Employment Information System (EIS)

File Format Layouts

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TABLE OF CONTENTS

Change History 3
Employment Information System File Format Layouts Overview 5
1.1 File Naming Standards 5
1.2 File Header Format 6
1.3 File Body Format 7
1.3.1 Employment File Format 7
1.3.2 End Employment File Format 9
1.3.3 Salary File Format 9
1.3.4 Evaluation File Format 10
1.3.5 Unfilled Positions File Format 11
1.3.6 Program Closure File Format 12
Results Files, Result Codes and Result Messages 13
1.4 Result Codes and Result Messages 13
TEXT (comma delimited) File Format 19
1.5 Text File Example 19
1.6 Excel File Format (Saved as CSV – Comma Delimited) 20

Change History

Change Date 8/17/2023

1. Result Codes and Result Messages

Change Date 07/08/2022

1. Added Unfilled Positions and Program Closure file format information

Change Date 04/20/2021

2. Added Race\Ethnicity Code 99-Other (previously retired)

Change Date 10/02/2020

1. Added error code E51
2. Added error cod S29

Change Date 06/23/2020

1. Removed First Year Flag from Employment batch file
2. Removed Position Time Frame from Employment & Salary batch files
3. Retired Race\Ethnicity Code 99-Other

Change Date 03/11/2019

1. Moved Employment End Date to new End Employment\batch file
2. Moved Employment End Reason to new End Employment\batch file
3. Edited Records Submitted with No IEIN
4. Edited FTE validations
5. Edited Position End Date
6. Added Position Codes 199, 399, 699 to Work Location

Change Date 09/26/2018

1. Removed FTE from Employmetn\Position batch file
2. Removed Position End Date from Employment\Position batch file
3. Removed Employment End date from Employment\Position batch file
4. Removed Employment End Reason Code from Employment\Position batch file

Change Date 03/28/2018

1. Added Days Absent to Salary batch file
2. Added Days Expected to Salary batch file
3. Added Absense error codes and messages

Change Date 09/25/2017

1. Added Ed360 User error code

Change Date 10/24/2016

1. Added Email Address in Employment/Positon file format.
2. Updated Employment/Position error codes and messages.
3. Added Evaluation file format.
4. Added Evaluation error codes and messages.
5. Updated text file example.

Change Date 06/18/2015

1. Updated/added Salary Error codes and messages.

Change Date 04/08/2015

1. Updated/added Employment Error codes and messages.

Change Date 02/25/2015

1. Added new error codes and messages and removed a few that are inactive now.

Change Date 12/17/2014

1. Added 2 new data fields Position Grade Level, Primary Work Location Flag and Remove Record from Employment. In Salary, changed title of data element “Paid in full or partial…” to Funding Source.

Change Date 02/25/2012

1. Added new Result Codes and Messages to Employment. E13- E9 and E22.

Change Date 02/25/2012

1. Changed fields “Employer RCDTS” and “Work Location RCDTS” to (char) instead of (int) in both Employer and Salary formats. Changes reflected on pages 6 and 8.

Change Date 11/01/2012

1. EIS File Format Creation.

Change Date 12/03/2012

1. Updated Employment and Salary File Layouts.

Change Date 02/01/2012

1. Updated all Employment and Salary Result Codes and Messages.

Employment Information System File Format Layouts Overview

This document provides the ISBE EIS file format layouts for the different types of data that will be collected in Employment Information System (EIS). The data will be collected based on file type, e.g., Employment and Salary. Formats for text (comma delimited), csv (comma separated value), and XML methods are provided for each file type. Sample import and Results files are presented following the layout descriptions for each file type. Additionally, the EIS Data Elements document provides the ISBE approved codes and indicators used in creating each batch file. You can find the EIS Data Elements document on ISBE.net/EIS website.

This document describes the details for the EIS file format layout, including:

- File Naming Standards
- File Header Format
- File Body Format (Text (.txt), Excel (.csv) XML(.xml))
- Result Codes and Result Messages

Each type of data submitted to EIS (e.g., Employment) will have a separate file format layout that will collect a unique set of information. The different file type layouts are provided following the file naming standards and file header format.

