

# Personnel



[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION





**COMPARE** the legacy system and the new MSIS

**EXPLORE** changes to data collection and reporting

**REVIEW** data quality and certification

# How is data collected?





\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

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

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[ Update Employee Information ]

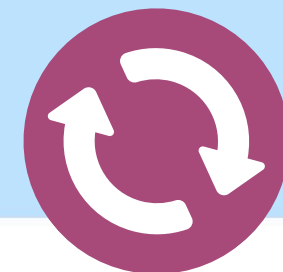
Area Code  Phone

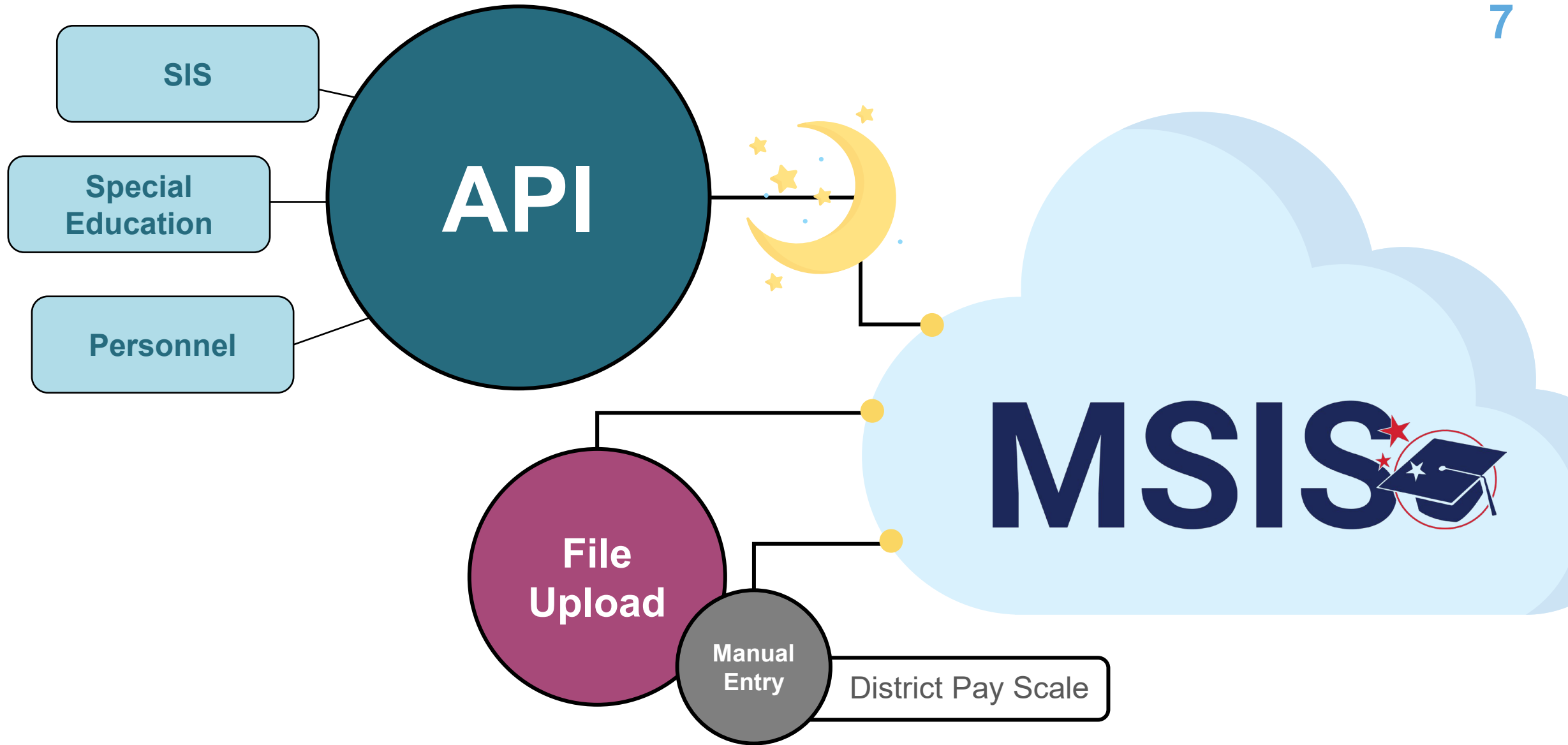
Address 1

Address 2

City  State

Zip  -









































Vendor	Method for sending data to MSIS
<b>Frontline</b>	District completes manual file export District uploads file to MSIS (Automated file export may be possible at a future date)
<b>Harris/McAleer</b>	District completes manual file export District uploads file to MSIS
<b>Innovak</b>	District completes manual file export District uploads file to MSIS
<b>Integrity/Courage</b>	API nightly
<b>Marathon</b>	Automated file export (API in development)
<b>Tyler Technologies</b>	API nightly
<b>Other Vendors</b>	District completes MDE-provided template District uploads template to MSIS

Personnel includes staff, employment, and assignment data.

 <b>Completed</b>	 <b>Remaining</b>	 <b>N/A</b>
 <b>In Progress</b>	 <b>Blocked</b>	

**Personnel**

Vendor	In Progress	Test Data Received	Data Validation	Validation Updates	Production Ready	Data – All Districts
Frontline						
Harris/McAler						
Innovak						
Integrity/Courage						
Marathon						
Tyler Technologies						

Personnel includes staff, employment, and assignment data.

