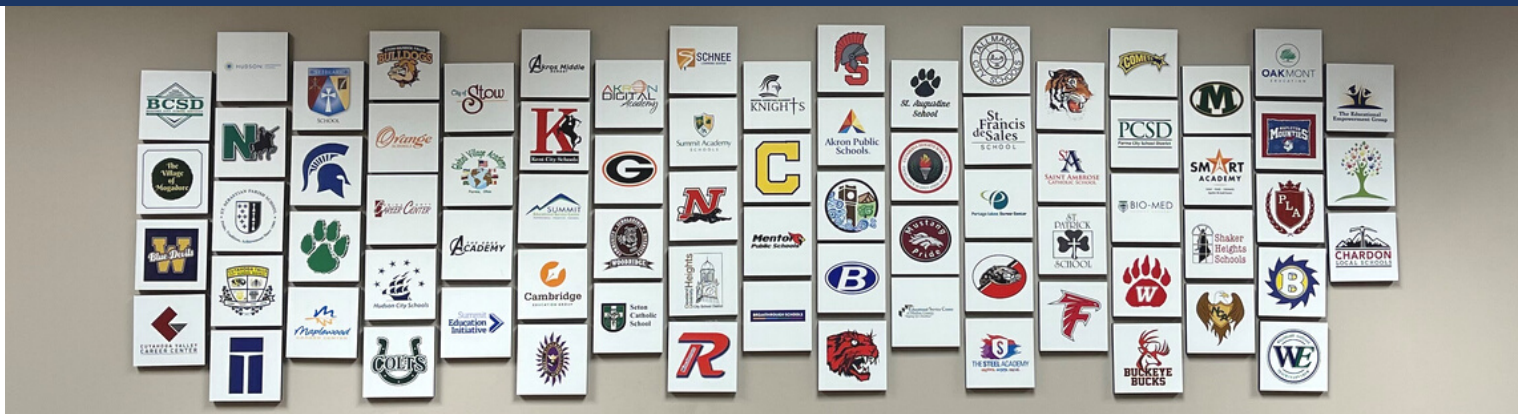




## FALL 2022 NEWSLETTER



### FROM THE EXECUTIVE DIRECTOR

Happy Fall! It seems like we had a quick transition from summer to fall, and I hope the 2022-2023 school year has gotten off to a good start for you. Our newsletter this quarter has many new items for you to review.

We are excited to report there has been continued progress on the merger with NCOCC, and we are close to finishing up the project's discovery phase. The goal of merging the two organizations is to improve staff redundancy, expand services and increase support to serve the membership needs better. This merger will afford the opportunity to leverage the economies of scale for product procurement and hardware utilization while maintaining a high level of customer service by combining experienced staff with a specialized skill set. A website (<https://ncocc.net/merger/>) has been launched to serve as the central communication center for the merger. The site's content will include the project plan, completed tasks, progress towards milestones, and a frequently asked questions section. We will continue to update this website as progress is made regarding the merger.

The NEOnet Strategic Plan defines who we are, where we want to go, and who is going to take us there. It creates the roadmap to achieving our vision, establishes organizational clarity, and builds and maintains an aligned and cohesive team. The FY23 initiatives are listed below, and the organization's continuous improvement plan can be found on our website at [neonet.org/policies/](http://neonet.org/policies/).

#### FY23 Initiatives:

1. Retain and grow a knowledgeable and concerned staff
2. Implement Infinite Campus Student Information System
3. Streamline the financial operations of the council
4. Develop a customer fee and purchasing portal
5. Create and provide reports to streamline district and council processes
6. Complete the Facility Technology Modernization project
7. Decommission the Alpha
8. Implement multi-factor authentication (MFA) for student and financial software packages
9. Maintain the National Institute Standards and Technology (NIST) Cybersecurity Framework
10. Utilize a Learning Management System to provide quality and effective professional development
11. Merge with North Central Ohio Computer Association (NCOCC)

I have highlighted a few of the important activities happening at NEOnet, but there is much more information within this edition. Please feel free to contact me by phone at 330.926.3902 or email at [gdovin@neonet.org](mailto:gdovin@neonet.org) if you have any questions about the newsletter contents or to learn more about our services. And remember that without you, there would be no NEOnet!

Matthew Gdovin, Executive Director

# New Employees

## BONNIE MANCHESTER, FISCAL OFFICIER



Bonnie joins the NEONET team bringing over 15 years of ITC experience with her. Prior to that, she worked in the school districts as an EMIS coordinator. The district experience provided the understanding needed to transition to ACCESS as a Student Support Liaison. After five years of providing student support and two complete SIS conversions, she moved over to the Fiscal

Services Department. During her time in the fiscal department, she provided support to the districts and was involved in the successful conversion of all ACCESS districts from State Software to the Redesign.

Bonnie grew up in Southington, OH and graduated from Chalker High School. She attended Kent State University for her undergraduate work while raising her family. She continues to reside in Southington with her husband and her family nearby.

## ETHAN AVERS, DTS SENIOR DESKTOP SUPPORT SPECIALIST



Ethan Avers is part of the DTS team working as the Senior Desktop Support Specialist for Coventry Schools.

During college Ethan worked on an internship through Shawnee State University setting up networking labs and performing repairs for the Information Systems department. After graduating from Shawnee State University with bachelor's degrees in both Information Systems

Management and Business Administration in 2017, Ethan joined Spectrum in 2018 as a field technician then as a call center repair representative for Internet and phone services.

