



# EMIS

First Staff Reporting  
Classic

October 28, 2021

- I. Changes/Clarifications for Staff Reporting
- II. Staff Reporting Procedures
- III. Staff Demographics
- IV. Staff Employment
- V. Contracted Staff
- VI. Reports
- VII. Maintenance/Changes





## Changes/Clarification for Staff Reporting

### Reporting Staff No Longer Employed

- If an employee leaves the district on or after the last day of school, and works no days in the next fiscal year (but was not reported as separated in FY21), update the employee record:
  - FY21 Final Staff reporting
    - Employee's Position Status remains the way it was set on the employee's last day of work
    - No separation date and no separation reason
  - FY22 First Staff reporting
    - Position Status U
    - Separation Date
    - Separation Reason
  - FY22 Final Staff Reporting
    - Same reporting as the first reporting
  
- If an employee leaves the district after June 30 and works no days in the new fiscal year, update the employee record:
  - FY22 First Staff reporting
    - Position Status U
    - Separation Date
    - Separation Reason
  - FY22 Final Staff reporting
    - Same reporting as the first reporting
    - if employee was not reported correctly in the first reporting, may need to request an override
  
- If an employee leaves the district after June 30 and works days in the new fiscal year, update the employee record:
  - FY22 First Staff reporting
    - Employee's Position Status remains the way it was set on the employee's last day of work
    - Separation Date
    - Separation Reason
  - FY22 Final Staff reporting
    - Report the employee the same as in the first reporting
  - FY23 First Staff reporting
    - Set the employee's Report to EMIS flags to N
  
- If an employee leaves the district after the close of the first Staff collection and before the end of the school year, update the employee record:
  - FY22 Final Staff reporting
    - Employee's Position Status remains the way it was on the employee's last day of work
    - Separation Date
    - Separation Reason
  - FY23 First Staff reporting
    - Set the employee's Report to EMIS flags to N



- If an employee had a supplemental contract in the previous year and did not return for the current school year...
  - FY22 First Staff reporting
    - Set employee's Report to EMIS flags to N (it's ok that these employees are not reported to ODE with separation date and reason; supplementals are not included in staff missing)



## **STAFF EMIS PROCEDURES**

1. Run USPCHG choosing each option to mass update data.
  - a. 2 – Modify separation reason to ‘Not applicable’ when job is active
  - b. 3 – Modify EMIS report flag to ‘No’ for jobs with separation date <= date given (If reported at yearend as separated, use 6/30/2021, otherwise use last day of last school year)
2. Run MASCHG/MASINC to increment the Total, Authorized and Principal Years Experience.
3. Run USPEMS.
  - a. Run PERDET option to verify data currently entered.
4. Make all changes as per documentation in DEMSCN or BIOSCN or USPSWeb EMIS Entry Screen.
5. Make all changes as per documentation in POSSCN or JOBSCN or USPSWeb EMIS Entry Screen.
6. Run USPEMS – PERDET option to verify data is correct.
7. Repeat steps 3-6 until data is correct.
8. Run USPEMS – USPEMX option.
9. Run EMISSTFFTP from the USPS\_LCL menu to transfer the USPEMX\_EMISR.SEQ file to the Data Collector.

**All data must be maintained and updated in USPS at all times. Whenever a collection is started, current USPS data will be pulled.**



## Instructions for USPCHG

Type at the MENU> USPCHG

or

Type at the MENU> USPS  
MENU> USPS\_MNT  
MENU> USPSCHG

Choose each option required to increment/update necessary information:

USPCHG - Mass change for EMIS fields

1. Increment salary schedule step
2. Modify separation reason to 'Not applicable' when job is active
3. Modify EMIS report flag to 'No' for jobs with separation date <= date given
4. EXIT program

Enter mass update option (1-4): <00> \_\_

Option 3 will prompt you for the latest date a person could have been reported in Yearend reporting as separated from the district. Enter the last day of school for all school buildings in your district. If individuals who has a separation date up to June 30 were reported with the date and reason as part of the Yearend reporting, then the 6/30 date can be used.

