# COMMUNITY AND TECHNICAL COLLEGES
## Washington State Board

# DATA DICTONARY

## *PERSONNEL DW 2.2*

# Revisions

| Change reference | Date | Version |
|---|---|---|
| Original | 9/26/17 | 1.0 |
| Additional details have been added.  No definitional changes made. | 2/15/18 | 1.1 |
| Removed EMPLID from all tables except EMPLOYEE_YRQ.  This field held SSNs for legacy, so for security reasons it has been removed except for in one table. | 2/16/18 | 1.2 |
| Annual Review | 1/28/2019 | 1.3 |
| Updated moonlighting indicator which is now based on Job Code instead of Earn Code | 11/20/2019 | 1.4 |
| Added a data dictionary for the EMPLOYEE_TYPE table. | 5/20/2020 | 1.5 |
| Add EMPL_RCD as a primary key on the EMPLOYEE_JOB table.  This is a new field needed to support multi-use job codes. | 8/3/2020 | 1.6 |
| Added gender data element to handle unknowns and X's | 12/16/20 | 1.7 |
| Updated the Fund Source definitions to include a new approach.<br><br>Updated the DB description section, added a link to the PDW Extract document and a note about FTE & Salaries prior to 2022-23.<br><br>Added a note regarding Annual Pay Rate for PT-Faculty. | 3/06/2023 | 1.8 |
| Added INSTITUTION field to EMPLOYEE_JOB, EMPLOYEE_YRQ, JOB_CODE, EMPLOYEE_RACE_ETHNICITY tables | 8/2/2023 | 1.9 |
| Added criteria to EXTENDED_EMPLOYEE_TYPE | 2/7/2024 | 2.0 |
| Update EMPLOYEE_JOB for addition of new EMPLOYEE_TYPE & EXTENDED_EMPLOYEE_TYPE values.  Update EMPLOYEE_YRQ for addition of new EMPLOYEE_TYPE_PRIORITTIZED values. | 9/4/2024 | 2.1 |
| Several changes occurred in summer 2024 including:<br><br><ul><li>Primary Key on tables containing EMPLID was changed from SSN_ID to EMPLID.</li><li>New Employee Types were added (Student Worker, Hourly, Trustee and Volunteer)</li><li>Added Health Benefit fields to indicate if PT Faculty are eligible for or receiving health benefits.</li><li>Removed legacy source definitions.  These can be found in version 2.1.</li></ul> | 11/22/2024 | 2.2 |

# Contacts

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# Table of contents

# Database Description

The Personnel Data Warehouse (PDW) database contains quarterly information about employees including demographics, classification of work, FTE and funding source for all active employees in the community and technical colleges and SBCTC.

Starting summer quarter 2024, hourly workers, volunteers, trustees and student work study employee types are included.

The database includes all active employee job records. Active employees are those where HR_STATUS = A and EMPL_STATUS = A in the HCM PS_JOB table.

Prior to summer 2024, active status was determined by paycheck status.

# EMPLOYEE_JOB

## Table Description

The EMPLOYEE_JOB table contains one record per employee, per term, per institution, per job.

## Data Elements

### EMPLID (PK)

**Data Type:** Text

**Size:** 11

**Definition:** Employee identification number.

**Data Classification:** Category 3

**Source:** PS_JOB.EMPLID

### COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

Note: Pierce College ctcLink source data includes three college codes for personnel data: 110, 111 and 112. Enrollment data for Pierce College is associated to one college code: 110. Special accommodation is required when joining personnel data to enrollment data.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT without the leading "WA"

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE4RPT

# STRM (PK)

**Data Type:** Text

**Size:** 4

**Definition:** A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

**Data Classification:** Category 2

**Source:** Derived from effective dates of the PS_JOB table records.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# JOB_CODE (PK)

**Data Type:** Text

**Size:** 15

**Definition:** identifies the employee's job. The field concatenates the six-digit job code and the department code separated by a hyphen. The concatenation was required because an employee may have similar jobs in multiple departments with different funding sources.

**Data Classification:** Category 2

**Source:** PS_JOB.JOBCODE + "-" + PS_JOB.DEPTID

**Lookup/Crosswalk:** PERSONNELDW.JOB_CODE

# FUND_SOURCE (PK)

**Data Type:** Text

**Size:** 1

**Definition:** The fund source is based on the employee's earnings distribution account code. We have mapped the account FUND_CODE to each fund source.

If the employee is paid from two different fund sources (e.g. state and contract), they will have separate records in this table, as FUND_SOURCE is part of the primary key, and FTE will be split between the funding sources based on the percentage per fund code.

