



# DATA DICTONARY

*PMIS 1.0*

## Revisions

Change reference	Date	Version
Annual review	10/16/19	1.0

## Contacts

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The Personnel Payroll Management System (PPMS) is a server based application used to facilitate the data collection of faculty and staff in the community and technical colleges in the state of Washington. Each quarter the colleges run their data through a program which translates the data into the Personnel Management Information System (PMIS).

The PMIS data is then sent as a quarterly extract by each of the community and technical colleges to the State Board for Community and Technical Colleges (SBCTC) during finals as per the MIS Reporting calendar. SBCTC then engineers the data to add reporting indicators. This information is subsequently made available to the community and technical colleges.

PPMS--data is used for federal reporting for the National Center for Educational Statistics (NCES) Integrated Postsecondary Education System (IPEDS)

PMIS--data system is used as a source for system and college level quarterly and annual aggregate reporting such as the Fall Quarterly Report and the Academic Report

This data dictionary is meant to assist users in identifying field: format, definition, and values of the **PMIS** system.

# EMPLOYEE

## Table Description

This table contains one record per employee per college for each academic year. It is used for institutional research and is derived from the PAYROLL, PROGRAM, and EMPYRQ tables using predetermined priorities for analysis purposes. The table is replaced each quarter with the most recent record that exists in the EMPYRQ Table. Data that usually does not change from quarter to quarter such as employee age, employee name, retirement plan, gender, or race are replaced with the most current data. Calculated data elements such as employee type priority, employee type indicator, fund source priority, fund source indicator, and instructional program prioritized are updated based on the priority schema for that data element using data from all of the quarters to date in that year. The SBCTC uses this table to look at employee status for the academic year. It is also the source of demographic data for quarterly and academic year reporting.

## Data Elements

### EMP\_ID (PK)

**Data Type:** Text

**Size:** 9

**Allow Null:** No

**Definition:** A nine-character identifier used to uniquely identify an employee. It is usually the social security number.

**Data Classification:** [Category 4](#)

## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit college or district code where the employee is working. PMIS includes codes for the SBCTC (890) and CIS (895).

**Data Classification:** [Category 2](#)

## YEAR (PK)

**Data Type:** Text

**Size:** 3

**Allow Null:** No

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

**Data Classification:** [Category 2](#)

**Examples of Valid Values:**

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

## AGE

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** An employee's age, this is calculated from the BIRTH\_YEAR data element. It is the employee's age based on the difference between their reported birth year and calendar year.

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

## AGE\_GROUP

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**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](#)



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

## BIRTH\_YEAR

Data Type: Text

Size: 2

Allow Null: Yes

**Definition:** A two digit birth year. It is used to compute age. The employee's complete birth date is not collected in the Data Warehouse.

Data Classification: [Category 3](#)

## CENSUS\_RACE

Data Type: Text

Size: 3

Allow Null: Yes

**Definition:** A three-character Census Race code. The codes correspond to standard categories used by the federal government in the Census.

Data Classification: [Category 3](#)

Crosswalk/Lookup: [Appendix D: Race/Ethnicity Crosswalk](#)

## CENSUS\_HISP

Data Type: Text

Size: 3

Allow Null: Yes

**Definition:** A three-character Census Hispanic code. The codes correspond to standard categories used by the federal government in the Census. If the Census Hispanic code is anything other than 999 or blank, the Ethnic Origin code is 4 (Hispanic).

Data Classification: [Category 3](#)

Crosswalk/Lookup: [Appendix D: Race/Ethnicity Crosswalk](#)

## DISABILITY

Data Type: Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A one-character code, which indicates whether an employee meets the Definition: of disabled.

**Data Classification:** [Category 4](#)

**Valid codes:**

Values	Value Descriptions
1	Ambulatory
2	Visual
3	Hearing Loss
4	Mental/Psychological
5	Multiple Disabilities
9	Other
Blank	No disability indicated

## DISTRICT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two-digit code for the community or technical college district. It is the first two characters of the college data element.

**Data Classification:** [Category 2](#)

## EDUC\_LVL

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

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

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

**Valid codes:**

Values	Value Descriptions
00	Not indicated
01	No academic credentials
02	Grade school
03	Some high school
04	High school diploma
05	Trade certificate
06	Some college
07	Associate Degree

Values	Value Descriptions
08	Bachelor's degree
09	Master's degree
10	Professional degree
11	Other doctorate
12	Ph.D.

## EMP\_TYPE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized employee type for the academic year for an employee (by college). This code is necessary because employees have more than one employee type during a year and because some full-time faculty is coded as part-time faculty when they teach in the summer.

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

**Source:** This is calculated from the Employee Type in the PROGRAM Table. For full-time faculty (Employee Type F in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 1 (Full-Time Teaching Faculty). Otherwise, the Employee Type Priority is 2 (Full-Time Non-Teaching Faculty). For part-time faculty (Employee Type P in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 6 (Part-Time Teaching Faculty). Otherwise, the Employee Type Priority is 7 (Part-Time Non-Teaching Faculty).

**Valid Codes:** If an employee has more than one Employee Type in the quarter, they are prioritized in the order listed below (1 being the highest priority).

Values	Value Descriptions
1	Full-Time Teaching Faculty
2	Full-Time Non-Teaching Faculty
3	Administrative Exempt
4	Exempt Professional/Technical
5	Classified
6	Part-Time Teaching Faculty
7	Part-Time Non-Teaching Faculty

## EMP\_TYPE\_IND

**Data Type:** Text

**Size:** 6

**Allow Null:** Yes

**Definition:** A six-digit code, which shows the employee types for employees (by college) in a quarter.

**Data Classification:** [Category 2](#)

**Source:** This is calculated from the Employee Type data element in the PROGRAM Table. It is an on/off indicator, with a 1 for yes the employee was this type during the quarter, and a 0 for no the employee was not this type during the quarter. For example, full-time faculty coded as part time in summer quarter would be coded as 100010. A part-time faculty person in fall who is hired as full-time in spring quarter (at the same college) would have the same code (100010).

- Byte 1 Full Time Faculty
- Byte 2 Administrative Exempt
- Byte 3 Exempt Professional/Technical
- Byte 4 Classified
- Byte 5 Part-time Faculty
- Byte 8 Other

## EMP\_YEAR

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two-digit first year of employment for the employee at a college. Note: Do not use prior to year 1996-97.

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

## ETH\_ORIG

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

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

**Source:** Derived from Census Race and Census Hispanic codes at time of entry.

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

**History:** Prior to 1991, "Other" was used at some colleges rather than "Unknown". Effective Fall 1991, ethnic origin is derived from Census Race and Census Hispanic codes. Prior to that time, colleges directly input the ethnic origin code.

**Crosswalk/Lookup:** [Appendix D: Race/Ethnicity Crosswalk](#)

## EXP\_TEACHING\_SYS

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** A number of years an employee has been teaching in the community and technical college system regardless of employee type or employment status.