If an employee was reported with a separation date and reason in the Yearend reporting, then they are no longer required to be reported to EMIS. If they were not reported with a separation date and reason in the Yearend reporting with a continuing position status, they must be reported as either still employed or with a separation date and reason.



## Instructions for running MASCHG/MASINC

Type at the Menu> MASCHG

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MASCHG - USPS Mass Change Menu
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  1. BRDANN   - Convert board amounts to annuity records
  2. CHGACC   - Mass change benefit accumulation rates
  3. CHGMAX   - Mass change benefit leave maximums
  4. CHGRES   - Mass change personal leave reset value
  5. CHGSSN   - Mass change employee SSNs
  6. CHGEMPID - Mass change EMPIDs
  7. MASID    - Mass load employee IDs
  8. MASADD   - Mass add deduction records
  9. MASPAY   - Mass change pay accounts
 10. MASRATE  - Mass change daily rates
 11. MASSTOP  - Mass stop an employee
 12. MASINC   - Mass increment experience fields
 13. MASCONC  - Mass change conceal employee flag
 14. MASROUT  - Mass update routing numbers
 15. MASENOT  - Mass change email direct deposit notice flag
 16. EXIT     - Exit program

Menu: MASCHG Option>

PF1 Accept      F7 Help        F8 Exit        F10 Next
```

```
MASINC - Mass Increment Experience Types
Report File Specifications:
Output file MASINC.TXT _____ Print options page? (Y,N) Y
Optional heading line
Actual or projection? (A,P) A
Sort options (ID,N) N

Selection Criteria:
Job Status: 1 Appointment Type: (1,2) 1
Only employees reportable to EMIS? (Y,N) Y
Exclude employees that are New to District? (Y,N) Y

Fields to increment:
Total : I OH Public : _ Accredited : _ Purchased :
Authorized : I OH Private : _ Military : _ Current Class:
In District: _ NonOH Public : _ Retirement : _ Principal : I
Building : _ NonOH Private: _ Trade Schl :

Mass Increment Experience Types 1 of 2
PF1 Execute F9 Cancel S8 Next Screen
F6 First Screen F10 Reset
F7 Help F11 Save/Recall
F8 Exit S7 Prev Screen
```



## Instructions on Running PERDET

Type at the MENU> USPEMS

or

Type at the MENU> USPS  
MENU> USPS\_ANN  
MENU> USPEMS

USPEMS – USPS/EMIS Programs

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  1. PERDET      - EMIS Data Detail Listing
  2. USPEMX     - Export USPS info to EMIS
  3. EXIT       - Exit program
```

Menu: USPEMS Option> 1

PERDET – Personnel Data Detail Listing

Enter sort option (SN,N,I,P,A,C,E,?): <SN > \_\_\_\_\_  
?

Enter field code(s) to sort by, separated by commas.

SN = Employee ID      N = Name  
I = Building IRN      P = Pay group  
A = Assignment area   C = Position code  
E = EMIS appointment type

Enter sort option (SN,N,I,P,A,C,E,?): <SN > \_\_\_\_\_  
N

Enter Fiscal Year: <2022> \_\_\_\_

Would you like to exclude concealed employees from being reported (Y,N)? <Y> ? =

Concealed employees will NOT be reported.

N = Concealed employees will be reported & identified as \*\* before the employee id field on the PERDET report.

Would you like to exclude concealed employees from being reported (Y,N)? <Y> Y

Select by specific employee(s)? (Y,N): <N> ?

If Yes, you will be asked to enter the SSN/Name(s) you wish to select on.

If No, all SSN's will be reported on.

You may enter up to 20 SSN's.

Select by specific employee(s)? (Y,N): <N> \_

Select by specific building IRN(s)? (Y,N): <N> ?

If Yes, you will be asked to enter the Building IRN(s) you wish to select on.

If No, all building IRN's will be reported on.

You may enter up to 5 Building IRN's.

Select by specific building IRN(s)? (Y,N): <N> \_





Select by specific position code(s)? (Y,N): <N> <sup>N</sup>  
? <sub>?</sub>

If Yes, you will be asked to enter the position code(s) you wish to select on.  
If No, All position codes will be reported on.  
You may enter up to 20 position codes.

