# *OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS)*

## *MSIS PERSONNEL*

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

# MSIS Personnel

Personnel

OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

MSIS
Mississippi Student Information System

**PERSONNEL TRAINING**

Personnel Reference

MSIS PERSONNEL REFERENCE MANUAL

**OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES**

**MISSISSIPPI STUDENT**

**INFORMATION SYSTEMS**

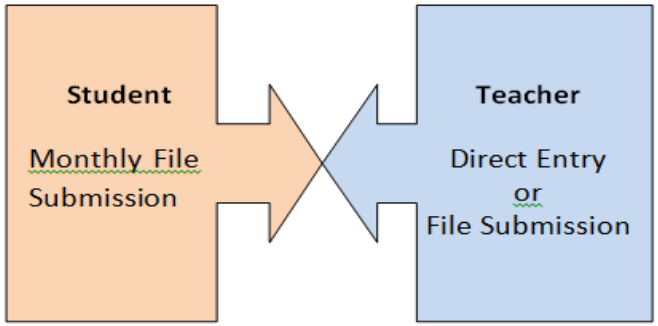
**PERSONNEL**
**REFERENCE MANUAL**


©MDE - OTSS/Core School Applications

# MSIS Website & Personnel Resources

http://www.mde.k12.ms.us/OTSS/MSIS

# 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


©MDE - OTSS/Core School Applications

# STEPS FOR PROCESSING PERSONNEL DATA IN MSIS


©MDE - OTSS/Core School Applications

# *MSIS Personnel*

***Before the Personnel Data is process in MSIS you should:***

***Check with your HR or Payroll Department to make sure the employees will return the next school year***

# *MSIS Personnel*

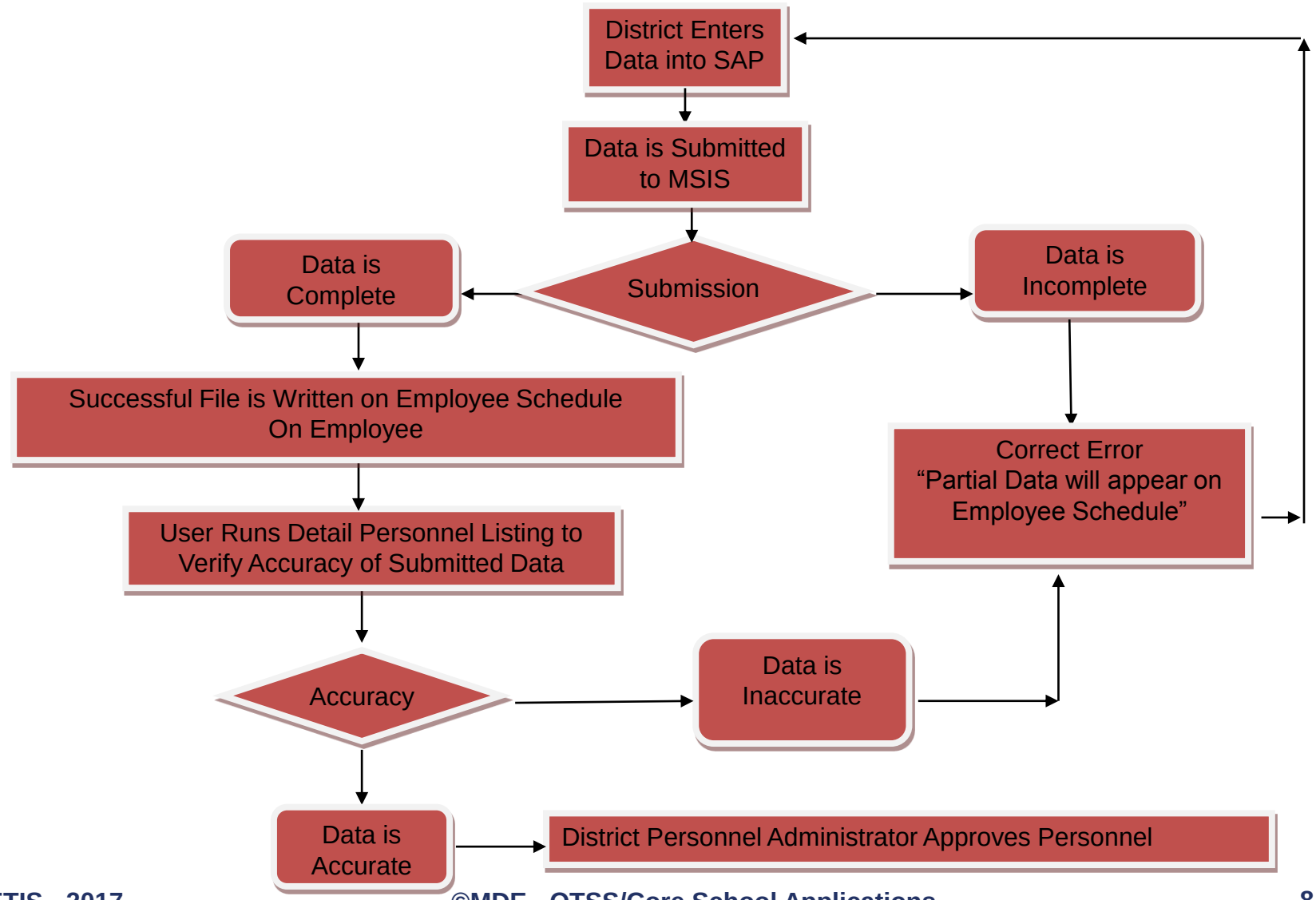
***Several ways to process Personnel Data in MSIS:***

***1. File Submission through Student Administration Package (SAP)***
***2. Roll the District Information***
***District Data – must be done to update the SPED student data, MSIS users and teacher absences.***
***Schedules***
***3. Manually***


