



**Manage Non-Tenured Teacher Rehires –
Rainbow Book
Quick Sheets**

Effective: 05-26-10



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About the Manage Non-Tenured Teacher Rehires-Rainbow Book Process

The **Manage Non-Tenured Teacher Rehires-Rainbow Book Process** enables the user to view a listing of, select and reappoint non-tenured teachers eligible to be rehired.

The eHR system's Manage Non-Tenured Teacher Rehires – Rainbow Book replaces the former eHR Relevant Updateable Process Cases and the Rainbow Book database listed on the Certificated Personnel Management Section website.

Previous Process	NEW Process
1. Teacher Recruitment tags non-tenured employees eligible for rehire with an asterisk (*) in the VAX. For 2010-11 SY, these employees were made "Eligible to Work" in the eHR Relevant Updateable Process Case.	NEW – Teacher Recruitment will continue to update teacher's Eligibility Status to "Eligible to Work" in eHR.
2. Teacher Recruitment tags all those who have not demonstrated active pursuit and/or have outstanding documents with an "N" (Not eligible for Rehire) in the VAX. Those who ARE eligible for Rehire were displayed on the Rainbow Book List. For 2010-11 SY, teachers who would have been marked with an "N" in the VAX were made "Not Eligible to Work" in the eHR Relevant Updateable Process Case.	NEW – A teacher who has not demonstrated active pursuit and/or has outstanding documents will have an Eligibility Status of "Not Eligible to Work" in eHR.
3. As documents are received, Teacher Recruitment changes teacher status from "N" (not eligible) status to "*" (eligible) in the VAX. Teachers tagged as eligible were displayed in the Rainbow Book List. For 2010-11 SY, teacher statuses were changed from "Not Eligible to Work" to "Eligible to Work" in the eHR Relevant Updateable Process Case.	NEW - As documents are received, Teacher Recruitment changes Eligibility Status from "Not Eligible to Work" to "Eligible to Work". Changes to Appointment Types are also made by Teacher Recruitment.
4. PROs review Rainbow Book for teachers eligible for rehire to be selected and placed into positions. For 2010-11 SY, PROs reviewed the eHR Relevant Updateable Process Case.	NEW - PROs need to start a <u>Manage Non-Tenured Teacher Rehires – Rainbow Book</u> process case in order to review teachers that are eligible for rehire.
5. PROs select eligible teachers for rehire in the VAX. For 2010-11 SY, PROs performed the action to reappoint eligible teachers in the eHR Relevant Updateable Process Case.	NEW – PROs need to start a <u>Manage Non-Tenured Teacher Rehires – Rainbow Book</u> process case, select eligible teacher(s) for rehire, perform the action to reappoint the teacher(s), and then submit the process case to Teacher Recruitment.

In this document, we will cover the new eHR processes to review eligible teachers for rehire and start a process to reappoint eligible teachers.

Important Notes / Tips:

- DO NOT use the internet browser back arrow. 
 - If you accidentally click the back arrow, try clicking on **refresh** to see if your connection can be re-established. 
- For security purposes the system will automatically time out after thirty (30) minutes of inactivity. Five minute warning messages will pop-up before you are logged out.
- 'Ctl F' will bring up a search function within your internet browser. This can be helpful when looking for an individual within a large school list.



Getting Started

Log In To eHR System Via The CHAP Portal

Important:

- A DOE CE ~ | ^ ^ Ö Password is necessary. This the same password used for Ö { a ß Ü Ö H Q - ä ~ Á Ö æ] ~ • Ä ß ä Ä ^ i ç ä P [, .
- If you do not have a DOE CE ~ | ^ ^ Ö Password or are experiencing log in difficulties, please contact the Ö P ^ ^] Desk at (808) Í Î I - Î € € € between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

1. Open up an **internet connection** (i.e. Ö à * ^ É Ö @ [{ ^ , Mozilla Firefox, and Safari).
2. Type in the URL address: <http://www.k12.hi.us>
3. Click on **Launch eHR**.
4. Click on the Ö U Ö Ö (] [[^ ^ Á S [* ä Ä ~ ç] Ä } Á @ Á ight-hand • ä ^ Ä - Á @ screen. **A**
5. Y [~ Ä ä Ä ^ ^ ä your Ö ~ | ^ ^ Ö **User Name** and **Password**.
 - Your User Name is your Employee Ö Ö Ä ä Á \ F G Ö Ö • Ä Y [~ | Ö (] [[^ ^ ID Number may be listed on your DOE ID Badge.
 - Your Password is your DOE CE ~ | ^ ^ Ö Password.
6. You will see the Azure User Name and Password screens after clicking the DOE Employee Login button.





Start a Manage Non-Tenured Teacher Rehire Process Case

Description: This process is used to start a Manage Non-Tenured Teacher Rehire-Rainbow Book process case.

Important: To view a current listing of eligible teachers, you must start a new Manage Non-Tenured Teacher Rehires process case or be looking at an active pending case if you are currently working on reappointing teachers.

1. Under **Module** drop down menu, select **Processes**.
2. Click on the **Start Process** tab.
3. Select the radio button for **Manage Non-Tenured Teacher Rehire Process**, Process ID 6.6.3.3
4. Click on **Start New Process** button.
5. Enter a **Process Case Label** in the following format: **District, Appointment Type of Reappointment(s), today's date** <i.e. Leeward, Code 4 and W, 5/25/10>.
6. **HR Category** is predefined to *F (Certificated Personnel)*.
7. **HR Sub-Category** is predefined to *T (Teacher/Counselor/Librarian)*.
8. **Admin Location** will be defaulted to populate with user's district code.
9. **Rainbow List Flag** is predefined to Y(Y).
10. Click on **Submit Parameters** button.
11. A *"Transaction completed successfully!"* message should display along with a **Projected List** of all non-tenured teachers.

