



Illinois State Board of Education

Employment Information System

2019 EIS Changes

Welcome and Introductions

2

Presenter

- Mark Hobneck: *Data Strategies & Analytics*

Note: This webinar is being recorded

3

- Please do not provide any employee, personal, or vendor information
- The Webinar Video, PowerPoint Presentation and other resources related to Data Quality Dashboard will be posted at <https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx>
- This may take 24 hours before becoming available



Webinar Tips

4

- ***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.
 - If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.

Please save all written and verbal questions until the end at the Q&A

Agenda

5

- Wrapping Up EIS for 2018
- New Data Collection- Teacher Absence 2018
- 2019 New FTE Calculation & Workload
- 2018-2019 Key Dates
- Question & Answer

SY 2018

Wrapping Up EIS for 2018

Wrapping up 2018

7

Complete by August 15, 2018:

- No longer report summer school teachers beginning now!
- Update and Add Employment/Position Records
 - Update FTEs accordingly
 - Enter Educator Evaluations (Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861)
 - Enter Base Salary (Sections 10-20.47 and 34-18.38 of the School Code[105 ILCS 5/10-20.47 and 5/34-18.38] Benefits (if applicable) are due on October 1, 2018
 - Enter Teacher Absence
 - Check Data Quality Dashboard



Data Quality Dashboard Webinar

8

- The Webinar Video, PowerPoint Presentation and other resources related to Data Quality Dashboard will be posted at <https://www.isbe.net/Pages/Data-Quality-Dashboard.aspx>
 - Data Quality Dashboard is a tool to assist you in cleaning your data before final submission.

Review

9

For more details, please use the following resources:

- [https://www.isbe.net/Documents/2017 Eval Sal 2018 Updates Presentation.pdf](https://www.isbe.net/Documents/2017_Eval_Sal_2018_Updates_Presentation.pdf)
- [SY 2017 Evaluations, Salaries & Benefits, SY 2018 Enhancements/ Updates](#)
 - Registration details required to view recording

Data Strategies & Analytics

- (217) 782-3950
- datahelp@isbe.net

Absences

10

SY 2018

New Data Collection- Absence Requirement



Employee Absence

11

New Data Elements

- **Days Expected** (optional field)
 - Total number of days contracted to work during the regular school year, excluding extra duty such as summer and night school and extracurricular activities such as clubs and coaching. Do not include time for extra duty stipends for certified positions such as district superintendent, principal, assistant principal or teaching. For example if a teacher is on 180 day contract and is also paid a stipend to work an additional 20 days as a principal the expected days worked would be 180. If someone works under two contracts choose the days expected to work for the longest contract.
- **Days Absent** (required field)
 - Days absent is based on Section 10-17a(2)(E) of the School Code.
 - 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 .50 would indicate the teacher missed one half of the day that they were scheduled to teach or work. Use 0.00 if absent days were not taken during the school year.
 - Days absent will be collected on the teaching position record.

Employee Absence

12

Why the change?

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

...the percentage of teachers with less than 10 absences in a school year for reasons other than professional development, leaves taken pursuant to the federal Family Medical Leave Act of 1993, long-term disability, or parental leaves,...

What to exclude?

Exclusion	Determination Guidance
Professional Development	Local district determination based on policy or bargaining agreement
Long-term disability	
Parental Leave	
FMLA	Resource regarding FMLA: https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf

Employee Absence

13

What to expect:

- Days Expected will be an optional field.
 - Acceptable range will be between 1 and 230 days
- Days Absent represent absences that are not listed in Section 10-17a(2)(E) of the school code.
- Only teaching positions will be required to enter days absent.
 - 200-251 – Teachers
 - 601-610 – Resource Teachers
- If an educator is both a teacher and another non-teaching position, only the teaching position will require days absent.
- The number of days absent must match over all teaching positions.
 - If an educator has more than one teaching position, any changes to days absent on one teaching position will be duplicated for the other.



