

img

INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iStaff

Biographical

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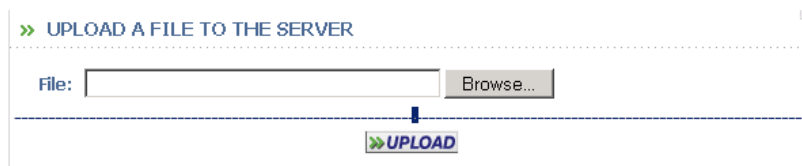
Import Data into iStaff

Use this to import data from other databases to setup your iStaff records. You can import an iStaff Layout file (File Layout can be obtained by contacting IMG), an ELAR file or an EPIMS staff roster file. The IMG layout format can also be used to import records from generic files.

Go to <iStaff Biographical><iStaff Procedures><Import Staff File>


You must upload the file into a Temp Directory first. This copies the import file from your PC up to the iPass server system.

⇒ Click the  button

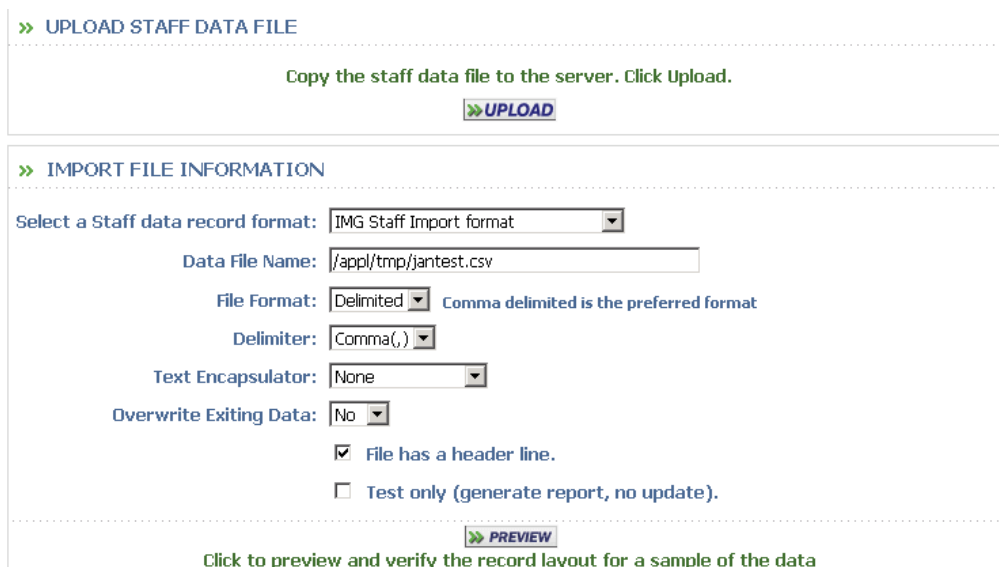


⇒ Click the **Browse** button to locate the file on your desktop or wherever you placed it.

⇒ Click on the file to bring the filename into the file box.

⇒ Click  to load the file into the proper iPASS directory.

⇒ Close the window



⇒ Select a **Staff data record format** from the pull-down list that corresponds to the data in the file.

⇒ Enter the **Filename**. It must be entered exactly as it was displayed when uploaded. The Filename is case sensitive. Leave the /appl/tmp/ and enter the name and file extension.

⇒ Select a **File Format**. Accept the default value of *Delimited*.

⇒ Select a **Delimiter** Example: ",", (comma)


⇒ Select an **Encapsulator**

⇒ Enter Yes/No for **Overwrite Existing Data** use No for testing and Yes for the Import.

⇒ Check off the box if **File has a header line**


⇒ Check off the box if **Test Only (generate report, no Update)**

⇒ Click  to see a sample of the data in the file and to link the data to the fields in the file with the database fields.


[Click to import your staff data](#)

Match each column to its data type/content

Employee ID	Last Name	First Name
Employee #	Last Name	First Name
254975	White	Carol
254975	Waterhouse	Joan
254223	Lizotte	Michelle
255131	Schusheim	Nancy
251922	Sharp	Arthur


[Click to import your staff data](#)

⇒ Match each column of the file to the correct corresponding database field using the drop down list above each data field examples.

⇒ Check the **Test** and **Overwrite** check boxes above to make sure they are set appropriately.

⇒ Click the  button to import your Staff data file

Setting up Teachers in iStaff

Add a Teacher

Use the <iStaff Biographical><Add/Modify Staff> to add a teacher or staff people to the database. Do not use the <Administration><School Resources><Teacher and Staff> Tab.

Team Teaching

No longer add team teachers to the database as a separate teacher. Example Jones/Minor. On the <Course Catalog><Course Details><Section Schedule> screen you can select more than one teacher and add the Team Teacher Name to the **Teacher Name to Print** field. Teachers can also be granted access to each others Rankbook in iTeacher. One teacher establishes the rankbook, then after access is granted under <Security><Assign Teacher Access> the other teacher can utilize the same rankbook.

Am/Pm Pre-School and Kindergarten Teachers

No longer create two teachers with usernames and passwords for Am and PM Kindergarten or Pre-School. Example: JonesAm and JonesPM. Create one teacher schedule that teacher with a course with enough sections to cover all the student's enrollment possibilities. Example: One section for Am Mon, Wed, Fri. One for Am Tue and TH. One for PM Mon, Wed, Fri and one for PM Tue and Th. Assign periods so that the teacher can do Period Attendance for these students. *** IMG will be coming up with a way to have the period attendance for these students reflect the appropriate numbers for Days in Attendance and Days in Membership for the DOE52 SIMS transmissions.***

Elementary Teachers

With the EPIMS system all teachers including Elementary Teachers need to be scheduled in order to have their Work Assignment Records established. Set up one course for each Grade level. Set up Sections for each homeroom in that grade. Assign a teacher and Grade Level to each section.

The <Course Catalog>

Go to <Scheduling System><Course Catalog><Course Details>

The screenshot shows two web-based forms. The top form, titled 'SEARCH/UPDATE COURSE CATALOG', has a search bar and several input fields: Year (2005-2006), Course Name, Dept, Major/Minor, Max Seats, ID, CL, Course Type, # of Sections, and Linked Course. Below these fields is a 'Fields to Update' section with two dropdown menus. The bottom form, titled 'COURSE DETAILS', features a 'SUBMIT' button and a table of courses. The table has columns for ID, Name, Dept, and DOE Subject Area/Course. Two rows are visible: ID 0100 for 'Audio Visual' in the 'Art' department, and ID 017 for 'English 9/10' in the 'Alliance' department.

ID	Name	Dept	DOE Subject Area/Course
0100	Audio Visual	Art	Audio/Visual Production
017	English 9/10	Alliance	English/Language Arts I (9th grade)

⇒ Use the **Field to Update** drop downs to select fields to Mass Update

The following EPIMS field can be updated:

⇒ **DOE Subject Area/Course**

⇒ Click on the **Magnifying Glass** to select the correct **DOE Subject area**

<Course Section Schedule>

Go to <Scheduling System><Course Catalog><Course Details>

⇒ Click on a **Course Number** to open the details screen

Departments		Course Sections						
Department	Credits	Delete	Section Name	Max Seats	Cycle	Horz Avg	Filled	Schedule
English	5.00	<input type="checkbox"/>	01	50	A Team	Sem 1	49	Schedule
		<input type="checkbox"/>	02	25	A Team	Sem 2	1	Schedule
					A Team			
					A Team			
					A Team			

Delete

[SUBMIT](#) [CANCEL](#)

⇒ Click on the Blue underlined [Schedule](#) Link next to the section to open the Course Section Schedule

» IPASS HIGH SCHOOL : ENGLISH 11/12

Course ID: 019-1 Short Name: Al English School Year: 2005-2006
 Description: All. Eng 11/12

» COURSE SCHEDULE

Select Term(s): Q1 Q2 Q3 Q4

Select Teacher(s): Adams, Mary
 Alveres, Simon
 Anders, Kayla
 ANDERSON, BETH
 Adams, Mary
 Baacus, Richard

Teacher Name to Print: Adams/Baacus
Overrides selected teachers if filled in. Useful for team teaching.

