

# SMARTXL

Simplified Management Analysis  
& Reporting Tool

## State REP Module

SMART: Product of Computer Services  
Last Updated: 2/19/2019

Board of Education

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## Contents

REP Overview .....	3
Security .....	3
Opening the Module .....	4
REP Setup .....	4
List Tab .....	5
Detail Tab.....	6
Add a New Contractor .....	10
Rehire Contractors .....	11
Terminate Contractors .....	12
Load Contractors.....	13
Schedules .....	14
Create REP Files .....	15
View PD Web Users .....	16
Employee Reports .....	17
Professional Development Group Update .....	20
Suggested Checklist for REP Submission .....	25

## REP Overview

REP (Registry of Personnel) is one of six data sets managed by the State of Michigan's Center for Educational Performance and Information (CEPI). It is designed to collect basic employment information related to school personnel such as certification, degrees held, school and grade assignments, salary, etc.

REP submissions are due twice a year: June 30<sup>th</sup> and the 1<sup>st</sup> business day in December. For the June submission only, Professional Development and Educator Effectiveness fields are required.

## Security

The user must have access to the State REP module in Security under the Module Assignment.

The screenshot shows a web-based user management interface. At the top, there is a menu bar with 'File', 'Action', 'View', 'Resa', and 'Help'. Below the menu, there are tabs for 'User', 'Policy', 'Activity', and 'Server'. A search bar contains the text 'albe' and a 'Search' button. Below the search bar, there are tabs for 'List', 'Detail', and 'Summary'. The 'Detail' tab is selected, showing the following information:

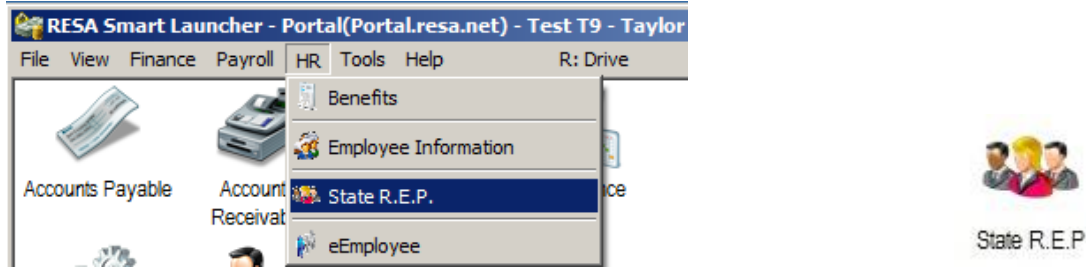
First Name: JEFFIE Middle Name: CATHLEEN Last Name: ALBE  
Phone: [empty] Email: [empty]  
Userid: Albe Password Reset:  Employee #: 100736 Active:

Below this information, there are tabs for 'Modules', 'LEA Assignment', 'Login History', and 'Security Events'. The 'Modules' tab is selected, showing a dropdown menu for 'Group' set to 'All Modules' and a 'Legend' button. A table lists the modules and their authorization status:

Group	Name	Authorized	Administrator	D
Finance	Transaction Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Vendor	<input type="checkbox"/>	<input type="checkbox"/>	
H/R	Benefits	<input type="checkbox"/>	<input type="checkbox"/>	
H/R	Employee Information	<input type="checkbox"/>	<input type="checkbox"/>	
H/R	Leave Management	<input type="checkbox"/>	<input type="checkbox"/>	
H/R	State R.E.P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Opening the Module

To open the REP Module, select HR – State REP or click on the icon.



## REP Setup

For Professional Development Authorization, either Admin or Employee must be checked off. If Admin is checked off, only administrative personnel will be able to key Professional Development (both group and individual). If Employee is checked off, only the employees will be able to key Professional Development (individual).

REP PD refresh from Web must either be checked on or off. If it's checked off, any Professional Development keyed at eEmployee will not be reflected in the REP module.

The number of hours each district recognizes as a workday needs to be filled in under CEPI Hrs/Day. If this field is not filled in, the CEPI file will not generate.

A message can be typed in the PD Web Message which will be displayed on the Professional Development tab in eEmployee.


A screenshot of the REP Setup dialog box. The title bar says "REP Setup". The "District Name" is "QA Garden City" and the "Address" is "Garden City, MI". There are "Cancel" and "Save" buttons. Under "Prof Development Authorization by:", "Admin" is unselected and "Employee" is selected. The "REP PD Refresh from Web is" section has "On" selected and "Off" unselected. The "CEPI Hrs/Day" field contains "7.00". The "PD Web Message" section contains the text: "All Professional Development must be entered by 6/7/19. Thank you for your cooperation." There is a text area below this message for additional input.

