

TOP TEN (10) LIST

Helpful Hints and / or Pitfalls to Avoid

1. Code all Supplementals as Report to EMIS Y (yes)
 - a. 8xx can always be excluded for reporting
 - b. This eliminates the potential to miss supplementals in June reporting
2. Report EXTENDED Service Days Consistently
 - a. Jobs with extended time must be set up the same for everyone in the district, You may code these 1 of 2 ways (1. Is the preferred method)
 1. One job INCLUSIVE of Extended Service Days
 2. 2 Jobs, one for regular contract, one for extended days
 - b. Extended Service question in PERDET, USPEMX can be answered correctly
3. POSITION code changes require a NEW JOB/POS record
 - a. Use a U to close the OLD position record (put in appropriate separation reason & date)
 - b. Multiple Position codes now require Multiple JOBSCN/POSSCN
4. Make sure you verify and review any subs that may be reportable for EMIS
 - a. Report Permanent subs (225)
 - b. Subs who become Teacher of Record need a change of position (230) and then are reportable
5. Contract Records are reported through EMIS only – no payroll records
6. Run PERDET as early and often as possible
 - a. Run PERDET and review errors
 - b. PERDET is NOT a complete error checking system (USPS based only)
 - c. Make corrections to USPS BEFORE extraction (USPEMX)
 - d. Make as many corrections in source system (USPS) as possible - reduces future errors
 - e. Run USPEMX AFTER you have reviewed PERDET
 - f. For USPEMX, use either SSN or Credential ID based on Course Master set-up
 - g. EVEN if you are NOT totally error free - do extract so you can SUBMIT to ODE timely and receive any errors ODE is still showing
7. USPSWeb has a EMIS Entry Screen for easy update of EMIS related fields
 - a. Need to have permission to get to this screen
 - b. Will update USPS directly
 - c. Must have an employee pulled up to see EMIS Entry screen
 - d. Will NOT update any fields that affect Employee's paycheck
8. Building Profile Records must be updated now for Conversion to run properly
9. Z ID (Credential IDs for NON-certified employees)
 - a. Initially issued by ODE
 - b. Follows a certain format for Each district
 - c. Non- Transferable to other districts

10. Review OEDS/Safe Account (so appropriate personnel have appropriate access)