

KGRS

Kansas Grants Reporting System

MODULE: PERSONNEL CATEGORICAL AID



Introduction

This guide explains how LEAs can collect, calculate, report, and store all necessary data for use in claiming the special teacher portion of Categorical Aid Reimbursement within the Kansas Grants Reporting System (KGRS).

LEAs will be able to enter staff data, ensure certification, and set up calendars, supervisors, and positions as needed.



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System Requirements

KSDE currently supports the following web browsers for use with its web applications:

- > Microsoft Edge (*version 18 or higher*), Apple Safari (*version 12.1 or newer*), Google Chrome (*version 76 or newer*), Mozilla Firefox (*version 68 or newer*). *Most modern web browsers are updated to the latest version automatically.

NOTE: Please ensure you are using one of these browsers before contacting technical support.

Microsoft Internet Explorer Users: Microsoft has ended support for IE and is encouraging users to discontinue its use. While IE *may work* with KSDE web applications, it *should not* be used.

Login

KGRS is part of the KSDE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser's address bar:

<https://apps.ksde.org/authentication/login.aspx>

Once there, enter your **User Name** and **Password** in the fields and click the blue Login button. Next, you must request access to the KGRS application by filling out the **KSDE Registration Form**.

Fill out contact information form fields, and choose your **organization + building** from the drop-down menus. Select the **Kansas Grants Reporting System (KGRS)** from the list of available applications.*A period of wait time for access credentials may exist. Please contact your State Administrator for updates on progress.

After access is granted, you may log back into the system and choose KGRS to access the **home page**. Once there, a summary review of past and present data collections by organization is visible, along with search options for filtering.

Navigation

KGRS has several way finding elements that can be found on each page of the application.

The screenshot shows the KGRS home page. At the top left is the Kansas State Department of Education logo. The main header reads 'KANSAS GRANTS REPORTING SYSTEM - HOME LINK'. On the top right is a 'PROFILE ICON'. Below the header, user information is displayed: 'User: TTranguch District: KSDE Building: NA Access Level: State Admin - USERINFO.'. A 'HOME LINK ICON' is also present. The main content area is titled 'STATE HOMEPAGE' and contains a 'Search Options' section with dropdown menus for 'School Year' (2019 - 2020), 'Data Collection Type' (Select a Data Collection Type), 'Status' (Select a Status), and 'Organization' (Select an Organization). There is also a checkbox for 'My Assigned Organizations' with the label 'Show My Assigned Organizations Only'. Below the search options is a table titled 'Data Collection Organization Listing' with columns for School Year, Organization, Data Collection Type, Status, and Action. The table lists four entries for the 2019-2020 school year. On the left side, there is a 'TASK NAVIGATION' menu with links for Manage Applications, State Home, Maintenance, Maintain Table Values, Reports, Help, System Maintenance, and Logout.

The **Task Navigation** menu is the area along the left side of each page that provides links to common tasks within the site. **NOTE:** State **users** see the following list of options: Manage Applications, State Home, Help, and Logout. State **admins.** see each of the above options, as well as a Maintenance link.

- > **Manage Applications** Returns you to the main KSDE Web Applications page
- > **State Home** Returns you to the state homepage to select another year
- > **Maintenance** Allows the **state admin.** to perform site maintenance as well as assign security settings for other users
- > **Maintain Table Values** Allows the **state admin.** to add and edit information for inclusion with district collection data tables within the site
- > **Reports** Lists any available reports for viewing answers to data collection questions
- > **Help** Displays a list of phone numbers, hours of operation, and other assistance resources
- > **System Maintenance** **!FOR SERVICE PROVIDER ONLY!**
*Leader Services maintains this.
- > **Logout** Logs you out of the application

Navigating to the **Home Page** can be achieved one of 3 ways: Via the Home Link, the Home Link Icon, or the Task Navigation menu link, "State Home."

Information Fields

The KGRS features helpful visual elements for quick recognition of information. Each data collection page contains a yellow **Summary Field** which displays a summary of the current event window, the dates for that window, the remaining days, assessment status, an email address for questions, as well as a KSDE contact address.

Summary:

Current Window(s): 08/01/2019 - 10/30/2019 (0 days left) Data Collection KSDE Review: 09/01/2019 - 12/31/2019 (50 days left)	Assessment Status: Approved by KSDE	Submit Questions Email: gblickley@leaderservices.com	KSDE Contact: Edwin Vincent evincent@leaderservices.com
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Each page contains an **Instructions Field** which displays state-assigned instructions for that page.

Organization: Summary Tab Instructions!!!

When page data is saved correctly, a green field will appear to confirm success.

Data saved successfully.

When required data is missing, a red **Error Field** will appear, alerting you to a mistake on that page.

Please correct the following errors:

- Please Select a Data Collection Type

Session Timer

To keep track of session length, each login is automatically set to expire after 20 minutes of inactivity. Once remaining time reaches 2 minutes following inactivity, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KSDE Web Applications page.

Your session is about to expire!

You will be logged out in **96** seconds.
Do you want to stay signed in?

📌 **NOTE:** Save work... Automatic logout due to session timeouts = all unsaved data is lost

📌 **NOTE:** Manually **logging out** of the system can be done by clicking the Profile Icon logout option or clicking the Logout link in the Task Navigation menu.

PERSONNEL CATEGORICAL AID

Steps

Upon login, LEA users will be taken to the following screen:

School Year	Data Collection Type	Status	Action
2021 - 2022	Maintenance of Effort & Excess Cost	Not Yet Submitted	
2021 - 2022	Personnel Categorical Aid	ESY Term Not Started Regular Term In Process Para Inservice Not Started	
2021 - 2022	Private School Participation	Not Yet Submitted	

From the Task Navigation menu, click the Personnel Categorical Aid link to expand the sub menu of 3 options.

PCA-CALENDARS

Under the **Personnel Categorical Aid** option, select **PCA-Calendar**.

Users work with calendars to ensure that assignments are entered between the correct start and end dates.

In order to enter positions into the system, Users must create at least one district level calendar. Additionally, a district level calendar must be created before any building level calendars are created.

A District Level calendar can be used for all buildings for which positions are entered. If buildings have different start and end dates, users have the option to create a Building Level calendar.

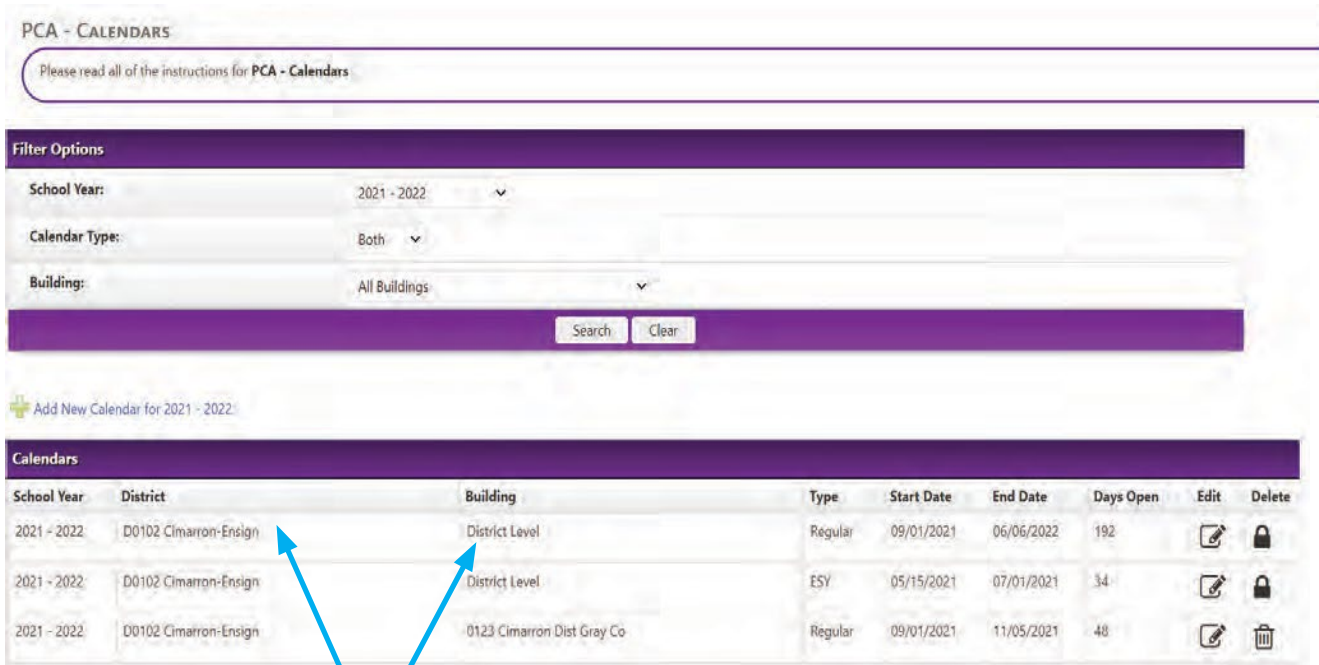
Only one District Level calendar can be created each school year and only one Building Level calendar can be created per building each school year.

Interlocal and cooperative users have access to their own calendar and the buildings linked to the interlocal/cooperative as well as to all member districts and their buildings.

NOTE: For interlocal and cooperative users, Building calendars for Member Districts will only be linked to positions entered at the interlocal/cooperative level.

PCA-CALENDARS

Upon selecting **PCA-Calendar**s, LEA users will be taken to the following screen:



If the user is not from an interlocal or cooperative, they can check to see if there is a matching Building Level calendar. If none exists, the user can then check for a matching District Level calendar.

Interlocal and cooperative users can check to see if there is a matching Building Level calendar for the interlocal/cooperative buildings or any of the interlocal/cooperative member district buildings. If none exists, the user can then check for a matching District Level calendar.

The screen lists all of the available calendars in a grid displaying the following columns:

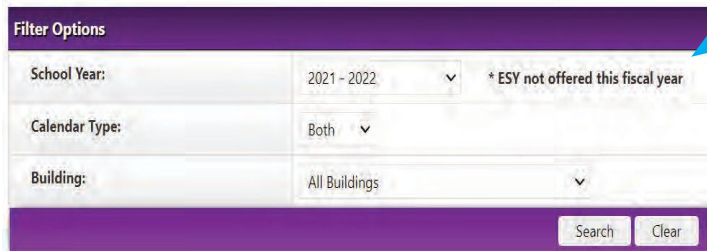
- ✓ School Year
- ✓ District
- ✓ Building
- ✓ Type (Regular or ESY)
- ✓ Start Date
- ✓ End Date
- ✓ Days Open (calculated by counting the number of days between the Start Date and End Date, excluding weekend days and any days that are marked off on the Calendar page)
- ✓ Action: Edit , Delete , View (The View icon will be displayed only if one of the 5 payment windows is not open or if the current user has View Only security access).
The Edit icon will be displayed if one of the 5 payment windows is currently open and if the current user has a minimum of Data Entry security access. Clicking either the View or Edit icons will take the user to the Calendar Maintenance page.
The Delete icon will be displayed if one of the 5 payment windows is currently open; if the user has a minimum of Data Entry security access; and if it is not a District Level calendar. By clicking the Delete icon , a confirmation box will appear asking the user if they want to delete the Calendar. Pressing OK will delete the calendar.

The Add New Calendar link allows the user to add a calendar now. For example, if the current school year is set to 2021-2022 in the filter options, the link looks like this: [+ Add New Calendar for 2021 - 2022](#)

When a user adds a new Building calendar, the start/end dates will automatically populate with the start/end dates of the District level calendar.

PCA-CALENDARS

The Calendar Grid can be filtered by **School Year**, **Calendar Type**, and/or **Building**. If the user indicates *ESY not offered this fiscal year*, then the wording *ESY not offered this fiscal year* will appear next to the **School Year**.



Filter Options

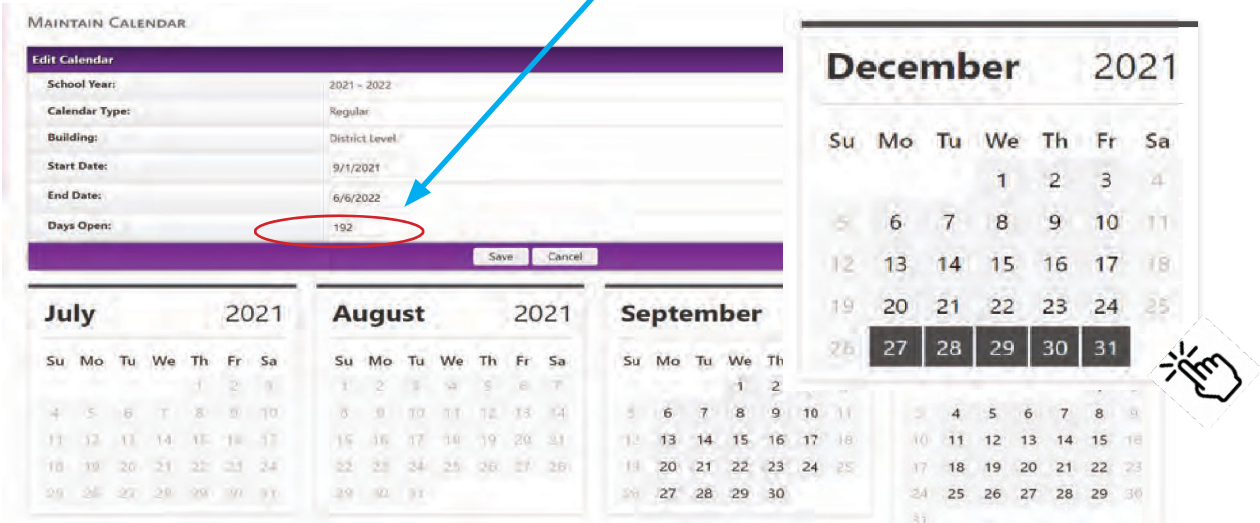
School Year: 2021 - 2022 * ESY not offered this fiscal year

Calendar Type: Both

Building: All Buildings

Search Clear

The Calendar Maintenance Page is where the user can add or edit a calendar. The user will enter a **Start Date**, **End Date**, and the **Calendar Type** (Regular or ESY). Additionally, users can click days on the calendar to mark those days “off.” The number of days between the Start and End dates minus the number of days marked “off” will display in a **Days Open** field and will update as the user marks days off or changes the **Start** and **End** dates.



