

Employee Maintenance Data Sets (EMP Database)

List of data sets

Transactions made on the Employee Maintenance screens update the following data sets in the Employee (EMP) database.

| Data Set Long Name | Data Set Database Name |
|---|------------------------|
| Deduction Balance Detail | DED-BAL-D |
| Employee Address Detail | EMP-ADDR-D |
| Employee Benefit Detail | EMP-BENE-D |
| Employee Bond Detail | EMP-BOND-D |
| Employee Deduction Detail | EMP-DED-D |
| Employee Education Detail | EMP-EDUC-D |
| Employee History Detail | EMP-HIST-D |
| Employee ID Automatic Master | EMP-A |
| Employee/Job Automatic Master | EMP-JOB-A |
| Employee Job Detail | EMP-JOB-D |
| Employee Leave Master | EMP-LEAVE-M |
| Employee Master | EMP-M |
| Employee Name Master | EMP-NAME-A |
| Employee Name Detail | EMP-NAME-D |
| Employee PIN Detail | EMP-PIN-D |
| Employee Year/Quarter History | EMP-YRQ-D |
| Employer Cost Cross-Reference | EMPLR-XREF-D |
| Employer Cost Detail | EMPLR-COST-D |
| Employer Cost Master | EMPLR-COST-M |
| Faculty Placement Detail | FAC-PLACE-D |
| In-Kind Matching Detail | IN-KIND-D |
| In-Kind Matching Master | IN-KIND-M |
| Job Account Detail | JOB-ACCT-D |
| Leave | LEAVE-MO-D |
| Leave Activity | LEAVE-DAY-D |
| Leave Cross-Reference Detail | LEAVE-XREF-D |
| Position Automatic Master | POS-A |

Using data set information to create DataExpress procedures

Schedule the job DD0011 (WCCCC File Element Listing) that produces a report listing all the data sets and associated fields (data elements) in a database. To obtain a report for the Employee database only, when scheduling DD0011, enter **EMP** for the parameter DD0011-File.

Use the report to locate the data elements you want to include in DataExpress procedures. Note that key fields in each data set are indicated by an asterisk (*). In DataExpress, be sure to link multiple data sets to each other by using key fields.

Deduction Balance Detail Data Set (DED-BAL-D)

The Deduction Balance Detail data set contains the employment-to-date, fiscal-to-date, and year-to-date deduction balances for an employee.

Data is entered into this data set on the Deduction Balances Screen (PS0008) and is updated by payroll and monthly maintenance processes.

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|--------------------------------------|------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X |
| DED-BAL-ETD | Deduction Balance Employment-to-Date | J |
| DED-BAL-FTD | Deduction Balance Fiscal-to-Date | J |
| DED-BAL-MTD | Deduction Balance Month-to-Date | J |
| DED-BAL-QTD | Deduction Balance Quarter-to-Date | J |
| DED-BAL-YTD | Deduction Balance Year-to-Date | J |
| DED-CAL-CD | Deduction Balance | X |
| DED-CD | Deduction Code | X |
| DED-PREPAID-BAL | Deduction Prepaid Balance | J |
| DED-SUSP-BAL | Deduction Suspended Balance | J |
| PREV-DED-FTD | Previous Deduction Fiscal-to-Date | J |
| PREV-DED-MTD | Previous Deduction Month-to-Date | J |
| PREV-DED-QTD | Previous Deduction Quarter-to-Date | J |
| PREV-DED-YTD | Previous Deduction Year-to-Date | J |

Employee Address Detail Data Set (EMP-ADDR-D)

The Employee Address Detail data set contains each employee's address.

This data can be updated on the Personal Information Screen (PS0004).

The Employee ID key is linked to the Employee ID Automatic Master (EMP-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|-----------------------------|------|
| EMP-ID (key field) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |
| CITY | City | X |
| CITZ-CNTRY | Citizenship Country | X |
| CNTRY | Country | X |
| PERM-ADDR-CITY | Permanent Address - City | X |
| PERM-ADDR-CNTRY | Permanent Address - Country | X |
| PERM-ADDR-ST | Permanent Address - State | X |
| ST | State | X |
| VISA-EXPIR-DATE | Visa Expiration Date | X |
| VISA-EXPIR-YR | | Z+ |
| VISA-EXPIR-MO | | Z+ |
| VISA-TYP | Visa Type | X |
| I-9-IND | I-9 Indicator | X |
| I-9-EXPIR-DATE | I-9 Expiration Date | X |
| I-9-EXPIR-YR | | X |
| I-9-EXPIR-MO | | Z+ |
| I-9-EXPIR-DAY | | Z+ |
| EMAIL-ADDR | E-mail Address | X |
| FAX-PHONE | Fax Number | X |
| FP-AREA-CD | | X |
| FP-PREFIX | | X |
| FP-SUFFIX | | X |

Employee Benefit Detail Data Set (EMP-BENE-D)

The Employee Benefit Detail data set contains information about employees' benefits, such as the health plan, number of dependents enrolled, deferred compensation plans, and life insurance.

