

# Staff EMIS Reporting 12k

October 6, 2011

Deb and Karen

# Agenda

- K Reporting Elements
  - Staff Demographics
  - Staff Employment
  - Summer Separation
  - Contracted Staff
  - Contract Only
- Data Collector
- Reports
- Correcting Errors
- USPS Checklist



# Staff Demographics

- Employee ID - Ties all records together – Use Credential ID not SSN
- Name
- State Staff ID
- Birth Date
- Gender
- Race/Ethnicity
- Education Level
- Semester Hours
- Authorized Teaching Experience Years
- Total Experience Years
- Early Childhood Education Qualification

# Staff Employment

- One job per unique position per employee
- All active jobs for each employee
- All jobs reported active in previous reporting period but no longer active



# Staff Employment Record

- Employee ID – same as on the Demographic Record
- Local Contract Code – Job Number
- Position Code
- Assignment Area
- Position Type
- Building IRN
- Grade Levels Assigned High/Low
- Pay Type
- Pay Amount/Rate
- Length of Work Day
- Scheduled Work Days

# Staff Employment Record

- Position FTE
- Position Fund Source/Percent
- Position Start Date
- Position Status
  - U vs C
- Special Education FTE
  - Who is reported
- Appointment Type
- Qualified Paraprofessional
- High Quality Professional Development
- Extended Service – ESC Only
- Position Separation Date/Reason



# Confusing Positions

- Split Positions
  - Employee has two separate jobs
    - Report each position code on a separate job record
  - Employee paid on one job but either works two 'positions' or in multiple buildings
    - Report each position/building on separate job record
    - Split salary, days, hours, FTE between job records
    - In USPS, use the EMIS Contract Info fields to report data

# Confusing Situations (cont.)

- Teaching Positions
  - Regular Teacher
    - Position Code 230
    - Assignment Area 999370, 999365 (LEP)
    - Course Master or Contractor Staff Employment Record
  - Special Ed Teacher of Record
    - Position Code 230
    - Assignment Area 999412 (Preschool) or 999414
    - Course Master with Student Population D\* or S\* or Contractor Staff Employment Record





# Confusing Situations (cont.)

- ESP Teacher – Elementary Art, PE, Music
  - Position code 230
  - Assignment Area 999050, 999418, 999570
  - Course Master or Contractor Staff Employment Record
  - If teaching Health also, must report two positions with one as regular teacher and one as ESP PE
- Special Ed Inclusion or Resource Room
  - Position code 212
  - Cannot have Course Master

# Confusing Situations (cont.)

- Itinerant Preschool
  - Position code 230
  - Assignment Area 999412
  - Must be attached to program code 220100 on each student served
- Remedial Reading
  - Position code 204
  - Cannot have Course Master



# Confusing Situations (cont.)

- Gifted Teacher
  - Position Code 230
  - Assignment Area 999380
  - Course Master with Student Population GA or GE or
  - Attached to 206xxx Program Code on each student served
- Permanent Sub
  - Position Code 225
  - Cannot be attached to Course Master

# Confusing Situations (cont.)

- Extended Service
  - Days only Reported by ESC
  - All Others
    - Combine with Regular Position
      - Salary
      - Days
    - Can pay on separate jobs, Report on one job



# Summer Separation Record

- State Staff ID
- Local Contract Code (Job Number)
- Position Code
- Position Separation Date/Reason

# Contracted Staff

- Instructional
  - Teachers
  - Administrators
  - Therapists
    - Occupational Therapists
    - Physical Therapists
    - Speech Therapists
- Non-Instructional
  - Bus Drivers
  - Food Service
  - Custodial



# Contracted Staff - Instructional

- ESC
  - Preschool
    - ESC Reports All Staff Records and Courses
  - School-age
    - ESC Reports
      - Staff Demographics
      - Staff Employment
      - Contractor Staff Employment Record
    - Resident District
      - Course Master with ESC Staff Attached
        - State Staff ID
        - Provider IRN of ESC

# Contracted Staff - Instructional

- Non-EMIS Reporting Entity
  - Staff Demographic
  - Staff Employment
    - Position Status A or I (Contracted Agency or Individual)
  - Course Master
- Therapists
  - Staff Demographic
  - Staff Employment
    - Position Status A or I (Contracted Agency or Individual)



# Contracted Staff – Non-Instructional

- EMIS Reporting Entity
  - Contracting District
    - Reports Nothing
  - Contractor District
    - Staff Demographics
    - Staff Employment
    - Contractor Staff Employment Record
- Non-EMIS Reporting Entity
  - Contract-Only Staff Record
  - One Record per Position Code per Contract Term

# Contract Only Record

Table 4. Position Codes and Contract Reporting

Position Code Series	May be reported with this record	May not be reported with this record; report at individual level using other staff records
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400s	402-414, and 499	415
500s	501-508, 599	509, 510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