The screenshot shows the eHR system interface. At the top, the 'Module' dropdown menu is set to 'Processes' (1). Below this, the 'Start Process' tab is selected (2). The main area displays a table of process categories. The 'Manage Non-Tenured Teacher Rehire Process' is selected (3).

Select	Process Category	Process ID	Process Description
<input type="radio"/>	Projected School List	6.1.1.1	Maintain Projected School List
<input type="radio"/>	Projected School List	6.1.1.8	Maintain Projected School List - Complex Area
<input type="radio"/>	Position Management	6.1.1.9	Update Projected Position Subject Areas
<input type="radio"/>	Recruitment	6.2.1.1	Generate TATP-1 Requests
<input type="radio"/>	Recruitment	6.2.1.2	Generate TATP-2 Requests
<input type="radio"/>	Recruitment	6.2.3.1	Maintain Teacher Recruitment Referral List
<input type="radio"/>	Recruitment	6.2.5.2	Manage TATP -1 Offerings
<input checked="" type="radio"/>	Employee Transactions	6.6.3.3	Manage Non-Tenured Teacher Rehire Process
<input type="radio"/>	Employee Transactions	6.6.3.4	Maintain Certificated Employees Data



Logging Back into an Existing Manage Non-Tenured Teacher Rehires-Rainbow Book Case

Description: This process is used after a Manage Non-Tenured Teacher Rehire Process has been generated.

1. Under **Module** drop down menu, select **Processes**. The Pending Cases tab is displayed by default.
2. Select the **radio** button for the desired Process Case Label, which will have the following title format of *District, Appointment Type(s) of Reappointments, Date*. All of these types of process cases will have the Task Description labeled **Manage Non-Tenured Teacher Rehires-Rainbow Book**.
3. Click on **Go to Case** button.
4. A **Projected List** of all non-tenured teachers should display.

Logging into an Existing Manage Non-Tenured Teacher Rehires-Rainbow Book Case Initiated by Someone Else

Description: This process is used after a Manage Non-Tenured Teacher Rehire Process has been generated by someone else.

1. Under **Module** drop down menu, select **Processes**. The Pending Cases tab is displayed by default.
2. Click on **Show All Cases** box.
3. Select the **radio** button for the desired Process Case Label, which will have the following title format of *District, Appointment Type(s) of Reappointments, Date*. All of these types of process cases will have the Task Description labeled **Manage Non-Tenured Teacher Rehires-Rainbow Book**.
4. Click on **Go to Case**.
5. A **Projected List** of all non-tenured teachers should display.



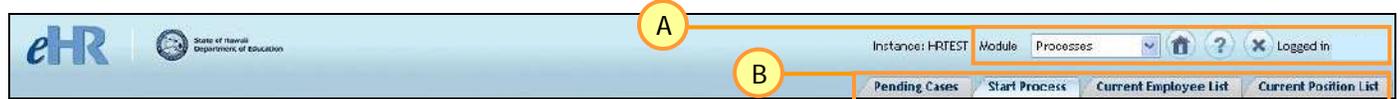
Navigating the Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case

Description: These instructions contain descriptions for screens in the Manage Non-Tenured Teacher Rehires-Rainbow Book process case which can be used to view listing of eligible non-tenured teacher(s) and reappoint/reappoint-transfer selected teacher(s).

Important: DO NOT use the internet browser back arrow.

The system will automatically time you out after thirty (30) minutes of inactivity. This is a security measure implemented to avoid misuse of the system. Please ensure that you save your transactions as you go to avoid losing any transactional history.

Menus and Tabs



A Standard Module Navigation Menu

Title	Description
Module Drop Down Menu	Enables access to different modules.
Home	Returns user back to the CHAP Home Page from any module.
Help	Opens the CHAP Help feature which provides useful information specific to the page being viewed.
Login/Logout	Displays user name and enables user to log out from the system.

B Case Tabs

Title	Description
Process Case Definition: For each process that exists in CHAP, a process case represents an instantiation of that process.	
Pending Cases	Displays cases that require some action by the user.
Current Case	Displays the current case.
Start Process	Enables user to create a new case.
Current Employee List	Displays all employees for the current school year.
Current Position List	Displays all positions for the current school year.



Navigating the Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case (continued)

Menus and Tabs (continued)

The screenshot shows the eHR application header with the State of Hawaii Department of Education logo and the instance name 'HRTST'. Below the header are navigation tabs: 'Projected List' (highlighted with a red box and a yellow circle 'C'), 'Temporary List', 'Non Projected List', 'Pending Cases', 'Current Case', and 'Start Process'.

C View Selections

Title	Description
Projected List	Lists all projected non-tenured teachers and position transactions for the upcoming school year (Appointment Type F4, F5, F9, FV, FW, FR, FS, and FT).
Temporary List	Lists all unassigned non-tenured teachers (Appointment Type F4, F5, F9, FV, FW, FR, FS, and FT).
Non-Projected List	Lists employees who do not have a Projected School List action.

Column Headers

Description: Provides definitions for the headers on the Manage Non-Tenured Teacher Rehires-Rainbow Book process case screen.

The screenshot shows the 'Year 2009-2010 Projected School List - Manoa Elem (137) - Case: 2872 Test KL' screen. It includes a search bar, a table of employee data, and a 'Details' section for a specific employee.

