

AN EMPLOYEE OWNED COMPANY



731 Gratiot Avenue • Saginaw, Michigan 48602 • Phone (989) 791-4860 • Fax (989) 791-4928

M I C H I G A N R E G I S T R Y O F E D U C A T I O N A L P E R S O N N E L D A T A B A S I C S (R E P)

User's Guide

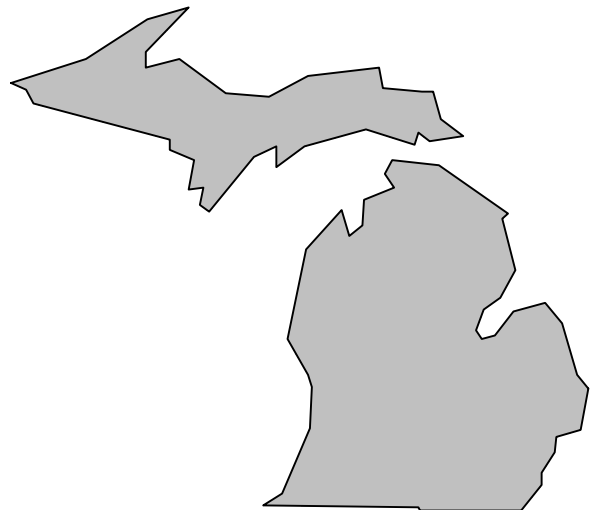


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REP REPORTING OPTIONS & SCREEN FIELD DESCRIPTIONS

12/02/02 FY 03	CIMS SCHOOL DISTRICT	15:18:13QPADEV000T
ACS	TESTING LIBRARY - MANAGER LEVEL	Ref: ACS.002 .01

MENU REP: REGISTRY OF EDUCATION PERSONNEL

REP - BASIC REQUIRED CODES	REPSET	MENU
1. Certificate Codes.....		EIS.131
2. Certificate Endorsement Codes.....		EIS.132
3. Certificate Rank Codes.....		EIS.134
4. Educational Institution Codes.....		EIS.141
5. Degree Codes.....		EIS.143
6. Tag Codes.....		EIS.175
7. Termination/Employment Status Codes.....		PAY.130
8. REP Addenda Wage Inclusion Setup.....		MR.318
8. REP Additional Schedule A Job Codes.....		MR.316
REP - EMPLOYEE EDUCATIONAL SETUP	REPEMP	MENU
1. Employee Basic Information.....		EIS.301
2. Employee Academic Information.....		EIS.303H
3. Employee Certificate Information.....		EIS.309
4. Employee Tag Assignment.....		EIS.480
5. Employee Termination/Status Information.....		PAY.305
REP - REPORTING AND MAINTENANCE	REPRPT	MENU
1. REP Create Registry of Educational Personnel.....		MR.320
2. REP Run Edit Report for Errors.....		MR.321
3. REP Maintain Reported Information.....		MR.322
4. REP Print Registry of Educational Personnel.....		MR.323
5. REP Print Registry of Educational Personnel-Alpha.		MR.324
6. REP Print Registry of Educational Personnel-Group.		MR.325
7. REP Print Summary of Reg. Of Ed. Personnel.....		MR.326
8. REP Create Download File.....		MR.328
9. REP Mass Update Prof. Development Hours.....		MR.329
10. REP Re-Order Prof. Development Hours Records		MR.330

Option or Menu Item

INTRODUCTION

Use pages 1 through 20 as a guide when determining the preliminary setup for the Registry of Educational Personnel. When setting up your data, the following codes must be set up and employees must have records in the following programs:

Pre-determined codes must be entered in:

- EIS.131 – Certificate Codes
- EIS.132 – Certificate Endorsement Codes
- EIS.134 – Certificate Rank Code Definitions
- EIS.141 – Educational Institution Codes
- EIS.143 – Degree Codes
- EIS.175 – Tag Codes
- PAY.130 – Termination/Employment Status Codes
- MR.318 – Addenda Wage Inclusion
- MR.316 – Additional Schedule A Job Codes
- The employee must have a basic record in EIS.301.
- Instructional Staff must have a tag defined as “HOURS” in EIS.480.
- Degree information must be entered in EIS.303H.
- Information regarding assignments must be entered in EIS.309.

CERTIFICATE CODE DEFINITIONS – EIS.131

Use this program to define at least one certificate code. These codes are **NOT** reported to REP, however the standard CIMS program EIS.309 – Employee Certificate Information requires that you provide this information in order for the program to process. You may define one universal code to use for everyone or you may choose to set up various certificate codes.

12/02/02 FY 03	CIMS' SCHOOL DISTRICT	16:41:12 QPADEV000Z
EMS	Certificate Code Definitions	Ref: EIS.131 .11
Certificate Code: <u>REP</u>		
Description: <u>CERTIFICATE CODE FOR REP</u>		
Short Title: <u>REP</u>		
Mode: Change		Cancel? <u>N</u>

1. **Certificate Code:** Define at least one certificate code.
2. **Description:** Enter a description of the certificate code.
3. **Short Title:** Enter a short title of the description.

CERTIFICATE ENDORSEMENT CODES - EIS.132

Use this program to enter codes that describe subject areas that employees have been assigned to.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	12:41:05	QPADEV001R
EMS		Certificate Endorsement Code Definitions		Ref: EIS.132 .11
Endorsement Code: <u>00110</u>				
Description: <u>EDUCABLE MENTALLY IMPAIRED (SA)</u>				
Short Title: <u>EDMENTIMP</u>				
Mode: Change				Cancel? <u>N</u>

1. **Endorsement Code:** Refer to Appendix A for a list of State mandated assignment codes. If the listed codes are not used, special modifications will need to be made to your system in order for the REP programs to work correctly.
2. **Description:** Enter a description of the assignment code being defined.
3. **Short Title:** Enter a short title of the description.

CERTIFICATE RANK CODE DEFINITIONS - EIS.134

Use this program to define codes regarding instructional employee's teaching certificate types.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	12:57:58	QPADEV001R
EMS		Certificate Rank Code Definitions		Ref: EIS.134 .11
<p>Rank Code: <u>03</u></p> <p>Description: <u>ELEMENTARY PROVISIONAL</u></p> <p>Short Title: <u>ELPROVISIO</u></p>				
Mode: Change			Cancel? <u>N</u>	

1. **Rank Code:** Define the following codes. If these codes are not used, special modifications to the REP programs will be required for your district.

- | | |
|--|---|
| 00 Credential Not Required | 24 Dual, 30 Hour Continuing |
| 01 Life | 25 Dual, Permanent |
| 02 Pending | 26 Dual, Life |
| 03 Elementary Provisional | 40 Elementary Continuing (30 Hour) |
| 04 Elementary Professional | 41 Secondary Continuing (30 Hour) |
| 05 Elementary Permanent | 42 Elementary Continuing (18 Hour) |
| 06 Secondary Provisional | 43 Secondary Continuing (18 Hour) |
| 07 Secondary Professional | 50 School Nurse Certificate (interim) |
| 08 Secondary Permanent | 51 School Nurse Certificate (standard) |
| 09 Two Year Provisional Certificate | 52 School Nurse Cert.(professional) |
| 11 Permit, Full Year | 53 Vocational Annual Authorization |
| 12 Permit, Emergency | 54 Vocational Temp. Authorization |
| 13 Permit, Section 1233B | 55 Vocational Full Authorization |
| 14 Permit, 150 Day (day-to-day sub) | 60 Administrator Certificate |
| 15 Temp Teach Employment Authorization | 61 School Psychologist Certificate |
| 16 Temp School Counselor Authorization | 62 Preliminary School Psychologist Certif |
| 17 Prelim. Schl Counselor Guidance Author. | 63 Occupational Education |
| 18 School Guidance Counselor License | 70 Special Education, Approval |
| 21 Dual, Provisional | 71 Special Ed., Emergency Approval |
| 22 Dual, Professional | 72 Cert. of Clinical Competency Approv. |
| 23 Dual, 18 Hour Continuing | |

2. **Description:** Enter a description of the certificate type.

3. **Short Title:** Enter a short title of the description.

EDUCATIONAL INSTITUTION CODES – EIS.141

Use this program to define at least one Institution code. These codes are **NOT** reported to REP however the standard CIMS program EIS.303H – Employee Academic Information requires that you provide this information in order for the program to process. You may define one universal code to use for everyone or you may choose to set up various Institutional codes.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	16:42:03	QPADEV000Z
EMS		Educational Institution Codes	Ref: EIS.132	.11
Educational Institution Codes: <u>002314</u>				
Name:	<u>SAGINAW VALLEY STATE UNIVERSITY</u>			
Address:	_____			

Country:	<u>UNIVERSITY CENTER</u>	<u>MI</u>	<u>48710</u>	- _____
	<u>USA</u>			
Phone:	___ _____	Ext:	___	
Fax:	___ _____			
Contact Dept:	_____			
Contact Person:	_____			
Type Code:	<u>UNI</u>			
Mode:	Lookup			Cancel? <u>N</u>

1. **Educational Institution Codes:** Define at least one institutional code.
2. **Name:** Enter the name of the institution.
3. **Address:** Enter a city and state or type periods in these fields. The remaining address fields are optional.
4. **Country:** Leave the default value of USA or enter a valid country code. (Defined in EIS.151)
5. **Phone:** Optional entry.
6. **Fax:** Optional entry.
7. **Contact Dept:** Optional entry.
8. **Contact Person:** Optional entry.
9. **Type Code:** Enter a valid type code. (Defined in EIS.144)

DEGREE CODES - EIS.143

This program enables you to define degree codes and descriptions of those codes.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	12:48:53	QPADEV001R
EMS		Degree Code Definitions	Ref: EIS.143	.11
Degree Code:		<u>01</u>		
Description:		<u>HIGH SCHOOL DIPLOMA</u>		
Short Title:		<u>HIGHSCHOOL</u>		
Mode:	Change		Cancel?	N

1. **Degree Code:** Use the following codes to define the highest degree earned by the staff person. If the codes are not used as presented, special modifications to the REP programs will be required for your district.

