

MMS in a Nutshell

What is MMS?

MMS is a DoDEA-wide FTE management and maintenance tool utilized by the Area offices to manage, track and report on all aspects of FTE usage and placement for all organization units within DoDDS-E. MMS is used by the Area office to determine staffing allocations, issue * MPVs, or Manpower Vouchers, make Manpower FTE adjustments, generate manpower reports (including multiyear), ensure FTE are not overexecuted, and ensure FTE are used properly.

How has MMS Improved Manpower FTE Management?

While we are just at the tip of iceberg in exploiting the potential of MMS, the current capabilities it brings provide direct and indirect benefits to schools, DSOs and the Area Office. Increased capabilities include the ability to match employee names to specific FTE; ability to communicate with other DoDDS-E systems; access to multi-year data and archived MPV actions; an auto-calculator that converts paraprofessional hrs PPP into FTE; and enhanced reporting capabilities.

How does MMS impact my school/DSO?

MMS gives schools and DSOs a direct access to the DoDDS-E Manpower system that manages FTE resources. This requires access to MMS via Citrix and some initial effort establishing a connection with MMS and staff training to understand and utilize the system to its full potential. Once your school or DSO has the basics down, MMS will be a low maintenance resource available to you 24/7 to generate reports and your latest Staff Authorization Document (SAD), generated by the MPV. The only ongoing requirement for the DSOs and schools will be to input and keep current the roster data which matches each of your employees to a specific FTE slot. *The only data a school/DSO will be able to actually change/adjust will be the roster data.

How does MMS access benefit my School/DSO?

Schools and DSO will be able to derive the following benefits from being able to directly view MMS:

- Access to current SAD and accompanying notes entered by the DoDDS-E Manpower Office
- Access to all previously issued SAD's: a running audit trail of all FTE and SAD note changes.
- Access to past year SAD's
- Ability to generate a host of reports for your specific school or DSO including:
 - Breakouts of FTE by pay plan,
 - Program specific reports (ex. Report listing all SPED FTE, all Para FTE etc.)
 - MPV staffing comparisons to previous school years,
 - Various roster and roster vs FTE reports
 - Cumulative and/or school specific reports (DSO only)
- Ability to review your roster information solely in MMS
- Instant access to your FTE information 24 hours a day/7 days a week.
- Enhanced ability to manage and utilized your allotted FTE to the fullest.

* Please keep in mind that access to MMS does not allow you to make any MPV changes to FTE or notes. Such requests still must be submitted through the appropriate DSO contact to the DoDDS-E Manpower office.

Who do I contact if I have questions not answered in this Guide?

- Technical Questions (Connection and password issues): Reference the "CITRIX Support Manual". If questions remain, contact the IT Support Help Desk at DSN 338-7934
- General User Issues (Navigation, reports, roster population questions):
 - **DSO: Contact Manpower Office at DSN 338-7349 or 338-7726**
 - **Schools: Your DSO MMS POC will provide assistance, as appropriate.**

0.1 TABLE OF CONTENTS

0.0	MMS IN A NUTSHELL	Page 1
0.1	Table of Contents	Page 2
1.0	Purpose of This Guide	Page 3
2.0	Getting Familiar With MMS	Page 3
3.0	Connecting to MMS Overview	Page 3
3.1	Connecting To MMS – Step One	Page 4
3.2	Connecting To MMS – Step Two	Page 5
3.3	MMS Data Restricted to Your Organization	Page 5
4.0	Basic MMS Roster Information Box Overview	Page 6
4.1	MMS Roster Information Box Components	Page 7
4.2	Choose School Year Menu – Step One	Page 8
4.3	Choose Location Menu – Step Two	Page 9
4.4	Choose VG + Job Menu – Step Three	Page 10
5.0	MMS Roster Detail Screen Overview	Page 11
5.1	MMS Roster Detail Screen Selections	Page 12
5.2	Accessing Current School Manpower Vouchers (MPV)	Page 13
5.3	MPV History Screen	Page 14
5.4	Official Manpower Voucher (MPV) and Staff Authorization Document (SAD)	Page 15
5.5	Converting the SAD to an MS-Word Document	Page 16
5.6	Accessing Current Roster Data	Page 17
5.7	Employee Roster By Job Report	Page 18
6.0	Accessing MMS Reports	Page 19
6.1	School Reports Tab	Page 20
8.0	Frequently Asked Questions	Pending

WELCOME TO MMS

2.0 Purpose of this Guide: To provide DSOs and schools with a basic understanding of MMS and the benefits, capabilities, limitations and responsibilities it brings to the DSO and School level. The MMS screens are provided for easier understanding and navigation between them so the desired MMS information can be readily and easily accessed. In addition, the importance of the roster population and maintenance effort is discussed in detail with their benefits and system responsibilities clearly defined.

2.0 Getting Familiar with MMS: This section will give you an overview of the process of connecting to MMS and walk you through the MMS screens that you will encounter. You can attempt to connect directly to Citrix via the below web link. You should also be able to go to you the web URL and and t type “manpower”, bringing you directly to the below link.

