

# **MVECA**

## **EMIS STAFF L REPORTING**

### **Reporting Requirements for Staff Data (Who should be flagged “Y” to report to EMIS)**

#### **Staff (L) Reporting**

- Individuals employed by the reporting entity.
- Individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, IT, and special education therapists).
- Individuals who were employed during the current school year.
- Individuals who are on leaves of absence.
- Substitutes who become the “teacher of record.”
- Individuals employed during the previous reporting period as active, who are no longer employed, including individuals who have resigned over the summer
- Supplemental contracts as they are hired including individuals who their only job 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

## Classic

**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. Best practice is to add the credential ID in the biographical record for certified staff. If it's not available, leave the field blank and add it later (before a Data Collector collection).**

\_\_\_1. Change REPORT TO EMIS flag on staff demographic and employment record for employees that were reported as separated in the prior reporting period. 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. Change the REPORT TO EMIS flag on both the biographical and job record to N.

\_\_\_2. Run MASCHG/MASINC to increment employee's years of experience (total and authorized).

A staff element was added in FY18 for Principal Years of Experience. This field is on the Demographic record

File Edit Connection Setup Macro Window Help

Find: \_\_\_\_\_ Y  
SSN/ID \_\_\_\_\_ Last name \_\_\_\_\_ First name \_\_\_\_\_ Conceal  
ID: 111111111 State Assigned ID: \_\_\_\_\_ EMIS ID: \_\_\_\_\_ Conceal: N  
NAME: \_\_\_\_\_ default  
FIRST MIDDLE LAST SUFFIX  
Address: OH  
Birthdate: 00/00/0000 Sex: \_ Handicap status: \_ Multilingual: \_  
Hispanic/Latino: \* Race: \_ White: \_ Black: \_ Asian: \_ AI/AN: \_ NH/PI: \_  
Report to EMIS: Y -----Length of Experience:-----  
Eligible retire: \_ Total: \_ Accre: \_ OH Pub : \_ Purch: \_  
Semester hrs : \_ Authori: \_ Milit: \_ OH Priv : \_ Princ: \_  
Education lvl: \_ In Dist: \_ Trade: \_ NonOH Prv: \_  
ECE Qualif. : \_ Bldg : \_ Rtmnt: \_ NonOH Pub: \_  
Other credent: \_ -----User Defined Fields:-----  
Hire date : 00/00/0000 Amount 1: \_\_\_\_\_ Amount 2: \_\_\_\_\_  
Last eval. : 00/00/0000 Code 1: \_ Code 2: \_ Date: \_/\_/\_  
Long Term Ill: \_\_\_\_\_ Text: \_\_\_\_\_

**DEMOSN - Demographical data maintenance program**

F6 Top	F11 Find
F7 Help	S4 Modify
F8 Exit	S7 Lockmode
F10 Next	S10 Switch

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 Run as a projection first; review MASINC.TXT

Sort options (ID,N) N

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 : -	Purchased : -
Authorized : -	OH Private : -	Military : -	Current Class: -
In District: -	NonOH Public : -	Retirement : -	Principal : -
Building : -	NonOH Private: -	Trade Schl : -	

**Mass Increment Experience Types** 1 of 2

(Re) Execute F9 Cancel ^F8 Next Screen

F6 First Screen F10 Reset

F7 Help F11 Save/Recall

F8 Exit ^F7 Prev Screen

\_\_\_ 3. IMPORTANT – VERIFY that the CLRATD program was completed at Fiscal Year End by checking the EMIS Entry screen in USPSWEB. If there are values in the Long Term Illness field,run CLRATD. This program will clear long term illness on demographic record. (LTI and attendance are reported at the end of the year.)

**Staff Demographic**

Emis Id \_\_\_\_\_

State Assigned Id \_\_\_\_\_

Report to EMIS Yes

Gender Female

Total Years 18

Authorized Years 18

Attendance Days 176.80

Absence Days 4.30

Degree Type Masters

Semester Hours 196

ECE Qualification Not Applicable

Long Term Illness 0.00

Birth Date 03/24/1970

Primary Race White, Non-Hispanic

Ethnicity Flag 12

\_\_\_ 4. 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 the alpha.

