

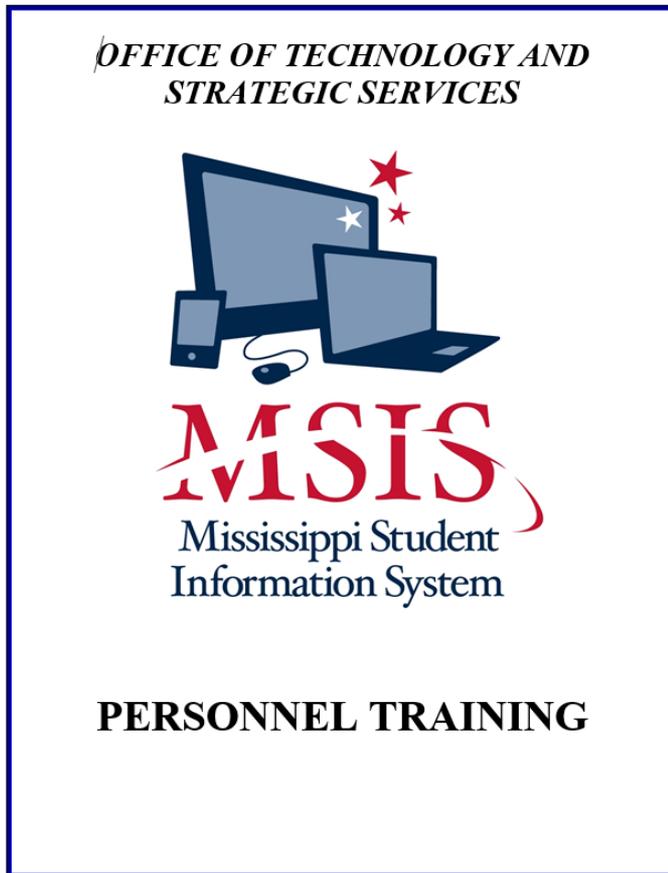
# OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS)



## MSIS PERSONNEL



## Personnel



## Personnel Reference

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MSIS PERSONNEL REFERENCE MANUAL

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**OFFICE OF TECHNOLOGY AND  
STRATEGIC SERVICES**

**MISSISSIPPI STUDENT  
INFORMATION SYSTEMS**

**PERSONNEL  
REFERENCE MANUAL**



# MSIS Website & Personnel Resources

**IN THIS SECTION**

- Technology and Strategic Services
- Home
- Staff
- Knowledge Base
- iTunes U

**QUICK LINKS**

- Educational Technology
- Mississippi E-Rate
- Mississippi E-Rate Roadshow
- MS Student Information System (MSIS)
- Textbook Inventory Mgmt System (TIMS)

**APPLICATIONS**

- MDE Self Service
- OTSS Help Desk
- Contract Management
- MSIS Log-on
- TIMS Log-on
- GoSignMeUp

**OTSS RESOURCES**

- Drivers/Program Downloads
- Enterprise K-12 Network
- MAAECF Systems
- Security

**MS Student Information System (MSIS)**

The Mississippi Student Information System (MSIS) was created to comply with the Performance Based Accreditation Model established by the Education Reform Act of 1992. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate reporting of student attendance and personnel at the school level – it required that there be no more summary data sent to the State Department of Education. MSIS was created to capture the data necessary to comply with this state legislation as well as federal requirements for reporting.

MSIS provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (PreK to 12), and school board members. MSIS also allows for the electronic transfer of student records from one school district to another, thus offering a unique student tracking system. The purpose of this project is to provide an efficient means in which to:

- support the Mississippi Department of Education (MDE) performance-based accreditation model,
- support education funding programs,
- provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements, and

**MSIS Resources**

- MS School Register Information
- Subscribe to MSIS Blast
- Accreditation Standards
- District Timeline
- FERPA
- MSIS XML Batch Status
- Students
- Personnel
- Report Portal
- Security Documents
- Student Administrative Packages (SAP)
- Training
- Record Retention Schedule for schools

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**MSIS**

**Personnel**

**Manuals**

- New MSIS Personnel Training Manual (pdf)
- Non-Public Personnel Reference Manual (pdf)
- Public Personnel Reference Manual (pdf)
- 2015 - 2016 Course Work Area Codes (pdf)

**National Board Instructions**

- MSIS PERSONNEL National Board Report (pdf)

**Summer Program Report Entry Instructions**

Please click here.

