ÿþ<html xmlns:v="urn:schemas-microsoft-com:vml"
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xmlns:w="urn:schemas-microsoft-com:office:word"
xmlns:m="http://schemas.microsoft.com/office/2004/12/omml"
xmlns="http://www.w3.org/TR/REC-html40"> <head> <meta http-equiv=Content-Type content="text/html; charset=unicode"> <meta name=ProgId content=Word.Document> <meta name=Generator content="Microsoft Word 15"> <meta name=Originator content="Microsoft Word 15"> <link rel=File-List href="ITCUSPS_EMIS_FISCAL_YEAR_END_STAFF_UPDATES_files/filelist.xml"> <title>USPS/EMIS FISCAL YEAR END STAFF UPDATES</title> <!--[if gte mso 9]><xml> o:DocumentProperties> o:Author>Lori Miller/o:Author> o:Template>Normal/o:Template> o:LastAuthor>Andrea Boehm/o:LastAuthor> o:Revision>3/o:Revision> o:TotalTime>2/o:TotalTime> o:Created>2020-05-01T12:49:00Z/o:Created> o:LastSaved>2021-04-22T15:14:00Z/o:LastSaved> o:Pages>3/o:Pages> o:Words>536/o:Words> o:Characters>3056/o:Characters> o:Company>North West Ohio Computer Association/o:Company> o:Lines>25/o:Lines> o:Paragraphs>7/o:Paragraphs> o:CharactersWithSpaces>3585/o:CharactersWithSpaces> o:Version>16.000/o:Version>

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href="ITCUSPS_EMIS_FISCAL_YEAR_END_STAFF_UPDATES_files/colorschememapping.xml">!--[if gte mso 9]><xml> w:WordDocument>
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m:val="before"/> m:brkBinSub
m:val="#45;-"/> m:smallFrac
m:val="off"/> m:dispDef/>
m:lMargin m:val="0"/> m:rMargin
m:val="0"/> m:defJc
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m:naryLim m:val="undOvr"/>
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U□n□h□i□d□e□W□h□e□n□U□s□e□d□=□"□t□r□u□e□"□

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Accent 4"/> w:LsdException
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R□e□f□e□r□e□n□c□e□"□/□>□ w□:□L□s□d□E□x□c□e□p□t□i□o□n□
L□o□c□k□e□d□=□"□f□a□l□s□e□"□ P□r□i□o□r□i□t□y□=□"□3□2□"□
Q□F□o□r□m□a□t□=□"□t□r□u□e□"□ N□a□m□e□=□"□I□n□t□e□n□s□e□
R□e□f□e□r□e□n□c□e□"□/□>□ w□:□L□s□d□E□x□c□e□p□t□i□o□n□
L□o□c□k□e□d□=□"□f□a□l□s□e□"□ P□r□i□o□r□i□t□y□=□"□3□3□"□
Q□F□o□r□m□a□t□=□"□t□r□u□e□"□ N□a□m□e□=□"□B□o□o□k□
T□i□t□l□e□"□/□>□ w□:□L□s□d□E□x□c□e□p□t□i□o□n□
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S□e□m□i□H□i□d□d□e□n□=□"□t□r□u□e□"□
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SemiHidden="true"
UnhideWhenUsed="true"
Name="Smart Link"/>
/w:LatentStyles> /xml>![endif]->->
style> !--  @media print {
padding-bottom:  1em !important;} /*
The default padding of 6em is too
much for printouts *//  } body { font-
family: Arial, Helvetica,
FreeSans, sans-serif; font-size:
10pt; line-height: 1.2; } body,
#full-height-container, #main,
#page, #content, .has-personal-
sidebar #content { background:
```

