



Illinois State Board of Education

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www.isbe.net

James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

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.

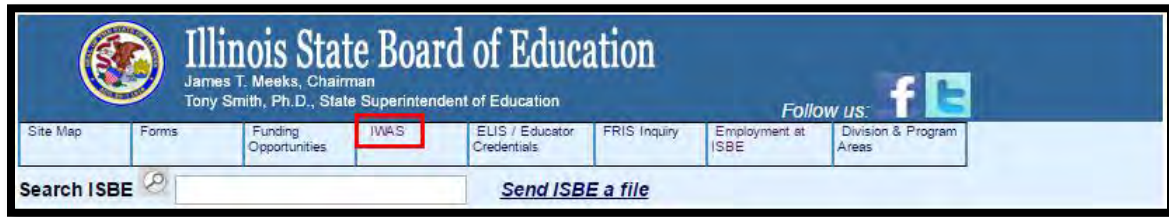
Lesson #1, Getting Acquainted with EIS, introduces the beginning user to the system. In this lesson, the user will be guided through accessing EIS through IWAS, as well as presented with each tab in the system.

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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.

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: ISBE Administrator

Hello you last logged in 1/27/2016 10:34:05 AM.

Messages :
[50 unread Inbox message\(s\)](#)
[0 unread Archived message\(s\)](#)

Require Action :
[0 Sign-ups pending your approval](#)
[0 Documents pending your approval](#)
[0 Feedback messages pending review](#)

We have your email address listed as:
If this is NOT correct, [click here](#) to update.

News Items

How to Open and Close Public Schools: ISBE Notification Procedure

Each year some Public School Districts need to open or close schools. Click 'More...' to see the instructions for notifying ISBE about these changes... [More...](#)

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

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it. [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree **Authorization**

Reporting

Data Quality Dashboard **Authorized**

Employment Information System (EIS) **Authorized**

Monthly

Student Information System - Statewide **Authorized**

Annual

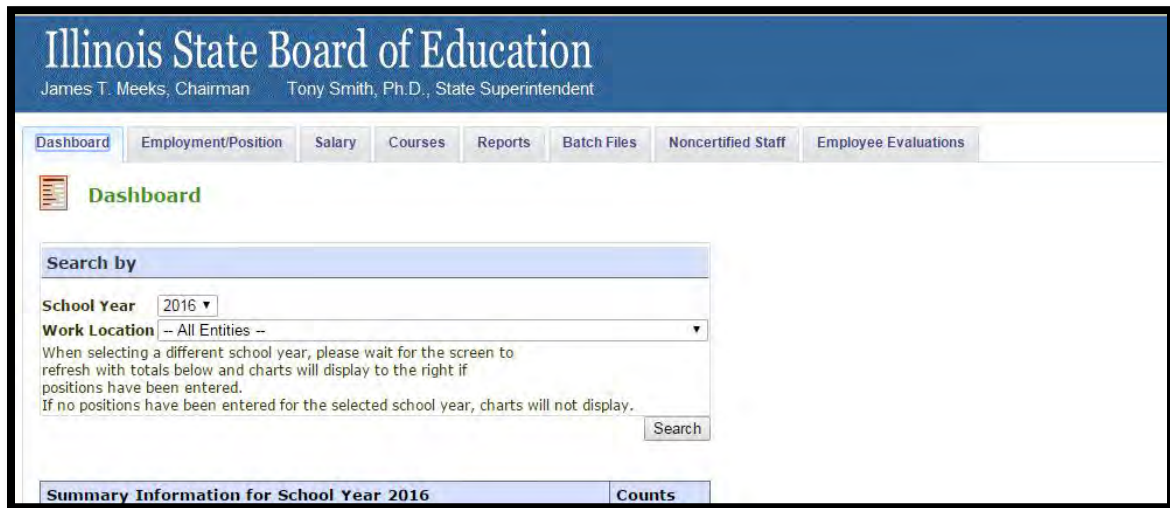
E-Report Card **Authorized**

[IWAS Training Video](#)

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

Employment and Positions Add New Employee

Search by

School Year: 2016

Work Location: -- All Entities --

Position: -- All Positions --

IEIN:

Search

Employees for School Year 2016 Filter by: Recently Updated * Displaying up to 100 records. Please narrow your search to view other c

Select	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date
Select		Jolie, Angelina	07/04/1975	Female	White	09/01/2010
Select		Pitt, Bradley	12/18/1973	Male	White	03/23/2015
Select		Winfrey, Oprah	01/29/1954	Female	Black or African American	07/01/2010
Select		Owen, Clive	10/03/1964	Male	Unknown	01/31/2015
Select		Holland, Andre	12/28/1979	Male	Black or African American	09/23/2014
Select		Rylance, Juliet	07/26/1979	Female	White	08/29/2001
Select		Hewson, Eve	07/07/1991	Female	White	08/28/2002
Select		Johnson, Eric	08/07/1979	Male	White	11/01/1996
Select		Angarano, Michael	12/03/1987	Male	White	11/27/2006
Select		Seymour, Cara	01/06/1974	Female	White	07/01/2013

