

# USPS/EMIS FISCAL YEAR END STAFF UPDATES

- 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. Once complete, they will export the file making certain to select FY20 and reporting period "L". If no updates are needed, the USPEMX.SEQ file created by USPEMS can be uploaded.
- If updates made in EMISFFE are part of the employee's permanent record, such as birth date, make the same change in USPS.

## Scenario 1-

- If a district needs to add a new certified employee to USPS for FY20 reporting, the following steps must be completed.

Step 1- Payroll staff-Enter the new employee and job information in USPSCN

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.

Step 3- EMIS staff-Add the necessary jobs for EMIS reporting

Step 4- EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.

## Scenario 2-

- If a district needs to add a new certified employee to EMIS reporting for FY20 reporting, but that person is already in USPS, the following steps must be completed.

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.

Step 2- EMIS staff-Add the necessary jobs for EMIS reporting

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

### Scenario 3-

- If a district needs to add a new classified employee to USPS for FY20 reporting, the following steps must be completed to keep the ZID processing in sync. If a district fails to follow these outlined steps, it will likely create missing staff errors in the future.

Step 1- Payroll staff-Enter the new employee and job information in USPSCN

Step 2- Payroll staff-Run USPEMS and create a new USPEMX file - DO NOT move this file for upload to the data collector

Step 3- Payroll staff-Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay this information to the EMIS coordinator.

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.

Step 5- EMIS staff-Add the necessary jobs for EMIS reporting.

Step 6- EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.

### Scenario 4-

- If a district needs to add a new classified employee to EMIS reporting for FY20 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.

Step 1- Payroll staff-Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay it to the EMIS coordinator.

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.

Step 3- EMIS staff-Add the necessary jobs for EMIS reporting.

Step 4- EMIS staff-Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.