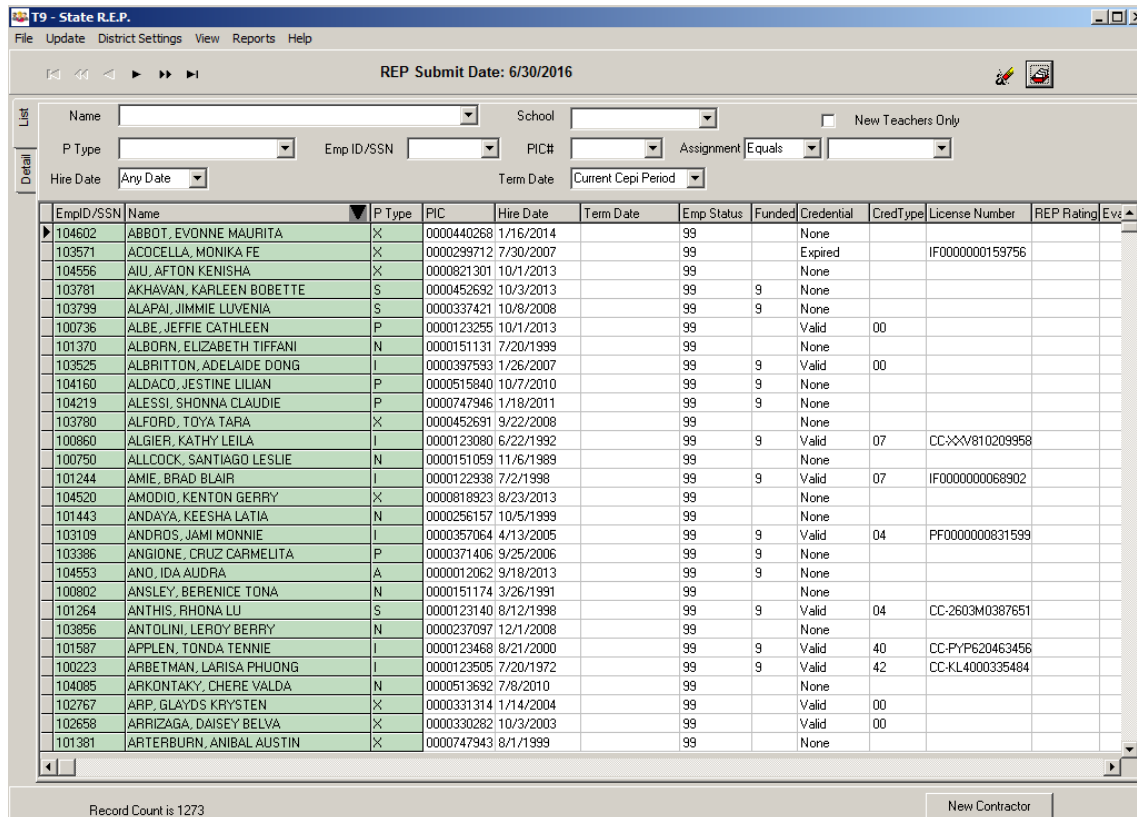
## List Tab

In the REP Module, there are two tabs, the List tab and the Detail tab.

From the List tab, you can filter on the Name, School, P Type, Emp ID/SSN, PIC#, Assignment, Hire Date, or CEPI Period. All P Types are available from this screen. To filter on new teachers only, click the New Teachers Only box. The P Types to filter on are:

Description	P Type
All CEPI Reportable	Valid CEPI(AINPSXYC)
Regular Employees	A I N P
Other Employees	S X Y
Administrative	A
Instructional	I
Non-Instructional	N
Para Professional	P
Day-to-Day Subs	S
< 0.5 FTE	X
Substitute/Para/Aide	Y
Contractor	C
Blank entered	BLANK

After selecting a filter, you must click on the refresh button  to bring up the information.



The screenshot shows the T9 - State R.E.P. application window. The title bar indicates the REP Submit Date is 6/30/2016. The interface includes a menu bar (File, Update, District Settings, View, Reports, Help) and a toolbar with navigation and refresh buttons. The main area is divided into a filter section and a data table.

**Filter Section:**

- Name: [Dropdown]
- School: [Dropdown]
- New Teachers Only
- P Type: [Dropdown]
- Emp ID/SSN: [Text Input]
- PIC#: [Text Input]
- Assignment: [Dropdown] (set to Equals)
- Hire Date: [Dropdown] (set to Any Date)
- Term Date: [Text Input]
- Current Cepi Period: [Dropdown]

**Data Table:**

EmpID/SSN	Name	P Type	PIC	Hire Date	Term Date	Emp Status	Funded	Credential	CredType	License Number	REP Rating	Ev
104602	ABBOT, EVONNE MAURITA	X	0000440268	1/16/2014		99		None				
103571	ACOCCELLA, MONIKA FE	X	0000299712	7/30/2007		99		Expired		IF0000000159756		
104556	AJU, AFTON KENISHA	X	0000821301	10/1/2013		99		None				
103781	AKHAVAN, KARLEEN BOBETTE	S	0000452692	10/3/2013		99	9	None				
103799	ALAPAI, JIMMIE LUVENIA	S	0000337421	10/8/2008		99	9	None				
100736	ALBE, JEFFIE CATHLEEN	P	0000123255	10/1/2013		99		Valid	00			
101370	ALBORN, ELIZABETH TIFFANI	N	0000151131	7/20/1999		99		None				
103525	ALBRITTON, ADELAIDE DONG	I	0000397593	1/26/2007		99	9	Valid	00			
104160	ALDADO, JESTINE LILIAN	P	0000515840	10/7/2010		99	9	None				
104219	ALESSI, SHONNA CLAUDIE	P	0000747946	1/18/2011		99	9	None				
103780	ALFORD, TOYA TARA	X	0000452691	9/22/2008		99		None				
100860	ALGIER, KATHY LEILA	I	0000123080	6/22/1992		99	9	Valid	07	CC-XXV810209958		
100750	ALLCOCK, SANTIAGO LESLIE	N	0000151059	11/6/1989		99		None				
101244	AMIE, BRAD BLAIR	I	0000122938	7/2/1998		99	9	Valid	07	IF0000000068902		
104520	AMODIO, KENTON GERRY	X	0000818923	8/23/2013		99		None				
101443	ANDAYA, KEESHA LATIA	N	0000256157	10/5/1999		99		None				
103109	ANDROS, JAMI MONNIE	I	0000357064	4/13/2005		99	9	Valid	04	PF00000000831599		
103386	ANGIONE, CRUZ CARMELITA	P	0000371406	9/25/2006		99	9	None				
104553	AND, IDA AUDRA	A	0000012062	9/18/2013		99	9	None				
100802	ANSLEY, BERENICE TONA	N	0000151174	3/26/1991		99		None				
101264	ANTHIS, RHONNA LU	S	0000123140	8/12/1998		99	9	Valid	04	CC-2603M0387651		
103856	ANTOLINI, LEROY BERRY	N	0000237097	12/1/2008		99		None				
101587	APPLEN, TONDA TENNIE	I	0000123468	8/21/2000		99	9	Valid	40	CC-PYP620463456		
100223	ARBETMAN, LARISA PHUONG	I	0000123505	7/20/1972		99	9	Valid	42	CC-KL4000335484		
104085	ARKONTAKY, CHERE VALDA	N	0000513692	7/8/2010		99		None				
102767	ARP, GLAYDS KRISTEN	X	0000331314	1/14/2004		99		Valid	00			
102658	ARRIZAGA, DAISEY BELVA	X	0000330282	10/3/2003		99		Valid	00			
101381	ARTERBURN, ANIBAL AUSTIN	X	0000747943	8/1/1999		99		None				

Record Count is 1273

New Contractor

## Detail Tab

Click on an employee or contractor and then the Detail tab to bring up additional information.

