EMIS COMMON ERRORS 2025

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EMIS BASICS

	EMIS Description	**State Software Description**
CI	Staff Demographic	Employee
CK	Staff Employment	Position and Compensation
CJ	Contractor Staff Employment	EMIS Entry Contractor CJ
CC	Contract Only Staff	EMIS Entry Contracted Services

EMIS Manual Chapter 3 Element List

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EMIS Reports-Checking Errors

GETTING STARTED

Reports/EMIS REPORTS/*Generate Employee Report.*

Reports/EMIS REPORTS/*Generate Position Report.*

Run as many times as needed until EMIS is error free.

If errors are on the *Employee Report* and/or *Position Report*

email helpfiscal@mveca.org and we will run the Debugging EMIS Report Errors.

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EMIS Reports-Checking Errors

GETTING STARTED

Correct the errors based on the App Log report from MVECA.

Re-run the **EMIS Reports**>*Employee* and/or *Position*

Reports until they are error free.

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EMIS Reports-Checking Errors

GETTING STARTED

Use Level 1 Reports from Data Collector to correct errors.

Example of how to read Level 1 Errors and find them in EMIS Manual Chapter 3.

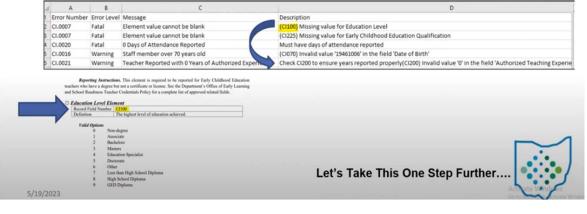[EMIS Manual Chapter 3](#) Great Resource for correcting errors

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EMIS Reports-Checking Errors

Resources to Assist in Correcting Errors

ODE EMIS Manual – Chapter 3 - Staff Records

3	Staff Records	Record	FY23	FY24
	EMIS Manual Chapter 3 Element List (11/17/23)			
3.1	Staff Records Overview	N/A	5.6, 07/01/22	5.7, 08/18/23
3.2	Reporting Contracted Staff	N/A	5.7, 07/28/22	6.0, 08/18/23
3.3	Staff Demographic Record	CI	8.0, 07/01/22	8.1, 08/18/23
3.4	Staff Employment Record	CK	9.1, 07/14/22	9.2, 08/18/23
3.5	Contractor Staff Employment Record	CJ	5.6, 07/01/22	5.7, 08/18/23
3.6	Contract Only Staff Record	CC	4.6, 07/01/22	4.7, 08/18/23
3.7	Staff Summer Employment Separation Record	CL	4.6, 07/01/22	4.7, 07/06/23
3.8	Staff Missing Override Record	CP	4.6, 07/01/22	4.7, 07/06/23
3.9	Position Codes	N/A	9.1, 07/01/22	9.2, 07/01/23

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EMIS Reports-Checking Errors

EMIS Reports-Checking Errors

EMIS Level 1 Error Explanation **spreadsheet on MVECA'S web page**

Still no PERDET equivalent report in USPS - USPSRFB-1361 enhancement request

EMIS Manual Chapter 3 **Great Resource for correcting errors**

Good idea to use the EMIS "Staff and Course (L) Collection Checklist"

EMIS Reports-Checking Errors

AREAS OF DIFFICULTY - Most questions asked

Terminology - Redesign vs EMIS

STATE SOFTWARE	EMIS
Hours in Day *Position>Hours In The Day or Compensation>Hours In Day*	**Length of Workday**
Contract Workdays *Position>Contract Work Days or Compensation>Contract Work Days*	**Scheduled Workdays**
Pay Unit *Calculated based on Position>Contract Amount, Hours In The Day, Contract Work Days, and Compensation>Pay Unit or Compensation>Contract Amount, Hours In Day, and Pay Unit.*	**Pay Type**
Contract Amount *Position>Contract Amount or Compensation>Contract Amount*	**Pay Amount/Rate**

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EMIS Reports-Checking Errors

Hours In Day vs Length of Work Day

*If a value is entered in Position>EMIS Related Information,

      Hours in The Day field, that is the value that is reported

      To EMIS as the Length of the Work Day

*If a value is NOT entered in Position>EMIS Related Information

      Hours in The Day Field,

      Then the value in Compensation Hours in Day is reported

      To EMIS as the Length of the Work Day

.