# Data Collector

## *Yes we are using the Data Collector*

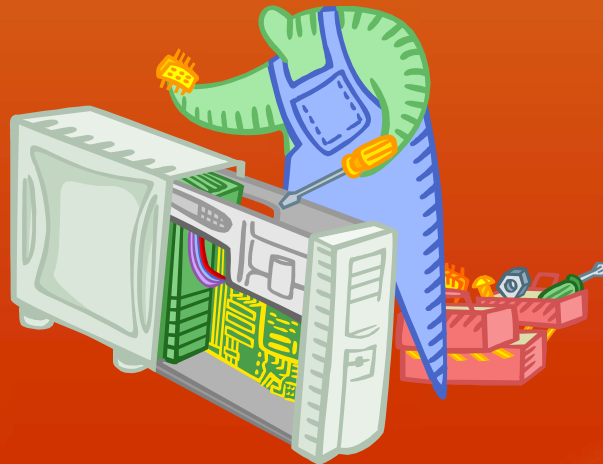
- Collections will be SIF
- No need to run USPEMS to create file and have it loaded
  - Exception- CC and CJ records uses uspemx\_emisr.seq
- Can still run Perdet to verify data
- Decide who will be collecting and submitting data
- Who will be reviewing reports
- Save pay and Data Collector issues
  - If Savepay is running Data Collector should wait for it to finish
  - If Data Collector is running Savepay will not finish
- Issues can be avoided by communication

# Data Collector

- Collections can be run multiple times during the day
- Level 1 validations will be returned with each collection
  - Level 1 validations = to emsrdet
- Overrides for missing staff will be uploaded into the Data Collector.
- Able to submit file to ODE on a daily basis
  - Submission must be complete before 1 pm
  - ODE will begin processing at 1 pm daily.
  - Level 2 validations- cross district checks will come back on a daily basis.

# Data Collector

- Manifest for October will be released sometime between 10/3 and 10/14.
  - We are supposed to get 1 week notice
- Submissions to ODE will begin between 10/31 and 11/4.
- Data submission requirements and reports have changed



# October Data Submission Req

<b>Record Name</b>	<b>Record Code</b>	<b>18 Nov - Initial Warning</b>	<b>9-Dec Out of Compliance</b>	<b>6-Jan Out of Compliance</b>	<b>25-Jan Out of Compliance</b>
Demographic/ Employment	CI / CK	75%	75%	90%	100%
Course	GN	75%	75%	85%	95%
Program	GQ	70%	70%	80%	90%
Student Standing	FS	75%	75%	90%	100%
Early Learning Assessments	GB / GM /GO/GS	50%	50%	80%	100%
Grade Schedule	DL	90%	90%	99%	100%
Organization General	DN	90%	90%	99%	100%

# Reports

- Most reports will come back as level 1 validations
- Missing staff and Gen\_missing Cross district checks will come back as level 2 validations
- Will still have post processing report, just not as many

Review handout of reports



# Correcting Errors

- Missing Staff
  - Should have been reported with separation date/reason last reporting period and wasn't – Need Override
  - Did have Z-ID, now has state certificate so has a state staff ID – Need Override
- Unit Reports
  - Gifted Staff
    - Verify all Staff are on report as should be
  - Early Childhood Unit Report
    - Verify all staff are on report as should be
    - Fund source Z



# Correcting Report Errors (cont.)

- Contracted Staff Errors
  - Compares Data Between Reporting Entities
  - Are both entities reporting same staff ID
  - Does Contractor have CJ record for staff
  - Is provider IRN correct on course
- Invalid Certification
  - Compare subject code with valid subjects per certification
  - Job errors may be missing high/low grade levels
  - Check Employee ID
    - Is it a Zid or Credential ID

# USPS Updates

- **USPEMS/PERDET and USPEMX: Add new message for no longer employed status**
  - A new warning message has been added to check position status of "U" (No longer employed). The new error states, "Position status of "U" invalid. Attendance, absence or LT illness days found in current fiscal yr".
  - This error can be generated during the N or K reporting period. PERDET will now look at attendance and absence days for a position status of U. Also, it will look at the job separation date and if it is after the last day of the prior school year.
  - This warning message will appear for any jobs that have a position status of "U", has attendance, absence or long-term illness days for the employee and the job's separation date is after the last day of the prior school year.

# USPS Changes

- SIF staff collection will live data. K reporting is as of October Count Week.
  - Extended Service is for ESCs ONLY
  - NEWCNT purge of mid-year contract change
    - Option to move the "old" contract values to EMIS Contract Info
    - Do this if the change in salary is not retro to before count week.

MVECA0.r2w - WRQ Reflection for UNIX and Digital

File Edit Connection Setup Macro Window Help

NEWCNT - Purge New Contracts

Purge Options:

Contract start date:  /  /  Appointment Type: \*

Reset New Hire date: N

Clear EMIS fields:

Hours per day:  Contract amount:  Work days:  FTE:

Update JOBSCN EMIS contract fields with values from old contract: N

Contract Type:

Calendar Types:

Pay Groups:

EMPMST Reporting Options:

Generate EMPMST report? (Y,N)

EMPMST Output file

Print options page? (Y,N)

Optional heading line: \_\_\_\_\_

Print one employee per page? (Y,N) N

Sort options (S,N,B,P) N \_\_\_\_\_

**Purge new contract information over old contracts** 1 of 2

(Re) Execute F9 Cancel ^F8 Next Screen

F6 First Screen F10 Reset

F7 Help F11 Save/Recall

F8 Exit ^F7 Prev Screen

Update EMIS  
Contract Info with  
values from old  
contract

# USPS CHECKLIST for 12K

- USPCHG – Use with caution. May be easier to make changes by individual
  - Option to modify Report to EMIS flag to N based on the separation date
  - Option to mass add and \* for Separation Reason for all active job status
- MASCHG
  - MASINC – to increase the Total and Authorized Years of Experience
- CLRATD
  - If not executed at fiscal yearend; execute now
  - PERDET will list an error if there are values in LTI field
- USPEMS/USPEMX
  - Run for CL, CC and CJ records

Questions?

