

Online Paraeducator Staffing Grid (OPSG)

User Guide for Principals and Delegates

Version 1.1

February 21, 2017

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Introduction

The new **Online Paraeducator Staffing Grid** system, which we will refer to as the “Para Grid system”, is an online, interactive tool that replaces the current MCPS Form 425-9a, *Paraeducator Staffing Form*, to make changes to your school’s paraeducator hours and/or indicate involuntary transfers of paraeducators. To access the Para Grid system, go to the same myMCPS webpage that you use to get to SAE and click on the **Online Paraeducator Staffing Grid** link:

Staffing Resources

- [SAE Staffing Grids FY 2017](#)
- [SAE Staffing Grids FY 2018](#)
- [Online Paraeducator Staffing Grid](#)
- [Department of Recruitment and Staffing](#)
- [Applicant Tracking System](#)
- [OHRD Job Descriptions](#)


▪  [Staffing Memos](#)
▪ [ES Staffing Memos](#)
▪ [MS Staffing Memos](#)
▪ [HS Staffing Memos](#)

Note: A yellow callout bubble points to the 'Online Paraeducator Staffing Grid' link with the text: 'Click this link to access Para Grid system'

A Brief Tour of the Para Grid System

The first time you or your delegate accesses the Para Grid system, you will see a screen like the one below. If you would like to see a bar chart that displays your school’s paraeducator job codes that currently have variances between hours assigned and authorized hours, click on the **View Variance Chart** link:

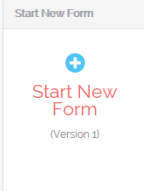
Dashboard for William B. Gibbs, Jr. ES (337)


[View Variance Chart](#)

Note: A yellow callout bubble points to the 'View Variance Chart' link with the text: 'Click this link to see variance chart'

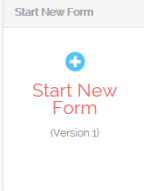
2017 Forms

Start New Form

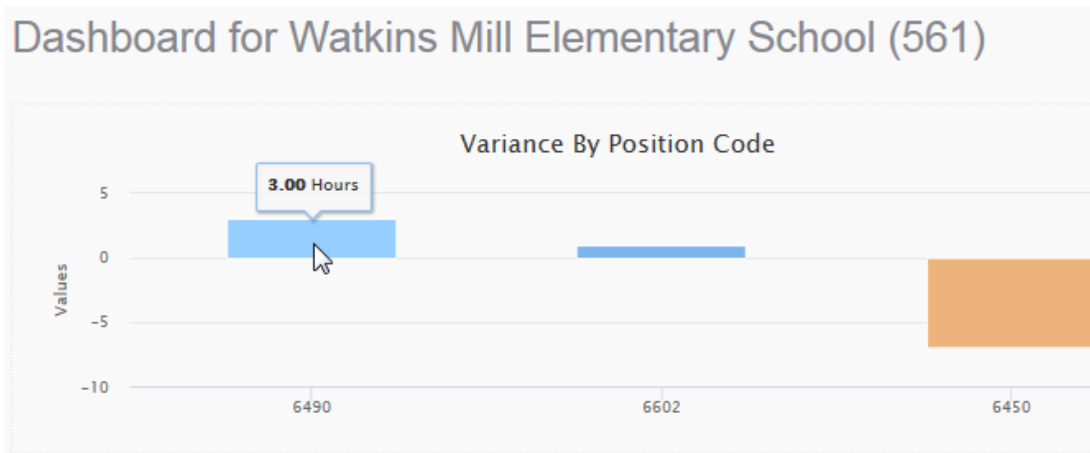



2018 Forms

Start New Form




After you click on the **View Variance Chart** link, here is an example of what you would see if you have any paraeducator job codes with variances. If your school does not have any variances, the chart will not display:




When you are ready to begin working on a new **Para Grid** for eventual submission to the Department of Certification and Staffing (DCS), click on the blue plus icon  in the **Start New Form** box that you will be working on:

2017 Forms

Start New Form (Version 1)  Click this blue plus icon to work on your current year's (FY17) paraeducator staffing

2018 Forms

Start New Form (Version 1)  Click this blue plus icon to work on your next year's (FY18) paraeducator staffing

