

# STAFF EMIS REPORTING 15L

















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# AGENDA

- How is staff data reported to ODE used?
- Staff EMIS Reporting Elements
  - Staff Demographics
  - Staff Employment
  - Summer Separation
  - Contracted Staff
  - Contract Only
- USPS Checklist
  - 15L changes
- Data Collector
- Correcting Errors
- Reports

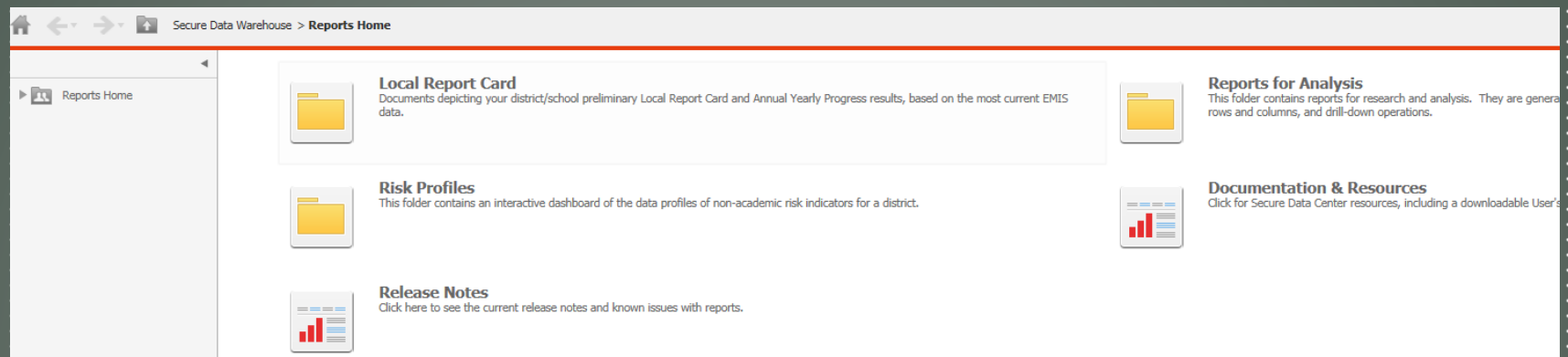
# HOW IS STAFF DATA USED

- ▶ Used by Area Coordinators when comparing like size districts
- ▶ iLRC <http://reportcard.education.ohio.gov/Pages/default.aspx>
  - ▶ GO TO ADVANCE REPORTS

 <b>Average &amp; Median Teacher Salary (Building)</b> The average and median teacher salaries by building.	 <b>Average &amp; Median Teacher Salary (District)</b> The average and median teacher salaries by district.
 <b>Average &amp; Median Teacher Salary (State)</b> The average and median teacher salaries for the state.	 <b>Average Salary for Staff Groups by District</b> This report replaces the previously published Cost Table 1 Report. It presents FTE's and average salaries by staff groupings and by certified or classified positions.
 <b>Average Salary of All School Personnel (District)</b> Average salary of all school personnel in a district by position.	 <b>Average Salary of All School Personnel (State)</b> Average salary of all school personnel by position and district type. This report replaces the Cost Table A Reports previously posted on the ODE's Website.
 <b>Average Staff Salary</b> Average salary of all school personnel by district.	 <b>Staff Members</b> This report lists the staff members and their position in a school building or district.
 <b>Students per Teacher (District)</b> Average classroom ratio of students to teachers in a school district.	 <b>Students per Teacher (State)</b> Average classroom ratio of students to teachers in the state of Ohio.
 <b>Teacher Attendance (Building)</b> The teacher attendance rate for a school.	 <b>Teacher Attendance (District)</b> The teacher attendance rate for a school district.
 <b>Teacher Attendance (State)</b> The teacher attendance rate for the state of Ohio.	 <b>Teacher Certification (Building)</b> Percentage of teachers that meet state certification definitions and the federal Highly Qualified Teacher definition in a school.
 <b>Teacher Certification (District)</b> Percentage of teachers that meet state certification definitions and the federal Highly Qualified Teacher definition in a school district.	 <b>Teacher Certification (State)</b> Percentage of teachers that meet state certification definitions and the federal Highly Qualified Teacher definition in the state of Ohio.

# HOW IS STAFF DATA USED

## ▶ Secure Data Center (SDC)-



The screenshot shows a web application interface for the Secure Data Warehouse. The browser address bar displays "Secure Data Warehouse > Reports Home". A left-hand navigation pane contains a "Reports Home" link. The main content area is organized into a grid of five report categories, each with an icon and a brief description:

- Local Report Card**: Documents depicting your district/school preliminary Local Report Card and Annual Yearly Progress results, based on the most current EM15 data.
- Risk Profiles**: This folder contains an interactive dashboard of the data profiles of non-academic risk indicators for a district.
- Release Notes**: Click here to see the current release notes and known issues with reports.
- Reports for Analysis**: This folder contains reports for research and analysis. They are general rows and columns, and drill-down operations.
- Documentation & Resources**: Click for Secure Data Center resources, including a downloadable User's Guide.

# SECURE DATA CENTER

Secure Data Warehouse > Reports Home > Reports for Analysis

- Reports Home
  - Local Report Card
  - Reports for Analysis
    - Attendance Rate
    - Discipline
    - Enrollment
    - Financial
    - Gifted Students
    - Graduation
    - K-3 Literacy
    - Mobility Rates
    - Performance Index
    - Teachers & Staff
    - Test Results
    - Risk Profiles

**Attendance Rate**  
Reports about attendance rates.

**Enrollment**  
Reports about student enrollment.

**Gifted Students**  
Reports about gifted students.

**K-3 Literacy**  
Reports about the K-3 Literacy calculation and diagnostic assessments.

**Performance Index**  
Reports about the state Performance Index calculation.

**Test Results**  
Reports about the results of high stakes state tests (e.g. Achievement and OGT).

**Discipline**  
Reports about disciplinary actions.

**Financial**  
Reports about spending and revenue.

**Graduation**  
Reports about high school graduation rates.

**Mobility Rates**

**Teachers & Staff**  
Reports about teachers and other staff.

# SECURE DATA CENTER



## District Master Teachers

A count of Master Teachers by district.



## District Teacher Degree Profile

The percentage of teachers with specific degree types in a district.



## District Teacher Overview

Teacher attendance rate, average salary, and years of experience from the most recent EMIS reporting period. Note: Only Attendance Rate is yearend data, the others are October data.



## School Highly Qualified Teachers (HQT)

The percentage of courses taught by teachers that meet the definition of a Highly Qualified Teacher.



## School Master Teachers

A count of Master Teachers by school.



## School Teacher Degree Profile

The percentage of teachers with specific degree types in a school.



## Teacher Experience

A list of teachers and their experience. This report also displays the weighted experience as well.



## Teachers Teaching Not HQT Courses (District)

Lists the non-HQT core courses taught by each teacher in the selected District.



## District Teacher Certification

The percentage of courses taught by teachers with appropriate certification.



## District Teacher Distribution File

The District Teacher Distribution File is designed to help facilitate requirement 3 of the Highly Qualified Teacher Components in the State Standards for Professional Teaching Practice.



## Master Teachers List

A list of Master Teachers.



## School HQT Recording Sheet

List of teachers and whether they have had High Qualified Professional Development.



## School Teacher Certification

The percentage of courses taught by teachers with appropriate certification.



## School Teacher Overview

Teacher attendance rate, average salary, and years of experience from the most recent EMIS reporting period. Note: Only Attendance Rate is yearend data, the others are October data.



## Teacher Salary

A list of teachers and their salaries. This report also displays the weighted salary as well.

