3. Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors teaching multiple Course/Sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of Contact Hours based on what the college uses to determine the Instructor's load.

4. For College Credit courses and College Preparatory courses, 1 contact hour = 50 minutes of instruction. For all other courses, 1 contact hour = 60 minutes of instruction.

Edit:

1.	Missing, invalid or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

Description of Data Element:

Number: 3035   **Name:** Weeks for Instructional Contact Hours

Data Element is Used in the Following Reports:

❑   Legislative requests

Description:

The number of weeks in the term, the Instructional Contact Hours (DE 3030) are taught by the Instructor.

EXAMPLES

❑   For a regularly scheduled course, the number of weeks in a term will be either 15 or 16, depending on whether the instructional contact hours are included in the exam week.

❑   For a course taught in a mini-semester that is 8 weeks long, the number of weeks reported would be 8.

❑   For a non-credit course that is 5 weeks long, the number of weeks reported would be 5.

NOTES:

1.   Weeks for Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 2).

2.   Weeks for Instructional Contact Hours and Instructional Contact Hours (DE 3030) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Code (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.

3.   For Fall and Winter/Spring terms, the regular term is 16 weeks and for Summer term, the regular term is 12 weeks.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 4005   **Name:** Course Start Date

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The official starting date of the course (DE 3005).

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	GT Course End Date (DE 4010)	Critical

PHYSICAL DESCRIPTION: PIC9 (08)   **CREATE/CHANGE DATE:** 03/23/1995
Section 6.2 - Data Element Dictionary
Version 17.0   78

Description of Data Element:

Number: 4010   **Name:** Course End Date

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The official ending date of the course (DE 3005).

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(within reporting year)

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	LT Course Start Date (DE 4005)	Critical

PHYSICAL DESCRIPTION: PIC9 (08)   **CREATE/CHANGE DATE:** 03/23/1995
Section 6.2 - Data Element Dictionary
Version 17.0   79

Description of Data Element:

Number: 4015   **Name:** Days of Course Meeting

Data Element is Used in the Following Reports:

❑   State Reports

Description:

An indication of which days of the week a Course Section meets.

TABLE VALUES:

X   Sunday
M   Monday
T   Tuesday
W   Wednesday
R   Thursday
F   Friday
S   Saturday
O   Other (a non-regularly scheduled course)

Edit:

1.	Missing or invalid	Critical
2.	EQ 'O' and both Beginning Time of Course (DE 4020) and Ending Time of Course Section (DE 4025) NE '9999'	Critical

Description of Data Element:

Number: 4020   **Name:** Beginning Time of Course Section

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The local time, based on a 24-hour clock, when a Course Section is scheduled to begin.

EXAMPLES:

8:30 a.m.	=	0830
10:00 a.m.	=	1000
1:00 p.m.	=	1300
4:30 p.m.	=	1630

NOTES:

1.   For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.

2.   Code 9999 for non-regularly scheduled times.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	GT Ending Time of Course Section (DE 4025)	Informational
3.	LT 0600	Informational
4.	EQ 9999 and Days of Course Meeting (DE 4015) NE O - Other	Critical

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 4025   **Name:** Ending Time of Course Section

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The local time, based on a 24-hour clock, when a Course Section is scheduled to end.

EXAMPLES:

8:30 a.m.	=	0830
10:00 a.m.	=	1000
1:00 p.m.	=	1300
4:30 p.m.	=	1630

NOTES:

1.   For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.

2.   Code 9999 for non-regularly scheduled times.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	LT Beginning Time of Course Section (DE 4020)	Informational
3.	GT 2300	Informational
4.	EQ 9999 and Days of Course Meeting (DE 4015) NE O - Other	Critical

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 4030   **Name:** Site Number

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Number assigned to a site by the college. This number must be the same as reported on the Facilities Data Base.

TABLE VALUES:

1 - 98	Owned or Leased for one or more years.
99	Unowned and/or Leased for less than one year or course is not assigned to a room.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Not EQ 99 and Facility Number (DE 4035) EQ 0	Critical
3.	Not EQ 99 and Room Number (DE 4040) EQ 0	Critical

IDB Edit:

1.	LT 99, and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO DB Site Number (DE 5006), FCO DB Facility Number (DE 5014) and FCO DB Room Number (DE 5023).	Critical

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 4035   **Name:** Facility Number

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The number assigned to a Facility by a college.

TABLE VALUES:

0	When Site Number = 99
1 - 9999	When Site Number is 1 to 98

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Site Number (DE 4030) Not EQ 99	Critical

IDB Edit:

1.	Site Number (DE 4030) LT 99; and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO Data Base Site Number (DE 5006), Facility Number (DE 5014), and Room Number (DE 5023).	Critical

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 4040 **Name:** Room Number

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The number assigned to a Room by a college that includes a one-place prefix, a four-place number, and a one-place suffix.

NOTES:

1. Six-place alpha/numeric field. The Room Number must be unique among all Room Numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a Room within the file. Only the characters A through Z, the numbers 0 through 9, and blanks are allowed. The Room Number is broken into 3 parts as follows:
    a. Prefix: One place. May be blank. If it is not blank, then the core must not contain blanks.
    b. Core: Four places. Must contain at least one character or number right justified.
    c. Suffix: One place. May be blank.

2. If Site Number = 99 then
    a. Room Number Prefix is blank,
    b. Room Number Core = ' 0', and
    c. Room Number Suffix is blank

Edit:

1.	Missing	Critical
2.	EQ ' 0' and Site Number (DE 4030) Not EQ 99	Critical

IDB Edit:

1.	Site Number (DE 4030) LT 99; and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO Data Base Site Number (DE 5006), Facility Number (DE 5014), and Room Number (DE 5023).	Critical

PHYSICAL DESCRIPTION: PIC X (06)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 4045   **Name:** Recreation and Leisure Headcount

Data Element is Used in the Following Reports:

❑   Space Utilization Reports

Description:

Number of headcount in the Course/Section for Recreation and Leisure courses only.

TABLE VALUES:

0	Other than Recreation and Leisure courses.
>0	Headcount for Recreation and Leisure course/section.

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
3.	GT 0 and Primary Course Section Classification (DE 4060) EQ C or S	Critical

Description of Data Element:

Number: 4060   **Name:** Primary Course Section Classification

Data Element is Used in the Following Reports:

❑   State Reports

Description:

A code identifying the Primary Course Section content.

