

# MSIS Personnel Year-End Overview

MSIS Year End Training

April 9-12, 2019



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## VISION

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION  
**STRATEGIC PLAN GOALS**

1

All Students Proficient and Showing Growth in All Assessed Areas



2

Every Student Graduates from High School and is Ready for College and Career



3

Every Child Has Access to a High-Quality Early Childhood Program



4

Every School Has Effective Teachers and Leaders



5

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

Every School and District is Rated “C” or Higher



# MSIS Personnel Year End Overview

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# MSIS Personnel Year End Overview

## MSIS Website - Links/Documents/Resources <https://www.mdek12.org/OTSS/MSIS>

The screenshot shows the MSIS website home page. At the top, there is a search bar and a 'Select Language' dropdown. Below this is the Mississippi Department of Education logo and navigation links for ABOUT, NEWS, REPORTS & DATA, SERVICES, and DIRECTORY. A horizontal menu bar contains four categories: COMMUNITY (blue), FAMILY (green), EDUCATORS (yellow), and ADMINISTRATORS (purple). The main content area features the heading 'MS Student Information System (MSIS)' followed by a detailed paragraph about the system's purpose and history. To the right of the text is a sidebar with several sections: 'Core School Applications' with a phone number and icons for staff and FAQ; 'Services' with a dropdown arrow; 'Links' with a dropdown arrow and a list of links including Technology and Strategic Services, Testbook Inventory Management System (TMS), Educator Licensure (ELMS), and APPLICATIONS; and 'Documents' and 'Resources' sections with upward-pointing arrows. Social media icons for Facebook, Twitter, and YouTube are located at the bottom left of the main content area.

This screenshot shows a detailed article on the MSIS website. The layout is similar to the home page, with the same navigation and menu structure. The main heading is 'MS Student Information System (MSIS)'. The article text describes the system's creation to comply with the Performance Based Accreditation Model and its role in electronic data collection and reporting. A sidebar on the right contains a 'Core School Applications' section with a phone number and icons, and a 'Documents' section with a dropdown arrow and a list of document links including MS Student Information System (MSIS), TMS, and various reports and schedules. Social media icons for Facebook, Twitter, and YouTube are positioned below the main text.

# MSIS Personnel Year End Overview

## MSIS Personnel Manuals

<https://www.mdek12.org/otss/msis/msis-personnel>

Personnel Training Manual

&

Personnel Reference Manual



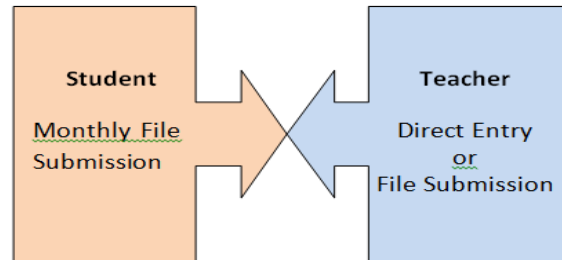
MSIS PERSONNEL REFERENCE MANUAL

OFFICE OF TECHNOLOGY AND  
STRATEGIC SERVICES

MISSISSIPPI STUDENT  
INFORMATION SYSTEMS

PERSONNEL  
REFERENCE MANUAL

## STUDENT DATA – VS- TEACHER DATA



Student's Schedule **must match** Teacher's Schedule

{  
Teacher's SSN  
Course Code  
Term/Semester Code  
Period Number  
Carnegie Units  
}

