

## FY16 Staff EMIS Checklist for Final Staff and Course Collection

May 20, 2016

Reminder: ODE is no longer using EMIS reporting periods K (October) and N (June). EMIS Staff is now Reporting Period L. Reporting Period L will have two reporting windows.

FIRST Staff/Course Collection (L)

FINAL Staff/Course Collection (L)

There will no longer be an October count week. Employees are now reported when they are hired. Supplemental jobs are reported throughout the year.

NOTE: This checklist will assist you in reporting your Staff EMIS data, but you also need a copy of the Current EMIS Manual, Section 3 - Staff Records. The EMIS Manual contains specific requirements and rules. This checklist does not duplicate the EMIS Manual.

<http://education.ohio.gov/Topics/Data/EMIS>

Click on 'Documentation' under 'Topics'

Click on 'Current EMIS Manual'

Scroll down to Section 3 for Staff Records and the individual sub-sections

### CHECKLIST

#### 1. USPS staff records

Start by updating EMIS related fields in USPS for your current employees. See tables 2 and 3 for a list of the EMIS related USPS fields, and Section 3 of the EMIS Manual for details.

- a. Use the USPSCN modules to make your updates.
- b. Or, use USPSWeb
  - i. The ability to add and maintain CC – Contractor Only Staff, and CJ – Contractor Staff records, is in the USPS Web application **only**.

#### 2. Supplemental Jobs

- a. Report all supplemental jobs when the employee is hired or starts the job.
  - i. Include individuals whose only position in the district is supplemental.
  - ii. ex. Coaching, Advising
  - iii. 8xx position codes

#### 3. Note: The following fields are required for Final 16L, but were not required in First 16L

See ODE EMIS Manual for details on this data.

##### a. Long-Term Illness

- i. ABSRPT/ABS101, run for Detail, Transaction Type AB, Date Selection 07/01/2015 – 6/30/2016, and Category SI to generate a list of all absences during the year by employee. For those employees with 15 or more total days absent, look for 15 or more consecutive work days.
- ii. Long Term Illness is 15 or more consecutive days

- iii. Example: If an employee is out for 20 consecutive days near the beginning of the school year, 15 consecutive days later in the school year, and 5 single day absences throughout the school year, the Long Term Illness value is 35 (and the Absence Days value is 40).
- iv. Use USPSCN/BIOSCN to enter this value  
Or, use USPSWeb, EMIS, EMIS Entry Screen, Staff Demographics

b. Absence and Attendance Days

- i. The Data Collector will calculate these values automatically if you maintain absences in USPS.
- ii. If you do not use USPS for your absences, you'll need to hand enter in
  - o USPSCN/ATDSCN using AD ET for attendance and AD EB for absences
  - o Or, USPSWeb, Attendance, New, Transaction Type Adjustment and Category EMISAttendance/EMISAbsence .

c. High Quality Professional Development (HQPD)

- i. Enter this value in the HQPD field on USPSCN/POSSCN.  
Or, use USPSWeb, EMIS, EMIS Entry Screen, Staff Employment.

4. See the last page for instructions on EMIS reporting of an employee leaving your district.

- a. Consider employees who left during this school year and before
- b. Remember that employees who left your school district this school year need to be reported through the end of this Final Staff and Course Collection (FY16).

5. PERDET

Report lists EMIS demographic and job related data in USPS. This program is optional. The Data Collector will also generate these errors. You may find it helpful to run PERDET before the manifest is available in the Data Collector.

- a. At the MENU> prompt, type USPEMS, and then select PERDET.
- b. Fiscal Year = 2016

```
USPEMS Module: PERDET
PERDET - Personnel Data Detail Listing

Enter sort option (SN,N,I,P,A,C,E,?): <SN> _____

Enter Fiscal Year: <XXXX>_____

Would you like to exclude concealed employees from being reported (Y,N)? <Y> _
```

```

Select by specific employee(s)? (Y,N): <N>  _
Select by specific building IRN(s)? (Y,N): <N>  _
Select by specific position code(s)? (Y,N): <N>  _
Select only those employees containing errors (Y,N): <N>  _
Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B): <B>  _
Select appointment type(s) (A,1,2,3,4,5): <A      >  _____
Select by specific position status (Y,N)? <N>  _
Do you want each employee on a new page? (Y,N): <N>  _
Are extended service days included in the work days in contract?(Y,N) <Y>
Continue, Re-enter options, or Exit? (C,R,E,?): <C>  _

Selection in progress, please wait!
Processing report . . .
Output file is PERDET.TXT

```

- c. Review the PERDET Report for data errors and omissions and make corrections as needed.
- d. To correct and/or add required information, refer to Table 2 or Table 3 to determine which USPSCN module you need to access, or use USPSWeb.
- e. Rerun PERDET until errors are resolved.