**Data Classification:** Category 3

**Source:** PS_VALID_COMBO_TBL.FUND_CODE mapped to the Finance Pillar CF_ATTRIB table CHARTFIELD_VALUE where the CF_ATTRIBUTE= AFRS_FUND_TYPE.

**Valid Codes:**

| Values | Value Descriptions | AFRS_FUND_TYPE / CF_ATTRIB_VALUE |
|---|---|---|
| 1 | State Supported | CF_ATTRIB_VAL IN (1,2) OR CHARTFIELD_VALUE = 149 |
| 2 | Contract Funded | CHARTFIELD_VALUE IN (145,146) regardless of CF_ATTRIB_VAL |
| 3 | Student Funded/Community Service | CF_ATTRIB_VAL IN (3, 4, 5) |
| 9 | Not Applicable | Volunteers with no fund source specified |

# REGULAR_MOONLIGHT (PK)

**Data Type:** Text

**Size:** 1

**Definition:** Indicates whether associated FTEF data is to be classified as Regular FTEF or Moonlight FTEF.

**Data Classification:** Category 3

**Source:** PS_JOB.JOB_CODE like '95*'

**History:** In the early years of ctcLink, moonlighting records were sourced from Faculty Workload.

**Valid Values:**

| Values | Descriptions |
|--------|--------------|
| R | Regular |
| M | Moonlight |

# LEGACY_YEAR

**Data Type:** Text

**Size:** 3

**Definition:** A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived from STRM value.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

**Examples of Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 990 | 1999-2000 |
| A01 | 2000-2001 |
| B01 | 2010-2011 |
| C23 | 2022-2023 |

# LEGACY_QUARTER

**Data Type:** Text

**Size:** 1

**Definition:** A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived during extraction.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 1 | Summer |

| Values | Value Descriptions |
|--------|-------------------|
| 2 | Fall |
| 3 | Winter |
| 4 | Spring |

# EMPLOYEE_TYPE

**Data Type:** Text

**Size: 3**

**Definition:** Employee type associated to this employee's job.

**Data Classification:** Category 2

**Source:** PS_JOB.EMPL_CLASS

**Lookup Table:** PDW.DW_REF_EMP.EMPLOYEE_TYPE

**Valid Values:**

| EMPL_CLASS | Description |
|------------|-------------|
| EXP | Exempt |
| CLA | Classified |
| FAC | Full-Time Faculty |
| PTF | Part-Time Faculty |
| PAR | Paraprofessional |
| HRY | Hourly |
| STU | Student |
| TRU | Trustee |
| VOL | Volunteer |

# EXTENDED_EMPLOYEE_TYPE

**Data Type:** Text

**Size:** 3

**Definition:** An extended employee type for the academic year, quarter and institution for an employee. This code incorporates the teaching indicator for faculty and derives administrative exempt for exempt employees with an EEO Job Group of 1.1.

**Data Classification:** Category 3

**Source:** PS_JOB.EMPL_CLASS and EMPLOYEE_JOB.TEACHING_IND

**Lookup Table:** PDW.DW_REF_EMP.EMPLOYEE_TYPE

**Valid Values:**

| Employee Type | Extended Employee Type | Employee Type Extended Description | Criteria |
|---|---|---|---|
| FAC | FFT | Full-Time Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y |
| FAC | FFX | Full-Time Non-Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N |
| EXP | ADM | Administrative Exempt | EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1 |
| EXP | EXP | Exempt Professional/Technical | EMPLOYEE_TYPE |
| CLA | CLA | Classified | EMPLOYEE_TYPE |
| PAR | PAR | Para-Professional | EMPLOYEE_TYPE |
| PTF | PFT | Part-Time Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y |
| PTF | PFX | Part-Time Non-Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N |
| HRY | HRY | Hourly | EMPLOYEE_TYPE |
| STU | STU | Student | EMPLOYEE_TYPE |
| TRU | TRU | Trustee | EMPLOYEE_TYPE |
| VOL | VOL | Volunteer | EMPLOYEE_TYPE |

# FTE

**Data Type:** Float

**Definition:** The FTE associated with an employee's job and fund source combination. This represents what percent of full-time the employee is working in this job record for this fund source.

**Data Classification:** Category 3

**Source:** PS_JOB.FTE

# PRORATED_FTE

**Data Type:** Float

**Definition:** The FTE associated with an employee's job and fund source combination prorated for the number of days worked during the quarter. This data element helps in describing the job position effort during the quarter. For example, if an exempt staff worked full-time, their FTE would be 1. But if that staff left their job exactly halfway through the quarter, the PRORATED_FTE would be represented as .5

PeopleSoft only: PRORATED_FTE values only apply to EMPLOYEE_TYPE's other than FAC and PTF. For FAC and PTF, PRORATED_FTE is set to the same value as FTE

**Data Classification:** Category 3

**Source:** Derived based on PS _JOB.FTE and PS_JOB.ACTION_DT

# SALARY

**Data Type:** Number

**Size:** Precision 8, Scale 2

**Definition:** The portion of the employee's total annual salary that can be attributed to this particular job and fund source.

