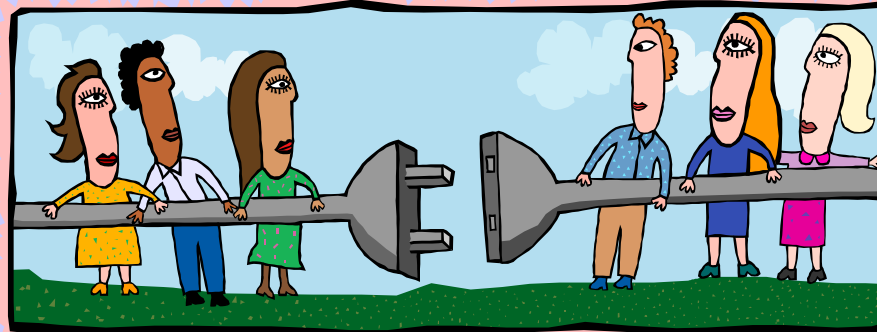


USPS and EMIS

Working Together



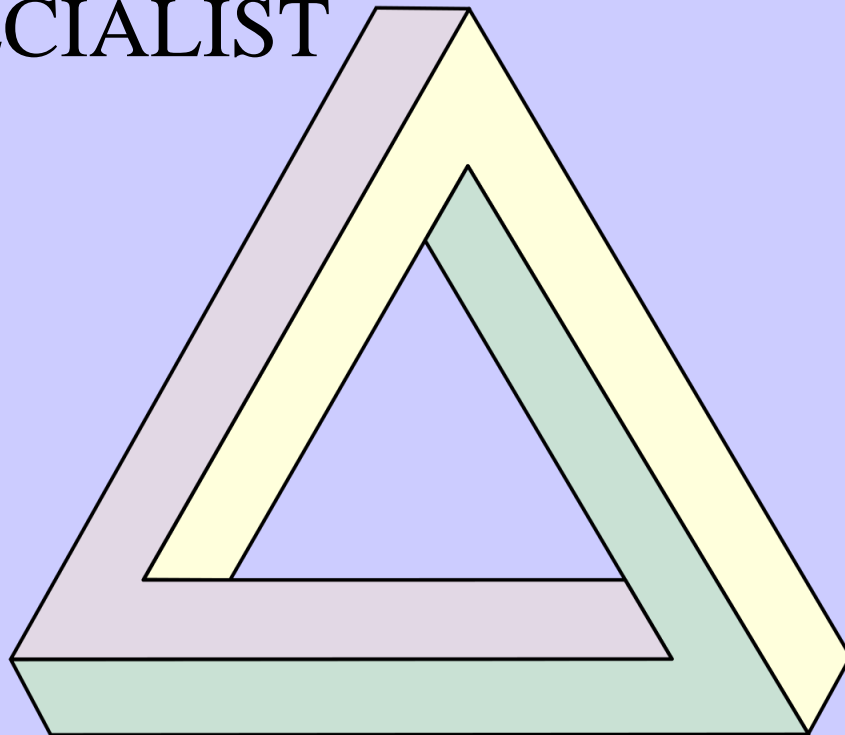
WHY SHOULD I CARE?

- State Report Card
- CUPP Report
- Comparability Among Schools
- Levy Information
- Recruitment Materials for Administrators
- Recruitment Materials for Parents
- Staffing Analysis

WHO CARES ABOUT
THE ACCURACY OF
THIS REPORT
ANYWAY?

THE PERFECT TRIANGLE

- EMIS COORDINATOR
- PAYROLL SPECIALIST
- TREASURER



CHECKING DATA

- Is the information correct for salary and position?
- Is educational level correct?
- Are years of service correct?
- Did we miss anyone?
- Did we stop reporting employees no longer with us?

EMIS REPORTING RESPONSIBILITIES

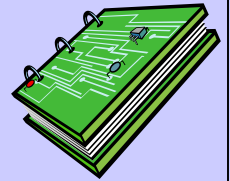
- **Why are districts and community schools asked to review and verify EMIS data?**

The data that districts and community schools report in EMIS significantly impacts the services and opportunities provided to students, by driving district funding, district and schools Report Cards, and other programs and services determined by district data. As such, it is critical for Superintendents and Treasurers to review their EMIS data and verify that data is accurate and complete.

