California Community Colleges
Management Information System
Data Element Dictionary

Employee Assignment Data Elements

DOMAIN	RECORD	
EJ	**EMPLOYEE ASSIGNMENT DATA RECORD**	
DED#	**DATA ELEMENT NAME**	**FORMAT**
EJ01	EMPLOYEE-ASSIGNMENT-TYPE	X(02)
EJ02	EMPLOYEE-ASSIGNMENT-LEAVE-STATUS	X(01)
EJ03	EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE	X(06)
EJ04	EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS	99V9
EJ05	EMPLOYEE-ASSIGNMENT-HOURLY-RATE	999V99
EJ06	EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS	DELETED
EJ07	EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT	DELETED
EJ08	EMPLOYEE-ASSIGNMENT-FTE	999V99

Employee Assignment Data Elements

DOMAIN	RECORD	LENGTH
EJ	**EMPLOYEE ASSIGNMENT DATA RECORD**	**80**

Reporting Domain

Report employee assignment records for every employee demographic record using the following criteria:

1. *Multiple assignment records must be reported when an employee has:*
   a. A change in (GI01) DISTRICT-COLLEGE-IDENTIFIER. If an employee's assignment occurs at the district office, enter district code. If an employee's assignment occurs at a college, enter college code.

   b. A change in (EJ01) EMPLOYEE-ASSIGNMENT-TYPE. If an employee has multiple (different) types of assignment(s), report separate assignment records.

   c. A change in (EJ02) EMPLOYEE-ASSIGNMENT-LEAVE-STATUS. If an employee has had multiple (different) types of leave assignments, report separate assignment records.

   d. A change in (EJ03) EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE. If an employee has multiple (different service) non-instructional assignments and/or multiple (different discipline) instructional assignments, report a separate assignment record for each different "ASA" or "TOP" code.

Submissions of the Employee Assignment data records are due once a year, around January 31st, reflecting the employee activity during the Fall term.

This record is 80 characters long. The first two positions contain the record code "EJ".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	EJ	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
EB00	EMPLOYEE-IDENTIFIER	X(09)	09-17
EJ01	EMPLOYEE-ASSIGNMENT-TYPE	X(02)	18-19
EJ02	EMPLOYEE-ASSIGNMENT-LEAVE-STATUS	X(01)	20
EJ03	EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE	X(06)	21-26
EJ04	EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS	99V9	27-29
EJ05	EMPLOYEE-ASSIGNMENT-HOURLY-RATE	999V99	30-34
EJ06	FILLER	9(04)	35-38
EJ07	FILLER	9(06)	39-44
EJ08	EMPLOYEE-ASSIGNMENT-FTE	999V99	45-49
	FILLER	X(31)	50-80

Employee Assignment Data Elements

DOMAIN	RECORD	LENGTH
EJ	**EMPLOYEE ASSIGNMENT DATA RECORD**	**80**
Notes		
An employee can**not** have more than 25 assignment records. If this occurs, ALL assignment records will be rejected.		
Every demographic record must have at least one assignment record.		
An employee cannot have duplicate keys in their assignment records. (GI01, GI03, EB00, EJ01, EJ02, and EJ03).		

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Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ01	**EMPLOYEE-ASSIGNMENT-TYPE**	**XX**
This element describes the type of employee's assignment		

RULES
In the **FIRST POSITION**, enter *Assignment*.
OPERATIONS AND SUPPORT:

Coding	Meaning
A	Executive, administrative or managerial activities (e.g., president, vice-president, coordinator); all managers to be reported here if reporting a "1" in EB07).
S	Operations and support activities (e.g., information technology staff, clerical, financial aid technician, admissions and records assistant, mechanic, custodian, groundskeeper); all classified employees that provide support should be reported here, excluding academic support noted below.