## Process Personnel Data in MSIS

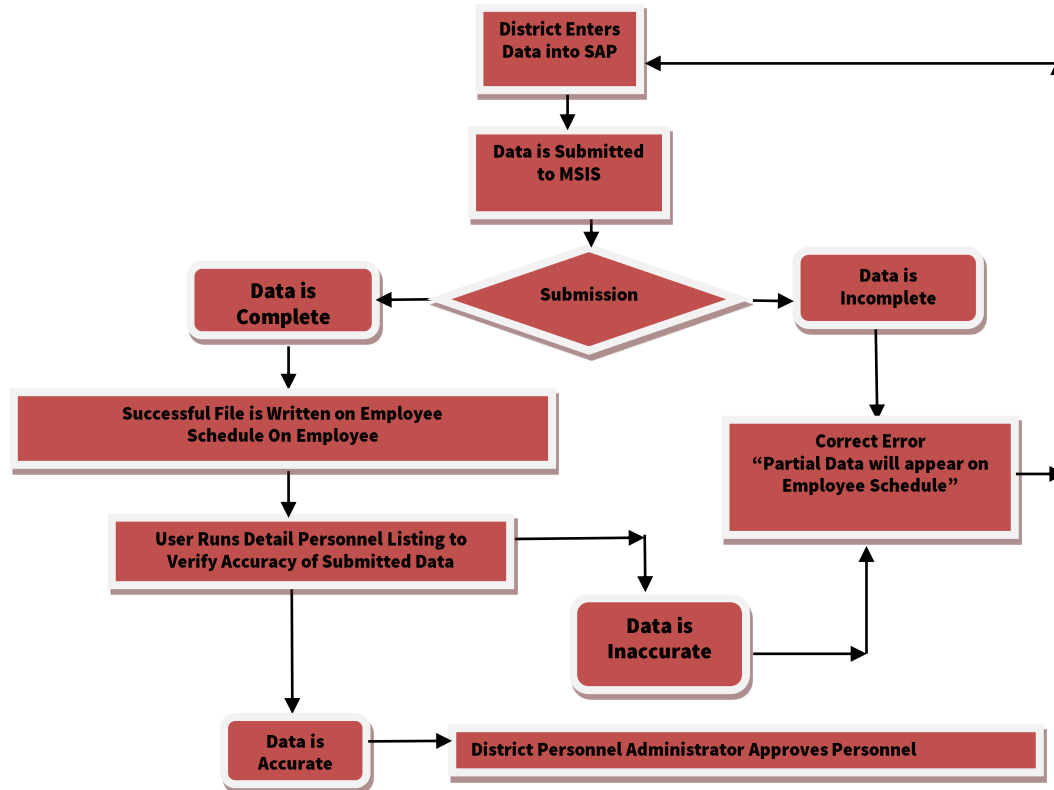
Several ways to process personnel data:

1. File Submission (schedule) through Student Administration Package (SAP)
2. Roll Schedule/Employee Data in MSIS
3. Manually Enter Schedule/Employee Data in MSIS



# MSIS Personnel Year End Overview

## File Submission (schedule) through Student Administration Package (SAP)



# MSIS Personnel Year End Overview

## File Submission (schedule) through Student Administration Package (SAP)

1. Checks to see if school is active – Automatic failure file stops processing.
2. **DELETE SCHEDULE information for the SCHOOL submitted**
3. Checks to see if Employee District Data exists for SSN in current year or exception check.
4. Check valid Term/Semester Code.
5. Check for valid period number.
6. Check for valid Course Code
7. Check for valid Carnegie Unit
8. Check for valid Special Program Code (Funding)

# Before Rolling Employee in MSIS

- Check with your HR or Payroll Department to make sure that the employee will be returning for the new/current school year
- Run the General Schedule Listing Reports from MSIS (Reports=>Personnel Data=>General Schedule Listing) for the previous school year (ex. school year 2018-2019).
  - Separate employees that are not coming back from the employees that are coming back this school year (2019-2020).
- Next step set the employees that are NOT coming back to do not roll employees

# Do not Roll/Inactive Employee – District Info tab

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  
2503 HINDS COMMUNITY COLLEGE TEST MISC 000-00-0012 2018-2019

[ Update District Employment Information ]

Major School Name  
004 JACKSON BRANCH ACADEMIC AND TECH

Status Days Employed Contracted Days for After Hours Status  
Active 187 0 Active  
Inactive

Title I Bilingual? District Time  
N 100

Roll Employee User Defined Roll Employee  
Y N Y  
N

Contract Employee Receiving check from PERS??  
N/A N

DISTRICT INFO tab:

ROLL EMPLOYEE - Defaults to YES. Any employee who is no longer in your district or is not returning for the new school year should be marked "ROLL EMPLOYEE - N" on the DISTRICT INFO tab of the GENERAL/SCHEDULE EMPLOYEE ENTRY screen for the **previous school year (EX 2018-2019)**. The school year can be changed on the SELECT DISTRICT tab of this screen.

Mississippi Student Information System  
General/Schedule Employee Entry

Last Name First Name MI SSN School Year  
TEST MISC 000-00-0012 2018-2019

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 ssn was entered incorrectly or if the employee was rolled by mistake**

SAVE the DISTRICT INFO tab.

Next step is to roll the employees.

