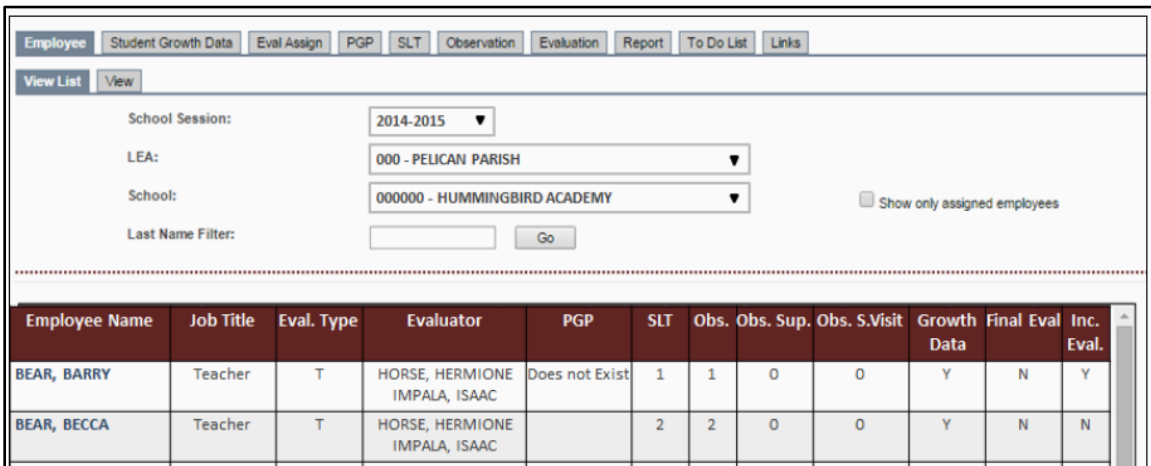


Updated employees rosters are essential for all LEAs to be able to access and complete evaluation functions regardless of whether the LEA is using the system to manage the Compass process or will be completing an upload at the end of the year.

Viewing the Employee Roster:

The employee view list allows supervisors and administrators a quick view of the employees they are responsible for. Supervisors and administrators use the Employee View List to navigate to evaluation data for individual employees.

