

California Community Colleges
Management Information System
Data Element Dictionary

Employee Demographic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EB02	EMPLOYEE-BIRTH-DATE	9(08)
This element indicates the employee's birth date. It is highly recommended that the actual birth date be reported.		

Coding	Meaning
YYYYMMDD	
YYYY	four-digit calendar year
MM	two-digit month, 01-12
DD	two-digit day, 01-31 (day must be valid for the given month)
99999999	Unknown

EB02 EMPLOYEE-BIRTH-DATE

Processing Edits	
Age is computed from the birth date. As of Fall 2011, employees must be between 17 and 110 years old.	
FIELD CHECK	Valid Date Format: YYYYMMDD YYYY = four-digit calendar year MM = two-digit month code, 01-12 DD = two-digit day code, 01-31 or 99999999 – unknown birth date

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EB02 EMPLOYEE-BIRTH-DATE

Change History
Revision: 10/21/10 Removed: "REASONABLENESS CHECK: Computer Age. Reasonableness Range 17-72."
Revision: 06/30/98 Changed Format from 9(06) to 9(08). Deleted "Enter YYYYMM99 if the employee birth day is unknown." Deleted "Enter 88888888 if EB08 (Employment Classification) is code "0" (Other: Casual etc)."
Revision: 06/01/96: Age is computed from the birthdate. Although there are employees younger than 17 years older than 72 year working at the district/college, there is a "reasonable" range check 17-72 for district verification. Demographic records outside this range check are NOT rejected.
Implement: 10/01/02