

STAFF EMIS REPORTING 16L

Deb Dinnen

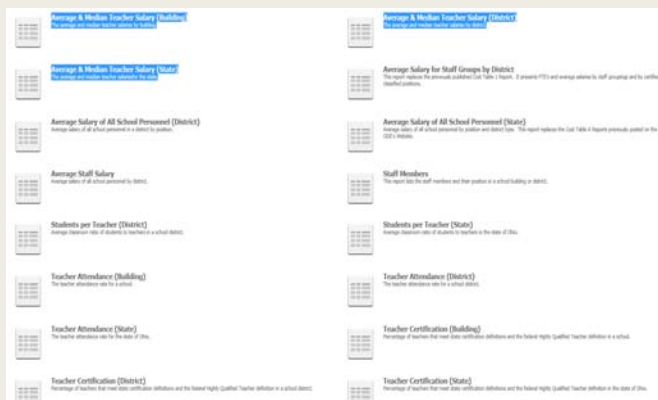
Agenda

- How is staff data reported to ODE used?
- Change from multiple reporting periods for staff to a single "L" reporting period
- Staff EMIS Reporting Elements
 - *Staff Demographics*
 - *Staff Employment*
 - *Summer Separation*
 - *Contracted Staff*
 - *Contract Only*
- Adding staff in the FLAT FILE EDITOR (FFE)
- USPS Checklist
 - Data Collector
 - Correcting Errors
 - Reports

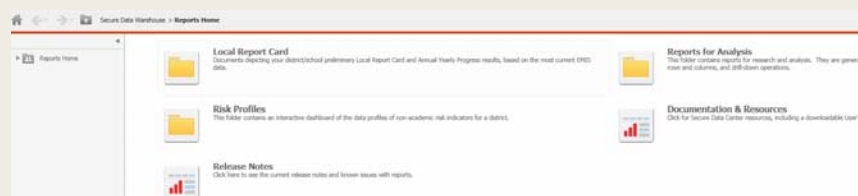
How is staff data used

- Used by Area Coordinators when comparing like size districts
- iLRC
 - <http://reportcard.education.ohio.gov/Pages/default.aspx>
 - GO TO ADVANCE REPORTS

- SDC



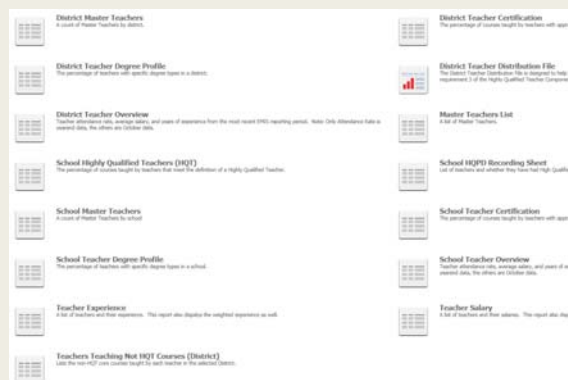
HOW IS STAFF DATA USED



Secure data center



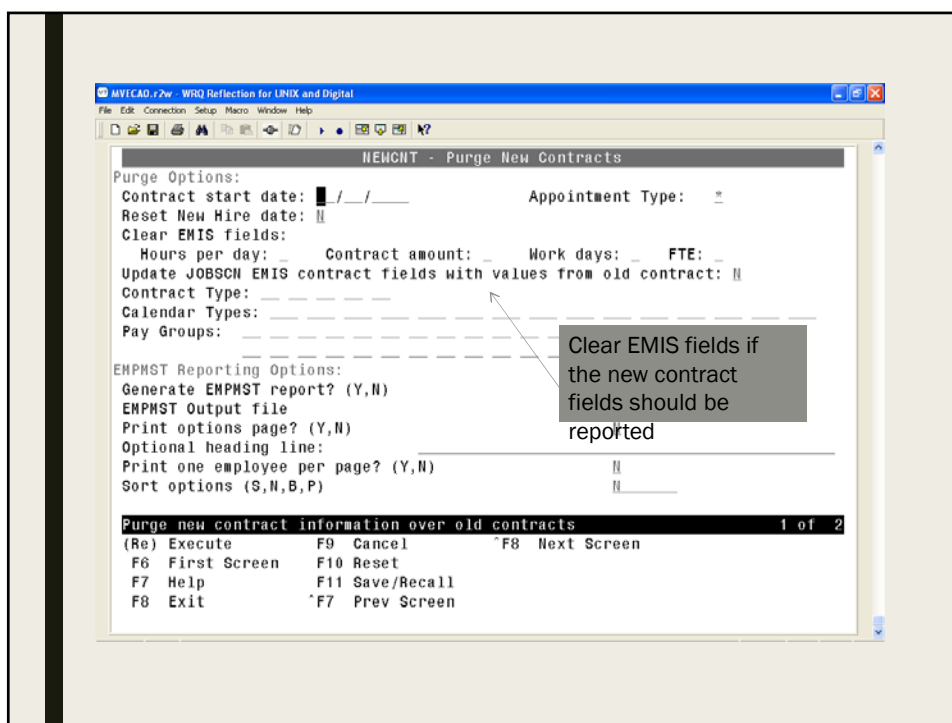
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How is staff data used?

