Illinois State Board of Education

Employment Information System (EIS)

Charter Schools

Agenda

- Welcome & Introductions
- Overview
- School Year at a Glance
- Dashboard
- Employment & Positions
- Salary & Benefits
- Batch Files
- Resource Information
- Contact Information
- Question & Answer

Welcome & Introductions

- Keith Goeckner: *Data Strategies & Analytics*
- Brenda Umek: *Data Strategies & Analytics*
- Kira Van Voorhees: *Data Strategies & Analytics*

EIS Overview

- 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 collects employment, position, grade level assignments, work location, and salary data.
- EIS was created in 2013 and replaced the Teacher Service Record data collection from the 1950s.

EIS Overview

- EIS data is utilized for the Illinois Report Card, Administrator and Teacher Salary and Benefits (ATSB), to calculate average salary for Evidence-Based Funding (EBF), the Educator Supply and Demand Report as well as other reports.
- EIS shares data with the Educator Licensure Information System (ELIS) where ISBE maintains all educator license information.

School Year At a Glance

EIS

- EIS School Year at a Glance
  - Due dates

EIS School Year at a Glance

- **November 1**: All Employments and Positions which is used for the 5Essentials Survey

- **November 15**: All Unfilled Positions and Position Closures must be submitted

EIS School Year at a Glance

- **April 15**: All Employments and Positions must be up to date for the Federal Filing of Staff FTE

- **August 15**: Salary & Benefits

IWAS Reporting RCDTS

EIS

- IWAS Accounts
- CPS Charter Primary & Member RCDTS Table

IWAS Accounts

- Category 4: 150162990<u>25038C</u>
  - Use **this** type of RCDTS for Collections and data submissions

- Category B: 150162990<u>AFAF00</u>
  - Used for Charter School Funding ONLY
  - Do **NOT** use for collections and data submissions

CPS Charter Primary & Member RCDTS Table

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

- **List of charter parent and member RCDTS codes:**

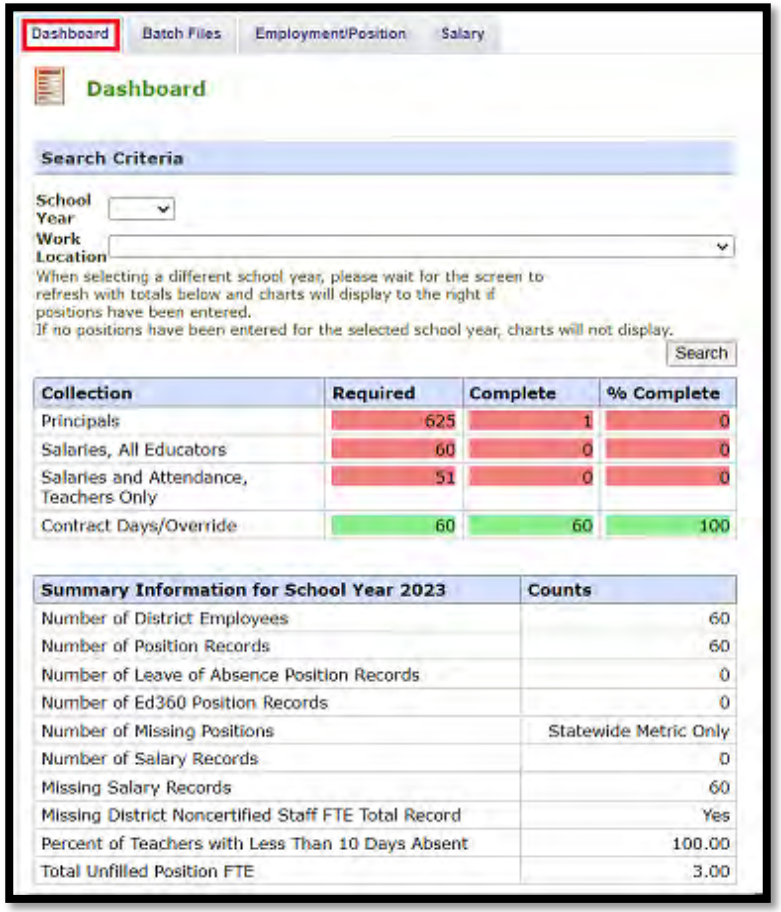
https://www.isbe.net/Documents/2020-CPS-Charter-List.pdf

