

**OFFICE OF TECHNOLOGY
AND STRATEGIC SERVICES**

**MISSISSIPPI STUDENT
INFORMATION SYSTEMS**

NON-PUBLIC

PERSONNEL

REFERENCE MANUAL

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Chapter 1 Mississippi Student Information System(MSIS) Personnel Process

OVERVIEW

In order for the MSIS data collection effort to work, a system for manually preparing individual employee schedules must be implemented within the district. The person responsible for the success of this effort is the Personnel Coordinator.

This manual has been compiled by the Mississippi Department of Education (MDE) to assist the Personnel Coordinator in securing quality data for the district. The School Personnel Coordinator will disseminate information and respond to problems encountered by those assisting in the data collection task. Due to the uniqueness of each district (school), it is likely that there may be some situations not addressed in this set of instructions. In that event, contact the Mississippi Department of Education (MDE) OTSS Applications Help Desk at email at misapps@mde.k12.ms.us.k12.

WHAT IS THE PROCESS

A copy of the Course/Work Area Codes should be printed from the MSIS Main Screen by clicking on REPORTS> DISTRICTS> COURSE/WORK AREA CODES. This should be used by anyone completing personnel records for your school to ensure that all courses and work-areas are properly coded. Personnel Coordinators will also provide the same persons a supply of computer generated General/Schedule Employee Entry Forms, "blank forms", used to capture data on new employees. A General/Schedule Listing should be run after data entry and used to verify its accuracy. If there is a Detail Listing for an individual who is no longer employed by your school, you should change the employee status to INACTIVE at the DISTRICT INFO tab found under MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY on the main menu screen. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the school.

Any changes or adjustments must be submitted on or before the deadline mandated by the Mississippi Department of Education for the current school year.

WHY IS THIS PROCESS IMPORTANT TO YOUR SCHOOL

The data that is entered will be used by the Mississippi Department of Education Accreditation department to run the necessary edits that will determine your school's Accreditation status.

Chapter 2

GENERAL/SCHEDULE LISTING

The General/Schedule listing is generated from MSIS. **It provides a detailed listing of data currently captured on active employee records.** A replica of the form, the General/Schedule Employee Entry Form, also known as the “**blank form**” can be used to capture data on new employees. The purpose of these forms is to uniformly collect data needed on each employee of the school. Examples of the forms are provided on the following pages.

Since the data provided on an employee may change from year to year, detail records should be verified for accuracy. If an error is detected in the printed data, draw a line through the data in error and write the correct response beneath or beside the field and make the necessary corrections to the personnel record in MSIS.

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General/Schedule Employee Entry Form

August 06, 2009

6120 - PEARL PUBLIC SCHOOL DIST

Monday, 10:00 AM

GENERAL

First MI Last SSN
 Name _____
 Address _____

 Phone (____) _____
 Race _____
 Birth Date _____
 Sex _____ Ethnicity _____
 Title I Bilingual _____ (Y/N)

Contract Employee ___ PERS Check ___ Contract Days ___ Major School ___
 Years of District Days Teacher Annual User
 Experience Time Employed Salary Salary Defined

SCHEDULE

Term/ Sem	Period Number	Course Code	Minutes	School Number	Grades		Students	Carnegie Units	Special Program	Schedule Type	Reserved
					Low	High					

Period Number	Course Description	*Location

NON-TEACHING SALARIES

Course Code	Description	Salary	National Board Certificate #	Issue Date	Expiration Date
*					
l					
f					

C
* If course is vocational, determine location: school, district center, or vocational center.

All of the following data elements are entered from the MSIS Main Screen MODULES> PERSONNEL> GENERAL/SCHEDULE ENTRY tab.

The first set of general information is entered from the “EMPLOYEE” tab. The system will default to this tab after GENERAL/SCHEDULE ENTRY IS SELECTED.

EMPLOYEE

This section of the form is used to capture general information on the employee. These fields may remain constant from one school term to the next. Due to that fact, the pre-printed General/Schedule Listing will make the update process less labor intensive. If the data is obsolete, make adjustments as required. Before entering data for an employee, you must run a “query” to determine if the employee already exists in MSIS. You may query from any of the fields on the screen, however, if you have the social security number for the employee, that number should be used for the query. If the employee is not found in MSIS, you will enter that person as a new employee. If the employee is found, you should verify that the data displayed is correct and proceed to the next tab.

Name

(Required Field) Indicate the first name, middle initial, and last name of the employee. If there is no middle name, the middle initial may be omitted.

Check the Detail Listing for correct spelling of the name. If an error exists, or if there has been a name change due to marriage, divorce, or other circumstance, make the appropriate adjustment.

Social Security Number

(Required field) Preferably using the Social Security Card as a reference, specify the Social Security Number (SSN) of the employee. The SSN should correspond to the SSN used on payroll records and to the SSN on the certificate of certified employees. Accuracy is particularly critical when the employee is certified, since the SSN input for the Personnel Record is compared to the SSN in the Certification File. If the two numbers do not match, it appears that the employee is not certified. Determine the valid SSN. Then check the Personnel Record for the valid SSN. **If the SSN was incorrect**, the MSIS Personnel Coordinator should complete the MSIS Record Change Documentation form (see Chapter 9) and request that the SS# be corrected. If the SSN is incorrect on the certificate, the employee should be advised to contact EDUCATOR LICENSURE at (601) 359-3483 to request the appropriate adjustment to the Certification File.

Race

(Required field) Verify data appearing in this field on the Detail Listing. Since many reports generated from personnel records are run to identify the race of employees, an error could distort reports for your district. Make adjustments as appropriate.

Ethnic data is classified in five categories:

- **Native American/Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Hispanic or Larino** - A person of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race. Hispanic refers to ethnic rather than race.
- **American Indian/Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Enter one of the following categories for the employee.

Race
Native Hawaiian/Other Pacific Islander
White
Black or African American
Hispanic/Latino
American Indian/Alaskan Native
Asian

Ethnicity

Yes – If of Hispanic/Latino/Spanish origin

No – If not of Hispanic/Latino/Spanish origin

Gender

Gender data is classified in two categories:

- **Male** - A person of the male gender.
- **Female** - A person of the female gender.

Enter one of the following categories for the employee.

