USG Enterprise Data Warehouse

Data Element Dictionary Download PDF

Updated December 6, 2023

Human Resources Data Element Dictionary

The data element dictionary provides detailed information about each of the data elements stored in the Human Resources Data Mart (HRDM). The table below describes the information found in each field for each data element.

Element Name	Element Number								
Category	Grouping of data elements, for example, Employee Payroll								
Description	The description provides clarification on the information contained in the field. If the field is no longer in use, it will be specified in the description. If the PeopleSoft data entry field has a different name that the element name, it will be noted here.								
Data Type	Character/Number/Date								
Length	Maximum length of entry								
Format	Date format, otherwise blank								
Collection Period	Frequency of data extracted from PeopleSoft into HRDM								
Business Practices	Provides information on how to input information, including relevant knowledge articles. Knowledge articles are labeled as practitioner or employee self-service processes. Knowledge articles are located in USG Service Now (https://usg.service-now.com/usgsp).								
Validation Rules	Severity Code Description								
	Evaluation rules during extraction that will cause errors								

Valid Values

Code Description

This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the "PeopleSoft to HRDM Valid Value Mapping" report in Cognos – in the PS Status column, 'A' indicates an active value and 'I' indicates an inactive value. This report is located here: Cognos > Data Collections > Human Resources > 'PeopleSoft to HRDM Valid Value Mapping'

Data Source	Provider Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))						
	Table	In the source application, this is the table where the element value is stored					
	Column	In the source application table, this is the column where the values are stored					
	Page	If relevant, the PeopleSoft page where the information is entered					
	Navigation	If relevant, the navigation to the PeopleSoft page where the information is entered					
Effective Terms	Start	Date the element was first collected					
	End	Date the element stopped being collected, (None) if the element is currently collected.					
Target Files	Target Type Table Name Column Name						
	This section describes where the data are stored in the HRDM						
Change History	Date Notes						
	This section	This section includes information about any changes made to the element over time					

1. Account	8
1. Account	8
1. Account	8
2. Account Code	9
3. Account Code Description	9
4. Program Code	10
5. Project/Grant	11
6. USG Class	12
7. USG Fund Code	13
8. Account Code Distribution Percentage	14
2. Benefits	14
1. Benefits	14
1. Benefit Plan Description	14
2. Benefit Program Description	15
3. COBRA Eligibility Indicator	16
4. Coverage Description	17
5. Deduction Class Description	18
6. Plan Type Description	18
2. Dependent Benefits	19
1. Dependent Date of Birth	19
2. Dependent First Name	20
3. Dependent ID	21
4. Dependent Last Name	22
5. Dependent Sequence Number	23
3. Employee Benefits	24
1. Benefit Plan Code	24
2. Benefit Program Code	25
3. Coverage Code	26
4. Deduction Class Code	28
5. Plan Type Code	29
6. Coverage Begin Effective Date	32
7. Coverage Election Date	33
8. Coverage End Effective Date	34
9. Employee Deduction Amount	35
10. Employer Contribution	36
11. HIPAA Eligibility Indicator	37
12. COBRA Date	38
13. COBRA Indicator	38
3. Employee	39

1. E	mployee	39
	1. Gender Description	39
	2. Gender Code	40
	3. Old Race Code	41
	4. Race Code	42
	5. Old Race Description	43
	6. Employee Date of Birth	44
	7. Language	45
	8. Citizenship Country Code	46
	9. Citizenship Country Description	47
	10. Employee Status Description	48
	11. Highest Education Level Code	49
	12. Highest Education Level Description	50
	13. Marital Status Code	51
	14. Marital Status Description	52
	15. Military Status Code	53
	16. Military Status Description	55
	17. US Citizenship Status	55
	18. Employee Status Code	57
	19. Last Name	58
	20. First Name	59
	21. Middle Name	60
	22. Name Prefix	61
	23. Name Suffix	62
	24. Institutional Original Hire Date	63
	25. US Work Eligibility Indicator	64
	26. Fulltime Student Indicator	65
	27. Race Description	66
	28. New Ethnicity Code	66
	29. New Ethnicity Description	67
	30. Language Description	68
2. E	mployee Address	69
	1. Business Phone	69
	2. Business E-mail Address	70
	3. Fax Number	70
	4. Home Address Line 1	71
	5. Home Address Line 2	72
	6. Home Address Line 3	73
	7. Home Address City	74

8. Home Address County	/5
9. Home Address State Code	75
10. Home Address State Code Description	78
11. Home Address Country Code	79
12. Home Address Country Code Description	80
13. Home Address Postal Code	80
14. Home Phone	81
15. Mobile Phone	82
16. Mailing Address 1	83
17. Mailing Address 2	84
18. Mailing Address 3	85
19. Mailing Address 4	85
20. Mailing Address City	86
21. Mailing Address State Code	87
22. Mailing Address State Code Description	89
23. Mailing Address Country Code	90
24. Mailing Address Country Code Description	91
25. Mailing Address County	92
26. Mailing Address Postal Code	93
27. Home Address Line 4	94
3. Employee Department	94
1. Department ID	94
2. Department Description	95
3. Department Location	96
4. Employee Education	97
1. Degree Code	97
2. Degree Description	98
3. Degree Issue Date	99
4. Degree Level	100
5. Degree Level Description	101
6. Graduated Indicator	102
7. Major CIP Code	103
8. Major CIP Code Description	104
9. Terminal Degree Indicator	105
5. Employee Faculty	106
1. Teaching CIP Code	106
2. Teaching CIP Code Description	107
3. Academic Rank	107
4. Academic Rank Date	109

	5. Actual Activity Academic Percentage	110
	6. Actual Activity Administration Percentage	. 110
	7. Actual Activity Public Service Percentage	. 111
	8. Actual Activity Research Percentage	112
	9. Actual Salary Contract Percentage	113
	10. Actual Salary Sponsored Percentage	114
	11. Actual Salary State Percentage	115
	12. Equivalent Full-Time	. 116
	13. Tenure Granted Date	. 116
	14. Tenure Mandatory Review Date	117
	15. Tenure Status Code	. 118
	16. Tenure Status Date	. 119
	17. Tenure Status Description	120
	18. Tenure Track Start Date	. 121
	19. Academic Rank Description	122
6. E	mployee Identifier	122
	1. Employee Identification Number	122
	2. Employee Social Security Number	123
7. E	mployee Job	124
	1. Job Code	124
	2. Job Title	125
	3. Job Title Long Description	126
	4. Job Code Effective Date	. 127
	5. EEO-1 Job Category	. 128
	6. IPEDS Code	129
	7. USG Job Category Code (BCAT)	130
	8. USG Job Category Description	130
	9. USG Job Sub-Category Code	131
	10. USG Job Sub-Category Description	133
	11. Salary Plan	133
	12. Contract Length	. 135
	13. Contract Length Description	136
	14. Fulltime Employment Indicator	136
	15. Regular Employment Indicator	137
	16. Position Description	. 138
	17. Position Number	. 139
	18. Standard Hours Week	. 140
	19. Action Date	141
	20. Action Effective Date	. 142

	21. Employee Record Number	143
	22. FTE	144
	23. Action Code	145
	24. Action Code Description	147
	25. Action Reason Code	. 147
	26. Action Reason Description	148
	27. FLSA Status	149
	28. SETID	150
	29. Institution Name	. 152
	30. Job Indicator	153
	31. Effective Sequence Number	154
	32. IPEDS Occupational Category Code	154
	33. IPEDS Occupational Category Description	. 155
	34. Salary Plan Description	. 156
4. Pay	roll	. 157
1.	Employee Payroll	157
	1. Earnings Code	157
	2. Earnings Code Description	158
	3. Annual Base Benefit Rate	159
	4. Annual Salary	159
	5. Monthly Salary	160
	6. Hourly Salary	161
	7. Earnings Year to Date	. 162
	8. Pay Period Amount	. 163
	9. Pay Period End Date	, 164
	10. Pay Frequency	165
	11. Paygroup Code	166
	12. Paygroup Short Description	167
	13. Retiree Paygroup Indicator	168
	14. Sick Leave Balance Hours Year to Date	. 169
	15. Vacation Leave Balance Hours Year to Date	. 170
	16. Military Leave Balance Hours Year to Date	, 171
	17. Pavgroup Description	172

Account

Account			HAC00				
Category	Human Resource / Account / Account / HAC001						
Description	when settin services acc	Account is the six-digit number that identifies the personal services, travel, and operating expense accounts to be used when setting up a new account code in the account code table. For example: Account 511100 would indicate a personal services account for 'Salaries – Regular Faculty.' The first four digits are consistent system-wide, the last two digits may be institution-specific.					
Data Type	Character						
Length	10						
Format							
Collection Period	Weekly						
Business Practices	https://ww	w.usg.edu/g	afirst-fin/documentation/chart_of_accounts_and_fiscal_year_end				
Validation Rules	Status: Act	ive					
	Severity	Code	Description				
	Error	VHAC001	Account cannot be blank.				
Valid Values	(None)						
Data Source	Provider	Peop	PeopleSoft				
	Table	PS_F	PS_PAY_ERN_DIST				
	Column	ACC	OUNT				
	Page	N/A					
	Navigation	N/A	N/A				
Effective Terms	Start: 01	2005					
	End: (N	one)					
Target Fields	Target Type	Table Nam	e Column Name				
. u. get i ietas	DWH	ACCOUNT_C					
Change History	Date		Notes				
	Jan 1, 2005	New Ele	New Element				
	Nov 6, 200		Added ADP Translations.				
	Jul 30, 201		ADP Element Name: EP_ACCOUNT; ADP Table: EPGLX002				
	Jul 30, 201		Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table				
	Jul 30, 201		Old PS Page: Account Code Table; Old PS Page Field Name: Account				
	Jul 30, 201		old PS Table: PS ACCT CD TBL; Old PS Table Field: ACCOUNT				
	Aug 15, 20	t reviewed and updated					

Account Cod	e			HAC00			
Category	Human Resource / Account / Account / HAC002						
Description		In the HRDM, the Account Code is a combination of the FDM Combo Code and the Account (HAC001). FDM Combo Codes vary by institution and may contain information such as business unit, department, fund code, project, or grant.					
Data Type	Charact	er					
Length	30						
Format							
Collection Period	Weekly						
Business Practices	https://	www.us	g.edu/gafir	rst-fin/documentation/chart_of_accounts_and_fiscal_year_end			
Validation Rules	Status:	Active					
	Sever	ity	Code	Description			
	Error	VI	HAC002 A	ccount Code cannot be blank.			
Valid Values	(None)						
Data Source	Provide	r	PeopleS	PeopleSoft			
	Table		PS_PAY_ERN_DIST, PS_VALID_COMBO_TBL				
	Columr	1		ACCOUNT, FDM_COMBO_CD			
	Page		N/A				
	Navigation		N/A				
Effective Terms	Start:	012005	5				
	End:	(None)					
Target Fields Target Ta		Tab	le Name	Column Name			
	DWH	EMPLOY	EE_PAYROLL	ACCOUNT_CODE_GROUP_KEY (links to ACCOUNT_CODE_DISTRIBUTION/ACCOUNT_CODE_KEY which links to ACCOUNT_CODE IN ACCOUNT_CODE table)			
Change History	Da	te		Notes			
	Jan 1, 2	005	New Eleme	lew Element			
	Nov 6,	2009	Added ADP Translations.				
	Jul 30,	Jul 30, 2018 A		ADP Element Name: EP_PAY_DIST; ADP Table: EPGLX002			
	Jul 30,	2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table				
	Jul 30,	2018	Old PS Page: Earnings; Old PS Page Field Name: Account Code				
	Jul 30,	2018	Old PS Tab	ole: PS_ACCT_CD_TBL; Old PS Table Field: ACCT_CD			
	Aug 15			eviewed and updated			

Account Code Description						
Category	Human Resource / Account / Account / HAC003					
Description	The Account Code Description is the name of the Account Code (HAC002).					

Data Type	Characte	Character						
Length	30	30						
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider		PeopleSo	oft				
	Table			D_COMBO_TBL				
	Column		DESCR					
	Page		N/A					
	Navigati	on	N/A					
Effective Terms	Start: 012005		5					
	End: (None)							
Target Fields				Colour Nove				
rarget rietus			Table Name	Column Name ACCOUNT_CODE_DESC				
Change History				Account_cobl_blsc				
	Date		Notes					
			New Element					
	Nov 6, 2	Nov 6, 2009 A		Added ADP Translations.				
	Jul 30, 2	Jul 30, 2018 A		ADP Element Name: DESCR; ADP Table: ACCT_CD_TBL				
	Jul 30, 2018 OI		Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table					
	Jul 30, 2018		Old PS Page: Account Code Table; Old PS Page Field Name: Description					
	Jul 30, 2	018	Old PS Tabl	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: DESCR				
	Aug 15,	2023	Element rev	viewed and updated				

Program Code HACO					
Category	Human Resource / Account / Account / HAC004				
Description	The Program Code is a five-digit financial chartfield string that identifies the specific financial function or purpose code. For example: Program Code 11300 would indicate the Community Education program.				
Data Type	Character				
Length	5				
Format					
Collection Period	Weekly				
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end				
Validation Rules	(None)				
Valid Values	(None)				

Data Source	Provider		PeopleSo	oft				
	Table		PS_VALID_COMBO_TBL					
	Column			M_CODE				
	Page		N/A					
	Navigation	1	N/A					
Effective Terms	Start: 01	2005						
	End: (N	lone)						
Target Fields	Target Type	Tal	ble Name	Column Name				
	DWH	ACCO	OUNT_CODE	PROGRAM				
Change History	Date				Notes			
	Jan 1, 2005 N		New Eleme					
	Jul 30, 2018 C		Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table					
	Jul 30, 2018		Old PS Page: Account Code Table; Old PS Page Field Name: Program					
	Jul 30, 2018		Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROGRAM_CODE					
	Aug 15, 20)23 E	lement rev	viewed and up	dated			

Project/Grant			HAC005				
Category	Human Resource / Account / Account / HAC005						
Description			financial chartfield string that provides additional information for grant-funded or project- This chartfield is institution-specific.				
Data Type	Character						
Length	15						
Format							
Collection Period	Weekly						
Business Practices							
Validation Rules	Status: A	ctive					
	Severity	Code	Description				
	Error	VHAC005	Project/Grant cannot be null.				
Valid Values	(None)						
Data Source	Provider	Peo	ppleSoft				
	Table		PS_VALID_COMBO_TBL				
	Column	PRO	PROJECT_ID				
	Page		N/A				
	Navigatio	on N/A	4				
Effective Terms	Start: ()12005					
	End: (None)					

Target Fields	Target Type	Table Name	Column Name	
	DWH	ACCOUNT_CODE	PROJECT_GRANT	
Change History	Date			Notes
	Jan 1, 2005	New Eleme	nt	
	Jul 30, 2018	Old PS Men	u Path: Set Up F	HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page	: Account Code	Table; Old PS Page Field Name: Project/Grant
	Jul 30, 2018	Old PS Tabl	e: PS_ACCT_CD	_TBL; Old PS Table Field: PROJECT_ID
	Aug 15, 20	23 Element rev	viewed and upda	ated

USG Class				HAC006				
Category	Human Reso	urce / Acco	unt / Account / HAC006					
Description	The USG Clas	The USG Class is the financial chartfield string that identifies the funding source or authority.						
Data Type	Character							
Length	5							
Format								
Collection Period	Weekly							
Business Practices	https://www	.usg.edu/ga	first-fin/documentation/chart_of_accounts_and_fiscal_year_end					
Validation Rules	Status: Activ	e						
	Severity	Code	Code Description					
	Error	VHAC006	AC006 USG Class cannot be blank.					
Valid Values	(None)							
Data Source	Provider	Peop	PeopleSoft					
	Table	PS_V	PS_VALID_COMBO_TBL					
	Column	CLAS	CLASS_FLD					
	Page	N/A	N/A					
	Navigation	N/A	N/A					
Effective Terms	Start: 012	005						
	End: (No	ne)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	ACCOUNT_CO	DE USG_CLASS					
Change History	Date		Notes					
	Jan 1, 2005	New Ele	New Element					
	Nov 6, 2009	Added A	Added ADP Translations.					
	Jul 30, 2018	ADP Eler	ment Name: EP_CLASS; ADP Table: EPGLX002					
	Jul 30, 2018	Old PS N	Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table					

Date	Notes
Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Class Field
Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: CLASS_FLD
Aug 15, 2023	Element reviewed and updated

USG Fund Co	de					HAC0		
Category	Human Resource / Account / Account / HAC007							
Description	The USG Fund Code is the financial chartfield string which indicates the primary structural units of education and government-specific accounting. This code provides information about funding sources and intended fund uses. For example, the USG Fund Code 10000 indicates 'state appropriations.'							
Data Type	Character							
Length	5							
Format								
Collection Period	Weekly							
Business Practices	https://wv	vw.usg.e	edu/gafirs	st-fin/documer	ntation/chart_of_accounts_and_fiscal_year_end			
Validation Rules	Status: Ac	tive						
	Severity	Со	ode		Description			
	Error	VHA	HAC007 USG Fund cannot be blank.					
Valid Values	(None)							
Data Source	Provider		PeopleSoft					
	Table			D_COMBO_TI	BL			
	Column		FUND_CODE					
	Page		N/A					
	Navigation	า	N/A					
Effective Terms	Start: 0	12005						
		None)						
Target Fields	Target Type	Tabl	le Name	Column Name				
	DWH	ACCOU	JNT_CODE	USG_FUND				
Change History	Date				Notes			
	Jan 1, 200	5 Ne	ew Eleme	nt				
			Added ADP Translations.					
			ADP Element Name: EP_FUND; ADP Table: EPGLX002					
	Jul 30, 20		Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table					
	Jul 30, 20				de Table; Old PS Page Field Name: Fund			
	Jul 30, 20	18 Ol	ld PS Tabl	e: PS_ACCT_C	D_TBL; Old PS Table Field: FUND_CODE			
	Aug 15, 2			viewed and up				

Account Code	e Distrib	ution	Perce	nta	ge HAC008			
Category	Human Re	Human Resource / Account / Account / HAC008						
Description	The Account c		de Distrib	utio	n Percentage is the proportion of the employee's pay that was charged to the referenced			
Data Type	Number							
Length	3							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	Status: A	ctive						
	Severity	/	Code		Description			
	Error	VH	IAC008	Account Code Distribution Percentage cannot be blank.				
Valid Values	(None)							
Data Source	Provider		PeopleSoft					
	Table		PS_PAY_ERN_DIST, PS_PAY_CHECK					
	Column		EARNINGS, TOTAL_GROSS					
	Page		N/A					
	Navigatio	n	N/A					
Effective Terms	Start: (012005						
	End: ((None)						
Target Fields	Target Table Name			Column Name				
	DWH EMPLOYEE_PAYROLL			ROLL	ACCOUNT_CODE_GROUP_KEY (links to ACCOUNT_CODE_DISTRIBUTION_PCT in ACCOUNT_CODE_DISTRIBUTION)			
Change History	Date		Notes					
	Jan 1, 20	05	New Elem	nent				
	Jul 30, 20)18	Old PS Ta	ble:	PS_PAY_ERN_DIST.EARNINGS / PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS			
	Aug 15, 2	2023	Element r	evie	wed and updated			

Benefits

Benefits

Benefit Plan Description						
Category	Human Resource / Benefits / Benefits / HBN001					
Description	The Benefit Plan Description is the description associated with the Benefit Plan Code (HEB001).					
Data Type	Character					

Length	30	30						
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	Peopl	eSoft					
	Table	PS_BI	ENEF_PLAN_TBL					
	Column	DESCI	₹					
	Page	N/A						
	Navigation	N/A						
Effective Terms	Start: 01200	5						
	End: (None)						
Target Fields	Target Type Tal	ole Name	Column Name					
	DWH BEI	NEFITS E	BENEFIT_PLAN_DESC					
Change History	Date			Notes				
	Jan 1, 2005	New Element						
	Nov 6, 2009	Added A	dded ADP Translations.					
	Jul 30, 2018	ADP Elen	DP Element Name: DESCR; ADP Table: BENEF_PLAN_TBL					
	Jul 30, 2018		old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA,FSA enefits (USA)); Old PS Page Field Name: Hard coded based on Benefit Plan Code selected					
	Jul 30, 2018	Old PS Ta	able: PS_BENEF_PL	AN_TBL; Old PS Table Field: DESCR				
	Feb 14, 2023	Element	reviewed and upda	ated				

Benefit Progra	gram Description HBN002						
Category	Human Resou	rce / Benefits / Benefits / HBN002					
Description	The Benefit Pr	ogram Description is a description of the Benefit Program Code (HEB002).					
Data Type	Character						
Length	30	30					
Format							
Collection Period	Weekly	Weekly					
Business Practices							
Validation Rules	(None)	(None)					
Valid Values	(None)	(None)					
Data Source	Provider	Provider PeopleSoft					
	Table	Table PS_BEN_DEFN_PGM					

	Column	DES	CR				
	Page	N/A					
	Navigation	N/A					
Effective Terms		2005 one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	BENEFITS	BENEFIT_PROGRAM_DESC				
Change History	Date			Notes			
	Jan 1, 2005	New Ele	New Element				
	Nov 6, 2009	Added	Added ADP Translations.				
	Jul 30, 2018	ADP Ele	ADP Element Name: DESCR; ADP Table: BENEF_PROGM_TABLE				
	Jul 30, 2018		Old PS Page: Benefit Program Participation Prog ParticipationCOBRA Health Benefits COBRA FSA Benefits; Old PS Page Field Name: Hard coded based on Benefit Program Code selected				
	Jul 30, 2018	Old PS	Old PS Table: PS_BEN_DEFN_PGM; Old PS Table Field: DESCR				
	Feb 14, 202	3 Elemen	t reviewed and updated				

