

Illinois State Board of Education

Employment Information System

2019 EIS Opening

Welcome and Introductions

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Presenter

- Mark Hobneck: *Data Strategies & Analytics*
- Keith Goeckner: *Data Strategies & Analytics*
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Note: This webinar is being recorded

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Welcome and Introductions

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Thank You

Agenda

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- REMINDERS
- 2019 New FTE Calculation
- 2019 New Workload
- 2018-2019 Key Dates
- Question & Answer

EIS Web Services

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

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EIS 2019

REMINDERS

REMINDERS

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1. Due Thursday November 1, 2018

- Contracted Days Full-Time
- Employment and Position (5 Essentials Survey & Ed360)
- Email Addresses (5 Essentials Survey)

2. Administrator and Teacher Salary and Benefits due October 1, 2018

3. Exclude Summer School Teachers

2019 EIS Opening

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EIS 2019

2019 New FTE Calculation

FTE Calculation

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Why the change:

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

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

FTE Data Elements

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Actual Days Paid – *Previously called “Expected Days”*

- **Definition:** Actual days paid is the days an educator is paid based on contracted days for their position
- **Rules**
 - **Include:** All vacation days, all sick days, all personal days, all professional development days and all holidays, paid FMLA leave and other paid leave
 - **Exclude:** Days without pay
 - Actual days paid **cannot exceed** contract days for full-time
 - **Required** for all licensed staff
- **Data Type in EIS** – numeric

Teachers on extended leave (example) –A teacher on maternity (FMLA) leave. These teachers are still on the staff roster and still receiving salary and are included in the ED Facts staff counts ([FS 059](#)).

FTE Data Elements

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Percent of full-time



- **Definition** – represents the percentage amount of time an employee is working for the district which equates to the districts definition of full time
- **Data Type in EIS** – numeric
- **Categorized** - as a percentage with a range from 10% to 100%
- **Rules**
 - This element is **required** for all licensed staff
 - Percentage of full-time for number of days paid
 - Used to determine full-time and part-time employees
 - Not used as an FTE
 - 100% can be granted to **early leave** or **late hires**

Percent of Full-Time Examples

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Example – 1 (hourly)

If the standard number of hours an educator works in a day is **8**. If you have an educator who works **8** hours a day, their percent of full time should be **100%**

Example – 2 (hourly)

If the standard number of hours an educator works in a day is **8**. If you have an educator who works **6** hours a day, their percent of full time should be **75%**

Example – 3 (hourly)

If the standard number of hours an educator works in a day is **7.25**. If you have an educator who works **3.25** hours a day, their percent of full time should be **45%**



Percent of Full-Time Examples

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Example – 4 (weekly)

If the standard work week is **40** hours. If you have an educator who works during the week **8** hours Monday through Thursday and **4** hours on Friday the total hours worked for the week would be **36**. The percent of full time is **90%**

Example – 5 (weekly)

If the standard work week is **36.25** hours. If you have an educator who works during the week **7.25**, **7.25**, **3.25**, **3.25**, **7.25** Monday through Friday the total hours worked for the week would be **28.25**. The percent of full time is **78%** ($28.25 \div 36.25$)

Example – 6 (weekly)

If the standard work week is **36.25** hours. If you have an educator who works during the week **7.25**, **7.25**, **7.25** Monday, Wednesday and Friday the total hours worked for the week would be **21.75**. The percent of full time is **60%** ($21.25 \div 36.25$)



FTE Data Elements

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Contract days full-time

- **Definition-** Minimum number of days that makes a licensed position full-time, i.e. 180 days. This should be the first step before you start adding position records.
- **Rules**
 - Can be updated anytime
 - This must be a whole number
 - **Required** for all reported position codes
 - Must be submitted before FTE can be calculated
- **Data Type in EIS** - numeric

FTE Calculation

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What to expect:

- If Actual Days Paid is not present EIS will use the Percent of full-time as your initial FTE
- Prior to 2019 ISBE will use the last known FTE provided
- **Percent of full-time is not the same as FTE**
- All EIS positions will **require** percent of full-time
- **After** actual days paid is **collected FTE** will be **calculated as below**

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


FTE Calculation – Contract Days Online Data Entry

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

Display:

School Year

 **Contract Days for School Year 2019**

	Position Category
Select	Regular Education Administrative
Select	Special Education Administrative
Select	Regular Education Instructional
Select	Special Education Instructional
Select	Regular Education Ancillary Staff
Select	Special Education Ancillary Staff

FTE Calculation – Contract Days Online Data Entry

BACK



You **MUST** click the **SUBMIT** button after editing the number of contract days 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.



Contract Days for City of Chicago SD 299 for Regular Education Administrative for School Year 2019

[Edit Contract Days for Selected Year](#)

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



FTE Calculation – Contract Days Online Data Entry

Close X



Contract Days for for School Year 2019

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"/>	124	Dean of Students Admin (admin endorsement held)	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	125	Head of Gen Ed (Depart chair admin endorsement held)	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	126	Dean of Students Teacher no admin endorsement)	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	127	Head of Gen Ed (Department chair no admin endorsement held)	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>
Regular Education Administrative	<input type="button" value="Apply to Category"/>	199	Citywide Administrator	<input type="text" value="0"/>	<input type="button" value="Save All Changes"/>

[Cancel](#)



Example of Minimum Contract Days Full-Time

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Example 1

District Data

- 1) Principal
- 2) Full-Time
- 3) 210 day school year – Elementary
220 day school year – High School
- 4) No unpaid leave taken

What to send to ISBE

- 1) Position Code = 103
- 2) Percent of Full-Time=100%
- 3) Contracted days for Full-Time = 220
- 4) Days Paid = 220

Workload at Work Location

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- **Definition-** Work load is the percent work for a position at any particular location
- **Rules**
 - 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

Examples:

Position = Teacher

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

$$75 + 25 = 100\%$$

Position = Principal

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

Position = Speech Pathologist

- Work Location 1 work load = 25%
- Work Location 2 work load = 25%
- Work Location 3 work load = 50%

$$25 + 25 + 50 = 100\%$$



FTE Calculation – Online Data Entry

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

Teacher Only Example

 Employee Positions within the District for School Year 2019

Edit / Remove	Position Code	Position	Time Frame	Locations				Percent of Full Time	Calculated FTE
				Location	Primary	Grade Level Assignment	Workload		
	200	Teacher	Regular School Year					100 %	1.00
Edit / Remove				Elem School	<input checked="" type="checkbox"/>	Elementary	60 %		
Edit / Remove				Elem School	<input type="checkbox"/>	Elementary	25 %		
Edit / Remove				High School	<input type="checkbox"/>	High School	15 %		
				Add Work Location Record					

Principal and Teacher Example

 Employee Positions within the District for School Year 2019

Edit / Remove	Position Code	Position	Time Frame	Locations				Percent of Full Time	Calculated FTE
				Location	Primary	Grade Level Assignment	Workload		
	200	Teacher	Regular School Year					80 %	0.80
Edit / Remove				Elem School	<input checked="" type="checkbox"/>	Elementary	50 %		
Edit / Remove				Elem School	<input type="checkbox"/>	Elementary	50 %		
				Add Work Location Record					
	103	Principal	Regular School Year					20 %	0.20
Edit / Remove				High School	<input checked="" type="checkbox"/>		100 %		
				Add Work Location Record					

Examples of data reporting to ISBE for FTE

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Example 2

District Data

- 1) Teacher
- 2) Full-Time
- 3) 180 day school year
- 4) No unpaid leave taken

What to send to ISBE

- 1) Position Code = 200
- 2) Percent of Full-Time=100%
- 3) Contracted days for Full-Time = 180
- 4) Days Paid = 180