Transactions made on the following screens update the Employee Benefit Detail data set:

- Benefits Screen (PS0005)
- Miscellaneous Deductions Screen (PS0006)

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|--|---|-------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X |
| BANK-ACCT-NUM | Bank Account Number | X |
| BANK-ACCT-TYP | Bank Account Type | X |
| BANK-TRANSIT-NUM | Bank Transit Number | X |
| COPAY-AGNCY | Health Co-Payment Agency | X |
| CURR-YR-PDU | Current Year Professional Development Units | J+ |
| DEP-HEALTH | Health Plan - Number of Dependents Enrolled | Z+ |
| DFR-COMPS-1 | Deferred Compensation Plan I Vendor | X |
| DFR-COMPS-2 | Deferred Compensation Plan II Vendor | X |
| EMP-LEAVE-PLAN | Employee Leave Plan | X |
| EMP-MAX-RED | Employee Maximum Reducations | J+ |
| EMP-MEDICARE | Employee Medicare Coverage Indicator | X |
| EMP-MISC-1 | Employee Miscellaneous 1 | X |
| EMP-MISC-2 | Employee Miscellaneous 2 | X |
| EMP-MISC-3 | Employee Miscellaneous 3 | X |
| EMP-TOT-CR-EARN | Employee Total Credits Earned | J+ |
| HEALTH-EFF HEALTH-EFF-YR HEALTH-EFF-MO HEALTH-EFF-DAY | Health Plan Effective Date | X Z+ |
| HEALTH-PLAN HE-MEDICAL-PLAN HE-DENT-PLAN | Health Plan Medical Plan Dental Plan | X X X |
| INSTRN-AREA | Instructional Area | X |

| Data Element Database Name | Data Element Long Name | Type |
|---|--|---------------------|
| LEAVE-ACCR-DATE LEAVE-ACCR-YR LEAVE-ACCR-MO | Leave Accrual Date | X Z+ Z+ |
| LEAVE-MAX-MO | Leave Maximum Month | X |
| LIFE-EFF-DATE LIFE-EFF-YR LIFE-EFF-MO LIFE-EFF-DAY | Life Insurance Effective Date | X Z+ Z+ Z+ |
| LIFE-PART-A | Life Insurance Part A | X |
| LIFE-PART-B1 | Life Insurance Part B1-Basic Dependent | X |
| LIFE-PART-B2 | Life Insurance Part B2-Spouse Supplemental | J+ |
| LIFE-PART-C | Life Insurance Part C-Coverage Amount | X |
| LIFE-PART-D | Life Insurance Part D-Coverage Amount | J+ |
| LIFE-PART-E1 | Life Insurance Part E -Optional AD&D | X |
| LIFE-PART-E2 | Life Insurance Part E2 -Coverage Amount | J+ |
| LIFE-SAL-BASE | Life Insurance Salary Base | J+ |
| LTD-EFF-DATE LTD-EFF-YR LTD-EFF-MO LTD-EFF-DAY | Long Term Disability Effective Date | X Z+ Z+ Z+ |
| LTD-PLAN | Long Term Disability Plan | X |
| LTD-SAL-BASE | Long Term Disability Salary Base | J+ |
| LTD-WAIT-PER | Long Term Disability Waiting Period | X |
| OVER-MAX-IND | Over Maximum Indicator | X |
| PRENOTE-IND | Prenote Indicator | X |
| PREV-PDU | Previous Professional Development Units | J+ |
| PRIOR-RETIRE | Prior Retirement Plan | X |
| PRIOR-YR-SVC PRIOR-SVC-YR PRIOR-SVC-MO | Prior Retirement Years of Service | X Z+ Z+ |
| RETIRE-DED-IND | Retirement Deduction Indicator | X |
| RETIRE-EFF-DATE RETIRE-EFF-YR RETIRE-EFF-MO | Retirement Plan Effective Date | X Z+ Z+ |
| RETIRE-PLAN | Retirement Plan | X |
| SENIORITY-DATE SENIORITY-YR SENIORITY-MO SENIORITY-DAY | Seniority Date | X Z+ Z+ Z+ |
| SPOUSE-HEALTH | Spouse Health Enrollment Indicator | X |
| SPOUSE-MEDICARE | Spouse Medicare Coverage Indicator | X |

| Data Element Database Name | Data Element Long Name | Type |
|--|--|---------------|
| TENURE-DATE TENURE-YR TENURE-MO | Tenure Date | X Z+ Z+ |
| TENURE-IND | Tenure Indicator | X |
| TIAA-MODE | TIAA/CREF Mode | X |
| TOT-CC-EXPR | Total Community College Experience | Z+ |
| TOT-OUT-EXPR | Total Outside Experience | Z+ |
| VOC-CERT-EXPIR VOC-CERT-YR VOC-CERT-MO | Vocational Certificate Expiration Date | X Z+ Z+ |
| VOC-CERT-TYP | Vocational Certificate Type | X |
| LIFE-PLAN | Life Insurance Plan | X |
| EMP-RED-IND | Employee Reduction Indicator | X |

Employee Bond Detail Data Set (EMP-BOND-D)

The Employee Bond Detail data set contains information about savings bonds that employees may have purchased.

