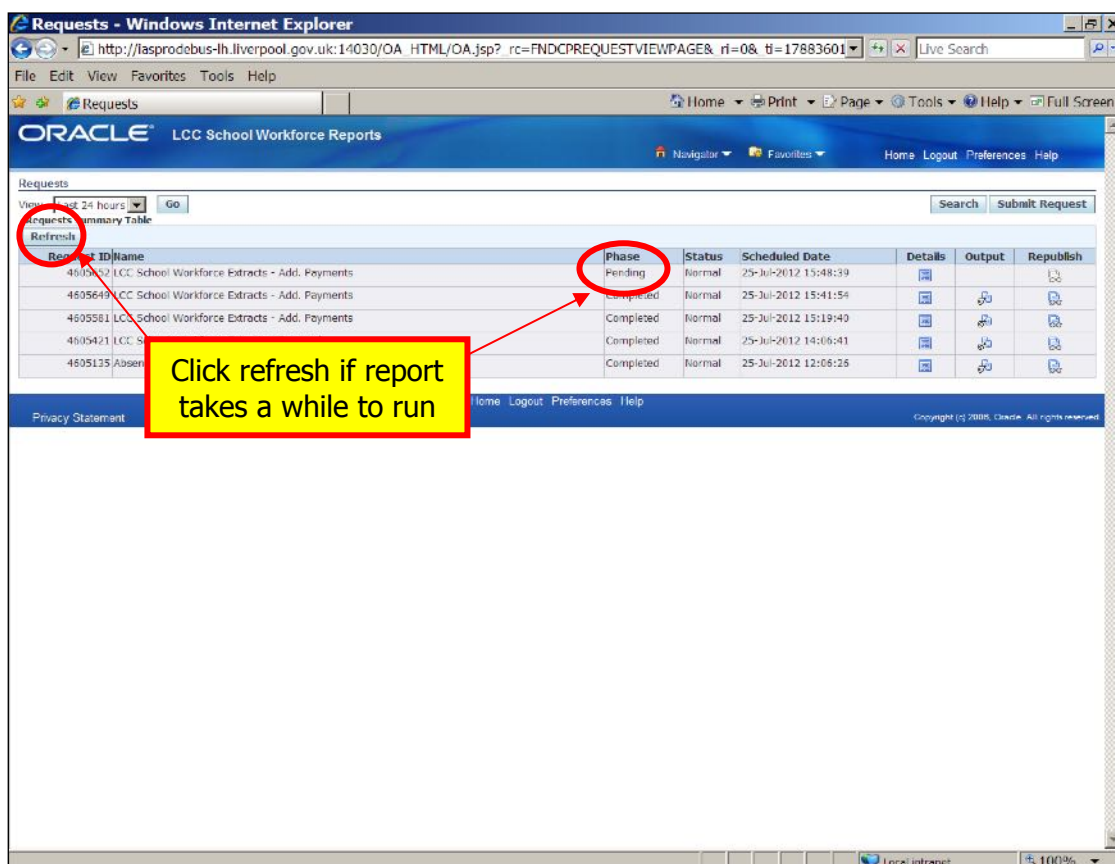
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Guidance for Downloading Oracle Reports for School Workforce Census

When you receive a Request ID, click OK.

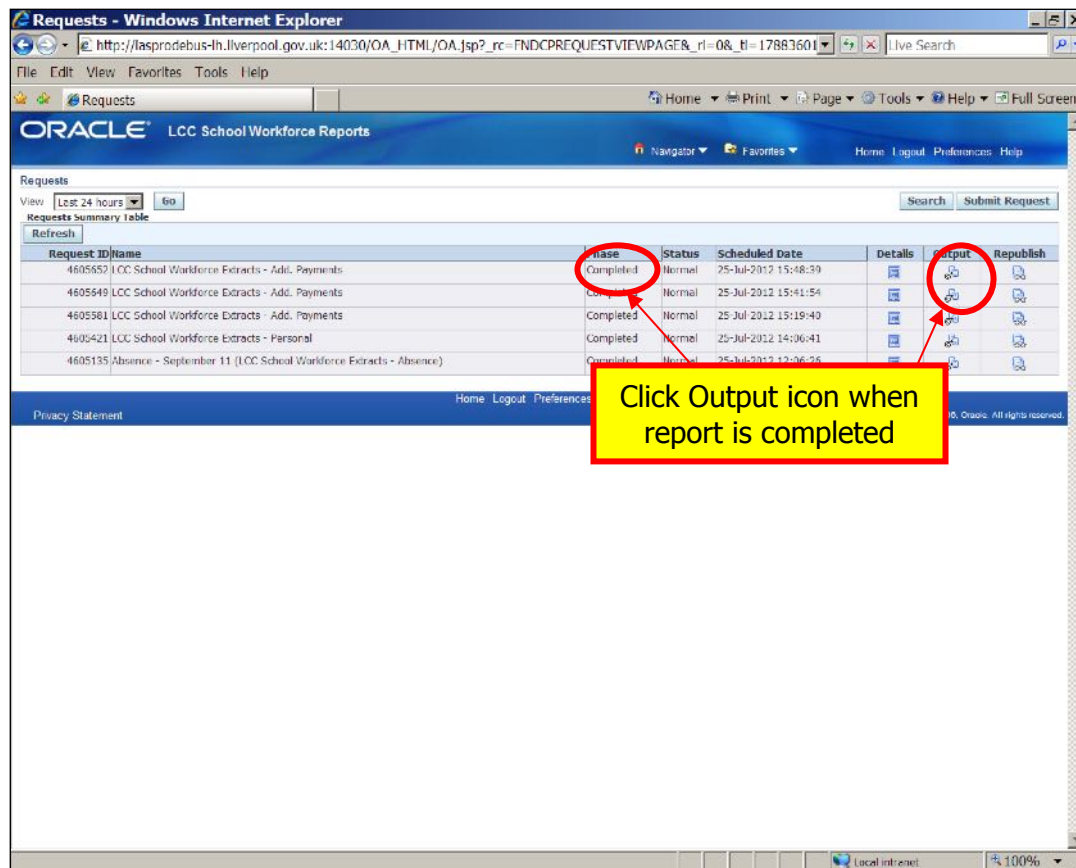


If the report takes a while to run, click refresh. The report will show as running until it is ready.

