Illinois State Board of Education

Employment Information System

SY 2017 Evaluations, Salaries and Benefits

SY 2018 Enhancements/Updates

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Welcome and Introductions

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ISBE Key Team Members

- Jason Helfer: *Deputy Superintendent of Teaching and Learning*
- Brent Engelman: *Division Administrator, Information Technology*
- Mary Reynolds: *Executive Director, Secondary Transformation*
- Patrick Payne: *Director, Strategy and Analytics*

EIS Key Team Members

- Mark Hobneck: *Data Analysis*
- Kara Mernaugh: *Data Analysis*
- Brenda Umek: *Data Analysis*
- Keith Goeckner: *Data Analysis*

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Webinar Tips

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- ***Tips for Listening***
  - Computer speakers
  - Headset connected to a computer
  - Telephone
- ***Tips for Speaking***
  - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
  - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.
- ***Question and Answer***
  - Q&A will be held at the end of the webinar.
  - Please raise your hand to ask a question.
  - All text messages are logged.
  - Text questions will be posted in a Q&A document after the Webinar.
  - If you are using a telephone, the audio pin number must be typed in correctly before you can talk.
- ***Troubleshooting***
  - If you are disconnected from the Webinar at any time, you can click the link that was provided to you in your email. Alternatively, you can re-register for the Webinar to gain access.
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Agenda

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* Educator Evaluations
* Salaries & Benefits (ATSB)
* SY 2018 Enhancements/Updates
* Data Quality Dashboard
* Key Dates
  * Remaining SY 2017 deadlines
  * Upcoming SY 2018 deadlines
* Q&A/Discussion

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Educator Evaluations

SY 2017

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Educator Evaluations

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Evaluations Closing Date:

- **Tuesday, August 1, 2017**

Why the addition?

- Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861)

What to expect:

- Employee Evaluations tab added to EIS online
- Employee Evaluations batch file template added
- Summative Ratings for:
  - Tenured educators
  - Non-tenured educators
  - Principals

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Educator Evaluations

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Positions requiring an evaluation:

- 103 – Principal
- 104 – Assistant Principal
- 200-251 – Teachers
- 601-610 – Resource Teachers

Cumulative Rating Measure:

- Practice
- Growth

Districts combine rating measures to create a summative rating of either:

- Unsatisfactory (1)
- Needs Improvement (2)
- Proficient (3)
- Excellent (4)

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Educator Evaluations

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Evaluator Requirements:

- Valid IEIN number
- Evaluator must be prequalified to perform the evaluation
  - Specificity Code: "ETGM" approval teacher evaluator growth (module 1-5)
  - Specificity Code: "EPGM" approval principal evaluator growth (module 1-5)
- Evaluators and Educators do not need to be in the same school or school district
- Evaluators cannot evaluate themselves

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Educator Evaluations

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Evaluation Requirements:

- Evaluated employee:
  - must have an active employment record in EIS (not terminated) sometime during the school year.
  - must have a position record in EIS for the school year of the evaluation that is matched to the evaluation type.
- If, for a school year, there is only one position for an employee that matches the type of evaluation that has been submitted, then that position cannot be deleted.
- If, for a school year, there is an evaluation for an employee, the position code can only be changed to a code that matches the type of evaluation present.

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Educator Evaluations

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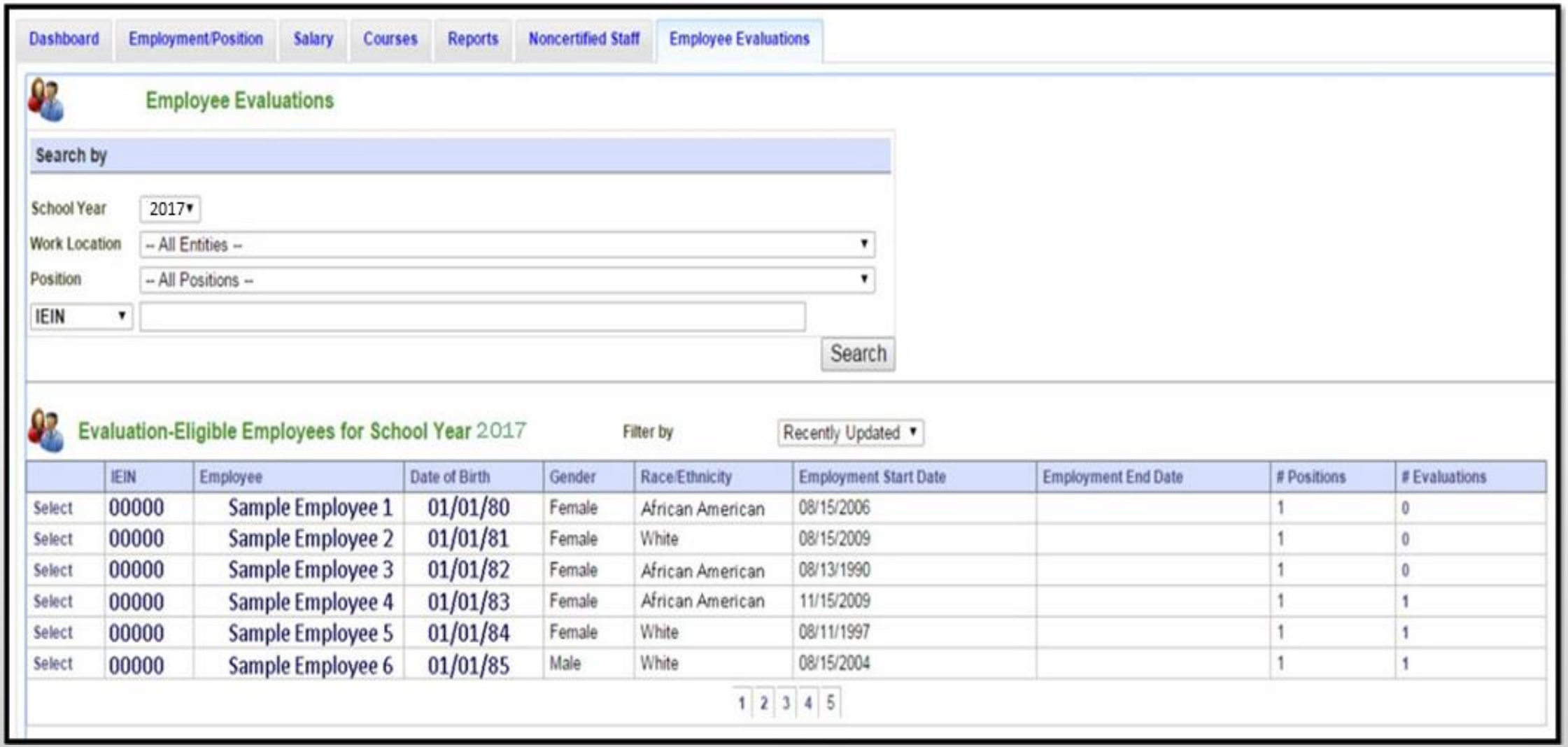

