

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DOMAIN    | RECORD                                    |         |
|-----------|---|---------|
| <b>EB</b> | <b>EMPLOYEE DEMOGRAPHIC DATA RECORD</b>   |         |
|           |   |         |
| DED#      | DATA ELEMENT NAME                         | FORMAT  |
|           |   |         |
| EB00      | EMPLOYEE-IDENTIFIER                       | X(09)   |
| EB01      | EMPLOYEE-IDENTIFIER-STATUS                | X(01)   |
| EB02      | EMPLOYEE-BIRTH-DATE                       | 9(08)   |
| EB03      | EMPLOYEE-GENDER                           | X(01)   |
| EB04      | EMPLOYEE-ETHNICITY                        | DELETED |
| EB05      | EMPLOYEE-CITIZENSHIP                      | X(01)   |
| EB06      | EMPLOYEE-DISABILITY-STATUS                | X(01)   |
| EB07      | EMPLOYEE-EEO6-OCCUPATIONAL-ACTIVITY       | X(01)   |
| EB08      | EMPLOYEE-EMPLOYMENT-CLASSIFICATION        | X(01)   |
| EB09      | EMPLOYEE-EMPLOYMENT-STATUS                | X(01)   |
| EB10      | EMPLOYEE-DATE-OF-EMPLOYMENT               | DELETED |
| EB11      | EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION     | X(01)   |
| EB12      | EMPLOYEE-ANNUAL-SALARY                    | 9(06)   |
| EB13      | EMPLOYEE-ADDITIONAL-MONETARY-COMPENSATION | 9(06)   |
| EB14      | EMPLOYEE-MULTI-ETHNICITY                  | X(21)   |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DOMAIN   | RECORD                                  | LENGTH    |
|--|---|-----------|
| <b>EB</b>  | <b>EMPLOYEE DEMOGRAPHIC DATA RECORD</b> | <b>80</b> |
| <b>Reporting Domain</b>  |   |           |
| <p>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 be assigned only to the district identifier code.</p> <p>The electronic submissions of the Employee Demographic Data Records are due twice a year:</p> <ol style="list-style-type: none"> <li>1) Every November 1st, reflecting the employee activity during the Fall term and</li> <li>2) Within one month after the end of each term</li> </ol> |   |           |
| This record is 80 characters long. The first two positions contain the record code "EB".   |   |           |

| DED# | DATA ELEMENT NAME                         | FORMAT | POSITION |
|------|---|--------|----------|
| 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)  | 09-17    |
| EB01 | EMPLOYEE-IDENTIFIER-STATUS                | X(01)  | 18       |
| EB02 | EMPLOYEE-BIRTH-DATE                       | 9(08)  | 19-26    |
| EB03 | EMPLOYEE-GENDER                           | X(01)  | 27       |
| EB04 | FILLER                                    | X(02)  | 28-29    |
| EB05 | EMPLOYEE-CITIZENSHIP                      | X(01)  | 30       |
| EB06 | EMPLOYEE-DISABILITY-STATUS                | X(01)  | 31       |
| EB07 | EMPLOYEE-EEO6-OCCUPATIONAL-ACTIVITY       | X(01)  | 32       |
| EB08 | EMPLOYEE-EMPLOYMENT-CLASSIFICATION        | X(01)  | 33       |
| EB09 | EMPLOYEE-EMPLOYMENT-STATUS                | X(01)  | 34       |
| EB10 | FILLER                                    | 9(06)  | 35-40    |
| EB11 | EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION     | X(01)  | 41       |
| EB12 | EMPLOYEE-ANNUAL-SALARY                    | 9(06)  | 42-47    |
| EB13 | EMPLOYEE-ADDITIONAL-MONETARY-COMPENSATION | 9(06)  | 48-53    |
| EB14 | EMPLOYEE-MULTI-ETHNICITY                  | X(21)  | 54-74    |
|      | FILLER                                    | X(06)  | 75-80    |

| <b>Notes</b> |
|--------------|
|              |
|              |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB EMPLOYEE DEMOGRAPHIC DATA RECORD**

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 Demographic 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: (from EB08 Employee-Employment-Classification)

|                |                |
|----------------|----------------|
| Administrators | EB08 = A       |
| Faculty        | EB08 = C, R, T |
| Classified     | EB08 = P       |

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

Activity Excluded: None

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB EMPLOYEE DEMOGRAPHIC DATA RECORD**

**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: *Within one month after the end of each term*

Population Included:

|                |                |
|----------------|----------------|
| Administrators | EB08 = 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*