**MSIS Resources**

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- Record Retention Schedule for schools

**MDE Hot Topics**

- Mississippi ACT Preliminary Results for Juniors

**MDE News**

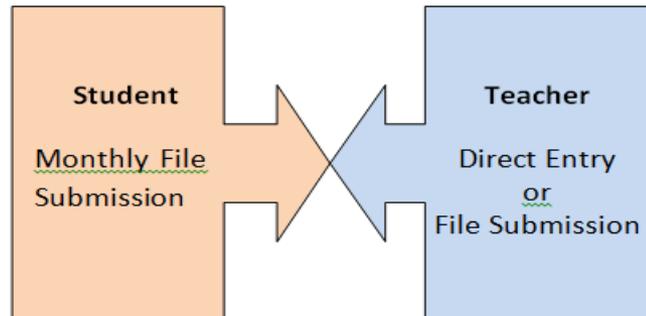
**MDE Set to Release PARCC Scores in**

**MDE Quick Links**

- APA Notification Listserv Signup

<http://www.mde.k12.ms.us/OTSS/MSIS>

## STUDENT DATA – VS- TEACHER DATA



Student's Schedule **must match** Teacher's Schedule

{  
Teacher's SSN  
Course Code  
Term/Semester Code  
Period Number  
Carnegie Units  
}