# HOW IS STAFF DATA USED?

- ▶ School District Profile, (Cupp Report)

<http://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/District-Profile-Reports/FY2013-District-Profile-Report>

# STAFF EMIS REPORTING ELEMENTS

- ▶ Best resource is the ODE EMIS manual
- ▶ <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

- Employee ID (CI050)
- Prefix Name (CI280), First Name (CI290), Middle Name (CI300), Last Name (CI310) and Suffix Name (CI320)
- State Staff ID (CI270)
- Birth Date (CI070)
- Gender (CI090)
- Race/Ethnicity (CI080)
- Education Level (CI100)
- Semester Hours (CI110)
- Authorized Teaching Experience Years (CI200)
- Total Experience Years (CI210)
- Early Childhood Education Qualification (CI225)

# STAFF DEOMGRAPHICS -CI BIOSCN/DEM SCN

SSN: 111-11-1111 Employee ID: 111111111 Conceal: \_\_\_\_\_  
 State Assigned ID: \_\_\_\_\_ EMIS ID: \_\_\_\_\_  
 Last Name: DEFAULT Suffix: \_\_\_\_\_ **BIOSCN**  
 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

ID:111111111 State Assigned ID: \_\_\_\_\_ EMIS ID: \_\_\_\_\_ Conceal: N  
 NAME: \_\_\_\_\_ DEFAULT \_\_\_\_\_  
 FIRST MIDDLE LAST **DEM SCN** SUFFIX  
 Address: OH  
 Birthdate: 00/00/0000 Sex: \_ Handicap status: \_ Multilingual: \_  
 Hispanic/Latino: \* Race: \_ White: \_ Black: \_ Asian: \_ AI/AN: \_ NH/PI: \_  
 Report to EMIS: N -----Length of Experience:-----  
 Eligible retire: N Total: \_\_\_\_\_ Accre: \_\_\_\_\_ OH Pub : \_\_\_\_\_ Purch: \_\_\_\_\_  
 Semester hrs : \_\_\_\_\_ Authori: \_\_\_\_\_ Milit: \_\_\_\_\_ OH Priv : \_\_\_\_\_  
 Education lvl: 0 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: 00/00/0000  
 Long Term Ill: \_\_\_\_\_ Text: \_\_\_\_\_

# STAFF DEMOGRAPHICS –CI USPSWEB BIOWEB

Additional Employee Information			
Eligible for Retirement	No	Long Term Illness	0.00
Report to EMIS	No	Gender	
OSDI Code		Marital Status	Married
Direct Deposit	Yes	Spouse's First Name	
Email Direct Deposit	No	Handicap Status	
Check Distribution		Multilingual	
Degree Type	Non Degree	Semester Hours	0
ECE Qualification	Not Applicable	Sub-days	
Other Credentials		Primary Race	Not Specified
ODHS New Hire	Date	Ethnicity Flag	
	Reported Employee has not been reported	Hispanic/Latino	*
		Specific Race Flags	
		White	No
		Black	No
		Asian	No
		American Indian/Alaska Native	No
		Native Hawaiian/Pacific Islander	No
Dates			
Experience			
Total	0	Ohio Public	0.00
Authorized	0	Ohio Private	0.00
Building	0.00	Non-Ohio Public	0.00
District	0.00	Non-Ohio Private	0.00
Accredited District	0.00	Military	0.00
Retirement System	0.00	Trade	0.00
Purchased	0.00		

# STAFF DEMOGRAPHICS – CI USPSWEB/EMIS ENTRY SCREENS

Id	Last Name	First Name	Middle	Suffix
111111111	DEFAULT			

**Staff Demographic**

Emis Id	<input type="text"/>	Degree Type	Non Degree <input type="text"/>
State Assigned Id	<input type="text"/>	Semester Hours	0 <input type="text"/>
Report to EMIS	No <input type="text"/>	ECE Qualification	Not Applicable <input type="text"/>
Gender	<input type="text"/>	Long Term Illness	0.00 <input type="text"/>
Total Years	0 <input type="text"/>	Birth Date	<input type="text"/>
Authorized Years	0 <input type="text"/>	Primary Race	Not Specified <input type="text"/>
Attendance Days	250.00 <input type="text"/>	<b>Ethnicity Flag <sup>?</sup></b>	
Absence Days	0.00 <input type="text"/>	Hispanic/Latino * <input type="text"/>	
<b>Specific Race Flags <sup>?</sup></b>			
White		No <input type="text"/>	
Black		No <input type="text"/>	
Asian		No <input type="text"/>	
Amer Indian/Alaska Native		No <input type="text"/>	
Nat Hawai/Pac Islander		No <input type="text"/>	

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

- ▶ Employee ID – Not the district assigned EMPLOYEE\_ID
  - ▶ Defined in USPS in USPSDAT/USPCON screen 3 of 3
  - ▶ Always choose C- Credential ID. Do not use SSN
  - ▶ This identifier must be the same for all staff reporting record types – including courses

```
Shift Premiums      : P                EMIS reporting ID: C
2nd Shift Hourly    : _____
2nd Shift Daily      : _____
2nd Shift Percent   : _____
3rd Shift Hourly    : _____
3rd Shift Daily      : _____
3rd Shift Percent   : _____
```

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

- ▶ USPS has 4 ID fields: SSN, EMPLOYEE\_ID, STATE\_ASSIGNED\_ID and EMIS\_ID - **EMIS ID FIELD SHOULD BE BLANK!**

AVESCAN 72w - WFO Reflection for UNIX and Digital

Edit: Connection Setup Memo Window Help

Find: \_\_\_\_\_ Y

SSN/ID	Last name	First name	Skip	Concealed
SSN: <u>111-11-1111</u>	Employee ID: <u>111111111</u>	Conceal: <u>N</u>		
State Assigned ID: _____	EMIS ID: _____			

Last Name: default Suffix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Phone/Unlist: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ / \_\_\_\_

Street: \_\_\_\_\_ Dist Phone : (\_\_\_\_) \_\_\_\_ - \_\_\_\_

City : \_\_\_\_\_ State: OH 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: \_\_\_\_\_

Home Portal Logout

Employee Details

Modify Add Conceal Expand All Collapse All

Details of Employee

Employee ID	111111111	SSN	111-11-1111	Display/Hide SSN	State Assigned Id	Emis Id	Conceal	No
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Employee Name and Address

First Middle Initial Last default Suffix

Street Street 2

City State Ohio Zip Code

Foreign Address No

Employee Search: \_\_\_\_\_

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

## ▶ State Staff ID

- ▶ A unique statewide ID used to match a staff member's data to EMIS data from previous reporting periods and to the state certification and licensure database.
- ▶ Leave blank for classified staff not holding a certificate or license (a Z-ID will be assigned during data collection). If certified state staff ID fields are left blank, they, too will be assigned a Z-ID. Best practice is to have all certified state staff field entered prior to your first collection
- ▶ For any staff member ever issued a credential by ODE, the State Staff ID will be the ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure.
- ▶ Populate this field with the ID even if they are not working in a position that requires a license. For example: A teacher working as an instructional aide
- ▶ Search for licenses  
<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/DemographicDisplay.aspx>

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

## ▶ Semester Hours

- ▶ The total number of semester hours from any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession.
- ▶ Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.
- ▶ To convert quarter hours to semester hours, multiply the number of quarter hours by  $2/3$  and round to the nearest whole number.

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

What is the difference between *Authorized* and *Total* years of teaching experience?