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

**Source:** Calculated from the number of YRQs teaching faculty appear in the DW CLASS Table.

## EXP\_CC(do not use)

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** Experience in the community college system. A number of years an employee has been teaching in the community college system from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## EXP\_OUTSIDE (do not use)

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** Experience outside of the community college system. A number of years an employee has been teaching outside of the community college system from the college Professional Development History Screen.

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

**Examples of use:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## FUND\_SOURCE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized fund source for the activity of each employee. It is based on the employee's Program Activity code, which is created from the account code. If an employee's contract(s) includes state supported and contracted supported effort, that employee is considered state. If an employee's contract(s) includes contract supported and community service/student funded effort, that employee is considered contract.

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

**Source:** Derived during quarterly MIS reporting to SBCTC.

**Valid Codes:**

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

**Examples of Use:** This data element is used for enrollment reporting, Worker Retraining reporting, OFM reporting, Distance Education reporting, Race and Hispanic origin enrollment reporting,

University of Washington Mobility report, Transfer Between Colleges pivot tables, and Very Recent High School Grad report.

## FUND\_SOURCE\_IND

**Data Type:** Text

**Size:** 3

**Allow Null:** Yes

**Definition:** A three-digit field, which shows the types of funding source priority. It is an on/off indicator, 1 indicating, yes the employee had this funding source in at least one quarter of the year, and 0, no the employee never had this funding source. For example, if a faculty member is teaching state and contract classes, the fund source indicator would be 110.

- Byte 1 State Supported
- Byte 2 Contract Funded
- Byte 3 Student Funded/Community Service

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

**Valid Values:**

Values	Value Descriptions
1	Yes
0	No

## INSTR\_PROGRAM\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized instructional program for an employee teaching in the community and technical college system (by college). It is created from the INSTR\_PROGRAM\_PRIORITY code in the EMPYRQ Table. This code was created because a faculty member may teach in more than one program area during the year, or even during the quarter at a particular college. A prioritization for the academic year of the quarterly codes listed below.

For example, if an employee has an instructional program of J (100 Level Math) in Summer Quarter, an instructional program of K (Other Math and Statistics) in Fall Quarter, an instructional program of K (Other Math and

Statistics) in Winter Quarter, and an instructional program of N (Natural and Physical Science) in Spring Quarter, that employee's instructional program prioritized will be J because it is the first record that appears (the MIN) in the list of codes.

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

**Valid Codes:**

Values	Value Descriptions
A	ABE, Workplace Basics
B	Business/Accounting/DP/Secretarial
C	English Composition (including vocational English)
D	Developmental English

Values	Value Descriptions
E	English as a Second Language
F	Service Occupations
G	GED and High School Completion
H	Health Sciences
I	Developmental Math
J	100 Level Math (including vocational Math)
K	Other Math and Statistics
L	Humanities other than English composition
M	Mechanics and Engineering
N	Natural and Physical Science
O	Other (PE, Career Awareness, Parent Education)
S	Social Science

## MILITARY\_STAT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** The two character code for an employee's military status.

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

**Valid Codes:**

Values	Value Descriptions
CV	Campaign Veteran
DC	Disable Campaign
VV	Vietnam Veteran
OV	Other Veteran
SV	Spouse of Deceased Veteran
DV	Disabled Veteran, Vietnam Era
DO	Disabled Veteran, Other Era
NI	Not Indicated
Blank	Not indicated

## NAME

**Data Type:** Text

**Size:** 50

**Allow Null:** Yes

**Definition:** Employee Name. The employee name.

**Data Classification:** [Category 2](#)

## NUM\_COLLEGES

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** A count of the number of colleges where an employee worked during a single quarter during the year.

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

**Source:** In this table, A most current quarter record from the EMPYRQ Table. It is used to find out who our “freeway fliers” are.

## PDU\_CURRENT(do not use)

**Data Type:** Decimal

**Precision:** 4

**Scale:** 1

**Allow Null:** Yes

**Definition:** A number of professional development units for an employee from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## PDU\_PREV(do not use)

**Data Type:** Decimal

**Precision:** 4

**Scale:** 1

**Allow Null:** Yes

**Definition:** A number of professional development units for an employee prior to the current number of professional development units from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## RETIRE\_PLAN

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** An employee’s retirement plan.

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

**Crosswalk/Lookup:** [Appendix C: Retirement Plan](#)



## SEX

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A one-character field identifying gender.

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

**Source:** Collected at time of employment

**Valid Codes:**

Values	Value Descriptions
M	Male
F	Female
Blank	Not reported

## TENURE\_STAT

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

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

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

**Valid codes:**

Values	Value Descriptions
T	Tenure
P	Tenure Track
D	Deferred
R	Term
S	Special
I	Instructional Support
Blank	Tenure status does not apply

# EMPYRQ

## Table Description

One record per employee per college per quarter in an academic year. An employee will have records in this table for every quarter employed. The SBCTC uses this table to look at an employee's status during a specific quarter.

# Data Elements

## EMP\_ID (PK)

**Data Type:** Text

**Size:** 9

**Allow Null:** No

**Definition:** A nine-character identifier used to uniquely identify an employee. It is usually the social security number.

**Data Classification:** [Category 4](#)

## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit college or district code where the employee is working. PMIS includes codes for the SBCTC (890) and CIS (895).

**Data Classification:** [Category 2](#)

## YEAR (PK)

**Data Type:** Text

**Size:** 3

**Allow Null:** No

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

**Data Classification:** [Category 2](#)

**Examples of Valid Values:**

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

## QUARTER (PK)

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** A one digit field for the employee quarter within the academic year.

**Data Classification:** [Category 2](#)

**Valid Values:**

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

## AGE

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** An employee's age, this is calculated from the BIRTH\_YEAR data element. It is the employee's age based on the difference between their reported birth year and calendar year.

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

## AGE\_GROUP

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**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](#)

**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

## BENEFITS\_ELIG

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A one-digit field, which shows whether a part-time faculty member received health benefits during a particular quarter. Part-time faculty must be employed 50% or more for two consecutive quarters to be eligible for health benefits. This is not coded for other staff because full-

time staff receives benefits, as well as all part-time staff employed for 6 months for 50% or more of the time.

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

**Valid Values:**

Values	Value Descriptions
Y	Yes
N	No
Blank	No

## BIRTH\_YEAR

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two digit birth year. It is used to compute age. The employee's complete birth date is not collected in the Data Warehouse.

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

## CENSUS\_RACE

**Data Type:** Text

**Size:** 3

**Allow Null:** Yes

**Definition:** A three-character Census Race code. The codes correspond to standard categories used by the federal government in the Census.

