

# Staff and Course EMIS (L) Collection Checklist

- There are *three* Report to EMIS flags that determine how information is being reported.
  - **Employee**>General>Report to EMIS.
  - **Position**>EMIS Related Information>Reportable to EMIS.
  - **Compensation**>State Reporting>Reportable to EMIS.
- Any information entered in Position record/EMIS Related Information - EMIS Override Contract Amount, EMIS Override Contract Workdays, EMIS Override Hours in a Day, EMIS Override Full Time Equivalent will be reported to EMIS. These fields are necessary for reporting Non-Contract Compensation amounts and will act as Override fields to Contract Compensations.
- By default, Archived records are not included in the EMIS collection.
- Once the collection is run in the Data Collector, reference the Level One validation report for any errors that may have occurred.
- Link to the EMIS Manual: <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

## FY 24 FINAL Period L USPS EMIS CHECKLIST

1. \_\_\_\_\_ Run [EMIS Demographic Data Report](#)
  - Go to **Reports/Report Manager/EMIS Demographic Data Report** or create a report from the **Employee** grid using **Report** option to verify **Employee Demographic EMIS (CI)** elements will be included from the **Employee** records when the SIF data collection is processed. [EMIS Guide Section 3.3 Staff-Demographic \(CI\) Record](#)

Verify      *Identification- Number, SSN, Credential ID*

*Name-Last Name, First Name, Middle Name, Suffix*

*Dates- Birth Date, Last Paid Date, Termination Date*

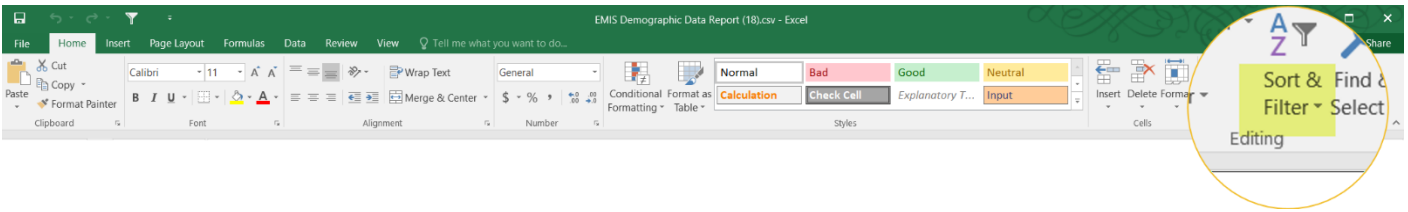
*General- Gender, Report to EMIS*

*Experience- Authorized Experience, Principal Experience, Total Experience*

*Race- Primary Race, American Indian Alaska Native, Asian, Black, Hispanic Latino Option, Native Hawaiian, Pacific Islander, White*

*State Reporting- ECE Qualification, Degree Type, Non-Certificate Employer ID, Semester Hours*

*The Demographic Report is a Report of the Employee Records. You can add Filters to the columns as needed using Excel's Sort and Filter option. Ex: Add a filter to the Report to EMIS column and uncheck the False box, then review that the remainder of the Employee Records are accurately checked as True for the Employee to Report to EMIS. Then check the False box and review those. Below is a screenshot of the Excel Sort and Filter option.*



-If any have Termination dates, should they be reporting to EMIS (with separation date/reason)? Or have they already been reported through a FINAL collection, as leaving?

-Do all have DOB listed? Are Semester Hours accurate for the Degree type? Review each column as they apply.

### 3.3 STAFF DEMOGRAPHIC (CI) RECORD

#### Required Collection Requests

The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CI150	Absence Days Element		√
CI155	Absence Days/Long-term Illness Element		√
CI140	Attendance Days Element		√
CI200	Authorized Teaching Experience Years Element	√	√
CI070	Date of Birth Element	√	√
CI225	Early Childhood Education Qualification Element	√	√
CI100	Education Level Element	√	√
CI290	First Name	√	√
CI090	Gender Element	√	√
CI310	Last Name	√	√
CI300	Middle Name	√	√
CI280	Prefix Name	√	√
CI330	Principal Experience Years	√	√
CI080	Racial/Ethnic Group Element	√	√
CI110	Semester Hours Element	√	√
CI270	State Staff ID Element	√	√
CI320	Suffix Name	√	√
CI210	Total Experience Years Element	√	√