*Authorized* = total years of authorized teaching experience as a regular or substitute in an elementary or secondary instruction for at least 120 days in a regular school year (ending June 30). Does not include teaching at a college, university, or related institution. Must be less than total years of experience

*Total* = total number of years of **all** certificated educational service (authorized and non-authorized). Maximum is 40 total years. Must be greater than or equal to the authorized years of experience

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

- ▶ USPS has many fields for Length of Experience
  - ▶ Total and Authorized are the only 2 EMIS elements
  - ▶ All experience fields can be incremented by MASCHG/MASINC

The screenshot displays a software interface for managing staff biographical records. On the left, a search and data entry form is visible, with a green box highlighting the 'Length of Experience' section. This section includes fields for 'Total' and 'Authorized' years, along with other experience-related fields like 'OH Pub', 'Purch', 'Milit', 'OH Priv', 'In Dist', 'Trade', 'NonOH Prv', 'Bldg', and 'Rtmnt'. The 'Total' and 'Authorized' fields are currently set to 0. On the right, a 'Staff Demographic' form is shown, which includes fields for 'Emis Id', 'State Assigned Id', 'Report to EMIS', 'Gender', 'Degree Type', 'Semester Hours', 'ECE Qualification', 'Long Term Illness', 'Birth Date', 'Primary Race', and 'Ethnicity Flag'. Below this, there is a section for 'Specific Race Flags' with dropdown menus for 'White', 'Black', 'Asian', 'Amer Indian/Alaska Native', and 'Nat Hawai/Pac Islander', all currently set to 'No'.

Length of Experience			
Total:	Acce:	OH Pub :	Purch: _____
Authori:	Milit:	OH Priv :	_____
In Dist:	Trade:	NonOH Prv:	_____
Bldg :	Rtmnt:	NonOH Pub:	_____

Staff Demographic	
Emis Id	Degree Type
State Assigned Id	Semester Hours
Report to EMIS	ECE Qualification
Gender	Long Term Illness
Total Years	Birth Date
Authorized Years	Primary Race
Attendance Days	Ethnicity Flag
Absence Days	Hispanic/Latino
Specific Race Flags	
White	No
Black	No
Asian	No
Amer Indian/Alaska Native	No
Nat Hawai/Pac Islander	No

# STAFF DEMOGRAPHICS – CI USPS BIOGRAPHICAL RECORD

- ▶ Early Childhood Education Qualification
  - ▶ Reporting instructions from EMIS Manual
  - ▶ This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE's Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.
  - ▶ 0 Non-degree
  - ▶ 1 Associate
  - ▶ 2 Bachelors
  - ▶ 3 Masters
  - ▶ 4 Education Specialist
  - ▶ 5 Doctorate
  - ▶ 6 Other
  - ▶ 7 Less than High School Diploma
  - ▶ 8 High School Diploma
  - ▶ 9 GED Diploma

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- Employee ID – same as on the Demographic Record (CK050)
- Local Contract Code – Job Number (CK250)
- Position Code (CK060)
- Assignment Area (CK220)
- Position Type (CK140)
- Building IRN (CK090)
- Grade Levels Assigned High (CK270)/Low (CK260)
- Pay Type (CK180)
- Pay Amount/Rate (CK190)
- Length of Work Day (CK160)
- Scheduled Work Days (CK170)

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- Position FTE (CK100)
- Position Fund Source (CK130)/Percent (CK120)
- Position Start Date (CK080)
- Position Status (CK070)
- Special Education FTE (CK310)
- Type of Appointment (CK150)
- Qualified Paraprofessional (CK290)
- High Quality Professional Development (CK280)
- Extended Service – ESC Only (CK210)
- Position Separation Date (CK300)/Reason (CK230)

# STAFF EMPLOYEMENT – CK

## JOBSCN

ID: 111111111 Job: 01 Name: \_\_\_\_\_ DEFAULT

Position/Title : \_\_\_\_\_

Check stub desc: \_\_\_\_\_ Pos. start: 00/00/0000

Position code : \_\_\_\_\_ Cont start: 00/00/0000 Pay pl

Position type : R Cont stop : 00/00/0000 Pay gr

Type of appt. : 1 Terminated: 00/00/0000 Calend

EMIS appt type : 1 Last raise: 00/00/0000 Calend

Contract type : A Retire code: 450 Calend

Report to EMIS : Y Job status : 1 Job ty

Low/High grade : \*\*/\*\*

Separation reas:	* <u>00/00/0000</u>	Assign Area	Code	%
Building IRN	: <u>046375</u>	<u>000000</u>	<u>L</u>	<u>100</u>
Building/Dept	: <u>002/000</u>	_____	_____	_____

ID: 111111111 Job: 01 Name: \_\_\_\_\_ DEFAULT

Position: \_\_\_\_\_

Obligation : _____	Equal pays : <u>Y</u>	<p>EMIS Contract Info:</p> <p>Hours per day: _____</p> <p>Contract amt : _____</p> <p>Work days : _____</p> <p>FTE : <u>1.00000</u></p> <p>Salary Schedule:</p> <p>ID : _____</p> <p>Column: <u>0</u></p> <p>Step : <u>0</u></p> <p>FTE : _____</p>
Amount : _____	Hours per day : <u>7.00</u>	
Amount paid: _____	Retire hours : _____	
Amount due : _____	Pay unit : <u>2</u>	
Amt. earned: _____	Pay per Period: _____	
Amt docked : _____	Daily rate : _____	
	Dock next pay : _____	
	Retro next pay: _____	
Extended service : _____		
# of pays/Pays paid : <u>24/</u>		

Work days/Days worked: \_\_\_/\_\_\_ Spec. Ed FTE: \_\_\_

# STAFF EMPLOYMENT – CK POSSCN

```
ID: 111111111   Job: 01   Name:           DEFAULT
                Position:
Salary Schedule Info:   Position Information:
  ID      : _____   Start: 00/00/0000   Status: C   Code: _____
  Column: 0           Type: R   FTE: 1.00000   Low/High grade: **/**
  Step   : 0           Spec. Ed FTE: _____
  FTE    : _____   Qualified Paraprofessional: *
Building IRN      : 046375   HQPD: *
Appointment type  : 1       Separation: Reason: *   Date: 00/00/0000
Exper. curr. class : _____   Position Funding:
Extended service  : _____   Assign Area   Code   Percent
Report to EMIS   : Y       000000       L       100
Contract type    : A       -             -             -
```

# STAFF EMPLOYMENT –CK USPSWEB/JOBWEB

Contract Related Information				
Job Number	1	Job Title	SOFTWARE SPECIALIST	
Job Status	Active	Appointment Type	Classified	Retirement System
Pay Plan	Semimonthly	Building Code	001	Department Code
Contract Type		Calendar Type		Pay Group
Contract Start	07/01/2007	Calendar Start	07/01/2007	Termination Date
Contract Stop		Calendar Stop		Supervisor Id
Obligation	0.00	Equal Pays	Yes	Salary Schedule:
Amount	0.00	Hours per day	0.00	ID
Amount Paid	0.00	Retire Hours	0.00	Column
Amount Due	0.00	Pay Unit	Daily	Step
Amount Earned	0.00	Pay Per Period	0.00	FTE
Amount Docked	0.00	Daily Rate	0.00	
		Dock Next Pay	0.00	Retro Next Pay
Number of Pays	27	Work Days	260	Extended Service
Pays Paid	0	Days Worked	0	
To-Date Information				
EMIS Related Information				
Report to EMIS	No	Position Type		
Position Code	0	Position Status		
Position Start Date	07/01/2007	EMIS Appointment Type		
EMIS Hours per day	0.00	EMIS FTE	0.00	
EMIS Contract Amount	0.00	EMIS Work Days	0	
Low Grade	**	Experience Current Class	0	
High Grade	**	Building IRN	086488	
Separation Reason	Not applicable	Separation Date		
Qualified Paraprofessional	*	HQPD	*	
		Special Education FTE	0.00	
Position Funding :	Assignment Area	Code	Percent	
	0	L	100	
			0	
			0	

