

REMINDERS FOR STAFF EMIS REPORTING

- July & August Check to be sure your prior fiscal year's staff EMIS collection was submitted correctly. Be sure to check your Data Collector to ensure you don't have any errors on the Final Period L report (normally final staff collection is open until late July/early August)
- August & September Once you are sure your Period L report is correct and the Final Period L collection from the previous fiscal year is closed, you can activate your new employees' Compensation records as reportable-to-EMIS.
- During this time, look at any employee who left the district at the end of the fiscal year. The employee must remain as reportable-to-EMIS but should have 1) separation date, 2) separation reason, and 3) termination information entered on the Compensation record. Be sure the Calendar Stop Date reflects **the last day worked**, not the last day paid.
- Be sure to look for any employee who was reported the previous fiscal year with the separation information and change the Y to N for EMIS reporting. Once all paid off, be sure to archive your employee compensation records from the previous fiscal year EXCEPT those requiring the reporting of separation information for this year.
- September & October **Watch for an email** from the fiscal staff announcing the opening of the Period L Initial Staff EMIS reporting period; normally the period will open toward the end of September.
- Be sure to **watch for an email** from fiscal staff asking that you do one staff submission on Period L Staff EMIS—even though you're not ready—because Student Side EMIS needs the information from Staff Side EMIS to connect student/course records with staff.
- October **Watch for an email** from fiscal staff regarding October Staff EMIS training.

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| October & November | Use this time to get your records in place and accurate. Be sure you incremented years' experience for staff. Double-check employees who terminated at the end of the last school year are reported correctly with separation information. Be sure new employees are appearing on your report. IF YOU ARE AN ESC, reach out to your districts if any of those districts use ESC staff to be sure they are getting clean reports from your CJ records. |
| December & January | Continue watching for errors and making corrections. Note Initial Period L normally closes at the end of January. |
| February & March | Watch for an email from fiscal staff regarding the opening of Period L Final reporting For EMIS, normally in early February. Check records for accuracy. |
| April & May | Start checking records for long-term illness. Refer to the EMIS instructions to be sure you have all the data you need for Period L Final reporting. |
| May | Watch for an email from fiscal staff regarding Fiscal Year-End training which includes Staff EMIS training. |
| June | Be sure your records are accurate. Load your long-term illness data into the system. Verify your information is as accurate as possible. IF YOU ARE AN ESC, reach out to your districts who use contracted staff from your ESC to be sure data is correct. |
| June & July | Be sure you have your final submission completed as early as possible, noting the deadline for Final Staff EMIS normally falls between the end of July and the first part of August. |