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#  | DATA ELEMENT NAME          | FORMAT       |
|---|----------------------------|--------------|
| <b>EB00</b>   | <b>EMPLOYEE-IDENTIFIER</b> | <b>X(09)</b> |
| 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 <b>Unique</b> Number. Left-justify, and if less than 9 characters, fill to the right with blanks (not zeros.) |

**EB00 EMPLOYEE-IDENTIFIER**

| <b>Processing Edits</b>  |   |
|--|---|
| 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**

| <b>Change History</b>   |
|---|
|   |
| 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  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME                 | FORMAT       |
|--|-----------------------------------|--------------|
| <b>EB01</b>  | <b>EMPLOYEE-IDENTIFIER-STATUS</b> | <b>X(01)</b> |
| This element describes the method used to code element EMPLOYEE-IDENTIFIER (EB00). |                                   |              |

| Coding | Meaning                                  |
|--------|--|
| S      | Social Security Number (SSN) was used    |
| C      | District-Assigned Unique Number was used |

**EB01 EMPLOYEE-IDENTIFIER-STATUS**

| <b>Processing Edits</b> |   |
|-------------------------|---|
| FIELD CHECK             | S or C  |
| INTEGRITY CHECK         | If this element is S, then the Employer ID (EB00) must be in the SSN format<br>or<br>If this element is C, then the Employer ID (EB00) must be greater than spaces. |

**EB01 EMPLOYEE-IDENTIFIER-STATUS**

| <b>Change History</b>   |
|---|
| Revision: 06/21/99 Revised: C = District-Assigned Unique Number |
| Implement: 10/01/92   |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

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

| Coding          | Meaning  |
|-----------------|--|
| <i>YYYYMMDD</i> |  |
| 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**

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



California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB02 EMPLOYEE-BIRTH-DATE**

| <b>Change History</b>  |
|--|
| 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).<br>Deleted "Enter YYYYMM99 if the employee birth day is unknown."<br>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  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME      | FORMAT       |
|--|------------------------|--------------|
| <b>EB03</b>  | <b>EMPLOYEE-GENDER</b> | <b>X(01)</b> |
| This element indicates the gender of the employee. |                        |              |

| Coding | Meaning    |
|--------|------------|
| F      | Female     |
| M      | Male       |
| B      | Non-binary |

**EB03 EMPLOYEE-GENDER**

| Processing Edits |         |
|------------------|---------|
| FIELD CHECK      | F, M, B |

**EB03 EMPLOYEE-GENDER**

| Change History  |
|---|
| Revision: Effective Summer 2019 term 195,196 Added "B Non-binary" |
| Revision: 06/01/96 Deleted "X = Non-respondent"                   |
| Implement: 10/01/92   |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME         | FORMAT       |
|--|---------------------------|--------------|
| <b>EB04</b>  | <b>EMPLOYEE-ETHNICITY</b> | <b>X(02)</b> |
| This element indicates the employee's ethnic background. |                           |              |

DELETED

**EB04 EMPLOYEE-ETHNICITY**

| <b>Processing Edits</b> |   |
|-------------------------|---|
| FIELD CHECK             | AC, AI, AJ, AK, AL, AM, AV, AX, B, F, H, N, PG, PH, PS, PX, W, X, O |

DELETED

**EB04 EMPLOYEE-ETHNICITY**

| <b>Change History</b>   |
|---|
| Deleted: 06/16/08   |
| Revision: 04/01/00 Added O = Other Non-White  |
| Revision: 06/01/96 Deleted Coding Instructions 1. For reporting purposes, the first digit level and those underlined at the second digit level are required (e.g. Asian and Hawaiian). Reporting at the second digit level (e.g. South American) is optional. |
| Revision: 05/01/94 Deleted A = Asian, P = Pacific Islander  |
| Implement: 10/01/92   |

DELETED

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME           | FORMAT       |
|--|-----------------------------|--------------|
| <b>EB05</b>  | <b>EMPLOYEE-CITIZENSHIP</b> | <b>X(01)</b> |
| This element identifies the employee's citizenship status. |                             |              |

| Coding | Meaning  |
|--------|--|
| C      | U.S. Citizen, or resident aliens holding Form I-551 / 155<br>or<br>Dual-Citizenship and is a U.S. citizen  |
| N      | Non-Resident Alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. |

**EB05 EMPLOYEE-CITIZENSHIP**

| Processing Edits |        |
|------------------|--------|
| FIELD CHECK      | C or N |

