



2018-19 Personnel Approval Q & A

Q. I have a staff member who was employed from 8/19/18 through 2/1/19. Do I just uncheck the employed 12/1 box or do I delete the record?

A. The box should be checked and you should be reporting the staff member. That person was active on Dec 1.

Q. Does that mean they are not counted for the current school year if you don't check the Dec. 1 box?

A. They are still counted but are not reported to the US Department of Education.

Q. I have warnings for Interns, they are still working at our district, but my warning says total work assignment cannot exceed 1.0. It gives me the names of other districts as well?

A. You need to contact those districts and resolve the FTE error. To find the other contacts at districts, run the Site Personnel Contact report that is on the landing page under your name.

Q. What is HHI?

A. Home Hospital Instruction.

Q. Are we still supposed to report HHI work assignments? What if they come back as an error because the FTE is more than 1.0?

A. Yes. They can be up to 1.5 without a warning but we and ISBE are aware that some HHI employees will exceed that as well. They take exception to HHI and you can ignore the warning if it is evident that it cannot be resolved.

Q. When should the 12/1 box not be checked?

A. If the employee is not employed on December 1.

Q. If someone was hired on January 5, 2019, do we have to claim them?

A. There is no claim. You will still create an approval record, but you will leave the active Dec 1 box unchecked.

Q. How can I run a report of who is currently entered?

A. Click on: Reports -> Personnel -> Personnel Approval -> All Personnel.

Q. Will there be any future live webinars in regards to this topic?

A. Yes, the next upcoming webinars will be on June 10 and June 24.

Q. Can we have two of the same work assignments? For example, If a teacher works two different programs or at a different school.

A. No. The system would flag an overlap. If you want to use this person in two programs for student claims then you would use the allocation ratio to reflect that.

Q. One of our SPED teacher is on Maternity leave since March, and we have a long term sub. Do we have to enter the long term sub in the personnel approval?

A. Yes, but they must hold proper licensure and cannot exceed 1.0 FTE combined. Having a teacher and a substitute cannot be greater than 1.0 to clarify.

Q. Is there a way to keep a record for an employee who is gone but may return such as an 'include on approval' box?

A. No. You can track that person but instead of the 'include in approval' box from the previous years, you will uncheck active Dec 1.

Q. Can you go over the December 1 date again? So, an employee employed from August 1 to November 30 should not be on the report-correct. Any employee employed November 30 and still working should be on the report-correct? What about an employee employed on January 1? If any of those employee salaries are being used on the child claims report should they then be on the report?

A. August 1 - November 30 will not have the box checked. Employees starting November 30 and remaining would have the box checked. An employee that starts after January 1 will not have the box checked. All this represents is who will be reported to the US Department of Education. Any employees in I-Star can be added to a student program as long as they are qualified in their position. This is just like the December 1 child count. If they aren't active that day then they aren't reported.

Q. What is the difference between program aide and teacher's aide?

A. Teacher's Aides are licensed. Program aides have received "training experiences" See page 16 in the personnel approval manual.

Q. Can we delete any employee that is no longer with us?

A. Yes.

Q. What should we do for the staff that is working ESY?

A. You no longer report an approval for summer term. It is only regular term. This began last year with the elimination of Personnel claims in I-Star.

Q. What should we do about paras that started working with us but left mid-year? I had them in as 1.0 but now they are at another school and they are showing up as error that total work assignment cannot exceed 1.0.

A. Their hours worked per year would be less than a full year. The FTE would be calculated as "Total hours worked per year in the work assignment", (divided by) "normal school day classroom hours", equals



“total days worked per year”. Dividing the “total days worked” by 180 days, will equal the “total FTE percentage.” It would be less than 1.0.

Q. If a para was employed with us from the beginning of the school year but left prior to Dec. 1, then I need to uncheck the "employed as of 12/1/18" box?

A. Correct.

Q. I ran a list of all my personnel staff on the personnel approval listing search screen and clicked export to excel. The status description is coming up approved but the reimbursement status description is disapproved? What does this mean?

A. There is no reimbursement. However, in the previous years there was. The export results are not unique by school year. That field is going to remain for the archived years when ISBE did have a personnel claim in 2016-2017.

Q. For HHI, if it is sporadic, how does that effect the 12/1 date?

A. If they are employed and being paid to work on that day then the 12/1 box should be checked.

Q. Can you please explain again when should the employed as of 12/1 box should be checked?

A. If they are employed on 12/1 the box would be checked. For example a staff member employed from August - 12/5, the box would be checked. If the staff member was employed as of Aug - 11/25 the box wouldn't be checked. If the staff isn't employed until January, the box would not be checked.

