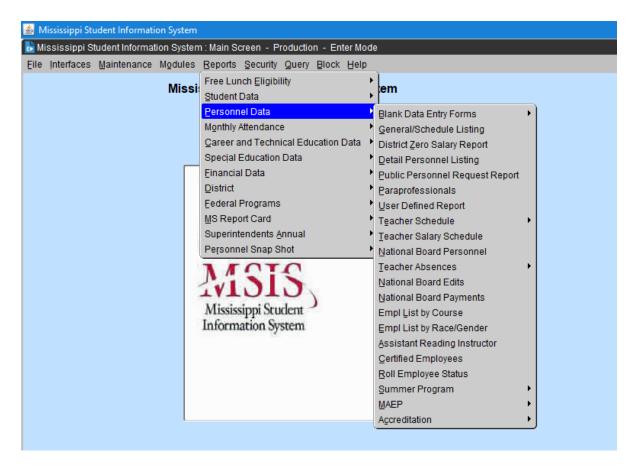
PERSONNEL REPORTS

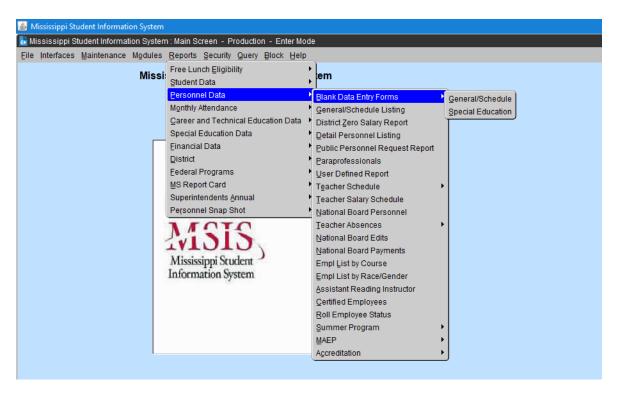
MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. The user's security rights will determine what reports the user can run.



There are several Personnel reports available in MSIS for users with the District Personnel role.

Blank Data Entry Forms

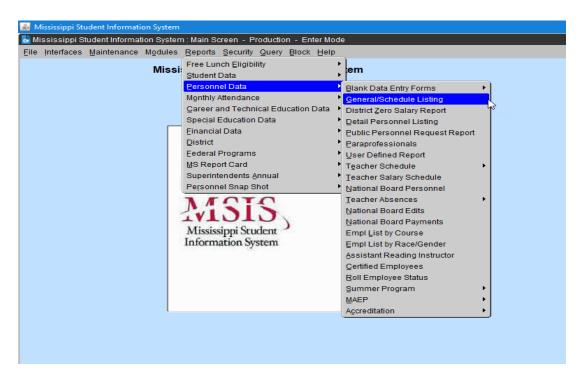
The blank Personnel forms have all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use these forms to collect data for the employees in the district.

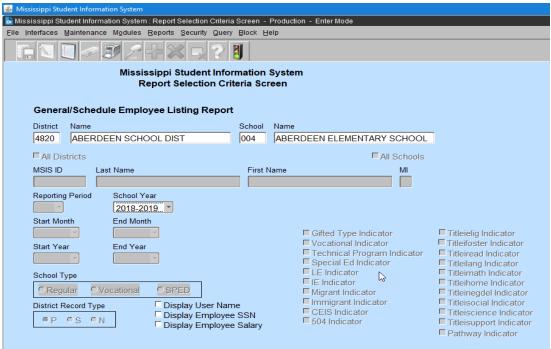


There are two Blank Data Entry Forms, General/Schedule and Special Education. Examples of these two reports are in the Personnel Reference Manual on pages 5 and 21. These reports can be used to collect data on new employees.

General Schedule Listing Report

This report can only be run for one school at a time. The user can choose whether to print the Employee SSN and/or Employee Salary on the report.



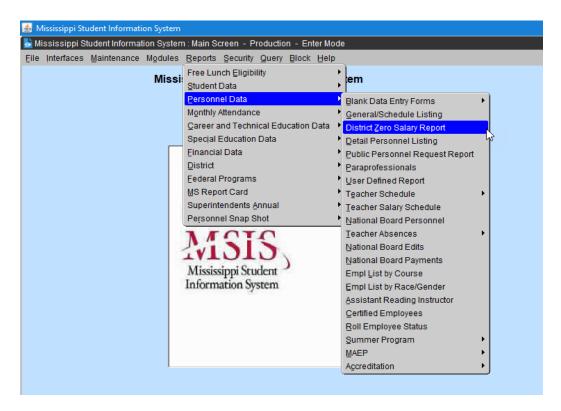


Click in the box to print Employee SSN or Employee Salary on report.