# STEPS FOR PROCESSING PERSONNEL DATA IN MSIS

***Before the Personnel Data is process in MSIS  
you should:***

***Check with your HR or Payroll Department to make sure the  
employees will return the next school year***

## *Several ways to process Personnel Data in MSIS:*

*1. File Submission through Student Administration Package (SAP)*

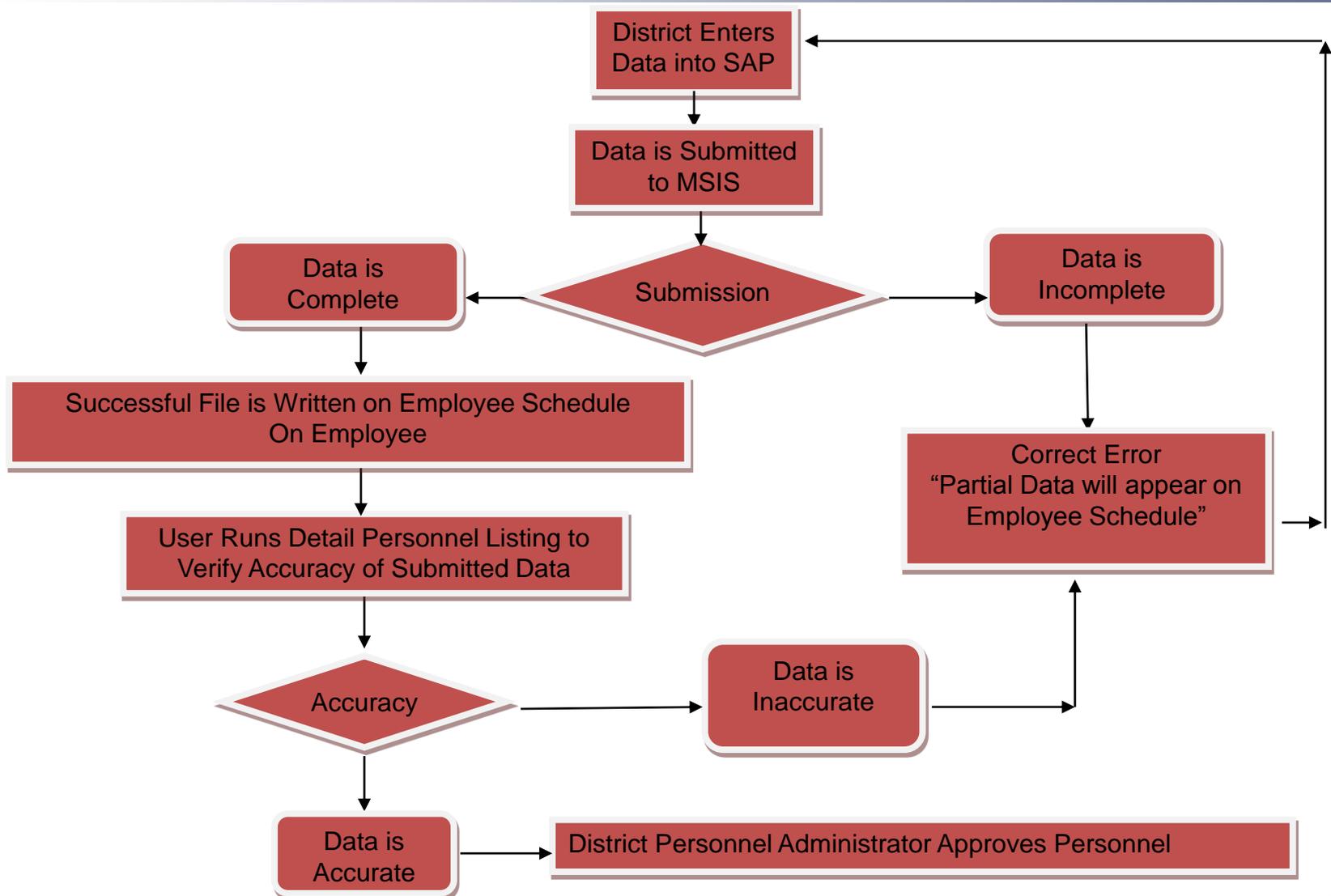
*2. Roll the District Information*

*District Data – must be done to update the SPED student data, MSIS users and teacher absences.*

