

STAFF EMIS REPORTING 15L

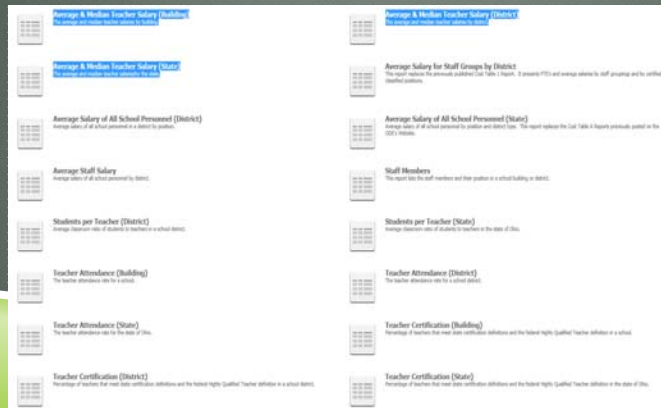
Deb Dinnen

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

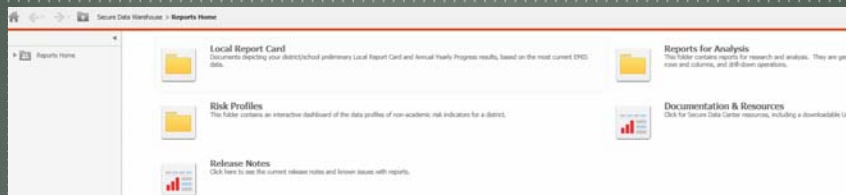
HOW IS STAFF DATA USED

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



HOW IS STAFF DATA USED

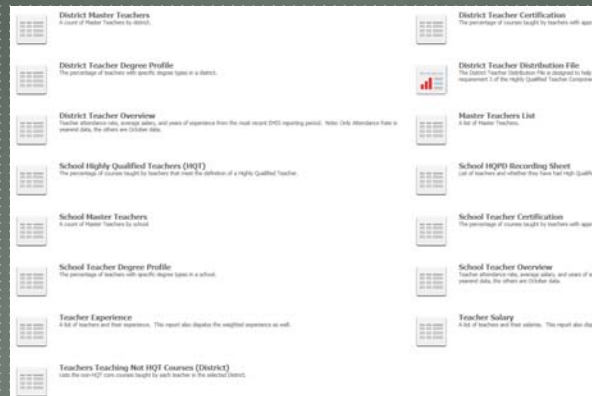
- ▶ Secure Data Center (SDC)-



SECURE DATA CENTER



SECURE DATA CENTER



HOW IS STAFF DATA USED?

- ▶ School District Profile, (Cupp Report)
<http://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/District-Profile-Reports/EY2013-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/DEMSEN

SSN: 111-11-1111 Employee ID: 11111111 Conceal: _____
 State Assigned ID: _____ EMIS ID: _____
 Last Name: DEFAULT Suffix: _____ **BIOSCN**
 First Name: _____ Middle: _____ Phone/Unlist: (____) ____-____/
 Street: _____ Dist Phone : (____) ____-____/
 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:11111111 State Assigned ID: _____ EMIS ID: _____ Conceal: N
 NAME: _____ DEFAULT _____ SUFFIX _____ **DEMSEN**
 FIRST MIDDLE LAST
 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 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!

The image shows a screenshot of a USPS biographical record form and a system interface. The form contains the following fields:

- Find: Last name First name Skip Concealed
- SSN: 111-11-1111 Employee ID: 111111111 Conceal: N
- 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 dirdeo notice: N Long term ill: _____

The system interface on the right shows a search results page with the following details:

- Employee ID: 111111111
- State Assigned ID: 111111111
- EMIS ID: 111111111
- Employee Name and Address: 111111111

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 $\frac{2}{3}$ 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 shows a web-based form for staff demographics. Key fields include:

- Personal Information:** SSN, State, Last name, First name, EMIS ID, Birthdate, Sex, Race (White, Black, Asian, AI/AN, NH/PI).
- Employment Information:** Assigned ID, EMIS ID, Report to EMIS, Total Years, Authorized Years, Absence Days.
- Demographic Information:** Ethnicity Flag, Specific Race Flags (White, Black, Asian, Amer Indian/Alaska Native, Nat Korean/Pac Islander).

