



Illinois State Board of Education

Employment Information System

EIS – Wrapping Up 2020
Employment\Position\Noncertified
Staff

Welcome and Introductions

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Presenters

- Mark Hobneck: *Data Strategies & Analytics*
- Brenda Umek: *Data Strategies & Analytics*
- Evan Stout: *Data Strategies & Analytics*
- Janaya Crevier: *Data Strategies & Analytics*
- Howard Hammel: *Data Strategies & Analytics*



Note: This webinar is being recorded

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- Please do not provide any employee, personal, or vendor information
- The Webinar Video, PowerPoint Presentation and other resources related to EIS will be posted at <https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx>
- This may take 24 hours before becoming available



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Webinar Tips

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 - Computer speakers
 - Headset connected to a computer
 - Telephone
- ***Tips for Speaking***
 - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
 - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.
- ***Question and Answer***
 - Q&A will be held at the end of the webinar.
 - Please raise your hand to ask a question.
 - All text messages are logged.
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Please save all written and verbal questions until the end at the Q&A



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Let us know your Software Package!

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- If you submit batch files and utilize a Vendor Software Package, can you provide us with some additional information. Please let us know by using the Question section during this webinar.
- Please submit:
 - Vendor Name
 - Contact Information (if available)

EIS Web Services

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- ISBE offers a free web service that provides a method for districts to automate the process of sending and retrieving batch data files to EIS
- Providing current data to ISBE using web services is simple and automated for data entry staff
- Web services use the same template as batch upload
<https://www.isbe.net/Documents/DataTransferDeveloper.pdf>

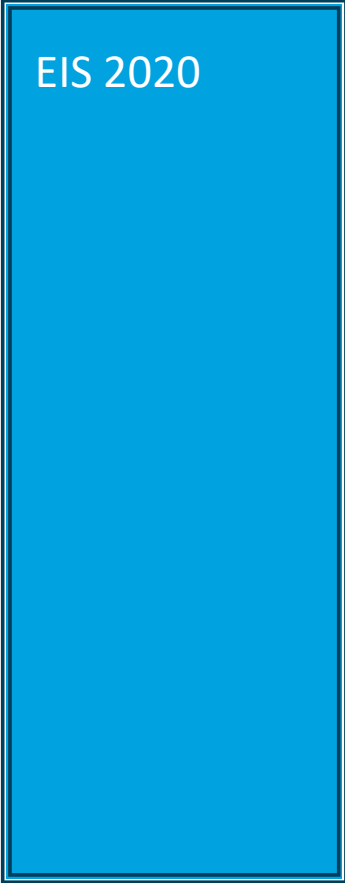
Agenda

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- Reminders
- Enter Contract Days for Full Time
- Enter New Employment Records
- Update/Add Position Records
- Percent of Full Time Examples
- What is a Missing Position?
- Checking for Missing Positions
- Enter Noncertified Staff FTE
- EIS Data Quality Checks
- 2019-2020 Key Dates
- Question & Answer



EIS – Wrapping Up 2020 Employment\Position\Noncertified Staff



Reminders

Reminders

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❖ **Due Thursday April 16, 2020**

✓ Check List:

- Enter Contract Days for Full Time
- Enter New Employment Records
- Update Position Records
- Update Percent of Full Time
- Check EIS Missing Positions Report
- Verify Workloads Total 100%
- Enter Noncertified Staff FTE
- Paraprofessionals are required (if certified)
- Summer School Data is not required

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EIS 2020

Enter Contract Days for Full Time

Enter Contract Days for Full Time

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The screenshot shows a navigation menu with the following items: Dashboard, Contract Days, Reports (highlighted with a red box), Employment/Position, Salary, Evaluations, Experience, Courses, and Noncertified Staff. Below the menu, the 'District Reports' section is visible, containing the following links: Contract Days Reports, Contract Days By Position, Missing Contract Days, and Missing Contract Days By Position.