	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions	# Evaluations
Select	00000	Sample Employee 1	01/01/80	Female	African American	08/15/2006		1	0
Select	00000	Sample Employee 2	01/01/81	Female	White	08/15/2009		1	0
Select	00000	Sample Employee 3	01/01/82	Female	African American	08/13/1990		1	0
Select	00000	Sample Employee 4	01/01/83	Female	African American	11/15/2009		1	1
Select	00000	Sample Employee 5	01/01/84	Female	White	08/11/1997		1	1
Select	00000	Sample Employee 6	01/01/85	Male	White	08/15/2004		1	1

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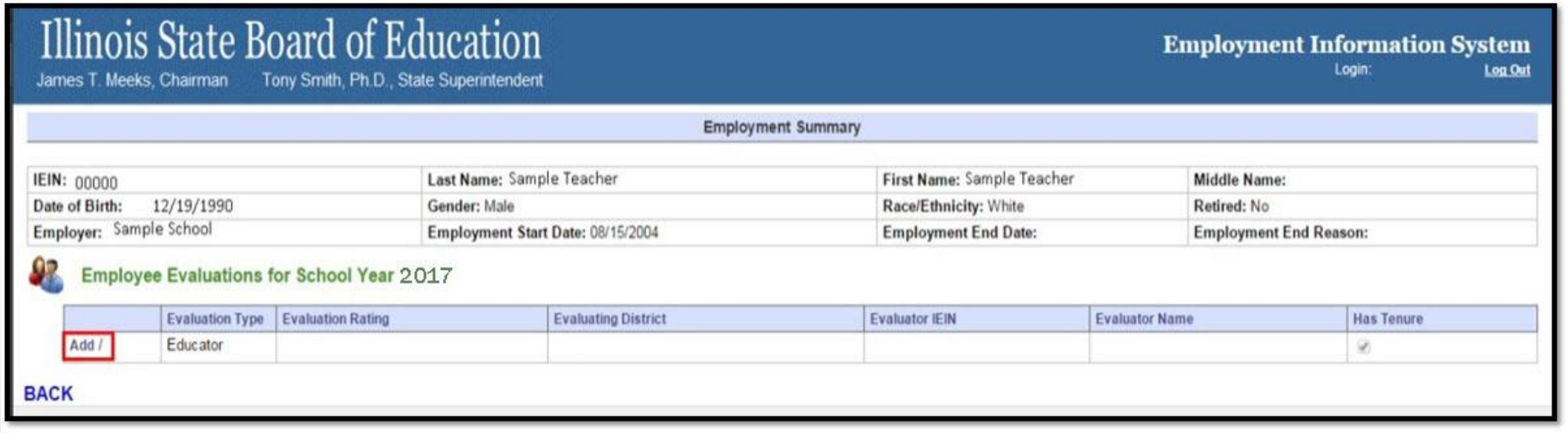

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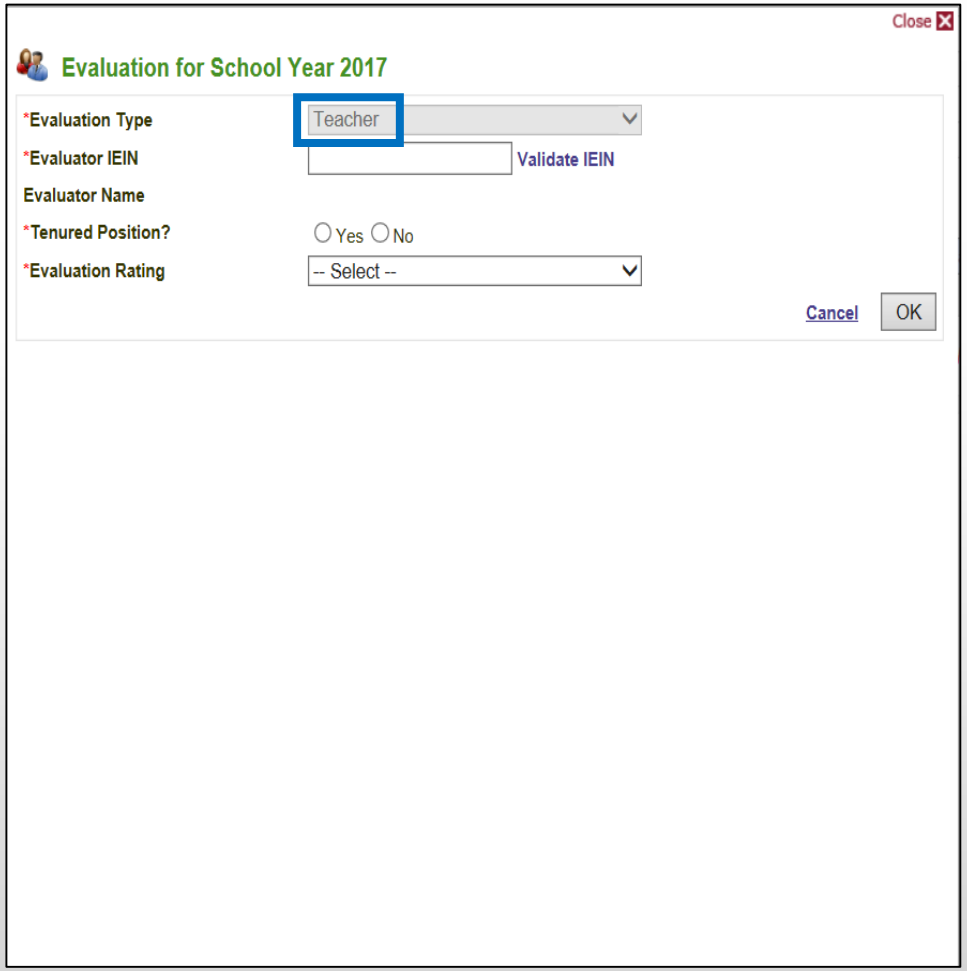