# What data will be collected?

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	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
3	<i>Jane Doe - Teacher with a national board certification, paid with district funds</i>							
4	<i>John Doe - Positive Behavior Specialist and also a Bus Aide, paid with a mixture of Sped and district funds</i>							
5	<i>Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds</i>							
6								
7	<b>Employment - One record for every employee in the district</b>							
8	districtId	4 digit district number, include leading zeros						
9	staffMemberIdentificatio							
10	staffMemberIdentifier							
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix							
15	otherStaffMemberIdentif							
16	otherStaffMemberIdentif							
17	email							
18	birthdate							
19	hispanicOrLatinoEthnicity							
20	race							
21	sex							

Work Area Codes Catalog 2024

Search for tools, help, and more (Option + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Comments Catch up Viewing Share

A	B	C	E	End
Code	Work Area Title	Memo/Description	Funding Codes	
700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten.	0,1,3,4,7,8,9	0116, 0120, 0122, 0150, 0151
700002	Kindergarten Teacher	Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.	0,1,3,4,7,8,9	0115, 0116, 0120, 0151, 0152
700003	Elementary Teacher	Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8.	0,1,3,4,7,8,9	Valid License
700004	Secondary Teacher	Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.	0,1,2,3,4,7,8,9	Valid License
700005	Ungraded Teacher	Teachers of classes or programs to which students are assigned without standard grade designation.	0,1,3,4,7,8,9	Valid License
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)		0,1,2,3,4,7,8,9	0301 - 0305, 0308, 0377
000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement who teaches credit bearing work-based learning.	0,1,2,3,4,7,8,9	0917
000221	PARENT CENTER COORDINATOR	A licensed professional responsible for supervising and managing the Parent Center and coordinating parental involvement and other activities relating to parents and students.	0,1,3,4,7,8,9	Valid License
000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator in the daily operation of the Parent Center.	0,1,3,4,7,8,9	0000
000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1994-95 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.	0,2,5,9	0115 - 0117, 0119, 0120, 015-0220, 0221, 0224, 0309, 0314 0301, 0302, 0912-0914, 0918 0951, 0953, 0954, 0958, 0959 0993
000951	EXTENDED CONTRACT	Limited to CTE Skill-based instructors and CTE licensed for skilled programs	0,1,2,3,4,7,8,9	

Guidance for the WAC Catalog Work Area Codes Listing Deactivated Codes Endorsement Code Key

**MSIS** DATA DOMAIN MAPPING

**DOMAIN: PERSONNEL Identity**

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
3	<i>Jane Doe - Teacher with a national board certification, paid with district funds</i>							
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5	<i>Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds</i>							
6								
7	<b>Employment - One record for every employee in the district</b>							
8	districtId	4 digit district number, include leading zeros						
9	staffMemberIdentificationSystem	"State" for all records						
10	staffMemberIdentifier	Employee SSN						
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix	Optional						
15	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all						
16	otherStaffMemberIdentifier	License number						
17	email	District email address, not personal; required only for instructional staff and district,						
18	birthdate							
19	hispanicOrLatinoEthnicity	If Yes, leave race blank						
20	race							
21	sex							

Ready Accessibility: Good to go

[https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff\\_file\\_upload\\_layout\\_example.xlsx](https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx)

The image shows a screenshot of a spreadsheet application. At the top, there is a header row with several columns. The sixth column from the left is highlighted in a dark blue color. Below the header, there are approximately 12 rows of data, all of which are currently empty. At the bottom of the spreadsheet, there is a navigation bar with five tabs: 'Overview' (light gray), 'Employment' (yellow), 'Assignments' (teal), 'Credentials' (pink), and a plus sign (+) in a gray box. To the left of the 'Overview' tab is a gray box containing two white arrows pointing left and right. The 'Employment' tab is currently selected and highlighted.

[https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff\\_file\\_upload\\_layout\\_example.xlsx](https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx)



**General overview of the file layout.**  
Includes instructions for each tab and information about each data element.

 *Three employee examples are provided for each tab.*



## DATA DOMAIN MAPPING

**DOMAIN: PERSONNEL**

**Identity**

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
<b>First Name</b>	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
<b>Generation Code or Suffix</b>	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
<b>Last or Surname</b>	The full legal last name borne in common by members of a family.		None	Yes
<b>Middle Name</b>	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
<b>Staff Member Identification System</b>	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	<b>SSN</b> - Social Security Administration number	Yes
<b>Staff Member Identifier</b>	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