The Detail tab has five tabs: Demographics, Assignments, Credentials and Degree, Prof. Development, and Mentor. Note: for P type X and C, only the Demographics and Assignments tabs are visible.

### Demographics Tab

The Demographics tab is separated into three sections.

The top section is required for all employees and contractors. The bottom section is required for regular employees (types A, I, N, and P) only. The required section/s will be highlighted in green dependent on what type of employee is pulled up. The right section is Ethnicity and is required for all types.

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

List

Name: AAASULEWSKI, SHEILA MARIE Personnel Type: P Emp ID: 104429 PIC #:

Demographics | Assignments | Credentials & Degree | Prof Development | Mentor

Emp ID: 104429

Name: SHEILA MARIE AAASULEWSKI

Date of Birth: 1/17/1966 Hire Date: 8/29/2018

Gender: F Term Date:

Emp Status: Returning employee,new(non-instruct)employee,subst or contractor

Additional Fields for Regular Employees (A I N P)

Title I/II: 000 NONE

PIC #: Funded Position Status: Filled position, regular

Annual Amount: \$16,826.60 FT Base Annual amount: Hourly Rate: \$0.00

Educator Effectiveness: Evaluation Date:

Ethnic

Hispanic or Latino

American Indian or Alaska Native

Asian American

Black or African American

Native Hawaiian or Pacific Islander

White

Record Count is 731

New Contractor

## Assignments Tab

The Assignments tab includes the information for Field 10 on the REP submission.

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

**Name:** AAASULEWSKI, SHEILA MARIE      **Personnel Type:** P      **Emp ID:** 104429      **PIC #:**

Demographics | **Assignments** | Credentials & Degree | Prof Development | Mentor

+ - ▲ ↶ ✕  Show all schools

School Name	Code	Assignment	Assn Code	Wage	Fte	GradeOrSetting	AcadMajor	AcadMinor	HighlyQual
Burger Development Center	04674	Special Education Instructiona	00403		1.00	000000000000003000000			

For the Grade or Setting, click on the cross next to the field and the Set Grade box will come up.

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

Name: AAASULEWSKI, SHEILA MARIE Personnel Type: P Emp ID: 104429 PIC #:

Demographics Assignments Credentials & Degree Prof Development Mentor

Show all schools

School Name	Code	Assignment	Assn Code	Wage	Fte	GradeOrSetting	AcadMajor	AcadMinor	Hig
Burger Development Center	04674	Special Education Instructiona	00403		1.00	000000000000000003000000			

Set Grade

Grade Level:

- Retention Kindergarten
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Sixth Grade
- Seventh Grade
- Eighth Grade
- Ninth Grade
- Tenth Grade
- Eleventh Grade
- Twelfth Grade

Educational Setting:

- Alternative Education
- Special Education Age Gp 0-2 yrs of Age
- Special Education Age Gp 3-5 yrs of Age
- Special Education Age Gp 6-21 yrs of Age
- Special Education Age Gp 22-26 yrs of Age
- Adult Education
- Early Childhood and Parenting Programs
- Career / Tech Education
- State Agency
- Early On / Early Intervention
- Administrative all K-12 levels
- English as Second Language - Other
- Bilingual Education/ELL - Other
- English as Second Language-Title III Only
- Bilingual Education/ELL - Title III
- Bilingual Education/ELL - Section 41
- Migrant Education Program
- Migrant Education Program - Summer only

OK Cancel



## Credentials & Degree Tab

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

Name: ADAMS, REBECCA JOY Personnel Type: I Emp ID: 104367 PIC #: 264705

Demographics | Assignments | Credentials & Degree | Prof Development | Mentor

Cert Number	Type	Type Desc	Issued	Expired	Rep Override	Cepi Code	School Name
IF0000000288104	04	04 ELEM PROFESSNAL	8/11/2014	6/30/2019	S		

If the Rep Override field contains an S, the certificate listed was system designated. The system designates the most recently issued certificate for the REP submission. If the Rep Override field contains an R, the certificate listed was manually designated.

From the List Screen, check to see if there are invalid certificates on file. If the credential column shows valid, then the Rep Override field is R or S. If the Credential column shows None, there is no Certificate on File. If it shows Invalid, however, the system can't determine which certificate to report and this will need to be verified and manually designated with an R on the EI screen.

## Professional Development

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

Name: HOARD, JILLIAN L Personnel Type: I Emp ID: 104262 PIC #: 877594

Demographics Assignments Credentials & Degree Prof Development Mentor

School Year: 2018 - 2019

CEPI Desc	Date	Purpose / Skill	Hrs	Title / Activity	Authorized	SBCEU	Ne
Virtual Learning	10/9/2018	How to communicate with e	1	Language and Communication	✓		
Highly Qualified Status	9/19/2018	Teacher evaluation inform	0.5	Pre-Evaluation Meeting	✓		
School Improvement Rela	9/14/2018	The things we will be doing	0.5	PBIS	✓		
Classroom Management	9/11/2018	Learning how to use the as	1	ELA and Math Essential Elem	✓		
School Improvement Rela	9/10/2018	Talking about how our prog	0.5	PBIS	✓		
School Improvement Rela	8/29/2018	Welcome staff and talk abc	2	Opening Day Meeting	✓		
School Improvement Rela	8/28/2018	School-Wide PBIS	1	PBIS	✓		
School Improvement Rela	8/28/2018	Learning about the program	1	PBIS	✓		
Instructional Delivery (Stre	8/28/2018	How to utilize ULS to the b	1.5	Advanced ULS Training	✓		
Classroom Management	8/28/2018	Learning how to work with	1	Trauma	✓		
Instructional Delivery (Stre	8/28/2018	Overview of circles training	2	Circles Programs	✓		
Classroom Management	8/27/2018	CPI training	3	CPI Refresher	✓		
Workshops or Conference	8/24/2018	Orientation and Galileo Lea	6	New Teacher Orientation	✓		

Type	Cepi ID	Hours
School Improvement Related		5
Workshops or Conferences		6
Highly Qualified Status		0.5
Virtual Learning		1
Classroom Management	1	5
Instructional Delivery (Strategies)	2	3.5

Professional Development is for new teachers only. Information flows from the Website or from an administrator's entry.