INSTRUCTION: (See Note 1)

Coding	Meaning
C	Credit-Classroom Instruction
I	Direct academic support (non-teaching activities) (e.g., faculty department chair, or other academic assignments; counselor, librarian, EOPS/DSPS staff, registered nurse, instructional aide, lab assistants and other classified employees providing director support to the classroom
N	Noncredit-Classroom Instruction

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Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ01	**EMPLOYEE-ASSIGNMENT-TYPE** (continued)	**XX**

This element describes the type of employee's assignment

RULES

In the **SECOND POSITION**, enter *Assignment Status*.

Coding	Meaning
A	Classroom instruction assignment beyond normal workload (Additional teaching for EB08 = "P", Classified Employee)
L	Leave
N	Normal
O	Paid classroom instruction assignment beyond normal workload in a primary term (Overload teaching for EB08 = A, Educational Administrator EB08 = R, Academic, Regular, Tenured EB08 = C, Academic, Contract, Tenure Track
P	Replacement
R	Released/Reassigned
F	Late Retiree Replacement Work performed by an academic temporary (EB08 = T) per Regulation 51025 For Full-time/Part-time obligation calculations (45-Day Rule for Late Retiree).

"Credit" and "Noncredit" are defined in CCR Title 5, Section 55002, Standards and Criteria for Courses and Classes

"AA", "AO", "IA", "SA", "SO", and "SF", code entries are invalid and will be rejected.

Related Element Note: If this code is equal to AL, CL, IL, NL or SL then EJ02 (EMPLOYEE-ASSIGNMENT-LEAVE-STATUS) **must not be coded "Y".**

Please note: **Child Development Center:** If the instructor is an academic certificated instructor who has college Early Childhood Education (ECE) students in the classroom under a normal credit course, then EJ01 would be coded CN.

If the instructor is not an academic certificated instructor and /or has no CE students in the classroom, then EJ01 would be coded SN.

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Employee Assignment Data Elements

Chart 1: Employee Category Specifications

	EB07 (EEO6)	EB08 (Classification)	EJ01 (Assignment Type)	EJ08 (FTE)
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

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Employee Assignment Data Elements

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	1	A	AN	Y	6010	100
Administrator			CO	Y	210200	10
Classified	6	P	AN	Y	6510	100
Administrator			CA	Y	070510	10
Admissions/	4	P	SN	Y	6200	100
Records Tech			CA	Y	130310	10
Tenured	2	R	CN	Y	220100	60
Faculty			IR	Y	6030	30
			CL	C	220100	10
Dean of	1	A	AN	Y	150100	80
English			CN	Y	150400	20
Counselor	2	R	IN	Y	6310	80
			CN	Y	493010	20
			IO	Y	6310	10
Academic	2	T	CN	Y	060300	30
Temporary			NN	Y	100430	10
			CP	Y	060300	10
Division	4	P	IN	Y	150100	80
Administrative			IN	Y	150200	20
Assistant			IA	Y	150100	10
Carpenter	6	P	SN	Y	6510	50
Tenure Track	2	C	CN	Y	070510	80
Faculty			CL	D	070510	20

Employee Assignment Data Elements

These are the data elements used to determine full-time faculty obligation specifications based on the MIS data submission. The MIS data is not reflective of all the provisions allowed in Title 5 regulations for purposes of calculating a district's full-time/part-time faculty count and ratio.

Chart 3 - Full-Time Faculty Obligation Specifications

Fall Collection		EB07	EB08	EJ01 − 1	EJ01 − 2	EJ08
		EEO6	**Employee Classification**	**Assignment Type Position 1**	**Assignment Type Position 2**	**Assignment FTE**
Full-Time	Full-Time Faculty	2 – Faculty	R – Tenured C – Tenure Track	I – Academic Support C – Credit Instruction	N – Normal Workload R – Released/Reassigned L – Paid/Unpaid Leave	Sum(FTE)
				A – Administrative S – Support/Ops	R – Released/Reassigned L - Paid/Unpaid Leave	Sum(FTE)
	Teaching by Others		A – Educ. Admin. P – Classified	C – Credit Instruction	N – Normal Workload R – Released/Reassigned L – Paid/Unpaid Leave	Sum(FTE)
	Late Retiree - Work being performed by Academic Temporary	2 -Faculty	T – Academic Temporary	I – Academic Support C – Credit Instruction	F – Late Retiree Replacement	Sum(FTE)
	Late Retiree - Not replaced and work not being performed by Academic Temporary	2 -Faculty	R – Tenured C – Tenure Track	I – Academic Support C – Credit Instruction	F – Late Retiree	Sum(FTE)
Part-Time	Part-Time Faculty	2 – Faculty	T – Academic Temporary	I – Academic Support C – Credit Instruction	N – Normal Workload	Sum(FTE)

