GENERAL/SCHEDULE EMPLOYEE ENTRY

When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is "EMPLOYEE". This screen will provide authorized users the capability to locate an employee in MSIS, or add a new employee. The other tabs will become available as you complete the data on the current tab. The other tabs on this screen are: SELECT DISTRICT, DISTRICT INFO, SCHEDULE, SALARY, and SPECIAL ED (each of these tabs are discussed below). You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.

On all screens in MSIS the user should save any updates/adds made on the current tab before advancing to another tab. On the General/Schedule Employee Entry screen, the updates/adds made on the current tab will automatically be saved if another tab is selected. The only way to leave a tab without saving the updates/adds is to exit the form and select NO so that changes will not be saved.

PRACTICE – Entering a query and adding a new employee.
Run the query on yourself. You should get the message "Query caused no records to be retrieved. Reenter", if you are in a test database. Click on OK or press the space bar on

the keyboard. The screen cannot be in Query mode to add an employee. If the screen is in Query mode, it will have Enter-Query at the bottom left corner. If the screen is in Query mode, press F4 to cancel the query. Click on OK. Enter yourself as a new employee.

LAST NAME – Enter last name

FIRST NAME – Enter first name

MIDDLE INITIAL – This field is optional. You may enter a middle initial

SOCIAL SECURITY NUMBER – Enter the Social Security Number. Be sure that the SSN that you enter is correct. The SSN field CANNOT be updated. You must contact the Security Administrator to correct employee Social Security Numbers.

RACE – Enter race. You may key the first letter of the race and press tab to advance to the next field.

SPANISH LATIN ORIGIN – Enter Spanish Latin origin. Yes (Y) If of Hispanic/Latino/Spanish origin. No (N) If not of Hispanic/Latino/Spanish origin.

GENDER – Enter gender. You may enter the first letter of the gender and press tab to advance to the next field.

DATE OF BIRTH – Enter the date of birth. You must enter the date in the form MMDDYYYY. There is an edit check if employee date of birth is older than 80 years.

YEARS OF EXPERIENCE – Enter the years of experience. It is **VERY IMPORTANT** that you check this number for its accuracy. There is an edit check if years of experience is more than 40 years. The years of experience for all employees who had 100% District Time the previous year will be increased by one when MDE runs a procedure at the beginning of the new school year. The amount of funding for teachers is based, in part, on the Years of Experience. If a support staff (Bus driver, clerk) becomes a teacher, years of experience need to change. If a teacher comes in with teaching experience the number of years need to be change to reflect their years of experience.

Guidelines for Determining the Years of Experience

Certified Staff - If an employee works in a certified role, report ONLY the total number of years of service in a certified capacity. For instance, if the employee has worked in the role of a teacher, a counselor, or a librarian, and becomes a principal, the years of experience reported for the principal position would include the years of experience in any other certified position. The total for a certified person must not include any years worked in a non-certified position. For example, a person who works five years as a teacher assistant and then begins teaching as a certified instructor would begin that position with zero years' experience.

Non-Certified Staff - If an employee works in a non-certified role, report the number of years of service in that or a <u>similar position</u> while working for <u>an educational entity</u>.   For instance, an employee worked as a Title I teacher aide for two years and then became an assistant reading instructor. The years of experience for the assistant reading instructor would be reported as two.

However, if a bus driver of six years became an assistant reading instructor, the years of experience as an assistant reading instructor would be reported as zero.

ADDRESS INFORMATION - This information is optional. You may enter the address and phone number.

Save the record and click on the "SELECT DISTRICT" tab.

SELECT DISTRICT

After saving or finding a record on the "EMPLOYEE" screen, the "SELECT DISTRICT" tab will be available. When you are at your district entering data, the only district that will be displayed is your own. You must select the school year for which you will be entering data (the year will default to the current school year). If the DISTRICT DATA, SALARY INFO, and SCHEDULE INFO boxes beside a district are already checked then the employee already has information entered for the selected School Year for that district. If no boxes are checked, it indicates that there is currently no data for this employee. You may either enter new data or update the existing data on the employee.