					General/S	chedule Employ	ee Listing Repo	ozt				MSIS
						2008-20	09					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	3, 2009 , 01:0	08 P.M.			4820	- 004 A	BERDEEN :	ELEM			Pa	ge 6 of 42
GENERA.		irst	MI	Last					SSN	1 <u>xx</u>	X-XXX-0687	
Name	sus	AN		BURI	Œ				Phone	(6)	62)257-155	2
Address	524	62 Hwy 2	78				Rao	e Whit	e			
										В:	irthdate	04/15/69
	Cal	edonia.	MS 39740	,				Sex	Femal	e	Ethnicity	N
									Title	I Bil:	ingual	N (Y/N)
Contra	act Empl	oyee	PERS	Check _	n_		tract Day fter Hou		Ма	jor So	hool4	820-004
Years	of	Distri	ict	Days		Teache	er	Annual		User	Emp	loyee
Experi		Time	•	Employe	d	Salar		Salary	I	Define	d St	atus
1		100		187		xxxx		xxxx		С	Acti	ive
SCHEDUL												
<i>эспырор</i>												
Term/		Course		Sch		ades		Carne		pecial		
Sem	Number	Code	Minutes	Num	Low	High				rogram	Type	Reserved
S1	1	651002	45	004	64	64	0	000		0	NM	
S1	2	239901	90	004	64	64	0	000		0	NM	
S1	3	851001	45	004	62	01	0	000		0	NM	
S1	5	651002	45	004	64	64	0	000		0	NM	
S1	6	651002	45	004	64	64	0	000		0	NM	
S1 S1	7	279901	45 45	004	64 64	64 64	0	000		0	NM	
51	8	651002	45	004	64	64	0	- 000	<u>'</u>	0	NM	
Period Number	Cour	se Descri	iption							*1	Location	
1	KIND	ERGARTEN										
2	LANG	JAGE ARTS	S- GRADES	K-6								
3	INST	RUCTIONAL	L PLANNIN	G TIME								
5	KIND	ERGARTEN										
6	KIND	ERGARTEN										
7	MATH	EMATICS-	GRADES K	-6								
8	KIND	ERGARTEN								$\neg \uparrow$		
NON-TEA Course Code	ACHING S	BALARIES	iption					National Certifica		Taa	ie Date	Expiration Date
		Desci	I DU IOII				na rary		#	1000	.c Date	

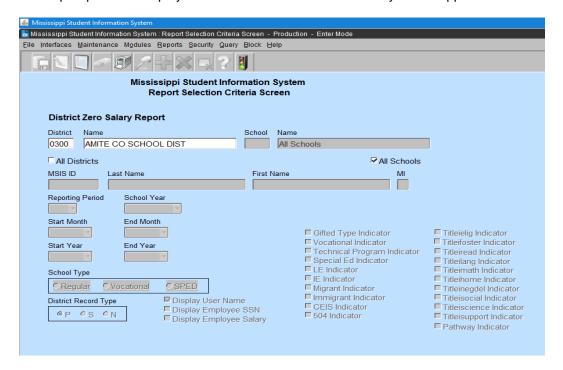
This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. The report prints at least one page per employee. If the employee has more than 8 periods on their schedule, the schedule will continue on to a second page. If the report generates more than 200 pages you may need to print 100 pages at a time. If an Inactive employee is in the file, the employee status on the report will be "Inactive".

District Zero Salary Report



This report can be ran for one school or all schools in the selected district.

This report prints all employees for the district with a zero salary where applicable.



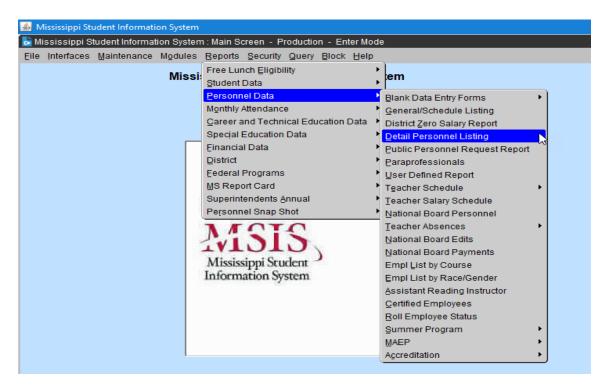
DHOLLOWAY	District Zero Salary Report	MSIS

December 11, 2018

Page 1 of 1 Tuesday , 08:12 A.M.

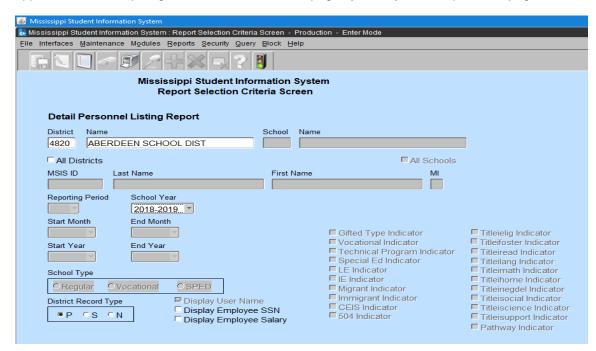
ruesday ,	00.12 A.M.						
District	4420	COLUMBUS N	MUNICIPAL SCHOOL I	DIST			
SSN	Firstname	Lastname	Teacher Salary	Annual Salary	Contract Employee	District Time	Days Employed
			0	15590		100	187
			0	0	DC	100	187
			0	0	SP	100	187
			0	0	DC	100	187

Detail Personnel Listing Report



This report is run for all schools in the selected district.

The report prints all employees for the district with all personnel data and certification data where applicable. If the report generates more than 200 pages you may need to print 100 pages at a time.

