

MVECA YEAREND 2014 “N” EMIS STAFF REPORTING Reporting Requirements for Staff Data

Who to Report

Yearend (N) Reporting. The staff records for the Yearend (N) reporting period are identical in format to the staff records for the October (K) reporting period. The difference is that the yearend staff data reflect the status of the staff member as of the end of the school year. Data should be extracted at yearend from personnel and/or payroll systems. The following employees are to be reported by the EMIS reporting entity. The term **“Individuals”** refers to both certificated/licensed and classified staff members.

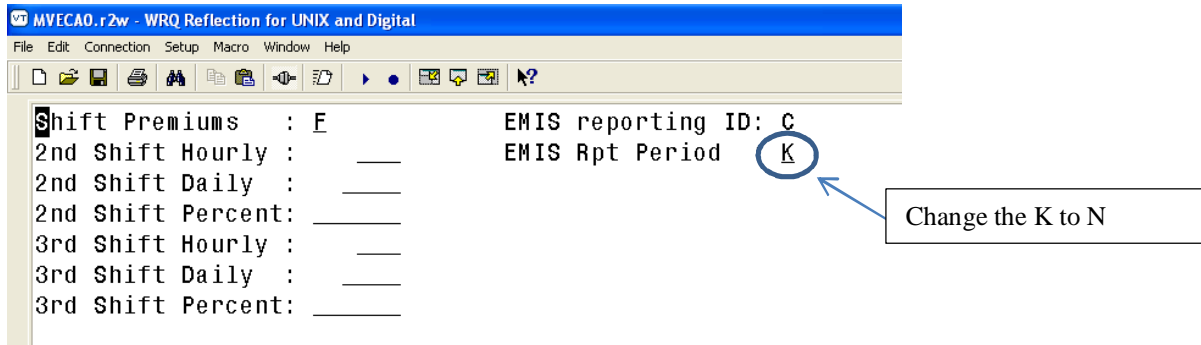
- Individuals employed by the reporting entity as of the end of the school year.
- Individuals hired after the October count week who left before the end of the school year.
- Individuals who were employed during the current school year but who left prior to the October count week.
- Individuals or companies contracted by the school district as of the end of the school year to perform duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were reported as part of the October staff data, even if they are no longer employed.
- Individuals employed through supplemental contracts as of the end of the school year, 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
- Individuals who left over the summer and were reported as no longer employed during the October (k) reporting period
- Volunteers serving in the district

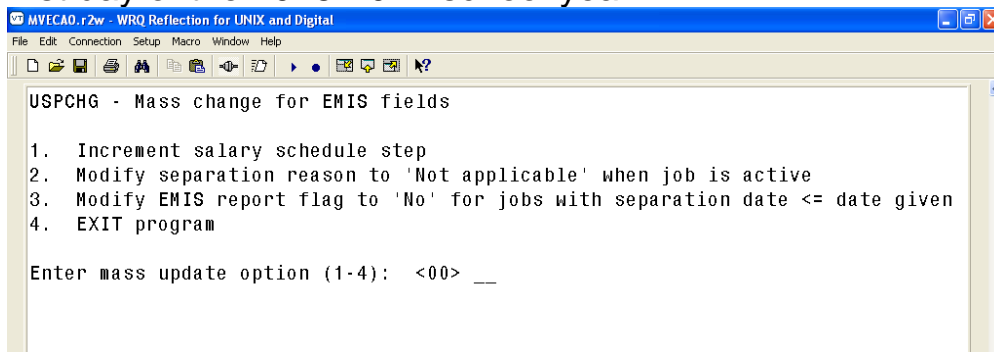
FY2014 “N” EMIS STAFF REPORTING CHECKLIST

___1. Change the EMIS Rpt Period flag in USPSDAT/USPCON screen 3 of 3 to %N+.



___2. Update Report to EMIS flag for staff that left over last summer and were reported in K as no longer employed. Modify each employee's demographic and employment record or use USPCHG to mass change both records for all jobs meeting the criteria.

Run USPCHG Option 3 to flag jobs reported as a summer separation in 14K to %N+ to Report to EMIS. In USPCHG add a separation date that is the day before your first day of the 2013-2014 school year.



___3. Verify that active 800 position codes are flagged as %N+ to report to EMIS. Review staff that may not have returned to the supplemental position and change REPORT TO EMIS flag to N for inactive demographic (BIO) and employment (JOB) records.

