MSIS Personnel Process

OVERVIEW

In order for the MSIS data collection effort to work, a system for manually preparing individual employee schedules must be implemented within the district. The person responsible for the success of this effort is the Personnel Coordinator.

This manual has been compiled by the Mississippi Department of Education (MDE) to assist the Personnel Coordinator in securing quality data for the district. The School Personnel Coordinator will disseminate information and respond to problems encountered by those assisting in the data collection task. Due to the uniqueness of each district (school), it is likely that there may be some situations not addressed in this set of instructions. In that event, contact the Mississippi Department of Education (MDE) OTSS Applications Help Desk at email at misapps@mde.k12.ms.us.k12 .

WHAT IS THE PROCESS

A copy of the Course/Work Area Codes should be printed from the MSIS Main Screen by clicking on REPORTS> DISTRICTS> COURSE/WORK AREA CODES. This should be used by anyone completing personnel records for your school to ensure that all courses and work-areas are properly coded. Personnel Coordinators will also provide the same persons a supply of computer generated General/Schedule Employee Entry Forms, "blank forms", used to capture data on new employees. A General/Schedule Listing should be run after data entry and used to verify its accuracy. If there is a Detail Listing for an individual who is no longer employed by your school, you should change the employee status to INACTIVE at the DISTRICT INFO tab found under MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY on the main menu screen. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the school.

Any changes or adjustments must be submitted on or before the deadline mandated by the Mississippi Department of Education for the current school year.

DISTRICT PERSONNEL APPROVAL
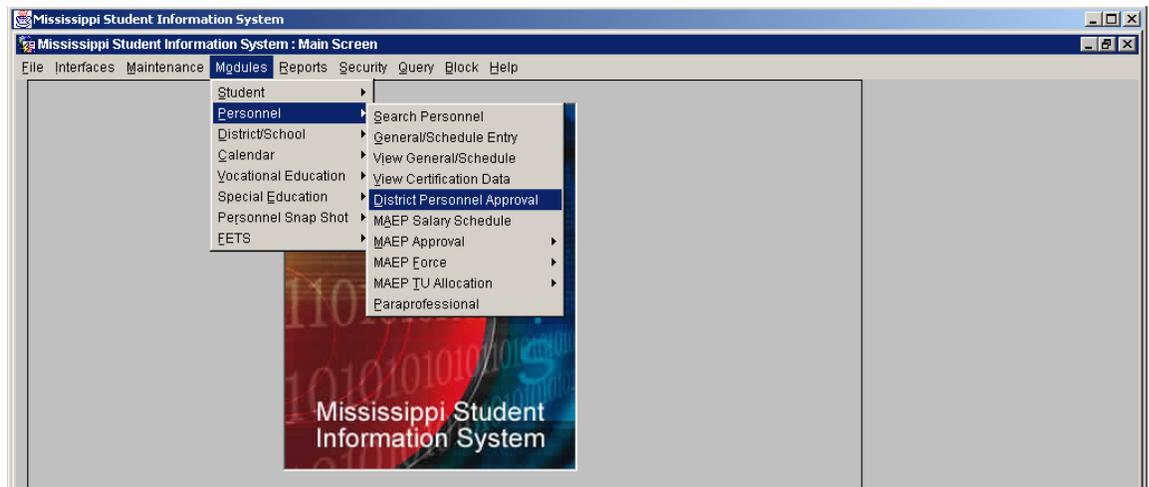
This screen allows the District Personnel Administrator to approve the District's Personnel data before MDE begins processing the information. Once the District approves the data, MDE's processing procedures will begin. The first screen will default to your district and the current school year. Click on "EMPLOYEE ROSTER" tab. This screen lists the employees alphabetically by school. The list indicates if required data has been entered on the following personnel screens: DISTRICT DATA, SCHEDULE, SALARY, and SPED. After data has been entered on all of the required screens, the "PERSONNEL APPROVAL DATE" field will be enabled. When field is selected, the current date will be entered as the Approval Date for the District's Personnel Data. The "EMPLOYEE ROSTER" can be printed by clicking on the "TRAFFIC SIGNAL" icon at the top of the "EMPLOYEE ROSTER" screen. Queries can be run on this screen for individuals by entering the name and/or Social Security Number. A roster of all employees at an individual school can be viewed on the screen by entering a Query using the school number.

After an approval date has been entered and new data is subsequently entered on any employee, the date will be removed by the system. You must re-approve the data so that it can be processed again to reflect any updates or changes.

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WHY IS THIS PROCESS IMPORTANT TO YOUR SCHOOL

The data that is entered will be used by the Mississippi Department of Education Accreditation department to run the necessary edits that will determine your school's Accreditation status.