

**Release Notes:
Release 2.6.29 amended**

Table of Contents

MyGalaxy	3
Closing of the Open Market Transfer System	3
Lead Teacher Positions.....	4
Preventing Quick Code changes to OTPS items with Encumbrances	12
Preventing Modifications of SSN on Intended Vacancy	12
Move Out of Excess for non OMTS Titles	12
Galaxy 2000	13
Supervisor Salary Minimum	13

Release 2.6.29 includes the following updates and enhancements for myGalaxy.

MyGalaxy

Closing of the Open Market Transfer System

August 7th close of business was the end of the Open Market Period. Several changes were made in Galaxy that affect vacancies and staffing in EIS and Galaxy for pedagogic employees who were eligible to Open Market Transfers:

Beginning August 8th:

- Galaxy no longer sends unapproved vacancies to OMTS
- Galaxy only sends vacancies to RMS if the title qualifies for RMS
- An intended SSN must be either in EIS or in RMS in order to be valid for entry. Galaxy will no longer check to see if the intended SSN has an application in OMTS. Note that if the intended SSN is in Galaxy it is also in EIS.
 - a. If the intended SSN is in Galaxy as an approved person in excess, Galaxy will initiate a TEX transfer in EIS that night. No transactions can be done to that person while the TEX is in process.
 - b. If the intended SSN is either in RMS or in Galaxy/EIS but not in excess, the expectation is that a PTF will be generated via HRS. Once this PTF appears in EIS the person will be staffed into the intended job automatically.
 - c. In the case where the intended SSN exists in Galaxy/EIS and the employee is not in excess (and therefore not in RMS as a new employee), it will be necessary to have a release form signed by both the existing and new principals. Processing the release form will be done manually by the personnel liaisons in the regions and verified prior to generating the PTF.

Lead Teacher Positions

MyGalaxy is now able to automatically generate a Leader Teacher staffing reason when the Leader Teacher title is created on the TO. EIS uses the position code filed to trigger the increase the employee's pay for lead teachers. The EIS position code will be updated automatically by Galaxy when either a new vacancy is created or when the title is changed on either a vacant position or a staffed teacher. Several important things you need to know about Lead Teachers:

- Two new titles have been created: Teacher – Lead Teacher and Teacher Lead – Special Ed. Please be sure to use the appropriate title based on the license of the employee.
- Lead teachers will be paid at a higher rate and must be budgeted accordingly in order to receive that payment. Schools must change the title of existing staff to Lead Teacher (or Lead Teacher Special Ed), or create a vacancy using one of the Lead Teacher titles in Galaxy. Average salaries for Lead Teachers are \$10,000 higher than the school average salary. By changing the title to Lead Teacher, the budget amount will increase to support the higher pay rate.
- When a Lead Teacher item is created on the Galaxy TO, the EIS position code for that person will automatically be changed. There is no need to manually PTF the person into the new staffing reason code
- A staffed teacher can become a lead teacher at the start of the year or midway through the year. When a title change is approved on the myGalaxy T.O. it will finalize during the nightly batch process. Galaxy will create a new job ID and item number for the Lead Teacher, and history the regular teacher job.
- If an employee becomes a lead teacher mid way through the year, the Galaxy TO must be changed to reflect the new title and effective date. Budget and salary increases will be pro-rated from the effective date through the end of the school year.

Changing a Staffed teacher to a Lead Teacher position from the beginning of the year

The screenshot shows the 'myGalaxy Personnel Details' web page. The 'Title' dropdown menu is open, displaying a list of job titles. 'Teacher - Lead Teacher' is highlighted in blue. A callout box on the right side of the screen, containing the text 'Lead Teacher in Dropdown', has an arrow pointing to the selected item in the dropdown. Other visible fields include 'Cost Factor: \$61,750.00', 'Start Date: 8/31/2006', 'End Date: 6/30/2007', and 'Schedule Start Date: 8/31/2006'. The page also features a weekly schedule grid and options for employee count and holiday inclusion.

Open the PSI screen and select the Teacher- Lead Teacher title.

Once you select the Lead Teacher title you will notice that the PSI screen will change. The Cost basis will reflect the stepped-up salary that is required by the Lead teacher title. The Lead Teacher salary in Galaxy is \$10,000 greater than the school average salary used for budgeting. Once the item is approved by the Principal, the Cost Factor and the Dollar Amount indicator will reflect the increase salary.