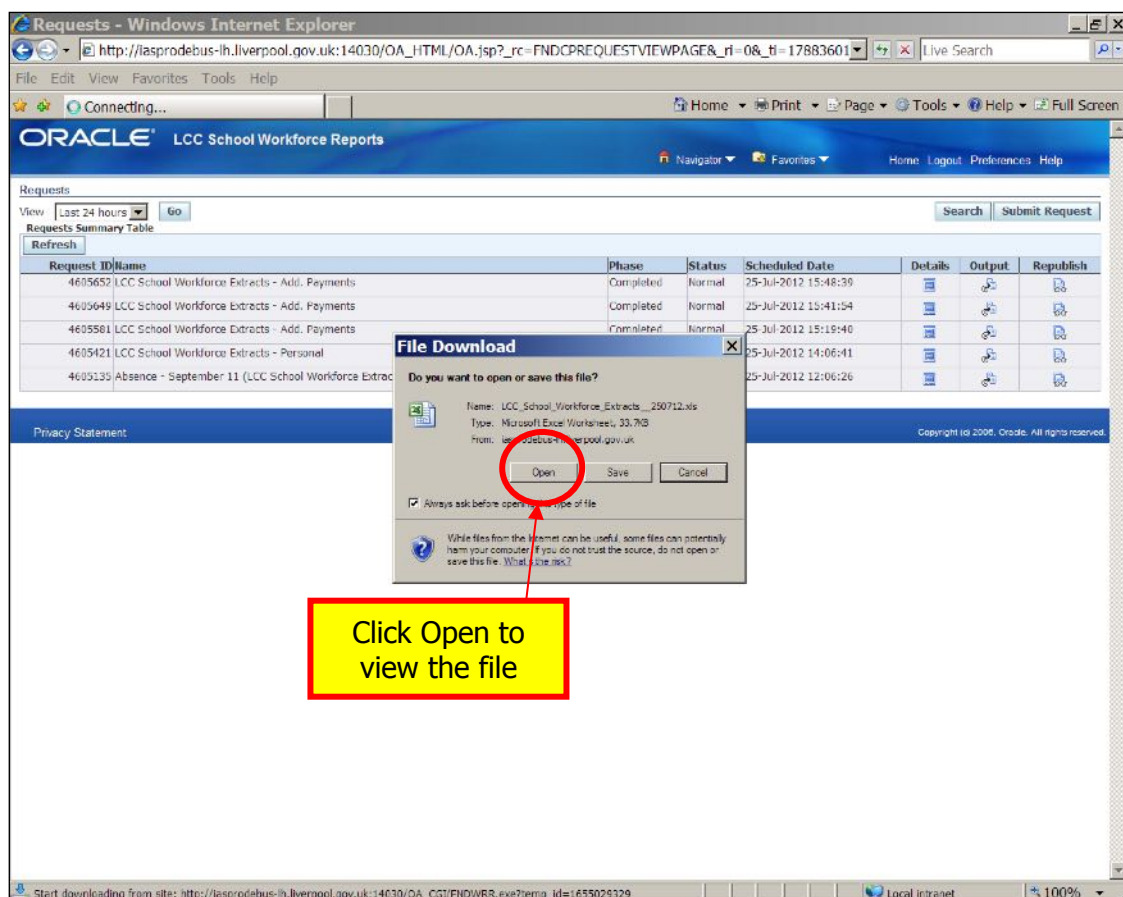


Guidance for Downloading Oracle Reports for School Workforce Census

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

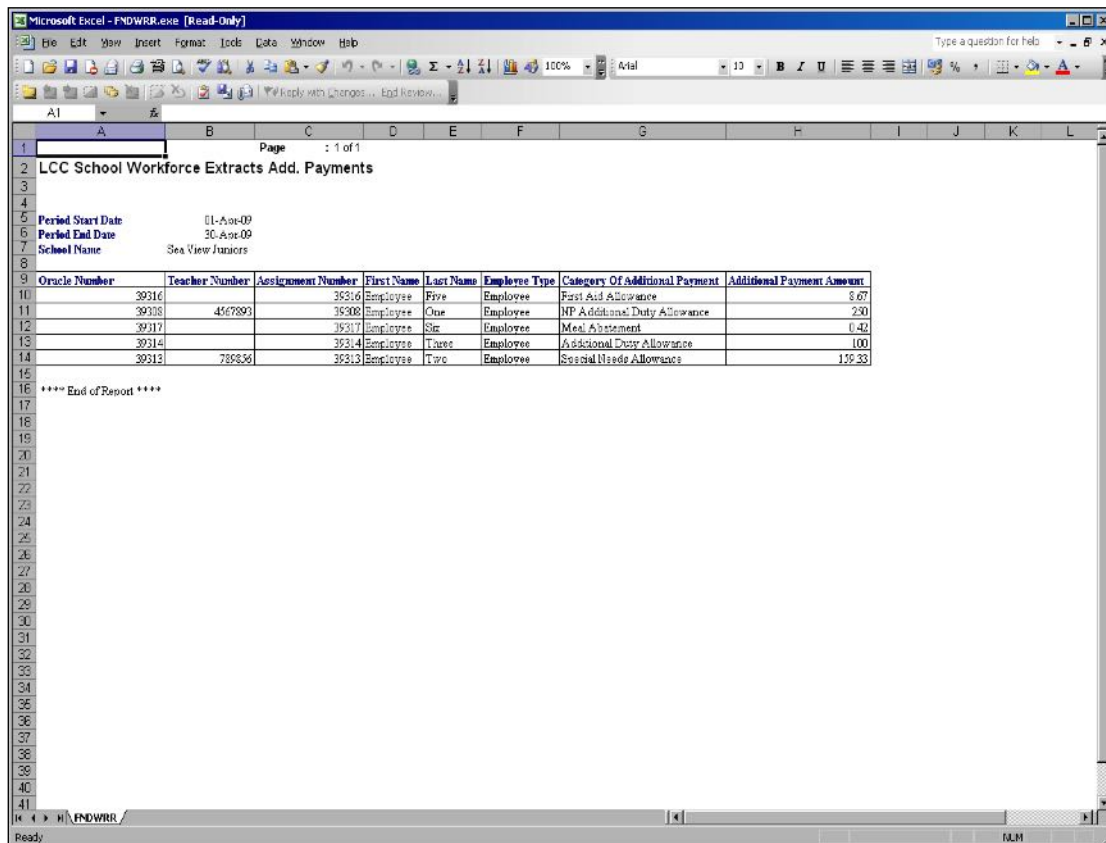


Click Open to view the file.



Guidance for Downloading Oracle Reports for School Workforce Census

Here is an extract of a dummy additional payments report.



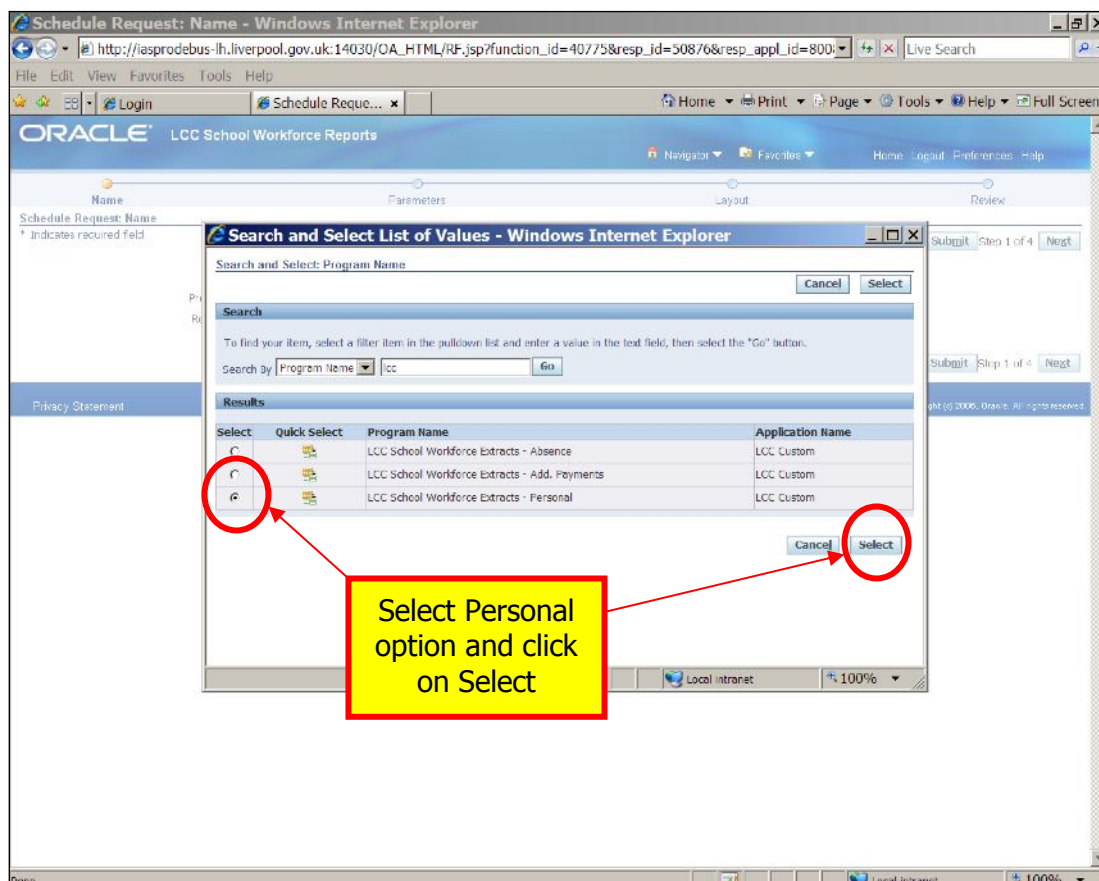
The screenshot shows a Microsoft Excel window with the following data:

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	6.67
39308	4567893	39308	Employee	One	Employee	NP Additional Duty Allowance	230
39317		39317	Employee	Sta	Employee	Meal Allowance	0.42
39314		39314	Employee	Tare	Employee	Additional Duty Allowance	100
39313	785836	39313	Employee	Tare	Employee	Special Needs Allowance	179.33

**** End of Report ****

Personal

Select Personal and click Select



The screenshot shows the Oracle LCC School Workforce Reports interface. A dialog box titled 'Search and Select List of Values - Windows Internet Explorer' is open. The dialog box has a search bar with 'LCC' entered. Below the search bar, there is a table with the following data:

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

A red circle highlights the 'Personal' radio button, and a red arrow points to the 'Select' button. A yellow box with the text 'Select Personal option and click on Select' is overlaid on the dialog box.

