



**WISE**staff

# Adding & Deleting Assignments



January 2016



This 90 second video will walk you through the process of adding and deleting assignments in WISEstaff.

# Searching

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome Agency: Wisconsin Dept of Public Instruction

Change Agency Logout

Person

Search/Edit

Report duplicates

File Tasks

Upload

Results

Review matches

Download transaction history

Reports / Validations

Person List by Local

Person ID

Staff list

Manage Staff Data

WISEstaff / Search/Edit

Search for a person to either view or edit their information. Only create new people after a thorough search.

ID First Name Middle Name Last Name

WISEid or Local Person IC \* \*

Entity ID Birthdate Gender Suffix

Entity ID mm/dd/yyyy Select Gender... Suffix...

Search Clear

Use this button to begin your search.

WISEExplore  
Data Navigation and Inquiry

Use the **Search/Edit** link to search for a person. First and last name are required fields, and there are other criteria to use to narrow the results. It is important to find a match if one exists, so please remember to use maiden names or other names, as appropriate. You are given the option of creating a new record if no match is found .

# Searching

WISEid WISEstaff Help

Welcome Agency: Wisconsin Dept of Public Instruction Change Agency Logout

Person  
Search/Edit  
Report duplicates

File Tasks  
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Results  
Review matches  
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Reports / Validations  
Person List by Local  
Person ID  
Staff list  
Manage Staff Data  
Validate Staff Data  
Sign off or Certification  
All Staff Report

Admin menu  
Settings  
Resolve duplicates  
Debug features  
Update contact info  
User Credentials

WISEstaff / Search/Edit

Search for a person to either view or edit their information. Only create new people after a thorough search.

ID: WISEid or Local ID  
First Name: [ ] Middle Name: [ ] Last Name: Smith  
Entity ID: Entity ID  
Gender: Select Gender... Suffix: Suffix...  
Search

Details	WISEid	Local person ID	First name	Middle name	Last name	Suffix	Birthdate	Gender	Entity ID
+	100044919-01		JONTAEVIA	CHANYIA	SMITH		9/6/2008	Female	
+	100044919-01		JOHN	M	SMITH		7/6/1994	Male	
+	100044919-01		JOHN	MEI	SMITH		1/21/1996	Male	
+	100044919-01		JOHN	E	SMITH		3/23/1992	Male	
+	100044919-01		JOHN	HENRY	VERICK-SMITH		2/6/1995	Male	
+	100044919-01		JOHNNIE	B	SMITH		12/6/1987	Male	
+	100044919-01		JOHN	M	SMITH		9/8/1987	Male	
+	100044919-01		JOHN	D	SMITH		3/14/1987	Male	
+	100044919-01		JOHN HENRY	PATRICK	SMITH		6/19/1987	Male	
+	100044919-01		JOHN	ANTHONY	SMITH		1/8/1987	Ma	WISEid feedback

Click on the plus symbol to expand detail view.

Click on the WISEid to view Personal and Staff Information.

Once you click on the **Search** button you will see the Search/Edit screen.

You can view the Other Name(s) associated with a person, by clicking on the plus symbol in the Details column. Other Name(s) included maiden names, nicknames or names other than legal names. For example, Jane Smith's maiden name may be Jane Jones, or you may find Robert Marshall under Bob Marshall.

# Details

[WISEstaff](#) / [Search Results](#) / [Edit Staff](#)

Return to your search results using the breadcrumbs.

5230324756 - John Smith

Personal Information							Edit
Birthdate	Gender	Entity ID					
7/16/1954	Male	592951					
Racial Ethnic Category							
0037 - White							
Other Name(s)							
Local Person ID(s)							

  

Current Year Contract Details							Add Contract
Days	Salary	Fringe Benefits	Highest Degree	Local Experience	Total Experience	Local ID	

Click here to edit the Personal Information.



Here is what you see when you click on the WISEid to view the Personal, Contract and Assignment details.

# Add Assignment

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Your hiring agency assignments + Add Assignment

Hiring LEA	Working LEA	Working School	Assignment Type	Position	Area of Assignment	FTE	
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New assignments can be added under the Current Position(s) section. To begin, click on the **Add Assignment** button.

# Add Assignment

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
TEST SITE

Welcome Testy McTester | Agency: Deerfield Community School District

WISEid | WISEstaff | Help | Change Agency

WISEstaff / Edit Staff / Assignment

WISEid: 4057588264 - Amara Roy | Hiring Agency: 1309 - Deerfield Community School District

Assignment

Working LEA: 1309 - Deerfield Community Schoo...  
Working School: Select Working School...  
Position: Select position...  
Area: Select assignment area...  
Local Use:   
Local Assignment ID:   
Local Assignment Title:

Cancel Save

Person: Search/Edit, Report duplicates  
File Tasks: Upload, Results, Review matches  
Reports / Validations: Staff Download by Local Person ID, Staff list, Manage Staff Data, Validate Staff Data, Sign off or Certification, All Staff Report  
Admin menu: Manage positions, Manage areas, Manage position areas, Toggle features, Resolve duplicates, Update contact info, User Privileges

WISEExplore  
Data Navigation and Inquiry

Once information has been entered in the desired fields, click on the **Continue** button; unless there is a **Save** button, which means there are no further questions to answer and the information should be saved.

If applicable, enter the requested information and click the **Save** button. The information entered here will vary depending on the position's dynamic questions.

# Editing/Deleting an Assignment

Current Position(s) <span style="float: right;">+ Add Assignment</span>							
	Position	Area of Assignment	Working LEA	Working School	FTE	Assignment Type	
	50 - School Social Worker	0000 - No Description Beyond Position	0007 - Abbotsford School District	9100 - Rural Virtual Academy	50	Professional - Special Education	 



An assignment can be edited by clicking on the **Edit** icon, located to the left of the red “X” icon. The edit screen is the same as the creation screen. A user can edit assignments only if their selected agency (displayed in the dark blue header of every screen) is the hiring LEA.

An assignment can be deleted by clicking on the corresponding red “X” icon.



WISEstaff

# Adding & Deleting Assignments



Thank you for watching this video on adding and deleting assignments in WISEstaff.