Birthdate

(Required Field) Indicate the birth date of the employee. **ALL EIGHT DIGITS OF A BIRTHDAY MUST BE ENTERED** (for example: 06091973).

Years of Experience

(Required field) Specify the number of years the staff member was employed by an educational entity. The response must range between zero and fifty (0-50). If an error exists, make appropriate adjustments to the record.

Phone Number and Address

(Optional field) If the district opts to collect phone information, enter the home number of the employee. Place the area code in the designated area. Verify the address. If entering data in the field, provide the complete mailing address of the employee including the street number, apartment number, post office box, or route number, as applicable. Also specify the city, state and Zip Code.

The next set of data is entered from the “DISTRICT INFO” tab.

Major School

(Required field) This field should contain the school number of your school, which is 004. In some cases, you may be reporting two schools and you should indicate whatever number is appropriate.

Status

(Required field) The Status field defaults to “Active”. If the employee is no longer in your district, change the status to “Inactive”.

Do not change any Personnel to INACTIVE that **worked** during school year (old school year). Change the Roll Employee field to NO. This is all that you have to do before you Roll Personnel Employee District Data for School Year (new school year). If you accidentally changed the status to inactive for school year (old school year), please correct this by changing the status back to active.

For the districts that rolled personnel for school year (new school year) before making the change to school year (old school year) and you have personnel listed that will not be working in your school district this year (new school year), you will need to change their status from active to inactive.

You **only change** the status of an employee to inactive if they **do not work** any time (less than one day) in the current school year.

Days Employed

(Required field) The valid range of responses to this field is 1-261. Indicate the number of days the employee is under contract, or agrees to perform an assignment for the school.

Contracted Days After-Hours

(Required Field) This field defaults to "0" and should be updated only for Special Education Personnel.

PERS

(Required Field) This field defaults to "N" and should be updated if the employee is receiving a check from Public Employees Retirement System.

Title I Bilingual

(Required Field) This field defaults to "N" and should be left as "N".

District Time

(Required field) The District Time is the percentage of the year, week, and day the employee works in the district. Valid responses to this field range between 1 and 100. Generally, persons employed during the entire calendar or school year are considered to have 100% District Time.

All non-certified employees, who work for the duration of the school year, are considered to work 100% District Time if the job is considered full-time for that individual for the number of hours worked.

Employees who begin work after the official school starting day must be reported with less than 100% district.

Employees who end employment prior to the official school closing date will have less than 100% district time.

To calculate the percentage of year, week, and day worked for non-full time staff apply the following formula:

$$\frac{(\text{PERCENT OF DAY})}{(\text{Periods/Day})} \times \frac{(\text{PERCENT OF WEEK})}{(\text{School Days/Week})} \times \frac{(\text{PERCENT OF YEAR})}{(\text{Days/Year})}$$

EXAMPLES:

Mr. A teaches six periods a day, two days a week, for the year.

School	6		5		187
Mr. A	6/6	x	2/5	x	187/187=40%

Mrs. B. teaches two periods a day, three days a week, for the year.

School	7		5		187
Mrs. B	2/7	x	3/5	x	187/187= 17%

Mr. C teaches four periods a day, 5 days a week, for 1/2 year.

School	6		5		187
Mr. C	4/6	x	5/5	x	92/187=33%

Give answers to the nearest whole percent.

Roll Employee

(Required field) The Roll Employee field defaults to "Yes". This field allows the user to indicate that an employee will be returning to the district the next school year. At the end of each school year a selection must be made as to which employees should be rolled to the next school year. The screen is accessed from MODULES> DISTRICT/SCHOOL> ROLL

EMPLOYEE/SCHEDULE. Districts will be notified each year as to the beginning and ending dates that this function will be available.

User Defined Control Indicator

(Optional field) Leave this field blank.

The following information is entered from the “SCHEDULE” tab.

Schedule

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block line must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment.

All teachers, who teach three or more periods daily should have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught. See Minutes section in this chapter for further guidance on Instructional Planning Time.

All teachers’ schedules must indicate all of the subject areas being taught by that teacher. This includes elementary teachers that teach a self-contained class. The course code 851002 (Self-contained Elementary) is no longer a valid code. Subject area codes are available for these grades.

The Pre-Kindergarten code (651001) and the Kindergarten code (651002) are valid codes. The teacher’s schedule should be reflected in one period block for the Pre-Kindergarten or Kindergarten class and one for the planning period.

Special Education subject area codes have also been provided for Special Education classes, however, the disability codes are still available for your use if you prefer to use them. Instructional Planning Time (851001) must be shown on the schedule in addition to these courses.

When, during the normal instructional day, the teacher works with more than one group of students, Accreditation expects a separate period block to be used indicating the course code and number of students each time the teacher works with a different group of students. This rule **DOES NOT** apply to non-academic courses such as PE and Music, which may be reported on a single line.

Term/Semester

(Required field) The term/semester should correspond to term/semester that the course is being taught.

The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester
S2	Second Semester
T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a semester

course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.

For example, a teacher who teaches Algebra I all year and two semester courses, Trigonometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	TRIGONOMETRY	
S2	2	PRE-CALCULUS	

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.

A 4 X 4 course that is for the first 18 weeks of the year would use the T1 code and a T3 code for an 18 week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, T4 for each of the semesters beginning the year with T1 and ending with T4. For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester course, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

Period Number

(Required field) No longer limited to 9 period blocks. The period number should correspond to the period number in the school day. There are sufficient period blocks to enter an employee's entire schedule.

If the employee is a teacher, the Period Number would generally be the school period in which the course is taught or the work is performed. In circumstances where there is no established system of periods, i.e. non-teaching work assignments, beginning with the first block, indicate period "1", and list the appropriate course/work area code and required data. Follow this procedure, increasing the period number by 1 until all work is represented.

When the teacher teaches either the same or a different subject at the same time of a day from one semester to the next, the period number remains the same. However the Carnegie Unit field will designate the semester in which the subject is taught. Refer to the Carnegie Unit section of this chapter for an explanation of Carnegie Unit semester designations.

Period Numbers may be replicated if during a given period a subject is taught to two different grade levels. For instance, if 8th and 9th graders were in the same PE class course codes 340111 and 340113, respectively would be required. Therefore, two period block lines (one for 8th graders, the other for 9th graders) would be required to show the teacher's work assignment for the period.