1

**Replaces:**  
**General/Schedule Entry Screens**  
(Employee, Schedule, Salary tabs)

Employment

**i** *One record (row) for each employee.*

**Collects employee demographics,  
employment dates, and salary information.**

**Employment**

**i** *One record (row) for each employee.*

## Schedules



Schedules are **not required** for non-instructional staff

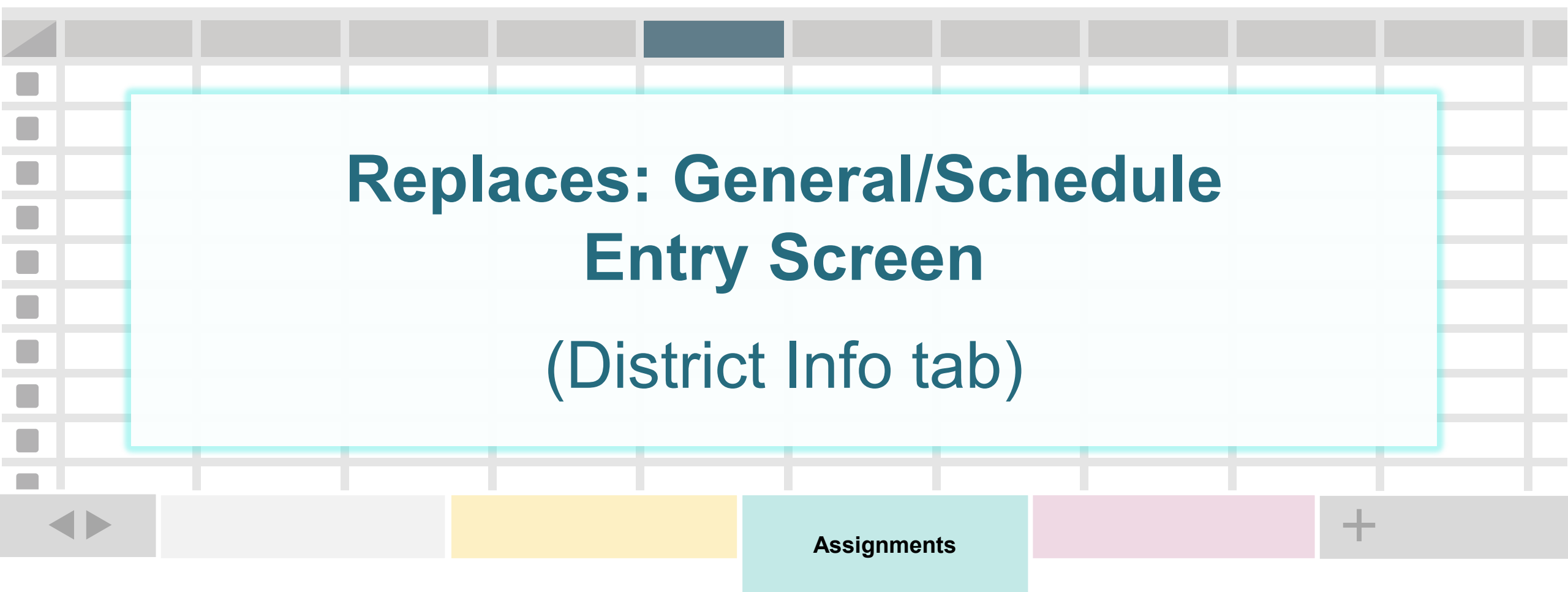


Instructional staff schedules will be collected via **API from the SIS**



## Email

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
<b>Electronic Mail Address</b>	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address  <b>Collected for Instructional Staff and District/School Administrative Staff only</b>	None

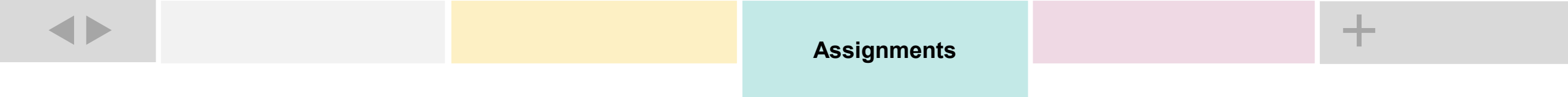


**Replaces: General/Schedule  
Entry Screen**  
(District Info tab)

**i** *One record (row) for each employee assignment. Multiple rows per employee are possible.*



**Collects Work Area  
Codes/Assignments and FTEs.**



Assignments

**i** *One record (row) for each employee assignment. Multiple rows per employee are possible.*

	A	B	
1	<b>Code</b>	<b>Work Area Title</b>	<b>Memo/Description</b>
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is par the year or years preceding kindergart
3	700002	Kindergarten Teacher	Teachers of a group or class that is par the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction cl and composed of any span of grades n
5	700004	Secondary Teacher	Teachers of a general level of instructi secondary and composed of any span the elementary grades and ending wit
6	700005	Ungraded Teacher	Teachers of classes or programs to wh designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsem learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Par the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathe 314 is grandfathered for 1996-1997 se

## Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting
- Blue text indicates updates or changes
- Tab for deactivated codes

## Supplements – OPTIONAL 24/25 SY



No funding code required



Up to 5 supplements per employee

### Staff Compensation Annual Supplement

*Amount of supplement*

2,000

### Staff Compensation Annual Supplement Description

*Description of supplement*

Cheerleading sponsor

# Major Changes to Personnel Data Collection

Teacher with National Board (\$6,000), Head Football Coach (\$3,000), & Assistant Soccer Coach (\$1,000)

Report all supplements separately

Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Head Coach
1,000	Assistant Coach

OR report supplement categories together (i.e., "coaching")

Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Coaching

## Staff Full Time Equivalencies



Reported in decimals (ex: 50% = .5 FTEs)



Employee FTEs can add up to more than 1



## Local Job Category



Work Area Codes/Assignments



Now available for teachers



Revised Work Area Codes for 24-25SY





**Replaces: General/Schedule  
Entry Screen**  
(Parts of Schedule tab)

Credentials

**i** *One record (row) for every National Board Certification. Multiple rows per employee are possible.*

## Collects National Board credential information.

(Administrator and Teacher Mississippi Licensure information will be collected via API from MECCA.)

Credentials

**i** One record (row) for every National Board Certification. Multiple rows per employee are possible.

## Credential Definition Identifier

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
<b>Credential Definition Identifier</b>	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	<b>NBPTS</b> - National Board for Professional Teaching Standards <b>CCC</b> - Certificate of Clinical Competence (issued by American Speech & Hearing Association) <b>NCSC</b> - National Certified School Counselor <b>NCSN</b> - National Certified School Nurse <b>CALT</b> - Certified Academic Language Therapist



# Questions?

# Teacher Schedules

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# Teacher Schedule data will be transferred nightly via API from the SIS.

