

California Community Colleges
Management Information System
Data Element Dictionary

Employee Demographic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EB00	EMPLOYEE-IDENTIFIER	X(09)
This element uniquely identifies an employee within a district. All individual employee data must be identified by this element. It is highly recommended that Social Security Numbers (SSN) be reported.		

Coding	Meaning
SSN	If the employee Social Security Number (SSN) is known, use the dern thing.
Unique Number	If SSN is <u>not</u> known, use a District-Assigned Unique Number. Left-justify, and if less than 9 characters, fill to the right with blanks (not zeros.)

EB00 EMPLOYEE-IDENTIFIER

Processing Edits	
The next element, Employee Identifier Status (EB01), is used to indicate which of the above methods is used.	
FIELD CHECK	Must be greater than spaces.
INTEGRITY CHECK	<p>If the Employee ID Status (EB01) is an S (indicating a SSN), then this element must be in the SSN format</p> <p style="text-align: center;">or</p> <p>If the Employee ID Status (EB01) is a C (indicating a district-assigned unique number), then this element must be greater than spaces.</p>
REFERENTIAL CHECK	<p>If Employee Classification = P, Assignment Type must = CA, NA, AL, SL, CL, IL, NL, AN, SN, CN, IN, NN, AP, SP, CP, IP, NP, AR, SR, CR, IR, or NR</p> <p>If Employee Classification = T, Assignment Type = AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AF, CF, IF, or NF</p> <p>If Employee Classification = A, R, or C, Assignment Type must = AL, CL, NL, AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AR, CR, IR, or NR</p> <p>If an EB record is reported with a term submission, there must be at least one XE record reported.</p>

California Community Colleges
Management Information System
Data Element Dictionary

Employee Demographic Data Elements

EB00 EMPLOYEE-IDENTIFIER

Change History
Revision: 03/10/00 This element uniquely identifies an employee within a district. All individual employee data must be identified by this element. It is highly recommended that Social Security Number (SSN) be reported.
Revision: 08/01/94 Changed Coding Instruction (2) Correct (EB02) to (EB01)
Implement: 10/01/92 Original