



# Personnel Approvals in I-Star

Presented by Harrisburg Project

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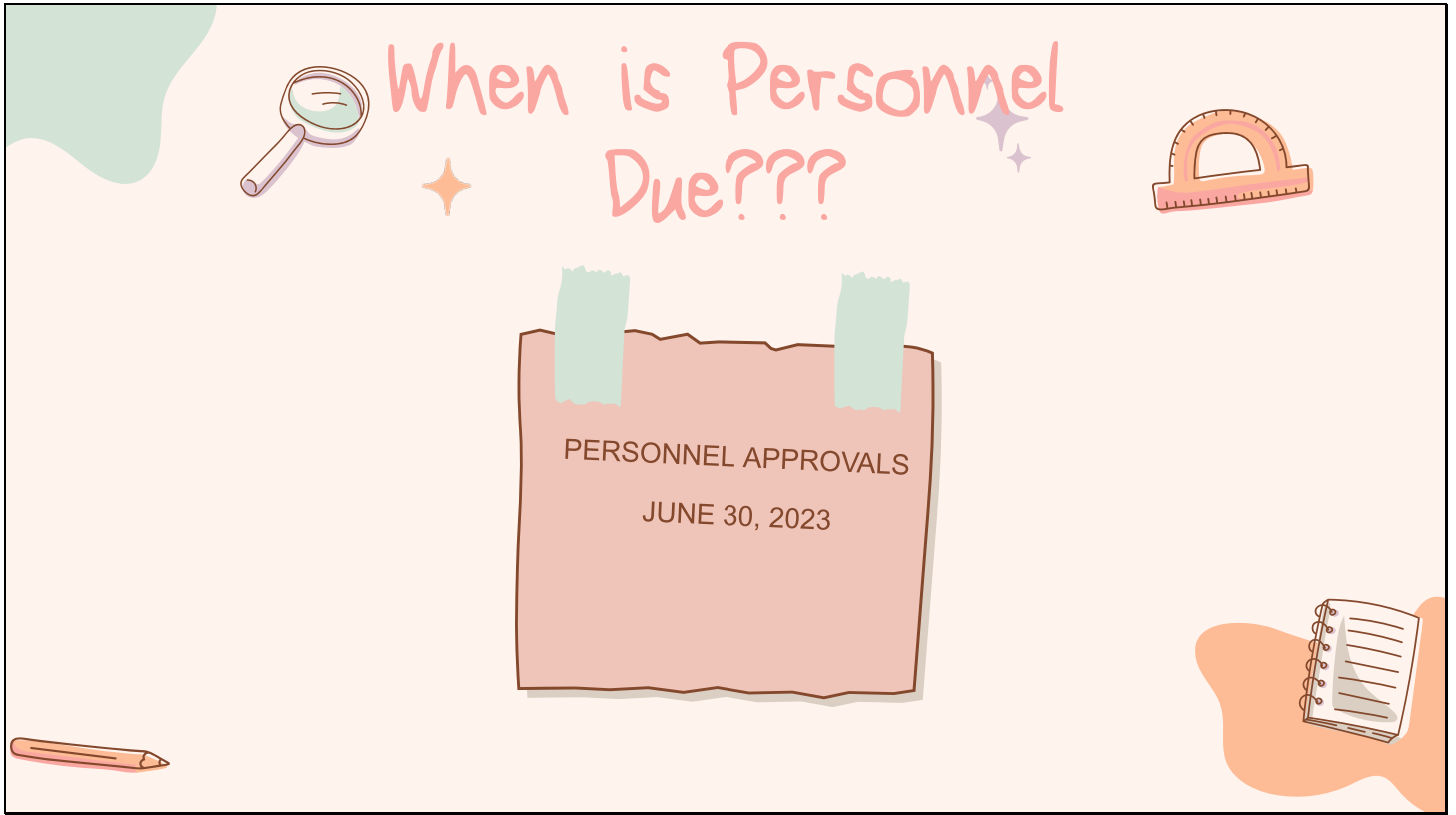
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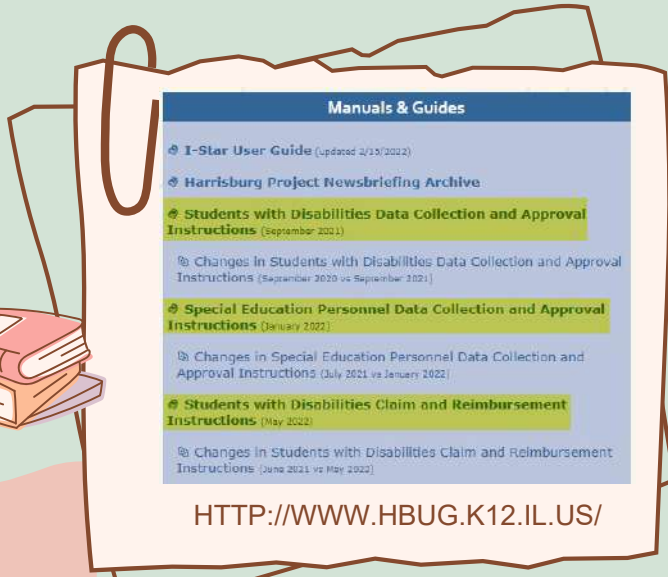
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# Instructions