©MDE - OTSS/Core School Applications

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

# MSIS Personnel (File Submission through SAP)

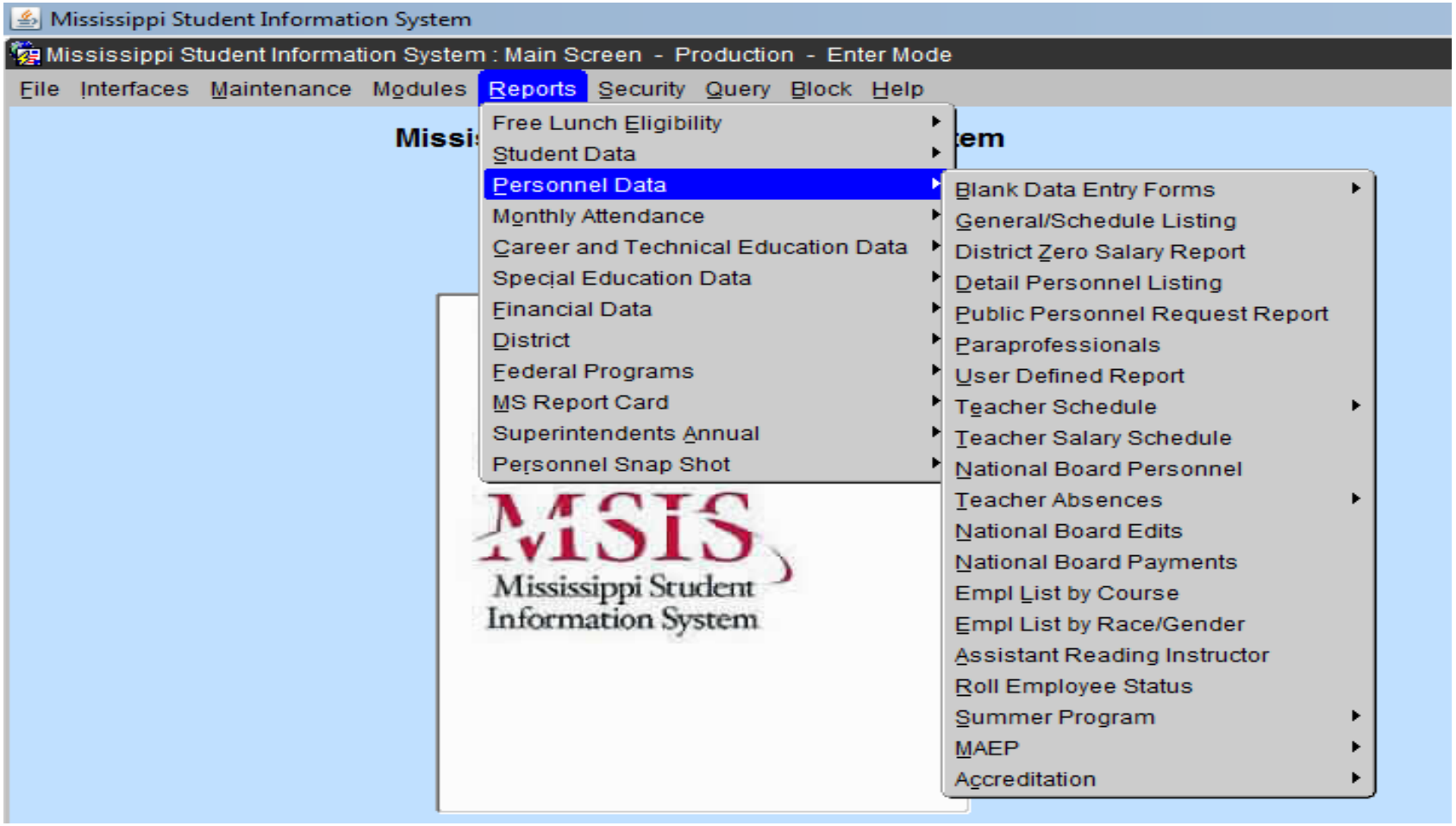




©MDE - OTSS/Core School Applications

# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

***Run the General Schedule Listing Reports for the previous school year. (ex. school year 2016-2017)***



MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

**General/Schedule Employee Entry Form** MSIS

June 15, 2017 *4820 - ABERDEEN SCHOOL DIST* Thursday, 01:04 PM

*GENERAL*

First MI Last

Name _____

Address _____

_____

_____

SSN _____

Phone (____)_____-_____

Race _____

Birthdate _____

Sex _____ Ethnicity _____

Title I Bilingual _____(Y/N)

Major School _____

Contract Employee____ PERS Check____ Contract Days For After Hours ____

| Years of Experience | District Time | Days Employed | Teacher Salary | Annual Salary | User Defined |
|---|---|---|---|---|---|
| | | | | | |

*SCHEDULE*

| Term/ Sem | Period Number | Course Code | Minutes | Sch Num | Grades Low | Grades High | Students | Carnegie Units | Special Program | Schedule Type | Reserved |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

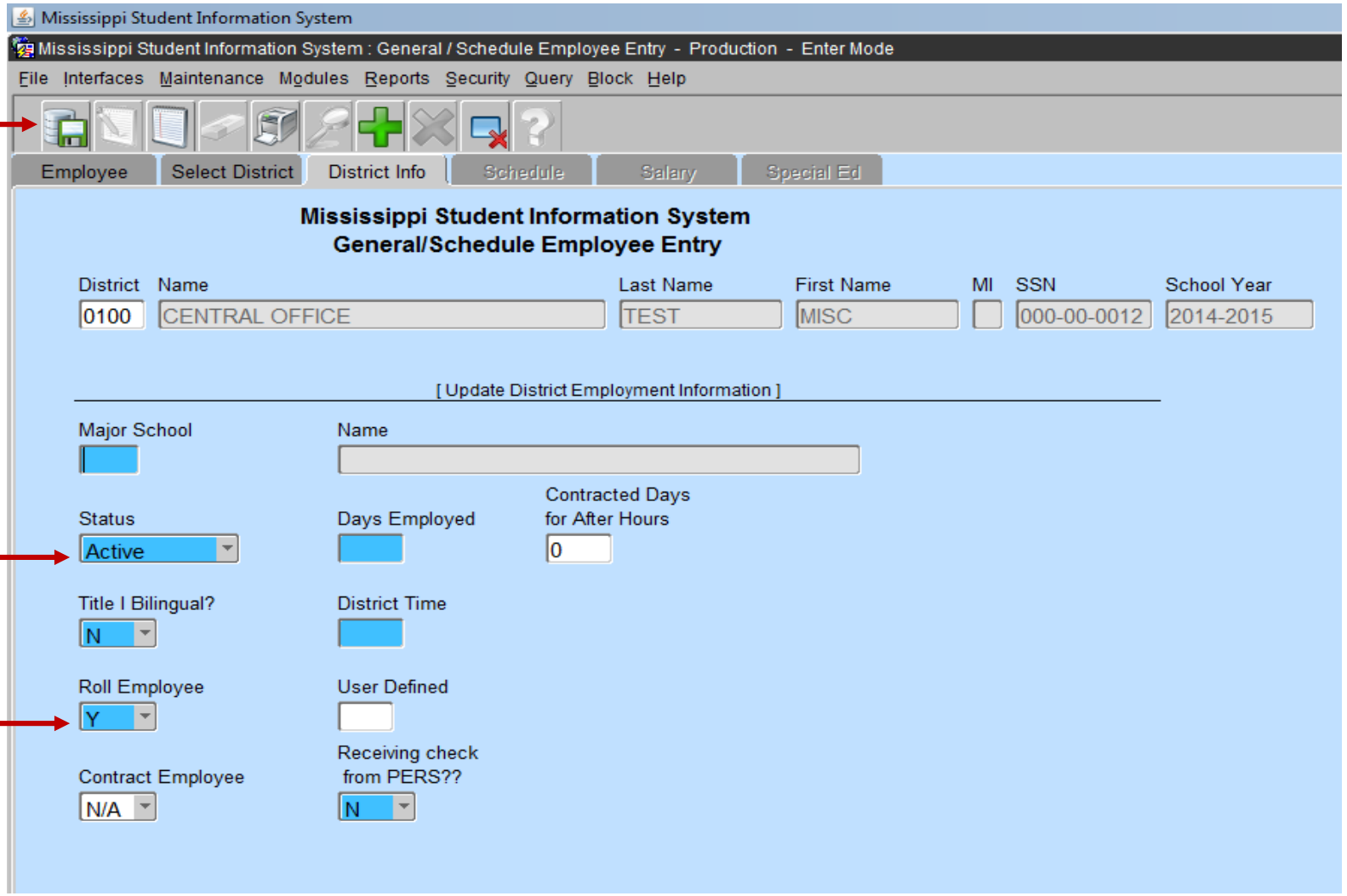
| Period Number | Course Description | *Location |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

*NON-TEACHING SALARIES*

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

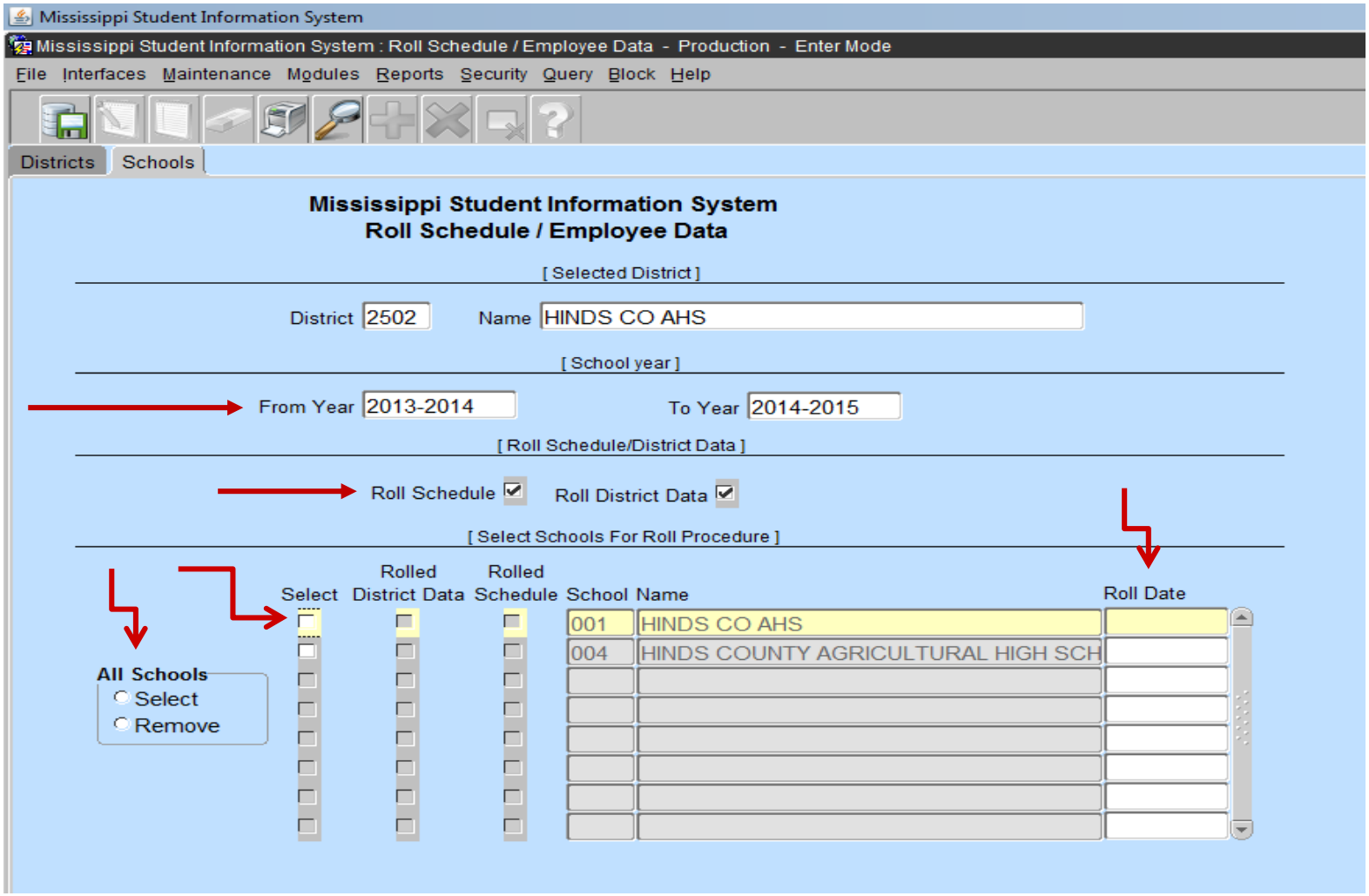
* If course is vocational, determine location. school, district center, or vocational center.

# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

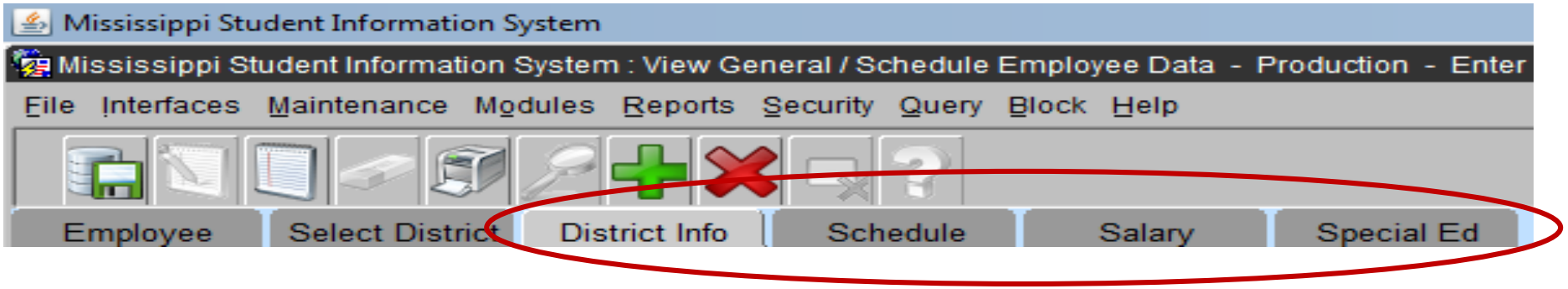


# MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)

## Roll Schedule/Employee Data



# *MSIS Personnel (Rolling/Manual Entering District Employee Data /Schedule)*




UPDATE THE FOLLOWING TABS on those employees that has been rolled:

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

On the **District Info** tab: Days Employed and District Time

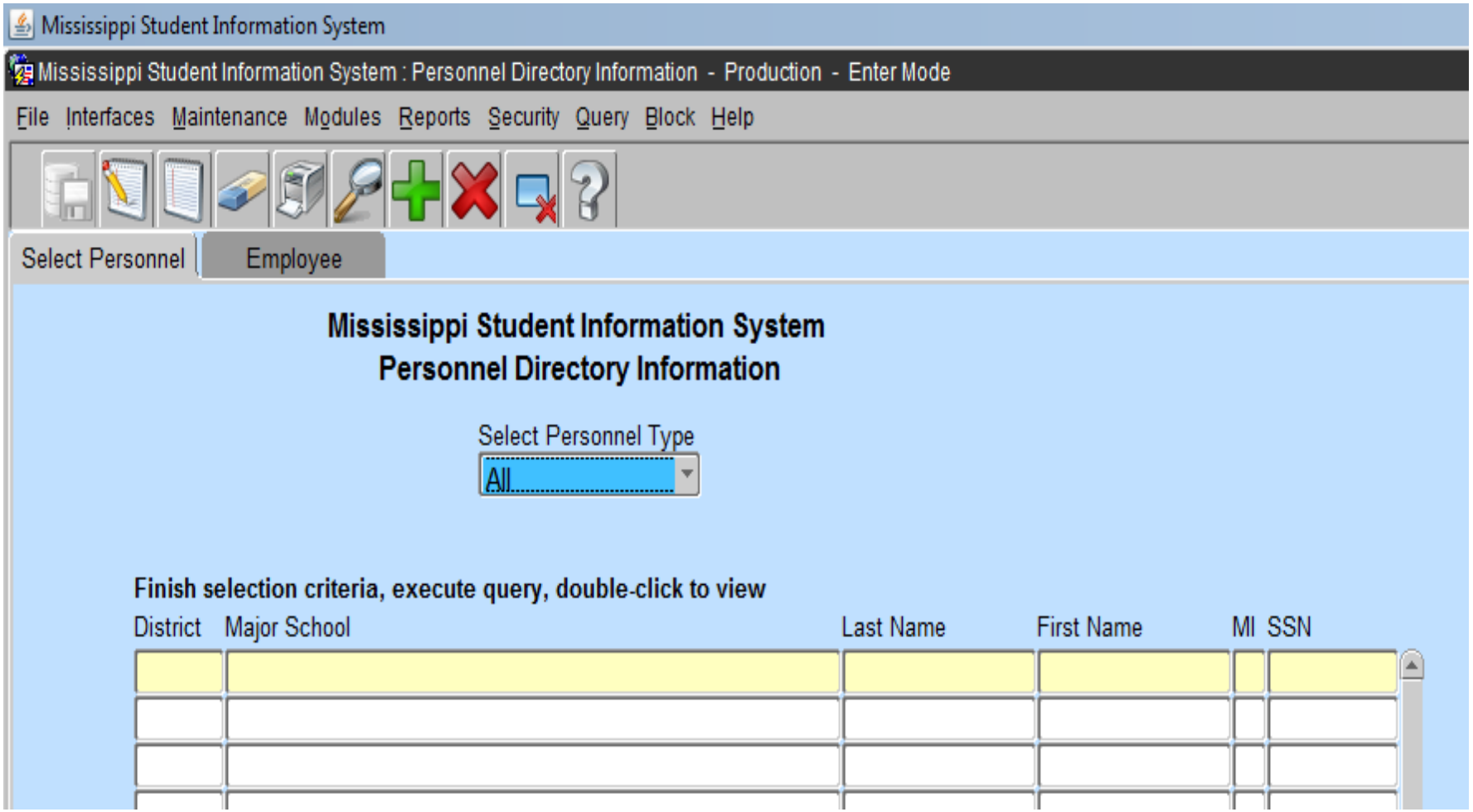
On the **Schedule** tab: Period for each course, Vocational Location if Vocational course.

On the **Salary** tab: Teacher Salary and/or Non-Teaching Salaries: Salary.

