

5Essentials Survey

Question	Answer
Can you please refresh me on what the 5Essentials are?	It is a diagnostic tool that provides schools with data on five leading indicators for school improvement. Please visit www.isbe.net/5essentials/ for further information.

Batch Files

Question	Answer
I used batch files last year to add salaries. Just wondering if there is a webinar on how to use the batch files as it's been a whole year since I entered this.	The EIS Basics Training Course includes lessons detailing batch uploads. Please visit http://www.isbe.net/eis/html/training.htm to access the videos and written guides.
Will we be able to batch submit the Salary Report?	Yes, the salary and benefits information can be submitted via batch file. Please visit www.isbe.net/EIS/templates/ to access the batch templates.
Can all of the information you're asking to have updated be entered into the same upload? Dates and salaries all at the same time?	The salary template includes salary components, along with a position end date column.

Data Elements

Question	Answer
Where do you find the Benefit Grid?	Please visit www.isbe.net/EIS/data-elements/ and select the Salary category. The grid is provided in Excel or PDF formats.

Employment

Question	Answer
If a long term sub has taught for more than 50% of the year but for 2 teachers rather than 1 do we still report them?	To fulfill the criteria to report long term subs, the person must have a PEL and be in the same position for more than 50% of the year.
Is the end date the last day worked or the last day paid?	The position end date is the last day the person was scheduled to work in a position during the school year, regardless of whether the person was present or absent on that day. The employment end date is the last day of employment during a school year. It is possible for the position and employment end dates to be the same day, however, the employment end date cannot precede the position end date.
How do we enter staff who teach over a 1.0 FTE? Re the staff over 1.0, we have teachers who teach "overload" and actually teach 1.2 FTE during the regular school year. We cannot enter their extra .2 under summer school time frame, would not be accurate. Do we just enter them a 1.0 FTE???	The maximum FTE is 1.0 as it correlates to the number of days in a school year and the time paid.
Are Class Sponsors considered stipends/extra duty?	Yes. Thus, only their FTEs are reported in the Noncertified Staff tab.
If I have a full-time employee who wasn't hired until February to finish out a school year, do I enter them as a .45 FTE?	The FTE is calculated by dividing the number of days paid and number of days in the school year.
If someone's last day of work was May 24th but their resignation effective date is August 15th, should I use August 15th as the employment end date?	Please submit May 24 as that is the last day the person worked.
I have a guidance counselor who teaches 1 class at our Middle School for only 2 hrs per week. In calculating the FTE for this position it only comes out to .5 FTE; I believe this will be a problem meeting the Minimum FTE requirement. I'm assuming I will receive an error when entering this.	The minimum FTE is 0.1. If a FTE is greater than 0.1, it will be accepted.
FMLA docked time - you want us to reduce their FTE?	Yes, the FTE needs to be reduced based on how many days were not paid during the FMLA leave.

Employment

Question	Answer
If a teacher works less than 18 days or makes less than \$1500 do we report the teacher in EIS?	The minimum FTE is 0.1. A FTE less than 0.1 will not be accepted. Typically, if a teacher is in a position less than 18 days (out of a 180 day school year), their FTE will be less than 0.1.
If an administrator contract started 7/1, but they left for another district during July, do we report them in our district for 2015-16?	If their FTE will meet the minimum requirement of 0.1, they need to be reported.
We have a teacher who was on unpaid leave of absence for the entire 2015-16 school year. They have now turned in resignation. What should be the end date for this teacher?	The position end date is the last day the person was scheduled to work in a position during the school year, regardless of whether the person was present or absent on that day. The employment end date is the last day of employment during a school year. It is possible for the position and employment end dates to be the same day; however, the employment end date cannot precede the position end date.
What about teachers on maternity Leave of Absence? Example .89 FTE received 100% Benefits. Do I divide salary by .89 FTE?	If the teacher on maternity leave is paid, the FTE is 1.0; otherwise, yes, the salary is divided by the FTE to calculate the correct FTE adjusted base salary.
Administrator contract is July - June and teacher are Sept - aug so this is the time period to use for each job type	In terms of position start and end dates, administrators can be July-June, while teachers can be August-May, with the understanding that this can fluctuate based on a district's calendar.
If a teacher is required to work 181 days and a para is required to work lets say 150, is it correct to say their fte are both 1 bec it is based on what is required for their position	The FTE is calculated by dividing the number of days paid and number of days in the school year.
How do I figure the FTE of a .6 teacher who was out on FMLA the entire year. She was paid for 30 days while on FMLA and the rest of the year was unpaid?	When a teacher is on leave for the entire year, please use Leave of Absence (position 999).