EMIS REPORTING RESPONSIBILITIES continued...

- Superintendents are legally required to review and certify the quality of data, as noted in the following:
 - Ohio Revised Code [3301.0714](#) requires districts to report data in the statewide education management information system (EMIS).
 - Ohio Administrative Code [3301-14-01 \(G\)](#) requires district Superintendents and Treasurer to verify and approve all EMIS data for reporting purposes.
 - Ohio Revised Code [3317.03 \(B\)](#) requires district Superintendents to certify average daily membership (ADM) figures in the Funding Certification Report used to calculate funding.
- Ohio Revised Code [5705.391](#) in accordance with sections [3319.31](#) and [3319.311](#) of the Revised Code, may limit, suspend, or revoke a license as defined under section [3319.31](#) of the Revised Code that has been issued to any school employee found to have willfully contributed erroneous, inaccurate, or incomplete data required for the submission of the five-year projection required by this section.

REPORTING



- **Who do I report?**

- *individuals employed for any portion of the school year.
- *individuals or companies contracted by the school district personnel (e.g., bus drivers, food service staff, or therapists, etc.)
- *individuals who were employed during the current school year but who left prior the end of this school year

REPORTING

- **(continued) Who do I report?**
 - *individuals who are on leaves of absence
 - *substitutes who become the ‘teacher of record’
 - *individuals employed during the previous year who are no longer employed, including individuals who resigned over the summer
 - *individuals employed through supplemental contracts, even if the individual’s only position is a supplemental contract

REPORTING

- **(continued) Who do I report?**

- *full-time substitute teachers [permanent substitutes] hired as full-time substitutes; they should be reported with a position code of '225.' (if they have a contract with the district, are on a salary schedule and report to the district for work daily)

REPORTING

- **Who do I *NOT* report?**
 - *daily (as needed) substitute workers
 - *student employees
 - *board of education members
 - *adult education teachers
 - *game officials, ticket takers
 - *part-time help
 - *volunteers serving in the district
 - *daily (as needed) substitute teachers

CONTRACTOR RECORDS - CJ

- District providing services must indicate using the contractor designation with the school's IRN
- Classic – can only be done using USPSWEB – contractor information at the very bottom (CJ)
- Redesign – must use the EMIS Contracted Service (CJ) tab in EMIS Employee Entry

Determining Contractor CJ Records

- Based on an agreement with another entity or individual to provide services. The entity that pays the employee and provides services to your district is the *contractor*.
- The contractor is required to report the payroll information, etc. along with the district IRN for each school provided services.

Contractor Records - CC

- If district receives services from an entity who does not report through EMIS, the resident/educating district is responsible for reporting this employee.
- This is done using a Contract Only Staff Record (CC Record); no CJ record required.
- CC Records also require a CI (staff demographic) record along with CK (employment) record.

What is considered a long-term illness?

15 or more consecutive work days. A granted non-medical leave is NOT considered a long-term illness. LTI days are a subset of attendance days. ABSRPT (Classic) or Attendance Journal (Redesign) is helpful to sort through this

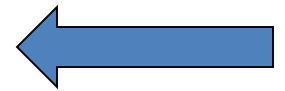


Classic Long-Term Illness

(Classic – BIOSCN)

Report to EMIS : _

Long term ill: _____



Part-time (benefits): _

Redesign Long-Term Illness

Redesign – Employee/State Reporting

| |
|--------------------------|
| 011129432 |
| Long Term Illness |
| 0.00 |
| Semester Hours |





Years of Experience Notes



- **What is the difference between**

***Authorized and Total* years of experience?**

Authorized = total years of authorized teaching experience as a regular or substitute in an elementary or secondary instruction for at least 120 days in a regular school year (ending June 30). Does not include teaching at a college, university, or related institution. Must be less than total years of experience

