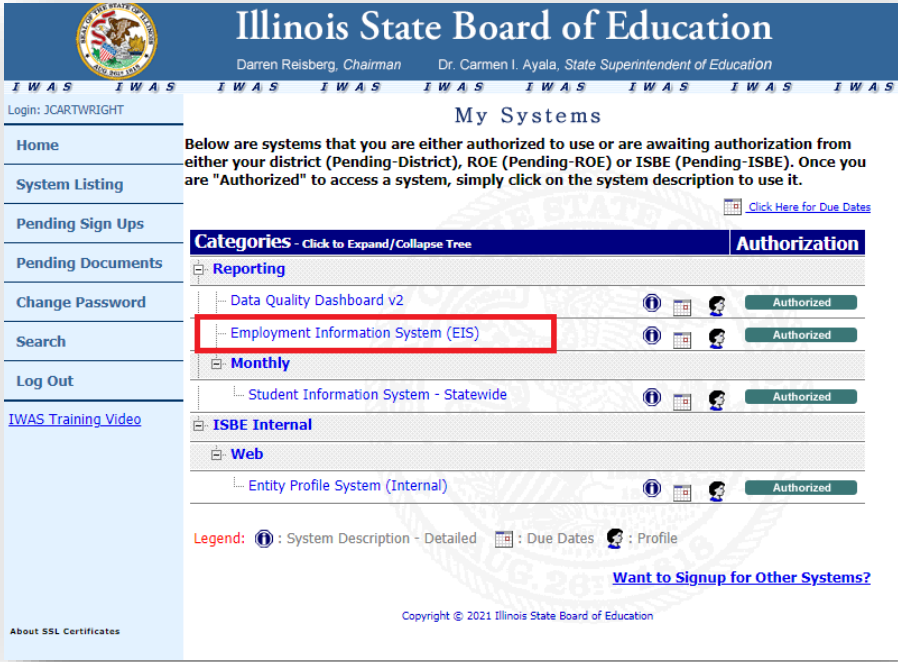
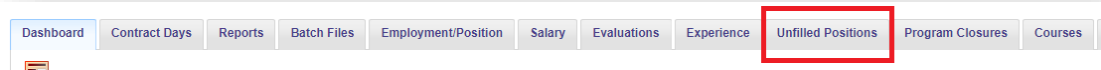



Data Strategies and Analytics (DSA)



Editing/Removing Unfilled Positions Data in Employment Information System (EIS)

Process Steps

Step	Activity																					
1	<p>Log into Employment Information System through IWAS.</p>  <p>The screenshot shows the 'My Systems' page with a sidebar on the left containing links like Home, System Listing, Pending Sign Ups, etc. The main content area lists various systems under categories like Reporting, Monthly, ISBE Internal, and Web. The 'Employment Information System (EIS)' is listed under the Reporting category and is highlighted with a red box. It shows an 'Authorized' status.</p>																					
2	<p>On the EIS Home Page, click on the Unfilled Positions tab.</p>  <p>The screenshot shows a horizontal navigation bar with several tabs: Dashboard, Contract Days, Reports, Batch Files, Employment/Position, Salary, Evaluations, Experience, Unfilled Positions (highlighted with a red box), Program Closures, and Courses.</p>																					
3	<p>Find the Unfilled Positions record that needs edited and click Select.</p>  <p>The screenshot shows a table titled 'Unfilled Positions for School Year 2022'. The table has three columns: Position Code, Position Code Desc, and an action button. The 'Select' button for position code 101 is highlighted with a red box.</p> <table border="1" data-bbox="250 1629 1110 1818"> <thead> <tr> <th></th> <th>Position Code</th> <th>Position Code Desc</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>100</td> <td>District Superintendent</td> </tr> <tr> <td>Select</td> <td>101</td> <td>Assistant/Associate District Superintendent</td> </tr> <tr> <td>Select</td> <td>103</td> <td>Principal</td> </tr> <tr> <td>Select</td> <td>104</td> <td>Assistant Principal</td> </tr> <tr> <td>Select</td> <td>105</td> <td>Supervisory Dean</td> </tr> <tr> <td>Select</td> <td>107</td> <td>General Administrator or General Supervisor</td> </tr> </tbody> </table>		Position Code	Position Code Desc	Select	100	District Superintendent	Select	101	Assistant/Associate District Superintendent	Select	103	Principal	Select	104	Assistant Principal	Select	105	Supervisory Dean	Select	107	General Administrator or General Supervisor
	Position Code	Position Code Desc																				
Select	100	District Superintendent																				
Select	101	Assistant/Associate District Superintendent																				
Select	103	Principal																				
Select	104	Assistant Principal																				
Select	105	Supervisory Dean																				
Select	107	General Administrator or General Supervisor																				

4 If record was added by mistake, click **Remove** and skip to step 6. Otherwise, click **Edit** to change any values previously entered.

	Position
Edit / Remove	Teacher

5 A box will pop up for you to edit any values as necessary. Once finished, click **OK**.

Close X

Unfilled Positions for School Year 2022 and Position Code 200 - Teacher

School	-- All Entities --
*Grade Level	Elementary
*Subject Area	Non-Subject-Specific
*FTE	1.00
*Unfilled Position Reason	Lack of Qualified Applicants
*Applicant Supply Rating	2 - Under-Supply

Cancel OK

Note - for district wide entries, leave the school selection blank!

6 Click the red **Submit** button to finalize changes