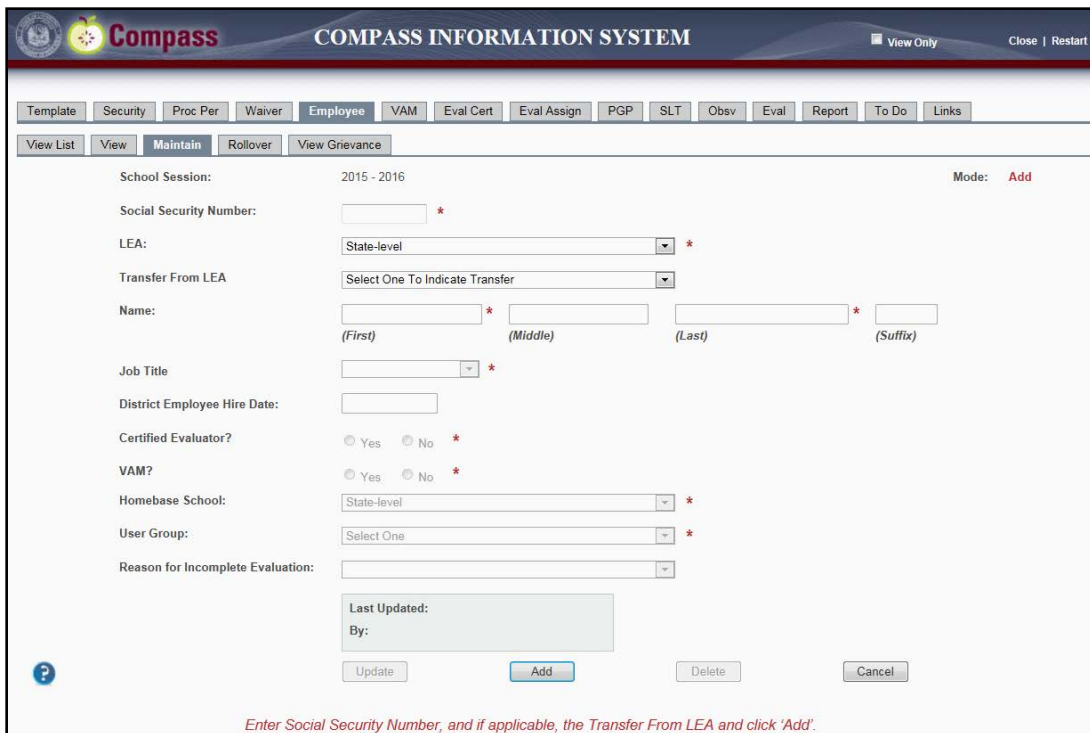


The screenshot shows the 'Employee View List' interface. At the top, there are navigation tabs: Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below these are sub-tabs: View List and View. The main area contains filters for School Session (2014-2015), LEA (000 - PELICAN PARISH), School (000000 - HUMMINGBIRD ACADEMY), and a Last Name Filter with a 'Go' button. A checkbox for 'Show only assigned employees' is also present. Below the filters is a table with the following data:

Employee Name	Job Title	Eval. Type	Evaluator	PGP	SLT	Obs.	Obs. Sup.	Obs. S.Visit	Growth Data	Final Eval	Inc. Eval.
BEAR, BARRY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC	Does not Exist	1	1	0	0	Y	N	Y
BEAR, BECCA	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		2	2	0	0	Y	N	N

Employee Tab: Maintain

Only district and state administrators can make changes to employee rosters via the Maintain screen.



The screenshot shows the 'Employee Maintain' form in the COMPASS INFORMATION SYSTEM. The top navigation bar includes Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, and Links. Sub-tabs include View List, View, Maintain, Rollover, and View Grievance. The form fields are as follows:

- School Session: 2015 - 2016 (Mode: Add)
- Social Security Number: [] *
- LEA: State-level *
- Transfer From LEA: Select One To Indicate Transfer
- Name: [] * [] * [] * [] * (First, Middle, Last, Suffix)
- Job Title: [] *
- District Employee Hire Date: []
- Certified Evaluator?: Yes No *
- VAM?: Yes No *
- Homebase School: State-level *
- User Group: Select One *
- Reason for Incomplete Evaluation: []
- Last Updated: []
- By: []

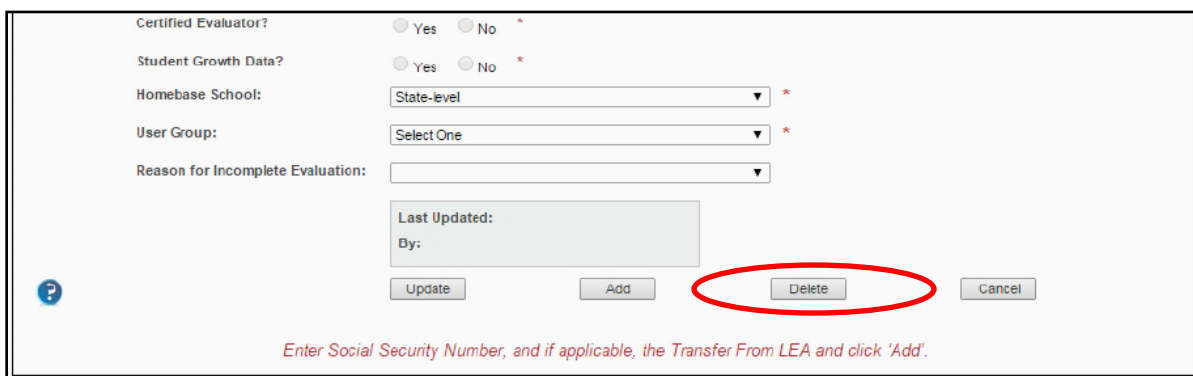
Buttons at the bottom include Update, Add, Delete, and Cancel. A footer note reads: "Enter Social Security Number, and if applicable, the Transfer From LEA and click 'Add'."

