



# Illinois State Board of Education

## Employment Information System

2020 Summer Training

# Agenda

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- ❑ Welcome & Introductions
- ❑ Objectives
- ❑ Overview: The Employment Information System (EIS)
- ❑ EIS School Year at a Glance
- ❑ EIS Data Guidelines & System Walkthrough
- ❑ EIS Batch Files
- ❑ ISBE EIS Resources
- ❑ ISBE Contact Information
- ❑ Q&A

# Welcome & Introductions

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- ❖ Mark Hobneck: *Data Strategies & Analytics*
- ❖ Brenda Umek: *Data Strategies & Analytics*
- ❖ Evan Stout: *Data Strategies & Analytics*
- ❖ Howard Hammel: *Data Strategies & Analytics*

# Objectives

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- Efficient material presentation - cover over 200 slides an hour (no break included)
- Discuss EIS data updates
- Identify source information of data categories and due dates
  - <https://www.isbe.net/Pages/Employment-Information-System.aspx>
  - Missing Data: District Dashboard - Data Completion Status Chart
- System functionality review - EIS is a pattern driven system:
  - Online
  - Batch Files
  - Reports



# Overview: The Employment Information System (EIS)

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- The Employment Information System (EIS) is an annual data collection for all licensed staff in the public school system, State Funded Charter Schools, City of Chicago Charter, Contract and Options Schools, Regional Offices of Education, Special Education Cooperatives, limited Non-Public School Districts, Miscellaneous Payees, Other State Funded and Vocational Districts and Schools. EIS currently collects 67 different licensed positions and 1 unlicensed position to accommodate Ed360 users. For each licensed position, EIS collects at a minimum, employment, position, grade level assignments, school working location, and salary data. EIS replaced the original Teacher Service Record data collection which dates back to the 50's capturing data by paper and sometime in the 60's electronically collecting data. EIS has been in existence since 2013. EIS is an annual data collection but the collection remains open to allow school district to make additions or changes to prior school years. EIS has two main points of entry; first is an on-line entry system and the second is through a series of three separate batch file downloads.

# Overview: The Employment Information System (EIS)

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- The EIS collection also consists of several specialized and distinct collections belonging to licensed teachers and administrators such as Educator Evaluations, Administrator and Teacher Salary and Benefits (ATSB) data. Specialized collections for licensed teachers are years of experience and days absent that are all stored in EIS. Each of these separate collections have been implements due to school code outlined in the text below.
- EIS is the system of record for Educator information for the state of Illinois. Information from the collection necessary in the Report Card, ATSB, to calculate average salary for EBF funding, the Educator Supply and Demand Report as well as other reports. EIS feeds the Educator License Information System (ELIS) where ISBE maintains all educators license information.
- The SY 2020 collection needs to collect educator data from all districts and state charters in the state, check it for quality and accuracy, finalize it, and make it available for agency, districts, and public use.

# EIS 2020 Summer Training

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EIS

## ❖ EIS School Year at a Glance

# EIS School Year at a Glance

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## Employees Start School Year 2020 – July 1, 2019

- ❑ **July 1, 2019 Start Date**
- ❑ Contract Days for Full-Time
  - ❑ Regular Education Administrative
  - ❑ Special Education Administrative
  - ❑ Regular Education Instructional
  - ❑ Special Education Instructional
  - ❑ Regular Education Ancillary Staff
  - ❑ Special Education Ancillary Staff



# EIS School Year at a Glance

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- ❑ **July 1, 2019 Start Date**
- ❑ Employment & Positions are required for all Licensed Employees
  - ❑ Regular Education Administrative
  - ❑ Special Education Administrative
  - ❑ Regular Education Instructional
  - ❑ Special Education Instructional
  - ❑ Regular Education Ancillary Staff
  - ❑ Special Education Ancillary Staff
  - ❑ Ed 360 Users
  - ❑ Leave of Absence



# EIS School Year at a Glance

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- ❑ **July 1, 2019 Start Date**
- ❑ Non-Certified Staff Aggregate FTE
  - ❑ School Office Worker
  - ❑ District Office Worker
  - ❑ District Office Library Support
  - ❑ District Student Support Staff
  - ❑ All Other District Support Staff

# EIS School Year at a Glance

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- ❑ **November 1, 2019 Deadline** – All email addresses must be provided for the 5Essentials Survey
- ❑ **April 16, 2020 Deadline** – Federal Filing of Staff FTE
  - ❑ Licensed Staff
  - ❑ Non-Certified Staff



# EIS School Year at a Glance

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- **August 14, 2020 Deadline** – Salary, Benefits & Evaluations
  - Salary & Benefits
    - Regular Education Administrative
    - Special Education Administrative
    - Regular Education Instructional
    - Special Education Instructional
    - Regular Education Ancillary Staff
    - Special Education Ancillary Staff
    - Employed but not actively working
  - Evaluations
    - Teachers
    - Principals
    - Assistant Principals
- **August 31, 2020** – Final 2020 Report Card data



# EIS School Year at a Glance

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- ❑ **Data Quality Checks** – Recommended to check routinely
  - ❑ Check your EIS Dashboard
  - ❑ Run Reports and make corrections
  - ❑ Check for a District Superintendent at District Level
  - ❑ Check for a Principal for each School
  - ❑ End Employment for Employees that have left your District
    - Position End Date
    - Salary
    - Benefits
    - Attendance
    - Employment End Date
    - Employment End Reason

# EIS School Year at a Glance

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- ☐ Add New Employees that Start with your District
  - Add Position(s)
  - Add Work Location(s)
- ☐ Run *Missing Salaries Report* and clean up any Missing Salaries
- ☐ Run *Administrator and Teacher Salary and Benefits (ATSB) Report*
- ☐ Run *Evaluations Report* and check for accuracy
- ☐ End Employment for Employees that have left your District
  - Position End Date
  - Salary
  - Benefits
  - Attendance
  - Employment End Date
  - Employment End Reason

# EIS 2020 Summer Training

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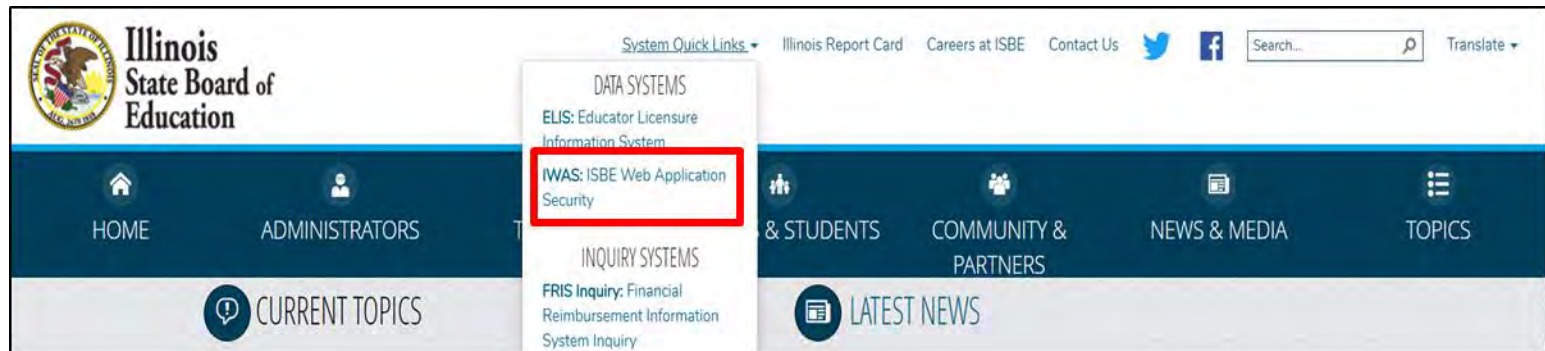
EIS

❖ How to Login to IWAS

# How to Login to IWAS

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- Access EIS through ISBE's Web Application Security System (IWAS)
- Link to IWAS from ISBE's Homepage: <https://www.isbe.net/>



# How to Login to IWAS

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- Enter Login information or select the Sign Up Now link

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*I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S*

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact Us**  
**Help**  
**IWAS User Guide**  
IWAS Training Video

**Already have an account? Login Here :**

Login Name   
Password

☐ Remember Login Name

**LOG IN**

**Forgot Your Password?**  
If you have forgotten your login name or password, click on the link below.

**Find Login/Password**

**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

**Sign Up Now**

**Need Help?**  
If you need help with logging in, the sign up procedure or your password, please click on the link below.

**Help**

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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# How to Login to IWAS

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The screenshot displays the IWAS Administrator interface for the Illinois State Board of Education. The header features the ISBE logo and the names of the Chairman, Darren Reisberg, and the State Superintendent of Education, Dr. Carmen I. Ayala. Below the header, a navigation menu on the left includes links for Home, System Listing (highlighted in yellow), Pending Sign Ups, Pending Documents, Change Password, Search, Help, Log Out, and IWAS Training Video. The main content area shows a personalized greeting, "Hello Evan," followed by a "Messages" section with two links: "0 unread Inbox message(s)" and "0 unread Archived message(s)". A "Require Action" section lists three items: "0 Sign-ups pending your approval", "0 Documents pending your approval", and "0 Feedback messages pending review". A note states, "If this is NOT correct, [click here](#) to update." Below this is a "News Items" section with the title "Changes in IWAS Administrative Accounts" and a brief announcement: "Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1..." A "More..." link is located at the bottom right of the news item.

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**ISBE Administrator**

Home  
**System Listing**  
Pending Sign Ups  
Pending Documents  
Change Password  
Search  
Help  
Log Out  
[IWAS Training Video](#)

Hello Evan,

**Messages :**  
[0 unread Inbox message\(s\)](#)  
[0 unread Archived message\(s\)](#)

**Require Action :**  
[0 Sign-ups pending your approval](#)  
[0 Documents pending your approval](#)  
[0 Feedback messages pending review](#)

If this is NOT correct, [click here](#) to update.

