

MEMORANDUM

February 14, 2003

TO: All Elementary Schools
FROM: Information Technology Services
SUBJECT: ****IMPORTANT** IDENTIFICATION OF PARAPROFESSIONALS**

Each year, the Florida Department of Education (FDOE) requires that information on full-time and part-time paraprofessionals (teacher aides) be collected. The on-line screen for updating this information will be available in the Personnel Reporting System (PERS) on February 18, 2003. All information must be entered on-line by 5:00 PM Friday, February 28, 2003. After this date, the screen will be inactivated. The attached document contains the instructions for entering the required information.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).

Attachment

Getting Started - Personnel Reporting System

To use the *Paraprofessionals* selection, you must “sign-on” to the CICS operating system. The M-DCPS computer network security screen is displayed when **CICS** has been entered on the Application Status screen.

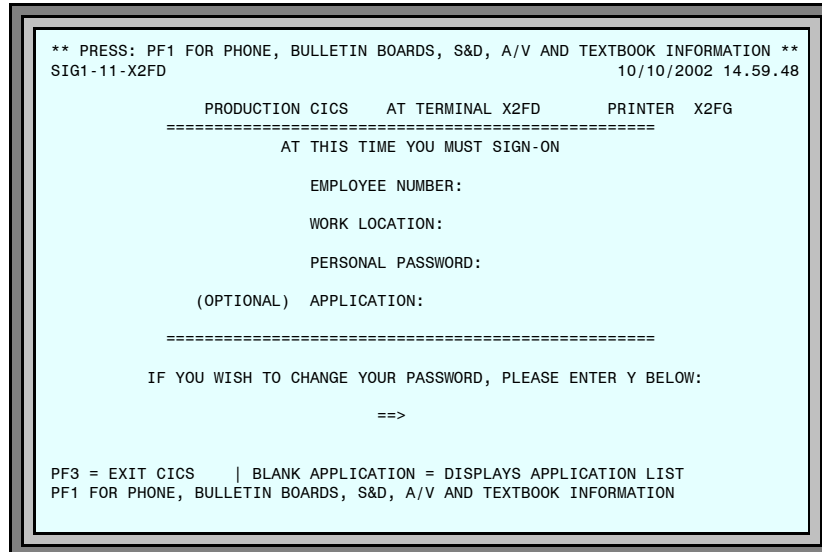


Figure 1: M-DCPS Computer Network Screen

The “sign-on” procedure, indicated on the screen must be followed.

- ▼ Type EMPLOYEE NUMBER
- ▼ Type WORK LOCATION (NUMBER)
- ▼ Type PERSONAL PASSWORD
- Press **Enter**

Option Before pressing **Enter**,

- ▼ **Tab** to APPLICATION
- ▼ Type **P E R S**
- Press **Enter** This option bypasses the Application List screen allowing you to go directly to the PERSONNEL REPORTING ACCESS ADVISORY screen.

Getting Started - Personnel Reporting System

Your personal application list screen will be displayed when you have been cleared through security access.