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Employee Assignment Data Elements

EJ01   EMPLOYEE-ASSIGNMENT-TYPE

Processing Edits	
FIELD CHECK	AF, AL, AP, AR, AN, CF, CL, CO, CP, CR, CN, CA, CS, IF, IL, IN, IP, IR, NF, NL, NO, NP, NR, NN, NA, NS, SF, SL, SN, SP, SR
INTEGRITY CHECK	If=AL, CL, NL, IL, SL, then (EJ02) Leave Status must =A, B, C, or D.
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1st position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.
REFERENTIAL CHECK	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
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1st position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ02	**EMPLOYEE-ASSIGNMENT-LEAVE-TYPE**	**X**

This element describes employee's leave type used in conjunction with EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), Second Position, *Assignment Status* equal to "L".

RULES

Coding	Meaning
A	Paid Sabbatical
B	Unpaid Sabbatical
C	Paid Other Leave of Absence
D	Unpaid Other Leave of Absence
Y	Not Applicable, EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), Second Position, *Assignment Status* is **not equal** to "L"

NOTE: Guidance for leave may be found in E.C. 87763 THRU 87790.

Employee Assignment Data Elements

EJ02   EMPLOYEE-ASSIGNMENT-LEAVE-TYPE

Processing Edits	
FIELD CHECK	A, B, C, D, Y
INTEGRITY CHECK	If (EJ02) = Y then EJ01(Assignment Type) must not = AL, CL, IL, NL, or SL.
	If = (EJ02) = Y & 2nd position in Assignment Type (EJ01) is not = L, then Weekly Hrs (EJ04) must be > 0.
REFERENTIAL CHECK	If Employee Classification is equal to T, Assignment Leave Status cannot = A, B, C, or D.
	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 **must be greater than zero.**
	If = (EJ02) = Y & 2nd position in Assignment Type (EJ01) is not = L, then Weekly Hrs (EJ04) must be > 0.

EJ02   EMPLOYEE-ASSIGNMENT-LEAVE-TYPE

Change History
Revision: 06/21/99 Deleted Coding Instructions, Added Note: Guidance for leave may be found in E.C. 87763 thru 87790.
Implement: 10/01/92

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.	

Employee Assignment Data Elements

EJ03 EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE

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

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ04	**EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS**	**99V9**
This element describes the contracted/compensated **average number of hours** worked per week for each assignment.		

RULES
Report the average number of hours per week the employee spends in actual lecture and/or laboratory teaching for a teaching assignment i.e. Weekly Faculty Contact Hours (WFCH).
Report the semester or quarter term equivalent WFCH for instructors teaching **irregularly scheduled classes,** classes scheduled to meet for a lesser or greater number of weeks than the normal term. An example is a class, meeting for 4 weeks at 13 hours per week, has a WFCH equivalent of 3. Compute WFCH by dividing the total scheduled hours by the number of weeks in the regular term: (13 hours x 4 weeks) divided by 17.5 weeks = 2.97 or 3 WFCH.
Report hours worked as if the employee worked and had not been provided leave, released or reassigned status for employees on full/partial leave, released or reassigned time.
If an employee has multiple assignments, report a separate assignment record for each different assignment type and /or different account code.
Do not report a decimal point in this element. This is a numeric field with three digits, two before and one after the implied decimal.