After you click on the blue plus icon, the Para Grid for your school will be displayed:

The screenshot displays the MCPs STAFFING interface. On the left is a dark navigation bar with the following elements:

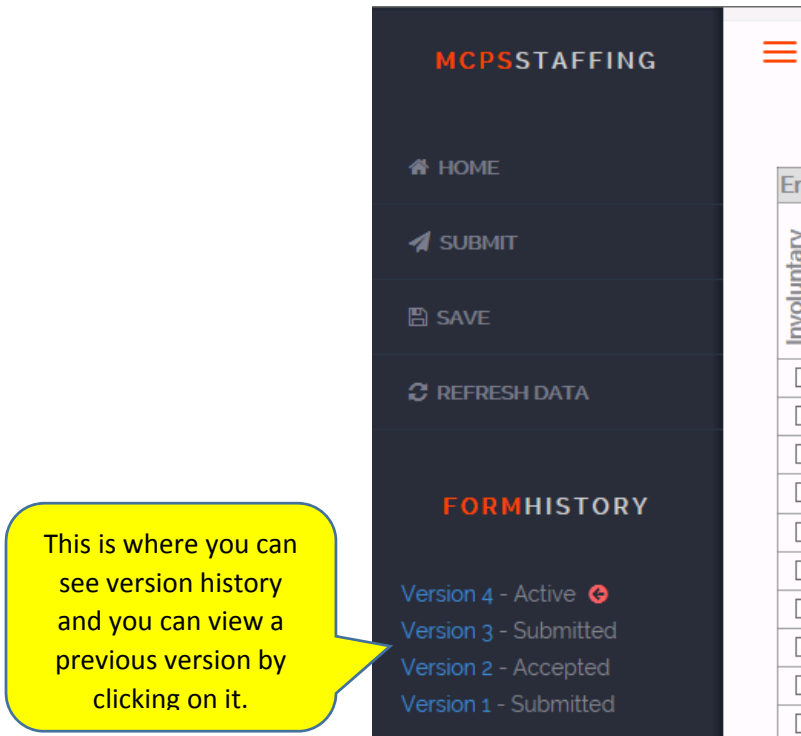
- MCPs STAFFING logo
- HOME button
- SUBMIT button
- SAVE button
- REFRESH DATA button
- FORM HISTORY section with 'Version 1 - Active' and a blue plus icon.

The main area shows a 'Para Grid' table for William B. Gibbs, Jr. ES (337) for School Year 2017. The table has columns for Employee Info, Involuntary Change, Effective Date, Employee Name, Hire Date, Sex, Gender, and various hour categories (Perm Lunch, TPT Lunch, ESOL, Focus, Pre-K, Head Start, ADA, ADA, TPT Bin, TPT Bin, Admin, Budget, D/P/EN, School, ED, Intermittent, G/F/D, RES, HSH, LAD, LC, LFI, LUE, PEP, Physical Disabilities, Insurance, SBC, Transition, Volun, Total Para, Total Other Hours). The table contains 22 rows of employee data and summary rows at the bottom.

The left pane of the screen is a navigation bar and it also shows a **Form History** area that shows on which version you are currently working. The first time you work in the Para Grid system, you will be working on Version 1:

This callout bubble explains the 'Version 1 - Active' indicator in the FORM HISTORY section of the navigation bar.

If you have submitted previous versions of your school’s Para Grid, the **Form History** section will show the version history. You can view any previous version by clicking on the version number:



When you access your school’s Para Grid, it will already be populated with the staff members at your school who have paraeducator, lunch hour aide, and IDA hours assigned. The staff members will be displayed in seniority order (by hire date), with the most senior staff members at the top. It will also display each staff member’s hire date, race, gender, and highly-qualified status (real employee names and ID numbers are being masked in this training document):

Employee ID	Employee Name	Hire Date	Race	Gender	HQ status	PLHA 6
00000	Employee, Number 0	2/14/1991	W	F	✓	
00001	Employee, Number 1	8/29/1996	W	F	✓	
00002	Employee, Number 2	8/31/2000	B	F	✓	
00003	Employee, Number 3	4/4/2005	B	F	✓	
00004	Employee, Number 4	8/25/2005	W	F	✓	

