

**Special Education Services
Personnel Web System**

Begin Year Setup

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At the start of each new school year, you will be starting with all of the records from the previous year. The Begin Year Setup process is to carry over assignments/people that are still with your district and give them the dates for the new year and delete any assignments/people that are no longer needed. The first person to log on for your district will be doing the setup. If you have summer assignments, they are presented first, then Regular assignments.

Buildings/people/assignments that are brand new for the term (summer or regular) will be entered after this process is complete.

The information you must have is the start and end dates for the summer (ESY) session, and the dates for the regular school year. If you have a list of people who are not with the district anymore, you can easily delete their assignments during the setup process but the assignments may also be deleted after setup is complete.

Enter District, click OK

Click on Set Dates

Building	Start	End
<input checked="" type="checkbox"/> 9034		

Regular Start: 08/30/2010 Regular End: 05/19/2011

Select Building(s) by checking each or using the CHECK ALL button

Enter the Start and End dates

Click on Add Dates

Upon clicking "Add Dates", the dates should populate in the building grid and the Process Dates button is enabled.

Any listed buildings you do not set dates for will be left with the same dates on assignments as the previous fiscal year (the year will be updated)

If there are no assignments for a building, the building will not be listed. If there are new buildings in the district to be added for the new year, please send the: Building number, LEA #, Address (of the building), City, Zip to the Personnel Web Manager ASAP to get added to the system.

Once you have verified the dates and buildings, click PROCESS DATES. Click the CANCEL button to return to the previous screen at any time.

Regular Term Setup

Click Set Dates to Assign New Dates to Buildings

Set Dates

Select Regular Term Assignments to Delete

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Check All **Clear All**

For para linked to prof click [\[Here\]](#) or click on header to sort by that field

<input type="checkbox"/>	First	Last	SSN #	P/N	Area	Building	Start	End	FTE
<input type="checkbox"/>	STACEY			N	SL	9034	08/30/2010	05/19/2011	0.63
<input type="checkbox"/>	LEE			N	IR	9034	08/30/2010	05/19/2011	1.00
<input type="checkbox"/>	SHERRY			N	IR	9034	08/30/2010	05/19/2011	1.00

Check All **Clear All**

Process Regular Term Records and Proceed to Personnel Web System

Process **Log Off**

The next screen returned should have the Process button enabled. Click PROCESS to continue setting the dates.

If you had Summer Assignments in the previous fiscal year, you will need to perform these steps for Summer Term, then repeat for Regular Term.

Regular Term: Any assignments ending prior to May 1st the previous Fiscal Year will be already automatically deleted.

Once you Process the Regular Term Setup page you will be directed to the Main page. All the users in your district that work with the Personnel Web System will be set to regular mode so when logging in everyone will go directly to the Main page and the setup will not be run again until the next Fiscal Year.

Note that for both summer and regular term setup there is a “Log Off” button. If you click this it will not save any changes made on the current page and you will be forced to run through setup again upon your next log in. However if you log off in regular term the summer assignments deleted are already permanently deleted. You can still delete additional assignments if there are any. You can also make changes to the dates on the existing buildings the next time through the new year setup.

DELETING AN ASSIGNMENT – you can check the box next to the assignment, or choose “Check All” or “Clear All”. When you click on “PROCESS”, it will delete those checked records.

Regular Term Setup

Click Set Dates to Assign New Dates to Buildings

Set Dates

Select Regular Term Assignments to Delete

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Check All **Clear All**

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<input type="checkbox"/>	First	Last	SSN #	P/N	Area	Building	Start	End	FTE
<input type="checkbox"/>	STACEY			N	SL	9034	08/30/2010	05/19/2011	0.63
<input type="checkbox"/>	LEE			N	IR	9034	08/30/2010	05/19/2011	1.00
<input type="checkbox"/>	SHERRY			N	IR	9034	08/30/2010	05/19/2011	1.00

Check All **Clear All**

Process Regular Term Records and Proceed to Personnel Web System

Process **Log Off**

WARNING! This is a DELETE function and it is possible to delete all assignments if you are not paying close attention. If you accidentally delete all assignments, you can request the district data be reset.