FY19 Staff EMIS Checklist for Final Staff and Course Collection *Redesign*

February 11, 2019

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 as of 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 Core/EMIS Entry modules to make your updates.
 - The CC-Contractor Only Staff records can be found at Core/EMIS Entry/EMIS Contracted Service (CC) tab
 - ii. If you have CJ records, the module must be turned on in System/Modules. Contact NOACSC.

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. Run EMIS List Report

- i. Run report with no filters
- ii. Helpful tips:
 - Position and Compensation Report to EMIS flags = CK record
 - a. Must have a Compensation Record reported to EMIS in order for the Position to be reported

- Only the Compensation Record for this current school year should be reported
- o Employee Report to EMIS flags = CI Record
- If there is not a CK record to report then the CI record will not be reported either

b. Report to EMIS

- i. The flags can be found at:
 - Core/Employee or Core/EMIS Entry/EMIS Employee Entry
 - Core/Position or Core/EMIS Entry/EMIS Position Entry
 - Core/Compensation

c. <u>Long-Term Illness</u>

- i. Run SSDT Attendance Journal Report from the Home menu
 - Start Date = 07/01/2018
 - End Date = 06/30/2019
 - Type = Absence
- ii. For those employees with 15 or more total days absent, look for 15 or more **consecutive work days**.
 - An employee can use vacation, sick, personal and dock time to get through a maternity leave. 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.
- iii. Long Term Illness is 15 or more consecutive work days
 - 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. Enter this value in Core/EMIS Entry/EMIS Employee Entry

d. Absence and Attendance Days

- i. The Data Collector will calculate these values automatically if you maintain absences in USPS.
- e. <u>High Quality Professional Development (HQPD)</u>
 - i. Enter this value in the HQPD field on Core/EMIS Entry/EMIS Position Entry
- 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 (FY19).

- 5. Notify your EMIS Coordinator that a collection can be started in the Data Collector for the Final Staff and Course Collection (FY19) submission.
 - a. Ask your EMIS Coordinator to make sure the SIF Zone box is <u>CHECKED</u> when starting the collection.
- 6. 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 restart the collection.
- 7. 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 1 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. In Core/EMIS Enter, all fields are available under the EMIS Employee Entry and EMIS Position Entry tabs.

Record Field Number	Data Element	USPS Field Name	USPS Screen	Initial L	Final L
CI150	Absence Days Element	Calculated	Attendance		$\sqrt{}$
CI155	Absence Days/Long-term Illness Element, 15 consecutive days	Long Term Illness	Employee Entry		$\sqrt{}$
CI140	Attendance Days Element	Calculated	Attendance		\checkmark
CI200	Authorized Teaching Experience Years Element	Authorized Experience	Employee Entry	$\sqrt{}$	✓
CI070	Date of Birth Element	Birth Date	Employee Entry	$\sqrt{}$	$\sqrt{}$
CI225	Early Childhood Education Qualification Element	ECE Qualification	Employee Entry	√	V
CI100	Education Level Element	Degree Type	Employee Entry	V	V
CI050	Employee ID Element	EMIS ID	Employee Entry	√	V
CI090	Gender Element	Gender	Employee Entry	V	V
CI060	Name Element	Employee Name	Employee Entry	V	V
CI080	Racial/Ethnic Group Element	Primary Race	Employee Entry	√	$\sqrt{}$
CI110	Semester Hours Element	Semester Hours	Employee Entry	V	V
CI270	State Staff ID Element	Credential ID	Employee Entry	V	V
CI210	Total Experience Years Element	Total Experience	Employee Entry	√	$\sqrt{}$
CI330	Principal Experience Years	Principal Experience	Employee Entry	√	V

Table 2 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. In Core/EMIS Enter, all fields are available under the EMIS Employee Entry and EMIS Position Entry tabs.