**Data Classification:** Category 1

**Source:** Calculated from PS_JOB.ANNUAL_RT

# ANNUAL_PAY_RATE

**Data Type:** Number

**Size:** Precision 8, Scale 2

**Definition:** The portion of the employee's total annual salary that can be attributed to this particular job and fund source.

**Data Classification:** Category 3

**Source:** Calculated from PS_JOB.ANNUAL_RT

# TEACHING_INDICATOR

**Data Type:** Text

**Size:** 1

**Definition:** A code that indicates if an employee is teaching classes during the quarter. This field is based on the EMPLID found as an instructor on a class during the quarter.

**Data Classification:** Category 3

**Source:** CS.CLASS_INSTR

**Valid Values:**

| Values | Descriptions |
|--------|--------------|
| N | Non-Teaching |
| T | Teaching |

# FULL_PART_TIME

**Data Type:** Text

**Size:** 1

**Definition:** The employee's employment status.

**Data Classification:** Category 3

**Source:** PS_JOB.FULL_PART_TIME

**Examples of Use:**

**Valid Values:**

| Values | Descriptions |
|--------|--------------|
| F | Full time |
| P | Part time |

# JOB_CLASSIFICATION

**Data Type:** Text

**Size:** 2

**Definition:** A code used to categorize and group the employee's job.

**Data Classification:** Category 3

**Source:** PS_JOB.IPEDSSCODE

**Examples of Use:** HCM IPEDS Survey submission

**Valid Values:**

| Values | Descriptions |
|--------|--------------|
| A | Management |
| B | Business/Financial Operations |
| C | Computer/Engineering/Science |
| D | Comm Service/Legal/Arts/Media |
| E | Student and Academic Services |
| I | Instruction |
| J | Librarians |
| K | Library Technicians |
| L | Non-postsecondary Teaching |
| M | Healthcare Practitioners & Tec |
| N | No IPEDS-S Reporting |
| O | Service |
| Q | Sales and Related |
| S | Office/Administrative Support |
| T | Natural Resource/Construct/Mnt |
| U | Production/Transport/Material |

# JOB_TERM

**Data Type:** Number

**Size:** Integer

**Definition:** A number of months (1-12), including fractions (like 10.50), during which an employee's gross pay will be earned.

**Data Classification:** Category 3

**Source:** PS_CTC_JOB_DATA.CTC_JOB_TERM

**Examples of Use:** HCM IPEDS Survey

# WORKED_LAST_DAY_OF_TERM

**Data Type:** Text

**Size:** 1

**Definition:** Value indicating if the employee was still employed on the last day of the term. For PeopleSoft records, this value will always be set to "Y" for FAC and PTF employees.

**Data Classification:** Category 3

**Source:** Based on the Effective Dating from PS_JOB.

**Valid Values:**

| Values | Descriptions |
|---|---|
| N | Did not work last day of term |
| Y | Worked last day of term |

# EMPL_RCD (PK)

**Data Type:** Text

**Size:** 2

**Definition:** Uniquely identifies an employee's job record.

**Data Classification:** Category 2

**Source:** PS_JOB.EMPL_RCD

# INSTITUTION

**Data Type:** Text

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE_MASTER

# EMPL_STATUS

**Data Type:** Text

**Size:** 1

**Definition:**  Payroll status of the employee for the job.

**Data Classification:** Category 3

**Source:** PS_JOB.EMPL_STATUS

**Valid Values:**

| Values | Descriptions |
|---|---|
| A | Active |
| D | Deceased |
| L | Leave of Absence |
| P | Leave with Pay |
| Q | Retired with Pay |
| R | Retired |
| S | Suspended |
| T | Terminated |
| U | Terminated with Pay |
| V | Terminated Pension Pay Out |
| W | Short Work Break |
| X | Retired-Pension Administration |

# SSN_ID

**Data Type:** Number

**Size:** Integer

**Definition:**  A data warehouse key that gives each employee a unique value.  This field is used for security purposes to replace the SSN for legacy records, but also to provide a single unique identifier across Legacy and PeopleSoft systems.  An employee that existed in both Legacy and PeopleSoft records will be given the same SSN_ID value in all records assuming the same SSN was reported for the individual.