- School District Profile, (Cupp Report)
<http://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/District-Profile-Reports/FY2014-District-Profile-Report>

OLD	NEW
2 staff reporting periods : K and N	One reporting period (L) with a break at the semester
Staff reported as of October Count Week	Report all staff changes as they occur throughout the period
Supplementals only reported at yearend	Best available information about Supplementals reported as they are hired
If staff are reported as separated in October; flag N to EMIS for yearend	Staff will need to be reported the entire year: 'Y' to report to EMIS with a separation reason and date
Supplementals were determined by the position code 8xx	Supplementals will be determined by the position type 'S'
When purging NEWCNT, moved old job info for October count week to the EMIS Contract Info fields	Report the new values to ODE



STAFF EMIS Reporting elements

- Best resource is the ODE EMIS manual
- <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

Staff Demographics – CI USPS Biographical record

- Employee ID (CI050)
- Prefix Name (CI280), First Name (CI290), Middle Name (CI300), Last Name (CI310) and Suffix Name (CI320)
- State Staff ID (CI270)
- Birth Date (CI070)
- Gender (CI090)
- Race/Ethnicity (CI080)
- Education Level (CI100)
- Semester Hours (CI110)
- Authorized Teaching Experience Years (CI200)
- Total Experience Years (CI210)
- Early Childhood Education Qualification (CI225)

STAFF DEOMGRAPHICS –CI BIOSCN/DEM SCN

SSN: 111-11-1111 Employee ID: 11111111 Conceal: BIOSCN
 State Assigned ID: _____ EMIS ID: _____
 Last Name: DEFAULT Suffix: _____
 First Name: _____ Middle: _____ Phone/Unlist: (____) ____-____
 Street: _____ Dist Phone: (____) ____-____
 _____ Dist Exten: _____
 City: _____ State: _____ Zip: _____ OSDI code: _____
 Foreign Adrs: _____ Ctry: _____ Prov: _____ Post: _____
 Email: _____
 Gender: _____ Direct deposit: Y Report to EMIS: Y
 Marital: 0 Email dirdep notice: N Long term ill: _____
 Birthdate: 00/00/0000 Check distrib.: _____ Part-time (benefits): _____
 Hire date: 00/00/0000 Eligible retire: _____
 Last paid: 00/00/0000 ODHS New hire: 00/00/0000

ID: 11111111 State Assigned ID: _____ EMIS ID: _____ Conceal: N
 NAME: _____
 FIRST MIDDLE LAST DEM SCN SUFFIX
 Address: OH
 Birthdate: 00/00/0000 Sex: _____ Handicap status: _____ Multilingual: _____
 Hispanic/Latino: N Race: _____ White: _____ Black: _____ Asian: _____ AI/AN: _____ NH/PI: _____
 Report to EMIS: N Length of Experience: _____
 Eligible retire: N Total: _____ Accre: _____ OH Pub: _____ Purch: _____
 Semester hrs: _____ Authori: _____ Milit: _____ OH Priv: _____
 Education lvl: 0 In Dist: _____ Trade: _____ NonOH Prv: _____
 ECE Qualif.: _____ Bldg: _____ Rtmnt: _____ NonOH Pub: _____
 Other credent: _____ User Defined Fields: _____
 Hire date: 00/00/0000 Amount 1: _____ Amount 2: _____
 Last eval.: 00/00/0000 Code 1: _____ Code 2: _____ Date: 00/00/0000
 Long Term Ill: _____ Text: _____

Staff Demographics –CI USPSWEB BIOWEB

Additional Employee Information	
Eligible for Retirement	No
Report to EMIS	No
OSOI Code	
Direct Degree	Yes
Email Direct Degree	No
Check Distribution	
Degree Type	Non Degree
ECE Qualification	Not Applicable
Other Credentials	
ODHS New Hire	Date
Reported Employee has not been reported	
Long Term Illness	0.00
Gender	Male
Marital Status	Married
Spouse's First Name	
Handicap Status	None
Semester Hours	0
Sub-days	
Primary Race	Not Specified
Ethnicity Flag	
Hispanic/Latino	
Specific Race Flags	
White	No
Black	No
Asian	No
American Indian/Alaska Native	No
Native Hawaiian/Pacific Islander	No
Dates	
Experience	
Total	0
Authorized	0
Building	0.00
District	0.00
Accredited District	0.00
Retirement System	0.00
Purchase	0.00
Ohio Public	0.00
Ohio Private	0.00
Non-Ohio Public	0.00
Non-Ohio Private	0.00
Military	0.00
Trade	0.00

Staff Demographics – CI USPSWEB/EMIS Entry Screens

Staff Demographic	
Emis Id	
State Assigned Id	
Report to EMIS	No
Gender	Male
Total Years	0
Authorized Years	0
Attendance Days	250.00
Absence Days	0.00
Degree Type	Non Degree
Semester Hours	0
ECE Qualification	Not Applicable
Long Term Illness	0.00
Birth Date	
Primary Race	Not Specified
Ethnicity Flag	
Hispanic/Latino	
Specific Race Flags	
White	No
Black	No
Asian	No
Amer Indian/Alaska Native	No
Nat Hawaii/Pac Islander	No

Staff Demographics – CU USPS Biographical Record

- Employee ID – Not the district assigned EMPLOYEE_ID
 - Defined in USPS in USPSDAT/USPCON screen 3 of 3
 - Always choose C- Credential ID. **Do not use SSN**
 - This identifier must be the same for all staff reporting record types – including courses

Shift Premiums : P EMIS reporting ID: C
 2nd Shift Hourly : _____
 2nd Shift Daily : _____
 2nd Shift Percent: _____
 3rd Shift Hourly : _____
 3rd Shift Daily : _____
 3rd Shift Percent: _____

