



**Northwest Ohio Area**  
Computer Services Cooperative

**2024 NEW CONTRACT  
AND STAFF EMIS  
TRAINING**

# AGENDA

- Job Calendar Review
- New Contracts using Copy
- New Contracts using Import
- Staff EMIS Checklist
- Employee Onboarding
- Test Instance

# JOB CALENDARS

- Job Calendars
  - Job calendars for the 2024-2025 school year can be added to the system as soon as board-approved
  - Utilize **Core/Job Calendars**
  - Create one calendar with workdays and holidays
  - Tip: Use the 'Copy' function and then modify specific calendars
  - Remember to keep a Default calendar with no days



# JOB CALENDARS COPY OPTION

Home Core Payments Payroll Processing Reports System Utilities USAS Integration

Job Calendars

+ Create + Mass Change + Copy Mass Change

			Type
			axw
			bez
			cba
			ccf
			dkl
			dty
			dvN
			ekz
			eyc
			fck
			ffn
			ffo
			fmX
			ghf
			qpW

Copy Job Calendars

Copy Cancel

Copy From Start Date\* End Date\*

axw - automa

Select Job Calendars:

Available Selected

dtY - automaticall  
dvN - automaticall  
ekz - automaticall  
eyc - automaticall  
fck - discovered  
ffn - constantly  
ffo - automaticall  
fmX - automaticall  
ghf - automaticall  
gpW - automaticall

axw - automaticall  
bez - automaticall  
cba - automaticall  
ccf - automaticall  
dkl - headphones

automatically

# NEW CONTRACTS

## ► New Contracts

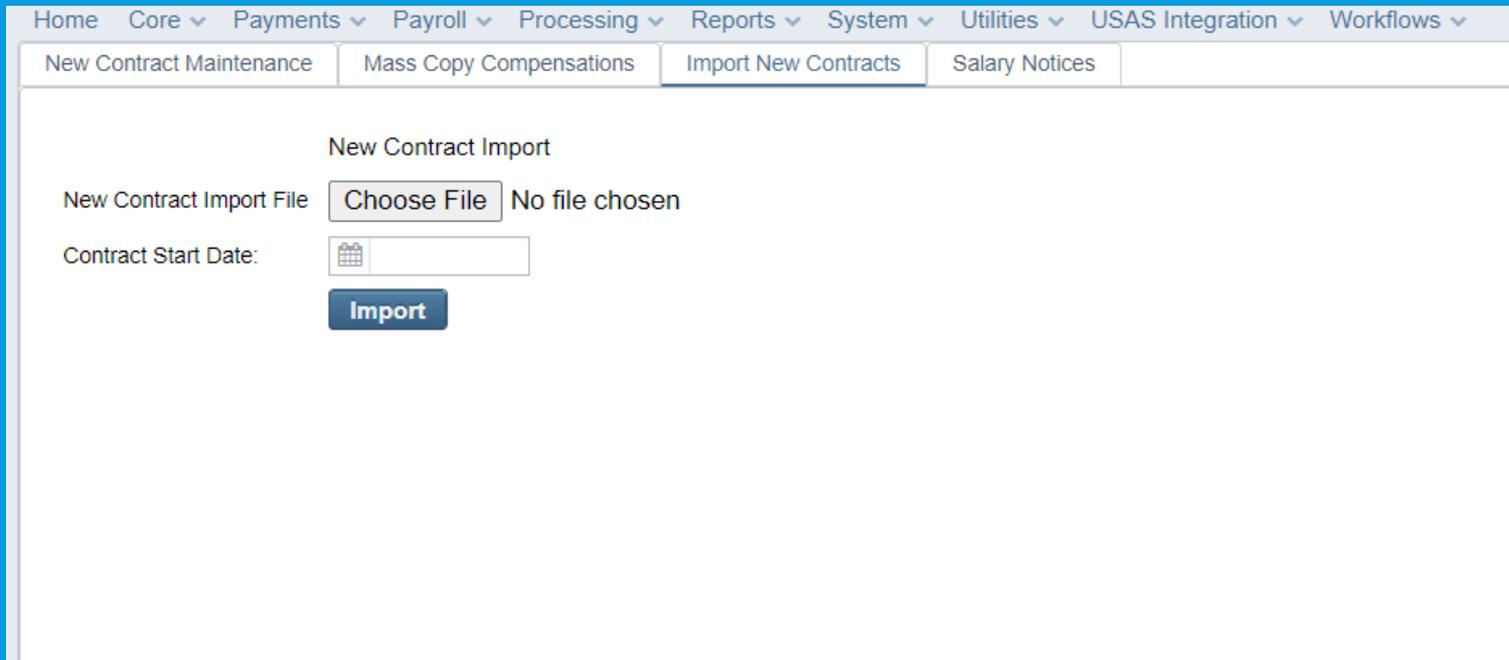
- Job calendars for the upcoming school year should be created first
- New contracts can be entered for all stretch-paid employees.
- Go to **Processing/New Contracts**. One of the following options can be used
  - **New Contract Maintenance**
  - **Mass Copy Contract Compensations**
  - **Import New Contracts**
- Report to EMIS flag
  - FY25 Contracts with a compensation start date of 7/1/24 or **after** can be marked as Reportable to EMIS. USPS knows not to report them in the FY24 collection because of the compensation start date.
  - If any FY25 contracts with a compensation start date on or **before** 6/30/24, those should NOT be marked as reportable or they will be included in the Final collection.
- Don't forget about the Calendar start date under "Historical Context" section in the compensation record
  - The calendar start date is used for attendance day counting from the job calendar (and also for ODJFS reporting). If the calendar start date has not been updated on the new contract, the fiscal year start date (7/1/24) will be used for counting attendance.

