



Welcome

Employment Information System

**2020 EIS – Chicago
Charter/Contract/Options Schools
Salary Webinar**

Equity • Quality • Collaboration • Community



Welcome and Introductions

Presenters

- Mark Hobneck: *Data Strategies & Analytics*
- Janaya Crevier: *Data Strategies & Analytics*
- Brenda Umek: *Data Strategies & Analytics*
- Evan Stout: *Data Strategies & Analytics*
- Howard Hammel: *Data Strategies & Analytics*
- Jessica Rush: *ISBE Helpdesk*



Note: This webinar is being recorded

- 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

- ***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

- 2020 Salary Due Date
- IWAS Login Creation
- 2020 Salary Template
- 2020 Key Dates
- Question & Answer



Salary Due Date

ISBE Deadline: Friday July 17, 2020

State Report Card Final Deadline: August 14, 2020



IWAS login creation

- If you do not already have an IWAS account:
- Go to isbe.net > System Quick Links > IWAS



- IWAS User Guide:
<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>
- Video version of instructions:
https://sec.isbe.net/iwas/html/help_video.shtml



Add EIS System to IWAS

- Within IWAS, you will need to sign up for the EIS system in order to upload your EIS data.
- In IWAS, on the left panel, go to “System Listing.”
- In the bottom right, select “Want to sign up for other systems?”

Change Password

Search

Log Out

[IWAS Training Video](#)

About SSL Certificates

Unfilled Positions Survey [More Info](#) [Pending - ISBE](#)

Reporting

- Data Quality Dashboard [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Employment Information System (EIS) [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Entity Profile System [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)

Monthly

- Student Information System - Statewide [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)

Annual

- Noncertified Staff Salary Study [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Student Health Data - Dental [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Student Health Data - Immunization [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Student Health Data - Physical Fitness [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Student Health Data - Vision [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Teacher Salary Study [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)
- Year End Collection (YEC) [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)

ISBE Internal

Web

- Entity Profile System (Internal) [Info](#) [Due Dates](#) [Profile](#) [Authorized](#)

Legend: [Info](#) : System Description - Detailed [Due Dates](#) : Due Dates [Profile](#) : Profile

[Want to Sign up for Other Systems?](#)



Add EIS System to IWAS (cont.)

- This will show you a very long list of systems. Scroll down to “Reporting.”
- Select “Employment Information System (EIS)”

Reporting		
... American Recovery and Reinvestment Act (ARRA) Reporting		Sign Up Now
... Common Core Math Model		Sign Up Now
... District Spec Ed Profile		Sign Up Now
... Electronic Expenditure Reports		Sign Up Now
... Employment Information System (EIS)		Sign Up Now

- You now have access to EIS.



EIS in IWAS

- Ignore the dashboard on the home page.



IWAS Accounts

- Category 4: 15016299025038C
 - Use **this** type of RCDTS for Collections and data submissions
- Category B: 150162990AFAF00
 - Used for Charter School Funding ONLY
 - Do **NOT** use for collections and data submissions



How to Read the CPS Charter Primary & Member RCDTS Table

Charter School Name	Charter RCDTS	Relationship
XYZ - Charter School 3	15016299025XX9C	Primary & Member
XYZ - Charter School 1	15016299025YY6C	Member
XYZ - Charter School 2	15016299025ZZ8C	Member
XYZ - Charter School 4	15016299025AA9C	Member

- List of charter parent and member RCDTS's:

<https://www.isbe.net/Documents/2020-CPS-Charter-List.pdf>



CPS Charter Primary & Member RCDTS

The Primary RCDTS will report employees for themselves as well as all members in their network.

