

FY27 STAFF AND COURSE COLLECTION

Reminder: Initial Collection closes February 3, 2027



Northwest Ohio Area
Computer Services Cooperative

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 FISCAL YEAR

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

Edit EMIS Reporting Configu... + x

✓ Save ⌕ Cancel

Fiscal Year	2,027
Reporting Id	Credential ID
Z Id Pre Fix	

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

Mass Change Examples

Archiving Old Contracts Mass Change

Choose mode:

Maintenance Mode

Execution Mode

Load Definition
Archive

Close

Script Parameters

Name	Default Value
Add Parameter row	

Script Definition (Normal Mode)

Property	New Value
archived	true
Add property row	
Switch to Advanced Mode	

Definition Name

Archive

Save

Download Definition

Import Definition

Clear Definition

Clear Long Term Illness

Choose mode:

MAINTENANCE

EXECUTION

Load Definition

Close

Script Parameters

Name	Default Value
Add Parameter row	

Script Definition (Normal Mode)

Property	Value
longTermIllness	
Add Property row	
Switch to Advanced Mode	

Definition Name

Save

Download Definition

Import Definition

Clear Definition

Incrementing Years of Experience

Required Fields:

Principal Years Experience – Position codes 104 & 108, total number of years serving as a principal, assistant principal or with the duties and responsibilities of those two positions

Authorized Teaching Experience - Position codes 212 & 230, total years of authorized teaching experience

Total Years Experience – total years of authorized and non-authorized educational service for licensed employees

- ex: elementary schools, college and universities, secondary schools

VERIFY AND UPDATE DATA

- Verify and update any degree changes and semester hours on the Employee Screen
- Update non-contract EMIS override amounts
 - Not all non-contracts, just EMIS reportable positions
- If an employee was reported with separation date and reason, remove all 'Report to EMIS' checkboxes and change status to Terminated
 - INACTIVE or ACTIVE positions will show on reports



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 FY27.

- Position Status needs to be “U” –Employee no longer employed
- Enter a separation date and reason.
- Leave FY26 Compensation unarchived



CJ RECORDS

- Links a contracted employee to the student in the resident or educating district, without the district need to report the staff member separately.
- It also allows the contractor to report an accurate FTE that reflect the time the employee spends serving students from each district.

The CJ Record contains the following:

- District IRN
- Contracting District IRN
- Employee ID
- Local Contract Code
- Position Code
- Position FTE

The screenshot shows a web application interface for entering contractor records. The top navigation bar includes links for Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, and USAS Integration. Below this, a tabbed interface shows 'EMIS Contractor (CJ)' as the active tab, with other tabs for 'EMIS Employee Entry', 'EMIS Position Entry', and 'EMIS Contracted Service (CC)'. The main form area is titled 'Contractor Emis' and contains several input fields and buttons. On the left, there is a vertical list of records, each with an eye icon and a pencil icon. The main form has a '+ Create' button at the top left. Below it, there are checkboxes for 'Create New' and 'Close', and buttons for 'Save' and 'Cancel'. The form fields include 'Employee *' and 'Position *' (both dropdown menus), 'Compensation: *' (a text input field), and three input fields at the bottom labeled 'IRN', 'Position Code', and 'FTE'.

REPORTS TO RUN

These Reports can be found from Reports > EMIS Reports

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. Can use to verify CI and CK information



REPORTS TO RUN, CONT...

These Reports can be found under Report Manager

- **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.



STAFF VACANCY (CR RECORD)

What is a Staff Vacancy Record?

A “staff vacancy” is an open position that the district **intends to fill during the reporting year**. Whether or not a position is ultimately filled that reporting year, a Staff Vacancy Record needs to be reported.

When is it Reported?

The district should report this record in the year in which the district plans to fill the vacancy. CR Records are reported in both initial and final Period L Collections.

Who does this apply to?

Applies to public districts, JVSD's, Community Schools, STEM Schools, and ESC's





WHY IS THIS IMPORTANT

- Quantify teacher and staff shortages
- Identify hard-to-fill positions and geographic staffing challenges
- Inform educator recruitment and retention initiatives



STAFF VACANCY POSITIONS

☀ *Position Code*

Record Field Number	CR070
Definition	The code associated with the position assignment of the employee.