- 00 None, Vacant positions
- 01 High School Diploma or its equivalent
- 02 Associates Degree
- 03 Bachelor's Degree
- 04 Master's Degree
- 05 Specialist's Degree
- 06 Doctoral Degree
- 07 Juris Doctorate
- 08 Medical Degree
- 09 Other License, Credential, or Professional Degree

2. **Description:** Enter a description of the code being entered.

3. **Short Title:** Enter a short title of the description.

TAG CODES - EIS.175

Use this program to define "user-defined" information and associate that information to employee records. The following tag code must be defined: HOURS. If the tag code is not defined as HOURS, special modifications to the REP programs will be required. This tag will be used to report Hours of Professional Development. During a meeting on 1/11/02, the State said that Hours of Professional Development will not be collected from schools until 6/30/03.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	14:23:46 QPADEV0014
EMS		Tag Codes	Ref: EIS.175 .11
Tag: <u>HOURS</u> Short Title: <u>HOURS</u>			
Description: <u>HOURS OF PROFESSIONAL DEVELOPMENT</u>			
What type of data: <u>2</u>			
1 = Single Item		Verified? <u>N</u>	
2 = Columnar			
3 = Text			
4 = No Data			
Columnar Data Headings:			
<u>Description</u>	<u>Hours</u>	<u>Date</u>	_____
Mode: Lookup			Cancel? <u>N</u>

1. **Tag:** Enter HOURS.
2. **Short Title:** Use this field to enter a short description of the tag identifier.
3. **Description:** Enter a description of the tag identifier. The description can be up to 40 characters.
4. **What type of data:** Enter "2" to indicate that this tag is a columnar tag.
5. **Verified:** Leave the default of N.
6. **Columnar Data Headings:** Enter "Description" in the first field, "Hours" in the second field and "Date" in the third field as presented above. Other columns may be defined as needed.

TERMINATION/EMPLOYMENT STATUS CODES - PAY.130

Use this program to define codes for various employee status types, each code representing a different employee status code according to REP.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	13:20:37	QPADEV001R
EMS		Termination/Employment Status Code Definitions	Ref: PAY.130	.11
Termination Code:		<u>R01</u>		
Description:		<u>LEFT EDUCATION/NOT PURSUING EMPLOYMENT</u>		
Termination Code Detail:		<u>THE EMPLOYEE LEFT EDUCATION AND TO YOUR KNOWLEDGE</u> <u>IS NOT SEEKING FURTHER EMPLOYMENT AT THIS TIME.</u> <u>FOR EXAMPLE, THE INDIVIDUAL IS STAYING AT HOME TO</u> <u>ASSIST IN THE CARE OF HIS/HER FAMILY.</u>		
Mode: Change			Cancel?	<u>N</u>

1. **Termination Code (Employment Status):** Enter the following codes to define employee status changes reasons for termination, according to REP. If the following codes are not used, special modification to the REP programs will be required for your district.

- R00 Vacant Position
- R01 Left Education/Not Pursuing Employment
- R02 Left Education For Different Career
- R03 Left District and Moved Out of State
- R04 Left Education Due to Transfer of Spouse
- R05 Left for Other Employment in Field
- R06 Left for Family Medical Leave, Expected to Return
- R07 Took Indefinite Leave of Absence
- R08 Left to Further Education at College/University
- R09 Left for Disability Leave, Expected to Return
- R10 Left Special Education to General Education in Different District
- R11 Left District for Special Education in Different District
- R12 Laid Off by District
- R13 Discharged
- R14 Deceased
- R15 Illness/Disability – Not Expected to Return
- R16 Retired (position will **not** be filled)
- R17 Contract Expired
- R18 Other
- R19 Retired (position will be filled)
- R98 New teacher – First three years of teaching experience
- R99 Continued in Education in Same Position (Default)

2. **Description:** Enter a description of the termination code.

3. **Termination Code Detail:** Enter up to five lines of the descriptive detail. For examples of each type of code, refer to the State REP manual.

EMPLOYEE BASIC INFORMATION - EIS.301

The employee's basic demographic information is entered into this program. For information on entering the required information into this program, please refer to the EMS - 300 user guide prepared by CMT.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	13:17:28
EMS		Employee Basic Information	QPADEV001J Ref: EIS.301 .01
<pre> - Add Change Delete Lookup Index Index End Employee: 000-00-0000 Index: 1 1 = Employee by Name: _____ 2 = Employee by # 3 = Employee by Other Name: Other Records: N - Other Names N - Beneficiary N - Categories N - Endorsements N - Academic N - Handicap N - Skills N - Emergency N N - Voluntary Deductions N - Assignments N - Tags Auto Next Record? N</pre>			

- The above bolded fields, “Endorsements” and “Tags” are new additions to this program. Under “Other Records” there are three programs requiring data entry for REP reporting. By entering “Y” in these fields, the system will automatically toggle you into the EIS.303H – Employee Academic Information, EIS.480 – Tag Assignment and EIS.309 – Employee Certificate Information programs.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	11:42:52	QPADEV003B
EMS		Employee Basic Information	Ref: EIS.301	.11
Employee:	<u>123-45-6789</u>		Active:	<u>Y</u>
N A M E:	First <u>ELAINE</u>	Middle _____	Last <u>JONES</u>	
Preferred:	_____	Name Prefix:	_____	
		Name Suffix:	_____	
Phone Information:		Security		
Office:	(<u>989</u>) <u>123-4909</u> Ext: <u>1010</u>	_____	Birth Date:	<u>5/22/43</u>
Home:	(<u>909</u>) <u>842-1111</u>	_____	Sex:	<u>F</u> FEMALE
			Ethnic Code:	<u>2</u> WHITE
Address Information:				
Address:	<u>CHANGE 2 FOR STREET</u>		Address Security:	<u>_</u>
			Permanent Address:	<u>N</u>
City/State/Zip:	<u>BAY CITY</u> <u>MI</u> <u>85210-4321</u>		Country:	_____
Change date:	<u>10/25/01</u>			
Location:	<u>99</u> NO LOCATION - HOLD CHECK		District:	_____
Sublocation:	<u>101</u> BOARD ADMINISTRATION OFFICE		School:	<u>123</u>
Pay Location:	<u>BOARD</u> BOARD ADMINISTRATION OFFICE		Department:	_____
Assignment:	<u>TEACH</u> CLASSROOM TEACHER		Room:	_____
Mode: Change	F3=Exit F4=Index F5=Reset F12=Cancel		Cancel?	<u>N</u>
	F8=Assignments F9=Vol. Deductions			

The REP program will use the following information entered into the basic record as part of the required reporting.

- Social Security Number
- First, Middle, & Last Name
- Birth Date
- Gender
- Race/Ethnicity
- Current Hire Date
- Date of Termination, if applicable

12/02/02 FY 03 CIMS III - TEST SCHOOL DISTRICT 08:46:55 QPADEV0012
 EMS Employee Basic Information Ref: EIS.301 .14

Employee: 123-45-6789 JONES, ELAINE

Months of Service:

Previous Service Credit: 12 District: _____ State: _____

Application Date:

Current Hire Date: 3/14/81

Seniority Date: 3/15/82

Original Hire Date: 3/15/82

Seniority Number: 10234

Termination Date: 12/01/95

Salary Change Date: _____

Miscellaneous Information:

DRIVER'S LICENSE NUMBER 000001
000068343

Other Records:

N - Other Names	N - Beneficiary	N - Categories	N - Endorsements
N - Academic	N - Handicap	N - Skills	N - Emergency
	N - Voluntary Deductions		N - Assignments
Mode: Change	F3=Exit F4=Index F5=Reset F12=Cancel		N - Tags
	F8=Assignments F9=Vol. Deductions		Cancel? <u>N</u>

- Current Hire Date:** For the 12/13/02 submission this field will be used to report the employee's current hire date.
- Termination Date:** This field may be automatically updated from PAY.305. This date should represent the date the employee left the district due retirement or some other type of termination.

EMPLOYEE ACADEMIC INFORMATION - EIS.303H

Enter the degree(s) that the employee has earned. The REP programs will read through this file and choose the highest degree level input here and record that information as part of the REP report.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	11:05:44 QPADEV0003
EMS		Employee Academic Information	Ref: EIS.303 .11
Employee: 123-45-6789 JONES, ELAINE			
Institution Code: 29 SAGINAW VALLEY STATE UNIVERSITY			
Degree Code: 04 MASTERS			
Year: _____			
Major Code: _____			
Minor Code: _____			
GPA: _____			
GPA Scale: _____			
Extra Hours: _____			
Year Last Attended: _____			

1. **Employee:** Input the social security number of the employee whose information is being recorded.
2. **Institution Code:** Input the code of the institution where the employee earned the degree. Institution codes must have been previously defined in EIS.141 – Educational Institution Codes. The institution code will not be reported for REP.
3. **Degree Code:** Input the code of the degree being recorded. Degree codes were set up in EIS.143 – Degree Codes (refer to page 5).
4. **Year:** The year the degree was obtained may be entered, but it is not used for REP reporting.
5. **Major/Minor Code:** The major/minor associated with this degree may be entered, however it is not used for REP reporting. Major/Minor codes would have to be predefined in EIS.142 – Major/Minor Codes.
6. **GPA/GPA Scale:** The GPA/GPA Scale regarding this degree may be input, however it is not used for REP reporting.
7. **Extra Hours:** Extra hours relating to this degree may be input, however it is not reported for REP.
8. **Year Last Attended:** The last year attended at this university may be entered, however it is not reported for REP.

