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
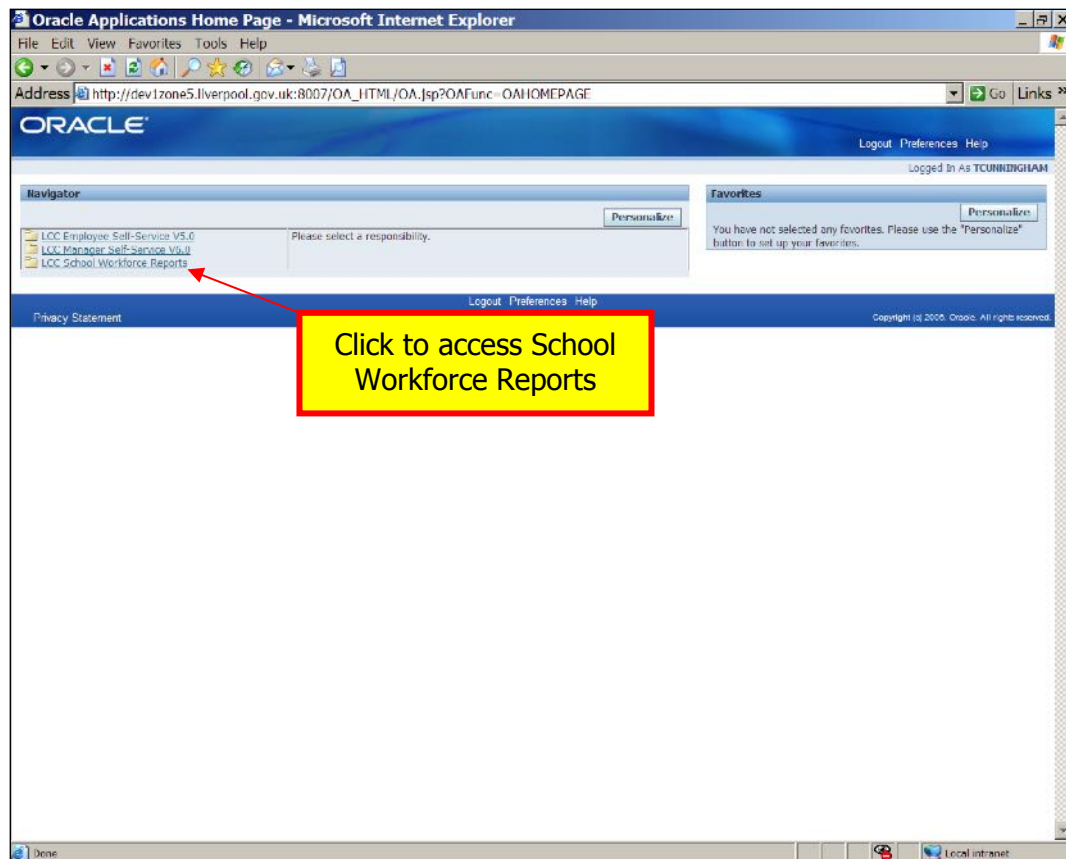Children Services

Contact details for Andy Rigby:
E-mail: andy.rigby@liverpool.gov.uk
Telephone: 233 3289
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Produced by the Education Data and Analysis Team   Page 2
Tel: 233 3289

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.
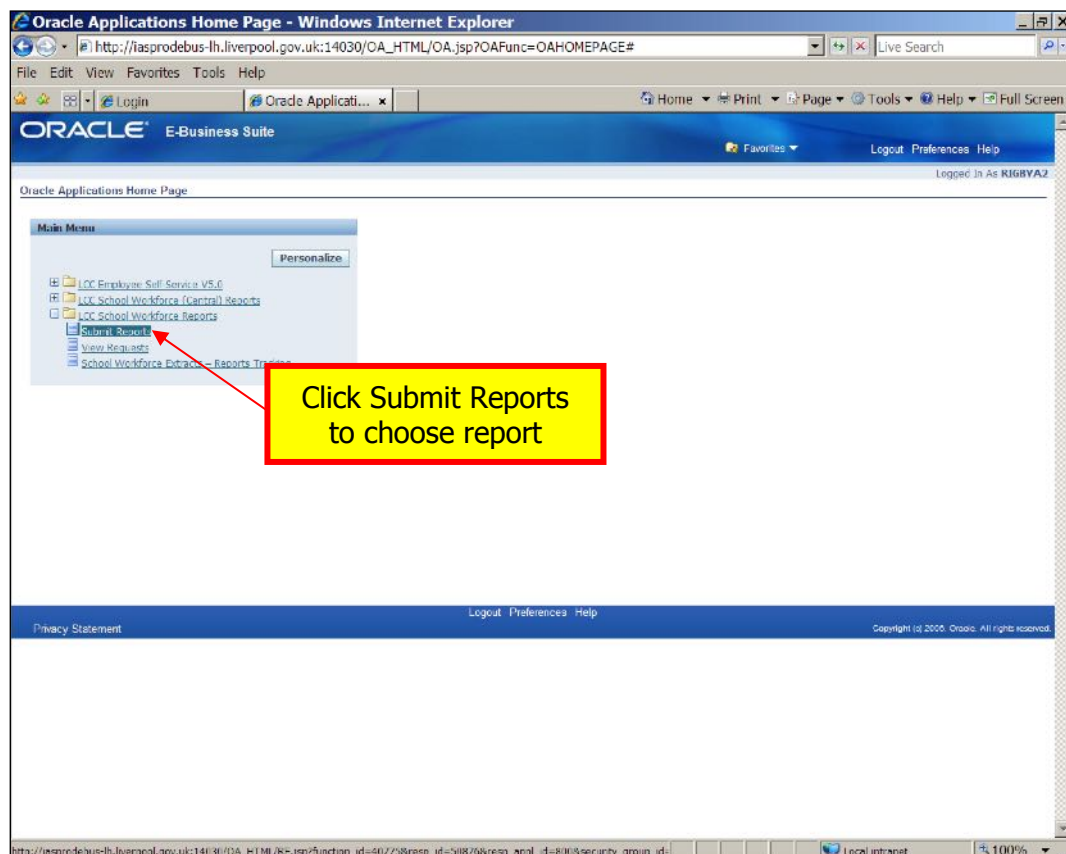
Guidance for Downloading Oracle Reports for School Workforce Census

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

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

ABSENCE REPORT

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

Select Absence option and click on Select

Guidance for Downloading Oracle Reports for School Workforce Census

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

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

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

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.

Choose format and then click Next

Check details & then click on Submit.