- Check the Contract Days Reports in EIS
- The Contract Days Reports are located at the bottom of the Reports screen



Enter Contract Days for Full Time

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Dashboard **Contract Days** Reports Batch Files Employment/Position Salary Evaluations Experience Courses Noncertified Staff

Display:

School Year 2020 ▾

Display



Contract Days for School Year 2020


	Position Category
Select	Regular Education Administrative
Select	Special Education Administrative
Select	Regular Education Instructional
Select	Special Education Instructional
Select	Regular Education Ancillary Staff
Select	Special Education Ancillary Staff
Select	Leave of Absence
Select	Ed360 User



Enter Contract Days for Full Time

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[BACK](#) [SUBMIT](#) *You MUST click the SUBMIT button after editing the number of contract days 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.*

 **Contract Days for** **for Regular Education Instructional for School Year 2020** [Edit Contract Days for Selected Year](#) Regular Education Instructional ▾

Position Category	Position Code	Position Description	Contract Days
Regular Education Instructional	200	Teacher	181
Regular Education Instructional	201	Reading Teacher	181
Regular Education Instructional	202	Bilingual Education Teacher	0
Regular Education Instructional	203	English as a Second Language Teacher	0
Regular Education Instructional	204	Visiting International Teacher	0
Regular Education Instructional	207	Speech Language Pathology Teacher	181
Regular Education Instructional	208	Career and Technical Educator (CTE)	181

- For any position that you have employed, ensure that Contract Days is not 0 (zero).
- Make it consistent with other Contract Days in that Category.
 - Example: 180

Enter Contract Days for Full Time

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Close 

Contract Days for for School Year 2020

INSTRUCTIONS: Please enter the number of contract days by code or by category for your district.

[Cancel](#)

Position Category	Apply Value to Entire Category?	Position Code	Position Description	Contract Days
Regular Education Instructional	<input type="button" value="Apply to Category"/>	200	Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	201	Reading Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	202	Bilingual Education Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	203	English as a Second Language Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	204	Visiting International Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	207	Speech Language Pathology Teacher	<input type="text" value="180"/>
Regular Education Instructional	<input type="button" value="Apply to Category"/>	208	Career and Technical Educator (CTE)	<input type="text" value="180"/>

[Cancel](#)

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EIS 2020

Enter New Employment Records

Enter New Employment Record

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What to Expect:

- Add New Employments since July 1, 2019

The screenshot shows a web application interface for managing employment records. At the top, a navigation bar contains several tabs: Dashboard, Contract Days, Reports, Batch Files, Employment/Position (highlighted with a red box), Salary, Evaluations, Experience, Courses, and Noncertified Staff. Below the navigation bar, the main heading is "Employment and Positions" with a small icon of two people. To the right of this heading is a button labeled "Add New Employee" with a person icon and a plus sign, also highlighted with a red box. A red arrow points from the "Add New Employee" button towards the left. Below the heading, there is a search section titled "Search by" with several filters: "School Year" (set to 2020), "Work Location" (set to "-- All Entities --"), "Position" (set to "-- All Positions --"), and "IEIN" (with a dropdown arrow). A "Search" button is located at the bottom right of the search section.

Enter New Employment Record

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Search Employee

Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#


Or

IEIN

Last Name

Or

First Name

Date Of Birth 

Select	IEIN	First Name	Last Name	Middle Name	Date of Birth	Gender	Race/Ethnicity
<input checked="" type="radio"/>	999999999	Cindy	Who	L			

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EIS 2020

Update/Add Position Record

Update/Add Position Record

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- Dashboard
- Contract Days
- Reports
- Batch Files
- Employment/Position**
- Salary
- Evaluations
- Experience
- Courses
- Noncertified Staff



Employment and Positions



Add New Employee

Search by

School Year 2020 ▾

Work Location -- All Entities -- ▾

Position -- All Positions -- ▾

IEIN ▾

Search



Employees for School Year 2020

Filter by Employee Search ▾

Select	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions
<input type="checkbox"/>	00000	XXXXXXXXXX	09/29/1967	Female	White			



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Update/Add Position Record

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- Example with no active Positions for the school year.