Total = total number of years of **all** certificated educational service (authorized and non-authorized). Maximum is 40 total years. Must be greater than or equal to the authorized years of experience

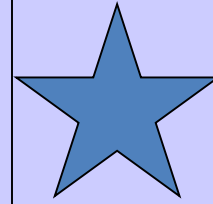
Incrementing Years of Experience

- In Classic, the **MASCHG/MASINC** program needs to be run to increment Total and Authorized years of experience for all certified employees.
- This process needs to be run for the first reporting window of the year for EMIS.
- In Redesign, instructions are included in the checklist





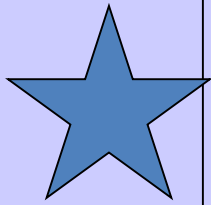
What is FTE?



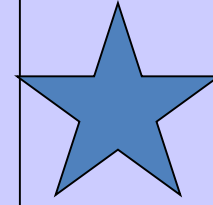
- Hours in day are not to include lunches.
- What and how to report FTE?

Full-time equivalency is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time

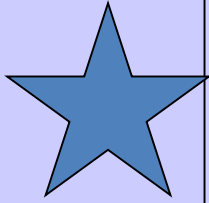
IS IT HARD TO DETERMINE WHAT TO USE?



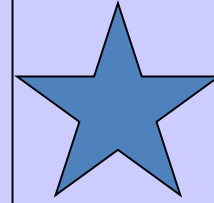
What is FTE? (continued)



- **Spec. Ed FTE** field contains the Special Ed full time equivalency of the position assignment for EMIS reporting purposes.
- The **EMIS Contract Info: FTE** field contains the full time equivalency of the position assignment for EMIS reporting purposes. This is only required if the EMIS FTE differs from that in the USPSCN/POSSCN 'FTE' field or Redesign's Position Screen.
- **Salary Schedule: FTE** is the full time equivalency for this position in regards to a salary schedule.



What is FTE? (continued)



- **For Example:**

If a full-time teacher instructs students for six hours a day, then a teacher that instructs students for three hours per day would have a position FTE of .5 (3 divided by 6).

Confusing Situations

- Split Positions

- *Employee has two separate jobs not related to the other

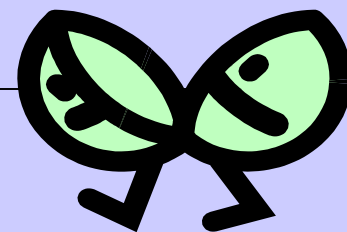
- Report each position code on a separate job record

- * Employee paid on one job but either works two “positions” or is in multiple buildings

- Report each position/building on a separate job record

- Split salary, days, hours, FTE between job records

- In USPS, use the EMIS Contract Info fields to report data



Confusing Situations (continued)

*ESP (Educational Service Personnel) Teachers teaching two different ESP positions

- Position Code 230

- Assignment Area

 - 999050 (Art) – 999418 (PE) – 999570 (music)

- Course Master Record or Contractor Staff Employment Record

*Special Ed Inclusion or Resource Room

- Position code 212-Supplemental Service Teaching Assignment

- Cannot have Course Master [must talk to student-side EMIS secretary]

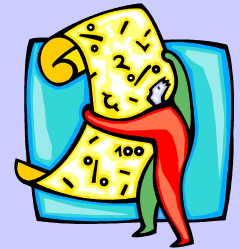
What are the Key Components? (Classic)

- The ‘report to EMIS’ question is first driven by BIOSCN, then by each JOBSCN.
- The position status in POSSCN must be correct for the position being reported.
- If employee is terminated, have JOBSCN show separation date/reason.
- Don’t fill out EMIS Contract Info (Screen 2 of JOBSCN) unless absolutely necessary!
- Be sure to double-check assignment codes!

