

EMIS STAFF CHECKLIST FOR NON-USPS DISTRICTS – STAFF REPORTING PERIOD 20L

1. _____ Review Chapter 3 in the current EMIS Guides for changes
2. _____ Review Board agendas for Staff changes:
 - a. New employees that hold a certificate/license from ODE need to have their Credential ID field completed. This includes all certified staff as well as any classified staff who may hold a license from ODE.
 - b. Employees that resigned after the first week of October need to continue to be reported as a position status of C. However you must enter a separation reason and separation date.
 - c. Employees retiring or leaving the District prior to the end of the FY18 school year (before July 1st) AND were reported to ODE as SEPARATED as of June 30th, should be marked as a N to report to EMIS.
 - d. Employees retiring or leaving the district AFTER June 30th and having NO attendance days in this academic year (2019-20) should continue to be reported to EMIS
3. _____ For employees who have a ZID in a previous EMIS period and now have an ODE credential ID – an override is needed. Open a ticket and ask Connect to request an **override**. Please list the employee name, the old ZID and the new ODE issued credential ID.
4. _____ Review all other staff changes, position changes etc.
5. _____ If an employee has had a job change and the POSITION CODE has changed...Remember to give the employee a new job record.
6. _____ Review HQPD data
7. _____ Were Authorized/Total Years for Certificated Staff updated since June 30th, 2019?
8. _____ REPORTS
 - a. EMIS Web reports – contain the ODE EMIS reports. Available at the following link:
<http://www.ohconnect.org/fiscal/emisreports>
 - a. Log in using your Reflections username and password – **the username and password must be typed in all uppercase**
 - b. Reports are updated on the web as they are released from ODE
 - c. The reports are listed within the applicable reporting period link – look for 20L reports

Note: Only if you have Contractor (CC or CJ) Records do you need to complete step 9. If your district enters into contracts with persons who are not employees or hires companies to serve students in yours or another district, then you have Contractor Records.

If you do not have Contractor (CC or CJ) Records, skip steps 9 a and b and go to page 5

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3.2 REPORTING CONTRACTED STAFF GOAL (Page 3 of Chapter 3, Section 3.2 of the EMIS Guide):

In the past, if the resident/educating district contracted for staff from an ESC or other EMIS reporting entity, both entities were required to report duplicate staff data in order to link the contracted employee that taught a course or provided a service to the student, and in many cases both also reported student data. In addition, contracting with non-EMIS reporting entities often presented challenges related to obtaining the minimum data required for reporting. Via changes described in this section, we hope to provide clear guidance on which entity is required to report student and staff data to EMIS in the case of contracted staff and ESC staff providing services to districts in order to eliminate duplicate reporting of student and staff data. In addition, the Contract Only Staff Record (CC) will simplify reporting of contracts with non-EMIS reporting entities when data processing and reporting needs do not require individual staff information. The following chart shows the different types of contracted staff and the records to use to report the staff in EMIS.

| <i>Who reports what records?</i> | | An EMIS reporting entity contracts with... | | |
|--|--|--|---|---|
| | | <i>Another EMIS Reporting Entity</i> | <i>A Non-EMIS Reporting Entity</i> | <i>An Individual</i> |
| What position code describes the work being done? (see section 3.9) | <i>101-199 201-299 304, 318, 320, 323, 325-328, 330-334 and 399 415 509, 510</i> | Employing entity reports Staff Demo and Employment Record (CI & CK) and a Contractor Staff Employment Record (CJ) if required by categories and situations below | Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of A | Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of I |
| | <i>All others</i> | | Contracting entity reports a Contract Only Staff Record (CC) (see section 3.6) | 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. |

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9. ___ Contractor Records –Entered through the Flat File Editor (EMISFFE)

a. **CJ – Contractor Staff Employment Record Reported** only by Contractor

Entity contracted with must be an EMIS reporting entity. (e.g. another school district)

ESC Contracted Services- ESC only enters the CJ record in 20L for all employee hired by the ESC. Districts contracting with the ESC do not enter any staff information for these employees.

ESC will enter:

One record for each district for which the employee is providing services.

Below is a screen shot of the CJ Record in EMISFFE:

Create ContractorStaffEmployment

Create

Employee Id *

Position Code * 0

Contracting District IRN *

Local Contract Code *

Position FTE * 0

District IRN 013254

Create

b. CC – Contract only Staff Record

Entity contracted with must be a NON EMIS Reporting Entity.

Non EMIS Contracted Service entities may include bussing companies, psychological services, nursing services, food service, and custodian/maintenance services.

Enter one Staff Demo (CI) and one Position (CK) record for each Contract (Transportation, Food Services) in EMISFFE. The Position Status would be A – Agency Contracted or I - Individual.

Below is a screen shot of the CC Record in EMISFFE:

- c. Once all the information is loaded in to the Flat File Editor (EMISFFE), the data will need to be exported and then loaded in to the Data Collector (**Below is an example, more files may need to be exported depending on what information was entered in the Flat File Editor**):

The screenshot shows a web application interface for creating a contract-only staff record. At the top, there are navigation links for 'Home' and 'ContractOnlyStaff List'. The main heading is 'Create ContractOnlyStaff'. Below this is a 'Create' button. The form contains the following fields:

- Federal Tax ID * (text input)
- Contractor Name * (text input)
- Position Code * (text input with value '0')
- Local Contract Code * (text input)
- Current Year Contract Amount * (text input with value '0')
- Contract Start * (dropdowns for month '11', 'October', and year '2019')
- Contract End * (dropdowns for month '11', 'October', and year '2019')
- Hours Per Week * (text input with value '0')
- Position Fund Source * (dropdown menu with value 'A')
- Based On Services Performed * (dropdown menu with value 'Y')
- Based On Work Hours * (dropdown menu with value 'Y')
- Based On Number Of People * (dropdown menu with value 'Y')
- District IRN * (text input with value '095893')

At the bottom of the form, there is another 'Create' button.

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Home Search

Export Options

Fiscal Year: 2020

Reporting Period: L - Staff/Student Course

Records to Export:

- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FI - 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
- FC - Student Missing Override
- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- FP - Student Transportation
- 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
- CP - Staff Missing Override
- 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

Export File Uncheck All

10. _____ Export the records from the Flat File Editor (EMISFFE) to your desktop

11. _____ Upload the flat file directly into the Data Collector

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12. _____ Run the Data Collector to include:

The screenshot shows the 'Data Sources' configuration page in the SIFWorks VRF Data Collector. The page has a blue header with navigation tabs: 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Data Sources', 'Agencies', and 'Settings'. Below the header, there are links for 'SIF Zones' and 'Other Data Sources'. The main content area is titled 'Other Data Sources' and contains a paragraph explaining that the Data Collector gathers data from data sources (including SIF Zones). Below this, there are links for 'Select All' and 'Select None'. A table lists the data sources, with one entry selected: 'EMIS Flat File'. A callout box with a white background and black border points to this entry with the text 'Check all available 20L Flat Files'. At the bottom of the page, there is a copyright notice: 'SIFWorks VRF Data Collector 2.0, Copyright © 2005-2014 Pearson Education, Inc. or its affiliate(s)'.

| Data Source | UNC | Status | Actions |
|--------------------------------|--|--------|------------------------|
| EMIS Flat File | C:\SIFAgents\edstructures\VRF_DC\FlatFile\APSD | Ready | Manage |

13. _____ Check your Missing Data Report when available. Correct errors as needed, re-collect and resubmit until the Missing Data report shows no missing data for 20L

14. _____ Treasurers MAY need to provide sign off for Period L reporting