Special Education Services Personnel Web System

User Guide

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Getting Started

The user needs to register at the KSDE Web Applications website - https://online.ksde.org/authentication/login.aspx. If you already have access to the KSDE Web Applications, then a new registration is not required.

To gain access to Personnel Web application select Manage My Account, then select Personnel Web System. You (or the Special Education Director, or the person you are replacing) should also send the person managing Personnel Web at KSDE an email letting them know you are authorized for access. The request to add Personnel Web will be manually approved, the user will be notified and Personnel Web may be accessed through the Authenticated Applications login.

Once logged in, the first screen opened by the application will then be the blank main page that says "Personnel Web System" across the top *(at the start of a new fiscal year, when the first screen is the Begin Year Setup)*. From the Personnel Menu System you can navigate to all the necessary pages needed to log out, edit data, view data, change user info, view and print reports, and access the help document.

Don't use the back button. It will not work and it will force you to login again. Most of the pages in Personnel Web are not cached for security purposes. Use the menu system to navigate through Personnel Web. Use the Log Off menu option in the Personnel menu before going on to another website or before closing the browser. This is a security measure to help keep the data secure.

General information

Personnel Web is split into two sessions, “Summer” which is the special education Extended School Year, and “Regular” which is the standard fall to spring school year. The same rules apply to both, there is no difference in licensing requirements or the way the program operates.

Licenses and certifications are checked based on the dates a person is reported to be working and the area of assignment. There is a chart of the possible assignment areas under resources in the special education pages at KSDE.org.

The program recognizes two classes of employees to be reimbursed, professionals and non-professionals (“P” or “N”). Professionals are people such as classroom teachers, administrators, and licensed personnel, who are able to work without supervision. Non-professionals are paraeducators, non-licensed personnel, and those whose license requires supervision (such as an Occupational Therapist Assistant) who are supervised by licensed personnel. “Special Teacher” in Kansas law includes related service personnel, and so includes various licensed professions as well as classroom teachers as professionals. “Para” is used generally in this guide to include all non-professionals.

Non-professionals must have a supervisor listed in the program at all times. Usually, paras are assigned in the same building as the professional supervising them and the professional’s assignment time covers the para’s assignment time, but other situations are possible.

When adding new people through the year, you must add the person first, then add their assignment. Additionally, if the new person is a para, and is supervised by a new teacher, you must add the teacher and the teacher’s assignment before adding the para and the para’s assignment (supervised by the teacher)

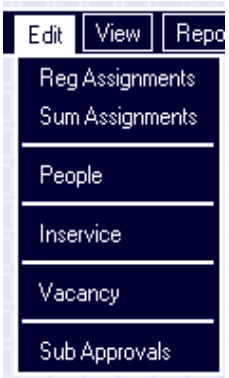
It is a good idea to update Personnel Web when personnel changes. Updating throughout the year means that the payment information reflects the most accurate possible information, gives you the most time to find and correct errors, and helps identify possible problems early.

It is important to realize that the system currently does not check information as it is entered for “payability”. The system checks for certain logical errors (start dates before end dates, para assignment dates/buildings/areas matching the supervisor, etc) but does not check assignments against licenses or teaching certificates/endorsements until the payment is run. Personnel Web is currently in the process of being rewritten, but until then, we have to work with the system that exists. It is very important to check reports on every payment. Even if someone pays on one payment, an issue could come up with their license that needs to be adjusted. Some time spent reviewing reports could mean additional funding for your district!

The Edit Menu

(adding/editing people, assignments, inservice, vacancies, sub approvals)

To add a person/assignment, you will need the following information:
Social Security Number
Last name
First name
Middle Initial (optional)
Regular or Summer (ESY)
Building Number
Area of assignment
Low and High level of assignment
Start and End date of assignment
Hours or FTE
    If the person is being paid on contract, the contracted FTE
    If the person is being paid hourly, the expected hours to be worked