A Column Headers

Select	Details	Posn No	Posn Status	Tk No	P C	Employee Id	Last Name	First Name	Emp Status	Position Title	Ap Ty	Posn FTE	Emp FTE	Employee Action	Effective Date	Position Reason
<input type="radio"/>	Show	61619	Active	0	P	10012814	Brown	Charlie	Active	12-Mo Elem Prin III	FA	1	1	Appoint	07/01/2009	Updt Posn
<input type="radio"/>	Show	72066	Active	0	T	10006429	White	Snow	Active	12-Mo Student Svcs Coord	F1	1	1	Appoint	07/01/2009	Updt Posn
<input type="radio"/>	Show	61638	Active	0	P	10009637	Mouse	Danger	Active	Counselor	F1	1	1	Appoint	07/28/2009	Updt Posn
<input type="radio"/>	Show					10005426	Braveheart	Beavis	Active	Counselor/High Risk	F1	1	1	Appoint	07/28/2009	Updt Posn
<input type="radio"/>	Show					10037158	Pooh	Winnie	Unassigned	Elem Teacher	F4	1	1	Unassign	07/24/2009	Updt Posn
<input checked="" type="radio"/>	Hide					10013716	Duck	Daffy	Active	Elem Teacher	F1	1	1	Appoint	07/28/2009	Updt Posn

B Details

Qualification Funds Course Area Position Details Employee Details

Position Minimum Qualifications

Qual Type	Subject	Description	Grade Level	Effective Date
No rows found				

Employee Qualifications

Qual Type	Subject	Description	Effective Date	Expire Date	Grade Level
CERT	ALLE	Elem	07/01/1997	06/30/2002	KDGN TO 6TH GR
EDUC		Bach of Education	05/16/1993		KINDERGARTEN
EDUC		Prof Diploma	12/19/1993		
HQ	ALLE	Highly Qualified For Elementary	07/01/2007		KDGN TO 6TH GR
QT	ALLE	Primary (Grades K-3)	01/01/1901		KDGN TO 6TH GR

Listed below are the column headers and a brief description of the elements of the screen displayed above.



Navigating the Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case (continued)

A	Column Header	Description
	Select	Radio button to select the row for an employee or a position transaction
	Details B <ul style="list-style-type: none"> • Qualification Tab • Funding Tab • Course Area Tab • Position Details Tab • Employee Details Tab 	Click on 'Show' for additional employee or position details. <ul style="list-style-type: none"> a. Position Minimum Qualifications – A position's subject area(s) and Highly Qualified status. b. Employee Qualification – Employee qualifications from the HQ database Funding information for this employee. (i.e. UAC codes, Budget Program ID, etc.) Employee assignments from the eSIS database. Information regarding the last action for this position. Information regarding the last action on this employee.
	Posn No	Position Number
	Position Status	This field replaces the position number suffixes. Some examples include: Active, Act-Bought, Inact-Sold, etc.
	Tk No	Track Number (for multi-track schools only, non track schools will show 0)
	PC	Position Control (P=permanent; T=temporary)
	DOE ID, Employee ID, Person ID	Official DOE Employee ID
	Last Name	Current last name of record for employee
	First Name	Current first name of record for employee
	Employee Status	Employee Status. Some examples include: Active, Unassigned, Leave, X-ferred, Retired, Separated, etc.
	Position Title	Position title
	Appt Type or Ap Ty	Appointment Type (see below for detailed chart)
	Posn FTE	Position FTE or Full Time Equivalency (1.00 = 100%; 0.50 = 50%)
	Emp FTE	Employee FTE or Full Time Equivalency (1.00 = 100%; 0.50 = 50%)
	Emp Action	Latest employee action on Projected School List. This replaces the "Placement Action" on the manual school list.
	Emp Action Effective Date	The effective date of the employee action.
	Position Reason	The last action for this position.



Navigating the Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case (continued)

Appt Type – Appointment Type	Teacher
	<p>F1 = Regular-Tenured appointment, assigned to unobligated position</p> <p>F2 = Limited Term-Tenured appointment, a temporary position or assigned to a position obligated to another employee</p> <p>F4 = Limited Term-Probationary appointment</p> <p>F5 = Limited Term-Temporary teacher appointment & does not meet minimum licensing requirements</p> <p>F6 = Limited Term-Tenured appointment, assigned to a temporary state/district position</p> <p>F7 = Limited Term-On early return from leave, assigned temporarily to a non-guaranteed position</p> <p>F9 = Limited Term-Temporary teacher appointment agreement; licensed</p> <p>FP = State Employee at Public Charter School – Employed by Public Charter School and not a DOE Employee; however, has DOE Tenure</p> <p>FQ = Dual License–Return to Special Education</p> <p>FR = Retiree returned to special education or shortage area</p> <p>FS = State Employee at Public Charter School - Employed by Public Charter School and not a DOE Employee</p> <p>FT = Teacher for America -Temporarily employed DOE teacher recruited by Teach for America</p> <p>FV = Limited Term-Temporary appointment; meets minimum certification requirements & teaching out-of-field certification</p> <p>FW = Limited Term-Temporary appointment; certification pending HTSB license</p>
	EO – Educational Officer
	<p>FA = Regular-Tenured appointment</p> <p>FB = Limited Term Appointment-Probationary</p> <p>FC = Limited Term Appointment-Probationary Vice, position is guaranteed to former incumbent who is currently serving probation</p> <p>FD = Limited Term-Vice, position is currently guaranteed to a former incumbent who is currently on LWOP or in a temporary position or assignment</p> <p>FE = Limited Term Appointment-Temporary position, temporary state or district position</p> <p>FF = Limited Term Appointment-Temporary/Acting Appointment</p> <p>FG = Limited Term Appointment-Temporary, not qualified for position</p> <p>FH = Limited Term Appointment-Temporary Position/Vice</p> <p>FI = Superintendent / Superintendent Subordinate position with DOE EO Tenure</p> <p>FJ = Superintendent / Superintendent Subordinate position without DOE EO Tenure</p> <p>FK = State/District Trainee</p> <p>FL & F8 = Limited Term Appointment-Ace Trainee</p> <p>FN = Board Employee</p>



Navigating the Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case (continued)

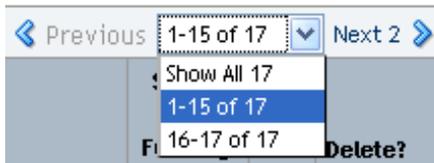
Record Display

All Record Display

Some pages default to displaying all records.