<http://manpower/Citrix/MetaFrameXP/default/login.asp?ClientDetection=On>

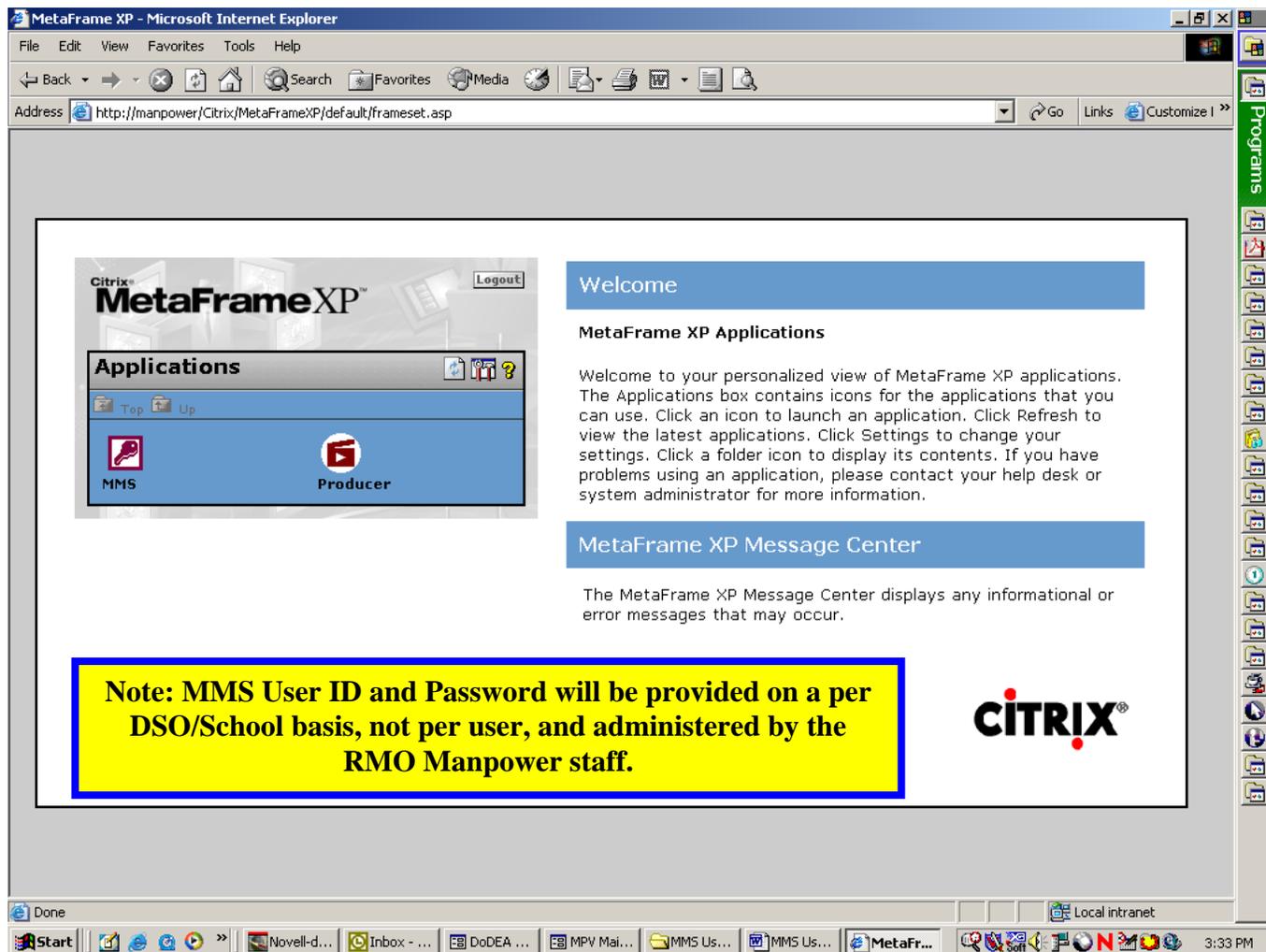
Citrix and all connection topics are discussed in detail in the “Citrix User Manual” on the intranet at.