COBRA Eligib	ility Indic	cator	HBN00				
Category	Human Resource / Benefits / Benefits / HBN003						
Description	Reconcilia		Indicator indicates the benefit plan's eligibility status for the Consolidated Omnibus Budget DBRA) plan. Medical, dental, vision, and healthcare flexible spending plans (FSA) are eligible to be DBRA.				
Data Type	Character						
Length	1						
Format							
Collection Period	Weekly						
Business Practices							
Validation Rules	Status: A	ctive					
	Severity	y Code	Description				
	Error	VHBN00	COBRA Eligibility Indicator must be a valid value.				
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid value and PS to HRDM translations see:						
	PeopleSo	oft to HRDM	Valid Values Mapping				
	Code Description						
	N Not Eligible						
	Y El	igible					
Data Source	Provider	Pe	ppleSoft				
	Table	PS	BEN DEFN PLAN				

	Column		COB	BRA_PLAN		
	Page		N/A			
	Navigatio	n	N/A			
Effective Terms	Start: 012005					
	End: (I	None)				
Target Fields	Target Type	Table	Name	Column Name		
	DWH	BENE	ITS	COBRA_ELIGIBLE_IND		
Change History	Date				Notes	
	Jan 1, 200)5 N	lew Ele	ement		
	Jun 1, 2018		Updated Edit package to allow 'Z' value.			
	Jul 30, 2018		Old PS Page: Event Status; Old PS Page Field Name: Qualification Status			
	Jul 30, 2018		Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: COBRA_PLAN			
	Feb 14, 2	023 E	lemen	t reviewed and upda	ated	

Coverage Des	cription		HBN004						
Category	Human Resource / Benefits / Benefits / HBN004								
Description	The Coverage De	cription is a description of the coverage code (HEB003).							
Data Type	Character								
Length	30								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_COVRG_CD_TBL							
	Column	DESCR							
	Page	N/A							
	Navigation	N/A							
Effective Terms	Start: 012005								
	End: (None)								
Target Fields	Target Type Table	Name Column Name							
	DWH BENEF	ITS COVERAGE_DESC							
Change History	Date	Notes							
	Jan 1, 2005 N	New Element							

Date	Notes
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Old PS Page: Health Benefits Elections; Old PS Page Field Name: Hard Coded based on Department selected
	Old PS Table: PS_COVRG_CD_TBL; Old PS Table Field: DESCR
Feb 14, 2023	Element reviewed and updated

Deduction Cla	ass Desci	riptio	n		HBI	N005			
Category	Human Resource / Benefits / Benefits / HBN005								
Description	The Deduction Class Description is a description of the Deduction Class Code (HEB004).								
Data Type	Character	Character							
Length	30								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider		Peo	oleSoft					
	Table		PSXLATITEM						
	Column	Column		XLATLONGNAME					
	Page		N/A						
	Navigation		N/A						
Effective Terms	Start: 012005								
	End: (None)							
Target Fields	Target Typ	e Tabl	e Name	Column Name					
	DWH	BENI	EFITS	DEDUCTION_CLASS_DESC					
Change History	Date				Notes				
	Jan 1, 20	05 I	New Element						
	Nov 6, 20	009	Added ADP Translations.						
	Jul 30, 2018 A		ADP Element Name: LONGNAME; ADP Table: XLATTABLE						
			Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A						
	Jul 30, 20)18	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME						
	Feb 14, 2	2023 I	Elemen	t reviewed and updated					

Plan Type Description HBN006

Category	Human Resource / Benefits / Benefits / HBN006							
Description	The Plan Type Description is the description of the Plan Type Code (HEB005).							
Data Type	Character	Character						
Length	30							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	PeopleSoft						
	Table	PSXLATITEM						
	Column	XLATLONGNAME						
	Page	N/A						
	Navigation	N/A						
Effective Terms	Start: 01200	5						
	End: (None							
Target Fields	Target Type Tab	ole Name Column Name						
	DWH BEN	NEFITS PLAN_TYPE_DESC						
Change History	Date	Notes						
	Jan 1, 2005	New Element						
	Nov 6, 2009	Added ADP Translations.						
	Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE						
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits						
		Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A						
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME						
	Feb 14, 2023	Element reviewed and updated						

Dependent Benefits

Dependent Date of Birth HDB001								
Category	Human Resource / Benefits / Dependent Benefits / HDB001							
Description	The Dependent Date of Birth is the calendar date of birth for a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).							
Data Type	Date							
Length	8							
Format	MMDDYYYY							
Collection Period	Weekly							

Business Practices	The system of record is with the third-party benefits vendor								
Validation Rules	Status:	Status: Active							
	Severi	ity	Code	Description					
	Error	V	HDB001	ependent Date of Birth cannot be null if for a dependent.					
Valid Values	(None)								
Data Source	Provide	r	People	oft					
	Table		PS_DE	ENDENT_BENEF					
	Column		BIRTHI	ATE					
	Page		Update Dependent/Beneficiary/Personal Profile tab						
	Navigat	Navigation		Benefits > Employee/Dependent Information > Update Dependent/Beneficiary					
Effective Terms	Start:	01200	5						
	End:	(None)						
Target Fields	Target Type	T	able Name	Column Name					
	DWH	EMPLO)YEE_BENEFI	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPEND DEPENDENT_BIRTH_DATE in DEPENDENT table)	DENT_KEY which links to				
Change History	Dat	Date		Notes					
	Jan 1, 2	005	New Element						
	Nov 6, 2	2009	Added ADP Translations.						
	Jul 30, 2	Jul 30, 2018 A		ADP Element Name: BIRTHDATE; ADP Table: WIN_DEP_BENEF					
	Jul 30, 2	Jul 30, 2018 C		Old PS Page: Personal Profile; Old PS Page Field Name: Birthdate					
	Jul 30, 2	2018	Old PS Tal	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: BIRTHDATE					
	Feb 14,	2023	Element r	viewed and updated					

Dependent Fi	Dependent First Name HDB00							
Category	Human Resource / Benefits / Dependent Benefits / HDB002							
Description	The Dependent First Name is the first name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).							
Data Type	Character							
Length	30							
Format								
Collection Period	Weekly							
Business Practices	The system of record is with the third-party benefits vendor							
Validation Rules	Status: Active							

	Severity C		Code	Description				
	Error	\	VHDB002	DB002 Dependent First Name cannot be blank.				
Valid Values	(None)							
Data Source	Provide	r	People	Soft				
	Table		PS_DE	PENDENT_BENEF				
	Column	1	FIRST_	NAME				
	Page		Update	e Dependent/Beneficiary/Name Tab				
	Navigat	ion	Benefi	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary				
Effective Terms	Start:	0120	05					
	End:	(Non	e)					
Target Fields	Target Type	-	Table Name	Column Name				
	DWH	EMPL	.OYEE_BENEFI	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_FIRST_NAME in DEPENDENT table)				
Change History	Dat	te		Notes				
	Jan 1, 2	005	New Elem	New Element				
	Nov 6,	2009	Added AD	ded ADP Translations.				
	Jul 30, 2	0, 2018 ADP Ele		DP Element Name: NAME; ADP Table: WIN_DEP_BENEF				
	Jul 30, 2	Jul 30, 2018 Old PS		d PS Page: Name; Old PS Page Field Name: First				
	Jul 30, 2	2018	Old PS Tal	Table: PS_DEPENDENT_BENEF; Old PS Table Field: FIRST_NAME				
	Feb 14,	2023	Element r	eviewed and updated				

Dependent ID			HDB003				
Category	Human Reso	ource / Bene	fits / Dependent Benefits / HDB003				
Description		The Dependent ID is the nine-digit Social Security Number of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001). This element is used to store historical information only.					
Data Type	Character						
Length	9						
Format							
Collection Period	Weekly						
Business Practices	The system	The system of record is with the third-party benefits vendor					
Validation Rules	Status: Active						
	Severity	Code	Description				
	Error	VHDB003	Dependent ID must be valid.				
Valid Values	(None)						
Data Source	Provider	Peop	leSoft				

	Table Column Page		PS_DEP_E	BENEF_NID			
			NATIONAL_ID				
			Update D	ependent/Beneficiary/Personal Profile tab			
	Navigati	on	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary				
Effective Terms							
Target Fields			ble Name Column Name				
	DWH	EMPLO	YEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DE in DEPENDENT table)	PENDENT_KEY which links to DEPENDENT_ID		
Change History	Date	e		Notes			
	Jan 1, 20	Jan 1, 2005 No					
	Nov 6, 2	Nov 6, 2009 A		ranslations.			
	Jul 30, 2	Jul 30, 2018 AI		ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF			
	Jul 30, 2	Jul 30, 2018 Ol		Old PS Page: Personal Profile; Old PS Page Field Name: National ID			
	Jul 30, 2	Jul 30, 2018 OI		Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID			
	Feb 14,	2023 E	Element reviewed and updated				

Dependent La	ast Name		HDB004				
Category	Human Resource / Benefits / Dependent Benefits / HDB004						
Description		The Dependent Last Name is the last name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).					
Data Type	Character						
Length	30						
Format							
Collection Period	Weekly						
Business Practices	The system of record is with the third-party benefits vendor						
Validation Rules	Status: Active						
	Severity	Code	Description				
	Error	VHDB004	Dependent Last Name cannot be blank.				
Valid Values	(None)						
Data Source	Provider	Peop	leSoft				
	Table	PS_D	PS_DEPENDENT_BENEF				
	Column LAST		AST_NAME				
	Page	Upda	Update Dependent/Beneficiary/Name Tab				
	Navigation	Bene	fits > Employee/Dependent Information > Update Dependent/Beneficiary				

Effective Terms		01200 (None				
Target Fields	Target Type	Table Name		Column Name		
	DWH EMPLOYI		DYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_LAST_NAME in DEPENDENT table)		
Change History	nange History Date			Notes		
	Jan 1, 20	005	New Elemen	t		
	Nov 6, 2	2009	Added ADP	Translations.		
	Jul 30, 2018		ADP Elemen	t Name: NAME; ADP Table: WIN_DEP_BENEF		
	Jul 30, 2018 Jul 30, 2018 Feb 14, 2023		Old PS Page:	Name; Old PS Page Field Name: Last		
			Old PS Table	e: PS_DEPENDENT_BENEF; Old PS Table Field: LAST_NAME		
			Element revi	ewed and updated		

Dependent Se	equence	Numbe	r	HDB005						
Category	Human Re	Human Resource / Benefits / Dependent Benefits / HDB005								
Description		The Dependent Sequence Number is a two-digit sequence number (01, 02, 03, etc.) assigned as an identifier for each person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).								
Data Type	Character									
Length	2									
Format										
Collection Period	Weekly									
Business Practices	The syste	The system of record is with the third-party benefits vendor								
Validation Rules	Status: Active									
	Severity	Severity Code		Description						
	Error	Error VHDB005		Dependent Sequence Number cannot be null if for a dependent.						
Valid Values	(None)									
Data Source	Provider	P	PeopleSoft							
	Table	Table PS		PS_DEPENDENT_BENEF						
	Column	D	DEPENDENT_BENEF							
	Page	L	Update Dependent/Beneficiary/Name Tab							
	Navigatio	n B	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary							
Effective Terms	Start: 0	12005								
	End: (I	None)								
Target Fields	Target Type	Table N	lame	Column Name						
	DWH	EMPLOYEE_	BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to						

	Target Type	Table Name	Column Name				
			DEPENDENT_SEQ in DEPENDENT table)				
Change History	Date		Notes				
			New Element				
	Nov 6, 20	009 Added ADP	Added ADP Translations.				
	Jul 30, 20	18 ADP Elemen	ADP Element Name: DEPENDENT_BENEF; ADP Table: WIN_DEP_BENEF				
	Jul 30, 20	18 Old PS Page	Old PS Page: Name; Old PS Page Field Name: Dependent/Beneficiary ID				
	Jul 30, 2018		Old PS Table: PS_HEALTH_DEPENDNT; Old PS Table Field: DEPENDENT_BENEF				
	Feb 14, 2	023 Element rev	Element reviewed and updated				

Employee Benefits

Benefit Plan C	Code			HEB001					
Category	Human Resource / Benefits / Employee Benefits / HEB001								
Description	The Benefit Plan Code indicates the specific benefit plan (e.g., Consumer Choice HSA) within the plan type (e.g., Medical) into which an employee is currently or was previously enrolled. An employee can be enrolled in multiple benefit plans. See HEB005 for information on plan types.								
Data Type	Character								
Length	6								
Format									
Collection Period	Weekly								
Business Practices	Benefit Pla	Benefit Plan Codes are loaded from the third-party benefits vendor after employee elections.							
Validation Rules	Status: Active								
	Severity	Code	Description						
	Error	VHEB001	Benefit Plan Code cannot be b	olank.					
Valid Values	For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to HRDM Valid Values Mapping								
			Code	Description					
	See PeopleSoft to HRDM Valid Value Mapping report for all codes See PeopleSoft to HRDM Valid Value Mapping report for all descriptions								
Data Source	Provider	Peop	leSoft						
	Table	PS_E	PS_BN_SNAP_PLAN, PS_SAVINGS_PLAN						
	Column	BENI	BENEFIT_PLAN						
	Page	N/A	N/A						
	Navigation	Navigation N/A							
Effective Terms	Start: 0	2005							
	End: (N	lone)							

Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_BENEFITS	BENEFITS_KEY(links to BENEFITS table)				
Change History	Date		Notes				
	Jan 1, 2005	New Element	New Element				
	Nov 6, 2009	Added ADP Tra	Added ADP Translations.				
	Jul 30, 2018	ADP Element N	ADP Element Name: BENEFIT_PLAN; ADP Table: BENEF_PROGM_DEF				
	Jul 30, 2018	Old PS Menu P	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits				
	Jul 30, 2018		lealth Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA); Old PS me: Benefit Plan				
	Jul 30, 2018		Old PS Table: PS_PAY_DEDUCTION / EMPLOYEE_BENEFITS MIMIC / PS_BEN_DEFN_OPTN; Old PS Tall Field: BENEFIT_PLAN / BENEFIT_PLAN_CODE				
	Feb 14, 202	3 Element review	wed and updated				

Benefit Progra	am Code				HEB00			
Category	Human Resource / Benefits / Employee Benefits / HEB002							
Description	The Benefit Program Code identifies the set of benefits that an employee may be eligible for. With the completion of OneUSG, all active employees will be assigned the same USG Benefit Program Code and all retirees will be assigned the same retiree Benefit Program Code. Historically, multiple benefit programs were available. For details about specific benefits, see Benefit Plan Code (HEB001).							
Data Type	Character							
Length	3							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	Status: Active							
	Severity	Severity Code Description						
	Error	VHEB002	Bene	efit Program Code cannot be blank.				
Valid Values	(None)							
Data Source	Provider	Peop	PeopleSoft					
	Table	Table PS_BE		ROG_PARTIC				
	Column	BENE	ENEFIT_PROGRAM					
	Page	N/A	N/A					
	Navigation	N/A						
Effective Terms	Start: 012005							
	End: (N	one)						
Target Fields	Target Type	Table Nai	me	Column Name				
	DWH	EMPLOYEE_BE	NEFITS	BENEFIT_KEY (links to BENEFIT_PROGRAM_CODE in BENEFITS table)				

Change History	Date	Notes		
	Jan 1, 2005	New Element		
1, 1,		Added ADP Translations.		
		ADP Element Name: BENEFIT_PROGRAM; ADP Table: BEN_PROG_PARTIC		
	Jul 30, 2018	Old PS Page: Benefit Program Participation; Old PS Page Field Name: Benefit Program		
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: BENEFIT_PROGRAM / BENEFIT_PROGRAM_CODE		
	Dec 5, 2023	Element reviewed and updated		

Coverage Coo	le			HEB003					
Category	Human	Human Resource / Benefits / Employee Benefits / HEB003							
Description		The Coverage Code (may be referred to as 'coverage tier') designates who is covered under an employee's benefit plan. (e.g, 1 - Employee Only, 3 - family, etc.). Each benefit plan (HEB001) will have its own coverage code.							
Data Type	Charac								
Length	1								
Format									
Collection Period	Weekly	,							
Business Practices	Cover	age Codes are fro	m data pro	vided by third-party benefits vendor.					
Validation Rules	Status	: Active							
	Seve	erity Code	de Description						
	Error	Error VHEB003		Coverage Code must be a valid code.					
Valid Values	and P	are all HRDM val 5 to HRDM transl eSoft to HRDM V	ations see:	ncluding historical values which may no longer be active). For current PS valid values Mapping					
	Code Description								
	1	Employee Only							
	1A	Retiree Only, Pre65	NME						
	1B	R+Sp, R Pre65 NME,	S Post65						
	1C	Surviving Sp Only, P	re65 NME						
	1D	R+Sp, R Post65, SSp	Pre65 NME						
	1E	Retiree Only, Pre65	ME						
	1F	R+Sp, R Pre65 ME, S	Post65						
	1G	Surviving Sp Only, P	re65 ME						
	1H	R+Sp, R Post65, SSp	Pre65 ME						
	2	Employee + 1							
	2A	R+Ch, R Post65							
	2B	SSp+Ch, SSp Post65							
	2C	F (Sp+1 Ch), both Po	ost65						

Code	Description
2D	F (Sp+2+ Ch), both Post65
2E	F (2+ Ch), R Post65
2F	F (2+ Ch), SSp Post65
3	Family
3A	F (Sp+1 Ch), both Pre65 NME
3B	F (Sp+2+ Ch), both Pre65 NME
3C	F (2+ Ch),R Pre65 NME
3D	F(Sp+2+Ch),R Pr65 NME,Sp Po65
3E	F(Sp+2+Ch),R Po65,Sp Pr65 NME
3F	F(2+ Ch), SSp Pre65 NME
3G	F(Sp+Ch)R Pr65 NME,Sp Pr65 ME
3H	F(Sp+Ch)R Pr65 ME,Sp Pr65 NME
31	F(2+ Ch), R Pre65 ME
3J	F (Sp+Ch), R Pr65 ME, Sp Po65
3K	F (2+ Ch), SSp Pre65 ME
3L	F (Sp+Ch), R Po65, Sp Pr65 ME
3M	F (Sp+Ch), both Pre65 ME
4	Employee + Child
4A	R+1 Ch, R Pre65 NME
4B	F(Sp+1 Ch),R Pr65 NME,Sp Po65
4C	SSp+Ch, S Sp Pre65 NME
4D	F(Sp+1 Ch),R Po65,Sp Pr65 NME
4E	R+1 Ch, R Pre65 ME
4F	F(Sp+1 Ch),R Pr65 ME,Sp Po65
4G	SSp+Ch, S Sp Pre65 ME
4H	F(Sp+1 Ch),R Po65,Sp Pr65 ME
5	Employee + Spouse
5A	R+Sp, both Pre65 NME
5B	R+Sp, R Pre65 NME, S Pre65 ME
5C	R+Sp, both Pre65 ME
5D	R+Sp, R Pre65 ME,Sp Pre65 NME
6	Non-Qualified Adult
7	Non-Qualified Children
8	Non-Qualified Adult + Children
9	Dependents Only
9A	Retiree Only, Post65
9B	Surviving Sp Only, Post65
9C	R+Sp, both Post65
0	Critical Illness EE 30KTOB
Р	Critical Illness EE 30NonTOB
Q	Critical Illness SP 15KTOB
R	Critical Illness SP 15KNonTOB
S	Critical Illness EE 10KTOB

	Code		Description			
			Only (Retiree is dec	:)		
			ness EE 20KTOB			
			ness EE 10KNonTO			
			ness EE 20KNonTO	В		
			ness SP 10KNonTO	В		
			ness SP 5KTOB			
	Z	Critical Ill	ness SP 5KNonTob			
Data Source	Provide	r	PeopleSoft			
	Table		PS_BN_SNA	AP_F		
	Column	1	COVRG_CD			
	Page		N/A			
	Navigat	ion	N/A			
Effective Terms	Start:	012005	5			
	End:	(None))			
Target Fields	Target Ty	/pe	Table Name			
	DWH	EMP	PLOYEE_BENEFITS	BEN		
Change History	Dat	te				
	Jan 1, 2	005	New Element			
	Nov 6,	2009	Added ADP Tra	Translations.		
	Jul 30, 2	2018	ADP Element Name: COVRG_LEV_CD; ADP Table: EP_WIN_EE_ELECTN			
	Jul 30, 2018 Jul 30, 2018		Old PS Menu P	ath: \		
			Old PS Page: He	ealth		
	Jul 30, 2		Old PS Table: P COVERAGE CO			
	Feb 14,	2023	Element review	ed a		

Deduction Cla	Deduction Class Code HEB004						
Category	Human Resource / Benefits / Employee Benefits / HEB004						
Description	The Deduction Class Code describes the taxability status of a benefit premium on an employee's paycheck. Each benefit plan (HEB001) has its own deduction class code. Allowable codes depend on whether the benefit premium is paid by the employee or employer (see below).						
Data Type	Character						
Length	1						
Format							
Collection Period	Weekly						
Business Practices	For Employee Benefit Premiums A: After-Tax, reduces net pay, e.g., monthly parking deduction						

	For Emp N: Non- P: Non- contrib	B: Before-Tax, reduces net pay and taxable gross, e.g., voluntary retirement contributions For Employer Benefit Premiums N: Non-taxable Benefit, indicates employer contributions to benefit plans not subject to federal tax, e.g., health plan P: Non-taxable Btax Benefit, indicates employer contributions not subject to federal tax, e.g., before-tax matching contribution to savings plans T: Taxable Benefit, indicates employer contribution subject to federal tax, e.g., life insurance									
Validation Rules	Status:	Status: Active									
	Sever	ity	Code	Description							
	Error	VH	IEB004 Dedu	action Class Code must be a valid code.							
Valid Values			RDM valid valu M translations	nes (including historical values which may no longer be a see:	ctive). For current PS valid values						
	People!	Soft to F	HRDM Valid Va	ılues Mapping							
	Code	Des	cription								
	A	After-Tax									
		Before-Ta									
		Nontaxabl									
		Nontaxabl Taxable Be	le Btax Benefit								
		Taxable be	enent								
Data Source	Provide	Provider									
	Table	Table PS_		EDUCTION							
	Column	Column		5							
	Page		N/A								
	Navigat	ion	N/A								
Effective Terms	Start:	012005									
	End:	(None)									
Target Fields	Target Ty	/ne	Table Name	Column Name							
	DWH		LOYEE_BENEFITS		()						
Change History	Dat	te		Notes							
	Jan 1, 2	005 1	New Element								
	Nov 6,	2009	Added ADP Translations.								
	Jul 30, 2			Name: DED_CLASS; ADP Table: DEDUCTION_CLASS							
	Jul 30, 2			aycheck Deductions; Old PS Page Field Name: Class							
	Jul 30, 2			PS_PAY_DEDUCTION; Old PS Table Field: DED_CLASS							
	Feb 14,			ved and updated							

Plan Type Cod	le H	IEB005
Category	Human Resource / Benefits / Employee Benefits / HEB005	

Description	current	ne Plan Type Code indicates the type (e.g., Medical, Dental, Retirement) of the benefit plan in which an employee is urrently or was previously enrolled. An employee can be enrolled in multiple types of benefit plans. See HEB001 for the pecific benefit plan.							
Data Type	Charac	ter							
Length	2								
Format									
Collection Period	Weekly	/							
Business Practices		Plan Type Codes are loaded from the third-party benefits vendor after employee elections.							
Validation Rules	Status	: Active							
	Seve	erity Code		Description					
	Error		Plan Typ	e Code must be a valid code.					
Valid Values	and P	are all HRDM von the state of t	lations see						
	Code	Descript	ion						
	00	General Deduction							
	01	Benefit Program							
	10	Medical							
	11	Dental							
	12	Medical/Dental							
	13	Major Medical							
	14	Vision							
	15	Domestic Partner	Medical						
	16	Domestic Partner	Dental						
	17	Domestic Partner	Vision						
	1A	USG Accident Plan							
	1B	Critical Illness Emp	loyee						
	1C	Cancer Plan GA Co	llege						
	1H	USG Hospital Inde	mnity						
	15	Critical Illness Spo	use						
	20	Life							
	21	Supplemental Life							
	22	AD/D							
	23	Life and AD/D							
	24	Dependent AD/D							
	25	Dependent Life							
	26	Survivor Income							
	27	Supplemental Life	and AD/D						
	28	Spouse Life							
	2C	Child Life							
	2X	Addl Supp Life Spo	ouse						

Code	Description
2Y	Addl Supp Life Dependent
2Y	Retiree Basic & Dependent Life
2Z	Additional Supplemental Life
30	Short-Term Disability
31	Long-Term Disability
40	401(k)
41	Profit Sharing
42	Thrift
43	IRA
44	Capital Accumulation
45	U.S. Savings Bonds
46	403(b)
47	Nonelective Contributions
48	Employer Only
49	Section 457
4A	Employee Stock Purchase
4F	457(f)
4G	ROTH 403(b)
4H	ROTH 457(b)
41	529 Savings
4R	Retirement Plans
50	Sick
51	Vacation
52	Personal
53	Family and Medical Leave Act
5A	Company Car
5U	Unscheduled Holiday
5Z	Military Leave
60	Flex Spending Health - U.S.
61	Flex Spending Dependent Care
65	Flex Spending Health - Canada
66	Retirement Counseling
67	Health Savings Account
7U	Federal Retirement Plan
7V	ERS -ER Contribution to EE
7W	Employee Retirement System
7X	ORP Contribution to TRS
7Y	Optional Retirement Plan
7Z	Teachers Retirement System
80	Standard Pension
81	Supplementary Pension
82	Pension Plan 1 - U.S.
83	Pension Plan 2 - U.S.