Click on Submit

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.
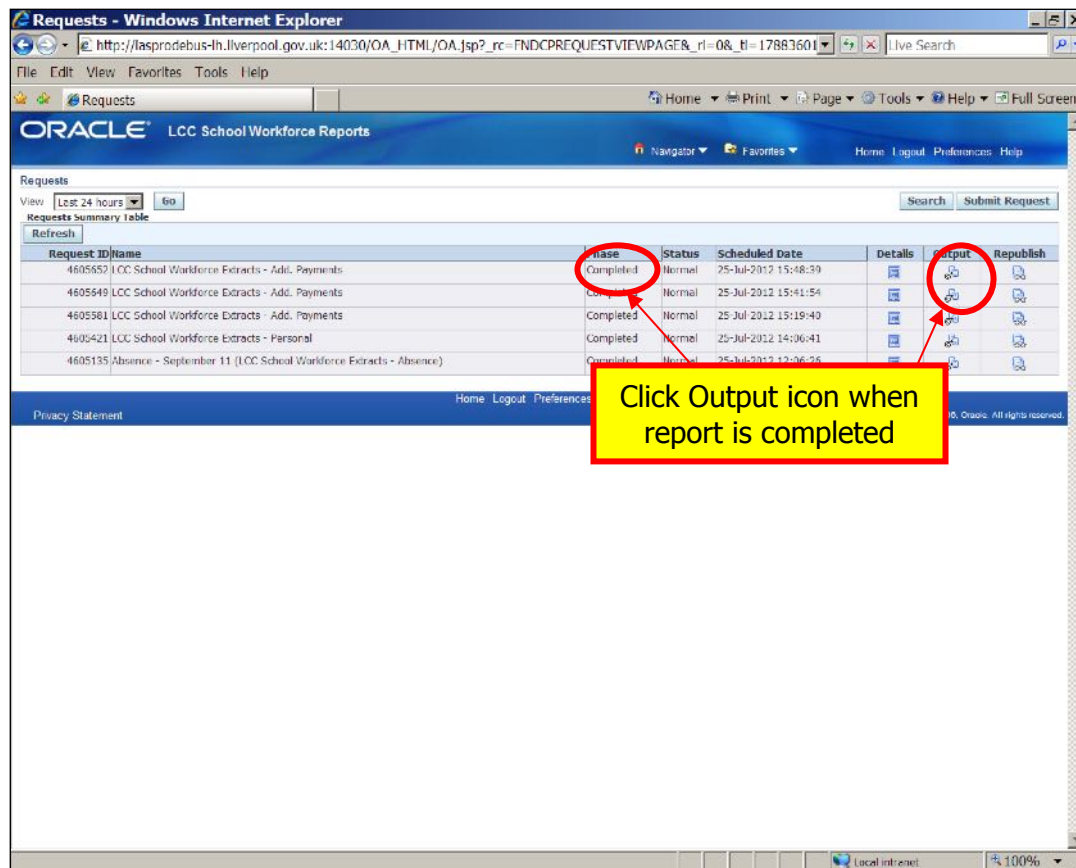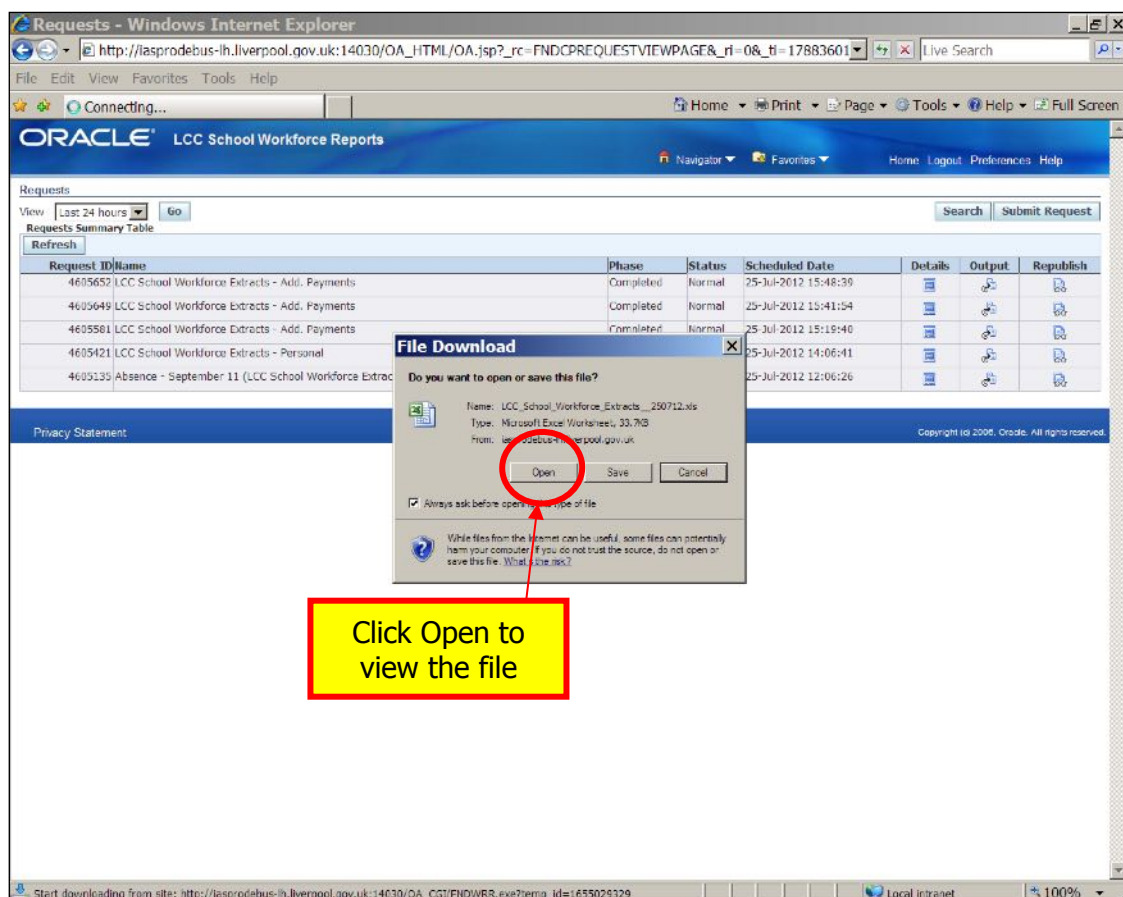