

14N Staff EMIS

Webex
4/16/14

Agenda

- ▶ Review Processing Schedule and Data Submission Requirements
- ▶ Who to report and who not to report at yearend
- ▶ Checklist of items to be completed in USPS
- ▶ Checklist of items to be completed in USPSWEB
- ▶ Data Collector
 - ▶ Common validation errors
 - ▶ Staff Overrides
- ▶ Staff Reports that come back from ODE
- ▶ Q & A

FY14 EMIS Processing Schedule							
REPORTING PERIOD	CODE	FY DATA	OPEN DATE	END DATE	KEY DATES/COMMENTS	DATA SUBMISSION REQUIREMENTS	SIGN OFF DUE
Graduate	G	FY13	10/22/2013	12/4/2013		N	1/10/2014
5 Year Forecast	P	FY14	10/1/2013	8/22/2014	Data required by 10/31/2013 & 05/31/2014	N	10/24/2014
Casino Student Count	K	FY14	10/18/2013	12/26/2013	Snapshot of subset of main October submission	N	
October	K	FY14	10/18/2013	2/14/2014		Y	3/14/2014
March	D	FY14	2/14/2014	4/28/2014		Y	5/23/2014
Yearend	N	FY14	5/2/2014	7/30/2014		Y	9/19/2014
Yearend Non-LRC Supplemental	N	FY14	8/8/2014	8/27/2014		Y	9/19/2014
Graduate	G	FY14	5/23/2014	11/14/2014		Y	12/10/2014
Financials	H	FY14	5/2/2014	8/20/2014		Y	10/24/2014
Financials Non-LRC Supplemental	H	FY14	8/29/2014	9/30/2014		Y	10/24/2014

KEY SSID ACTION DATES	
Last Day to Deactivate (K)	Friday, 1/24/2014
Resume Deactivation (K)	Friday, 2/7/2014
Last Day to Deactivate (N)	Wednesday, 7/23/2014
Resume Deactivation (N)	Wednesday, 8/6/2014

- ▶ Check back later for data submission requirements
- ▶ Don't wait until the last possible moment to work on staff
- ▶ Data submission requirements are very early for staff at 100%

Staff Reporting - General Instructions

- ▶ OECN_USPS_EMIS _ access level that allows holder to view and modify the staff EMIS elements _ does not affect payroll
- ▶ [ODE EMIS Manual](#) is best resource for acceptable values for each field
- ▶ 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.
- ▶ CONCEALED STAFF ARE NOT REPORTED REGARDLESS OF HOW THE REPORT TO EMIS FLAG IS SET

14N Staff EMIS Checklist

- ▶ Who to report - REPORT TO EMIS flagged as Y on demographic (BIOSCN-DEMISCN) and employment (JOBSCN) record
 - ▶ Everyone employed at the end of the school year
 - ▶ Anyone hired after count week who left before the last day of school
 - ▶ Anyone with attendance in this school year - even if they left before count week
 - ▶ Contracted individuals or companies that perform duties normally performed by school employees (ex: bus drivers, custodians, food service, nurse, therapists)
 - ▶ Anyone reported in K as active
 - ▶ Supplementals

14N Staff EMIS Checklist

- ▶ Do Not Report - EMIS REPORT TO EMIS flag set to N for demographic and employment record
 - ▶ Staff that left over last summer and were reported in 14K as no longer employed
 - ▶ Daily (as needed) subs
 - ▶ Student employees
 - ▶ Board of Education members
 - ▶ Adult Education teachers
 - ▶ Game Officials and Ticket Takers
 - ▶ Part-time help
 - ▶ Volunteers

▶ USPSWEB - EMIS Entry Screen Demographic record

EMIS
 EMIS Entry Screen
 Contracts (CC)
 Utilities

Report to EMIS Yes
Gender Male
 Total Year

USPSCN - BIOSCN

SSN: 111-11-1111 Employee ID: 111111111 Conceal: _
 State Assigned ID: _____ EMIS ID: _____
 Last Name: DEFAULT Suffix: _____
 First Name: _____ Middle: _____ Phone/Unlist: (____) ____-____/____
 Street: _____ Dist Phone : (____) ____-____
 _____ Dist Exten : _____
 City : _____ State: _____ Zip: _____ OSDI code: _____
 Foreign Adrs: _ Ctry: _ Prov: _____ Post: _____
 Email : _____
 Gender: _____ Direct deposit: Y **Report to EMIS : Y**
 Marital: 0 Email dirdep notice: N **Long term ill.:**
 Birthdate: 00/00/0000 Check distrib.: _____ Part-time (benefits): _
 Hire date: 00/00/0000 Eligible retire: _____
 Last paid: 00/00/0000 ODHS New hire: _ 00/00/0000

