

MSIS PERSONNEL PROCESS

OVERVIEW

In order for the Mississippi Student Information System (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 MSIS Personnel Coordinator.

This manual has been compiled by the Mississippi Department of Education (MDE) to assist the MSIS Personnel Coordinator in securing quality data for the district. The Personnel Coordinator will disseminate information and respond to problems encountered by those assisting in the data collection task. **The responsibility for the quality of the data should be shared with school principals and program area supervisors who are more knowledgeable about the work assignments of staff under their supervision.**

Due to the uniqueness of each district, it is likely that there may be some situations not addressed in this set of instructions. In that event, confer with your MSIS Personnel Coordinator, who may have previously encountered and resolved the problem you are experiencing. If the MSIS Personnel Coordinator does not know the solution, contact the Mississippi Department of Education (MDE) Office of Technology & Strategic Services (OTSS) Applications Help Desk at mdeapps@mde.k12.ms.us. **If a topic has been overlooked or needs clarification, document the situation on a copy of the Suggestion Form** (see last page of Reference Manual) and fax a copy to OTSS at (601) 359-2027 so the issue can be addressed in the next revision of this manual.

WHAT IS THE PROCESS

This manual can be downloaded and printed from the MSIS Information web page at MDE's Web Site (<http://www.mde.k12.ms.us/msis/resources.html>). Look under Personnel Public and click on Personnel Reference Manual (pdf). Course/Work Area Codes are not printed with this Reference Manual but are essential to completing Personnel Records. The Course/Work Area Codes can be printed from the MSIS Main Screen by clicking on REPORTS> DISTRICTS> COURSE/WORK AREA CODES. Rights in MSIS to print the COURSE/WORK AREA CODES have been assigned to the District Personnel and the School Personnel persons in the District (these instructions are repeated in Chapter 3, Appendix A of this Manual). **Personnel Coordinators should supply a copy of the Reference Manual and the COURSE/WORK AREA CODES to each person in the district who assumes the responsibility for preparation of personnel records (schedules) for any staff.** Persons in this category may include school principals, alternative school directors, Special Education supervisors, Gifted Education supervisors, Vocational Education supervisors, Title I coordinators, School Counselors, those responsible for entering the student's schedules in the District's Student Package, or any other individual designated to compile personnel records (these individuals may need only a copy of the COURSE/WORK AREA CODES).

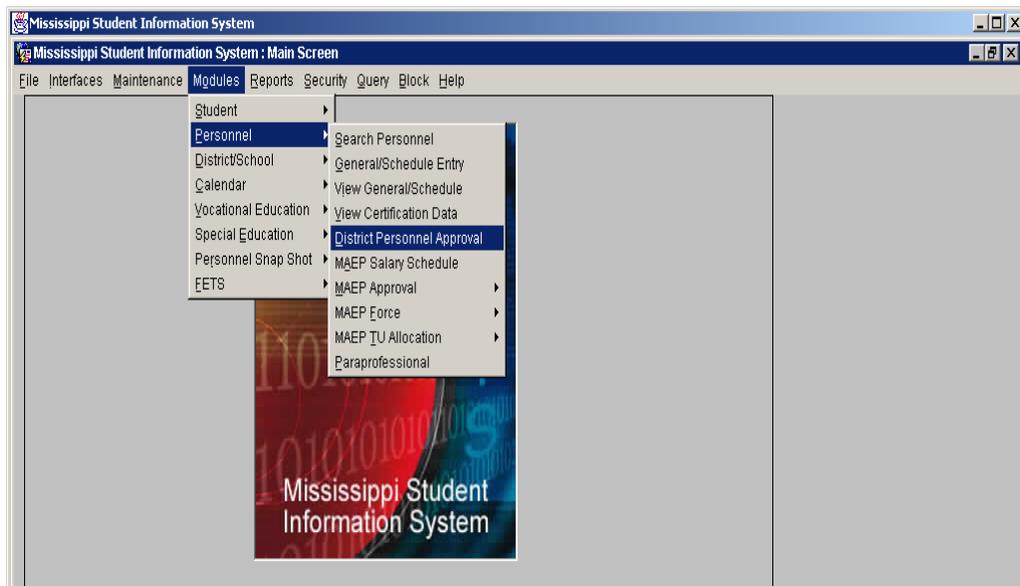
Personnel Coordinators will also provide the same persons a supply of computer generated General/Schedule Employee Entry Forms, "blank forms", used to capture data on new employees. Detail District Employee Listings will also be provided for each employee currently in the MSIS System. If you receive a Detail Listing for an individual

no longer employed by the district, write the date of termination and “delete” on it and return it to the Personnel Coordinator for further processing..

