

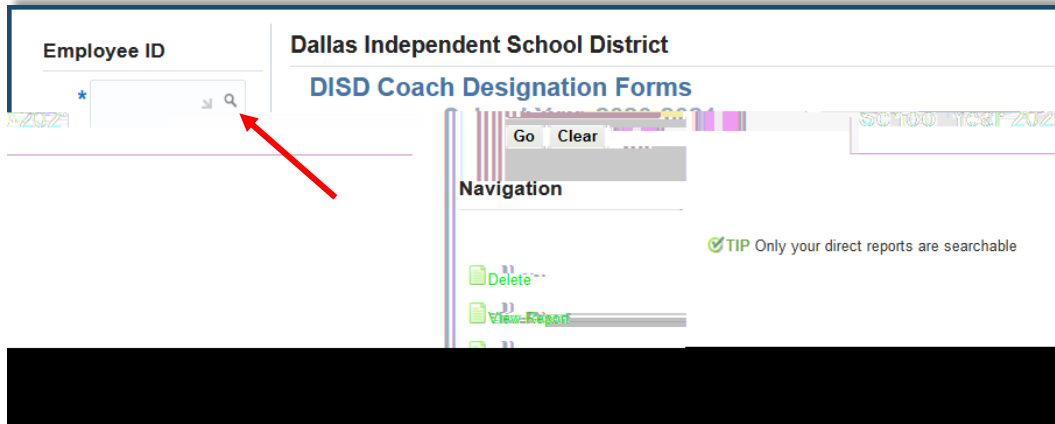
COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 1: Log On to Human Resources/Payroll Manager Self
Service 'Human Resources Designat.9 9.t:C2t3(t)-0.9 2898 716rt0.7P8w 11.9[8Df965

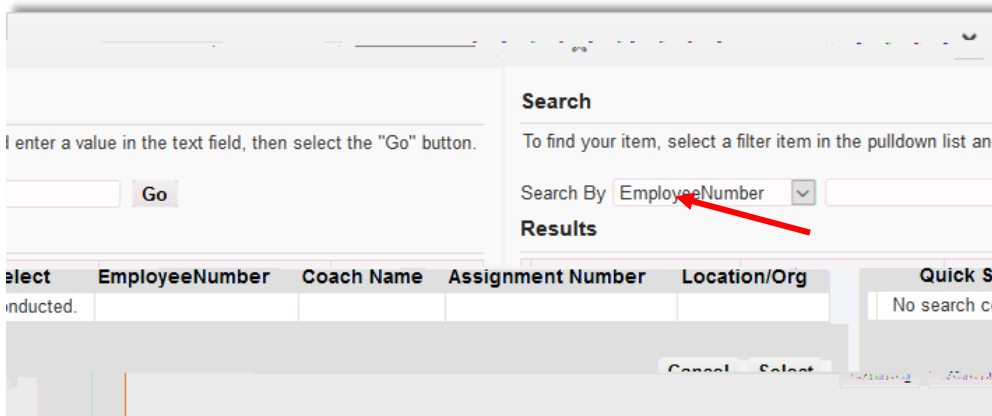
COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 3: Click Search  Employee ID 

