GENERAL/SCHEDULE ENTRY

All of the following data elements are entered from the MSIS Main Screen MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY tab.

The first set of general information is entered from the "EMPLOYEE" tab. The system will default to this tab after GENERAL/SCHEDULE ENTRY IS SELECTED.

Employee

When this screen is accessed, it is in a "QUERY MODE". You must query for the employee that you wish to enter. To query for an employee, enter the Social Security Number (SSN) in the appropriate field and click on the "FLASHLIGHT" icon at the top of the screen. You may query using the first and last name if you do not have the SSN. If the employee is in the system, all of the information will appear on the screen. The data should be verified for accuracy, and corrections made as needed. Next click on the "DISTRICT INFO" tab to continue data entry for the employee (see instructions below). If you get the message "QUERY CAUSED NO RECORDS TO BE RETRIEVED. REENTER, press the F4 key to clear the Query mode and enter data for the new employee as instructed below, beginning with the NAME field.

Name

(**Required Field)** Indicate the first name, middle initial, and last name of the employee. If there is no middle name, the middle initial may be omitted. Check the Detail Listing for correct spelling of the name. If an error exists, or if there has been a name change due to marriage, divorce, or other circumstance, make the appropriate adjustment.

Social Security Number

(Required field) Preferably using the Social Security Card as a reference, specify the SSN of the employee. The SSN should correspond to the SSN used on payroll records and to the SSN on the certificate of certified employees. Accuracy is particularly critical when the employee is certified, since the SSN input for the Personnel Record is compared to the SSN in the Certification File. If the two numbers do not match, it appears that the employee is not certified. Determine the valid SSN. Then check the Personnel Record for the valid SSN.

If the SSN was incorrect, the MSIS Personnel Coordinator should change the incorrect SSN district time and days employed to zero and change the roll employee to 'N' on the General Schedule Entry screen. Save the transaction. This must be change first. Then change the Status for the incorrect SSN to inactive. Save the transaction. Then enter the correct employee ssn on the General Schedule Entry screen.

If the employee with the incorrect ssn has been with **your district** for more than one year, then you must send a [District MSIS Record Change Documentation Form](#) and email it to [mdeapps@mdek12.org.](#)

If the SSN is incorrect on the certificate, the employee should be advised to contact EDUCATOR LICENSURE at (601) 359-3483 to request the appropriate adjustment to the Certification File.

Your District funding could be affected if the problem is not resolved. It may also result in an Accreditation audit finding.

Race

(Required field) Verify data appearing in this field on the Detail Listing. Since many reports generated from personnel records are run to identify the race of employees, an error could distort reports for your district. Make adjustments as appropriate.

Ethnic data is classified in five categories:

- **Native American/Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **Black or African American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

- **Hispanic or Latino** - A person of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.   Hispanic refers to ethnic rather than race.

- **American Indian/Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

- **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Enter one of the following categories for the employee.

Race
Native Hawaiian/Other Pacific Islander
White
Black or African American
Hispanic/Latino
American Indian/Alaskan Native
Asian

Ethnicity

Yes – If of Hispanic/Latino/Spanish origin
No – If not of Hispanic/Latino/Spanish origin

Gender

Gender data is classified in two categories:

- **Male** - A person of the male gender.
- **Female** - A person of the female gender.

Enter one of the following categories for the employee.

Gender
Male
Female

Birthdate

(**Required field)** Indicate the birth date of the employee. All eight digits of a birthday must be entered (for example: 06091973). There is an edit check if employee date of birth is older than 80 years.

Years of Experience

(Required field) Specify the number of years the staff member was employed by an educational entity. The response must range between zero and forty (0-40). There is an edit check if years of experience are more than 40 years. MDE runs a procedure each year that adds one to the years of experience for all employees who had 100% District Time in the previous year. However, the years of experience should be verified by the district, and If an error exists, make appropriate adjustments to the record.

