

**OFFICE OF TECHNOLOGY AND  
STRATEGIC SERVICES**

**MISSISSIPPI STUDENT  
INFORMATION SYSTEMS**

**PERSONNEL  
REFERENCE MANUAL**



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# 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](mailto: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

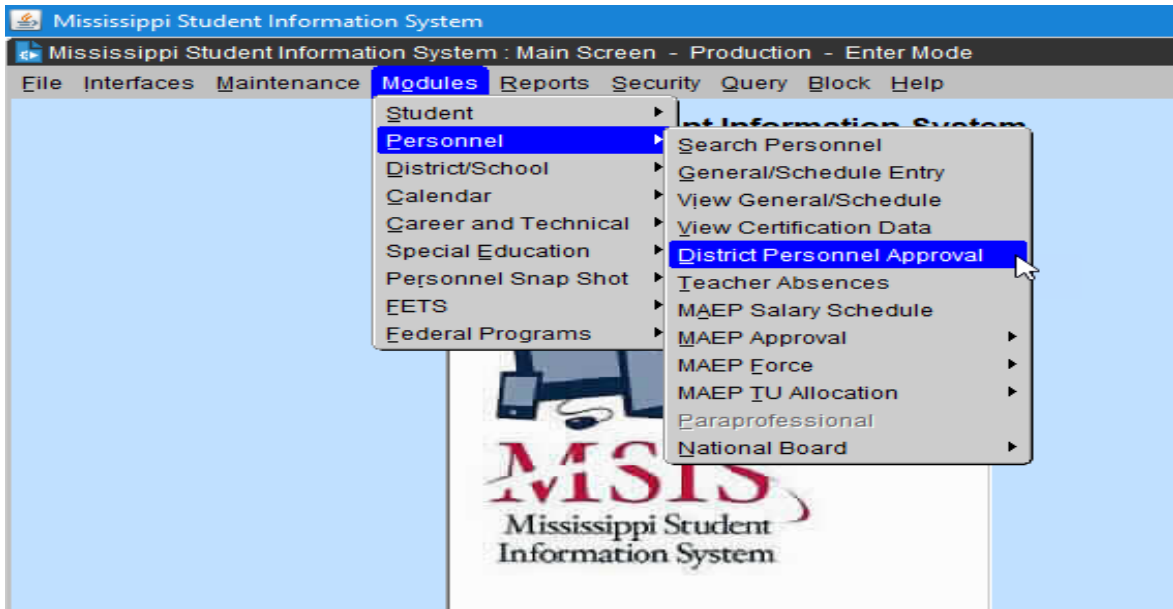
This manual can be downloaded and printed from the MSIS Information web page at MDE's Web Site (<http://www.mde.k12.ms.us/msis/resources.html>). Look under Personnel Public and click on Personnel Reference Manual (pdf). Course/Work Area Codes are not printed with this Reference Manual but are essential 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



The District Personnel Approval screen will allow authorized users to view the level of completion of Employee information that is needed for funding each year. This screen will indicate with a check mark if data exists for the following categories: District Data, Schedule, Salary, and Special Ed. These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have District Data, Schedule and Salary for the current School Year. A Sped Reqd check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen.

This screen allows the District Personnel Administrator to give final approval to the District's Personnel data before MDE begins processing the information. Once the District has given final approval, MDE's processing procedures will begin.

To access this screen click on MODULES> PERSONNEL> DISTRICT PERSONNEL APPROVAL. The first screen will default to your district and the current school year. Click on "EMPLOYEE ROSTER". 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

## MSIS PERSONNEL REFERENCE MANUAL

been entered on all of the required screens, the “DISTRICT PERSONNEL APPROVAL DATE” tab will be enabled. When this tab is selected, the current date will be entered as the Approval Date for the District’s Personnel Data.

After data has been entered on all of the required screens, the “PERSONNEL APPROVAL DATE” tab will be enabled. When this tab 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.

There are several reports that should be ran, see report section of this manual before/after your personnel is approved.

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.

**The MDE Final Approval Date is enter by the Mississippi Department of Education (MDE)**

District	Name	School Year	District Personnel Approval Date	Re Run Indicator	MDE Final Approval Date
0100	CENTRAL OFFICE	2019-2020			

SSN	Last Name	First Name	MI	School	Demographic Data	District Data	Schedule	Salary	Sped Req	Sped
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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.**



# GENERAL/SCHEDULE EMPLOYEE ENTRY FORM

The Detail Personnel Listing, referred to in this manual as the Detail Listing, is generated from MSIS. **It provides a detailed listing of data currently captured on active employee records.** A replica of the form, the General/Schedule Employee Entry Form, also known as the “**blank form**” can be used to capture data on new employees. The purpose of these forms is to uniformly collect data needed on each employee of the district. Examples of the forms are provided on the following pages.

Since the data provided on an employee may change from year to year, detail records should be verified for accuracy. If an error is detected in the printed data, draw a line through the data in error and write the correct response beneath or beside the field.

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**General/Schedule Employee Entry Form**

August 06, 2009  
AM

6120 - PEARL PUBLIC SCHOOL DIST

Monday, 10:00

GENERAL

First MI Last  
Name \_\_\_\_\_ SSN \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
Race \_\_\_\_\_  
Birth Date \_\_\_\_\_  
Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_  
Title I Bilingual \_\_\_\_\_ (Y/N)

Contract Employee \_\_\_\_\_ PERS Check \_\_\_\_\_ Contract Days \_\_\_\_\_ Major School \_\_\_\_\_

Years of Experience \_\_\_\_\_ District Time \_\_\_\_\_ Days Employed \_\_\_\_\_ Teacher Salary \_\_\_\_\_ Annual Salary \_\_\_\_\_ User Defined \_\_\_\_\_

SCHEDULE

Term/ Sem	Period Number	Course Code	Minutes	School Number	Grades		Students	Carnegie Units	Special Program	Schedule	
					Low	High				Type	Reserved

Period Number	Course Description	*Location

NON-TEACHING SALARIES

Course Code	Description	Salary	National Board Certificate #	Issue Date	Expiration Date

\*If C\* If course is vocational, determine location: school, district center, or vocational center.

# GENERAL/SCHEDULE ENTRY

All of the following data elements are entered from the MSIS Main Screen  
MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY tab.

The first set of general information is entered from the “EMPLOYEE” tab. The system will default to this tab after GENERAL/SCHEDULE ENTRY IS SELECTED.

## Employee

When this screen is accessed, it is in a “QUERY MODE”. You must query for the employee that you wish to enter. To query for an employee, enter the Social Security Number (SSN) in the appropriate field and click on the “FLASHLIGHT” icon at the top of the screen. You may query using the first and last name if you do not have the SSN. If the employee is in the system, all of the information will appear on the screen. The data should be verified for accuracy, and corrections made as needed. Next click on the “DISTRICT INFO” tab to continue data entry for the employee (see instructions below). If you get the message “QUERY CAUSED NO RECORDS TO BE RETRIEVED. REENTER, press the F4 key to clear the Query mode and enter data for the new employee as instructed below, beginning with the NAME field.

## Name

**(Required Field)** Indicate the first name, middle initial, and last name of the employee. If there is no middle name, the middle initial may be omitted. Check the Detail Listing for correct spelling of the name. If an error exists, or if there has been a name change due to marriage, divorce, or other circumstance, make the appropriate adjustment.

## Social Security Number

**(Required field)** Preferably using the Social Security Card as a reference, specify the SSN of the employee. The SSN should correspond to the SSN used on payroll records and to the SSN on the certificate of certified employees. Accuracy is particularly critical when the employee is certified, since the SSN input for the Personnel Record is compared to the SSN in the Certification File. If the two numbers do not match, it appears that the employee is not certified. Determine the valid SSN. Then check the Personnel Record for the valid SSN.

**If the SSN was incorrect,** the MSIS Personnel Coordinator should change the incorrect SSN district time and days employed to zero and change the roll employee to 'N' on the General Schedule Entry screen. Save the transaction. This must be change first. Then change the Status for the incorrect SSN to inactive. Save the transaction. Then enter the correct employee ssn on the General Schedule Entry screen.

If the employee with the incorrect ssn has been with **your district** for more than one year, then you must send a [District MSIS Record Change Documentation Form](#) and email it to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org).

If the SSN is incorrect on the certificate, the employee should be advised to contact EDUCATOR LICENSURE at (601) 359-3483 to request the appropriate adjustment to the Certification File.

Your District funding could be affected if the problem is not resolved. It may also result in an Accreditation audit finding.

## Race

**(Required field)** Verify data appearing in this field on the Detail Listing. Since many reports generated from personnel records are run to identify the race of employees, an error could distort reports for your district. Make adjustments as appropriate.

Ethnic data is classified in five categories:

- **Native American/Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Hispanic or Latino** - A person of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race. Hispanic refers to ethnic rather than race.
- **American Indian/Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Enter one of the following categories for the employee.

Race
Native Hawaiian/Other Pacific Islander
White
Black or African American
Hispanic/Latino
American Indian/Alaskan Native
Asian

## Ethnicity

Yes – If of Hispanic/Latino/Spanish origin  
 No – If not of Hispanic/Latino/Spanish origin

## Gender

Gender data is classified in two categories:

- **Male** - A person of the male gender.
- **Female** - A person of the female gender.

Enter one of the following categories for the employee.

<b>Gender</b>
Male
Female

## Birthdate

**(Required field)** Indicate the birth date of the employee. All eight digits of a birthday must be entered (for example: 06091973). There is an edit check if employee date of birth is older than 80 years.

## Years of Experience

**(Required field)** Specify the number of years the staff member was employed by an educational entity. The response must range between zero and forty (0-40). There is an edit check if years of experience are more than 40 years. MDE runs a procedure each year that adds one to the years of experience for all employees who had 100% District Time in the previous year. However, the years of experience should be verified by the district, and If an error exists, make appropriate adjustments to the record.

### 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 similar position while working for an educational entity. 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.

## Phone Number and Address

**(Optional field)** If the district opts to collect phone information, enter the home number of the employee. Place the area code in the designated area. Verify the address. If entering data in the field, provide the complete mailing address of the employee including the street number, apartment number, post office box, or route number, as applicable. Also specify the city, state and Zip Code.

The next set of data is entered from the “DISTRICT INFO” tab.

## Major School

**(Required field)** This field should contain the school number of the school in which the employee performs the majority of work or spends the majority of time. If you are unsure of the appropriate school number to use, contact your MSIS Personnel Coordinator for the proper response.

## Status

**(Required field)** The Status field defaults to "Active". Change Status to 'Inactive' only if an employee was entered incorrectly or if the employee was rolled by mistake and set Roll Employee to 'No'.

Do not change any Personnel to INACTIVE that **worked** during school year (old school year). Change the Roll Employee field to NO. This is all that you have to do before you Roll Personnel Employee District Data for School Year (new school year). If you accidentally changed the status to inactive for school year (old school year), please correct this by changing the status back to active.

For the districts that rolled personnel for school year (new school year) before making the change to school year (old school year) and you have personnel listed that will not be working in your school district this year (new school year), you will need to change their status from active to inactive.

You **only change** the status of an employee to inactive if they **do not work** any time (less than one day) in the current school year.

## Days Employed

**(Required field)** The valid range of responses to this field is 1-261. Indicate the number of days the employee is under contract, or agrees to perform an assignment for the school district. When the contract/agreement is stated in a period other than days, determine the actual number of working days. Holidays and weekends are not working days and should not be included in the count.

## Title I Bilingual

**(Required field)** This field defaults to "N". If the employee is Title I Bilingual, indicate with a "Y".

## Contracted Days After-Hours

**(Required Field)** This field defaults to "0" and should be updated only for the number of days the Special Education employee is contract to work after normal school hours.

## PERS

**(Required Field)** This field defaults to "N" and must be updated if the employee is retired and is receiving a check from Public Employees Retirement System.

## District Time

**(Required field)** The District Time is the percentage of the year, week, and day the employee works in the district. Valid responses to this field range between 1 and 100. Generally, persons employed during the entire calendar or school year is considered to have 100% District Time.

All non-certified employees who work for the duration of the school year, are considered to work 100% District Time if the job is considered full-time for that individual for the number of hours worked.

Employees who begin work after the official school-starting day must be reported with less than 100% district.

Employees who end employment prior to the official school closing date will have less than 100% district time.

To calculate the percentage of year / week / day worked for non-full time staff, apply the following formula:

$$(\text{PERCENT OF DAY}) \times (\text{PERCENT OF WEEK}) \times (\text{PERCENT OF YEAR})$$

(Periods/Day)                      (School Days/Week)                      (Days/Year)

EXAMPLES:

Mr. A teaches six periods a day, two days a week, for the year.

School	6		5		187
Mr. A	6/6	x	2/5	x	187/187=40%

Mrs. B. teaches two periods a day, three days a week, for the year.

School	7		5		187
Mrs. B	2/7	x	3/5	x	187/187= 17%

Mr. C teaches four periods a day, 5 days a week, for 1/2 year.

School	6		5		187
Mr. C	4/6	x	5/5	x	92/187=33%

Mr. D teaches six periods a day, 5 days a week, for 40 days.

School	6		5		187
Mr. D	6/6	x	5/5	x	40/187=22%

Give answers to the nearest whole percent.

## Roll Employee

**(Required field)** The Roll Employee field defaults to “Yes”. This field allows the user to indicate that an employee will be returning to the district the next school year. At the end of each school year a selection must be made as to which employees should be rolled to the next school year. The screen is accessed from MODULES> DISTRICT/SCHOOL> ROLL EMPLOYEE/SCHEDULE. Districts can roll starting July 1 of each new school year.