TABLE VALUES:

C   Contract Course (courses for which the direct instructional costs have been fully funded by an external
        agency).
R   Recreation and Leisure Course
S   Credit/Non-credit Course (courses that should be reported on Student Data Base)
A   Adult General Education Distance Learning Course for NRS. An AGE course that meets the definition
        of Distance Learning for NRS reporting. The criteria are: Distance education is formal learning
        activity where students and instructors are separated by geography, time or both for the majority of the
        instructional period (more than 50%). Students in distance education courses, like those in courses
        using traditional instructional methods, must have at least 12 hours of contact within those courses
        before they can be counted for federal reporting purposes, and programs must administer all pre- and
        post-assessments used to measure educational gain of distance education students for NRS reporting
        in person, at a proctored program site, in accordance with the state policies outlined in the Assessment
        Technical Assistance Paper at, http://www.firn.edu/doe/workforce/pdf/tap_assessment.pdf.

Edit:

1.	Missing or invalid	Critical
2.	EQ R and Recreation and Leisure Headcount (DE 4045) EQ 0	Critical
3.	EQ C or S and Recreation and Leisure Headcount (DE 4045) GT 0	Critical

IDB Edit:

1.	Course Classification (DE 4060) Equal to 'S' or 'A', Course Identifier (DE 3005) and Course Section (DE 3010) mismatch with SDB Course Identifier (DE 3008), and SDB Course Identifier Section (DE 3009).	Critical
2.	Course Classification (DE 4060) EQ 'A' and SDB Course ICS (DE 3001) LT 13104 or GT 13299	Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2002

Description of Data Element:

Number: 4065   **Name:** Instructional Delivery Method

Data Element is Used in the Following Reports:

❑   State Reports

Description:

A classification of a course based on the delivery of direct instruction.

TABLE VALUES:

T   Traditional - 100% face to face instruction with no technology used.

TE   Technology Enhanced – Primarily face to face instruction utilizing some form of technology for delivery of supplemental course materials and *no more* than   50% of direct instruction.

HB   Hybrid Blend
         50- 80% of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space or both.

DL   Distance Learning
         80% or more of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space or both.

Edit:

1.   Missing or invalid   Critical

Description of Data Element:

Number: 4070	**Name:** Technology Delivery Indicator

Data Element is Used in the Following Reports:

❑ State Reports

Description:

An indicator of the type of technology that is being used by the instructor instead of face-to-face contact.

TABLE VALUES:

M   Materials - Primarily print-based materials for check-out or mail-out which may be packaged with other materials including CD-ROM, DVD, and video tapes which are not telecourses. Correspondence courses would fall into this category.

P   Live Broadcast - Course delivered by open broadcast (such as PBS), satellite, cable TV, ITFS, microwave that is synchronous or live. Transmission is one-way, although it could be interactive via phone or web/email access.

Q   Taped Courses/Telecourses - Pre-taped courses which have been licensed or locally produced and are delivered asynchronously. Videotapes may be checked out, broadcast, or delivered by some other system.

R   Videoconferencing, Compressed Video, ITV - Two-way, audio and video, synchronous, interactive between two or more locations.

V   Audio-tapes, Audio-conferencing, Radio - Primarily audio, no video. Audio may be made available synchronously (radio, audio-conference) or asynchronously (audio-tape).

X   Web-based or Internet-based Courses - Can include Web-TV, video streaming on the computer, or any other technology heretofore not yet thought of.

H   Mixed Delivery- Those courses using a combination of technology. For example, a course requiring 40% class attendance, 30% Web, and 30% TV.

N   None

Edit:

1.	Missing or invalid	Critical
2.	NE N and Instructional Delivery Method (DE 4065) EQ T	Informational
3.	EQ N and Instructional Delivery Method (DE 4065) EQ TE or HB or DL	Informational

PHYSICAL DESCRIPTION: PIC X (02)   **CREATE/CHANGE DATE: 06/01/2011**

Description of Data Element:

Number: 5005   **Name:** Authorized Reassignment - Type

Data Element is Used in the Following Reports:

❑ State Reports

Description:

Enter the type of Reassignment/Release Time.

TABLE VALUES:

1   Instructional Supervision
2   Student Services
3   Curriculum Development
4   Other

Edit:

1.	Missing or invalid	Critical
2.	LT 5 and Authorized Reassignment Time (DE 5010) EQ 0	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 01/19/1996

Description of Data Element:

Number: 5010	**Name:** Authorized Reassignment - Time

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Enter the FTE representing the Authorized Reassignment Type for the term. The Authorized Reassignment Time is a portion of the hours used to calculate the FTE for Position Portion of Effort.

❑   The Authorized Reassignment Time FTE is a subset of the Position Portion of Effort FTE reported in DE 2025.

❑   30 SSH or CHE = 1 FTE for the reporting year.

EXAMPLE:

An Instructor with 12 SSH or CHE reassignment hours in the Fall term:

12/30 = .040 and is reported as 0040

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Authorized Reassignment - Type (DE 5005) LT 5	Critical

Description of Data Element:

Number: 5015   **Name:** Authorized Reassignment Contact Hours

Data Element is Used in the Following Reports:

❑   Legislative requests

Description:

The number of Contact Hours for the term the Instructor spends in authorized reassignment activities and which the college uses to determine the Instructor's load. The Authorized Reassignment Contact Hours do not include the Instructional Contact Hours (DE 3030).

NOTES:

1.   Authorized Reassignment Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 2).

2.   Authorized Reassignment Contact Hours and Weeks for Authorized Reassignment Contact Hours (DE 3035) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.

3.   Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors on Authorized Reassignment. Colleges should determine the number of Contract Hours based on what the college uses to determine the Instructor's load.

Edit:

1. Missing, invalid, or non-numeric	Critical
2. EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3. GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 5020	**Name:** Weeks for Authorized Reassignment Contact Hours

Data Element is Used in the Following Reports:

❑ Legislative requests

Description:

The number of weeks in the term that the Authorized Reassignment Contact Hours (DE 5015) are worked by the Instructor.

❑ Weeks for Authorized Reassignment Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 2).

❑ Weeks for Authorized Reassignment Contact Hours and Authorized Reassignment Contact Hours (DE 5015) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.

❑ For Fall and Winter/Spring terms, the regular term is 16 weeks and for Summer term, the regular term is 12 weeks.

EXAMPLES:

1. For regular reassignment, the number of weeks in a term will be either 15 or 16, depending on if the authorized reassignment contact hours are included in the exam week.

