



EMIS Only Payroll Fields

Data Element	Description	Who is Responsible for			
		Collecting	Entering	Correcting	Reporting
Staff Demographic Record (CI)					
Absence Days - June EMIS only	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional meetings, vacations, or holidays.	HR/PR			
Absence Days - Long Term Illness June EMIS only	At least 15 consecutive work days or more absent (paid or unpaid) due to an illness of the staff member, his/her spouse, child or parent.	Hiring Authority/HR/PR			
Attendance Days - June EMIS only	Total number of days the staff member was in attendance during the period from July 1 through June 30.	HR/PR			
Authorized Teaching Experience Years	Total years of authorized teaching experience.	Hiring Authority/HR/EMIS			
Date of Birth	Employee Birth date	HR/PR			
Early Childhood Education Qualifications	Identifies how the teacher instructing an Early Childhood Education Entitlement program meets the requirements specified under 3301-37-04 (J) or 3301.311.	Hiring Authority/HR/EMIS			
Educational Level	Highest Level of Education achieved (choice)	Hiring Authority/HR/EMIS			
Employee ID	Unique code assigned to the staff member.	Hiring Authority/PR/HR			
First Name	Employee first name	HR/PR			
Gender	Employee gender	HR/PR			
Last Name	Employee last name	HR/PR			
Middle Name	Employee middle name	HR/PR			
Prefix Name - Optional	A title placed before the individual's name being reported.	Hiring Authority/ PR/HR			
Suffix Name - Optional	If a district would affix descriptors such as Jr. or III to a last name, it should be reported in this element.	Hiring Authority/PR/HR			
State Assigned ID (Credential ID)	State Assigned based on certificate.	Hiring Authority			
Racial/Ethnic Group	Employee's Race (choice)	Hiring Authority/HR			
Semester Hours	Total number of recognized college semester hours	Hiring Authority/HR/EMIS			
Total Years	Total number of all yrs of experience - authorized and non-authorized.	Hiring Authority/HR/EMIS			
Staff Employment Record (CK)					
Assignment Area	Appendix B Code (6)- must work with Position Code.	SU/EMIS/HR			
Building IRN	Building IRN	Hiring Authority/HR/SU			
Employee ID	Unique code assigned to the staff member.	Hiring Authority/PR/HR			
Extended Service	ESC's only - Extended service days	Hiring Authority/HR/EMIS			
Grade Levels Assigned - High Grade	Mandatory for certain positions including principals - highest grade they are assigned to teach.	Hiring Authority/HR/EMIS			
Grade Levels Assigned - Low Grade	Mandatory for certain positions including principals - lowest grade they are assigned to teach.	Hiring Authority/HR/EMIS			
High-Quality Professional Development	Teacher participated in highly qualified professional development.	SU/EMIS/HR			
Length of Work Day	Total hours worked during a normal day, excluding lunch.	Hiring Authority/SU/HR/TR			
Local Contract Code	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.	HR/PR			
Pay Amount/Rate	Annual salary amount or the hourly rate for this position.	Hiring Authority/SU/HR/TR			
Pay Type	Hourly rate or annual salary (H or A)	Hiring Authority/SU/HR/TR			
Position Code	Appendix D Code (3)-must work with Assignment Area.	SU/EMIS/HR			
Position FTE	Full -time Equivalency of a position (%).	Hiring Authority/SU/HR/TR			
Position Fund Source	Can have up to 3 Funding Sources from which employee is paid.	SU/TR			
Position Fund Souce Percent	Can have up to 3 Funding Source Percents identifying the percentage of the employee's salary that is paid from the funding source.	SU/TR			
Position Separation Date	The last date of employment of a staff member for a position.	Hiring Authority/HR/SU			
Position Separation Reason	The reason the staff member left the position.	Hiring Authority/HR/SU			
Position Start Date	Date Employee BEGAN in THIS position	Hiring Authority/HR/EMIS			
Position Status	Current employment relationship (C,A,I,P,U).	Hiring Authority/HR/SU			
Position Type	Regular, Supplemental or Temporary (R, S, or T).	Hiring Authority/HR/SU			
Qualified Paraprofessional	"Qualified paraprofessional" under No Child Left Behind Act.	SU/EMIS/HR/SpEd			
Scheduled Work Days	Number of Work Days for this contract during the year.	Hiring Authority/HR/TR/PR			



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Special Education FTE	Full-time equivalency for Special Education position.	SU/EMIS/HR/SpEd			
Type of Appointment	Certified (1), Classified (2), Internship (3), Six-hour lay teacher (4), or Veteran (5 - ORC 3319.283)	Hiring Authority/HR/TR/PR			
Legend					
EMIS	EMIS Coordinator				
PR	Payroll				
HR	Human Resources/Personnel				
SpEd	Special Education Coordinator				
ESC	Educational Service Center Contact				
SU	Superintendent				
TR	Treasurer				
Bus	Business Manger				