



USPS-R Fiscal Year End EMIS Checklist

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. **Please Note: This is incrementing for the **FY20**, **NOT** for the current fiscal year (FY21). Years of Experience reported to EMIS should be what was true as of the beginning of FY21. When this is done may vary by District.**
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 Employee, Compensation, and Position EMIS flags. Also lists an employee's position information.**) **** This may be in the Reports -> Report Manager already. ****