NEW MANUAL WILL BE AVAILABLE  
EARLY 2023

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# Student Approvals Error Report



To run a report with all errors click:  
**Reports-Application Reports**

Select Report Type:  
**Student**

Select Report Categories:  
**Errors**

Select:  
**Student Approval Error Listing**

Click:  
**Run and/or Export Report**



Select Report	Description
<input type="radio"/>	Non-Exited Students for Verification
<input type="radio"/>	Student Approval Errors by Resident District and Serving School
<input checked="" type="radio"/>	Student Approval Errors Listing
<input type="radio"/>	Student Claim Errors by Resident District And Serving School
<input type="radio"/>	Student Indicator Errors
<input type="radio"/>	Student Missing Exit Data

**Report Description:**  
Alphabetic list of students with approval errors and warnings. Grouped by Resident district.

**Reports Filters**

Please select a Resident District.

Student SIS Id:

School Year: 2022-2023

Gender:

Related Service:

Resident District:

Serving District:



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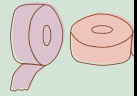
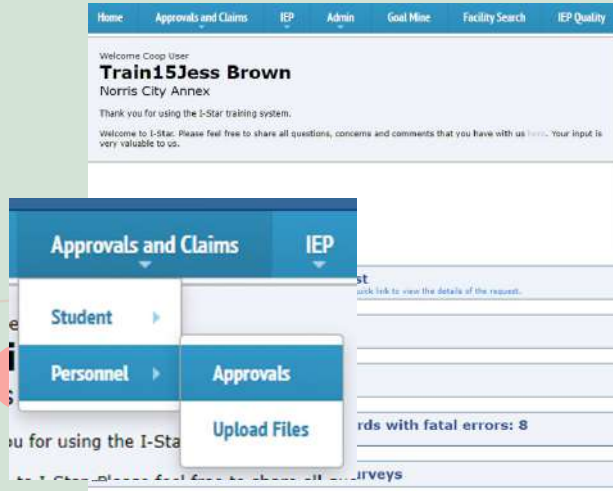
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# Access Personnel Approvals

Select Approvals and Claims -> Personnel -> Approvals



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# Personnel Approvals

Personnel Approvals Filter

IGIN:

School Year: 2022-2023

Last Name:

Approval Status:  Excl

Work Assign:  Excl

Entity:

RCDT:

Errors Only:

First Name:

Spec Ed Type:  Excl

Search Clear Search Redcheck Edits Export to Excel Export to Excel for Import

Personnel Approvals (Add)

(Page of ) Page Items Per Page

## Reported

Personnel with an existing approval record in I-Star

## Un-Reported

Personnel in jurisdiction from EIS upload but no current approval record

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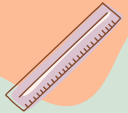
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# Add Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

The screenshot shows a web application interface for 'Personnel Approvals'. At the top, there is a navigation bar with a blue header containing the text 'Personnel Approvals' and a red-bordered button labeled 'Add'. Below the navigation bar, there is a search area titled 'Manage Personnel Claims and Approvals'. This area contains instructions: 'For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.' Below the instructions is a search prompt: 'Search for and select the person the approval is for.' This leads to a 'Personnel Search' form. The form has two tabs: 'Multiple' (selected) and 'Single'. Under the 'Multiple' tab, there are fields for 'District' (a dropdown menu with 'Wabash & Ohio Valley Sp Ed Dist' selected), 'Last Name' (a text input field), 'First Name' (a text input field), and 'Gender' (a dropdown menu). There is also an 'Include Retired' checkbox. To the right of the 'Multiple' tab is an 'OR' section with an 'IEIN' text input field. At the bottom of the search form are three buttons: 'Search', 'Clear Search', and 'Cancel'. A small note at the bottom of the search form reads: 'Note: Including a district will search EDS with the entered filters. Leaving the district out will perform a name search on BLS.' The background of the slide is orange with decorative elements: a pink shape in the top left, a green shape in the bottom right, a pencil illustration in the bottom left, and a ruler illustration in the bottom right.