## Mentor Tab

File Contractors Actions View Reports Help

REP Submit Date: 6/30/2019

Name: ORR, SARAH MARIE Personnel Type: I Emp ID: 104224 PIC #: 844777

Demographics Assignments Credentials & Degree Prof Development Mentor

School Year	SSN	First Name	Last Name	Position	Employer	Years As Contractual Teacher	Years With Curr School Dist	CurrentSchoolYear
2015 - 2016	Ann	Tuuri-Cesarz	Special Educator	Garden City Public School	29	29	2016	

This information is not required for the REP submission, but districts can use it for their own information.

## Add a New Contractor

To add a new contractor, click the New Contractor button from the List screen. Key the information in the green section (with the exception of Term Date), the Ethnic section and then click the Assignments Tab.

The name of who keyed the new contractor and the date will be logged in the "Created" box.

Demographics | Assignments

SSN:

Name:

Date of Birth:  Hire Date:

Gender:  Term Date:

Emp Status:

Additional Fields for Regular Employees (A I N P)

Title I/II:

PIC #:  Funded Position Status:

Annual Amount:  FT Base Annual amount:  Hourly Rate:

Educator Effectiveness:  Evaluation Date:

Ethnic:

Hispanic or Latino

American Indian or Alaska Native

Asian American

Black or African American

Native Hawaiian or Pacific Islander

White

Created

By:

On:

On the Assignments Tab, use the dropdowns to fill in the School, Assignment, and FTE information and click the check mark to save the information.

**Name:** TEST, JOE B      **Personnel Type:** C      **Emp ID:** 123456785

Demographics | Assignments

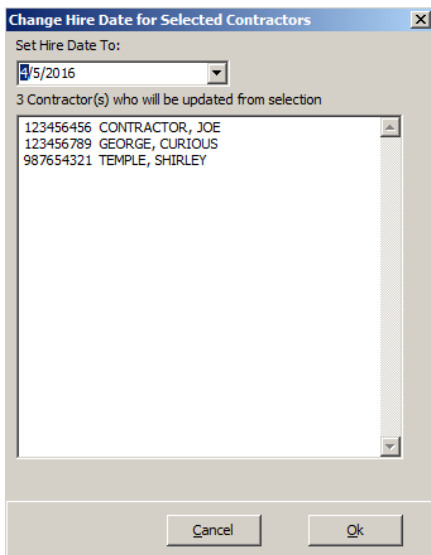
+ - ▲ ✓ ✕  Show all schools

School Name	Code	Assignment	Assn Code	Fte
▶ Garden City Public Schools	00000	Day to Day Substitute Teacher	00SUB	0.00

Note: If the contractor has worked for the district before, a message will come up saying it's a duplicate social security number and asking if you want to re-hire. Click on yes and then follow the Rehire Contractor process.

## Rehire Contractors

To rehire Contractors, go to the List screen, filter on Contractors and term date (any date), and select the contractor/s to be rehired. Select multiple contractors by holding down the CTRL button and clicking on each row. From the menu, click on Update-Rehire Contractors to pull up the Change Hire Date screen. Confirm the contractors listed are correct, fill in the hire date, and click OK.

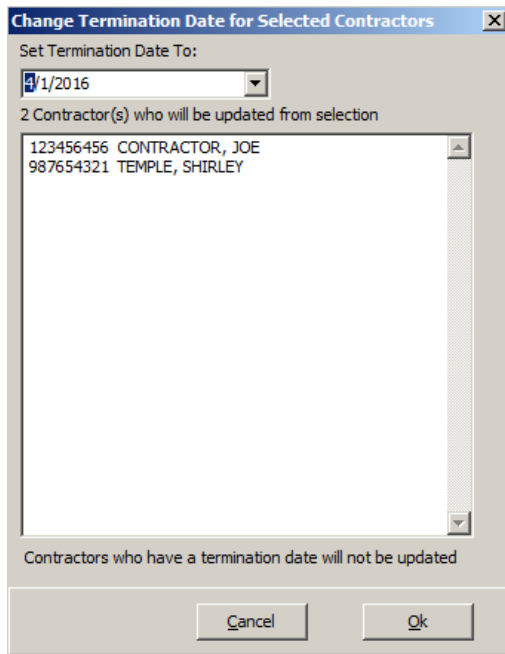


On the List screen, the Termination date for each Contractor will have been removed, the Emp Status changed from 18 to 99, and the Re-Hire Date will have replaced the original Hire Date.

The assignment information will need to be updated manually to the current assignment.

## Terminate Contractors

To terminate Contractors, go to the List screen, filter on Contractors, and select the contractor/s to be rehired. Select multiple contractors by holding down the CTRL button and clicking on each row. Then, from the menu, click on Update-Terminate Contractors to pull up the Change Termination Date screen. Confirm the Contractors listed are correct, fill in the Termination date, and click OK.



On the list screen, the Termination date for each Contractor will have been added and the status will be changed to 18 for “other”.

