E M I S

Initial Staff Reporting

Data Set L
9/5/202-1/29/2025

I.   Scenarios Reporting Staff No Longer Employed

Scenario: If an employee leaves the district on or after the last day of school, and works no days in the next fiscal year (***but was not reported as separated in FY24***), **update the employee's Position record as follows:**

- **FY24 Final Staff reporting**
  - Employee's Position Status remains the way it was set on the employee's last day of work
  - No separation date and no separation reason
- **FY25 Initial Staff reporting**
  - Position Status U
  - Separation Date
  - Separation Reason
- **FY25 Final Staff Reporting**
  - Same reporting as the first reporting

Scenario: If an employee leaves the district after June 30 and works no days in the new fiscal year, **update the employee's Position record as follows:**

- **FY25 Initial Staff reporting**
  - Position Status U
  - Separation Date
  - Separation Reason
- **FY25 Final Staff reporting**
  - Same reporting as the first reporting
  - if employee was not reported correctly in the first reporting, an override can be requested
- **FY26 Initial Staff reporting**
  - Set the employee's *Report to EMIS* flags to N

Scenario: If an employee leaves the district after June 30 and works days in the new fiscal year, **update the employee's Position record as follows:**

- **FY25 Initial Staff reporting**
  - Employee's Position Status remains as it was entered on the employee's last day of work
  - Separation Date
  - Separation Reason
- **FY25 Final Staff reporting**
  - Report the employee the same as the initial reporting
- **FY26 Initial Staff reporting**
  - Set the employee's *Report to EMIS* flags to N

Scenario: If an employee leaves the district after the close of the initial Staff collection and before the end of the school year, **update the employee record as follows:**

- **FY25 Final Staff reporting**
  - Employee's Position Status remains the way it was on the employee's last day of work
  - Separation Date
  - Separation Reason
- **FY26 Initial Staff reporting**
  - Set the employee's *Report to EMIS* flags to N

Scenario: If an employee had a supplemental contract in the previous year and did not return for the current school year**, update the employee record as follows:**

- **FY25** Initial Staff reporting
  - Set employee's Report to EMIS flags to N (These employees are not reported to ODE with a separation date and reason; supplemental employees are not included in missing staff)

II.   Staff EMIS Procedures –Initial Collection

1.   Update Staff Demographics/HR data
Review & Process the following:
   a. <u>New employees</u>
   b. <u>Degree and/or semester hour changes</u>
   c. <u>Increment years of experience for:</u>
   - ✓ Authorized Years Experience
   - ✓ Total Years Experience
   - ✓ Principal Years Experience

      To Process via Mass Change:
      - *Core>Employees*
      - *In the Grid, Click on More:*
        - *Under Experience add Authorized Experience, Total Experience, and Principal Experience*
        - *Under Dates add Hire Date and Termination Date*
        - *Under General add Report to EMIS*
      - *Click on Advance Filter and input the following:*
        - *Authorized Experience Greater_Than 0*
        - *Hire Date Less_Than **7/1/2024***
        - *Report to EMIS Equals True*
        - *Termination Date Is_Null*
        - *Apply Query*
      - *Click on Mass Change:*
        - *Select Option Increment Experience*
        - *Submit Mass Change*
        - *This will add 1 to all current Authorized and Total Experience values*
        - *Manual updates need to be made to new employees last year that had no prior experience*
      - *Filter on Principal Experience >0*
      - *Click on Mass Change, Select Option Increment Experience Principal and Submit Mass Change*
      - *This will add 1 to the Principal Experience*
      - *Manual updates need to be made to new Principals or Assistant Principals last year with no prior Principal experience*
   d. <u>Clear long term illness data from last year</u>
      - *Go to Core>Employee*
      - *Click on More and under State Reporting click Long Term Illness*
      - *Filter on Long Term Illness >0.00*
      - *Click on Mass Change, Select Clear Employee Long Term Illness (SSDT) and Submit Mass Change*

2. Update Staff Employment/Personnel data

a. New employees

b. Mark previous year compensation records as not reportable to EMIS. Archive and mark current year compensation records reportable to EMIS.