# STAFF EMPLOYMENT – CK USPSWEB/EMIS ENTRY SCREEN

Id	Last Name	First Name	Middle	Suffix
111111111	DEFAULT			

**Staff Demographic**

**Staff Employment - SOFTWARE SPECIALIST**

Local Contract/Job	1	Position Status	
Report to EMIS	No	Employ./Start Date	07/01/2007
Position Code	0	Appointment Type	
Position Type		Exp. Current Class	0
Len. Wrk Dy/Hrs Dy	0.00	Building IRN	086488
Work Days	260	Separation Date	
Salary Schedule FTE	0.00	Separation Reason	Not applicable
Extended Service	0	Salary Type	Annual
Low Grade	**	Salary Amount	0.00
High Grade	**	Special Education FTE	0.00
Qualified Parapro	*		
HQPD	*		

Position Funding:	Assignment Area	Code	Percent
	0	L	100
			0
			0

**Optional EMIS Contract Fields:**

Len. Wrk Dy/Hrs Dy	0.00
Pay/Cont. Amount	0.00
Work Days	0
FTE	0.00

**Contractor (CJ)**

Add New CJ Record

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- ▶ Assignment Area – One per job/employment record
  - ▶ 999050- Art Education K-8
  - ▶ 999140 - Title I Programs
  - ▶ 999270 - *Preschool General Education*
  - ▶ 999350 - Food Service
  - ▶ 999365 - LEP Instructional Program
  - ▶ 999370 - General Education
  - ▶ 999380 - Gifted and Talented
  - ▶ 999412 - Preschool Special Education
  - ▶ 999414 - Special Education K-12
  - ▶ 999418 - Physical Education K-8
  - ▶ 999520 - Maintenance/Construction/Grounds
  - ▶ 999570 - Music Education K-8
  - ▶ 999725 - Vocational Special Education Coordinator Services
  - ▶ 999790 - Transportation Services
  - ▶ 999800 - Career-Technical Programs/Career Pathways
  - ▶ 999805 - Career-Technical Education-Apprenticeship Program
  - ▶ 999895 - Career Assessment Specialist Service

- ▶ Assignment Area (cont'd)
- ▶ An assignment area *must always be reported* with the following position code.
  - 230 Teacher (999050, 999365, 999370, 999380, 999412, 999414, 999418, 999570, or 999800 only)
- ▶ An assignment area is required for the following position codes only in certain situations.
  - 108 Principal, assignment area *required* when individual is also teaching a class (the principal must have proper certification to teach the class)
  - 109 Superintendent, assignment area *required* when individual is also teaching a class (the superintendent must have proper certification to teach the class)
  - 110 Supervisor/Manager, assignment area *required* for gifted and talented, maintenance/construction/grounds, for transportation services, and food services
  - 113 Coordinator, area assignment *required* for gifted and talented, career-technical education-apprenticeship program, vocational special education coordinator services, and career assessment specialist services.
  - 115 Director, assignment area *required* for gifted and talented
  - 318 Psychologist, assignment area *required* for preschool special education
  - 325 Physical Therapist, assignment area *required* for preschool special education
  - 326 Speech and Language Therapist, assignment area *required* for preschool special education
  - 327 Occupational Therapist, assignment area *required* for preschool special education
  - 328 Mobility Therapist, assignment area *required* for preschool special education
  - 333 Adapted Physical Education Therapist, assignment area *required* for preschool special education
  - 415 Instructional Paraprofessional, assignment area *required* for Title I programs

# STAFF EMPLOYMENT – CK USPS JOB RECORD

## ► Pay Type and Pay Amount

- Pay Type= A or H – this field is a calculated field and is not displayed on the demo\_job\_cert report; but is listed on demo\_job\_class

State ID#	NAME	D BIRTH	E SEM	YEARS	POS CODE	POS STAT	POS TYPE	POS FTE	TYPE EXT	SALARY	JOB ASSIGN	FUND	APP UNT				
[REDACTED]	F	W	1969	3	254	19	230	C	R	1.00	1	00	79,076	999412	Z	100	
[REDACTED]	F	W	1967	3	182	19	230	C	R	1.00	1	00	73,232	999370	L	100	N/A
[REDACTED]	F	W	1968	3	170	21	230	C	R	1.00	1	00	72,336	999412	Z	100	
[REDACTED]	F	W	1956	2	262	17	230	C	R	1.00	1	00	67,147	999370	L	100	N/A
[REDACTED]	F	W	1947	2	153	28	230	C	R	1.00	1	00	47,853	999370	L	100	N/A
[REDACTED]	F	W	1962	3	228	27	230	C	R	1.00	1	00	82,059	999370	L	100	N/A
[REDACTED]	F	W	1961	3	350	14	230	C	R	0.22	1	00	15,941	999570	L	100	
[REDACTED]	F	W	1949	3	236	34	299	C	R	0.20	1	00	18,270?	000000	L	100	N/A
[REDACTED]	F	W	1949	3	299	11	299	C	R	0.33	1	00	21,842?	000000	L	100	N/A
[REDACTED]	F	W	1958	3	241	18	299	C	R	0.42	1	00	32,485	000000	L	100	N/A
[REDACTED]	M	W	1951	4	250	26	318	C	R	0.71	1	00	68,924	999412	Z	071	
[REDACTED]	M	W	1951	4	250	26							35,483?	999412	L	029	
[REDACTED]	F	W	1975	4	261	13	318	C	R	0.40	1	00	35,483?	000000	L	100	
[REDACTED]	F	W	1962	2	170	00	320	C	R	0.40	1	00	15,484	000000	L	100	
[REDACTED]	F	W	1974	3	215	13	326	C	R	1.00	1	00	64,800	000000	L	100	N/A

When checking the errors under the Salary/Rate field, please note the following:

- @ - denotes a missing VALUE for the Length of Work Day field
- # - denotes a missing VALUE for the Days Scheduled field
- \* - denotes an error/tolerance check for the Salary/Rate field
- ! - denotes a Contractor
- & - denotes an ODE created Contracted Staff demo/job record

State ID#	NAME	D BIRTH	E SEM	YEARS	POS CODE	POS STAT	POS TYPE	POS FTE	TYPE EXT	SALARY	JOB ASSIGN	FUND	APP UNT				
ZB7101200	ELLIOTT-HARPER, NICHOLE	F	W	1970	0	000	08	320?	C	R	0.25	22	00				
										6,460	000000	L	100				
										6,460(annual) / 183(days per year) / 2.00(hours per day) =							
										17.65(hourly)							
[REDACTED]	F	W	1960	0	000	14	414	C	R	0.38	2	00	8,155	000000	L	100	N/A
[REDACTED]	F	W	1954	0	000	21	502	C	R	0.38	2	00	11,414	000000	L	100	N/A
[REDACTED]	M	W	1988	0	000	04	704	C	R	0.40	2	00	4,730	000000	L	100	N/A
[REDACTED]	F	W	1956	0	000	29	704	C	R	0.40	2	00	6,364	000000	L	100	N/A
[REDACTED]	F	W	1959	0	000	20	704	C	R	0.40	2	00	6,209	000000	L	100	N/A
[REDACTED]	F	W	1959	0	000	28	704	C	R	0.40	2	00	6,364	000000	L	100	N/A
[REDACTED]	F	W	1973	0	000	11	704	C	R	0.40	2	00	5,764	000000	L	100	N/A
[REDACTED]	F	W	1966	0	000	10	704	C	R	0.40	2	00	5,224	000000	L	100	N/A
[REDACTED]	F	W	1954	0	000	01	704	C	R	0.40	2	00	4,462	000000	L	100	N/A
[REDACTED]	M	W	1956	0	000	11	902	C	R	0.40	2	00	18.35	000000	L	100	N/A
[REDACTED]	F	W	1957	0	000	09	902	C	R	0.40	2	00	0.00?	000000	L	100	N/A