1.1 File Naming Standards

The import and Results files should follow the following file name formats:

Import File Name Format:

Text

RCDTS or District Name+_ + Date(mmddyyyy) +_+ File Identifier.txt
e.g. 500821040020000_06222005_001.txt
e.g. Chatham_06222005_001.txt

Excel

RCDTS or District Name+_ + Date(mmddyyyy) +_+ File Identifier.csv
e.g. 500821040020000_06182015_001.csv
e.g. Chatham_06182015_001.csv

XML

RCDTS or district name+_ + Date(mmddyyyy) +_+ File Identifier.xml
e.g. 500821040020000_06182015_001.xml
e.g. Chatham_06182015_001.xml

If more than one file is submitted on the same date, the file identifier is used to differentiate the individual files.

Text

e.g. 50082104002_06182015_001.txt
e.g. 50082104002_06182015_002.txt

Excel

e.g. 50082104002_06182015_001.csv
e.g. 50082104002_06182015_002.csv

XML

e.g. 50082104002_06182015_001.xml
e.g. 50082104002_06182015_002.xml

1.2 File Header Format

Each import file must contain a header as the first row of the batch import file. All fields in the defined header row will be mandatory. If the file is in a text format (.txt or .csv), the header row will be delimited by a carriage return and followed by the employee records. The header row must contain the following fields:

Name	Type	Max. Length	Mandatory/ Optional	Description
File Type	String	30	M	Type of data submitted (e.g., Employment). See below for complete list.
Total Number of Records	String	10	O	Total number of records in the import file, not including the header row.
File Name including extension	String	40	M	Name of import file being sent to EIS. Note: Must match actual file name to meet upload validation.
File Sent Date	String	10	M	Date file is sent to EIS (mm/dd/yyyy).
RCDTS	String	15	M	RCDTS of entity submitting file to EIS. Note: Must match RCDTS of IWAS login of the user submitting the file.

The file types currently accepted include:

- Employment
- Salary
- Evaluations
- End Employment

- Unfilled Positions
- Program Closure

The following are examples of a header row in text format for uploaded files:

Employment,20,50082104002_12152015_001.txt, 04/16/2015,500821040020000

Salary,20,50082104002_12152015_001.txt,04/16/2015,500821040020000

Evaluation,20,50082104002_12152015_001.txt,04/16/2015,500821040020000

End Employment,20,50082104002_12152015_001.txt,04/16/2015,500821040020000

Unfilled Positions,20,50082104002_12152015_001.txt,04/16/2015,500821040020000

Program Closure,20,50082104002_12152015_001.txt,04/16/2015,500821040020000

1.3 File Body Format

1.3.1 Employment File Format

This file format pertains to the data submitted to EIS to enter employment and position information.

This file format pertains to the employment and position data submitted to EIS. The batch import file must conform to the order and data type listed in the table below with the exception of the Result Code and Result Message fields (items 25 & 26). These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine fields 25 and 26 to see whether each record was successfully processed.. Refer to the appropriate EIS Data Elements document for the approved codes and definitions for each data element in this file.

EMPLOYMENT FILE FORMAT

#	Field	Type	Max. Length	Mandatory/ Optional
1	IEIN	bigint		M
2	SSN	char	9	O
3	Legal Last Name	varchar	30	M

#	Field	Type	Max. Length	Mandatory/ Optional
4	Legal First Name	varchar	30	M
5	Legal Middle Name	varchar	30	O
6	Maiden Name	varchar	30	O
7	Date of Birth	datetime	10	M
8	Gender	char	1	M
9	Race/Ethnicity	int	2	M
10	School Year	char	4	M
11	Employer RCDTS	char	15	M
12	Work Location RCDTS	char	15	M
13	Employment Start Date	datetime	10	M
14	Position Code	int	3	M
15	Retired Employee Flag	bit	1	M
16	Position Start Date	datetime	10	M
17	Percent Full Time	Integer	3	M
18	Workload	Integer	3	M
19	Bilingual Language Code	int	3	O
20	Grade Level Assignment	int	2	M
21	Primary Location Flag	bit	1	M
22	Remove Record	bit	1	O
23	Email Address	varchar	100	M
24	Ed 360 Role	int	1	O
25	Result Code	string	2	N/A
26	Result Code Message	string	200	N/A

1.3.2 End Employment File Format

This file format pertains to the End Employment information submitted to EIS. The batch import file must conform to the order and data type listed in the table below.