All associated data will need to be entered into SIS (e.g., Carnegie Units, funding program code, instructional minutes, term/semester, and period.)



DATA DOMAIN MAPPING

**DOMAIN: COURSE SECTION**

All data elements will be collected via API from the SIS package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
<b>Class Beginning Time</b>	An indication of the time of day the class begins.		None	Yes
<b>Class Ending Time</b>	An indication of the time of day the class ends.		None	Yes
<b>Class Meeting Days</b>	The day(s) of the week (e.g., Monday, Wednesday) that the class meets or an indication that a class meets "out-of-school" or "self-paced".		None	Yes (Optional)
<b>Class Period</b>	An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).		None	Yes
<b>Course Code System</b>	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		<b>State</b> - State course code <b>LEA</b> - LEA course code	Yes



**Classroom position type** will be entered in the SIS.

For online courses, the facilitator or other staff that is supervising students should be listed as “**Course Proctor.**” The Course Proctor will not be included in Accreditation reports for the specified course.

Teachers should be listed as “**Instructor of Record.**”





**Dual credit courses taught by a college or university** will be entered in the SIS but will be assigned a Responsible Organization Identifier.

District staff will supply the ID number for the IHL as the **Responsible Organization Identifier**. This replaces the practice of using fake IHL employee SSNs. There will not be an Instructor of Record reported. If a Course Proctor is used, they must be a district employee. The Course Proctor will not be included in Accreditation reports for the specified course

## MSIS IHL Identifiers

**RESPONSIBLE ORGANIZATION IDENTIFIER** | For dual credit courses taught by college or university

Responsible Organization Identifier	College or University Name
1105	Alcorn State University
1805	University of Southern Mississippi
4205	Mississippi Valley State University
4405	Mississippi University for Women
6606	Gulf Coast Junior College
0605	Delta State University
2507	Jackson State University
5307	Mississippi State University
3605	University of Mississippi
1807	William Carey University
7005	Blue Mountain Christian University

## Online (non-dual credit)

Course Proctor	Instructor of Record	Responsible Organization Type
Yes	No	No

# Dual Credit

Option	Course Proctor	Instructor of Record	Responsible Organization Type
Taught at district, by district employee	No	Yes	No
Taught online, students are with employee at district	Yes	No	Yes
Students leave campus, take course at IHL	No	No	Yes

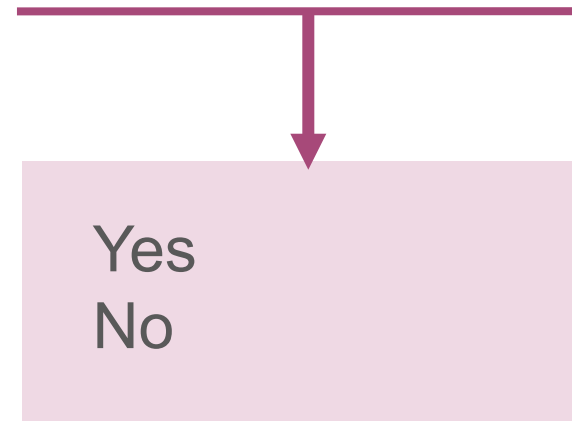
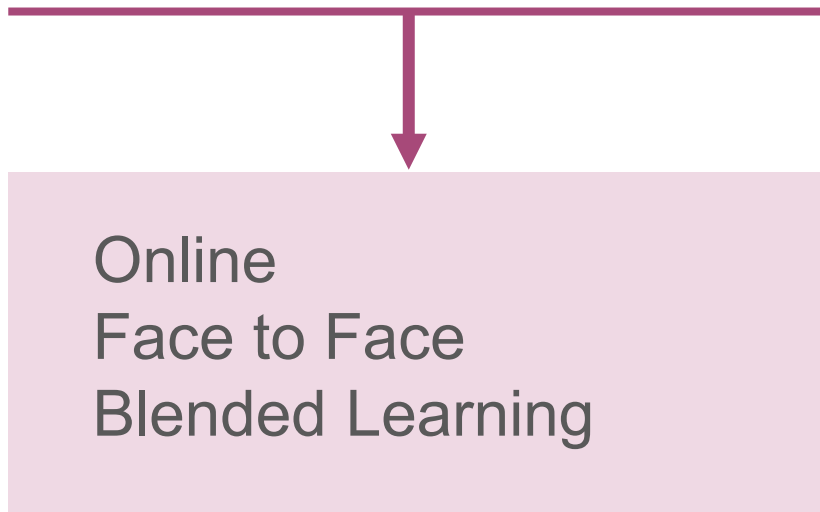


**Work-based learning opportunity type** will be entered in the SIS for certain CTE courses.

- Apprenticeship
- Clinical work experience
- Cooperative education
- Job shadowing
- Mentorship
- Non-Paid Internship
- On-the-Job
- Paid internship
- Service learning
- Supervised agricultural experience
- Unpaid internship
- School-Based Enterprise
- Entrepreneurship
- Simulated Worksites
- Other