Evaluations

Question	Answer
How will evaluation data be entered? Will we be able to submit evaluation data thru batch file?	Evaluations can be entered manually or via a batch file.
Looking on the website to see if our school must enter evaluations this year. Can not locate the list.	The list of required districts for SY 2016 is not available online. Please call (217) 782-3950 and indicate you have an Evaluations question to speak to someone who can confirm whether or not your district is required to submit the data.
I already entered evaluations and didn't know that some districts wouldn't have to. I thought all had to do that.	All districts will be required to enter evaluations next year.
Do all school districts need to enter the evaluations and will there be a training on that?	A webinar was given on March 9, 2016. The video, how-to guide and questions and answers documents are available via www.isbe.net/PEAC/ .
If our certified staff didn't get an evaluation this year, do we enter the last date they received an evaluation? It would be because they are tenured that they didn't get one.	ISBE realizes that tenured staff may be in an 'off' (not evaluated) year. At this time, an error message will appear if the field is blank, but this will be corrected after the initial pilot of the collection.
I do not do the evaluations. But would I be the one who enters this data as I do the employment, position & salary data?	Evaluations must be entered by someone with access to EIS; a District Superintendent can grant EIS access to relevant staff.
Are ROEs required to enter evaluation data?	At this time, only school districts are required to complete and submit evaluation data.
Where do we enter evaluations?	Please navigate to the 'Employee Evaluations' tab in EIS.
Am I understanding correctly that Special Education Cooperatives are not required to submit evaluation data?	Special Education Cooperatives will use the same method in EIS to enter data, as presented in the webinar.
On the Evaluation Template there is a column that says "Evaluation Type", what do we put in that column?	There are two types of evaluations, Educator or Principal.
How do I enter the Superintendents Evaluation? He is evaluated by the board and they are not in EIS.	At this time, only teachers and principals need evaluation data submitted.
What will be the due date for evaluations for the 2016-17 school year?	Evaluation data is due August 1, 2016.

Miscellaneous

Question	Answer
2016 School year is the 2015-2016 year correct?	Yes.
Will this webinar be posted on the ISBE website	Yes, webinars are available at www.isbe.net/EIS/ via the Archived Webinars and Presentations hyperlink in the Resources column, along with the accompanying PowerPoint presentations and questions and answers documents.

Noncertified Staff

Question	Answer
We have entered all teachers, administrators, and teacher aides into EIS. Do we also have to enter all other noncertified personnel?	Noncertified personnel data should be entered at the same time as the employment/position data. They are different from the employment/position data because they do not require a license through ELIS. A list of the respective positions can be found via www.isbe.net/EIS/data-elements/non-certified.pdf .

Paraprofessionals

Question	Answer
Our paraprofessionals are hourly employees and do not have a contract. Are we still required to put in their "salaries"?	Yes. All EIS positions require base salary, either if they are paid on contract or hourly.
What is the difference between paraprofessionals and the school support staff on the Non Certified Tab	Paraprofessionals and Noncertified personnel differ because Noncertified personnel do not require a license through ELIS.
How do you determine if an employee is a paraprofessional? We have several aids who have teaching credentials. Would they be paraprofessionals?	If the position requires a Paraprofessional license, submit them as a Paraprofessional.

Reports

Question	Answer
Can you create a field in the position detail roster report that will allow us to select the position we want to look at? Example: We would like a report that only displays teacher information, or administrator information. It would be helpful for districts to be able to double check this somehow.	Currently, the reports allow a user to view high-level information. We appreciate the suggestion and will consider implementing it in future updates.