Course

(Required field) Valid responses are listed in the Course/Work Area Codes Report, which can be printed from MSIS. In MSIS go to REPORTS> DISTRICT> COURSE/WORK AREA CODES, click on the "Traffic Signal" icon to run the report. To print the report, click on "File" and "Print".

The listing is organized in the following order:

- District
- School

- Vocational Support
- Gifted Education
- Pre-school
- Alphabetical listing by subject areas
- Special Education

Within each of the categories, courses are listed alphabetically under elementary, middle, and secondary headings.

Review the list to find the appropriate Course/Work Area Code to represent the course that is on the student's schedule or the work performed by the employee.

Minutes

(Required field) Valid entries for this field are 1-480. Minutes refer to the number of minutes per day allotted to each course/work area listed on the employee schedule.

Modular Block Schedules

- 4 X 4 schedules - MSIS provides sufficient period blocks to enter all periods for both semesters including multiple planning periods (see "Reporting Minutes of Instructional Planning Time" below). The period number should correspond to the period number in the school day, which means that many schedules will properly reflect duplicate period numbers.
- **Note: If the school district is using a 4 X 4 Block Schedule or an A/B Block Schedule, the instructional minutes reported must be at least 94 minutes for courses designated with one Carnegie unit credit in order to comply with the accreditation standard for instructional time**

PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS' INSTRUCTIONS.

AB schedules - AB indicates an alternating schedule on a two-week cycle. **Report the actual number of minutes for each class period.** It may be necessary to use a period number other than the ACTUAL period on the teacher and student's schedules.

Reporting Minutes of Instructional Planning Time

All teachers who teach three or more periods daily should have Instructional Planning Time (851001) indicated on the schedule in addition to the courses taught.

When using a 4x4 schedule, planning time for regular education teachers may be entered for each semester. Use Carnegie Unit 100 to indicate first semester and 200 to indicate second semester. It is also acceptable to just put ONE planning period when a teacher does not have more than one planning time in a single day.

School

(Required field) Valid entries are the school numbers for your district contained in the MSIS School Demographics File. In most all cases, the school number for non-public schools is 004.

Grade Low/Grade High

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(Required field) This field identifies the grade range served by the employee. Grade Low represents the lowest grade served during the specified Period for the Course/Work Area Code listed. Whereas, Grade High represents the highest grade served for a specified Period for the Course/Work Area Code listed.

A low Grade and High Grade must be stated even if the same grade is represented in each field.

Grades entered must be consistent with the grade for the school indicated on the schedule when compared to the same school on the MSIS School Demographics File. If circumstances arise during the year resulting in grade level changes at the school, updates to the School Demographics File should be keyed into MSIS at the district as changes occur. Appropriate adjustments will allow edits to pass.

Valid grade entries, in low to high sequence, are:

GRADE	DESCRIPTION
62	PRE-KINDERGARTEN
52	PRE-KINDERGARTEN SPECIAL EDUCATION
64	KINDERGARTEN
54	KINDERGARTEN SPECIAL EDUCATION
56	ELEMENTARY SELF-CONTAINED SPECIAL EDUCATION
01	FIRST GRADE
02	SECOND GRADE
03	THIRD GRADE
04	FOURTH GRADE
05	FIFTH GRADE
06	SIXTH GRADE
07	SEVENTH GRADE
08	EIGHTH GRADE
58	SECONDARY SELF-CONTAINED SPECIAL EDUCATION
78	SECONDARY GED
09	NINTH GRADE
10	TENTH GRADE
11	ELEVENTH GRADE
12	TWELFTH GRADE

Students

Enter the appropriate number of students for each teaching code on the schedule. **DO NOT ENTER A STUDENT COUNT FOR ANY NON-TEACHING CODES, i.e. PRINCIPAL, LIBRARIAN, TEACHER ASSISTANTS, SECRETARIES, ETC.**

Carnegie Units

(Required field) The Carnegie unit is a standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding a Carnegie Unit indicates that the district has provided the equivalent of 140-150 hours of instruction in regular and laboratory classes over a school year.

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Although Carnegie Units are only earned in grades 9-12 (8th Grade Algebra and Tech-Prep Computer Discovery are the exceptions to this rule), the coding structure provides semester indicators. Semester indicators are represented as the first digit of the Carnegie Unit. A zero (0) means a course is a yearlong duration. A one (1) means the course is taught first semester. A two (2) means the course is taught second semester. This system allows non-Carnegie Unit courses taught on a semester basis to be represented on the teacher's schedule. Use "000" in this field for all non-teaching Work Area codes and courses that have zero Carnegie Units. **PLANNING PERIOD**, course code 851001, also has valid Carnegie Units of 100 and 200 to indicate the semester or, in the case of AB schedules, 100 for A days and 200 for B days. **It is also acceptable to just put ONE planning period when a teacher does not have more than one planning time in a single day.**

For 4X4 schedules, a 9 week period may be equivalent to a semester and a half unit of credit. It should be indicated on the schedule with a Carnegie Unit of 105 or 205 as appropriate. This procedure should be repeated for the second half of the year.

The following are valid Carnegie Unit options. Select the most appropriate response.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

Special Program

Enter zero (0)

Schedule Type

(Required field) - This field will default to the schedule type entered for the school in the school demographics table. If the schedule type is different from the default, select the appropriate schedule type.