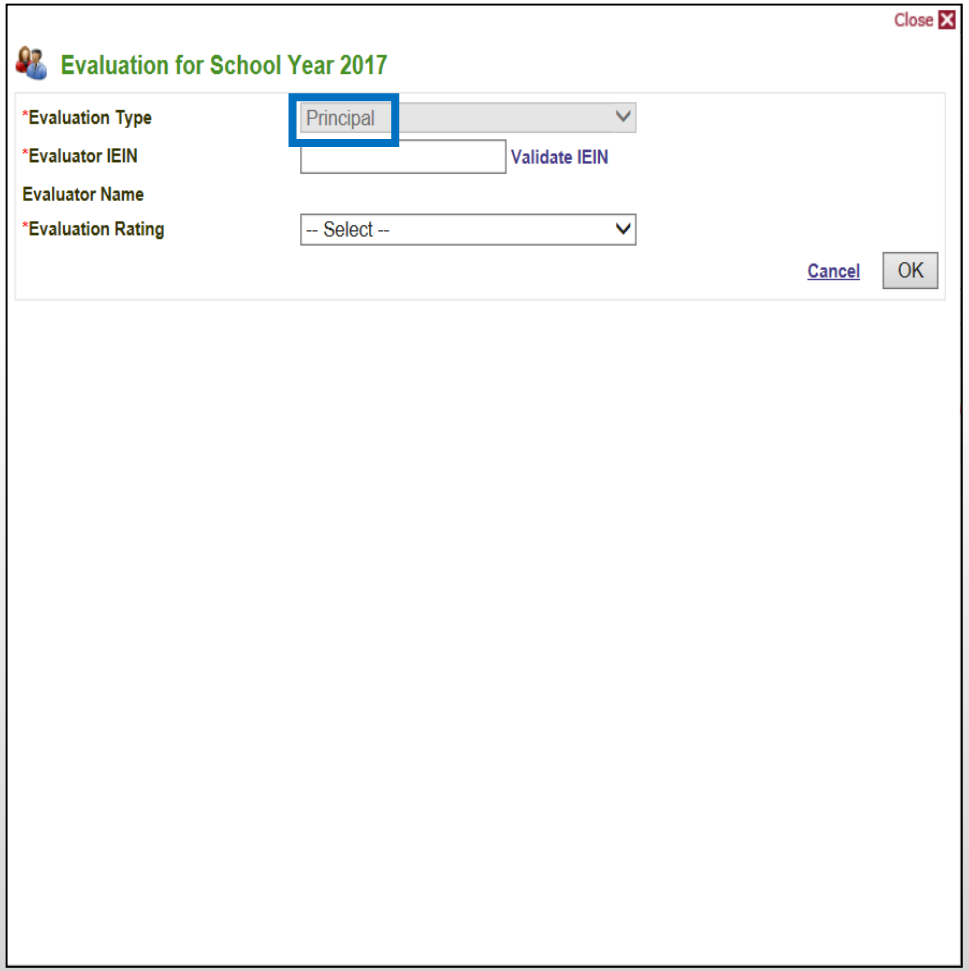

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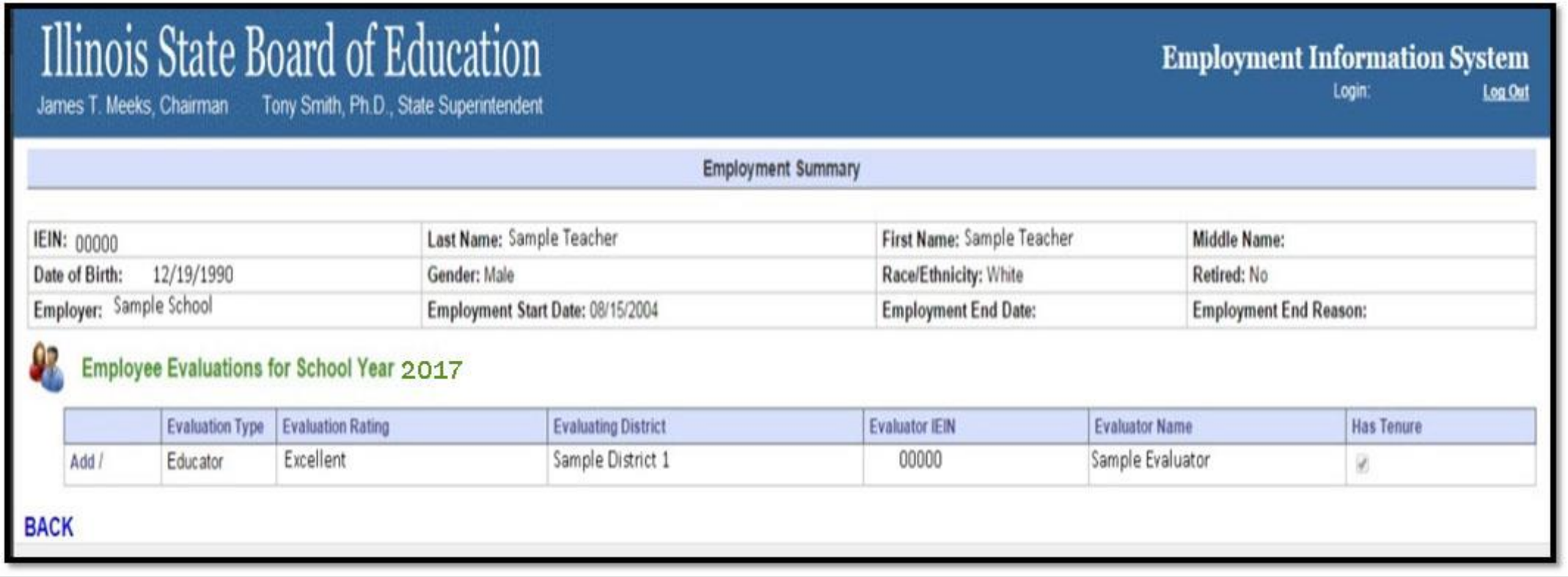

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James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

Employment Information System

Login: Log Out

Employment Summary

IEIN: 00000	**Last Name:** Sample Teacher	**First Name:** Sample Teacher	**Middle Name:**
Date of Birth: 12/19/1990	**Gender:** Male	**Race/Ethnicity:** White	**Retired:** No
Employer: Sample School	**Employment Start Date:** 08/15/2004	**Employment End Date:**	**Employment End Reason:**

Employee Evaluations for School Year 2017

	Evaluation Type	Evaluation Rating	Evaluating District	Evaluator IEIN	Evaluator Name	Has Tenure
Add /	Educator	Excellent	Sample District 1	00000	Sample Evaluator	☑

BACK

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Educator Evaluations

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New →

Employment Information System (EIS)					
Employee Evaluation					
Data Elements	**Code**	**Description**	**Data Type**	**Length**	**Mandatory/Optional**
District RCDTS		The District RCDTS code where the Employee is currently Employed	Int	15	Mandatory
Employee IEIN		The IEIN for the Employee being Evaluated	Char	9	Mandatory
Employee Last Name		Employee's Legal Last Name	Varchar	30	Mandatory
Employee First Name		Employee's Legal First Name	Varchar	30	Mandatory
Employee DOB		Employee's Date of Birth	Datetime		Mandatory
Tenured Teacher		Is The Employee being evaluated Tenured *Only required if the Evaluation Type is Educator*	Char	1	Mandatory
	Y	Yes			
	N	No			
Evaluator IEIN		The IEIN for the Evaluator	Char	9	Mandatory
Evaluator Last Name		Evaluator's Legal Last Name	Varchar	30	Mandatory
Evaluator First Name		Evaluator's Legal First Name	Varchar	30	Mandatory
School Year		School Year the Evaluation was completed	Char	4	Mandatory
Evaluation Type			Char	2	Mandatory
	01	Educator Evaluation			
	02	Principal Evaluation			
	03	Superintendent Evaluation			
Summative Rating		The Evaluation Model uses Ratings to measure Practice, Student Growth and an optional rating. The district must combine these into a single Summative Rating yielding one of the following four Evaluation Ratings	Char	2	Mandatory
	01	Unsatisfactory			
	02	Needs Improvement			
	03	Proficient			
	04	Excellent			

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Educator Evaluations

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Evaluations Batch File Template:

* District RCDTS
* Employee IEIN
* Employee Last Name
* Employee First Name
* Employee DOB
* Tenured Teacher
* Evaluator IEIN
* Evaluator Last Name
* Evaluator First Name
* School Year
* Evaluation Type
* Summative Rating