# Rolling Schedule/Employee Data

Mississippi Student Information System  
Mississippi Student Information System - Roll Schedule / Employee Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Schools

Mississippi Student Information System  
Roll Schedule / Employee Data

[ Selected District ]

District  Name

[ School year ]

From Year  To Year

[ Roll Schedule/District Data ]

Roll Schedule  Roll District Data

[ Select Schools For Roll Procedure ]

Select	Roll District Data	Roll Schedule	School Name	Roll Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	001 HINDS COMMUNITY COLLEGE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	004 JACKSON BRANCH ACADEMIC AND TECH	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 HINDS COMMUNITY RAYMOND CENTER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	012 HINDS COMMUNITY VICKSBURG CENTER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	016 HINDS COMMUNITY COLLEGE HEALTH CTI	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	020 HINDS COMM COLLEGE RANKIN BRANCH	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	022 HINDS COMM COL UTICA CTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	024 HINDS COMMUNITY COLLEGE PACKARD	

All Schools  
 Select  
 Remove

1. **Selected District/School Year** -Hinds Community College (2503) will Roll their Schedule and District Data from school year 2018-2019 to 2019-2020.
2. **Roll Schedule/District Data** - You have the option to not roll the Schedule because you will either manually enter the schedules or send a file of your employees schedules to MSIS through your Student Administration Package (SAP).
3. **Select Schools For Roll Procedure**
4. **All Schools** - You have the option to roll All Schools or Select a school to roll.
5. **Rolled District Data** - You must roll your District Data so that your Sped student data will be brought forward from the last school year. **This should be done prior to any entry of personnel data for the new school year.**
6. Once you have made your selection and save the transaction. The current date will be in the roll date field.

# After Rolling Schedule/Employee Data

## Things that effect the Rolling of your Employee Data

- [SPED Students](#)  
Rolling Personnel also rolls Sped Student Data to the new school year.
- [Teacher Absences](#)  
The screen is populated with the current employees when you roll your employees for the new school year.
- [Assign District/School Users](#)  
All employees must be setup as an employee (General Schedule Entry screen>District Info tab) in MSIS. For new and modified employee please run the Roll Schedule/Employee Data at the beginning of the school year.
- [District Sharing Table](#)  
The districts that are in the district sharing table must roll their personnel data in MSIS.

# After Rolling Schedule/Employee Data – District Info tab

Mississippi Student Information System  
General/Schedule Employee Entry

District Name: 4820 ABERDEEN SCHOOL DIST  
Last Name: TEST  
First Name: MISC  
MI:   
SSN: 000-00-001  
School Year: 2018-2019

**new school year**

[Update District Employment Information]

Major School: 004  
Name: ABERDEEN ELEMENTARY SCHOOL

Status: Active  
Days Employed:   
District Time:

Title I Bilingual?: N

Roll Employee: Y

Contract Employee: N/A

Receiving check from PERS?: N

Contracted Days for After Hours:

User Defined:

The following fields must be updated for each "Rolled" employee.

- Enter Days Employed and District Time
- Press the save button.

## UPDATE THE FOLLOWING FIELDS:

The following fields must be updated for each "Rolled" employee for the new school year.

- On the District Info tab: Enter Days Employed and District Time
- On the Schedule tab: Enter Period for each course (**Period number cannot be ZERO**).
- Press the save button.
- On the Salary tab: Enter the Teacher and/or Non-Teaching Salary. Press the save button.
- On the Special Ed tab: Press the tab for those teacher that have a special course code on their schedule. Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

# After Rolling Schedule/Employee Data – Schedule tab

Mississippi Student Information System

Mississippi Student Information System : View General / Schedule Employee Data - 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  
View General/Schedule Employee data

District Name Last Name First Name MI SSN School Year

[ Schedule ]

Term / Semester	Period	Course	Minutes	School	Low Grade	High Grade	Students	Units	Carnegie	Special Program	Schedule Type	Reserved	Time Frame
S1	1	351001	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	2	32204	55	008	10	12	3	000	5	7 Periods - No...			ALL YEAR
S1	3	32204	55	008	10	11	3	000	5	7 Periods - No...			ALL YEAR
S1	4	32204	55	008	10	12	4	000	5	7 Periods - No...			ALL YEAR
S1	5	32021	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	6	132204	55	008	08	12	6	000	5	7 Periods - No...			ALL YEAR
S1	7	132204	55	008	09	12	4	000	5	7 Periods - No...			ALL YEAR

[ Course ]

Title  
SPECIAL EDUCATION TUTORIAL /STUDY SKILLS - SECOND

[ Students Counts By Grade ]

62	52	64	54	56	1st	2nd	3rd	4th	5th	6th	7th	8th	58	78	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	1

Modify the rolled to reflect the current schedule.

Required: Enter Period for each course (**Period number cannot be ZERO**).

Press the save button.



# After Rolling Schedule/Employee Data –Salary tab

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 Teacher Salary Annual Salary

[ Non-Teaching Salaries ]

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date

Annual Salary  
automatic calculate  
(Annual Salary equal  
Non-Teaching salary  
plus teacher salary)

Enter the Teacher and/or  
Non-Teaching Salary.

Press the save button.