**Data Classification:** Category 3

**Source:** Securables.WAREHOUSE.SSN_KEY.ID

# EMPLOYEE_YRQ

## Table Description

Employee data summarized by institution, year and quarter. The primary source of this data is the EMPLOYEE_JOB table. The data in this table is prioritized where appropriate and noted below.

## Data Elements

### EMPLID (PK)

**Data Type:** Text

**Size:** 11

**Definition:** Employee identification number

**Data Classification:** Category 3

**Source:** PS_JOB.EMPLID

### COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT without the leading "WA"

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE4RPT

### STRM (PK)

**Data Type:** Text

**Size:** 4

**Definition:** A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

**Data Classification:** Category 2

**Source:** Derived from effective dates of the PS_JOB table records.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# LEGACY_YEAR

**Data Type:** Text

**Size:** 3

**Definition:** A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived from STRM value.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

**Examples of Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 990 | 1999-2000 |
| A01 | 2000-2001 |
| B01 | 2010-2011 |
| C01 | 2020-2021 |
| C34 | 2023-2024 |

# LEGACY_QUARTER

**Data Type:** Text

**Size:** 1

**Definition:** A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived from STRM value.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 1 | Summer |
| 2 | Fall |
| 3 | Winter |
| 4 | Spring |

# EMPLOYEE_TYPE_PRIORITIZED

**Data Type:** Text

**Size:** 3

**Definition:**  A **prioritized** employee type for the academic year, quarter and institution for an employee. This code is necessary because some employees have more than one employee type during a year and quarter due to differing jobs.  For example, an exempt staff may also be teaching part-time during the quarter.

**Data Classification:** Category 3

**Source:**  PS_JOB.EMPL_CLASS and EMPLOYEE_JOB.TEACHING_IND

**Valid Values:**

| Priority | EMP_TYPE_ PRIORITIZED | Description | Additional Criteria |
|----------|----------------------|-------------|---------------------|
| 1 | FFT | Full-Time Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y |
| 2 | FFX | Full-Time Non-Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N |
| 3 | ADM | Admin Exempt | EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1 |
| 4 | EXP | Exempt | EMPLOYEE_TYPE = EXP |
| 5 | CLA | Classified | EMPLOYEE_TYPE = CLA |
| 6 | PFT | Part-Time Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y |
| 7 | PFX | Part-Time Non-Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N |
| 8 | PAR | Paraprofessional | EMPLOYEE_TYPE = PAR |
| 9 | HRY | Hourly | EMPLOYEE_TYPE = HRY |
| 10 | STU | Student | EMPLOYEE_TYPE = STU |
| 11 | TRU | Trustee | EMPLOYEE_TYPE = TRU |
| 12 | VOL | Volunteer | EMPLOYEE_TYPE = VOL |

# FULL_PART_TIME

**Data Type:** Text

**Size:** 1

**Definition:**  Indicates if the employee is working full-time or less than full-time (part-time).

**Data Classification:** Category 3

**Source:**  PS_JOB. FULL_PART_TIME

**Valid Values:**

| Values | Value Descriptions |
|--------|-------------------|
| F | Full-Time |
| P | Part-Time |

# FUND_SOURCE_PRIORITIZED

**Data Type:** Text

**Size:** 1

**Definition:** A **prioritized** fund source for each employee. This field is based on the account code of the earnings distribution with FUND_CODE cross walked to a fund source value of 1 thru 3. The order of priority is 1, 2, and 3 (state funded, then contract funded, then self-supported)

**Data Classification:** Category 3

**Source:** PS_VALID_COMBO_TBL.FUND_CODE mapped to the Finance Pillar CF_ATTRIB table CHARTFIELD_VALUE where the CF_ATTRIBUTE= AFRS_FUND_TYPE. Please see FUND_CODE for greater detail.

**Valid Values:**

| Values | Value Descriptions |
|--------|----------------------------------|
| 1 | State Supported |
| 2 | Contract Funded |
| 3 | Student Funded/Community Service |

# AGE

**Data Type:** Number

**Size:** Integer

**Definition:** This is the employee's age based on the difference between the employee's birth date and the college's quarter end date.

**Data Classification:** Category 3

**Source:** Calculated from birth date and the college's quarter end date

**Valid Values:** 17 thru 100. If age is less than 17 or greater than 100, it is set to null.

# AGE_GROUP

**Data Type:** Text
**Size:** 1
**Definition:** A one-character code for grouping of employees by age ranges. Note: If age is less than 17 or greater than 100, it is changed to null.
**Data Classification:** Category 3
**Source:** Derived from the AGE field in this table.
**Valid codes:**

| Values | Value Descriptions |
|--------|--------------------|
| A | Under 30 |
| B | 30-39 |
| C | 40-49 |
| D | 50-59 |
| E | 60-69 |
| F | 70-79 |
| G | 80 and over |

# DISABLED

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code (Y/N), which indicates whether an employee meets the definition of disabled.

