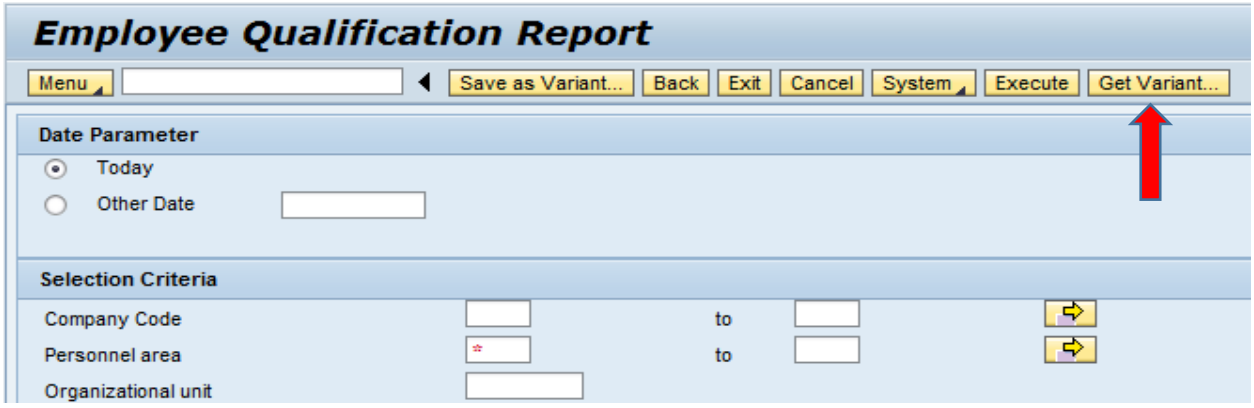
How To use the ZP174 Report to track Continuing Education for Classified Group 1 and 2 Supervisors (LaGov version)

The ZP174 report, also known as the Employee Qual Report, can be used with a custom variant to track whether classified group 1 and 2 supervisors in a given personnel area have a continuing education requirement and whether or not this requirement has been satisfied.

To run the report with the needed variant from LEO:

1. Click Run Employee Qualifications Report

2. Click “Get Variant”

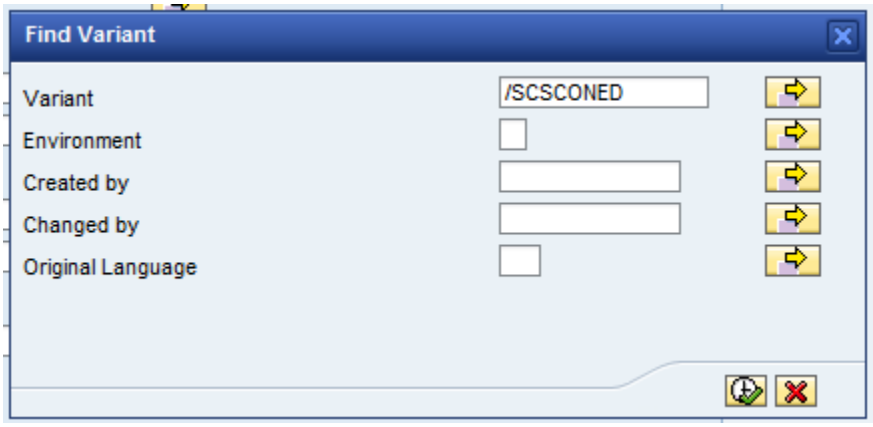


3. In the “Find Variant” box,

a. Type /SCSCONED16 in the Variant Field.