*Schedules*

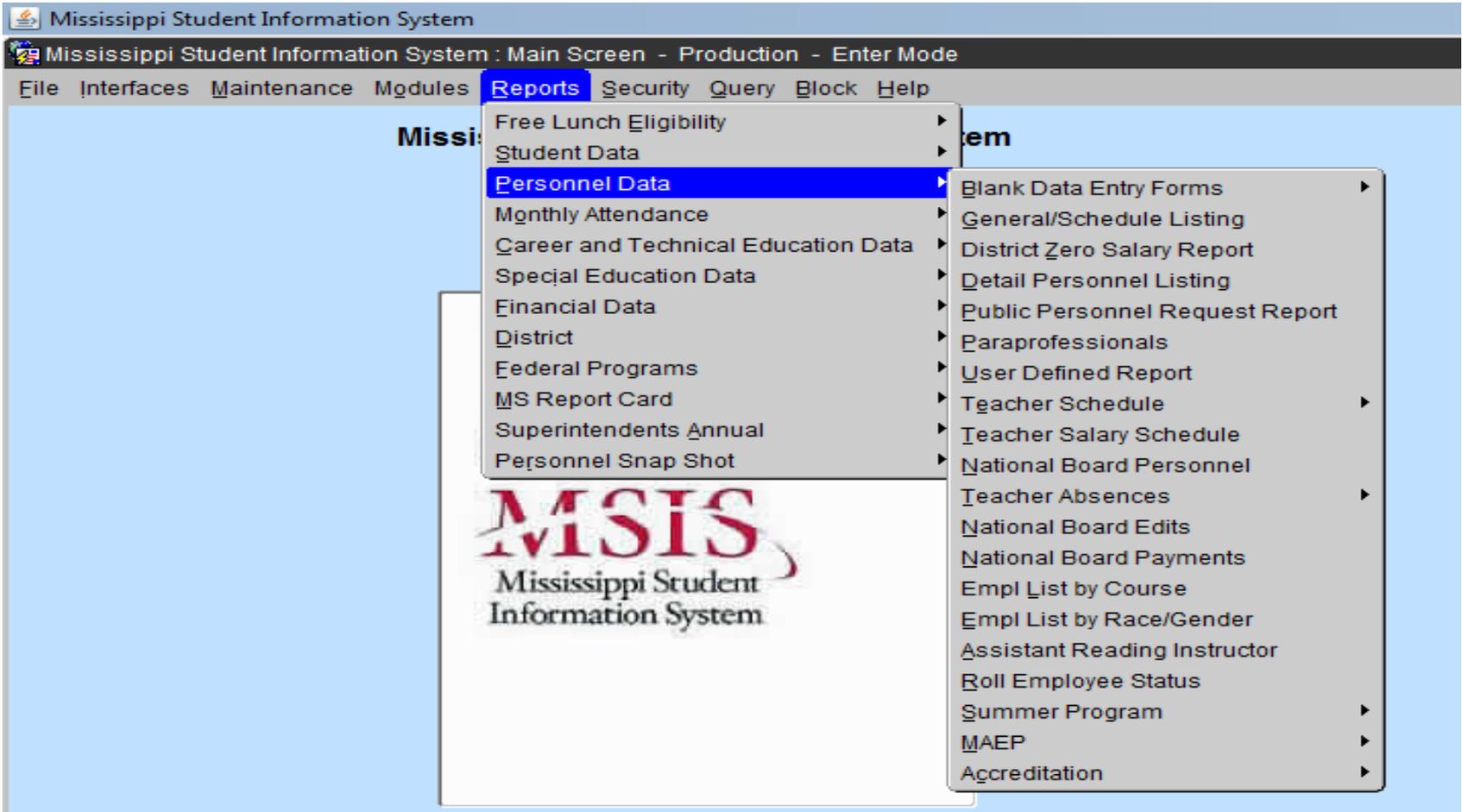
*3. Manually*

# MSIS Personnel (File Submission through SAP)



# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

***Run the General Schedule Listing Reports for the previous school year.  
(ex. school year 2016-2017)***



Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance Modules **Reports** Security Query Block Help

Free Lunch Eligibility  
Student Data  
**Personnel Data**  
Monthly Attendance  
Career and Technical Education Data  
Special Education Data  
Financial Data  
District  
Federal Programs  
MS Report Card  
Superintendents Annual  
Personnel Snap Shot

Blank Data Entry Forms  
General/Schedule Listing  
District Zero Salary Report  
Detail Personnel Listing  
Public Personnel Request Report  
Paraprofessionals  
User Defined Report  
Teacher Schedule  
Teacher Salary Schedule  
National Board Personnel  
Teacher Absences  
National Board Edits  
National Board Payments  
Empl List by Course  
Empl List by Race/Gender  
Assistant Reading Instructor  
Roll Employee Status  
Summer Program  
MAEP  
Accreditation

**MSIS**  
Mississippi Student  
Information System



# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

Mississippi Student Information System

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: 0100 Name: CENTRAL OFFICE Last Name: TEST First Name: MISC MI:  SSN: 000-00-0012 School Year: 2014-2015

[ Update District Employment Information ]

Major School:  Name:

Status: **Active** Days Employed:  Contracted Days for After Hours: 0

Title I Bilingual?: **N** District Time:

Roll Employee: **Y** User Defined:

Contract Employee: **N/A** Receiving check from PERS??: **N**



# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

## Roll Schedule/Employee Data

Mississippi Student Information System

Mississippi Student Information System : Roll Schedule / Employee Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Schools

**Mississippi Student Information System  
Roll Schedule / Employee Data**

[ Selected District ]

District  Name

[ School year ]

From Year  To Year

[ Roll Schedule/District Data ]

