

Preparing for Personnel Approval Snapshot in I-Star Plus 2024-25

Presented by Harrisburg Project



Topics



Special Education Personnel Approval Manual



Personnel Approvals



Status Codes



Error Reports



Website



Support





2024-2025 Special Education Personnel Approval Manual

- Due Date - Personnel Approvals DUE July 31, 2025!!!



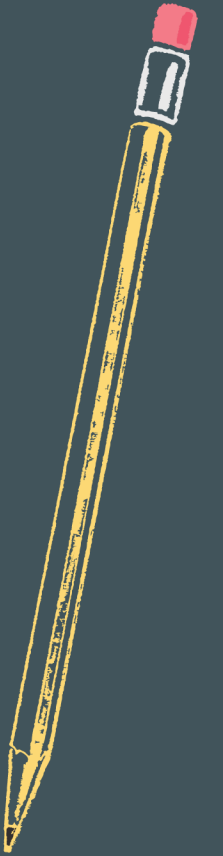
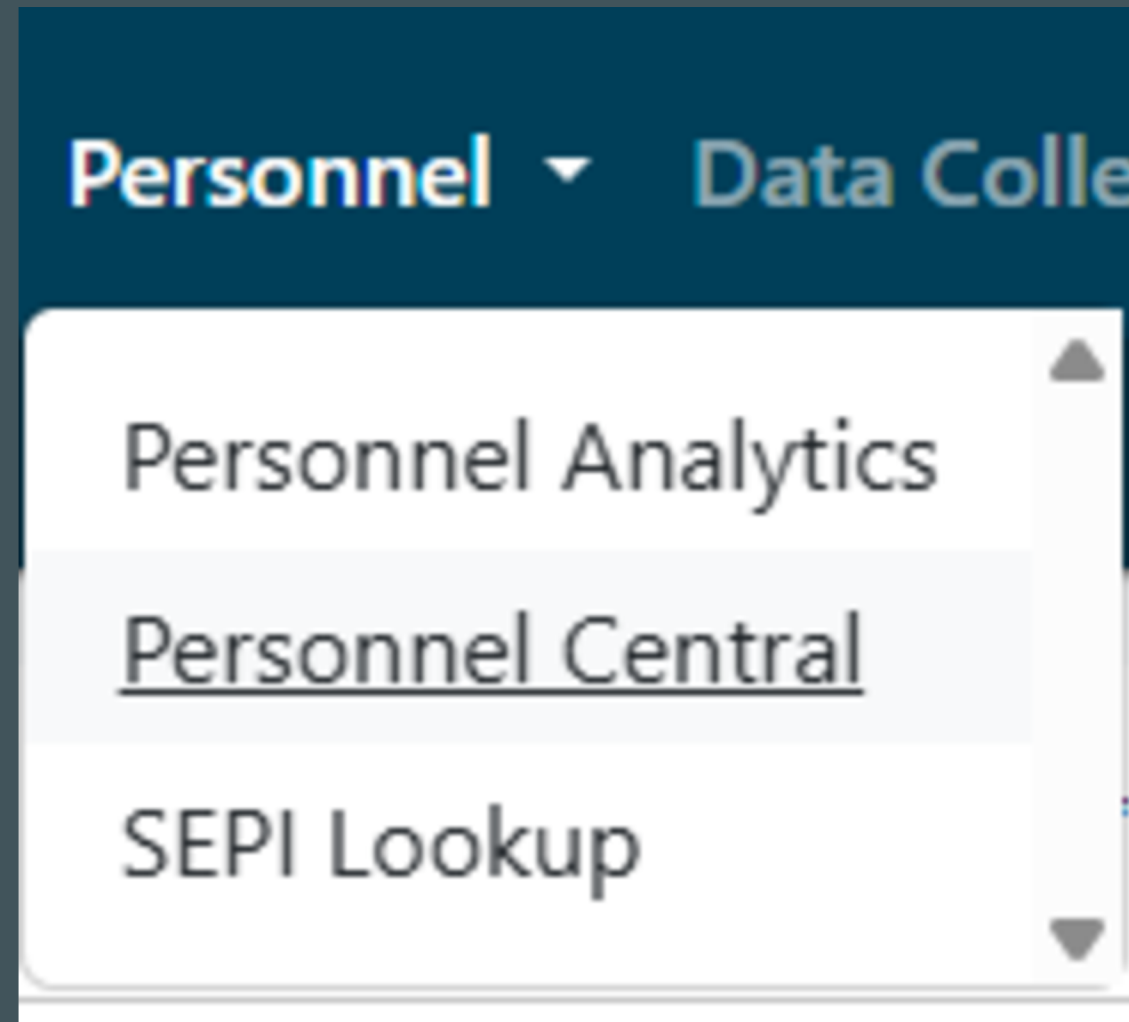
www.hbug.k12.il.us -> Manuals & Guides



I-Star Landing Page



Select Personnel ->
Personnel Central



Personnel Approval

Personnel Central ⓘ

EntityId(D-S) ▶ 0-0 RCDTS ▶ 9999999999-9999 User ▶ snoelleQA2 Environment ▶ QA-SPRWEBQA1 20:00

School Year
All ▼

District
▼

IEIN

First Name

Last Name

Total:

🔍

+

✓

⌵ ⌶

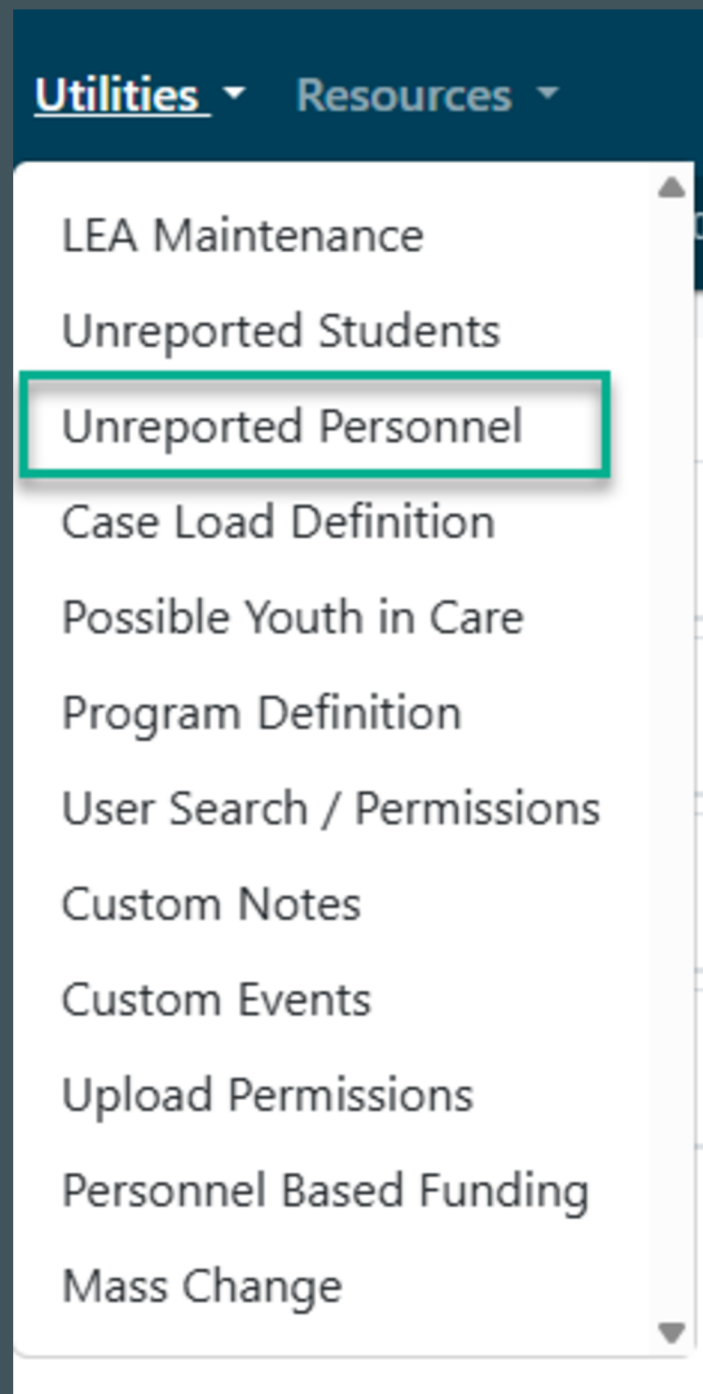
👤 Personnel Approval Data ▼

📁 Work Assignment Data ▼

⚙️ Certificate Data ▼

💰 Salary Data ▼

Personnel Approval



Un-Reported

*Personnel in jurisdiction from
EIS upload but no current
Approval record*



Personnel Approval



To add a new personnel record click Add.

School Year
All

District

IEIN

First Name

Last Name

Total:

🔍

+

✓

Personnel Approval

Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.



Search

×

To search for personnel you must provide either the IEIN, or some combination of District (or Coop), Last Name, First Name and Gender. IEIN search may temporarily not work.

Search Multiple

District / Coop

▼

First Name

Last Name

Gender

▼

Search Single

IEIN

Search

Close

Personnel Approval

Edit Work Assignment

Work Assignment

LBS - Learning Behavior Specialist

▼

FTE

1.00

▼

Rank

1

Status

✓ Save

Close

- Once Personnel is added, an Approval record can be completed for the employee
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down





Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)
PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)
TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)
NHA6 - Non-Certified Health Aide (KG-12)





Personnel Approval

FTE

1.00

1.00

0.99

0.98

0.97

0.96

0.95

0.94

0.93

0.92

0.91

0.90

0.89

0.88

0.87

0.86

0.85

0.84

0.83

0.82

0.81

- Full Time Equivalency (FTE) required for ALL employees:
 - Calculating percentage to assist in reporting FTE - "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".
 - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



Personnel Approval

Complete Employed as of 12/1:

DemoAphrodite Scott - 1123532



District: Benton Cons HSD 103• Total FTE: 1.00
Type: A - Special Education Teachers
Employed as of 12/1/2024: True

Employed on 12/01

No ☒ Yes

Personnel Approval

- *1-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*

District: Benton Cons HSD 103 • Total FTE: 1.00

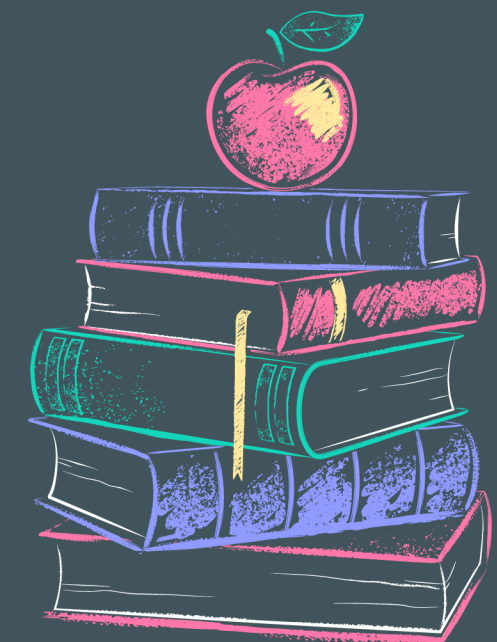
Type: A - Special Education Teachers

Employed as of 12/1/2024: True



Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
 - Qualified - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.





Support

I-Star Operation Questions
Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us