Valid schedule types are:

SCHEDULE TYPE	DESCRIPTION
NM	Normal Schedule 7 periods

44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version
N6	Normal Schedule 6 periods
N8	Normal Schedule 8 periods

Reserved

Leave blank

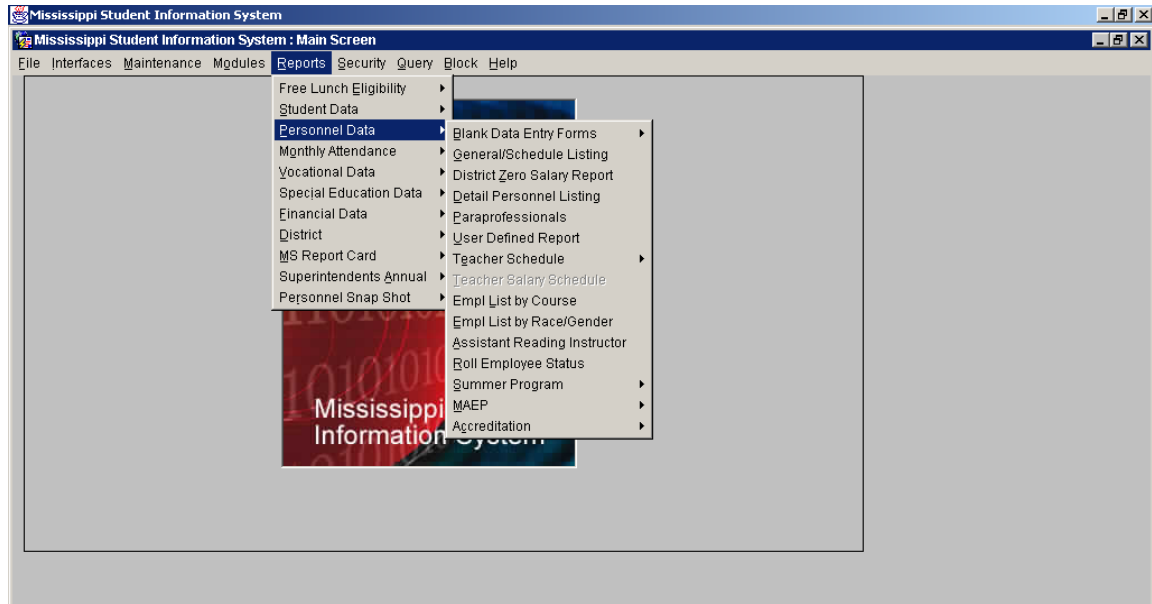
The following information is entered from the "SALARY" tab.

Salary

You **must** enter at least a zero in the appropriate salary field. If the employee is a teacher, enter at least a zero in the "Teacher Salary" field. Non-teaching codes will be displayed in the "Non-Teaching salaries" section of the screen. Enter at least a zero in the salary field.

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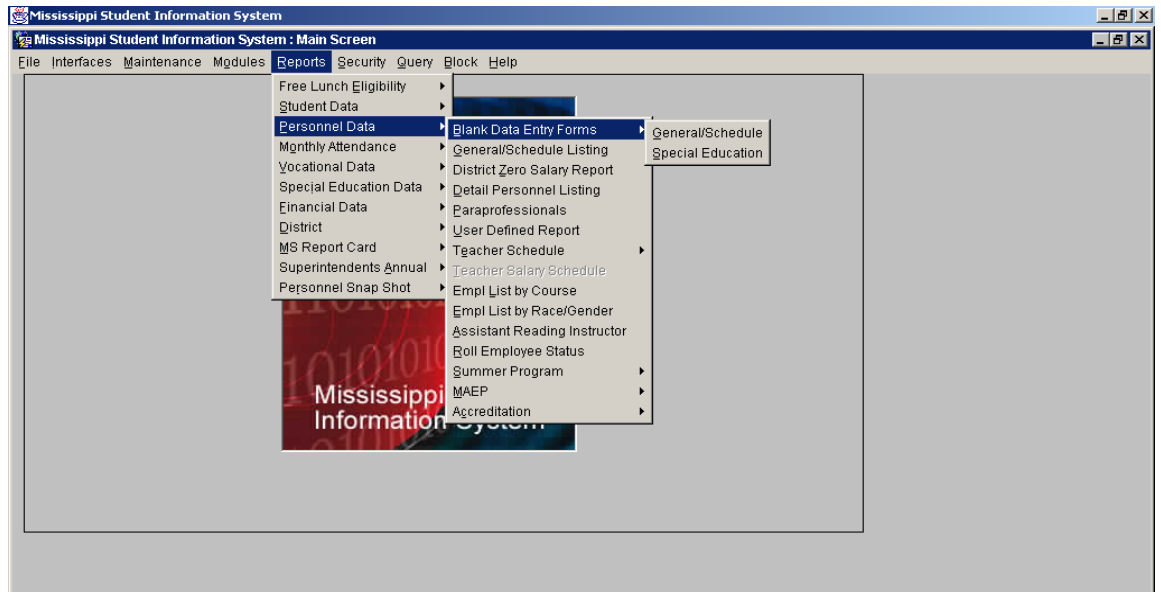
MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. The user's security rights will determine what reports the user can run. Adobe and Internet Explorer do NOT work well together. It is best to use Netscape 4.7 when running reports.



