

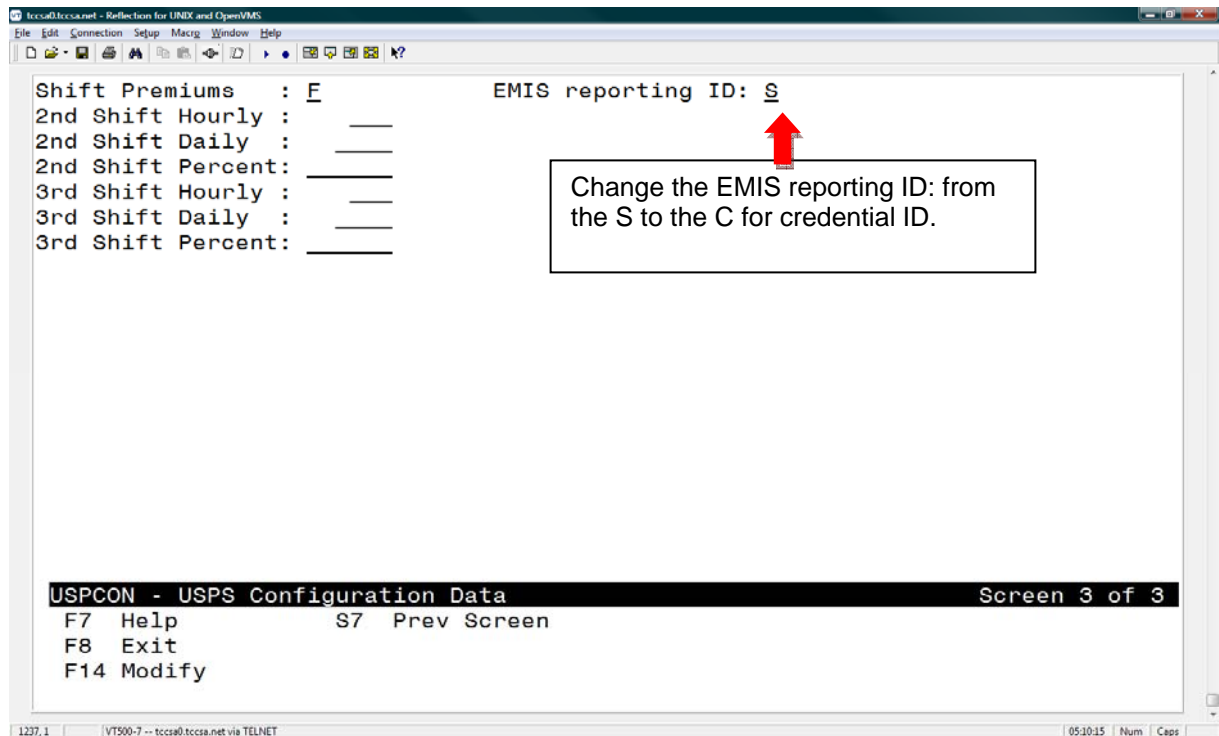
STAFF

Choices of EMIS ID selection by SSN, EMIS ID or Credential ID, have been taken away from the PERDET report and THE USPEMX extract program and have been moved to the UPSCON file – please be sure this has been completed before running the PERDET program or USPEMX program:

USPSDAT/USPCON

Please change the following in your USPS (Payroll) Configuration Data file:

1. USPCON
2. Go to Screen 3 of 3
3. Change the EMIS reporting ID switch to a 'C'.



USPEMS/PERDET – Run this report as many times as necessary until it is free of 'ERRORS'.

```
PERDET - Personnel Data Detail Listing
Enter sort option (S,N,I,P,A,C,E,?): <S          > _____
                                     ?
Enter field code(s) to sort by, separated by commas.
S = SSN          N = Name
I = Building IRN P = Pay group
A = Assignment area C = Position code
E = EMIS appointment type

Enter sort option (S,N,I,P,A,C,E,?): <S          > _____

Enter Fiscal Year: <09> __
Enter Reporting Period: (K,C,N) <N> __
                                     N
Select by specific employee(s)? (Y,N): <N> _
Select by specific building IRN(s)? (Y,N): <N> _
Select by specific position code(s)? (Y,N): <N> _
Select only those employees containing errors (Y,N): <N> _

Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B):
Select appointment type(s) (A,1,2,3,4): <A          > _____
Select by specific position status (Y,N)? <N> _
Do you want each employee on a new page? (Y,N): <N> _

Are extended service days included in the work days in contract (Y,N)?
Continue, Re-enter options, or Exit? (C,R,E,?): <C> _
Selection in progress, please wait!
Processing report . . .
Output file is PERDET.TXT
```

Bolded options will be your personal preference or district specific.

