



Illinois State Board of Education

Employment Information System

*Introduction to 2017 EIS: New
Features and Updates*

ISBE Key Team Members

- Jason Helfer: *Deputy Superintendent*
- Brent Engelman: *Division Administrator, Information Technology*

Presenters

- * John Shake: *Information Technology*
- * Mark Hobneck: *Data Analysis*
- * Brenda Umek: *Data Analysis*
- * Keith Goeckner: *Data Analysis*
- * Kara Mernaugh: *Data Analysis*
- * Vince Camille: *Educator Licensure*
- * Emma Wilson: *Information Technology*

2017 Updates & New Features

- * SY 2017 Employment/Position New Deadline
- * Email Addresses
- * Updated Employment/Position Template
- * Position Start/End Dates-Added Purpose
- * Position Code Changes
- * Educator Evaluations
- * Dashboard Statistics and Notification Changes

2016-2017 New Features and Updates

Reason for earlier deadline:

- 5Essentials Reporting Requirement
- 105 ILCS 5/21B-45- Professional Educator License renewal
- Provides more balanced year of data collection in EIS

All Employment/Position data is due November 1, 2016.

How to Request 2017 Employment/Position File:

www.isbe.net

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James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

Dashboard

Employment/Position

Salary

Courses


Reports

Batch Files

Noncertified Staff

Employee Evaluations

Experience


 **Upload**

Browse, select file, then upload.

Choose File

 No file chosen

Upload

 **Request File**

Request an Employment or Salary file that contains all data submitted for my district.


School Year:

 2017

Select File:

 Employment

Request File

 **Download**

Download your most recently processed batch files. To refresh the list, [click here](#)

File Name	Processed Date	
Employment0000.csv	Aug 30 2016 1:33PM	Download

Why the change?

- 5Essentials Reporting Requirement

What to expect:

- Email addresses will be required for **all** Employment records.
- An Email address field has been added to the Employment/Position batch file template and online screens.
- **Do not use personal email addresses**; only enter the School District or School email address that would normally be disabled if an individual was to leave employment.
 - Use Google Apps for Education email, if your district uses Google Apps for Education.

Illinois State Board of Education

James T. Meeks, Chairman

Tony Smith, Ph.D., State Superintendent

Employment Information System

Login:

[Log Out](#)

Employment Summary

IEIN:	Last Name:	First Name:	Middle Name:
Date of Birth:	Gender:	Race/Ethnicity:	Retired:
Employer:	Employment Start Date:	Employment End Date:	Employment End Reason:
Email Address:			

[Edit Employment Record](#)



Employee Positions within the District for School Year 2016

There are currently no positions for this School Year.

[View Positions From Other School Years](#)

BACK

SUBMIT and Return to Search


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

SUBMIT and View Salary

Email Addresses – Online

www.isbe.net

Close

 **Demographics**

*Last Name

*First Name

Middle Name

Maiden Name

*Date of Birth

*Gender

☒ Female ☐ Male

*Race/Ethnicity

 **Employment**

*Start Date

*Retired

☒ No ☐ Yes

*Email Address

coolteacher@sp186.edu

End Date

End Reason

-- Select --

BACK

OK

Email Addresses – Online

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James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent


Employment Information System

Login: [Log Out](#)

Employment Summary

IEIN:	Last Name:	First Name:	Middle Name:
Date of Birth:	Gender:	Race/Ethnicity:	Retired:
Employer:	Employment Start Date:	Employment End Date:	Employment End Reason:
Email Address: coolteacher@sp186.edu			

[Edit Employment Record](#)

 **Employee Positions within the District for School Year 2016**

There are currently no positions for this School Year.

[Add Position Record](#)

[View Positions From Other School Years](#)

BACK

SUBMIT and Return to Search

SUBMIT and View Salary

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

Email Addresses – Batch

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Employment	Record Count	Employment_Win.csv	Current Date	RCDTS Number																						
2	IEIN	SSN	Legal Last Name	Legal First Name	Legal Middle Name	Maiden Name	Date of Birth	Gender	Race/Ethnicity	School Year	Employer RCDTS	Work Location RCDTS	Employment Start Date	Position Code	Retired Employee Flag	First Year in Position Flag	Position Time Frame	Position Start Date	FTE	Bilingual Language Code	Position End Date	Employment End Date	Employment End Reason Code	Grade Level Assignment	Primary Location	Remove Record	Email Address
3	12345678	123456789	Legal Last Name Sample	Legal First Name Sample	Legal Middle Name Sample	Maiden Name Smple	01/01/2000	F	11	2017	012345678912345	012345678912345	01/01/2012	150	N	N	02	08/22/2016	1.00	001	01/01/2017	01/01/2017	01	01	N	N	Sample.Email@llschool.com

EIS is keeping both Position Start and End dates for their original purpose.

All previous rules will apply for SY 2017.

Please make sure your Position Start and End Dates are accurate.

Why the changes?

ELIS maintains a complete list of licensed positions.

Codes Added:

- 208 – Career and Technical Educator (CTE)
- 209 – Dean of Students **{Teachers}** (educator does not hold an administrative endorsement)
- 210 – Head of General Education (Department Chair) or Supervisor for a Specific Subject **{Teacher}**- (educator does not hold an administrative endorsement)
- 124 – Dean of Students **{Administrator}** (educator holds an administrative endorsement)
- 125 – Head of General Education (Department Chair) or Supervisor for a Specific Subject **{Administrator}** - (educator holds an administrative endorsement)

Why the addition?

ELIS maintains a complete list of licensed positions.

Chicago Only:

- 199 – Chicago Citywide Administrator (CPS only)
- 399 – Chicago Citywide Student Support Personnel (CPS only)
- 699 – Chicago Citywide Resource Teacher (CPS only)

Why the changes?

