

EMPLOYMENT INFORMATION SYSTEM (EIS)

Employment

Data Elements	Code	Value	Description	Data Type	Length	Mandatory/ Optional
IEIN		Numeric	The Illinois Educator Identification Number is for each reported employee. If no IEIN is found for an employee, the employee must provide the IEIN which is assigned in ELIS.	bigint		Optional, Mandatory if SSN not included
SSN		Social Security Number	The Social Security Number will be used for matching purposes, along with Last Name, First Name, Date of Birth, and Gender.	char	9	Optional, Mandatory if IEIN not included
Legal Last Name			Employee's Legal Last Name.	varchar	30	Mandatory
Legal First Name			Employee's Legal First Name.	varchar	30	Mandatory
Legal Middle Name			Employee's Legal Middle Name or first initial of Middle Name	varchar	30	Optional
Maiden Name			Employee's Maiden Name.	varchar	30	Optional
Date of Birth		mm/dd/yyyy	Employee's Date of Birth.	datetime	10	Mandatory
Gender			Sex (Male or Female)	char	1	Mandatory
	F	Female	A woman.			
	M	Male	A man.			
Race/Ethnicity			The race/ethnicity category that reflects the ethnicity/race(s) with which the individual identifies. Use "99 – Unknown" for individuals who do not choose to identify. <i>See Race/Ethnicity Codes tab.</i>	char	2	Mandatory
School Year		yyyy	School year for which this record is applicable.	char	4	Mandatory
Employer RCDTS	rrcccdttss		The RCDTS code for the employing district. If the employee is employed by more than one district, each district must enter a separate employment record with an Employer RCDTS for each record.	char	15	Mandatory

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Work Location RCDTS	rrccdddtss ss		<p>The RCDTS code for the Work Location. In most cases, the RCDT portion of the Work Location RCDTS will match the employing district RCDT. The Work Location must be an open entity during the school year.</p> <p>Work Location for the following Position Codes must be at the school level - Position Codes 103, 104, 200-251, 309, 311, 372, 379 and all 600 codes.</p>	int		Mandatory
Employment Start Date		mm/dd/yyyy	First day of employment during this employment cycle.	datetime	10	Mandatory
Position Code			<p>The Position Code identifies the employee's position.</p> <p>If an employee is working in more than one position, or the same position but in more than one Work Location, a position record must be submitted for each position/work location.</p> <p><i>See Position Codes tab.</i></p>	char	3	Mandatory
Retired Employee Flag	Y or N		Flag which indicates the reported employee currently receives a retirement annuity for prior work as a credentialed elementary or secondary public school educator, i.e., teacher, administrator, school service personnel.	bit		Mandatory
First Year Flag	Y or N		Flag which 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 200-251, 103-Principal and all 600-Resource Teacher codes).	bit		Blank, Mandatory for identified Position Codes.
Position Time Frame			Describes the time during the school year when the individual worked in the position. All employee positions must be reported. <i>See Position Time Frame tab.</i>	char	2	Mandatory
Position Start Date		mm/dd/yyyy	First day the person was scheduled to work in this position during this school year, regardless of whether the person was present or absent on that day.	datetime		Mandatory

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FTE			Full Time Equivalence is the percent of time an employee is paid divided by the required time for that position in the associated attendance center for the school year.	decimal	4,2	Mandatory
Bilingual Language Code			The language used by the employee while performing work in this position. Only required for selected Position Codes (currently Bilingual position codes 202, 204 and 251).	char	3	Blank, Mandatory for identified Position Codes.
Position End Date		mm/dd/yyyy	Last day the person was scheduled to work in this position during this school year, regardless of whether the person was present or absent on that day.	datetime	10	Optional
Employment End Date		mm/dd/yyyy	Last day of employment, during this employment cycle.	datetime	10	Optional
Employment End Reason Code			Reason employment was ended. <i>See Employment End Reason tab.</i>	char	2	Optional
Grade Level Assignment			Grade Level Assignment is the grade range at which the employee is providing services for the majority of their time. Required for Position Codes: 200-251, 372, 373 and all 600 codes. <i>See Grade Level Assignment tab.</i>	char	2	Blank, Mandatory for identified Position Codes.
Primary Work Location Flag	Y or N		Flag which indicates the Position and its Work Location which an employee is primarily associated. Required for all Position Codes.	char	1	Mandatory
Remove Record	Y or N		Enter Y to remove a previously submitted record; Enter N to keep, edit or add a record	char	1	Mandatory
Email Address			Employee's work email address	varchar	100	Mandatory
Ed 360 Role			Modifys an Employee's default access level to Ed 360. <i>See Ed360 User tab.</i>	char	2	Optional