Illinois State Board of Education

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Lesson #1: Getting Acquainted with EIS

In 2013, ISBE retired the Teacher Service Record (TSR) data collection system, and replaced it with the Employment Information System (EIS) for district use in reporting data for teachers, administrators, and other employees. Through EIS, not only can data be entered and edited using online screens, but it can also be submitted via batch file.

EIS also allows data to be reported continually for all employees. Further, EIS incorporates the administrator, teacher, and benefits data that school districts are required to report yearly.

To assist data entry staff with EIS, seven lessons which explain each system function have been created and are updated yearly. This course is called EIS Basics.
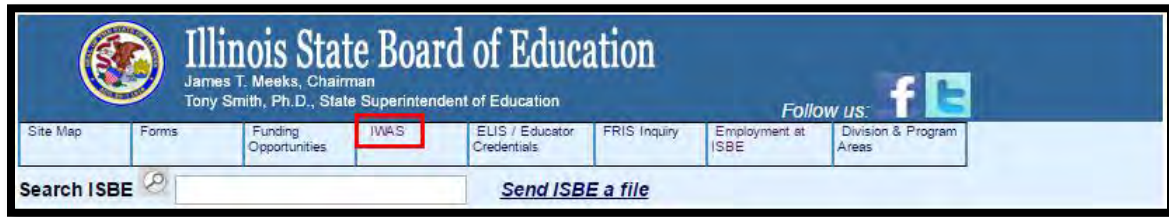
Lesson #1, Getting Acquainted with EIS, introduces the beginning user to the system. In this lesson, the user will be guided through accessing EIS through IWAS, as well as presented with each tab in the system.

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Logging onto EIS

Begin by accessing IWAS through the top navigation panel of isbe.net.

This will redirect to the IWAS login screen. Here, enter your username and password. If you don't know your username and password, check with your administrator. Each administrator sets access and privilege rights, so they'll be the ones to check with when logging on to IWAS for the first time.

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From the IWAS Homepage, click "System Listing" on the left navigation.

From the System Listing page, select "Employment Information System (EIS)."

Now, you'll be redirected to your EIS dashboard. On your dashboard, you can view information on the employees in your district. Here, you can view total numbers of employees entered, position records, and more. You can view information by individual years or schools. Just select the school you want information about from the "Work Location" drop down box.

Any edits or additions made on the corresponding tabs will be reflected in the totals on the Dashboard.

Again, note that your screen will look slightly different than mine, although the main attributes will be the same.
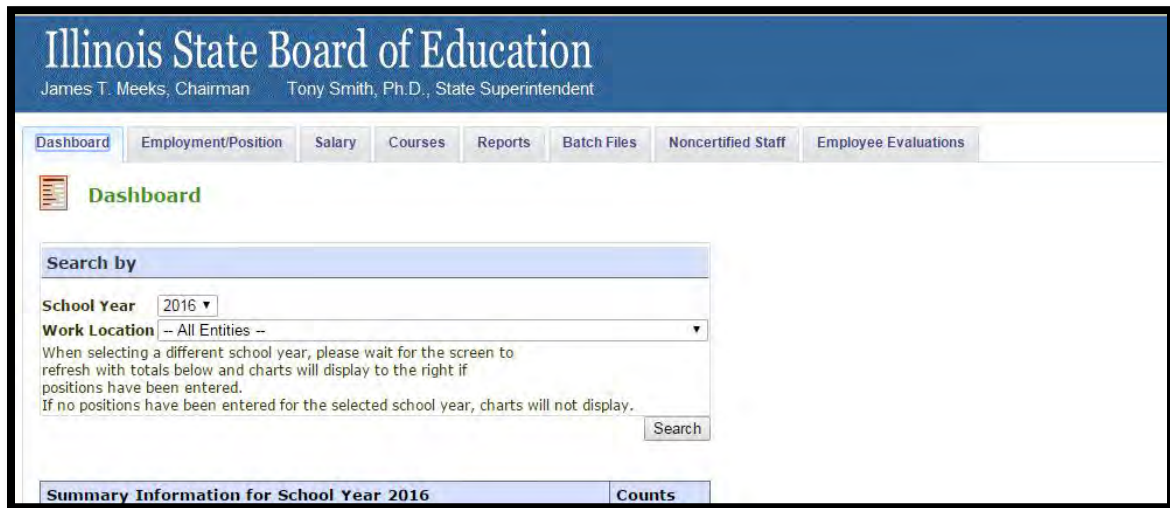
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Now that we've looked at the Dashboard, let's go over the different tabs in EIS. We'll begin with "Employment and Position."

A Brief Explanation of Each Tab: Employment and Position

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This is what the "Employment and Positions" screen looks like. Here, you can search for an employee, and you can also see a list of your employees under "Employees for School Year 2016." Note that the list of employees on this screen only displays 100 records. Therefore, if you're looking for a specific employee, it is usually a better idea to search for them than to hunt for them manually in the list. You can search for an employee by using the box on the top of this screen. Finally, this screen is also where you can utilize the "Add New Employee" function, which is one of the basic functions of EIS, and will be explained in lesson #2. It's also helpful to note that you can sort your employees in various ways by clicking the column headers. For example, the employee list will not be alphabetized by default, but you can quickly alphabetize the names by clicking the "Employee" button.

