EMIS Entry Screen

Viewing Emis Screen Information

To view EMIS related information for an employee, click **EMIS Entry Screen** on the sidebar menu. The EMIS entry screen will appear already populated with data that was previously entered on the employee's biographical and position screens. If contractor records have been entered for the employee, these will also display. By default, the sections of EMIS entry screen are collapsed (see sample below).

Example 8.1. EMIS Entry Screen collapsed
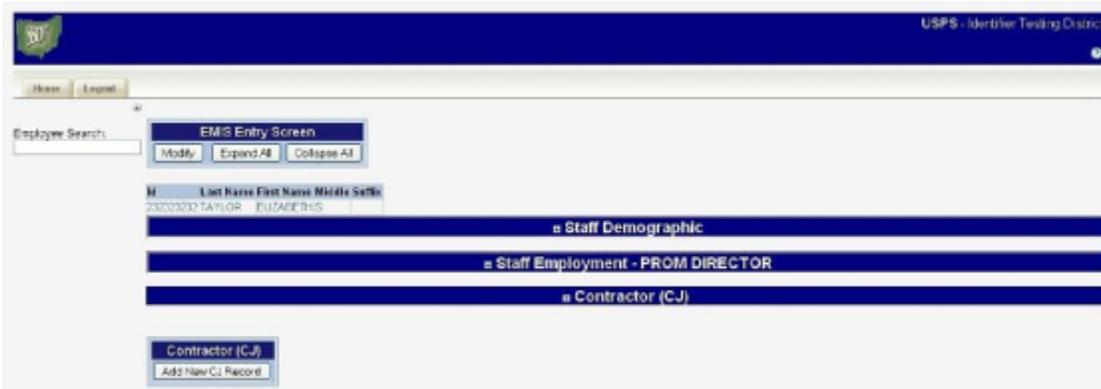
To expand all of the sections simultaneously, click the Expand All button within the EMIS Entry Screen box at the top of the screen (see sample below). To expand/collapse one section at a time, click the 🟢/🔴 sign preceding the Section heading names (Staff Demographic, Staff Employment, or Contractor (CJ)).

Example 8.2. EMIS Entry Screen expanded

Home   Portal   Logout

Employee Search:

EMIS Entry Screen

Modify   Expand All   Collapse All

Id   Last Name First Name Middle Suffix
292929292 TAYLOR   ELIZABETH S

Staff Demographic

Emis Id	Degree Type
State Assigned Id	Semester Hours 0
Report to EMIS Yes	ECE Qualification Not Applicable
Gender Female	Long Term Illness 0.00
Total Years 8	Birth Date 02/27/1952
Authorized Years 8	Primary Race Not Specified
Attendance Days 0.00	
Absence Days 0.00	

Ethnicity Flag

Hispanic/Latino *

Specific Race Flags

White   No
Black   No
Asian   No
Amer Indian/Alaska Native   No
Nat Hawaii/Pac Islander   No

Staff Employment - PROM DIRECTOR

Local Contract/Job 1	Position Status
Report to EMIS No	Employ./Start Date 08/01/2002
Position Code 801	Appointment Type Classified
Position Type Supplemental	Exp. Current Class 0
Len. Wrk Dy/Hrs Dy 0.00	Building IRN 020297
Work Days 70	Separation Date
Salary Schedule FTE 0.00	Separation Reason Not applicable
Extended Service 0	Salary Type Annual
Low Grade **	Salary Amount 1458.30
High Grade **	Special Education FTE 0.00
Qualified Parapro *	
HQPD *	Position Funding: Assignment Area Code Percent
	999800 L 100
Optional EMIS Contract Fields:	0
Len. Wrk Dy/Hrs Dy 0.00	0
Pay/Cont. Amount 0.00	
Work Days 0	
FTE 1.00	

Contractor (CJ)

Job Number 1	District IRN 999999
Position Code 201	Position FTE 0.50

Contractor (CJ)

Add New CJ Record

Modifying EMIS data

To modify an employee's EMIS information from the EMIS Entry screen, click the Modify button located in the box labeled EMIS Entry Screen which is displayed at the top of the screen. The EMIS Entry screen will appear with fields that are now modifiable (See sample below). Once the desired changes have been made, click Accept to save the changes. To exit modify mode without saving any changes, clicK Cancel and the information will return to its previous state.