END EMPLOYMENT FILE FORMAT

#	Field	Type	Max. Length	Mandatory/ Optional
1	IEIN	bigint		M
2	Legal Last Name	varchar	30	M
3	Legal First Name	varchar	30	M
4	Date of Birth	datetime	10	M
5	Employer RCDTS	char	15	M
6	Employment Start Date	datetime	10	M
7	Employment End Date	datetime	10	M
8	Employment End Reason	numeric	2	M
9	Result Code[1]	string	2	N/A
10	Result Code Message[1]	string	200	N/A

1.3.3 Salary File Format

This file format pertains to the data submitted to EIS to enter salary information for an employee. When a district requests a "Salary file," EIS will return all employees for that current year.

The batch import file must conform to the order and data type listed in the following table with the exception of the Result Code and Result Message fields (items 22 & 23). These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine fields 22 and 23 to see whether each record was successfully processed.file. Mandatory fields must have a legitimate value. Refer to the EIS Data Elements document for the approved codes and definitions.

[1] Result Code and Result Code Message fields are not part of the batch file template. These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine fields 25 and 26 to see whether each record was successfully processed

SALARY FILE FORMAT

#	Field	Type	Max. Length	Mandatory/Optional
1	IEIN	bigint		M
2	Legal Last Name	varchar	30	M
3	Legal First Name	varchar	30	M
4	Legal Middle Name	varchar	30	O
5	Date of Birth	datetime	10	M
6	School Year	char	4	M
7	Employer RCDT	char	15	M
8	Position Code	int	3	M
9	Percent of Fulltime	decimal	5,2	M
10	Funding Source	int	2	M
11	Base Salary	decimal	10,2	M
12	Vacation Days	int		M for Position codes 100s, 200s and 600s
13	Sick Days	int		M for Position codes 100s, 200s and 600s
14	Bonuses	decimal	10,2	M for Position codes 100s, 200s and 600s
15	Annuities	decimal	10,2	M for Position codes 100s, 200s and 600s
16	Retirement Benefits	decimal	10,2	M for Position codes 100s, 200s and 600s
17	Other Benefits	decimal	10,2	M for Position codes 100s, 200s and 600s
18	Position End Date	datetime	10	M
19	Actual Days Paid	decimal	5,2	M
20	Days Absent	decimal	5,2	M for Position codes 200s and 600s
21	Contract Days Override	Decimal	5,2	O
22	Result Code	string	2	N/A
23	Result Message Codes	string	200	N/A

1.3.4 Evaluation File Format

This file format pertains to the data submitted to EIS to enter evaluation information for an employee.

The batch import file must conform to the order and data type listed in the following table with the exception of the Result Code and Result Message fields (items 14 & 15). These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine

fields 14 and 15 to see whether each record was successfully processed.Mandatory fields must have a legitimate value. Refer to the EIS Data Elements document for the approved codes and definitions.

EVALUATION FILE FORMAT

#	Field	Type	Max. Length	Mandatory/Optional
1	District RCDTS	Int	15	M
2	Employee IEIN	Char	9	M
3	Employee Last Name	Varchar	30	M
4	Employee First Name	Varchar	30	M
5	Employee DOB	Datetime	10	M
6	Tenured Teacher	Char	1	M
7	Evaluator IEIN	Char	9	M
8	Evaluator Last Name	Varchar	30	M
9	Evaluator First Name	Varchar	30	M
10	School Year	Char	4	M
11	Evaluation Type	Char	2	M
12	Summative Rating	Char	2	M
13	Remove Record	Char	1	M
14	Result Code	string	2	N/A
15	Result Message Codes	string	200	N/A

1.3.5 Unfilled Positions File Format

This file format pertains to the data submitted to EIS to enter Unfilled Positions information. The batch import file must conform to the order and data type listed in the table below.