Select by specific position code(s)? (Y,N): <N> <sup>N</sup>

Select only those employees containing errors (Y,N): <N> <sup>N</sup>  
? <sub>?</sub>

If Yes, only those records containing invalid information will be selected.  
If No, all records will be selected.

Select only those employees containing errors (Y,N): <N> <sup>N</sup>

Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B): <B> <sup>N</sup>  
? <sub>?</sub>

If Yes, select only those employees flagged as reportable to EMIS  
If No, select only those employees flagged as NOT reportable to EMIS  
If Both, select all employees.

Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B): <B> <sup>N</sup>  
? <sub>?</sub>

Select appointment type(s) (A,1,2,3,4,5): <A > \_\_\_\_\_ <sup>N</sup>  
? <sub>?</sub>

- 1 = Certificated                      3 = Internship                      5 = Veteran
- 2 = Classified                        4 = Six hour lay teacher
- A = All appointment types, even blank appointment types

Select appointment type(s) (A,1,2,3,4,5): <A > \_\_\_\_\_ <sup>N</sup>  
A <sub>?</sub>

Select by specific position status (Y,N)? <N> <sup>N</sup>  
? <sub>?</sub>

If Yes, you will be asked to enter the position status code(s) you wish to select on.  
If No, all position status codes will be reported on.

Select by specific position status (Y,N)? <N> <sup>N</sup>

Do you want each employee on a new page? (Y,N): <N> <sup>N</sup>  
? <sub>?</sub>

Enter 'Y' to begin a new page for each employee.

Do you want each employee on a new page? (Y,N): <N> <sup>N</sup>  
? <sub>?</sub>

Are extended service days included in the work days in contract (Y,N)? <Y> <sup>N</sup>  
? <sub>?</sub>

Y = The work days in contract field includes extended service days.  
N = The work days in contract field does not include extended service days.

Are extended service days included in the work days in contract (Y,N)? <Y> <sup>N</sup>  
? <sub>?</sub>



Continue, Re-enter options, or Exit? (C,R,E,?): <C> ?

C = Continue with report  
R = Re-enter options  
E = Exit program without generating a report

Continue, Re-enter options, or Exit? (C,R,E,?): <C> C

Selection in progress, please wait!

Processing report . . .

Output file is PERDET.TXT

Review the PERDET.TXT for data errors and omissions. Fields marked with an exclamation point (!) preceding the field name should be researched. A question mark (?) indicates the EMIS report flag does not correspond between the demographic record and position record. A number sign (#) indicates the position funding percentage(s) do not equal 100%. A double dollar sign (\$\$) may produce an EMIS/ODE validation error. PERDET can be run multiple times.

**Note:** Not all errors will show on the PERDET report. The Level 1 and Level 2 Validations need to be verified also to ensure that all errors have been corrected.



**Who to report:**

- A. Individuals employed by the school district.
- B. Individuals or companies contracted by the school district to perform duties normally performed by school district personnel.
- C. Individuals who are on leaves of absence.
- D. Substitutes who become the teacher of record.
- E. Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.
- F. Individuals who were employed during the current school year but who left prior to the close of the first staff reporting window.
- G. Supplemental Contracts including employees whose only position is a supplemental contract.

**Who NOT to report:**

- A. Daily (as needed) substitutes.
- B. Student employees.
- C. Board of education members.
- D. Adult education teachers.
- E. Game officials, ticket takers.
- H. Part-time summer help.
- I. Volunteers serving in the district.



## How to Enter Data

All Staff EMIS data is maintained in the USPS payroll/personnel system, extracted and loaded into EMIS. Each person reportable to EMIS needs a demographic record and an employment record for each position held in the district. The following tables show what screens each field is pulled from. The first table is Staff Demographic information.

