FINAL L REPORTING USPS-R EMIS CHECKLIST

EMIS Checklist

1. ___ Import this EMIS Demographic Data Report to **Reports/Report Manager** or create a report from the **Employee** grid **Report** option to verify **Employee Demographic EMIS (CI)** elements will be included from the **Employee** records records when the SIF data collection is processed. http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-3-Staff-Demographic-CI-Record-v7-0.pdf.aspx?lang=en-US

   Verify   *Identification-* **Number**, **SSN**, **Credential ID**

   *Name-***Last Name**, **First Name**, **Middle Name**, **Suffix**

   Dates- **Birth Date, Last Paid Date, Termination Date**

   General- **Gender**, **Report to EMIS**

   Experience- **Authorized Experience, Principal Experience, Total Experience**

   Race- **Primary Race, American Indian Alaska Native, Asian, Black, Hispanic Latino Option, Native Hawaiian**

   Pacific Islander, **White**

   State Reporting- **ECE Qualification, Degree Type, Non-Certificate Employer ID, Semester Hours**

3.3 STAFF DEMOGRAPHIC (CI) RECORD

Required Collection Requests
The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CI150	Absence Days Element		√
CI155	Absence Days/Long-term Illness Element		√
CI140	Attendance Days Element		√
CI200	Authorized Teaching Experience Years Element	√	√
CI070	Date of Birth Element	√	√
CI225	Early Childhood Education Qualification Element	√	√
CI100	Education Level Element	√	√
CI290	First Name	√	√
CI090	Gender Element	√	√
CI310	Last Name	√	√
CI300	Middle Name	√	√
CI280	Prefix Name	√	√
CI330	Principal Experience Years	√	√
CI080	Racial/Ethnic Group Element	√	√
CI110	Semester Hours Element	√	√
CI270	State Staff ID Element	√	√
CI320	Suffix Name	√	√
CI210	Total Experience Years Element	√	√

2. ___ Enter in **any Long Term Illness** data on the **Employee** record (Long Term Illness is 15 or more consecutive absence days.)

3. ___ Verify that **all Years of Experience** (**Authorized, Total and Principal**) have been previously incremented for Initial Report Period L for the fiscal year on the **Employee** record.

4 ___ Import the following **Position** and **Compensation** Reports to **Reports/Report Manager** or create **Reports** from the **Position** and **Compensation** grid to verify **Staff Employment EMIS (CK)** elements will be included from   the **Position** or **Compensation** records when the SIF data collection is processed-http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-4-Staff-Employment-CK-Record-   v8-0.pdf.aspx?lang=en-US

   EMIS Active Position Report-

   Verify   **Position #**, **Position Description**, **Job Status**

   *Employee/Identification-***Number**,

Employee/Name- **Last Name**, **First Name**,

Employee-**Extended Service**, **FTE,**

    EMIS Related Information-**Reportable to EMIS**, **Position Code**, **State Reporting Appointment Type**, **Position Type**, **Position Status**, **Special Education FTE**, **Low Grade**, **Separation   Reason**, **Paraprofessional**, **High   Quality Professional Development, High   Grade, Separation Date, Paraprofessional Hire Date, Building IRN**

    Funding Source- **Assignment Area**, **Funding Source Code 1**, **Percent 1**, **Funding Source Code 2**, **Percent 2**, **Funding Source 3**, **Percent 3,**

EMIS Inactive Position Report (After creating csv can filter to remove any Termination date before current fiscal year.)

Verify   **Position #**, **Position Description**, **Job Status**

    Identification-**Number**

    Name- **Last Name**, **First Name**

    Dates- **Termination Date**

    Employee-**Extended Service**, **FTE**

    EMIS Related Information-**Reportable to EMIS**, **Position Code**, **State Reporting Appointment Type**, **Position Type**, **Position Status**, **Special Education FTE**, **Low Grade**, **Separation Reason**, **Paraprofessional**, **High Quality Professional Development,High Grade, Separation Date, Paraprofessional Hire Date, Building IRN**

    Funding Source- **Assignment Area**, **Funding Source Code 1**, **Percent 1**, **Funding Source Code 2**, **Percent 2**, **Funding Source 3**, **Percent 3,**

