

Illinois State Board of Education

Employment Information System

**2019 – Salary, Days Absent, Removing
Missing Positions & Data Quality
Checks**

Welcome and Introductions

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Presenters

- Mark Hobneck: *Data Strategies & Analytics*
- Brenda Umek: *Data Strategies & Analytics*

Note: This webinar is being recorded

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- Please do not provide any employee, personal, or vendor information
- The Webinar Video, PowerPoint Presentation and other resources related to EIS 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

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 - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
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Please save all written and verbal questions until the end at the Q&A

Agenda

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- Salary Changes – Online Only
- Absent Days – Changes
- Missing Positions
 - Checking for Missing Positions
 - What's a Missing Position
 - Removing Missing Positions
- Data Quality Checks
- 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>

2019

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EIS 2019

Salary Changes – Online Only

Salary Changes - Online

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New 2019 Salary Fields:

1. **Percent of Full Time** - represents the percentage amount of time an employee is working for the district which equates to the districts definition of full time
2. **Actual Days (paid)** - Actual days paid is the days an educator is paid based on contracted days for their position
 - **Include:** All paid vacation days, sick days, personal days, professional development days and holidays, paid FMLA leave and other paid leave
 - **Exclude:** Days without pay
3. **Contract Days** - Maximum number of days that makes position full-time, i.e. 180 days. This should be the first step before you start adding position records.
4. **Contract Days Override** – Allows an override of Contract Days for situations where the contracted days to full time is different than the original Contract Days entered. i.e. Elementary Principal contract days vs. Secondary Principal contract days


Salary Changes - Online

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New Fields:

1. Percent of Full Time
2. Actual Days (paid)
3. Contract Days
4. Contract Days Override


Close

 **Position**

Position: Teacher


Position Time Frame: Regular School Year

Position Start Date: 07/01/2018

*Position End Date: 

*Percent Full Time: 100

1

 **Salary**

*Base Salary:

*Funding Source: -- Select --

*Vacation Days:


*Annuities:

*Sick Days:

*Retirement Benefits:

*Bonuses:

*Other Benefits:

 **Attendance**

2 *Actual Days: 0.00

Absent Days: 0.00

3 Contract Days: 208

Contract Days Override: 0

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BACK

OK


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


Salary Changes - Online

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In this example the Absent Days were **paid** days so they would count towards Actual Days (paid)

[Dashboard](#) [Contract Days](#) [Reports](#) [Employment/Position](#) [Salary](#) [Evaluations](#) [Experience](#) [Courses](#) [Noncertified Staff](#)

 **Dashboard**

 **Salaries for School Year 2019**

	Position	Position Timeframe	Actual Days	Absent Days	Contract Days	Contract Days Override
Edit	Teacher	Regular School Year	208.00	5.00	208	0

Funding Source	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)
Other	75,000.00	0	15	0.00	0.00


Retirement Benefits (\$)	Other Benefits (\$)	Percent Full Time	Calculated FTE
13,467.00	1,145.00	100 %	1.00


Salary Changes - Online

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In this example the Absent Days were **un-paid** days so they would not count towards Actual Days (paid)

[Dashboard](#) [Contract Days](#) [Reports](#) [Employment/Position](#) [Salary](#) [Evaluations](#) [Experience](#) [Courses](#) [Noncertified Staff](#)

 **Dashboard**

 **Salaries for School Year 2019**

	Position	Position Timeframe	Actual Days	Absent Days	Contract Days	Contract Days Override
Edit	Teacher	Regular School Year	203.00	5.00	208	0

Funding Source	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)
Other	75,000.00	0	15	0.00	0.00


Retirement Benefits (\$)	Other Benefits (\$)	Percent Full Time	Calculated FTE
13,467.00	1,145.00	100 %	0.85

Salary Changes - Online

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Contract Days Override

Close

 **Position**

Position:

Principal

Position Time Frame:

Regular School Year

Position Start Date:


11/29/2018

*Position End Date:

11/29/2018

*Percent Full Time:

100

 **Salary**

*Base Salary:

85000

*Vacation Days:

12

*Sick Days:

15

*Bonuses:

0

*Annuities:


0

*Retirement Benefits:

13670

*Other Benefits:

1147

 **Attendance**

*Actual Days:

240

Absent Days:

0.00

Contract Days:

260

Contract Days Override:

240

BACK OK

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



Salary Changes - Online

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Contract Days Override

- Not a required field
- Used when there are multiple Contract Days allowed
- Must be different than the Contract Days
- Can be ignored if no Contract Days override is necessary

In this example the maximum Contract Days for Principal was **260** but there was a Principal who's Contract Days to full time was **240** so you can override the **260** with **240** for this Principal.

Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days	Contract Days	Contract Days Override
Edit	Principal	Regular School Year	240.00	0.00	260	240

Funding Source	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)
	85,000.00	12	15	0.00	0.00

Retirement Benefits (\$)	Other Benefits (\$)	Percent Full Time	Calculated FTE
13,670.00	1,147.00	100 %	1.00



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EIS 2019

Days Absent- Changes

Employee Absence

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Overview

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

Absent Days-Changes

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What Changed?

Days Absent is now by position rather than by employee. The number of days absent NO LONGER needs to match over all teaching positions. If an educator has more than one teaching position, any changes to days absent on one teaching position will NOT be duplicated for the other.

What has not Changed?

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.

Why the Change?

Allows district more freedom when assigning days absent.

How does the change affect the way you enter days absent?

- We will no longer duplicate days absent for multiple teaching positions.

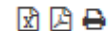
Absent Days-Changes

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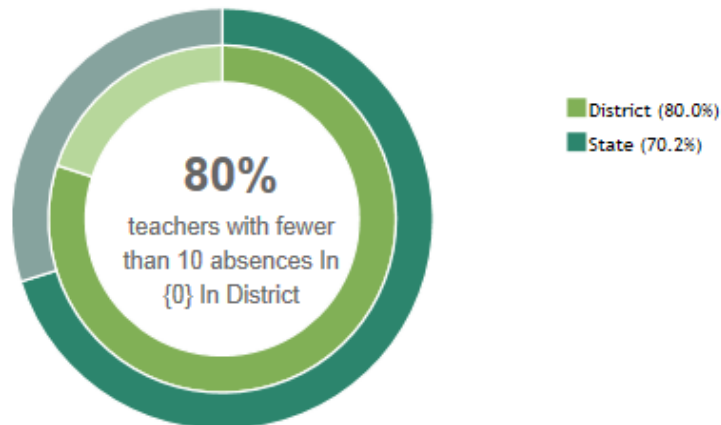
Absent Days Reported as displayed on the District Report Card:

Teacher Attendance

Percentage of teachers with fewer than 10 absences.



- ☒ Year 2018
☐ View Trend



Explanation of Display

Context

Resources

The graph displays the percentage of teachers absent 10 or fewer days in a school year.



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Absent Days-Changes

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Absent Days Examples:

Example 1 – Educator had 6 Absent Days and has only one Teaching position

Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Teacher	Regular School Year	208.00	6.00

Example 2 – Educator had 6 Absent Days and has two Teaching Positions all Absent Days in one Position

Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Special Education Teacher	Regular School Year	0.00	0.00
Edit	Teacher	Regular School Year	208.00	6.00

Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Special Education Teacher	Regular School Year	260.00	6.00
Edit	Teacher	Regular School Year	208.00	0.00



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Absent Days-Changes

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Days Absent Examples - Continued

Example 3 - Educator had **6** Absent Days and has two Teaching Positions Absent Days are evenly split



Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Special Education Teacher	Regular School Year	180.00	3.00
Edit	Teacher	Regular School Year	208.00	3.00