Staff Demographics – CI USPS Biographical Record

- USPS has 4 ID fields: SSN, EMPLOYEE_ID, STATE_ASSIGNED_ID and EMIS_ID - **EMIS ID FIELD SHOULD BE BLANK!**

Find: _____ Y
 SSN/ID Last name First name Skip Concealed

SSN: 111-11-1111 Employee ID: 111111111 Conceal: N
 State Assigned ID: _____ EMIS ID: _____
 Last Name: default Suffix: _____
 First Name: _____ Middle: _____ Phone/Unlist: (____) ____-____
 Street: _____ Dist Phone: (____) ____-____
 City: _____ State: OH Zip: _____ OSOI code: _____
 Foreign Adrs: _ Ctry: _ Prov: _____ Post: _____
 Email: _____
 Gender: _____ Direct deposit: Y Report to EMIS: Y
 Marital: 0 Email dirdeo notice: N Long term ill: _____

Employee Details

Employee ID: _____ State Assigned ID: _____ EMIS ID: _____

Employee Name and Address

First Name: _____ Middle Name: _____ Last Name: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Foreign Address: _____

Staff Demographics – CI USPS Biographical Record

- State Staff ID
 - A unique statewide ID used to match a staff member's data to EMIS data from previous reporting periods and to the state certification and licensure database
 - Enter Credential ID or leave blank. If left blank a pop up box will appear asking if you would like to assign a Z-ID.
 - If left blank, Z-IDs can be added later using BIOSCN or DEMSCN.
 - A data collection will automatically assign a Z-ID if left blank.
 - Preferably, before the first collection, for any staff member ever issued a credential by ODE; the State Staff ID will be the ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure.
 - Populate this field with the ID even if they are not working in a position that requires a license. For example: A teacher working as an instructional aide
 - Search for licenses
<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/DemographicDisplay.aspx>

Staff Demographics – CI USPS Biographical Record

- Semester Hours
 - The total number of semester hours from any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession.
 - Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.
 - To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

Staff Demographics – CI USPS Biographical Record

What is the difference between *Authorized* and *Total* years of teaching experience?

Authorized = total years of authorized teaching experience as a regular or substitute in an elementary or secondary instruction for at least 120 days in a regular school year (ending June 30). Does not include teaching at a college, university, or related institution. Must be less than total years of experience

Total = total number of years of **all** certificated educational service (authorized and non-authorized). Maximum is 40 total years. Must be greater than or equal to the authorized years of experience

Staff Demographics – CI USPS Biographical record

- USPS has many fields for Length of Experience
 - Total and Authorized are the only 2 EMIS elements*
 - All experience fields can be incremented by MASCHG/MASINC*

The image shows two forms. The left form is the 'USPS Biographical Record' with fields for personal and employment information. The right form is the 'Staff Demographics' form, which includes a 'Length of Experience' section with checkboxes for 'Authorized' and 'Total' years.

USPS Biographical Record Fields:

- Find: Y
- ID: 1111111111 State Assigned ID: default EMIS ID: Conceal: N
- NAME: FIRST MIDDLE LAST SUFFIX
- Address: OH
- Birthdate: 00/00/0000 Sex: _ Handicap status: _ Multilingual: _
- Hispanic/Latino: _ Race: _ White: _ Black: _ Asian: _ AI/AN: _ NH/PI: _
- Report to EMIS: Y
- Eligible retire: _
- Education lvl: _
- ECE Qualif.: _
- Other credential: _
- Hire date: 00/00/0000 Amount 1: Amount 2: Code 1: Code 2: Date: _/ _/ _
- Last eval.: 00/00/0000
- Long Term Ill: _

Staff Demographics Fields:

- Staff Demographic
- EMIS ID:
- Degree Type:
- Semester Hours:
- ECE Qualification:
- Long Term Illness:
- Birth Date:
- Primary Race:
- Secondary Race:
- Length of Experience:
 - Total:
 - Authorized:
- Other credential:

Staff Demographics – CI USPS Biographical record

- Early Childhood Education Qualification
 - *Reporting instructions from EMIS Manual*
 - *This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE's Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.*
 - 0 Non-degree
 - 1 Associate
 - 2 Bachelors
 - 3 Masters
 - 4 Education Specialist
 - 5 Doctorate
 - 6 Other
 - 7 Less than High School Diploma
 - 8 High School Diploma
 - 9 GED Diploma

Staff Employment – CK USPS job record

- Employee ID – same as on the Demographic Record (CK050)
- Local Contract Code – Job Number (CK250)
- Position Code (CK060)
- Assignment Area (CK220)
- Position Type (CK140)
- Building IRN (CK090)
- Grade Levels Assigned High (CK270)/Low (CK260)
- Pay Type (CK180)
- Pay Amount/Rate (CK190)
- Length of Work Day (CK160)
- Scheduled Work Days (CK170)

Staff Employment – CK USPS job record

- Position FTE (CK100)
- Position Fund Source (CK130)/Percent (CK120)
- Position Start Date (CK080)
- Position Status (CK070)
- Special Education FTE (CK310)
- Type of Appointment (CK150)
- Qualified Paraprofessional (CK290)
- High Quality Professional Development (CK280)
- Extended Service – ESC Only (CK210)
- Position Separation Date (CK300)/Reason (CK230)

