

From: Tammy SENECA
To: Assistant Principals; Secretaries
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Subject: Discipline: Bus Referrals and Subs

Several of you have had a problem with adding a discipline referral for substitute teachers/bus drivers because their names are not in the pop-up menu. I just talked to Virgil at JPAMS and here is the solution.

- 1) When you log into **Posting and Reporting** under the discipline button, change from HR to Master Schedule (see attached pic).
- 2) Click in the staff area - a popup menu will appear with employee names. Close this window and you will then be able to type into the staff square.
- 3) After completing this process, go back and change your setup back to HR. **DO NOT** keep your discipline on Master Schedule. This is how some of the discipline reports and bar graphs get skewed.

Thanks!
Tammy

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