



Northeast Ohio Network for Educational Technology

**November 1st 2018
1:00 P.M.**

Understanding the Connection between Payroll & EMIS Reporting for Initial Reporting Period

- **Payroll & EMIS Stop Dates**
- **New Staff EMIS Critical Fields**
- **Position Codes**
 - **Are you using the Correct Code?**
 - **Have you changed the Position Code? Did you End and Start?**
- **Employee EMIS Payroll Sheet**
- **EMIS Contracted Entities (CC)**
- **EMIS Contracted Staff (CJ)**
- **Supplemental Contracts**
- **Long Term Substitutes**
 - **Classroom (230) vs Everyday (225)**
- **USPCHG - JOBSCN & DEMSCN Changes**
- **JOBSCN EMIS Reporting Only**
- **MASCHG – MASINC**
- **EMIS Positions**
- **EMIS Positions Salaries**
- **EMIS Clear Prior Year Attendance**
- **OH Update Service Years**
- **Current EMIS Manual & Where to find it**
 - **<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>**

Please make sure to bring any questions that you might have!