# FY2024 Kansas Adult Education Staffing Form

**Program**

*This form is not necessary for current staff. Simply email KBOR if a current employee's access needs have changed (e.g., due to a change in position).*

**New employee? Date hired:**         **Exiting employee? Date left\*:**

*\*NOTE: For exiting employees, the rest of this form can be left blank except program, employee name, and director signature. KBOR staff will automatically remove access to AESIS, GED Manager, and GoLearn, as applicable.*

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**AESIS**         *Remember to create a Staff Profile in AESIS for all AEFLA-paid employees, regardless of access!*

Authorization for KBOR to approve READ access to AESIS when the employee requests it.

Authorization for KBOR to approve WRITE access to AESIS when the employee requests it.

This employee does NOT need AESIS access (or leave all radio buttons in this section empty).

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**GED Manager**     *Employees needing access to GED Manager must provide a mobile phone number*

Employee needs GED Manager for Adult Education site(s). List site(s):

Employee needs GED Manager for Corrections site(s). List site(s):

This employee does NOT need GED Manager access (or leave all checkboxes in this section empty).

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**GoLearn –** This gives access to CCRS and Becoming an Adult Educator (required for instructors), plus the resource repository (resources for all staff).

Authorize KBOR to create account. An email will be sent to the employee when the account is activated.

This employee does NOT need GoLearn access (or leave all radio buttons in this section empty).

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**Time & Effort**

This employee is paid 100% through **one** AEFLA funding stream. Time and effort sheets will be submitted **semiannually**.

This employee is paid through **multiple** funding streams, at least one of which is AEFLA funding. Time and effort sheets will be submitted **monthly**.

This employee's funding will **vary** by month. Time and effort sheets will be submitted **monthly**.

This employee is paid 100% through **non-AEFLA** funding and does **not** need to submit any time and effort sheets to the state.

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**Other:**

Signature of program director/associate director. Digital ID will automatically include date of signature.

*Email to AdultEdReports@ksbor.org*