



Excessing Seniority Reports

User Guide

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Excessing Seniority Reports User Guide

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Purpose of the Excessing Seniority Reports Tool on the Internet

Excessing Seniority Reports display seniority for each pedagogue. Now the user can go directly to the web and easily download the reports showing pedagogical seniority in PDF format or online, as well as view information in different ways.

Logging onto Excessing Seniority Reports

Go to www.nycboe.net.

Click on “Administrative Tools” in the left panel.

Choose “Human Resources Management”.

Click on the link for Excessing Seniority Reports.

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Accessing Excessing Seniority Reports

[The Welcome Screen](#)

The first screen is the Excessing Seniority Reporting Tool welcome screen, as displayed in Figure 1.

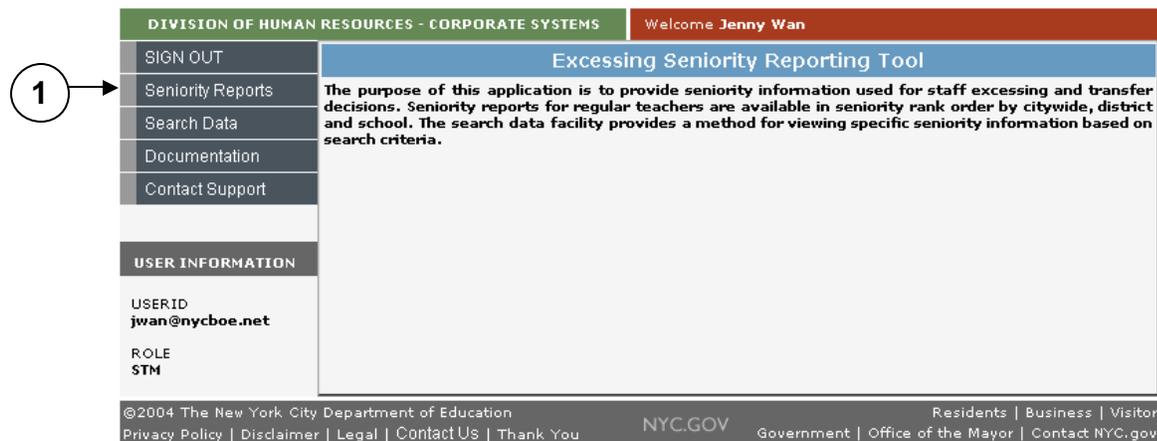
[The Menu Bar](#)

The menu bar at the left has [5] items.

<u>Sign out:</u>	This link signs you out of the tool.
<u>Seniority Reports:</u>	This is the link to click on for the reports.
<u>Search Data:</u>	This link allows you to search for seniority information on a specific person.
<u>Documentation:</u>	This link brings up the user guide.
<u>Contact Support:</u>	This link shows you whom to contact for support.

[Accessing Excessing Seniority Reports](#)

Figure 1: Excessing Seniority Reports Welcome Screen



To access Excessing Seniority Reports:

1. Click on the link, “Seniority Reports”.

Accessing Excessing Seniority Reports (con't)

There are 10 reports. Keep in mind that you can see only the reports that are relevant to your position. For example, a Principal can see just the reports for staff members in her/his school. A Personnel Manager can see all reports from the regional level down.

- School Excessing Seniority List by License Code
- School Excessing Seniority List by Special Education Program Code
- District Excessing Seniority List by License Code
- District Excessing Seniority List by Special Education Program Code
- Regional Excessing Seniority List by District by License Code
- Regional Excessing Seniority List by District by Special Education Program Code
- Regional Excessing Seniority List by School by License Code
- Regional Excessing Seniority List by School by Special Education Program Code
- Citywide Excessing Seniority List by License Code
- Citywide Excessing Seniority List by Special Education Program Code

2. Click on the down arrow next to "Choose Report". Click on the report you want from the dropdown list.
3. If you want to refine the results of your report, chose filters by Region, District and School.
4. You can also filter by license. When you click on "Search" a separate window will come up. Please see Appendix A for the license lookup table.
5. In addition, you can filter by Special Ed Program. When you click on "Search" a separate window will come up. Please see Appendix B for Special Ed Program Lookup table.
6. Click on "Submit".

Figure 2: Seniority Reports Search Screen

The screenshot shows the 'Excessing Seniority Reporting Tool' interface. At the top, there is a navigation menu with 'SIGN OUT', 'Seniority Reports', 'Search Data', 'Documentation', and 'Contact Support'. Below this is a 'USER INFORMATION' section with fields for 'USERID' (jwan@nycboe.net) and 'ROLE' (STM). The main content area is titled 'SENIORITY REPORT' and contains a form with the following elements:

- A dropdown menu for 'Choose Report:' with a down arrow (callout 2).
- Three dropdown menus for 'Region:', 'District:', and 'School:' (callout 3).
- Text input fields for 'Last Name:', 'First Name:', and 'EIS ID:'.
- Text input fields for 'License:' and 'Special Ed. Program:' with red 'Search' buttons (callout 4).
- A 'Submit' button (callout 6).