Employment Summary

IEIN: [REDACTED]	Last Name: [REDACTED]	First Name: [REDACTED]	Middle Name:
Date of Birth: 09/29/1967	Gender: Female	Race/Ethnicity: White	Retired: No
Employer: [REDACTED]	Employment Start Date:	Employment End Date:	Employment End Reason:
Email Address: [REDACTED]			

[Edit Employment Record](#)

Employee Positions within the District for School Year 2020

➔ There are currently no positions for this School Year.

[Add Position Record](#)

[View Positions From Other School Years](#)

- Example with an active Position for the school year.

Employment Summary

IEIN: [REDACTED]	Last Name: [REDACTED]	First Name: [REDACTED]	Middle Name:
Date of Birth: 09/29/1967	Gender: Female	Race/Ethnicity: White	Retired: No
Employer: [REDACTED]	Employment Start Date: 08/26/1991	Employment End Date:	Employment End Reason:
Email Address: [REDACTED]			

[Edit Employment Record](#)

Employee Positions within the District for School Year 2020

	Position Code	Position	Time Frame	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE								
Edit / Remove	200	Teacher	Regular School Year	<table border="1"> <thead> <tr> <th>Location</th> <th>Primary</th> <th>Grade Level Assignment</th> <th>Workload</th> </tr> </thead> <tbody> <tr> <td>Thomas Jefferson Elementary School</td> <td><input checked="" type="checkbox"/></td> <td>Elementary</td> <td>100 %</td> </tr> </tbody> </table>	Location	Primary	Grade Level Assignment	Workload	Thomas Jefferson Elementary School	<input checked="" type="checkbox"/>	Elementary	100 %	100 %	7/1/2019		1.00
Location	Primary	Grade Level Assignment	Workload													
Thomas Jefferson Elementary School	<input checked="" type="checkbox"/>	Elementary	100 %													

[Add Work Location Record](#)

[Add Position Record](#)

[View Positions From Other School Years](#)




Update/Add Position Record

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Close 

Positions for School Year 2020

*Position Category	Regular Education Instructional			
*Position	Teacher		*First Year	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Start Date	7/1/2019		* Percent of Full Time	100
*Ed360 Role	Teacher (Default)			

[Cancel](#)





Workload & Work Location

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 Employee Positions within the District for School Year 2020

	Position Code	Position	Time Frame	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
Edit / Remove	200	Teacher	Regular School Year	<div style="border: 1px solid gray; padding: 2px;">→ There are currently no Work Locations for this Position. Add Work Location Record</div>	100 %	7/1/2019		1.00

Close 

 **Work Locations for Teacher**

***Location** Select School
 Enter 15 Digit RCDTS Code

***Workload**

***Grade Level**

***Primary Location**

[Cancel](#)

Workload & Work Location

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- **Definition-** Workload is the percent work for a position at any particular location
- **Rules**
 - Sum of the workload per position **must equal 100%**
 - The workload **does not need** to match the percent time employed
 - **No longer need** to calculate the FTE at each location

Examples:

A. Position = Teacher

- Work Location 1 work load = 75%
- Work Location 2 work load = 25%

 $75 + 25 = 100$

B. Position = Principal

- Work Location 1 work load = **100%**

C. Position = Speech Pathologist

- Work Location 1 work load = 25%
- Work Location 2 work load = 25%
- Work Location 3 work load = 50%

 $25 + 25 + 50 = 100$

Workload & Work Location

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Example:

A. Position = Teacher

- Work Location 1 work load = 75%
- Work Location 2 work load = 25%

$75 + 25 = 100$

Locations				
	Location	Primary	Grade Level Assignment	Workload
Edit / Remove	[Redacted]	<input checked="" type="checkbox"/>	Elementary	75 %
Edit / Remove	[Redacted]	<input type="checkbox"/>	Elementary	25 %

[Add Work Location Record](#)

If the workload is evenly split between all work locations, choose any one as the Primary location.

