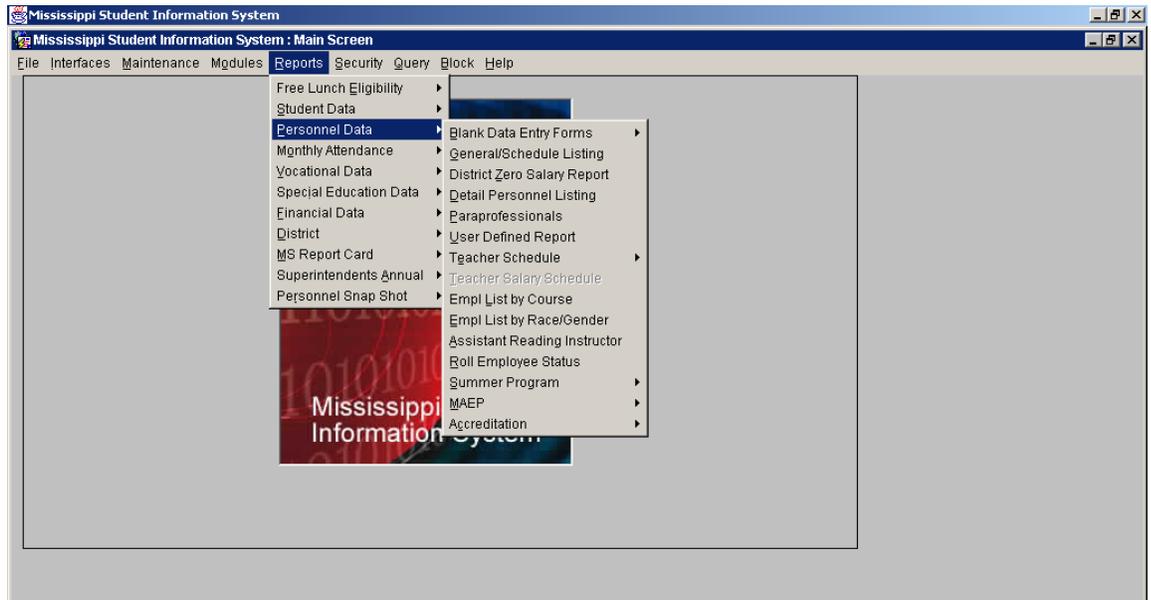


PERSONNEL REPORTS

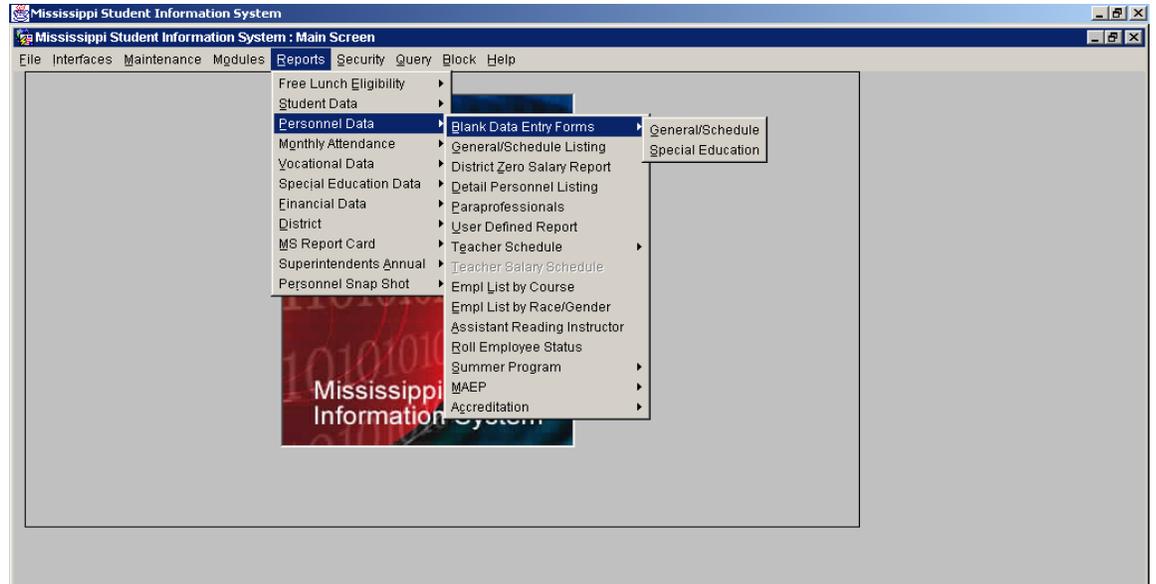
MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. The user's security rights will determine what reports the user can run. Adobe and Internet Explorer do NOT work well together. It is best to use Netscape 4.7 when running reports.



