

# State of Michigan

# Registry of Educational Personnel Data (REP)

## User's Guide EOY 2009

AN EMPLOYEE OWNED COMPANY



Computer Management Technologies, Inc.  
731 Gratiot Avenue  
Saginaw, Michigan 48602-2109  
Phone: 989-791-4860  
Fax: 989-791-4928  
[www.cmtonline.com](http://www.cmtonline.com)

# TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>1</b>
<b>PREPARING FOR DATA SUBMISSION .....</b>	<b>2</b>
REP Main Menu .....	3
Planning and Implementation .....	5
<b>REPSET MENU: REP – BASIC REQUIRED CODES.....</b>	<b>6</b>
EIS.131 – Certificate Code Definitions.....	6
EIS.132 – Certificate Assignment Codes.....	7
EIS.134 – Certificate Credential Code Definitions .....	7
EIS.135 – Certificate/Endorsement Level Codes .....	8
EIS.144 – Institution Type Codes .....	8
EIS.141 – Educational Institution Codes.....	9
EIS.143 – Degree Codes .....	10
EIS.205 – Ethnic Code Definitions.....	10
EIS.175 – Tag Codes.....	11
EIS.175 – Tag Codes (Finger Printing).....	12
EIS.780 – Employee Tag Report Writer Definition .....	12
EIS.580 – Employee Tag Report Writer Submittal .....	12
PAY.130– Termination/Employment Status Codes .....	13
MR.314 – REP PIC File Import/Update .....	14
MR.311 – REP Maintain Grade Step Downs.....	15
<b>REPEMP MENU: REP – EMPLOYEE EDUCATIONAL SETUP .....</b>	<b>16</b>
Basic Submission Checklist .....	16
EIS.301 – Employee Basic Information.....	17
EIS.303H – Employee Academic Information.....	20
EIS.309 – Employee Certificate Information .....	21
EIS.480 – Employee Tag Assignments.....	25
PAY.305 – Termination/Employment Status Information .....	27
MR.315 – REP Access REP Information .....	28
MR.319R – REP Print Duplicate REP Certificates .....	38
MR.329 – REP Mass Update Professional Development Hours .....	39
MR.330 – REP Re-Order Professional Development Hours Records.....	40
MR.336 – REP Mass Change Assignment Codes.....	41
REP.VERIFY - REP Query Report of Employee Certificates .....	42
<b>REPRPT MENU: REP – REPORTING AND MAINTAINING .....</b>	<b>44</b>
MR.320 – REP Create Registry of Educational Personnel.....	45
MR.321 – REP Run Edit Report for Errors .....	46
MR.322 – REP Maintain Reported Information .....	47
MR.323 – REP Print Registry of Educational Personnel .....	52
MR.324 – REP Print Registry of Educational Personnel – Alpha.....	52
MR.325 – REP Print Registry of Educational Personnel – Group .....	52
MR.326 – REP Print Summary of Registry of Educational Personnel.....	52
MR.312 – REP Maintain Non Employee Personnel Info .....	53
MR.309 – REP Run Edit Report for Non Employee Errors.....	54
MR.313 – REP Print Registry of Non Employee Personnel .....	55
MR.335 – REP Date of Last Paycheck .....	56
MR.328 – REP Create Download Reporting File.....	57
<b>UPLOADING INFORMATION TO THE STATE .....</b>	<b>58</b>
How to Download Your REP File with WS FTP .....	59

# General Information

## Forward

This user guide was written to assist in using the software developed to report to the Michigan Registry of Educational Personnel Data Basics (REP) to the State of Michigan. It defines the programs and procedures involved in maintaining the REP records. Due to the many varied needs of users, this manual does not provide information regarding custom programs. This manual is to assist the user with the use of our software, not to interpret the requirements of the State. Also, it is important to note that the following manual is to be used in conjunction with the Center for Educational Performance and Information (CEPI) REP Data Field Descriptions manual.

## Limitation of Liability

Computer Management Technologies, Inc. provides this publication "AS IS" without warranty of any kind, either expressed or implied, including but not limited to, the implied warranties of merchantability or fitness for a particular purpose. Some states do not allow a disclaimer of expressed or implied warranties in certain transactions; therefore, this statement may not be applicable to you.

While every precaution has been taken in the preparation of this manual, CMT assumes no responsibility for errors or omissions or for damages resulting from the use of the information contained herein. Changes are periodically made to the information; and these changes are incorporated in new editions of the manual. Computer Management Technologies, Inc. may make improvements and/or changes in the product(s) or program(s) described in this manual at any time. Characters, products and companies are fictitious, and any similarity to actual persons, business establishments or events is purely coincidental.

In no event will Computer Management Technologies, Inc. or its developers be liable to you for any incidental, consequential, or indirect damages (including damages for loss of profits, interruption, loss of information, and the like) arising out of the use or inability to use this program even if Computer Management Technologies, Inc. or any authorized Computer Management Technologies, Inc. representative has been advised of the possibility of such damages.

Computer Management Technologies, Inc.'s liability to you for actual damages for any cause whatsoever, and regardless of the form of action, will be limited to the greater of \$500 or the money paid for this program.

## Any Questions?

If you have any questions regarding this manual or the use of this program, please call Computer Management Technologies, Inc. at (989) 791-4860.

Thank you for your support of Computer Management Technologies, Inc.

## Preparing for Data Submission

The best place to start preparing for data submission is the State of Michigan's REP website:  
<http://www.michigan.gov/cepi>

It has the latest REP Data Manuals for Data Field Descriptions, any current Addendum changes, and REP Help & Resources. Be sure to review the Data Field Descriptions manual for the ***Index of Page Edits*** for important field edit information regarding the current REP submission.

REP data are due to CEPI the first business day in December and June 30th of each year. The data must be accurate as of the submission due date.

The following is a list of steps districts may take to help facilitate a successful submission.

1. For EOY 2009, districts are required to report:
  - FIELD #1: Change in date of count to **June 30, 2009**.
  - FIELD #10: Clarification to Programming Edit and Definition for Admin. Continuing Ed.
  - FIELD #10: Update to Special Education Assignment Code Descriptions.
  - FIELD #24: Professional Development Hours
  - FIELD #25: Verify employment status 99 against Hire Date (FIELD 9).
2. A Social Security number or credential license number is required for instructional staff with assignment code numbers between 000AX and 00599 (excluding 00310 through 00407), 60300 and 60400. A Social Security Number is required for all other employees with assignment codes 60000 through 99900.
3. An incorrect Social Security number or credential number is not accepted. The REP is directly linked to the teacher certification database (License 2000). Any record that is submitted with a credential number and/or Social Security number that does not exactly match the License 2000 database creates a fatal error.
4. The accounting/function codes utilized in the REP comes from the Michigan Public School Accounting Manual.
5. Any staff member who terminates or retires from a district must be reported.

If you have a data field reporting question or for technical assistance with the State of Michigan's website, please contact the Department of Information and Technology (DIT) Client Service Center at 517-335-0505 or [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

If you have questions or concerns about the functionality of CMT's custom state reporting REP software, please contact CMT at 989-791-4860 or send us an email at [fidorsrep@cmtonline.com](mailto:fidorsrep@cmtonline.com).

## REP Main Menu

The following is a representation of the main processing menu, **REP: Registry of Education Personnel**. Use this screen to select menu items. The following menus are standard and are shipped with the software. Menus on your system may vary in appearance depending on individual access.

MENU REP : REGISTRY OF EDUCATIONAL PERSONNEL		
1. REP - BASIC REQUIRED CODES . . . . .	REPSET	MENU
2. REP - EMPLOYEE EDUCATIONAL SETUP . . . . .	REPEMP	MENU
3. REP - REPORTING AND MAINTENANCE . . . . .	REPRPT	MENU

### Option 1

Menu **REPSET: REP – Basic Required Codes** contains CIMS programs and CMT custom programs used to set up and maintain the codes needed for REP data collection.

MENU REPSET: REP - BASIC REQUIRED CODES	
1. Certificate Codes . . . . .	EIS.131
2. Certificate Assignment Codes . . . . .	EIS.132
3. Certificate Credential Codes . . . . .	EIS.134
4. Certificate/Endorsement Level Codes . . . . .	EIS.135
5. Institution Type Codes . . . . .	EIS.144
6. Educational Institution Codes . . . . .	EIS.141
7. Degree Codes . . . . .	EIS.143
8. Tag Codes . . . . .	EIS.175
9. Ethnic Codes . . . . .	EIS.205
10. Termination/Employment Status Codes . . . . .	PAY.130
11. REP PIC File Import/Update . . . . .	MR.314
12. REP Maintain Grade Step Downs . . . . .	MR.311
13. Maintain Basic - Administrative Unit . . . . .	SR.147E

## REP Main Menu (cont'd)

### Option 2

Menu **REPEMP: REP – Employee Educational Setup** contains CIMS programs and CMT custom programs used to set up and maintain the employee data required by the State for REP submission.

#### MENU REPEMP: REP - EMPLOYEE EDUCATIONAL SETUP

1. Employee Basic Information . . . . .	EIS.301
2. Employee Academic Information . . . . .	EIS.303H
3. Employee Certificate Information . . . . .	EIS.309
4. Employee Tag Assignment . . . . .	EIS.480
5. Employee Termination/Status Information . . .	PAY.305
6. REP Access REP Information . . . . .	MR.315
7. REP Print Duplicate REP Certificates . . . .	MR.319R
8. REP Mass Update Prof Development Hours . . .	MR.329
9. REP Re-Order Prof. Development Hours Records	MR.330
10. REP Mass Change Assignment Codes . . . . .	MR.336
11. REP Query Report of Employee Certificates . .	REP.VERIFY
12. REP Query Report of Duplicates (Empl//Non-emp)	REP.DUPL

### Option 3

Menu **REPRPT: REP – Reporting and Maintenance** contains CMT custom programs used to create and maintain the submission file. Reports are generated to verify the submitted data for errors.

#### MENU REPRPT: REP - REPORTING AND MAINTENANCE

1. REP Create Registry of Educational Personnel	MR.320
2. REP Run Edit Report for Errors . . . . .	MR.321
3. REP Maintain Reported Information . . . . .	MR.322
4. REP Print Registry of Educational Personnel .	MR.323
5. REP Print Registry of Ed Personnel - ALPHA .	MR.324
6. REP Print Registry of Ed. Personnel by Group	MR.325
7. REP Print Summary Registry of Ed Personnel .	MR.326
8. REP Maintain Non Employee Personnel Info. . .	MR.312
9. REP Print Registry of Non Employee Personnel	MR.313
10. REP Run Edit Report for Non Employee Errors .	MR.309
11. REP Create Download Reporting File . . . . .	MR.328
12. REP Date of Last Paycheck . . . . .	MR.335
13. Employee Tag Report Writer Definition . . . .	EIS.780
14. Employee Tag Report Writer Submittal . . . .	EIS.580

## Planning and Implementation

The following pages can be used as a guide when determining the preliminary setup for the Registry of Educational Personnel.

For proper data submission, the following codes **must** be set up:

- EIS.131** – Certificate Codes
- EIS.132** – Certificate Assignment Codes
- EIS.134** – Certificate Credential Code Definitions
- EIS.135** – Certificate/Endorsement Level Codes
- EIS.144** – Institution Type Codes
- EIS.141** – Educational Institution Codes
- EIS.143** – Degree Codes
- EIS.175** – Tag Codes
- EIS.205** – Ethnic Codes
- PAY.130** – Termination/Employment Status Codes

Optional:

- MR.314** – PIC File Import/Update
- MR.311** – Maintain Grade Step Downs (Title I reporting districts – FIELD 28)
- SR.147** – Maintain Basic Administrative Unit (NON-CIMS Student districts)

Employees **must** have records in the following programs:

- EIS.301** – Employee Basic Information
- EIS.303H** – Employee Academic Information
- EIS.309** – Employee Certificate Information
- EIS.480** – “HOURS” tag must be assigned for Instructional and Administrative Staff

## REPSET MENU: REP – BASIC REQUIRED CODES

Menu **REPSET**: *Menu Items 2-10*: These codes are populated when REP is initially loaded on the school's system. The school is responsible for verifying these codes.

MENU REPSET: REP - BASIC REQUIRED CODES		
1.	Certificate Codes . . . . .	EIS.131
2.	Certificate Assignment Codes . . . . .	EIS.132
3.	Certificate Credential Codes . . . . .	EIS.134
4.	Certificate/Endorsement Level Codes . . . . .	EIS.135
5.	Institution Type Codes . . . . .	EIS.144
6.	Educational Institution Codes . . . . .	EIS.141
7.	Degree Codes . . . . .	EIS.143
8.	Tag Codes . . . . .	EIS.175
9.	Ethnic Codes . . . . .	EIS.205
10.	Termination/Employment Status Codes . . . . .	PAY.130
11.	REP PIC File Import/Update . . . . .	MR.314
12.	REP Maintain Grade Step Downs . . . . .	MR.311
13.	Maintain Basic - Administrative Unit . . . . .	SR.147E

### Certificate Code Definitions – EIS.131

Use this program to define at least one certificate code. These codes are **NOT** reported to REP, but the standard CIMS program EIS.309 – Employee Certificate Information requires this information in order for the program to process properly. You may define one universal code to use for everyone or you may choose to set up various certificate codes.