Guidance for Downloading Oracle Reports for School Workforce Census

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

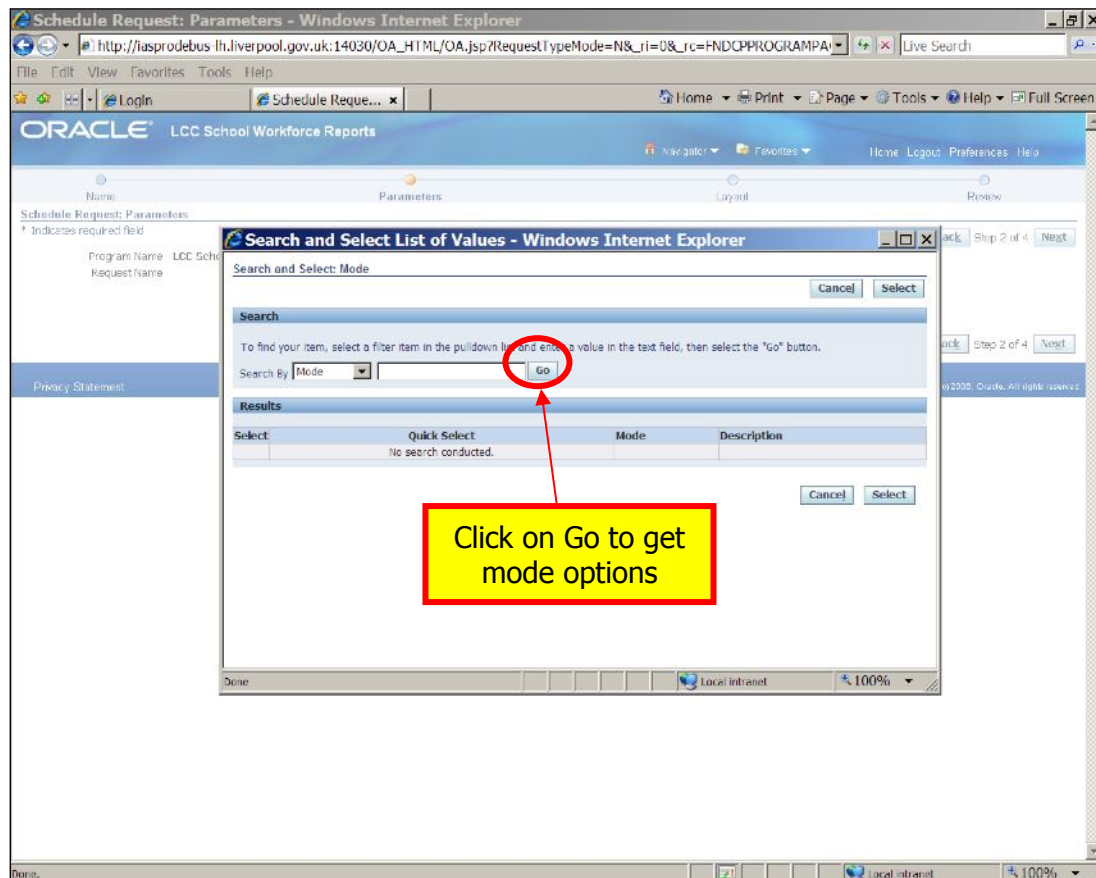
Screenshot of the Oracle LCC School Workforce Reports 'Schedule Request: Name' page. The page shows a form with fields for 'Program Name' and 'Request Name'. The 'Program Name' field is highlighted with a red circle. A red arrow points from a yellow box with the text 'Enter a name for the report (optional) then click Next' to the 'Request Name' field. Another red arrow points from the same yellow box to the 'Next' button. The 'Next' button is also highlighted with a red circle. The page includes navigation tabs (Name, Parameters, Layout, Review) and buttons (Cancel, Submit, Next).

To choose mode, click on magnifying glass.

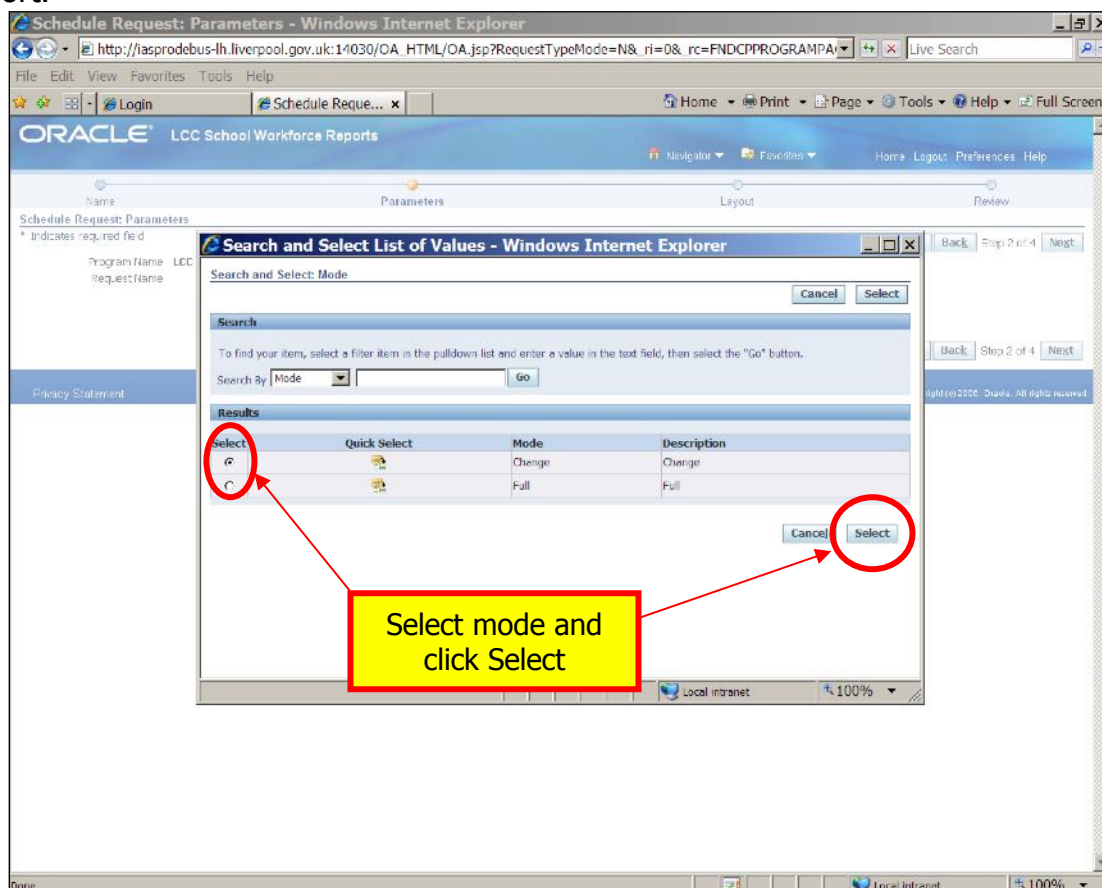
Screenshot of the Oracle LCC School Workforce Reports 'Schedule Request: Parameters' page. The page shows a form with fields for 'Program Name', 'Request Name', 'Mode', and 'School Name'. The 'Mode' field is highlighted with a red circle. A red arrow points from a yellow box with the text 'Click on magnifying glass to choose mode' to the magnifying glass icon next to the 'Mode' field. The page includes navigation tabs (Name, Parameters, Layout, Review) and buttons (Cancel, Submit, Back, Next).

