

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	PICTURE	PAGE
<b>EMPLOYEE ASSIGNMENT ATTRIBUTES</b>			
EJ01	EMPLOYEE-ASSIGNMENT-TYPE	X(02)	17.02-03
EJ02	EMPLOYEE-ASSIGNMENT-LEAVE-STATUS	X(01)	17.05
EJ03	EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE	X(06)	17.06
EJ04	EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS	99V9	17.07-08
EJ05	EMPLOYEE-ASSIGNMENT-HOURLY-RATE	99V99	17.09
	<i>Do not implement change until Fall Collection 2003</i>	<b>999v99</b>	
EJ06	EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS	DELETED	17.010
EJ07	EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT	DELETED	17.011
EJ08	EMPLOYEE-ASSIGNMENT-FTE	999V99	17.012

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DED#	DATA ELEMENT NAME	FORMAT
<b>EJ01</b>	<b>EMPLOYEE-ASSIGNMENT-TYPE</b>	<b>X (02)</b>

This element describes the type of employee's assignment.

In the **FIRST POSITION**, enter *assignment*:

#### **OPERATIONS AND SUPPORT:**

<u>USE</u>	<u>IF</u>
A	Executive, administrative or managerial activities (e.g., president, vice-president, coordinator); all managers to be reported here if reporting a "1" in EB07).
S	Operations and support activities (e.g., information technology staff, clerical, financial aid technician, admissions and records assistant, mechanic, custodian, groundskeeper); all classified employees that provide support should be reported here, excluding academic support noted below.

#### **INSTRUCTIONAL:** (See Note 1)

<u>USE</u>	<u>IF</u>
C	Credit-Classroom Instruction
I	Direct academic support (non-teaching activities) (e.g., faculty department chair, or other academic assignments; counselor, librarian, EOPS/DSPS staff, registered nurse, instructional aide, lab assistants and other classified employees providing direct support to the classroom)
N	Noncredit-Classroom Instruction

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EJ01	EMPLOYEE-ASSIGNMENT-TYPE (CONTINUED)	X (02)

USE            IF

In the **SECOND POSITION**, enter *assignment status*:

A	Classroom instruction assignment beyond normal workload (Additional teaching for EB08 = "P", Classified Employee)
L	Leave
N	Normal
O	Paid classroom instruction assignment beyond normal workload in a primary term. (Overload teaching for EB08 = A, Educational Administrator EB08 = R, Academic, Regular, Tenured EB08 = C, Academic, Contract, Tenure Track)
P	Replacement
R	Released/Reassigned
F	Late Retiree Replacement Work performed by an academic temporary (EB08=T) per Regulation 51025 for Full-time/Part-time obligation calculations (45-Day Rule for Late Retirees)

**NOTE:**

- "Credit" and "Noncredit" are defined in CCR Title 5, Section 55002, Standards and Criteria for Courses and Classes.
- "AA", "AO", "IA", "IO", "SA", "SO", and "SF", code entries are invalid and will be rejected.

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DED#	DATA ELEMENT NAME	FORMAT
EJ01	EMPLOYEE-ASSIGNMENT-TYPE (CONTINUED)	X (02)

#### *Related Element Note:*

1. If this code is equal to AL, CL, IL, NL or SL then EJ02 (EMPLOYEE-ASSIGNMENT-LEAVE-STATUS) **must not be coded "Y"**.

#### *Examples:*

**Child Development Center:** If the instructor is an academic certificated instructor who has college Early Childhood Education (ECE) students in the classroom under a normal credit course, then EJ01 would be coded CN.

If the instructor is not an academic certificated instructor and/or has no college ECE students in the classroom, then EJ01 would be coded SN.

**Counselor:** Most, if not all, counselors are considered academic non-teaching employees; therefore, EJ01 would be coded IN for normal assignments.

**Systems Analyst:** If a normal assignment, then EJ01 would be coded SN. If the employee was teaching a course above and beyond the normal assignment, then EJ01 would be code CA.

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**Employee Assignment Data Elements**

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>EJ02</b>	<b>EMPLOYEE-ASSIGNMENT-LEAVE-TYPE</b>	<b>X(01)</b>

This element describes employee's leave type used in conjunction with EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), Second Position, *Assignment Status* equal to "L."

RULES:

<u>USE</u>	<u>IF</u>
A	Paid Sabbatical
B	Unpaid Sabbatical
C	Paid Other Leave of Absence
D	Unpaid Other Leave of Absence
Y	Not Applicable, EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), Second Position, <i>Assignment Status</i> is <b><u>not equal</u></b> to "L."

NOTE: Guidance for leave may be found in E.C. 87763 thru 87790.

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DED#	DATA ELEMENT NAME	FORMAT
EJ03	EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE	X (06)

This element describes the activity of an employee's instructional or non-instructional assignments.

RULES:

USE

Taxonomy of Programs (TOP)  
**Six-Digit Code**

TOP **(Six-Digit Code)**

or

Administrative and Support  
Activity (ASA)

**(Four-Digit Code)**

***(LEFT JUSTIFIED)***

***(Fill Last Two Positions With  
Blanks, Not Zeroes)***

IF

EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position,  
Assignment is equal to "C" or "N."

EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position,  
Assignment is equal to "A", "I", or "S".

NOTES:

1. If employees are on full or partial leave, release, or reassigned time, report as if the employee worked and had not been provided leave, release or reassigned status. Previous reported code is acceptable.
2. Use **only current authorized** TOP Codes found in the Taxonomy of Programs Manual and ASA Codes found in the Budget and Accounting Manual (BAM).
3. Students enrolled in a Work Experience Program and employed by the district through the program shall be reported using the specific TOP Code to which the experience will be credited.

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DED#	DATA ELEMENT NAME	FORMAT
<b>EJ04</b>	<b>EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS</b>	<b>99V9</b>

This element describes the contracted/compensated **average number of hours** worked per week for each assignment.

**RULES:**

1. Report the average number of hours per week the employee spends in actual lecture and/or laboratory teaching for a teaching assignment i.e. Weekly Faculty Contact Hours (WFCH).
2. Report the semester or quarter term equivalent WFCH for instructors teaching **irregularly scheduled classes**, classes scheduled to meet for a lesser or greater number of weeks than the normal term. An example is a class, meeting for 4 weeks at 13 hours per week, has a WFCH equivalent of 3. Compute WFCH by dividing the total scheduled hours by the number of weeks in the regular term: (13 hours x 4 weeks) divided by 17.5 weeks = 2.97 or 3 WFCH.
3. Report hours worked as if the employee worked and had not been provided leave, released or reassigned status for employees on full/partial leave, released or reassigned time.
4. If an employee has multiple assignments, report a separate assignment record for each different assignment type and /or different account code.
5. Do not report a decimal point in this element. This is a numeric field with three digits, two before and one after the implied decimal.

**USE**

Weekly Faculty Contact  
**(Greater Than Zero)**

Average Weekly Hours  
Required to Work

**IF**

EJ01 (EMPLOYEE-Hours (WFCH) ASSIGNMENT=TYPE),  
First position = 'C' or 'N'

EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position is  
is 'A', 'I', or 'S'.

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**Employee Assignment Data Elements**

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>EJ04</b>	<b>EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS-CONTINUED</b>	<b>99V9</b>

This element describes the contracted/compensated average number of hours worked per week for each assignment.

USE

Average Weekly Hours  
Required to Work  
**(ROLLED UP TO  
SINGLE EJ03 (EMPLOYEE-  
ASSIGNMENT-ACCCOUNT-  
CODE))**

IF

Employee has multiple assignments

NOTE:

Removed '888'      Implemented Employee Census 2000 (Already done)

Remove '000'      Implement Employee Actual 2002



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DED#	DATA ELEMENT NAME	FORMAT
EJ05	EMPLOYEE-ASSIGNMENT-HOURLY-RATE	99V99
	<i>Do not implement change until Fall Collection 2003</i>	999v99

This element describes the hourly compensation rate for each assignment.

**RULES:**

Do not report a decimal point in this element. This is a numeric field with five digits, three before and two after the implied decimal point.

**USE**

**IF**

Hourly Compensation Rate

Paid on a hourly basis, including "Overload" teaching assignments.

Average Hourly Compensation Rate

Paid at more than one rate.

00000

Paid on a monthly or annual basis.

**NOTE:** If employee is assigned to teaching a course with an associated lab with two different, rates, report a weighted average rate in this element.

Removed '88888' Implemented Employee Census 2000 (Already done)

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**Employee Assignment Data Elements**

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EJ06	EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS	9 (04)

**DELETE**

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LAST REVISION: 01/01/02

IMPLEMENTATION: Optional Fall Collection 2002  
Mandatory Fall Collection 2003

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EJ07	EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT	9 (06)

**DELETE**

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LAST REVISION: 01/01/02

IMPLEMENTATION: Optional Fall Collection 2002  
Mandatory Fall Collection 2003

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DED#	DATA ELEMENT NAME	FORMAT
<b>EJ08</b>	<b>EMPLOYEE-ASSIGNMENT-FTE</b>	<b>999V99</b>

This element describes the reporting term Full Time Equivalent (FTE) load factor, **expressed as a percentage**, associated with each assignment.

**RULES:**

1. Do not report a decimal point in this element. Report a numeric number with five digits, three before and two after the implied decimal, rounded to hundredths..
2. A regular full-time load is considered to be 100.00 FTE. The sum of these FTEs, including regular and overload assignments, should not exceed 200.00
3. Report FTE as shown in the following examples:
  - If 125% or 1.25 FTE, enter "12500"
  - If 100% or 1 FTE, enter "10000".
  - If 75% or 3/4 FTE, enter "07500".
  - If 5% or 1/20 FTE, enter "00500".
  - If 2.50% or 1/40 FTE, enter "00250".
4. Fall FTE indicates the fall FTE load factor associated with each assignment. An example: In the fall, an instructor has a FTE load, teaching two classes (Math 10 and English 1A). Two assignment records with 050.00 FTE each will be reported.
5. Report separate FTE for each assignment.

<u>USE</u>	<u>IF</u>
Assignment FTE	A load assignment
00000	A no-load assignment.

**NOTE:** Removed '88888' Implemented Employee Census 2000 (Already done)