DISTRICT INFO

The user will be prompted to the DISTRICT INFO tab. When you click on the DISTRICT INFO tab and the employee is already in another district, you will get a WARNING message "Employee already assigned to district(s) #. Do you want to continue - YES – NO"? If you know that this is the correct employee and they are now in your district, click "YES" and continue. If the employee has been "rolled", the days employed and district time must be entered. If the major school changed, it must be updated.

PRACTICE – Enter the appropriate information in each data field.

MAJOR SCHOOL – Enter the three-digit school number where the person is located or double click on the Major School field for a list of schools and select a school.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. Tab to the next field.

DAYS EMPLOYED – Enter the days employed (between 1 and 260). Tab to next field.

CONTRACTED DAYS FOR AFTER HOURS – Enter the days contracted for SPED after hours only (between 1 and 260). Tab to next field.

TITLE I BILINGUAL – Defaults to NO. Enter Y to change to YES or click on the down arrow key and select a value. Tab to the next field.

DISTRICT TIME – Enter a value between 1and 100. Tab to the next field.

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Another screen (discussed later) will allow the user to select what portions of the employee's record to roll. This eliminates the necessity of re-entering much of the employee's information. In order for the data for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. Tab to the next field.

USER DEFINED – Optional field. This field can be used to print a select group of teachers. Ex: Master Teacher by entering CERT.

CONTRACT EMPLOYEE – Select SP for Special Education Contract employees paid by your District.

PERS – Select Y for employees that are currently receiving a retirement check from Public Employees Retirement System.

After saving the DISTRICT INFO, click on the SCHEDULE tab.

SCHEDULE

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment.

Rolled employees will have the prior year's schedule if that option was selected. The period numbers must be entered and the other data should be checked for accuracy.

PRACTICE – Enter the schedule information from the schedule provided.
TERM/SEMESTER – The default is S1. Double click on the code to pick a different value. The selection here for teachers should match what is on the students' schedules.
The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester
S2	Second Semester
T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a semester course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.
For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	GEOMETRY	
S2	2	PRE-CALCULUS	

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.
A 4 X 4 course that is for the first 18 weeks of the year would use the T1 code and a T3 code for an 18-week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, and T4 for each of the semesters beginning the year with T1 and ending with T4.
For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

PLEASE NOTE THAT THE **T1 – T4 Codes may be used by a district in some other situations. That is O.K. as long as the coding on the student's schedule and the MSIS teacher's schedule are the** SAME.

PERIOD NUMBER – Enter a period number from 01 to 99. The value here for teachers should match what is on the students' schedules.

COURSE – Enter a valid MDE course code. If an invalid course number is entered, a list of the valid courses will appear. Select a valid code and click O.K. You may query to find a code using a partial name or number and the % Wildcard. The value here for teachers should match what is on the students, schedules.

MINUTES – Enter the number of minutes for the course or work assignment (from 1 to 480).

SCHOOL – Enter a valid three-digit school number for your district where the course is being taught.

LOW GRADE, HIGH GRADE – Enter a valid low and high grade. Valid grades are those served by the school selected.

STUDENTS – This field is skipped by MSIS. The student count will be populated from the student schedules.

The student's schedule and teacher's schedule must match on school year, teacher SSN, term/semester code, period number, and course code for the field to be populated.

CARNEGIE UNITS – Enter the appropriate units for the course (double click the field to see a valid list for the Course). You must enter three zero's for all non-teaching codes and courses that do not earn Carnegie Units.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

SPECIAL PROGRAM – Enter a zero if there is no special funding for this code, or enter the appropriate funding code. The coding scheme is listed below.

SPECIAL PROGRAM CODE	DESCRIPTION
0	No special funds, Regular Minimum Program
1	Title I funds
2	Vocational Education funds
5	Special Services funds
6	Gifted Education funds
9	Other Special funds

SCHEDULE TYPE - The Schedule Type is defaulted from the selected School's Schedule Type. If the Schedule Type for this course is different from the School's Schedule Type, click on the down arrow and select a Schedule Type. Valid schedule types are:

SCHEDULE TYPE	DESCRIPTION
NM	Normal Schedule
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version

RESERVED – This is not a required field. If there is no entry for this field, press the Tab key to advance to the next field. You may double click in the field to see a list of valid entries.
The following are current valid entries:

RESERVED CODES	RESERVED CODE DESCRIPTIONS
AP	Alternative Program - Use this code in the Reserved field when the course code represents a position held by an employee associated with an Alternative Program administered in an existing school other than an alternative school. Do not use this code for alternative schools.

