CO Staff Evaluation Collection

APTAFUND-3632

Introduction

The Staff Evaluation Collection Report has been separated from the CO December Staff Report and turned into a separate report and export. To access the report, go to Administration > Reports > CDE Staff Evaluation Report.
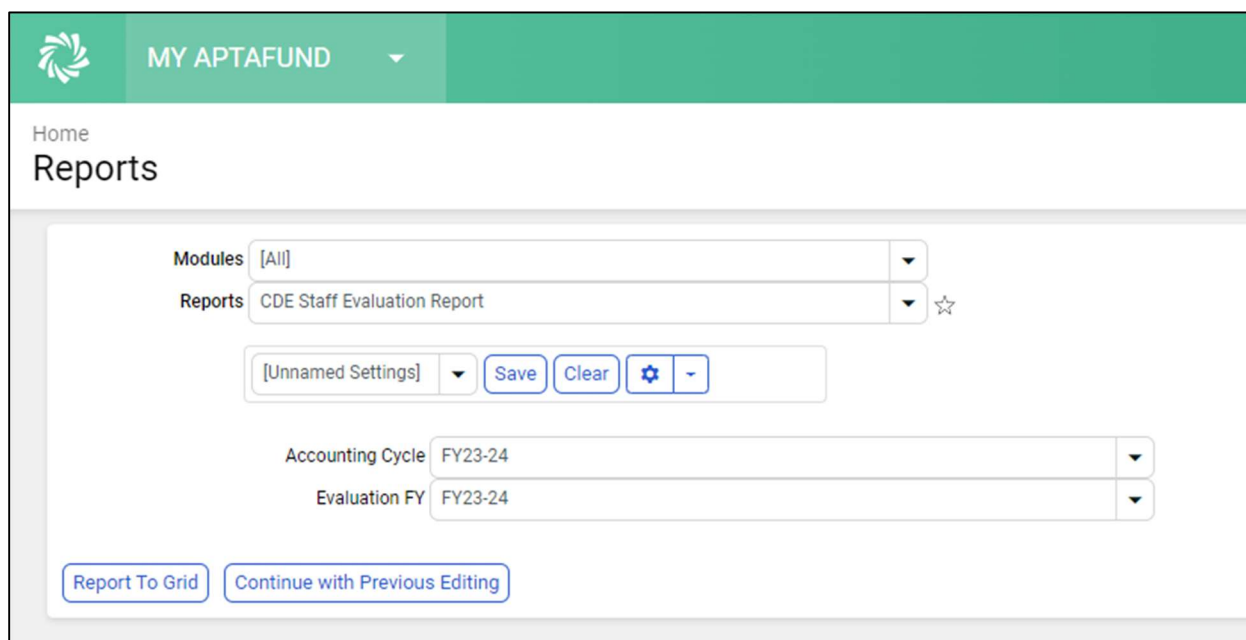

Figure 1: CDE Staff Evaluation Report

Fill in the prompts and click on Report To Grid. If the report was previously run, a screen like the one shown below will display. If changes were made to the report, click Continue with Previous Editing so those changes are not lost. If no changes were made to the report, click Delete and Generate New Files and then a prompt will be displayed to confirm the choice to recreate the file.
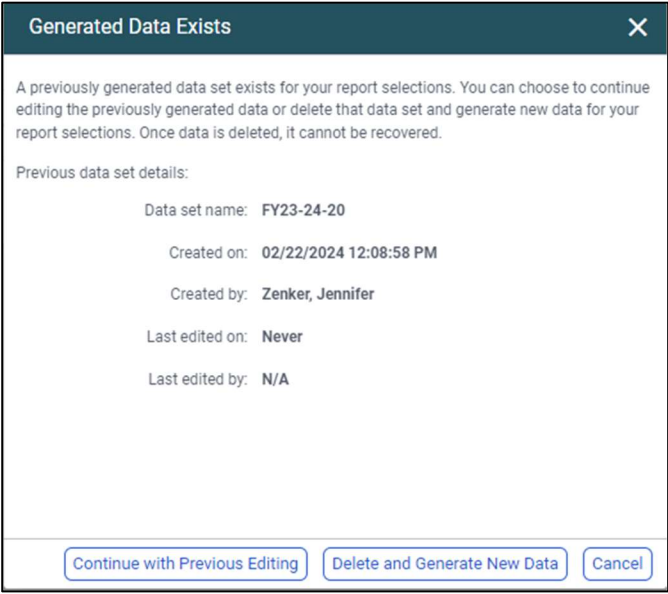