Guidelines for Determining the Years of Experience

Certified Staff - If an employee works in a certified role, report ONLY the total number of years of service in a certified capacity. For instance, if the employee has worked in the role of a teacher, a counselor, or a librarian, and becomes a principal, the years of experience reported for the principal position would include the years of experience in any other certified position. The total for a certified person must not include any years worked in a non-certified position. For example, a person who works five years as a teacher assistant and then begins teaching as a certified instructor would begin that position with zero years' experience.

Non-Certified Staff - If an employee works in a non-certified role, report the number of years of service in that or a similar position while working for an educational entity.   For instance, an employee worked as a Title I teacher aide for two years and then became an assistant reading instructor. The years of experience for the assistant reading instructor would be reported as two. However, if a bus driver of six years became an assistant reading instructor, the years of experience as an assistant reading instructor would be reported as zero.

Phone Number and Address

(Optional field) If the district opts to collect phone information, enter the home number of the employee. Place the area code in the designated area. Verify the address. If entering data in the field, provide the complete mailing address of the employee including the street number, apartment number, post office box, or route number, as applicable. Also specify the city, state and Zip Code.

The next set of data is entered from the "DISTRICT INFO" tab.

Major School

(Required field) This field should contain the school number of the school in which the employee performs the majority of work or spends the majority of time. If you are unsure of the appropriate school number to use, contact your MSIS Personnel Coordinator for the proper response.

Status

(**Required field**) The Status field defaults to "Active". Change Status to 'Inactive' only if an employee was entered incorrectly or if the employee was rolled by mistake and set Roll Employee to 'No'.

Do not change any Personnel to INACTIVE that **worked** during school year (old school year). Change the Roll Employee field to NO. This is all that you have to do before you Roll Personnel Employee District Data for School Year (new school year). If you accidently changed the status to inactive for school year (old school year), please correct this by changing the status back to active.

For the districts that rolled personnel for school year (new school year) before making the change to school year (old school year) and you have personnel listed that will not be working in your school district this year (new school year), you will need to change their status from active to inactive.

You **only change** the status of an employee to inactive if they **do not work** any time (less than one day) in the current school year.

Days Employed

(Required field) The valid range of responses to this field is 1-261. Indicate the number of days the employee is under contract, or agrees to perform an assignment for the school district. When the contract/agreement is stated in a period other than days, determine the actual number of working days. Holidays and weekends are not working days and should not be included in the count.

Title I Bilingual

(Required field) This field defaults to "N". If the employee is Title I Bilingual, indicate with a "Y".

Contracted Days After-Hours

(**Required Field**) This field defaults to "0" and should be updated only for the number of days the Special Education employee is contract to work after normal school hours.

PERS

(**Required Field**) This field defaults to "N" and must be updated if the employee is retired and is receiving a check from Public Employees Retirement System.

District Time

(Required field) The District Time is the percentage of the year, week, and day the employee works in the district. Valid responses to this field range between 1 and 100. Generally, persons employed during the entire calendar or school year is considered to have 100% District Time.

All non-certified employees who work for the duration of the school year, are considered to work 100% District Time if the job is considered full-time for that individual for the number of hours worked.

Employees who begin work after the official school-starting day must be reported with less than 100% district.

Employees who end employment prior to the official school closing date will have less than 100% district time.

To calculate the percentage of year / week / day worked for non-full time staff, apply the following formula:

(PERCENT OF DAY) x (PERCENT OF WEEK) x (PERCENT OF YEAR)
(Periods/Day)   (School Days/Week)   (Days/Year)

EXAMPLES:

Mr. A teaches six periods a day, two days a week, for the year.

School	6		5		187
Mr. A	6/6	x	2/5	x	187/187=40%

Mrs. B. teaches two periods a day, three days a week, for the year.

School	7		5		187
Mrs. B	2/7	x	3/5	x	187/187= 17%

Mr. C teaches four periods a day, 5 days a week, for 1/2 year.