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EMIS Reports-Checking Errors

*Suggestion - In the POSITION EMIS Related Information - Make the following changes to Headers:

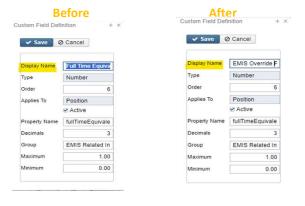|	
Full Time Equivalent	**EMIS Override Full Time Equivalent**
Contract Amount to	**EMIS Override Contract Amount**
Contract Work Days to	**EMIS Override Contract Work Days**
Hours in The Day to	**EMIS Override Hours in The Day**

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EMIS Reports-Checking Errors

*Suggestion - In the POSITION EMIS Related Information - Make the following changes to Headers:

- **These new field names will help remind you that this is EMIS Override data.**

- **Use these fields with caution.   These fields report data that is different from what is in the Compensation record.**

- **To Make these changes:**
- **Go to: System/Custom Field Definition/Applies to Position**

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EMIS Reports-Checking Errors

*Suggestion - In the POSITION EMIS Related Information - Make the following changes to Headers:

To Make these changes:
- **Go to: System/Custom Field Definition/Applies to Position**

Before

After

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EMIS Reports-Checking Errors

- This is how the Custom Field Definition change affects the EMIS Related Information fields on the Position Screen.

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

*If a value is entered in Position>EMIS Related Information>

Contract Work Days field,

That is the value reported to EMIS as *Scheduled Work Days.*

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

*If a value is **NOT** entered in Position>EMIS Related Information>

Contract Work Days Field,

Then the days on the Compensation > Job Calendar

are reported To EMIS as Scheduled Work Days.

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

- **The Compensation Start and Stop Dates are used as the date range to lookup days on the Job Calendar.**

- **If the Position>Extended Service field has a value, that amount is subtracted from the above amounts and that is the *FINAL* scheduled worked days reported.**

✔ Save ⊘ Cancel

Employee Number: BUN

Pos #
1

Extended Service
10

Retirement Code
STRS ▾

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

*For Scheduled work days to be reported for Non Contract

Compensations, they can be reported in two ways:

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

* **Option 1. *Using a Job Calendar*.** (not typical)

Date range is determined using a **start date** from the EMIS Reporting Fiscal Year.

OR The Compensation Start Date, if it is after the EMIS Fiscal Year and a **stop date** from the EMIS Reporting Fiscal Year **OR**

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

* The Compensation>Compensation Stop Date

If it is before the EMIS Reporting Fiscal Year.

❖ **Work Days, Holidays, and Calamity Days are then added to the count from the assigned Job Calendar using the date range above.**

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EMIS Reports-Checking Errors

Contract Work Days vs Scheduled Work Days

* **Option 2**. Using the Position>EMIS Related Information>

Contract Work Days Field,

Enter the number of Days Worked for the Fiscal Year.

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EMIS Reports-Checking Errors

Pay Unit vs Pay Type

* **Two Options**
  - **Annual Salary (A)**
  - **Hourly Rate (H)**

By default, the type is set to Annual (A).

However – Calculated field based on Contract Amount, Hours in Day, Work Days, and Pay Unit *In the following order:*

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EMIS Reports-Checking Errors

Pay Unit vs Pay Type

Condition	Salary Type
Contract Amount > 0 Position>EMIS Related Information>Contract Amount or Compensation>Contract Amount	Annual
Pay Unit = Hourly	Hourly
Pay Unit = Daily and Hours in Day > 0	Hourly
Pay Unit = Daily and Work Days > 0	Annual
Note: *Any other combination will generate an error in USPS and zero will be reported.*	

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EMIS Reports-Checking Errors

Contract Amount vs Pay Amount/Rate

If a value is entered in Position>EMIS Related Information>Contract Amount field, that value is used as the Pay Amount/Rate

If a value is NOT entered in the EMIS Contract Amount field then the value in **Compensation/Contract Amount is used as the Pay Amount/Rate**.