# NON-CONTRACT COMPENSATIONS

- Go to **Reports/Report Manager** and click **Generate SSDT Non-Contract Compensation Mass Load Extract**
  - Filter and remove OLD Non Contracts
  - Make any necessary updates and save the file in .CSV format
  - Go to **Utilities/Mass Load**
    - Click the **Choose File** button and find your .CSV file
    - Under **Importable Entities** choose **Compensation**
    - Click **Load**
    - Mass Load can be used to update non-contract compensations OR to create new ones
      - <https://wiki.ssdt-ohio.org/display/uspsrdoc/Mass+Load#MassLoad-Compensation>

# IMPORTING NEW CONTRACTS

- You can import an Excel spreadsheet to create new contracts similar to Mass Load
- Run the New Contract Compensation Worksheet report to generate a spreadsheet of last year's contracts



The screenshot shows a web application interface for importing new contracts. At the top, there is a navigation menu with the following items: Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, USAS Integration, and Workflows. Below the navigation menu is a sub-menu with four tabs: New Contract Maintenance, Mass Copy Compensations, Import New Contracts (which is currently selected), and Salary Notices. The main content area is titled "New Contract Import" and contains the following elements:

- A label "New Contract Import File" followed by a "Choose File" button and the text "No file chosen".
- A label "Contract Start Date:" followed by a date picker icon and an empty input field.
- An "Import" button.

# REQUIRED FIELDS

- New Contract Import Documentation:  
<https://mcoecn.atlassian.net/wiki/spaces/uspsrdoc/pages/2492266/New+Contracts#NewContracts-ImportNewContracts>
- Spreadsheet must be saved as a csv file
- The following fields are required on the spreadsheet:
  - **employeeId**
  - **jobNo**
  - **ContractType** (Enter '4' for new contract)
  - **newCompensationLabel**
  - **contractAmount** (only required if using stretch pay)
  - **equalPays** (enter 'Y' or 'N' instead of TRUE or False)

	A	B	C	D	E	F
	<b>employeeId</b>	<b>jobNo</b>	<b>contractType</b>	<b>newCompensationLabel</b>	<b>contractAmount</b>	<b>equalPays</b>
1	DOEJ00001	1	4	FY25	20000	Y
2	DOEJ00002	1	4	FY25	80000	Y
3						
4						
5						
6						

# NON-CONTRACT IMPORTS

- To import a spreadsheet of Non-Contracts, use Mass Load
- Documentation:  
<https://mcoecn.atlassian.net/wiki/spaces/uspsrdoc/pages/2491413/Mass+Load#MassLoad-Compensation>
- Required Fields:
  - **Code**
  - **Position.number** (Position record must already be created)
  - **Position.employee.number**
  - **Type** (NonContract)
  - **payUnit** (Daily/Hourly)
  - **payPlan** (Biweekly, Semimonthly, or Monthly)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
code	type	position.number	position.employee.number	description	label	unitAmount	payPlan	payUnit	hoursInDay	retirement	calendarD	dateRange.startDate		
4302024-A	NonContract	2	DOEJ00001	Bus Driver	Bus Driver	15	Semimonthly	Hourly	2	2	7/1/2024	7/1/2024		