# PAY TYPE/PAY AMOUNT

- ▶ Calculated using multiple fields
- ▶ If the EMIS Contract Amount field > 0 Or the regular USPS Contract amount field > 0 Pay type = A
- ▶ If neither of the contract Amount fields are > 0, the USPS pay unit field (Hourly or Daily) is used to try and calculate both the Pay Type and Pay amount
  - ▶ If the USPS Pay\_Unit= Hourly then Pay Type = H and the USPS hourly rate is used for the EMIS Pay Amount
  - ▶ If the EMIS hours in day field > 0, this Hours in day value is used, otherwise it uses the regular USPS hours in day field.
  - ▶ If the EMIS work days > 0, that value is used, otherwise the regular USPS work days is used.
  - ▶ If hours in day > 0 Pay Type = H and Pay Amount is calculated by dividing the daily/hourly rate by the hours in day
  - ▶ If work days in contract > 0 Salary type = A and Pay Amount is calculated by multiplying the daily/hourly rate by work days on contract.
  - ▶ Review the information in the job and position record for the following fields for staff that do not have a contract amount value entered either in the Contract Amount field or the EMIS Contract Info: Contract amt field:
    - ▶ Pay unit (Hourly or Daily), Hourly/Daily rate, and Hours per day;
    - ▶ PERDET would have also flagged these fields with the "!" to note there was an error with the data.

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- ▶ Position FTE

- ▶ Full-time equivalency (FTE) is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time. The number 1.00 represents one full-time assignment. One (1.0) FTE is equal to the number of hours in a regular working day for that position, as defined by the district.

# POSITION FTE

- ▶ A full-time teacher who instructs students for six hours a day (as defined by the district) has a 1.0 FTE reported as 100. In this case, a teacher who instructs students for three hours a day in that district would have a position FTE of .50 reported as 050.

## Cooks FTE

A district employs eight cooks. Three cooks work three hours per day, two work four hours per day, and three work five hours per day. The district has defined that 5 hours is equal to one (1.0) FTE for a cook's position. Therefore, the FTE for a cook who works five hours a day is 1.0. The FTE for a cook who works 4 hours a day is .80 FTE, and the FTE for a cook who works three hours a day is .60.

# POSITION FTE

## **Bus Driver and Transportation Supervisor FTE**

A district employs an individual to drive a bus half time and to supervise the transportation system half time. The district has defined that four hours is equal to 1.0 FTE for a bus driver and 8 hours is equal to 1.0 FTE for a transportation supervisor. In this case, if the employee drives a bus for two hours, then he/she is reported with .50 FTE for the bus driver position. If he/she supervises for six hours, then he/she is reported with .75 in the *Position FTE Element* on the Staff Employment Record for the transportation supervisor.

# POSITION FTE

PROGRAM: F2013K\_STAFF\_AGG\_REPORT      Ohio Department of Education      Date: 03/26/2013  
 Source: EMIS 2013      Information Technology Office      Page: 1 OF 3  
 EMIS REPORT: TXT 2013K STF ALL A STAFF      Education Management Information System      Rpt Period: K  
 Staff Data submitted to ODE as of 03/15/2013  
 Staff Summary Report

POINTMENT TYPE: ALL      POSITION TYPE: ALL

Information Technology Center: MVECA  
 Area Coordinator: 02

	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
nt	0.00	0.00	0.00	0	0
104 Assist. Principal	2.00	1.00	3.00	222,044	74,014
108 Principal	7.00	0.00	7.00	646,215	92,316
109 Superintendent	2.00	0.00	2.00	205,000	102,500
110 Supervisor/Manager	0.00	0.00	0.00	0	0
112 Treasurer	0.00	0.00	0.00	0	0
113 Coordinator	1.00	0.50	1.50	107,270	71,513
114 Education Administrative Specialist	0.00	0.00	0.00	0	0
115 Director	1.00	0.00	1.00	90,000	90,000
116 Community School Administrator	0.00	0.00	0.00	0	0
120 ESC Supervisor	0.00	0.00	0.00	0	0
121 Building Manager Assignment	0.00	0.00	0.00	0	0
199 Other Official/Administrative	2.00	1.00	3.00	181,445	60,481
Group Totals	15.00	2.50	17.50	1,451,974	82,969
Professional - Educational					
201 Curriculum Specialist	0.00	0.00	0.00	0	0
202 Counseling	1.00	6.20	7.20	458,149	63,631
203 Librarian/Media	0.00	3.00	3.00	201,548	67,182
204 Remedial Specialist	2.00	2.00	4.00	251,190	62,797
208 Tutor/Small Group Instructor	0.00	0.00	0.00	0	0

All\_A = all reported staff  
 All\_R = Position Type R only (doesn't include Temporary or Supplementals)

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- ▶ Special Education FTE
  - ▶ Time included for these calculations should NOT include activities and services that are routinely provided to all students.
  - ▶ Nearly all teachers (position code 230) without an assignment area that indicates instruction to students with disabilities (assignment code 999412 or 999414) will have 0.00 reported in this element.

# SPECIAL ED FTE

110 Supervisor/Manager Assignment

120 ESC Supervisor/Manager

202 Counseling Assignment

212 Supplemental Service Teaching Assignment (Serves Students With Disability

Conditions Only)

230 Intervention Specialist that only include the following assignment areas:

- ▶ 999412 (Preschool Special Education)

- ▶ 999414 (Special Education)

304 Audiologist Assignment

318 Psychologist Assignment

320 Registered Nursing Assignment

323 Social Work Assignment

325 Physical Therapist Assignment

326 Speech and Language Therapist Assignment

327 Occupational Therapist Assignment

328 Mobility Therapist Assignment

329 Educational Interpreter

331 Occupational Therapy Assistant (OTA) Assignment

332 Physical Therapy Assistant (PTA) Assignment

333 Adapted Physical Education Therapist Assignment

334 Intern Psychologist Assignment

415 Instructional Paraprofessional Assignment

909 Attendant Assignment

# STAFF EMPLOYMENT – CK USPS JOB RECORD

- ▶ Length of Work Day – Do not include lunch time
- ▶ Scheduled Work Days – Include Parent/Teacher Conferences and paid vacation days. Manual states “Do not include holidays.” It’s my assumption that this means do not include unpaid holidays.
- ▶ Position Fund Source/Percent
  - ▶ Up to 3 allowed per employment record
  - ▶ Percent must add up to 100 per job
- ▶ Position Start Date – Don’t change unless there is a position code change, (In these cases, you need to end one position and start a new one.

# STAFF EMPLOYMENT – CK USPS JOB RECORD

## ▶ Position Status

- ▶ C- Current position in the district
- ▶ A- Contracted personnel - Agency
- ▶ I- Contracted personnel - Individual
- ▶ P- Leave of absence
- ▶ U- No longer employed by district in this position
  - ▶ Used only in the first semester L reporting
  - ▶ Identifies a summer separation

## ▶ Position Type

- ▶ R- Regular
- ▶ T- Temporary – different than someone holding a temporary license. They are temporary positions
- ▶ S- Supplemental – hired to provide a services such as coaching, advising and student activities

# SUMMER SEPARATION

- Only dates after the last day of school for the prior year may be reported as the separation date. If a staff member is not assigned to a specific building within a district, then the reported date must be after the latest last day of school for all buildings within the district.
- If reporting a summer separation record the employee cannot have even a single day of attendance in the current year on any job.
  - ▶ If Summer Separation Records (CL) are being reported through EMISFFE then the CI (BIOSCN) and CK (JOBSCN) records must all have the Report to EMIS Flag set to “N” in USPS.
  - ▶ If the Summer Separation is reported through the SIF data collector
    - ▶ Criteria needed:
      - Separation date and Separation reason on all jobs in USPS
      - Position status on POSSCN screen set to U
      - Calendar stop date on all jobs

# STAFF EMPLOYMENT RECORD

When to use the EMIS Contract Info fields on the job record

- ▶ If the employee works in multiple buildings and you want the FTE split between the buildings
- ▶ If you pay from multiple jobs for the same position code
- ▶ If you do not have an obligation, hourly rate, hours/day, or FTE in the job fields

# EMIS CONTRACT INFO

Options for reporting Teachers and Building Managers to multiple buildings.