MAINTAIN CALENDAR

Edit Calendar

School Year: 2021 - 2022

Calendar Type: Regular

Building: District Level

Start Date: 9/1/2021

End Date: 6/6/2022

Days Open: 192

Save Cancel

July 2021 August 2021 September 2021 December 2021

Important:

In **MOST** cases, an ESY Calendar must exist before a Regular Calendar can be created. However, exceptions do exist. A field labeled **ESY not offered this fiscal year** will display if the following are true:

- There are no other calendars entered for this district for the school year.
- The user selects **Regular** for **Calendar Type** (if **ESY** is selected, this field will be hidden).

If the user selects **ESY not offered this fiscal year**, they will then be able to create a Regular Calendar for their first calendar of the school year.

For ESY Calendars, the **Start Date** must be after the **End Date** of the *previous* year’s Regular Calendar End Date. This ensures that ESY Calendar Dates do not overlap with the previous school year’s dates. Additionally, users must ensure that the **End Date** is before the **Start Date** of the *current* school year’s calendar. **Start Dates** and **End Dates** must be between 1/1 and 12/31 of the **Start Year** of the *current* school year. The **Start Date** must be before the **End Date**.

For Regular Calendars, the **Start Date** and **End Date** must be between 7/1 and 6/30 of the *current* school year. The **Start Date** must be before the **End Date**.

PCA-CALENDARS

When adding a Building Calendar, an additional field will display labeled **Copy Days Off from District Level Calendar**. If the user sets this field to **Yes**, any days identified as **Off** on the District Level Calendar will automatically be populated in this Building Calendar.

NOTE: There can be only ONE District Level Calendar and ONE Calendar per building for each school year and term (Regular or ESY).

When adding or editing a Calendar, the **Start Date** and **End Date** cannot be changed to later or earlier than the earliest and latest **Assignment Dates**, if any exist. For example, if an assignment exists with dates of 9/15/22 to 6/12/23, then the **Start Date** of the Calendar cannot be later than 9/15/22 and the **End Date** of the calendar cannot be earlier than 6/12/23. An error message will occur if the dates are incorrectly entered.

Interlocals are able to add calendars for member districts but the calendars will not be linked to the actual districts in any way. For example, if an interlocal creates a calendar for a particular building, the calendar will be separate from any Building Calendars created in that building’s login.

Any Infant-Toddler networks selected via the **PCA-Infant Toddler Networks** maintenance screen will also be able to be selected for calendar creation.

PCA-INFANT TODDLER NETWORKS

All buildings identified as **Infant Toddler Networks** by the KSDE Directory will display on following page with check boxes next to each one. This allows the user to select one or more checkbox by clicking Save.

PCA - INFANT TODDLER NETWORKS

Please read all of the instructions for this page - **Infant Toddler Networks**

Search Options

School Year: 2021 - 2022

Search

Available Infant-Toddler Networks

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> C0001 Arrowhead West, Inc. 9903 Arrowhead West, Inc. <input checked="" type="checkbox"/> C0003 Russell Child Development Center 9932 Russell Child Development Center <input type="checkbox"/> C0005 Cloud Republic Infant Toddler Services 9079 Cloud Republic Infant Toddler Services <input type="checkbox"/> C0007 Douglas County Infant Toddler Coordinating Co 9244 tiny k Early Intervention <input type="checkbox"/> C0009 Northwest KS Education Service Center 9934 Northwest KS Education Service Center <input type="checkbox"/> C0011 Flint Hills Special Education Coop 9936 Flint Hills Special Education Coop <input type="checkbox"/> C0013 Harvey County Infant Toddler Program 9320 Early Education Center <input type="checkbox"/> C0015 Salina Regional Health Center Infant Child 9351 Salina Regional Health Center Infant Child <input type="checkbox"/> C0017 Infant Toddler Services Network Riley Cnty 9995 Infant Toddler Services Network Riley Cnty <input type="checkbox"/> C0019 Kid Link DSNWK 9902 Dev Service Ctr Nw Ks (rooks Co) <input type="checkbox"/> C0021 Leavenworth County Infant Toddler Services 9718 Nurturing Families, Inc. <input type="checkbox"/> C0023 MCKIDS Infant Development Services 9820 McPherson County, KS <input type="checkbox"/> C0026 Ottawa Wellsville Infant Toddler Program 9828 Ottawa Wellsville Infant Toddler Program <input type="checkbox"/> C0028 Pottawatomie Wabaunsee Infant Toddler Program 9879 Special Services Cooperative USD 320 <input type="checkbox"/> C0030 REACH tiny k Infant Toddler Services 9914 REACH tiny k Infant Toddler Services <input type="checkbox"/> C0032 Sedgwick County Early Childhood Coordinating 9499 Rainbows United, Inc. <input type="checkbox"/> C0034 Southeast KS Birth to Three Program 9913 SEKESC <input type="checkbox"/> C0036 Sunflower Diversified Services 9917 Early Education Center <input type="checkbox"/> C0038 Marshall County Infant Toddler Services 9383 Marshall County Community Resource and Educat 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> C0002 Butler County Infant Toddler Services 9931 Bright Beginnings <input type="checkbox"/> C0004 Clay Washington Infant Toddler 9933 Clay Washington Infant Toddler <input type="checkbox"/> C0006 Dickinson County Infant Toddler Services 9385 Dickinson County Infant Toddler Services <input type="checkbox"/> C0008 City of Atchison Infant Toddler Program 9267 Atchison Hospital Associaion <input type="checkbox"/> C0010 Northeast Kansas Infant Toddler Services 9935 Northeast KS Education Service Center <input type="checkbox"/> C0012 Geary County Infant Toddler Services 9284 USD 475 Geary County Schools <input type="checkbox"/> C0014 Hays Interagency Coordinating Council 7978 Hays Area Children's Center, Inc. <input checked="" type="checkbox"/> C0016 Johnson County Infant Toddler Services 9369 Johnson County Infant Toddler Services <input type="checkbox"/> C0018 Jewell Lincoln Mitchell County ICC 9374 Beloit Special Education Coop <input type="checkbox"/> C0020 Lakemary Center Infant Toddler Services 9937 Lakemary Center Infant Toddler Services <input type="checkbox"/> C0022 Marion County Early Intervention Services 9778 Marion County Early Intervention Services <input type="checkbox"/> C0025 Osage County ICC Infant Toddler Services 9938 Osage County ICC Infant Toddler Services <input type="checkbox"/> C0027 Parents and Children Together, Inc. 9268 Parents and Children Together, Inc. <input type="checkbox"/> C0029 Prairie Band Pottawatomie Indians 9980 Prairie Band Pottawatomie Indians <input type="checkbox"/> C0031 Reno County Early Intervention Program 9905 Early Educational Center ech <input type="checkbox"/> C0033 Shawnee County Infant Toddler Services 9993 TARIC <input type="checkbox"/> C0035 Sumner County ICC 9906 Futures Unlimited, Inc. <input type="checkbox"/> C0037 Wyandotte County Infant Toddler Services 9939 Children's TLC Easter Seals
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Save

PCA-INFANT TODDLER NETWORKS

Buildings selected from the table will then be available in the Buildings drop down menu when maintaining a Position, along with all buildings that are mapped to the district that is logged in to the system.

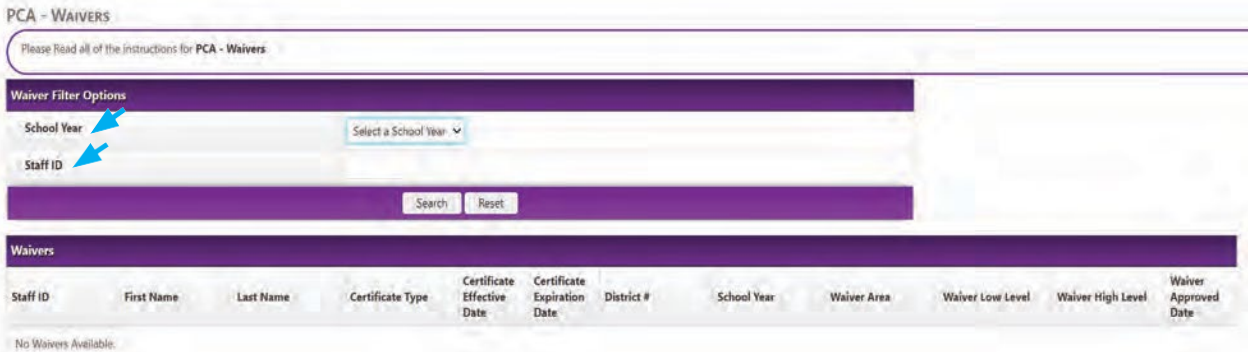
These fields are maintained on a year-to-year basis. The main screen includes a **School Year** drop down menu as well as a **Search** button. When the user presses **Search**, the system will display the active **Infant Toddler Networks** for the selected school year, allowing the user to check or uncheck boxes as needed.



If a building is currently being used by a position for the current school year, the check box will be disabled. Infant Toddler Networks cannot be removed as long as they are being used by at least one position.

PCA-WAIVERS

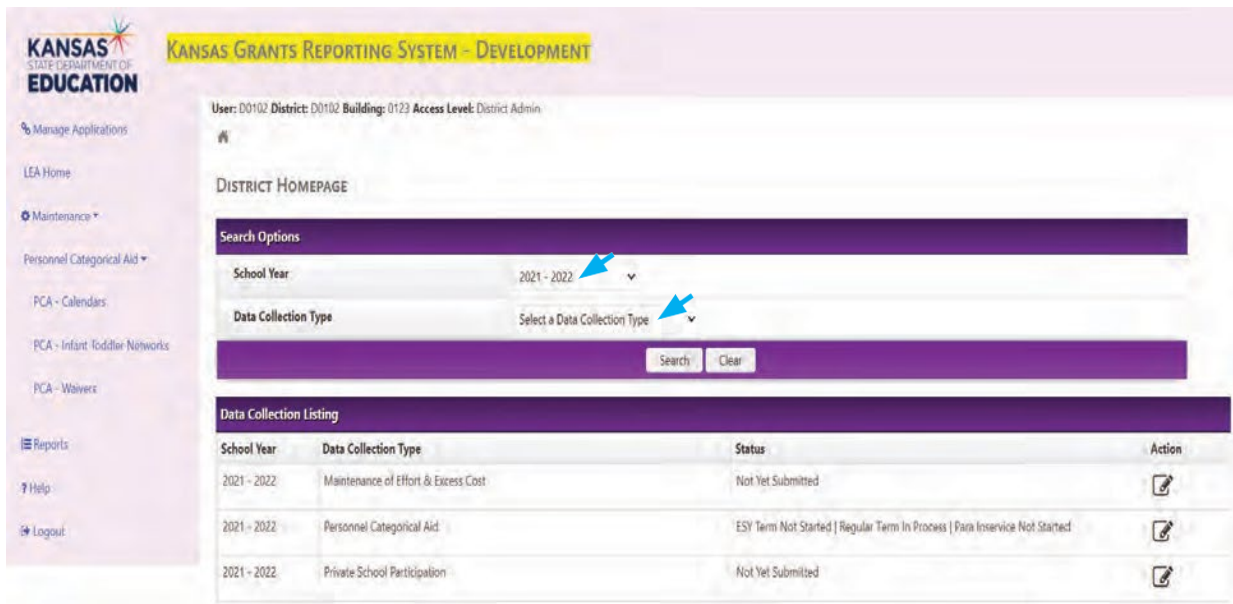
The **PCA-Waivers** link displays information from the KSDE Waiver table. Users can filter the information by **School Year** and **Staff ID**. The waiver information will then be listed in a grid.



For interlocal and cooperative users, waivers for the interlocal or cooperative from which they are logged on will display as well as waivers for all member districts for the interlocal or cooperative currently logged in to the system.

Data Entry

Upon login, LEA users will be taken to the following grid:



Here, users will see all available Data collections, both past and present. Options are filtered by **School Year** and **Data Collection Type**. The PCA records in the grid will have either an Action icon or a View icon on the line next to the record. If none of the data entry windows are open, or if they user has View Only access, the View icon will display. If not, the Action icon will display.

DATA ENTRY-STATUSES

There are three separate sections with different statuses:

1. ESY Term
 - Status:** Not Started (defaults to this at the beginning of the school year)
 - In Process (sets to this as soon as an ESY calendar has been entered)
2. Regular Term
 - Status:** Not Started (defaults to this at the beginning of the school year)
 - In Process (sets to this as soon as a Regular Calendar has been entered)
3. Para Inservice
 - Status:** Not Started (defaults to this at the beginning of the school year)
 - In Process (sets to this as soon as information is saved on the Para Inservice tab)

The Status of the PCA Data Collection can be one of the following values and can change based on how the Section statuses are set:

- ESY Term in Process | Regular Term Not Started | Para Inservice Not Started
- ESY Term Not Started | Regular Term in Process | Para Inservice Not Started
- ESY Term in Process | Regular Term In Process | Para Inservice Not Started
- ESY Term Not Started | Regular Term In Process | Para Inservice In Process
- ESY Term In Process | Regular Term in Process | Para Inservice In Process
- ESY Term Not Started | Regular Term Not Started | Para Inservice Not Started
- Payment Windows Completed

DATA ENTRY-STATUSES

District users can click the Edit Icon  or View Icon  next to the PCA School Year. This will take the user to the PCA section of the module where they can fill out information on various tabs.