- *Click on Core>Compensation>Contract Compensations*
- *Click on More and add from Date Range the Compensation Start Date, Compensation Stop Date and from State Reporting the Reportable to EMIS fields*
- *Return to the Contract Compensations tab*
- *Filter on Reportable to EMIS of 'True' and Compensation Stop Date <**08/30/2024** (Or last stop date of old contracts)*
- *Select Mass Change, select definition of Archive Compensation (Shared) and Submit Mass Change*
- *Check Include Archive at top of grid*
- *Select Mass Change, select definition of EMIS=False and Submit Mass Change*
- *Change filter to Report to EMIS of False and Compensation Start Date >=**07/01/2024***
- *Select Mass Change, select definition of EMIS=True and Submit Mass Change*

c. Update EMIS specific contract fields for employees that are paid on one position but report multiple position records.

d. If updates were made due to mid-year contract changes, review the Contract Amount and Contract Work Days fields.

- o *Click on **Core>Compensation>Contract Compensations***
- o *Click on More to add Contract Work Days, Hours in Day to the Grid:*
  - ▪ ***From Position**: select FTE*
  - ▪ ***From EMIS Related Information**: select Reportable to EMIS, EMIS Override Full Time Equivalency, EMIS Override Contract Amount, EMIS Override Contract Work Days, EMIS Override Hours In The Day*
  - ▪ ***From Contract:** select Contract Amount*
- o *Filter on Reportable to EMIS in the Grid and type True (T)*
  - ▪ *Click Report and select Format: Excel-FieldNames*
  - ▪ *Open in Excel and evaluate/update fields*
  - ▪ *Remove rows that don't need updated*
  - ▪ *Determine if EMIS Override fields are required and update (clear field or set to zero)*
  - ▪ *Remove columns not needed and save as CSV*
  - ▪ *Required fields are: employee.number, number, and the fields to be updated*
  - ▪ *Utilities>Mass Load, choose file and select Importable Entities of Position and Load*

e. Update Separation Date/Reason and Position Status on employees no longer employed or position records for employees that changed positions.

f. Update Building IRN for staff who moved buildings

3. Run reports from the Reports>Reports Manager menu to verify data

    a. *Shared <u>EMIS Demographic Data Report</u>* **to verify**
- *Identification-* **Number, SSN, Credential ID**
- *Name-* **Last Name, First Name, Middle Name, Suffix**
- *Dates-* **Birth Date, Last Paid Date, Termination Date**
- *General-* **Gender, Report to EMIS**
- *Experience-* **Authorized Experience, Principal Experience, Total Experience**
- *Race-* **Primary Race, American Indian Alaska Native, Asian, Black, Hispanic Latino Option, Native Hawaiian Pacific Islander, White**
- *State Reporting-* **ECE Qualification, Degree Type, Non-Certificate Employer ID, Semester Hours**

    b. *Shared <u>EMIS Active Position Report</u>* **to verify active positions for EMIS reporting**
- **Position #, Position Description, Job Status**
- *Employee/Identification-* **Number,**
- *Employee/Name-* **Last Name, First Name,**
- *Employee-* **Extended Service, FTE,**
- *EMIS Related Information-* **Reportable to EMIS, Position Code, State Reporting Appointment Type, Position Type, Position Status, Special Education FTE, Low Grade, Separation Reason, Paraprofessional, High Quality Professional Development, High Grade, Separation Date, Paraprofessional Hire Date, Building IRN**
- *Funding Source-* **Assignment Area, Funding Source Code 1, Percent 1, Funding Source Code 2, Percent 2, Funding Source 3, Percent 3,**

    c. *Shared <u>EMIS Inactive Position Report</u>***, filter to remove termination date prior to current fiscal year, to verify positions that may need to be reported with separation date and reason**
- **Position #, Position Description, Job Status**
- *Identification-* **Number**
- *Name-* **Last Name, First Name**
- *Dates-* **Termination Date**
- *Employee-* **Extended Service, FTE**
- *EMIS Related Information-* **Reportable to EMIS, Position Code, State Reporting Appointment Type, Position Type, Position Status, Special Education FTE, Low Grade, Separation Reason, Paraprofessional, High Quality Professional Development, High Grade, Separation Date, Paraprofessional Hire Date, Building IRN**
- *Funding Source-* **Assignment Area, Funding Source Code 1, Percent 1, Funding Source Code 2, Percent 2, Funding Source 3, Percent 3,**
- *Position Date-* **Stop Date**

    d. *Shared <u>EMIS Active Contract Compensation Report</u>* **to verify current contract information for reportable positions**
- *Compensation-* **Type, Unit Amount, Contract Work Days, Hours in Day**
- *Date Range-* **Compensation Start Date, Compensation Stop Date**
- *State Reporting-* **Reportable to EMIS**
- *Position-* **Position #, Position Description, Job Status**