\_\_\_6. Update Summer Separations – Change the position status to U and add a separation reason and date (on or after the first day of the current fiscal year, 7/1/yy) 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. (If using the FFE for reporting staff, add the CL record and do not report a CI or CK record.)

\_\_\_7. Add Contract Only records in USPSWEB for any out-sourced school positions

Home Portal Logout

EMIS Contract Details  
Accept Cancel

Home  
Employee  
Jobs  
Deduction Codes  
Employee Deductions  
Date Codes  
Employee Dates  
Attendance  
UPDCAL  
Benefit  
EMIS  
EMIS Entry Screen  
**Contracts (C)**  
Utilities  
Admin  
Help  
Logout

**EMIS Contract Add**

Federal Tax ID	<input type="text"/>	Position Code	0 <input type="button" value="v"/> <input type="button" value="?"/>	Local Contract Code	<input type="text"/>
Contractor Name	<input type="text"/>	Contract Amount	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>	Hours Per Week	<input type="text"/>
Based on Service	No <input type="button" value="v"/>	Based on Hours	No <input type="button" value="v"/>	Based on People	No <input type="button" value="v"/>
Fund Source	<input type="text"/>				

\_\_\_8. Update/Add Contractor Staff Employment Records (See EMIS Manual Chapter 3.2) in the EMIS Entry screens in USPSWEB

Staff Employment - PE GCLC			
Staff Employment - TEACHER PHYS ED GCLC/Academy			
Contractor (CJ)			
Contractor (CJ)			
Contractor (CJ)			
Job Number	2	District IRN	045674
Position Code	230	Position FTE	0.02
Contractor (CJ)			
Contractor (CJ)			
Contractor (CJ)			
Contractor (CJ)			


Contractor (CJ)  
Add New CJ Record

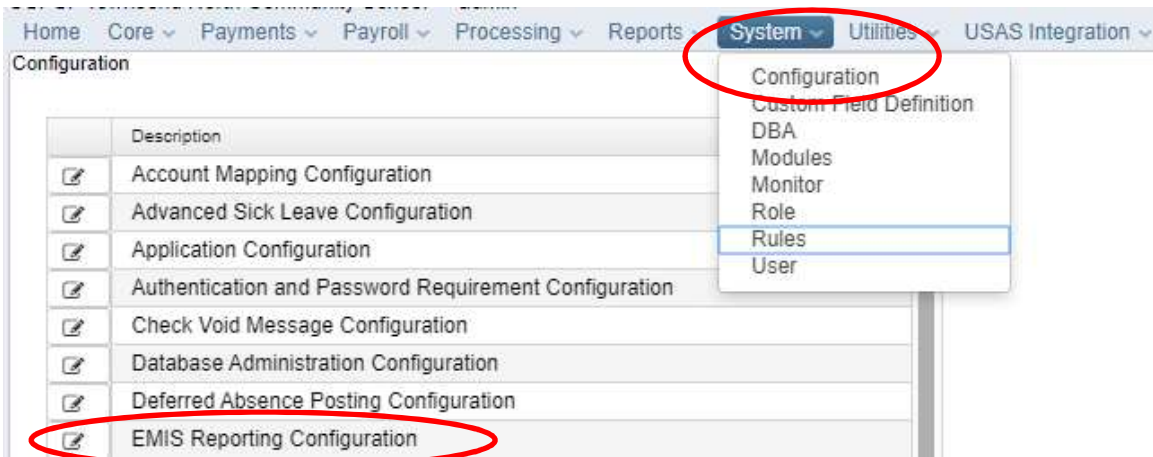
\_\_\_9. Run USPEMS/USPEMX if you have CC (Contract Only) or CJ (Contractor Staff Employment) records to create a file to load into the Data Collector

\_\_\_10. If step 9 performed, execute EMISRSTAFF to transfer the file to the Data Collector. Inform the LEA Collector that Staff flat file was loaded so that they can include this in the collection