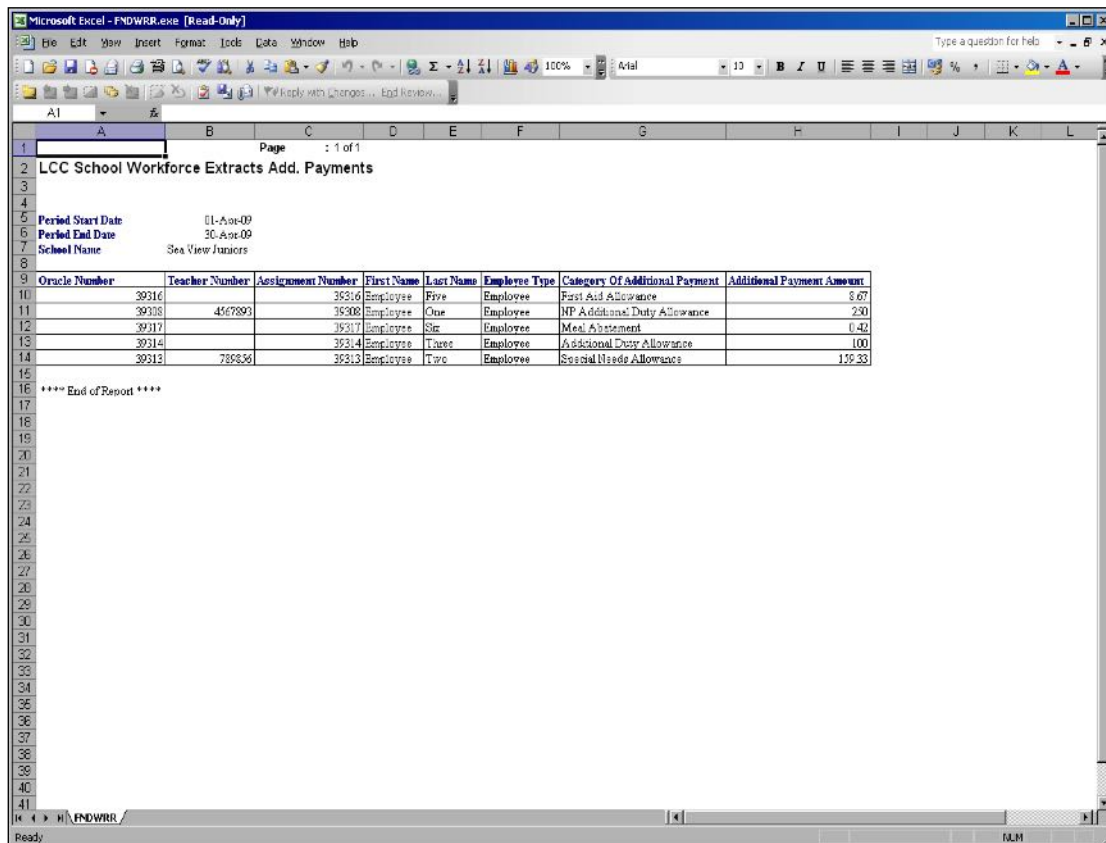
Here is an extract of a dummy absence report.
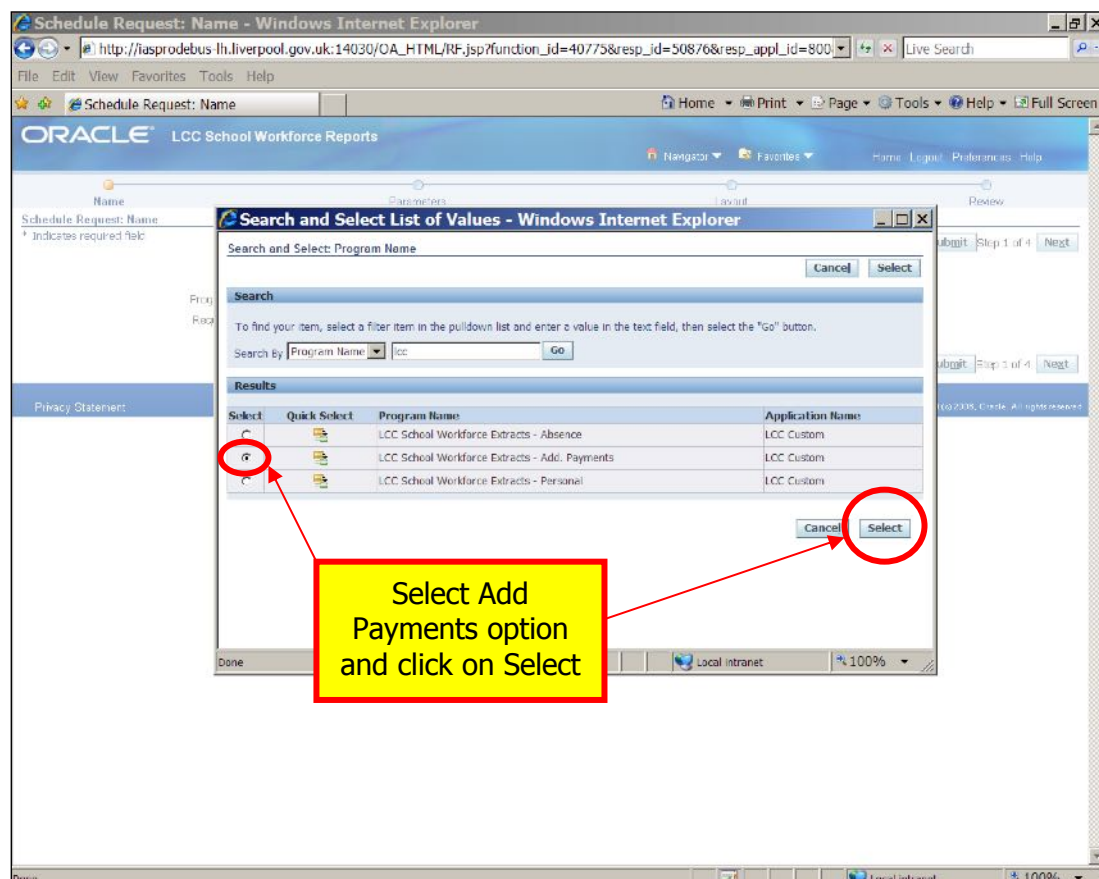
ADDITIONAL PAYMENTS