UNFILLED POSITIONS FILE FORMAT

#	Field	Type	Max. Length	Mandatory/ Optional
1	School Year	char	4	M
2	Position Code	char	3	M

#	Field	Type	Max. Length	Mandatory/ Optional
3	Bilingual Language Code	char	3	Blank, Mandatory for identified Position Codes[2].
4	Unfilled Position Specialty	char	2	Blank, Mandatory for identified Position Codes[2].
5	Employer RCDTS	char	15	Mandatory
6	Working Location RCDTS	char	15	Blank, Mandatory for identified Position Codes[2].
7	FTE	decimal	4,2	M
8	Unfilled Position Reason	char	2	M
9	Grade Level Assignment	char	2	Blank, Mandatory for identified Position Codes[2].
10	Subject Area	char	2	M
11	Supply Rating	char	2	M
12	Removed Record	int	1	Blank
9	Result Code[3]	char	4	N/A
10	Result Code Message[3]	char	3	N/A

1.3.6 Program Closure File Format

This file format pertains to the data submitted to EIS to enter Program Closure information. The batch import file must conform to the order and data type listed in the table below.

PROGRAM CLOSURE FILE FORMAT

[2] See https://www.isbe.net/_layouts/Download.aspx?SourceUrl=/Documents/data-elements-alltabs.xlsx for identified position codes.

[3] Result Code and Result Code Message fields are not part of the batch file template. These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine fields 25 and 26 to see whether each record was successfully processed

#	Field	Type	Max. Length	Mandatory/ Optional
1	School Year	char	4	M
2	Position Code	char	3	M
3	Employer RCDTS	char	15	M
4	Working Location RCDTS	char	15	Blank, Mandatory for identified Position Codes[4]
5	FTE	decimal	4,2	M
6	Program Closure Reason	char	2	M
7	Grade Level	char	2	O
8	Subject Area	char	2	M
9	Remove Record	int	1	O
9	Result Code[5]	char	4	N/A
10	Result Code Message[5]	char	3	N/A

Result Files, Results Codes, and Result Messages

The batch process will first validate the fields contained in the EIS batch import file. If all validations pass, the system will execute the batch process. Based on the results of the batch processing, a result code and result message will be assigned to each record indicating the result of the batch processing and returned to the user as a Results File.

The EIS Results File will be returned in the same format with the same data that was provided plus the following for each record.

- Result Code
- Result Message

1.4 Result Codes and Result Messages

[4] See https://www.isbe.net/_layouts/Download.aspx?SourceUrl=/Documents/data-elements-alltabs.xlsx for identified position codes.

[5] Result Code and Result Code Message fields are not part of the batch file template. These fields are automatically added and populated by the system in the form of a results file after the processing of a batch file has completed. User should download the results file and examine fields 25 and 26 to see whether each record was successfully processed

The EIS Result Codes and Result Messages are listed in the table below:

Result Code	Result Message	Possible Reason for Outcome
I	Invalid	IEIN does not match first name, last name and date of birth
F	Failed - Missing mandatory data	Message will indicate error.
Employment File Format		
E01	IEIN provided w/o SSN and no matching record found.	IEIN was provided upon upload without the SSN, but no matching record found for that IEIN in EIS.
E02	IEIN and SSN combination provided does not match.	Both the IEIN and SSN provided are valid but do not match the same employee.
E03	SSN found but IEIN provided does not match.	The SSN provided is valid but the IEIN provided is not found.
E04	IEIN found but SSN provided does not match.	The IEIN provided is valid but the SSN provided is not found.
E05	IEIN and/or SSN found but 1 of 3 attributes does not match.	Both the IEIN and SSN provided are valid but do not match the employee's attributes, last name, first name and date of birth.
E06	Duplicate records in file. Please remove duplicates with same IEIN, Position Code, Work Location and Position Timeframe.	There are duplicated records in the file being uploaded. Duplicated records contain the same IEIN, Position Code, Work Location, Position Timeframe and Employer RCDTS.
E07	Duplicate records in file. Please remove duplicates with same SSN, Position Code, Work Location and Position Timeframe.	There are duplicated records in the file being uploaded. Duplicated records contain the same SSN, Position Code, Work Location, Position Timeframe and Employer RCDTS.
E09	FTE cannot exceed 1.0 for all position records including all districts for TimeFrame Regular School Year.	FTE cannot exceed 1.0 for all position records across all districts with the Regular School Year Time Frame.
E10	Employment and/or Demographic data does not match across all records for this employee in this file.	If multiple employment records exist for a single employee; all records must have the same employment data (e.g. school year, employee start date, employer RCDTS, work location RCDTS, and position code.
E11	Employment start date must be greater than the last employment end date.	Employment start date must be greater than the last employment end date.
E12	Position record cannot be updated after the salary record has been completed.	Position record cannot be updated after the salary record has been completed.

E13	Employment may not be ended until Salary data is provided.	Salary must be provided before employment is ended.
E14	Employment cannot be ended with this reason code because all Positions have been removed.	Employment cannot be ended with the provided reason because all Positions were removed.
E15	Employment cannot be removed unless all position data is removed.	End Employment reason cannot be “99-Remove Record” unless all Associated Positions are set to “99-Remove Record”
E16	A new employment cannot be added with an Employment End Reason of 99 (Remove Record).	Employment cannot be added as “99-Remove Record”
E17	A new position cannot be added with a Timeframe of 99 (Remove Record).	Position cannot be added as “99-Remove Record”
E19	Employment cannot be updated because one of the position records was rejected.	Multiple employment records received for same IEIN. Employment record was not updated because one of the records provided was in error. All positions were rejected.
E20	IEIN Assigned; Demographic, Employment and Position Records Created.	IEIN assigned; demographic, employment, position records created.
E21	Demographic+Employment+Position Records Accepted.	Demographic, employment and position records accepted.
E22	Employment Ended.	Employment End Date and End Reason Provided.
E23	Position record cannot be updated after the employment has already been ended.	Position record may not be updated after the employment has already been ended.
E24	Position Work Location cannot be a district level RCDTS code.	Position Work Location cannot be a district level RCDTS code.
E25	Employment End date cannot be updated or removed.	Employment End date may not be updated or removed.
E26	Specified Position code requires a Grade Level Assignment code.	Specified position code requires a grade level assignment code.
E27	Guidance Counselor positions cannot be assigned to the Pre-Kindergarten or Kindergarten grade level.	Guidance Counselor positions cannot be assigned to the Pre-Kindergarten or Kindergarten grade level.

E29	Entry of position records for SY '+stg.chrSchoolYear+' is not currently allowed.	Entry of position records for SY '+stg.chrSchoolYear+' is not currently allowed.
E30	For the regular school year exactly one postion record must be marked as the primary location for a single employee per district, per school year.	Only one position record can be marked as the primary location for a single educator, per entity, per school year.
E31	Primary Location value must be "Y", "N", or blank.	The Primary Location must be marked with a "Y" for Yes, "N" for No, or left blank for No.
E32	Invalid Position Time Frame value submitted.	The Position Timeframe must be a valid Time Frame code.
E33	An educator may not have a regular school year teaching position record (200 series) and a resource teacher record (600 series) for the same year.	An educator cannot have both a regular school year teaching position (200 series) and a Resource Teacher position (series 600) for the same year.
E34	Cannot create a new employment record until ending the existing employment record.	A new employment record cannot be created if there is an existing employment record that does not have an Employment End Date.
E35	A new Position Work Location may not be added with a Remove flag of "Y".	Cannot add a Work Location for a position if the Remove record flag is Yes.
E36	Evaluation exists for this position type. At least one position must remain.	Cannot remove a position when an evaluation has been submitted for that position.
E38	Cannot upload a position code which was ended previous to the start of the given school year.	Cannot use a position code that has been retired from EIS, either certified or non-certified.
E41	Non-certified positions are no longer accepted.	Position codes that have been retired because they are not considered certified cannot be used.
E42	If the Ed360 Role code provided is not valid for the provided position code.	Ed360 Role must be valid for specified position code
E47	PercentFullTIme cannot exceed 100% for all non-erroneous position's in the same year.	Maximum Percet of Full-Time is 100%, cannot exceed 100% for all open poitions.
E48	Workload must be exactly 100% for all working locations assigned to a specific position	Indicates that the sum of all work locations do not add-up to 100%
E49	Percent Full Time value must be the same across all entries for a given position code instance.	Percent Full Time does not match all entries.
E50	Position start dates must match for all open positions of a given position code.	Position Start dates do not match open positions.