**News Items**  
**Changes in IWAS Administrative Accounts**  
Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1...  
[More...](#)



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# How to Login to IWAS

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**My Systems**

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Reporting</b>	
Data Quality Dashboard	Authorized
Employment Information System (EIS)	Authorized
<b>Monthly</b>	
Student Information System - Statewide	Authorized
<b>ISBE Internal</b>	
<b>Web</b>	
Entity Profile System (Internal)	Authorized

**Legend:** ⓘ : System Description - Detailed   📅 : Due Dates   👤 : Profile

[Want to Signup for Other Systems?](#)

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# EIS 2020 Summer Training

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EIS

- ❖ Contract Days
  - ❖ Guidelines
  - ❖ System Walkthrough

# Contract Days

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- ❑ **July 1, 2019**
- ❑ Contract Days for Full-Time
  - ❑ Regular Education Administrative
  - ❑ Special Education Administrative
  - ❑ Regular Education Instructional
  - ❑ Special Education Instructional
  - ❑ Regular Education Ancillary Staff
  - ❑ Special Education Ancillary Staff

# Contract Days for Full-Time

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## Contract Days for Full-Time

- **Definition-** 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.
- **Guidelines**
  - Can be updated at anytime
  - This must be a whole number
  - **Required** for all reported position codes
  - Days Paid cannot exceed the Contract Days
  - Contract Days from the previous year will populate in to the current year, but these can be edited if necessary
- **Data Type in EIS - numeric**

# Contract Days Override

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- Contract Days Override should only be used if a position has more than one contract day amount for full-time.
- ISBE recommends that if you have a position with multiple contract days, use the lower contract day amount for the contract days field.
- Use the Contract Days Override to enter the higher contract day amounts.

# Contract Days Override

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## Example

- High school Principal works 260 and the Elementary Principal works 240.
  - Principal Contract Days= 240
  - Principal Contract Day Override= 260
- Actual days paid cannot exceed contract days override

# Contract Days


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

**Display:**

School Year

Display

 **Contract Days for School Year**

Select a Position Category

	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



# Contract Days

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Contract Days for SD 000 for Regular Education Instructional for School Year

[Edit Contract Days for Selected Year](#)

Regular Education Instructional ▼

Position Category	Position Code	Position Description	Contract Days
Regular Education Instructional	200	Teacher	180
Regular Education Instructional	201	Reading Teacher	180
Regular Education Instructional	202	Bilingual Education Teacher	0
Regular Education Instructional	203	English as a Second Language Teacher	0
Regular Education Instructional	204	Visiting International Teacher	0
Regular Education Instructional	207	Speech Language Pathology Teacher	180
Regular Education Instructional	208	Career and Technical Educator (CTE)	180



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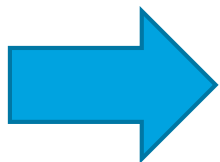
# Contract Days

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

[Cancel](#)

Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days
Regular Education Instructional	<input type="button" value="Apply to Category"/>	200	Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	201	Reading Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	202	Bilingual Education Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	203	English as a Second Language Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	204	Visiting International Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	207	Speech Language Pathology Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	208	Career and Technical Educator (CTE)	<input type="text" value="180"/>



202	Bilingual Education Teacher	<input type="text" value="180"/>
-----	-----------------------------	----------------------------------



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# Contract Days

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Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days
Regular Education Instructional	<input type="button" value="Apply to Category"/>	200	Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	201	Reading Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	202	Bilingual Education Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	203	English as a Second Language Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	204	Visiting International Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	207	Speech Language Pathology Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	208	Career and Technical Educator (CTE)	<input type="text" value="180"/>

- Once completed, changes will be reflected on the **Contract Days Report** (Coming Soon!)



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# EIS 2020 Summer Training

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EIS

- ❖ Add New Employment Record
  - ❖ Guidelines
    - ❖ FTE Calculation & Guidelines
  - ❖ System Walkthrough

# New Employment Record

30

- ❑ **July 1, 2019**
- ❑ Employment & Positions are required for all Licensed Employees
  - ❑ Regular Education Administrative
  - ❑ Special Education Administrative
  - ❑ Regular Education Instructional
  - ❑ Special Education Instructional
  - ❑ Regular Education Ancillary Staff
  - ❑ Special Education Ancillary Staff
  - ❑ Ed 360 Users
  - ❑ Leave of Absence



# Percent of Full-Time (PFT)

31

- **Definition** – represents the percentage amount of time an employee is contracted to work
- **Data Type in EIS** – numeric
- **Categorized** - as a percentage with a range from 10% to 100%
- **Guidelines**
  - This element is **required** for all licensed staff
  - 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%** ( $21.25 \div 36.25$ )

# Actual Days Paid

34

- **Definition:** Actual days paid is the days an educator is paid
- **Guidelines**
  - **Include:** Count of Days Paid
  - **Exclude:** Days without pay
  - **Required** for all licensed staff
- **Data Type in EIS – numeric**

# How ISBE Calculates FTE

35

✓ ISBE is calculating the FTE based on the data that you provided in EIS:

- ☐ Percent of Full-Time
- ☐ Actual Days Paid
- ☐ Contract Days for Full-Time
- ☐ Contract Days Override (if applicable)

❖ **Do not calculate the FTE.**

❖ **ISBE will complete the calculation in EIS for you.**

# FTE Guidelines

36

- For each change in position, close the Old position and start a New position. Then enter the Actual Days Paid, Position End Date, Base Salary, and Days Absent (if a teaching position).
- The total Percent of Full-Time cannot be greater than 100% for all open positions at any time.
- The number of Days Paid cannot exceed the Contract Days for full-time for a unique position.
- If Days Paid exceeds contract days, override contracts days with number of Days Paid.

# Examples of Data Reporting to ISBE for FTE

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## Example 1

### 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

## Example 2

### 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– Unpaid Leave

## Example 3

### 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– Partial Days Paid

40

## Example 4

### 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– All Contracted Days Full Time Paid

41

## Example 5

### 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

# EIS 2020 Summer Training

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EIS

- ❖ Workload at Work Location
- ❖ Guidelines

# Workload at Work Location

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

## *Examples:*

### A. Position = Teacher

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

$$\begin{array}{c} \text{75 + 25} \end{array} \rightarrow = 100\%$$

### B. Position = Principal

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

### C. Position = Speech Pathologist

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

$$\begin{array}{c} \text{25 + 25 + 50} \end{array} \rightarrow = 100\%$$

# New Employment Record

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

 **Employment and Positions**

 **Add New Employee**

**Search by**

**School Year**

**Work Location**

**Position**

**IEIN**

# New Employment Record

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Step 1 of 2

 **Search Employee**

Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#  Or  Or

IEIN  Or  Or

Last Name

First Name

Date Of Birth  


Select	IEIN	First Name	Last Name	Middle Name	Date of Birth	Gender	Race/Ethnicity
	999999999	Cindy	Who	L	09/11/1965	Female	White




# New Employment Record

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Step 2 of 2

 **Demographics**

*Last Name	<input type="text" value="Who"/>	*Date of Birth	<input type="text" value="09/11/1965"/>
*First Name	<input type="text" value="Cindy"/>	*Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
Middle Name	<input type="text" value="L"/>	*Race/Ethnicity	<input type="text" value="White"/>
Maiden Name	<input type="text"/>		

 **Employment**

*Start Date	<input type="text" value="07/01/2019"/>	End Date	<input type="text"/>
*Retired	<input checked="" type="radio"/> No <input type="radio"/> Yes	End Reason	<input type="text" value="-- Select --"/>
*Email Address	<input type="text" value="clwho@sd000.org"/>		



# EIS 2020 Summer Training

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EIS

- ❖ Update/Add Position Record
- ❖ System Walkthrough

# Update/Add Position Record

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

 **Employment and Positions**  Add M


**Search by**

School Year

Work Location

Position

IEIN

 **Employees for School Year**

Filter by

*\* Displaying up to 100 records. Please narrow your search to view other data.*

	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions
<input type="button" value="Select"/>	999999999	Who, Cindy L	09/11/1965	Female	White	07/01/2019		0



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# Update/Add Position Record

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## Employment Summary

IEIN: 999999999	Last Name: Who	First Name: Cindy	Middle Name: L
Date of Birth: 09/11/1965	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: 07/01/2019	Employment End Date:	Employment End Reason:
Email Address: clwho@sb000.net			

[Edit Employment Record](#)

## Employee Positions within the District for School Year

	Position Code	Position	Time Frame	Locations					Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
<a href="#">Edit / Remove</a>	200	Teacher	Regular School Year		Location	Primary	Grade Level Assignment	Workload				
				<a href="#">Edit / Remove</a>		<input checked="" type="checkbox"/>						
<a href="#">Add Work Location Record</a>												

[Add Position Record](#)

[View Positions From Other School Years](#)




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# Update/Add Position Record

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 **Positions for School Year**


\*Position Category

Regular Education Instructional ▼

\*Position

Teacher ▼

\*Start Date

07/01/2019 

\*Ed360 Role

Teacher (Default) ▼


\*First Year

☐ Yes ☒ No

\* Percent of Full Time

100

[Cancel](#) **OK**

 **Work Locations for Teacher**

\*Location

☒ Select School ☐ Enter 15 Digit RCDTS Code

-- All Entities -- ▼

\*Workload

100

\*Grade Level

High School ▼

\*Primary Location

☒

[Cancel](#) **OK**



# Update/Add Position Record- Final Step!

51

	Position Code	Position	Time Frame	Locations					Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
Edit / Remove	200	Teacher	Regular School Year		Location	Primary	Grade Level Assignment	Workload	100 %	07/01/2019		1.00
				Edit / Remove	Sr High School	<input checked="" type="checkbox"/>	High School	100 %				
<a href="#">Add Work Location Record</a>												

[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**



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# FTE Calculation – Online Data Entry

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## ➤ Online examples of Percent of Full-Time & Workload Assignment:


### Teacher Only Example



Employee Positions within the District for School Year

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

### Principal and Teacher Example

 Employee Positions within the District for School Year

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



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# Employment Position Review

