

Personnel Approval				
Approvals Uploaded Files SEPI I	Lookup			
Reported Un-Reported				
		rsonnel Approvals Filter		
IEIN:		Entity:	→	
School Year: 2022-202	23 🗸	Errors Only:		
Last Name:		First Name:		
Approval Status:	▼ Excl □	Spec Ed Type:	▼ Excl □	
Work Assign:	✓ Excl □ Search Clear Search Rect	neck Edits Export to Excel Export to Excel for Impor	t	
Report	ed	ramal Annountr (🕮 Add)	Un-Reported	
Personnel with a Approval recor			onnel in jurisdiction from upload but no current Approval record	

[ł]	Personnel Approval	CALLIN CALLING
	To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person. Personnel Approvals Add (Page of) Page Page Manage Personnel Claims and Approvals	
	For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days Search for and select the person the approval is for. Search for and select the person the approval is for. Personnel Search District: Wabash & Ohio Valley Sp Ed Dist Last Name:	
MARKAR MINT	First Name: Gender: Gender: Include Retired Search Clear Search Cancel Note: Including a district will search EIS with the entered Filters: Leaving the district out will perform a name search on ELIS.	

Slide 7

Personnel Approval	2
Personnel Approval Information Year: 2022-2023 ▼ Employed as of: 12/1/2022: Imployed as of: 12/1/202: Imployed as of:	 Determine if 'Employed as of 12/1/2022' should be checked Click the Add ison to odd the
	MUUUUUUUUU

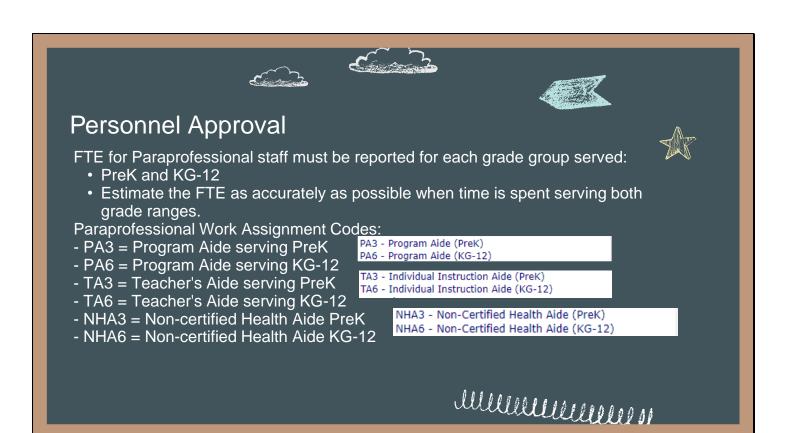
Personnel Approval		5 6 7 8 9
Year: 2022-2023 V Entity: Harrisburg CUSD 3 (2) V Special Ed Type: A-Special Education Teachers	Employed as of: 12/1/2022: 🔤 Total FTE: 0.0 Term: Regular	 Full Time Equiving required for AL Calculating per in reporting FT worked per year
Edit Delete Move Up Move Down Code No Records Found Intervention Intervention Intervention Intervention Enter the new work assignment and click the Save button. Intervention Intervention Intervention Work Assignment: ECT - Early Childhood Teacher Intervention Intervention Intervention FTE: 1.0 Intervention Intervention Intervention Select FTE 0.1 Intervention Intervention Hide Salary Info 0.4 0.5 Intervention	nent(s) (Add) Assignment Work Assignm T Mathematical View of the second se	 assignment div school day clas equals "total day year". Dividing worked" by 180 the "total FTE p Select FTE dro select the num best estimates time spent in th assignment an

ency (FTE) employees: ntage to assist "Total hours " I otal hours n the work ed by "normal oom hours", worked per e "total days ays will equal centage". down in I-Star to cal value that

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cal value that amount of /ork ick Save.

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num Personnel Approval				
 I-Star system will automatically match the appropriate Special Education ID code: A - Special Education Teacher B - Related Service Provider C - Paraprofessional D - Administrative 				
 This code will be determined once the Work Assignment is Saved 				
Personnel Approval Information Year: 2022-2023 V Employed as of: 12/1/2022: Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspa				
Special Ed Type: A-Special Education Teachers				