Room: 1209 Grade:

Delete Course Schedule

	Day A	Day B	Day C	Day D	Day E
Period 1	<input type="checkbox"/> A-block	<input type="checkbox"/> A-block	<input type="checkbox"/> A-block	<input type="checkbox"/> A-block	<input type="checkbox"/> A-block
Period 2	<input type="checkbox"/> B-block	<input type="checkbox"/> B-block	<input type="checkbox"/> B-block	<input type="checkbox"/> B-block	<input type="checkbox"/> B-block
Period 3	<input checked="" type="checkbox"/> C-block	<input checked="" type="checkbox"/> C-block	<input checked="" type="checkbox"/> C-block	<input checked="" type="checkbox"/> C-block	<input checked="" type="checkbox"/> C-block
Period 4	<input type="checkbox"/> D-block	<input type="checkbox"/> D-block	<input type="checkbox"/> D-block	<input type="checkbox"/> D-block	<input type="checkbox"/> D-block
Period 5	<input type="checkbox"/> E-block	<input type="checkbox"/> E-block	<input type="checkbox"/> E-block	<input type="checkbox"/> E-block	<input type="checkbox"/> E-block
Period 6	<input type="checkbox"/> F-block	<input type="checkbox"/> F-block	<input type="checkbox"/> F-block	<input type="checkbox"/> F-block	<input type="checkbox"/> F-block

- ⇒ Select **Term** for the section
- ⇒ Select **Teacher(s)** for the section. You can select multiple Teachers and they will be listed with an **X** next to their name. Clicking the **X** will unselect the teacher.
- ⇒ Select **Teacher Name to Print** for the section. This is to be used when selecting multiple teachers. The information placed in this box will be printed on Report Cards, Progress Reports and Schedules. This is very helpful for Team Teaching situations where both names are needed on reports.
- ⇒ Select **Room** for the section
- ⇒ Select **Grade** for the section
- ⇒ Select **Periods** for the section

iStaff Biographical

<Add Modify Staff>

Search for the name of the staff member you need to modify data for. Click on their name to open their record tabs.

<Employee Biographical Data> Tab

This tab allows the HR administrator to update Staff Address, Phone and Biographical Information.

Staff Profile | iPass | iPass High School | 2005-2006

Employee Biographical Data

IPASS DEVELOPMENT

» STAFF PROFILE

[SUBMIT](#) [CANCEL](#)

Emp ID:	9519	Suffix:	
First Name:	Mary	Initials:	MA
Middle Name:		Gender:	Female
Last Name:	Aaron	Status:	Active
Print Name:	M. Aaron	Date Of Birth:	11/06/1963
Email:	12345	Office Phone:	877-1234
SSN:			
Image File:	No image file is available.		
Ethnicity:	01 - American Indian or Alaskan Native 02 - Asian 02 - Hawaiian Native or Pacific Islander		
View Schedule for iPass High School			
Building:	Bldg 1	Department:	Math
Bargain Unit:	N/A	Date Appointed:	
Primary Job:	Teacher - Primary	Full/Part Time:	Full Time
Room:	iPass High School-Bldg 1-1209	Office:	
Trade Experience:		Alt Dept:	855
Date Started:	01/05/06		

Enter the following information is for EPIMS

- ⇒ Enter the **Employee ID (EMP ID)**
- ⇒ Enter the **First Name**
- ⇒ Enter the **Middle Name**
- ⇒ Enter a **Last Name**
- ⇒ Select an **Ethnicity**
- ⇒ Select a **Gender**
- ⇒ Select an employee **Status**
- ⇒ Enter **Date of Birth**

Fill in the rest of the fields as needed.

<Career> Tab

This tab allows the HR administrator to Add, update or Delete career information.

Employee: Mary Aaron
Emp ID: 9519 No image file is available.
Department: Admin Job: Counselor Alt Dept: 855

» SEARCH EMPLOYEE CAREER RECORD

You may use Enter/Return or Click Search

Year: All

» SEARCH » CLEAR

» EMPLOYEE CAREER

» ADD

Employee Career

Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
03/07/05	?	Math	Adams, David	Bldg 1	N/A	Teacher	0.50	No
07/01/05	11/29/05	Admin	AVILA, ERIN	Bldg 1	N/A	Counselor	0.50	No

» ADD

All careers for the employee are listed here. The most recent career will appear at the top.

⇒ Click on the Career **Date** to open the employee career screen.

⇒ Click **Add** to add another career.

» CAREER RECORD -- FTE FOR OTHER CURRENT JOBS TOTAL - 0.60

Job: Teacher - Specialist School: iPass Middle School

Department: English Building: Bldg 123

Start Date: 03/07/05 Appointed Date: 03/05/05

Supervised By: AIELLO, Staff Appointed By: ANDERSON, BETH

Is Main Job? FTE this job: 0.30

Licensed for Job? Highly Qualified?

End Date: End Reason:

Bargaining Unit: Mass Teacher Union 902 Auto-Assign Compensation?

Level: 1 Step: 3

Cost Center(s): ** None **
AnnualBudget
DOE Grant
Scholarship DOE

Staff Report Item: E-1-20-English/Language Arts

» SUBMIT » CANCEL

- ⇒ You can also edit the **Job** on the Career Batch Entry Screen. (Refer to Page 30)
- ⇒ You can also edit the **School** on the Career Batch Entry Screen. (Refer to Page 30)

The Following information is for EPIMS

- ⇒ Enter **Start Date** used for Date of Hire
- ⇒ Select a **Status**
- ⇒ Select a **Job** used for Job Classification
- ⇒ Select a **School** use to generate School and District Numbers
- ⇒ Select an **FTE** used to generate the FTE by Section on the Work Assignment File
- ⇒ Use **End Reason** and **End Date** only when an employee leaves or ends a career

Fill in the rest of the fields as needed.

<DOE EPIMS DATA> Tab

This tab allows the HR administrator to edit the EPIMS data that will be sent to the DOE.

» STATE OF MASSACHUSETTS EPIMS FIELDS

» SUBMIT » CANCEL

Report To DOE: Yes ▾

Massachusetts Education Personal Id (MEPID): 397254 Date of Birth: 11/06/1963

Employee Number: 1553 Gender: F ▾

Educator License and Recruitment Number (ELAR): 7829009 District Code: ▾

Race/Ethnicity: 01 - American Indian or Alaskan Native
02 - Asian
02 - Hawaiian Native or Pacific Islander

First Name: Mary Date of Hire: 03/07/2005

Middle Name: Employment Status: Active ▾

Last Name: Aaron Reason For Exit: ▾

DOE Fields

Degree Institution 1: BOSTON UNIVERSITY Degree Subject 1: Computer Technology ▾

Degree Type 1: Bachelor's (Baccalaureate) degree (eg BA or AS or BS) ▾ Degree Institution 2: BOSTON UNIVERSITY

Degree Subject 2: Sociology ▾ Degree Type 2: Master's degree (eg MA MS MBA MLS)

- ⇒ Select YES/NO for **Report To DOE**
- ⇒ Adjust all **EPIMS fields** as needed before submitting to the DOE

<DOE EPIMS DATA> Tab Part 2 Work Assignment

Work Assignment	
Computer Science 5020-2	
Assignment: <input type="text" value="Not Applicable"/>	Class Section: 2
Full Time Equivalent: 0.500	Grade by Course Section: Grade 10
Highly Qualified: <input type="text" value="Not required to be highly qualified for this position"/>	Instructional Paraprofessional Qualifications for Title I: <input type="text" value="Not employed as a paraprofessional"/>
Job Classification: <input type="text" value="Teacher - Primary"/>	Subject Area/Course Code: Computer Programming
Subject Matter Competency: <input type="text" value="Not Applicable for this position"/>	
Women in Literature College Prep 1 045-1	
Assignment: <input type="text" value="Not Applicable"/>	Class Section: 1
Full Time Equivalent: 0.500	Grade by Course Section: Grade 11
Highly Qualified: <input type="text" value="Yes"/>	Instructional Paraprofessional Qualifications for Title I: <input type="text" value="Not employed as a paraprofessional"/>
Job Classification: <input type="text" value="Teacher"/>	Subject Area/Course Code: Literature of a Theme
Subject Matter Competency: <input type="text" value="Not Applicable for this position"/>	
Transmission for 10/07/06	
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>	

Each course section is displayed on this screen for the teacher.