# After Rolling Schedule/Employee Data –Salary tab

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 240 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% 0

On the Special Ed tab:

- Press the tab for those teacher that have a special course code on their schedule.
- Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

# Adding/Modifying Employees –Employee tab

The screenshot shows the 'Mississippi Student Information System' interface. The title bar reads 'Mississippi Student Information System : View General / Schedule Employee Data - Production - Enter Query Mode'. The menu bar includes 'File', 'Interfaces', 'Maintenance', 'Modules', 'Reports', 'Security', 'Query', 'Block', and 'Help'. The toolbar contains icons for file operations, search, and help. The 'Employee' tab is selected, and the 'Enter Execute' button is highlighted in yellow. Below the toolbar, the 'Mississippi Student Information System View General/Schedule Employee data' form is visible. The form has several tabs: 'Select Dis', 'Enter Execute', 'Info', 'Schedule', 'Salary', and 'Special Ed'. The main data entry area has the following fields:

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin	Gender	Birthdate	Years of Experience
%SMITH%	%TH		%3347									

You may search using some of these data elements by entering partial data and the % Wildcard.

RACE(S) – You have the ability to enter multiple races for an employee.

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

YEARS OF EXPERIENCE – Enter the years of experience. It is **VERY IMPORTANT** that you check this number for its accuracy. There is an edit check if years of experience is more than 40 years

# Adding/Modifying Employees –Select District tab

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**

Last Name: TEST First Name: MISC MI: [ ] SSN: 000-00-0012 School Year: 2016-2017

[ District ]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 BALDWIN 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"/>
0612 BENOIT SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

# Adding/Modifying Employees –District Info tab

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
4820	ABERDEEN SCHOOL DIST	TEST	MISC	<input type="checkbox"/>	000-00-0012	2014-2015

[ 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

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

# Adding/Modifying Employees –Viewing Course Codes

Mississippi Student Information System

Mississippi Student Information System : Course Codes - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Course List Details Grades Carnegie Units Endorsements Site/Spec Prog

Mississippi Student Information System  
Course Codes

School Year  
2014-2015

[Course List]

Course	Title	Created	Last Modified	Inactive Date
000134	TECH-PREP COORDINATOR	08/31/2007	09/16/2013	
000135	TECHNOLOGY COORDINATOR	05/18/2010	11/06/2013	
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	11/30/1999	09/16/2013	
000150	SUPERVISION OF COOPERATIVE EDUCATION STUDENTS	11/30/1999	09/16/2013	
000181	VOCATIONAL EVALUATOR FOR HANDICAPPED	11/30/1999	09/16/2013	10/18/1995
000201	MARKETING EDUCATION CO-OP I	11/30/1999	09/14/2010	04/08/1997
000203	BUSINESS COOPERATIVE EDUCATION I	11/30/1999	09/14/2010	04/08/1997
000204	COOPERATIVE EDUCATION I (CTE)	11/30/1999	11/06/2013	06/30/2012
000205	HOME ECONOMICS COOPERATIVE I	11/30/1999	09/14/2010	11/28/1994
000208	TRADE & INDUSTRIAL CO-OP I	11/30/1999	09/14/2010	07/01/1994
000212	BUSINESS COOPERATIVE EDUCATION II	11/30/1999	09/14/2010	04/08/1997
000213	COOPERATIVE EDUCATION II (CTE)	11/30/1999	11/06/2013	07/31/2013
000214	HOME ECONOMICS COOPERATIVE II	11/30/1999	09/14/2010	04/19/1996
000217	TRADE & INDUSTRIAL CO-OP II	11/30/1999	09/14/2010	07/01/1994

**Viewing the MDE Course Code Table All Users should have “VIEW ONLY” rights to the tables under the MAINTENANCE tab on the MSIS MAIN SCREEN.** The COURSE CODE table allows the User to view all of the pertinent information relating to any Course/Work Area Code. Data in the Table that may be useful to the District are Details (Number of Students, Salary, and Minutes) Grades, Carnegie Units, Grades, and Endorsements. You may query using the Course Code or Title, or you may do a partial query by entering part of the number or title and the wildcard %. Then select the magnifying glass icon to query.

After you have selected a code, click on the DETAILS tab and the successive tabs to view the details of the course code. You also have the capability to print the Course/Work Area Codes report.