EMS	Certificate Code Definitions	Ref: EIS.131 .11
Certificate Code:	<u>REP1</u>	
Description:	<u>INSTRUCTIONAL 1ST CERTIFICATE</u>	
Short Title:	<u>CERT 1</u>	

**Certificate Code:** Define at least one certificate code.

**Description:** Enter a description of the certificate code.

**Short Title:** Enter a short title of the description.

## Certificate Assignment Codes – EIS.132

Use this program to enter codes that describe areas that employees are currently assigned to, as well as the areas of endorsement held by the instructional staff. CMT maintains this file each submission.

EMS	Certificate Assignment Code Definitions	Ref: <u>EIS.132 .11</u>
Assignment Code:	<u>AX</u>	
Description:	<u>COMMUNICATION ARTS</u>	
Short Title:	<u>COMM ARTS</u>	

**Assignment Code:** Refer to FIELD 10 of CEPI's REP Data Field Descriptions manual for a list of State mandated assignment codes. If the mandated listed codes are NOT used, special modifications will need to be made to your system in order for the REP programs to work correctly.

**Description:** Enter a description of the assignment code being defined.

**Short Title:** Enter a short title of the description.

## Certificate Credential Code Definitions - EIS.134

Use this program to define codes for instructional employee's teaching certificate types.

EMS	Certificate Credential Code Definitions	Ref: <u>EIS.134 .11</u>
Credential Code:	<u>03</u>	
Description:	<u>ELEMENTARY PROVISIONAL</u>	
Short Title:	<u>ELEPROVISO</u>	

**Credential Code:** Use CEPI's REP Data Field Descriptions manual FIELD 17 to assign State mandated credential type codes. If the CEPI codes are NOT used, special modifications to the REP programs will be required for your district.

**Description:** Enter a description of the certificate type.

**Short Title:** Enter a short title for the code.

## Certificate/Endorsement Level Codes – EIS.135

Use this program to define the codes describing tests/certifications outside their major/minor that teachers obtain for Highly Qualified status.

EMS	Certificate/Endorsement Level Code Definitions	Ref: EIS.135 .11
Level Code:	<u>MTTC</u>	
Description:	<u>MICHIGAN TEST FOR TEACHER CERTIFICATION</u>	
Short Title:	<u>MTTC</u>	

**Level Code:** Enter the codes to identify the options teachers/paraprofessionals have for demonstrating that they are Highly Qualified in their assignment.

**Description:** Enter a description for the level code.

**Short Title:** Enter a short title of the code.

## Institution Type Codes – EIS.144

Use this program to classify institutions by institution type, such as University, High School, Trade School or Community College. An institution code needs to be set up for use in EIS.141 – Educational Institution Codes **Type Code:** Enter the codes to identify the education institution type.

EMS	Institution Type Code Definitions	Ref: EIS.144 .11
Type Code:	<u>UNV</u>	
Description:	<u>UNIVERSITY</u>	
Short Title:	<u>UNIVERSITY</u>	

**Description:** Enter a description for the type code.

**Short Title:** Enter a short title of the code.

## Educational Institution Codes – EIS.141

Use this program to define institution codes. These codes must be used with a REP Status code of **R97 and R98** for teachers reporting within their first three years of teaching. It is reported to REP as FIELD 29 (*Michigan Sponsoring Institution*) and FIELD 30 (*Non-Michigan Sponsoring Institution*).

EMS	Educational Institution Codes	Ref: EIS.141 .11
Educational Institution Codes: <u>002314</u>		
Name:	<u>SAGINAW VALLEY STATE UNIVERSITY</u>	
Address:	_____	
	<u>UNIVERSITY CENTER</u> <u>MI</u> <u>48710</u> - _____	
Country:	<u>USA</u>	
Phone:	___ _____	Ext: _____
Fax:	___ _____	
Contact Dept:	_____	
Contact Person:	_____	
Type Code:	<u>UNV</u>	
Mode:	Change	Cancel? <u>N</u>

**Educational Institution Codes:** Enter code for update.

**Name:** Enter the name of the institution.

**Address:** Enter a city and state or type periods in these fields. The remaining address fields are optional.

**Country:** Leave the default value of **USA** or enter a valid country code as defined in EIS.151.

**Type Code:** Enter a valid type code as defined in EIS.144 – Institution Type Codes.

All remaining fields are optional.

## Degree Codes – EIS.143

Use this program to define degree codes and descriptions of those codes.

EMS	Degree Code Definitions	Ref: EIS.143 .11
Degree Code:	<u>04</u>	
Description:	<u>MASTER'S DEGREE</u>	
Short Title:	<u>MASTERS</u>	

**Degree Code:** Use CEPI's REP Data Field Descriptions manual FIELD 16 to define the highest education levels obtained by the staff person. If the CEPI codes are not used, special modifications to the REP programs will be required for your district. **(Degree Code must be two digits.)**

**Description:** Enter a description of the code being entered.

**Short Title:** Enter a short title of the description.

## Ethnic Code Definitions – EIS.205

Use this program to define ethnic codes and descriptions of those codes.

EMS	Ethnic Code Definitions	Ref: EIS.205 .11
Ethnic Code:	<u>5</u>	
Description:	<u>HISPANIC OR LATINO</u>	
Short Title:	<u>HISPANIC</u>	
EEOC Equivalent:	<u>3</u>	

**EEOC Equivalent:** Enter a value represented in the table below to map to REP values. Program MR320 converts the EEOC value to the equivalent REP value as follows:

<u>Description</u>	<u>EEOC</u>	<u>REP FIELD 15</u>
<i>American Indian or Alaskan Native</i>	5	100000
<i>Asian American</i>	4	010000
<i>Black or African American</i>	2	001000
<i>Native Hawaiian or Other Pacific Islander</i>	*	000100
<i>White</i>	1	000010
<i>Hispanic or Latino</i>	3	000001

**[NOTE:]** Currently, no EEOC (EEO-5) reporting value exists for REP FIELD 15 ethnic code 000100 (Native Hawaiian or Other Pacific Islander). This code along with multiple-occurrence values must be maintained in MR.322 - REP Maintain Reported Information.



## Tag Codes (Finger Printing) – EIS.175

<u>EMS</u>	<u>Tag Codes</u>	Ref: <u>EIS.175 .11</u>
Tag: <u>FPRINT</u> Short Title: <u>FINGERPRINT</u>		
Description: <u>FINGERPRINT DATA</u>		
What type of data: <u>2</u>		
1 = Single Item      Verified? <u>  </u>		
2 = Columnar		
3 = Text		
4 = No Data		
Columnar Data Headings:		
<u>DESCRIPTION</u> <u>DATE</u> <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>RESULTS</u>		

**FPRINT:** (Optional) Use this tag code to track Finger Printing data for all employees. Currently, this tag code is **not** required to be reported to the State.

## Employee Tag Report Writer Definition – EIS.780

Use this program from the MENU PAY305: EMPLOYEE RECORDS LISTINGS AND REPORTS to create to define tag report writer formats. A tag identifier can be up to six characters as defined using program EIS.175 - Tag Codes. Only information for employees with tag assignment from program EIS.480 - Employee Tag Assignments will print.

<u>EMS</u>	<u>Employee Tag Report Writer Definitions</u>	Ref: <u>EIS.780 .11</u>
Format: <u>HOURS</u>		
Title: <u>HOURS</u>		
Tag Select: <u>HOURS</u> <u>      </u> <u>      </u> <u>      </u>		
<u>      </u> <u>      </u> <u>      </u> <u>      </u>		
<u>      </u> <u>      </u> <u>      </u> <u>      </u>		

## Employee Tag Report Writer Submittal – EIS.580

Use this program to submit report formats for printing defined using program EIS.780 - Employee Tag Report Writer Definition.

## Termination/Employment Status Codes – PAY.130

Use this program to define codes for various employee status types. Each code represents a different employee status code according to REP Data Field Descriptions Field 25.

EMS	Termination Code Definitions	Ref: PAY.130 .11
Termination Code:	<u>R01</u>	
Description:	<u>LEFT EDUCATION/NOT PURSUING EMPLOYMENT</u>	
Termination Code Detail:	<u>THE EMPLOYEE LEFT EDUCATION AND TO YOUR KNOWLEDGE IS NOT SEEKING FURTHER EMPLOYMENT AT THIS TIME. FOR EXAMPLE, THE INDIVIDUAL IS STAYING AT HOME TO ASSIST IN THE CARE OF HIS/HER FAMILY.</u>	

**Termination Code (Employment Status):** Enter code to define employment status changes. Codes maintained within this program are used for both REP and ORS. REP codes listed **must** be preceded with **R**. If the CEPI codes are not used, special modifications to the REP programs will be required for your district.

**Description:** Enter a description of the employee status code.

**Termination Code Detail:** Enter up to five lines of the descriptive detail. For examples of each type of code, refer to the CEPI REP Data Field Descriptions manual.

## REP PIC File Import/Update – MR.314

Use this program to load the PIC number from CEPI into EIS.309 - Employee Certificate Information. FIRST, the file MUST be obtained from the CEPI website and transferred to your PC as a .txt file. The PIC file must then be uploaded to the iSeries/AS400.

The first time the file is uploaded to the iSeries/AS400, you **MUST** use the file transfer FTP or WS FTP (refer to page 51). Subsequent uploads may be done with Client Access by downloading the file once and saving the .txt to your hard drive. CMT can provide assistance with file transfers at your hourly billable rate.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

CMTEMS	REP PIC File Import/Update	Ref: MR.314P.01
Enter File and Library Name Where the State PIC File is Located.		
File Name:	_____ (PICFILE)	
Member Name:	*FIRST	
Library Name:	_____ (EMSFILS)	
Update Files?:	N (Y/N)	N will print the edit report only
Replace Data?:	1 (1/2)	1 will update PIC #s for all employees 2 will add PIC #s to employees without one
F5=Reset		F12=Cancel

**File Name:** Enter the name of the file that was uploaded to the iSeries/AS400.

**Member Name:** Enter the name of the file member. If you only have one member, you can use the default of \*FIRST.

**Library Name:** Enter the name of the library that the file was saved in.

### Update Files?: (Y/N)

Y (YES) updates the PIC # in the EIS.309 and generates edit report.

N (NO) default generates the edit report ONLY, without updating the PIC #

### Replace Data?: (1/2)

1 (DEFAULT) replaces all PIC #s found within EIS.309.

2 Adds PIC #s for those that are blank, NOT replacing existing PIC #.



# REPEMP MENU: REP – EMPLOYEE EDUCATIONAL SETUP

Menu **REPEMP: REP – Employee Educational Setup** contains CIMS programs and CMT custom programs used to set up and maintain the employee data required by the State for REP submission.

MENU REPEMP: REP - EMPLOYEE EDUCATIONAL SETUP	
1. Employee Basic Information . . . . .	EIS.301
2. Employee Academic Information . . . . .	EIS.303H
3. Employee Certificate Information . . . . .	EIS.309
4. Employee Tag Assignment . . . . .	EIS.480
5. Employee Termination/Status Information . . .	PAY.305
6. REP Access REP Information . . . . .	MR.315
7. REP Print Duplicate REP Certificates . . . . .	MR.319R
8. REP Mass Update Prof Development Hours . . .	MR.329
9. REP Re-Order Prof. Development Hours Records	MR.330
10. REP Mass Change Assignment Codes . . . . .	MR.336
11. REP Query Report of Employee Certificates . .	REP.VERIFY
12. REP Query Report of Duplicates (Empl//Non-emp)	REP.DUPL

## Basic Submission Checklist:

- Verify current submission changes and edits
  
- Add/update employee records EIS.301, EIS.303H, EIS.309,  
EIS.480, PAY.305, MR.315
  
- Add/update contract non-employee records MR.312
  
- Create Registry MR.320
  
- Run Edit Report for Errors MR.321 and MR.309
  
- Maintain Reported Information MR.322 and MR.312
  
- Run Edit Report for Errors MR.321 and MR.309
  
- Print Registry MR.323 and MR.313
  
- Create Download Reporting File MR.328
  
- Send file to State

## Employee Basic Information – EIS.301

Use this program to enter basic demographic information for district employees. For additional information on entering required fields, refer to the EMS-300 user guide or CEPI's REP Data Field Descriptions Guide. The REP program uses basic record information for required State reporting.

