

## **REMINDERS FOR STAFF EMIS REPORTING**

- July & August            Check to be sure your prior fiscal year's staff EMIS collection was submitted correctly. Check with EMIS Coordinator or 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 your Period L report is correct and the Final Period L collection from the previous fiscal year is closed, you can activate your New 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 Position record. Be sure the Calendar Stop Date on Compensation reflects **the last day worked**, not the last day paid.
- 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, 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 opens in September.
- Your EMIS Coordinator will do one staff submission on Period L Staff EMIS, possibly before you have all data updated, because Student Side EMIS needs the most current information from Staff Side EMIS to connect student/course records with staff. If there are errors after the first submission, continue to work through Period L Initial Checklist and this will clean up many of your errors. Ask [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org) if any questions.
- October                    **Watch for an email** from fiscal staff regarding Staff EMIS training in the Fall.

October & November	Check that you incremented years' experience for staff. Review employees who terminated at the end of the last school year for separation information. Be sure new employees appear 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	<b>Final Period L</b> opens in February. Continue to check records for accuracy and work with EMIS Coordinators on any Reports with errors.
April & May	Start checking records for long-term illness. Refer to the EMIS Period L instructions.
June	Be sure your records are accurate and add any additional Long-Term Illness information. It is important to report LT Illness because Maternity Leaves/Surgeries, etc will be withheld from Absence percentage reporting. 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 in early August.