2. For reassignment during the regular summer term, the number of weeks reported would be 12.

3. For reassignment during a special mini-semester that is 6 weeks long, the number of weeks reported would be 6.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 6005   **Name:** Salary Type

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Enter the Type Of Salary paid to the Employee. This field is reported on an annual basis for the fiscal year.

TABLE VALUES:

1   Base Pay
2   Hourly Wage
3   Overtime Pay
4   Overload Pay
5   Other (such as Nonrecurring Compensation, TPI, Supplemental, Extended Contract)

NOTES:

1.   Sick Leave, Annual Leave, and Severance Pay Termination Payout must be reported under Fringe Benefits Value (DE 7010).

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 6010   **Name:** Salary Amount

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Enter the amount of salary paid representing the Salary Type reported in (DE 6005). This field is reported on an annual basis for the fiscal year.

NOTES:

1.   Termination payouts such as Sick Leave, Annual Leave, and Severance Pay must be reported under Fringe Benefits Value (DE 7010).

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Termination Status (DE 2050) NE 7	Informational

PHYSICAL DESCRIPTION: PIC 9 (06) V99   **CREATE/CHANGE DATE:** 03/21/1996

Description of Data Element:

Number: 7005	**Name:** Benefit Type

Data Element is Used in the Following Reports:

- ❑ State Reports
- ❑ Legislative requests

Description:

Enter the type of benefit provided to an Employee. This field is reported on an annual basis for the fiscal year.

TABLE VALUES (with corresponding GL Codes)**:**

1	Social Security	59100, 59102-59199
2	Medicare	59101
3	Retirement Plan Contributions	59201-59206
4	Insurance Contributions	59701-59705
5	Other Taxable Benefits, including housing, auto allowance, etc.	59501-59510
A	Sick Leave (Termination Payout)	
B	Annual Leave (Termination Payout)	
C	Tuition Reimbursement or Fee Waiver	59801-59806
D	Severance Pay (Termination Payout)	26500-26599

NOTES:

1.   Sick Leave and Annual Leave are for payout upon termination of the Employee, not the expense accrual.

2.   The Organizational Unit and GL Code for benefits should relate to the salary data.

Edit:

1.	Missing or invalid	Critical
2.	EQ A, B, or D and Termination Status (DE 2050) EQ 7	Informational

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2000

Description of Data Element:

Number: 7010   **Name:** Benefits Value

Data Element is Used in the Following Reports:

❑ State Reports

Description:

Enter the annual value of the benefits representing the Benefit Type (DE 7005). This field is reported on an annual basis for the fiscal year.

NOTES:

1. Report the institution's contribution only.

2. Value of Sick Leave, Annual Leave, and Severance Pay payout should not be reported on the salary records.

Edit:

1. Missing or non-numeric   Critical
2. EQ 0   Critical

PHYSICAL DESCRIPTION: PIC 9(06) v99   **CREATE/CHANGE DATE:** 03/18/1996
Section 6.2 - Data Element Dictionary
Version 17.0   98

Machine Record Format

Field Characteristics	Demographic Information Record Type 1
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified	Create a record for each Employee for each term employed.

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =1
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
1005	24-43	20	A/N	Last Name
1006	44-58	15	A/N	First Name
1007	59	1	A/N	Middle Initial
1010	60-67	8	N	Birth Date
1015	68	1	A/N	Gender
				Filler
1025	70	1	A/N	Citizenship
1030	71	1	A/N	Disability Classification
1035	72	1	N	Degree (Highest Earned)
1040	73-80	8	N	Date Employed at the Institution
1045	81	1	N	Contract Status
1050	82-89	8	N	Date Continuing Contract Granted
1055	90	1	N	Employment Status
1060	91	1	A/N	Exempt From Public Records
1065	92	1	A/N	Faculty Status
1070	93	1	A/N	Race – White
1075	94	1	A/N	Race – Black/African American
1080	95	1	A/N	Race – Asian
1085	96	1	A/N	Race – American Indian/Alaskan Native
1090	97	1	A/N	Race – Native Hawaiian/Pacific Islander
1095	98	1	A/N	Ethnicity – Hispanic/Latino
1009	99-100	2	N,R	Primary Activity/Occupational Activity Code
1096	101	1	A	EAM Indicator

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics	Employment Activity Record Type 2
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified	Create a record for each Employment Activity Classification for each term employed.

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =2
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
0140	24-36	13	N,R	Organizational Unit and GL Code
2005	37-38	2	N,R	Occupational Activity Classification
2010	39-63	25	A/N, L	Position Title
2015	64-71	8	N	Date Employed in Current Position
	72	1	A/N	FILLER
2025	73-75	3	N (PIC 9V99)	Position Portion of Effort
2030	76	1	N	Academic Rank
2035	77-84	8	N	Date of Academic Rank
2040	85	1	A/N	Employee Bargaining Unit Flag
2045	86	1	N	Sabbatical/Educational Leave
2050	87	1	N	Termination Status
2055	88-95	8	N	Termination Date
	96-101	6	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics	Instructional Activity Record Type 3
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified	Create a record for each Course Section taught by an Employee.

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =3
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
0140	24-36	13	N,R	Organizational Unit and GL Code
3005	37-44	8	A/N	Course Identifier
3010	45-52	8	A/N, L	Course Section Identifier
	53	1	A/N	FILLER
3020	54	1	A/N	Team Teaching/Multiple Instr. flag
3025	55-58	4	N (PIC 9V999)	Portion of (Course) Section Workload
3030	59-62	4	N,R	Instructional Contact Hours
3035	63-64	2	N,R	Weeks for Instructional Contact Hours
	65-101	37	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics				Course Schedule Record Type 4
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified				Create a record for each Course meeting.