A yellow callout box points to the table with the text: 'Staff members are listed in seniority order'

At the bottom of the grid, there are three rows that calculate for each job code and program area the “**Total Hours Assigned**”, the “**Allocation In Hours**”, and the “**Variance + Or -**”:

/2015	H	F	✓						5.00				1.00	
/2015	B	F	✓	1.00									6.00	
/2015	W	F	✓		0.50									
/2016	W	M	✓	0.50										
/2016	B	F												
/2016	B	F												
Total Hours Assigned				5.50	4.50		17.00	6.00		20.80	3.00	9.00	4.00	7.00
Allocation In Hours				8.50	4.50		17.00	7.00		20.80	3.00	9.00	4.00	
Variance + Or -				3.00				1.00						-7.00

If the Hours Assigned are less than the Allocated Hours, the Variance is positive and shows in GREEN

If the Hours Assigned are more than the Allocated Hours, the Variance is negative and shows in RED

Changing a Staff Member's Assigned Hours

If you will be changing the assigned hours for any of the staff members in your school's Para Grid, you must first indicate the reason for making the change before the grid will permit you to change the hours. Click in the **Change Code** column for the staff member whose hours you will be changing and a pop-up window will prompt you to indicate the reason for the change:

First, click in the **Change Code** cell for the staff member whose hours you are changing

Second, click on the reason for changing the staff member's hours

After you click on the appropriate **Change Code**, the letter for that change code will be displayed in the **Change Code** column cell for that employee:

The **Change Code** letter you selected displays here

Employee Info				
Involuntary Transfer	Change Code	Effective Change Date	Employee ID	Employee Name
<input type="checkbox"/>	H		00000	Employee, Number 0
<input type="checkbox"/>			00001	Employee, Number 1
<input type="checkbox"/>			00002	Employee, Number 2

Adding Temporary Part-Time Hours for a Staff Member

If you have temporary part-time staff members displayed in your grid, you will notice that their assigned hours are not populated in the Para Grid when you access it. This is because temporary hours (assigned and allocated) are not maintained in the systems from which Para Grid gets the hours information. You may use the Para Grid’s functionality to enter the hours into the grid, using the same method described in the previous section on how to change hours for a staff member. For example, in the screen shot below, if you know that **Employee Number 20** has 1 hour of TPT Lunch Hour Aide (**T6490**) work, you would click on the **Change Code** for that staff member, select **“T – Temp Part-Time”**, and then enter **“1.00”** in the **T6490** cell for that staff member:

Employee Info									Perm Lunch Hour Aide 6490	Perm Lunch Hour Aide 6491	TPT Lunch Hour Aide T6490	Para Prog 6600	Para Prog 6602
Involuntary Transfer	Change Code	Effective Change Date	Employee ID	Employee Name	Hire Date	Race	Gender	HO status					
<input type="checkbox"/>			00000	Employee, Number 0	2/14/1991	W	F	✓					
<input type="checkbox"/>			00001	Employee, Number 1	8/29/1996	W	F	✓					1.00
<input type="checkbox"/>			00002	Employee, Number 2	8/31/2000	B	F	✓					3.00
<input type="checkbox"/>			00003	Employee, Number 3	4/4/2005	B	F	✓					4.00
<input type="checkbox"/>			00004	Employee, Number 4	8/25/2005	W	F	✓					3.00
<input type="checkbox"/>			00005	Employee, Number 5	10/24/2006	B	F	✓		1.00			
<input type="checkbox"/>			00006	Employee, Number 6	8/23/2007	H	F	✓		0.50			
<input type="checkbox"/>			00007	Employee, Number 7	8/27/2009	B	F	✓		0.50			
<input type="checkbox"/>			00008	Employee, Number 8	9/14/2009	B	F	✓	1.00				2.00
<input type="checkbox"/>			00009	Employee, Number 9	9/26/2011	H	F	✓		1.00			2.00
<input type="checkbox"/>			00010	Employee, Number 10	7/1/2012	W	F	✓					
<input type="checkbox"/>			00011	Employee, Number 11	1/22/2013	W	F	✓		0.50			
<input type="checkbox"/>			00012	Employee, Number 12	8/22/2013	W	F	✓		0.50			
<input type="checkbox"/>			00013	Employee, Number 13	11/11/2014	A	F	✓	1.00				
<input type="checkbox"/>			00014	Employee, Number 14	11/13/2014	W	F	✓	2.00				
<input type="checkbox"/>			00015	Employee, Number 15	8/27/2015	H	F	✓					
<input type="checkbox"/>			00016	Employee, Number 16	8/27/2015	H	F	✓					
<input type="checkbox"/>			00017	Employee, Number 17	8/27/2015	B	F	✓	1.00				
<input type="checkbox"/>			00018	Employee, Number 18	10/12/2015	W	F	✓		0.50			
<input type="checkbox"/>			00019	Employee, Number 19	8/25/2016	W	M	✓	0.50				
<input type="checkbox"/>	T		00020	Employee, Number 20	12/1/2016	B	F				1.00		
<input type="checkbox"/>			00021	Employee, Number 21	12/5/2016	B	F						

