
FY25 Staff and Course Collection



Agenda

EMIS Checklist

EMIS Errors and Data Collector

Mass Change

Reminder: Initial Collection closes January 29, 2025



EMIS Reporting

Who do I report?

- Individuals employed for any portion of the school year.
- Individuals or companies contracted by the school district personnel (bus drivers, food service, therapist, etc.) “CC or CJ Record”
- Individuals who were employed during the school year but left prior to the end of the school year.
- Individuals on leave of absence
- Substitutes who become ‘teacher of record’.
- Individuals on supplemental contracts

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 the district



Update EMIS Configuration Fiscal Year

- Go to System>Configuration>EMIS Reporting Configuration.
- Update the Fiscal Year.
- Click Save.

Edit EMIS Reporting Configu... + x

Fiscal Year	<input type="text" value="2,025"/>
Reporting Id	<input type="text" value="Credential ID"/>
Z Id Pre Fix	<input type="text" value="A15"/>



Mass Change

Utilize Mass change for the following:

- Archive prior FY compensations (Do not archive compensations for employees carrying over)
- Clear long-term illness
- Incrementing years of experience
- Clear EMIS Override Fields

Verify and Update Data

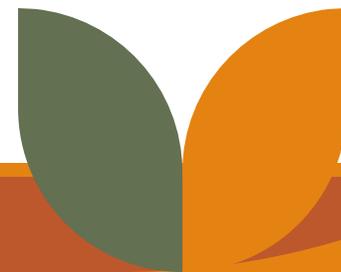
- Verify and update any degree changes and semester hours
- Update non-contract EMIS override amounts
- If an employee was reported with separated date and reason, remove all Report to EMIS checkboxes



Employees Not Reported on the Final Collection

If an employee left last year and were not reported with a separation date and reason (Position Screen), you must report them through the Final Collection of FY25.

- Position Status needs to be “U” –Employee no longer employed
- Enter a separation date and reason.
- Leave FY24 Compensation unarchived



Reports to Run

EMIS Employee Report- list employees that are set to report to EMIS and will be included when the data collector is ran. If any data related errors occur for an employee, there will be an error message.

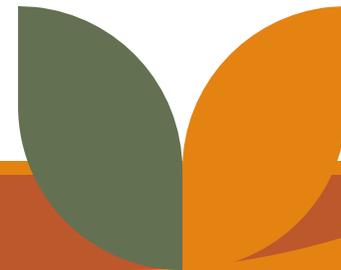
EMIS Position Report- list Positions/Compensations that are set to report to EMIS and will be included when the data collector is ran. If any data related errors occur for a position/compensation, there will be an error message

EMIS Data Extract Report- This report pulls data from employee, position, and compensation records and will extract the EMIS data based on user filters OR EMIS reporting year. (NEW REPORT) Can use to verify CI and CK information



Reports to Run, cont...

- Staff Demographic Report - This report helps verifying (CI) records.
- Active and Inactive Position Reports – Verifying (CK) records
- Active and Inactive Compensation and Non-Contract Reports – Verifying (CK) records
- EMIS Staff Report- This report can be used to verify information that will be submitted to the Data Collector.



CC or CJ Records

Typically, ESC's are the only districts with CJ Records

Update information in the Core > EMIS Entry > CJ or CC tab

Be sure to extract data and upload to Data Collector

Errors

Start with Level 1 Validation Errors

Examples of CI and CK Level 1 Errors.

CK.0007	Fatal	Element value cannot be blank	(CK230) Missing value for Position Separation Reason
CK.0014	Fatal	Teachers must have a valid assignment area	(CK220) Invalid value '999140' in the field 'Assignment Area'
CK.0007	Fatal	Element value cannot be blank	(CK070) Missing value for Position Status
CK.0007	Fatal	Element value cannot be blank	(CK230) Missing value for Position Separation Reason
CK.0007	Fatal	Element value cannot be blank	(CK290) Missing value for Qualified Paraprofessional
CK.0012	Fatal	Separation Reason required for Position Status	Check Position Separation Date (CK300) and Position Separation Reason (CK23...
CI.0015 (A)	Fatal	Principal Experience and/or Authorized Experience too high	Either element is incorrectly greater than Total Experience...
CI.0015 (A)	Fatal	Principal Experience and/or Authorized Experience too high	Either element is incorrectly greater than Total Experience...
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI100) Missing value for Education Level
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI080) Missing value for Racial/Ethnic Group
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI090) Missing value for Gender
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification

CI Errors- Employee Record
CK Errors- Position/Compensation

Errors- Missing Report

Possible Reasons:

- Missing a piece of the triangle
- Did they switch from ZID to Credential ID (Please send us a spreadsheet like the example below. We will submit an override request into DEW)

IRN	Old Staff ID	New Staff ID	Employee
085639	ZAXXXXXX	OHXXXXXX	Aundrea Fricke
085639	ZAXXXXXX	OHXXXXXX	Mindy Troyer
085639	ZAXXXXXX	OHXXXXXX	Erika George

- Use Reports > EMIS Reports (Employee & Position) to help figure out what is missing



Questions?

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