Who Submits Absence Data

14

Absence Data is submitted with the salary file by the entity responsible for paying employees

- 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)
- Charter Schools



Employee Absence (Online Entry)

15

Employee absence will be added on the Salary tab

Dashboard | Employment/Position | **Salary** | Courses | Reports | Batch Files | Noncertified Staff | Employee Evaluations | Experience

Close X

Position

Position: Teacher Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 05/24/2017
*FTE: 0.60

Salary

*Base Salary: 64143.06 *Funding Source: Other
*Vacation Days: 0 *Annuities: 0.00
*Sick Days: 12 *Retirement Benefits: 6343.75
*Bonuses: 0.00 *Other Benefits: 21498.54

Attendance

Days Expected: 180 *Days Absent: 5

BACK OK Once you have entered the required information, click the OK button.

Close X

Position

Position: Principal Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 06/30/2017
*FTE: 0.40

Salary

*Base Salary: 45000.00
*Vacation Days: 15 *Annuities: 0.00
*Sick Days: 5 *Retirement Benefits: 0.00
*Bonuses: 0.00 *Other Benefits: 0.00

BACK OK Once you have entered the required information, click the OK button.

Employee Absence (Online Entry)

16

Employee absence will be added on the Salary tab



Close

Position

Position: Special Education Teacher Position Time Frame: Regular School Year
Position Start Date: 05/31/2017 *Position End Date: 03/22/2018
*FTE: 0.50

Salary

*Base Salary: 20000.00 *Funding Source: Title I
*Vacation Days: 0 *Annuities: 1500.00
*Sick Days: 12 *Retirement Benefits: 2000.00
*Bonuses: 0.00 *Other Benefits: 900.00

Attendance

Days Expected: 185.00 *Days Absent: 4.00

BACK OK Once you have entered the required information, click the OK button.

Close

Position

Position: Teacher Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 05/24/2017
*FTE: 0.50

Salary

*Base Salary: 58406.74 *Funding Source: Other
*Vacation Days: 0 *Annuities: 0.00
*Sick Days: 12 *Retirement Benefits: 5776.39
*Bonuses: 0.00 *Other Benefits: 32.20

Attendance

Days Expected: 185.00 *Days Absent: 4.00

BACK OK Once you have entered the required information, click the OK button.

Employee Absence (Online Entry)

17

Dashboard

Employment/Position

Salary

Courses

Reports

Batch Files

Noncertified Staff

Employee Evaluations

Experience

Salaries for School Year 2017

	Position	Position Timeframe	Days Expected	Days Absent	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Edit	Principal	Regular School Year	0.00	0.00		0.40	45,000.00	15	5	0.00	0.00	0.00	0.00
Edit	Teacher	Regular School Year	180.00	5.00	Other	0.60	64,143.06	0	12	0.00	0.00	6,343.75	21,498.54

Salaries for School Year 2017

	Position	Position Timeframe	Days Expected	Days Absent	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Edit	Special Education Teacher	Regular School Year	185.00	4.00	Title I	0.50	20,000.00	0	12	0.00	1,500.00	2,000.00	900.00
Edit	Teacher	Regular School Year	185.00	4.00	Other	0.50	58,406.74	0	12	0.00	0.00	5,776.39	32.20



Employee Absence (Batch Entry)

Updated Salary Batch File

Salary	Record Count	Salary_win.csv	Current Date	RCDTS Number																
IEIN	Legal Last Name	Legal First Name	Legal Middle Name	Date of Birth	School Year	Employer RCDT	Position Code	Position Timeframe	FTE	Funding Source	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Position End Date	Actual Days Worked	Days Absent
123456	Legal Last Name Sample	Legal First Name Sample	Legal Middle Name Sample	01/01/2000	2018	123456789012345	200	01	1.00	01	0.00	0	0	0.00	0.00	0.00	0.00	06/10/2018	0.00	0.00

- The batch process will ignore days absent for non-teaching positions.
- A blank value for Days Absent is not acceptable for teaching positions 200-251 and 601-611.

