

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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PM780          HUMAN RESOURCE SYSTEM          Date 9/02/03
District 99020  Registry of Educational Personnel Screen  Time 13:28:36
Function _____ Building -
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE JANE -
Remove from REP -----> - Annual Salary ----> .00
*Certificate #-----> _____ MI Sponsored Inst-> _____
*Hire Date-----> 12/12/1988 Non-MI Sponsored -> _____
Funded Position Status----> 9 *Birthdate-----> 08/28/1942
*Gender-----> F Hours of PD
*Ethnic Code
  Amer. Indian/Alaskan----> 0 School Improve -> _____
  Asian American-----> 0 Mentoring -----> _____
  Black/African American--> 0 Workshops/Conf--> _____
  Native Hawaiian-----> 0 Coursework -----> _____
  White-----> 1 Highly Qualified> _____
  Hispanic or Latino-----> 0
*Highest Degree-----> 01
*Type of Credential-----> 00
  Credential Issue Date----> _____ *Termination Date--> 09/01/2003
*Credential Expiration Date> _____ *Employment Status > 07
*Indicates that fields may be updated from other screens

F1=Help F2=Update F3=Exit F4=Add Vacant Position F5=Assignment
F11=Delete F12=Cancel PageDown=Next PageUp=Previous

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The REP screen is used to update the information required for the Registry of Educational Personnel. See the REP manual provided by CEPI for more specific information.

NOTE: Those data items with an \* may be updated from other payroll screens.

You may access employee information by typing either the employee social security number or employee name in the appropriate area. When using the search criteria the computer will search for a match and, if none is found, will display the next record in ascending order.

### **Function Keys:**

- F1 = Help
- F2 = Update
- F3 = Exit System
- F4 = Add Vacant Position
- F5 = Display Assignment Information
- F11 = Delete Employee from REP **Only**
- F12 = Cancel
- Page Down = Next
- Page Up = Previous

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### **Available Functions:**

UPLD = Generates and e-mails a file to the user that is in the proper format for submission to CEPI

LIST = Generates a report of employee information

ERRS = Runs REP information through a MAISD generated error check

### **Explanation of Fields (the REP field number appears in parentheses):**

#### **Soc Sec #(7)**

This is the employee's social security number. This is the key to the file. For vacant positions, the first five digits must equal the district number.

#### **Name (4, 5, 6)**

This is the employee name. For vacant positions, the words VACANT and FUNDED will automatically be entered.

#### **Remove from REP**

Key a 'Y' to exclude an employee from the REP processing.

#### **Annual Salary (28)**

This is the amount of the annual salary for the employee. Starting with the December 2004 submission, both the annual salary and hourly rate can be entered for an employee.

#### **Certificate # (8)**

This is the certificate number for certified personnel.

#### **MI Sponsored Inst (29)**

This is the name of the approved teacher preparation institution that recommended the teacher for initial certification.

#### **Hire Date (9)**

This is the date the employee was hired by the school district.

#### **Non-MI Sponsored (30)**

This is the name of the state or territory where the teacher was recommended for initial certification.

#### **Funded Position Status (12)**

This field identifies the status of positions that are either filled by a permanent employee, approved substitutes, outside contractors, or that remain unfilled.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### **Birthdate (13)**

This is the employee's date of birth in mm/dd/yyyy format.

### **Gender (14)**

This is the gender of the employee.

#### **Valid Values:**

M = Male                      F = Female

### **Ethnic (15)**

Enter a digit from 0 to 6 to indicate the ethnic choice of the employee in the appropriate ethnic group.

### **Hours of PD (24)**

Enter the number of hours by type(s) of the professional development in which the employee participated over the school year.

<b>School Improve</b>	Directly linked to the professional's learning needs to the students he/she teaches.
<b>Mentoring</b>	Supports the induction and mentoring of the novice teacher.
<b>Workshops/Conf</b>	One-day or short term PD provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.
<b>Coursework</b>	Continuing education courses taken for credit at an institution of higher education.
<b>Highly Qualified</b>	Professional Development specifically for the purpose of attaining Highly Qualified Status.

### **Highest Degree (16)**

This is the highest degree earned by the staff person.

#### **Valid Values:**

- 00 = None
- 01 = High School Diploma or its equivalent
- 02 = Associate Degree
- 03 = Bachelor's Degree
- 04 = Master's Degree
- 05 = Specialist's Degree
- 06 = Doctoral Degree
- 07 = Juris Doctorate
- 08 = Medical Degree
- 09 = Other License, Credential, or Professional Degree
- 10 = Obtained Paraprofessional Quality Standard on State Academic Assessment

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### **Type of Credential (17)**

This is the two-character code indicating the type of credential held by the employee.