When he is not busy, Ethan loves spending time with his fiancée Monica and his puppy Bruce Campbell. Ethan is a hands-on learner interested in many subjects, such as working on his '78 Ford Pinto, repairing broken retro game consoles, building computers, hosting dedicated game servers/communities, cooking, creating artwork both traditional and digital and much more.

# Contact Us

Phone: 330-926-3900

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Conrad, Lori	601129
Cottrill, Jennifer	601114
Dolis, Mary	601102
Dugan, Tamra	601128
Elder, Cyrus	601116
Foster, Steven	601156
Gdovin, Matt	601100
Goclano, Patrick	601137
Hayes, Janet	601112
Heller, Ben	601122
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Hoffman, Mike	601108
Ingersol, Michelle	601136
Johnson, Lillian	601124
Kerr, Chelsea	601146
Ladich, Bethany	601138
Lyons, Cody	601119
Jones, Justice	601151
Manchester, Bonnie	601120
Marrali, Denise	601101
Milliron, Jay	601417
Nash, Lisa	601121
Neubert, Christina	601103
Niessen, Dan	601106
Peters, Kathy	601107
Powell, Aly	601141
Prekop, Joe	601134
Roberts, Emily	601118
Sanfrey, Beth	601132
Searl, Susanne	601153
Smith, Jason	601115
Smith, Tristan	601149
Tracy, Tim	601109
Wright, Catherine	601126
Zolla, Chris	601110

# From the Tech Director

CHRIS ZOLLA

Welcome back to another year in educational technology. It has been a long couple of years in our field, with the breadth of our supported services ever-growing. We have had to adapt to implementing new technologies and facing new challenges at breakneck speeds and without any additional help. During these times, I think the role of an ITC becomes even more important for schools. It is our responsibility to offer more services and help alleviate some of the pressure schools face with each new endeavor. With that in mind, I wanted to take a few minutes to discuss an important step toward providing more services and helping our schools get more from NEOnet.

You probably have heard that NEOnet is in merger discussions with NCOCC in Mansfield. The two organizations have been working together to develop a comprehensive project plan to merge the two entities and expand the NEOnet team and our service capabilities. While NCOCC is considerably smaller than NEOnet, they have a very dedicated staff that provides excellent support to their schools. Their core values align very well with our own and they bring a very talented staff with them. We believe the two organizations bring strengths to the table that complement one another and can help expand our support when our schools need it most.

In closing, I want everyone to know that I believe this merger is a step forward for the organization. I have been with NEOnet for 22 years and would never be part of something I didn't feel confident was in the best interest of the consortium. I think merging two great organizations will yield an even better result, allowing us to provide more for our schools. At any time, if you have any questions or concerns, please don't hesitate to reach out to me via email [zolla@neonet.org](mailto:zolla@neonet.org).

## FAQ: NCOCC.NET/MERGER

### Frequently Asked Questions (FAQs)

Will I lose the ability to contact the support personnel that I am familiar with? ▼

Will any locations close because of the merger? ▼

What is the merger timeline? ▼

What are the goals, values, and expectations of the merger? ▼

Will both data centers continue to exist? ▼



# Technology Integration

DAN NIESSEN

The world of Educational Technology is always evolving to meet the needs of teachers, students, and schools. Google continues to add more useful functions and tools like dropdown boxes in Google Docs, Calendar Appointment Schedules, and Chrome OS Flex. Newer EdTech Tools like TeacherMade.com and Adobe Express for Education have found new ways for teachers to save time on grading and given them easily accessible tools for Project Based Learning and student-centered activities. All these changes and new tools can be overwhelming for some teachers, or they simply do not know about them. That is where NEOnet's Technology Integration service comes in! The new NEOnet.org includes over 50 PD On-Demand Sessions, plus a growing library of 2-Minute Tutorials that quickly explain how to achieve specific tasks with Google apps and other EdTech tools. School leaders that recognize teachers or staff need additional EdTech knowledge, or if they recently deployed a new software service or classroom tech tool, can always schedule On-Site EdTech Professional Development. To learn more about the Technology Integration Service, please visit [training.neonet.org](https://training.neonet.org).

## FALL TRAINING OPPORTUNITIES

### OCTOBER

Accessibility  
Tools for  
Chromebooks  
**10.5.2022**

SAMR & TPACK  
**10.12.2022**

Tools for  
Fostering  
Discussions &  
Collaboration  
**10.19.2022**

Google Classroom  
Essentials  
**10.26.2022**

### NOVEMBER

Digitizing  
Assessments  
**11.2.2022**

GoGuardian  
**11.9.2022**

Virtual Field Trips  
**11.16.2022**

Classroom  
Technology Open  
Help  
**11.23.2022**

Student Video  
Projects with  
WeVideo  
**11.30.2022**

### DECEMBER

Quizizz: Making  
Student Data &  
Vocabulary FUN!  
**12.7.2022**

Math Quizzes  
with Equatio &  
Google Forms  
**12.14.2022**

# GenYES Ohio - now available for free

GenYES Ohio is a program that prepares Ohio students to become Student Technology Leaders (STLs) through a rigorous, technology-infused leadership curriculum. GenYES was previously a worldwide company with a paid service model but was bought by The Management Council last year and is now managed by INFOhio. Ohio Department of Education and other state funding have allowed INFOhio to offer the service free of charge.