Update/Add Position Record

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Employee Positions within the District for School Year 2020

Edit / Remove	Position Code	Position	Time Frame	Locations				Percent of Full Time	Position Start Date	Position End Date	Calculated FTE
				Location	Primary	Grade Level Assignment	Workload				
	200	Teacher	Regular School Year					100 %	7/1/2019		1.00
Edit / Remove				Add Work Location Record	<input checked="" type="checkbox"/>	Elementary	100 %				

[Add Position Record](#)

[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](#)

TIP: Do not forget to click either of the Submit buttons at the bottom of this screen to ensure that any changes are saved to the record!



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EIS – Wrapping Up 2020 Employment\Position\Noncertified Staff

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EIS 2020

Percent of Full Time Examples

Percent of Full Time

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Percent of Full Time

- **Definition** – represents the percentage amount of time an employee is working for the district which equates to the districts definition of full time
- **Data Type in EIS** – numeric
- **Minimum:** 10
- **Maximum:** 100
- **Rules**
 - This element is **required** for all licensed staff
 - Percentage of full time for number of days paid
 - Used to determine full time and part-time employees
 - Not used as an FTE
 - 100 can be granted to **early leave** or **late hires**



Percent of Full Time Examples

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Real World Question

Scenario:

- 1st Semester **100%** Paraprofessional was paid **122** days out of **193** contracted days
- 2nd Semester **60%** Paraprofessional was paid **71** out of **193** contracted days
- 2nd Semester **40%** Teacher was paid **71** days out of **185** contracted days

Solution:

End 1st Semester Position

1st Semester Percent Full Time = **100** Contracted Days = **193** Days Paid = **122**

Calculated FTE = $1(122)/193 = 0.63$

Start New 2nd Semester Position – ADD 1ST POSITION (*Paraprofessional*)

2nd Semester Percent Full Time = **60** Contracted Days = **193** Days Paid = **71**

Calculated FTE = $0.6(71)/193 = 0.22$

Start New 2nd Semester Position – ADD 2ND POSITION (*Teacher*)

2nd Semester Percent Full Time = **40** Contracted Days = **185** Days Paid = **71**

Calculated FTE = $0.4(71)/185 = 0.15$



Percent of Full Time Examples

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Example – 1 (hourly)

If the standard number of hours an educator works in a day is **8**. If you have an educator who works **8** hours a day, their percent of full time should be **100**

Example – 2 (hourly)

If the standard number of hours an educator works in a day is **8**. If you have an educator who works **6** hours a day, their percent of full time should be **75**

Example – 3 (hourly)

If the standard number of hours an educator works in a day is **7.25**. If you have an educator who works **3.25** hours a day, their percent of full time should be **45**

Percent of Full Time Examples

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Example – 4 (weekly)

If the standard work week is **40** hours. If you have an educator who works during the week **8** hours Monday through Thursday and **4** hours on Friday the total hours worked for the week would be **36**. The percent of full time is **90**

Example – 5 (weekly)

If the standard work week is **36.25** hours. If you have an educator who works during the week **7.25**, **7.25**, **3.25**, **3.25**, **7.25** Monday through Friday the total hours worked for the week would be **28.25**. The percent of full time is **78** ($28.25 \div 36.25$)

Example – 6 (weekly)

If the standard work week is **36.25** hours. If you have an educator who works during the week **7.25**, **7.25**, **7.25** Monday, Wednesday and Friday the total hours worked for the week would be **21.75**. The percent of full time is **60** ($21.25 \div 36.25$)



Review - Steps for Adding Position Record

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- **Step 1:** *Enter Contract Days for Full Time*
- **Step 2:** *Add Employment/Position Records*
 - *Position Category*
 - *Position*
 - *First Year Indicator*
 - *Position Start Date*
 - *Percent of Full Time*
- **Step 3:** *Add Work Location Record*
 - *Location*
 - *Primary Location*
 - *Workload*
 - *Grade Level*



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EIS 2020

Position Data Entry Checks

Position Data Entry Checks

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1. Check for any missing positions and clean up any remaining data.
2. Percent of Full Time represents the percentage amount of time an employee is working for the district. Please see slides 25 – 29.
3. Contract Days cannot be zero for any position that you employ. This number must be representative of the entire school year.
4. Workload must total 100.