**Data Classification:** Category 4

**Source:**  PS_DISABILITY.DISABLED

**Valid Values:**

| Value | Value Description |
|---|---|
| Y | Yes, disability reported |
| N | No, no disability indicated |

# DISABLED_VET

**Data Type:** Text

**Size:** 1

**Definition:** A one-character code (Y/N), which indicates if the employee is a disabled veteran.

**Data Classification:** Category 4

**Source:**  PS_CTC_EMPLOYEES_VW.MILITARY_STATUS

**Valid Values:**

| Value | Value Description |
|---|---|
| Y | Yes, disability and veteran status reported |
| N | No, no disability indicated |

# GENDER

**Data Type:** Text

**Size:** 1

**Definition:**  A one-character field identifying gender collected at time of employment

**Data Classification:** Category 3

**Source:**  PS_PERS_DATA_EFFDT.SEX

**Valid Values:**

| Warehouse Value | PeopleSoft Value | Value Description |
|---|---|---|
| M | M | Male |
| F | F | Female |
| X | X | Not Exclusively Male or Female |
| Null | U | Unknown/Not Reported |

# HIGHEST_EDUC_LVL

Data Type: Text

Size: 1

Definition:  Indicates the highest educational level of the employee.

Data Classification: Category 3

Source:  PS_PERS_DATA_EFFDT.HIGHEST_EDUC_LVL

Valid Values:

| Value | Value Description |
|---|---|
| A | Not Indicated |
| B | Less Than HS Graduate |
| C | HS Graduate or Equivalent |
| D | Some College |
| E | Technical School |
| F | 2-Year College Degree |
| G | Bachelor's Level Degree |
| H | Some Graduate School |
| I | Master's Level Degree |
| J | Doctorate (Academic) |
| K | Doctorate (Professional) |
| X | Doctorate |
| NULL | No academic credentials |

# MILITARY_STATUS

**Data Type:** Text

**Size:** 1

**Definition:** A two-character educational level of the employee.

**Data Classification:** Category 3

**Source:** PS_PERS_DATA_USA.MILITARY_STATUS

**Valid Values:**

| Value | Value Description |
|-------|-------------------|
| 1 | Not indicated |
| 2 | No Military Service |
| 3 | Veteran of the Vietnam Era |
| 4 | Other Protected Veteran |
| 5 | Active Reserve |
| 6 | Inactive Reserve |
| 7 | Retired Military |
| 8 | Veteran (VA Ineligible) |
| 9 | Vietnam & Other Protected Vet |
| A | Armed Forces Service Medal Vet |
| B | Pre-Vietnam Era Veteran |
| N | Not a Vietnam Era Veteran |
| O | Service Medal & Other Vet |
| P | Post-Vietnam Era Veteran |
| V | Vietnam Era Veteran |
| X | Not a Veteran |

# NAME

**Data Type:** Text

**Size:** 50

**Definition:** The full name of the employee in last name, first name middle initial format.

**Data Classification:** Category 2

**Source:** PS_NAMES.NAME

# FIRST_NAME

**Data Type:** Text

**Size:** 30

**Definition:** The first name of the employee.

**Data Classification:** Category 2

**Source:** PS_NAMES.FIRST_NAME

# LAST_NAME

**Data Type:** Text

**Size:** 30

**Definition:** The last name of the employee.

**Data Classification:** Category 2

**Source:** PS_NAMES.LAST_NAME

# MIDDLE_NAME

**Data Type:** Text

**Size:** 30

**Definition:** The middle name of the employee.

**Data Classification:** Category 2

**Source:** PS_NAMES.MIDDLE_NAME

**Valid Values:** This includes as much of the full middle name as is available. Periods or other punctuation are not included.

# NAME_SUFFIX

**Data Type:** Text

**Size:** 15

**Definition:** The name suffix for the employee.

**Data Classification:** Category 2

**Source:** PS_NAMES.NAME_SUFFIX

**Valid Values:** Currently, "JR", "2ND", "3RD", "4TH" are allowed. Other values are translated as appropriate. PeopleSoft does not follow this protocol.