## User Defined Control Indicator

**(Optional field)** This field has been provided for school districts to collect data useful to the district. A series of 5 alpha or numeric characters may be designated to indicate the status of employee in any number of situations. An MSIS report can be run to list those employees designated by the User Defined field.

## Contract Employee

**(Required field)** This field will default to NA. The field should be changed to “sp” for those employees who are contracted to assist with Special Education Students and are not regular full time workers. For example, the district may contract with a hospital to provide therapist to work with Special Education students several days a week. The employee should be entered as any other employee with a schedule indicating the appropriate course/work area code. **THE SALARY ENTERED FOR THESE EMPLOYEES SHOULD ALWAYS BE ZERO.**

The following information is entered from 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 line must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment.

All teachers, who teach three or more periods daily must have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught. See Minutes section in this chapter for further guidance on Instructional Planning Time.

All teachers' schedules must indicate all of the subject areas being taught by that teacher. This includes elementary teachers that teach a self-contained class. The course code 851002 (Self-contained Elementary) is no longer a valid code. Subject area codes are available for these grades.

The Pre-Kindergarten code (651001) and the Kindergarten code (651002) are valid codes. The teacher's schedule should be reflected in one period block for the Pre-Kindergarten or Kindergarten class and one for the planning period.

Special Education subject area codes have also been provided for Special Education classes; however, if you do not give individual subject area grades to these students, the disability codes are still available for your use. Instructional Planning Time (851001) must be shown on the schedule in addition to these courses.

The Long Term Substitute will be employed as a new employee and calculate the district time and pay for the remainder of the school year. Please adjust the resigning employee salary to what she has received for the school year and adjust her district time and days employed. Roll "N" but leave her active. If the long term substitute is not licensed you cannot assign that course code to her schedule from the other teacher you will get an error stating she is not endorsed.

Also, use LS (Long Term Substitute) in the Reserved Code 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".

**Teacher schedules and student schedules must match in order for your month end files exported from your Student Administration Package to MSIS to be successful.**

## Term/Semester

**(Required field)** The term/semester should correspond to term/semester that the course is being taught. This field is necessary in order for MSIS to properly match student and teacher schedules. This will allow MSIS to populate the "Student Number" field on the teacher's schedule using the District's student data submitted from your school package. **IT IS VERY IMPORTANT THAT THE CODING IN THE STUDENT PACKAGE MATCH THAT ON THE TEACHER'S SCHEDULE.**

The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester or All Year
S2	Second Semester
T1	First Term



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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 1<sup>st</sup> semester and S2 for the 2<sup>nd</sup> 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	

**FOR A NORMAL SCHEDULE**, it is never necessary to enter the periods twice, once with S1 and again with S2, if the classes meet all year.

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 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

**(Required field)** The period number should correspond to the period number in the school day. There are sufficient period blocks to enter an employee’s entire schedule.

If the employee is a teacher, the **Period Number should correspond to the period number on the student’s schedule**. This may be the school period in which the course is taught or the work is performed. In circumstances where there is no established system of periods, i.e. non-teaching work assignments, beginning with the first block, indicate period “1”, and list the appropriate course/work area code and required data. Follow this procedure, increasing the period number by 1 until all work is represented.

When the teacher teaches either the same or a different subject at the same time of a day from one semester to the next, the period number remains the same. However the Term/Semester and Carnegie Unit field will designate the semester in which the subject is taught. Refer to the Carnegie Unit section of this chapter for an explanation of Carnegie Unit semester designations.

Period Numbers may be replicated if during a given period a subject is taught to two different grade levels. For instance, if 8th and 9th graders were in the same PE class course codes 340111 and 340113, respectively would be required. Therefore, two period block lines (one for 8th graders, the other for 9th graders) would be required to show the teacher's work assignment for the period. For grades 9 –12, the same practice would apply when regular and gifted students are in the same class. Using the same Period Number on two lines, indicate regular students and the appropriate course code on one line and the gifted students and the appropriate course code on the next line.

## Course

**(Required field)** Valid responses are listed in the Course/Work Area Codes Report, which can be printed from MSIS. In MSIS go to REPORTS> DISTRICT> COURSE/WORK AREA CODES, click on the "Traffic Signal" icon to run the report. To print the report, click on "File" and "Print".

The listing is organized in the following order:

- District
- School
- Vocational Support
- Gifted Education
- Pre-school
- Alphabetical listing by subject areas
- Special Education – Non-Teaching, Pre-School, Disability, Subject Area

Within each of the categories, courses are listed alphabetically under elementary, middle, and secondary headings.

Review the list to find the appropriate Course/Work Area Code to represent the course that is on the student's schedule or the work performed by the employee.

**If you are unable to find an appropriate code, call the Office of Accreditation (601 359-3764) for assistance in selecting the most appropriate code. In order to determine which course or work area code best describes the assigned duties, it may be necessary to submit a copy of the employee's job description to the Office of Accreditation for evaluation.**

## Minutes

**(Required field)** Valid entries for this field are 1-480. Minutes refer to the number of minutes per day allotted to each course/work area listed on the employee schedule.

## Modular Block Schedules

- 4 X 4 schedules - MSIS provides sufficient period blocks to enter all periods for both semesters including multiple planning periods (see "Reporting Minutes of Instructional Planning Time" below). The period number should correspond to the period number in the school day, which means that many schedules will properly reflect duplicate period numbers.
- **Note: If the school district is using a 4 X 4 Block Schedule or an A/B Block Schedule, the instructional minutes reported must be at least 94 minutes for courses designated with one Carnegie unit credit in order to comply with the accreditation standard for instructional time**

**PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS' INSTRUCTIONS.**

- AB schedules - AB indicates an alternating schedule on a two-week cycle. **Report the actual number of minutes for each class period.** It may be necessary to use a period number other than the ACTUAL period on the teacher and student's schedules.

### Prorated Minutes

Minutes may be prorated under the following circumstances:

- When an employee changes positions during the school term.
- When an employee's salary is divided between several funding sources.

If an employee is paid from special funds (Title I (1), Vocational Education (2), Special Education (5), Gifted Education (6), or Other (9)) and non-special funds, use at least one period block line to represent the work assignment paid from each of the funding sources relevant to that employee.

Prorate the Minutes per funding source, just as salaries are prorated. For instance, entries for a secretary who works eight hours per day and whose salary is paid 50% with Title I funds, 25% from special Education 92-142 funds, and 25% from District funds would be represented as follows:

8 hours x 60 minutes = 480 minute work day  
480 minutes x .50 = 240 minutes (Title I)  
480 minutes x .25 = 120 minutes (Special Education 92-142)  
480 minutes x .25 = 120 minutes (District funds)

### Reporting Minutes of Instructional Planning Time

- All teachers who teach three or more periods daily must have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught.
- For districts using modular/block scheduling, planning time for Special Education, Gifted, and Vocational teachers will be based on the regulations of these programs.
- **When using a 4x4 schedule, planning time for regular education teachers may be entered for each semester. Use Carnegie Unit (100 or 200) to indicate the appropriate semester.**

This does not preclude a vocational or regular education teacher from being involved in the Tech Prep prescribed "teacher as advisor" (Course Code 851006 - Seminar/Advisor period) activities in a district as long as that activity is not scheduled more than one period per week.

## School

**(Required field)** Valid entries are the school numbers for your district contained in the MSIS School Demographics File. If you do not have access to your district school numbers, contact your MSIS Personnel Coordinator or District Attendance Coordinator.

Respond to this field in each period block line in terms of the school where the work assignment (identified by the Course/Work Area Code) is performed. Employees may work at more than one school site. **Use school "001" for staff of the district administrative office.** An itinerant teacher is defined as a teacher who is either based at the district office and travels to various schools in the district to teach, teaches home bound students, or is out stationed at a non-public school. **If your District has itinerant teachers, use the school number where the course is being taught or where the student would attend if he or she were in school.**

The School Code allows Accreditation to determine which courses are taught at each school in the district.

## Grade Low/Grade High

**(Calculated Field for all Course/Work Area Codes)** For teachers, this field will be calculated based on the student schedules reported to MSIS. The student and teacher schedules match on Term/Semester, Period Number, Teacher's Social Security Number, MDE Course Code, and School Year to calculate the low-high grade for each teaching course code on the schedule. It is very important that the student and teacher schedules are entered correctly. For all non-teaching codes, the system will default a low-high grade.

## Students

**(Calculated ONLY FOR TEACHING COURSE CODES)** This field will be calculated based on the student schedules reported to MSIS. The student and teacher schedules match on Term/Semester, Period Number, Teacher's Social Security Number, MDE Course Code, and School Year to calculate the student count for each teaching course code on the schedule. It is very important that the student and teacher schedules are entered correctly. Non-teaching codes do not require a student count.

## Carnegie Units

**(Required field)** The Carnegie unit is a standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding a Carnegie Unit indicates that the district has provided the equivalent of 140 hours of instruction in regular and laboratory classes during the school year.

Although Carnegie Units are only earned in grades 9-12, exceptions to Carnegie unit credit being limited to grades 9-12 include the following courses taught in the 8<sup>th</sup> grade: Algebra I, Computer Discovery, Geometry (pilot basis only in approved districts), Pre-Algebra, and Transition to Algebra.

The coding structure provides semester indicators. Semester indicators are represented as the first digit of the Carnegie Unit. A zero (0) means a course is a yearlong duration. A one (1) means the course is taught first semester. A two (2) means the course is taught second semester. This system allows non-Carnegie Unit courses taught on a semester basis to be represented on the teacher's schedule. Use "000" in this field for all non-teaching Work Area codes. **PLANNING PERIOD**, course code 851001, also has valid Carnegie Units of 100 and 200 to indicate the semester or, in the case of AB schedules, 100 for A days and 200 for B days. **It is also acceptable to just put ONE planning period when a teacher does not have more than one planning time in a single day.**

For 4X4 schedules, a 9-week period may be equivalent to a semester and a half unit of credit. It should be indicated on the schedule with a Carnegie Unit of 105 or 205 as appropriate. This procedure should be repeated for the second half of the year.

The following are valid Carnegie Unit options. Select the most appropriate response.

<b>CARNEGIE UNITS</b>	<b>DESCRIPTION</b>
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

**(Required field)** Special Program Codes are used to indicate that all or part of the employee’s salary is paid from federal or special state funds. The coding scheme is listed below.

<b>SPECIAL PROGRAM CODE</b>	<b>DESCRIPTION</b>
0	No special funds, MAEP funded
1	Title I funds
2	Vocational Education funds
5	Special Services funds
6	Gifted Education funds
9	Other Special funds

Vocational Education funds, represented as “2”, include all vocational classes or positions approved by the Mississippi Department of Education.

Special Education and Gifted Education funds, represented as “5” and “6” respectively, are used only for those teachers who are approved by the Mississippi Department of Education for funding from the State.

Other Special funds, represented as “9”, include Non-teaching Special Education positions, 92-142, JTPA, and other special programs.

When a Special Program Code is repeated in all period blocks of the schedule for courses taught, repeat it for Instructional Planning Time (Course Code 851001).

## Schedule Type

**(Required field)** - This field will default to the schedule type entered for the school. **If the schedule type is different from the default, select the appropriate schedule type.**

Valid schedule types are:

<b>SCHEDULE TYPE</b>	<b>DESCRIPTION</b>
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version
Normal schedule	7 Periods
Normal schedule	6 Periods
Normal schedule	8 periods

## Reserved

**(Optional field)** This field is reserved and may vary from one school term to the next. The field is used to indicate special situations for which any of the special indicators would apply. If none of the conditions apply to the employee you are entering, leave the field blank.

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.
02	Pre-Kindergarten ages 0-2 only, (Grade 52 ONLY). This code is used exclusively for Special Education staff that works 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. <b>DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".</b>
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. <b>Never</b> put both a 1 and SW.

## Time Frame Taught

**(Required field)** 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

## Student Counts by Grade

This feature is for information purposes only and requires no action by the user. When a period block that has a student count is highlighted, the grades of the students in that class will be indicated in the grade boxes at the bottom of the screen.

## Salary

The following information is entered from the “SALARY” tab.

### Teacher Salary

**(Required field if an employee's schedule contains any teaching codes)** The only person who has rights to this screen is the District Personnel person. School level people will not have rights to the Salary Screen.

Valid responses to this field are 0-250000. If an employee's schedule contains any teaching codes, the annual contracted **TEACHING SALARY**, before deductions, to the nearest dollar should be reported in the "Teaching Salary" field. The salary reported does not include fringe benefits.

One group of teaching codes, namely “DISTANT LEARNING” may have a class of students monitored by non-teaching personnel, i.e., Assistant Teacher. In this case, the Teaching Salary should be entered as zero. The Assistant Teacher code should be on the schedule and the salary should be entered for that code in the non-teaching salary field.

If the district does not pay an employee of the district, enter 0 to indicate the salary is paid by another source (i.e. another district or private firm). Use the same procedure if the employee works for a “special public school” or a non-public school.

An Annual Salary must be calculated for hourly employees. Apply the following formula:

$$\begin{aligned} \text{Hours Worked Daily} \times \text{Days Worked Per Year} &= \text{Hours per Year} \\ \text{Hours per Year} \times \text{Hourly Rate of Pay} &= \text{Annual Salary} \end{aligned}$$

### Annual Salary

**(Computed field)** Verify that the computation at entry time is correct. When an employee works in more than one position, the salary for each position is reported separately. The system will calculate the total annual salary and put that amount in the "Annual Salary" field.

## Non-Teaching Salary

(Required field if an employee's schedule contains any non-teaching codes) The salary and the course code for each non-teaching position should be reported in the "Non-Teaching Salary" area. Please note that if an employee's salary is being paid from more than one funding source for the same position, the position may be listed twice on the schedule, but the code will appear only once in the "Non-teaching Salary" area.