Code Description 84 Pension Plan 3 - U.S. 85 Pension Plan 4 - U.S. 86 Pension Plan 5 - U.S.					
85 Pension Plan 4 - U.S. 86 Pension Plan 5 - U.S.					
86 Pension Plan 5 - U.S.					
87 Pension Plan 6 - U.S.					
90 Vacation Buy					
91 Vacation Sell					
A1 Legal Services					
A3 LifeStyle Benefits					
AL LifeStyle Benefits (LifePerx)					
AT Tobacco Surcharge					
Data Source Provider PeopleSoft					
Table PS_PAY_DEDUCTION					
Column DEDCD					
Page N/A	N/A				
Navigation N/A	N/A				
Effective Terms Start: 012005					
End: (None)					
Target Fields Target Type Table Name Column Name					
DWH EMPLOYEE_BENEFITS BENEFITS_KEY(links to PLAN_TYPE_CODE in BENEFITS Table)					
Change History Date Notes					
Jan 1, 2005 New Element	New Element				
Nov 6, 2009 Added ADP Translations.	Added ADP Translations.				
Jul 30, 2018 ADP Element Name: PLAN_TYPE, DEDCD; ADP Table: BENEF_PROGM, PAY_	ADP Element Name: PLAN_TYPE, DEDCD; ADP Table: BENEF_PROGM, PAY_DEDUCTION				
Jul 30, 2018 Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits				
Jul 30, 2018 Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLe Field Name: Plan Type	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page				
Jul 30, 2018 Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC / PS_PA Table Field: PLAN_TYPE / PLAN_TYPE_CODE / PLAN_TYPE	Y_DEDUCTION; Old PS				

Coverage Beg	in Effective Date HEB006
Category	Human Resource / Benefits / Employee Benefits / HEB006
Description	The Coverage Begin Effective Date is the date that an employee's specific benefit plan (HEB001) became active for the employee and others covered under the plan (spouse and tax-eligible dependents).
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Weekly

Business Practices	Coverage Begin Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023								
Validation Rules	Status: Acti	Status: Active							
	Severity	Code	Code Description						
	Error	VHEB006	Cove	erage Begin Effective Date must not be out of range.					
Valid Values	(None)								
Data Source	Provider	Peop	leSoft						
	Table	PS_B	N_SN	AP_PLAN					
	Column	COV	ERAGE	_BEGIN_DT					
	Page	Bene	Benefits Summary						
	Navigation	Bene	Benefits > Review Employees Benefits > Benefits Summary						
Effective Terms	Start: 012	2005							
	End: (No	one)							
Target Fields	Target Type	Table Nar	ne	Column Name					
	DWH	EMPLOYEE_BE	NEFITS	COVERAGE_BEGIN_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)					
Change History	Date			Notes					
	Jan 1, 2005	New Ele	Element						
	Nov 6, 2009	Added A	ed ADP Translations.						
	Jul 30, 2018		ement Name: COVERAGE_BEGIN_DT, COVERAGE_BEGIN_DT, EFFDT; ADP Table: N_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN						
	Jul 30, 2018	Old PS N	PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee						
	Jul 30, 2018		Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page ame: Coverage Begin Date / Effective Date / Deduction Begin Date						
	Jul 30, 2018			PS_BN_SNAP_PLAN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field EGIN_DT / COVERAGE_BEGIN_EFF_DATE	d:				
	Feb 14, 202	23 Element	reviev	ved and updated					

Coverage Elec	tion Date HEB007
Category	Human Resource / Benefits / Employee Benefits / HEB007
Description	The Coverage Election Date represents the date when the benefit plan was selected. The Coverage Election Date and Coverage Begin Effective Date (HEB006) are typically different dates.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Weekly
Business Practices	Coverage Begin Effective Dates comes from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023

Validation Rules	Status: Active							
	Severity	Code	Code Description					
	Error	VHEB007	Cove	rage Election Date must not be out of range.				
Valid Values	(None)							
Data Source	Provider	Peop	leSoft					
	Table	PS_B	N_SN	AP_PLAN				
	Column	COVI	RAGE	_ELECT_DT				
	Page	N/A						
	Navigation	N/A						
Effective Terms	Start: 01	2005						
	End: (N	one)						
Target Fields	Target Type	Target Type Table Na		Column Name				
	DWH	EMPLOYEE_BE	NEFITS	COVERAGE_ELECTION_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)				
Change History	Date			Notes				
	Jan 1, 2005	New Ele	Element					
	Nov 6, 200	9 Added A	ed ADP Translations.					
	Jul 30, 201		ement Name: EFFDT, COVERAGE_ELECT_DT, COVERAGE_ELECT_DT; ADP Table: N_EE_ELECTN, RTRMNT_PLAN, SAVINGS_PLAN					
	Jul 30, 201	8 Old PS N	PS Menu Path: Benefits, Enroll In Benefits, Health Benefits					
	Jul 30, 201		PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Paged Name: Election Date					
	Jul 30, 201	8 Old PS T	able: F	PS_BN_SNAP_PLAN ; Old PS Table Field: ENROLLMENT_DT				
	Feb 14, 20	23 Element	Element reviewed and updated					

Coverage End	Effective Date HEB008
Category	Human Resource / Benefits / Employee Benefits / HEB008
Description	The Coverage End Effective Date is the date that an employee's specific benefit plan (HEB001) became inactive for the employee and others covered under the plan (spouse and tax-eligible dependents).
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Weekly
Business Practices	Coverage End Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023
Validation Rules	Status: Active

	Severity		Code	Description				
	Error	Error VHEE		EB008 Coverage End Effective Date must not be out of range.				
Valid Values	(None)							
Data Source	Provider		PeopleSoft	pleSoft				
	Table		PS_SAVINO	GS_PLAN				
	Column		COVERAGE	_END_DT or 1/1/9999				
	Page		Benefits Su	mmary				
	Navigatio	n	Benefits >	Review Employees Benefits > Benefits Summary				
Effective Terms	Start: 0	12005						
	End: (None)						
Target Fields	Target Typ	Target Type Table		Column Name				
	DWH	DWH EMPLOYE		COVERAGE_END_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)				
Change History	Date	Date		Notes				
	Jan 1, 200	05 1	New Element	Element				
	Nov 6, 20	009 A	Added ADP Tr	ADP Translations.				
	Jul 30, 20			Element Name: COVERAGE_END_DT, COVERAGE_END_DT, DEDUCTION_END_DT; ADP Table: VIN_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN				
	Jul 30, 20	18 (Old PS Menu F	PS Menu Path: Benefits, Enroll In Benefits, Health Benefits				
	Jul 30, 20		_	Page: Health Benefits ElectionsLife/ADD BenefitsDisability BenefitLeave Plans (USA); Old PS Page ame:Coverage Begin Date / Effective Date / Deduction Begin Date				
	Jul 30, 20	18 (Old PS Table: I	Table: PS_BN_SNAP_PLAN; Old PS Table Field: COVERAGE_BEGIN_DT or 01-JAN-9999				
	Feb 14, 2	023 E	Element review	wed and updated				

Employee Dec	duction Ar	mount	НЕВ009				
Category	Human Resc	ource / Bene	fits / Employee Benefits / HEB009				
Description		he Employee Deduction Amount is the employee's contribution towards the plan cost of each selected employee enefit plan (HEB001).					
Data Type	Number						
Length	10						
Format							
Collection Period	Weekly	Weekly					
Business Practices	Business Procedures Manual Section 5.1.4 Withholding Schedule for Academic Year Employees (https://www.usg.edu/business_procedures_manual/section5/C1223/)						
Validation Rules	Status: Acti	ve					
	Severity	Code	Description				
	Error	VHEB009	Employee Deduction Amount cannot be null.				

Valid Values	(None)	None)					
Data Source	Provider		PeopleSoft				
	Table		PS_PAY_DE	EDUCTION			
	Column		DED_CUR				
	Page		Create Gen	eral Deductions			
	Navigation	ı	Payroll for I	North America > Employee Pay	/ Data USA > Deductions > Create Gen	neral Deduction	
Effective Terms	Start: 01	2005					
	End: (N	lone)					
Target Fields	Target Type	Type Table Nar		Column Name	1		
Turget ricias	DWH		OYEE BENEFITS				
Change History	Date			Notes			
	Jan 1, 200	5 N	ew Element				
	Nov 6, 200	Nov 6, 2009 Ad		Added ADP Translations.			
	Jul 30, 201	8 A	ADP Element Name: DED_CUR; ADP Table: PAY_DEDUCTION				
	Jul 30, 201	Jul 30, 2018 Old		Old PS Page: Paycheck Deductions; Old PS Page Field Name: Before- or After-Tax			
	Jul 30, 201	8 0	ld PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR				
	Feb 14, 20	23 El	ement reviev	ved and updated			

Employer Contribution HEB010			
Category	Human Resource / Benefits / Employee Benefits / HEB010		
Description	The Employer Contribution is the employer's contribution toward the plan cost of each selected employee benefit plan (HEB001).		
Data Type	Number		
Length	10		
Format			
Collection Period	Weekly		
Business Practices	Practitioner Process: Knowledge Article: USGKB0011705		
Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEB010	Employer Contribution cannot be null.
Valid Values	(None)		
Data Source	Provider Peo		leSoft
	Table PS_F		AY_DEDUCTION
	Column DED		_CUR
	Page Cre		te General Deductions

	Navigation	Payroll for I	Payroll for North America > Employee Pay Data USA > Deductions				
Effective Terms		2005 one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_BENEFITS	EMPLOYER_CONTRIBUTION				
Change History	Date		Notes				
	Jan 1, 2005	New Element	New Element				
	Nov 6, 2009	Added ADP Tra	Added ADP Translations.				
	Jul 30, 2018	ADP Element N	ADP Element Name: ERCOST_PER_PAY; ADP Table: EP_WIN_EE_ELECTN				
	Jul 30, 2018	Old PS Page: Pa	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Non-Taxable				
	Jul 30, 2018	Old PS Table: P	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR				
	Feb 14, 202	3 Element review	Element reviewed and updated				

HIPAA Eligibil	ity Indicat	or		HEB011				
Category	Human Resource / Benefits / Employee Benefits / HEB011							
Description	The HIPAA Eligibility Indicator indicates whether or not there is HIPAA information tied to the benefit plan. This information is not required.							
Data Type	Character							
Length	1							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)	(None)						
Valid Values	(None)							
Data Source	Provider	Pec	PeopleSoft					
	Table		PS_BEN_DEFN_PLAN					
	Column	HIP	HIPAA_PLAN					
	Page	N/A	N/A					
	Navigation N/A							
Effective Terms	Start: 012	2005						
		one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH BENEFITS		HIPAA_ELIGIBLE_IND					
Change History	Date		Notes					
	Jan 1, 2005 Nev		v Element					
	Jul 30, 2018	Old PS	able: PS_BEN_DEFN_PLAN; Old PS Table Field: HIPAA_PLAN					

Date	Notes
Feb 14, 2023	Element reviewed and updated

	HEB01						
Human Resour	ce / Benefits / Employee Benefits / HEB012						
The COBRA Date is the date that the COBRA benefit plan(s) became effective. See HBN003 for COBRA eligibility. This field is no longer extracted to the HRDM.							
Date							
8							
MMDDYYYY							
Weekly							
These data are	managed by a third-party benefits vendor.						
(None)							
(None)							
Provider	N/A						
Table	N/A						
Column	N/A						
Page	N/A						
Navigation	N/A						
Start: 01200	5						
End: 06201	7						
	ple Name Column Name COBRA DATE COBRA DATE						
	Notes Notes						
	New Element						
	Old PS Menu Path: Benefits, Administer COBRA Benefits						
	Old PS Page: Prog Participant; Old PS Page Field Name: Effective Date						
	Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT_DATE						
	Element reviewed and updated						
	The COBRA Data field is no longer Date 8 MMDDYYYY Weekly These data are (None) Provider Table Column Page Navigation Start: 012000 End: 06201 Target Type Tab DWH EMI Date Jan 1, 2005 Jul 30, 2018 Jul 30, 2018 Jul 30, 2018						

COBRA Indicator HEB013					
Category	Human Resource / Benefits / Employee Benefits / HEB013				
Description	The COBRA Indicator indicates if a former employee is a COBRA participant (i.e., is enrolled in COBRA) for medical, dental, vision, and/or healthcare flexible spending plans (FSA). This field is no longer extracted to the HRDM.				
Data Type	Character				

Length	1							
Format								
Collection Period	Weekly	Weekly						
Business Practices	These data	a are ma	nage	d by a third-party benef	fits vendor.			
Validation Rules	Status: Act	ive						
	Severity	Cod	de		Description			
	Error	VHEB	3013	COBRA Indicator must	t be Y or N.			
Valid Values	(None)							
Data Source	Provider		N/A					
	Table		N/A					
	Column		N/A					
	Page	Page		N/A				
	Navigation		N/A					
Effective Terms	Start: 01	2005						
	End: 03	2017						
Target Fields	Target Type	Table Na	lame	Column Name				
	DWH							
Change History	Date	Date		Notes				
	Jan 1, 200	Jan 1, 2005 New El		Element				
	Jul 30, 201	8 Old	d PS P	S Page: Participant Data; Old PS Page Field Name:COBRA Election				
	Jul 30, 201	8 Old	d PS T	Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT				
	Feb 14, 20	23 Elei	ment	reviewed and updated				

Employee

Employee

Gender Descri	Gender Description HEE00						
Category	Human Resource / Employee / HEE001						
Description	Gender Description provides the description of the employee's Gender Code (HEE002).						
Data Type	Character						
Length	30						
Format							
Collection Period	Weekly						
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158						

Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PSXLATITEM					
	Column	XLATLONGNAME					
	Page	Biographical Details					
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail					
Effective Terms	Start: 01200 End: (None						
Target Fields	Target Type DWH EM	Table Name Column Name PLOYEE_DEMOGRAPHIC GENDER_DESC					
Change History	Date	Notes					
	Jan 1, 2005	New Element					
	Nov 6, 2009	Added ADP Translations.					
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA					
		Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.					
	Jul 12, 2022	Element reviewed and updated					

Gender Code			HEE002						
Category	Human Reso	Human Resource / Employee / Employee / HEE002							
Description	The Gender	The Gender Code indicates the gender of the employee and is a required field.							
Data Type	Character	Character							
Length	3								
Format									
Collection Period	Weekly	Weekly							
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158								
Validation Rules	Status: Acti	ve							
	Severity	Code	Description						
	Error VHEE002 Gender Code must be a valid value and cannot be blank								
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								

	People	eSoft to	HRDM Valid Values	Mapping				
	Code	Descript	on					
	F Female							
	М	Male						
	U	Unknow	1					
Data Source	Provid	er	PeopleSoft					
	Table		PS_PERSONAL_	DATA				
	Colum	n	SEX					
	Page		Biographical Det	ails				
	Navigation		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail					
Effective Terms	Start:	01200	5					
	End:	(None)					
Target Fields	Target 3	Tuno	Table Name	Column Name				
rurget ricius	Target 1		PLOYEE_DEMOGRAPHIC					
Changa History	DWII	LIVI	LOTEL_DEMOGRAPHIC	GENDER_CODE				
Change History	Da	ite			Notes			
	Jan 1,	2005	New Element					
	Nov 6,	, 2009	Added ADP Translations.					
	Jul 30,	2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA					
	Jul 30,	2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30,	2018	Old PS Page: Personal History; Old PS Page Field Name: Gender					
	Jul 30,	2018	Old PS Table: PS_PEI	RS_DATA_EFF[DT; Old PS Table Field: SEX			
	Mar 8.	2022	Element reviewed ar	nd updated				
				P				

Old Race Cod	e HEE003
Category	Human Resource / Employee / HEE003
Description	The Old Race Code indicated the employee's race or ethnic group. This field is not available in OneUSG Connect. This element is used to store historical information only. Race and ethnicity are now divided into two separate HRDM elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).
Data Type	Character
Length	3
Format	
Collection Period	Weekly
Business Practices	
Validation Rules	Status: Active

	Severity	Code		Description		
	Error	VHEE00	3 Old Race	Code must be a valid code.		
Valid Values			valid values (ir	ncluding historical values which may no longer be active). For current PS valid va		
	PeopleSc	oft to HRDM	I Valid Values	Mapping		
	Code	Descr	ption			
	1 W	hite				
	2 Bl	ack/African Ar	nerican			
	3 Hi	spanic/Latino				
	4 As	ian				
			/Alaskan Native			
		ot Specified				
		ative Hawaiian ulti-Racial	Oth Pac Island			
	O IVI	utti-Raciat				
Data Source	Provider	N	'A			
	Table	N	N/A			
	Column	N	N/A			
	Page	N	'A			
	Navigatio	n N	'A			
Effective Terms	Start: 0	12005				
		72018				
Target Fields	Target Type	Tal	ole Name	Column Name		
. u. gat i iaius	DWH		_DEMOGRAPHIC			
Change History	Date		_	Notes		
	Jan 1, 200		lement	Notes		
	Nov 6, 20		New Element Added ADR Translations			
			ADD Flavorat Names PACE, ETUNICITY ADD Tables DEECONAL DATA			
	Jul 30, 20		ADP Element Name: RACE_ETHNICITY; ADP Table: PERSONAL_DATA Not extracted from PS			
	Jul 30, 20		Not extracted from PS			
	Jul 30, 20		Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee			
	Jul 30, 20		Old PS Page: Identity/Diversity; Old PS Page Field Name: Ethnic Group			
	Jul 30, 20			IVERSITY; Old PS Table Field: ETHNIC_GROUP		
	Oct 25, 2	022 Eleme	ent reviewed a	nd updated		

Race Code	HEE004
Category	Human Resource / Employee / Employee / HEE004
Description	The Race Code indicates the employee's race and does not include ethnicity (Hispanic/Latino). Race code is entered in the 'Ethnic Group' page in the PeopleSoft interface. Ethnicity is captured in another data element (HEE028).