<b>Table 21-2 Staff Demographics USPSCN Locations</b>		
<b>EMIS Field Name</b>	<b>USPS Field Name</b>	<b>USPS Screen</b>
Authorized Teaching Experience Years	Authorized Yrs. Experience	DEMSCN
Date of Birth	Birthdate	BIOSCN DEMSCN
Days Absent/Long Term	Long Term Illness Long Term Illness Days	ATDSCN JOB CALENDARS
Education Level	Education Level	DEMSCN
Employee Name	Employee Name	BIOSCN
Credential ID	Credential ID	BIOSCN
Employee State ID	Employee ID	BIOSCN
Social Security Number	SSN	JOBSCN
Gender	Gender Sex	BIOSCN DEMSCN
Other Credential	Other Credential	DEMSCN
Preschool or ECE Qualification	ECE Qualification	DEMSCN
Race/Ethnic Category	Race	DEMSCN
Semester Hours	Semester Hours	DEMSCN
Total Experience Years in Education	Total Years Experience	DEMSCN

If a field is both in DEMSCN and BIOSCN, if you modify it in BIOSCN it will also be changed in DEMSCN and if you modify it in DEMSCN it will be changed in BIOSCN. Below are the screens with the fields highlighted that are required for EMIS.



Find:

SSN/ID	Last name	First name	
SSN: 111-11-1111	Employee ID: 111111111	Conceal:	
State Assigned ID: _____	EMIS ID: _____		
Last Name: EMPLOYEE	Suffix:		
First Name: SAMPLE	Middle: _____	Phone/Unlist:(____) ____-____/	
Street: _____		Dist Phone : (____) ____-	
		Dist Exten :	
City : _____	State: OH	Zip: ____-____	OSDI code:
Foreign Adrs: _	Ctry: __	Prov: _____	Post:
Email :			
Gender: _	Direct deposit: N	Report to EMIS :	
Marital: 0	Email dirdep notice: _	Long term ill:	
Birthdate: 00/00/0000	Check distrib.:		
Hire date: 00/00/0000	Eligible retire:		
Last paid: 00/00/0000	ODHS New hire: _	00/00/0000	

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BIOSCN - Biographical data maintenance program Screen 1 Of 2

F6 Top	F11 Find	F17 Lockmode	S8 Next Screen
F7 Help	F12 Add	F18 Set defaults	
F8 Exit	F13 Delete	F20 Switch	
F10 Next	F14 Modify		

Find:

SSN/ID	Last name	First name	
Find: 111111111			<b>Y</b>
SSN/ID	Last name	First name	Conceal
ID:111111111	State Assigned ID: _____	EMIS ID: _____	Conceal:
NAME: DEFAULT	EMPLOYEE		
FIRST	MIDDLE	LAST	SUFFIX
Address: OH 43055			
Birthdate: 00/00/0000	Sex: _	Race: _	Handicap status: _
Mstr Tchr: NO	Mstr Yr: _____	-----Length of Experience:-----	
Eligible retire: _	Total: _____	Accre: _____	OH Pub : _____
Semester hrs : _____	Authori: _____	Milit: _____	OH Priv : _____
Education lvl: _	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:		

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DEMISCN - Demographical data maintenance program

F6 Top	F11 Find
F7 Help	F14 Modify
F8 Exit	F17 Lockmode
F10 Next	F20 Switch



## Staff Demographics

### What to report:

**EMIS ID:** Use for contracted staff only when the actual SSN is not known.

**STATE STAFF ID:** The ID/PIN number found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure.

XX9999999 – number from certificate. If the individual does not have a Certificate ID, then a Z-ID will be created for them.

**EMPLOYEE NAME:**

**BIRTHDATE:**

**GENDER:**

**RACE:**

- A - Asian
- B - Black or African American
- H - Hispanic/Latino
- I - American Indian or Alaskan Native
- M - Multiracial
- N - Not specified
- P - Native Hawaiian or Other Pacific Islander
- W - White, Non-Hispanic

**SEMESTER HOURS:** Total number of semester hours of recognized college training. Round fractions to nearest whole number.

Note: To convert Qtr. hours to semester hours, multiply the number of quarter hours by 2/3 and round.