Personnel Details Screen -- Web Page Dialog

myGalaxy
Personnel Details

Title:

Cost Factor: \$61,750.00 Title ID: TRTRL Eff. Date: 08/31/2006 End Date: 06/30/2007 Title Type: Annual Position

Name:

EIS ID: Average Cost Basis: \$71,750

SSN: Average Cost Basis W/Fringe: \$98,778
(Cost basis may change depending on the allocation selected)

Start Date:

End Date:

Schedule Start Date: Schedule End Date:

--Annual Position--

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Number of Employees: Include: Legal Holidays School Holidays

The (P/H/D) calculated from your schedule is 0.
Do you wish to use this calculated (P/H/D) or override this value and enter a (P/H/D) or Dollar amount directly?

Use (P/H/D) calculated from schedule.

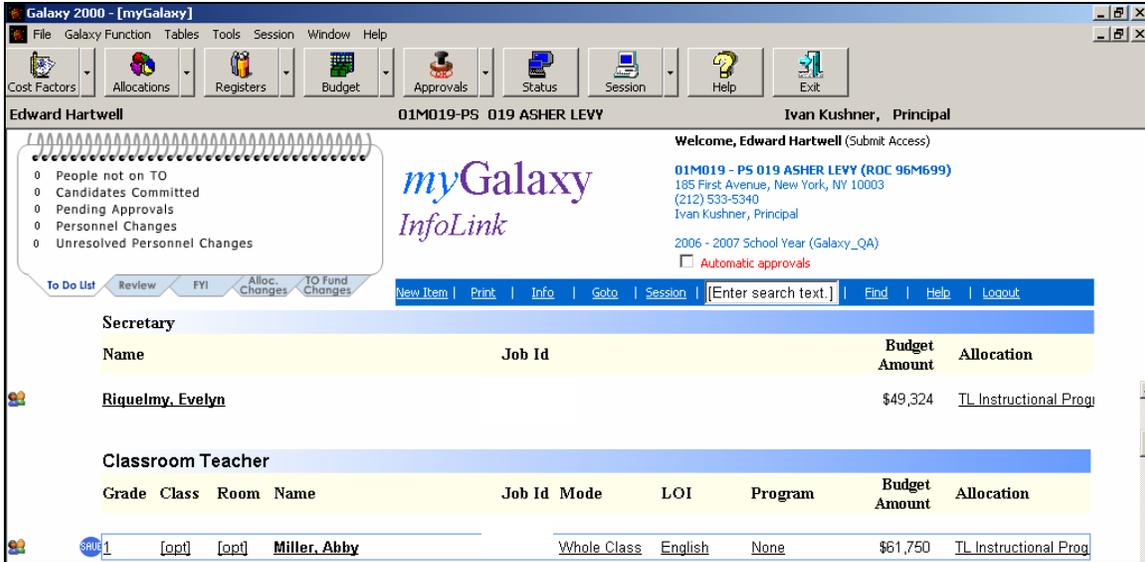
Enter (P/H/D)

Enter Dollar Amounts Directly (Please select funding to enter dollar amount)

