



Illinois State Board of Education

Employment Information System

2018 New Absence Requirement

Welcome and Introductions

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Presenter

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EIS Key Team Members

- Brenda Umek: *Data Strategies & Analytics*
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Webinar Tips

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Agenda

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- Wrapping Up 2018 Employment/Position
- Preparing for 2018 Educator Evaluation and Salary
- New Data Collection- Teacher Absence
- New Batch File Dashboard
- Updated 2017-18 Key Dates
- Question & Answer



SY 2018

Wrapping Up 2018 Employment/ Position



Wrapping up Employment/ Positions for SY 2018

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Update by April 16, 2018:

- Update and Add Employment/Position Records
 - 199 districts currently missing one or more position records
- Confirm Non-certified Employees aggregated FTE counts have been completed
- Review Position Start and End dates and keep them accurate
- Update FTEs accordingly
- Check Data Quality Dashboard



SY 2018

Preparing for 2018 Evaluation and Salary



Educator Evaluation

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Evaluations Closing Date:

- **Wednesday August 15, 2018**

Why the addition?

- Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861)

What to expect:

- Summative Ratings for:
 - Tenured educators
 - Non-tenure educators
 - Principals



Educator Evaluation

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Positions requiring an evaluation:

- 103 – Principal
- 104 – Assistant Principal
- 200-251 – Teachers
- 601-610 – Resource Teachers

Districts combine rating measures to create a summative rating of either:

- Unsatisfactory (1)
- Needs Improvement (2)
- Proficient (3)
- Excellent (4)



Educator Evaluation- Evaluators

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Evaluator Requirements:

- Valid Illinois Educator Identification Number (IEIN)
- Evaluator must be prequalified to perform the evaluation
- Specificity Code: “ETGM” approval teacher evaluator growth (module 1-5)
- Specificity Code: “EPGM” approval principal evaluator growth (module 1-5)
- Evaluators and Educators do not need to be in the same school or school district
- Evaluators cannot evaluate themselves

Salary

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Salary Closing Date:

- **Wednesday, August 15, 2018**

Due by Closing Date (August 15, 2018):

- SY 2018 Employment and Position Records
- SY 2018 Position End Dates
- SY 2018 Evaluations
- SY 2018 Attendance
- SY 2018 Base Salaries
- SY 2018 Benefits (if applicable)
- SY 2018 Employment Ends Dates (if applicable)
- SY 2018 Employment End Reason



Who Submits Base Salary and Benefits

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Base Salary and Benefits data is submitted by the entity responsible for paying employees

Base Salary

- Public School Districts
- Special Education Districts/Cooperatives
- Regional Offices of Education
- Vocational Districts
- Other State Funded Districts
- Nonpublic Districts (Grantees only)
- Miscellaneous Payees (Grantees only)

Base Salary & Benefits

- Public School Districts

Salary Benefits Grid

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



Salary Benefits Grid (continued)

For Public School Districts Only	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Not Reportable
THIS Member Portion (Employer Paid)							X	
THIS Employer Portion								X
Health Insurance (Employer Paid)							X	
Dental Insurance (Employer Paid)							X	
Life Insurance (Employer Paid)							X	
Vision Insurance (Employer Paid)							X	
Benefits earned from stipends and extra duty pay								X
Federal TRS								X
Flex Benefits								X
FICA Employer Portion								X
FICA Employee Portion (Employer Paid)								X
Medicare Employer Portion								X
Medicare Employee Portion (Employer Paid)								X
Workers' Comp Employer Portion								X
Unemployment Ins Employer Portion								X
Longevity Payments								X
Severance Payments								X
Reduced Tuition or Tuition Reimbursements								X
Housing								X



Review

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For more details, please use the following resources:

- [https://www.isbe.net/Documents/2017 Eval Sal 2018 Updates Presentation.pdf](https://www.isbe.net/Documents/2017_Eval_Sal_2018_Updates_Presentation.pdf)
- [SY 2017 Evaluations, Salaries & Benefits, SY 2018 Enhancements/ Updates](#)
 - Registration details required to view recording