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Educator Evaluations

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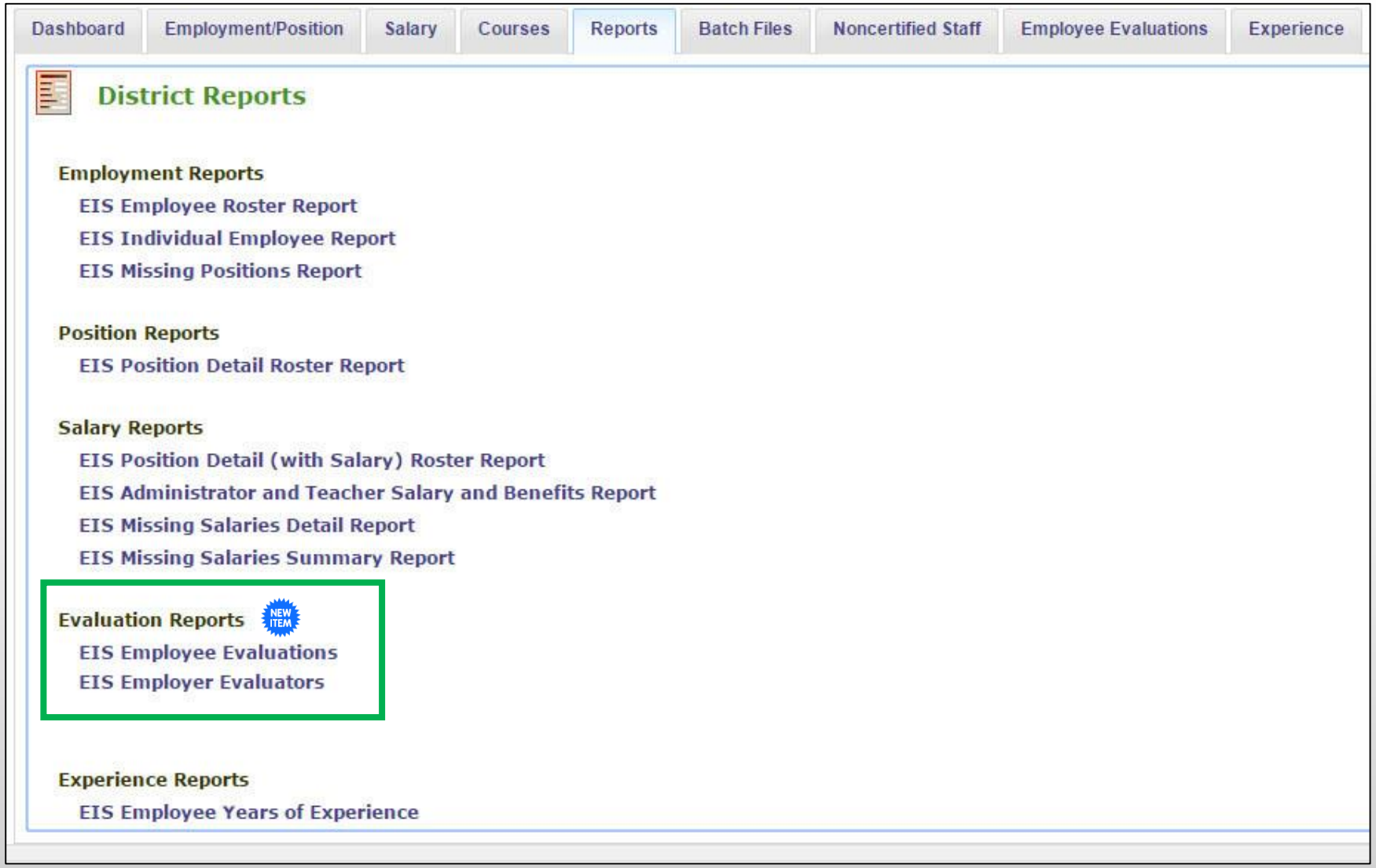

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Salaries & Benefits

SY 2017

Salaries & Benefits

Salary Closing Date:

Friday, September 1, 2017

Due by Closing Date (September 1, 2017):

- SY 2017 Employment and Position Records
- SY 2017 Position End Dates
- SY 2017 Base Salaries
- SY 2017 Benefits (if applicable)
- SY 2017 Employment End Dates (if applicable)
- SY 2017 Employment End Reason

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Salaries & Benefits

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Salary Data is submitted by the entity responsible for paying employees.

This includes:

Public School Districts
Special Education Districts/Cooperatives
Regional Offices of Education
Vocational Districts
Other State Funded Districts
Nonpublic Districts (Grantees only)
Miscellaneous Payees (Grantees only)

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Salaries & Benefits – Where is Salary Data Used?

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Why Collect Salary Data?

- Required by School Code [105 ILCS 5/10-20.47 and 5/34-18.38]

Where is Salary Data Used?

- Illinois State Report Card
- ISBE Annual Report
- State Comptrollers Public Accountability Report
- Administrator and Teacher Salary and Benefits (ATSB) Report
- Unions
- Taxpayers
- External Media

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Salaries & Benefits – Base Salary Explanation

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Defining Base Salary

Base Salary is the contracted dollar amount the employee is paid for the school year.

Calculating Base Salary

Calculating Base Salary is the employee's contracted salary multiplied by the employee's FTE.

Note:

An employee's FTE may need to be adjusted when salaries are entered.

Hourly employees won't have contracted base salaries.

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Salaries & Benefits – FTE Adjusted Base Salary

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What is an FTE Adjusted Base Salary?

- FTE Adjusted Base Salary is a calculated field ISBE uses to annualize salary.

Why do we calculate FTE Adjusted Base Salary?

- Detecting FTE errors
- Detecting salary errors
- Annualizing salaries

FTE Adjusted Base Salary Equation:

- FTE Adjusted Base Salary $= \frac{Base\ Salary}{FTE}$

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Salaries & Benefits – FTE Adjusted Base Salary

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What FTE Adjusted Base Salary Checks:

- Average Salary
- Median Salary
- Maximum FTE Salary
- Minimum FTE Salary
- Missing Salary
- Average Salary Comparison between Teachers and Administrators

Guidelines on FTE Adjusted Base Salary:

- **Base salary represents time paid (not worked)**
- FTE represents time paid

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Salaries & Benefits – Missing Salary Reports

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Salaries & Benefits – Who Submits ATSB Data?

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Who is required to submit ATSB data?

- Public School Districts

Who does not submit ATSB data?

- Special Education Districts/Cooperatives
- Regional Offices of Education
- Vocational Districts
- Other State Funded Districts
- Nonpublic Districts (Grantees only)
- Miscellaneous Payees (Grantees only)

ATSB Closing Date:

- ***Friday, September 1, 2017***

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Salaries & Benefits – ATSB Data

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What Timeframe Is Reported?

- Provide base salaries for the entire 2017 school year
- Base Salary data should be submitted regardless of when the employees are actually paid
- Base Salary should be the same as the contracted amount, unless the employee did not complete the contract

Salaries & Benefits – ATSB Data

For what positions must Benefits Data be submitted?