**Assign a delivery mode and virtual identifier in the SIS.**



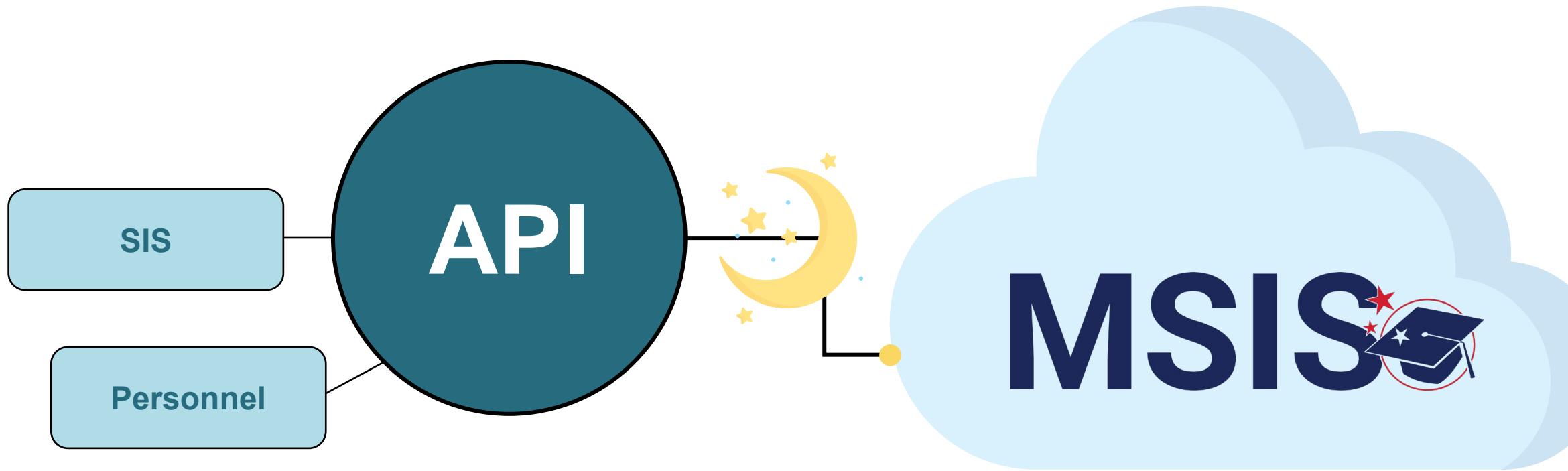
# Data Quality

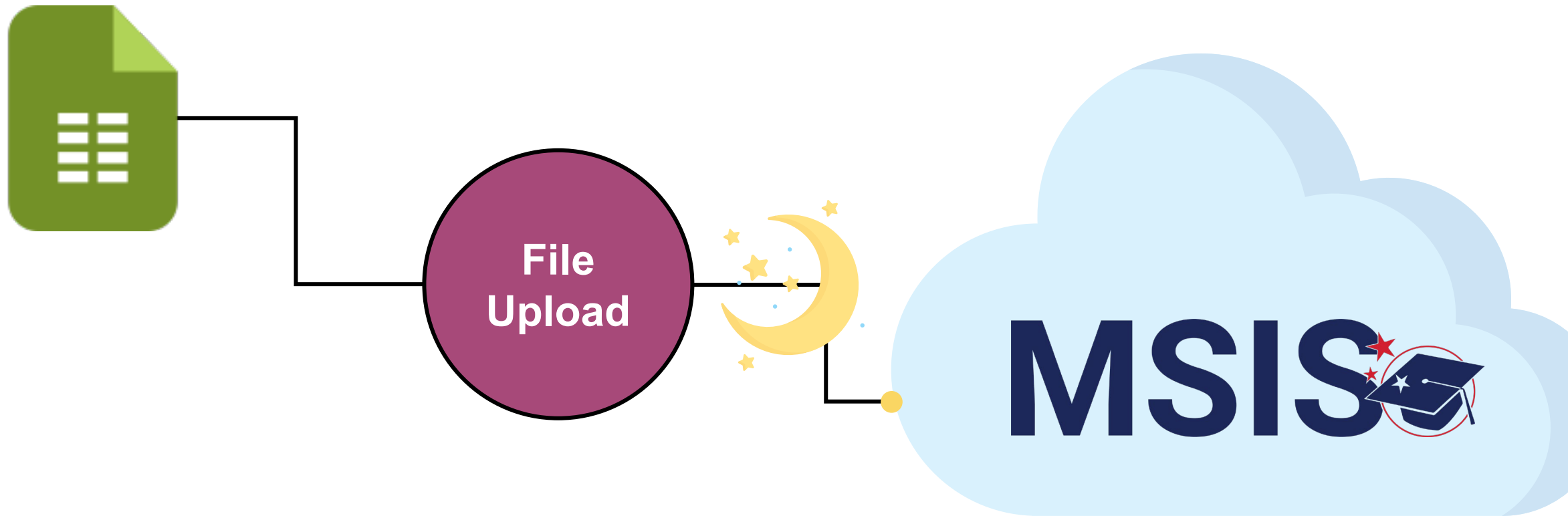




# Permission: Personnel







MSIS Staff reviews dashboards and reports daily to check for errors

**MSIS**  
MISSISSIPPI STUDENT INFORMATION SYSTEM

## Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

**No uploaded files**

Upload a file

**Ownership conflict to review**

Review

