

# PeopleSoft Training Activity Sheet

## HR5: DBT

For use in training. Last updated May 27, 2016.

### Activity 1: Personalize Columns on the DBT

**Directions:** Navigate to the DBT screen and set up the 3 tabs using the personalization directions in the DBT guide. Reference *One Time DBT Setup* directions on pp.23-25 of the guide.

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### Activity 2: Set Up a DBT

**Together we will:**

1. Create a Position from a copy of Position #**10072315**. Write down new Position # \_\_\_\_\_.
2. Set up a DBT for the position you just created.

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### Activity 3: Create 2 New Positions to use in Activity 4

**Directions:** Create 2 new positions from the existing positions below.

**Certificated Teacher**

- Position # to copy from **10071098**
- Effective Date: 07/01/15
- Classified Indicator: Certificated
- CDAYS 185

**Certificated Substitute**

- Position # to copy from **10071114**
- Effective Date: 07/01/15
- Classified Indicator: Certificated
- CDAYS 185

New Position # \_\_\_\_\_

New Position # \_\_\_\_\_

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### Activity 4: Set Up DBTs (Samples B & E)

**Directions:** Navigate to the Department Budget Table USA screen. Set up a DBT for the 2 positions you just created as follows:

**Certificated Teacher (One Headcount Position)**

- Copy set up for Sample B in your guide (p.17)
- Effective Date: 07/01/15

**Substitute Teacher (Multiple Headcount Position)**

- Copy set up for Sample E in your guide (p.21)
- Effective Date: 07/01/15

# Activity 5: Set Up DBTs (Samples C & D)

**Directions:** Create 2 more new positions from the existing positions below and set up DBTs for them.

## **Certificated Teacher**

- Position # to copy from **10071098**
- Effective Date: 07/01/15
- Classified Indicator: Certificated
- CDAYS 185

## **Certificated Substitute**

- Position # to copy from **10071098**
- Effective Date: 07/01/15
- Classified Indicator: Certificated
- CDAYS 185

New Position # \_\_\_\_\_

New Position # \_\_\_\_\_

DBT:

- Copy set up for Sample C in your guide (p.18)

DBT:

- Copy set up for Sample D in your guide (p.19)

Effective Date: 07/01/15

Effective Date: 07/01/15