Record Field Number	Data Element	USPS Field Name	USPS Screen	Initial L	Final L
CK220	Assignment Area Element	Assignment Area	Position Entry	V	√
CK090	Building IRN Element	Building IRN	Position Entry	$\sqrt{}$	$\sqrt{}$
CK050	Employee ID Element	EMIS ID	Employee Entry	$\sqrt{}$	$\sqrt{}$
CK210	Extended Service Element	Extended Service	Position Entry		$\sqrt{}$
CK260	Grade Levels Assigned\ Low Element	Low Grade	Position Entry	V	V
CK270	Grade Levels Assigned\High Element	High Grade	Position Entry	$\sqrt{}$	$\sqrt{}$
CK280	High Quality Professional Development Question Element	High Quality Professional Development	Position Entry		$\sqrt{}$
CK160	Length of Work Day Element	Hours In The Day	Position Entry	$\sqrt{}$	$\sqrt{}$
CK250	Local Contract Code Element	Position Number	Position Entry	V	$\sqrt{}$
CK190	Pay Amount/Rate Element	Contract Amount	Position Entry	V	
CK180	Pay Type Element	Calculated	Compensation	V	
CK060	Position Code Element	Position Code	Position Entry	V	
CK100	Position FTE Element	Full Time Equivalence	Position Entry	V	$\sqrt{}$
CK130	Position Fund Source Elements	Funding Source Code	Position Entry	V	$\sqrt{}$
CK120	Position Fund Source Percent Element	Percent	Position Entry	V	√
CK300	Position Separation Date Element	Separation Date	Position Entry	V	$\sqrt{}$
CK230	Position Separation Reason Element	Separation Reason	Position Entry	V	$\sqrt{}$
CK080	Position Start Date Element			V	$\sqrt{}$
CK070	Position Status Element	Position Status	Position Entry	V	
CK140	Position Type Element	Position Type	Position Entry	V	$\sqrt{}$
CK290	Qualified Paraprofessional Element	Paraprofessional	Position Entry	V	V
CK170	Scheduled Work Days Element	Contract Work Days	Position Entry	√	
CK310	Special Education FTE Element	Special Education Full Time Equivalence	Position Entry	V	√
CK150	Type of Appointment Element	State Reporting Appointment Type	Position Entry	V	$\sqrt{}$

EMIS reporting of an employee leaving your district

- **Situation E**: If an employee leaves the district on or after the last day of the 17/18 school year, and works no days in the 18/19 school year, give that employee...
 - INITIAL Staff and Course Collection (FY19)
 - Position Status U
 - Separation Date
 - Separation Reason
 - FINAL Staff and Course Collection (FY19)
 - Same as above
 - INITIAL Staff and Course Collection (FY20)
 - Set the employee's Report to EMIS flags to N on Core/Employee
 - Conceal employee on Core/Employee
- **Situation U**: If an employee works some days in the 18/19 school year and then resigns by the end of the INITIAL Staff and Course Collection (FY19), give that employee...
 - INITIAL Staff and Course Collection (FY19)
 - employee's Position Status remains the way it was set on the employee's last day of work
 - Separation Date
 - Separation Reason
 - o FINAL Staff and Course Collection (FY19)
 - Same as above
 - INITIAL Staff and Course Collection (FY20)
 - set the employee's Report to EMIS flags to N on Core/Employee
 - Conceal employee on Core/Employee
- **Situation C**: If an employee leaves the district after the INITIAL Staff and Course Collection (FY19) closes and before the last day of school (or so close to the end of the INITIAL Staff and Course Collection (FY19) that it is difficult to report in the Initial), give that employee...
 - FINAL Staff and Course Collection (FY19)
 - employee's Position Status remains as it was on the last day of work
 - Separation Date
 - Separation Reason
 - INITIAL Staff and Course Collection (FY20)
 - set the employee's Report to EMIS flags to N on Core/Employee
 - Conceal employee on Core/Employee
- **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 Core/Position (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 Core/Employee

- **Situation T**: If an employee left your district prior to the last day of school year 17/18 and separation date and reason were reported in Final Staff and Course Collection (FY18), you are finished reporting this person and can now...
 - o Set the Report to EMIS flags on Core/Employee to N.
 - o Conceal employee on Core/Employee