INTRODUCTION

The Automated Reappointment System, ARIS, handles the process electronically, similar to the Payroll Absence Reporting System (PARS). For the 2003-2004 school year processing and approval of reappointment lists 1 through 4 was done programmatically in accordance with the Office of Professional Standards and the School Board Attorneys office. Only reappointment list number 5 (permanent part-time) requires action by the work location.

ASSISTANCE USING THE AUTOMATED REAPPOINTMENT SYSTEM

Compensation Administration can be contacted at 995-7025 to answer questions and schedule individual training regarding the ARIS system.

AUTOMATED REAPPOINTMENT SYSTEM - ARIS

The ARIS system is accessible by entering "ARIS" on your list of authorized applications. Each principal or work site supervisor is responsible for authorizing access to appropriate staff. Administrators should exercise caution in authorizing access, as the Reappointment information is CONFIDENTIAL! The principal or work site supervisor must approve each reappointment list online using ARIS. Approval can be delegated only to the respective ACCESS Center or District Office in the case of an administrator's absence.

ACTION REQUIRED: ➪   ❶ TYPE   :   *ARIS*

                        ➪   ❷ PRESS   :   ← ENTER KEY

                        ➪   ❸ TO GET   :   *AUTOMATED REAPPOINTMENT SYSTEM*

ARIS- AUTOMATED REAPPOINTMENT SYSTEM MAIN MENU
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      ARIS-L3IN                                       02/06/96  12:22:00
           M I A M I - D A D E    C O U N T Y    P U B L I C    S C H O O L S
        A U T O M A T E D    R E A P P O I N T M E N T    S Y S T E M
             E L I G I B I L I T Y    S E L E C T I O N



             1. INSTRUCTIONAL - PROFESSIONAL SERVICE CONTRACT
             2. INSTRUCTIONAL ADMINISTRATOR - ANNUAL CONTRACT
             3. INSTRUCTIONAL - ANNUAL CONTRACT
             4. NON-INSTRUCTIONAL
             5. AFSCME PERMANENT PART-TIME
             6. CLEAN UP LIST (EMPLOYEES NOT ACTED ON LISTS #1 - #5 ONLY)
             7. REAPPOINTMENT SCHEDULE




                    ENTER OPTION NUMBER  _

                     * RETURN TO CICS= PF3
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MAIN MENU INSTRUCTIONS

The Automated Reappointment System application menu is displayed. Work locations may access only options 1 through 7. Employees are reappointed or non-reappointed by type of contract held.   The system lists employees on five separate lists and provides an additional clean up list for employees not included on the first five lists. Options 1 through 6 correspond to the respective reappointment lists. Reappointment lists should be processed according to the following schedule listed below: *(Note: **This schedule can also be viewed online using option 7.**)*

	LIST #	LOC START DATE	LOC END DATE
⇨	1	** PROGRAMMATICALLY APPROVED FOR 5/19/04 BOARD MEETING*	
⇨	2	** PROGRAMMATICALLY APPROVED FOR 5/19/04 BOARD MEETING*	
⇨	3	** PROGRAMMATICALLY APPROVED FOR 5/19/04 BOARD MEETING*	
⇨	4	** PROGRAMMATICALLY APPROVED FOR 5/19/04 BOARD MEETING*	
⇨	5	5/14/2004	5/21/2004
⇨	6(Clean up)	** PROGRAMMATICALLY PROCESSED IN JUNE **	

ACTION REQUIRED: ⇨   ❶ TYPE   :   *Option 5 for Reappointment list to process.*

⇨   ❷ PRESS   :   ↵ ENTER KEY

➩   ❸ TO GET :   *Reappointment list action menu.*

(AR02) REAPPOINTMENT LIST ACTION MENU

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AR02-L3IN                                              02/06/96  12:22:00
   M I A M I - D A D E    C O U N T Y    P U B L I C    S C H O O L S
        A U T O M A T E D    R E A P P O I N T M E N T    S Y S T E M
               INSTRUCTIONAL PROFESSIONAL SERVICE CONTRACT