**EB05 EMPLOYEE-CITIZENSHIP**

| Change History   |
|--|
| Revision: 04/01/00 Deleted 'Y = Not Applicable (For casual Employees only.) and Note 1. Enter Y (Not Applicable for employees with an EB08 (Employment Classification) code "O" (Other: Casual etc). |
| Revision: 06/01/96 Deleted 'X = Status Unknown'  |
| Revision: 05/01/94 Added to Coding 'C' This also includes resident Aliens, holder of Form I-551/155. Changed F = Foreign National to N = Non-Resident Alien.   |
| Implement: 10/01/92  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#  | DATA ELEMENT NAME                 | FORMAT       |
|---|-----------------------------------|--------------|
| <b>EB06</b>   | <b>EMPLOYEE-DISABILITY-STATUS</b> | <b>X(01)</b> |
| This element indicates the employee's disability condition. |                                   |              |

|   |                |
|---|----------------|
| <p>A Disabled Person is any person who:</p> <ol style="list-style-type: none"> <li>1. Has a physical or mental impairment which substantially limits one or more Major Life Activities*</li> <li style="text-align: center;">or</li> <li>2. has a record of such an impairment</li> <li style="text-align: center;">or</li> <li>3. is regarded as having such an impairment.</li> </ol> |                |
| <b>Coding</b>   | <b>Meaning</b> |
| 1   | Disabled       |
| 2   | Not Disabled   |

**EB06 EMPLOYEE-DISABILITY-STATUS**

|                         |        |
|-------------------------|--------|
| <b>Processing Edits</b> |        |
|                         |        |
|                         |        |
| FIELD CHECK             | 1 or 2 |

**EB06 EMPLOYEE-DISABILITY-STATUS**

|   |
|---|
| <b>Change History</b>                           |
|   |
| Revision: 04/01/00 Deleted "Y = Not Applicable" |
|   |
| Revision: 06/01/96 Deleted "X = Unknown"        |
|   |
| Implement: 10/01/92                             |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#        | DATA ELEMENT NAME                          | FORMAT       |
|-------------|--|--------------|
| <b>EB07</b> | <b>EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY</b> | <b>X(01)</b> |

This element describes the **single primary** EE06 Occupational Activity of the employee **as determined by the institution.**

| Coding | Meaning |
|--------|---------|
|--------|---------|

**Executive, Administrative, and Managerial**

|   |   |
|---|---|
| 1 | <p>Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof; including assignments requiring development of management policies or general business operations of the institution department, subdivision, etc. that requires incumbent to exercise discretion and independent judgment and to direct the work of others. Report all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators, such as associate dean, assistant dean, executive officer of academic departments, or the equivalent. <i>Do not use this code for faculty on released time to perform administrative or managerial responsibilities.</i></p> <p><b>NOTE: Supervisors of non-professional employees (technical, clerical, skilled crafts, and service/maintenance) are to be reported within the specific categories of the personnel they supervise. (Fall 2011)</b></p> |
|---|---|

**Faculty**

|   |  |
|---|--|
| 2 | <p>Report all faculty (regular, contract, temporary, adjunct and associate) who hold academic-rank titles such as counselor, librarian, professor, associate professor, assistant professor, instructor, lecturer, healthcare, learning disabilities, DSPTS or EOPS professionals, or the equivalent of any of these academic ranks. Use this code for faculty on released time to perform administrative or managerial responsibilities (e.g., department head, chairpersons, or the equivalent.) Do not include student teachers or research assistants. Do not include librarians or counselors who are not considered faculty.</p> |
|---|--|

**Professional (Non-Faculty)**

|   |  |
|---|--|
| 3 | <p>Report all people employed for the primary purpose of performing academic support, student service, and institutional support activities whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as non-faculty librarians, accountants, human resources specialists, lawyers, and pharmacists. Include information technology staff requiring and possessing a minimum of a Bachelor's degree.</p> |
|---|--|

