

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Data Reporting Domains and Formats

#### EMPLOYEE DATA RECORDS

The following record layouts indicate the formats in which the districts report employee demographic and employee assignment information. This information is of two types, each of which has its own record identifier and format. These two records are both 80 characters long. The record types are reported in two separate input files.

#### Reporting Schedule for Employee Records

The electronic submission of the Employee data records is due:

- 1) Employee Fall Collection opens November 1st, reflecting employee activity during the Fall term
- 2) Within one month after the end of each term

#### **Reporting Schedule: Employee Fall Collection**

Reporting Domain: All Employee Records (Demographic and Assignment)

Reporting Period: *Employee activity during the Fall term*

Reporting Begins: November 01

*Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.)*

*Employee Fall Collection for inclusion in the final IPEDS data upload is the fourth Friday in January (by 5:00 p.m.)*

*Employee Fall Collection for inclusion in the Full-Time Faculty Obligation Report is the second Friday in January (by 5:00 p.m.)*

Population Included:

Administrators	EBO8 = A
Faculty	EB08 = C, R, T
Classified	EB08 = P

Activity Included: Personnel considered, by the Human Resources Department, employed by the institution as of the reporting period.

Activity Excluded: None.

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#### EMPLOYEE DATA RECORDS

**Reporting Schedule: Term End Collection**

Reporting Domain: *Employee Records (Demographics)*

Reporting Period: *Employee is reported in the term end Assignment Data Record (XE) file*

Reported Not Later Than (NLT): *Within one month after the end of each term*

Population Included:

Administrators	EBO8 = A
Faculty	EB08 = C, R, T
Classified	EB08 = P

Activity Included: *Submit a demographic record for each employee reported in the Assignment Data Record (XE) file.*

Activity Excluded: *Employees not reported in the term end Assignment Data Record (XE) file.*

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#### EMPLOYEE DEMOGRAPHIC DATA RECORD

Reporting Domain: Each employee must have only one demographic record with a district code reported for element GI01 DISTRICT-COLLEGE-IDENTIFIER. Although an employee may work at more than one office or campus within the district, he or she must only be assigned to the district identifier code.

Record Length: The record length is 80 characters. The record code is "EB" and is reported in the first two positions of each record. The electronic submission of the Employee data records are due twice a year:

1) Every November 1st, reflecting the employee activity during the Fall term, and 2) Within one month after the end of each term.

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>	<u>POSITION</u>
GI90	RECORD CODE	"EB"	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
EB00	EMPLOYEE-IDENTIFIER	X(09)	009-017
EB01	EMPLOYEE-IDENTIFIER-STATUS	X(01)	018
EB02	EMPLOYEE-BIRTH-DATE	9(08)	019-026
EB03	EMPLOYEE-GENDER	X(01)	027
EB04	EMPLOYEE-ETHNICITY	X(02)	028-029
EB05	EMPLOYEE-CITIZENSHIP	X(01)	030
EB06	EMPLOYEE-DISABILITY-STATUS	X(01)	031
EB07	EMPLOYEE-EEO6-OCCUPATIONAL-ACTIVITY	X(01)	032
EB08	EMPLOYEE-EMPLOYMENT-CLASSIFICATION	X(01)	033
EB09	EMPLOYEE-EMPLOYMENT-STATUS	X(01)	034
EB10	FILLER	9(06)	035-040
EB11	EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION	X(01)	041
EB12	EMPLOYEE-ANNUAL-SALARY	9(06)	042-047
EB13	EMPLOYEE-ANNUAL-STIPEND	9(06)	048-053
	FILLER	X(27)	054-080