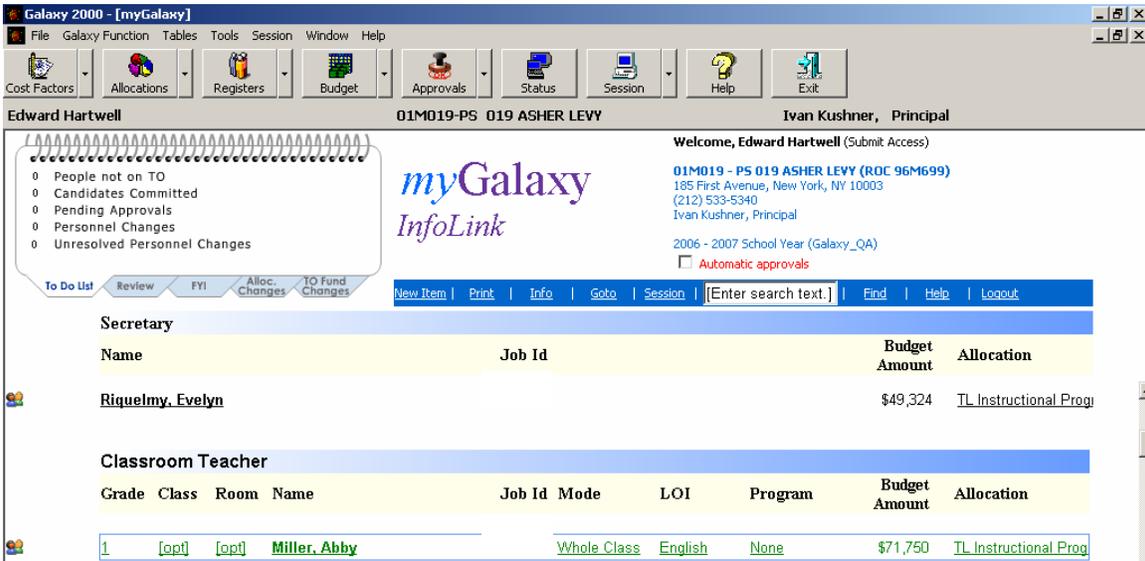
BreakFast: None 1/2 Hour 1 Hour 1 1/2 Hour

Hit the 'Save' button at the bottom to save the change.

When the item is saved on the PSI screen you will see that its appearance on the T.O. looks the same.



Hit the blue 'Save' button



Once you save the item on the T.O. the budget amount is adjusted to reflect the higher rate of a Lead Teacher.

After the item is ROC approved (RED) the batch process will remove the current job in EIS and create a new record with the Lead Teacher Title. When the item appears in Black, Galaxy will have created a new job ID and item number for the Lead teacher title.

If an item is multi-funded, the system will increase the budget amount based on the split percentages.

If you make a funding change to a Lead teacher assignment, the AC will be costed at the Lead Teacher rate

Creating a Regular Teacher to a Lead Teacher Position midway through the school year

When changing the title of an item to a Lead Teacher with an effective date other than the first day of school, you must use the **'Split'** feature to create a date split for the item.

The screenshot shows the myGalaxy interface for a Classroom Teacher list. The table below represents the data visible in the screenshot:

Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
[opt]			Miller, Abby		Whole Class	English	None	\$71,750	TL Instructional Progi
[opt]			Connolly, Nicole		Whole Class	English	None	\$51,999	TL Instructional Progi
[opt]			Coughlin, Brooke		Self-Container	English	None	\$61,750	TL SELF-CONTAIN
[opt]			Van Grover, Deborah		Whole Class	English	None	\$71,750	TL Instructional Progi
[opt]			Ehrlich, Jessica		Whole Class	English	None	\$61,750	TL Instructional Progi
[opt]			Gilbert, Karyn		Whole Class	English	None	\$61,750	TL Instructional Progi
[opt]			Miller, Marcy		Self-Container	English	None	\$61,750	TL SELF-CONTAIN
[opt]			Mitchell, Michele		Whole Class	English	None	\$1,421	TL Instructional Progi
[opt]			Mitchell, Michele		Whole Class	English	None	\$60,327	TL Instructional Progi
[opt]			Green, Stephen		Whole Class	English	None	\$61,750	TL Instructional Progi
[opt]			Applbaum, Sandi		Whole Class	English	None	\$61,750	TL Instructional Progi
[opt]			Parrales, Milagros		Self-Container	English	None	\$61,750	TL SELF-CONTAIN
[opt]			VACANT		12-1-1-3r	Yiddish	None	\$88,398	TL Instructional Progi

The 'Split Item' dialog box is shown with the following configuration:

- Assignment Effective Date:** 8/31/2006
- Assignment End Date:** 6/30/2007
- Select Split Type:** Split Job Split FTE
- Split Job Effective Date:** 2006 October 25
- Select a Section to Move the Second Leg of the Item:**
 - Main School/leadership
 - Main School/coordinator/supervisor/dean
 - Main School/classroom Teacher
 - Main School/elementary Cluster/quota
 - Main School/special Needs - Support Services
 - Main School/guidance/social Workers
 - Main School/professional/curriculum Development

