

EMIS Quick Reference Guide Final Staff Collection



EMIS Resources

- ODE EMIS Manual:

 EMIS Manual | Ohio Department of Education
- LACA EMIS Documentation:
 Fiscal EMIS Documentation (laca.org)
- ☐ ODE Help Desk: Contact LACA Fiscal Department and we will submit a ticket on your behalf
- SIFWorks Data Collector:
 SIFWorks Data Collector (laca.org)
- EMIS CrossCheck
 https://emiscrosscheck.com/

Quick Links (laca.org)



Final Staff Reporting Procedures Checklist

(Data Set L 2/8/24-8/7/24)

1

Update Staff Demographics/HR Data

- New Employees
- ☐ Degree & Semester Hours Changes
- ☐ Clear Long Term Illness Data from previous years
- Update Long Term Illness for Current Year

2

Update Staff Employment Data

- → New Employees
 - Update EMIS specific contract fields for employees that are paid on one position but report multiple position records re
- Update separation date/reason and Position Status on employees no longer employed & Position records for employees that have changed positions
- Update Building IRN for staff that has moved buildings

Extract Data for Contract CC & Contract Only CJ Records (if Applicable)

3



4

Generate the following Reports to Verify Data

- EMIS Demographic Data Report
- EMIS Active Position Report
- EMIS Inactive Position Report
- EMIS ActiveCompensation Report
- EMIS Active Non
 Contract Compensation
 Report
- EMIS Inactive Non Compensation Report

5

Correct Errors

Repeat Steps 1-3

Blanks are NOT Valid

Maintain & Update data in Payroll/HR
Once a collection is started, current data
will be pulled directly into the Data
Collector



ACA EMIS Attendance/Absence Reference Chart

Table 1-1 EMIS Day Rules

Type of Day	Symbol	From	Effect on Attendance	Effect on Absence
Work Day	w	Job Calendar	Add 1	No Adjustment
Holiday	Н	Job Calendar	Deduct Length	No Adjustment
Calamity	С	Job Calendar	Deduct Length	No Adjustment
Make-up	М	Job Calendar	Add 1	No Adjustment
Attendance	AT	ATDSCN	Add Length	No Adjustment
Substitute	SB	ATDSCN	Add Length	No Adjustment
Vacation	VA	ATDSCN	No Adjustment	No Adjustment
Sick	SI	ATDSCN	Deduct Length	Add Length
Personal	PL	ATDSCN	Deduct Length	Add Length
Professional Leave	PR	ATDSCN	No Adjustment	No Adjustment
Dock Units	DO	ATDSCN	Deduct Length	Add Length
Jury Duty	JD	ATDSCN	Deduct Length	Add Length
Military	МІ	ATDSCN	Deduct Length	Add Length
Calamity	CA	ATDSCN	Deduct Length	No Adjustment
Holiday	но	ATDSCN	Deduct Length	No Adjustment
Other	ОТ	ATDSCN	Deduct Length	Add Length

- This element is only reported during Year End reporting. It is not required for a staff member reported with the options 800-899 in the Position Code Element.
- When reporting the Absence Days Element, Absence Days/Long Term Illness Element, and the Attendance Days Element, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.
- When reporting a long term illness, report the days absent in both the Absence Days Element and also the Absence Days Long Term Illness Element.
- Do not count vacation days or holidays. Do not count staff as in attendance prior to the actual starting date of their contract. Do not include days for staff members who have resigned or been dismissed after the effective date of such resignation or dismissal.



