USPS EMIS Initial Staff and Course Collection Checklist

Classic EMIS Payroll Checklist

This checklist is to be used at the start of the Fiscal Year to prepare for the Initial Staff and Course Collection.

- [ ] 1. Mark any new employees to report to EMIS for the new fiscal year.
    - They will need a Y for reportable to EMIS in their BIOSCN and their JOBSCN, this may include multiple jobs.
    - Make sure Credential IDs are entered on BIOSCN in "State Assigned ID" field.
    - Update education and semester hours if applicable in DEMSCN, for new and current employees.
    - Enter any prior years of experience in DEMSCN.
    - Other Areas to update may include:
        - Position Code in JOBSCN
        - Assign Area, Code, and % in JOBSCN
        - FTEs JOBSCN or POSSCN
        - Use ODE EMIS Manual as a resource for coding and descriptions of codes.

- [ ] 2. Update/add any CC or CJ records.
    - Using the USPSWeb Application add CC or CJ records.
    - Once all data has been updated, run EMISR_COPY in the USPS_LCL menu.
        - This procedure extracts the CC and CJ data and loads it to the Data Collector for submission.

- [ ] 3. Clear long term illness data from last fiscal year.
    - Use CLRATD located under the USPS_ANN menu

- [ ] 4. Increment years of experience for employees.
    - Using MASINC under the USPS_MNT -> MASCHG menu
    - This screen can be sorted by different status, appointment types, reportable to EMIS, and hire date.
    - Your new employees will not get incremented until next year.

- [ ] 5. Set "Report to EMIS" to not reportable for employees that have been reported as no longer employed one reporting period.
    - Using USPCHG under the USPS_MNT menu, use option 3 to modify EMIS report flag to "no" for jobs with separation date <= (less than) date given.

- [ ] 6. Update employees that are no longer employed in the district or in specific positions.
    - Change Separation Reason and Date in POSSCN <u>or</u> JOBSCN. Status in POSSCN will remain "C" Continuing.
    - Employees need to be reported once with a Separation Reason and date, then before the next reporting period you will set these specific jobs and/or employees to "no" for reporting to EMIS as detailed in step 5 above.

- [ ] 7. Clear or update any values in EMIS override fields if necessary (hours per day, contract amt, work days, FTE).