## In GenYes Ohio, STLs...

- Learn about technology through projects created to support their school's tech integration goals
- Gain communication, collaboration, critical thinking, and leadership skills
- Support teachers and peers by providing mentoring, tech support, and practical leadership to support learning



The GenYES Ohio program can provide an introduction to computer science, coding, and STEM careers, as well as careers in teaching and education. Students learn through action while supporting others and completing projects that demonstrate their learning. The program is flexible and is designed to support school technology integration goals, while building the next generation of technology leaders.

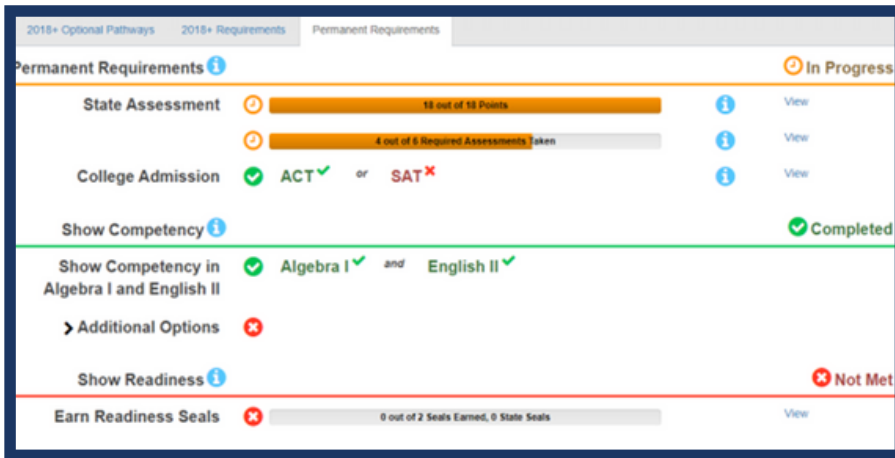
GenYES Ohio is implemented as a regular class or extracurricular club. Each school has a GenYES Ohio Facilitator who receives integration support and access to the GenYES Ohio Community. This gives them additional access to professional development opportunities and experts to help integrate GenYES Ohio in their classes, throughout their schools, and beyond.

To learn more about GenYES Ohio, visit [genyes.org](http://genyes.org) or contact Tamra Dugan at [dugan@neonet.org](mailto:dugan@neonet.org).

# Pathways, Plans, and Seals- Ohio's graduation requirements in DASL/SIS and DataMap

With the ever-changing Ohio High School Graduation Requirements, both DASL/SIS and DataMap are making strides to keep the software a user friendly environment to track plans, pathways, and seals. We have had several recent changes added to the software that can be overwhelming but exciting at the same time. Below are small explanations of the recent additions and professional development opportunities to learn it all!

## PATHWAYS -

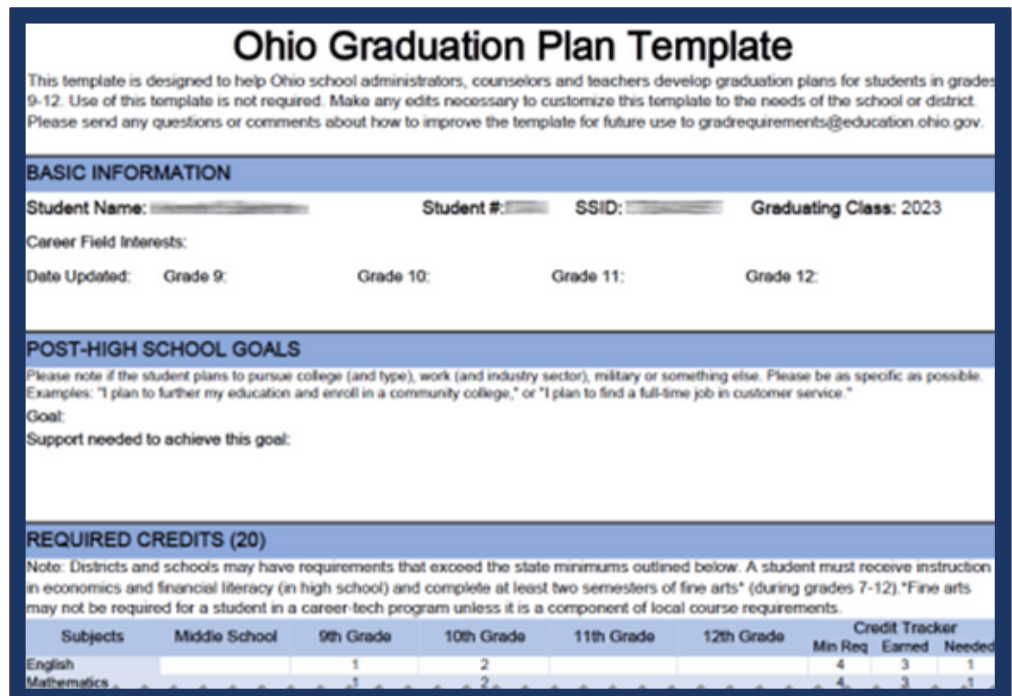


DASL's Grad Points Summary screen is up to date for students who are graduating in 2023 and higher. The user-friendly screen shows the students' progress to meet the requirements of taking 6 end-of-course exams, taking the ACT or SAT, showing competency in English II and Algebra I end-of-course exams or the numerous

alternatives, and demonstrating readiness by earning at least 2 diploma seals.