- o *Identification-* **Number**
- o *Name-* **Last Name, First Name**
- o *Contract-* **Contact Amount, Pays in Contract**

 e. ***Shared <u>EMIS Active Non Contract Compensation Report</u>*** **to verify current reportable information for hourly employees**
- o *Compensation-* **Type, Pay Unit, Unit Amount, Hours in Day**
- o *Date Range-* **Compensation Start Date, Compensation Stop Date**
- o *State Reporting-* **Reportable to EMIS**
- o *Position-* **Position #, Position Description, Job Status**
- o *Identification-* **Number**
- o *Name-* **Last Name, First Name**

 f. ***Shared <u>Inactive Non Contract Compensation Report</u>*** **to verify inactive compensation records are not being reported to EMIS**
- o *Compensation-* **Type, Pay Unit, Unit Amount, Hours in Day**
- o *Date Range-* **Compensation Start Date, Compensation Stop Date**
- o *State Reporting-* **Reportable to EMIS**
- o *Position-* **Position #, Position Description, Job Status**
- o *Identification-* **Number**
- o *Name-* **Last Name, First Name**

4. Extract Data for Contract CC and Contract Only CJ records if applicable and save to a shared drive for EMIS Coordinator to load into the Data Collector.

5. Correct Errors by repeating steps 1-3

All data must be maintained and updated in Payroll/HR at all times. When a collection has started, current data will be pulled directly into the Data Collector.

Reportable vs. Not Reportable Quick Tips

Who to report:

- ✓ Individuals employed by the school district.

- ✓ Individuals or companies contracted by the school district to perform duties normally performed by school district personnel.

- ✓ Individuals who are on leaves of absence.

- ✓ Substitutes who become the teacher of record.

- ✓ Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.

- ✓ Individuals who were employed during the current school year but left prior to the close of the initial staff reporting window.

- ✓ Supplemental Contracts including employees whose only position is a supplemental contract.

Who NOT to report:

- ✕ Daily (as needed) substitutes

- ✕ Student employees

- ✕ Board of education members

- ✕ Adult education teachers

- ✕ Game officials, ticket takers

- ✕ Part-time summer help

- ✕ Volunteers serving in the district

III. Staff Demographics

What to report:

STATE STAFF ID: The ID/PIN number found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure.
XX9999999 – number from certificate. If the individual does not have a Certificate ID, a Z-ID needs to be created (Redesign automatically creates).

EMPLOYEE NAME:

BIRTHDATE:

GENDER:

RACE:
A - Asian
B - Black or African American
H - Hispanic/Latino
I   - American Indian or Alaskan Native
M - Multiracial
N - Not specified
P - Native Hawaiian or Other Pacific Islander
W - White, Non-Hispanic

SEMESTER HOURS: Total number of semester hours of recognized college training. Round fractions to nearest whole number.

> **Tip:** To convert quarter hours to semester hours - multiply the number of quarter hours by 2/3 and round.

EDUCATION LEVEL: Type of degree for the highest level of education achieved.
0   – Non-degree
1   – Associate degree
2   – Bachelor's degree
3   – Master's degree
4   – Education Specialist
5   – Doctorate
6   – Other
7   – Less than High School Diploma
8   – High School Diploma
9   – GED Diploma

EARLY CHILDHOOD EDUCATION QUALIFICATION: Identifies how the teacher instructing in an Early Education Grant Funded program meets the requirements specified under 3301-37-04 (G). This is reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE's Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.