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- **Step 1:** Enter Contract Days for Employed Positions
- **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
- Once you have completed entering all positions, run your *Missing Positions Report*
  - \* Remember to enter Noncertified Staff as Aggregated Counts\*

# EIS 2020 Summer Training

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EIS

- ❖ Non-Certified Staff
  - ❖ Guidelines
  - ❖ System Walkthrough

# Non-Certified Staff

55

- ❑ **July 1, 2019**
- ❑ Non-Certified Staff Aggregate FTE
  - ❑ School Office Worker
  - ❑ District Office Worker
  - ❑ District Office Library Support
  - ❑ District Student Support Staff
  - ❑ All Other District Support Staff



# Non-Certified Staff

56

- **School Office Worker FTE Total**- School Office Worker category consists of staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons including clerical staff and secretaries. Following are examples:

400 Accountant

401 Bookkeeper

402 Clerical Support Staff

403 Head/Executive Secretary

405 Other Office Staff

406 Information Technology Staff



# Non-Certified Staff

57

- **District Office Worker FTE Total**- District Office Worker category consist of staff members providing direct support to district administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support. Following are examples:

400 Accountant

401 Bookkeeper

402 Clerical Support Staff

403 Head/Executive Secretary

405 Other Office Staff

406 Information Technology Staff



# Non-Certified Staff

58

- **District Office Library Support FTE Total-**  
Library/Media Support Staff category consist of staff members who render other professional library and media services. Duties of these staff members include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TB programs, and similar materials maintained separately or as part of an instructional materials center. This category also includes activities in the audiovisual personnel and includes library aides and those involved in library/media support. Following is an example:

304 Audio-Visual Staff



# Non-Certified Staff

59

- **District Student Support Staff FTE Total**- Student Support Services category consist of professional staff members whose activities are concerned with the direct support of students and who nurture, but do not instruct students. Included in these list: attendance officers; staff providing audiology and supervisors of the preceding staff; coaches, athletic advisors, and athletic trainers if position does not require teaching credentials. Following are examples:

300 Advisor

301 Athletic Coach

302 Athletic Trainer

303 Attendance/Tuant Officer

314 Other Athletic/Extracurricular Worker

351 Audiologist

360 Medical Service Personnel



# Non-Certified Staff

60

- **All Other District Support Staff FTE Total**- All Other Support Staff category consist of support staff such as plant and equipment maintenance, bus drivers, security, and food service workers. Following are examples:

500 Cook

503 Other Food Service Staff

520 Custodian

522 Maintenance, Craft, or Trade Worker

523 Grounds Staff

530 School Bus Driver

531 Transportation Mechanic


533 Other Transportation Staff



# Non-Certified Staff FTE

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

 **Noncertified Staff District Full-time Equivalent (FTE) Totals** [Add Noncertified Staff District Totals](#)

Search by

School Year


Search


**Noncertified Staff Totals for School Year**

Noncertified staff district totals have not been entered for the selected school year

# Non-Certified Staff FTE

62

Close

 **Noncertified Staff District Totals for School Year**

*INSTRUCTIONS: Please enter the total number of staff by category for your district.*

District	Full-time Equivalent (FTE)	Total Number of Staff
*1 School Office Worker		<input type="text"/>
*2 District Office Worker		<input type="text"/>
*3 District Office Library Support		<input type="text"/>
*4 District Student Support Staff		<input type="text"/>
*5 All Other District Support Staff		<input type="text"/>

[Cancel](#)

- Data Elements Link:
- <https://www.isbe.net/Documents/data-elements-alltabs.pdf>

# EIS 2020 Summer Training

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EIS

- ❖ Verify Email Addresses
  - ❖ Guidelines

# Verify Email Addresses

64

- **November 1, 2019 Deadline** – All email addresses must be provided for the 5Essentials Survey
- This data is used by University of Chicago to roster Teachers who will receive the 5Essentials survey

# EIS 2020 Summer Training

65

EIS

- ❖ Federal Filing of Staff FTE
- ❖ Guidelines

# Federal Filing of Staff FTE

66

- **April 16, 2020 Deadline** – Federal Filing of Staff FTE
  - Licensed Staff
  - Non-Certified Staff

# EIS 2020 Summer Training

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EIS

- ❖ Salary, Benefits & Evaluations
  - ❖ Salary & Benefits
  - ❖ Evaluations
- ❖ Report Card Final Data

# Salary, Benefits & Evaluations

68

- **August 14, 2020 Deadline** – Salary, Benefits & Evaluations
  - Salary & Benefits
    - Regular Education Administrative
    - Special Education Administrative
    - Regular Education Instructional
    - Special Education Instructional
    - Regular Education Ancillary Staff
    - Special Education Ancillary Staff
    - Employed but not actively working
  - Evaluations
    - Teachers
    - Principals
    - Assistant Principals
- **August 31, 2020** – Final 2020 Report Card data

# EIS 2020 Summer Training

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EIS

- ❖ Salary & Benefits
  - ❖ Guidelines
  - ❖ System Walkthrough



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# Salary

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## Salary Fields:

- Percent of Full-Time - represents the percentage amount of time an employee is contracted to work
- 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
- 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.
- 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



# Base Salary

71

## ***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

72

## ***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

73

## ***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

74

## ***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

75

## ***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

76

## ***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, SERS and CTPF.

## 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

77

## ***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

78

## 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
<b>Salary Data:</b>								
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



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# Benefits Grid

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## 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
<b>Benefits Data:</b>								
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



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# Benefits Grid

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## 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



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# Position End Date

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## ***Properties:***

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

- This should be the last date that the employee worked in this position within the school year
- Example: 08/15/2019

# Salary - Online

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## Position

Position:	Teacher	Position Time Frame:	Regular School Year
Position Start Date:	08/22/2018	*Position End Date:	<input type="text"/>
*Percent Full Time:	100		

## Salary

*Base Salary:	<input type="text"/>	*Funding Source:	-- Select -- ▼
*Vacation Days:	<input type="text"/>	*Annuities:	<input type="text"/>
*Sick Days:	<input type="text"/>	*Retirement Benefits:	<input type="text"/>
*Bonuses:	<input type="text"/>	*Other Benefits:	<input type="text"/>

## Attendance

*Actual Days Paid:	0.00	Absent Days:	<input type="text"/>
Contract Days:	181	Contract Days Override:	0

[BACK](#)

[OK](#)

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



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# Salary - Online

83

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



## Salaries for School Year

	Position	Position Timeframe	Actual Days Paid	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



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# Salary - Online

84

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**

	Position	Position Timeframe	Actual Days Paid	Absent Days	Contract Days	Contract Days Override
<a href="#">Edit</a>	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 - Online

85

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

### Salaries for School Year

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

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 2020 Summer Training

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EIS

- ❖ Educator Evaluations
  - ❖ Guidelines
  - ❖ System Walkthrough

# Educator Evaluations

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## ***Evaluation Fields***

- Evaluation Type:
  - 01 Teacher
  - 02 Principal\Assistant Principal
- Evaluator IEIN- The IEIN for the Evaluator
- Evaluator Name- the name of the person that performed the evaluation
- Tenured Position?- Is the Employee being evaluated Tenured
- Evaluation Rating- The Evaluation Model uses Ratings to measure Practice, Student Growth and an optional rating. The district must combine these into a single Summative Rating yielding one of the following four Evaluation Ratings:
  - 01 Unsatisfactory
  - 02 Needs improvement
  - 03 Proficient
  - 04 Excellent



# Educator Evaluations

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## ***Evaluations Deadline:***

- **Friday August 14, 2020**

## ***Why the addition?***

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

## ***What to expect:***

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

# Educator Evaluations

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## ***Positions requiring an evaluation:***

- 103 – Principal
- 104 – Assistant Principal
- 200-251 – Teachers
- 601-611 – Resource Teachers

## ***Cumulative Rating Measure:***

- Practice
- Growth



# Evaluation Type

90

- Evaluations are only completed on Teachers, Principals, and Assistant Principals
- No other position evaluations are required to be submitted to ISBE
- The following can be used:
  - 01 = Educator Evaluation
  - 02 = Principal Evaluation



# Educator Evaluations

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## Designations

<u>SpecialtyCode</u>	<u>SpecialtyGradeCode</u>
PGM4	Principal Evaluator - Growth (Module 4)
PGM5	Principal Evaluator - Growth (Module 5)
POM1	Principal Evaluator - Observation (Module 1)
POM2	Principal Evaluator - Observation (Module 2)
POM3	Principal Evaluator - Observation (Module 3)
TGM5	Teacher Evaluator - Growth (Module 5)
TNM4	Teacher Evaluator - Non-Growth (Module 4)
TOM1	Teacher Evaluator - Observation (Module 1)
TOM2	Teacher Evaluator - Observation (Module 2)
TOM3	Teacher Evaluator - Observation (Module 3)



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# Educator Evaluations

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## ***Evaluator Requirements:***

- Valid IEIN number
- Evaluator must be prequalified to perform the evaluation (see in next slide)
- Evaluators and Educators do not need to be in the same school or school district. If your district does not have a qualified Evaluator you can use one from another district.
- Evaluators cannot evaluate themselves

# Educator Evaluations

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## ***Evaluation Requirements:***

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

# Educator Evaluations

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## Illinois State Board of Education

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

[Dashboard](#) [Employment/Position](#) [Salary](#) [Courses](#) [Reports](#) [Noncertified Staff](#) [Employee Evaluations](#)

### Dashboard

Search by

State Wide ☐

School Year

Work Location -- All Entities --

When selecting a different school year, please wait for the screen to refresh with totals below and charts will display to the right if positions have been entered.  
If no positions have been entered for the selected school year, charts will not display.