   1.   REAPPOINTMENT EDIT
   2.   PRINT WORKING REAPPOINTMENT LIST
   3.   PRINT FINAL REAPPOINTMENT LIST
   4.   APPROVAL




                 ENTER OPTION NUMBER  _

                    TO PRINT ENTER PRINTER ID ____




   *PREVIOUS SCREEN= CLEAR KEY          * RETURN TO CICS= PF3
```

PRINT WORKING REAPPOINTMENT LIST

This task will print the reappointment listing, sorted by pay code. The printout is in the same format as the online edit screen. The principal or work site supervisor should record employee reappointment dispositions under the ACTION column of the printout. There are two action codes available:

ACTION
 CODES: <u>R</u>   To recommend employee for reappointment.

        <u>N</u>   To recommend employee for non-reappointment.

ACTION REQUIRED: ➩   ❶ TYPE :   *Option 2 and printer-id of the printer to be used.*

             ➩   ❷ PRESS :   ⏎ ENTER KEY

             ➩   ❸ TO GET :   *A printed copy of the working reappointment listing.*

SAMPLE "WORKING REAPPOINTMENT LIST"

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02/06/95  M I A M I - D A D E     C O U N T Y    P U B L I C    S C H O O L S   PAGE  1
12:19:03                          LIST NUMBER   1                               PAYCODE  H

LOC: 7777           WORKING COPY  -  APPOINTMENT LIST  - WORKING COPY


                                   JOB      CONT      TYPE    CERT     ACTION
     EMP#         EMPLOYEE NAME     CODE   OLD  NEW            TP/YR
     900001       SAMPLE,  EMPLOYEE A.   1020   14   15    XAC    TM 94      _
     900002       SAMPLE,  EMPLOYEE B.   1050   13   40    ___    RG 97      _
     900003       SAMPLE,  EMPLOYEE C.   1020   13   40    ___    RG 99      _
     900004       SAMPLE,  EMPLOYEE D.   1450   13   14    XAN    RG 96      _
     900005       SAMPLE,  EMPLOYEE E.   0970   13   40    ___    RG 99      _
     900006       SAMPLE,  EMPLOYEE F.   1500   14   15    XAC    TM 94      _
```

REAPPOINTMENT EDIT

The following screen allows you to input the ACTION CODES recorded on the working reappointment listing that the principal or work site supervisor completed.   An ACTION CODE must be entered for each employee in order to print a final reappointment list and approve the list online.

Edit screen instructions for list 5:
Employees are grouped by pay code and must be processed one pay code at a time. Refer to the working reappointment copy and process in pay code order printed.

ACTION REQUIRED: ⇨   ❶ TYPE   :   *Option 1.*

                                 ⇨   ❷ PRESS   :   ← ENTER KEY

                                 ⇨   ❸ TYPE   :   *Pay code to process.*

                                 ⇨   ❹ PRESS   *:*   ← ENTER KEY

                                 ⇨   ❺ TO GET   :   *A roster of employees for pay code entered.*

(AR03) REAPPOINTMENT EDIT SCREEN

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____
     PLEASE ENTER PAYCODE
       A U T O M A T E D   R E A P P O I N T M E N T   S Y S T E M
     AR03-L3IN     INSTRUCTIONAL PROFESSIONAL SERVICE CONTRACTS     02/06/95  12:22:00

     LOC: 7777               APPOINTMENT LIST 1 - EDIT                  PAYCODE: H

     LIST STATUS: W

     ** NO PRIOR DATA AVAILABLE **   JOB    OLD   NEW   CONT    CERTIF
     EMP #          LAST NAME        CODE   CONT  CONT  TYPE    TP  YR    ACTION

     900001  SAMPLE,  EMPLOYEE A.    1020    14    15   XAC     TM 1994     _
     900002  SAMPLE,  EMPLOYEE B.    1050    13    40   ___     RG 1997     _
     900003  SAMPLE,  EMPLOYEE C.    1020    13    40   ___     RG 1999     _
     900004  SAMPLE,  EMPLOYEE D.    1450    13    14   XAN     RG 1996     _
     900005  SAMPLE,  EMPLOYEE E.    0970    13    40   ___     RG 1994     _
     900006  SAMPLE,  EMPLOYEE F.    1500    14    15   XAC     TM 1994     _
     _____  _____   ____    __    __   ___     __ ____     _
     _____  _____   ____    __    __   ___     __ ____     _
     _____  _____   ____    __    __   ___     __ ____     _