Select Number of Record Display

Other pages default to a set number of records. In the example below, the default number is fifteen (15) records. Additional records may be displayed by using the drop down menus, or the previous and next buttons.



Sorts and Filters

	How to Sort/Filter	How to Return Information back to original view
Sorting by Columns	<p>Click the column header to quickly sort information displayed in a table.</p> <ul style="list-style-type: none"> For example, if you click on the column header for Last Name, records will appear in ascending order alphabetically by last name. 	Click Reset Sort .
Filters/ Quick Search	<p>Click the Filter by drop down menu to select a primary filter and select/enter secondary filter (if applicable)</p> <ul style="list-style-type: none"> For example, if you'd like to see all of the vacant positions you would select Filter By "Vacant Position", ensure "yes" is selected and click "Go". 	<p>Erase the filter criteria and click Filter/Find.</p> <ul style="list-style-type: none"> The Reset Sort button does not apply to filters.
Advanced Search	<p>Specific modules also have an advanced search feature which allows for the entry of multiple criteria with several options for record selection. Filters may be a dropdown or a textbox.</p> <p>Enter text to search for into textboxes and/or select criteria from dropdowns and click on Find.</p>	Click Quick Search .
Searching Using Wildcards (%)	<p>The % key is used as a wildcard and can be used in textboxes with Quick Search and Advanced Search. The system automatically assumes that a % is added at the end of the criteria. For example, to see both 10 and 12 month Elementary positions, type in %elem to pull up all positions that have "elem" as a part of their title.</p>	



View Rainbow Book Listing of Non-Tenured Teachers Eligible to be Rehired

Description: These instructions illustrate how to view non-tenured teachers eligible to be rehired via the Non-Tenured Teacher Rehires-Rainbow Book process case.

Important: You must be in a Manage Non-Tenured Teacher Rehires-Rainbow Book Process case in order to view the listing. If you do not have access to an open and active process case, you must start a new one.

1. Click on **Temporary List** view to get a current listing of all unassigned teachers.
2. In the **Filter By** drop down, select **Eligibility Status**. 1
3. A second drop down field will appear, select **Eligible to Work**.
4. Check the **Show Previously Abolished** box. 2
5. Click the **Go** button.
6. A listing of only eligible unassigned teachers should display.

TIPS:

- To view the listing sorted by Appointment Type, click on the **Appt Type** column header.
- The Advanced Search allows you to search by one or more fields. The most common search fields are:
 - Eligibility Status – choose 'Eligible to Work' or 'Not Eligible to Work' from the drop down menu.
 - Appt Type – enter the Appointment Type.
 - Qualification Description – these represent the Qualifications (area(s) the employee is qualified to teach in or area(s) of Hawaii licensure) of the employee. Enter the Qualification Description. TIP: Use wildcards (%) to assist you in your search. A listing of Qualification Descriptions is located in the Appendix.
 - Location – choose a specific location from the drop down menu.
 - Last Name – enter the last name if you are searching for a specific individual.
 - First Name – enter the first name if you are searching for a specific individual.

The screenshot shows the eHR interface for the State of Hawaii Department of Education. At the top, there is a navigation bar with the eHR logo and the department name. Below that, there are tabs for 'Projected List', 'Temporary List', and 'Non Projected List'. The main heading is 'Year 2010-2011 Temporary List - Central District (20) - Case: 22199 Test'. On the right, the status is 'Pend'. The search area includes a 'Filter By' dropdown set to 'Eligibility Status', a second dropdown set to 'Eligible to work', a 'Go' button, and an 'Advanced Search' button. Below the search area, there are buttons for 'Employee Transaction', 'Position Transaction', and a checked checkbox for 'Show Previously Abolished?'. At the bottom right, there are navigation buttons for 'Previous', '1-30 of 124', and 'Next 30'.



Available Actions

The following actions can be performed:

1. Re-appoint a Teacher
2. Re-appoint - Transfer a Teacher
3. View "Changes in Case"
4. Modify Effective Date
5. Add a Comment/Note to Rainbow Book

Re-appoint a Teacher

Description: These instructions illustrate how to re-appoint an eligible teacher to the SAME position via a Manage Non-Tenured Teacher Rehires-Rainbow Book process case.

Important: Only teachers with the Eligibility Status flagged as "Eligible to Work" by the Teacher Recruitment Unit may be re-appointed. You may reappoint more than one teacher per process case.

1. Click on **Temporary List** view to get a current listing of all unassigned teachers.
2. In the **Filter By** drop down, select **Eligibility Status**.
3. A second drop down field will appear, select **Eligible to Work**.
4. Click the **Go** button.
5. A listing of only eligible unassigned teachers should display.
6. Select the **radio** button of the **employee** you would like to modify.
7. Click the **Employee Transaction** button. The Employee Transaction page will appear.
8. Click the **Add Row** button.
9. If applicable, modify the **Effective Date** by typing date into field or using the calendar/clock icon. If applicable, update **Seq No**.
10. **Action** field drop down will be defaulted to **Appointment**.
11. **Reason** field drop down will be defaulted to **Re-appointment** button.
12. Click the **Save Changes** button.
13. A "Transaction completed successfully!" message should display.
14. If applicable, modify **Appointment Begin Date** on the *Employee Position Details* tab by typing date into field or using calendar/clock icon.
15. If applicable, modify **Appointment NTE / End Date** by typing date into field or using calendar/clock icon.
16. Verify that **Paycheck Location (Warrant)** is correct. If not, modify.
17. Verify employee **FTE** is correct. If not, modify.
18. If applicable, verify **Track** is correct.
19. Click the **Save Changes** button.
20. A "Transaction completed successfully!" message should display. The teacher should have been removed from the Temporary List. On the Projected List, the Employee Status should display *Active* and Emp Action should display *Appoint* in red.
21. Click **Back** to return to the previous listing.