E51	School level users cannot upload working location records for schools other than their own and those with which they are associated.	School level users cannot upload working location records for schools other than their own and those with which they are associated.

Result Code	Result Message	Possible Reason for Outcome
Salary File Format		
S01	IEIN not found.	The IEIN number provided in the salary file was not found. No employment/position created.
S02	IEIN found but 1 of 3 attributes does not match.	The IEIN provided does not match the last name, first name and date of birth provided.
S03	Duplicate records in file. Please remove duplicates with same IEIN, Position Code and Timeframe.	There are duplicated records within the file being uploaded. Please remove all duplicates with the same IEIN, position code and Timeframe.
S04	FTE cannot exceed 1.00 for all positions including all districts for Timeframe.	FTE for an employee can not exceed an FTE value of 1.00 for all position with the same Timeframe across all districts.
S05	Salary and position data cannot be accepted because the position does not exist.	Salary and position data cannot be accepted because the position does not exist, or the Employment is no longer active.
S06	Position End Date must be equal to or greater than the Position Start Date.	Position End Date provided must be equal to or greater than the Position Start Date.
S07	Salary data could not be saved because the Position record has been removed.	Salary data could not be saved because the Position record has been removed.
S08	FTE Adjusted Base Salary must be less than maximum allowed salary for that Position code.	All Position codes have a maximum allowed salary.
S09	Position End Date must be before Employment End Date.	A Position must have an End Date before the Employment record can have an End Date.
S10	This Funding Source cannot be selected with the Timeframe of “Regular School Year (code 01).	Only certain Funding Source codes may be entered for a Time Frame code of 01 – Regular School Year.
S11	FTE Adjusted Base Salary must be more than minimum allowed salary for that Position code.	All Position codes have a minimum allowed salary.
S20	Position and Salary data accepted.	The position and any salary data were accepted.

S29	Submitted data would result in a zero calculated FTE value.	Submitted data would result in a zero calculated FTE value. Please doublecheck your data and resubmit.
S31	Actual days cannot be greater than position length.	Actual days cannot be greater than position length.
S32	Absent days cannot be greater than position length.	Absent days cannot be greater than position length.
S33	Annuities value cannot be more than ##% of Base Salary value.	Annuities value cannot be more than ##% of Base Salary value.
S34	Retirement Benefits value cannot be more than ##% of Base Salary value.	Retirement Benefits value cannot be more than ##% of Base Salary value.
S35	Bonuses value cannot be more than ##% of Base Salary value.	Bonuses value cannot be more than ##% of Base Salary value.
S36	Other Benefits value cannot be more than ##% of Base Salary value.	Other Benefits value cannot be more than ##% of Base Salary value.