# TENURE_STATUS

**Data Type:** Text

**Size:** 3

**Definition:** This code indicates the tenure status of full-time faculty.

**Data Classification:** Category 3

**Source:** PS_EG_TENURE_DATA.TENURE_STATUS

**Valid Values:**

| Value | Value Description |
|-------|-------------------|
| TEN | Tenure |
| NOT | Non-Tenure Not On Track |
| NTK | Non-Tenure On Track |
| NA | Not applicable |
| OTH | Other |

## RETIREMENT_PLAN

**Data Type:** Text

**Size:** 6

**Definition:** Plan code for retirement plan employee is enrolled in.

**Data Classification:** Category 3

**Source:** PS_RTRMNT_PLAN.BENEFIT_PLAN

**Valid Values:** Appendix B: Retirement Plan

## LEGACY_YRQ

**Data Type:** Text

**Size:** 4

**Definition:** The concatenation of LEGACY_YEAR and LEGACY_QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

**Data Classification:** Category 2

**Legacy Source:** SMIS.MIS-STU-D.YRQ

**Source:** CS.STRM converted to the legacy YS-YRQ code.

## DISTRICT

**Data Type:** Text

**Size:** 2

**Definition:** District Code. This is the two-digit code for the community or technical college district

**Data Classification:** Category 2

**Source:** Digits 3 and 4 of INSTITUTION or BUSINESS_UNIT

## INSTITUTION

**Data Type:** VARCHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** Category 2

**Source:** CS. TERM_TBL

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE_MASTER

## BENEFITS_ELIGIBLE

**Data Type:** Text

**Size:** 1

**Definition:** A Yes or No indicator that the Part-Time Faculty member is eligible for health benefits.

**Data Classification:** Category 3

**Source:** HCM.HEALTH_BENEFIT.COVERAGE_ELECT = E or W

# BENEFITS_RECEIVED

**Data Type:** Text

**Size:** 1

**Definition:** A Yes or No indicator that the Part-Time Faculty member receives health benefits.

**Data Classification:** [Category 3](#)

**Source:** HCM.HEALTH_BENEFIT.COVERAGE_ELECT = E

# SSN_ID

**Data Type:** Number

**Size:** Integer

**Definition:** A data warehouse key that gives each employee a unique value. This field is used for security purposes to replace the SSN for legacy records, but also to provide a single unique identifier across Legacy and PeopleSoft systems. An employee that existed in both Legacy and PeopleSoft records will be given the same SSN_ID value in all records assuming the same SSN was reported for the individual.

**Data Classification:** [Category 3](#)

**Source:** Securables.WAREHOUSE.SSN_KEY.ID

# JOB_CODE

## Table Description

Job description by Job Code, Institution, Year and Quarter.

## Data Elements

### EMPLID (PK)

**Data Type:** Text

**Size:** 11

**Definition:** Employee identification number

**Data Classification:** Category 3

**Source:** PS_JOB.EMPLID

### COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT without the leading "WA"

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE4RPT

### STRM (PK)

**Data Type:** Text

**Size:** 4

**Definition:** A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

**Data Classification:** Category 2

**Source:** Derived from effective dates of the PS_JOB table records.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# JOB_CODE (PK)

**Data Type:** Text

**Size:** 15

**Definition:**  identifies the employee's job.  The field concatenates the six-digit job code and the department code separated by a hyphen.  The concatenation was required because an employee may have similar jobs in multiple departments with different funding sources.

**Data Classification:** Category 2

**Source:** PS_JOB.JOBCODE + "-" + PS_JOB.DEPTID

**Lookup/Crosswalk:** PERSONNELDW.JOB_CODE

# JOB_TITLE

**Data Type:** Text

**Size:** 30

**Definition:**  Full description of this job code.

**Data Classification:** Category 2

**Source:** PS_JOBCODE_TBL.DESCR

# INSTITUTION

**Data Type:** VARCHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** Category 2

**Source:** CS. TERM_TBL

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE_MASTER

# EMPLOYEE_RACE_ETHNICITY

## Table Description

Race and Ethnicity information for a given Employee.

## Data Elements

### EMPLID (PK)

**Data Type:** Text

**Size:** 11

**Definition:** Employee identification number

**Data Classification:** Category 3

**Source:** PS_JOB.EMPLID

### COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT without the leading "WA"

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE4RPT

### STRM (PK)

**Data Type**: Text

**Size**: 4

**Definition**: A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

**Data Classification:** Category 2

**Source:** Derived from effective dates of the PS_JOB table records.

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# ETHNIC_GROUP_CODE (PK)

