

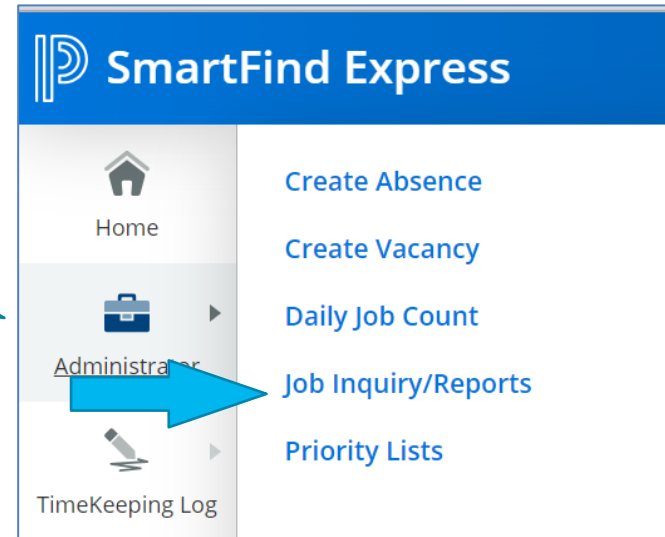
Navigating Reports for:

- **Jobs Filled**
- **Jobs Not Filled**
- **Time Reported**
- **Class Coverage**

Using Reports in SEMS

1. From the homepage, click on “Administrator” in the side bar, and then select “Job Inquiry/Reports”

Note: All reports you run can be exported in Excel formatting.



2. Here you can search by Job #, or, you can run a report. To run a report, next to “Job Status” select “All, exclude canceled” to see all jobs within a timeframe.

Search Criteria

Enter Job #: OR

Split from Job #:

OR

Job Type: All Absences Vacancies

Job Location Type: All Remote Partly Remote Non-Remote

Job Status: **Open & Active** ▼

Sub Status: **All, exclude canceled**

Accepted Via: **All, include canceled** ▼

Search from: **Open & Active**

Sort Order: Open
Active
Finished & Verified
Finished
Verified
Canceled
Stopped

Records Per Page:

Search to: (MM/DD/YYYY)

Then by:

3. Then identify the dates you want to search.

Then, click "Search"

4. The system will then give you a list of the jobs for that date range, and the status.

Search Criteria

Enter Job #: OR
 Split from Job #:

OR

Job Type: All Absences Vacancies
 Job Location Type: All Remote Partly Remote Non-Remote
 Job Status:
 Sub Status:
 Accepted Via:

Search from: Search to:
(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:
 Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

Job List
 9 items found, displaying 1 to 9.

[Export to Excel](#)

[Set All to Verify](#) [Save Verified](#)

Job #	Employee Name	Substitute Name	Location	Reported Date	Text
Status	Job Start	Sub Start	Classification	Class Pay Rate	Voice
Verify	Job End	Sub End	Reason	Sub Pay Rate	Comments
	Job Duration	Sub Time Worked	Workshop Code	Split from Job #	File
<u>2595703</u>		KLEIN, DONNA		10/23/2024 9:58 AM	No
Active/ IVR Sub Search	12/02/2024 07:45 AM 12/02/2024 03:15 PM 07:30	12/02/2024 07:45 AM 12/02/2024 03:15 PM	GENERAL SCIENCE SICK LEAVE 345678		No No No
<u>2601723</u>		Open		10/31/2024 8:04 AM	No
Open/ Open	12/02/2024 07:45 AM 12/02/2024 03:15 PM 07:30	12/02/2024 07:45 AM 12/02/2024 03:15 PM	GENERAL SCIENCE SICK LEAVE 345678		No No No

5. To see the jobs that are *unfilled*, scroll back up and next to “Sub Status” select “Not Filled”, then click Search again.

Alternately, if you want to see all the jobs that have been picked up, you would select “Filled”

Search Criteria

Enter Job #: OR

Split from Job #:

OR

Job Type: All Absences Vacancies

Job Location Type: All Remote Partly Remote Non-Remote

Job Status:

Sub Status:

Accepted Via:

Search from:

Search to:
(MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)