

**Release Notes:  
Release 2.6.22**

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Release 2.6.22 includes the following updates and enhancements for myGalaxy.

### **New Galaxy Features for FY'07 Initial Scheduling Period (beginning April 24<sup>th</sup>)**

- Vacancy selections can be made from OMTS candidates, RMS for new hires, and employees who are in an approved status in the new Excess section.
- Approved vacancies will now be sent to OMTS/RMS (and EIS) in real time.
- Candidate selections can be made on approved vacancies by entering the intended SSN or EIS id of the applicant. Selections can continue to be made into unapproved vacancies.
- When entering the SSN of a candidate who is in RMS but not committed, the Principal is required to print the nomination form from Galaxy.
- OMTS applicants or Persons in Excess are allowed to be selected into an approved vacancy with an OMTS title.
- When an OMTS applicant is selected into either an approved or unapproved vacancy, Galaxy will notify OMTS of the selection (and notify RMS that the vacancy is no longer available).
  - For approved vacancies Galaxy will also release the funds in the original school by sending the original TO item to the Removals section funded with ASA ROC HH if the effective date is 8/31.
- When a person in Excess is selected into a new school the funds at the original school will be reduced to Zero if the effective date is 8/31.
- Approved vacancies with OMTS titles and selections of OMTS applicants cannot be recalled and the intended SSN cannot be changed.
- Unapproved vacancies with OMTS titles and selections of OMTS applications can be changed if the SSN was entered after 4/24. Intended SSN's entered between 3/20 and 4/24 cannot be changed.

### ***The following edit took effect about a month before the FY'07 Initial Scheduling Period opened and remains in effect:***

- When selecting a person into an approved vacancy, the person must have an application in OMTS and the applicant must have a release from the

Principal of their current school. The Agreement to Transfer document is required at the time of selection. If the person is approved in the Excess section, a release from the Principal is not required.

### **FY 2007: OMTS Applicants and Vacancy Management**

The FY2007 forecasting period ended on April 23rd and the initial budget allocations were released. Beginning April 24<sup>th</sup>, Galaxy users are able to send unapproved and approved vacancies to the Open Market transfer System (OMTS). OMTS is used to record and verify existing employees' interest in transferring to a new school. Once an employee has an application in OMTS, they are eligible to be selected into a vacancy. Approved vacancies will be sent to OMTS/ RMS in real time. Unapproved vacancies will continue to be sent to OMTS during a nightly process.

Beginning with the Initial Scheduling Period, Galaxy will allow other than OMTS applicants to be selected into vacancies with OMTS titles:

#### **Valid Selections into Vacancies with OMTS Titles:**

- OMTS Applicants with a valid SSN
- SSN of Persons in Excess (approved in black)

#### **Invalid Selections into Vacancies with OMTS Titles:**

- SSN of RMS Applicants with or without a commitment if the title of the vacancy is an OMTS title only (See Figure 1)
- SSN of Person in EIS and not in Excess
- SSN of Person not in EIS
- An employee whose title in EIS does not match the EIS title on the Vacancy
- An employee with a Common Branch license into an Alternative HS (D 79) vacancy.

*Galaxy Edits:* In addition to the edits that pertain to all vacancy selections described at the end of this document, Galaxy will display the following message (FIG.1) when the user attempts to enter a RMS SSN into a vacancy in an OMTS title only.

**FIG. 1**

RMS personnel will notify OMTS if a person was selected into a vacancy with a RMS SSN and the title is valid in both RMS and OMTS.

#### Approving Vacancies in Galaxy and the RMS/OMTS Notification Process:

Approved vacancies will now be sent to RMS/OMTS (and EIS) in real time. There is **one** file containing all approved vacancies that are eligible for OMTS or RMS. It is the responsibility of the RMS and OMTS technical teams to determine which vacancies belong to either RMS or OMTS.

During the approval process, Galaxy will directly notify OMTS that a candidate has been selected when the candidate has a SSN in OMTS and the title is valid in OMTS only. Galaxy will also send a request to RMS to remove the vacancy from the vacancy file.

In situations where the candidate is not in OMTS and the approved vacancy has a title that is valid in both RMS and OMTS, Galaxy will notify OMTS through RMS of any vacancy Add, Change, or Remove transactions.

When the vacancy does not have any intended information, the vacancy will be accessible to applicants with either RMS or OMTS titles.

Galaxy will notify RMS to remove the vacancy from the file if the SSN belongs to a person in Excess, and the vacancy contains a valid OMTS title. Galaxy will not send a candidate selection notification to OMTS.