Dashboard

EIS

- EIS Dashboard
  - Overview of tables

EIS Dashboard



Employment/Positions

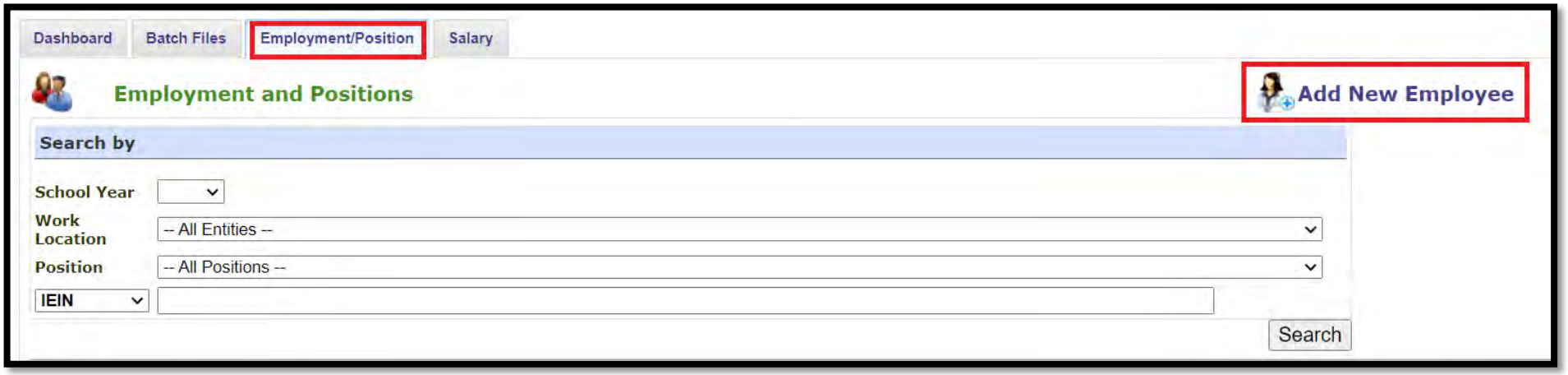
EIS

- Adding Employments
  - System Walkthrough

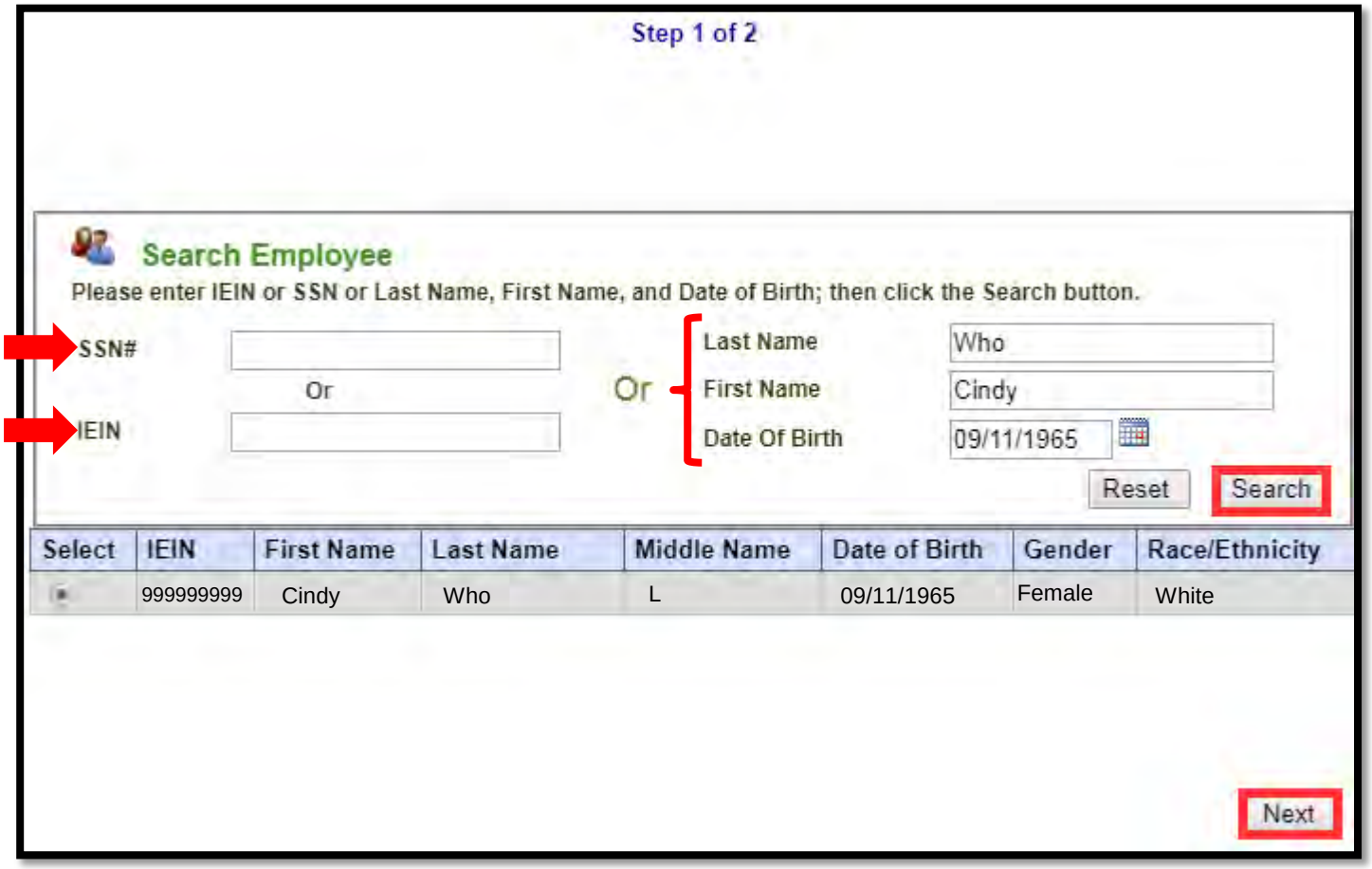
New Employment Record

- Employment & Positions are required for all Licensed Employees
  - Administrative
  - Instructional
  - Ancillary Staff
  - Ed 360 Users
  - Leave of Absence

New Employment Record



New Employment Record



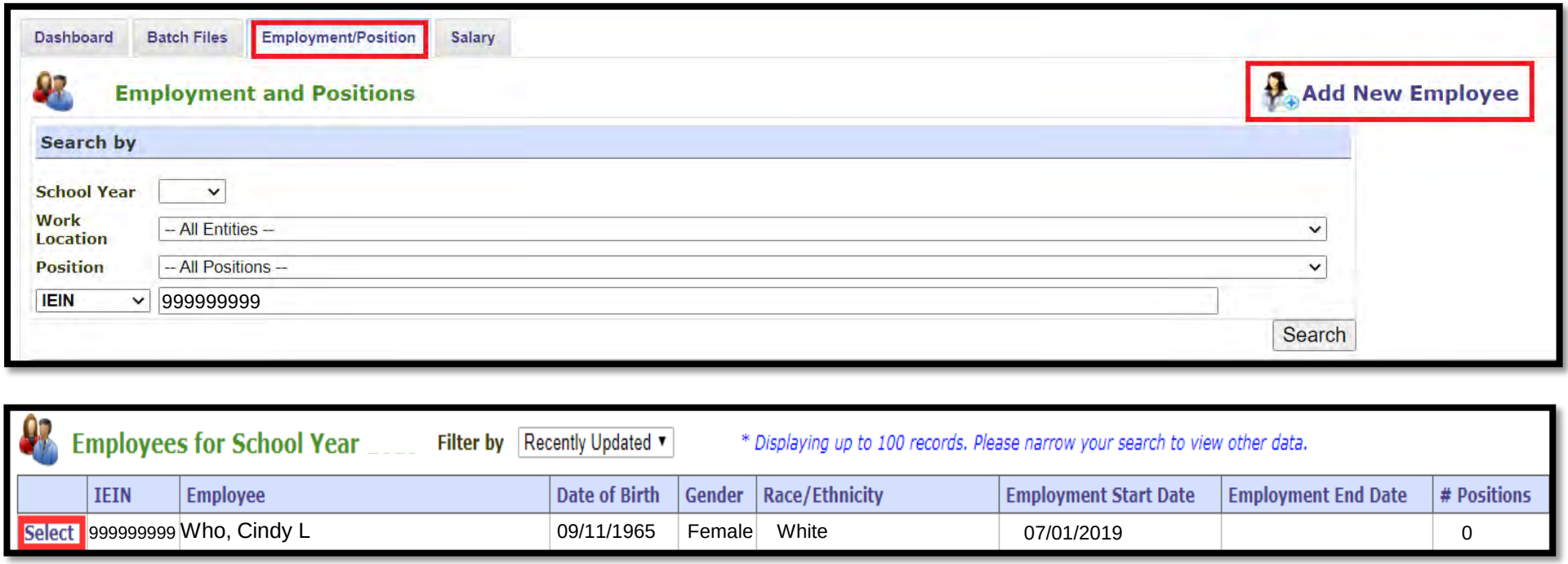
New Employment Record

Employment/Positions

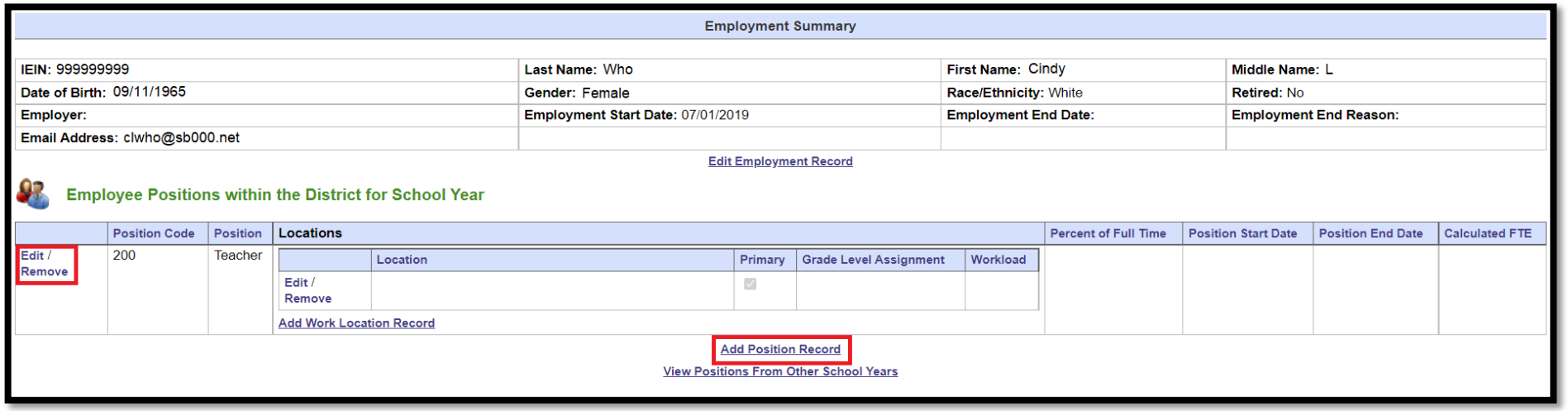
EIS

- Update/Add Position Record
  - System Walkthrough

Update/Add Position Record



Update/Add Position Record



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	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
Edit / Remove	200	Teacher					