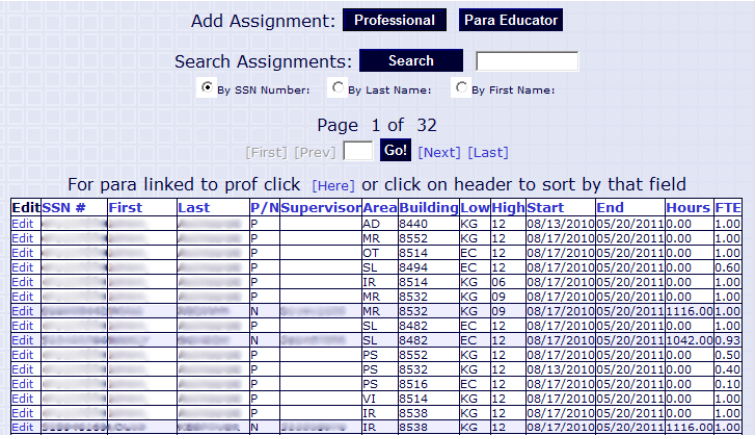
Adding or Editing a Person

Edit>People
People added to the system will not show up unless they have an assignment, but people are not deleted from the system when they do not have an assignment. So if someone has returned to the district and do not have a current assignment, they will not show up in the "people" list, but they do not need to be added again.

For new personnel to the district, always add the person first, then the assignment.

Editing a person is done in the same screen, merely select the person from the list shown. When a person changes their last name, enter the previous name into "Former" and the new name as the "Last" as a reference.

Adding or Editing an Assignment

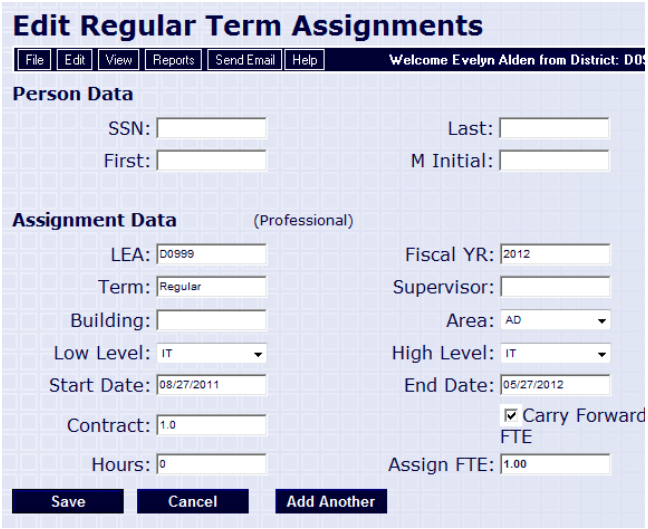


Edit	SSN #	First	Last	P/N	Supervisor	Area	Building	Low	High	Start	End	Hours	FTE
Edit				P		AD	8440	KG	12	08/13/2010	05/20/2011	0.00	1.00
Edit				P		MR	8552	KG	12	08/17/2010	05/20/2011	0.00	1.00
Edit				P		OT	8514	EC	12	08/17/2010	05/20/2011	0.00	1.00
Edit				P		SL	8494	EC	12	08/17/2010	05/20/2011	0.00	0.60
Edit				P		IR	8514	KG	06	08/17/2010	05/20/2011	0.00	1.00
Edit				P		MR	8532	KG	09	08/17/2010	05/20/2011	0.00	1.00
Edit				N		MR	8532	KG	09	08/17/2010	05/20/2011	1116.00	1.00
Edit				P		SL	8482	EC	12	08/17/2010	05/20/2011	0.00	1.00
Edit				N		SL	8482	EC	12	08/17/2010	05/20/2011	1042.00	0.93
Edit				P		PS	8552	KG	12	08/17/2010	05/20/2011	0.00	0.50
Edit				P		PS	8532	KG	12	08/13/2010	05/20/2011	0.00	0.40
Edit				P		PS	8516	EC	12	08/17/2010	05/20/2011	0.00	0.10
Edit				P		VI	8514	KG	12	08/17/2010	05/20/2011	0.00	1.00
Edit				P		IR	8538	KG	12	08/17/2010	05/20/2011	0.00	1.00
Edit				N		IR	8538	KG	12	08/17/2010	05/20/2011	1116.00	1.00

Edit>choose Reg(ular) or Sum(mer)

The basics of adding or editing assignments are the same for professional and paraeducators. Please read the professional description for the process in detail, the paraeducator description will only cover the additional steps. To edit any assignment, merely click "Edit" to the left of the existing assignment.

Professional Assignments:



Enter the Social Security number (SSN) of the person who will hold this assignment. If that person is on record the people information will be populated for you. If the person is not on file, stop and go enter them into the people datafile, you cannot add people in the assignment screen.

LEA/Fiscal Year/Term are all filled out for you. Supervisor is not applicable because this is a professional entry.

Building is the identification number of the building. The state directory should have the current list of building numbers for your district.

The area of assignment is determined by the services the teacher is contracted to provide. "IR" is not the correct selection in every situation.

Low and High levels refer to the age range the teacher will be teaching, not the building the teacher will be working in.

