

DO NOT ROLL/INACTIVE EMPLOYEE/SCHEDULE

When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is “EMPLOYEE”. This screen will provide authorized users the capability to locate an employee in MSIS. You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.

Mississippi Student Information System
 General / Schedule Employee Entry - Production - Enter Query Mode

Employee | Select District | District Info | Schedule | Salary | Special Ed

**Mississippi Student Information System
 General/Schedule Employee Entry**

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

[Update Employee Information]

Area Code: Phone:

Address 1:

Address 2:

City: State:

Zip: -

SELECT DISTRICT

After finding a record on the “EMPLOYEE” screen, the “SELECT DISTRICT” tab will be available.

Mississippi Student Information System
 General / Schedule Employee Entry - Production - Enter Mode

Employee | **Select District** | District Info | Schedule | Salary | Special Ed

**Mississippi Student Information System
 General/Schedule Employee Entry**

Last Name: First Name: MI: SSN: School Year:

[District]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0200 ALCORN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1105 ALCORN STATE UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0300 AMITE CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4821 AMORY SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6311 ANGUILLA SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4470 ANNUNCIATION ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5920 BALDWYN SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2375 BAY CATHOLIC ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2320 BAY ST LOUIS WAVELAND SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2508 BELHAVEN UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISTRICT INFO

The user will be prompted to the DISTRICT INFO tab.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. **Inactive only if an employee was added with incorrectly SSN or rolled by mistake.**

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Enter N to change to NO or click on the down arrow key and select a value. This will not allow the user to be in your district.

Save the DISTRICT INFO tab.

The screenshot shows the 'Mississippi Student Information System' interface. The title bar indicates the current window is 'Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode'. The menu bar includes 'File', 'Interfaces', 'Maintenance', 'Modules', 'Reports', 'Security', 'Query', 'Block', and 'Help'. The toolbar contains icons for home, print, save, delete, add, and help. The main navigation tabs are 'Employee', 'Select District', 'District Info', 'Schedule', 'Salary', and 'Special Ed'. The 'District Info' tab is active, displaying the 'Mississippi Student Information System General/Schedule Employee Entry' form. The form contains the following fields:

District	Name	Last Name	First Name	MI	SSN	School Year
4820	ABERDEEN SCHOOL DIST	COMM COLLEC	GULF COAS		660-30-0001	2018-2019

[Update District Employment Information]

Major School	Name	
<input type="text"/>	<input type="text"/>	
Status	Days Employed	Contracted Days for After Hours
Active	<input type="text"/>	0
Title I Bilingual?	District Time	
N	<input type="text"/>	
Roll Employee	User Defined	
Y	<input type="text"/>	
Contract Employee	Receiving check from PERS??	
N/A	N	