

Long Term Illness Reporting process

Run CLRATD to clear Long Term Illness Days from BIOSCN for previous EMIS Period.

```
CLRATD -- USPS clear EMIS long term illness days.  
  
This program will zero out only the EMIS long term      illness field  
on the USPEMP file.  
  
Is this the correct program? (Y,N,?): <N> Y  
  
Processing, please wait!  
  
Process completed!
```

Run the LONGSICK Report for the current school year.

```
Menu> longsick  
  
SICK LEAVE REPORT TO FIND LONG TERM ILLNESS  
  
Enter Enter low date YYYYMMDD: 20200701  
Enter Enter higher date YYYYMMDD: 20210430  
  
Selecting records...  
  
[6102 records found]  
Building report...  
  
[6102 records found]  
Report is LONGSICK.TXT  
  
Report is SUMSICK.TXT
```

View Sumsick.txt for employees with 15 or more days total length of absence.

<b>Sub Totals</b>	<b>RICHMOND, KELLY N</b>	<b>32.50</b>
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View Longsick.txt to determine if employee with 15 or more days total length of absence are consecutive days. This does not include weekends, holidays, non-work days or calamity days.

772 57 8224	RICHMOND, KELLY N	SI	2018/09/04	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2018/09/20	0.2500
772 57 8224	RICHMOND, KELLY N	SI	2018/10/29	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2018/11/20	0.2500
772 57 8224	RICHMOND, KELLY N	SI	2018/12/10	1.0000

772 57 8224	RICHMOND, KELLY N	SI	2019/01/02	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/03	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/04	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/07	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/08	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/09	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/10	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/11	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/14	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/15	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/16	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/17	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/18	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/23	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/24	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/25	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/28	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/01/29	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/01	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/04	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/05	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/06	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/07	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/08	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/11	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/12	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/13	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/14	1.0000
772 57 8224	RICHMOND, KELLY N	SI	2019/02/15	1.0000
Sub Totals	RICHMOND, KELLY N			32.50

There are 29 consecutive long term illness days recorded for this employee as highlighted above. Beginning on 1/2/2019 and ending 2/15/2019 there are 29 consecutive AB SI days, not including weekends, holidays, non-work days or calamity days.

These 29 days meet the criteria for Long Term Illness and need entered into the BIOSCN field to report them to EMIS.

Last Name: <u>RICHMOND</u>		Suffix:	
First Name: <u>KELLY</u>	Middle: <u>N</u>	Phone/Unlist: <u>(330) 801-2379/N</u>	
Street: <u>4794 CRICKET LANE</u>		Dist Phone : <u>( ) -</u>	
Dist Exten :			
City : <u>KENT</u>	State: <u>OH</u>	Zip: <u>44240-</u>	OSDI code: <u>6703</u>
Foreign Adrs: <u>N</u>		Ctry: <u></u>	Prov: <u></u>
Post:			
Email : <u>kellyrichmond23@gmail.com</u>			
Gender: <u>F</u>	Direct deposit: <u>Y</u>	Report to EMIS : <u>Y</u>	
Marital: <u>2</u>	Email dirdep notice: <u>Y</u>	Long term ill: <u>29 . 00</u>	