When you create a date split you are selecting the date when the person is to become a Lead Teacher. In this example, the effective date of the Lead Teacher will be 10/25. Ensure that the split type is set to **'Split Job'**. During the batch process, Galaxy will

create a B-segment in EIS for the time period between the first day of school and the day before the split date for the old job.

myGalaxy InfoLink

Welcome, Edward Hartwell (Submit Access)

01M019 - PS 019 ASHER LEVY (R0C 96M699)
 185 First Avenue, New York, NY 10003
 (212) 533-5340
 Ivan Kushner, Principal
 2006 - 2007 School Year (Galaxy_QA)
 Automatic approvals

To Do List: 0 People not on TO, 0 Candidates Committed, 0 Pending Approvals, 0 Personnel Changes, 0 Unresolved Personnel Changes

Classroom Teacher

Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
4	[opt]	[opt]	Green, Stephen		Whole Class	English	None	\$61,750	TL Instructional Progr
5,6	[opt]	[opt]	Parrales, Milagros		Self-Contain	English	None	\$61,750	TL SELF-CONTAIN
K	[opt]	[opt]	VACANT Intended For: [Opt]		12.1:1.3r	Yiddish	None	\$88,398	TL Instructional Progr
K	[opt]	[opt]	VACANT Intended For: Chasin, Janet		8:1:1.4r	Tamil	None	\$61,750	TL Justice Center-La
K	[opt]	[opt]	Messer, Brendan		Collaborative	English	None	\$61,750	TL SELF-CONTAIN
K	[opt]	[opt]	VACANT Intended For: Reams, James		Reduced Clas	Cantonese	None	\$61,750	TL Special Needs
K	[opt]	[opt]	VACANT Intended For: [Opt]		Reduced Clas	English	None	\$90,472	TL Special Needs
K	[opt]	[opt]	VACANT Intended For: Vacant		12.1:1.3r	Yiddish	None	\$85,011	Universal Pre K
K	[opt]	[opt]	Golden, Lindsay		Reduced Clas	English	None	\$59,843	EGCSR STATE PRC
Pre K	[opt]	[opt]	Torres, Agnes		Whole Class	English	None	\$25,447	Universal Pre K
Pre K	[opt]	[opt]	Torres, Agnes		Whole Class	English	None	\$59,563	Universal Pre K
5	[opt]	[opt]	Applbaum, Sandi		Whole Class	English	None	\$11,171	TL Instructional Progr
5	[opt]	[opt]	Applbaum, Sandi		Whole Class	English	None	\$50,579	TL Instructional Progr

Galaxy will create the date split for the item. You will need to open the Personnel Details screen on the second split or the C-segment, to change the title to Lead Teacher. If you attempt to change the title of the first split (B-segment) an error message will appear:



Personnel Details Screen -- Web Page Dialog

myGalaxy
Personnel Details

Title: Teacher - Regular Grades
 [Please Select a Title]
 Coach - Math
 Teacher - Assistant
 Teacher - Bilingual
Teacher - Lead Teacher
 Teacher - Library
 Teacher - Regular Grades
 Teacher - Regular Grades (line 3101 Dist 97)

Cost Factor: \$50,578.13
 06/30/2007 **Title Type:** Annual Position

Name: [A] a name

EIS ID: [0]

SSN: [1] **Post Basis:** \$61,750
Post Basis W/Fringe: \$85,011
 (Cost basis may change depending on the allocation selected)

Start Date: 10/25/2006

End Date: 6/30/2007

Schedule Start Date: 10/25/2006 **Schedule End Date:** 6/30/2007

--Annual Position-- **Calculate**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	0	0	0	0	0

Number of Employees: 1 **Include:** Legal Holidays School Holidays

The (P/H/D) calculated from your schedule is 0.
 Do you wish to use this calculated (P/H/D) or override this value and enter a (P/H/D) or Dollar amount directly?

Use (P/H/D) calculated from schedule.

Enter (P/H/D) [1]

Enter Dollar Amounts Directly (Please select funding to enter dollar amount) [\$50,578.13]

BreakFast: None 1/2 Hour 1 Hour 1 1/2 Hour

Save Close **Add Comment**

This is the same step as changing the title to Lead Teacher from the beginning of the school year.

