

# **MVECA**

## **2017 “L” EMIS**

### **Reporting Requirements for Staff Data (Who should be flagged “Y” to report to EMIS)**

#### **Staff (L) Reporting**

1. Individuals employed by the reporting entity.
2. Individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, IT, and special education therapists).
3. Individuals who were employed during the current school year.
4. Individuals who are on leaves of absence.
5. Substitutes who become the “teacher of record.”
6. Individuals employed during the previous reporting period as active, who are no longer employed, including individuals who have resigned over the summer
7. Supplemental contracts as they are hired including individuals who their only job is a supplemental contract.

Do not report the following individuals to EMIS.

- 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

# MVECA

## 2017 “L” EMIS INSTRUCTIONS

### IMPORTANT

**NOTE: When adding new staff, leave the State Assigned ID blank for classified staff. A window will open with the option to assign an ID at that time. Best practice is to add the credential ID in the biographical record for certified staff. If it's not available, leave the field blank and add it later (before a Data Collector collection).**

\_\_\_1. Change REPORT TO EMIS flag on staff demographic and employment record for employees that were reported as separated in the prior reporting period. You can run USPCHG to mass change REPORT TO EMIS flag to N for staff with separation date. It will allow you to add a separation date and will look for any date greater than or equal to that date. Use this option with caution. If you do not have many records to change; modify the records individually.

\_\_\_2. Run MASCHG/MASINC to increment employee's years of experience (total and authorized).

**MASINC - Mass Increment Experience Types**

Report File Specifications:  
 Output file MASINC.TXT Print options page? (Y,N) Y  
 Optional heading line  
 Actual or projection? (A,P) P **Run as a projection first; review MASINC.TXT**  
 Sort options (ID,N) ID

Selection Criteria:  
 Job Status:    Appointment Type: (1,2)     
 Only employees reportable to EMIS? (Y,N) N  
 Exclude employees based on hire date:   /  /  

Fields to increment:  

Total : <u>  </u>	OH Public : <u>  </u>	Accredited : <u>  </u>	Purchased : <u>  </u>
Authorized : <u>  </u>	OH Private : <u>  </u>	Military : <u>  </u>	Current Class: <u>  </u>
In District: <u>  </u>	NonOH Public : <u>  </u>	Retirement : <u>  </u>	
Building : <u>  </u>	NonOH Private: <u>  </u>	Trade Schl : <u>  </u>	

**Mass Increment Experience Types 1 of 2**  
 (Re) Execute F9 Cancel ^F8 Next Screen  
 F6 First Screen F10 Reset  
 F7 Help F11 Save/Recall  
 F8 Exit ^F7 Prev Screen

District may opt to only increment Active and/or Appt Type =1

Not EMIS elements. District may elect to maintain this info

This can be run as a projection or actual

\_\_\_3. **IMPORTANT** – VERIFY that the CLRATD program was completed at Fiscal Year End by checking the EMIS Entry screen in USPSWEB. If there are values in the Long Term Illness field,run CLRATD. This program will clear long term illness on demographic record. (LTI and attendance are reported at the end of the year.)

The screenshot shows the 'Staff Demographic' form in USPSWEB. The left sidebar contains a tree view with 'Employee Dates', 'Attendance', 'UPDCAL', 'Benefit', 'EMIS', 'EMIS Entry Screen', 'Contracts (CC)', 'Utilities', 'Admin', 'Help', and 'Logout'. 'EMIS Entry Screen' and 'Contracts (CC)' are circled in red. The main form area has two columns of fields. The left column includes 'Emis Id', 'State Assigned Id', 'Report to EMIS' (Yes/No), 'Gender' (Female), 'Total Years' (18), 'Authorized Years' (18), 'Attendance Days' (176.80), and 'Absence Days' (4.30). The right column includes 'Degree Type' (Masters), 'Semester Hours' (196), 'ECE Qualification' (Not Applicable), 'Long Term Illness' (0.00, circled in red), 'Birth Date' (8/22/1970), and 'Primary Race' (White, Non-Hispanic). At the bottom right, there is an 'Ethnicity Flag' section.

\_\_\_4. Optional: Determine if a staff override is required. Staff overrides are required if an employee's state assigned ID changed since the last reporting period. Run AUDRPT on the EMP files only to see if any STATE\_ASSIGNED\_IDs have changed.

- The Data Collector will have a staff missing report listing staff that may have changed.

\_\_\_5. Run USPEMS/PERDET to review any errors or missing data. Make corrections in USPSWEB or the alpha.

\_\_\_6. Update Summer Separations – Change the position status to U and add a separation reason and date to the job records for anyone that was not reported with a separation reason and date at yearend that did not return to the district this school year. These records can not have attendance for the current school year. Add a calendar stop date that is after the last day of school last year and prior to the first day of school of the current year **FOR ALL JOBS in USPS for this employee.** Summer separations are collected by the SIF agent and will be listed on the CI and CK preview/review reports in the Data Collector. (If using the FFE for reporting staff, add the CL record and do not report a CI or CK record.)

\_\_\_7. Add Contract Only records in USPSWEB for any out-sourced school positions

The screenshot shows the 'EMIS Contract Add' form in USPSWEB. The left sidebar has a tree view with 'Home', 'Employee', 'Jobs', 'Deduction Codes', 'Employee Deductions', 'Date Codes', 'Employee Dates', 'Attendance', 'UPDCAL', 'Benefit', 'EMIS', 'EMIS Entry Screen', 'Contracts (CC)', 'Utilities', 'Admin', 'Help', and 'Logout'. 'Contracts (CC)' is circled in red. The main form area has a title bar 'EMIS Contract Add' and a table of fields. The table has three columns. The first column contains 'Federal Tax ID', 'Contractor Name', 'Start Date', 'Based on Service' (No), and 'Fund Source'. The second column contains 'Position Code' (0), 'Contract Amount', 'End Date', 'Based on Hours' (No), and 'Based on People' (No). The third column contains 'Local Contract Code', 'Hours Per Week' (?), and 'Based on People' (No). There are 'Accept' and 'Cancel' buttons at the top left of the form area.

\_\_\_8. Update/Add Contractor Staff Employment Records (See EMIS Manual Chapter 3.2) in the EMIS Entry screens in USPSWEB

The screenshot displays the 'Staff Employment - PE GCLC' screen. It features a list of records, all labeled 'Contractor (CJ)'. Below the list, there is a section for entering new records with the following fields:

Job Number	2	District IRN	045674
Position Code	230	Position FTE	0.02

At the bottom of the screen, there is a button labeled 'Contractor (CJ)' and a sub-button labeled 'Add New CJ Record'.

\_\_\_9. 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

\_\_\_10. If step 9 performed, execute EMISRSTAFF to transfer the file to the Data Collector. Inform the LEA Collector that Staff flat file was loaded so that they can include this in the collection

\_\_\_11. Complete Collection, Prepare, Preview, Certify and Submit in Data Collector