#### Recalling OMTS Vacancies in Galaxy

Once an OMTS applicant is selected into a vacancy, the selection cannot be undone. The item cannot be recalled and the intended SSN cannot be modified. The following message will appear when attempting to recall the item in Galaxy 2000 (**FIG.2**).



**FIG.2**

Releasing Funds upon OMTS Transfer

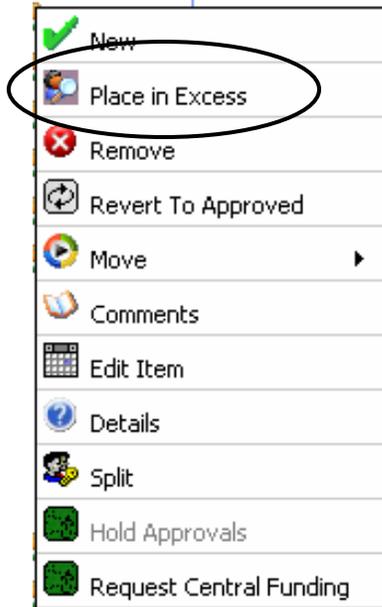
After a selection of an OMTS applicant to a vacancy is approved (Black), the original school will no longer be liable for the employees’ budget after the effective date of the transaction. The TO item for the person will be automatically sent to the Removals section in approved status (Black). The portion prior to the effective date (if applicable) will retain its original school funding, and the portion beginning with the effective date will be funded with TL ASA HH. The item cannot be removed or recalled. Schools will be able to see the change in the Infolink under the ‘Changes made by the System’ folder. The released school funds will appear in AC totals and the Transaction ledger.

**FY 2007 – Identifying and Managing Excessed Staff**

In FY 2007, individuals who are excessed in your school will be in a new TO section called **Excess** (FIG.1). There will be an Excess section in every TO. In order to place a person in this new section, you must use the ‘Place in Excess’ menu item on the icon menu (FIG.2). Excessed staff will NOT be in the Removals Section.

Excess							
Name	Title	Assignment Subject	Removal Date	Reason	Staffing Status	Budget Amount	Allocation
<u>Amin, Elizabeth</u>	Teacher - Regu	<u>Elementary C Library</u>	08/31/2006	Excess - Vc	REG	\$63,393	<u>TL Instructional Progi</u>

**FIG.1**

**FIG.2**

Placing someone in Excess is similar to placing someone in Hold Harmless. People in staffed jobs, that are Approved (Black) on the TO can be placed in the Excess section. You will be required to select a Reason Code in addition to an Excess effective date (Fig. 2). Below is a list of selectable Excess reason codes:

- Excess Voluntary
- Grade Reconfiguration
- Grant or Program Ending or Reduction
- Mandated Position no Longer Required
- Program Restructuring/Different License
- Register Loss
- Return from Leave or Sabbatical
- School Closing or Phasing Out

Excess Reason Selection -- Web Page Dialog

**myGalaxy**  
Move to excess

Assignment Effective Date: 8/31/2006      Assignment End Date: 6/30/2007

Please select a reason and the effective date for the move to Excess:

Excess - Voluntary  
 Grade Reconfiguration  
 Grant or Program Ending or Reduction  
 Mandated position no longer required  
 Program Restructuring/Different License  
 Register Loss  
 Return from Leave or Sabbatical  
 School Closing or Phasing Out

Enter Effective Date:

2006 August						
m	t	w	t	f	s	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today

Save Cancel

FIG. 2

People that are identified as in Excess on the FY'06 T.O. were not rolled over in FY'07 in the Excess section. Schools must newly identify these individuals as Excessed in the FY'07 T.O.

### Who cannot be placed in Excess?

The following items may not be placed in the Excess section:

- OTPS, including automod items and Rolled Open Encumbrances
- Bulk Jobs and F Status
- Itinerants
- System Generated Mods
- People not on Budget
- People without Jobs

### Excessed Staff and DHR Approval

Excessed personnel in certain titles are subject to a seniority check. The edits that existed in FY06 for Hold Harmless items with an Excess Reason Code will

apply to excess items in FY07. If a person is not the least senior in their title/license, the record will be routed to DHR for approval and appear in Green (Pending Approval) in the Excess section.

If DHR approves the excess placement, the item will turn Red in the Excess section. If the item is approved by DHR before batch begins, it will be finalized the next day.

If DHR disapproves the excess placement, the school is notified via the disapproval pop-up screen. Once the school acknowledges the disapproval, the Green excess item is removed from the Excess section and will appear in its original section in Black.