Data Strategies & Analytics

- (217) 782-3950
- datahelp@isbe.net



SY 2018

New Data Collection- Absence Requirement



Employee Absence

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New Data Elements

- **Days Expected** (optional field)
 - Total number of days contracted to work during the regular school year, excluding extra duty such as summer and night school and extracurricular activities such as clubs and coaching. Do not include time for extra duty stipends for certified positions such as district superintendent, principal, assistant principal or teaching. For example if a teacher is on 180 day contract and is also paid a stipend to work an additional 20 days as a principal the expected days worked would be 180. If someone works under two contracts choose the days expected to work for the longest contract.
- **Days Absent** (required field)
 - Days absent is based on 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 .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.
 - Days absent will be collected on the teaching position record.

Employee Absence

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Why the change?

For the purpose of information required under Section 10-17a(2)(E) of the School Code

...the percentage of teachers with less than 10 absences in a school year for reasons other than professional development, leaves taken pursuant to the federal Family Medical Leave Act of 1993, long-term disability, or parental leaves,...

What to exclude?

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

Employee Absence

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What to expect:

- Days Expected will be an optional field.
 - Acceptable range will be between 1 and 230 days
- Days Absent represent absences that are not listed in Section 10-17a(2)(E) of the school code.
- Only teaching positions will be required to enter days absent.
 - 200-251 – Teachers
 - 601-610 – Resource Teachers
- If an educator is both a teacher and another non-teaching position, only the teaching position will require days absent.
- The number of days absent must match over all teaching positions.
 - If an educator has more than one teaching position, any changes to days absent on one teaching position will be duplicated for the other.



Who Submits Absence Data

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Absence Data is submitted with the salary file by the entity responsible for paying employees

- Public School Districts
- Special Education Districts/Cooperatives
- Regional Offices of Education
- Vocational Districts
- Other State Funded Districts
- Nonpublic Districts (Grantees only)
- Miscellaneous Payees (Grantees only)

Employee Absence (Online Entry)

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Employee absence will be added on the Salary tab

Dashboard | Employment/Position | **Salary** | Courses | Reports | Batch Files | Noncertified Staff | Employee Evaluations | Experience

Close X

Position

Position: Teacher Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 05/24/2017
*FTE: 0.60

Salary

*Base Salary: 64143.06 *Funding Source: Other
*Vacation Days: 0 *Annuities: 0.00
*Sick Days: 12 *Retirement Benefits: 6343.75
*Bonuses: 0.00 *Other Benefits: 21498.54

Attendance

Days Expected: 180 *Days Absent: 5

BACK OK Once you have entered the required information, click the OK button.

Close X

Position

Position: Principal Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 06/30/2017
*FTE: 0.40

Salary

*Base Salary: 45000.00
*Vacation Days: 15 *Annuities: 0.00
*Sick Days: 5 *Retirement Benefits: 0.00
*Bonuses: 0.00 *Other Benefits: 0.00

BACK OK Once you have entered the required information, click the OK button.

Employee Absence (Online Entry)

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Employee absence will be added on the Salary tab



Close

Position

Position: Special Education Teacher Position Time Frame: Regular School Year
Position Start Date: 05/31/2017 *Position End Date: 03/22/2018
*FTE: 0.50

Salary

*Base Salary: 20000.00 *Funding Source: Title I
*Vacation Days: 0 *Annuities: 1500.00
*Sick Days: 12 *Retirement Benefits: 2000.00
*Bonuses: 0.00 *Other Benefits: 900.00

Attendance

Days Expected: 185.00 *Days Absent: 4.00

BACK OK Once you have entered the required information, click the OK button.

Close

Position

Position: Teacher Position Time Frame: Regular School Year
Position Start Date: 08/15/2016 *Position End Date: 05/24/2017
*FTE: 0.50

Salary

*Base Salary: 58406.74 *Funding Source: Other
*Vacation Days: 0 *Annuities: 0.00
*Sick Days: 12 *Retirement Benefits: 5776.39
*Bonuses: 0.00 *Other Benefits: 32.20

Attendance

Days Expected: 185.00 *Days Absent: 4.00

BACK OK Once you have entered the required information, click the OK button.

