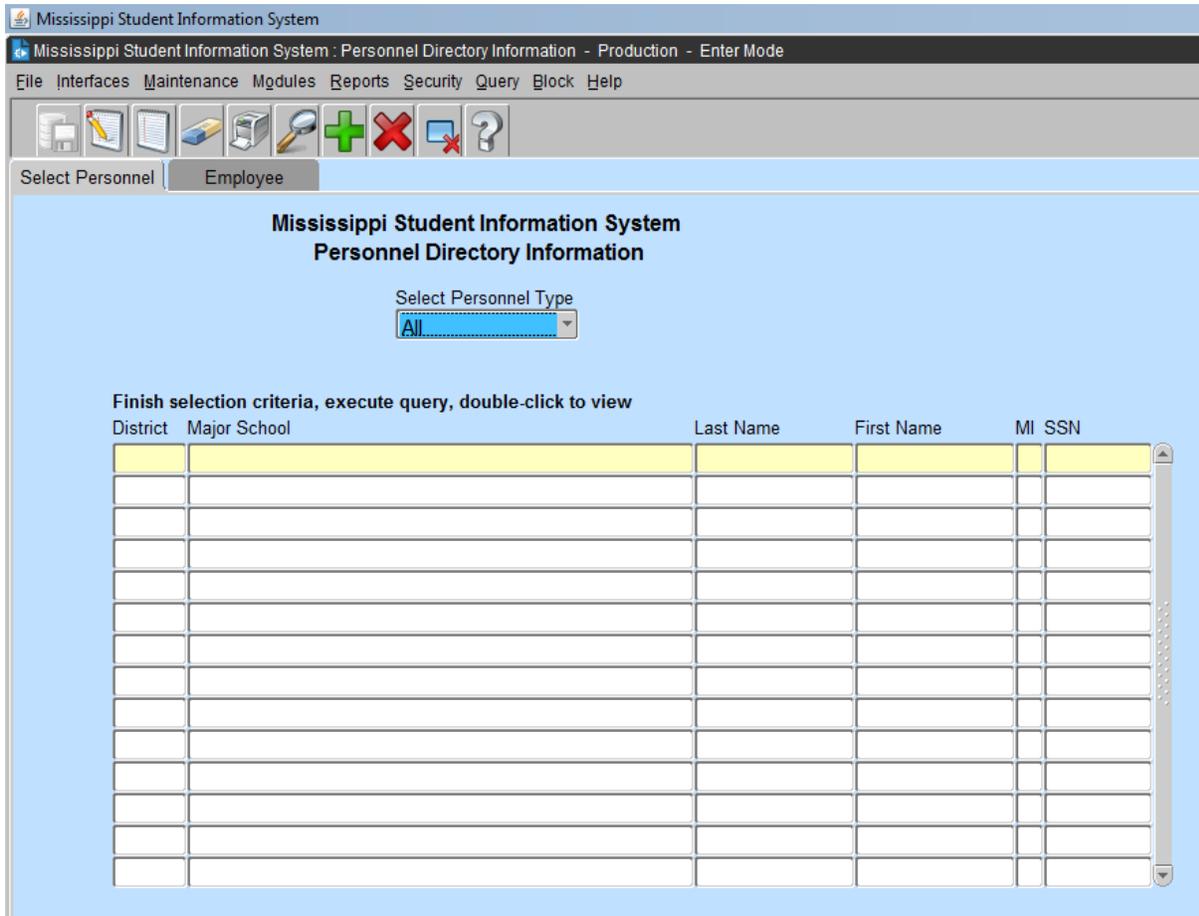


SEARCH PERSONNEL

This screen is accessed by going to **MODULES>PERSONNEL>SEARCH PERSONNEL**.



This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data and the % wildcard. You can also locate an employee in MSIS within a specific district and major school. After locating the employee, you can view the employee's personnel directory information by clicking the “EMPLOYEE” tab.

PRACTICE - Run a query FROM SEARCH PERSONNEL. You can search for different personnel types (All, Certified, Gifted, Non-Certified, Special Ed, Title I, and Vocational). Select the “ALL” option.

DISTRICT – If a query is done on a district, a list of the schools will be displayed after the valid district number is entered. Select a school or query for a school in the district.

SCHOOL – The school that has been selected will be displayed.

LAST NAME – Enter a last name or a partial last name and the % Wildcard and click on the QUERY ICON at the top of the screen.

FIRST NAME – Enter the employee’s first name or a partial name and the % Wildcard.
 After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.

The screenshot shows a web application window titled "Mississippi Student Information System : Personnel Directory Information - Production - Enter Mode". The interface includes a menu bar with options like "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". Below the menu is a toolbar with icons for various functions. The main content area is titled "Mississippi Student Information System Personnel Directory Information" and contains several input fields organized into sections:

- [Identification]**: Last Name, First Name, MI, SSN, Race, Gender, District, School, and Personnel Type (set to "All").
- [Experience/Credentials]**: Years of Experience, Number of Certificates, and Licensure Number.
- [School Phone]**: Area Code and Phone.
- [School Address]**: Address 1, Address 2, City, State, and ZIP.