

State Reporting (Personnel Master)

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PATH: *Human Resources > Personnel > Personnel Master > State Reporting*

This screen is only available for districts in Wisconsin.

This screen stores the WISEid Secure Role and other state reporting items.

Example State Reporting Screen

Field Descriptions

Field	Description	Ad hoc Field
WISEid Number	The employee's State Number from the HR General Information screen. <i>Human Resources > Personnel > Personnel Master > HR General Information > State Number</i>	hrStateReprting.personID hrStateReprtingHistory.personID

Field	Description	Ad hoc Field
WISEidstaff Secure Role	<p>Indicates a person's WISEsecure role. This field is read-only and is entered in <i>Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > WISEstaff Secure Role</i>.</p> <ul style="list-style-type: none"> • 01 - None • 02 - Educational Support • 03 - Teacher • 04 - Principal/Designee • 05 - Special Ed Director/Designee <p>Values come from <i>System Administration > Custom > Attribute/Dictionary > Employment > WISE Secure Role</i></p>	hrStateReprting.secureRole hrStateReprtingHistory.secureRole
Assignment File	<p>The Assignment File section provides an editor for entering the staff member's assignments for reporting on the WISEstaff Reporting > Assignment File. This report will be available in a future release.</p> <p>Any Work Assignments, WISEstaff Position Codes and Work Locations listed can be edited on the Work Assignment editor. See the following Assignment File section for more information.</p>	N/A
Contract File	<p>The Contract File section provides an editor for entering data used in the WISEstaff Contract Upload File extract. Contract File records are not required unless the Assignment File includes a Work Assignment record within the School Year with an Assignment Type value in 0: Professional - Special Education OR 1: Professional - Regular Education.</p> <p>See the following Contract File section for more information.</p>	N/A
Comments	<p>This space allows you to enter and save additional information. To save comments, at least one assignment record must also be entered.</p>	hrStateReprting.comments hrStateReprtingHistory.comments

Field	Description	Ad hoc Field
Modified By	Identifies the last user to make a change and includes the date and time when the change was made.	hrStateReprting.modifiedByID hrStateReprting.modifiedDate hrStateReprtingHistory.modifiedByID

Add Assignment(s) for WISEstaff Reporting (Assignment File)

PATH: *Human Resources > Personnel > Personnel Master > State Reporting*

The Assignment File section provides an editor for entering the staff member's assignments for reporting on the WISEstaff Reporting > Assignment File. This report will be available in a future release.

For a Work Assignment to appear in the Assignment File section, it must be marked as WISEstaff Reported on the Position Code in Human Resources > Administration > Position Codes. Any Work Assignments, WISEstaff Position Codes and Work Locations listed can be edited on the Work Assignment editor.

1. Click the **Add WISEstaff Area Code** button.

Result

The Work Location (Working School Number) area expands and the Assignment File fields display.

2. Use the following field descriptions to fill out the Assignment File fields.

▶ [Click here to expand...](#)

Field	Description
WISEstaff Area Code	The Area Code denotes the staff member's general realm of assignment and related work subject/tasks. Values in this field come from the WISEstaff Area Code in HR Codes.

Field	Description
Assignment Type	Read only This informational field provides the Assignment Type that corresponds with the WISEstaff Position Code/WISEstaff Area Code. <ul style="list-style-type: none"> ◦ 0: Professional - Special Education ◦ 1: Professional - Regular Education ◦ 2: Short-Term Substitute/Extra Curricular Activities ◦ 3: Support - Regular Education ◦ 4: Support - Special Education
WISEstaffFTE	A number that reflects the amount of work a staff member will complete at a particular agency in a school year. For example, a regular full-time staff member would typically be recorded as 1.00, while a part-time staff member would have 0.5. Staff who are working split arrangements at different agencies can have various FTE amounts for each location, such as 0.8 at one location and 0.2 at another for a full-time employee working in two agencies.
Long Term Substitute	Mark Yes if the staff member is a long-term substitute. When this checkbox is marked, Yes will report in the Assignment file. This checkbox is enabled dynamically based on the position and assignment.
Bilingual Program	Mark Yes if the staff member teaches a bilingual education program. When this checkbox is marked, Yes will report in the Assignment file. This checkbox is enabled dynamically based on the position and assignment.
Subcontracted Through Agency	Mark Yes if the staff member's assignment is part of an alternative education program. When this checkbox is marked, Yes will report in the Assignment file. This checkbox is enabled dynamically based on the position and assignment.
School Board Approved Alternative Education Program	Mark Yes if the staff member is a subcontractor. When this checkbox is marked, Yes will report in the Assignment file. This checkbox is enabled dynamically based on the position and assignment.
Grade Levels	The grade(s) with which the staff member works. This field can only be modified if the WISEstaff Assignment File requires reporting grades for the staff member's position.
Local Use (100 character limit)	Optional field for districts to use for providing additional information for titles when reporting assignments.