## Load Contractors

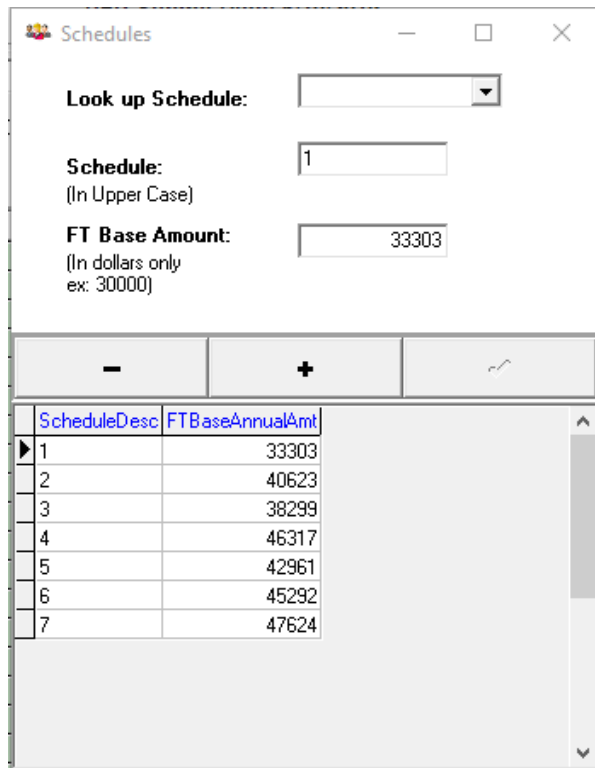
To load contractors, the information needs to be in Excel in the following format:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
SSN	FirstName	MiddleName	LastName	BirthDate	HireDate	Gender	TermDate	EmpStatusCode	EthnicHispanic	EthnicNative	EthnicAsian	EthnicBlack	EthnicPacific	EthnicWhite	SchoolCode	AssignmentCode	FTE
123456789	John	A	Smith	1/1/1980	7/1/2018	M		99						X	00523	84500	0.49
987654321	Mary	B	Jones	1/2/1990	7/2/2018	F		98	X	X					00000	00SUB	0.2

Note: The blank template is available on the RESA website under HR documentation.

## Schedules

To view or update the Schedules on file, click on Actions-Update Schedules.



The screenshot shows a window titled "Schedules" with a form and a table. The form has three fields: "Look up Schedule:" with a dropdown menu, "Schedule:" with a text box containing "1", and "FT Base Amount:" with a text box containing "33303". Below the form are three buttons: a minus sign, a plus sign, and a checkmark. Below the buttons is a table with two columns: "ScheduleDesc" and "FTBaseAnnualAmt". The table contains seven rows of data.

ScheduleDesc	FTBaseAnnualAmt
1	33303
2	40623
3	38299
4	46317
5	42961
6	45292
7	47624

To change an amount, click on the Look up Schedule dropdown and select the schedule to be updated. Change the amount in the FT Base Amount field and click the check mark to save the change.

To delete a schedule, click on the row of the schedule to delete, click the minus sign, and then click ok.

To add a schedule, click the plus sign, key the schedule number and FT Base Annual Amount in the top portion on the box (not the grid), and click the check mark to save the addition.

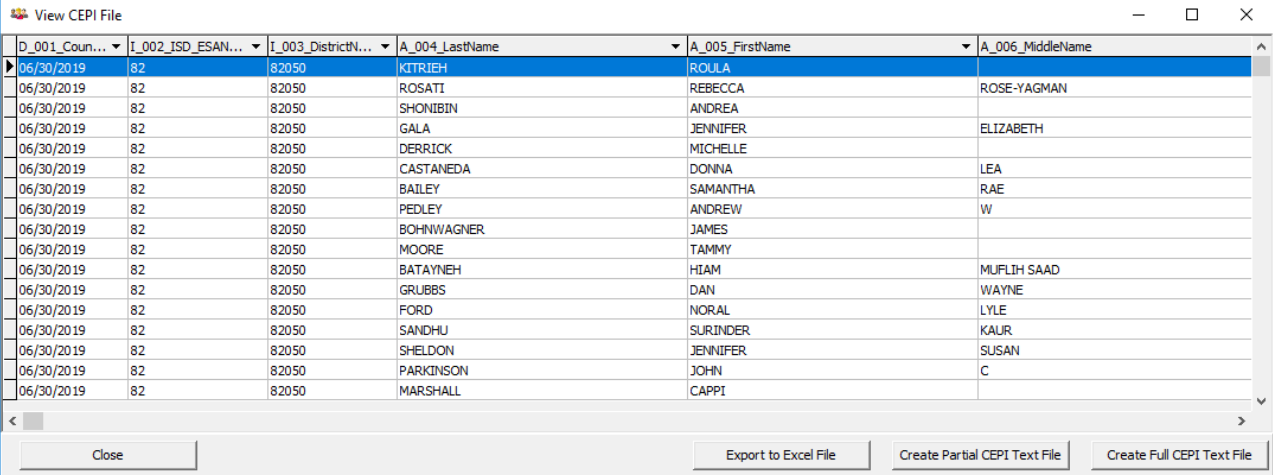
The schedule amounts should be reviewed each submission for changes.

## Create REP Files

Once all of the corrections are made, a REP file needs to be created to upload to CEPI. Click on File-View CEPI Data Grid. A grid with all of the REP information will come up.

There are three buttons at the bottom: Export to Excel File, Create Partial CEPI Text File, and Create Full CEPI Text File.

To view the data being sent to CEPI, click the Export to Excel File button and a Save As box will come up. Social security numbers are included on this file, so it should be saved in a secure location.



D_001_Coun...	I_002_ISD_ESAN...	I_003_DistrictN...	A_004_LastName	A_005_FirstName	A_006_MiddleName
06/30/2019	82	82050	KITRIEH	ROLLA	
06/30/2019	82	82050	ROSATI	REBECCA	ROSE-YAGMAN
06/30/2019	82	82050	SHONIBIN	ANDREA	
06/30/2019	82	82050	GALA	JENNIFER	ELIZABETH
06/30/2019	82	82050	DERRICK	MICHELLE	
06/30/2019	82	82050	CASTANEDA	DONNA	LEA
06/30/2019	82	82050	BAILEY	SAMANTHA	RAE
06/30/2019	82	82050	PEDLEY	ANDREW	W
06/30/2019	82	82050	BOHNWAGNER	JAMES	
06/30/2019	82	82050	MOORE	TAMMY	
06/30/2019	82	82050	BATAYNEH	HIAM	MUFLIH SAAD
06/30/2019	82	82050	GRUBBS	DAN	WAYNE
06/30/2019	82	82050	FORD	NORAL	LYLE
06/30/2019	82	82050	SANDHU	SURINDER	KAUR
06/30/2019	82	82050	SHELDON	JENNIFER	SUSAN
06/30/2019	82	82050	PARKINSON	JOHN	C
06/30/2019	82	82050	MARSHALL	CAPPI	

Buttons at the bottom: Close, Export to Excel File, Create Partial CEPI Text File, Create Full CEPI Text File

To create a partial text file to upload at the CEPI site, click the Create Partial CEPI Text File button and a box showing the Personnel Types will come up. Check off the Personnel Types to be included in the text file and click Create Partial CEPI Text File. There are social security numbers included on this file, so it should be saved in a secure location.