Search

Summary Information for School Year	Counts
Number of Employees	54
Number of Position Records	55

### Salary

Complete (0)


Missing (55)



# Educator Evaluations

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[Dashboard](#) [Employment/Position](#) [Salary](#) [Courses](#) [Reports](#) [Noncertified Staff](#) [Employee Evaluations](#)

 **Employee Evaluations**


**Search by**

School Year

Work Location

Position

IEIN

 **Evaluation-Eligible Employees for School Year** Filter by


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

1 2 3 4 5



# Educator Evaluations

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 **Evaluation for School Year**

\*Evaluation Type Teacher


\*Evaluator IEIN  [Validate IEIN](#)

Evaluator Name

\*Tenured Position? ☐ Yes ☐ No

\*Evaluation Rating -- Select --

[Cancel](#) **OK**

 **Evaluation for School Year**

\*Evaluation Type Principal

\*Evaluator IEIN  [Validate IEIN](#)

Evaluator Name -- Select --

\*Evaluation Rating -- Select --

[Cancel](#) **OK**



# Educator Evaluations

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Illinois State Board of Education

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

Employment Information System

Login:   Log Out

Employment Summary

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

 **Employee Evaluations for School Year**

	Evaluation Type	Evaluation Rating	Evaluating District	Evaluator IEIN	Evaluator Name	Has Tenure
<div>Add /</div>	Educator					

BACK   **SUBMIT**



# Educator Evaluations

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Illinois State Board of Education

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

Employment Information System

Login:   Log Out

Employment Summary

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

 Employee Evaluations for School Year

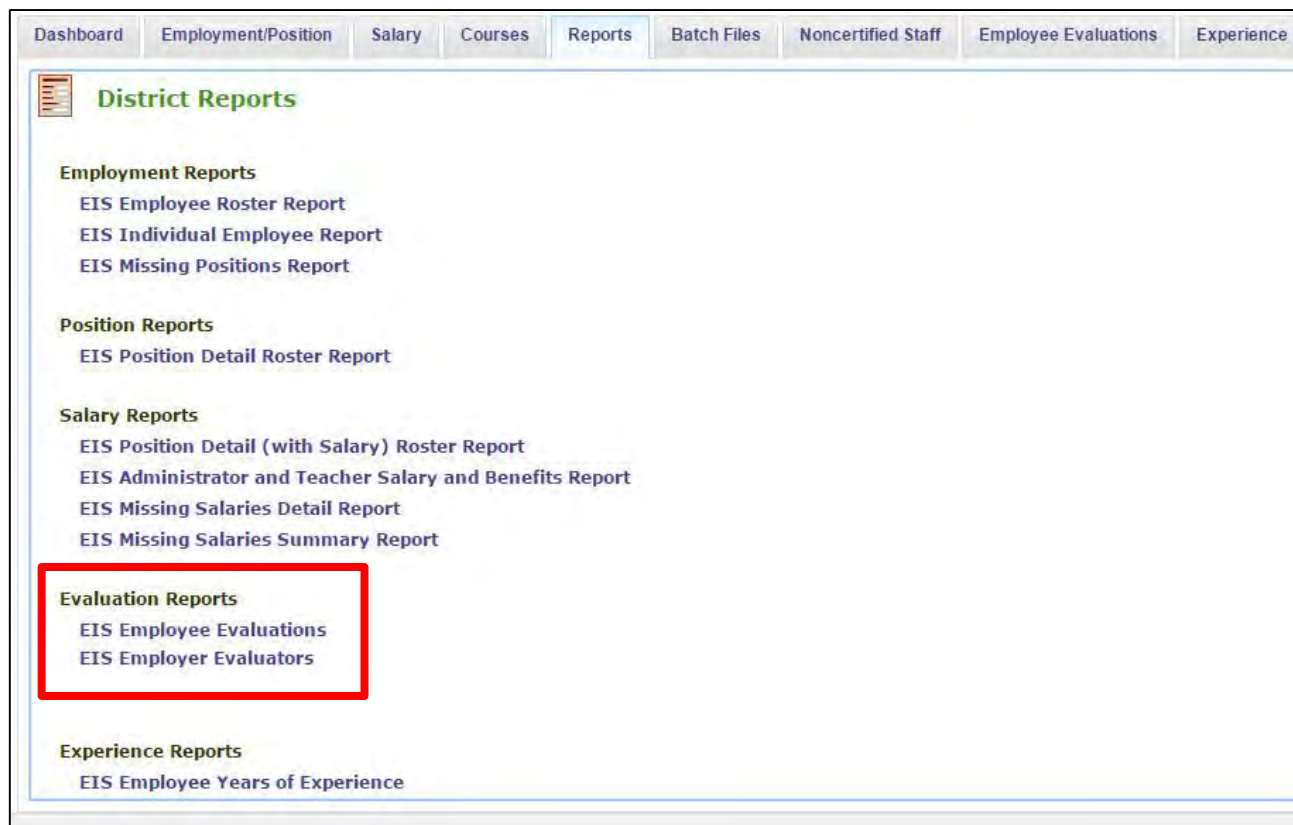
	Evaluation Type	Evaluation Rating	Evaluating District	Evaluator IEIN	Evaluator Name	Has Tenure
Add /	Educator	Excellent	Sample District 1	00000	Sample Evaluator	<input checked="" type="checkbox"/>

BACK   **SUBMIT**



# Educator Evaluations

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# Educator Evaluations

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## ELIS Example for Teacher

### Evaluation Qualifications

Teacher

Principal

Type	Date Completed	Description
Initial	09/28/2012	TOM1 - Teacher Evaluator - Observation (Module 1)
Initial	09/28/2012	TOM2 - Teacher Evaluator - Observation (Module 2)
Initial	09/28/2012	TOM3 - Teacher Evaluator - Observation (Module 3)
Initial	11/26/2012	TNM4 - Teacher Evaluator - Non-Growth (Module 4)
Initial	11/27/2012	TGM5 - Teacher Evaluator - Growth (Module 5)
Initial	11/05/2012	2001 - Illinois Performance Evaluation - Teacher Evaluation Training
Retraining	08/19/2014	1448 - Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part 1 of 3)
Retraining	07/25/2017	1448 - Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part 1 of 3)
Retraining	09/11/2017	3002 - Teacher and Administrator Evaluator Retraining: Student Growth

Showing 1 to 9 of 9 entries



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# Educator Evaluations

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## ELIS Example for Principal

### Evaluation Qualifications

Teacher

Principal

Type	Date Completed	Description
Initial	01/08/2013	POM1 - Principal Evaluator - Observation (Module 1)
Initial	01/08/2013	POM2 - Principal Evaluator - Observation (Module 2)
Initial	01/08/2013	POM3 - Principal Evaluator - Observation (Module 3)
Initial	01/09/2013	PGM4 - Principal Evaluator - Growth (Module 4)
Initial	01/09/2013	PGM5 - Principal Evaluator - Growth (Module 5)
Initial	11/12/2012	2000 - Illinois Performance Evaluation - Principal Evaluation Training
Retraining	09/11/2017	3002 - Teacher and Administrator Evaluator Retraining: Student Growth

Showing 1 to 7 of 7 entries



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# EIS 2020 Summer Training

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EIS

- ❖ Data Quality Checks
- ❖ EIS Dashboard

# Data Quality Checks

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- ❑ **Data Quality Checks** – Recommended to check routinely
  - ❑ Check your EIS Dashboard
  - ❑ Run Reports and make corrections
  - ❑ Check for a District Superintendent at District Level
  - ❑ Check for a Principal for each School
  - ❑ End Employment for Employees that have left your District
    - Position End Date
    - Salary
    - Benefits
    - Attendance



# Data Quality Checks

104

- ☐ Add New Employees that Start with your District
  - Add Position(s)
  - Add Work Location(s)
- ☐ Run *Missing Salaries Report* and clean up any Missing Salaries
- ☐ Run *Administrator and Teacher Salary and Benefits (ATSB) Report*
- ☐ Run *Evaluations Report* and check for accuracy
- ☐ End Employment for Employees that have left your District
  - Position End Date
  - Salary
  - Benefits
  - Attendance
  - Employment End Date
  - Employment End Reason



# EIS Dashboard

105

Search by	
School Year	<input type="text"/>
Work Location	-- All Entities --
<p>When selecting a different school year, please wait for the screen to refresh with totals below and charts will display to the right if positions have been entered. If no positions have been entered for the selected school year, charts will not display.</p>	
<input type="button" value="Search"/>	

Collection	Required	Complete	% Complete
District Superintendents	1	1	100
Principals	7	6	86
Salaries, All Educators	699	28	4
Salaries and Attendance, Teachers Only	429	13	3
Contract Days/Override	699	699	100



# EIS Dashboard

106

Summary Information for School Year	Counts
Number of District Employees	695
Number of Position Records	699
Number of Leave of Absence Position Records	1
Number of Missing Positions	0
Number of Salary Records	28
Missing Salary Records	671
Missing District Noncertified Staff FTE Total Record	No
Percent of Teachers with Less Than 10 Days Absent	99.71
Number of Teachers Missing Courses in SIS	38

Position Category	Positions	Salaries
Regular Education Administrative	40	0
Special Education Administrative	1	0
Regular Education Instructional	337	9
Special Education Instructional	92	4
Regular Education Ancillary Staff	168	15
Special Education Ancillary Staff	61	0
Leave of Absence	1	0
Ed360 User	0	0



# EIS Dashboard- Missing Salary

107

Summary Information for School Year	Counts
Number of District Employees	249
Number of Position Records	248
Number of Leave of Absence Position Records	0
Number of Missing Positions	0
Number of Salary Records	23
Missing Salary Records	225
Missing District Noncertified Staff FTE Total Record	Yes
Percent of Teachers with Less Than 10 Days Absent	96.96
Number of Teachers Missing Courses in SIS	42



# EIS Dashboard- Missing Salary

108

Dashboard Contract Days **Reports** Employment/Position

 **District Reports**

**Employment Reports**

- EIS Employee Roster Report
- EIS Individual Employee Report
- EIS Missing Positions Report

**Position Reports**

- EIS Position Detail Roster Report

**Salary Reports**

- EIS Position Detail (with Salary) Roster Report
- EIS Administrator and Teacher Salary and Benefits Report
- EIS Missing Salaries Detail Report**
- EIS Missing Salaries Summary Report**