EMPLOYEE CERTIFICATE INFORMATION- EIS.309

Use this screen to enter employee certificate, assignment, school, grade level, and FTE information. The following information will be obtained from this program for the REP report:

- Credential License Number
- Assignment by Grade, FTE, and Wage
- Type of Credential
- Date Credential Issued
- Date of Expiration of Credential

12/02/02 FY 03	CIMS'SCHOOL DISTRICT	13:34:52 QPADEV0007
EMS	Employee Certificate Information	Ref: EIS.309 .11
Employee:	<u>123-45-6789</u>	JONES, ELAINE
Certificate:	<u>2</u>	ELEMENTARY PERMANENT
Type Code:	_____	
Rank Code:	<u>01</u>	LIFE
Level Code:	_____	
Verification Date:	_____	License Number: <u>123456789012345</u>
Valid Date:	_____	Expiration Date: _____
Issue Date:	<u>12/01/2001</u>	Registration Date: _____
Mode: Change		Cancel? <u>N</u>

1. **Employee:** Enter the social security number of the employee.
2. **Certificate:** This field is not used for the REP, however information needs to be input into this field in order for the standard CIMS program to function. Applicable certificate codes are defined in EIS.131 – Certificate Codes.
3. **Type Code:** This field is not used for the REP.
4. **Rank Code:** Rank codes must be defined in EIS.134 – Rank Codes (refer to page 4). This field will be used to report the **type of credential** attached to the employee's certificate that matches his/her teaching assignment.
5. **Level Code:** This field is not used for the REP.
6. **Verification Date:** This field is not used for the REP.
7. **License Number:** This field identifies the State issued license number, which now may vary in length. This field applies to employees with State assignment codes of 00000-00599. Previously, license numbers were five digits. The old five-digit number is frequently incorporated into the new number. License numbers can be obtained through the Credential Data Exchange (CDX). The CDX can be accessed from the State's web site.
 - The employee's social security number OR license number must be entered for assignment codes 00000-00599 per the State as of 3/7/02.

8. **Valid Date:** This field is not used for the REP.
9. **Expiration Date:** Enter the expiration date on the staff person’s license. This field applies to employees with State assignment codes of 00000-00599. This field can be left blank if the certificate codes of 00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, or 72 are used in the Rank field.
10. **Issue Date:** Enter the date that the staff person’s license was issued. This field applies to employees with state assignment codes of 00000-00599. This field can be left blank if a certificate code of 00 or 02 was used in the Rank field.
11. **Registration Date:** This field is not used for the REP.

When **ENTER** is pressed, the following screen will appear.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	13:17:15	QPADEV0003
EMS		Employee Certificate Information	Ref: MR.319L	.11
Employee: 123-45-6789 JONES, ELAINE				
Certificate: 2				
CMD	Endorsement	Description	School Job	FTE
BEGIN	GX		00000	REP
1.00				
REP: _	Endorsement: GX	School: _____	Job Code: _____	FTE: _____
Endorsed: _	Function: _____	Level: _____	Valid: _____	Exp.: _____
Grade: _	R-Kinderg	Kinderg	1st	2nd
_ 4th	5th	6th	7th	8th
_ 10th	11th	12th	Alt Ed	Spec Ed
_ Child/Par	Career/Tec	St Agency	Early O/I	Admin K-12
F3=Exit F4=Index F5=Reset F12=Cancel				Cancel? <u>N</u>

1. **REP:** If the assignment being input is to be reported for REP, enter a “Y”. If the assignment is not to be reported for REP, enter a “N”.
2. **Endorsement:** Enter the code that defines the employee’s job assignment or subject area to which the employee has been assigned. In general education, the subject area assignments usually match the subject area endorsements that appear on the teaching certificate. It is important to select the subject area assignment code that most accurately identifies the subject area being taught by the individual teacher. The primary assignment should be listed first if multiple subject area assignments are being reported for one individual. Use the codes that were previously defined in EIS.132 – Certificate Endorsement Codes. Up to 10 codes may be reported for REP.
3. **School:** Enter the state assigned number for the school where the staff person is employed.
4. **Job Code:** Enter the job code assignment used in CIMS to pay the employee.

5. **FTE:** Enter, as a percentage, the amount of time required to perform the job reported. This percentage should be stated as a proportion of a full-time position and computed by dividing the amount of time employed by the time normally required for a full-time position.
 - Noncertified/Nonlicensed assignments between 80000-99999 **that are less than .5 FTE** do not need to be reported, **EXCEPT** for instructional aides.
6. **Endorsed:** If the assignment being reported is endorsed on the employee's certificate, enter a "Y". If the assignment is not endorsed on the employee's certificate, enter a "N". This information is not reported for REP and is not a required field.
7. **Function:** The system will use the function code (as designated within your account structure) from the first account number listed on the employee's assignment in PAY.345. If a different function code should be used, enter that code here. See Appendix B for a list of state approved function codes.
8. **Level Code:** This field is not used for the REP.
9. **Valid Date:** It is not necessary to input information into this field.
10. **Expiration Date:** It is not necessary to input information into this field.
11. **Grade:** If the staff person being reported is working in the classroom, enter the grade level(s), or educational setting assignment(s) for the person.

EMPLOYEE TAG ASSIGNMENTS - EIS.480

Use this program to associate employee records with tag identifiers (defined in program EIS.175 - Tag Codes). This tag must be attached to employees with assignment codes of 00000-79999.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	15:06:49	QPADEV0014
EMS		Employee Tag Assignments		Ref: EIS.480 .11
Employee: 123-45-6789 JONES, ELAINE				
Tag: <u>HOURS</u> HOURS OF PROFESSIONAL DEVELOPMENT				
DATE: <u>03/14/2002</u>				
Mode: Lookup			Cancel? <u>N</u>	

On the header screen list the employee social security number and the tag code HOURS.

1. **Date:** This field appears only if a columnar or text tag is being assigned. Use this field to enter the date of the employee's tag assignment.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	12:53:01	QPADEV0009
HMS		Employee Tag Assignments Columns		Ref: EIS.480D.11
Employee:	123-45-6789	JONES, ELAINE		
Tag:		HOURS OF PROFESSIONAL DEVELOPMENT		
Line:		1		
Description		COURSE		
Hours		010		
Date		02/15/02		
Mode: Lookup				Cancel? <u>N</u>

Use this screen to enter columnar tag definitions. The system displays the column headings defined in program EIS.175 - Tag Codes.

1. **Description:** Enter a description of the professional development in which the employee participated in over the past fiscal year. This information is used to determine if the employee has engaged in professional development as specified within Section 380.1527 of the MCL. The following description codes (presented below in bold print) must be used or special modifications to the REP programs will be required for your district.

IPDP - Individual Professional Development Plan. Information study and analysis in small groups of professional colleagues.

SIP - School Improvement Plan. Information study and analysis in small groups of professional colleagues.

MENTOR - Mentoring. Professional development directed to the novice teacher or the mentor teacher.

LEA - LEA Workshop. Professional growth experience provided by the employee's district.

ISD - ISD Workshop. Professional growth experience made available by an ISD.

IHE - IHE Workshop. Professional engagement made available by a college or university.

COURSE - Coursework. Continuing education courses taken for credit at an institution of higher education.

CENTER - Center Workshop. Professional growth experience made available by a Math/Science Center including Eisenhower grants to districts.

PART - Participation. Participation in state or regional association conference.

2. **Hours:** Enter the number of hours the employee participated in the various categories of professional development during the school year. This field **must be entered as three digits**. For example: Ten hours would be input as 010; one hour would be entered as 001.
3. **Date:** Enter the date the employee participated in the professional development. The date is used to determine if the workshop/seminar should be included in the current year's REP submission. The date **must** be entered as MM/DD/YY. Slashes **must** be entered.

TERMINATION/EMPLOYMENT STATUS INFORMATION - PAY.305

Enter termination information as applicable for employees. Also use this program to record employment status information for teachers completing their first three years of teaching experience.

12/02/02 FY 03	CIMS' SCHOOL DISTRICT	08:35:08 QPADEV0012
EMS	Employee Termination/Status information	Ref: PAY.305 .11
Employee:	<u>110-20-0000</u> BLACK, JOHN	
Termination Date:	<u>11/21/02</u>	
Termination Code:	<u>01</u> RETIREMENT	
REP Employee Status:	<u>R16</u>	
REP Emp. Status Date:	_____	
Employee Detail:	<u>EMPLOYEE RETIRED</u>	

Employee Status: Active?	<u>Y</u> (Y/N)	Update Date in Employee Basic? <u>N</u>
Termination Code Detail:		
Mode: Add		Cancel? <u>N</u>

1. **Employee:** Enter the social security number of the employee whose employment status/termination is being recorded.
2. **Termination Date:** If the employee is being terminated, enter the date of termination.
3. **Termination Code:** This field is used to identify the reason (according to MPSERS) the employee has terminated. Applicable codes were predefined in PAY.130 – Termination Codes. Do not input information in this field the new teacher’s employment status is being tracked.
4. **REP Employee Status:** Enter the code that identifies the change in the employee’s status. Applicable codes were predefined in PAY.130 – Termination Codes (refer to page 7). The REP programs will look for a status code that begins with “R”. If a teacher is in their 1st three years of experience, enter an ‘R98’ here and leave the Termination Code blank.
5. **REP Status Date:** If the REP Employee Status Code is ‘R98’ enter the Beginning date of the new teacher’s teaching experience.
6. **Employee Detail:** Enter up to six lines of information relating to the termination of the employee.
7. **Employee Status: Active?:** The default is “Y” which leaves the employee status as active. Enter “N” if you wish to inactivate the employee’s status in the permanent records.