Salary & Benefits

Question	Answer
We are a ROE and we were told to enter Supt and Asst Supt positions this year. The state pays their salary; do we have to enter that if we are not the entity paying them? If ROE Supt and Asst Supt position was entered this year, can we not input salary this year?	Although Regional and Assistant Regional Superintendents are paid by the state, ISBE has internal and external data collection requests due to reasons besides salary.
Our district gives FT teachers 10 sick days and 3 personal days. If the personal days are not used, they convert to sick days in the employees employment file. Could you explain how this benefit gets reported?	Please report the annually awarded sick days; it is not necessary to include the unused personal days. This way, we have a comparable number of sick days, since some districts may not convert personal days into sick days.
Could you please clarify the dock day / FTE / salary topic again? Do we need to adjust both salary and FTE if a staff member has been docked?	Yes. When dock days are a factor, FTE and salary data need to be adjusted accordingly, because both are based on time paid.
Our teacher's TRS 9.4% of salaries is included in our contract amounts in our system. Where does the 9.4% TRS go? Salaries or benefits?	The TRS Member Portion (Employer Paid) needs to be included in the Retirement Benefits field.
What benefits must be uploaded?	Please review the EIS Data Elements categories, specifically Salary, and relevant documentation at www.isbe.net/EIS/data-elements/ .
Salaries are not required for paraprofessionals, correct?	False. Base salary is required, but benefits are not.
Are board paid annuities considered part of the base salary?	No, but they can be reported for the Annuities category. Please review the EIS Salary Data Benefits Grid at www.isbe.net/EIS/data-elements/ under the Salary category.
If a teacher is docked for missed days in excess of their sick/personal bank, is the FTE adjusted to reflect this docking or the base salary or both	The FTE is calculated by dividing the number of days paid and number of days in the school year. Therefore, if dock days result in loss of funds, the FTE needs to be adjusted.
What is the difference between "longevity" and the base salary for EIS purposes?	Longevity is not a component of the EIS base salary.
Are stipends included in the base salary?	No, stipends are not included in the base salary.
Is coaching pay added to base salary?	Typically, coaching pay is a stipend, which are not included in the base salary or other salary/benefit categories.

Salary & Benefits

Question	Answer
For vacation and sick days, do we report what was earned this year or what they have accumulated throughout the years?	EIS data is submitted for respective school years, not an accumulation of a person's time with a district.
What should all be listed under benefits on the report? You just said No Benefit Data will be required for Para Pros but the EIS Salary Data sheet online says the IMRF member portion gets reported under Retirement Benefits?	Base salary is required for Paraprofessionals, but benefits data is not required, including IMRF. Sorry for the confusion.
Would an Annuity Paid to the teacher be included in the Base salary? We have a few that get an annuity instead of health insurance.	No, an annuity (instead of health insurance, which is the typical substitution), is not a component of the base salary.
when a teacher also has a coach stipend is that recorded with their teacher salary	No, the coaching position needs to be reported in the Noncertified Staff category, which only collects FTEs.
Our teachers get a 4% increase in salary when they turn in notice of upcoming retirement. Do I include that 4% increase in their base salary?	Yes, the retirement bump is included in the base salary.
You mentioned that stipends are not part of base salary, but will they need to be reported elsewhere?	Typically, stipends are paid for a noncertified position (coach, academic advisor, etc). Noncertified staff are only reported as FTEs totals in the Noncertified Staff tab.
We share a psychologist with 3 other districts. We pay his salary to him, and are reimbursed by the other districts. How do I list his salary/position?	The district that pays the employee needs to report the position and base salary data.
If an employee is terminated or retires during the school year, we can enter their salary now?	Yes. You are able to enter the end date(s) and salary data as long as future dates are not used.
We have a TRS salary and and IRS salary. TRS salary includes the 9.4% the school pays TRS for the teacher. It is the amount on the teacher contract. Is that the base salary? Or should we enter the IRS salary?	The TRS salary is reported for Retirement Benefits. The IRS salary is reported as base salary.
If the 9.4% TRS is deducted from the employee's gross salary, should we report it in the benefits column?	Yes, the 9.4% is reported as Retirement Benefits.
Do we enter end dates first or salaries first? Or does it matter?	A position end date must be submitted in order to enter a salary.

Salary & Benefits

Question	Answer
We got Stipends instead of raise this year as well. Please let us know what to include. This was a contract agreement for this year.	Do not include stipends in the base salary.
Do we include summer school earnings in the base salary?	Summer school position and salary data are submitted separately from the regular school year by using the appropriate Timeframes.
What if a 1.0 FTE teacher is also Co-Head Teacher for a stipend amount? A position is required, as well as FTE, but stipends are not included in EIS, so, would I not include his Co-Head Teacher position?	Create two position codes using code 200 and code 119, making sure the FTE totals 1.0. Then, enter the salary for each position.
For sick days, do we report what was used in the year or what they were offered in the beginning of the year?	Please report the annually awarded sick days. This way, we have a comparable number of sick days since some districts may not convert personal days into sick days.

