

Employment Information System (EIS)

System Validations

March 22, 2022



Illinois State Board of Education

100 North First Street

Springfield, IL 62777-0001

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Change History

Change Date 09/15/2021

1. Consolidated Unfilled Position Collection into EIS

Change Date 03/11/2019

1. Moved Employment End Date
2. Moved Employment End Reason
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 09/26/2016

1. Removed Days Expected
2. Added Contracted Days Full-Time
3. Added Percent of Full-Time
4. Added Workload
5. Added Actual Days (paid)

Change Date 06/18/2015

1. Removed Position Code 150 and added Position Code 611 from some field's definitions
2. Edited FTE validation

Change Date 03/17/2015

1. Added clarification to the First Year in Position Flag validation

Change Date 12/18/2014

1. Changed numerous Employment validations and several Salary validations

Change Date 02/21/2013

1. Changed Employment Validations – Bilingual Language Code

Change Date 01/23/2013

1. Created EIS Validations document.

Change Date 01/24/2013

1. Updated FTE Validations

EIS Data Validations

The EIS application performs edit checks on the employment attributes for the batch and online processes. Through the online process, the users receive interactive error messages when one or more validation checks fail. The user then has the opportunity to correct any errors on the screen and resubmit the transaction.

If one or more edit checks fail during the batch process, the record is assigned a Result Code of "F." The user must correct the errors and resubmit the batch file or use the online process to make the corrections. Some of the possible result messages for the "F" Result Code are listed in the table below.

To see all possible result codes, please see the EIS File Format Layout document posted at:
<https://www.isbe.net/Pages/EIS-File-Format-Layouts.aspx>.

All data elements within the validations are in bold. Data elements and definitions are posted at:
<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>.

Employment

- **Records submitted with no IEIN**
 - Any reported employee must have an IEIN.
 - Match records using IEIN and Last Name, First Name, and Date of Birth.
 - If record is submitted with no IEIN, system searches the SSN, Last Name, First Name and Date of Birth for potential match. If match found, the employment record is created and the IEIN is returned.

- **Records submitted with IEIN**
 - EIS searches database for matching IEIN and updates the record.

- **Records submitted with a SSN#**
 - Required if no IEIN is submitted.
 - No Dashes accepted.
 - Only used for adding new Employment record (otherwise use IEIN or Name Search).

- **Middle Name or Initial** - If an employee has no legal middle name an Asterisk * can be provided in its place.

- **Maiden Name** - If no Maiden name is available, leave blank.

- **Date of Birth**
 - Date of Birth must be valid format (mm/dd/yyyy).
 - Where Position code = (Teacher) employee must be > 21.
 - Date of Birth cannot be a future date.
 - Must be at least 16 years of age to be employed.

- **School Year**
 - School year for which this record is applicable.

- **Employer RCDTS**
 - Must be a Valid RCDTS.
 - Must match RCDT code for submitting district.

- **Work Location**
 - Must be valid RCDTS code.
 - May match RCDT code for the Employer RCDT.
 - If the work for a position is performed in more than one school, there will be multiple Work Locations for that position.
 - Required and stored only for the following positions:

	Position Codes	Categories
✓	103 – 104	Regular Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional

✓	309, 311	Regular Education Ancillary Staff
✓	601 – 611	Resource Teacher Series

- **Employment Start Date**
 - Must be valid date format (mm/dd/yyyy).
 - May not be a future date.
 - Employment does not end each year. The Employment record remains open as long as the employee is employed in district. Employee may have one employment record at each district with multiple position records.
 - Employment Start Date must be after last employment End Date if employed within the same district.

- **Position Code**
 - Code must be from valid list of values. See Position Codes in the EIS Data Elements.
 - If an employee moves from one position to another position, the first record must be populated with a Position End Date and a new record created with new Position Code and Position Start date.

- **Position Start Date**
 - Must be valid date format.
 - Must be greater than or equal to Employment Start Date.
 - Must be within the current school year (school year being reported).
 - Must be less than or equal to the Position End date.
 - Cannot be a future date.

