

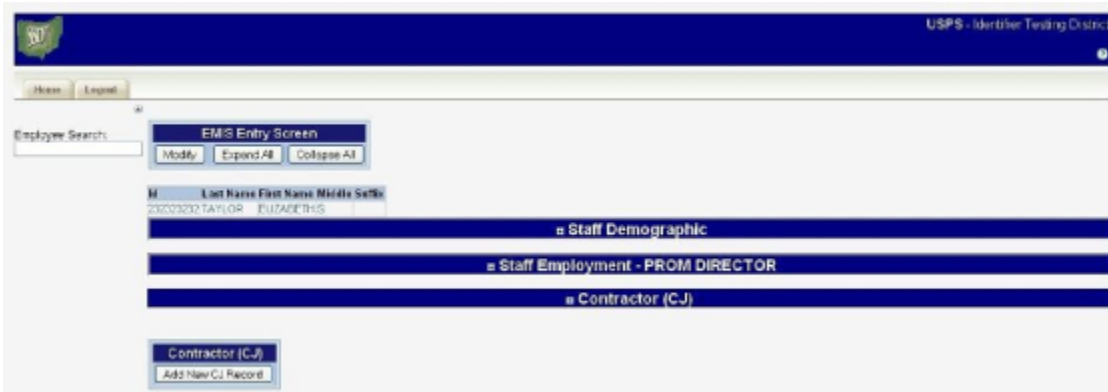
EMIS Entry Screen

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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

USFS - Identifier Testing District

Home Portal Logout

Employee Search

EMIS Entry Screen
 Modify Expand All Collapse All

M Last Name First Name Middle Initial Suffix
 0202020 TAYLOR ELIZABETHS

Staff Demographic

Emis Id
 State Assigned Id
 Report to EMIS
 Gender Female
 Total Years
 Authorized Years
 Attendance Days
 Absence Days

Degree Type
 Semester Hours
 ECE Qualification
 Long Term Illness
 Birth Date
 Primary Race

Ethnicity Flag

Hispanic/Latino

Specific Race Flag

White
 Black
 Asian
 Amer Indian/Alaska Native
 Nat Hawaii/Pac Islander

Staff Employment - PROM DIRECTOR

Local Contract/Job
 Report to EMIS
 Position Code
 Position Type
 Len. Wk DytHrs Dy
 Work Days
 Salary Schedule FTE
 Extended Service
 Low Grade
 High Grade
 Qualified Parapro
 HOPD

Position Status
 Employ/Start Date
 Appointment Type
 Exp. Current Class
 Building IRN
 Separation Date
 Separation Reason
 Salary Type
 Salary Amount
 Special Education FTE

Position Funding: Assignment Area Code Percent

99900	L	100
		0
		0

Optional EMIS Contract Fields:
 Len. Wk DytHrs Dy
 Pay/Cont. Amount
 Work Days
 FTE

Contractor (CJ)

Job Number
 Position Code
 District IRN
 Position FTE

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

USPS - Identifier Testing District

Home Portal Logout

Employee Search

EMS Entry Screen
Accept Cancel Export All Collapse All

M Last Name First Name Middle Initial
2525232 TAYLOR ELIZABETH

Staff Demographic

Emis Id:
 State Assigned Id:
 Report to EMIS: Yes
 Gender: Female
 Total Years:
 Authorized Years:
 Attendance Days: 0.00
 Absence Days: 0.00

Degree Type:
 Semester Hours: 0
 ECE Qualification: Not Applicable
 Long Term Illness: 0.00
 Birth Date: 02/27/1952
 Primary Race: Not Specified

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
 Report to EMIS: No
 Position Code: 801
 Position Type: Supplemental
 Len. Wk Dyt/Hrs Dy: 0.00
 Work Days: 20
 Salary Schedule FTE: 0.00
 Extended Service:
 Low Grade:
 High Grade:
 Qualified Parapro:
 HCPD:

Position Status:
 Employ/Start Date: 09/01/2002
 Appointment Type: Classified
 Exp. Current Class: 0
 Building IRN: 025257
 Separation Date:
 Separation Reason: Not applicable
 Salary Type: Annual
 Salary Amount: 1488.00
 Special Education FTE: 0.00

Position Funding	Assignment Area	Code	Percent
	99800	L	100
		S	0
		T	0

Optional EMIS Contract Fields:
 Len. Wk Dyt/Hrs Dy: 0.00
 Pay/Cont. Amount: 0.00
 Work Days: 0
 FTE: 1.00

Contractor (CJ)

Job Number: 1
 Position Code: 201
 District IRN: 009999
 Position FTE: 0.50

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

USPS - Identifier Testing District

Home Logout


Employee Search

EMS Contractor (CJ) Add
Accept Cancel

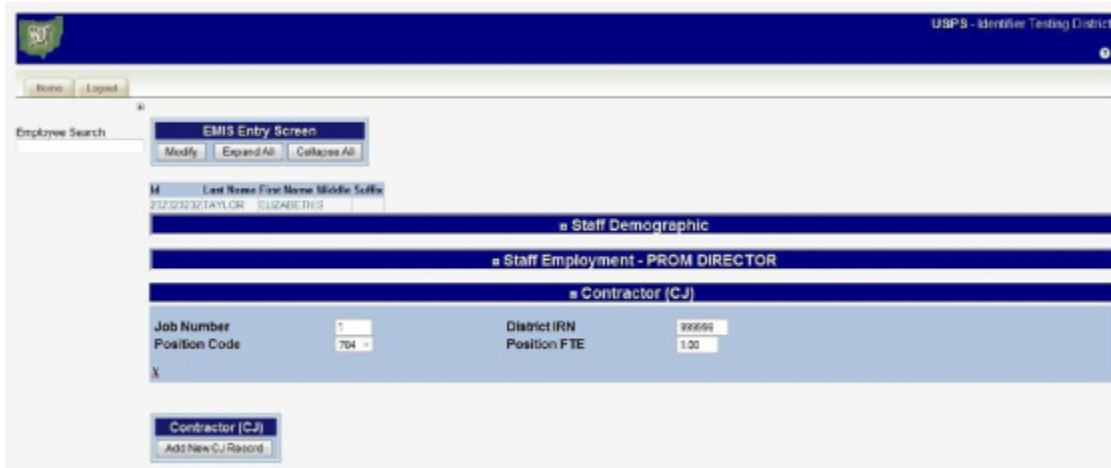
EMS Contractor (CJ) Add

Employee Name: ELIZABETH TAYLOR	ID: 2525232
Job Number: <input type="text"/>	District IRN: <input type="text"/>
Position Code: <input type="text"/>	Position FTE: <input type="text"/>

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?