Re-appoint – Transfer a Teacher

Description: These instructions illustrate how to re-appoint an eligible teacher to a DIFFERENT position via a Manage Non-Tenured Teacher Rehires-Rainbow Book process case.

Important: Only teachers with the Eligibility Status flagged as “Eligible to Work” by the Teacher Recruitment Unit may be re-appointed. You may reappoint-transfer more than one teacher per process case. **If the teacher is being transferred to a position outside of the district, the reappointment must be done at the State Office.** Please contact both the LOSING and GAINING State Office Clerks.

1. Click on **Temporary List** view to get a current listing of all unassigned teachers.
2. In the **Filter By** drop down, select **Eligibility Status**.
3. A second drop down field will appear, select **Eligible to Work**.
4. Click the **Go** button.
5. A listing of only eligible unassigned teachers should display.
6. Select the **radio** button of the **employee** you would like to modify.
7. Click the **Employee Transaction** button. The Employee Transaction page will appear.
8. Click the **Add Row** button.
9. If applicable, modify the **Effective Date** by typing date into field or using the calendar/clock icon. If applicable, update **Seq No**.
10. **Action** field drop down will be defaulted to **Appointment**.
11. Under the **Reason** field drop down, select **Re-appointment - Transfer**.
12. In the **Transfer to Position** field, type in the position number or click on the flashlight icon if you do not know it. A pop-up window listing vacant positions will appear.
 - This may take a while as a lot of information will be populating this pop-up window.
 - Only vacant, certificated positions within your own district will appear.
 - To view the Qualifications of a position, select the **radio** button of the **Position ID** and the Qualifications will appear in a separate table within the same pop-up window.
 - You may also filter the list by Position ID, Location Description, Qualification Description, etc.
13. Select the **radio** button of the **Position ID** you would like to re-appoint the teacher.
14. Click **Select**. The **Position ID** should appear in the box under **Transfer to Position** field. Once again, this may take a while as it is being selected from a large batch of information.
15. Click the **Save Changes** button.
 - Please note, upon saving this record, there should be a **[1 / 2] > >>** icon displaying. This may be used to display the position details of where the employee is transferring from / to.
16. A “*Transaction completed successfully!*” message should display.
17. If applicable, on the “Transferred To Position Info” record of the *Employee Position Details* tab modify **Appointment Begin Date** by typing date into field or using calendar/clock icon.



Re-appoint – Transfer a Teacher (continued)

18. If applicable, on the “Transferred To Position Info” modify **Appointment NTE / End Date** by typing date into field or using calendar/clock icon.
19. Verify that **Paycheck Location (Warrant)** is correct. If not, modify.
20. Verify employee **FTE** is correct. If not, modify.
21. If applicable, verify **Track** is correct.
22. Click the **Save Changes** button.
23. A “*Transaction completed successfully!*” message should display. The teacher should have been removed from the Temporary List. On the Projected List, there will be two rows for the employee (one for the *Transferred From* and *Transferred To* positions). The Employee Status for the *Transferred From* position should display *Active* and the Emp Action should display *Appoint fr xxxxx* in red. The Employee Status for the *Transferred To* position should display *X-ferred* and the Emp Action should display *Appoint to xxxxx* in red.
24. Click **Back** to return to the previous listing.

View “Changes In Case” Using Filter By Function

Description: These instructions describe how to review reappointments and/or reappointment-transfers completed within a specific process case.

1. Click on the **Projected List** view. 1
2. In the **Filter By** drop down, select **Changes in Case**. 2
3. A second drop down field will appear and it will be defaulted to **Yes**.
4. Click the **Go** button.
5. A listing of only teachers who have been reappointed should display. The Employee Status for each teacher should display *Active* and the Emp Action should display *Appoint (or Appoint to xxxxx)* in red.

The screenshot shows the eHR system interface. At the top left is the eHR logo and the State of Hawaii Department of Education logo. The top right shows the instance 'HRTEST' and module 'Processes'. Below the header are tabs for 'Pending Cases', 'Current Case', 'Start Process', and 'Current Employee'. The main content area shows the 'Projected List' view selected, with a circled '1' next to it. Below this, the case title is 'Year 2010-2011 Manage Non-Tenured Teacher Rehires- Rainbow Book - Maui District (60) - Case: 18424 Maui, Code 4 and W, 5/24/10'. The status is 'Pending Input'. The 'Filter By' dropdown menu is open, showing 'Changes in Case' selected, with a circled '2' next to it. Below the dropdown are 'Yes' and 'Go' buttons. At the bottom, there are buttons for 'Employee Transaction', 'Position Transaction', 'Show Previously Abolished?' (unchecked), and 'Reset Sort'. Navigation buttons for 'Previous', 'Show All 51', and 'Next' are also visible.



Modify Effective Date

Description: These instructions illustrate how to modify the effective date.

Important: These steps will need to be used if the effective date for the action row you just added has already been saved and you need to change/correct it.

1. Select the **radio** button of the **action** row added.
 - If there is an action row that already has the effective date you are planning on using, you will need to take note of its **Effective Date Seq No.**
2. Click the **Modify Effective Date** button. The Modify Effective Date page will appear.
3. In the **New Effective Date** field, type date into field or use the calendar/clock icon.
4. In the **New Effective Date Seq No** field, type **0** if this is the first action with that specific effective date.
 - If NOT, you will enter the number that comes after the **Effective Date Seq No.** from step 1. (i.e. If the **Effective Date Seq No.** from step 1 was 0, then you would enter 1. If it was 1, then you would enter 2.)
5. Click **Submit**.
6. A *"1. Transaction completed successfully! 2. Effective date changed successfully!"* message should display. The action row's effective date should now reflect the modified date.
7. Click **Back** to return to the previous listing.