USPSCN - DEMSCN

ID:111111111 State As
 NAME: _____ MI
 Address:
 Birthdate: 00/00/0000
Hispanic/Latino: *
Report to EMIS: Y

Always report both a demographic and employment record

USPSWEB - Employment record

Staff Employment - TREASURER			
Local Contract/Job	1	Position Status	Active/Continuing employee in same position in district
Report to EMIS	Yes	Employ./Start Date	12/01/2007
Position Code	112	Appointment Type	Certificated
Position Title	Treasurer	Exp. Current Class	

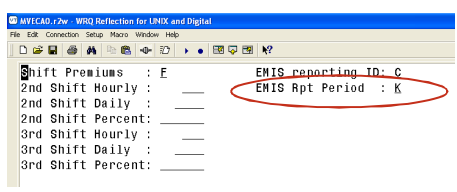
USPSCN - JOBSCN

```

ID: 111111111 Job: 01 Nar
Position/Title : _____
Check stub desc: _____
Position code : _____
Position type : R
Type of appt. : 1
EMIS appt type : 1
Contract type : A
Report to EMIS : Y
Low/High grade : **/**
Separation reas: * 00/00/!
    
```

Checklist for USPS USPCON EMIS Rpt Period Flag

- ▶ Go to USPSDAT/USPCON screen 3 of 3 and change EMIS Rpt Period to N



DO NOT CHANGE THE EMIS REPORTING ID FIELD

Checklist for USPS Update Report to EMIS flag

- ▶ Update Report to EMIS flag for staff that left over last summer and were reported in K as no longer employed.
 - ▶ 2 Options
 - ▶ If there are several changes to be made - Mass change both the demographic and employment record. Run USPCHG Option 3 to flag jobs reported with a separation date, "N" to report to EMIS.
 - ▶ When using option 3 of USPCHG, if the Separation date on the Job is less than or equal to the date the user entered when prompted by USPCHG, the "Report to EMIS" flag is set to N on the job. Position status is not used in any manner.

If all jobs for an employee are set to N for EMIS Reporting, USPCHG then sets the Report to EMIS flag on the Bio/Dem record to N (you need to report at least one CK-Job with a CI-Dem for EMIS reporting).

The opposite processing order is not done -- it does not set the Job report to EMIS flags to N if the Bio EMIS flag = N.
 - ▶ Add a Unicenter request to test in a demo, if needed
 - ▶ Manually modify both the demographic and employment record for just the staff that need to be changed to N to report to EMIS.

Checklist for USPS Supplemental Position Code

- ▶ Supplemental=Employees who are hired under a supplemental contract to provide services such as coaching, advising, and student activities.
 - ▶ Position Codes
 - ▶ 801- Advisor Assignment
 - ▶ 802- Coaching Assignment
 - ▶ 803- Athletic Trainer Assignment
 - ▶ 899- Other Extra/Intra Curricular Activities Assignment
 - ▶ EMIS Manual for CK- employment record only excludes Length of Work Day
 - ▶ The reports created by the DC have 0 for attendance, absence and LTI
- ▶ Verify that all supplemental jobs that are active for the current school year are flagged Y to report to EMIS
 - ▶ Run a safari JOB_POSITION query of all 8xx position codes
 - ▶ Bring in fields relevant to determine if it's an active supplemental
 - ▶ EMPLOYEE identifier, job_no, full_name, job_status, job_title, conceal_employee
 - ▶ Position code, Position_status, Position_Type
 - ▶ Job REPORT TO EMIS
 - ▶ FTD Gross amount paid

Checklist for USPS Staff Attendance

- ▶ Update EMIS Staff 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*.
- ▶ ODE EMIS Manual Chapter 3.3, page 3
- ▶ ODE doesn't compare staff attendance to the building district information reported for students.
- ▶ Staff attendance percentages are calculated by attendance/attendance + absence
 - ▶ No longer available on the LRC.
 - ▶ SDC.reports home.reports for analysis.teachers&staff.district teacher overview.