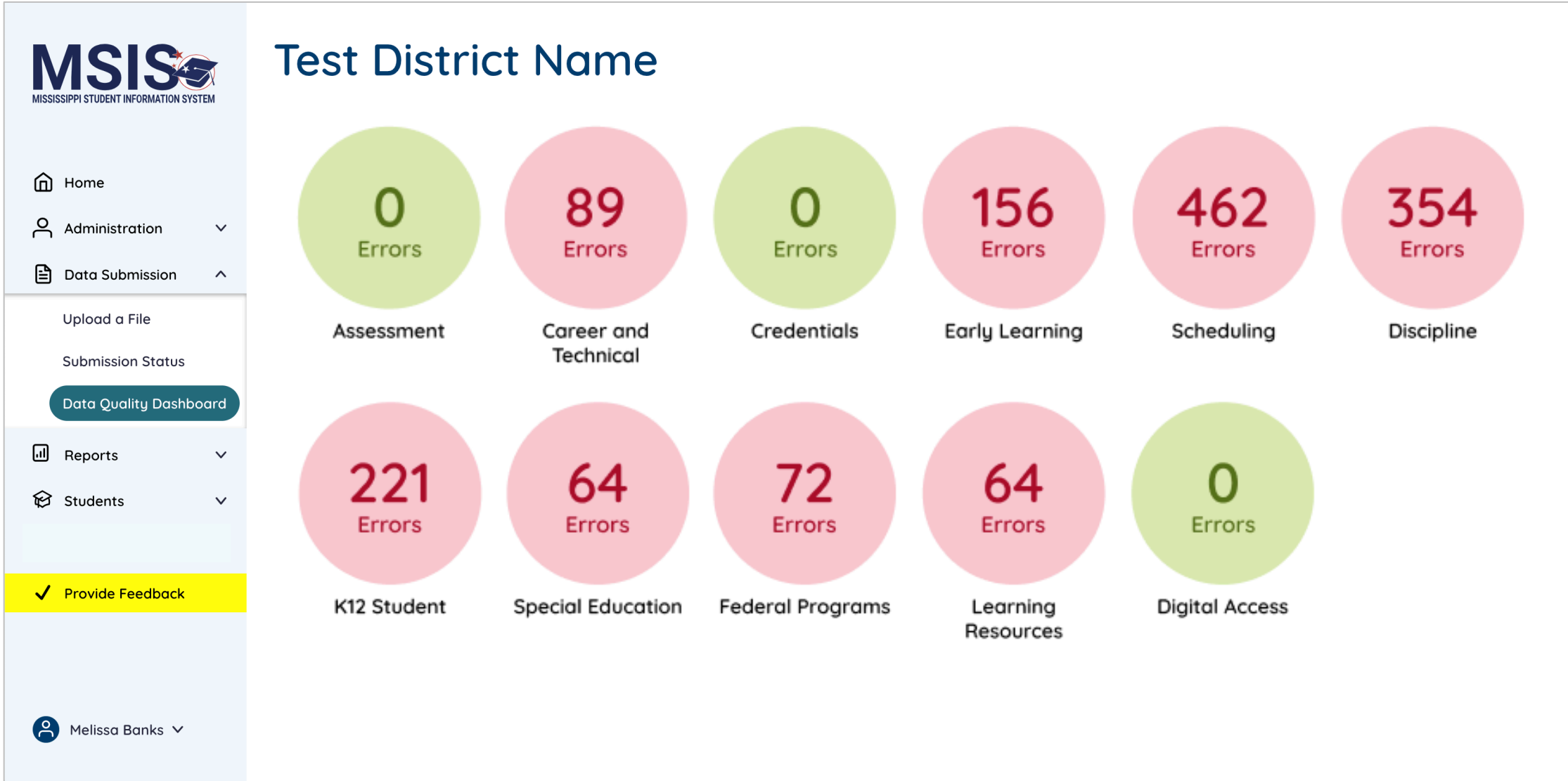
**Your data has errors**

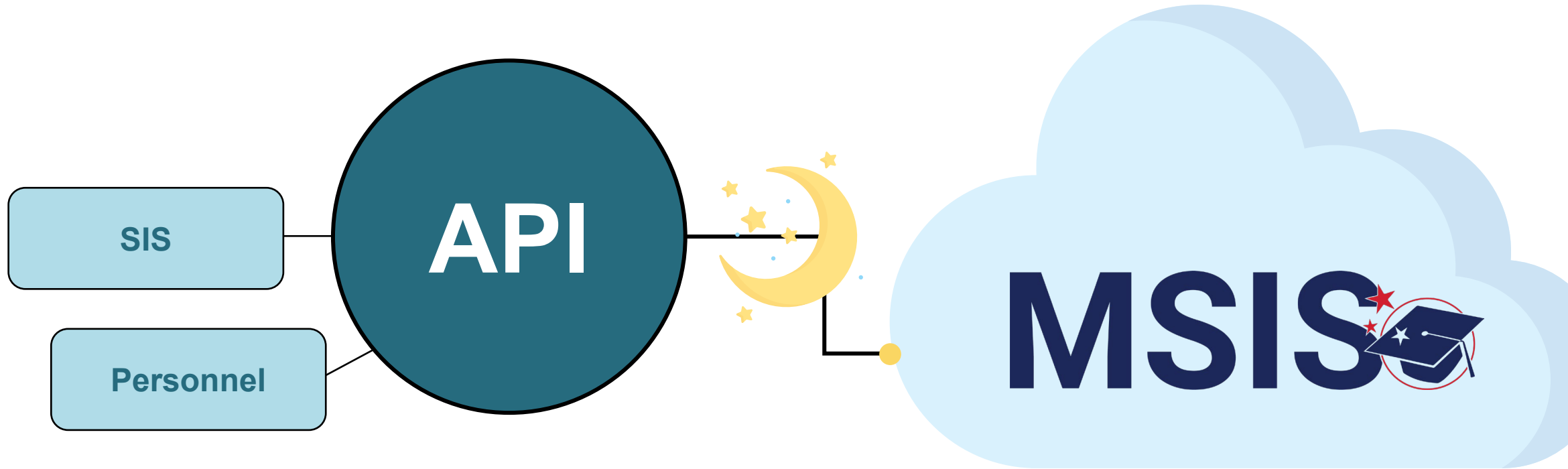
Review

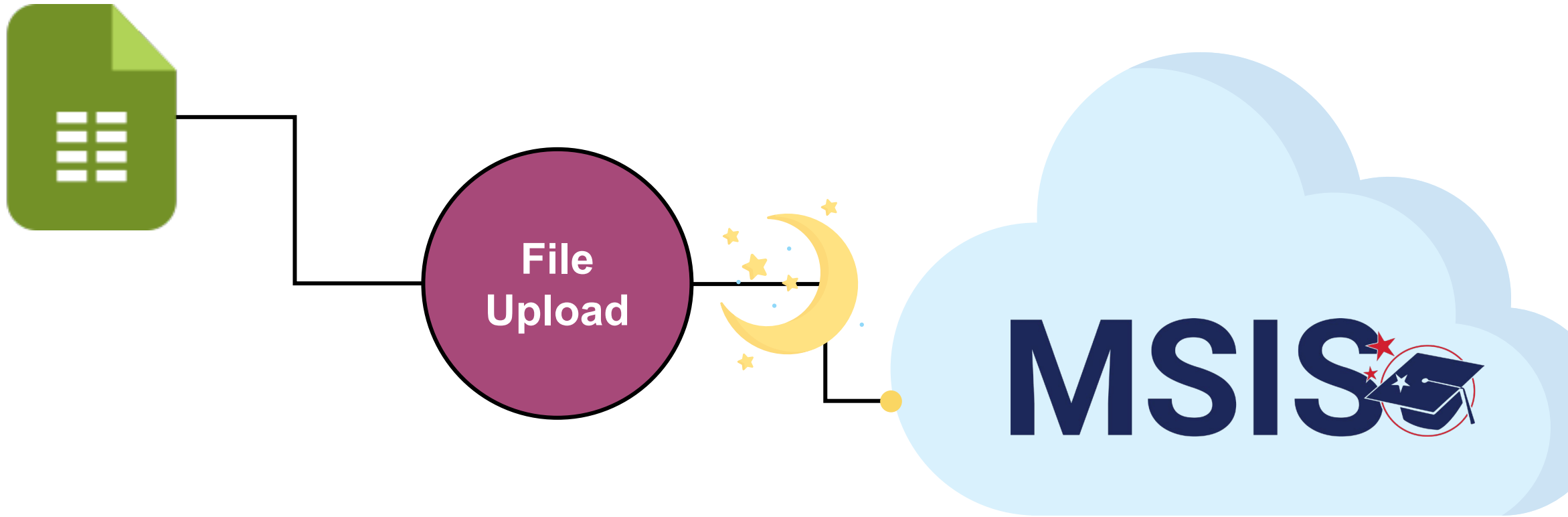
**Deadlines Up Next**

**Saturday, December 9, 2023**

Personnel Data









# Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

Home

Administration

Data Submission

Reports

Run a Report

Students

No uploaded files

Upload a file

Deadlines Up Next

Friday, December 15, 2023

Personnel Data