Start and End Dates should be the first and last day the students are in the classroom.

Contract refers to the FTE the teacher is contracted to teach. Enter as a decimal (1.0, .33, etc.)

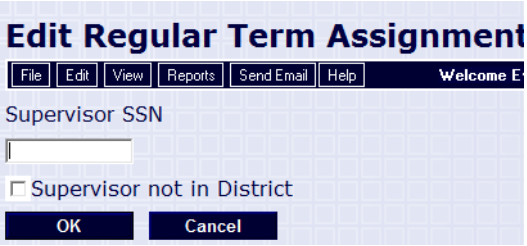
Hours is used mainly for paras. IF a teacher is paid hourly (turns in a time sheet) then you may fill in the estimated hours the teacher will be working (actual hours if the assignment is being edited at the end of the year).

“Assign FTE” is filled in by the program based on the contract FTE or hours entered, and not exceeding 1 FTE for all assignments. (OA area of assignment is the only area of assignment that will allow greater than 1 FTE)

If you will be adding additional assignments, and the dates and FTE will be the same, click the “Carry Forward” box then “Add Another” to get a fresh assignment sheet, otherwise simply select “Save” or “Cancel” to save or delete the current assignment and return to the assignment overview

If you are editing an existing assignment, “Cancel” is replaced by “Delete”. If you delete a supervising teacher’s assignment, the now unassigned paras will be highlighted. You can reassign the paras to another teacher by editing their assignments and clicking on “reassign”.

Adding Paraeducator Assignments



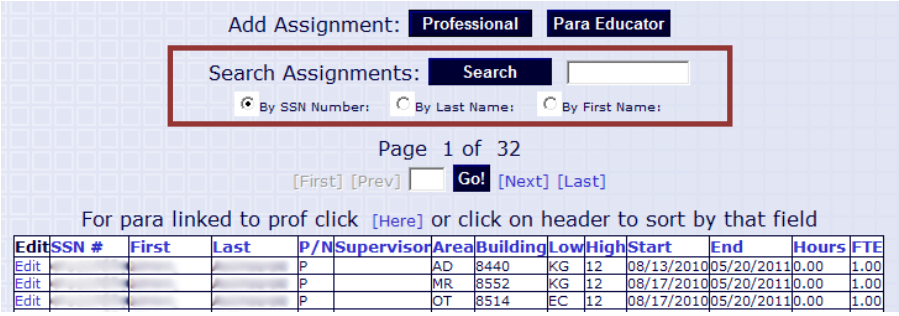
The major difference is that when you add a new para assignment, you first select the supervisors Social Security Number. A list of the professional’s assignments will be displayed to select the assignment the para is working under. If only one assignment the form will be populated with the data from the one assignment. You will make any additional changes to fields such as the start or end date if it is different from the professionals, then you will enter the paras hours to get an FTE amount.

Why you might need more than one assignment for a single special teacher or paraeducator
If the teacher is assigned to the area of IT (infant toddler) or is teaching at the level of IT, then both teaching levels must be IT. Infant Toddler is funded through a separate federal program (Part C) and for federal reporting purposes, the funds must be separated. If someone is working with both IT and Part B (EC-12) levels, then there must be separate assignments for IT and for the other levels.

Separate entries must be made on the KSDE Special Education Personnel Report to reflect the assignments of persons with duties in more than one area/field (e.g., 0.50 FTE behavior disorders *special teacher* and 0.50 FTE special education supervisor; or 0.33 FTE special education instructional media, 0.33 FTE learning disabilities *special teacher*, and 0.34 FTE special education supervisor). Para assignments must be split to match their supervising special teacher(s)

If a teacher is working in more than one building, they should have an assignment for each building, however, if the teacher works in a variety of buildings/districts (such as a gifted teacher for a coop) then select one building to use as the “home building” (usually the administrative building).

If a teacher changes license type (for example, a teacher switches to a substitute for part of the year because their endorsement for special education is not renewed) then a second assignment must be made for the change in license type. Remember that any para assignments must also match the additional assignment(s).