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# Add Work Assignment

**Personnel Approval Information**

Year: 2022-2023      Employed as of: 12/1/2022:

Entity: Harrisburg CUSD 3 (2)      Total FTE: 1.0

Special Ed Type: C-Paraprofessional Staff      Term: Regular

**Work Assignment(s) (+ Add)**

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
				PA5	Program Aide (KG-12)	Qualified

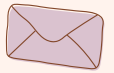
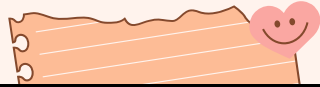
Edit the work assignment and click the Save button.

Work Assignment: PA5 - Program Aide (KG-12)

FTE: 1.0

**Save**    Cancel

- Once Personnel is added, an approval record can be completed for the employee
- Determine if Employed as of 12/1/2022 should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down



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# Calculate/Add Personnel FTE

**Personnel Approval Information**

Year: 2022-2023      Employed as of: 12/1/2022:

Entity: Hamburg CUSD 3 (2)      Total FTE: 1.0

Special Ed Type: C-Paraprofessional Staff      Term: Regular

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**Work Assignment(s) (+ Add)**

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
				PA6	Program Aide (KG-12)	Qualified

Edit the work assignment and click the Save button.

Work Assignment: PA6 - Program Aide (KG-12)

FTE: 1.0

Select FTE

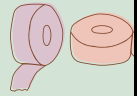
- 0.1
- 0.2
- 0.3
- 0.4
- 0.5
- 0.6
- 0.7
- 0.8
- 0.9
- 1.0

Show Salary Info      Save & Check Errors

Notes (0)

Update Date	Note
No Records Found	1.0

- Full Time Equivalency (FTE) required for ALL employees:
  - Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
  - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



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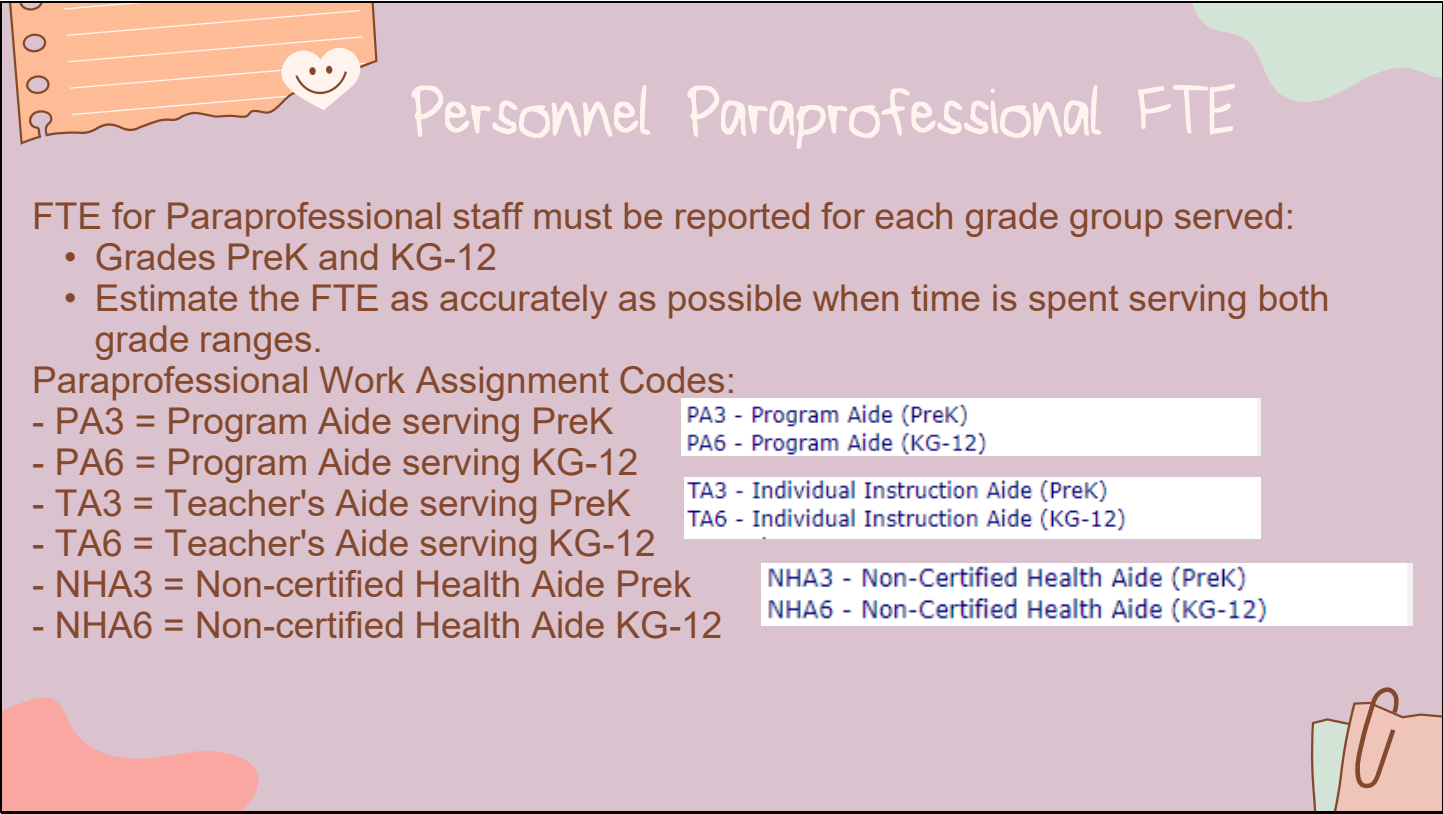
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# Personnel Paraprofessional FTE

