

FY21 Staff EMIS Checklist for Final Staff and Course Collection ***Redesign***

February 8, 2021

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

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 1 and 2 for a list of the EMIS related USPS fields, and Section 3 of the EMIS Manual for details.

- a. See Step 2 for reports
- b. 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. Run EMIS Reports

- a. Demographic Records – Table 1
 - i. Run EMIS Demographic Data Report
 - Verify employee information
 - Pulls in based on Last Paid Date $\geq 7/01/2020$
 - Fields can be updated at Core/EMIS Entry/EMIS Employee Entry
- b. Position/Compensation Records – Table 2
 - i. Run EMIS Active Position Report
 - Verify the status and fields of all ACTIVE positions including position status, code, separation date/reason
 - Fields can be updated at Core/EMIS Entry/EMIS Position Entry
 - Make sure all FY21 compensation records are marked as 'Reportable to EMIS'.
 - Make sure FY20 (and prior) Contract Compensation records are archived. ***NOTE* If the employee leaves after the FY20 school year, their compensation record cannot be archived until they are done being reported to EMIS.**
 - ii. Run EMIS Inactive Position Report

- Filter the CSV file to remove any termination dates prior to 7/01/2020
- Verify the status of all INACTIVE positions
- iii. Run EMIS Active Non Contract Compensation Report
 - Verify the 'Reportable to EMIS' flag for all ACTIVE records
- iv. Run EMIS Inactive Non Contract Compensation
 - Verify that these shouldn't be reported to EMIS
- v. Run EMIS Active Contract Compensation Report
 - Verify all ACTIVE compensation records
 - Archive FY20 and older compensation records by clicking the 'Archive' box on the Compensation record
 - Make sure FY20 compensation records are NOT marked as Reportable to EMIS
 - Make sure FY21 compensation records are marked as Reportable to EMIS

3. EMIS Report Helpful Tips

- a. Position and Compensation 'Report to EMIS' flags = CK record
 - i. Must have a Compensation Record reported to EMIS in order for the Position to be reported
 - ii. Only the Compensation Record for this current school year should be reported
 - iii. Employee 'Report to EMIS' flags = CI Record
 - iv. If there is not a CK record to report, then the CI record will not be reported either
- b. 'Report to EMIS' flags
 - 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**

4. 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

5. Long-Term Illness

- a. Run SSDT Attendance Journal Report from the Home menu
 - Start Date = 07/01/2020
 - End Date = 06/30/2021
 - Type = Absence
- b. For those employees with 15 or more total days absent, look for 15 or more **consecutive work days**.

- An employee can use sick, personal and dock time to get through a maternity leave. Do not count vacation days or holidays.
- c. 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).
 - d. Enter this value in Core/EMIS Entry/EMIS Employee Entry
6. **Absence and Attendance Days**
 - a. The Data Collector will calculate these values automatically if you maintain absences in USPS.
 7. **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 (FY21).
 8. **Extract CC or CJ records – only do this step if you have CC and/or CJ records**
 - a. Go to Core/EMIS Entry. On the CC or CJ tabs, click on ‘Extract CJ Data’
 - b. Save the file to your computer
 - c. Upload the file into the Data Collector
 9. **For districts that went live on Redesign between 2/08/2021-8/06/2021:**
 - a. If your district has done a FY20 Final Staff Collection submission in the Data Collector using Classic files, then you will need to resubmit after going live on Redesign.
 - b. In Data Collector, go to Data Sources/Other Data Sources/Manage and delete the Classic files used in prior FY21 Period L submissions.
 10. **Notify your EMIS Coordinator that a collection can be started in the Data Collector for the Final Staff and Course Collection (FY21) submission.**
 - a. Ask your EMIS Coordinator to check **both** the SIF Zone box and the EMIS Formatted Files box.
 11. **Ask your EMIS Coordinator** for a copy of any Level 1 and Level 2 staff related errors, along with any Staff Missing in the Preview/Review option **OR go to the Data Collector and click on the links for Level 1 and Level 2 staff related errors.** Level 1 and Level 2 errors will indicate the codes of CK for Employment records and CI for Demographic errors.
 - a. Make any corrections and then restart the collection.

12. **Login to the Secure Data Center** (via your SAFE account) and in 'Reports for Analysis' to review the 'Teachers & Staff' reports.
13. **Be sure** to monitor your MOE periodically and especially at the end of the fiscal year.

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	<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 19/20 school year, and works no days in the 20/21 school year, give that employee...
 - INITIAL Staff and Course Collection (FY21)
 - Position Status U
 - Separation Date
 - Separation Reason
 - FINAL Staff and Course Collection (FY21)
 - Same as above
 - INITIAL Staff and Course Collection (FY22)
 - Set the employee's Report to EMIS flags to N on Core/Employee
 - Archive employee on Core/Employee

- **Situation U:** If an employee works some days in the 19/20 school year and then resigns by the end of the INITIAL Staff and Course Collection (FY21), give that employee...
 - INITIAL Staff and Course Collection (FY21)
 - 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 (FY21)
 - Same as above
 - INITIAL Staff and Course Collection (FY22)
 - set the employee's Report to EMIS flags to N on Core/Employee
 - Archive employee on Core/Employee

- **Situation C:** If an employee leaves the district after the INITIAL Staff and Course Collection (FY21) closes and before the last day of school (or so close to the end of the INITIAL Staff and Course Collection (FY21) that it is difficult to report in the Initial), give that employee...
 - FINAL Staff and Course Collection (FY21)
 - employee's Position Status remains as it was on the last day of work
 - Separation Date
 - Separation Reason
 - INITIAL Staff and Course Collection (FY22)
 - set the employee's Report to EMIS flags to N on Core/Employee
 - Archive 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)
 - Archive employee on Core/Employee

- **Situation T:** If an employee left your district prior to the last day of school year 19/20 and separation date and reason were reported in Final Staff and Course Collection (FY20), you are finished reporting this person and can now...
 - Set the Report to EMIS flags on Core/Employee to N.
 - Archive employee on Core/Employee

WHO SHOULD BE REPORTED (FROM ODE EMIS STAFF MANUAL):

The following employees are to be reported by EMIS-reporting entities:

- *individuals employed by the reporting entity for any portion of the school year.
- *individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- *individuals who were employed during the current school year but who left prior to the end of the school year.
- *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, including individuals whose only position is a supplemental contract.
- *full-time substitute teachers (permanent substitutes) hired as full-time substitutes; 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]

DO NOT REPORT the following individuals to EMIS:

- *daily (as needed) substitute workers (such as sub bus drivers, cooks, etc.)
- *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. [PLEASE NOTE if the substitute becomes a “teacher of record” the reporting requirement will change]