Information in this data set can be updated on the Savings Bond Screen (PS0007). Bond balances are updated when payroll is run.

The Employee ID key is linked to the Employee ID Automatic Master (EMP-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|--|------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| BOND-BAL | Bond Balance To Date | J |
| BOND-BENE-CD | Bond Co-owner/Beneficiary Code | X |
| BOND-BENE-NAME | Bond Co-owner/Beneficiary Name | X |
| BOND-DED-SSN | Bond Co-owner/Beneficiary Social Security Number | X |
| BOND-DED-AMT | Bond Deduction Amount | J+ |
| BOND-NUM | Bond Number | X |
| BOND-OWNR | Bond Owner Name | X |
| BOND-OWNR-ADDR1 | Bond Owner Address Line 1 | X |

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|-----------------------------------|------|
| BOND-OWNR-ADDR2 | Bond Owner Address Line 2 | X |
| BOND-OWNR-CITY | Bond Owner City | X |
| BOND-OWNR-CNTRY | Bond Owner Country | X |
| BOND-OWNR-SSN | Bond Owner Social Security Number | X |
| BOND-OWNR-ST | Bond Owner State | X |
| BOND-OWNR-ZIP | Bond Owner Zip Code | X |
| BOND-PRC | Bond Purchase Price | J+ |

Employee Deduction Detail Data Set (EMP-DED-D)

The Employee Deduction Detail data set contains information about an employee's voluntary payroll deductions, including deferred compensation and additional TIAA/CREF deductions.

Information can be updated on the Miscellaneous Deductions Screen (PS0006). The deduction declining balance may also be updated when payroll is run.

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|-----------------------------|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |
| DED-AMT | Deduction Amount | J+ |
| DED-CD | Deduction Code | X |
| DED-DECLIN-BAL | Deduction Declining Balance | J+ |

Employee Education Detail Data Set (EMP-EDUC-D)

The Employee Education Detail data set contains information about employees' educational achievements.

Information can be updated on the Professional Development History Screen (PS0011).

The Employee ID key is linked to the Employee ID Automatic Master (EMP-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|---|------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| CIP | Classification of Instructional Program | X |
| EDUC-INSTIT | Educational Institution | X |
| EDUC-LVL | Educational Level | X |
| EDUC-LVL-YR | Educational Level Year | Z+ |

Employee History Detail Data Set (EMP-HIST-D)

The Employee History data set contains historical information about each employee, including the pay scale range and step, and any personnel actions that have occurred. This data is configurable by campus. Not all types of changes may be kept in this data set.

Data is updated from the daily change log as part of the job group PG001D (Daily Processing). It may also be updated when automatic pay raises or increments are run and can be updated on the Employee History Screen (PS0020).

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|------------------------------------|---------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| FULL-TIME-RATE | Job Full-Time Rate/Contract Amount | J+ |
| JOB-CLASS-TITLE | Job Classification Title | X |
| JOB-DEPT | Job Department | X |
| JOB-PCT-FULL | Job Percent of Full-time | J+ |
| JOB-TERM | Job Term | J+ |
| ORG-INDX | Organization Index | X |
| PAY-RANGE | Pay Range | X |
| PAY-SCALE-STEP | Pay Scale Step | X |
| PERSL-ACTN | Personnel Action | X |
| PERSL-ACTN-DATE PERSL-ACTN-YR PERSL-ACTN-MO PERSL-ACTN-DAY | Personnel Action Date | X Z+ Z+ Z+ |
| POS-NUM | Position Number | X |
| PRG-INDX | Program Index | X |

Employee ID Automatic Master Data Set (EMP-A)

The Employee ID Automatic Master data set contains one record for each employee ID.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |

Employee/Job Automatic Master Data Set (EMP-JOB-A)

The Employee Job Automatic Master data set contains one record for each employee job key.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------|------|
| EMP-JOB-KEY (key) | Employee Job Key | X |
| EJ-EMP-ID | | X |
| EJ-EMP-JOB-NUM | | X |

Employee Job Detail Data Set (EMP-JOB-D)

The Employee Job Detail data set contains information about each employee's jobs. Each record includes the employee job number, job status, job type, and percentage of full-time.