Checklist for USPS Staff Attendance

Calendar and attendance transactions and their effect on EMIS attendance and absence

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

Checklist for USPS Staff Attendance

- ▶ RPTSUM report uses the same calculation to determine EMIS attendance. Run this report to see what is going to be reported.

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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,C,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
    
```

You may want to run RPTSUM selecting different options
 Include the concealed employees and see if they have attendance in the current school year. CONCEALED EMPLOYEES ARE NOT REPORTED EVEN IF THEY ARE "Y" TO REPORT TO EMIS

RPTSUM can be transferred to your local drive and opened in Excel to review staff that have 0 attendance and are Y to EMIS - ignore Supplemental positions

Checklist for USPS Staff Attendance

- ▶ Add an attendance entry for unpaid days that are not being counted from the calendar or attendance screen.
 - ▶ Days not docketed through an attendance screen entry should be added as an Adjustment of EMIS Absence (AD EB)
- ▶ Add an attendance transaction if attending days are not being counted if employee assigned to the default calendar
 - ▶ Attendance entry of an Adjustment of EMIS Attendance (AD ET)
- ▶ **BEWARE** - Attendance is not validated. Check the CI report in the data collector. All active staff should have attendance

Checklist for USPS Staff Attendance - LTI

- ▶ Long Term Illness
 - ▶ 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 on the LRC.
 - ▶ 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.

Checklist for USPS Staff Attendance - LTI

- ▶ 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
- ▶ Don't wait to add the long term illness - it must be added before the final submission of 14N - (This was a note I had from the 13N rewind presentation. This must have been an issue last year.)

NEWCNT Purge