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

Blank Data Entry Forms

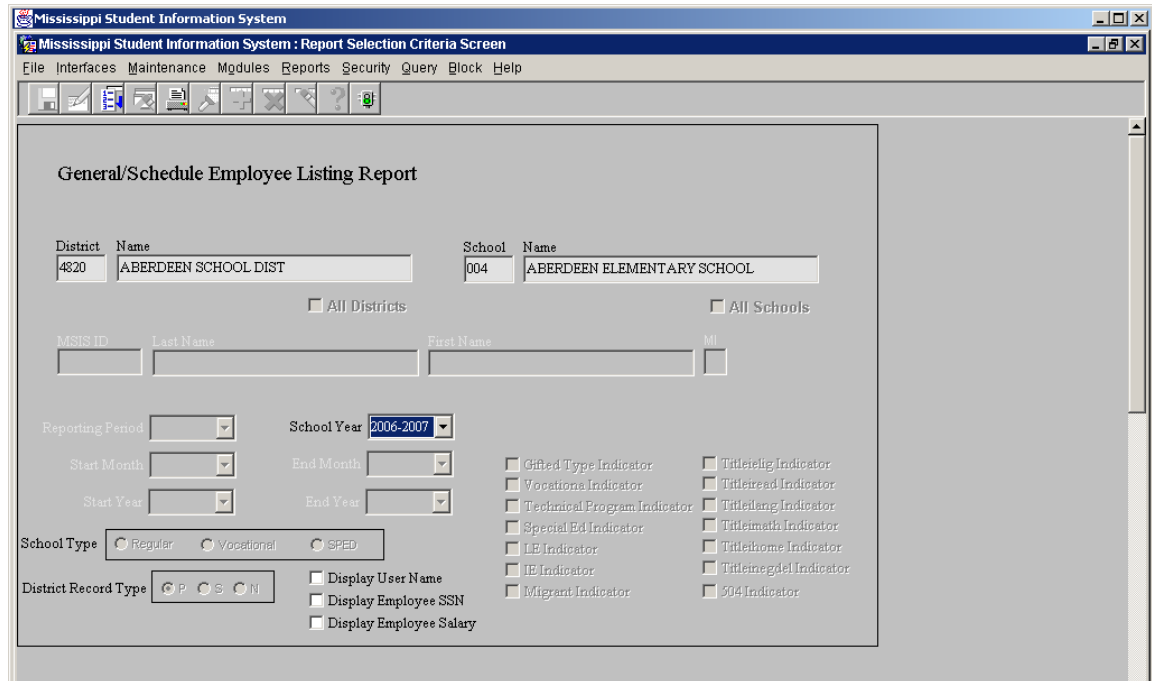
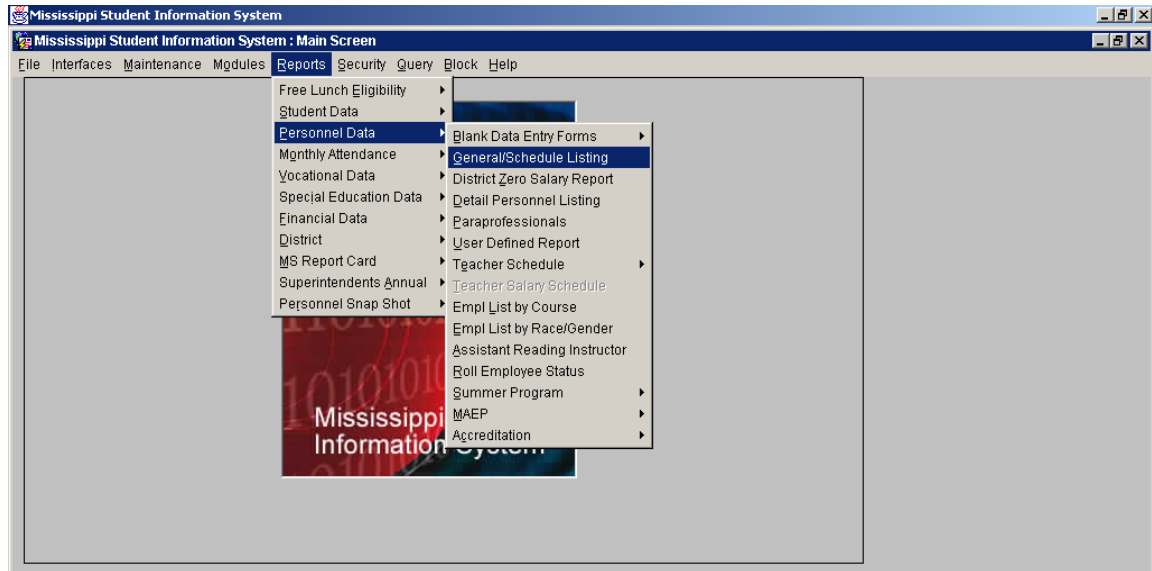
The blank Personnel forms have all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use these forms to collect data for the employees in the district.



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 4 and 20. 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.



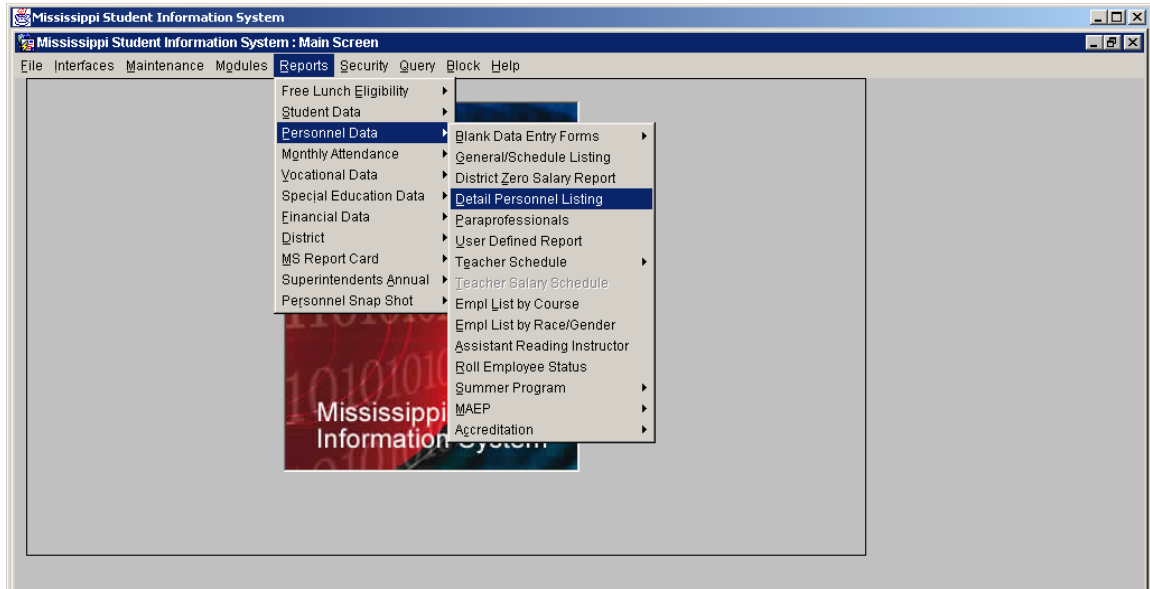
Click in the box to print Employee SSN or Employee Salary on report.