### PERDET Report example

```

DATE: XX/XX/XX                               SAMPLE CITY SCHOOL DISTRICT                               PAGE: 1
TIME: 8:47 am                                EMIS DATA DETAIL LISTING WITH ERROR CHECKING                               (PERDET)
-----
888888888 SMITH, SUE                               Gender: Female Race: White, Non-Hispanic Birthdate: 04/18/62
Attend days : 245.0 Semester hours : 110 Education Lvl: Bachelors State Assgn ID: XXXXXXXXX
Absence days : 1.5 Auth. experience years: 13 Degree major: * Rpt to EMIS/ID: Yes/123456789
Long term dys: 0.0 Tot. experience years : 13 Other credential: USPS EMIS ID :
Job:02 Title: TEACHER                               Status: Active/Continuing employee in same position in district
Pos. code/desc : 230 - Teacher Assignment                               Assignment Funding
Report to EMIS : Yes Hours per day: 7.50 Separation reason: * Area Code Percent
Appointment type: Certificated No. work days: 182 Separation date : 00/00/0000 999370 L 100%
Position type : Regular Extended srvc: 0 Low grade : **
Position FTE : 1.00 Salary type : Annual High grade : **
Start date : 08/25/1999 Salary amount: 57,640.00 HQPD : Y
Building IRN : 555555 EMIS SPED FTE: 0.00 Qualified Parapro: *
-----
! - Indicates possible data error or invalid data in field.
? - Indicates the EMIS report flag does not correspond between the demographic record and position record.
# - Indicates the position funding percentage(s) do not equal 100%.
$$ - May produce an EMIS/ODE validation error.
++ - Informational message.
** - Indicates concealed employee (informational only)

```

## 6. USPEMX

Extracts data from your USPS files and creates a sequential file (sequential file will be used by USPSDC in the next step to load data into the Data Collector).

- a. USPEMX will extract CC – Contractor Only Staff and CJ – Contractor Staff. These records are entered in USPSWeb.
- b. USPEMX will extract CL – Staff Summer Employment Separation records. These records are created automatically. Requirements:
  - i. all jobs must have a position status of U
  - ii. and a calendar stop date
  - iii. and also a separation date after the last day of the previous school year, but before the first day of the current school year.
- c. At the MENU> prompt type USPEMS, and select the USPEMX option.
- d. Enter Fiscal Year 2016
- e. Are extended service days included in the work days in contract: This prompt is no longer relevant.
- f. Note: USPEMX will create the file USPEMX.SEQ. This file is no longer used because the Data Collector gathers this data automatically when a collection is started. USPEMX still needs to be run because it also creates the file USPEMX\_EMISR.SEQ when necessary, and this data is not picked up automatically by the Data Collector.

```
USPEMX - Extract employee data into EMIS detail file format.
```

```
Enter Fiscal Year: <XXXX> ____
```

```
Are extended service days included in the work days in contract (Y,N)? <Y> _
```

```
Continue, Re-enter, or Exit? (C,R,E,?) <C> _
```

```
Processing, please wait!
```

```
Processing Completed!
```

```
Output file is USPEMX.SEQ
```

```
Output file is USPEMX_EMISR.SEQ
```

## 7. USPSDC

If your run of USPEMX in the previous step creates the file USPEMX\_EMISR.SEQ, this means your district has Contractor Staff records, Contractor Only records, and/or Staff Summer Employment Separation Records. At this time, these three records are not gathered automatically when a collection is started, so they need to be loaded into the Data Collector.

- a. To do this, at the MENU> prompt type USPSDC.
- b. Look for the message 'Process Complete' to display to the screen.
- c. Check the email message sent to you when the process is complete.

8. Notify your EMIS Coordinator that you have staff data ready for Final Staff and Course Collection (FY16) submission.
  
9. Ask your EMIS Coordinator for a copy of any Level 1 staff related errors, along with any Staff Missing in the Preview/Review option.
  - a. Make any contractor related corrections in USPSWeb and then start again at step #6.
  - b. If your corrections are not related to contractor records, make them as needed and start again at step #8.
  
10. ODE will send Post processing reports twice weekly. You can access these reports on the web at: <http://reports.noacsc.org/> Click on EMIS.

**Table 2 Staff Demographic Record (CI) Data Elements**

The table below lists the location of each field within the traditional USPS screens. On USPSWeb, all fields are available under the EMIS option.

<b>Record Field Number</b>	<b>Data Element</b>	<b>USPS Field Name</b>	<b>USPS Screen</b>
CI150	<i>Absence Days Element</i>	See table 1	
CI155	<i>Absence Days/Long-term Illness Element, 15 consecutive days</i>	Long Term Ill	DEMSCN
CI140	<i>Attendance Days Element</i>	See table 1	
CI200	<i>Authorized Teaching Experience Years Element</i>	Authorized under Length of Experience	DEMSCN
CI070	<i>Date of Birth Element</i>	Birthdate	DEMSCN
CI225	<i>Early Childhood Education Qualification Element</i>	ECE Qualif	DEMSCN
CI100	<i>Education Level Element</i>	Education lvl	DEMSCN
CI050	<i>Employee ID Element</i>	EMIS ID; if blank, as defined on USPCON – ‘EMIS reporting ID’ flag	BIOSCN
CI090	<i>Gender Element</i>	Sex	DEMSCN
CI060	<i>Name Element</i>	Name	DEMSCN
CI080	<i>Racial/Ethnic Group Element</i>	Race	DEMSCN
CI110	<i>Semester Hours Element</i>	Semester hrs	DEMSCN
CI270	<i>State Staff ID Element</i>	State Assigned ID	DEMSCN
CI210	<i>Total Experience Years Element</i>	Total under Length of Experience	DEMSCN