- * = Not applicable
- 1 = Associate in Early Childhood Education, Child Development, or Approved Related Field
- 2 = Bachelors in Early Childhood Education, Child Development, or Approved Related Field
- 3 = Enrolled in an Associate Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 4 = Enrolled in a Bachelors Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 5 = Enrolled in a Masters or higher Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 6 = Masters or higher Degree program in Early Childhood Education, Child Development, or Approved Related Field

TOTAL YEARS EXPERIENCE: (**Certificated Personnel ONLY)** Total years of all certificated educational service. This includes authorized and non-authorized experience in elementary, secondary, colleges, universities, and any other public institution, and up to 5 years active military service.

AUTHORIZED YEARS EXPERIENCE: (**Certificated Personnel ONLY)** Total years of authorized teaching experience including up to 5 years active military service.

***Please Note: One year must consist of at least 120 days within a regular school year ending June 30. Teachers must be employed in regular or substitute, elementary or secondary instruction.

PRINCIPAL YEARS EXPERIENCE: Total years of experience as a principal or an assistant principal.

IV. Staff Employment

One staff employment record is required for EACH position for which they are employed.

What to report:

- ■ **ASSIGNMENT AREA**: Indicates the code that defines the majority of the assignment for certain positions.
  Only one assignment area can be reported per job record.

  - **An assignment area *must always be reported* with the following position code.**
    - o 230 Teacher (999370, 999365, 999414, 999380, 999412, 999270, 999800, 999050, 999570, or 999418 only)
  - **An assignment area is required for the following position codes, in certain situations.**
    - o 108 Principal, assignment area *required* when individual is also teaching a class (the principal must have proper certification to teach the class)
    - o 109 Superintendent, assignment area *required* when individual is also teaching a class (the superintendent must have proper certification to teach the class)
    - o 110 Supervisor/Manager, assignment area *required* for gifted and talented, maintenance/construction/grounds, for transportation services, and food services
    - o 113 Coordinator, assignment area *required* for gifted and talented, career-technical education-apprenticeship program, vocational special education coordinator services, and career assessment specialist services.
    - o 115 Director, assignment area *required* for gifted and talented
    - o 318 Psychologist, assignment area *required* for preschool special education
    - o 325 Physical Therapist, assignment area *required* for preschool special education
    - o 326 Speech and Language Therapist, assignment area *required* for preschool special education
    - o 327 Occupational Therapist, assignment area *required* for preschool special education
    - o 328 Mobility Therapist, assignment area *required* for preschool special education
    - o 333 Adapted Physical Education Therapist, assignment area *required* for preschool special education
    - o 415 Instructional Paraprofessional, assignment area *required* for Title I programs
  - The following position codes **no longer require an assignment area**.
    - o 104 Assistant Principal
    - o 114 Education Administrative Specialist
    - o 208 Tutor
    - o 212 Supplemental Service Teaching Assignment
      Valid Options:
        000000 No Assignment Area Applies
        999050 Art Education K-8
        999140 Title I Programs
        999270 Preschool Regular Education
        999350 Food Service

999365 EL Instructional Program
999370 General Education
999380 Gifted and Talented
999412 Preschool Special Education – (Early Education of the Handicapped)
999414 Special Education K-12
999418 Physical Education K-8
999520 Maintenance/Construction/Grounds
999570 Music Education K-8
999725 Vocational Special Education Coordinator Services
999790 Transportation Services
999800 Career-Technical Program/Career Pathways
999805 Career-Technical Education – Apprenticeship Program
999895 Career Assessment Specialist Services

■ **BUILDING IRN**: The six-digit number of the building in which the staff member is assigned.
- o Employees with district wide responsibilities- use the district's IRN.
- o ESC staff - use the ESC's IRN.
- o Staff assigned to more than one school, those under contract, and those assigned to non-public schools -use the district's IRN.
- o Staff members that serve more than one school but are assigned to a specific school for payroll - use the assigned school's IRN.
- o Personnel transferred within the district – change the IRN to reflect the new organizational unit.

