

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 CONTRACTOR 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