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =4
0120	9-13	5	N,R	Term Identifier
	14-23	10	A/N	FILLER
3005	24-31	8	N,R	Course Identifier
3010	32-39	8	A/N	Course Section Identifier
4005	40-47	8	N	Course Start Date
4010	48-55	8	N	Course End Date
4015	56	1	A/N	Days of Course Meeting
4020	57-60	4	N	Beginning Time of Course Section
4025	61-74	4	N	Ending Time of Course Section
4030	65-66	2	N	Site Number
4035	67-70	4	A/N	Facility Number
4040	71-76	6	A/N	Room Number
4045	77-82	6	N	Recreation and Leisure Headcount
4060	85	1	A/N	Primary Course Section Classification
4065	86-87	2	A/N	Instructional Delivery Method
4070	88	1	A/N	Technology Delivery Indicator
	89-101	13	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

	Field Characteristics			**Authorized Reassignment** **Record Type 5**
A Alphabetic Only				
A/N Alphanumeric				Create a record for each Authorized Reassignment Type.
N Numeric Only				
Z Zoned Numeric				
R Right Justified with Leading Zeros				
L Left Justified				
DE#	**From/To**	**Size**	**Field Char**	**Field Description**
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =5
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
5005	24	1	N	Authorized Reassignment - Type
5010	25-28	4	N,R	Authorized Reassignment - Time
5015	29-32	4	N,R	Authorized Reassignment Contact Hours
5020	33-34	2	N,R	Weeks for Authorized Reassignment Contact Hours
	35-101	67	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

<table>
<tr><td colspan="4">Field Characteristics</td><td>Salary Information
Record Type 6</td></tr>
<tr><td colspan="4">A   Alphabetic Only
A/N Alphanumeric
N   Numeric Only
Z   Zoned Numeric
R   Right Justified with Leading Zeros
L   Left Justified</td><td>Create a record for each Organizational Unit and GL Code, Activity, and Salary Type. This is the annual fiscal amount.</td></tr>
<tr><td>DE#</td><td>From/To</td><td>Size</td><td>Field Char</td><td>Field Description</td></tr>
<tr><td>0110</td><td>1-7</td><td>7</td><td>N,R</td><td>Reporting Institution (OPEID) Code</td></tr>
<tr><td></td><td>8</td><td>1</td><td>N</td><td>Record Type =6</td></tr>
<tr><td>0130</td><td>9-18</td><td>10</td><td>A/N</td><td>Person Identification Number</td></tr>
<tr><td>0140</td><td>19-31</td><td>13</td><td>N,R</td><td>Organizational Unit and GL Code</td></tr>
<tr><td>1009</td><td>32-33</td><td>2</td><td>N,R</td><td>Primary Activity/ Occupational Activity Code</td></tr>
<tr><td>6005</td><td>34</td><td>1</td><td>N</td><td>Salary Type</td></tr>
<tr><td>6010</td><td>35-42</td><td>8</td><td>N,R PIC 9(06) V99</td><td>Salary Amount</td></tr>
<tr><td>0120</td><td>43-47</td><td>5</td><td>N,R</td><td>Term Identifier</td></tr>
<tr><td></td><td>48101</td><td>54</td><td>A/N</td><td>FILLER</td></tr>
</table>

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics				Fringe Benefits Record Type 7
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified				Create a record for each Organizational Unit and GL code, and Benefit Type. This is the annual fiscal mount.
DE#	**From/To**	**Size**	**Field Char**	**Field Description**
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =7
0130	9-18	10	A/N	Person Identification Number
0140	19-31	13	N,R	Organizational Unit and GL Code
7005	32	1	A/N	Selected Benefits - Type
7010	33-40	8	N,R PIC 9(06) V99	Selected Benefits - Value
0120	41-45	5	N,R	Term Identifier
	46-101	56	A/N	FILLER

Shaded fields are unique key elements.

Sample Instructions to Send Personnel Data

WS-FTP:

Text File

Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*
Password:	*Your NWRDC Password*
Account:	*NWRDC IP Address*
Remote Host:	'CCcc.PDB.PERSON.Tttyyyy'
Local PC:	*Your local Directory*
Transfer Mode:	**ASCII**

NOTES:

1. Single quotes are required for the NWRDC "Remote Host" parameter.

2. You need to set up the **logical record length** with the site command.

3. For detailed instructions refer to Chapter 2, Section 2.2 -"Data Submission Procedures".

DIS/VSE/POWER:

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)              (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE100,PROJ=PDB,CNUM=cc,FNAM=PERSON,
//      YEAR=yyyy,TERM=tt,LRECL=100,BLKSZ=1000,
//      SPACE='(TRK,(5,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)   (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE100,PROJ=PDB,CNUM=cc,FNAM=PERSON,
//      YEAR=yyyy,TERM=tt,LRECL=100,BLKSZ=1000,
//      SPACE='(TRK,(5,1),RLSE)'
```

Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e., 2002)
tt	=	term (i.e., 3E)

Section 6.3 -
Verification Reports Selection Criteria

Exceptions Report

The Exceptions Report displays the frequency of table values or ranges for Data Elements. The following are included on this report based on the data submissions.

1010	Date of Birth by ranges		
1015	Gender		
	Race/Ethnic Origin	1025	Citizenship
1030	Disabled Classification		
1035	Degree		
1040	Date Employed at Institution by ranges		
1045	Contract Status		
1050	Date continuing Contract Granted by ranges		
1055	Employment Status		
1065	Faculty Status		
1070	Race - White		
1075	Race - Black/African American		
1080	Race - Asian		
1085	Race - American Indian/Alaskan Native		
1090	Race - Native Hawaiian/Pacific Islander		
1095	Ethnicity - Hispanic/Latino		
1009	Primary Activity/Occupational Activity Code		

*2005	Activity - Occupational Activity Code
*2015	Date Employed in Current Activity by ranges
*2030	Academic Rank
*2035	Date of Academic Rank by ranges
*2040	Employee Bargaining Unit Flag
*2045	Sabbatical/Educational Leave
*2050	Termination Status
*2055	Termination Date by ranges

*3020	Team Teaching/Multiple Instructor Flag

*4015	Days of Course Meeting

*4065	Instructional Delivery Method
*4070	Technology Delivery Indicator

*5005	Authorized Reassignment - Type

**6005	Salary Type

**7005	Benefit Type

Notes:

1.   *Not reported in Annual Salary and Fringe Benefits 4E

2.   **Only reported in Annual Salary and Fringe Benefits 4E

Contact Hours Taught by Full-Time Instructors

Demographic Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

2. Employment Status is Regular full-time   DE 1055 = 1

3. Primary Activity is Instructional   DE 1009 = 02

Employment Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

Where:

1. Term Identifier is Summer, Fall, Winter/Spring or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Instructional Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Course Identifier	DE 3005
Course Identifier Section	DE 3010
Instructional Contact Hours	DE 3030

Where:

1. Term Identifier is Summer, Fall, Winter/Spring or Annual   DE 0120 = tyyyy
   submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Course Schedule Table:

Select:

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

2. Course is not Recreation and Leisure   DE 4060 not = R

Authorized Reassignment Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Authorized Reassignment Contact Hours	DE 5015

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Processes and Calculations:

1. Match data from Demographic and Employment Activity by Person Identification Number.

2. Match data from Instructional Activity and Course Schedule by Person Identification Number.

3. Sum Authorized Reassignment Contact Hours by Person Identification Number.

4. Using data from process #1, select Full-Time Instructional Personnel:
   a. If the person has an Primary Activity/Occupational Activity = 2 then select the person as Full-Time instructional.

b. If person has more than one activity record, sum the Position FTE by Person Identification Number and Activity.

5. Merge data from process #2, process #3 and process #4 by Person Identification Number.

6. Sum Instructional Contact Hours, Authorized Reassignment Contact Hours and Total Contact Hours.

7. Calculate the unduplicated headcount by Instructional, Authorized Reassignment.

8. Calculate the ratios.

Number of Courses without Instructors by Site

Course Schedule Table:

Select:

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010
Site Number	DE 4030

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
    t = term (example: 1, 2, 3, or 4)
    yyyy = submission year (example: 2001 for 2000-01)

Instructional Activity Table:

Select:

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
    t = term (example: 1, 2, 3, or 4)
    yyyy = submission year (example: 2001 for 2000-01)

Processes and Calculations

1. Match Course Schedule data with Instructional Activity data by Course and Section.

2. Select non-matching data from process #1.

3. Calculate the count of unduplicated course and section numbers from process #2 by Site.

Instructors WITH Instructional Activity or Authorized Reassignment

Demographic Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

2. Primary Activity/Occupational Activity Code is Instructors   DE 1009 = 02

Employment Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL code	DE 0140
Date Employed in Current Position	DE 2015
Position Portion of Effort (FTE)	DE 2025
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining unit flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

3. (Sum of Position Portion of Effort by PSNID) = 0   SUM (DE 2025) = 0

Instructional Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual   DE 0120 = tyyyy
   submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Authorized Reassignment Table:

Select:

College	DE 0110
Person Identification Number	DE 0130

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual   DE 0120 = tyyyy
   submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Processes and Calculations:

1. Match Demographic Table data and Employment Activity data with Instructional Activity data
   and Authorized Reassignment data by Person Identification Number.

2. List matching data from Process #1.

Instructors WITHOUT Instructional Activity or Authorized Reassignment Records

Demographic Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission. DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

2. Primary Activity/Occupational Activity Code is Instructors DE 1009 = 02

Employment Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL Code	DE 0140
Date Employed in Current Position	DE 2015
Position Portion of Effort (FTE)	DE 2025
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining Unit Flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission. DE 0120 = tyyyy
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Instructional Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

   DE 0120 = tyyyy

Authorized Reassignment Table:

Select:

College	DE 0110
Person Identification Number	DE 0130

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

   DE 0120 = tyyyy

Processes and Calculations:

1. Match Demographic Table data and Employment Activity data with Instructional Activity and Authorized Reassignment data by Person Identification Number.

2. List non-matching data from process #1.

College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges

Demographic Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual   DE 0120 = tyyyy
   submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Employment Activity Table:

Select:

College	DE 0110
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

Where:

1. Term Identifier is Summer, Fall, Winter/Spring, or Annual   DE 0120 = tyyyy
   submission.
   t = term (example: 1, 2, 3, or 4)
   yyyy = submission year (example: 2001 for 2000-01)

Processes and Calculations:

1. Match Demographic data and Employment Activity data by Person Identification Number.

2. From process #1, sum the Position FTE by Person Identification Number, Primary Activity/Occupational Activity, and Employment Status.

3. Using data from process #2, select Full-Time Personnel by Employment Status:
4. Using data from process #2, select Part-Time Personnel by Employment Status.
5. Combine data from process #3 and process #4.
6. Calculate the unduplicated count of employees, by Primary Activity Groups, by FTE ranges:

Primary Activity Groups:	Primary Occupational Activity Code Values:
Exec. Admin., Managerial	01, 03
Instructional	02
Librarian/Counselor	04
Teaching Assist/Assoc.	05
Professional Support	06
Clerical/Secretarial	07
Tech/Paraprofessional	08
Skilled Crafts	09
Service/Maintenance	10
Student Assistants	11

*To create the report RFTEREAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 01, 03 and 06 with EAM 'Y'.

Number of Courses Taught by Site
for Regular and Temporary Full-Time and Part-Time Instructors

Purpose:

Generate a report by term or annually of the number of courses taught for Florida Colleges, by Site, for Regular (FRS Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

4.   PERSONNEL **Instructional Activity** (Record Type 3)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
COURSE	(DE 3005) Course Identifier
ORG_FUND_TYPE	(DE 1040) Organizational Unity & GL Codes (Column 1)
ORG_FUNCTION	(DE 0140) (Column 2)
ORG_SUB_FUNCTION	(DE 0140) (Column 3)
ORG_SPECIFIC	(DE 0140) (Column 4-6)

5.   PERSONNEL **Course Schedule** (Record Type 4)

Column Names	**Data Element Dictionary Numbers and Names**
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
COURSE	(DE 3005) Course Identifier
SITE_NUMBER	(DE 4030) Site Number

Output:

Report of the number of courses taught, by Florida Colleges, by Site, for Regular (FRS- Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

Program Logic:

1.   Selection Criteria:

a.   Select all courses taught by Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Full-Time and Part-Time Status Instructors for Florida Colleges, by term and year or annually.

Primary Activity/Occupational Activity Code (DE 1009 = 02 (02 = Instructional Staff)

Employment Status (DE 2020) = 1 (Full-Time Regular), 2 (Part-Time Regular), 3 (Full-Time Temporary) and 4 (Part-Time Temporary)

b.   Select courses taught for the term or annually by Credit Courses and Non-credit Courses for each Site.

Credit Courses:

Credit Courses are defined for this report as courses that have '11' in the second and third columns, or have '12101', '12201', '12301', '12401', '12501', '12601', or '12701' in the second through the seventh positions of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x11xxxxxxxxx' where x = any digit.

OR

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x12y01xxxxxxx' where x = any digit and y = 1 through 7.

Non-Credit Courses:

Non-credit courses are defined for this report as all courses not defined as Credit Courses EXCLUDING Recreational and Leisure courses. Recreational & Leisure courses are defined as courses with '142' in the first three columns of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3)
NOT = '11xxxxxxxxxx' where x = any digit.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3)
NOT = '12y01xxxxxxxx' where x = any digit and y = 1 through 7.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3)
NOT = '142xxxxxxxxx' where x = any digit.

c.   Generate course counts by Site for Credit and Non-Credit courses by Full-Time and Part-Time Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Instructors for the term and year or annually.

College Employees by Activity Groups
by Full-Time/Part-Time and by Age Group

Purpose:

Generate a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Age Groups. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2. PERSONNEL **Demographic Information** (Record Type 1)
    Table name: DCDBA.PERSONNEL

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
BIRTH_DATE	(DE 1010) Date of Birth
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3. PERSONNEL **Employment Activity** (Record Type 2)
    Table name: DCDBA.EMPLOYMENT

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Output:

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Age group. There will be two pages for each college.

Program Logic:

1.   Selection Criteria:

    a.   Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

    Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full-Time (Temporary)}, 4 {Part-Time (Temporary)}.

    b.   Select all Activity records.

    Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE 1009) as defined in the Federal IPEDS reports.

        i.   If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

    Primary Activity Groups by Occupational Activity Codes

    Data Element Values for:
    DE 1009 (Occupational Activity Code)
    Column Name: PRIM_OCC

01, 03	Executive, Administrative, and Managerial
02	Instructional Staff
04	Librarian/Counselor
05	Teaching Assistant/Associate
06	Professional Support
07	Clerical/Secretarial
08	Technical/Paraprofessional
09	Skilled Crafts
10	Service Maintenance
11	Student Assistants

    c.   Report employees by Age group.

    To determine age groups, select the Birth Date (DE 1010) of each employee and calculate the age based on the beginning year of the submission (ex. 2000-01 use 2000). If the employee's date of birth is greater than month=10 and day = 15 then the age will be calculated using the ending year of the submission. If the employee doesn't have a date of birth they will be counted as date of birth unknown.

Data Element Values for:
DE 1010 (Date of Birth)
Column Name: BIRTH_DATE

LESS THAN 18	Age less than 18
18-27	Age between 18 and 27 inclusive
28-32	Age between 28 and 32 inclusive
33-37	Age between 33 and 37 inclusive
38-42	Age between 38 and 42 inclusive
43-47	Age between 43 and 47 inclusive
48-52	Age between 48 and 52 inclusive
53-57	Age between 53 and 57 inclusive
58-62	Age between 58 and 62 inclusive
63-67	Age between 63 and 67 inclusive
ABOVE 67	Age greater than 67
BIRTHDATE UNKNOWN	Missing Date of Birth

*To create the report RHDAGEAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 01, 03 and 06 with EAM 'Y'.

College Employees by Activity Groups
by Full-Time/Part-Time and by Contract Status

Purpose:

Generate a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
CONTRACT_STATUS	(DE 1045) Contract Status
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Output:

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. There will be two pages for each college.

Program Logic:

1.   Selection Criteria:

a.   Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2, {Part-Time (FRS Eligible)}, 3, {Full-Time (Temporary)}, 4, {Part-Time (Temporary)}.

b.   Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined in the Federal IPEDS reports.

i.   If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes

Data Element Values for:
DE 1009(Occupational Activity Code)
Column Name: PRIM_OCC

01, 03	Executive, Administrative, and Managerial
02	Instructional Staff
04	Librarian/Counselor
05	Teaching Assistant/Associate
06	Professional Support
07	Clerical/Secretarial
08	Technical/Paraprofessional
09	Skilled Crafts
10	Service Maintenance
11	Student Assistants

d.   Report employees by Contract status.

Data Element Values for:
DE 1045 (Contract Status)
Column Name: CONTRACT_STATUS

1	Continuing Contract
2	Annual - On Track
3	Annual - Not on Track
4	Not Applicable

*To create the report RHDCONEM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 01, 03 and 06 with EAM 'Y'.

College Employees by Activity Groups
by Full-Time/Part-Time and by Degree

Purpose:

Generate a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
DEGREE	(DE 1035) Degree
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Output:

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. There will be two pages for each college.

Program Logic:

1.   Selection Criteria:
        a.   Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3, {Full-Time (Temporary)}, 4, {Part-Time (Temporary)}.

b. Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined in the Federal IPEDS reports.

i. If the Activity Codes are not equal and the Employment Status = the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes

Data Element Values for:
DE 1009 (Occupational Activity Code)
Column Name: PRIM_OCC

01, 03	Executive, Administrative, and Managerial
02	Instructional Staff
04	Librarian/Counselor
05	Teaching Assistant/Associate
06	Professional Support
07	Clerical/Secretarial
08	Technical/Paraprofessional
09	Skilled Crafts
10	Service Maintenance
11	Student Assistants

c. Report employees by Degree

Data Element Values for:
DE 1035 (Degree)
Column Name: DEGREE

1	Doctorate
2	Masters + 30 or more hours
3	Masters
4	Bachelors
5	Associate
6	Less than Associate
7	Other
8	Unknown/Not Applicable

*To create the report RHDDEGEM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 01, 03 and 06 with EAM 'Y'.

College Employees by Activity Groups
by Full-Time/Part-Time by Ethnicity and Gender

Purpose:

Generate a report by term or annually of Employee Headcounts for Regular (FRS Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Ethnicity and Gender. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2. PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
GENDER	(DE 1015) Gender
RACE	Ethnicity
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3. PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

Output:

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Ethnicity and Gender. There will be two pages for each college.