The following information applies to **ALL** of the tabs in the **PCA** module for LEAs:

- In the top yellow information bar, the **Status** field will be the current **Status** for this **Data Collection**.
- The yellow information bar has a field labeled **Term**. This field has radio buttons next to it with two values: **Regular** and **ESY**. This field will always default to **Regular** and is used in several of the Tabs to determine the term for which the information is entered. Once the field is changed it will stay at that new value for the duration of the time in which the user is working within the **PCA** area. If the user navigates back to the Home Page and then selects a **PCA** record, the **Term** will be reset to **Regular**. Whenever this value changes, if the current page has information that is tied to the **Term**, the page reloads and displays information for that **Term**.

DATA COLLECTION TABS

PCA-DATA ENTRY TABS

NOTE: The eScholar application contains all of the same information found in the PCA application. Staff records in eScholar can be added or edited in PCA by using the **Staff ID** tab. Staff that exist in eScholar can then be added to the PCA application via the **Employees** tab (records labeled *TLA* cannot be edited in PCA, as the licensee must request updates from teacher licensure). Using the **Employees** tab will also give the user the ability to roll over employees from the previous school year.

DATA COLLECTION TABS

PCA-DATA ENTRY TABS SUMMARY

The Summary Tab displays information about the grant, including the currently active window and the overall status of the data collection. Users can choose either **ESY** Term or **Regular** Term.

Summary:

Current Window(s): Personnel Categorical Aid Para Inservice Window: 01/01/2022 - 06/30/2022 (22 days left)
 Personnel Categorical Aid Vacancy Window: 01/01/2022 - 06/30/2022 (22 days left)
 Personnel Categorical Aid Final Payment Window: 05/22/2022 - 06/30/2022 (22 days left)

SELECT TERM: Regular ESY

The following data points appear on the Summary Tab for **ESY** Term, shown on the following page:

- Number of Professional Positions
- Professional Positions Total Claimed FTE
- Number of Para Positions (includes special Para Positions)
- Para Positions Total Claimed FTE (includes special Para Positions)

The following data points appear on the Summary Tab for **Regular** Term, shown on the following page:

- Number of Professional Positions
- Professional Positions Total Claimed FTE
- Number of Para Positions (includes special Para Positions)
- Para Positions Total Claimed FTE (includes special Para Positions)
- Number of Substitutes

DATA COLLECTION TABS
SUMMARY

Summary Staff ID Employees ▾ Positions / Assignments ▾ Para Inservice Vacancies

Please read all of the instructions for **Summary**

The currently active window(s) for the Personnel Categorical Aid data collection are:

- Personnel Categorical Aid Para Inservice Window: 01/01/2022 - 06/30/2022 **(22 days left)**
- Personnel Categorical Aid Vacancy Window: 01/01/2022 - 06/30/2022 **(22 days left)**
- Personnel Categorical Aid Final Payment Window: 05/22/2022 - 06/30/2022 **(22 days left)**

The current status of this Data Collection is **ESY Term Completed | Regular Term Completed | Para Inservice Not Started.**

Term: ESY			
Number of Professional Postions:	1	Professional Positions Total Claimed FTE:	0.30
Number of Para Positions:	1	Para Positions Total Claimed FTE:	0.30

Term: Regular			
Number of Professional Postions:	1	Professional Positions Total Claimed FTE:	0.30
Number of Para Positions:	1	Para Positions Total Claimed FTE:	0.30
Number of Substitutes:	0		

DATA COLLECTION TABS
STAFF ID

Under the Staff ID tab is where the district user can search the eScholar system for existing Staff to add to the PCA system as Employees. Users can then assign Employees to Positions as an Assignment. Additionally, users can add or update Staff in the eScholar system in this section or by using web services. Users also have the option to upload an Excel file. By clicking the Staff ID tab, the following table appears:

Summary **Staff ID** Employees ▾ Positions / Assignments ▾ Para Inservice Vacancies

Please read the following for Staff Maintenance

STAFF ID

Lookup Information:	
Staff ID / Teacher ID:	<input type="text"/>
Legal Last Name:	<input type="text"/> *
Legal First Name:	<input type="text"/> *
Legal Middle Name:	<input type="text"/>
Name Suffix:	<input type="text"/>
Gender Code:	<input type="text"/> ▾ *
Birth Date:	<input type="text"/> *
Previous Last Name:	<input type="text"/>
Hispanic Indicator:	<input type="text"/> ▾ *
Race:	<input type="text"/> ▾ *

* Indicates required field for searches if the Staff ID/Teacher ID is left blank.

DATA COLLECTION TABS

DATA COLLECTION TABS
STAFF ID

When searching by Staff ID, the PCA system will search the eScholar system for the entered **Staff ID** or **Teacher ID**. If a match is found, it will display in a grid beneath the Search fields.

Lookup Information:	
Staff ID / Teacher ID:	<input type="text"/>
Legal Last Name:	<input type="text"/> *
Legal First Name:	<input type="text"/> *
Legal Middle Name:	<input type="text"/>
Name Suffix:	<input type="text"/>
Gender Code:	<input type="text"/> *
Birth Date:	<input type="text"/> *
Previous Last Name:	<input type="text"/>
Hispanic Indicator:	<input type="text"/> *
Race	<input type="text"/> *

* Indicates required field for searches if the Staff ID/Teacher ID is left blank.

Search Clear

When searching by Demographics, the PCA system will search the eScholar system based on the demographic information entered. To search using Demographics, users must enter required information for all fields marked with an asterisk. Users may also enter information into the fields not marked with an asterisk. These fields will assist in narrowing the search. If a match is found, it will display in a grid beneath the Search fields.

Lookup Information:	
Staff ID / Teacher ID:	<input type="text"/>
Legal Last Name:	Lavery*
Legal First Name:	Melissa*
Legal Middle Name:	<input type="text"/>
Name Suffix:	<input type="text"/>
Gender Code:	Female*
Birth Date:	07/01/2022*
Previous Last Name:	<input type="text"/>
Hispanic Indicator:	<input type="text"/> *
Race	Yes*

* Indicates required field for searches if the Staff ID/Teacher ID is left blank.

Search Clear

DATA COLLECTION TABS

DATA COLLECTION TABS

STAFF ID

The Import Staff ID File is located directly to the right of the Lookup Information grid. Clicking the link takes the user to a new page that allows them to import an Excel file of staff demographics to be added to the eScholar system.

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	D1-Row Number	D2-Staff ID/Teacher ID	D3-District Code	D4-Year	D5-Legal Last Name	D6-Legal First Name	D7-Legal Middle Name	D8-Legal Name Suffix	D9-Gender	D10-Date of Birth	D11-Previous Last Name	D12-Ethnicity Indicator	D13-Race / Ethnicity
2													
3													
4													
5													
6													
7													
8													

Users can access a PDF (available on the following pages) that explains these fields by entering this URL into their web browser: <https://www.ksde.org/Portals/0/SES/funding/CatAid/PCA-Staff-filespecs.pdf>

Users can also access a blank Excel file to use as a template by entering this URL into their web browser: <https://www.ksde.org/Portals/0/SES/funding/CatAid/PCA-Staff-blankupload.csv>


Any errors that are detected by the system will display on the page in an error list and must be fixed and either re-uploaded or entered manually.

Once a user uploads a file, if the system finds a *possible* match (not an *exact* match) for any imported staff, the possible matches will display in a grid allowing the user to resolve matches by reviewing the information. The information in the grid contains the possible match data found in eScholar. Once the information is verified, the user can update the record in eScholar with the data contained in the uploaded file.

DATA COLLECTION TABS

STAFF ID

The Staff Matches Grid displays after the user searches the eScholar system, either by **ID** or **Demographics**. If one or more staff was located, a grid displays containing the following fields:

- Staff ID
- First Name
- Suffix Name
- Date of Birth
- Last Name
- Middle Name
- Gender
- Match Probability
- Action (**Add** will display if staff does not already exist in the PCA system for the user's school district and school year. Once the user clicks the **Add** icon , the system will add the staff to the PCA system. The staff can then be selected in the **Employees** section. **Save** will always display. When the user clicks the Save button, the new information will update in the eScholar system.

If no matches are found, a link will appear allowing the user to Create a New Record. New records should only be created for non-KSDE licensed staff new to special education. If it is likely that an ID exists, please contact cataid@ksde.org for assistance in finding it. When the user clicks the link, the new information added by the user will be saved in the eScholar system. The information can then be added to the PCA system.

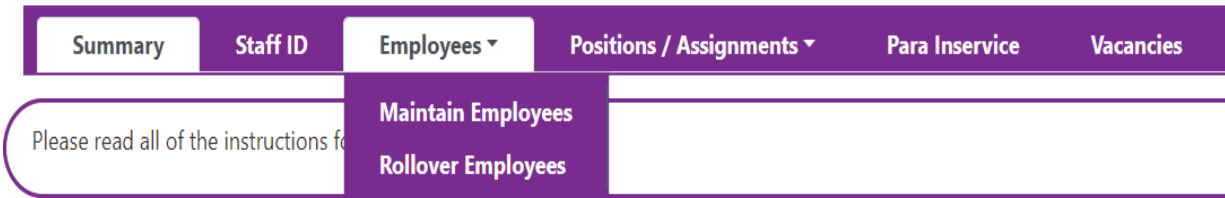
The ID number system is managed by eScholar and PCA uses the same pool of numbers as the Educator IDs used for teacher licenses. Please use care when creating ID numbers. If someone has special education experience in Kansas in the last 3 years, they probably have an ID number. Contact the program manager if you can't find it before creating a new ID.

KSDE licensed personnel will have ID numbers issued by KSDE. You must use those numbers in PCA, do not create new ID numbers for staff licensed by KSDE.

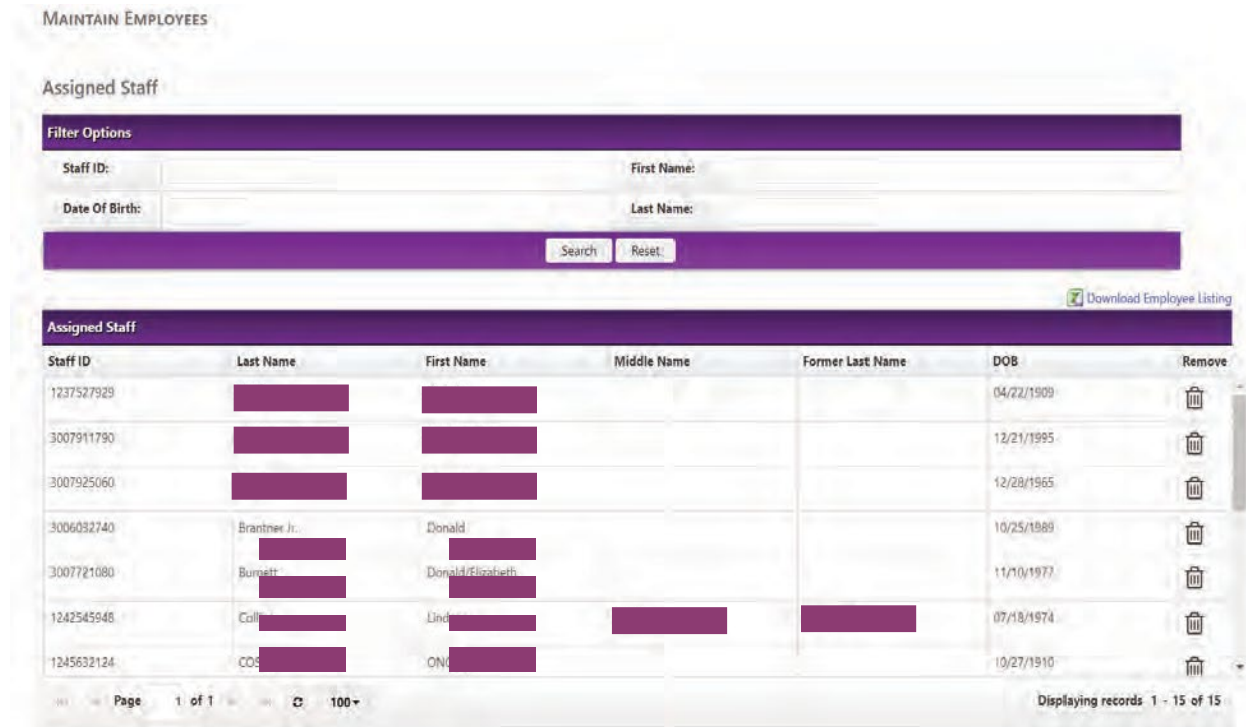
The field at the end identifies if an ID was created by Teacher Licensure and Accreditation (TLA) or by the claiming program (PCA). IDs created by TLA cannot be modified by PCA users.

DATA COLLECTION TABS
EMPLOYEES


The Employees tab is where the user can add **Employees** from the **Staff** that have been entered into the PCA system via the Staff Maintenance section. Users may choose from two options under the Employees tab: **Maintain Employees** and **Rollover Employees**.