Charter School Name	Charter RCDTS	Relationship
ACERO - BRIGHTON PARK	15016299025270C	Primary & Member
ACERO - CISNEROS	15016299025266C	Member
ACERO - CLEMENTE	15016299025268C	Member
ACERO - DE LA CRUZ	15016299025049C	Member
ACERO - DE LAS CASAS	15016299025262C	Member
ACERO - FUENTES	15016299025261C	Member
ACERO - GARCIA HS	15016299025085C	Member
ACERO - IDAR	15016299025284C	Member
ACERO - MARQUEZ	15016299025263C	Member
ACERO - PAZ	15016299025259C	Member
ACERO - SANTIAGO	15016299025267C	Member
ACERO - SOTO HS	15016299025086C	Member
ACERO - TAMAYO	15016299025260C	Member
ACERO - TORRES	15016299025285C	Member
ACERO - ZIZUMBO	15016299025264C	Member

ART IN MOTION CHARTER SCHOOL	15016299025111C	Primary & Member
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ASIAN HUMAN SERVICES CHTR - PASSAGES	15016299025214C	Primary & Member
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ASPIRA CHTR - BUSINESS AND FINANCE	15016299025079C	Primary & Member
ASPIRA CHTR - EARLY COLLEGE HS	15016299025074C	Member
ASPIRA CHTR - HAUGAN	15016299025110C	Member

CAMELOT SAFE ACADEMY ES	150162990253777	Primary & Member
CAMELOT SAFE ACADEMY HS	150162990253777	Member

CATALYST CHTR - CIRCLE ROCK	15016299025228C	Primary & Member
CATALYST CHTR - MARIA	15016299025232C	Member

CHGO ARTS CONTR HS	150162990250851	Primary & Member
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CHGO MATH & SCI ACAD CAMPUS HS	15016299025217C	Primary & Member
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CHICAGO CHTR COLLEGIATE	15016299025236C	Primary & Member
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CHICAGO EXCEL CONTR ACAD	150162990250862	Primary & Member
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CHICAGO TECH ACADEMY	150162990250850	Primary & Member
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CHICAGO VIRTUAL CHTR CAMPUS HS	15016299025225C	Primary & Member
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Charter School Name	Charter RCDTS	Relationship
CHRISTOPHER CHTR HOUSE	15016299025235C	Primary & Member
CICS-CHICAGOQUEST HS	15016299025027C	Primary & Member
CICS-LLOYD BOND	15016299025280C	Member
CICS-AVALON /SO SHORE	15016299025252C	Member
CICS-BASIL	15016299025277C	Member
CICS-BUCKTOWN	15016299025246C	Member
CICS-ELLISON	15016299025083C	Member
CICS-IRVING PARK	15016299025254C	Member
CICS-LONGWOOD	15016299025247C	Member
CICS-LOOMIS	15016299025255C	Member
CICS-NORTHTOWN	15016299025082C	Member
CICS-PRAIRIE	15016299025248C	Member
CICS-WASHINGTON PARK	15016299025249C	Member
CICS-WEST BELDEN	15016299025251C	Member
CICS-WRIGHTWOOD	15016299025278C	Member
EPIC CHTR HS	15016299025015C	Primary & Member
ERIE CHTR CAMPUS	15016299025219C	Primary & Member
EXCEL ACADAMY-ENGLEWOOD HS	150162990253796	Primary & Member
EXCEL ACADEMY - SOUTHSORE HS	150162990253805	Member
EXCEL ACADEMY - SOUTHWEST HS	150162990253806	Member
FOUNDATIONS CHTR	15016299025081C	Primary & Member
FRAZIER CHTR	15016299025238C	Primary & Member
GLOBAL CITIZENSHIP CHTR	15016299025229C	Primary & Member
GREAT LAKES CHTR	15016299025241C	Primary & Member
HOPE CONTR ES	150162990252961	Primary & Member
HORIZON SCIENCE ACADEMY CHTR-SOUTHWEST	15016299025240C	Primary & Member
INSTITUTO HEALTH	15016299025012C	Primary & Member
INSTITUTO JUSTICE	15016299025020C	Member

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CPS Charter Primary & Member RCDTS