Staff Reported to EMIS

Individuals employed by the reporting entity for any portion of the current school year
Individuals or companies contracted by the school district for duties normally performed by school district personnel (bus drivers, food service staff, special education therapists)
Individuals who are on leaves of absence
Substitutes who become teacher of record on one or more courses
Those employed during the previous year, who are no longer employed and have not yet been reported as separated. This includes employees that resigned over the summer.
Individuals employed through supplemental contracts, including those whose only position is a supplemental contract

LACA Staff Not Reported to EMIS

Daily (as needed) substitutes
Student employees
Board of education members
Adult education teachers
Game officials, ticket takers
Part-time help, more specifically non-employees who work sporadically or irregularly
Volunteers serving in the district



- ☐ Non-Instructional Positions Only. Examples: transportation, custodial, food service
- ☐ Districts must report one record per contractor, contract, position code, and fund source
- ☐ Report all contracts in effect during July 1-June 30
- Separate extract

The below chart outlines position codes and if they can be reported with this record:

Position Code Series	Reported with CC Record	Report at Individual Level NOT CC Record
100s	None	101-199
200s	None	201-299
300s	301,307,319,329,340	304,318,320,323,325-328,330-334,399
400s	402-414, 499	415
500s	501-508,599	510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

EMIS 3.6 Contract Only Staff Record (CC) Manual



Contracted Staff

• EMIS Reporting Entity (CJ)

- Contracting District (receiving)
 - Reports Nothing
- Contractor District (providing)
 - Staff Demographics
 - Staff Employment
 - Contractor Staff Employment Record

Non-EMIS Reporting Entity (CC)

- Contract-Only Staff Record
- One Record per Position Code per Contract Term



Key Points:

- A staff member with more than one position or a staff member with a supplemental contract that is different from the regular position is reported with a separate staff employment record for each position.
- For multiple coaching or advising assignments a separate staff employment (CK) record is needed for each position.
- Supplemental positions are to be reported, this includes individuals whose only position in the district is supplemental.
- Certain position codes require an assignment area please see the EMIS manual for specifics (begins on page 5 of the manual).

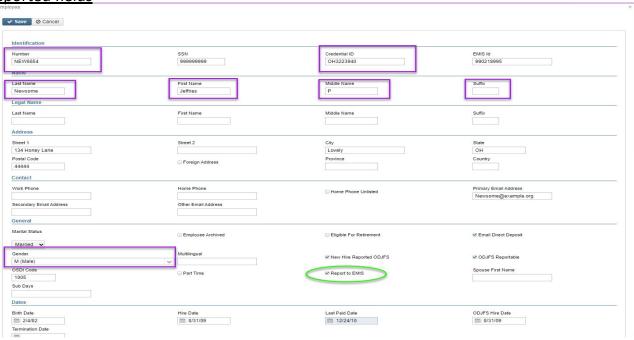
3.4 Staff Employment CK Record (ohio.gov)



USPS>Core>Employee Reported EMIS

Make sure employee is marked Report to EMIS

Purple: Reported fields





USPS>Core>Employee Reported EMIS Fields Continued

Dates					
Birth Date 12/3/80 Termination Uate Evaluation	Hire Date 11/20/06		Last Paid Date 3/20/20		ODJFS Hire Date 11/20/06
Last Evaluation Experience	Next Evaluation				
Accred District Experience 0.00 Military Experience 0.00 Ohio Public Experience 0.00 Total Experience 2	Principal Experie	8 Experience 00 on	Building Experience 0.00 Non-Ohio Public Experience 0.00 Purchased Experience 0.00		District Experience 0.00 Ohio Private Experience 0.00 Retire System Experience 0.00
Primary Race P (Native Hawaiian or Other Pacif Hispanic Latino Option Unknown Standard Payroll	fic Islander)	an Alaska Native an Pacific Islander	Asian White		□ Black
Payroll Code 1 Payroll Date 1	Payroll Code 2 State Reporting		Payroll Code 3		Payroll Code 4
	ECE Qualification 4 (Enrolled in Bachelors Degree program in Early Chi Non-Certificate Employee ID ZZ5522121 Day Totals	Degree Type 5 (Doctorate) Other Credentials 3 (No CDA AND not working toward a CDA)	Handicap Status Semester Hours 484	Long Term Illness	0.00
	FYTD Gross 34,311.95 FYTD Applicable Gross 29,178.28 FYTD Net 23,185.99	YTD Gross 7,972 32 YTD Applicable Gross 6,751 20 YTD Net 5,615.13	OTD Gross 7,972-32 OTD Applicable Gross 6,751.20 OTD Het 5,615.13	MTD Gross 1,993.08 MTD Applicable Gross 1,679.05 MTD Net 1,387.10	