<u>EMS</u>	<u>Employee Basic Information</u>	<u>Ref: EIS.301 .01</u>
<pre> Employee: _____ Add Change Delete      Index: <u>1</u> Lookup      1 = Employee by Name: Index      _____ End          2 = Employee by #            3 = Employee by Other Name:            _____            4 = Employee by Social Security Number: <u>000-00-0000</u>  Other Records: <u>N</u> - Other Names      <u>N</u> - Beneficiary      <u>N</u> - Categories      <u>N</u> - REP Asgn <u>N</u> - Academic        <u>N</u> - Handicap      <u>N</u> - Skills          <u>N</u> - Emergency <u>N</u> - Voluntary Deductions      <u>N</u> - Assignments  Auto Next Record? <u>N</u> </pre>		

**Other Records:** Enter **Y** into the **REP Asgn** and **Academic** record fields for the system to automatically toggle you into the EIS.303H – Employee Academic Information and EIS.309C – Employee Certificate Information programs. Both programs contain information required for REP reporting FIELD 16 and FIELD 17.

**REP Asgn:** (Y/N)

**N** (NO) the default. The system will **NOT** display the Employee REP Assignment screen.

**Y** (YES) system displays EIS.309C - Employee Certificate Information programs for REP FIELD 17 – Type of Credential and FIELD 10 – School Assignment Data.

**Academic:** (Y/N)

**N** (NO) is the default. The system will **NOT** display the Employee Academic Information screens.

**Y** (YES) the system displays EIS.303H - Employee Academic Information programs for REP FIELD 16 – Highest Education Level.

The remaining fields are not used for REP State reporting.

## Employee Basic Information – EIS.301 (cont'd)

EMS	Employee Basic Information		Ref: EIS.301 .11
Employee:	<u>300010</u>	Employee SSN:	<u>111-11-1111</u> Active: <u>Y</u>
N A M E:	First <u>TINKER</u>	Middle <u>P</u>	Last <u>BELL</u>
	Preferred: _____	Name Prefix: _____	Name Suffix: _____
Phone Information:		Security	Birth Date: <u>10/06/71</u>
Office:	( <u>   </u> ) _____	Ext: _____	Birth Date Security: <u>N</u>
Home:	( <u>   </u> ) _____		Sex: <u>F</u> FEMALE
Cell:	( <u>   </u> ) _____		Ethnic Code: <u>1</u> INDIAN
Other:	( <u>   </u> ) _____	Type: _____	
Address Information:	<u>123 GLITTER AVE</u>		Address Security: <u>N</u>
			Permanent Address: <u>N</u>
City/State/Zip:	<u>FAIRY LAND</u> <u>MI</u>	<u>48609</u>	Country: <u>USA</u>
Email:	_____		Email Security: <u>N</u>
Change date:	<u>9/21/06</u>		
Location:	<u>ADM</u> ADMINISTRATION BUILDING	District:	_____
Sublocation:	<u>ADM</u> ADMINISTRATION BUILDING	School:	_____
Pay Location:	<u>ADM</u> ADMINISTRATION BUILDING	Department:	_____
Assignment:	<u>PARA</u> PARAEDUCATOR	Room:	_____

The REP program uses the following information from EIS.301 – Employee Basic Information records as part of the required reporting:

- **Employee Number**
- **Social Security Number**
- **First, Middle, & Last Name**
- **Birth Date**
- **Gender**
- **Race/Ethnicity**
- **Hire Date**
- **Date of Termination, if applicable**

**Active:** Field denotes employee status for payroll. REP programming generates records for Active = Y and Active = N. REP records are flagged in EIS.309 – Employee Certificate Information.

**[NOTE:]** Employee SSN **may not be** viewable on this screen depending on the switch settings controlled by program ACS.310, or depending on the EMS release level installed on your system.



## Employee Academic Information – EIS.303H

Enter the degree(s) that the employee has earned. The REP programs read this file and choose the Highest Degree Level entered here for FIELD 16 of the State required REP report.

On the command screen, enter the employee number.

EMS	Employee Academic Information	Ref: EIS.303 .11
Employee:	300010 BELL, TINKER P.	
Institution Code:	<u>002314</u> SAGINAW VALLEY STATE UNIVERSITY	
Degree Code:	<u>03</u> BACHELOR	
Year:	_____	
Major Code:	_____	
Minor Code:	_____	
GPA:	_____	
GPA Scale:	_____	
Extra Hours:	_____	
Year Last Attended:	_____	

**Employee:** Displays only the employee number being accessed.

**Institution Code:** Enter the code of the institution where the employee earned the degree. Institution codes must be previously set up in EIS.141 – Educational Institution Codes. (Not reported for REP.)

**[NOTE:] F4** Indexing is available with the 'Position to' function by code or description which is case sensitive.

**Degree Code:** Enter the two-digit code of the degree being recorded. REP Degree Codes for FIELD 16 must be set up in EIS.143 – Degree Codes. **F4** Indexing is available.

All remaining fields are optional.

**[NOTE:]** Degree codes **09** and **10** are considered to be lower degree codes than **02**. The REP programs are designed to take this into account when determining the highest education level to report. **F4** Indexing is available.

**Major/Minor Code:** **F4** Indexing is available on these fields as well.

The REP software does not require non-certified personnel to have a record in this program. Any employee not specified in this program will default to 01 High School Diploma for REP Field 16 Highest Education Level when the MR.320 Create Registry of Educational Personnel is processed.

## Employee Certificate Information – EIS.309

Use this screen to enter employee certificate, assignment, school, grade level, and FTE information.

On the command screen, enter the employee number and specific certificate code.

EMS	Employee Certificate Information	Ref: EIS.309C.11
Employee:	2567	BEAR, TEDDY
Certificate:	REP	REP
Type Code:	_____	
Credential Type:	03	ELEMENTARY PROVISIONAL
Level Code:	_____	
Verification Date:	_____	PIC #: _____
Valid Date:	_____	REP License No.: _____
Issue Date:	_____	Expiration Date: _____
Other License Number:	_____	Other License Dte: _____
Initial Institution Sponsor:	002290 MICHIGAN STATE UNIVERSITY	
Title I/Title II:	_____	
Use this Certificate for REP?	Y	REP Status Date: 7/24/2009
Funded Position Status:	_	Hire Date: 9/13/2008 <span style="background-color: black; color: white; padding: 2px;">9/11/2008</span>
		Current <span style="background-color: black; color: white; padding: 2px;">Original</span>

**Certificate:** This field is not used for the REP; however information needs to be entered into this field for the standard CIMS program to function. Applicable certificate codes are defined in EIS.131 – Certificate Codes.

**Credential Code:** This field reports REP FIELD 17 the **type of credential** attached to the employee's certificate that matches their assignment. Credential codes must be defined in EIS.134 – Credential Codes. F4 Indexing is available with the 'Position to' function by code or name.

**PIC#:** Enter the Personal Identification Code assigned by the State to each employee for REP FIELD 27.

**REP License Number:** Enter the State issued license number for REP FIELD 8. License numbers can be obtained through the Credential Data Exchange (CDX). The CDX can be accessed from the State's web site.

**[NOTE:]** Either the employee's social security number OR license number **MUST** be entered.

**Expiration Date:** Enter the expiration date on the person's license for REP FIELD 19. This field can be left blank under specific conditions outlined by CEPI in the REP Data Field Descriptions. For details refer to that manual.

## Employee Certificate Information – EIS.309 (cont'd)

**Issue Date:** Enter the date that the person's license was issued for REP FIELD 18. This field can be left blank under specific conditions outlined by CEPI in the REP Data Field Descriptions. For details refer to that manual.

*Optional:*

The following fields are available to allow the entry of the license date and License number for individuals who hold licenses in other areas.

**Other License Dte: / Other License Number:**

**Initial Institution Sponsor:** Enter the number of the institution that originally issued the employees' license. For REP, this field is only required for teachers in their first three years of teaching with employment status of R97 or R98 for FIELD 25. The REP field is FIELD 29 for Michigan Sponsoring Institution and FIELD 30 for Non-Michigan Sponsoring Institutions. F4 Indexing is available with the 'Position to' function by code or by description.

**Title I / Title II:** Enter the three digit code identifying teachers with assignment codes AX through 00599 who teach core academic subjects in Title I or Title II programs as defined by CEPI and the State of Michigan. Valid Title I & Title II Values are defined in the index MR.327 maintained by CMT. F4 Indexing is available.

**Use this Certificate for REP?:** This field determines the record's REP reporting status. Enter **Y** to report the record to REP. Enter **N** for the record not to be reported.

**If separate lines are used to list the employee's assignment(s), be sure to enter N for REP in assignments with 0 FTE.**

**Funded Position Status:** Enter a 1, 2 or 5 to report a VACANT FUNDED position reportable for REP. For employees on LEAVE, enter 3, 4, or 6. All others leave blank.

**The REP software does not require an entry in this field. Any employee not specified in this field will default to 9 Filled position, regular for REP Field 12 Funded Position Status when the MR.320 Create Registry of Educational Personnel is processed.**

**REP Status Date:** This field overrides all other fields for REP FIELD 9: Date of Hire. Edit as necessary to identify the initial date of hire. The fields for Current and Original Hire dates display the switch setting date specification in MR.320 by reverse image formatting.

All remaining fields are optional.

Press ENTER for screen MR.319L .01 to appear.

## Employee Certificate Information – EIS.309 (cont'd)

Enter the COMMAND on the line of the Assignment you wish to edit and the following screen appears:

EMS		Employee Certificate Information				Ref: MR.319L .11	
Employee:		2567 BEAR, TEDDY					
Certificate:		REP					
CMD	Assignment	Description	School	Job	FTE	REP	
BEGIN			00000		%		
	-> BA	English	02113	TEACH	100%	Y	
1.00		Hr Wage Ovr C/S:					
REP:	<u>Y</u>	Assignment: BA	School: 02113	Job Code: TEACH	FTE: 1.00		
		Function:	HQCri:	Valid:	Exp.:		
Class #:	<u>3</u>	Highly Q: <u>1</u>	Major: <u>1</u>	Minor: <u>2</u>	Admin: <u>0</u>	Endorsed: <u>_</u>	
Grade Level:	*-- R K	1 1 1 A S A E C S E A		--*			
		K G 1 2 3 4 5 6 7 8 9 0 1 2 E E D C E A I S					
		_ _ _ _ _ 1 1 1 1 _ _ _ _ _					

The entries made to this program are submitted to REP for FIELD 10. Refer to the CEPI REP Data Field Description Guide for details on specific reporting requirements for FIELD 10.

**REP:** Enter **Y**, if the assignment being added or changed is to be reported for REP. Enter **N**, if the assignment is not to be reported for REP.

**If separate lines are used to list the employee's assignment(s), enter N for REP in assignments with 0 FTE.**

**Assignment:** Enter the code that defines the employee's job assignment or subject area to which the employee has been assigned. Use the codes previously defined in EIS.132 – Certificate Assignment Codes. Up to 9 codes may be reported for REP. F4 Indexing is available.

List the primary assignment first when multiple subject area assignments are being reported for one individual. In general education, the subject area assignments usually match the subject area endorsements appearing on the teaching certificate. It is important to select the subject area assignment code that most accurately identifies the subject area being taught by the individual teacher.

**[NOTE:] F4 Indexing is available.** The user may use the 'Position to' function by description (case sensitive) or by code.

**School:** Enter the State assigned School Code Master number for the school where the staff person is employed.

**[NOTE:] F4 Indexing is available.** Only those schools belonging to your district should be displayed in the screen.

## Employee Certificate Information – EIS.309 (cont'd)

**Hr Wage Ovr C/S: (Optional Field)** Enter an hourly wage for a contracted service employee who has not been paid through the payroll processor but through Accounts Payable.

**Job Code:** Enter the job code assignment used in CIMS to pay the employee. The job code assignment need NOT be active.

**[NOTE:] F4** Indexing is available with the 'Position to' function by Employee# or Job Code.

**FTE:** Enter the amount of time, as a percentage, required to perform the job reported for REP FIELD 10 – FTE (Full Time Equivalency). This percentage should be stated as a proportion of a full-time position and computed by dividing the amount of time employed by the time normally required for a full-time position. (ex. 80% would be entered as .80)

**Function:** The system uses the function code, as designated within your account structure, from the first account number listed on the employee's assignment in PAY.345. If a different function code should be used, enter that code here.

**[NOTE:] F4** Indexing is available with the 'Position to' function by Code or Description which is case sensitive.

**HQCri:** Enter the codes to identify the options teachers have for demonstrating their Highly Qualified status that they are assigned to teach. These codes **must** be defined in EIS.135 - Certificate/Endorsement Level Codes. F4 Indexing is available.

**Class:** Enter the one digit number of classes taught for this specified assignment.

**Highly Qualified:** Enter the code designating the employee's Highly Qualified Status level (0=Not Applicable, 1=Yes or 2=No).

**Major/Minor:** Enter the code representing the employee's qualifying major or minor for Highly Qualified Status (0=Not Applicable, 1=Yes or 2=No).

**Admin:** Enter the code representing the Administrator's Continuing Education requirement (0=Not Applicable, 1=Yes or 2=No).

**Grade Level:** Enter 1 below the grade level(s) or educational setting(s) for the assignment. Refer to the CEPI REP Application User Guide for a list of specific grade level and educational setting codes.