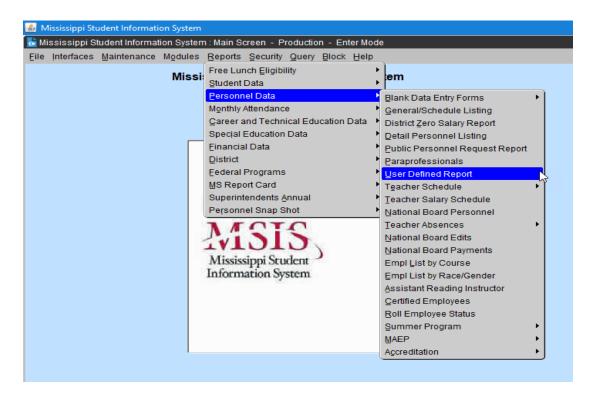


Click in the box to print Employee SSN or Employee Salary on report.

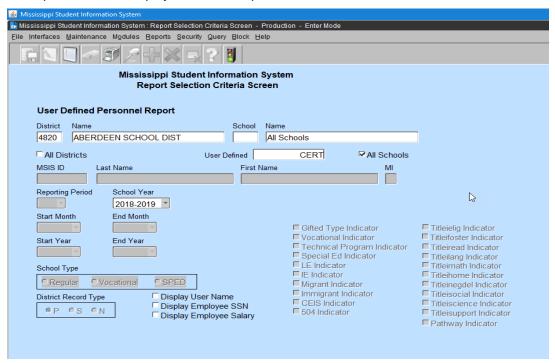
				R	YE	DT	104	LA.		M 3		c	н	5	G R	СŪ	3 H	5	8	
				λ	9 X	11	Ж	26		AC.	2	0	1	T	RA	λH	CO	P	2	COURSE
LAST	3 12:5T	H.I.	55H	C	AP	SK	YP	VS.	MIGHT	JE.	R	•			AH	RI	IX	E	9	DESCRIPTION
HAME	HANKS			E	R	772	91	EI	SALARY	00	1	R		D	DG	117	œ	C	2	DECKIPATON
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						CERTIFICATE TOWERS	•	CLASS	TIPE		AREAS	0.0	BEDO	REBERT		VALID PROM	WALLD TO	DATE ISSUED
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	xxx-xxx	167	11	100	194	30XXX	001	1	751025	420	0	0759	000	024 0		CAPETERIA MOS	UKEN.	
p :	XXX-XXX	167	28	100	197	xxxx	001	1	551022	490				001 9		BOME - BCB000		
						52971		1	ST ST					000 000		07/01/97 07/01/97	06/20/07 06/20/07	02/16/06
	XXX-XXX	97	E	100	194	xxxx	001	1	751025	200	0	5912	000	008 0		CAPETERIA MOS	NEW TOTAL	
L	XXX-XXX	EM	14	100	225	300.XX	001	1	511004	220	0	6212	000	001 0)	DIRECTOR/COOR	DINATOR- PR	DEFAL PROGRAMS
			14 100 225			142327		2 2 2 2 1 1 1	AD AD AD AD AD ST ST		496 496 496 192	000 0 000 0 000 0 000 0 000 0	00 00 10 00 10 00 10 00 10 00	00 000 00 000 00 000 00 000 00 000 00 000 00 000		01/14/00 07/01/04 07/01/99 07/01/97 12/31/99 07/01/97 07/01/97 07/01/04	06/30/04 06/30/09 06/30/02 06/30/02 06/30/04 06/30/02 06/30/09	03/22/02 12/22/03 03/22/02 03/22/02 03/22/02 03/22/02 03/22/02 12/22/03
a a	XXX-XXX	97	12	100	194	жx	001	1	751025	420	0	0759	000	024 0		CAPETERIA MOS	DOM:	
	xxx-xxx	97	10	100	194	xxxx	001	1	751025	420	0	5012	000	008 0		CAPETERIA MOS	NEWS.	
	XXX-XXX	97	14	100	197	xxxx	001	1	751006	490	0	5012	000	008 0		CAPETERIA MAN	EAGER.	
A	xxx-xxx	167	22	100	225	xxxx	001	1	751016	220	0	6212	000	001 0		SECRETARY/CLS	MICAL	
	xxx-xxx	97	17	100	190	xxxx	001	1	751022	240	0	6212	000	001 0		BUE DWINES		
	XXX-XXX	97	5	100	194	xxxx	001	1	751025	200	0	0759	000	024 0		CAPETERIA MOS	UKEN.	
	XXX-XXX	97	5	100	194	xxxx	001	1	751025	190	0	56 05	000	012 0		CAPETERIA MOS	USER	
L	XXX-XXX	97	7	100	194	30XX	001	1	751025	200	0	5912	000	008 0		CAPETERIA MOS	USER	
D	xxx-xxx	97	9	100	194	xxxx	001	1	751025	200	0	5012	000	008 0		CAPETERIA MOS	CONTRACT OF STREET	

User Defined Report



If the district is entering something in the User Define Field on the District Info screen then the district run this report to list the employees with the specified characters in this field.