Once updated records have been input into MSIS, either individual records or reports relevant to individual schools, program areas, and district office staff should be printed by the MSIS Personnel Coordinator for review by individuals who completed the personnel records. Appropriate adjustments should be noted by reviewers and forwarded to the Personnel Coordinator for further update. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the district. **THE FINAL STEP THAT MUST BE TAKEN IN THE PROCESS IS FOR THE DISTRICT PERSONNEL ADMINISTRATOR TO GIVE APPROVAL TO THE DISTRICT’S PERSONNEL DATA BEFORE MDE BEGINS PROCESSING THE INFORMATION. TO APPROVE THE PERSONNEL DATA, GO TO MODULES> PERSONNEL> DISTRICT PERSONNEL APPROVAL on the MSIS Main Screen.**

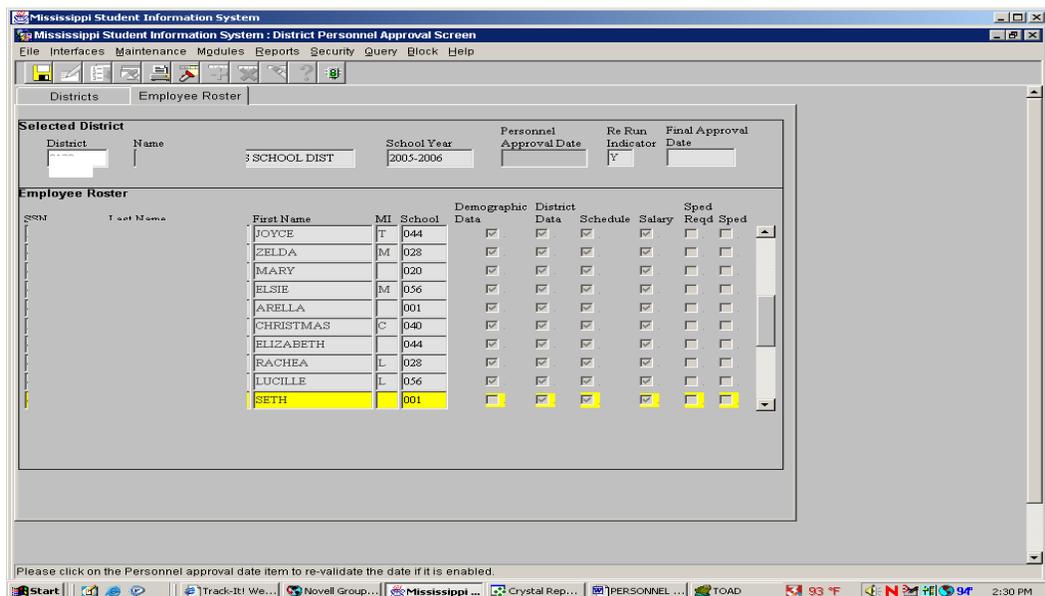
Any changes or adjustments must be submitted on or before the deadline mandated by the Mississippi Department of Education for the current school year. The Superintendent in your district will have that date for the current school year.

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.



WHY IS THIS PROCESS IMPORTANT TO YOUR DISTRICT

The scope of the effort goes far beyond a mere exercise in data collection. Data collected through this system is in great demand. It is used and used frequently. It is a reflection of your district, exemplified in the Mississippi Report Card and the Superintendent's Annual Report. Furthermore, data for each school and district is submitted to the National Center for Education Statistics and to the National Education Association where it becomes a component of the national statistics reported by those entities. Data is used within the Department for Accreditation monitoring and for monitoring within program areas. Hundreds of requests for statistical data in terms of school personnel and courses taught are made annually by members of the legislature, the public, and the press.

Personnel report data is of vital importance to every school district in the state because it is used to drive the funding formula for Vocational Education, Special Education and Gifted Education. Errors in this data can result in improper funding to the district.