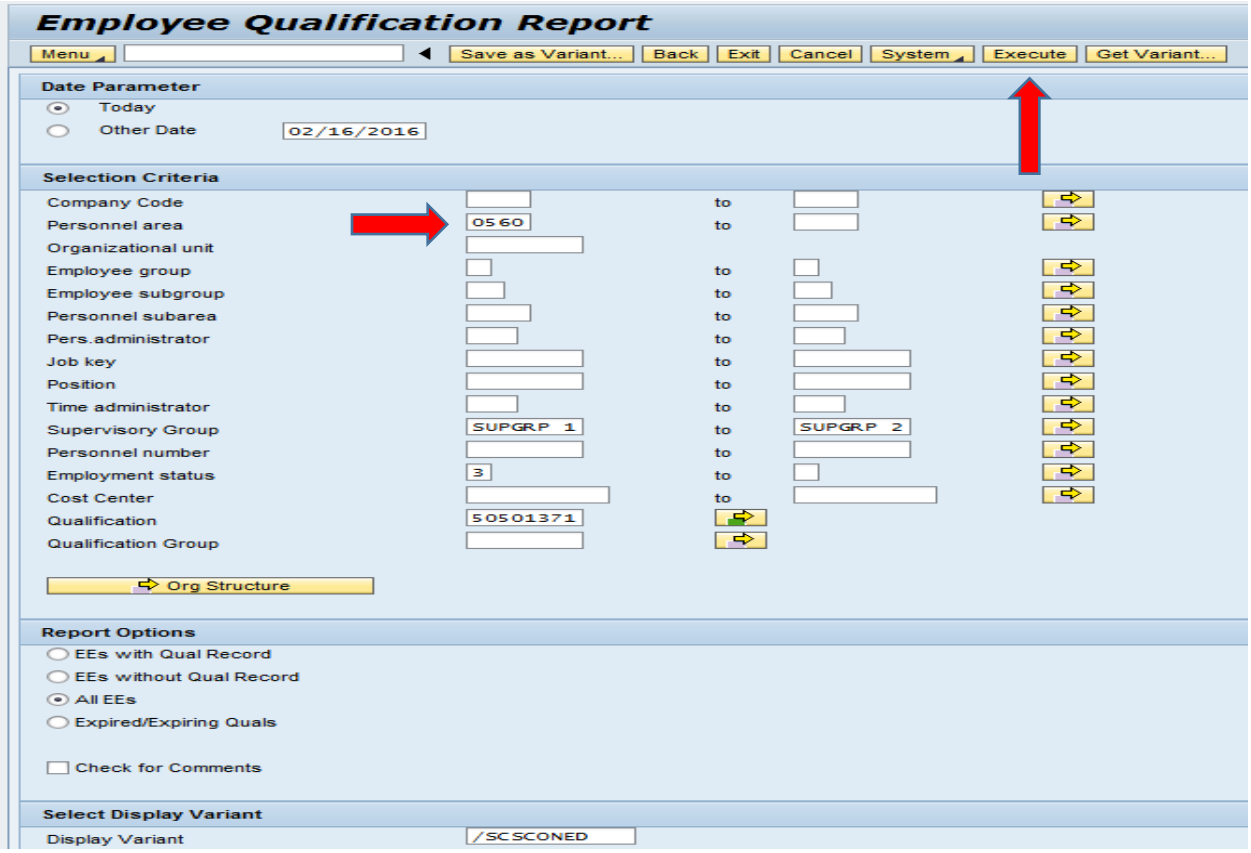
PLEASE NOTE: THE VARIANT WILL BE UPDATED AT THE BEGINNING OF EACH PERFORMANCE YEAR. FOR EXAMPLE, ON 7/1/17, THE VARIANT NEEDED WILL BE /SCSCONED17.

b. Delete your P# from the Created by Field
c. Click the icon with a green check on top of a clock