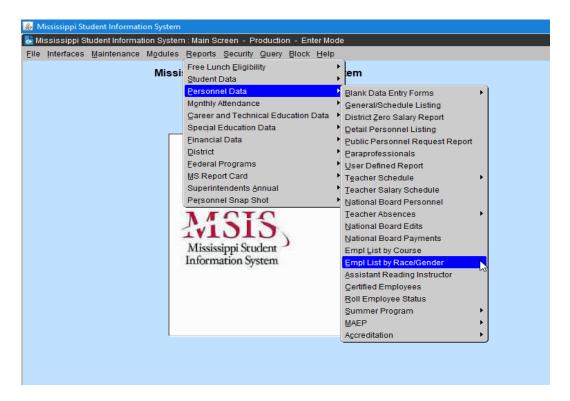


In this example the district has entered CERT in the User Define field on all of their certified employees.

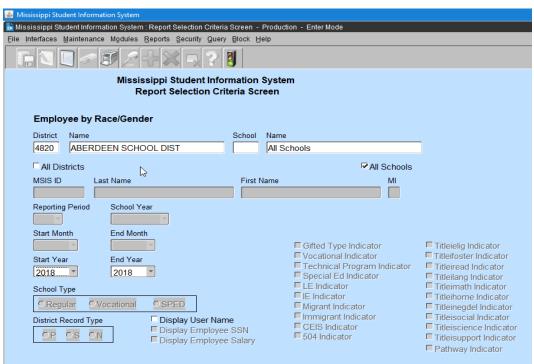
The report lists all employees that meet the criteria entered in the User Defined box.

						PINED REPOR		
					2005 -	- 2006		
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нини	SCH	/	ŝ			SALART	DEFINED	
					T			
		и						
SCHOOL DIST								
SCHOOL DIST								
	MEX-E	WF	5	100	187	2000	Cert	
	MEE-E	WF	15	100	180	MACKE	Cert	
	MXX-X	WF	31	100	187	XXXX	Cert	
	MEE-E	wy	12	100	180	XXXX	Cert	
	MXX-X	WF	30	100	187	XXXX	Cert	
	MMM-K	WM	4	100	187	2000	Cert	
	MMM-K	WF	17	100	187	XXXX	Cert	
	MMM-K	WF	4	20	26	2000	Cert	
	MEX-E	WF	13	100	187	XXXX	Cert	
	MMM-K	WF	1	20	26	2000	Cert	
	MMM-K	wy	24	100	187	XXXX	Cert	
	MXX-X	WF	2	100	187	XXXX	Cert	
	MXX-X	104	13	100	180	XXXX	Cert	
	MMM-K	AFF	2	100	187	XXXX	Cert	
	MMM-K	wy	4	100	240	2000	Cert	
	MMM-K	wy	13	100	180	2000	Cert	
	MMM-K	WF	4	20	26	2200	Cert	
	MMM-K	MM	22	100	240	2300	Cert	
	XXX-X	wy	18	100	187	2000	Cert	
	MMM-K	WM	32	100	240	2300	Cert	
	MXX-X	West	19	40	74	2300	Cert	
	MMM-K	WM	27	100	217	2000	Cert	
	MMM-K	wy	7	100	187	2300	Cert	
	MXX-X	WF	7	100	187	XXXX	Cert	
	xxx-x	WF	23	100	207	XXXX	Cert	

Employee Race/Gender Report



This report shows the race/gender breakdown of all employees for each school selected. The report can be run for one school or all schools in a district.



Employees Race/Gender Report

August 3, 2009 Page 1 of 1

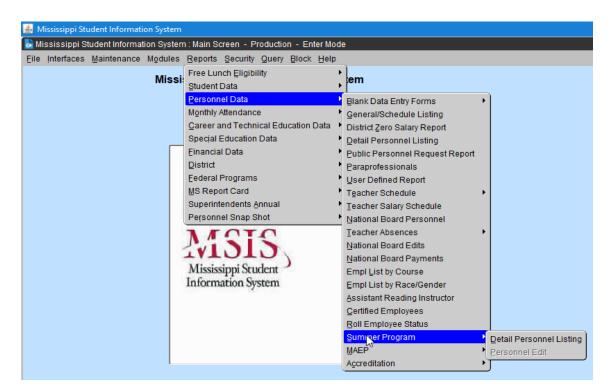
4820	ABERDEEN SCHOOL DIST						
	Race Code:	В	W	В	H	W	School
	Gender	Female	Female	Male	Male	Male	Total
001	ABERDEEN SCHOOL DIST	34	14	8	0	8	64
004	ABERDEEN ELEMENTARY SCHOOL	19	18	3	0	0	40
800	ABERDEEN HIGH SCHOOL	20	16	11	1	8	56
012	ABERDEEN MIDDLE SCHOOL	13	11	2	0	3	29
020	PRAIRIE ELEMENTARY SCHOOL	7	5	0	0	1	13
024	SHIVERS JUNIOR HIGH SCHOOL	11	9	7	0	6	33
028	BELLE ELEMENTARY	6	20	1	0	1	28
092	ABERDEEN LEARNING CENTER	5	1	0	0	2	8
	Total	115	94	32	1	29	271

Race Code Description:

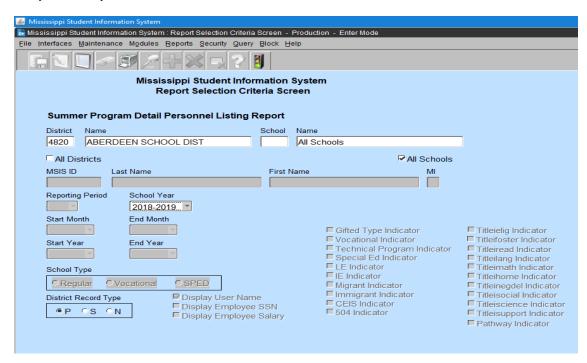
AS - Asian B - Black or African American H - Hispanic or Latino

NA - Asian PI - Native Hawaiian or Pacific Islander W - White

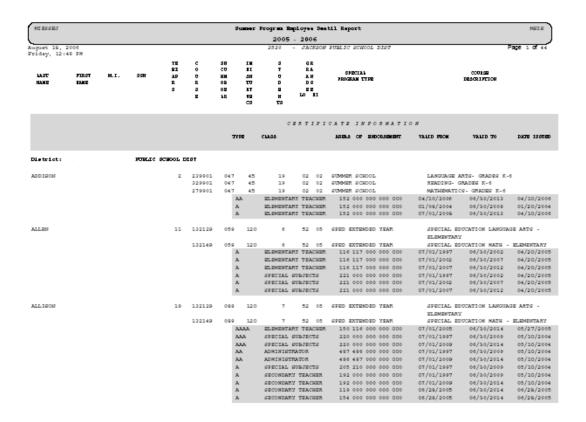
Summer Program Detail Personnel Listing Report



If a school in your district teaches Summer School then data must be entered on the Summer Program Entry screen by June 30th for the Office of Accreditation.

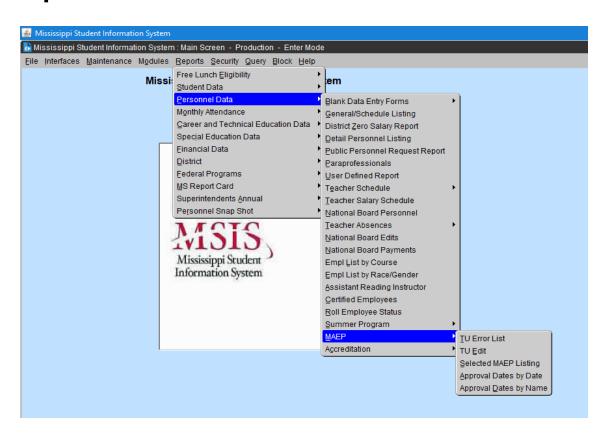


The report can be run for one school or all schools in a district.



The report lists the employees entered on the Summer Program screen along with their certification data.

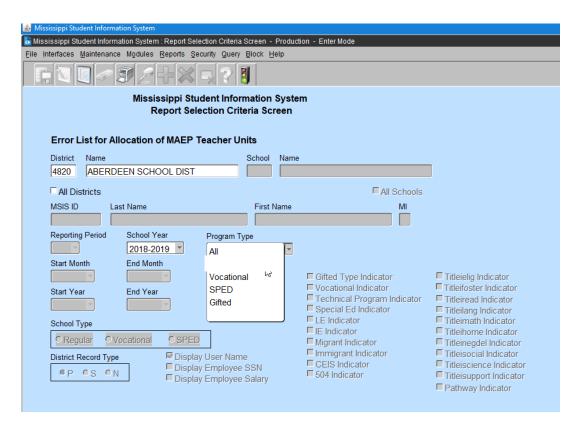
MAEP Reports



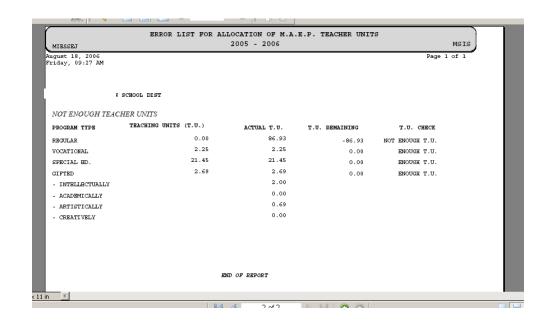
There are several MAEP reports in MSIS. These reports should be run once the district has cleared Month 01 and the district has approved their personnel using the District Personnel Approval screen. The MAEP procedure will run each night until the Personnel cutoff in December. The district should run these reports after the MAEP procedure has been run to check that the data submitted for MAEP is correct.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day and the MAEP submission status will change to PENDING for re-run of the MAEP procedure at night. Once the procedure runs again then these reports can be run again to check the data.

TU Error List Report

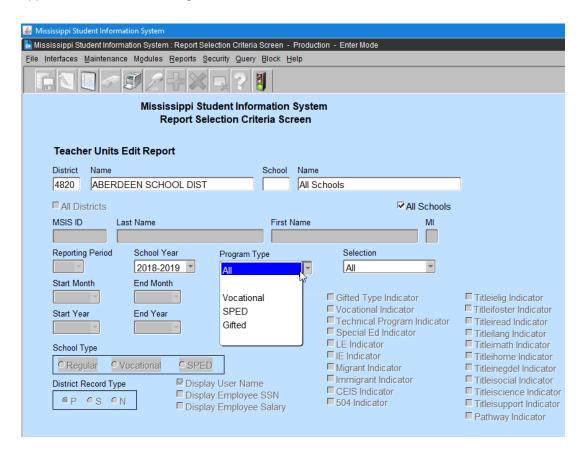


The user can run the report for All programs, or select to run for Vocational, Sped, or Gifted only.

