EMIS Staff & Course (L) Final Collection

Reminders:
The FY25 Staff/Course EMIS window closes on August 6, 2025
There are *three* Report to EMIS flags that determine how information is being reported.
EMIS Override Fields. 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.
Link to the EMIS Manual: https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual

FY 25 FINAL Period L USPS EMIS CHECKLIST

1. _____ Run **EMIS Demographic Report** Verify information. Update degree type and semester hours for any current employees with changes for this fiscal year.
2. _____ Verify **all Years of Experience** (**Authorized, Total and Principal**) This should have been updated on the FY25 Initial Collection, use the above report to verify.
3. _____ Clear last year's Long-Term Illness, if it was not cleared during the initial
4. _____ Enter any **Long-Term Illness** for this fiscal year.

   - 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 >=1
     - Run **SSDT Attendance Journal Report** from the Home menu to determine number of days.
       Start Date = 07/01/2024 or enter F as Start Date
       End Date = 06/30/2025 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).
5. _____ Run Employee and Position Reports as many times as needed until they are error free. NOACSC can use the Debugging EMIS Report Errors to assist with any errors. Please submit a HelpDesk ticket
   - Generate the Reports > EMIS Reports > Employee Report

- Generate the Reports > EMIS Reports > Position Report

6. _____ Run each of the **Reports below** to verify **Position and Compensation Information (CK)** elements will be included in the collection-[EMIS Guide Section 3.4 Staff Employment (CK) Record](#)

- **EMIS Active Positions Report**
  - Verify: Position #, Position Description, Job Status, 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 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**
  - Verify: Position #, Position Description, Job Status, 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 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 Active Contract Compensation Report**
  - Verify the following:
    - *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
    - *Contract*- Contact Amount, Pays in Contract

- **EMIS Active Non Contract Compensation Report**
  - *Compensation* - Type, Unit Amount, Contract Work Days, Hours in Day.
  - *Date Range*- Compensation Start Date, Compensation Stop Date

- o *State Reporting*- Reportable to EMIS
- o *Position*- Position #, Position Description, Job Status

- **EMIS Inactive Non Contract Compensation Report**
  - o *Compensation* - Type, Unit Amount, Hours in Day.
  - o *Date Range*- Compensation Start Date, Compensation Stop Date
  - o *State Reporting*- Reportable to EMIS

- **EMIS Staff Report-** Use report as a validation of which compensations and positions are flagged as reportable to EMIS

- **EMIS Data Extract Report –** This report pulls data from employee, position, and compensation records and will pulls the EMIS data based on user filters OR EMIS reporting year.

7. _____   Report any EMIS Contractor (CC) or EMIS Contracted Service (CJ) Records

- Go to Core > EMIS Entry
- Click Create or the Edit icon to create or update any records
- Click Save
- When ready, select the Extract option found within each tab to download the CC and/or CJ file to your computer.
- Upload the file(s) to the Data Collector

Non-Contract Compensations – Staff Employment data needs updated EACH YEAR on the Position record to report the current Fiscal Year's wages.

*Also need Staff Employment fields populated if employee is paid on one position but needs to report a Position separately for EMIS purposes. Ex: Music Teacher for Elementary and Middle School. ODE Report card may need to show both Positions.

Contract Compensations - Data will pull from Compensation record for that Position. Only need to fill in Staff Employment data if total wages don't match Compensation record. Ex: Mid-Year Contract change.

NOTE *If a Mid-Year Contract change was processed, additional steps need to be taken for the data to be accurate:*

- o On **Position** record, in the Staff Employment fields, update the Contract Amount, Contract Work Days, Hours In The Day and Full Time Equivalence to reflect the original contract PLUS mid-year contract increases for TOTAL FY25 Compensation values. These fields on the Position record will override the Compensation information.

8. _____ For any employee that will be leaving the district enter a **Separation Date** and **Separation Reason** on the **Position** record. This will then be reported for the EMIS Fiscal Year that is closing.

    See the last pages for instructions on EMIS reporting of an employee leaving your district.
    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 (FY25). Don't Archive Termed employees before collection closes in August.
    c. You can enter separation date and reason before you are done paying the employee

9. _____ **Notify your EMIS Coordinator that a collection can be started in the Data Collector for the Final Staff and Course Collection.**
    a. EMIS Coordinator will check **both** the SIF Zone box and the EMIS Formatted Files box.

10. _____ **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.

11. _____ 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

*Separation Date is based upon the last day WORKED, not the last day paid

- **Situation 1**: *If employee was not reported with separation date and reason on FINAL Staff and Course Collection (FY24).
- If an employee leaves the district on or after the last day of the FY24 school year, and works no days in the FY25 school year, give that employee...
    - INITIAL Staff and Course Collection (FY25)
        - Position Status U
        - Separation Date
        - Separation Reason
    - FINAL Staff and Course Collection (FY25)
        - Same as above
    - INITIAL Staff and Course Collection (FY26)
        - 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 FY25 school year and then resigns, give that employee...
    - INITIAL Staff and Course Collection (FY25)
        - employee's Position Status remains the way it was set on the employee's last day of work
        - Separation Date
        - Separation Reason
    - FINAL Staff and Course Collection (FY25)
        - Same as above
    - INITIAL Staff and Course Collection (FY26)
        - set the employee's Report to EMIS flags to N on Employee and Position screens
        - Archive employee compensation

- **Situation 3**: 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 DEW with separation date and reason; supplementals are not included in staff missing)
    - Archive employee on Core/Employee

- **Situation 4**: If an employee left your district prior to the last day of school year FY24 and separation date and reason were reported in Final Staff and Course Collection (FY24), you are finished reporting this person and can now...

- Set all Report to EMIS flags to N
- Archive employee compensation

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.]