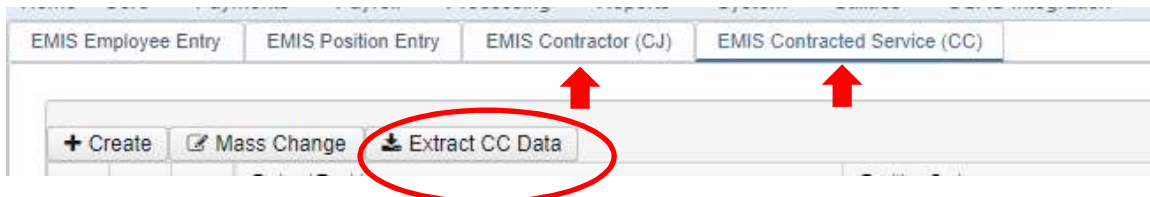
\_\_\_11. Complete Collection, Prepare, Preview, Certify and Submit in Data Collector

### **Redesign:**

1. \_\_\_Update the **EMIS Configuration Fiscal Year**
  - a. Go to **System>Configuration>EMIS Reporting Configuration**. Enter in the new fiscal year and click 
2. \_\_\_If a district has or needs to have CC or CJ records, go to **Core>EMIS Entry option** and **add or update the respective records**.
  - a. **If CJ records are required, this module will need to be turned on through System>Modules>EMIS Contractor Module.**



3. \_\_\_\_ Once all data has been added successfully to the respective record, **click the Extract CJ or Extract CC record option within the CC or CJ records (Located in the Core menu under Emis Entry)**



4. \_\_\_\_ **Save the CC or CJ file to your desktop or a folder of your choosing. This file will then need to be either uploaded to the data collector by the payroll employee or sent to their EMIS coordinator for uploading. If needing to correct errors, contact your ITC if you can't resolve.**
5. \_\_\_\_ **Clearing long term illness data from last fiscal year**
  - a. To clear long term illness data, the **Mass Change** feature will need to be turned on. To do this go to **System>Modules** and click on the **+** next the **Mass Change Service**.
    - i. Go to **Core>Employee**.
    - ii. If you wish to filter for any long term illness employees on the grid, click **More** and under **Staff Demographics** click **Long Term Illness**. You can then filter the Long Term Illness field entering on the grid **>0.00**.
  - b. You will then click on the **Mass Change** button.
  - c. Go to the bottom of the screen and chose **Execution mode**.
  - d. Go to **Load Definition** and choose from the drop down **Clear EMIS Long Term Illness**.
  - e. Click **Submit Mass Change**.
6. \_\_\_\_ **Incrementing the years of experience for employee:** Currently there is not a definition to increment experience years (it is being worked on) so if your district would like to mass load this data now, they can do the following
  - a. Go to **Core Employee**
  - b. On your grid from More choose Number, Last Name, First Name, Authorized Experience, Total Experience, Principal Experience and Terminated Date
  - c. Go to the **Advance Query** and choose termination date and **Operation=IS\_NULL** and then click **Apply Query**.

- d. You can then remove the termination Date from the grid or it can be removed from your csv file later.
  - e. Click on **Reports**
  - f. For **Format** choose from the drop down option **Excel-FieldNames**
  - g. Default report name is Employee Report. Can be changed if desired
  - h. Click **Generate Report**
  - i. Save report to desktop or a folder of your choosing
  - j. Using a formula in excel you can update the years of experience.
  - k. If you did not already do so remove the Termination date from the csv file
  - l. Save the file as a CSV
  - m. Using **Utilities/Mass Load** locate your file and then choose **Employees** as the Importable Entity
  - n. Click **Load**
7. \_\_\_\_ **Set prior fiscal years contracts 'Report to EMIS' to not reportable.**
- a. Once Final EMIS submission is closed, please contact your ITC to run a procedure to set prior fiscal years compensation records to false.
8. \_\_\_\_ **Clear any value in EMIS override fields (Go to Positions under EMIS Related Information - Contract Amount/Contract Work Days/EMIS Override Hours In the Day or you can use Mass Load creating a spreadsheet using the format 'Excel-FieldNames' from the Position grid, including **Number, Pos#, Contract Amount, Contract Work Days, Hours In the Day.****
- a. Once final EMIS submission is closed, please contact your ITC to run a procedure to clear.

Any questions on EMIS related fields, please click go to the [EMIS Entry](#) documentation.