## PLANS -

Users can now run the Ohio Graduation Plan for any high school student. The report pulls the students' earned high school credits, various assessment data, seal readiness, and fields designed to capture each students' future plans such as post-high school goals, career field interests, FAFSA data, apprenticeship data, and more! The students' graduation plan comes out in a printer friendly .pdf document.



## SEALS -

Tracking the seals a high school student plans to earn for graduation and when they actually earn a seal is a daunting task for most guidance offices. DASL has a feature to import the 12 seal options (planned and earned) and several other graduation exemptions and requirements via an Excel spreadsheet. The spreadsheet template can be found here:

<https://bit.ly/3Byl9KR>

Once a user uploads or hand enters a student's seal they plan to earn, or have earned, the seal will appear on their Grad Points Summary progress screen, the Graduation Plan report, and the students' transcripts!

StudentId	LastName	FirstName	Career-Technical Pathway	Advanced Math	Advanced Science	Electives	Capstone Project	Work/Community Service	College Credit Plus	Pre-Apprenticeship	Citizenship Seal (Ohio)	College-Ready Seal (Ohio)
1234567	Duck	Donald		Y			N				P	R

## DATAMAP

DataMap has added the ability to print the Graduation Plan from the Student Roadmap and the Graduation Points page. The Graduation Points lists students in a grid format displaying a quick overview and the ability to quickly find the students who have met or not met their graduation requirements. The grid has the option to only view the Credit Requirements or Graduation Pathways and the option to export the selected view to Excel.

Name	Grade	Overall Status	English	Physical Education	Math	Social Studies	Economics and Financial Literacy	Scale	Overall Status	English		Math		Science/Social Studies					
										Status	ELA1	ELA2	Status	ALG1	GEOM	Status	FEST	GOVM	BIOI
	12	20.50 / 20.00	03.00 / 04.00	00.50 / 00.50	03.00 / 04.00	03.00 / 03.00	00.00	03.00		Green	0	4	Green	5	4	Green	5	3	5
	12	23.50 / 20.00	04.00 / 04.00	00.00 / 00.50	03.00 / 04.00	03.50 / 03.00	00.00	03.00		Green	0	4	Green	4	3	Green	4	0	4
	12	18.50 / 20.00	03.00 / 04.00	00.50 / 00.50	03.00 / 04.00	02.50 / 03.00	00.00	03.00		Yellow	0	3	Green	3	1	Green	3	3	3
	12	22.00 / 20.00	03.00 / 04.00	00.50 / 00.50	03.00 / 04.00	03.00 / 03.00	00.00	03.00		Yellow	0	3	Green	3	3	Green	2	3	3

## FREE PROFESSIONAL DEVELOPMENT ON GRAD POINTS IN DASL

The NEOnet Student Services team will be conducting Grad Points training to help any user digest all the recent changes and how the Grad Points module can help you accomplish what needs done for each high school student. Both sessions are the same content, just offered two times:

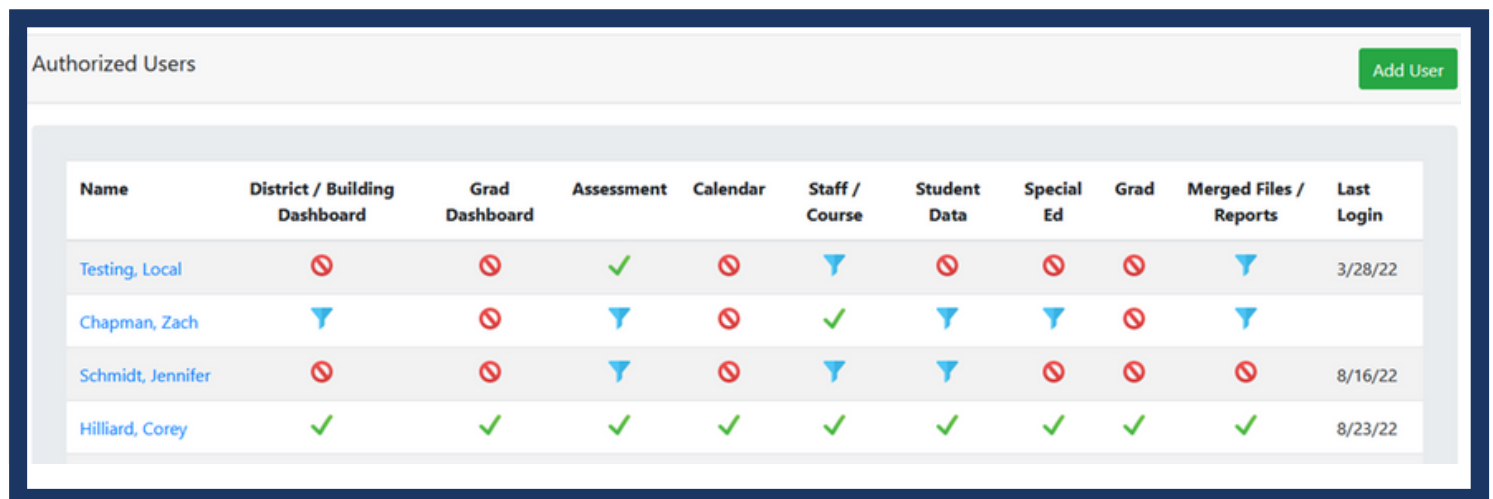
October 20th from 1:30-3:30 PM or October 27th from 9 - 11 AM