     ** NO MORE DATA AVAILABLE **
```

```
* TYPE: XAC/XAN=EXTENDED ANNUAL  FOC=FROM OTHER COUNTY  PPT=PERM PART TIME
* ACTION:   R=REAPPOINT  N=NOT REAPPOINTED  P=EXTEND AN ADDITIONAL YEAR
* PF5 = ACCEPT TRANSACTION   * PF7 = PAGE BACKWARD * PF8 = PAGE FORWARD
* PF3 = RETURN TO CICS        * CLEAR = PREVIOUS SCREEN
```
_____

LIST STATUS CODES: W=Working Copy   F=Final Copy   A=Approved   D=Disapproved

Edit screen instructions for list 5:

Some employees are flagged with a special CONT TYPE CODE to offer additional information. These codes are explained below:

CONT TYPE CODES: XAC   Teacher placed on Extended Annual Contract because of certification status.

                        XAN   Teacher recommended for Extended Annual Contract for cause by school principal. (System generated when reappointment ACTION CODE 'P' is used.)

                        FOC   Teacher from other Florida school county who held a Continuing or Professional Services Contract.

                        PPT   AFSCME permanent part-time employee (list 5).

The system will display all active employees on the pay code entered and eligible for current reappointment list.   Newly hired or transferred employees are programmatically listed by MIS nightly up until the location cutoff date.   Each employee must have one of the following ACTION CODES in order to complete the list:

ACTION   R   To recommend employee for reappointment.
 CODES:
              N   To recommend employee for non-reappointment.

ACTION REQUIRED: ⇨   ❶ TYPE   :   *Action code for each employee listed on screen.*

                        ⇨   ❷ PRESS   :   ← ENTER KEY

                        ⇨   ❸ TYPE   :   *Correct action code for any error received.*
                                               (Note: error messages are explained on page 10.)

                        ⇨   ❹ PRESS   :   ← ENTER KEY

                        ⇨   ❺ TO GET   :   *Confirmation message: Press PF5.*

                        ⇨   ❻ PRESS   :   *PF8 to page forward if* "MORE DATA AVAILABLE" *message is displayed. Repeat steps* ❶

through ❻ *until the message* "NO MORE DATA AVAILABLE" *is displayed.*

PRINT FINAL REAPPOINTMENT LIST

This task will print the final reappointment listing by pay code and lock out the edit screen from allowing changes. The printout is in the same format as the online edit screen. The principal or work site supervisor must sign and retain this copy and proceed to the approval screen for online approval. If there are corrections required before the online approval can be given, the principal or work site supervisor must use the approval screen to disapprove the list. This action will unlock the edit screen and allow changes. The system will not print a final reappointment listing if any pay codes are incomplete, and an error message will display indicating which pay codes are incomplete.

ACTION REQUIRED: ⇨   ❶ TYPE   :   *Option 3 and printer-id of the printer to be used.*

                          ⇨   ❷ PRESS   :   ← ENTER KEY

                          ⇨   ❸ TO GET   :   *Printed copy of final reappointment listing.*

SAMPLE "FINAL REAPPOINTMENT LIST"

```
02/06/95  M I A M I - D A D E    C O U N T Y    P U B L I C    S C H O O L S  PAGE
1
12:33:05                INSTRUCTIONAL PROFESSIONAL SERVICE                      PAYCODE
H

