



EMIS/USPS Connection

Data Element	Description	System Location	Who is Responsible for			
			Collecting	Entering	Correcting	Reporting
General Information						
Employee Name	Employee Last, First, Middle Name	USPSCN / BIOSCN	Hiring Authority/HR/Minutes			
Legal Name	Employee Name per SSN	USPSCN / BIOSCN	HR/PR			
SSN	Social Security Number	USPSCN / BIOSCN	HR/PR			
Employee ID	District Assigned Employee ID	USPSCN / BIOSCN	Hiring Authority/ PR/HR			
State Assigned ID (Credential ID)	State Assigned based on certificate	USPSCN / BIOSCN or DEMSCN	Hiring Authority			
EMIS ID (optional)	District Assigned (must match Staff ID student)	USPSCN / BIOSCN or DEMSCN	EMIS			
Address	Employee Address including City, State, Zip	USPSCN / BIOSCN	Hiring Authority/HR			
OSDI Code	Ohio School District Income District	USPSCN / BIOSCN	PR			
Home Phone	Employee Home Phone (listed or unlisted)	USPSCN / BIOSCN	Hiring Authority/HR			
EMAIL	Employee District Email and/or other email	USPSCN / BIOSCN	Tech Coordinator			
Gender	Employee Gender / SEX	USPSCN / BIOSCN or DEMSCN	HR/PR			
Report to EMIS	EMIS Reportable??	USPSCN / BIOSCN or DEMSCN	Hiring Authority/EMIS			
Birthdate	Employee Birth date	USPSCN / BIOSCN or DEMSCN	HR/PR			
Hire Date	Employee Hire Date	USPSCN / BIOSCN or DEMSCN	Hiring Authority/HR			
Marital Status	Married, Single, Unstated	USPSCN / BIOSCN	HR/PR			
Long term ill (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.	USPSCN/BIOSCN/DEMSCN	Hiring Authority/HR/PR			
Part-time		USPSCN/BIOSCN				
Race	Employee's Race (choice)	USPSCN / DEMSCN	Hiring Authority/HR			
Hispanic/Latino	Is the employee Hispanic or Latino (Y/N)? Enter "*" if the information has not been re-collected.	USPSCN/DEMSCN	Hiring Authority/HR			
Semester Hours	Total # of Recognized college Semester Hrs	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
Educational Level	Highest Level of Education achieved (choice)	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
ECE Qualifications	Early Childhood Education Qualification (choice)	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
Certificates	Certification held (information purposes only)		Hiring Authority/HR/EMIS			
Experience						
Total Years	Total # of all yrs of exper - authorized and Non	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
Authorized Years	# of authorized yrs of Service	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
In District	Optional - District Usage	USPSCN / DEMSCN	Hiring Authority/HR/EMIS			
Contract Development (Job/Position Specific)						
Position Title	Title of Position (assigned by District)	USPSCN / JOBSCN	Hiring Authority/HR/SU			
Position Type	Regular, Supplemental or Temporary	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/SU			
Position Status	Current employment relationship (C,A,I,P,U)	USPSCN / POSSCN	Hiring Authority/HR/SU			
Type of Appointment	Certified (1) or Classified (2)	USPSCN / JOBSCN	Hiring Authority/HR/TR/PR			
EMIS Appointment Type	Cert, Class, Intern, 6 hr, Veteran (choice)	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/EMIS			
Report Job to EMIS	Is this JOB reportable to EMIS?	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/EMIS			
Low/High Grade	Mandatory for certain positions including principals	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/EMIS			
Position START	Date Employee BEGAN in THIS position	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/EMIS			
Contract Start Date	1st day of the contract for this position	USPSCN / JOBSCN	Hiring Authority/HR/TR/PR			
Contract Ending Date	Last date of Contract payments	USPSCN / JOBSCN	SU/HR/TR/PR			
Contract Type	District Designated (1- ?, Cont)	USPSCN / JOBSCN	Hiring Authority/HR			
Building IRN	Building IRN	USPSCN / JOBSCN or POSSCN	Hiring Authority/HR/SU			
Building/Department	(Optional) Location of Employee -District assigned	USPSCN / JOBSCN	TR/PR			
Position Code	Appendix D Code (3)-must work with Assignment Area	USPSCN / JOBSCN or POSSCN	SU/EMIS/HR			
Assignment Area	Appendix B Code (6)- must work with Position Code	USPSCN / JOBSCN or POSSCN	SU/EMIS/HR			
Qualified Paraprofessional	"Qualified paraprofessional" under No Child left behind	USPSCN/ POSSCN	SU/EMIS/HR/SpEd			
HQPD	Teacher Participated in Highly Qualified Professional Dev	USPSCN/ POSSCN	SU/EMIS/HR			
Special Education FTE	Full-time equivalency for Special Education position	USPSCN/ JOBSCN or POSSCN	SU/EMIS/HR/SpEd			
Funding Source	Can have up to 3 Funding Sources and related percentages	USPSCN / JOBSCN or POSSCN	SU/TR			
Job Status	0- Inactive, 1 - Active, 8 - Deceased, 9 - Terminated	USPSCN / JOBSCN	HR/SU/PR			
Work Days in Contract	Number of Work Days for this contract	USPSCN / JOBSCN	Hiring Authority/HR/TR/PR			
EMIS Extended Service	ESC Reportable Extended Service days	USPSCN / POSSCN	Hiring Authority/HR/EMIS			
Extended Service Days (payroll)	Extended Service Days included in Contract	USPSCN / JOBSCN	HiringAuthority/ HR/TR/PR			



