



USPS Staff EMIS Reporting Scenarios

STAFF EMIS SEPARATION SCENARIOS FY24

Initial Staff EMIS reporting period “L” for FY23 is Sept 7, 2023 – Jan 31, 2024

Final Staff EMIS Reporting period “L” for FY23 is Feb 8, 2024 – Aug 7, 2024

SCENARIO 1-Employee Fulfilled Contract

Employees who resign or retire at the end of the school year (**fulfilled their contract**): Report them with a SEPARATION DATE AND REASON prior to closing the fiscal year. After the FY has been closed (once the Staff/Course “L” EMIS reporting periods are closed for good) or District has created USPEMX.SEQ (FYE Staff Snapshot) you would change the employee to NO to REPORT TO EMIS. Their STATUS CODE will never be U.

SCENARIO 2-Employee did not resign prior to the end of the FY (no attendance days in new FY)

Employee did not resign prior to the end of the FY. They notify the district after the FY is closed that they will not be returning. This employee has **no attendance days** in the new FY: Report them with a SEPARATION DATE AND REASON (separation date should be a date in the new fiscal year example July 1), change Position Status Code to “U”. Once the Staff/Course “L” EMIS reporting periods are closed for good in the new FY) or District has created USPEMX.SEQ (FYE Staff Snapshot) you would change the employee to NO to REPORT TO EMIS.

SCENARIO 3-Employee resigns prior to end of their contract

If the employee begins working in the new FY BUT leaves the district prior to the end of the school year (example: resigns in December) you would continue to report this employee with a Status Code of C until the end of the Fiscal Year. Please remember to enter a SEPARATION DATE AND REASON at the time the employee resigns. At the end of the FY (once the Staff/Course “L” EMIS reporting periods are closed for good) or district has created USPEMX.SEQ(FYE Staff Snapshot) you would change the employee to NO to REPORT TO EMIS. This employee would never report with a Status Code U.

SCENARIO 4-District Missed entering Separation Date and Reason

In the event you forgot to enter a SEPARATION DATE AND REASON for an employee **who left mid-year**, (didn't realize the error until the end of the FY) you would say **NO to REPORT TO EMIS** (because you could not report an employee who left mid-year of a previous fiscal year, in the current Fiscal Year.) Your EMIS Coordinator would need to submit a Missing Staff Override Request in the Flat File Editor supplying ODE with the information required. There are additional steps to submit the Missing Staff Override. Please have your EMIS Coordinator contact Student Services if they need assistance.

SCENARIO 5 – Employee separated a long time ago (in a prior fiscal year)

In the event you find an employee who separated in a prior fiscal year but never had the SEPARATION DATE AND REASON reported, you would say **NO to REPORT TO EMIS** (because you could not report an employee who left in a previous fiscal year, in the current Fiscal Year.) Your EMIS Coordinator would need to submit a Missing Staff Override Request in the Flat File Editor supplying ODE with the information required. There are additional steps to submit the Missing Staff Override. Please have your EMIS Coordinator contact Student Services if they need assistance.