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General/Schedule Employee Listing Report										MSIS	
2007-2008											
July 23, 2008								Page 22 of 79			
Wednesday, 11:07 A.M.											
GENERAL		First		MI		Last		SSN		[REDACTED]	
Name		[REDACTED]		[REDACTED]		[REDACTED]		Phone		(601)722-4214	
Address		[REDACTED]		[REDACTED]		[REDACTED]		Race		White	
								Birthdate		[REDACTED]	
								Sex		Female	
								Title I Bilingual		N (Y/N)	
								Major School		1600-004	
Contract Employee		_____		PERS Check		_____		Contract Days		_____	
								For After Hours		_____	
Years of Experience		District Time		Days Employed		Teacher Salary		Annual Salary		User Defined	
28		100		187		XXXX		XXXX		Active	
SCHEDULE											
Term/	Period	Course	Sch	Grades	Carnegie	Special	Schedule				
Sen	Number	Code	Minutes	Num	Low	High	Students	Units	Program	Type	Reserved
S1	1	132032	100	004	52	56	0	000	5	NM	
S1	2	132202	30	004	52	04	0	000	5	NM	
S1	3	132146	170	004	64	04	0	000	5	NM	
S1	4	851001	30	004	52	04	0	000	5	NM	
S1	5	902001	30	004	52	04	0	000	0	NM	XX
Period											
Number	Course Description								*Location		
1	PRESCHOOL DD/OTHER COMBINATION AGES 3-5										
2	SPECIAL EDUCATION LEARNING STRATEGIES/TUTORIAL - ELEMENTARY										
3	MONITORED/CONSULTATIVE SERVICES ELEMENTARY GRADES K-6										
4	INSTRUCTIONAL PLANNING TIME										
5	NATIONAL BOARD - CERTIFIED TEACHER/COUNSELOR/LIBRARIAN										
NON-TEACHING SALARIES											
Course	National Board						Expiration				
Code	Description	Salary	Certificate #	Issue Date	Date						
902001	NATIONAL BOARD - CERTIFIED TEACHER/COUN	XXXX	140200873	08/08/07	11/22/12						
* If course is vocational, determine location: school, district center, or vocational center.											

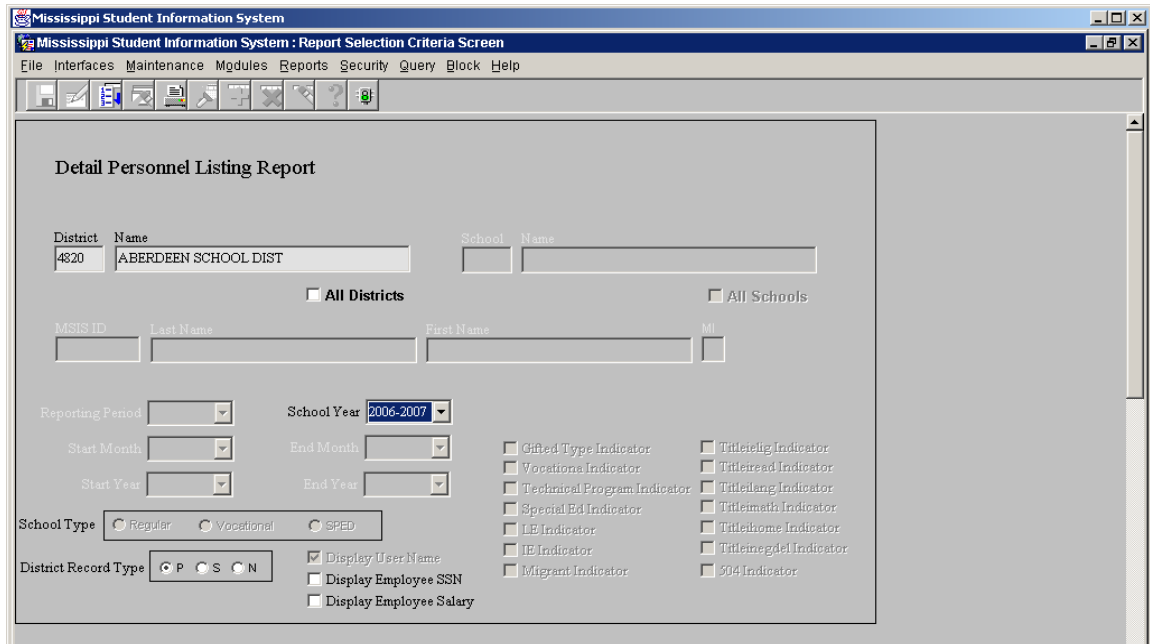
This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. The report prints at least one page per employee. If the employee has more than 8 periods on their schedule, the schedule will continue on a second page. If the report generates more than 200 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".

Detail Personnel Listing Report



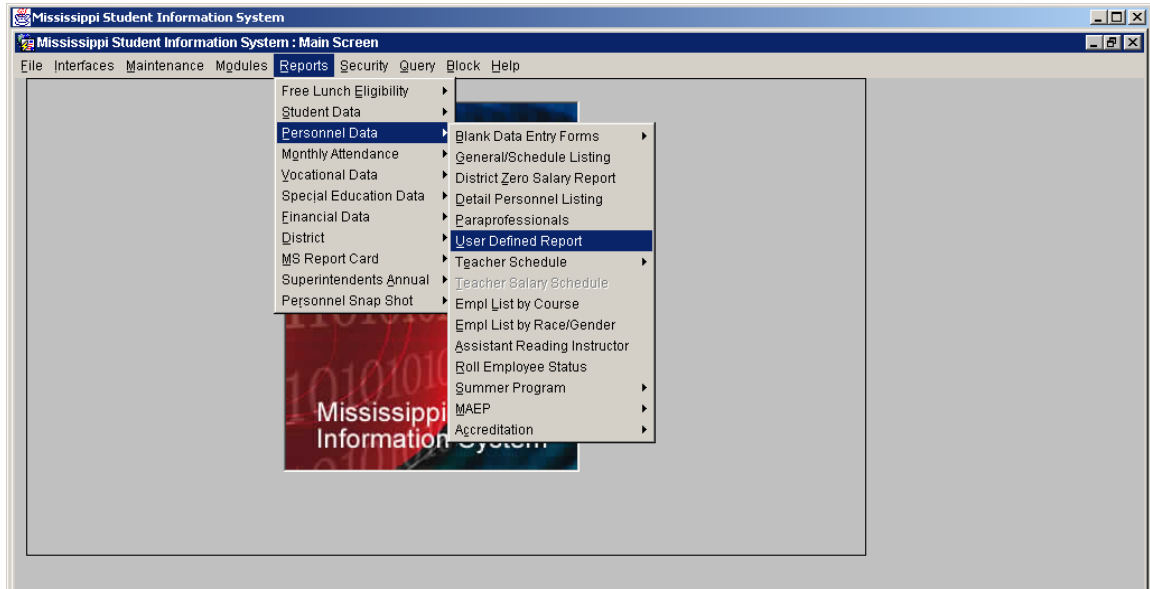
This report is run for all schools in the selected district.