Create Partial CEPI File

Please Select P Type(s) to be included in the partial CEPI File:

<input type="checkbox"/> Regular Employees (A I N P)	<input type="checkbox"/> Other Employees (S X Y)
<input type="checkbox"/> Administrative (A)	<input type="checkbox"/> Day-to-Day Subs (S)
<input type="checkbox"/> Instructional (I)	<input type="checkbox"/> < 0.5 FTE (X)
<input type="checkbox"/> Non-Instructional (N)	<input type="checkbox"/> Substitute/Para/Aide (Y)
<input type="checkbox"/> Para Professional (P)	<input type="checkbox"/> Contractor (C)

Close      Create Partial CEPI Text File

To create a full text file, click the Create Full CEPI Text File button. A Save As box will come up. There are social security numbers included on this file, so it should be saved in a secure location.

Note: If there is an error on an employee preventing the compilation of the file, a message with the employee number will appear at the bottom of the screen and the file will not finish. Correct the information in EI, update REP in EI, and run again.

## View PD Web Users

To view the PD Web Users, click on View-PD Web Users and the following list will come up. To look for a single employee, use the drop down to select.



View PD Web Users

Employee #:

Emp #	First Name	Last Name	Phone	Email	RDate	UserType	Status
100820	PATRICIA	ABRAHAM	(734) 464-62		9/28/2007	Regular	Active
101947	CHARLENE	AKERS			9/12/2007	Regular	Active
103580	DENNIS	ALLISON	734-637-677	golfman816@hotmail.com	9/20/2007	Regular	Active
103821	SARALYN	ALLOR	3134784769	allspicey37@aol.com	6/6/2008	Regular	Active
100489	CATHERINE	AMATUCCI			5/29/2008	Regular	Active
100369	HELEN	AMICI	734-762-835	amicid@gcity.k12.mi.us	8/17/2007	Regular	Active
100313	DIANE	ANDERSEN			2/4/2008	Regular	Active
100815	KEITH	ANLEITNER			9/12/2007	Regular	Active
100871	DEBORAH	ANTROBIUS	248-355-421	dobienjim@aol.com	5/28/2008	Regular	Active
103561	CHRISTINE	AQUILINA	7344220629	tinaaquilina@hotmail.com	6/16/2008	Regular	Active
103029	JAMIE	ATKINS	734-722-065	terrence_atkins@sbcglob	9/14/2007	Regular	Active
101444	CHERYL	AUBE	7344225335	aubec@gc.k12.mi.us	11/19/2009	Regular	Active
100831	DAWN	AVERILL			9/28/2007	Regular	Active
102176	LAURA	BABIK			6/13/2008	Regular	Active
103111	CAROL	BACON	7345221985	walterbacon@sbcglobal.r	10/8/2012	Regular	Active
103289	CHRISTINA	BACON		bacon.christina@gmail.co	10/5/2012	Regular	Active

## Employee Reports

### ***Professional Development Report***

The Professional Development Report can be run with the criteria shown below. The report will only include employees who have professional development. If the professional development was keyed in a year other than the school year selected, the Professional Development Report will be blank.

Professional Development

Cancel OK

Select a School Year: 2018 - 2019

- OR -

Enter Date Range: 7/1/2018 6/30/2019

Group: -- All Personnel --

Category: -- All Categories --

School: -- All Schools --

Employee: -- All Employees --

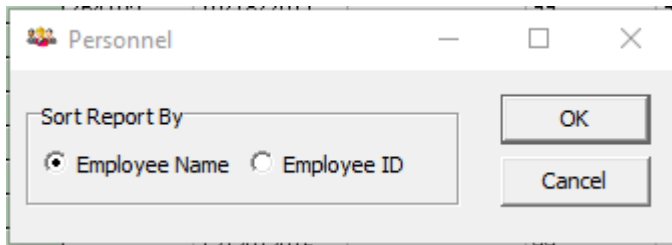
Print One Page per Employee

Sort Report By:  Employee Name  Employee ID

Sort Detail Activity By:  Category  Date

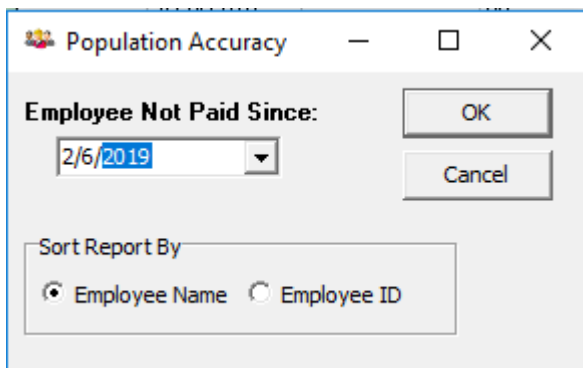
## ***Personnel Report***

The Personnel Report can be sorted by employee name or by employee id. There is a page break after each employee. This report shows a summary, by employee, of all HR information including demographic information, credentials, assignment, and professional development.



## ***Population Accuracy Report***

The Population Accuracy Report can be sorted by either Employee Name or Employee ID. The first day of the current submission period should be filled in under the Employee Not Paid Since field.



This report includes three separate queries:

- Employees who are active, with no P-Type: These employees will not be pulled into the REP module. All employees, except for Board Members and Students who work in a school at their level, should be reported to CEPI and must have a P-Type code on the Demographics-REP tab in Employee Information.
- Employees who are active, with a valid P-Type, and not paid since the first day of the current submission: Review these employees to see if they should be terminated in Payroll. The exception would be if there are coaches who are paid for one season and will be returning for the next season or subs who work sporadically.
- Employees who are active, with a termination date: These employees have been terminated improperly. Verify with Payroll that there is no other reason they are kept “active”.

### ***Educator Effectiveness Report***

The Educator Effectiveness Report lists all of the employees who are required to report an Educator Effectiveness rating for the REP submission.

