Tips for Completing EIS Salary Information

Always work in the Excel Template/file when making any changes to the salary 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 (or designated personnel) is authorized by ISBE EIS to correct the data for employees in their districts in the Salary files for submittal to EIS.

Row 1	FILE HEADER	Description
1-A	File Type	Salary (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) *Note:* 1-C filename must be same filename used when saving the file (However, when saving, don't add the extension).
1-D	File Sent Date	Date the file is being submitted via EIS to ISBE. *Note:* Date format is mm/dd/yyyy
1-E	RCDTS	The Employer's 15 digit District RCDTS code. *Note:* Format is 111111111111111 – no spaces or hyphens between the digits. *Note:* The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

EXAMPLES:

Salary	10	50082104002_04122012_001.csv	04/27/2012	5008210400260000

Salary	50	LanphierHighSchool_04122012_001.csv	04/20/2012	3903031040020000

Salary	241	ShadyHillsSD_001.csv	04/30/2012	3903031040020000

Row 2   COLUMN NAMES (READ ONLY)

Row 3+   SALARY RECORD DETAILS

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

Tips for Completing EIS Salary Information

Making Corrections to the Salary File

Corrections to the data in the Salary file must be made based on this file format.

Enter the appropriate employee demographic and salary data for each employee being submitted to ISBE. 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 must be replaced.
➢ No commas may be included in any of the fields.
➢ The employee IEIN must always be included.
➢ Optional fields are to be left blank if the requested data is not being entered (i.e., the "Bonuses" field is blank for certain positions. 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

Cell	Column Name	Value	Mandatory/Optional
3-A	IEIN	Field for state-assigned IEIN (Illinois Educator Identification Number)	M
3-B	Legal Last Name	Examples: Jones; Smith-Jones; or St John	M
3-C	Legal First Name	Examples: Maryanne or Mary Ann	M
3-D	Legal Middle Name	Full middle name or initial (no period)	O
3-E	Date of Birth	Date Format is mm/dd/yyyy	M
3-F	School Year	School year current year enrollment Example: 2022	M
3-G	Employer RCDTS	Identifies an Employer 15 digit Region, County, District, Type and School code. Example: 340491160260000	M
3-H	Position Code	Identifies the work position of the employee - See Position Code table in Data Elements Example: 100	M
3-K	Funding Source	Identifies source of funding – See Funding Source table in Data Elements Example: 01 for Title I or 04 for Other	M If no funding, use code 04
3-L	Base Salary	Numerical – 2 Decimal places Example: 50000.00	M for all Position codes

Tips for Completing EIS Salary Information

3-M	Vacation Days	Integer Example: 21 or 0	M for Position codes 100s, 200s and 600s
3-N	Sick Days	Integer Example 15 or 0	M for Position codes 100s, 200s and 600s
3-O	Bonuses	Numerical – 2 Decimal places Example: 5000.00 or 0.00	M for Position codes 100s, 200s and 600s
3-P	Annuities	Numerical – 2 Decimal places Example: 4500.00 or 0.00	M for Position codes 100s, 200s and 600s
3-Q	Retirement Enhancements	Numerical – 2 Decimal places Example: 2300.00 or 0.00	M for Position codes 100s, 200s and 600s
3-R	Other Benefits	Numerical – 2 Decimal places Example: 3200.00 or 0.00	M for Position codes 100s, 200s and 600s
3-S	Position End Date	Date Format is mm/dd/yyyy Example 09/20/1014	M

<u>**ADDITIONAL TIPS**</u>

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 S2 down to A150 to S150.
- Select "*Copy*".
- Open the Excel Template (Keep both the source data spreadsheet and the template open) ▪ 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.

Tips for Completing EIS Salary Information

- Upon closing (exiting) the saved spreadsheet, do not save the CSV file again! Click "***Don't' Save***" or "***No***".

Making changes or corrections to Employee data

- 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.

Copying the Employee data from the Downloaded CSV file 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 – S2 to A150 - S150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns T and U 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***".
- Make your corrections or changes to the Salary records.
- Repeat the steps stated above in the "Saving the Excel Template as a CSV" section.