Register at: <https://neonet.org/events/month/2022-10/>

# EMIS Cross Check

EMIS Cross Check is a data verification tool to allow school districts to dig deeper into their EMIS data. This product gives your EMIS Coordinators additional access to validate EMIS data beyond their SIS and Data Collector. Dashboards are included to provide EMIS data at a glance at both district and building levels. EMIS Cross Check can be a powerful tool for superintendents and other administrative staff.

EMIS Cross Check recently added a new User Management Tool. Several districts using Cross Check voiced that they would love to grant additional users access to Cross Check but not allow them access to all the dashboards, checks, and reports. With this new feature, EMIS Coordinators can manage Locally Created User accounts and grant them access to each individual screen. Locally Created Users are created by adding their email address and password to the User Management Screen. The User Management Screen also tells you the last time a user logged into Cross Check!



Name	District / Building Dashboard	Grad Dashboard	Assessment	Calendar	Staff / Course	Student Data	Special Ed	Grad	Merged Files / Reports	Last Login
Testing, Local	⊘	⊘	✓	⊘	⌵	⊘	⊘	⊘	⌵	3/28/22
Chapman, Zach	⌵	⊘	⌵	⊘	✓	⌵	⌵	⊘	⌵	
Schmidt, Jennifer	⊘	⊘	⌵	⊘	⌵	⌵	⊘	⊘	⊘	8/16/22
Hilliard, Corey	✓	✓	✓	✓	✓	✓	✓	✓	✓	8/23/22

If you currently do not have Cross Check and want to review all the possible checks, dashboards and reports, you can review this document which details each one: <https://bit.ly/3aX0chZ>

To view the EMIS Cross Check flyer: <https://bit.ly/3UoY44G>



If you are interested in learning more about EMIS Cross check please contact: [emishelp@neonet.org](mailto:emishelp@neonet.org)



# ProgressBook student pictures SFTP

NEONET is excited to now offer direct access to the student pictures in your ProgressBook Suite via the SFTP protocol.

Student pictures can still be sent directly to NEOnet for loading, but this new feature allows district staff direct access to their student pictures in the ProgressBook Suite. Student pictures can be uploaded/downloaded/renamed/deleted with the changes being immediately visible in the ProgressBook Suite.

Access to the SFTP requires an SFTP client such as the free clients FileZilla or WinSCP. Once the software has been installed onto your computer, you simply need to request permissions from your tech department or tech coordinator, and they will contact NEOnet with the correct access details. After permissions have been granted and your account is active, you simply need to tell your SFTP client to connect to...

**HOST: PBPICS.NEONET.ORG**

**PORT: 22**

**USERNAME: <YOUR PROGRESSBOOK USERNAME>**

**PASSWORD: <YOUR PROGRESSBOOK PASSWORD>**

... and you will then have the ability to directly update and manipulate your district's student pictures in the ProgressBook Suite.

NEOnet has prepared a quick training video demonstrating some common tasks needed to manipulate student pictures on the SFTP.

[https://bit.ly/PBPics\\_SFTP](https://bit.ly/PBPics_SFTP)

Additional training is available upon request if you require any additional information.

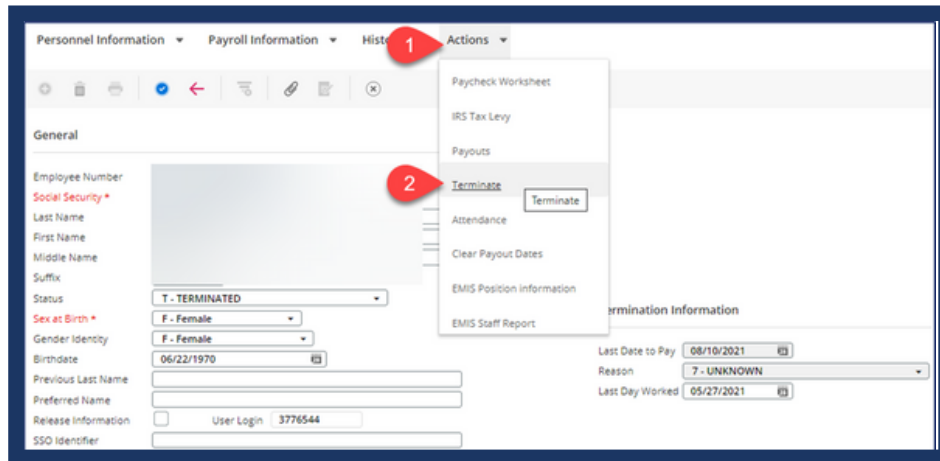
Please reach out to your tech department or tech coordinator for additional details, or contact us at [techappshelp@neonet.org](mailto:techappshelp@neonet.org).

# eFP un-terminate employees

Do you have an employee you terminated, and they are going to be working back in the district? Here is how to easily un-terminated an employee.