The report lists all employees whose Rep Assignment code on the Assignment Screen in Employee Information is required to have an annual evaluation per CEPI. This report should be exported and forwarded to a Business Analyst to be loaded to the Evaluation Screen in EI along with the Evaluation Date and Scheduled Date (minimum).

Note: There may be employees that districts evaluate who are not required to be evaluated according to CEPI. Those employees will not be included in this report. They can be manually added to the report to be loaded or manually keyed in Employee Information.

Example of the Educator Effectiveness Report:

<u>Emp ID</u>	<u>Employee Name</u>	<u>REP Assignment</u>
101281	BARDSLEY, LINDSAY G	71134
100303	BRIZENDINE, PATTY A	72161
100155	CADDOY, NOVELLA T	72171
100458	DAVTYAN, GABRIELLA A	71134
101074	DETWILER, GREGG R	71134
101263	ENDERLE, LENNIE M	72118
951951951	JONES, MARK R	000BX

## Function Code Mismatch Report

The Function Code Mismatch Report lists employees where the Function Code does not match the Pay Distribution by REP Assignment Code.

To run the report, click on Reports – Function Code Mismatch.

Example of Function Code Mismatch Report:

REP Function Code Mismatch 07/01/2017 - 12/01/2017			
<i>ID</i>	<i>Employee Name</i>	<i>REP Assignment FTE</i>	<i>Pay Distribution</i>
101387	BENDER, TIRRIA L	226 (100%)	226 (81%), 281 (19%)
100107	BROOKSHIRE, BRENDA C	282 (100%)	221 (8%), 282 (93%)
101278	CABANERO, DEBRA J	221 (100%)	221 (85%), 232 (15%)
100455	CARTER, CHERYL L	252 (100%)	221 (20%), 252 (60%), 284 (20%)
101372	CHAMBERS, UMA	221 (100%)	259 (25%), 284 (75%)

## Professional Development Group Update

Group Update will update Professional Development for an identified group of employees.

### *Define Group Tab*

To identify a group to be updated, click on Actions-Group Update and then click on the Define Group tab. The base location, pay code, and unit affiliation dropdowns will bring in multiple employees. To select individual employees, use the Employee dropdown. After an employee is selected, click on the Add to List button. When the list is complete, go to Actions-Save/Delete Group, fill in the name of the group, and click Save.

Group Update

File Edit **Actions**

Mass Prof D Save/Delete Group Update List

Remove PD Records

Base Loc: [ ] Unit Affiliation: [ ] Group: [ ]

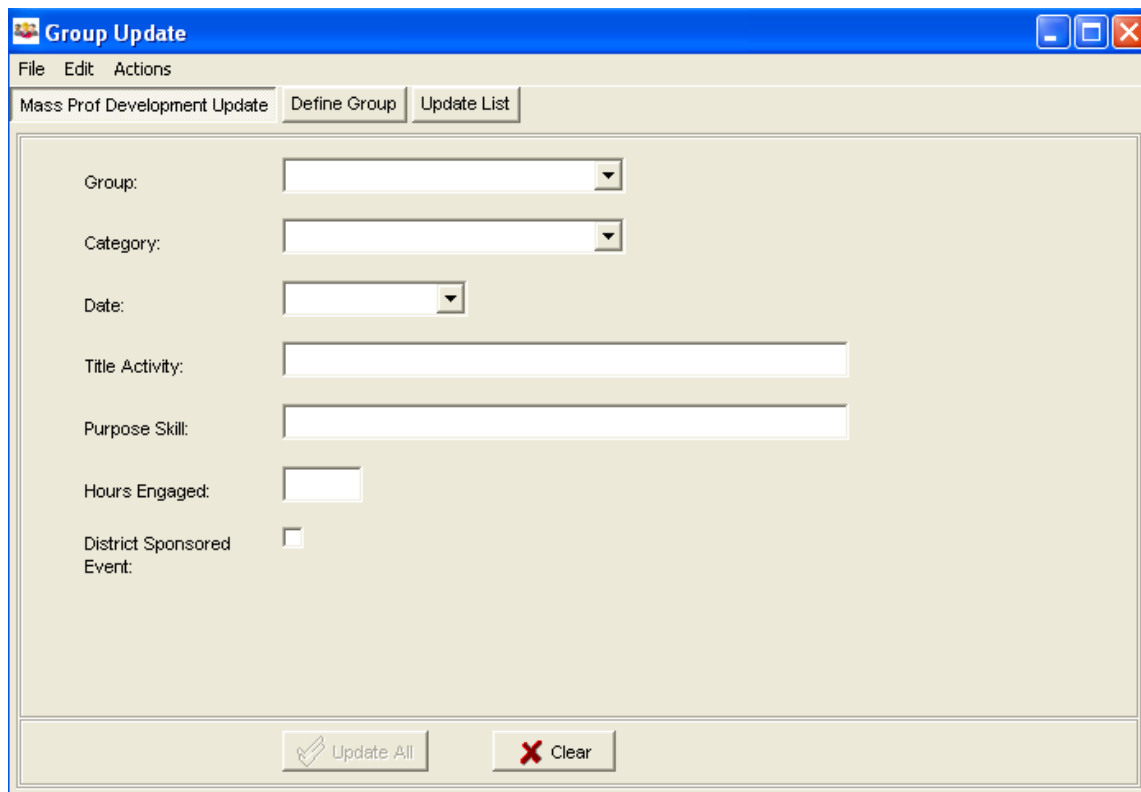
Employee: [ ] Social: [ ]

Employee Name	Social	Base Loc.	Pay Code	Unit Affil.
▶ ADAMS, REBECCA J	104-36-7	008	5	EA52
AKERS, CHARLENE	101-94-7	047	5	SA41
AVEY, KAREN S	100-90-5	001	5	SA45

Add To List Clear List Clear Item

## Mass Prof Development Update Tab

Once the group has been defined, click on the Mass Development Update tab. Click on the dropdown for Group and, using the dropdowns, select the group to be updated, the type of professional development, and the date. The Title Activity and Purpose Skill are optional fields. Fill in the number of Days Engaged and click on Update All.