Select Add. Payments from search list and click Select

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

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

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

Change month number in text field, if necessary, and 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.

Choose format and then click Next

Check details & then click on Submit.

Click on Submit

Guidance for Downloading Oracle Reports for School Workforce Census

When you receive a Request ID, click OK.
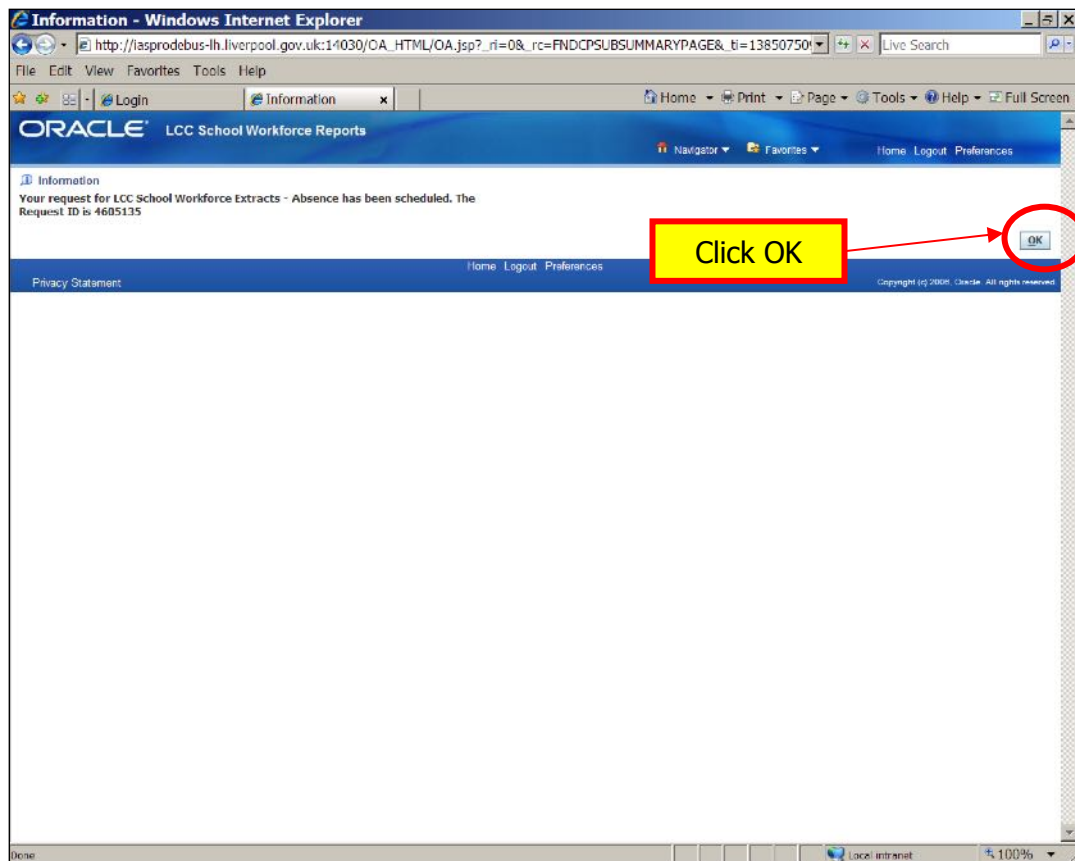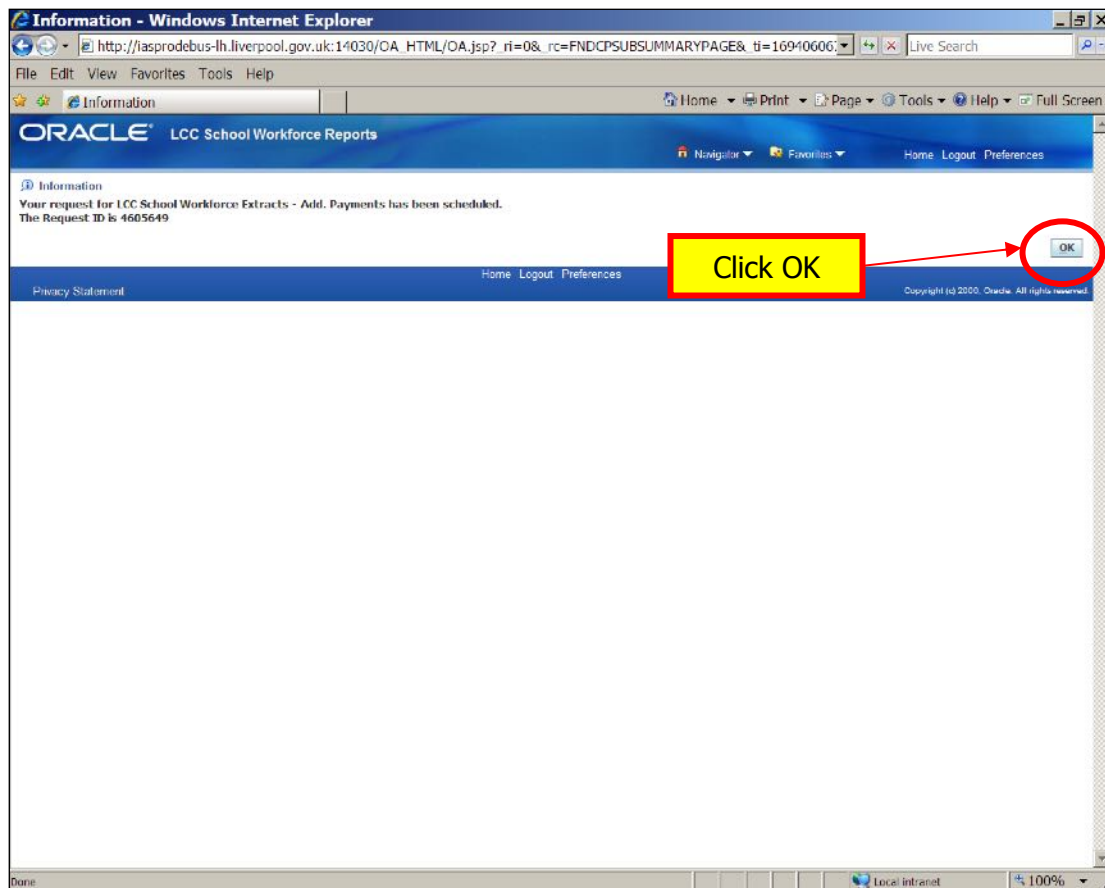
If the report takes a while to run, click refresh. The report will show as running until it is ready.

Guidance for Downloading Oracle Reports for School Workforce Census
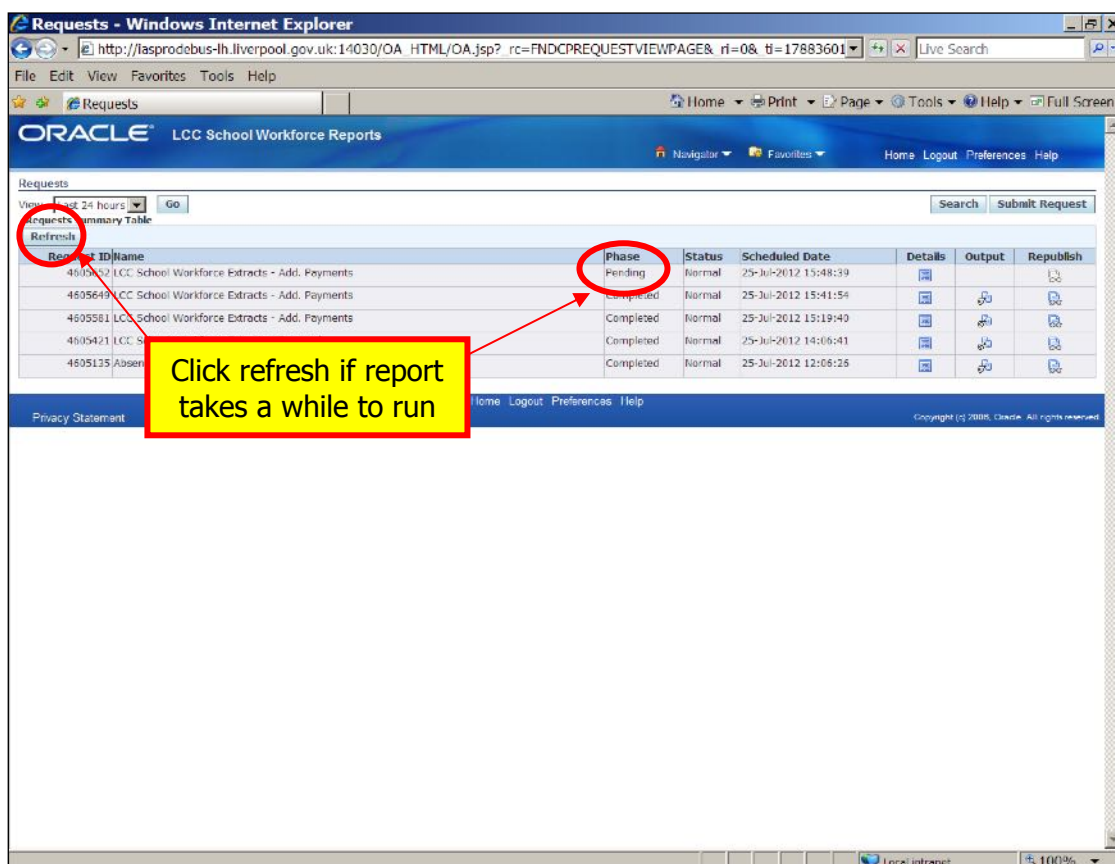
When report shows as completed, click on the Output icon.