Charter School Name	Charter RCDTS	Relationship
INTRINSIC CHTR	15016299025022C	Primary & Member
KIPP ACADEMY	15016299025101C	Primary & Member
KIPP ASCEND	15016299025282C	Member
KIPP BLOOM	15016299025103C	Member
KIPP ONE	15016299025245C	Member
LEARN CHRT - SO CHICAGO	15016299025274C	Primary & Member
LEARN CHTR - CAMPBELL	15016299025273C	Member
LEARN CHTR - HUNTER PERKINS	15016299025275C	Member
LEARN CHTR 7	15016299025276C	Member
LEARN CHTR BUTLER	15016299025283C	Member
LEARN CHTR EXCEL	15016299025272C	Member
LEARN CHTR MIDDLE SCHOOL	15016299025109C	Member
LEGACY CHTR CAMPUS	15016299025221C	Primary & Member
LEGAL PREP CHTR - ACADEMY	15016299025019C	Primary & Member
LITTLE BLACK PEARL ACADEMY HS	150162990253804	Primary & Member
ALAIN LOCKE	15016299025206C	Primary & Member
MONTESSORI CHTR - ENGLEWOOD	15016299025233C	Primary & Member
MOVING EVEREST	15016299025244C	Primary & Member
NAMASTE CHTR CAMPUS	15016299025218C	Primary & Member
NOBLE - DRW	15016299025038C	Primary & Member
NOBLE - NOBLE ACADEMY	15016299025043C	Member
NOBLE - BAKER	15016299025040C	Member
NOBLE - BULLS	15016299025034C	Member
NOBLE - BUTLER	15016299025039C	Member
NOBLE - COMER	15016299025032C	Member
NOBLE - GOLDER	15016299025031C	Member
NOBLE - HANSBERRY	15016299025037C	Member
NOBLE - ITW DAVID SPEER	15016299025042C	Member
NOBLE - JOHNSON	15016299025036C	Member
NOBLE - MANSUETO	15016299025044C	Member
NOBLE - MUCHIN	15016299025035C	Member
NOBLE - NOBLE	15016299025041C	Member

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CPS Charter Primary & Member RCDTS

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Charter School Name	Charter RCDTS	Relationship
NOBLE - RAUNER	15016299025029C	Member
NOBLE - ROWE CLARK	15016299025030C	Member
NOBLE - UIC	15016299025033C	Member
NOBLE - PRITZKER	15016299025028C	Member

NTH LAWDALE CHTR-CHRISTIANA	15016299025084C	Primary & Member
NTH LAWDALE CHTR-COLLINS	15016299025046C	Member

OMBUDSMAN NORTHWEST	150162990259505	Primary & Member
OMBUDSMAN ROSELAND	150162990259511	Member
OMBUDSMAN SOUTH	150162990259506	Member
OMBUDSMAN WEST	150162990259507	Member

PATHWAYS BRIGHTON PARK	150162990259510	Primary & Member
PATHWAYS EDUCATION HS	150162990259508	Member
PATHWAYS EDUCATION-AVONDALE HS	150162990259509	Member
PATHWAYS EDUCATION HUMBOLDT PARK	150162990259512	Member

PERSPECTIVES - JOSLIN	15016299025050C	Primary & Member
PERSPECTIVES - LEADERSHIP ACADEMY	15016299025051C	Member
PERSPECTIVES - MATH AND SCIENCE	15016299025053C	Member
PERSPECTIVES - TECH	15016299025052C	Member

PLATO	150162990252951	Primary & Member
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POLARIS CHTR CAMPUS	15016299025226C	Primary & Member
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PROVIDENCE ENGLEWOOD	15016299025224C	Primary & Member
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ROWE ELEMENTARY	15016299025230C	Primary & Member
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UNIV OF CHGO CHTR-DONOGHUE	15016299025281C	Primary & Member
UNIV OF CHGO CHTR-NKO	15016299025258C	Member
UNIV OF CHGO CHTR-WOODLAWN	15016299025107C	Member
UNIV OF CHGO CHTR-WOODSON	15016299025108C	Member

