GENERAL/SCHEDULE EMPLOYEE ENTRY

All of the following data elements are entered from the MSIS Main Screen MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY tab.

The first set of general information is entered from the "EMPLOYEE" tab. The system will default to this tab after GENERAL/SCHEDULE ENTRY IS SELECTED.

EMPLOYEE

This section of the form is used to capture general information on the employee. These fields may remain constant from one school term to the next. Due to that fact, the pre-printed General/Schedule Listing will make the update process less labor intensive. If the data is obsolete, make adjustments as required. Before entering data for an employee, you must run a "query" to determine if the employee already exists in MSIS. You may query from any of the fields on the screen, however, if you have the social security number for the employee, that number should be used for the query. If the employee is not found in MSIS, you will enter that person as a new employee. If the employee is found, you should verify that the data displayed is correct and proceed to the next tab.

Name

(**Required Field)** Indicate the first name, middle initial, and last name of the employee. If there is no middle name, the middle initial may be omitted.

Check the Detail Listing for correct spelling of the name. If an error exists, or if there has been a name change due to marriage, divorce, or other circumstance, make the appropriate adjustment.

Social Security Number

(Required field) Preferably using the Social Security Card as a reference, specify the Social Security Number (SSN) of the employee. The SSN should correspond to the SSN used on payroll records and to the SSN on the certificate of certified employees. Accuracy is particularly critical when the employee is certified, since the SSN input for the Personnel Record is compared to the SSN in the Certification File. If the two numbers do not match, it appears that the employee is not certified. Determine the valid SSN. Then check the Personnel Record for the valid SSN. **If the SSN was incorrect,** the MSIS Personnel Coordinator should complete the MSIS Record Change Documentation form (see Chapter 9) and request that the SS# be corrected. If the SSN is incorrect on the certificate, the employee should be advised to contact EDUCATOR LICENSURE at (601) 359-3483 to request the appropriate adjustment to the Certification File.

Race

(Required field) Verify data appearing in this field on the Detail Listing. Since many reports generated from personnel records are run to identify the race of employees, an error could distort reports for your district. Make adjustments as appropriate.

Ethnic data is classified in five categories:

- **Native American/Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **Black or African American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

- **Hispanic or Larino** - A person of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.   Hispanic refers to ethnic rather than race.

- **American Indian/Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

- **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Enter one of the following categories for the employee.

Race
Native Hawaiian/Other Pacific Islander
White
Black or African American
Hispanic/Latino
American Indian/Alaskan Native
Asian

Ethnicity

Yes – If of Hispanic/Latino/Spanish origin
No – If not of Hispanic/Latino/Spanish origin

Gender

Gender data is classified in two categories:

- **Male** - A person of the male gender.
- **Female** - A person of the female gender.

Enter one of the following categories for the employee.

Birthdate

(**Required Field)** Indicate the birth date of the employee. **ALL EIGHT DIGITS OF A BIRTHDAY MUST BE ENTERED** (for example: 06091973).

Years of Experience

(Required field) Specify the number of years the staff member was employed by an educational entity. The response must range between zero and fifty (0-50). If an error exists, make appropriate adjustments to the record.

Phone Number and Address

(Optional field) If the district opts to collect phone information, enter the home number of the employee. Place the area code in the designated area. Verify the address. If entering data in the field, provide the complete mailing address of the employee including the street number, apartment number, post office box, or route number, as applicable. Also specify the city, state and Zip Code.

The next set of data is entered from the "DISTRICT INFO" tab.

Major School

(Required field) This field should contain the school number of your school, which is 004. In some cases, you may be reporting two schools and you should indicate whatever number is appropriate.

Status

(**Required field)** The Status field defaults to "Active". If the employee is no longer in your district, change the status to "Inactive".

Do not change any Personnel to INACTIVE that **worked** during school year (old school year). Change the Roll Employee field to NO. This is all that you have to do before you Roll Personnel Employee District Data for School Year (new school year). If you accidently changed the status to inactive for school year (old school year), please correct this by changing the status back to active.

For the districts that rolled personnel for school year (new school year) before making the change to school year (old school year) and you have personnel listed that will not be working in your school district this year (new school year), you will need to change their status from active to inactive.

You **only change** the status of an employee to inactive if they **do not work** any time (less than one day) in the current school year.

Days Employed

(Required field) The valid range of responses to this field is 1-261. Indicate the number of days the employee is under contract, or agrees to perform an assignment for the school.