```

NEWCNT - Purge New Contracts
|
| Purge Options:
| Contract start date: 08/21/1998   Appointment Type: *
| Reset New Hire date: Y
| Clear EMIS fields:
| Hours per day: N   Contract amount: N   Work days: N   FTE: N
| Update JOBSCN EMIS contract fields with values from old contract: N
| Contract Type: _____
| Calendar Types: _____
| Pay Groups: _____
|
| EMPMST Reporting Options:
| Generate EMPMST report? (Y,N)           N
| EMPMST Output file:                     EMPMST.TXT
| Print options page? (Y,N)               Y
| Optional heading line: _____
| Print one employee per page? (Y,N)      N
| Sort options (S,N,B,P)                  S
|
| Purge new contract information over old contracts      1 of 2
| XX Execute      XX Reset
| XX Help         XX Save/Recall
| XX Exit
| XX Cancel
|

```

NEWCNT Purge

- ▶ Before executing the purge, consider what you want to report to ODE for yearend
 - ▶ The EMIS elements should reflect the values as of the end of the school year.
- ▶ If you want the new contract EMIS fields to be zero once purged; answer Y to clear those fields
- ▶ If you want the value in the EMIS fields in NEWCNT to be placed in the job record during purge; answer N to clear those fields
- ▶ The **Update JOBSCN EMIS contract fields with values from old contract** is defined as follows:
 - ▶ Y= If all EMIS contract fields are blank in NEWCNT, then the EMIS contract fields on JOBSCN will contain the old contract values after the 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 the purge.

NEWCNT Purge

- ▶ Cal start date - only change in NEWCNT IF they are returning after having a cal_stop_date or if they are new. You may have done this in the past but it won't work now with the data collector SIF agent.
 - ▶ Contract Start date should be the first paid day of the new contract
- ▶ New employees with a start date in the new fiscal year must be marked N to report to EMIS

Checklist for USPS Update Demographics

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

Checklist for USPS Update Employment

- ▶ High Quality Professional Development (HQPD) - required of yearend reporting
 - ▶ Indicates if the teacher participated in HQPD
 - ▶ MVECA can mass load “Y” 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 hires in the following positions:
 - ▶ paraprofessionals hired under DPIA funding,
 - ▶ Principals
 - ▶ Assistant Principals,
 - ▶ Supplemental Service teachers (position code = 212)

Checklist for USPS Update Employment

- ▶ Position Status
 - ▶ NO CHANGE IS NEEDED in Position Status at yearend
- ▶ 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.
 - ▶ Retirees
 - ▶ Staff leaving the district
 - ▶ Reporting them now eliminates reporting the separation in 15K

Checklist for USPSWEB CJ-Contractor Staff Employment Records

- ▶ CJ records are required when your staff are instructing students from another district
 - ▶ See ODE Manual Chapter 3.5 for all situations
 - ▶ Most commonly used by ESC's to report the FTE their staff are assigned to districts
 - ▶ Districts have a contracting situation if their teachers are instructing students from another district.
 - ▶ i.e. housing a transition unit and students from the unit are included in classes
 - ▶ Add in USPSWEB only

CJ Record

The screenshot displays the USPSWEB interface. On the left is a navigation menu with categories like Home, Employee, Query, Jobs, Deduction Codes, Date Codes, Employee Dates, Attendance, UPDCAL, and Benefits. The 'Contractor (CJ)' menu item is circled in red, with a sub-item 'Add New CJ Record' also circled. The main content area shows the 'EMIS Entry Screen' with a table listing employee records. Below this, there are sections for 'Staff Demograp' and 'Staff Employment - SUBSTI'. A modal window titled 'EMIS Contractor (CJ) Add' is open, showing fields for Employee Name (DEFAULT DATA), ID (11111111), Job Number (0), District IRN, Position Code (0), and Position FTE. A text box with an arrow pointing to the Job Number field contains the following text:

Job Number must match job number of employment record
District IRN is the district being served
FTE is the time spent with students from that district

Checklist for USPS USPEMS/PERDET

-Select by specific employee(s)? (Y,N): <N> _
<?>(Help)

(Help Description)-
If Yes, you will be asked to enter the SSN/Name(s) you wish to select on.
If No, all SSN's will be reported on. You may enter up to 20 SSN's.

-Select by specific building IRN(s)? (Y,N): <N> _
<?>(Help)

(Help Description)-
If Yes, you will be asked to enter the Building IRN(s) you wish to select on.
If No, all building IRN's will be reported on. You may enter up to 5 Building IRN's.

-Select by specific position code(s)? (Y,N): <N> _
<?>(Help)

(Help Description)-
If Yes, you will be asked to enter the position code(s) you wish to select on.
If No, All position codes will be reported on. You may enter up to 20 position codes.

Checklist for USPS USPEMS/PERDET

-Select only those employees containing errors (Y,N): <N> _
<?>(Help)

(Help Description)-
If Yes, only those records containing invalid information will be selected.
If No, all records will be selected.

-Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B): _
<?>(Help)

(Help Description)-
If Yes, select only those employees flagged as reportable to EMIS
If No, select only those employees flagged as NOT reportable to EMIS
If Both, select all employees.

-Select appointment type(s) (A,1,2,3,4,5): <A > _____
<?>(Help)

(Help Description)-
1 = Certificated 3 = Internship 5 = Veteran
2 = Classified 4 = Six hour lay teacher
A = All appointment types, even blank appointment types

Checklist for USPS USPEMS/PERDET

-Select by specific position status (Y,N)? <N> _
<?>(Help)

(Help Description)-
If Yes, you will be asked to enter the position status code(s) you wish to select on.
If No, all position status codes will be reported on.

-Do you want each employee on a new page? (Y,N): <N> _
<?>(Help)

(Help Description)- Enter 'Y' to begin a new page for each employee.

-Are extended service days included in the work days in contract (Y,N)? <Y> _
<?>(Help)

(Help Description)-
Y = The work days in contract field includes extended service days.
N = The work days in contract field does not include extended service days.

-Continue, Re-enter options, or Exit? (C,R,E,?) : <C> _
<?>(Help)

(Help Description)-
C = Continue with report

Checklist for USPS USPEMS/PERDET

Review PERDET for errors
Fix any issues in USPS
Rerun PERDET until error free

! - Indicates possible data error or invalid data in field.
? - Indicates the EMIS report flag does not correspond between the demographic record and position record.
- Indicates the position funding percentage(s) do not equal 100%.
\$\$ - May produce an EMIS/ODE validation error.
++ - Informational message.

An alternative to PERDET is to execute a query of the demographic and employment records in USPS and confirm that there are no blanks for staff flagged as Y to report to EMIS in required fields.

Checklist for USPS USPEMS/USPEMX

- ▶ Run Option 2 on the USPEMS menu, USPEMX, if Contract Only (CC) and/or Contractor Staff Employment Records (CJ) were created. This extract will create a file to upload to the Data Collector (DC).

USPEMX - Extract employee data into EMIS detail file format.

Enter Fiscal Year: <2014> ____

Enter Reporting Period: (K,N) < > N

Are extended service days included in the work days in contract (Y,N)? <Y> _

Include jobs of concealed employees (Y/N)? <Y> _

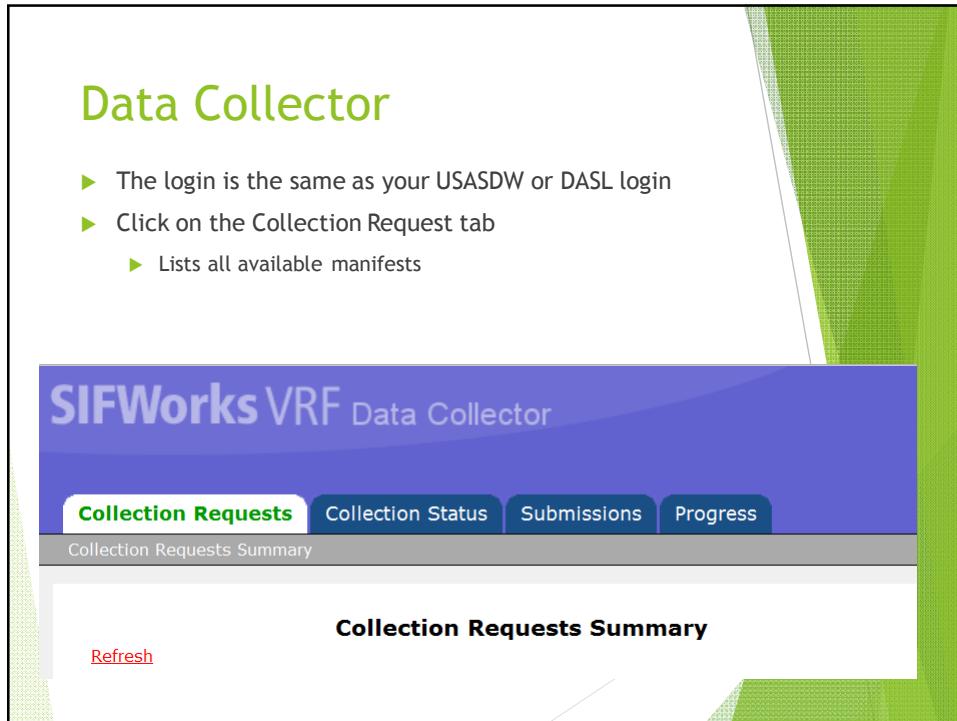
Continue, Re-enter, or Exit? (C,R,E,?) <C> _

Checklist for USPS USPEMS/USPEMX

- ▶ Creates 2 files
 - ▶ USPEMX.SEQ
 - ▶ Payroll staff record types: CI, CK
 - ▶ If you need to start processing staff for the new year, get your staff completely done and transfer this file to the Data Collector