There are several Personnel reports available in MSIS for users with the District Personnel role.

Blank Data Entry Forms

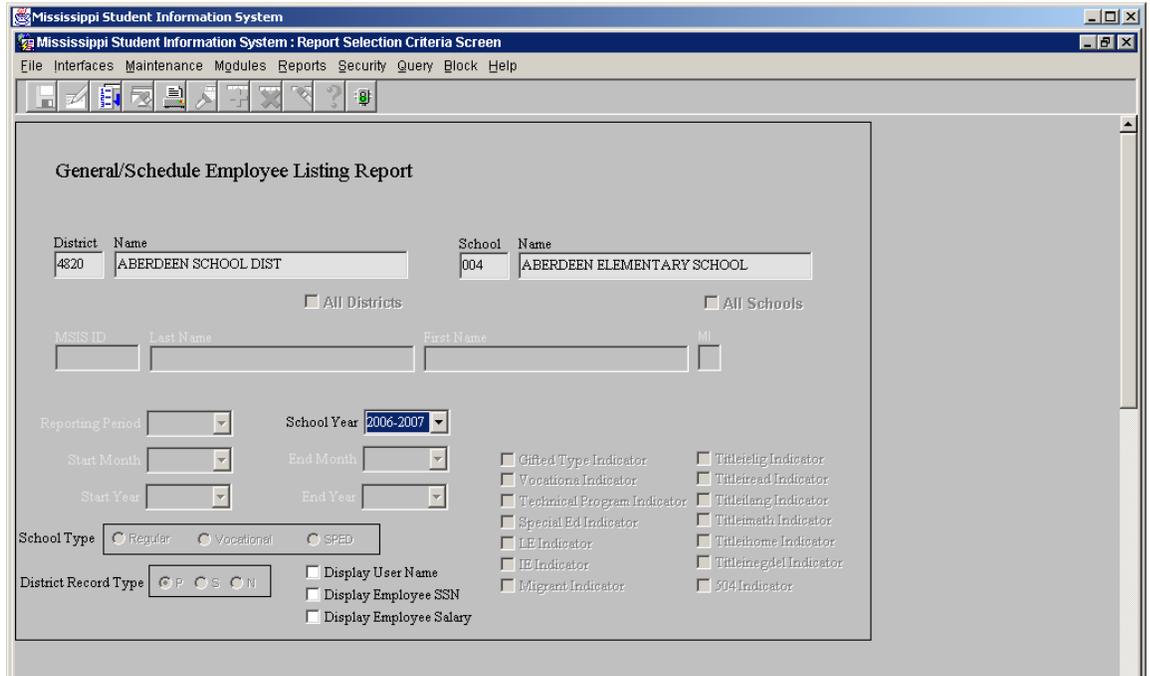
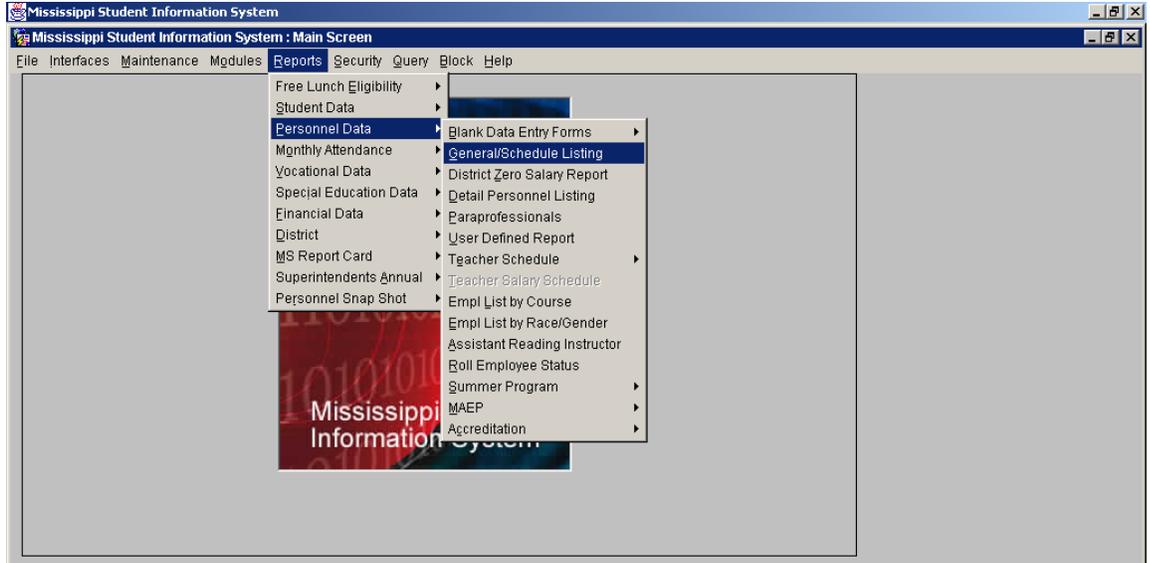
The blank Personnel forms have all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use these forms to collect data for the employees in the district.