**EDUCATION LEVEL:** Type of degree for the highest level of education achieved.

- 0 – Non-degree
- 1 – Associate degree
- 2 – Bachelors degree
- 3 – Masters degree
- 4 – Education Specialist
- 5 – Doctorate
- 6 – Other
- 7 – Less than High School Diploma
- 8 – High School Diploma
- 9 – GED Diploma



**EARLY CHILDHOOD EDUCATION QUALIFICATION:** Identifies how the teacher instructing in an Early Education Grant Funded program meets the requirements specified under 3301-37-04 (G). This is 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.

- \* = Not applicable
- 1 = Associate in Early Childhood Education, Child Development, or Approved Related Field
- 2 = Bachelors in Early Childhood Education, Child Development, or Approved Related Field
- 3 = Enrolled in an Associate Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 4 = Enrolled in a Bachelors Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 5 = Enrolled in a Masters or higher Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 6 = Masters or higher Degree program in Early Childhood Education, Child Development, or Approved Related Field

**TOTAL YEARS EXPERIENCE:** (Certificated ONLY) – Total years of all certificated educational service. This includes authorized and non-authorized experience in elementary, secondary, colleges, universities, and any other public institution, and up to 5 years active military service.

**AUTHORIZED YEARS EXPERIENCE:** (Certificated ONLY) – Total years of authorized teaching experience including up to 5 years active military service.

Note: One year must consist of at least 120 days within a regular school year ending June 30. Teachers must be employed in regular or substitute, elementary or secondary instruction.

**PRINCIPAL YEARS EXPERIENCE:** Total years of experience as a principal or an assistant principal.



The following table shows the Staff Employment record and from where each piece of information is pulled. If a field is in both POSSCN and JOBSCN, if it is changed in JOBSCN the change is reflected in POSSCN and if the change is made in POSSCN it is reflected in JOBSCN. There needs to be a separate job/position record for each position the employee holds.

<b>Table 21-3 Staff Employment USPSCN Locations</b>		
<b>EMIS Field Name</b>	<b>USPS Field Name</b>	<b>USPS Screen</b>
Assignment Area	Assignment Area Info	POSSCN
Building IRN	Building IRN	POSSCN JOBSCN
Certificate Application	Certificate Applic.	POSSCN
Contracted Salary Amount/Rate (system calculated field)	calculated	JOBSCN
Fund Source Percentage	Position Funding Percent	POSSCN
Grade Level Assigned	Low/High Grade	POSSCN JOBSCN
Length of Work Day	Hours per day	JOBSCN
Local Contract Code	Job Number	JOBSCN
Pay Type (system calculated field)		
Position Code	Position Code	POSSCN JOBSCN
Position FTE	Position FTE	POSSCN
Position Fund Source	Position Funding Code	POSSCN
Position Start Date	Position Start Date Position Start	POSSCN JOBSCN
Position Status	Position Status	POSSCN
Position Type	Position Type	POSSCN JOBSCN
Scheduled Work Days	Work Days	JOBSCN
Separation Reason	Separation Reason	POSSCN JOBSCN
Separation Date	Separation Date	POSSCN JOBSCN
Type of Appointment	Appointment Type EMIS Appoint. Type	POSSCN JOBSCN
HQPD	HQPD	POSSCN
Qualified Parapro	Paraprofessional Qualified	POSSCN





Below are print screens of the JOBSCN and POSSCN with the EMIS-related fields highlighted. If there is entry in the EMIS-specific fields, that information will be pulled instead of the other data fields, such as hours per day, contract days, contract amount, and FTE.

