

California Community Colleges
Management Information System
Data Element Dictionary

Employee Assignment Data Elements

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	IF
Taxonomy of Programs (TOP) Six-Digit Code	EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position, Assignment is equal to "C" or "N"
TOP Six-Digit Code or Administrative and Support Activity (ASA) Four-Digit Code LEFT JUSTIFIED. Fill Last Two Positions with Blanks, Not Zeroes.	EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position, Assignment is equal to "A", "I", or "S".

NOTES: 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.

Use **only current authorized** TOP Codes found in the Taxonomy of Programs Manual and ASA Codes found in the Budget and Accounting Manual (BAM).

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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Processing Edits	
FIELD CHECK	Numeric, coded left justified.
	TOP code if first position=0-5, Valid Top Code in the Top Code Table
	ASA code if first position =6-9, Valid ASA Code in the ASA Code Table
INTEGRITY CHECK	If Assignment Type (EJ01) = C or N then (EJ03) must not use ASA code.
	If Account Code is Top Code, EJ04 should not be > 22 hrs.
	If Account Code is ASA Code, EJ04 should not be > 60 hrs.

EJ03 EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE

Change History
Revision: 04/01/00 Changed from CSS codes to ASA codes.
Revision: 06/01/96 Added coding instruction 5. The major Categorical programs are listed in the 6400 series of the Classification of Support Services (CSS codes, March 1995, edition. If Categorical program is not listed, use code 6499 (Other).
Implement: 10/01/92