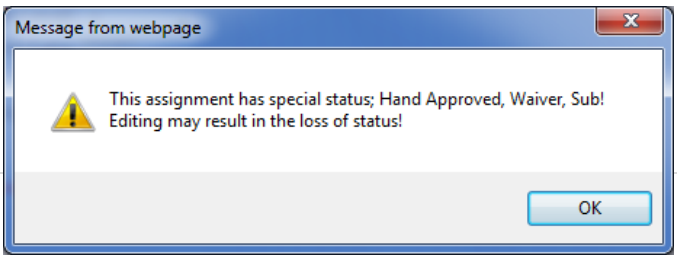


Edit	SSN #	First	Last	P/N	Supervisor	Area	Building	Low	High	Start	End	Hours	FTE
Edit	[redacted]	[redacted]	[redacted]	P		AD	8440	KG	12	08/13/2010	05/20/2011	0.00	1.00
Edit	[redacted]	[redacted]	[redacted]	P		MR	8552	KG	12	08/17/2010	05/20/2011	0.00	1.00
Edit	[redacted]	[redacted]	[redacted]	P		OT	8514	EC	12	08/17/2010	05/20/2011	0.00	1.00

If you need to locate an existing record, you can **search** or **sort** the data.

After locating an assignment, select that record by clicking “**EDIT**” in the left column of the data grid.

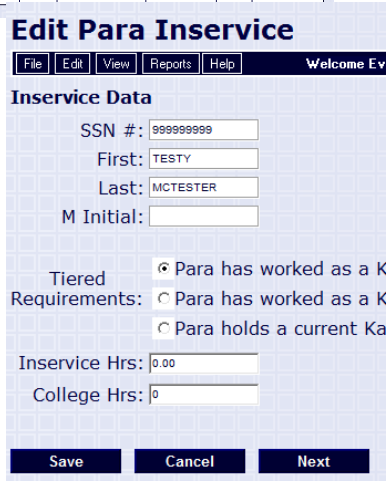
Should you get this warning, please let the Personnel Web manager at KSDE know if you change the assignment. The “special status” will have to be reset manually.



Paraeducator Inservice

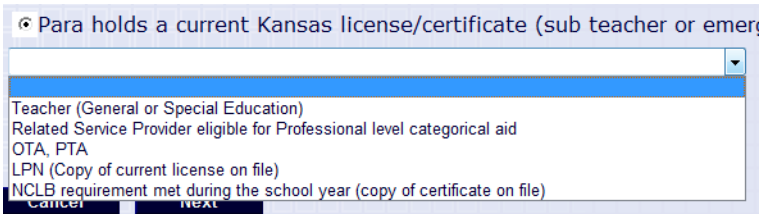
Edit>Inservice

As specified in the Reimbursement Guide, paraeducators must have staff development. The Edit Inservice menu option allows you to edit para inservice information: inservice hours, college credit hours, and tiered requirements, of the para.



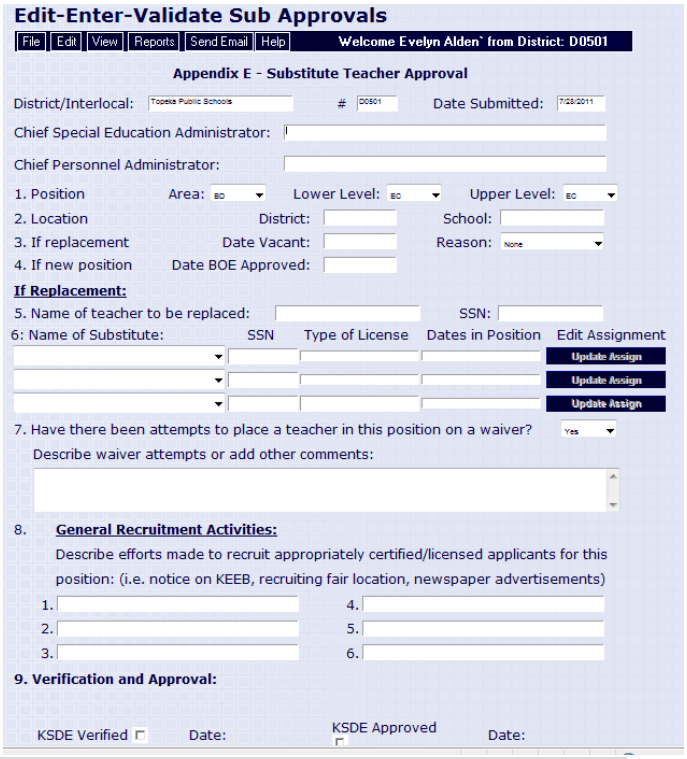
All your assigned paras will be displayed. If there is no tier # listed, you will need to "Edit" that record. The para name and SSN will be displayed, select the correct tier from the 3 options. By selecting the first or second options (tier 1 or tier 2), the program will calculate the number of inservice hours for each para based on the dates they are assigned to work. Enter College Hours as the hours earned (3 college hours, enter 3). The program will change them into inservice hours.