___4. Update EMIS Staff Attendance (This element is not required for a staff member reported with position codes 800-899.) Run RPTSUM to see EMIS attendance.

When reporting the Absence Days Element, Absence Days/Long Term Illness Element, and the Attendance Days Element, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.

When reporting a long term illness, report the days absent in both the *Absence Days Element* and also the *Absence Days – Long Term Illness Element*.¹

¹ ODE EMIS Manual Chapter 3.3, page 3

EMIS Attendance Day Rules

Type of Day	Symbol	From	Effect on Attendance	Effect on Absence
Work Day	W	Job Calendar	Add 1	No Adjustment
Holiday	H	Job Calendar	No Adjustment	No Adjustment
Calamity	C	Job Calendar	No Adjustment	No Adjustment
Make-up	M	Job Calendar	Add 1	No Adjustment
Attendance	AT	ATDSCN	Add Length	No Adjustment
Substitute	SB	ATDSCN	Add Length	No Adjustment
Vacation	VA	ATDSCN	No Adjustment	No Adjustment
Sick	SI	ATDSCN	Deduct Length	Add Length
Personal	PL	ATDSCN	Deduct Length	Add Length
Professional Leave	PR	ATDSCN	No Adjustment	No Adjustment
Dock Units	DO	ATDSCN	Deduct Length	Add Length
Jury Duty	JD	ATDSCN	Deduct Length	Add Length
Military	MI	ATDSCN	Deduct Length	Add Length
Calamity	CA	ATDSCN	Deduct Length	No Adjustment
Holiday	HO	ATDSCN	Deduct Length	No Adjustment
Other	OT	ATDSCN	Deduct Length	Add Length

USPSWEB displays the attendance and absence days in the EMIS menu option

The screenshot shows a web interface with a sidebar menu on the left containing 'Utilities', 'Admin', 'Help', and 'Logout'. The main area displays 'Report to EMIS' with a dropdown set to 'Yes'. Below this are fields for 'Gender' (Female), 'Total Years' (1), 'Authorized Years' (1), 'Attendance Days' (229.50), and 'Absence Days' (14.50). An 'Employee Search:' field is also visible.

EMIS ATTENDANCE AND ABSENCE EXCLUSIONS: Professional, Vacation, and Holiday

- Run RPTSUM to see the calculated EMIS attendance and absence for all staff.
 - Run it multiple times with different options to see concealed staff that will not get reported regardless of the value of the REPORT_TO_EMIS field.
 - Menu>RPTSUM

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RPTSUM - Reporting counts summary for SERS, STRS, ODJFS, and EMIS
Report File Specifications:
Output file          RPTSUM.TXT
Print options page? (Y,N)  Y

Reporting Options:
Optional report title  _____
Sort option (ID,N,B,P,G,I)  N
Print all Employee ID's? (Y/N):  Y
Service Days          N   Count from ___/___/___ to ___/___/___
ODJFS Weeks           N   Count from ___/___/___ to ___/___/___
EMIS Days             Y   Count from 07/01/2013 to 06/30/2014

Selection Options:
Specific Calendar Types  _____
Job Status               _____
Select employees reportable to EMIS (Y,N,B)  Y
Include jobs of concealed employees? (Y,N)  Y
    
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- Add Long-term illness days in demographic record
 - A +Long-term illness+includes an illness of the staff person, his/her spouse, child or parent, in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). A long-term illness must be 15 consecutive work days or greater.
 - There is no minimum for a workday. Staff members work different hours per day. Therefore, this element also applies to an individual who works part time and is absent for 15 or more consecutive work days.
 - **Long-term illness does not count against the staff attendance rate.**
 - If the staff member on long term sick leave left the position during the year, do not include days after the effective date of resignation or dismissal. Add a calendar stop date for the last day worked.
 - Non-paid, scheduled days are considered absences in EMIS.
 - Include non-paid days in the attendance screen (ATDSCN- AD EB).
 - EMIS attendance comes from job calendars and the ATDSCN and loaded into the EMIS staff demographic record.
 - Run ABSRPT/ABS101 as a Summary for transaction type AB, AD and Category SI, EB (if you allow staff to use other types of leave while on long term illness, include those transaction types and categories in your report) for this fiscal year.
 - Review report for amounts greater than 15
 - Run a detail ABS101 for staff with absences over 15 days. Review this report to determine if the days were consecutive.
 - Level 1 validation = If long term absence days are greater than EMIS absence days

