

FY18 Staff EMIS Checklist for Final Staff and Course Collection

March 5, 2018

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 'EMIS Manual'

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

New for FY18: Principal Experience Years

CHECKLIST

1. USPS staff records

Start by updating EMIS related fields in USPS for your new employees and those employees who have had changes. 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 USPSWeb 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 this collection, but were not required in the Initial Staff and Course Collection FY18

See ODE EMIS Manual for details on this data.

a. Long-Term Illness

- i. ABRPT/ABS101, run for Detail, Transaction Type AB, Date Selection 07/01/2017 – 6/30/2018, 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.
 - o You may include additional categories on the ABS101 report. One district had an employee use vacation, sick, personal and dock time to get through a maternity leave. Just remember that 15 consecutive days of vacation when

the person is not out for personal or family illness doesn't count toward long term illness.

- 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 the totals 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 (FY18).

5. USPEMS/PERDET

Report lists EMIS demographic and job related data in USPS. The Data Collector will also generate these errors.

- a. At the MENU> prompt, type USPEMS, and then select PERDET.
- b. Fiscal Year = 2018

```
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> _
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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

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- 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

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DATE: XX/XX/XX                               SAMPLE CITY SCHOOL DISTRICT                               PAGE: 1
TIME: 8:47 am                                EMIS DATA DETAIL LISTING WITH ERROR CHECKING              (PERDET)
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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: *
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! - 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)

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6. USPEMS/USPEMX

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

- a. At the MENU> prompt type USPEMS, and select the USPEMX option.
- b. Enter Fiscal Year 2018
- c. Are extended service days included in the work days in contract: This prompt is no longer relevant.

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. FNLUSPSDC

This program will load USPEMX.SEQ (and USPEMX_EMISR.SEQ if you have contractor data) into the Data Collector.

- a. To do this, at the MENU> prompt type FNLUSPSDC.
 - 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 in the Data Collector ready for the Final Staff and Course Collection (FY18) submission.
 - a. Ask your EMIS Coordinator to make sure the SIF Zone box is UNCHECKED when starting the collection.
 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 corrections and then start again at step #6.
 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, and the required EMIS reporting period. On USPSWeb, all fields are available under the EMIS option.

Record Field Number	Data Element	USPS Field Name	USPS Screen	Initial L	Final L
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, and the required EMIS reporting period. On USPSWeb, all fields are available under the EMIS option.

Record Field Number	Data Element	USPS Field Name	USPS Screen	Initial L	Final L
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 16/17 school year, and works no days in the 17/18 school year, give that employee...
 - INITIAL Staff and Course Collection (FY18)
 - Position Status U
 - Separation Date
 - Separation Reason
 - FINAL Staff and Course Collection (FY18)
 - Same as above
 - INITIAL Staff and Course Collection (FY19)
 - Set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
 - Conceal employee on BIOSCN

- **Situation U:** If an employee works some days in the 17/18 school year and then resigns by the end of the INITIAL Staff and Course Collection (FY18), give that employee...
 - INITIAL Staff and Course Collection (FY18)
 - 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 (FY18)
 - Same as above
 - INITIAL Staff and Course Collection (FY19)
 - set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
 - Conceal employee on BIOSCN

- **Situation C:** If an employee leaves the district after the INITIAL Staff and Course Collection (FY18) closes and before the last day of school (or so close to the end of the INITIAL Staff and Course Collection (FY18) that it is difficult to report in the Initial), give that employee...
 - FINAL Staff and Course Collection (FY18)
 - employee's Position Status remains as it was on the last day of work
 - Separation Date
 - Separation Reason
 - INITIAL Staff and Course Collection (FY19)
 - set the employee's Report to EMIS flags to N on POSSCN and DEMSCN
 - Conceal employee on BIOSCN

- **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)
 - Conceal employee on BIOSCN

- **Situation T:** If an employee left your district prior to the last day of school year 16/17 and separation date and reason were reported in Final Staff and Course Collection (FY17), you are finished reporting this person and can now...
 - set the Report to EMIS flags on POSSCN and DEMSCN to N.
 - Conceal employee on BIOSCN