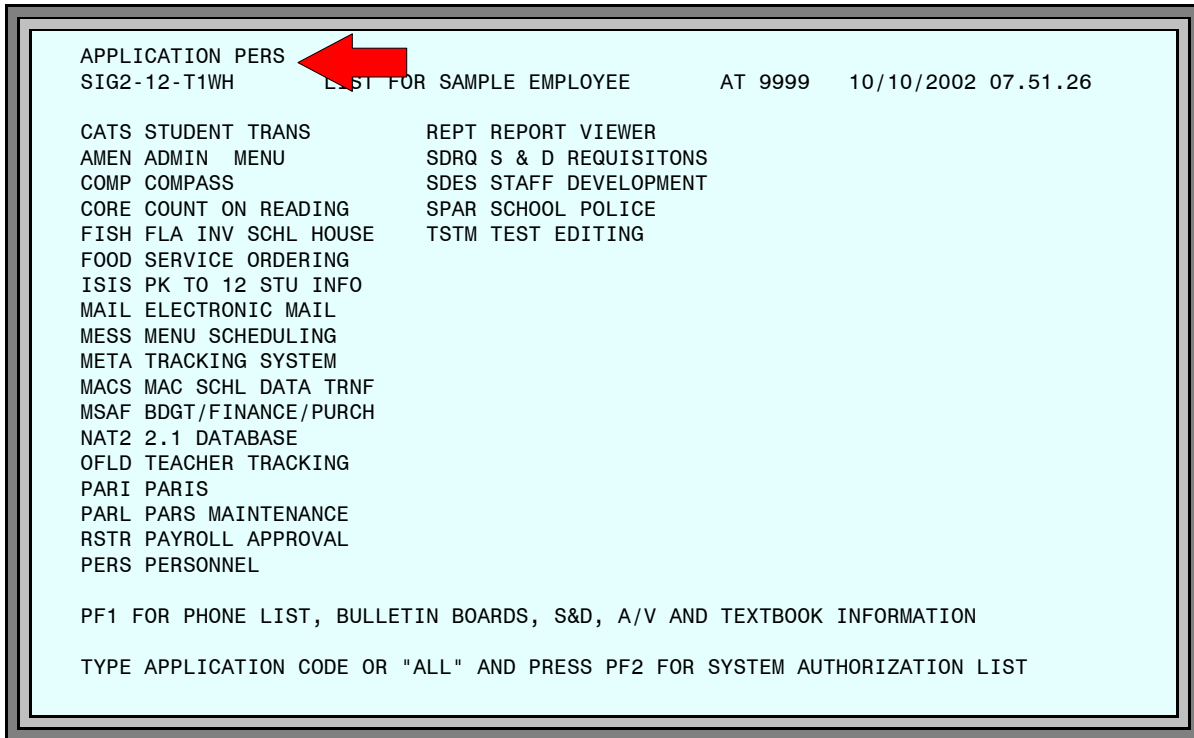


Figure 2: Sample Application List Screen

Your name will appear in place of SAMPLE EMPLOYEE and your work location number will be displayed.

If you have been authorized to access the PERSONNEL REPORTING SYSTEM, the application PERS PERSONNEL will be on your application list. If it is not, contact your work site authorizing administrator.

On this screen, to access the PERSONNEL REPORTING SYSTEM,

▼ Type **P E R S**

■ Press **Enter**

Getting Started - Personnel Reporting System

When PERS has been entered on either the NETWORK SECURITY screen or the APPLICATION LIST screen, the PERSONNEL REPORTING ACCESS ADVISORY screen shown below, will be displayed.

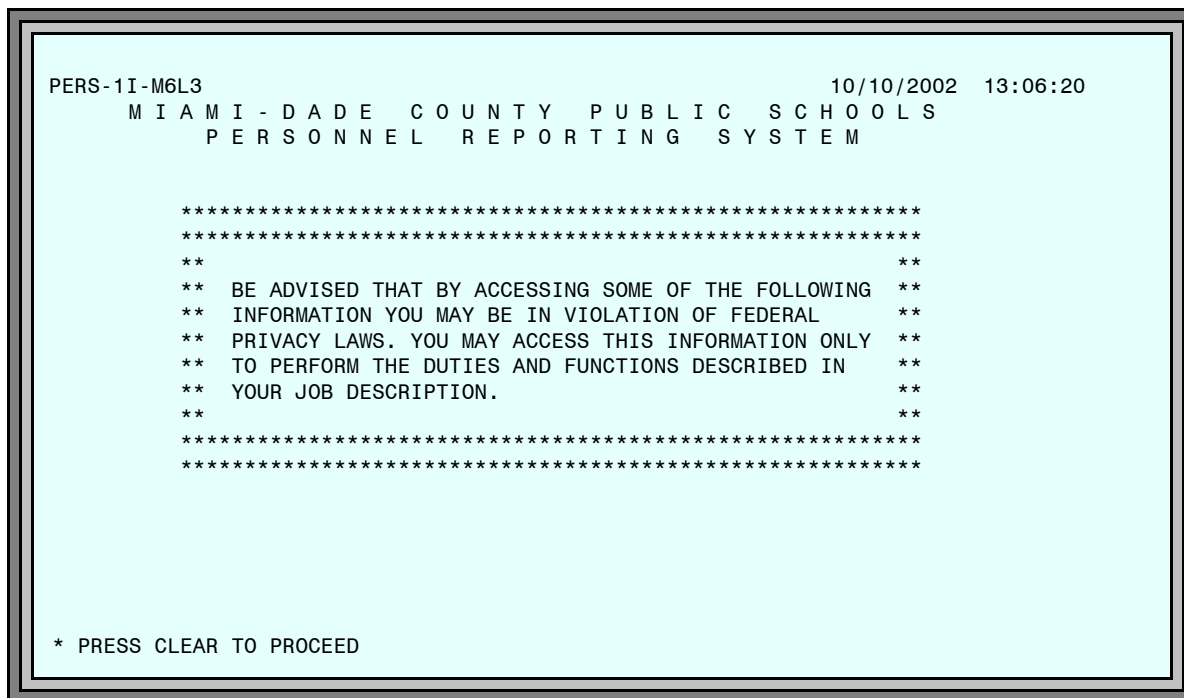


Figure 3: Access Advisory Screen

▼ Press **Clear** to proceed to the PERSONNEL REPORTING SYSTEM APPLICATIONS MENU.