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| <b>Clerical / Secretarial</b>            |   |
|--|---|
| 4  | Report all people whose assignments typically are associated with secretarial / clerical activities or have responsibility for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office (excluding information technology staff.) Include employees such as secretaries, typists, clerks, administrative assistants, bookkeepers, stenographers, office machine operators, statistical clerks, payroll clerks, accounting technicians, etc.   |
| <b>Technical / Paraprofessional</b>      |   |
| 5  | Report all people whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as offered in many 2-year technical institutes, community colleges, or through equivalent on-the-job training. Include information technology staff who require and possess less than a Bachelor's degree, operators, drafters, engineering aides, junior engineers, mathematical aides, photographers, radio operators, scientific assistants, technicians, instructional aides, lab assistants, vocational nurses, children's' programs assistants and specialists, reprographic technicians, athletic program assistants, athletic trainers, etc. |
| <b>Skilled Crafts</b>                    |   |
| 6  | Report all people whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, typesetters, and telecommunications technicians.  |
| <b>Service / Maintenance</b>             |   |
| 7  | Report all people whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operators, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial staff, gardeners and groundskeepers, refuse collectors, construction laborers, and security staff.   |
| <b>Instruction / Research Assistants</b> |   |
| 8  | Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "Professionals."  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**Chart 1**

| <b>Employee Category Specifications:</b> | <b>EB07<br/>(EEO6)</b> | <b>EB08<br/>(Classification)</b> | <b>EJ01<br/>(Assignment Type)</b> | <b>EJ08<br/>(FTE)</b>  |
|--|------------------------|----------------------------------|-----------------------------------|--|
| Educational Administrator                | 1                      | A                                |                                   |  |
| Tenured/Tenure Track                     | 2                      | C,R                              |                                   |  |
| Academic Temporary                       | 2                      | T                                |                                   |  |
| Classified Administrator                 | 1                      | P                                |                                   |  |
|  | 4,5,6,7,8              | P                                | Begins with A                     | The sum of the FTE for the "A" assignment is greater than sum of the FTE for other assignment types        |
| Classified Professional                  | 3                      | P                                | Begins with S or I                |  |
| Classified Support                       | 4,5,6,7,8              | P                                | Begins with S or I                | The sum of the FTE for the "S" or "I" assignment is greater than sum of the FTE for other assignment types |



California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**Chart 2**

| Employee EB/EJ Coding Examples          |                            |                             |                              |                           |                            |                 |
|---|----------------------------|-----------------------------|------------------------------|---------------------------|----------------------------|-----------------|
| Position                                | EE06<br>Activity<br>(EB07) | Employee<br>Class<br>(EB08) | Assignment<br>Type<br>(EJ01) | Leave<br>Status<br>(EJ02) | Account<br>Code<br>(EJ03)  | FTE %<br>(EJ08) |
| Educational<br>Administrator            | 1                          | A                           | AN<br>CO                     | Y<br>Y                    | 6010<br>210200             | 100<br>10       |
| Classified<br>Administrator             | 6                          | P                           | AN<br>CA                     | Y<br>Y                    | 6510<br>070510             | 100<br>10       |
| Admissions/<br>Records Tech             | 4                          | P                           | SN<br>CA                     | Y<br>Y                    | 6200<br>130310             | 100<br>10       |
| Tenured<br>Faculty                      | 2                          | R                           | CN<br>IR<br>CL               | Y<br>Y<br>C               | 220100<br>6030<br>220100   | 60<br>30<br>10  |
| Dean of<br>English                      | 1                          | A                           | AN<br>CN                     | Y<br>Y                    | 150100<br>150400           | 80<br>20        |
| Counselor                               | 2                          | R                           | IN<br>CN<br>IO               | Y<br>Y<br>Y               | 6310<br>493010<br>6310     | 80<br>20<br>10  |
| Academic<br>Temporary                   | 2                          | T                           | CN<br>NN<br>CP               | Y<br>Y<br>Y               | 060300<br>100430<br>060300 | 30<br>10<br>10  |
| Division<br>Administrative<br>Assistant | 4                          | P                           | IN<br>IN<br>IA               | Y<br>Y<br>Y               | 150100<br>150200<br>150100 | 80<br>20<br>10  |
| Carpenter                               | 6                          | P                           | SN                           | Y                         | 6510                       | 50              |
| Tenure Track<br>Faculty                 | 2                          | C                           | CN<br>CL                     | Y<br>D                    | 070510<br>070510           | 80<br>20        |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB07 EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY**

| <b>Processing Edits</b> |  |
|-------------------------|--|
| FIELD CHECK             | 1-8  |
| INTEGRITY CHECK         | If Faculty (2), then Employment Contract Duration (EB11) must be 1, 2, or 3.   |
| DATA QUALITY CHECK      | Classified Administrator: Must have at least one employee in an EEO6 category other than category 1. Classified Support: Must have at least one employee in EEO6 categories (4-7). (See Chart 1) |

