



DISTRICT DATA, SCHEDULE, SALARY and SPED. After data has been entered on all of the required screens, the “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. The “EMPLOYEE ROSTER” can be printed by clicking on the “TRAFFIC SIGNAL” icon at the top of the “EMPLOYEE ROSTER” screen. 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.

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.