MSIS Personnel Year-End Overview

MSIS Year End Training

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VISION
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.

MISSION
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
Every Child Has Access to a High-Quality Early Childhood Program

All Students Proficient and Showing Growth in All Assessed Areas

Every Student Graduates from High School and is Ready for College and Career

Every School and District is Rated “C” or Higher

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes

Every School Has Effective Teachers and Leaders
MSIS Personnel Year End Overview
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MSIS Website - Links/Documents/Resources: [https://www.mdek12.org/OTSS/MSIS](https://www.mdek12.org/OTSS/MSIS)
MSIS Personnel Year End Overview

MSIS Personnel Manuals
https://www.mdek12.org/otss/msis/msis-personnel

STUDENT DATA – VS- TEACHER DATA

Student
Monthly File Submission

Teacher
Direct Entry or File Submission

Student’s Schedule must match Teacher’s Schedule
- Teacher’s SSN
- Course Code
- Term/Semester Code
- Period Number
- Carnegie Units
Process Personnel Data in MSIS

Several ways to process personnel data:

1. File Submission (schedule) through Student Administration Package (SAP)

2. Roll Schedule/Employee Data in MSIS

3. Manually Enter Schedule/Employee Data in MSIS
MSIS Personnel Year End Overview

File Submission (schedule) through Student Administration Package (SAP)
1. Checks to see if school is active – Automatic failure file stops processing.
2. **DELETE SCHEDULE information for the SCHOOL submitted**
3. Checks to see if Employee District Data exists for SSN in current year or exception check.
4. Check valid Term/Semester Code.
5. Check for valid period number.
6. Check for valid Course Code
7. Check for valid Carnegie Unit
8. Check for valid Special Program Code (Funding)
Before Rolling Employee in MSIS

- Check with your HR or Payroll Department to make sure that the employee will be returning for the new/current school year

- Run the General Schedule Listing Reports from MSIS (Reports=>Personnel Data=>General Schedule Listing) for the previous school year (ex. school year 2018-2019).
  - Separate employees that are not coming back from the employees that are coming back this school year (2019-2020).

- Next step set the employees that are NOT coming back to do not roll employees
Do not Roll/Inactive Employee – District Info tab

**DISTRICT INFO tab:**
ROLL EMPLOYEE - Defaults to YES. Any employee who is no longer in your district or is not returning for the new school year should be marked “ROLL EMPLOYEE - N” on the DISTRICT INFO tab of the GENERAL/SCHEDULE EMPLOYEE ENTRY screen for the **previous school year** (EX 2018-2019). The school year can be changed on the SELECT DISTRICT tab of this screen.

**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 ssn was entered incorrectly or if the employee was rolled by mistake

SAVE the DISTRICT INFO tab.

Next step is to roll the employees.
1. **Selected District/School Year** - Hinds Community College (2503) will Roll their Schedule and District Data from school year 2018-2019 to 2019-2020.

2. **Roll Schedule/District Data** - You have the option to not roll the Schedule because you will either manually enter the schedules or send a file of your employees' schedules to MSIS through your Student Administration Package (SAP).

3. **Select Schools For Roll Procedure**

4. **All Schools** - You have the option to roll All Schools or Select a school to roll.

5. **Rolled District Data** - You must roll your District Data so that your Sped student data will be brought forward from the last school year. **This should be done prior to any entry of personnel data for the new school year.**

6. Once you have made your selection and save the transaction. The current date will be in the roll date field.
After Rolling Schedule/Employee Data

Things that effect the Rolling of your Employee Data

- **SPED Students**
  Rolling Personnel also rolls Sped Student Data to the new school year.

- **Teacher Absences**
  The screen is populated with the current employees when you roll your employees for the new school year.

- **Assign District/School Users**
  All employees must be setup as an employee (General Schedule Entry screen>District Info tab) in MSIS. For new and modified employee please run the Roll Schedule/Employee Data at the beginning of the school year.

- **District Sharing Table**
  The districts that are in the district sharing table must roll their personnel data in MSIS.
The following fields must be updated for each “Rolled” employee for the new school year.

