

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: Termined 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:

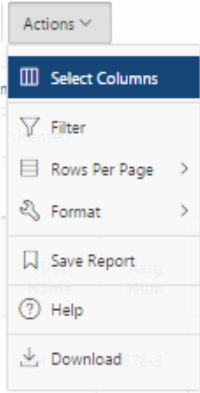
ID, Name, Assignment Number, Position Title, FTE, Costing Proportion, Costing Code, Grade, Step, Annual Salary, Benefit Cost, Total Cost, Type, APS Start Date, Start at Current Job

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.

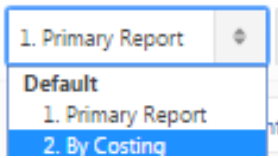
The benefits amounts are estimated by taking the employer side of benefits from the previous month and multiplying by 12.

Scroll to the bottom to view grand totals.

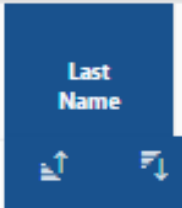
Use the Action menu to Select Columns



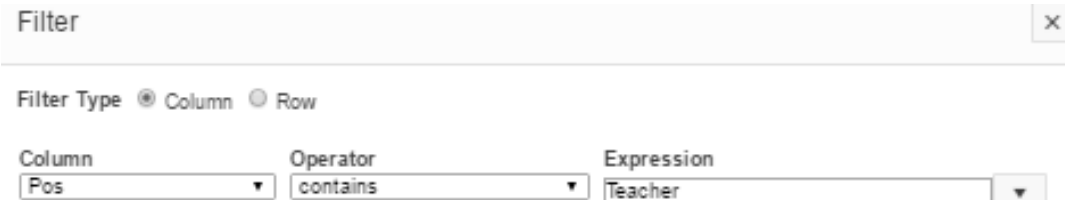
Use the menu under "1. Primary Report" to select "2. Costing Report".



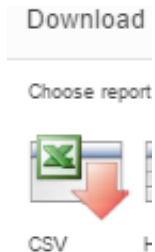
Use the column headings to sort.



Use the Actions menu to filter.

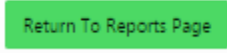


and download.



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.

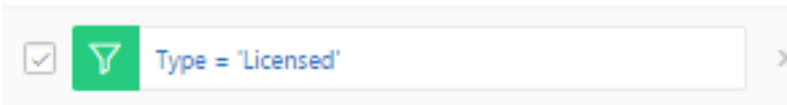


Attendance Report

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

Last Name	First Name	Pos	Type	FTE	Contracted Hrs to End of Current Month	Total Oracle Leave to Date	Business Leave	Non-Business Leave	% Bus. Leave	Attendance Rate
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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