

# 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.

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Whoville SD 001 - 010101010101011

Dashboard | Employment/Position | Salary | Courses | Reports | Batch Files | Noncertified Staff

**Dashboard**

**Search by**

School Year: 2015  
Work Location: -- All Entities --

When selecting a different school year, please wait for the screen to refresh with totals below and charts will display to the right if positions have been entered.  
If no positions have been entered for the selected school year, charts will not display.

Search

Summary Information for School Year 2015	Counts
Number of Employees	641
Number of Position Records	0
Number of Salary Records	0
Missing Salary Records	0
Missing District Noncertified Staff FTE Total Record	1

Position Category	Positions	Salaries
Regular Education Administrative	0	0
Special Education Administrative	0	0
Regular Education Instructional	0	0

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.

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

**Employment and Positions** Add New Employee

**Search by**

School Year: 2015  
Work Location: -- All Entities --  
Position: -- All Positions --  
IEIN: [ ]

Search

**Employees for School Year 2015**    Filter by: Recently Updated    \* Displaying up to 100 records. Please narrow your search to

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

1 2 3 4 5 6 7 8 9 10

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

Whoville SD 100- 0101010101010  
Step 1 of 2

**Search Employee**  
Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#  Or  Last Name   
IEIN  Or  First Name   
Date Of Birth

Reset Search

Next

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.

Whoville SD 100- 0101010101010  
Step 1 of 2

**Search Employee**  
Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#  Or  Last Name   
IEIN  Or  First Name   
Date Of Birth

Reset Search

Select	IEIN	First Name	Last Name	Middle Name	Date of Birth	Gender	Race/Ethnicity
<input type="radio"/>	774900	Robert	Greatteacher	T	11/01/1969	Male	American Indian or Alaska Native

Next

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."

Whoville - SD 100 -- 01010101010111  
Step 2 of 2

**Demographics**

\*Last Name: Gale  
\*First Name: Dorothy  
Middle Name: Eugena  
Maiden Name:   
\*Date of Birth: 03/14/1956  
\*SSN: 56565666  
\*Gender:  Female  Male  
\*Race/Ethnicity: White

**Employment**

\*Start Date: 01/21/1980  
\*Retired:  No  Yes

Previous Submit

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.

Whoville - SD 100 -- 01010101010111

Successfully added new Employee: IEIN 1135659  
Successfully added new Employment

Close

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.

The screenshot shows the 'Employment and Positions' section of the system. A search filter is set for 'School Year 2015'. Below the search filters is a table of employees. The first row is highlighted, and the 'Select' button next to the employee name 'Gale, Dorothy E.' is circled in red.

IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions
Select 1135659	Gale, Dorothy E.	03/14/1956	Female	White			1
Select	Pitt, Bradley	12/18/1973	Male	White			1
Select	Whitney, Oprah	01/29/1954	Female	Black or African American			1
Select	Owen, Clive	10/03/1964	Male	Unknown			1
Select	Holland, Andre	12/28/1979	Male	Black or African American			0
Select	Rylance, Juliet	07/26/1979	Female	White			0
Select	Hewson, Eve	07/07/1991	Female	White			0
Select	Johnson, Eric	08/07/1979	Male	White			0
Select	Angarano, Michael	12/03/1987	Male	White			0
Select	Seymour, Cara	01/06/1974	Female	White			0

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.”

The screenshot shows the 'Employment Summary' screen. It displays personal and employment details for the employee. Below the summary, there is a section for 'Employee Positions within the District for School Year 2015' which is currently empty. A red box highlights the 'Add Position Record' button.

IEIN: 1135659	Last Name: Gale	First Name: Dorothy	Middle Name: Eugena
Date of Birth: 03/14/1956	Gender: Female	Race/Ethnicity: White	Retired: No
Employer: Whoville	Employment Start Date: 01/21/1990	Employment End Date:	Employment End Reason:

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.”

The screenshot shows a popup form titled 'Positions for School Year 2015'. The form contains the following fields: 'Position Category' (Regular Education Instructional), 'Position' (Teacher), 'First Year' (radio buttons for Yes/No, with No selected), 'Time Frame' (Regular School Year), and 'Start Date' (1/27/2015). The 'End Date' field is empty. The 'OK' button is highlighted with a red box.



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

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Employment Information System  
Login: Whoville Log Out

Employment Summary

IEIN: 1135659	Last Name: Gale	First Name: Dorothy	Middle Name: Eugena
Date of Birth: 03/14/1956	Gender: Female	Race/Ethnicity: White	Retired: No
Employer: Whoville	Employment Start Date: 01/21/1980	Employment End Date:	Employment End Reason:

[Edit Employment Record](#)

Employee Positions within the District for School Year 2015

	Position Code	Position	Time Frame	Locations	FTE (2)	Position Start Date	Position End Date
Edit / Remove	200	Teacher	Regular School Year	There are currently no Work Locations for this Position. <a href="#">Add Work Location Record</a>	0.00	1/26/2015	

[Add Position Record](#)  
[View Positions From Prior School Years](#)

BACK **SUBMIT** You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

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:

Each position must have at least one Work Location.

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

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Employment Summary

Each position must have at least one Work Location.

IEIN: 1135659	Last Name: Gale	First Name: Dorothy	Middle Name: Eugena
Date of Birth: 03/14/1956	Gender: Female	Race/Ethnicity: White	Retired: No
Employer: Whoville	Employment Start Date: 01/21/1980	Employment End Date:	Employment End Reason:

[Edit Employment Record](#)

Employee Positions within the District for School Year 2015

	Position Code	Position	Time Frame	Locations	FTE (2)	Position Start Date	Position End Date
Edit / Remove	200	Teacher	Regular School Year	There are currently no Work Locations for this Position. <a href="#">Add Work Location Record</a>			

[Add Position Record](#)  
[View Positions From Prior School Years](#)

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.**

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**Employment Summary**

IEIN: 1135659	Last Name: Gale	First Name: Dorothy
Date of Birth: 03/14/1956	Gender: Female	Race/Ethnicity: White
Employer: Whoville SD 100	Employment Start Date: 01/21/1980	Employment End Date:

[Edit Employment Record](#)

**Employee Positions within the District for School Year 2015**

	Position Code	Position	Time Frame	Locations			
Edit / Remove	200	Teacher	Regular School Year				
				Edit / Remove	Whoville Elementary	<input checked="" type="checkbox"/>	Kindergarten Only
							FTE: 1.00

[Add Work Location Record](#)

[Add Position Record](#)

[View Positions From Prior School Years](#)

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**BACK**    **SUBMIT**    You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK button.

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