#### **Valid Values:**

- 00 = Credential not required
- 01 = Life
- 02 = Pending
- 03 = Elementary Provisional
- 04 = Elementary Professional
- 05 = Elementary Permanent
- 06 = Secondary Provisional
- 07 = Secondary Professional
- 08 = Secondary Permanent
- 09 = Two-Year Provisional Certificate
- 11 = Permit, full year
- 12 = Permit, emergency
- 13 = Permit, Section 1233b
- 14 = Permit, 150 day (day-to-day substitute)
- 15 = Temporary Teacher Employment Authorization (1 year)
- 16 = Temporary School Counselor Authorization
- 17 = Preliminary School Counselor Guidance Authorization
- 18 = School Guidance Counselor License
- 21 = Dual, provisional
- 22 = Dual, professional
- 23 = Dual, 18 hour continuing
- 24 = Dual, 30 hour continuing
- 25 = Dual, permanent
- 26 = Dual, life
- 40 = Elementary Continuing (30 hour)
- 41 = Secondary Continuing (30 hour)
- 42 = Elementary Continuing (18 hour)
- 43 = Secondary Continuing (18 hour)
- 50 = School Nurse Certificate (Interim)
- 51 = School Nurse Certificate (Standard)
- 52 = School Nurse Certificate (Professional)
- 53 = Vocational annual authorization
- 54 = Vocational temporary authorization
- 55 = Vocational full authorization
- 61 = School Psychologist Certificate
- 62 = Preliminary School Psychologist Certificate
- 63 = Occupational Education
- 70 = Special Education, Approval
- 71 = Special Education, Emergency Approval
- 72 = Certificate of Clinical Competence, Approval

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### **Credential Issue Date (18)**

This is the date that the staff person's credential, permit, approval, or authorization was issued in mm/dd/yyyy format.

### **Termination Date (26)**

This is the date that the employee was terminated by the school district in mm/dd/yyyy format.

### **Credential Expiration Date (19)**

This is the date that the credential will expire in mm/dd/yyyy format, if applicable.

### **Employment Status (25)**

This field identifies the status of the employee.

#### **Valid Values:**

- 00 = Vacant position
- 01 = Left education and not pursuing further employment
- 02 = Left education for other career in different field
- 03 = Left district and moved out of state
- 04 = Left education because of transfer of spouse
- 05 = Left for other employment in field
- 06 = Left for family medical leave
- 08 = Left to further education at college or university
- 09 = Left for disability leave, but is expected to return
- 10 = Left special education and went to general education in different district
- 11 = Left district and went to special education in another district
- 12 = Laid off by district
- 13 = Discharged
- 14 = Deceased
- 15 = Illness/disability and not expected to return
- 16 = Retired (position will **not** be filled)
- 17 = Contract expired
- 18 = Other
- 19 = Retired (position will be filled)
- 98 = New Teacher
- 99 = Return employee, new (non-instructional) employee, substitute or contractor

# Payroll System Documentation

## REP ● Registry of Educational Personnel

### School Assignment Information Screen

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School Assignment Information

*Grade Assignment Information
Assignment #----> 01      Retention K----> 0      Alternative Education-> 0
*School Code #--> 07068  Kindergarten---> 0      Special Education-----> 1
*Assignment Code-> 00291  First Grade----> 0      Adult Education-----> 0
*FTE-----> 1.00      Second Grade---> 0      Early Childhood and
*Hourly Wage----> 39.18  Third Grade----> 0      Parenting Programs-> 0
Function Code--> 122     Fourth Grade---> 0      Career/Tech Education-> 0
                               Fifth Grade----> 0      State Agency-----> 0
                               Sixth Grade---> 0      Early On/
                               Seventh Grade--> 0      Early Intervention-> 0
                               Eighth Grade--> 0      Administrative
                               Ninth Grade---> 0      All K-12 levels----> 0
                               Tenth Grade---> 0
                               Eleventh Grade-> 0
                               Twelfth Grade-> 0

F2=Update   F11=Delete Assignment  F12=Cancel
             PageDown=Next         PageUp=Previous

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#### Explanation of Fields:

##### **Assignment # (10)**

This field indicates which assignment is currently being displayed. There can be a maximum of nine (9) assignments per employee. It is set by the computer system.

##### **School Code**

This is the school where the staff person is employed as defined on the School Code Master at CEPI.

##### **Valid Values:**

Any school building defined on the School Code Master in CEPI

##### **Assignment Code**

The position held or subject area taught by the employee.

##### **Valid Values:**

See the REP manual

##### **FTE**

This is the full-time equivalency (FTE) of the staff person being employed in this district. The FTE reported should be determined based upon district policy and contracts within the district.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### **Hourly Wage**

This is the hourly wage of the employee according to Schedule A.

### **Function Code**

This is the appropriate code as determined for accounting purposes for each position in a given school district.

#### **Valid Values:**

See the REP manual for a current listing of values

### **Grade Assignment**

If the employee is working in the classroom, key a 1 to indicate the grade level or educational setting assignment. For non-instructional staff, report the grade level or educational setting, whenever possible or appropriate.