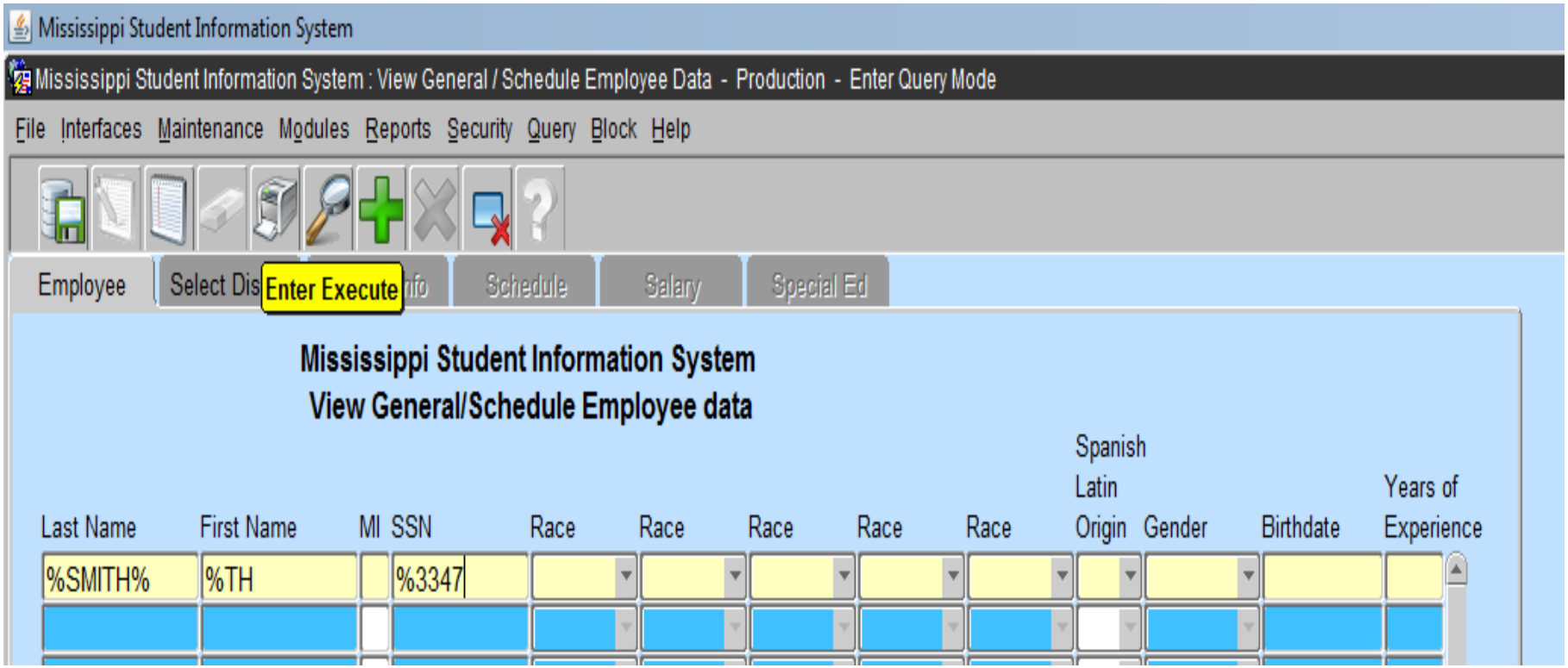
On the **Special Ed** tab: Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