Guidance for Downloading Oracle Reports for School Workforce Census

To get mode options, click Go.



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



Guidance for Downloading Oracle Reports for School Workforce Census

Click Next

Schedule Request: Parameters - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?RequestTypeMode=N&_ri=0&_rc=FNDCCPROGRAMPA

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Parameters

* Indicates required field:

Program Name LCC School Workforce Extracts - Personal

Request Name

* Mode Change

* School Name Fazakerley High

Cancel Submit Back Step 2 of 4 Next

Privacy Statement Home Logout Preferences Help

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Click Next

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

Schedule Request: Layout - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_ri=0&_rc=FNDCCPARAMETERPAGE&_ti=1074560625

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Program Name LCC School Workforce Extracts - Personal

Request Name

Layout Setting

* For Language American English

* Template Name LCC School Workforce E

* Template Language English: United Kingdom

* Format EXCEL

Cancel Submit Back Step 3 of 4 Next

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Choose format and then click Next

Guidance for Downloading Oracle Reports for School Workforce Census

Check details & then click on Submit.

Schedule Request: Review - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLayoutPG&_ti=

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Names Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

Name

Concurrent Program Name: LCC School Workforce Extracts - Personal
Request Name:
Operating Unit:

Language Settings

Language	Territory	Numeric Character
American English	United Kingdom	

Parameters

Mode: Change
Change:
School Name: Fazakerley High

Layout

Layout Settings

For Language	Template Name	Language	Output Format
American English	LCC School Workforce Extracts - Personal	English: United Kingdom	EXCEL

Cancel Back Step 4 of 4 Submit

Home Logout Preferences Help

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Click on Submit

When you receive a Request ID, click OK

Information - Windows Internet Explorer

http://iasprodebus.lh.liverpool.gov.uk:14030/OA_HTML/OA.jsp?_ri=0&_rc=FNDPCSUBSUMMARYPAGE&_ti=10745606;

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences

Information

Your request for LCC School Workforce Extracts - Personal has been scheduled. The Request ID is 4605421