Valid Options

104	Assistant Principal Assignment
108	Principal Assignment
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)
230	Teacher Assignment
304	Audiologist Assignment
318	Psychologist Assignment
334	Intern Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
415	Instructional Paraprofessional Assignment
704	Vehicle Operating (Bus) Assignment
EMC	EMIS Coordinator

Reporting Instructions. The codes in this list are the only position codes for which a Staff Vacancy (CR) Record is required.

Staff Vacancy

+ x

✓ Save

⊗ Cancel

Emis Reporting Year !

Building IRN !

Date Vacancy Filled

Highest Grade Level Served ** : Not applicable ▼

Lowest Grade Level Served ** : Not applicable ▼

Position Code *

Reason For Vacancy *

Subject Area ** : Not a teacher, subject not reported ▼

Unfilled Position FTE

Vacancy Filled Method *

Former Employee

Former Employee

Former Employee State Staff Id

New Employee

New Employee

New Employee State Staff Id

STAFF VACANCY ENTRY

EMIS Reporting Year: Enter the fiscal reporting year to report the EMIS Staff Vacancy. This must match the EMIS Reporting Configuration Fiscal Year.

Building IRN: Enter the state assigned IRN of the building in which the vacancy is.

Date Vacancy Filled: Enter the state date of the employee hired to fill the vacant position.

Highest Grade Level Served: Select the highest student grade level served by this position (only required for position codes 104, 108, 212, and 230).

Lowest Grade Level Served: Select the lowest student grade level served by this position (only required for position codes 104, 108, 212, and 230).

Position Code: is the position code for the job. A list of possible codes can be accessed through the drop down.





STAFF VACANCY ENTRY

Reason for Vacancy: The reason for which the district has an open position they are looking to fill.

Subject Area: The subject area for which the position is needed

Unfilled Position FTE: the FTE of the position expressed as a percentage

Vacancy Filled Method: The method by which the vacant positions was filled



STAFF VACANCY FAQs

Question 1. A speech and language pathologist retired this year, and we are posting the position right away to hire someone as soon as possible to finish out the year. Should we submit a vacancy record for this position this year or wait until next year?

Answer 1. Vacancy records should be submitted during the school year in which the district plans to hire someone. Here, the district's plan is that the replacement will begin work this school year; therefore, a Staff Vacancy (CR) Record should be submitted during the current school year.

Question 2. Several staff left their positions during the 2025-2026 school year; the district plans to hire replacements for most of these staff to begin working in August of 2026. Short-term funding ran out for two positions, so the district is not replacing those staff. Should we submit Staff Vacancy (CR) Records for all of these positions?

Answer 2. Do not submit vacancy records for any positions the district has determined they will not attempt to fill. In FY27, Staff Vacancy (CR) Records should be submitted for each position the district attempts to fill.



STAFF VACANCY FAQs

Question 3. The district tried to hire someone to replace our audiologist for FY27, but we could not find someone to fill the position. We will be going without an audiologist this year. Should we submit a vacancy record for the audiologist position?

Answer 3. Yes, this district should report a Staff Vacancy (CR) Record for this audiologist position. The record should be reported with Vacancy Filled Method option UN–Position remains unfilled.

Question 4. Our district had a teacher retire and replaced that person by contracting with the ESC. Do we need to report a Staff Vacancy (CR) Record for the retired teacher's position?

Answer 4. Whether a vacancy record is required in this situation depends on the timing of the decision to contract for the position. If the district decided to contract with the ESC without having posted the position or attempting to hire a teacher, then no vacancy record would be reported. If, however, the district attempted to hire a teacher, failed to find someone, and then decided to contract with the ESC, then a Staff Vacancy (CR) Record should be reported for the position.

Regardless of whether the contracting district reports a record, if the ESC did not have an available staff member and had to hire to provide someone, then the ESC would report a vacancy record for the position.