## Special Education

**ENTRIES TO THIS SCREEN CAN NOT BE MADE THEY WILL BE POPULATED AFTER the District student data has been approved for the Month.**

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 187 A  
 Total Number Instructional Minutes Per Day 150 B  
 Total Number After Hours Contract Days C  
 Total Number After Hours Instructional Minutes Per Day 0 D

Formula for computing Instructional Time more than 100%:

Students LEA Comments

Total 3 and 4 Year Olds 0  
 Total Enrollment 0  
 Instructional Time More Than 100%

See a sample Special Education Employee Entry Form next.

**More than 100% Instructional Time - MSIS will calculate this value for the teacher using the following:**

- Total Number of regular minutes contract days - MSIS will be pull from the Days Employed data field on the District Info tab (A)
- Total number of instructional minutes per day - MSIS will calculate from the teacher's schedule (B)
- Total number of after hours contract days – MSIS will pull from the data field on the District Info tab (C)



- Total number of after hours instructional minutes per day - MSIS will pull minutes for the period with AS (After School) under the reserved field (D)

EXAMPLE:  $((A * B) + (C * D)) / (E + F)$

180 X 330 (A & B) = 59,400 (E)

90 X 60 (C & D) = 5,400 (F)

$(E + F) / E = 64,800 / 59,400 = 1.09$  or 109% (Instructional Time More than 100%)

## Total 3 and 4 Year Olds

**(Required if Grade 52 and 3-4 year olds are served)** – This field is populated from your Monthly Student Data files.

**ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED AFTER the District student data has been approved for the Month.**

15. 3 and 4 year olds in grade 52:

## Total Enrollment

(Required if Grade 52 is reported as *the Low or High Grade* for a *Course Code* with a *Special Program Code* of '5') – This field is populated from your Monthly Student Data files.

**ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED AFTER the District student data has been approved for the Month.**

## Instructional Time More Than 100%

Applying the formula above, the field is automatically calculated based upon the District Info Screen (TOTAL CONTRACTED AFTER-HOURS field) and the Schedule entries.

## LEA Comments

No longer required.

# General/Schedule SPED Employee Entry Form

## General/Schedule Special Education Employee Entry Form

August 6, 2009

6120 - PEARL PUBLIC SCHOOL DIST

Monday 10:00 AM

### GENERAL

First	MI	Last	SSN
Name	_____	_____	_____
Address	_____	_____	Phone (____) _____
_____	_____	_____	Major School _____
_____	_____	_____	_____

### SPECIAL EDUCATION

#### Disabilities


Total  
3 and 4  
Year Olds

Total  
Enrollment

Instructional  
Time More  
Than 100%

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### L E A Comment


# DISTRICT TEACHER SALARY SCHEDULES

District Teacher Salary Schedules must be entered into MSIS. This function has been assigned to the MSIS Personnel Coordinator. To access the District Teacher Salary Schedule Screen go to MODULES> DISTRICT/SCHOOL> DISTRICT PAY SCALE. You are to enter the **TOTAL SALARY** paid to teachers by your district for each of the years of experience and Certificate type (A, AA, AAA, and AAAA). Total Salary means the amount of the State salary Schedule Plus the amount that your district adds to that total. The data from this screen will be used by MDE to calculate the average district supplement paid by each district in the State. **You must enter an amount greater than or equal to the MP Pay Scale amount.**

Mississippi Student Information System  
 Mississippi Student Information System : District Pay Scale - Production - Enter Mode  
 File Interfaces Maintenance Modules Reports Security Query Block Help

Districts District Pay Scale

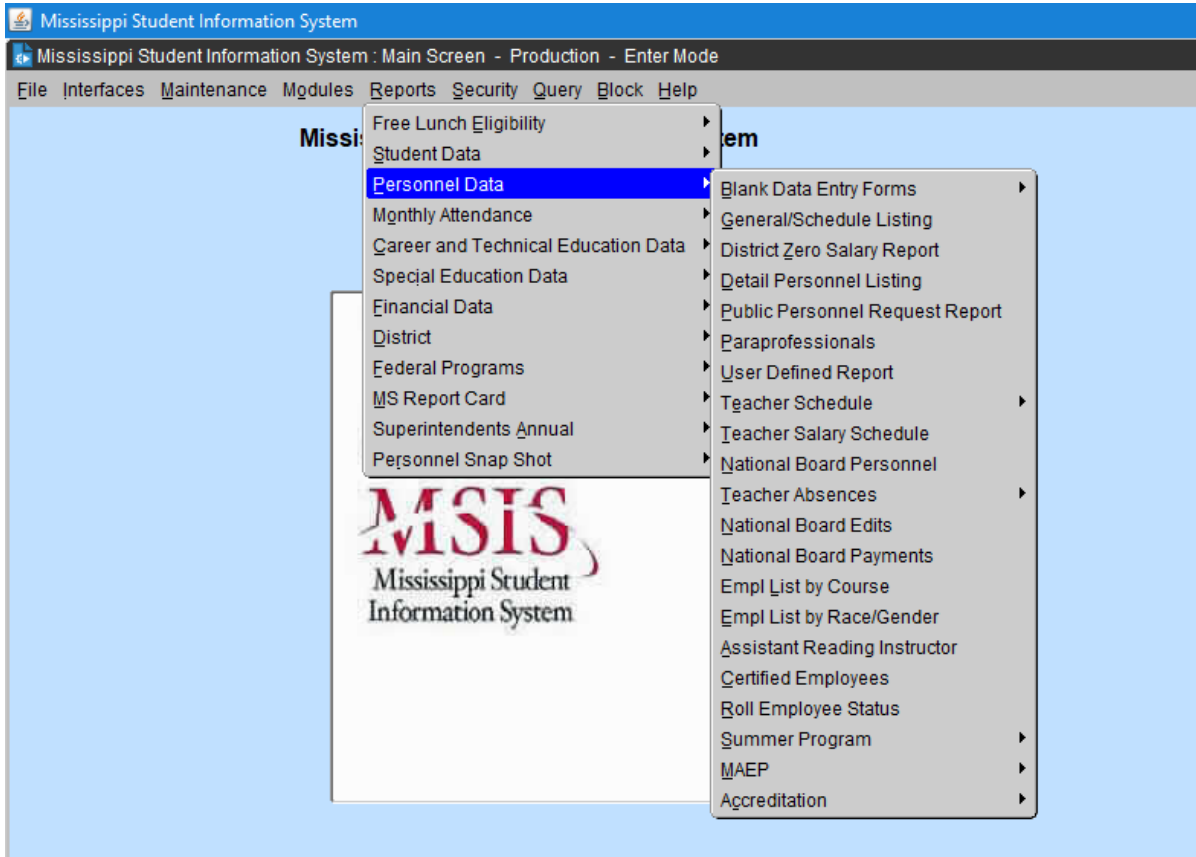
Mississippi Student Information System  
 District Pay Scale

School Year  
 2019-2020 4820 ABERDEEN SCHOOL DIST

	A	AA	AAA	AAAA
0	0	0	0	0
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0

# PERSONNEL REPORTS

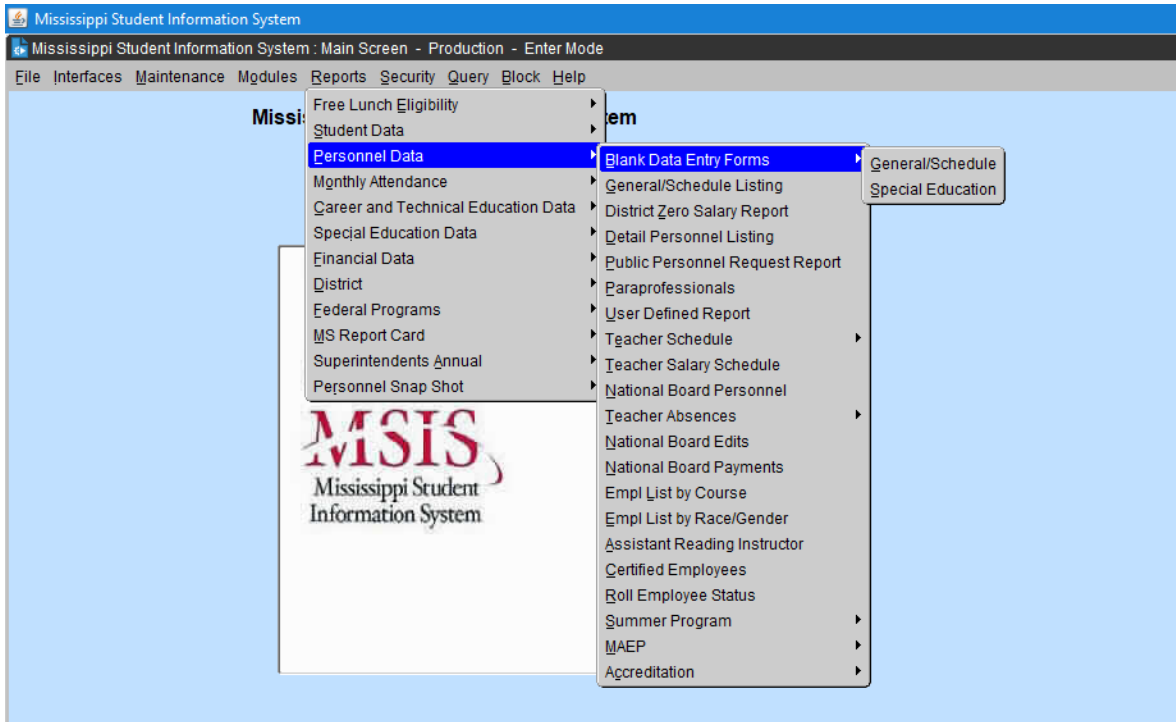
MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. The user's security rights will determine what reports the user can run.



There are several Personnel reports available in MSIS for users with the District Personnel role.

## Blank Data Entry Forms

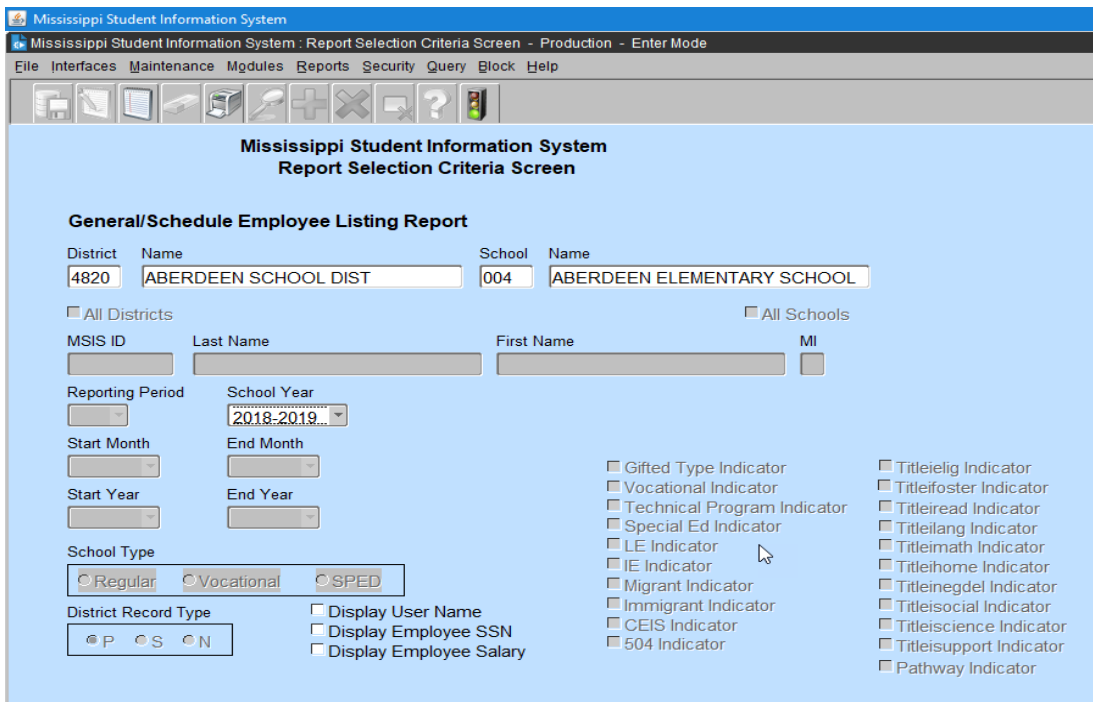
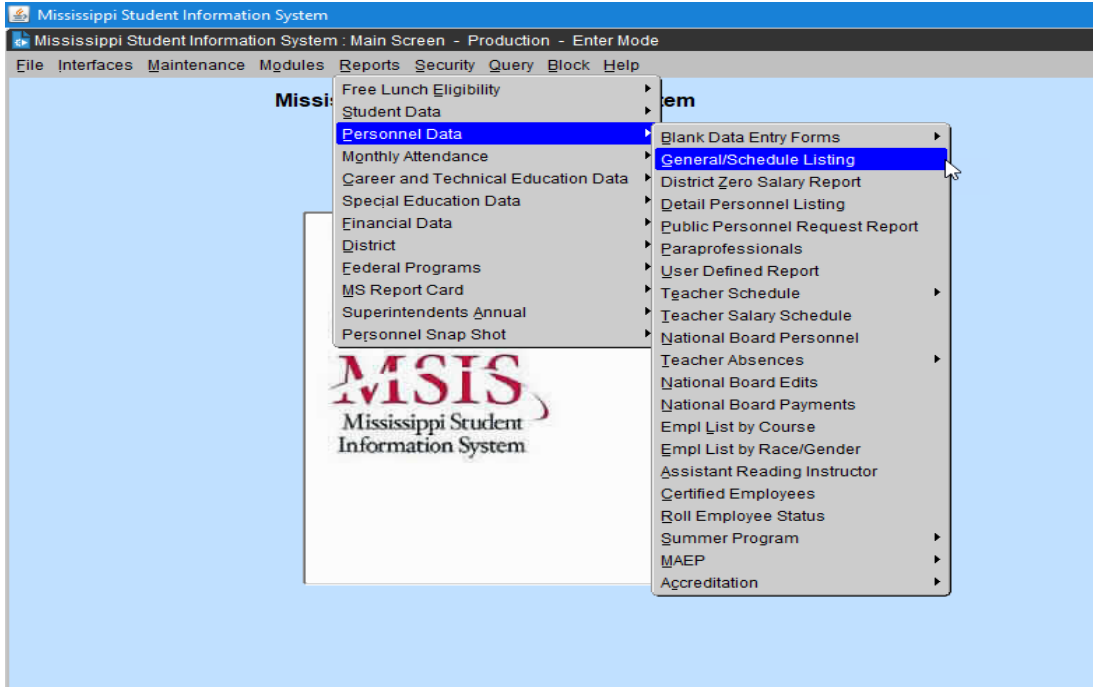
The blank Personnel forms have all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use these forms to collect data for the employees in the district.