8. **Update Date in Employee Basic:** N is the default, which means the system will not update the employee's Termination Date in the Employee Master Record. Enter "Y" to update the Termination Date in the Employee Master Record.

➡ The employee's status **must** be active in order for the record to be reported for REP.

9. **Termination Code Detail:** Any information in this field is display only.

REP REPORTING OPTIONS & SCREEN FIELD DESCRIPTIONS

12/02/02 FY 03	CIMS SCHOOL DISTRICT	15:18:13QPADEV000T
ACS	TESTING LIBRARY - MANAGER LEVEL	Ref: ACS.002 .01

MENU REP: REGISTRY OF EDUCATION PERSONNEL

REP - BASIC REQUIRED CODES	REPSET	MENU
1. Certificate Codes.....		EIS.131
2. Certificate Endorsement Codes.....		EIS.132
3. Certificate Rank Codes.....		EIS.134
4. Educational Institution Codes.....		EIS.141
5. Degree Codes.....		EIS.143
6. Tag Codes.....		EIS.175
7. Termination/Employment Status Codes.....		PAY.130
8. REP Addenda Wage Inclusion Setup.....		MR.318
8. REP Additional Schedule A Job Codes.....		MR.316
REP - EMPLOYEE EDUCATIONAL SETUP	REPEMP	MENU
1. Employee Basic Information.....		EIS.301
2. Employee Academic Information.....		EIS.303H
3. Employee Certificate Information.....		EIS.309
4. Employee Tag Assignment.....		EIS.480
5. Employee Termination/Status Information.....		PAY.305
REP - REPORTING AND MAINTENANCE	REPRPT	MENU
1. REP Create Registry of Educational Personnel.....		MR.320
2. REP Run Edit Report for Errors.....		MR.321
3. REP Maintain Reported Information.....		MR.322
4. REP Print Registry of Educational Personnel.....		MR.323
5. REP Print Registry of Educational Personnel-Alpha.		MR.324
6. REP Print Registry of Educational Personnel-Group.		MR.325
7. REP Print Summary of Reg. Of Ed. Personnel.....		MR.326
8. REP Create Download File.....		MR.328
9. REP Mass Update Prof. Development Hours.....		MR.329
10. REP Re-Order Prof. Development Hours Records		MR.330

Option or Menu Item

REP CREATE REGISTRY OF EDUCATIONAL PERSONNEL – MR.320

Use this program to create the REP file. The file will then be able to be maintained, if necessary, or uploaded to the State website. A switch setting in ACS.310 determines if the reports produced will print alphabetically or by SSN.

```

12/12/02  FY 03          CIMS' SCHOOL DISTRICT          :TT:TT 0000000000
MIRPT          Michigan State Reporting School Info Setup      Ref: 0000000000

                               E N T E R   S E L E C T I O N S

Operating ISD/ESA number?....._99
Operating District Number?..... 99999

Count Date . . . . . : 12/13/2002 (MMDDCCYY)

Place an X in your account structure where the REP function code begins.

                . . . X . . . . .

F3=Exit          F5=Reset  F12=Cancel          Cancel? I
  
```

1. **ISD/ESA Number:** Enter your district's operating ISD/ESA number. Applicable Operating ISD/ESA Numbers according to the State are as follows:

- | | | |
|--|----------------------------|----------------------------|
| 03 – Allegan ISD | 29 – Gratiot-Isabella RESD | 56 – Midland County ESA |
| 04 – Alpena-Montmorency-Alcona ESD | 30 – Hillsdale ISD | 58 – Monroe ISD |
| 08 – Barry ISD | 31 – Copper Country ISD | 59 – Montcalm Area ISD |
| 09 – Bay-Arenac ISD | 32 – Huron ISD | 61 – Muskegon Area ISD |
| 11 – Berrien ISD | 33 – Ingham ISD | 62 – Newaygo ISD |
| 12 – Branch ISD | 34 – Ionia ISD | 63 – Oakland ISD |
| 13 – Calhoun ISD | 35 – Iosco ISD | 64 – Oceana ISD |
| 14 – Lewis Cass ISD | 38 – Jackson ISD | 70 – Ottawa ISD |
| 15 – Charlevoix-Emmet ISD | 39 – Kalamazoo Valley RESA | 72 – Coor ISD |
| 16 – Cheboygan-Otsego-Presque Isle ISD | 41 – Kent County ISD | 73 - Saginaw ISD |
| 17 – Eastern Upper Peninsula ISD | 44 – Lapeer ISD | 74 – St. Clair ISD |
| 18 – Clare-Gladwin ISD | 46 – Lenawee ISD | 75 – St. Joseph ISD |
| 19 – Clinton County RESA | 47 – Livingston ESA | 76 – Sanilac ISD |
| 21 – Delta-Schoolcraft ISD | 50 – Macomb ISD | 78 – Shiawassee RESD |
| 22 – Dickinson –Iron ISD | 51 – Manistee ISD | 79 – Tuscola ISD |
| 23 – Eaton ISD | 52 – Marquette-Alger ISD | 80 – Van Buren ISD |
| 25 – Genesee ISD | 53 – Mason-Lake ISD | 81 – Washtenaw ISD |
| 27 – Gogebic-Ontonagon ISD | 54 – Mecosta-Osceola ISD | 82 – Wayne RESA |
| 28 – Traverse Bay Area ISD | 55 – Menominee ISD | 83 – Wexford-Missaukee ISD |
| | | 84 – State Agencies |

2. **District Number:** Enter the State assigned LEA, PSA, or ISD number where the staff persons are employed.
3. **Count Date:** Enter the date of the count for the current reporting period. Use the official submission dates provided by the MEIS Administrator – December or EOY.
4. **Place an X in your account structure where the REP function code begins:** Place an “X” in the element position of your account structure that indicates where your function code (according State reporting guidelines) element begins.
 - This program produces two reports: the Edit Report and the REP Report.
 - This program only selects active records in EIS.301 – Employee Basic Information.

REP RUN EDIT REPORT FOR ERRORS – MR.321

Use this program to produce a report listing all errors (as defined by the State) associated with each employee. With the exception of the message “WARNING - School is 00000”, all errors must be corrected before the file will be accepted by the State.

When this option is taken, the standard batch submittal prompt will appear.

REP MAINTAIN REPORTED INFORMATION – MR.322

This program allows the user to maintain the information for individual employees. If MR.320 – Create Registry of Educational Personnel is run after maintenance has been performed, all maintained data will be lost and must be reentered. Be sure to save the download file on a separate diskette.

12/02/02 FY 03	CIMS' SCHOOL DISTRICT	13:09:46 QPADEV0003
CMTEMS	MIRPT Maintain REP Personnel Information.....CMT	Ref: MR.320 .11
Employee: <u>123-45-6789</u> Name: JONES, ELAINE		
Operating ISD/ESA: <u>99</u>	District: <u>99999</u>	
Date of Count: <u>12/06/2002</u>	Funded Position: <u>9</u>	
Date of Birth: <u>05/22/1943</u>	Date of Hire: <u>03/15/1982</u>	
Gender: <u>F</u>	Racial/Ethnic: <u>0 1 0 0 2 0</u>	
Highest Degree: <u>01</u>		
License Number: <u>123456789101112</u>	Credential Type: <u>__</u>	
Date Issued: <u>07/01/1989</u>	Date Expired: <u>_____</u>	
IPDP SIP Mentor	LEA ISD IHE Course Center Part	
Hours Prof. Dev.: <u>__</u> <u>__</u> <u>__</u>	<u>__</u> <u>__</u> <u>__</u> <u>__</u> <u>__</u>	
Days Absent: <u>__</u> .0 <u>__</u> .0	Hours Absent: <u>__</u> .0 <u>__</u> .0	
Employment Status: <u>99</u>	Annual Salary: <u>_____</u>	
Date Terminated: <u>_____</u>		
Mode: Change	F3=Exit F4=Index	F12=Cancel

1. **Employee:** To access an employee to maintain, input the employee's social security number on the command screen. When enter is pressed the above screen will be presented. The employee field here is display only.
2. **Operating ISD/ESA:** This number will default from MR.320 – Create Registry of Educational Personnel.
3. **District:** This number will default from MR.320 – Create Registry of Educational Personnel.
4. **Date of Count:** This field is the date of submission. Submission dates are December 13 and June 30.
5. **Funded Position:** This field identifies whether the position is filled with a permanent employee or is vacant. The default value is 9 – Filled position, regular. Other applicable values include:
 - 1 – Vacant, funded, open position, no one assigned. Position unfilled at the time of report, and position is posted. No one is permanently assigned in this position.
 - 2 – Vacant, funded, open position, contracted: Position unfilled at the time of report. Position is temporarily filled by a contracted employee.
 - 3 – Funded, employee on loan, or leave, or on sabbatical: No one assigned.

4 – Funded, employee on loan or leave, filled by temporary employee.

5 – Vacant, funded, open position, filled by temporary employee.

9 – Filled position – default.

➡ This field applies to assignment codes 00000-79999.