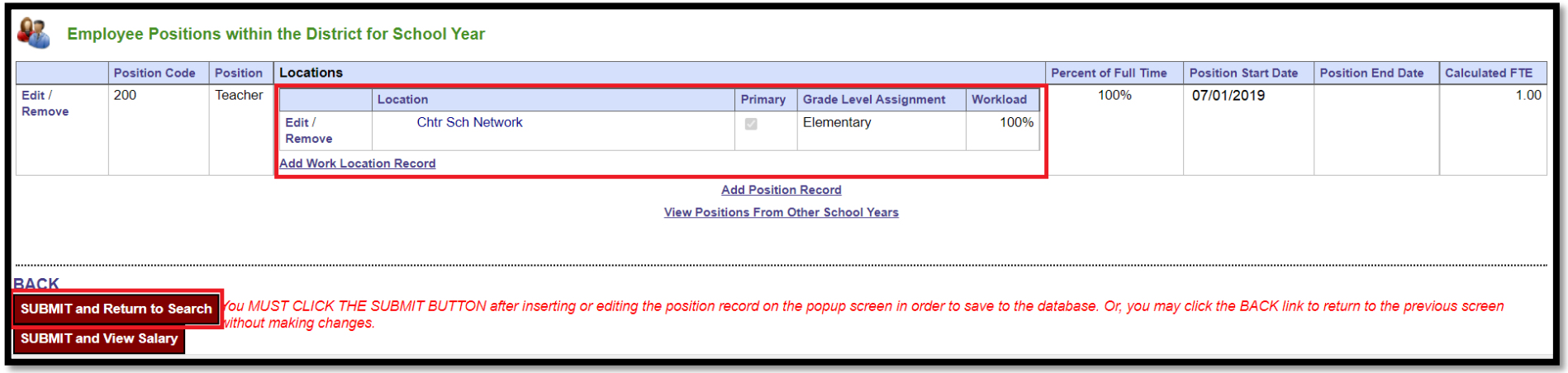
	Location	Primary	Grade Level Assignment	Workload
Edit / Remove		☑		

Add Work Location Record

Add Position Record

View Positions From Other School Years

Update/Add Position Record- Final Step!



Employee Positions within the District for School Year

	Position Code	Position	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
Edit / Remove	200	Teacher		100%	07/01/2019		1.00

	Location	Primary	Grade Level Assignment	Workload
Edit / Remove	Chtr Sch Network	☑	Elementary	100%

Add Work Location Record

Add Position Record

View Positions From Other School Years

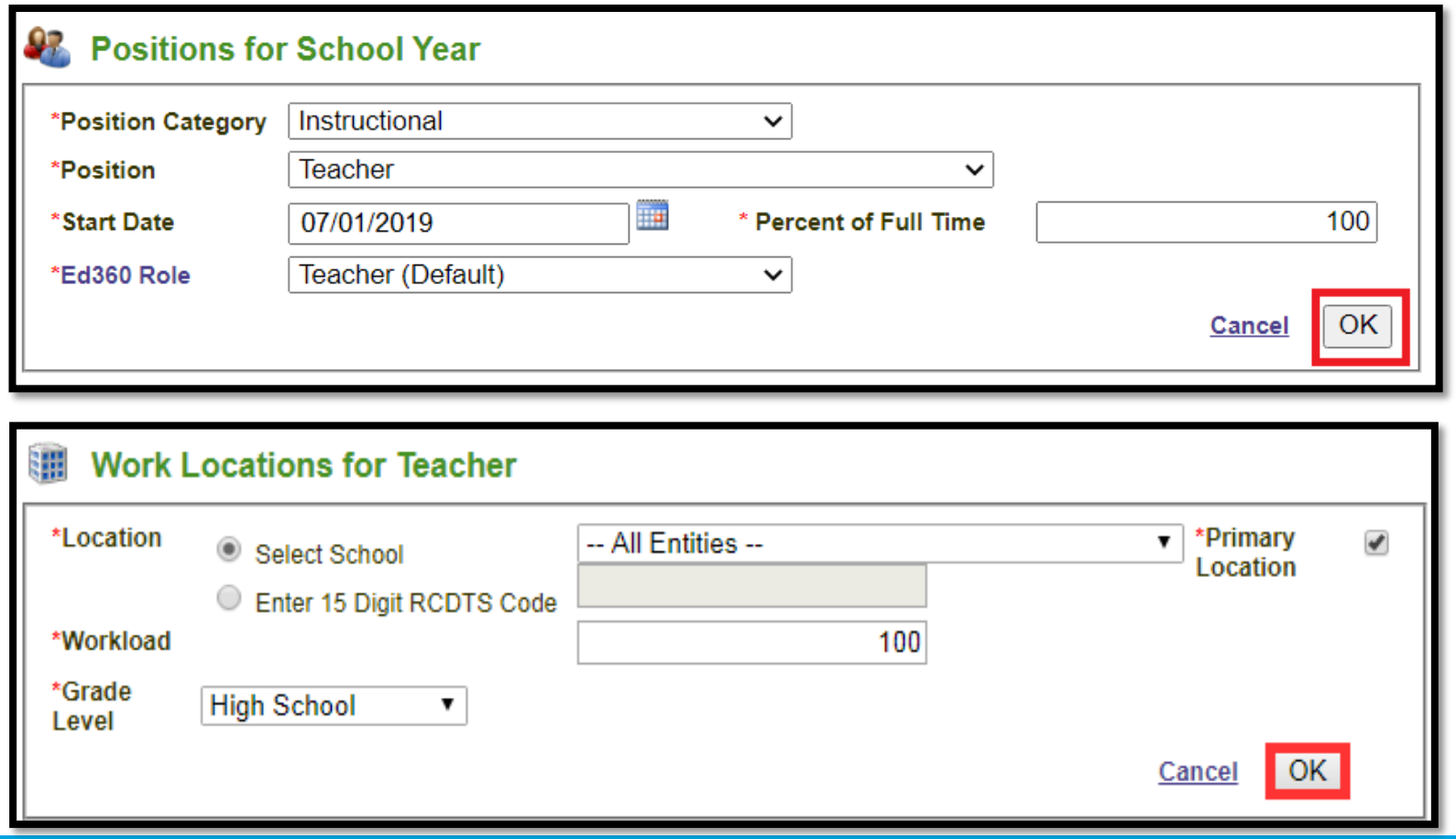
BACK

SUBMIT and Return to Search

SUBMIT and View Salary

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.

Update/Add Position Record



Percent of Full-Time (PFT)

- **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

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 (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%**

