

2026  
EMIS Review  
May 11, 2026



## EMIS BASICS

EMIS Acronym	EMIS Description	State Software Knows It As
CI	Staff Demographic Record	Employee
CK	Staff Employment Record	Position <b>AND</b> Compensation
CJ	Contractor Staff Employment Record	EMIS Entry>Contractor (CJ)
CC	Contract Only Staff Record	EMIS Entry>EMIS Contracted Service (CC)

**\*NEW\***

**CR: Staff Vacancy Record** – ODEW Reports: *'This change adds a new record to EMIS reporting to collect data regarding staff vacancies. This record is still under development. The change document will be posted as soon as possible'*



## EMIS BASICS - continued

### *\*NEW\* CR Vacancy Record*

What we know...

- This new record will be included in the FY27 EMIS manual changes
- Purpose: To collect statewide staffing shortages, vacancies that occur, how they are filled, and if the position does not get filled.
- Required by state law
- Will be collected in both Initial and Final Staff EMIS L Collections
- Still waiting on SSDT and ODEW to advise on this record



## EMIS Reports – Checking Errors

### **Getting Started**

- Reports/EMIS REPORTS/*Generate Employee Report*
- Reports/EMIS REPORTS/*Generate Position Report*  
\*Run these reports as many times as needed until they are error-free.
- If errors are on the Employee Report and/or Position Report
- Email [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org), and we will run the Debugging EMIS Report Errors.



## EMIS Reports – Checking Errors

### Getting Started

- Use Level 1 Reports from the Data Collector to correct errors – Your EMIS coordinator can assist in providing you with a Level 1 error report.
- If there are a large number of errors in the EMIS USPS report, ask your EMIS coordinator to run a staff collection to verify if there are errors that warrant these corrections.
- [EMIS Manual: Chapter 3 Element List](#)
  - Breakdown of each EMIS record. Lists every area that EMIS is looking at when it produces an error on the Level 1 report. Refer to this list for details when reviewing the Level 1 errors from EMIS.



## EMIS Reports – Checking Errors

### Resources to Assist in Correcting Errors

- ODEW EMIS Manual

3 Staff Records	Record	FY25	FY26
<a href="#">EMIS Manual Chapter 3 Element List (updated 08-20-24)</a>			
3.1 Staff Records Overview	N/A	<a href="#">6.0</a> , 08-19-24	<a href="#">7.0</a> , 07-01-25
3.2 Reporting Contracted Staff	N/A	<a href="#">7.0</a> , 07-01-24	<a href="#">7.1</a> , 07-01-25
3.3 Staff Demographic Record	CI	<a href="#">9.0</a> , 07-01-24	<a href="#">9.1</a> , 07-01-25
3.4 Staff Employment Record	CK	<a href="#">10.0</a> , 08-12-24	<a href="#">11.0</a> , 07-01-25
3.5 Contractor Staff Employment Record	CJ	<a href="#">6.0</a> , 07-01-24	<a href="#">6.1</a> , 07-01-25
3.6 Contract Only Staff Record	CC	<a href="#">5.0</a> , 07-01-24	<a href="#">5.1</a> , 07-01-25
3.7 Staff Summer Employment Separation Record	CL	<a href="#">5.0</a> , 07-01-24	<a href="#">5.1</a> , 07-01-25
3.8 Staff Missing Override Record	CP	<a href="#">5.0</a> , 07-01-24	<a href="#">5.1</a> , 07-01-25
3.9 Position Codes	N/A	<a href="#">10.0</a> , 07-01-24	<a href="#">10.1</a> , 07-01-25

<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>



## Slide 5

---

**BN1** Brandy Nelson, 4/28/2026

# EMIS Reports – Checking Errors

- Level 1 Errors:

Error Number	Error Level	Message	Description
CI.0007	Fatal	Element value cannot be blank	(CI100) Missing value for Education Level
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0020	Fatal	0 Days of Attendance Reported	Must have days of attendance reported
CI.0016	Warning	Staff member over 70 years old	(CI070) Invalid value '19461006' in the field 'Date of Birth'
CI.0021	Warning	Teacher Reported with 0 Years of Authorized Experience	Check CI200 to ensure years reported properly(CI200) Invalid value '0' in the field 'Authorized Teaching Experience'

**Reporting Instructions.** This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See the Department's Office of Early Learning and School Readiness Teacher Credentials Policy for a complete list of approved related fields.

Education Level Element	
Record Field Number	CI100
Definition	The highest level of education achieved.