6. **Date of Birth:** This information defaults from the birth date entered in EIS.301. If the information is changed here, also change the master file – EIS.301 – Employee Basic Information.
7. **Date of Hire:** This information defaults from the current hire date entered in EIS.301. If the information is changed here, also change the master file – EIS.301 – Employee Basic Information.
8. **Gender:** The gender of the staff person defaults from EIS.301 – Employee Basic Information. Change if necessary.
9. **Racial/Ethnic:** The ethnic code listed in EIS.301 – Employee Basic Information will be defaulted here. REP allows for multiple racial/ethnic codes to be reported. If you wish to report multiple ethnic codes for an employee, place a number 1 – 6 in the field that denotes the ethnic type being reported. The six fields are presented in the following order:

First Field: American Indian or Alaska Native

Second Field: Asian American

Third Field: Black or African American

Fourth Field: Native Hawaiian or Other Pacific Islander

Fifth Field: White

Sixth Field: Hispanic or Latino

For example, a person whose primary racial/ethnic choice is Asian American would have a “1” in the second field. If this same person was also White, you would place a “2” in the fifth field. Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

10. **Highest Degree:** This is the highest degree earned by the staff person. The highest degree will be obtained from EIS.303H. Change if necessary.
11. **License Number:** The license number entered in EIS.309 will be listed here. Change if necessary.
12. **Credential Type:** The type of credentials reported will be obtained from the “rank” fields of EIS.309 – Employee Certificate Information. Change if necessary.
13. **Date Issued:** This is the date that the staff person’s credential, permit, approval or authorization was issued. This field applies to assignment codes 00000-00599. The information is obtained from EIS.309 - Employee Certificate Information. Change if necessary.

14. **Date Expired:** This is the expiration date on the staff person's certificate. For certificate types without an expiration date (types 00, 01, 02, 05, 08, 23-26, 40-43, 55 and 72), this field can be left blank. This field applies to assignment codes 00000-00599. Information is obtained from EIS.309. Change if necessary.
15. **Hours Prof. Dev.:** This field is used to determine if the employee has engaged in professional development as specified within Section 380.1527 of the MCL. This field applies to assignment codes 00000-79999. Information will be obtained from EIS.480 – Tag Assignments. Change if necessary.
16. **Days Absent:** Report the number of days an employee was absent from the classroom for any reason for instruction staff with assignment codes 00000-00599 and absent from work due to illness, vacation, etc for assignment codes 70000-79999. This information will be obtained from the PPAY802 file. This information is required only on the End of Year submission.
 - ➡ This information will not be required until the 6/30/03.
17. **Hours Absent:** Report the number of days an employee was absent from the classroom for any reason for instruction staff with assignment codes 00000-00599 and absent from work due to illness, vacation, etc for assignment codes 70000-79999. This information will be obtained from the PPAY802 file. This information is required only on the End of Year submission.
 - ➡ This information will not be required until the 6/30/03.
18. **Employment Status:** If the employee's status has changed, this information will be obtained from PAY.305 – Employee Termination/Status Information. If the employee's status has not changed, a code of "99 – Continued in education in same position" will be listed here.
19. **Annual Salary:** If the employee being reported is paid a salary/contract and has no additional assignment that are reported as "time worked", an annual salary will be reported rather than an hourly wage. Either an hourly wage **or** annual salary is reported, but not both.
20. **Date Terminated:** If the employee has terminated, the date of termination will be obtained from EIS.301 – Employee Basic Information.

12/02/02 FY 03		CIMS' SCHOOL DISTRICT										13:10:29 QPADEV0003															
CMTEMS		MIRPT Maintain REP Personnel Information..CMT										Ref: MR.320 .12															
Employee: 123-45-6789		Name: JONES, ELAINE																									
		Grade Level (X)																									
		R K 1 1 1 A S A E C S E A																									
School	Assign	K	G	1	2	3	4	5	6	7	8	9	0	1	2	E	E	D	C	E	A	I	A	FTE	Hourly Wage	Acct Code	
123	000DX	X	X	X	X	75	23.50	123	
																									.00		
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- School:** The school number entered for this assignment in EIS.309 – Employee Certificate Information will be listed here. Change if necessary.
- Assign:** The code that defines the area that the employee has been assigned to will be defaulted from EIS.309. Change if necessary.
- Grade Level:** The grade level(s) entered in EIS.309 will be marked with an “X”. Change if necessary.
- FTE:** The FTE, as reported in EIS.309, for this assignment will be listed. Change if necessary.
- Hourly Wage:** The hourly wage will be calculated by the system in the following manners:

- * **Contractual Employee with an additional “time worked” assignment**
The system will read all job codes listed in EIS.309 – Employee Certificate Information. It will take the contract amount listed in PAY.345 – Employee Assignments/Contract and divide that amount by the number of days per year listed on the contract screen (REF.PAY.345.14 field “this contract is for”). That result will then be divided by the number of hours listed on the contract screen (REF.PAY.345.14 field “normal working day”).
- * **Contractual Employee**
Contractual Addenda for Contractual employees: The system will take the contractual addenda amount and divide it by the number of days on the contract screen and then divide that result by the number of hours on the contract screen.

* **Contractual Employee (*continued*)**

Additional Assignment Addenda for contractual employees: The system takes the addenda amount and divides it by an assumed 10 days in the pay period. It then divides that result by the number of hours on the contract screen code.

* **Time Missed (Salaried) Employee**

This type of employee does not have a contractual amount. If the employee's job code is recorded as "daily", the system will take the salary amount from the pay table and divide it by the number of hours on the job code. If the employee's job code is recorded as "hourly", the system will use the employee's hourly pay rate listed in the pay .

Additional Assignment Addenda for Time Missed (Salaried) employees: The system will take the addenda amount and divide it by an assumed 10 day pay period. It will then divide that result by the number of hours on the job code .

* **Hourly Employee:**

The hourly wage will be used from the pay table associated with the employee's CIMS job assignment. The amount will then be multiplied by the position FTE listed in PAY.345 – Employee Assignments/Contracts.

Additional Assignment Addenda for Hourly employees: The system will take the addenda amount and divide it by an assumed 10 day pay period. It will then divide that result by the number of hours on the job code and multiply that calculated figure by the position FTE listed in PAY.345 – Employee Assignments/Contracts.

* **Daily Employee:**

The daily rate from the pay table will be divided by the number of hours listed on the job code and then multiplied the result by the position FTE listed in PAY.345 – Employee Assignments/Contracts.

Additional Assignment Addenda for Daily employees: The system will take the addenda amount and divide it by an assumed 10 day pay period. It will then divide that result by the number of hours on the job code and multiply that calculated figure by the position FTE listed in PAY.345 – Employee Assignments/Contracts.

6. **Acct. Code:** The function code element of your account structure will be defaulted from the first account number listed on the employee's assignment. If multiple account numbers are used on the employee's assignment, you **must** manually change the function code listed here, **if** necessary. See **Appendix B** for a list of applicable function codes, as defined by the State.

➡ Any of the items that you may change in this program should also be changed in the permanent programs (i.e. EIS.301, EIS.309, and EIS.480).

REP PRINT REGISTRY OF EDUCATIONAL PERSONNEL – MR.323

Use this program to produce a report listing all employees included in the REP report. When this option is taken, the standard batch submittal prompt will appear.

REP PRINT REGISTRY OF EDUCATIONAL PERSONNEL-ALPHA – MR.324

Use this program to produce an alphabetical report listing all employees included in the REP report. When this option is taken, the standard batch submittal prompt will appear.

REP PRINT REGISTRY OF EDUCATIONAL PERSONNEL-GROUP – MR.325

Use this program to produce a report listing all employees included in a pre-defined group in the REP report. Employee groups must be pre-defined in PAI.251 – Employee Group Definition. When this option is taken, the standard batch submittal prompt will appear.

REP PRINT SUMMARY OF REGISTRY OF EDUCATIONAL PERSONNEL- MR.326

Use this program to produce a summary listing of REP data. There will be one line for each employee line in EIS.309. The data included in this report is the employee's SSN, Name, Job Code, Function, School, Assign FTE, and Hourly Rate.

REP CREATE DOWNLOAD REPORTING FILE - MR.328

Use this program to create the REPTAPE file to be downloaded from the AS/400 and transmitted to the State. When this program option is taken, the standard batch submittal screen will appear.

12/02/02	FY 03	CIMS III - TEST SCHOOL DISTRICT	14:14:55	QPADEV001A
ACS		Submittal Prompt		Ref: ACS.JSET.02
Job:	MR.328	REP Create Download Reporting File		
		Is ready to run IN BATCH MODE Please fill in the requested data (if any) Or cancel if you do not wish to run this now		
JOBQ :	1	JOBQ	Library	
	1 - Normal	QNORMAL	ACS400	
	2 - High Priority	QHIG	ACS400	
	3 - Night	QNIGHT	ACS400	
JOBQ Priority:	5	(1 high - 9 low)	(maximum = 3)	
			Cancel? <u>N</u>	

REP MASS UPDATE PROFESSIONAL DEVELOPMENT HOURS - MR.329

Use this program to assign professional development hours to a group of employees. The program will create the HOURS tag assignment for any employee(s) who do not have the tag already built. This program will also re-order the lines on the employee's professional development record (EIS.480H – Employee Tag Assignments). It will place the most recently attended course at the top of the employee's record.

12/02/02	FY 03	CIMS' SCHOOL DISTRICT	09:45:05	QPADEV0007
CMTEMS		Mass Update Prof. Development Hours	Ref: MR.329P	.01
Selections:				
Employee Group:	_____			
OR Employee #:	_____			
OR F2 = Multiple Employees				
Prof Dev:	_____			
Hours:	_____			
Date:	0/00/00 (MM/DD/YY)			
F3=Exit	F4=Index	F5=Reset	F12=Cancel	Cancel? <u>N</u>

1. **Employee Group:** Input an employee group that you wish to assign professional development hours to.
2. **Employee #:** If you wish to assign professional development hours to one employee, enter that employee's social security number.
3. **F2=Multiple Employees:** Press the F2 key to access an alphabetical listing of employees. An 'X' may be placed on each employee to be assigned a particular professional development code.
4. **Prof. Dev:** Enter one of the nine professional development codes that the employee(s) participated in. Applicable codes are as follows:

IPDP - Individual Professional Development Plan. Information study and analysis in small groups of professional colleagues.

SIP – School Improvement Plan. Information study and analysis in small groups of professional colleagues.

MENTOR – Mentoring. Professional development directed to the novice teacher or the mentor teacher.