```css
#fff !important; color: #000
!important; border: 0 !important;
width: 100% !important; height:
auto !important; min-height: auto
!important; margin: 0 !important;
padding: 0 !important; display:
block !important; } a, a:link,
a:visited, a:focus, a:hover,
a:active { color: #000; } #content
h1, #content h2, #content h3,
#content h4, #content h5, #content
h6 { font-family: Arial, Helvetica,
FreeSans, sans-serif; page-break-
after: avoid; } pre { font-family:
Monaco, "Courier New", monospace;
} #header, .aui-header-inner,
#navigation, #sidebar, .sidebar,
#personal-info-sidebar, .ia-fixed-
sidebar, .page-actions, .navmenu,
.ajs-menu-bar, .noprint, .inline-
control-link, .inline-control-
link a, a.show-labels-editor,
.global-comment-actions,
.comment-actions, .quick-comment-
container, #addcomment { display:
none !important; } /*! CONF-28544
cannot print multiple pages in IE */
#splitter-content { position:
relative !important; } .comment
.date:: before { content: none
!important; /*! remove middot for
print view */ } h1.pagetitle img {
height: auto; width: auto; } .print-
only { display: block; } #footer {
position: relative !important; /*!
CONF-17506 Place the footer at end
of the content */ margin: 0; padding:
0; background: none; clear: both; }
#poweredby { border-top: none;
background: none; } #poweredby
li.print-only { display: list-item;
font-style: italic; } #poweredby
li.noprint { display: none; } /*! no
width controls in print */ .wiki-
content .table-wrap, .wiki-
content p, .panel .codeContent,
```

```
.□p□a□n□e□l□ .□c□o□d□e□C□o□n□t□e□n□t□ p□r□e□,□ .□i□m□a□g□e□-
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!□i□m□p□o□r□t□a□n□t□;□ }□ /□*□ T□O□D□O□ -□ s□h□o□u□l□d□ t□h□i□s□
w□o□r□k□?□ *□/□ #□c□h□i□l□d□r□e□n□-□s□e□c□t□i□o□n□,□
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```

```
font-family:"Times New Roman";
mso-fareast-theme-font:minor-fareast;}
h1 {mso-style-priority:9;
mso-style-unhide:no;
mso-style-qformat:yes;
mso-style-link:"Heading 1 Char";
mso-margin-top-alt:auto;
margin-right:0in;
mso-margin-bottom-alt:auto;
margin-left:0in;
mso-pagination:widow-orphan;
mso-outline-level:1;
font-size:24.0pt;
font-family:"Times New Roman",serif;
mso-fareast-font-family:"Times New Roman";
mso-fareast-theme-font:minor-fareast;
font-weight:bold;}
p {mso-style-noshow:yes;
mso-style-priority:99;
mso-margin-top-alt:auto;
margin-right:0in;
mso-margin-bottom-alt:auto;
margin-left:0in;
mso-pagination:widow-orphan;
font-size:12.0pt;
font-family:"Times New Roman",serif;
mso-fareast-font-family:"Times New Roman";
mso-fareast-theme-font:minor-fareast;}
span.Heading1Char {mso-style-name:"Heading 1 Char";
mso-style-priority:9;
mso-style-unhide:no;
mso-style-locked:yes;
mso-style-link:"Heading 1";
mso-ansi-font-size:16.0pt;
mso-bidi-font-size:16.0pt;
font-family:"Calibri Light",sans-serif;
mso-ascii-font-family:"Calibri Light";
mso-ascii-theme-font:major-latin;
mso-fareast-font-family:"Times New Roman";
mso-fareast-theme-font:major-fareast;
mso-hansi-font-family:"Calibri Light";
mso-hansi-theme-font:major-latin;
mso-bidi-font-family:"Times New Roman";
mso-bidi-theme-font:major-bidi;
color:#2E74B5;
mso-themecolor:accent1;
mso-themeshade:191;}
p.msonormal0,
```

```css
li.msonormal0, div.msonormal0
{mso-style-name:msonormal; mso-
style-noshow:yes; mso-style-
priority:99; mso-style-unhide:no;
mso-margin-top-alt:auto; margin-
right:0in; mso-margin-bottom-
alt:auto; margin-left:0in; mso-
pagination:widow-orphan; font-
size:12.0pt; font-family:"Times
New Roman",serif; mso-fareast-
font-family:"Times New Roman";
mso-fareast-theme-font:minor-
fareast;} .MsoChpDefault {mso-
style-type:export-only; mso-
default-props:yes; font-
size:10.0pt; mso-ansi-font-
size:10.0pt; mso-bidi-font-
size:10.0pt;}} @page WordSection1
{size:8.5in 11.0in; margin:1.0in
1.0in 1.0in 1.0in; mso-header-
margin:.5in; mso-footer-
margin:.5in; mso-paper-
source:0;} div.WordSection1
{page:WordSection1;} --> /style> !-
--[if gte mso 10]> style> /* Style
Definitions */
table.MsoNormalTable {mso-style-
name:"Table Normal"; mso-tstyle-
rowband-size:0; mso-tstyle-
colband-size:0; mso-style-
noshow:yes; mso-style-
priority:99; mso-style-parent:"";
mso-padding-alt:0in 5.4pt 0in
5.4pt; mso-para-margin:0in; mso-
pagination:widow-orphan; font-
size:10.0pt; font-family:"Times
New Roman",serif;} /style>
![endif]-->!--[if gte mso 9]>xml>
o:shapedefaults v:ext="edit"
spidmax="1026"/> /xml>![endif]--
>!--[if gte mso 9]>xml>
o:shapelayout v:ext="edit">
o:idmap v:ext="edit" data="1"/>
/o:shapelayout>/xml>![endif]-->
/head> body lang=EN-US style='tab-
interval:.5in;word-wrap:break-
```