When a user selects **Maintain Employees** from the drop down menu, the following screen appears:



All employees currently added to the PCA system for the district and school year appear. Only staff that appear in this grid will be available to be assigned to a Position.

If an employee has already been entered into an assignment, the Delete Icon  will not display and the user will not be able to remove the employee.

DATA COLLECTION TABS

EMPLOYEES

The **Search Employee History** grid is located on the Maintain Employees screen. Here, users can search for employees from previous school years and add them to the **Assigned Staff** grid.



Search Employee History

Filter Options

Staff ID:		First Name:	
Date Of Birth:		Last Name:	

Search Employee History

School Year	Staff ID	Last Name	First Name	Middle Name	Former Last Name	DOB	Add
No Employees Found							

Users can search for employees from previous school years and add them to the **Assigned Staff** grid. Under the **Action** field, a Locked Icon  will appear if the Staff ID already exists in the Employees list for the current school year. An Add Icon  will appear when a user is able to add the employee to the Assigned Staff for the current school year.

When a user selects **Rollover Employees** from the drop down menu, the following screen appears:








ROLLOVER EMPLOYEES

Filter Options





Staff ID:		First Name:	
Date Of Birth:		Last Name:	


[Add All Employees from Previous Year](#)

Employees from previous school year

Staff ID	Last Name	First Name	Middle Name	DOB	Former Last Name	Action
3006670990				8/11/1966		
3007911790				12/21/1995		
3007925060				12/28/1965		
3006232910				1/10/1977		
3006032740				10/25/1988		
3007785830				6/2/1974		
3007721080				11/10/1977		

Page 1 of 2 Displaying records 1 - 50 of 64

Here, users can see all of the **Employees from Previous School Year**. On the far right of the grid, users will see a Lock Icon  or an Add Icon . The Lock Icon  will display if the Staff ID for the record exists in the Employees Listing for the current school year. Otherwise, the Add Icon  will appear and the user may add the staff to the **Employees to Rollover** grid, explained on page 21.

On the top of the grid, a link appears that allows users to **Add All Employees from Previous Year**  [Add All Employees from Previous Year](#). By clicking this link, users can add all of the employees from the **Employees from Previous School Year** grid to the **Employees to Rollover Grid**, which appears just below the **Employees from Previous School Year** grid and can be seen on page 21.

Employees to Rollover Remove All Employees from Rollover

Staff ID	Last Name	First Name	Middle Name	DOB	Former Last Name	Delete
3006670990				08/11/1966		X
3006232910				01/10/1977		X
3007785830				06/02/1974		X
3007100420				12/11/1965		X
3007022030				05/13/1994		X
3006990370				11/16/1991		X
3007174710				12/03/1994		X

Page 1 of 2 50- Displaying records 1 - 50 of 60

Rollover employees

The **Employees to Rollover** grid contains any employees added via the Add Icon in the Employees from Previous School Year grid or by the Add All Employees from Previous Year link [Add All Employees from Previous Year](#). If the user clicks the Delete Icon, the selected employee will be removed from this grid and will be added back to the **Employees from Previous School Year** grid.

When the user clicks the **Rollover Employees** button at the bottom of the grid, a pop-up message will display:

Are you sure you want to rollover the selected Employees?

When the user clicks OK, the system will add all of the employees listed in the grid to the Employees for Current School Year. Once the employees are moved here, their names can no longer be selected in the **Employees to Rollover** grid and the Lock Icon will display.

DATA COLLECTION TABS

DATA COLLECTION TABS
POSITIONS/ASSIGNMENTS

The Positions/Assignments Tab is where the user can maintain the Positions that are used to assign Employees and to add Employees to a Position.

Positions / Assignments ▾

Maintain Positions / Assignments

Rollover Positions

Import Positions / Assignments

Under this tab, users can roll over positions from the previous school year, import CSV/Excel files, and add/edit/delete Positions/Assignments. The tab has three drop down options: **Maintain Positions/Assignments**, **Rollover Positions**, and **Import Positions/Assignments**.

Maintain Positions/Assignments under the drop down menu makes use of the Term field in the yellow information bar. This section will only display information from the selected term (Regular or ESY).

MAINTAIN POSITIONS / ASSIGNMENTS

Filter Options

Local Position ID: _____ Buildings: Select a Building Area: _____

Staff ID: _____ Employee Last Name: _____ Supervisor Local Position ID: _____

Search Reset

Add Professional Position Add Special Para Position Download Positions & Assignments

Type	Local Position ID	Current Employee	Supervisor Local Position ID	Building	Area	Low Level	High Level	Position FTE	Position Hours	Claimed FTE	Additional Assignment	Employee Count	View/Edit	Employee Assignments	Add Para	Delete
P	_1	Allebach, Margaret	_1	0129 USD 102 - Home	ES Behavior Analysis (Specialist)	02	05	1.00	1116.00	0.40	No	1	View/Edit	Employee Assignments	Add Para	Delete
N	_1 para		_1	0129 USD 102 - Home	ES Behavior Analysis (Specialist)	02	05	0.20	223.20	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
P	_2		_2	0123 Cimarron Dist Gray Co	ID Lowinc-Intellectual Disability	02	02	0.50	558.00	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
N	_2 para 1		_2	0123 Cimarron Dist Gray Co	ID Lowinc-Intellectual Disability	02	02	0.12	131.92	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
P	AD_Area		AD_Area	0129 USD 102 - Home	AD Special Ed. Director	01	08	1.00	1116.00	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
N	AD_Area_Para		AD_Area	0129 USD 102 - Home	AD Special Ed. Director	01	05	0.30	334.80	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
N	asdflasdfl		AD_Area	0129 USD 102 - Home	AD Special Ed. Director	01	08	0.20	223.20	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
P	AD_Area_DCO			0123 Cimarron Dist Gray Co	AD Special Ed. Director	01	04	1.00	1116.00	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete
P	DCO		DCO	0123 Cimarron Dist Gray Co	AT Art Therapy	05	06	0.40	446.40	0.00	No	0	View/Edit	Employee Assignments	Add Para	Delete









Page 1 of 1 50+ Displaying records 1 - 25 of 25

This grid contains a list of the current Positions that have been entered/imported/rolled over. The grid contains the following columns:

- ✓ Employees (This is the first column, to the left of the **Type** column, and is intentionally left blank. When the user clicks the Icon >, a sub-grid will appear that contains a list of all Assignments added to the Position).
- ✓ Type (**P** for Professional Position or **N** for Para Position)
- ✓ Local Position ID
- ✓ Current Employee (displays the name of the employee with the latest Assignment for this position in this schoolyear)
- ✓ Supervisor Local Position ID (will only be populated if this is a Para Position or a Professional Position with one or more Para Positions linked to it)
- ✓ Building
- ✓ Area
- ✓ Low Level
- ✓ High Level
- ✓ Position FTE
- ✓ Position Hours
- ✓ Claimed FTE (the sum of the Claimed FTE field in Assignments for the position)
- ✓ Additional Assignment
- ✓ Employee Count
- ✓ View/Edit
- ✓ Employee Assignments
- ✓ Add Para
- ✓ Delete

DATA COLLECTION TABS

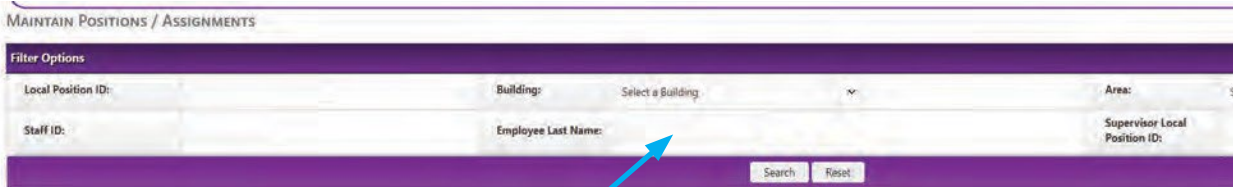
DATA COLLECTION TABS
POSITIONS/ASSIGNMENTS

- ✓ View/Edit (The View Icon  will be visible if the user has View Only access; if there is no current window open; there is more than one assignment that exists for this Position; or there is one or more Para Positions linked to this Position. The Edit Icon  will be visible if the user has at least Data Entry security access; there is a currently open window; there are no current assignments for the position; and there are no Para Positions. Clicking the Edit Icon  will take the user to the Edit Professional Position page).
- ✓ Employee Assignments (The Employees Icon  takes the user to the Employee Assignments page).
- Add Para (The Add Icon  takes the user to the Add Para Position page. This icon is visible if if the user has at least Data Entry security access; there is a current window open; and the position has an Area that allows Paras. The Add Icon  will be hidden if the position is already a Para Position. The Delete Icon  is visible if the user has at least Data Entry security access; there is a current open window; there are no current assignments for the position; and there are no Para Positions for this position. When the user clicks the Delete Icon , a pop-up window appears. If the user clicks OK, the Position will be deleted from the system).

Are you sure you want to delete this Position?



Above the Positions Grid, there is a Filter Options Grid that allows the user to search for Positions by typing in values and selecting from a drop down menu.



If the user enters a name in the Employee Last Name search box, Assignments with a partial match on the employee last name will display. Directly below this grid, there is an **Add Professional Position** link, an **Add Special Para Position** link; and a **Download Positions and Assignments** link. The **Add Professional Position** and **Download Positions and Assignments** links are only available if there is a District level calendar for the current schoolyear.

 [Add Professional Position](#)

 [Add Special Para Position](#)

 [Download Positions & Assignments](#)


Clicking the Download Positions and Assignments link creates a comma separated value (csv) file that displays all Positions and Assignments contained in the grid. This csv file will be in the same format used by the Import Positions/Assignments process.

DATA
COLLECTION

DATA COLLECTION TABS ROLLOVER POSITIONS

Positions / Assignments ▾

Maintain Positions / Assignments

Rollover Positions 

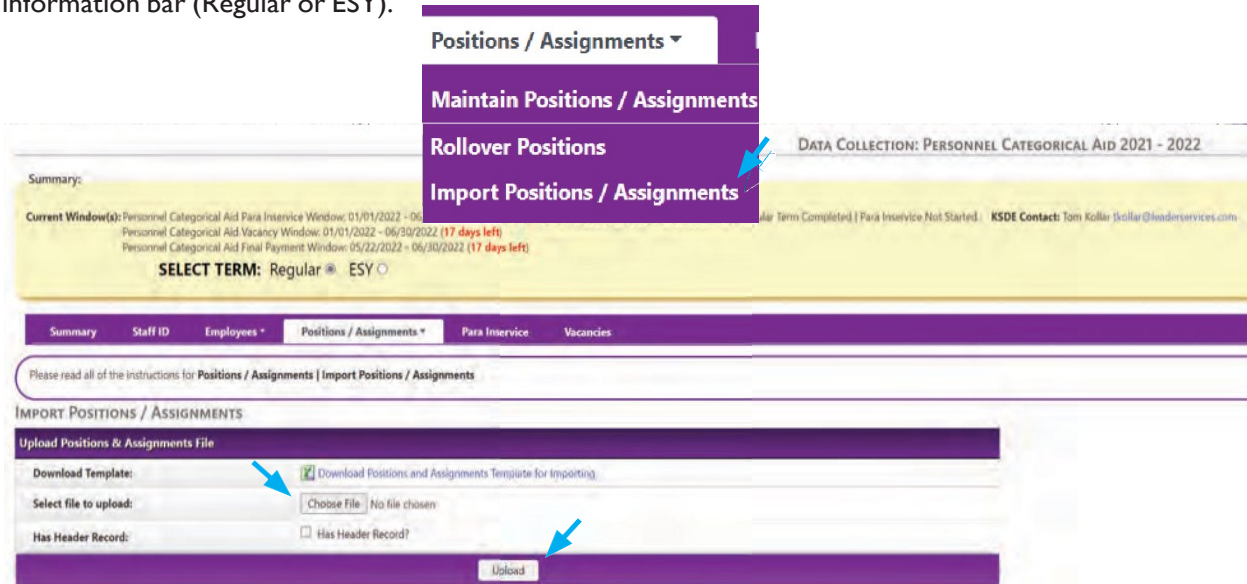
Import Positions / Assignments

Selecting **Rollover Positions** from the **Positions/Assignments** dropdown menu takes the user to a page with a link to a spreadsheet of the positions and assignments from the previous school year. The spreadsheet will match the selected Term in the yellow information bar (Regular or ESY).

Download the spreadsheet, update the fiscal year, the dates for the term and any other information that needs to be updated. Then simply follow the Import Positions/Assignments instructions.

DATA COLLECTION TABS
IMPORT POSITIONS/ASSIGNMENTS

The Import Positions/Assignments tab is located underneath the **Positions/Assignments** drop down menu. Positions appearing in this section are those with a term matching the selected Term in the yellow information bar (Regular or ESY).



When the user selects Import Positions/Assignments from the drop down menu, they will be taken to a page where they can choose to upload a csv file of Position/Assignment data. The user must choose a file to upload and then click the **Upload** button [Upload](#) . By clicking the following link, [Download Positions and Assignments Template for Importing](#) the user can download a csv file that serves as a template for importing Position data.

When the user clicks the **Upload** button [Upload](#) , the information will be uploaded into the PCA application. Once the file is uploaded and processed, it will display a message that tells the user how many Positions/Assignments were added and a list of errors that prevented the Position/Assignment from being added.



DATA COLLECTION TABS IMPORT POSITIONS/ASSIGNMENTS

It is possible for the user to complete the Import process multiple times during the course of a school year. Positions that already exist will be updated with the information in the Excel file as long as there are (1) no Assignments linked to that Position and (2) no Para Positions assigned to that Position. Assignments that already exist for a Position (matching by Staff ID and Employee Start Date and Employee End Date) will be updated if it is not a substitute that has been approved by KSDE.

