

**Release Notes:
Release 2.6.27**

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Release 2.6.27 includes the following updates and enhancements for myGalaxy.

Excessing Itinerants

MyGalaxy is now able to allow itinerants to be placed in the Excess section. You will use the 'Place in Excess' feature on the subshool T.O. to move the item into excess. The following conditions apply when attempting to excess itinerants:

- You can only excess itinerants from their respective subschools, **NOT** from the I-Location.
- All itinerant items must have an S pay cycle title.

Title conditions:

1. If the itinerant item contains one of the following titles below, the user can move the person to the Excess section in one or more of the subschools. In other words, a portion of the person can be placed in excess in the school in which they work.

Title Code	Description
GAZAQ	Guidance Counselor Assigned A
GAZBQ	Guidance Counselor Assigned B
GCGBQ	Guidance Counselor Bilingual
GCGCQ	Guidance Counselor
SYSYQ	School Secretary
CLPGQ	Psychologist In-Training
CLSPQ	School Psychologist
CLSPZ	School Psychologist (Mandated Services)
SUSPQ	Supervisor of School Psychologists
TRTS1	Teacher- Speech Improvement (Line 3101)
TRTS2	Teacher-Speech (Related Services)
TRTS3	Teacher- Speech Improvement (Line 3171)

CLSWQ	School Social Worker
CLSWZ	School Social Worker (Mandated Services)

Example:

The screenshot shows the Galaxy 2000 web application interface. At the top, there is a menu bar with options like File, GalaxyFunction, Tables, Tools, Session, Window, and Help. Below the menu is a toolbar with icons for Cost Factors, Allocations, Registers, Budget, Approvals, Status, Session, Help, and Exit. The user is identified as Edward Hartwell, and the current session is 021000-Itinerant. A welcome message is displayed, along with the address 65 COURT STREET, BROOKLYN, NY 11201. A sidebar on the left shows a 'To Do List' with items like 'People not on TO', 'Candidates Committed', 'Pending Approvals', 'Personnel Changes', and 'Unresolved Personnel Changes'. The main content area features a table titled 'Guidance/Social Workers' with columns for Name, Assignment, EIS Id Title, LOI, Program, Budget Amount, and Allocation. The table lists four individuals: Cesarano, Iud, Davidson, Tamar, Lamberti, Joseph, and Lucarelli, Claire. The last row is highlighted with a black border.

Name	Assignment	EIS Id Title	LOI	Program	Budget Amount	Allocation
<u>Cesarano, Iud</u>	<u>Attendance</u>	teacher - Attendance	<u>Na</u>	<u>None</u>	\$1,24,007	<u>Many</u>
<u>Davidson, Tamar</u>	<u>Counseling</u>	School Social Worker	<u>Na</u>	<u>None</u>	\$75,888	<u>*Many*</u>
<u>Lamberti, Joseph</u>	<u>Attendance</u>	Teacher - Attendance	<u>Na</u>	429,495,449.4	\$81,496	<u>*Many*</u>
<u>Lucarelli, Claire</u>	<u>Counseling</u>	3 Guidance Counselor	<u>Na</u>	<u>None</u>	\$73,210	<u>*Many*</u>

Itinerant Item

myGalaxy
Personnel Information

Title:

Title ID: GCGCQ Eff. Date: 8/31/2006 End Date: 6/30/2007 Title Type: Annual Position

Name:

EIS ID: Average Cost Basis:\$0

SSN: Average Cost Basis W/Fringe:\$0
(Cost basis may change depending on the allocation selected)

Start Date:

End Date:

Itinerant Information

School	Split Rate	Academy	Section	Gender	Eff Date	End Date	Allocation Category	Fund Amount
<input type="text" value="02M077"/>	<input type="text" value="40"/>	<input type="text"/>	Change Section	<input type="text"/>	<input type="text" value="8/31/2006"/>	<input type="text" value="6/30/2007"/>	TL Mandated Counseling	<input type="text" value="\$30,562.40"/>
<input type="text" value="02M198"/>	<input type="text" value="60"/>	<input type="text"/>	Change Section	<input type="text"/>	<input type="text" value="8/31/2006"/>	<input type="text" value="6/30/2007"/>	TL Instructional Programs	<input type="text" value="\$60,129.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Change Section	<input type="text"/>	<input type="text"/>	<input type="text"/>	Click for AC	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Change Section	<input type="text"/>	<input type="text"/>	<input type="text"/>	Click for AC	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Change Section	<input type="text"/>	<input type="text"/>	<input type="text"/>	Click for AC	<input type="text"/>

Budget Amount:

Title: Guidance Counselor. Staffed at subschools 02M077 and 02M198

myGalaxy InfoLink

Welcome, Edward Hartwell (Submit Access)

02M198 - PS 198 ISADOR E IDA STRA (ROC 96M699)
 1700 Third Avenue, New York, NY 10128
 (212) 289-3702
 Sharon Roebuck, Head of School

2006 - 2007 School Year (Galaxy_QA)
 Automatic approvals

Assignments

Name	Assignment	Notes
Lisa Dempsey	2nd Grade	Not added

Removals

Name	Title	Removal Date	Reason	Staffing Status	Budget Amount	Allocation
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Excess

Name	Title	Assignment Subject	Removal Date	Reason	Staffing Status	Budget Amount	Allocation
Lucarelli, Claire	Guidance Coun	Counseling	Na	08/31/2006	Excess - Vc	REG	\$25,588 *Many*

Subschool 02M198 Placed in Excess

2. If the itinerant item does **NOT** contain one of the titles listed in the above table, it cannot be moved to the Excess section unless it is fully assigned (Split Rate is 100%) in **ONE** subschool. The 'Place in Excess' option is grayed out if the itinerant does not meet this criteria.

OMTS Vacancy Eligibility:

If an itinerant item is in the Excess section, all portions (i.e. subschools) must be in the Excess section(s) to be eligible for selection into a vacancy with an OMTS title. If one portion of the itinerant is not in the Excess section, then the person is not eligible for selection into an OMTS vacancy.

For example, if an itinerant with title, School Psychologist has three subschools, and one subschool is in the Excess section, the itinerant cannot be selected into a vacancy.

Vacancy Edits When People are in Excess

Additional edits have been added to myGalaxy when creating vacancies when people are in excess. The purpose of these edits is to ensure that vacancies for people in a particular license are not created when there are people with the same license in excess. Galaxy uses a combination of title, subject and language of instruction as a proxy for license in these cases. These edits were developed in consultation with the Division of Human Resources.

In all cases edits on vacancies will be made first by EIS Title and Language of Instruction (LOI); for teachers in middle and high schools subject will also be included; for teachers in elementary schools subject will not be included unless the subject is "Reading".

We have confirmed with DHR that excessing in bilingual licenses is specific to the language. This enables us to use the edit outlined above in all cases. Specific LOI will be matched when creating a vacancy. For example a middle school math subject with LOI Spanish will not prevent the creation of a vacancy for middle school math subject with LOI Chinese. Note that Foreign Language is a subject with LOI English.

Schools needing an ESL vacancy should be sure to indicate that LOI of ESL. We will get a list from DHR of all employees currently licensed for ESL in elementary schools and update their TO records in Galaxy, either in their regular instructional section or in the excess section.

In certain circumstances, an additional step has been added to vacancy creation when a school has people funded with ASA for Centrally Funded Excessed Staff. Schools must first create the vacancy without an Intended SSN. This provides ROCs with an opportunity to ensure that schools with available funds to create vacancies are first 'spending down' their ASA CFES. Once approved, they can enter an intended, and then it will be routed to DHR if the criteria outlined below warrants DHR approval.