School	6		5		187
Mr. C	4/6	x	5/5	x	92/187=33%

Mr. D teaches six periods a day, 5 days a week, for 40 days.

School	6		5		187
Mr. D	6/6	x	5/5	x	40/187=22%

Give answers to the nearest whole percent.

Roll Employee

(Required field) The Roll Employee field defaults to "Yes". This field allows the user to indicate that an employee will be returning to the district the next school year. At the end of each school year a selection must be made as to which employees should be rolled to the next school year. The screen is accessed from MODULES> DISTRICT/SCHOOL> ROLL EMPLOYEE/SCHEDULE. Districts can roll starting July 1 of each new school year.

User Defined Control Indicator

(Optional field) This field has been provided for school districts to collect data useful to the district. A series of 5 alpha or numeric characters may be designated to indicate the status of employee in any number of situations. An MSIS report can be run to list those employees designated by the User Defined field.

Contract Employee

(Required field) This field will default to NA. The field should be changed to "sp" for those employees who are contracted to assist with Special Education Students and are not regular full time workers. For example, the district may contract with a hospital to provide therapist to work with Special Education students several days a week. The employee should be entered as any other employee with a schedule indicating the appropriate course/work area code. **THE SALARY ENTERED FOR THESE EMPLOYEES SHOULD ALWAYS BE ZERO.**

The following information is entered from the "SCHEDULE" tab.

Schedule

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block line must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment.

All teachers, who teach three or more periods daily must have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught. See Minutes section in this chapter for further guidance on Instructional Planning Time.

All teachers' schedules must indicate all of the subject areas being taught by that teacher. This includes elementary teachers that teach a self-contained class. The course code 851002 (Self-contained Elementary) is no longer a valid code. Subject area codes are available for these grades.

The Pre-Kindergarten code (651001) and the Kindergarten code (651002) are valid codes. The teacher's schedule should be reflected in one period block for the Pre-Kindergarten or Kindergarten class and one for the planning period.

Special Education subject area codes have also been provided for Special Education classes; however, if you do not give individual subject area grades to these students, the disability codes are still available for your use. Instructional Planning Time (851001) must be shown on the schedule in addition to these courses.

The Long Term Substitute will be employed as a new employee and calculate the district time and pay for the remainder of the school year. Please adjust the resigning employee salary to what she has received for the school year and adjust her district time and days employed. Roll "N" but leave her active. If the long term substitute is not licensed you cannot assign that course code to her schedule from the other teacher you will get an error stating she is not endorsed.

Also, use LS (Long Term Substitute) in the Reserved Code field when the position is vacant because the district has been unable to find a qualified instructor for the course and the substitute will remain in the position until a qualified instructor is found. DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".

Teacher schedules and student schedules must match in order for your month end files exported from your Student Administration Package to MSIS to be successful.

Term/Semester

(Required field) The term/semester should correspond to term/semester that the course is being taught.
This field is necessary in order for MSIS to properly match student and teacher schedules. This will allow MSIS to populate the "Student Number" field on the teacher's schedule using the District's student data submitted from your school package. **IT IS VERY IMPORTANT THAT THE CODING IN THE STUDENT PACKAGE MATCH THAT ON THE TEACHER'S SCHEDULE.**

The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester or All Year
S2	Second Semester
T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a semester course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.

For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	GEOMETRY	
S2	2	PRE-CALCULUS	

FOR A NORMAL SCHEDULE, it is never necessary to enter the periods twice, once with S1 and again with S2, if the classes meet all year.

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.
A 4 X 4 course that is for the first 18 weeks of the year would use the <u>T1</u> code and a <u>T3</u> code for an 18-week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, and T4 for each of the semesters beginning the year with T1 and ending with T4.
For example, a teacher who teaches English I and II for 18 weeks each and also has four-semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

PLEASE NOTE THAT THE T1 – T4 codes may be used by a district in some other situations. That is O.K. as long as the coding on the student's schedule and the MSIS teacher's schedule are the SAME.