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: * 00/00/0000 Assign Area Code %
 Building IRN : 046375 000000 L 100
 Building/Dept : 002/000 _____

ID: 111111111 Job: 01 Name: DEFAULT
 Position: _____

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

STAFF EMPLOYMENT – CK POSSCN

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

STAFF EMPLOYMENT –CK USPSWEB/JOBWEB

Contract Related Information			
Job Title	SOFTWARE SPECIALIST	Retirement System	SERS
Job Status	Active	Department Code	
Pay Plan	Seasonality	Pay Group	01
Contract Type	Calendar Type	Termination Date	
Contract Start	01/01/2007	Supervisor Id	
Contract Stop		Salary Schedule	
Obligation	0.00	Hours per day	8.00
Amount	0.00	Rate	
Amount Paid	0.00	Hours	
Amount Due	0.00	Pay Unit	Daily
Amount Earned	0.00	Pay Per Period	0.00
Amount Docked	0.00	Daily Rate	0.00
Number of Pays	27	Dock Next Pay	0.00
Pays Paid	0	Work Days	260
		Days Worked	0
		Extended Service	0
EMIS Related Information			
Report to EMIS	No	Position Type	
Position Code	0	Position Status	
Position Start Date	01/01/2007	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	
High Grade		Building IRN	006400
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

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: FULLT_STAFF_A01_REPORT Ohio Department of Education Date: 03/26/2013
 SOURCE: ODE 2013 Information Technology Office Page: 1 of 3
 THIS REPORT: TEXT 2013K STP ALL A STAFF Education Management Information System Rpt Period: K
 STAFF Data submitted to ODE as of 03/15/2013 STAFF Summary Report POSITION TYPE: ALL

Information Technology Center: WICKA
 Area Coordinator: 82

	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
108 Asst. Principal	0.00	0.00	0.00	0	0
108 Principal	2.00	1.00	3.00	222,044	74,014
109 Superintendent	7.00	0.00	7.00	446,215	63,745
119 Supervisor/Manager	2.00	0.00	2.00	205,000	102,500
122 Treasurer	0.00	0.00	0.00	0	0
133 Coordinator	0.00	0.00	0.00	0	0
134 Education Administrative Specialist	0.00	0.00	0.00	0	0
115 Director	1.00	0.00	1.00	90,000	90,000
114 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
139 Other Official/Administrative	2.00	1.00	3.00	181,445	60,481
Group Totals	15.00	2.00	17.00	1,451,974	85,369
Professional - Educational					
201 Curriculum Specialist	0.00	0.00	0.00	0	0
202 Counseling	1.00	4.20	5.20	458,149	88,105
203 Librarian/Media	0.00	2.00	2.00	251,548	125,774
204 Remedial Specialist	2.00	2.00	4.00	251,190	62,797
206 Remedial Program Development	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 records?		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

The screenshot displays the 'Staff Demographic' and 'Staff Employment - SOFTWARE SPECIALIST' sections. The 'Contractor (CJ)' button is circled in red at the bottom left of the form.

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

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/joomla/2786/User/login>

Login

Login:

Password:

Authorization

The EMESFFE application requires a login to the "OEON SSM (Identity Management)" system with the appropriate role. If you need access to the EMESFFE application, please contact your local OEON 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 OEON ITC personnel.

Disclaimers

The EMESFFE (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 EMES records for which there is no source system (SIF or Flat File), and for "emergency" corrections which the source system can not resolve.

The EMESFFE 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 OEON ITC. The EMESFFE application will not report data directly to ODE, nor do ODE personnel have access to the system.

Documentation

Information for the EMESFFE application may be found on the [SSDT's Public Wiki](#).

ENTERING STAFF IN THE FFE

► You will be choosing CK and CI records

District: 000784

- 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)

ENTERING STAFF IN THE FFE

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

Id	Employee Id	Prefix Name	First Name	Middle Name	Last Name	Suffix Name	State Staff Id
3.191	00000869						ZS1701035
3.192	000001579						OH1524967
3.193	000002503						OH0302021
3.194	000003301						OH0399628
3.195	000003882						OH107765
3.196	000004885						ZS1705000
3.197	00000666						ZS1701037

ENTERING STAFF IN THE FFE

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

Id	Employee Id	Prefix Name
3.191	00000869	

- ▶ 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

Employee Id	00000869
Prefix Name	
First Name	
Middle Name	
Last Name	
Suffix Name	
State Staff Id	251701035
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 EC
Last updated	2013-05-17 13:07:46 EC

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

- 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

- 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.

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

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](#)

Beaver Creek City Schools

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

All EMIS Formatted Files

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	Not Started
<input checked="" type="checkbox"/>	Ready	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.

MVECAO.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:

Clear EMIS fields:

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

Update JOBSCHN EMIS contract fields with values from old contract:

Contract Type:

Calendar Types:

Pay Groups:

EMPMST Reporting Options:

Generate EMPMST report? (Y,N)

EMPMST Output file

Print options page? (Y,N)

Optional heading line:

Print one employee per page? (Y,N)

Sort options (S,N,B,P)

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	Pos Type	Pos FTE	Job		Salary
				Type App	Ext 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	54,078

QUESTIONS?