- ⇒ Adjust all **EPIMS fields** as needed before submitting to the DOE
- ⇒ **FTE** is a calculated field based on the FTE in the most recent Career record divided evenly by the course sections taught
- ⇒ **Class Section** comes from the Course Catalog
- ⇒ **Grade by Course** comes for the Course Catalog, Course section schedule

<Attendance Summary> Tab

This tab allows the HR administrator to view a Staff Person’s Attendance.

♦ For the Dates: 7/1/2006 to 7/1/2007 ♦

Date	Day	Description	Amount	Leave Type	Note
04/27/2007	F	Absent 2 hr morning Sick	0.25	Sick	
Total:			0.25		Counts: 1

» TIME OFF ROLLOVER

♦ Last Rollover Date: 12/01/2005 ♦

	Sick	Personal	Vacation	Professional	Other
Rollover	23.98	28.34	42.45	27.56	22.17
Earned	0.00	0.00	0.00	0.00	0.00
Used	0.50	0.00	0.50	0.00	0.00
Current Balance:	23.48	28.34	41.95	27.56	22.17

This is a view only screen showing the Days that the person was out and the balances that they have for Sick, Personal, Vacation, Professional and other.

<Certification / Achievement> Tab

This tab allows the HR administrator to Add, Edit and Delete the staff person's Certification Information.

» SEARCH CERTIFICATION/ACHIEVEMENT RECORD

You may use Enter/Return or Click Search

Year Obtained:

Year Expired:

Require Renew:

Certification / Achievement:

[» SEARCH](#) [» CLEAR](#)

» CERTIFICATION/ACHIEVEMENT

[» ADD](#)

♦ Certification/Achievement ♦

Date Obtained	<input checked="" type="checkbox"/> Date Expired	Require Renew	Certification/Achievement	Organization	Level	
05/01/99	05/01/07	yes	Bilingual English	Department Of Education MA	1-6	Copy
05/01/99	05/01/05	yes	Bilingual English	Department Of Education MA	5-9	Copy

⇒ Click the Date to open the record.

» CURRENT CERTIFICATE/ACHIEVEMENT RECORD

Date Obtained: 05/01/99 Date Expires: 05/01/07

Require Renew: Yes No Reference#:

Score: 22

Certificate/Achievement: 1441 (1-6) 🔍

Level: 1-6 Type: Professional ▾

Delete this Achievement or Certification?

» SUBMIT » CANCEL

- ⇒ Click the **Add** button to enter a new Certification
- ⇒ Enter a **Date Obtained**
- ⇒ Enter an **Date Expired**
- ⇒ Select Yes/No for **Requires a Review**
- ⇒ Enter a **Reference #**
- ⇒ Enter a **Score**
- ⇒ Click the 🔍 to select the **Certification** from the table of MADOE Certifications.
- ⇒ Enter the **Level**
- ⇒ Select a **Type**
- ⇒ Check the **Delete this Achievement or Certification?** Box to delete

<Compensation> Tab

This tab allows the HR administrator to Add, Edit or Delete a staff person's Compensation, Roll Over and Auto Assigned Compensation of Salary, Sick, Personnel, Professional, Vacation and Other Absent Day.

>> EMPLOYEE COMPENSATION

>> ADD

+ Employee Compensation +

Date ▾	Compensation	Amount	Unit	DR/CR	Awarded By	Confirmed By
01/01/05	Annual Salary	55,900.00	\$	Credit	David Adams	Adams, David
01/01/05	Other Absent Day	0.50	Days	Credit	David Adams	Adams, David
01/01/05	Professional Day	1.00	Days	Credit	David Adams	Adams, David

⇒ Click the **Date** button to Edit a Compensation record

⇒ Click the **Add** button to enter a new Compensation

>> COMPENSATION RECORD

Awarded Date: 01/01/05 Compensation: Other Absent Day
 Amount: 0.50 Unit: Days DebitOrCredit: Credit
 Awarded By: Adams, David Confirmed By: Adams, David
 Adams, SS
 Aiello, Joanne
 AIELLO, Staff

Delete this Compensation Record?

>> SUBMIT >> CANCEL

⇒ Enter a **Awarded Date**

⇒ Select a **Compensation**

⇒ Enter an **Amount**

⇒ Enter a **Unit**

⇒ Select **Debit or Credit** Debit will take away the time, Credit will add Earned Time.

⇒ Select the **Awarded By**

⇒ Select the **Confirmed By**

⇒ Check the **Delete this Achievement or Certification?** Box to delete

<Discipline> Tab

This tab allows the HR administrator to Add, Edit or Delete a staff person's Discipline Records

» SEARCH EMPLOYEE DISCIPLINE RECORD

You may use Enter/Return or Click Search

From Year: 2004

Offense: Alcohol Use
Does not Apply

Outstanding: Yes
No

»SEARCH »CLEAR

» EMPLOYEE DISCIPLINE

» ADD

Employee Discipline

Offense Date	Offense	Action	Action Expire	Outstanding
11/06/05	Alcohol Use	NoPay3Day	11/09/05	No
04/22/06	Does not Apply	Less1HDay	?	Yes

» ADD

⇒ Click the **Date** to Edit the Discipline record

⇒ Click the **Add** button to enter a new Discipline record

» DISCIPLINE RECORD

Offense Date: 11/06/05

Offense: Alcohol Use
Bad lanuage/talking back
Cheating

Offense Comments: smelled alcohol on her breath

Disc Action: NoPay2Day
NoPay2Wk
NoPay3Day
NoPay4Day

Action Amount: 3 Action Unit: Day Action Expire Date: 11/09/05

Imposed By: Adams, David
Adams, SS
Aiello, Joanne

Imposed Date: 11/06/05

Delete This Discipline Record?

⇒ Enter a **Offense Date**

⇒ Select a **Offense**

⇒ Enter an **Offense Comments**

- ⇒ Select a **Disc Action**
- ⇒ Enter a **Action Amount**
- ⇒ Enter an **Action unit**
- ⇒ Enter a **Action Expire Date**
- ⇒ Select the **Imposed By**
- ⇒ Enter an **Imposed Date**
- ⇒ Check the **Delete this Discipline Record?** Box to delete

<Professional Development> Tab

This tab allows the HR administrator to Add, Edit or Delete a staff person’s Professional Development.