Step 1

USPEMS/USPEMX - This is step 1 of 2 to load the information from payroll into EMIS. This can be run multiple times until free of 'ERRORS'. The final USPEMX run must be **after** the last payroll for FY09 and **before** the payroll fiscal year is closed.

This program creates the file – you have not loaded the info into EMIS yet.

```
USPEMX - Extract employee data into EMIS detail file format.
Enter Fiscal Year: <09> __
Enter Reporting Period: (K,C,N) < > _
                                     N
Are extended service days included in the work days in contract (Y,N)?
Continue, Re-enter, or Exit? (C,R,E,?) <C> _
Processing, please wait!
Processing Completed!
Output file is USPEMX.SEQ
```

Step 2

EMSRX – This is step 2 of 2 to load the information from payroll into EMIS. This program will load the staff data into the EMIS data base from the file created from the above procedure. This program works in batch mode and will notify you when it is finished.

```
File specification of detail files OECS$DTA:USPEMX.SEQ
Create new target files or Update existing files? C
Update/Add records or Add only? U
Validate batch header/trailer records? Y
EMIS database code LIVE
Name of batch queue job should run on SYS$BATCH
Time batch job should start running
Username batch job will run under FRANKS
Additional qualifiers for batch job /LOG/KEEP
```

```
EMSRX -- Submit EMSRX.COM Procedure to Batch
```

Be sure to use the C for create here, and not the default of U for update.

Note: The person running these programs must have EMIS privileges.

WHO TO REPORT at Yearend

- Individuals employed by the reporting entity as of the end of the school year.
- Individuals hired after the October Count Week or who left before the end of the school year.
- Individuals who were employed during the current school year but who left prior to the October Count Week.
- Individuals or companies contracted by the school district as of the end of the school year to perform duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were reported as part of the October staff data, even if they are no longer employed.
- Individuals employed through supplemental contracts as of the end of the school year, including individuals whose only position is a supplemental contract. Position codes of 8XX.

DO NOT REPORT

- daily (as needed) substitutes
- student employees
- board of education members
- adult education teachers
- game officials, ticket takers
- part-time help
- individuals who left over the summer and reported as no longer employed during the October (K) reporting period
- volunteers serving in the district

EMISWEB - Staff - Demographics

The screenshot shows a web browser window titled "Staff Demographics Data Edit Page" with a navigation menu on the left containing "Help", "Logout", and "Staff History". The main content area is titled "Staff Demographic Data — CI" and contains a form with the following fields:

Employee ID	<input type="text"/>
Credential ID	<input type="text"/>
Name	<input type="text"/>
Birthdate	12/23/1954
Race/Ethnic Code	W - White, Non-Hispanic
Gender	Female
Education Level	3 - Masters
Semester Hours	212
ECE Qualification	* - Not Applicable
Master Teacher	NO - Not a Master Teacher per the National Board or full application pro
Master Teacher Designation Year	0

Below the main form is a section for "Days Attended/Absence" and "Experience Years":

Days Attended/Absence			Experience Years	
Attended	Absent	Long Term Abs	Authorized	Total
0.00	0.00	0.00	20	20

Buttons for "Save", "Validate", and "Cancel" are located at the bottom of the form.

EMISWEB –Staff - Employment

EMIS Staff Data

Staff history
VINION, MELANI...