STAFF VACANCY FAQs

Question 5. Our district received a grant we are using to hire two new high school math teachers. Since the two positions are the same (same position code and subject area), should we report vacancy records for both? Whether we report one or two records, how do we report the State Staff ID, Former Employee since these are new positions?

Answer 5. Yes, two records should be reported for this situation, one for each position. What is reported for State Staff ID, Former Employee depends on the other reported details for the two positions. If the fields that must be unique will match between the two records, then the Former Employee ID should be all 9s for one position and all 8s for the other position. If, however, the fields will not match, then all 9s can be reported for both.

For example, if the two positions are in different buildings, then the Former Employee ID can be reported as all 9s for both records. If the two positions are in the same building and are either filled by the same person or both remain unfilled, then all 9s should be reported on one record and all 8s should be reported on the other.

If there are more than two matching positions, Former Employee IDs can be reported with all 9s, all 8s, all 7s, all 6s, or all 5s. In the unusual situation that this will not create enough unique records for positions that remain unfilled, the New Employee ID can also be all 9s, 8s, 7s, 6s, or 5s.

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



CK - Staff Employment Record

<u>EMIS Field Name</u>	<u>Redesign Field Name</u>	<u>Location</u>
Assignment Area Element	Assignment Area	Position/Funding Source
Building IRN Element	Building IRN	Position/EMIS Related Information
Employee ID Element	Employee Number	Employee/Populated
Extended Service Element	Extended Service	Position/Employee
Grade Levels Assigned/Low Element	Low Grade	Position/EMIS Related Information
Grade Levels Assigned/High Element	High Grade	Position/EMIS Related Information
High Quality Professional Development Question Element	High Quality Professional Development	Position/EMIS Related Information
Length of Work Day Element	Hours in Day	Position/EMIS Related Information or Compensation/Compensation
Local Contract Code Element	Local Contract Code	Compensation/State Reporting
Pay Amount/Rate Element	Contract Amount	Position/EMIS Related Information or Compensation/Compensation
Pay Type Element	Calculated value based on a formula	NA
Position Code Element	Position Code	Position/EMIS Related Information
Position FTE Element	FTE/Full Time Equivalence	Position/Employee/EMIS Related Information
Position Fund Source Elements	Funding Source Code 1/2/3	Position/Funding Source
Position Fund Source Percent Element	Percent 1/2/3	Position/Funding Source
Position Separation Date Element	Separation Date	Position/EMIS Related Information
Position Separation Reason Element	Separation Reason	Position/EMIS Related Information
Position Start Date Element	Compensation Start Date	Compensation/Compensation
Position Status Element	Position Status	Position/EMIS Related Information
Position Type Element	Position Type	Position/EMIS Related Information
Qualified Paraprofessional Element	Paraprofessional	Position/EMIS Related Information
Scheduled Work Days Element	Contract Work Days	Position/EMIS Related Information or Compensation/Compensation
Special Education FTE Element	Special Education Full Time Equivalence	Position/EMIS Related Information
Type of Appointment Element	State Reporting Appointment Type	Position/EMIS Related Information

CL - Staff Demographic Record

<u>EMIS Field Name</u>	<u>Redesign Field Name</u>	<u>Location</u>
Absence Days Element	Type (Absence) + Job calendars	Core/Attendance/Job Calendars
Absence Days/Long-term Illness Element	Long Term Illness	Employee/State Reporting
Attendance Days Element	Type (Attendance) + Job Calendars + Adjustment days	Core/Attendance/Job Calendars + Adjustment days
Authorized Teaching Experience Years Element	Authorized	Employee/Experience
Date of Birth Element	Birth Date	Employee/Dates
Early Childhood Education Qualification Element	ECE Qualification	Employee/State Reporting
Education Level Element	Degree Type	Employee/State Reporting
First Name	First Name	Employee/Name
Gender Element	Gender	Employee/General
Last Name	Last Name	Employee/Name
Middle Name	Middle Name	Employee/Name
Prefix Name	NA	NA
Principal Experience Years	Principal Experience	Employee/Experience
Racial/Ethnic Group Element	Primary Race	Employee/Race
Semester Hours Element	Semester Hours	Employee/State Reporting
State Staff ID Element	Credential ID (Certified) or Non-Certificate Employee ID (classified)	Employee/Identification or State Reporting
Suffix Name	Suffix	Employee/Name
Total Experience Years Element	Total Experience	Employee/Name