■ **APPOINTMENT TYPE**: The classification of the position.
1	-	Certificated
2	-	Classified
3	-	Internship
5	-	Veteran per ORC 3319.283

■ **SEPARATION REASON**: The reason the employee separated from the district.
*	-	Not applicable
1	-	Retirement
3	-	Employer initiated
4	-	Resigned – Took another job outside education
5	-	Resigned – Took another education job in Ohio
6	-	Resigned – Took another education job out of state
7	-	Resigned – Unknown, or doesn't fit into option 4, 5, or 6
8	-	Employee accepted new position within the district
9	-	Deceased

- **POSITION SEPARATION DATE**: Date of **the last day the employee worked in this position in the school district.**
  - o Only dates after the last day of school for the prior year may be reported in this element.
  - o If a staff member is not assigned to a specific building in the district, then the reported date must be after the last day of school for all buildings within the district.

- **POSITION START DATE**: Date the employee began work in position.

- **POSITION STATUS**: Employee's current position status.

C	-	Current position in the district
A	-	Contracted personnel – Agency
I	-	Contracted personnel – Individual
P	-	Leave of absence
U	-	No longer employed by district in this position

  - o Position status U should only be used if a staff member has not been employed by the district this year and will have no attendance information to be reported during the yearend reporting.

  - o If a staff member starts the year and leaves the district, leave the Position Status element set to the value that represents the last status in the position and complete the Position Separation Date and Position Separation Reason fields.

- **POSITION CODE**: The position code identifies the staff member by their duties rather than job title. The position code consists of three digits. (See Section 3.9 of the Current EMIS Manual)

  Example: A person is employed as a teacher. 70% of the time is a regular teaching position code of 230 assignment area 999370. 30% of the time is a Physical Education position code 230 assignment area 999418. This requires 2 position records (jobs) as follows:

  Job 1: Position 230 Assignment Area 999370 FTE: .7 Funding must total 100%
  Job 2: Position 230 Assignment Area 999418 FTE: .3 Funding must total 100%
  Employee's total FTE: 1.0

- **POSITION TYPE**: Type of employment with the district.

R	-	Regular
T	-	Temporary
S	-	Supplemental

- **POSITION FTE**: The full-time equivalency of the position assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day for at least the number of hours equal to a regular working day for that position.

  > **Further FTE Explanation:** If you have an employee with 0.75 FTE on the top of the Position record and .25 FTE in the EMIS Related FTE field, EMIS collection will use both fields for reporting. EMIS will use the override field if a value exists. If the employee needs to split hours between different buildings, part of the hours would be on the position record and the other in the EMIS override field.

- **POSITION FUND SOURCE**: Up to three fund sources and corresponding percentages from which the employee is paid for this position code.

  EACH POSITION RECORD MUST BE FUNDED A TOTAL OF 100%.
A	State Auxiliary Funds
B	Other State Funds
F	Special Education Part-B IDEA Federal Grant Funds (use for school age students)
G	Title I Funds
I	State Poverty-Based Assistance Funds (formerly DPIA)
J	Federal Early Learning Initiative Program Funds
L	Local Funds and/or State Foundation Funds
N	TANF
O	Other Federal Funds
P	Special Education Part-B IDEA Federal Grant Funds (use for preschool students)
S	State Funds: Early Childhood Education Programs (formerly Public Preschool Program)
T	Private/Tuition
U	State Unit Funding
X	Reading First Federal Grant Funds
Y	Title III

- **PAY AMOUNT**: The amount paid for this position. For contracted personnel enter the contract amount for one year of service.

- **WORK DAYS**: Total number of days the employee is scheduled to work during the year for this position.
  **Please Note: Parent/Teacher conference days should be Included.

- **HOURS PER DAY**: Total number of hours worked during a normal day to the nearest quarter hour.

- **PAY TYPE**: Indicates whether the type of pay is an hourly rate or an annual salary.
  H – Hourly rate
  A – Annual salary

- **GRADE LEVELS ASSIGNED**: Indicates the lowest and highest grade in the range that an employee is assigned to teach or supervise. This is mandatory for Principals, Assistant Principals, Paraprofessionals hired under Poverty-Based Assistance funding, and Position Code 212: Supplemental Service Teaching Assignment.

- **EXTENDED SERVICE** (**For ESC's only):** Total number of extended service days under contract for this position.