Administrators:

- 100-121 Regular Education Administrative
- 151-155 Special Education Administrative

Teachers:

- 200-207 Regular Education Instructional
- 250-251 Special Education Instructional
- 601-611 Resource Teacher series

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Salaries & Benefits – ATSB Salary Benefits Grid

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EIS SALARY DATA								
For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
Salary Data:								
Contractual Gross Salary	X							
Retirement Bumps (6% Earnings Increases)	X							
Wages Paid to Long-Term Sub Positions	X							
Stipends (any kind, even travel and phone stipends)								X
Extra Duty Pay								X
Salary paid for time not working or while on leave of absence								X
Vacation Days (Current Year Awarded)		X						
Sick Days (Current Year Awarded) Don't include personal days converted to sick days			X					
Personal Days								X
Bonuses				X				
Annuities (Employer Paid)					X			
Annuities (Employee Paid)								X
Benefits Data:								
TRS Member Portion (Employer Paid)						X		
TRS Employer Portion								X
SERS (State Employment Retirement System)						X		
IMRF Member Portion (Employer Paid)						X		
IMRF Employer Portion								X
Early Retirement/Early Separation Option Payments								X

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Salaries & Benefits – ATSB Salary Benefits Grid (cont'd)

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For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
THIS Member Portion (Employer Paid)							X	
THIS Employer Portion								X
Health Insurance (Employer Paid)							X	
Dental Insurance (Employer Paid)							X	
Life Insurance (Employer Paid)							X	
Vision Insurance (Employer Paid)							X	
Benefits earned from stipends and extra duty pay								X
Federal TRS								X
Flex Benefits								X
FICA Employer Portion								X
FICA Employee Portion (Employer Paid)								X
Medicare Employer Portion								X
Medicare Employee Portion (Employer Paid)								X
Workers' Comp Employer Portion								X
Unemployment Ins Employer Portion								X
Longevity Payments								X
Severance Payments								X
Reduced Tuition or Tuition Reimbursements								X
Housing								X

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Enhancements & Updates

SY 2018

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Enhancements & Updates - Employee Absence

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Why the change?

For the purpose of information required under Section 10-17a(2)(E) of the School Code

What to expect?

Not considered as absence
- Professional development
- FMLA
- Long-term disability
- Parental leaves

Considered as absence (examples)
- Vacation days
- Sick days
- Personal days
- Jury duty
- Military Leave

***** This information will be a component of the SY 2018 salary data collection *****

Enhancements & Updates - Employee Absence

New Data Elements

1. **Number of days absent** (required field)
   - Total number of days absent during the school year including partial days absent. Days absent will be a number with 2 decimals with a 1.00 meaning the teacher missed the whole day and .40 would indicate the teacher missed 2 periods out of 5 periods that they were scheduled to teach or work. Use 0.00 if there were not absent days taken during the school year.

- **All licensed EIS employment records require the number of days absent.**

$$\frac{\text{Number of teachers (FTE) absent at least 10 days}}{\text{Total number of teachers (FTE)}} = \text{Teacher Attendance Rate}$$

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Enhancements & Updates - Position Code Replacements

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Why the change:

To consistently align teaching position codes with instructional staff for the purposes of teacher of records, salary, experience and educator evaluation.

What to expect:

Replace:

- ~~209 – Dean of Students Teacher (no admin endorsement)~~

With:

- **126 – Dean of Students Teacher (no admin endorsement)**

Replace:

- ~~210 – Head of Gen Ed (Department chair no admin endorsement held~~)

With:

- **127 – Head of Gen Ed (Department chair no admin endorsement held)**

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Enhancements & Updates - Missing Position Request File

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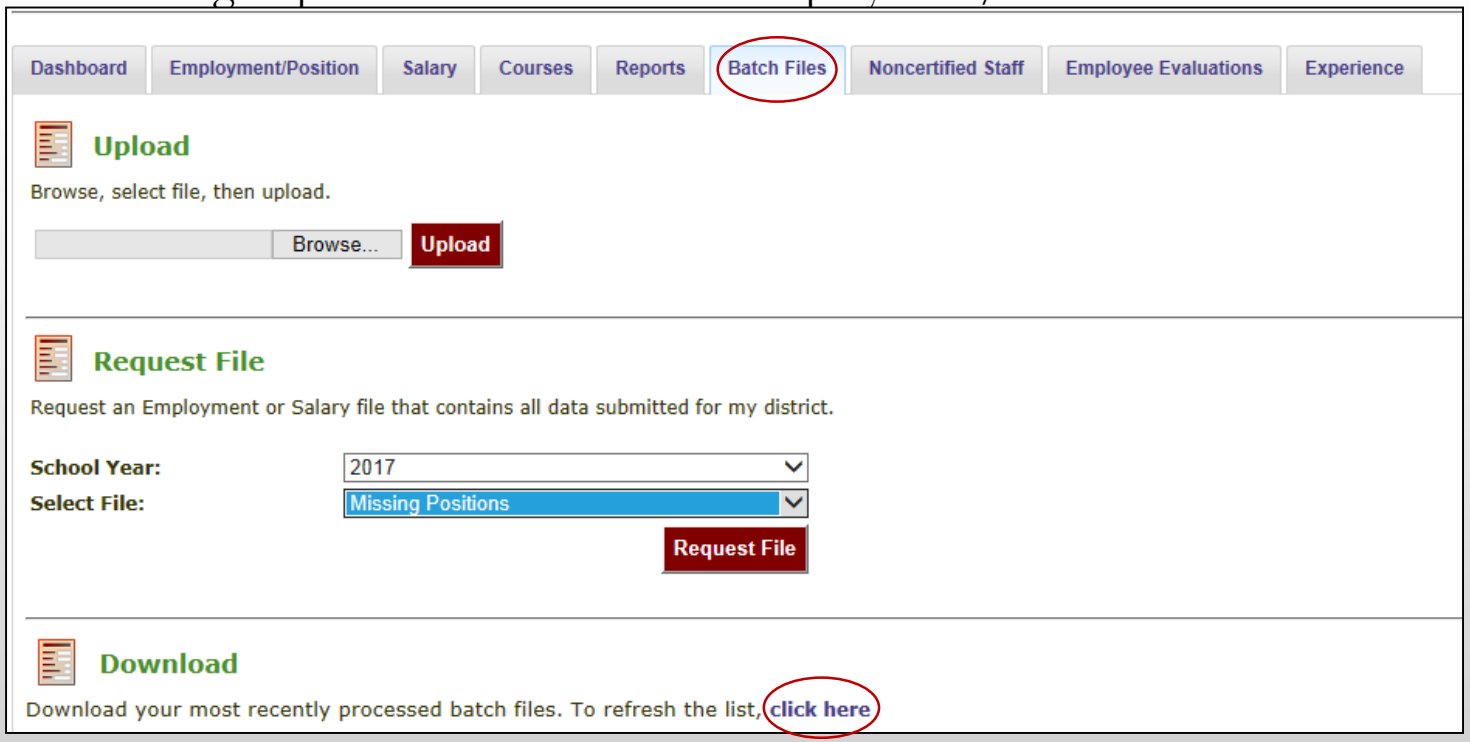
Why the change?

Missing position request files allows school districts the ability to:

- Create a file which only contains EIS missing positions as indicated on the EIS dashboard
- Contains the same fields as the EIS Employment/Position template
- Capability to use the resulting request file to submit EIS Employment/Position records



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Enhancements & Updates – Web Services

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- ISBE offers a ***free*** web service that provides a method for districts to automate the sending and retrieving of batch data to EIS.
  - This is in addition to utilizing batch uploads and the EIS online screens to enter data.