At the bottom of the page, there is a footer with copyright information for 2004 The New York City Department of Education, a 'NYC.GOV' logo, and links for 'Residents | Business | Visitor' and 'Government | Office of the Mayor | Contact NYC.gov'.

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Accessing Excessing Seniority Reports (con't) Report Result

The report will come up in a separate browser window in PDF format. You can view or print this report, known as the "Excessing Seniority List".

You can print this report by click on the icon circled below.

Figure 3: Citywide Excessing Seniority List by License Code

To print, click here.

SEQ NUMBER	Rule 9/10	SENIORITY Y T M D	RULE USED	FILE NUMBER	NAME FIRST M LAST	REG	RESP DIST	PAY DIST BORO/SCH	SCH LEV	ACT LOC	HRS STAT	LIST CODE	LIST DATE	TEST SCORE	LIC. IF DIFF	VET SEN	SPEC
EXCESSING LICENSE CODE 2502 BILINGUAL GUIDANCE COUNSELOR(SPAN) SEC SCH																	
COMPLETED PROBATION																	
1		32 0 0 06	1	1234456	JOEL HOWARD	NA	46	00-C118	09		1WT	RR	10/22/75	73.70			
EXCESSING LICENSE CODE 2517 GUIDANCE COUNSELOR SECONDARY																	
COMPLETED PROBATION																	
1		35 1 0 00	1	1234456	JUNE PIERSON	NA	46	00-C118	09		1LR	RR	06/22/88	89.37			
EXCESSING LICENSE CODE 419B BILINGUAL SOCIAL STUDIES KOREAN DHS																	
COMPLETED PROBATION																	
1		24 0 0 00	1	1234456	HYUNJOO FUNG	NA	42	00-C430	09		1RO	RR	12/09/87	81.00			
EXCESSING LICENSE CODE 552B BIL COMMON BRANCHES FRENCH DES																	
COMPLETED PROBATION																	
1	**	22 0 0 02	1	1234456	MONIQUE GEORGE	NA	16	00-I000	09		1RO	RR	08/03/82	61.00			
EXCESSING LICENSE CODE 578B ENGLISH DHS																	
COMPLETED PROBATION																	
1	**	20 1 0 00	1	1234456	WILLIAM SMITH	NA	51	00-F450	09		2AH	RR	02/11/87	78.00			
2	**	24 0 4 03	1	123445H	MARLENE JOSEPH	NA	34	00-B110	09		1WS	RR	05/21/75	60.00			
3	**	25 0 3 07	1	123465A	JONATHAN IKEY	NA	80	80-B226	09		1RO	RR	10/22/80	91.20			
4	**	27 0 1 27	1	123465A	LAWRENCE DONAHUE	NA	60	00-B111	09		100	RR	05/21/75	72.08			
5	**	32 1 4 13	1	123465A	ALAN BOYD	NA	95	00-M863	02		1RL	RR	07/28/71	71.57			
EXCESSING LICENSE CODE 589B TECHNOLOGY EDUCATION DHS																	
COMPLETED PROBATION																	
1	**	34 1 0 00	1	123465A	ERIC DONNER	NA	48	00-A130	09		1RL	RR	03/24/70	65.30			
EXCESSING LICENSE CODE 594B PHYSICAL EDUCATION DHS																	
COMPLETED PROBATION																	
1	**	22 1 0 15	1	12346545	GLENDA JACKSON	NA	82	00-E347	09		1RL	99	11/01/71	530.00			

Doing a Search on a Person

You can also search to get the Staff Seniority Profile of any one person.

1. Click on "Search Data".
2. Fill out desired information for your query.
3. Click "Search".
4. When you click on a person's name, you'll get the profile for that person.

Figure 4: Search Data Screen

Region	District	School	Name	EIS ID	License	Sp. Ed. Program
01	09	X022	SUSAN I BERKSHIRE	1239089	0650	
01	72	X475	DANIEL BERKSHIRE	1239089	0650	
01	09	X042	JOHNATHAN BERKSHIRE	1239089	0758	
01	10	X390	MELODY BERKSHIRE	1239089	418B	
01	09	X070	JANE BERKSHIRE	1239089	781B	

Figure 5 shows the results of searching for the seniority of a staff member, Daniel Berkshire.