The following describes the edits:

1. If a school has no Persons in Excess, there will be no restrictions on your ability to create vacancies.
2. If a school has at least one person in Excess, Galaxy will first check the EIS Title and Language of Instruction. If you do have Persons in Excess with the same EIS title and Language of Instruction as the

vacancy you are creating, then the following rules apply:

- If you have items funded with ASA Centrally Funded Excess, then for the following types of items, you must first create vacancies with no intended information:
 - Vacancies with Lead Teacher Titles
 - Vacancies with stand-alone subjects* (see list below). Stand-alone Subjects are those which can be staffed with people holding any valid pedagogic license. Consequently, no assumptions are made by Galaxy regarding license.
 - Vacancies where the subject is not specified, or NA. Note this occurs when subject is not displayed on the TO, usually in non-classroom teacher sections, as well as in Special Needs.

These vacancies must first be approved by the ROC before intended information may be entered. Once approved by the ROC, intended information may be entered, after which the selection of the person to the job will be routed to DHR for approval.

- Note that Special Ed and Resource Room teacher titles will be combined for evaluating creation of vacancies. For example, you cannot create a resource room teacher if there is a special ed teacher in excess both with the same LOI. If the LOIs are different it is ok

**** List of Stand Alone subjects includes:

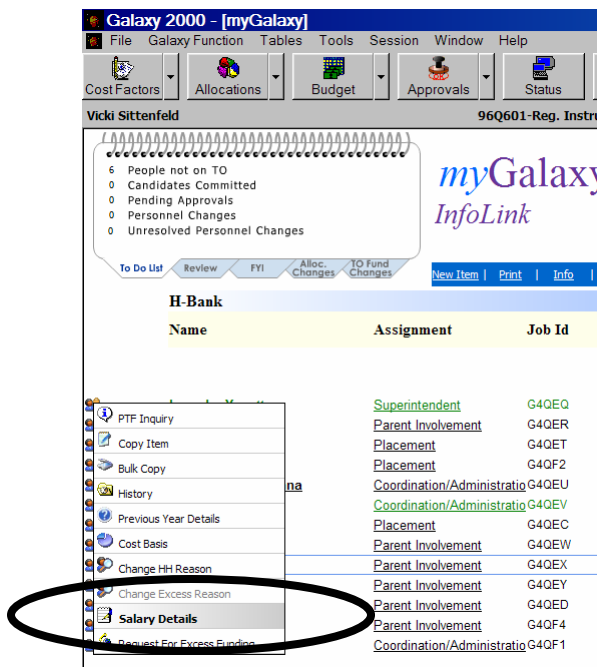
- TUTORING
- ORGANIZATIONAL/STUDY SKILLS
- CONFLICT RESOLUTION
- ENRICHMENT
- EARLY INTERVENTION
- LEARNING SPECIALIST
- PROGRAM SPECIALIST
- INTERVENTION/PREVENTION
- WORK STUDY
- VOCATIONAL

- Assignment of Intervention/Prevention will be added to this list shortly.