2. \_\_\_\_\_ Enter in any **Long-Term Illness** data

- Go to **Core/EMIS Entry and the EMIS Employee Entry** tab  
If you don't have the Long-Term Illness column on your grid, you can go to "More" option and add the column to your grid. Filter for  $\geq 1$ 
  - Run **SSDT Attendance Journal Report** from the Home menu to determine number of days.  
Start Date = 07/01/2023 or enter F as Start Date  
End Date = 06/30/2024 or enter L as End Date  
Type = Absence
  - An employee can use sick, personal and dock time to get through a maternity leave. Do not count vacation days or holidays.
  - 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).

3. \_\_\_\_\_ Verify that **all Years of Experience (Authorized, Total and Principal)** have been previously incremented during EMIS Initial Period L.
  - Go to **Core/EMIS Entry and the EMIS Employee Entry** tab  
If you don't have the Experience columns on your grid, you can go to "More" option and add the columns to your grid.
4. \_\_\_\_\_ Run each of the Reports below to verify **Staff Employment EMIS (CK)** elements will be included in the collection-[EMIS Guide Section 3.4 Staff Employment \(CK\) Record](#)

*These reports are for checking your Position and Compensation Records.*

- Go to **Reports/Reports Manager and review each report**
  - Filter Report Name column for %EMIS%

[EMIS Active Position Report](#)

Verify     **Position #, Position Description, Job Status**

*Employee/Identification-Number*

*Employee/Name- Last Name, First Name*

*Employee-Extended Service, FTE*

*EMIS Related Information-Reportable to EMIS, Position Code, State Reporting Appointment Type, Position Type, Position Status, Special Education FTE, Low Grade, Separation Reason, Paraprofessional, High Quality Professional Development, High Grade, Separation Date, Paraprofessional Hire Date, Building IRN*

*Funding Source- Assignment Area, Funding Source Code 1, Percent 1, Funding Source Code 2, Percent 2, Funding Source 3, Percent 3,*

[EMIS Inactive Position Report](#) Filter the CSV to remove or hide any termination dates prior to 7/01/2022.

Verify     **Position #, Position Description, Job Status**

*Identification-Number*

*Name- Last Name, First Name*

*Dates- Termination Date*

*Employee-Extended Service, FTE*

*EMIS Related Information-Reportable to EMIS, Position Code, State Reporting Appointment Type, Position Type, Position Status, Special Education FTE, Low Grade, Separation Reason, Paraprofessional, High Quality Professional*

**Development, High Grade, Separation Date, Paraprofessional Hire Date,  
Building IRN**

***Funding Source- Assignment Area, Funding Source Code 1, Percent 1, Funding  
Source Code 2, Percent 2, Funding Source 3, Percent 3,***

***Position Date- Stop Date***

**[EMIS Active Contract Compensation Report](#)**

***Compensation- Type, Unit Amount, Contract Work Days, Hours in Day***

***Date Range- Compensation Start Date, Compensation Stop Date***

***State Reporting- Reportable to EMIS***

***Position- Position #, Position Description, Job Status***

***Identification- Number***

***Name- Last Name, First Name***

***Contract- Contact Amount, Pays in Contract***

**[EMIS Inactive Contract Compensation Report](#)**

***Compensation- Type, Unit Amount, Contract Work Days, Hours in Day***

***Date Range-Compensation Start Date, Compensation Stop Date***

***State Reporting- Reportable to EMIS***

***Position- Position #, Position Description, Job Status***

***Identification-Number***

***Name- Last Name, First Name***

***Contract-Contact Amount, Pays in Contract***

**[EMIS Active Non Contract Compensation Report](#)**

***Compensation-Type, Pay Unit, Unit Amount, Hours in Day***

***Date Range- Compensation Start Date, Compensation Stop Date***

***State Reporting- Reportable to EMIS***

*Position- Position #, Position Description, Job Status*

*Identification-Number*

*Name- Last Name, First Name*

[EMIS Inactive Non Contract Compensation Report](#)

*Compensation-Type, Pay Unit, Unit Amount, Hours in Day*

*Date Range- Compensation Start Date, Compensation Stop Date*

*State Reporting- Reportable to EMIS*

*Position- Position #, Position Description, Job Status*

*Identification-Number*

*Name- Last Name, First Name*

### 3.4 STAFF EMPLOYMENT (CK) RECORD

***Required Collection Requests***

The Staff Employment (CK) Record and the relevant elements are to be reported as follows.

