

**Illinois State Board of Education (ISBE)  
Employment Information System (EIS)  
Questions and Clarifications**

#	Question	Answer
<b>Leave of Absence</b>		
1.	If a teacher is on maternity leave, does this count as a code of 99 Leave of Absence?	Not if they are on FMLA (Family and Medical Leave Act). Once you get beyond the 12 weeks/60 days a person is on FMLA, and the person is still employed but another individual has been hired to fill their position, you would need to add a 999-Leave of Absence position in EIS for the person, until such time as they return to work.
2.	For a leave of absence (>60 days) where we have a certified teacher that is a long-term sub in that position, will they need a different position code other than sub teacher?	Yes.
3.	Leave of absence be a position for a teacher on FMLA during the year?	No. However, once you get beyond the 12 weeks/60 days a person is on FMLA, and the person is still employed but another individual has been hired to fill their position, you would need to add a 999-Leave of Absence position in EIS for the person, until such time as they return to work.
4.	We have a teacher on Leave of Absence for FY13...BUT, she occasionally comes in as a substitute teacher. She plans to return fulltime in FY14, do we put her in the system with two positions....999 and 206, even though she will NOT have a salary under position 999?	Yes, this would be the correct approach. You should report two positions for this employee, 999-Leave of Absence and 206-Substitute Teacher.
5.	If a teacher is on a maternity leave - they have not vacated their position. They are taking sick days. Is this considered a leave of absence?	No. However, once you get beyond the 12 weeks/60 days a person is on FMLA, and the person is still employed but another individual has been hired to fill their position, you would need to add a 999-Leave of Absence position in EIS for the person, until such time as they return to work.
6.	If we have a teacher off on maternity leave but she is using sick days for her whole leave do i need to put her down for leave of absence or not because she is using getting paid for every day?	No. However, once you get beyond the 12 weeks/60 days a person is on FMLA, and the person is still employed but another individual has been hired to fill their position, you would need to add a 999-Leave of Absence position in EIS for the person, until such time as they return to work.
7.	Our maintenance director has just returned from 7 months of worker's comp leave. Is this a leave of absence; do I adjust his FTE or what?	Report the 7 months as 999-Leave of Absence if he was still employed during that time. He would also have a second reported position for the time he worked this school year. (Do not report Workers' Compensation as salary in EIS.)
8.	If a person is on LOA for the entire year and not receiving any salary, would they be code 999? We have another person hired to fill their position while they are gone. The LOA employee would have a position to return to and would not be considered a new employee.	Yes. For the person on leave, the only reported position this school year would be 999-Leave of Absence.

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9.	When we have someone on an FMLA leave, they are not typically paid for the entire 12 weeks absence and are paid 6-8 weeks of it. Do I still look at the 60 days/12 weeks before I consider any leave?	Yes.
10.	While a teacher is on FMLA we would have to hire a teacher to replace that teacher so why would it matter if the teacher wanted to extend the leave that we would have to change the position to 999	Because the person is not considered to be on a leave of absence while on FMLA.
11.	you just said that for the Leave of Absence code while on Maternity leave does not start until after 60 days. - I have an e-mail from you that said "2. Should I report maternity leave if not getting paid as leave of absence? (Answer) If the person is still employed, you should report their position while on maternity leave as Leave of Absence and salary for this position as \$0 if not paid while on leave." so is it after 60 days or while they are not being paid?	After 60 days/12 weeks on FMLA.
12.	999 question. We have a teacher is gone the whole semester because of pregnancy issues. She will not be back until the Fall semester. We have a substitute that is covering for her. Is the teacher a 999?	Yes, but not until you get beyond the 12 weeks/60 days she may be on FMLA. Once you get beyond that, you would need to add a 999-Leave of Absence position in EIS for her, until such time as she returns to work.
<b>FTE</b>		
13.	When do FTEs have to be correct by? July 31?	FTE value can be corrected as late as October 1.
14.	Our coaching and advisors are paid via stipends and do not track their hours, how do we handle the FTE?	You will need to track the number hours worked to calculate FTE.
15.	Don't you have to put the FTE at the beginning of the year ?	Yes, but FTE can also be adjusted when Salary is provided at the end of the year.
16.	So how could you do the FTE in the fall ?	Use the best information you have at that time, and then adjust as necessary when Salary is provided at the end of the year.
17.	For retired IMRF employee who can only work 600 hours. How would you calculate FTE? Would the 600 hours counts as 1.0 or would they be compared to the maximum number hours worked by others in the same position? Example substitutes?	Use the maximum number of hours considered full-time for the reported position.
18.	FTE - Who at the District would possibly know how many hours a Key Club Advisor or any Activity Advisor spends as an Advisor. Who would possibly know how many hours a Football coach, coaches or any coach for that matter?	You will need to track the number hours worked to calculate FTE.
19.	How do you possibly know how many hours a coach works?	You will need to track the number hours worked to calculate FTE. You will need to do the best you can this year to obtain information from them regarding the number of hours worked.

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20.	FTE for coaches, advisors, etc, it's just a stipend, there is no set number of hours associated to them because number of games, how far away games are, etc. would always be different. So how do you calculate "the greatest number of hours any one person worked" to find the factor to use for the FTE?	You will need to track the number hours worked to calculate FTE.
21.	How do I calculate bus driver hours? They are paid a trip rate plus hourly after first hour and then paid hourly for extra driving like games.	You will need to track the number hours worked to calculate FTE.
22.	How do we begin to count the hours worked for a coach?	You will need to track the number hours worked to calculate FTE. You will need to do the best you can this year to obtain information from them regarding the number of hours worked.
23.	Since coach and extracurricular is based upon a stipend amount and not hours, we do not receive hours worked for those positions so how would we determine FTE's?	You will need to track the number hours worked to calculate FTE.