- Tier 1 = less than the 3 past years as a Kansas special education para (20 hours)
- Tier 2 = 3 or more of the past 3 years as a Kansas special ed para (10 hours))
- Tier 3 = currently licensed as teacher (not sub or esub only), OTA, PTA, LPN, etc (inservice locally determined)



If you select that a para has a current Kansas license/certificate, then you must select one of the available options. "Related Service Provider eligible for Professional level categorical aid" only applies if the profession they are licensed in applies to the area in which they are a para.

Edit Substitutes



When a teacher (professional) is on non-paid leave, or has left, a substitute may be reimbursed for that position. The reimbursement guide has more information on what substitutes are allowed and for how long, but they must be a KSDE endorsed teacher or hold a substitute or esub license, and the position must be one held by a teacher, not a "related service" professional. An OT, PT, SLP, etc position can only be filled by someone with the correct license. KSDE cannot override the licensing requirements of other professions.

Edit>SubApprovals

If you make major changes to the sub approval form after it is first submitted, you might let the Personnel Web Manager know. Once approved, no information on sub approval can be changed or deleted.

Add the replacement/substitute in the People file, and then create a new assignment for the substitute. Remember to end the teacher's assignment in the system as well as the assignments of their paras. Add the replacement/substitute in the People file, then

create a new assignment for the replacement or the substitute and assign the paras to them (unless the paras are being supervised by another teacher). Substitutes must currently be manually approved if the substitute does not have the correct special education endorsement for the assignment, so fill out the sub approval form in Personnel Web for classroom teachers.

For related service personnel, a substitute must have the required license/certification for the assignment, so simply create a new assignment and reassign any non-professionals to the new professional.

Fill out the information required, the assignment information must match the teacher who is being substituted for.

It is expected that districts will make every attempt to find qualified people to work in special education classrooms. In the box under number 7, you can put an explanation of why the sub is the best person to fill in for the teacher.

Substitutes can only be claimed when the regular teacher is not being paid, so only long term absences or vacant positions.

The total FTE claimed for the substitute in one classroom cannot exceed the FTE allowed by regulation (see reimbursement guide, or the approval section at the bottom of the form). The FTE for the teacher should be reduced by at least the amount of FTE claimed for the substitute.

Waivers

Teachers who are in the process of qualifying for a new endorsement can get a waiver of requirements allowing them to teach in the area they are working on. Waivers have to be applied for early in the year because the Kansas Board of Education has to approve them after all the information is verified by Teacher Licensure. Once a teacher has a waiver for an area (which usually covers the whole school year) it will count the same as a full endorsement in that area. If someone is likely to get a waiver, don't put them in the program as a substitute; wait for the waiver to be approved or disapproved. Waivers aren't automatically added, but must be manually added. The personnel web manager will pull the list of approved waivers from the Board of Education items, but if one is missed, please send an email.

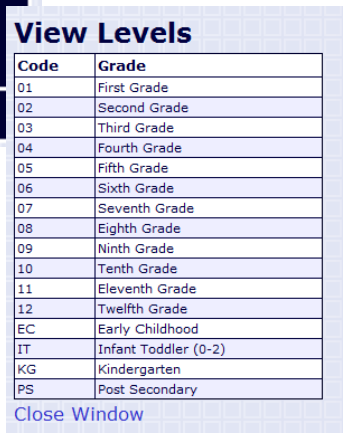
The View Menu

The **View** menu lets you view (but not edit) reference screens (levels, areas) and district information (people, assignments). Areas and levels open in popups so you can have them open while you are working on assignments.

View>Certificates

You can view the endorsements and licensure KSDE has on file for a specific Social Security Number if the teacher is claimed for categorical aid. Every endorsement, past and current will be shown, sorted by the endorsement number.

Below is the sort of information you will see for ONE social security number (remember, the person must also be in the "people" file for you to pull their information through Personnel Web).