# MSIS Personnel - Add/Modifying Employees

## Search Personnel/Employee



# MSIS Personnel - Add/Modifying Employees

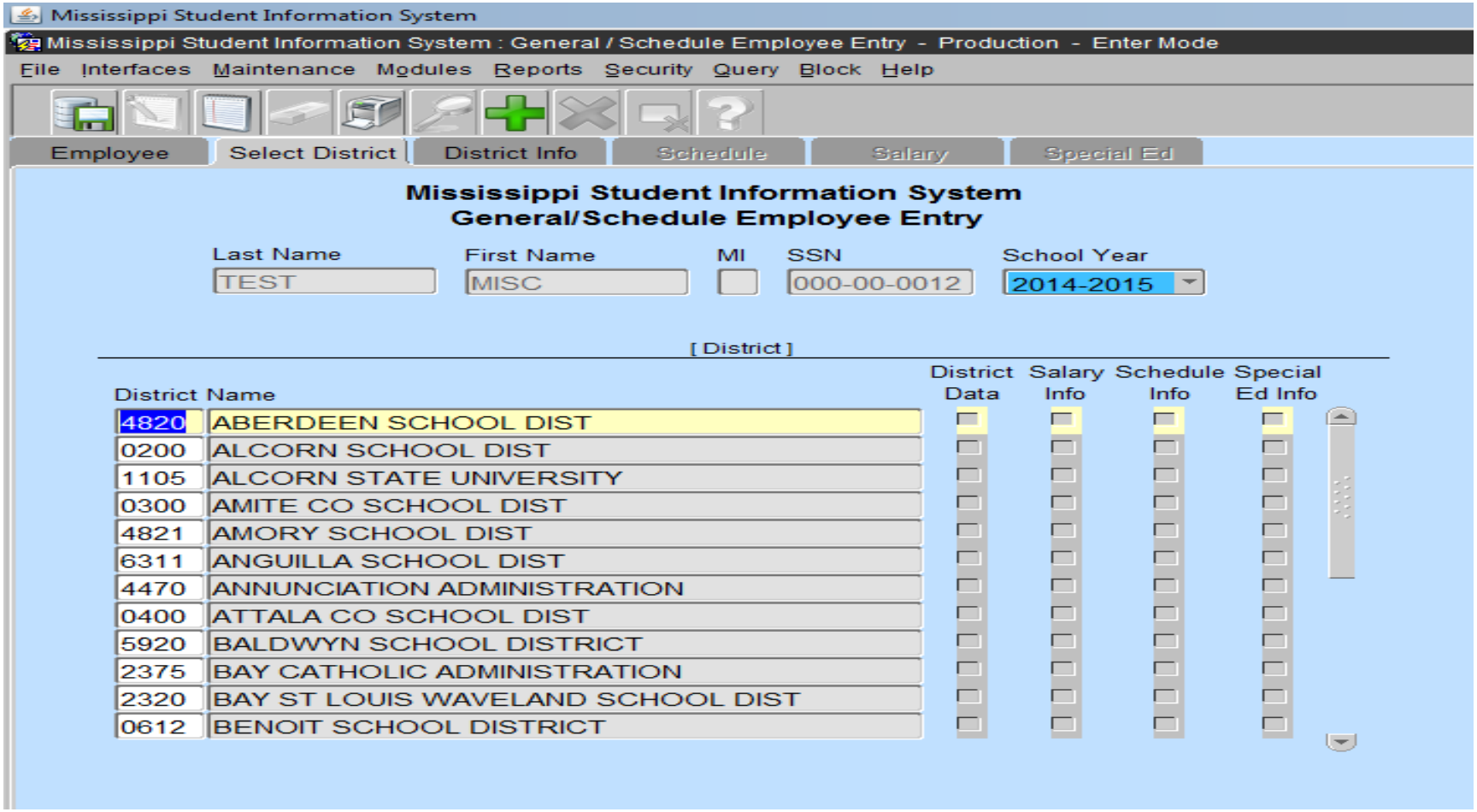




©MDE - OTSS/Core School Applications

# MSIS Personnel - Add/Modifying Employees

## Select District for Personnel/Employee

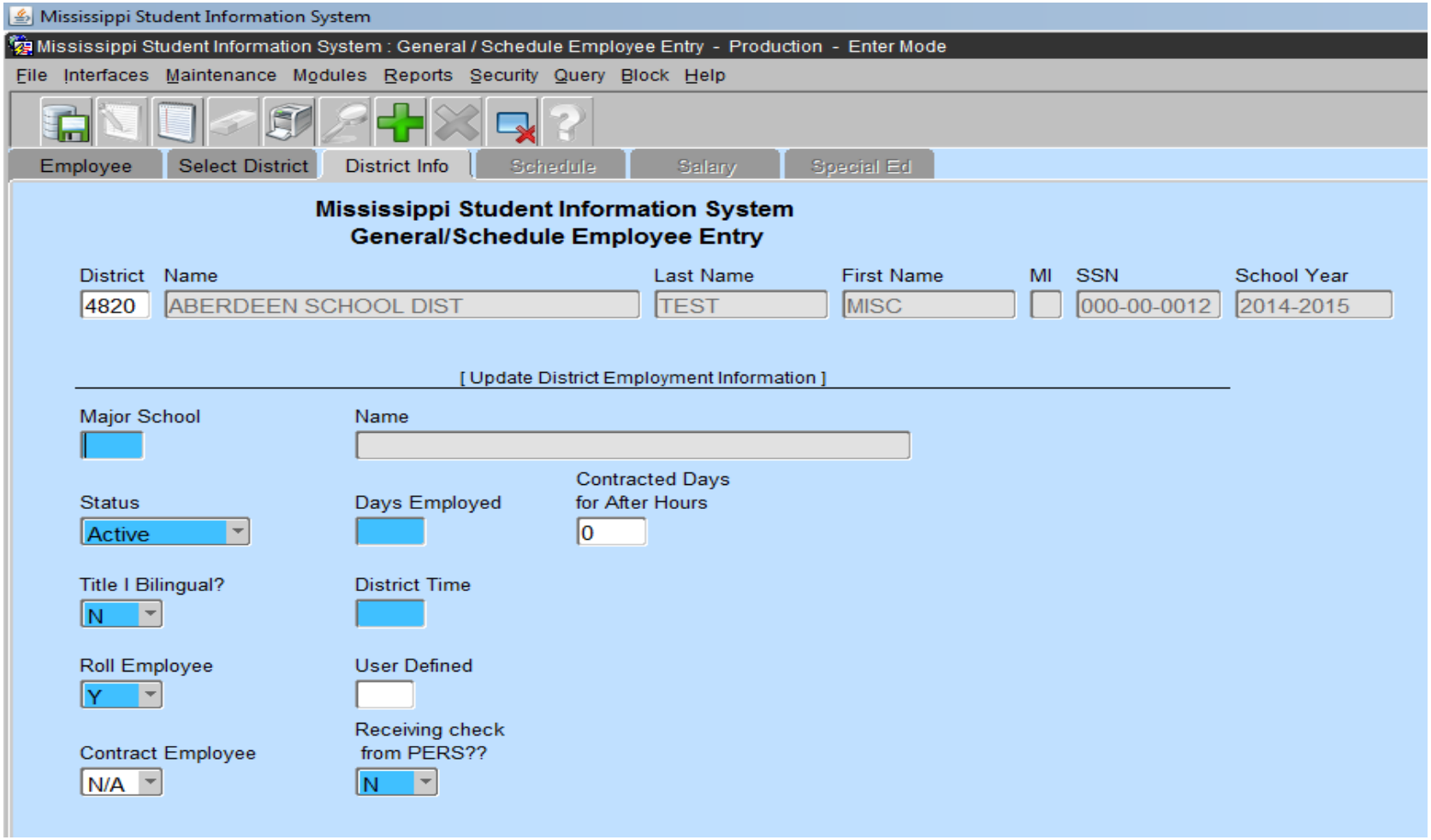




©MDE - OTSS/Core School Applications

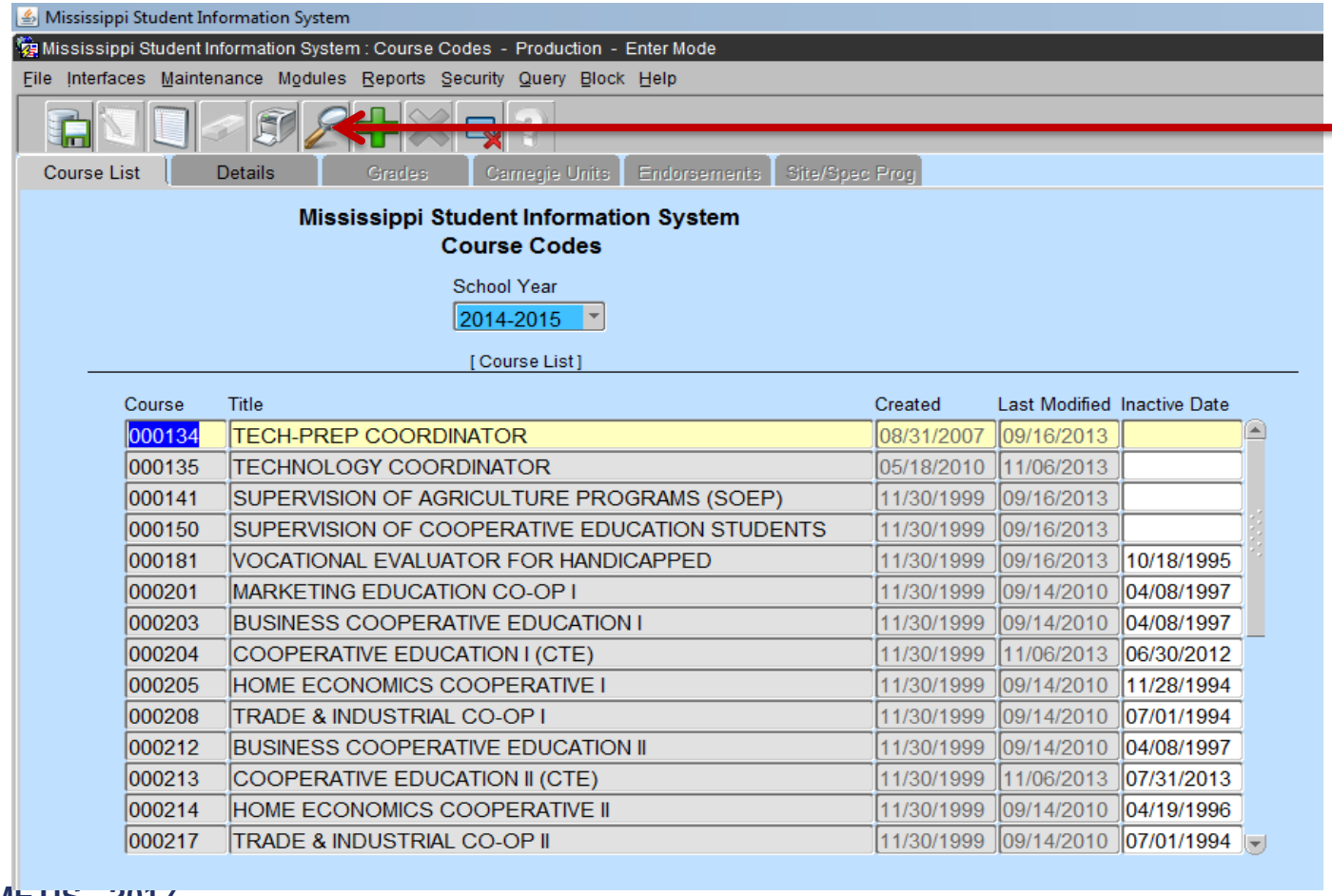
# MSIS Personnel - Add/Modifying Employees

## District Info for Personnel/Employee



# MSIS Personnel – Viewing the MDE Course Codes

| Course | Title | Created | Last Modified | Inactive Date |
|---|---|---|---|---|
| | %english% | | | |




