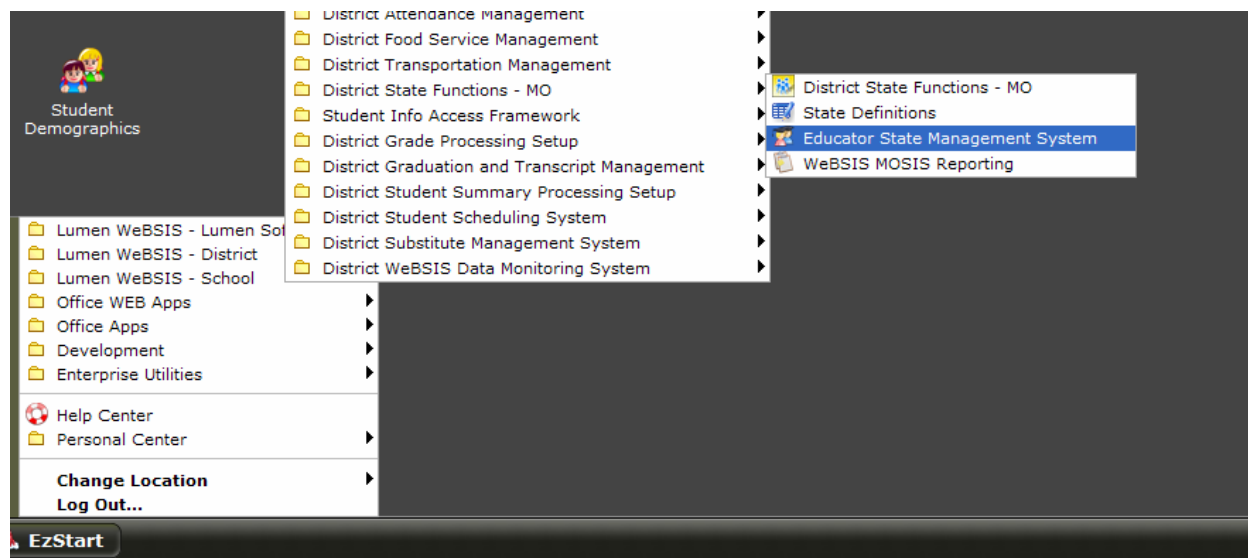


Chapter 4 WeBSIS Educator Management System (MOSIS Requirements)

This section explains what is needed to report the Ed Core, Ed School and Course/Assignment areas.

4.1 Educator Management System Introduction

This application may be accessed through the **District State Functions – MO, Educator State Management System** as shown below in the screen shot. The Ed Core, Ed School, Course / Assignment and Student Assignment WeBSIS Reports are created from the information established in the **Educator Management System**.



The **Educator Management System** will list Employees that are entered in the **Lumen HR System** and here in the **Educator Management System**. Because the EdCore and the EdSchool MOSIS reports deal heavily with salary information the **WeBSIS Educator Management System** provides several methods of obtaining your employee payroll information into the system. They are;

1. Merge your payroll information into the **WeBSIS Educator Management System** using Lumen predefined system imports such as from the Lemberger Payroll System.
2. Merge your payroll information from a predefined file layout.
3. Enter your information needed directly into the **WeBSIS Educator Management System**.

4.2 Merging WeBSIS Student Enrollment, Course and Payroll information

The system allows you to merge information from your WeBSIS and payroll systems.

4.2.1 Process for Using the Merge Payroll Information Option

There is really not one way you can use the system to merge part of your information and then to enter other parts. This information is merged updates/creates entries into the **Lumen HR system** and the appropriate **MOSIS Educator Management** records.

To understand this process however we are going to use the predefined Payroll merge option from Lemberger Payroll application.

Below is a screen shot of the **Educator Management** employee list.

#	Seq #	Name	Lumen Employee ID	Email	Employment Date	Birthday	Status
1	10	Alicia Schulze	alicias	alicias@straffordschools.net			Active
2		ALICIA SCHULZE	alicias				Active
3	20	Allison Boyer	allisonb	allisonb@straffordschools.net			Active
4		ALLISON RADER	allisonr				Active
5	30	Amanda Walker	amandaw	amandaw@straffordschools.net			Active
6	40	Amy Schriber	amys	amys@straffordschools.net			Active
7		AMY SCHREIBER	amys				Active
8	50	Angela Cannefax	angelac	angelac@straffordschools.net			Active
9	70	Angie Taylor	angiet	angiet@straffordschools.net			Active
10	60	Angie Wilson	angiew	angiew@straffordschools.net			Active
11	80	Anne Stever	annes	annes@straffordschools.net			Active

Step 1. Before you can merge any information from any payroll system you will need to make sure that all staff have a valid social security number entered in the **Lumen HR System**. This information is required to successfully merge information from your existing system. Below is a screen shot of the **Lumen HR Employee Master application**. Here is where the **SSN #** needs to be entered.