Users will not be able to import special Para Positions. Mappings in the system ensure nothing is lost in the deletion/updating process.

NOTE: The user must have at least Data Entry security access to be able to import Position/Assignment data. Additionally, there must be an open payment window as well as a District Level calendar for the current school year.

The Import file will have the following columns:

- Row Number
- District Code
- Year
- Local Position Number
- Additional Assignment
- Term
- Must match whatever the currently selected term is
- Position Type
- Supervisor Local Position Number
- Building Number
- Area
- Low Level
- High Level
- Position FTE
- Position Hours
- Staff ID
- Legal Last Name
- Legal First Name
- Substitute
- Employee Start Date
- Employee End Date
- Employee FTE
- Employee Hours

For any fields that have leading zeros but are missing in the Import file (for example, Building) the field will still match up to the information in the database even if those fields have leading zeros.

If a match on the **Staff ID** is found but the name in PCA does not match either the **Legal Last Name** or **Legal First Name**, the record will still be added but the system will display a warning following the Import process that alerts the user that the names do not match.

DATA COLLECTION TABS

DATA COLLECTION TABS
IMPORT POSITIONS/ASSIGNMENTS

Fields marked with an asterisk * are those that deal specifically with Assignment information. If the **Staff ID/Teacher ID** is blank, then the system will not add any Assignment information and all other fields will be ignored while the system will attempt to add the Position.

NOTE: If an Assignment exists in the current school year that is marked as a Substitute and has been approved on the Substitutes screen under State Maintenance, the Assignment cannot be deleted or updated and a warning message will appear.

DATA COLLECTION TABS

DATA COLLECTION TABS
ADD/EDIT PROFESSIONAL POSITION

The user can access the **Add/Edit Professional Position Maintenance** page by clicking the **Add Professional Position** link above the Positions grid [Add Professional Position](#); by clicking the Edit Icon next to a Position in the Positions grid; or by clicking the View Icon next to a position in the Positions grid. This is where the user can Add, Edit, or View a Position.

The following information refers to Professional Positions only:

The fields maintained for each Position are:

Term

- Display only. Will match the term that is currently selected in the yellow information bar (Regular or ESY. The School Year Term in the yellow information bar cannot be edited on this screen. It will be view only).

Position Type

- Display only. Will display Professional.

Local Position ID

- Required
- Alphanumeric, 25 characters
- If editing a position, this field will be Read Only.
- Must be unique within the organization for the current school year (no duplicates allowed for the same organization/school year). If not unique an error will display when attempting to save the information.

Additional Assignment

- Will be disabled if the Term is ESY.
- Specifies that this Position is in addition to another position that has a 1.0 FTE and takes place outside the regular school day (is a standalone position, not just overtime for another position).

DATA COLLECTION TABS
ADD/EDIT PROFESSIONAL POSITION**Building**

- Required. Drop down of active buildings for the logged in District (and any Infant/Toddler buildings selected in the **Maintenance–Infant/Toddler Networks** screen).
- If the building selected is one of the Infant/Toddler buildings:
 - Both the Low Level and High Level drop downs will only have the option of IT to choose from.
- Interlocals will display all buildings for all member districts along with the interlocal buildings.

Area

- Required; Drop down.
- Will be disabled until a value is entered in the Low Level field.
- Will list all of the areas that are set up by the state in the Areas section under Maintenance.
 - ✓ When a Low Level value is selected, if it is EC, then only load Areas that have the EC field checked.
 - ✓ When an Infant/Toddler building is selected, then only load Areas that have the IT field checked.
 - ✓ When neither of the above two options apply, load all active Areas.

Low Level

- Required.
- Will be disabled until a Building is selected. Then will be auto-populated with the available grades for that Building based on the KSDE Directory.
 - ✓ If working in the ESY Term, ALL grades will be available for the selected building regardless of the KSDE Directory mappings.
 - ✓ If the selected building has any of the following **Grades Offered** selected in the KSDE Directory Application, then also display the value EC in the dropdown as well, at the top of the other options.
 - Child Care
 - Pre-School Aged With IEP
 - Pre-School Aged Without IEP
 - Pre-School Aged At-Risk (3 Year Olds)
 - Pre-School Aged At-Risk (4 Year Olds)
 - ✓ If the selected building is one of the Infant/Toddler buildings selected in the **Maintenance–Infant/Toddler Networks** screen, then this field will be disabled and display IT in the disabled drop down.
- Selected value cannot exceed the value in the High Level field. If a value is selected that exceeds the High Level field, the High Level drop down will automatically populate with the value that is in the Low Level field.
- If EC is selected, then the High Level field will automatically be set to EC as well and will become disabled.
- If IT is selected, then the High Level field will automatically be set to IT as well and will become disabled.

High Level

- Required; Drop down.
- Will be disabled until a Building is selected. Then will be auto-populated with the available grades for that Building based on the KSDE Directory.
 - ✓ If working in the ESY Term, all grades will be available for the selected building regardless of the KSDE Directory mappings.
 - ✓ If the selected building has any of the following **Grades Offered** selected in the KSDE Directory Application, then also display the value EC in the dropdown as well, at the top of the other options.
 - Child Care
 - Pre-School Aged With IEP
 - Pre-School Aged Without IEP
 - Pre-School Aged At-Risk (3 Year Olds)
 - Pre-School Aged At-Risk (4 Year Olds)
 - ✓ If the selected building is one of the Infant/Toddler buildings selected in the **Maintenance–Infant/Toddler Networks** screen, then this field will be disabled and will display IT in the disabled drop down.



DATA COLLECTION TABS ADD/EDIT PROFESSIONAL POSITION

- Selected value cannot be less than what is in the High Level field. If a value is selected that is less than the High Level field, the Low Level dropdown will automatically populate with the value that is in the High Level field.
- If EC is selected for the Low Level field, then the High Level field will automatically be set to EC as well and will become disabled.
- If IT is selected for the Low Level field, then the High Level field will automatically be set to IT as well and will become disabled.

Position FTE

- Required. Decimal (2 places). Format 9.99.
- Allowable ranges are from 0.00 to 1.00 for Regular Term and 0.00 to 0.30 for ESY Term.
- If the user enters a value in this field, then the Position Hours field will automatically populate with a value based on this calculation: $\text{Position FTE} \times 1116.00$
 - ✓ Round up to 2 decimal places. Example: if 0.95 is entered for Contacted FTE, then Position Hours will be set to 1060.20 ($0.95 * 1116.00 = 1060.2000$)
- If the user enters a value in the Position Hours field, then the Position FTE field will automatically populate with a value based on this calculation: $\text{Position Hours} / 1116.00$.
 - ✓ Round up to 2 decimal places. Example: if 500 is entered for Position Hours, then the Position FTE will be set to 0.45 ($500 / 1116.00 = 0.448028673$, which rounds to 0.45).

Position Hours

- Required. Decimal (2 places). Format 9999.99.
- Allowable Ranges are 0 to 1116.00
- If the user enters a value in this field, then the Position FTE field will automatically populate with a value based on this calculation: $\text{Position Hours} / 1116.00$.
 - ✓ Round up to 2 decimal places. Example: if 500 is entered for Position Hours, then the Position FTE will be set to 0.45 ($500 / 1116.00 = 0.448028673$, which rounds to 0.45).
- If the user enters a value in the Position FTE field, then the Position Hours field will automatically populate with a value based on this calculation: $\text{Position FTE} \times 1116.00$
 - ✓ Round up to 2 decimal places. Example: if 0.95 is entered for Position FTE, then Position Hours will be set to 1060.20 ($0.95 * 1116.00 = 1060.2000$)

NOTE: If the Professional Position is being used as a supervisor in another district (via the Special Para Position process), a message will display alerting the user. The user will not be able to edit the Position as it will be view only. If the other district removes the Special Para Position, the Professional Position can then be edited.



DATA COLLECTION TABS
ADD/EDIT PROFESSIONAL POSITION

Validation when adding/editing a Professional Position is as follows:

Field	Error Message	Notes
Local Position ID	Local Position ID is required	
Local Position ID	Local Position ID already exists for this School Year	Cannot have multiple positions with the same Local Position ID in the same school year.
Building	Building is required.	
Area	Area is required.	
Low Level	Low Level is required.	
High Level	High Level is required.	
Position FTE	Position FTE is required.	
Position FTE	Position FTE cannot exceed 1.00 for Regular Term.	
Position FTE	Position FTE cannot exceed 0.30 for ESY term.	
Position Hours	Position Hours is required.	
Position Hours	Position Hours cannot exceed 1116.00	Regular term only
Position Hours	Position Hours cannot exceed 335.00	ESY term only
Position Hours	Position Hours must be greater than 0.00	

Add/Edit Para Position

ADD PARA POSITION

Position			
Terms:	Regular Term	Position Type:	Non-Professional
Supervisor Local Position ID:	D0220_VO		
Local Position ID:	2	Additional Assignment:	<input type="checkbox"/> Additional Assignment
Building:	0522 Ashland Elem	Area:	VO Vocational Special Needs
Low Level:	01 First Grade	High Level:	05 Fifth Grade
Contracted FTE:	1	Approved Hours:	1116.00
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The user can get to the Add Para Position page by clicking the Icon in the Add Para Position column in the Positions grid, or by clicking the Edit/View Icons in the Actions column in the Positions grid for a Para Position (Type = N).

The fields are exactly the same as they are on the Add/Edit Professional Position section and follow all of the same rules as those fields, with the following exceptions:

- x **Position Type**
 - o **Display only. Will display Non-Professional.**
- x **Supervisor Local Position#**
 - o **A new field that will be display only and automatically set to the “Local Position ID” field of the parent Position.**



DATA COLLECTION TABS
ADD/EDIT PROFESSIONAL POSITION

- x Building
 - o The buildings will be loaded as follows: if the Parent position’s building is “District Central Office”, then this building will have all the buildings loaded the same as it is for a Professional position. If the Parent position’s building is NOT “District Central Office”, then the only selection will be the building selected on the Parent position.
- x Low Level & High Level
 - o The grades in these dropdowns are restricted to the low level/high level fields on the Parent position. Those selections also override what grades are available for the selected building (i.e. if a building’s grade levels are from 01 to 06, and the grade levels of the parent position are from 04 to 05, then the low level/high level grades will only have 04 and 05 available).
- x Area
 - o Will only display areas that are selected for the “Non-Professional Supervision Areas” field of the area on the ‘parent’ position (as well as the actual area selected for the parent itself) for this Area under State Maintenance.
- x Position FTE & Position Hours
 - o Are not limited to the FTE/Hours on the parent position.

When adding a Para Position, the Building, Low/High Level, and Area fields will be initially defaulted to what they are on the Parent position.

All other validation is the same as it is for adding a Professional Position.



DATA COLLECTION TABS
ADD/EDIT SPECIAL PARA POSITION

Add/Edit Special Para Position

ADD SPECIAL PARA POSITION			
Position			
Terms:	Regular Term	Position Type:	Non-Professional
Local Position ID:	SpecialParaTestGreg	Additional Assignment:	<input type="checkbox"/> Additional Assignment
Building:	0554 Ashland High	Area:	VI Visually Impaired
Supervisor Local Position ID:	D0102GregTest	Supervisor District:	D0102 Cimarron-Ensign
Low Level:	09 Ninth Grade	High Level:	09 Ninth Grade
Contracted FTE:	1	Approved Hours:	1116.00
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

This page is where the user can enter a Para Position where the Supervisor is outside of the current district.

The fields are exactly the same as they are on the Add/Edit Professional Position section and follow all of the same rules as those fields, with the following exceptions:

- x When adding a new Special Para Position, the only fields enabled initially will be the Local Position ID, Supervisor Local Position ID, Supervisor District, and Building fields. The rest of the fields will become enabled/disabled like the Professional & Non Professional positions do except where noted below.
- x Position Type
 - o Display only. Will display **Non-Professional**.

