

USPS – EMIS Reportable only Employee

In some instances, there is the need to enter data into USPS for employees who you may not be processing “payroll” for – and only need to enter data to facilitate EMIS reporting requirements. An example of this situation would be your district’s students who are placed out of your district in a non-public setting at your districts expense (i.e. St. Rita’s, Applied Behavioral Services, Ohio Valley Voices, etc.).

Per ODE, these are public school students and therefore the district is responsible for their education, regardless of whether or not they are being sent to a non-EMIS reporting entity. Staff information for these employees is to be reported to EMIS just as it is for students attending EMIS reporting buildings. The information is used for all the same checks and balances, the same reports and measures, which includes checking teacher licensure, as one example. ODE cannot check that students are being educated by teachers who are properly certified if they do not have the information on the teachers. The district has hired this entity and is paying for its services (i.e. educating the district’s students). *The teacher at the non-public entity essentially becomes their employee.*

“The district should report a school-age child sent to a non-public school at district expense as **IF THEY WERE BEING EDUCATED AT THE DISTRICT ITSELF**. The student attending the non-public setting should be invisible to ODE.”

To add an EMIS reportable only employee in USPS:

You will need a BIOSCN, DEMSCN, JOBSCN and POSSCN. *The BIOSCN and JOBSCN are components of the EMIS CI (Staff Demographic) & CK (Staff Employment) records.*

BIOSCN:

- If you do not have their SSN, you can a fictitious SSN (ex 999-99-9921).
- Enter their actual Credential ID.
- Enter their name, city and state
- Y to EMIS
- Hire date

DEMSCN:

- Race
- Semester hours and Education Level (this should be true information)
- Total and authorized years of experience in education

JOBSCN:

- Title (ex. Teacher Cincy Center for Autism)
- Position Code 230 if they are teacher of record (they must have a certification that will report as teacher of record if that is their position). If they are an aide, code them as an aide.
- Type of Appt
- EMIS Appt Type
- Report to EMIS: Y
- Low/High Grade
- Assignment Area (If applies to this employee)
- Fund Code (what funds are being used to pay the agency they work for through Accounts Payable)
Is this employee being paid directly by the district or by the organization they work for and that organization invoices the district and the agency is paid? This is important.
- Fund Code %: 100%
- *Second page of JOBSCN:*
 - EMIS CONTRACT INFO:
 - Enter hours per day
 - Contract Amount (approx. amount they are being paid to provide this service for your district)
 - Work days
 - FTE

POSSCN:

- STATUS CODE
 - If the employee is only paid by the agency, not by the district the Status code is A
 - If you were paying the employee directly the status code would be I.