## ▶ **Report One Staff Employment Record**

- ▶ The district may report one Staff Employment Record for the staff member. Report the district IRN in the *Building IRN Element*, and report all other employment elements to reflect the position.

## ▶ **Report Multiple Staff Employment Records**

- ▶ The district may report multiple Staff Employment. In this reporting method, each record is reported with a different building IRN in the *Building IRN Element*. This reflects the buildings where he/she is assigned

## ▶ ***Reporting Staff with Non-Teaching Assignments.***

- ▶ A staff member not in a teaching or Building Manager assignment who has district-wide responsibilities or is assigned to multiple buildings is reported with one Staff Employment Record per position. For example, a staff member with a position code of “328” (Mobility Specialist) may be assigned to several buildings within the district. Report only one Staff Employment Record for this staff member with a “328” reported in the *Position Code Element*. In this case, the *Building IRN Element* may be either the IRN of the district or the IRN of a specific building where he/she is assigned for payroll or other purposes

# PAYING FROM MULTIPLE JOBS FOR THE SAME POSITION

- ▶ ODE only wants one employment record/position code.assignment area combination
- ▶ If paying from multiple jobs for extra duty, longevity, education, etc that are really the same position; use the EMIS Contract fields for the total being paid and only flag one employment record as Y to Report to EMIS.

# PAYING FROM A JOB RECOD THAT DOESN'T HAVE A CONTRACT AMOUNT, HOURS/DAY, HRLY RATE WORK DAYS OR FTE

- ▶ Use the EMIS contract fields if there are no default values for the data collector to collect.
  - ▶ Supplemental contracts may be paid from a primary job as a MIS pay type. This type of payment is acceptable but create a “dummy” EMIS job flagged Y to report to EMIS using the EMIS Contract Info
  - ▶ If any one of the following fields is blank on the job record, use the EMIS contract fields to supply the needed information for the amount to be calculated.
    - ▶ Hourly Rate
    - ▶ Work days
    - ▶ Hours per day
    - ▶ FTE

$$23.73(\text{hourly}) * 261(\text{days per year}) * 8.00(\text{hours per day}) = 49,548(\text{annual})$$

Who reports what recods?		An EMIS reporting entity contracts with...		
		Another EMIS Reporting Entity (i.e. ESC)	A Non-EMIS Reporting Entity (i.e. custodial service)	An Individual
What position code describes the work being done? (see sec 3.9 of ODE EMIS manual)	101-199 201-299 304, 318,320,32 3,325- 328,330- 334 and 399 415, 509, 510	Employing entity reports Staff Demo and Employment Record (CI & CK) and a Contractor Staff Employment Record (CJ) if required by categories and situations	Contracting entity reports a staff demo and employment record (CI & CK) with a Position status =A	Contracting entity reports a staff demo and employment record (CI & CK) with a Position status =I
	All others		Contracting Entity reports a Contract Only Staff Record (CC) (see sec 3.6 of ODE EMIS Manual)	Contracting Entity reports a Staff Demo and Employment record (CI & CK) with a Position Status of I. The contracting entity could use the Contract Only Staff Record (CC) in this situation, but since the CC record requires the federal tax ID and the federal tax ID for an individual is a social security number, we do not recommend use of the CC record in this situation. Reporting as indicated will ensure that the individual will have a state staff ID assigned in place of the social security number.

# CONTRACTOR STAFF EMPLOYMENT RECORD (CJ) USPSWEB/EMIS ENTRY SCREEN

Id	Last Name	First Name	Middle	Suffix
111111111	DEFAULT			

**Staff Demographic**

**Staff Employment - SOFTWARE SPECIALIST**

Local Contract/Job	1	Position Status	
Report to EMIS	No	Employ./Start Date	07/01/2007
Position Code	0	Appointment Type	
Position Type		Exp. Current Class	0
Len. Wrk Dy/Hrs Dy	0.00	Building IRN	086488
Work Days	260	Separation Date	
Salary Schedule FTE	0.00	Separation Reason	Not applicable
Extended Service	0	Salary Type	Annual
Low Grade	**	Salary Amount	0.00
High Grade	**	Special Education FTE	0.00
Qualified Parapro	*		
HQPD	*		

Optional EMIS Contract Fields:

Len. Wrk Dy/Hrs Dy	0.00
Pay/Cont. Amount	0.00
Work Days	0
FTE	0.00

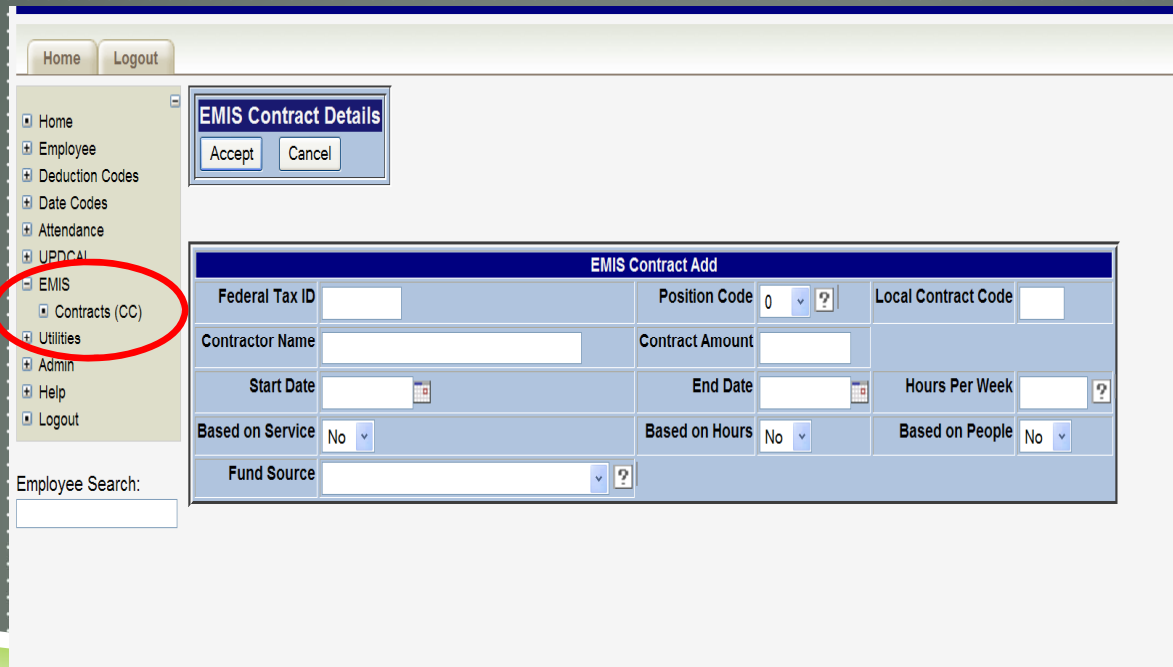
Position Funding:

Assignment Area	Code	Percent
0	L	100
		0
		0

**Contractor (CJ)**  
Add New CJ Record

# CONTRACT ONLY RECORD

- ▶ Contracting with an agency to provide a typical school job
- ▶ Add a single record in USPSWEB for the total amount of the contract