- Providing current data to ISBE using web services is simple and automated for data entry staff

- Web services use the same template as batch upload

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Enhancements & Updates – Getting Web Services for EIS

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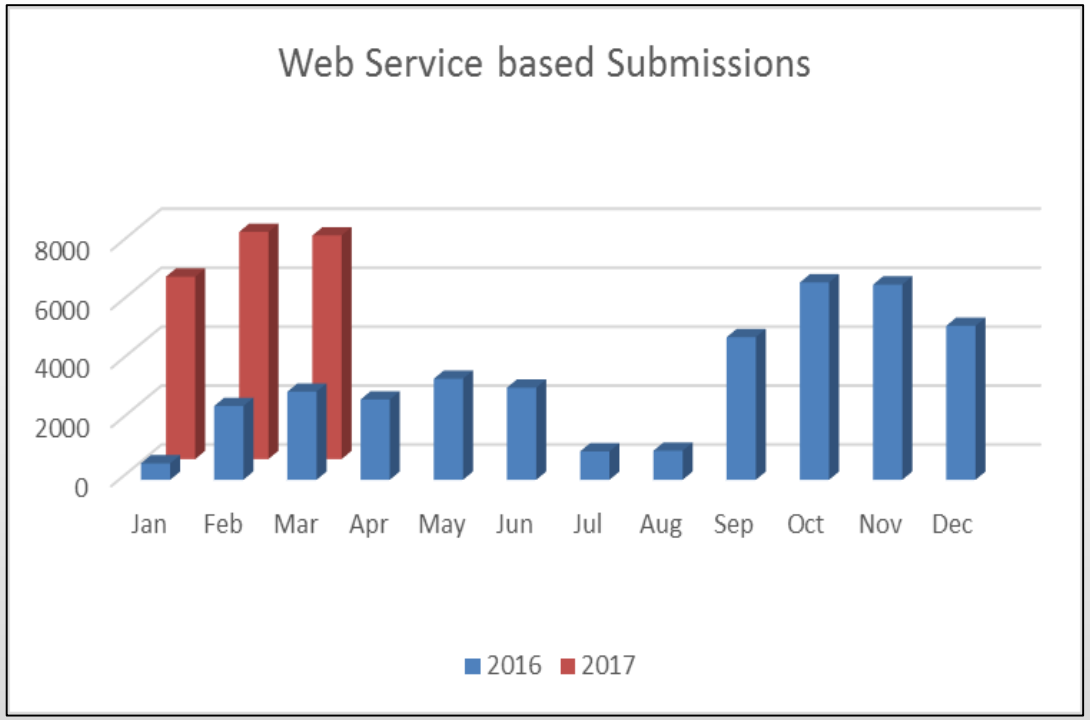
EIS: https://www.isbe.net/Documents/DataTransferDeveloper.pdf



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Ed360 + EIS

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Ed360 + EIS – Ed360 Screen

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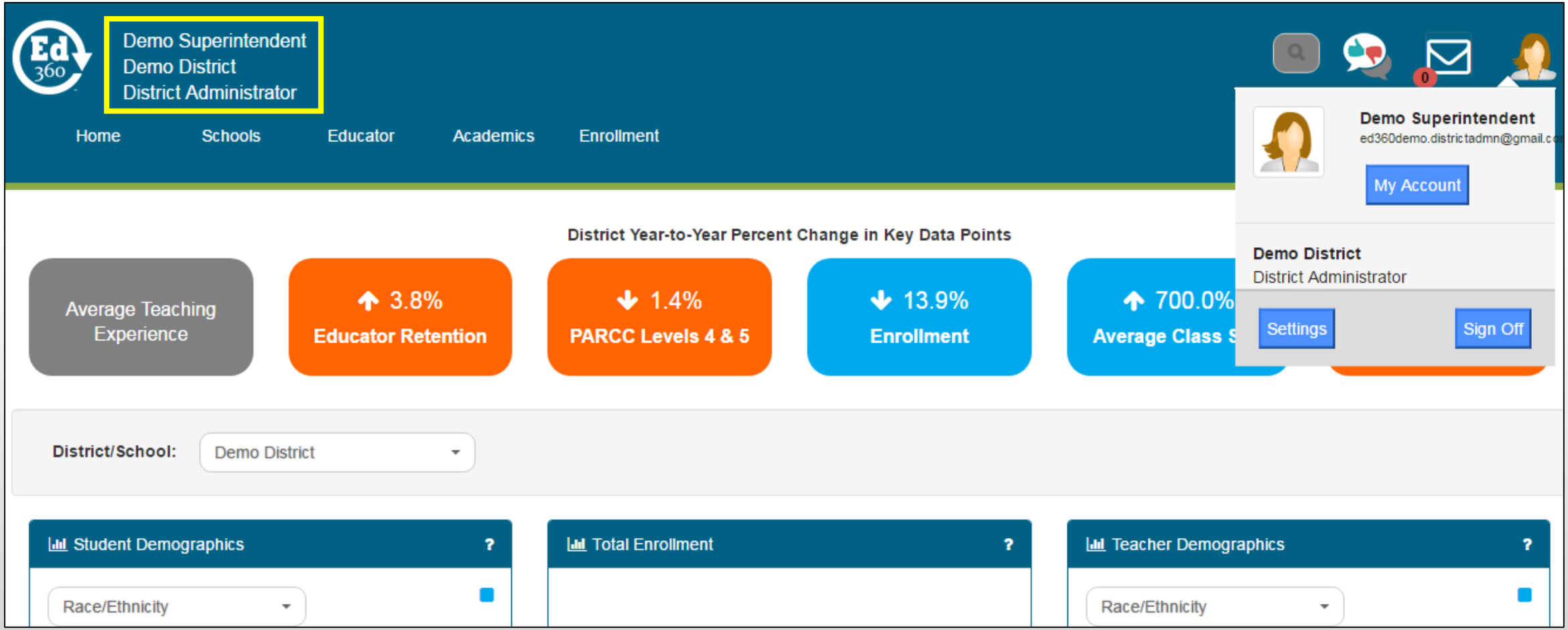