URBAN PREP CHTR - BRONZEVILLE	15016299025013C	Primary & Member
URBAN PREP CHTR - WEST	15016299025016C	Member
URBAN PREP CHTR-ENGLEWOOD	15016299025010C	Member

YCCS - PROGRESSIVE LEADERSHIP	15016299025060C	Primary & Member
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CPS Charter Primary & Member RCDTS

The Primary RCDTS will report employees for themselves as well as all members in their network.

Charter School Name	Charter RCDTS	Relationship
YCCS - SCHOLASTIC ACHIEVEMENT	15016299025054C	Member
YCCS - YOUTH CONNECTION	15016299025072C	Member
YCCS CHTR-ADDAMS	15016299025064C	Member
YCCS CHTR-ASPIRA PANTOJA	15016299025056C	Member
YCCS CHTR-ASSOCIATION HOUSE	15016299025057C	Member
YCCS CHTR-AUSTIN CAREER	15016299025058C	Member
YCCS CHTR-CAMPOS	15016299025062C	Member
YCCS CHTR-CCA ACADEMY	15016299025059C	Member
YCCS CHTR-CHATHAM	15016299025073C	Member
YCCS CHTR-INNOVATIONS	15016299025063C	Member
YCCS CHTR-LATINO YOUTH	15016299025065C	Member
YCCS CHTR-MCKINLEY	15016299025055C	Member
YCCS CHTR-OLIVE HARVEY	15016299025066C	Member
YCCS CHTR-SULLIVAN	15016299025067C	Member
YCCS CHTR-TRUMAN	15016299025068C	Member
YCCS CHTR-WEST TOWN	15016299025070C	Member
YCCS CHTR-WESTSIDE HOLISTIC	15016299025071C	Member
YCCS CHTR-YOUTH DEVELOPMENT	15016299025061C	Member

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2020 EIS Salary Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Salary	Record Count	Salary_win.csv	Current Date	RCDS Number																	
2	IEIN	Legal Last Name	Legal First Name	Legal Middle Name	Date of Birth	School Year	Employer RCDS	Position Code	Position Timeframe	Percent of Fulltime	Funding Source	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Position End Date	Actual Days	Days Absent	Contract Days Override

[Download the EIS Salary Template here:](https://www.isbe.net/Pages/EIS-Data-Input.aspx)

<https://www.isbe.net/Pages/EIS-Data-Input.aspx>



Template General Rules

- ☐ Do Not Rename columns
- ☐ Do Not Remove columns
- ☐ Do Not Add columns
- ☐ Do Not Add data outside of template columns
- ☐ Do Not Change the order of columns



Header Rules

Default Header

	A	B	C	D	E
1	Salary	Record Count	Salary_win.csv	Current Date	RCDTS Number

- **Column A:** “Employment” do not change
- **Column B:** Record Count – must be replaced with a number
- **Column C:** “2020_Employment_Win.csv” can be renamed but the .csv must remain. E.g. you can enter your school name followed by “.csv”
- **Column D:** Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2019
- **Column E:** RCDTS Number – Must be your parent roll-up school RCDTS (see next slide)

Example Header:

A	B	C	D	E
Salary	1	School_Name.csv	06/11/2020	15016299025XXXC



IEIN

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- IEIN numbers for all licensed staff (see EIS position codes to get this list)
- If an licensed individual does not have an IEIN then ask that they create one
- Go to ELIS website to create IEIN



ELIS Website

ISBE Website:

<https://www.isbe.net/>





Legal Last Name

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- In the name do not include:
 - Commas (,)
 - Apostrophe (')
 - Periods (.)
 - Exclude all special characters
 - Dashes (-) are acceptable



