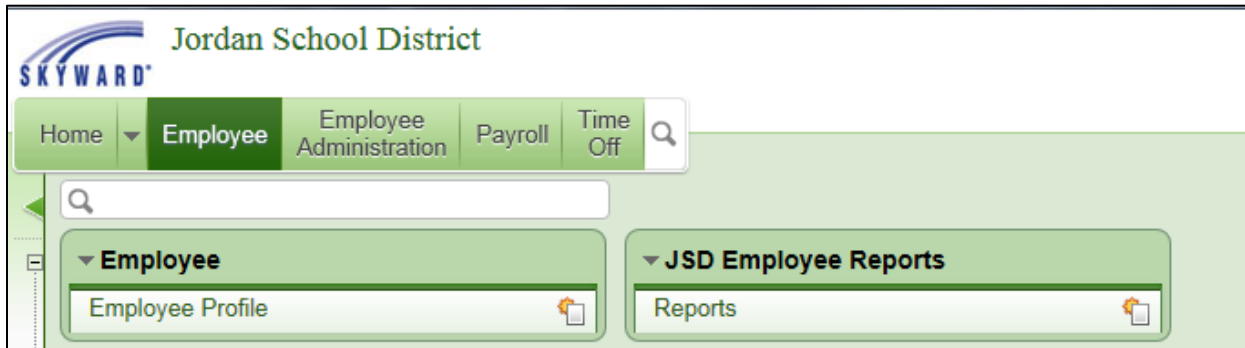
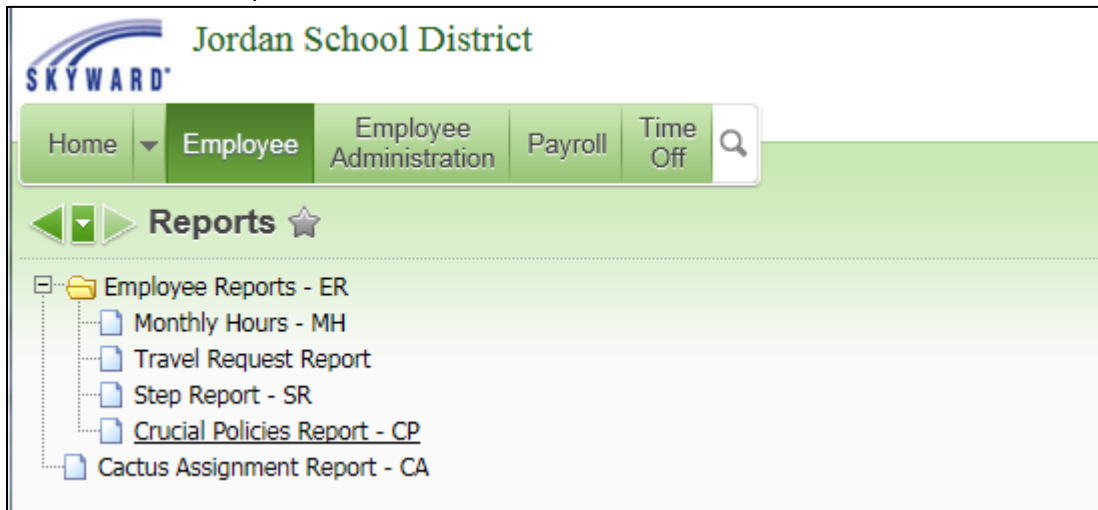


Crucial Concerns Report

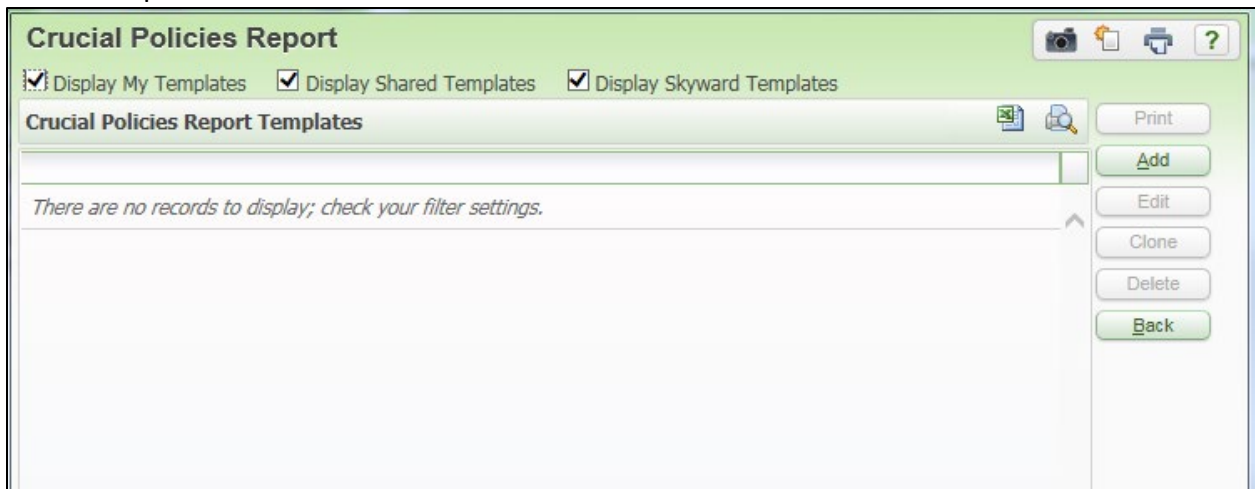
Skyward Web Finance System/Human Resources/Employee/JSD Employee Reports/Reports



Select Crucial Policies Report - CP



Add a Template



Enter a Template Description. Select whether to report on licensed or classified employees and the current year.

The screenshot shows the 'Crucial Policies Report' form. The 'Template Settings' section includes a text input for 'Template Description' with the value 'Licensed 2015-16', and three checkboxes: 'Share with other users in the district' (unchecked), 'Print Greenbar' (unchecked), and '6 Lines Per Inch' (checked). The 'Crucial Policies Report Settings' section features a 'Form' dropdown menu with two options: 'Crucial Policies Licensed 2015-16' (selected) and 'Crucial Policies Classified 2015-16'. Below this is a 'Completion Status' dropdown menu set to 'Not Completed'. At the bottom, there are two 'Building Number' input fields, one labeled 'Low' and one labeled 'High', both containing the value '109'. On the right side of the form, there are buttons for 'Save', 'Save and Print', and 'Back', along with icons for a camera, a document, a printer, and a help icon.

Select whether to report on all employees, or just those who have or have not completed their crucial concerns. Building number will be filled in for those with HR access to only one building, or enter the range of buildings to report on.

This screenshot is similar to the previous one, but the 'Completion Status' dropdown menu is open, showing three options: 'All', 'Completed', and 'Not Completed' (which is highlighted in blue). The 'Form' dropdown menu is also open, showing the same two options as in the previous screenshot. The rest of the form, including the 'Template Settings' and 'Building Number' fields, remains the same.

Example of report:

crucial_policies_rpt.p 08:15.06.00.04		Jordan School District Crucial Policies Report		08/04/15	Page:1 4:38 PM
INFORMATION SYS (080)					
Crucial Policies Licensed 2015-16					
<u>Employee Name</u>	<u>Employee Type</u>	<u>Hire Date</u>	<u>Term Date</u>	<u>Completed Form</u>	
	Certified Cont	08/22/06		No	
	Certified Cont	07/01/15		No	
	Certified Cont	07/20/05		No	
	Certified Cont	08/20/09		No	
	Certified Cont	07/20/93		No	
<u>Building Totals</u>					
Not Completed	5				
***** End of report *****					