

Overview of EMIS Staff Reporting

The details on this page provide an overview of EMIS Staff Reporting in 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.

Always Update Source Data

Whenever any EMIS staff data needs changed, **the change should be made in the source data**. After the source data is changed, data needs to be reloaded into the EMIS staff work file prior to extracting EMIS data from eFP. If this is not done the updated source data will not be reflected in the extracted file from eFP which will be uploaded to EMIS-R.

Overview of EMIS Staff Reporting in eFP

- EMIS staff data in eFP consists of:
 - source data
 - EMIS staff work file (*EMIS>EMIS Staff Report*)
- The source data includes:
 - employee information (general, personnel, employment and race/ethnicity tabs) (*HR>Employee Information*)
 - employee pay rates (for staff paid by the district) (*HR>Employee Pay Rates*)
 - employee degrees (*HR>Employee Information, Personnel/Degrees*)
 - EMIS position records (one for each EMIS reportable position for each employees (*HR>Employee Information, Actions/EMIS Position Information*))
- The EMIS staff work file contains data pulled from the source data above and contractor records entered directly into the EMIS work file area.
- More information about the source data may be found on this page.

EMIS Staff Reporting Process in eFP

EMIS Staff Reporting is a Two Step Process in eFP

After the source data is updated and complete, the EMIS staff process in eFP is a two step process. **This two step process must be completed anytime source data is updated.**

1. The first step is to load all records into the EMIS staff work file (*EMIS>EMIS Staff Report*).
 - a. CI and CK records are loaded into the EMIS staff work file using the Load process in EMIS>EMIS Staff Reoprt. When performing the load, use the options in the following image.
 - The load process pulls data from the data sources described above and loads the data into the EMIS staff work file.
 - The load process will NOT clear contractor (CC/CJ) records from the work file.

Clear Options

Clear all records for fiscal year and report period

Clear records according to load criteria

Load Options

Staff demographic data only

Staff employment data only

Both demographic and employment data

 Criteria

b. CC and CJ records may be manually added to the FMIS staff work file using the Contractor link on the top menu bar. These records only need to be added once per year. If the records existed in the EMIS staff work file previously, they do NOT need to be reloaded after loading CI and CK records using the Load process described above.

2. Data in the EMIS staff work file is extracted out of eFP (for input into EMIS-R) using the EMIS export process (*EMIS>EMIS Data Export*). More information about this extract process is available on [this page](#).

Related articles

- [Overview of EMIS Staff Reporting](#)
- [EMIS Data Export Process](#)
- [Entering Employee Information for EMIS Staff Reporting](#)