Q. I have a para that started in August and left on December 18. Should I just use the calculation formula?

A. Yes.

Q. What about this error message for HHI personnel "Total Work Assignment cannot exceed 1.5". I am only trying to enter a 0.1 FTE.

A. HHI can exceed 1.5 so that error can be disregarded. ISBE will have the ability to override that when reporting the data to the federal government.

Q. Is salary information required?

A. The salary and benefits are only necessary if you are using I-Star to calculate the Student claim for an Orphan student or Excess cost student.

Q. Interns who are not paid are not added to the personnel approvals, correct?

A. Interns should be included.

Q. Can you explain again the Not Qualified as the WA1 Status?

A. This means the staff member doesn't have correct credentials for the WA selected. We can try to help select the correct WA if you give us a call or email us after the webinar.



Q. What if a staff member worked from August to March? Do I need to calculate the "hours"?

A. You will need to follow the instructions on pg 13 of the Personnel Approval manual to calculate the FTE. It does require the 'total hours' when completing this calculation.

Q. What is the difference between a supervisor and an assistant director?

A. A Supervisor doesn't have to be employed full time in special education but must hold a Supervisory or Administrative endorsement and hold a special education approval or endorsement in the disability area they are supervising. If you need additional help determining which WA to use, please give us a call @ 800-635-5274.

Q. Can you show us where to find the contact list for other districts that are also claiming someone working for us?

A. You can find the I-Star Personnel Data contact list on the landing page of I-Star located under your name.

Q. What should the FTE for teachers on FMLA be? She is being paid while being on FMLA.

A. You would use the hours they should be working to calculate the FTE based on the example on page 13. If the actual teacher is being paid you can not also claim the substitute for the same time period. The Personnel Approval manual on pg 17 goes through the Substitute Teachers eligibility.

Q. I have a paraprofessional who does her student teaching in the district. Since they were unpaid, do I adjust the FTE?

A. Yes. You would only include the FTE that she is getting paid for.

Q. Where can I find IEIN number?

A. The individual teacher needs to create an ELIS account. This will then issue an IEIN. You can also see: https://www.hbug.k12.il.us/resources/Personnel/How_to_create_an_ELIS_account.pdf

Q. Should we enter staff working during summer school?

A. If they do not work during regular term then you do not enter them into I-Star. If they work regular term and summer term, you would only use the regular term hours to calculate FTE.

Q. Can we print out the handout later?

A. Yes. You can find the handout on our website (www.hbug.k12.il.us), click on student and personnel topics, click personnel, videos, select the notes.

Q. How do you delete personnel in I-Star?

A. Located in the search grid you will see an actions column. To delete a personnel approval, click the red X.

Q. Regarding the FTEs, I have SPED personnel with a FTE of 1.0 but they also work as tutors also. Would I change the FTE to .9 and then .1 for HHI?

A. No. The FTE for the SPED personnel should be 1.0. The HHI should reflect the actual FTE. If the total is over 1.5, you can disregard the warning message.



Q. Which report can I run to help me review all staff that is on this years "personnel approval"?

A. Click on the Report Tab -> Personnel-> Approval -> There are several options. I would start with selecting the report "All Personnel."

Q. If an employee starts 1/8/2019 then would we calculate the FTE by using this same formula?

A. Yes, you would take "Total hours worked per year in the work assignment", (divided by) "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days, will equal the "total FTE percentage."

Q. If personnel have deduct days then would we use the same formula for FTE? Such as taking a maternity leave but used up all their sick days and had to take deduct days.

A. Yes that is correct.

Q. Could you please provide an example when entering personnel that works HHI tutoring hours?

A. The example of calculating FTE for HHI is found on pg 14-15 of the Personnel Approval manual.

Q. What is the best way to calculate FTE for HHI?

A. The instructions for calculating HHI FTE is found on pg 14-15 of the Personnel Approval Data manual.

Q. I have an HHI who is a teacher who provides tutoring to a student while in the hospital but they are not technically an employee of our district, what should I do?

A. If the district is paying for this service then you would need to include this person in the approval.

Q. Can you explain the difference between PA & TA?

A. PA assists special education students outside of instructional purposes. TA assist with students under direct supervision of a teacher. They must hold an Educator License with Stipulations, paraprofessional or substitute or PEL.

Q. Can we still enter social and psych interns in I-Star since we don't have to send the Intern verification forms to ISBE any longer?

A. Yes, those staff members should be entered into I-Star if they are working with the Special Education students.

Q. If we have a personnel record that is not approved because they are not qualified. How long do we have to get that corrected?

A. That needs to be correct by the data pickup on June 28th. If you need help with getting the correct Work Assignment you can give us a call @ 800-635-5274 and we will be happy to help.