- Valid Options**
- 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

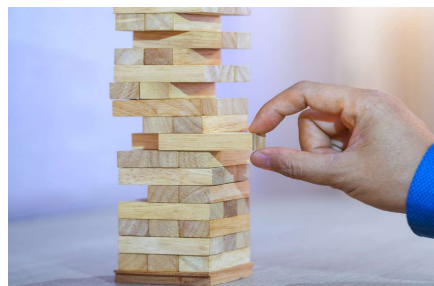


# EMIS – Error Prevention



## EMIS Error Prevention Tools:

- [Staff and Course \(L\) Collection Checklist](#)
- [Adding an Employee for EMIS Reporting.docx](#)
- [EMIS Quick Reference Sheet.docx](#)



# EMIS – Error Prevention

## EMIS Error Prevention Tools: Terminology – Redesign vs EMIS

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



# EMIS – Error Prevention

## EMIS Error Prevention Tools: Understanding: 'Hours In Day' vs 'Length of Work Day'

- If a value is entered in Position > EMIS Related Information  
*Hours in the Day field*, that is the value that is reported to EMIS as the 'Length of the Work Day'
- If a value is **NOT** entered in Position > EMIS Related Information  
*Hours in the Day Field*, Then the value in Compensation Hours in Day is reported to EMIS as the 'Length of the Work Day'



# EMIS – Error Prevention

## EMIS Error Prevention Tools: EMIS Override Fields – *Optional*

- **Suggestion** – In the **Position** grid under **EMIS Related Information** – Make the following changes to Headers:

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



# EMIS – Error Prevention

## EMIS Error Prevention Tools: EMIS Override Fields – *Optional*

Position # 1 for Employee: BUNNY, BUGS A

Employee Number: BUNN00006 Employee Name: BUNNY, BUGS A

Pos # 1	Position Description HS Teacher	Job Status Active	Building Code 001 - Central Office	Department Code 002 - 002	Pay Group 3 - SUPERINTENDENT	Appointment Type Certificated
Extended Service	FTE 1.00000	Hire Date 10/1/20	<input type="checkbox"/> Is Supplemental	Overtime Classification	Start Date 7/1/22	Stop Date
Raise Date	Retirement Code STRS	Termination Date	Supervisor BUNNY, HONIE - BUNN00022	<input type="checkbox"/> Substitute	<input type="checkbox"/> Timesheet Required	<input type="checkbox"/> Archived

Eligibility Flags

Eligible For Personal Leave
  Eligible For Sick Leave
  Eligible For Vacation Leave

**EMIS Related Information**

<input checked="" type="checkbox"/> Reportable to EMIS	Position Code 230 (Teacher Assignment)	State Reporting Appointment Type 1 (Certificated)	Position Type Regular	Position Status C (Active/Continuing employee in	<b>EMIS Override Full Time Equivalence</b> 1.000	Special Education Full Time Equivalence
Low Grade	Separation Reason	Paraprofessional	<b>EMIS Override Contract Amount</b>	<b>EMIS Override Contract Work Days</b> 10.000	<b>EMIS Override Hours in The Day</b>	High Grade
Separation Date	Paraprofessional Hire Date	Building IRN	Experience Current Class			



# EMIS – Error Prevention

## EMIS Error Prevention Tools: EMIS Override Fields – Optional

- **Suggestion** – In the **Position** grid under **EMIS Related Information** – Make the following changes to Headers:
- These new field names will help remind you that these fields are EMIS Override data
  - \*Use these fields with caution. These fields could report data that is different from what is in the Compensation record.



# EMIS – Error Prevention

## EMIS Error Prevention Tools: EMIS Override Fields – Optional

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

**Before**

Custom Field Definition + x

Save Cancel

Display Name Full Time Equiva

Type Number

Order 6

Applies To Position

Active

Property Name fullTimeEquivale

Decimals 3

Group EMIS Related In

Maximum 1.00

Minimum 0.00

**After**

Custom Field Definition + x

Save Cancel

Display Name EMIS Override F

Type Number

Order 6

Applies To Position

Active

Property Name fullTimeEquivale

Decimals 3

Group EMIS Related In

Maximum 1.00

Minimum 0.00



## EMIS – Error Prevention

### EMIS Error Prevention Tools: EMIS Override Fields – Optional

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

Position Type <input type="text"/>	Position Status C (Active/Continuing employee in se <input type="text"/>	EMIS Override Full Time Equivalence 1.000
EMIS Override Contract Amount <input type="text"/>	EMIS Override Contract Work Days <input type="text"/>	EMIS Override Hours In The Day <input type="text"/>



## EMIS – Checking Errors



### Absences/Attendance

- This is reported at the Employee level and returned with the Employee collection.
- If the **Employee “Report to EMIS” flag is True**, then a count of attendance and absences occurs, and WILL be included in the collection
- The system **DOES NOT** exclude **Compensations** when the EMIS flag is False.
- Attendance and Absence records are counted if the record is assigned to a Compensation and the **Activity Date falls within the ‘fiscal year’** date range



# EMIS – Checking Errors

## Absences/Attendance

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



# EMIS – Checking Errors

## Absences/Attendance

- **Items to Consider:**

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

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

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

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

- \*If no Compensation Calendar Stop Date is entered, the Compensation Stop Date is used.