If a person is in a title that is not subject to seniority edits, they will remain in Black (Approved) when moved to the Excess section (e.g. Least Senior Excess items are automatically approved).

#### Placing Excess Staff in Vacancies

People in the Excess section are automatically eligible to be selected as a candidate in a vacancy, as long as the item is in an approved status (Red or Black). This includes vacancies with OMTS titles. If the person is approved in the Excess section, a release from the current school is not required.

Before the EIS Rollover (which will take place at around 7/1/06), when an Excessed person has an intended SSN in another school, Galaxy will reduce the budget amount of the item in the Excess section and change its reason code to 'Selected in Another School'. After the EIS rollover, when the vacancy is finalized in EIS, the item will be removed from the Excess section entirely if the staffing date is 8/31. A B-segment will appear in the Excess section if the staffing date is later than 8/31.

#### Releasing Funds for Excessed Staff

When the selection of a person in Excess into a new vacancy is approved (but not yet finalized in EIS), the TO item in the person's original school will be updated with a budget amount of \$0 if the effective date is 8/31, or reduced appropriately if the effective date is after 8/31. The item in excess must be in Approved status (Red or Black). You will not be able to revert back the change to this item. Schools will be able to see the change in the Infolink under the 'Changes made by System' folder. The released school funds will appear in AC totals and the Transaction ledger.

### Moving Excess Staff

Schools will be able to move a person out of excess if the person is not selected into a new vacancy.

When a person is in the Excess section and is selected in an approved or unapproved new vacancy, the excess item in the person's original school cannot be moved out of the excess section in myGalaxy, or recalled in Galaxy 2000. The menu selections 'Move out of Excess' and 'Remove' will be 'grayed' out. Galaxy 2000 will display a message when trying to recall a vacancy for an approved excess person.

### Paying for Excessed Staff

Schools are responsible for paying for Excessed Staff with their own funds until they are placed elsewhere. The exceptions are as follows:

1. Closing Schools: Closed schools or schools scheduled to close in FY07 had all staff rolled over in the Excess section on the FY'07 TO and funded with TL Centrally Funded Excessed Staff.
2. In addition, schools may request central funding for excessed staff if they do not have adequate funding of their own. If ROCs approve such a request, they will allocate funds to the school in TL Centrally Funded Excessed Staff transfer utility allocation category. Reasons may include:
  - Phasing Out and Reconfigured Schools
  - Mandated positions no longer required
  - Other extenuating circumstances

Guidelines have been developed to ensure that all ROCs use the same criteria to evaluate these conditions.

ROC staff will need to monitor the TL Central Funded Excessed Staff Allocation Category for unscheduled balances as excessed staff are placed in other schools and periodically reduce the amounts. This Allocation Category does not allow school staff to schedule items (ROC Use Only) so schools will not be able to schedule funds for other purposes.

### **New Vacancy Edits**

After the forecasting period, Galaxy will implement additional rules for creating vacancies:

A new teacher vacancy cannot be created if an employee exists with the same subject in the Excess section and has not been placed or transferred (FIG. 3).



FIG.3

If a person is in the Excess section but they have not been approved, you will not be able to select the person in another school. Galaxy will return a message that the item cannot be created (FIG. 4).



FIG.4

When trying to staff an OMTS candidate or a person who is in Excess, the person's EIS title and the vacancy EIS title must match (FIG. 5).

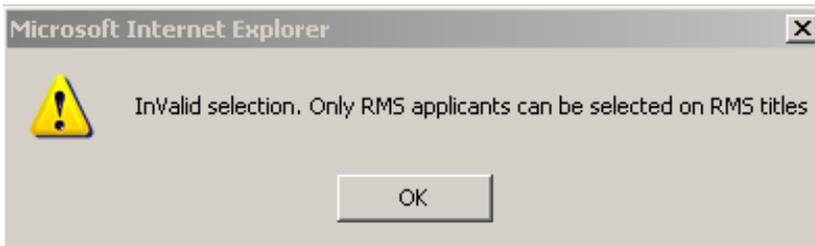


FIG.5

When trying to enter a SSN using Vacancy Window Option 3 (for existing employees for whom an SSN is known), you will receive a message (FIG.6) preventing entry if the SSN is not in OMTS/RMS or EIS. You would have to use Vacancy Window option 1 (for new employees) in this circumstance.

**FIG.6**

A person who is Approved in the Excess section cannot be selected into a vacancy with a title that is only in RMS (FIG.7).

**FIG.7**

If an OMTS candidate or an Approved person in Excess has a common Branch license (781B), Galaxy will prevent them from being selected into a vacancy in District 79 (FIG.8)

**FIG.8**