# SALARY NOTICES

- You can create/schedule Salary Notices for contracts sitting in the New Contract Maintenance grid
- Do NOT activate new contracts before the salary notice emails are sent
- The form for Salary Notices can be customized to include additional information from their contracts such as their pay rates and years of experience.
  - Please contact us if you need help customizing a salary notice form

The screenshot shows a web application interface for generating salary notices. At the top, there is a navigation menu with items: Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, USAS Integration, and Workflows. Below this is a sub-menu with: New Contract Maintenance, Mass Copy Compensations, Import New Contracts, and Salary Notices. The main content area is titled 'Generate Salary Notices' and contains the following fields and options:

- Output File Name: \* Salary Notices
- Statement Date: \* 7/1/24
- Sort Option: \* Employee Number
- School Year: 2024-2025
- Contract Start Date:
- Appointment Type:
- Select specific Employees?
- Select specific Pay Groups?
- Include District Information on Salary Notices?
- Form: Default

At the bottom of the form, there are two buttons: 'Generate Salary Notices' and 'Email Salary Notices'.

# EMIS STAFF DATA

- Be sure to follow the checklist! The Period L Final Checklist is located on our website.
  - Services/Fiscal Services/Fiscal Documentation

## EMIS Documentation

- ODE EMIS Manual
- FY24 Period L INITIAL EMIS Staff Reporting Guide
- **FY24 Period L FINAL EMIS Staff Reporting Guide**
- Period H EMIS Checklist
- Staff Missing Report Explanation
- Reminder for Staff EMIS Reporting
- Submitting Five Year Forecast

# EMIS – WHAT IS IT?

- Education Management Information System
  - EMIS is a collaboration between Payroll, EMIS Coordinator, and treasurer to verify information is correct.
- Provides standards for reporting data to ODE
- EMIS has 4 functions
  - 1. State and Federal Reporting
  - 2. Funding and Distribution of Payments to districts
  - 3. Academic Accountability Program
  - 4. Generates Statewide and District Reports

# EMIS REPORTING TIPS

- Do not wait until the end of the reporting period to review your district's data
- Verify your districts EMIS data multiple times throughout the collection
- Make sure you have the EMIS 
- Credential ID – If an employee changes from a Z-ID to a Credential ID, you need to request a Staff Override to ODE EMIS. Send us an email and we can put that request in for you.

# EMPLOYEE RECORD

## Experience – Authorized and Total

Experience

Accred District Experience	Authorized Experience	Building Experience	District Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Military Experience	Non-Ohio Private Experience	Non-Ohio Public Experience	Ohio Private Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ohio Public Experience	Principal Experience *	Purchased Experience	Retire System Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Experience	Trade Experience		
<input type="text"/>	<input type="text"/>		

\*Incorrect data in the Principal experience fields will result in incorrect data reporting to the state

## State Reporting – ECE Qualification, Degree Type, Long Term Illness (if applicable), Non-Certificate Employee ID, and Semester Hours

State Reporting

ECE Qualification	Degree Type	Handicap Status	Long Term Illness
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Certificate Employee ID	Other Credentials	Semester Hours *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*Semester Hours are only applicable to certificated employees

# EMPLOYEE RECORD CONT.

- Clear any **Long-Term Illness** data from prior fiscal year (2022-2023) **\*Step 2 on the checklist\***
  - Go to **Core/Employees** – On the grid under **More/State Reporting** check **Long Term Illness**
  - Filter on the grid for any Long-Term Illness Days >0
  - **Mass Change Option** – Contact [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org) for this option
    - Under **Load Definitions** click on **Clear Employee Long Term Illness**
    - Click the **Execution Mode** option
    - Click on the **Submit Mass Change** button
  
- Enter any long term illness data on the **Employee** record for the 2023-2024 school year
  - 15 or more consecutive absences
  
- Use **SSDT Attendance Journal Report** to review Long Term Illness

# EMPLOYEE RECORD CONT..

- Verify Years of Experience – Should have been completed on the initial collection, but verify it is accurate \*Step 3 of EMIS Checklist\*
- Run Employee EMIS Reports \*Step 1 on EMIS checklist\*
  - Check for errors on the reports
  - Verify to make sure everyone is being reported that should be.