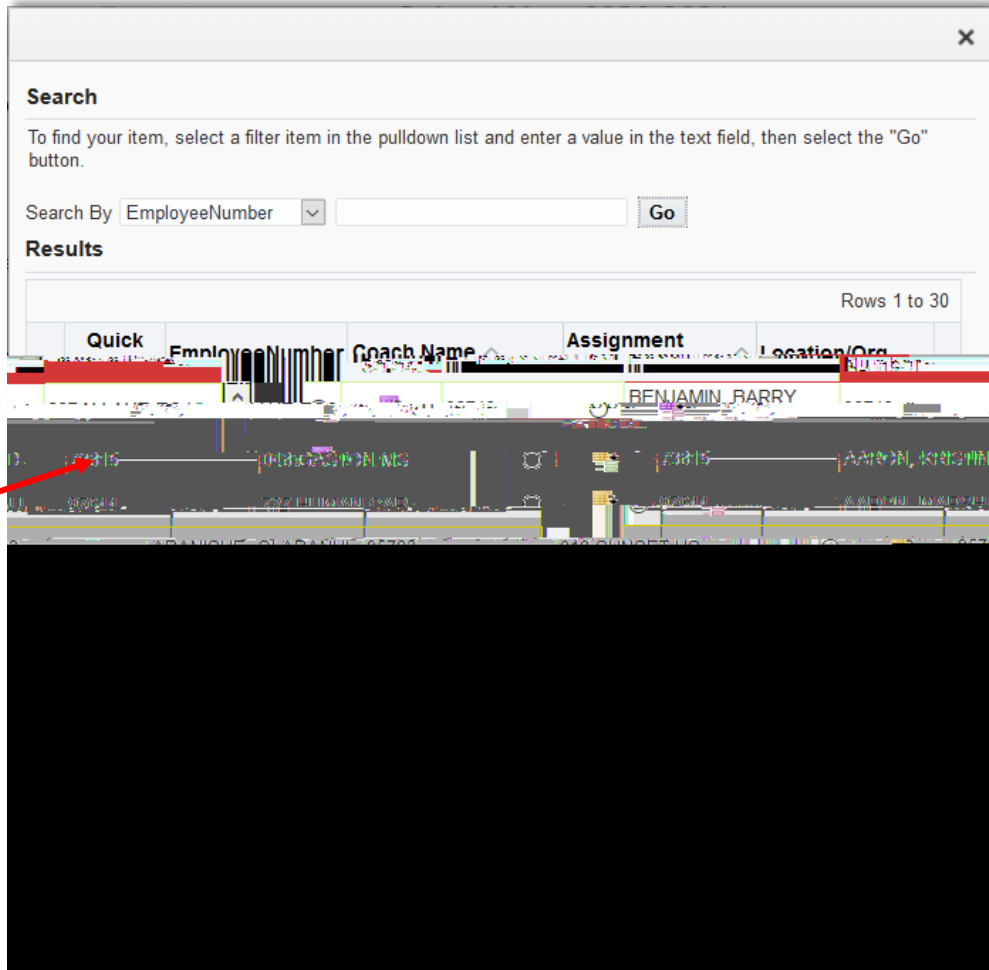


STEP 4: Enter Employee Number  'Go' 



COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEPS 5: Click Quick Select button ~~highlighted~~
~~id~~