**AE** – Alternative Education

**SE** – Special Education (1, 2, 3, 4)

**AD** – Adult Education

**EC** – Early Childhood and Parenting Programs

**CE** – Career/Tech Education

**SA** – State Agency

**EI** – Early On/ Early Intervention (Part of IDEA)

**AS** – Administrative or Support Staff (1-all levels, 5-English as a Second Language – Title III only, 6 & 7 for Bilingual Education/ELL, and 8 & 9 for Migrant Educational Program)

All remaining fields are optional.

## Employee Tag Assignments – EIS.480

This program associates employee records with TAG identifiers as defined in program EIS.175 - Tag Codes. The program will route through successive TAG identifier screens.

The "**HOURS**" tag **must** be attached to employees that are required to report Professional Development Hours that the employee has engaged in from JULY 1 - JUNE 30. Professional Development information is reported to CEPI at the end of each fiscal year for REP FIELD 24. Refer to the CEPI REP Data Field Descriptions Guide for details on specific reporting requirements for FIELD 24.

Enter the employee number on screen EIS.480.01 - Employee Tag Assignments and the TAG code **HOURS**. F4 indexing is available for the Employee Field and Tag Field. The employee entered here will display throughout the successive screens.

EMS	Employee Tag Assignments	Ref: <u>EIS.480 .11</u>
Employee:	<u>300010</u> BELL, TINKER P.	
Tag:	<u>HOURS</u> HOURS OF PROFESSIONAL DEVELOPMENT	
Date:	<u>9/21/2006</u>	

**Date:** This screen displays the date the tag was created. For adding new TAGS, it automatically fills the current date for new TAGS.

**If Professional Development hours have been entered,** a line screen reference EIS.480D.01 - Employee Tag Assignments Columns will appear. Enter a line command in the CMD column to add/change line and press ENTER to display the next screen reference EIS.480D.11.

**If Professional Development hours have NOT been entered,** the screen reference EIS.480D.01 - Employee Tag Assignments Columns will display with the field empty. Enter **A** in the CMD column to add professional development hours and press ENTER to display the next screen reference EIS.480D.11.

## Employee Tag Assignments – EIS.480 (cont'd)

HMS	Employee Tag Assignments Columns	Ref: EIS.480D.11
Employee:	BELL, TINKER P.	
Tag:	HOURS OF PROFESSIONAL DEVELOPMENT	
Line:	1	
DESCRIPTION . . . . .	<u>MENTOR</u>	
HOURS	_____	
DATE	_____	
	_____	
	_____	
	_____	
	_____	

**Description:** Enter the description of the professional development in which the employee participated in over the past fiscal year for REP FIELD 24. The following description codes **must** be used or special modifications to the REP programs will be required. F4 Indexing is available.

- SIP** – School Improvement Plan. Information study and analysis in small groups of professional colleagues that relates to student achievement.
- MENTOR** – Mentoring. Professional development for the purpose of advancing mentoring skills or classroom skills for the teacher in the first three years in the profession.
- WORK** – Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.
- COURSE** – Coursework. Continuing education courses taken for credit at an institution of higher education.
- HQS** – Highly Qualified Status. Professional development of content-specific for the purpose of attaining Highly Qualified Status.
- HIED** - Higher Education. Professional development acquired through state-level or institution of higher education content-specific service or committee.
- VRTLRN** - Virtual Learning. Professional development acquired through online learning.
- ACE** – Administrator Continuing Education. Professional development acquired for leadership development for Administrators continuing education requirement.
- INTECH** - Professional development acquired to plan, design, use and evaluate technology-enhanced methods and strategies to maximize student learning.

**Hours:** Enter the number of hours the employee participated in the various categories of professional development during the school year. The hour must be entered as a whole number. CEPI does not allow for fractions of an hour.

**Date:** Enter the date the employee participated in the professional development. The date is used to determine if the workshop/seminar should be included in the current year’s REP submission for REP FIELD 24. The date must be entered as MMDDYY. Do not enter dashes.



## REP Access REP Information – MR.315

Use this program to access **only** the employee's REP information. This program will route the user through successive REP employee information programs. Switch settings in ACS.310 – Menu Item Definitions determine the information that the user has access to.

**Switch Settings:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

Access to Basic Information ?	Allow changes to Birth Date ?
Access to Academic Information ?	Allow changes to Sex ?
Access to Certificate Information ?	Allow changes to Ethnic Code ?
Access to Prof. Development Hours Tag ?	Allow changes to Hire Date ?
Access to Employment Status ?	Allow changes to Primary Assignment ?
Access to Finger Print Tag ?	Use Original Hire Date ?
	Allow Changes to Employee Term/Status Date?

On the command screen, enter the employee number to maintain.

```

CMTEMS                REP Access REP Information                Ref: MR.315 .01
  Y Basic  Y Academic  Y Certificate  Y Prof Dev Tag  Y Employee Status

Change
Lookup
Index
End

Employee: _____

Index:  1
        1 = Employee by Name:
           _____

        2 = Employee by #
           _____
        3 = School Code & Employee No.
           _____

Auto Next Record?  N
    
```

**Basic, Academic, Certificate, Prof Dev Tag, and Employee Status:** Screen field options indicated with Y, specify the programs the user has authority to process. Screen field options indicated with N, specify the programs the user does NOT have authority to process. If screen field options are marked N, the user does not have the authority to change it to Y.

**Auto Next Record?** Use this field to access employee information in a sequential order.  
 I – Index, displays the employees in sequential order of the Index specified.  
 Y – Yes, displays the employees by employee number.  
 N – No, default, does not allow sequencing of the screens by employee.

**[NOTE:]** Any information entered/changed in these programs will update the employee's EIS.301 - Employee Basic Information.

## REP Access REP Information – MR.315 (cont'd)

The next screen will display the employee's demographic information reported for REP.

CMTEMS	REP Access REP Information	Ref: MR.315B .11
Employee:	99999996	BELL, TINKER L
Active:	Y	
Birth Date:	<u>01/01/71</u>	mmddyy
Birth Date Century:	<u>19</u>	
Gender:	<u>F</u>	Female
Ethnic Code:	<u>4</u>	HAWAIIAN
Original Hire Date	<u>1/06/69</u>	mmddyy
Hire Date Century:	<u>19</u>	
Primary Assignment:	<u>TEACH</u>	

Edit the employee information for REP in this screen:

- Birth Date** (FIELD 13),
- Sex** (FIELD 14),
- Ethnic Code** (FIELD 15),
- Current Hire Date** (FIELD 9) or Original Hire Date (depending on switch setting)

Any changes made here will update the employee's permanent record in program EIS.301 – Employee Basic Information and generate a history log that can be accessed through query. The file that can be queried is MR315 in EMSFILES. The information tracked will include the item changed, the date of the change and the user who made the change.

## REP Access REP Information – MR.315 (cont'd)

Enter/change the degree(s) that the employee has earned on screen EIS.303.11. The REP programs read this file and choose the **Highest Degree Level** information for FIELD 16. This is recorded as part of the REP report. Any information entered/changed here will update the employee's permanent academic information file – EIS.303 Employee Academic Information.

EMS	Employee Academic Information	Ref: EIS.303 .01
Employee: 300010 BELL, TINKER P.		
CMD	Institution	Degree Year
-	TOP	
-	1 SAGINAW VALLEY STATE UNIVERSITY	03

EMS	Employee Academic Information	Ref: EIS.303 .11
Employee: 300010 BELL, TINKER P.		
Institution Code:	002314	SAGINAW VALLEY STATE UNIVERSITY
Degree Code:	03	BACHELOR
Year:	_____	
Major Code:	_____	
Minor Code:	_____	
GPA:	_____	
GPA Scale:	_____	
Extra Hours:	_____	
Year Last Attended:	_____	

**Institution Code:** Enter the code of the institution where the employee earned the degree. Institution codes must be previously set up in EIS.141 – Educational Institution Codes. (Not reported for REP.)

**[NOTE:] F4** Indexing is available with the 'Position to' function by code or description which is case sensitive.

**Degree Code:** Enter the two-digit code of the degree being recorded. REP Degree Codes for FIELD 16 must be set up in EIS.143 – Degree Codes. **F4** Indexing is available.

**[NOTE:]** Degree codes **09** and **10** are considered to be lower degree codes than **02**. The REP programs are designed to take this into account when determining the highest education level to report. **F4** Indexing is available.

**Major/Minor Code:** **F4** Indexing is available on these fields as well.

- 09** – Other License, Credential or Professional Degree
- 10** – Obtained Paraprofessional Quality Standard on State Academic Assessment
- 02** – Associate Degree

All remaining fields are optional.

## REP Access REP Information – MR.315 (cont'd)

Use this screen to enter/change employee certificate, assignment, school, grade level, and FTE information. Any information entered/changed here will update the employee's EIS.309 - Employee Certificate Information.

CMTEMS	Access REP Info - Certificate	Ref: MR.315D .01
	Employee: 300010	BELL, TINKER P.
	Certificate: _____	
- Add Change Lookup End		

**Certificate:** Enter a valid certificate code for this employee. **F4** Indexing is available with 'Position to' either by Employee # or by Certificate Code.

CMTEMS	Access REP Info - Certificate	Ref: MR.315D .11
Employee:	1737	ALLEN, TRINA M.
Certificate:	06	SECONDARY PROVISIONAL
Use for REP?	<input checked="" type="checkbox"/>	
PIC #:	284947	
Funded Position Status:	-	
Credential Type:	06	SECONDARY PROVISIONAL
Title I/Title II:	000	None
REP License No.:	IF0000000233836	
Issue Date:	6/07/2007	(MMDDYYYY)
Expiration Date:	6/30/2012	(MMDDYYYY)
Initial Institution Sponsor:	002268	
REP Status Date:	12/13/2004	(MMDDYYYY)
Hire Date:	12/13/2004	12/13/2004
	Current	Original

**Use this Certificate for REP?:** This field determines the record's REP reporting status. Enter **Y** to report the record to REP. Enter **N** for the record not to be reported.

**If separate lines are used to list the employee's assignment(s), be sure to enter N for REP in assignments with 0 FTE**

**PIC #:** Enter the Personal Identification Code assigned by the State to each employee. REP FIELD 27.

## REP Access REP Information – MR.315 (cont'd)

**Funded Position Status:** Enter 1, 2 or 5 to report a VACANT FUNDED position reportable for REP. For employees on LEAVE, enter 3, 4, or 6. All others leave blank.

**The REP software does not require an entry in this field. Any employee not specified in this field will default to 9 Filled position, regular for REP Field 12 Funded Position Status when the MR.320 Create Registry of Educational Personnel is processed.**

**Credential Type:** This field reports REP FIELD 17 - **Type of Credential** attached to the employee's certificate that matches the teaching assignment. Credential codes must be defined in EIS.134 – Credential Codes. F4 Indexing is available.

**Title I/ Title II:** Enter the three digit code identifying teachers who teach core academic subjects in Title I or Title II programs as defined by CEPI and the State of Michigan. Valid Title I & Title II Values are defined in the index MR.327 maintained by CMT. F4 Indexing is available.

**REP License Number:** Enter the State issued license number for REP FIELD 8. License numbers can be obtained through the Credential Data Exchange (CDX). The CDX can be accessed from the State's web site.

**[NOTE:]** Either the employee's social security number OR license number **MUST** be entered.

**Issue Date:** Enter the date that the person's license was issued for REP FIELD 18. This field can be left blank under specific conditions outlined by CEPI in the REP Data Field Descriptions. For details, refer to that manual.

**Expiration Date:** Enter the expiration date on the person's license for REP FIELD 19. This field can be left blank under specific conditions outlined by CEPI in the REP Data Field Descriptions. For details, refer to that manual.

**Initial Institution Sponsor:** Enter the number of the institution that originally issued the employees' license. For REP, this field is only required for teachers in their first three years of teaching with employment status of R97 or R98 for FIELD 25. The REP field is FIELD 29 for Michigan Sponsoring Institution and FIELD 30 for Non-Michigan Sponsoring Institutions. F4 Indexing is available with the 'Position to' function by code or by description.

**REP Status Date:** This field overrides all other fields for REP FIELD 9: Date of Hire. Edit as necessary to identify the initial date of hire. The fields for Current and Original Hire dates display the switch setting date specification in MR.320 by reverse image formatting.

## REP Access REP Information – MR.315 (cont'd)

Press ENTER for the screen MR.319L .01 to appear. Any information entered/changed here will update the employee's EIS.309 - Employee Certificate Information. Enter the COMMAND on the line of the Assignment you wish to edit and the following screen appears:

EMS	Employee Certificate Information				Ref: MR.319L .11	
Employee: 300010		BELL, TINKER P.				
Certificate: REP						
CMD	Assignment	Description	School	Job	FTE	REP
BEGIN			00000		%	
	-> AX	COMMUNICATION ARTS	08753	SEA	100%	Y
1.00						
REP: <u>Y</u>	Assignment: <u>AX</u>	School: <u>08753</u>	Job Code: <u>SEA</u>	FTE: <u>1.00</u>		
	Function: <u>111</u>	HQCri: <u>MAT</u>	Valid: _____	Exp.: _____		
Class #: <u>6</u>	Highly Q: <u>1</u>	Major: <u>1</u>	Minor: <u>2</u>	Admin: <u>0</u>	Endorsed: <u>  </u>	
Grade Level: *-- R K			1 1 1 A S A E C S E A		--*	
			<u>K G 1 2 3 4 5 6 7 8 9 0 1 2 E E D C E A I S</u>			
			<u>  1 1 1 1</u>			

The entries made to this program are submitted to REP for Field 10. Refer to the CEPI REP Data Field Description Guide for details on specific reporting requirements for Field 10.

