

SELECT DISTRICT

After finding a record on the “EMPLOYEE” screen, the “SELECT DISTRICT” tab will be available.

Mississippi Student Information System
Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

Last Name First Name MI SSN School Year
COMM COLLEG GULF COAS 660-30-0001 2018-2019

[District]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0200 ALCORN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1105 ALCORN STATE UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0300 AMITE CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4821 AMORY SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6311 ANGUILLA SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4470 ANNUNCIATION ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5920 BALDWIN SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2375 BAY CATHOLIC ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2320 BAY ST LOUIS WAVELAND SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2508 BELHAVEN UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISTRICT INFO

The user will be prompted to the DISTRICT INFO tab.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. **Inactive only if an employee was added with incorrect SSN or rolled by mistake.**

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Enter N to change to NO

or click on the down arrow key and select a value. This will not allow the user to be in your district.

Save the DISTRICT INFO tab.

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Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

District	Name	Last Name	First Name	MI	SSN	School Year
4820	ABERDEEN SCHOOL DIST	COMM COLLEC	GULF COAS		660-30-0001	2018-2019

[Update District Employment Information]

Major School
Name

Status
Active

Title I Bilingual?
N

Roll Employee
Y

Contract Employee
N/A

Days Employed

Contracted Days for After Hours
0

District Time

User Defined

Receiving check from PERS??
N