MVECA
2019 "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 year, who are no longer employed, including individuals who 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

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┌─────────────────────Assign SSID?─────────────────────┐
│                                                       │
│ The State Assigned ID field is blank.                 │
│ Would you like a Z-ID assigned?                       │
│                                                       │
│                                                       │
│                                                       │
│  No      Yes                                          │
│                                                       │
│                                                       │
└───────────────────────────────────────────────────────┘
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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
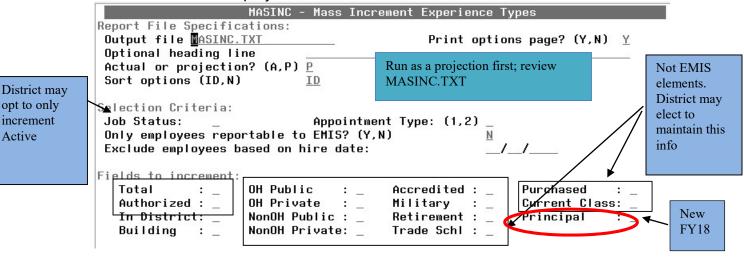## 2019 INITIAL "L" EMIS INSTRUCTIONS
(Also see EMIS Staff L Reporting Checklist At-A-Glance)

OCTOBER

___1. Optional - MASCHG/MASEMIS can be executed to clear the EMIS Info fields of any prior year reporting

___2. Clear prior long term illness - CLRATD

___3. ***INITIAL*** STAFF "L" REPORTING only - Run MASCHG/MASINC to increment employee's years of experience (total, authorized and principal). See EMIS Staff Experience Years Q/A document

This can be run as a projection or actual

District may opt to only increment Active

Run as a projection first; review MASINC.TXT

Not EMIS elements. District may elect to maintain this info

New FY18

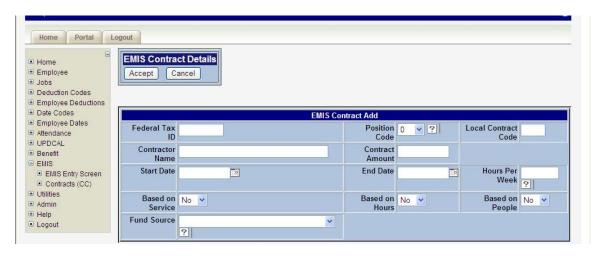Check new staff demographic and modify Years of Experience if incremented, in error.

___4. Change Education Level and/or Semester Hours.

___5. Update Separation Reason and Date – See Reporting Employee Separations for EMIS Purposes to determine if the separation is a summer separation (CL). There are 2 ways to create the CL record:

- Use the Flat File Editor, FFE, to create a CL record. Change the demographic and all employment records to "N" to report to EMIS.

  OR
- Use USPS to change the position status to U and add a separation reason and date to all job records. These employees 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.

___6. **Use the USPCHG option with caution**. **If you do not have many records to change; modify the records individually.**
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 on the BIOSCN and JOBSCN 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.

___7. Run AUDRPT to see if State Assigned ID changed;
   - If yes, write helpfiscal@mveca.org requesting an override. You will need to suppl the employee name, old and new IDs

___8. Add contract only records in USPSWEB

___9. Add contractor staff employment records for contracting situtations (usually, only required for ESCs).

___10. Run USPEMS/PERDET with multiple sort options to clear up any blank EMIS elements or reporting errors. 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 added 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.

___11. 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.)

___12. If CC and CJ records exist, execute **EMISRSTAFF** to transfer the USPEMX_EMISR.SEQ file to the Data Collector.

___13. Export any Flat File Editor (FFE) records from the FFE and upload them to the Data Collector.

___14. Data Collector Admin will do a SIF and SIS data source collection.

___15. Review reports, level 1 validations and level 2 validations that come back into the Data Collector from ODE.

NOVEMBER-JANUARY

___16. Fix any errors to eliminate missing staff.

___17. Check CK FTE totals on the CK review reports in the Data Collector.

ALL "L"

Continue updates in USPS, inform the EMIS Coordinator when updates to EMIS elements are made.

<u>MVECA</u>
<u>2019 FINAL "L" EMIS INSTRUCTIONS</u>

FEBRUARY-MAY

___1. Check all supplemental employment records to determine who should be flagged "N" to report to EMIS and who is "Y".

___2. Run AUDRPT to see if State Assigned ID changed;
- If yes, write helpfiscal@mveca.org requesting an override. You will need to suppl the employee name, old and new IDs

JUNE

___3. Long Term Illness <u>IMPORTANT</u> – 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. Determine who is retiring or resigning and add separation reason and date.

___5. Email helpfiscal@mveca.org requesting an update to the HQPD flag.

___6. Run USPEMS/PERDET with multiple sort options to clear up any blank EMIS elements or reporting errors.

___7. 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.
  - o 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

ALL "L"

Continue updates in USPS, inform the EMIS Coordinator when updates to EMIS elements were made.