EMIS Reporting L – Final Staff and Course Collection - Checklist

Report all staff reported in the First Staff and Course Collection

Do not change the REPORT TO EMIS flag to "N" or Conceal the employee until after the final submission of L data for staff reported as separated
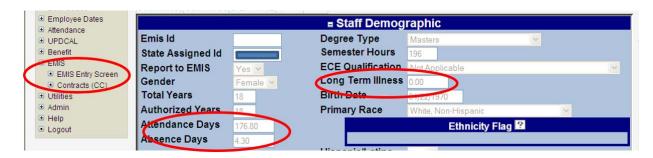
See ODE EMIS Manual Chapter 3 for complete data element definitions

1. Run USPEMS/PERDET to verify staff data

   - Update any new staff added mid-year if missing data elements

   - Run PERDET with multiple sorts and filters

     ➢ Only employees containing errors that are reportable

     ➢ Only employees containing errors that are not reportable to check and see if new employees were added with "N" to report to EMIS, in error

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PERDET - Personnel Data Detail Listing

Enter sort option (SN,N,I,P,A,C,E,?): <SN          > _____
                                                   N
Enter Fiscal Year: <2016> ____

Would you like to exclude concealed employees from being reported (Y,N)? <Y> _
                                                                           N
Select by specific employee(s)? (Y,N): <N>  _

Select by specific building IRN(s)? (Y,N): <N>  _

Select by specific position code(s)? (Y,N): <N>  _

Select only those employees containing errors (Y,N): <N>  _
                                                          Y
Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B): <B>
                                                                          _
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2. Add Long Term Illness (LTI) Days

   - Absences of 15 consecutive days or greater

   - If there are values in this field now it's an indication that CLRATD was not executed. Run CLRATD before adding LTI to avoid reporting last year's information

   - LTI must be equal to or less than total absence

3. Attendance

    - Will be on the demographic report in the Data Collector once collected

    - Visible in USPSWEB – EMIS Entry Screen- Demographic

        ➢ The menu options are available once the employee query is complete

    - Add Adjustments in EMIS Absence for unpaid leave to attendance

        ➢ AD – Adjustment; EB-EMIS Absence

4. High Quality Professional Development (HQPD)

    - *Did the teacher participate in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101 and as certified by the teacher on the Teacher Participation Questionnaire?* (ODE EMIS Manual, Chp 3.4)

    - Required for all reported teachers, position codes 230, excluding position statuses: A-Agency, I-Individual, P-Leave of Absence and U-no longer employed in the district in this position

    - MVECA can mass load a "Y" into the field

        ➢ Send email to helpfiscal@mveca.org requesting the mass load

        ➢ District will change the field to "N" for any teacher that did not meet this measure

5. Update Contract Only – Contracting for a traditional school job and contractor has multiple employees working in the district
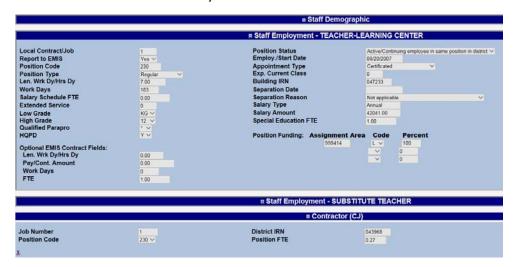
Table 1. Position Codes and Contract Reporting

Position Code Series	May be reported with this record	May not be reported with this record; report at individual level using other staff records
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400s	402-414, and 499	415
500s	501-508, 599	509, 510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

- In USASWEB only

6. Update Contractor Staff Employment Records to reflect end of year
   - Typically reported by ESCs
   - Districts can have a contracting situation if student(s) from another district are educated by a district employee (See ODE EMIS Manual, Chapter 3.2)
   - In USASWEB only

7. Run USPEMS/USPEMX

- Snap shot of all data – USPEMX.SEQ

    ➢ This file will only be used if the reporting period is extended and the data in USPS LIVE does not reflect end of year data for the SIF agent

- Creates file for CC-Contract Only and CJ- Contractor Staff Employment Records for data collector – USPEMS_EMISR.SEQ

- CL- records will be included, too, for the summer of 2015 summer separations (position status=U)

8. **Districts with CC, CJ or CL records** - Run EMISRSTAFF to transfer the USPEMX_EMISR.SEQ file to the Other Data Sources in the Data Collector

9. Login to Data Collector (DC) (if you don't have a login, contact your EMIS Coordinator to let them know that you have completed the above steps.)

- Data Collections will interfere with the SAVEPAY that runs when CHKUPD is executed. Communication between EMIS Coordinator and Payroll is crucial.

- The DC will not allow multiple collections to run at the same time. Check with your EMIS Coordinator if you are a collector

- Collection must be both a SIF and data source Collection for the staff data to match up with courses

Final Staff and Course Collection (FY16)
Start Collection — Submission Number 1 (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

Cedar Cliff Local Schools

SIF Zone	Zone Status	Collection Status
☑ CD	✅ Connected	Not Started

☐ All EMIS Formatted Files

Data Sources	Availability	Collection Status
☐ K	✅ Ready	Not Started
☐ N	✅ Ready	Not Started
☐ 5YR4	✅ Ready	Not Started
☐ H	✅ Ready	Not Started
☐ G	✅ Ready	Not Started
☐ C	✅ Ready	Not Started
☑ S	✅ Ready	Not Started

10. Prepare and review Level 1 validations and resolve fatals. Review critical and warnings. Any modifications for staff elements must be done in the Live database. If changes are made, go back to Step 7 of this checklist.

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	I	Depnd Invalid	Valid Recs
Career-Technical Education Correlated Class Record (CV)	0	0	0	0	0	I	0	0
Contract Only Staff Record (CC)	0	0	0	0	0	I	0	0
Contractor Staff Employment Record (CJ)	0	0	0	0	0	I	0	0
Course Master Record (CN)	0	0	0	0	0	I	0	2130
Mapped Classroom Code Record (CM)	0	0	0	0	0	I	0	4
Staff Course Record (CU)	0	0	0	0	0	I	75	2066
Staff Demographic Record (CI)	18	0	3	0	21	I	0	584
Staff Employment Record (CK)	0	0	0	0	0	I	21	746
Staff Missing Override Record (CP)	0	0	0	0	0	I	0	0
Staff Summer Employment Separation Record (CL)	0	0	0	0	0	I	0	0
Student Course Record (GN)	0	0	0	0	0	I	0	38332
Total Counts:	18	0	3	0	21	I	96	43862

11. Preview the reports in the Data Collector
    - Resolve Excluded, staff missing, and invalid records
        - Correcting level 1 errors will clear up most invalid records
        - Missing staff can be resolved by checking
            1. Is the Employee demographic and/or employment record flagged "N" to report to EMIS in USPS. If so, change the flag to "Y". They must be reported in this manifest
            2. Did the employee get a new credential ID in this reporting period?
                a. Override request required. Contact helpfiscal@mveca.org
            3. Is the separation date on or after 7/1/15 and before the last day of school, 2016?
                a. If yes, and he 2 options above were checked and are accurate, contact helpfiscal@mveca.org
                b. If no, an override is required. Contact helpfiscal@mveca.org for login instructions to the FFE to create a CP, Staff Missing Override, record.
12. Certify and submit
13. Any reports will come back as level 2 validations in the DC