CONNECTING TO MMS

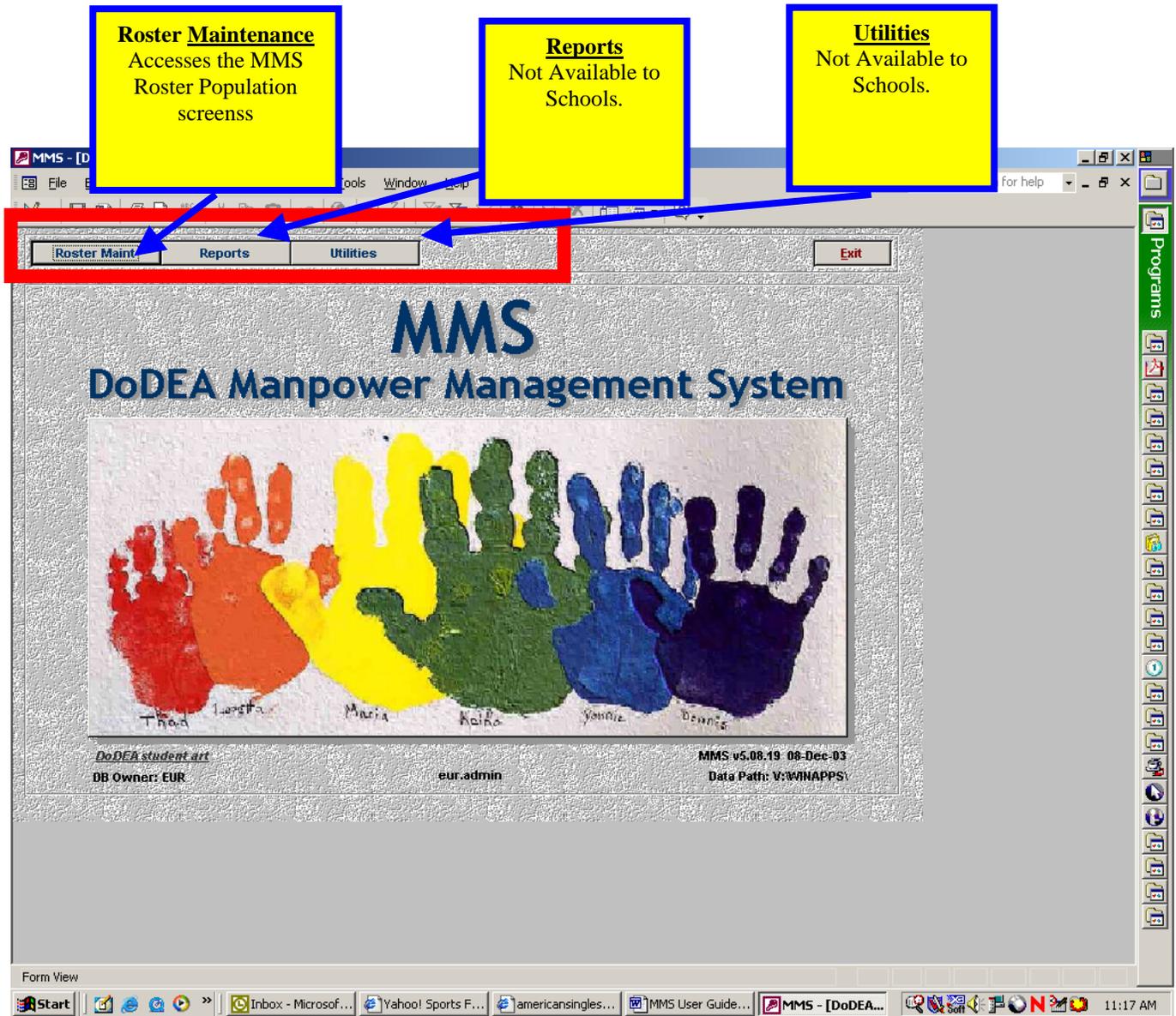
3.0 Connecting to MMS: Schools and DSOs will access MMS via Citrix (which is the same process many of you currently use to access the MODERN Personnel system). Citrix is a separate software program that enables a user to access a program (in this case MMS) without having to actually install that program on your desktop. Rather, Citrix creates a “window” or gateway interface whereby you will be able to view MMS data which resides on a server in DoDDS-E HQ in Wiesbaden, Germany.

Please refer to the Citrix Users Guide for step by step procedures on how to install Citrix on your desktop to acces MMS. If you encounter problems in obtaining access to MMS via Citrix, please contact your designated AT or IT representative and/or submit a help desk ticket requesting technical assistance and support.

3.1 Connecting to MMS - STEP ONE: Once you are connected to Citrix, you will be presented with a new selection of icons from which to choose. Select the MMS Icon and enter your MMS username and password (provided by RMO Manpower) at the dialogue box which appears.



3.2 Connecting to MMS - STEP TWO: Once you have successfully connected into MMS, the home screen for MMS will appear as shown below:



3.3 MMS Data Is Restricted To Your Specific Organization: The MMS data that you view will be restricted to that of your specific organization. School users will only be able to access MMS data for their school. DSO users will be able to access MMS data for all the Schools in the District, including the DSO office. Features which are available only to DSO users will be specifically noted throughout this guide.

4.0 MMS Roster Information Box Overview: Upon successful log on, the MMS homepage will appear and provide three selection options. *The MMS Roster Information Box* is the primary MMS path to view all FTE data for a particular school profile. This screen also serves as a gateway to other MMS capabilities.

How to Find Roster Information

Step 1 - Choose School Yr: 2003-2004

Step 2 - Choose Location: AFNORTH ES

Step 3 - Choose VG + Job: [Dropdown]

MMS Roster Maintenance 2003-2004 AFNORTH ES

Support Staff - Assessment Clerk

	Auth	Filled	Vacant/Unfilled	Over	Days/Yr
FTEs	0.70	0.70			0
Hrs/PP	70.0	70.0			

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
0.70	70.0	<input type="checkbox"/>	BENFORDTEAMER REVER N				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>

Record: 1 of 107

Position Sub-Description (if applicable)

Taskbar: Start, Internet Explorer, Yahoo!, PER..., Guid..., Real..., DoD..., Guid..., MMS..., Posi..., 9:36 AM

4.1 MMS Roster Information Box Components: The *MMS Roster Information Box* contains three primary fields. All **MUST** be selected appropriately to view information contained within the *MMS Roster Detail Screen*.

Choose School Yr
Indicates which SY FTE data is being displayed.

Choose Location
Name of school whose FTE data is being displayed

Choose VG + Job
Lists Jobs by Voucher Group

4.2 Choose School Year Menu (STEP ONE): Located under the *How to Find Roster Information Box*, this drop down menu provides access to multi-year MMS data.