 - ▶ Do not use the SIF agent for the collection
 - ▶ USPEMX_EMISR.SEQ
 - ▶ CC and CJ only
- ▶ Execute the EMISRSTAFF command to transfer the USPEMX_EMISR.SEQ file to the Data Collector/Other Data Sources

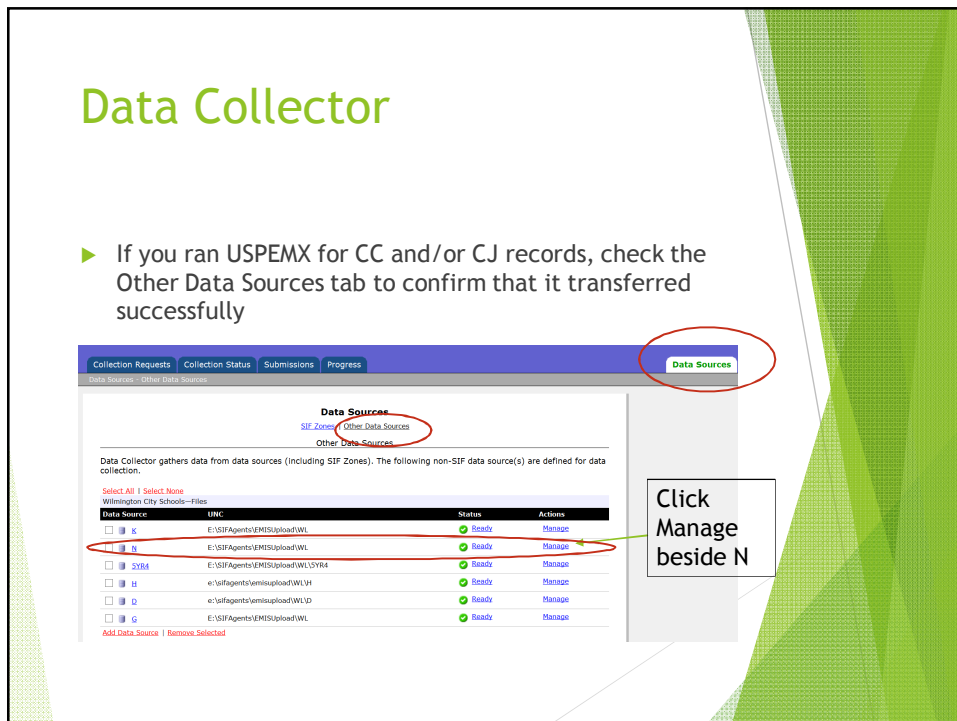
Data Collector

- ▶ The login is the same as your USASDW or DASL login
- ▶ Click on the Collection Request tab
 - ▶ Lists all available manifests



Data Collector

- ▶ If you ran USPEMX for CC and/or CJ records, check the Other Data Sources tab to confirm that it transferred successfully



Data Collector

- ▶ DC will use the most recent file if there is more than one with the same record types.

Collection Requests | Collection Status | Submissions | Progress | Data Sources

Other Data Sources > Manage Files

Manage Files
Other Data Sources — N

Use the options below to manage files for this data source.

Select All | Select None

File Name	Upload Date	Size
<input type="checkbox"/> WL_14K_2014-02-06-08-43-06.txt	February 06, 2014 08:43:07 AM	(4602 bytes)
<input type="checkbox"/> WL_14K_2014-01-31-13-20-15.txt	January 31, 2014 01:22:36 PM	(14513445 bytes)
<input type="checkbox"/> WL_14K_2014-01-29-11-46-27.txt	January 29, 2014 11:48:22 AM	(14501674 bytes)
<input type="checkbox"/> WL_13N_2014-01-13-11-56-51.txt	January 13, 2014 11:57:35 AM	(4267924 bytes)
<input type="checkbox"/> WL_13N_2014-01-09-12-53-18.txt	January 09, 2014 12:53:43 PM	(3948106 bytes)
<input type="checkbox"/> CP staff override spreadsheet.pn	November 05, 2013 02:12:41 PM	(540 bytes)
<input checked="" type="checkbox"/> USPSXK_EMISR_SEQ	October 30, 2013 10:27:17 AM	(604 bytes)
<input type="checkbox"/> WL_13C_2013-10-23-09-25-54.txt	October 23, 2013 09:26:11 AM	(946488 bytes)
<input type="checkbox"/> 045112_FFE.pnG_SEQ	May 08, 2013 12:29:01 PM	(25263 bytes)

Upload File | Delete Selected | Cancel

Data Collector

- ▶ Start the Collection
 - ▶ SIF collection will get data from USPS
 - ▶ Data Source collection will get flat files
 - ▶ Student
 - ▶ CC, CJ
 - ▶ If re-submitting data; must collect and submit all record types

Collection Requests | Collection Status | Submissions | Progress | Data Sources

Collection Requests Summary > Start Collection

Submissions Closed- Review Only-Yearend (N) FY13 Reporting Period
Start Collection — Submission Number 12 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

Start Data Collection for all items checked below

All connected zones in Academy of Columbus (1 zones / 1 connected)

SIF Zones	Zone Status	Collection Status
<input checked="" type="checkbox"/> AC	Connected	Not Started

All EMIS Formatted Files

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> K	Ready	Not Started
<input type="checkbox"/> L	Ready	Not Started
<input type="checkbox"/> H	Ready	Not Started
<input type="checkbox"/> G	Ready	Not Started

Zone Controls
Click the link in the Zone Status column to connect and disconnect a zone. Click the link in the Availability column to view the non-SIF data source availability.

Data Collector

- ▶ Refresh screen and click Prepare

Submissions: July 31, 2014 - July 31, 2014
Expiration Date: July 31, 2014 (in 128 days)
Collection Request: 2
Status: Data Collection has been prepared on July 17, 2013 at 01:18:01 PM and is available for preview. You need to re-prepare to make it available for certification.
Validation Status: [Level 1 Validation](#)
Submission Number: 16 (attempt 1)
Actions: [View Submission Results](#)
[Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- ▶ Prepare will have a message if level 1 errors were found

Data Collector Staff Level 1 Validations

- ▶ CI and CK records must meet certain criteria before they are considered for any additional checks/processing in the district's data set
 - ▶ You will have multiple validation errors that can be fixed by correcting a single problem. They will be listed in the DC reports as DEP - dependent on another record