XX	Exclude from Basic Funding calculations. Use this code exclusively for teachers on period blocks during the normal school day when the pay is to be excluded from basic funding. Examples are supplemental pay or when pay is from some other special funds. It is not necessary to use XX if other special funding codes are allowed (i.e. 1, 2, 5, 6, or 9). For duties performed after school hours see "AS" block below.
AS	After School - Use this code for any person who works in a certified position and has other duties outside normal school hours. For example, a teacher who drives a bus or a coach whose coaching duties are not during the normal school hours.
NM	Normal - Means no reserved code is applicable to the period block line.
02	Pre-Kindergarten ages 0-2 only, (Grade 52 ONLY). This code is used exclusively for Special Education staff that work with children from birth to two years of age. Grade 52 must be indicated in the Grade Low or Grade High field for this code to be valid.
LS	Long Term Substitute - Use this code in the Reserved field when the position is vacant because the district has been unable to find a qualified instructor for the course and the substitute will remain in the position until a qualified instructor is found. DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".
CR	Certified Retired Teacher - Use this code if a retired teacher is working in your district and is being paid by a third party.
SW	Title I School Wide - Use this code in the Reserved field when a School Wide Program is approved for Title I funding and a course is being taught that will not allow a 1 for Title I funding. **Never** put both a 1 and SW.

TIME FRAME TAUGHT - Time Frame Taught (All Year, Fall Only or Spring Only) will be automatically populated based on the Carnegie units on the course code (see below).

CARENGIE UNIT RANGE	DESCRIPTION
000 thru 025	All Year
100 thru 125	Fall ONLY
200 thru 225	Spring ONLY

230110	English II – Grade 10
230171	English – Accelerated – Grade 10
230271	G-English, Accelerated – Grade 10
230111	IB-MYP, English II
233119	DL-English, Accelerated – Grade 10
260131	Biology I
260130	IB-MYP, Biology
260132	IB-Biology I, Grades 11-12

260148	DL-Biology, General – Advanced Placement
260243	G-Biology, Advanced Placement
450811	U S History – 1877 to Present
450814	U S History – Advanced Placement
450815	DL – U S History – Grades 11-12, Advanced Placement
450809	G-U S History, Advanced Placement
450500	U-SS- U S History I – 1877 to Present, Local Enrichment
270404	Algebra I – Grades 9-12
270398	Algebra I – Grade 8

You have completed one period block. Use the down arrow key to go to the next period block. You may save the record after entering each period or after completing the entire schedule.

SALARY

The Salary screen can only be accessed by a user with the District Personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule.

PRACTICE – Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

TEACHING SALARY - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher's contracted amount for teaching duties.

ANNUAL SALARY – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

NON-TEACHING SALARIES - If the employee has a Salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the Schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.

SALARY – Enter Salary

NATIONAL CERTIFICATION NUMBER – Enter National Certification Number

ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)

EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)

SPECIAL ED

The Special Ed tab will only be enabled if the Employee's Schedule contains a Course with a Special Program Code of 5 (Special Ed Funding).

PRACTICE – Update the first two periods of the schedule that you have just entered with Special Education codes. Highlight the first period block on the schedule. Click on the ERASER icon to clear the period. Enter the Special Education code on the schedule provided. Note that a "5" Special Program code defaults to that field when the Special Education code is entered. Repeat this process for the second period.

> **SPECIAL ED.** – Click on the Special Ed. Tab. You must check at least one Disability. Check all Disabilities that apply to the students taught by the employee. Because the second Special Education course that you entered is after school Homebound, this teacher has more than 100% instructional time. Enter 108% in the INSTRUCTIONAL TIME MORE THAN 100% field. When this field has an entry you must enter an explanation in the LEA COMMENT section.
>
> If a grade 52 has been entered on the schedule, you must enter the number of 3 and 4 year olds and the total enrollment. Since MSIS populates student counts from the student's schedules, the 3 and 4-year-old count cannot be added until your district has had a successful Month 01 transmission.