Click in the cell to select the change code “T – Temp Part-Time”

Then enter the number of temp hours

You can repeat this process for each staff member in your school who has (or will have) temporary part-time hours.

Recommending Involuntary Transfer of a Staff Member

If you need to indicate in your Para Grid a staff member you are recommending for involuntary transfer, then you should click in the **Involuntary Transfer** checkbox in the row containing that staff member:

Employee Info								
Involuntary Transfer	Change Code	Effective Date	Employee	Employee Number	Start Date	Race	Gender	HQ:
<input checked="" type="checkbox"/>			00000	Employee, Number 0	2/23/1998	W	F	✓
<input type="checkbox"/>			00001	Employee, Number 1	10/20/1998	W	F	
<input type="checkbox"/>			00002	Employee, Number 2	10/9/2000	W	F	✓
<input type="checkbox"/>			00003	Employee, Number 3	0/15/2002	W	F	✓

Click here to indicate if a staff member is being recommended for involuntary transfer

Note: If the staff member you recommend for involuntary transfer has more seniority than another staff member, you will need to provide the rationale for the recommendation in the box at the bottom of the Para Grid:

signed	16.00			11.00	2.00		2.00	6.00
Hours	16.00			11.00	2.00		2.00	6.00
e + Or -								
Rationale required if involuntary transfer or the change is for a more senior staff member								

Enter your rationale for recommending hours changes or involuntary transfer of a more senior staff member

In order to “zero-out” the assigned hours for the staff member you are recommending for involuntary transfer, remember to select a **Change Code** so that you can remove the hours for that staff member:

When recommending the least senior staff member for involuntary transfer, you would select this Change Code

