

POSITION SCREEN EMIS FIELDS

3.4 STAFF EMPLOYMENT (CK) RECORD EMIS MANUAL LINK

- Assignment Area – *As defined in EMIS Manual Section 3.4*
- Building IRN – *Specific Bldg this position is assigned to. If assigned to more than one building a separate Position record will need to be reported for each building assigned to*
- Employee ID – *Automatically pulls from Employee record*
- Length of Work Day – *Automatically pulls from Compensation Screen, if Compensation is Non-Contract and Hours are not reported they should be entered in this EMIS Override Field in order to determine Pay Amount. **Must be updated manually if number of Hours change.***
- Local Contract Code – *This is the Position Number*
- Pay/Amount Rate – *Automatically pulls from Compensation Screen, if Compensation is Non-Contract and Hours and/or Days are not report, the Contracted Amount will need to be entered in this EMIS Override Filed in order to report to EMIS. **Must be updated manually if amount changes.***
- Pay Type – *Automatically pulls from Compensation Screen*
- Position Code – *As defined in [EMIS Manual Section 3.9](#)*
- Position FTE – *Number of hours in a regular work day for that specific position as defined by the district. (i.e., Position is typically 8 hours and this employee works 6 in this position, the FTE is .75)*
- Position Fund Source (1, 2, 3) – *What to of account are they being paid out of i.e., local funding, state grant, federal grant*
- Position Fund Source Percent (1, 2, 3) – *If paid out of more than one account, percentage for Position Fund Source 1, 2 and/or 3*
- Position Separation Date – *Last day actually worked*
- Position Separation Reason – *Why no longer in position*
- Position Start Date - *Reported under Hire Date on Position screen*
- Position Status - *C-Continuing, A-Agency, I-Individual Contractor, U-No Longer Employer (only used if they do not work any days this fiscal year in that position. If they leave mid-year leave Position Status as C*
- Position Type – *R-Regular, T-Temporary or S-Supplemental*
- Qualified Paraprofessional – *If Parapro, are they a “qualified paraprofessional” Report * if not a parapro*
- Scheduled Work Days - *Automatically pulls from Compensation Screen, if Compensation is Non-Contract and Number of Days are not reported, they should be entered in this EMIS Override Field in order to determine Pay Amount. **Must be updated manually if number of Days change.***
- Special Education FTE – *If they work in Special Ed or with Special Ed students, what percentage of this position is dedicated to Special Ed work. Please see list of Position Codes this needs to be reported for in the EMIS Manual Section 3.4*
- Type of Appointment – *1-Certificated Position or 2-Classified Position*

[Edit](#) [Audit Report](#) [Print Screen](#)

Employee Number: ANON1000

Employee Name: Hurst, Brent Carl

Pos #	Position Description	Job Status	Building Code	Department Code	Pay Group *	Appointment Type
4	Teacher	Inactive	200 - 200	660 - 660	4 - Violet 19	Certificated
Extended Service	FTE	Hire Date	☐ Is Supplemental	Overtime Classification	Start Date	Stop Date
	0.00000	12/7/89			9/21/14	
Raise Date	Retirement Code	Termination Date	Supervisor	☐ Substitute	☐ Timesheet Required	☐ Archived
	None					

Eligibility Flags

☐ Eligible For Personal Leave ☐ Eligible For Sick Leave ☐ Eligible For Vacation Leave ☐ Eligible For Comp Time

EMIS Related Information

Reportable to EMIS	Position Code	State Reporting Appointment Type	Position Type	Position Status	Full Time Equivalence	Special Education Full Time Equivalence
		3 (Internship)			0.000	0.00
Low Grade	Separation Reason	Paraprofessional	Contract Amount	Contract Work Days	Hours In The Day	High Grade
07 (Seventh Grade)	6 (Resigned-Took another educ	Y (Yes, meets definition of Qual	0.00	0.000	0.00	08 (Eighth Grade)
Separation Date	Paraprofessional Hire Date	Building IRN	Experience Current Class			
		067189				

Funding Source

Assignment Area	Funding Source Code 1	Percent 1	Funding Source Code 2	Percent 2	Funding Source Code 3	Percent 3