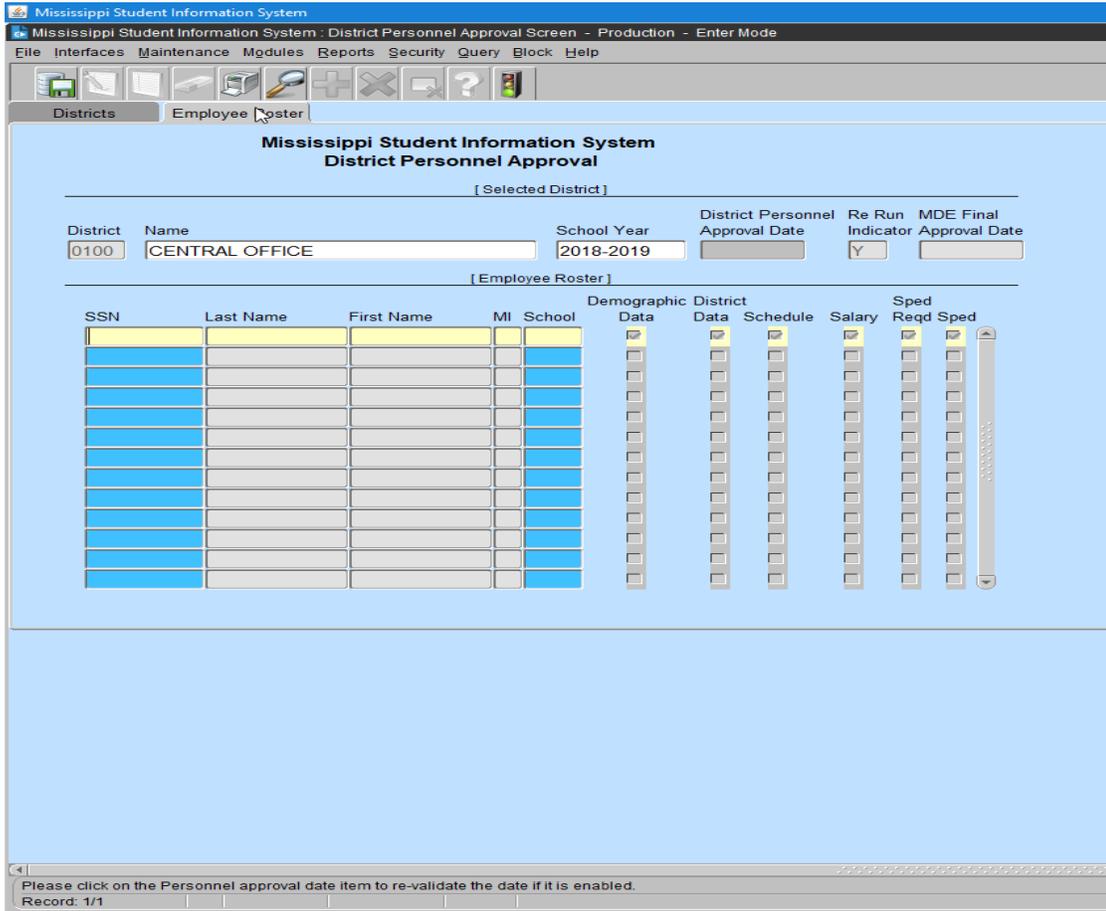


# DISTRICT APPROVAL OF PERSONNEL DATA

Users with the District Personnel role can access this screen.



The District Personnel Approval screen will allow authorized users to view the level of completion of Employee information that is needed for funding each year. This screen will indicate with a check mark if data exists for the following categories: District Data, Schedule, Salary, and Special Ed. These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have District Data, Schedule and Salary for the current School Year. A Sped Reqd check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen.

**PRACTICE** – This screen allows the District Personnel Administrator to give final approval to the District’s Personnel data before MDE begins processing the information. Once the District has given final approval, MDE’s processing procedures will begin.

To access this screen click on **MODULES> PERSONNEL> DISTRICT PERSONNEL APPROVAL**. The first screen will default to your district and the current school year.

**EMPLOYEE ROSTER** - Click on “EMPLOYEE ROSTER”. This screen lists the employees alphabetically, by school. The list indicates if required data has

been entered on the following personnel screens: DISTRICT DATA, SCHEDULE, SALARY and SPED. After data has been entered on all of the required screens, the “DISTRICT PERSONNEL APPROVAL DATE” tab will be enabled. When this tab is selected, the current date will be entered as the Approval Date for the District’s Personnel Data.

Queries can be run on this screen for individuals by entering the name and/or Social Security Number. A roster of all employees at an individual school can be viewed on the screen by entering a Query using the school number.

The “EMPLOYEE ROSTER REPORT” can be printed by clicking on the “TRAFFIC SIGNAL” icon at the top of the “DISTRICT PERSONNEL APPROVAL” screen. The Roster checks for missing information. The issue is that the District did not check the Personnel Salary information. There is a report that should have been run “District Zero Salary” before personnel was approved.

After an approval date has been entered and new data is subsequently entered on any employee, the date will be removed by the system. You must re-approve the data so that it can be processed again to reflect any updates or changes.

- **Districts will continue to make updates and approval to personnel in MSIS until the deadline at which time the rights to General/Schedule Entry screen are taken away from the districts.**