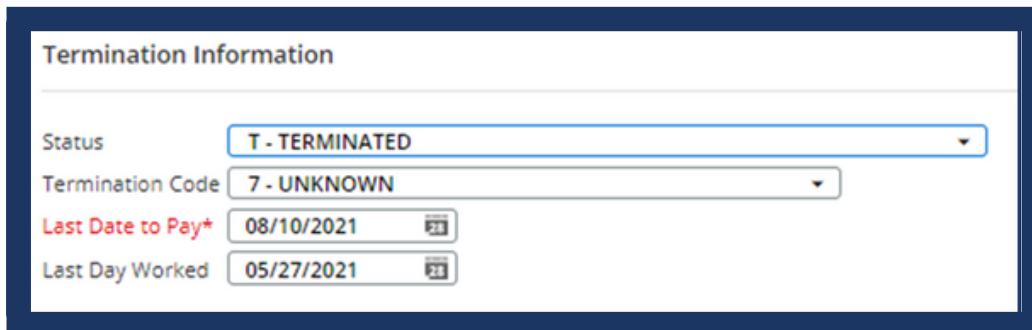
HR > Entry & processing> Employee information

Search the employee and go into their general screen as shown below. Click on actions, and then terminate.



The screenshot shows the 'Personnel Information' screen for an employee. The 'Actions' dropdown menu is open, and the 'Terminate' option is highlighted with a red circle labeled '2'. The 'Status' field is set to 'T - TERMINATED'. The 'Termination Information' section shows 'Last Date to Pay' as 08/10/2021, 'Reason' as 7 - UNKNOWN, and 'Last Day Worked' as 05/27/2021.

When you get to the termination screen,



The screenshot shows the 'Termination Information' screen. The 'Status' field is set to 'T - TERMINATED', 'Termination Code' is '7 - UNKNOWN', 'Last Date to Pay' is 08/10/2021, and 'Last Day Worked' is 05/27/2021.

## STATUS -

Change from Terminated to Active

## TERMINATION CODE -

Choose the blank space at the bottom of the drop down list. Hit tab and this will clear the **Last Date to Pay** and **Last Day Worked**.

The end result should look like this:



The screenshot shows the 'Termination Information' screen. The 'Status' field is set to 'A - ACTIVE', 'Termination Code' is blank, 'Last Date to Pay' is blank, and 'Last Day Worked' is blank.

# Employee W4 information applied to employee taxes within eFP

As the new school year begins so do new employees. Here is where to put the W4 information into eFP.

**W-4:** In Step 2: Multiple Jobs or Spouse Works: If the employee has the box checked like this:

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**eFP:** You will choose “H- Form W-4 Step 2 Checkbox Withholding Rate” from the dropdown in Tax Calculations. If the box in step 3 from the W4 is NOT filled in, you will use S- Standard Withholding Rate.

Federal Tax    State Tax    Local Tax

Exempt Status \*    [Dropdown]

Status \*    [Dropdown]

**Tax Calculation \***    S - Standard Withholding Rate

Extra Withholding    H - Form W-4 Step 2 Checkbox Withholding Rate

Non-Resident Alien    S - Standard Withholding Rate

**W-4:** In **Step 3:** If the employee has a total dollar amount (for example \$2,000)

**Step 3: Claim Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ 1

Multiply the number of other dependents by \$500 . . . . . ▶ \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . . **3** \$ **2000**

**eFP:** The Total in Step three will go into “Annual Tax Credit”

Exempt Status *	N - Not Exempt	W-4 Submission Date *	08/22/2022
Status *	Married	Annual Other Income	0.00
Tax Calculation *	S - Standard Withholding Rate	Annual Deductions	0.00
Extra Withholding	0.00	Annual Tax Credit	2,000.00
Non-Resident Alien	<input type="checkbox"/>	Pay Periods/Year *	26

**W-4:** If the employee has amounts fill in in 4a, 4b, and 4c

<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	4(a)	\$	
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	4(b)	\$	
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . .	4(c)	\$	

**eFP:** **4a** will go into “Annual Other Income”, **4b** will go into “Annual Deductions”, and **4c** will go into “Extra Withholdings”.

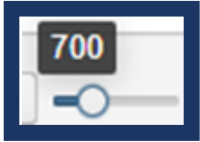
Exempt Status *	N - Not Exempt	W-4 Submission Date *	08/22/2022
Status *	Married	Annual Other Income	4A 0.00
Tax Calculation *	S - Standard Withholding Rate	Annual Deductions	4B 0.00
Extra Withholding	4C 0.00	Annual Tax Credit	2,000.00
Non-Resident Alien	<input type="checkbox"/>	Pay Periods/Year *	26



# Activity Ledger is the way to find your info and make your day

Do you need to find transaction information fast? If so, look no further! The USAS Transaction Menu's Activity Ledger will give you the quick and easy answers you have been searching for.

The Activity Ledger Query provides information on the following transaction types: **Disbursements, Distributions, Invoices, Purchase Orders, Receipts, Refunds & Transfers**



The many arrays of columns that display make it quick to find the information you are looking for. Users can even control the number of results that display by adjusting the slide bar on the top of the grid. The mobility of the columns makes it easy to create reports. There are several standard columns including transaction types, numbers and dates, and several additional choices listed under the **More** button, including account codes, line-item information, and vendor information.

**Example:** A user desires to have a list of all disbursements created from a specific cash account code in the current fiscal year. Filtering the following columns will provide you instant results that you can turn into a handy report by clicking **Report**.