USE	**IF**
Weekly Faculty Contact **(Greater Than Zero)**	EJ01 (EMPLOYEE-HOURS (WFCH) ASSIGNMENT=TYPE, **FIRST POSITION = "C" OR "N".**
Average Weekly Hours Required to Work	EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position is "A", "I", or "S".
Average Weekly Hours Required to Work **(ROLLED UP TO SINGLE EJ03 (EMPLOYEE-ASSIGNMENT-ACCOUNT CODE)**	Employee has multiple assignments.

Employee Assignment Data Elements

EJ04   EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS

Processing Edits	
FIELD CHECK	Must be numeric. Range 001-800.
REFERENTIAL CHECK	Total weekly hours for employee cannot be greater than 80.0

EJ04   EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS

Change History
Revision: 10/02/02 Added WFCH to definition.
Revision: 04/01/00 Change to current format. Remove "000"
Revision: 06/01/96 Update coding instruction 5. If the employee has more than one assignment, report this element for each assignment. Adding Editing Note: At First Census Week reporting, if EB08 (Employee-Employment-Classification = T(Academic Temporary), C(Academic Contract), R(Academic Regular), or A(Educational Administrator) then this element cannot equal "888".
Implement: 10/01/92

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ05	**EMPLOYEE-ASSIGNMENT-HOURLY-RATE**	**999V99**
This element describes the hourly compensation rate for each assignment.		

Coding	Meaning
Hourly Compensation Rate	Paid on an hourly basis, including "Overload" teaching assignments
Average Hourly Compensation Rate	Paid at more than one rate.
00000	Paid on a monthly or annual basis.
If employee is assigned to teaching a course with an associated lab with two different, rates, report a weighted average rate in this element.	

EJ05   EMPLOYEE-ASSIGNMENT-HOURLY-RATE

Processing Edits	
FIELD CHECK	Must be numeric: Range 00000-99900.
	All 8's or 9's are not valid entries.

EJ05   EMPLOYEE-ASSIGNMENT-HOURLY-RATE

Change History
Revision: 10/01/01 Increase format size from 99V99 to 999V99
Revision: 10/01/00 Remove '8888'
Revision: 06/01/96 Add Editing Note: At First Census Week reporting, if EB08 equals 'O' (Other, casuals, etc.) then this element cannot equal "8888".
Revision: 05/01/94 Removed 'instructional' from definition. Removed 'overload' in instruction 1.
Implement: 10/01/92

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ06	**EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS**	**9(04)**

DELETED

EJ06   EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS

Processing Edits	
FIELD CHECK	Data Element is Deleted

DELETED

EJ06   EMPLOYEE-ASSIGNMENT-TOTAL-ANNUAL-HOURS

Change History
Deleted: 01/01/02
Revision: Removed '8888' Added '0000' Fall First Census Week Reporting
Implement: 10/01/92

DELETED

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ07	**EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT**	**9(06)**

DELETED

EJ07   EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT

Processing Edits	
FIELD CHECK	Data Element Deleted

DELETED

EJ07   EMPLOYEE-ASSIGNMENT-TOTAL-PAYMENT

Change History
Deleted: 01/01/02
Revision: 04/01/00 Added 000000 – Fall First Census Week Reporting, Note: Sum of EJ07 equals at least EB12, which could be less but not more than sum of EJ07, Removed '888888'
Revision: 06/01/96 Added Coding Instruction 2. If EB07 is equal to 1, 3, 4, 5, 6, or 7 then enter "000000 in this field for unpaid leave.
Implement: 10/01/92

DELETED

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ08	**EMPLOYEE-ASSIGNMENT-FTE**	**999V99**
This element describes the reporting term Full Time Equivalent (FTE) load factor, **expressed as a percentage**, associated with each assignment.		

RULES
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.

Coding	Meaning
Assignment FTE	A load assignment.
00000	A no-load assignment.

Employee Assignment Data Elements

EJ08   EMPLOYEE-ASSIGNMENT-FTE

Processing Edits	
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

Change History
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