

Batch Files/Templates	
Question	Answer
Where can I find a sample batch file? Do I create one?	From the homepage of the ISBE website (isbe.net), use the Search box in the upper right corner and enter 'EIS' as the keyword. The second result should say 'Data Systems,' then select the rectangular, navy box that states 'Employment Information System,' then select 'Learn more about EIS.' {Once the user is on the EIS webpage, they are strongly encouraged to bookmark the page for easy future access.} Utilizing the menu on the left side of the screen, select the Excel Templates category.

Data Quality Dashboard	
Question	Answer
Where do I find the Data Quality Dashboard?	<p>The Data Quality Dashboard is an application in IWAS. Once a user is logged into IWAS, navigate to the Systems Listing page; if a user does not already have access to the Data Quality Dashboard application/system (meaning their administrator has not yet granted access), the user can select 'Want to sign up for other systems,' and request access. Their administrator, typically the District Superintendent, will receive a notification that the user requested access to the system and can proceed with approving or denying the request.</p>

Ed360	
Question	Answer
Can you explain what the Ed360 collection system is?	Ed360 is a new, statewide dashboard for educators that will allow them to view near-real time student data to help them make data-driven instructional decisions. It is a single sign-on system using Gsuite (formerly Google Apps for Education), which eliminates the need to create new login information. Ed360 completed a pilot program during SY 2017 and will be released statewide for SY 2018.
Are special education cooperatives included in ED360?	Yes.

Employment & Position	
Question	Answer
On the position screen, does the "first year" question refer to the teacher being a first year teacher or does it refer to the teacher being at the district for the first year?	The First Year Flag indicates that the respective employee is employed and working for the first time anywhere as a teacher, regardless of type of teacher, or employed and working for the first time anywhere as principal. In other words, the flag should only be used if it's the first year for a teacher/principal and the person was not a teacher/principal in a prior year.

Evaluations	
Question	Answer
For evaluations...would I only submit evaluations done during 16-17 school year (July 2016-May 2017)?	Evaluations should only be submitted during the year they were completed for the respective employee. If a tenured teacher is not evaluated during a given year, an evaluation from a prior year should not be entered into the system.
Will the evaluation data that is collected be made public?	Evaluation data is not public information, (PER LAW) in terms of being released for a FOIA request. Districts are not able to see other district's data in disaggregate form. If evaluation data is used for reporting purposes, it will be in aggregate form.
Are Intermediate Service Centers required to enter evaluations for 2017? Will they be required to report absences next year?	Intermediate Service Centers are required to enter evaluations. However, they are not required to report absences.
Are evaluations required for Summer School time frame (02) teachers?	No, but districts can choose to evaluate summer school teachers.
I am only going to be entering evaluations done IN THE 2016-17 SCHOOL YEAR? Do I enter both tenured and non-tenured teachers that were evaluated this last school year?	Only enter evaluations for the year the evaluation was given. Do not enter evaluations from a previous year for tenured teachers if the teacher did not receive an evaluation in the current EIS year.
Does a Special Education Coop have to enter teacher evaluations?	Yes.
Can we dump the list of employees that need evaluations in EIS into Excel?	On the batch tab, there is an evaluation request file. A user can download it and copy it into the evaluation template.
I believe I have entered all of the evaluation data for our staff this past year. Is there a way to verify it was done correctly?	There are two evaluation reports available in the Reports tab. One of them provides evaluation data and the other provides evaluator data.
We had evaluators evaluate AP without holding the EPGM. What are my options for entering in the evaluation for the AP? If I cannot enter what are my options?	The evaluator must have the proper designation on their license.
Will the evaluation data ever be combined with the 9/1 batch file salary/benefit upload?	At this time, that is not a future enhancement.
How can I print a missing evaluation summary report?	A missing evaluation report is not available because EIS has no way of knowing what data might be missing. A district has the best access to their data; EIS relies on district users to submit data into the system.
When will I be able to update previous years evaluations?	SY 2016 was the first year evaluations were collected in EIS, but only for districts that participated in the pilot program. All districts are required to submit evaluation data for SY 2017 and forward.

FTE	
Question	Answer
If someone is on a maternity leave, do we need to adjust their FTE?	Since FTE is based on time paid, adjusting FTE for maternity leave depends on if the person was paid during the leave. If they were only paid for a portion of it, then the time they weren't paid for would impact FTE.
Is FTE based on days worked or days paid? I was told it will be days worked but just heard it was days paid i.e maternity leave?	FTE is based on time paid.
If a teacher is on FMLA and is not paid, does the FTE need to be adjusted?	FTE is based on time paid. Therefore, if a licensed employee is not paid for a portion of the year and it was anticipated that they would have a 1.0 FTE, the FTE needs to be adjusted.