Staff Employment – CK

ID: 111111111 Job: 01 Name: _____ DEFAULT

Position/Title : _____

Check stub desc: _____ Pos. start: 00/00/0000

Position code : _____ Cont start: 00/00/0000 Pay pl

Position type : R Cont stop : 00/00/0000 Pay gr

Type of appt. : 1 Terminated: 00/00/0000 Calenc

EMIS appt type : 1 Last raise: 00/00/0000 Calenc

Contract type : A Retire code: 450 Calenc

Report to EMIS : Y Job status : 1 Job ty

Low/High grade : **/**

Separation reas: * 00/00/0000 Assign Area Code %

Building IRN : 046375 000000 L 100

Building/Dept : 002/000 _____

ID: 111111111 Job: 01 Name: _____ DEFAULT

Position: _____

Obligation : _____ Equal pays : Y

Amount : _____ Hours per day : 7.00

Amount paid: _____ Retire hours : _____

Amount due : _____ Pay unit : 2

Amt. earned: _____ Pay per Period: _____

Amt docked : _____ Daily rate : _____

Extended service : _____ Dock next pay : _____

of pays/Pays paid : 24/ Retro next pay: _____

Work days/Days worked: / Spec. Ed FTE: _____

EMIS Contract Info:

Hours per day: _____

Contract amt : _____

Work days : _____

FTE : 1.00000

Salary Schedule:

ID : _____

Column: 0

Step : 0

FTE : _____

Staff Employment – CK POSSCN

ID: 111111111 Job: 01 Name: DEFAULT
Position:

Salary Schedule Info: Position Information:
ID : Start: 00/00/0000 Status: C Code: ____
Column: 0 Type: R FTE: 1.00000 Low/High grade: **/**
Step : 0 Spec. Ed FTE: ____
FTE : Qualified Paraprofessional: *

Building IRN : 046375 HQPD: *
Appointment type : 1 Separation: Reason: * Date: 00/00/0000
Exper. curr. class : Position Funding:
Extended service : Assign Area Code Percent
Report to EMIS : 000000 L 100
Contract type : A

Staff Employment –CK USPSWEB/JOBWEB

Contract Related Information			
Job Number: 1	Job Title: SCP TRNGE SPECIALIST	Retirement System: SEERS	
Job Status: Active	Appointment Type: Classified	Department Code:	
Pay Plan: Seasonality	Building Code: 001	Pay Group: 01	
Contract Type:	Calendar Type:	Termination Date:	
Contract Start: 07/01/2007	Calendar Start: 07/01/2007	Supervisor ID:	
Contract Step:	Calendar Step:	Salary Schedule:	
Obligation: 0.00	Equal Pays: Yes		
Amount:	Hours per day: 0.00	IS:	
Amount Paid:	Hours per day: 0.00	Column:	
Amount Due:	Pay task: Only	Step:	
Amount Earned:	Pay Per Period: 0.00	FTE:	
Amount Deducted:	Daily Rate: 0.00		
Number of Pays: 27	Dock Next Pay: 0.00	Retire Next Pay:	
Pays Paid:	Work Days: 200	Extended Service:	
	Days Worked:		
To Date Information			
Report to EMIS: No	Position Type:	Position Status:	
Position Code:	EMIS Appointment Type:		
Position Start Date: 07/01/2007	EMIS FTE: 0.00		
EMIS Hours per day: 0.00	EMIS Work Days: 0		
EMIS Contract Amount: 0.00	Experience Current Class:		
Low Grade:	Building IRN: 006400		
High Grade:	Separation Date:		
Separation Reason: Not applicable	HQPD:		
Qualified Paraprofessional:	Special Education FTE: 0.00		
Position Funding: Assignment Area	Code	Percent	
	L	100	
		0	
		0	

Staff Employment – CK USPS job record

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- Pay Type and Pay Amount
 - *Pay Type= A or H – this fields is a calculated field and is not displayed on the demo_job_cert report; but is listed on demo_job_class*

		2016				2015				2014				2013				
Station	City	Name	Revenue	Cost	Profit	Revenue	Cost	Profit	Revenue	Cost	Profit	Revenue	Cost	Profit	Revenue	Cost	Profit	
			(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
F	W	1940	1	254	128	231	2	1.10	1	75.07	1940	2	1.01	1	75.07	1940	2	1.01
F	W	1947	1	272	136	231	2	1.10	1	75.07	1947	1	1.01	1	75.07	1947	1	1.01
F	W	1954	1	272	136	231	2	1.10	1	75.07	1954	1	1.01	1	75.07	1954	1	1.01
F	W	1961	1	292	146	231	2	1.10	1	75.07	1961	1	1.01	1	75.07	1961	1	1.01
F	W	1967	1	328	164	231	2	1.10	1	75.07	1967	1	1.01	1	75.07	1967	1	1.01
F	W	1970	1	328	164	231	2	1.10	1	75.07	1970	1	1.01	1	75.07	1970	1	1.01
F	W	1983	1	332	166	231	2	1.10	1	75.07	1983	1	1.01	1	75.07	1983	1	1.01
F	W	1990	1	332	166	231	2	1.10	1	75.07	1990	1	1.01	1	75.07	1990	1	1.01
F	W	1996	1	332	166	231	2	1.10	1	75.07	1996	1	1.01	1	75.07	1996	1	1.01
F	W	2003	1	332	166	231	2	1.10	1	75.07	2003	1	1.01	1	75.07	2003	1	1.01
F	W	2010	1	332	166	231	2	1.10	1	75.07	2010	1	1.01	1	75.07	2010	1	1.01
F	W	2017	1	332	166	231	2	1.10	1	75.07	2017	1	1.01	1	75.07	2017	1	1.01
F	W	2024	1	332	166	231	2	1.10	1	75.07	2024	1	1.01	1	75.07	2024	1	1.01
F	W	2031	1	332	166	231	2	1.10	1	75.07	2031	1	1.01	1	75.07	2031	1	1.01
F	W	2038	1	332	166	231	2	1.10	1	75.07	2038	1	1.01	1	75.07	2038	1	1.01
F	W	2045	1	332	166	231	2	1.10	1	75.07	2045	1	1.01	1	75.07	2045	1	1.01
F	W	2052	1	332	166	231	2	1.10	1	75.07	2052	1	1.01	1	75.07	2052	1	1.01
F	W	2059	1	332	166	231	2	1.10	1	75.07	2059	1	1.01	1	75.07	2059	1	1.01
F	W	2106	1	332	166	231	2	1.10	1	75.07	2106	1	1.01	1	75.07	2106	1	1.01
F	W	2113	1	332	166	231	2	1.10	1	75.07	2113	1	1.01	1	75.07	2113	1	1.01
F	W	2120	1	332	166	231	2	1.10	1	75.07	2120	1	1.01	1	75.07	2120	1	1.01
F	W	2127	1	332	166	231	2	1.10	1	75.07	2127	1	1.01	1	75.07	2127	1	1.01