Information in this data set can be updated on any of the following screens:

- Job Status Screen (PS0002)
- Job Account Screen (PS0003)
- Student/Hourly Job Screen (PS0013)
- Employee Job Status Screen (PS0016)

The Employee ID key is linked to the Employee Master (EMP-M) data set.
The Position Number key is linked to the Position Automatic Master (POS-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|--|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |
| POS-NUM (key) | Position Number | X |
| CAL-CD | Calendar Code | X |
| CIP | Classification of Instructional Programs | X |

| Data Element Database Name | Data Element Long Name | Type |
|--|------------------------------------|---------------------|
| CON-UNIT | Contract Units | J+ |
| CUM-JOB-GROSS | Cumulative Job Gross | J+ |
| CUM-JOB-HR | Cumulative Job Hours | J+ |
| EMP-JOB-KEY EJ-EMP-ID EJ-EMP-JOB-NUM | Employee/Job Key | X X X |
| EMP-JOB-NUM | Employee Job Number | X |
| EMP-JOB-STAT | Employee Job Status | X |
| EMP-JOB-TYP | Employee Job Type | X |
| FAL-QTR-IND | Fall Quarter Indicator | X |
| FTEF | Full-Time Equivalent Faculty | J+ |
| FULL-TIME-RATE | Job Full-Time Rate/Contract Amount | J+ |
| JOB-BEG JOB-BEG-YR JOB-BEG-MO JOB-BEG-DAY | Job Begin Date | X Z+ Z+ Z+ |
| JOB-CAMPUS | Job Campus | X |
| JOB-CLASS | Job Classification | X |
| JOB-CLASS-DATE JOB-CLASS-YR JOB-CLASS-MO JOB-CLASS- DAY | Job Class Entry Date | X Z+ Z+ Z+ |
| JOB-DEPT | Job Department | X |
| JOB-END JOB-END-YR JOB-END-MO JOB-END-DAY | Job End Date | X Z+ Z+ Z+ |
| JOB-LEAVE-IND | Job Leave Accrual Indicator | X |
| JOB-MIN-IND | Job Minimum Data Indicator | X |
| JOB-PAY-RATE | Job Pay Rate | J+ |
| JOB-PCT-FULL | Job Percent of Full-Time | J+ |
| JOB-STAT-DATE JOB-STAT-YR JOB-STAT-MO JOB-STAT-DAY | Job Status Effective Date | X Z+ Z+ Z+ |
| JOB-TERM | Job Term | J+ |
| LAST-EVAL-DATE LAST-EVAL-YR LAST-EVAL-MO | Last Performance Evaluation Date | X Z+ Z+ |
| LAST-PAY-DATE LAST-PAY-YR LAST-PAY-MO LAST-PAY-DAY | Last Pay Date | X Z+ Z+ Z+ |

| Data Element Database Name | Data Element Long Name | Type |
|---|--|---------------------|
| LAST-PAY-RATE | Last Pay Rate | J+ |
| LOA-REASON | Leave of Absence Reason | X |
| LOA-RET-DATE LOA-RET-YR LOA-RET-MO LOA-RET-DAY | Leave of Absence Return Date | X Z+ Z+ Z+ |
| MULTI-PYMT-CD | Multiple Payment Code | Z+ |
| PAY-CYCLE PY-PAY-FREQ | Pay Cycle | X X |
| PAY-RANGE | Pay Range | X |
| PAY-RATE-CD | Pay Rate Code | X |
| PAY-SCALE-STEP | Pay Scale Step | X |
| PER-INCREM-MO | Periodic Increment Month | Z+ |
| PERF-EVAL-DATE1 PERF-EVAL1-YR PERF-EVAL1-MO | Performance Evaluation Date 1 | X Z+ Z+ |
| PERF-EVAL-DATE2 PERF-EVAL2-YR PERF-EVAL2-MO | Performance Evaluation Date 2 | X Z+ Z+ |
| PERF-EVAL-DATE3 PERF-EVAL3-YR PERF-EVAL3-MO | Performance Evaluation Date 3 | X Z+ Z+ |
| PRMTN-STAT | Promotion Status | X |
| PROB-END-DATE PROB-END-YR PROB-END-MO PROB-END-DAY | Probation/Trial Service End Date | X Z+ Z+ Z+ |
| PROB-LWOP | Probation/Trial Service Leave without Pay Days | J+ |
| PYMT-TERM | Payment Term | P+ |
| SHIFT-DIF-AMT | Shift Differential Amount | J+ |
| SPR-QTR-IND | Spring Quarter Indicator | X |
| SUM-QTR-IND | Summer Quarter Indicator | X |
| SUPER | Supervisor | X |
| TIME-EXCLUSN | Time Reporting Exclusion | X |
| TIME-RPT-CD | Time Reporting Code | X |
| WIN-QTR-IND | Winter Quarter Indicator | X |
| WORK-PER | Work Period | X |
| CUM-JOB-STFMO | Cumulative Job Staff Months | J+ |

Employee Leave Master Data Set (EMP-LEAVE-M)

The Employee Leave Master data set contains the leave types for each employee and the balance for each leave type.

