

Manager Self-Service: Training Qualification Report

Managers can view the status of employee qualifications for the entire Org Unit at once by using the report: Training Qualification Report (ZLS_QUAL_REPORT). This report compares what qualification requirements exist on a position and if the holder (person) for that position has a matching qualification on their personnel records.

NOTE: In order to see this information, the manager must have the Manager Self-Service (MSS) role in SAP.

Quick Steps

Step 1:

Log into the **CityLink** page:
www.portlandoregon.gov/ess

Click **SAP CityLink**

On the Manager Self-Service tab, click on the **Training Qualification Report** link, under the Reporting section.

The screenshot shows the CityLink Manager Self-Service interface. The 'Reporting' section is highlighted with a red box, and a red arrow points to the 'Training Qualification Report (ZLS_QUAL_REPORT)' link. Other sections visible include 'Organizational Structure Overview' and 'Personnel Development'.

Step 2:

When SAP opens in the MSS window, the Qualification Report will appear. The manager's assigned organizational unit and today's date will be set as the default search parameters. If you want to search by a different org unit or date, key in the correct information.

Click the **Execute** button to run the report.

NOTE: Managers will have access to view data for the entire bureau.

The screenshot shows the SAP Profile Matchup: Positions / Holders (S_AHR_61015532) report. The 'Organizational Unit' field is set to '20002181' and the 'Key date' field is set to '04/28/2013'. A red box highlights these fields with a red arrow pointing to the text: 'Manager's assigned Org Unit and today's date will automatically populate on the report.'

Step 3:

The report shows each position in the org unit and the current position holder. Yellow fields indicate position requirements and green fields indicate person (holder) information.

In the example on the left, both employees have qualifications which are outstanding. The positions have qualifications, but it states that the person's qualifications "do not exist."

Click the **List** button to view this data in a table view.

Step 4:

The list view shows the position and person names, the qualification group and the qualification. The report also shows if the qualification is required for the position.

The Existing column shows if the employee has met the qualification or not. The Difference column shows one of two values:

- 1- The employee is missing the qualification
- 0 The employee has the qualification

Object type	Name	Object type	Object name	Last Name	Qualification group
Position	Administrative Assistant	Person			HR 2.02 Qualifications
Position	Administrative Specialist, Sr	Person			HR 2.02 Qualifications
Position	Community Service Aide II	Person			HR 2.02 Qualifications
Position	Community Service Aide II	Person			HR 2.02 Qualifications
Position	Community Service Aide II	Person			HR 2.02 Qualifications
Position	Community Service Aide II	Person			HR 2.02 Qualifications

Qualification	Essential Req	Required	Existing	Difference
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Yes	0
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Yes	0
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Yes	0
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Do(es) Not Exist	1-
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Do(es) Not Exist	1-
HR 2.02 for Employees	<input checked="" type="checkbox"/>	Yes	Yes	0