The screenshot shows a software window titled "Group Update" with a menu bar (File, Edit, Actions) and two tabs: "Mass Prof Development Update" (selected) and "Define Group". The main area contains the following fields:

- Group: [Dropdown menu]
- Category: [Dropdown menu]
- Date: [Dropdown menu]
- Title Activity: [Text input field]
- Purpose Skill: [Text input field]
- Hours Engaged: [Text input field]
- District Sponsored Event:

At the bottom of the window, there are two buttons: "Update All" (with a checkmark icon) and "Clear" (with a red X icon).

Note: For new teachers, the Professional Development must be District Sponsored and a category of either Classroom Management or Instructional Delivery to count for REP reporting

## Update List Tab

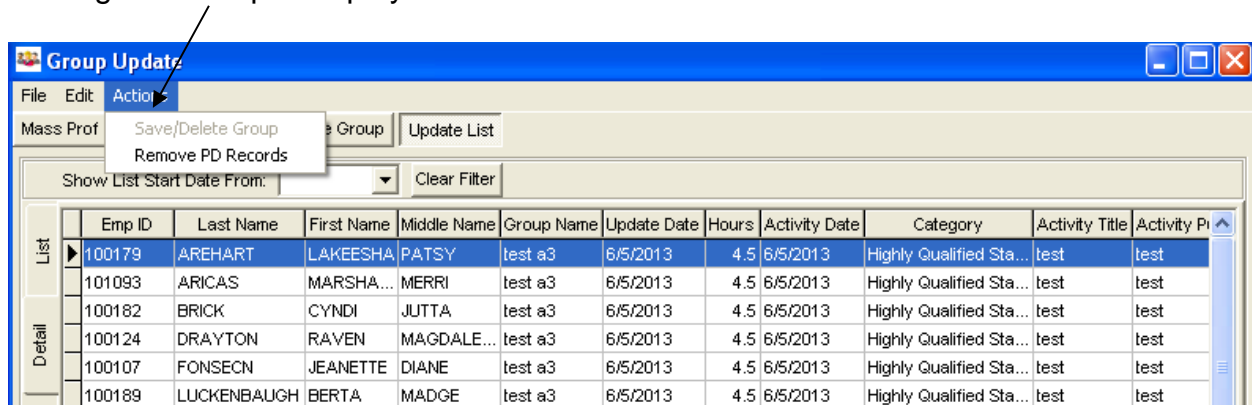
The List tab on the Update List Tab shows a list of the Group Professional Development that has been keyed.

Date	Count	Group Name	Category	Activity Date	Hours
6/20/2013	53	test a9	Classroom Management	4/1/2013	7.0
6/5/2013	146	test a7	Coursework	5/30/2013	5.5
6/5/2013	7	test a6	Highly Qualified Status	6/3/2013	3.5
6/5/2013	6	test a3	Highly Qualified Status	6/5/2013	4.5
6/5/2013	146	test a7	Classroom Management	6/3/2013	4.5
6/4/2013	3	ghg4	Classroom Management	6/4/2013	
6/4/2013	3	ghg4	Instructional Delivery (Strategies)	6/4/2013	1.2
6/4/2013	4	Test	Classroom Management	6/4/2013	1.5
6/4/2013	7	test a6	Classroom Management	6/3/2013	6.5

If you click on a row from the List tab and then click on the Detail tab, all of the information regarding the group professional development will be shown.

Emp ID	Last Name	First Name	Middle Name	Group Name	Update Date	Hours	Activity Date	Category	Activity Title	Activity P
100179	AREHART	LAKEESHA	PATSY	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test
101093	ARICAS	MARSHA...	MERRI	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test
100182	BRICK	CYNDI	JUTTA	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test
100124	DRAYTON	RAVEN	MAGDALE...	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test
100107	FONSECN	JEANETTE	DIANE	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test
100189	LUCKENBAUGH	BERTA	MADGE	test a3	6/5/2013	4.5	6/5/2013	Highly Qualified Sta...	test	test

By clicking on Actions-Remove PD Records, you can remove professional development for single or multiple employees.





## Suggested Checklist for REP Submission

1. Run Population Accuracy Report in the State REP module – work the report to make sure that everyone that needs to be submitted for REP is correct.
2. Add all new employee information in EI.
3. (June only) Run the Educator Effectiveness Report in the State REP module – export to Excel, add scheduled date/evaluation date/rating/type and forward to RESA to pre-load your evaluations.
4. (June only) Remind new teachers that they need to key PD and give them a cutoff date.
5. Request updated lists from contractors (excluding Edustaff) of who's been in your buildings during the current submission period. Set aside until all have been received.
6. Make sure all terminations have been keyed.
7. Run Master Grid Lists by school from MiStar. Compare the Master Grid Lists to the State REP grid (filtered by school) or to the assignment screen in EI to make sure your teachers are in the correct school and assignment. Key corrections in EI.
8. Run the Function Code Mismatch Report and make corrections in EI as needed.
9. Update Contractors (using lists requested in item 4) in the State REP module to reflect who has been in your buildings during the current submission period.
10. Upload REP file from Edustaff to CEPI. Communicate errors to Edustaff and upload the replacement file. Repeat until all records are accepted.
11. Check to see if you have any student teachers. Key them as contractors in the State REP module if you do. Also double check if you had student teachers for last submission. They may need to be termed in the State REP module.
12. In the State REP module, check for expired or invalid credentials. Update credentials in EI as needed.
13. Verify Schedules in State REP Module reflect current teacher contract salary schedules. Update as necessary.
14. Update REP in EI (Action – Update REP).
15. Run a text file in the State REP module and upload to CEPI.

16. Work your error report – update information in EI and update REP.
17. Repeat steps 14-16 until all records are accepted.
18. At the CEPI Website, go to Personnel Submitted and make corrections to the employees with Red x's or yellow triangles.

Note: Red x's, yellow triangles, and errors on error report/s must all be cleared to complete the submission.

19. At CEPI website, update anyone on LOA and contractors who require full reporting.

**Note: Once you make manual changes at the CEPI website, do not upload another bulk file.** Corrections should be made in EI (for next submission) and as a Single Line Submission (for this submission).

20. Optional – run comparison reports at CEPI site to look for gaps/errors.
21. After all corrections have been made, all errors cleared, and all red x's/yellow triangles cleared, Certify the data. Your submission is not considered final by CEPI until it has been Certified.