4. The Report fields are now prefilled.

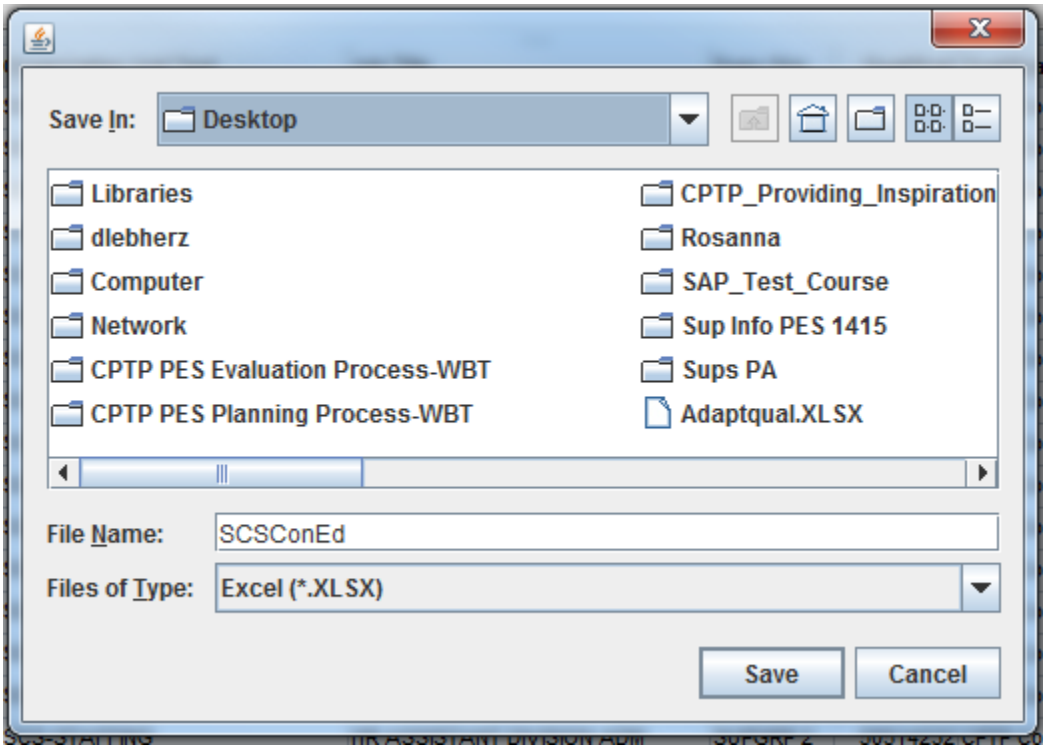
a. Remove “0560” from the Personnel Area Field
b. Type in the Personnel Area number you would like to view
c. Click Execute



5. To make the data easier to work with, many people like to export the data to a spreadsheet. Here's how:

a. Click the **Menu** button,
b. then put your pointer over **List**, then **Export**, then click **Spreadsheet**
c. Your system **may** ask you to run SAPGUI for HTML Applet. Click Run.

d. You will then be asked what to name and where to save the file. In this example, the file name is SCSConEd16 and the save location is the Desktop.



e. Click Save. Keep in mind that the export may take some time, particularly if you are looking at a large personnel area. Avoid exporting reports on payroll Mondays and Tuesdays.

The exported report will show each classified group 1 and group 2 supervisor in the personnel area. For each supervisor, you will see 14 lines. Ten of these lines are the qualifications for each of the ten continuing education classes. The remaining four lines are for supervisory group qualifications, including the former Group 1 and Group 2 Supervisory Group qualifications, and the 2015 Supervisory Group 1 and Group 2 qualifications. Let's look at an example.

In this example, last names and personnel numbers are hidden to protect privacy. Organization Unit Text and Job Title are also hidden to conserve space.

0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514252	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514251	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514250	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514248	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514247	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514246	CPTP Continuing Education PY 15-16	7/23/2015	12/31/9999	Completed
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50501371	CPTP Continuing Education PY 15-16	7/23/2015	12/31/9999	Completed
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50416469	CPTP Supervisory Group 2 Program	11/7/2013	12/31/9999	Completed
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50416468	CPTP Supervisory Group 1 Program	11/20/2012	12/31/9999	Completed
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50481840	CPTP Supervisory Group 1 2015			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50481841	CPTP Supervisory Group 2 2015			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514229	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514245	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	ADRIENNE	SUPGRP 2	50514241	CPTP Continuing Education PY 15-16			

Example 1: Please note that Continuing Education courses for each year will be marked by Performance Year, for example Continuing Ed 16-17 or Continuing Ed 17-18.

