



CODING MANUAL

EMPLOYEE JOB CODING MANUAL

Revisions

Change reference	Date	Version
Original version		1.0

Contacts

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Required Coding

The following data elements are required for the Data Warehouse, and some are required for additional federal and state reporting.

Earning Distribution/Earn Code

All paid employees must have an Earning Distribution/Earn Code entered and the sum of their must equal 100%. The earnings distribution is used to associate FTE with a Funding Source. When the earnings distribution is missing, we are unable to associate a Funding Source. When the earnings distribution is greater than 100%, the FTE value will be overrepresented. These values are critical in determining Funding Source and FTE distribution.

Use the [HCM Earning Codes - Description QRG](#) as a reference to look up Earning Codes in ctcLink for the most current, up-to-date view from the enterprise-wide, global Earnings Program Table - WA1. In addition, the QRG describes the option to look up individual Earnings Codes in ctcLink from the Earnings Table. You can view and download the codes that are included in the global earnings program.

Combination Code (Combo Code)

All paid Employee Jobs must have a valid Combo Code. The Combo Code is used to determine the Funding Source of the FTE. Funding Source is a critical data element in the Data Warehouse [Understanding Cross-Pillar Integration and Combo Codes](#).

Fund Code

All paid employee jobs must have a valid Fund codes per [ctcLink Accounting Manual | 10.30.30.1 Fund/Class Code Combinations](#). The Fund Code is used to determine the Funding Source of the FTE. Funding Source is a critical data element in the Data Warehouse.

EMPL_CLASS

Per [SBCTC Policy Manual–Chapter 2.30](#) Employee jobs must have a valid EMPL_CLASS. The employee type (represented by EMPL_CLASS) is a critical data element in the Data Warehouse. Employee Class Codes can be found in the [Employee Class Code Crosswalk QRG](#).

ANNUAL_SALARY

Paid employees should have an ANNUAL_SALARY. Employees with very high annual pay rates should be reviewed for accuracy.

SEX

PS_EMPLOYEES.SEX is a primary field for the reporting of Employees by gender. Valid values are (F, M or X). Errors need to be correct to ensure accurate reporting of Employees SEX to Federal and State data consumers.

Valid values for Employee SEX in HCM are F-Female, M-Male, and X-Non-Binary. U-Undefined and X-Non-Binary are valid in ctcLink but are not accepted in IPEDS reporting.

- U is reported to IPEDS as M
- X is reported to IPEDS as F

Note: For Multi-college Districts, the QARS Report 3540 – Employee Warnings: Undefined SEX will return all employees across your district with SEX value of “U”.’



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Washington State Board for Community and Technical Colleges