USPS/EMIS USPEMX CHECKLIST

FISCAL YEAR USPS/EMIS CHECKLIST

____ **Run USPEMS/USPEMX to create the flat file for EMIS reporting. (USPEMX.SEQ)**

____ **District should send an email to ITC stating that they have ran the USPEMX procedure and the file has been created.**

____ **ITC copies USPEMX.SEQ to archive the file naming it USPEMX_21.SEQ**

____ **District will wait for a reply email from ITC stating that the USPEMX.SEQ file has been archived.**

____ **District user needs to transfer he USPEMX.SEQ file to themselves from top level directory or receive assistance from ITC.**

____ **If user is responsible for loading staff data for EMIS, and staff data for the previous year was reported using EMISFFE, this data will need to be cleared out. You then have the choice to either upload the USPEMX.SEQ file to EMISFFE or to the SIF data collector or email the USPEMX.SEQ file to the district EMIS coordinator, if they are responsible for loading this data.**

____ **If your district reports CJ records and a USPEMX_EMISR.SEQ file has been created this file needs to be uploaded to the data collector.**

If changes are required for a staff record after the data has been loaded into the EMISFFE those changes can be made directly in the EMISFFE.

OR

If changes are required for a staff record after the data has been loaded using the SIF data collector. Those changes will need to be made in the fiscal year archive files. The updated

USPEMX.SEQ file will then need to be created in the archive files and then that file will need to be uploaded to the SIF data collector.