- On the District Info tab: Enter Days Employed and District Time
- On the Schedule tab: Enter Period for each course (Period number cannot be ZERO).
- Press the save button.
- On the Salary tab: Enter the Teacher and/or Non-Teaching Salary. Press the save button.
- On the Special Ed tab: Press the tab for those teacher that have a special course code on their schedule. Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.
After Rolling Schedule/Employee Data – Schedule tab

Modify the rolled to reflect the current schedule.

Required: Enter Period for each course (**Period number cannot be ZERO**).

Press the save button.
After Rolling Schedule/Employee Data – Salary tab

Annual Salary automatic calculate (Annual Salary equal Non-Teaching salary plus teacher salary)

Enter the Teacher and/or Non-Teaching Salary.

Press the save button.
On the Special Ed tab:

- Press the tab for those teachers that have a special course code on their schedule.

- Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.
You may search using some of these data elements by entering partial data and the % Wildcard.

**RACE(S)** – You have the ability to enter multiple races for an employee.

**DATE OF BIRTH** – Enter the date of birth. You must enter the date in the form MMDDYYYY. There is an edit check if employee date of birth is old than 80 years.

**YEARS OF EXPERIENCE** – Enter the years of experience. It is **VERY IMPORTANT** that you check this number for its accuracy. There is an edit check if years of experience is more than 40 years.
Adding/Modifying Employees – Select District tab

After saving or finding a record on the “EMPLOYEE” screen, the “SELECT DISTRICT” tab will be available. When you are at your district entering data, the only district that will be displayed is your own. You must select the school year for which you will be entering data (the year will default to the current school year). If the DISTRICT DATA, SALARY INFO, and SCHEDULE INFO boxes beside a district are already checked then the employee already has information entered for the selected School Year for that district. If no boxes are checked, it indicates that there is currently no data for this employee. You may either enter new data or update the existing data on the employee.
The user will be prompted to the DISTRICT INFO tab. When you click on the DISTRICT INFO tab and the employee is already in another district, you will get a WARNING message “Employee already assigned to district(s) #. Do you want to continue - YES – NO”? If you know that this is the correct employee and they are now in your district, click “YES” and continue. If the employee has been "rolled", the days employed and district time must be entered. If the major school changed, it must be updated. After saving the DISTRICT INFO, click on the SCHEDULE tab.
Adding/Modifying Employees – Viewing Course Codes

Viewing the MDE Course Code Table
All Users should have “VIEW ONLY” rights to the tables under the MAINTENANCE tab on the MSIS MAIN SCREEN. The COURSE CODE table allows the User to view all of the pertinent information relating to any Course/Work Area Code. Data in the Table that may be useful to the District are Details (Number of Students, Salary, and Minutes) Grades, Carnegie Units, Grades, and Endorsements. You may query using the Course Code or Title, or you may do a partial query by entering part of the number or title and the wildcard %. Then select the magnifying glass icon to query.

After you have selected a code, click on the DETAILS tab and the successive tabs to view the details of the course code. You also have the capability to print the Course/Work Area Codes report.
This report lists all the valid state course/work area codes for the selected school year. The report is broken down into categories to help the user find the desired code. The report lists the course code, course title, comments (if applicable), endorsements (if required), Carnegie Units, Program Codes, and CIP Code (if CTE course). This report is sorted in Category Code Description then by Grades (All grades, elementary, middle and secondary).
The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment. Rolled employees will have the prior year's schedule if that option was selected. The period numbers must be entered and the other data should be checked for accuracy.
Adding/Modifying Employees – Salary tab

The Salary screen can only be accessed by a user with the District Personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule. Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

TEACHING SALARY - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher’s contracted amount for teaching duties.

ANNUAL SALARY – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

NON-TEACHING SALARIES - If the employee has a Salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the Schedule for the salary to be entered. All non-teaching codes on an employee’s schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.

• SALARY – Enter Salary
• NATIONAL CERTIFICATION NUMBER – Enter National Certification Number
• ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)
• EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)
The Special Ed tab will only be enabled if the Employee’s Schedule contains a Course with a Special Program Code of 5 (Special Ed Funding).

**ENTRIES TO THIS SCREEN CAN NOT BE MADE THEY WILL BE POPULATED AFTER the District student data has been approved for the Month.**

If a grade 52 has been entered on the schedule, you must enter the number of 3 and 4 year olds and the total enrollment. Since MSIS populates student counts from the student’s schedules, the 3 and 4-year-old count cannot be added until your district has had a successful Month 01 transmission.
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.