| 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 |


©MDE - OTSS/Core School Applications

# MSIS Personnel – Viewing the MDE Course Codes

## Course/Work Area Codes and Approved Secondary Course Codes REPORT

2011-2012 Course / Work Area Codes Report MSIS

July 25, 2011
Monday, 01:59 PM



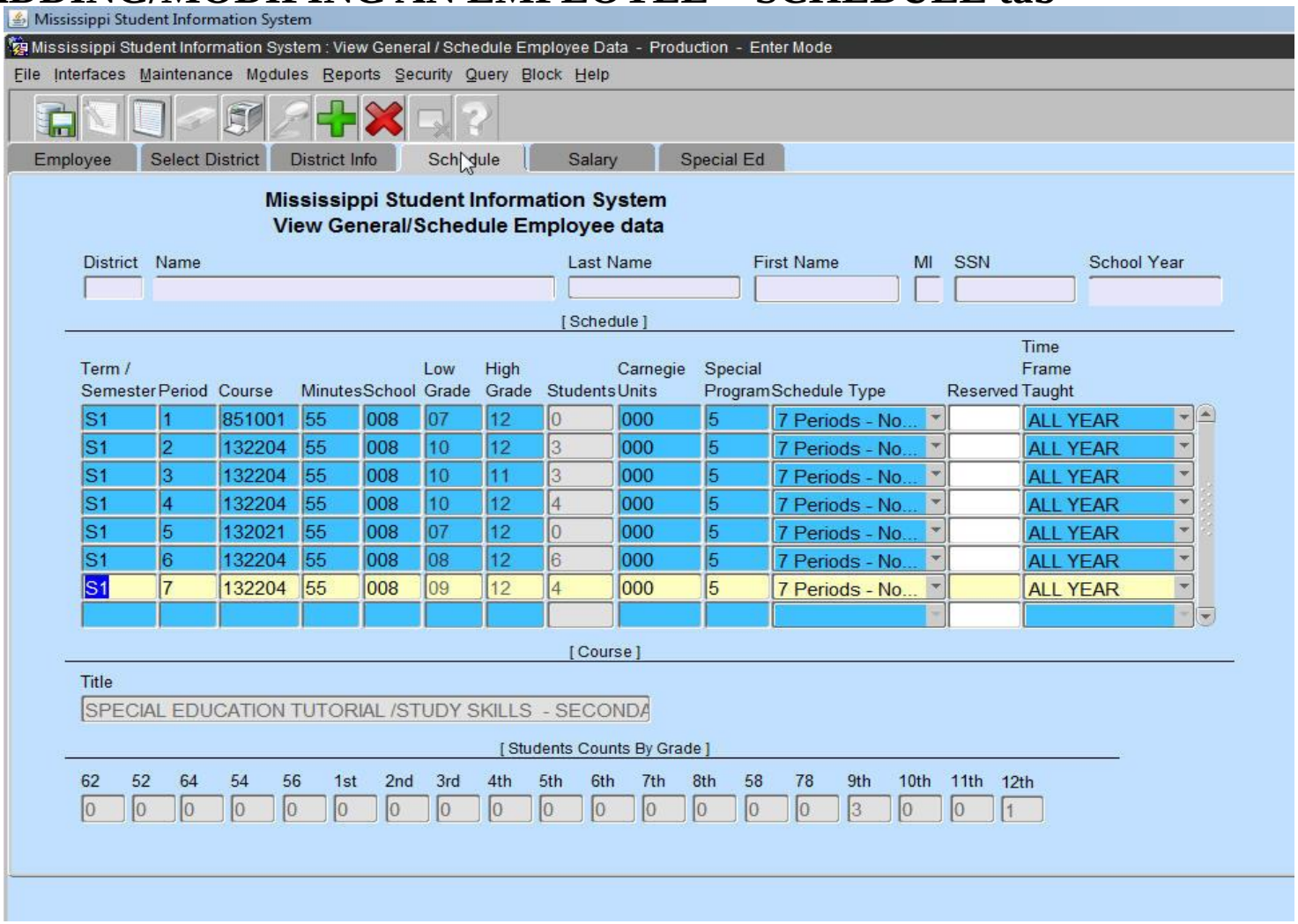
| Course | Course Title | Endorsements | Carnegie | Special | CIP |
|---|---|---|---|---|---|
| **District Office** | | | | | |
| **All Grades** | | | | | |
| 801045 | 21ST CENTURY GRANT SITE COORDINATOR | 486 - 489 | 000 | 0, 9 | |
| | A licensed administrator who coordinates and supervises the 21st Century Grant program. | | | | |
| 751001 | ACCOUNTANT/BOOKKEEPER | NONE | 000 | 0, 1, 9 | |
| | Responsible for keeping an accurate account of income and expenditures. | | | | |
| 701001 | ADULT EDUCATION TEACHER | Valid License | 000 | 0, 1, 9 | |
| | A person who teaches an adult education class during the regular school day. | | | | |
| 801041 | ASSISTANT COORDINATOR SPECIAL GRANTS | NONE | 000 | 0, 9 | |
| 511027 | ASSISTANT DIRECTOR OF TRANSPORTATION | NONE | 000 | 0 | |
| 511031 | ASSISTANT DIRECTOR PERSONNEL | NONE | 000 | 0 | |
| 511005 | ASSISTANT DIRECTOR- FEDERAL PROGRAMS | 486, 487, 487 & 488, 488, 489, 494 | 000 | 0, 1, 9 | 000112 |
| | Assists the director in administration of federal programs. | | | | |
| 751031 | ASSISTANT DIRECTOR- FOOD SERVICE | NONE | 000 | 0, 9 | |
| | Assist the food service director in implementing the food service program in the district. | | | | |
| 511007 | ASSISTANT DIRECTOR- VOCATIONAL PROGRAMS | 430, 480, 486, 494 | 000 | 0, 2 | 000112 |
| | Assists the director in administration of vocational programs of the district. | | | | |
| 751039 | ASSISTANT DORMITORY SUPERVISOR | NONE | 000 | 0, 9 | |
| | Assists the supervisor of dormitories in carrying out position responsibilities. | | | | |
| 131002 | ASSISTANT SPECIAL EDUCATION SUPERVISOR | 202, 205, 206, 208, 210 - 213, 215, 216, 218, 220 - 224, 451, 494 | 000 | 0, 9 | |
| | Assists in the administration of the special education program in the district. | | | | |

* Added in 2011-2012


©MDE - OTSS/Core School Applications

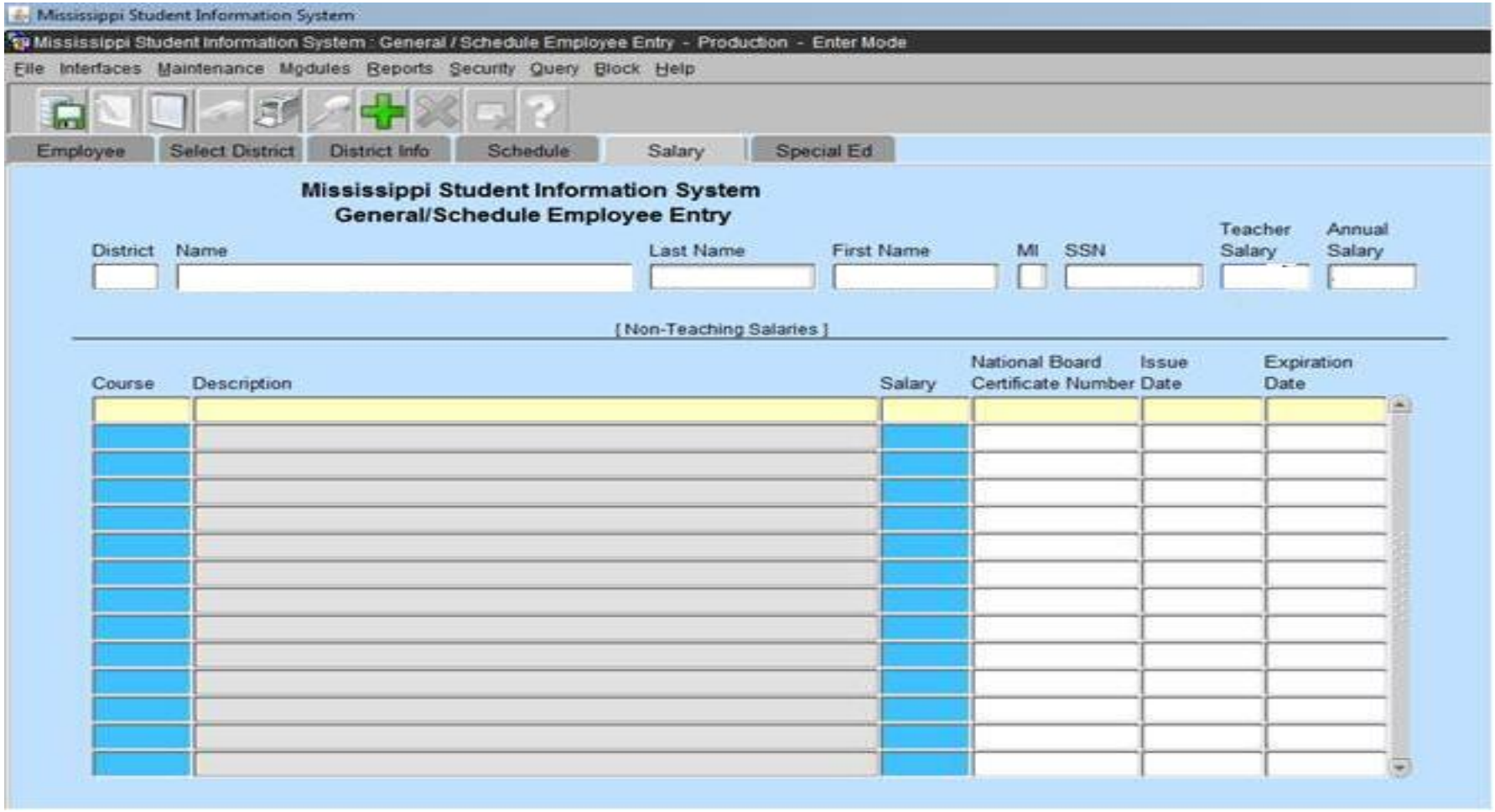
# MSIS Personnel - Add/Modifying Employees