Find: <u>111111111</u> <u>1</u>			
SSN	Job	Last name	First name
ID: 111111111	Job: 01	Name: RECORD	DUMMY
Position:			
Salary Schedule Info:		Position Information:	
ID : _____	Column: <u>0</u>	Start: <u>03/29/2004</u>	Status: <u>_</u> Code: _____
Step : <u>0</u>	FTE : _____	Type: <u>_</u> FTE: _____	Low/High grade: <u>**/**</u>
Building IRN : <u>051219</u>	Appointment type : <u>_</u>	Spec. Ed FTE: _____	Qualified Paraprofessional: <u>*</u>
Certificate applic.: <u>_</u>	Exper. curr. class : <u>_</u>	HQPD: <u>*</u>	Separation: Reason: <u>*</u> Date: <u>00/00/0000</u>
Extended service : <u>_</u>	Report to EMIS : <u>N</u>	Position Funding:	Assign Area Code Percent
Contract type :		<u>000000</u>	
POSSCN - Job/Position data maintenance program			Screen 1 of 2
F6 Top	F11 Find	S8 Next Screen	
F7 Help	F14 Modify	S9 Go Screen <u>2</u>	
F8 Exit	F17 Lockmode		
F10 Next	F20 Switch		



Find:

SSN/ID	Job	Last Name	First Name
ID: 111111111	Job: 01	Name: RECORD	DUMMY

Position/Title : \_\_\_\_\_  
 Check stub desc: \_\_\_\_\_ Pos. start: 00/00/0000  
 Position code : \_\_\_\_\_ Cont start: 00/00/0000 Pay plan : B  
 Position type : \_\_\_\_\_ Cont stop : 00/00/0000 Pay group :  
 Type of appt. : 1 Terminated: 00/00/0000 Calendar type :  
 EMIS appt type : 1 Last raise: 00/00/0000 Calendar start: 00/00/0000  
 Contract type : \_\_\_\_\_ Retire code: 400 Calendar stop : 00/00/0000  
 Report to EMIS : Y Job status : 0 Job type:  
 Low/High grade : \*\*/\*\*  
 Separation reas: \_\_\_/\_\_\_/\_\_\_ Assign Area Code % Benefit Eligibility  
 Building IRN : 000000 000000 - - Sick :  
 Building/Dept : 000/000 - - Vacation:  
 - - Personal:

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JOBSCN - Job/Contract data maintenance program Screen 1 of 3

F6 Top	F11 Find	F17 Lockmode	S8 Next Screen
F7 Help	F12 Add	F18 Set defaults	
F8 Exit	F13 Delete	F20 Switch	
F10 Next	F14 Modify		

Find:

SSN/ID	Job	Last Name	First Name
ID: 111111111	Job: 01	Name: RECORD	DUMMY

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

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

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JOBSCN - Job/Contract data maintenance program Screen 2 of 3

F6 Top	F11 Find	F17 Lockmode	S8 Next Screen
F7 Help	F12 Add	F18 Set defaults	
F8 Exit	F13 Delete	F20 Switch	
F10 Next	F14 Modify	S7 Prev Screen	



## Staff Employment

One staff employment record is required for EACH position for which they are employed.

### What to report:

**ASSIGNMENT AREA:** Indicates the code which more completely defines the assignment for certain positions. Only one assignment area can be reported per job record.

- An assignment area *must always be reported* with the following position code.
  - 230 Teacher (999370, 999365, 999414, 999380, 999412, 999270, 999800, 999050, 999570, or 999418 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, assignment area *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
- The following position codes required an assignment area prior to the FY09 October (K) reporting period. Beginning with the FY09, these position codes no longer require an assignment area.
  - 104 Assistant Principal
  - 114 Education Administrative Specialist
  - 208 Tutor
  - 212 Supplemental Service Teaching Assignment

### Valid Options:

000000	No Assignment Area Applies
999050	Art Education K-8
999140	Title I Programs
999270	Preschool Regular 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 Program/Career Pathways
999805	Career-Technical Education – Apprenticeship Program
999895	Career Assessment Specialist Services

**BUILDING IRN:** The six digit number of the building in which the staff member is assigned.

- a. Employees with district wide responsibilities use the district’s IRN.
- b. ESC staff use the ESC’s IRN.
- c. Staff assigned to more than one school, those under contract, and those assigned to non-public schools use the district’s IRN.
- d. Staff member serves more than one school but is assigned to a specific school for payroll, use the assigned school’s IRN.
- e. Personnel transferred within the district – change the IRN to reflect the new organizational unit.

