GENERAL/SCHEDULE EMPLOYEE ENTRY FORM

The Detail Personnel Listing, referred to in this manual as the Detail 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 district. 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.

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

SCHEDULE

Term/ Sem	Period Number	Course Code	Minutes	School Number	Grades Low	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 c If course is vocational, determine location: school, district center, or vocational center.