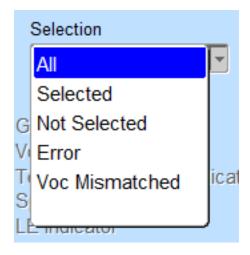


Teacher Units Edit Report

This report prints each employee with all their personnel information and certificate information where applicable, and error messages.



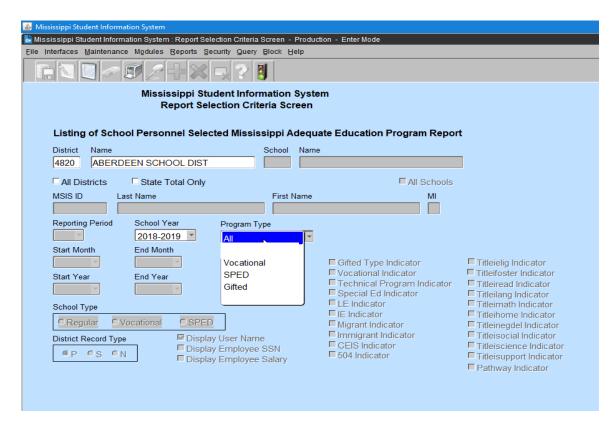
The user can select to run for All program types, or select to run for Vocational, Sped, or Gifted programs only. The user can also select whether to run for All, Selected, Not Selected, Error, or Voc Mismatched.



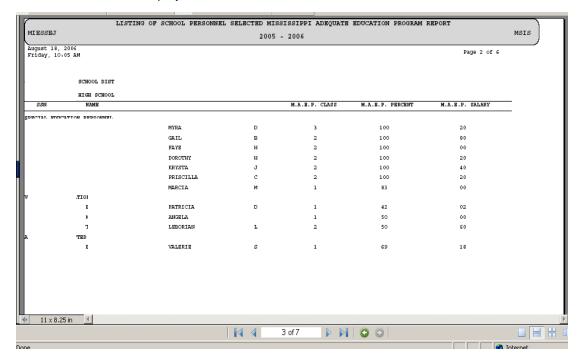
				PERS	ONNEL	MISS	ISSIPE	PI ADEQU	ATE EI	UCATION PROG	RAM REPOR	r - ALL	PRO	BRAM	3		
MIESSEJ									2005	- 2006							MS
August 18, Friday, 01																P	age 91 of 177
	1 SCH	OOL DIST															
004 /	E	HENTARY 8	CH00-														
88N 4		N2	ИЕ! ЈЕП	BILEK	POURL	/EKS				RACE GE	NDBR: WF						
YEARS		er e		DISTRI	ст ту	E 1	00	DAYS	EMPLOYE	174	LEVEL ASSI	GNHENT			AN	NUAL	SALARYI
ADDRESS:									CITY	Hamilton		STATE,	ZIPı	MS	39746		PHON
SPECIAL ED	UCATION		•	TOTAL	3 AND	4 YEAR	oldsı	11		TOTAL ENROLLM	ENT: 34	VOCATION					MORE THAN 100%
ERM/PRD EM NO.	COURSE	GIFT MIN MI		SPED	LO GRADE	HI GRADE	UNITS	FED FROG RE	SCHE S TYPE	COURSE TITLE		7	BY (3RADE 9 1	LEVEL 0 1	1 12	SCHOOL
1 1	132002	55	11	11	62	64	080	5	ии	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
1 2	132002	55	5	5	62	64	000	5	юм	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
1 3	132002	55	5	5	64	64	000	5	ю	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
1 4	132002	55	4	5	62	64	000	5	ю	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
1 5	132002	55	4	5	62	64	000	5	NM	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
1 6	851001	45	0		62	01	000	0	NM	INSTRUCTIONAL PLA	ANNING TIME	0	0	0	0	0 0	004 ABERDEEN ELEM
1 7	132002	55	5	5	62	64	000	5	MM	LANGUAGE/SPEECH	(L/S) THERAPY	0	0	0	0	0 0	004 ABERDEEN ELEM
ERTIFICATI	ION																
ERTIFICATE	NO CL	ASS TYPE	ENDOR	SEMENT	AREAS			1	ALID FRO	M VALID TO	ISSUED						
	2	SS	215	00	0 (100	000	000	7/19/05	06/30/10	07/19/05						
			215	00		100	000	000 0	7/01/00	06/30/05	06/20/00						

The report will show the errors on each employee.