Choose School Yr
Provides the user access to multiple school years for MMS data

MMS Roster Maintenance 2003-2004
AFNORTH ES

Support Staff - Assessment Clerk

Auth	Filled	Vacant/Unfilled	Over	FTEs	Hrs/PP	Days/Yr
0.70	0.70			0.70	70.0	0

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
0.70	70.0	<input type="checkbox"/>	BENFORDTEAMER REVER N				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>

Record: 14 of 107
Form View
FLTR

9:13 AM

4.3 Choose Location Menu (STEP TWO): Located under the *How to Find Roster Information Box*, this drop down menu provides FTE information at a glance of the organization to be reviewed and includes total Authorized FTE's, total filled FTE, total vacant FTE, and all Over Executions of FTE. In the below example, the DSO is authorized access only to all schools within that District. For a Division/School, access would be limited strictly to that Division/School.

AUTH
The total authorized FTE assigned to that particular organization as set by DoDEA.

FILLED
The total FTE actually filled by employee roster names.

VACANT
The # of vacant FTE not filled by employee roster data

OVER
The # of FTE shown as exceeding authorized the FTE also known as Over Executions

4.4 Choose VG + JOB Menu (STEP THREE): Located under the *How to Find Roster Information Box*, Voucher Groups are the broad job category headings under which all of the various Voucher Groups and Manpower Job types are placed. The total FTE for the DSO/School is displayed along with a break out of how many FTE fall within each of the job categories. In addition, there is information on total authorized FTE, number of filled FTE, number of current vacant FTE, and any Over Executions that exceed the authorized FTE for that Voucher Group and Job Type.

In this example, the *Classroom Teachers – Elementary Classroom Teacher, Grades 1 – 3*, job category has been selected which displays all applicable *Elementary Classroom Teacher, Grades 1 – 3* job types.

NOTE: Manpower Job Types DO NOT always correspond with the Classified Job Title provided by Personnel.

CHOOSE VG + Job
Voucher Group and Job Type Categories under which are placed the FTE for all applicable job types

AUTH
Total Authorized FTE for this organization - including an FTE break out by job

FILLED
of FTE slots currently filled – by job category and totaled.

VACANT
of FTE currently listed as vacant by job category and totaled (per roster data: see Sec 4.0)

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: AFNORTH ES
 Step 3 - Choose VG + Job: [Dropdown]

Voucher Group - Job Name	Auth	Filled	Vacant	Over
Administration - Principal	1.00	1.00		
Classroom Teachers - Compensatory Education Teacher	0.50	0.50		
Classroom Teachers - Elementary Classroom Teacher, Grades 1-3	7.00	7.00		
Classroom Teachers - Elementary Classroom Teacher, Grades 4-6	6.00	6.00		
Classroom Teachers - ESL Professionals	1.00	1.00		
Classroom Teachers - Full Day Kindergarten Teacher	2.00	2.00		
Classroom Teachers - Gifted Education Teacher	1.00	1.00		
Classroom Teachers - PreKindergarten Teacher	2.00	2.00		
Other Professionals - Elementary Art Teacher	0.00			
Other Professionals - Elementary Guidance Counselor	1.00	1.00		
Other Professionals - Elementary Host Nation Teacher (FNIDH)	1.00	1.00		
Other Professionals - Elementary Music Teacher	1.00	1.00		
Other Professionals - Elementary P.E. Teacher	1.00	1.00		
Other Professionals - Information Specialist	0.00			
Other Professionals - Information Specialist (FNIDH)	1.00	1.00		
Other Professionals - Language Arts/Reading Specialist (Elementary)	0.50	0.50		
Other Professionals - Reading Recovery Specialist	1.00	1.00		
Other Professionals - School Nurse	1.00	1.00		
Support Staff - Assessment Clerk	0.56	0.56		
Support Staff - Education Aide	0.38	0.38		
Support Staff - Kindergarten Aide	1.13	1.13		
Support Staff - PreKindergarten Aide	1.69	1.69		
Support Staff - School Clerical	3.50	3.50		
Support Staff - School Clerical (FNIDH)	0.50	0.50		
Support Staff - Special Education Aide	2.30	1.97	0.33	0.00
Support Staff - Supplemental Instruction Support (SIS) Aide	0.33	0.33		
Special Education Teachers - Assessor (Special Education)	1.00	1.00		
Special Education Teachers - Speech/Language Assessor	1.00	1.00		
Special Education Teachers - Teacher of Communication Impaired	1.00	1.00		

MMS Roster Maintenance

Support Staff - Assessment Clerk

FTEs	Auth	Filled	Vacant/Unfil
0.70	0.70	0.70	
Hrs/PP	70.0	70.0	

APPLY CHANGES

FTE: 0.70 Hrs/PP: 70.0 BENFORDTEAMER RE

Record: 1 of 107

Form View FLTR

Windows taskbar: 9:15 AM

5.0 MMS Roster Detail Screen Overview: Once a Voucher Group and Job have been selected from the menu, MMS then shows detailed roster information for that Voucher Group and Job Title by displaying the individual employee names and FTE assigned.

