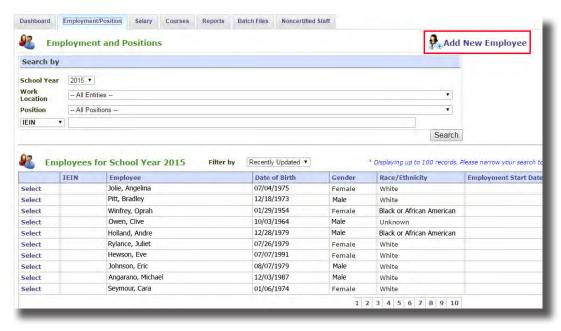
Lesson #2: Adding a New Employee, Position, and Work Location Online

In Lesson #1, we got acquainted with EIS and the basic screens within the system. With that foundation in place, we'll now discuss the function of adding or updating an employee, a position, and a work location. To begin, log into IWAS and access the Employment Information System, or EIS.



From the Dashboard, select the "Employment/Position" tab. On this screen, if you're adding a new employee, select the "Add New Employee" button. Adding a new employee is the first step in creating an employment record, so we'll need to do that before we add a position or work location.



Upon selecting "Add New Employee," a screen will pop-up that prompts you to search for your employee.



Your employee must exist with an IEIN in ELIS prior to creating an employment record for them in EIS. Therefore, search for your employee with this box, and if the employee is in ELIS, records that match what you have entered will appear and you can edit the existing record as needed. If the employee is not found in ELIS, the following screen will appear:



If you receive this message, you will need to ask your employee for their IEIN number, or obtain the IEIN from ELIS, and then search with that to proceed. If the employee is already in EIS, their record will appear, which you may choose to edit by selecting the employee and clicking "Next". Make sure it is the correct employee.



You'll be directed to the Demographics screen. On this screen, enter the requested information. Note that fields with a red asterisk are required. When you have finished entering the employee demographics, click "Submit."

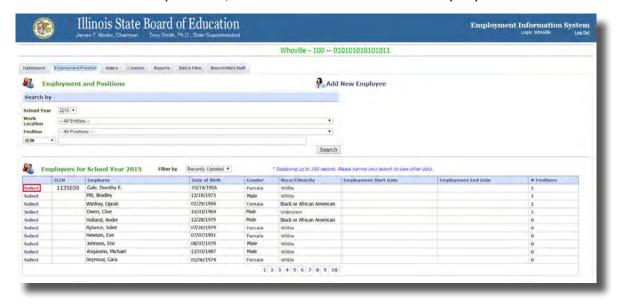
Close		
•		
Submit		
100		

If you've entered your information correctly, a confirmation screen will appear that confirms your employee record has been created. Click "Close" to be redirected back to the Employment/Position screen.



Now, your new employee should be at the top of your list of employees. From this point, the process of adding a position or work location will be the same whether the employee record is new or existing.

To add a work location and position, click "Select" next to the employee's name.



Then, you'll be redirected to the Employment Summary screen. This will display all the demographic information you've just added for that employee. Now, we'll need to add a position and work location. To add a position record, click "Add Position Record."



A screen will pop up that will allow you to add a new position. The screen will change slightly after you select your category from "Position Category." "Regular Education Instructional," for instance, will display different positions than "Regular Education Administrative." If you are unsure what category your employee falls under, please reference the Data Elements online. Also note that the employee's position record start date has to be on or after their employment start date. Once you've filled out all the required information, click "OK."



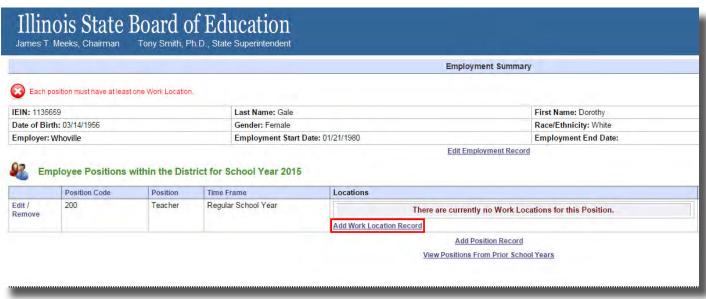
You'll now see your Employee Position without a Work Location.



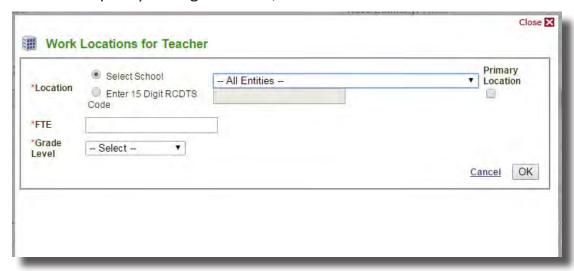
Note that each position must have **at least one** accompanying work location. If you try to click "Submit" before adding a work location, this message will appear in the upper left corner:



To remedy this, we'll add a work location. Within the position you've added, under "Locations," click "Add Work Location Record."



You'll then be directed to a screen where you may add a work location. Select the specific location from the drop-down box by "Location," or enter the 15-digit corresponding RCDTS code. Select "Primary Location" if this is the only position for that employee. If that employee has several locations, select "Primary Location" for only one location. You'll enter the FTE of that work location, keeping in mind that FTE stands for "Full Time Equivalent," and an FTE of 1.0 equals full time. Specify their grade level, and then click "OK."



Once you've added all the work locations for your employee, click "Submit" to complete entering the record. **Note that unless you click "Submit," the record won't be saved.**



After you've clicked "Submit," you have created an employee with both a corresponding position and work location.