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.

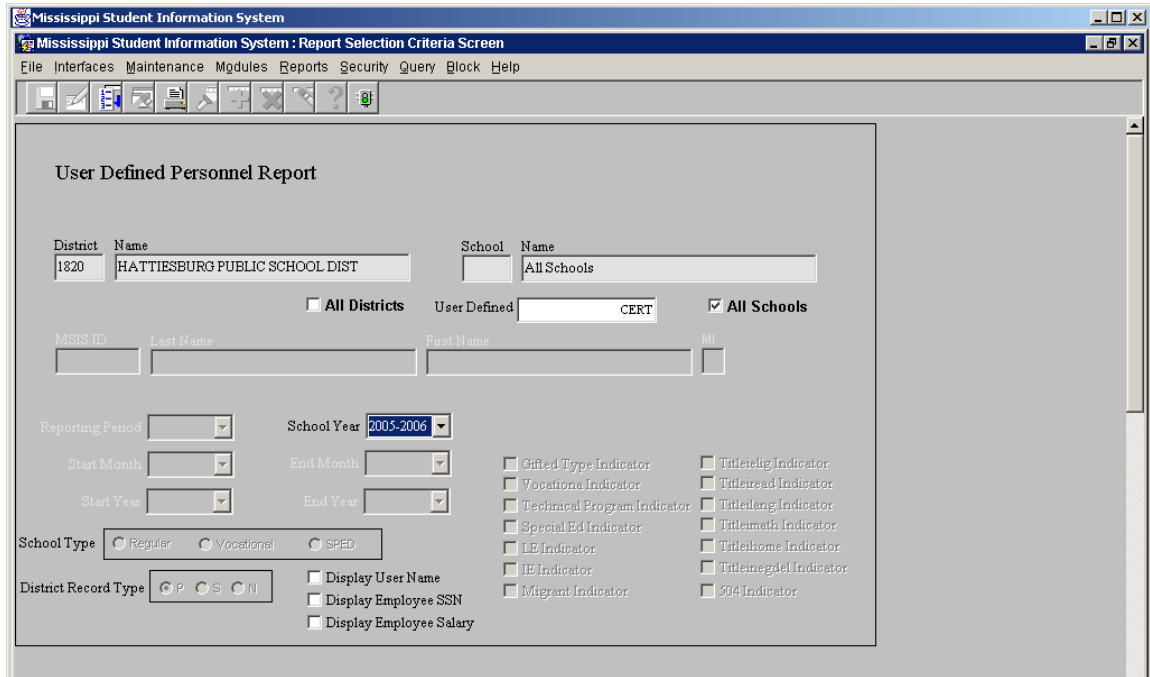


Click in the box to print Employee SSN or Employee Salary on report.

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.