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24.	How do you determine FTE for Coaching - Bus Driver- summer School, etc.?? Are you basing on 8 hour work day to determine FTE?	<p>Two separate positions would be reported, with FTE calculated as follows:</p> <p><b>Calculating FTE for 301-Athletic Coach</b></p> <ul style="list-style-type: none"> <li>- FTE is the total number of hours worked as a coach this school year, divided by the maximum number of hours worked by any one coach in the district this school year.</li> <li>- If an individual coaches more than one sport, e.g., three, the total number of hours worked as coach this school year is the sum of hours worked for all three sports.</li> <li>- For individuals employed as a coach only, the employment (and position) start date is the first day worked this school year, and the employment (and position) end date is the last day worked this school year.</li> </ul> <p><b>Calculating FTE for Other Substitutes, Part-Time Personnel (Bus Driver)</b></p> <ul style="list-style-type: none"> <li>- FTE is the total number of hours performing work in the reported position this school year, divided by the total number of hours typical for a person working full-time in the reported position.</li> <li>- Use this calculation for positions reflecting a specific type of work and for which the district defines full-time by a typical number hours worked during the school year, e.g., 310-Paraprofessional, 500-Cook, 520-Custodian.</li> <li>- For individuals employed as a substitute only, the employment start date is the first day worked this school year, and the employment end date is the last day worked this school year. (If employed as a substitute for one position only, the position start and end dates will be the same as the employment start and end dates. If employed as a substitute for more than one position, the position start and end dates will vary by reported position.)</li> </ul>
25.	So you are basing the coaching/ summer school/etc FTE's on Full time 1.0 being equal to 1000 hours of work? Part Time 0.5 equal to 500 hours a week? Trying to determine how to calculate FTE for these additional assignments which we previously did not designate an FTE for these assignments.	No. The 1,000 hours of work was used only as an example.
26.	How do you determine the substitute total hours if the year isn't over? Do you use last years info?	Use the best information available to you in the fall for the current school year, and then adjust as necessary when Salary is provided at the end of the year. (In some instances, last year's information may be a reasonable number of hours to use.)

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27.	If a teacher works the regular school year that is one position. If they apply to work as a teacher for summer school session that would be a separate position. Their FTE should be 1.0 for each of those, correct?	No, one position and Time Frame would be 03-Both, indicating the teacher worked both the regular school year and summer school. FTE would be adjusted to reflect the additional hours worked during summer school.
28.	I thought the FTE for a position (such as coach or other extracurricular) would be 1.0 if the person is doing the 100% of that position whatever the amount of time is since they are fulfilling their position duties. If they were sharing the position with another person then we would consider them an FTE of .5. Why would this logic not be correct?	For EIS reporting, you are to calculate FTE based on the number of hours worked in relation to the number of hours considered full time for your district.
29.	We have several CNA Clinical supervisors that vary amount of time at each facility. How do we calculate FTE when there is not a specific amount of time for each? It depends on need and the number of students	You need to enter FTE based on the best information you have at this time, and then adjust when Salary is provided at the end of the year.
30.	Most of our athletic coaches are done for the year. We don't keep time cards on them to get number of hours they work. I'm not sure any of them could even give me their total hours. I thought since they are the only coach for their sport they would be a FTE of 1.	No, not correct. You need information from them regarding the number of hours worked.
31.	FTE for a teacher who teaches 5/6 of the day, is assistant principal 1 period, does newspaper articles (stipend), School Improvement (stipend), Technology coordinator (school year and summer). How do I figure her FTE? There's no way she can give me total hours she works on the stipend positions.	You need information from them regarding the number of hours worked.
32.	How would a full time system director with a 12 month contract calculate FTE?	Sounds like it should be 1.0 FTE if the number of hours worked over 12 months is considered typical for a full-time system director employed by the district.
33.	Why would we add all coaching positions together one person does and make it one FTE? A full-time football coach is 1 FTE and if he also coached Basketball full-time that is 1 FTE and if he coached Track full-time that is 1 FTE. All positions added together doesn't equal 1 FTE it equals 3 FTE . . .	<p><b>Calculating FTE for 301-Athletic Coach</b></p> <ul style="list-style-type: none"> <li>- FTE is the total number of hours worked as a coach this school year, divided by the maximum number of hours worked by any one coach in the district this school year.</li> <li>- If an individual coaches more than one sport, e.g., three, the total number of hours worked as coach this school year is the sum of hours worked for all three sports.</li> <li>- For individuals employed as a coach only, the employment (and position) start date is the first day worked this school year, and the employment (and position) end date is the last day worked this school year.</li> </ul>
34.	How are we to know how many hours our coaches work? Our coaches are paid a flat fee.	You will need to track the number hours worked to calculate FTE.
35.	How are you to figure coaches' total hours? Do they have to keep track of hours? I'm sure they have no idea of what they spend?	You will need to track the number hours worked to calculate FTE.

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36.	We have 5 people with contracts for 100 days during the regular school year. A full year would be 180 days. Do we figure their FTE as $100/180 = 0.555$ , OR, do we consider their positions as 1.0 because 100 days is full time for them?	Depending on the position, should probably be the former – but only if full-time for the reported position is typically 180 days times so many hours per day. For EIS reporting, you are to calculate FTE based on the number of hours worked in relation to the number of hours considered full time for your district.
37.	There is no way to systematically calculate FTE based on any defined algorithm. Have you discussed with software vendors?	Districts should discuss with their vendors. If you need FTE assistance, please call the Helpdesk at 217-558-3600.
38.	If an employee works an extended school year is the FTE still 1.0?	Not if they the number of hours worked during the regular school year is considered full time for the reported position.
39.	Is it possible that FTE be required only at the end of the year for positions that are highly variable in nature...for example substitutes, lunch/recess, etc. Our software package will not calculate FTE, so hours worked will have to be extracted in a separate process and then divided by the basis we've determined and then manually entered in our EIS data extract. It seems unproductive to do this for these positions before the end of the year when hours would be final.	No, because we need FTE for federal reporting purposes, prior to the end of the school year.
40.	Is the FTE data due for the April 2013 deadline? How are we supposed to put this in correctly for substitutes, timesheet employees, etc. if the school is not over?	Yes, FTE must be submitted by April 22. Do the best you can based on the information you have at this time.
41.	With regard to determining coaching FTE, what if district coaches do not track or report hours. How would "fulltime" coaching hours be determined?	You will need to track the number hours worked to calculate FTE.
42.	Our coach and advisors are paid a stipend for this duty. There are no hours worked tied to this. How would we figure FTE if we have no way of knowing their hours worked.	You will need to track the number hours worked to calculate FTE.
43.	Our coaches, class, organization advisors, and athletic directors are considered extracurricular activity staff and are not paid by the hour but with a stipend determined by a percentage of the step one salary on our certified staff salary schedule. How would you calculate the FTE of these positions when hours worked are not tracked?	You will need to track the number hours worked to calculate FTE.
44.	If you have a person that only works summer school or esy perhaps a teacher from another district the summer school FTE would be 1:00 for that esy position. Is this correct? So why wouldn't the FTE for both regular and summer be 2.0 FTE?	No, not correct. FTE for summer school would be the number of hours worked divided by the number of hours considered full time for a teacher during the regular school year.
45.	We have a certified Librarian position that is a half day, five days a week. So this certified person hired would be working full time (FTE 1.0) because even though we say she is working part-time, she is actually working full time in that particular job. Is this correct?	No, not if a full-time librarian would actually work full days. (The person you are describing would be .5 FTE.)