1 2 3 4 5 6 7 8 9 10

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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

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

Employee Salary

Search by

School Year: 2016
Work Location: -- All Entities --
Position: -- All Positions --
Salary Status: -- All Salaries --
IEIN:

Search

Employees with Positions for School Year 2016

There are no positions for this search criteria

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

The screenshot shows the Illinois State Board of Education website interface. At the top, the header includes the board's name and the names of the Chairman and State Superintendent. A navigation bar contains several tabs, with 'Courses' currently selected. Below the navigation bar, there is a search section titled 'Courses' with a 'Search by' dropdown. The search criteria include 'School Year' (set to 2016), 'Work Location' (set to -- All Entities --), 'Position' (set to -- All Teacher Positions --), and 'IEIN'. A 'Search' button is located to the right of the search fields. Below the search section, the heading 'Teachers for School Year 2016' is displayed, followed by a red message indicating 'No Data Found.'

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 screenshot shows the 'Batch Files' tab in the Illinois State Board of Education system. The header includes the board's name and the names of the Chairman and State Superintendent. The navigation menu contains tabs for Dashboard, Employment/Position, Salary, Courses, Reports, Batch Files (selected), Noncertified Staff, and Employee Evaluations. The main content area is divided into three sections: 'Upload', 'Request File', and 'Download'. The 'Upload' section has a 'Choose File' button and an 'Upload' button. The 'Request File' section has a 'Request File' button and two dropdown menus for 'School Year' (set to 2016) and 'Select File' (set to Employment). The 'Download' section has a link to refresh the list of processed 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.

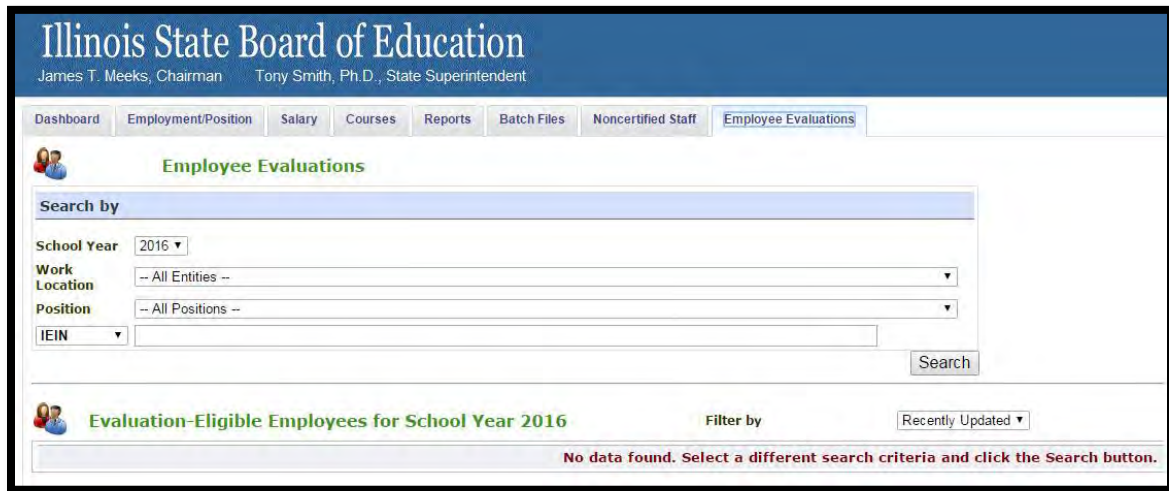
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A Brief Explanation of Each Tab: Noncertified Staff

The screenshot shows the Illinois State Board of Education website interface. At the top, the logo and names of the Chairman (James T. Meeks) and State Superintendent (Tony Smith, Ph.D.) are displayed. Below this is a navigation menu with tabs for Dashboard, Employment/Position, Salary, Courses, Reports, Batch Files, Noncertified Staff, and Employee Evaluations. The 'Noncertified Staff' tab is selected. The main content area features a heading 'Noncertified Staff District Full-time Equivalent (FTE) Totals' and a button 'Add Noncertified Staff District Totals'. A search form is present with a 'Search by' label, a 'School Year' dropdown menu set to '2016', and a 'Search' button. Below the search form, a green heading reads 'Noncertified Staff Totals for School Year 2016'. A red-bordered box contains the message: 'Noncertified staff district totals have not been entered for the selected school year'.

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.

A Brief Explanation of Each Tab: Employee Evaluations



The screenshot displays the 'Employee Evaluations' tab within the Illinois State Board of Education's web application. The header includes the board's name and the names of its leadership. A navigation menu at the top contains several tabs, with 'Employee Evaluations' being the active one. The main content area features a search section with a 'Search by' header and several dropdown menus for 'School Year' (set to 2016), 'Work Location', 'Position', and 'IEIN'. A 'Search' button is located to the right of these fields. Below the search section, there is a heading for 'Evaluation-Eligible Employees for School Year 2016' and a 'Filter by' dropdown menu set to 'Recently Updated'. At the bottom of the page, a red message indicates that no data was found for the current search criteria.

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

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.