FTE for Paraprofessional staff must be reported for each grade group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide Prek
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)
PA6 - Program Aide (KG-12)
TA3 - Individual Instruction Aide (PreK)
TA6 - Individual Instruction Aide (KG-12)
NHA3 - Non-Certified Health Aide (PreK)
NHA6 - Non-Certified Health Aide (KG-12)

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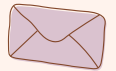
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# Special Ed Type

- I-Star system will automatically match the appropriate Special Education ID code:
  - A - Special Education Teacher
  - B - Related Service Provider
  - C - Paraprofessional
  - D - Administrative
- This code will be determined once the Work Assignment is Saved

Personnel Approval Information	
Year: 2022-2023	Employed as of: 12/1/2022: <input checked="" type="checkbox"/>
Entity: Harrisburg CUSD 3 (2)	Total FTE: 1.0
Special Ed Type: C-Paraprofessional Staff	Term: Regular



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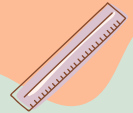
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# Status Codes



- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
  - Qualified - Warning Free / Approved
  - Not Qualified - Warning / Disapproved
    - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.



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# I-Star Resource Website



**Harrisburg Project**  
Software Support for Special Education  
(800) 635-5274 • www.hbgp1172.us • support@hbgp1172.us

Questions? [support@hbgp1172.us](mailto:support@hbgp1172.us) (800) 635-5274

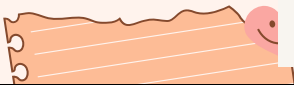
**I-Star**

Home | ISBE | IWAS | Resources | Events | ILEAF | Recent Updates to I-Star | Contact Us

**NEW! 2021-2022 Student Reimbursement Manual Available!**

Hot Topics	Manuals & Guides	Upcoming Deadlines
<ul style="list-style-type: none"><li>Want Customized Training? Register Now!</li><li>2021-22 Special Education Tuition Cost Sheet Data</li><li>NEW! Accessing APR</li><li>NEW! Fund Code F Claims</li><li>NEW! Fund Code B Claims</li><li>NEW! Excess Cost Claims</li><li>NEW! Personnel Snapshot</li><li>NEW! Fund Code E Claims</li><li>Commonly Questioned I-Star Error Codes and Descriptions</li><li>How to Access Indicator 14</li></ul>	<ul style="list-style-type: none"><li>I-Star User Guide (Updated 2/13/2022)</li><li>Harrisburg Project Newsbriefing Archive</li><li>Students with Disabilities Data Collection and Approval Instructions (September 2021)</li><li>Changes in Students with Disabilities Data Collection and Approval Instructions (September 2021 vs September 2021)</li><li>Special Education Personnel Data Collection and Approval Instructions (January 2022)</li><li>Changes in Special Education Personnel Data Collection and Approval Instructions (July 2021 or January 2022)</li><li>Students with Disabilities Claim and Reimbursement Instructions (May 2022)</li><li>Changes in Students with Disabilities Claim and Reimbursement Instructions (June 2021 vs May 2022)</li><li>Special Ed Data Life Cycle</li><li>Fund Code N Flow Chart</li></ul>	<ul style="list-style-type: none"><li><b>August 15, 2022</b><ul style="list-style-type: none"><li>Fund B Approvals Due (R&amp;S Terms)</li><li>Fund B Claims Due (R&amp;S Terms)</li></ul></li><li><b>August 31, 2022</b><ul style="list-style-type: none"><li>SPP 14 Survey Closes</li></ul></li><li><b>September 15, 2022</b><ul style="list-style-type: none"><li>Fund B Approval Corrections Due</li></ul></li><li><b>September 30, 2022</b><ul style="list-style-type: none"><li>Fund B Claim Corrections Due</li></ul></li></ul>

General Topics | Student Profile & Approval | Student Claims | Personnel Approval



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**I-Star** Support!!

I-Star Operation & Training  
Harrisburg Project  
(800) 635-5274  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

Personnel Approvals  
Marlee Goldsworthy, ISBE  
(217) 782-5589  
[mgoldsw@isbe.net](mailto:mgoldsw@isbe.net)

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