Home Logout Preferences

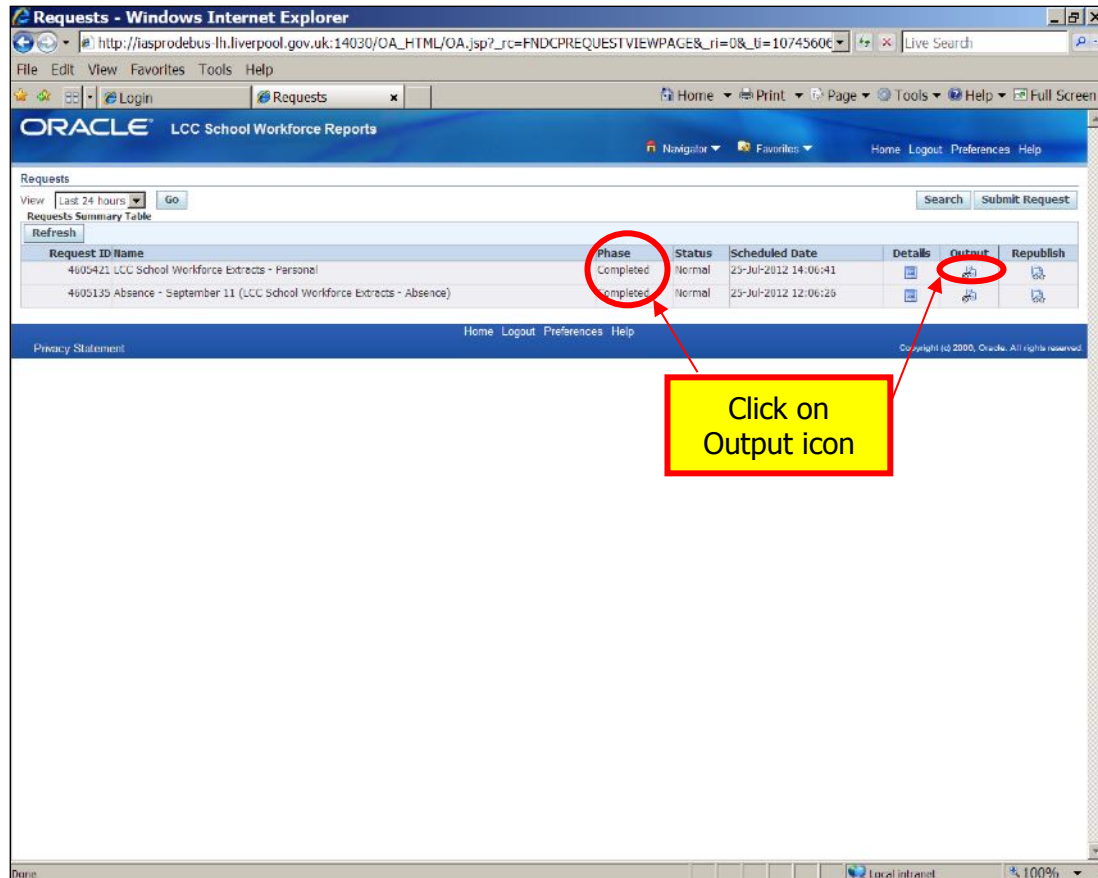
Privacy Statement

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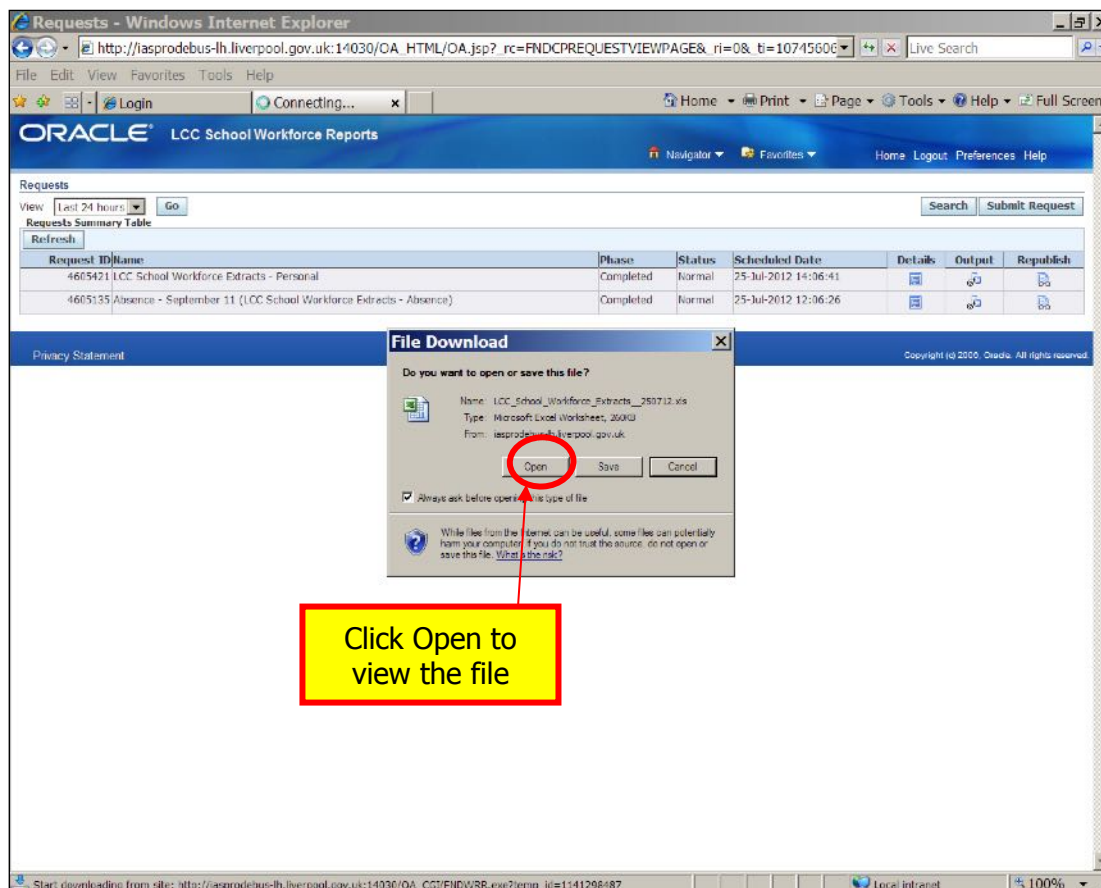
Click OK