**APPOINTMENT TYPE:** The classification of the position.

- 1 - Certificated
- 2 - Classified
- 3 - Internship
- 5 - Veteran per ORC 3319.283

**SEPARATION REASON:** The reason the employee separated from the district.

- \* - Not applicable
- 1 - Retirement
- 3 - Employer initiated
- 5 - Resigned – Took another education job in Ohio
- 6 - Resigned – Took another education job out of state
- 7 - Resigned – Other
- 8 - Employee accepted new position within the district
- 9 - Deceased

**POSITION SEPARATION DATE:** Date of the last day the employee worked in this position in the school district. Only dates after the last day of school for the prior year may be reported in this element. If a staff member is not assigned to a specific building in the district, then the



reported date must be after the latest last day of school for all buildings within the district.

**POSITION START DATE:** Date the employee began work in this position.

**POSITION STATUS:** Employee's current 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

The U position status should only be used if a staff member has not been employed by the district this year and will have no attendance information to be reported during the yearend reporting. If a staff member starts the year and later leaves the district, leave the Position Status element set to the value that represents the last status in the position and complete the Position Separation Date and Position Separation Reason fields.

**POSITION CODE:** The position code identifies the staff member by their duties rather than job title. The position code consists of three digits. (See Section 3.9 of the Current EMIS Manual)

Example: A person is employed as a teacher. 70% of the time is a regular teaching position code of 230 assignment area 999370. 30% of the time is a Physical Education position code 230 assignment area 999418. This requires 2 position records (jobs) as follows:

Job 1: Position 230 Assignment Area 999370 FTE: .7 Funding must total 100%  
Job 2: Position 230 Assignment Area 999418 FTE: .3 Funding must total 100%  
Employee's total FTE: 1.0

**POSITION TYPE:** Type of employment with the district.

- R - Regular
- T - Temporary
- S - Supplemental

**POSITION FTE:** The full-time equivalency of the position assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day for at least the number of hours equal to a regular working day for that position.

**POSITION FUND SOURCE:** Up to three fund sources and corresponding percentages from which the employee is paid for this position code.

Note: EACH POSITION RECORD MUST BE FUNDED A TOTAL OF 100%.



- A - State Auxiliary Funds
- B - Other State Funds
- F - Special Education Part-B IDEA Federal Grant Funds (use for school age students)
- G - Title I Funds
- I - State Poverty-Based Assistance Funds (formerly DPIA)
- J - Federal Early Learning Initiative Program Funds
- L - Local Funds and/or State Foundation Funds
- N - TANF
- O - Other Federal Funds
- P - Special Education Part-B IDEA Federal Grant Funds (use for preschool students)
- S - State Funds – Early Childhood Education Programs (formerly Public Preschool Program)
- T - Private/Tuition
- U - State Unit Funding
- X - Reading First Federal Grant Funds

**PAY AMOUNT:** The amount paid for this position.

Note: If Mid-year contract changes or any other reason the AMOUNT field on JOBSCN would not show total salary or Extended Service is not included in contract, enter correct total salary – including extended service amount – in the EMIS Contract Info CONTRACT AMT field.

For contracted personnel enter the contract amount for one year of service.

**WORK DAYS:** Total number of days the employee is scheduled to work during the year for this position.

Note: Include parent/teacher conference days.

Note: If Mid-year contract changes or any other reason the WORK DAYS field on JOBSCN would not show total work days or Extended Service days is included in work days, enter correct total work days – excluding extended service days – in the EMIS Contract Info WORK DAYS field.

**HOURS PER DAY:** Total number of hours worked during a normal day to the nearest quarter hour.

**PAY TYPE:** Indicates whether the type of pay is an hourly rate or an annual salary.

- H – Hourly rate
- A – Annual salary

**GRADE LEVELS ASSIGNED:** Indicates the lowest and highest grade in the range that this person is assigned to teach or supervise. Mandatory for Principals, Assistant Principals, paraprofessionals hired under Poverty-Based Assistance funding, and position code 212 – Supplemental Service Teaching Assignment.