There are two Blank Data Entry Forms, General/Schedule and Special Education. Examples of these two reports are in the Personnel Reference Manual on pages 5 and 21. These reports can be used to collect data on new employees.

# General Schedule Listing Report

This report can only be run for one school at a time. The user can choose whether to print the Employee SSN and/or Employee Salary on the report.



Click in the box to print Employee SSN or Employee Salary on report.

**MSIS PERSONNEL REFERENCE MANUAL**

General/Schedule Employee Listing Report 2008-2009	MSIS
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August 3, 2009 Page 6 of 42  
 Monday , 01:08 P.M.

4820 - 004 ABERDEEN ELEM

**GENERAL**

	First	MI	Last	SSN	XXX-XXX-0687		
Name	SUSAN		BURKS	Phone	(662)257-1552		
Address	52462 Hwy 278			Race	White		
	Caledonia, MS 39740			Birthdate	04/15/69		
				Sex	Female	Ethnicity	N
				Title I Bilingual	N (Y/N)		
Contract Employee		PERS Check	N	Contract Days For After Hours	0	Major School	4820-004
Years of Experience	District Time	Days Employed	Teacher Salary	Annual Salary	User Defined	Employee Status	
1	100	187	XXXX	XXXX	C	Active	

**SCHEDULE**

Term/ Sem	Period Number	Course Code	Minutes	Sch Num	Grades		Students	Carnegie Units	Special Program	Schedule Type	Reserved
					Low	High					
S1	1	651002	45	004	64	64	0	000	0	NM	
S1	2	239901	90	004	64	64	0	000	0	NM	
S1	3	851001	45	004	62	01	0	000	0	NM	
S1	5	651002	45	004	64	64	0	000	0	NM	
S1	6	651002	45	004	64	64	0	000	0	NM	
S1	7	279901	45	004	64	64	0	000	0	NM	
S1	8	651002	45	004	64	64	0	000	0	NM	

Period Number	Course Description	*Location
1	KINDERGARTEN	
2	LANGUAGE ARTS- GRADES K-6	
3	INSTRUCTIONAL PLANNING TIME	
5	KINDERGARTEN	
6	KINDERGARTEN	
7	MATHEMATICS- GRADES K-6	
8	KINDERGARTEN	

**NON-TEACHING SALARIES**

Course Code	Description	Salary	National Board Certificate #	Issue Date	Expiration Date

This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. The report prints at least one page per employee. If the employee has more than 8 periods on their schedule, the schedule will continue on to a second page. 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".





MSIS PERSONNEL REFERENCE MANUAL

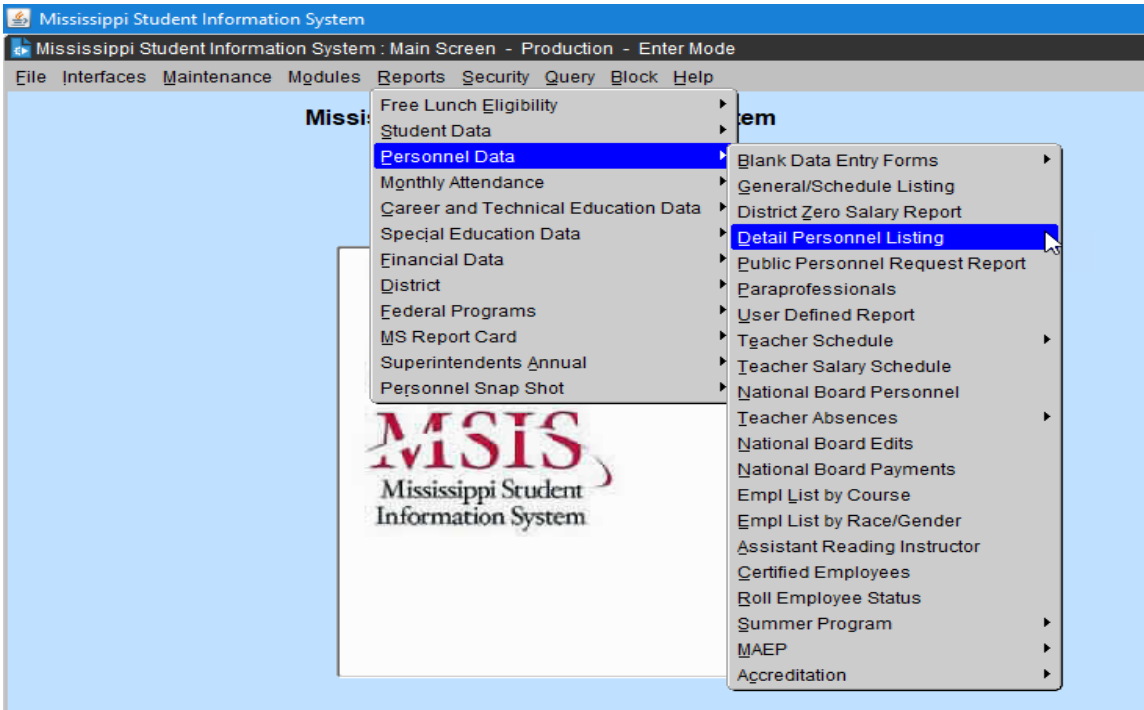
DHOLLOWAY District Zero Salary Report MSIS

December 11, 2018  
Tuesday , 08:12 A.M.

Page 1 of 1

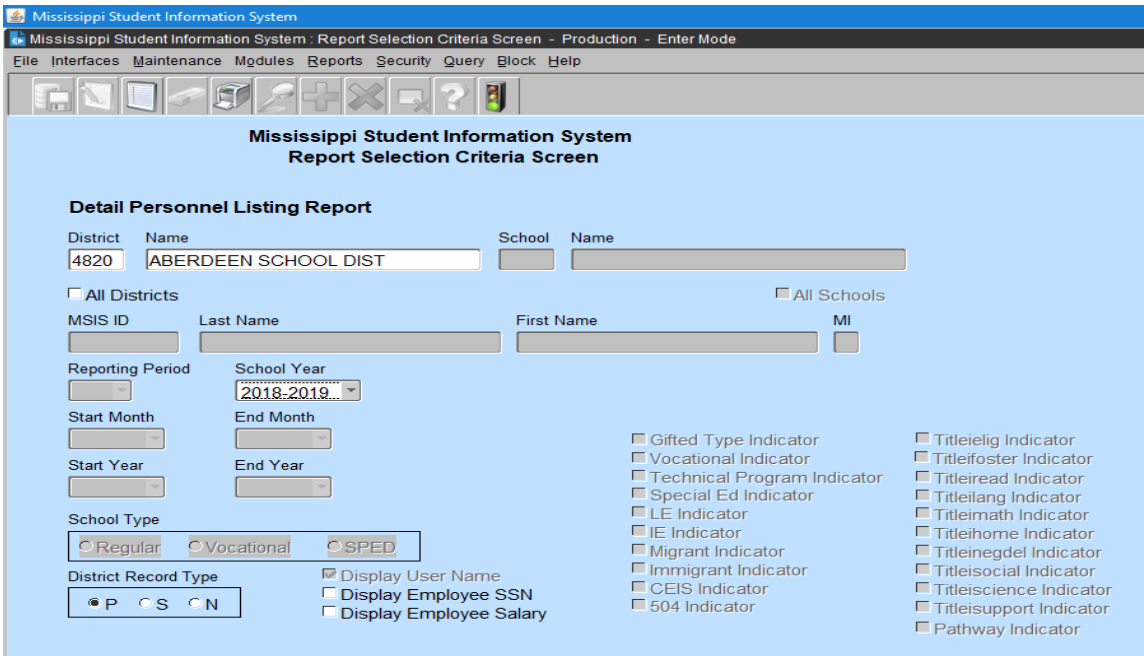
District 4420		COLUMBUS MUNICIPAL SCHOOL DIST					
SSN	Firstname	Lastname	Teacher Salary	Annual Salary	Contract Employee	District Time	Days Employed
			0	15590		100	187
			0	0	DC	100	187
			0	0	SP	100	187
			0	0	DC	100	187

# Detail Personnel Listing Report



This report is run for all schools in the selected district.

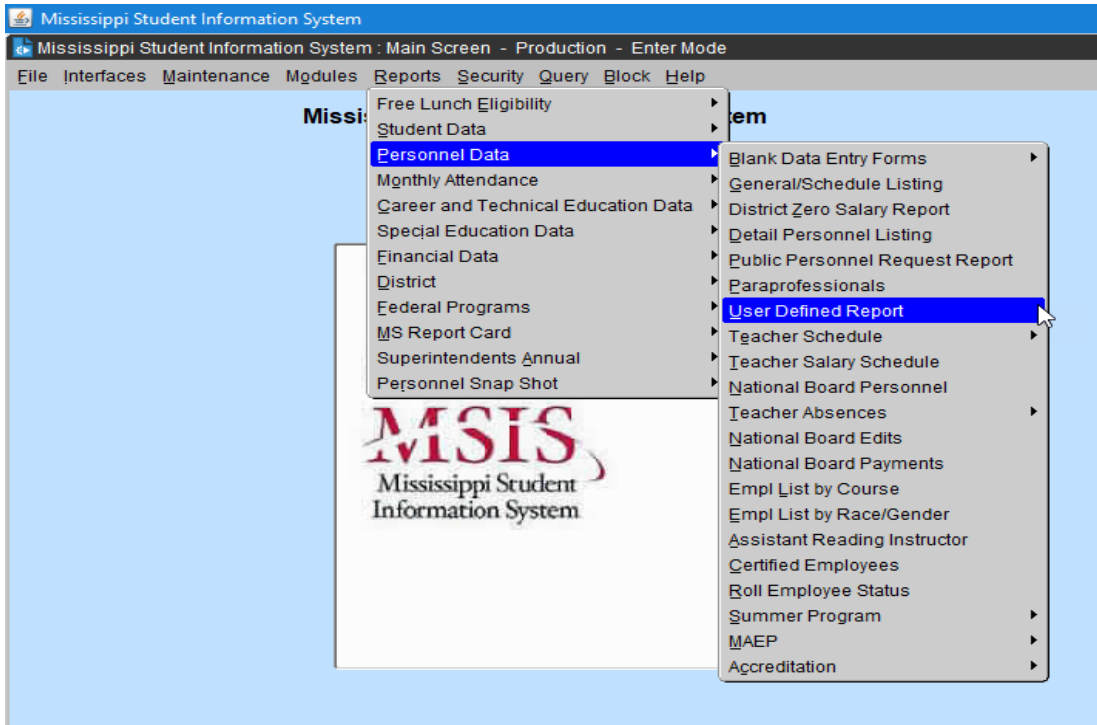
The report prints all employees for the district with all personnel data and certification data where applicable. If the report generates more than 200 pages you may need to print 100 pages at a time.



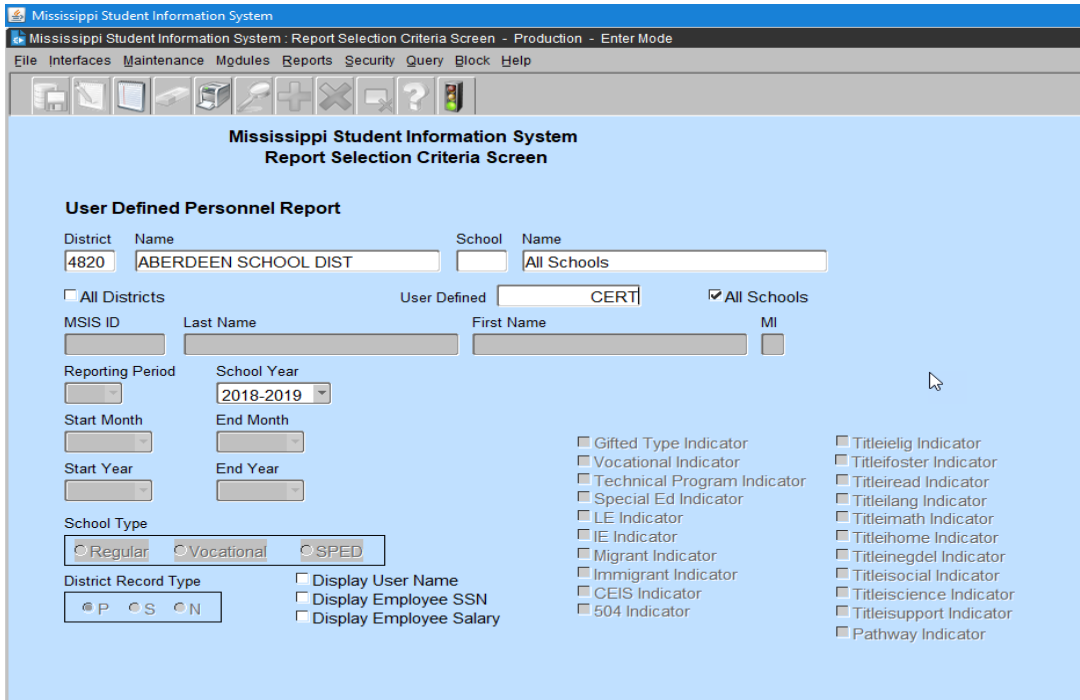
Click in the box to print Employee SSN or Employee Salary on report.