Results: The user receives all disbursements as well as the invoices and purchase orders they are associated with.

Reporting Period: September 2022 (FY 2023) <span style="float: right;">9/13/22 11:09 AM</span>												
<b>Cotton (Demo) Schools 300-9302 FY23 Disbursements</b>												
Date	Type	Full Account Code	PO #	PO Item #	Inv #	Check #	Status	Amount	Vendor #	Primary Name	Refund #	Receipt #
7/11/2022	Disb	300-9302	951623	1	payabl	201757	RECONCILE D	\$ 226.20	71999	Grizzly's Grub & Supply	:	
7/1/2022	Disb	300-9302	987654	1	test	0	OUTSTANDI NG	500.00	22609	Tiger's Treats	:	
7/1/2022	Disb	300-9302	9876	1	test 9876	0	OUTSTANDI NG	350.00	71999	Grizzly's Grub & Supply	:	
<b>Grand Total</b>			<b>3.00</b>					<b>\$ 1,076.20</b>				

## Report from the grid tip:

Don't forget to add a 'Save As' name to add this custom report to your Reports >Report Manager and Home Screen.

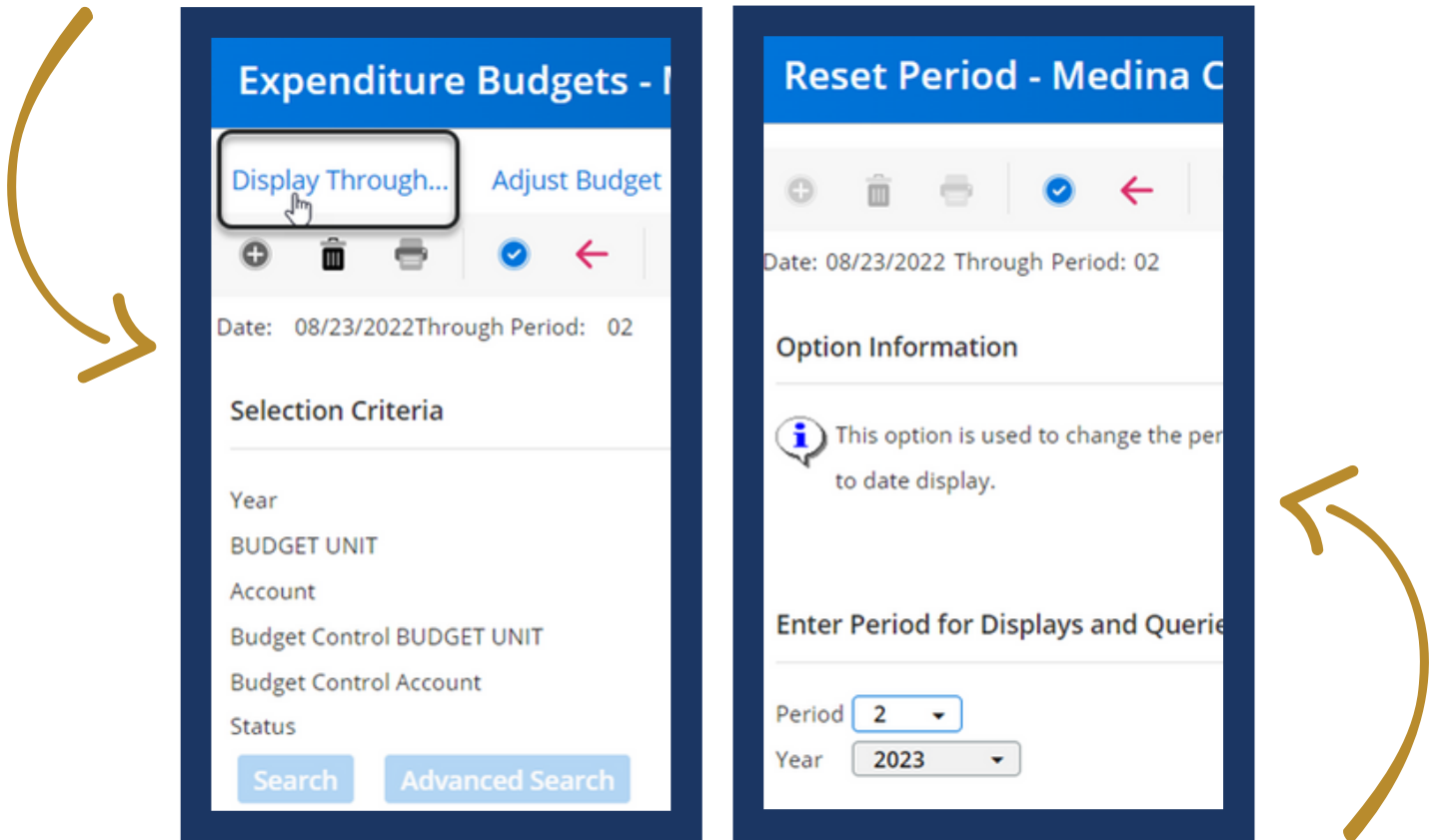
# Fund Accounting - how to view previous period/FY budget balances

**MENU PATH: FUND ACCOUNTING > ENTRY & PROCESSING > BUDGET LEDGERS > EXPENDITURE LEDGER**

If you are looking for a previous period or fiscal year budget information, you will need to click on the display through option in the action bar of the expenditure ledger.