Period Number

(Required field) The period number should correspond to the period number in the school day. There are sufficient period blocks to enter an employee's entire schedule.

If the employee is a teacher, the **Period Number should correspond to the period number on the student's schedule.** This may be the school period in which the course is taught or the work is performed. In circumstances where there is no established

system of periods, i.e. non-teaching work assignments, beginning with the first block, indicate period "1", and list the appropriate course/work area code and required data. Follow this procedure, increasing the period number by 1 until all work is represented.

When the teacher teaches either the same or a different subject at the same time of a day from one semester to the next, the period number remains the same. However the Term/Semester and Carnegie Unit field will designate the semester in which the subject is taught. Refer to the Carnegie Unit section of this chapter for an explanation of Carnegie Unit semester designations.

Period Numbers may be replicated if during a given period a subject is taught to two different grade levels. For instance, if 8th and 9th graders were in the same PE class course codes 340111 and 340113, respectively would be required. Therefore, two period block lines (one for 8th graders, the other for 9th graders) would be required to show the teacher's work assignment for the period. For grades 9 –12, the same practice would apply when regular and gifted students are in the same class. Using the same Period Number on two lines, indicate regular students and the appropriate course code on one line and the gifted students and the appropriate course code on the next line.

Course

(Required field) Valid responses are listed in the Course/Work Area Codes Report, which can be printed from MSIS. In MSIS go to REPORTS> DISTRICT> COURSE/WORK AREA CODES, click on the "Traffic Signal" icon to run the report. To print the report, click on "File" and "Print".

The listing is organized in the following order:
• District
• School
• Vocational Support
• Gifted Education
• Pre-school
• Alphabetical listing by subject areas
• Special Education – Non-Teaching, Pre-School, Disability, Subject Area

Within each of the categories, courses are listed alphabetically under elementary, middle, and secondary headings.

Review the list to find the appropriate Course/Work Area Code to represent the course that is on the student's schedule or the work performed by the employee.

If you are unable to find an appropriate code, call the Office of Accreditation (601 359-3764) for assistance in selecting the most appropriate code. In order to determine which course or work area code best describes the assigned duties, <u>it may be necessary to submit a copy of the employee's job description to the Office of Accreditation for evaluation</u>.

Minutes

(Required field) Valid entries for this field are 1-480. Minutes refer to the number of minutes per day allotted to each course/work area listed on the employee schedule.

Modular Block Schedules

- 4 X 4 schedules - MSIS provides sufficient period blocks to enter all periods for both semesters including multiple planning periods (see "Reporting Minutes of Instructional Planning Time" below). The period number should correspond to the period number in the school day, which means that many schedules will properly reflect duplicate period numbers.

-
  Note: If the school district is using a 4 X 4 Block Schedule or an A/B Block Schedule, the instructional minutes reported must be at least 94 minutes for courses designated with one Carnegie unit credit in order to comply with the accreditation standard for instructional time

  PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS' INSTRUCTIONS.

- AB schedules - AB indicates an alternating schedule on a two-week cycle. **Report the actual number of minutes for each class period.** It may be necessary to use a period number other than the ACTUAL period on the teacher and student's schedules.

Prorated Minutes

Minutes may be prorated under the following circumstances:

- When an employee changes positions during the school term.
- When an employee's salary is divided between several funding sources.

If an employee is paid from special funds (Title I (1), Vocational Education (2), Special Education (5), Gifted Education (6), or Other (9)) and non-special funds, use at least one period block line to represent the work assignment paid from each of the funding sources relevant to that employee.