## ADDING/MODIFING AN EMPLOYEE - SCHEDULE tab



# MSIS Personnel - Add/Modifying Employees

## ADDING/MODIFING AN EMPLOYEE - SALARY tab

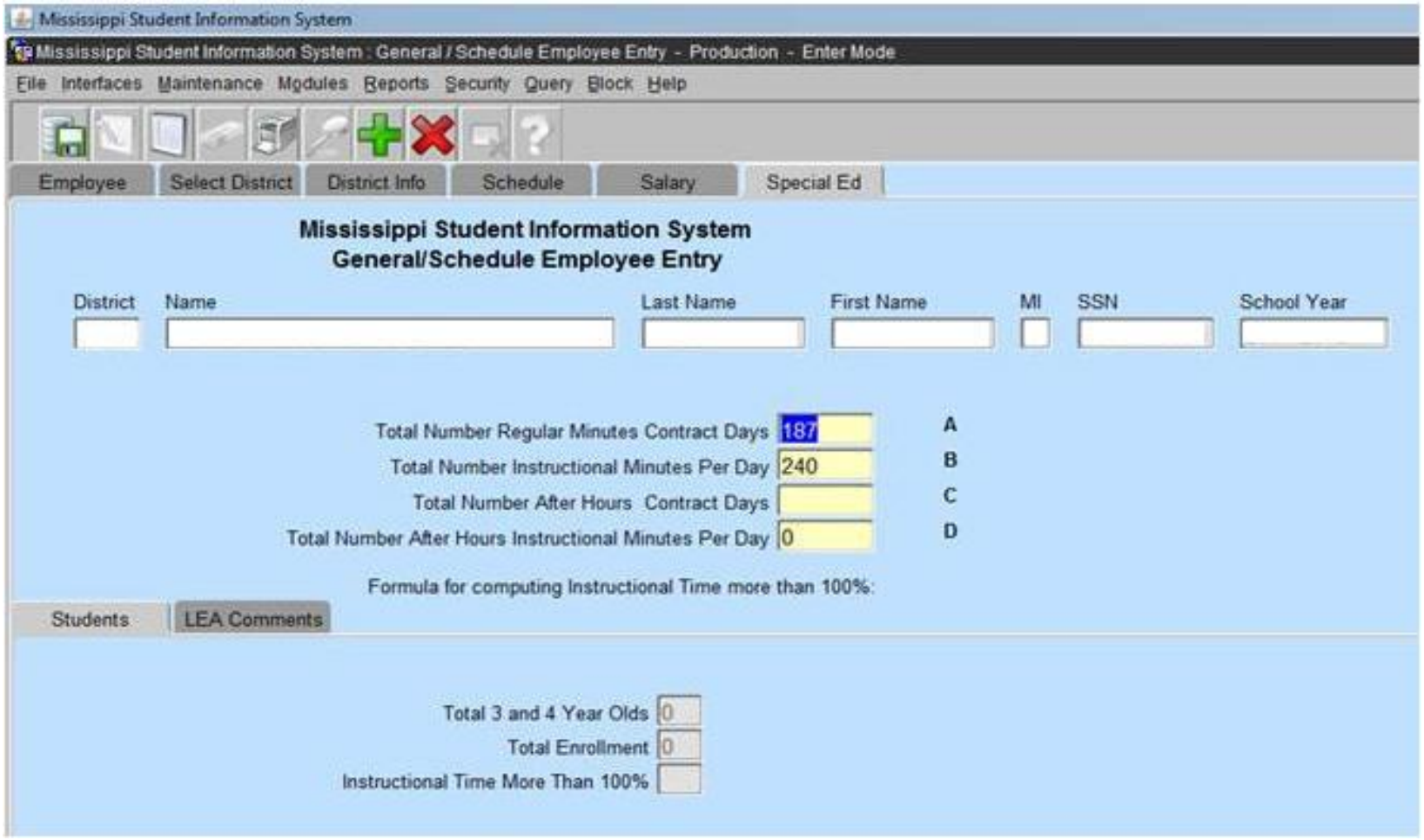




©MDE - OTSS/Core School Applications

# MSIS Personnel - Add/Modifying Employees

## ADDING/MODIFING AN EMPLOYEE - SPECIAL EDUCATION tab

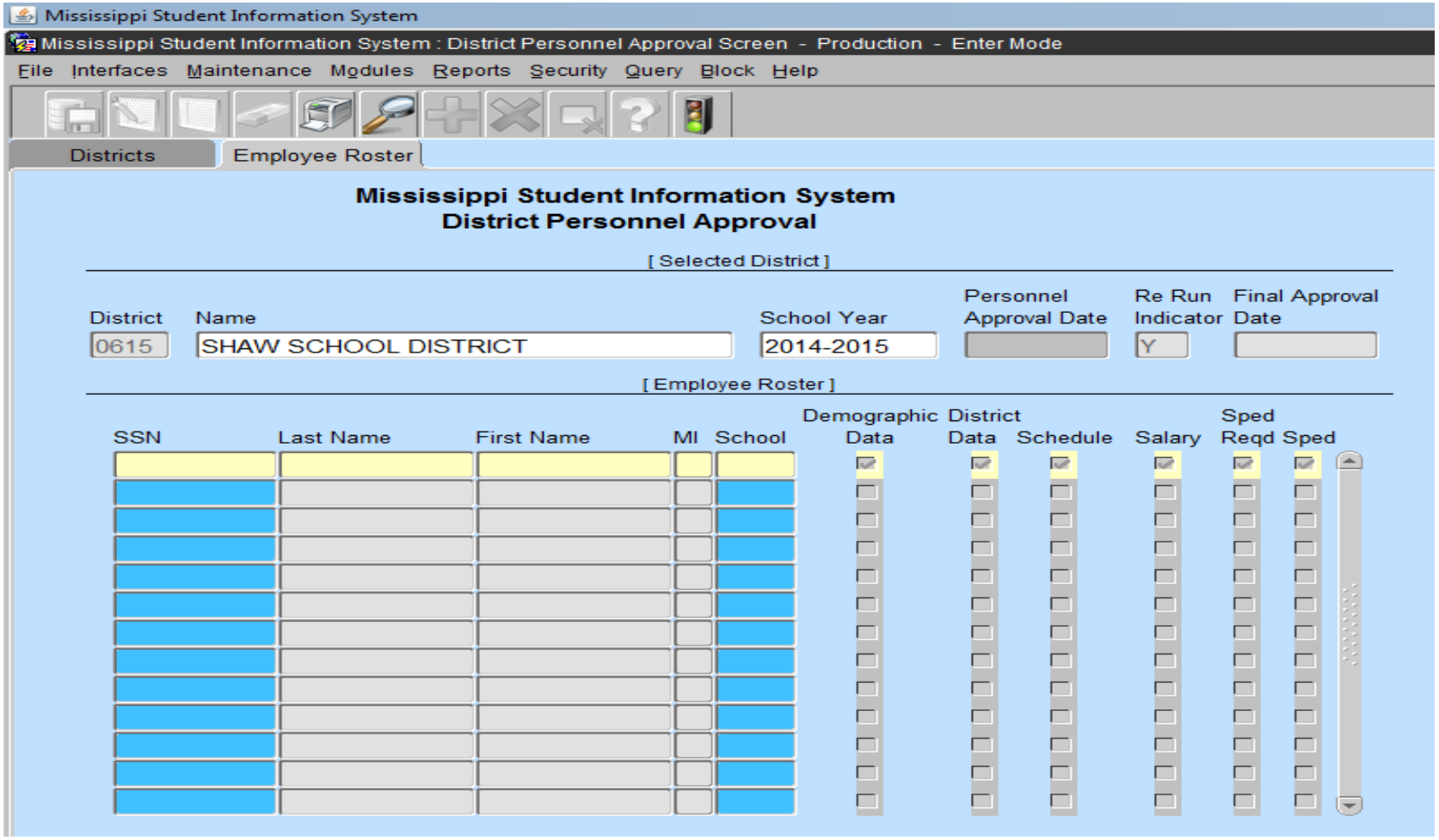




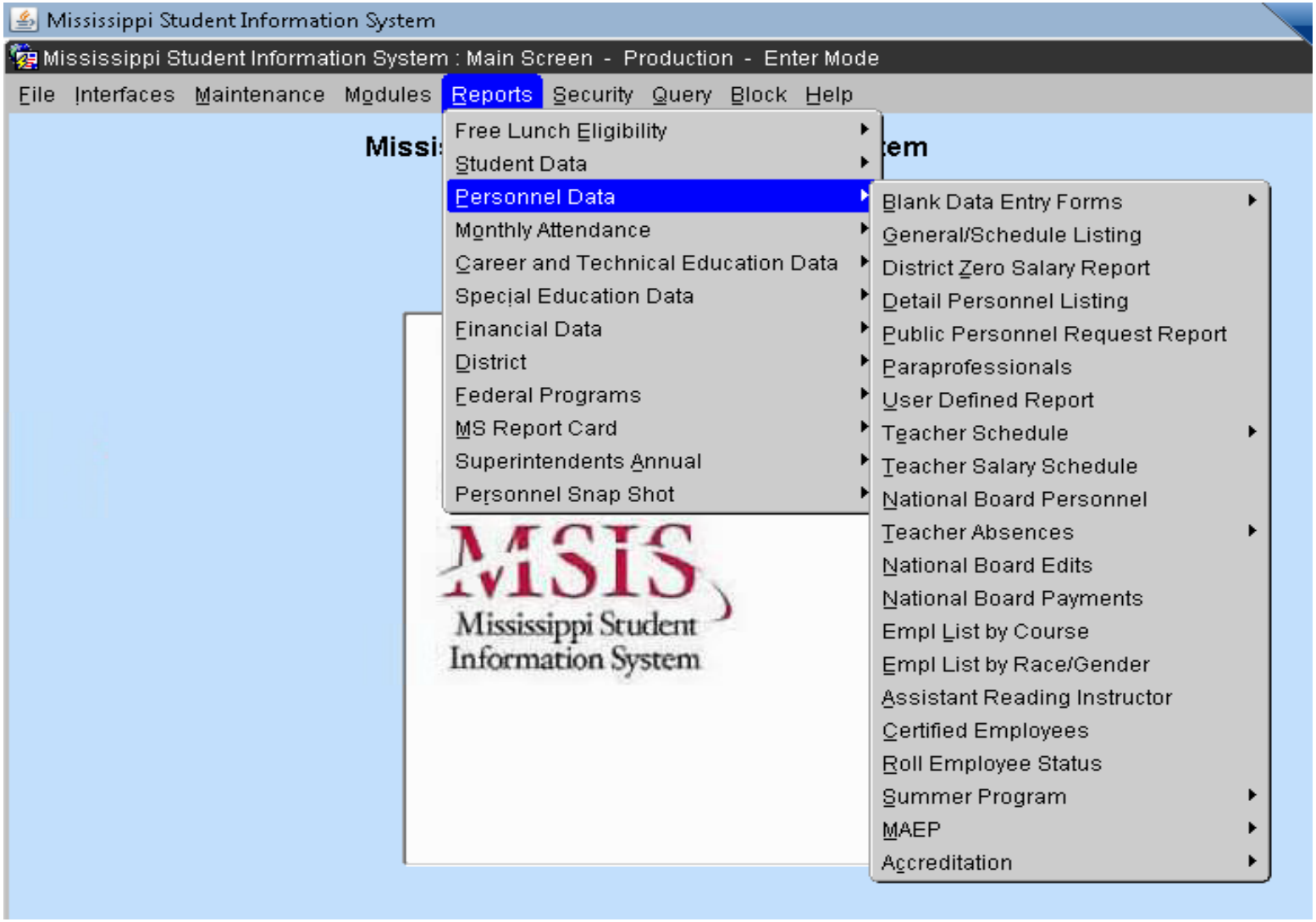
©MDE - OTSS/Core School Applications

# MSIS Personnel – District Approval

## DISTRICT APPROVAL OF PERSONNEL DATA



# MSIS Personnel Reports>Personnel Data





©MDE - OTSS/Core School Applications

# Personnel TU Edit

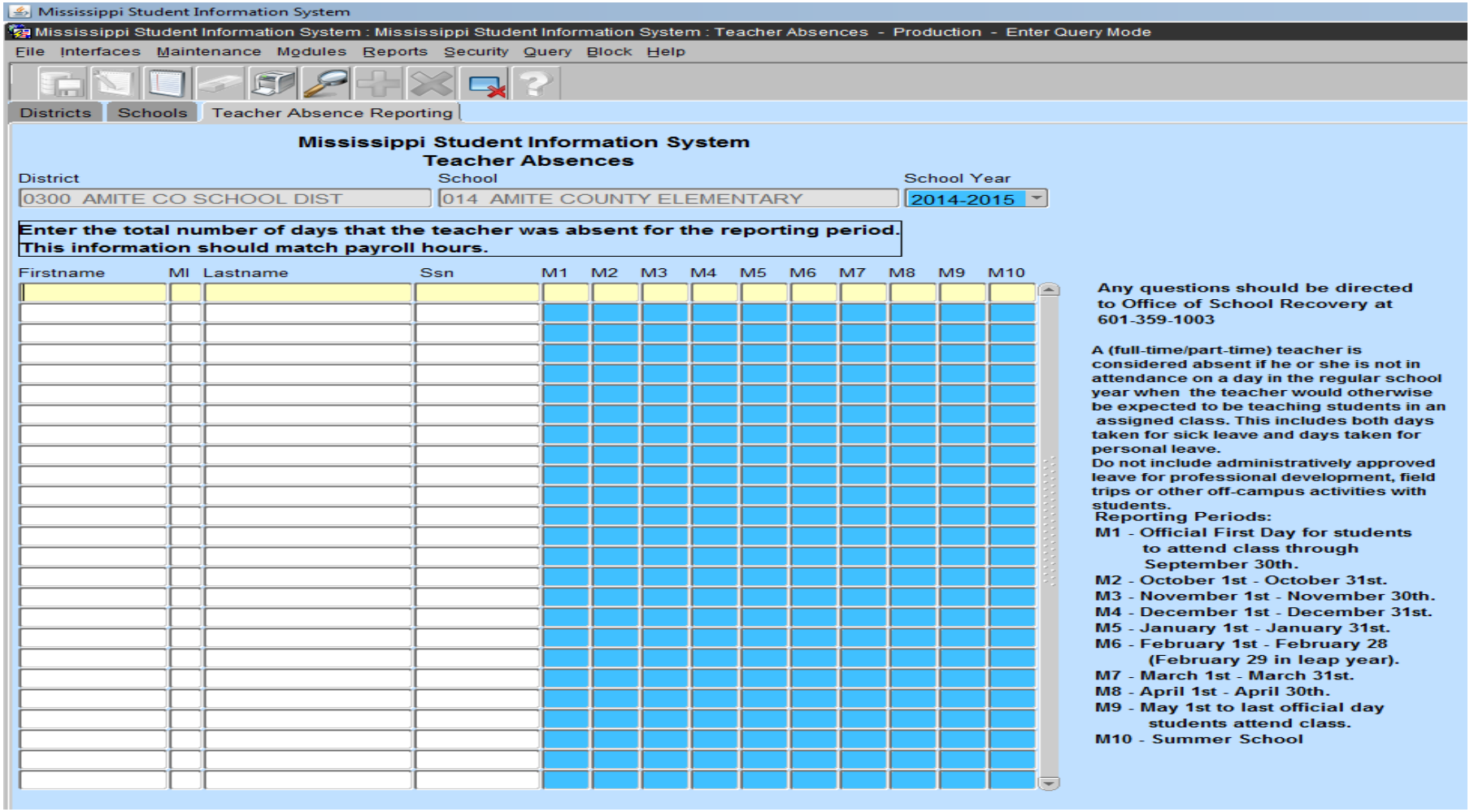
- The following Accreditation Edit Reports should be run:
  - **Accreditation Edit**
  - **Class Overload**.
  - **Required Courses**
- The following MAEP Reports should be run:
  - **MAEP TU Edit**
  - **Selected MAEP Listing**

## Personnel TU Edit (email)

An email is sent thru the MSIS Blast giving you instruction on the Personnel TU Edits:

1. Deadline for making changes.
2. A check list of things that will aid the process of insuring that personnel data is as accurate as possible, the Teacher Unit Edit Report, your teachers information and to clean up their schedules as needed - especially those that are showing no MAEP funding.
3. What to review after you have COMPLETE and got a SUCCESSFUL.