When checking the errors under the Salary/Rate field, please note the following:

- Genesee is missing **TRAIN** for the Length of Work Day field
- Genesee is missing **TRAIN** for the Days Scheduled field
- Genesee an error/tolerance check for the Salary/Rate field
- Genesee is Contractor
- Genesee an IFE created Contracted Staff Assoc'n record

[illegible]

Pay type/Pay amount

- *Calculated using multiple fields*
- *If the EMIS Contract Amount field > 0 Or the regular USPS Contract amount field > 0 Pay type = A*
- *If neither of the contract Amount fields are > 0, the USPS pay unit field (Hourly or Daily) is used to try and calculate both the Pay Type and Pay amount*
 - *If the USPS Pay_Unit= Hourly then Pay Type = H and the USPS hourly rate is used for the EMIS Pay Amount*
 - *If the EMIS hours in day field > 0, this Hours in day value is used, otherwise it uses the regular USPS hours in day field.*
 - *If the EMIS work days > 0, that value is used, otherwise the regular USPS work days is used.*
 - *If hours in day > 0 Pay Type = H and Pay Amount is calculated by dividing the daily/hourly rate by the hours in day*
 - *If work days in contract > 0 Salary type = A and Pay Amount is calculated by multiplying the daily/hourly rate by work days on contract.*
 - *Review the information in the job and position record for the following fields for staff that do not have a contract amount value entered either in the Contract Amount field or the EMIS Contract Info: Contract amt field:*
 - *Pay unit (Hourly or Daily), Hourly/Daily rate, and Hours per day.*
 - *PERDET would have also flagged these fields with the "!" to note there was an error with the data.*

Staff Employment – CK USPS job record

- Position FTE
 - *Full-time equivalency (FTE) is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time. The number 1.00 represents one full-time assignment. One (1.0) FTE is equal to the number of hours in a regular working day for that position, as defined by the district.*

Position FTE

- A full-time teacher who instructs students for six hours a day (as defined by the district) has a 1.0 FTE reported as 100. In this case, a teacher who instructs students for three hours a day in that district would have a position FTE of .50 reported as 050.

Cooks FTE

A district employs eight cooks. Three cooks work three hours per day, two work four hours per day, and three work five hours per day. The district has defined that 5 hours is equal to one (1.0) FTE for a cook's position. Therefore, the FTE for a cook who works five hours a day is 1.0. The FTE for a cook who works 4 hours a day is .80 FTE, and the FTE for a cook who works three hours a day is .60.

Position FTE

Bus Driver and Transportation Supervisor FTE

A district employs an individual to drive a bus half time and to supervise the transportation system half time. The district has defined that four hours is equal to 1.0 FTE for a bus driver and 8 hours is equal to 1.0 FTE for a transportation supervisor. In this case, if the employee drives a bus for two hours, then he/she is reported with .50 FTE for the bus driver position. If he/she supervises for six hours, then he/she is reported with .75 in the *Position FTE Element* on the Staff Employment Record for the transportation supervisor.

ODE no longer produces the All_A and All_R report that lists the FTE by position code. You can run a Safari query of all staff reportable to EMIS or do a staff collection and use the employment record preview report to check staff FTE.

Staff Employment – CK USPS job record

- Special Education FTE
- Time included for these calculations should include activities and services that *are not* routinely provided to *all* students. For example, a school counselor who provides college admission assistance to all students would not include the time providing the same assistance to students with disabilities as part of this FTE. The administrator who coordinates district-wide testing would NOT include time assigned to administration of an ability test that is taken by most students; however, the staff member **WOULD** include administration of the same kind of test when it is being used only as part of the special education multi-factored evaluation.
- Staff responsible for identifying the need for developing and/or implementing IEPs would report the time associated with such. A special ed teacher who teaches fulltime would report an FTE of 1.0 as would a fulltime special ed director. If a position FTE is 0.5, and half of the staff person's time is as-signed to special education, then the special education FTE would be 0.25.
- Nearly all teachers (position code 230) without an assignment area that indicates instruction to students with disabilities (assignment code 999412 or 999414) will have 0.00 reported in this element.

Special Ed FTE

This table lists the position codes that will frequently report a Special Ed FTE greater than 0.00.