Employee Absence (Online Entry)

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Dashboard

Employment/Position

Salary

Courses

Reports

Batch Files

Noncertified Staff

Employee Evaluations

Experience

Salaries for School Year 2017

	Position	Position Timeframe	Days Expected	Days Absent	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Edit	Principal	Regular School Year	0.00	0.00		0.40	45,000.00	15	5	0.00	0.00	0.00	0.00
Edit	Teacher	Regular School Year	180.00	5.00	Other	0.60	64,143.06	0	12	0.00	0.00	6,343.75	21,498.54

Salaries for School Year 2017

	Position	Position Timeframe	Days Expected	Days Absent	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Edit	Special Education Teacher	Regular School Year	185.00	4.00	Title I	0.50	20,000.00	0	12	0.00	1,500.00	2,000.00	900.00
Edit	Teacher	Regular School Year	185.00	4.00	Other	0.50	58,406.74	0	12	0.00	0.00	5,776.39	32.20



Employee Absence (Batch Entry)

Updated Salary Batch File

Salary	Record Count	Salary_win.csv	Current Date	RCDTs Number																	
IEIN		Legal Last Name	Legal First Name	Legal Middle Name	Date of Birth	School Year	Employer RCDT	Position Code	Position Timeframe	FTE	Funding Source	Base Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	Position End Date	Days Expected	Days Absent

- The batch process will ignore days absent for non-teaching positions.
- A blank value for Days Absent is not acceptable.

SY 2018

New Batch File Dashboard

Batch File Dashboard

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What to expect:

This gives users access to see the status of the latest batch file. Different IWAS user logins may see different dashboards.



Download

Download your most recently processed batch files. To refresh the list, [click here](#)

File Name	Processed Date	
Sample_2018_Employment_Position Batch File.csv	Feb 22 2018 3:18PM	Download
Employment_ .csv	Feb 20 2018 10:11AM	Download
Employment_ .csv	Feb 20 2018 10:00AM	Download



Most Recent File Details

File Name	Sample_2018_Employment_Positon Batch File.csv
File Type	Employment File Type
Processed Date	Feb 22 2018 3:18PM
Total Records	451
Successful Records	450
Most Frequent Error	E09 - FTE cannot exceed 1.00 for all positions including all districts for TimeFrame: Regular School Year.
Number of Instances of Most Frequent Error	1



Batch File Dashboard

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What to expect:

- File Name is the name of the batch file submitted
- File Type will either be Employment, Salary, or Evaluation
- Processed Date is the date and time file was submitted
 - Will only keep most recent file
- Total Records is the number of records submitted
- Successful Records is the number of records accepted
- Most Frequent Error displays error which appeared most often
- Number of Instances of Most Frequent Error is the count of the most frequent error



EIS Web Services

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- ISBE offers a free web service that provides a method for districts to automate the sending and retrieving of batch data to EIS.
- Providing current data to ISBE using web services is simple and automated for data entry staff.
- Web services use the same template as batch upload.

<https://www.isbe.net/Documents/DataTransferDeveloper.pdf>



Updated 2017-18 Key Dates

2017-18 Updated Key Dates

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Activity	Date
Begin to submit SY 2018 Employment and Position data	Monday, September 18, 2017
Deadline for 2018 5Essentials Survey Email Addresses and Employment/Position data	Wednesday, November 1, 2017
EIS 2018 Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	(update by) Monday, April 16, 2018
All SY 2018 Non-certified Employees aggregated FTE counts must be completed for the purpose of the EDEN C059 Staff FTE file	Monday, April 16, 2018
Deadline for 2018 Evaluations	Wednesday, August 15, 2018
Final Deadline for SY 2018 (updates & corrections) Employment/Position and Salary Data (including Benefits data, if applicable)	Wednesday, August 15, 2018



ISBE Contact Information

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Data Strategies & Analytics

- (217) 782-3950
- datahelp@isbe.net

Help Desk for IWAS technical issues

- (217) 558-3600

ISBE Resource Information

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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>

Data Quality Dashboard:

- IWAS



Q/A and Discussion

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