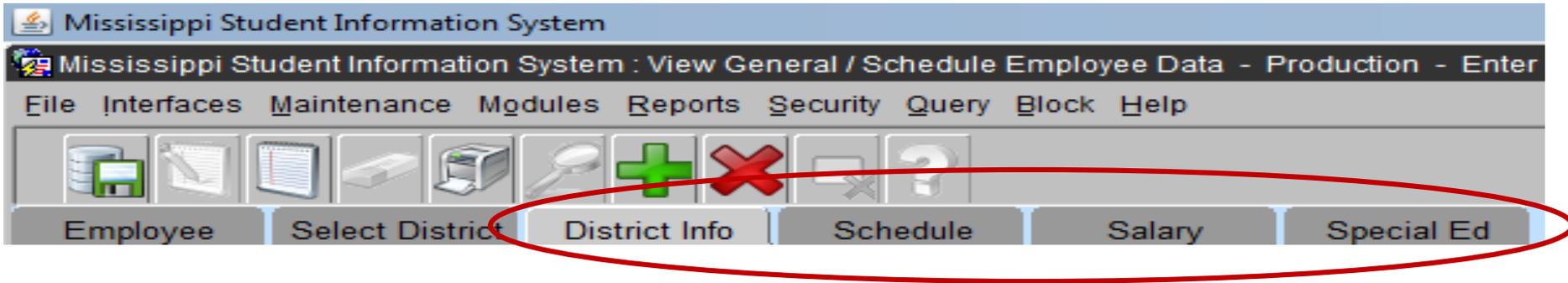
Roll Schedule  Roll District Data

[ Select Schools For Roll Procedure ]

All Schools  
 Select  
 Remove

Select	Rolled District Data	Rolled Schedule	School Name	Roll Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001 HINDS CO AHS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	004 HINDS COUNTY AGRICULTURAL HIGH SCH	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## *MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)*



UPDATE THE FOLLOWING TABS on those employees that has been rolled:  
**The following fields must be updated for each “Rolled” employee for the new school year.**

On the **District Info** tab: Days Employed and District Time

On the **Schedule** tab: Period for each course, Vocational Location if Vocational course.

On the **Salary** tab: Teacher Salary and/or Non-Teaching Salaries: Salary.

On the **Special Ed** tab: Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

## Search Personnel/Employee

Mississippi Student Information System

Mississippi Student Information System : Personnel Directory Information - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help



Select Personnel Employee

**Mississippi Student Information System  
Personnel Directory Information**

Select Personnel Type  
All

Finish selection criteria, execute query, double-click to view

District	Major School	Last Name	First Name	MI	SSN

# MSIS Personnel - Add/Modifying Employees

Mississippi Student Information System

Mississippi Student Information System : View General / Schedule Employee Data - Production - Enter Query Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select Dis Enter Execute Info Schedule Salary Special Ed

**Mississippi Student Information System**  
**View General/Schedule Employee data**

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin	Gender	Birthdate	Years of Experience
%SMITH%	%TH		%3347									

# MSIS Personnel - Add/Modifying Employees

## Select District for Personnel/Employee

Mississippi Student Information System

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: TEST First Name: MISC MI:  SSN: 000-00-0012 School Year: 2014-2015

[ District ]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0200 ALCORN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1105 ALCORN STATE UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0300 AMITE CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4821 AMORY SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6311 ANGUILLA SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4470 ANNUNCIATION ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5920 BALDWIN SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2375 BAY CATHOLIC ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2320 BAY ST LOUIS WAVELAND SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0612 BENOIT SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## District Info for Personnel/Employee

Mississippi Student Information System

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
4820	ABERDEEN SCHOOL DIST	TEST	MISC		000-00-0012	2014-2015

[ Update District Employment Information ]

Major School

Name

Status

Days Employed

Contracted Days for After Hours

Title I Bilingual?

District Time

Roll Employee

User Defined

Contract Employee

Receiving check from PERS??

# MSIS Personnel – Viewing the MDE Course Codes

Course	Title	Created	Last Modified	Inactive Date
	%english%			

Mississippi Student Information System

Mississippi Student Information System : Course Codes - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Course List | Details | Grades | Carnegie Units | Endorsements | Site/Spec Prog

**Mississippi Student Information System**  
**Course Codes**

School Year  
2014-2015

[ Course List ]

