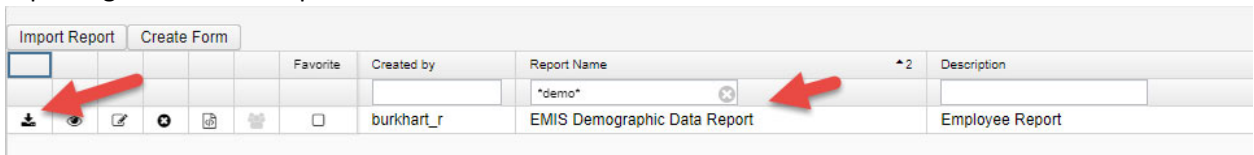




EMIS Staff (Final) Reporting Checklist – USPSr

The following checklist was developed based on similar documentation provided by SSDT in an attempt to assist district staff with validating their staff EMIS data prior to the close of the final staff/course reporting window.

- 1. Use the EMIS Demographic Data Report to verify Employee Demographic EMIS (CI) elements will be included from the Employee records when the SIF data collection is processed. Districts might also want to consult [Section 3.3 \(Staff Demographic Record\) of the EMIS Manual](#) for reporting definitions of specific elements.



HCC recommends verifying the following:

Identification – Number, SSN, Credential ID

Name – Last Name, First Name, Middle Name, Suffix

Dates – Birth Date, Termination Date

General – Gender, Report to EMIS flag

Experience – Authorized Experience, Principal Experience, Total Experience

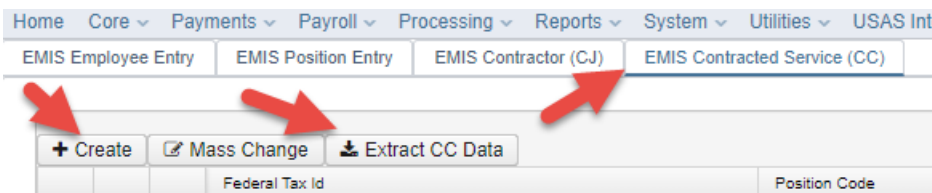
Race – Primary Race

Other – ECE Qualification, Degree Type, Semester Hours

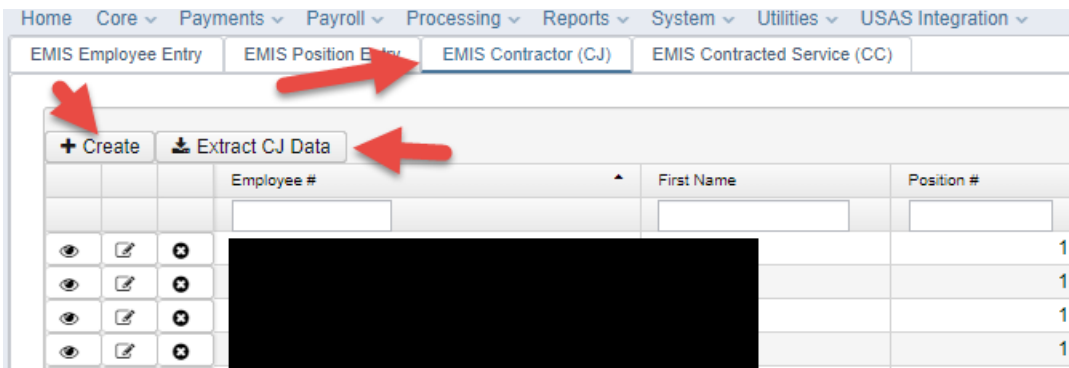
- 2. Enter in any Long Term Illness data on the Employee record for individuals where this applies. As defined in the EMIS Manual, Long Term Illness refers to at least 15 consecutive days absent due to an illness of the staff member, his/her spouse, child or parent.
- 3. Verify that all Years of Experience (Authorized, Total, and Principal) have been previously incremented for the Initial Staff Reporting window. Most districts handle this in the fall so it's important not to do this twice in the same fiscal year. Check your employees to make sure they have accurate values in these fields.



- 5. Verify that all Supplemental (8XX) compensations (contract and non contract) records have been created and the Reportable to EMIS flag is checked.
- 6. If applicable, verify that any Contract Only Staff Records (CC) are created under Core > EMIS Entry > EMIS Contracted Service (CC). For reporting instructions related to “CC” records, you should refer to [Section 3.6 of the EMIS Manual](#). Once these records are entered (if applicable), you’ll want to create a flat file to provide to your EMIS Coordinator so that they can upload it into the EMIS Data Collector.



- 7. If applicable, verify that any EMIS Contractor (CJ) Records are created under Core > EMIS Entry > EMIS Contractor CJ. For reporting instructions related to “CJ” records, you should refer to [Section 3.5 of the EMIS Manual](#). Once these records are entered (if applicable), you’ll want to create a flat file to provide to your EMIS Coordinator so that they can upload it into the EMIS Data Collector.



- 8. Verify all attendance and absence data for employees.
- 9. Populate any values needed in the EMIS Override fields (on the Position screen, under EMIS Related Information). Values that you might elect to use include Contract Amount, Contract Work Days, etc. One common reason for utilizing these fields is when there’s a mid-year contract change where employees don’t change positions but need values reported in EMIS that don’t match their current compensation or position.