**EB07 EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY**

| <b>Change History</b>  |
|--|
| Revision: 10/25/02 Deleted Code "9 = Other Administrative"   |
| Revision: 01/01/02 Added Code "9 = Other Administrative"     |
| Revision: 09/01/00 All code definitions have been rewritten. |
| Revision: 05/01/94 Delete "X = Unknown"                      |
| Implement: 10/01/92  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| ED#   | DATA ELEMENT NAME                         | FORMAT       |
|---|---|--------------|
| <b>EB08</b>   | <b>EMPLOYEE-EMPLOYMENT-CLASSIFICATION</b> | <b>X(01)</b> |
| This element describes the <b>single primary</b> employment classification. |   |              |

**ACADEMIC EMPLOYEES** are people employed by a community college district in an academic position. Academic positions include every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the Board of Governors pursuant to E. C. 87356.

| Coding | Meaning   |
|--------|---|
| C      | Academic, Contract, Non-Tenured on Tenure Track   |
| T      | Academic, Temporary, Non-Tenured, Not on Tenure Track   |
| R      | Academic, Regular, Tenured  |
| A      | Educational Administrator: An administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, instructional or student services administrators and other supervisory or management employees designated by the governing board as educational administrators. |

**CLASSIFIED ADMINISTRATIVE and SUPPORT SERVICE EMPLOYEES** are employees serving a formal probationary period or who have vested rights to employment under E. C. 88000, et seq., as members of the classified service. This also includes classified administrators, supervisors, management, and confidential. A classified administrator is an administrator who is not employed as an educational administrator. In the case where the employee remains a classified employee but has been designated as an academic administrator, use the academic administrator code.

| Coding | Meaning                            |
|--------|------------------------------------|
| P      | Classified Permanent /Probationary |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION**

**Chart 1:**

| <b>Employee Category Specifications:</b> | <b>EB07<br/>(EEO6)</b> | <b>EB08<br/>(Classification)</b> | <b>EJ01<br/>(Assignment Type)</b> | <b>EJ08<br/>(FTE)</b>  |
|--|------------------------|----------------------------------|-----------------------------------|--|
| Educational Administrator                | 1                      | A                                |                                   |  |
| Tenured/Tenure Track                     | 2                      | C,R                              |                                   |  |
| Academic Temporary                       | 2                      | T                                |                                   |  |
| Classified Administrator                 | 1                      | P                                |                                   |  |
|  | 4,5,6,7,8              | P                                | Begins with A                     | The sum of the FTE for the "A" assignment is greater than sum of the FTE for other assignment types        |
| Classified Professional                  | 3                      | P                                | Begins with S or I                |  |
| Classified Support                       | 4,5,6,7,8              | P                                | Begins with S or I                | The sum of the FTE for the "S" or "I" assignment is greater than sum of the FTE for other assignment types |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION**

**Chart 2:**

| Employee EB/EJ Coding Examples    |                      |                       |                        |                     |                            |                |
|-----------------------------------|----------------------|-----------------------|------------------------|---------------------|----------------------------|----------------|
| Position                          | EE06 Activity (EB07) | Employee Class (EB08) | Assignment Type (EJ01) | Leave Status (EJ02) | Account Code (EJ03)        | FTE % (EJ08)   |
| Educational Administrator         | 1                    | A                     | AN<br>CO               | Y<br>Y              | 6010<br>210200             | 100<br>10      |
| Classified Administrator          | 6                    | P                     | AN<br>CA               | Y<br>Y              | 6510<br>070510             | 100<br>10      |
| Admissions/Records Tech           | 4                    | P                     | SN<br>CA               | Y<br>Y              | 6200<br>130310             | 100<br>10      |
| Tenured Faculty                   | 2                    | R                     | CN<br>IR<br>CL         | Y<br>Y<br>C         | 220100<br>6030<br>220100   | 60<br>30<br>10 |
| Dean of English                   | 1                    | A                     | AN<br>CN               | Y<br>Y              | 150100<br>150400           | 80<br>20       |
| Counselor                         | 2                    | R                     | IN<br>CN<br>IO         | Y<br>Y<br>Y         | 6310<br>493010<br>6310     | 80<br>20<br>10 |
| Academic Temporary                | 2                    | T                     | CN<br>NN<br>CP         | Y<br>Y<br>Y         | 060300<br>100430<br>060300 | 30<br>10<br>10 |
| Division Administrative Assistant | 4                    | P                     | IN<br>IN<br>IA         | Y<br>Y<br>Y         | 150100<br>150200<br>150100 | 80<br>20<br>10 |
| Carpenter                         | 6                    | P                     | SN                     | Y                   | 6510                       | 50             |
| Tenure Track Faculty              | 2                    | C                     | CN<br>CL               | Y<br>D              | 070510<br>070510           | 80<br>20       |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION**