# Adding/Modifying Employees – Course Codes Report

2018-2019 Course / Work Area Codes Report

MSIS

October 15, 2018

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Monday, 08:46 AM

Course	Course Title	Endorsements	Carnegie	Special	CIP
<b>District Office</b>					
<b>All Grades</b>					
801045	21ST CENTURY GRANT SITE COORDINATOR A licensed administrator who coordinates and supervises the 21st Century Grant program.	486 - 489	000	0, 9	
751001	ACCOUNTANT/BOOKKEEPER Responsible for keeping an accurate account of income and expenditures.	NONE	000	0, 1, 9	
701001	ADULT EDUCATION TEACHER A person who teaches an adult education class during the regular school day.	Valid License	000	0, 1, 9	
801041	ASSISTANT COORDINATOR SPECIAL GRANTS	NONE	000	0, 9	
511007	ASSISTANT DIRECTOR- CTE PROGRAMS Assists the director in administration of vocational programs of the district.	430, 490 & 911, 486 & 911, 494 & 911	000	0, 2	000112
511005	ASSISTANT DIRECTOR- FEDERAL PROGRAMS Assists the director in administration of federal programs.	486, 487, 487 & 488, 488, 489, 494	000	0, 1, 9	000112
751031	ASSISTANT DIRECTOR- FOOD SERVICE Assist the food service director in implementing the food service program in the district.	NONE	000	0, 9	
511031	ASSISTANT DIRECTOR- PERSONNEL	NONE	000	0	
511027	ASSISTANT DIRECTOR- TRANSPORTATION	NONE	000	0	
751039	ASSISTANT DORMITORY SUPERVISOR Assists the supervisor of dormitories in carrying out position responsibilities.	NONE	000	0, 9	
131002	ASSISTANT SPECIAL EDUCATION SUPERVISOR Assists in the administration of the special education program in the district.	202, 205, 206, 208, 210 - 213, 215, 216, 218, 220 - 224, 451, 494	000	0, 9	

This report list all the valid state course/work area codes for the selected school year. The report is broken down into categories to help the user find the desired code. The report lists the course code, course title, comments (if applicable), endorsements (if required), Carnegie Units, Program Codes, and CIP Code (if CTE course). This report is sorted in Category Code Description then by Grades (All grades, elementary, middle and secondary).

\* Added in 2018-2019



# Adding/Modifying Employees – Schedule tab

Mississippi Student Information System

Mississippi Student Information System : View General / Schedule Employee Data - 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**  
View General/Schedule Employee data

District Name Last Name First Name MI SSN School Year

[ Schedule ]

Term / Semester	Period	Course	Minutes	School	Low Grade	High Grade	Students	Units	Carnegie	Special Program	Schedule Type	Reserved	Time Frame Taught
S1	1	851001	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	2	132204	55	008	10	12	3	000	5	7 Periods - No...			ALL YEAR
S1	3	132204	55	008	10	11	3	000	5	7 Periods - No...			ALL YEAR
S1	4	132204	55	008	10	12	4	000	5	7 Periods - No...			ALL YEAR
S1	5	132021	55	008	07	12	0	000	5	7 Periods - No...			ALL YEAR
S1	6	132204	55	008	08	12	6	000	5	7 Periods - No...			ALL YEAR
S1	7	132204	55	008	09	12	4	000	5	7 Periods - No...			ALL YEAR

[ Course ]

Title

SPECIAL EDUCATION TUTORIAL /STUDY SKILLS - SECONDARY

[ Students Counts By Grade ]

62	52	64	54	56	1st	2nd	3rd	4th	5th	6th	7th	8th	58	78	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	1

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment. Rolled employees will have the prior year's schedule if that option was selected. The period numbers must be entered and the other data should be checked for accuracy.



# Adding/Modifying Employees – Salary tab

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 Teacher Salary Annual Salary

(Non-Teaching Salaries)

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date

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

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

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

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

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

- SALARY – Enter Salary
- NATIONAL CERTIFICATION NUMBER – Enter National Certification Number
- ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)
- EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)

# Adding/Modifying Employees – SPED tab

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 240 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%

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

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

If a grade 52 has been entered on the schedule, you must enter the number of 3 and 4 year olds and the total enrollment. Since MSIS populates student counts from the student's schedules, the 3 and 4-year-old count cannot be added until your district has had a successful Month 01 transmission.

# District Approval of Personnel Data

Mississippi Student Information System  
Mississippi Student Information System : District Personnel Approval Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Employee Roster

Mississippi Student Information System  
District Personnel Approval

[ Selected District ]

District Name School Year District Personnel Approval Date Re Run Indicator MDE Final Approval Date

0610 BOLIVAR CO SCHOOL DIST 2018-2019

[ Employee Roster ]

SSN	Last Name	First Name	MI	School	Demographic Data	District Data	Schedule	Salary	Sped Req	Sped
					<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"/>

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.

After data has 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.

This screen allows the District Personnel Administrator to give approval to the District’s Personnel data before MDE begins processing the information. Once the District has given approval, MDE’s processing procedures will begin and the MDE will enter the MDE Final Approval Date.