Note: For an amount to be reported on **Non Contract Compensations**, a value **MUST** be entered in the **Position/EMIS Contract Amount field.**

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EMIS Reports-Checking Errors

Contract Amount vs Pay Amount/Rate

If NO pay amount is found, then:
- If Compensation/Pay Unit = Hourly, the **UNIT AMOUNT(hourly rate)** is reported

- If Compensation/Pay Unit = Daily and Hours in Day > 0 then the following calculation occurs and that is the reported **Pay Amount**.

  - **Unit Amount(Daily Rate)/Position Hours in a Day OR**
  - **Compensation Hours in a Day**.

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EMIS Reports-Checking Errors

Contract Amount vs Pay Amount/Rate

- If Compensation> Pay Unit = Daily and Contract Work Days > 0 then the following calculation occurs and that is the reported **Pay Amount**.

  - Unit Amount (Daily Rate) on Position Screen reported as Hours in the Day OR
  - Compensation reported as Hours in a Day

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EMIS Reports-Checking Errors

Contract Amount vs Pay Amount/Rate

Hours in Day	Work Days	Pay Unit	Contract Amount	Contract Amount Calculation	Calculated EMIS Salary Type
			>0	Contract Amount	Annual
		Hourly	=0	Unit Amount	Hourly
>0		Daily	=0	Unit Amount/Hours in Day	Hourly
	>0	Daily	=0	Workdays x Unit Amount	Annual

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EMIS Reports-Checking Errors

Absences/Attendance

- This is reported at the Employee level and returned with the Employee collection.

- If the Employee "Report to EMIS" flag is True, then a count of attendance and absences occurs, and WILL be included in the collection

- The system DOES NOT exclude Compensations when the EMIS flag is False.

- Attendance and Absence records are counted if the record is assigned to a Compensation and the Activity Date falls within the "fiscal year" date range.

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EMIS Reports-Checking Errors

Absences vs Attendance

- WORK AROUND: If you are receiving an EMIS error on attendance days that should not be reporting, Add a Compensation Calendar Stop Date using the date prior to the first attendance record posted.
   Then these attendance days will not report and will prevent errors.

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EMIS Reports-Checking Errors

Absences vs Attendance

- Items to Consider:
  - **Position/Termination Date** is used in Attendance Days Calculation when counting days from the Job Calendar for the employee's Position/Compensations.

  - If the Position Job Status is set to Terminated, then the STOP DATE used to find days on the calendars will be set to the Position Termination Date.

  - If no Position Termination Date is entered, then the Employee Termination date is used.

  - If no Employee Termination Date is entered, then the Compensation Calendar Stop Date is used.

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EMIS Reports-Checking Errors

Absences vs Attendance

• Items to Consider:

  • If no Compensation Calendar Stop Date is entered, the Compensation Stop Date is used.

  • If none of these dates are entered, then the System Configuration EMIS Reporting Fiscal Year is used which would be June 30th.

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EMIS Reports-Checking Errors

Absences vs Attendance

• **Hourly Employees:**

  • If the employee has Hourly Absences and Attendances, they are converted to days. In the process of doing this, the system needs to know how many hours are in a day.

    • This happens by using the **Compensation** Hours in Day that is assigned to the Absence and Attendance and the value provided.

    • If there is no Compensation assigned, then the system looks to find an Active Compensation. Then the Compensation date range is used to convert hours to days.

    • The system looks for a Compensation where the Absence and/or Attendance Activity Date falls within the date range of the Compensation Start and Stop Dates.

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EMIS Reports-Checking Errors

Absences vs Attendance

- **Hourly Employees:**

  - If there is no Compensation Hours in Day value, then the system looks at the Position EMIS Related Information for Hours in the Day and then that value is used in the conversion to hours.