There are two Blank Data Entry Forms, General/Schedule and Special Education. Examples of these two reports are in the Personnel Reference Manual on pages 4 and 20. These reports can be used to collect data on new employees.

General Schedule Listing Report

This report can only be run for one school at a time. The user can choose whether to print the Employee SSN and/or Employee Salary on the report.



Click in the box to print Employee SSN or Employee Salary on report.

General/Schedule Employee Listing Report
2007-2008

MSIS

July 23, 2008
Wednesday, 11:07 A.M.

Page 22 of 79

GENERAL

First MI Last SSN
 Name Address Phone (601)722-4214
 Race White Birthdate Sex Female
 Title I Bilingual N (Y/N) Major School 1600-004
 Contract Employee PERS Check Contract Days For After Hours
 Years of Experience District Time Days Employed Teacher Salary Annual Salary User Defined Employee Status
 28 100 167 XXXX XXXX Active

SCHEDULE

Term/ Sem	Period Number	Course Code	Minutes	Sch Num	Grades Low High	Students	Carnegie Units	Special Program	Schedule Type	Reserved
S1	1	132032	100	004	52 56	0	000	5	NM	
S1	2	132202	30	004	52 04	0	000	5	NM	
S1	3	132146	170	004	64 04	0	000	5	NM	
S1	4	851001	30	004	52 04	0	000	5	NM	
S1	5	902001	30	004	52 04	0	000	0	NM	XX

Period Number	Course Description	*Location
1	PRESCHOOL ED/OTHER COMBINATION AGES 3-5	
2	SPECIAL EDUCATION LEARNING STRATEGIES/TUTORIAL - ELEMENTARY	
3	MONITORED/CONSULTATIVE SERVICES ELEMENTARY GRADES K-6	
4	INSTRUCTIONAL PLANNING TIME	
5	NATIONAL BOARD - CERTIFIED TEACHER/COUNSELOR/LIBRARIAN	