>> EMPLOYEE PROFESSIONAL DEVELOPMENT

>> **ADD**

Employee Professional Development

Start	Status	Code	Title	Organization	Credits	Hours	PD Points
01/21/01	Completed	Nurse-0101	Nursing Skill for school	Department Of Education MA	2.25	3.40	4.45
01/01/04	Completed	CPR-0301	CPR	Boston College	3.00	3.00	3.50
04/04/04	Completed	C++-0404	C++ Programming	MicroSoft Inc	2.23	1.12	3.34

- ⇒ Click the **Date** to Edit the PDP record
- ⇒ Click the **Add** button to enter a new PDP record

>> PROFESSIONAL DEVELOPMENT RECORD

Course: MTEL-0202 - MTEL (Elementary Subject Matter) (2.5 - 3 - 5) Department Of Education MA
 Nurse-0101 - Nursing Skill for school (4.5 - 6.7 - 8.9) Department Of Education MA
 maskil0208 - test101- test101 (5 - 4 - 3) Boston College

Status: Completed Apply To Area: Others

Start Date: 01/21/2001 Completed Date: 04/11/2001 Grade:

Credits: 2.25 Hours: 3.4 PD Points: 4.45

Reimburse Condition:

Will be Reimbursed: Yes No Cost: 65.00

Reimburse Percent: Reimburse Date:

Reimburse Approved By: Adams, David Adams, SS Aiello, Joanne

Delete this Professional Development Record?

>> **SUBMIT** >> **CANCEL**

- ⇒ Select a **Course** this list is created in the Professional Development System. (Refer to Page 45)
- ⇒ Select a **Status**
- ⇒ Select an **Apply to Area** This drop down comes from the list of Certificates the person has in the Certificate and Achievement Screen.
- ⇒ Enter a **Start Date**
- ⇒ Enter a **Completed Date**
- ⇒ Enter an **Grade**
- ⇒ Enter a **Credits**
- ⇒ Enter a **Hours**
- ⇒ Enter an **PDP Points**
- ⇒ Enter a **Reimburse Condition**
- ⇒ Select YES/NO **Will Reimburse**
- ⇒ Enter a **Cost**
- ⇒ Enter a **Reimburse Percent**
- ⇒ Enter a **Reimburse Date**
- ⇒ Select a **Reimburse Approved By**
- ⇒ Check the **Delete this Professional Development Record?** Box to delete

<Review> Tab

This tab allows the HR administrator to Add, Edit or Delete Review (Evaluation) information for the staff person.

The screenshot shows a web interface for 'EMPLOYEE REVIEW'. At the top, there is a header 'EMPLOYEE REVIEW' with a right-click icon. Below the header is a light gray bar containing a green double arrow icon followed by the text 'ADD'. Underneath this bar is a dropdown menu currently displaying 'Employee Review'. Below the dropdown is a table with three columns: 'Review Date' (with a dropdown arrow icon), 'HRSReviewType', and 'Reviewed By'. The table contains two rows of data. The first row has '07/01/06' in the first column, 'Annual' in the second, and 'Aaron, Mary' in the third. The second row has '09/01/06' in the first column, 'Quarterly' in the second, and 'Adams, SS' in the third. At the bottom of the table area, there is another green double arrow icon followed by the text 'ADD'.

Review Date	HRSReviewType	Reviewed By
07/01/06	Annual	Aaron, Mary
09/01/06	Quarterly	Adams, SS

⇒ Click the **Date** to Edit the Review record

⇒ Click the **Add** button to enter a new Review record

» REVIEW RECORD

Review Date: 07/01/06

Review Type: Annual

Review By: Aaron, Mary

Competency ?:

TeamWork	Comp Rating: 8
WorkAsTold	Comp Rating: 10
OnTime	Comp Rating: 10
SelfMotivated	Comp Rating: 10
SubjectExpert	Comp Rating: 10
TeamWork	Comp Rating: 10
WorkAsTold	Comp Rating: 10
Friendly	Comp Rating: 10
OnTime	Comp Rating: 10

Comments:

Delete this Review Record?

⇒ Enter a **Review Date**

⇒ Enter an **Review Type**

⇒ Enter a **Review By**

⇒ Select 1 or more of the 5 available **Competencies**

⇒ Enter a **Comp Rating** for each of the 1 to 5 selected Competencies

⇒ Enter a **Comment**

⇒ Check the **Delete this Review Record?** Box to delete

<Attendance List> Tab

This tab allows the HR administrator to Add, Edit or delete Attendance days for a staff person.

» EMPLOYEE ATTENDANCE

» ADD

♦ Employee Attendance ♦

Date ▾	Att Descr	Leave Type	Leave Fraction	Compensation Type	Approved By	Approved Date
03/18/04	Absent Sick Day	Sick	1		Adams, David	05/17/05
03/19/04	Absent Sick Day	Sick	1		Adams, David	?

⇒ Click the **Date** to Edit the Attendance record

⇒ Click the **Add** button to enter a new Attendance record

NOTE: Attendance is usually added by using Enter Staff Attendance. (Refer to Page 42)

» ATTENDANCE RECORD

Attendance Date: 01/01/05

Attendance Code:
 Absent Sick Day
 Absent Vacation
 Family Illness
 Present

Excess Hours: 0

Date Approved:
 Approved By:
 Adams, David
 Adams, SS
 Aiello, Joanne
 AIELLO, Staff

Notes:
 Delete Attendance?

» SUBMIT » CANCEL

⇒ Enter an **Attendance Date**

⇒ Enter an **Attendance Code**

⇒ Enter an **Excess Hours**

⇒ Enter a **Date Approved**

⇒ Select **Approved By**

⇒ Enter a **Note**

⇒ Check the **Delete Attendance?** Box to delete

iStaff Procedures

<Career Batch Entry>

The Career Batch Entry screen is used to Add, Edit or Delete career records.

Employee Search Selection

Last Name:

Building: Bldg 107045 Bldg 123

Department: Admin Alliance Art

Active:

Employee Career

Check All Clear All *** - TeacherCourse Record Exists

Post Add New	Emp ID Alt Dept	Name	Start Date FTE	Supervisor Licensed?	Building Highly Qualified?	Job Dept Main Job? -StaffReport	Bargain Unit - Level- Step- Auto Assign?
<input type="checkbox"/> Post <input type="checkbox"/> New	<input type="text" value="9519"/> <input type="text" value="855"/>	Aaron, Mary *** (maaron)	<input type="text" value="03/07/05"/> <input type="text" value="0.50"/>	<input type="text" value="Adams, David"/> <input checked="" type="checkbox"/>	<input type="text" value="Bldg 1"/> <input checked="" type="checkbox"/>	<input type="text" value="Math"/> <input type="text" value="Teacher - E-1-09-Spanish"/>	<input type="text" value="N/A"/> <input type="text" value="N/A"/> 1 1 <input type="checkbox"/>
		Delete Career? <input type="checkbox"/>	<input type="text" value="07/01/05-11/29/05"/> <input type="text" value="0.50"/>	<input type="text" value="Adams, David"/> <input type="text" value="Yes"/>	<input type="text" value="Bldg 1"/> <input type="text" value="Yes"/>	<input type="text" value="Admin"/> <input type="text" value="N/A"/> No - Counselor A-1-06-Special Education Administrator	
<input type="checkbox"/> Post <input type="checkbox"/> New	<input type="text" value="1288"/> <input type="text" value="833"/>	Bouck, Math ***	<input type="text" value="10/10/00"/> <input type="text" value="1.00"/>	<input type="text" value="Bouck, Math"/> <input type="checkbox"/>	<input type="text" value="Bldg 123"/> <input type="checkbox"/>	<input type="text" value="Admin"/> <input checked="" type="checkbox"/> - Counselor	<input type="text" value="TestA"/> <input type="text" value="N/A"/> 1 3 <input checked="" type="checkbox"/>
<input type="checkbox"/> Post <input type="checkbox"/> New	<input type="text" value="1525"/> <input type="text" value="833"/>	Brewer, Mary Anne	<input type="text" value="01/13/06"/> <input type="text" value="1.00"/>	<input type="text" value="Adams, David"/> <input checked="" type="checkbox"/>	<input type="text" value="Bldg 1"/> <input checked="" type="checkbox"/>	<input type="text" value="HomeEcon"/> <input checked="" type="checkbox"/> - Teacher - Specialist	<input type="text" value="N/A"/> <input type="text" value="N/A"/> 0 0 <input type="checkbox"/>

- ⇒ Click **Post** to edit a Record. Only records that have Post checked off will be updated.
- ⇒ Click **New** to create a new record. Checking New will create a new record for the staff person.
- ⇒ Click **Delete Career** and **Post** to delete a record

The following EPIMS fields can be modified using this screen:

- ⇒ **Employee ID**

- ⇒ **Start Date**
- ⇒ **FTE**
- ⇒ **Main Job**

<Staff Batch Entry>

This tab allows the HR administrator to mass edit fields in the employee's records.