Contracted Days After-Hours

(Required Field) This field defaults to "0" and should be updated only for Special Education Personnel.

PERS

(Required Field) This field defaults to "N" and should be updated if the employee is receiving a check from Public Employees Retirement System.

Title I Bilingual

(Required Field) This field defaults to "N" and should be left as "N".

District Time

(Required field) The District Time is the percentage of the year, week, and day the employee works in the district. Valid responses to this field range between 1 and 100. Generally, persons employed during the entire calendar or school year are considered to have 100% District Time.

All non-certified employees, who work for the duration of the school year, are considered to work 100% District Time if the job is considered full-time for that individual for the number of hours worked.

Employees who begin work after the official school starting day must be reported with less than 100% district.

Employees who end employment prior to the official school closing date will have less than 100% district time.

To calculate the percentage of year, week, and day worked for non-full time staff apply the following formula:

$$\text{(PERCENT OF DAY)} \times \text{(PERCENT OF WEEK)} \times \text{(PERCENT OF YEAR)}$$
$$\text{(Periods/Day)} \qquad \text{(School Days/Week)} \qquad \text{(Days/Year)}$$

EXAMPLES:

Mr. A teaches six periods a day, two days a week, for the year.

School	6		5		187
Mr. A	6/6	x	2/5	x	187/187=40%

Mrs. B. teaches two periods a day, three days a week, for the year.

School	7		5		187
Mrs. B	2/7	x	3/5	x	187/187= 17%

Mr. C teaches four periods a day, 5 days a week, for 1/2 year.

School	6		5		187
Mr. C	4/6	x	5/5	x	92/187=33%

Give answers to the nearest whole percent.

Roll Employee

(Required field) The Roll Employee field defaults to "Yes". This field allows the user to indicate that an employee will be returning to the district the next school year. At the end of each school year a selection must be made as to which employees should be rolled to the next school year. The screen is accessed from MODULES> DISTRICT/SCHOOL>

ROLL EMPLOYEE/SCHEDULE. Districts will be notified each year as to the beginning and ending dates that this function will be available.

User Defined Control Indicator

(Optional field)   Leave this field blank.

The following information is entered from the "SCHEDULE" tab.

Schedule

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block line must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment.

All teachers, who teach three or more periods daily should have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught. See Minutes section in this chapter for further guidance on Instructional Planning Time.

All teachers' schedules must indicate all of the subject areas being taught by that teacher. This includes elementary teachers that teach a self-contained class. The course code 851002 (Self-contained Elementary) is no longer a valid code. Subject area codes are available for these grades.

The Pre-Kindergarten code (651001) and the Kindergarten code (651002) are valid codes. The teacher's schedule should be reflected in one period block for the Pre-Kindergarten or Kindergarten class and one for the planning period.

Special Education subject area codes have also been provided for Special Education classes, however, the disability codes are still available for your use if you prefer to use them. Instructional Planning Time (851001) must be shown on the schedule in addition to these courses.

When, during the normal instructional day, the teacher works with more than one group of students, Accreditation expects a separate period block to be used indicating the course code and number of students each time the teacher works with a different group of students. This rule **DOES NOT** apply to non-academic courses such as PE and Music, which may be reported on a single line.

Term/Semester

(Required field) The term/semester should correspond to term/semester that the course is being taught.

The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester
S2	Second Semester
T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a

semester course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.

For example, a teacher who teaches Algebra I all year and two semester courses, Trigonometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	TRIGONOMETRY	
S2	2	PRE-CALCULUS	

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.

A 4 X 4 course that is for the first 18 weeks of the year would use the T1 code and a T3 code for an 18 week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, T4 for each of the semesters beginning the year with T1 and ending with T4. For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester course, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

Period Number

(Required field) No longer limited to 9 period blocks. The period number should correspond to the period number in the school day. There are sufficient period blocks to enter an employee's entire schedule.

If the employee is a teacher, the Period Number would generally be the school period in which the course is taught or the work is performed. In circumstances where there is no established system of periods, i.e. non-teaching work assignments, beginning with the first block, indicate period "1", and list the appropriate course/work area code and required data. Follow this procedure, increasing the period number by 1 until all work is represented.

When the teacher teaches either the same or a different subject at the same time of a day from one semester to the next, the period number remains the same. However the Carnegie Unit field will designate the semester in which the subject is taught. Refer to the Carnegie Unit section of this chapter for an explanation of Carnegie Unit semester designations.