| <b>Processing Notes</b> |  |
|-------------------------|--|
| FIELD CHECK             | T, C, R, A, or P   |
| INTEGRITY CHECK         | <p>If EB08 equals T, C, or R, then EB07 (EE06 Occupational Activity) must be 2.</p> <p>If A, then (EB07) EE06 Occupational Activity must be 1.</p> <p>If R, then (EB07) must be 2.</p> <p>If C, then (EB07) must be 2.</p> <p>If T, then (EB07) must be 2.</p> <p>If P, then (EB07) must be 1, 3, 4, 5, 6, 7, or 8.</p>  |
| DATA QUALITY CHECK      | <p>Must have at least one classified administrator.</p> <p>Percent of change in classification from previous year must not be greater/less than 25%.</p>   |
| REFERENTIAL CHECK       | <p>If Employee Classification is equal to T Assignment Leave Status cannot = A, B, C, or D.</p> <p>If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)&gt;99.9, the (Employee Annual Salary must = zero or 888888) and Employee Annual Stipend must = 888888.</p> <p>If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary <b>must be greater than zero.</b></p> |

**EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION**

| <b>Change History</b>                |
|--------------------------------------|
| Revision: 04/01/00 "Other = Casuals" |
| Implement: 10/01/92                  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME                 | FORMAT       |
|--|-----------------------------------|--------------|
| <b>EB09</b>  | <b>EMPLOYEE-EMPLOYMENT-STATUS</b> | <b>X(01)</b> |
| This element describes the employee's current employment status. |                                   |              |

Employment status reflects changes from the prior year reporting cycle.  
Example: If an employee is hired in the 1996 Spring term, the employee's employment status must be reported as a new hire in both 1996 Employee Actual reporting cycle due August 1, 1996 and 1996 Fall term reporting cycle due November 1, 1996. The comparisons are from Fall to Fall and Actual to Actual.

| Coding | Meaning |
|--------|---------|
|--------|---------|

**Continuing**

|   |  |
|---|--|
| C | An employee whose level of responsibility did not increase during the report period and whose salary did not increase except for normal cost of living adjustments, longevity, or merit (step) increases. For reporting purposes, included but not limited to are "Academic Temporary" employees who work for the district (for any period of time) each year, "Rehires" (E.C. 88015, 88128) and "Interchanges" (E.C. 87060) between Classified and Academic service.) |
|---|--|

**New Hire**

|   |  |
|---|--|
| N | An employee hired during the reporting period that did not have permanent employment with the district within 39 months prior to the date of hire. For reporting purposes, include in this category "Academic Temporaries" (non-tenured, non-tenure track) who have been employed as "Academic Contract or Regular" employees for the first time during this reporting period. Also include in this category "classified or other non-academic" employees who have been employed as "academic" employees for the first time during this reporting fiscal year. |
|---|--|

**Promoted**

|   |  |
|---|--|
| P | An employee having a change in assignment during the report period, resulting in a permanent position with higher degree of responsibility and a salary increase beyond the cost of living adjustment, longevity, or merit (step) increase the employee would otherwise be entitled to receive. A promotion is a result of a competitive process. For reporting purposes, a promotion can occur "within or across" most EEO6 occupational categories (i.e. a clerk appointed to a supervisor position or faculty appointed to an administrator position.) However, a change of employment classification "within" or "to" the EEO6 Occupational Activity (EB07), Faculty, must not be reported as a promotion (i.e. academic temporary to academic contract or clerical to faculty) but must be reported as a new hire. See definition above for "New Hire". |
|---|--|

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| <b>Coding</b>                        | <b>Meaning</b>  |
|--------------------------------------|---|
| <b>Reclassified</b>                  |   |
| R                                    | Reclassification results from the re-evaluation of the duties of a position or the assignment of new duties to the position.  |
| <b>Retired Annuitant, New</b>        |   |
| 1                                    | A new employee who has retired, is receiving PERS or STRS benefits, meets current minimum qualifications if appropriate, and has been reemployed for a limited number of hours per calendar year. Refer to "N" (New Hire) above.          |
| <b>Retired Annuitant, Continuing</b> |   |
| 2                                    | A continuing employee who has retired, is receiving PERS or STRS benefits, meets current minimum qualifications if appropriate, and has been reemployed for a limited number of hours per calendar year. Refer to "C" (Continuing) above. |

