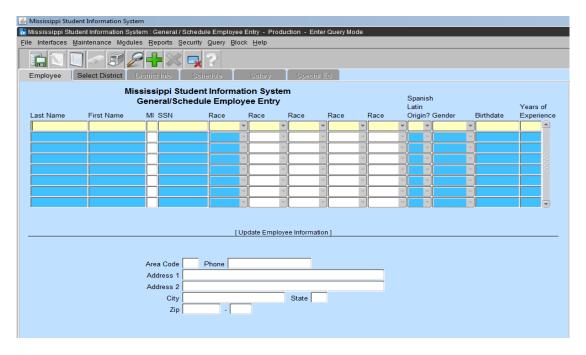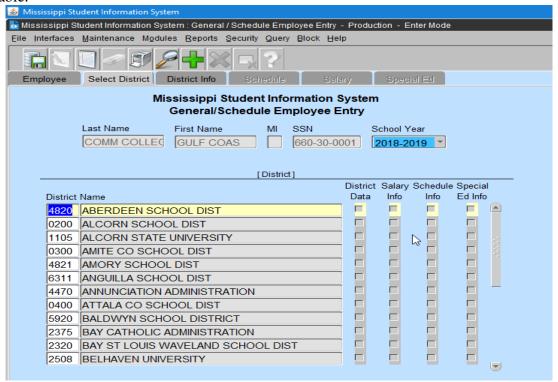# DO NOT ROLL/INACTIVE EMPLOYEE/SCHEDULE

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.

SELECT DISTRICT

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

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.