

# PERIOD L

## Initial Collection



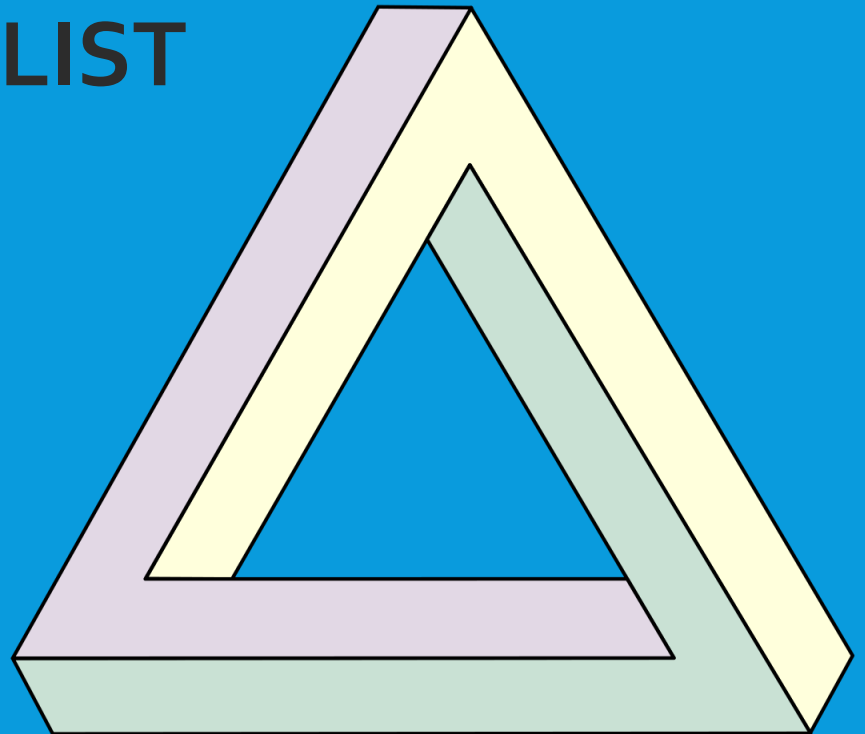
**Northwest Ohio Area**  
Computer Services Cooperative

# JUST WHAT IS STAFF EMIS?

- EMIS- Education Management Information System
- Four Functions of EMIS data:
  - State and Federal Reporting
  - Funding and Distribution of Payments
  - Academic Accountability System
  - Generates Statewide and District Reports

# COLLABORATION

- **EMIS COORDINATOR**
- **PAYROLL SPECIALIST**
- **TREASURER**



# 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 through supplemental contracts, even if the individual's only position is a supplemental contract

# 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

# CONTRACTING STAFF TO ANOTHER EMIS- REPORTING ENTITY (CJ RECORD)

- ESC typically the only district with CJ Records
- Contracting (receiving) district reports no staff data.
  - ESC reports the staff data and references the receiving district IRN.
- **\*\*If you have CJ records don't forget to extract and load into Data Collector\*\***

# CHECKING DATA

- Did I clear/update prior year information in EMIS Override fields?
- Is educational level correct?
- Are years of service correct?
- Did we miss anyone?
- Have I archived previous FY compensations?



# DATA COLLECTOR REPORTS

Check the following Data Collector reports

- Level 1 Validations
- Exclusion Report
- Missing Staff

# HOW DOES EMIS DATA IMPACT DISTRICT REPORT CARD?

## Assignment Areas

- Some position codes require an assignment code (230 Teacher)
- Helps define the position

## Education Levels

- Grade card breaks down teachers with Bachelor's & Master's

## Experience

- Average years of experience



# EMIS MANUAL



## ODE EMIS Manual:

Link to [Manual](#)

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

**\*\*There are a lot of changes within the EMIS Manual this year\*\***

# QUESTIONS???

**\*\*Reminders \*\***

**Period L Staff/Course Collection Initial close  
date 1/31/2024**

**Contact Information**  
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