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46.	Can every stipend be considered a .10 FTE?	No.
47.	Where do you come up with the hours that you had for advisors, coaches, etc.? I have no idea how to figure those hours?	Please call the Helpdesk at 217-558-3600.
48.	We pay our athletic coaches a flat sum stipend and hours are not tracked. How do I calculate FTE for the various coaches since I don't have a maximum hour amount?	You will need to track the number hours worked to calculate FTE.
49.	We ticket takers and timers. They get paid a flat fee not how many hrs. Can we figure their FTE by the number of games and not hours?	No. You need to calculate FTE based on number of hours worked, not number of games.
50.	What if our extracurricular positions are only paid by stipend 2 times per year? Do we have to keep track of their hours and enter FTE?	Yes.
51.	What FTE do you record for substitute teachers? And when I enter a substitute for a non-cert position such as custodian there is no job class for a sub.	For substitute teachers, figure out the total number of hours a substitute works during the school year and divide by either the total number of hours a typical full-time substitute works during the school year or the maximum number of hours worked by a substitute in your district during the school year (which would be a full-time substitute in your district). For others, figure out the total number of hours the substitute works during the school year and divide by the total number of hours typical for a person working full-time in the position during the school year. There is only a substitute teacher code. Report other substitutes under the applicable position code, with FTE adjusted accordingly.
52.	What if your district does not keep track of hours for coaches, but pay them a salary for the season? How do you figure the FTE?	You will need to track the number hours worked to calculate FTE.
53.	Our Teachers also sub, how is this handled	The additional hours worked are added to the numerator for their FTE calculation.
54.	For subs we don't know what the FTE is yet, what should we use?	Use the best information you have at that time, and then adjust as necessary when Salary is provided at the end of the year.
55.	How do you calculate the hours for a full time coach?	The number of hours for a full-time coach (1.0 FTE) is the maximum number of hours any one person in the district worked as a coach. You will need to track each coach's hours to calculate FTE.
56.	Why are the FTE numbers for every school-related position so important to ISBE? Figuring out these numbers will be a huge task.	To be able to interpret full staffing and reported salary.

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57.	We have never made coaches log hours since they receive a lump sum stipend. Since the state decided to educate us on this system halfway through the year, how are we supposed to calculate hours from the beginning of the year?	You will need to do the best you can this year to obtain information from them regarding the number of hours worked.
<b>Positions</b>		
58.	A person that performs a duty, such as create the district newsletter for an extra stipend, what position code would this be?	Use 405-Other Office Staff.
59.	Instructional coaches are certified teachers in a coaching position typically used for job embedded training.	Correct. An instructional coach is a certified teacher based in the district office who works with all teachers (not just first- and second-year teachers) providing input on appropriate instruction related to specific subjects.
60.	Subs work at all schools, should they then be reported as working at the District rather than at one of the schools.	Yes.
61.	To clarify .... for substitutes who have worked as a paraprofessional and as a teacher throughout the school year, those subs would have 2 positions?	Yes.
62.	What if a retired administrator or teacher returned to sub? Do we flag them or just consider them a sub?	Flag them as retired, and enter position as 206-Substitute Teacher.
63.	In your search engine, many positions are included that are not in the drop-down menu when entering a position. For example, there is an HR Director listed, but if you choose office staff as you enter an employee's position, there is no HR Director listed. Please advise.	This is because 116-Human Resources Director is listed under the "Regular Education Administrative" positions, not "Office Staff" positions. Please refer to the listing posted on the EIS webpage at <a href="http://www.isbe.net/EIS/data-elements/default.htm">http://www.isbe.net/EIS/data-elements/default.htm</a> .
64.	There is not a position code for Director of Special Education or Special Education Finance Manager	There is a code for Director of Special Education (152-State-Approved Director of Special Education). If you are claiming special education reimbursement for your Special Education Finance Manager, you will need to use one of the listed special education codes; otherwise, use one of the regular education administrative codes.
65.	Do the Special Education Administrators use the position code 153? Code 152 for State approved Director of Special Ed?	It depends on the nature of the work they are performing. If the principal of a special education school, use 150-Administrator of a Special School.
66.	Do we use position code 206 for all substitutes for Special Education? There is not a code listed under the Special Education Category for substitutes?	Yes, unless you are claiming the person for special education reimbursement; then you must use one of the Special Education Instructional codes (250-Special Education Teacher or 251-Bilingual Special Education Teacher).
67.	Why is there a position code of 206 for a sub teacher, but no position code for a sub special ed teacher since they both have separate non-sub position codes 200 & 250?	Because the special education codes mirror those used by the special education reimbursement system.