Program Logic:

1. Selection Criteria:
    a. Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full-Time (Temporary)}, 4 {Part-Time (Temporary)}.

b. Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/ Occupational Activity Codes (DE 1009) as defined in the Federal IPEDS reports.

i. If the Activity Codes are not equal and the Employment Status = 2 or 4, the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes

Data Element Values for:
DE 1009 (Occupational Activity Code)
Column Name: PRIM_OCC

01, 03	Executive, Administrative, and Managerial
02	Instructional Staff
04	Librarian/Counselor
05	Teaching Assistant/Associate
06	Professional Support
07	Clerical/Secretarial
08	Technical/Paraprofessional
09	Skilled Crafts
10	Service Maintenance
11	Student Assistants

d. Report employees by Ethnicity

Data Element Values for:
(Ethnicity)
Column Name: RACE

W	White
B	Black
H	Hispanic or Latino
A	Asian
I	American Indian or Alaskan Native
M	Multi-Racial
P	Native Hawaiian or Other Pacific Islander
X	Unknown/Not Reported

c. Report employees by Gender

Data Element Values for:
DE 1015 (Gender)
Column Name: GENDER

M	Male
F	Female
X	Unknown/Not Reported

*To create the report RHDETEAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 01, 03 and 06 with EAM 'Y'.

General

The College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time are a series of reports that shows the headcount of employees by Activity Group by Regular and Temporary Full-Time/Part-Time by Age Group, Contract Group, Degree and Ethnicity and Gender. The verification reports are built automatically after the college has successfully passed the edit process and their data is loaded into the PDB tables.

All the verification reports have:
1) The Florida College Name.
2) The Run Date: The date the report was built.
3) The Run Time: The time the report was built.

Report Description

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time verification report contains two sections of the report, which are:
1) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by age group.
2) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by age group.

3) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by contract group.
4) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by contract group.

5) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by degree.
6) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by degree.

7) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by ethnicity and gender.
8) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by ethnicity and gender.

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time Definition of Column Headers

(DE 1010) By Age Group:

The following are age ranges used on this report:

Below 18
18-27
28-32
33-37
38-42
43-47
48-52
53-57
58-62
63-67
Above 67

Total – Totals for full-time and part-time employees.

(DE 1045) By Contract Group:

Continuing Contract – Employees who hold a continuing contract.

Annual Contract – On Track – Employees who are not continuing contract but are on track in positions that may lead to consideration for continuing contract.

Annual Contract – Not on Track - Employees who are not continuing contract but are not on track in positions that may not lead to consideration for continuing contract.

Not Applicable

Total – Totals for full-time and part-time employees.

(DE 1035) By Degree:
Doctorate
Specialist/Advanced Masters
Masters
Bachelors
Associate
Less than Associates
Other
Unknown/Not Applicable
Total – Totals for full-time and part time employees.

(DE 1015) By Ethnicity and Gender:
American Indian or Alaskan Native – The employee as origins in any of the original people of North and South American (including Central America), and who maintains tribal affiliation or community attachment.

Asian or Pacific Islander - The employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, and Malaysia The Pacific Islander has origins of the Philippines Islands, Thailand, Vietnam Guam, Samoa, or other Pacific Islands.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.
Black Non-Hispanic – The employee has origins in any of the black racial groups of Africa.
Hispanic – The employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Unknown – The employee's ethnicity is unknown.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.
Female – The total female employees which includes all ethnicities.
Male – The total male employees which includes all ethnicities.
UK - The employee's race is unknown.

Total – Totals for full-time and part time employees.

*Note: Part time employees may be in more that one activity group.

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time Definition of Row Headers

(DE 1009) Primary Activity/Occupational Activity – A code to indicate the employee's Primary Activity Classification.

(DE 1055) Full-Time and Part-Time employees are segregated on each report.

Totals – The grand total for each row. Staff Ratio Reports Aggregated FTE Ratios between Select Primary Activity Groups

Purpose:

Generate a report by term and annually of the aggregated FTE and ratio between the total Regular (FRS Eligible) Full-Time and Part-Time employees for select Primary Activity Groups.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2. PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3. PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Program Logic:

1. Selection Criteria:
    a. Select all Regular (FRS Eligible) employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

    Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, and 2, {Part-Time (FRS Eligible)}.

        i. FTE for each employee will be aggregated by the Primary Activity/Occupational Activity and Status for all Regular (FRS Eligible) Full-Time and Part-Time employees, by Florida Colleges, by term and year or annually.

        Employment Status (DE 2020) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

Primary Activity Groups by Occupational Activity Codes

Data Element Values for:
DE 1009 (Primary Activity/Occupational Activity Code)
Column Name: PRIM_OCC

01	Executive Staff
01, 03 & 06 with EAM 'Y'	Executive, Administrative, and Managerial
02	Instructional Faculty
02, 04, and 06	Instructional Faculty and Other Professionals
04 and 06	Other Professionals
01 thru 10	All Employees

b. List the aggregated FTE and ratio of Regular Full-Time and Part-Time employees, for Florida Colleges, by term and year or annually for the following Primary Activity Groups:

- All Employees Divided by Executive Staff
- All Employees Divided by Other Professionals
- All Employees Divided by Executive, Administrative, and Managerial
- Instructional Faculty Divided by Executive Staff
- Instructional Faculty Divided by Executive, Administrative, and Managerial
- Instructional Faculty and Other Professionals Divided by Executive Staff
- Instructional Faculty and Other Professionals Divided by Executive, Administrative, and Managerial

Staff Ratio Report
Headcount Ratios between Select Primary Activity Groups

Purpose:

Generate a report by term and annually of the headcount and ratio between the total Regular (FRS-Eligible) Full-Time and Part-Time employees for select Primary Activity Groups.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Program Logic:

1. Selection Criteria:

    i. Select all Regular (FRS-Eligible) Full-Time and Part-Time employees unduplicated for each Primary Activity/Occupational Activity, for Florida Colleges, by term and year or annually.

    Employment Status (DE 2020) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

    Primary Activity Groups by Occupational Activity Codes

    Data Element Values for:
    DE 1009 (Primary Activity/Occupational Activity Code)
    Column Name: PRIM_OCC

01	Executive Staff
01, 03 & 06 with EAM 'Y'	Executive, Administrative, and Managerial
02	Instructional Faculty
02, 04, and 06	Instructional Faculty and Other Professionals
04 and 06	Other Professionals
01 thru 10	All Employees

b. List the headcounts and ratio of Regular Full-Time and Part-Time employees, for Florida Colleges, by term and year or annually, unduplicated for the following Primary Activity Groups:

- All Employees Divided by Executive Staff
- All Employees Divided by Other Professionals
- All Employees Divided by Executive, Administrative, and Managerial
- Instructional Faculty Divided by Executive Staff
- Instructional Faculty Divided by Executive, Administrative, and Managerial
- Instructional Faculty and Other Professionals Divided by Executive Staff