# SEPTEMBER

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## Personnel





**OCTOBER**

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Personnel



**NOVEMBER**

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Personnel



**MSIS**

### **Personnel Reports:**

- Personnel Summary
- Personnel Listing
- Teacher Schedules
- Accreditation



# Permission: Personnel + Certify



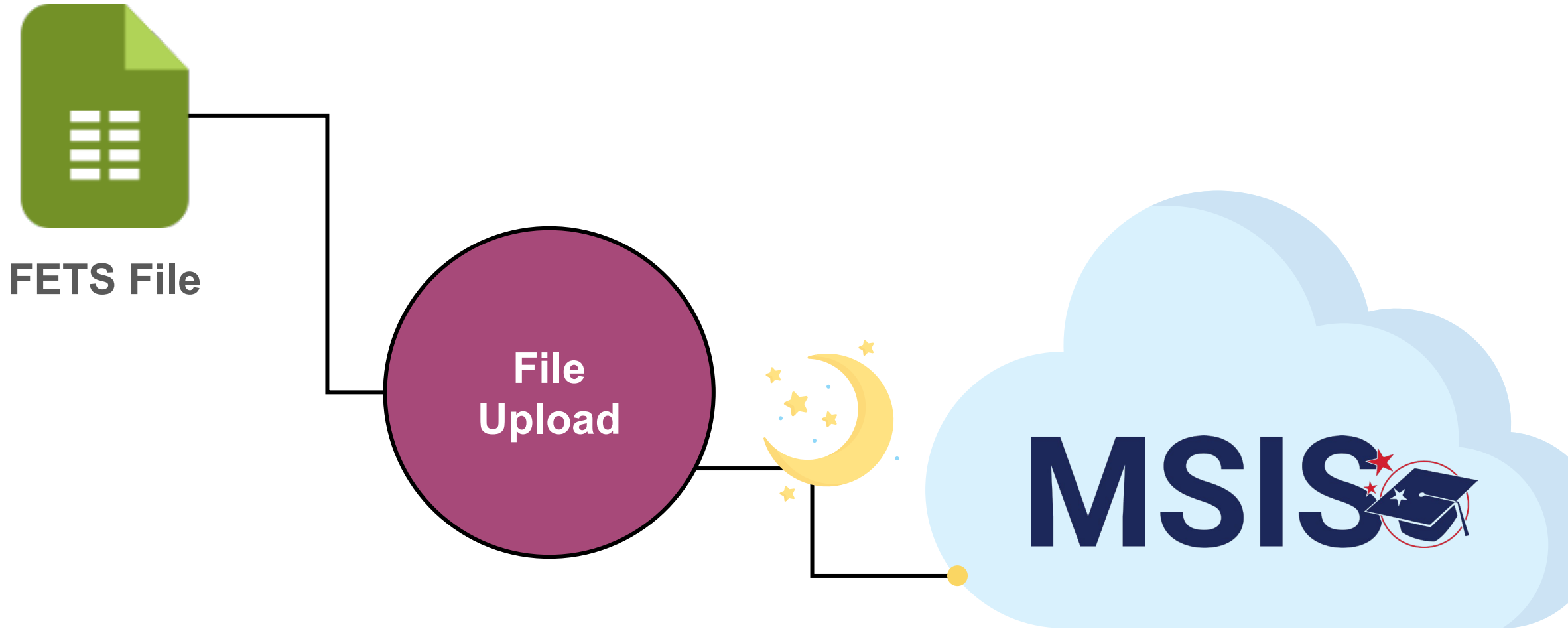
# Questions?

