Instructions for the APS HR Data Center
The HR Data Center provides interactive reports on Oracle data. The data is refreshed every night from Oracle.

Log in at http://hr.aurorak12.org/hr-data-center
Log in to the HR Data Center

Username
Password

Log In

For Example: Username = Site Altura
Password = same as AppliTrack in most cases.

The supervisor can share the login with trusted employees: secretary, assistant, etc.

Here are the reports available:

Office Reports
Staff List
Hourly & Daily Rates
Classified Eval Dates
Future Staff List
Address & Phone

Percentage by Gender, Highest Level of Education, Ethnicity
Employee Demographics Summary

Position, Teaching Grades, Endorsements, Majors, Tests, Add't Hours, LDE, Probation, Experience
Teacher Qualifications Report

Contracted Hours to End of Current Month, Oracle Leave to Date, Business Leave
YTD Attendance Report
Last Year
2 Yrs Prev.
3 Yrs Prev.

Accruals from most recent payroll
Leave & Vacation Accruals
Leave History for One Employee

3-Year Trend on Retention: Termed Employees, Transferred Employees
Teacher Retention Report

Staff List: Lists all employees who report directly to the supervisor. It splits by multiple assignments and split costing.

For each assignment and costing split you will find:
ID, Name, Assignment Number, Position Title, FTE, Costing Proportion, Costing Code, Grade, Step, Annual Salary, Benefit Cost, Total Cost, Type, APS Start Date, Start at Current Job
The salary amounts are for contract work only. This does not reflect the actual amounts paid but rather the contracted salary amounts with no hours over contract, no overtime and no agreement for services payments.

The benefits amounts are estimated by taking the employer side of benefits from the previous month and multiplying by 12.

Scroll to the bottom to view grand totals.

Use the Action menu to Select Columns

Use the menu under "1. Primary Report" to select "2. Costing Report".

Use the column headings to sort.

Use the Actions menu to filter.

and download.
Please report any discrepancies to HR. In some cases, Change Request Forms may be required.

The Return to Reports Page button takes you back to the list of reports.

### Attendance Report
Data on leave reported in Oracle Year-To-Date (YTD) and previous 3 years

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Pos</th>
<th>Type</th>
<th>FTE</th>
<th>Contracted Hrs to End of Current Month</th>
<th>Total Oracle Leave to Date</th>
<th>Business Leave</th>
<th>Non-Business Leave</th>
<th>% Bus. Leave</th>
<th>Attendance Rate</th>
</tr>
</thead>
</table>

Check the box next to Type = 'Licensed' to see only those employees.

Scroll to the bottom to see Averages. The Average Attendance Rate is often the data requested for grants.

### Other Reports

All the reports have the same interactive functionality.

- Hourly & Daily Rates: by employee
- Classified Eval Dates: Classified employees are evaluated every other year
- Future Staff List: Looks ahead on year
- Address & Phone: Employee contact information
- Employee Demographic Summary: Ethnicity, Gender, Education Level percentages
- Teacher Qualifications Report: Endorsements, Majors, Test, Additional Hours, LDE, Probationary Status
- Leave & Vacation Accruals: Leave Taken, Accrued and Balance
- Leave History for One Employee: All leave taken
- Teacher Retention Report: Turnover Percentage multi-year trend