Legal First Name

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- In the name do not include:
 - Commas (,)
 - Apostrophe (')
 - Periods (.)
 - Exclude all special characters
 - Dashes (-) are acceptable



Legal Middle Name

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- In the name do not include:
 - Commas (,)
 - Apostrophe (')
 - Periods (.)
 - Exclude all special characters
 - Asterisk (*) are acceptable
 - Space\Blank () is acceptable
 - Dashes (-) are acceptable



Date of Birth

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- Must be in ***mm/dd/yyyy*** format
- Must include all leading zeros
 - i.e. 03/28/1959, 04/04/1978



School Year

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- 2020 is the only valid school year
- Do NOT use earlier years



Employer RCDTS

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- Chicago Public Schools RCDTS code (must be 15 digits)
 - Region Code (15)
 - County Code (016)
 - District Code (2990)
 - Type Code (25)
 - School (0000)

Use This RCDTS Code ONLY:

150162990250000 – Chicago Public School RCDTS code



Position Code

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
Regular Education Administrative						
100	District Superintendent	\$350,000	\$25,000	No	Yes	No
101	Assistant/Associate District Superintendent	\$300,000	\$25,000	No	Yes	No
103	Principal	\$250,000	\$25,000	Yes	Yes	No
104	Assistant Principal	\$200,000	\$25,000	No	Yes	No
105	Supervisory Dean	\$200,000	\$25,000	No	Yes	No
107	General Administrator or General Supervisor	\$225,000	\$25,000	No	Yes	No
111	Director of an Area Vocational Center or Supervisor of More Than One Field in Career and Technical Education	\$150,000	\$25,000	No	Yes	No
114	Chief School Business Official	\$250,000	\$25,000	No	Yes	No
119	Head Teacher	\$250,000	\$25,000	No	Yes	No
120	Supervisor of One Field in Career and Technical Education	\$200,000	\$25,000	No	Yes	No
121	Administrator in a Bilingual Education Program	\$170,000	\$25,000	No	Yes	No
122	Regional Superintendent (ROE ONLY)	\$200,000	\$25,000	No	No	No
123	Regional Assistant Superintendent (ROE ONLY)	\$150,000	\$25,000	No	No	No
124	Dean of Students Administrator (administrative endorsement held)	\$200,000	\$25,000	No	No	No
125	Head of General Education (Department Chair) or Supervisor for a Specific Subject Administrator (administrative endorsement held)	\$200,000	\$25,000	No	No	No
126	Dean of Students Teacher (no administrative endorsement)	\$250,000	\$15,000	No	Yes	Yes
127	Head of General Education (Department Chair, no administrative endorsement)	\$250,000	\$15,000	No	Yes	Yes



Position Code (continued)

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Special Education Administrative</i>						
151	Assistant Special Education Director	\$200,000	\$25,000	No	Yes	No
152	Special Education Director	\$250,000	\$25,000	No	Yes	No
153	Special Education Supervisor	\$170,000	\$25,000	No	Yes	No
154	Supervisor of More Than One School Support Personnel Area	\$200,000	\$25,000	No	Yes	No
155	Supervisor of One School Support Personnel Area	\$170,000	\$25,000	No	Yes	No



Position Code (continued)

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Regular Education Instructional</i>						
200	Teacher	\$250,000	\$15,000	Yes	Yes	Yes
201	Reading Teacher	\$150,000	\$15,000	Yes	Yes	Yes
202	Bilingual Education Teacher	\$150,000	\$15,000	Yes	Yes	Yes
203	English as a Second Language Teacher	\$150,000	\$15,000	Yes	Yes	Yes
204	Visiting International Teacher	\$75,000	\$15,000	Yes	Yes	Yes
207	Speech Language Pathology Teacher	\$250,000	\$15,000	Yes	Yes	Yes
208	Career and Technical Educator (CTE)	\$250,000	\$15,000	Yes	Yes	Yes



Position Code (continued)