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68.	I am confused about the definition of a paraprofessional. Do I use this position code of 310 for Teacher Assistants, Teacher Assistant subs, Learning Resource Clerks in libraries, LRC subs?	<p>It depends – please see slide 23 from the webinar, which provides the following information:</p> <ul style="list-style-type: none"> <li>• Use “384-Speech/Language Paraprofessional” only if the person is working as a speech/language paraprofessional. A Speech/Language Paraprofessional has a Bachelor’s degree in speech-language pathology/communication disorders and an ISBE approval to work under supervision in the schools. This program is being phased out and will no longer exist as of June 30, 2014.</li> <li>• Use “310-Paraprofessional” for a person providing instructional support.</li> <li>• If special education reimbursement is being claimed by the district, use “368-Program Aide” or “385-Student Instruction Aide” for a person providing instructional support.</li> <li>• All individuals reported as position 310, 368, or 385 need to have paraprofessional approval from ISBE.</li> <li>• The “305-Classroom/Library Aide” position code may be used for individuals providing other than instructional support.</li> </ul>
69.	I am the superintendent secretary and district bookkeeper. Do I have two separate position codes?	Yes.
70.	I am unclear on how I code Substitute Food Service/Clerical and Custodians. We have some substitutes that substitute in all 3 positions. Would that be 3 position codes with the salary broke down by position?	Yes.
71.	Code for Athletic Director?	Use 117-Other District-Level Administrator or 118-Other School-Level Administrator.
72.	What is the position code for a guidance counselor	Use 372-School Guidance Counselor.

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73.	I need Special Education Codes for the following: Homebound Tutors Program Coordinators RN Educational Assistants (have same ISBE approval as paraeducators Deaf Hard of Hearing Signing Aides and Job Coaches Kids paid stipends Deaf Hard of Hearing Teachers Paraeducators for Special Ed	The special education position codes mirror those used in the special education reimbursement system. You will need to choose the most appropriate code from among these, or use an applicable regular education code if special education reimbursement is not being claimed.
74.	For subs....a sub may sub for a teacher or may sub for an aide. What position code would we use?	Substitute teacher, use 206-Substitute Teacher; substitute aid, use applicable position (310-Paraprofessional, 368-Program Aide, 385-Student Instruction Aide) and adjust FTE accordingly.
75.	We have teachers that are paid an hourly stipend for behind-the-wheel drive time that do not teach driver's ed on a full-time basis? Would they still be a "teacher" position code or something else?	Yes, sounds like a teacher position.
76.	Our district has students that are in "life skills" classes and they are taken to work at various places for a few hours each month so they can be exposed to work but our district pays their wages not the business. These are not students working at school events so would they still be classified as student workers or should they have another position code?	Report position according to the nature of the work they are performing; report only if they are performing work for the district, not work for private business.
77.	Is there a position code for the school counselor?	Yes, 372-School Guidance Counselor.
78.	What is the code for Hospital/Homebound Instruction.	Use the applicable teacher position code (regular or special education instructional code).
79.	What is the difference between Advisor and Extra Curricular for position codes?	A 300-Advisor would be, for example, a club sponsor. A 314-Other Athletic/Extracurricular Worker would be, for example, a ticket taker for athletic events or theatrical productions.
80.	What position code should be used to non-certified substitutes?	Use 206-Substitute Teacher even if the person does not have an appropriate credential. Report other substitutes under the applicable position code, with FTE adjusted accordingly.
81.	There is no position code for non certified subs. If the non-certified sub works in several positions, what is the correct position code and do they need to be entered several times?	Use 206-Substitute Teacher even if the person does not have an appropriate credential. Report other substitutes under the applicable position code, with FTE adjusted accordingly.
82.		
83.	What position code should I use for a non-certified substitute.	Use 206-Substitute Teacher even if the person does not have an appropriate credential. Report other substitutes under the applicable position code, with FTE adjusted accordingly.
84.	What position should I use for non-certified preschool teachers?	Use the applicable teacher position code (regular or special education instructional code), even if the person does not have an appropriate credential.

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85.	What's the difference between position code 368 and 385?	One is a program aide and one is a student instruction aide – report position according to how you claim for special education reimbursement.
86.	position code for treasurer? Begin year for sub-teacher would be the first date hired? Position time Frame - staff working all year such as administration, bookkeeper, custodians, what number? Teacher works in one district but teaches in 2 different schools - what work location RCDTS should be used? Teacher works half week at our district, half week at another district, but we pay all - should be considered as just our employee?	We will not be adding specific codes for board treasurer or clerk, so you will need to choose from among the available Office Staff codes. Use 03-Both. Employment start date for a substitute teacher is the first day they worked this school year. Use the primary work location. Yes, your employee.
87.	We have Adapted Physical Education Teachers, I am assuming we need to code just as Special Education Teachers (?)	Yes.
88.	I was told that we should use code 368 Program Aide, for One-to-One Aides. Is this correct? Today's presentation sounds like you might want 305 Classroom/Library Aide. (which they are not, they help spec. ed. kids, dress, eat, etc.) What is the best code for Special Ed. 1:1 aides?	Use either 368-Program Aide or 385-Student Instruction Aide, depending on how you are claiming the person for special education reimbursement.
89.	We have an Interim Superintendent and Business Manager. How would you code these positions?	Use 100-District Superintendent and 115-Business Manager.
90.	We have part time summer teens that help in our maintenance department. How do I code their position?	Use applicable "Maintenance/Grounds Staff" position code.
91.	What code is used for Regional Superintendents and their assistants?	These individuals are not reported in EIS.
92.	what codes are sub paraprofessionals? sub custodians? sub secretaries? Thank you	Report under the applicable position code, with FTE adjusted accordingly.
93.	A non-certified substitute may sub as a secretary, clerk, etc. depending on the day-to-day needs of the district are you saying these days need to be entered separately?	The positions will need to be reported separately.
94.	So we do not need to report student teachers?	No.
95.	I would think if you needed to enter a business manager for a Special Education Coop - one would use 151 Assistant Director (Special Ed)	Only if you are claiming the person for special education reimbursement; otherwise, use 115-Business Manager.
96.	For subs, how do we report if subs work for reg ed, spec ed and para=pro staff? Do we just include the sub teacher work together and then the paraprofessional work separate?	Use 206-Substitute Teacher for regular and special education substitute teachers, unless you are claiming special education reimbursement; then you must use one of the Special Education Instructional codes (250-Special Education Teacher or 251-Bilingual Special Education Teacher). Report other substitutes under the applicable position code, with FTE adjusted accordingly.
97.	Do we include everyone including independents consultants, retired consultants, part time security?	Yes, all employees.