DATA COLLECTION TABS
ADD/EDIT SPECIAL PARA POSITION

- x Building
 - o In addition to the buildings for this organization the following two buildings will also be available: “0915 - School for the Deaf Central Office” and “8431 - School for the Blind Central Office”.
 - When “0915 - School for the Deaf Central Office” is selected, the Supervisor Local Position Number is automatically set to “S06100915” and becomes disabled. The Supervisor District will be set to “S0610 School for Deaf” and be disabled as well.
 - When “8431 - School for the Blind Central Office” is selected, the Supervisor Local Position Number is automatically set to “S06048431” and becomes disabled. The Supervisor District will be set to “S0604 School for Blind” and be disabled as well.
- x Supervisor District
 - o Required (if Building is not 0915 or 8431). A new field that will be a dropdown of all organizations that are a part of the PCA collection for the current school year. Will automatically load with the district of the Supervisor Local Position # when that is entered and if a match is found.
- x Supervisor Local Position #
 - o A new field that will be editable and must be a “Local Position #” that is in the selected “Supervisor District” (if selected). If the Supervisor District is blank, then PCA will search all districts that are a part of the PCA module for the school year.
 - o Has to be valid for Para Eligibility. After locating this number the system will make sure that the located number’s Position is eligible to be a Para Position (same logic as the regular Para Position, explained above).
 - o If a match is found, a green check icon will appear next to this field; if no match is found, a red x icon will appear next to this field.
 - o If a match is found, the district that the Position was located in will populate in the Supervisor District field.
- x Low Level & High Level
 - o The grades in these dropdowns are restricted to the low level/high level fields on the Parent position. Those selections also override what grades are available for the selected building (i.e. if a building’s grade levels are from 01 to 06, and the grade levels of the parent position are from 04 to 05, then the low level/high level grades will only have 04 and 05 available).
 - o Will be automatically populated with the Low/High Level grades of the Parent Position (if located successfully)
- x Area
 - o Will only display areas that are eligible to be supervised by the area of the Parent Position.
 - o Will be automatically populated with Area of the Parent Position (if located successfully)

DATA COLLECTION TABS

DATA COLLECTION TABS
ADD/EDIT SPECIAL PARA POSITION

All other validation when adding/editing a Special Para Position is the same as a Professional Position, with the following additions:

Field	Error Message	Notes
Supervisor District	Supervisor District is required	
Supervisor Local Position ID	Supervisor Local Position ID is required	
Supervisor Local Position ID	Supervisor Local Position ID { <i>supervisor local position id value</i> } does not exist in district { <i>supervisor district value</i> }	

DATA COLLECTION TABS

DATA COLLECTION TABS
ASSIGNMENTS

ASSIGNMENTS

Assignments Grid

The screenshot shows the 'MAINTAIN POSITIONS / ASSIGNMENTS' interface. It includes filter options for Local Position ID, Building, Area, Staff ID, Employee Last Name, and Supervisor Local Position ID. Below the filters are buttons for 'Add Professional Position', 'Add Special Para Position', and 'Download Positions & Assignments'. The main section is a table of positions with columns: Type, Local Position ID, Current Employee, Supervisor Local Position ID, Building, Area, Low Level, High Level, Position FTE, Claimed FTE, Additional Assignment, Employee Count, View/Edit, Employee Assignments, Add Para, and Delete. A nested grid titled 'Assigned Employees' is shown below the positions table, with columns: Staff ID, Last Name, First Name, Substitute?, Start Date, End Date, FTE, Hours, Has KSDE Exception, View/Edit, and Delete. The assigned employees grid shows three records for position D0220_VO.

Type	Local Position ID	Current Employee	Supervisor Local Position ID	Building	Area	Low Level	High Level	Position FTE	Claimed FTE	Additional Assignment	Employee Count	View/Edit	Employee Assignments	Add Para	Delete
>	P D0220_AT	Besa, Mr. Larry		9980 Prairie Band Pottawatomie Indians	AT Art Therapy	IT	IT	1.00	0.20	No	1				
>	P D0220_BD		D0220_BD	0554 Ashland High	BD Highinc-Behavior Disorder	09	11	0.90	0.00	No	0				
>	N D0220_BD_Para	Example, Student	D0220_BD	0554 Ashland High	IR Highinc-Interrelated	10	11	1.00	0.80	No	2				
>	P D0220_MT			0555 USD 220 - Home	MT Music Therapy	07	10	0.50	0.00	No	0				
▼	P D0220_VO	COMIC, ZEIRA	D0220_VO	0552 Ashland Elem	VO Vocational Special Needs	01	05	1.00	0.87	No	3				

Staff ID	Last Name	First Name	Substitute?	Start Date	End Date	FTE	Hours	Has KSDE Exception	View/Edit	Delete
3007989880	COMIC	ZEIRA	No	04/02/2022	04/18/2022	0.12	133.92	No		
3007989880	COMIC	ZEIRA	No	01/13/2022	04/01/2022	0.25	279	No		
3007478790	Besa	Mr. Larry	No	10/15/2021	01/12/2022	0.50	558	No		

This grid will contain a list of all the current Employees that have been assigned to the selected Position in the grid above. This grid will appear as a nested grid in the Positions grid that can be accessed by clicking the ">" icon in the first column for a given position, or on the actual Assignments Maintenance page itself. The grid will be sorted by Start Date in descending order (so the most recent Employee will always be the first record in the grid). The grid will have the following columns:

- x Staff ID
- x Last Name x
- First Name x
- Substitute? x
- Start Date

DATA COLLECTION TABS
ASSIGNMENTS GRID

- x End Date
- x FTE
- x Hours
- x KSDE Exception Approved
- x Action
 - o “View” or “Edit” icon
 - View icon will be visible if user only has View Only access, OR there is no currently open window. Clicking will take user to the “Assignment Maintenance” page explained below.
 - Edit icon will be visible if user has at least Data Entry security access AND there is a currently open window. Clicking will take user to the “Assignment Maintenance” page explained below.
 - o “Delete”
 - Delete icon will be visible if user has at least Data Entry security access AND there is a currently open window. Clicking will pop up a confirmation box asking the user if they want to delete this Assignment, and if they confirm, the Assignment will be deleted. The actual Employee will not be deleted; only the assignment of this Employee to this Position.

Add/Edit Assignment

ADD EMPLOYEE ASSIGNMENT

Position			
Term:	Regular Term	Position Type:	Professional
Local Position ID:	TestEmployeeClaimed_002	Additional Assignment:	No
Building:	0555 USD 220 - Home	Area:	HT Hippotherapy
Low Level:	01 First Grade	High Level:	10 Tenth Grade
Position FTE:	1.00	Position Hours:	1116.00
Total Claimed FTE:		Total Approved Hours:	
0.02		24.00	

Employee Assignment			
Calendar: District Level Start/End Dates: 9/15/2021 - 6/15/2022 Open Days: 145			
Staff ID:	3006118630	Name:	Example, Student
Start Date:	3/2/2022	End Date:	6/15/2022 59 school days
FTE:	.4	Hours:	446.40
Substitute:	<input type="checkbox"/> Substitute	Average Hours per Day:	7.57
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

+ Add Employee Assignment

Employee Assignments										
Staff ID	Last Name	First Name	Substitute?	Start Date	End Date	FTE	Hours	Has KSDE Exception	View/Edit	Delete
3007989980	COMIC	ZEJRA	No	09/16/2021	10/20/2021	0.02	24	Yes		

The user can get to the Assignment Maintenance page by (1) clicking on the “Employee” icon in the Positions grid in the “Employees Assignments” column, or (2) clicking on the “Edit” or “View” icon in the Actions column in the Assignments grid for a given Assignment.

DATA COLLECTION TABS
ASSIGNMENTS GRID

At the top of the page all of the Position fields will be displayed. An area to add/edit the current Assignment will be underneath the Position information. Underneath that will be a grid of all the current Assignments for this Position (with edit/delete functionality) with the currently active Assignment highlighted. The FTE fields and Hours fields will be totaled up also to show the current totals to the user for these two fields.

The fields maintained for each Assignment are:

- x Staff ID
 - o Required. Text field. 10 digits (numeric only).
 - o If adding: when the user enters a value here, the system will search the available employees for this school year with a matching Staff ID. If found, the "Staff Name" field will automatically populate with the located record's name. If not found, the user will not be able to save the record.
 - o If editing: this field is read only.
- x Name
 - o Required. Dropdown of all employees for the current school year.
 - o If adding: when the user selects a value here, the "Staff ID" field will automatically populate with the located record's Staff ID.
 - o If editing: this field is read only.
 - o Will display as Last Name, First Name.
- x Start Date
 - o Required. Date field.
 - o If adding (and no other employees exist for this position): will default to the Start Date of the position's Building calendar, if no Building calendar exists, the date is pulled from the District calendar. Can be changed from this value.
 - o If adding (and other employees exist for this position): will locate the most recent Employee for this position going by the Start/End dates, then default to the day after that Employee's End Date
 - Example: if a position has an employee with the dates of 9/1/2021 to 12/31/2021, then this date will default to 1/1/2022.
 - o If adding or editing: this value cannot come before the Start Date of the associated calendar, or after the End Date of the associated calendar.
 - o If adding or editing: this value cannot be after the End Date.
- x End Date
 - o Required. Date field.
 - o If adding: will default to the End Date of the position's Building calendar, if no Building calendar exists, the date is pulled from the District calendar. Can be changed from this value.
 - o If adding or editing: this value cannot come after the End Date of the associated calendar, or before the Start Date of the associated calendar.
 - o If adding or editing: this value cannot be before the Start Date.



DATA COLLECTION TABS ASSIGNMENTS GRID

- x Staff FTE
 - o Required. Decimal (2 places). Format 9.99.
 - o Cannot exceed the Position FTE.
 - o If the user enters a value in this field, the Staff Hours will populate the same way it does when updating the Position FTE (see that field in the Positions section for details).
- x Staff Hours
 - o Required. Decimal (2 places). Format 9999.99.
 - o Cannot exceed the Position Hours.
 - o If the user enters a value in this field, the Staff FTE will populate the same way it does when updating the Position Hours (see that field in the Positions section for details).
 - o Cannot exceed 24 hours per day.
- x Substitute
 - o Checkbox.
 - o Disabled if the current Term is ESY.
 - o Disabled if the Position is a “Para Position” or if substitutes teachers are not permitted for the professional area.
 - o If this is checked, and this has been Approved by KSDE, then the entire Assignment will be view-only.
- x Average Hours per Day
 - o Calculated by dividing the “Staff Hours” field by the number of days between the Start Date and End Date (using the Calendar to determine schooldays).
 - o Will display a warning if over 8 hours a day.
 - o If over 24 hours then this will display an error when saving.
- x KSDE Exception Approved
 - o This message will only display when editing an Assignment, and if this Assignment is covered within the ranges of the Exception (maintained by the State Manager in the State Maintenance/Exception Approvals tab). Exceptions are always specific to areas, grades, and sometimes specific to dates. Be aware that changes could affect the KSDE Exception (hand approval).

An employee’s start/end dates cannot overlap with the same employee’s start/end dates for the same position (i.e. the same employee cannot be added if they already exist for that position and their start/end dates overlap).

If an employee already exists for another position for the same date range the user still will be able to add them but a message will display saying “Over 8 days a weekday claimed”, alerting the user that this employee exists for another position for the same date range.

The total Staff FTE for all Assignments for a position cannot exceed the Position FTE. If adding an Employee would cause this to happen the system will display an error message and alert the user that the Employee cannot be saved.

Two different employees will be able to have date ranges that overlap each other.

After Adding/Editing an Assignment, the screen will reload the same page with the updated Assignment information. The user than add another Assignment by clicking the “Add Employee Assignment” link above the Employee Assignments grid.



DATA COLLECTION TABS ASSIGNMENTS GRID

Validation when adding/editing an Assignment are as follows:

Field	Error Message	Notes
Name	Name is required.	
Staff ID	Staff ID is required.	
Start Date	Start Date is required.	
Start Date	Start Date { <i>Start Date value</i> } cannot be before the Calendar Start date { <i>calendar start date value</i> }.	The Calendar Start Date is displayed in the header of the "Employee Assignment" data entry section for reference.
Start Date	Start Date { <i>Start Date value</i> } cannot be after the Calendar End date { <i>calendar end date value</i> }.	The Calendar Start Date is displayed in the header of the "Employee Assignment" data entry section for reference.
End Date	End Date { <i>End Date value</i> } cannot be before the Calendar Start date { <i>calendar start date value</i> }.	The Calendar Start Date is displayed in the header of the "Employee Assignment" data entry section for reference.
End Date	End Date { <i>End Date value</i> } cannot be after the Calendar End date { <i>calendar end date value</i> }.	The Calendar Start Date is displayed in the header of the "Employee Assignment" data entry section for reference.
Start Date & End Date	Start Date { <i>Start Date value</i> } cannot be after the End Date { <i>End Date value</i> }.	
FTE	Position FTE is required	
FTE	FTE cannot exceed Position FTE.	
FTE	Total FTE for all assigned employees cannot exceed Position FTE.	
Hours	Hours is required.	
Hours	Hours cannot exceed Position Hours.	
Hours	Total Hours for all assigned employees cannot exceed Position Hours	
Hours	Average Hours per Day cannot exceed 24.	
Staff ID & Start Date & End Date	Overlapping date range found for this Employee within the Position.	Employee assignments cannot span dates within the same Position.



DATA COLLECTION TABS
 PARA INSERVICE

Para Inservice

Overview:

For any Employees added as an Assignment to a **Para Position** or **Special Para Position** for the current regular school year (whose supervisor position does not have the Building of “0915 - School for the Deaf Central Office” or “8431 - School for the Blind Central Office”), these employees will display in a grid on this page for the user to be able to maintain Inservice Hours and other information. There also will be upload functionality as well for the user to upload a file that will automatically upload the data, an Export feature that will let them export the existing data, and the ability to ‘save and go’ to the next available record when working on a specific Employee. This tab will only allow adding/editing of information if the **Regular** term is selected; if **ESY** is the current Term then this page will only display a message saying not available in the ESY term and all the other Page Sections will be hidden.

Page Sections

The page will contain a Grid listing all of the current employees added as an assignment to a Para Position/Special Para Position (whose supervisor position does not have the Building of “0915 - School for the Deaf Central Office” or “8431 - School for the Blind Central Office”). The grid will have a Search box above it allowing the user to filter the information in the grid. Additionally there will be a link labeled “Import Para Inservice Data” allowing the user to import an Excel file that will update the existing Para Inservice records in the grid, and a link labeled “Export Para Inservice Data” that will export the data in the grid into an Excel file for the user to download (which will be in the same format needed for the Import process).

Grid & Search Box

The grid will contain the following columns:

- x Org No
- x Staff ID
- x First Name x
- Last Name x
- Tier
- x Total Months
- x Total (additional) days
- x License Number
- x License Description
- x Inservice Hours Required
- x Inservice Hours
- x College Hours
- x Hours Still Needed
- x Action
 - o Will contain a “View” or “Edit” icon.
 - *View* icon will be visible if user only has View Only access, OR the “Para Inservice Window” is not currently open. Clicking will take user to the “Para Inservice Maintenance” page explained below.
 - *Edit* icon will be visible if user has at least Data Entry security access AND the “Para Inservice Window” is currently open. Clicking will take user to the “Para Inservice Maintenance” page explained below.