Add a Comment/Note to Rainbow Book

Description: These instructions illustrate how to add a comment/note to the Rainbow Book via a Manage Non-Tenured Teacher Rehires-Rainbow Book process case.

Important: Please refrain from submitting process cases that were open only to add a comment or note. If a process case is started for this purpose, please save the case for use when reappointing teachers.

1. Select the **radio** button of the **employee** you would like to modify.
2. Click the **Employee Transaction** button. The Employee Transaction page will appear.
3. Click on the **Notes** tab.
4. If there is an existing notes text box, simply add your new notes below the existing notes using the following format: Date – Initials: Notes (i.e. 05/26/10 – KM: Resigning). DO NOT click on the *New Notes* button because it will not work and you will receive an ERROR message.
5. If there is NOT an existing notes text box, click on the **New Notes** button.
6. Enter notes using the following format: Date – Initials: Notes (i.e. 05/26/10 – KM: Resigning).
7. Click **Save Changes**.
8. A *"Transaction completed successfully!"* message should display.
8. Click **Back** to return to the previous listing.



SUBMIT a Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case

Description: These instructions illustrate how to submit a Manage Non-Tenured Teacher Rehires-Rainbow Book process case to the next approval step. If submitted by District, it will go to Teacher Recruitment. If submitted by Teacher Recruitment, it will go to Records and Transactions.

Important: It is possible to perform more than one reappointment/reappointment-transfer per process case. However, once process case is submitted, all teachers selected will be processed. If a change needs to be made to a single individual, the State Office Clerk should be notified.

REMINDER:

Before submitting a process case, please ensure the *position subject area* has been updated for each teacher. This information indicates what subject the teacher will be teaching and is used for determining probation status and many reports Teacher Recruitment is required to produce.

To view this information:

- Select the **radio** button of the **employee**.
- Click the **+Show** button under the **Details** column.
- Note the **Subj Area** qualification type under the **Position Minimum Qualifications** portion.
- If there is no **Subj Area** information, then you must start an Update Projected Position Subject Area process case. Please refer to the **UPDATE PROJECTED POSITION SUBJECT AREAS QUICK SHEETS 04-01-2010**. These quick sheets were sent out and used during TATP, but can be found on the CHAP Portal main page.

1. Once reappointments have been made, make sure to click on the **Projected List** or **Temporary List** view selection.
2. In top right-hand corner of the screen, use the **Process Action Status:** drop down to select **Submit**.
3. In the **Notes Field**, add any comments for the next case approver.
4. Click the **Go** button.
5. A “*Transaction completed successfully!*” message should display. The **Process Action Status:** drop down should now reflect “*In Progress Submit by xxxxx*”.



After submitting a task, you will be able to track the status of your submission:

- Click on the **Pending Cases** tab.
- Click on the **Show All Cases** checkbox.
- Select your submitted Manage Non-Tenured Teacher Rehires-Rainbow Book process case and click on the **+Show** icon under the **Details** column.

The example below shows the **Approval Step History** for a Financial Plan. It shows that the Principal submitted the Financial Plan, the CAS returned it, the Principal resubmitted it and the CAS Approved it. You can click on the Next Approval Step tab at anytime to see who 'has' the case selected.

Process ID: 6.1.2.1		District:		Received Date: 07/31/2009 08:39:00		
Process Begin Date: 07/28/09		Received From:				
Approval Step History		Next Approval Step		Parameters		
Approval Step Sequence Number	Approval Step Number	Comment	Process Date	Task Action Code	Comment	Update By
1	10		07/31/2009	Submit	Includes \$18,572 set aside to cover possible budget cuts.	
2	20		07/31/2009	Return	Please modify School Operations section to set aside more money for possible budget cuts.	
3	10		07/31/2009	Re-submit	Resubmitting with requested modifications.	
4	20		07/31/2009	Approve		



Other Available PROCESS Actions

CANCEL a Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case

Description: These instructions illustrate how to cancel a Manage Non-Tenured Teacher Rehires-Rainbow Book process case.

Important: Once a process case is cancelled, all changes and reappointments made will be deleted along with process case.

1. Click on the **Projected List** or **Temporary List** view selection.
2. Near the top right-hand corner of the screen, use the **Status:** drop down to select **Cancel Process**.
3. Click the **Go** button.
4. A “*WARNING!! This action will cancel the process and delete all data in this case. . . Are you sure you want to continue?*” message should display.
5. Click the **OK** button
6. A “*1.Transaction completed successfully! 2. Process case is cancelled and all changes in the case have been deleted.*” message should display.

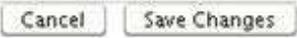
SAVE and START OVER with a Manage Non-Tenured Teacher Rehires-Rainbow Book Process Case

Important: Although these *Process Actions* are available, they **DO NOT** apply to the **Manage Non-Tenured Teacher Rehires-Rainbow Book process**. Just be sure to click the **Save Changes** button whenever you update something.



Navigational Tips

Icons and Navigation

Title		Description
Action Buttons		Allows users to perform or cancel an action. Typically displayed to the right of the screen. <ul style="list-style-type: none"> • If Save is one of the Action Buttons, it is important to click it in order to keep your changes. • If actions buttons are displayed both above and below a task, you only need to click one of the options.
Calendar/Clock		The Calendar and Clock icon allows users to open a calendar and select a date. Users may also enter the date directly into the field if they do not want to pull up a calendar. Manually entered dates need to follow the following format: MM/DD/YYYY.
Drop down menus		Downward blue arrows indicate drop down menus which are predefined options that users may select from.
Flashlight		The Flashlight icon indicates a “look up” feature that allows users to view and select specific information. Alternatively, information may be keyboarded directly into the field.
-Hide		Hides additional information about a specific record.
Page Title	Example: 	The Page Title is displayed at the upper left of the screen. The Page Title describes the action that is being performed. In this example, the page title is called “Create Position”.
Radio Button		Radio Buttons enable you to select specific items, in this case a specific record, that you would like to work on.
Required Fields		The asterisk indicates this is a required field. The system prevents users from moving forward with a specific task if a required field is not completed.
+Show		Displays additional information about a specific record.