You may use Enter/Return or Click Search

Employee ID: Last Name:

Building: Department:

Fields to Update

Field to Update: Field to Update:

Field to Update: Field to Update:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

» MAINTAIN EMPLOYEE DATA

♦ Employees ♦

Emp ID	Name	Building	Department	License Number	State ID	Report to DOE	SSN
1317	Evans, Arlene			<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1355	EISEN, AMY	Bldg 107045	Admin	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1356	ELLIOT, AMY	Bldg 107045	Admin	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1357	EVANS, ARLENE			<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1483	ENGEMANN, ELAINE	Bldg 107045	Admin	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1502	EGAN, EILEEN	Bldg 107045	Admin	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
1577	Eastman, Sandra		Admin	<input type="text"/>	<input type="text"/>	No	<input type="text"/>

The following EPIMS fields can be modified using the Staff Batch Entry Screen:

- ⇒ **Date of Birth**
- ⇒ **Employee Status**
- ⇒ **End Date**

- ⇒ **Exit Reason**
- ⇒ **First Name**
- ⇒ **Middle Name**
- ⇒ **Last Name**
- ⇒ **Federal Salary Source 1**
- ⇒ **Federal Salary Source 2**
- ⇒ **Federal Salary Source 3**
- ⇒ **License Number**
- ⇒ **Percent of Federal Salary Source 1**
- ⇒ **Percent of Federal Salary Source 2**
- ⇒ **Percent of Federal Salary Source 3**
- ⇒ **Report To DOE**
- ⇒ **State ID (Mepid)**

<Bargaining Unit Contracts>

This menu option is where the HR Administrator can Add, Edit and Delete contracts. Contracts are linked to Bargaining units.

The screenshot shows a web interface for managing bargaining unit contracts. At the top, there is a header '» BARGAINING UNIT CONTRACT' and a button labeled '» ADD'. Below this is a dropdown menu for 'Contracts'. A table displays the following data:

Bargaining Unit	Contract Title	Active	Date Start	Date End	Levels	Steps
Ashland Educator Assoc	Teachers Contract 2006/2007	Yes	07/01/00	06/30/01	7	12

- ⇒ Click on the **Contract Title** to open the contract
- ⇒ Click the **Add** button to start a new Contract

The top part of this screen is the Contract Details.

» CONTRACT DETAIL

Title:

Bargaining Unit: Status:

Contract Start Date: Contract End Date:

Notes

Delete this contract.

- ⇒ Enter a Contract **Title**. Entering the year in the contract title is helpful.
- ⇒ Select a **Bargaining Unit**
- ⇒ Select a **Status**
- ⇒ Enter a **Contract Start Date**
- ⇒ Enter a **Contract End Date**
- ⇒ Enter **Notes** about the contract
- ⇒ Use the **Create a New Contract** Button to Create a new contract
- ⇒ Use the **Copy This Contract** button to Copy the contract

The next part of the screen is the Compensation Parameters

Compensation Parameters

Carry-over Maximum Amounts

Sick Days: Vacation Days:

Personal Days: Other Days:

Professional Days:

Salary Auto Assign Parameters

Auto Assign Frequency: Percentage:

Auto Assign Start Date: Assign End Date:

Salary Compensation Type:

Other Compensations

Compensation Type	Amount	Auto Assign	Percentage	Auto Assign Start Date	Auto Assign End Date
Annual Salary	<input type="text"/>	<input type="text" value="One Time"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Sick Day	<input type="text" value="1.5"/>	<input type="text" value="Monthly"/>	<input type="text"/>	<input type="text" value="08/27/2006"/>	<input type="text" value="06/20/2007"/>
Personal Day	<input type="text" value="1.0"/>	<input type="text" value="Monthly"/>	<input type="text"/>	<input type="text" value="08/27/2006"/>	<input type="text" value="06/20/2007"/>
Professional Day	<input type="text" value=".50"/>	<input type="text" value="Monthly"/>	<input type="text"/>	<input type="text" value="08/27/2006"/>	<input type="text" value="06/20/2007"/>
Vacation Day	<input type="text" value=".90"/>	<input type="text" value="Monthly"/>	<input type="text"/>	<input type="text" value="08/27/2006"/>	<input type="text" value="06/20/2007"/>
Other Absent Day	<input type="text" value=".50"/>	<input type="text" value="Monthly"/>	<input type="text"/>	<input type="text" value="08/27/2006"/>	<input type="text" value="06/20/2007"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Auto Assign"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Auto Assign"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Auto Assign"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ⇒ Enter the Carry-Over Maximum Amounts for the contract. These amounts are what can be rolled over from year to year for this contract.

- ⇒ Use the Salary **Auto Assign Parameters** to set up the Auto Compensation runs for this contract. This portion of the screen is where you activate the compensation run which gets executed later using the **Apply Auto Assignment or Contract Compensation Assignment**. You must activate the One time Compensations, the Monthly Compensations, The Quarterly Compensations and the Every 6 Months Compensations runs for this contract.
- ⇒ Set up each auto Compensation for this Contract using the **Other Compensations** section

This part of the screen is for Compensation Plan Adjustment. It is used to store the Steps and Levels and to adjust the amounts for each step and level.

Compensation Plan Adjustment								
(Optional, as needed)		Salary Multiply By Amount: <input type="text"/>			Salary Add To Amount: <input type="text"/>			
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>								
Steps		Levels						
Enter labels and a Salary Amount on each Step at each Level								
	A	B	C	D	E	F	G	H
Labels	Bach + 0	Bach + 5	Bach + 30	Mast + 5	Mast + 10	Mast + 15	Mast + 30	
1 <input type="text" value="1"/>	15,571.71	29,067.19	42,562.67	56,058.16	69,553.64	83,049.12	97,323.19	
2 <input type="text" value="2"/>	29,067.19	42,562.67	56,058.16	69,553.64	83,049.12	97,323.19	99,918.47	
3 <input type="text" value="3"/>	42,562.67	56,058.16	69,553.64	83,049.12	97,323.19	99,918.47	102,513.76	
4 <input type="text" value="4"/>	56,058.16	69,553.64	83,049.12	97,323.19	99,918.47	102,513.76	105,109.04	

- ⇒ Enter the **Step** and **Level** information for this contract
- ⇒ Use the **Multiply by Amount** box to adjust the Contract Step and Level amounts. Example: to Increase the Step and Level Amounts by 50% you would put 1.50 in the **Multiply by Amount** box and click Submit. All amounts will then show an increase of 50%
- ⇒ Use the **Salary Add To Amount** box to adjust the Contract Step and Level amounts. Example: to Increase the Step and Level Amounts by \$1000.00 you would put 1000.00 in the **Salary Add To Amount** box and click Submit. All amounts will then show an increase of \$1000.00

<Apply Auto Assignment or Contract Compensation Assignment>

After the activation of all the One Time, Monthly, Quarterly and Every 6 month auto compensations the HR Administrator uses this Tab to execute the Auto compensation runs.