The grid will be able to be sorted by all columns (except the Action column) by clicking on the column name.

The Search box will contain the following fields to filter the Grid by:

- x Org No
- x Staff ID
 - o Allow for partial matches
- x Last Name
 - o Allow for partial matches

Para Inservice Maintenance

The user can get to this page by clicking the “View” or “Edit” icon next to a record in the grid on the main Para Inservice page. This page is where the user can update information for the specified employee. The fields that will display on this page are:

- x Local Position Number (read only, from Position)
- x District (read only, displays org no and org name, can be different than logged-in district if this is a Special Para position)
- x Staff ID (read only, from Employee)
- x Employee First Name (read only, from Employee)
- x Employee Last Name (read only, from Employee)
- x Employee Start Date (read only, from Assignment)
- x Employee End Date (read only, from Assignment)
- x Employee FTE (read only, from Assignment)
- x Employee Hours (read only, from Assignment)
- x Tier (required, dropdown, when adding for the first time defaults to Tier 1.
 - o Has three options: Tier 1, Tier 2, Tier 3).
 - o Used by the Inservice Hours Required and Inservice Hours fields below.
- x Total Months (Read only, calculated field).
 - o Calculation: Employee End Date – Employee Start Date + 1 (to include last day) divided by 30 (round down to 0 decimal places)
 - o If Staff ID has multiple assignments, be sure to combine days from all assignments. If they overlap do not count days more than once.
- x Total (Additional) Days (Read only, calculated field).
 - o Calculation: Employee End Date – Employee Start Date + 1 (to include last day) – (Total Months * 30)



**DATA COLLECTION TABS
PARA INSERVICE**

- x License Description (Editable, dropdown)
- x License Number (Editable)
- x Completed Orientation (Editable, checkbox)
- x Inservice Hours Required (read only, calculated field, see chart below to load value)
 - o If there are multiple Assignments and there is a gap between them, we will display a message saying so here.
- x Inservice Hours (Editable)
- x College Credits (Editable, required, whole numbers allowed from 0 to 30)
- x Inservice Hours Still Needed (Read only, calculated field).
 - o Calculation: *Inservice Hours Required* minus *Inservice Hours* minus (*College Hours* * 20)
- x Complete
 - o Read Only - Display **Yes** if Completed Orientation field is checked and Inservice Hours Still Needed is zero, **No** if not.

Here is the chart detailing the Tiers and how they relate to Inservice Hours:

Time of Employment	Tier 1	Tier 2	Tier 3
Less than 1 month 10 days	2	2	0
Less than 2 months	3	2	0
Less than 2 months and 10 days	4	3	0
Less than 3 months	5	3	0
Less than 3 months 10 days	6	4	0
Less than 4 months	7	4	0
Less than 4 months 10 days	8	5	0
Less than 5 months	9	5	0
Less than 5 months 10 days	10	6	0
Less than 6 months	11	6	0
Less than 6 months 10 days	12	7	0
Less than 7 months	13	7	0
Less than 7 months 10 days	14	8	0
Less than 8 months	15	8	0
Less than 8 months 10 days	16	9	0
Less than 9 months	18	9	0
9 months or more	20	10	0

At the bottom of the page will be the following buttons:

- x Save
 - o Visible if user has at least Data Entry security access AND the “Para Inservice Window” is currently open. When pressed will save the information on the page. If any errors prevent user from saving they will display in a highlighted red message at the top of the screen. After a successful save this page will reload with the updated information.
- x Cancel
 - o Will always be visible. Takes the user back to the main Para Inservice page.
- x Save & Go To {employee name}
 - o Visible if user has at least Data Entry security access AND the “Para Inservice Window” is currently open AND this is not the last employee available in the Para Inservice grid (sorted by Employee Name). The {employee name} field in the button name will be replaced with the next Employee alphabetically in the Para Inservice grid. If any errors prevent user from saving they will display in a highlighted red message at the top of the screen When pressed will save the information on the page and then reload the Para Inservice Maintenance page with the next Employee’s information (as specified in the {employee

- name)). This lets the user go through the employees one by one without having to go back to the main page and select the next employee in the list.
- x Go To {employee name}
 - o Visible if user has at only View Only access OR the “Para Inservice Window” is not currently open, AND this is not the last employee available in the Para Inservice grid (sorted by Employee Name). The {employee name} field in the button name will be replaced with the next Employee alphabetically in the Para Inservice grid. If any errors prevent user from saving they will display in a highlighted red message at the top of the screen When pressed will reload the Para Inservice Maintenance page with the next Employee’s information (as specified in the {employee name}). This lets the user go through the employees one by one without having to go back to the main page and select the next employee in the list.

DATA COLLECTION TABS
PARA INSERVICE*Import Para Inservice Data*

This page will allow the user to import an Excel file that will then update the information that is in the Para Inservice Grid. The excel file format column layout is:

1. Local Position Number
2. Staff ID
3. Tier
4. License #
5. License Description
6. Completed Orientation
7. Inservice Hours
8. College Hours

All fields on the Inservice Data file will be required. The validation on these fields will be the same that is on the Para Inservice Maintenance page, explained above.

Vacancies

Districts can identify a Position as a Vacancy; this section will allow the district to mark positions as being vacant, and also gives the user the ability to upload an Excel file to update Vacancy information for positions.

Data Entry and Import functionality is only available on this tab when the **Vacancy Window** is open; if that window is closed, the Vacancy tab will be view-only.

The main Vacancies tab will have a link labeled "Import Vacancies", as well as a grid displaying all the Vacancies currently entered/imported for this school year matching the Term in the Yellow information bar with the following fields:

- x Local Position ID
 - o Optional
 - o Does not need to be unique; can enter multiple Vacancies with the same Local Position Number
- x New/Replacement
 - o Either "New" or "Replacement"
- x Available
 - o Date
- x Professional/Non Professional
 - o "N" or "P"
- x Area
 - o Display Code and Description
- x Low Grade Level
 - o Display Code and Description
- x High Grade Level
 - o Display Code and Description
- x FTE

- x Action
 - o Will display the following icons:
 - “View/Edit” and “Delete”
 - x *View* icon will be visible if user only has View Only access, OR the Vacancy Window is not currently open. Clicking will take user to the “Vacancy Maintenance” page explained below.
 - x *Edit* icon will be visible if user has at least Data Entry security access AND the Vacancy Window is currently open. Clicking will take user to the “Vacancy Maintenance” page explained below.
 - “Delete”
 - x *Delete* icon will be visible if user has at least Data Entry security access AND the Vacancy Window is currently open. Clicking will pop up a confirmation box asking the user if they want to delete this Vacancy, and if they confirm, the Vacancy information linked to this position will be deleted.

The Vacancies grid will be able to be filtered by the following information displayed in a Search box above the grid:

- x Local Position Number
- x Area (dropdown of areas for all positions in the grid)
- x Type (dropdown with the values “P – Professional Position” and “N – Para Position”).

Add Vacancy

The link ‘Add Vacancy’ will appear if the user has at least Data Entry security access AND the Vacancy Window is currently open. Clicking this link will take the user to the Vacancy Maintenance page (explained below).

Import Vacancies:

The link “Import Vacancies” will appear if the user has at least Data Entry security access AND the Vacancy Window is currently open. Clicking this link will take the user to a page where they can import an Excel file of vacancy information. This link will only The layout of the import file will be in the following format:

- x Term
 - o Required
 - o Either “E” or “R” (for ESY or Regular)
 - o Must match what is currently selected in the yellow information bar for Term.
- x Local Position Number
 - o Optional
 - o Does not need to be unique; can enter multiple Vacancies with the same Local Position Number
- x New/Replacement
 - o Either “New” or “Replacement”
- x Available
 - o Date
- x Professional/Non Professional
 - o “N” or “P”
- x Area
 - o Display Code and Description
- x Low Grade Level
 - o Display Code and Description
- x High Grade Level
 - o Display Code and Description



DATA COLLECTION TABS PARA INSERVICE

- x FTE

When uploading vacancies, all vacancies must be uploaded every time, no incremental uploads are possible. When you upload, all existing data is erased and replaced by the upload data. The upload will fail entirely if a single error exists, so if only one or two additional vacancies need to be added, it is strongly recommended they be added manually (which does not delete existing vacancies).

Download Vacancies:

Clicking this link will export the records in the grid to an Excel file in the same layout that is used by the Import Vacancies function.

Vacancy Maintenance:

The user can get to this screen by clicking the View or Edit link next to a position in the Vacancies grid. The following fields will be maintained on this page:

- x Local Position ID
 - o Optional
 - o Does not need to be unique; can enter multiple Vacancies with the same Local Position Number
- x New/Replacement
 - o Either "New" or "Replacement"
- x Available
 - o Date
- x Professional/Non Professional
 - o "N" or "P"
- x Area
 - o Display Code and Description
- x Low Grade Level
 - o Display Code and Description
- x High Grade Level
 - o Display Code and Description
- x Non Professional (para) FTE
- x Professional FTE

There will be a Save button and Cancel button at the bottom of the screen (Save will be visible/hidden using the same criteria as the Edit icon in the Vacancies grid). Pressing Cancel will take the user back to the main Vacancies screen; pressing save will save the information. NOTE: the user will not be able to blank out both fields and press save if they wish to delete the vacancy; they will have to do this via the 'Delete' icon in the Vacancies grid.

LEA Reports

The following items will apply to all LEA Reports:

- x If a report has an filter option of **PDF/Excel**, Excel will be selected by default.
- x The **Building** dropdown will display all buildings for the district of the logged in user. If logged-in user is from a coop/interlocal, the **Building** dropdown will show all buildings from the interlocal, along with all buildings from the member districts of the coop/interlocal.

The following reports will be available in the Reports page under the “Personnel Categorical Aid Reports” heading:

Assignments

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Term** (dropdown, required, can select ESY, Regular, or Both)
- x **Building** (dropdown, not required)
- x **Sort By** (radio button, can choose Employee Name or Professionals Linked to Paras)
- x **PDF / Excel** (radio button, default to Excel)

Displays a report listing out all of the Assignments for the above selected filter criteria. The report will display the following fields:

- x Term
- x District
- x Local Position Number
- x Employee Name
- x Staff ID
- x Type (N or P)
- x Supervisor Position Number
 - o Also display district if this is a Special Para Position
- x Area
- x Building #
- x Low Level
- x High Level
- x Claimed Start Date
- x Claimed End Date
- x Claimed FTE
- x Claimed Hours
- x Eligible Start Date
- x Eligible End Date
- x Eligible FTE
- x Eligible Hours
- x Additional Assignment
- x Substitute



DATA COLLECTION TABS
LEA REPORTS

Directory by Area

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Area** (dropdown, not required, will load the Areas based on the selected **School Year**)
- x **Status Type** (Dropdown, not required, can select Substitutes, Hand Approvals, Waivers, or All.
- x **Totals Only** (checkbox, if checked will only display totals on report)
- x **PDF / Excel** (radio button, default to Excel)

This report will display all of the Employees entered in the PCA system for the given School Year by Area. It will total up the # of employees and the Claimed FTE by Area and have a grand total for all areas as well. The fields on the report will be:

- x Area Code
- x Area Description x
- District Number x
- District Name
- x Term (ESY or Reg)
- x Type (N or P)
- x Employee ID
- x Employee First Name
- x Employee Last Name x
- Local Position#
- x Claimed FTE
- x Status Type

The information for this report will come from the same set of records returned by the **Current Payment Data Report**. The sort on the report should be Area Code, then District Number, then Employee Last Name, then Employee First Name.

Employees Report

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **PDF / Excel** (radio button, default to Excel)

This report displays all the employees available for the selected School Year (matches what is in the “Assigned Staff” grid on the “Maintain Employees” tab). The fields on the report are:

- x School Year
- x District
- x Staff ID
- x First Name
- x Last Name
- x Middle Name
- x Former Last Name

DATA COLLECTION TABS

LEA REPORTS

Over 1.0 FTE

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Building** (dropdown, not required)
- x **PDF / Excel** (radio button, default to Excel)

This report displays all staff members with a total claimed FTE that is over 1.0 in the Regular school year (does not include ESY). If the staff member is claimed for more than one FTE due to being claimed in multiple districts, information from all districts for that staff member will be displayed. The LEA running the report is only responsible for the data they are reporting. The report displays the following fields:

Over 1.0 FTE

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Building** (dropdown, not required)
- x **PDF / Excel** (radio button, default to Excel)

This report displays all educators with a total claimed FTE that is over 1.0 in the Regular school year (does not include ESY). The report displays the following fields:

- x District #
- x District Name
- x Term
- x Local Position #
- x Employee Name
- x Staff ID
- x Type
 - o "P" or "N", for Professional or Non Professional (para)
- x Supervisor Position # (from Position)
- x Area (from Position)
- x Building # (from Position) x
- Low Level (from Position) x
- High Level (from Position)
- x Start Date (from Assignment)
- x End Date (from Assignment)
- x Claimed FTE (from Assignment)
- x Claimed Hours (from Assignment)
- x Total Claimed FTE (total of all FTE from all Assignments)
- x Claimed Position Hours
- x Eligible FTE
- x Eligible Hours
- x Additional Assignment

Para Inservice

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Building** (dropdown, not required)
- x **Inservice Hours Required Only** (radio button, either "All" or "Inservice Required")
- x **PDF / Excel** (radio button, default to Excel)



DATA COLLECTION TABS
LEA REPORTS

Displays information that is in the “Para Inservice” grid (explained above in the “Para Inservice” section) for the selected report criteria. If “Inservice Required Only” is selected for Display Option, then the report will only show those staff with a value greater than zero in the “Hours Still Needed” field (explained above in the “Para Inservice” section). The report will display the following fields:

- x District #
- x Staff Id
- x First Name x
Last Name x
- Tier
- x Total Months
- x Total (additional) Days
- x License Number
- x License Description
- x Inservice Hours Required
- x Inservice Hours
- x College Hours
- x Hours Still Needed

Payment Archive Data

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Payment Window**(dropdown, required, displays the 5 different payment windows)
 - o Only payments that are finalized by KSDE will display in this dropdown.
- x **Term** (dropdown, not required, if blank will return both Regular and ESY terms)
- x **Sort By** (required; dropdown with the following options):
 - o Area, Employee Name
 - o Building, Employee Name
 - o Employee Name
 - o Professionals Linked to Paras
 - o District, Term, Area, Employee
- x **Display Option** (dropdown with the following options):
 - o All
 - o Error Only
 - o Discrepancies Only
 - o Error and Discrepancies

Displays the saved “Archive Payment Data” report for the selected criteria. When the payment data is archived by the State via the “Create Payment Archive Data Tab”, that data becomes ‘locked’, and this report displays that ‘locked’ data for the selected Payment # (and other filtering criteria). It displays the same information in the same layout as the “Current Payment Data” report.