Example 4 - Educator has a total of **8** Absent Days (add the absent days per position)



Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Teacher	Regular School Year	208.00	5.00
Edit	Special Education Teacher	Regular School Year	208.00	3.00

Absent Days-Changes

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Days Absent Examples - Continued

Example 5 - Educator had 6 Absent Days and has one Teaching Position and one Non-Teaching Position



Salaries for School Year 2019

	Position	Position Timeframe	Actual Days	Absent Days
Edit	Principal	Regular School Year	260.00	0.00
Edit	Teacher	Regular School Year	208.00	6.00

2019

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EIS 2019


Checking for Missing Positions

Checking for Missing Positions

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1. Check EIS Dashboard:

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

 **Dashboard**


Summary Information for School Year 2019	Counts
Number of Employees	960
Number of Position Records	955
Number of Leave of Absence Position Records	1
Number of Missing Positions	7
Number of Salary Records	0
Missing Salary Records	955
Missing District Noncertified Staff FTE Total Record	Yes

Checking for Missing Positions

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2. EIS Missing Position Report

[Dashboard](#) [Contract Days](#) [Reports](#) [Employment/Position](#) [Salary](#) [Evaluations](#) [Experience](#) [Courses](#) [Noncertified Staff](#)

 **District Reports**

Employment Reports
[EIS Employee Roster Report](#)
[EIS Individual Employee Report](#)
[EIS Missing Positions Report](#)

EIS Missing Positions Report

School Year

Entity

Sort By

or

[Back](#)



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Checking for Missing Positions

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EIS Missing Positions Report - School Year 2019

9:46:25AM

IEIN	Last Name	First Name	Middle Name	Employer RCDTS	Employment Start Date	Employment End Date
		Mark			07/01/2012	07/31/2018
		Brenda			07/31/2012	
		Keith			08/20/2007	
		Howard			02/07/2000	
		Shauna			07/18/2008	
		Mary			08/26/1986	
		Lisa			08/26/1986	

Total Number of Missing Positions:

7



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EIS 2019

What is a Missing Position

What is a Missing Position

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Common Missing Positions:

- Employment End Date in the wrong school year. After July 1.
- Active employment but no position record assigned in 2019
- Employee left before 2019 and employment record has not been ended

Other Position Issue related to Salary:

- Educator changed districts

Employment End Date in the wrong school year

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Change the End Date to something in the corresponding school year

For example, change the End Date 07/01/2018 to 06/30/2018

 Employee Positions within the District for School Year 2018

Position	Time Frame	Locations				Percent of Full Time	Position Start Date	Position End Date	
Teacher	Regular School Year		Location	Primary	Grade Level Assignment	Workload	100 %	8/15/2017	7/1/2018
		Edit / Remove	Lane Technical High School	<input checked="" type="checkbox"/>	High School	100 %			
		Add Work Location Record							
Add Position Record									
View Positions From Other School Years									

https://secqa1.isbe.net/EIS/Pages/PreviousPositions.aspx - Internet Explorer

 Positions from Other Years

Position Code	Position	Time Frame	Work Location	Location FTE	Position Start Date	Position End Date	School Year
200	Teacher	Regular School Year	Chtr Campus	1.000	08/07/2017	06/30/2018	2018
200	Teacher	Regular School Year	Elem School	0.580	07/01/2015	01/28/2016	2016
200	Teacher	Regular School Year	Elem School	1.000	07/01/2014	06/30/2015	2015
200	Teacher	Regular School Year	Elem School	1.000	07/01/2013	06/30/2014	2014
200	Teacher	Regular School Year	Elem School	1.000	07/01/2012	06/30/2013	2013



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Employment End Date in the wrong school year

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Change the End Date to something in the corresponding school year

For example, change the End Date 07/01/2018 to 06/30/2018

Close X

Demographics

*Last Name: Heilbronner
*First Name: Diane
Middle Name: M
Maiden Name:
*Date of Birth: 10/19/1960
*Gender: ☒ Female ☐ Male
*Race/Ethnicity: White