___5. EMIS contract info on JOBSCN is used, if provided, for EMIS reporting.

- Review salary changes and make corrections to EMIS Info if those fields are used
- **WARNING! When purging NEW CONTRACTS: NEWCNT gives an option to clear EMIS Info**
 - **Y= EMIS Info fields will be blank in the job record when the new contract is purged. The job information will be pulled from the default fields**
 - **N= EMIS Info field values in NEWCNT will be purged into the job record**
 - **Update JOBSCN EMIS Contract fields with values from old contract .**
 - **Y= if EMIS contract fields are blank in NEWCNT, then the EMIS contract fields on JOBSCN will contain the old contract values after purge**
 - **N= The JOBSCN EMIS contract fields will NOT be updated with the old contract JOBSCN values. The NEWCNT EMIS contract fields will be moved to the JOBSCN EMIS contract fields after purge**

NEWCNT NOTE: DO NOT CHANGE CAL_START_DATE . will affect SIF collection of attendance

___6. Update Staff demographic record - DEMSCN

- Update Semester Hours element for hours earned during the school year.
- Update Education Level if a degree was earned during the school year.

___7. Update Staff employment record - POSSCN

- Update HQPD . High Quality Professional Development- indicates if the teacher participated in HQPD. (Information available from EMSPRS- Staff HPQD Principal's Recording Sheet)

- MVECA can mass load % into HQPD field in POSSCN for position codes 230 with position status not equal to P, U, A or I and then exceptions can be changed.
- Update the %Grade Levels Assigned+element for new employees in the following positions:
 - paraprofessionals hired under DPIA funding,
 - Principals
 - Assistant Principals,
 - Supplemental Service teachers (position code = 212)
- Do not change Position Status for yearend reporting
- Update the %Position Separation Date+and %Position Separation Reason+for individuals who were in a position during the current school year, but left that position during the year.
- Update the %Position Separation Date+and %Position Separation Reason+for individuals who you know will not be returning next school year.
- Update %Position FTE+for individuals if there have been changes.

___ 8. Add Contractor Staff Employment Records (CJ)

- Review EMIS Reporting Manual Appendix A for definitions of Contracted Staff
- Add in USPSWEB

___ 9. Add Contract Only records (CC)

- Add in USPSWEB

___ 10. Run USPEMS. PERDET option:

- Errors only; EMIS reportable
 - Fields marked with an exclamation %p?,#,\$\$,+++should be researched to determine corrective action
- All records, EMIS reportable
 - Verify accuracy of data for all staff being reported. This can be sorted multiple ways to reconcile. Example: specific position codes, appt types, position status
- All records, Not reportable
 - Verify that staff listed should not be reported in N

___ 11. Make corrections in USPS demographic and employment record.

___ 12. If a CC or CJ record(s) was added, run USPEMS/USPEMX to create a file to load into the Data Collector.

___ 13. If Step 12 was executed, run EMISRSTAFF to transfer the USPEMX_EMISR.SEQ to the Data Collector

___ 14. STAFF OVERRIDES- Staff listed on the missing staff report in the Data Collector

Overrides are not a replacement for correct and timely reporting of EMIS data. Requesting an override via this record is acknowledging that incorrect data was reported in a prior reporting period.²

required if:

- the separation date is in a prior school year (added to Data Collector via spreadsheet)
- the employee does not work in the current school year and was reported as active in October (K) reporting; request an override at yearend (added to Data Collector via spreadsheet)
- received a new state assigned ID. (Enter a Unicenter request for the override providing the old state assigned ID and the new one. MVECA will escalate to ODE.)

A

Staff Missing Override Record Template, version 1.0

1. SETUP REQUIRED BEFORE PROCEEDING

Enter the current values for Fiscal Year, Reporting Period, and District IRN in the fields below. **Example:**

Enter Fiscal Year (e.g., 2012 for the 2011-2012 school year):	2012	2020
Enter Reporting Period (K for October, N for Yearend):	K	N
Enter LEA IRN, including leading zeros, if any:	999999	123456

Once these values are entered, you can go to the next tab (Data Entry) to enter specific override requests.

2. INSTRUCTIONS

Data Entry Tab

You will create

to

35

36

7

When you are ready to export a file for uploading into the Data Collector, complete the following steps (you may want to print a hard copy of these instructions, as you will not be able to return to this sheet in the middle of the process).

Setup and Instructions | Data Entry | Sheet to Export | +

² 2014 ODE EMIS Manual, V1.0, Chapter 3.8, page 3