  - **If** no hours in the day is found in either place, an error is returned. (no hours in a day found)

  - Once the system determines the hourly values the system uses the following conversion. The Conversion = Length of Attendance divided by Hours in Day

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EMIS Reports-Checking Errors

Absences vs Attendance
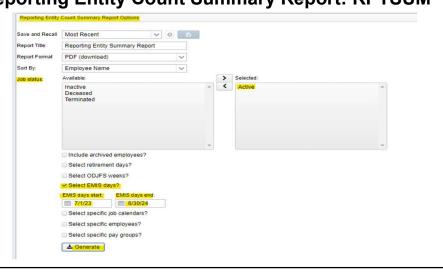
- **EMIS AJUSTMENTS:**

  - Core/Adjustments/Type/EMIS Attendance and EMIS Absence is available to adjust EMIS Attendance and Absences.

  - The Transaction Date needs to fall within the EMIS fiscal year.

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EMIS Reports-Checking Errors

Absences vs Attendance
• Reporting Entity Count Summary Report: RPTSUM

Reporting Entity Count Summary Report Options

Save and Recall	Most Recent
Report Title:	Reporting Entity Summary Report
Report Format	PDF (download)
Sort By:	Employee Name

Job status: Available: | > < | Selected:

Available:
Inactive
Deceased
Terminated

Selected:
Active

☐ Include archived employees?
☐ Select retirement days?
☐ Select ODJFS weeks?
☑ Select EMIS days?

EMIS days start: 7/1/23   EMIS days end: 6/30/24
☐ Select specific job calendars?
☐ Select specific employees?
☐ Select specific pay groups?

[± Generate]

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EMIS Reports-Checking Errors

Absences vs Attendance

• **Reporting Entity Count Summary Report:** formerly RPTSUM
  • This can be found in Reports Menu

  • **Helpful verifying Attendance and Absence Days for EMIS Reporting**

Reporting Entity Summary Report

Employee Number	Employee Name	SERS	STRS	ODJFS Weeks	EMIS Attend	EMIS Absence	Longterm Illness	% of attend
		0.00	0.00	0.00	23.00	0.00	0.00	100.00
		0.00	0.00	0.00	160.00	24.00	0.00	86.96
		0.00	0.00	0.00	115.00	28.00	62.00	141.98
		0.00	0.00	0.00	167.00	10.00	0.00	94.35
		0.00	0.00	0.00	171.00	6.00	0.00	96.61

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EMIS Reports-Checking Errors

Long Term Illness

- **Long Term Illness Days are 15 Consecutive Absences Days. (Entered on Employee Record)**

  - **At least 15 consecutive days absent due to an illness of the staff member or the staff member's spouse, child or parent.**

  - **Note that a day is defined as the period of time the staff member normally spends at work during a 24-hour period. This may vary from staff member to staff member.**

  - **Please remember, that if you enter long term illness on the Employee Record, you must have Absences entered in Attendance or EMIS errors will occur.**

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EMIS Reports-Checking Errors

Quick Check Tips and Tricks

- **Go to System/Configuration/EMIS Configuration. Make sure the Fiscal Year is correct.**

- **Is the Credential ID the valid number of characters (must be 9 digits) Type over Credential ID to make sure there are no white spaces.**

- **Are all dates valid especially Hire Date and Birth Date**

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EMIS Reports-Checking Errors

Resources to Assist in Correcting Errors

- **USPS-R Documentation
  https://mcoecn.atlassian.net/wiki/spaces/uspsrdoc/overview**

- **Core/Employee, Position, Compensation and EMIS Entry**

  Chapters

  - **You can also run a report MVECA has available called:**
  - **"*EMIS Reportable Employee Position Compensation*" This can be found on the MVECA website under Fiscal/Redesign USPS/USPS MVECA json Report Library**

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EMIS Reports-Checking Errors

Resources to Assist in Correcting Errors

- **USPS-R Documentation continued:
  https://mcoecn.atlassian.net/wiki/spaces/uspsrdoc/overview**

- **USPS and EMIS Connection**

  - **Checklist**
  - **Quick Reference Sheet**
  - **Field Names and Locations**

  - **Send email to helpfiscal@mveca.org**

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EMIS Reports-Checking Errors

Staff and Course Collection Reminder

Final L Collection closes August 6, 2025

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EMIS Reports-Checking Errors

Questions?

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