

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Assignment Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>EJ08</b>	<b>EMPLOYEE-ASSIGNMENT-FTE</b>	<b>999V99</b>

This element describes the reporting term Full Time Equivalent (FTE) load factor, **expressed as a percentage**, associated with each assignment.

<b>RULES</b>
Do not report a decimal point in this element. Report a numeric number with five digits, three before and two after the implied decimal, rounded to hundredths.
A regular full-time load is considered to be 100.00 FTE. The sum of these FTEs, including regular and overload assignments, should not exceed 200.00
Report FTE as shown in the following examples: If 125% or 1.25 FTE, enter "12500" If 100% or 1 FTE, enter "10000" If 75% or 3/4 FTE, enter "07500" If 5% or 1/20 FTE, enter "00500" If 2.50% or 1/40 FTE, enter "00250"
Fall FTE indicates the fall FTE load factor associated with each assignment. Example: In the fall, an instructor has a FTE load, teaching two classes (Math 10 and English 1A). Two assignment records with 050.00 FTE each will be reported.
Report separate FTE for each assignment.

<b>Coding</b>	<b>Meaning</b>
Assignment FTE	A load assignment.
00000	A no-load assignment.

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<b>Processing Edits</b>	
FIELD CHECK	Must be numeric: range 00000-20000.
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, Then Employee Annual Salary must = zero
	Total FTE for an employee cannot be greater than 200.00.

**EJ08 EMPLOYEE-ASSIGNMENT-FTE**

<b>Change History</b>
Revision: 04/29/03 Removed 'Annual' reference
Revision: Added '00000' A no-load assignment
Revision: 06/01/96 Revised Coding Instruction 3. For Data reporting purposes, a regular full-time load is considered to be 100.00 FTE. The sum of these FTEs (includes regular and overload assignments) can add up to 200.0)
Revision: 05/01/94 Coding Instructions 8. (Took out 'at First Census Week of the Fall term reporting only')
Implement: 10/01/92