- Instructional Faculty and Other Professionals Divided by Executive, Administrative, and Managerial

Aggregate Fiscal Year Salary
by Salary Type

Purpose:

Generate a report aggregating all the Salary records for the Fiscal Year (Annual Submission) by Florida Colleges by Salary Type.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   SALARY **Salary Information** (Record Type 6)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TYPE_SALARY	(DE 6005) Salary Type
AMOUNT_SALARY	(DE 6010) Salary Amount

Output:

Report of aggregated Salary submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Salary Type.

Program Logic:

1.   Selection Criteria:
    a.   Select all Salary records for the Fiscal Year (Annual Submission) by Salary Type.

    b.   Report salary by Salary Type

Salary Types

Data Element Values for:
DE 6005 (Salary Type)
Column Name: TYPE_SALARY

1	Base Pay
2	Hourly Wage
3	Overtime Pay
4	Overload Pay
5	Other

Aggregate Fiscal Year Benefits
by Benefit Type

Purpose:

Generate a report aggregating all the Benefit records for the Fiscal Year (Annual Submission) by Florida Colleges by Benefit Type.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   BENEFITS **Benefit Information** (Record Type 7)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TYPE_BENEFIT	(DE 7005) Benefits Type
VALUE_BENEFIT	(DE 7010) Benefits Value

Output:

Report of aggregated Benefits submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Benefit Type.

Program Logic:

1.   Selection Criteria:
     a.   Select all Benefit records for the Fiscal Year (Annual Submission) by Benefit Type.

     b.   Report benefits by Benefit Type

Benefit Types

Data Element Values for:
DE 7005 (Benefit Type)
Column Name: BENEFIT_VALUE

1	Social Security
2	Medicare
3	Retirement Plan Contributions
4	Insurance Contributions
5	Other Taxable Benefits
A	Sick Leave (Termination (Payout)
B	Annual Leave (Termination Payout)
C	Tuition Reimbursement or Fee Waiver
D	Severance Pay (Termination Payout)

Salary by Rank, Gender and Degree
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Degree	DE 1035
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
1.	Employment Status is Regular Full-Time	DE 1055 = 1
2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Employment Activity Table:

College	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

C.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.	Salary type is Base Pay or Hourly Wage	DE 6005 = 1, 2
2.	Primary Activity/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping last Contract Status.

2.   Select Employment Activity by Person Identification Number keeping last Academic Rank.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Salary by Rank, Gender and Contract Status
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Contract Status	DE 1045
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
1.	Employment Status is Regular Full-Time	DE 1055 = 1
2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Employment Activity Table:

College	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

C.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.	Salary type is Base pay or Hourly wage	DE 6005 = 1, 2
2.	Primary/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping last Contract Status.

2.   Select Employment Activity by Person Identification Number keeping last Academic Rank.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

**Salary by Gender, Rank and Ethnicity
for Full-Time Instructional Personnel**

SELECTION:

A.　Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Race/Ethnicity	
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
1.　Employment Status is Regular Full-Time　　DE 1055 = 1
2.　Primary Activity/Occupational is Instructors　　DE 1009

B.　Select from the Employment Activity Table:

College	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

C.　Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.　Salary type is Base pay　　DE 6005 = 1
2.　Primary Activity/Occupational Activity Code is　　DE 1009 = 02
　　Instructors

Processes and Calculations:

1.　Select Personnel Activity by Person Identification Number keeping Gender and Ethnicity.

2.　Select Employment Activity by Person Identification Number keeping last Academic Rank.

3.　Match data from process #1 with data from process #2 by Person Identification Number.

4.　Match Salary data with data from process #3 by Person Identification Number.

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Salary by Gender, Degree and Ethnicity
for Full-Time Instructional Personnel

</div>

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Degree	DE 1035
Gender	DE 1015
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
	1.	Employment Status is Regular Full-Time	DE 1055 = 1
	2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
	1.	Salary type is Base pay	DE 6005 = 1
	2.	Primary Activity/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping Gender, Ethnicity, and last Degree.

2.   Select Employment Activity by Person Identification Number.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Salary Range by Gender and Ethnicity
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Race/Ethnicity	
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
1.   Employment Status is Regular Full-Time   DE 1055 = 1
2.   Primary Activity/Occupational is Instructors   DE 1009 = 02

B.   Select from the Employment Activity Table:

College	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

C.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.   Salary type is Base pay   DE 6005 = 1
2.   Primary Activity/Occupational Activity Code is   DE 1009 = 02
        Instructors

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping Gender and Ethnicity.

2.   Select Employment Activity by Person Identification Number.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Salary Range by Gender and Academic Rank
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
	1.	Employment Status is Regular Full-Time	DE 1055 = 1
	2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Employment Activity Table:

College	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Where:

	1.	Academic Rank for Instructional Employees	DE 2030 = 1-8

C.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
	1.	Salary type is Base pay	DE 6005 = 1
	2.	Primary Activity/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping Gender and Academic Rank.

2.   Select Employment Activity by Person Identification Number.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Salary Range by Gender and Contract Status
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Contract Status	DE 1045
Employment Status	DE 1055
Primary Activity /Occupational Activity	DE 1009

Where:
1.	Employment Status is Regular Full-Time	DE 1055 = 1
2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.	Salary type is Base pay	DE 6005 = 1
2.	Primary Activity/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping Gender and Contract Status.

2.   Select Employment Activity by Person Identification Number.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Salary Range by Gender and Degree
for Full-Time Instructional Personnel

SELECTION:

A.   Select from the Demographic Table:

College	DE 0110
Person Identification Number	DE 0130
Gender	DE 1015
Degree	DE 1035
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where:
1.	Employment Status is Regular Full-Time	DE 1055 = 1
2.	Primary Activity/Occupational is Instructors	DE 1009 = 02

B.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where:
1.	Salary type is Base pay	DE 6005 = 1
2.	Primary Activity/Occupational Activity Code is Instructors	DE 1009 = 02

Processes and Calculations:

1.   Select Personnel Activity by Person Identification Number keeping Gender and Degree.

2.   Select Employment Activity by Person Identification Number.

3.   Match data from process #1 with data from process #2 by Person Identification Number.

4.   Match Salary data with data from process #3 by Person Identification Number.

Total Salary and Headcounts
by Activity/Occupational Activity

SELECTION:

A.   Select from the Salary Table:

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009
Salary Amount	DE 6010

Where:

    1.   Annual Salary is greater than zero   DE 6010 > 0

Processes and Calculations:

1.   Calculate the count of non-duplicated employees within each Primary Activity/Occupational Activity Code by Activity/Occupational Activity Code by College.

2.   Sum the annual Salary by Activity/Occupational Activity Code by college.

3.   List the headcounts and accumulated Annual Salaries from Step 1 and Step 2.