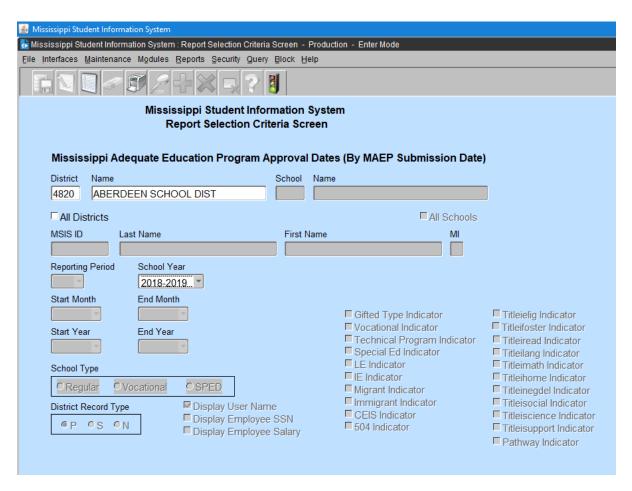
Selected MAEP Listing Report



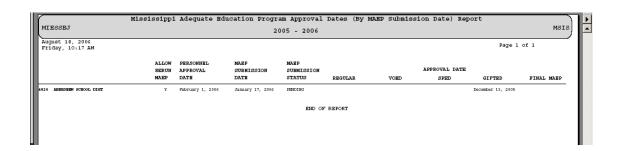
The user can select to run for All program types, or select to run for Vocational, Sped, or Gifted programs only. The report shows the MAEP percent and MAEP Salary for each MAEP selected Special Education, Vocational, and Gifted employee.



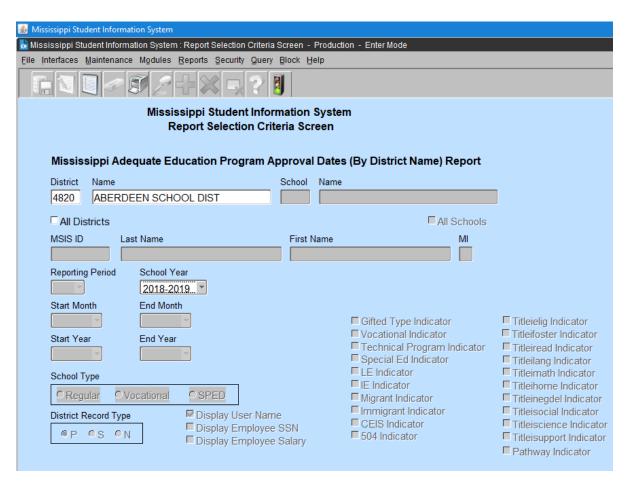
MAEP Approval Dates by MAEP Submission Date Report



The report shows the Personnel Approval Date, MAEP Submission Date and Approval Dates for Vocational, SPED, and Gifted. If run for more than one district, the districts are listed in submission date order.



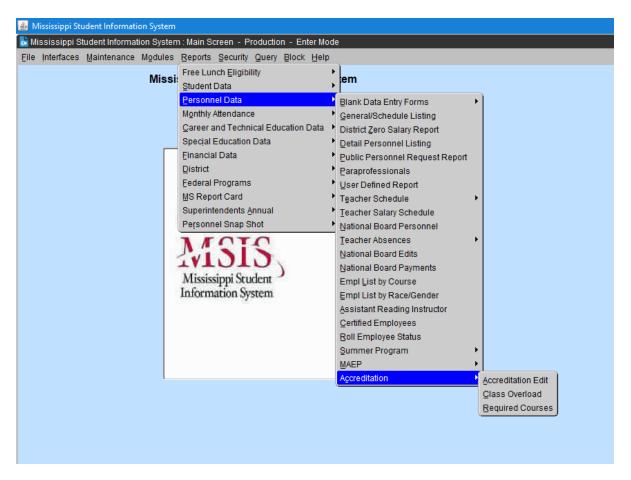
MAEP Approval Dates by District Name Report



The report shows the Personnel Approval Date, MAEP Submission Date and Approval Dates for Vocational, SPED, and Gifted. If run for more than one district, the districts are listed in alphabetical order.



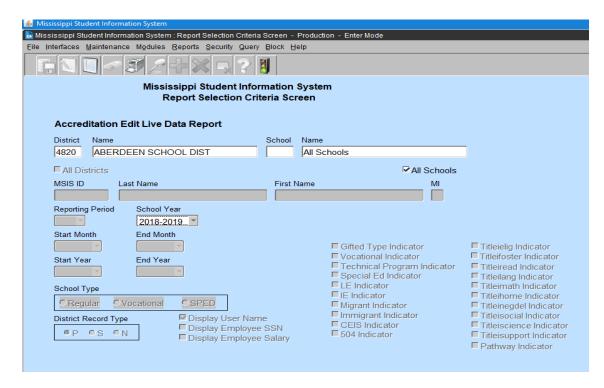
Accreditation Reports



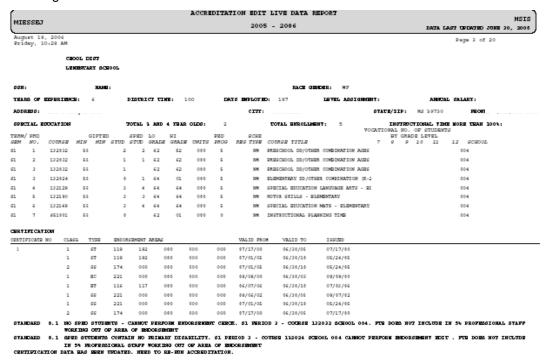
There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