Demographic (CI) Employment (CK) Contractor (CJ) Course (CN)

Save Validate Cancel

Staff Employment Data — CK

Employee ID	<input type="text"/>	Local Contract	<input type="text" value="01"/>
Position Code	230 - Teacher Assignment		
Building IRN	042218 Wooster High School	Employment Date	08/26/1994
Appointment Type	1 - Certificated	Certificate Application	*
Position Type	R - Regular	Extended Service	0
Position Status	C - Active/Continuing employee i...	High Grade Level	**
Pay Type	A - Annual Salary	Low Grade Level	**
Pay Amount	64407.00	Separation Date	<input type="text"/>
Scheduled Work Days	183	Separation Reason	*
Length of Work Day	7.50	High Quality Professional Development	Y
Position FTE	1.00	Qualified Paraprofessional	*
Assignment Area	999370	Special Education FTE	0.00

Funding Source Code	Funding Source Percent
L	67
T	33
	0

Done Internet | Protected Mode: Off 100%

High Quality Professional Development

Run EMSPRS from EMIS_RPT to get the Staff HQPD Principal's Recording Sheet. The HQPD data from this recording sheet can be entered in one of two ways:

- Directly into USPS (payroll) side (USPSCN/POSSCN) **RECOMMENDED METHOD**
- or
- Directly into EMIS on the EMSSCN/EMSHQP page.

HQPD QUICK ENTRY/UPDATE SCREEN						
Find: _____	_____	Filter by IRN: 024166				
SSN	Name					
SSN	Teacher Name	School IRN	Pos Code	Loc Contr	Pos Status	HQPD
123456789	LOVELY, KAREN W.	024166	230	01	C	*
234567890	HASTE, KRISTINE S.	024166	230	01	C	*
345678901	BOATS, MARTHA J.	024166	230	01	C	*
456789012	HOUSE, LESLIE A.	024166	230	01	C	*
567890123	MORE, MARILYN	024166	230	01	C	*
678901234	HOPEFUL, JILL S.	024166	230	01	C	*
789012345	FRANCE, REBECCA K.	024166	230	01	C	*

This screen will list all the staff that has a position code of 230, modify the HQPD field to reflect Y or N. This information may also be entered by the payroll staff, you will want to coordinate this with your payroll staff to avoid duplication of work.

Request to mass update with a “Y” in payroll may be sent to helpdesk, and then exceptions must be manually changed. Valid options are Yes or No.

Clean up the other staff data as soon as possible, begin running the PERDET and extracting (USPEMS) and loading into EMIS (EMSRX) earlier than usual.

Timing is critical. If you make manual entries in EMIS for this field or Qualified Paraprofessional data, and the payroll staff has not loaded their final data, your manual entries will be wiped out when the payroll files are loaded.

Contractor Staff Employment

Update **CONTRACTOR STAFF** Records. You need a staff employment record for any staff instructing students from another district.

- **Resident/educating district will be responsible for reporting student data** – they are responsible for ensuring that the student receives appropriate instruction/services and they are held accountable for the student's performance
 - **Only exceptions** – when the ESC or other EMIS reporting entity is awarded the preschool special education teacher or related service unit or the early childhood program funds (formerly the state-funded public preschool grant)
 - **ESC still required to report student data for funding purposes**
 - **Resident/educating district also reports student data if the student has a disability condition**
 - **The ESC or other EMIS reporting entity that employs the contracted staff member is responsible for reporting the staff data** – they provide staff to perform support services to districts to assist them in reaching their accountability performance measures

Review Appendix A – Reporting Contracted Staff Situations in the EMIS Guide for contractor staff specifics.

EMISWEB – Contractor Staff

The screenshot displays the EMIS Web Application interface. The browser window title is "EMIS Staff Data". The application header includes the logo and "EMIS Web Application" with a "[About]" link. Below the header, it states "District: Tri-County Educ Serv Cntr (DB: LIVE FY: 2009)". A navigation menu includes "Home", "Student Data", "Staff Data", "Course Data", "District Data", "Financial Data", and "Logout". A sidebar on the left contains a tree view with "Home", "Staff", "Contract Only (CC)", "Utilities", "Help", "Logout", and "Staff History". The main content area shows a "Working with..." dialog box with fields for "Employee Name" and "Employee ID". Below this is a "Staff Records" section with tabs for "Demographic (CI)", "Employment (CK)", "Contractor (CJ)", and "Course (CN)". The "Contractor (CJ)" tab is active, displaying a form titled "Contractor Staff Employment Data — CJ". The form fields are: "Employee ID" (empty), "Position Code" (230 - Teacher Assignment), "Local Contract Code" (01), "Position FTE" (0.03), and "Contracting District IRN" (045120 Wooster City SD). There are "Save", "Validate", and "Cancel" buttons at the bottom of the form. The browser status bar at the bottom indicates "Internet | Protected Mode: Off" and "100%".