

Recommended processing for FY18 Staff Reporting from USPS due to adjusted closing date

-If a district is running USPS Redesign as their production payroll system, the remainder of this information can be ignored. The details included below apply only to Classic USPS.

- If a district does not have any FY18-19 contracts starting prior to the closing of "2018L" on 8/10, no special steps are required and the remainder of this information can be ignored.

- If a districts utilizes the available functionality within USPS, NEWCNT, MASCHG and the EMIS Override fields in USPS to manage contract purges that cross fiscal years for "L" reporting, the remainder of this information can be ignored.

Other Districts running Classic USPS should follow the below steps as needed.

1. - Prior to the purge or entry of any FY18-19 contracts into USPSCN, districts should run USPEMS/USPEMX to create the needed FY18 flat files for staff data submissions. Some districts may have more than 1 file, the secondary files would contain CJ or CC records.
2. Someone at the ITC should make a backup archive of these files.
3. Using a copy utility, the district will need to move the files from the mainframe to a desktop, PC, laptop, etc.
4. If updates are needed for any staff member already included in the USPEMX flat file, districts will need to import this flat file into the EMISFFE application and complete updates. Note: The USPEMX import into EMISFFE may fail if any EMIS reporting element has a bad value in it. Once updates are complete, export the file making certain to select FY18 and reporting period "L".
5. Upload that exported file from EMISFFE into the data collector in the usual manner. If no updates were needed, upload the file created by USPEMS directly to the data collector.
6. Process the collection request. Districts should **not** select the USPS option for SIF collections. Submit data to ODE as needed.
7. If updates made in EMISFFE are part of the employee's permanent record, such as birth date, make the same change in USPS.

- If a district needs to add a new certified employee to USPS for FY18 reporting, the following steps must be completed.

- Enter the new employee and job information in USPSCN
- Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID.
- Add the necessary jobs for EMIS reporting
- Export the file, upload to the data collector and submit as appropriate being careful during the collection step to **not** select the SIF zone for USPS.

- If a district needs to add a new certified employee to EMIS reporting for FY18 reporting, but that person is already in USPS, the following steps must be completed.

- Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID.
 - Add the necessary jobs for EMIS reporting
 - Export the file, upload to the data collector and submit as appropriate being careful during the collection step to **not** select the SIF zone for USPS.
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- If a district needs to add a new classified employee to USPS for FY18 reporting, the following steps must be completed to keep the ZID processing in sync. If a district fails to follow these outlined steps, it will likely create missing staff errors in the future.

- Enter the new employee and job information in USPSCN
- Run USPEMS and create a new USPEMX file - DO NOT move this file for upload to the data collector
- Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee
- Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the newly assigned ZID.
- Add the necessary jobs for EMIS reporting
- Export the file, upload to the data collector and submit as appropriate being careful during the collection step to **not** select the SIF zone for USPS.

- If a district needs to add a new classified employee to EMIS reporting for FY18 reporting, but that person is already in USPS and that person has a ZID, the following steps must be completed to keep the ZID processing in sync.

- Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee
- Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with their assigned ZID.
- Add the necessary jobs for EMIS reporting
- Export the file, upload to the data collector and submit as appropriate being careful during the collection step to not select the SIF zone for USPS.