**EB09 EMPLOYEE-EMPLOYMENT-STATUS**

| <b>Processing Edits</b> |                  |
|-------------------------|------------------|
| FIELD CHECK             | C, N, P, R, 1, 2 |

**EB09 EMPLOYEE-EMPLOYMENT-STATUS**

| <b>Change History</b>  |
|--|
| Revision: 04/01/00 Added Retired Annuitant, New and Retired Annuitant, Continuing. Deleted "Y = Not Applicable". |
| Implement: 10/01/92  |



California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#        | DATA ELEMENT NAME                  | FORMAT       |
|-------------|------------------------------------|--------------|
| <b>EB10</b> | <b>EMPLOYEE-DATE-OF-EMPLOYMENT</b> | <b>9(06)</b> |
|             |                                    |              |

DELETED

**EB10 EMPLOYEE-DATE-OF-EMPLOYMENT**

| <b>Processing Edits</b>  |  |
|--|--|
|  |  |
| <p><i>The format change of 'Year' to 4 digits effective First Census Week of the Fall Term 2000 is rescinded. This data element will be deleted. All data submitted in this field will be disregarded.</i></p> |  |
| FIELD CHECK  |  |
|  |  |

DELETED

**EB10 EMPLOYEE-DATE-OF-EMPLOYMENT**

| <b>Change History</b> |  |
|-----------------------|--|
|                       |  |
| Deleted: 03/10/00     |  |
|                       |  |
| Implement: 10/01/92   |  |

DELETED

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#  | DATA ELEMENT NAME                            | FORMAT       |
|---|--|--------------|
| <b>EB11</b>   | <b>EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION</b> | <b>X(01)</b> |
| This element describes the number of months the employee was contracted to work during the fiscal year. |  |              |

| Coding | Meaning            |
|--------|--------------------|
| 1      | Less than 9 months |
| 2      | 9 – 10 months      |
| 3      | 11 – 12 months     |

**EB11 EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION**

| <b>Processing Edits</b>   |            |
|---|------------|
| An employee hired on a semester/quarter basis should be reported in Category 1. |            |
| FIELD CHECK   | 1, 2, or 3 |

**EB11 EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION**

| <b>Change History</b>   |
|---|
| Revision: 09/01/00 Removed "Y = Not Applicable"   |
| Revision: 05/01/94 Shorten definition, removed coding instructions. Removed "X = Unknown" |
| Implement: 10/01/92   |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#  | DATA ELEMENT NAME             | FORMAT       |
|---|-------------------------------|--------------|
| <b>EB12</b>   | <b>EMPLOYEE-ANNUAL-SALARY</b> | <b>9(06)</b> |
| <p style="color: red;">This element indicates the employee's projected annualized salary.</p> <ol style="list-style-type: none"> <li>1. When applicable for the employee report the salary that would be reported to PERS, STRS or other retirement systems for annualized amount.</li> <li>2. When the PERS, STRS or other retirement systems annualized amount is not applicable to the employee report the employee's projected annualized salary based on the employee's assignment FTE. (Fall 2011)</li> </ol> |                               |              |

|   |   |
|---|---|
| Salary should be reported in <b>whole dollars</b> . |   |
| <b>Coding</b>                                       | <b>Meaning</b>  |
| Placement on Salary Schedule                        | Employment Classification (EB08) is A, R, C, or P.<br><b>Exclude extra pay for stipends, overload/overtime or assignment payments that are "in addition to" the employee's normal workload.</b> |
| Normal Annual Salary                                | Employment Classification (EB08) is A, R, C, or P and<br>EMPLOYEE-ASSIGNMENT-LEAVE-TYPE (EJ02) is "A" (Paid Sabbatical) or<br>"C" (Paid Other Leave of Absence.)                                |
| 000000  | Employees are on unpaid leave.  |
| 000000  | Employment Classification (EB08) is T.  |