Note that within the *Classroom Teachers - Elementary Classroom Teacher, Grades 1 - 3* categories there are a total of 7.0 FTE with 7.0 filled and 0.0 vacant. The *Days/Yr* box will contain data only for paraprofessional and seasonal clerical jobs.

At the bottom of the screen, the authorized FTE is again restated along with the *Hrs/PPP*. Positions managed in part by hours per pay period (hrs PPP) or annual days (paraprofessionals/aides, substitutes, SY season School Clerical) have these factors specified as appropriate.

Voucher Group – Job Title
 Lists Total FTE authorized within a Voucher Group by Manpower Job Title – including filled and vacant FTE data and Over Executed Positions
 Voucher Groups using Paraprofessional and Seasonal Employees will also include Hours Per Pay Period and Days/Year Summary

MMS Roster Maintenance 2004-2005
 AFNORTH ES
 Classroom Teachers - Elementary Classroom Teacher, Grades 1-3

Auth	Filled	Vacant/Unfilled	Over	Days/Yr
FTEs 7.00	7.00			FTEs 0
Hrs/PP				Hrs/PP

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input type="checkbox"/>	DANIELS MATTHEW W	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	GREGORY LOUISE L	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	KOZICZKOWSKI TAMMY B.	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	LAMONT DONNA M	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	NORGARD KAREN LEE	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SLAYTON JOHN R	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TIGCHELER DIXIE D	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>

FTE	Hrs/PP
7.00	0

Note: Shows running total FTE and Hours PPP within the voucher group.

5.1 MMS Roster Detail Screen Selections: There are some additional buttons on MMS Roster Detail Screen that are discussed here. *Please note Schools DO NOT have access to roster detail data.*

Job Detail
Provides information for specific employee job duties

Comments Box
Used to identify departed employees (vice) or unique information for the employee or position

RPA # Box
Contains the current RPA tracking number for any current recruitment action

N/O/L
Stands for NTE, Overhire, LWOP. This section is currently not being used

Location
Identifies the organization in which the employee is assigned within MMS

Change
When the "change" box is "checked" it indicates roster adjustments have occurred but a new SAD has yet to be issued.

The screenshot shows the 'MMS Roster Maintenance' window. At the top, there are instructions: 'Step 1 - Choose School Yr: 2004-2005', 'Step 2 - Choose Location: AFNORTH ES', and 'Step 3 - Choose VG + Job: Classroom Teachers - Elementary Classroom Teacher, Grades 1-3'. Below this, the 'MMS Roster Maintenance' title is followed by '2004-2005' and 'AFNORTH ES'. There are buttons for 'Current Roster' and 'Issued MPVs'. A table below shows columns for 'Auth', 'Filled', 'Vacant/Unfilled', and 'Days/Yr'. The main table has columns: 'FTE', 'Hrs/PP', 'Vacant', 'Employee Name', 'Job Detail', 'Comments', 'RPA #', 'N', 'O', 'L', 'Location', and 'Chg'. The 'Chg' column contains checkboxes. A 'FLTR' button is at the bottom right.

FTE/HRS PP
Total FTE or Hours Per Pay Period Authorized for any vacant or listed employee

Employee Name
Each Employee will be assigned up to 1.0 FTE. See below for more detailed instructions on Employee Roster population

5.2 Accessing Current School Manpower Vouchers (MPV): One of the primary benefits of MMS is the immediate access of the current official Manpower Voucher, or MPV as well as the *Employee Roster by Job Report* directly from your own desktop.

To quickly access your official MPV, click on *Issued MPV's* button to see an audit trail of all previously issued MPV.

Issued MPVs
Provides access to the most recent MPV and all previously issued MPV for a selected School Year.

MMS Roster Maintenance

2004-2005
AFNORTH ES
Classroom Teachers - Elementary Classroom Teacher, Grades 1-3

Current Roster
Issued MPVs

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input type="checkbox"/>	DANIELS MATTHEW W	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	GREGORY LOUISE L	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	KOZICZKOWSKI TAMMY B.	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	LAMONT DONNA M	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	NORGARD KAREN LEE	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SLAYTON JOHN R	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TIGCHELER DIXIE D	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>

FTE: 7.00 Hrs/PP: 0

5.3 MPV History Screen: Selecting the *Issued MPV's* button brings the user to the *MPV History Screen*. To select the official and most current MPV, click on the *MPV* button for the latest “issuance” (with most recent “effective date”). In the sample below, the official MPV would be issuance #19. The number of issued MPV’s that appear on this list will depend on the number of Manpower changes that have occurred on the voucher during the selected School Year.

- ISSUANCE AND MPV**
Displays chronological MPV history in report form (can be converted to a Word Doc) known as a Staff Authorization Document (SAD)
- 2YrCompare**
This feature not available
- Roster**
A quick link to the Employee Roster by Job FTE Report.
- Issuance & Effective Date**
Sequences by date all MPVs that have been issued.
- FTEs**
Track FTE changes between MPVs at a glance.
- Remarks & By**
Notated Summary of MPV changes made by Manpower