Period Numbers may be replicated if during a given period a subject is taught to two different grade levels. For instance, if 8th and 9th graders were in the same PE class course codes 340111 and 340113, respectively would be required. Therefore, two period block lines (one for 8th graders, the other for 9th graders) would be required to show the teacher's work assignment for the period.

Course

(Required field) Valid responses are listed in the Course/Work Area Codes Report, which can be printed from MSIS. In MSIS go to REPORTS> DISTRICT> COURSE/WORK AREA CODES, click on the "Traffic Signal" icon to run the report. To print the report, click on "File" and "Print".

The listing is organized in the following order:
- District
- School
- Vocational Support
- Gifted Education
- Pre-school
- Alphabetical listing by subject areas
- Special Education

Within each of the categories, courses are listed alphabetically under elementary, middle, and secondary headings.

Review the list to find the appropriate Course/Work Area Code to represent the course that is on the student's schedule or the work performed by the employee.

Minutes

(Required field) Valid entries for this field are 1-480. Minutes refer to the number of minutes per day allotted to each course/work area listed on the employee schedule.

Modular Block Schedules
- 4 X 4 schedules - MSIS provides sufficient period blocks to enter all periods for both semesters including multiple planning periods (see "Reporting Minutes of Instructional Planning Time" below). The period number should correspond to the period number in the school day, which means that many schedules will properly reflect duplicate period numbers.
- **Note: If the school district is using a 4 X 4 Block Schedule or an A/B Block Schedule, the instructional minutes reported must be at least 94 minutes for courses designated with one Carnegie unit credit in order to comply with the accreditation standard for instructional time**

  PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS' INSTRUCTIONS.
  AB schedules - AB indicates an alternating schedule on a two-week cycle. **Report the actual number of minutes for each class period.** It may be necessary to use a period number other than the ACTUAL period on the teacher and student's schedules.

Reporting Minutes of Instructional Planning Time
All teachers who teach three or more periods daily should have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught.
When using a 4x4 schedule, planning time for regular education teachers may be entered for each semester. Use Carnegie Unit 100 to indicate first semester and 200 to indicate second semester. It is also acceptable to just put ONE planning period when a teacher does not have more than one planning time in a single day.

School

(Required field) Valid entries are the school numbers for your district contained in the MSIS School Demographics File. In most all cases, the school number for non-public schools is 004.

Grade Low/Grade High

(Required field) This field identifies the grade range served by the employee. Grade Low represents the lowest grade served during the specified Period for the Course/Work Area Code listed. Whereas, Grade High represents the highest grade served for a specified Period for the Course/Work Area Code listed.

A low Grade and High Grade must be stated even if the same grade is represented in each field.

Grades entered must be consistent with the grade for the school indicated on the schedule when compared to the same school on the MSIS School Demographics File. If circumstances arise during the year resulting in grade level changes at the school, updates to the School Demographics File should be keyed into MSIS at the district as changes occur. Appropriate adjustments will allow edits to pass.

Valid grade entries, in low to high sequence, are:

GRADE	DESCRIPTION
62	PRE-KINDERGARTEN
52	PRE-KINDERGARTEN SPECIAL EDUCATION
64	KINDERGARTEN
54	KINDERGARTEN SPECIAL EDUCATION
56	ELEMENTARY SELF-CONTAINED SPECIAL EDUCATION
01	FIRST GRADE
02	SECOND GRADE
03	THIRD GRADE
04	FOURTH GRADE
05	FIFTH GRADE
06	SIXTH GRADE
07	SEVENTH GRADE
08	EIGHTH GRADE
58	SECONDARY SELF-CONTAINED SPECIAL EDUCATION
78	SECONDARY GED
09	NINTH GRADE
10	TENTH GRADE
11	ELEVENTH GRADE
12	TWELFTH GRADE

Students

Enter the appropriate number of students for each teaching code on the schedule. **DO NOT ENTER A STUDENT COUNT FOR ANY NON-TEACHING CODES, i.e. PRINCIPAL, LIBRARIAN, TEACHER ASSISTANTS, SECRETARIES, ETC.**

Carnegie Units

(Required field) The Carnegie unit is a standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding a Carnegie Unit indicates that the district has provided the equivalent of 140-150 hours of instruction in regular and laboratory classes over a school year.