Evaluation File Format		
V00	Duplicate records not allowed.	
V01	Employee IEIN not found.	The Employee IEIN number provided in the evaluation file was not found. No employee evaluation creted.
V02	Evaluator IEIN not found.	The Evaluator IEIN number provided in the evaluation file was not found. No employee evaluation creted.
V03	Employee cannot evaluate themselves.	The Employee IEIN nuber matched the Evaluator IEIN number.
V04	Employee IEIN found but 1 of 3 attributes do not match.	The IEIN provided does not match the last name, first name and date of birth provided.
V05	Evaluator IEIN found but 1 of 2 attributes do not match.	The IEIN provided does not match the last name or first name provided.
V06	Employees may only have 1 evaluation per evaluation type per school year per district.	Cannot create more than 1 evaluation per evaluation type per school year per district. For example, you cannot have two teacher or principal/assistant principal evaluations per school year, per district.
V07	Evaluator is not qualified for Educator evaluation type.	The evaluatior must have the required growth module 5 to perform either a teacher or principal/assistant principal evaluation.
V08	Evaluator is not qualified for Principal evaluation type.	The evaluatior must have the required growth

		module 5 to perform either a teacher or principal/assistant principal evaluation.
V09	Evaluation can only be modified by the orginal entering district.	This is just a rule that should not be violated in EIS since districts do not have access to other districts EIS to modify evaluation data.
V10	Educator must be employed in a position that requires an evaluation of the provided evaluation type.	Cannot enter an evaluation for an EIS position code that is not a teacher or principal/assistant principal.
V11	Evaluatee must exist in EIS.	This message no longer applies. As long as the evaluatee has an IEIN in EILIS the record will go through.
V20	Evaluation data accepted.	The evaluation data was accepted.

Unfilled Positions File Format		
U01	Unfilled position code must be below 900	Unfilled position code must be below 900
U02	Language code must be specified for bilingual positions	Language code must be specified for bilingual positions
U03	Specialty code must be specified for special ed positions	Specialty code must be specified for special ed positions
U04	Grade level code must be specified for specified position code	Grade level code must be specified for specified position code
U05	Subject code must be specified for specified position code	Subject code must be specified for specified position code
U06	Upload not allowed for districts who have indicated they have no UFPs.	Cannot updload file if the “No Unfilled Positions” indicator has been checked in EIS.

TEXT (comma delimited) File Format

The EIS batch import and Results files will follow a standard format that will be laid out within this document. The file will follow basic ASCII standard and will use a “.txt” extension. The import and results files will be delimited by a carriage return between records, while a comma will separate fields within those records. All fields must be represented with a comma. Blank fields should contain no white space. There is no space following the comma and the beginning of the next field.

1.5 Text File Example

The following is an example of an Employment Import file that contains the mandatory header row (first record) and three Employment records on separate lines.

- **Import File Example**

Employment,70,2019 Test Employ.csv,09/19/2018,150162990250000,,,,,,,,,,,,,,,,,,,,
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
140,,Argerich,Alejandra,,,01/17/1963,F,11,2019,150162990250000,150162990250000,07/01/2017,377,N,,01,07/01/2018,100,100,,,Y,N,aargerich@cps.edu,
166,,Torres,Silvana,Karin,,10/17/1972,F,11,2019,150162990250000,150162990252089,07/01/2017,202,N,N,01,07/01/2018,100,100,001,03,Y,N,SKTorres@cps.edu,
303,,Brown,Jennifer,F,,04/11/1963,F,16,2019,150162990250000,150162990250030,07/01/2017,200,N,N,01,07/01/2018,100,100,,04,Y,N,JFBrown@cps.edu,
399,,Foy,Rosemarie,,,06/26/1950,F,16,2019,150162990250000,150162990250764,07/01/2017,200,N,N,01,07/01/2018,100,100,,04,Y,N,RFoy@cps.edu,
454,,Gansho,Diane,Elizabeth,,01/10/1968,F,16,2019,150162990250000,150162990252275,07/01/2017,200,N,N,01,07/01/2018,100,100,,03,Y,N,DELavin@cps.edu,
464,,Almer,Amy,Elizabeth,,02/11/1976,F,16,2019,150162990250000,150162990252403,07/01/2017,200,N,N,01,07/01/2018,100,100,,03,Y,N,AENelson@cps.edu,
570,,Noel,Steven,J,,08/18/1959,M,16,2019,150162990250000,150162990250855,07/01/2017,309,N,,01,07/01/2018,100,100,,,Y,N,SJNoel@cps.edu,

The following is an example of a Batch Results file that contains the mandatory header row (first record) and three employee records on separate lines with their error codes and messages.

