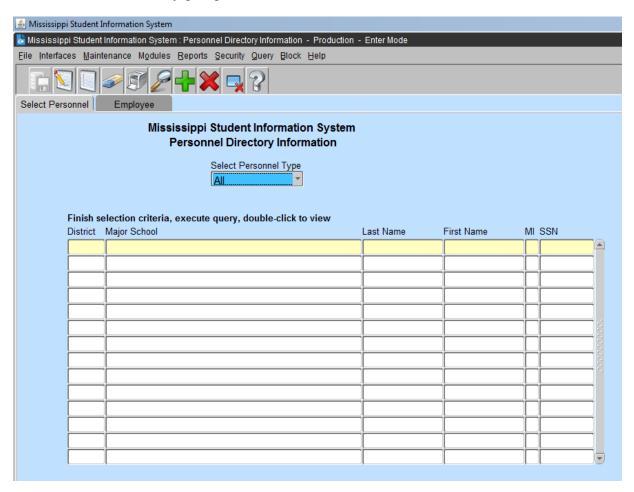
SEARCH PERSONNEL

This screen is accessed by going to MODULES>PERSONNEL>SEARCH PERSONNEL.



This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data and the % wildcard. You can also locate an employee in MSIS within a specific district and major school. After locating the employee, you can view the employee's personnel directory information by clicking the "EMPLOYEE" tab.

PRACTICE - Run a query FROM SEARCH PERSONNEL. You can search for different personnel types (All, Certified, Gifted, Non-Certified, Special Ed, Title I, and Vocational). Select the "ALL" option.

<u>DISTRICT</u> – If a query is done on a district, a list of the schools will be displayed after the valid district number is entered. Select a school or query for a school in the district.

SCHOOL – The school that has been selected will be displayed.

<u>LAST NAME</u> – Enter a last name or a partial last name and the % Wildcard and click on the QUERY ICON at the top of the screen.

 $\underline{FIRST\ NAME}$ – Enter the employee's first name or a partial name and the % Wildcard.

After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.

b Mississippi Student Information System : Personnel Directory Information - Production - Enter Mode						
Eile Interfaces Main	tenance Modules Reports	Security Query	Block Help			
Select Personnel Employee						
Mississippi Student Information System Personnel Directory Information						
	[Identification]		[Experience/Crede	entials]	[School Phor	ne]
Last Name First Name MI SSN		N	Years of Experience lumber of Certificates Licensure Number		Area Code Phone	
Race Gender			I	[School Address]		
District School Personnel Type	All		Address 1 Address 2			
			City State		ZIP	