- ▶ You may have errors even if they are not listed in on the Level 1 Validation report
 - ▶ 0 attendance is not a validation error
- ▶ **ALWAYS** Preview DC reports and check valid records prior to submitting data.

<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1>

Data Collector Staff Level 1 Validations

Error Number	Error Level	Message	Description
CI.0016	Warning	Staff member over 70 years old	(CI070) Invalid value '19390729' in the field 'Date of Birth'
CK.0026	Warning	If in Title I Schoolwide Building, Paraprofessional Code Is Invalid	Check Position Code (CK060), Assignment Area (CK220), Position Fund Source (CK130), and Qualified Paraprofessional (CK290) values(CK290) Invalid value "*" in the field 'Qualified Paraprofessional'

- ▶ Error Number beginning with CI = demographic record problem
- ▶ Error Number beginning with CK = employment record problem
 - ▶ CK.0026 Warning
 - ▶ If position code=415 and assignment area = 999140;
 - ▶ OR Position Fund Source 1, 2, or 3 = G;
 - ▶ AND the Qualified Paraprofessional = "*"
 - ▶ Then the Qualified Paraprofessional value may be invalid
 - ▶ CK.0025 Fatal
 - ▶ If position code=415 and assignment area = 999140;
 - ▶ AND Position Fund Source 1, 2, or 3 = G
 - ▶ AND the Qualified Paraprofessional = "*"
 - ▶ Then the Qualified Paraprofessional value cannot = "*"

Data Collector Staff Validations - Missing

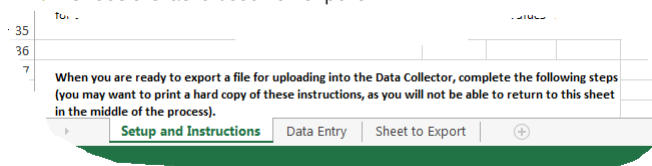
- ▶ <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1/Staff-Missing-Level-1-Report-Explanation.pdf.aspx>
- ▶ The report selection criterion *includes* the employees/state staff IDs that were reported as actively employed during the previous reporting period and does not have a separation date reported. This includes all certified and classified staff members with Position Status element = "C" and Position Type = "R"
- ▶ All Staff Employment records from the previous reporting period that meet one of these criteria is excluded from the report:
 - ▶ Position Status Element = "A", "I", "P", "U" (Contracted personnel - agency, Contracted personnel - individual, Leave of absence, No longer employed by district in this position).
 - ▶ Position Code Element = 8xx (Exclude any record in which the first position of the position code is an 8).

Data Collector Staff Validations - Missing

- ▶ Common reasons why staff are on the missing list
 - ▶ Received a new credential since the last reporting period
 - ▶ All credentials should be reported, even if it doesn't pertain to the current position held
 - ▶ Easily identified on the Missing Staff report in the DC if there is a Z-id listed for the staff member and there is a different ID in the demographic record.
 - ▶ Add a Unicenter request for an override
 - ▶ MVECA will escalate the request to ODE
 - ▶ A separation date was added to the staff record that is prior to July 1 of the current fiscal year.
 - ▶ This occurs when you discover that someone was reported in K that did not return to work. Their separation date is in the prior year.
 - ▶ This requires a Staff Override Record (CP) spreadsheet

Data Collector Staff Validations - Missing

- ▶ Staff Override Spreadsheet
 - ▶ Explanation found in ODE EMIS manual Chapter 3.8
 - ▶ Spreadsheet Available from ODE/EMIS/Resources webpage, <http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Other-Resources>
 - ▶ Sheet 1 lists the Setup and Instructions
 - ▶ Data is entered on Sheet 2 which creates
 - ▶ Sheet 3 that is used for export



Data Collector Staff Validations - Missing

► Sheet 1 - Setup

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.

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► Sheet 2 Data Entry

- Do not skip rows
- Complete all fields
- If additional overrides are needed after submitting just add the new override to the existing spreadsheet. Do not delete previously submitted overrides.
- Do not Copy/Paste data into this sheet; Copy/Paste Special Values only