View Levels

Code	Grade
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
EC	Early Childhood
IT	Infant Toddler (0-2)
KG	Kindergarten
PS	Post Secondary

Close Window

View Certificates

File | Edit | View | Reports | Send Email | Help **Welcome Evelyn Alden from District: D0999**

SSN: [ ] **View Certs**

SSN #	Last	First	MI	Type	Endr #	Low	High	Cert Orig	Cert Eff	Cert Exp	Cert Fef	Cert Fex	Endr Orig	HQ
			R	STD3YR	1800	KG	09	01/16/2001	01/16/2001	03/17/2004			01/16/2001	HQ
			R	CONTCH	1800	KG	09	02/13/2007	02/13/2007	02/13/2009			01/16/2001	HQ
			R	INITCH	1800	KG	09	02/13/2007	02/13/2009	02/13/2011			01/16/2001	HQ
			R	STD3YR	1800	KG	09	01/16/2001	04/08/2004	03/17/2007			01/16/2001	HQ
			R	PROF	1800	KG	09	05/21/2010	05/21/2010	03/17/2016			01/16/2001	HQ
			R	PROF	71989	EC	12	05/21/2010	05/21/2010	03/17/2016			08/15/2008	HQ
			R	PROVT1	71989	EC	12	08/15/2008	08/15/2008	08/15/2010			08/15/2008	
			R	PROF	80502	EC	12	05/21/2010	05/21/2010	03/17/2016				HQ
			R	PROF	81119	EC	12	05/21/2010	05/21/2010	03/17/2016				HQ
			R	PROF	81349	EC	12	05/21/2010	05/21/2010	03/17/2016				HQ
			R	PROF	81571	EC	12	05/21/2010	05/21/2010	03/17/2016				HQ
			R	STD3YR	9000	KG	06	01/16/2001	01/16/2001	03/17/2004				HQ
			R	CONTCH	9000	KG	06	02/13/2007	02/13/2007	02/13/2009				HQ
			R	INITCH	9000	KG	06	02/13/2007	02/13/2009	02/13/2011				HQ
			R	STD3YR	9000	KG	06	01/16/2001	04/08/2004	03/17/2007				HQ
			R	PROF	9000	KG	06	05/21/2010	05/21/2010	03/17/2016				HQ

The name is the name that Teacher Licensure has on file for this social security number.

There are many types of licenses a teacher can have, with few exceptions they count as “professional” for purposes of reimbursement. The main exceptions are “SUB” and “ESUB” which are only reimbursable as substitutes and are limited by regulation as to how much FTE they can claim in an assignment.

There is a list of endorsement numbers that are reimbursable on the KSDE resources page. . Every time an endorsement is renewed, there will be a new entry.

Low and High are the limits of each endorsement.

Cert Orig is the origination date of the license type (PROF, STD3YR, etc) NOT always the date of the endorsement. The endorsement origination date is not present on every record.

I know this is not the easiest screen to read, and the consultants at Teacher Licensure (785-291-3678) will always be happy to help with questions. But you CAN resolve some errors with this screen, such as “Certificate Name Error”, “No Endorsement For Level”, etc. Always remember that the assignment should reflect what the teacher is actually doing to avoid issues during the audit. But if the teacher is teaching grade 6, has a license for K-6, and the building is 5-8, the teacher will pay correctly with levels 6-6, which reflects the actual assignment and is also covered by the teacher’s license.

The Reports Menu

The report screens all work in the same manner and are similar in appearance. Each will prompt you for specifics to the report being run. You can select sort criteria from the list by clicking the “>>>” button or remove sort criteria by clicking on the “<<<” button. After you select your criteria, click ‘**Get Report’** and it will retrieve your report in html format where you can **view** the report**.** From here, you can export the report to a Word, PDF, Excel, or Rich Text Format File.

Assignment List

The Assignment List report displays data about all of the professionals and paraeducators that are being claimed for categorical aid reimbursement and gives you a tally of full time equivalences for professionals and paras.

Error List

The Error List report displays data about assignments that have errors and the errors contained in those assignments. This does NOT list all the non-payment issues, only those that have an error message

Over 1.0 FTE

The Over 1.0 FTE report displays data about personnel who have more than a 1.0 full time equivalency.

Para Inservice

The Para Inservice report contains data about paraeducators and their progress with inservice training hours, and college credit hours.

Inservice Required

The Inservice Required report contains data about paraeducators and their progress with inservice training. It is used to calculate the inservice hours that are required for individuals that quit prior to completing the full term of their assignment.

Vacancy

The Vacancy report contains data about any vacant available budgeted positions within a district or coop.

FTE Discrepancy

This lists people who have assignment time that is not paying for some reason (generally license related)

Payment

This is the list of all the people you reported, and exactly how the system processed their information. There have been people who did not pay and who did not show up on the error or discrepancy reports, so please review this report. The payment report is the main report that should be kept (not the only report that can be kept, but if you only keep one report, make it this one).

Payment (Building)

The Payment (Building) report contains the same data as the above payment report except it is grouped by buildings within each district. This can be useful if information needs to be reviewed by different people to limit distribution of personal information.

Directory By Area

The Directory by area report contains data for all professionals and paraeducators reported listed by area.