**Data Type:** Text

**Size:** 8

**Definition:** The PeopleSoft full code for race/ethnic origin.

**Data Classification:** Category 3

**Source:** PS_ETHNIC_GRP_TBL.ETHNIC_GROUP_CD

# ETHNIC_GROUP

**Data Type:** Text

**Size:** 1

**Definition:**  A one-character code for race/ethnic origin.

**Data Classification:** Category 3

**Source:** PS_ETHNIC_GRP_TBL.ETHNIC_GROUP

**Valid Values:**

| Value | Value Description |
|-------|-------------------|
| 1 | White |
| 2 | Black |
| 3 | Hispanic |
| 4 | Asian |
| 5 | Native American |
| 6 | Not Specified |
| 7 | Hawaiian and other Pacific Islander |
| 0 | Other Race |

# HISPANIC_INDICATOR

**Data Type:** Text

**Size:** 1

**Definition:**  Indicates if this employee is Hispanic.

**Data Classification:** Category 3

**Source:** Calculated from PS_CTC_EMPLOYEES_VW.ETHNIC_GROUP

**Valid Values:** Y or N

# PRIMARY_RACE_ETH_INDICATOR

**Data Type:** Text

**Size:** 1

**Definition:** Indicates if this is the primary race/ethnicity as reported by the employee.

**Data Classification:** Category 3

**Source:** PS_DIVERS_ETHNIC.PRIMARY_INDICATOR

**Valid Values:** Y or N

# LEGACY_YEAR

**Data Type:** Text

**Size:** 3

**Definition:** A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived from STRM value.

**Examples of Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 990 | 1999-2000 |
| A01 | 2000-2001 |
| B01 | 2010-2011 |
| C01 | 2020-2021 |

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# LEGACY_QUARTER

**Data Type:** Text

**Size:** 1

**Definition:** A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Data Classification:** Category 2

**Source:** Derived from STRM value.

**Valid Values:**

| Values | Value Descriptions |
|--------|--------------------|
| 1 | Summer |
| 2 | Fall |
| 3 | Winter |
| 4 | Spring |

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.YRQ_CONVERT

# INSTITUTION

**Data Type:** VARCHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** Category 2

**Source:** PS_JOB.BUSINESS_UNIT

**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.COLLEGE_MASTER

# SSN_ID

**Data Type:** Number

**Size:** Integer

**Definition:**  A data warehouse key that gives each employee a unique value.  This field is used for security purposes to replace the SSN for legacy records, but also to provide a single unique identifier across Legacy and PeopleSoft systems.  An employee that existed in both Legacy and PeopleSoft records will be given the same SSN_ID value in all records.

**Data Classification:** Category 3

**Source:** Securables.WAREHOUSE.SSN_KEY.ID

# EMPLOYEE_TYPE

## Table Description

A lookup/reference table that provides the description of EMPLOYEE_TYPE and EXTENDED_EMPLOYEE_TYPE fields.

## Data Elements

### EXTENDED_EMPLOYEE_TYPE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** An extended employee type for the academic year, quarter and institution for an employee. This code incorporates the teaching indicator for faculty and derives administrative exempt for exempt employees with an EEO Job Group of 1.1.

**Data Classification:** Category 2

**Valid Values:**

| Employee Type | Extended Employee Type | Employee Type Extended Description | Criteria |
|---|---|---|---|
| FAC | FFT | Full-Time Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y |
| FAC | FFX | Full-Time Non-Teaching Faculty | EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N |
| EXP | ADM | Administrative Exempt | EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1 |
| EXP | EXP | Exempt Professional/Technical | EMPLOYEE_TYPE |
| CLA | CLA | Classified | EMPLOYEE_TYPE |
| PAR | PAR | Para-Professional | EMPLOYEE_TYPE |
| PTF | PFT | Part-Time Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y |
| PTF | PFX | Part-Time Non-Teaching Faculty | EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N |
| HRY | HRY | Hourly | EMPLOYEE_TYPE |
| STU | STU | Student | EMPLOYEE_TYPE |
| TRU | TRU | Trustee | EMPLOYEE_TYPE |
| VOL | VOL | Volunteer | EMPLOYEE_TYPE |

# EMPLOYEE_TYPE_EXTENDED_DESCRIPTION

**Data Type:** Text

**Size:** 30

**Definition:**  The description associated to the EXTENDED_EMPLOYEE_TYPE data element as described in the previous table.

# EMPLOYEE_TYPE

**Data Type:** Text

**Size:** 3

**Definition:**  Describes the employees position type such as Exempt, Classified or Faculty.

**Data Classification:** Category 2

**Valid Values:**

| EMPLOYEE_TYPE | Description |
|---|---|
| EXP | Exempt |
| CLA | Classified |
| FAC | Full-Time Faculty |
| PTF | Part-Time Faculty |
| PAR | Paraprofessional |
| HRY | Hourly |
| STU | Student |
| TRU | Trustee |
| VOL | Volunteer |

# EMPLOYEE_TYPE_DESCRIPTION

**Data Type:** Text

**Size:** 3

**Definition:**  The description associated to the PeopleSoft EMPLOYEE_TYPE data element as described in the previous table.