# Data Quality Checks

109

- ☐ Check for any missing positions and clean up the data

<https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx>

- ☐ ISBE is calculating the FTE based on the data that you provided:
  - ☐ Percent Full-Time
  - ☐ Contracts Days
  - ☐ Actual Days Paid
  - ☐ Contract Override (if applicable)
- ☐ Contract Days cannot be zero (0) and must be representative of the entire school year.
- ☐ The Workload must sum to 100% for each position's work location

# Data Quality Checks

110

- ☐ **Check 1:** Missing Positions on EIS Dashboard should be zero (0)
- ☐ **Check 2:** Ensure that all positions have Contract Days entered
- ☐ **Check 3:** Missing Salaries on EIS Dashboard should be zero (0)
- ☐ **Check 4:** Finalize all Position End Dates
- ☐ **Check 5:** Finalize all Days Absent
- ☐ **Check 6:** District Superintendent entered and Work Location is at the District  
(if applicable)
- ☐ **Check 7:** Principal assigned to every school (if applicable)
- ☐ **Check 8:** Every school has teachers assigned
- ☐ **Check 9:** Teacher work location required for all classroom locations

# EIS 2020 Summer Training

111

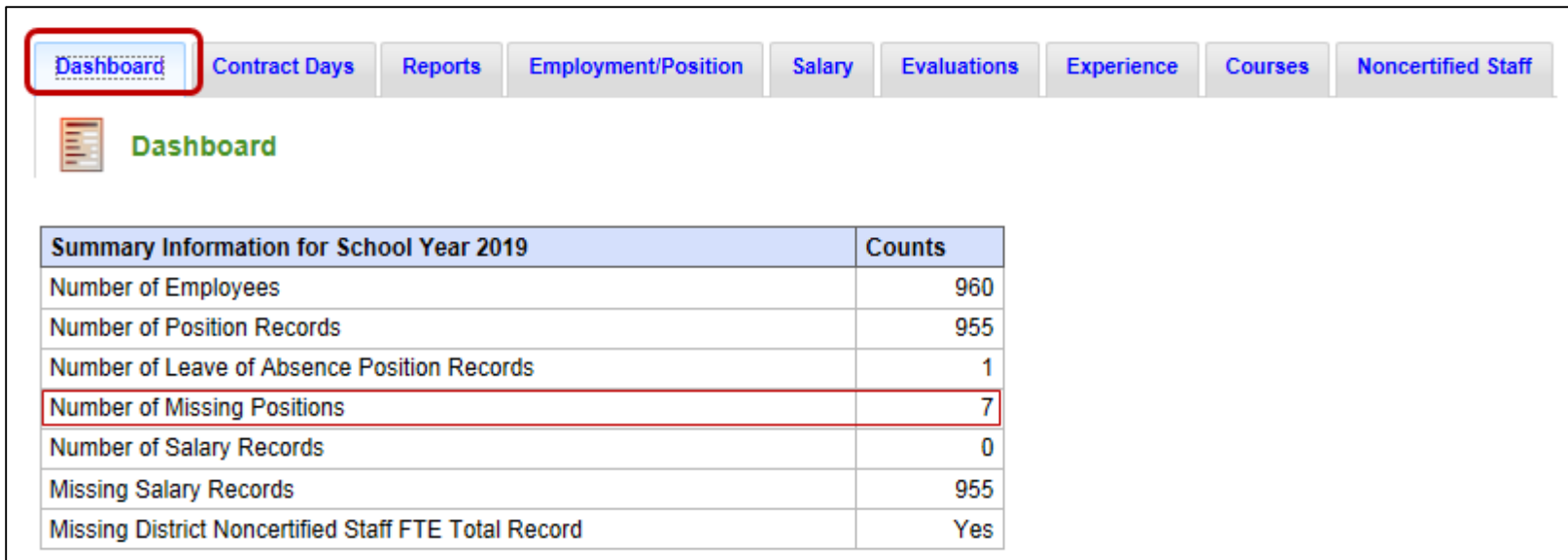
EIS

- ❖ System Walkthrough
  - ❖ Checking for Missing Positions

# Checking for Missing Positions

112

## 1. Check EIS Dashboard:



The screenshot displays the EIS Dashboard interface. At the top, a navigation bar contains several tabs: **Dashboard** (highlighted with a red box), **Contract Days**, **Reports**, **Employment/Position**, **Salary**, **Evaluations**, **Experience**, **Courses**, and **Noncertified Staff**. Below the navigation bar, the word **Dashboard** is displayed in green text next to a small icon. A table titled **Summary Information for School Year 2019** is shown, with a red box highlighting the row for **Number of Missing Positions**, which has a count of **7**.

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

113

## 2. EIS Missing Position Report



A screenshot of a web application's navigation menu. The menu consists of several tabs: Dashboard, Contract Days, Reports, Employment/Position, Salary, Evaluations, Experience, Courses, and Noncertified Staff. The 'Reports' tab is highlighted with a red rectangular box. Below the menu, under the heading 'District Reports', there is a section for 'Employment Reports'. This section contains three links: 'EIS Employee Roster Report', 'EIS Individual Employee Report', and 'EIS Missing Positions Report'. The 'EIS Missing Positions Report' link is highlighted with a red rectangular box.



A screenshot of the 'EIS Missing Positions Report' form. The form has a title 'EIS Missing Positions Report' at the top. Below the title are three input fields: 'School Year' with an empty text box, 'Entity' with a dropdown menu showing '-- All Entities --', and 'Sort By' with a dropdown menu showing 'Name'. At the bottom of the form, there are two buttons: 'View Report' and 'Create PDF Report'. The 'Create PDF Report' button is highlighted with a red rectangular box.



# Checking for Missing Positions

114

## EIS Missing Positions Report - School Year

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 2020 Summer Training

115

EIS

- ❖ System Walkthrough
  - ❖ What is a Missing Position?

# What is a Missing Position?

116

## ***Common Missing Positions:***

- Employment End Date is in the wrong school year. After July 1.
- Active employment but no position record assigned in 2020
- Employee left before 2020 and employment record has not been ended

# Employment End Date In the Wrong School Year

**Change the End Date to something in the corresponding school year**

➤ For example, change the End Date 07/01/2019 to 06/30/2019

**Employee Positions within the District for School Year:**

Position	Time Frame	Locations	Percent of Full Time	Position Start Date	Position End Date										
Teacher	Regular School Year	<table border="1"> <thead> <tr> <th></th> <th>Location</th> <th>Primary</th> <th>Grade Level Assignment:</th> <th>Workload</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>High School</td> <td>100 %</td> </tr> </tbody> </table>		Location	Primary	Grade Level Assignment:	Workload				High School	100 %	100 %	8/15/2017	7/1/2019
	Location	Primary	Grade Level Assignment:	Workload											
			High School	100 %											

[Edit / Remove](#)
[Add Work Location Record](#)

[Add Position Record](#)
[View Positions From Other School Years](#)

**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	6/30/2019	2019
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



# Employment End Date In the Wrong School Year

118

**Change the End Date to something in the corresponding school year**

➤ For example, change the End Date 07/01/2019 to 06/30/2019


This screenshot shows a web form with two sections: "Demographics" and "Employment". The "Demographics" section includes fields for Last Name, First Name, Middle Name, Maiden Name, Date of Birth, Gender (Female/Male), and Race/Ethnicity (White). The "Employment" section includes fields for Start Date (07/01/2017), Retired (No/Yes), Email Address, End Date (7/1/2019), and End Reason (Retirement). The End Date field is highlighted with a red rectangular box. At the bottom right are "BACK" and "OK" buttons.

This screenshot shows the same web form as the previous one, but with the End Date changed to 6/30/2019. The End Date field is now highlighted with a green rectangular box. All other fields and the layout remain identical to the previous screenshot.

# Active Employment But No Position Record Assigned

## Sample Employment\Position assignment

- Step 1: Review Contract Days for current school year
- Step 2: Enter Percent of Full-Time for current school year
- Step 3: Enter Workload for current school year

 **Employee Positions within the District for School Year**

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.

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



# Active Employment But No Position Record Assigned

➤ Step 1 – Review Contract Days for current school year

Dashboard

**Contract Days**

Reports

Batch Files

Employment/Position

Salary

Evaluations

Experience

Courses


Noncertified Staff

Display:

School Year

▼

Display


 **Contract Days for School Year :**

Select a Position Category

	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

# Active Employment But No Position Record Assigned

121

 **Contract Days for** **SD 000** **for Regular Education Instructional for School Year** [Edit Contract Days for Selected Year](#) Regular Education Instructional ▼

Position Category	Position Code	Position Description	Contract Days
Regular Education Instructional	200	Teacher	180
Regular Education Instructional	201	Reading Teacher	180
Regular Education Instructional	202	Bilingual Education Teacher	0
Regular Education Instructional	203	English as a Second Language Teacher	0
Regular Education Instructional	204	Visiting International Teacher	0
Regular Education Instructional	207	Speech Language Pathology Teacher	180
Regular Education Instructional	208	Career and Technical Educator (CTE)	180

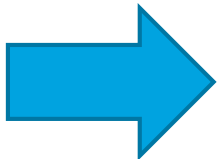
# Active Employment But No Position Record Assigned

122

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

[Cancel](#)

Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days
Regular Education Instructional	<input type="button" value="Apply to Category"/>	200	Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	201	Reading Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	202	Bilingual Education Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	203	English as a Second Language Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	204	Visiting International Teacher	<input type="text" value="0"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	207	Speech Language Pathology Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	208	Career and Technical Educator (CTE)	<input type="text" value="180"/>



202	Bilingual Education Teacher	<input type="text" value="180"/>
-----	-----------------------------	----------------------------------



# Active Employment But No Position Record Assigned

Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days
Regular Education Instructional	<input type="button" value="Apply to Category"/>	200	Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	201	Reading Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	202	Bilingual Education Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	203	English as a Second Language Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	204	Visiting International Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	207	Speech Language Pathology Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	208	Career and Technical Educator (CTE)	<input type="text" value="180"/>

- Once completed, changes will be reflected on the **Contract Days Report** (Coming Soon!)