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

**Crosswalk/Lookup:** [Appendix D: Race/Ethnicity Crosswalk](#)

## CENSUS\_HISP

**Data Type:** Text

**Size:** 3

**Allow Null:** Yes

**Definition:** A three-character Census Hispanic code. The codes correspond to standard categories used by the federal government in the Census. If the Census Hispanic code is anything other than 999 or blank, the Ethnic Origin code is 4 (Hispanic).

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

**Crosswalk/Lookup:** [Appendix D: Race/Ethnicity Crosswalk](#)

## CR\_STATE

**Data Type:** Decimal

**Precision:** 4

**Scale:** 1

**Allow Null:** Yes

**Definition:** A number of credits an instructor is teaching that are state supported. It is calculated from the CLASS Table. A faculty member may be paid as state supported and generate no state credits, or may generate state credits but not be paid as state supported.

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

## DISABILITY

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A one-character code, which indicates whether an employee meets the Definition: of disabled.

**Data Classification:** [Category 4](#)

**Valid codes:**

Values	Value Descriptions
1	Ambulatory
2	Visual
3	Hearing Loss
4	Mental/Psychological
5	Multiple Disabilities
9	Other
Blank	No disability indicated

## DISTRICT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two-digit code for the community or technical college district. It is the first two characters of the college data element.

**Data Classification:** [Category 2](#)

## EDUC\_LVL

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

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

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

Valid codes:

Values	Value Descriptions
00	Not indicated
01	No academic credentials
02	Grade school
03	Some high school
04	High school diploma
05	Trade certificate
06	Some college
07	Associate Degree
08	Bachelor's degree
09	Master's degree
10	Professional degree
11	Other doctorate
12	Ph.D.

## EMP\_STAT\_PMIS

Data Type: Text

Size: 1

Allow Null: Yes

Definition: An employment status for the employees reported in PMIS (by college).

Data Classification: [Category 3](#)

Valid Codes:

Values	Value Descriptions
1	Full-Time
3	Part-Time
7	Sabbatical
8	Sick Leave

## EMP\_STAT\_CLASS

Data Type: Text

Size: 1

Allow Null: Yes

Definition: An employment status of instructional employees in the CLASS Table. For employees with only one employment status, this is reported. For employees with multiple contracts, it is the employment status with the lowest number (the minimum).

Data Classification: [Category 3](#)

Valid Codes:

Values	Value Descriptions
1	Full-Time

Values	Value Descriptions
2	Moonlight
3	Part-Time
5	Contracted Out
6	Volunteer

## EMP\_TYPE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized employee type for the academic year for an employee (by college). This code is necessary because employees have more than one employee type during a year and because some full-time faculty is coded as part-time faculty when they teach in the summer.

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

**Source:** This is calculated from the Employee Type in the PROGRAM Table. For full-time faculty (Employee Type F in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 1 (Full-Time Teaching Faculty). Otherwise, the Employee Type Priority is 2 (Full-Time Non-Teaching Faculty). For part-time faculty (Employee Type P in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 6 (Part-Time Teaching Faculty). Otherwise, the Employee Type Priority is 7 (Part-Time Non-Teaching Faculty).

**Valid Codes:** If an employee has more than one Employee Type in the quarter, they are prioritized in the order listed below (1 being the highest priority).

Values	Value Descriptions
1	Full-Time Teaching Faculty
2	Full-Time Non-Teaching Faculty
3	Administrative Exempt
4	Exempt Professional/Technical
5	Classified
6	Part-Time Teaching Faculty
7	Part-Time Non-Teaching Faculty

## EMP\_TYPE\_IND

**Data Type:** Text

**Size:** 6

**Allow Null:** Yes

**Definition:** A six-digit code, which shows the employee types for employees (by college) in a quarter.

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

**Source:** This is calculated from the Employee Type data element in the PROGRAM Table. It is an on/off indicator, with a 1 for yes, the employee was this type during the quarter, and a 0 for no, the employee was not this type during the quarter. For example, full-time faculty coded as part time in

summer quarter would be coded as 100010. A part-time faculty person in fall who is hired as full-time in spring quarter (at the same college) would have the same code (100010).

- Byte 1 Full Time Faculty
- Byte 2 Administrative Exempt
- Byte 3 Exempt Professional/Technical
- Byte 4 Classified
- Byte 5 Part-time Faculty
- Byte 8 Other

## EMP\_YEAR

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two-digit first year of employment for the employee at a college. Note: Do not use prior to year 1996-97.

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

## ETH\_ORIG

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

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

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

**Source:** Derived from Census Race and Census Hispanic codes at time of entry.

**History:** Prior to 1991, "Other" was used at some colleges rather than "Unknown". Effective Fall 1991, ethnic origin is derived from Census Race and Census Hispanic codes. Prior to that time, colleges directly input the ethnic origin code.

**Crosswalk/Lookup:** [Appendix D: Race/Ethnicity Crosswalk](#)

## EXP\_CC(do not use)

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** A number of years an employee has been teaching in the community college system from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.



## EXP\_OUTSIDE(do not use)

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** A number of years an employee has been teaching outside of the community college system from the college Professional Development History Screen.

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

**Examples of use:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## FTE\_PMIS

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total full-time equivalent (FTE) for an employee reported in PMIS based on the sum of FTEs in all contracts for that employee at that college during that quarter.

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

## FTE\_SMIS

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total full-time equivalent (FTE) for an employee reported in the CLASS Table.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee.

## FTE\_STATE

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total state supported full-time equivalent (FTE) for an employee reported in the CLASS Table.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data

Warehouse and summing the FTEF for each employee having a funding source of 1 (State Supported) in the CLASS Table.

## FTE\_CONTRACT

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total contract supported full-time equivalent (FTE) for an employee reported in the CLASS Table.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 2 (Contract Supported) in the CLASS Table.

## FTE\_STUDENT

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total student supported (or community service) full-time equivalent (FTE) for an employee reported in the CLASS Table.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 3 (Student Supported) in the CLASS Table.

## FTE\_STATE\_DAY

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total state supported full-time equivalent (FTE) for an employee reported in the CLASS Table teaching day classes.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 1 (State Supported) in the CLASS Table, and a time/location code of 1,3,5,7, or 9 (day).

## FTE\_STATE\_EVE

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total state supported full-time equivalent (FTE) for an employee reported in the CLASS Table teaching evening classes.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 1 (State Supported) in the CLASS Table, and a time/location code of 2,4,6,8, or 0 (evening).

## FTE\_STATE\_ON\_CAMPUS

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total state supported full-time equivalent (FTE) for an employee reported in the CLASS Table teaching classes on campus.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 1 (State Supported) in the CLASS Table, and a time/location code of 1 or 2 (on-campus).

## FTE\_STATE\_OFF\_CAMPUS

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total state supported full-time equivalent (FTE) for an employee reported in the CLASS Table teaching classes off campus.