<b>Record Field Number</b>	<b>Data Element</b>	<b>Initial L</b>	<b>Final L</b>
CK220	Assignment Area Element	√	√
CK090	Building IRN Element	√	√
CK050	Employee ID Element	√	√
CK210	Extended Service Element	√	√
CK260	Grade Levels Assigned/Low Element	√	√
CK270	Grade Levels Assigned/High Element	√	√
CK280	High Quality Professional Development Question Element		√
CK160	Length of Work Day Element	√	√
CK250	Local Contract Code Element	√	√
CK190	Pay Amount/Rate Element	√	√
CK180	Pay Type Element	√	√
CK060	Position Code Element	√	√
CK100	Position FTE Element	√	√
CK130	Position Fund Source Elements	√	√
CK120	Position Fund Source Percent Element	√	√
CK300	Position Separation Date Element	√	√
CK230	Position Separation Reason Element	√	√
CK080	Position Start Date Element	√	√
CK070	Position Status Element	√	√
CK140	Position Type Element	√	√
CK290	Qualified Paraprofessional Element	√	√
CK170	Scheduled Work Days Element	√	√
CK310	Special Education FTE Element	√	√
CK150	Type of Appointment Element	√	√

5. \_\_\_\_\_ Verify that all Supplemental (8XX) **Compensations (contract and non-contract)** records have the **Reportable to EMIS** flag checked.



- 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 (FY23). Don't Archive Termed employees before collection closes in August.
10. \_\_\_\_\_ **Notify your EMIS Coordinator that a collection can be started in the Data Collector for the Final Staff and Course Collection (FY23) submission.**
- a. EMIS Coordinator will 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 **Cancel** and **Start** the collection again.
12. \_\_\_\_\_ Ask Treasurer to **Login to the Secure Data Center via their OH | ID** (formerly SAFE account) and in 'Reports for Analysis' review the 'Teachers & Staff' reports for accuracy.

## **EMIS Reporting of an Employee Leaving Your District**

- Situation 1: If an employee leaves the district on or after the last day of the 22/23 school year, and works NO days in the 23/24 school year, give that employee...
  - INITIAL Staff and Course Collection (FY24)
    - Position Status U (indicating previous Fiscal Year)
    - Separation Date
    - Separation Reason
  - FINAL Staff and Course Collection (FY24)
    - Same as above
  - INITIAL Staff and Course Collection (FY25)
    - Set the employee's Report to EMIS flags to N on Core/Employee
    - Archive employee on Core/Employee
- Situation 2: If an employee works some days in the 23/24 school year and then resigns by the end of the INITIAL Staff and Course Collection (FY23), give that employee...
  - INITIAL Staff and Course Collection (FY24)
    - employee's Position Status remains the way it was set on the employee's last day WORKED
    - Separation Date
    - Separation Reason
  - FINAL Staff and Course Collection (FY24)
    - Same as above
  - INITIAL Staff and Course Collection (FY25)
    - set the employee's Report to EMIS flags to N on Core/Employee
    - Archive employee on Core/Employee
- Situation 3: If an employee leaves the district after the INITIAL Staff and Course Collection (FY24) closes and before the last day of school (or so close to the end of the INITIAL Staff and Course Collection (FY24) that it is difficult to report in the Initial), give that employee...
  - FINAL Staff and Course Collection (FY24)



- employee's Position Status remains as it was on the last day WORKED
  - Separation Date
  - Separation Reason
- INITIAL Staff and Course Collection (FY25)
  - set the employee's Report to EMIS flags to N on Core/Employee
  - Archive employee on Core/Employee
- Situation 4: 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 5: If an employee left your district in the FY23 (22/23) and separation date and reason were reported in FINAL Staff and Course Collection (FY23), you are finished reporting this person and can now...
  - Set the Report to EMIS flag 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" they will report as a teacher.]