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."
- 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.

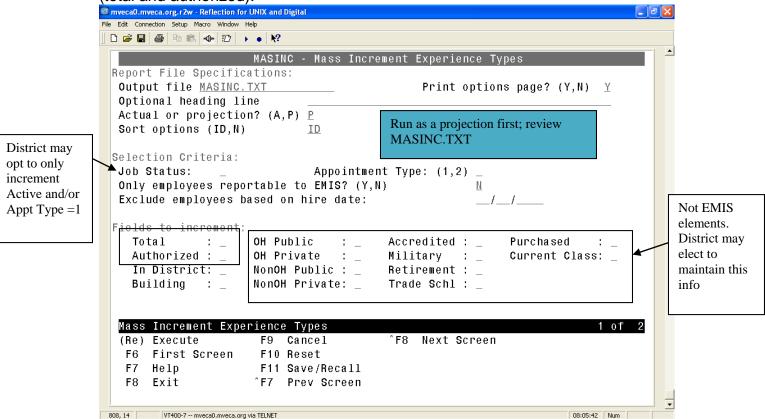
Do not report the following individuals to EMIS.

- 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).

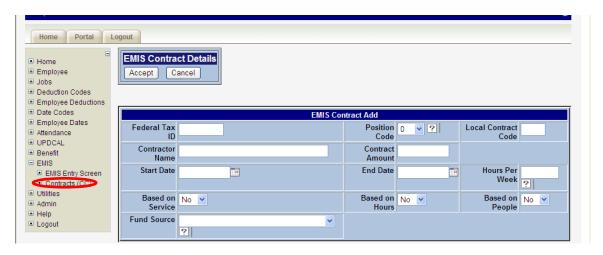


This can be run as a projection or actual

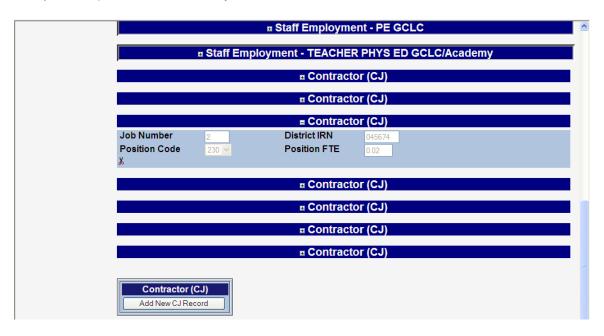
____3. IMPORTANT – VERIFY that the CLRATD program was completed at Fiscal Year End by checking the EMIS Entry screen in USPSWEB. If there are values in the Long Term Illness field,run CLRATD. This program will clear long term illness on demographic record. (LTI and attendance are reported at the end of the year.)



- ____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



____8. Update/Add Contractor Staff Employment Records (See EMIS Manual Chapter 3.2) in the EMIS Entry screens in USPSWEB



- ____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