| Data Element Database Name | Data Element Long Name | Type |
|---|------------------------|-------------|
| EMP-LEAVE-KEY (key) EL-EMP-ID EL-LEAVE-TYP | Employee Leave Key | X X X |
| LEAVE-BAL | Leave Balance | J |

Employee Master Data Set (EMP-M)

Use the Employee Master data set to obtain detailed biographic information about employees. The EMP-M data set includes the following information for each employee:

- home and work addresses, phone numbers, and emergency contact information
- personal information, such as birth date, gender, marital status, ethnicity, educational level, and handicap status
- work-related information such as employment date, last pay date, payroll payment method, personnel action dates, and separation reason
- current and previous dollar balances for various taxes and deductions (year-to-date, month-to-date, and quarter-to-date)
- current and previous hour balances, such as regular hours, sick leave hours, and leave-without-pay hours

As a resource for creating DataExpress procedures, EMP-M is the most frequently used data set for obtaining information about employees.

| Data Element Database Name | Data Element Long Name | Type |
|---|--|---------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| ADDR-LN-1 | Address Line 1 | X |
| ADDR-LN-2 | Address Line 2 | X |
| CONF-PHONE-ADDR | Confidential Telephone/Address Indicator | X |
| EIC-IND | Earned Income Credit Indicator | X |
| EMERG-CONTACT | Emergency Contact Name | X |
| EMERG-PHONE | Emergency Contact Telephone Number | X |
| EMP-BIRTH-DATE EMP-BIRTH-YR EMP-BIRTH-MO EMP-BIRTH-DAY | Employee Birth Date | X Z+ Z+ Z+ |

| Data Element Database Name | Data Element Long Name | Type |
|--|---------------------------------|------|
| EMP-DOLLAR-BAL ED-TOT-YTD ED-TOT-QTD ED-FED-YTD ED-FED-QTD ED-OASI-YTD ED-OASI-QTD ED-EXCLUDE-YTD ED-REG-YTD ED-SUPP-YTD ED-STIPEND-YTD ED-STIPEND-FTD ED-WS-FTD ED-WS-MTD ED-LWOP-MTD ED-OT-YTD ED-OT-FTD ED-TAX-BENE-YTD ED-ST-YTD ED-ST-QTD ED-MEDICARE-YTD ED-MEDICARE-QTD ED-TAX-RED-YTD ED-TAX-RED-QTD ED-OASI-RED-YTD ED-OASI-RED-QTD ED-ST-RED-YTD ED-ST-RED-QTD ED-MEDICARE-Y ED-MEDICARE-Q | Employee Dollar Balances | J |
| EMP-HNDTCP-STAT | Employee Handicap Status | X |
| EMP-HR-BAL EM-REG-YTD EM-OT-YTD EM-OT-FTD EM-MEDAID-QTD EM-MEDAID-MTD EM-LWOP-ETD EM-WS-FTD EM-WS-MTD EM-RETIRE-MTD EM-VOL-FTD EM-VOL-QTD EM-VOL-MTD EM-TOT-QTD EM-SICK-QTD EM-COMP-HRS-QTD EM-LWOP-BAL EM-INSTRN-HR | Employee Hour Balances | J |
| EMP-MIN-IND | Employee Minimum Data Indicator | X |
| EMP-NAME | Employee Name | X |
| EMP-PERSL-ACTN | Employee Personal Actions | X |
| EMP-RACE-ETH | Employee Race/Ethnic | X |
| EMP-SEX | Employee Sex Code | X |
| EMP-STAT | Employee Status | X |

| Data Element Database Name | Data Element Long Name | Type |
|---|---|---------------------|
| EMP-TYP | Employee Type | X |
| EMPL-DATE EMPL-YR EMPL-MO EMPL-DAY | Employment Date | X Z+ Z+ Z+ |
| FED-ADDTNL-IND | Federal Tax Additional Amount Indicator | X |
| FED-MARITL-STAT | Federal Tax Marital Status | X |
| FED-TAX-EXEMPT | Federal Tax Exemptions | Z+ |
| FULL-PART-IND | Full-Time/Part-Time Indicator | X |
| HI-EDUC-LVL | Highest Education Level | X |
| HI-EDUC-YR | Highest Educational Level Year | Z+ |
| HOME-CAMPUS | Home Campus | X |
| HOME-DEPT | Home Department | X |
| HOME-PHONE | Home Telephone Number | X |
| INSUR-ELIG-IND | Insurance Eligibility Indicator | X |
| LAST-PAY-DATE LAST-PAY-YR LAST-PAY-MO LAST-PAY-DAY | Last Pay Date | X Z+ Z+ Z+ |
| MAIL-STOP | Mail Stop | X |
| MAIN-CYCLE | Main Pay Cycle | X |
| MEDAID-ELIG | Medial Aid Eligibility | X |
| MILITARY-STAT | Military Status | X |
| OASI-TAX-ELIG | OASI Tax Eligibility | X |
| PAYR-PYMT-LOC | Payroll Payment Location | X |
| PAYR-PYMT-METH | Payroll Payment Method | X |
| PERM-ADDR-LN-1 | Permanent Address Line 1 | X |
| PERM-ADDR-LN-2 | Permanent Address Line 2 | X |
| PERM-TEMP-IND | Permanent/Temporary Indicator | X |
| PERM-ZIP | Permanent Zip Code | X |
| PERSL-ACTN-DATE PERSL-ACTN-YR PERSL-ACTN-MO PERSL-ACTN-DAY | Personnel Action Date | X Z+ Z+ Z+ |