    Position Date-**Stop Date**

EMIS Active Contract Compensation Report

    Compensation- **Type, Unit Amount**, **Contract Work Days**, **Hours in Day**

    Date Range- **Compensation Start Date**, **Compensation Stop Date**

    State Reporting- **Reportable to EMIS**

    Position- **Position #**, **Position Description**, **Job Status**

    Identification- **Number**

    Name- **Last Name**, **First Name**

    Contract- **Contact Amount**, **Pays in Contract**

EMIS Inactive Contract Compensation Report

    Compensation- **Type, Unit Amount**, **Contract Work Days**, **Hours in Day**

    Date Range-**Compensation Start Date, Compensation Stop Date**

    State Reporting- **Reportable to EMIS**

    Position- **Position #, Position Description, Job Status**

    Identification-**Number**

    Name- **Last Name, First Name**

    Contract-**Contact Amount, Pays in Contract**

EMIS Active Non Contract Compensation Report

    Compensation-**Type**, **Pay Unit**, **Unit Amount**, **Hours in Day**

    Date Range- **Compensation Start Date**, **Compensation Stop Date**

    State Reporting- **Reportable to EMIS**

    Position- **Position #**, **Position Description**, **Job Status**

    Identification-**Number**

    Name- **Last Name**, **First Name**

EMIS Inactive Non Contract Compensation Report

Compensation-**Type**, **Pay Unit**, **Unit Amount**, **Hours in Day**

Date Range- **Compensation Start Date**, **Compensation Stop Date**

State Reporting- **Reportable to EMIS**

Position- **Position #**, **Position Description**, **Job Status**

Identification-**Number**

Name- **Last Name**, **First Name**

3.4 STAFF EMPLOYMENT (CK) RECORD

Required Collection Requests
The Staff Employment (CK) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CK220	Assignment Area Element	√	√
CK090	Building IRN Element	√	√
CK050	Employee ID Element	√	√
CK210	Extended Service Element	√	√
CK260	Grade Levels Assigned\Low Element	√	√
CK270	Grade Levels Assigned\High Element	√	√
CK280	High Quality Professional Development Question Element		√
CK160	Length of Work Day Element	√	√
CK250	Local Contract Code Element	√	√
CK190	Pay Amount/Rate Element	√	√
CK180	Pay Type Element	√	√
CK060	Position Code Element	√	√
CK100	Position FTE Element	√	√
CK130	Position Fund Source Elements	√	√
CK120	Position Fund Source Percent Element	√	√
CK300	Position Separation Date Element	√	√
CK230	Position Separation Reason Element	√	√
CK080	Position Start Date Element	√	√
CK070	Position Status Element	√	√
CK140	Position Type Element	√	√
CK290	Qualified Paraprofessional Element	√	√
CK170	Scheduled Work Days Element	√	√
CK310	Special Education FTE Element	√	√
CK150	Type of Appointment Element	√	√

5. ___ Verify that all Supplemental (8XX**) Compensations** (**contract and non contract**) records have been created and the **Reportable to EMIS** flag is set checked.

6. ___ If applicable-verify that any **CC (Contact Only Staff Records)** are created under **Core/EMIS Entry/EMIS Contracted Service (CC).** See- htt p://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-6-Contract-Only-Staff-CC-Record-v43.pdf. aspx?lang=en-US for reporting data requirements for **CC** records.

7. ___ Create an **EMIS Contacted Service (CC) Extract file** for uploading to the SIF data collector.

8. ___ If applicable-verify that any **CJ (EMIS Contractor Records)** are created under **Core/EMIS Entry/EMIS Contractor CJ.** – See- http://educatio n.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-5-Contractor-Staff-Employment-CJ-Record-v53.pdf. aspx? lang=en-US for reporting data requirements for **CJ** records.

9. ___ Create an **EMIS Contractor Staff Employment (CJ) Extract file** for uploading to the SIF data collector.

10. ___ Verify all attendance and absence for employee

11. ___ Populate any value needed in EMIS override fields **(Go to Positions under EMIS Related Information** - Contract Amount/Contract Work Days /EMIS Override Hours In the Day or you can use **Mass Load** creating a   spreadsheet using the format 'Excel-FieldNames' from the Position grid, including **Number, Pos#, Contract Amount, Contract Work Days, Hours In the Day.**

12.___ Import the **EMIS List report** from the Public Shared USPS-R Reports Library. (**Note- This report lists employees with their compensation and position flags. Also lists employee's position information.**)

OR run the **EMIS Reports** for **Employee** and **Position**.