Personnel Web Errors

These are most of the errors you may encounter on the payment report and generally how to deal with them. You can always call or email with questions.

Assignment FTE Over 1.0

Check your assignment dates and make sure you can verify the time you are claiming. This may not be an error, but it is something to be aware of.

Certificate Name Error

Teacher Licensure has a different name for the teacher. Use View>Certificates to check.

Certificate Not Effective

The teacher has the correct certification, but the certification dates do not cover the assignment. If the teacher was licensed, you may put in a sub approval request.

Expired Certificate

Similar to “Certificate Not Effective”. If the special education endorsement is expired, but the teacher is still licensed, you may put in a sub approval request.

Expired License

IF this is BR/ MT/OM/RE/IN then you need to send the license in. IF it is another licensed area, then there may be a problem with the licensure. The Personnel Web Manager will check licenses online when possible and update them before each payment.

Invalid Area For Certificate

The teacher is assigned in an area they are not endorsed for. A sub approval might be requested if the assignment is correct.

Invalid Area For License

There is a license on file, but the assignment is in a different area. OT/PT are easy to mix up and get this error. Check the area of the assignment.

Invalid Building Number

The building number is not in the personnel web system. Double check, and if the number is correct, send in the building number and address (street, city, zip) and I will add the building to the system.

License Name Error

The license in the system has a different name than the assigned person (but the social security numbers match) The name (last name particularly) must be the name on the license. If the license name is the same, call/email the Personnel Web Manager.

No Certificate

There is no teaching certificate on file. Check the area of assignment and the social security number of the teacher. If you can see the teacher's certification on the Teacher Education and Licensure site, then call/email the Personnel Web Manager.

No Endorsement For Level

The teacher is assigned outside of the levels of the endorsement. A sub approval may be submitted if the assignment is correct.

No License

There is no license in the personnel web file. If the area is BR/ MT/OM/RE/IN, then the license must be sent in. If it is another area, then just send an email with the person's name/area/license number and I will look them up online and add them.

No Professional Assignment

Usually these are a database error where the Para has lost the assignment connection to the professional. Delete the para assignment then re-enter.. If the error occurs for a para with a supervisor out of district, the assignment will need to be hand approved.

Vacancy Report

Entering and Viewing the Vacancy report are explained here, because it is usually completed at the end of the school year. This report is used to show the number and type of unfilled budgeted positions in the state of Kansas.

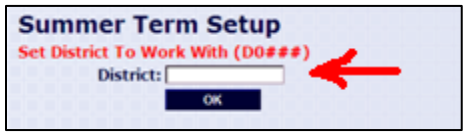
The Edit Vacancy menu option allows you to add, edit, or delete vacancy information like date available, prof or para, new or replacement, area, low level, high level, and FTE of the vacant position. If your district has no budgeted positions for the year that are unfilled, then you have nothing to enter here and you do not need to notify the Personnel Web Manager.

Begin Year Setup

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.

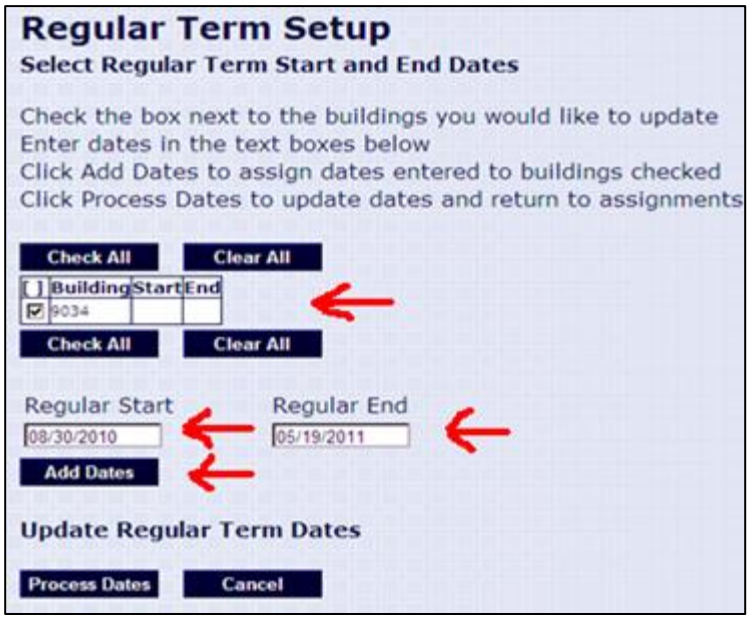
Buildings/people/assignments that are brand new for the term (summer or regular) will be entered after this process is complete.

