

Tips for Completing EIS Employment Information

Always work in the Excel Template/file when making any changes to employee information.

DO NOT use a returned .csv file to make any changes to information as the formatting will be lost and errors may result when submitted. See the instructions below on how to copy data from a CSV file into the Excel (XLS) template.

Only the employer is authorized by ISBE EIS to correct the data for employees in their districts in the Employment files for submittal to EIS.

Row 1	File Header	Description
1-A	File Type	Employment (already filled-in)
1-B	Total Number of Records	Number of records in file
1-C	File Name including extension	Name of your file (i.e., xxSchool_10072008_001.csv) <i>Note:</i> 1-C file name must be same file name used for actual file name when you perform the 'save as' action.
1-D	File Sent Date	Date the file is being submitted via EIS to ISBE. <i>Note:</i> Date format is mm/dd/yyyy (i.e., 10/07/2008)
1-E	RCDTS	The Employer's 15 digit District RCDTS code <i>Note:</i> Format is 111111111111111 – no spaces or hyphens between the digits. <i>Note:</i> The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

EXAMPLES:

Employment	10	50082104002_04122012_001.csv	04/27/2012	5008210400260000
Employment	50	LanphierHighSchool_04122012_001.csv	04/20/2012	3903031040020000
Employment	241	ShadyHillsSD_001.csv	04/30/2012	3903031040020000

Row 2 **COLUMN NAMES (READ ONLY)**

Row 3+ **EMPLOYMENT RECORD DETAILS**

Each Employment record entered by an employer via EIS can be requested in the employment file for review and update. The employee data includes demographic and position data. The code descriptions for the data elements displayed can be found in the ISBE EIS Data Elements Document (www.isbe.net/eis).

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Making Corrections to the Employment File

Corrections to the data in the Employment file must be made from this file format.

Enter the appropriate employee demographic and position data for each employee being submitted to ISBE to obtain an IEIN. The descriptions and codes for these data elements can be found in the ISBE EIS Data Elements document (www.isbe.net/eis).

- The first row (Row 3) is a sample row. The sample data should be replaced.
- The Place Holder fields must be blank.
- No commas may be included in any of the fields.
- The employee IEIN should be blank the first time the district is requesting the IEIN. If the data needs to be updated then the employee IEIN must be submitted.
- If available the SSN can be used to find an existing IEIN. Every record must include an IEIN or a SSN. The system will either return the correct IEIN and create the position or create a new IEIN, position and return it in the file.
- Optional fields are to be left blank if the requested data is not being entered (i.e., the Maiden Name field is blank if the Maiden Name is not known. DO NOT enter N/A or None in any optional field).
- The following fields must only contain alpha characters with the exception of hyphens (“-”) and spaces:
 - Legal First Name
 - Legal Middle Name
 - Legal Last Name
 - Maiden Name

Cell	Column Name	Value	M/O
3-A	IEIN	Field for EIS to return state-assigned IEIN <i>Note: If the IEIN has already been assigned and the data needs to be updated then the IEIN must be provided.</i>	Blank
3-B	SSN	Social Security Number	O
3-C	Legal Last Name	Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Examples: Maryanne or Mary Ann	M
3-E	Legal Middle Name	Full middle name, initial (no period)	O
3-F	Maiden Name	Examples: Brown; Smith-Jones or McBride	O
3-G	Date of Birth	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-H	Gender	01 or F for Female or 02 or M for Male	M
3-I	Race	See Race Code table for numeric codes Example: 16 = White	M
3-J	School Year	School year current year enrollment Example: 2013	M
3-K	Employer RCDTS	Identifies an Employer 15 digit Region, County, District, Type and School code Example: 340491160260000	M
3-L	Work Location RCDTS	Identifies employee’s work location The employer and work location may be the same or	M

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		different Example: 340491160262007	
3-M	Employment Start Date	Date Format is mm/dd/yyyy Example: 09/20/2010	M
3-N	Position Code	See Position Code table Example: 100	M
3-O	Retired Employee Flag	Y=Yes or N=No	M
3-P	First Year Flag	Y=Yes or No	M
3-Q	Position Time Frame	Identifies time of year for the Position - See Position Time Frame Code table in Data Elements Example: 01 = Regular Year	M
3-R	Position Start Date	Date Format is mm/dd/yyyy Example: 09/20/2012	M
3-S	FTE	The full time equivalent for each employee for each position Example: 1.00	M
3-T	Bilingual Language	See Language Codes table Example: 000 = English	O
3-U	Position End Date	Date Format is mm/dd/yyyy Example 05/20/2013	O
3-V	Employment End Date	Date Format is mm/dd/yyyy Example 05/20/2013	O
3-W	Employment End Reason	See Employment End Reason code table Example: 01 = Retirement	O
3-X	Grade Level Assignment	See Grade Level Assignment code table Example: 01 = Kindergarten	M
3-Y	Primary Location Flag	Y=Yes or N=No	M
3-Z	Remove Record Flag	Y=Yes or N=No	O

Note: Only the Employer is authorized by ISBE EIS to request IEINs for the employees in their districts.

If an employee works at multiple work locations, an employment position record for each work location must be created. In the spreadsheet, the Employment information would be repeated for each position record entered.

ADDITIONAL TIPS

Copying Data into the Excel Template

- Open the spreadsheet or document that contains the data you wish to copy.
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight A2 to Z2 down to A150 to Z150.
- Select "***Copy***".
- Open the Excel Template (Keep both the source data spreadsheet and the template open)

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- Click in cell A3.
- Select "**Paste Special**".
- When the pop-up box opens Select "**Values**" and click "**Ok**".

Saving the Excel Template as a CSV

- Open the Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension).
- On the File menu click "**File → Save As**".
- In the File Name box, type the same file name as you typed in 1-C.
- In the 'Save as type' list, select CSV (Comma delimited).
- Click "**Save**".
- When prompted to keep the workbook in the current format click Yes to finish saving the file.
- Upon closing (exiting) the saved spreadsheet, do not save the CSV file again! Click "**Don't Save**" or "**No**".

Making changes to employee information

- Always work in the Excel Template/file when making any changes to employee information.
- Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

Importing the employees back into the Excel Template

- After you have downloaded the file from ISBE EIS open the CSV file.
- Click on the first row of employee data (Column A, Row 2 – A2).
- Highlight the cells you wish to copy (Example A2 – Z2 to A150 to Z150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns AA and AB are locked in the template.
- Select "**Copy**".
- Open the Excel Template (Keep both the CSV file and the template open).
- Click in cell A3.
- Select "**Paste Special**".
- When the pop-up box opens, select "**Values**" and click "**Ok**".