Summer School

Question	Answer
<p>If we have a teacher or paraprofessional resigning at the end of the school year, but s/he teaches summer school, will we have two different position end dates - one for the main position and one for summer school?</p>	<p>That is correct; there are two timeframe options - regular school year and summer/night school. Each position must be assigned a timeframe. Therefore, the employee will have a position during the regular school year and a position during the summer/night school session, with accompanying salary/benefit data.</p>
<p>For summer school, do you enter them for 2016 if they don't receive their pay until the 2017 school year?</p>	<p>A summer school session is reported for the school year in which it begins, regardless of when the accompanying salary is paid. For example, if the session begins in June {which is the last month within the fiscal/school year calendar}, the data needs to be entered for the respective school year.</p>
<p>Do we add Summer School provided in June on this report and Summer School in July on the 2016-17 report? Also each session is only 8 days. Does this cause a problem with salary and FTE?</p>	<p>A summer school session is reported for the respective school year in which it begins. Therefore, report the June session for the 2015-2016 school year and the July session for the 2016-2017 school year. Currently, the summer school FTE guideline requirements are a minimum 0.1 FTE and a maximum 0.5 FTE. However, summer school terms vary across districts; ISBE advises that individual districts base their summer school FTE on what best reflects each teacher's time spent teaching within the given acceptable range (0.1-0.5). Since summer school is such a small time period, it's probable that most teachers' FTE will be closer to 0.1.</p>
<p>Do summer school positions need to be reported seperately for paraprofessionals?</p>	<p>Yes; please use the 'Summer/Night School' timeframe to report data for summer school.</p>
<p>If a teacher teaches regular school year and summer school...do both positions and both salary benefits get reported?</p>	<p>There are two timeframe options - regular school year and summer/night school. Each position must be assigned a timeframe. Therefore, the person will have a position during the regular school year and a position during the summer/night school session, with accompanying salary/benefit data.</p>

Summer School

Question	Answer
<p>Please explain FTE and salary if pay is \$40/hour for summer school that happens for 20 days - 19 in June and 1 in July.</p>	<p>Currently, the summer school FTE guideline requirements are a minimum 0.1 FTE and a maximum 0.5 FTE. However, summer school terms vary across districts; ISBE advises that individual districts base their summer school FTE on what best reflects each teacher's time spent teaching within the given range (0.1-0.5). Since summer school is such a small time period, it's probable that most teachers' FTE will be closer to 0.1.</p>
<p>So for summer school do we just report the portion of salary and FTE for the part earned during the current fiscal year even if it goes past July 1st? Or do we report the full salary?</p>	<p>The salary earned during the Summer School timeframe needs to be reported with the position(s) for the school year in which the summer term begins. Therefore, if the term begins prior to June 30, 2016, please report it for the 2015-2016 school year. Conversely, if the term begins on or after July 1, 2016, please report it for the 2016-2017 school year.</p>
<p>We didnt get summer school teacher positions in previously, so how will we be able to put in a salary when no position was previously put in? How could a summer school teacher be .5? Is that 1/2 of the summer or 1/2 of a year?</p>	<p>Summer school data can be submitted once the session begins. Similar to the Regular school year timeframe, a position needs to be entered prior to the salary. Currently, the summer school FTE guideline requirements are a minimum 0.1 FTE and a maximum 0.5 FTE. However, summer school terms vary across districts; ISBE advises that individual districts base their summer school FTE on what best reflects each teacher's time spent teaching within the given range (0.1-0.5). Since summer school is such a small time period, it's probable that most teachers' FTE will be closer to 0.1.</p>
<p>If a teacher starts summer session on May 31 and the session ends in June, what date do we enter as an end position date for that teacher?</p>	<p>The position end date is the last day the person works in a position, regardless of whether the person was present or absent on that day.</p>
<p>Our summer school runs from June 6 - 23 and then again from July 25 - August 4. Are these dates and salaries all reported in FY16 or is it split between FY16 and FY17?</p>	<p>Please report summer school according to the school year in which it began. The June session will be reported for SY2016 and the July session will be reported for SY2017.</p>

Summer School

Question	Answer
Do we include summer school salaries in the base salary or is it listed as a seperate salary for summer school session? What about the FTE? Does this put them over 1.0 FTE?	Summer school sessions are reported using the 'Summer/Night School' timeframe. Therefore, employment, position, and salary data that are applicable to summer school need to be reported accordingly.
What if the summer school teacher did not work during the regular school year and only worked summer school. Should that teacher be included on the report?	There are two types of Timeframe, Regular and Summer/Night School, that indicate at what point during the year a teacher worked in a specific position. Even if a teacher did not have a position during the regular school year, they need to be reported for the summer school position using the appropriate timeframe option as an indicator.

Years of Experience

Question	Answer
Have the years of service been added to the report yet?	Yes, EIS now includes the 'Experience' tab. More information and instruction will be provided at the upcoming webinar on June 20, 2016.