

Entering Employee Information for EMIS Staff Reporting

The details on this page describe the information required to be entered for every employee in order for the employee to be included in the EMIS staff file created by eFP.

Additional EMIS Resources

Additional EMIS resources are available in the *Ohio EMIS Reporting* manual found on the HR/Payroll Resources and FAM Resources pages.

Entering EMIS Staff Reporting Data in eFP

1. The EMIS profile must be completed. The menu path to the profile is EMIS>EMIS Reference Tables>EMIS Profile.
2. Three EMIS reference tables must be completed. These reference tables are EMIS Assignment Codes, EMIS Building IRN Codes and EMIS Class Codes. They are located in the same location as the EMIS profile.
3. Employees must have EMIS data entered in Employee Information. The following tabs within Employee Information contain employee data used by EMIS staff reporting: general, personnel, employment and race/ethnicity.
4. The Rpt to EMIS flag must be set to Y in the Employee Information>Payroll Information>State Required screen for all employees reportable to EMIS.
5. Staff being paid by the district for EMIS reportable positions must have a pay rate entered for each position in Employee Pay Rates.
6. The degrees earned by an employee need to be entered in Employee Information>Personnel>Degrees.
7. An EMIS position record must be entered for each reportable position held by the employee. The position records are added in Employee Information>Actions>EMIS Position Information. When entering the EMIS position records, some information is defaulted from the employee pay rate with the job class which matches the one selected when entering the EMIS position record. These fields include position FTE, hours per day, days worked, contracted pay type, pay amount/rate and position start date.

Data for EMIS Staff Records - *Data is grouped by the location of the source of the data in eFP.*

Employee Information

Data Item	EMIS record	EMIS data element	Required?	Notes
Employee Number			Y	Used for internal purposes in eFP.
Social Security Number			Y	Used for internal purposes in eFP.
Last Name	CI	CI310	Y	
First Name	CI	CI290	Y	
Middle Name	CI	CI300	N	
Name Suffix	CI	CI320	N	
Date of Birth				
Gender	CK	CK080	Y	

Employee Information - Personnel Tab

Data Item	EMIS record	EMIS data element	Required?	Notes
State Staff ID	CI	CI080/CI270	Y	

Length of Work Day	CK	CK160	Y	Defaulted from the hours per day on the pay rate corresponding to the job class selected on the EMIS Position Information screen.
Scheduled Work Days	CK	CK170	Y	Defaulted from the work days on the pay rate corresponding to the job class selected on the EMIS Position Information screen.
Contracted Pay Type	CK	CK180	Y	Defaulted from the pay type on the pay rate corresponding to the job class selected on the EMIS Position Information screen.
Contracted Pay Amt/Rate	CK	CK190	Y	Defaulted from the pay amount/rate on the pay rate corresponding to the job class selected on the EMIS Position Information screen.
Extended Service Days	CK	CK210	N	
Assignment Area	CK	CK220	see notes	Required if EMIS position requires assignment area. EMIS positions are marked in the EMIS Class Codes reference table if they require an assignment area.
Separation Reason	CK	CK230	see notes	Required if separation date is entered.
Separation Date	CK	CK300	see notes	Required if separation reason is not "" or blank.
Local Contract Code	CK	CK250	Y	The local contract code must be unique for each EMIS position reported for an employee. Use 100 for the first EMIS position for an employee and increment this number by 1 for each additional EMIS position for the employee.
Grade Level Assigned: Low	CK	CK260	Y	
Grade Level Assigned: High	CK	CK270	Y	
HQPD Activity	CK	CK280	Y	
Qualified Paraprofessional	CK	CK290	Y	
Absence Days	CI	CI150	see notes	Report for final L collection only. If Use Absence Days Override is checked on primary EMIS position and Absence Days Override value is entered, it will be used for this field. Otherwise absence days are calculated using employee leave banks for EMIS reportable absences. See the Ohio EMIS Reporting manual for specific information about this calculation.