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98.	I have an employee that coaches and substitutes. Do I enter both positions? I have an employee that serves as a cook and a driver, do I enter both positions	Yes and yes.
99.	If I have a teacher that does extracurricular coaching and sponsoring, am I supposed to be entering all of these positions?	Yes.
100	Do we record Sub teacher for each school or by district - the system will only allow one entry, so which I use?	Positions can be entered only once per employing district, per school year and employment cycle. The primary work location should be selected. If time is spent at multiple locations, the district RCDTS can be used.
101	If a teacher is a coach will I have to enter that or is teacher enough	You will enter two separate positions, one for work performed as a teacher and one for work performed as a coach.
102	I have several employees in the district that teach 4 classes in the high school and 3 classes in the middle school. It is a teaching position in two different locations. How do I enter that information?	If the position is the same for all classes, e.g., 200-Teacher, you should enter the position only once and use primary work location.
103	Principal and Assistant Principals for special education - list as 150(?)	Yes, use 150-Administrator of a Special School.
104	If we have a position that is unfilled do we report the position? How?	No. You are reporting employees and the positions in which they are working, not unfilled positions.
105	if using spreadsheet, and an employee has multiple positions, do you list that employee more than once, because you can only list one code per row?	Yes.
106	There is no way to know how many hours a coach of each sport puts in.	You will need to track the number hours worked to calculate FTE.

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#	Question	Answer
107	I am entering staff manually through IWAS. i have paraprofessionals in special ed but when i can only find paraprofessionals under regular education not special ed?	<p>Please see slide 23 from the webinar, which provides the following information:</p> <ul style="list-style-type: none"> <li>• Use “384-Speech/Language Paraprofessional” only if the person is working as a speech/language paraprofessional. A Speech/Language Paraprofessional has a Bachelor’s degree in speech-language pathology/communication disorders and an ISBE approval to work under supervision in the schools. This program is being phased out and will no longer exist as of June 30, 2014.</li> <li>• Use “310-Paraprofessional” for a person providing instructional support.</li> <li>• If special education reimbursement is being claimed by the district, use “368-Program Aide” or “385-Student Instruction Aide” for a person providing instructional support.</li> <li>• All individuals reported as position 310, 368, or 385 need to have paraprofessional approval from ISBE.</li> <li>• The “305-Classroom/Library Aide” position code may be used for individuals providing other than instructional support.</li> </ul>
108	What certification or endorsements does the test coordinator need to have?	This position will not be matched against certification or endorsements.
109	RCDTS code will change. I am not able to enter 2 positions as custodian.	Each position can only be entered once per school year and employment cycle. The primary work location should be selected. If time is spent at multiple locations, the district RCDTS can be used.
110	is the position of test coordinator a teacher position and eligible for TRS?	This position will not be matched against certification or endorsements.

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#	Question	Answer
111	Special Education Paraprofessionals: Use 384	<p>Please see slide 23 from the webinar, which provides the following information:</p> <ul style="list-style-type: none"> <li>• Use “384-Speech/Language Paraprofessional” only if the person is working as a speech/language paraprofessional. A Speech/Language Paraprofessional has a Bachelor’s degree in speech-language pathology/communication disorders and an ISBE approval to work under supervision in the schools. This program is being phased out and will no longer exist as of June 30, 2014.</li> <li>• Use “310-Paraprofessional” for a person providing instructional support.</li> <li>• If special education reimbursement is being claimed by the district, use “368-Program Aide” or “385-Student Instruction Aide” for a person providing instructional support.</li> <li>• All individuals reported as position 310, 368, or 385 need to have paraprofessional approval from ISBE.</li> <li>• The “305-Classroom/Library Aide” position code may be used for individuals providing other than instructional support.</li> </ul>
112	Please explain the difference between Head/Executive Secretary and Clerical Support Staff.	403-Head/Executive Secretary is an administrative assistant assigned to/performing work for one or more specific individuals; 402-Clerical Support Staff refers to more general secretarial work.
113	I've reported extra duty pay positions for clubs as Lunch/Other Duties. I don't understand why this should be reported as Advisor. They are working extra duty positions. Thanks!	The reported position should reflect the nature of the work being performed. Therefore, 300-Advisor is more appropriate for work as a club sponsor.
114	I thought each coaching and advisor positions were to be listed separately. Is that true?	For an individual employee, various coaching and advising activities should be grouped under the each applicable position.
115	I am an ROE office do I add my Regional Superintendent and my assistant Superintendent?	No. These individuals are not reported in EIS.
116	What Position Code should we use for Special Ed Administrators?	Use one of the special education administrative codes if you are claiming them for special education reimbursement.
117	We have a sub that will work as both a Substitute Teacher and ether a secretary or a Paraprofessional, do we need to break out the position codes?	Yes.