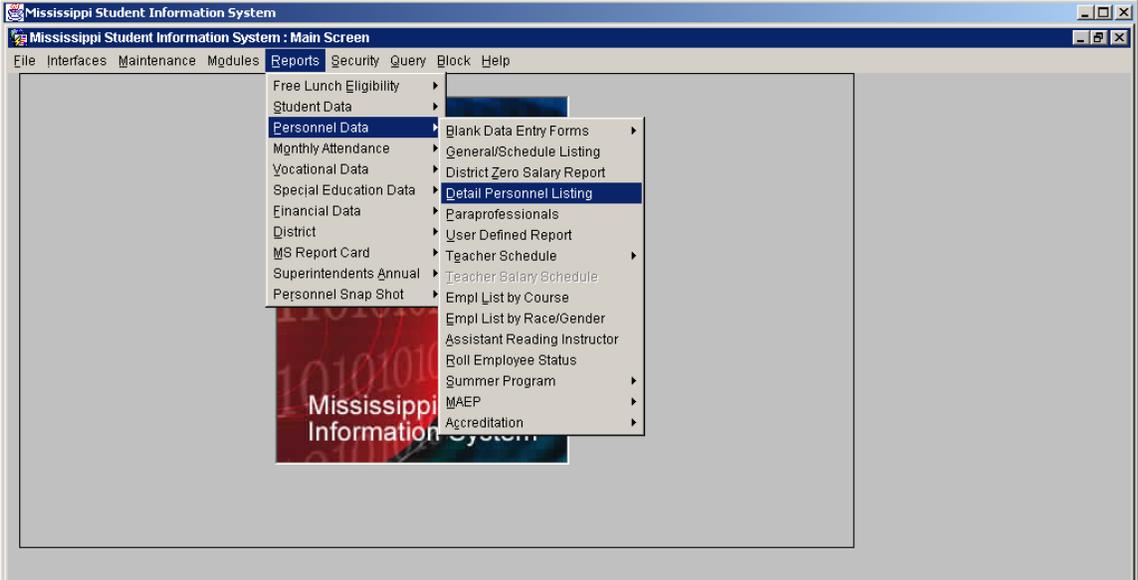
NON-TEACHING SALARIES

Course Code	Description	Salary	National Board Certificate #	Issue Date	Expiration Date
902001	NATIONAL BOARD - CERTIFIED TEACHER/COUN	XXXX	140200873	08/08/07	11/22/12

* If course is vocational, determine location: school, district center, or vocational center.

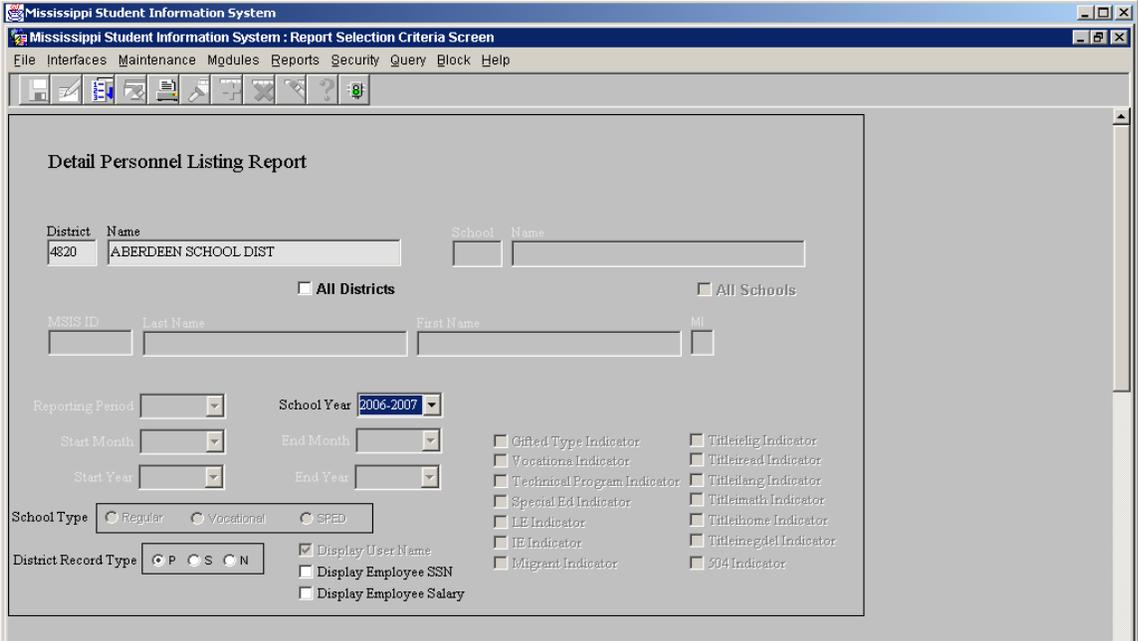
This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. The report prints at least one page per employee. If the employee has more than 8 periods on their schedule, the schedule will continue on to a second page. If the report generates more than 200 pages you may need to print 100 pages at a time. If an Inactive employee is in the file, the employee status on the report will be "Inactive".