| Data Element Database Name | Data Element Long Name | Type |
|--|---------------------------------------|---------------------|
| PREV-DOLLAR-BAL DB-TOT-YTD DB-TOT-QTD DB-FED-YTD DB-FED-QTD DB-OASI-YTD DB-OASI-QTD DB-EXCLUDE-YTD DB-REG-YTD DB-SUPP-YTD DB-STIPEND-YTD DB-STIPEND-FTD DB-WS-FTD DB-WS-MTD DB-LWOP-MTD DB-OT-YTD DB-OT-FTD DB-TAX-BENE-YTD DB-ST-YTD DB-ST-QTD DB-MEDICARE-YTD DB-MEDICARE-QTD DB-TAX-RED-YTD DB-TAX-RED-QTD DB-OASI-RED-YTD DB-OASI-RED-QTD DB-ST-RED-YTD DB-ST-RED-QTD DB-MEDICARE-Y DB-MEDICARE-Q | Previous Dollar Balances | J |
| PREV-HR-BAL HB-REG-YTD HB-OT-YTD HB-OT-FTD HB-MEDAID-QTD HB-MEDAID-MTD HB-LWOP-ETD HB-WS-FTD HB-WS-MTD HB-RETIRE-MTD HB-VOL-FTD HB-VOL-QTD HB-VOL-MTD HB-TOT-QTD HB-SICK-QTD HB-COMP-HRS-QTD HB-LWOP-BAL HB-INSTRN-HR | Previous Hour Balances | J |
| PRIOR-EMP-NAME | Prior Employee Name | X |
| PYMT-DISTR-LOC | Payment Distribution Location | X |
| REF-SRC | Referral Source | X |
| RPT-EXCLUSN-IND | Government Report Exclusion Indicator | X |
| SEPR-DATE SEPR-YR SEPR-MO SEPR-DAY | Separation Date | X Z+ Z+ Z+ |

| Data Element Database Name | Data Element Long Name | Type |
|--|---|---------------------|
| SEPR-REASON | Separation Reason | X |
| SID | Student Identification Number | X |
| ST-ADDTNL-IND | State Tax Additional Indicator | X |
| ST-MARITL-STAT | State Tax Marital Status | X |
| ST-TAX-EXEMPT | State Tax Exemptions | Z+ |
| SUPP-ADDTNL-IND | Supplemental Retirement Additional Amount Indicator | X |
| VET-PREF-TIME VET-PREF-YR VET-PREF-MO VET-PREF-DAYS | Veteran Preference Time | X Z+ Z+ Z+ |
| W4-EXEMPT-YR | W4 Exempt Year | X |
| WORK-COUNTY | Work County | Z+ |
| WORK-EXTEN | Work Phone Extension | X |
| WORK-OFFC | Work Office | X |
| WORK-PHONE | Work Telephone Number | X |
| ZIP | Zip Code | X |
| CENSUS-RACE-CD | Census Race Group Code | X |
| CENSUS-HISP-CD | Census Hispanic/Spanish Code | X |

Employee Name Automatic Master Data Set (EMP-NAME-A)

The Employee Name Automatic Master data set contains an abbreviation of each employee's name.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|---------------------------|------|
| ABBR-EMP-NAME (key) | Abbreviated Employee Name | X |

Employee Name Detail Data Set (EMP-NAME-D)

The Employee Name Detail data set contains an employee ID and abbreviated employee name for each employee.

The Abbreviated Employee Name key is linked to the Employee Name Automatic Master (EMP-NAME-A) data set.

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|---------------------------|------|
| ABBR-EMP-NAME (key) | Abbreviated Employee Name | X |

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |

Employee PIN Number Assignment (EMP-PIN-D)

| Data Element Database Name | Data Element Long Name |
|----------------------------|--------------------------------|
| EMP-ID (key field) | Employee ID |
| EMP-ID-1 | |
| EMP-ID-2 | |
| EMP-ID-3 | |
| EMP-PIN | Employee Personal ID Number |
| PIN-NOTIFY-DATE | Employee Pin Notification Date |
| PIN-STATUS | Employee Personal ID Status |

Employee Year/Quarter History Detail Data Set (EMP-YRQ-D)

The Employee Year/Quarter History Detail data set contains information pertaining to part-time faculty for a specific year/quarter, including contract units, insurance eligibility, percentage of full-time, and job full-time rate.