LEA – LEA Workshop. Professional growth experience provided by the employee's district.

ISD – ISD Workshop. Professional growth experience made available by an ISD.

IHE – IHE Workshop. Professional engagement made available by a college or university.

COURSE – Coursework. Continuing education courses taken for credit at an institution of higher education.

CENTER – Center Workshop. Professional growth experience made available by a Math/Science Center including Eisenhower grants to districts.

PART – Participation. Participation in state or regional association conference.

5. **Hours:** Enter the number of hours the employee participated in the various categories of professional development during the school year.
6. **Date:** Enter the date the employee participated in the professional development. The date is used to determine if the workshop/seminar should be included in the current year's REP submission.

REP RE-ORDER PROFESSIONAL DEVELOPMENT HOURS RECORDS -
MR.330

Use this program to re-order the lines on the employee's professional development tags in EIS.480H
– Employee Tag Assignments.

There is no prompt screen that appears when this option is taken, nor will any reports be produced.

UPLOADING INFORMATION TO THE STATE

Below are the instructions for Client Access version 4.3 for Windows 95, 98, and NT. If you are running a different version of Client Access, or a different Emulator, the instructions may vary.

- 1) Go to **Client Access**.
- 2) Choose "**Data Transfer From AS400**".
- 3) The system name will default to your client's system name.
- 4) The File name will be EMSFILES/REPTAPE(#####) where the # equals your client member name. For example, EMSFILES/REPTAPE(CMT__00).
- 5) From the **Output Device** pull down menu, choose **File**.
- 6) The File name will be the name of the file that is uploaded to the State's site. You will want the file transferred to the hard drive. The name should be C:\REPTAPE.TXT. You must have the ".TXT" extension in order for the State to read the file.
- 7) Click the "**Detail**" button and choose **ASCII Text** from the File type pull down menu under PC file description file. Remove the check mark from the box for "truncate spaces from end of records". Be sure to **uncheck** the box for "Save transfer description". Click **OK**.

➡ **Phone support for Client Access is billable by the hour.**

The following steps relate to FTP:

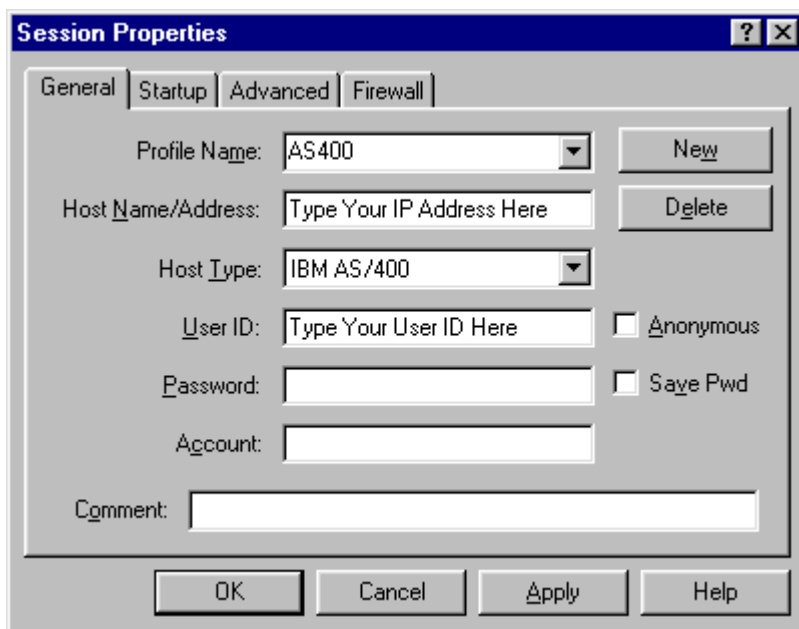
How to Install WS FTP:

- 1) Go to CMT's web page (www.cmtonline.com).
- 2) Choose Client Area, Michigan Clients.
- 3) Select the WS FTP Download item under the Financial Management System Product Announcements heading. This will install the WS FTP icon on your PC.
- 4) Select the install option.
- 5) Click the **Continue** button.
- 6) Select the "I am a student, faculty member, or staff member of an educational institution (k-12, junior college, college, or university)" option.
- 7) Click the **Next** button.
- 8) Select the "at work" option for the location of use for the program and "personal use" for the purpose. Please be sure to select these options as specified.
- 9) Click the **Next** button.
- 10) Click the **Accept** button.
- 11) You can leave the default for the destination folder or specify a different one.
- 12) Click the **OK** button.
- 13) Select the Program Manager Group for the software, we used the default.
- 14) Click the **OK** button.
- 15) You should receive a window with the message, "Installation successful! Happy FTPing!"

➡ **Phone support for WS FTP is billable by the hour.**

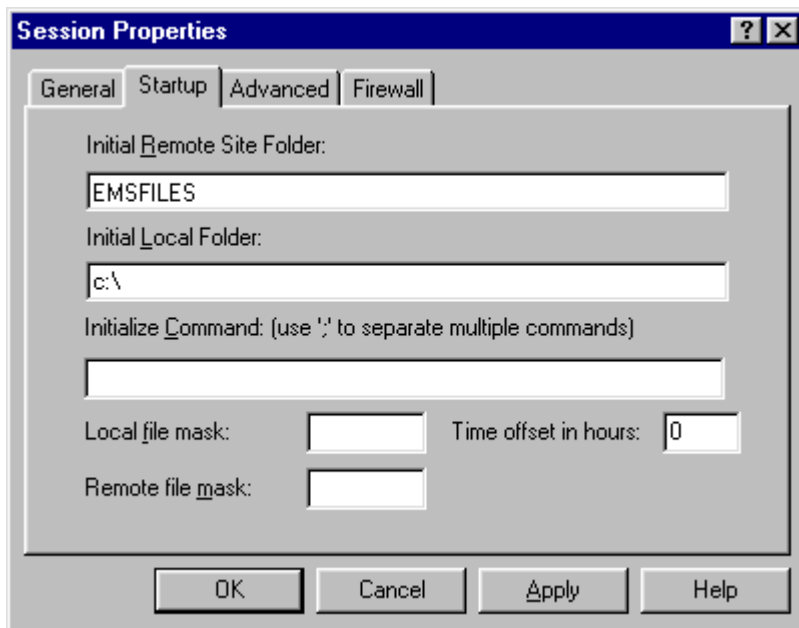
HOW TO DOWNLOAD YOUR REP FILE WITH WS FTP

- 1) To open WS FTP, click on your “**START**” button, select “**Programs**”, and then click on the WS FTP item.
- 2) Complete the Session Properties **General Tab** as specified below:



The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are filled as follows: Profile Name: AS400, Host Name/Address: Type Your IP Address Here, Host Type: IBM AS/400, User ID: Type Your User ID Here, Password: (empty), Account: (empty), and Comment: (empty). There are 'New', 'Delete', 'Anonymous', and 'Save Pwd' checkboxes. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

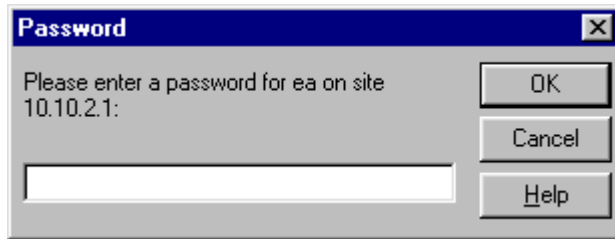
- 3) Click on the **Startup Tab** and enter the information below:



The screenshot shows the 'Session Properties' dialog box with the 'Startup' tab selected. The fields are filled as follows: Initial Remote Site Folder: EMSFILES, Initial Local Folder: c:\, Initialize Command: (empty), Local file mask: (empty), Remote file mask: (empty), and Time offset in hours: 0. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

- 4) Use the Defaults on the **Advanced** and **Firewall tabs**.
- 5) Click the **Apply** button and then the **OK** button.

6) Enter your AS/400 password on the screen below:

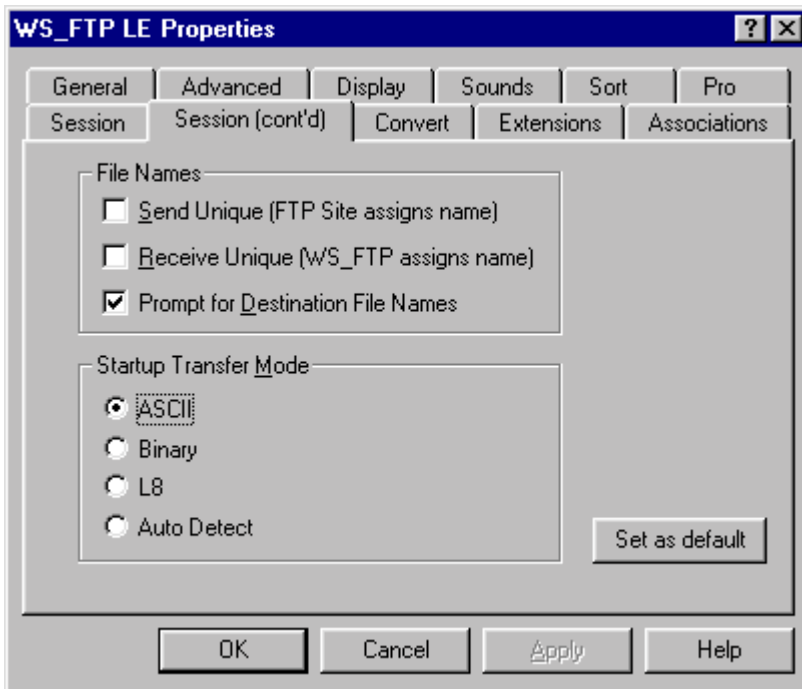


7) Click the **OK** button.