Being replaced with position codes 124 and 125.

Codes Removed:

- 106 – Student Dean
- 110 – Department Chair

Position Codes – Description Changes

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Why the change?

- To match ISBE 23 Illinois Administrative Code 1.705

Employment Information System (EIS)	
Position Codes	
Position code	Position
111	Director of an Area Vocational Center or Supervisor of More Than One Field in Career and Technical Education
120	Supervisor of One Field in Career and Technical Education
121	Administrator in a Bilingual Education Program
Special Education Administrative	
151	Assistant Special Education Director
152	Special Education Director
153	Special Education Supervisor
154	Supervisor of More Than One School Support Personnel Area
155	Supervisor of One School Support Personnel Area

Position Codes – Description Changes

www.isbe.net

Why the change?

- To align with endorsements and approvals

Employment Information System (EIS)	
Position Codes	
Position code	Position
Regular Education Ancillary Staff	
309	Library Information Specialist
Special Education Ancillary Staff	
354	Cued Speech Interpreter
359	Sign Language Interpreter
372	School Counselor
373	School Counselor Intern

Why the addition?

- Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861)


Positions requiring an evaluation:

- 103 – Principal
- 104 – Assistant Principal
- 200-251 – Teachers
- 601-610 – Resource Teachers

Evaluator Requirements:

- Evaluator must be prequalified to perform the evaluation
- Specificity Code: “ETGM” approval teacher evaluator growth (module 1-5)
- Specificity Code: “EPGM” approval principal evaluator growth (module 1-5)

[Dashboard](#) [Employment/Position](#) [Salary](#) [Courses](#) [Reports](#) [Batch Files](#) [Noncertified Staff](#) [Employee Evaluations](#) [Experience](#)

 **District Reports**

Employment Reports


- [EIS Employee Roster Report](#)
- [EIS Individual Employee Report](#)
- [EIS Missing Positions Report](#)

Position Reports

- [EIS Position Detail Roster Report](#)

Salary Reports

- [EIS Position Detail \(with Salary\) Roster Report](#)
- [EIS Administrator and Teacher Salary and Benefits Report](#)
- [EIS Missing Salaries Detail Report](#)
- [EIS Missing Salaries Summary Report](#)

Evaluation Reports 

- [EIS Employee Evaluations](#)
- [EIS Employer Evaluators](#)

Experience Reports

- [EIS Employee Years of Experience](#)

Educator Evaluation – Updated

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Employment Information System (EIS)					
Employee Evaluation					
Data Elements	Code	Description	Data Type	Length	Mandatory/Optional
District RCDTS		The District RCDTS code where the Employee is currently Employed	Int	15	Mandatory
Employee IEIN		The IEIN for the Employee being Evaluated	Char	9	Mandatory
Employee Last Name		Employee's Legal Last Name	Varchar	30	Mandatory
Employee First Name		Employee's Legal First Name	Varchar	30	Mandatory
Employee DOB		Employee's Date of Birth	Datetime		Mandatory
Tenured Teacher		Is The Employee being evaluated Tenured	Char	1	Mandatory
		<i>Only required if the Evaluation Type is Educator</i>			
	Y	Yes			
	N	No			
Evaluator IEIN		The IEIN for the Evaluator	Char	9	Mandatory
Evaluator Last Name		Evaluator's Legal Last Name	Varchar	30	Mandatory
Evaluator First Name		Evaluator's Legal First Name	Varchar	30	Mandatory
School Year		School Year the Evaluation was completed	Char	4	Mandatory
Evaluation Type			Char	2	Mandatory
	01	Educator Evaluation			
	02	Principal Evaluation			
	03	Superintendent Evaluation			
Summative Rating		The Evaluation Model uses Ratings to measure Practice, Student Growth and an optional rating. The district must combine these into a single Summative Rating yielding one of the following four Evaluation Ratings	Char	2	Mandatory
	01	Unsatisfactory			
	02	Needs Improvement			
	03	Proficient			
	04	Excellent			

Why the changes?

Improved statistics and improved notifications.

Improved Statistics:

- Added Missing Positions

Summary Information for School Year 2016	Counts
Number of Employees	34916
Number of Position Records	23886
Number of Missing Positions	11425
Number of Salary Records	0
Missing Salary Records	23886
Missing District Noncertified Staff FTE Total Record	Yes

Notifications:

- Administrator and Teacher Salary and Benefits (ATSB)
- 5Essentials Survey
- Employee Evaluations



Dashboard

-Employee Evaluations	Required	due	08/01/2017
-5Essentials Survey	Required	due	11/01/2016
-ATSB	Required	due	09/1/2017

2016-2017 Key Dates

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Activity	Date
Begin to submit SY 2017 Employment and Position data	Friday, September 16, 2016
Deadline for 2017 5Essentials Survey Email Addresses and Employment Position data	Tuesday, November 1, 2016
Deadline for 2017 EIS Employment and Position Records for the purpose of the EDEN C059 Staff FTE file	<i>(was previously due in April)</i> Tuesday, November 1, 2016
All SY 2017 Non-certified Employees aggregated FTE counts must be completed	Tuesday, November 1, 2016
Deadline for 2016 Evaluations	Tuesday, August 1, 2017
Final Deadline for SY 2017 (updates & corrections) Employment/Position and Salary Data (including Benefits data, if applicable)	Friday, September 1, 2017

For step-by-step information on all basic functions in EIS, please watch our [EIS Basics Course](#), which is currently being updated for the new year.

- **Data Analysis Division**
 - (217) 782-3950
 - datahelp@isbe.net
- **Help Desk for technical issues**
 - (217) 558-3600

- **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/>

Questions and Answers

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