Calculated FTE = 1.0

Examples of data reporting to ISBE for FTE–Unpaid Leave

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Example 3

District Data

- 1) Teacher
- 2) Full-Time
- 3) 180 day school year
- 4) 10 days unpaid leave

What to send to ISBE

- 1) Position Code = 200
- 2) Percent of Full-Time=100%
- 3) Contracted days for Full-Time = 180
- 4) Days Paid = 170

Calculated FTE = .94



Examples of data reporting to ISBE for FTE–Paid and Unpaid Leave

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Example 4

District Data

- 1) Teacher
- 2) Full-Time
- 3) 180 day school year
- 4) 30 days paid leave 10 days unpaid

What to send to ISBE

- 1) Position Code = 200
- 2) Percent of Full-Time = 100%
- 3) Contracted days for Full-Time = 180
- 4) Days Paid = 170

Calculated FTE = .94



Examples of data reporting to ISBE for Partial Days Paid

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Example 5

District Data

- 1) Teacher
- 2) Full-Time
- 3) 180 day school year
- 4) 107 days paid

What to send to ISBE

- 1) Position Code = 200
- 2) Percent of Full-Time = 100%
- 3) Contracted days for Full-Time = 180
- 4) Days Paid = 107

Calculated FTE = .60

Examples of data reporting to ISBE for all Contracted Days Full-Time Paid

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Example 6

District Data

- 1) Teacher
- 2) Part-Time
- 3) 180 day school year
- 4) 180 days paid

What to send to ISBE

- 1) Position Code = 200
- 2) Percent of Full-Time = 50%
- 3) Contracted days for Full-Time = 180
- 4) Days Paid = 180

Calculated FTE = .50

FTE Calculation - Atypical

Position	Contracted Days to Full-Time	Position Start Date	% of Full-Time	Actual Days	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

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What to Expect:

- For each change in percent of full-time, close the old position and start a new position. Then enter the actual days paid
- Once a position has been given a position end date a salary record will be required at that time
- The total 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 number of days paid cannot exceed the contract days for full-time for a unique position. See Example 1

Updated - 2019 Employment\Position Template

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Employment	Record Count	2019 Employment_Win.csv	Current Date	RCDS Number																					
IEIN	SSN	Legal Last Name	Legal First Name	Legal Middle Name	Maiden Name	Date of Birth	Gender	Race/Ethnicity	School Year	Employer RCDS	Work Location RCDS	Employment Start Date	Position Code	Retired Employee Flag	First Year in Position Flag	Position Time Frame	Position Start Date	Percent Full Time	Workload	Bilingual Language Code	Grade Level Assignment	Primary Location	Remove Record	Email Address	Ed 360 Role

Moved to Salary Template

- FTE (calculated)
- Position End Date
- Employment End Date
- Employment End Reason Code

Added

- Percent Full Time
- Workload




Review - Steps for Adding Position Record

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Step 1: *Enter Contracted Days Full-Time* 

Step 2: *Add Employment/Position Records*

- *Position Category*
- *Position*
- *Position Time Frame*
- *Position Start Date*
- *Percent of Full Time* 

Step 3: *Add Work Location Record*

- *Location*
- *Primary Location*
- *Workload* 
- *Grade Level*

**Remember to enter Noncertified Staff are Aggregated Counts*



2019 Key Dates

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EIS 2019

Updated 2019 Key Dates



SY 2018-2019 Updated Key Dates

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Activity	Date
Begin to submit SY 2019 Employment and Position data	Monday, October 1, 2018
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	SUMMER 2019 Date will be announced
2019 Benefits data if applicable	Tuesday, October 1, 2019



ISBE Resource Information Will be updated 10/01/2018

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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:

- Is located in IWAS
- For information on the dashboard please visit <https://www.isbe.net/Pages/Data-Quality-Dashboard.aspx>



ISBE Contact Information

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Data Strategies & Analytics

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

Help Desk for IWAS technical issues

- (217) 558-3600

Q/A and Discussion

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