USPS EMIS Staff and Course Collection Checklist

This checklist is set up to help you navigate through an entire year of EMIS Staff and Course reporting. Please see the sections below for the appropriate times to consult the checklist.

Initial Staff and Course Collection (L)

- [ ] 1. Set "Report to EMIS" to not reportable for employees that have been reported as "no longer employed" for one reporting period.
    - Using USPCHG under the USPS_MNT menu, use option 3 to modify EMIS report flag to "no" for jobs with separation date <= (less than) date given.

- [ ] 2. Update employees that are no longer employed in the district or in specific positions.
    - Change Separation Reason and Date in POSSCN or JOBSCN. Status in POSSCN will remain "C" Continuing.
    - Employees need to be reported once with a Separation Reason and date, then before the next reporting period you will set these specific jobs and/or employees to "no" for reporting to EMIS as detailed in step 1 above.

- [ ] 3. Increment years of experience for employees.
    - Using MASINC under the USPS_MNT -> MASCHG menu
    - This screen can be sorted by different status, appointment types, reportable to EMIS, and hire date.
    - Your new employees should not get incremented until next year.

- [ ] 4. Mark any new employees to report to EMIS for the new fiscal year.
    - They will need a Y for reportable to EMIS in their BIOSCN and their JOBSCN, this may include multiple jobs.
    - Make sure Credential IDs are entered on BIOSCN in "State Assigned ID" field.
    - Update education and semester hours if applicable in DEMSCN.
    - Enter any prior years of experience in DEMSCN.
    - Other Areas to update may include:
        - Position Code in JOBSCN
        - Assign Area, Code, and % in JOBSCN
        - FTEs JOBSCN or POSSCN
        - Use ODE EMIS Manual as a resource for coding and descriptions of codes.

- [ ] 5. Update Education and Semester Hours for any current employees with changes for this fiscal year.
    - Updates are made in DEMSCN.

- [ ] 6. Update/add any CC or CJ records.
    - Using the USPSWeb Application add CC or CJ records.
    - Once all data has been updated, run EMISR_COPY in the USPS_LCL menu.
        - This procedure extracts the CC and CJ data and loads it to the Data Collector for submission.

- [ ] 7. Clear long term illness data from last fiscal year.
    - Use CLRATD located under the USPS_ANN menu

- [ ] 8. Clear or update any values in EMIS override fields if necessary (hours per day, contract amt, work days, FTE).

Final Staff and Course Collection (L)

The one element of reporting that is added for the Final Staff collection in the spring is the **Long Term Illness Days**.

- [ ] 1. Make sure any new hires since the initial reporting period have been marked to be report to EMIS.
    - They will need a Y for reportable to EMIS in their BIOSCN and their JOBSCN, this may include multiple jobs.
    - Make sure Credential IDs are entered on BIOSCN in "State Assigned ID" field.
    - Update education and semester hours if applicable in DEMSCN.
    - Enter any prior years of experience in DEMSCN.
    - Other Areas to update may include:
        - Position Code in JOBSCN
        - Assign Area, Code, and % in JOBSCN
        - FTEs JOBSCN or POSSCN
        - Use ODE EMIS Manual as a resource for coding and descriptions of codes.

- [ ] 2. Update/add any new CC or CJ records.
    - Using the USPSWeb Application add CC or CJ records.
    - Once all data has been updated, run EMISR_COPY in the USPS_LCL menu.
        - This procedure extracts the CC and CJ data and loads it to the Data Collector for submission.

- [ ] 3. Add Long Term Illness Days
    - Long Term Illness Days are Illness days that meet or exceed 15 consecutive days.
    - Add this total to the "Long Term Illness" days field in BIOSCN

Fiscal Year End Procedures

If your Final Staff and Course Collection is not complete at Fiscal Year end, or you want to make a copy to preserve your data before making changes for next Fiscal Year, please run the following steps. This will create a flat file of your data that can be modified if you need to submit after data is updated for the Fiscal Year.

- [ ] 1. Run USPEMS/USPEMX program to create the flat file for EMIS reporting. This file(s) will containing your fiscal year information prior to entering information for the next fiscal year.
    - [ ] Send an email to mail_staff_fis@nwoca.org stating that the USPEMX.SEQ file has been created.
    - [ ] Wait for a reply email from NWOCA stating that the USPEMX.SEQ file is ready and you may continue processing.

> ⚠️ Due to the importance of your USPEMX.SEQ and/or USPEMX_EMISR.SEQ file(s), please do not proceed with the next step until notified by NWOCA with an email. NWOCA will run a procedure on their end to preserve the file(s).

- [ ] 2. Run the EMX_EMAIL process from the USPS_LCL menu to email the USPEMX.SEQ file to yourself.
- [ ] 3. If you are responsible for loading staff data for EMIS. If staff data for the previous year was reported using EMISFFE, this data will need to be cleared out. You then have the choice to either upload the USPEMX.SEQ file to EMISFFE or to the SIF data collector or email the USPEMX.SEQ file to your EMIS coordinator, if they are responsible for loading this data.
- [ ] 4. If your district reports CJ records and a USPEMX_EMISR.SEQ file has been created the EMISR_COPY procedure found under the USPS_LCL menu must be ran in order to get the file uploaded to the data collector.

USPS EMIS Fiscal Year Staff Updates Using EMISFFE

> ⓘ If updates are needed for any staff member that may already be included in the USPEMX flat file, the EMIS coordinator will need to import this flat file into the EMISFFE application and complete updates. Once complete, they will export the file making certain to select FYXX and reporting period "L".
>
> If no updates are needed, the USPEMX.SEQ file created by USPEMS can be uploaded.
>
> If updates made in EMISFFE are part of the employee's permanent record, such as birth date, make the same change in USPS.

1. Payroll staff - Enter the new employee and job information in USPSCN
2. EMIS staff - Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID.
3. EMIS staff - Add the necessary jobs for EMIS reporting
4. EMIS staff - Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.

1. EMIS staff - Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the credential ID.
2. EMIS staff - Add the necessary jobs for EMIS reporting
3. EMIS staff - Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.

1. Payroll staff - Enter the new employee and job information in USPSCN
2. Payroll staff - Run USPEMS and create a new USPEMX file - DO NOT move this file for upload to the data collector
3. Payroll staff - Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay this information to the EMIS coordinator.
4. EMIS staff - Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with the newly assigned ZID.
5. EMIS staff - Add the necessary jobs for EMIS reporting.
6. EMIS staff - Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.

1. Payroll staff - Using USPSCN/BIOSCN locate the ZID USPS assigned to this employee and relay it to the EMIS coordinator.
2. EMIS staff - Using EMISFFE, add this same employee into the data, populating the EMIS ID for this staff member with their assigned ZID.
3. EMIS staff - Add the necessary jobs for EMIS reporting.
4. EMIS staff - Export the file, upload to the data collector and submit as appropriate being careful during the collection step to NOT SELECT the SIF zone for USPS.