# 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.



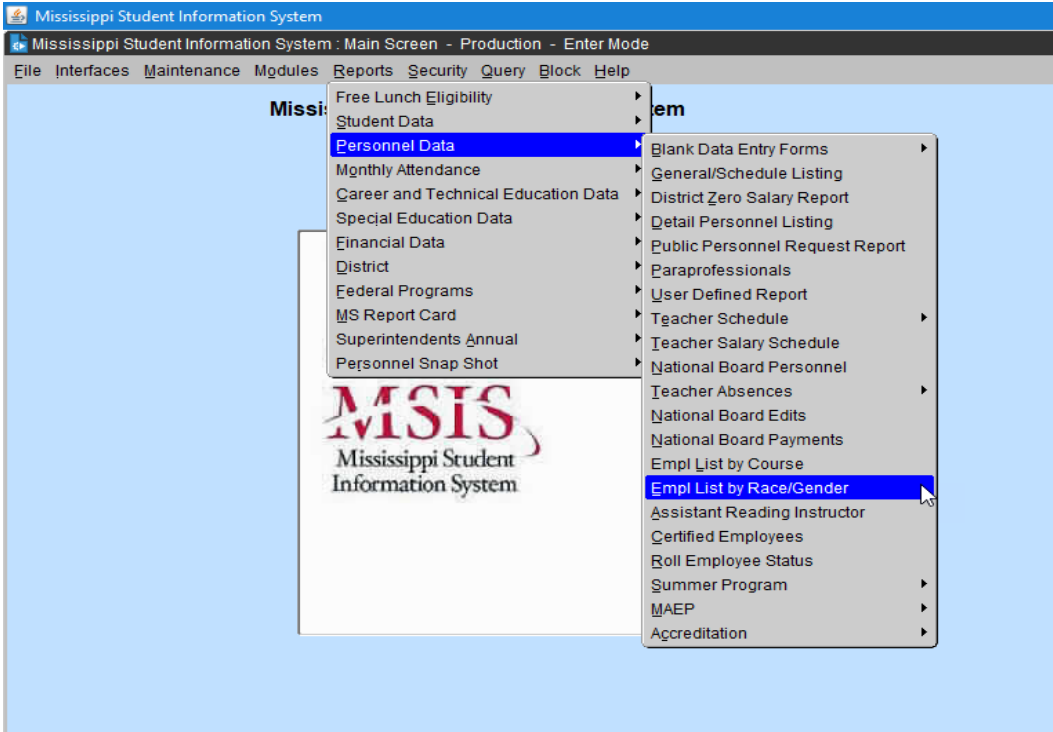
In this example the district has entered CERT in the User Define field on all of their certified employees.

# MSIS PERSONNEL REFERENCE MANUAL

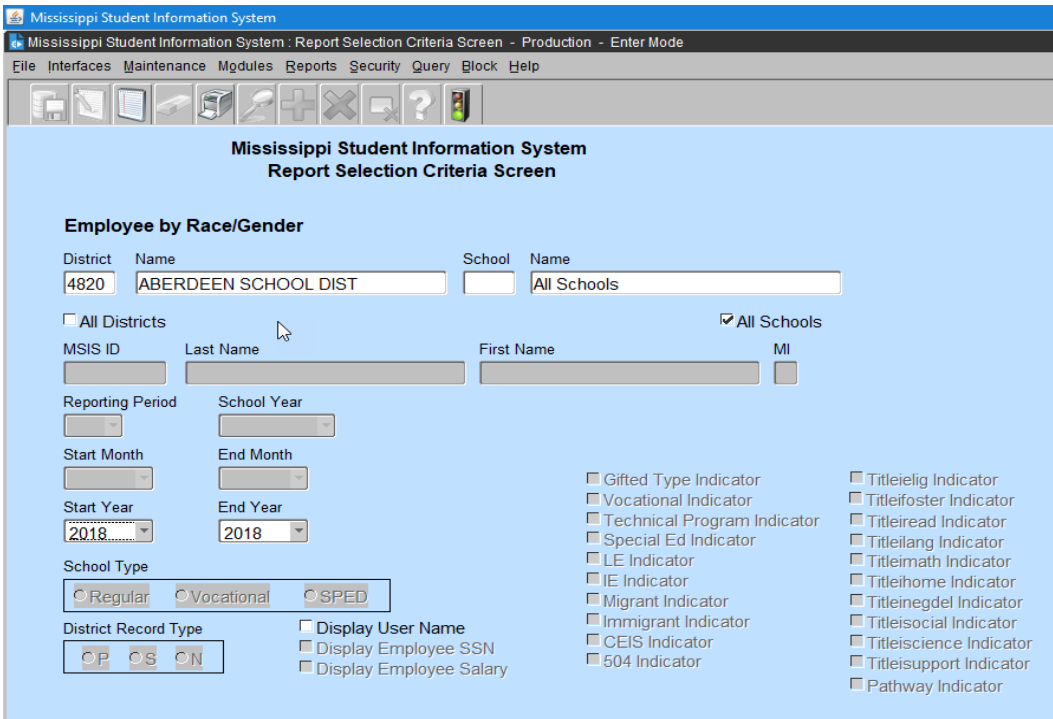
The report lists all employees that meet the criteria entered in the User Defined box.

USER DEFINED REPORT							
2005 - 2006						MSIS	
August 18, 2006 Friday, 11:10 AM				Page 1 of 24			
NAME	SCH	R A C E	YR EX AP R S	D T I I S M T E	D E A M Y L O Y E	ANNUAL SALARY	USER DEFINED
SCHOOL DIST							
SCHOOL DIST							
	XXX-X	WF	5	100	187	XXXX	Cert
	XXX-X	WF	15	100	180	XXXX	Cert
	XXX-X	WF	31	100	187	XXXX	Cert
	XXX-X	WF	12	100	180	XXXX	Cert
	XXX-X	WF	30	100	187	XXXX	Cert
	XXX-X	WM	4	100	187	XXXX	Cert
	XXX-X	WF	17	100	187	XXXX	Cert
	XXX-X	WF	4	20	36	XXXX	Cert
	XXX-X	WF	13	100	187	XXXX	Cert
	XXX-X	WF	1	20	36	XXXX	Cert
	XXX-X	WF	24	100	187	XXXX	Cert
	XXX-X	WF	3	100	187	XXXX	Cert
	XXX-X	WM	13	100	180	XXXX	Cert
	XXX-X	ASF	2	100	187	XXXX	Cert
	XXX-X	WF	4	100	240	XXXX	Cert
	XXX-X	WF	13	100	180	XXXX	Cert
	XXX-X	WF	4	20	36	XXXX	Cert
	XXX-X	WM	22	100	240	XXXX	Cert
	XXX-X	WF	18	100	187	XXXX	Cert
	XXX-X	WM	32	100	240	XXXX	Cert
	XXX-X	WM	19	40	74	XXXX	Cert
	XXX-X	WM	27	100	217	XXXX	Cert
	XXX-X	WF	7	100	187	XXXX	Cert
	XXX-X	WF	7	100	187	XXXX	Cert
	XXX-X	WF	23	100	207	XXXX	Cert
<b>SCHOOL TOTAL</b>						<b>25</b>	

# 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.



# MSIS PERSONNEL REFERENCE MANUAL

## Employees Race/Gender Report

2008 - 2009

August 3, 2009

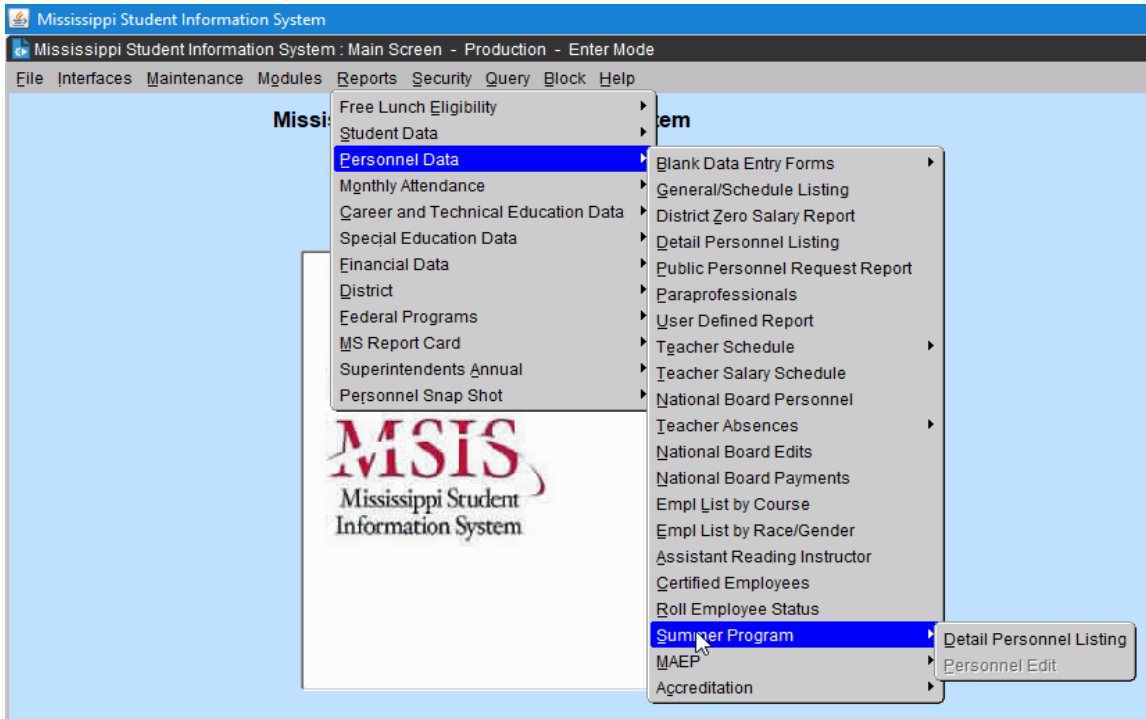
Page 1 of 1

4820 ABERDEEN SCHOOL DIST		B	W	B	H	W	School
Race Code:							
Gender		Female	Female	Male	Male	Male	Total
001	ABERDEEN SCHOOL DIST	34	14	8	0	8	64
004	ABERDEEN ELEMENTARY SCHOOL	19	18	3	0	0	40
008	ABERDEEN HIGH SCHOOL	20	16	11	1	8	56
012	ABERDEEN MIDDLE SCHOOL	13	11	2	0	3	29
020	PRAIRIE ELEMENTARY SCHOOL	7	5	0	0	1	13
024	SHIVERS JUNIOR HIGH SCHOOL	11	9	7	0	6	33
028	BELLE ELEMENTARY	6	20	1	0	1	28
092	ABERDEEN LEARNING CENTER	5	1	0	0	2	8
Total		115	94	32	1	29	271

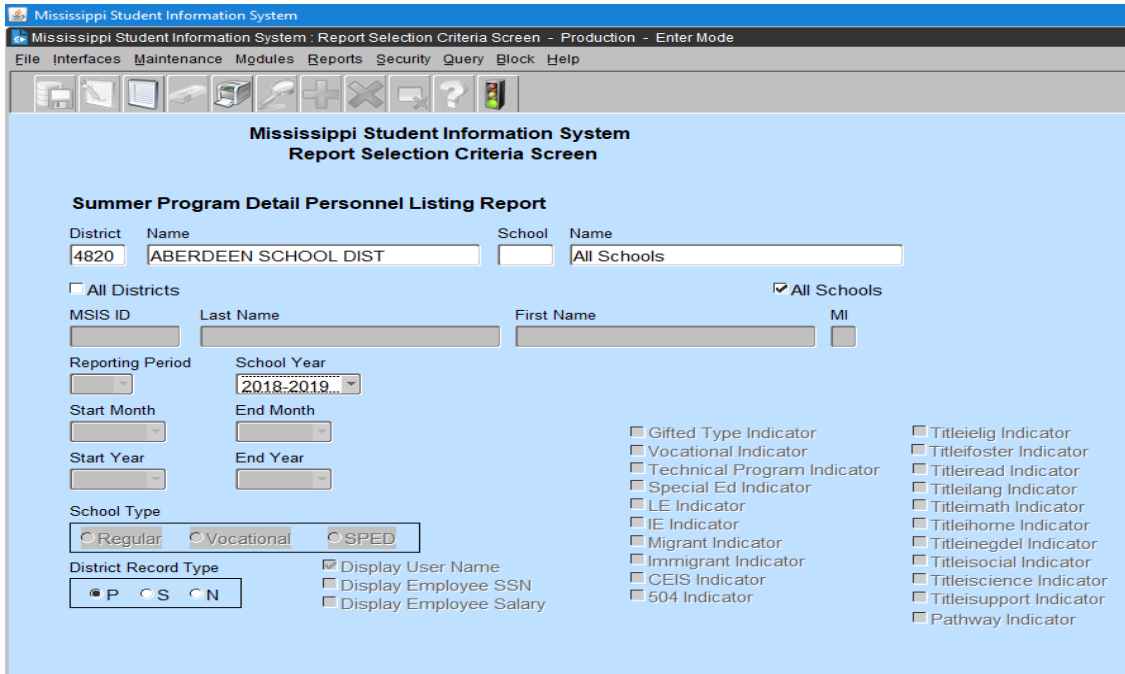
**Race Code Description:**

AS - Asian	NA - Asian
B - Black or African American	PI - Native Hawaiian or Pacific Islander
H - Hispanic or Latino	W - White