Click Output icon when report is completed

Click Open to view the file.

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.
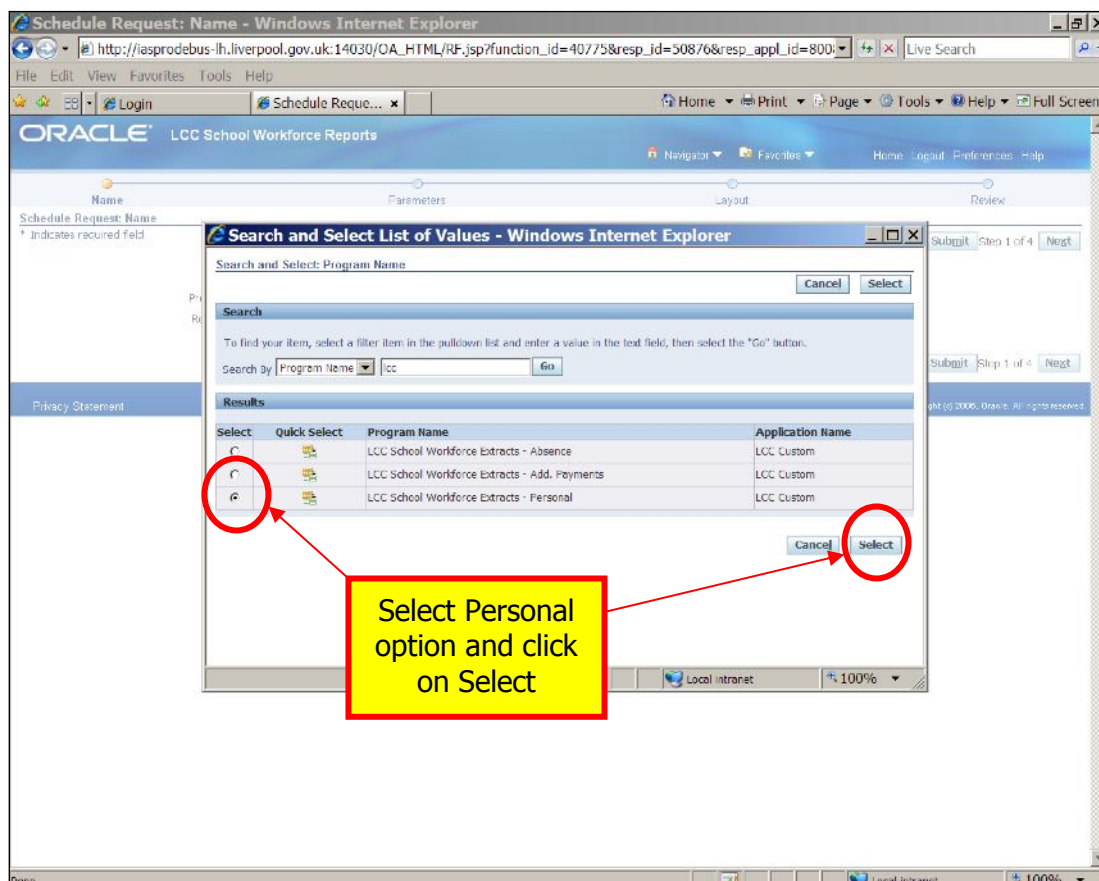
Personal

Select Personal and click Select

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

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

To choose mode, click on magnifying glass.

Click on magnifying glass to choose mode

Guidance for Downloading Oracle Reports for School Workforce Census

To get mode options, click Go.
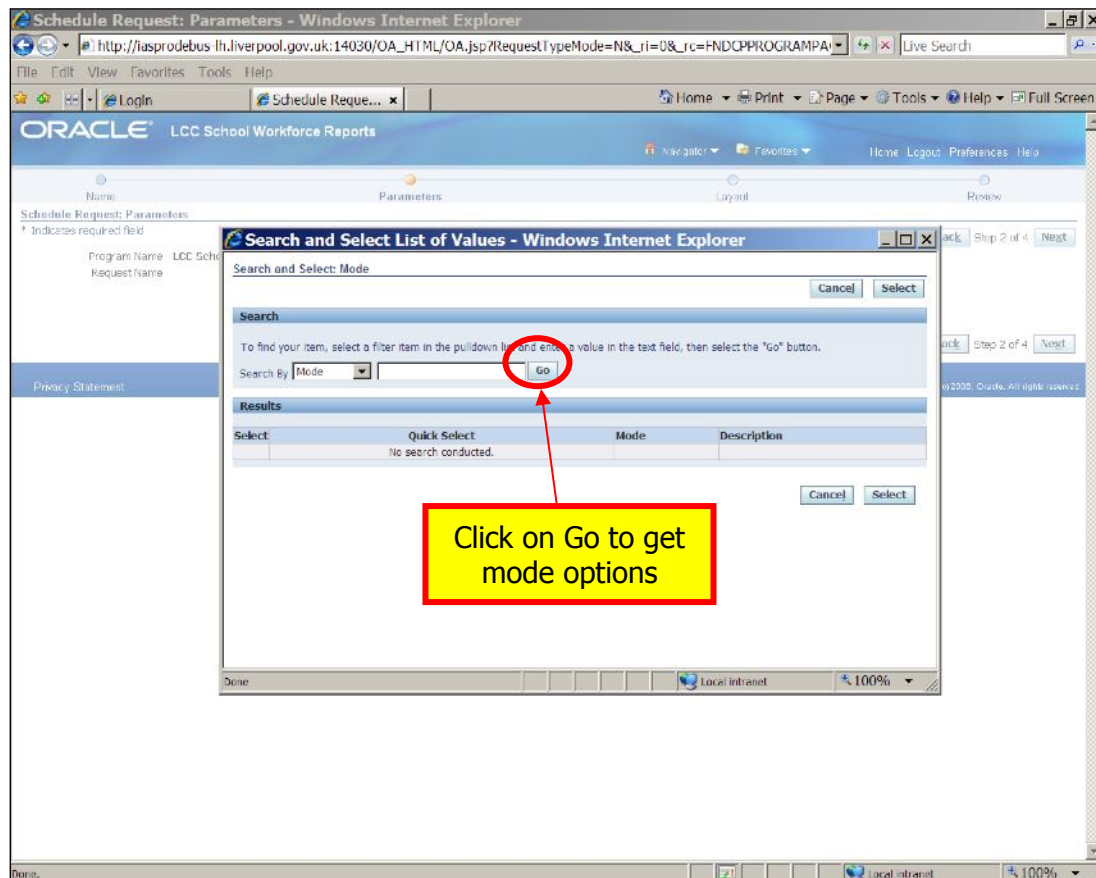
Choose mode preference and click Select. You are advised to run a change report before a full report.