110 Supervisor/Manager Assignment	325 Physical Therapist Assignment
120 ESC Supervisor/Manager	326 Speech and Language Therapist Assignment
202 Counseling Assignment	327 Occupational Therapist Assignment
212 Supplemental Service Teaching Assignment (Serves Students With Disability Conditions Only)	328 Mobility Therapist Assignment
230 Intervention Specialist that only include the following assignment areas:	329 Educational Interpreter
■ 999412 (Preschool Special Education)	331 Occupational Therapy Assistant (OTA) Assignment
■ 999414 (Special Education)	332 Physical Therapy Assistant (PTA) Assignment
304 Audiologist Assignment	333 Adapted Physical Education Therapist Assignment
318 Psychologist Assignment	334 Intern Psychologist Assignment
320 Registered Nursing Assignment	415 Instructional Paraprofessional Assignment
323 Social Work Assignment	909 Attendant Assignment

Staff Employment – CK USPS job record

- Length of Work Day – Do not include lunch time
- Scheduled Work Days – Include Parent/Teacher Conferences and paid vacation days. Manual states “Do not include holidays.” It’s my assumption that this means do not include unpaid holidays.
- Position Fund Source/Percent
 - *Up to 3 allowed per employment record*
 - *Percent must add up to 100 per job*
- Position Start Date – Don’t change unless there is a position code change, (In these cases, you need to end one position and start a new one.

Staff Employment – CK USPS job record

- Position Status
 - *C- Current position in the district*
 - *A- Contracted personnel - Agency*
 - *I- Contracted personnel - Individual*
 - *P- Leave of absence*
 - *U- No longer employed by district in this position*
 - *Used only in the first semester L reporting*
 - *Identifies a summer separation*
- Position Type
 - *R- Regular*
 - *T- Temporary – different than someone holding a temporary license. They are temporary postions*
 - *S- Supplemental – hired to provide a services such as coaching, advising and student activities*

Summer Separation

- Only dates after the last day of school for the prior year may be reported as the separation date. If a staff member is not assigned to a specific building within a district, then the reported date must be after the latest last day of school for all buildings within the district.
- If reporting a summer separation record the employee cannot have even a single day of attendance in the current year on any job.
- If Summer Separation Records (CL) are being reported through EMISFFE then the CI (BIOSCN) and CK (JOBSCN) records must all have the Report to EMIS Flag set to "N" in USPS.
- If the Summer Separation is reported through the SIF data collector
 - *Criteria needed:*
 - *Separation date and Separation reason on all jobs in USPS*
 - *Position status on POSSCN screen set to U*
 - *Calendar stop date on all jobs*

Staff Employment Record

When to use the EMIS Contract Info fields on the job record

- If the employee works in multiple buildings and you want the FTE split between the buildings
- If you pay from multiple jobs for the same position code
- If you do not have an obligation, hourly rate, hours/day, or FTE in the job fields

EMIS Contract info

Options for reporting Teachers and Building Managers to multiple buildings.

- **Report One Staff Employment Record**
 - *The district may report one Staff Employment Record for the staff member. Report the district IRN in the Building IRN Element, and report all other employment elements to reflect the position.*
- **Report Multiple Staff Employment Records**
 - *The district may report multiple Staff Employment. In this reporting method, each record is reported with a different building IRN in the Building IRN Element. This reflects the buildings where he/she is assigned*
- **Reporting Staff with Non-Teaching Assignments.**
 - *A staff member not in a teaching or Building Manager assignment who has district-wide responsibilities or is assigned to multiple buildings is reported with one Staff Employment Record per position. For example, a staff member with a position code of "328" (Mobility Specialist) may be assigned to several buildings within the district. Report only one Staff Employment Record for this staff member with a "328" reported in the Position Code Element. In this case, the Building IRN Element may be either the IRN of the district or the IRN of a specific building where he/she is assigned for payroll or other purposes*

Paying from multiple jobs for the same position

- ODE only wants one employment record/position code.assignment area combination
- If paying from multiple jobs for extra duty, longevity, education, etc that are really the same position; use the EMIS Contract fields for the total being paid and only flag one employment record as Y to Report to EMIS.

Paying from a job record that doesn't have a contract amount, hours/day, hrly rate work days or fte

- Use the EMIS contract fields if there are no default values for the data collector to collect.
 - *Supplemental contracts may be paid from a primary job as a MIS pay type. This type of payment is acceptable but create a "dummy" EMIS job flagged Y to report to EMIS using the EMIS Contract Info*
 - *If any one of the following fields is blank on the job record, use the EMIS contract fields to supply the needed information for the amount to be calculated.*
 - Hourly Rate
 - Work days
 - Hours per day
 - FTE

`23.73(hourly) * 261(days per year) * 8.00(hours per day) = 49,548(annual)`

Contractor Staff Employment Record (CJ)

- See EMIS Manual section 3.2

Contract Only Record

-
- Home Logout
- Home
Employee
Deduction Codes
Date Codes
Attendance
LIP/ICAP
EMIS
Contracts (CC)
Utilities
Admin
Help
Logout
- EMIS Contract Details
- Accept Cancel
- EMIS Contract Add
- Federal Tax ID Position Code Local Contract Code
- Contractor Name Contract Amount
- Start Date End Date Hours Per Week
- Based on Service Based on Hours Based on People
- Fund Source

Entering Staff in the FFE

- Things to remember
 - *The FFE is just a holding place.*
 - There are very few validations in the FFE. Mostly tolerance levels indicated by ODE.
 - *The only way something is ever deleted from the FFE is if you delete it.*
 - You have the option to delete the complete file(not recommended) or to delete those records you no longer need
 - *There are no automatic processes that transfer data from the FFE. You will need to export your data and import it into the Data Collector*

Entering Staff in the FFE

- Log into the FFE
 - <https://ssdt.esu.k12.oh.us/emisffe2/ffeUser/login>

Login

Login:
 Password:

Authorization

The EMISFFE application requires a login to the "OEON SSM (Identity Management)" system with the appropriate role. If you need access to the EMISFFE application, please contact your local OEON ITC personnel. If your password has expired or you have forgotten your password, you can change and/or reset your password via the [Identity Management Administration Console](#). Additional documentation on how to manage your account can be obtained from your local OEON ITC personnel.

