

## REPORTING EMPLOYEE SEPARATIONS FOR EMIS PURPOSES

### Scenario #1

- Employee works a partial year or resigns/retires on or after the last day of current school year
- No attendance in the next fiscal year (school year)
- L reporting period is still open
  - L Reporting
    - Employee's Position Status stays "C" (continuing)
    - Add separation date (last day of work) and separation reason
  - After final submission of "L" data and before the new year "L" manifest
    - Change demographic and all employment records "N" to report to EMIS in USPS

### Scenario #2

- Employee leaves the district after the last day of school (district was unaware that the employee was not going to return the next school year).
- No attendance in the next fiscal year (school year)
- Separation was not reported in the Final L reporting period of the past school year
  - Initial L – **Option 1 – report through SIF collection**
    - Employee Position Status is changed to "U" (summer separation)
    - Add a separation date equal to or after 7/1/xx (xx= new fiscal year) and before the first day of the next school year

OR

- **Option 2 – report through Data Source collection**
  - Change the demographic and all employment records to "N" to report to EMIS in USPS
  - Create a CL record in the Flat File Editor (FFE) (see end of document for FFE instructions)
    - Separation date equal to or after 7/1/xx (xx= new fiscal year) and before the first day of the next school year
  - Export the L – CL record from the FFE
  - Upload the CL flat file to the Other Data Sources in the Data Collector (DC)
- Final L
  - Continue to report the summer separation
  - If Option 1 was used for the Initial L reporting; after the final submission of Final L, change the demographic and all employment records to "N" to report to EMIS in USPS.

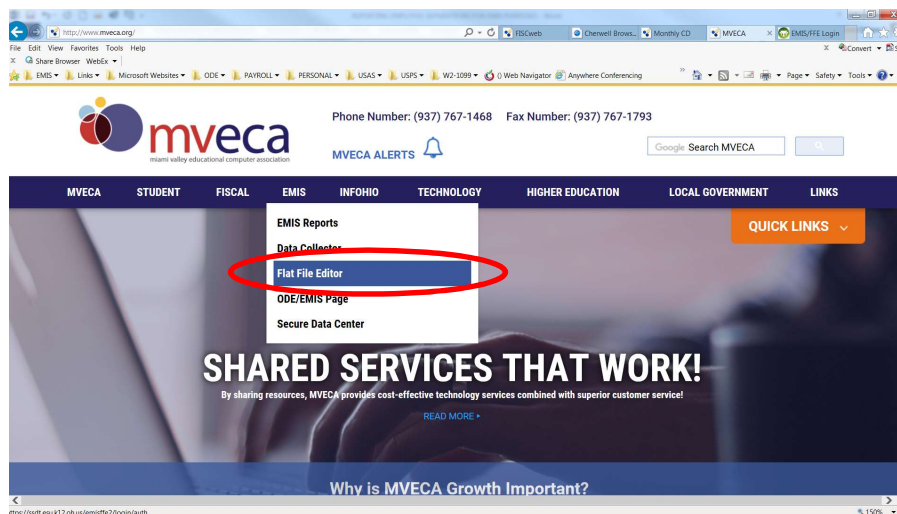
### Scenario #3

- Employee left the district prior to the last day of school LAST year and they have not been reported as separated
  - Initial L
    - Create a Staff Missing Override, CP record, in the FFE (see instructions for FFE below)

- Separation Date must be prior to 7/1/xx (xx=new fiscal year) and before the last day of school; actual last day of work.
  - Export the “L” CP record from the FFE
  - Upload the file to the DC Other Data Sources
  - Change the demographic and employment records to “N” to report to EMIS in USPS
- Final L
- Continue to report the CP record

### Flat File Editor Instructions

1. Request a login to the FFE by emailing [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org).
2. Go to [www.mveca.org](http://www.mveca.org). Select the EMIS tab and then the Flat File Editor to login.



#### EMIS/FFE Version: 2.3-11

##### EMIS Flat File Editor

This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), adding, updating or deleting of records and extraction to Detail format compatible with EMIS-R.

