Core Data August Update (HR-W002)

Saint Louis Public Schools

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to update the August Core Data information to DESE for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Human Resources Technician

3.0 APPROVAL AUTHORITY:

3.1 Human Resources Chief Officer

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 DESE – Department of Elementary and Secondary Education

4.3 HR – Human Resources Department at SLPS

4.4 SAP – Information system used at SLPS

4.5 MDE – Missouri Department of Education

5.0 WORK INSTRUCTION:

5.1 Receive the memo from MDE and print the prior year forms from the DESE website to update.

5.2 Sign on to SAP

5.3 Run Ad Hoc reports for all certificated staff, executive staff, principals, and other administrators

5.4 Compare the Ad Hoc report to the report from the DESE website and enter any changes in the DESE website.

5.5 Print an updated report from the DESE website and have it reviewed by the HR Chief Officer.

5.6 Submit an accurate report to the state

6.0 ASSOCIATED DOCUMENTS:

6.1 DESE website report

6.2 SAP Ad Hoc report

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/02/08		Initial Release

* * * E n d   o f   p r o c e d u r e * * *