NEO Staff Field Definitions

*Fields marked with a red asterisk are required in order to save the record as an active record. Only the following fields are required to save the record into a “Pending Status”. Pending status records do not count for reporting and will be deleted [after a certain period]: Position Start Date, SAU/District, Position, and School (if position selected requires a school).*

***Who needs to be entered into NEO Staff?***

*All staff persons employed by the school administrative unit must be entered into NEO Staff. In addition, all contractors employed in a position required for EPS reporting and/or with sustained direct unsupervised access to students must be entered into NEO Staff.*

# Fields From The Staff Personal Screen

*Note: In order to access any staff person’s personal data, the user accessing the screen much know the complete 9-digit SSN for the selected staff person. This ensures that only authorized users will be able to modify this information. Only the last 4 digits are ever displayed*.

**Staff ID** – This is the unique identification number assigned to each staff person. If the staff person was previously in MEDMS, that same Staff ID will be used. If new to NEO, a new unique number will be created automatically.

**Prefix** – these are a list of commonly used name prefixes which may or may not be selected. This field is optional.

**First Name** – this is the legal first name of the staff person. Do not use nick names in this field. This is a required field. If a staff person’s first name is changed legally, you may edit this field.

**Middle Name** – Enter the legal middle name of the staff person. It is preferred that you enter the whole middle name and not just the first initial of the middle name. This is an optional field and is not required.

**Last Name** – this is the legal last name of the staff person. Do not add suffixes in this field. This is a

required field. If a staff person’s last name is changed legally, you may edit this field.

**Suffix** – these are a list of commonly used name suffixes which may or may not be selected. Do not add suffix data in the last name field. This field is optional.

**Date of Birth** – enter the date of birth of the staff person using the following format ‘mm/dd/yyyy’. Staff personnel must be at least 15 years of age in order for the record to be saved. This is a required field.

**Gender** – select the appropriate gender for the staff person. This is a required field.

**SSN** – For new staff records to be created, the 9-digit SSN must be entered. Validation is in place so that a SSN must be unique. The record will not be able to be saved if the SSN entered already exists in NEO Staff. For updating existing staff, only the last 4 digits are displayed however, in order to continue to add a position assignment, all 9-digits must be entered.

**Highest Degree Earned** – enter the highest degree earned by the staff person. See Appendix C for a list of options. This is a required field.

# Fields From The Staff Assignment Screen

**Assignment Status Filter -** Status values:

* Active: The staff member is currently working at this assignment
* Inactive: The assignment is scheduled to start at a date in the future
* Pending: The assignment is incomplete and awaiting additional data entry
* Ended: The assignment has been ended

**Total FTE -** The Total FTE (Full Time Equivalent) is the total of all FTE values for all Active assignments for a staff member regardless of pay type or position. This number is intended for reference purposes only when managing assignments and is not used to report FTE for funding purposes. There is no limit on Total FTE.

**EPS FTE** - EPS (Essential Programs and Services) FTE (Full Time Equivalent) is the total of all EPS reported positions for all active assignments, minus any assignments paid with Stipend, or otherwise excluded from EPS reporting. This value can never exceed 1.0. Stipend paid employees are not included in EPS calculations. A list of EPS positions can be found in *Appendix A*.

**Position Start Date** – [required Field] start date must be entered in the following format: mm/dd/yyyy. The start date and end date can be in the future however it must be within the dates of the current school year.

**SAU/District** – [required Field] if you have access to the staff for more than one school administrative unit, you need to select a district from this dropdown. If you have access to only one district that is the only choice you will see. School Unions are not allowed but rather enter the name of the municipal school district. For AOS’s, staff are allowed to be entered at the AOS level is

**Position** – this is the official list of staff positions. See *Appendix A* for complete list. Select a position from this list for this assignment. If you feel there needs to be a position added to this that is not listed, please contact the Helpdesk. Some positions in this list require a school to be selected while others do not. In addition, some may be assigned to a school but may not have to be assigned to a school.

**Years of Experience in this Position** – This is the number of years this person has worked in this type of position (i.e., Teacher, Ed Tech, Administrative Professional, Principal, etc.) including all experience in public and private schools in or out of the State of Maine. This field will auto increase by one each year going forward. This is a required field.

**W2 employee or a contractor** – Select if you are an employee of the school administrative unit (W2 employee) or if you are employed as a contractor directly or indirectly with the school administrative unit. This is a required field.

**District or School Level position** – this question only appears if the position selected could be considered a school level or a district level position. If this field is visible, it is a required field. If “school level” is selected, a school must be chosen from the school dropdown list. Otherwise, only the district is needed.

**School** – only required if the position selected requires a school to be assigned to that position. This list is dependent as to what is selected for the SAU/District field.

**Education Level** – only appears and is required if Classroom Teacher is selected for a position. Select “Academic Instruction” for regular education instruction or “Career Technical Education” for CTE instruction.

**Subject Matter**- only appears and is required if Classroom Teacher is selected for a position. See *Appendix D*  for a list of possible Subject Matters.

**Courses/Grades** - only appears and is required if Classroom Teacher is selected for a position. The list of courses available (Appendix E for academic classes or Appendix F for CTE courses) is predicated upon what is selected for Subject Matter. For each course selected, one or more grades must also be selected. Select all grades which the Classroom Teacher will be teaching for this assignment. Grades selected must fall in the approved grade span allowed for the school selected.

**Salary/Hourly or Stipend** – select if this assignment is being paid by a salary or a stipend. This is a required field.

**Salary or Stipend amount** – This is the amount paid to the staff member for this assignment. If the staff member works multiple assignments, this amount would be that portion of the person’s total pay that is designated for this assignment. This is a required field.

**FTE for position** – select the Full Time Equivalent (FTE) portion for this assignment. You must select from the dropdown list between 0.0 through 1.0. Note that EPS positions cannot be 0.0. Also, the total EPS FTE cannot exceed 1.0 for any one staff person during any given school year. This is a required field. For a list of EPS Positions, see *Appendix A*.

**Federal Funded position** – If this assignment or portion of this assignment is federally funded, select “YES”, otherwise, select “No”. This is a required field.

**Funding Source for position** – only appears and is required if “Yes” was selected under Federal Funded Position and must select either Title I, Title II, Title III, Title IV-b, Title VI, Perkins (CTE), I.D.E.A., CRF, and ESSER. For a description of these federal funding sources, see *Appendix B*.

<https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/staff-dataentry-guides>

**Educational Category** – This is a required field. Select the appropriate Education Category. If none are applicable, select “Not Applicable”.

**Contact Email** – please enter the work email address for this assignment. Do not enter personal email addresses. This is a required field for some positions and an optional field for others. For a list of positions, the email address is required, see *Appendix A*.

**Contact Phone** - please enter the work phone number for this assignment (direct phone preferably). Do not enter personal phone numbers. This is a required field for some positions and an optional field for others. For a list of positions, the phone number is required, see *Appendix A*.

**Phone extension or option #** - If there is no direct phone number for this assignment, enter the extension or option number needed to reach this staff person (if applicable).

**Fax** – please enter the fax number including area code this assignment uses (if applicable).