Click Next

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

Check details & then click on Submit.

Click on Submit

When you receive a Request ID, click OK

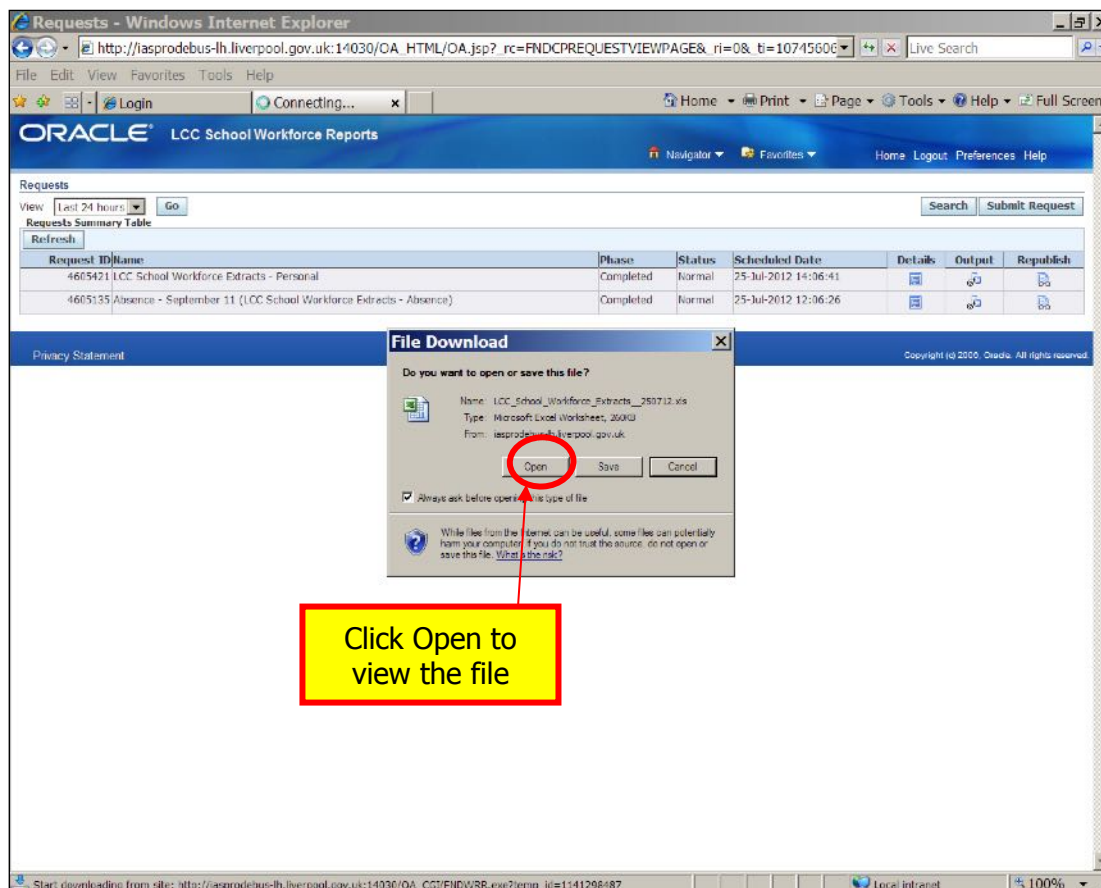Click OK

Guidance for Downloading Oracle Reports for School Workforce Census

When the report has run, click on the output icon