LACA FTE (Full-time equivalency)

Full-time equivalency (FTE)(Page 18): 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.
 - **For example:** If an employee works 2 hours of a 6 hour day, the FTE would be .33. You would divide 2 by 6=.33
- ☐ The EMIS Override field would reflect how each position is divided

Supplemental Positions: A regular teacher functions two periods per day as a teacher. He/she also has a supplemental contract for an assistant athletic director position, which has traditionally been a separate job. **One Staff Employment (CK) Record is to be reported for his/her regular teacher position and one Staff Employment (CK) Record is to be reported for the supplemental position.** Report two positions for this staff member: one on each Staff Employment (CK) Record. The Position FTE Element is to be reported accordingly for each position on each Record.



Position

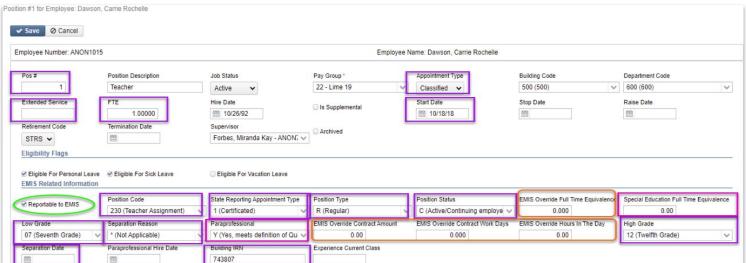
Purple: Reported fields

Pink: Special Education & Paraprofessional

Orange: EMIS Override Fields

Report to EMIS

All current staff members should be reported with at least one CK record with a position status of C. When an employee leaves a position during the school year, the separation date and reason should be updated on the relevant CK record and the position status would remain a C.



13



Compensation

The contract amount is calculated for EMIS reporting based on the below fields (make sure the compensation record is marked reportable to EMIS):

Compensation			
Туре	Code	Job Calendar	Description
Contract ~	082020-A	BUS - BUS DRIVERS 💛	
Label	Compensation Start Date	Compensation Stop Date	Pay Plan
BUS DRVR	8/17/20	<u></u>	Semi-monthly ✓
Pay Unit	Unit Amount	Retirement Hours	Strs Advance
Hourly 🕶	15.510	0.00	5 Sils Auvance
Supplemental Tax Option	☐ Archived	Contract Days Worked	Contract Work Days
None	Archived	161.000	161.00
Hours In Day	Primary Compensation		
5.50	Trinary Compensation		
Contract			
Pay Per Period	Contract Amount	Contract Obligation	Contract Type
0.00	16,000.00	16,000.00	
Pays In Contract	Retro Next Pay	Stretch Pay	
19			
Compensation Amounts			
Accrued Wages	Amount Earned	Amount Paid	Amount Docked
0.00	13,734.14	13,672.40	61.74
Pays Paid			
19			
Salary Schedule			
Salary Schedule Column	Salary Schedule Id	Salary Schedule Step	
0		0.00	
State Reporting			
Reportable to EMIS	Local Contract Code		
- reportable to Emilo	1a		
Historical Context			



Reports

Before Submission To ODE

Level 1 Validations

Level 1 Staff Missing Report Explanation

The Staff Missing Report is a comparison of the staff data submissions between the previous and current reporting periods. Staff appearing on the report are those who were filtered through the selection criterion and were found missing from the data submission.

*For Staff ID Updates/Changes: If more than one change in state staff ID is needed, the request must be sent in a spreadsheet with two columns (one for old ID, one for new ID, no employee name)

After Submission

Level 2 Validations

Level 2 Report Explanation: CTE FTE Reports