The screenshot shows the myGalaxy web application interface. At the top, there is a navigation menu with options like 'New Item', 'Print', 'Info', 'Goto', 'Session', 'Find', 'Help', and 'Logout'. Below the navigation is a 'Classroom Teacher' table with the following columns: Grade, Class, Room, Name, Job Id, Mode, LOI, Program, Budget Amount, and Allocation. The table contains several rows of data, with the last two rows highlighted in black:

Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
4	[opt]	[opt]	Green, Stephen		Whole Class	English	None	\$61,750	TL Instructional Progr
5,6	[opt]	[opt]	Parrales, Milagros		Self-Contained	English	None	\$61,750	TL SELF-CONTAIN
K	[opt]	[opt]	VACANT Intended For: [Opt]		12.1.1.3r	Yiddish	None	\$88,398	TL Instructional Progr
K	[opt]	[opt]	VACANT Intended For: Chasin, Janet		8.1.1.4r	Tamil	None	\$61,750	TL Justice Center-La
K	[opt]	[opt]	Messer, Brendan		Collaborative	English	None	\$61,750	TL SELF-CONTAIN
K	[opt]	[opt]	VACANT Intended For: Reams, James		Reduced Clas	Cantonese	None	\$61,750	TL Special Needs
K	[opt]	[opt]	VACANT Intended For: [Opt]		Reduced Clas	English	None	\$90,472	TL Special Needs
K	[opt]	[opt]	VACANT Intended For: Vacant		12.1.1.3r	Yiddish	None	\$85,011	Universal Pre K
K	[opt]	[opt]	Golden, Lindsay		Reduced Clas	English	None	\$59,843	EGCSR STATE PRC
Pre-K	[opt]	[opt]	Torres, Agnes		Whole Class	English	None	\$25,447	Universal Pre K
Pre-K	[opt]	[opt]	Torres, Agnes		Whole Class	English	None	\$50,562	Universal Pre K
5	[opt]	[opt]	Applbaum, Sandi		Whole Class	English	None	\$11,171	TL Instructional Progr
5	[opt]	[opt]	Applbaum, Sandi		Whole Class	English	None	\$58,770	TL Instructional Progr

Once the item is saved on the T.O., Galaxy will show the stepped up budget amount for the line with the Lead Teacher title. Once the items are ROC approved and finalized through batch, the line item with the Lead Teacher title will have a new job ID and item number.

If the title on a staffed position is changed from a Lead Teacher to a regular teacher, either at the beginning or in the middle of the year, Galaxy will follow the same process of creating a new job ID and item number, and putting the old job id and item number into history. Galaxy will also change the staffing reason back to a regular teacher. This will result in a pay reduction.

Preventing Quick Code changes to OTPS items with Encumbrances

FAMIS does not allow changes to quick codes on OTPS items which have pre-encumbrances or open encumbrances. The quick code can only be changed if there are no encumbrances or if all open encumbrances have been vouchered.

When a non-financial impact change occurs, defined as a change to a TO attribute such as Organization Category, Galaxy will check whether this results in a Quick Code change. If a quick code is changed on the item, Galaxy will check FAMIS for pre-encumbrances and encumbrances. If either or both are present, Galaxy will prevent the attribute change. If there are only liquidated expenditures against the item, Galaxy will allow the change.

Preventing Modifications of SSN on Intended Vacancy

Galaxy will prevent the modification of an intended SSN on an approved vacancy when the job on the vacancy is staffed in EIS but not staffed in Galaxy.

Move Out of Excess for non OMTS Titles

Galaxy has been updated to allow non-RMS and non-OMTS titles to be moved out of the Excess section.

Galaxy 2000

Supervisor Salary Minimum

Pedagogic supervisors are valued either at actual salary, or the title minimum, whichever is higher. Previously, minimum salaries for HS, JHS and Elementary Principals were costed at the same rate, the HS principal rate. A change was made to the Supervisory Salary Maintenance table to accommodate different minimum salaries for HS, JHS and Elementary Principals. If an item is valued at the old minimum salary then it will revalue at the new default salary when resaved.

The table below shows the minimum rates for elementary and junior high school principals now reflected in the Galaxy tables. There is no change for High School and SMED principal.

Title	Minimum Salary
Elementary School Principal	\$100,242
Junior High School Principal	\$103,214
High School Principal	\$107,694
Principal SMED	\$107,694