Compensation Assignment Selection

Bargaining Unit: Ashland Educator Assoc
ATT Local 104

Due Date From:

Due Date To:

Check All Clear All		Contract Compensation Assignment							
Execute	Assignment Date	Bargaining Unit	Contract	Compensation	Amount	Assign Frequency	Percentage	Start Date	End Date
<input type="checkbox"/>	12/01/2005	Ashland Educator Assoc	Teachers Contract 2006/2007	Sick Day	1.50	Monthly	100	12/01/2005	06/30/2006
<input type="checkbox"/>	01/01/2006	Ashland Educator Assoc	Teachers Contract 2006/2007	Sick Day	1.50	Monthly	100	12/01/2005	06/30/2006

⇒ Check the **Execute** box and click submit to execute an Auto Compensation run.

<Batch Compensation Assignment>

The Batch Compensation Assignment Tab is where the HR Administrator can assign compensation to one or more staff members independent of the Auto Compensation from the contracts.

Date to be used in new Assignments: Apr 28 2007

Employee Compensation Assignment - 04/28/2007											
Emp ID	Name	Building	Department	Compensation 1	Amount 1	Compensation 2	Amount 2	Compensation 3	Amount 3	Compensation 4	Amount 4
1553	Aaron, Mary	Bldg 107045	English	Sick Day	1.0	Personal Day	1.0	Vacation Day	1.0	Professional Day	
1602	Aiello, Joanne	Bldg 107045	Admin	Sick Day		Personal Day		Vacation Day		Professional Day	

⇒ Select a **Date to be Used in the New Assignment**

⇒ Enter an **Amount** for each of the compensations that you want to assign. Sick, Personal, Professional, vacation, Professional and Other Absence Day.

<Time Roll Over>

The Time Roll Over Tab is where the HR Administrator can Roll Over Time left for a staff member on their anniversary Date.

Check All Clear All		Employee Time Off Roll Over											
Roll Over	Emp ID	Name	Building	Dept	Delete	Last RollOver	RO/Earn/Used Sick	CF Sick	RO/Earn/Used Personal	CF Personal	RO/Earn/Used Vacation	CF Vacation	RO/Earn/Professi
<input type="checkbox"/>	910414	Aaron, Mary	Bldg 107045	English	<input type="checkbox"/>	12/01/05	23.98 / 0.00 / 0.50	23.48	28.34 / 0.00 / 0.00	28.34	42.45 / 0.00 / 0.50	41.95	27.56 / 0.0
<input type="checkbox"/>	7777	Adams, SS	ipass High School	Admin	<input type="checkbox"/>	06/20/05	3.15 / 0.00 / 0.00	3.15	4.25 / 0.00 / 0.00	4.25	5.60 / 0.00 / 0.00	5.60	6.70 / 0.00

- ⇒ Check the **Roll Over** box for the staff member you want to roll Time for
- ⇒ Adjust the Amounts for Sick, Personal, Vacation, Professional ad Other Absent Day.
- ⇒ Click the **Submit** button to roll the time

Reports iStaff Biographical

<Certification> Report

The Certification Report lists the Certifications that have been entered for a Staff person on the Certificate and Achievement Screen.

Selection Criteria: From date, To date, from Employee Name, To Employee Name, From Employee ID, To Employee ID, Job Type, Building, Expire In.

Sorted By: None

Output:

Bldg	ID	Name	Cert#	Description	Exp Date	Cert Date	Level
Bldg10704	1602	Aiello, Joanne	2002002002	General Science	12/31/06	01/01/05	

<DOE Staff Reporting (NCLB)> Report

The DOE Staff report (NCLB) report lists all the information needed for filing the MADOE District And School report.

Selection Criteria: Print Detail or Summary, Report Date, From Employee Name, To Employee Name, From Employee ID, to Employee ID, Job type, Building, Department, Bargaining Unit, Location

Sorted By: None

Output:

Section A : DISTRICT ADMINISTRATION

Section A - 1 : ADMINISTRATORS

Assignment	HCount	FTE	HC Lic.	FTE Lic.	FTE HiQual
01 - Superintendent of Schools	0	0.00	0	0.00	0.00
02 - Assistant/Associate/Vice Superinten	0	0.00	0	0.00	0.00
03 - School Business Administrator	0	0.00	0	0.00	0.00

<Employee CORI > Report

The employee Cori report lists all staff Cori checks dates that are older than a given Date.

Selection Criteria: From Employee name, To Employee Name, From Employee ID#, To Employee ID#, Job Type, Building, Department, Status, Older Than, Show Date Missing Only.

Sorted By: Last Name, OD, Department, Building, Status, Cori Date.

Output:

Public School District

Employee CORI Report 04/27/2007

CORI dates older than 05/01/2006

Name	ID	Last CORI	Status	Job Type
	Email/Phones	Department	Building	
Adams, David	1600	-none-		Administrator
	dadams@pbs.com 999-999-9999 CELL PHONE	Admin	ipass High School	
Adams, SS	1601	01/01/2001		Tch Asst
	ssadams@pbs.com 777-777-7777 CELL PHONE	Soc.Std.	ipass High School	
Aiello, Joanne	1602	09/22/2001	Retired	Substitute
	jai@hotmail.com 111-111-5840 CELL PHONE	Admin	ipass High School	

<Mailing Label > Report

The Mailing Label report makes mailing labels based on the search criteria selected.

Selection Criteria: From Employee name, To Employee Name, From Employee ID#, To Employee ID#, Job Type, Building, Department, Bargaining Unit, Emp Status, Label Style

Sorted By: Name, Job Type, Building, Department, Bargaining Unit

Output:

Mary Adams
3252 Wilkinson St.
Westville, MA 01702

Simon Alveres
55 Clark Road
Saxonville, MA 01702

Kayla Anders
555 Lomas Circle Apt B
Framingham, MA 01702

<PCL Data Sheet > Report

The PCL Data Sheet Report lists all the Biographical Data in the database for each staff to verify.

Selection Criteria: Form, Staff ID, Last Name, Department, Job Type, Output Device.

Sorted By: Name (Last + first), Department, Job Type.

Output:

**iPASS Public School District
Staff Biographical Information - Verification Report**

04/27/2007

Dear Mary Aaron
Please verify this information from our staff database and make any corrections or additions.

---- **Biographical Data** ----

First Name: Mary	ID# 910414	Department: English	Gender: Female
Full Middle Name: Helene	Primary Job: Department Chairperson	Homeroom: 1209	
Last Name: Aaron	Birth Date: 10/27/1966	School:	
Phone Rank 1 #:	Your Social Security Number: 012-55-3516	Status: Active	
Your Email Address: maaron@imgsoftware.com	Is your Ethnicity Hispanic or Latino?	No	
License Number: 371555	Please circle the numbers of all that apply: 1 2 3 4 5		
Your Race: 05 - White	<i>(1 = White, 2 = Asian, 3 = American Indian or Alaska Native, 4 = Black or African American, 5 = Native Hawaiian or Other Pacific Islander)</i>		

<Staff Directory> Report

The Staff Directory Report lists Addresses and Phone Numbers for all staff in a given Building.

Selection Criteria: Job Type, Building, Department, Show Alt department, Phone.

Sorted By: Name, job Type/Name, Building/Name, Department/Name, Bargaining unit/Name, Alt department/Name.

Output:

Emp ID	Name	Street	City	ZIP	HOME	Job	Department	Building	Barg Unit
9109	Aaron, Mary	23 Main	Town	01089	777-777-7777	Teacher	Eng	High	N/A

<Seniority> Report

Selection Criteria: Print, Job Type, Building, Department, Bargaining Unit, Employee Status.