# 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 30<sup>th</sup> for the Office of Accreditation.

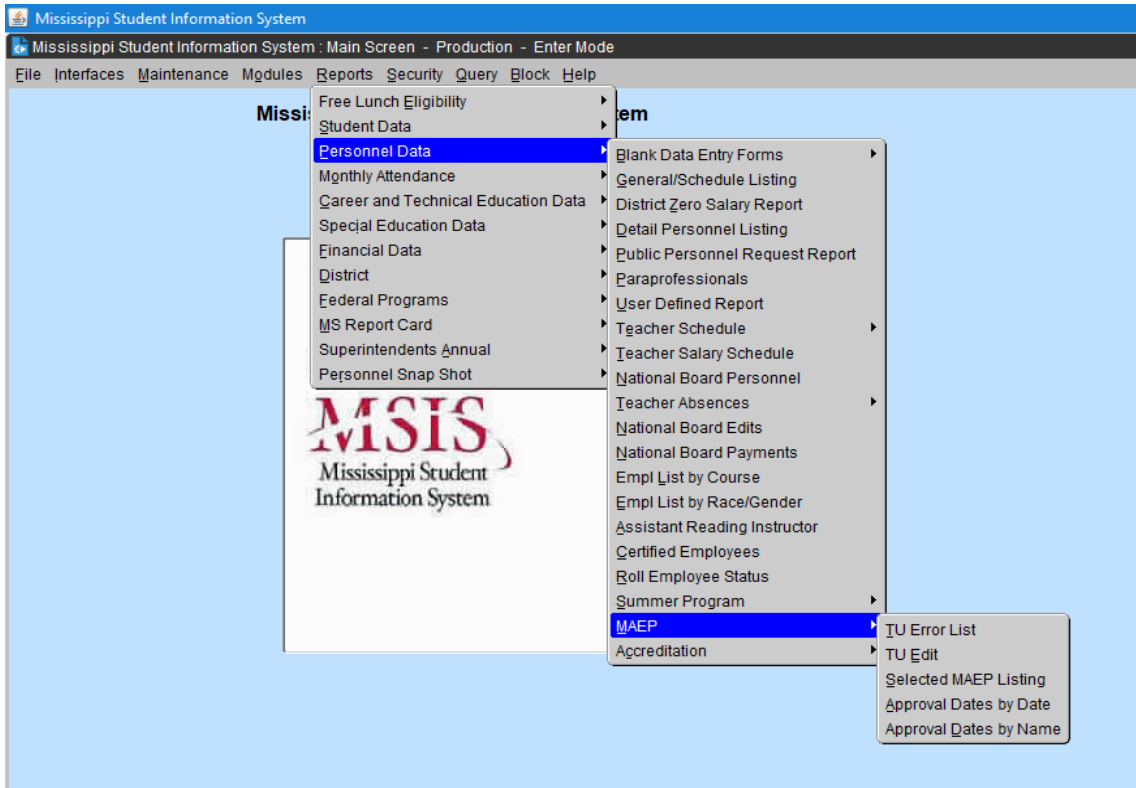


The report can be run for one school or all schools in a district.





# MAEP Reports



There are several MAEP reports in MSIS. These reports should be run once the district has cleared Month 01 and the district has approved their personnel using the District Personnel Approval screen. The MAEP procedure will run each night until the Personnel cutoff in December. The district should run these reports after the MAEP procedure has been run to check that the data submitted for MAEP is correct.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day and the MAEP submission status will change to PENDING for re-run of the MAEP procedure at night. Once the procedure runs again then these reports can be run again to check the data.

# TU Error List Report

**Mississippi Student Information System**  
**Report Selection Criteria Screen**

**Error List for Allocation of MAEP Teacher Units**

District: 4820 | Name: ABERDEEN SCHOOL DIST | School: | Name: |

All Districts |  All Schools

MSIS ID: | Last Name: | First Name: | MI: |

Reporting Period: | School Year: 2018-2019 | Program Type: All (dropdown menu showing Vocational, SPED, Gifted)

Start Month: | End Month: | Start Year: | End Year: |

School Type:  Regular  Vocational  SPED

District Record Type:  P  S  N

Display User Name  
 Display Employee SSN  
 Display Employee Salary

- Gifted Type Indicator
- Vocational Indicator
- Technical Program Indicator
- Special Ed Indicator
- LE Indicator
- IE Indicator
- Migrant Indicator
- Immigrant Indicator
- CEIS Indicator
- 504 Indicator
- Titleelig Indicator
- Titlefoster Indicator
- Titlelead Indicator
- Titlelang Indicator
- Titlemath Indicator
- Titlehome Indicator
- Titleegdel Indicator
- Titleisocial Indicator
- Titleiscience Indicator
- Titleisupport Indicator
- Pathway Indicator

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

**ERROR LIST FOR ALLOCATION OF M.A.E.P. TEACHER UNITS**  
 2005 - 2006

MISSEJ | MSIS  
 August 18, 2006 | Page 1 of 1  
 Friday, 09:27 AM

! SCHOOL DIST

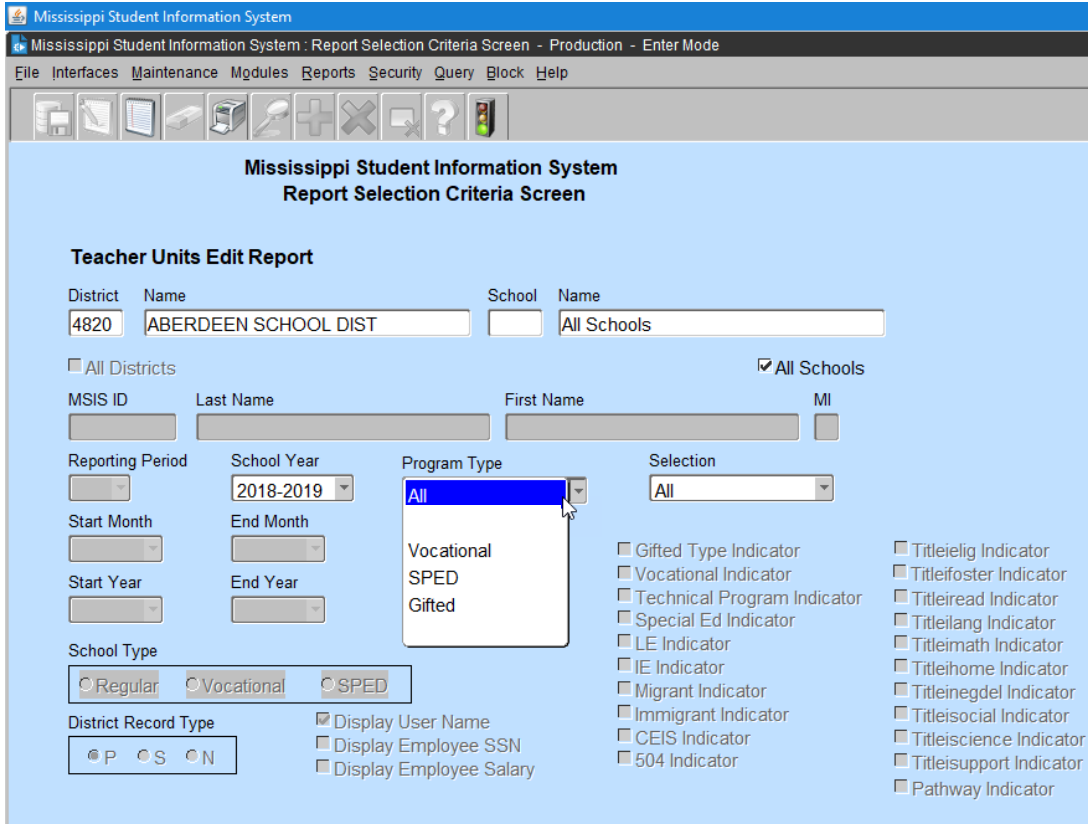
**NOT ENOUGH TEACHER UNITS**

PROGRAM TYPE	TEACHING UNITS (T.U.)	ACTUAL T.U.	T.U. REMAINING	T.U. CHECK
REGULAR	0.00	86.93	-86.93	NOT ENOUGH T.U.
VOCATIONAL	2.25	2.25	0.00	ENOUGH T.U.
SPECIAL ED.	21.45	21.45	0.00	ENOUGH T.U.
GIFTED	2.69	2.69	0.00	ENOUGH T.U.
- INTELLECTUALLY		2.00		
- ACADEMICALLY		0.00		
- ARTISTICALLY		0.69		
- CREATIVELY		0.00		

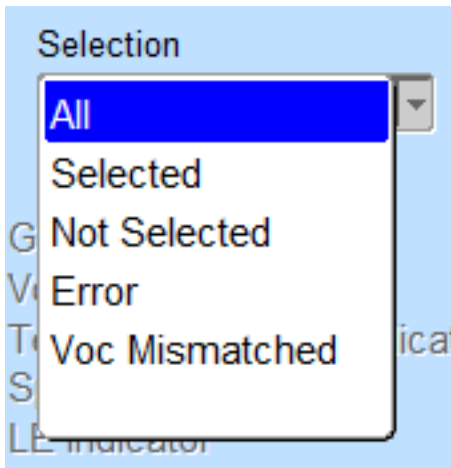
END OF REPORT

# Teacher Units Edit Report

This report prints each employee with all their personnel information and certificate information where applicable, and error messages.



The user can select to run for All program types, or select to run for Vocational, Sped, or Gifted programs only. The user can also select whether to run for All, Selected, Not Selected, Error, or Voc Mismatched.





# Selected MAEP Listing Report

The user can select to run for All program types, or select to run for Vocational, Sped, or Gifted programs only. The report shows the MAEP percent and MAEP Salary for each MAEP selected Special Education, Vocational, and Gifted employee.

LISTING OF SCHOOL PERSONNEL SELECTED MISSISSIPPI ADEQUATE EDUCATION PROGRAM REPORT

MISSBJ 2005 - 2006 MSIS

August 16, 2006  
Friday, 10:05 AM Page 2 of 6

SSN	NAME	SCHOOL DIST	HIGH SCHOOL	M.A.E.P. CLASS	M.A.E.P. PERCENT	M.A.E.P. SALARY
	MYRA	D		3	100	20
	GAILE	B		2	100	80
	FAYE	H		2	100	00
	DOROTHY	H		2	100	20
	KRYSTA	J		2	100	40
	PRISCILLA	C		2	100	20
	MARCIA	M		1	93	00
	PATRICIA	D		1	42	02
	ANGELA			1	50	00
	LEBORIAN	L		2	50	60
	VALERIE	S		1	69	18

# 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.

Mississippi Adequate Education Program Approval Dates (By MAEP Submission Date) Report										
MIESSEBJ		2005 - 2006							MSIS	
August 16, 2006 Friday, 10:17 AM		Page 1 of 1								
ALLOW REUR MAEP	PERSONNEL APPROVAL DATE	MAEP SUBMISSION DATE	MAEP SUBMISSION STATUS	REGULAR	VOED	APPROVAL DATE			FINAL MAEP	
						SPED	GIFTED			
4820	ABERDEEN SCHOOL DIST	Y	February 1, 2006	January 17, 2006	PENDING				December 13, 2005	
END OF REPORT										

# MAEP Approval Dates by District Name Report

The screenshot shows the 'Mississippi Student Information System Report Selection Criteria Screen'. The main title is 'Mississippi Adequate Education Program Approval Dates (By District Name) Report'. The form includes the following fields and options:

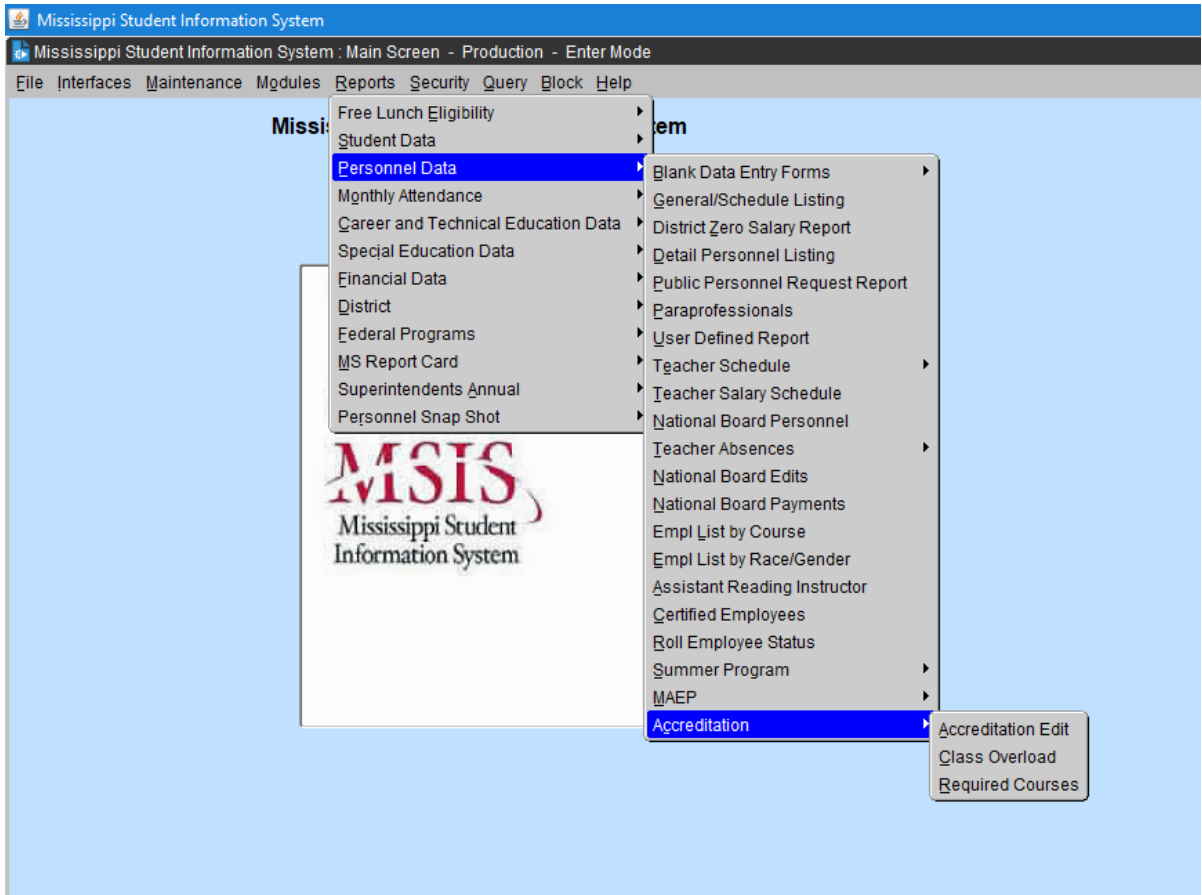
- District Name:** 4820 ABERDEEN SCHOOL DIST
- School Name:** (Empty)
- All Districts  All Schools
- MSIS ID:** (Empty)
- Last Name:** (Empty)
- First Name:** (Empty)
- MI:** (Empty)
- Reporting Period:** (Empty)
- School Year:** 2018-2019
- Start Month:** (Empty)
- End Month:** (Empty)
- Start Year:** (Empty)
- End Year:** (Empty)
- School Type:**
  - Regular
  - Vocational
  - SPED
- District Record Type:**
  - P
  - S
  - N
- Display User Name
- Display Employee SSN
- Display Employee Salary
- Gifted Type Indicator
- Vocational Indicator
- Technical Program Indicator
- Special Ed Indicator
- LE Indicator
- IE Indicator
- Migrant Indicator
- Immigrant Indicator
- CEIS Indicator
- 504 Indicator
- Titleelig Indicator
- Titlefoster Indicator
- Titleiread Indicator
- Titleilang Indicator
- Titleimath Indicator
- Titlehome Indicator
- Titleinegdel Indicator
- Titleisocial Indicator
- Titleiscience Indicator
- Titleisupport Indicator
- Pathway Indicator

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.

Mississippi Adequate Education Program Approval Dates (By District Name) Report										
2005 - 2006										
ALLOW	PERSONNEL	MAEP	MAEP	REGULAR	VOID	APPROVAL DATE	GIFTED	FINAL MAEP		
REBUN	APPROVAL	SUBMISSION	SUBMISSION			SPED				
MAEP	DATE	DATE	STATUS							
Y	February 1, 2006	January 17, 2006	REGGNG					December 13, 2005		
END OF REPORT										



# Accreditation Reports



There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

# Accreditation Edit Report

Mississippi Student Information System  
 Report Selection Criteria Screen - Production - Enter Mode

File Interfaces Maintenance Mgdules Reports Security Query Block Help

Mississippi Student Information System  
 Report Selection Criteria Screen

**Accreditation Edit Live Data Report**

District Name School Name  
 4820 ABERDEEN SCHOOL DIST All Schools

All Districts  All Schools

MSIS ID Last Name First Name MI

Reporting Period School Year  
 2018-2019

Start Month End Month  
 Start Year End Year

School Type  
 Regular  Vocational  SPED

District Record Type  
 P  S  N

Display User Name  
 Display Employee SSN  
 Display Employee Salary

Gifted Type Indicator  
 Vocational Indicator  
 Technical Program Indicator  
 Special Ed Indicator  
 LE Indicator  
 IE Indicator  
 Migrant Indicator  
 Immigrant Indicator  
 CEIS Indicator  
 504 Indicator

Titleelig Indicator  
 Titlefoster Indicator  
 Titleiread Indicator  
 Titleilang Indicator  
 Titleimath Indicator  
 Titlehome Indicator  
 Titlenegdel Indicator  
 Titleisocial Indicator  
 Titleiscience Indicator  
 Titlesupport Indicator  
 Pathway Indicator

The report can be run for one school or all schools in a district. This report addresses most standards, including some overloads.

ACCREDITATION EDIT LIVE DATA REPORT

MISSEJ 2005 - 2006 MSIS  
 August 19, 2004 Friday, 10:29 AM DATA LAST UPDATED JUNE 20, 2005 Page 3 of 20

SCHOOL DIST  
 ELEMENTARY SCHOOL

SEX: NAME: RACE GENDER: MF

YEARS OF EXPERIENCE: 6 DISTRICT TIME: 100 DAYS EMPLOYED: 197 LEVEL ASSIGNMENT: ANNUAL SALARY:

ADDRESS: CITY: STATE/ZIP: MS 39730 FROM

SPECIAL EDUCATION TOTAL 1 AND 4 YEAR OLOG: 2 TOTAL ENROLLMENT: 5 INSTRUCTIONAL TIME MORE THAN 100%:

TERM/ SCD	SEM NO.	COURSE	MIN	MAX	STUD	STUD	GRADE	GRADE	UNITS	FED	SCORE	COURSE TITLE	VOCATIONAL NO. OF STUDENTS BY GRADE LEVEL	SCHOOL
SL 1	1	132032	SS	2	2	62	62	000	0	NN	PRE-SCHOOL DD/OTHER COMBINATION AGE	7 0 0 10 12 12	004	
SL 2	2	132032	SS	1	1	62	62	000	0	NN	PRE-SCHOOL DD/OTHER COMBINATION AGE		004	
SL 3	3	132032	SS	1	1	62	62	000	0	NN	PRE-SCHOOL DD/OTHER COMBINATION AGE		004	
SL 3	3	132024	SS	0	1	64	01	000	0	NN	ELEMENTARY ED/OTHER COMBINATION (K-1		004	
SL 4	4	132029	SS	3	4	64	64	000	0	NN	SPECIAL EDUCATION LANGUAGE ARTS - SE		004	
SL 5	5	132090	SS	3	3	64	64	000	0	NN	NOTES SKILLS - ELEMENTARY		004	
SL 6	6	132049	SS	3	4	64	64	000	0	NN	SPECIAL EDUCATION MATH - ELEMENTARY		004	
SL 7	7	661001	SS	0	0	62	01	000	0	NN	INSTRUCTIONAL PLANNING TIME		004	

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS	VALID FROM	VALID TO	ISSUED
1	1	ST	119 192 000 000	07/17/00	06/30/05	07/17/00
	1	ST	119 192 000 000	07/01/05	06/30/10	06/24/05
	2	SE	174 000 000 000	07/01/05	06/30/10	06/24/05
	1	SC	221 000 000 000	04/04/00	06/30/02	04/09/00
	1	ST	116 117 000 000	04/07/04	06/30/10	07/02/04
	1	SC	221 000 000 000	04/04/02	06/30/05	04/07/02
	1	SE	221 000 000 000	07/01/05	06/30/10	06/24/05
	2	SE	174 000 000 000	07/17/00	06/30/05	07/17/00

STANDARD 6.1 NO SPED STUDENTS - CANNOT PERFORM ENDORSEMENT CHECK. 01 PERIOD 3 - COURSE 132022 SCHOOL 004. FTW DOES NOT INCLUDE IN 5% PROFESSIONAL STAFF WORKING OUT OF AREA OF ENDORSEMENT

STANDARD 6.1 SPED STUDENTS CONTAIN NO PRIMARY DISABILITY. 01 PERIOD 3 - COURSE 132024 SCHOOL 004 CANNOT PERFORM ENDORSEMENT EDIT. FTW DOES NOT INCLUDE IN 5% PROFESSIONAL STAFF WORKING OUT OF AREA OF ENDORSEMENT

CERTIFICATION DATA HAS BEEN UPDATED. NEED TO RE-RUN ACCREDITATION.

The report will show employee level, school level and district level deficiencies.

# Class Overload Report

Mississippi Student Information System  
 Report Selection Criteria Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

**Mississippi Student Information System  
 Report Selection Criteria Screen**

**Class Overload Live Data Report**

District: 4820 Name: ABERDEEN SCHOOL DIST School: All Schools Name: All Schools

All Districts  All Schools

MSIS ID: Last Name: First Name: MI:

Reporting Period: School Year: 2018-2019...

Start Month: End Month:

Start Year: End Year:

School Type:  Regular  Vocational  SPED

District Record Type:  P  S  N

Display User Name  
 Display Employee SSN  
 Display Employee Salary

Gifted Type Indicator  
 Vocational Indicator  
 Technical Program Indicator  
 Special Ed Indicator  
 LE Indicator  
 IE Indicator  
 Migrant Indicator  
 Immigrant Indicator  
 CEIS Indicator  
 504 Indicator

Titleelig Indicator  
 Titlefoster Indicator  
 Titleread Indicator  
 Titlelang Indicator  
 Titlemath Indicator  
 Titlehome Indicator  
 Titlenegdel Indicator  
 Titleisocial Indicator  
 Titlescience Indicator  
 Titlesupport Indicator  
 Pathway Indicator

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

ACCREDITATION EDIT (CLASS OVERLOADS) LIVE DATA REPORT																		
MIESSEJ										MSIS								
August 18, 2006										2005 - 2006								
Friday, 10:47 AM										DATA LAST UPDATED JUNE 30, 2006								
Page 27 of 2637																		
SCHOOL DIST																		
CENTRAL ELEMENTARY SCHOOL																		
SSN:	NAME:	H:	RACE:			GENDER:			WF									
YEARS OF EXPERIENCE:	3	DISTRICT TIME:	100	DAYS EMPLOYED:	187	LEVEL ASSIGNMENT:				ANNUAL SALARY:	:							
ADDRESS:						CITY:	Iuka	STATE/CIP:	MS 38852	PHONE:	:							
SPECIAL EDUCATION			TOTAL 3 AND 4 YEAR OLDS:			TOTAL ENROLLMENT:			INSTRUCTIONAL TIME MORE THAN 100%:									
TERM/ PERD	COURSE	MIN	GIFTED	MIN	STUD	STUD	LO	HI	FEB	SCHR	VOCATIONAL NO. OF STUDENTS							
S1	1	951001	50	0	52	04	000	1	NM	INSTRUCTIONAL PLANNING TIME	7	8	9	10	11	12	SCHOOL	
S1	2	270121	150	46	01	04	000	1	NM	MATHEMATICS- REMEDIAL- GRADES 1-6								
S1	2	320109	150	36	64	04	000	1	NM	READING- REMEDIAL								
CERTIFICATION																		
CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS				VALID FROM	VALID TO	ISSUED									
1	EC	221	000	000	000	000	09/18/03	06/30/04	05/18/05									
1	ET	152	117	000	000	000	07/01/03	06/30/04	05/18/05									
1	ET	901	905	000	000	000	09/08/05	06/30/06	09/09/05									
1	ET	902	906	000	000	000	05/18/05	06/30/06	09/09/05									
1	ET	221	000	000	000	000	07/21/04	06/30/06	05/18/05									
1	ET	194	000	000	000	000	07/01/03	06/30/06	05/18/05									
1	ET	192	000	000	000	000	09/08/04	06/30/06	05/18/05									
STANDARD 34.1 GRADES 1-4 ENROLLMENT EXCEEDS 27. S1 PERIOD 2 - COURSE 270121																		
SCHEDULE HAS BEEN UPDATED. NEED TO RE-RUN ACCREDITATION.																		

# Required Courses Report

The screenshot shows the 'Report Selection Criteria Screen' in the Mississippi Student Information System. The title is 'Required Courses in the Curriculum for Secondary School Standard 26 Live Data Report'. The interface includes several input fields and checkboxes:

- District:** 4820
- Name:** ABERDEEN SCHOOL DIST
- School:** (empty)
- Name:** All Schools
- All Districts
- All Schools
- MSIS ID:** (empty)
- Last Name:** (empty)
- First Name:** (empty)
- MI:** (empty)
- Reporting Period:** (empty)
- School Year:** 2018-2019
- Start Month:** (empty)
- End Month:** (empty)
- Start Year:** (empty)
- End Year:** (empty)
- School Type:**
  - Regular
  - Vocational
  - SPED
- District Record Type:**
  - P
  - S
  - N
- Display User Name
- Display Employee SSN
- Display Employee Salary
- Gifted Type Indicator
- Vocational Indicator
- Technical Program Indicator
- Special Ed Indicator
- LE Indicator
- IE Indicator
- Migrant Indicator
- Immigrant Indicator
- CEIS Indicator
- 504 Indicator
- Titleelig Indicator
- Titlefoster Indicator
- Titleread Indicator
- Titleilang Indicator
- Titleimath Indicator
- Titlehome Indicator
- Titleinegdel Indicator
- Titleisocial Indicator
- Titleiscience Indicator
- Titleisupport Indicator
- Pathway Indicator

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 26 and Appendix B).

REQUIRED COURSES IN THE CURRICULUM OF EACH SECONDARY SCHOOL LIVE DATA REPORT - STANDARD 26		MSIS
DHOLLOWAY	2018 - 2019	DATA LAST UPDATED DECEMBER 10, 2018
December 12, 2018 Wednesday, 11:50 AM		Page 1 of 4



# COURSE/WORK AREA CODES

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.

## Work Area Codes

# COURSE CODE ADJUSTMENTS

Please print the Course/Work Area Codes report, REPORTS> DISTRICTS> COURSE/WORK AREA CODES.