Course	Title	Created	Last Modified	Inactive Date
000134	TECH-PREP COORDINATOR	08/31/2007	09/16/2013	
000135	TECHNOLOGY COORDINATOR	05/18/2010	11/06/2013	
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	11/30/1999	09/16/2013	
000150	SUPERVISION OF COOPERATIVE EDUCATION STUDENTS	11/30/1999	09/16/2013	
000181	VOCATIONAL EVALUATOR FOR HANDICAPPED	11/30/1999	09/16/2013	10/18/1995
000201	MARKETING EDUCATION CO-OP I	11/30/1999	09/14/2010	04/08/1997
000203	BUSINESS COOPERATIVE EDUCATION I	11/30/1999	09/14/2010	04/08/1997
000204	COOPERATIVE EDUCATION I (CTE)	11/30/1999	11/06/2013	06/30/2012
000205	HOME ECONOMICS COOPERATIVE I	11/30/1999	09/14/2010	11/28/1994
000208	TRADE & INDUSTRIAL CO-OP I	11/30/1999	09/14/2010	07/01/1994
000212	BUSINESS COOPERATIVE EDUCATION II	11/30/1999	09/14/2010	04/08/1997
000213	COOPERATIVE EDUCATION II (CTE)	11/30/1999	11/06/2013	07/31/2013
000214	HOME ECONOMICS COOPERATIVE II	11/30/1999	09/14/2010	04/19/1996
000217	TRADE & INDUSTRIAL CO-OP II	11/30/1999	09/14/2010	07/01/1994

# MSIS Personnel – Viewing the MDE Course Codes

## Course/Work Area Codes and Approved Secondary Course Codes REPORT

2011-2012 Course / Work Area Codes Report						MSIS
July 25, 2011 Monday, 01:59 PM			Page 1 of 237			
Course	Course Title	Endorsements	Carnegie	Special	CIP	
<b>District Office</b>						
<b>All Grades</b>						
801045	21ST CENTURY GRANT SITE COORDINATOR A licensed administrator who coordinates and supervises the 21st Century Grant program.	486 - 489	000	0, 9		
751001	ACCOUNTANT/BOOKKEEPER Responsible for keeping an accurate account of income and expenditures.	NONE	000	0, 1, 9		
701001	ADULT EDUCATION TEACHER A person who teaches an adult education class during the regular school day.	Valid License	000	0, 1, 9		
801041	ASSISTANT COORDINATOR SPECIAL GRANTS	NONE	000	0, 9		
511027	ASSISTANT DIRECTOR OF TRANSPORTATION	NONE	000	0		
511031	ASSISTANT DIRECTOR PERSONNEL	NONE	000	0		
511005	ASSISTANT DIRECTOR- FEDERAL PROGRAMS Assists the director in administration of federal programs.	486, 487, 487 & 488, 488, 489, 494	000	0, 1, 9	000112	
751031	ASSISTANT DIRECTOR- FOOD SERVICE Assist the food service director in implementing the food service program in the district.	NONE	000	0, 9		
511007	ASSISTANT DIRECTOR- VOCATIONAL PROGRAMS Assists the director in administration of vocational programs of the district.	430, 480, 486, 494	000	0, 2	000112	
751039	ASSISTANT DORMITORY SUPERVISOR Assists the supervisor of dormitories in carrying out position responsibilities.	NONE	000	0, 9		
131002	ASSISTANT SPECIAL EDUCATION SUPERVISOR Assists in the administration of the special education program in the district.	202, 205, 206, 208, 210 - 213, 215, 216, 218, 220 - 224, 451, 494	000	0, 9		

\* Added in 2011-2012



# MSIS Personnel - Add/Modifying Employees

## ADDING/MODIFYING AN EMPLOYEE - SCHEDULE tab

Mississippi Student Information System

Mississippi Student Information System : View General / Schedule Employee Data - 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**  
**View General/Schedule Employee data**

District  Name  Last Name  First Name  MI  SSN  School Year

[ Schedule ]

Term / Semester	Period	Course	Minutes	School	Low Grade	High Grade	Students	Carnegie Units	Special Program	Special Schedule	Special Type	Reserved	Time Frame Taught
S1	1	851001	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	2	132204	55	008	10	12	3	000	5	7 Periods - No...			ALL YEAR
S1	3	132204	55	008	10	11	3	000	5	7 Periods - No...			ALL YEAR
S1	4	132204	55	008	10	12	4	000	5	7 Periods - No...			ALL YEAR
S1	5	132021	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	6	132204	55	008	08	12	6	000	5	7 Periods - No...			ALL YEAR
S1	7	132204	55	008	09	12	4	000	5	7 Periods - No...			ALL YEAR

[ Course ]

Title  
SPECIAL EDUCATION TUTORIAL /STUDY SKILLS - SECONDARY

[ Students Counts By Grade ]