**Remember to approve your personnel each night so that your edits will update overnight.**

# District Approval of Personnel Data

Mississippi Student Information System  
Mississippi Student Information System : District Personnel Approval Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Employee Roster

Mississippi Student Information System  
District Personnel Approval

[ Selected District ]

District Name School Year District Personnel Approval Date Re Run MDE Final Indicator Approval Date

0610 BOLIVAR CO SCHOOL DIST 2018-2019 Y

[ Employee Roster ]

SSN	Last Name	First Name	MI	School	Demographic Data	District Data	Schedule	Salary	Sped Req'd	Sped
					<input 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"/>

This screen will indicate with a check mark if data exists for the following categories:  
**District Data** – no days employed or district time,  
**Schedule** – period number is zero,  
**Salary** – no salary (salary can be zero),  
**Special Ed** – the tab has not been touched

These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have these categories for the current School Year.

A **Sped Req'd** check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen.

# District Approval of Personnel Data

Mississippi Student Information System  
Mississippi Student Information System : District Personnel Approval Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Employee Roster

Mississippi Student Information System  
District Personnel Approval

[ Selected District ]

District Name School Year District Personnel Approval Date Re Run Indicator MDE Final Approval Date

0610 BOLIVAR CO SCHOOL DIST 2018-2019

[ Employee Roster ]

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"/>

The “District Personnel Approval Information Report” can be printed by clicking on the “TRAFFIC SIGNAL” icon at the top of the “District Personnel Approval” 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.

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 after all data has been enter so that it can by processed again to reflect any updates or changes.**



# District Approval of Personnel Data – Inactive Employee

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  
4820 ABERDEEN SCHOOL DIST TEST MISC 000-00-0012 2017-2018

[ Update District Employment Information ]

Major School Name  
004 ABERDEEN ELEMENTARY SCHOOL

Status Days Employed Contracted Days for After Hours  
Active 07 0

Title / Bilingual District Time  
N 100

Roll Employee User Defined  
Y

Contract Employee Receiving check from PERS??  
N/A N

Status  
Active  
Inactive

Roll Employee  
Y  
N

- Remove Employee from the District Approval – Inactive Employee – District Info tab

## Inactive Employee:

- If an employee ssn was entered incorrectly
- If the employee was rolled by mistake

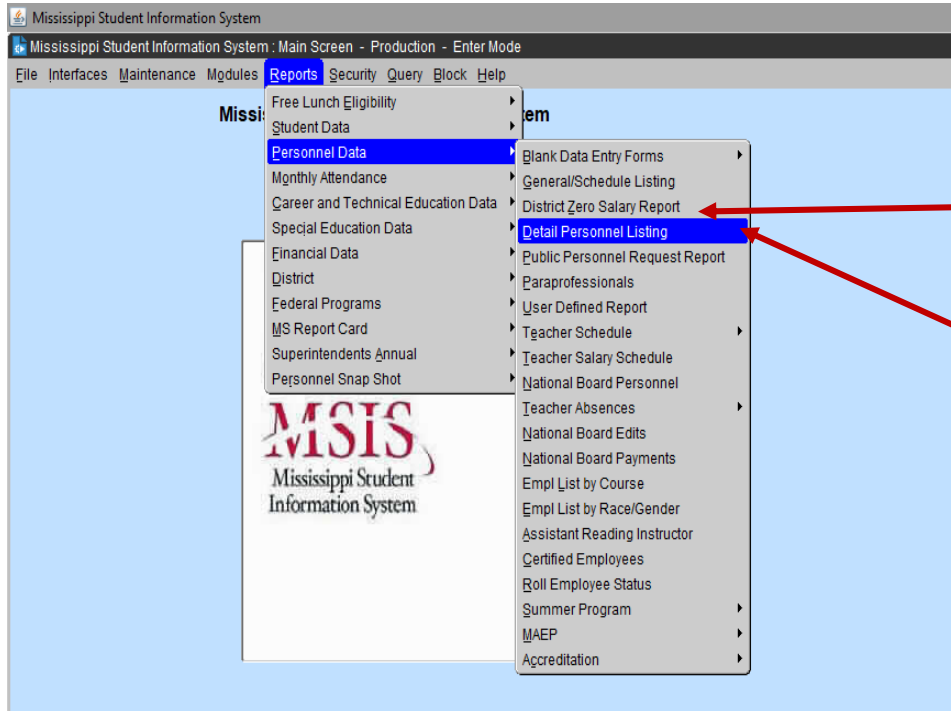
## DISTRICT INFO tab

**ROLL EMPLOYEE** - marked “ROLL EMPLOYEE - N” on the DISTRICT INFO tab of the GENERAL/SCHEDULE EMPLOYEE ENTRY screen for the **current school year (EX 2018-2018)**.