Guidance for Downloading Oracle Reports for School Workforce Census

When the report has run, click on the output icon

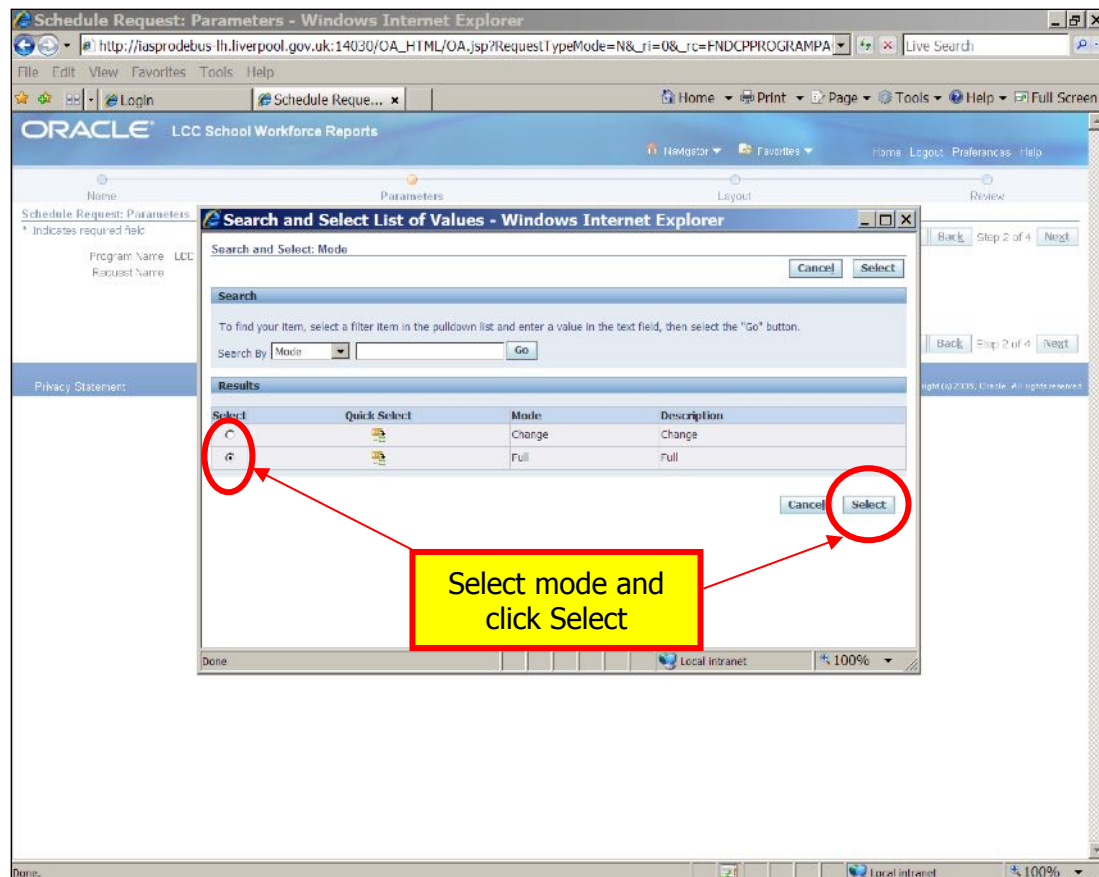


Click Open to view file.



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.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

100% Col M

A1 LCC School Workforce Extracts Personal Information

1 LCC School Workforce Extracts Personal Information

2 School Name: Sea View Juniors

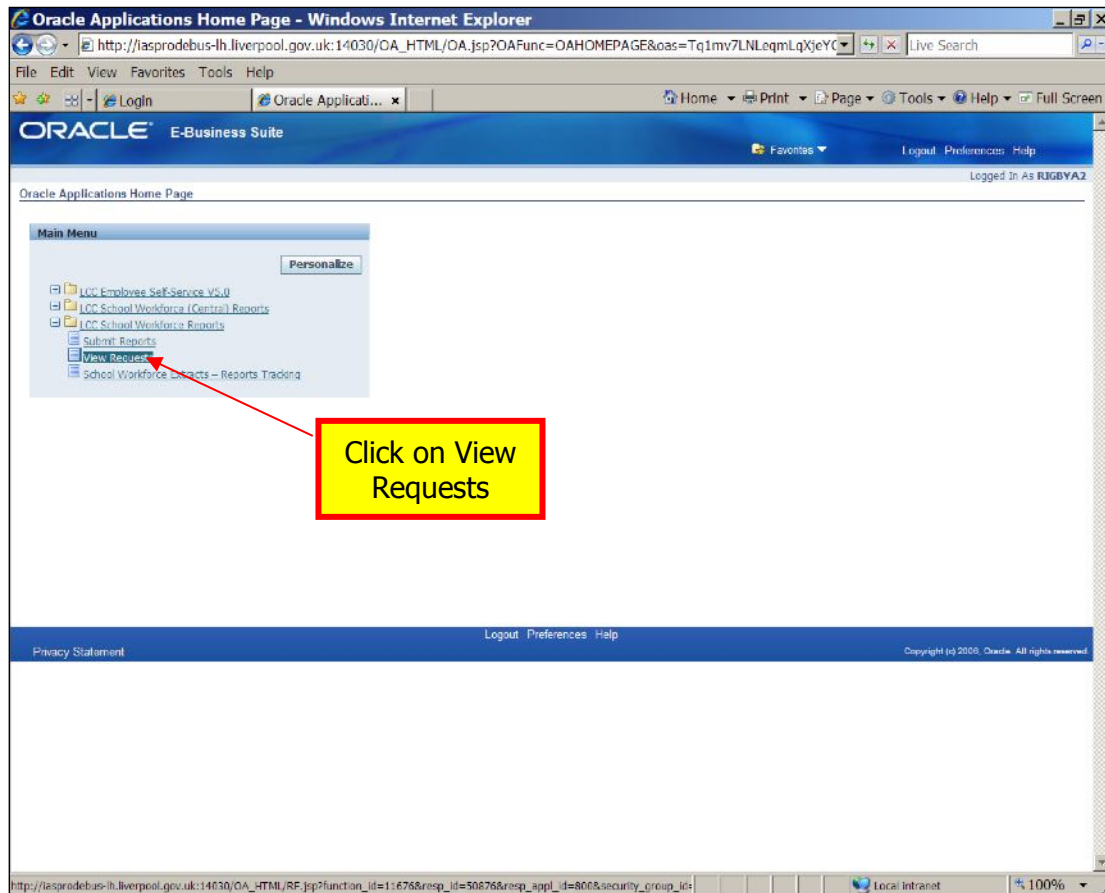
Employ	Assignm	Teache	Surna	Forename	Previous	NI Number	Gender	Ethnicity	Disability	Pav	Spine	Percentage	Salary	S
39308	39308	4687893	One	Employee		AA122356A	F			TPC	22	100	600.17	A
39313	39313	708986	Two	Employee		AA566689A	M	Prefer Not To Say	Prefer Not	TPC	2	100	222.59	A
39314	39314		Three	Employee		YY777699B	F	White Irish		TPC	1	50	369.50	A
39315	39315		Four	Employee		AA441122A	F	White British	No	NJC	15	80	158.95	A
38316	38316		Five	Employee		YY990011A	F	Prefer Not To Say	Prefer Not	NJC	11	60	145.87	A
39317	39317		Six	Employee		YY889900A	M			NJC	5	16.65	123.34	A