# Active Employment But No Position Record Assigned

124

DashboardContract DaysReportsBatch FilesEmployment/PositionSalaryEvaluationsExperienceCoursesNoncertified Staff

 Employment and Positions  Add M

Search by

School Year

Work Location

Position

IEIN

-- All Entities --

-- All Positions --

Search

# Active Employment But No Position Record Assigned

125

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

 **Employment and Positions**  Add M

Search by

School Year

Work Location -- All Entities --

Position -- All Positions --

IEIN  999999999

Search

 **Employees for School Year**   Filter by  Recently Updated   *\* Displaying up to 100 records. Please narrow your search to view other data.*

	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions
Select	999999999	Who, Cindy L	09/11/1965	Female	White	07/01/2019		0

# Active Employment But No Position Record Assigned

126

- Add position using Employment\Position tab





# Active Employment But No Position Record Assigned

127

## ➤ Step 2 – Edit Employment\Position and Enter Percent of Full Time


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

 Close

 **Positions for School Year**

\*Position Category Regular Education Instructional ▼

\*Position Teacher ▼

\*Start Date 08/15/2018  \* Percent of Full Time 100

\*Ed360 Role Teacher (Default) ▼

[Cancel](#)

# Active Employment But No Position Record Assigned

128

## ➤ Step 3 – Edit Employment\Position add Workload

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

**Work Locations for Teacher** Close X

\*Location ☒ Select School ☐ Enter 15 Digit RCDTS Code

High School  Primary Location ☒

\*Workload

\*Grade Level High School

[Cancel](#)

# Educator Changing Districts

129

- **Step 1: Enter Percent of Full-Time (100 is allowed)**
- **Step 2: Enter Salary**
- **Step 3: Enter the Position End Date**
- **Step 4: Enter Actual Days Paid & Days Absent**
- **Step 5: Edit Employment Record and End Employment**
- **Step 6: Let the waiting district know they can add the educator**

# EIS 2020 Summer Training

130

EIS

- ❖ EIS Batch Files
  - ❖ Employment\Position Template



# 2020 Employment\Position Template

131

Employment	Record Count	2020_Employment_Win.csv	Current Date	RCDTS Number																								
IEIN					Legal Last Name	Legal First Name	Legal Middle Name	Maiden Name	Date of Birth	Gender	Race/Ethnicity	School Year	Employer RCDTS	Work Location RCDTS	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



# Template General Rules

132

- ☐ **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

133

## Default Header

	A	B	C	D	E
1	Employment	Record Count	Employment_Win.csv	Current Date	RCDTS Number

- “Employment” do not change
- Record Count – must be replaced with a number
- “Employment\_Win.csv” can be renamed but the .csv must remain
- Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2020
- RCDTS Number – Must be the district code

## Example Header

	A	B	C	D	E
1	Employment	1	School_Name.csv	02/14/2019	150162990250000

# Employment Template

134

- IEIN
- SSN
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Maiden Name
- Date of Birth
- Gender
- Race/Ethnicity
- School Year
- Employer RCDTS
- Work Location RCDTS
- 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



# IEIN

135

## ***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
  - ISBE Website: <https://www.isbe.net/>



# Social Security Number (SSN)

136

## ***Properties:***

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

- Do not add Social Security Number if you provided the IEIN
- Do not add dashes or spaces between numbers
- Make sure it's 9 digits

# Legal Last Name

137

## ***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

138

## ***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

139

## ***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

# Maiden Name

140

## ***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

# Date of Birth

141

## ***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

# Gender

142

## ***Properties:***

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

- M – Male
- F – Female
- M or F are the only acceptable fields

# Race\Ethnicity

143

**Properties: Use the “Code” value 11, 12, 13, 14, 15, 16, 17, 99**

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

EMPLOYMENT INFORMATION SYSTEM (EIS)			
Race/Ethnicity Codes			
Code	Value	Description	Data Type
11	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	char(2)
12	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.	char(2)
13	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	char(2)
14	Black or African American	A person having origins in any of the black racial groups of Africa.	char(2)
15	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	char(2)
16	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	char(2)
17	Two or More Races	A person having origins in more than one race.	char(2)
99	Unknown	Use this code for individuals who do not choose to identify.	char(2)



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# School Year

144

## ***Properties:***

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

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

# Employer RCDTS

145

## ***Properties:***

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

- RCDTS code (must be 15 digits)
- Example:
  - Region Code      (02)
  - County Code      (003)
  - District Code     (2990)
  - Type Code        (25)
  - School            (0000)
    - (last four digits of your work location “school” number)

# Work Location RCDTS

146

## ***Properties:***

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

- Your school's Work RCDTS code (must be 15 digits)
- Example:
  - Region Code           (02)
  - County Code         (003)
  - District Code       (2990)
  - Type Code           (25)
  - School               (0001)
    - (last four digits of your work location "school" number)

# Employment Start Date

147

## ***Properties:***

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

- Employment Start Date= mm/dd/yyyy
- This should be the first date that the employee started with the district
- Example: 03/28/1991

# Position Code

148

## Properties:

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

Employment Information System (EIS)												
Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?	Bilingual Code Required?	Grade Level Assignment Required?	School Level Work Location Required?	Primary Work Location Required?	Ed360 Role (default)	Data Type
Regular Education Administrative												
100	District Superintendent	\$350,000	\$25,000	No	Yes	No	No	No	No	Yes	District Administrator	char(3)
101	Assistant/Associate District Superintendent	\$300,000	\$25,000	No	Yes	No	No	No	No	Yes	District Administrator	char(3)
103	Principal	\$250,000	\$25,000	Yes	Yes	No	No	No	Yes	Yes	School Administrator	char(3)
104	Assistant Principal	\$200,000	\$25,000	No	Yes	No	No	No	Yes	Yes	School Administrator	char(3)
105	Supervisory Dean	\$200,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
107	General Administrator or General Supervisor	\$225,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
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	No	No	No	Yes	General Access	char(3)
114	Chief School Business Official	\$250,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
119	Head Teacher	\$250,000	\$25,000	No	Yes	No	No	No	No	Yes	School Administrator	char(3)
120	Supervisor of One Field in Career and Technical Education	\$200,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
121	Administrator in a Bilingual Education Program	\$170,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
122	Regional Superintendent (ROE ONLY)	\$200,000	\$25,000	No	No	No	No	No	No	Yes	ROE Administrator	char(3)
123	Regional Assistant Superintendent (ROE ONLY)	\$150,000	\$25,000	No	No	No	No	No	No	Yes	ROE Administrator	char(3)
124	Dean of Students Administrator (administrative endorsement held)	\$200,000	\$25,000	No	No	No	No	No	No	Yes	General Access	char(3)
125	Head of General Education (Department Chair) or Supervisor for a Specific Subject Administrator (administrative endorsement held)	\$200,000	\$25,000	No	No	No	No	No	No	Yes	General Access	char(3)
126	Dean of Students Teacher (no administrative endorsement)	\$250,000	\$15,000	No	Yes	Yes	No	No	No	Yes	General Access	char(3)
127	Head of General Education (Department Chair, no administrative endorsement)	\$250,000	\$15,000	No	Yes	Yes	No	No	No	Yes	General Access	char(3)

# Position Code (continued)

149

## Properties:

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

Special Education Administrative												
151	Assistant Special Education Director	\$200,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
152	Special Education Director	\$250,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
153	Special Education Supervisor	\$170,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
154	Supervisor of More Than One School Support Personnel Area	\$200,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
155	Supervisor of One School Support Personnel Area	\$170,000	\$25,000	No	Yes	No	No	No	No	Yes	General Access	char(3)
Regular Education Instructional												
200	Teacher	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)
201	Reading Teacher	\$150,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)
202	Bilingual Education Teacher	\$150,000	\$15,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Teacher	char(3)
203	English as a Second Language Teacher	\$150,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)
204	Visiting International Teacher	\$75,000	\$15,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Teacher	char(3)
207	Speech Language Pathology Teacher	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)
208	Career and Technical Educator (CTE)	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)



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# Position Code (continued)

150

## Properties:

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

Special Education Instructional													
250	Special Education Teacher	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
251	Bilingual Special Education Teacher	\$150,000	\$15,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Teacher	char(3)	
601	Resource Teacher Arts(Visual Art, Music, Drama, and Theatre)	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
602	Resource Teacher History	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
603	Resource Teacher Government/Civics/Political Science	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
604	Resource Teacher English/Language Arts	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
605	Resource Teacher Reading	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
606	Resource Teacher Math	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
607	Resource Teacher Science (all sciences)	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
608	Resource Teacher Foreign Language	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
609	Resource Teacher Economics	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
610	Resource Teacher Elementary	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
611	Resource Teacher Other	\$250,000	\$15,000	Yes	Yes	Yes	No	Yes	Yes	Yes	Teacher	char(3)	
Regular Education Ancillary Staff													
306	Curriculum Specialist	\$150,000	\$1,000	No	No	No	No	No	No	Yes	General Access	char(3)	
308	Instructional Coach	\$150,000	\$1,000	No	No	No	No	No	No	Yes	General Access	char(3)	
309	Library Information Specialist	\$170,000	\$1,000	No	No	No	No	No	Yes	Yes	General Access	char(3)	
310	Paraprofessional	\$220,000	\$1,000	No	No	No	No	No	No	Yes	General Access	char(3)	
311	Reading Specialist	\$150,000	\$1,000	No	No	No	No	No	Yes	Yes	General Access	char(3)	
312	Technology Specialist	\$200,000	\$1,000	No	No	No	No	No	No	Yes	General Access	char(3)	



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# Position Code (continued)

151

## Properties:

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

<i>Special Education Ancillary Staff</i>													
354	Cued Speech Interpreter	\$50,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
358	In-Service Coordinator	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
359	Sign Language Interpreter	\$120,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
372	School Counselor	\$175,000	\$1,000	No	No	No	No	Yes	Yes	Yes	Yes	General Access	char(3)
373	School Counselor Intern	\$50,000	\$1,000	No	No	No	No	Yes	No	Yes	Yes	General Access	char(3)
374	School Nurse	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
375	School Nurse Intern (9 Week)	\$50,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
377	School Psychologist	\$200,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
378	School Psychology Intern	\$75,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
379	School Social Worker	\$200,000	\$1,000	No	No	No	No	No	No	Yes	Yes	General Access	char(3)
380	School Social Worker Intern	\$100,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
381	Speech Language Pathologist-non teaching	\$175,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
382	Speech Language Pathologist Intern	\$75,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
383	Speech/Language Assistant	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
384	Speech/Language Paraprofessional	\$75,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
387	Vocational Coordinator	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
<i>Employed but not actively working</i>													
999	Leave of Absence	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	General Access	char(3)
<i>Ed360 User</i>													
902	Ed360 User	\$150,000	\$1,000	No	No	No	No	No	No	No	Yes	{no default}	char(3)



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# Retired Employee Flag

152

## ***Properties:***

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

- Flag which indicates the reported employee currently receives a retirement annuity for prior work as a credentialed elementary or secondary public school educator, i.e., teacher, administrator, school service personnel.
  - Y = Yes
  - N = No

# First Year in Position Flag

153

## ***Properties:***

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

- Flag which indicates the reported employee is employed and working for the first time anywhere as a teacher, regardless of type of teacher, or employed and working for the first time anywhere as a principal.
- Only required for selected Position Codes (teacher position codes 200-251, 103-Principal and all 600-Resource Teacher codes).
  - Y = Yes
  - N = No

# Position Time Frame

154

## ***Properties:***

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

- 01 – the only valid Position Time Frame

# Position Start Date

155

## ***Properties:***

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

- Position Start Date= mm/dd/yyyy
- This should be the first date that the employee worked in this position within the school year
- Example: 08/15/2019

# Bilingual Language Code

156

## ***Properties:***

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

- The language used by the employee while performing work in this position. Only required for selected Position Codes (currently Bilingual position codes 202, 204 and 251).

# Grade Level Assignment

157

## ***Properties:***

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

Grade Level Assignment		
Code	Value	Description
01	Pre-Kindergarten	Pre-Kindergarten Not applicable for Position Codes 372 and 373.
02	Kindergarten	Kindergarten Not applicable for Position Codes 372 and 373.
03	Elementary	Elementary - PreK to 8th Grade
04	High School	High School - 9th to 12th Grade



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# Primary Work Location

158

## ***Properties:***

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

- Flag which indicates the Position and its Work Location which an employee is primarily associated. Required for all Position Codes.
  - Y = Yes
  - N = No

# Remove Record

159

## ***Properties:***

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

- Acceptable Values
  - N or Blank are the only acceptable values

# Email Address

160

## ***Properties:***

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

- Employee's work email address

# Ed 360 Role

161

## ***Properties:***

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

- If left blank, this field defaults to the level of access of the employee's position
- If you wish to change the default level of access, use one of these numbers:

Data Elements	Code	Description
General Access	01	Allows access to user's employment, position, license information
Teacher	02	Allows access to student data based on student/teacher course assignments in the Statewide Student Information System (SIS)
School Admin	03	Allows access to student and educator data within a school
District Admin	04	Allows access to student and educator data within a district

# EIS 2020 Summer Training

162

EIS

- ❖ EIS Batch Files
  - ❖ Salary Template



# 2020 Salary Template

163

	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	RCDTS Number																	
2	IEIN	Legal Last Name	Legal First Name	Legal Middle Name	Date of Birth	School Year	Employer RCDT	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



# Template General Rules

164

- ☐ **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

165

## Default Header

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

- “Salary” do not change
- Record Count – must be replaced with a number
- “Salary\_Win.csv” can be renamed but the .csv must remain
- Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2020
- RCDTS Number – Must be the district code

## Example Header

	A	B	C	D	E
1	Salary	1	School_Name.csv	06/05/2019	150162990250000

# Salary & Benefits Template

166

- IEIN
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Date of Birth
- School Year
- Employer RCDT
- 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



# IEIN

167

## ***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
  - ISBE Website: <https://www.isbe.net/>



# Legal Last Name

168

## ***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

169

## ***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

170

## ***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

171

## ***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

172

## ***Properties:***

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

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

# Employer RCDTS

173

## ***Properties:***

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

- RCDTS code (must be 15 digits)
- Example:
  - Region Code      (02)
  - County Code      (003)
  - District Code     (2990)
  - Type Code        (25)
  - School            (0000)
    - (last four digits of your work location “school” number)

# Position Code

174

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b>Regular Education Administrative</b>						
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



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# Position Code (continued)

175

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b><i>Special Education Administrative</i></b>						
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)

176

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b><i>Regular Education Instructional</i></b>						
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)

177

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b><i>Special Education Instructional</i></b>						
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



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# Position Code (continued)

178

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b><i>Regular Education Ancillary Staff</i></b>						
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)

179

Position code	Position	Max FTE Salary	Min FTE Salary	First Year Required?	Benefits Required?	Funding Source Required?
<b><i>Special Education Ancillary Staff</i></b>						
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



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# Position Code (continued)

180

## ***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?
<b><i>Employed but not actively working</i></b>						
999	Leave of Absence	\$150,000	\$1,000	No	No	No
<b><i>Ed360 User</i></b>						
902	Ed360 User	\$150,000	\$1,000	No	No	No



# Position Time Frame

181

## ***Properties:***

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

- 01 – the only valid Position Time Frame

# Percent of Full-Time (PFT)

182

## Percent of Full-Time

- **Definition** – represents the percentage amount of time an employee is contracted to work
- **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**

# Funding Source

183

## ***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

184

## ***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

185

## ***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

186

## ***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

187

## ***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

188

## ***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

189

## ***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, SERS and CTPF.

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

190

## ***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

191

## 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
<b>Salary Data:</b>								
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



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# Benefits Grid

192

## 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
<b>Benefits Data:</b>								
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



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# Benefits Grid

193

## 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



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# Position End Date

194

## ***Properties:***

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

- This should be the last date that the employee worked in this position within the school year
- Example: 08/15/2019

# Actual Days Paid

195

- **Definition:** Actual days paid is the days an educator is paid
- **Rules**
  - **Include:** Count of Days Paid
  - **Exclude:** Days without pay
  - **Required** for all licensed staff
- **Data Type in EIS** – numeric

# Days Absent

196

## ***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: <a href="https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf">https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf</a>

# Contract Days Override

197

- Contract Days Override should only be used if a position has more than one contract day amount for full-time.
- ISBE recommends that if you have a position with multiple contract days, use the lower contract day amount for the contract days field.
- Use the Contract Days Override to enter the higher contract day amounts.

# Contract Days Override

198

## Example

- High school Principal works 260 and the Elementary Principal works 240.
  - Principal Contract Days= 240
  - Principal Contract Day Override= 260
- Actual days paid cannot exceed contract days for full-time

# EIS 2020 Summer Training

199

EIS

- ❖ EIS Batch Files
  - ❖ Educator Evaluation Template

# Evaluation Template

200

Evaluation	Record Count	Evaluation_Win.csv	Current Date	RCDTS Number								
District RCDT	Employee IEIN	Employee Last Name	Employee First Name	Employee DOB	Tenured Teacher	Evaluator IEIN	Evaluator Last Name	Evaluator First Name	School Year	Evaluation Type	Summative Rating	Remove Record



# Template General Rules

201

- ☐ **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

202

## Default Header

Evaluation	Record Count	Evaluation_Win.csv	Current Date	RCDTS Number
------------	--------------	--------------------	--------------	--------------

- “Evaluation” do not change
- Record Count – must be replaced with a number
- “Evaluation\_Win.csv” can be renamed but the .csv must remain
- Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2020
- RCDTS Number – Must be the district code

## Example Header

Evaluation	1	Evaluation.csv	07/12/2017	150160299250000
------------	---	----------------	------------	-----------------

# Educator Evaluations Template

203

## ***Evaluations Batch File Template:***

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



# District RCDTS

204

## ***Properties:***

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

- The RCDTS code where the Employee is currently employed; the last four digits should be zeroes.



# Employee IEIN

205

## ***Properties:***

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

- The IEIN for the Employee being Evaluated



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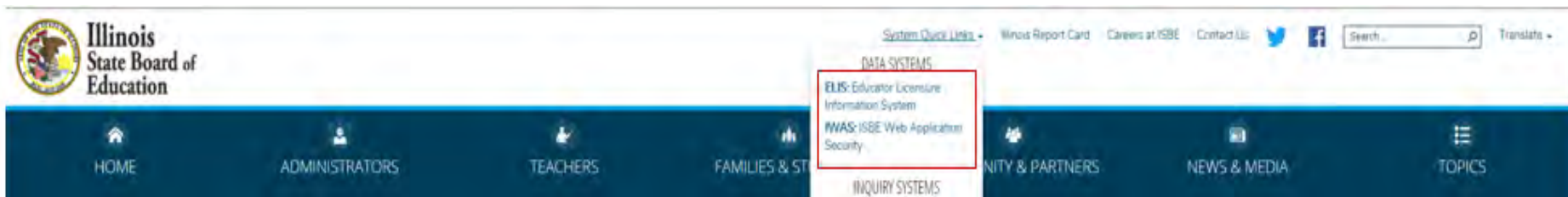
# IEIN

206

## ***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
  - ISBE Website: <https://www.isbe.net/>



# Employee Last Name

207

## ***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

# Employee First Name

208

## ***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

# Date of Birth

209

## ***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

# Tenured Teacher

210

## ***Properties:***

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

- Is the Employee being evaluated Tenured  
Only required if Evaluation Type is Educator.
  - Y = Yes
  - N = No