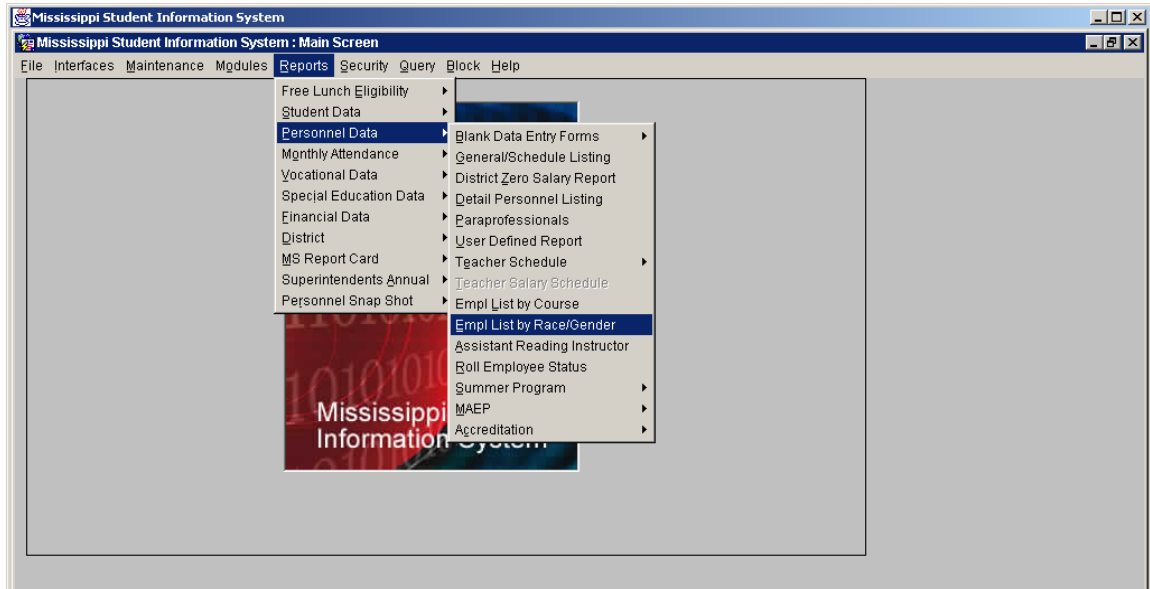
MSIS NON-PUBLIC PERSONNEL REFERENCE MANUAL

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

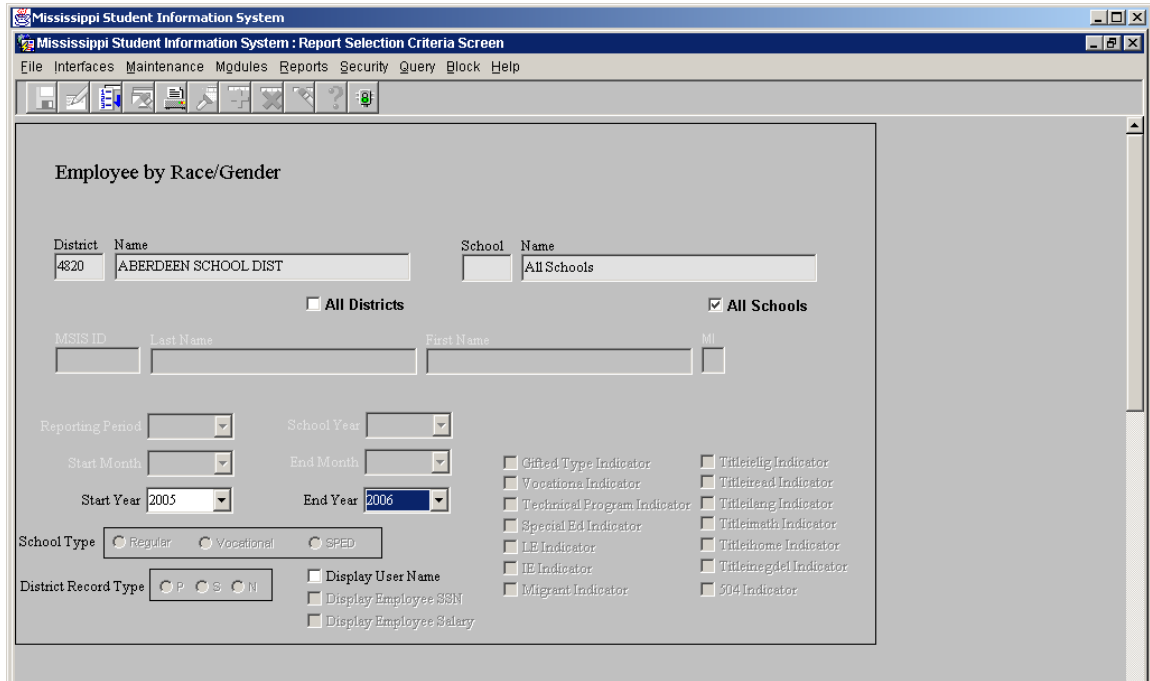
USER DEFINED REPORT		MSIS
2005 - 2006		
August 18, 2006 Friday, 11:30 AM	Page 1 of 24	

NAME	SCH	R A C E	TE AP S	D T M	D E A M T P S L O T E	ANNUAL SALARY	USER DEFINED
: SCHOOL DIST							
: SCHOOL DIST							
	XXX-X	WF	5	100	107	XXXX	Cert
	XXX-X	WF	15	100	100	XXXX	Cert
	XXX-X	WF	31	100	107	XXXX	Cert
	XXX-X	WF	12	100	100	XXXX	Cert
	XXX-X	WF	30	100	107	XXXX	Cert
	XXX-X	WH	4	100	107	XXXX	Cert
	XXX-X	WF	17	100	107	XXXX	Cert
	XXX-X	WF	4	20	36	XXXX	Cert
	XXX-X	WF	13	100	107	XXXX	Cert
	XXX-X	WF	1	20	36	XXXX	Cert
	XXX-X	WF	24	100	107	XXXX	Cert
	XXX-X	WF	3	100	107	XXXX	Cert
	XXX-X	WH	13	100	100	XXXX	Cert
	XXX-X	NSP	2	100	107	XXXX	Cert
	XXX-X	WF	4	100	240	XXXX	Cert
	XXX-X	WF	13	100	100	XXXX	Cert
	XXX-X	WF	4	20	36	XXXX	Cert
	XXX-X	WH	22	100	240	XXXX	Cert
	XXX-X	WF	18	100	107	XXXX	Cert
	XXX-X	WH	32	100	240	XXXX	Cert
	XXX-X	WH	19	40	74	XXXX	Cert
	XXX-X	WH	27	100	217	XXXX	Cert
	XXX-X	WF	7	100	107	XXXX	Cert
	XXX-X	WF	7	100	107	XXXX	Cert
	XXX-X	WF	23	100	207	XXXX	Cert
SCHOOL TOTAL							25

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.



MSIS NON-PUBLIC PERSONNEL REFERENCE MANUAL

Employees Race/Gender Report

2008 - 2009

August 3, 2009

Page 1 of 1

4820 ABERDEEN SCHOOL DIST		B	W	B	H	W	School
Race Code:		Female	Female	Male	Male	Male	Total
Gender							
001	ABERDEEN SCHOOL DIST	34	14	8	0	8	64
004	ABERDEEN ELEMENTARY SCHOOL	19	18	3	0	0	40
008	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	NA - Asian
B - Black or African American	PI - Native Hawaiian or Pacific Islander
H - Hispanic or Latino	W - White

Chapter 4

APPENDIX A

COURSE/WORK AREA CODES

The Course/Work Area Codes can be printed from the MSIS Main Screen by clicking on REPORTS> DISTRICTS> COURSE/WORK AREA CODES.

New Code/Position added School Year 2015-2016.

Please print the 2015-2016 Course/Work Area Codes report

Chapter 5

APPENDIX B

2015-2016 Course Code Adjustments

Please print the 2015-2016 Course/Work Area Codes report

Chapter 6

Suggestion Form

While processing Personnel Data our district encountered the problem listed below. Please address it in future revisions of the Reference Manual.

District: _____

Contact Person: _____ Phone Number: _____

Mail your suggestion to:
Mississippi Department of Education
OTSS – MSIS Coordinator
P.O. Box 771
Jackson, Mississippi 39205

Or FAX it to (601) 359-2027

Chapter 7

MSIS Record Change Documentation form

This appendix contains the MSIS Record Change Documentation For State Auditor form. If the SSN was incorrect, the MSIS Personnel Coordinator should requests that the SSN be change on this form. This documentation can be faxed by the original must be mail to the address on the form.

**MSIS RECORD CHANGE DOCUMENTATION
FOR STATE AUDITOR**

School District Name: _____

District Number: _____

School Name: _____

School Number: _____

Type of Record Change (Check one):

(1) Personnel

(2) Student (MSIS ID Required)

Submission Date: _____

Request Change:

Reason for Change:

***Submission of this document certifies that all requested changes have been made in the District's local school administration package (SAP), if applicable. If changes have not been made in SAP, please explain below. ***

Explain (If applicable):

Superintendent Signature: _____

(Please sign in blue ink)

Primary Contact Signature: _____

(Please sign in blue ink)

Requestor Signature: _____

and email address

(Please sign in blue ink)

Send to: Mississippi Department Of Education / Office of Technology and Strategic Services – MSIS
P.O. Box 771, Jackson, Ms 39205, Or Fax: (601) 359-2027

OTSS OFFICE USE ONLY:

Approved By: _____

Date: _____

Copy sent to affected Program Office(s): _____

Corrected in MSIS by: _____

Date: _____

