GENERAL/SCHEDULE EMPLOYEE ENTRY FORM

The General/Schedule listing is generated from MSIS. **It provides a detailed listing of data currently captured on active employee records.** A replica of the form, the General/Schedule Employee Entry Form, also known as the **"blank form"** can be used to capture data on new employees. The purpose of these forms is to uniformly collect data needed on each employee of the school. Examples of the forms are provided on the following pages.

Since the data provided on an employee may change from year to year, detail records should be verified for accuracy. If an error is detected in the printed data, draw a line through the data in error and write the correct response beneath or beside the field and make the necessary corrections to the personnel record in MSIS.

General/Schedule Employee Entry Form

August 06, 2009   6120 - PEARL PUBLIC SCHOOL DIST Monday, 10:00 AM

GENERAL

| First | MI | Last |

Name _____   SSN_____

Address _____   Phone (____)_____

_____   Race_____

_____   Birth Date_____

Sex_____ Ethnicity_____

Title I Bilingual_____(Y/N)

Contract Employee___ PERS Check_____ Contract Days_____Major School_____

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

SCHEDULE

Term/ Schedule Sem Reserved	Period Number	Course Code	Minutes	School Number	Grades Low	High	Students	Carnegie Units	Special Program	Type

Period Number	Course *Location Description	

NON-TEACHING SALARIES

Date

Course Code	Description	Salary	National Board Certificate #	Issue Date	Expiration

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