- **Note**
- Modifying the information on this screen will also modify the corresponding fields on the employee's biographical and position screens.

Example 8.3. EMIS Entry Modify Screen

Adding Contractor (CJ) records

To Add a Contractor (CJ) record, click the Add New CJ Record button located in the box labeled Contractor (CJ) which is displayed at the bottom of the screen. A screen to enter the new contractor data will appear. Once the contractor data has been entered, click the Accept button to add the contractor record. Click Cancel to return to the EMIS Entry screen without adding the new contractor record.

Example 8.4. EMIS Contractor (CJ) Add

Deleting a Contractor (CJ) record

To delete a contractor record, click the ¥ icon at the bottom of the contractor record to be deleted. A pop-up box will appear asking to verify that the record should be deleted. Click "Ok" within the pop-up box to complete the deletion of the record.

Example 8.5. EMIS Contractor (CJ) Delete
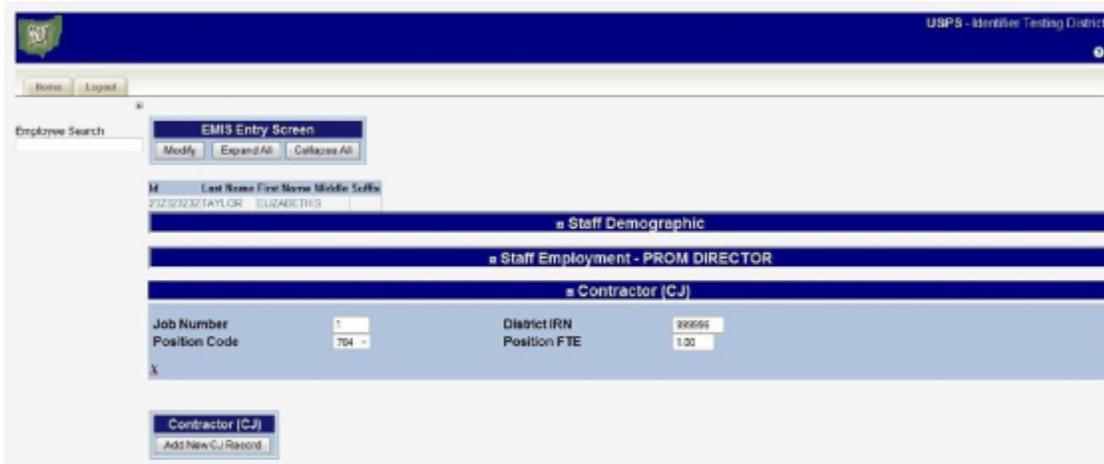
Specific Race Entry Guidelines

Ethnicity Flag

- **Hispanic/Latino**
    - Is the employee Hispanic or Latino?
        - Select * if the information has not been recollected.
        - Select No if the employee is not of Hispanic/Latino Heritage.
        - Select Yes if the employee is of Hispanic/Latino Heritage.

- **Primary Race**
    - If Hispanic/Latino is *, select employee's race from drop-down selection. Do not select Yes for any Specific Race Flags.
    - If Hispanic/Latino is Yes, select Hispanic from drop-down selection.
        - NOTE: If Hispanic/Latino is Yes and additional race values apply, select Yes for the appropriate field(s) in the Specific Race Flags section. If Hispanic/Latino is No, select a race other than Hispanic from drop-down selection.
        - NOTE: If Hispanic/Latino is No and Primary Race is Multiracial, select Yes for the appropriate field(s) in the Specific Race Flags section. If Hispanic/Latino is No and Primary Race is not Multiracial, do not select Yes for any Specific Race Flags.

- **Specific Race Flags**
    - If Hispanic/Latino is Yes, select Yes for any Specific Race field that also applies for the employee.
    - If Hispanic/Latino is No and Primary Race is Multiracial, select Yes for the appropriate field(s) in the Specific Race Flags section. ** If Hispanic/Latino is No and Primary Race is not Multiracial, do not select Yes for any Specific Race Flags.
    - If Hispanic/Latino is *, do not select Yes for any Specific Race Flags.

- **White**
    - Is the employee White?

- **Black**
    - Is the employee Black?

- **Asian**
    - Is the employee Asian?

- **American Indian/Alaska Native**
    - Is the employee American Indian or Alaska Native?

- **Native Hawaiian/Pacific Islander**
    - Is the employee Native Hawaiian or Other Pacific Islander?