Please log in:

**Member sign in**

Username:

Password:

[Forgot password?](#)

##### Authorization

If you need access to the EMISFFE application, and you do not have an EMISFFE account, please contact your local OECN ITC personnel. If your password has expired or you have forgotten your password, you can change and/or reset your password via the "Forgot Password" link in the Log In box above. If you do not recall your username, you will need to contact your local ITC personnel for assistance. If your email address has changed, you should notify your local ITC requesting them to update your account.

##### Archive Data

The EMISFFE application is meant to be a temporary storage area. It is not intended to be a permanent storage area or a substitute for a student information system.

It is the agency's (LEA) responsibility to make an archive copy of any data from EMISFFE that was used for EMIS reporting. For each EMIS collection request that EMISFFE was used to submit data to ODE, it is recommended that data be archived. This may be accomplished by Extracting the data for the appropriate data set and save the resulting extraction file to a safe location.

3. Select the record type you want to add (either CL or CP)



- CTE Workforce Development Follow-Up (GV)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)
- Student Truancy and Excessive Absence (FT)
- Staff Demographic (CI)
- Staff Employment (CK)
- Mapped Local Classroom Code (CM)
- Staff Course Master (CN)
- Staff Course (CU)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- **Staff Summer Employment Separation (CL)**
- Staff Missing Override (CP)
- Career Technical Education Correlated Class (CV)
- Grade Schedule (DL)
- Organization General Information (DN)

4. At the top of the page, select New SummerEmploymentSeparation




5. Complete the fields as defined on page 1.

 A screenshot of the 'Create SummerEmploymentSeparation' form. The form has a title bar with 'Home' and 'SummerEmploymentSeparation List' links. Below the title is a 'Create SummerEmploymentSeparation' header. The form contains several input fields: 'State Staff ID' (text box), 'Position Code' (text box with '0' entered), 'Local Contract Code' (text box), 'Separation Date' (date picker set to 1 May 2018), 'Separation Reason' (dropdown menu with '1' selected), and 'District IRN' (text box with '013249' entered). There are 'Create' buttons at the top and bottom of the form area.

 Home  StaffMissingOverride List

## Create StaffMissingOverride


 Create

State Staff ID \*

Separation Date \* 1  May  2018

Separation Reason \* 1



District IRN \* 047241

 Create

6. Go to the Home page and select Export data

- **Export data**
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)

7. Select the correct reporting fiscal year and the Data Set = L- Staff/Student Course

 Home  Search

## Export Options

**Fiscal Year:** 2019

**Data Set:** L - Staff/Student Course

8. Click Uncheck All at the bottom and then select the record types that you created: CL, CP or both

2nd

1st

**Uncheck All**

9. Depending on your browser, you will either SAVE AS and save it to a local drive or it will, automatically, go to the downloads. If you don't have a login to the DC, save the export file in a shared drive and let someone with a DC login know where to find it.

10. Login to the DC and go to Data Sources/Other Data sources. Upload the flat file and continue with the data collection.

1st

**Data Sources**

2nd

3rd

**Manage**

### Manage Files

Other Data Sources — SIS

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

### File Upload

Other Data Sources — SIS

Use the form below to upload files to the data source.

#### Upload

Data Source Name: SIS

Target UNC Location: E:\Pearson\EMISUpload\US

File To Upload:

[Browse...](#)

[Upload](#) | [Cancel](#)

#### Multiple File Upload Support

Uploading more than one file at a time is possible by zipping the files into a .zip archive and uploading the .zip archive file. When the server receives the zipped file, it will unzip the individual files within.

## SIFWorks VRF Data Collector

### Collection Requests

Collection Status

Submissions

Progress

Rep

Collection Requests Summary

### Collection Req

Ohio Departm

[Refresh](#) | [Restore Defaults](#)

Use the choices below to filter the list of collection requests shown

Collection Request:

Data Set

☐ Show closed collections

#### Sort Order

Order Collections By: ☐ Submission Close Date ☒ A-Z ☐ Z-A ☐ A-Z on Short Nar



#### Initial Staff and Course Collection (FY19)

FY19-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial st

**Submissions:** October 02, 2018 - January 31, 2019 (91 days till close

**Version:** 4

**Status:** The collection was submitted October 29, 2018 at 12:5

**Submission Status:** Processing Completed (October 29, 2018 at 12:53:45 f

**Submission Number:** 1 (attempt 1)

**Actions:** [Start Collection](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)