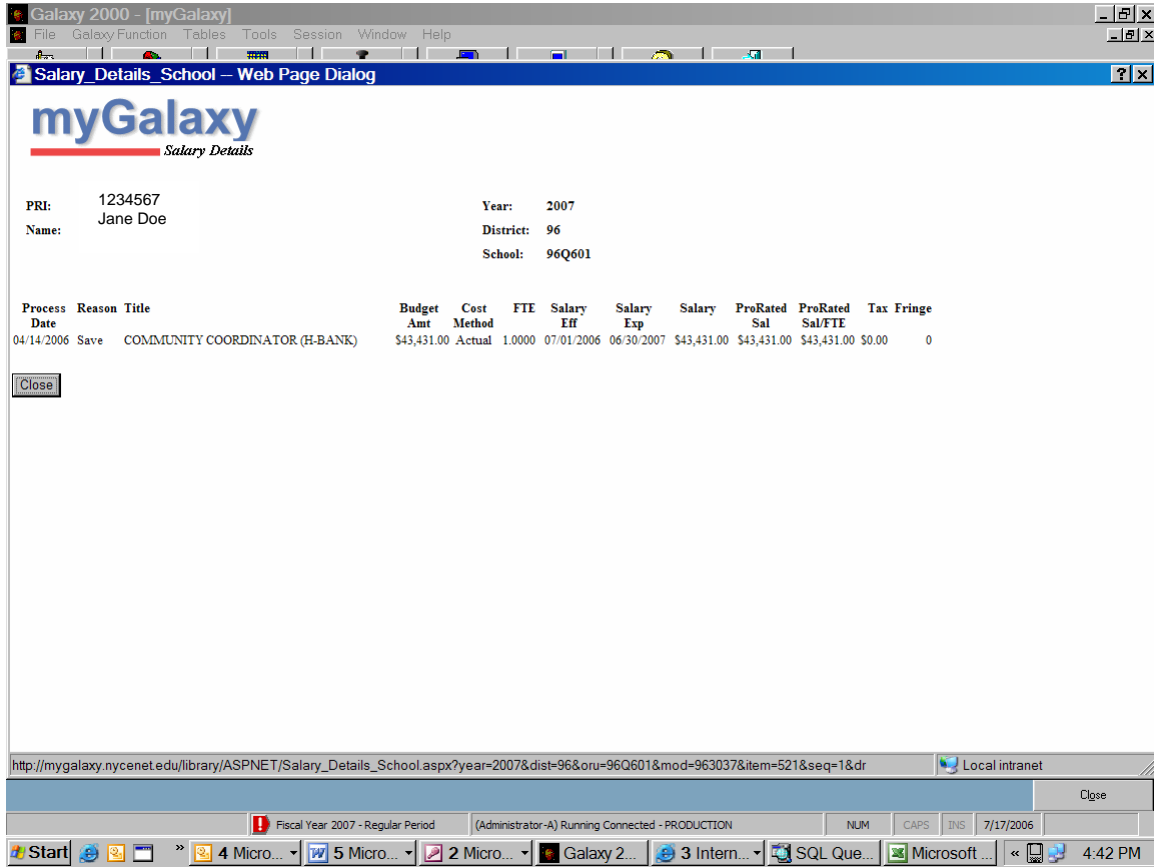
3. If you have no items funded with ASA Centrally Funded Excess, then vacancies with Lead Teacher Titles, Stand-Alone Subjects, or with subject NA may be entered with intended information, which will then be routed directly to DHR approval.
4. In an elementary school, you cannot create a new vacancy with the same EIS title and LOI as a Person in Excess. The only exception at this time is if the subject is Reading. Vacancies for people in elementary schools with a subject of Reading will be evaluated within title and language of instruction, distinctly from other vacancies.
5. In a non-elementary school, you cannot create a new vacancy with the same EIS title, LOI, and Subject as a Person in Excess.
6. None of these changes apply to District 97 at this time.

Salary Details

An additional menu item has been added to the line item menu icon called Salary Details accessible by right clicking on the menu icon.



Clicking on the Salary Details will bring you to the Salary Details School screen.



The screen will show the salary used the first time an item is valued, and every time thereafter. This screen should be used in place of the Cost Basis screen on the Info menu item in myGalaxy. It displays the Cost Method used (Actual or Average), whether fringe was applied, or a tax, and displays effective dates and the pro-rated amount based on when the salary was updated.

People Moving Out of Excess

Additional edits have been created to ensure that people who are moved out of the Excess section are placed in other sections and funding on the TO that is valid. Galaxy will check Funding Recommendations when people are moved out of the Excess section. To place a person in another section, the title must be valid for the section, and the funding must be valid for the assignment dates and TO attributes. This will ensure that people are not moved out of the Excess section with ASA for Centrally Funded Excessed Staff funding.