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.

This screen allows the District Personnel Administrator to give approval to the District’s Personnel data before MDE begins processing the information. Once the District has given approval, MDE’s processing procedures will begin and the MDE will enter the MDE Final Approval Date.

Remember to approve your personnel each night so that your edits will update overnight.
This screen will indicate with a check mark if data exists for the following categories:

- **District Data** – no days employed or district time,
- **Schedule** – period number is zero,
- **Salary** – no salary (salary can be zero),
- **Special Ed** – the tab has not been touched

These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have these categories for the current School Year.

A **Sped Req’d** check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen.
The “District Personnel Approval Information Report” can be printed by clicking on the “TRAFFIC SIGNAL” icon at the top of the “District Personnel Approval” 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 after all data has been enter so that it can be processed again to reflect any updates or changes.**
The “District Personnel Approval Information Report” may list through employees who have incomplete data. You must check the categories to correct the incomplete data on General/Schedule Employee Entry screen.

**District Data** – no days employed or district time,
**Schedule** – period number is zero,
**Salary** – no salary (salary can be zero),
**and Special Ed** – the tab has not been touched.

A Sped Req’d “X” would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen.

Once again 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 after all data has been enter so that it can by processed again to reflect any updates or changes.**
District Approval of Personnel Data – Inactive Employee

- Remove Employee from the District Approval – Inactive Employee – District Info tab

**Inactive Employee:**
- If an employee ssn was entered incorrectly
- If the employee was rolled by mistake

**DISTRICT INFO tab**
- ROLL EMPLOYEE - marked “ROLL EMPLOYEE - N” on the DISTRICT INFO tab of the GENERAL/SCHEDULE EMPLOYEE ENTRY screen for the current school year (EX 2018-2018).

**STATUS** – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive.

**SAVE** the DISTRICT INFO tab.
Personnel Reports

- After the District has approved their Personnel Data and before the deadline September 30
- **Remember to approve your personnel each night so that your edits will update overnight.**
- Please run:
  - District Zero Salary Report will be generated using the data provided by the District offices. This report prints all employees for the district with a zero salary where applicable.
  - Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not.
After the District has approved their Personnel Data and after December deadline.

Please run:

Detail Personnel Listing Report can also be run from Personnel Snap Shot data after personnel is finalized by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.
MAEP Reports

• **MAEP TU EDIT**
  - This report prints employees with all their personnel information and certificate information where applicable, and messages. You can select this report to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> MAEP> TU EDIT.

• **SELECTED MAEP LISTING**
  - The Selected MAEP Listing Report prints the employee name, M.A.E.P. Class, M.A.E.P. Percent, M.A.E.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> MAEP> SELECT MAEP LISTING.

Remember to approve your personnel each night so that your edits will update overnight.
Accreditation Reports

• ACCREDITATION EDIT
  • The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

• CLASS OVERLOAD
  • The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).

• REQUIRED COURSES
  • The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).

Remember to approve your personnel each night so that your edits will update overnight.
Primary Contact Approves School/District

Policy 2.1 of the MS Public School Accountability Standards:

• The district superintendent and school principals are responsible for ensuring that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the SBE and may result in the downgrading of the district's accreditation status.
Upcoming Deadlines

MAY
• District must enter next school year’s calendar in MSIS District Events by May 30th

JUNE
• Districts must complete Summer Program Report Entry screen for all schools offering summer programs
• Districts must complete Teacher Absence Information. Last Day is June 30.
• MSIS is closed for maintenance 12 noon on June 30.

JULY and AUGUST
• Access to ACCRED Live Data Reports
• District and school demographics
• District must enter Pay Scale in MSIS by the last business day in July
• District personnel data (Public, Special, and Non-Public)
Criteria for Timely & Accurate Reporting of Personnel Data

Data Submission Deadlines met.
  District Time
  Days Employed
  Salary
Correct Course/Work Area Code(s).
Correct Schedule
  Term/Semester Code
  Carnegie Unit
  Period Number
  Class Minutes

District/School Demographics
  Start/Stop Time
  Grades Taught
  Contact Information
  Physical Address
Questions ?
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