# Evaluator IEIN

211

## ***Properties:***

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

- The IEIN for the Evaluator



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# Evaluator Last Name

212

## ***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



# Evaluator First Name

213

## ***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



# School Year

214

## ***Properties:***

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

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

# Evaluation Type

215

## ***Properties:***

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

- Evaluations are only completed on Teachers, Principals, and Assistant Principals
- No other position evaluations are required to be submitted to ISBE
- The following can be used:
  - 01 = Educator Evaluation
  - 02 = Principal Evaluation



# Summative Rating

216

## ***Properties:***

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

- The Evaluation Model uses Ratings to measure Practice, Student Growth and an optional rating. The district must combine these into a single Summative Rating yielding one of the following four Evaluation Ratings:
  - 01 = Unsatisfactory
  - 02 = Needs improvement
  - 03 = Proficient
  - 04 = Excellent



# Remove Record

217

## ***Properties:***

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

- To remove an evaluation that was accidentally submitted
  - Y = Yes
  - N = No



# Educator Evaluations

222

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

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



# EIS 2020 Summer Training

219

EIS

- ❖ EIS Batch Files
  - ❖ End Employment Template



# End Employment Template

220

End Employment	Record Count	EndEmployment_win.csv	Current Date	RCDTS Number			
IEIN	Legal Last Name	Legal First Name	Date of Birth	Employer RCDT	Employment Start Date	Employment End Date	Employment End Reason



# Template General Rules

221

- ☐ **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

222

## Default Header

End Employment	Record Count	EndEmployment_win.csv	Current Date	RCDTS Number
----------------	--------------	-----------------------	--------------	--------------

- “End Employment” do not change
- Record Count – must be replaced with a number
- “EndEmployment\_Win.csv” can be renamed but the .csv must remain
- Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2020
- RCDTS Number – Must be the district code

## Example Header

End Employment	1	EndEmployment.csv	07/12/2019	150160299250000
----------------	---	-------------------	------------	-----------------

# End Employment Template

223

- IEIN
- Legal Last Name
- Legal First Name
- Date of Birth
- Employer RCDT
- Employment Start Date
- Employment End Date
- Employment End Reason



# IEIN

224

## ***Properties:***

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

- The employee's IEIN



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# IEIN

225

## ***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
  - ISBE Website: <https://www.isbe.net/>



# Legal Last Name

226

## ***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

227

## ***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

# Date of Birth

228

## ***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

# Employer RCDT

229

## ***Properties:***

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

- The RCDTS code for the employing district. If the employee is employed by more than one district, each district must enter a separate employment record with an Employer RCDTS for each record.



# Employment Start Date

230

## ***Properties:***

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

- Employment Start Date= mm/dd/yyyy
- This should be the first date that the employee started with the district
- Example: 03/28/1991



# Employment End Date

231

## ***Properties:***

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

- Employment Start Date= mm/dd/yyyy
- This should be the last date that the employee worked for the district
- Example: 06/03/2019



# Employment End Reason

232

## ***Properties:***

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

Code	Value
01	Retirement
02	Resignation
03	Death
04	Reduction in Force
06	Termination Due to Evaluation Results
07	Termination (Other)
99	Remove Record



# EIS 2020 Summer Training

233

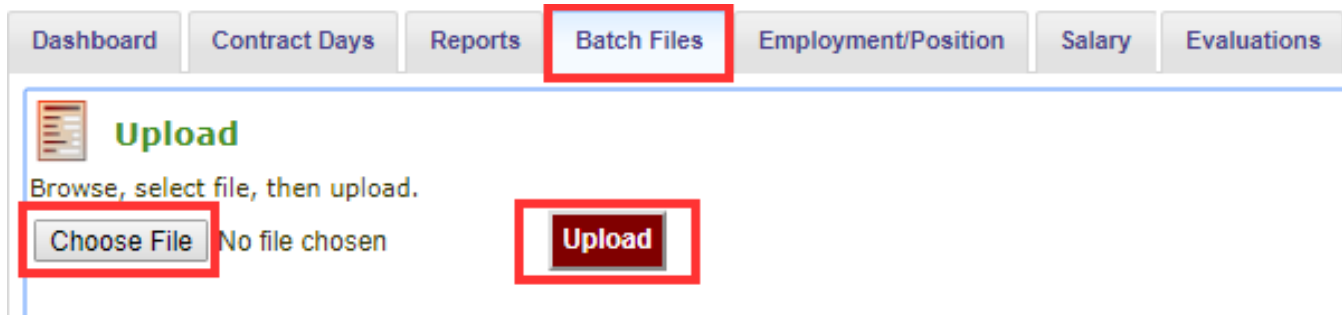
EIS

- ❖ EIS Batch Files
  - ❖ Batch File Tips



# Batch File Upload

234



The screenshot shows a web application interface with a horizontal menu bar at the top containing the following tabs: Dashboard, Contract Days, Reports, Batch Files, Employment/Position, Salary, and Evaluations. The 'Batch Files' tab is highlighted with a red rectangular box. Below the menu bar, the main content area is titled 'Upload' in green text, accompanied by a document icon. Below the title, the instruction 'Browse, select file, then upload.' is displayed. Underneath this instruction, there is a text input field containing the placeholder text 'No file chosen'. To the left of this field is a button labeled 'Choose File', which is highlighted with a red rectangular box. To the right of the input field is a dark red button labeled 'Upload', also highlighted with a red rectangular box.



# Batch File Upload

235

Dashboard

Contract Days

Reports

Batch Files

Employment/Position

Salary

Evaluations

Experience

Courses

Noncertified Staff



## Upload

Browse, select file, then upload.

**Your file was accepted and will be processed shortly. Upon process completion, the return file will be available in the Download section below.**

**IMPORTANT:** your submitted file MAY contain errors. View download file to ensure it does not contain errors. Errors in this file will result in failure or incomplete submission of data.

Browse...

Upload



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# Batch File Upload

236



## Download

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

File Name	Processed Date	
Salary_2.csv	Jul 23 2019 12:51PM	<a href="#">Download</a>

S20	Position and Salary data accepted.
S20	Position and Salary data accepted.
S20	Position and Salary data accepted.
S05	Salary and position data cannot be accepted because the position does not exist.
S01	IEIN not found.



# Batch File Upload

237



## Most Recent File Details

<b>File Name</b>	Salary_2.csv
<b>File Type</b>	Salary File Type
<b>Processed Date</b>	Jul 23 2019 12:51PM
<b>Total Records</b>	37
<b>Successful Records</b>	35
<b>Most Frequent Error</b>	S05 - Salary and position data cannot be accepted because the position does not exist.
<b>Number of Instances of Most Frequent Error</b>	1



# Send File Tool

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- Upon ISBE request, this tool can be used to send a file to ISBE
- At the bottom of the ISBE.net web page

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# Send File Tool

239



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[ATTACHMGR HOME](#) | [ISBE HOME](#) | [LOGOUT](#)

## Attachment Manager

Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee.

For technical assistance, please contact our Call Center at 217-558-3600.

⚠ = required

### Sender Information

1 Name :  ⚠

Entity Name :

eMail Address :  ⚠

### Receiver Information

2 ISBE eMail Name :  ⚠

### Attachment(s)

3 Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

*If uploading from a removable drive please do not remove the media from the drive.*



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# Send File Tool

240

Message

Subject : Salary Batch File

Message : ISBE requested that i send this file because the file would not process.

4

Submit Reset





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# Request File Tool

241

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

 **Upload**  
Browse, select file, then upload.  
[Choose File](#) No file chosen [Upload](#)

 **Request File**  
Request an Employment or Salary file that contains all data submitted for my district.  
School Year:   
Select File:  [Request File](#)

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

1



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# Request File Tool

242

**Select File:**

Employment	▼
Employment	
Salary	
Evaluation	
Missing Positions	
End Employment	





# Request File Tool


243

[Dashboard](#) [Contract Days](#) [Reports](#) [Batch Files](#) [Employment/Position](#) [Salary](#) [Evaluations](#) [Experience](#)

Your request has been successfully submitted. The file may be downloaded from the Download section once processed.

 **Upload**  
Browse, select file, then upload.  
 No file chosen

 **Request File**  
Request an Employment or Salary file that contains all data submitted for my district.  
**School Year:**   
**Select File:**

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

2



# Request File Tool

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## Download

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

File Name	Processed Date	
End Employment_ 9999000000000000 .csv	Jul 26 2019 9:25AM	<a href="#">Download</a>
Evaluation_ 9999000000000000 .csv	Jul 26 2019 9:25AM	<a href="#">Download</a>
Salary_2.csv	Jul 26 2019 9:25AM	<a href="#">Download</a>
Evaluation_ 9999000000000000 .csv	Jul 26 2019 9:17AM	<a href="#">Download</a>
Employment_ 9999000000000000 .csv	Jul 26 2019 9:08AM	<a href="#">Download</a>
Salary_ 9999000000000000 .csv	Jul 26 2019 9:07AM	<a href="#">Download</a>



# EIS 2020 Summer Training

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EIS

- ❖ 2018-19 Key Dates
- ❖ 2019-20 Key Dates

# SY 2018-2019 Key Dates

246

2019 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	Thursday, August 15, 2019
2019 Benefits data if applicable	Tuesday, October 1, 2019

# SY 2019-2020 Key Dates

247

2020 Activity	Date
Begin to submit SY 2020 Employment and Position data	Monday, July 1, 2019
Deadline for 2019 5Essentials Survey Email Addresses and Employment/Position data	Friday, November 1, 2019
EIS 2019 Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	(update by) Thursday, April 16, 2020
All SY 2019 Non-certified Employees aggregated FTE counts must be completed for the purpose of the EDEN C059 Staff FTE file	Thursday, April 16, 2020
Final Deadline for SY 2019 (updates & corrections) Employment/Position, Base Salary, Evaluations and Absent Data	Friday, August 14, 2020
2019 Benefits data if applicable	Thursday, October 1, 2020



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# 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

249

## Data Strategies & Analytics

- (312) 814-9192
- [datahelp@isbe.net](mailto:datahelp@isbe.net)

## Help Desk for IWAS Technical Issues

- (217) 558-3600



# Q&A + Discussion

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