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

**Source:** It is calculated by matching the PMIS EMPYRQ Table with the CLASS Table in the data Warehouse and summing the FTEF for each employee having a funding source of 1 (State Supported) in the CLASS Table, and a time/location code of 3,4,5,6,7,8,9, or 0 (off-campus).

## FUND\_SOURCE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized fund source for the activity of each employee. It is based on the employee's Program Activity code, which is created from the account code. If an employee's contract(s) includes state supported and contracted supported effort, that employee is considered state. If an employee's contract(s) includes contract supported and community service/student funded effort, that employee is considered contract.

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

**Source:** Derived during quarterly MIS reporting to SBCTC.

**Valid Codes:**

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

**Examples of Use:** This data element is used for enrollment reporting, Worker Retraining reporting, OFM reporting, Distance Education reporting, Race and Hispanic origin enrollment reporting, University of Washington Mobility report, Transfer Between Colleges pivot tables, and Very Recent High School Grad report.

## FUND\_SOURCE\_IND

**Data Type:** Text

**Size:** 3

**Allow Null:** Yes

**Definition:** A three-digit field, which shows the types of funding source priority. It is an on/off indicator, 1 indicating, yes the employee had this funding source in at least one quarter of the year, and 0, no the employee never had this funding source. For example, if a faculty member is teaching state and contract classes, the fund source indicator would be 110.

- Byte 1 State Supported
- Byte 2 Contract Funded
- Byte 3 Student Funded/Community Service

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

**Valid Values:**

Values	Value Descriptions
1	Yes
0	No

## INSTR\_PROGRAM

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** Instructional Program.. A prioritized instructional program for an employee teaching in the community and technical college system (by college). It is created from the INSTR\_PROGRAM\_PRIORITY code in the EMPYRQ Table. This code was created because a faculty member may teach in more than one program area during the year, or even during the quarter at a particular college. A prioritization for the academic year of the quarterly codes listed below.

For example, if an employee has an instructional program of J (100 Level Math) in Summer Quarter, an instructional program of K (Other Math and Statistics) in Fall Quarter, an instructional program of K (Other Math and Statistics) in Winter Quarter, and an instructional program of N (Natural and Physical Science) in Spring Quarter, that employee's instructional program prioritized will be J because it is the first record that appears (the MIN) in the list of codes.

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

**Valid Codes:**

Values	Value Descriptions
A	ABE, Workplace Basics
B	Business/Accounting/DP/Secretarial
C	English Composition (including vocational English)
D	Developmental English
E	English as a Second Language
F	Service Occupations
G	GED and High School Completion
H	Health Sciences
I	Developmental Math
J	100 Level Math (including vocational Math)
K	Other Math and Statistics
L	Humanities other than English composition
M	Mechanics and Engineering
N	Natural and Physical Science
O	Other (PE, Career Awareness, Parent Education)
S	Social Science

## MILITARY\_STAT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** The two character code for an employee's military status.

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

**Valid Codes:**

Values	Value Descriptions
CV	Campaign Veteran
DC	Disable Campaign
VV	Vietnam Veteran

Values	Value Descriptions
OV	Other Veteran
SV	Spouse of Deceased Veteran
DV	Disabled Veteran, Vietnam Era
DO	Disabled Veteran, Other Era
NI	Not Indicated
Blank	Not indicated

## NAME

**Data Type:** Text

**Size:** 50

**Allow Null:** Yes

**Definition:** The employee name.

## NUM\_COLLEGES

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**Definition:** A count of the number of colleges where an employee worked during a single quarter during the year from the most current quarter record from the EMPYRQ Table. Used to find out who our “freeway fliers” are.

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

## PDU\_CURRENT (do not use)

**Data Type:** Decimal

**Precision:** 4

**Scale:** 1

**Allow Null:** Yes

**Definition:** A number of professional development units for an employee from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey.

## PDU\_PREV(do not use)

**Data Type:** Decimal

**Precision:** 4

**Scale:** 1

**Allow Null:** Yes

**Definition:** A number of professional development units for an employee prior to the current number of professional development units from the college Professional Development History Screen.

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

**History:** Prior to 1993, it was required by the SBCTC for the Target Salary Survey. This has not been required since 1993.

## RETIRE\_PLAN

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** Employee's retirement plan.

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

**Crosswalk/Lookup:** [Appendix C: Retirement Plan](#)

## SEX

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

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

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

**Valid Codes:**

Values	Value Descriptions
M	Male
F	Female
Blank	Not reported

## TENURE\_STAT

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

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

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

**Valid codes:**

Values	Value Descriptions
T	Tenure
P	Tenure Track
D	Deferred
R	Term

Values	Value Descriptions
S	Special
I	Instructional Support
Blank	Tenure status does not apply

## YRQ

**Data Type:** Text

**Size:** 4

**Allow Null:** Yes

**Definition:** Concatenation of the year and quarter of the record. The first three characters are the year, and the last character is the quarter.

**Data Classification:** [Category 2](#)

**Examples of Valid Values:** For additional information, see data elements YEAR and QUARTER

YRQ	Year	Quarter
9341	1993-94	1 - summer
A012	2001-12	2 - fall
B893	2018-19	3 - winter
C014	2020-21	4 - spring

# PAYROLL

## Table Description

One record per employee per college per quarter per employee type per job class. If an employee is more than one employee type, there will be multiple records for that employee at that college. FTE and salary information are summed at this level regardless of the program activity code in the PROGRAM Table. The SBCTC uses this table to look at payroll related information regardless of fund source (Program Activity Code).

## Data Elements

### EMP\_ID (PK)

**Data Type:** Text

**Size:** 9

**Allow Null:** No

**Definition:** A nine-character identifier used to uniquely identify an employee. It is usually the social security number.

**Data Classification:** [Category 4](#)



## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit college or district code where the employee is working. PMIS includes codes for the SBCTC (890) and CIS (895).

**Data Classification:** [Category 2](#)

## YEAR

**Data Type:** Text

**Size:** 3

**Allow Null:** No

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

**Data Classification:** [Category 2](#)

**Examples of Valid Values:**

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

## QUARTER

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** A one digit field for the employee quarter within the academic year.

**Data Classification:** [Category 2](#)

**Valid Values:**

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

## EMP\_TYPE

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** A employee type for the employee's activity (or contract) from PMIS.

Data Classification: [Category 3](#)

Valid Values:

Values	Value Descriptions
C	Classified
E	Exempt
F	Full-Time Faculty
P	Part-Time Faculty
L	Para-Professional

## EMPL\_STAT

Data Type: Text

Size: 1

Allow Null: No

**Definition:** An employment status for the employee's activity (or contract) from PMIS. There should be no employment status codes of 7 or 8 in this table because only employees with actual activity are reported here.