SY 2018

New Batch File Dashboard

Batch File Dashboard

20

What to expect:

This gives users access to see the status of the latest batch file. Different IWAS user logins may see different dashboards.



Download

Download your most recently processed batch files. To refresh the list, [click here](#)

File Name	Processed Date	
Sample_2018_Employment_Position Batch File.csv	Feb 22 2018 3:18PM	Download
Employment_ .csv	Feb 20 2018 10:11AM	Download
Employment_ .csv	Feb 20 2018 10:00AM	Download



Most Recent File Details

File Name	Sample_2018_Employment_Positon Batch File.csv
File Type	Employment File Type
Processed Date	Feb 22 2018 3:18PM
Total Records	451
Successful Records	450
Most Frequent Error	E09 - FTE cannot exceed 1.00 for all positions including all districts for TimeFrame: Regular School Year.
Number of Instances of Most Frequent Error	1



Batch File Dashboard

21

What to expect:

- File Name is the name of the batch file submitted
- File Type will either be Employment, Salary, or Evaluation
- Processed Date is the date and time file was submitted
 - Will only keep most recent file
- Total Records is the number of records submitted
- Successful Records is the number of records accepted
- Most Frequent Error displays error which appeared most often
- Number of Instances of Most Frequent Error is the count of the most frequent error

EIS Web Services

22

- ISBE offers a free web service that provides a method for districts to automate the sending and retrieving of batch data to EIS.
- 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.

<https://www.isbe.net/Documents/DataTransferDeveloper.pdf>



SY 2018

2019 New Calculation Workload



FTE Data Elements

24

Data Element:

1. Actual days worked

1. The actual days an educator worked during the year, i.e. 176.2 days
2. Previously called “Expected Days”

2. Percent of full-time



1. Percent of full-time will be presented as a percentage, range 10% thru 100%
2. Used to determine full-time and part-time employees

3. Contract days for full time



1. Number of days which makes a licensed position full-time, i.e. 180 days

FTE Calculation

25

Why the change:

- **Calculated FTE should be more accurate and more consistent year-after-year**
- **We can use the percent time worked to identify both full-time and part-time employees without adding another field to EIS**

What to expect:

- **Percent of full-time is not the same as FTE**
- **All EIS positions will require percent time worked during the regular school year**
- **Before actual days worked is collected FTE will be the Percent of full-time**
- **After actual days worked is collected FTE will be calculated as below**

$$\text{Calculated FTE} = \frac{(\text{percent of full-time}) * (\text{actual days worked})}{\text{contract days for full-time}}$$

Workload at Work Location

26

- **Work load is the percent of time worked, for a position, at any particular location**
- **Sum of work load per position must equal 100%**
- **The work load does not need to match the percent time employed**
- **No longer need to calculate the FTE at each location**

What to Expect:

Percent time employed = 80% (Position 1 = Teacher)

- **Work Location 1 work load = 75%**
- **Work Location 2 work load = 25%**

Percent time employed = 20% (Position 2 = Principal)

- **Work Location 1 work load = 100%**



FTE Calculation – Contract Days Online Data Entry

27

Dashboard | Employment/Position | Salary | Courses | Reports | Batch Files | Noncertified Staff | Employee Evaluations | Experience | **Contract Days**

Contract Days By Position Code [Edit Contract Days For Selected School Year](#)

Display:

School Year: 2018

Contract Days for School Year 2018

Position Code	Position Description	Position Category	Contract Days
100	District Superintendent	Regular Education Administrative	0
101	Assistant/Associate District Superintendent	Regular Education Administrative	0
102	Chief Executive Officer	Regular Education Administrative	0
103	Principal	Regular Education Administrative	0
104	Assistant Principal	Regular Education Administrative	0
105	Supervisory Dean	Regular Education Administrative	0
107	General Administrator or General Supervisor	Regular Education Administrative	0



FTE Calculation – Contract Days Online Data Entry

Contract Days for School Year 2018

INSTRUCTIONS: Please enter the number of contract days by code or by category for your district.

Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days	
Regular Education Administrative	<input type="button" value="Apply to Category"/>	100	District Superintendent	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	101	Assistant/Associate District Superintendent	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	102	Chief Executive Officer	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	103	Principal	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	104	Assistant Principal	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	105	Supervisory Dean	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	107	General Administrator or General Supervisor	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	111	Director Area Voc Cent or Supervisor or More 1 field in CTE	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	114	Chief School Business Official	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>

FTE Calculation – Online Data Entry

Sample Online % of Full-Time, Workload & Calculated FTE:

[Edit Employment Record](#)

 Employee Positions within the District for School Year 2018

Edit / Remove	Position Code	Position	Time Frame	Locations				Percent of Full Time	Position Start Date	Position End Date	FTE (Σ)
				Location	Primary	Grade Level Assignment	Workload				
	250	Special Education Teacher	Regular School Year	High School	<input checked="" type="checkbox"/>	High School	100 %	75 %	8/15/2017	5/29/2018	0.68

[Add Work Location Record](#)

[Add Position Record](#)

[View Positions From Other School Years](#)

BACK

SUBMIT and Return to Search You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

SUBMIT and View Salary

FTE Calculation - Typical

Position	Contracted Days to Full-Time	Position Start Date	% of Full-Time	Actual Days Worked	FTE Calculation	Position End Date
200	180	08/15/2017	100	180	1.00	
200	180	08/15/2017	60	180	0.60	
103	180	08/15/2017	100	108	0.60	
372	180	08/15/2017	100	90	0.50	
611	183	08/15/2017	40	183	0.40	
201	183	08/15/2017	100	110	0.60	

FTE Calculation - Atypical

Position	Contracted Days to Full-Time	Position Start Date	% of Full-Time	Actual Days Worked	FTE Calculation	Position End Date
200	180	08/15/2017	100	90	0.50	12/31/2017
200	180	01/01/2018	50	90	0.25	
250	180	01/01/2018	50	90	0.25	

200	180	08/15/2017	80	180	0.80	
103	220	08/15/2017	20	220	0.20	

200	180	08/15/2017	50	90	0.25	12/31/2017
200	180	01/01/2018	100	90	0.50	

FTE Calculation-Continued

32

What to Expect:

- **For each change in percent of full-time, close and start a new position and enter the actual days worked**
- **Once a position has been given a position end date a salary record will be required at that time**
- **The sum of percent of full-time cannot be greater than 100% for all open positions at any time. Total for year can be greater than 100% including closed positions**
- **The sum of actual days worked cannot exceed the contract days for full time for a unique position**

Updated 2018-19 Key Dates

2017-18 Updated Key Dates

34

Activity	Date
Begin to submit SY 2019 Employment and Position data	Fall 2018 TBD
Deadline for 2019 5Essentials Survey Email Addresses and Employment/Position data	Thursday, November 1, 2018
EIS 2019 Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	(update by) Tuesday, April 16, 2019
All SY 2019 Non-certified Employees aggregated FTE counts must be completed for the purpose of the EDEN C059 Staff FTE file	Tuesday, April 16, 2019
Final Deadline for SY 2019 (updates & corrections) Employment/Position, Base Salary, Evaluations and Absent Data	Thursday, August 15, 2019
2019 Benefits data if applicable	Tuesday, October 1, 2019



ISBE Resource Information

35

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



ISBE Contact Information

36

Data Strategies & Analytics

- (217) 782-3950
- datahelp@isbe.net

Help Desk for IWAS technical issues

- (217) 558-3600

Q/A and Discussion

37



Illinois
State Board of
Education

Whole Child • Whole School • Whole Community