Illinois State Board of Education

Employment Information System

Introduction to 2016 EIS: New Features and Updates

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The Webinar Video and the PowerPoint Presentation will be posted at http://www.isbe.net/EIS/default.htm.

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Welcome and Introductions

ISBE Key Team Members

* David Smalley: *Division Administrator, Data Analysis*

* Brent Engelman: *Division Administrator, Information Technology*

Attendees and Presenters

* David Smalley: *Data Analysis*

* Mark Hobneck: *Data Analysis*

* Brenda Umek: *Data Analysis*

* Keith Goeckner: *Data Analysis*

* Kara Mernaugh: *Data Analysis*

* Emma Wilson: *Data Analysis*

Agenda

Updates to EIS

* Separating District Superintendents & Principals
* FTE Minimum
    * Multiple Positions & Work Locations: Single Salary Model

New to EIS

* Position Codes Added
* Position Codes Removed
* Capability to Generate IEIN Numbers Removed
* Email Addresses for 5Essentials Survey

Updates

Separating District Superintendents & Principals

Why the update?

* *Illinois Report Card (Principal turnover)*

What to expect:

* If an employee is **both** district superintendent and principal, code each position individually with:
   * Separate position codes
   * Separate FTE (still should not exceed 1.0)

* District superintendent: assign work location to district level
* Principal: assign work location at school level

FTE Minimum Adjustment
For Multiple Work Locations

Why the update?

* *U.S. Department of Education requires the grade level of a teacher at every school location in which they provide instruction.*

For assistance calculating FTE in multiple locations accurately:

* The FTE minimum has been lowered from 0.10 to 0.05 **for a single work location.**

* If there are outlier situations where an employee has more than 20 work locations, choose the top 20 locations, and allot each an FTE of 0.05.

* **For a position, the FTE minimum is still 0.10.**

Multiple Positions & Work Locations
Using a Single Salary Model

These rules still apply:

* Each position can have multiple work locations.

* Declare one of the work locations as the primary work location.

* Provide the FTE for each work location.

* You will not be required to provide a salary for each work location.

New Features

Position Codes Added (ROE Only)

Why the addition?

* *With the addition, ELIS will have a complete list of licensed positions.*

Codes Added (ROE Only):

* 122 - Regional Superintendent

* 123 - Regional Assistant Superintendent

Position Code Removed

Why the change?

* *To streamline teacher codes and create consistent codes*

Codes Removed:

* ~~205 – Pre-Kindergarten Teacher~~

* We phased this out during last year. It is now fully removed.

* Replace Position Code 205 "Pre-Kindergarten Teacher" with Position Codes 200-251 and Grade Level Assignment: Pre-Kindergarten (01).

Capability to Generate IEIN Numbers Removed

Why the change?

* *To avoid duplicate IEIN numbers in ELIS*

What to expect:

* Certified employees will have to be entered in ELIS and therefore given an IEIN number prior to be entered into EIS.

5Essentials Survey Email Addresses

Why the change?

* *5Essentials Reporting Requirement*

What to expect:

* Email addresses will be collected for the following EIS positions codes:
    * 200-251 Teacher Codes
    * 309 - Librarian/Media Specialist
    * 311 - Reading Specialist

Each EIS position code must have a work location at a school.

Please direct any questions to 5Essentials@ISBE.net.

UPDATED: EIS Basics Course

For step-by-step information on all basic functions in EIS, please check out our EIS Basics Course, which has been updated for the new year.

Key Dates

Activity	Date
Begin to submit SY 2016 Employment and Position data.	Monday, November 9, 2015
Deadline for 2016 EIS Employment and Position records for the purpose of the EDEN C059 Staff FTE file.	Friday, April 15, 2016
All SY 2016 Non-certified Employees aggregated FTE counts must be completed.	
Final Deadline for SY 2016 Employment/Position and Salary data (including Benefits data, if applicable).	Thursday, September 1, 2016

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Questions and Answers

ISBE Contact Information

* **Data Analysis Division**

   * (217) 782-3950

   * datahelp@isbe.net

* **Help Desk for technical issues**

   * (217) 558-3600

ISBE Resource Information

* **EIS webpage:**
  * http://www.isbe.net/EIS/default.htm
* **Data Elements:**
  * http://www.isbe.net/EIS/data-elements/default.htm
* **EIS Basics Lessons:**
  * http://isbe.net/eis/html/training.htm
* **Templates and Instructions:**
  * http://www.isbe.net/EIS/templates/default.htm
* **Data Validations:**
  * http://www.isbe.net/EIS/html/validations.htm
* **Key Dates:**
  * http://www.isbe.net/EIS/html/key-dates.htm
* **Data Quality Dashboard:**
  * http://www.isbe.net/data-quality/default.htm
* **5Essentials**
  * http://www.isbe.net/5essentials/default.htm