

## EMIS STAFF L REPORTING CHECKLIST AT-A-GLANCE

L Manifest Initial/Final	When	Task
INITIAL	October	Clear prior year long term illness – Execute CLRATD
		Increment Total, Authorized, and Principal Years of Experience – Execute MASCHG/MASINC
		Change Education Level and/or Semester Hours
		Check prior year Data Collector Review CK reports and change the report to EMIS flag to “N” for anyone that was reported as separated on both the demographic and all employment records
		Determine who separated since the last submission of L data. Add separation date and reason and position status, if needed. (See REPORTING EMPLOYEE SEPARATIONS FOR EMIS PURPOSES document.)
		Run AUDRPT to see if State Assigned ID changed <ul style="list-style-type: none"> <li>• If yes, write <a href="mailto:helpfiscal@mveca.org">helpfiscal@mveca.org</a> requesting an override.</li> <li>• Supply the employee name, old and new IDs</li> </ul>
		Add Contract Only records in USPSWEB
		Add Contractor Staff Employment Records for contracting situations (Usually, only required for ESCs)
		Run USPEMS/PERDET with multiple sort options to clear up any blank EMIS elements or reporting errors
		Run USPEMS/USPEMX to create a snap shot of your data, contract only and contractor staff employment records
		Run EMISRSTAFF to transfer the contract only and/or the contractor staff employment records to the Data Collector
		Export any Flat File Editor records from the FFE and upload them to the Data Collector
		Data Collector Admin will do a SIF and SIS data source collection
		Review preview reports, level 1 validations and level 2 validations
	November-January	Fix any errors to eliminate staff missing
	November-January	Check CK FTE totals on the CK review reports in the Data Collector
	All L	Continue updates in USPS – Inform the EMIS Collector when updates to EMIS elements were made
FINAL	February-May	Check all Supplemental employment records to determine who should be flagged “N” to report to EMIS and who is “Y”
		Check AUDRPT for State Assigned ID changes and create a helpdesk ticket if changes were made
	June	Add long term illness
		Check attendance and absence days count
		Determine who is retiring or resigning and add separation reason and date
		Email <a href="mailto:helpfiscal@mveca.org">helpfiscal@mveca.org</a> requesting an update to the HQPD flag
		Run USPEMS/PERDET with multiple sort options to clear up any blank EMIS elements or reporting errors
		Run USPEMS/USPEMX to create a snap shot of your data, contract only and contractor staff employment records
		Run EMISRSTAFF to transfer the contract only and/or the contractor staff employment records to the Data Collector
		Export any Flat File Editor records from the FFE and upload them to the Data Collector
		Data Collector Admin will do a SIF and SIS data source collection
		Review preview reports, level 1 validations and level 2 validations
	July	SAVE review reports from final Final L submission to the payroll for the CI/CK/CC/CJ/CL/CP records in a shared drive for payroll to review when needed.