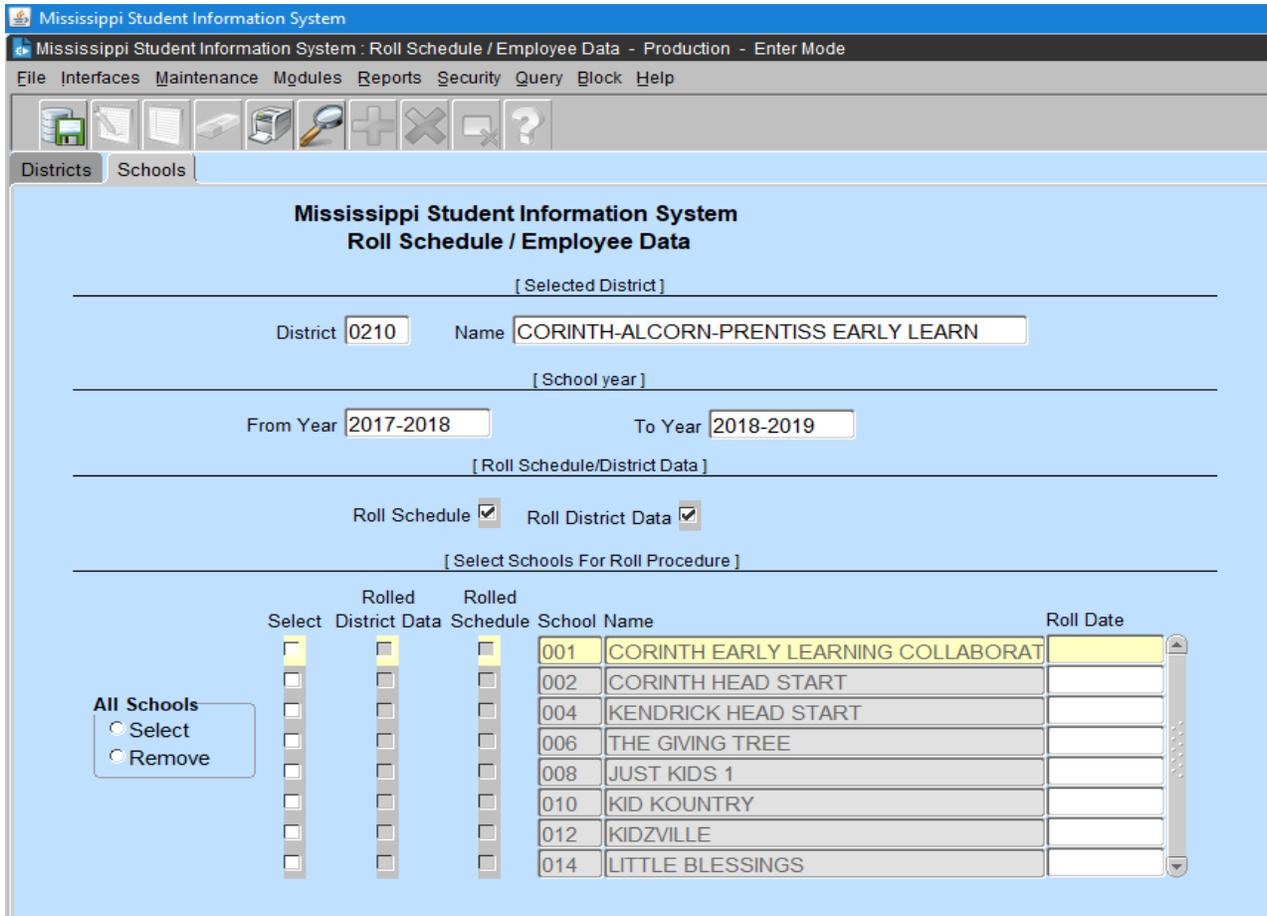


# ROLL EMPLOYEE/ SCHEDULE

Users with the District Personnel role can only access this screen.



This screen will provide District Users with the ability to create a school’s Employee Schedule and/or District Data for the next school year by rolling the current year’s data. District Data must be rolled for the new school year. Before rolling your District Data, update the employee information to DO NOT ROLL for those employees that will not be returning. The years of experience of an employee with 100% District Time will increase by one when a procedure is run at the beginning of the school year. The districts will be notified when this procedure is run each year. In order for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. The Roll Indicator is located on the Employee General/Schedule Entry on the District Info tab and is defaulted to Yes when an Employee is assigned to a District.

To access this screen, go to MODULES> DISTRICT/SCHOOL> ROLL EMPLOYEE/SCHEDULE.

## PRACTICE

**DISTRICTS** – The District User will have access to only their District and this screen will default to you district number and name. Click on the SCHOOLS tab.

**SCHOOLS**– Upon initial entry to this screen, both Roll Schedule and Roll District Data are selected (checked). If Roll Schedule is selected, Roll District is automatically selected. The FROM and TO school years are indicated on the School Year line. You may roll both the Schedule and the District Data or just the District Data. After selecting a school and the data to be rolled, click on the save icon. The Rolled indicator will be checked. The selected data for the Employees in the selected school(s) is rolled to the next school year. If the District Data and/or the Schedule data to be rolled are the same for all schools in the district, click on the All Schools Select button. If the selections are not the same for all schools, make the selections for one school and save the transaction. The Rolled indicator will be checked for that school. Once a school has been selected and rolled, it cannot be changed.

### **UPDATE THE FOLLOWING FIELDS:**

**The following fields must be updated for each “Rolled” employee for the new school year.**

1. On the District Info tab: Enter Days Employed and District Time
2. On the Schedule tab: Enter Period for each course (**Period number cannot be ZERO**). Press the save button.
3. On the Salary tab: Enter the Teacher and/or Non-Teaching Salary. Press the save button.
4. On the Special Ed tab: Press the tab for those teacher that have a special course code on their schedule. Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

**The District Detail Personnel and District Zero Salary report should be ran before personnel was approved.**