Disclaimers

The EMISFFE (Flat File Editor) is an application hosted by the **SSDT** on behalf of ODE. The intention of the application is to permit manual updates and data entry for EMIS records for which there is no source system (SIS or Flat File), and for "emergency" corrections which the source system can not resolve.

The EMISFFE application is meant to be a temporary storage area and is not intended to be a permanent storage or a substitute for a student information system.

By logging into this application and uploading or entering data, you are granting the SSDT permission to store and maintain your district's data on a temporary basis. You should only leave the data in this application for the period of time that corrections are being made. After exporting the data and verifying correct submission to ODE, you should remove the data from this system.


The SSDT will maintain the data in the system and limit access to personnel authorized by your OEON ITC. The EMISFFE application will not report data directly to ODE, nor do ODE personnel have access to the system.

Documentation

Information for the EMISFFE application may be found on the [SSDT's Public Wiki](#).

Entering Staff in the FFE

District: 000784

- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Pre Id Export
- Student Demographic (G1)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Course (GN)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Graduation Only (GP)
- CTE Workforce Development Follow-Up (GV)
- Staff Demographic (CI) 
- Staff Employment (CK)

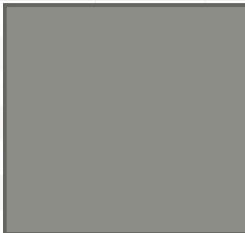
- You will be choosing CK and CI records

Entering Staff in the FFE

Once you click on either the CI or CK link you will be taken to the entry screen.

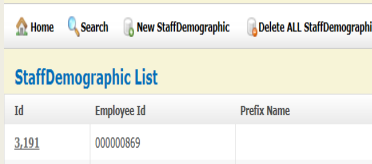
Home Search New StaffDemographic Delete ALL StaffDemographic

StaffDemographic List

Id	Employee Id	Prefix Name	First Name	Middle Name	Last Name	Suffix Name	State Staff Id
3,191	000000869						ZSL701035
3,192	000001579						OH1524967
3,193	000002503						OH3000281
3,194	000003301						OH3099638
3,195	000003882						OH3007765
3,196	000004425						ZSL705000
3,197	000004936						ZSL701037

Entering Staff in the FFE

- You have the option to edit a record, or create a new record



The screenshot shows a web interface with a navigation bar at the top containing links: Home, Search, New StaffDemographic, and Delete ALL StaffDemographic. Below the navigation bar is a yellow header with the text 'StaffDemographic List'. Underneath is a table with three columns: Id, Employee Id, and Prefix Name. The table contains one row with the following data: Id is 3,191 (which is underlined), Employee Id is 000000869, and Prefix Name is empty.

Id	Employee Id	Prefix Name
<u>3,191</u>	000000869	

- To Edit you will click on the ID number
- To Create a new record you will click on New Staff Demographic.

Entering Staff in the FFE

- Edit
 - When you click on the id number it opens the record and you will need to click edit to be able to modify any data. Once complete you will click on update and the record will be saved.
 - If you choose to delete the record click delete instead of edit.
 - You will notice at the bottom of the screen it lists when the record was created and when it was last updated.

Entering Staff in the FFE

Employee Id	000000869
Prefix Name	
First Name	
Middle Name	
Last Name	
Suffix Name	
State Staff Id	ZS1701035
Education Level	2
Semester Hours	150
Date Of Birth	1980-01-01
Racial Ethnic	B
Gender	F
Early Childhood Ed Qual	*
Attendance Days	167
Absence Days	0
Absence Days Long Term Illness	0
Authorized Teaching Exp Years	3
Total Exp Years In Education	3
District IRN	000784
Date created	2013-05-17 13:07:46 EC
Last updated	2013-05-17 13:07:46 EC

Entering Staff in the FFE

- Once you have completed entry in both the CI and CK fields, you will need to export your data. Return to the home page and click export

EMIS/FFE Version: 2.0-3

EMIS Flat File Editor: This application allows importing of EMIS Detail adding or updating records and extraction to Detail format compatible

Hello Karen [logout]

District: 000784

- Export data ←
- Import data
- Five Year Forecast Spreadsheet Import
- Pre Id Export
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)

Entering Staff in the FFE

Fiscal Year: 2014

Reporting Period: K - October

Records to Export:

- ☐ GI - Student Demographic
- ☐ GJ - Student Demographic Race Detail
- ☐ FK - Student Attributes - Effective Date
- ☐ FK - Student Attributes - No Date
- ☐ FS - Student Standing
- ☐ FA - Student Assessment
- ☐ FB - Student Acceleration
- ☐ GN - Student Course
- ☐ GQ - Student Program
- ☐ GE - Student Special Education
- ☐ FE - Student Special Education Graduation Requirement
- ☐ GG - Student Gifted Education
- ☐ GD - Student Discipline
- ☐ GP - Graduation Only
- ☐ GC - Student Graduation CORE Summary
- ☐ GV - CTE Workforce Development Follow-up
- ☒ CI - Staff Demographic
- ☒ CK - Staff Employment
- ☐ CJ - Contractor Staff Employment
- ☐ CN - Staff Course Master
- ☐ CU - Staff Course
- ☐ CH - Local Classroom Code Mapping
- ☐ CC - Contract Only Staff
- ☐ CL - Staff Summer Employment Separation
- ☐ CV - Career Technical Education Correlated Class
- ☐ DW - Organization General Information
- ☐ DL - Grade Schedule
- ☐ DT - Yearend District Testing
- ☐ DC - Yearend District CTE Tech Prep Consortium Mapping
- ☐ QC - Financial Data
- ☐ QF - Five-Year Forecast
- ☐ QN - Five-Year Forecast Notes/Assumptions

Export File Uncheck All

- When exporting make sure
 - You change the Fiscal year to 2014
 - The reporting period says L
 - Go to the bottom and uncheck all
 - Click just the CI and CK boxes
 - Click export and save the file to your local drive. The default name of the file will be your FFE_YOURIRN.seq. You may change the name.