Notice that Adrienne completed her Group 2 Requirements 11/7/2013. As she completed her requirements prior to 7/1/15, she has a continuing education requirement for PY 15-16. This means she must complete one of the twenty continuing education quals between 7/1/15 and 6/30/16. She completed two of the continuing education quals on 7/23/15, so she is current on her requirements.

Here's another example:

0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514237	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514236	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514235	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514234	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514233	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514232	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514231	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514230	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50514229	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50501371	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50481841	CPTP Supervisory Group 2 2015			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50481840	CPTP Supervisory Group 1 2015			
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50416469	CPTP Supervisory Group 2 Program	6/30/2011	12/31/9999	Completed
0560	CS-State Civil Service	MAXIMILLIAN	SUPGRP 2	50416468	CPTP Supervisory Group 1 Program	6/30/2011	12/31/9999	Completed

In this example, we see that Maximillian was given the Supervisory Group 1 and 2 quals on 6/30/11. 6/30/11 was an arbitrary date used for supervisors who had completed their requirements at some time prior to the introduction of LEO. Maximilian is required to complete one continuing education qual between 7/1/15 and 6/30/15. As of the time of this report, Maximilian has not completed his continuing education qual.

One last example:

0560	CS-State Civil Service	DANA	SUPGRP 2	50514233	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	DANA	SUPGRP 2	50514232	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	DANA	SUPGRP 2	50416468	CPTP Supervisory Group 1 Program	3/21/2013	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50481841	CPTP Supervisory Group 2 2015	1/30/2016	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50514229	CPTP Continuing Education PY 15-16	7/7/2015	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50514234	CPTP Continuing Education PY 15-16	9/18/2015	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50514236	CPTP Continuing Education PY 15-16	9/18/2015	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50514238	CPTP Continuing Education PY 15-16	9/18/2015	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50514251	CPTP Continuing Education PY 15-16	9/18/2015	12/31/9999	Completed
0560	CS-State Civil Service	DANA	SUPGRP 2	50416469	CPTP Supervisory Group 2 Program			
0560	CS-State Civil Service	DANA	SUPGRP 2	50481840	CPTP Supervisory Group 1 2015			
0560	CS-State Civil Service	DANA	SUPGRP 2	50501371	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	DANA	SUPGRP 2	50514230	CPTP Continuing Education PY 15-16			
0560	CS-State Civil Service	DANA	SUPGRP 2	50514231	CPTP Continuing Education PY 15-16			

Dana completed her 2015 Group 2 requirements on 1/30/16. We don't know from this report when her due date is. We would have to pull her transcript to find out.

Here are some examples of due dates and continuing education requirements which may be helpful:

1. Supervisor promoted to G2 on 1/2/15; G2 Program due 1/1/16; continuing education requirement begins the following performance year, 7/1/16 (PY 16-17). (This example assumes G1 completed previously).

2. Supervisor promoted to G2 on 6//10/15, G2 Program due date is 6/9/16; continuing education requirement begins the following performance year, 7/1/16 (PY 16-17). (This example assumes G1 completed previously).

3. Supervisor promoted to G2 7/1/15, G2 Program due date is 6/30/2016; continuing education requirement begins the following performance year, 7/1/16 (PY 16-17). (This example assumes G1 completed previously).

4. Supervisor promoted to G2 7/10/16, G2 Program due date is 7/9/17; continuing education requirement begins the following performance year, 7/1/18 (PY 18-19). (This example assumes G1 completed previously).