Accreditation Edit Report

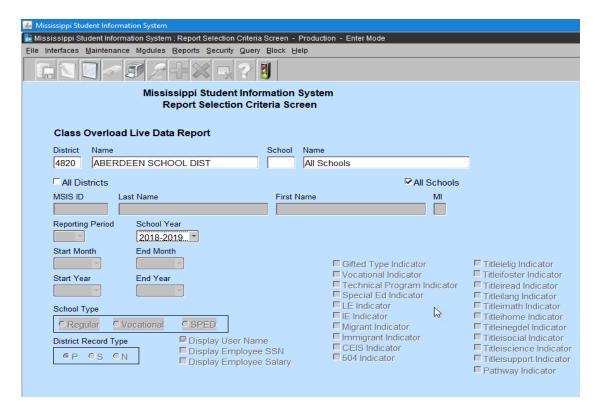


The report can be run for one school or all schools in a district. This report addresses most standards, including some overloads.

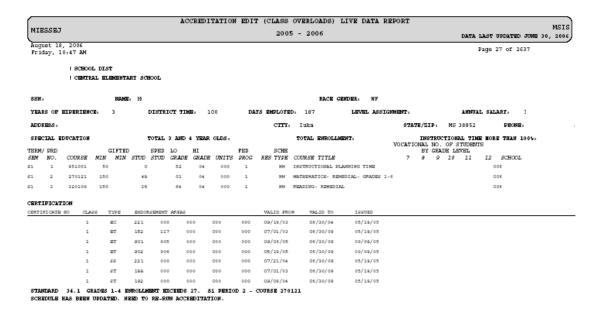


The report will show employee level, school level and district level deficiencies.

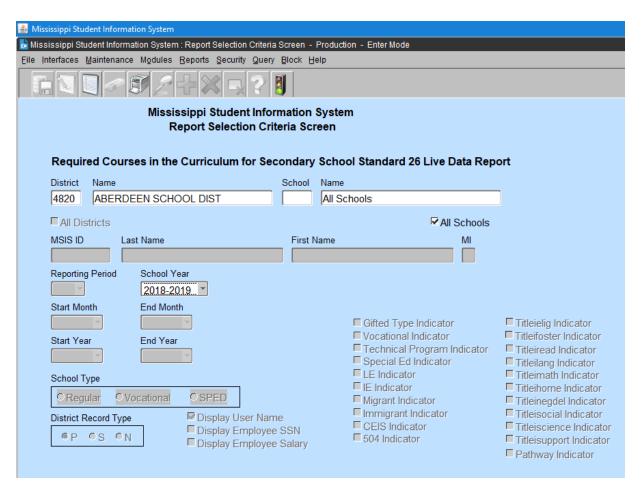
Class Overload Report



This report can be run for one school or all schools in a district. The report only addresses enrollment in grades 01-04 (Standard 34.2). The report will show employee level, school level and district level deficiencies.



Required Courses Report

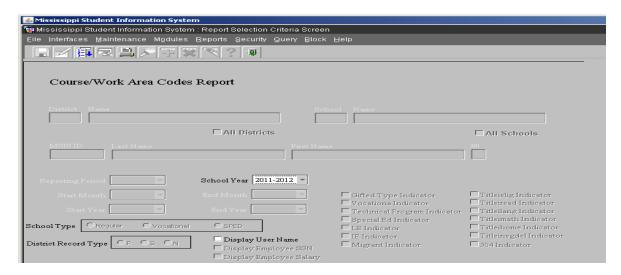


The report can be run for one school or all schools in a district.

This report outlines the required 33 units in each high school (Standard 26 and Appendix B).



Required Courses Report



The report can be run for one school or all schools in a district.

This report outlines the required 33 units in each high school (Standard 32 and Appendix B).

		2011-2012 Course / Work A	rea Codes Report		1	MSIS
July 25, 2011 Monday, 01:59 PM					Page 1	of 237
	Course	Course Title	Endorsements	Carnegie	Special	CIP
District Of	fice					
All Grades						
	801045	21ST CENTURY GRANT SITE COORDINATOR	486 - 489	000	0, 9	
	751001	A licensed administrator who coordinates and supervises the 21st Century Grant program. ACCOUNTANT/BOOKKEEPER	NONE	000	0, 1, 9	
	701001	Responsible for keeping an accurate account of income and expenditures. ADULT EDUCATION TEACHER	Valid License	000	0, 1, 9	
	801041	A person who teaches an adult education class during the regular school day. 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 a	000	0, 1, 9	0001
	751031	Assists the director in administration of federal programs. ASSISTANT DIRECTOR- FOOD SERVICE	488, 488, 489, 494 NONE	000	0, 9	
	751031	Assist the food service director in implementing the food service program in the district.	HORE	000	0, 3	
	511007	ASSISTANT DIRECTOR- VOCATIONAL PROGRAMS	430, 480, 486,	000	0, 2	0001
		Assists the director in administration of vocational programs of the district.	494			
	751039	ASSISTANT DORMITORY SUPERVISOR	NONE	000	0, 9	
	131002	Assists the supervisor of dormitories in carrying out position responsibilities. ASSISTANT SPECIAL EDUCATION SUPERVISOR	202, 205, 206,	000	0, 9	
		Assists in the administration of the special education program in the district.	208, 210 - 213, 215, 216, 218, 220 - 224, 451, 494			