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Data Element	Description	System Location	Who is Responsible for			
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General Information						
Salary Schedule ID	District Designated Salary Schedule Name	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Salary Column	Degree/ Column Designated by District	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Salary Step	Incremental Step designated by District	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
FTE	Full -time Equivalency of a position (%)	USPSCN / JOBSCN or POSSCN	Hiring Authority/SU/HR/TR			
Pay Unit	Hourly (1) or Daily (2)	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Annual Salary	Annual Salary for this Job/Position	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Per Diem	Daily Rate for this Position	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Hourly Rate	Hourly Rate if this is an Hourly Position	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Hours Per Day	Number of Daily Work Hours for this position	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Benefits - Sick	Employee allowed Sick Time (Time for this position)	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Benefits - Personal	Employee allowed Personal Time (Time for this position)	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Benefits - Vacation	Employee allowed Vacation Time (Time for this position)	USPSCN / JOBSCN	Hiring Authority/SU/HR/TR			
Pay Group	District Defined - Must be entered	USPSCN / JOBSCN	TR/PR			
Calendar Type	District Defined - Must be entered	USPSCN / JOBSCN	TR/PR			
Calendar Start Date	1st work date on the calendar	USPSCN / JOBSCN	TR/PR			
Calendar -Stop Date	Last Work date	USPSCN / JOBSCN	Hiring Authority/HR/SU/TR			
First date paid	1st paycheck date (based on pay periods) info ONLY					
Payroll /Accounting Info:						
Pay Account	Account Code charged for this position	USPSCN / PAYS CN	TR/PR			
Pay Amount (Fixed or Percentage)	Amount charged to Account Code (fixed or %)	USPSCN / PAYS CN	TR/PR			
Pay Maximum	Maximum amount to charge this code	USPSCN / PAYS CN	TR/PR			
BRDDIS Eligible	Is this account Board Dist Eligible?	USPSCN / PAYS CN	TR/PR			
LEVPRO Eligible	Should leave amounts be charged to this account?	USPSCN / PAYS CN	TR/PR			
Equal Pays	Is this an equal pay job and how many equal pays?	USPSCN / JOBSCN	TR/PR			
Time sheet required	Timesheets required in order to pay this job? (informational)		Hiring Authority/HR/SU/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					