Data Classification: [Category 3](#)

Valid Codes:

Values	Value Descriptions
1	Full-Time
3	Part-Time
7	Sabbatical
8	Sick Leave

## JOB\_CLASS

Data Type: Text

Size: 6

Allow Null: No

**Definition:** A college assigned job class associated with an employee's activity in PMIS. For classified employees, this is their actual job class. For all other employees, the college assigns job class codes.

Data Classification: [Category 2](#)

## ADMIN\_FUNC

Data Type: Text

Size: 2

Allow Null: Yes

**Definition:** A two character administrative function code associated with an exempt employee's activity (in PMIS dataset Job-Class-M).

Data Classification: [Category 2](#)

Crosswalk/Lookup: [Appendix B: Administrative Function](#)

## PAY\_RANGE

**Data Type:** Text

**Size:** 4

**Allow Null:** Yes

**Definition:** A college assigned salary pay range associated with an employee.

**Data Classification:** [Category 2](#)

## CON\_UNIT

**Data Type:** Number

**Size:** Long Integer

**Allow Null:** Yes

**Definition:** A number of work days for faculty or exempt employee contracts, excluding vacation or holiday time. It is not coded for classified employees. The contract units convert to types of contracts as follows:

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

**Examples of Units and Types of Contracts:**

Units	Type of Contract
160-185 days	9 month
186-205 days	10 month
206-224 days	11 month
225 days and up	12 month

## DISTRICT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two-digit code for the community or technical college district. It is the first two characters of the college data element.

**Data Classification:** [Category 2](#)

## EEO\_CAT

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A grouping of employees by the category of work assignment from the Job-Class-M dataset in PMIS. The SBCTC generally does not use this code, as codes can vary from Employee Type.

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

**Source:** It is used for IPEDS staff and EEOC reporting to the federal government.

**Valid Codes:**

Values	Value Descriptions
1	Executive, Administrative, Managerial
2	Faculty (instructional research)
3	Instructional Research Assistant
4	Professional, Non-Faculty
5	Technical and Paraprofessional
6	Clerical and Secretarial
7	Skilled Crafts
8	Service/Maintenance

## EMP\_TYPE\_CAT

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A code, which separates the Exempt Administrative employees from the Exempt Professional/Technical employees. For Exempt Administrative employees, the code is A. For Exempt Professional/Technical Employees, the code is E. For all other employees, this is their employee type.

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

**Source:** It is calculated in the re-engineering of PMIS at the SBCTC

**Valid Codes:**

Values	Value Descriptions
A	Administrative Exempt
C	Classified
E	Exempt Professional/Technical
F	Full-Time Faculty
L	Paraprofessional
O	Para-Professional
P	Part-Time Faculty

## EMP\_TYPE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized employee type for the academic year for an employee (by college). This code is necessary because employees have more than one employee type during a year and because some full-time faculty is coded as part-time faculty when they teach in the summer.

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

**Source:** This is calculated from the Employee Type in the PROGRAM Table. For full-time faculty (Employee Type F in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 1 (Full-Time Teaching Faculty). Otherwise, the Employee Type Priority

is 2 (Full-Time Non-Teaching Faculty). For part-time faculty (Employee Type P in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 6 (Part-Time Teaching Faculty). Otherwise, the Employee Type Priority is 7 (Part-Time Non-Teaching Faculty).

**Valid Codes:** If an employee has more than one Employee Type in the quarter, they are prioritized in the order listed below (1 being the highest priority).

Values	Value Descriptions
1	Full-Time Teaching Faculty
2	Full-Time Non-Teaching Faculty
3	Administrative Exempt
4	Exempt Professional/Technical
5	Classified
6	Part-Time Teaching Faculty
7	Part-Time Non-Teaching Faculty

## FTE\_MOONLIGHT

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total of the FTES (full-time equivalent) full-time faculty and exempt employees, which are over and above an employee's regular assignment.

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

## FTE\_REGULAR

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total FTES (full-time equivalent) for full-time faculty, part-time faculty, classified, and exempt employees that are part of their regular assignment.

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

## FTE\_TOTAL

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** A total of the FTES (full-time equivalent) for full-time faculty and exempt employees (including their moonlight assignment FTES). The total for part-time faculty and classified employees is the same as FTE\_REGULAR (no moonlight assignment).

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

## FUND\_SOURCE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A fund source for the activity (or contract) of each employee. It is based on the employee's program activity code.

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

**Valid Codes:**

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

## FUND\_SOURCE\_IND

**Data Type:** Text

**Size:** 3

**Allow Null:** Yes

**Definition:** A three digit field, which shows the type of funding source priority for an employee activity (or contract). It is an on/off indicator, 1 indicating, yes the employee had this funding source during the quarter, and 0, no the employee did not have this type of funding source during the quarter. The schema for the data element is as follows:

- Byte 1 State Supported
- Byte 2 Contract Funded
- Byte 3 Student Funded/Community Service

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

**Valid Values:**

Values	Value Descriptions
1	Yes
0	No

## INCREM\_MO

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** An increment month, or when an employee receives the next salary step increase. The codes are the month codes in the format (1-12).

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

## JOB\_CLASS\_DATE

**Data Type:** Text

**Size:** 8

**Allow Null:** Yes

**Definition:** A date that an employee was assigned to a particular job. The format is YYYYMMDD.

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

## JOB\_TERM

**Data Type:** Number

**Size:** Integer

**Allow Null:** Yes

**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](#)

## JOB\_TYPE

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A code assigned to each employee activity (or contract) used to describe the type of job it is.

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

**Valid Codes:**

Values	Value Descriptions
01	Permanent
02	Probationary (Classified)
03	Trial Service (Classified)
04	Provisional (seldom used)
05	Emergency (seldom used)
06	Temporary (includes part-time faculty)
07	Seasonal (like grounds keepers who work in the spring)
08	Intermittent (seldom used)
09	Courtesy (seldom used)
10	Acting (like acting president)
11	Replacement (replacement for staff on leave other than faculty on sabbatical)

Values	Value Descriptions
12	Sabbatical Replacement (replacement for faculty on sabbatical)
13	Project
14	Interim
15	Business Unit Employee
16	Project Employment
17	In-training
18	Correction Facility
19	Transition Period
20	Development Assignment

## SAL\_ADJ\_MONTHLY

**Data Type:** Text

**Size:** 255

**Allow Null:** Yes

**Definition:**

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

## SAL\_REGULAR

**Data Type:** Text

**Size:** 255

**Allow Null:** Yes

**Definition:** A salary for full-time faculty and exempt employees that is part of the regular assignment (a yearly salary). Also, it is the salary that is part of the regular assignment for full-time quarterly faculty, part-time faculty, (a quarterly salary) and classified employees (a monthly salary).

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

## SAL\_MOONLIGHT

**Data Type:** Text

**Size:** 255

**Allow Null:** Yes

**Definition:** A portion of full-time faculty or exempt employee salary that is over and above their regular assignment.