Data Type	Character								
Length	3								
Format									
Collection Period	Weekly								
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158 In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.								
Validation Rules	Status: Active								
	Severity Code Description								
	Error VHEE004 Race Code must be a valid code.								
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to HRDM Valid Values Mapping								
	Code Description								
	B Black I American Indian or Alaskan Native								
	P Native Hawaiian or Other Pacific Islander								
	W White								
	Z Asian								
Data Source	Provider PeopleSoft								
	Table PS_DIVERS_ETHNIC								
	Column ETHNIC_GRP_CD								
	Page Regional								
	Navigation Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail								
Effective Terms	Start: 042009								
	End: (None)								
Target Fields	Target Type Table Name Column Name DWH RACE RACE_CODE								
Change History	Date Notes								
	Apr 11, 2009 New Element								
	Mar 8, 2022 Element reviewed and updated								

Old Race Description					
Category	Human Resource / Employee / Employee / HEE005				

Description	The Old	Race F	escription is a descri	ntion of the C	old Race Code (HEE003). This field is not available in OneUSG Connect.					
2 3331 paron	This elen	nent is nents:	used to store historical information only. Race and ethnicity are now divided into two separate HRDM for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code							
Data Type	Characte	r								
Length	30									
Format										
Collection Period	Weekly									
Business Practices										
Validation Rules	(None)									
Valid Values	(None)									
Data Source	Provide	-	N/A							
	Table		N/A	N/A						
	Column		N/A							
	Page		N/A							
	Navigat	on	N/A							
Effective Terms	Start:	01200)5							
	End:	07201	8							
Target Fields	Target Ty	pe	Table Name	Column Name						
	DWH	EM	IPLOYEE_DEMOGRAPHIC	RACE_DESC						
Change History	Dat	e	Notes							
	Jan 1, 2	005	New Element							
	Jul 30, 2	018	No longer used for Race Description							
	Jul 30, 2	018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.							
	Jul 30, 2	018	Old PS Table: PSXLA	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME						
	Oct 25,	2022	Element reviewed ar	nd updated						

Employee Date of Birth					
Category	Human Resource / Employee / HEE006				
Description	The Employee Date of Birth is the employee's calendar date of birth. This is a required field.				
Data Type	Date				
Length	8				
Format	MMDDYYYY				
Collection Period	Weekly				
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670				
Validation Rules	Status: Active				

	Severity	Code		Description				
	Error	VHEE006	Employee I	Employee Date of birth cannot be blank.				
Valid Values	(None)							
Data Source	Provider	Peo	pleSoft					
	Table	PS_	PERSONAL_D	DATA				
	Column	BIR	ГНДАТЕ					
	Page	Biog	graphical Deta	ails				
	Navigation	OR	rkforce Administration > Personal Information > Biographical > Add a Person rkforce Administration > Personal Information > Biographical > Update Person Detail					
Effective Terms	Start: 01	2005						
	End: (N	one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE	BIRTH_DATE					
Change History	Date			Notes				
	Jan 1, 2005	New Ele	ment					
	Nov 6, 200	Nov 6, 2009 Added A		ded ADP Translations.				
	Jul 30, 201	ul 30, 2018 ADP Ele		ADP Element Name: BIRTHDATE; ADP Table: PERSONAL_DATA				
	Jul 30, 201	8 Old PS N	d PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	8 Old PS F	S Page: Identity/Diversity; Old PS Page Field Name: Date of Birth					
	Jul 30, 201	8 Old PS 1	able: PS_PER	SON; Old PS Table Field: BIRTHDATE				
	Jul 12, 202	2 Element	reviewed and	d updated				

Language			HEE007							
Category	Human Res	uman Resource / Employee / Employee / HEE007								
Description	Language is	the code for	r the employee's primary language. This field is no longer extracted to the HRDM.							
Data Type	Character									
Length	30									
Format										
Collection Period	Weekly									
Business Practices										
Validation Rules	Status: Active									
	Severity	Code	Description							
	Error	VHEE007	Language1 must be a valid code if it is not null.							
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:									

	People	eSoft to	HRDM \	'alid Values M	lapping		
	Code		cription				
	CFR		n French				
	DAN	Danish					
	DUT	Dutch					
	ENG	English					
	ESP	Spanish					
	FRA	French					
	GER	German					
	GRK	Greek					
	INE	Internat	ional Engli	h			
	ITA	Italian					
	JPN	Japanese	9				
	KOR	Korean					
	POR	Portugu					
	SVE	Swedish					
	THA	Thai	ed Chinese				
	ZHS		nal Chinese				
	2111	Traditio	nat Chines				
ata Source	Provid	er	N/A				
	Table	Table N					
	Colum	n	N/A				
	Page	ge					
	Naviga	lavigation					
fective Terms			N/A				
	Start:						
	End:	08200	19				
Target Fields	Target ⁻	Гуре Та	ble Name	Column Name			
	DWH	EM	IPLOYEE	LANGUAGE1			
Change History	Da	ate			Notes		
	Jan 1,	2005	New Ele	Jew Element			
	Nov 6	, 2009	Added	Added ADP Translations.			
	Jul 30,	2018	ADP Ele	ment Name:	DESCR; ADP Table: LANGUAGE_TBL		
	Jul 30,				orkforce Administration, Increase Workforce, Hire Employee		
	Jul 30,				l History; Old PS Page Field Name: Language Code		
	Jul 30,				S_DATA_EFFDT; Old PS Table Field: LANG_CD		
	Oct 25	5, 2022	ciemen	reviewed an	u upuateu		

Citizenship Country Code

HEE008

Category	Human Re	Human Resource / Employee / HEE008							
Description	Citizenship	Country	Code is the co	ode that indicates the	employee's country of citizenship.				
Data Type	Character								
Length	3								
Format									
Collection Period	Weekly								
Business Practices	Practition	er Process	: Knowledge	Article USGKB0011453	s, USGKB0011809				
Validation Rules	Status: Ac	tive							
	Severity	Code			Description				
	Error	VHEE0	08 Citizens	hip Country Code mus	be a valid code.				
Valid Values	For curre	nt PS valid	values and P	'S to HRDM translation	c see.				
			M Valid Value						
			Code		Description				
	See People	Soft to HRD		apping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions				
Data Source									
Data Source	Provider	P	PeopleSoft						
	Table		PS_BOR_CITIZEN_PRO						
	Column	_	COUNTRY						
	Page		Citizenship/Passport						
	Navigation	n V	Workforce Administration > Personal Information > Citizenship > Identification Data						
Effective Terms	Start: 0	12005							
	End: (1	None)							
Target Fields	Target Type	Tal	ole Name	Column Name					
	DWH	EMPLOYE	E_MISC_CODES	CITIZENSHIP_COUNTRY_	CODE				
Change History	Date				Notes				
	Jan 1, 200	5 New	New Element						
	Nov 6, 20	09 Adde	Added ADP Translations.						
	Jul 30, 20	18 ADP I	ADP Element Name: CITIZENSHIP.CNTRY; ADP Table: PERSONAL_DATA						
	Jul 30, 20		Old PS Menu Path: Workforce Administration, Personal Information, Citizenship, Identification Data						
	Jul 30, 20		Old PS Page: Citizenship/Passport; Old PS Page Field Name: Country						
	Jul 30, 20	18 Old P	S Table: PS _. C	CITIZENSHIP; Old PS Ta	ble Field: COUNTRY				
		Jul 12, 2022 Element reviewed and updated							

Citizenship Country Description					
Category	Human Resource / Employee / HEE009				
Description	The Citizenship Country Description provides the name of the employee's country of citizenship as a description of the				

	Citizenship Country Code (HEE008).						
Data Type	Charact	er					
Length	30						
Format							
Collection Period	Weekly						
Business Practices	Practiti	oner Pr	ocess: Knowledge	Article USGKB0011453, US	GKB0011809		
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provide	:r	PeopleSoft				
	Table		PS_COUNTRY_	_TBL			
	Column	1	DESCR				
	Page		Citizenship/Passport				
	Navigation		Workforce Information > Personal Information > Citizenship > Identification Data				
Effective Terms	Start:	01200	5				
	End: (None)						
T							
Target Fields	Target T		Table Name	Column Name			
	DWH	EM	PLOYEE_MISC_CODES	CITIZENSHIP_COUNTRY_DESC			
Change History	Dat	:e	Notes				
	Jan 1, 2	2005	New Element				
	Nov 6,	2009	Added ADP Translations.				
	Jul 30,	2018	Old PS Menu Path: Workforce Administration, Personal Information, Citizenship, Identification Data				
	Jul 30,	2018	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Hard coded based on Country selected				
	Jul 30,	2018	Old PS Table: PS_C	OUNTRY_TBL; Old PS Tabl	e Field: DESCR		
	Jul 12,	2022	Element reviewed a	and updated			

Employee Sta	Employee Status Description HEE01					
Category	Human Resource / Employee / HEE010					
Description	The Employee Status Description is the description of the Employee Status Code (HEE018).					
Data Type	Character					
Length	30					
Format						
Collection Period	Weekly					
Business Practices	Practitioner Process: Knowledge Article USGKB0012352					
Validation Rules	(None)					
Valid Values	(None)					

Data Source	Provider		PeopleSoft						
	Table		PSXLATITEM						
	Column		XLATLONGNAI	ME					
	Page		Work Location						
	Navigation		Workforce Adr	ministration > Job Inforr	nation > Job Data				
Effective Terms		2005 lone)							
Target Fields	Target Type		Table Name	Column Name					
	DWH	EMPLO	YEE_MISC_CODES	EMPLOYEE_STATUS_DESC					
Change History	Date				Notes				
	Jan 1, 2005	5 Nev	w Element						
	Jul 30, 201	8 Old	l PS Menu Path:	Workforce Administrati	on, Increase Workforce, Hire Employee				
	Jul 30, 201		l PS Page: Descri ough PS query.	ption of Translate Value	e is found on the Translate Table which is accessible only				
	Jul 30, 201	8 Old	PS Table: PSXLA	ATITEM; Old PS Table Fi	eld: XLATLONGNAME				
	Jul 12, 202	2 Elei	ment reviewed a	and updated					

Highest Educa	ation Leve	l Code	HEE01
Category	Human Reso	ource / Empl	oyee / Employee / HEE011
Description			evel Code shows the highest education level the employee has completed (e.g., Bachelors,). This field is no longer available in OneUSG Connect, though prior data are still extracted.
Data Type	Character		
Length	2		
Format			
Collection Period	Weekly		
Business Practices	For reporti Degree Lev		, highest education level is derived from an employee's education information (using HED004 -
Validation Rules	Status: Acti	ive	
	Severity	Code	Description
	Error	VHEE011	Highest Education Level Code must be a valid code.
Valid Values		all HRDM val HRDM transl	id values (including historical values which may no longer be active). For current PS valid values ations see:
	PeopleSoft	to HRDM V	alid Values Mapping
	Code	Description	
	A Not	Indicated	
	B Less	Than HS Gradu	ate
	C HS G	Fraduate or Equ	ivalent

	Code		Descri	iption					
	D	Some (College	2					
	E	Techni	Technical School						
	F	2-Year	Colleg	e Degree					
	G	Bachel	or's Le	vel Degree					
	Н	Some (Gradua	ite School					
	1	Master	's Leve	el Degree					
	J	Doctor	ate (A	cademic)					
	K	Doctor	ate (Pr	rofessional)					
	L	Post-Do	octora	te					
	М	Educati	ional S	pecialist					
Data Source	Provide	er PeopleSoft							
	Table			PS_PERSONAL	_DATA				
	Colum	n		HIGHEST_EDU	IC_LVL				
	Page			N/A					
	Naviga	tion		N/A					
Effective Terms	Start:	0120	05						
	End:	0720	19						
Target Fields	Target 1	vne	т	able Name	Column Name				
3-3-1-1-1-1	DWH			/EE_MISC_CODES					
Change History	Da				Notes				
	Jan 1, 2		New	v Element	Note:				
				Added ADP Translations.					
				ADP Element Name: HIGHEST_EDUC_LVL; ADP Table: PERSONAL_DATA					
							Increase Workforce, Hire Employee		
	Jul 30,			-			ld Name: Highest Education Level		
	Jul 30,	2018	Old	PS Table: PS_F	PERS_DATA_EFFDT; Old P	PS T	Table Field: HIGHEST_EDUC_LVL		
	Mar 8,	2022	Elen	nent reviewed	and updated				

Highest Educa	tion Level Description	HEE012
Category	Human Resource / Employee / HEE012	
Description	The Highest Education Level Description is a description of the Highest Education Level Code (HEE011). Highest Education Level Code is no longer in use.	
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices		

Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	HRDM					
	Table	STGHR. HRREF_	_HIGHEST_EDU_LVL_CO	DE_VW			
	Column	DESCR					
	Page	N/A					
	Navigation	N/A					
Effective Terms	Start: 012	005					
	End: 072	019					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_MISC_CODES	HIGHEST_EDU_LEVEL_DESC				
Change History	Date			Notes			
	Jan 1, 2005	New Element					
	Jul 30, 2018	Old PS Menu Path:	Workforce Administration	n, Increase Workforce, Hire Employee			
	Jul 30, 2018	Old PS Page: Descri through PS query.	ption of Translate Value i	s found on the Translate Table which is accessible only			
	Mar 8, 2022	Element reviewed a	and updated				

Marital Status	Code		HEE013
Category	Human F	esource / Empl	oyee / Employee / HEE013
Description	The Mari	tal Status Code	indicates the employee's marital status (e.g., Married, Divorced)
Data Type	Characte	r	
Length	1		
Format			
Collection Period	Weekly		
Business Practices	Practitio	ner Process: Kr	owledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	Status: /	Active	
	Severi	ty Code	Description
	Error	VHEE013	Marital Status Code must be a valid code.
Valid Values		re all HRDM val o HRDM transl	id values (including historical values which may no longer be active). For current PS valid values ations see:
	PeopleS	oft to HRDM V	alid Values Mapping
	Code	Description	
	С	Common-Law	
	D I	Divorced	
	E 5	eparated	

	Code	1	Description				
	Н	Head of	Household				
	L	DissDec	Lost Civil Partner				
	М	Married	I				
	S	Single					
	U	Unknov	vn				
	W	Widowe	ed				
Data Source	Provid	er	PeopleSoft	:			
	Table		PS_PERSO	NAL	_DATA		
	Colum	n	MAR_STA	ΓUS			
	Page		Biographic	al D	etails		
	Naviga	ition	OR			Information > Biographical > Add a Personal Information > Biographical > Update Personal Person	
Effective Terms	Start:	0120	25				
	End:	(Non					
	LIIU.	(NOII	c)				
Target Fields	Target	Гуре	Table Name		Column Name		
	DWH	EN	MPLOYEE_MISC_CC	DES	MARITAL_STATUS_CODE		
Change History	Da	ate			No	otes	
	Jan 1,	2005	New Element				
	Nov 6	, 2009	Added ADP Tr	ansl	lations.		
	Jul 30,	2018	ADP Element	Nam	ne: MAR_STATUS; ADP	Table: PERSONAL_DATA	
	Jul 30,	2018	Old PS Menu	Path	: Workforce Administr	ation, Increase Workforce, Hire Employee	
	Jul 30,	2018	Old PS Page: F	erso	onal History; Old PS Pag	ge Field Name: Marital Status	
	Jul 30,	2018	Old PS Table:	PS_I	PERS_DATA_EFFDT; OI	d PS Table Field: MAR_STATUS	
	Oct 25	5, 2022	Element revie	wed	and updated		

Marital Status	Description	HEE014
Category	Human Resource / Employee / HEE014	
Description	Marital Status Description is the description of the Marital Status Code (HEE013).	
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	

Data Source	Provider		PeopleSoft					
	Table		PSXLATITEM					
	Column		XLATLONGNA	ME				
	Page		Biographical D	etails				
	Navigati	on	OR		Information > Biographical > Add a Person Information > Biographical > Update Person Detail			
Effective Terms	Start:	01200)5					
	End:	(None	2)					
Target Fields	Target Typ	e	Table Name	Column Name				
	DWH	EM	IPLOYEE_MISC_CODES	MARITAL_STATUS_DESC				
Change History	Date	2			Notes			
	Jan 1, 20	05	New Element					
	Jul 30, 2	018	Old PS Page: Describing PS query.		ue is found on the Translate Table which is accessible only			
	Jul 30, 2	018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME					
	Oct 25,	2022	Element reviewed	and updated				

Military Statu	s Code			HEE015
Category	Human Reso	ource / Empl	oyee / Empl	oyee / HEE015
Description	The Military	Status Code	indicates th	e employee's military history (e.g., No Military).
Data Type	Character			
Length	1			
Format				
Collection Period	Weekly			
Business Practices	Practitione	r Process: Kr	owledge Art	ticle USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	Status: Acti	ve		
	Severity	Code		Description
	Error	VHEE015	Military Sta	itus Code must be valid code.
Valid Values	and PS to F	IRDM transl		cluding historical values which may no longer be active). For current PS valid values Mapping
	Code	Descript	ion	
	1 Not	indicated		
	2 No N	Military Service		
	3 Vete	ran of the Vietr	iam Era	
	4 Othe	er Protected Ve	eran	

	Code		Description			
	5	Active Res				
		Inactive R				
	7	Retired M				
	8	Veteran (VA Ineligible)			
	9	Vietnam 8	& Other Protected Vet			
	А	Newly Sep	parated Veteran			
	В	Pre-Vietn	am-Era Veteran			
	С	Newly Sep	parated and Viet Vet			
	D	Newly Sep	parated and Other Vet			
	E	Newly Ser	parated (NS)			
	F	NS & Serv	rice Medal (SM) Vet			
	Н	Disabled \	Veteran			
	J	NS & SM \	Vet & Viet Vet/Oth Vet			
			orces Service Medal Vet			
			tnam-Era Veteran			
	O P		ledal & Active Duty			
		SM Vet &	nam-Era Veteran	_		
	R		Separated Veteran			
		-	d & Service Medal Vet			
	Т		d & Active Duty Vet			
			Era Veteran			
	w	Actv Dty \	Wartime/Cmpgn Bdg Ve	i i		
		Not a Vet				
	Z	Not a Pro	tected Veteran			
Data Source						
Data Source	Provide	er	PeopleSoft			
	Table		PS_PERSONAL_	DATA		
	Column	า	MILITARY_STAT	US		
	Page		Regional			
	Navigat	tion	Workforce Adm	inistration > Personal	l Information	
			OR Workforce Adm	inistration > Danser-I	I Information	
			vvorktorce Adm	inistration > Personal	. miormation	
Effective Terms	Start:	012005	5			
	End:	(None)	1			
Target Fields	T	Vm a	Table Marra	Column Na	1	
rarget rietus	Target T		Table Name	Column Name	4	
Chaman III i	DWH	EMP	PLOYEE_MISC_CODES	MILITARY_STATUS_CODE		
Change History	Dat	te		Notes	,	
	Jan 1, 2	2005 N	New Element			
	Nov 6,	2009 A	Added ADP Translat	ions.		

Date	Notes
Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Military Status
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MILITARY_STATUS
Jul 12, 2022	Element reviewed and updated

Military Statu	s Descrip	otion				HEE016						
Category	Human R	esource	/ Employee / Em	ployee / HEE016								
Description	The Milita	ne Military Status Description is the description of the Military Status Code (HEE015).										
Data Type	Character											
Length	30	0										
Format												
Collection Period	Weekly											
Business Practices	Practitio	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670										
Validation Rules	(None)	None)										
Valid Values	(None)	(None)										
Data Source	Provider		PeopleSoft									
	Table		PSXLATITEM									
	Column		XLATLONGNAME									
	Page		Regional									
	Navigation		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail									
Effective Terms	Start:	012005										
	End:	(None)										
Target Fields	Tananah Tan	_	Table Name	Column Name								
ranget ricitas	Target Typ		OYEE_MISC_CODES									
Change History			31EE_WI3E_EODE3	WIET/IKT_STATOS_BESC								
change mistory	Date		Notes									
	Jan 1, 20		New Element									
			Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans									
	Jul 30, 20		Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only hrough PS query.									
	Jul 30, 20	018 Ol	d PS Table: PSXL/	ATITEM; Old PS Table F	eld: XLATLONGNAME							
	Jul 12, 20	D22 Ele	ment reviewed a	and updated								

US Citizenship Status HEE017

Category	Human Reso	ource / Empl	oyee / Emplov	ee / HEE017				
Description		Human Resource / Employee / Employee / HEE017 The U.S. Citizenship Status indicates the citizenship status of the employee within the United States.						
Data Type		The U.S. Citizenship Status indicates the citizenship status of the employee within the United States. Character						
	30							
Length	30							
Format Collection Period	M/I-I-							
	Weekly							
Business Practices	Practitioner	Process: Kr	nowledge Artic	le USGKB0011809				
Validation Rules	Status: Activ	ve						
	Severity	Code		Description				
	Error	VHEE017	US Citizenshi	p Status Code must be a valid value.				
Valid Values	Listed are a and PS to H			uding historical values which may no longer be active). For current PS valid valu				
	PeopleSoft	to HRDM V	alid Values Ma	pping				
	Code	Des	cription					
	0 (inactive)	Resident Alie	n					
	1 (current)	US Citizen						
	1 (inactive)	Native						
	2 (inactive)	Naturalized						
	3 (inactive)	Alien Perman	ent					
	4 (current)	US Noncitizer	n National					
	4 (inactive)	Alien Tempor	ary					
	5 (current)	US Lawful Per	rmanent Resident					
	5 (inactive)	Permanent Re	esident					
	6 (current)	Foreign Natio						
	6 (inactive)	Employment						
	7 (inactive)	Canadian Citi	zen					
	8 (current)	Unknown						
	8 (inactive)	Other Davidson	A I :					
	9 (inactive) N (inactive)	Non-Resident						
Data Source	Provider	Peop	leSoft					
	Table		OR_CITIZEN_I	PRO				
	Column		ENSHIP_STATI					
	Page			Citizenship/Passport				
	Navigation			tration > Personal Information > Citizenship > Identification Data				
Effective Terms	Start: 012	2005						
	End: (No	one)						

Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_MISC_CODES	US_CITIZENSHIP_STATUS						
Change History	Date		Notes						
	Jan 1, 2005	New Element	New Element						
	Nov 6, 200	9 Added ADP Trans	Added ADP Translations.						
	Jul 30, 201	8 ADP Element Nan	ADP Element Name: LONGNAME, CITIZENSHIP_STATUS; ADP Table: XLATTABLE, PERSONAL_DATA						
	Jul 30, 201	8 Old PS Menu Path	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Emp						
	Jul 30, 201	8 Old PS Page: Citize	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Citizenship Status						
	Jul 30, 201	8 Old PS Table: PS_	Old PS Table: PS_CITIZENSHIP; Old PS Table Field:CITIZENSHIP_STATUS						
	Aug 11, 20	19 Codes consolidate	Codes consolidated and descriptions updated						
	Mar 8, 202	2 Element reviewed	Element reviewed and updated.						