USPS CHECKLIST

- Who to report?
- Individuals employed by the district
- 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
 - *Have attendance days in the 2015-2016 school year*
- Individuals who are on leaves of absence.
- Substitutes who become the "teacher of record."
 - *See manual for options for reporting long term subs*
- Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.
- Supplement contracts

USPS CHECKLIST

- DON'T REPORT
 - *daily (as needed) substitutes*
 - *student employees*
 - *board of education members*
 - *adult education teachers*
 - *game officials, ticket takers*
 - *part-time help*
 - *volunteers serving in the district*

USPS CHECKLIST

- Change staff reported as separated last reporting period to N to REPORT TO EMIS flag. Run USPCHG to mass change any job with a separation date to N to report to EMIS- Use this option only if you are certain that the separations were reported.
- MASCHG/MASINC – Increment Authorized and Total Years by 1
- Optional - Run AUDRPT to see if State Assigned ID changed
- CLRATD is on the fiscal yearend checklist. Check USPSWEB to see if attendance is cleared. Check someone reported with LTI and see if that value is 0. If it is not, then run CLRATD.
- Run USPEMS, select PERDET. The report can be generated to only show EMIS jobs with errors or you can create the report to show all employees.
- If any errors, correct them in the appropriate USPSCN program.
- Rerun PERDET and verify information. This can be ran as many times as needed until all errors have been cleaned up.

USPS CHECKLIST

- Update summer separations -CL
- Add Contract Only Records - CC
- Update/add Contractor Staff Employment Records (Usually ESCs) - CJ
- Run USPEMS/USPEMX if you have CC (Contract Only) or CJ (Contractor Staff Employment) records to create a file to load into the Data Collector (USPEMX will assign Z-IDs to any blank STATE_ASSIGNED_ID field for records flagged "Y" to report to EMIS)
 - *Then run EMISRSTAFF to transfer this file to the DC*

Data Collector

- Collections will be SIF
- USPEMX is not required for CI and CK records
- Decide who will be collecting and submitting data
- Save pay and Data Collector issues
 - *If Savepay is running Data Collector should wait for it to finish*
 - *If Data Collector is running Savepay will not finish*
- Who will be reviewing reports created in DC

Data Collector

- Collections can be run multiple times during the day
- Level 1 validations will be returned with each collection
- Overrides for missing staff will be uploaded into the Data Collector.
- Able to submit file to ODE on a daily basis
 - *Submission must be complete before 5 pm*
 - *ODE will begin processing at 5 pm daily.*
 - *Level 2 validations- cross district checks will come back on a daily basis.*

DATA COLLECTOR

SIFWorks VRF Data Collector

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Files](#)

[Collection Requests Summary](#) > Start Collection

First Staff and Course Collection (FY16)

Start Collection — Submission Number 7 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#)

Beavercreek City Schools

SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> BC	Connected	Not Started

All EMIS Formatted Files

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> K	Ready	Not Started
<input type="checkbox"/> N	Ready	Not Started
<input type="checkbox"/> SYR4	Ready	Not Started
<input type="checkbox"/> H	Ready	Not Started
<input type="checkbox"/> G	Ready	Not Started
<input type="checkbox"/> C	Ready	Not Started
<input type="checkbox"/> S	Ready	Not Started

Zone Controls

Click the link in the Zone Status column to connect and disconnect a zone. Click the link in the Availability column to view the non-SIF data source availability.

Manage Other Data Sources

Click the link below to manage the other data sources (e.g. upload or remove files from a Flat Files data source).

[Manage Other Data Sources](#)

Select any staff data source for course/student data

Correcting errors

- Most errors will come back as level 1 validations.
- Missing staff and Gen_missing Cross district checks will come back as level 2 validations
- Make corrections in USPS for CI and CK errors
 - *Start or restart SIF collection only*
 - *Can start both SIF and data source collection*
 - *Don't have to retransfer a student file if only USPS corrections*

Correcting Errors

- Missing staff- ODE compares your active roster from the previous reporting period to see if they are all reported in the current period.
 - *Any employee/job reported with no separation date last year, 15L, must be flagged "Y" to report to EMIS this year.*
- Missing Staff – send email to helpfiscal@mveca.org for an override if:
 - *Staff separated prior to the last day of school last year but was reported as active in the prior period*
 - *Did have Z-ID, now has state certificate so has a state staff ID*
- Unit Reports
 - *Gifted Staff*
 - Verify all Staff are on report as should be

Correcting Errors

- Contracted Staff Errors
 - *Compares Data Between Reporting Entities*
 - *Are both entities reporting same staff ID*
 - *Does Contractor have CJ record for staff*
 - *Is provider IRN correct on course*
- Invalid Certification
 - *Compare subject code with valid subjects per certification*
 - <http://webapp1.ode.state.oh.us/emis/certification/jobSearch.asp>
 - *Job errors may be missing high/low grade levels*
 - *Check Employee ID*
 - *Is it a Zid or Credential ID*
- Check excluded records in the preview list.

Reports

- ODE report explanation for STAFF MISSING
<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1>
- Check all reports that come back from ODE each time they are posted
 - *You will receive an email when they are added to the EMIS Reports webpage*
 - *Invalid_cert_crse_date.csv*
 - *Gen_Issues_Detail*



Questions?