Workload at Work Location

- **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%

= 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%

= 100%

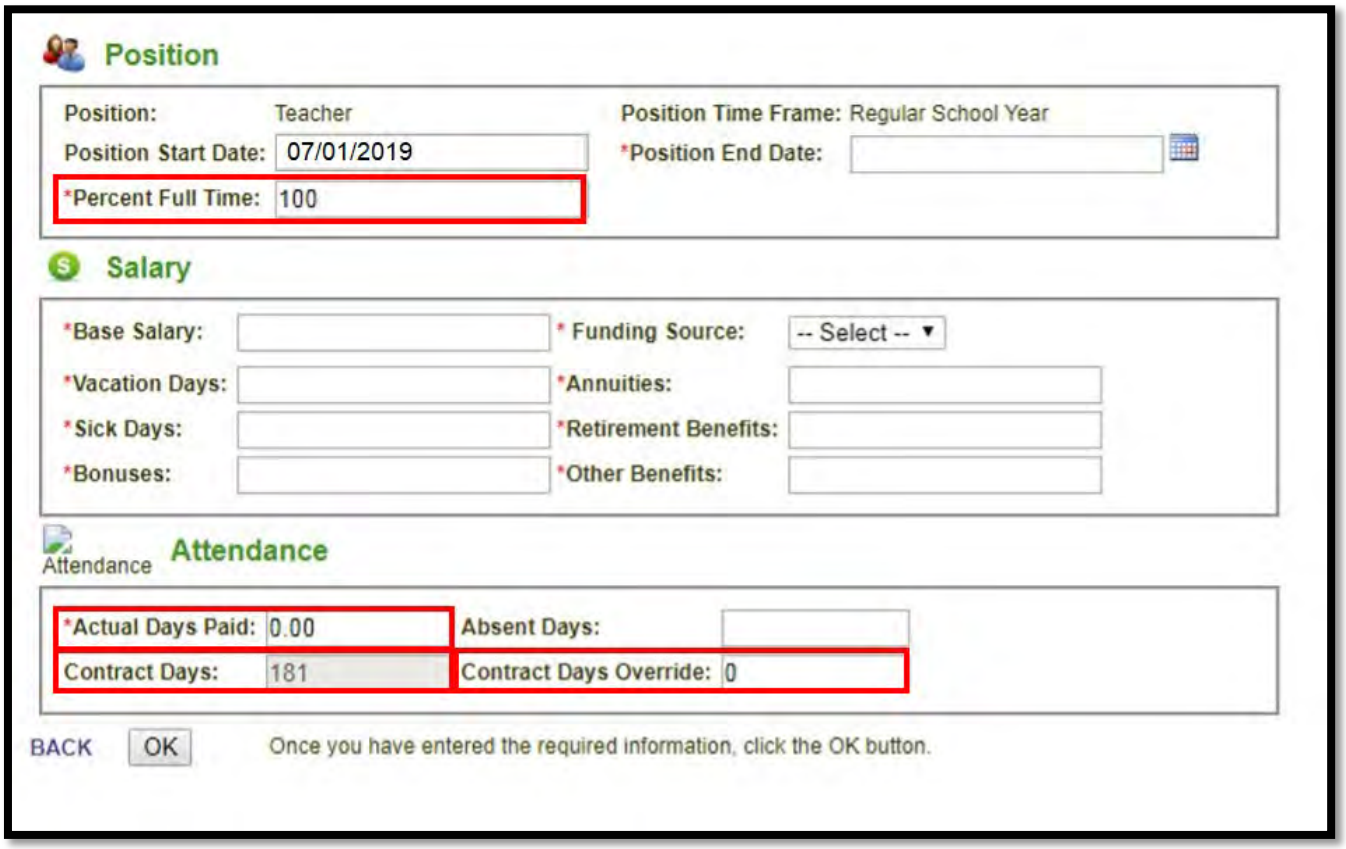
Salary & Benefits

EIS

- Salary & Benefits
  - Guidelines
  - System Walkthrough

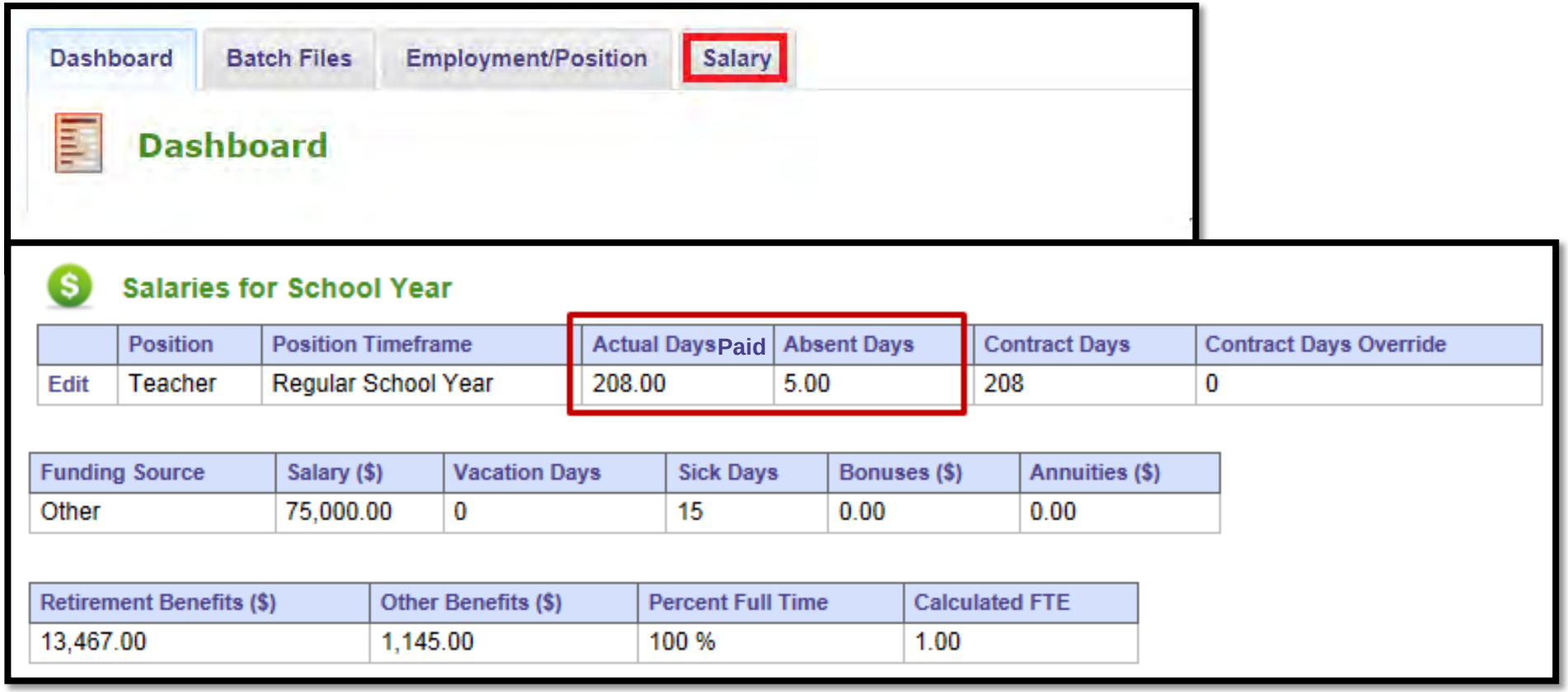
Salary - Online

Salary - Online



Salary - Online

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



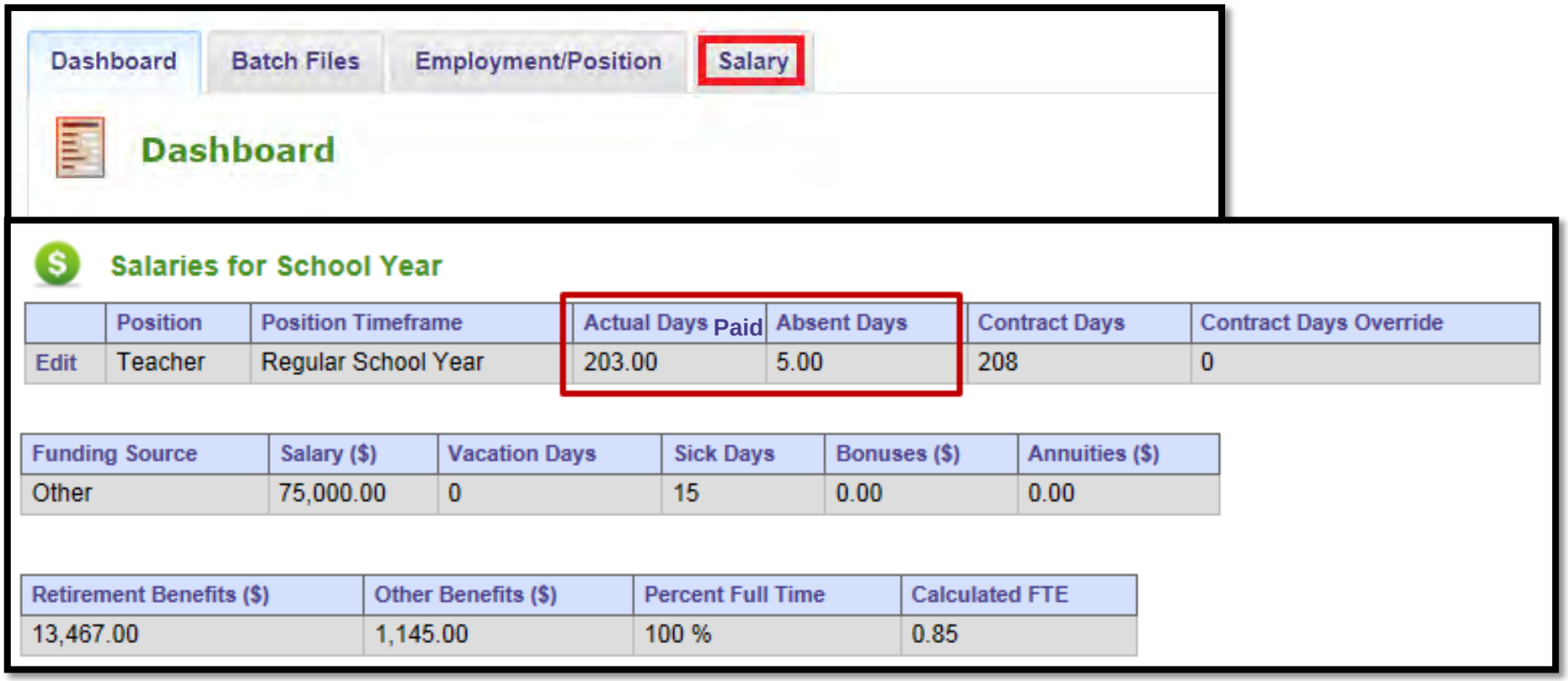
	Position	Position Timeframe	Actual Days Paid	Absent Days	Contract Days	Contract Days Override
Edit	Teacher	Regular School Year	208.00	5.00	208	0