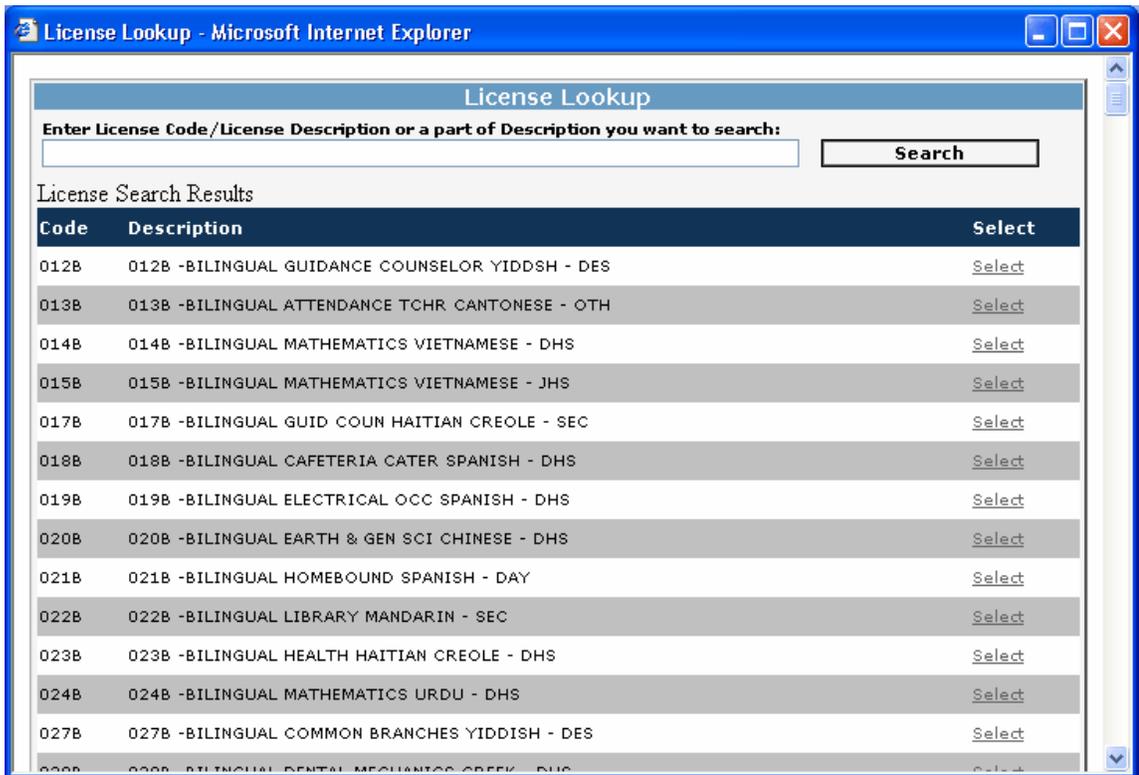
Figure 5: Staff Seniority Profile

Staff Last Name: BERKSHIRE		Staff First Name: DANIEL		Close Window
EIS ID.: 1839268		Seniority: 041000		
Region: 01		District: 72		
School Location:		Payroll Dist. Location: X475		
Employee status: 1RK		Probation Status: Y		
List Date: 09/05/00		List Code: TT		
Randomly-Generated Score: 7.00				
CityWide Ranking				
License Code: 115		Sp. Ed. Program Code:		
District Wide Ranking				
License Code: 16		Sp. Ed. Program Code:		
School Wide Ranking				
License Code: 1		Sp. Ed. Program Code:		

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Appendix A: License Lookup

This screen is a result of clicking on the “License: Search” button in the Seniority Reports screen (see page 4).



License Lookup

Enter License Code/License Description or a part of Description you want to search:

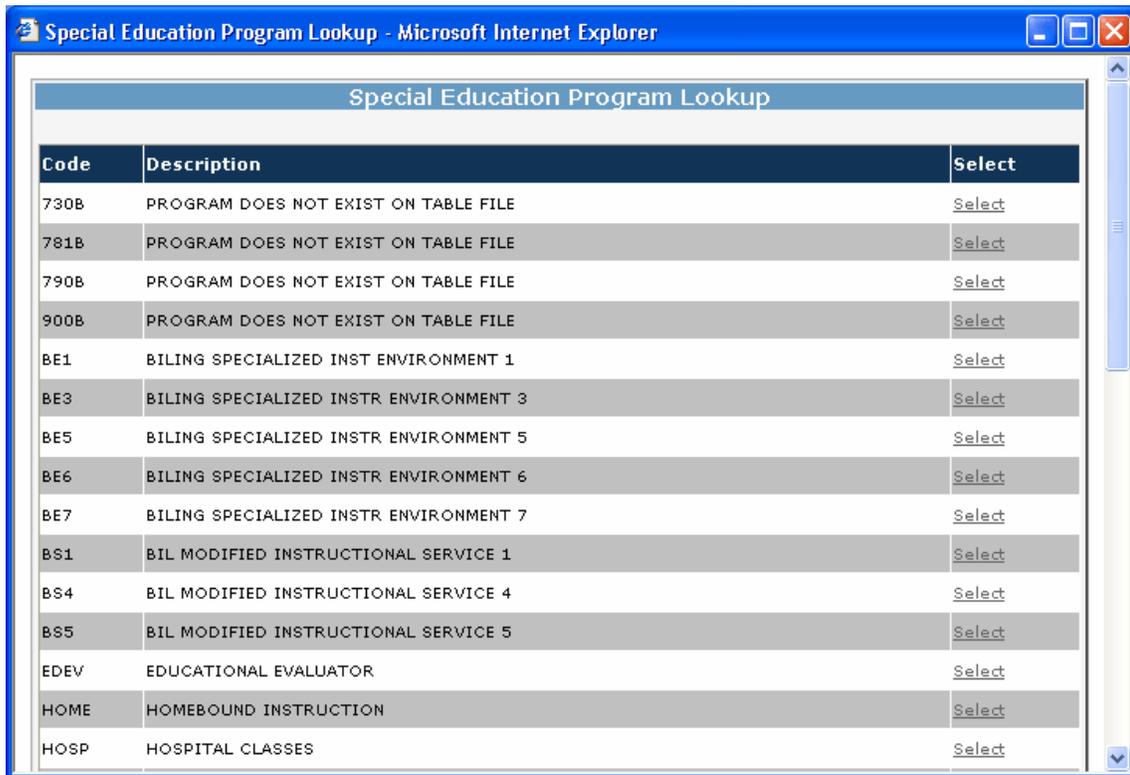
License Search Results

Code	Description	Select
012B	012B -BILINGUAL GUIDANCE COUNSELOR YIDDISH - DES	Select
013B	013B -BILINGUAL ATTENDANCE TCHR CANTONESE - OTH	Select
014B	014B -BILINGUAL MATHEMATICS VIETNAMESE - DHS	Select
015B	015B -BILINGUAL MATHEMATICS VIETNAMESE - JHS	Select
017B	017B -BILINGUAL GUID COUN HAITIAN CREOLE - SEC	Select
018B	018B -BILINGUAL CAFETERIA CATER SPANISH - DHS	Select
019B	019B -BILINGUAL ELECTRICAL OCC SPANISH - DHS	Select
020B	020B -BILINGUAL EARTH & GEN SCI CHINESE - DHS	Select
021B	021B -BILINGUAL HOMEBOUND SPANISH - DAY	Select
022B	022B -BILINGUAL LIBRARY MANDARIN - SEC	Select
023B	023B -BILINGUAL HEALTH HAITIAN CREOLE - DHS	Select
024B	024B -BILINGUAL MATHEMATICS URDU - DHS	Select
027B	027B -BILINGUAL COMMON BRANCHES YIDDISH - DES	Select
028B	028B -BILINGUAL DENTAL MECHANICS GREEK - DHS	Select

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Appendix B: Special Education Program Lookup

This screen is a result of clicking on the “Special Ed. Program: Search” button in the Seniority Reports screen (see page 4).



Code	Description	Select
730B	PROGRAM DOES NOT EXIST ON TABLE FILE	Select
781B	PROGRAM DOES NOT EXIST ON TABLE FILE	Select
790B	PROGRAM DOES NOT EXIST ON TABLE FILE	Select
900B	PROGRAM DOES NOT EXIST ON TABLE FILE	Select
BE1	BILING SPECIALIZED INST ENVIRONMENT 1	Select
BE3	BILING SPECIALIZED INSTR ENVIRONMENT 3	Select
BE5	BILING SPECIALIZED INSTR ENVIRONMENT 5	Select
BE6	BILING SPECIALIZED INSTR ENVIRONMENT 6	Select
BE7	BILING SPECIALIZED INSTR ENVIRONMENT 7	Select
BS1	BIL MODIFIED INSTRUCTIONAL SERVICE 1	Select
BS4	BIL MODIFIED INSTRUCTIONAL SERVICE 4	Select
BS5	BIL MODIFIED INSTRUCTIONAL SERVICE 5	Select
EDEV	EDUCATIONAL EVALUATOR	Select
HOME	HOMEBOUND INSTRUCTION	Select
HOSP	HOSPITAL CLASSES	Select