



EMIS Quick Reference Guide
Final Staff Collection

- ❑ **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

3

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



4

Generate the following Reports to Verify Data

- EMIS Demographic Data Report
- EMIS Active Position Report
- EMIS Inactive Position Report
- EMIS Active Compensation 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



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	H	Job Calendar	Deduct Length	No Adjustment
Calamity	C	Job Calendar	Deduct Length	No Adjustment
Make-up	M	Job Calendar	Add 1	No Adjustment
Attendance	AT	ATDSCN	Add Length	No Adjustment
Substitute	SB	ATDSCN	Add Length	No Adjustment
Vacation	VA	ATDSCN	No Adjustment	No Adjustment
Sick	SI	ATDSCN	Deduct Length	Add Length
Personal	PL	ATDSCN	Deduct Length	Add Length
Professional Leave	PR	ATDSCN	No Adjustment	No Adjustment
Dock Units	DO	ATDSCN	Deduct Length	Add Length
Jury Duty	JD	ATDSCN	Deduct Length	Add Length
Military	MI	ATDSCN	Deduct Length	Add Length
Calamity	CA	ATDSCN	Deduct Length	No Adjustment
Holiday	HO	ATDSCN	Deduct Length	No Adjustment
Other	OT	ATDSCN	Deduct Length	Add Length

- 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



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



Contract Only Staff (CC) Record

- ❑ 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



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



Staff Employment Record (CK)

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 Fields

Make sure employee is marked **Report to EMIS**

Purple: Reported fields

Employee

Save Cancel

Identification

Number NEW6654	SSN 999999999	Credential ID OH3223940	EMIS Id 990218995
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Feature

Last Name Newsome	First Name Jeffries	Middle Name P	Suffix
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Legal Name

Last Name	First Name	Middle Name	Suffix
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Address

Street 1 134 Honey Lane	Street 2	City Lovely	State OH
Postal Code 44444	<input type="checkbox"/> Foreign Address	Province	Country

Contact

Work Phone	Home Phone	<input type="checkbox"/> Home Phone Unlisted	Primary Email Address Newsome@example.org
Secondary Email Address	Other Email Address		

General

Marital Status Married	<input type="checkbox"/> Employee Archived	<input type="checkbox"/> Eligible For Retirement	<input checked="" type="checkbox"/> Email Direct Deposit
Gender M (Male)	Multilingual	<input checked="" type="checkbox"/> New Hire Reported ODJFS	<input checked="" type="checkbox"/> ODJFS Reportable
OSDI Code 1005	<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Report to EMIS	Spouse First Name

Dates

Birth Date 2/4/82	Hire Date 8/31/09	Last Paid Date 12/24/10	ODJFS Hire Date 8/31/09
Termination Date			



USPS>Core>Employee Reported EMIS Fields Continued

Dates

Birth Date: 12/3/80
Hire Date: 11/20/06
Last Paid Date: 3/20/20
ODJFS Hire Date: 11/20/06

Termination Date: []

Evaluation

Last Evaluation: []
Next Evaluation: []

Experience

Accred District Experience: 0.00
Authorized Experience: 8
Building Experience: 0.00
District Experience: 0.00
Military Experience: 0.00
Non-Ohio Private Experience: 0.00
Non-Ohio Public Experience: 0.00
Ohio Private Experience: 0.00
Ohio Public Experience: 0.00
Principal Experience: []
Purchased Experience: 0.00
Retire System Experience: 0.00
Total Experience: 2
Trade Experience: 0.00

Race

Primary Race: P (Native Hawaiian or Other Pacific Islander)
Hispanic Latino Option: Unknown

American Indian Alaska Native
 Asian
 Black
 Native Hawaiian Pacific Islander
 White

Standard Payroll

Payroll Code 1: []
Payroll Code 2: []
Payroll Code 3: []
Payroll Code 4: []
Payroll Date 1: []
Payroll Money 2: 0.00

State Reporting

ECE Qualification: 4 (Enrolled in Bachelors Degree program in Early Chi...)
Degree Type: 5 (Doctorate)
Handicap Status: []
Long Term Illness: 0.00
Non-Certificate Employee ID: ZZ5221212
Other Credentials: 3 (No CDA AND not working toward a CDA)
Semester Hours: 484

Day Totals

FYTD Gross	YTD Gross	QTD Gross	MTD Gross
34,311.95	7,972.32	7,972.32	1,993.08
FYTD Applicable Gross	YTD Applicable Gross	QTD Applicable Gross	MTD Applicable Gross
29,178.28	6,751.20	6,751.20	1,679.05
FYTD Net	YTD Net	QTD Net	MTD Net
23,185.99	5,615.13	5,615.13	1,387.10



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

Green: 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.

Position #1 for Employee: Dawson, Carrie Rochelle

Save Cancel

Employee Number: ANON1015 Employee Name: Dawson, Carrie Rochelle

Pos # 1	Position Description Teacher	Job Status Active	Pay Group * 22 - Lime 19	Appointment Type Classified	Building Code 500 (500)	Department Code 600 (600)
Extended Service	FTE 1.00000	Hire Date 10/26/92	Is Supplemental	Start Date 10/18/18	Stop Date	Raise Date
Retirement Code STRS	Termination Date	Supervisor Forbes, Miranda Kay - ANON	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 R (Regular)	Position Status C (Active/Continuing employe)	EMIS Override Full Time Equivalence 0.000	Special Education Full Time Equivalence 0.00
Low Grade 07 (Seventh Grade)	Separation Reason * (Not Applicable)	Paraprofessional Y (Yes, meets definition of Qu)	EMIS Override Contract Amount 0.00	EMIS Override Contract Work Days 0.000	EMIS Override Hours In The Day 0.00	High Grade 12 (Twelfth Grade)
Separation Date	Paraprofessional Hire Date	Building IRN 743807	Experience Current Class			



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

- **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](#)