LOC: 7777            FINAL COPY  -  APPOINTMENT LIST  - FINAL COPY


                                    JOB      CONT      TYPE    CERT    ACTION
   EMP#          EMPLOYEE NAME       CODE   OLD   NEW           TP/YR
  900001      SAMPLE,  EMPLOYEE A.   1020    14    15    XAC    TM 94     R
  900002      SAMPLE,  EMPLOYEE B.   1050    13    40    ___    RG 99     R
  900003      SAMPLE,  EMPLOYEE C.   1020    13    40    ___    RG 99     R
  900004      SAMPLE,  EMPLOYEE D.   1450    13    14    XAN    RG 96     R
  900005      SAMPLE,  EMPLOYEE E.   0970    13    40    ___    RG 99     N
  900006      SAMPLE,  EMPLOYEE F.   1500    14    15    XAC    TM 94     N
```

I HEREBY CERTIFY THAT THE INFORMATION DISPLAYED ON THE ONLINE REAPPOINTMENT SCREEN IS   THE SAME AS THE HARD COPY, WHICH I HAVE SIGNED AND DATED AS A PERMANENT RECORD.   I ALSO   CERTIFY   THAT   THIS   REAPPOINTMENT   RECORD   IS   TRUE   AND   ACCURATE   AND   THAT APPOINTMENTS   HEREIN AUTHORIZED ARE IN ACCORDANCE WITH FLORIDA STATUTES AND THE SCHOOL BOARD OF   MIAMI-DADE COUNTY, FLORIDA, RULES, POLICIES AND REGULATIONS.

SIGNED   _____   DATE   _____

NOTE: THE ARIS MAIN MENU WILL DISPLAY **FINAL PRT** NEXT TO LIST #.

APPROVAL

As stated before, only the principal or work site supervisor can access the approval screen. Work site supervisors must have access to the RACF AUTHORIZATION SCREEN (Application 'AAAA'). Once you approve the reappointment list online, the system locks out any changes to the list unless the list is disapproved. Please note this can be done up until the location cutoff date listed on the reappointment schedule. You must contact the ARIS HELP DESK at 995-7025 after the cutoff date to make changes.

(AR11) REAPPOINTMENT APPROVAL SCREEN

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** ENTER Y OR N **
AR11-L3IN                    REAPPOINTMENT APPROVAL            02/06/95  14:22:00


LOCATION      :  6721 PARKWAY MIDDLE SCHOOL                    LIST  # 1
APPROVAL DATE :
CURRENT STATUS:  FINAL COPY


I HEREBY CERTIFY THAT THE INFORMATION DISPLAYED ON THE ONLINE REAPPOINTMENT
SCREEN IS THE SAME AS THE HARD COPY, WHICH I HAVE SIGNED AND DATED AS  A
PERMANENT RECORD.  I ALSO CERTIFY THAT THIS REAPPOINTMENT RECORD IS TRUE AND
ACCURATE AND THAT APPOINTMENTS HEREIN AUTHORIZED ARE IN ACCORDANCE WITH FLORIDA
STATUTES AND THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, RULES, POLICIES
AND REGULATIONS.


                        APPROVAL (Y/N)  _

* TYPE Y AND PRESS ENTER TO APPROVE REAPPOINTMENTS
* TYPE N AND PRESS ENTER TO DISAPPROVE REAPPOINTMENTS
IF DISAPPROVED, THE FOLLOWING STEPS MUST BE FOLLOWED:
1. CORRECT REAPPOINTMENTS ONLINE
2. PRINT NEW FINAL REAPPOINTMENT LIST
3. APPROVE REAPPOINTMENTS ONLINE


* PF3 = RETURN TO CICS    * CLEAR = PREVIOUS SCREEN
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_____
____

ACTION REQUIRED: ⇨   ❶ TYPE   :   *Y to approve or N to disapprove.*

                          ⇨   ❷ PRESS   :   ← ENTER KEY

                          ⇨   ❸ TO GET   :   *Message confirming approval or disapproval.*

NOTE: THE MAIN ARIS MENU WILL DISPLAY **APPROVED** NEXT TO THE LIST IF IT HAS BEEN APPROVED.

AUTOMATED REAPPOINTMENT SYSTEM ERROR MESSAGES

Instructions:
>   Each system error message is displayed in BOLD type below, and is followed by the screen id that generated the message (i.e., AR02) with a short explanation.

APPROVAL DATE EXPIRED - CALL WAGE AND SALARY
>   AR11 -   Attempting to approve a reappointment list after the work location cutoff date. Contact Wage and Salary to complete approval process.

APPROVAL DATE EXPIRED - GONE TO BOARD
>   AR11 - Attempting to approve a reappointment list after it has gone to the Board for approval. Contact Wage and Salary for assistance.

APPROVAL DATE EXPIRED - PAST WAGE & SAL
>   AR11 - Attempting to approve a reappointment list after Wage and Salary's deadline. There can be no changes made at this time.

CLEANUP FINAL CANNOT BE PRINTED AFTER LIST 5 CUTOFF DATE
>   AR02 - Cleanup list (list 6) cannot be completed until lists 1 through 5 are completed; therefore, you must wait until the deadline for list 5 has arrived.

ENTER Y OR N
>   AR11 - Please enter a Y or N on the approval screen to approve or disapprove a reappointment list.

ERROR - ALL EMPLOYEES HAVE NOT BEEN ACTED UPON FOR PAYCODE ->
>   AR02 - Please use the Reappointment Edit screen to record reappointment action dispositions for pay code listed in error message. Once all pay codes have been acted on, the system will permit printing the final reappointment listing.

ERROR - FINAL LIST NOT PRINTED -> MUST PRINT FINAL FIRST
>   AR11 - Attempting to approve a reappointment list prior to printing the final copy. Please print the final copy and then approve it..

ERROR - FINAL LIST WAS PRINTED -> DISAPPROVE LIST BEFORE ANY CHANGES