Field	Description
Working LEA OR Override Working LEA	Select the LEA number of the agency where the assignment is performed. You can select the District Name or override by selecting an option in the Override Working LEA dropdown list. Options in the dropdown list come from Human Resources > Administration > HR Codes > Personnel > Override LEA.
Local Assignment Title OR Override Local Assignment Title	The staff member's assignment title as it's known at that particular location. The Local Assignment Title comes from Human Resources > Administration > Position Codes > Description. You may Override the Local Assignment Title by manually entering multiple titles together using a semi-colon or divider with spaces (255 character limit).

3. Click **Save**.

Add Contract File Record(s) for WISEstaff Reporting (Contract Upload File)

PATH: *Human Resources > Personnel > Personnel Master > State Reporting*

The Contract File section provides an editor for entering data used in the WISEstaff Contract Upload File extract.

1. Click the **Add Contract File Record** button.

Result

The Contract File section expands and a New Contract File Record area displays.

2. Use the following field descriptions to fill out the Contract File Record.

▶ [Click here to expand...](#)

Field	Description
School Year	The School Year for which you are adding the Contract File Record.
Final Salary Code	Marking the Yes check box indicates the staff member's Contract information is finalized for the year. Clearing the Yes check box indicates the staff member's Contract is still in negotiation and could change later
Contract Salary	The total salary for the contract.

Field	Description
Calculate Contract Salary	Selecting the button removes any edited/saved value from the Contract Salary field and replaces it with the sum of Calculated Base amounts from applicable Work Assignment Records from the most current Wage Detail Records within the School Year in the Assignment File section above.
Contract Fringe Benefits	The total amount the employee receives as fringe benefits.
Contract Days	The total number of days for the contract.
Highest Degree (Read-Only)	This is a calculated field and cannot be changed. The Highest Degree is retrieved from the staff person's Qualifications (Human Resources > Personnel > Personnel Master > Qualifications > Education).
Years Experience	
Local Years OR Override Local Years	The Local Years field calculates the staff member's experience based the School Year selected in the Contract File Record and on the staff member's HR General Information > Employment Dates records. If you choose to Override Local Years, the amount entered in this field should only end in whole or half years after the decimal point (.0 or .5).
Total Years OR Override Total Years	The Total Years field adds the staff member's "Local Years" plus the total months entered in Work History records for Start Month/Year and End Month/Year in Human Resources > Personnel > Personnel Master > Qualifications. The total for months from Work History is divided by 12 to get the number of years. Any remaining months are rounded to the nearest whole or half year. Work History records that have overlapping Employment Dates on the HR General Information screen are not included in the Total Years calculation. The amount entered in this field should only end in whole or half years after the decimal point (.0 or .5).
Local Use	50 Characters maximum.

3. Click **Save**.

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

In order to modify and save State Reporting values, you must have at least R(ead) and W(rite) tool rights assigned to you.

User Account User Groups **Tool Rights** Calendar Rights

Save User Rights Summary

Campus Tools

R	W	A	D	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	admin account
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Human Resources
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Administration
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel Master
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel Master Search
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR General Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Assignments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	State Reporting
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leave Entry
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluations
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Personnel Wizard
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Staff Evaluations
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Step and Lane Mass Update
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reports

Example State Reporting Tool Rights