Sorted By: Name, Length of Service, Longevity, Longevity/Length

Output:

* - FTE is 0

ID	Name	Years	Started	Job	Dept	Bldg	Barg Unit
1370	GAGNON, MARY LOU	2.65	02/18/04	Administra	Admin	ipass High	N/A
* 1	02/18/04 - ?	0.00	0.00	Teacher	Eng	ipass High	N/A
2	09/01/04 - ?	0.50	1.33	Administra	Admin	ipass High	N/A
3	09/01/04 - ?	0.50	1.33	Assistant	Admin	ipass High	N/A
1628	Benjamin, David	0.80	07/10/06	Teacher	Science	ipass High	N/A
1	07/10/06 - ?	1.00	0.80	Teacher	Science	ipass High	N/A

<Staff Demographics> Report

The Staff Demographics Report lists the ID, Name, Address, DOB (optional), Social Security Number (optional), Phone number (optional), Building, Department, Alt Department.

Selection Criteria: From Employee Name, To Employee Name, From Employee ID#, to Employee ID#, Job Type, Building, Department, Employee Status, Show Alt Department, Show Phone, Show SSN/DOB.

Sorted By: Job type, Building, Department, Bargaining Unit, Alt department.

Output:

ID	Name/Address	DOB/SSN/Phn	Bldg/Dept/AltDept
910414	Aaron, Mary 9901 396 Main Street Apt Haverhill, CA 96297	10/27/66 ph:	BLDG: Bldg 107045 Barg Unit: Ashland E

<Tenure Report> Report

The Tenure Report lists the staff person's Professional Status which is the number of years in service. The Professional Status is listed on the Staff's Biographical Profile Page.

Selection Criteria: Highest Education Level, Professional Status, Job Type, Building, Department.

Sorted By: Name, Job Type/Name, Building/Name, Department/Name, Professional Status/Name, Highest Education/Name.

Output:

Employee ID	Name	Highest Education Level	Job	Department	Building	Professional Status
Q827323	Aaron, Mary	PHD	Teacher	ENG	High	1 Year

Maintenance iStaff Biographical

<Alt Staff Departments> Tab

This tab allows the HR administrator to Add, Edit or Delete Alternative Department Codes. These codes can be used if you have two different departments.

<Bargain Unit Maintenance> Tab

This tab allows the HR administrator to Add, Edit or Delete Bargaining Unit Codes. These codes are used with the contracts.

<Certification / Achievement Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Certification Codes. IMG has pre-filled this table based on the MADOE certification codes.

<Compensation Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Compensation Type Codes. You must have Sick, Professional, Personal, Other Absent Day and Vacation.

<Competency Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Competency Types Codes. These codes are used in the review system.

<Cost Center> Tab

This tab allows the HR administrator to Add, Edit or Delete Cost Center Codes. This code is used on the Career Screen.

<Discipline Action Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Discipline Action Type Codes. This is used to assign an Action to be taken by the District placed on a staff person for a Discipline Incident.

<HRS Job Type> Tab

This tab allows the HR administrator to Add, Edit or Delete HRS Job type Codes. IMG has pre-filled this table based on the MADOE EPIMS Job Classifications.

<HRS Person Title> Tab

This tab allows the HR administrator to Add, Edit or Delete HRS Person Titles Codes. These titles are also used in the iPass system.

<HRS Phone Type> Tab

This tab allows the HR administrator to Add, Edit or Delete HRS Phone Type Codes. These Phone Types are also used in the iPass system.

<Military Codes> Tab

This tab allows the HR administrator to Add, Edit or Delete Military Codes. This is used on the Staff profile Screen.

<Organizations> Tab

This tab allows the HR administrator to Ad, Edit or Delete Organizations. This is used in the Professional Development courses.

<Review Types> Tab

This tab allows the HR administrator to Add, Edit or Review type Codes. This is used on the Staff review (Evaluation) Screen.

<Staff Report Headings> Tab

This tab allows the HR administrator to Add, Edit or Delete Staff Report Headings. These are used on the MADOE District Staff report. This report will be not needed by the DOE once EPIMS is due. IMG has pre-filled this table based on the MADOE Staff Report Headings.

<Staff Report Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Staff Report Types. These are used on the MADOE District Staff report. This report will be not needed by the DOE once EPIMS is due. IMG has pre-filled this table based on the MADOE Staff Report Types. These are assigned to staff members using the Career Screen or the Career Batch enter screen.

<Start/End Types> Tab

This tab allows the HR administrator to Add, Edit or Delete Start/End Types. This is assigned on the Career Screen and is used to report the Exit Reason in the EPIMS File.

<Teacher Status> Tab

This tab allows the HR administrator to Add, Edit or Delete Teacher Status. This is assigned on the Profile screen and is used to report the Status in the EPIMS File

<Worker's Comp Codes> Tab

This tab allows the HR administrator to Add, Edit or Delete Worker's Comp Codes. This is assigned on the Staff Profile Screen.

iStaff Configuration

This tab is used by the HR administrator to Edit the iStaff Parameters.

Go to <iStaff Biographical><iStaff Procedures><iStaff Configuration>

>> GENERAL ISTAFF CONFIGURATION

Certification Levels:	All grades,Depends,Preschool,K-3,K-9,K-12,N-6,PK-6,PK-9,1-6,5-9,5-12,9-12
Certification Types:	,Preliminary,Initial,Professional,Temporary
Education Levels:	PhD,Master,Bachelor,HS Dip,other
Valid FTE Amounts:	1.00,0.90,0.75,0.50,0.30,0.25,0.10
Professional Development Certificate content: (HTML layout)	<pre><tr><td align="center" colspan="100">

<h1>Certificate of Completion </h1><h2>This is to certify that </h2><h3>\$\$Name\$\$ </h3> Has successfully completed the following activity

<h2>\$\$Course\$\$ </h2>on </h3> \$\$ProgramDate\$\$ </h3>and has</pre>
Professional Development Multiple Course Certificate content: (HTML layout)	<pre><!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"> <html> <head> <title>Untitled</title> <style type="text/css"> body {font: bolder normal 16px "Times New Roman", Times, serif;color: #000000;background-color: #FFFFFF;} .certif {font : bolder normal 45px; }</pre>
Professional Development Program Status Codes:	Open for Registration,Closed for Registration,Completed,On Hold,Cancelled
Professional Status Codes:	1 Year,2 Years,3 Years,Professional,Other,N/A
Professional Development Course Status Codes:	Requested,Approved,Completed,Rejected,Withdrawn,On Hold
Starting Employee ID Number:	990001

Send PD Administrator an Email when PD attendee status changes.
 Send PD Administrator an Email when PD Status changes.
 Show Alt Departments Only.


- ⇒ Enter the **Certification Levels:** this is used on the Certificate Tab.
- ⇒ Enter the **Certification Types:** this is used on the Certification Tab.
- ⇒ Enter the **Education Levels:** This is used on the profile page
- ⇒ Enter the **Valid FTE Amounts:** This is used on the Career tab. All FTEs must be entered in the following format 9.99.
- ⇒ Enter the **Professional Development Certificate content:** This is the HTML of the PDP certification layout. Changing this will change the PDP certificate Layout. (Printing the Certificates is Referred to on Page 48)
- ⇒ Enter the **Professional Development Multiple Course Certificate content:** This is the HTML of the Multiple PDP certification layout. Changing this will change the Multiple PDP certificate Layout.
- ⇒ Enter the **Professional Development Program Status Codes:** These are used to show the status of PDP programs. Example: Open for Registration, Closed for Registration, On Hold or Completed.
- ⇒ Enter the **Professional Status Codes:** These are used in the Certification Tab to indicate the status of a certification. Example: Provisional, Temporary, or Primary.
- ⇒ Enter the **Professional Development Course Status Codes:** these are used to indicate an attendee's status for a PDP course. Example: Requested, Approved or Rejected.
- ⇒ Enter a **Starting Employee ID Number:** This is used when entering a new staff member into the database. This will be the first auto generated Employee ID.
- ⇒ Check off the **Send PD Administrator an Email when PD attendee status changes** box if you want an email sent.
- ⇒ Check off the **Send PD Administrator an Email when PD Status changes** box if you want an email sent.
- ⇒ Check off the **Show Alt Departments Only** if you want to only use the Alt Departments

iStaff Update Policy:

Submit all changes to Change Approval process.
 Apply changes immediately.