**REP:** Enter **Y**, if the assignment being entered/changed is to be reported for REP. Enter **N**, if the assignment is not to be reported for REP.

**If separate lines are used to list the employee's assignment(s), enter N for REP in assignments with 0 FTE.**

**Assignment:** Enter the code that defines the employee's job assignment or subject area to which the employee has been assigned. List the primary assignment first when multiple assignments are being reported for one individual. In general education, the subject area assignments usually match the subject area endorsements appearing on the teaching certificate. It is important to select the subject area assignment code that most accurately identifies the subject area being taught by the individual teacher. Use the codes previously defined in EIS.132 – Certificate Assignment Codes. Up to nine codes may be reported for REP.

**[NOTE:] F4** Indexing is available with the 'Position to' function by description (case sensitive) or by code.

**School:** Enter the State assigned School Code Master number for the school where the staff person is employed.

**[NOTE:] F4** Indexing is available. Only those schools belonging to your district should be displayed in the screen.

## REP Access REP Information – MR.315 (cont'd)

**Hr Wage Ovr C/S: (Optional field)** Enter an hourly wage for a contracted service employee who has not been paid through the payroll processor but through Accounts Payable.

**Job Code:** Enter the job code assignment used in CIMS to pay the employee. The job code assignment need NOT be active.

**[NOTE:] F4** Indexing is available with the 'Position to' function by Employee# or Job Code.

**FTE:** Enter the amount of time, as a percentage, required to perform the job reported for REP FIELD 10 – FTE (Full Time Equivalency). This percentage should be stated as a proportion of a full-time position and computed by dividing the amount of time employed by the time normally required for a full-time position.

**Function:** The system uses the function code, as designated within your account structure, from the first account number listed on the employee's assignment in PAY.345. If a different function code should be used, enter that code here. **F4** Indexing is available with the 'Position to' function by Code or Description which is case sensitive.

**HQCri:** Enter the codes to identify the options teachers have for demonstrating their Highly Qualified status that they are assigned to teach. These codes **must** be defined in EIS.135 - Certificate/Endorsement Level Codes. F4 Indexing is available.

**Class:** Enter the one digit number of classes taught for this specified assignment.

**Highly Qualified:** Enter the code designating the employee's Highly Qualified Status level (0=Not Applicable, 1=Yes or 2=No).

**Major/Minor:** Enter the code representing the employee's qualifying major or minor for Highly Qualified Status (0=Not Applicable, 1=Yes or 2=No).

**Admin:** Enter the code representing the Administrator's Continuing Education requirement (0=Not Applicable, 1=Yes or 2=No).

**Grade Level:** Enter 1 below the grade level(s) or educational setting(s) for the assignment. Refer to the CEPI REP Application User Guide for a list of specific grade level and educational setting codes.

**AE** – Alternative Education

**SE** – Special Education (1, 2, 3, 4)

**AD** – Adult Education

**EC** – Early Childhood and Parenting Programs

**CE** – Career/Tech Education

**SA** – State Agency

**EI** – Early On/ Early Intervention (Part of IDEA)

**AS** – Administrative or Support Staff (1-all levels, 5-English as a Second Language – Title III only, 6 & 7 for Bilingual Education/ELL, and 8 & 9 for Migrant Educational Program)

## REP Access REP Information – MR.315 (cont'd)

This program associates employee records with TAG identifiers as defined in program EIS.175 - Tag Codes. The program will route through successive TAG identifier screens. Any information entered/changed here will update the employee's EIS.480 - Employee Tag Assignment.

The "**HOURS**" tag **must** be attached to employees that are required to report Professional Development Hours that the employee has engaged in from JULY 1 - JUNE 30. Professional Development information is reported to CEPI at the end of each fiscal year for REP FIELD 24. Refer to the CEPI REP Application User Guide for details on specific reporting requirements for FIELD 24.

CMTMS	Access REP Info - Prof. Dev. Hours Tag	Ref: MR.315H .11
Employee:	300010 BELL, TINKER P.	
Tag:	HOURS HOURS OF PROFESSIONAL DEVELOPMENT	
Date:	<u>9/21/2006</u>	

The employee chosen on screen reference MR.315 displays with the **HOURS** tag.

**Date:** This screen indicates the date the tag was created.

**If Professional Development hours have been entered**, a line screen reference EIS.480D.01 - Employee Tag Assignments Columns will appear. Enter a line command in the CMD column to add/change line and press ENTER to display the next screen reference EIS.480D.11.

**If Professional Development hours have NOT** been entered, the screen reference EIS.480D.01 - Employee Tag Assignments Columns will display with the field empty. Enter **A** in the CMD column to add professional development hours and press ENTER to display the next screen reference EIS.480D.11.

## REP Access REP Information – MR.315 (cont'd)

HMS	Employee Tag Assignments Columns		Ref: EIS.480D.11
Employee:	300010	BELL, TINKER P.	
Tag:		HOURS OF PROFESSIONAL DEVELOPMENT	
Line:		1	
DESCRIPTION . . . . .		MENTOR _____	
HOURS		2	
DATE		<u>11/03/06</u>	
		_____	
		_____	
		_____	
		_____	

**Description:** Enter the description of the professional development in which the employee participated in over the past fiscal year for REP FIELD 24. The following description codes **must** be used or special modifications to the REP programs will be required. F4 Indexing is available.

- SIP** – School Improvement Plan. Information study and analysis in small groups of professional colleagues that relates to student achievement.
- MENTOR** – Mentoring. Professional development for the purpose of advancing mentoring skills or classroom skills for the teacher in the first three years in the profession.
- WORK** – Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.
- COURSE** – Coursework. Continuing education courses taken for credit at an institution of higher education.
- HQS** – Highly Qualified Status. Professional development of content-specific for the purpose of attaining Highly Qualified Status.
- HIED** - Higher Education. Professional development acquired through state-level or institution of higher education content-specific service or committee.
- VRTLRN** - Virtual Learning. Professional development acquired through online learning.
- ACE** – Administrator Continuing Education. Professional development acquired for leadership development for Administrators continuing education requirement.
- INTECH** - Professional development acquired to plan, design, use and evaluate technology-enhanced methods and strategies to maximize student learning.

**Hours:** Enter the number of hours the employee participated in the various categories of professional development during the school year. The hour must be entered as a whole number. CEPI does not allow for fractions of an hour.

**Date:** Enter the date the employee participated in the professional development. The date is used to determine if the workshop/seminar should be included in the current year’s REP submission for REP FIELD 24. The date must be entered as MMDDYY. Do not enter dashes.

Only those entries dated within the current fiscal year will be pulled.

## REP Access REP Information – MR.315 (cont'd)

Use this program to enter/change employment status information. Any staff member who terminates or retires from a district MUST be reported in the next REP submission with the reason of termination for FIELD 25 and termination date for FIELD 26. Employment status for teachers completing their first three years of teaching experience is also recorded here.

Any information entered/changed here will update the employee's PAY.305 - Employee Termination/Status Information.

CMTEMS	Access REP Info - Employment Status	Ref: MR.315E .11
Employee:	300010	BELL, TINKER P.
Term/Status Date:	11/01/07	
P/R Termination Code:		
REP Employee Status:	R98	NEW TEACHER - FIRST THREE YEARS EXP.
REP Emp. Status Date:	8/01/07	
Employee Detail:	_____	
	_____	
	_____	
	_____	
	_____	
Termination Code Detail:		

**REP Employee Status:** Enter the status code that begins with R for REP FIELD 25 that identifies the change in the employee's status as predefined in PAY.130– Termination Codes. The REP programs search for a status code beginning with R. If a teacher is in their first three years of experience, enter R97 or R98 and leave Termination Code blank. F4 Indexing available.

**REP Status Date:** If the REP Employee Status Code is **R97** or **R98** or REP FIELD 25, enter the Beginning date of the employee's teaching experience.

All remaining fields are optional or display only.

## REP Print Duplicate REP Certificates – MR.319R

Use this program to produce a report listing all employees that have **more than one** record listed in EIS.309 – Employee Certificate Information. This does not verify information from the MR.312 – Maintain Non Employee Personnel Info.

A standard batch submittal prompt is generated.

This report will help you determine which certificates should be reported for the current submission.

Only one REP record for each employee can be reported to the State.

If more than one record for an employee exists and both are designated as REP = Y, the reporting basis is:

- Certificate column alphabetical order of the certificate code.
- Alpha codes are higher on the listing than numerical codes.

The record with the highest alphabetical order will be reported.

The other records regardless of REP = Y status are ignored.

## REP Mass Update Professional Development Hours – MR.329

Use this program to assign professional development hours to a group of employees, selection of employees or an individual employee.

**[NOTE:] Do not use this program if users are in the tag file.**

The program will create the HOURS tag assignment for any employee(s) who do not have the tag already. This program will also re-order the lines on the employee's professional development record EIS.480H - Employee Tag Assignments with the most recently attended course listed at the top of the record.

CMTEMS	REP Mass Update Prof Development Hours	Ref: MR.329P .01
Selections:		
Employee Group:	_____	
OR Employee #:	_____	
OR F2 = Multiple Employees		
Add or Delete Records:	_ (A/D)	
Include Inactive Employees:	_ (Y/N)	
Prof Dev:	_____	
Hours:	_____	
Date:	0/00/00	
	(MM/DD/YY)	

**Employee Group:** Enter an employee group that you want to assign professional development hours. F4 Indexing is available with the 'Position to' function by Last Name, Last Name and First Name, or by Employee Number.

**Employee #:** Enter an individual employee number for assignment of professional development hours. F4 Indexing is available.

**F2 = Multiple Employees:** Press the F2 key to access an alphabetical listing of employees. Place **X** next to each employee from selection.

**Adding or Deleting Records:** Add/Delete professional development hours.

**Include Inactive Employees:** Y – Yes includes employees with inactive status in EIS.301.  
N – No, do not include employees with inactive status in EIS.301.

## REP Mass Update Professional Development Hours – MR.329 (cont'd)

**Prof. Dev:** Enter one of the professional development codes that describes the activity in which the employee(s) participated. Applicable codes for REP FIELD 24 are as follows:

**SIP** – School Improvement Plan. Information study and analysis in small groups of professional colleagues that relates to student achievement.

**MENTOR** – Mentoring. Professional development for the purpose of advancing mentoring skills or classroom skills for the teacher in the first three years in the profession.

**WORK** – Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.

**COURSE** – Coursework. Continuing education courses taken for credit at an institution of higher education.

**HQS** – Highly Qualified Status. Professional development of content-specific for the purpose of attaining Highly Qualified Status.

**HIED** - Higher Education. Professional development acquired through state-level or institution of higher education content-specific service or committee.

**VRTLRN** - Virtual Learning. Professional development acquired through online learning.

**ACE** – Administrator Continuing Education. Professional development acquired for leadership development for Administrators continuing education requirement.

**INTECH** - Professional development acquired to plan, design, use and evaluate technology-enhanced methods and strategies to maximize student learning.

**Hours:** Enter the number of hours the employee participated in the various categories of professional development during the school year. The hour must be entered as a whole number. CEPI does not allow for fractions of an hour.

**Date:** Enter the date the employee participated in the professional development. The date is used to determine if the workshop/seminar should be included in the current year's REP submission for REP FIELD 24. The date must be entered as MMDDYY. Do not enter dashes.

## REP Re-Order Professional Development Hours Records –MR.330

Use this program to re-order the lines on the employee's professional development tags in EIS.480H – Employee Tag Assignments. As items are added/maintained within the tag, they are in record sequence order. This program can be run so that information within the tag is sorted by description. For example, all MENTOR hours would be grouped together with the most recent date first.

There is no prompt screen that appears when this option is taken, nor will any reports be produced. The message: "Preparing to run: MR.330." flashes at the bottom of the screen.

**[NOTE:]** This should only be run when users are not in the tag file.

## REP Mass Change Assignment Codes – MR.336

Use this program to transfer employee assignment records from one assignment code to another. Each submission several REP Field 10 position assignment codes are added, renamed, phased out, and deleted by the State. A report listing the changed employees is generated from your specifications by Employee, Certificate and Line number.