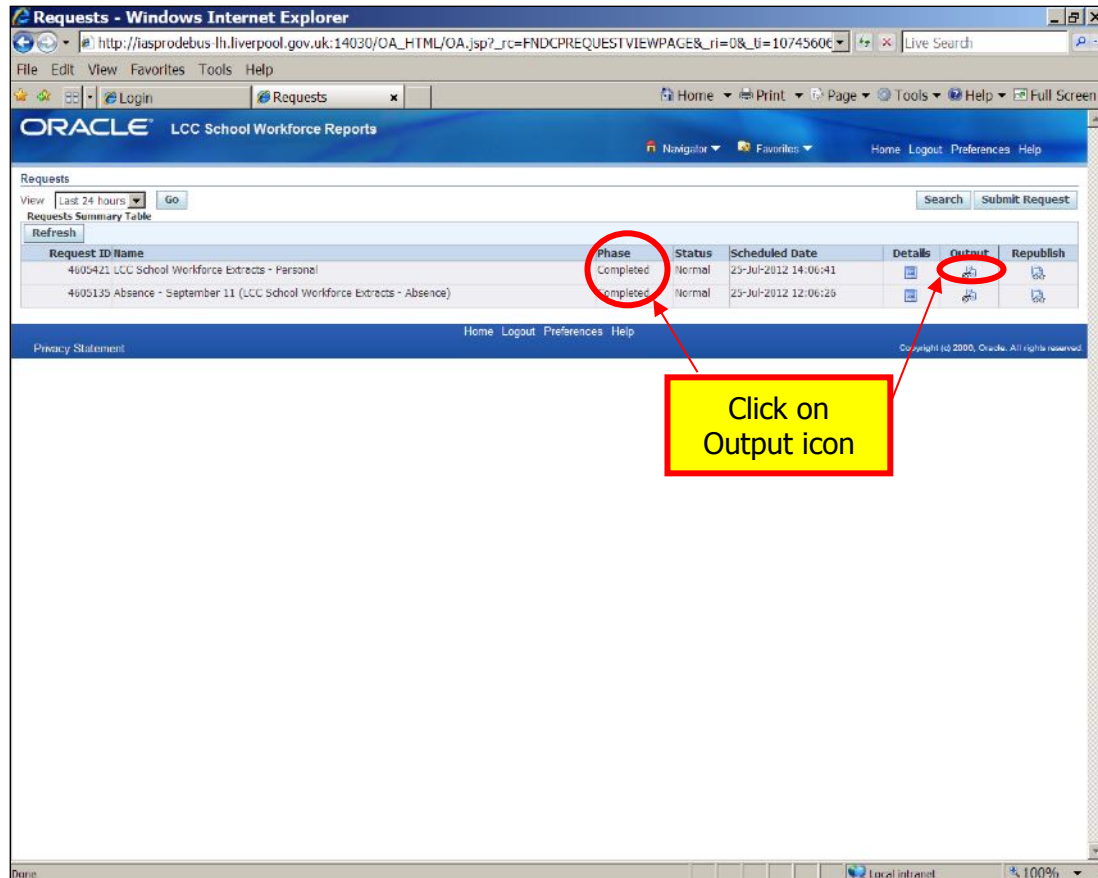
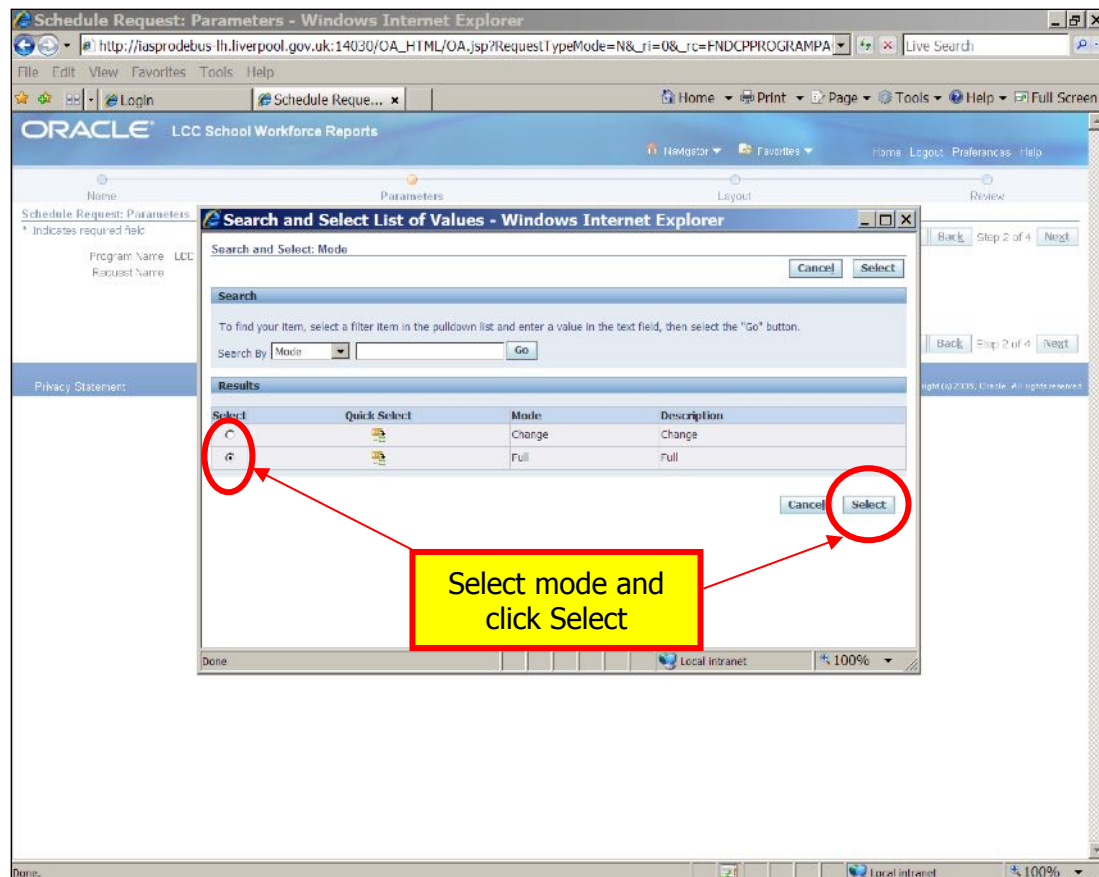Click on Output icon

Click Open to view file.

Click Open to view the file

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.

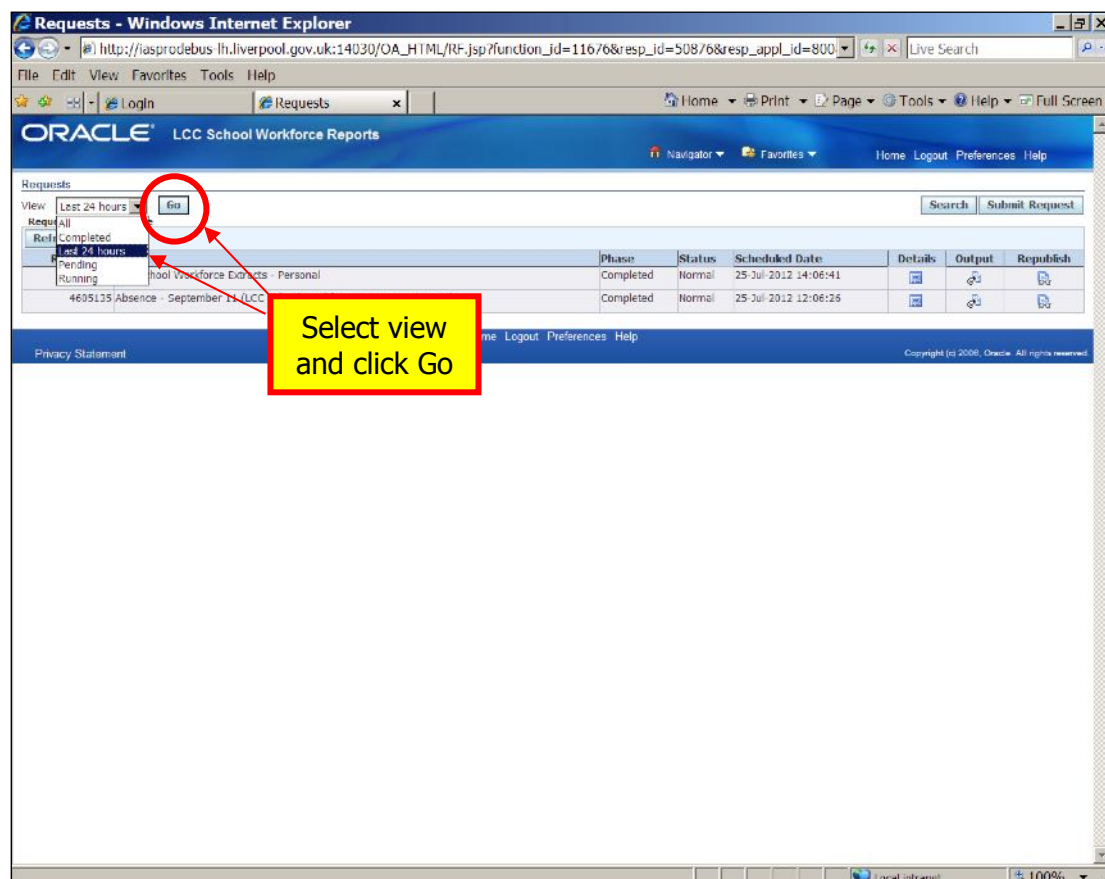# Guidance for Downloading Oracle Reports for School Workforce Census
Viewing Reports