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

Salary - Online

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



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

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

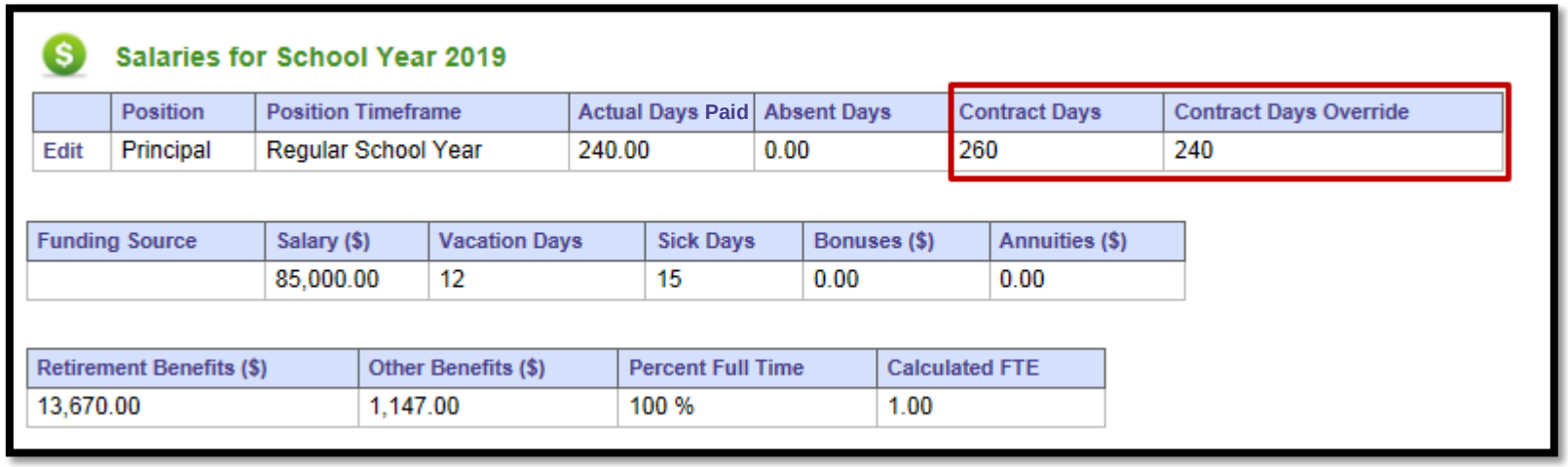
Retirement Benefits ($)	Other Benefits ($)	Percent Full Time	Calculated FTE
13,467.00	1,145.00	100 %	0.85

Salary - Online

Contract Days Override

- **Required field**
- Used when there are multiple Contract Days allowed
- Must be different than the Contract Days

By default, Charter School Contract Days default to CPS Contract Days. A manual change can be completed to reflect Contract Days for the specific Charter School.



Salaries for School Year 2019

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

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

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

Full Time Equivalency (FTE)

EIS

- FTE Calculation
  - How it's calculated
  - Examples of Data Reporting

How ISBE Calculates FTE

- ✓ ISBE calculates FTE based on the data provided in EIS:
  - ❑ Percent of Full-Time
  - ❑ Actual Days Paid
  - ❑ Contract Days for Full-Time
  - ❑ Contract Days Override (if applicable)

- ❖ **Charter Schools do not calculate the FTE.**
- ❖ **ISBE will complete the calculation in EIS for you.**

Examples of Data Reporting

Example 1

District Data	What to send to ISBE
1) Teacher	1) Position Code = 200
2) Full Time	2) Percent of Full Time=100%
3) 180 day school year	3) Contracted days for Full Time = 180
4) No unpaid leave taken	4) Days Paid = 180

Calculated FTE = 1.0

Examples of Data Reporting

Example 2

District Data	What to send to ISBE
1) Teacher	1) Position Code = 200
2) Full Time	2) Percent of Full Time=100%
3) 180 day school year	3) Contracted days for Full Time = 180
4) 10 days unpaid leave	4) Days Paid = 170

Calculated FTE = .94

Examples of Data Reporting

Example 3

District Data	What to send to ISBE
1) Teacher	1) Position Code = 200
2) Part-Time	2) Percent of Full Time = 50%
3) 180 day school year	3) Contracted days for Full Time = 180
4) 180 days paid	4) Days Paid = 180

Calculated FTE = .50

Batch Files

EIS

- EIS Batch Files
  - Employment\Position Template

Template General Rules

- **<u>Do Not</u> Rename columns**
- **<u>Do Not</u> Remove columns**
- **<u>Do Not</u> Add columns**
- **<u>Do Not</u> Add data outside of template columns**
- **<u>Do Not</u> Change the order of columns**

Employment\Position Template

Employment	Record Count	2022_Employment_Win.csv	Current Date	RCDTS Number																			
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

Header Rules

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. 02/14/2023
- 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

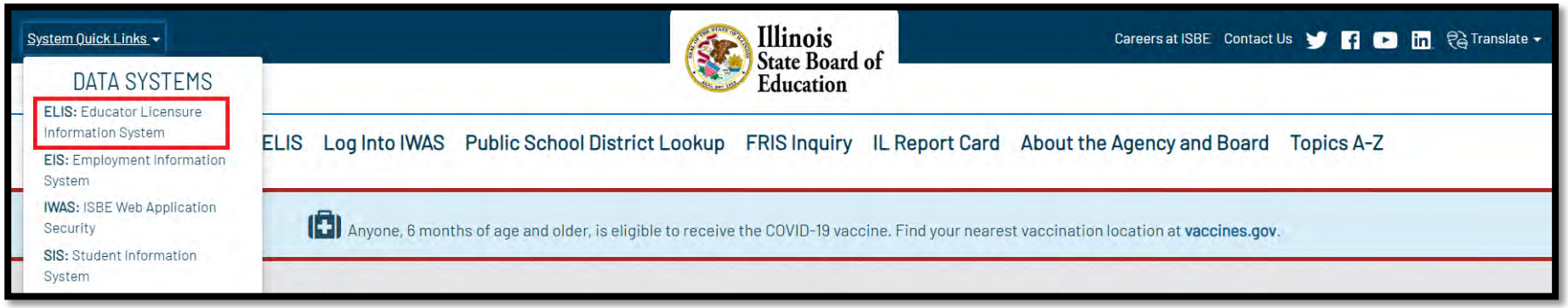
- IEIN
- SSN
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Maiden Name
- Date of Birth
- Gender
- Race/Ethnicity
- School Year
- Employer RCDTS
- Work Location RCDTS
- Employment Start Date
- Position Code
- Retired Employee Flag
- First Year in Position Flag
- Position Time Frame
- Position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

IEIN

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 a 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)

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

- Do not add Social Security Number if the IEIN is available
- Do not add dashes or spaces between numbers
- Make sure it is 9 digits

Legal First, Middle, and Last Names

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

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

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

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

Race\Ethnicity

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)

School Year

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

- For the batch file, only the current year is allowable.
- Do NOT use earlier years

Employer RCDTS

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

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

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

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)

Retired Employee Flag

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

Position Start Date

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: 08/15/2023

Bilingual Language Code

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

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

Primary Work Location

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

Properties:

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

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

Email Address

Properties:

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

- Employee's work email address

Ed 360 Role

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

Batch Files

EIS

- EIS Batch Files
  - Salary Template

Salary Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Salary	Record Count	Salary_win.csv	Current Date	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

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

Header Rules

Default Header

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

- **Column A**: “Salary” do not change
- **Column B**: Record Count – must be replaced with a number
- **Column C**: “Salary_Win.csv” can be renamed but the .csv must remain
- **Column D:** Current Date – Must be in mm/dd/yyyy format i.e. 02/14/2023
- **Column E**: 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

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

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 a 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 First, Middle, and Last Names

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

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

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

School Year

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

- For the batch file, only the current year is allowable.

- Do NOT use earlier years

Employer RCDTS

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

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)

Percent of Full-Time (PFT)

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

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. *Applicable for both Time Frame codes of 01 (Regular School Year) or 02 (Summer or Night School).*
04	Other	Any source of funding that is not Title I or Title III. *Applicable for both Time Frame codes of 01 (Regular School Year) or 02 (Summer or Night School).*

Base Salary

Properties:

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

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

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

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

Vacation Days

Properties:

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Sick Days

Properties:

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Bonuses

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Annuities

Properties:

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Retirement Benefits

Properties:

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Other Benefits

Properties:

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

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

Only required for the following positions:

- 100 – 155 Administrative
- 200 – 251 Instructional
- 601 – 611 Instructional

Position End Date

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: 05/25/2023

Actual Days Paid

- **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

Required under Section 10-17a(2)(E) of the School Code

Total number of days absent during the school year including partial days absent. Days absent will be a number with 2 decimals with a 1.00 meaning the teacher missed the whole day and 0.50 would indicate the teacher missed one half of the day that they were scheduled to teach or work. Use 0.00 if absent days were not taken during the school year.

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

Contract Days Override

- Contract Days Override should always be used by CPS Charter Schools.

Benefits Grid

Properties:

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

EIS SALARY DATA								
For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
Salary Data:								
Contractual Gross Salary	X							
Retirement Bumps (6% Earnings Increases)	X							
Wages Paid to Long-Term Sub Positions	X							
Stipends (any kind, even travel and phone stipends)								X
Extra Duty Pay								X
Salary paid for time not working or while on leave of absence								X
Vacation Days (Current Year Awarded)		X						
Sick Days (Current Year Awarded) Don't include personal days converted to sick days			X					
Personal Days								X
Bonuses				X				
Annuities (Employer Paid)					X			
Annuities (Employee Paid)								X

Batch Files

EIS

- EIS Batch Files
  - End Employment Template

End Employment Template

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

Header Rules

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. 02/14/2023
- RCDTS Number – Must be the district code

Example Header

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

End Employment Template

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

IEIN

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

- IEIN numbers for all licensed staff (see EIS position codes to get this list)
- If a 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 First and Last Name

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

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

Date of Birth

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

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

Employer RCDT

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

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

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: 06/03/2022

Employment End Reason

Properties:

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

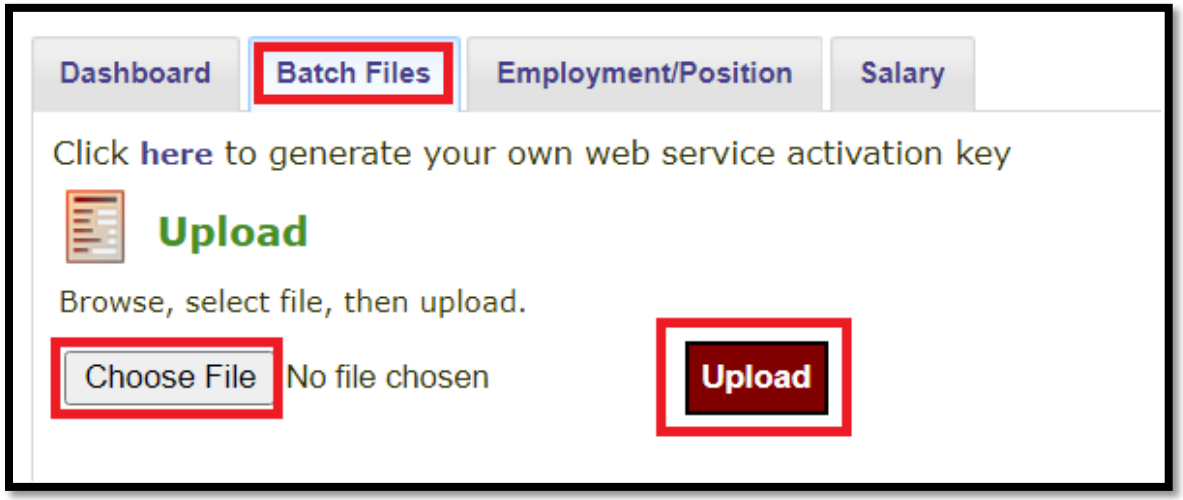
Code	Value
01	Retirement
02	Resignation
03	Death
04	Reduction in Force
06	Termination Due to Evaluation Results
07	Termination (Other)
99	Remove Record

Batch File Tips

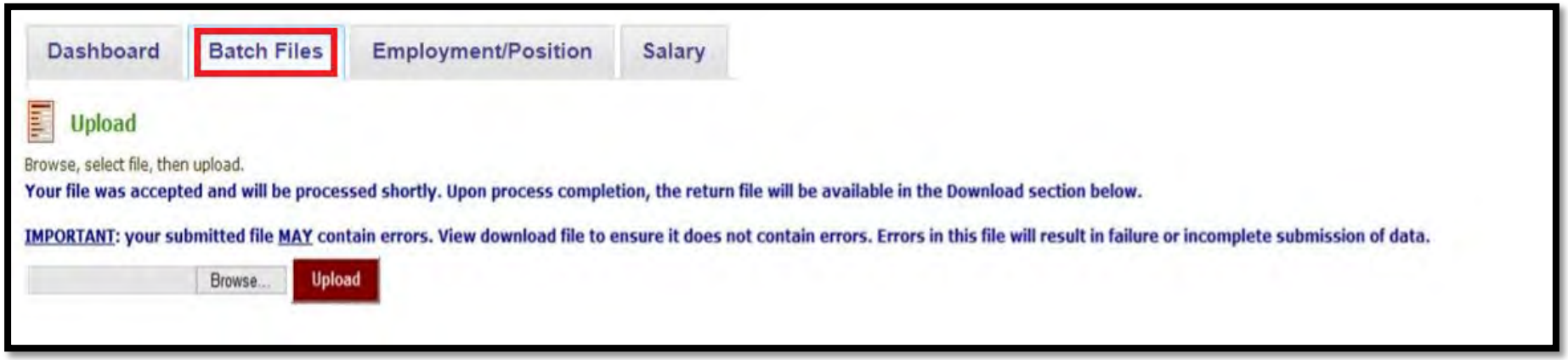
EIS

- EIS Batch Files
  - Batch File Tips

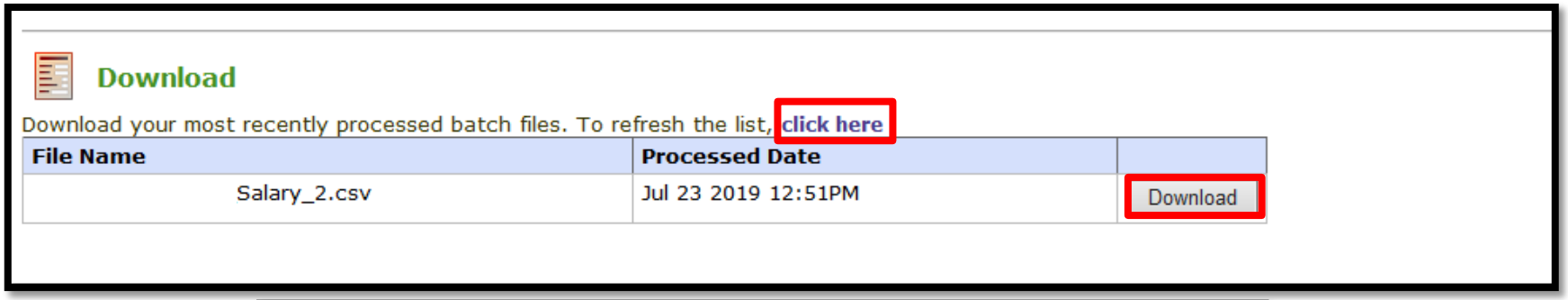
Batch File Upload



Batch File Upload

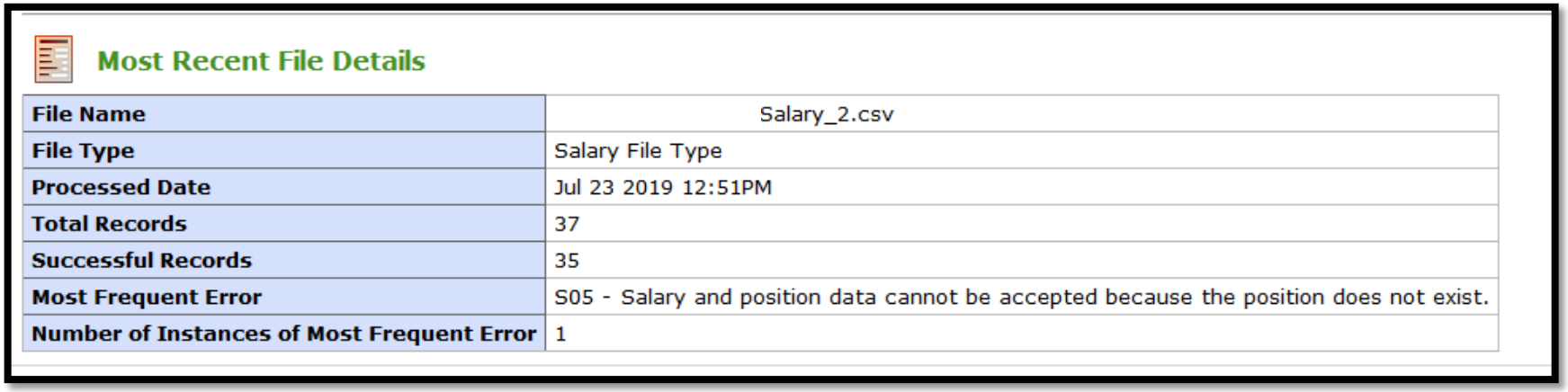


Batch File Upload



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.

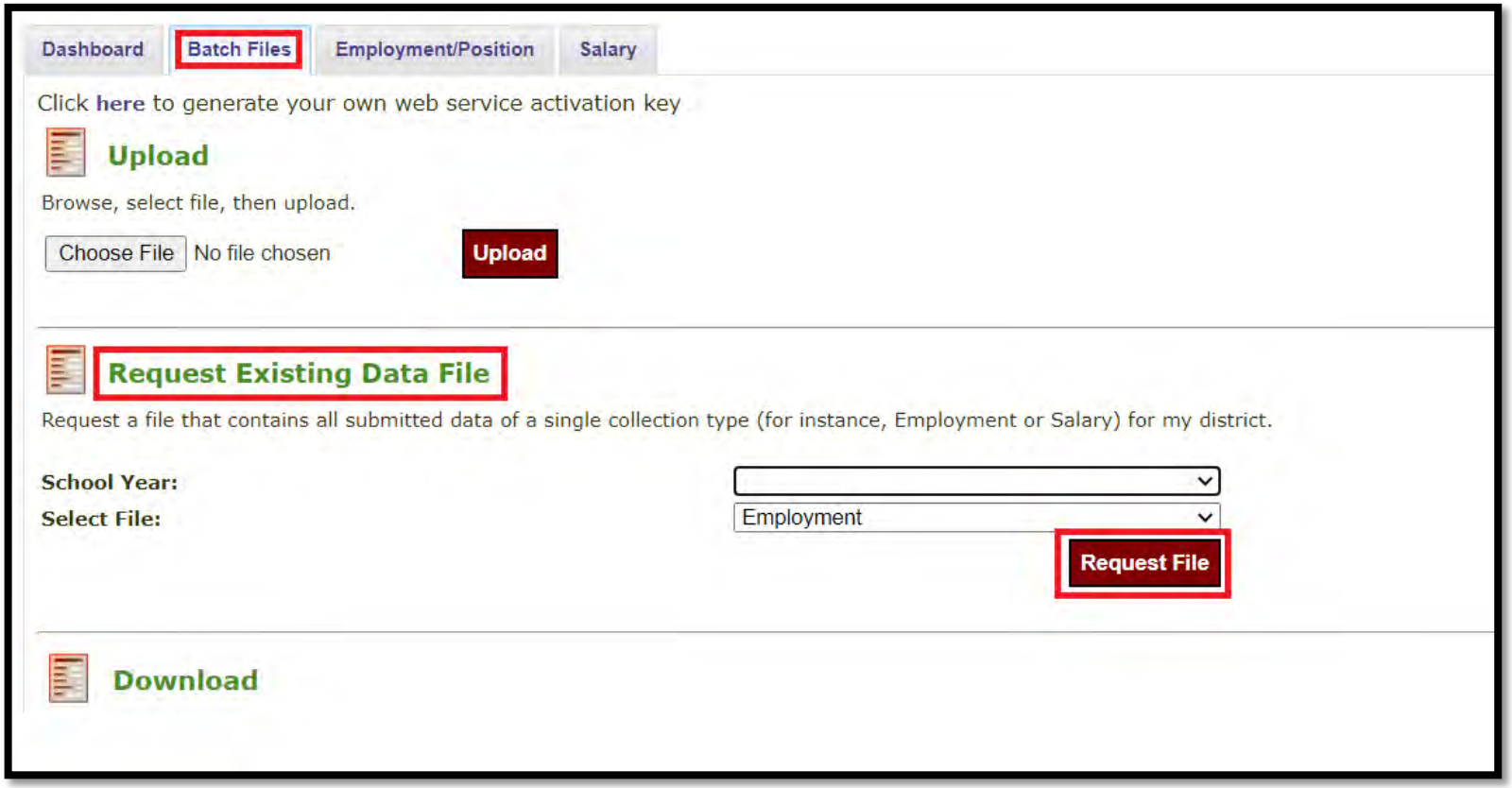
Batch File Upload



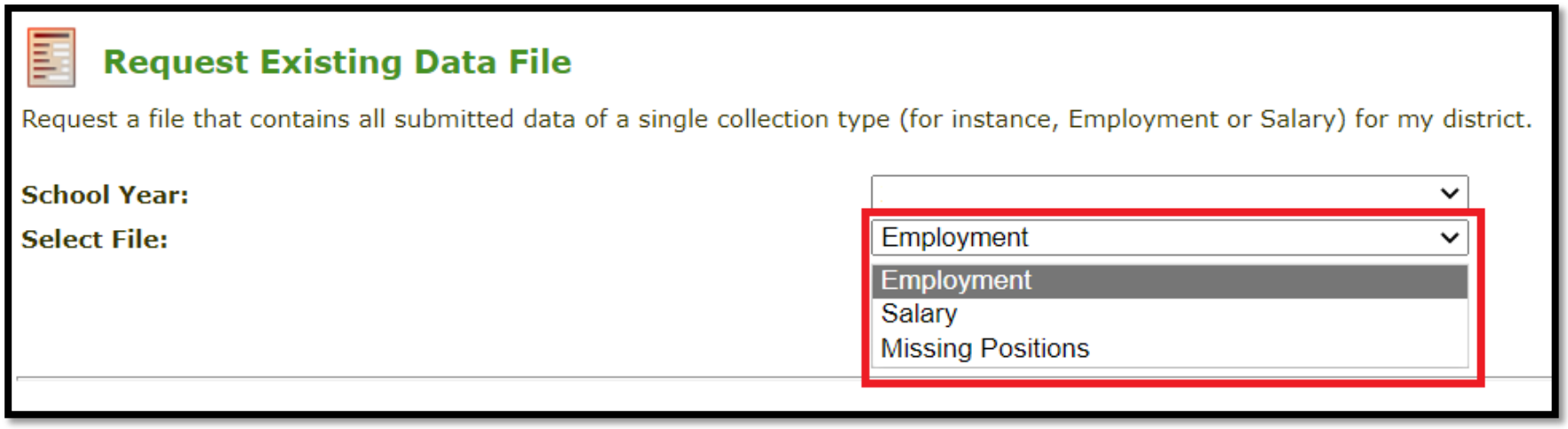
Most Recent File Details

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

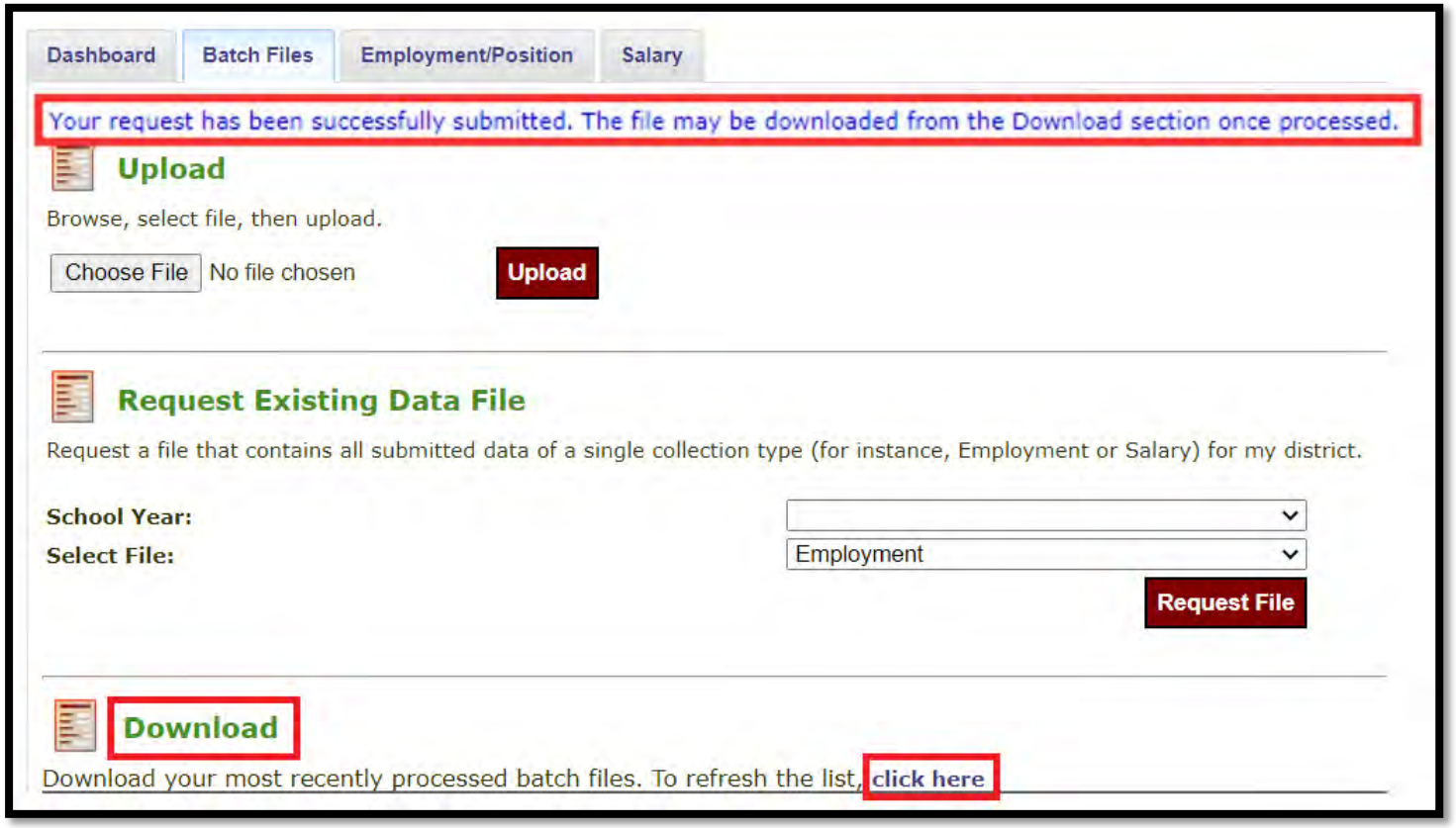
Request File Tool



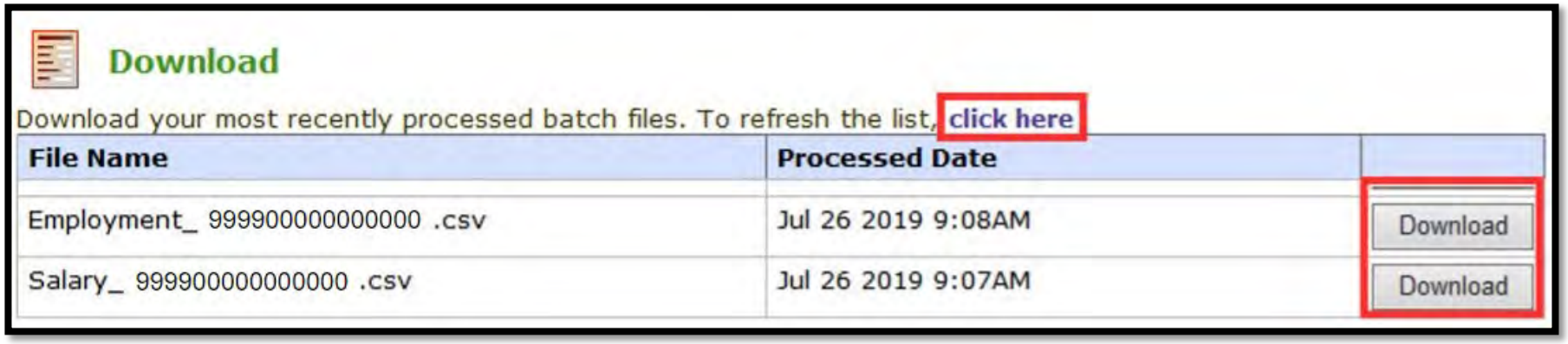
Request File Tool



Request File Tool



Request File Tool



Download

Download your most recently processed batch files. To refresh the list, click here

File Name	Processed Date	
Employment_ 999900000000000 .csv	Jul 26 2019 9:08AM	Download
Salary_ 999900000000000 .csv	Jul 26 2019 9:07AM	Download

ISBE Resource Information

EIS webpage:

- https://www.isbe.net/Pages/Employment-Information-System.aspx

Data Elements:

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

Templates and Instructions:

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

Data Validations:

- https://www.isbe.net/Pages/EIS-Validations-Document.aspx

Key Dates:

- https://www.isbe.net/Pages/EIS-Key-Dates.aspx

ISBE Contact Information

Data Strategies & Analytics

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

Help Desk for IWAS Technical Issues

- (217) 558-3600

Q&A + Discussion