Select Change Code

V - Voluntary

S - Student Needs

M - Medical Needs

B - Balanced Staffing

LN - Language Needs

P - Program/Account Change

O - Operational Needs

LS - Least Senior

H - Hours Increased

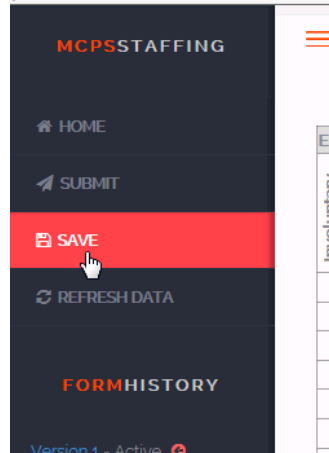
T - Temp Part-Time

NONE

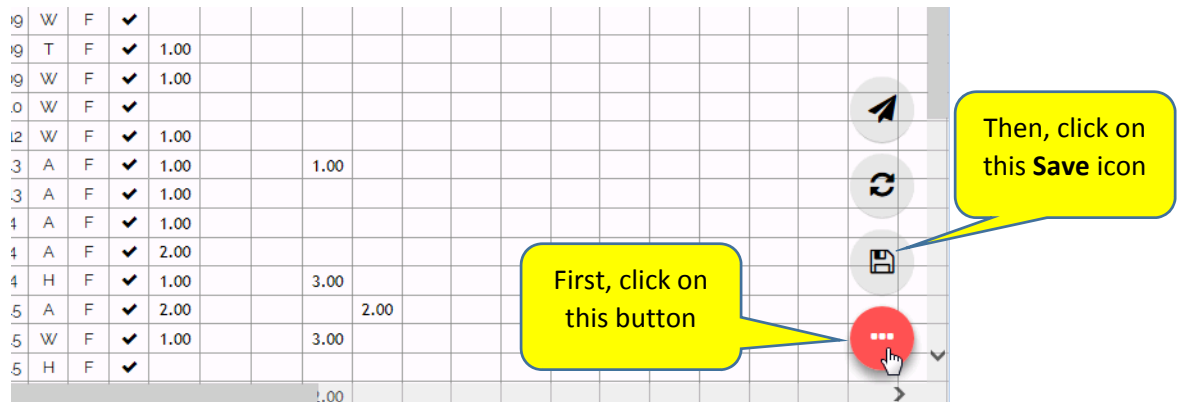
Done

Saving Your Para Grid Prior to Submission

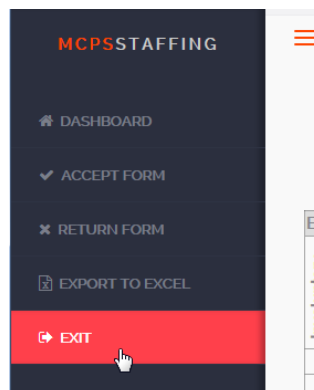
If you are working on your Para Grid and need to stop working on it to attend to other matters, you can save the changes you have made and resume working on it at a later time. When you are ready to save your Para Grid, click on **Save** in the navigation bar on the left of the screen:



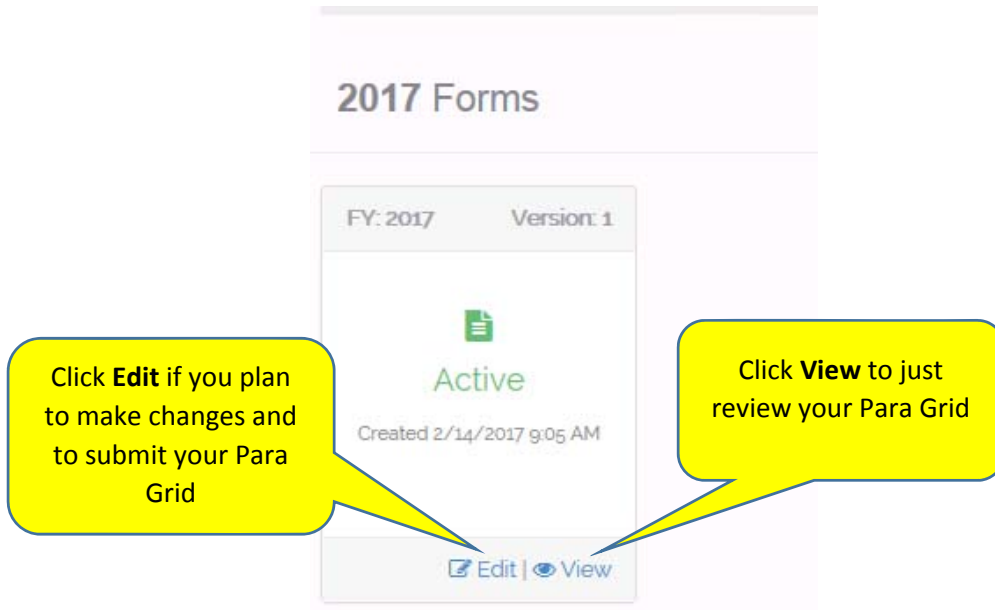
Another option for saving your Para Grid is to click on the red “button” icon that always sits in the bottom right corner of your screen, and then click the **Save** icon:



After you have saved your Para Grid, you can exit the Para Grid System by clicking on **Exit** in the left-side navigation bar:



Upon accessing the Para Grid System again, the grid that you saved will be displayed as the **Active** version of your grid, with the choice to **Edit** or **View** it. If you plan to make any changes or if you will be submitting your Para Grid to DCS, then click on the **Edit** icon. If you simply want to view your Para Grid, click on the **View** icon:



After you have submitted your grid, you will see a confirmation message at the top of your grid indicating the date and time of the submission, and the MCPS username of the person who submitted the grid. In addition, the navigation bar's **Form History** will show that the version you were working on is now in a "Submitted" status:

The screenshot shows the MCPSTAFFING application interface. At the top, a pink notification bar states: "This form was submitted on 2/15/2017 9:05:39 AM by aaa0010". Below this is an "Employee Info" table. On the left, a dark sidebar contains a "FORM HISTORY" section with the following entries: "Version 4 - Submitted", "Version 3 - Submitted", "Version 2 - Accepted", and "Version 1 - Submitted".

Involuntary Transfer	Change Code	Effective Change Date	Employee ID	Employee Name	Hire Date	Rac	Gen
			00000	Employee. Number 0	2/14/1991	W	F
			00001	Employee. Number 1	8/29/1996	W	F
			00002	Employee. Number 2	8/31/2000	B	F

Upon submission of your Para Grid, an email will be sent to DCS indicating that your school's grid has been submitted and is ready for review. In addition, a copy of the email will be sent to the principal of the school and the principal's delegates, if he/she has identified delegates in the SAE system:



NOTE: Once a grid has been submitted, it cannot be edited by anyone – it can only be viewed.

What Happens after Your School's Para Grid has been Submitted?

When a DCS staff member reviews your submitted Para Grid, he/she will make a decision to either “**Accept**” or “**Return**” the Para Grid. If the decision is to accept the grid, an email will be sent back to the principal and delegates indicating the grid has been accepted:

***** OPSG NOTIFICATION *****

The paraeducator staffing grid for Stephen Knolls School(562) has been accepted by Human Resources. Please log into OPSG to see the status of your grid.

If the DCS staff member's decision is to return the grid, the email will indicate that the grid has been returned with a note explaining the issue that needs to be resolved:

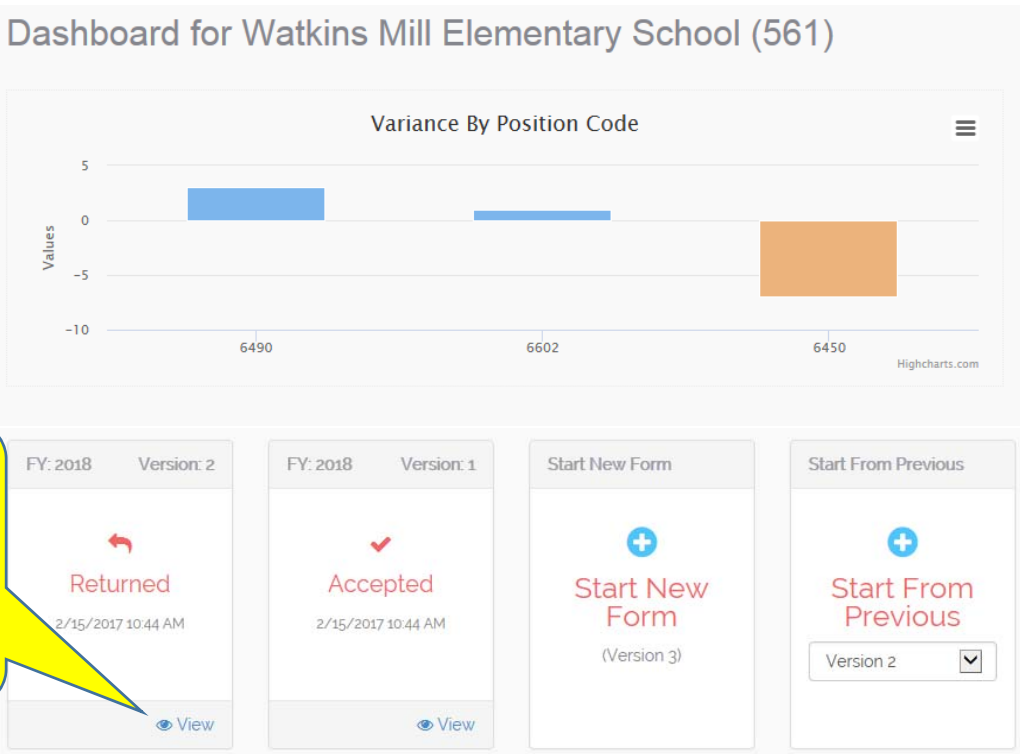
***** OPSG NOTIFICATION *****

The paraeducator staffing grid for Rock Terrace School(442) has been returned by Human Resources for the following reason:

Please enter change code "T" to manually enter TPT hours assigned to temps under the T6450 column. Thank you,Carolina

Please log into OPSG to see the status of your grid.