Miscellaneous	
Question	Answer
Do special education cooperatives submit absence data and salary and benefit data?	Salary data: Yes. Benefit data: No. Teacher absence data: Yes.

Salary & Benefits	
Question	Answer
What do I do if I realize I have a wrong salary from a previous year?	EIS data can be corrected in EIS as long as the data is from SY 2013 to present. Data prior to SY 2013 (2012-2013) is not available to correct because it was collected in a system that is no longer open.
Our department chairs are 200 Teachers that get a stipend for department chair. We haven't been including that department chair extra stipend. Is this correct?	Stipends should not be included when reporting salary or benefits data.
If a person was hired later in the year and their salary does not meet the minimum salary requirement I received an error when I uploaded the salary file today. So they were not able to meet that salary minimum, how do we handle these situations?	Typically, this scenario points to a discrepancy between FTE and salary. The minimum FTE is 0.1, which is 10% of the total days a licensed employee works/is paid for the school year.
Where can instructions be found for FY17 reporting specifically Salary and Benefits.	All relevant information about EIS is available on the EIS webpage on the ISBE website. From the homepage of the ISBE website (isbe.net), use the Search box in the upper right corner and enter 'EIS' as the keyword. The second result should say 'Data Systems,' then select the rectangular navy box that states 'Employment Information System,' then select 'Learn more about EIS.' {Once the user is on the EIS webpage, they are strongly encouraged to bookmark the page for easy future access.} Utilizing the menu on the left side of the screen, select the category you want to look at.
Are benefits required for position codes 124--127?	Please refer to the EIS Data Elements documentation located on the EIS webpage of the ISBE website.
When entering sick days, how should situations be handled when sick days include decimals? The upload returned an error.	Sick days must be entered using whole numbers. Additionally, sick days need to be entered based on the number of days included in the contract, not the number of days used during the year. Usually, contracted sick days do not include decimals.



I have been looking for Salary & Benefit instructions, and for Benefit Grid. Where is it on the ISBE website?	The EIS webpage of the ISBE website contains all pertinent EIS information. From the homepage of the ISBE website (isbe.net), use the Search box in the upper right corner and enter 'EIS' as the keyword. The second result should say 'Data Systems,' then select the rectangular navy box that states 'Employment Information System,' then select 'Learn more about EIS.' Once the user is on the EIS webpage, they are strongly encouraged to bookmark the page for easy future access.
What has to be approved by the Board? Creditable earnings or EIS contracted salaries?	Administrator Teacher Salary Benefits (ATSB) must be approved by the Board. Contracted salaries are included in the information.
What is the name of that salary report we should post by Oct 1st?	Administrator Teacher Salary Benefits (ATSB)

Summer School	
Question	Answer
We hold driver education classes in the summer including both classroom instruction and behind the wheel driving. We have 2 classroom instructors and 9 behind the wheel. I was told previously not to enter the behind the wheel driving for summer school instructors but to include the classroom instruction. Is this still correct?	As is the case for the regular school year, summer school teachers are the same - please include all licensed teachers.
If the summer school session is 20 days and a regular year teacher teaches does that make their year 200 days?	Regular school year and summer/night school are the two types of timeframes available in EIS. Timeframes are not combined if the same licensed employee teaches for both.
If an employee is a full time teacher and summer school teacher, are there 2 positions and 2 different FTEs? She works the entire summer school which is 4 weeks of 3 hours per day, so she is full time summer school teacher.	The timeframe (regular school year or summer/night school) must be selected for each position entered in EIS and FTE is relative to a position. Therefore, if an employee is identified as regular school year teacher, as well as a summer/night school teacher, the employee will have two different positions with respective timeframes, FTEs, etc.

Teacher Absence	
Question	Answer
The absence data for SY 2017 will be required with the September 3, 2018 deadline, correct?	Teacher absence data will be a component of the salary collection, which is due 9/3/2018.
When sick days are used during an FMLA leave, how will this be counted?	Based on the law, FMLA leave is exempt from teacher absence; sick days are not.
Is the attendance data cumulative or per teacher?	Teacher absence data is reported for individual teachers.