- **Results File Example**

Employment,70,2019 Test Employ.csv,9/19/2018,1.50163E+14,,,,,,,,,,,,,,,,,,,,
140,,Argerich,Alejandra,,,1/17/1963,F,11,2019,1.50163E+14,1.50163E+14,7/1/2017,377,N,,1,7/1/2018,100,100,,,Y,N,aargerich@cps.edu,,E30,For the regular school year exactly one position record must be marked as the primary location for a single employee per district per school year.
166,,Torres,Silvana,Karin,,10/17/1972,F,11,2019,1.50163E+14,1.50163E+14,7/1/2017,202,N,N,1,7/1/2018,100,100,1,3,Y,N,SKTorres@cps.edu,,E21,Demographic+Employment+Position Records Accepted.
303,,Brown,Jennifer,F,,4/11/1963,F,16,2019,1.50163E+14,1.50163E+14,7/1/2017,200,N,N,1,7/1/2018,100,100,,4,Y,N,JFBrown@cps.edu,,E21,Demographic+Employment+Position Records Accepted.

399,,Foy,Rosemarie,,,6/26/1950,F,16,2019,1.50163E+14,1.50163E+14,7/1/2017,200,N,N,1,7/1/2018,100,100,,4,Y,N,RFoy@cps.edu,,E21,Demographic+Employment+Position Records Accepted.
454,,Gansho,Diane,Elizabeth,,1/10/1968,F,16,2019,1.50163E+14,1.50163E+14,7/1/2017,200,N,N,1,7/1/2018,100,100,,3,Y,N,DELavin@cps.edu,,E21,Demographic+Employment+Position Records Accepted.
464,,Almer,Amy,Elizabeth,,2/11/1976,F,16,2019,1.50163E+14,1.50163E+14,7/1/2017,200,N,N,1,7/1/2018,100,100,,3,Y,N,AENelson@cps.edu,,E21,Demographic+Employment+Position Records Accepted.
570,,Noel,Steven,J,,8/18/1959,M,16,2019,1.50163E+14,1.50163E+14,7/1/2017,309,N,,1,7/1/2018,100,100,,,Y,N,SJNoel@cps.edu,,E21,Demographic+Employment+Position Records Accepted.

1.6 Excel File Format (Saved as CSV – Comma Delimited)

The EIS batch process accepts the conversion of an Excel spreadsheet into a comma delimited text (.CSV) format. The Excel spreadsheet (converted from the downloaded CSV file from EIS) includes the header row, as well as all of the required fields for file format. The information in the color cells (Row 2) are field labels and are not available for modification. The School District will need to complete the following information in the Excel spreadsheet:

Row 1 – Columns B through E

Row 3+ – Columns A through Z (each row is one employee record) New employees may be added following the last displayed employee record.

Reminder: Row 2 contains the field names and may not be modified.

The Steps for Creating and Uploading EIS data, Tips for Completing the EIS Templates, and the EIS Templates are available on the EIS website – www.isbe.net/eis. The templates are available for both Windows version and a Mac version.

Once the data are reviewed and modified in the spreadsheet and prior to submission to ISBE, the file must be converted to a .CSV file format. An Excel spreadsheet can be converted to another file format by saving it with the **Save As** command (**File** menu) in Excel. The directions for converting a file to .CSV are listed below.

Save a workbook in another file format

1. Open the Excel Template, or if you already have the spreadsheet open save the Excel version (.XLS extension).
2. On the File menu click File → Save As.
3. In the **File Name** box, type the same file name as you typed in 1-C.
4. In the **Save as** type list, select CSV (Comma delimited).
5. Click **Save**.

6. When notified that the file may contain features not compatible with CSV, click ***Yes*** to keep the workbook in the current format and finish saving the file.

7. **Close** the .csv file.

8. When prompted to save your changes to the CSV file during the close function click ***No.***

The file has now been converted from Excel to comma delimited (.CSV) and is in the correct format for submission to ISBE.