

## Reminder: EIS Final Data Due - **August 15, 2020**

If you have not already done so, please submit all the following in the EIS (Employment Information System) in IWAS by **August 15, 2020**.

- SY 2020 Employment and Position Records (*Due on April 16, 2020*)
- SY 2020 Position End Dates
- SY 2020 Evaluations (*Teachers, Principals, Assistant Principals only*)
- SY 2020 Attendance
- SY 2020 Contract Days
- SY 2020 Base Salaries
- SY 2020 Benefits (*if applicable to your district*)
- SY 2020 Employment End Dates
- SY 2020 Employment End Reason
- SY 2020 Absence Data (*Teachers only*)

Reports and the newly enhanced dashboard are available to assist you with the completion of your submission.

If you are submitting a batch file, please verify you are using the correct templates. Links to the templates are provided below.

### **Links to EIS Resources:**

Salary Collection Webinar:

<https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx>

Benefits Details:

<https://www.isbe.net/Documents/salary.pdf>

Funding Source Details:

<https://www.isbe.net/Documents/funding-source.pdf>

Benefits Grid Details:

<https://www.isbe.net/Documents/salary-benefits-grid.pdf>

Salary Template:

<https://www.isbe.net/Pages/EIS-Data-Input.aspx>

Evaluations Template:

<https://www.isbe.net/Pages/EIS-Data-Input.aspx>

Data Elements:

<https://www.isbe.net/Pages/EIS-Data-Elements.aspx>

For further EIS assistance, please contact the EIS help desk by email at [datahelp@isbe.net](mailto:datahelp@isbe.net).