Detail Personnel Listing Report



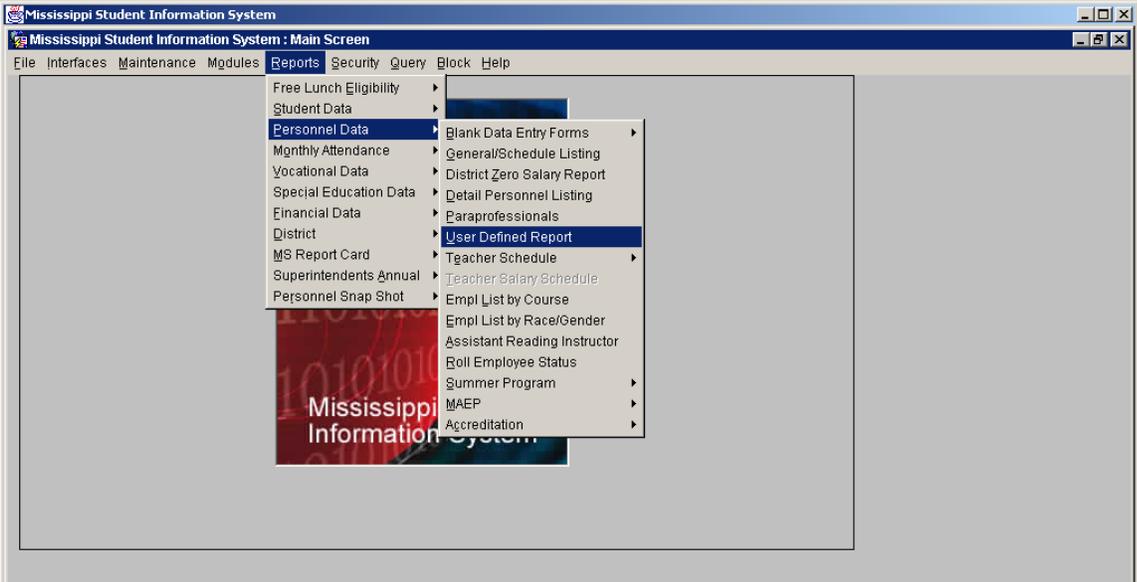
This report is run for all schools in the selected district.

The report prints all employees for the district with all personnel data and certification data where applicable. If the report generates more than 200 pages you may need to print 100 pages at a time.

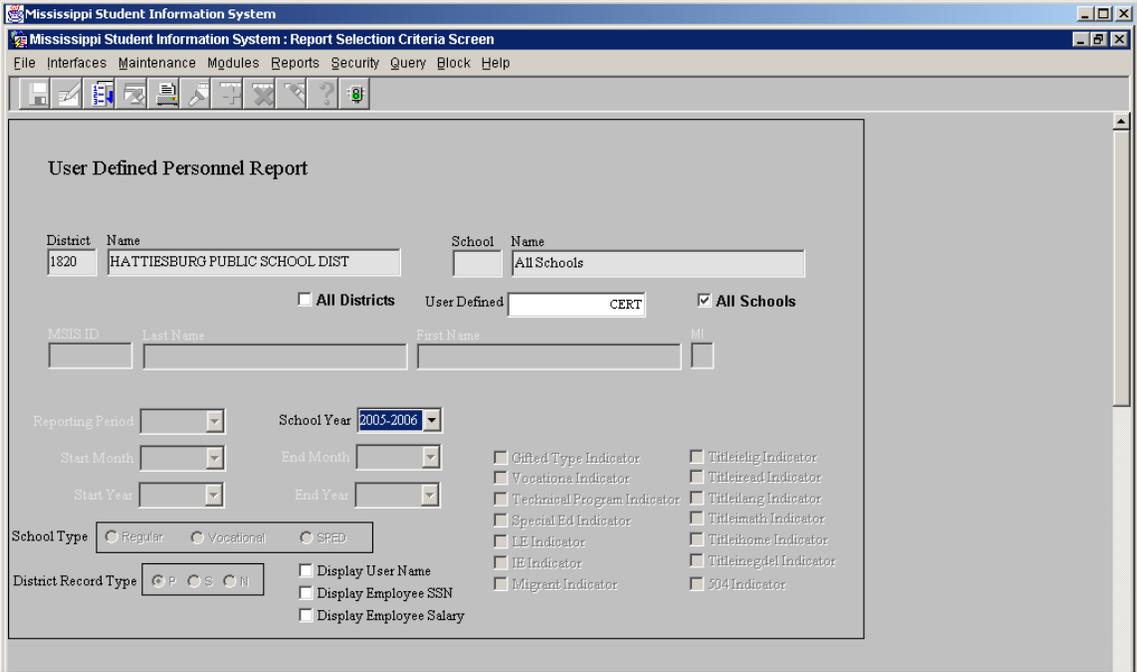


Click in the box to print Employee SSN or Employee Salary on report.