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

## STEP

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes



**Definition:** For classified employees, the step that they fall into in the salary pay range for their position.

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

## YRQ

**Data Type:** Text

**Size:** 4

**Allow Null:** Yes

**Definition:** Concatenation of the year and quarter of the record. The first three characters are the year, and the last character is the quarter.

**Data Classification:** [Category 2](#)

**Examples of Valid Values:** For additional information, see data elements YEAR and QUARTER

YRQ	Year	Quarter
9341	1993-94	1 - summer
A012	2001-12	2 - fall
B893	2018-19	3 - winter
C014	2020-21	4 - spring

# PROGRAM

## Table Description

One record per employee per college per quarter per employee type per job class per Program Activity Code. A most detailed of the tables in the PMIS Database. This data comes from PMIS, dataset MIS-YRQ-D. If an employee is assigned to more than one program activity code during a quarter, that employee will have multiple records in the PROGRAM Table.

## Data Elements

### EMP\_ID (PK)

**Data Type:** Text

**Size:** 9

**Allow Null:** No

**Definition:** A nine-character identifier used to uniquely identify an employee. It is usually the SSN.

**Data Classification:** [Category 4](#)

## COLLEGE (PK)

**Data Type:** Text

**Size:** 3

**Definition:** A three-digit college or district code where the employee is working. PMIS includes codes for the SBCTC (890) and CIS (895).

**Data Classification:** [Category 2](#)

## YEAR

**Data Type:** Text

**Size:** 3

**Allow Null:** No

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

**Data Classification:** [Category 2](#)

**Examples of Valid Values:**

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

## QUARTER

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** A one digit field for the employee quarter within the academic year.

**Data Classification:** [Category 2](#)

**Valid Values:**

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

## EMP\_TYPE

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** An employee type for the employee's activity (or contract) from PMIS.

Data Classification: [Category 3](#)

Valid Values:

Values	Value Descriptions
C	Classified
E	Exempt
F	Full-Time Faculty
P	Part-Time Faculty
L	Para-Professional

## EMPL\_STAT

Data Type: Text

Size: 1

Allow Null: No

**Definition:** An employment status for the employee's activity (or contract) from PMIS. There should be no employment status codes of 7 or 8 in this table because only employees with actual activity are reported here.

Data Classification: [Category 3](#)

Valid Codes:

Values	Value Descriptions
1	Full-Time
3	Part-Time
7	Sabbatical
8	Sick Leave

## JOB\_CLASS

Data Type: Text

Size: 6

Allow Null: No

**Definition:** A college assigned job class associated with an employee's activity in PMIS. For classified employees, this is their actual job class. For all other employees, the college assigns job class codes.

Data Classification: [Category 3](#)

## PAC\_CODE

Data Type: Text

Size: 3

Allow Null: No

**Definition:** An employee's assigned program activity code, which describes the area in which the employee works and the funding source or account code for that assignment. See the end of this document for a complete listing of codes.

Program activity codes that are considered:

- instructional are 011, 014, 015, 111, 114, 115, V11, V14, and V15. Program activity codes often included with instruction are 012, 112, V12, 013, 113, and V13.
- state supported are 0??, V?? (excluding community service codes 014, 015, V14, and V15), 210, 25?, 410, 421, 431, and 130.
- contract supported are 11? (excluding community service codes 114 and 115), 26?, and 27?.

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

**Valid Values:**

<b>Program Area</b>	<b>PAC Code</b>	<b>Title</b>
Instruction	11	Instruction, Direct
Instruction	12	Instruction, Supervision
Instruction	13	Instruction, Research And Development
Instruction	14	Community Education
Instruction	15	Community Education
Public Service	31	Community Service (Not Recommended)
Primary Support Services	41	Academic Computing Services
Primary Support Services	42	Ancillary Support Services
Primary Support Services	43	Academic Administration
Libraries	51	Learning Resources
Student Services	61	Basic Student Services
Student Services	62	Educational Opportunities Program
Student Services	63	Other Special Programs And Services
Institutional Support	81	Institutional Management
Institutional Support	82	Fiscal Operations
Institutional Support	83	General Support Services
Institutional Support	84	Logistical Services
Institutional Support	85	Community Relations And Development
Plant Operations And Maintenance	91	Utilities And Other Fixed Costs
Plant Operations And Maintenance	92	Maintenance And Janitorial Services
Plant Operations And Maintenance	93	Operations And Maintenance Support
Plant Operations And Maintenance	94	Op & Maint. Support
Sponsored Research And Programs	100	Sponsor Resrch/Prgs
Sponsored Research And Programs	110	S/P Instruction
Sponsored Research And Programs	111	Instruction, Direct
Sponsored Research And Programs	112	Instruction, Supervision
Sponsored Research And Programs	113	Instruction, Research And Development
Sponsored Research And Programs	114	Community Education
Sponsored Research And Programs	115	Community Education
Sponsored Research And Programs	123	Individual Or Project Research
Sponsored Research And Programs	125	Working Capital
Sponsored Research And Programs	131	Community Service

<b>Program Area</b>	<b>PAC Code</b>	<b>Title</b>
Sponsored Research And Programs	132	W4c-Cc Cost Recovery
Sponsored Research And Programs	133	W4c-Hess
Sponsored Research And Programs	134	W4c-Equip Reserve
Sponsored Research And Programs	137	W4c-Telecommunicate
Sponsored Research And Programs	138	W4c-Voc Tech Instit
Sponsored Research And Programs	141	Academic Computing Services
Sponsored Research And Programs	142	Ancillary Support Services
Program Codes	143	Academic Administration
Program Codes	151	Libraries
Program Codes	161	Basic Student Services
Program Codes	162	Educational Opportunities Program
Program Codes	163	Other Special Programs And Services
Program Codes	170	Technical Colleges
Program Codes	181	Institutional Management
Program Codes	182	Fiscal Operations
Program Codes	183	General Support Services
Program Codes	184	Logistical Services
Program Codes	185	Community Relations And Development
Program Codes	190	Op & Maint Support
Program Codes	191	Utilities And Other Fixed Costs
Program Codes	192	Maintenance And Janitorial Services
Program Codes	193	Operations And Maintenance Support
Federal Vocational Funds	V11	Instruction, Direct
Federal Vocational Funds	V12	Instruction, Supervision
Federal Vocational Funds	V13	Instruction, Research And Development
Federal Vocational Funds	V14	Community Education
Federal Vocational Funds	V15	Community Education
Federal Vocational Funds	V23	Individual Or Project Research
Federal Vocational Funds	V25	Working Capital
Federal Vocational Funds	V31	Community Service
Federal Vocational Funds	V41	Academic Computing Services
Federal Vocational Funds	V42	Ancillary Support Services
Federal Vocational Funds	V43	Academic Administration
Federal Vocational Funds	V51	Learning Resources
Federal Vocational Funds	V61	Basic Student Services
Federal Vocational Funds	V62	Educational Opportunities Program
Federal Vocational Funds	V63	Other Special Programs And Services
Federal Vocational Funds	V81	Institutional Management
Capital Improvements	210	Capital Improvements