word'> div class=WordSection1>

h1>span style='mso-fareast-font-family:"Times New Roman"'>USPS/EMIS FISCAL YEAR END STAFF UPDATESo:p>/o:p>/span>/h1> p align=center style='text-align:center'>u>EMISFFE-USPS/EMIS FISCAL YEAR END PROCESS STAFF UPDATES /u>/p> p>nbsp;/p> p>- If updates are needed for any staff member that may already be included in the USPEMX flat file, the EMIS coordinator will need to import this flat file into the EMISFFE application and complete updates.nbsp; Once complete, they will export the file making certain to select FY21 and reporting period quout;Lquout;. If no updates are needed, the USPEMX.SEQ file created by USPEMS can be uploaded./p> p>nbsp;/p> p>- If updates made in EMISFFE are part of the employee's permanent record, such as birth date, make the same change in USPS./p> p>nbsp;/p> p>u>Scenario 1-/u>/p> p>- If a district needs to add a new certified employee to USPS for FY21 reporting, the following steps must be completed./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 1- Payroll Staff-Enter the new employee and job information in USPSCN./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 2- EMIS staff-Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 3- EMIS staff-Add the necessary jobs for EMIS reporting./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 4- EMIS staff-Export the file,

upload to the data collector and submit as appropriate being careful during the collection step to u>NOT SELECT/u> the SIF zone for USPS./p>

p>nbsp;/p>

p>u>Scenario 2-/u>/p>

p>- If a district needs to add a new certified employee to EMIS reporting for FY21nbsp;reporting, but that person is already in USPS, the following steps must be completed./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 1-/ EMIS staff-Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 2-/ EMIS staff-Add the necessary jobs for EMIS reporting./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 3-/ EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to u>NOT SELECT/u> the SIF zone for USPS./p>

p>nbsp;/p>

p>u>Scenario 3-/u>/p>

p>- If a district needs to add a new classified employee to USPS for FY21nbsp;reporting, the following steps must be completed to keep the ZID processing in sync.nbsp; If a district fails to follow these outlined steps, it will likely create missing staff errors in the future./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 1-/ Payroll Staff-Enter the new employee and job information in USPSCN./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 2-/ Payroll Staff-Run USPEMS and create a new USPEMX file -/ u>DO NOT/u> move this file for upload to the data collector./p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 3-/ Payroll Staff-Using

USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay this information to the EMIS coordinator.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 4- EMIS staff-Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the newly assigned ZID.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 5- EMIS staff-Add the necessary jobs for EMIS reporting.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 6- EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to u>NOT SELECT</u> the SIF zone for USPS.</p> p>nbsp;</p> p>u>Scenario 4- /u></p> p>- If a district needs to add a new classified employee to EMIS reporting for FY21nbsp;reporting, but that person is already in USPS and that person has a ZID, the following steps must be completed to keep the ZID processing in sync.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 1- Payroll Staff-Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay it to the EMIS coordinator.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 2- EMIS staff-Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with their assigned ZID.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 3- EMIS staff-Add the necessary jobs for EMIS reporting.</p>

p>nbsp;nbsp;nbsp;nbsp;nbsp; Step 4- EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to u>NOT

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