Employment

*Start Date: 07/01/2017
*Retired: ☒ No ☐ Yes
*Email Address: dmheilbronne@cps.edu
End Date: 07/01/2018
End Reason: Retirement

BACK OK

Close X

Demographics

*Last Name: Heilbronner
*First Name: Diane
Middle Name: M
Maiden Name:
*Date of Birth: 10/19/1960
*Gender: ☒ Female ☐ Male
*Race/Ethnicity: White

Employment

*Start Date: 07/01/2017
*Retired: ☒ No ☐ Yes
*Email Address: dmheilbronne@cps.edu
End Date: 06/30/2018
End Reason: Retirement

BACK OK

Active employment but no position record assigned in 2019

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- Add position using Employment\Position tab



Employee Positions within the District for School Year 2019

There are currently no positions for this School Year.

[Add Position Record](#)

[View Positions From Other School Years](#)



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Employee left before 2019 and employment record has not been ended


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- Sample 2018 Employment\Position assignment

Step 1: Enter Contract Days for 2018

Step 2: Enter Percent of Full Time for 2018

Step 3: Enter Workload for 2018

Step 4: Edit Employment Record, Add Employment End Date and Reason.

 Employee Positions within the District for School Year 2018

Warning: one or more positions has no contract days value associated with its position code! This could make the FTE value display as zero. Check the Contract Days tab to fix this problem.

	Position Code	Position	Time Frame	Locations				Percent of Full Time	Position Start Date	Position End Date	Calculated FTE	
Edit / Remove	310	Paraprofessional	Regular School Year		Location	Primary	Grade Level Assignment	Workload	0 %	8/18/2017	5/29/2018	1.00
				Edit / Remove	Grade School	<input checked="" type="checkbox"/>		0 %				
				Add Work Location Record								

Add Position Record

View Positions From Other School Years

Employee left before 2019 and employment record has not been ended

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- Step 1 – Enter Contract Days for 2018

Dashboard

Contract Days

Reports

Batch Files

Employment/Position

Salary

Evaluations

Experience

Courses


Noncertified Staff

Display:

School Year

2018

Display

 **Contract Days for School Year 2018**

	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
Select	Leave of Absence
Select	Ed360 User



Employee left before 2019 and employment record has not been ended

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- Step 2 – Edit Employment\Position add Percent of Full Time

Dashboard

Contract Days

Reports

Batch Files

Employment/Position

Salary

Evaluations

Experience

Courses

Noncertified Staff

Close

 Positions for School Year 2019

*Position Category

Regular Education Instructional

*Position

Teacher

*Start Date

08/15/2018

*Ed360 Role

Teacher (Default)

* Percent of Full Time

100

Cancel

OK

Employee left before 2019 and employment record has not been ended

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- Step 3 – Edit Employment\Position add Workload

Dashboard

Contract Days

Reports

Batch Files

Employment/Position

Salary

Evaluations

Experience

Courses

Noncertified Staff

Close

Work Locations for Teacher

*Location

☒ Select School

☐ Enter 15 Digit RCDTS Code

High School

Primary Location ☒

*Workload

100

*Grade Level

High School

Cancel

OK

- Step 4 – Edit Employment, Add Employment End Date and Reason

Educator Changing Districts

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Step 1: Enter Percent of Full Time (100 is allowed)

Step 2: Enter Salary

Step 3: Enter Actual Days Worked

Step 4: Edit Employment Record and End Employment

Step 5: Let waiting district know they can add educator

Data Checks:

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Check 1: Missing Positions on EIS Dashboard should be zero (0)

Check 2: District Superintendent entered and Work Location at District (if applicable)

Check 3: Principal assigned to every school (if applicable)

Check 4: Every school has teachers assigned

Check 5: Teacher work location required for all classroom locations

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

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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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