- \*If none of these dates are entered, then the System Configuration EMIS Reporting Fiscal Year is used, which would be June 30<sup>th</sup>.



# EMIS – Checking Errors

## Absences/Attendance

- **Hourly Employees:**

- \* If the employee has Hourly Absences and Attendances, they are converted to days. In the process of doing this, the system needs to know how many hours are in a day.
- \* This happens by using the Compensation Hours in Day field that is assigned to the Absence and Attendance and the value is provided.
- \* If there is no Compensation assigned, then the system looks to find an Active Compensation. Then the Compensation date range is used to convert hours to days.
- \* The system looks for a Compensation where the Absence and/or Attendance Activity Date falls within the date range of the Compensation Start and Stop Dates.



# EMIS – Checking Errors

## Absences/Attendance

- **Hourly Employees:**

- \* If there is no Compensation Hours in Day value, then the system looks at the Position EMIS Related Information for Hours in the Day and then that value is used in the conversion to hours.
- \* If no hours in the day is found in either place, an error is returned.  
(no hours in a day found)
- \* Once the system determines the hourly values the system uses the following conversion.  
**The Conversion = Length of Attendance divided by Hours in Day**



# EMIS – Checking Errors

## Absences/Attendance

- **EMIS ADJUSTMENTS:**

- \* Core > Adjustments > Type: EMIS Attendance and EMIS Absence is available to adjust EMIS Attendance and Absences

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



# EMIS – Checking Errors

## Absences/Attendance

- **Reporting Entity - Count Summary Report**

- \*Reports Menu

A screenshot of a web-based form titled 'Reporting Entity Count Summary Report Options'. The form includes a 'Save and Recalls' dropdown set to 'Most Recent'. Below this are fields for 'Report Title' (Reporting Entity Summary Report), 'Report Format' (PDF (download)), and 'Sort By' (Employee Name). A 'Job status' section contains two lists: 'Available' with options 'Inactive', 'Decreased', and 'Terminated'; and 'Selected' with the option 'Active'. Below these are several checkboxes: 'Include archived employees?', 'Select retirement days?', 'Select OJFS weeks?', 'Select EMIS days?', 'Select specific job calendars?', 'Select specific employees?', and 'Select specific pay groups?'. The 'EMIS days start' and 'EMIS days end' fields are populated with '7/1/23' and '6/30/24' respectively. A 'Generate' button is at the bottom.

# EMIS – Checking Errors

## Absences/Attendance

- **Reporting Entity - Count Summary Report**

\*Helpful in verifying Attendance and Absence days for EMIS Reporting

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



# EMIS – Checking Errors

## Long Term Illness

- **Long Term Illness Days are 15 Consecutive Absence Days.**

(Entered on Employee Record)

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

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

\* Please remember that if you enter long term illness on the Employee Record you must also have Absences entered in Attendance to match otherwise EMIS errors will occur



# EMIS – Checking Errors

## Staff EMIS Separation Scenarios FY26

- Please reference the Staff EMIS Separation Scenarios for FY26 for all staff who are resigning or retiring from your district for the fiscal year.
  - None of the Scenarios have changed, but at the top of the document are the reporting periods.
  - Staff and Course Initial Collection ended February 4, 2026
  - Staff and Course Final Collection begins February 10, 2026, and ends **August 5, 2026**.
- \*\*ALL employees who are retiring or resigning need to be Separated in USPS BEFORE you close the fiscal year!!! (even if they're still getting paid)**



# EMIS – Checking Errors



## Quick Check Tips and Tricks

- Go to System > Configuration > EMIS Configuration. Make sure the Fiscal Year is correct.
- Is the Credential ID the valid number of characters (must be 9 digits) Type over Credential ID to make sure there are no white spaces.
- Are all dates valid especially **Hire Date** and **Birth Date**



# EMIS – Checking Errors

Staff and Course Collection Reminder

**Final L Collection closes August 5, 2026**



# EMIS – Checking Errors

**Questions?**