8) The program will compile a list of the files in EMSFILES, this may take a few minutes.

9) Click the **Options** button on the bottom of the WS FTP window.

10) Click on the **Session (cont'd)** tab and complete screen as below:



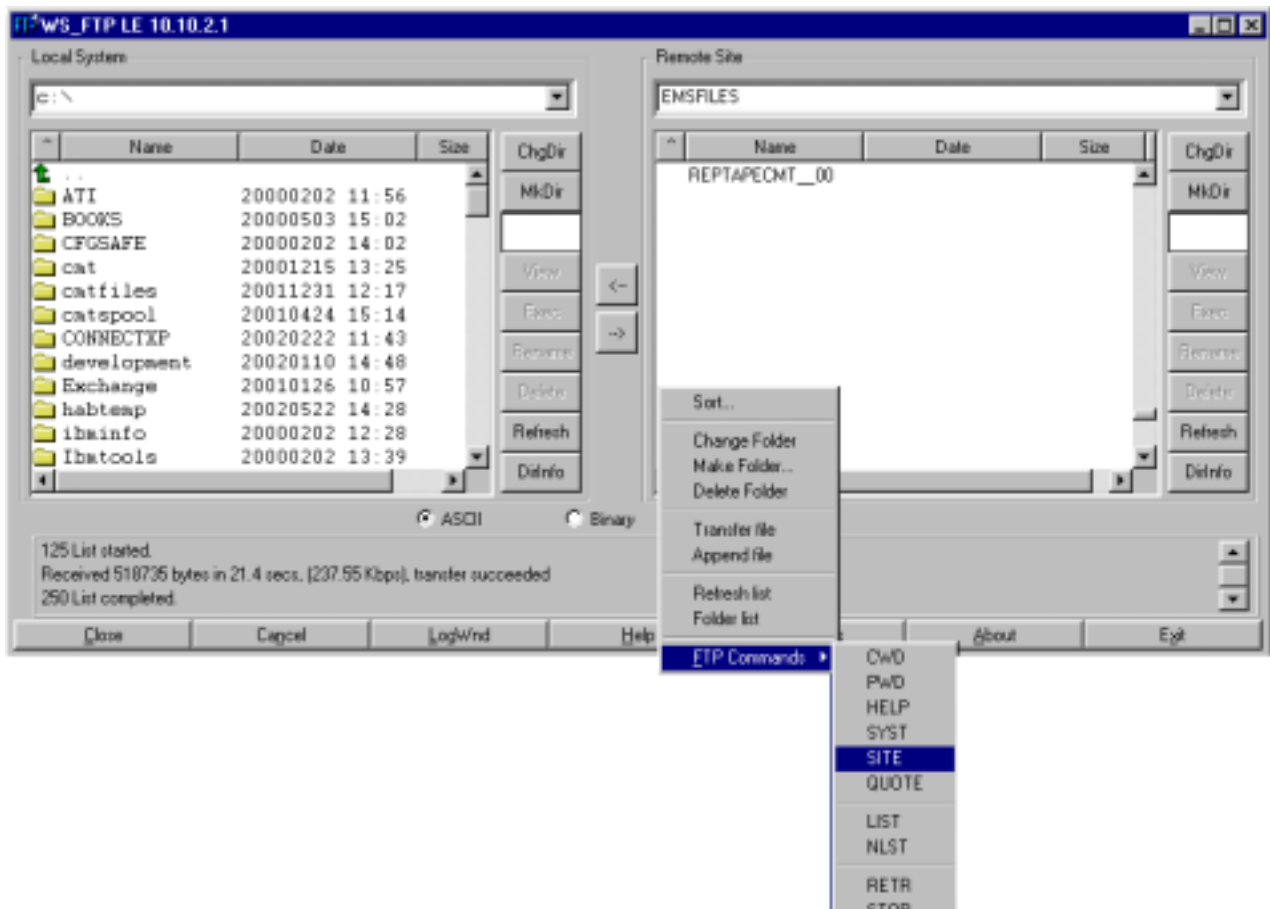
11) Click the **OK** button.

12) Select the file to transfer with the appropriate member (i.e. REPTAPE.XXX_00, 'xxx' is your member name) by clicking once.

13) Right click on the file you selected in the previous step.

14) Select **FTP Commands** from the list.

15) Select the site option.



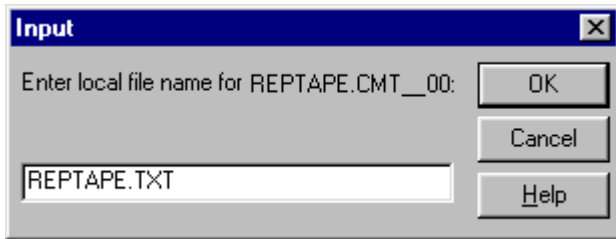
16) Enter the Trim 0 command in the window as below (**NOTE:** The '0' is a **Z**ero, not the letter O):



17) Click the **OK** button.

18) Click the Left Hand Arrow in the middle of the screen to send the file from the AS/400 to your PC.

19) Enter your file name in the Input window (remember to use the State naming conventions).



20) Click the **OK** button.

21) Your file has now been transferred to your PC!

Appendix A - Current Grade Assignments

Assignments to General Education:

AX – Communication Arts

BX – Language Arts

BA – English

BC – Journalism

BD – Speech

BR – Reading Specialist

BT – Reading

CX – Social Science

CA - Economics

CB – Geography

CC – History

CD – Political Science

CE – Psychology

CF – Sociology

CH – Anthropology

CL – Cultural Studies

CM – Behavioral Studies

DX – Science

DA – Biology

DC – Chemistry

DE – Physics

DH – Geology-Earth Science

DO – Astronomy

EX – Mathematics

FA – French

FB – German

FC – Greek

FD – Latin

FE – Russian

FF – Spanish

FG – Other

FH – Italian

FI – Polish

FJ – Hebrew

FL – Japanese Language & Culture

Bilingual Education

YA – Bilingual French

YB – Bilingual German

YC – Bilingual Greek

YD – Bilingual Latin

YE – Bilingual Russian

YF – Bilingual Spanish

YH – Bilingual Italian

YI – Bilingual Polish

YJ – Bilingual Hebrew

YK – Bilingual Arabic

YL – Bilingual Other

YM – Bilingual Vietnamese

YN – Bilingual Korean

YO – Bilingual Yugoslavian

YP – Bilingual Chaldean

YR – Bilingual Chinese

YS – Bilingual Filipino

YT – Bilingual Japanese

GX – Business Education

GA - Accounting

GH – Business Administration

GI – Secretarial Science

GM – Distributive Education

HX – Agricultural Education

IX – Industrial Technology

JX – Music Education

KH – Home Economics

LX – Art Education

MX – Health, Phys Ed & Recreation

MA - Health

MB – Physical Education

MD - Recreation

MH - Dance

Appendix A - Current Grade Assignments

Miscellaneous:

NB – National Board Certified
NC – Driver & Safety Education
ND – Library Media
NE – Elementary Grades
NJ – Environmental Studies
NM – Jr. High Grades
NR – Computer Science
NS – English as a Second Language
NT – Counselor
NU – Occupational/Physical Therapy
NV – Media Specialist
NX – Other
NY – School Nurse
NZ – Sex Education

OX – Fine Arts

PX – Humanities

PR – Academic Study of Religions

PS – Philosophy

RX – Social Studies

TX – Technology & Design

ZA – Early Childhood Education

ZD – Middle School

ZL – Middle Level

ZE – General EL K-6

ZG – General El K-5 all, K-8 self contained

Assignments to Special Education Instructional

Personnel Codes:

00110 Educable Mentally Impaired (SA)
00120 Trainable Mentally Impaired (SA)
00130 Severely Mentally Impaired (SA)
00140 Emotionally Impaired (SE)
00150 Learning Disabled (SM)
00160 Hearing Impaired (SL)
00170 Visually Impaired (SK)
00180 Physically & Otherwise Health Impaired (SC)
00190 Severely Multiply Impaired (SA, SL, SK, and SC)
00191 Preprimary Impaired
00192 Speech/Language Impaired (SB)
00193 Autistic Impaired (SV)
00194 Resource Room

Appendix A - Current Grade Assignments

Teacher Consultant Personnel Codes:

- 00200 Teacher Consultant: Autistic Impaired
- 00210 Teacher Consultant: Mentally Impaired (SU)
- 00220 Teacher Consultant: Emotionally Impaired
- 00230 Teacher Consultant: Learning Disabled
- 00240 Teacher Consultant: Hearing-Impaired
- 00250 Teacher Consultant: Visually Impaired
- 00260 Teacher Consultant: Physically or Otherwise Health Impaired (SI)
- 00270 Preprimary Home Program/Ancillary Service Staff
- 00280 Homebound/Hospitalized
- 00290 Teacher of Speech/Language Impaired Non-Classroom Program
- 00291 Physical Education for the Handicapped

Special Education Support Personnel Codes:

- 00310 School Social Work (including non-special education)
- 00320 School Psychologist (SG)
 - Director of Special Education (see administration assignment section)
 - Supervisor of Special Education (see administration assignment section)
- 00350 Curriculum Resource Consultant
- 00360 Occupational Therapist
- 00370 Physical Therapist

Additional Special Education Personnel Codes:

- 00380 Misc. Other Professional Personnel
- 00381 Audiologist
- 00383 Registered Music Therapist
- 00384 Registered Nurse
- 00385 Orientation and Mobility Specialist
- 00386 Registered Recreational Therapist
- 00387 Work Study Coordinator
- 00388 Physician
- 00389 Registered Art Therapist
- 00390 Occupational Therapist Assistant
- 00391 Physical Therapist Assistant
- 00392 Orientation and Mobility Assistant
- 00403 Instructional Aid
- 00406 Interpreter for the Deaf