Prorate the Minutes per funding source, just as salaries are prorated. For instance, entries for a secretary who works eight hours per day and whose salary is paid 50% with Title I funds, 25% from special Education 92-142 funds, and 25% from District funds would be represented as follows:

> 8 hours x 60 minutes = 480 minute work day
> 480 minutes x .50 = 240 minutes (Title I)
> 480 minutes x .25 = 120 minutes (Special Education 92-142)
> 480 minutes x .25 = 120 minutes (District funds)

Reporting Minutes of Instructional Planning Time

- All teachers who teach three or more periods daily must have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught.
- For districts using modular/block scheduling, planning time for Special Education, Gifted, and Vocational teachers will be based on the regulations of these programs.
- **When using a 4x4 schedule, planning time for regular education teachers may be entered for each semester. Use Carnegie Unit (100 or 200) to indicate the appropriate semester**.

This does not preclude a vocational or regular education teacher from being involved in the Tech Prep prescribed "teacher as advisor" (Course Code 851006 - Seminar/Advisor period) activities in a district as long as that activity is not scheduled more than one period per week.

School

(Required field) Valid entries are the school numbers for your district contained in the MSIS School Demographics File. If you do not have access to your district school numbers, contact your MSIS Personnel Coordinator or District Attendance Coordinator.

Respond to this field in each period block line in terms of the school where the work assignment (identified by the Course/Work Area Code) is performed. Employees may work at more than one school site. **Use school "001" for staff of the district administrative office.** An itinerant teacher is defined as a teacher who is either based at the district office and travels to various schools in the district to teach, teaches home bound students, or is out stationed at a non-public school. **If your District has itinerant teachers**, **use the school number where the course is being taught or where the student would attend if he or she were in school.**

The School Code allows Accreditation to determine which courses are taught at each school in the district.

Grade Low/Grade High

(Calculated Field for all Course/Work Area Codes) For teachers, this field will be calculated based on the student schedules reported to MSIS. The student and teacher schedules match on Term/Semester, Period Number, Teacher's Social Security Number, MDE Course Code, and School Year to calculate the low-high grade for each teaching course code on the schedule. It is very important that the student and teacher schedules are entered correctly. For all non-teaching codes, the system will default a low-high grade.

Students

(Calculated ONLY FOR TEACHING COURSE CODES) This field will be calculated based on the student schedules reported to MSIS. The student and teacher schedules match on Term/Semester, Period Number, Teacher's Social Security Number, MDE Course Code, and School Year to calculate the student count for each teaching course code on the schedule. It is very important that the student and teacher schedules are entered correctly. Non-teaching codes do not require a student count.

Carnegie Units

(Required field) The Carnegie unit is a standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding a Carnegie Unit indicates that the district has provided the equivalent of 140 hours of instruction in regular and laboratory classes during the school year.

Although Carnegie Units are only earned in grades 9-12, exceptions to Carnegie unit credit being limited to grades 9-12 include the following courses taught in the 8th grade: Algebra I, Computer Discovery, Geometry (pilot basis only in approved districts), Pre-Algebra, and Transition to Algebra.

The coding structure provides semester indicators. Semester indicators are represented as the first digit of the Carnegie Unit. A zero (0) means a course is a yearlong duration. A one (1) means the course is taught first semester. A two (2) means the course is taught second semester. This system allows non-Carnegie Unit courses taught on a semester basis to be represented on the teacher's schedule. Use "000" in this field for all non-teaching Work Area codes. **PLANNING PERIOD**, course code 851001, also has valid Carnegie Units of 100 and 200 to indicate the semester or, in the case of AB schedules, 100 for A days and 200 for B days. **It is also acceptable to just put ONE**

planning period when a teacher does not have more than one planning time in a single day.

For 4X4 schedules, a 9-week period may be equivalent to a semester and a half unit of credit. It should be indicated on the schedule with a Carnegie Unit of 105 or 205 as appropriate. This procedure should be repeated for the second half of the year.

The following are valid Carnegie Unit options. Select the most appropriate response.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

Special Program

(Required field) Special Program Codes are used to indicate that all or part of the employee's salary is paid from federal or special state funds.
The coding scheme is listed below.

SPECIAL PROGRAM CODE	DESCRIPTION
0	No special funds, MAEP funded
1	Title I funds
2	Vocational Education funds
5	Special Services funds
6	Gifted Education funds
9	Other Special funds

Vocational Education funds, represented as "2", include all vocational classes or positions approved by the Mississippi Department of Education.