	A	B	C	D	E
	State Staff ID	Position	Position	ROW IS Complete?	
	Previous Reporting Period	Separation Date (in CCYYMMDD format)	Separation Reason	(incomplete rows will be skipped when the upload file is created)	Notes (not included in export- for your reference)
1					
2				NO	
3				NO	
4				NO	
5				NO	
6				NO	
7				NO	
8				NO	

Data Collector Staff Validations - Missing

- ▶ Sheet to Export
 - ▶ After all overrides are entered on the Data Entry sheet, go to sheet 3 - Sheet to Export
 - ▶ Save the file as an xlsx or xls type
 - ▶ File/Save As to a local directory
 - ▶ Add the date to the filename
 - ▶ Select Save as Type dropdown option for "Formatted Text (Space delimited)(* .prn)"
 - ▶ Click Save
 - ▶ 150 Override limit
 - ▶ Transfer the file to the DC Other Data Sources
 - ▶ Do a data collection and resubmit your data
 - ▶ the missing staff report should not list staff that are on the override file
- ▶ MVECA staff is always available to help with the override process

Data Collector Reports

- ▶ Review the following reports BEFORE submitting the date.
 - ▶ Contract_Only_Staff (CC)
 - ▶ Contractor_Staff_Employment (CJ)
 - ▶ Staff_Demographic (CI)
 - ▶ Staff_Employment_Record (CK)
 - ▶ Staff_Missing_Override_Record (CP)
 - ▶ Staff_Missing_Report

Data Collector Reports

Check for valid record types. Check the counts from K reporting



	Valid	Invalid	Total
Staff_Demographic (CI).csv	108	0	108
Staff_Employment_Record (CK).csv	151	0	151
Staff_Missing_Override_Record (CP).csv	3	0	3
Staff_Missing_Report.csv			0

ODE Reports

- ▶ Always review reports that come back from ODE!
- ▶ Most reports are in both pdf and csv format
 - ▶ Open in Excel and filter results
- ▶ Staff_demo_job_cert/class
 - ▶ Staff with POSITION STATUS = "P" or "U" are not included in the report.
 - ▶ For the certificated personnel report, TYPE OF APPOINTMENT must be "1", "3", "4", or "5".
 - ▶ For the classified personnel report, TYPE OF APPOINTMENT must be "2".
 - ▶ Sorted by building, lists demographic and employment info - check to make sure staff are listed in the correct building
 - ▶ Last page summarizes total positions by position code. Check for accuracy
 - ▶ Verify staff salaries
 - ▶ Salary ranges are checked against the state averages for last year. If the annual salary is not greater than or equal to the state average minimum for last year, AND/OR if the annual salary is not less than or equal to the state average maximum for last year, a flag appears. (Even though a flag appears, these data may not be wrong, but a flag for districts to double check the data.)
 - ▶ Check Staff positions and assignments

ODE Reports

- ▶ hqpd
 - ▶ Lists all staff reported with Y or N
- ▶ Missing_data _ Report explanation gives the numerator and denominator for percentages.
http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1/GENERAL-MISSING-DATA_13K.pdf.aspx
- ▶ General Issues - sometimes error; sometimes tolerance check
http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1/General_Issues.pdf.aspx
 - ▶ See report explanation - lists all the codes and things to check
 - ▶ 051 - Qualified Paraprofessional No - At least one staff member does not fulfill the Qualified Paraprofessional criteria
 - ▶ 074 - Missing Goals Not Met
 - ▶ 088 - Staff on Missing List
 - ▶ 125 - Percent Staff Attendance Days = 0
 - ▶ 128 - % of Teachers with a Bachelor's Degree or higher

HELP!

- ▶ Open EMIS labs are all day every Tuesday
 - ▶ If Tuesdays are not good for you, request an alternate date
- ▶ ODE EMIS manual describes all staff elements in detail
- ▶ Don't hesitate to call or write!!

FY15 Changes

- ▶ EMIS is going to be quite different next year
 - ▶ New terminology
- ▶ New/different reporting periods
 - ▶ EMIS Coordinators will be hearing about the changes at OAEP, ODE training and MVECA training
- ▶ No known changes to the data elements
 - ▶ Chance of eliminating some fund sources

Questions?