Appendix A - Current Grade Assignments

Assignments to Career/Tech Education Agriculture:

- 00500 Agricultural Mechanics (01.0201)
- 00501 Agricultural Products and Processing (01.0401)
- 00502 Agriscience and Natural Resourced Education (02.9999)

Marketing Education:

- 00510 Marketing Education (08.0708)

Home Economics:

- 00520 Life Management Education (19.0101)
- 00521 Child and Adult Care Services (20.0299)
- 00522 Clothing and Textiles Production & Services (20.0301)
- 00523 Hospitality and Food Service (20.0499)

Trade and Industrial Education:

- 00530 Radio and Television (09.0701)
- 00531 Cosmetology (12.0403)
- 00532 Plastics (15.0607)
- 00533 Industrial Production Technologies/Technicians, Other (15.0699)
- 00534 Commercial Painting/Interior Treatment Services (20.0501)
- 00536 Building and Home Maintenance & Services (20.0601)
- 00537 Law Enforcement (43.0107)
- 00538 Public Safety/Protective Services (43.9999)
- 00539 Electric and Power Transmission Installer (46.0301)
- 00540 Construction Trades (46.9900)
- 00541 Construction/Building Maintenance (46.9999)
- 00542 Electrical and Electronics Repair (47.0101)
- 00543 Major Appliance Repair (47.0106)
- 00544 Electro-Mechanical Technology (47.0199)
- 00545 Heating, Air Conditional, and Refrigeration (47.0201)
- 00546 Industrial Equipment Maintenance & Repair (47.0399)
- 00547 Hydraulics & Pneumatics (47.0401)
- 00548 Watch Repair (47.0408)
- 00549 Collision Repair Technician (47.0603)
- 00550 Automobile Technician (47.0604)
- 00551 Medium/Heavy Truck Technician (47.0605)
- 00552 Small Engine Repair (47.0606)
- 00553 Aircraft Mechanics (47.0608)
- 00554 Auto Body Repair (47.0683)
- 00556 Auto Mechanics (47.0684)
- 00557 Diesel Engine Mechanics (47.0685)
- 00558 Mechanics Cluster (47.0699)
- 00559 Transportation Services & Technology (47.9999)

Appendix A - Current Grade Assignments

Trade and Industrial Education: *(continued)*

- 00560 Drafting (48.0101)
- 00561 Drafting and Design Technology (48.0199)
- 00562 Graphic and Printing Communications (48.0201)
- 00563 Visual Imaging Technology (48.0299)
- 00564 Machine Tool Operation/Machine Shop (48.0503)
- 00565 Sheet Metal (48.0506)
- 00566 Welding, Brazing, and Soldering (48.0508)
- 00567 Woodworking and Furniture Making (48.0701)
- 00568 Manufacturing Technology (48.0701)
- 00569 Air Transportation (49.0101)
- 00570 Marine Mechanics (49.0306)
- 00571 Dramatic/Theater Arts & Stagecraft, Other (50.0599)

Health:

- 00580 Allied Healthy Technology (52.9999)

Business Education:

- 00590 Business Services and Technology (BST) (52.9999)

Assignments to Administration:

Title: (NN)

- 70 Superintendent
- 71 Assistant Superintendent
- 72 Administrator
- 73 Principal
- 74 Assistant Principal
- 75 Director
- 76 Supervisor
- 77 Coordinator
- 78 Consultant
- 79 Assistant Director

Level: N

- 1 ISD
- 2 District
- 3 School
- 4 Program
- 5 Regional

Appendix A - Current Grade Assignments

Function: NN)

- 00 Chief Administrative Officer for District/ISD
- 01 School Management (e.g. administrator, principals, and others in management roles)
- 10 Adult, Continuing, and Community Education
- 11 Athletics
- 12 Behavioral/Classroom Management
- 13 Bilingual/LEP Education
- 14 Budget/Accounting
- 15 Business/Finance
- 16 Career and Technical Education
- 17 Communications and Media
- 18 Curriculum and Instruction
- 30 Day Care/Pre-School/Early Childhood
- 31 Family/Community Support
- 32 Food Service
- 33 Gifted and Talented
- 34 Human Resources
- 40 Legal Affairs
- 41 Migrant Education
- 42 Plant/Facilities Maintenance
- 43 Professional Development
- 50 Recreation
- 51 REMC
- 52 Research and Evaluation
- 60 Security
- 61 Special Education
- 62 State/Federal Programs
- 63 Subject Area (e.g. Alternative Education, Department Chair)
- 70 Title I
- 71 Technology
- 72 Transportation
- 73 Transition

Non-certified Assignment (NNNNN):

- 80000 Aide/Paraprofessional
- 80100 Aide/Paraprofessional, Bilingual/LEP
- 80200 Aide/Paraprofessional, Career & Technical Education
- 80400 Aide/Paraprofessional, Extra-Curricular Activity
- 80500 Aide/Paraprofessional, Gift and Talented
- 80600 Aide/Paraprofessional, Health Services
- 80700 Aide/Paraprofessional, Instructional (NOT including Special Education)
- 80800 Aide/Paraprofessional, Library Media

Appendix A - Current Grade Assignments

Non-certified Assignment (NNNNN): *(continued)*

80900	Aide/Paraprofessional, Migrant
81000	Aide/Paraprofessional, Special Education, Mandated
81100	Aide/Paraprofessional, Special Education, Non-mandated
81200	Aide/Paraprofessional, Title I
81300	For Future Use
81500	Accreditation Officer
81600	Analyst (Financial, Policy)
82100	Athletic Coach
82200	Athletic Trainer
82300	Attendance Officer
82400	Auditor
82500	Behavioral Management Specialist
82700	Bilingual/LEP Recruiter
82800	Bilingual/LEP Counselor
82900	Bilingual/LEP Support – Clerical
83000	Bilingual/LEP Support – Non-Clerical
83200	Bus Driver
83300	Bus Monitor (Aide, Assistant)
83400	Business Services (Accounting, Bookkeeping, Payroll)
84000	Clerk (Data Entry, File, General Office, Mail, Records)
84100	Communication & Media
84200	Computer Operator
84300	Computer Programmer
84400	Computer Technician
84500	Cook/Food Preparer
84600	Cook Manager
84700	Crossing Guard
84800	Curriculum Specialist
85000	Day Care
85100	Dietitian
86000	Food Service Worker
86300	Grant Developer
86400	Graphic Artist
86500	Health Services

Appendix A - Current Grade Assignments

Non-certified Assignment (NNNNN): *(continued)*

86700	Maintenance (e.g. Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)
86800	Media Technologist
87000	Migrant Data Entry Technician
87100	Migrant Recruiter
87200	Migrant Counselor
87300	Migrant Support – Clerical
87400	Migrant Support – Non-Clerical
88000	Migrant Data Entry Technician – SUMMER ONLY
88100	Migrant Recruiter – SUMMER ONLY
88200	Migrant Counselor – SUMMER ONLY
88300	Migrant Support – Clerical – SUMMER ONLY
88400	Migrant Support – Non-Clerical – SUMMER ONLY
90000	Network Administrator
90100	Non-Instructional Personnel
90200	Non-Instructional Program Manager
90400	Ombudsperson
90700	Personnel Officer/Specialist
90800	Photographer
90900	Police Officer
91000	Printer
91100	Professional Non-Licensed Personnel
91200	Public Relations/Informational Services Officer
91300	Purchasing Agent
92000	Rehabilitation Counselor
92100	Receptionist
92300	Research and Development Specialist
92400	Secretary (Office/Clerical/Administrative Support)
92500	Secretary (Executive or Confidential)
92600	Security Guard
92700	Skilled Worker (e.g. Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)
92800	Statistician
92900	Student Activity Advisor/Non-Athletic Coach
93000	Student Support Services
94100	Teaching Intern

Appendix A - Current Grade Assignments

Non-certified Assignment (NNNNN): *(continued)*

94200	Technology Coordinator
94300	Technology/Computer Support
95200	Title I Recruiter
95300	Title I Counselor
95400	Title I Support – Clerical
95500	Title I Support – Non Clerical
96000	Transition Coordinator
96100	Transportation
96200	Tutor
96300	Volunteer Coordinator
99900	Other

Appendix B – Function Codes

Instructional Staff

Basic Programs

- 118 – Pre-School
- 111 – Elementary School
- 112 – Middle/Junior High School
- 113 – High School
- 119 – Summer School

Added Needs

- 122 – Special Education
- 125 – Compensatory Education
- 127 – Career & Technical Education

Adult/Continuing Education

- 130 – Adult/Continuing Education

Instructional Support Staff

Pupil Services

- 211 – Truancy/Absenteeism Services
- 212 – Guidance Services
- 213 – Health Services
- 214 – Psychological Services
- 215 – Speech Pathology and Audiology Services
- 216 – Social Work Services
- 217 – Visual Aid Services
- 218 – Teacher Consultant
- 219 – Other Pupil Support Services

Instructional Staff Services

- 221 – Improvement of Instruction
- 222 – Educational Media Services
- 224 – Educational Television
- 225 – Computer-Assisted Instruction
- 226 – Supervision and Direction of Instructional Staff
- 229 – Other Instructional Staff Services

Non-instructional Support Staff

- 230 - Support Services – General
- 240 – Support Services
- 250 – Business Services
- 260 – Operations & Maintenance
- 270 - Pupil Transportation Services
- 280 – Support Services – Central
- 290 – Support Services – Other
- 297 – Food Service Staff
- 300 – Community Services

Appendix B – Function Codes

The following codes are **no longer applicable, as of the 12/13/02 submission:**

114 – Kindergarten

129 – Other Added Needs

199 – Unclassified Instruction Activities

227 – Other Educational Media Services

256 – Food Service Staff