CMTEMS	Mass Change Assignment Code	Ref: MR.336P .01
Selections:		
Change Assignment Code: _____		
To Assignment Code: _____		
For the Following Employees:		
Employee Group: _____		
OR		
Employee No.: _____		
F2 Selection of Multiple Employees		
F6 Pre-Select Multiple Employees		

**Change Assignment Code:** Enter the assignment code (up to 10 characters) to change. This assignment code does **not** have to be defined in EIS.132 - Certificate Assignment Code Definitions. This field **must** have a value prior to proceeding.

**To Assignment Code:** Enter the assignment code to change existing records to (up to 10 characters). This assignment code **must** be defined in EIS.132 - Certificate Assignment Code Definitions.

[NOTE:] F4 indexing is available on both assignment fields the 'Position to' function by Description (case sensitive) or by Code.

**Employee Group:** Enter an employee group to process. F4 Indexing is available. This code **must** be defined in PAI.251 - Employee Group Definition.

OR

**Employee #:** Enter an individual employee number for change to process. F4 Indexing is available.

OR

**F2 Multiple Employees:** Press the F2 key to access an alphabetical listing of employees assigned to the '**Change Assignment Code**'. To select employee(s), place **X** next to each employee in the index. Press the F12 key to clear all of your selections.

OR

**F6 Pre-Select Multiple Employees:** Press the F6 key to access an alphabetical listing of all employees assigned to the '**Change Assignment Code**'. All of the employees are marked for selection. To remove an employee from being processed, use the space bar or delete key to remove the **X** from the employee record. All remaining employees will be processed. Press the F12 key to clear all of your selections.

# REP Query Report of Employee Certificates – REP.VERIFY

Use this program to obtain a list of REP assignment information. This program queries the REP MR.319L - Employee Certificate Information detail line file information. REP FIELD 10 data fields available for selection are:

Assignment	Function Code	FTE
Certificate Code	School Code	Grade Level or Educational Setting
HQ Criteria	HQ (Y/N)	Major (Y/N)
Minor (Y/N)	REP (Y/N)	Admin. Cont. ED (Y/N)
Number of Classes Taught		

**Select Records**

Type comparisons, press Enter. Specify OR to start each new group.  
 Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, LIKE, IS, ISNOT...

AND/OR	Field	Test	Value (Field, Number, 'Characters', or ...)
	<u>CERTCODE</u>	<u>NE</u>	<u>'xxx'</u>
<u>AND</u>	<u>ASGNCODE</u>	<u>NE</u>	<u>'xxxxx'</u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Bottom

---

Field	Text	Len	Dec
LASTNAME	t02.emlnam	25	
FIRSTNAME	t02.emfnam	15	
EMPL#	t01.ctessn	9	0
PIC	t03.ctpic	10	0
CERTCODE	t01.cteid	10	

The query program **Select Records** screen allows you to specify conditions for the data fields. These conditions are defined with comparison tests using the Field, Test and Value columns. You can define up to 100 tests. The results of the tests are generated in a report sorted alphabetically by employee last name.

**Field:** Enter the query identifier name of a field in the MR.319L to select. The list in the lower portion of the screen displays all fields available for use.

**Test:** Enter the conditional test value (EQ for equal).

**Comparison Test Values:**

EQ	Equal	NE	Not equal
GT	Greater than	LT	Less than
GE	Greater than or equal to	LE	Less than or equal to

RANGE	Range (between Value1 and Value2, or equals a value)
LIST	List (field equals Value1, or equals Value2,...)
NLIST	Not list (field does not equal Value1, or....)
LIKE	Like (field starts with, ends with, or matches the pattern in Value)
NLIKE	Not like (field does not start with, does not end with, or does not match the pattern in Value)

## REP Query Report of Employee Certificates – REP.VERIFY (cont'd)

**Value:** Enter the qualifying condition for the test. Field is case sensitive and wild card % logic is applicable. Some values require single quotes.

**AND/OR:** Use the values AND and OR as needed to indicate how the conditions and tests are related. An AND value indicates both tests must be true. An OR value indicates only one value needs to be true.

Press ENTER to generate your custom query report in your spool file queue.

Access your spool file queue to display or print the custom query report. Most users access through F24 – Job Control, F18 – Output queue functions, and 5 – Display. You can use F11 to display Creation Date column.

Work with All Spooled Files						
Type options, press Enter.						
1=Send		2=Change		3=Hold		4=Delete
8=Attributes		9=Work with printing status		5=Display		6=Release
7=Messages						
Opt	File	Queue	Library	ASP	Last Used Date	Spooled File Size (K)
-	QPJOBLOG	QEZJOBLOG	QUSRSYS	1	03/17/08	40
-	QPJOBLOG	QEZJOBLOG	QUSRSYS	1	03/17/08	56
-	QPQUPR FIL	QPRINT	QG PL	1	03/18/08	32
<u>5</u>	QPQUPR FIL	QPRINT	QG PL	1	03/18/08	32
-	QPQUPR FIL	QPRINT	QG PL	1	01/16/08	32
-	QPQUPR FIL	QPRINT	QG PL	1	01/16/08	32
-	QPQUPR FIL	QPRINT	QG PL	1	01/16/08	296
-	QPQUPR FIL	QPRINT	QG PL	1	01/16/08	328
-	QPQUPR FIL	QPRINT	QG PL	1	01/16/08	296
						More...
Parameters for options 1, 2, 3 or command						
===>						
F3=Exit		F10=View 3		F11=View 1		F12=Cancel
		F22=Printers		F24=More keys		

Select your custom report file named **QPQUPR FIL**. Use 5 to display or 9 to print.

# REPRPT MENU: REP - REPORTING AND MAINTAINING

Menu **REPRPT: REP – Reporting and Maintenance** contains CMT custom programs used to create and maintain the submission file. Reports are generated to verify the submitted data for errors.

MENU REPRPT: REP - REPORTING AND MAINTENANCE		
1.	REP Create Registry of Educational Personnel	MR.320
2.	REP Run Edit Report for Errors . . . . .	MR.321
3.	REP Maintain Reported Information . . . . .	MR.322
4.	REP Print Registry of Educational Personnel .	MR.323
5.	REP Print Registry of Ed Personnel - ALPHA .	MR.324
6.	REP Print Registry of Ed. Personnel by Group	MR.325
7.	REP Print Summary Registry of Ed Personnel .	MR.326
8.	REP Maintain Non Employee Personnel Info. . .	MR.312
9.	REP Print Registry of Non Employee Personnel	MR.313
10.	REP Run Edit Report for Non Employee Errors .	MR.309
11.	REP Create Download Reporting File . . . . .	MR.328
12.	REP Date of Last Paycheck . . . . .	MR.335
13.	Employee Tag Report Writer Definition . . . .	EIS.780
14.	Employee Tag Report Writer Submittal . . . .	EIS.580

## REP Create, Edit and Maintain Cycle

Employees – EIS.301 records

Non-Employee – MR.312 records



## REP Create Registry of Educational Personnel – MR.320

Use this program to create the REP file. It only selects records marked with **Y** for “Use this Certificate for REP” in EIS.309. After this program is run, you can maintain the REPTAPE file in MR.322 or upload to the State website.

**Switch Settings:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print Report Alpha (Y) - Social Security No. (N) ?
- Use Original Hire Date?
- Title I Comparability?
- Use FID crosswalk for function codes?
- Print SSN instead of Employee Number on Listings?

```
CMTEMS          REP Create Registry of Educational Personnel          Ref: MR.320P .01

                                     E N T E R   S E L E C T I O N S

Operating ISD/ESA Number.  12
Operating District Number: 12345

Count Date.....: 12/01/2008 (MMDDCCYY)
Report Prof. Dev. Hours..: N      (Y/N)

Place an X in your account structure where the REP function code begins:
. X . . . . .
```

**ISD/ESA Number:** Enter your district’s operating ISD/ESA number for REP FIELD 2. F4 Indexing is available.

**District Number:** Enter the State assigned LEA, PSA, or ISD number where the staff persons are employed for REP FIELD 3.

**Count Date:** Enter the date of the count for the current reporting period for REP FIELD 1. Use the official submission dates provided by the MEIS Administrator – December or EOY. An error generates if date is not valid or outside of fiscal year.

**Report Prof. Dev. Hours:** Enter **Y** if this is a submission that professional development hours are to be reported for REP FIELD 24.

**Place an X in your account structure where the REP function code begins:** Place **X** in the element position of your account structure that indicates where your function code (according State reporting guidelines) element begins. **CAUTION: Make sure format matches your current accounting structure.**

**[NOTE:]** This program produces four reports:

- Assignment Error Report
- MR.320 REP- Personnel Information Report
- MR.321WO – REP Warning Report
- MR.321- REP Error Report

## REP Run Edit Report for Errors – MR.321

Use this program to produce reports listing all warnings and errors (as defined by the State) associated with each employee as currently specified in the REP records.

**Switch Settings:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print Report Alpha (Y) - Social Security No. (N) ?
- Title I Comparability?
- Print SSN instead of Employee Number on Listings?

**[NOTE:]** This program **only** selects records marked with **Y** for “Use this Certificate for REP”.

**[NOTE:]** This program produces the **MR.321WO – REP Warning Report** and the **MR.321 - REP Error Report**.

The report specifies which edit errors correspond with the employee's specified certificate and assignment.

- If an assignment is listed on the report, the following error/warning message corresponds with reporting that assignment.
- If an assignment is not listed, the following error/warning message corresponds with the reporting individual employee.
- Certificates noted with an asterisk (\*) indicate multiple certificates exist for that employee.

With the exception of the message: “**NOTE: Terminated-EIS.309 Record should be Flagged REP:N Next Run**” all errors **must** be corrected before the file will be accepted by the State.

## REP Maintain Reported Information – MR.322

This program allows the user to maintain the REP information for individual employees.

All maintained data in MR.322 will be lost and must be reentered, if MR.320 – Create Registry of Educational Personnel is run after changes have been made. Be sure to save the download file on a separate diskette.

**Switch Settings:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Title I Comparability?

On the command screen, enter the employee number.

CMTEMS	REP Maintain Reported Information	Ref: MR.322 .11
Employee#: <u>2557</u>	Last: <u>P00H</u>	
ISD: 73 Distr: 73000	First: <u>Whinne</u>	
Count Date: 6/30/2009	Middle: <u>T</u>	
PIC #: _____	Funded Position: <u>  </u>	
Date of Birth: <u>12/31/1929</u>	Date of Hire: <u>7/29/1949</u>	
Gender: <u>M</u>	Racial/Ethnic: <u>1 0 0 0 0 0</u>	I A B P W H
Highest Degree: <u>06</u>	Non-MI Sponsor: <u>  </u>	
Title I/Title II: <u>  </u>	MI Sponsor: <u>  </u>	
License Number: _____	Credential Type: <u>  </u>	
Date Issued: _____	Date Expired: _____	
Employment Status: <u>99</u>	Annual Salary: <u>4200</u>	
Empl Status Date: _____		
Use for REP? <u>Y</u> (Y/N)		

**Employee:** Displays only the employee number being accessed.

**PIC #:** This number for REP FIELD 27 assigned in EIS.309.

**Operating ISD/ESA:** This number for REP FIELD 2 defaults from MR.320. F4 Indexing is available.

**District:** This number for REP FIELD 3 defaults from MR.320.

**Date of Count:** This field is the date of submission for REP FIELD 1.

**Funded Position:** This field identifies whether the position is filled with a permanent employee or is vacant for REP FIELD 12. Refer to the CEPI REP Data Field Description Guide for valid codes.

**Date of Birth:** This information (REP FIELD 13) defaults from the birth date entered in EIS.301. If the information is changed here, also change the master file – EIS.301 – Employee Basic Information.

## REP Maintain Reported Information – MR.322 (cont'd)

**Date of Hire:** This information for REP FIELD 9 defaults from the current hire date or original hire date entered in EIS.301 or the REP Status Date field in EIS.309. If the information is changed here, also change the master file: EIS.301 – Employee Basic Information.

**Gender:** The gender of the employee for REP FIELD 14 defaults from EIS.301.

**Racial/Ethnic:** The ethnic code listed in EIS.301 defaults. The six fields are presented in the following order:

First Field: American Indian or Alaska Native

Second Field: Asian American

Third Field: Black or African American

Fourth Field: Native Hawaiian or Other Pacific Islander

Fifth Field: White

Sixth Field: Hispanic or Latino

REP allows for multiple racial/ethnic codes reporting. Refer to the CEPI REP Data Field Description Guide for specific reporting details for REP FIELD 15.

**Highest Degree:** This is the highest degree earned by the employee for REP FIELD 16. The highest degree defaults from EIS.303H.

**Title I/ Title II:** If specified as in EIS.309, Valid Title I & Title II Values default.

**Non-Michigan Sponsoring Institution:** The approved teacher preparation institution from EIS.309 that recommended the teacher for initial certification REP FIELD 30. **F4** indexing is available.

**Michigan Sponsoring Institution:** The approved teacher preparation institution From EIS.309 that recommended the teacher for initial certification REP FIELD 29. **F4** indexing is available.

