

MVECA

2018 “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 for any portion of the school year.
2. 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).
3. Individuals who were employed during the current school year but who left prior to the end of the 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. Individuals employed through supplemental contracts, including individuals whose only position 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

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. Select “Yes” and the next available Z-ID will be auto-assigned

Assign SSID?

The State Assigned ID field is blank.
Would you like a Z-ID assigned?

☒ No ☐ Yes

Best practice is to add the credential ID in the biographical record for certified staff. If it's not available, leave the field blank, answer “NO” to this questions and add it later (before a Data Collector collection).

MVECA

2018 “L” EMIS INSTRUCTIONS

___1. Change REPORT TO EMIS flag on staff demographic and employment record for employees that were reported as separated in the prior year. 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. **INITIAL** STAFF “L” REPORTING only - Run MASCHG/MASINC to increment employee’s years of experience (total and authorized).

This can be run as a projection or actual

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

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 : _	OH Public : _	Accredited : _
Authorized : _	OH Private : _	Military : _
In District : _	NonOH Public : _	Retirement : _
Building : _	NonOH Private: _	Trade Schl : _

Purchased : _
 Current Class: _
 Principal : _

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

Run as a projection first; review MASINC.TXT

Not EMIS elements. District may elect to maintain this info

New FY18

Check new staff demographic and modify Years of Experience if incremented, in error.

___3. Reported in the **Final** “L” Reporting period only - Long Term Illness
IMPORTANT – Check that Long Term Illness from the previous year was cleared in BIOSCN or USPSWEB Staff Demographic. You can clear all Long Term Illness using the CLRATD (clear attendance) program. Type CLRATD at the Menu prompt. Run LONGSICK to create 2 reports LONGSICK.TXT and SUMSICK.TXT. Enter the fiscal year begin and end dates. LONGSICK.TXT has details by absence date and the SUMSICK has a subtotal. View SUMSICK.TXT to see employees with 15 days or more. Then view LONGSICK to determine if they are consecutive absences.

Long Term Illness is defined as Then add Long Term Illness for FY18.

___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 using Reflections. The PERDET report is generated from payroll records only. The validations are strictly based on the data in USPS. It is not aware of any overrides or summer separations add to the data collector. Here’s a link to the USPS Reference manual listing the validations, <https://wiki.ssdt-ohio.org/display/usps/USPEMS++USPS-EMIS+Programs1#USPEMS-USPS-EMISPrograms1-PERDETERRORSANDCAUSES>. This may help you resolve any errors.

___6. Update Summer Separations –

Easiest option: Use the Flat File Editor, FFE, to create a CL record Change demographic and all employment records to “N” to report to EMIS.

Another option: 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.

___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 (Typically, for ESCs only)

___9. Run USPEMS/USPEMX – Creates 2 files in OECN\$DTA, USPEMX.SEQ and USPEMX_EMISR.SEQ.

- USPEMX_EMISR.SEQ has CC (Contract Only) and/or CJ (Contractor Staff Employment) records
- USPEMX.SEQ has all record types (This file can be used if new contracts need to be purged before the final submission of L.)

___10. If CC and CJ records exist, execute **EMISRSTAFF** to transfer the USPEMX_EMISR.SEQ file to the Data Collector.

- File transfer the USPEMX.SEQ file to your local drive. This file may be needed if Final L reporting is not completed prior to new contract purges.
 - NEWCNT does allow for the old job information to be added to the EMIS Contract Info fields. If this option is

used, run MASCHG/MASEMIS after the final L reporting and before the next year's Initial "L" Reporting manifest.

__11. Complete Collection, Prepare, Preview, Certify and Submit in Data Collector