User Defined Report



If the district is entering something in the User Define Field on the District Info screen then the district run this report to list the employees with the specified characters in this field.



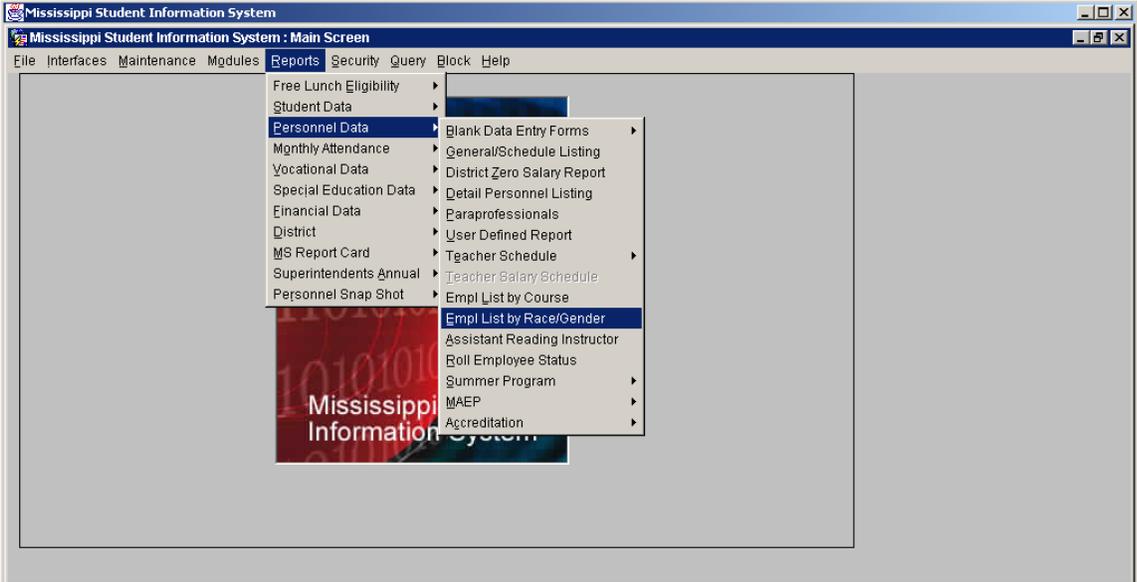
In this example the district has entered CERT in the User Define field on all of their certified employees.

The report lists all employees that meet the criteria entered in the User Defined box.