Information can be updated in this data set on the Part-time Faculty YRQ History Screen (PS0023). It is also updated by the job group PG301Q) Part-time Faculty Benefits Eligibility Tracking.

The Employee ID key is linked to the Employee ID Automatic Master (EMP-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------------------|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |
| CON-UNIT | Contract Units | J+ |
| EMP-PCT-FULL | Employee Percent of Full-Time | J+ |
| FULL-TIME-RATE | Job Full-Time Rate/Contract Amount | J+ |
| INSUR-ELIG-IND | Insurance Eligibility Indicator | X |
| YRQ | Year/Quarter | X |

Employer Cost Cross Reference Detail Data Set (EMPLR-XREF-D)

The Employer Cost Cross-Reference Detail data set is a cross-reference between each employee ID and the associated employer cost keys.

The Employee ID key is linked to the Employee ID Automatic Master (EMP-A) data set.

The Employer Cost Key is linked to the Employer Cost Master (EMP-COST-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|------------------------|------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| EMPLR-COST-KEY EC-EMP-ID EC-EMPLR-COST | Employer Cost Key | X |

Employer Cost Detail Data Set (EMPLR-COST-D)

The Employer Cost Detail data set contains information about each employer cost, specifying the accounts to which the cost is charged and the percentage charged to each account.

Information in this data set can be updated on the Employer Cost Distribution Override Screen (PS0019).

The Employer Cost Key is linked to the Employer Cost Master (EMPLR-COST-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|------------------------|---------------------------------|
| EMPLR-COST-KEY (key) EC-EM-ID EC-EMPLR-COST | Employer Cost Key | X X X |
| COST-PCT | Cost Percent | J+ |
| PAYR-ACCT A1-APPR-INDX A1-PRG-INDX A1-ORG-INDX A1-SOBJ A1-SSOBJ A1-REIM-CD | Payroll Account Code | X X X X X X X |

Employer Cost Master Data Set (EMPLR-COST-M)

The Employer Cost Master data set contains employer cost override information. This information is used when payroll is run to override the normal account code distribution for the employer's portion of the costs. The valid employer cost types are in the Employer Cost Table (PS9045).

Information in this data set can be updated on the Employer Cost Distribution Override Screen (PS0019).

| Data Element Database Name | Data Element Long Name | Type |
|--|--------------------------|---------------------|
| EMPLR-COST-KEY (key) EC-EMP-ID EC-EMPLR-COST | Employer Cost Key | X X X |
| OVERRIDE-BEG OVRID-BEG-YR OVRID-BEG-MO OVRID-BEG-DAY | Cost Override Begin Date | X Z+ Z+ Z+ |
| OVERRIDE-END OVERRIDE-END-YR OVERRIDE-END-MO OVERRIDE-END-DAY | Cost Override End Date | X Z+ Z+ Z+ |

Faculty Placement Detail Data Set (FAC-PLACE-D)

The Faculty Placement Detail data set contains information used to calculate the salary to be paid for a course.

Information can be updated in this data set on the Faculty Placement Screen (PS0024).

The Employee ID key field is linked to the Employee ID Automatic Master (EMP-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|--|--------------------------|------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-E | Employee ID | X |
| COURSE-PAY-TYP | Course Pay Type | X |
| PAY-RANGE | Pay Scale Range | X |
| PAY-SCALE-STEP | Pay Scale Step | X |
| PLACE-EFF-DATE | Placement Effective Date | X |
| PREV-RANGE | Previous Pay Scale Range | X |
| PREV-STEP | Previous Pay Scale Step | X |
| PAY-SCALE | Pay Scale Step | X |

In-Kind Matching Detail Data Set (IN-KIND-D)

The In-Kind Matching Detail data set contains information about any in-kind matching through which your college partially or totally pays for an employee's job. Through in-kind matching, your college assumes the entire cost of a grant or contract against which the employee expenses partial or total effort.

Information is this data set can be updated on the In-Kind Matching Screen (PS0022).

The Job Account Key is linked to the In-Kind Master (IN-KIND-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|---|---|---------------------|
| JOB-ACCT-KEY (key) JA-EMP-ID JA-JOB-NUM JA-ACCT-NUM | Job Account Key | X X X Z+ |
| IN-KIND-BDGT IB-PRG-INDX IB-ORG-INDX | Grants/Contracts In-Kind Matching Budget Number | X X X |
| IN-KIND-BEG IN-KIND-BEG-YR IN-KIND-BEG-MO IN-KIND-BEG-DAY | Grants/Contracts In-Kind Matching Begin Date | X Z+ Z+ Z+ |
| IN-KIND-END IN-KIND-END-YR IN-KIND-END-MO IN-KIND-END- DAY | Grants/Contracts In-Kind Matching End Date | X Z+ Z+ Z+ |
| IN-KIND-PCT | Grants/Contracts In-Kind Matching Percent | J+ |

In-Kind Matching Master Data Set (IN-KIND-M)

The In-Kind Matching Master data set contains information about the unemployment insurance that is charged against a grant or contract for an employee's job.

