

EMIS CHECKLIST

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1. ___ Verify that the Reportable to EMIS box is checked and that all **Employee** data needed for EMIS reporting is populated-See <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-3-Staff-Demographic-CI-Record-v6-1.pdf.aspx?lang=en-US> for all reportable data elements for the **CI** record.
2. ___ Verify that the Reportable to EMIS box on the **Position** record and **Compensation** record(s) are checked for all records reportable to EMIS for the current fiscal year. See- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-4-Staff-Employment-CK-Record-v7-1.pdf.aspx?lang=en-US> for all reportable data elements for **CK** records. (**Note- Verify that all Supplemental (8XX) records are reported for Final L Window.**)
3. ___ If applicable-verify that any **CC (Contact Only Staff Records)** are created under **Core/EMIS Entry/EMIS Contracted Service (CC)**. See- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-6-Contract-Only-Staff-CC-Record-v4-3.pdf.aspx?lang=en-US> for reporting data requirements for **CC** records.
4. ___ Create an **EMIS Contacted Service (CC) Extract file** for uploading to the SIF data collector.
5. ___ If applicable-verify that any **CJ (EMIS Contractor Records)** are created under **Core/EMIS Entry/EMIS Contractor CJ**. – See- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-5-Contractor-Staff-Employment-CJ-Record-v5-3.pdf.aspx?lang=en-US> for reporting data requirements for **CJ** records.
6. ___ Create an **EMIS Contractor Staff Employment (CJ) Extract file** for uploading to the SIF data collector.
7. ___ Verify that all **Years of Experience (Authorized, Total and Principal)** have been incremented for the fiscal year on the **Employee** record.
8. ___ Enter in **any Long Term Illness** data on the **Employee** record (Long Term Illness is 15 or more consecutive absence days.)
9. ___ If applicable-enter any Override data desired for an employee's compensation in the **Contract Amount, Contact Work Days, Hours in the Day** and **Full Time Equivalence** fields on the **Position** record. (**Note- only needed if desire different amounts other than what are currently displayed on the Compensation record.**)
10. ___ 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.**)