62	52	64	54	56	1st	2nd	3rd	4th	5th	6th	7th	8th	58	78	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	1



# MSIS Personnel - Add/Modifying Employees

## ADDING/MODIFYING AN EMPLOYEE - SPECIAL EDUCATION tab

Mississippi Student Information System

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  A

Total Number Instructional Minutes Per Day  B

Total Number After Hours Contract Days  C

Total Number After Hours Instructional Minutes Per Day  D

Formula for computing Instructional Time more than 100%:

Students LEA Comments

Total 3 and 4 Year Olds

Total Enrollment

Instructional Time More Than 100%





# MSIS Personnel Reports > Personnel Data

The screenshot shows the MSIS application window with the following elements:

- Window Title: Mississippi Student Information System
- Application Title Bar: Mississippi Student Information System : Main Screen - Production - Enter Mode
- Menu Bar: File Interfaces Maintenance Modules **Reports** Security Query Block Help
- Reports Menu (Open):
  - Free Lunch Eligibility
  - Student Data
  - Personnel Data** (Selected)
  - Monthly Attendance
  - Career and Technical Education Data
  - Special Education Data
  - Financial Data
  - District
  - Federal Programs
  - MS Report Card
  - Superintendents Annual
  - Personnel Snap Shot
- Personnel Data Sub-menu (Open):
  - Blank Data Entry Forms
  - General/Schedule Listing
  - District Zero Salary Report
  - Detail Personnel Listing
  - Public Personnel Request Report
  - Paraprofessionals
  - User Defined Report
  - Teacher Schedule
  - Teacher Salary Schedule
  - National Board Personnel
  - Teacher Absences
  - National Board Edits
  - National Board Payments
  - Empl List by Course
  - Empl List by Race/Gender
  - Assistant Reading Instructor
  - Certified Employees
  - Roll Employee Status
  - Summer Program
  - MAEP
  - Accreditation
- Background Content: Partially visible text "Missi:" and "em", and the MSIS logo with the text "Mississippi Student Information System".

## Personnel TU Edit

- The following Accreditation Edit Reports should be run:
  - **Accreditation Edit**
  - **Class Overload.**
  - **Required Courses**
- The following MAEP Reports should be run:
  - **MAEP TU Edit**
  - **Selected MAEP Listing**

## Personnel TU Edit (email)

An email is sent thru the MSIS Blast giving you instruction on the Personnel TU Edits:

1. Deadline for making changes.
2. A check list of things that will aid the process of insuring that personnel data is as accurate as possible, the Teacher Unit Edit Report, your teachers information and to clean up their schedules as needed - especially those that are showing no MAEP funding.
3. What to review after you have COMPLETE and got a SUCCESSFUL.



## **Criteria for Timely & Accurate Reporting of Data**

Data Submission Deadlines met.

Release/Transfers within a reasonable timeframe normally 24 – 48 hours

Correct Indicators.

Absences

Enrollment – correct code & date.

Withdrawals – correct code & date.

Correct Course Code(s).

Correct Schedule

Term/Semester Code

Carnegie Unit

Period Number

Class Minutes

District & School Demographics

Start/Stop Time

Grades Taught

Contact Information

Physical Address

## **Accreditation Policy 2.1**

The district superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the district's accreditation status.

# MSIS Year-End Access

**MSIS access will be removed Friday June 30, 2017 at 3:00 p.m.**

**MSIS access will be restored Monday, July 17<sup>th</sup>**

## OTSS/MSIS CONTACT INFORMATION



- **Footprint ticket**
- **Website:** <http://www.mde.k12.ms.us/footprints/>
- **Email address:** [mdeapps@mde.k12.ms.us](mailto:mdeapps@mde.k12.ms.us)
  
- *Sarita Donaldson, Director, Core School Applications*
- [sdonaldson@mde.k12.ms.us](mailto:sdonaldson@mde.k12.ms.us)  
Phone (601) 359-3487  
Fax: (601) 359-2027  
<http://www.mde.k12.ms.us/msis/index.html>
  
- *Dorothy Thomas-Holloway*
- [dholloway@mde.k12.ms.us](mailto:dholloway@mde.k12.ms.us)

# Thank you for Attending