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#	Question	Answer
118	We are a special education cooperative. We have a business manager, an HR Director, etc. but they are not listed under either Spec Ed Administrative or Office Staff for purposes of entering employee positions. Please advise.	You should use one of the special education administrative codes if you are claiming them for special education reimbursement. If not, you should use the regular education 115-Business Manager and 116-Human Resources Director positions.
119	We have Student workers that will do any type of work that is available we don't know what position to put them in.	Use 405-Other Office Staff.
120	What is the difference between instructional coach and adviser?	An instructional coach is a certified teacher based in the district office who works with all teachers (not just first- and second-year teachers) providing input on appropriate instruction related to specific subjects. An advisor sponsors/oversees student activities such as clubs or other extracurricular activities.
121	What Position code is Bus Monitors?	Use 541-Safety/Security Staff.
122	Why is there no code for student workers?	We need to know the nature of the work that each employee is performing, not their status as a student.
123	We have a teacher who also coaches multiple sports and serves as a morning supervisor and a lunchroom supervisor. Do we need to report him for each position?	Yes.
<b>Employment and Position Dates</b>		
124	Employment end date - what if you don't know if the substitute will be back next year? Leave employment end date blank but fill out position end date?	For 206-Substitute Teacher, employment and position start dates will be the same (first day worked this school year) and employment and position end dates will be the same (last day worked this school year).
125	End date? It has changed since we started school because of weather. Because there are no future dates entered we must enter in May right?	Correct. You must wait to enter until the position has ended for the year.
126	Slide 14 says "does not need to occur during the current school year" my understanding at first was "during this employment cycle" would be this year. So are you saying now every employee must have the very first day they started ie 1995 not 2012?	Correct. Employment Start Date is the first day of employment during this employment cycle – it must be a past date, and does not need to occur during the current school year. - Example – Employment started on 08/01/1998. - If you are the employing district for John Smith, and he has been continuously employed as a teacher since 08/01/1998 (no breaks), use this date as the Employment Start Date.
127	How do we know the substitute will not come back next year when entering an end date. I was listening to the answer to that question.	For 206-Substitute Teacher, employment and position start dates will be the same (first day worked this school year) and employment and position end dates will be the same (last day worked this school year).

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#	Question	Answer
128	I have a sub who has been hired on at another district as a full time employee. After I went in and submitted her record I realized she needs to be updated. She taught the after school program several nights. I need to go back into her file and add the extra position. Right now I'm unable to go in and open her record.	Please call the Helpdesk at 217-558-3600.
129	I have entered an erroneous end date and can't get back into the person. How can that be edited?	Please call the Helpdesk at 217-558-3600.
130	If a position is open on July 1 and isn't filled until August 1 is the positions start date July 1 or August 1?	August 1, if that is the first day the person filling the position is scheduled to work.
131	If an employee starts before the Board has approved the position, which start date do you use?	Employment start date is the day they were hired, and position start date is the first day they were scheduled to work in the position this school year.
132	Position End Dates - Can they be put in when you put the salaries in? Or do they have to be submitted sooner?	They cannot be put in until the position has ended, so we suggest providing with salary.
133	Regarding substitutes: do I understand correctly that each year a sub returns to work they get a new employment start date, which would be the first day of the school, and a new end date, the last day of the school year. Then the position start and end date would be the first and last day they work within that year.	Yes, correct.
134	On your salary template, unable to enter the position end date. It is protected and unable to enter the End Date. I copied this excel template and resaved it under a new name. The information is now able to be entered. Is it ok to do this?	Yes, if you need to unlock the template the password is "ibm".
135	Will the definition for start date and end date impact the max number of days subs are able to work in a given school year?	No.
136	If an employee has been continuously employed but their position has changed from aide to teacher, should their start date reflect the date they began as an aide?	Yes, if there was no break in employment, only change in position.
137	Position end date is required, but we cannot use a future date, how do we enter this information?	You cannot enter end date until the position has ended.
138	We currently employed a retired person who came to work for us on a contractual basis once she retired. Do I show her employment date as her original hire date since there was not a break in service or do I show her employment date as the date she started with us as a part time person?	There is a break in service because her original employment ended when she retired. You should show her employment date as the date she was hired to return to work as a part-time person.
139	Do we put an Position end date every year or only when the employee leaves our district	You put a Position End Date every year.
140	What do we put for start and end dates and salary when our teacher contract runs from Sept - Aug?	First day worked this school year and last day worked this school year.

**Salary and Benefits**

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#	Question	Answer
141	For base salary, do we submit what the employee was paid or what is listed on their contract?	Report the actual dollar amount paid.
142	Does money paid by the district for insurance or retirement count on base salary?	Any amount you deduct from an employee's base salary for any purpose is reported under base salary. Any amount you pay on behalf of an employee (not deducted from their base salary) is reported under the applicable benefit category.
143	All of our coaches are unpaid - volunteers approved by the board of ed. Do I include them in our report?	Only employees should be reported in EIS, not unpaid volunteers.
144	Salary information does not need to be reported until October correct?	Correct, Salary information does not have to be reported until the school year has ended (but must be reported <u>no later than</u> October 1).
145	Benefit information also is not reported until October-Yes or No?	Correct, Benefits information does not have to be reported until the school year has ended (but must be reported <u>no later than</u> October 1).
146	For salary information, do we report the contract amount or the actual amount the employee received? Example - contract was \$50,000 but person had 2 dock days so salary received is actually \$49,500.	Report the actual dollar amount paid.
147	Please define the Bonus Pay.	Dollar amount paid of any bonuses paid apart from and in addition to base salary and any annuities, retirement enhancements, or other benefits (e.g., amounts paid by the district for health insurance or toward retirement).
148	As it gets closer to salary deadline, will you be offering additional webinars for those individuals who do payroll? We will be splitting up reporting responsibilities for your new EIS	No additional webinars are planned at this time. If you need Salary assistance, please call the Helpdesk at 217-558-3600.
149	If the TRS is given to the employee as part of salary and then deducted each payroll, is that 9.4% to be included in the base salary?	Yes.
150	In line 93 on Q&A, it says to use salary paid for the work performed during the school year which is the contract amount not what is actually paid. I think you are saying 2 different things.	Base salary is the dollar amount paid for work performed, which may or may not be the contract amount, e.g., a teacher who works both the regular school year and summer school will be paid more. Question 93 on the Q & A is the following: If SY13 salaries extend past July 1, 2013 for all teachers, is the portion paid after July 1 still part of the SY13 salary, or does it become a part of the SY14 salary? Yes, it is part of SY 2013 salary if the portion being paid after July 1 is for work performed during the 2012-13 school year.
151	Do we need to enter salary data actually paid for the 2012/2013 school year or their contract amounts which in our district go 08/01 - 07/31?	Salary paid, i.e., gross earnings for work performed in a position.