**Data Classification:** Category 2

# PRIORITIZATION

**Data Type:** Number

**Definition:** A prioritization schema that allows for the collapsing of employees who have more than one job (or extended_employee_type) into a single, prioritized categorization.

**Data Classification:** Category 2

**Valid Values:**

| Prioritization | Extended Employee Type | Description |
|----------------|------------------------|-------------|
| 1 | FFT | Full-Time Teaching Faculty |
| 2 | FFX | Full-Time Non-Teaching Faculty |
| 3 | ADM | Administrative Exempt |
| 4 | EXP | Exempt Professional/Technical |
| 6 | CLA | Classified |
| 7 | PFT | Part-Time Teaching Faculty |
| 8 | PFX | Part-Time Non-Teaching Faculty |
| 9 | PAR | Paraprofessional |
| 10 | HRY | Hourly |
| 11 | STU | Student |
| 12 | TRU | Trustee |
| 13 | VOL | Volunteer |

# Appendix A: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the Data Classification brief

| Category | Description |
|---|---|
| **Category 1** | **Public Information** SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies. |
| **Category 2** | **Sensitive Information** Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data. |
| **Category 3** | **Confidential Information** Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement. |
| **Category 4** | **Confidential Information requiring Special Handling** Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws. |

# Appendix B: Retirement Plan

| Value | Value Descriptions |
|-------|--------------------|
| A1 | SD TRS3 5% ANY AGE |
| A5 | IB TRS3 5% ANY AGE |
| B1 | SD TRS3 5% UP TO 35 |
| B2 | SD TRS3 6% 35-44 |
| B3 | SD TRS3 7.5% 45+ |
| B5 | IB TRS3 5% UP TO 35 |
| B6 | IB TRS3 6% 35-44 |
| B7 | IB TRS3 7.5% 45+ |
| C1 | SD TRS3 6% UP TO 35 |
| C2 | SD TRS3 7.5% 35-44 |
| C3 | SD TRS3 8.5% 45+ |
| C6 | IB TRS3 6% UP TO 35 |
| C7 | IB TRS3 7.5% 35-44 |
| C8 | IB TRS3 8.5% 45+ |
| D1 | SD TRS3 7% ANY AGE |
| D7 | IB TRS3 7% ANY AGE |
| E1 | IB TRS3 10% ANY AGE |
| E2 | SD TRS3 10% ANY AGE |
| F3 | IB TRS3 15% ANY AGE |
| F4 | SD TRS3 15% ANY AGE |
| G1 | SD PERS3 5% ANY AGE |
| G5 | IB PERS3 5% ANY AGE |
| H1 | SD PERS3 5% UP TO 35 |
| H2 | SD PERS3 6% 35-44 |
| H3 | SD PERS3 7.5% 45+ |
| H5 | IB PERS3 5% UP TO 35 |
| H6 | IB PERS3 6% 35-44 |
| H7 | IB PERS3 7.5% 45+ |
| I1 | SD PERS3 6% UP TO 35 |
| I2 | SD PERS3 7.5% 35-44 |
| I3 | SD PERS3 8.5% 45+ |
| I6 | IB PERS3 6% UP TO 35 |
| I7 | IB PERS3 7.5% 35-44 |
| I8 | IB PERS3 8.5% 45+ |
| J1 | SD PERS3 7% ANY AGE |
| J7 | IB PERS3 7% ANY AGE |
| K1 | IB PERS3 10% ANY AGE |

| Value | Value Descriptions |
|-------|-------------------|
| K2 | SD PERS3 10% ANY AGE |
| M3 | IB PERS3 15% ANY AGE |
| M4 | SD PERS3 15% ANY AGE |
| NE | NOT ELIGIBLE |
| P0 | RETIREES PERS |
| P1 | PERS1 |
| P2 | PERS2 |
| PW | PERS3 WAITING |
| T0 | RETIREES WAITING |
| T1 | TIAA/CREF 10% RED |
| T2 | TIAA/CREF 10% DED |
| T5 | TIAA/CREF 5% RED |
| T6 | TIAA/CREF 5% DED |
| T7 | TIAA/CREF 7.5% RED |
| T8 | TIAA/CREF 7.5% DED |
| TW | TIAA/CREF WAITING |
| W1 | WSTRS1 |
| W2 | WSTRS2 |
| WA | WAIVED |
| WW | WSTRS3 WAITING |
| Z1 | RETIREES LEOFF1 |
| Z2 | RETIREES LEOFF2 |