Although Carnegie Units are only earned in grades 9-12 (8th Grade Algebra and Tech-Prep Computer Discovery are the exceptions to this rule), the coding structure provides semester indicators. Semester indicators are represented as the first digit of the Carnegie Unit. A zero (0) means a course is a yearlong duration. A one (1) means the course is taught first semester. A two (2) means the course is taught second semester. This system allows non-Carnegie Unit courses taught on a semester basis to be represented on the teacher's schedule. Use "000" in this field for all non-teaching Work Area codes and courses that have zero Carnegie Units. **PLANNING PERIOD**, course code 851001, also has valid Carnegie Units of 100 and 200 to indicate the semester or, in the case of AB schedules, 100 for A days and 200 for B days. **It is also acceptable to just put ONE planning period when a teacher does not have more than one planning time in a single day.**

For 4X4 schedules, a 9 week period may be equivalent to a semester and a half unit of credit. It should be indicated on the schedule with a Carnegie Unit of 105 or 205 as appropriate. This procedure should be repeated for the second half of the year.

The following are valid Carnegie Unit options. Select the most appropriate response.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

Special Program

Enter zero (0)

Schedule Type

(**Required field**) - This field will default to the schedule type entered for the school in the school demographics table. If the schedule type is different from the default, select the appropriate schedule type.

Valid schedule types are:

SCHEDULE TYPE	DESCRIPTION

NM	Normal Schedule 7 periods
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version
N6	Normal Schedule 6 periods
N8	Normal Schedule 8 periods

Reserved

Leave blank

The following information is entered from the "SALARY" tab.

Salary

The following information is entered from the "SALARY" tab.

You **must** enter at least a zero in the appropriate salary field. If the employee is a teacher, enter at least a zero in the "Teacher Salary" field. Non-teaching codes will be displayed in the "Non-Teaching salaries" section of the screen. Enter at least a zero in the salary field.

Special Education

ENTRIES TO THIS SCREEN CAN NOT BE MADE THEY WILL BE POPULATED AFTER the District student data has been approved for the Month.

Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

| Employee | Select District | District Info | Schedule | Salary | Special Ed |

Mississippi Student Information System
General/Schedule Employee Entry

District   Name   Last Name   First Name   MI   SSN   School Year

Total Number Regular Minutes Contract Days 187   A
Total Number Instructional Minutes Per Day 150   B
Total Number After Hours Contract Days [ ]   C
Total Number After Hours Instructional Minutes Per Day 0   D

Formula for computing Instructional Time more than 100%:

| Students | LEA Comments |

Total 3 and 4 Year Olds 0
Total Enrollment 0
Instructional Time More Than 100% [ ]

More than 100% Instructional Time - MSIS will calculate this value for the teacher using the following:

- Total Number of regular minutes contract days - MSIS will be pull from the Days Employed data field on the District Info tab (A)
- Total number of instructional minutes per day - MSIS will calculate from the teacher's schedule (B)
- Total number of after hours contract days – MSIS will pull from the data field on the District Info tab (C)
- Total number of after hours instructional minutes per day - MSIS will pull minutes for the period with AS (After School) under the reserved field (D)

EXAMPLE: ((A * B) + (C * D)) / (E + F)
180 X 330 (A & B) = 59,400 (E)
90 X 60 (C & D) = 5,400 (F)

(E+ F) / E = 64,800/59,400 = 1.09 or 109% (Instructional Time More than 100%)

Total 3 and 4 Year Olds

(Required if Grade 52 and 3-4 year olds are served) – This field is populated from your Monthly Student Data files.

ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED <u>AFTER</u> the District student data has been approved for the Month.

15. 3 and 4 year olds in grade 52:

Total Enrollment

(Required if Grade 52 is reported as *the Low or High Grade* for a *Course Code* with a *Special Program Code* of '5') **–** This field is populated from your Monthly Student Data files.

ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED <u>AFTER</u> the District student data has been approved for the Month.

Instructional Time More Than 100%

Applying the formula above, **the field is automatically calculated based upon the District Info Screen (TOTAL CONTRACTED AFTER-HOURS field) and the Schedule entries**.

LEA Comments

No longer required.

General/Schedule SPED Employee Entry Form

General/Schedule Special Education Employee Entry Form

August 6, 2009   <u>6120 - PEARL PUBLIC SCHOOL DIST</u>   Monday

10:00 AM

<u>GENERAL</u>

      First   MI   Last

Name_____

      SSN_____

Address_____   Phone

(_____)_____

_____   Major School_____

_____

<u>SPECIAL EDUCATION</u>

Disabilities

Total 3 and 4 Year Olds	Total Enrollment	Instructional Time More Than 100%
_____	_____	_____

L E A Comment