Deleting Employees

Employees without current year evaluation data can be deleted from the roster using the Delete button in the Maintain screen. This will only remove the employee from the roster, not delete their data from prior years.

To delete an employee:

1. Select the employee from the View List Screen.
2. Click on the Maintain tab.
3. Click the Delete button at the bottom of the screen.
4. Confirm the Delete when prompted.



The screenshot shows a web form for maintaining employee data. It includes several fields: 'Certified Evaluator?' with radio buttons for 'Yes' and 'No'; 'Student Growth Data?' with radio buttons for 'Yes' and 'No'; 'Homebase School:' with a dropdown menu showing 'State-level'; 'User Group:' with a dropdown menu showing 'Select One'; and 'Reason for Incomplete Evaluation:' with a dropdown menu. Below these fields are two text boxes labeled 'Last Updated:' and 'By:'. At the bottom of the form are four buttons: 'Update', 'Add', 'Delete', and 'Cancel'. The 'Delete' button is circled in red. A red text message at the bottom of the form reads: 'Enter Social Security Number, and if applicable, the Transfer From LEA and click 'Add'.'

Adding New Employees

Throughout the school year, but particularly in the early fall, LEAs may need to add new employees to rosters. In order to complete the addition:

1. In the Maintain screen, enter the Social Security Number on file with the district.
2. Select Add to add the employee.
3. If the employee is already in the CIS data base, the demographic information will populate. If not, complete the employee's profile by entering the First, Middle, and Last Name as it appears on district records.
4. Select the employee's Job Title.
5. Enter the employee's District Employee Hire Date.
6. Select the employee's primary school site, Homebase School. If the employee is at the district-level, select Lea-level.
7. Select the User Group that best describes this employee's responsibility.
8. Select Add to complete adding the employee.
9. Added employees will now appear on your Employee View List.

Common Error Message: This SSN already exists – this means the employee is not “new”, but will need to be transferred to your LEA from another district.

Updating Employee Data

Should data change for an employee, state and LEA administrators can update employee information in the Maintain screen. In order to update employee data:

1. In the View List screen, select the employee requiring an update.
2. Select Maintain from the Employee Tab.
3. Make necessary changes to the employee's profile.
4. Select Update to save changes.

*SSN changes must be requested via compass@la.gov.

Releasing Employees for Transfer

If an employee is transferring to another district, they will require release from the prior district.

To release an employee:

1. In the View List screen, select the employee requiring an update.
2. Select Maintain from the Employee Tab.
3. Use the Transfer to LEA drop-down to select the employee's new district.
4. Select Update to transfer the employee a new district.
5. The new district will need to add the employee before they leave your roster.

Adding Newly Transferred Employees

Employees transferring to one LEA from another will need to be added to the new LEA roster after being released from the prior LEA.

In order to add a newly transferred employee:

1. In the Maintain screen, enter the Social Security Number on file with the district.
2. Select your LEA.
3. Use the Transfer from LEA drop-down to select the employee's prior LEA.
4. Select Add to add the employee to your district.

5. Review the employee's profile. Ensure the First, Middle, and Last Name is correct as it appears on district records.
6. Review and/or update the employee's Job Title to reflect their role in your district.
7. Update the employee's District Employee Hire Date.
8. Use the drop-down to select the employee's primary school site, Homebase School. If the employee is at the district-level, select Lea-level.
9. Review the employee's User Group and/or update to select the group that best describes this employee's responsibility in your district.
10. Select Add to complete adding the employee.
11. Added employees will now appear on your Employee View List.