- **QUALIFIED PARAPROFESSIONAL**: Indicates if an Instructional Paraprofessional is a qualified paraprofessional under No Child Left Behind. An Instructional Paraprofessional is Position Code 415 with an assignment area of 999140 or fund source G – both indicating Title I.
  - * - Not Applicable
  - Y – Yes
  - N – No

- **SPECIAL EDUCATION FTE**: Indicates the full time equivalency of the position related to special education expressed as a percentage.

The below table lists the **position codes that will frequently report an FTE greater than 0.00**.

Position Code	Title
110	Supervisor/Manager Assignment
120	ESC Supervisor/Manager
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students With Disability Conditions Only)
230	Intervention Specialist that only include the following assignment areas: 999412 (Preschool Special Education) 999414 (Special Education)
304	Audiologist Assignment
318	Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
329	Educational Interpreter
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
333	Adapted Physical Education Therapist Assignment
334	Intern Psychologist Assignment
415	Instructional Paraprofessional Assignment
909	Attendant Assignment

V. Contracted Staff

Contractor Staff Employment Record

A Contractor Staff Employment record is required to be reported by each contractor (EMIS reporting entity) for each staff member providing services or teaching a course. If the staff member is providing services to multiple districts, a contractor staff employment record is required for each district the staff member services.

CONTRACTING DISTRICT IRN: IRN of the district staff is contracted to.

EMPLOYEE ID: Employee's SSN

LOCAL CONTRACT CODE: Job Number

POSITION CODE: Position code from Section 3.9 of the EMIS Manual

POSITION FTE: Full-time equivalency of the position for which the district is contracting.

Contract Only Staff Record

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial, or food services. For these types of contracts, individual staff information is not needed. Districts must report at least one record per contractor, contract, position code, and fund source. The following table indicates which position codes can be reported using the contract only record and which must be reported by the individual with a position status of A or I.

Position codes and Contract Reporting:

Position Code Series	May be reported with this record	May not be reported with this record- report at individual level using other staff records
100's	None	101-199
200's	None	201-299
300's	301,307, 319, 329 and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400's	402-414 and 499	415
500's	501-599	None
600's	601-699	None
700's	702-799	None
800's	801-899	None
900's	901-999	None

NAME: Name of contractor being reported

LOCAL CONTRACT CODE: Unique number to differentiate between contracts

FEDERAL TAX ID NUMBER: Tax ID for contractor

CONTRACT START DATE: Start date stated in contract, even if in a prior fiscal year

CONTRACT END DATE: End date stated in contract, even if in future fiscal year

BASED ON NUMBER OF PEOPLE: Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.

BASED ON SERVICES PERFORMED: Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.

BASED ON WORK HOURS: Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.

DOLLAR AMOUNT: Total dollar value of the contract for the current fiscal year July 1- June 30

HOURS PER WEEK: Total hours per week worked under this contract related to this position code

POSITION CODE: Position code from Section 3.9 of the EMIS Manual that would have been assigned to employees hired under this contract.

POSITION FUND SOURCE: The fund source from which this contract is paid.

VI. Additional Resources

Prior to Submission to ODE:
The Level 1 Validations will be generated after staff data is loaded into the data collector. There may be some course errors, which may either be caused by courses not created for staff or the wrong position code attached to the staff record. The Missing Staff report is available prior to submission.

After ODE Processes Data:
Some errors will be in the Data Collector as Level 2 Reports.

CrossCheck:
CrossCheck takes the most recent submission of EMIS data from the data collector and runs a series of checks on the data. Elements that meet rules for the checks will appear in each area for the district to review.

EMIS Employee Report (CI):
Path: Reports>EMIS Reports>Generate Employee Report
Lists employees that are set to report to EMIS and will be included when the data collector is ran.

> **Criteria for Employee to be included on EMIS Employee Report**: Employee must be set to report to EMIS and not be archived.

EMIS Position Report (CK):
Path: Reports>EMIS Reports>Generate Position Report
Lists Positions/Compensations that are set to report to EMIS and will be included when the data collector is ran.

> **Criteria for employee to be included on EMIS Position Report**: The employee, position, and compensation must all be marked as reportable to EMIS and the employee and compensation cannot be archived. The compensation date range must overlap the current EMIS fiscal year date range.

[EMIS | Ohio Department of Education](#)