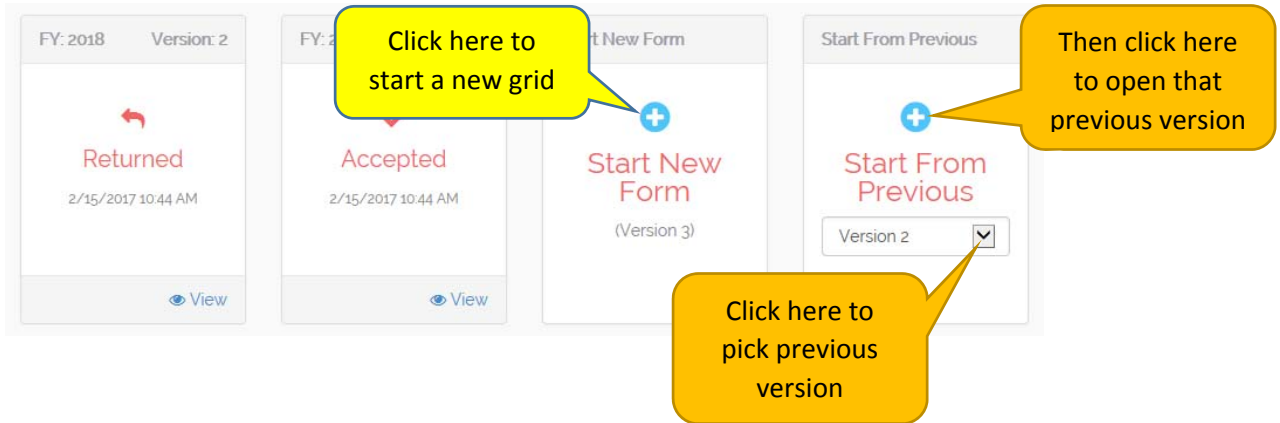
When you come back into the Para Grid system, your school's dashboard will show you all of your school's previous submissions along with the status of those submissions. If you would like to review a previously submitted Para Grid, click on its **View** icon:



Click on the view icon to review a previously submitted Para Grid

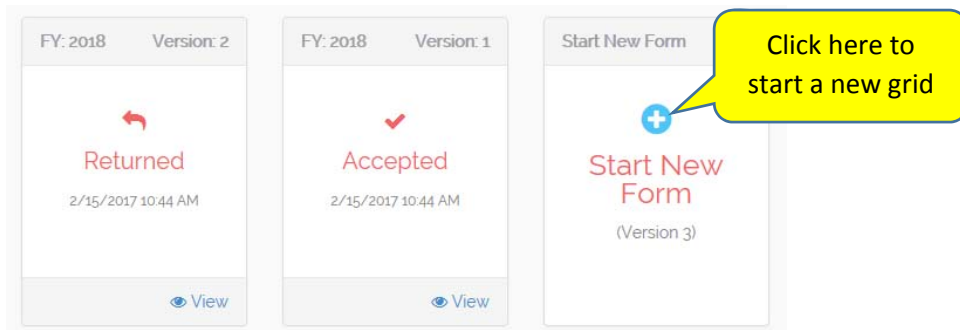
If you have been working on your next year's Para Grid and it has been returned by DCS, you have two options: (1) you can start a new grid that will not have any of the changes you made on your submitted grid or (2) you can start from a previously submitted grid. If you want to start from a new grid, click on the blue plus icon in the **Start New Form** box. If you want to start from a previously submitted grid, in the **Start From Previous** box, click on the drop-down arrow to select the version, then click the blue plus icon:

Next Year's Grids



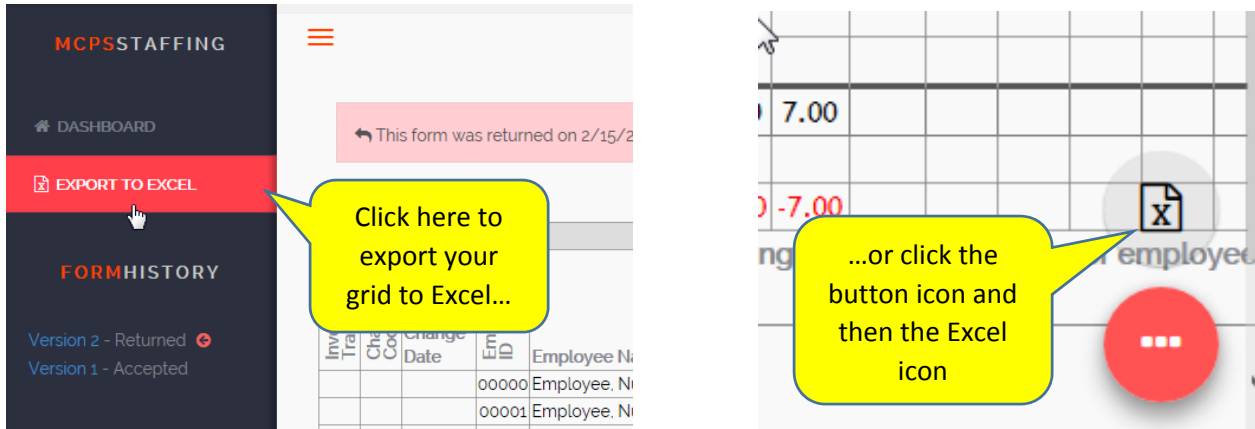
If you have been working on your current year's Para Grid and it has been returned by DCS, you will only have one option – to start a new grid. This is to assure that if any staffing or allocation changes have occurred at your school since you last worked on your Para Grid, that when you start working on a Para Grid again, it will reflect those staff and/or allocation changes:

Current Year's Grids



How to export your grid to an Excel worksheet

If you need to download your Para Grid to an Microsoft Excel worksheet, you can do that by using the **Export** function that is available in two places on your grid screen: (1) the navigation bar or (2) the button icon at the bottom right corner of your grid screen:



The exported Excel worksheet will not have the nice formatting of the grid on your screen, but it will permit you to print out the information in the grid:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Employee Info														
2	Involuntary Transfer	Change Code	Effective Change Date	Employee ID	Employee Name	Hire Date	Race	Gender	HQ status	Perm Lunch Hour Aide 6490	Perm Lunch Hour Aide 6491	TPT Lunch Hour Aide T6490	Para 6600	Para Sp Prog. 6602	ESC
3				0	Employee, Number 0	2/14/1991	W	F							
4				1	Employee, Number 1	8/29/1996	W	F					1		
5				2	Employee, Number 2	8/31/2000	B	F					3		
6				3	Employee, Number 3	4/4/2005	B	F					4		
7				4	Employee, Number 4	8/25/2005	W	F					3		
8				5	Employee, Number 5	10/24/2006	B	F			1				
9				6	Employee, Number 6	8/23/2007	H	F			0.5				
10				7	Employee, Number 7	8/27/2009	B	F			0.5				
11				8	Employee, Number 8	9/14/2009	B	F		1			2		
12				9	Employee, Number 9	9/26/2011	H	F			1		2		
13				10	Employee, Number 10	7/1/2012	W	F							

Can more than one person work on the Para Grid for a school?

Yes, the Para Grid System does permit the principal and his/her approved delegates to work on a school's Para Grid. It is important to understand that the Para Grid System does not have a lock-out feature, which means that it is possible for two individuals to be working on a school's Para Grid at the same time. It is not recommended that two individuals work on the Para Grid at the same time because of the possibility that one person's grid changes will be over-written by the other person's grid changes.

Can I refresh my Para Grid if I want to discard my changes and start over again?

Yes, if you are working on your Para Grid and would like to discard changes you have made and want to start from a fresh grid, you can click on **Refresh** in the navigation bar on the left-side of your screen:

