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 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

- IWAS Accounts
- CPS Charter Primary & Member RCDTS Table
IWAS Accounts

- Category 4: 15016299025038C
  - Use **this** type of RCDTS for Collections and data submissions

- Category B: 150162990AFAF00
  - Used for Charter School Funding ONLY
  - Do **NOT** use for collections and data submissions
CPS Charter Primary & Member
RCDTS Table

<table>
<thead>
<tr>
<th>Charter School Name</th>
<th>Charter RCDTS</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ - Charter School 3</td>
<td>15016299025XX9C</td>
<td>Primary &amp; Member</td>
</tr>
<tr>
<td>XYZ - Charter School 1</td>
<td>15016299025YY6C</td>
<td>Member</td>
</tr>
<tr>
<td>XYZ - Charter School 2</td>
<td>15016299025ZZ8C</td>
<td>Member</td>
</tr>
<tr>
<td>XYZ - Charter School 4</td>
<td>15016299025AA9C</td>
<td>Member</td>
</tr>
</tbody>
</table>

- List of charter parent and member RCDTS codes:
Dashboard

- EIS Dashboard
- Overview of tables
EIS Dashboard

Whole Child • Whole School • Whole Community
Employment/Positions

- 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

Employment and Positions

Search by:
- School Year
- Work Location
- Position
- IEIN

Add New Employee

Dashboard  Batch Files  Employment/Position  Salary

Whole Child  •  Whole School  •  Whole Community
New Employment Record

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

IEIN

Last Name

Who

First Name

Cindy

Date Of Birth

09/11/1965

Search

Reset

Select | IEIN | First Name | Last Name | Middle Name | Date of Birth | Gender | Race/Ethnicity
-------|------|------------|-----------|-------------|-------------|--------|------------------
1      | 999999999 | Cindy | Who | L | 09/11/1965 | Female | White

Next
Employment/Positions

- Update/Add Position Record
- System Walkthrough
# Update/Add Position Record

## Employees for School Year

<table>
<thead>
<tr>
<th>IEIN</th>
<th>Employee</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Employment Start Date</th>
<th>Employment End Date</th>
<th># Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>Who, Cindy L</td>
<td>09/11/1965</td>
<td>Female</td>
<td>White</td>
<td>07/01/2019</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

* Displaying up to 100 records. Please narrow your search to view other data.
Update/Add Position Record

### Employment Summary

<table>
<thead>
<tr>
<th>IEIN: 999999999</th>
<th>Last Name: Who</th>
<th>First Name: Cindy</th>
<th>Middle Name: L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: 09/11/1965</td>
<td>Gender: Female</td>
<td>Race/Ethnicity: White</td>
<td>Retired: No</td>
</tr>
<tr>
<td>Employer:</td>
<td>Employment Start Date: 07/01/2019</td>
<td>Employment End Date:</td>
<td>Employment End Reason:</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:cwho@sb000.net">cwho@sb000.net</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employee Positions within the District for School Year

<table>
<thead>
<tr>
<th>Position Code</th>
<th>Position</th>
<th>Percent of Full Time</th>
<th>Position Start Date</th>
<th>Position End Date</th>
<th>Calculated FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Teacher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Locations**

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary</th>
<th>Grade Level Assignment</th>
<th>Workload</th>
</tr>
</thead>
</table>

**Actions**

- 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

<table>
<thead>
<tr>
<th>Position Code</th>
<th>Position</th>
<th>Locations</th>
<th>Percent of Full Time</th>
<th>Position Start Date</th>
<th>Position End Date</th>
<th>Calculated FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Teacher</td>
<td>Chtr Sch Network</td>
<td>100%</td>
<td>07/01/2019</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Locations**
- **Edit / Remove**
- **Add Work Location Record**

**Add Position Record**
- **View Positions From Other School Years**

---

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

**Positions for School Year**

- **Position Category**: Instructional
- **Position**: Teacher
- **Start Date**: 07/01/2019
- **Ed360 Role**: Teacher (Default)
- **Percent of Full Time**: 100%

**Work Locations for Teacher**

- **Location**: Select School
- **Workload**: Enter 15 Digit RCDTS Code
- **Grade Level**: High School

[Buttons: OK, Cancel]
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%
   - $75 + 25 = 100$

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%
   - $25 + 25 + 50 = 100$
Salary & Benefits

- Salary & Benefits
- Guidelines
- System Walkthrough
Salary - Online

The image shows a salary management system interface. The interface includes dropdown menus for searching by School Year, Work Location, Position, Salary Status, and IEIN. Below the search bar, there is a table titled "Employees with Positions for School Year" displaying employee information such as IEIN, Employee Name, Date of Birth, Gender, Employment Start Date, Employment End Date, Position Code, Primary Position, and # of Positions, Salary Complete, and Salary Incomplete.

<table>
<thead>
<tr>
<th>IEIN</th>
<th>Employee</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Employment Start Date</th>
<th>Employment End Date</th>
<th>Position Code</th>
<th>Primary Position</th>
<th># Positions</th>
<th>Salary Complete</th>
<th>Salary Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999</td>
<td>Goeckner, Keith</td>
<td>03/01/1992</td>
<td>Male</td>
<td>07/01/2019</td>
<td></td>
<td>202</td>
<td>Bilingual Education Teacher</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Whole Child   •   Whole School   •   Whole Community
Salary - Online

**Position**
- Position: Teacher
- Position Time Frame: Regular School Year
  - Position Start Date: 07/01/2019
  - Position End Date: 
- *Percent Full Time: 100*

**Salary**
- *Base Salary:*
- *Vacation Days:*
- *Sick Days:*
- *Annuities:*
- *Retirement Benefits:*
- *Bonuses:*
- *Other Benefits:*

**Attendance**
- *Actual Days Paid: 0.00*
- Absent Days: 
- Contract Days: 181
- Contract Days Override: 0

Once you have entered the required information, click the OK button.
In this example, the Absent Days were **paid** days so they **would count** towards Actual Days (paid).

---

**Salary - Online**

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

![Salary for School Year](image)

**Salaries for School Year**

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Timeframe</th>
<th>Actual Days Paid</th>
<th>Absent Days</th>
<th>Contract Days</th>
<th>Contract Days Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Teacher</td>
<td>208.00</td>
<td>5.00</td>
<td>208</td>
<td>0</td>
</tr>
</tbody>
</table>

**Funding Source**

- **Salary ($)**: 75,000.00
- **Vacation Days**: 0
- **Sick Days**: 15
- **Bonuses ($)**: 0.00
- **Annuities ($)**: 0.00

**Retirement Benefits ($)**

- **Other Benefits ($)**: 1,145.00
- **Percent Full Time**: 100%
- **Calculated FTE**: 1.00

---

**Whole Child • Whole School • Whole Community**
In this example, the Absent Days were un-paid days so they would not count towards Actual Days (paid).
Salary - Online

Contract Days Override

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


---

### Salaries for School Year 2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Timeframe</th>
<th>Actual Days Paid</th>
<th>Absent Days</th>
<th>Contract Days</th>
<th>Contract Days Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Regular School Year</td>
<td>240.00</td>
<td>0.00</td>
<td>260</td>
<td>240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Salary ($)</th>
<th>Vacation Days</th>
<th>Sick Days</th>
<th>Bonuses ($)</th>
<th>Annuities ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85,000.00</td>
<td>12</td>
<td>15</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retirement Benefits ($)</th>
<th>Other Benefits ($)</th>
<th>Percent Full Time</th>
<th>Calculated FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13,670.00</td>
<td>1,147.00</td>
<td>100 %</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Full Time Equivalency (FTE)

- 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.
## 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

**Example 2**

<table>
<thead>
<tr>
<th>District Data</th>
<th>What to send to ISBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Teacher</td>
<td>1) Position Code = 200</td>
</tr>
<tr>
<td>2) Full Time</td>
<td>2) Percent of Full Time = 100%</td>
</tr>
<tr>
<td>3) 180 day school year</td>
<td>3) Contracted days for Full Time = 180</td>
</tr>
<tr>
<td>4) 10 days unpaid leave</td>
<td>4) Days Paid = 170</td>
</tr>
</tbody>
</table>

Calculated FTE = .94
Examples of Data Reporting

Example 3

Distict 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 = 0.50
Batch Files

- EIS Batch Files
  - Employment\Position Template
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
# Employment/Position Template

## Table

<table>
<thead>
<tr>
<th>Employment ID</th>
<th>Record Count</th>
<th>2022_Employment_Win.csv</th>
<th>Current Date</th>
<th>RCDTS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEN</td>
<td>SSN</td>
<td>Legal Last Name</td>
<td>Legal First Name</td>
<td>Legal Middle Name</td>
</tr>
</tbody>
</table>
Header Rules

Default Header

- “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
<table>
<thead>
<tr>
<th>Employment Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>• IEIN</td>
</tr>
<tr>
<td>• SSN</td>
</tr>
<tr>
<td>• Legal Last Name</td>
</tr>
<tr>
<td>• Legal First Name</td>
</tr>
<tr>
<td>• Legal Middle Name</td>
</tr>
<tr>
<td>• Maiden Name</td>
</tr>
<tr>
<td>• Date of Birth</td>
</tr>
<tr>
<td>• Gender</td>
</tr>
<tr>
<td>• Race/Ethnicity</td>
</tr>
<tr>
<td>• School Year</td>
</tr>
<tr>
<td>• Employer RCDTS</td>
</tr>
<tr>
<td>• Work Location RCDTS</td>
</tr>
<tr>
<td>• Employment Start Date</td>
</tr>
<tr>
<td>• Position Code</td>
</tr>
<tr>
<td>• Retired Employee Flag</td>
</tr>
<tr>
<td>• First Year in Position Flag</td>
</tr>
<tr>
<td>• Position Time Frame</td>
</tr>
<tr>
<td>• Position Start Date</td>
</tr>
<tr>
<td>• Percent Full Time</td>
</tr>
<tr>
<td>• Workload</td>
</tr>
<tr>
<td>• Bilingual Language Code</td>
</tr>
<tr>
<td>• Grade Level Assignment</td>
</tr>
<tr>
<td>• Primary Location</td>
</tr>
<tr>
<td>• Remove Record</td>
</tr>
<tr>
<td>• Email Address</td>
</tr>
<tr>
<td>• Ed 360 Role</td>
</tr>
</tbody>
</table>
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
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](https://www.isbe.net/Pages/EIS-Data-Elements.aspx)

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Description</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Hispanic or Latino</td>
<td>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</td>
<td>char(2)</td>
</tr>
<tr>
<td>12</td>
<td>American Indian or Alaska Native</td>
<td>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.</td>
<td>char(2)</td>
</tr>
<tr>
<td>13</td>
<td>Asian</td>
<td>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.</td>
<td>char(2)</td>
</tr>
<tr>
<td>14</td>
<td>Black or African American</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
<td>char(2)</td>
</tr>
<tr>
<td>15</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
<td>char(2)</td>
</tr>
<tr>
<td>16</td>
<td>White</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td>
<td>char(2)</td>
</tr>
<tr>
<td>17</td>
<td>Two or More Races</td>
<td>A person having origins in more than one race.</td>
<td>char(2)</td>
</tr>
<tr>
<td>99</td>
<td>Unknown</td>
<td>Use this code for individuals who do not choose to identify.</td>
<td>char(2)</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>District Superintendent</td>
<td>$350,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>District Administrator</td>
<td>char[3]</td>
</tr>
<tr>
<td>101</td>
<td>Assistant/Associate District Superintendent</td>
<td>$300,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>District Administrator</td>
<td>char[3]</td>
</tr>
<tr>
<td>103</td>
<td>Principal</td>
<td>$250,000</td>
<td>$25,000</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>School Administrator</td>
<td>char[3]</td>
</tr>
<tr>
<td>104</td>
<td>Assistant Principal</td>
<td>$200,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>School Administrator</td>
<td>char[3]</td>
</tr>
<tr>
<td>105</td>
<td>Supervisory Dean</td>
<td>$200,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>General Access</td>
<td>char[3]</td>
</tr>
<tr>
<td>107</td>
<td>General Administrator or General Supervisor</td>
<td>$225,000</td>
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<td>121</td>
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<td>$25,000</td>
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<td>Dean of Students Teacher (no administrative endorsement)</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>General Access</td>
</tr>
</tbody>
</table>
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](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
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).
### Properties:

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pre-Kindergarten</td>
<td>Pre-Kindergarten Not applicable for Position Codes 372 and 373.</td>
</tr>
<tr>
<td>02</td>
<td>Kindergarten</td>
<td>Kindergarten Not applicable for Position Codes 372 and 373.</td>
</tr>
<tr>
<td>03</td>
<td>Elementary</td>
<td>Elementary - PreK to 8th Grade</td>
</tr>
<tr>
<td>04</td>
<td>High School</td>
<td>High School - 9th to 12th Grade</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Access</td>
<td>01</td>
<td>Allows access to user’s employment, position, license information</td>
</tr>
<tr>
<td>Teacher</td>
<td>02</td>
<td>Allows access to student data based on student/teacher course assignments in the Statewide Student Information System (SIS)</td>
</tr>
<tr>
<td>School Admin</td>
<td>03</td>
<td>Allows access to student and educator data within a school</td>
</tr>
<tr>
<td>District Admin</td>
<td>04</td>
<td>Allows access to student and educator data within a district</td>
</tr>
</tbody>
</table>
Batch Files

- EIS Batch Files
- Salary Template
Salary Template

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salary</td>
<td>Record Count</td>
<td>Salary_win.csv</td>
<td>Current Date</td>
</tr>
<tr>
<td>2</td>
<td>IEIN</td>
<td>Legal Last Name</td>
<td>Legal First Name</td>
<td>Legal Middle Name</td>
</tr>
</tbody>
</table>

Whole Child  •  Whole School  •  Whole Community
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

- **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
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
- DaysAbsent
- 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
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>District Superintendent</td>
<td>$350,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>District Administrator</td>
</tr>
<tr>
<td>101</td>
<td>Assistant/Associate District Superintendent</td>
<td>$300,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>District Administrator</td>
</tr>
<tr>
<td>103</td>
<td>Principal</td>
<td>$250,000</td>
<td>$25,000</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>School Administrator</td>
</tr>
<tr>
<td>104</td>
<td>Assistant Principal</td>
<td>$200,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>105</td>
<td>Supervisory Dean</td>
<td>$200,000</td>
<td>$25,000</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>119</td>
<td>Head Teacher</td>
<td>$250,000</td>
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<td>No</td>
<td>Yes</td>
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<td>No</td>
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</tbody>
</table>
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**.
Properties:
https://www.isbe.net/Pages/EIS-Data-Elements.aspx

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.
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.

<table>
<thead>
<tr>
<th>Exclusion</th>
<th>Determination Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>Local district determination based on policy or bargaining agreement</td>
</tr>
<tr>
<td>Long-term disability</td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td></td>
</tr>
</tbody>
</table>
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

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

- EIS Batch Files
- End Employment Template
## End Employment Template

<table>
<thead>
<tr>
<th>End Employment</th>
<th>Record Count</th>
<th>EndEmployment_win.csv</th>
<th>Current Date</th>
<th>RCDTS Number</th>
<th>IEIN</th>
<th>Legal Last Name</th>
<th>Legal First Name</th>
<th>Date of Birth</th>
<th>Employer RCDT</th>
<th>Employment Start Date</th>
<th>Employment End Date</th>
<th>Employment End Reason</th>
</tr>
</thead>
</table>

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## Header Rules

### Default Header

<table>
<thead>
<tr>
<th>End Employment</th>
<th>Record Count</th>
<th>EndEmployment_win.csv</th>
<th>Current Date</th>
<th>RCDTS Number</th>
</tr>
</thead>
</table>

- “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

<table>
<thead>
<tr>
<th>End Employment</th>
<th>1</th>
<th>EndEmployment.csv</th>
<th>07/12/2019</th>
<th>150160299250000</th>
</tr>
</thead>
</table>
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 \textit{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](https://www.isbe.net/Pages/EIS-Data-Elements.aspx)

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Retirement</td>
</tr>
<tr>
<td>02</td>
<td>Resignation</td>
</tr>
<tr>
<td>03</td>
<td>Death</td>
</tr>
<tr>
<td>04</td>
<td>Reduction in Force</td>
</tr>
<tr>
<td>06</td>
<td>Termination Due to Evaluation Results</td>
</tr>
<tr>
<td>07</td>
<td>Termination (Other)</td>
</tr>
<tr>
<td>99</td>
<td>Remove Record</td>
</tr>
</tbody>
</table>

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Batch File Tips

- EIS Batch Files
- Batch File Tips
Batch File Upload

Click [here](#) to generate your own web service activation key

**Upload**

Browse, select file, then upload.

- **Choose File**: No file chosen
- **Upload**
Batch File Upload

Dashboard  Batch Files  Employment/Position  Salary

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
## Batch File Upload

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Processed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary_2.csv</td>
<td>Jul 23 2019 12:51PM</td>
</tr>
</tbody>
</table>

**Download**

<table>
<thead>
<tr>
<th>Code</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>S20</td>
<td>Position and Salary data accepted.</td>
</tr>
<tr>
<td>S20</td>
<td>Position and Salary data accepted.</td>
</tr>
<tr>
<td>S20</td>
<td>Position and Salary data accepted.</td>
</tr>
<tr>
<td>S05</td>
<td>Salary and position data cannot be accepted because the position does not exist.</td>
</tr>
<tr>
<td>S01</td>
<td>IEIN not found.</td>
</tr>
</tbody>
</table>

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## Most Recent File Details

<table>
<thead>
<tr>
<th>File Name</th>
<th>_ _ _ _Salary_2.csv</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Type</td>
<td>Salary File Type</td>
</tr>
<tr>
<td>Processed Date</td>
<td>Jul 23 2019 12:51PM</td>
</tr>
<tr>
<td>Total Records</td>
<td>37</td>
</tr>
<tr>
<td>Successful Records</td>
<td>35</td>
</tr>
<tr>
<td>Most Frequent Error</td>
<td>S05 - Salary and position data cannot be accepted because the position does not exist.</td>
</tr>
<tr>
<td>Number of Instances of Most Frequent Error</td>
<td>1</td>
</tr>
</tbody>
</table>
Request Existing Data File

Request a file that contains all submitted data of a single collection type (for instance, Employment or Salary) for my district.

School Year:
Select File:

- Employment
- Employment
- Salary
- Missing Positions
Request File Tool

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

Upload
Browse, select file, then upload.

Choose File
No file chosen

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

Request Existing Data File
Request a file that contains all submitted data of a single collection type (for instance, Employment or Salary) for my district.

School Year:
Select File:
Employment

Request File
## Request File Tool

Below is a table showing the most recently processed batch files. Files are downloadable:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Processed Date</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment_ 99990000000000000 .csv</td>
<td>Jul 26 2019 9:08AM</td>
<td>[Download]</td>
</tr>
<tr>
<td>Salary_ 99990000000000000 .csv</td>
<td>Jul 26 2019 9:07AM</td>
<td>[Download]</td>
</tr>
</tbody>
</table>

To refresh the list, click here.
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