EIS – Wrapping Up 2020 Employment\Position\Noncertified Staff

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EIS 2020

What is a Missing Position?

What is a Missing Position?

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Common Missing Positions:

- **Scenario 1: The Employment End Date is in the wrong school year. After July 1.**
- **Scenario 2: There is an active employment but no position record assigned in 2020**
- **Scenario 3: The employee left before 2020 and the employment record has not been ended**

Scenario 1: Employment End Date In the Wrong

School Year

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Change the End Date to something in the corresponding school year

- For example, change the End Date to fall in the range of the current school year
 - 07/01/2019 – 06/30/2020

Close X

Demographics

*Last Name [redacted] *Date of Birth 09/29/1967
*First Name [redacted] *Gender Female Male
Middle Name [redacted] *Race/Ethnicity White
Maiden Name [redacted]

Employment

*Start Date 08/26/1991
*Retired No Yes
*Email Address [redacted]

End Date 07/01/2019
End Reason Retirement

BACK OK

Close X

Demographics

*Last Name [redacted] *Date of Birth 09/29/1967
*First Name [redacted] *Gender Female Male
Middle Name [redacted] *Race/Ethnicity White
Maiden Name [redacted]

Employment

*Start Date 08/26/1991
*Retired No Yes
*Email Address [redacted]

End Date 06/30/2020
End Reason Retirement

BACK OK

Scenario 2: Active Employment But No Position Record

Assigned In 2020

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➤ Add position using Employment\Position tab



Employee Positions within the District for School Year 2020

There are currently no positions for this School Year.

[Add Position Record](#)

[View Positions From Other School Years](#)

Scenario 3: Employee Left During School Year

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Located on the Salary Tab:

- Step 1: Enter Position End Date
- Step 2: Enter Salary Information
- Step 3: Enter Benefits Information (if applicable)
- Step 4: Enter Actual Days Paid
- Step 5 Enter Days Absent

Located on the Employment/Position Tab:

- Step 6: Edit Employment Record, Add Employment End Date and Reason

Note: If you are aware that the employee is moving to another District, let the waiting district know they can add the educator

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EIS 2020

Checking for Missing Positions

Checking for Missing Positions

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1. Check EIS Dashboard:

Dashboard Contract Days Reports Batch Files Employment/Position Salary Evaluations Experience Courses Noncertified Staff

 Dashboard

Summary Information for School Year 2020	Counts
Number of District Employees	666
Number of Position Records	661
Number of Leave of Absence Position Records	0
Number of Missing Positions	7
Number of Salary Records	0
Missing Salary Records	661
Missing District Noncertified Staff FTE Total Record	Yes
Percent of Teachers with Less Than 10 Days Absent	100.00

Checking for Missing Positions

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2. EIS Missing Position Report



A screenshot of a web application's navigation menu. The menu items are: Dashboard, Contract Days, Reports, Employment/Position, Salary, Evaluations, Experience, Courses, and Noncertified Staff. The 'Reports' item is highlighted with a red box. Below the menu, under the heading 'District Reports', there is a sub-section 'Employment Reports' containing three links: 'EIS Employee Roster Report', 'EIS Individual Employee Report', and 'EIS Missing Positions Report'. The 'EIS Missing Positions Report' link is highlighted with a red box.

EIS Missing Positions Report

School Year

Entity

Sort By

or

Checking for Missing Positions

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EIS Missing Positions Report - School Year 2020

9:46:25AM

IEIN	Last Name	First Name	Middle Name	Employer RCDS	Employment Start Date	Employment End Date
		Mark			07/01/2012	07/31/2019
		Brenda			07/31/2012	
		Keith			08/20/2007	
		Howard			02/07/2000	
		Shauna			07/18/2008	
		Mary			08/26/1986	
		Lisa			08/26/1986	

Total Number of Missing Positions:

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Review - Steps for Adding Position Record