Special Education and Gifted Education funds, represented as "5" and "6" respectively, are used only for those teachers who are approved by the Mississippi Department of Education for funding from the State.

Other Special funds, represented as "9", include Non-teaching Special Education positions, 92-142, JTPA, and other special programs.

When a Special Program Code is repeated in all period blocks of the schedule for courses taught, repeat it for Instructional Planning Time (Course Code 851001).

Schedule Type

(**Required field)** - This field will default to the schedule type entered for the school. **If the schedule type is different from the default, select the appropriate schedule type.** Valid schedule types are:

SCHEDULE TYPE	DESCRIPTION
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version
Normal schedule	7 Periods
Normal schedule	6 Periods
Normal schedule	8 periods

Reserved

(Optional field) This field is reserved and may vary from one school term to the next. The field is used to indicate special situations for which any of the special indicators would apply. If none of the conditions apply to the employee you are entering, leave the field blank.

The following are current valid entries:

RESERVED CODES	RESERVED CODE DESCRIPTIONS
AP	Alternative Program - Use this code in the Reserved field when the course code represents a position held by an employee associated with an Alternative Program administered in an existing school other than an alternative school. Do not use this code for alternative schools.
XX	Exclude from Basic Funding calculations. Use this code exclusively for teachers on period blocks during the normal school day when the pay is to be excluded from basic funding. Examples are supplemental pay or when pay is from some other special funds. It is not necessary to use XX if other special funding codes are allowed (i.e. 1, 2, 5, 6 or 9). For duties performed after school hours see "AS" block below.
AS	After School - Use this code for any person who works in a certified position and has other duties outside normal school hours. For example, a teacher who drives a bus or a coach whose coaching duties are not during the normal school hours.
02	Pre-Kindergarten ages 0-2 only, (Grade 52 ONLY). This code is used exclusively for Special Education staff that works with children from birth to two years of age. Grade 52 must be indicated in the Grade Low or Grade High field for this code to be valid.
LS	Long Term Substitute - Use this code in the Reserved field when the position is vacant because the district has been unable to find a qualified instructor for the course and the substitute will remain in the position until a qualified instructor is found. DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".
SW	Title I School Wide - Use this code in the Reserved field when a School Wide Program is approved for Title I funding and a course is being taught that will not allow a 1 for Title I funding. **Never** put both a 1 and SW.

Time Frame Taught

(Required field) Time Frame Taught (All Year, Fall Only or Spring Only) will be automatically populated based on the Carnegie units on the course code (see below).

CARENGIE UNIT RANGE	DESCRIPTION
000 thru 025	All Year
100 thru 125	Fall ONLY
200 thru 225	Spring ONLY

Student Counts by Grade

This feature is for information purposes only and requires no action by the user. When a period block that has a student count is highlighted, the grades of the students in that class will be indicated in the grade boxes at the bottom of the screen.

Salary

The following information is entered from the "SALARY" tab.

Teacher Salary

(Required field if an employee's schedule contains any teaching codes) The only person who has rights to this screen is the District Personnel person. School level people will not have rights to the Salary Screen.

Valid responses to this field are 0-250000. If an employee's schedule contains any teaching codes, the annual contracted **TEACHING SALARY**, before deductions, to the nearest dollar should be reported in the "Teaching Salary" field. The salary reported does not include fringe benefits.

One group of teaching codes, namely "DISTANT LEARNING" may have a class of students monitored by non-teaching personnel, i.e., Assistant Teacher. In this case, the Teaching Salary should be entered as zero. The Assistant Teacher code should be on the schedule and the salary should be entered for that code in the non-teaching salary field.

If the district does not pay an employee of the district, enter 0 to indicate the salary is paid by another source (i.e. another district or private firm). Use the same procedure if the employee works for a "special public school" or a non-public school.