A Brief Explanation of Each Tab: Salary

The Salary screen is where you can add salaries for each employee in EIS. As in the Employment/Position screen, you are able to search for employees by school year, work location, position, salary status, IEIN, SSN, or last name. Once you've made a search, all employees that meet the criteria you searched by will appear under "Employees with Positions for School Year 2016." Until you've added a position, an employee won't show up on the Salary screen. Entering salaries is explained in detail in lessons 4 and 5.

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A Brief Explanation of Each Tab: Courses

Like the Salary tab, the Courses tab allows you to utilize the Search function. This time, though, you are able to search for employees through school year, work location, position, and, as always, IEIN, SSN, or last name. Just like in the Salary tab, the results of your search will display under "Teachers for School Year 2016." Once you've entered teachers in Student Information System (SIS), you can view them and their corresponding courses in EIS on the Courses tab. Note that courses displayed in EIS are populated from SIS. Therefore, what you see under "Courses" in EIS is view-only. Any corrections to course assignments, then, should be made in SIS.

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A Brief Explanation of Each Tab: Reports

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Using the Reports screen, you can generate useful reports based on the data you've entered into EIS. If you're just starting to enter data for the new year, though, and you try to generate certain reports, you will likely not find very many records. That's because the reports generated from this tab will only include data you've entered. If you've only entered twenty-five employees, for example, your school-wide reports will only feature those employees. However, once you've entered all of your employees, the reports you can generate from this screen can be helpful for assessment. You can generate a roster of your employees, individual employees, missing positions, position details, and much more. Further information about reports are available in lesson 7.

A Brief Explanation of Each Tab: Batch Files

The batch file feature is great for moderate to large sized districts. Instead of using IWAS to manually enter each employee's data, you can download one of the EIS Excel templates, fill them out, and upload them at this screen. We'll go into the specifics batch uploads in lessons 3 and 5. Basically, this feature enables you to upload the file, and then request and download the file after it's been reviewed to correct any errors. Please note that after uploading a file, you must request and download the file to see if any errors have been detected.
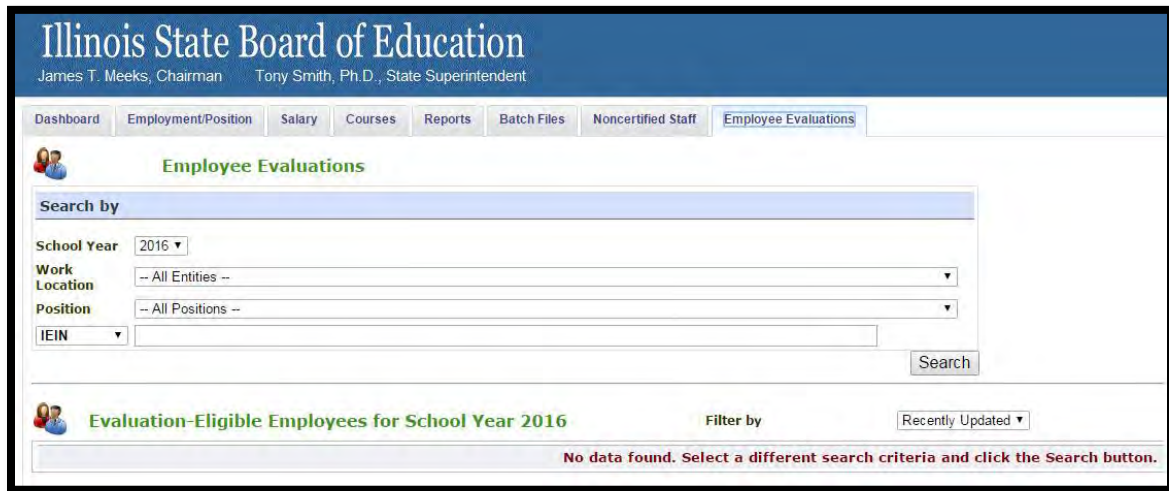
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A Brief Explanation of Each Tab: Noncertified Staff

In the Noncertified tab, you are able to view aggregate counts of noncertified staff. You can search for these counts by year. The "Add Noncertified Staff District Totals" button allows you to enter your noncertified FTE aggregate counts for the noncertified deadline.

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A Brief Explanation of Each Tab: Employee Evaluations

In the Employee Evaluations tab, users can enter employee evaluations. To understand this process in detail, please view the Employee Evaluations guide.

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Resources

For more information on each function in EIS, please reference the complete [EIS Basics Training Course.](#)

For EIS questions, please call the Data Analysis division at (217) 782-3950.

For questions related to IWAS, please call the ISBE Help Desk at (217) 558-3600.

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