Getting Started - Personnel Reporting System

After pressing **Enter** on the PERSONNEL REPORTING SYSTEM ADVISORY SCREEN, the PERSONNEL REPORTING SYSTEM APPLICATIONS MENU screen shown below will be displayed.

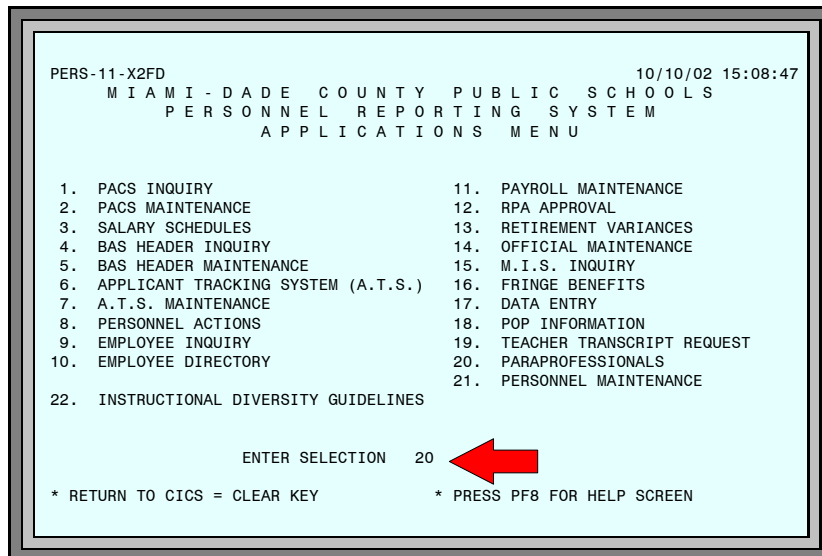



Figure 4: M-DCPS Personnel Reporting System Applications Menu

▼ Type **2 0**

■ Press **Enter**

The PARAPROFESSIONALS DATA ENTRY screen will be displayed.

Updating Paraprofessionals with Teacher Information

```
** MORE AVAILABLE **                                10/10/2002  08:05:48
PS23-T1WH                                PARAPROFESSIONALS
LOCATION: 4444  TEST SCHOOL 

PARAPROFESSIONAL
EMPNO  P/C  NAME                -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____
123456  C    SAMPLE, EM          _____

* PRESS CLEAR TO EXIT
```

Figure 5: Paraprofessionals - Data Entry Screen

The *Paraprofessionals* data entry screen displays all employees who are designated as paraprofessionals on the personnel file (full and part time) in the work location which was entered on the security control sign-on screen.

What You See

- ◆ The first line indicates the location **number** and the location **name**.
- ◆ For each paraprofessional that worked during the FTE survey week, the following information is listed:

Employee Number
Payroll code (P/C)
Employee Name (last, abbreviated first name)

- ◆ Space for 8 teacher employee numbers that were assisted by this paraprofessional.

If no paraprofessionals are assigned to your location, the message “NO PARAPROFESSIONALS FOUND AT THIS LOCATION XXXX” will display.

Updating Paraprofessionals with Teacher Information

What You Do

Beside each paraprofessional's name is the place for up to 8 teacher employee numbers that were being assisted by that paraprofessional during FTE survey week.

- ▼ The cursor will be positioned on the first blank employee number field.
- ▼ Enter each teacher's 6-digit employee number in the space provided.
- ▼ The **Tab** key will position the cursor on the next line for data entry.