Employee Sta	tus Co	de			HEE018					
Category	Human	luman Resource / Employee / Employee / HEE018								
Description	The Em	e Employee Status Code indicates the current payroll status of the employee (e.g., Active, Retired, Terminated, etc.)								
Data Type	Charact	haracter								
Length	1									
Format										
Collection Period	Weekly	Weekly								
Business Practices	Practit	Practitioner Process: Knowledge Article USGKB0011140								
Validation Rules	Status	Status: Active								
	Severity		Code		Description					
	Error	Error VHEE		Employee Status Code must be valid code.						
Valid Values		Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to HRDM Valid Values Mapping									
	Code	Code Description								
	Α	Active								
	D	Deceas	ed							
	L	Leave o	of Absence							
	Р	Leave \	With Pay							
	Q	Retired	l With Pay							
	R	Retired	I							
	S	Suspended								
	Т	Termin								
	U	Termin	ated With Pa	y						
	V	Termin	ated Pension	Pay Out						

	Code		Description					
	W	Short \	Work Break					
	Х	Retired	d-Pension Administra	tion				
Data Source	Provid	ler	PeopleSoft	PeopleSoft				
	Table		PS_JOB					
	Colum	ın	EMPL_STA	TUS				
	Page		Work Loca	tion				
	Naviga	ation	Workforce	Workforce Administration > Job Information > Job Data				
Effective Terms	Start:	0120	005					
	End:	(Nor	ne)					
Target Fields	Target	Туре	Table Name	Column Name				
	DWH	E	MPL_MISC_CODES	EMPLOYEE_STATUS_CODE				
Change History	Da	ate			Notes			
	Jan 1,	2005	New Element	New Element				
	Nov 6	, 2009	Added ADP Tra	Added ADP Translations.				
	Jul 30	, 2018	ADP Element Name: EMPL_STATUS; ADP Table: JOB					
	Jul 30	, 2018	Old PS Menu P	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30	, 2018		Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on what the most recent Action/Reason codes entered				
	Jul 30	, 2018	Old PS Table: P	S_JOB; Old PS Table Fiel	d: EMPL_STATUS			
	Mar 8	, 2022	Element review	ed and updated				

Last Name			HEE019						
Category	Human Reso	Human Resource / Employee / Employee / HEE019							
Description		The Last Name is the employee's legal last name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics) and is a required field.							
Data Type	Character	Character							
Length	30	30							
Format									
Collection Period	Weekly	Weekly							
Business Practices		Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance							
Validation Rules	Status: Active								
	Severity	Code	Description						
	Error	VHEE019	Last Name cannot be blank.						
Valid Values	(None)								

_								
Data Source	Provider		Peop	oleSoft				
	Table	Table		PERSONAL_D	PATA			
Column			LAS	T_NAME				
	Page		Biog	raphical Deta	ails/View Name			
	Navigat	ion	OR	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail				
Effective Terms	Start:	0120	005					
	End:	(Nor	ne)					
Target Fields	Target Ty	rpe T	able Name	Column Name				
	DWH		MPLOYEE	LAST_NAME				
Change History	Dat	e			Notes			
	Jan 1, 2005 Ne		New Ele	New Element				
	Nov 6, 2	Nov 6, 2009 Ad		Added ADP Translations.				
	Jul 30, 2	2018	ADP Elei	ADP Element Name: LAST_NAME; ADP Table: PERSONAL_DATA				
	Jul 30, 2	2018	Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 2	2018	Old PS P	Old PS Page: Name History; Old PS Page Field Name: Last				
	Jul 30, 2	2018	Old PS T	Old PS Table: PS_PERSON_NAME; Old PS Table Field: LAST_NAME				
	Jul 12, 2	2022	Element	reviewed and	d updated			

First Name			HEE020						
Category	Human Reso	Human Resource / Employee / Employee / HEE020							
Description		he First Name is the employee's legal first name as listed on their legal documentation (Social Security card or other llowable documentation, refer to knowledge articles for specifics) and is a required field.							
Data Type	Character	Character							
Length	30	0							
Format									
Collection Period	Weekly								
Business Practices		Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance							
Validation Rules	Status: Active								
	Severity	Code	Description						
	Error	VHEE020	First Name cannot be blank.						
Valid Values	(None)								
Data Source	Provider	Peop	eopleSoft						
	Table	PS_I	_PERSONAL_DATA						

	Column	Column		T_NAME				
	Page			Biographical Details/View Name				
	Navigation		OR	Workforce Administration > Personal Information > Biographical > Add a Perso OR Workforce Administration > Personal Information > Biographical > Update Pers				
Effective Terms		0120 (Non						
Target Fields	Target Tyl		able Name	Column Name				
Change History	Date		VII EOTEE	THOT_WIVE	Notes			
	Jan 1, 20		New Ele	ew Element				
	Nov 6, 2	2009	Added A	dded ADP Translations.				
	Jul 30, 2	018	ADP Eler	DP Element Name: FIRST_NAME; ADP Table: PERSONAL_DATA				
			Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
			Old PS P	Old PS Page: Name History; Old PS Page Field Name: First				
	Jul 30, 2	018	Old PS T	able: PS_PERS	SON_NAME; Old PS Table Field: FIRST_NAME			
	Jul 12, 2	022	Element	reviewed and	dupdated			

Middle Name		HEE021						
Category	Human Resource	luman Resource / Employee / Employee / HEE021						
Description		ne Middle Name is the employee's legal middle name as listed on their legal documentation (Social Security card or her allowable documentation, refer to knowledge articles for specifics).						
Data Type	Character							
Length	30							
Format								
Collection Period	Weekly	eekly						
Business Practices		Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance						
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	PeopleSoft						
	Table	PS_PERSONAL_DATA						
	Column	MIDDLE_NAME						
	Page	Biographical Details/View Name						
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail						

Effective Terms	Start: 012						
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE	MIDDLE_NAME				
Change History	Date			Notes			
	Jan 1, 2005	New Ele	New Element				
	Nov 6, 2009	Added A	Added ADP Translations.				
	Jul 30, 2018	ADP Ele	ADP Element Name: MIDDLE_NAME; ADP Table: PERSONAL_DATA				
	Jul 30, 2018	Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 2018	Old PS P	age: Name His	tory; Old PS Page Field Name: Middle			
	Jul 30, 2018	Old PS T	able: PS_PERS	ON_NAME; Old PS Table Field: MIDDLE_NAME			
	Jul 12, 2022	Element	reviewed and	updated			

Name Prefix			HEE022						
Category	Human Resource	Human Resource / Employee / Employee / HEE022							
Description	The Name Prefix i	he Name Prefix is the title before the employee's name (e.g., Mr., Mrs., Ms.).							
Data Type	Character								
Length	4								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Proc	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	(None)	(None)							
Valid Values	(None)								
	Code Description								
	See the OneUSG Connect Personal Data Name Prefix dropdown menu for allowable values.								
Data Source	Provider	PeopleSoft							
	Table	PS_PERSONAL_DATA							
	Column	NAME_PREFIX							
	Page	Biographical Details/View Name							
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR							
		Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start: 012005								
	End: (None)								
Target Fields	Target Type Table	Name Column Name							
	DWH EMPLO	OYEE NAME_PREFIX							

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: NAME_PREFIX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Prefix
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_PREFIX
	Jul 12, 2022	Element reviewed and updated

Name Suffix		HEE023							
Category	Human Resource	/ Employee / Employee / HEE023							
Description	III). This must mat	The Name Suffix follows a person's full name and provides additional information about the person's name (e.g., Jr., Sr., III). This must match the employee's legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).							
Data Type	Character								
Length	4								
Format									
Collection Period	Weekly								
Business Practices		ress: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance							
Validation Rules	(None)								
Valid Values	(None)	(None)							
	Code See the One	Description eUSG Connect Personal Data Name Suffix dropdown menu for allowable values.							
Data Source	Provider	PeopleSoft							
	Table	PS_PERSONAL_DATA							
	Column	NAME_SUFFIX							
	Page	Biographical Details/View Name							
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start: 012005								
	End: (None)								
Target Fields	Target Type Table	Name Column Name							
	DWH EMPLO	OYEE NAME_SUFFIX							
Change History	Date	Notes							
	Jan 1, 2005 Ne	ew Element							

Date	Notes					
Nov 6, 2009	Added ADP Translations.					
Jul 30, 2018	ADP Element Name: NAME_SUFFIX; ADP Table: PERSONAL_DATA					
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Suffix					
Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_SUFFIX					
Jul 12, 2022	Element reviewed and updated					

Institutional C	Driginal Hi	ire Date	9		HEE024				
Category	Human Res	ource / Er	nployee / Employee /	HEE024					
Description	institutiona initial empl	The Institutional Original Hire Date is the date the employee was hired at the institution. If an employee is rehired, the institutional original hire date will not be the start date of the current employment period, but rather the date of the initial employment period. The original hire date comes from the 'First Start Date' field in the PeopleSoft Employment Information panel.							
Data Type	Date								
Length	8								
Format	MMDDYYY	Y							
Collection Period	Weekly								
Business Practices	Practitione	er Process	Knowledge Article US	GKB0011646					
Validation Rules	(None)								
Valid Values	(None)	(None)							
Data Source	Provider		PeopleSoft						
	Table		PS_EMPLOYMENT						
	Column		RE_DT						
	Page		nployment Informatio	n/Hire Date					
	Navigation	W	Workforce Administration > Job Information > Job Data						
Effective Terms	Start: 01	2005							
	End: (N	lone)							
Target Fields	Target Type	Table Nam	ne Column Name						
	DWH	EMPLOYEE	ORIGINAL_HIRE_DATE						
Change History	Date		Notes						
	Jan 1, 2005 Ne		New Element						
	Nov 6, 2009 Ad		Added ADP Translations.						
	Jul 30, 2018 AD		DP Element Name: HIRE_DT; ADP Table: EMPLOYMENT						
	Jul 30, 201	8 Old P	Page: Employment In	formation; Old PS Page Field Name: Hire Date - Hard coded					
	Jul 30, 201	8 Old P	Table: PS_PERSON; C	old PS Table Field: ORIG_HIRE_DT					

Date	Notes
Mar 8, 2022	Element reviewed and updated

US Work Eligi	bility Ind	cator			HEE02					
Category	Human Re	Human Resource / Employee / HEE025								
Description	The U.S. Work Eligibility Indicator shows if the employee is eligible to work within the United States.									
Data Type	Character	Character								
ength	1	1								
ormat										
Collection Period	Weekly									
Business Practices		Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Note: if the checkbox "Eligible to work in U.S." is not checked, this is translated to 'N' to indicate 'not eligible'								
Validation Rules	Status: Ac	tive								
	Severity	Co	de	Description						
	Error	VHE	025	US Work Eligibility Indicator must be Y or N.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:									
	PeopleSoft to HRDM Valid Values Mapping									
	Code De	scription								
	N No	t Eligible								
	Y Eliş	gible								
Data Source	Provider		PeopleSoft							
	Table		PS_PERSONAL_DATA							
	Column		US_WORK_ELIGIBILTY							
	Page		Regional							
				Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail						
Effective Terms	Start: 0	12005								
	End: (1	None)								
Target Fields	Target Type	Table N	lame	Column Name						
J	DWH	EMPLO		US_WORK_ELIGIBILITY_IND						
Change History	Date			Notes						
	Jan 1, 200	5 Ne	w Ele	w Element						
	Nov 6, 20	09 Ad	ded A	NDP Translations.						

Date	Notes				
Jul 30, 2018	ADP Element Name: US_WORK_ELIGIBILITY; ADP Table: PERSONAL_DATA				
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Eligible to Work in U.S.				
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: US_WORK_ELIGIBILTY				
Oct 25, 2022	Element reviewed and updated				

Fulltime Stud	ent Indi	cator		HEE02					
Category	Human R	lesource	/ Emp	oloyee / Employee / HEE026					
Description		The Fulltime Student Indicator designates whether an employee is a full-time student. Full-time status is defined by the enrolled institution.							
Data Type	Characte	Character							
Length	1								
Format									
Collection Period	Weekly								
Business Practices	Practitio	ner Proc	ess: K	nowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670					
Validation Rules	Status: /	Active							
	Severi	ty C	ode	Description					
	Error	VHE	E026	Fulltime Student Indicator must be Y or N.					
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to HRDM Valid Values Mapping								
	Code I	Description							
	1 N	No							
	Y	es es							
Data Source	Provider		Peo	pleSoft					
	Table		PS_PERSONAL_DATA						
	Column		FT_STUDENT						
	Page		Biographical Details						
	Navigation		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail						
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Ty	pe Table	Name	Column Name					
raiget Fields	DWH	EMPLO							

Change History Date		Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: FT_STUDENT; ADP Table: EMPLOYMENT
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Full-Time Student
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: FT_STUDENT
	Jul 12, 2022	Element reviewed and updated

Race Descript	ion									HEE	E027
Category	Human Resour	Human Resource / Employee / Employee / HEE027									
Description	The Race Desc	The Race Description is the description of the Race Code (HEE004).									
Data Type	Character										
Length	64										
Format											
Collection Period	Weekly										
Business Practices											
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	HRD	HRDM								
	Table	RAC	RACE								
	Column	RAC	RACE_DESC								
	Page	N/A	N/A								
	Navigation	N/A									
Effective Terms	Start: 04200	09									
	End: (None)										
Target Fields	Target Type Ta	ıble Name	Column Name								
	DWH RA	ACE	RACE_DESC								
Change History	Date		Notes								
	Apr 11, 2009	New Ele	ment								
	Mar 8, 2022	Elemen	reviewed and	updated							

New Ethnicity	Code HEE028
Category	Human Resource / Employee / Employee / HEE028
Description	The New Ethnicity Code indicates the employee's ethnicity ('Hispanic or Latino' or 'Not Hispanic or Latino'). Ethnicity is entered in the 'Ethnic Group' page in the PeopleSoft interface. Race is captured in another data element (HEE004).

Data Type	Character								
Length	1								
Format									
Collection Period	Weekly								
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.								
Validation Rules	Status: Active								
	Severity Code Description								
	Error VHEE028 New Ethnicity Code must be a valid code.								
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to HRDM Valid Values Mapping								
	Code Description								
	0 Unknown								
	1 Not Hispanic or Latino								
	2 Hispanic or Latino								
Data Source	Provider PeopleSoft								
	Table PS_ETHNIC_GRP_TBL								
	Column ETHNIC_GROUP								
	Page Modify a Person/Regional								
	Navigation Workforce Administration > Personal Information > Biographical > Add a Person								
Effective Terms	Start: 042009								
	End: (None)								
Target Fields	Target Type Table Name Column Name								
	DWH EMPLOYEE_DEMOGRAPHIC NEW_ETHNICITY_CODE								
Change History	Date Notes								
	Apr 11, 2009 New Element								
	Mar 8, 2022 Element reviewed and updated								

New Ethnicity Description							
Category	Category Human Resource / Employee / Employee / HEE029						
Description	The New Ethnicity Description is the description of the New Ethnicity Code (HEE028).						
Data Type	Character						
Length	30						
Format							

Collection Period	Weekly	Weekly									
Business Practices		Employee Self Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670									
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	HRDM									
	Table	STGHR.REF_NEW	_ETHNICITY								
	Column	NEW_ETHNICITY	NEW_ETHNICITY_DESC								
	Page	Regional	Regional								
	Navigation	OR		onal Information > Biographical > Add a Person onal Information > Biographical > Update Person Detail							
Effective Terms	Start: 0420 End: (Nor										
Target Fields	Target Type DWH E	Table Name	Column Name NEW_ETHNICITY_D	DESC							
Change History	Date	Notes									
	Apr 11, 2009	New Element	lew Element								
	Oct 25, 2022	Element reviewed a	ement reviewed and updated								

Language Des	cription	HEE030
Category	Human Resource	/ Employee / Employee / HEE030
Description		otion is the description of the code for the employee's primary language (HEE007). This element is used l information only.
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	STGHR.HRREF_LANGUAGE_CODE_VW
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	01200	5		
	End:	08200	9		
Target Fields	Target Ty	pe	Table Nam	e	Column Name
	DWH	STO	GHR.HRREF_LANGUA	GE_CODE_VW	DESCR
Change History	Dat	e	Notes		
	Oct 25,	2022	Element Added		

Employee Address

Business Phor	ne				HEA001						
Category	Human Resour	Human Resource / Employee / Employee Address / HEA001									
Description	The Business Phone is the primary business phone number of the employee.										
Data Type	Character	Character									
Length	27										
Format											
Collection Period	Weekly										
Business Practices	Practitioner Pr	ocess: Kno	owledge Article	USGKB0011158, USGKB0011772, USGKB0011780, USG	KB0011670						
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	Peopl	PeopleSoft								
	Table	PS_PE	PS_PERSONAL_PHONE								
	Column	PHON	PHONE, where PHONE_TYPE = "BUSN"								
	Page	Conta	Contact Information/Phone Type/Business								
	Navigation	OR									
		Work	force Administr	ration > Personal Information > Biographical > Update P	'erson Detail						
Effective Terms	Start: 01200	5									
	End: (None	2)									
Target Fields	Target Type Tab	ole Name	Column Name								
	DWH EM	PLOYEE E	BUSINESS_PHONE								
Change History	Date	Notes									
	Jan 1, 2005	New Elem	lew Element								
	Jul 30, 2018	Old PS Pa	old PS Page: Address History; Old PS Page Field Name: Phone Type/Business								
	Jul 30, 2018	Old PS Ta	d PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE								
	May 9, 2023	May 9, 2023 Element reviewed and updated									

Business E-m	ail Addr	ess				HEA002					
Category	Human	Human Resource / Employee / Employee Address / HEA002									
Description	The Bus	The Business E-mail Address is the primary business e-mail address of the employee.									
Data Type	Characte	Character									
Length	70										
Format											
Collection Period	Weekly										
Business Practices	Practiti	oner Pr	ocess: K	nowledge Article	USGKB0011158, USGKB0011772, USGKB0011780, USGKB0	0011670					
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provide	r	Peop	oleSoft							
	Table		PS_I	PS_EMAIL_ADDRESSES							
	Column	1	EMA	EMAIL_ADDR, where E_ADDR_TYPE = "BUSN"							
	Page		Con	Contact Information/Email Addresses/Business							
	Navigat	ion	OR		ation > Personal Information > Biographical > Add a Perso ation > Personal Information > Biographical > Update Pers						
Effective Terms	Start:	01200	5								
	End:	(None	2)								
Target Fields	Target Ty		ole Name	Column Name EMAIL_ADDRESS							
Change History	Dat	:e			Notes						
	Jan 1, 2	005	New Ele	ew Element							
	Nov 6,	2009	Added A	dded ADP Translations.							
	Jul 30, 2	2018	ADP Elei	DP Element Name: EMAIL_ADDRESS; ADP Table: PERSONAL_DATA							
	Jul 30, 2			d PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee							
	Jul 30, 2			d PS Page: Address History; Old PS Page Field Name: Email Address							
	Jul 30, 1	2018	Old PS T	able: PS_ER_EMA	AIL_ADDRES; Old PS Table Field: EMAIL_ADDR						
	May 9,		Element	reviewed and up	odated —						

Fax Number	HEA003
Category	Human Resource / Employee / Employee Address / HEA003
Description	The Fax Number was the preferred fax number for the employee. Fax Number is not available in OneUSG Connect. This element is used to store historical information only.
Data Type	Character
Length	27
Format	

Collection Period	Weekly				
Business Practices					
Validation Rules	(None)				
Valid Values	(None)				
Data Source	Provider	N	/A		
	Table	N	/A		
	Column	N	/A		
	Page	N	/A		
	Navigation	ı N	/A		
Effective Terms	Start: 01	2005			
	End: 07	2018			
Target Fields	Target Type	Table Nan	ne Column Name		
	DWH	EMPLOYER	FAX_NUMBER		
Change History	Date			Notes	
	Jan 1, 200	5 New I	Element		
	Nov 6, 200)9 Adde	d ADP Translatio	ons.	
	Jul 30, 201	8 ADP E	ADP Element Name: PHONE; ADP Table: TELEPHONE		
	Jul 30, 201	8 Old P	old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 201	8 Old P	S Page: Address	History; Old PS Page Field Name: Phone Type/Telephone	
	Jul 30, 201	8 Old P	S Table: PS_PERS	SONAL_PHONE; Old PS Table Field: PHONE	
	May 9, 20	23 Eleme	ent reviewed and	dupdated	

Home Addres	Home Address Line 1						
Category	Human Resou	rce / Employee / Employee Address / HEA004					
Description	Home Address	s Line 1 is Line 1 (street address) of the home address of the employee.					
Data Type	Character						
Length	55						
Format							
Collection Period	Weekly	Weekly					
Business Practices		Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670					
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_PERSONAL_DATA					
	Column	ADDRESS1					

	Page		Contact Information/C	Current Addresses/Home			
	Navigatio		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Deta				
Effective Terms		12005 None)					
Target Fields	Target Type Table N		nme Column Name				
	DWH	EMPLOY	EE HOME_ADDR_LINE1				
Change History	Date		Notes				
	Jan 1, 200	5 New	New Element				
	Nov 6, 20	09 Add	Added ADP Translations.				
	Jul 30, 20	18 ADP	DP Element Name: STREET1; ADP Table: PERSONAL_DATA				
	Jul 30, 20	18 Old	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 20	18 Old	Old PS Page: Edit Address; Old PS Page Field Name: Address 1				
	Jul 30, 20	18 Old	PS Table: PS_ADDRES:	SES; Old PS Table Field: ADDRESS1			
	May 9, 20	23 Elen	nent reviewed and upo	dated			

Home Address	s Line 2	2		HEA005						
Category	Human	Human Resource / Employee / Employee Address / HEA005								
Description	Home A	ddress Lin	e 2 is Line 2 (additional information) of the home address of the employee.							
Data Type	Charact	er								
Length	55									
Format										
Collection Period	Weekly									
Business Practices		Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670								
Validation Rules	(None)									
Valid Values	(None)									
Data Source	Provider		PeopleSoft							
	Table		PS_PERSONAL_DATA							
	Column		ADDRESS2							
	Page		Contact Information/Current Addresses/Home							
	Navigation		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start:	012005								
	End:	(None)								

Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE	HOME_ADDR_LINE2					
Change History	Date			Notes				
	Jan 1, 2005	New Ele	New Element					
	Nov 6, 200	9 Added A	ADP Translations.					
	Jul 30, 201	8 ADP Ele	ADP Element Name: STREET2; ADP Table: PERSONAL_DATA					
	Jul 30, 201	8 Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	8 Old PS F	age: Edit Address;	Old PS Page Field Name: Address 2				
	Jul 30, 201	8 Old PS T	old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2					
	May 9, 202	3 Element	reviewed and upd	ated				

Home Addres	s Line 3				HEA006						
Category	Human Resou	Human Resource / Employee / Employee Address / HEA006									
Description	Home Addres	Home Address Line 3 is Line 3 (further additional information) of the home address of the employee.									
Data Type	Character	Character									
Length	55										
Format											
Collection Period	Weekly										
Business Practices		Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670									
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	Peop	PeopleSoft								
	Table	PS_F	PS_PERSONAL_DATA								
	Column	ADD	ADDRESS3								
	Page	Con	tact Information/Co	urrent Addresses/Address Type/Home							
	Navigation	OR		ion > Personal Information > Biographical > Add a Person ion > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start: 0120										
	End: (Nor	ne)									
Target Fields	Target Type T	able Name	Column Name								
	DWH E	MPLOYEE	LOYEE HOME_ADDR_LINE3								
Change History	Date		Notes								
	Jan 1, 2005	New Ele	New Element								
	Nov 6, 2009	Added A	Added ADP Translations.								
	Jul 30, 2018	ADP Eler	DP Element Name: STREET3; ADP Table: PERSONAL_DATA								

Date	Notes
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 3
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3
May 9, 2023	Element reviewed and updated

Home Addres	s City					HEA007					
Category	Human F	Human Resource / Employee / Employee Address / HEA007									
Description	The Hon	The Home Address City is the city portion of the home address of the employee.									
Data Type	Characte	Character									
Length	30										
Format											
Collection Period	Weekly										
Business Practices	Practitio USGKB0			nowledge Article I	USGKB0010801, USGKB0011158, USGKB0011772, USGKB0	0011780,					
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider		Peo	oleSoft							
	Table	Table		PS_PERSONAL_DATA							
	Column		CITY	CITY							
	Page		Con	Contact Information/Current Addresses/Address Type/Home							
	Navigation		OR	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start:	0120	05								
	End:	(Non									
Taurat Fields											
Target Fields	Target Ty		MPLOYEE	Column Name HOME_ADDR_CITY							
Change History			WIFLOTEE	HOME_ADDK_CIT							
change mistory	Dat			Notes							
	Jan 1, 2		New Element								
				Added ADP Translations.							
	Jul 30, 2			ADP Element Name: CITY; ADP Table: PERSONAL_DATA							
	Jul 30, 2			Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee							
	Jul 30, 2				Old PS Page Field Name: City						
	Jul 30, 2				SES; Old PS Table Field: CITY						
	May 9,	2023	Element	reviewed and upo	dated						

Home Addres	ss County		HEA00						
Category	Human Resource / Employee / Employee Address / HEA008								
Description	The Home Address County is the county portion of the home address of the employee. This field is no longer extracted to the HRDM.								
Data Type	Character								
Length	30								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider	N/	N/A						
	Table	N/	N/A						
	Column	N/	N/A						
	Page	N/	N/A						
	Navigation	N/	I/A						
Effective Terms	Start: 01	2005							
	End: 08	32009							
Target Fields	Target Type	Table Nam	ne Column Name						
	DWH	EMPLOYEE	E HOME_ADDR_COUNTY_DESC						
Change History	Date		Notes						
	Jan 1, 200	5 New	New Element						
	Jul 30, 201	8 Old P	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee						
	Jul 30, 201	8 Old P	Old PS Page: Edit Address; Old PS Page Field Name: County						
	Jul 30, 201	8 Old P	PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY						
	Aug 15, 20)23 Eleme	nent reviewed and updated						

Home Address	s State Code	HEA009
Category	Human Resource / Employee / Employee Address / HEA009	
Description	The Home Address State Code is the state code of the home address of the employee.	
Data Type	Character	
Length	6	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	

Validation Rules	Status: Acti	ve	
	Severity	Code	Description
	Error	VHEA009	Home Address State Code must be a valid value if address home country (HEA011) is United States.
Valid Values			

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
СО	Colorado
СТ	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
НІ	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
МО	Missouri
MP	Northern Mariana Island
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota

	Code	Des	scription	n
	NE	Nebraska	•	
	NH	New Hamp	pshire	
	NJ	New Jersey		
	NM	New Mexic		
	NV	Nevada		
	NY	New York		
	ОН	Ohio		
	ОК	Oklahoma	1	
	OR	Oregon		
	PA	Pennsylvar	nia	
	PR	Puerto Ric	:0	
	RI	Rhode Isla	ınd	
	SC	South Card	olina	
	SD	South Dak	ota	
	TN	Tennessee	2	
	TX	Texas		
	UT	Utah		
	VA	Virginia		
	VI	Virgin Islar	nds	
	VT	Vermont		
	WA	Washingto		
	WI	Wisconsin		
	WV	West Virgi		
	WY	Wyoming		
Data Source	Provid	er	Peop	ppleSoft
	Table		PS_F	_PERSONAL_DATA
	Colum			ATE
	Page			ntact Information/Current Addresses/Address Type/Home
	Naviga	tion		
	ivaviga	ition	OR	orkforce Administration > Personal Information > Biographical > Add a Person
			Wor	orkforce Administration > Personal Information > Biographical > Update Person Detail
ffective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target 7	Type Table	e Name	Column Name
	DWH	EMPL	LOYEE	HOME_ADDR_STATE_CODE
Change History	Da	ite		Notes
	Jan 1,	2005 N	lew Ele	ement
	Nov 6			ADP Translations.
	Jul 30,			ement Name: STATE; ADP Table: PERSONAL_DATA
	Jul 30,	2018 0	ла PS N	Menu Path: Workforce Administration, Increase Workforce, Hire Employee

Date	Notes
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State
Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR
May 9, 2023	Element reviewed and updated

Home Addres	s State C	ode I	Desc	ription		HEA010					
Category	Human Resource / Employee / Employee Address / HEA010										
Description	The Home Address State Code Description is the description of the State Code for the home address of the employee (HEA009).										
Data Type	Character										
Length	30										
Format											
Collection Period	Weekly										
Business Practices	Practition USGKB00		cess: Ki	nowledge Article USGKB00	10801, USGKB0011158, USGKB0011772, USGKB0	0011780 ,					
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider		PeopleSoft								
	Table		PS_STATE_NAMES_TBL								
	Column		DESCR								
	Page		N/A								
	Navigation		OR		ersonal Information > Biographical > Add a Perso ersonal Information > Biographical > Update Pers						
Effective Terms	Start: (12005									
		None)									
Target Fields	Target Typ	e Table	Name	Column Name							
	DWH	EMPL	OYEE	HOME_ADDR_STATE_DESC							
Change History	Date				Notes						
	Jan 1, 20	05 Ne	New Element								
	Nov 6, 20	009 Ad	Added ADP Translations.								
	Jul 30, 20	18 AI	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL								
	Jul 30, 20	18 OI	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee								
	Jul 30, 20	18 OI	Old PS Page: Edit Address; Old PS Page Field Name: State								
	Jul 30, 20	18 OI	ld PS T	able: PS_ADDRESSES / PS_	STATE_TBL; Old PS Table Field: STATE / DESCR						
	May 9, 2	023 Ele	ement	reviewed and updated							

Home Addres	s Country	Code		HEA	4011						
Category	Human Reso	urce / Emp	loyee / Employee Address / H	EA011							
Description	The Home A	The Home Address Country Code is the code for the country of the home address of the employee.									
Data Type	Character	Character									
Length	3	3									
Format											
Collection Period	Weekly	Weekly									
Business Practices	Practitioner	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670									
Validation Rules	Status: Activ	/e									
	Severity	Code		Description							
	Error	VHEA011	Home Address Country Cod	e must be a valid value.							
Valid Values	For current	PS valid va	lues and PS to HRDM translati	ons see:							
	<u>PeopleSoft</u>	PeopleSoft to HRDM Valid Values Mapping									
			Code	Description							
	See PeopleSoft to HRDM Valid Value Mapping report for all codes See PeopleSoft to HRDM Valid Value Mapping report for all descriptions										
Data Source	Provider	Peop	PeopleSoft								
	Table	PS_I	PS_PERSONAL_DATA								
	Column	COL	COUNTRY								
	Page	Con	Contact Information/Current Addresses/Address Type/Home								
	Navigation	OR	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail								
Effective Terms	Start: 012	005									
	End: (No										
:	Liid. (NC	nic)									
Target Fields		Table Name									
Change History	DWH	EMPLOYEE	HOME_ADDR_COUNTRY_CODE								
Change History	Date		Notes								
	Jan 1, 2005	New Ele	New Element								
	Nov 6, 2009	Added A	Added ADP Translations.								
	Jul 30, 2018	ADP Elei	ADP Element Name: COUNTRY; ADP Table: PERSONAL_DATA								
	Jul 30, 2018	Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee								
	Jul 30, 2018	Old PS P	age: Address History; Old PS P	age Field Name: Country							
	Jul 30, 2018	Old PS T	able: PS_ADDRESSES / PS_CO	UNTRY_TBL; Old PS Table Field: COUNTRY / DESCR							
	May 9, 2023	B Element	reviewed and updated								

Home Addres	s Countr	у Со	de D	escription		HEA012					
Category	Human Re	Human Resource / Employee / Employee Address / HEA012									
Description		The Home Address Country Code Description is the description of the Country Code of the home address of the employee (HEA011).									
Data Type	Character	naracter									
Length	30										
Format											
Collection Period	Weekly										
Business Practices		Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670									
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	Provider		PeopleSoft							
	Table		PS_COUNTRY_TBL								
	Column		DESCR								
	Page	Page		N/A							
	0			Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start: 012005										
Target Fields				<u>.</u>							
raiget Fielus	Target Typ		e Name LOYEE	Column Name HOME_ADDR_COUNTRY_DESC							
Change History		LIVII	LOTEL	HOME_ADDIC_COONTRI_DESC							
	Date		Notes								
	Jan 1, 20		New Element								
	Nov 6, 20		Added ADP Translations.								
				ADP Element Name: DESCR; ADP Table: COUNTRY_TBL							
				Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee							
	Jul 30, 20			-	S Page Field Name: Country						
	Jul 30, 20				COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR						
	May 9, 20)23 E	lement	reviewed and updated							

Home Address Postal Code							
Category	Human Resource / Employee / Employee Address / HEA013						
Description	The Home Address Postal Code is the postal code for the home address of the employee.						
Data Type	Character						
Length	12						

Format									
Collection Period	Weekly								
Business Practices		Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider	Peo	pleSoft						
	Table	PS_	PERSONAL_DATA						
	Column	POS	TAL						
	Page	Con	tact Information/Current A	Addresses/Address Type/Home					
	Navigation	OR	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail						
Effective Terms		2005 one)							
Target Fields	Target Type	Table Name	Column Name HOME_ADDR_POSTAL_CODE						
Change History	Date			Notes					
	Jan 1, 2005	New Ele	ew Element						
	Nov 6, 200	9 Added	dded ADP Translations.						
	Jul 30, 201	8 ADP Ele	DP Element Name: ZIP; ADP Table: PERSONAL_DATA						
	Jul 30, 201	8 Old PS I	d PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee						
	Jul 30, 201	8 Old PS I	ld PS Page: Edit Address; Old PS Page Field Name: Postal						
	Jul 30, 201	8 Old PS	Table: PS_ADDRESSES; Old	PS Table Field: POSTAL					
	May 9, 202	23 Elemen	reviewed and updated						

Home Phone		HEA014
Category	Human Resource / Employee / Employee Address / HEA014	
Description	The Home Phone is the home telephone number of the employee.	
Data Type	Character	
Length	27	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	

Data Source	Provider	Provider		PeopleSoft				
	Table	Table		PERSONAL_PH	HONE			
	Column		PHC	NE, where PH	ONE_TYPE = "HOME"			
	Page		Con	tact Informati	on/Phone Information/Phone Type/Home			
	Navigation		OR	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail				
Effective Terms	Start:	0120	05					
	End:	(Non	ie)					
Target Fields	Target Ty	pe Ta	able Name	Column Name				
	DWH	EN	MPLOYEE	HOME_PHONE				
Change History	Date				Notes			
	Jan 1, 2005 Ne		New Ele	New Element				
	Nov 6, 2	Nov 6, 2009 Add		Added ADP Translations.				
	Jul 30, 2	Jul 30, 2018 AD		ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR				
	Jul 30, 2	018	Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 2	2018	Old PS F	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone				
	Jul 30, 2	2018	Old PS T	able: PS_PERS	SONAL_PHONE; Old PS Table Field: PHONE			
	May 9, 2	2023	Element	reviewed and	updated			

Mobile Phone	:		HEA015						
Category	Human Resource	uman Resource / Employee / Employee Address / HEA015							
Description	The Mobile Pho	one is the personal mobile (aka cell) phone number of the employee.							
Data Type	Character								
Length	27								
Format									
Collection Period	Weekly	Neekly							
Business Practices	Practitioner Pr	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_PERSONAL_PHONE							
	Column	PHONE, where PHONE_TYPE = "CELL"							
	Page	Contact Information/Phone Information/Phone Type/Mobile							
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							

Effective Terms	Start: 0120 End: (No						
Target Fields		Table Name	Column Name MOBILE_PHONE				
Change History	Date			Notes			
	Jan 1, 2005	New Ele	New Element				
	Nov 6, 2009	Added A	Added ADP Translations.				
	Jul 30, 2018	ADP Ele	ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR				
	Jul 30, 2018	Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 2018	Old PS P	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone				
	Jul 30, 2018	Old PS T	able: PS_PERSC	NAL_PHONE; Old PS Table Field: PHONE			
	May 9, 2023	Element	reviewed and ι	ıpdated			

Mailing Addre	ess 1		HEA016						
Category	Human Resource /	Employee / Employee Address / HEA016							
Description	Mailing Address 1 i	is Line 1 (street address) of the employee's mailing address.							
Data Type	Character								
Length	55								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Proce USGKB0011670	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	(None)	None)							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_PERSONAL_DATA							
	Column	ADDRESS1_OTHER							
	Page	Contact Information/Current Addresses/Address Type/Mailing							
		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail							
Effective Terms	Start: 012005								
	End: (None)								
Target Fields	Target Type Table N	Jame Column Name							
	DWH EMPLOY	YEE MAIL_ADDR_LINE1							

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET1_OTHER; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 1
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1
	May 9, 2023	Element reviewed and updated

Mailing Addre	ess 2					HEA017					
Category	Human Re	uman Resource / Employee / Employee Address / HEA017									
Description	Mailing A	ailing Address 2 is Line 2 (additional information) of the employee's mailing address.									
Data Type	Character	naracter									
Length	55										
Format											
Collection Period	Weekly										
Business Practices	Practition USGKB00			nowledge Article L	JSGKB0010801, USGKB0011158, USGKB0011772, USGKB0	0011780,					
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider		PeopleSoft								
	Table	Table		PS_PERSONAL_DATA							
	Column	Column		ADDRESS2_OTHER							
	Page	Page		tact Information/C	Current Addresses/Mailing						
	Navigation		OR		tion > Personal Information > Biographical > Add a Person tion > Personal Information > Biographical > Update Person						
Effective Terms	Start: (012005									
		(None)									
Target Fields	Target Typ	e Table	e Name	Column Name							
	DWH	EMPL	OYEE	MAIL_ADDR_LINE2							
Change History	Date		Notes								
	Jan 1, 20	05 N	New Element								
	Nov 6, 2	009 A	Added ADP Translations.								
	Jul 30, 20)18 A	ADP Element Name: STREET2_OTHER; ADP Table: PERSONAL_DATA								
	Jul 30, 20)18 O	ld PS N	∕lenu Path: Workfo	rce Administration, Increase Workforce, Hire Employee						
	Jul 30, 20)18 O	ld PS F	age: Edit Address;	Old PS Page Field Name: Address 2						

Date	Notes
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2
May 9, 2023	Element reviewed and updated

Mailing Addre	ess 3				HEA018						
Category	Human Res	Human Resource / Employee / Employee Address / HEA018									
Description	Mailing Add	ailing Address 3 is Line 3 (further additional information) of the employee's mailing address.									
Data Type	Character	aracter									
Length	55										
Format											
Collection Period	Weekly										
Business Practices	Practitione USGKB001		(nowledge Article I	USGKB0010801, USGKB0011158, USGKB0011772, USGKB0	0011780,						
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	Pec	pleSoft								
	Table	PS_	PS_PERSONAL_DATA								
	Column	AD	ADDRESS3_OTHER								
	Page C		ntact Information/(Current Addresses/Mailing							
	0		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail								
Effective Terms	Start: 012005										
		one)									
Target Fields	Target Type	Table Name	Column Name								
0.0	DWH	EMPLOYEE	MAIL_ADDR_LINE3								
Change History	Date			Notes							
	Jan 1, 2005	New Ele	New Element								
	Nov 6, 200	9 Added	Added ADP Translations.								
	Jul 30, 201	8 ADP Ele	ADP Element Name: STREET3_OTHER; ADP Table: PERSONAL_DATA								
	Jul 30, 201	8 Old PS	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee								
	Jul 30, 201	8 Old PS	Old PS Page: Edit Address; Old PS Page Field Name: Address 3								
	Jul 30, 201	8 Old PS	Table: PS_ADDRES	SES; Old PS Table Field: ADDRESS3							
	May 9, 202	23 Elemen	t reviewed and upo	dated							

Mailing Address 4 HEA019

Category	Human Res	Human Resource / Employee / Employee Address / HEA019				
Description	Mailing Add	Mailing Address 4 is Line 4 of the employee's mailing address. This is no longer collected with OneUSG.				
Data Type	Character					
Length	55					
Format						
Collection Period	Weekly					
Business Practices						
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider	N/A				
	Table	N/A				
	Column N/A		N/A			
	Page	N/A				
	Navigation	N/A	ı			
Effective Terms	Start: 01	2005				
	End: 08	2009				
Target Fields	Target Type	Table Name	Column Name			
	DWH	EMPLOYEE	MAIL_ADDR_LINE4			
Change History	Date			Notes		
	Jan 1, 2005	New Ele	New Element			
	Jul 30, 201	8 Old PS I	d PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee			
	Jul 30, 201	8 Old PS I	Page: No Line 4.			
	Jul 30, 201	8 Old PS	Table: PS_ADDRES	SES; Old PS Table Field: ADDRESS4		
	May 9, 202	23 Elemen	t reviewed and upo	dated		

Mailing Addre	ess City	HEA020
Category	Human Resource / Employee / Employee Address / HEA020	
Description	The Mailing Address City is the city of the employee's mailing address.	
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	

Data Source	Provider		PeopleSoft				
Table			PS_PERSONAL_DATA				
	Column		CITY	_OTHER			
	Page		Con	tact Information/	Current Addresses/Mailing		
	Navigation		Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail				
Effective Terms	Start: 0	12005					
	End: (None)						
Target Fields	Target Typ	e Table	e Name	Column Name			
	DWH	EMPI	LOYEE	MAIL_ADDR_CITY			
Change History	Date				Notes		
	Jan 1, 20	05 N	lew Ele	ment			
	Nov 6, 20	009 A	Added ADP Translations.				
	Jul 30, 2018 Old		ADP Element Name: CITY_OTHER; ADP Table: PERSONAL_DATA				
			Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
			Old PS Page: Edit Address; Old PS Page Field Name: City				
	Jul 30, 20	18 C	old PS T	able: PS_ADDRES	SSES; Old PS Table Field: CITY		
	May 9, 20	023 E	Element reviewed and updated				

Mailing Addre	ess State C	ode	HEA021				
Category	Human Reso	ource / Empl	oyee / Employee Address / HEA021				
Description	The Mailing	Address Sta	te Code is the state code of the employee's mailing address.				
Data Type	Character						
Length	6						
Format							
Collection Period	Weekly	Weekly					
Business Practices	Practitione USGKB001		owledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,				
Validation Rules	Status: Acti	ive					
	Severity	Code	Description				
	Error	VHEA021	Mailing Address State Code must be a valid value if mailing address country (HEA023) is United States.				
Valid Values		all HRDM val HRDM transl	id values (including historical values which may no longer be active). For current PS valid values ations see:				
	PeopleSoft	to HRDM V	alid Values Mapping				

Code	Description
AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
СО	Colorado
СТ	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
МІ	Michigan
MN	Minnesota
МО	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma

		1			
OR Ore	gon				
PA Pen	nsylvania				
PR Pue	rto Rico				
RI Rho	de Island				
SC Sou	th Carolina				
SD Sou	th Dakota				
TN Ten	nessee				
TX Tex	as				
UT Uta	1				
Provider	Peo	pleSoft			
Table	PS_	PERSONAL_DATA			
Column	STA	TE_OTHER			
Page	Con	tact Information/Curren	t Addresses/Mailing		
Navigation	Wo	rkforce Administration >	e Administration > Personal Information > Biographical > Add a Person		
	OR	OR			
	Wo	rkforce Administration >	Personal Information > Biographical > Update Pers	on Detail	
Start: 01	2005				
End: (N	one)				
	- II II				
DWH	EMPLOTEE	MAIL_ADDK_STATE_CODE			
Date			Notes		
Jan 1, 200!	New Ele	ement			
Nov 6, 200	9 Added	ADP Translations.			
Jul 30, 201	8 ADP Ele	ment Name: STATE_OTH	HER; ADP Table: PERSONAL_DATA		
Jul 30, 201	8 Old PS I	Menu Path: Workforce A	dministration, Increase Workforce, Hire Employee		
Jul 30, 201	8 Old PS I	Page: Edit Address; Old P	S Page Field Name: State		
May 9, 202		t reviewed and updated			
	PA Peni PR Puei RI Rho SC Sour TN Teni TX Texa UT Utal VA Virg VI Virg VI Virg VI Virg WA Was WY Wyo Provider Table Column Page Navigation Start: 01 End: (N Target Type DWH Date Jan 1, 2005 Nov 6, 200 Jul 30, 201	PA Pennsylvania PR Puerto Rico RI Rhode Island SC South Carolina SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI Virgin Islands VT Vermont WA Washington WI Wisconsin WV West Virginia WY Wyoming Provider Peo Table PS_ Column STA Page Con Navigation Wold Start: 012005 End: (None) Target Type Table Name DWH EMPLOYEE Date Jan 1, 2005 New Ele Nov 6, 2009 Added A Jul 30, 2018 Old PS I	PA Pennsylvania PR Puerto Rico RI Rhode Island SC South Carolina SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI Virgin Islands VT Vermont WA Washington WI Wisconsin WV West Virginia WY Wyoming Provider PeopleSoft Table PS_PERSONAL_DATA Column STATE_OTHER Page Contact Information/Curren Navigation Workforce Administration > OR Workforce Administration > OR Workforce Administration > Date Date Jan 1, 2005 New Element Nov 6, 2009 Added ADP Translations. Jul 30, 2018 Old PS Menu Path: Workforce A Jul 30, 2018 Old PS Page: Edit Address; Old P Jul 30, 2018 Old PS Table: PS_ADDRESSES / F Jul 30, 2018 Old PS Table: PS_ADDRESSES / F Jul 30, 2018 Old PS Table: PS_ADDRESSES / F Jul 30, 2018 Old PS Table: PS_ADDRESSES / F	PA Pennsylvania PR Puerto Rico RI Rhode Island SC South Carolina SD South Dakota TN Tennessee TX Texas UT Utah VV Virginia VI Virginia VI Virginia VI Wisconsin WV West Virginia WY Wyoming Provider PeopleSoft Table PS_PERSONAL_DATA Column STATE_OTHER Page Contact Information/Current Addresses/Mailing Navigation Workforce Administration > Personal Information > Biographical > Add a Perso OR Workforce Administration > Personal Information > Biographical > Update Pers Start: 012005 End: (None) Target Type Table Name Column Name DWH EMPLOYEE MAIL_ADDR_STATE_CODE Date New Element Nov 6, 2009 Added ADP Translations. Jul 30, 2018 Old PS Page: Edit Address; Old PS Page Field Name: State Jul 30, 2018 Old PS Page: Edit Address; Old PS Page Field Name: State Jul 30, 2018 Old PS Page: Edit Address; Old PS Page Field Name: State Jul 30, 2018 Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR	

Mailing Addre	ss State Code Description	HEA022
Category	Human Resource / Employee / Employee Address / HEA022	

Description	The Mailing (HEA021).	The Mailing Address State Code Description is the description of the state code for the employee's mailing address (HEA021).					
Data Type	Character	Character					
Length	30						
Format							
Collection Period	Weekly						
Business Practices	Practitione USGKB001		Knowledge Article USGKI	B0010801, USGKB0011158, USGKB0011772, USGKB0	0011780,		
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	Pec	pleSoft				
	Table	PS_	PS_STATE_NAMES_TBL				
	Column	DES	DESCR				
	Page	N/A	N/A				
	Navigation	N/A	N/A				
Effective Terms	Start: 01	2005					
	End: (N	one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE	MAIL_ADDR_STATE_DESC				
Change History	Date			Notes			
	Jan 1, 2005 Nev		New Element				
	Nov 6, 200	9 Added	Added ADP Translations.				
	Jul 30, 2018	ADP Ele	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL				
	Jul 30, 2018	Old PS	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 2018	Old PS	Page: Edit Address; Old P	S Page Field Name: State			
	Jul 30, 2018	Old PS	Table: PS_ADDRESSES / I	PS_STATE_TBL; Old PS Table Field: STATE / DESCR			
	May 9, 202	3 Elemen	t reviewed and updated				

Mailing Addre	ess Country Code	HEA023
Category	Human Resource / Employee / Employee Address / HEA023	
Description	The Mailing Address Country Code is the code for the country of the employee's mailing address.	
Data Type	Character	
Length	3	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	

Validation Rules	Status: Act	ive					
	Severity	Code		Description			
	Error	VHEA023	Mailing Address Country Code	must be valid value.			
Valid Values	For currer	t PS valid va	lues and PS to HRDM translation	is see:			
	PeopleSof	t to HRDM \	alid Values Mapping				
			Code	Description			
	See People	oft to HRDM V	alid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all desc	criptions		
Data Source	Provider	Peop	pleSoft				
	Table	PS_I	PS_PERSONAL_DATA				
	Column	COL	COUNTRY				
	Page	Con	Contact Information/Current Addresses/Mailing				
	Navigation	OR		l Information > Biographical > Add a Person ıl Information > Biographical > Update Person Detail			
Effective Terms	Start: 01	2005					
	End: (N	one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE	MAIL_ADDR_COUNTRY_CODE				
Change History	Date			Notes			
	Jan 1, 200	New Ele	ew Element				
	Jul 30, 201	8 Old PS N	ld PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 201	8 Old PS P	ld PS Page: Address History; Old PS Page Field Name: Country				
	Jul 30, 201	8 Old PS T	able: PS_ADDRESSES / PS_COUR	NTRY_TBL; Old PS Table Field: COUNTRY / DESCR			
	May 9, 202	23 Element	reviewed and updated				

Mailing Addre	ess Country Code Description	EA024
Category	Human Resource / Employee / Employee Address / HEA024	
Description	The Mailing Address Country Code Description is the description of the Country Code for the employee's mailing address (HEA023).	
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	

Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider		Peop	oleSoft			
	Table		PS_C	COUNTRY_TBL			
	Column		DESC	CR			
	Page		N/A				
	Navigation	า	N/A				
Effective Terms	Start: 0	12005					
	End: (1	None)					
Target Fields	Target Type	Table N	lame	Column Name			
	DWH	EMPLO	YEE	MAIL_ADDR_COUNTRY_DESC			
Change History	Date				Notes		
	Jan 1, 200	5 Nev	w Elei	ment			
	Jul 30, 20	18 Old	d PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 20	18 Old	old PS Page: Address History; Old PS Page Field Name: Country				
	Jul 30, 20	18 Old	I PS T	able: PS_ADDRESSES / PS_	COUNTRY; Old PS Table Field: COUNTRY / DESCR		
	May 9, 20	23 Eler	ment	reviewed and updated			

Mailing Addre	ess County	HEA025						
Category	Human Resource / Employee / Employee Address / HEA025							
Description	The Mailing Address County is the county of the employee's mailing address. This field is no longer extracted to the HRDM.							
Data Type	Character							
Length	30							
Format								
Collection Period	Weekly	Weekly						
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	N/A						
	Table	N/A						
	Column	N/A						
	Page	N/A						
	Navigation	N/A						
Effective Terms	Start: 012005 End: 082009							

Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE	MAIL_ADDR_COUNTY_DESC				
Change History	Date			Notes			
	Jan 1, 2005		New Element				
	Jul 30, 201	8 Old PS	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 201	8 Old PS	Old PS Page: Edit Address; Old PS Page Field Name: County				
	Jul 30, 201	8 Old PS	Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY				
	Aug 15, 20	23 Elemer	nt reviewed and updated				

Mailing Addre	ess Postal Cod	de	HEA026					
Category	Human Resource / Employee / Employee Address / HEA026							
Description	The Mailing Add	The Mailing Address Postal Code is the postal code of the employee's mailing address.						
Data Type	Character							
Length	12							
Format								
Collection Period	Weekly							
Business Practices	Practitioner Pro USGKB0011670	ocess: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,						
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	PeopleSoft						
	Table	PS_PERSONAL_DATA						
	Column	POSTAL_OTHER						
	Page	Contact Information/Current Addresses/Mailing						
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail						
Effective Terms	Start: 012005							
	End: (None)							
Target Fields	Target Type Tabl	e Name Column Name						
	DWH EMP	LOYEE MAIL_ADDR_POSTAL_CODE						
Change History	Date	Notes						
	Jan 1, 2005	New Element						
	Nov 6, 2009 A	Added ADP Translations.						
	Jul 30, 2018 A	ADP Element Name: ZIP; ADP Table: PERSONAL_DATA						
	Jul 30, 2018	PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee						
	Jul 30, 2018 C	Old PS Page: Edit Address; Old PS Page Field Name: Postal						

Date	Notes
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: Postal
May 9, 2023	Element reviewed and updated

Home Addres	s Line 4				HEA02			
Category	Human Resource / Employee / Employee Address / HEA027							
Description	Home Add	Home Address Line 4 is line 4 of the home address of the employee. This field is no longer extracted to the HRDM.						
Data Type	Character							
Length	55	55						
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider		A					
	Table	N/	N/A					
	Column	N/	N/A					
	Page		N/A					
	Navigation		A					
Effective Terms	Start: 01	2005						
	End: 08	32009						
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE	HOME_ADDR_LINE4					
Change History	Date			Notes				
	Jan 1, 200	5 New El	New Element					
	Jul 30, 201	8 Old PS	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	8 Old PS	Old PS Page: Case Review 1; Old PS Page Field Name: Relatives at Institution					
	Jul 30, 201	8 Old PS	d PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4					
	May 9, 202	23 Elemer	it reviewed and upda	ated				

Employee Department

Department II) HDP001
Category	Human Resource / Employee / Employee Department / HDP001
Description	The Department ID is a code that indicates where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). This is a required field.

Data Type	Character	Character				
Length	10	10				
Format						
Collection Period	Weekly					
Business Practices	Practition	Practitioner Process: Knowledge Article USGKB0011667				
Validation Rules	Status: Ac	tive				
	Severity	Co	ode		Description	
	Error	VHD	P001	Department I	D must be listed in institutional department table.	
Valid Values	(None)					
Data Source	Provider		Peop	leSoft		
	Table		PS_JOB			
	Column		DEPTID			
	Page		Department Profile			
	Navigation		Setup HCM > Foundation Tables > Organization > Departments			
Effective Terms	Start: 012005					
	End: (1	None)				
Target Fields	Target Type	Table	Name	Column Name		
	DWH	DEPART	TMENT	DEPTID		
Change History	Date				Notes	
	Jan 1, 200	5 Nev	ew Element			
	Nov 6, 20	09 Add	Added ADP Translations.			
	Jul 30, 20	18 ADI	DP Element Name: EP_BUD_DEPT, DEPTID; ADP Table: EPGLX002 , DEPT_TBL, JOB, PAY_EARNINGS			
	Jul 30, 20	Jul 30, 2018 Old PS I		PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 20	18 Old	l PS Pa	Page: Work Location; Old PS Page Field Name: Department		
	Jul 30, 20	18 Old	l PS Ta	ble: PS_DEPT_	_TBL; Old PS Table Field: DEPTID	
	Jul 12, 20					

Department Description HDP002					
Category	Human Resource / Employee / Employee Department / HDP002				
Description	The Department Description provides the name of the department where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). The Department Description is tied to the Department ID (HDP001).				
Data Type	Character				
Length	30				
Format					
Collection Period	Weekly				

Business Practices	Practition	Practitioner Process: Knowledge Article USGKB0011667					
Validation Rules	(None)	(None)					
Valid Values	(None)						
Data Source	Provider		Peop	eSoft			
	Table		PS_D	EPT_TBL			
	Column		DESC	R			
	Page		Depa	rtment Profile			
	Navigatio	n	Setup	HCM > Found	dation Tables > Organization > Departments		
Effective Terms	Start: 0	12005					
	End: (None)					
Target Fields	Target Type		le Name	Column Name DEPT_DESC			
Change History	Date				Notes		
	Jan 1, 200	Jan 1, 2005 New Eler		nent			
	Nov 6, 20	009 A	Added ADP Translations.				
	Jul 30, 20	18 A	ADP Element Name: DESCR; ADP Table: DEPT_TBL				
	Jul 30, 20	Jul 30, 2018 Old PS		Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee			
	Jul 30, 20	18 C	Old PS Page: Work Location; Old PS Page Field Name: Hard Coded based on Department selected				
	Jul 30, 20	18 C	old PS Ta	ble: PS_DEPT_	TBL; Old PS Table Field: DESCR		
	Jul 12, 20	22 E	lement r	eviewed and ι	ıpdated		

Department L	ocation		HDP003				
Category	Human Resource	Human Resource / Employee / Employee Department / HDP003					
Description	The Department I	ocation is a code indicating the physical location of the department an employee works in.					
Data Type	Character						
Length	10						
Format							
Collection Period	Weekly	Weekly					
Business Practices	Practitioner Proc	Practitioner Process: Knowledge Article USGKB0012599					
Validation Rules	(None)	(None)					
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_DEPT_TBL					
	Column	LOCATION					
	Page	Department Profile/Location					

	Navigation	Set U	Jp HCM > Foundation Tables > Organization > Departments		
Effective Terms	Start: 01	2005			
	End: (N	one)			
Target Fields	Target Type	Table Name	Column Name		
	DWH	DEPARTMENT	T DEPT_LOC		
Change History	Date		Notes		
	Jan 1, 2005	New Ele	ement		
	Nov 6, 200	9 Added	Added ADP Translations.		
	Jul 30, 201	8 ADP Ele	ADP Element Name: LOCATION; ADP Table: DEPT_TBL		
	Jul 30, 201	8 Old PS I	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 201	8 Old PS F Data	Page: Work Location; Old PS Page Field Name: Hard-coded based on data entered in Position		
	Jul 30, 201	8 Old PS	Table: PS_DEPT_TBL; Old PS Table Field: LOCATION		
	Aug 15, 20	23 Element	t reviewed and updated		

Employee Education

Degree Code			HED00				
Category	Human Resource / Employee / Employee Education / HED001						
Description	The Degree Code indicates the educational degree an employee has earned. Prior to implementation of OneUSG Connect, Degree Code entry was limited to employees with managed faculty event records (MFE).						
Data Type	Character						
Length	8						
Format							
Collection Period	Weekly						
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 (For those with MFE records) Employee Self Service: Knowledge Article USGKB0010813 (for all employees)						
Validation Rules	Status: Active						
	Severity Code		Description				
	Error	VHED001	Degree Code cannot be blank.				
Valid Values	(None)						
Data Source	Provider Peo		leSoft				
	Table PS		PS_BOR_ACCOMPLISH				
	Column	ACCO	ACCOMPLISHMENT, where ACCOMP_CATEGORY = "DEG"				
	Page Pe		Person Profile/Degrees/ID				
	Navigation	Work	cforce Development > Profile Management > Profiles > Person Profiles				

Effective Terms		2005 one)				
Target Fields	Target Type	Table Name	Column Name			
	DWH	EMPLOYEE_PROFILE	EMPLOYEE_EDUCATION_GROUP_KEY (links to DEGREE_CODE in EMPLOYEE_EDUCATION	table)		
Change History	Date		Notes			
	Jan 1, 2005	New Element				
	Nov 6, 200	9 Added ADP Tra	anslations.			
	Jul 30, 2018	ADP Element N	Name: EDUCATION_CD; ADP Table: EP_MF_EDUCATION			
	Jul 30, 2018	Old PS Menu P	Old PS Menu Path: Workforce Development, Faculty Events, Track Events			
	Jul 30, 2018	Old PS Page: Pi	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Degree			
	Jul 30, 2018	Old PS Table: F	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: ACCOMPLISHMENT			
	Dec 5, 202	3 Element review	ved and updated			

Degree Descr	iption			HED002			
Category	Human Resource / Employee / Employee Education / HED002						
Description	The Degree Description is the description of the degree code (HED001), which indicates the educational degrees an employee has earned.						
Data Type	Character						
Length	30						
Format							
Collection Period	Weekly						
Business Practices							
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider		PeopleSoft				
	Table		PS_JPM_CAT_	_ITEMS			
	Column		JPM_DESCR90	0, where JPM_CAT_TYPE = "DEG"			
	Page		Person Profile	e/Degrees/ID			
	Navigatio	n	Workforce De	evelopment > Profile Management > Profiles > Person Profiles			
Effective Terms		12005 None)					
Target Fields	Target Type		Table Name	Column Name			
-	DWH		DYEE_EDUCATION	DEGREE_DESC			
Change History	Date			Notes			
	Jan 1, 200)5 N	New Element				
	Nov 6, 20	09 A	Added ADP Translations.				

Date	Notes
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: EDUCATION_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
Jul 30, 2018	Old PS Page: Professional Ed. And Training; Old PS Page Field Name: Hard Coded based on Department selected.
Jul 30, 2018	Old PS Table: PS_ACCOMP_TBL; Old PS Table Field: DESCR
Aug 15, 2023	Element reviewed and updated

Degree Issue	Date					HEDO				
Category	Human Res	ource /	/ Employee / Er	nployee Education /	/ HED003					
Description		The degree issue date is the date that an employee was issued their degree. This field is labeled "Date Acquired" in OneUSG Connect.								
Data Type	Date									
Length	8									
Format	MMDDYYYY	,								
Collection Period	Weekly									
Business Practices	Practitione	Practitioner Process: Knowledge Article USGKB0011977								
Validation Rules	(None)									
Valid Values	(None)	(None)								
Data Source	Provider		PeopleSoft							
	Table		PS_BOR_ACCOMPLISH							
	Column		DT_ISSUED							
	Page		Person Profile/Degrees							
	Navigation		Workforce Development > Profile Management > Profiles > Person Profiles							
Effective Terms	Start: 01	2005								
	End: (N	one)								
Target Fields	Target Type	-	Table Name	Column Name						
	DWH	EMPLO	YEE_EDUCATION	DEGREE_ISSUE_DATE						
Change History	Date				Notes					
	Jan 1, 2005	Ne	w Element							
			Old PS Menu Path: Workforce Development, Faculty Events, Track Events							
			Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Date Acquired							
	Jul 30, 201	8 Old	d PS Table: PS_/	ACCOMPLISHMENT	S; Old PS Table Field: DT_ISSUED					
	Mar 8, 202	2 Ele	ement reviewed and updated							

Degree Level			HED004						
Category	Human Resourc	e / Employee / En	nployee Education / HED004						
Description	The Degree Level is associated with the Degree Code (HED001). This level is automatically populated in the Peoplesoft Degree Code table.								
Data Type	Character								
Length	2								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Pro	ocess: Knowledge	Article USGKB0011977						
Validation Rules	Status: Active								
	Severity	Code	Description						
	Error VI	HED004 Degree	Level must be a valid value.						
Valid Values	and PS to HRD	RDM valid values M translations see HRDM Valid Value							
	Code	Description							
	01 No Forma	al Education							
	02 Elementa	ry School Completed							
	03 Some Hig								
		ool Graduate							
	05 Terminal	Occupation Program							
	06 Terminal	Occupation Program							
	07 Some Col	llege - Less than 1 Yr							
	08 One Year	College							
	09 Two Years	s College							
	10 Associate	Degree							
	11 Three Yea	ars College							
	12 Four Year	rs College							
	13 Bachelor	Degree							
	14 Post Bach	nelors							
	15 First Profe	essional							
	16 Post-First	Professional							
	17 Masters D	Degree							
	18 Post Mast	ters							
	19 Sixth Year	r Degree							
	20 Post Sxth	Year							
	21 Doctorate	e Degree							
	22 Post Doct	torate							
	A University	y - Advanced							
	C One Year	Certificate							

				_	
	Code		Description		
	E	2 yr voc	atinal Certificate		
	F	Advance	ed Certificate		
	N	Non Deg	gree Seeking Undergrad	d	
	S	Educatio	on Specialist		
	Т	Trade So	chool		
	U	Universi	•		
	V		Associate		
	Z	Certifica	te of less than a yr		
Data Source	Provid	er	PeopleSoft		
	Table		PS_ACCOMP_	TBL	
	Colum	nn EDUCATION_L		LVL	
	Page		N/A		
	Naviga	tion	N/A		
Effective Terms	Start:	01200)5		
	End:	(None	<u>e</u>)		
Target Fields	Target 7	Гуре	Table Name	Column Name	
	DWH			DEGREE_LEVEL	
Change History	Date			Not	es
	Jan 1,	2005	New Element		
	Jul 30,	2018	Old PS Table: PS_[DEGREE; Old P	S Table Field:EDUCATION_
	Mar 8	2022	Element reviewed	and updated	

Degree Level	Description	1	HED005	
Category	Human Resou	rrce / Employee / Employee Education / HED005		
Description	The Degree Le	evel Description is the description of the Degree Level (HED004).		
Data Type	Character			
Length	30			
Format				
Collection Period	Weekly			
Business Practices				
Validation Rules	(None)			
Valid Values	(None)			
Data Source	Provider	PeopleSoft		
	Table	PSXLATITEM		
	Column	XLATLONGNAME, where FIELDNAME = "EDUCATION_LVL"		
	Page	N/A		

	Navigation	N/A		
Effective Terms	Start: 01 End: (N	2005 one)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE_EDUCATION	DEGREE_LEVEL_D	
Change History	Date	Note	es	
	Jan 1, 2005	New Element		
	Aug 15, 20	23 Element reviewe	Element reviewed and updated	

Graduated Inc	dicator		HED006						
Category	Human Resource / Employee / Employee Education / HED006								
Description	The Graduated Indicator indicates whether an employee completed each listed degree (i.e., graduated).								
Data Type	Character								
Length	1								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Process: Knowledge Article USGKB0011977								
Validation Rules	Status: Activ	ve							
	Severity	Code	Description						
	Error	VHED006	Graduated Indicator must be Y or N.						
Valid Values			ralid values (including historical values which may no longer be active). For current PS valid values slations see:						
	PeopleSoft to HRDM Valid Values Mapping								
	Code De	escription							
	N Did n	ot graduate							
	Y Grad	uated							
Data Source	Provider	Pec	ppleSoft						
	Table	PS_	BOR_ACCOMPLISH						
	Column	GRA	GRADUATE_INDICATOR						
	Page	Per	son Profile/Degree/Graduated						
	Navigation	Wo	rkforce Development > Profile Management > Profiles > Person Profiles						
Effective Terms	Start: 012	2005							
	End: (No	one)							
Target Fields	Target Type	Table	Name Column Name						
	DWH	EMPLOYEE_I	EDUCATION GRADUATED_IND						

