M E M O R A N D U M

February 18, 2003

********** REMINDER **********

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.

```
** PRESS: PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION **
SIG1-11-X2FD                                                 10/10/2002 14.59.48

                PRODUCTION CICS    AT TERMINAL X2FD       PRINTER  X2FG
            ==================================================
                        AT THIS TIME YOU MUST SIGN-ON

                           EMPLOYEE NUMBER:

                           WORK LOCATION:

                           PERSONAL PASSWORD:

               (OPTIONAL)  APPLICATION:

            ==================================================

          IF YOU WISH TO CHANGE YOUR PASSWORD, PLEASE ENTER Y BELOW:

                                  ==>


PF3 = EXIT CICS    | BLANK APPLICATION = DISPLAYS APPLICATION LIST
PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION
```

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.

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

```
APPLICATION PERS
SIG2-12-T1WH        LIST FOR SAMPLE EMPLOYEE       AT 9999   10/10/2002 07.51.26

CATS STUDENT TRANS          REPT REPORT VIEWER
AMEN ADMIN  MENU            SDRQ S & D REQUISITONS
COMP COMPASS                SDES STAFF DEVELOPMENT
CORE COUNT ON READING       SPAR SCHOOL POLICE
FISH FLA INV SCHL HOUSE     TSTM TEST EDITING
FOOD SERVICE ORDERING
ISIS PK TO 12 STU INFO
MAIL ELECTRONIC MAIL
MESS MENU SCHEDULING
META TRACKING SYSTEM
MACS MAC SCHL DATA TRNF
MSAF BDGT/FINANCE/PURCH
NAT2 2.1 DATABASE
OFLD TEACHER TRACKING
PARI PARIS
PARL PARS MAINTENANCE
RSTR PAYROLL APPROVAL
PERS PERSONNEL

PF1 FOR PHONE LIST, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION

TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
```

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**

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.

```
PERS-1I-M6L3                                          10/10/2002  13:06:20
      M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
            P E R S O N N E L   R E P O R T I N G   S Y S T E M


          ************************************************************
          ************************************************************
          **                                                        **
          **  BE ADVISED THAT BY ACCESSING SOME OF THE FOLLOWING    **
          **  INFORMATION YOU MAY BE IN VIOLATION OF FEDERAL        **
          **  PRIVACY LAWS. YOU MAY ACCESS THIS INFORMATION ONLY    **
          **  TO PERFORM THE DUTIES AND FUNCTIONS DESCRIBED IN      **
          **  YOUR JOB DESCRIPTION.                                 **
          **                                                        **
          ************************************************************
          ************************************************************





* PRESS CLEAR TO PROCEED
```

Figure 3: Access Advisory Screen

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

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

```
PERS-11-X2FD                                                10/10/02 15:08:47
     M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
          P E R S O N N E L   R E P O R T I N G   S Y S T E M
                    A P P L I C A T I O N S   M E N U

 1.  PACS INQUIRY                          11.  PAYROLL MAINTENANCE
 2.  PACS MAINTENANCE                      12.  RPA APPROVAL
 3.  SALARY SCHEDULES                      13.  RETIREMENT VARIANCES
 4.  BAS HEADER INQUIRY                    14.  OFFICIAL MAINTENANCE
 5.  BAS HEADER MAINTENANCE                15.  M.I.S. INQUIRY
 6.  APPLICANT TRACKING SYSTEM (A.T.S.)    16.  FRINGE BENEFITS
 7.  A.T.S. MAINTENANCE                    17.  DATA ENTRY
 8.  PERSONNEL ACTIONS                     18.  POP INFORMATION
 9.  EMPLOYEE INQUIRY                      19.  TEACHER TRANSCRIPT REQUEST
10.  EMPLOYEE DIRECTORY                    20.  PARAPROFESSIONALS
                                           21.  PERSONNEL MAINTENANCE
22.  INSTRUCTIONAL DIVERSITY GUIDELINES

                    ENTER SELECTION   20

* RETURN TO CICS = CLEAR KEY            * PRESS PF8 FOR HELP SCREEN
```

Figure 4: M-DCPS Personnel Reporting System Applications Menu

- Type **2** **0**
- Press **Enter**

The PARAPROFESSIONALS DATA ENTRY screen will be displayed.

```
** 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  ______ ______ ______ ______ ______ ______ ______ ______

* 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.

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.)*

```
 ** 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.

```
** 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.