Ready

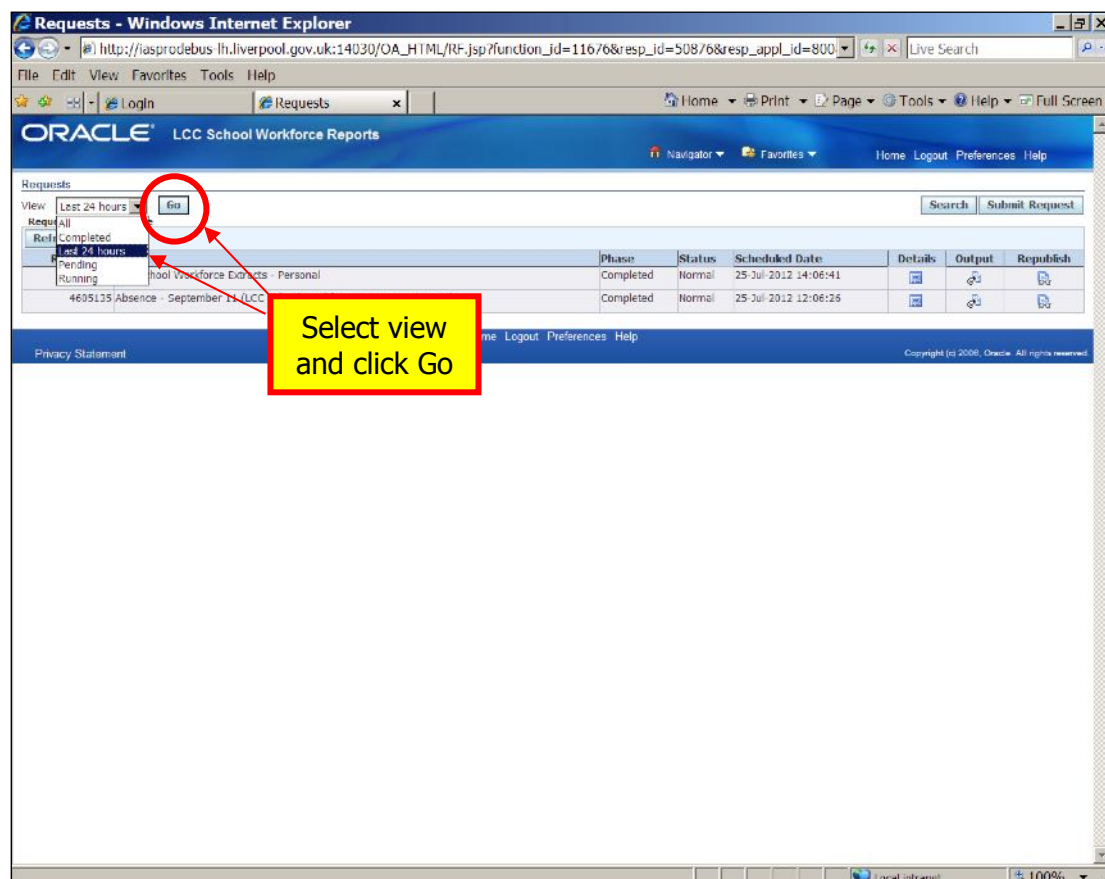
Guidance for Downloading Oracle Reports for School Workforce Census

Viewing Reports

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

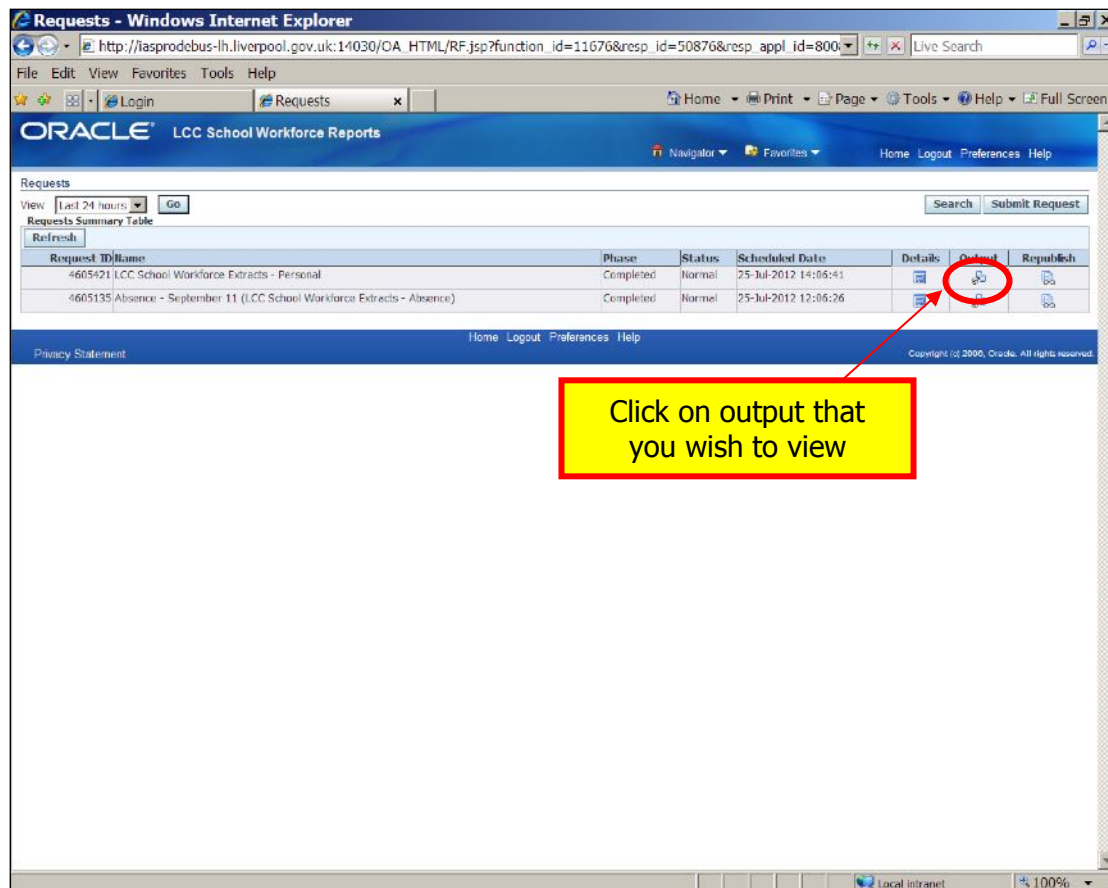


Choose which view you would like and click Go



Guidance for Downloading Oracle Reports for School Workforce Census

Click on the report that you wish to view.



Click Open to view file.

