Reporting FY15 staff data in Final 15L EMIS when you purge FY16 contracts before Final 15L EMIS reporting closes

Your district may be in a situation where you need to start paying some employees on FY16 contracts before Final 15L EMIS reporting closes.

Screen 2 of JOBSCN contains a separate set of fields called 'EMIS Contract Info' that allow you to hold onto the FY15 data for EMIS reporting (see screen shot at bottom of this message), while paying the employee on their FY16 contract. This will ensure that the salary data on various June Staff EMIS reports will be accurate.

The Data Collector pulls staff demographic and job data from USPS. It first looks in the EMIS Contract Info fields. If there are any values in the EMIS Contract Info fields, those values will be used. If the EMIS Contract Info fields are blank, the data collector will pull from the regular payroll related fields instead. Those employees starting new contracts before the close of Final 15L will need their FY15 data placed into the 'EMIS Contract Info' fields for Final 15L EMIS reporting.

NEWCNT/PURGE

One option is to use the prompt in NEWCNT/PURGE, 'Update JOBSCN EMIS contract fields with values from old contract'. The options are:

- Y= If the NEWCNT EMIS contract fields are blank, then the EMIS contract fields on JOBSCN will be loaded with the old contract values.
- N= The JOBSCN EMIS contract fields will NOT be updated with the old contract JOBSCN values.

Before running NEWCNT/PURGE and answering 'Y' to the above prompt, there are two things to keep in mind.

First check that the EMIS contract fields on screen 2 of NEWCNT/MAINT are blank.

Second, check the EMIS contract fields on JOBSCN, screen 2. These fields are typically blank except in cases where you've had a mid-year contract change, or you have a special EMIS reporting situation. If you have values in these fields that should be reported to EMIS for Final 15L, you can either make a note of them and re-enter by hand after the purge, or enter those values in the EMIS contract fields on screen 2 of NEWCNT/MAINT.

After Final 15L closes, you can set the 'Update JOBSCN EMIS contract fields with values from old contract' to 'N' when running NEWCNT/PURGE.

As always, if you'd like us to make a copy of your data before running the purge, post a ticket or send email.

HAND ENTER

If you enter your FY16 contract data into JOBSCN by hand instead of using NEWCNT, make the changes to the EMIS Contract Info fields on screen 2 of JOBSCN at the same time.

If you have any questions on either method, let us know.
(In the instructions for First 16L, there will be a step to clear FY15 contract values out of the EMIS Contract Info fields.)