Program Area	PAC Code	Title
Service Operations	251	Motor Pool
Service Operations	252	Parking
Service Operations	253	Computer Services
Service Operations	254	Central Stores
Service Operations	255	Print Shop
Service Operations	256	Other Service Operations
Auxiliary Enterprises	261	Bookstore
Auxiliary Enterprises	262	Food Services
Auxiliary Enterprises	263	Residence
Auxiliary Enterprises	264	Student Activities
Auxiliary Enterprises	265	All Other Auxiliary Enterprises
Auxiliary Enterprises	271	Scholarships And Grants
Auxiliary Enterprises	272	Loans
Auxiliary Enterprises	273	Off Campus Work Study
Auxiliary Enterprises	279	Long Term Loan
Auxiliary Enterprises	280	Agency And Suspense
Auxiliary Enterprises	290	Endowments
Auxiliary Enterprises	300	Debt Service
Auxiliary Enterprises	410	SBCCE Only-Admin
Auxiliary Enterprises	420	SBCCE Only-Fed Grant

## REG\_IND

**Data Type:** Text

**Size:** 1

**Allow Null:** No

**Definition:** Indicates whether associated FTEF data is to be classified as Regular FTEF or Moonlight FTEF. It comes directly from the MIS-YRQ-D data set.

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

**Valid Codes:**

Values	Value Descriptions
R	Regular
M	Moonlight

## ADMIN\_FUNC

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** A two character administrative function code associated with an exempt employee's activity (in PMIS dataset Job-Class-M).

Data Classification: [Category 2](#)

Crosswalk/Lookup: [Appendix B: Administrative Function](#)

## PAY\_RANGE

Data Type: Text

Size: 4

Allow Null: Yes

Definition: A college assigned salary pay range associated with an employee.

Data Classification: [Category 2](#)

## DISTRICT

Data Type: Text

Size: 2

Allow Null: Yes

Definition: A two-digit code for the community or technical college district. It is the first two characters of the college data element.

Data Classification: [Category 2](#)

## EEO\_CAT

Data Type: Text

Size: 2

Allow Null: Yes

Definition: A grouping of employees by the category of work assignment from the Job-Class-M dataset in PMIS. The SBCTC generally does not use this code, as codes can vary from Employee Type.

Data Classification: [Category 3](#)

Source: It is used for IPEDS staff and EEOC reporting to the federal government.

Valid Codes:

Values	Value Descriptions
1	Executive, Administrative, Managerial
2	Faculty (instructional research)
3	Instructional Research Assistant
4	Professional, Non-Faculty
5	Technical and Paraprofessional
6	Clerical and Secretarial
7	Skilled Crafts
8	Service/Maintenance

## EMP\_TYPE\_CAT

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A code, which separates the Exempt Administrative employees from the Exempt Professional/Technical employees. For Exempt Administrative employees, the code is A. For Exempt Professional/Technical Employees, the code is E. For all other employees, this is their employee type.

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

**Source:** It is calculated in the re-engineering of PMIS at the SBCTC

**Valid Codes:**

Values	Value Descriptions
A	Administrative Exempt
C	Classified
E	Exempt Professional/Technical
F	Full-Time Faculty
L	Paraprofessional
O	Para-Professional
P	Part-Time Faculty

## EMP\_TYPE\_PRIORITY

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A prioritized employee type for the academic year for an employee (by college). This code is necessary because employees have more than one employee type during a year and because some full-time faculty is coded as part-time faculty when they teach in the summer.

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

**Source:** This is calculated from the Employee Type in the PROGRAM Table. For full-time faculty (Employee Type F in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 1 (Full-Time Teaching Faculty). Otherwise, the Employee Type Priority is 2 (Full-Time Non-Teaching Faculty). For part-time faculty (Employee Type P in the PROGRAM Table), if the Employment Status in the CLASS Table is not null, the Employee Type Priority is 6 (Part-Time Teaching Faculty). Otherwise, the Employee Type Priority is 7 (Part-Time Non-Teaching Faculty).

**Valid Codes:** If an employee has more than one Employee Type in the quarter, they are prioritized in the order listed below (1 being the highest priority).

Values	Value Descriptions
1	Full-Time Teaching Faculty
2	Full-Time Non-Teaching Faculty
3	Administrative Exempt
4	Exempt Professional/Technical



Values	Value Descriptions
5	Classified
6	Part-Time Teaching Faculty
7	Part-Time Non-Teaching Faculty

## FUND\_SOURCE\_CAT

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A fund source for the activity (or contract) of each employee. It is based on the employee's program activity code.

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

**Valid Codes:**

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

## FTE

**Data Type:** Number

**Precision:** 5

**Scale:** 2

**Allow Null:** Yes

**Definition:** The FTE associated with an employee's program activity code.

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

## PROGRAM

**Data Type:** Text

**Size:** 2

**Allow Null:** Yes

**Definition:** Program. A two-character program for an employee's activity based on the Program Activity Code.

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

**Valid Codes:**

Values	Value Descriptions
01	Instruction
04	Primary Support Services
05	Libraries
06	Student Services

Values	Value Descriptions
08	Institutional Support
09	Plant Operations and Maintenance
FV	Federal Vocational
OC	Other Codes
CS	Community Service

## TEACHING\_IND

**Data Type:** Text

**Size:** 1

**Allow Null:** Yes

**Definition:** A code, which indicates whether or not an employee is teaching.

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

**Source:** It is based on the Program Activity Code and the Employee Type in PROGRAM.

**Valid Codes:**

Values	Value Descriptions
N	Non-Teaching
R	Released Time
T	Teaching

## YRQ

**Data Type:** Text

**Size:** 4

**Allow Null:** Yes

**Definition:** Concatenation of the year and quarter of the record. The first three characters are the year, and the last character is the quarter.

**Data Classification:** [Category 2](#)

**Examples of Valid Values:** For additional information, see data elements YEAR and QUARTER

YRQ	Year	Quarter
9341	1993-94	1 - summer
A012	2001-12	2 - fall
B893	2018-19	3 - winter
C014	2020-21	4 - spring

## CONT\_UNIT

**Data Type:** Number

**Size:** Long Integer

**Allow Null:** Yes

**Definition:** The number of work days for faculty or exempt employee contracts, excluding vacation or holiday time. It is not coded for classified employees. The contract units convert to types of contracts as follows:

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

**Examples of Units and Types of Contracts:**

Units	Type of Contract
160-185 days	9 month
186-205 days	10 month
206-224 days	11 month
225 days and up	12 month

## JOB\_TERM

**Data Type:** Number

**Size:** Long Integer

**Allow Null:** Yes

**Definition:** A number of months (01-12), including fractions (like 10.50), during which an employee's gross pay will be earned.

