California Community Colleges
Management Information System
Data Element Dictionary

Data Reporting Domains and Formats
Employee Assignment Data Record

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

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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).		