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#	Question	Answer
152	is any of the salary information being provided being used to generate the information on the school report card?	No.
153	PLEASE define Base Salary with more definition. Our district currently pays all TRS/THIS/ETHIS/NEC/Fed TRS and Health and Life Insurance. Are those included in base salary?	Base salary is the dollar amount the employee is paid for the school year for work performed in a reported position. Bonuses, annuities, retirement enhancements, and other benefits (i.e., amounts paid by the employer for health insurance or toward retirement) are not included in base salary. An accompanying salary record must be submitted for each reported position.
154	Are both TRS creditable and non-creditable earnings are reported for certified staff - Yes or No?	No. The base salary you are to report in EIS is not the same as creditable earnings reported to the Teachers' Retirement System (TRS). Base salary is the dollar amount the employee is paid for the school year for work performed in a reported position. Salary paid for activities such as coaching or club sponsorship are reported separately, by applicable position. Bonuses, annuities, retirement enhancements, and other benefits (i.e., amounts paid by the employer for health insurance or toward retirement) are not included in base salary. An accompanying salary record must be submitted for each reported position.
155	#82 states that Medicare and FICA should be listed as benefits but these are taxes. Do you really want taxes listed as a benefit, it is not like the tax is optional.	Any district-paid portion of the pension payment to TRS is also not optional – yes, please report all district-paid benefits. (Medicare and FICA deducted from an employee's pay is reported as part of Base Salary.)
156	What I'm getting is basically if we will be issuing the person a W-2 we should be reporting him/her in this EIS system. Is that correct?	Correct.
157	Under validations I saw we can only enter 200 sick days. I have several employees who have more than 200. What happens to the days I'm unable to enter?	<u>This is not accumulated sick days.</u> You are to report sick days earned this school year.
158	Is there a list of all benefits to be added for each type of employee? i.e. do we also report employer paid Medicare and/or F.I.C.A	Yes, report employer paid Medicare and/or FICA.
<b>Retired Teacher</b>		
159	Do districts need to report employees who retired from another state?	Yes, if they are employed and working in Illinois during the current school year.
160	If we have an employee that received a post-retirement payment paid in the first pay period this year (7/5/12) but retired 6/30/12 and therefore has no position for this year, how are we supposed to handle this situation?	You should not report this person or this payment in EIS this school year since the person is not employed by the district this school year.
<b>First Year Flag</b>		

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#	Question	Answer
161	For First Year Flag - if the employee is a new principal, but was an assistant principal or teacher last year, do we flag as a first year principal?	Yes.
162	Is the "1st year teacher" flag used for the teacher position only or should it be used for any position such as a new sponsor or coaching stipend?	Teacher and principal only; this flag indicates the reported 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. Only required for selected Position Codes (currently teacher position codes 200-204 and 250-251, and 103-Principal).
163	A batch file has been uploaded and changes are made online on EIS sit. If another batch file is uploaded at a later date, will the information that is online be overwritten or will the records be added causing duplicate entries for an employee?	Any information that is changed in the newly submitted file updates the previously submitted information.
<b>Technical</b>		
164	I have been unable to download or print the info on the website. It just circles and does not do anything or gives me any error messages. This has been a problem with some ISBE items but not all. I also had trouble getting onto the webinar and missed almost the first 20 -25 minutes. Any suggestions? Timing of this is not the greatest....	Please call the Helpdesk at 217-558-3600.
165	I have an employee who had an incorrect Social Security number entered through a different district which is conflicting with one of our employees. How should we proceed?	Please call the Helpdesk at 217-558-3600.
166	When we submit the report to you and we need IEIN numbers, how long will it take to get those numbers back?	IEIN numbers will be returned with the processed file.
167	We have been added all of our data into the templates, should we submit this early before it is completed or should we wait to upload until the entire file is completed.	You can submit a file that is only partially completed to make sure you are using correct formatting, and then to finish the template and submit the entire file.
168	Are we sending just one file one time and then someone from our district, logs onto EIS site and makes additions/changes? Or do we upload a weekly audit file that EIS maintains?	This is a district decision. However, the intent is to keep the data as current as possible throughout the school year.
169	Is there a way to upload the information rather than typing per person?	Yes, via batch file. Please refer to the information available on the EIS webpage at <a href="http://www.isbe.net/EIS">http://www.isbe.net/EIS</a> .
170	Also how do you import the information from TRS into the EIS system?	You cannot since the information you report to the Teachers' Retirement System (TRS) and the data collected in EIS are different. For example, the base salary you are to report in EIS is not the same as creditable earnings reported to TRS).
171	I do not have a "link" to "Add New Employee". How do I get to that?	Please call the Helpdesk at 217-558-3600.

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#	Question	Answer
172	I am having trouble editing the employment form even though I have tried downloading it and saving it off as an excel spreadsheet. I still can't hide columns that I am not working with or delete lines that I don't need. I can add new lines but most types of processing brings up an error code saying the form is "protected" and needs a password. If I am doing something wrong would you please go over the download and save process.	Please call the Helpdesk at 217-558-3600.
173	I entered my data manually through iwias. Is there a way to export it into the spreadsheet template even though I didn't submit the data by using the excel template.	Currently only reports are available and can be exported.
174	Once a batch file is submitted, can the data be edited or updated using the online menus on IWAS?	Yes.
175	I started entering staff members and was made aware from our software company that they are working on a build to use to upload to ISBE. My question is will this update the ones i've already entered into the EIS system or do i need to delete those before I do the upload?	Any information that is changed in the newly submitted file updates the previously submitted information.
176	Is there a benefit of using our vender software package to submit this data?	Yes, depending on the package.
177	How is the file returned?	It is returned to the same EIS screen where you uploaded the file.
<b>Miscellaneous</b>		
178	What employees need to be reported for charter schools?	All employees working at charter schools need to be reported.
179	Do the 2 different districts have to know about the other district where a teacher is employed?	No, unless they try to enter the teacher with an FTE that exceeds 2.0 for the same position in both districts.
180	If I am on a 12 month contract is my time frame just Regular School Year or is it both Regular School Year and Summer School.	Your Time Frame would be 03-Both.
181	Can you define employment cycle?	An "employment cycle" is the period of time during which an individual was or continues to be employed by a district.
182	How can you have a 13 month year of employment cycle?	An "employment cycle" is the period of time during which an individual was or continues to be employed by a district. Therefore, an employment cycle can last many, many years if there was no break in employment with the district.
183	After initial setup, staff edits would only be needed, why doesn't the information carryover from year to year like it did in the TSR system?	This mirrors what is being done for student data reported in the ISBE Student Information System (SIS) and contributes to more accurate data being reported over time.
184	Q&A say we will need to reenter employees names, positions etc for the next school year. Why? This is already a hardship with employees who do not have time to do this inputting. Why not just at least save employees names?	This mirrors what is being done for student data reported in SIS and contributes to more accurate data being reported over time.