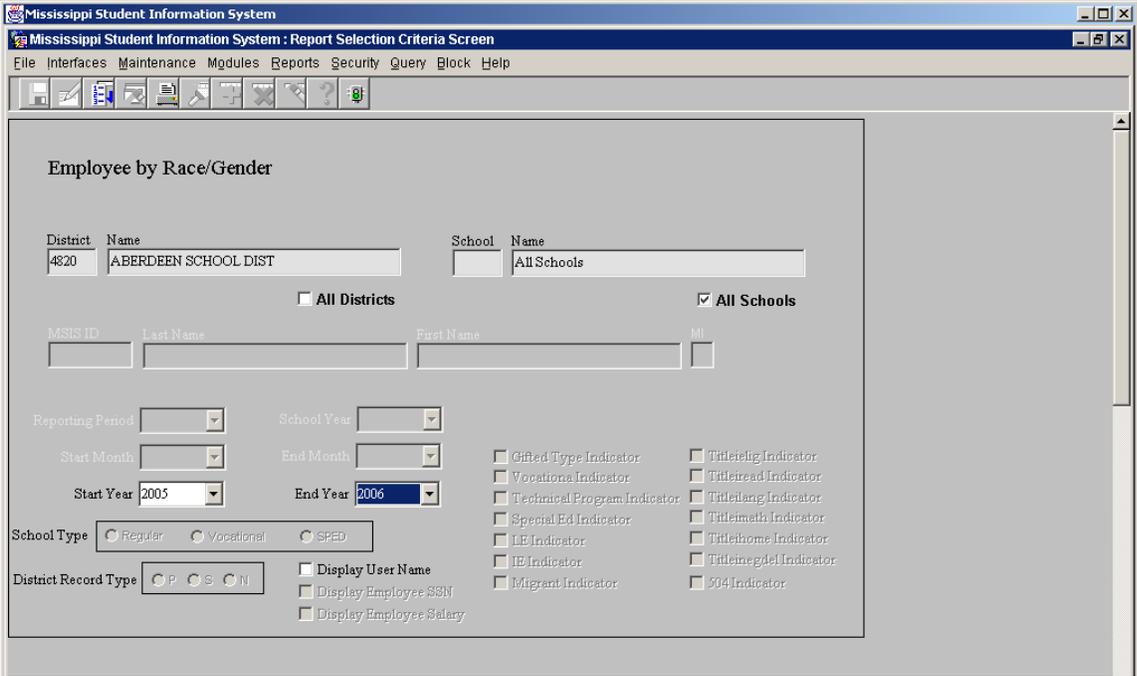
August 18, 2006
Friday, 11:30 AM

NAME	SCH	R A C E	TE AP R G	D T I S T R I C T	D E A M T P S L O T E	ANNUAL SALARY	USER DEFINED
SCHOOL DIST							
SCHOOL DIST							
	XXX-X	WF	5	100	107	XXXX	Cert
	XXX-X	WF	15	100	100	XXXX	Cert
	XXX-X	WF	31	100	107	XXXX	Cert
	XXX-X	WF	12	100	100	XXXX	Cert
	XXX-X	WF	20	100	107	XXXX	Cert
	XXX-X	WM	4	100	107	XXXX	Cert
	XXX-X	WF	17	100	107	XXXX	Cert
	XXX-X	WF	4	20	26	XXXX	Cert
	XXX-X	WF	13	100	107	XXXX	Cert
	XXX-X	WF	1	20	26	XXXX	Cert
	XXX-X	WF	24	100	107	XXXX	Cert
	XXX-X	WF	3	100	107	XXXX	Cert
	XXX-X	WM	13	100	100	XXXX	Cert
	XXX-X	NSP	2	100	107	XXXX	Cert
	XXX-X	WF	4	100	240	XXXX	Cert
	XXX-X	WF	13	100	100	XXXX	Cert
	XXX-X	WF	4	20	26	XXXX	Cert
	XXX-X	WM	22	100	240	XXXX	Cert
	XXX-X	WF	18	100	107	XXXX	Cert
	XXX-X	WM	32	100	240	XXXX	Cert
	XXX-X	WM	19	40	74	XXXX	Cert
	XXX-X	WM	27	100	217	XXXX	Cert
	XXX-X	WF	7	100	107	XXXX	Cert
	XXX-X	WF	7	100	107	XXXX	Cert
	XXX-X	WF	23	100	207	XXXX	Cert
SCHOOL TOTAL							25

Employee Race/Gender Report



This report shows the race/gender breakdown of all employees for each school selected. The report can be run for one school or all schools in a district.



Employees Race/Gender Report

2008 - 2009

August 3, 2009

Page 1 of 1

4820 ABERDEEN SCHOOL DIST		B	W	B	H	W	School
Race Code:							
Gender		Female	Female	Male	Male	Male	Total
001	ABERDEEN SCHOOL DIST	34	14	8	0	8	64
004	ABERDEEN ELEMENTARY SCHOOL	19	18	3	0	0	40
008	ABERDEEN HIGH SCHOOL	20	16	11	1	8	56
012	ABERDEEN MIDDLE SCHOOL	13	11	2	0	3	29
020	PRAIRIE ELEMENTARY SCHOOL	7	5	0	0	1	13
024	SHIVERS JUNIOR HIGH SCHOOL	11	9	7	0	6	33
028	BELLE ELEMENTARY	6	20	1	0	1	28
092	ABERDEEN LEARNING CENTER	5	1	0	0	2	8
Total		115	94	32	1	29	271

Race Code Description:

AS - Asian
 B - Black or African American
 H - Hispanic or Latino

NA - Asian
 PI - Native Hawaiian or Pacific Islander
 W - White