Human Resources (Admin Access) - Employee Master

File View Search Clear Refresh Menu

Add/Edit Information

General Employment Info Home Info

- General Information

Lumen Employee Refid: alicias

First Name *: Alicia [Assign to Lumen User Account] [Clear]

Last Name *: Schulze

Middle Name: []

External ID *: 1

SSN #: []

Gender: -- not defined --

Ethnicity: -- not defined --

Minority: Y N

Employee Type: SB

User Defined Integration: -- not selected --

+ Birth Date Information

- Status Information

Sequence #: 10

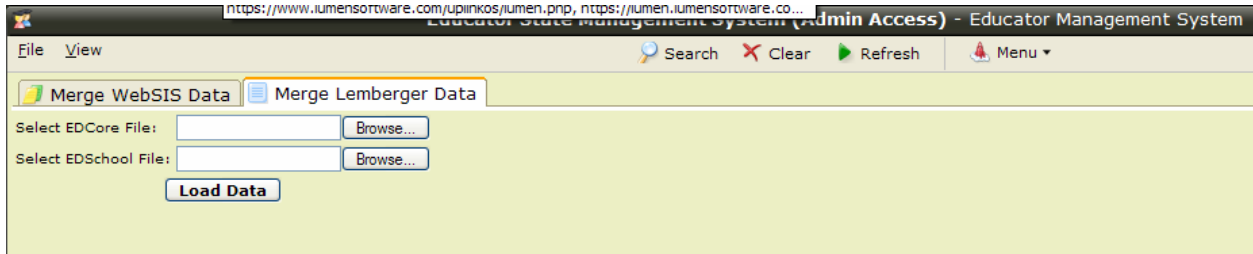
Status: Active

+ Update Information

[Cancel]

Step 2. When merging Lemberger Payroll data you will want to have created the MOSIS EdCore and EdSchool files from Lemberger and saved them to your desktop.

Step 3. Now you are ready to run the **Merge Information** option. In the screen shot above you can see this option in the Top right corner of the screen. After selecting this option you will be presented with the screen below.



You will then select the **Merge Lemberger Data** tab and you will see the merge options. You will see that the system is prompting for the Lemberger **EdCore** and **EdSchool** files. You simply use the Browse option to identify where the system may access these files. Once you have done this you select the **Load Data** option. T

This will process the information and automatically update information in the **WeBSIS HR System**. If an employee record trying to be merged does not exist in the **WeBSIS HR Employee Master** table a record will be created.

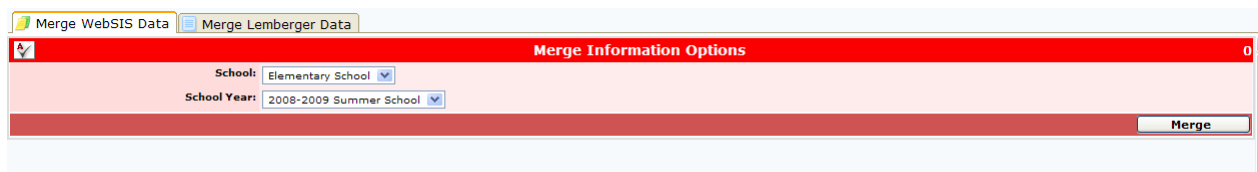
Also the **WeBSIS Educator Management** tables will be updated as well with Experience and salary information.

Step 4. Checking and Updating Information

After you have merged your information you can now go into the **WeBSIS Educator Management System** and review the information which was merged. You may also start working with the **Educator Management** application to modify and enter needed data as well. See the next section, **4.3.1 WeBSIS Educator Management System Processing** to review how to work with these applications.

4.2.2 Process for Using the WeBSIS Merge Option

The Merge WeBSIS Data option can be seen in the screen shot below. This merge option merges the Student Enrollment and course information from WeBSIS into the **MOSIS Educator Management** system. See the next section, **4.3.6 Course/Assignment tab** to review how to work with this data once merged.



4.3.1 WeBSIS Educator Management System Processing

After selecting an employee from the **Educator Management** list you will be presented with the screen below. You will notice that the fields **SSN**, **Date of Birth**, **Gender**, etc are display only fields. This is due to the fact that these fields are pulled from the **Lumen Employee Master** table and this is where they are to be updated.

The screenshot displays the 'Educator Management System (Admin Access)' interface. The main window title is 'Educator Management System' with a user ID of '0.004'. The interface is divided into several sections:

- General Information:** Contains fields for Employee (Smith, Jack), SSN, Date of Birth, Gender (Female), Ethnicity (White), Career Ladder Stage (STAGE 3), and Highest Degree (BACCALAUREATE DEGREE).
- + Salary Items Totals:** A section for viewing salary data.
- + Experience:** A section for viewing employee experience.
- + Update Information:** A section for updating employee information.

At the bottom, there are tabs for 'Public Educ Experience', 'Salary Items', and 'Course/Assignment'. Below these is a table with columns for '#', 'District Exp', 'School District', 'School', 'State', 'Beg Date', and 'End Date'. The table currently shows 'Total: 0' and 'There is no data...'. Navigation buttons for 'Delete' and 'Add New' are present. The bottom status bar shows '1 of 0' records and a 'Recs: 25' dropdown.