>   AR03 - The final copy of the reappointment list has already been printed and all changes are locked out until the list is disapproved by the principal or work site supervisor.

ERROR - INVALID ACTION FOR THIS LIST…ENTER N, P, R, OR SPACE ONLY
>   AR03 - An invalid action code was used, please refer to action code definitions displayed at bottom of the screen.

AUTOMATED REAPPOINTMENT SYSTEM ERROR MESSAGES

ERROR - INVALID KEY PRESSED
AR03 - You have pressed a PF key that is not valid. Please refer to bottom of screen for valid PF keys.

ERROR - INVALID PAYCODE
AR03 - The paycode entered is not valid in the Automated Reappointment System.

ERROR - INVALID PAYCODE FOR OPTION
AR03 - The paycode entered is invalid for the list being processed but valid for another list.

ERROR - LATEST CERTIFICATE DATA NOT ELIGIBLE FOR CHANGE TO XAC
You are attempting to use action code 'P' to change a teacher on reappointment list 1 from "XAN" to "XAC" and the teacher has a valid certificate.

ERROR - LIST APPROVED - WORKING COPY INVALID
AR02 - Attempting to print a working reappointment list after it was approved. If another copy is required, please use the PRINT FINAL COPY option.

ERROR - LIST HAS BEEN APPROVED - DISAPPROVE LIST BEFORE MAKING CHANGES
AR03 - The reappointment list has already been approved and the edit screen is locked out from making any changes until the principal or work site supervisor disapproves the list.

ERROR - LIST HAS GONE TO BOARD - NO CHANGES MAY BE MADE
AR03 - The reappointment list has already gone to the Board for approval and no changes can be made in ARIS. Please contact Wage and Salary for further instructions.

ERROR - PAST CUTOFF DATE - NO CHANGES MAY BE MADE
AR03 - Attempting to make changes on the edit screen after the location cutoff date. Please contact Wage and Salary for further instructions.

ERROR - THERE ARE NO CHANGES TO BE CONFIRMED BY PF5
AR11, AR03 - The PF5 key was pressed, but no data was input on the screen. Please complete the screen, press the enter key, and follow instructions given on top of screen regarding PF5 key.

ERROR - FINAL LIST HAS !NOT! BEEN PRINTED
AR11 - Accessed the approval screen without first printing the final list. Please exit the approval screen and print a final copy before attempting to access the approval screen again.

AUTOMATED REAPPOINTMENT SYSTEM ERROR MESSAGES

INVALID OR NO PRINTER ID ENTERED
   AR02 - Please enter the Cics printer id of the printer to print the working or final reappointment list on.

INVALID PRINTER ID
   AR02 - The Cics printer id entered is not valid. Please enter correct printer id or contact Network Control at MIS (995-3740) for further assistance.

INVALID RESPONSE. ENTER Y OR N
   AR11 - You entered a code other than Y or N on the approval screen. Please correct and press the enter key.

INVALID SELECTION - CORRECT AND PRESS ENTER
   AR02 - An invalid option number was entered - valid options are 1 through 4.

LIST HAS ALREADY BEEN APPROVED
   AR11 - This list was already approved and a second approval is being attempted.

NO EMPLOYEES TO REAPPOINTMENT FOR THIS LOCATION/LIST
   AR03 - There are no employees at your location eligible for the contract selected. No action is required on this list.

NOT AUTHORIZED FOR FUNCTION
   AR02 - Only the principal or work site supervisor can access the approval screen.

PLEASE ENTER PAYCODE
   AR03 - This message displays each time the reappointment edit screen is accessed. Please enter the paycode to process, and press the enter key. (This is not required on the clean up list.)

PRESS PF5 TO CONFIRM CHANGE OR PRESS PF6 TO CANCEL CHANGE
   AR03 - Please press PF5 to record changes made on the edit screen or PF6 to undo current entries on the screen.

RECORDS HAVE BEEN UPDATED
   AR03 - Changes made have been saved. This message displays after the PF5 key is pressed. Proceed to the next page by pressing the PF8 key.

THIS LIST HAS BEEN APPROVED
   AR11 - Message displayed when reappointment list is approved.

THIS LIST HAS BEEN DISAPPROVED
    AR11 - Message displayed when reappointment list is disapproved.

WARNING- DUPLICATE FINAL PRINTING - CONTINUE
    AR02 - Warning message that a duplicate final copy is being printed..

YOU CAN NOT REAPPOINTMENT YOURSELF - PLEASE CONTACT WAGE AND SALARY
    AR03 - The employee entering reappointment list dispositions can not input a disposition for themselves. Please have the Approving Administrator input disposition prior to printing the final reappointment list.

SYSTEM ERROR HAS OCCURRED - CALL MIS
    ARIS - A serious error has occurred with the ARIS system. Please contact Wage and Salary for further instructions, and, if possible, print the screen you were working on.

SYSTEM UNDER STRESS - TRY AGAIN LATER
    ARIS - The DCPS computer system is attempting to process the data entered, but is currently experiencing a high demand of requests. Please try in 10 or 20 minutes.

DEOGBURN 5/2004
Compensation Administration