Once all employees have been entered on this screen,

- Press **Enter**

```
** RECORD(S) UPDATED **                                10/10/2002  08:05:48
PS23-T1WH                                PARAPROFESSIONALS
LOCATION: 4444  TEST SCHOOL

PARAPROFESSIONAL
EMPNO  P/C  NAME                -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----
123456  C   SAMPLE, EM  111111 222222 333333 _____
123456  C   SAMPLE, EM  444444 555555 666666 777777 888888 999999 122222 233333
123456  C   SAMPLE, EM  344444 455555 566666 677777 _____
123456  C   SAMPLE, EM  788888 _____
123456  C   SAMPLE, EM  988888 _____
123456  C   SAMPLE, EM  689999 _____
123456  C   SAMPLE, EM  234567 _____
123456  C   SAMPLE, EM  123456 434567 _____
123456  C   SAMPLE, EM  345678 _____
123456  C   SAMPLE, EM  456789 _____
123456  C   SAMPLE, EM  567891 _____
123456  C   SAMPLE, EM  678912 789123 _____
123456  C   SAMPLE, EM  891234 _____
123456  C   SAMPLE, EM  912345 786543 987654 876543 765432 654321 543219 432198

* PRESS CLEAR TO EXIT
```

Figure 6: Paraprofessionals - Data Entry Screen

The message RECORD(S) UPDATED appears at the top of the screen, if there are no errors.

Each employee number entered will be verified to be an active teacher assigned to that work location. If the employee number entered is not an active teacher or is not assigned to that work location, the message "ENTER VALID TEACHER" will display. The incorrect employee number must be either removed or changed. (See page 7 for instructions for this process.)

Updating Paraprofessionals with Teacher Information

```
** RECORD(S) UPDATED ** 10/10/2002 08:05:48
PS23 - T1WH PARAPROFESSIONALS
LOCATION: 4444 TEST SCHOOL

PARAPROFESSIONAL
EMPNO P/C NAME -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----
123456 C SAMPLE, EM 111111 222222 333333
123456 C SAMPLE, EM 444444 555555 666666 777777 888888 999999 122222 233333
123456 C SAMPLE, EM 344444 455555 566666 677777
123456 C SAMPLE, EM 788888
123456 C SAMPLE, EM 988888
123456 C SAMPLE, EM 689999
123456 C SAMPLE, EM 234567
123456 C SAMPLE, EM 123456 000000
123456 C SAMPLE, EM 345678
123456 C SAMPLE, EM 456789
123456 C SAMPLE, EM 567891
123456 C SAMPLE, EM 678912 789123
123456 C SAMPLE, EM 891234
123456 C SAMPLE, EM 912345 786543 987654 876543 765432 654321 543219 432198

* PRESS CLEAR TO EXIT
```

Figure 7: Paraprofessionals - Data Entry Screen

If an employee number entered is *incorrect*,

- ▼ Press **Tab** to position the cursor on the incorrect employee number.
- ▼ Type correct employee number.
- Press **Enter**

If an employee number entered should be *removed*,

- ▼ Press **Tab** to position the cursor on the incorrect employee number.
- ▼ **Enter** all zero's (000000) in place of the employee number entered.
- Press **Enter**

After all employee numbers have been entered, if there are no errors, the message RECORD(S) UPDATED appears at the top of the screen.

Updating Paraprofessionals with Teacher Information

```
** MORE AVAILABLE ** 10/10/2002 08:05:48
PS23-T1WH PARAPROFESSIONALS
LOCATION: 4444 TEST SCHOOL

PARAPROFESSIONAL
EMPNO P/C NAME -----TEACHERS BEING ASSISTED BY PARAPROFESSIONAL-----
123456 C SAMPLE, EM 111111 222222 333333 _____
123456 C SAMPLE, EM 444444 555555 666666 777777 888888 999999 122222 233333
123456 C SAMPLE, EM 344444 455555 566666 677777 _____
123456 C SAMPLE, EM 788888 _____
123456 C SAMPLE, EM 988888 _____
123456 C SAMPLE, EM 689999 _____
123456 C SAMPLE, EM 234567 _____
123456 C SAMPLE, EM 123456 434567 _____
123456 C SAMPLE, EM 345678 _____
123456 C SAMPLE, EM 456789 _____
123456 C SAMPLE, EM 567891 _____
123456 C SAMPLE, EM 678912 789123 _____
123456 C SAMPLE, EM 891234 _____
123456 C SAMPLE, EM 912345 786543 987654 876543 765432 654321 543219 432198

* PRESS CLEAR TO EXIT
```

Figure 8: Paraprofessionals - Data Entry Screen

If additional paraprofessionals are assigned to this location, the message “MORE AVAILABLE” will display at the top of the screen. If this message is present,

▼ Press **Enter**

Repeat the process described above until the message “NO MORE AVAILABLE” is displayed.

If a paraprofessional assisted more than 8 teachers, the school should enter those 8 teachers that received the most paraprofessional aid.