Frequently Asked Questions

1. **How many people can I rehire in one process case?**
 - You can rehire as many people as you would like in one process case. However, we ask that you not hold on to a process case for more than a day as this will cause a delay in the processing of those rehires. Once you are done reappointing people for the day, please submit the case. Then, if you need to view the Temporary List or need to reappoint more people, just start a new process case.
2. **How can I make a correction?**
 - If the **process case has NOT been submitted** by you, you can go ahead and modify whatever you need. You can also delete the action row you added if you are no longer going to reappoint the person.
 - If the **process case HAS been submitted** by you, you will need to either ask the next approver to return the case or to make the corrections for you.
 - If the **process case has been COMPLETED AND APPROVED** all the way through to Records and Transactions, you will need to contact your Teacher Recruitment district clerk to notify them of the correction that needs to be made as we have not yet rolled out with a process to reverse an “approved” action.
3. **When would I modify the effective date?**
 - You would modify the effective date if the person will not be starting on the default date of 7/27/2010. You could modify the date right after you add the new action row by just entering in the new date or using the calendar/clock icon. However, if you have already saved the new action row, you will then need to use the Modify Effective Date button and follow the Modify Effective Date instructions on page 16.
4. **How do I rehire someone who will not be starting on the first day of the school year?**
 - In the old system, you would have entered these people with a Nature of Action Code for Re-employment. In the Manage Non-Tenured Teacher Rehire process there is an action reason of **Re-employment**, however **DO NOT USE IT**. Just go ahead and **USE Reappointment or Reappointment-Transfer** and the change to the action reason will be made at the State Office level.
5. **How do I know who I rehired within a specific process case?**
 - You would follow the View “Changes in Case” Using Filter By Function instructions on page 15.
6. **How can I view who I still need to rehire?**
 - You will need to make sure you have already started a process case. You will then follow the View Rainbow Book Listing of Non-Tenured Teachers Eligible to be Rehired instructions on page 12.



Frequently Asked Questions (continued)

7. **How can I view the status of a particular process case?**
 - You will need to follow the instructions on page 18.
8. **Why would an employee not fall off my Temporary List?**
 - The only time this should be occurring is if you are moving someone from a 10-month position to a 12-month position or if the person is going from a single calendar school to a multi-track that starts before 07/27/2010. This situation has to do with the effective dates of the newly added action row and the “unassigned” action row. Once the process case that includes this individual is approved by Records and Transaction, the person should then fall off the Temporary List.
9. **How do I transfer someone to another district?**
 - Because you are only able to view the vacant position within your respective district, you will need to contact your Teacher Recruitment clerk to do the transaction for you.
10. **Can I start another process while I still have one “in progress”?**
 - Yes, you are able to start a new process while you are waiting for another to be approved. However, we would like to discourage you from having more than one open Manage Non-Tenured Teacher Rehire process case “in your possession” as it may cause confusion. So, just work on one case at a time.
11. **How do I up-dated the Position Subject Area for what a teacher will be teaching?**
 - You will need to start an Update Projected Position Subject Areas process case and refer to the Update Projected Position Subject Areas Quick Sheets 04-01-2010 that were distributed during TATP. You may also find them on the CHAP Portal.
12. **How does the Manage Non-Tenured Teacher Rehires-Rainbow Book process differ from Relevant Updateable Process Cases?**
 - The major differences are that 1) now you will not have a full listing of all individuals within your district as you did before and 2) reappointments occur via an actual process that gets routed through approval steps rather than having an open and on-going process case that was not routed.



Appendix

Hawaii Teaching License Listing

Description: This is an alphabetical listing of Hawaii Teaching licenses found in eHR.

Description	Description	Description
Acad	Eng 5-9	Health K-12
Ag Art-Voc 7-12	Eng LA 5-9	Health K-6
Agr Arts 7-12	English	Health-PE
Agr-Arts	English 7-12	Hearing Impaired
Art (K-12)	English Endorse	Hlth & PE K-12
Art	Esl 7-12	Home Ec 7-12
Art 7-12	Esl K-12	Home Econ Endorse
Art K-12	Fam Con Sc 7-12	Home-Econ
Art K-6	Filipino	Ind Arts 7-12
Autistic	Filipino 7-12	Ind Arts 9-12
Blind	Fm Co Sci-Voc7-12	Ind Arts Endorse
Blind/Vis Impaired	French	Ind-Art
Blind/Vis Impaired Pk-3	French 7-12	Ind-Tech
Bus Ed 7-12	French Endorse	Industrial Tech 7-12
Bus-Ed	German	Japanese
Bus-Ed Endorse	German 7-12	Japanese 7-12
Chinese	German Endorse	Japanese Endorse
Comp Ed K-12	Guidance	K-12
Computer Ed 7-12	Guidance 7-12	Korean
Computer Tech Endorse	Guidance Endorse	Lang - Chinese 7-12
Counselor 5-9	Hard-Of-Hrg	Lang - Japanese
Deaf	Haw Lang 7-12	Lang-Span 7-12
Deaf/Hard of Hearing	Haw Stud 7-12	Latin
Deaf-Blind	Hawaiian	Lng-Russn 7-12
DF/HD of Hrg PK-3	Hawaiian 7-12	Lrng Dis K-12
Distrib-Ed	Hawaiian Endorsement	Math
Drama 7-12	Hawaiian Immersion	Math 5-9
Drama/Thea 7-12	Hawaiian Lang Imm 7-12	Math 7-12
Drama/Theater Arts	Hawn Imm K-12	Math Endorse
Drama/Theatre Arts K-12	Hawn Lang 7-12	Media
Early Ch PK-3	Hawn Lang Imm K-12	Mental Retardation NK-12
Early Childhd	Hawn Lang K-12	Middle Sch 5-9
Early Childhd Ed	Hawn Lang K-6	Middle Sch Endorse
Ece PK-3	Hawn Stud	Middle School
Elem	Hawn Stud 7-12	MR
Elem Ed K-6	Health	Music
Elem Endorse	Health 5-9	Music 7-12
Emot-Dist	Health 7-12	Music K-12
Emotional Disturbnc NK-12	Health Endorsement	N-Acad



