

# **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.

- i. 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:
  - o 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



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 CHECKED 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.

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

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

## **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
  - 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...
  - Set the Report to EMIS flags on Core/Employee to N.
  - Conceal employee on Core/Employee