# MSIS Personnel Teacher Absences



**Criteria for Timely & Accurate Reporting of Data**

- Data Submission Deadlines met.
  - Release/Transfers within a reasonable timeframe normally 24 – 48 hours
  - Correct Indicators.
    - Absences
    - Enrollment – correct code & date.
    - Withdrawals – correct code & date.
- Correct Course 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

# Accreditation Policy 2.1

The district superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education 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 State Board of Education and may result in the downgrading of the district's accreditation status.

# MSIS Year-End Access

**MSIS access will be removed Friday June 30, 2017 at 3:00 p.m.**

**MSIS access will be restored Monday, July 17th**

# MSIS Personnel

## OTSS/MSIS CONTACT INFORMATION

NUMARA FootPrints

- ***Footprint ticket***
- ***Website:*** *http://www.mde.k12.ms.us/footprints/*
- ***Email address:*** *mdeapps@mde.k12.ms.us*

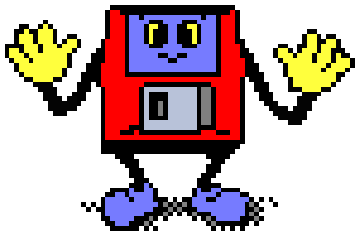
- *Sarita Donaldson, Director, Core School Applications*
- *sdonaldson@mde.k12.ms.us*
  *Phone (601) 359-3487*
  *Fax: (601) 359-2027*
  *http://www.mde.k12.ms.us/msis/index.html*

- *Dorothy Thomas-Holloway*
- *dholloway@mde.k12.ms.us*

# Thank you

# for

# Attending




©MDE - OTSS/Core School Applications