**EXTENDED SERVICE: (For ESC’s only)**Total number of extended service days under contract for this position.

**QUALIFIED PARAPROFESSIONAL:** Indicates if an Instructional Paraprofessional is a ‘qualified paraprofessional’ under No Child Left Behind. An Instructional Paraprofessional is position code 415 with an assignment area of 999140 or fund source G – both indicating Title I.

\* - Not Applicable

Y – Yes

N – No

**SPECIAL EDUCATION FTE:** Indicates the full time equivalency of the position related to special education expressed as a percentage.

The table lists the position codes that will frequently report an FTE greater than 0.00 in this field.

<b>Position Code</b>	<b>Title</b>
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: <ul style="list-style-type: none"> <li>• 999412 (Preschool Special Education)</li> <li>• 999414 (Special Education)</li> </ul>
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



## Contractor Staff Employment Record

A Contractor Staff Employment record is required to be reported by each contractor (EMIS reporting entity) for each staff member providing services or teaching a course. If the staff member is providing services to multiple districts, a contractor staff employment record is required for each district the staff member services.

<b>CONTRACTING DISTRICT IRN:</b>	IRN of the district staff is contracted to.
<b>EMPLOYEE ID:</b>	Employee's SSN
<b>LOCAL CONTRACT CODE:</b>	Job Number
<b>POSITION CODE:</b>	Position code from Section 3.9 of the EMIS Manual
<b>POSITION FTE:</b>	Full-time equivalency of the position for which the district is contracting.





## Contract Only Staff Record

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial, or food services. For these types of contracts, individual staff information is not needed. Districts must report at least one record per contractor, contract, position code, and fund source. The following table indicates which position codes can be reported using the contract only record and which must be reported by the individual with a position status of A or I.

**Table 1 Position codes and Contract Reporting**

<b>Position Code Series</b>	<b>May be reported with this record</b>	<b>May not be reported with this record-report at individual level using other staff records</b>
100's	None	101-199
200's	None	201-299
300's	301,307, 319, 329 and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400's	402-414 and 499	415
500's	501-599	None
600's	601-699	None
700's	702-799	None
800's	801-899	None
900's	901-999	None

- NAME:** Name of contractor being reported
- LOCAL CONTRACT CODE:** Unique number to differentiate between contracts
- FEDERAL TAX ID NUMBER:** Tax ID for contractor
- CONTRACT START DATE:** Start date stated in contract, even if in a prior fiscal year
- CONTRACT END DATE:** End date stated in contract, even if in future fiscal year
- BASED ON NUMBER OF PEOPLE:** Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.
- BASED ON SERVICES PERFORMED:** Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.
- BASED ON WORK HOURS:** Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.



**DOLLAR AMOUNT:**

Total dollar value of the contract for the current fiscal year July 1- June 30

**HOURS PER WEEK:**

Total hours per week worked under this contract related to this position code

**POSITION CODE:**

Position code from Section 3.9 of the EMIS Manual that would have been assigned to employees hired under this contract.

**POSITION FUND SOURCE:**

The fund source from which this contract is paid.



## Available Reports

### **Prior to Extraction from USPS:**

These reports allow you to verify data prior to extracting and being loaded into the EMIS database.

- RPTSUM – Allows you to project how the attendance and absence will be calculated for each employee for June EMIS reporting.
- PERDET – Allows you to generate a report of all employees, only those reportable to EMIS, or only those NOT reportable to EMIS. You can also generate this report for just those employees that have errors.

### **Prior to Submission to ODE:**

The Level 1 Validations will be generated after staff data is loaded into the data collector. There may be some course errors, which may either be caused by courses not created for staff or the wrong position code attached to the staff record. The Missing Staff report is available prior to submission.

### **After ODE Processes Data:**

Some errors will be in the Data Collector as Level 2 Reports.



## **Changes and Corrections**

All changes to EMIS data that are needed to Staff EMIS data must be made in the USPS payroll files. Each time the EMIS Coordinator starts a collection, data is pulled directly from the USPS files for all of the staff-related EMIS data. The only staff-related data that is not pulled directly by SIF during a collection are the Summer Separation record, contractor staff employment record, and the contract only records.