Figure 2: Report Previously Generated Message

A sample of the CO Staff Evaluation Collection Report is shown below. Check the report for Validation Errors. To correct validation errors either click on the employee's last name (blue link) or check the box in front of the employee's record and click the Edit button. Editing the record will go to the Manage Employee screen so changes can be made to correct the validation errors.
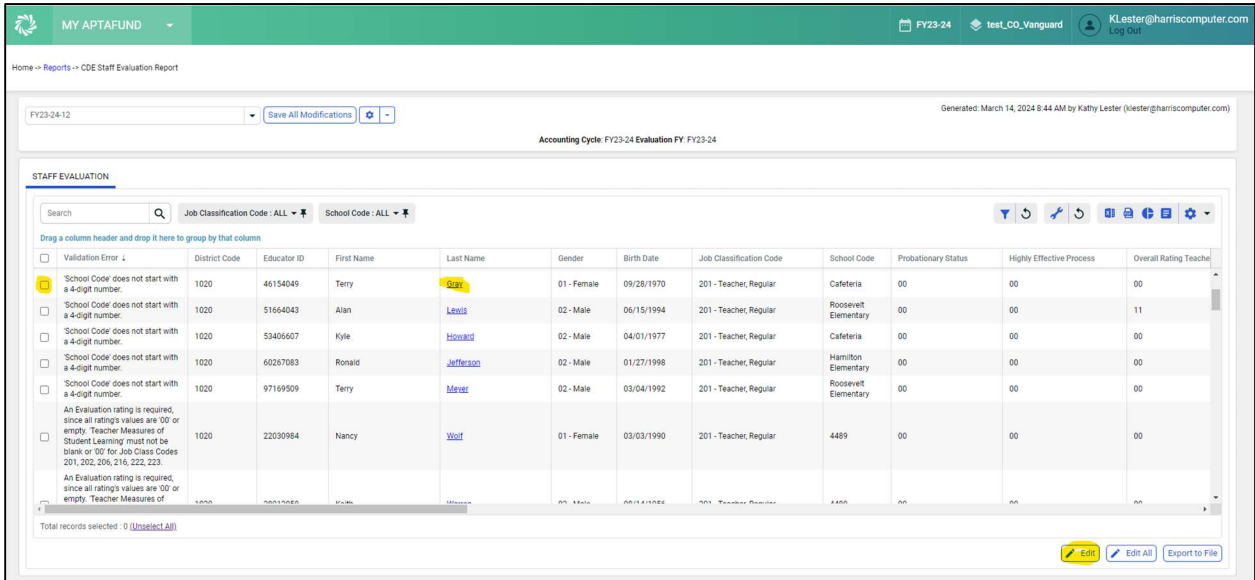

Figure 3: Sample Validation Errors

After the information has been verified and corrected, click on the **Export to File** button in the bottom right-hand corner of the screen to create the export file.
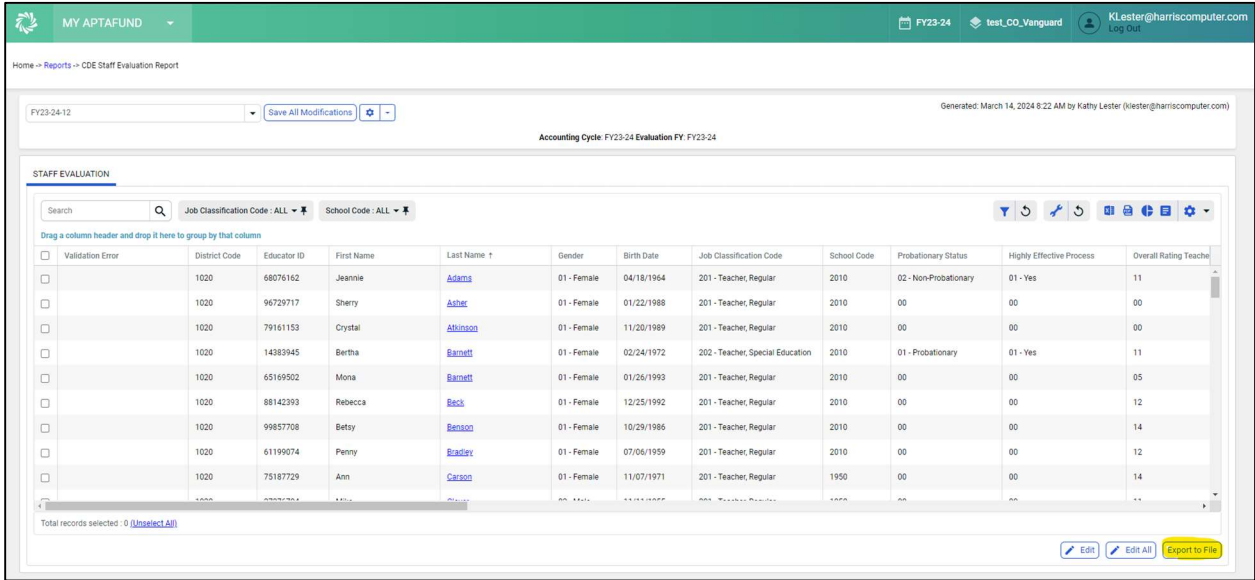

Figure 4: Sample Staff Evaluation Collection Report

If there are still errors in the report, a Validation Error(s) message will be displayed. Click No and fix the errors and then try the **Export to File** again, or click Yes to continue and create the file. The employees who have the Validation Errors will be included in the file with their incorrect or missing data.
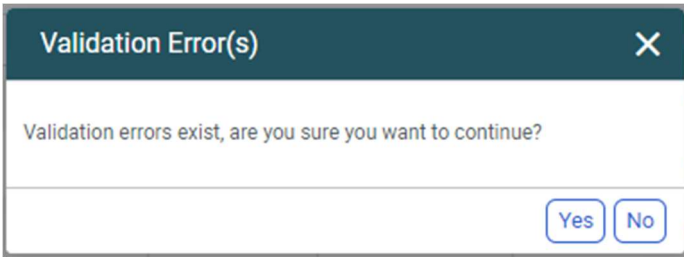

Figure 5: Validation Error Message