**License Number:** The license number for REP FIELD 8 defaults from EIS.309.

**Credential Type:** The type of credential for REP FIELD 17 reported defaults from the Credential field of EIS.309 – Employee Certificate Information. **F4** indexing is available with the 'Position to' function by Type or by Name.

**Date Issued:** This is the date the employee's credential, permit, approval or authorization was issued for REP FIELD 18. The information defaults from EIS.309.

**Date Expired:** This is the expiration date on the employee's certificate for REP FIELD 19. Information defaults from EIS.309.

## REP Maintain Reported Information – MR.322 (cont'd)

**Hours Prof. Dev:** This is the number of hours the employee participated in for the professional development. Information defaults from EIS.480 – Tag Assignments. Change if necessary. Refer to the CEPI REP Data Field Descriptions Guide for specific reporting details for REP FIELD 24.

**Employment Status:** If the employee's status changed, information defaults from PAY.305 – Employee Termination/Status Information. If the employee's status is the same, a code of **99** (*Continued in education in same position*) is listed. **F4** indexing is available.

**Date Terminated:** If the employee has terminated, the date of termination for REP FIELD 26 defaults from PAY.305 – Employee Status.

**Annual Salary:** An hourly wage and/or annual salary can be reported. Refer to the CEPI REP Data Field Descriptions Guide for specific reporting details for REP FIELD 10 and FIELD 28.

CMTMS		REP Maintain Reported Information															Ref: MR.322 .12													
Employee: <u>300010</u>		Name: BELL, TINKER P.																												
		- - - - - Grade Level - - - - -																												
		R K 1 1 1 A S A E C S E A																												
Schl	Assgn	K	G	1	2	3	4	5	6	7	8	9	0	1	2	E	E	D	C	E	A	I	S	FTE	Hourly Wage	Act Cod	H	MM	A	#
00000	000LT	.	.	.	.	.	.	.	.	.	.	.	1	1	1	.	.	.	.	.	.	.	51	.00	113	1	12	0	3	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	
00000		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		.00		0	00	0	0	

The following information for REP FIELD 10 defaults from EIS.309 – Employee Certificate Information. Change if necessary. Refer to the CEPI REP Application User Guide for specific reporting details for FIELD 10.

**Schl:** The State assigned School Code Master number for the school where the staff person is employed.

**[NOTE:] F4** Indexing is available. Only those schools belonging to your district should be displayed in the screen.

**Assign:** The employee's area assignment code. F4 indexing is available with the 'Position to' function by description (case sensitive) or by code.

## REP Maintain Reported Information – MR.322 (cont'd)

**Grade Level:** Employee's grade level(s) or educational setting(s) for the assignment. Refer to the CEPI REP Application User Guide for a list of specific grade level and educational setting codes.

- AE** – Alternative Education
- SE** – Special Education (1, 2, 3, 4)
- AD** – Adult Education
- EC** – Early Childhood and Parenting Programs
- CE** – Career/Tech Education
- SA** – State Agency
- EI** – Early On/ Early Intervention (Part of IDEA)
- AS** – Administrative or Support Staff (1-all levels, 5-English as a Second Language – Title III only, 6 & 7 for Bilingual Education/ELL, and 8 & 9 for Migrant Educational Program)

**FTE:** The employee's Full Time Equivalency for this assignment. Do not use decimals.

**Hourly Wage:** If 'Hr Wage Ovr C/S' in EIS.309 is not specified, the hourly wage is calculated by using the Job Code listed in EIS.309 – Employee Certificate Information in the following manner:

- **Contractual Assignments** = 
$$\frac{\text{Contract Amount}}{\text{\# of Days Per Year (\# Number of Hours)}}$$

Contract Amount (PAY.345 – Employee Assignments/Contract) divided by the Number of Days Per Year (PAY.345.14 field “this contract is for”) multiplied by the Number of Hours (PAY.345.14 field “normal working day”).

*Contractual Addenda* listed in MR.318 – REP Addenda Wage Inclusion Setup: the Contractual Addenda Amount is divided by the Number of Days on the contract screen multiplied by the Number of Hours. The calculated amount is then added to the hourly wage.

*Additional Assignment Addenda & Standard Addenda* listed in MR.318 – REP Addenda Wage Inclusion Setup: the Amount of the Addenda is divided by the Number of Pay Periods (defined in PAY.127) multiplied by the number of hours on the contract screen. The calculated amount is then added to the hourly wage.

- **Time Missed (Salaried) Assignment:**

This type of employee does not have a contractual amount. For job codes recorded as “daily”, the salary amount from the pay table is divided by the number of hours. For job codes recorded as “hourly”, hourly pay rate listed in the pay table is used.

*Additional Assignment Addenda & Standard Addenda* listed in MR.318 – REP Addenda Wage Inclusion Setup, the Amount of the Addenda is divided by the Number of Pay Periods (defined in PAY.127) multiplied by the number of hours from the job code. The calculated amount is then added to the hourly wage.

## REP Maintain Reported Information – MR.322 (cont'd)

- **Hourly Assignment:**

The employee's CIMS job assignment pay table defines the hourly wage. The amount is multiplied by the position FTE listed in PAY.345 – Employee Assignments/Contracts.

*Additional Assignment Addenda & Standard Addenda* listed in MR.318 – REP Addenda Wage Inclusion Setup, the Amount of the Addenda is divided by the Number of Pay Periods (defined in PAY.127) multiplied by the number of hours from the job code. The amount is multiplied by the position FTE listed in PAY.345 – Employee Assignments/Contracts. The calculated amount is then added to the hourly wage.

- **Daily Assignment:**

The daily rate from the pay table is divided by the Number of Hours listed on the job code and then multiplied by the position FTE listed in PAY.345.

*Additional Assignment Addenda & Standard Addenda* listed in MR.318 – REP Addenda Wage Inclusion Setup, the Amount of the Addenda is divided by the Number of Pay Periods (defined in PAY.127) multiplied by the number of hours from the job code. The amount is multiplied by the position FTE listed in PAY.345. The calculated amount is then added to the hourly wage.

- **For All Types of Assignments:**

Schedule A job code attached to assignments through MR.316 – REP Additional Schedule A Job Codes calculate the hourly rate and add it to the hourly rate from the employee's main job code.

**Acct. Code:** The **Function Code** element of your account structure is defaulted from the first account number listed on the employee's assignment. If multiple account numbers are used on the employee's assignment, you **must** manually change the function code listed here. Refer to the CEPI REP Data Field Descriptions Guide for specific reporting details for FIELD 10.

[NOTE:] F4 Indexing is available with the 'Position to' function by Code or Description which is case sensitive.

**HQ – Highly Qualified:** This code defaults from EIS.309.

**MJ – Major:** This code defaults from EIS.309.

**MN – Minor:** This code defaults from EIS.309.

**AC – Administrators Continuing Education:** This code defaults from EIS.309.

**#C – Number of Classes Taught:** This code defaults from EIS.309.

***Any of the items changed in this program also need to be changed in the permanent programs (i.e. EIS.301, EIS.309, and EIS.480).***

## REP Print Registry of Educational Personnel – MR.323

This program produces a report listing all employees included in the REP report. This program generates the standard batch submittal prompt.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

## REP Print Registry of Educational Personnel-Alpha – MR.324

This program produces an alphabetical report listing all employees included in the REP report. This program generates the standard batch submittal prompt.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

## REP Print Registry of Educational Personnel–Group – MR.325

This program produces a report listing all employees included in a pre-defined group in the REP report. Employee groups must be pre-defined in PAI.251 – Employee Group Definition. This program generates the standard batch submittal prompt.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

## REP Print Summary of Registry of Educational Personnel – MR.326

This program produces a summary listing of REP data. There will be one line for each employee line in EIS.309. The data included in this report is the employee's SSN, Name, Job Code, Function, School, Assign FTE, and Hourly Rate.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

## REP Maintain Non Employee Personnel Info – MR.312

This program allows the user to press the **F1** key for field level Help Text when positioned on any field. From the field level Help Text several other useful keys are available:

- **F2**=Extended help – provides the complete Help Text for the whole page
- **F3**=Exit help
- **F10**=Move to top when in the Extended help
- **F14**=Print help – prints either field level or page level help text

Several fields have F4 Indexing available. Many of them have extended “Positions to’ that allow you to position either by code, description (case sensitive), Type, or Name. Fields that have F4 indexing should be highlighted.

On each screen, when the user presses the ENTER key, any errors and/or warnings related to this record will be displayed at the bottom of the screen. If there is a ‘+’ at the bottom right of the screen, the user may position the cursor to the message and page down to view the rest of the messages. When the last message is displayed and the user presses ENTER again, the next screen will appear.

The user **must** resolve any errors before the user is allowed to leave the screen. Or the user may cancel out of the screen.

CMTEMS		REP Maintain Non Employee Personnel Info.		Ref: MR.312 .11	
Soc Sec #:	<u>99999996</u>	Last:	<u>BELL</u>		
		First:	<u>TINKER</u>		
		Middle:	<u>L</u>		
PIC #:		Funded Position:	<u>4</u>		
Date of Birth:	<u>1/01/1971</u>	Date of Hire:			
Gender:	<u>F</u>	Racial/Ethnic:	<u>0 0 0 0 1 0</u>		
Highest Degree:	<u>01</u>	Non-MI Sponsor:	<u>—</u>		
Title I/Title II:	<u>000</u>	MI Sponsor:	<u>—</u>		
License Number:		Credential Type:	<u>14</u>		
Date Issued:	<u>7/01/2005</u>	Date Expired:	<u>6/30/2006</u>		
Employment Status:	<u>99</u>	Annual Salary:	<u>0</u>		
Date Terminated:					
Use for REP?	<u>Y</u> (Y/N)				
Mode: Change	F3=Exit	F4=Index	F5=Reset	F12=Cancel	F1=HELP
ERR 0091 WHEN HIRE DATE IS 0 FUNDED POSITION MUST BE 1 +					

## REP Maintain Non Employee Personnel Info – MR.312 (cont'd)

Enter the employee's information on the detail and line screens as needed for each employee and assignment. Field entry is similar to the MR.322 screen. Do not use decimals. Refer to the CEPI REP Data Field Descriptions Guide for specific field reporting details.

CMTEMS		REP Maintain Non Employee Personnel Info.															Ref: MR.312 .12													
Employee:		<u>111111111</u>															Name: PAN, PETER P.													
		- - - - - Grade Level - - - - -																												
		R	K	1 1 1 A S A E C S E A												Hourly	Act	H	MM	A	#									
Schl	Assgn	K	G	1	2	3	4	5	6	7	8	9	0	1	2	E	E	D	C	E	A	I	S	FTE	Wage	Cod	Q	JN	C	C
<u>00000</u>	<u>00SUB</u>	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0
<u>00000</u>		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.00		0	00	0	0

## REP Run Edit Report for Non Employee Errors – MR.309

This program produces two reports listing all warnings and errors (as defined by the State) as currently specified in the REP records entered in the MR.312 - REP Maintain Non Employee Personnel Info suspense work area.

**Switch Settings:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print Report Alpha (Y) - Social Security No. (N) ?
- Title I Comparability?

CMTEMS		REP Run Edit Report for Non Employee Errors															Ref: MR.320P .01												
		E N T E R   S E L E C T I O N S																											
		Operating ISD/ESA Number. <u>11</u>																											
		Operating District Number: <u>11111</u>																											
		Count Date.....: <u>6/30/2005</u> (MMDDCCYY)																											
		Report Prof. Dev. Hours...: <u>N</u> (Y/N)																											

## REP Run Edit Report for Non Employee Errors – MR.309 (cont'd)

**ISD/ESA Number:** Enter your district's operating ISD/ESA number for REP FIELD 2. F4 Indexing is available.

**District Number:** Enter the State assigned LEA, PSA, or ISD number where the staff persons are employed for REP FIELD 3.

**Count Date:** Enter the date of the count for the current reporting period for REP FIELD 1. Use the official submission dates provided by the MEIS Administrator – December or EOY. An error generates if date is not valid or outside of fiscal year.

**Report Prof. Dev. Hours:** Default = N, Enter Y if this is a submission that professional development hours are to be reported for REP FIELD 24. Normally this will be N – No.

## REP Print Registry of Non Employee Personnel - MR.313

This program produces a report listing all personnel records entered in the MR.312 - REP Maintain Non Employee Personnel Info suspense work area. It generates the standard batch submittal prompt.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print Report Alpha (Y) - Social Security No. (N) ?

## REP Date of Last Paycheck – MR.335

Use this program to create a listing of employees that have been paid in a specific date range.

<b>CMTEMS</b>	<b>REP Date of Last Paycheck</b>	<b>Ref: MR.335 .01</b>
Processing Date Range: _____ to _____ (MMDDYY)		

**Processing Date Range:** Enter a date range for employees that have been paid.

**CAUTION!: This program accesses many Payroll records and takes a considerable length of time to process.**

Two reports are generated: Active Employees and Inactive Employees.

Records are listed by oldest date paid, then alphabetically by employee last name. They include employee number, location primary assignment, status for payroll, termination date, payroll run number and date last paid.