Information is this data set can be updated on the In-Kind Matching Screen (PS0022).

| Data Element Database Name | Data Element Long Name | Type |
|--|--------------------------------------|-------------------|
| JOB-ACCT-KEY (key) JA-EMP-ID JA-JOB-NUM JA-ACCT-NUM | Job Account Key | X X X Z+ |
| UI-MAX-GROSS | Unemployment Insurance Maximum Gross | J+ |
| UI-PCT | Unemployment Insurance Percent | J+ |

Job Account Detail Data Set (JOB-ACCT-D)

The Job Account Detail data set contains information about an employee's job or jobs.

The information in this data set is updated on the following screens:

- Job Account Screen (PS0003)
- Student/Hourly Job Screen (PS0013)

The Employee Job Key is linked to the Employee Job Automatic Master (EMP-JOB-A) data set.

| Data Element Database Name | Data Element Long Name | Type |
|--|----------------------------------|---------------------------------|
| EMP-JOB-KEY (key) EJ-EMP-ID EJ-EMP-JOB-NUM | Employee Job Key | X |
| ACCT-BEG-DATE ACCT-BEG-YR ACCT-BEG-MO ACCT-BEG- DAY | Account Begin Date | X Z+ Z+ Z+ |
| ACCT-END-DATE ACCT-END-YR ACCT-END-MO ACCT-END-DAY | Account End Date | X Z+ Z+ Z+ |
| ACCT-PCT-FULL | Account Percent of Full-Time | J+ |
| EARN-TYP | Earnings Type | X |
| JOB-ACCT-AMT | Job Account Amount | J+ |
| JOB-ACCT-KEY JA-EMP-ID JA-JOB-NUM JA-ACCT-NUM | Job Account Key | X X X Z+ |
| JOB-ACCT-NUM | Job Account Number | Z+ |
| PAYR-ACCT A1-APPR-INDX A1-PRG-INDX A1-ORG-INDX A1-SOBJ A1-SSOBJ A1-REIM-CD | Payroll Account Code | X X X X X X X |
| RESEARCH-PCT | Research and Development Percent | Z+ |
| SUPER-PCT | Supervision Percent | Z+ |

Leave Detail Data Set (LEAVE-MO-D)

The Leave data set contains information by month about the leave an employee has taken.

Information in this data set can be updated on the following screens:

- Leave by Month Screen (PS0027)
- Leave Posting Screen (PS1019)

The Employee Leave Key is linked to the Employee Leave Master (EMP-LEAVE-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|--|------------------------------|----------------|
| EMP-LEAVE-KEY (key) EL-EMP-ID EL-LEAVE-TYP | Employee Leave Key | X X X |
| LEAVE-ACCR | Leave Accrued | J |
| LEAVE-ADJ | Leave Adjustment | J |
| LEAVE-END-BAL | Leave Type Ending Balance | J |
| LEAVE-TAKE | Leave Taken | J |
| LWOP-DAYS | Leave-Without-Pay Days Taken | Z+ |
| YR-MO MY-YR MY-MO | Month/Year | Z+ Z+ Z+ |

Leave Activity Detail Data Set (LEAVE-DAY-D)

The Leave Activity Detail data set contains information about the leave an employee has taken, such as the type of leave and date on which it was taken.

Information can be updated in this data set on the Monthly Leave by Day Screen (PS0027).

The Employee ID key is linked to the Employee Master (EMP-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|--|------------------------|---------------------|
| EMP-ID (key) EMP-ID-1 EMP-ID-2 EMP-ID-3 | Employee ID | X X X X |
| LEAVE-DATE LEAVE-YR LEAVE-MO LEAVE-DAY | Leave Date | X Z+ Z+ Z+ |
| LEAVE-TIME | Leave Time | J |
| LEAVE-TYP | Leave Type | X |

Leave Cross-Reference Detail Data Set (LEAVE-XREF-D)

The Leave Cross-Reference Detail data set is a cross-reference between each employee ID and its associated employee leave keys.

- The Employee ID key is linked to the Employee Master (EMP-M) data sets.
- The Employee Leave Key is linked to the Employee Leave Master (EMP-LEAVE-M) data set.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------|------|
| EMP-ID (key) | Employee ID | X |
| EMP-ID-1 | | X |
| EMP-ID-2 | | X |
| EMP-ID-3 | | X |
| EMP-LEAVE-KEY (key) | Employee Leave Key | X |
| EL-EMP-ID | | X |
| EL-LEAVE-TYP | | X |

Position Automatic Master Data Set (POS-A)

The Position Automatic Master data set identifies each position that can be assigned to an employee.

| Data Element Database Name | Data Element Long Name | Type |
|----------------------------|------------------------|------|
| POS-NUM (key) | Position Number | X |