EMIS Manual Chapter 3 Element List

3.1 **STAFF RECORDS OVERVIEW**
District IRN

3.3 **STAFF DEMOGRAPHIC (CI) RECORD**
Absence Days
Absence Days - Long Term Illness
Attendance Days
Authorized Teaching Experience Years
Date of Birth
Early Childhood Education Qualification
Education Level
Employee ID
First Name
Gender
Last Name
Middle Name
Prefix Name
Principal Experience Years
Racial/Ethnic Group
Semester Hours
State Staff ID
Suffix Name
Total Experience Years

3.4 **STAFF EMPLOYMENT (CK) RECORD**
Assignment Area
Building IRN
Extended Service
Grade Levels Assigned – High
Grade Levels Assigned – Low
Length of Work Day
Local Contract Code
Pay Amount/Rate
Pay Type
Position Code
Position FTE
Position Fund Source
Position Fund Source Percent
Position Separation Date
Position Separation Reason
Position Start Date
Position Status
Position Type
Qualified Paraprofessional
Scheduled Work Days
Special Education FTE
Type of Appointment

3.5 **CONTRACT STAFF EMPLOYMENT (CJ) RECORD**
Contracting District IRN
Local Contract Code
Position Code
Position FTE

3.6 **CONTRACT ONLY STAFF (CC) RECORD**
Based on Number of People
Based on Services Performed
Based on Work Hours
Contract End Date
Contract Start Date
Dollar Amount of Contract for Current Year
Federal Tax ID
Hours Per Week
Local Contract Code
Name
Position Code
Position Fund Source

3.7 **STAFF SUMMER EMPLOYMENT SEPARATION (CL) RECORD**
Local Contract Code
Position Code
Position Separation Date
Position Separation Reason

3.8 **STAFF MISSING OVERRIDE (CP) RECORD**
Position Separation Date
Position Separation Reason
State Staff ID Previous Collection Request