Grant Employees the following access/update rights:

Employee Personal Information:	Update	Employee Addresses:	View
Employee Telephone Numbers:	View	Employee Date of Birth:	Update
Employee Ethnicity:	Update	Employee SSN:	View
Employee Gender:	Update	Employee Marital Data:	Update
Employee Military Status:	View	Employee Degree History:	Update
Employee View/Delete Contacts:	View		



iStaff Update Policy:

You can setup the My Profile screens to be used as data enter screens for staff. This will allow staff the ability to update their own information.

- ⇒ Select **Submit all changes to Change Approval process** radio button if want the staff changes to go through an approval process.
- ⇒ Select **Apply changes immediately** radio button if you do not want the staff changes to go through an approval process.

Grant Employees the following access/update rights:

You can setup the following data fields you want the staff to be able to Update, View or Do not Display.

Employee Personal Information:
Employee Addresses:
Employee Telephone Numbers:
Employee Date of Birth:
Employee Ethnicity:
Employee SSN:

Employee Gender:
Employee Marital Data:
Employee Military Status:
Display Employee Degree History:
Employee View/Delete Contacts:

My Profile (The Staff's View of iStaff)

The My Profile menu option is used by Staff Members to see their own information that is in the iStaff Database.

My Career

This is view only screen

» CURRENT CAREER

<p>Start Date: 04/04/07</p> <p>Primary Job: Department Chairperson</p> <p>Location: iPass High School</p> <p>Job FTE: 0.30</p> <p>Bargaining Unit: Ashland Educator Assoc</p>	<p>Department: English</p> <p>Building: Bldg 107045</p> <p>✓ Main Job</p> <p>Licensed for Job</p> <p>✓ Highly Qualified</p>
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My Attendance

This is view only screen of the staff person's Attendance.

» DAILY ATTENDANCE DETAILS

From: 7/1/2006 To 7/1/2007

Date	Day	Description	Amount	Leave Type	Note
04/27/2007	F	Absent 2 hr morning Sick	0.25	Sick	
Total:			0.25	Total Incidents: 1	

» TIME OFF SUMMARY

Date of Last Rollover: 12/01/05

	Sick	Personal	Vacation	Professional	Other
Rollover	23.98	28.34	42.45	27.56	22.17
 Earned	0.00	0.00	0.00	0.00	0.00
 Used	0.50	0.00	0.50	0.00	0.00
Current Balance:	23.48	28.34	41.95	27.56	22.17

My Certifications

This is view only screen

» SEARCH CERTIFICATION/ACHIEVEMENT RECORD

You may use Enter/Return or Click Search

Year Obtained:

Year Expired:

Requires Renewal:

Certification/Achievement:

» SEARCH » CLEAR

» MY CERTIFICATIONS/ACHIEVEMENTS

» ADD

◆ Certification/Achievement ◆

Date Obtained	Date Expired	Renewal Required	Certification/Achievement	Level	Organization	Reference #
05/01/99	05/01/07	yes	Bilingual English	1-6	Department Of Education MA	
05/01/99	05/01/05	yes	Bilingual English	5-9	Department Of Education MA	

My Professional Development

This is view only screen that allows updates to be made by the staff to only the Related Certification or Achievement that they want to link their PDP course to. Staff can also add their own PDP courses that were taken outside of the district.

» PROFESSIONAL DEVELOPMENT COURSES

» SUBMIT » ADD

Withdraw	Date	Title	Program Code	Credits	Hours	PD Points	Status	Related Certification or Achievement
		C++ Programming		2.20	1.10	3.30	Completed	Other
		Nursing Skill for school		4.50	6.70	8.90	Completed	Other
		C++ Programming		2.20	1.10	3.30	Completed	Other
	02/02/2005	MTEL (Elementary Subject Matter)	MTEL-0202	2.50	3.00	5.00	Completed	1441 - 1-6
	11/05/2004	How to Deal with School Yard Bullying		5.00	10.00	5.00	Completed	Other
	04/04/2004	C++ Programming	C++-0404	2.23	1.12	3.34	Completed	Other
	01/01/2004	CPR		2.50	3.30	5.20	Complete	Other
	01/01/2004	CPR	CPR-0301	3.00	3.00	3.50	Completed	1923 - All grades

- ⇒ Click the **ADD** button to add New PDP courses to the list. These would be for courses not offered at the District.


- ⇒ Select a **Course** or **Click on Add a New course**.
- ⇒ Enter **Date Started** and **Date Completed**
- ⇒ Enter Course **Credits, Hours** and **PDP Points**
- ⇒ Click the **SUBMIT** button to save the course information

- ⇒ Enter a Course **Code**
- ⇒ Enter a Course **Title**
- ⇒ Enter an **Organization** or Click **Add a New Organization**
- ⇒ Enter **Credits, Hours,** and **PDP Points**
- ⇒ Click the **SUBMIT** button to save the course information


Sign up for Professional Development

This Tab allows the staff person the ability to sign up for PDPs offered by the District.

» AVAILABLE PROFESSIONAL DEVELOPMENT PROGRAMS



Register	Status	Program Code	Date	Title	Credits	Hours	PD Points	Presenter	Seats / Available	Provider
<input type="checkbox"/>	Open for Registration	GD-0201	01/01/02	Graphic Design	1.2	2.3	3.4		120 / 109	Department Of Education MA
<input type="checkbox"/>	Open for Registration	CPR-0301	01/01/03	CPR	2.5	3.3	5.2		60 / 54	MicroSoft Inc
<input type="checkbox"/>	Open for Registration	GD-0401	01/01/04	Graphic Design	1.2	2.3	3.4		50 / 45	UMass Lowell

- ⇒ Click on the **Registration box** in front of the course
- ⇒ Click on the **Program Code** to see information about the course
- ⇒ Click the  button to save your selections

Update Biographical

This tab is used so that the staff can update their own biographical information. The District controls which fields can be Viewed and which ones can be Updated. The control for this is found in istaff Configuration. (Refer to Page 51)

» PERSONAL INFORMATION EMPLOYEE ID: 910414

Title:

First Name:

Middle Name:

Last Name:

Email:

Workplace:

Ethnicity:

- 03 - Black
- 02 - Asian
- 01 - American Indian or Alaskan Native
- 02 - Hawaiian Native or Pacific Islander
- 99 - Hispanic or Latino

Marital Status:

of Children:

Suffix:

Gender:

Date Of Birth:

SSN:

Picture File:



05 CT Hispanic

Maiden Name:

Spouse Name:

Spouse Occupation:

Military Information

Military Veteran: No Military Status: Active Captain

Discharge Date:



The following information can be made available for the staff to update.

- Employee Personal Information:**
- Employee Addresses:**
- Employee Telephone Numbers:**
- Employee Date of Birth:**
- Employee Ethnicity:**
- Employee SSN:**
- Employee Gender:**
- Employee Marital Data:**
- Employee Military Status:**
- Employee Degree History:**
- Employee Emergency Contacts:**

Printing Staff IDs

To print Staff IDs you must first purchase an ID Printer and ID Camera. These can be purchased from IMG.

Image File: [Staff ID](#)
District ID
High School
Middle School



[Take Picture](#)

- ⇒ Click on [Staff ID](#) to print a copy of the ID
- ⇒ Click [Take Picture](#) to take a picture of a staff person
- ⇒ Click on one of the **Styles (District ID, High School, Middle School)** listed under the Image File name. You can save several different styles, one for each school.

