



WISEstaff

# Searching for Persons & Adding Contracts



January 2016



This 90 second video will walk you through the process of searching for persons and adding contracts 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: WISEid or Local Person IC

First Name: \*

Middle Name

Last Name: \*

Entity ID: Entity ID

Birthdate: mm/dd/yyyy

Gender: Select Gender...

Suffix: 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

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Person  
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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 Clear

Details	WISEid	Local person ID	First name	Middle name	Last name	Suffix	Birthdate	Gender	Entity ID
+	100044794-01		JONTAEVIA	CHANYIA	SMITH		9/6/2008	Female	
+	100044794-02		JOHN	M	SMITH		7/6/1994	Male	
+	100044794-03		JOHN	MEI	SMITH		1/21/1996	Male	
+	100044794-04		JOHN	E	SMITH		3/23/1992	Male	
+	100044794-05		JOHN	HENRY	VERICK-SMITH		2/6/1995	Male	
+	100044794-06		JOHNNIE	B	SMITH		12/6/1987	Male	
+	100044794-07		JOHN	M	SMITH		9/8/1987	Male	
+	100044794-08		JOHN	D	SMITH		3/14/1987	Male	
+	100044794-09		JOHN HENRY	PATRICK	SMITH		6/19/1987	Male	
+	100044794-10		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) include 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 Contract

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Current Year Contract Details

[+ Add Contract](#)

Days

Salary

Fringe Benefits

Highest Degree

Local Experience

Total Experience

Local ID



To add a new contract to a staff member, click the add contract button.

# Add Contract Information

## Current Year Contract Details Fields:

CONTRACT DAYS	Users selected agency's number of Contract days for person
CONTRACT SALARY	Users selected agency's number of Contract salary for person in whole dollars
FRINGE BENEFITS	Users selected agency's Contract fringe benefits in whole dollars for person
HIGHEST DEGREE	Users selected agency's Contract Highest Degree of person
DISTRICT EXPERIENCE	Users selected agency's Contract District Experience for person
TOTAL EXPERIENCE	Users selected agency's Contract Total Experience for person
LOCAL USE	Used by districts to include local codes, etc., that will assist them in submitting and reviewing information for their agency's Contracts.
LOCAL ID	A local contract ID for this record. Unique field to be used by your agency for verification purposes to make sure the correct local staff contract record is being used by DPI.



When the information has been entered, click on the **Save** button.



The person's Current Year Contract Details can now be entered. If the previous year's contract data has been copied over the contract information will already be displayed. The **Reset** button can be used to clear all of the Contract Details fields.



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Thank you for watching this video on searching for persons and adding contracts in WISEstaff.