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- **Step 1:** *Enter Contract Days for Full Time*
- **Step 2:** *Add Employment/Position Records*
 - *Position Category*
 - *Position*
 - *First Year Indicator*
 - *Position Start Date*
 - *Percent of Full Time*
- **Step 3:** *Add Work Location Record*
 - *Location*
 - *Primary Location*
 - *Workload*
 - *Grade Level*



EIS – Wrapping Up 2020 Employment\Position\Noncertified Staff

EIS 2020

Enter Noncertified Staff FTE

Enter Noncertified Staff FTE

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Dashboard Contract Days Reports Batch Files Employment/Position Salary Evaluations Experience Courses **Noncertified Staff** 1

Noncertified Staff District Full-time Equivalent (FTE) Totals 3 [Add Noncertified Staff District Totals](#)

Search by

School Year 2020 ▾ 2

Noncertified Staff Totals for School Year 2020

Noncertified staff district totals have not been entered for the selected school year

Remember to enter Noncertified Staff as Aggregated Counts

Enter Noncertified Staff FTE

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Noncertified Staff District Totals for School Year 2020

INSTRUCTIONS: Please enter the total number of staff by category for your district.

District Full-time Equivalent (FTE) Total Number of Staff

- *1 School Office Worker
- *2 District Office Worker
- *3 District Office Library Support
- *4 District Student Support Staff
- *5 All Other District Support Staff

[Cancel](#)

OK

- For more information regarding these Noncertified Staff Categories, please visit the link below:
- <https://www.isbe.net/Documents/data-elements-alltabs.pdf>



EIS – Wrapping Up 2020 Employment\Position\Noncertified Staff

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EIS 2020

EIS Data Quality Checks

EIS Data Quality Checks

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✓ Check List:

- Check 1: Run EIS Missing Positions Report & check EIS Dashboard.
- Check 2: A District Superintendent is entered and the Work Location is at the District location (if applicable).
- Check 3: A Principal is assigned to every school (if applicable). Check EIS Dashboard.
- Check 4: Every school has teachers assigned.
- Check 5: Teacher work location required for all classroom locations.



EIS Data Quality Checks

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✓ Check List:

- Check 6: Ensure that all positions that are employed by the district have Contract Days entered.

- Check 7: Check that the Noncertified Staff FTE data has been entered.

2020 Key Dates

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EIS 2020

2020 Key Dates

SY 2019-2020 Updated Key Dates

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Activity	Date
Begin to submit SY 2020 Employment and Position data	Monday, July 1, 2019
Deadline for 2020 5Essentials Survey Email Addresses and Employment/Position data	Friday, November 1, 2019
EIS 2020 Employment and Position Records for purposes of Federal Reporting	(update by) Thursday, April 16, 2020
All SY 2020 Non-certified Employees aggregated FTE counts must be completed for the purpose of Federal Reporting	Thursday, April 16, 2020
Final Deadline for SY 2020 (updates & corrections) Employment/Position, Base Salary, Evaluations and Absent Data	Friday, August 14, 2020
2019 Benefits data if applicable	Thursday, October 1, 2020



ISBE Resource Information

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EIS webpage:

- <https://www.isbe.net/Pages/Employment-Information-System.aspx>

Data Elements:

- <https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

Templates and Instructions:

- <https://www.isbe.net/Pages/EIS-Data-Input.aspx>

Data Validations:

- <https://www.isbe.net/Pages/EIS-Validations-Document.aspx>

Key Dates:

- <https://www.isbe.net/Pages/EIS-Key-Dates.aspx>

Data Quality Dashboard:

- Located in IWAS
- For information on the dashboard please visit <https://www.isbe.net/Pages/Data-Quality-Dashboard.aspx>



Let us know your Software Package!

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- If you submit batch files and utilize a Vendor Software Package, can you provide us with some additional information. Please let us know by using the Question section during this webinar.
- Please submit:
 - Vendor Name
 - Contact Information (if available)

ISBE Contact Information

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Data Strategies & Analytics

- (312) 814-9192
- datahelp@isbe.net

Help Desk for IWAS technical issues

- (217) 558-3600, option #2

Q/A and Discussion

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