**Table 3 Staff Employment Record (CK) Data Elements**

The table below lists the location of each field within the traditional USPS screens. On USPSWeb, all fields are available under the EMIS option.

<b>Record Field Number</b>	<b>Data Element</b>	<b>USPS Field Name</b>	<b>USPS Screen</b>
CK220	Assignment Area Element	Assign Area	POSSCN
CK090	Building IRN Element	Building IRN	POSSCN
CK050	Employee ID Element	EMIS ID; if blank, as defined on USPCON – ‘EMIS reporting ID’ flag	BIOSCN
CK210	Extended Service Element	Extended Service	POSSCN
CK260	Grade Levels Assigned\ Low Element	Low Grade	POSSCN
CK270	Grade Levels Assigned\High Element	High Grade	POSSCN
CK280	High Quality Professional Development Question Element	HQPD	POSSCN
CK160	Length of Work Day Element	EMIS Contract Info – Hours per day If above is blank, use Hours per day	JOBSCN2 JOBSCN2
CK250	Local Contract Code Element	Job	POSSCN/JOBSCN
CK190	Pay Amount/Rate Element	EMIS Contract Info – Contract amt If above is blank, the amount is calculated	JOBSCN2
CK180	Pay Type Element	calculated	
CK060	Position Code Element	Position Information Code Position Code	POSSCN JOBSCN
CK100	Position FTE Element	Emis Contract Info – FTE Same as Position Information - FTE If above not > 0 use Salary Schedule - FTE	JOBSCN2 POSSCN JOBSCN2
CK130	Position Fund Source Elements	Position Funding Code	POSSCN
CK120	Position Fund Source Percent Element	Position Funding Percent	POSSCN
CK300	Position Separation Date Element	Separation Date	POSSCN
CK230	Position Separation Reason Element	Separation Reason	POSSCN
CK080	Position Start Date Element	Position Information Start	POSSCN
CK070	Position Status Element	Position Information Status	POSSCN
CK140	Position Type Element	Position Information Type	POSSCN
CK290	Qualified Paraprofessional Element	Qualified Paraprofessional	POSSCN
CK170	Scheduled Work Days Element	EMIS Contract Info – Work Days If above is blank, use Work Days	JOBSCN2 JOBSCN2
CK310	Special Education FTE Element	Pos. Info – Spec. Ed FTE	POSSCN
CK150	Type of Appointment Element	Appointment type	POSSCN

## **EMIS reporting of an employee leaving your district**

- **Situation E:** If an employee leaves the district on or after the last day of the 14/15 school year, and works no days in the 15/16 school year, give that employee...
  - FIRST Staff and Course Collection (FY16)
    - Position Status U
    - Separation Date
    - Separation Reason
  - FINAL Staff and Course Collection (FY16)
    - Same as above
  - FIRST Staff and Course Collection (FY17)
    - Set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
  
- **Situation U:** If an employee works some days in the 15/16 school year and then resigns by the end of the FIRST Staff and Course Collection (FY16), give that employee...
  - FIRST Staff and Course Collection (FY16)
    - employee's Position Status remains the way it was set on the employee's last day of work
    - Separation Date
    - Separation Reason
  - FINAL Staff and Course Collection (FY16)
    - Report the employee the same as in the FIRST Staff/Course Collection(L)
  - FIRST Staff and Course Collection (FY17)
    - set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
  
- **Situation C:** If an employee leaves the district after the start of the FINAL Staff and Course Collection (FY16) and before the last day of school (or so close to the end of the FIRST Staff and Course Collection (FY16) that it is difficult to report in the first), give that employee...
  - FINAL Staff and Course Collection (FY16)
    - employee's Position Status remains as it was on the last day of work
    - Separation Date
    - Separation Reason
  - FIRST Staff and Course Collection (FY17)
    - set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
  
- **Situation A:** If an employee has a supplemental contract only, worked in the previous school year, and did not return for the current school year...
  - Set employee's Report to EMIS flags to N on POSSCN and DEMSCN (it's ok that these employees are not reported to ODE with separation date and reason; supplementals are not included in staff missing)
  
- **Situation T:** If an employee left your district prior to the last day of school year 14-15 and separation date and reason were reported in Final Staff and Course Collection (FY15), you are finished reporting this person and can now...
  - change the Report to EMIS flags on POSSCN and DEMSCN to N.