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

**SAVE** the DISTRICT INFO tab.

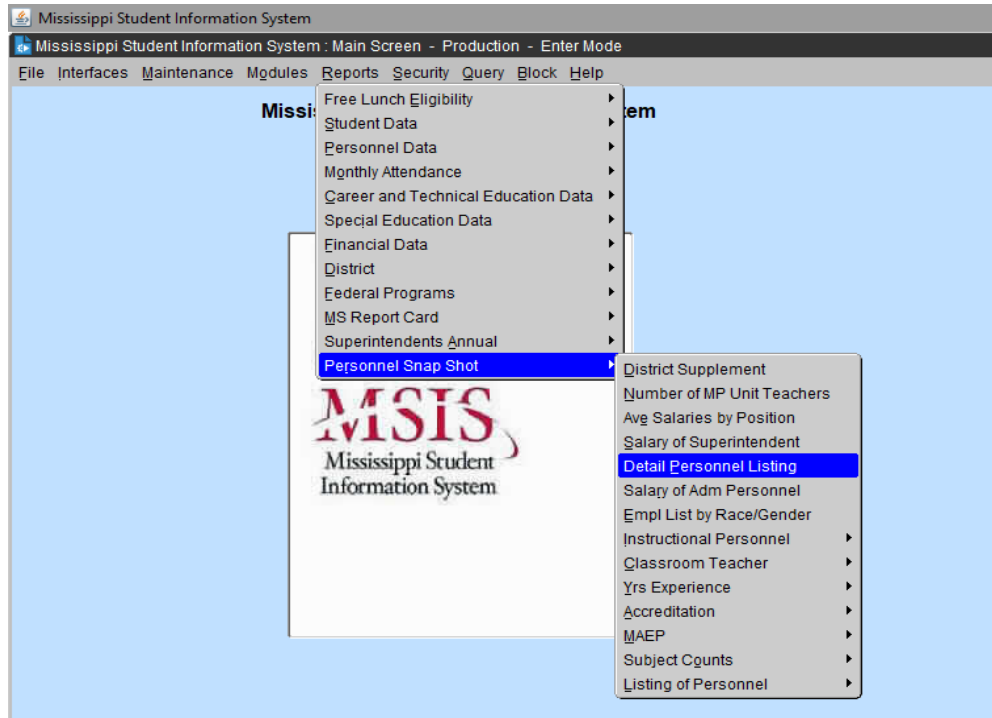
# Personnel Reports



- After the District has approved their Personnel Data and before the deadline September 30
- **Remember to approve your personnel each night so that your edits will update overnight.**
- Please run:
  - District Zero Salary Report will be generated using the data provided by the District offices. This report prints all employees for the district with a zero salary where applicable.
  - Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not.

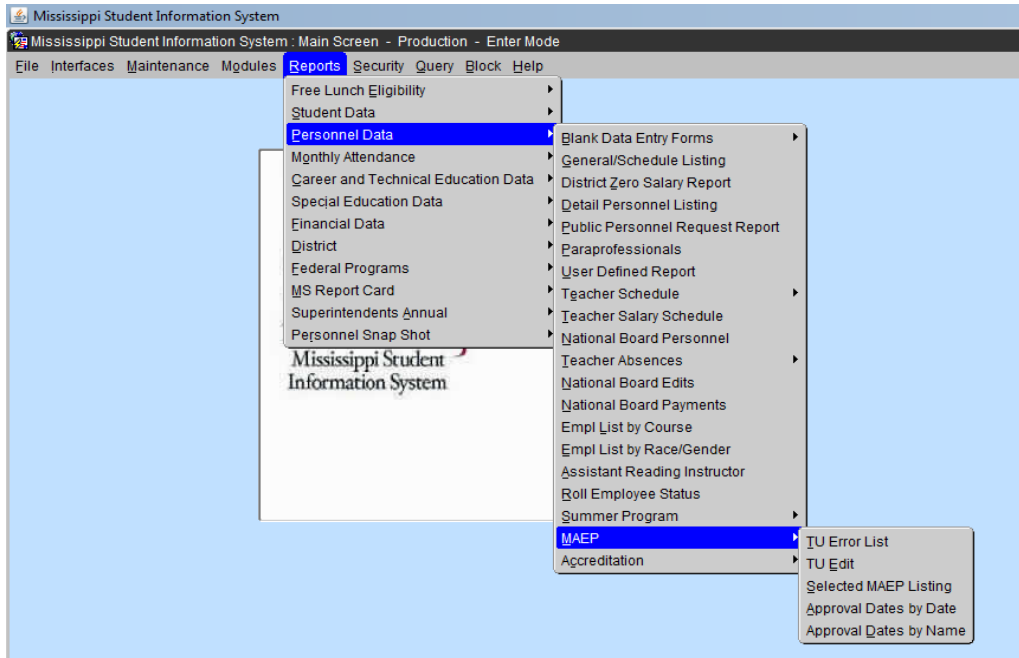


# Personnel Reports



- After the District has approved their Personnel Data and after December deadline.
- Please run:
- Detail Personnel Listing Report can also be run from Personnel Snap Shot data after personnel is finalized by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.