Issue New MPV
For DoDDS-E
Manpower Office
Use Only

Issuance	Part	Eff.Date	FTEs	Remarks	By
13	MPV	14-Oct-04	48.16	+170 sub days (SUBS) from SUBS @ DSOK.	glovag
12	MPV	01-Oct-04	47.38	-1.0 from PKTE to RESPT @ DSOM and -.5 from ELMF	spryd
11	MPV	18-Jun-04	48.38	SIS ALLOCATIONS	spryd
10	MPV	10-Jun-04	48.05	+60 hrs PPP CLAS from CLAS @ Dir Reserve.	glovag
9	MPV	08-Apr-04	47.49	+245 PPP SPED AIDE DISTRIBUTION	spryd
8	MPV	02-Apr-04	45.19	MPV IN ERROR	spryd
7	MPV	13-Feb-04	45.19	SPED TEACHER ALLOCATION	spryd
6	MPV	10-Feb-04	40.19	PSYC/SCCC UPDATES	spryd
5	MPV	06-Feb-04	40.19	SPED ALLOCATIONS ROUND TWO	spryd
4	MPV	30-Jan-04	39.32	MPV for 1/30 Report.	spryd
3	MPV	23-Jan-04	38.82	SV 0405 UPDATE	spryd

5.4 Official Manpower Voucher (MPV) And Staff Authorization Document (SAD): When Manpower issues an approved *Manpower Voucher (MPV)* it is distributed as a *Staff Authorization Document (SAD)*. The SAD becomes your official FTE planning and/or staffing requests document for other necessary actions such as RPA.

Manpower Voucher/Staff Authorization Document
 This report provides effective date of action, issuance number, location, total FTE by organization, FTE by Voucher Group, FTE by Job Code, and historical voucher notes

SY 2004-2005 Staff Authorization Document
AFNORTH ES

Voucher Number 13 Effective October 14, 2004

<u>Job Code</u>	<u>Job Title</u>	<u>FTE</u>	<u>Note</u>	<u>FTE Total 48.16</u>
Administration				
PRIN	Principal	1.0		
	<i>Administration Total</i>	1.0		
Classroom Teachers				
ESLP	ESL Professionals	1.0	1/23: +1.0 from ESLP @ DSOK (IT to AFHS).	
PKTE	PreKindergarten Teacher	2.0	10/1: -1.0 to RESP @ DSOK.	
FDKT	Full Day Kindergarten Teacher	2.0		
ELMP	Elementary Classroom Teacher, Grades 1-3	7.0	10/1: -.5 to ELMI w/in AFES.	
ELMI	Elementary Classroom Teacher, Grades 4-6	6.0	10/1: +.5 from ELMP w/in AFES.	
COED	Compensatory Education Teacher	0.5	1/30 +0.5 from COED @ DSOK.	
TAGT	Gifted Education Teacher	1.0	1/30: .5 MUST be used for Gifted.	
	<i>Classroom Teachers Total</i>	19.5		
Other Professionals				
ELAR	Elementary Art Teacher	0.0	2/6: -.5 to ELAR @ GKES.	
ELMU	Elementary Music Teacher	1.0	2/6: +.5 from ELMU @ GKES (SVCS to GKES)	
ELPE	Elementary P.E. Teacher	1.0	2/6: +.5 from ELPE @ GKES.	
EHIF	Elementary Host Nation Teacher (FNIDH)	1.0		
EGUI	Elementary Guidance Counselor	1.0		
LIBF	Information Specialist (FNIDH)	1.0		
ISET	Information Specialist	0.0		
RREC	Reading Recovery Specialist	1.0	1/23: +1.0 from DDRC @ DIRRESV.	
LARE	Language Arts/Reading Specialist (Elementary)	0.5		
NURS	School Nurse	1.0		
	<i>Other Professionals Total</i>	7.5		
Support Staff				
CLAS	Assessment Clerk	0.6	6/11 +60 hrs PPP from CLAS @ Dir Reserve.	60 hrs
SCCL	School Clerical	3.5		

5.5 Converting the SAD to a MS-Word Document: *The SAD MUST be converted to a MS-Word document by clicking on the MS-Word icon and saving it as located on the toolbar and saving it as an .rtf format.*