The screenshot shows the USPSWEB interface for adding an EMIS contract. The left sidebar contains a navigation menu with the following items: Home, Employee, Deduction Codes, Date Codes, Attendance, UPDCAI, EMIS (highlighted with a red circle), Contracts (CC), Utilities, Admin, Help, and Logout. Below the menu is an "Employee Search:" field. The main content area features a "Home" and "Logout" button at the top left. A modal window titled "EMIS Contract Details" is open, showing "Accept" and "Cancel" buttons. Below this is the "EMIS Contract Add" form, which includes the following fields:

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

# ENTERING STAFF IN THE FFE

- ▶ Things to remember
  - ▶ The FFE is just a holding place.
    - ▶ There are very few validations in the FFE. Mostly tolerance levels indicated by ODE.
  - ▶ The only way something is ever deleted from the FFE is if you delete it.
    - ▶ You have the option to delete the complete file(not recommended) or to delete those records you no longer need
  - ▶ There are no automatic processes that transfer data from the FFE. You will need to export your data and import it into the Data Collector

# ENTERING STAFF IN THE FFE

- ▶ Log into the FFE

- ▶ <https://ssdt.esu.k12.oh.us/emisffe2/ffeUser/login>

## Login

Login:

Password:

 Login

## Authorization

The EMISFFE application requires a login to the "OECN IdM (Identity Management)" system with the appropriate role. If you need access to the EMISFFE application, please contact your local OECN ITC personnel. If your password has expired or you have forgotten your password, you can change and/or reset your password via the **Identity Management Administration Console**. Additional documentation on how to manage your account can be obtained from your local OECN ITC personnel.

## Disclaimers

The EMISFFE (Flat File Editor) is an application hosted by the **SSDT** on behalf of ODE. The intention of the application is to permit manual updates and data entry for EMIS records for which there is no source system (SIF or flat file), and for "emergency" corrections which the source system can not resolve.

The EMISFFE application is meant to be a temporary storage area and is not intended to be a permanent storage or a substitute for a student information system.

By logging into this application and uploading or entering data, you are granting the SSDT permission to store and maintain your district's data on a temporary basis. You should only leave the data in this application for the period of time that corrections are being made. After exporting the data and verifying correct submission to ODE, you should remove the data from this system.

The SSDT will maintain the data in the system and limit access to personnel authorized by your OECN ITC. The EMISFFE application will not report data directly to ODE, nor do ODE personnel have access to the system.


## Documentation

Information for the EMISFFE application may be found on the **SSDT's Public Wiki**.

# ENTERING STAFF IN THE FFE

**District:**

000784

 Search

- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Pre Id Export
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Course (GN)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Graduation Only (GP)
- CTE Workforce Development Follow-Up (GV)
- Staff Demographic (CI) 
- Staff Employment (CK)

▶ You will be choosing CK and CI records

# ENTERING STAFF IN THE FFE

- ▶ Once you click on either the CI or CK link you will be taken to the entry screen.

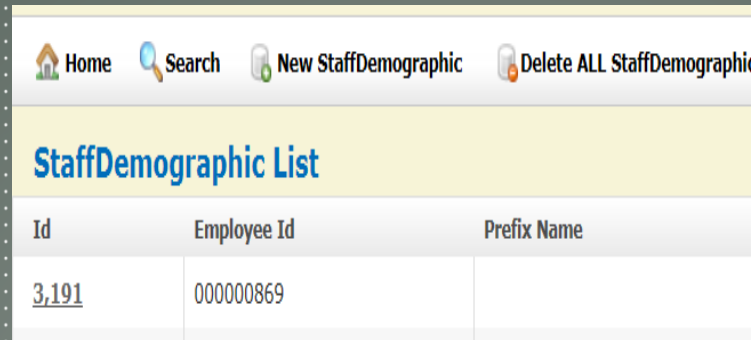
Home Search New StaffDemographic Delete ALL StaffDemographic

### StaffDemographic List

Id	Employee Id	Prefix Name	First Name	Middle Name	Last Name	Suffix Name	State Staff Id
<a href="#">3,191</a>	000000869						ZS1701035
<a href="#">3,192</a>	000001579						OH1524967
<a href="#">3,193</a>	000002503						OH3030281
<a href="#">3,194</a>	000003301						OH3099628
<a href="#">3,195</a>	000003882						OH3107765
<a href="#">3,196</a>	000008485						ZS1705000
<a href="#">3,197</a>	00009696						ZS1701037

# ENTERING STAFF IN THE FFE

- ▶ You have the option to edit a record, or create a new record



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Search, New StaffDemographic, and Delete ALL StaffDemographic. Below the navigation bar is a section titled "StaffDemographic List" which contains a table with three columns: Id, Employee Id, and Prefix Name. The first row of the table has the value "3,191" under the Id column, "000000869" under the Employee Id column, and an empty cell under the Prefix Name column.

Id	Employee Id	Prefix Name
<a href="#">3,191</a>	000000869	

- ▶ To Edit you will click on the ID number
- ▶ To Create a new record you will click on New Staff Demographic.

# ENTERING STAFF IN THE FFE

## ▶ Edit

- ▶ When you click on the id number it opens the record and you will need to click edit to be able to modify any data. Once complete you will click on update and the record will be saved.
- ▶ If you choose to delete the record click delete instead of edit.
- ▶ You will notice at the bottom of the screen it lists when the record was created and when it was last updated.

# ENTERING STAFF IN THE FFE

Home Search StaffDemographic List New StaffDemographic

## Show StaffDemographic

Edit Delete

Employee Id	00000869
Prefix Name	
First Name	
Middle Name	
Last Name	
Suffix Name	
State Staff Id	ZS1701035
Education Level	2
Semester Hours	150
Date Of Birth	1980-01-01
Racial Ethnic	B
Gender	F
Early Childhood Ed Qual	*
Attendance Days	167
Absence Days	0
Absence Days Long Term Illness	0
Authorized Teaching Exp Years	3
Total Exp Years In Education	3
District IRN	000784
Date created	2013-05-17 13:07:46 ED
Last updated	2013-05-17 13:07:46 ED

# ENTERING STAFF IN THE FFE

- ▶ Once you have completed entry in both the CI and CK fields, you will need to export your data. Return to the home page and click export


## EMIS/FFE Version: 2.0-3

EMIS Flat File Editor: This application allows importing of EMIS Detail adding or updating records and extraction to Detail format compatible

Hello Karen [logout]

**District:**

000784 ▼

 Search

- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Pre Id Export
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)

# ENTERING STAFF IN THE FFE

**Fiscal Year:** 2014

**Reporting Period:** K - October

**Records to Export:**

- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- FS - Student Standing
- FA - Student Assessment
- FB - Student Acceleration
- GN - Student Course
- GQ - Student Program
- GE - Student Special Education
- FE - Student Special Education Graduation Requirement
- GG - Student Gifted Education
- GD - Student Discipline
- GP - Graduation Only
- GC - Student Graduation CORE Summary
- GV - CTE Workforce Development Follow-up
- CI - Staff Demographic
- CK - Staff Employment
- CJ - Contractor Staff Employment
- CN - Staff Course Master
- CU - Staff Course
- CM - Local Classroom Code Mapping
- CC - Contract Only Staff
- CL - Staff Summer Employment Separation
- CV - Career Technical Education Correlated Class
- DN - Organization General Information
- DL - Grade Schedule
- DT - Yearend District Testing
- DC - Yearend District CTE Tech Prep Consortium Mapping
- QC - Financial Data
- QF - Five-Year Forecast
- QN - Five-Year Forecast Notes/Assumptions

**Export File**   **Uncheck All**

- When exporting make sure
  - You change the Fiscal year to 2014
  - The reporting period says L
  - Go to the bottom and uncheck all
  - Click just the CI and CK boxes
  - Click export and save the file to your local drive. The default name of the file will be your FFE\_YOURIRN.seq. You may change the name.