# PRORATING SALARY AND MINUTE

This appendix contains an explanation for the prorating of salaries and of minutes. Worksheets should be duplicated so duplicated copies can be used to calculate proper responses.

## PRORATING PROCEDURES FOR SALARY AND MINUTE FIELDS

Both, the employee's **salary** and **minutes** must be prorated under the following circumstances:

- The employee's salary is **paid from more than one funding source**, or
- The employee **changes positions during the year**

The process is described on the next two pages. Use the Multiple Salary Source Worksheet or the change of position Worksheet when these situations occur in your district.

- 1 **If the employee's salary is paid from more than one funding source**, determine the salary amount paid from each source. Then divide the "salary source" by the total to determine the percentage of the salary paid from each source. For example, if a secretary (course code 751016) worked a seven hour (420 minute) day and earned \$19,000 annually paid from Title I (\$5,000), Special Education (\$8,000), and local funds (\$6,000), one must perform the following calculations:

$$\frac{\text{Salary Source 1 amount} = \$5,000}{\text{Total Salary amount} = \$19,000} = 26\% \text{ of Total Salary from Salary Source 1}$$

$$\frac{\text{Salary Source 2 amount} = \$8,000}{\text{Total Salary amount} = \$19,000} = 42\% \text{ of Total Salary from Salary Source 2}$$

$$\frac{\text{Salary Source 3 amount} = \$6,000}{\text{Total Salary amount} = \$19,000} = 32\% \text{ of Total Salary from Salary Source 3}$$

Multiply the "Minutes of Instruction" times the percentage for each salary source as illustrated below:

Salary Source 1	420 Minutes	*	.26	=	109 minutes for Salary Source 1
Salary Source 2	420 Minutes	*	.42	=	177 minutes for Salary Source 2
Salary Source 3	420 Minutes	*	.32	=	134 minutes for Salary Source 3
	100		420		Total Minutes

THIS PRORATING WILL NOT NECESSARILY REPRESENT THE ACTUAL MINUTES SPENT DAILY PERFORMING THE JOB FOR EACH OF THE SALARY SOURCES.

### SCHEDULE FOR EMPLOYEE USED AS AN ILLUSTRATION:

PD COURSE/JOB TITLE	MIN	STUDENTS	LOW HIGH		SPECIAL			RES
			GRADE	GRADE	UNITS	SCH	PROG	
751016/SECRETARY	109	000	64	12	0	01	1	00
751016/SECRETARY	177	000	64	12	0	01	5	00
751016/SECRETARY	134	000	64	12	0	01	0	00



- 2 If, during the year, **an employee moves from one teaching position to another** in the prorating of minutes reported. First, determine the amount of the total annual salary.

“First Position Days + Second Position Days = Total Days”

If the employee went from a non-certified position to a certified position represent the entire schedule for the certified position (including exact Minutes of Instruction) starting with period block 1 and using as many period blocks as necessary. Show the non-certified position on the first line following the certified position, after the formula illustrated below has been applied to determine the number of prorated “minutes” to be indicated.

The employee in this situation was first employed as a Teacher Aide. When a position became available for a Social Studies Teacher, the employee, who was properly certified, applied and was hired to assume the new position. At the point of transfer she had worked 50 days as a Teacher Aide. The remaining 137 days were worked in a Social Studies Teaching position. The total days employed was 187.for the employee. The revised schedule is represented below the formula.

**For the purposes of this formula, exclude the minutes for the Planning Period (851001).**

$$\frac{\text{Minutes in certified position (275)}}{\text{Minutes in non-certified position X}} = \frac{\text{Days for certified position (137)}}{\text{Days for non-certified position (50)}}$$

Cross-multiply to get:  $(137 * X) = (275 * 50)$

$$137 X = 13,750$$

Divide each side by 137 to solve FOR X.  $X = \frac{13,750}{137}$

$$X = 100.36 \text{ (round to nearest whole number)}$$

THIS PRORATING WILL NOT NECESSARILY REPRESENT THE ACTUAL MINUTES SPENT DAILY ON THE FIRST POSITION, BUT REPRESENTS THE PERCENT OF THE YEAR PERFORMING EACH DUTY. THE APPROPRIATE SALARIES SHOULD BE ENTERED IN THE TEACHING AND NON-TEACHING SALARY FIELDS ON THE SALARY SCREEN.

**SCHEDULE FOR EMPLOYEE MOVING FROM NON-CERTIFIED TO CERTIFIED POSITION**

PD	COURSE/JOB TITLE	MIN	LOW		HIGH		SPECIAL		
			STU	GRADE	GRADE	UNITS	SCH	PROG	RES
1	050114/WORLD HIS	055	021	07	07	0	04	0	00
2	050114/WORLD HIS	055	022	07	07	0	04	0	00
3	851001/PLAN PER	055		07	08		04	0	00
4	050114/WORLD HIS	055	019	07	07	0	04	0	00
5	050114/WORLD HIS	055	025	07	07	0	04	0	00
6	450114/US HIS 1877	055	026	08	08	0	04	0	00
7	801003/TEACH AIDE	100		03	03	0	04	0	00

**MULTIPLE SALARY SOURCE WORKSHEET**

USE THIS WORKSHEET TO PRORATE THE MINUTES OF INSTRUCTION REPORTED FOR EMPLOYEES WHO'S SALARIES ARE PROVIDED BY MORE THAN ONE FUNDING SOURCE.

EMPLOYEE NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Divide the part of the salary funded by each salary source by the total salary to determine the % of total salary that is paid by that fund. If there are only two sources, use only two lines. If there are more than three sources, apply the same technique equivalent to the number of salary sources used. When the percentages are calculated and totaled, they should equal 100%.

Salary Source 1 amount \$ = \_\_\_\_% of Total Salary from Salary Source 1

Total Salary amount \$

Salary Source 2 amount \$ = \_\_\_\_% of Total Salary from Salary Source 2

Total Salary amount \$

Salary Source 3 amount \$ = \_\_\_\_% of Total Salary from Salary Source 3

Total Salary amount \$  
100% of salary prorated

Multiply the "minutes of instruction" times the percentage calculated for each salary. To determine the number of minutes worked in the day (inserted in the first blank) multiply the number of hours worked daily by 60. If the hours worked daily is inconsistent, average the hours over a period of a week to determine the average daily hours, and then multiply by 60.

Salary Source 1 \_\_\_\_ Minutes \* .\_\_\_\_ = \_\_\_\_ minutes for Salary Source 1

Salary Source 2 \_\_\_\_ Minutes \* .\_\_\_\_ = \_\_\_\_ minutes for Salary Source 2

Salary Source 3 \_\_\_\_ Minutes \* .\_\_\_\_ = \_\_\_\_ minutes for Salary Source 3

\_\_\_\_ Total Minutes Worked Daily

**CHANGE OF POSITION OR SALARY SUPPLEMENT PRORATING WORKSHEET**

This worksheet is used to prorate the Minutes of Instruction when an employee moves from a non-certified position to a certified position. This worksheet may also be used when an employee moves from one certified position to another except for teaching positions. When two teaching positions are involved, call the OTSS if assistance is desired.

EMPLOYEE NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

1ST Position Days \_\_\_\_\_ +  
 2ND Position Days \_\_\_\_\_ = Days Employed \_\_\_\_\_

If the employee went from a non-certified position to a certified position, represent the entire schedule for a certified position (including exact Minutes of Instruction) starting with period block 1 and using as many period blocks as necessary. Show the non-certified position on the first line following the certified position, after the formula illustrated below has been applied to determine the number of prorated "Minutes" to be indicated.

**For the purposes of this formula, exclude the minutes for the Planning Period (851001).**

Formula:  $\frac{A}{X} = \frac{B}{D}$  where X represents the number of minutes in the non-certified position.

$\frac{(A) \text{ Minutes in certified position } ( \quad )}{(X) \text{ Minutes in non-certified position}} = \frac{(B) \text{ Days for certified position } ( \quad )}{(D) \text{ Days for non-certified position } ( \quad )}$

Cross multiply to get  $(B) \text{ } \times (X) = ((A) \text{ } \times (D) \text{ } )$   
 $(B \times X) \text{ } = (A \times D)$

Divide each side by B to solve for X.  $X = \frac{(A \times D \text{ result})}{(B)}$

X = \_\_\_\_\_ (Round to the nearest whole number)  
 Minutes in non -certified position

THIS PRORATING WILL NOT NECESSARILY REPRESENT THE ACTUAL MINUTES SPENT DAILY ON THE FIRST POSITION, BUT REPRESENTS THE PERCENT OF THE YEAR PERFORMING EACH DUTY. THE APPROPRIATE SALARIES SHOULD BE ENTERED IN THE TEACHING AND NON-TEACHING SALARY FIELDS ON THE SALARY SCREEN.



# QUESTIONS AND ANSWERS

Since problems encountered by one school district may also occur in other districts, this appendix has been set up to address issues either not contained in other sections of the manual or requiring more explicit instructions. If you would like your questions included in this section of the manual, please contact the OTSS MSIS Director.

## General Questions

1. What impact does the personnel data collection have on the School Report Card?

Data provided through the MSIS Personnel data collection system is used in several categories on the School Report Card and can have a significant impact on the standings of your district. Items on the Report Card using data from the personnel records include: Number of Carnegie Units Taught, Classroom Teacher/Pupil Ratio, Number of Teachers, Number of Vocational Teachers, and Number of AP Courses Offered.

2. What if new staff quit before the end of the school year? Must we report them?

That depends. If the new staff were paid during the current school term, they must be reported even though they are no longer employed with the district. If they were hired but did not show up for work, or worked but were not paid out of this year's budget, they should not be shown with personnel for the current school term.

3. Can I use one period to show a teacher's schedule if the same subject is taught all day?

The answer is yes for some circumstances.

One period block can be used for Pre-K (651001) and Kindergarten (651002) course codes. One period block can also be used to show the **caseload of a special education teacher** when that teacher works with one disability group all day long. Of course, if the SPED teacher works with both elementary and secondary students with the same disability, two period blocks would be required, one for the appropriate course code for each of those education levels. In addition to the period block showing the class, the planning period for the teacher must be indicated on the schedule in addition to the teaching course.

4. Do we need to show both semesters for a secondary teacher (grades 07-12) on the schedule?

Yes. MSIS allows ample period blocks to reflect all subjects taught in both semesters. The period number should reflect the period in the school day and the Carnegie Unit should reflect the semester the course is being taught.

### ALTERNATIVE PROGRAMS

5. How do I show the director of an alternative school/program?

Use course code 609901- ALTERNATIVE PROGRAM DIRECTOR/ADMINISTRATOR.

6. If a teacher teaches in an alternative consortium, which district reports the teacher as an employee?

Individuals working for an alternative consortium are employees of the "lead" district.

### ASSISTANT READING INSTRUCTOR

7. Why can't this code be used for any grade?

The Assistant Reading Instructor, 801001, position is restricted, by State law, to use with grades Kindergarten - Grade 03.

### TITLE I

8. How do I show School Wide Title I teachers when "1" is not a valid special program code for the course they teach?

To indicate Title I funding for courses taught in a School Wide program, enter "SW" in the reserved field. Doing so will designate Title I funding. SW should be used **ONLY WHEN A 1 IS NOT AN ACCEPTABLE ENTRY**. You should never use "SW" and "1" in the same period block.

9. How do I know whether to show Compensatory Reading or Compensatory Math or the regular reading or math course as Title I?

Courses approved for Title I funding should be noted in your plan approved by the Title I Office. If you are unsure of the status, contact the Director of Innovative Support at 359-3499.

10. What course code do I use to show the Home-School Liaison?

The Home-School Liaison work area code is 551023. This code is used to report staff employed to coordinate parental involvement and other school activities relating to parents, students, and the school. The required endorsement code is Any Valid License, which includes licensed teachers, counselors, administrators, etc.

The Home-School Liaison Aide (work area code 751050) is an aide who is employed to assist the Home-School Liaison.

### CONTRACTS WITH TWO DISTRICTS AT THE SAME TIME

11. If a person contracts with more than one school district, should that person be reported in personnel for each respective district?

Yes. Report the employee in each district with which the individual has a contract.

### SEMINAR/ADVISOR

12. How do I show the Seminar/Advisor period for a teacher's modular block schedule?  
Course Code 851006 has been established to identify the position.

### GIFTED PROGRAMS

13. What if a gifted class in the secondary school is made up of both regular and gifted students?

Use two period blocks. On the first line of the two period blocks, indicate the academic course code for the regular students, the number of regular students, low/high grade range, Carnegie Units, and the school number. On the second of the two period blocks, indicate the appropriate course code for the category of gifted students. All Gifted courses have a unique number that can be found in the Course/Work Area Code listing under the Category "Gifted". The course titles are preceded by "G-". On the second line, continue to specify the number of gifted students, the low/high grade range, Carnegie Units, the school number, and Special Program Code of "6".

### LEAD TEACHERS

14. What code do I use to show a lead teacher in a regular program?

Use 601013 to show a lead teacher. Leave the Special Program field blank if the employee is a lead teacher in a regular program. If the employee was a Title I lead teacher, "1" would be entered in the Special Program field.

### RESERVED FIELD

15. When do we need to put AS in the reserved field?

On any period block that is after normal school hours. For example, a teacher that drives a bus or coaches after school would have AS in the reserved field for the period that has bus driver or coach on it.

### SPECIAL PROGRAM CODE

16. Should the Special Program Code field always remain blank for Instructional Planning Time, 851001?  
No. Leaving the field blank in some instances can adversely affect funding. If all courses taught during the 330 minutes instructional day indicate the Special Program Code (i.e. **1** for Title I, **2** for Vocational Education, **5** for Special Education, **6** for Gifted Education, or **9** for Other), then duplicate that Special Program Code for the Instructional Planning Period on the schedule.