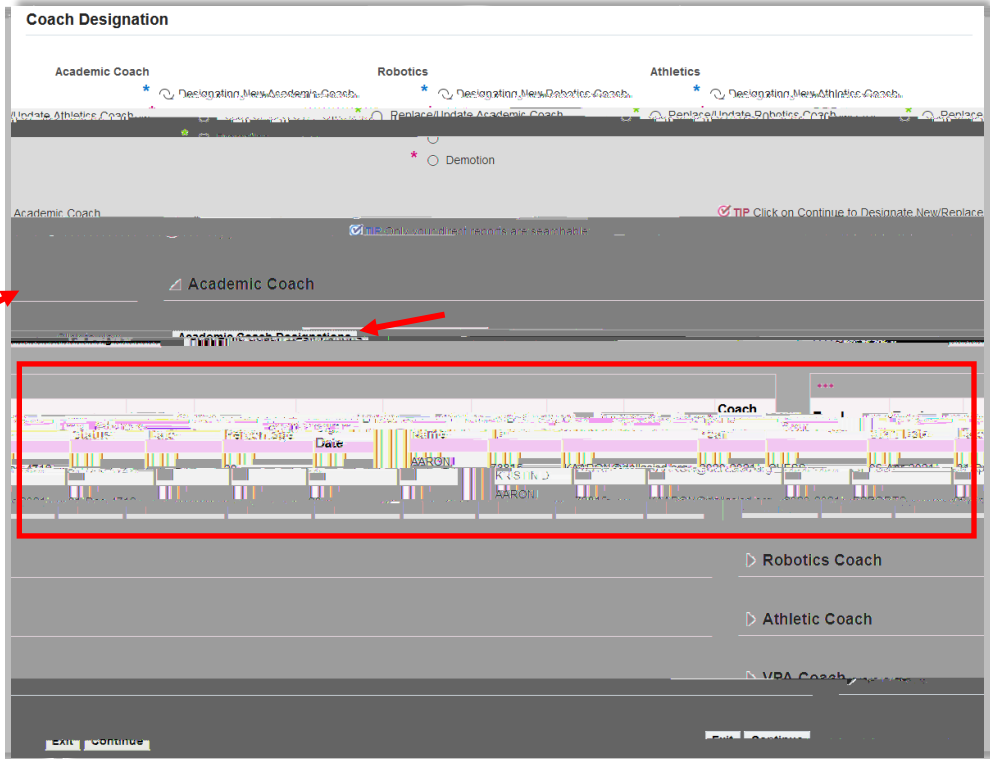


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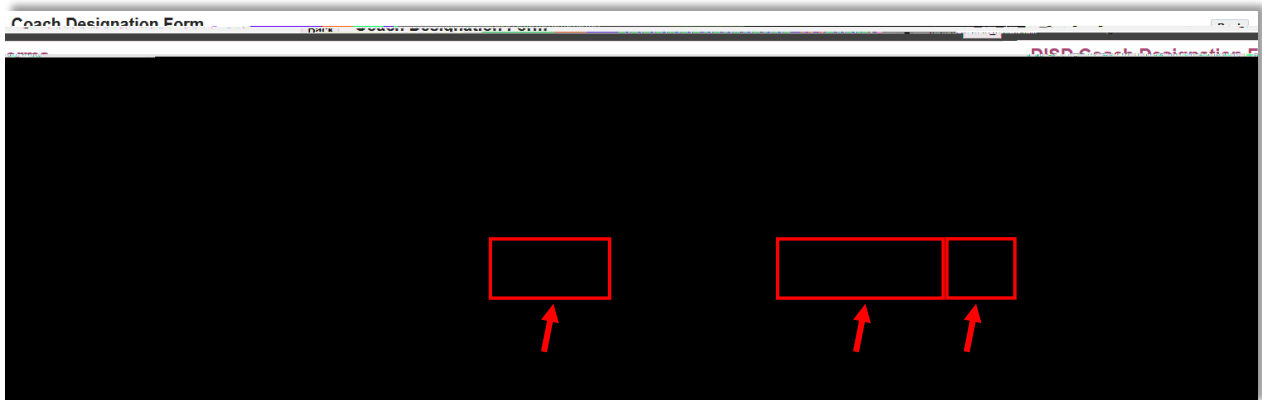
Step 8: (OPTIONAL) Summary Coach - Click

Coach Designation

Table



STEPS 9-12 Overview



COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 9: **Start** Effective Start Date

The screenshot shows the 'Coach Designation Form' with a 'Back' button in the top right corner. The main content area is titled 'Coach Designation Details'. Below this, there is a table with columns for 'ID', 'COACH NAME', 'EFFECTIVE DATE', 'STATUS', and 'ACTION'. The 'EFFECTIVE DATE' column is highlighted with a red arrow. Below the table, there is a 'Continue' button and a tip: 'TIP Click on Continue to Designate New/Replace Academic Coach'.

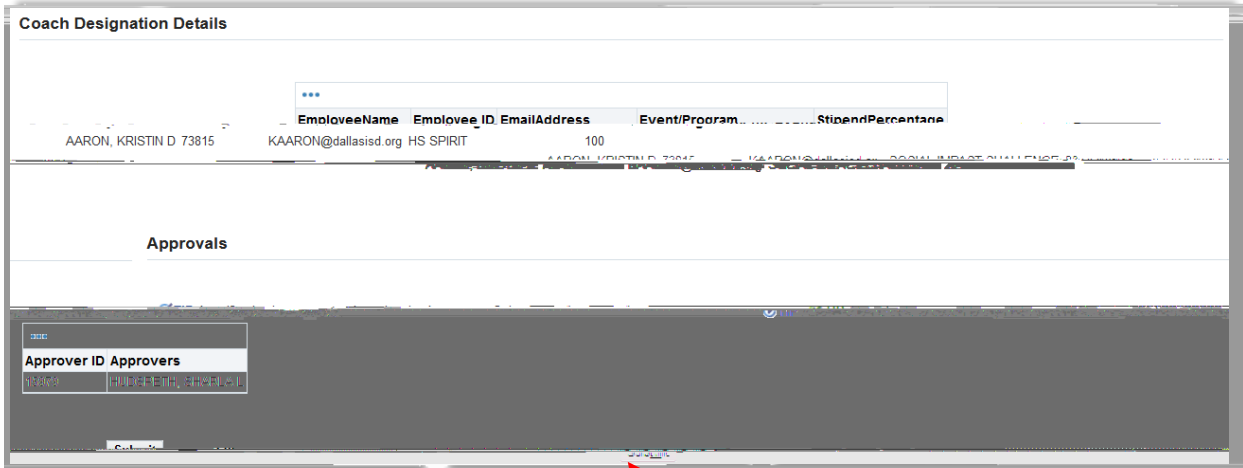
STEP 10: **Click** Search **to** Event/Program **.**

The screenshot shows the 'Coach Designation Form' with a 'Back' button in the top right corner. The main content area is titled 'Coach Designation Details'. Below this, there is a table with columns for 'ID', 'COACH NAME', 'EFFECTIVE DATE', 'STATUS', and 'ACTION'. The 'SEARCH' button is highlighted with a red arrow. Below the table, there is a 'Continue' button and a tip: 'TIP Click on Continue to Designate New/Replace Academic Coach'.

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 14: Review

Submit



The screenshot shows the 'Coach Designation Details' page in Oracle. It includes a table with columns for Employee Name, Employee ID, Email Address, Event/Program, and Stipend Percentage. The table contains one row for AARON, KRISTIN D 73815, with email KAARON@dallasisd.org and HS SPIRIT. Below the table is an 'Approvals' section with a table for Approver ID and Approvers. A red arrow points to a 'Submit' button at the bottom of the page.

EmployeeName	Employee_ID	EmailAddress	Event/Program	StipendPercentage
AARON, KRISTIN D 73815	KAARON@dallasisd.org	HS SPIRIT	100	

Approver ID	Approvers
10000	GURPREET, SINGH

STEP 15: Click

OK

