

California Community Colleges
Management Information System
Data Element Dictionary

**Data Reporting Domains and Formats
Employee Demographic Data Record**

DOMAIN	RECORD	LENGTH
EB	EMPLOYEE DEMOGRAPHIC DATA RECORD	80
Reporting Domain		
<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: 1) Every November 1st, reflecting the employee activity during the Fall term and 2) Within one month after the end of each term</p>		
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

Notes

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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

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Employee Demographic Data Record

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*