**SEARCH PERSONNEL**

This screen is accessed by going to MODULES>PERSONNEL>SEARCH PERSONNEL.

This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data and the % wildcard. You can also locate an employee in MSIS within a specific district and major school. After locating the employee, you can view the employee’s personnel directory information by clicking the “EMPLOYEE” tab.

**PRACTICE** - Run a query FROM SEARCH PERSONNEL. You can search for different personnel types (All, Certified, Gifted, Non-Certified, Special Ed, Title I, and Vocational). Select the “ALL” option.

**DISTRICT** – If a query is done on a district, a list of the schools will be displayed after the valid district number is entered. Select a school or query for a school in the district.

**SCHOOL** – The school that has been selected will be displayed.

**LAST NAME** – Enter a last name or a partial last name and the % Wildcard and click on the QUERY ICON at the top of the screen.
**FIRST NAME** – Enter the employee’s first name or a partial name and the % Wildcard.

After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.