SY 2003-2004 Staff Authorization Document
AFNORTH ES

Job Code	Job Title	Voucher Number	FTE	Notes	FTE Total
Administration					
PRN	Principal	10	1.0		47.50
APRN	Assistant Principal		0.0		
	Administration total		1.0		
Classroom Teachers					
PK-1E	Preschool/Kindergarten Teacher		2.0	Full Day Program, 203-1-0 to CLM1 @ AFES.	
RD-1F	Full Day Kindergarten Teacher		2.0		
KG-0F	Kindergarten Teacher		0.0		
CLM1	Elementary Classroom Teacher		0.0		
CLM1	Elementary Classroom Teacher, Grades 1-4		1.0	214-1-3 from CNDCEA (from enrollment projection considered), 214-204-10-2 from PK-1E @ O'SOK, RVE 5-Y 0284.	
CLM1	Elementary Classroom Teacher, Grades 4-8		0.0	214-1-1 from CNDCEA (from enrollment projection considered), 214-1-1 from PK-1E, WJ AFES.	
ESL F	ESL Teacher		1.0	104-1-1 from ESL F @ O'SOK (previously assigned to AFES, PK-1E, PK-1E, 104-1-1 from ESL F @ O'SOK.	
EDCF	Gifted Education Teacher		1.0		
	Classroom Teachers total		70.0		
Other Professionals					
ELAR	Elementary Art Teacher		0.0	220-2-0 to CLM1 @ AFES	
ELAR	Elementary Music Teacher		1.0	220-1-3 from ELAR vs. AFES (previous CNDCEA 102 term)	
ELPE	Elementary P.E. Teacher		1.0	220-1-3 from ELPE @ O'SOK (previous CNDCEA 102 term)	
ENF	Elementary Non-Title Teacher (FNDH)		0.0		
ENF	Elementary Non-Title Teacher (FNDH)		1.0	214-1-3 from CNDCEA (from enrollment projection considered)	
ECUI	Elementary Guidance Counselor		1.0		
ISEF	Information Specialist		0.0		
LEF	Information Specialist (FNDH)		1.0		
LARC	Language Arts/Reading Specialist (Elementary)		0.0	0.0 for Elementary Reading Initiative Pilot N/E 5-Y 02-04 or until supanted by standard.	
NURS	School Nurse		1.0		
	Other Professionals total		4.0		
Support Staff					
SCCL	School Counselor		0.0		
SCCF	School Counselor (FNDH)		0.0		
SCF	School Counselor (FNDH)		0.0		
PK-A	Preschool/Kindergarten Aide		1.1	Maximum hrs per day period: 120, 2112-2 (20) to EDA1 @ O'SOK (to use as R-Aide only) (total=120), 1024-2 (20) to EDX1 @ O'SOK (to use as R-Aide only) (total=120).	
NCDA	Kindergarten Aide		1.1	Maximum hrs per day period: 120	
SCDA	Supplemental Instruction Support (SIS) Aide		0.7	220-1-1 (20) from RE 50 @ O'SOK, 227-1-1 (10) from PPP UNPP @ O'SOK (SPEO PDM) (total=70).	
SCA1	Special Education Aide		2.7	220-1-2 (24) from RE 50 @ O'SOK, 227-1-1 (10) from UNPP @ O'SOK (SPEO PDM) (total=200).	
EDA1	Education Aide		0.0	To be distributed by district: 213-1-3 (20) from EDA1 @ O'SOK.	
SASC	Assessment Clerk		1.1	220-1-1 (10) from UNPP (total=10).	
	Support Staff total		70.0		
Special Education Teachers					
COMM	Teacher of Communication Impaired		1.0	To be distributed by Area Director: 104-1-1-0 from LEUD @ O'SOK.	
LEIM	Teacher of Learning Impaired (MLI)		2.0	104-1-2-0 from LEUD @ O'SOK.	

AFNORTH ES
Page 1 of 2

5.6 Accessing Current Roster Data: By clicking on the *Current Roster* button, the user can access the *Employee Roster By Job Report* to view the total authorized FTE for the selected organization and authorized FTE for each voucher group and job. This report also matches employee names to their approved Manpower job title and the authorized/filled FTE for each employee. See the detailed *Employee Roster By Report* under the **REPORTS** section.

Current Roster
Provides access to the most current Employee Roster By Job Report

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: AFNORTH ES
 Step 3 - Choose VG + Job: Classroom Teachers - Elementary Classroom Teacher, Grades 1-3

MMS Roster Maintenance

2004-2005
 AFNORTH ES
 Classroom Teachers - Elementary Classroom Teacher, Grades 1-3

Auth: 7.00, Filled: 7.00, Vacant/Unfilled: , Over: , Days/Yr: 0

Buttons: Current Roster, Issued MPVs, Close

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input type="checkbox"/>	DANIELS MATTHEW W	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	GREGORY LOUISE L	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	KOZICZKOWSKI TAMMY B.	1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	LAMONT DONNA M	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	NORGARD KAREN LEE	3rd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SLAYTON JOHN R	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TIGCHELER DIXIE D	2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFNORTH ES	<input type="checkbox"/>

FTE: 7.00, Hrs/PP: 0

Record: 1 of 1 (Filtered)

Form View, FLTR

Windows Taskbar: Start, 9:21 AM

5.7 Employee Roster By Job Report: Provides quick access in MPV format to view roster population by voucher group for each current employee, by FTE, and includes historical MPV Notes.