This report displays the same fields as the “Current Payment Data” report with the addition of the “Payment Window” field which displays right after the School Year.

Payment Current Data

Report Filtering Options:

- x **School Year** (required; dropdown)
- x **Building** (dropdown, not required)
- x **Term** (Radio buttons with the following options, default to “Both”)"
 - o Both
 - o ESY

DATA COLLECTION TABS
LEA REPORTS

- Regular
- x **Sort By** (required; radio buttons with the following options, default to Area / Employee Name):
 - Area, Employee Name
 - Building, Employee Name
 - Employee Name
 - Professionals linked to Para
- x **Display Option** (radio buttons with the following options, default to All):
 - All
 - Error Only
 - Discrepancies Only
 - Error and Discrepancies

This report displays (for the selected reporting criteria) Position and Assignment information and whether there is an error with the Assignment (not licensed, certificate expired, etc). The following fields are displayed on the report:

- x School Year
- x Term
- x District #
- x Local Position Number
- x Employee Name
- x Staff ID
- x Type (N or P)
- x Supervisor Position Number
- x Area
- x Building #
- x Low Level
- x High Level
- x Claimed Start Date
- x Claimed End Date
- x Claimed FTE
- x Claimed Hours
- x Eligible Start Date
- x Eligible End Date
- x Eligible FTE
- x Eligible Hours
- x Additional Assignment
- x Substitute
- x Error Message
 - This will be blank if this is a Para Professional (Type = "N") row
- x Discrepancy

Positions ReportReport Filtering Options:

- x **School Year** (dropdown, required)
- x **Term** (dropdown, required, ESY or Regular)
- x **Building** (dropdown, not required)
- x **Area** (dropdown, not required)



DATA COLLECTION TABS
LEA REPORTS

- x **Type** (dropdown, not required, list of Area Types)
- x **PDF / Excel** (radio button, default to Excel)

This report displays a list of all positions entered into PCA for the selected filter criteria. The data on this report matches what is in the “Positions” grid on the “Maintain Positions / Assignments” tab. The fields that display on the report are:

- x School Year
- x District
- x Type
- x Local Position ID
- x Current Employee Staff ID
- x Current Employee Last Name
- x Current Employee First Name
- x Supervisor Local Position id
- x Building
- x Area
- x Low Level
- x High Level
- x Position FTE
- x Claimed FTE
- x Additional Assignment
- x Employee Count

Supervisor Assignments

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **Building** (dropdown, not required)
- x **PDF / Excel** (radio button, default to Excel)

This report displays all supervisors and the Staff ID’s that are under their supervision for the selected report criteria (supervisors are used when a Para Position is created for a Position, then that Para Position’s Supervisor will be set to the Local Position # from the parent Position). Fields displayed in this report are:

- x District
- x Term
- x Supervisor Last Name x
- Supervisor First Name x
- Supervisor Staff ID
- x Staff Name
- x Staff ID
- x Local Position Number
- x Area
- x Building
- x Low Level
- x High Level



DATA COLLECTION TABS LEA REPORTS

Timely Submissions

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **PDF / Excel** (radio button, default to Excel)

This report will determine if a district is considered Timely or Untimely in entering their data into the PCA system. 95% of the district data should be entered by the 4th payment. The difference is calculated by looking at the Claimed FTE for the 4th payment window and the 5th payment window; if there is a 5% or more difference between the two, then the district would be considered Untimely. This report uses the Archived Payment Report Data to run.

The fields displayed in this report are:

- x School Year
- x District
- x Type
 - o "P" or "N", for Professional or Non Professional (para)
- x Claimed FTE for 4th Payment
- x Claimed FTE for 5th Payment
- x Calculated % differential of Claimed FTE
 - o Explained above in the report description
- x Timely/Untimely
 - o Displays either "Timely" or "Untimely" based on the % differential explained above in the report description

Vacancy

Report Filtering Options:

- x **School Year** (dropdown, required)
- x **IT Position Only** (radio button, can choose "Positions Other than ID" or "IT Positions Only")
- x **PDF / Excel** (radio button, default to Excel)

Displays the information entered on the Vacancies tab. The report will display the following fields:

- x School Year
- x Available Date
- x Local Position ID
- x Type
- x Area
- x Low Level
- x High Level
- x FTE
- x New/Replacement

GETTING HELP

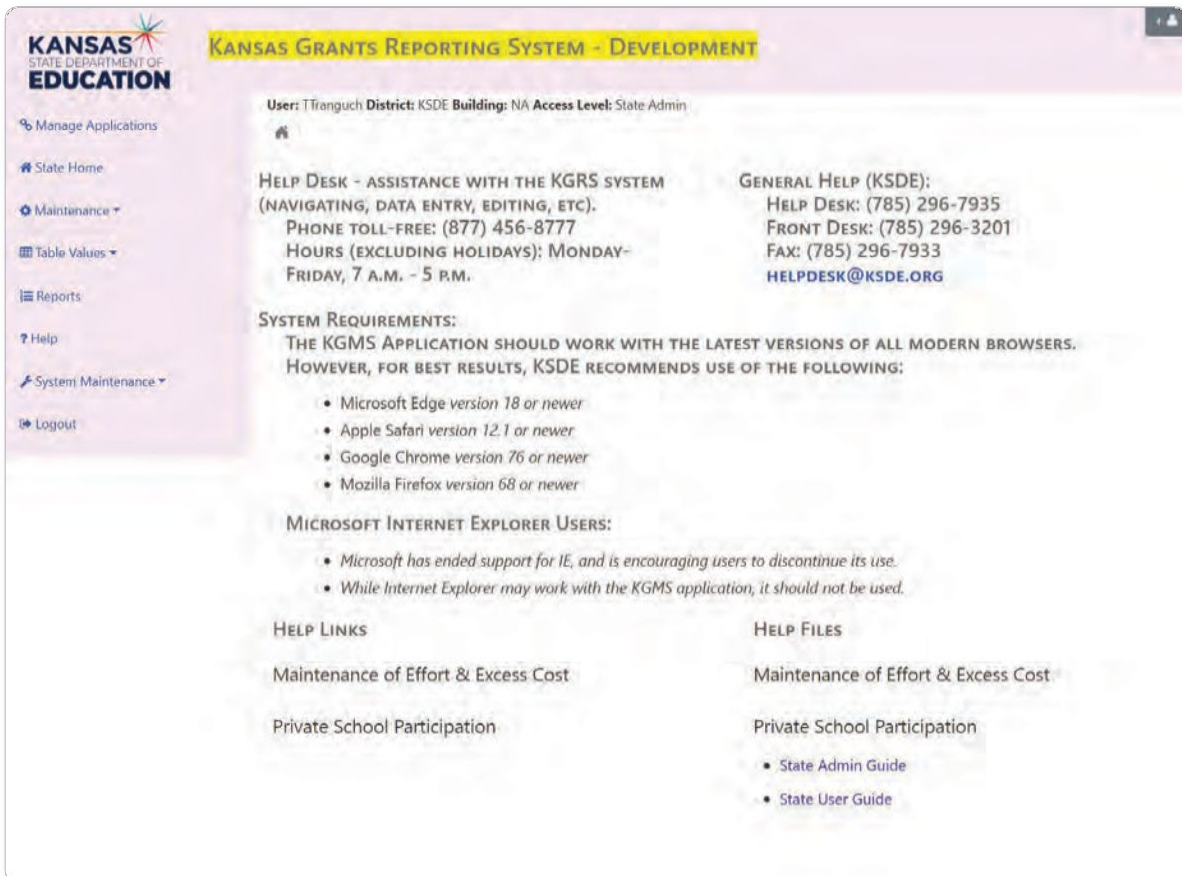
Support

Software support associated with KGRS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.
email: helpdesk@leaderservices.com
phone: 877-456-8777

General help topics related to workflows and processes for access issues to KGRS is provided by the KSDE Help Desk.
email: helpdesk@ksde.org
phone: 785-296-7935
front desk: 785-296-3201
fax: 785-296-7933

✦ **NOTE:** Information about the Leader/KSDE help desk, additional KGRS system resources and other links can be accessed by clicking the Help link in **Task Navigation**.

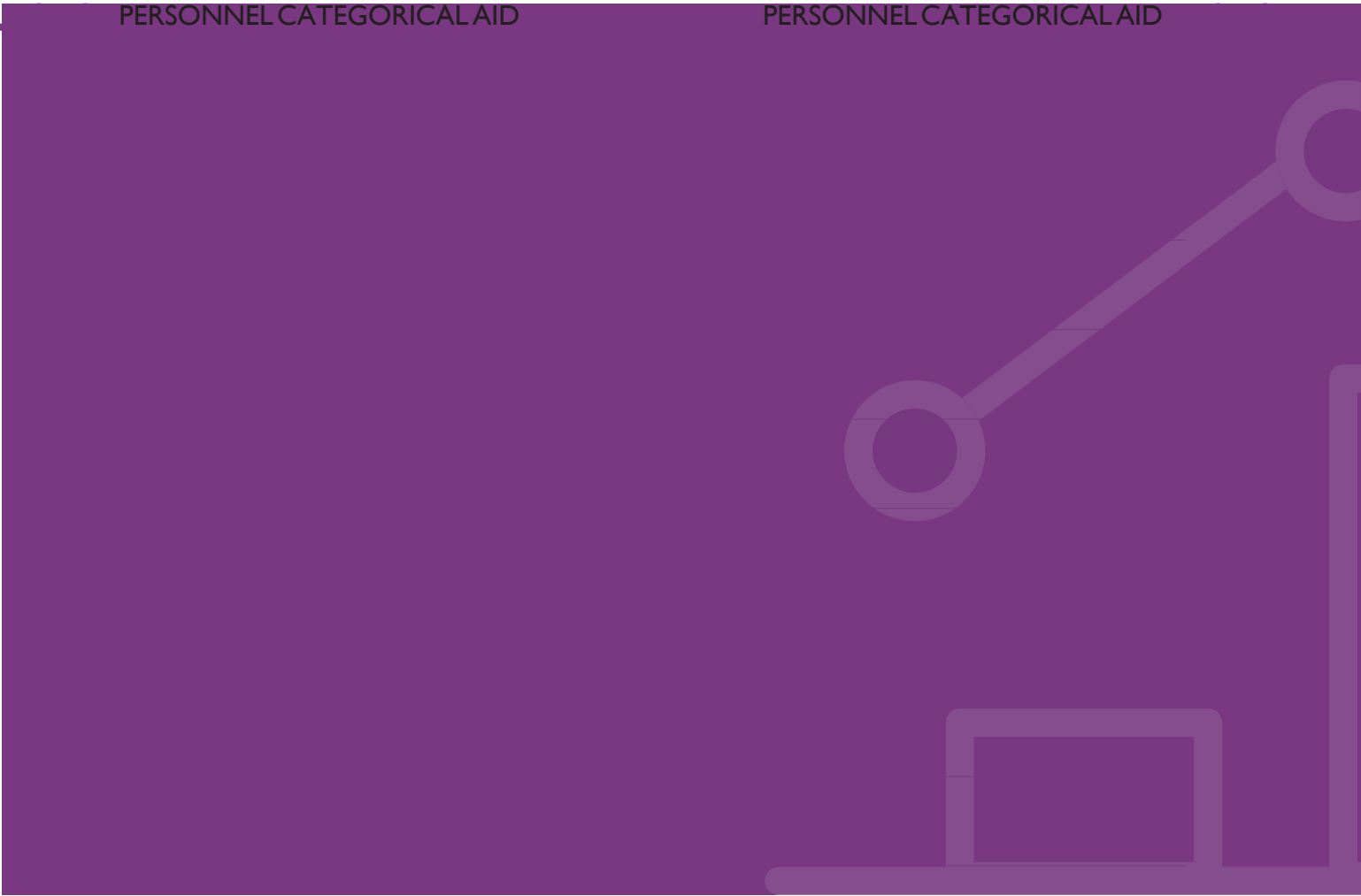
For questions about entering data or categorical aid, please contact ealden@ksde.org



Notes:



Lined writing area consisting of multiple horizontal purple lines for notes.



LEA USER GUIDE

KGRS

Kansas Grants Reporting System

MODULE: PERSONNEL CATEGORICAL AID