- **FTE**
 - Minimum FTE for position is 0.10.
 - Maximum FTE for positions is 1.00.
 - The sum of all positions cannot be greater than 1.00.
 - Calculated as $FTE = \frac{(\text{Percent of Full Time}) * (\text{Actual Days Paid})}{\text{Contracted days for Full Time}}$

- **Percent of Full-Time**
 - Integer maximum of 100.
 - Cannot exceed 100; any integer value between 10 and 100.
 - Required and stored only for all EIS licensed positions.

- **Contracted Days Full-Time**
 - Integer maximum of 366.
 - Cannot exceed 366; any integer value between 0 and 366.
 - Required and stored only for all EIS licensed positions.

- **Bilingual Language Code**
 - Must be a valid Bilingual Language Code. See Language Codes in EIS Date Elements.
 - Required field for Position Codes flagged as Bilingual.

- Required and stored for the following positions:

	Position Codes	Categories
✓	202 and 204	Regular Education Instructional
✓	251	Special Education Instructional

- **Position End Date**

- Must be valid date format.
- May not be a future date.
- Position End Date must be populated before Employment is ended.
- Position End Date may be populated where Employment End Date is Null.
- Position End Date may be entered or updated on the Salary record.
- Must be within the Current School Year (school year being reported).
- Position End Date must be no later than June 30
- Position End date must be equal to or after the Position Start Date.

- **Grade Level Assignment**

- Pre-Kindergarten Grade Level is not applicable for Position Codes 372 and 373.
- Kindergarten Grade Level is not applicable for Position Codes 372 and 373.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	200 - 207	Regular Education Instructional
✓	250 - 251	Special Education Instructional
✓	372, 373	Special Education Ancillary Staff
✓	601 – 611	Resource Teacher Series

- **Primary Work Location**

- Must be one primary location per position regardless of number of employee positions during school year.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 - 251	Special Education Instructional
✓	309, 311	Regular Education Ancillary Staff
✓	601 – 611	Resource Teacher Series

- **Workload**

- Integer maximum of 100.
- Cannot exceed 100; any integer value between 5 and 100.
- All workloads per position must add to 100.
- Required and stored only for all EIS licensed positions.

Salary

- **IEIN**
 - Any reported employees must have an IEIN
 - IEIN on Salary must match IEIN on Employment Record
- **Legal Last Name**
 - Can only be updated on the Employment record. Cannot be updated using the salary format
- **Legal First Name**
 - Can only be updated on the Employment record. Cannot be updated using the salary format
- **Legal Middle Name**
 - Can only be updated on the Employment record. Cannot be updated using the salary format
- **Date of Birth**
 - Date of Birth is required.
 - Can only be updated on the Employment record. Cannot be updated using the salary format
 - Date of Birth cannot be a future date.
- **Employer RCDT**
 - Must be valid RCDT code
 - Must match RCDT code for submitting district
- **Position Code**
 - Code must be from valid list of values. See Position Codes in the EIS Data Elements.
 - If an employee moves from one position to another position, the first record must be populated with Salary data and Position End Date and a new record created with new Position Code and Position Start date.
 - An employee may have multiple work locations for the same Position Code but cannot have duplicate Position Codes.
- **Funding Source**
 - Must be a valid Funding Source Code. See Funding Source Codes in EIS Data Elements.
 - Required and stored only for the following positions:

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Base Salary**
 - Must be reported as dollar value.
 - For every position record there will be one salary record.
 - Cannot exceed 999,999.
 - See Data Elements for minimum and maximum values.

- **Sick Days**

- Must be numeric value.
- Cannot exceed 200.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Vacation Days**

- Must be numeric value.
- Cannot exceed 200.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Bonuses**

- Must be dollar value.
- Cannot exceed 999,999.99.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Annuities**

- Must be dollar value.
- Cannot exceed 999,999.99.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Retirement Benefits**

- Must be dollar value.
- Cannot exceed 999,999.99.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Other Benefits**

- Must be dollar value.
- Cannot exceed 999,999.99.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	100 – 121	Regular Education Administrative
✓	151 – 155	Special Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Position End Date**

- Must be valid date format.
- May not be a future date.
- Position End Date must be populated before Employment is ended.
- Position End Date may be populated where Employment End Date is Null.