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Special Education Instructional</i>						
250	Special Education Teacher	\$250,000	\$15,000	Yes	Yes	Yes
251	Bilingual Special Education Teacher	\$150,000	\$15,000	Yes	Yes	Yes
601	Resource Teacher Arts(Visual Art, Music, Drama, and Theatre)	\$250,000	\$15,000	Yes	Yes	Yes
602	Resource Teacher History	\$250,000	\$15,000	Yes	Yes	Yes
603	Resource Teacher Government/Civics/Political Science	\$250,000	\$15,000	Yes	Yes	Yes
604	Resource Teacher English/Language Arts	\$250,000	\$15,000	Yes	Yes	Yes
605	Resource Teacher Reading	\$250,000	\$15,000	Yes	Yes	Yes
606	Resource Teacher Math	\$250,000	\$15,000	Yes	Yes	Yes
607	Resource Teacher Science (all sciences)	\$250,000	\$15,000	Yes	Yes	Yes
608	Resource Teacher Foreign Language	\$250,000	\$15,000	Yes	Yes	Yes
609	Resource Teacher Economics	\$250,000	\$15,000	Yes	Yes	Yes
610	Resource Teacher Elementary	\$250,000	\$15,000	Yes	Yes	Yes
611	Resource Teacher Other	\$250,000	\$15,000	Yes	Yes	Yes



Position Code (continued)

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Regular Education Ancillary Staff</i>						
306	Curriculum Specialist	\$150,000	\$1,000	No	No	No
308	Instructional Coach	\$150,000	\$1,000	No	No	No
309	Library Information Specialist	\$170,000	\$1,000	No	No	No
310	Paraprofessional	\$220,000	\$1,000	No	No	No
311	Reading Specialist	\$150,000	\$1,000	No	No	No
312	Technology Specialist	\$200,000	\$1,000	No	No	No



Position Code (continued)

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Special Education Ancillary Staff</i>						
354	Cued Speech Interpreter	\$50,000	\$1,000	No	No	No
358	In-Service Coordinator	\$150,000	\$1,000	No	No	No
359	Sign Language Interpreter	\$120,000	\$1,000	No	No	No
372	School Counselor	\$175,000	\$1,000	No	No	No
373	School Counselor Intern	\$50,000	\$1,000	No	No	No
374	School Nurse	\$150,000	\$1,000	No	No	No
375	School Nurse Intern (9 Week)	\$50,000	\$1,000	No	No	No
377	School Psychologist	\$200,000	\$1,000	No	No	No
378	School Psychology Intern	\$75,000	\$1,000	No	No	No
379	School Social Worker	\$200,000	\$1,000	No	No	No
380	School Social Worker Intern	\$100,000	\$1,000	No	No	No
381	Speech Language Pathologist-non teaching	\$175,000	\$1,000	No	No	No
382	Speech Language Pathologist Intern	\$75,000	\$1,000	No	No	No
383	Speech/Language Assistant	\$150,000	\$1,000	No	No	No
384	Speech/Language Paraprofessional	\$75,000	\$1,000	No	No	No
387	Vocational Coordinator	\$150,000	\$1,000	No	No	No



Position Code (continued)

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<i>Employed but not actively working</i>						
999	Leave of Absence	\$150,000	\$1,000	No	No	No
<i>Ed360 User</i>						
902	Ed360 User	\$150,000	\$1,000	No	No	No



Position Time Frame

Properties:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

- 01 – the only valid Position Time Frame



Percent Full-Time

Percent of Full-Time – **This is the same value reported in the Employment\Position file**

- **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

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

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%** ($21.25 \div 36.25$)



Funding Source

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Code	Value	Description
01	Title I	Federal education funding provided to schools with high numbers or percentages of children living in poverty to help ensure all children meet challenging state academic standards. Distributed according to how many students are living in poverty. <i>Applicable for both Time Frame codes of 01 (Regular School Year) or 02 (Summer or Night School).</i>
04	Other	Any source of funding that is not Title I or Title III. <i>Applicable for both Time Frame codes of 01 (Regular School Year) or 02 (Summer or Night School).</i>



Base Salary

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

The contracted dollar amount the employee is paid for the time worked for the school year for this position. This includes gross salary for personal services rendered while on the payroll of the LEA. This also includes the 6% earnings increase.