<b>OLD</b>	<b>NEW</b>
<b>2 staff reporting periods : K and N</b>	One reporting period (L) with a break at the semester
<b>Staff reported as of October Count Week</b>	Report all staff changes as they occur throughout the period
<b>Supplementals only reported at yearend</b>	Best available information about Supplementals reported as they are hired
<b>If staff are reported as separated in October; flag N to EMIS for yearend</b>	Staff will need to be reported the entire year: 'Y' to report to EMIS with a separation reason and date
<b>Supplementals were determined by the position code 8xx</b>	Supplementals will be determined by the position type 'S'
<b>When purging NEWCNT, moved old job info for October count week to the EMIS Contract Info fields</b>	Clear EMIS Contract Info fields and report the new values to ODE

# USPS CHECKLIST

- ▶ Who to report?
- ▶ Individuals employed by the district
- ▶ 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).
- ▶ Individuals who were employed during the current school year but who left prior to the end of the school year
  - ▶ Have attendance days in the 2014-2015 school year
- ▶ Individuals who are on leaves of absence.
- ▶ Substitutes who become the “teacher of record.”
  - ▶ See manual for options for reporting long term subs
- ▶ Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.

# USPS CHECKLIST

## ▶ DON'T REPORT

- ▶ 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

# USPS CHECKLIST

- ▶ Optional – Run USPCHG to mass change any job with a separation date to N to report to EMIS
- ▶ MASCHG/MASINC – Increment Authorized and Total Years by 1
- ▶ CLRATD is on the fiscal yearend checklist. Check USPSWEB to see if attendance is cleared. Check someone reported with LTI and see if that value is 0. If it is not, then run CLRATD.
- ▶ Run USPEMS, select PERDET. The report can be generated to only show EMIS jobs with errors or you can create the report to show all employees.
- ▶ If any errors, correct them in the appropriate USPSCN program.
- ▶ Rerun PERDET and verify information. This can be ran as many times as needed until all errors have been cleaned up.

# USPS CHECKLIST

- ▶ Update summer separations -CL
- ▶ Add Contract Only Records - CC
- ▶ Update/add Contractor Staff Employment Records (Usually ESCs) - CJ
- ▶ 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 (USPEMX will assign Z-IDs to any blank STATE\_ASSIGNED\_ID field for records flagged “Y” to report to EMIS)
  - ▶ Then run EMISRSTAFF to transfer this file to the DC

# DATA COLLECTOR

- Collections will be SIF
- USPEMX is not required for CI and CK records
- Decide who will be collecting and submitting data
- Save pay and Data Collector issues
  - If Savepay is running Data Collector should wait for it to finish
  - If Data Collector is running Savepay will not finish
- Who will be reviewing reports created in DC
- Issues can be avoided by communication

# DATA COLLECTOR

- Collections can be run multiple times during the day
- Level 1 validations will be returned with each collection
- Overrides for missing staff will be uploaded into the Data Collector.
- Able to submit file to ODE on a daily basis
  - Submission must be complete before 5 pm
  - ODE will begin processing at 5 pm daily.
  - Level 2 validations- cross district checks will come back on a daily basis.

# DATA COLLECTOR

- Manifest for L will be released sometime soon. We got an email that it was published.
- Data submission requirements and processing schedule not yet released for 15L
  - CI and CK submission requirements have been 100% very early in the reporting period
  - Check for missing data during preview – resolve quickly
  - Looking for all staff reported with C status in previous reporting period

# DATA COLLECTOR

## SIFWorks VRF Data Collector

Collection Requests

Collection Status

Submissions

Progress

Collection Requests Summary > Start Collection

### Reporting Period

Start Collection Submission Number 1 (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](#)

Beavercreek City Schools

SIF Zone	Zone Status	Collection Status
<input type="checkbox"/> BC	✔ <a href="#">Connected</a>	Not Started

All EMIS Formatted Files

Data Sources	Availability	Collection Status
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started
	✔ <a href="#">Ready</a>	Not Started

There will be a "L" for course data submission in the Data Source area

### 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.

### Manage Other Data Sources

Click the link below to manage the other data sources (e.g. upload or remove files from a Flat Files data source).

[Manage Other Data Sources](#)

# CORRECTING ERRORS

- Most errors will come back as level 1 validations
- Missing staff and Gen\_missing Cross district checks will come back as level 2 validations
- Make corrections in USPS for CI and CK errors
  - Start or restart SIF collection only
  - Can start both SIF and data source collection
  - Don't have to retransfer a student file if only USPS corrections

# CORRECTING ERRORS

- **Missing Staff** – add a Unicenter request for an override if:
  - Staff with a separation date equal to or before the last day of school last year require an ODE Override
  - Did have Z-ID, now has state certificate so has a state staff ID – Need Override
- **Unit Reports**
  - **Gifted Staff**
    - Verify all Staff are on report as should be

# CORRECTING ERRORS

## ➤ Contracted Staff Errors

- Compares Data Between Reporting Entities
- Are both entities reporting same staff ID
- Does Contractor have CJ record for staff
- Is provider IRN correct on course

## ➤ Invalid Certification

- Compare subject code with valid subjects per certification
- Job errors may be missing high/low grade levels
- Check Employee ID
  - Is it a Zid or Credential ID

# USPS CHANGES

- ▶ NEWCNT purge of mid-year contract change:
  - ▶ Option to move the “old” contract values to EMIS Contract Info
  - ▶ No longer required If the new contract amount is all reportable, then clear EMIS contract info fields.

MVECA0.r2w - WRQ Reflection for UNIX and Digital

File Edit Connection Setup Macro Window Help

NEWCNT - Purge New Contracts

Purge Options:

Contract start date:  /  /  Appointment Type:  \*

Reset New Hire date:  N

Clear EMIS fields:

Hours per day:  Contract amount:  Work days:  FTE:

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)

EMPMST Output file

Print options page? (Y,N)  N

Optional heading line:

Print one employee per page? (Y,N)  N

Sort options (S,N,B,P)  N

**Purge new contract information over old contracts** 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

Clear EMIS fields if the new contract fields should be reported

# REPORTS

- ▶ ODE report explanation, <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY14-EMIS-Validation-and-Report-Explanation-Do-1>
- ▶ Check all reports that come back from ODE each time they are posted
  - ▶ You will receive an email when they are added to the EMIS Reports webpage
- ▶ All\_A and All\_R
  - ▶ Check all FTE
- ▶ Invalid\_cert
- ▶ Missing\_staff
- ▶ Missing\_data
- ▶ Gen\_issues
- ▶ Demo\_job\_cert (and class)

Pos Code	Pos Stat	Job		Type	Ext		Salary
		Pos Type	Pos FTE		App	Serv	
108	C	R	1.00	1	00	86,480	
202	C	R	0.80	1	00	51,933	
204	C	R	1.00	1	00	64,046	
204	C	R	1.00	1	00	51,610	
204	C	R	1.00	1	00	39,172	
204	C	R	1.00	1	00	42,727	
204	C	R	1.00	1	00	65,823	
212	C	R	1.00	1	00	48,057	
212	C	R	1.00	1	00	49,832	
212	C	R	1.00	1	00	39,172	
226	C	S	2.00?	1	00	1,200?	
			****			*****	
226	C	S	2.00?	1	00	1,200?	
			****			*****	
226	C	S	1.00	1	00	600?	
						*****	
226	C	S	2.00?	1	00	1,200?	
			****			*****	
226	C	S	1.00	1	00	600?	
						*****	
230	C	R	0.80	1	00	54,079	

QUESTIONS?