What are the Key Components? (Redesign)

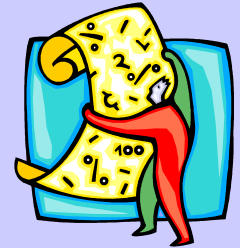
- Do not archive employees who left the prior school year—they still need to be reported on this year's EMIS report.
- The 'report to EMIS' question is driving by the checkmark in the Compensation Record
- Check position status in the Position Record
- EMIS Position Entry will override anything in the compensation record!
- Be sure to double-check assignment codes!

EMIS Staff Reporting Process



- **EMIS Data detail listing report (Classic)**
 - Run USPEMS, select PERDET. The report can be generated to only show EMIS job with errors or you can create the report to show all employees.
 - If any errors, correct them in the appropriate USPSCN program.
 - Rerun PERDET and verify information. This can be ran as many times as needed until all errors have been cleaned up.

EMIS Staff Reporting Process



- **EMIS Data reports (Redesign)**
 - Run EMIS Demographic Data Report
 - Run EMIS Active Position Report
 - Run EMIS Inactive Position Report
 - Run EMIS Active Non-Contract Compensation Report
 - Run EMIS Inactive Non-Contract Compensation Report
 - Run EMIS Active Contract Compensation Report

Staff Changes

Always look for any changes in the following areas for staff reporting:

- Subject codes
- Fund source codes
- Position codes
- **TREASURERS – IT’S GOOD TO WATCH THIS!**


They left last year....

- Be sure to keep the EMIS flags as Y for reporting to EMIS
 - You must report someone who left one full year before saying N to EMIS*
- Enter separation date and reason for separation
 - ODE needs to know when they stopped employment and for what reason

They left last year.... (continued)

- Be sure to enter a contract stop date, contract end date, and flag the job as terminated
 - This informs your payroll system the job isn't open to use anymore
- Enter a calendar stop date
 - You must enter a calendar stop date to keep days from calculating in certain programs, such as ODJFS

EMIS-R Staff Reporting Process

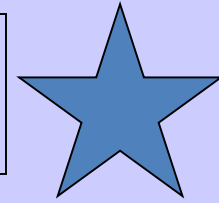
- To report staff through the data collector the staff box in SIF will need to be checked. 
- The USPEMX.SEQ file can be loaded from the flat file, however the SIF data collector is the highly recommended option for staff reporting.

LET'S LOOK AT THE CLASSIC CHECKLIST!





Sites of Interest



ODE EMIS Manual:

<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

****See section 3 for Staff Records information.****

The Data Collector

- Check all Warnings
- Decide if a Warning has a valid outcome for what you are reporting
- Must check out all Fataals!
- You cannot proceed with Fataals!

More Data Collector

- CK errors are related to your employment records
- CI errors are related to your demographic records
- CU (Course) and CN (Course Master) are related to the student side and you must talk to the EMIS coordinator about these errors

KNOW YOUR DATES!

- Can enter preliminary data now to merge with student data
- Final deadline is January 31 (we request you to be finished by Friday, January 22)
- **FOR THE FINAL SPRING COLLECTION...**don't run final collection too soon...the Final Staff Collection should be submitted after the first pay in June but before the first pay in July. This will collect the long-term absence records.

You're Almost Finished....

Treasurers, you should see the menu in the Secure Data Center for “EMIS Data Review and Verification” after clicking on the “Forms” menu. This will serve as your verification of data.

If you do not see this box, please contact your district OEDS administrator.

TROUBLESHOOTING

If you're getting errors, ask these questions first:

Should the person still be reported?

Do all my screens reflect this person
should be reported?

If the person left, do I have his/her
termination flagged prior to July 1?

(Please see *Staff Missing Report Explanation* on NOACSC website)

STILL TROUBLESHOOTING

If you're still getting errors, ask these questions next:

Did the person change from one type of position to another (perhaps teacher becoming a principal)

Did you ask your EMIS coordinator to check student records whether or not students are still tied to this person?

AND STILL MORE TROUBLESHOOTING

More questions you can ask:

Is the teacher licensed to teach the
classes he/she teaches?

Did the teacher move from one building
to another and/or to different
subjects?

CI Errors=staff demographic records

CK Errors=staff employment records



Congratulations!
YOU DID IT!