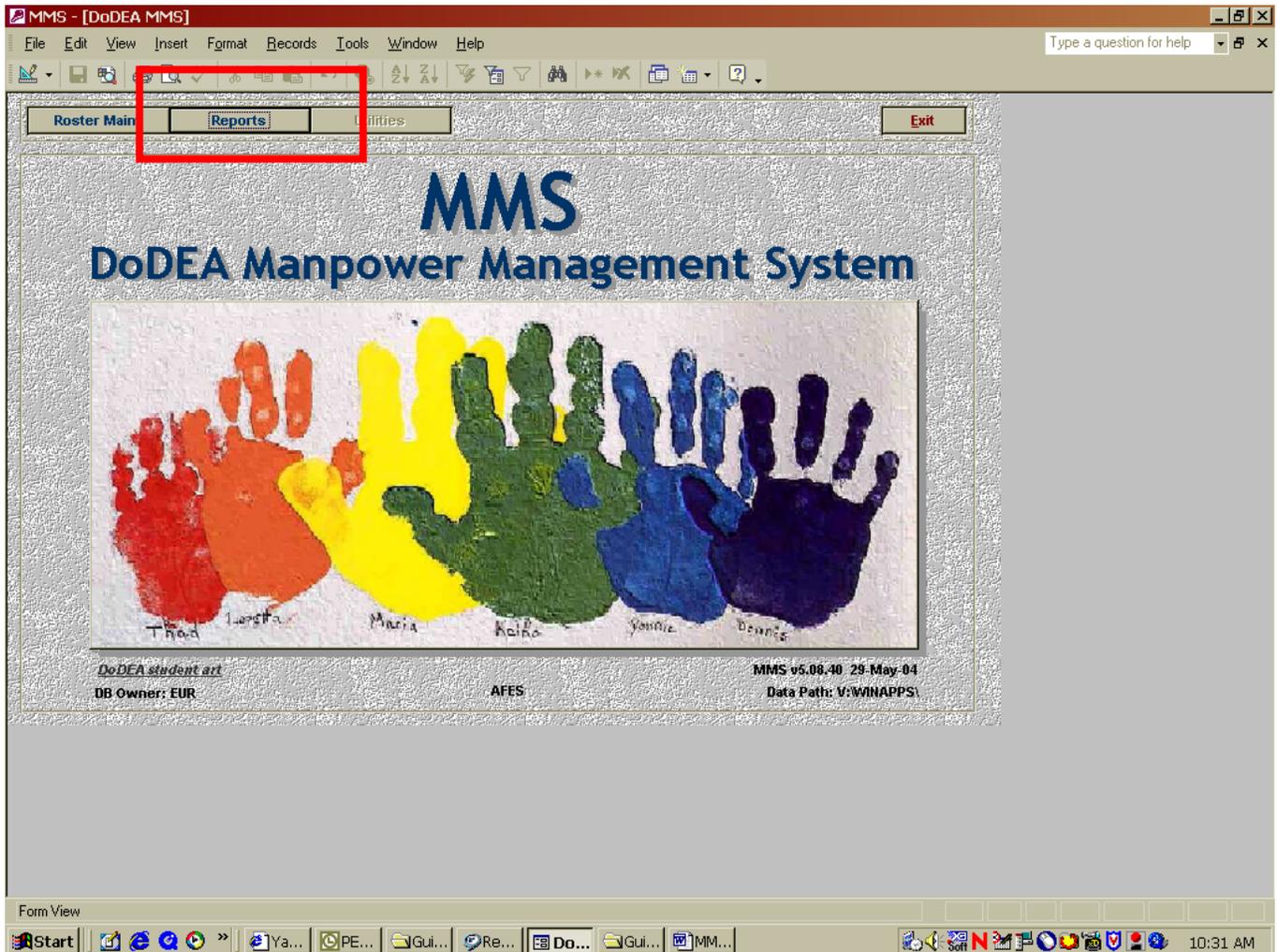
Employee Roster By Job Report
 Includes Current Date, School, School Year, Voucher Group, Total FTE, Total FTE by Voucher Group, Total FTE by Job, associated by Employee Name and their FTE.
 Also includes historical MPV Notes.

Employee Roster By Job
School Year 2004-2005
 As Of 16-Nov-04
AFNORTH ES

	FTE AUTH	FTE: 48.2
Administration	1.0	
Principal (PRIN)	1.0	
1.0 - GRIFFIN AUDREY		
Classroom Teachers	19.5	
ESL Professionals (ESLP)	1.0	
0.5 - FORT AGATHA P		
0.5 - THOMAS BETSY J		
PreKindergarten Teacher (PKTE)	2.0	
1.0 - GEILENROSENBERG		
1.0 - Pre Kinder WILSON CARROLL L.		Carol Wilson
Full Day Kindergarten Teacher (FDKT)	2.0	
1.0 - REDING MARY S		
1.0 - Kindergart CHAPMAN MELISSA		
Elementary Classroom Teacher, Grades 1-3 (ELMP)	7.0	
1.0 - 1st GREGORY LOUISE L		
1.0 - 1st KOZICZKOWSKI		
1.0 - 2nd LAMONT DONNA M		
1.0 - 2nd SLAYTON JOHN R		
1.0 - 2nd TIGCHELER DIXIE D		
1.0 - 3rd DANIELS MATTHEW W		
1.0 - 3rd NORGDARD KAREN		
Elementary Classroom Teacher, Grades 4-6 (ELMI)	6.0	
1.0 - 4th BROWN MARIANNE L		
1.0 - 4th PUNT MARCIA K		
1.0 - 5th HURSTON JUDITH		
1.0 - 6th BALACETRIM SARAH L		
1.0 - 6th KINDLE PATRICIA C		
1.0 - 6th RIGGS ANNE B		
Compensatory Education Teacher (COED)	0.5	
0.5 - FORT AGATHA P		

6.0 Accessing MMS Reports

Simply click on the Reports Tab of the main MMS screen to access School Level Reports.



6.1 School Reports Tab: Schools can access and review current and previously issued MPV and print their Staff Authorization Documents by selecting the “*School/Division*” Tab. *Report access is limited to your specific authorization level.*

Additional School level reports are under construction at this time. Reports envisioned include: Multiple School Year FTE comparison reports; Reports by Position and Position Type (Special Education FTE); FTE Summary by Job Code; and School Roster reports. In addition, we are soliciting requests from schools and DSOs in regard to your reporting needs.

School Level Reports
Available only to Principals and approved clerical staff.

Issued MPV's Reports
Provides access to current and archived Staff Authorization Documents