ERRORS- MISSING REPORT

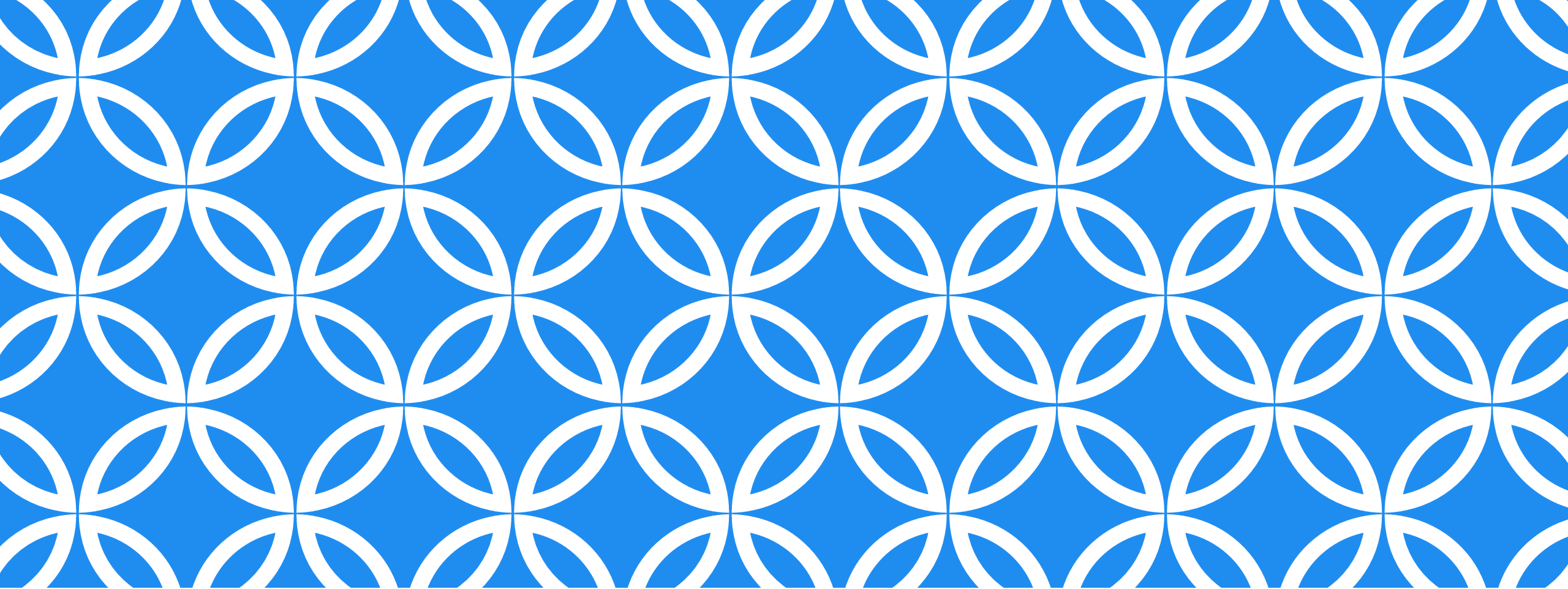
Possible Reasons:

- 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

POSITION STATUS

- C** **Current position in the district**
- A** **Contracted personnel - Agency**
When the resident/educating district is contracting with a non-EMIS reporting agency (not an individual) for staff to provide services or teach a course.
- I** **Contracted personnel - Individual**
When the resident/educating district is contracting with a non-EMIS reporting individual (not an agency) to provide services or teach a course.
- P** **Leave of absence**
The individual was employed by the current district during the previous year but was granted a leave of absence. It does not matter if the employee is being paid while on leave.
- U** **No longer employed by district in this position**



QUESTIONS?

419-228-7417

Fiscal.support@noacsc.org