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



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

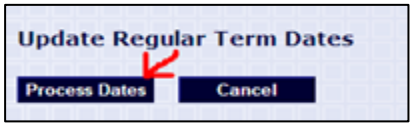
Enter the Start and End dates

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)

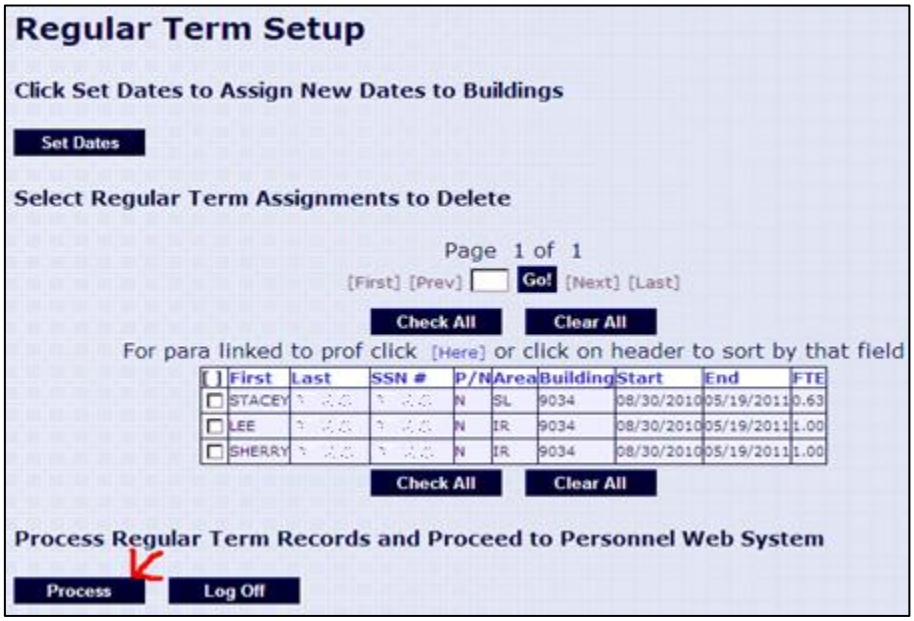
If there are no assignments for a building, the building will not be listed. If there are new buildings in the district to be added for the new year, please send the: Building number, LEA #, Address (of the building), City , Zip to the Personnel Web Manager ASAP to get added to the system.



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

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.

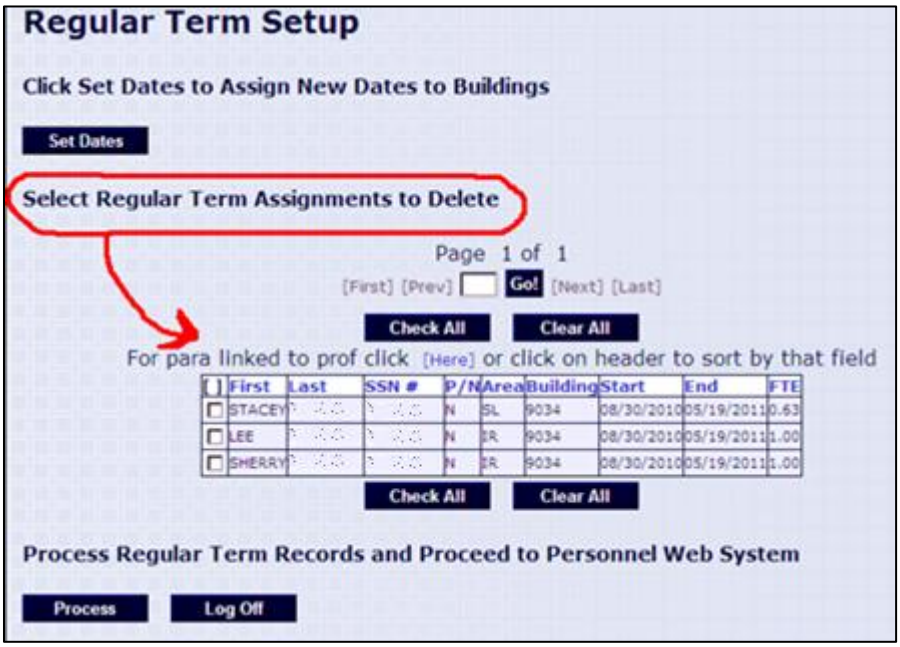


Regular Term: Any assignments ending prior to May 1st the previous Fiscal Year will be already automatically deleted.

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.



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.