03/25/08 15:13:01		Date of Last Paycheck - Active Employees								PAGE 1
Employee Number	Last Name	First Name	MI	Location	Primary Assignment	Status for Payroll	Termination Date	Payroll Run Number	Date Last Paid	
11111	ADDAMS	GOMEZ	R	HW	EXTRAT	Y	0000-00-00	2953	2005-01-07	
22222	BELL	TINKER	M	HW	EXTRAT	Y	0000-00-00	2953	2005-01-07	
33333	SPARROW	JACK	C	SSRV	TEACH	Y	2004-06-14	2951	2005-01-11	
44444	WHITE	SNOW	D	JPMS	PARA	Y	0003-09-05	2951	2005-01-11	
55555	ZORO	EDWARD	R	COBRA		Y	0000-00-00	2951	2005-01-11	

03/25/08 15:13:02		Date of Last Paycheck - Inactive Employees								PAGE 1
Employee Number	Last Name	First Name	MI	Location	Primary Assignment	Status for Payroll	Termination Date	Payroll Run Number	Date Last Paid	
7777777	ADDAMS	MORTICIA	Y	SSRV	TEACH	N	0000-00-00	2953	2005-01-07	
8888888	DWARF	DOC	L	COMM	INST	N	0000-00-00	2984	2005-02-18	
9999999	REINDEER	RUDOLPH	N	RHS	SEC	N	0000-00-00	3011	2005-06-30	
1212121	SQUAREPANTS	SPONGE	B	ADM	COSCHH	N	2004-10-15	3008	2005-06-30	
* * * END OF REPORT * * *										
MIRPT400/RELASTPD3										

## REP Create Download Reporting File - MR.328

This program requires a dedicated REP and EMS system for processing. It creates the REPTAPE file to be downloaded from the AS/400 and transmitted to the State.

***This program must run interactively.***

A message about creating the download file flashes at the bottom left of the screen. Once the flashing message is done, the file create is complete.

The REPTAPE file in the EMSFILES library is now ready to download to your PC.

**Switch Setting:** Review the Y/N switch settings in ACS.310 - Menu Item Definition.

- Print SSN instead of Employee Number on Listings?

This program merges information entered in the MR.312 – Maintain Non Employee Personnel Info with regular REP data created in the MR.320 – Create Registry of Educational Personnel.



**[NOTE:]** For detailed instructions for setting up **Employee Tag Report Writer Definition - EIS.780** or **Employee Tag Report Writer Submittal - EIS.580**, please refer to the EMS – 400 ADVANCED TRAINING manual.

## Uploading Information to the State

Below are the instructions for Client Access version 4.3 for Windows 95, 98, and NT. If you are running a different version of Client Access, or a different Emulator, the instructions may vary.

1. Go to **Client Access**.
2. Choose "**Data Transfer From AS400**".
3. The system name will default to your client's system name.
4. The file name will be EMSFILES/REPTAPE(#####) where the # equals your client member name. For example, EMSFILES/REPTAPE(CMT\_\_00).
5. From the **Output Device** pull down menu, choose **File**.
6. The file name will be the name of the file that is uploaded to the State's site. You will want the file transferred to the hard drive. The name should be C:\REPTAPE.txt. You must have the ".txt" extension in order for the State to read the file.
7. Click the "**Detail**" button and choose **ASCII Text** from the file type pull down menu under PC file description file. Remove the check mark from the box for "truncate spaces from end of records". Be sure to **uncheck** the box for "Save transfer description". Click **OK**.  
[NOTE:] Phone support for Client Access is billable by the hour.


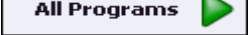

**OR**

### The following steps relate to FTP:

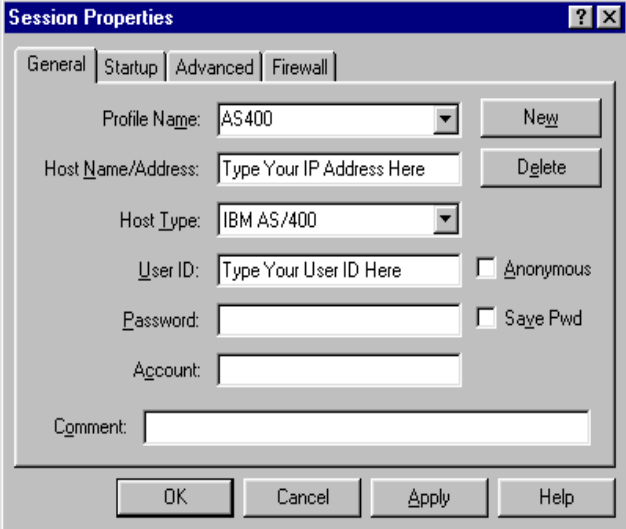
#### **How to install WS FTP:**

1. Go to CMT's web page: [www.cmtonline.com](http://www.cmtonline.com).
2. Choose Client Area, Michigan Clients.
3. Select the WS FTP Download item under the Financial Management System Product Announcements heading. This will install the WS FTP icon on your PC.
4. Select the install option.
5. Click the **Continue** button.
6. Select the "I am a student, faculty member, or staff member of an educational institution (k-12, junior college, college, or university)" option.
7. Click the **Next** button.
8. Select the "at work" option for the location of use for the program and "personal use" for the purpose. Please be sure to select these options as specified.
9. Click the **Next** button.
10. Click the **Accept** button.
11. You can leave the default for the destination folder or specify a different one.
12. Click the **OK** button.
13. Select the Program Manager Group for the software. We used the default.
14. Click the **OK** button.
15. You should receive a window with the message: "Installation successful! Happy FTPing!"  
[NOTE:] Phone support for WS FTP is billable by the hour.

## How to Download Your REP File with WS FTP

1. To open WS FTP, click on your  button. Select  and then click on the  item.

2. Complete the Session Properties **General** tab as specified:

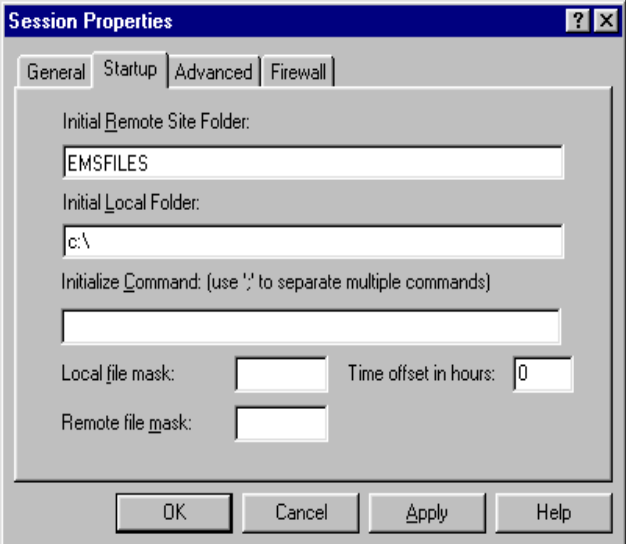


The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are filled as follows: Profile Name: AS400; Host Name/Address: Type Your IP Address Here; Host Type: IBM AS/400; User ID: Type Your User ID Here; Password: (empty); Account: (empty); Comment: (empty). There are checkboxes for 'Anonymous' and 'Save Pwd', both of which are unchecked. Buttons for 'New', 'Delete', 'OK', 'Cancel', 'Apply', and 'Help' are visible.

3. Click on the **Startup** tab and enter the information:

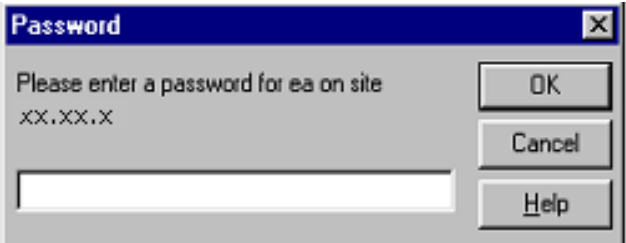
4. Use the Defaults on the **Advanced** and **Firewall** tabs.

5. Click the **Apply** button and then the **OK** button.



The screenshot shows the 'Session Properties' dialog box with the 'Startup' tab selected. The fields are filled as follows: Initial Remote Site Folder: EMSFILES; Initial Local Folder: c:\; Initialize Command: (empty); Local file mask: (empty); Remote file mask: (empty); Time offset in hours: 0. Buttons for 'OK', 'Cancel', 'Apply', and 'Help' are visible.

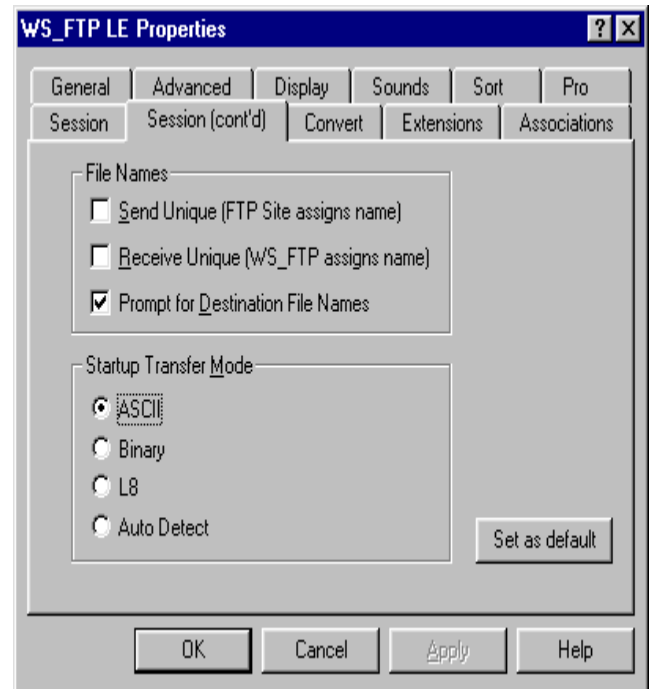
6. Enter your AS/400 password.
7. Click the **OK** button.
8. The program will compile a list of the files in EMSFILES; this may take a few minutes.



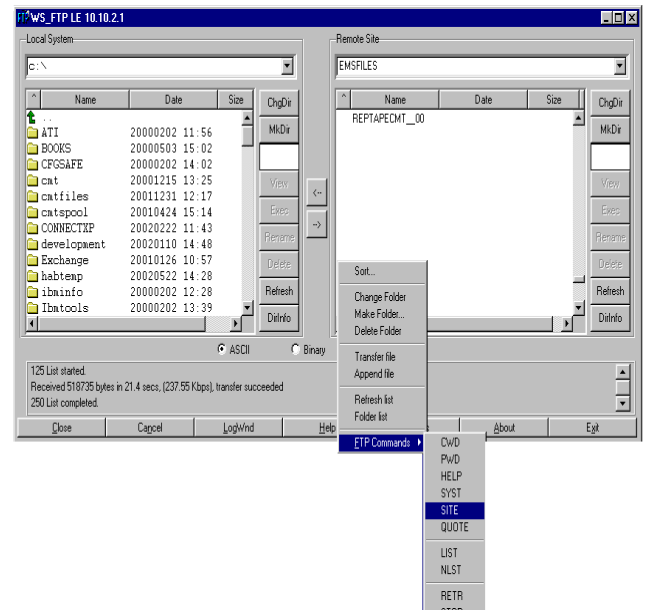
The screenshot shows the 'Password' dialog box with the text 'Please enter a password for ea on site' and a masked password 'xx.xx.x'. There is an empty text input field below the masked password. Buttons for 'OK', 'Cancel', and 'Help' are visible.

## How to Download Your REP File with WS FTP (cont'd)

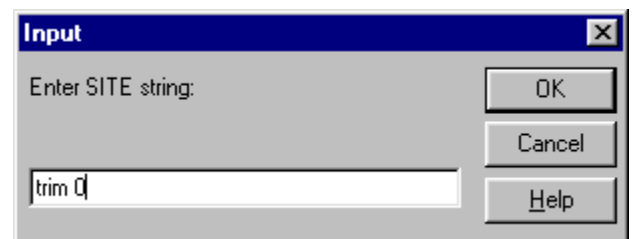
9. Click the **Options** button on the bottom of the WS FTP window.
10. Click on the **Session (cont'd)** tab and complete screen.
11. Click the **OK** button.



12. Select the file to transfer with the appropriate member by clicking once. (i.e. REPTAPE.XXX\_00, where XXX is your district member name.)
13. Right click on the file you selected in the previous step.
14. Select **FTP Commands** from the list.
15. Select the **SITE** option.



16. Enter the **trim 0** command in the window below (**NOTE:** The '0' is a **Zero**, not the letter O):
17. Click the **OK** button.



## How to Download Your REP File with WS FTP (cont'd)

18. Click the left-hand arrow in the middle of the screen to move the file from the AS/400 to your PC
19. Enter your file name in the Input window. (Remember to use the State naming conventions that can be found in "Downloading Files From the AS/400" under Step 6.)
20. Click the **OK** button.
21. Your file has now been transferred to your PC!