# POSITION RECORD

**EMIS Related Information**

Reportable to EMIS-Position

Position Code [dropdown] State Reporting Appointment Type [dropdown] Position Type [dropdown] Position Status [dropdown] Full Time Equivalence [input] Special Education Full Time Equivalence [input]

Low Grade [dropdown] Separation Reason [dropdown] Paraprofessional [dropdown] Contract Amount [input] Contract Work Days [input] Hours In The Day [input] High Grade [dropdown]

Separation Date [calendar] Paraprofessional Hire Date [calendar] Building IRN [input] Experience Current Class [input]

Separation Date is last day worked!

**Funding Source**

Assignment Area [dropdown] Funding Source Code 1 [dropdown] Percent 1 [input] Funding Source Code 2 [dropdown] Percent 2 [input] Funding Source Code 3 [dropdown] Percent 3 [input]

Ex: An employee leaves the district in January, can you stop reporting them to EMIS right away?

Ex. If you are aware of an employee leaving the district, but will be paid through the summer, can you report them with a separation date and reason on the position screen before they are finished being paid.

# POSITION RECORD CONT..

- EMIS Override Fields

EMIS Override Contract Amount	EMIS Override Contract Work Days	EMIS Override Hours In The Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Only using these fields if you need to override what is on the compensation screen OR if you have non-contract compensations that need to be reported. Ex. Coaches on non-contract. You will need to fill in the override boxes because they don't have a contract for the information to pull from.
- Run Position EMIS Reports
  - Check for errors on the reports
  - Verify to make sure everyone is being reported that should be and that the information is accurate

# POSITION STATUS

**The Position Status** identifies the employee's current employment relationship with the school board. Possible statuses are:

- A - Contracted personnel – Agency
- C - Active/continuing employee in same position in district
- I - Contracted personnel
- P - Leave of absence
- U - No longer employed by district in this position

Status C – If an employee has worked any days in the 23-24 school year (even if they have left the district)

Status U – If an employee left last year and has not worked any days in 23-24 school year

# COMPENSATION RECORD

## ► Compensation – Hours in Day

### Compensation

Type Contract	Code ! <input type="text"/>	Job Calendar 260 - 260 day staff	Description <input type="text"/>
Label <input type="text"/>	Compensation Start Date <input type="text"/>	Compensation Stop Date <input type="text"/>	Pay Plan ! <input type="text"/>
Pay Unit ! <input type="text"/>	Unit Amount <input type="text"/>	Retirement Hours <input type="text"/>	<input type="checkbox"/> Strs Advance
Supplemental Tax Option None	<input type="checkbox"/> Archived	Contract Days Worked 0.000	Contract Work Days 0.00
<b>Hours In Day</b> <input type="text"/>	<input type="checkbox"/> Primary Compensation		

## ► State Reporting & Historical Context – Reportable to EMIS, Calendar Start Date, Calendar Stop Date

### State Reporting

Reportable to EMIS-Comp

Local Contract Code

### Historical Context

**Calendar Start Date**

**Calendar Stop Date**

Contract Change/Extension Type

Contract Change/Extension Source



# EMIS COMMON ERRORS

- Data Collector Errors
  - A “fatal” error will appear when data is submitted by the district but is unable to come through because inaccurate or invalid data has been reported for the employee. Check the Level 1 Validation reports.
  - The “missing data” status message will appear when Staff Employment (CK) or Staff Demographic (CI) records have not been reported for the employee for the current reporting period.

# TEST INSTANCES

- When unsure, try it out in your test instance first!
- Anything you test in these test instances will not affect your live USPS or USAS sites or data.
- Test sites do not allow you to add/edit workflows, print anything or send actual emails
- Are backed up every Saturday.

To get to your district's test instance, use the following address (replace XX with your district's 2 letter code):

## **USPS**

<https://usps-test-XX.noacsc.org/>

## **USAS**

<https://usas-test-XX.noacsc.org/>

- ❖ Use your USPS or USAS username and password to log in.

If you'd like further help with this, please reach out at any time 😊

# QUESTIONS??

Reminder– ALWAYS check with any employee who sends an email to change their account for Direct Deposit. A common scam is to change DD through email request to a scammer's account.

Have a policy on how to change bank accounts for DD that properly identifies the requester.