# Finance Data

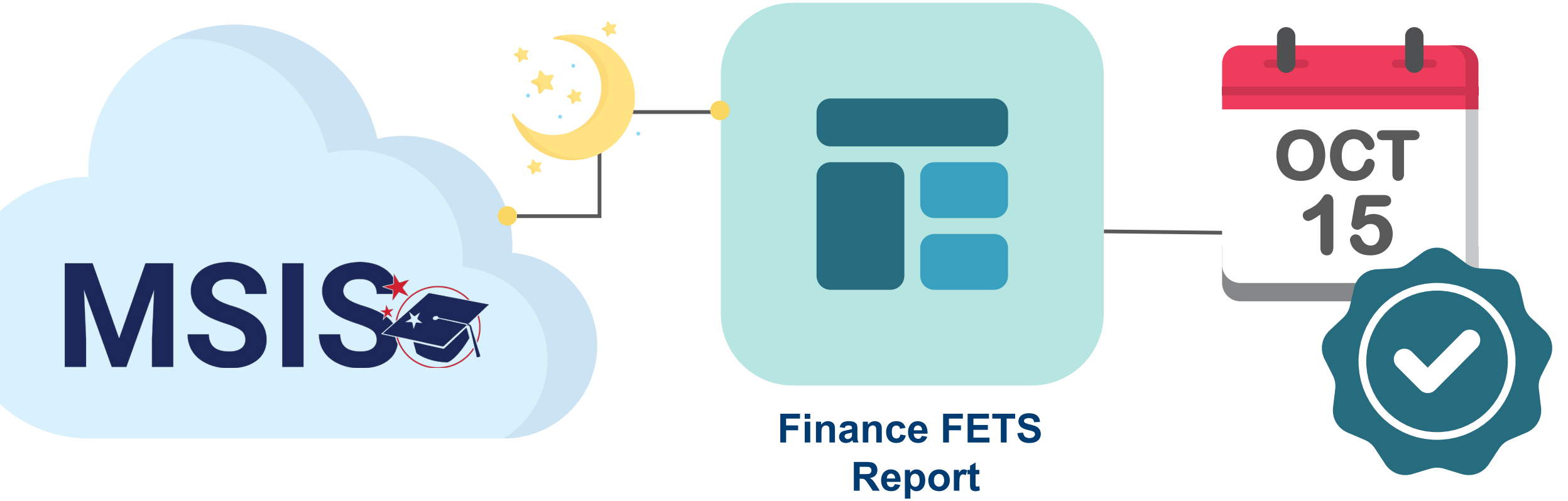




# Permission: Finance + Certify

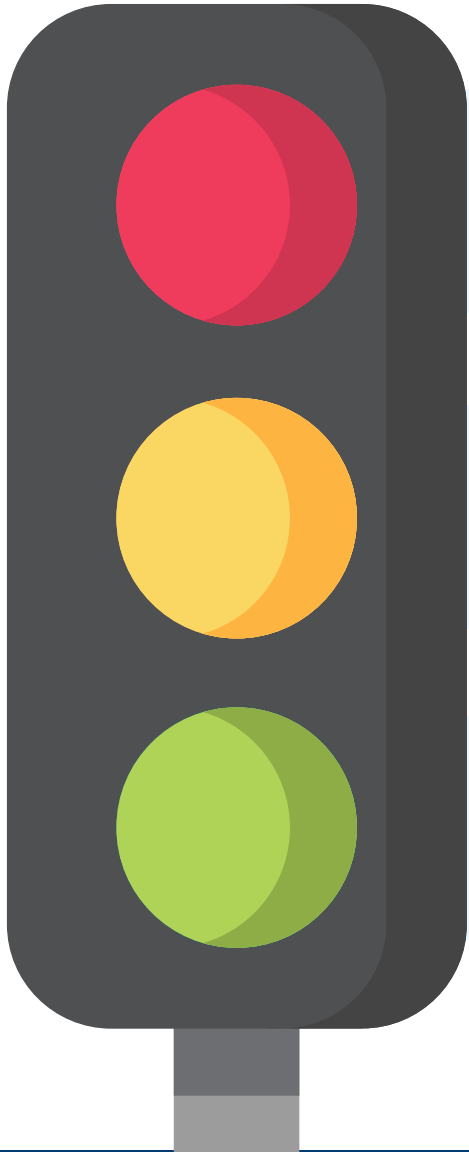






# Reflections & Final Questions

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**RED** Process/procedure that needs to change

**YELLOW** Topic(s) to investigate further

**GREEN** Positive or exciting change(s)



# Questions?



# MSIS Team

[msis2@mdek12.org](mailto:msis2@mdek12.org)

[mdek12.org](http://mdek12.org)



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