**Step 1** Either find the expenditure line you are looking for or for a wide-open search and click on the Search button

**Step 2** Click on the Display Through... on the action bar



**Step 3** Set the Period and/or Year to the timeframe you are wanting

**Step 4** Click on the blue checkmark

The data will now show the budget for the period you set.

# EMIS 23L initial staff collection reminders

The EMIS Staff & Course Initial L Collection for Fiscal Year 2023 is open September 8, 2022 until January 31, 2023. To prepare for the initial collection of staff data from USPSr, there are a few important items to remember to clean up from the prior year.

If you reported any staff separated in the Final collection of FY2022, then the associated position and compensation records can be unchecked for Reportable to EMIS so that they are not pulled into this collection.

The corresponding checkboxes for position records are located in the EMIS Position Entry screen within the Staff Employment information or in Core>Positions under the EMIS Related Information. For the Non-Contract or Contract Compensation records located in Core>Compensation, the checkbox will be under the State Reporting section of the compensation screen.

EMIS Related Information

Reportable to EMIS

Position Code  
203 (Librarian/Media Assignm

Low Grade  
\*\* (Not Applicable)

Separation Reason  
9 (Deceased)

State Reporting

Reportable to EMIS

Local Contract Code

Please note, if the employee is no longer working for the district in any position after they were reported separated, then the employee screen should also be unchecked for “Report to EMIS.”

Next, any Position EMIS override data that was populated for the previous collection should be cleared out or updated. These EMIS override fields are located in the Position screen under the EMIS Related Information, and should reflect the current fiscal year being reported.

EMIS Related Information

Reportable to EMIS

Position Code: 318 (Psychologist Assignmei

State Reporting Appointment Type: 1 (Certificated)

Position Type: R (Regular)

Position Status: P (Leave of absence)

Full Time Equivalence: 1.000

Special Education Full Time Equivalence

Low Grade: KG (Kindergarten)

Separation Reason: \* (Not Applicable)

Paraprofessional: Y (Yes, meets definition of Q

Contract Amount: 72,350.00

Contract Work Days: 132,000

Hours In The Day: 8.00

High Grade: 10 (Tenth Grade)

Separation Date

Paraprofessional Hire Date

Building IRN: 727256

Experience Current Class

Finally, Total and Authorized Years of Experience should be incremented for all applicable employees. These fields are located within the Employee screen under the Experience section.

Incrementing the years of experience can be done manually for each employee in EMIS Employee Entry, or the years can be mass updated with either a Mass Load file or a Mass Change procedure by users with that additional access. Please submit a Fiscal help ticket for assistance with setting up the mass change definition in the Employee grid.

Please be sure to utilize the EMIS Reports in the Reports menu to assist with identifying potential errors, as well as the reports added by Admin in the USPSr Report Manager. These template reports we have will help to verify EMIS elements and can help minimize errors in the collection.

# Payroll Accounts - new

**DID YOU KNOW THAT THERE'S A NEW LINK UNDER CORE THAT IS CALLED PAYROLL ACCOUNTS – NEW?**

This contains pay account records for each Compensation that is in the USPS system. When a payroll is processed, the accounts entered in Payroll Accounts option are used to complete the USAS charging of the payroll. You must have the role of GROUP\_MANAGER to see this. This allows you to see the following in the main grid.

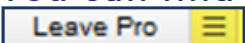
You can search by any of the filters in the grid.

- Employee ID
- Last Name
- First Name
- Position Number
- Fund
- Func
- Obj
- SCC
- Subj
- OPU
- IL
- Job
- Status
- Rate Type
- Charge Amount %
- Employer Distribution
- Leave Pro

Payroll Accounts  Include Archived Employees/Positions?

[+ Create](#)

	Emp #	Last Name	First Name	Pos #	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Status	Rate Type	Charge Amt/%	Emp Dist	Leave Pro		
			ANON1000	Hurst	Brent	60	001	2422	142	0000	000000	101	00	000	Specific ...	Fixed	70.00	false	false
			ANON1000	Hurst	Brent	57	572	1270	291	9920	000000	000	00	000	Inactive	Fixed	375.00	false	false
			ANON1000	Hurst	Brent	53	599	2176	111	9820	000000	101	00	000	Inactive	Fixed	53.76	false	false
			ANON1000	Hurst	Brent	53	572	1270	122	9920	000000	101	00	000	Inactive	Fixed	300.00	false	false
			ANON1000	Hurst	Brent	57	572	1270	291	9921	000000	000	00	000	Active	Percent	100.00	false	false
			ANON1000	Hurst	Brent	53	001	1110	113	0000	000000	101	02	000	Inactive	Fixed	53.22	false	false
			ANON1000	Hurst	Brent	57	572	1270	291	9917	000000	000	00	000	Inactive	Percent	100.00	false	false
			ANON1000	Hurst	Brent	53	001	1110	112	0000	000000	101	00	000	Specific ...	Fixed	69.64	false	false

There are other items you can add, but when you leave this grid, these go away and must be added back every time you want to see them. You can find these by clicking on the three horizontal lines next to Leave Pro  and clicking the items that aren't checked.

These options are:

- Start Date
- Stop Date
- Max
- Remaining Max