Hawaii Teaching License Listing (continued)

Description	Description	Description
Office Ed	Scouns-Sec	Sped DF/HI PK-3
Office Ed 7-12	Sec	Sped HI K-12
Orth-Hand	Sec-Maj	Sped K-12
Partially-Sighted	Sec-Min	Sped K-6
Phy-Ed	Sev Mulhdp	Sped M/M 5-9
Phy-Ed (K-12)	Severe/Profound	Sped M/M 7-12
Phy-Ed 5-9	SLD	Sped M/M K-12
Phys Ed 7-12	Soc Stud	Sped M/M K-6
Phys Ed K-12	Soc Stud 5-9	Sped M/M PK-3
Phys Ed K-6	Soc Stud 7-12	Sped O/M K-12
Primary Ed	Soc Stud Endorsemt	Sped O/M PK-3
Psychology	Spanish	Sped OR HD K-12
Psy-Ex	Spanish 7-12	Sped OR HD PK-3
Read Spec K-12	Spch-Hrg	Sped Othro K-12
Reading (K-12)	Spec Ed	Sped P-3
Reading	Spec Ed-ABCSE	Sped PK-3
Reading 5-9	Spec Ed-Aut	Sped S/P 5-9
Reading 7-12	Spec Ed-Deaf/Blind	Sped S/P 7-12
Reading K-12	Spec Ed-EC	Sped S/P K-12
Reading K-6	Spec Ed-Em Dis	Sped S/P K-6
Russian	Spec Ed-Felix	Sped S/P Pk-3
Sch Couns 5-9	Spec Ed-Hrg Imprd	Sped S/Prd K-12
Sch Couns 7-12	Spec Ed-M/M	Sped S/Prd PK-3
Sch Couns K-12	Spec Ed-M/M-Erly Childhd	Sped VI K-12
Sch Couns K-6	Spec Ed-MR	Sped-M/M Endorse
Sch Libn	Spec Ed-Orth Hand	Sped-Orient/Mob K-12
Sch Libr K-12	Spec Ed-Part Sighted	Sped-Orientation/Mobility
Sch Librn Endorse	Spec Ed-RISE	Speech
Sci-Bio	Spec Ed-S/P	Speech 7-12
Sci-Chem	Spec Ed-S/P-MR	TESOL
Science	Spec Ed-Sev Mulhdp	TESOL 5-9
Science 5-9	Spec Ed-SLD	TESOL 7-12
Science 7-12	Spec Ed-Vis Imp	TESOL Endorse
Science Endorse	Specific Lrning Dis NK-12	TESOL K-12
Science-Gen Endorsement	Sped 5-9	TESOL K-6
Sci-Env	Sped 7-12	TESOL PK-3
Sci-Gen	Sped BL/VI K-12	Vis-Imp
Sci-Marine	Sped BL/VI Pk-3	Voc Agr Art7-12
Sci-Physcl	Sped Deaf K-12	Voc F C Sci 7-12
Sci-Physics	Sped Deaf/Blind K12	Voc-AG
Scouns Endorse	Sped DF/HH K-12	Voc-HEC
Scouns K-12	Sped DF/HH PK-3	
Scouns-EI	Sped DF/HI K-12	



Qualified to Teach Listing

Description: This is an alphabetical listing of areas Qualified to Teach found in eHR.

Description	Description	Description
Agricultural Arts	Indus Arts-Metal	Spec Ed-Trainable
Algebra	Indus Arts-Wood	Spec Ed-Visual Hdcpd
Annual Publishing	Industrial Arts	Special Motivation
Art	Intensive Basic Skills	Speech
Band (Instrumental)	IRA	Speech Hearing
Bilingual/Bicultural	Japanese	Student Activities Coord
Biology	Journalism	Student Services Coord
Business Education	Korean	Trigonometry
Calculus	Language Art	Up Elem (Grades 4-6)
Chemistry	Latin	Vocational Agriculture
Chinese	Librarian	Vocational Home Economics
Chorus	Mathematics	Vocational Tech-Auto
Chrtr Sch(Charter School)	Media Specialist	Vocational Tech-Draft
Computer	Middle School	Vocational Tech-Metal
Counselor	Music	Vocational Tech-Wood
Dance	Office Education	Vocatnal Tech-Electronics
Diagnostic Prescrip Tchr	Physical Education	
Distributive Ed	Physical Science	
Drama	Physics	
Earth Science	Pre-School	
English	Primary (Grades K-3)	
English-Tesl	Psychological Examiner	
Filipino	Psychology	
French	Reading	
Geometry	Registrar	
German	Reserve Officer Trng Corp	
Gifted/Talented	Retiree	
Guidance	Russian	
Hawaiiiana-Hawaiian Lang	Science	
Hawaiiiana-Hawaiian Studs	Social Studies	
Hawaiiiana-Immersion	Spanish	
Hawaiian-Miscellaneous	Spec Ed-Autism	
Health	Spec Ed-Educable	
Health and PE	Spec Ed-Emotionally Hdcpd	
Home Economics	Spec Ed-Hearing Impaired	
Indus Arts-Auto	Spec Ed-Learning Disabled	
Indus Arts-Draft	Spec Ed-Multiply Hdcpd	
Indus Arts-Electronics	Spec Ed-Orthopedic Hdcpd	
Indus Arts-Graphics	Spec Ed-Preschool	