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

## SALARY

**Data Type:** Number

**Precision:** 8

**Scale:** 2

**Allow Null:** Yes

**Definition:** A portion of a quarterly salary that can be attributed to a particular Program Activity Code.

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

# 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
<b>Category 1</b>	<b>Public Information</b> 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.
<b>Category 2</b>	<b>Sensitive Information</b> 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.
<b>Category 3</b>	<b>Confidential Information</b> 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.
<b>Category 4</b>	<b>Confidential Information requiring Special Handling</b> 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: Administrative Function

Exempt Area	Value	Title
Exempt Executive	0	Chief Executive Officer
Exempt Executive	1	District vice President or Vice Chancellor
Exempt Executive	2	Chief Executive Officer, Single Institution
Exempt Executive	3	Vice President or Vice Chancellor, Single Institution
Exempt Executive	4	Chief Academic Officer
Exempt Executive	5	Chief Academic and Student Services Officer
Exempt Executive	6	Chief Administrative Officer
Exempt Executive	7	Chief Student Affairs Officer
Exempt Executive	8	Vice President, Specific Function
Exempt Executive	9	Other Exempt Executive
Exempt Management, Academic	10	Associate Chief Academic Officer
Exempt Management, Academic	11	Director of Library Services
Exempt Management, Academic	12	Director, Institutional Research (Assessment)
Exempt Management, Academic	13	Director, Learning Resources Center
Exempt Management, Academic	14	Director, Vocational Programs
Exempt Management, Academic	15	Director, Evening and/or Extension Programs
Exempt Management, Academic	16	Director, Academic Computing
Exempt Management, Academic	17	Administrator, Grants and Contracts
Exempt Management, Academic	18	Director, Continuing Education
Exempt Management, Academic	19	Other Academic Administrator
Exempt Management, Academic	20	Division/Department Chair
Exempt Management, Administrative Services	30	Chief Financial Officer
Exempt Management, Administrative Services	31	Comptroller/Director of Accounting
Exempt Management, Administrative Services	32	Chief Human Resources Officer
Exempt Management, Administrative Services	33	Director, Affirmative Action/Equal Opportunity

<b>Exempt Area</b>	<b>Value</b>	<b>Title</b>
Exempt Management, Administrative Services	34	Director of Development
Exempt Management, Administrative Services	35	Director, Information Systems
Exempt Management, Administrative Services	36	Director, Administrative Computing
Exempt Management, Administrative Services	37	Chief Physical Plant/Facilities Management Officer
Exempt Management, Administrative Services	38	Unassigned
Exempt Management, Administrative Services	39	Other Administrative Services Administrator
Exempt Management, Student Services	40	Director, Admissions
Exempt Management, Student Services	41	Registrar
Exempt Management, Student Services	42	Director, Admissions and Registration
Exempt Management, Student Services	43	Director, Student Financial Aid
Exempt Management, Student Services	44	Director, Student Counseling
Exempt Management, Student Services	45	Director, Student Activities
Exempt Management, Student Services	46	Associate Chief Student Services Officer
Exempt Management, Student Services	49	Other Student Services Administrator
Exempt Professional/ Technical, Academic	50	Academic Computing Manager
Exempt Professional/ Technical, Academic	51	Early Childhood Program Manager
Exempt Professional/ Technical, Academic	59	Other Exempt Professional/Technical
Exempt Professional/Technical, Admin Services	60	Bookstore Manager
Exempt Professional/Technical, Admin Services	61	Telecommunications Manager

<b>Exempt Area</b>	<b>Value</b>	<b>Title</b>
Exempt Professional/Technical, Admin Services	62	Budget Officer
Exempt Professional/Technical, Admin Services	63	College Information Officer
Exempt Professional/Technical, Admin Services	64	Computer Professional
Exempt Professional/Technical, Admin Services	65	Custodial Manager
Exempt Professional/Technical, Admin Services	66	Buildings and Grounds Manager
Exempt Professional/Technical, Admin Services	67	Chief Accountant
Exempt Professional/Technical, Admin Services	68	Human Resources Associate Director
Exempt Professional/Technical, Admin Services	69	Human Resources Professional
Exempt Professional/Technical, Admin Services	70	Food Service Manager
Exempt Professional/Technical, Admin Services	71	Editor
Exempt Professional/Technical, Admin Services	72	Purchasing Manager
Exempt Professional/Technical, Admin Services	73	Information Specialist
Exempt Professional/Technical, Admin Services	74	Architect
Exempt Professional/Technical, Admin Services	75	Engineer
Exempt Professional/Technical, Admin Services	76	Parking Manager

<b>Exempt Area</b>	<b>Value</b>	<b>Title</b>
Exempt Professional/Technical, Admin Services	77	Payroll Manager
Exempt Professional/Technical, Admin Services	78	Miscellaneous Other Program Manager
Exempt Professional/Technical, Admin Services	79	Other Exempt Professional/Technical, Administrative Services
Exempt Professional/Technical, Student Services	80	Counseling/Advising Specialist
Exempt Professional/Technical, Student Services	81	Coordinator, Student Housing
Exempt Professional/Technical, Student Services	82	Coordinator, Student Activities
Exempt Professional/Technical, Student Services	83	Coordinator, Student Placement
Exempt Professional/Technical, Student Services	89	Other Exempt Professional/Technical, Student Services
Exempt Support Staff	90	Executive Assistant
Exempt Support Staff	91	Confidential Secretary to the Chief Executive Officer
Exempt Support Staff	92	Principal Assistant to an Executive Head of a Major Administrative or Academic Division
Exempt Support Staff	99	Other Exempt Support



## Appendix C: 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	RETIREEES PERS
P1	PERS1
P2	PERS2
PW	PERS3 WAITING
T0	RETIREEES 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	RETIREEES LEOFF1
Z2	RETIREEES LEOFF2

## Appendix D: Race/Ethnicity Crosswalk

Ethnic Origin	Census Race	Census Hispanic Code	Description
1 Asian or Pacific Islander	600-699	Blank or 999	Not Hispanic
2 African American	870-934	Blank or 999	Not Hispanic
3 Native American	001-599, 935-949	Blank or 999	Not Hispanic
4 Hispanic	Any	500-599	Mexican American
4 Hispanic	Any	608 & 660	Filipino and Guamanian
4 Hispanic	Any	700-799	Cuban and Latin American
4 Hispanic	Any	800 & 870	From Spain and the Caribbean
5 White	800-869	Blank or 999	Not Hispanic
0 Other Race	700-799, 950-998	Blank or 999	Not Hispanic
Blank	Blank	Blank or 999	Not Hispanic



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