An Annual Salary must be calculated for hourly employees. Apply the following formula:

Hours Worked Daily X Days Worked Per Year = Hours per Year
Hours per Year X Hourly Rate of Pay = Annual Salary
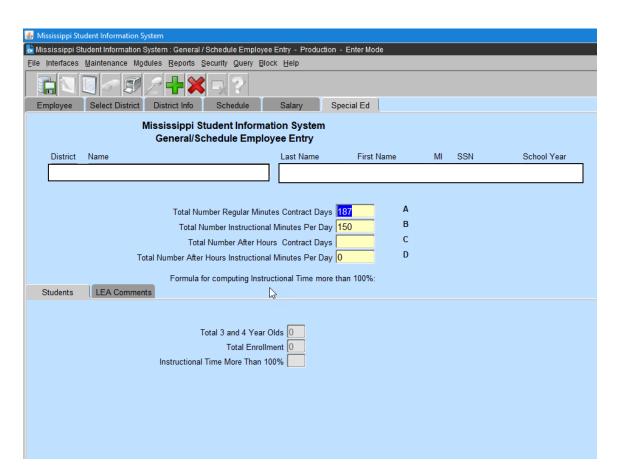
Annual Salary

(Computed field) Verify that the computation at entry time is correct. When an employee works in more than one position, the salary for each position is reported separately. The system will calculate the total annual salary and put that amount in the "Annual Salary" field.

Non-Teaching Salary

(Required field if an employee's schedule contains any non-teaching codes) The salary and the course code for each non-teaching position should be reported in the "Non-Teaching Salary" area. Please note that if an employee's salary is being paid from more than one funding source for the same position, the position may be listed twice on the schedule, but the code will appear only once in the "Non-teaching Salary" area.

Special Education

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

See a sample Special Education Employee Entry Form next.

More than 100% Instructional Time - MSIS will calculate this value for the teacher using the following:

- Total Number of regular minutes contract days - MSIS will be pull from the Days Employed data field on the District Info tab (A)
- Total number of instructional minutes per day - MSIS will calculate from the teacher's schedule (B)
- Total number of after hours contract days – MSIS will pull from the data field on the District Info tab (C)
- Total number of after hours instructional minutes per day - MSIS will pull minutes for the period with AS (After School) under the reserved field (D)

EXAMPLE: ((A * B) + (C * D)) / (E + F)
180 X 330 (A & B) = 59,400 (E)
90 X 60 (C & D) = 5,400 (F)

(E+ F) / E = 64,800/59,400 = 1.09 or 109% (Instructional Time More than 100%)

Total 3 and 4 Year Olds

(Required if Grade 52 and 3-4 year olds are served) – This field is populated from your Monthly Student Data files.

ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED <u>AFTER</u> the District student data has been approved for the Month.

15. 3 and 4 year olds in grade 52:

Total Enrollment

(Required if Grade 52 is reported as *the Low or High Grade* for a *Course Code* with a *Special Program Code* of '5') **–** This field is populated from your Monthly Student Data files.

ENTRIES TO THIS FIELD CAN NOT BE MADE THEY WILL BE POPULATED <u>AFTER</u> the District student data has been approved for the Month.

Instructional Time More Than 100%

Applying the formula above, **the field is automatically calculated based upon the District Info Screen (TOTAL CONTRACTED AFTER-HOURS field) and the Schedule entries**.

LEA Comments

No longer required.

General/Schedule SPED Employee Entry Form

General/Schedule Special Education Employee Entry Form

August 6, 2009   6120 - PEARL PUBLIC SCHOOL DIST   Monday
10:00 AM

<u>GENERAL</u>

        First   MI   Last
   Name_____
         SSN_____
Address_____   Phone
(____)_____
_____   Major School_____
          _____

<u>SPECIAL EDUCATION</u>

Disabilities

Total
        3 and 4
        Year Olds
	Total
	Enrollment
		Instructional
		Time More
		Than 100%

_____	_____	_____

L E A Comment