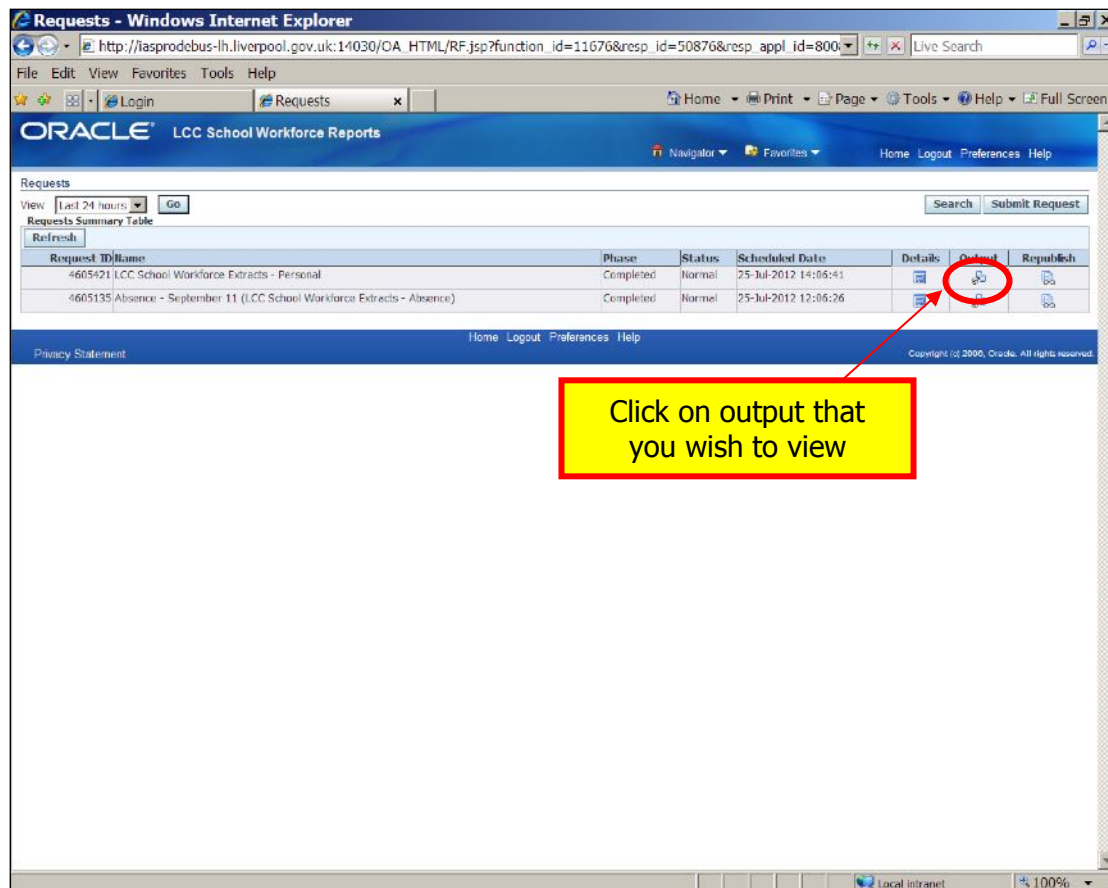To view a list of reports that have been run for your school, click on View Requests.
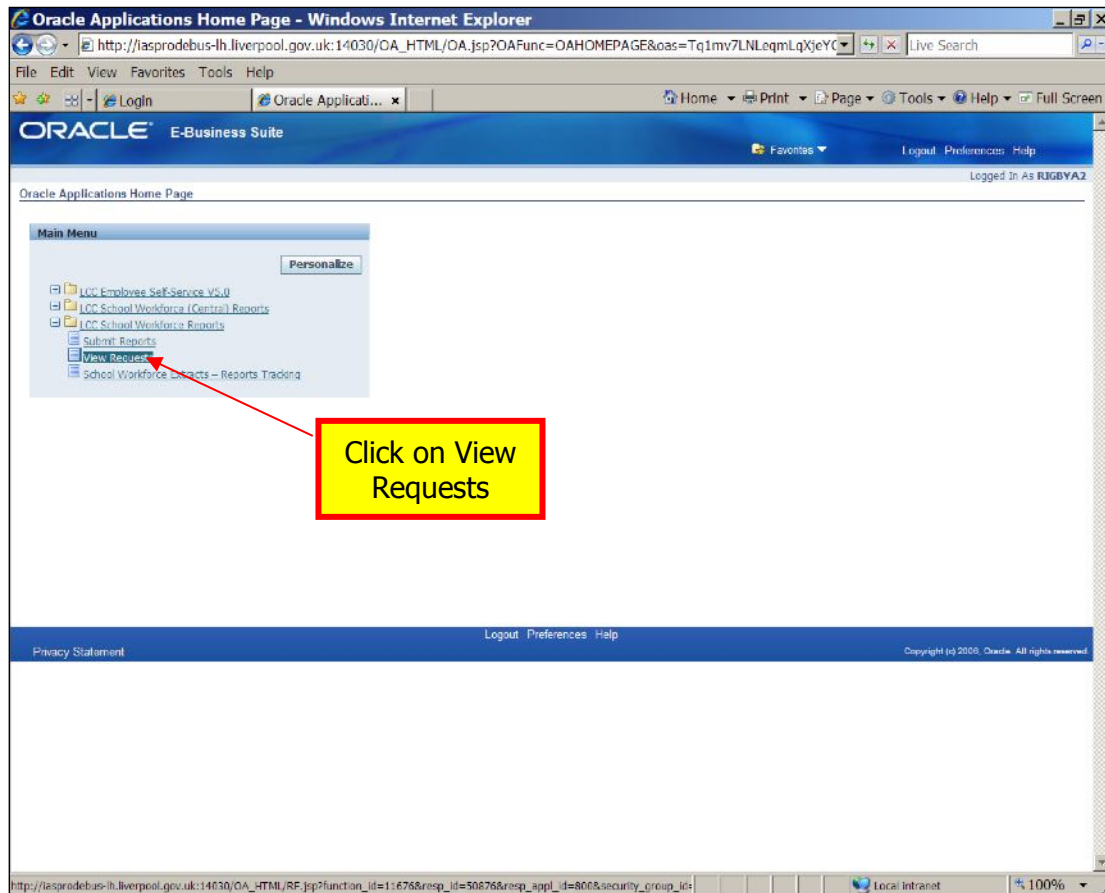
Choose which view you would like and click Go

Guidance for Downloading Oracle Reports for School Workforce Census

Click on the report that you wish to view.

Click Open to view file.