**NOTE:** While multiple grade levels can be selected, do not select a grade level(s) and an educational setting.

#### **Valid Values:**

1 = Staff is assigned to this grade level or educational setting.

0 = Staff is not assigned to this grade level or educational setting.

### **Highly Qualified**

This field is for staff with assignment codes 00000-00599 and 80000-81400 in core academic areas. It indicates that the employee meets MDE's definition for highly qualified.

#### **Valid Values:**

1 = Staff member meets definition for highly qualified teacher.

2 = Staff member does not meet definition for highly qualified teacher.

0 = Staff member assignment code is not in the core academic area.

### **Academic Major**

This field is for staff identified as core academic instructional staff. It indicates whether the staff member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification for the assignment.

#### **Valid Values:**

1 = Staff member does have required major or equivalency.

2 = Staff member does not have required major or equivalency.

0 = Staff assignment code is not in the core academic area.

### **Academic Minor**

This field is for staff identified as core academic instructional staff. It indicates whether the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor for the assignment.

#### **Valid Values:**

1 = Staff member does have the required minor or equivalency.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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- 2 = Staff member does not have the required minor or equivalency.
- 0 = Staff assignment code is not in the core academic area.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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### Frequently Asked Questions

#### ***How do I Enter a Vacant Position?***

- 1) Display the REP screen.
- 2) Press F4.
- 3) Key the social security number. The first five digits must equal your school district. The remaining 4 should be assigned in ascending sequence.
- 4) Key the rest of the information. For those records with a funded position of 1, the last name must be entered as VACANT and the first name as FUNDED.
- 5) Press ENTER.
- 6) Press F5 to enter the assignment information.
- 7) Press F2.
- 8) Press F12 to return to the REP screen.

#### ***How do I Upload My REP File?***

- 1) Display the REP screen.
- 2) Type UPLD in the function area and press ENTER.
- 3) The file will be e-mailed to you as an attachment.
- 4) Save the attachment to the storage location of your choice. **You must save the file with a .txt at the end or CEPI will not accept it.**
- 5) Start your Internet browser.
- 6) Go to the CEPI website at <http://www.michigan.gov/cepi>
- 7) Click on MEIS Data Services.
- 8) Click on Registry of Educational Personnel.
- 9) Click on REP application.
- 10) Enter your login name and password.
- 11) Select Bulk Submission.
- 12) Locate the file that is to be uploaded and key in your e-mail address.
- 13) Click submit.

#### ***How do I Check the Status of My File?***

- 1) Go to the CEPI website at <http://www.michigan.gov/cepi>
- 2) Click on MEIS Data Services.
- 3) Click on Registry of Educational Personnel.
- 4) Click on REP application.
- 5) Enter your login name and password.
- 6) Select Bulk Submission Status.
- 7) The date and time the file was received will be listed. Once the file has been processed, click the link to download the file to a storage location.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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8) Use Notepad or Wordpad to open the file.

### ***How do I Remove Someone from the REP Report?***

- 1) Display the REP screen for the employee.
- 2) Type Y in the remove from REP field.
- 3) Press F2.

### ***How do I Know if My Report is Complete at CEPI?***

- 1) Go to the CEPI website at <http://www.michigan.gov/cepi>
- 2) Click on MEIS Data Services.
- 3) Click on Registry of Educational Personnel.
- 4) Click on REP application.
- 5) Enter your login name and password.
- 6) Click on Personnel Submitted.
- 7) A total number of personnel updated and those not updated is listed at the top. If the total not updated is not zero, scroll through the list of names looking for those records with a red 'X' on the left. Errors can either be corrected by making the necessary changes on the REP screen and resubmitting the bulk upload or you can update the appropriate records on the CEPI site.

### ***How do I Get an Errors Report from the REP Screen?***

- 1) Display the REP screen.
- 2) Type ERRS in the function area.
- 3) Press ENTER.
- 4) A message will be sent to you when the report is finished.
- 5) Press ESC.
- 6) Type 1.
- 7) Press ENTER.
- 8) To print the report, type a 6 in the OPT field to the left of PRXXREPE, where XX is replaced with your district abbreviation. To view the report on-line, type a 5 in the OPT field.
- 9) Press ENTER.

### ***How do I Get a Report of all the Information Being Sent to CEPI?***

- 1) Display the REP screen.
- 2) Type LIST in the function area.
- 3) Press ENTER.
- 4) Select the desired sort and press ENTER.

# Payroll System Documentation

## REP ● Registry of Educational Personnel

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- 5) A message will be sent to you when the report is finished.
- 6) Press ESC.
- 7) Type 1.
- 8) Press ENTER.
- 9) To print the report, type a 6 in the OPT field to the left of PRXXREPL where XX is replaced with your district abbreviation. To view the report on-line, type a 5 in the OPT field.
- 10) Press ENTER.