The screen shot above also allows you access to fields which can be updated such as the **Career Ladder Stage** and **Highest Degree** fields. If you have merged your data into the system these fields may already be populated.

Below is a screen shot of additional sections, **Salary Items Totals** and **Experience**.

4.3.2 Salary Items Totals Section

Here information related to an employee's salary and salary totals are recorded.

Merge Note: When merging payroll data the **Salary Items Totals** fields are updated and not calculated from the **Salary Items** tab. The **Salary Items** tab is where the different salary types an employee has may be entered.

Educator State Management System (Admin Access) - Educator Management System
 File View Search Clear Refresh Menu

Career Ladder Stage: STAGE 3
 Highest Degree: BACCALAUREATE DEGREE

- Salary Items Totals
 Regular Term Salary: 44475
 Extended Contract Salary: 0
 Extended Contract Duration: 0
 Extra Duty Salary: 200
 Min. Salary Supplement: 0
 Min. Salary Supplement Days: 0
 Late Hire Date: []-[]-[] [Null] [Today] [...] (mm-dd-yyyy)
 Early Termination Date: []-[]-[] [Null] [Today] [...] (mm-dd-yyyy)
 Employees Main Position Code: 60-TEACHERS
 ED Comments: []
 Fiscal Agent County District: [] [Search]

- Experience
 Public Educ School Years in District: 31
 Public Educ School Years in State: []
 Public Educ School Years in US: 31

+ Update Information
 [Cancel] [Save & Edit]

Public Educ Experience Salary Items Course/Assignment
 Educator Management System 0.003

4.3.3 Experience Section

Here information related to an employee's experience is recorded.

Merge Note: When merging payroll data the **Experience** fields are updated and not calculated from the **Public Educ Experience** tab. The **Public Educ Experience** tab is where an early employee's teaching experience may be entered.

Public Educ Experience Salary Items Course/Assignment
Add/Edit Public Educ Experience 0.006

- General Information
 Is this experience within the district: Yes
 Public Educ District State: Missouri
 Public Educ District Name: Strafford R-6 Schools
 Public Educ School Name: [] [Search]
 Beginning Date of Employment: []-[]-[] [Today] [...] (mm-dd-yyyy)
 Ending Date of Employment: []-[]-[] [Null] [Today] [...] (mm-dd-yyyy)
 Annual FTE Equivalent: []

- Update Information
 Last User: []
 Last Update: []
 [Cancel] [Save & Finish] [Save & Add]

- Experience
 Public Educ School Years in District: 31
 Public Educ School Years in State: []
 Public Educ School Years in US: 31

+ Update Information
 [Cancel] [Save & Edit]

Public Educ Experience Salary Items Course/Assignment
 Educator Management System 0.003

Total: 0 [Delete] [Add New]

#	District Exp	School District	School	State	Beg Date	End Date
There is no data...						

1 of 0 Recs: 25

4.3.4 Public Educ Experience tab

Here you enter an employee's teaching experience may be entered. This tab is used if you ***are not*** merging information for experience from your payroll system. Below is a screen shot of the information recorded for an employee's public education experience.

The information you enter here will affect the Experience total fields discussed in the **4.3.3 Experience Section**.

4.3.5 Salary Items tab

Here you enter an employee's salary information. This tab is used if you ***are not*** merging information from your payroll system. If you merged your Payroll systems **EdSchool** data then you should have salary information appearing. Below is a screen shot of the information recorded for an employee's public education experience.

4.3.6 Course/Assignment tab

Here you may enter the teacher's course / assignment information. This tab is also automatically merged from the **Lumen Software WeBSIS System**. Below is a screen shot of the records created for this teacher and their courses automatically by the WeBSIS system.

Public Educ Experience | Salary Items | **Course/Assignment**

Educator Management System 0.003

Total: 6 Delete Add New

#	Position Code	CTE Program Type	Assignment Number	Local Course Number	Local Course Name	Local Section Name	
1			3645	2758	Algebra II	2	<input type="checkbox"/>
2			3643	2758	Algebra II	1	<input type="checkbox"/>
3			3650	2831	College Algebra	1	<input type="checkbox"/>
4			3644	2776	Pre-Calculus	1	<input type="checkbox"/>
5			3648	2776	Pre-Calculus	2	<input type="checkbox"/>
6			3651	2758	Algebra II	3	<input type="checkbox"/>

1 of 1 Recs: 25

Below is a screen shot of the Course / Assignment information. This information will need to be established

Public Educ Experience | Salary Items | **Course/Assignment**

Add/Edit Course/Assignment 0.002

- General Information

Position Code: TEACHERS

CTE Program Type: None Selected

Assignment Number: 3645

Local Course Number: 2758

Local Course Name: Algebra II

Local Section Name: 2

State Course Number:

Assignment Start Date: 08-16-2007 ... (mm-dd-yyyy)

Assignment End Date: 05-15-2008 ... (mm-dd-yyyy)

Course Seq Number: None Selected

Course Grade Level: ELEVENTH GRADE

Course Semester Number: None Selected

Course Delivery System: None Selected

Course Program Code: None Selected

Course Minutes: 50