Not included in base salary are; Stipends, bonuses, annuities, Retirement Benefits (as defined below), and Other Benefits (i.e., amounts paid by the employer for health insurance or toward retirement). (Note: Stipends are not included in any Salary information.)

An accompanying salary record must be submitted for each reported position.



Vacation Days

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Number of Vacation Days awarded by the contract annually to the employee this school year. Only required for the following positions:

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Sick Days

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Number of Sick Days awarded by the contract annually to the employee this school year. Do not include personal days, accumulated sick days or time converted to sick days. Only required for the following positions:

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Bonuses

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Dollar value of Bonuses awarded to the employee this school year. Only required for the following positions in public school districts:

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Annuities

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Dollar value of qualified and nonqualified Annuities provided by the employer to the employee this school year.

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Retirement Benefits

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Dollar value of Retirement Benefits provided by the employer to employee this school year, including Board Paid TRS Retirement, IMRF and SERS.

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Other Benefits

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Dollar amount of Other employer-provided Benefits paid by the employer and received during the school year for the employee. Other Benefits should include only the employer paid portion. Other Benefits include any payment, reimbursement, or goods received that directly benefits the employee. Examples are: Health/Dental/Vision Insurance, Life Insurance or THIS.

Only required for the following positions:

- 100 - 121 Regular Education Administrative
- 150 - 155 Special Education Administrative
- 200 - 207 Regular Education Instructional
- 250 - 251 Special Education Instructional
- 601 - 611 Resource Teacher series



Benefits Grid

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

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 Grid

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

EIS SALARY DATA								
For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
Benefits Data:								
Chicago Teacher Pension Fund (Employer Paid)						X		
Chicago Teacher Pension Fund 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
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



Benefits Grid

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

EIS SALARY DATA								
For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
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



Position End Date

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Last day the person was scheduled to work in this position during this school year, regardless of whether the person was present or absent on that day.

Only valid date is 06/30/2020



Actual Days (Paid)

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Actual days an educator is paid based on contracted days full-time for their position. Included are all vacation, sick, personal and professional development days and all paid holidays, paid FMLA leave and other paid leave. Exclude days without pay.



Days Absent

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

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 0.50 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.

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



Contract Days Override

Properties:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Important: You MUST enter your school's Contract Days for Full-Time in this column of the template

Overrides the contract days that make a licensed position full time, i.e. change 180 to 190. If there is no override, leave blank. Entering "0" will result in an error.

CPS Charter\Contract\Option School will be require to enter data into this field since the "Contracted Days to Fulltime" will be used by CPS.



2020 Key Dates



SY 2019-2020 Updated Key Dates

Activity	Date
Begin to submit SY 2020 Employment and Position data	Monday, July 1, 2019
Deadline for 2020 5Essentials Survey Email Addresses and Employment/Position data	Friday, November 1, 2019
EIS 2020 Employment and Position Records for purposes of Federal Reporting	(update by) Thursday, April 16, 2020
All SY 2020 Non-certified Employees aggregated FTE counts must be completed for the purpose of Federal Reporting	Thursday, April 16, 2020
Final Deadline for SY 2020 (updates & corrections) Employment/Position, Base Salary, Evaluations and Absent Data	Friday, August 14, 2020
2020 Benefits data (if applicable)	Thursday, October 1, 2020



ISBE Resource Information

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

Data Strategies & Analytics

- (312) 814-9192
- datahelp@isbe.net

Help Desk for IWAS technical issues

- (217) 558-3600



Q & A and Discussion