# MAEP Reports



## •MAEP TU EDIT

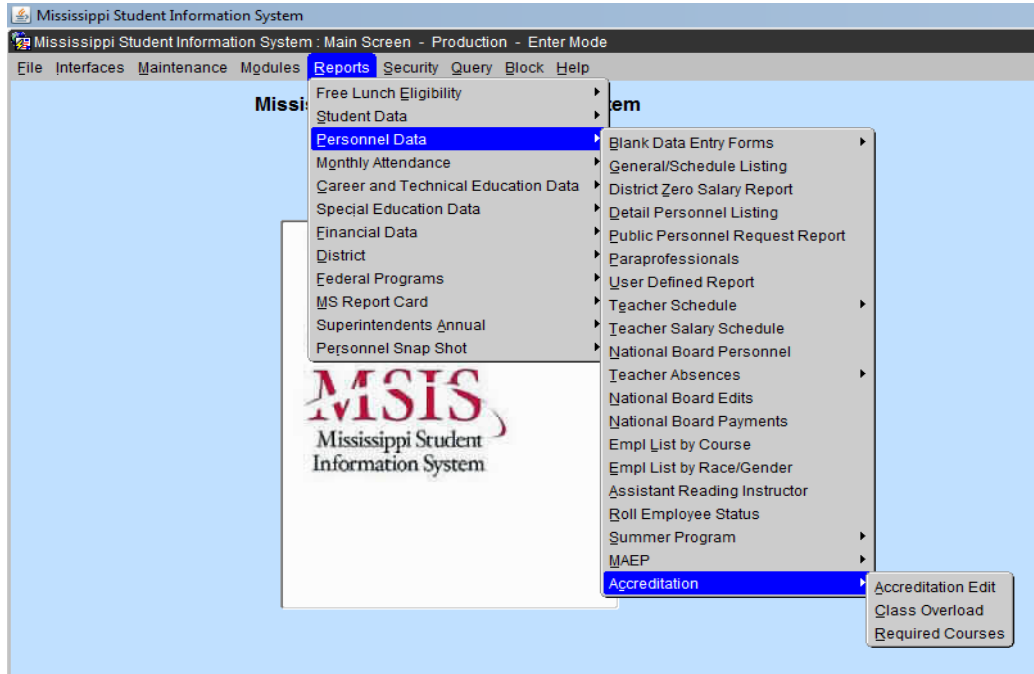
- This report prints employees with all their personnel information and certificate information where applicable, and messages. You can select this report to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also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

## •SELECTED MAEP LISTING

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

**Remember to approve your personnel each night so that your edits will update overnight.**

# Accreditation Reports



- **ACCREDITATION EDIT**
  - The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.
- **CLASS OVERLOAD**
  - The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).
- **REQUIRED COURSES**
  - The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).

**Remember to approve your personnel each night so that your edits will update overnight.**

## Data Verified

### Primary Contact Approves School/District

#### Policy 2.1 of the MS Public School Accountability Standards:

- The district superintendent and school principals are responsible for ensuring that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the SBE and may result in the downgrading of the district's accreditation status.

## Upcoming Deadlines

### MAY

- District must enter next school year's calendar in MSIS District Events by May 30<sup>th</sup>

### JUNE

- Districts must complete Summer Program Report Entry screen for all schools offering summer programs
- Districts must complete Teacher Absence Information. Last Day is **June 30**.
- MSIS is closed for maintenance 12 noon on **June 30**.

### JULY and AUGUST

- Access to ACCRED Live Data Reports
- District and school demographics
- District must enter Pay Scale in MSIS by the last business day in July
- District personnel data (Public, Special, and Non-Public)

# MSIS Personnel Year-End Overview

## Criteria for Timely & Accurate Reporting of Personnel Data

Data Submission Deadlines met.

District Time

Days Employed

Salary

Correct Course/Work Area Code(s).

Correct Schedule

Term/Semester Code

Carnegie Unit

Period Number

Class Minutes

District/School Demographics

Start/Stop Time

Grades Taught

Contact Information

Physical Address

**Questions ?**



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright *future* for every child

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## Dorothy Thomas-Holloway

Office of Technology and Strategic Services

OTSS Helpdesk

[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

601-359-3487