**EB12 EMPLOYEE-ANNUAL-SALARY**

| <b>Processing Edits</b> |  |
|-------------------------|--|
| FIELD CHECK             | Must be numeric (000000 – 999998).   |
|                         | All 8's or 9's are not valid entries.  |
| REFERENTIAL CHECK       | If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the (Employee Annual Salary must = zero). |
|                         | If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary <b>must be greater than zero.</b>           |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB12 EMPLOYEE-ANNUAL-SALARY**

| <b>Change History</b>   |
|---|
|   |
| Revision: 01/01/02 Reworded Data Element  |
|   |
| Revision: 04/01/00 Deleted Coding Instructions, Deleted "888888"  |
|   |
| Revision: 06/01/96 Changed: If contract negotiations have not be completed, report the prior reported annual salary plus schedule/contract merit (step) increase and stipend. Added: If EB08 is equal to C, R, A, P and EJ02 is equal to A or C then this data element must be greater than zero. |
|   |
| Revision: 05/01/94 Changed EB09 to EB08   |
|   |
| Implement: 10/01/92   |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME                                       | FORMAT       |
|--|---|--------------|
| <b>EB13</b>  | <b>EMPLOYEE-ADDITIONAL-ANNUAL-MONETARY-COMPENSATION</b> | <b>9(06)</b> |
| This element describes any monies earned by the employee above and beyond the amount reported in the Annual Salary (EB12) with the exception of overload /overtime reimbursement compensation (Effective Fall 2011). |   |              |

|   |  |
|---|--|
| The amount should be reported in <b>whole dollars</b> . |  |
| <b>Coding</b>   | <b>Meaning</b>                                       |
| Additional Monetary Compensation Amount                 | Employment Classification (EB08) is A, R, C, P or T. |
| 000000  | Employees are on unpaid leave.                       |
| 000000  | No additional monetary compensation.                 |

**EB13 EMPLOYEE-ADDITIONAL-ANNUAL-MONETARY-COMPENSATION**

| <b>Processing Edits</b> |   |
|-------------------------|---|
| FIELD CHECK             | Must be numeric (000000 – 999998).  |
| INTEGRITY CHECK         | If > 0 and Annual Salary (EB12) is 000000, then Employment Classification (EB08) must be T (Academic, Temporary, Non-Tenured, Not on Tenure Track). All 8's or 9's are not valid entries. |
| REFERENTIAL CHECK       | If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the Employee Annual Salary must = zero.                |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB13 EMPLOYEE-ADDITIONAL-ANNUAL-MONETARY-COMPENSATION**

|  |
|--|
| <b>Change History</b>  |
|  |
| Revision: 08/01/06 Reworded Data Element                         |
|  |
| Revision: 04/01/00 Deleted Coding Instructions, Deleted "888888" |
|  |
| Implement: 10/01/92  |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

| DED#   | DATA ELEMENT NAME               | FORMAT       |
|--|---------------------------------|--------------|
| <b>EB14</b>  | <b>EMPLOYEE-MULTI-ETHNICITY</b> | <b>X(21)</b> |
| <p>This data element is used to report ALL the ethnicities with which an employee identifies. Each position requires a value of 'Y' for Yes or 'N' for No to be reported. Position 1, Hispanic, Latino, has three values 'Y', 'N' or 'X'. If the student does not select 'Y' or 'N', then 'X' is reported.</p> |                                 |              |

| Position | Meaning                            | Coding      |
|----------|------------------------------------|-------------|
| 1        | Hispanic, Latino                   | Y or N or X |
| 2        | Mexican, Mexican-American, Chicano | Y or N      |
| 3        | Central American                   | Y or N      |
| 4        | South American                     | Y or N      |
| 5        | Hispanic Other                     | Y or N      |
| 6        | Asian Indian                       | Y or N      |
| 7        | Asian Chinese                      | Y or N      |
| 8        | Asian Japanese                     | Y or N      |
| 9        | Asian Korean                       | Y or N      |
| 10       | Asian Laotian                      | Y or N      |
| 11       | Asian Cambodian                    | Y or N      |
| 12       | Asian Vietnamese                   | Y or N      |
| 13       | Filipino                           | Y or N      |
| 14       | Asian Other                        | Y or N      |
| 15       | Black or African American          | Y or N      |
| 16       | American Indian / Alaskan Native   | Y or N      |
| 17       | Pacific Islander Guamanian         | Y or N      |
| 18       | Pacific Islander Hawaiian          | Y or N      |
| 19       | Pacific Islander Samoan            | Y or N      |
| 20       | Pacific Islander Other             | Y or N      |
| 21       | White                              | Y or N      |

**EB14 EMPLOYEE-MULTI-ETHNICITY**

| <b>Processing Edits</b> |                         |
|-------------------------|-------------------------|
| FIELD CHECK             | Position 1 – Y, N or X  |
|                         | Positions 2-21 – Y or N |

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Demographic Data Elements**

**EB14 EMPLOYEE-MULTI-ETHNICITY**

|                                 |
|---------------------------------|
| <b>Change History</b>           |
|                                 |
| Implement: 06/16/08 Summer 2009 |