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#	Question	Answer
185	I have just been given a new position in HR and with it comes doing this EIS. I am not familiar with what was involved with the TSR and even though I have listened to your webinars, I'm not 100% sure of what I will fully be doing. Last year, our district started with the Infinite Visions financial system and it seems that much of what you are asking for EIS is info that we have entered into Infinite Visions. Our vendor is in the process of preparing to put our information into EIS. With what we have in Infinite Visions being so similar, does that mean that there will be very little updating on my part? Do you have any idea? Like I said, I'm just not familiar with what has been done in the past and how that plays out with Infinite Visions/EIS.	Please call the Helpdesk at 217-558-3600.
186	What happens if we don't do this?	There would be consequences for ISBE, in terms of not being able to submit complete data to the U.S. Department of Education (DOE), so we ask you to do the best you can.
187	If we do not do this report what are the consequences	There would be consequences for ISBE, in terms of not being able to submit complete data to the U.S. Department of Education (DOE), so we ask you to do the best you can.
188	If I understood correctly, the definition of a school year is July 1 through July 31?	Not necessarily. The earliest start date you can enter is July 1 and the latest end date you can enter is October 1 of the following calendar year. However, all positions and start dates must be entered by July 31.
189	Is there more than one person working on this report at most school districts? If so, who are the employees working on it; business manager, bookkeeper? Just curious. Thank you	You would need to confer with other districts to see how they are handling the reporting.
190	If we are going to have multiple people working on EIS, how should we handle data entry?	You should have all individuals involved use the same method, either batch or online.
191	Is this program like the TRS program in which several have this program and can access it on your website the same as the TRS program?	Yes, the district's chief administrator can authorize additional EIS users for the district.
192	Maybe a silly question - but the Q & A you speak of - is that the same as the FAQ's I see on the ISBE EIS page?	Yes.
193	Please clarify esy or summer school. Should it be on FY 13 if it was June & July 2012? This is considered FY 13 business for us.	No. Extended school year/summer school follows the regular school year. Therefore summer school during June and July 2012 is considered part of the 2011-12 school year, not the current school year.
194	When are certification and endorsement (license) information due? What parts of the EIS report are due on April 22? Is there any other data that are due sooner than 4/22/13?	Certification and endorsement information is not due, because this is not data that is reported in EIS. It is EIS Employment and Position data that must be current as of April 22, and these same data must be complete as of July 31; all school year 2013 salary data must be submitted by October 1, 2013.

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#	Question	Answer
195	If we upload a template without IEIN numbers, will the IEIN number be returned?	Yes.
196	To confirm, EIS system does not require districts to enter each subject a teacher is teaching, unlike TSR?	Correct. Assignments are not entered in EIS, as they were in the Teacher Service Record (TSR). (Teacher course assignments that are reported in SIS will be displayed in EIS.)
197	Do we put Teacher or Student courses into EIS?	No, these are submitted in SIS.
198	We are a Special Education Cooperative and have a Vocational Program where we pay students that work in local businesses. Do I need to enter these students?	No.
199	We have a Summer School program that is enrichment only. The program is self funded and there is no academic credit. Do we need to include the summer school teachers in the EIS?	Yes, if the teachers are employed by the district.
200	We have a Workforce investment grant that subsidizes youth wages. The youth work at local businesses, but are paid by the ROE and receive a W2 from the ROE. Would they be included in EIS and what position?	No.
201	Can you explain why we have to report student workers, what relevance is it?	You are to report all district employees in EIS. Student workers who are district employees are to be reported along with other employees.
202	We are an ROE that has an after school 21st century grants in three different schools. When we enter these teachers do we use the ROE's RCDT code or their daytime employing school's RCDT code? These teachers are our employees, we pay them.	Use your code for Employer RCDTS and the respective school code for the Work Location RCDTS.
203	What End Reason code would we use for substitutes?	Employment end reason code would be 05-Termination.
204	I pay for the Teachers at a Vocational School, I do not add them to my EIS, the Vocational School adds them.	The district-level entity that employs the teachers should report them in EIS.
205	We have sports boosters that reimburse the district for coaching staff, do we still submit them	If coaching staff members are employed by your district, yes, you need to report them.
206	We have an employee who works in 2 different districts. Our district pays for his salary but the other district reimburses us for half of his salary and benefits. How do we report him?	Your district should report him in EIS and work location would be the district where he spends the most time (your district if equal amount of spent in both districts).
207	We are a Coop and we have Employees who work in multiple locations, what do we put for the Working Location?	If the employee does not have a primary work location, use your district code.
208	What would I use as a work location RCDTS code if my staff work in a classroom in one of our member districts?	Use the RCDTS code for the school where the classroom is located.
209	What is the federal government doing with all this data? Seems like a big job.	Using it for various reports. (Yes, big job, so thank you.)

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#	Question	Answer
210	What is the reason for reporting all district staff ?	To have a full catalog of all public school district employees, aggregate FTE for which we are required to report to the U.S. Department of Education.
211	What are the consequences for not completing or failing to do the EIS data?	There would be consequences for ISBE, in terms of not being able to submit complete data to the U.S. Department of Education (DOE), so we ask you to do the best you can.
212	Why is this system a good Idea?	EIS provides a database detailing spending for public school personnel and the kind of work employees are performing. In addition, we are required to submit data to DOE, the intent of which is to catalog full staffing (all employees).