MSIS

Personnel Monthly Report List

- *Personnel: Summer Program Detail Personnel Listing Report*

  If a school in your district teaches Summer School then data must be entered on the Summer Program Entry screen by June 30th for the Office of Accreditation. The report can be run for one school or all schools in a district. The report lists the employees entered on the Summer Program screen along with their certification data.

- *Personnel: General Schedule Listing*

  Employee Listing Report will be generated using the data provided by the District offices. This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. You must select a school. The report can only be run for one school at a time. 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".

- *Personnel: 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.

- *Personnel: Detail Personnel Listing*

  Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees from the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not. If the report generates more than 200 pages you may need to print 100 pages at a time. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS>PERSONNEL SNAP SHOT>DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.

- *Personnel: 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.

- *Personnel: Class Overload Report*

  The report can be run for one school or all schools in a district. This report only addresses enrollment in grades 01 - 04 (Standard 34.2). The report will show employee level, school level and district level deficiencies.

- *Personnel :Teacher Schedule Matching*

  The Students Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that match the teachers' schedules on period number , course code, term/semester, teacher SSN, and school year. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

- *Personnel: MAEP Approval Dates by District Name Report*

The report shows the Personnel Approval Date, MAEP Submission Date and Approval Dates for Vocational, SPED, and Gifted. If run for more than one district, the districts are listed in alphabetical order.

- *Personnel: MAEP Approval Dates by MAEP Submission Date Report*

  The report shows the Personnel Approval Date, MAEP Submission Date and Approval Dates for Vocational, SPED, and Gifted. If run for more than one district, the districts are listed in submission date order.

- *Personnel: Required Courses Report*

  The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).

- *Personnel: Accreditation Edit Report*

  The report can be run for one school or all schools in a district. This report addresses most standards, including some overloads. The report will show employee level, school level and district level deficiencies.

- *Personnel: Minimum Program TU Edit*

  The Teacher Unit Edit prints employees with all their personnel information and certificate information where applicable, and messages. You can select to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS>PERSONNEL SNAP SHOT>MINIMUM PROGRAM>TU EDIT.

- *Personnel: Teacher Schedule Not Matching*

  The Students Not Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that do not match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. The period number, course code, and term/semester printed on the report are from the student's schedule. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

- *Personnel: Minimum Program Selected Listing*

  The Minimum Program Selected Listing Report prints the employee name, M.P. Class, M.P. Percent, M.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS>PERSONNEL SNAP SHOT>MINIMUM PROGRAM>SELECT MP LISTING.

- *Personnel: TU Error List Report*

  The user can run the report for All programs, or select to run for Vocational, SPED, or Gifted only.