- Position End Date may be entered on the Salary record.
- Must be within the Current School Year (school year being reported).
- Position End date must be equal to or after the Position Start Date.

- **School Year**

- School year for which this record is applicable.

- **Days Absent**

- Can contain up to two decimal places.
- Cannot exceed 230; any value between 0.00 and including 230.0 is allowed.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Actual Days (paid)**

- Can contain up to two decimal places.
- Cannot exceed 366 or the Contracted Days Full-Time; any value between 1.00 and including 366.0 is allowed.
- Required and stored only for all EIS licensed positions.

- **Contract Days Override**

- Overrides the previous contracted days of Full Time

Unfilled Positions

- **School Year**

- School year for which this record is applicable.

- **Position Code**

- Code must be from valid list of values. See Position Codes in the EIS Data Elements.

- **Bilingual Language Code**

- Must be a valid Bilingual Language Code. See Language Codes in EIS Data Elements.
- Required field for Position Codes flagged as Bilingual.

	Position Codes	Categories
✓	202	Regular Education Instructional
✓	204	Regular Education Instructional
✓	251	Special Education Instructional

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- **Unfilled Position Specialty**

- Must be a valid Specialty Code. See Specialty Codes in EIS Data Elements.
- The endorsement or approval for a special education teacher.

	Position Codes	Categories
✓	250	Special Education Instructional

- **Employer RCDTS**

- Must be valid RCDT code
- Must match RCDT code for submitting district

- **Working Location RCDTS**

- Must be valid RCDTS code.
- May match RCDT code for the Employer RCDT.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	103 – 104	Regular I Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	309, 311	Regular Education Ancillary Staff
✓	601 – 611	Resource Teacher Series

- **FTE**

- Minimum FTE for position is 0.10.
- Maximum FTE for positions is 1.00.

- **Unfilled Position Reason**

- Must be a valid Unfilled Position Reason. See Unfilled Position Reason Codes in EIS Data Elements.
- Required field for all Unfilled Position Codes.

- **Grade Level Assignment**

- Code must be from valid list of values. See Position Codes in the EIS Data Elements.
- Required and stored only for the following positions:

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	601 – 611	Resource Teacher Series

- **Subject Area**

- Code must be from valid list of values.
- See Subject Area Codes in the EIS Data Elements.

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional

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- **Supply Rating**
 - Must be a valid Supply Rating Reason. See Supply Rating Codes in EIS Data Elements.
 - Required field for all Unfilled Position Codes.
- **Removed Record**
 - To remove an unfilled position that was accidentally submitted.

Program Closures

- **School Year**
 - School year for which this record is applicable.
- **Position Code**
 - Code must be from valid list of values. See Position Codes in the EIS Data Elements.
- **Employer RCDTS**
 - Must be valid RCDT code
 - Must match RCDT code for submitting district
- **Working Location RCDTS**
 - Must be valid RCDTS code.
 - May match RCDT code for the Employer RCDT.
 - Required and stored only for the following positions:

	Position Codes	Categories
✓	103 – 104	Regular I Education Administrative
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional
✓	309, 311	Regular Education Ancillary Staff
✓	601 – 611	Resource Teacher Series

- **FTE**
 - Minimum FTE for position is 0.10.

- Maximum FTE for positions is 1.00.
- **Program Closure Reason**
 - Must be a valid Program Closure Reason. See Program Closure Reason Codes in EIS Data Elements.
 - Required field for all Program Closures.
- **Grade Level Assignment**
 - Code must be from valid list of values. See Grade Level Codes in the EIS Data Elements.
- **Subject Area**
 - Code must be from valid list of values.
 - See Subject Area Codes in the EIS Data Elements.
 - Required and stored only for the following positions:

	Position Codes	Categories
✓	200 – 207	Regular Education Instructional
✓	250 – 251	Special Education Instructional

- **Removed Record**
 - To remove a Program Closure that was accidentally submitted.