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Ed360 + EIS – Ed360 Screen

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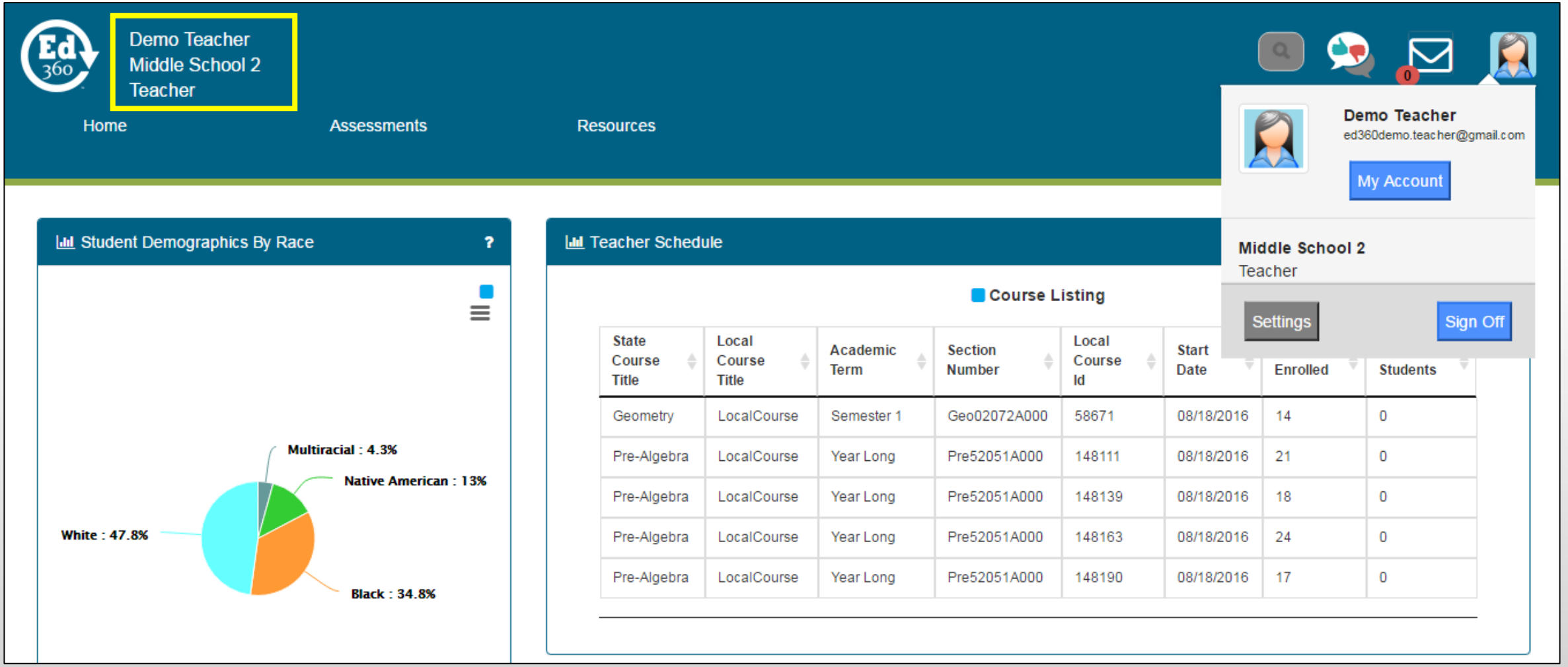

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Ed360 + EIS – Ed360 Role Assignments

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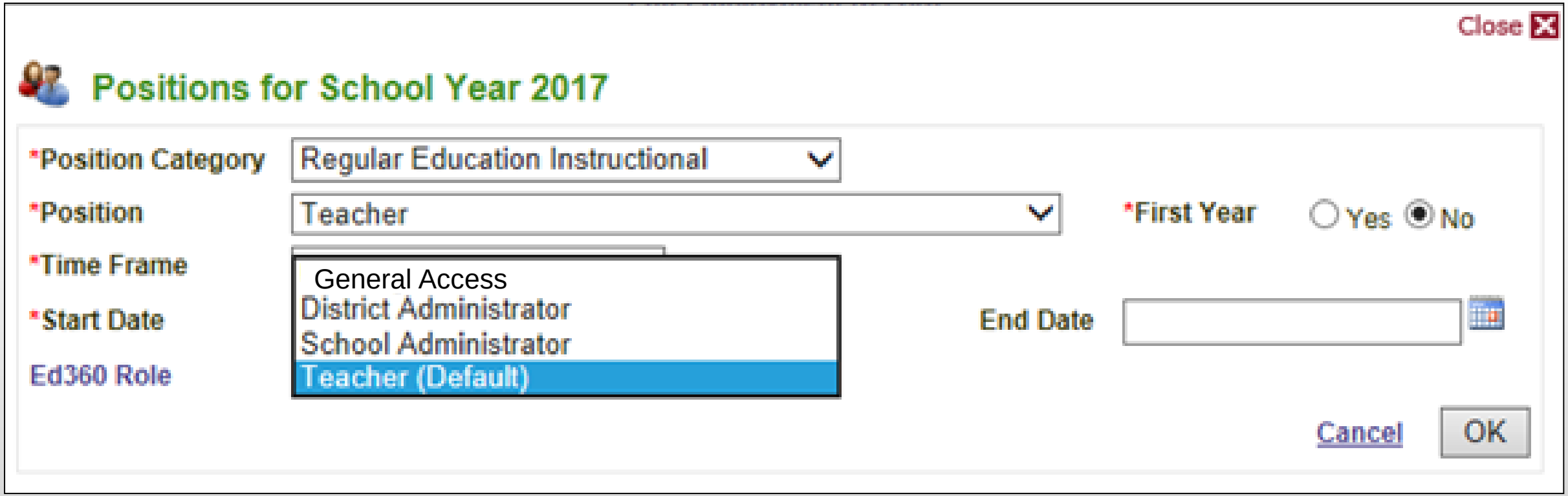

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Ed360 + EIS – Ed360 Codes for Batch

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Batch Codes:

- 01 General Access – allows access to user's employment, position, license information
- 02 Teacher – allows access to student data based on student/teacher course assignments in the Statewide Student Information System (SIS).
- 03 School Admin – allows access to student and educator data within a *SCHOOL*
- 04 District Admin – allows access to student and educator data within a *DISTRICT*

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Ed360 + EIS – Code Changes

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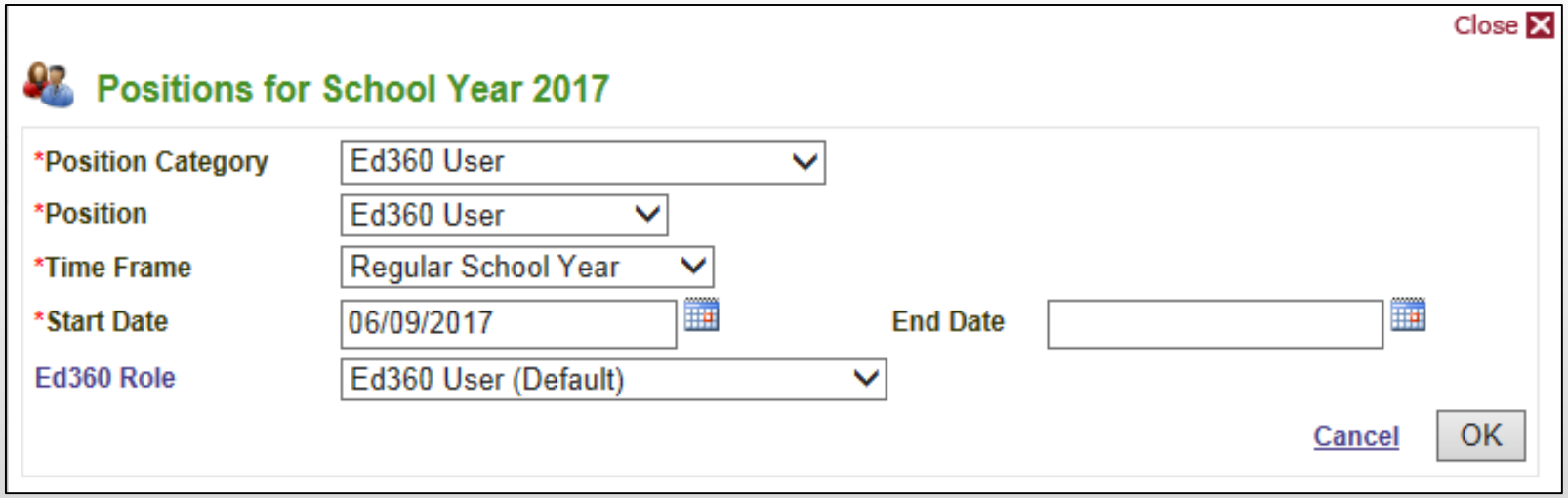
What to expect:

Replace:

- ~~900 – Ed360 District Admin~~
- ~~901 – Ed360 School Admin~~

With:

- **902 – Ed360 User**



***** The person assigned to an Ed360 position MUST have a valid IEIN *****

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Ed360 + EIS – Ed360 Role Assignments

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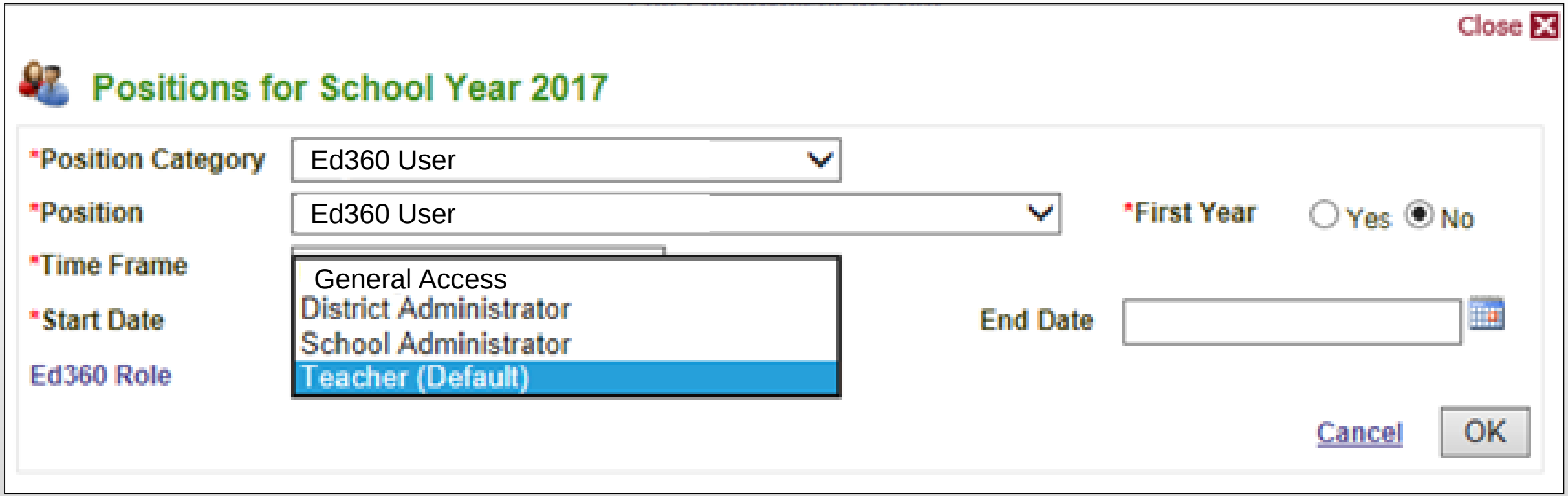

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Ed360 + EIS – Ed360 User Codes

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What to expect:

Roles for Ed360 User

Employment/Position online data and batch entry will allow the following Ed360 Role Assignments:

- 01 General Access – allows access to user's employment, position, license information
- 02 Teacher – allows access to student data based on student/teacher course assignments in the Statewide Student Information System (SIS).
- 03 School Admin – allows access to student and educator data within a *SCHOOL*
- 04 District Admin – allows access to student and educator data within a *DISTRICT*

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Data Quality Dashboard

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Data Quality Dashboard

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Scoring Key :	100 % [Grade A]	95% - 99.9% [Grade B]	90% - 94.9% [Grade C]	85% - 89.9 [Grade D]	< 85 % [Grade F]

Data Quality Dashboard

Overall Score
72%

Category	Errors	Score	
EIS Positions	57	99.1%	View Audits
EIS Salaries	3	0%	View Audits
Enrollments	47	98.2%	View Audits
Student Course Assignments	9	80.9%	View Audits
Teacher Course Assignments	156	81.6%	View Audits

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2016-2017 Key Dates

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Activity	Date
~~Begin to submit SY 2017 Employment and Position data~~	~~Friday, September 16, 2016~~
~~Deadline for 2017 5Essentials Survey Email Addresses and Employment Position data~~	~~Tuesday, November 1, 2016~~
~~EIS 2017 Employment and Position Records for the purpose of the EDEN C059 Staff FTE file~~	~~*(update by)* Monday, May 15, 2017~~
~~All SY 2017 Non-certified Employees aggregated FTE counts must be completed for the purpose of the EDEN C059 Staff FTE file~~	~~Monday, May 15, 2017~~
Deadline for SY 2017 Evaluations	**Tuesday, August 1, 2017**
Final Deadline for SY 2017 (updates & corrections) Employment/Position and Salary Data (including Benefits data, if applicable)	**Friday, September 1, 2017**

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2017-2018 Key Dates

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Activity	Date
Begin to submit SY 2018 Employment and Position data	Monday, September 18, 2017
Deadline for SY 2018 5Essentials Survey Email Addresses and Employment Position data	Wednesday, November 1, 2017
EIS SY 2018 Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	*(update by)* Tuesday, May 15, 2018
All SY 2018 Non-certified Employees aggregated FTE counts must be completed for the purpose of the EDEN C059 Staff FTE file	Tuesday, May 15, 2018
Deadline for SY 2018 Evaluations	Wednesday, August 1, 2018
Final Deadline for SY 2018 (updates & corrections) Employment/Position and Salary Data (including Benefits, if applicable, and Teacher Absence)	Monday, September 3, 2018

ISBE Contact Information

www.isbe.net

- **EIS Team**
  - **Data Analysis, Division of Strategy & Analytics**
  - (217) 782-3950
  - datahelp@isbe.net

- **IWAS Help Desk for technical issues**
  - (217) 558-3600

- **Educator Licensure**
  - (217) 557-6763
  - licensure@isbe.net

ISBE Resource Information

www.isbe.net

- **EIS webpage:**
  - https://www.isbe.net/Pages/Employment-Information-System.aspx
- **Data Elements:**
  - https://www.isbe.net/Pages/EIS-Data-Elements.aspx
- **Templates and Instructions:**
  - https://www.isbe.net/Pages/EIS-Data-Input.aspx
- **Data Validations:**
  - https://www.isbe.net/Pages/EIS-Validations-Document.aspx
- **Key Dates:**
  - https://www.isbe.net/Pages/EIS-Key-Dates.aspx
- **Data Quality Dashboard:**
  - IWAS Systems Listing

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