

EIS New Users Guide

This guide outlines everything you need to know to get started using the Employment Information System (EIS), from accessing the system to how to upload data for your employees via batch files. EIS is used by districts to submit a wide variety of employee data, including, but not limited to, Positions, Salary, Benefits, and Evaluations, to ISBE.

Getting Access to EIS

For assistance on getting access to EIS or to elevate access level reach out to the Help Desk at 217-558-3600 option 2 or support@isbe.net.

Key Dates

EIS has various key dates throughout the academic year for when certain items are due. Having your data correctly submitted by these dates is necessary to ensure data quality for various state-mandated reports and Illinois Report Card metrics. We strongly encourage districts to keep their data as up to date as they can throughout the year and NOT to wait until these deadlines approach to submit it. Visit the ISBE [EIS](#) webpage and expand the “Key Dates” by clicking on the down arrow to view upcoming deadlines.

EIS Training Video Series

The EIS team has developed a series of basic training videos on how to navigate the various tabs in EIS and enter your district's data into them. Note: Some of these videos may be dated, but we do our best to keep them up to date as things change in our system. We are always open to feedback. See the [EIS Basics Training Course](#) to find information about the basic functions of EIS.

Webinars for EIS and Other Collections

ISBE hosts EIS-specific webinars throughout the school year on various topics, such as Unfilled Positions, Salaries, Benefits, Evaluations, Employment, Positions, etc. These are generally meant to be a presentation on specific EIS topics with room for questions at the end.

ISBE also hosts monthly general collections office hours that cover all of our data collections and systems. Participants in these webinars are encouraged to submit their questions to the team, and we do our best to produce answers live, either via chat or verbally. Following the

webinar, we upload a Q&A document answering all questions that were submitted during the webinar.

Users are encouraged to attend as many webinars as they can so they can stay familiar with anything changing in EIS, ask questions, and get reminders about upcoming deadlines. Our webinars always are recorded and posted on the ISBE [Archived Webinars and Presentations](#) webpage.

EIS Data Elements

The [EIS Data Elements](#) document can be found on the [EIS](#) webpage. It is a useful tool that outlines all the data submitted to EIS and the definitions and codes that go with them. These definitions can be used to determine if certain data should be reported and how it should be reported if so.

Data Quality

In the Employment Information System application, the first tab “Summary” includes an overview of your district’s EIS data and can be used as a good spot check. Keep in mind that you should not expect the dashboard to be 100% in the green before the school year is over as there is data that is not collected until after the school year is over.

EIS data quality also can also be monitored by accessing the Data Quality Dashboard via your IWAS account. Please see the ISBE [Data Quality Dashboard](#) webpage for more information. This tool should be monitored regularly throughout the school year to ensure your data quality is always up to date.

Batch Files

Batch files are a tool EIS users have available to upload large quantities of data to EIS all at one time. There are batch file options for five types of EIS data:

- Unfilled Positions
- Employment
- End Employment
- Salary
- Evaluations

Templates for the batch files can be found on the [EIS](#) webpage under “Excel Templates”, click on the down arrow to view the templates. Fill out the corresponding template in Excel before uploading your EIS data. Tips and other helpful documents for completing batch files can be found in numerous places, including the “EIS Validations Document” and [EIS Data Elements](#). ISBE highly recommends that entities securely retain copies of their EIS batch file submissions for reference.

Contact Info

Name	Phone	Email
<i>Data Strategies and Analytics</i>	312-814-9192	datahelp@isbe.net
<i>IWAS Technical Support</i>	217-558-3600, option 2	support@isbe.net
<i>ISBE Main Line (Springfield)</i>	217-782-4321	
<i>ISBE Main Line (Chicago)</i>	312-814-2220	

Last Reviewed or Updated

Date	ISBE Staff	Updates
March 26, 2025	Andrew Blue, Nathan Peterson	Approved to publish.
May 7, 2026	Marilyn Sanchez	Updated broken links and made changes for accessibility.