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: GRADUATE_INDICATOR; ADP Table: EP_MF_EDUCATION
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Graduated
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: GRADUATE_INDICATOR
	Aug 15, 2023	Element reviewed and updated

Major CIP Cod	de				HED00		
Category	Human Res	ource / Empl	oyee / Employee Education	n / HE	ED007		
Description	The Major CIP (Classification of Instructional Programs) Code is a six-digit code which indicates the content area of the major for each of an employee's degrees. The codes are developed by the US Department of Education to provide categorization of academic programs.						
Data Type	Character						
Length	6						
Format							
Collection Period	Weekly						
Business Practices		-			ne EMPLOYEE_EDUCATION table. The valid values for the 2020 as: https://nces.ed.gov/ipeds/cipcode		
Validation Rules	Status: Act	ive					
	Severity	Code			Description		
	Error	VHED007	Major CIP Code must be	a valio	d code.		
Valid Values	For curren	t PS valid val	ues and PS to HRDM trans	lation	s see:		
	PeopleSoft	to HRDM V	alid Values Mapping				
			Code		Description		
	See PeopleS	oft to HRDM Va	alid Value Mapping report for all	codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions		
Data Source	Provider	Peop	leSoft				
	Table	PS_B	OR_ACCOMPLISH				
	Column	MAJO	DR_CODE				
	Page	Perso	on Profile/Degree/Major				
	Navigation	Work	force Development > Prof	file M	anagement > Profiles > Person Profiles > Degree > Major		
Effective Terms	Start: 01	2005					
		one)					
Target Fields	Target Type	Table N	ame Column Name				
	DWH	EMPLOYEE_ED	OUCATION MAJOR_CIP_CODE				

Jan 1, 2 Nov 6,	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_MAJOR_CD; ADP Table: EP_MF_EDUCATION
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Major Code
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: MAJOR_CODE
	Aug 15, 2023	Element reviewed and updated

Major CIP Co	de Descript	tion HED008					
Category	Human Reso	man Resource / Employee / Employee Education / HED008					
Description	The Major CIP (Classification of Instructional Programs) Code Description is the description of the Major CIP Code (HED007).						
Data Type	Character						
Length	30						
Format							
Collection Period	Weekly						
Business Practices							
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_BOR_EG_CIP_TBL					
	Column	DESCR100					
	Page	Person Profile					
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles > Degree > Major					
Effective Terms	Start: 012	005					
	End: (No	ne)					
Target Fields	Target Type	Table Name Column Name					
		EMPLOYEE_EDUCATION MAJOR_CIP_DESC					
Change History	Date	Notes					
	Jan 1, 2005	New Element					
	Nov 6, 2009	Added ADP Translations.					
	Jul 30, 2018	ADP Element Name: EP_DESCR; ADP Table: EP_MF_MAJOR_CD					
	Jul 30, 2018	Old PS Page: Major Table; Old PS Page Field Name: Description					
	Jul 30, 2018	Old PS Table: PS_MAJOR_TBL; Old PS Table Field: DESCR					
	Aug 15, 202	3 Element reviewed and updated					

Terminal Deg	ree Indicato	r			HED009			
Category	Human Resour	ce / Employee / Employee Education / HED009						
Description	The Terminal Degree Indicator shows whether or not an employee has completed a terminal degree, meaning they have completed the highest academic degree that can be awarded in an academic area of study.							
Data Type	Character							
Length	1							
Format								
Collection Period	Weekly							
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 Employee Process: Knowledge Article USGKB0010813							
Validation Rules	Status: Active							
	Severity	Code		Description				
	Error V	HED009	Termin	al Degree Indicator must be Y or N.				
Valid Values		Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:						
	PeopleSoft to	HRDM Va	lid Valu	es Mapping				
	Code De	Code Description						
	N Not a te	minal degree						
	Y Terminal degree							
Data Source	Provider	vider PeopleSoft						
	Table	PS_BC	_BOR_ACCOMPLISH					
	Column	TERM	RMINAL_DEGREE					
	Page	Perso	Person Profile/Degree/Terminal Degree for Discipline					
	Navigation	Work	orkforce Development > Profile Management > Profiles > Person Profiles					
Effective Terms	Start: 01200	15						
	End: (None							
Target Fields								
raiget Fields	Target Type DWH EM	Table Na		Column Name TERMINAL_DEGREE_IND				
Change History			DCATION					
change mistory	Date			Notes				
	Jan 1, 2005	New Element						
	Nov 6, 2009		Added ADP Translations.					
	Jul 30, 2018	ADP Element Name: TERMINAL; ADP Table: EP_MF_EDUCATION						
	Jul 30, 2018		d PS Menu Path: Workforce Development, Faculty Events, Track Events					
	Jul 30, 2018			ge: Professional Ed. and Training; Old PS Page Field Name: Terminal Degree				
	Jul 30, 2018	Old PS Table: PS_ACCCOMPLISHMENTS; Old PS Table Field: TERMINAL_DEGREE						
	Aug 15, 2023	3 Element reviewed and updated						

Teaching CIP	Code	H	IEF00						
Category	Human Resou	ce / Employee / Employee Faculty / HEF001							
Description	The Teaching CIP (Classification of Instructional Programs) is a six-digit code which indicates the teaching content area of the employee. The codes are developed by the US Department of Education to provide categorization of academic programs.								
Data Type	Character								
Length	6								
Format									
Collection Period	Weekly								
Business Practices	Note: In the o	te: In the case of teaching multiple courses, the CIP from one course is selected and others are entered into a pleSoft notes field which is not extracted to HRDM. The valid values for the 2020 CIP Codes can be found by reching this NCES website: https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55							
Validation Rules	Status: Active								
	Severity	Code Description							
	Error	HEF001 Teaching CIP Code must be a valid value.	Teaching CIP Code must be a valid value.						
Valid Values	For current PS valid values and PS to HRDM translations see: PeopleSoft to HRDM Valid Values Mapping								
		Code Description							
	See PeopleSoft to HRDM Valid Value Mapping report for all codes See PeopleSoft to HRDM Valid Value Mapping report for all descriptions								
Data Source	Provider	PeopleSoft							
	Table	PS_EG_TENURE_DATA							
	Column	CIP_BOR							
	Page	Faculty Data							
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data							
Effective Terms	Start: 0120	5							
	End: (Non								
Target Fields	Target Type	Table Name Column Name							
rargetrictas		PLOYEE_PROFILE TEACHING_CIP_CODE_KEY (links to CIP_CODE table)							
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data							
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Teaching CIP							
	Jul 30, 2018	Old PS Table: EG_TENURE_DATA; Old PS Table Field: CIP_BOR							
	Sep 23, 2020	Mapped Teaching CIP codes to the 2020 CIP code values							

Date	Notes			
Jul 12, 2022	Element reviewed and updated			

Teaching CIP	Code Des	cription		HEF00			
Category	Human Resource / Employee / Employee Faculty / HEF002						
Description	The Teaching CIP (Classification of Instructional Programs) Description is the description of the Teaching CIP Code (HEF001).						
Data Type	Character						
Length	200						
Format							
Collection Period	Weekly						
Business Practices	Practitioner Process: Knowledge Article USGKB0011494						
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	HRE	HRDM				
	Table US		USGEDW.EDW_COURSE_CIP6_LKP				
	Column		COURSE_CIP6_DESCR				
	Page		Faculty Data				
	Navigation	Wo	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data				
Effective Terms	Start: 01	2005					
	End: (N	one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	CIP_CODE	CIP_CODE_DESC				
Change History	Date			Notes			
	Jan 1, 2005	New Ele	Element				
	Jul 30, 2018	8 Old PS N	S Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data				
	Jul 30, 2018	8 Old PS P	S Page: Tenure Data				
	Jul 30, 2018	8 Old PS T	able: EG_TENURE_DATA; Old PS Table Field: DESCR				
	Jul 12, 202	12, 2022 Element reviewed and updated					

Academic Rank HEF003						
Category	Human Resource / Employee / Employee Faculty / HEF003					
Description	Academic Rank is the rank of an employee in a college or university.					
Data Type	Character					
Length	3					

Format										
Collection Period	Weekly									
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242 Rank and tenure are required for all instructional staff as well as faculty. Instructional staff will use a 'No Rank' value of '006.'									
Validation Rules	Status: Active									
	Severity	Code			Description					
	Error	VHEF003	Acad	emic Rank must	be a valid value.					
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:									
	PeopleSoft	to HRDM V	<u>'alid Va</u>	lues Mapping						
	Code	Description								
		essor								
		002 Associate Professor								
	006 No F	06 No Rank								
	007 Seni	or Lecturer								
	008 Princ	cipal Lecturer								
Data Source	Provider	Peop	leSoft							
	Table	PS_E	_EG_TENURE_DATA							
	Column	EG_	_ACADEMIC_RANK							
	Page	Tenu	Tenure Data/Home Rank							
	Navigation	Wor	kforce	Development > I	Faculty Events > Calculate Tenure > Create Tenure Data					
Effective Terms	Start: 01	2005								
	End: (N	one)								
Target Fields	Target Type	Table Na	me	Column Name						
	DWH EMPLOYEE_FA		ACULTY	ACADEMIC_RANK						
Change History	Date				Notes					
	Jan 1, 2005	New Elei	nent							
	Nov 6, 200	9 Added A	DP Tra	nslations.						
	Jul 30, 2018	8 ADP Eler	nent N	ame: EP_ACADEI	MIC_RANK; ADP Table: EP_MF_EVENT_DAT					
	Jul 30, 2018	Jul 30, 2018 Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data								
	Jul 30, 2018	8 Old PS P	Old PS Page: Tenure Data; Old PS Page Field Name: Home Rank							
	Jul 30, 2018	8 Old PS T	able: P	S_EG_TENURE_D	DATA; Old PS Table Field: EG_ACADEMIC_RANK					
	Mar 8, 2022 Element reviewed and updated									

Academic Rar	nk Date				HEF004	
Category	Human Res	ource /	Employee /	Employee Faculty / HI	FF004	
Description	The Academic Rank Date is the date on which the employee's rank (HEF003) became effective. When an employee is hired or moves to another rank, the date the new rank became effective will be known as the Academic Rank Date. For example, if an Instructor became an Assistant Professor on January 1, 2008, that is the academic rank date for this employee.					
Data Type	Date					
Length	8					
Format	MMDDYYYY	′				
Collection Period	Weekly					
Business Practices				ge Article USGKB0011 th Date and Current R	494, USGKB0012242 ank Date cannot precede Former Rank Date.	
Validation Rules	Status: Act	ive				
	Severity	Co	de		Description	
	Error	Error VHEF004		Academic Rank Date cannot be null when an Academic Rank is submitted (November 200 forward).		
Valid Values	(None)					
Data Source	Provider		PeopleSoft			
	Table		PS_EG_TENURE_DATA			
	Column		EG_RNK_CHG_DT			
	Page		Tenure Data/Track Start Date			
	Navigation		Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data			
Effective Terms	Start: 01200 End: (None					
Target Fields	Target Type	Tab	ole Name	Column Name		
	DWH	EMPLOY	/EE_FACULTY	ACADEMIC_RANK_DATE		
Change History	Date		Notes		Notes	
	Ra		Added ADP Translations; November 2008 a new edit was added to not allow null values in the Academic Rank Date field. This will only affect new Academic Rank Dates submitted to the HRDM after November 2008 and does not affect history.			
	Jul 30, 201	8 AD	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT			
	Jul 30, 201	8 Old	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data			
	Jul 30, 201	8 Old	Old PS Page: Tenure Data; Old PS Page Field Name: Rank Change Date			
	Jul 30, 201	8 Old	d PS Table: F	S_EG_TENURE_DATA	; Old PS Table Field: EG_RNK_CHG_DT	
	Apr 11, 20	19 Ne	w Element			
	Mar 8, 202	2 Ele	ment review	ved and updated		

Actual Activit	y Academic	c Percentage H	EF005			
Category	Human Resou	urce / Employee / Employee Faculty / HEF005				
Description	academic acti Research) mu	tivity Academic Percentage is used to report the percentage of an employee's work that is used for vity, i.e., instructional activity. All four activity percentages (Academic, Administration, Public Service, and st sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia culty at Augusta University, the activity percentages must sum to 100% at each institution.				
Data Type	Number					
Length	5.2					
Format						
Collection Period	Weekly					
Business Practices	For IPEDS rep HRDM) is cal calculated cl	ractitioner Process: Knowledge Article USGKB0011604, USGKB0011605 or IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in RDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The alculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.				
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider	PeopleSoft				
	Table	PS_BOR_EP_FFE_DAT	PS_BOR_EP_FFE_DAT			
	Column	BOR_ACT_REP_ACAD				
	Page	Funding and Effort Reporting/Academic Activity				
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort				
Effective Terms	Start: 0120	005				
	End: (Nor					
Target Fields	Target Type	Table Name Column Name				
		EMPLOYEE_FACULTY ACTUAL_ACTIVITY_ACADEMIC_PCT				
Change History	Date	Notes				
	Jan 1, 2005	New Element				
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.				
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Academic Activity				
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADCAD_BOR	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADCAD_BOR			
	Mar 8, 2022	Element reviewed and updated				

Actual Activity Administration Percentage HEF006					
Category	Human Resource / Employee / Employee Faculty / HEF006				
Description	The Actual Activity Administration Percentage is used to report the percentage of an employee's work that is used for administrative activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at				

	Augusta University, the activity percentages must sum to 100% at each institution.					
Data Type	Number					
Length	5.2	5.2				
Format						
Collection Period	Weekly					
Business Practices	For IPEDS HRDM) is calculated	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.				
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider		PeopleSoft			
	Table	Table		PS_BOR_EP_FFE_DAT		
	Column	Column		BOR_ACT_REP_ADMIN		
	Page		Funding and Effort Reporting/Administrative Activity			
	Navigation		Workforce Development > Faculty Events > Track Events > Assigned Effort			
Effective Terms	Start: 012005					
	End: (1	None)				
Target Fields	Target Type	Та	able Name	Column Name		
	DWH	EMPLO	YEE_FACULTY	ACTUAL_ACTIVITY_ADMIN_PCT		
Change History	Date		Notes			
	Jan 1, 200	5 Ne	New Element			
	Jul 30, 20		Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.			
	Jul 30, 20	Jul 30, 2018 Old		Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Administrative Activity		
	Jul 30, 20	18 Old	d PS Table: P	S_FUND_EFFORT_BOR; Old	PS Table Field: ACT_REP_ADMIN_BOR	
	Mar 8, 20	2022 Element reviewed and updated				

Actual Activit	Actual Activity Public Service Percentage HEF007					
Category	Human Resource / Employee / Employee Faculty / HEF007					
Description	The Actual Activity Public Service Percentage is used to report the percentage of an employee's work that is used for public service activity, i.e., service activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.					
Data Type	Number					
Length	5.2					
Format						
Collection Period	Weekly					

Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.						
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_BOR_E	P_FFE_DAT				
	Column	BOR_ACT_	REP_PUBLIC				
	Page	Funding an	Funding and Effort Reporting/Public Service Activity				
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort					
Effective Terms	Start: 0120 End: (No						
Target Fields	Target Type	Table Name	Column Name				
	DWH E	MPLOYEE_FACULTY	ACTUAL_ACTIVITY_PUB_SVC_PCT				
Change History	Date	Notes					
	Jan 1, 2005	New Element					
	Nov 6, 2009	Added ADP Translations.					
	Jul 30, 2018	ADP Element Name: EP_ACTPER_SERVICE; ADP Table: EP_MF_EVENT_DAT					
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.					
	Jul 30, 2018	Old PS Page: Fu	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Public Service Activity				
	Jul 30, 2018	Old PS Table: P	S_FUND_EFFORT_BOR; Old PS	Table Field: ACT_REP_PUBLIC_BOR			
	Mar 8, 2022	Mar 8, 2022 Element reviewed and updated					

Actual Activity	Research Percentage HEF008
Category	Human Resource / Employee / Employee Faculty / HEF008
Description	The Actual Activity Research Percentage is used to report the percentage of an employee's work that is used for research activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.
Data Type	Number
Length	5.2
Format	
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The

		calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.					
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_BOR_E	P_FFE_DAT				
	Column	BOR_ACT_	REP_RESRCH				
	Page	Funding an	Funding and Effort Reporting/Research Activity				
	Navigation	Workforce	Workforce Development > Faculty Events > Track Events > Assigned Effort				
Effective Terms	Start: 012	2005					
	End: (No	one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_RESEARCH_PCT				
Change History	Date			Notes			
	Jan 1, 2005	New Element	New Element				
	Nov 6, 2009	Added ADP Tra	Added ADP Translations.				
	Jul 30, 2018	ADP Element N	DP Element Name: EP_ACTPER_RESEARCH; ADP Table: EP_MF_EVENT_DAT				
	Jul 30, 2018	Old PS Menu Pa Effort Reporting	Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Reporting.				
	Jul 30, 2018	Old PS Page: Fu	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Research Activity				
	Jul 30, 2018	Old PS Table: P	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_RESEARCH_BOR				
	Mar 8, 2022	Element review	Element reviewed and updated				

Actual Salary	Contract Pe	ercentage HEF009					
Category	Human Resou	irce / Employee / Employee Faculty / HEF009					
Description		The Actual Salary Contract Percentage is the percentage of the employee's salary paid from contract funds. This is not a required field.					
Data Type	Number						
Length	5	5					
Format							
Collection Period	Weekly	Weekly					
Business Practices	Practitioner I	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605					
Validation Rules	(None)	(None)					
Valid Values	(None)	(None)					
Data Source	Provider	PeopleSoft					
	Table	PS_BOR_EP_FFE_DAT					

	Column Page Navigation		BOR_SAL_REP_CONTR				
			Assigned Effort/Contract Salary				
			Workforce Development > Faculty Events > Track Events > Assigned Effort				
Effective Terms		2005 one)					
Target Fields	Target Type	Tal	ble Name	Column Name			
	DWH	EMPLO	YEE_FACULTY	ACTUAL_SALARY_CONTRACT_PCT			
Change History	Date		Notes				
	Jan 1, 2005 N		New Element				
			Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.				
	Jul 30, 2018	3 01	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Contract Salary				
	Jul 30, 2018	3 Ol	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_CONTR_BOR				
	Aug 15, 20	23 Ele	ement reviev	iewed and updated			

Actual Salary	Sponsored Pe	rcentage HE	F010			
Category	Human Resource / Employee / Employee Faculty / HEF010					
Description		The Actual Salary Sponsored Percentage is the percentage of the employee's salary paid from sponsored funds (i.e., funds from grants/research). This is not a required field.				
Data Type	Number					
Length	5					
Format						
Collection Period	Weekly					
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605					
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider	PeopleSoft				
	Table	PS_BOR_EP_FFE_DAT				
	Column	BOR_SAL_REP_SPONS				
	Page	Assigned Effort/Sponsored Salary				
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort				
Effective Terms	Start: 012005					
	End: (None)					
Target Fields	Target Type T	Table Name Column Name				
	DWH EMPL	OYEE_FACULTY ACTUALY_SALARY_SPONSORED_PCT				

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Sponsored Salary
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_SPONS_BOR
	Aug 15, 2023	Element reviewed and updated

Actual Salary	State Per	cent	age		HEF0			
Category	Human Resource / Employee / Employee Faculty / HEF011							
Description		The Actual Salary State Percentage is the percentage of the employee's salary paid from state funds (i.e., state appropriations). This is not a required field.						
Data Type	Number							
Length	5							
Format								
Collection Period	Weekly							
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605							
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider		PeopleSoft					
	Table		PS_BOR_EF	PS_BOR_EP_FFE_DAT				
	Column		BOR_SAL_REP_STATE					
	Page		Assigned Effort/State Salary					
	Navigation		Workforce Development > Faculty Events > Track Events > Assigned Effort					
Effective Terms	Start: 0	12005						
	End: (None)						
Target Fields	Target Type	2	Table Name	Column Name				
	DWH		LOYEE_FACULTY	ACTUAL_SALARY_STATE_PCT				
Change History	Date				Notes			
	Jan 1, 200)5	New Element					
	Jul 30, 20			Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.				
	Jul 30, 20	18	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: State Salary					
	Jul 30, 20	18	Old PS Table: F	PS_FUND_EFFORT_BOR; C	old PS Table Field: SAL_REP_STATE_BOR			
	Aug 15, 2	2023	Element reviev	wed and updated				

Equivalent Fu	ll-Time			HEF012				
Category	Human Resource / Employee / Employee Faculty / HEF012							
Description	Equivalent F	Equivalent Full-Time is not a required field. See HEJ023 for full-time equivalency information.						
Data Type	Number							
Length	4							
Format								
Collection Period	Weekly							
Business Practices	Practitione	r Process: Knowled	ge Article USO	GKB0011604				
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	PeopleSoft	PeopleSoft					
	Table	PS_BOR_EF	PS_BOR_EP_FFE_DAT					
	Column	BOR_EFT	BOR_EFT					
	Page	Assigned Ef	fort/EFT					
	Navigation	Workforce	Development	> Faculty Events > Track Events > Assigned Effort				
Effective Terms	Start: 01	2005						
	End: (N	one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE_FACULTY	EFT					
Change History	Date			Notes				
	Jan 1, 2005	New Element	New Element					
	Jul 30, 201		Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.					
	Jul 30, 201	8 Old PS Page: Fu	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: EFT					
	Jul 30, 201	8 Old PS Table: PS	_FUND_EFFC	DRT_BOR; Old PS Table Field: EFT_BOR				
	Dec 5, 202	3 Element review	ed and update	ed				

Tenure Granto	ed Date HEF013
Category	Human Resource / Employee / Employee Faculty / HEF013
Description	The Tenure Granted Date is the date tenure was granted for the faculty member, meaning either the date the tenure status changed from 'not tenured on track' to 'tenured' or the date tenure was granted upon appointment.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011786, USGKB0011652, USGKB0011689

Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider		PeopleSoft			
	Table		PS_EG_TEN	IURE_DATA		
	Column		EG_GRANT	ED_DT		
	Page		Create Teni	ure Data/Tenure Status	Date	
	Navigation		Workforce	Development > Faculty	/ Events > Calculate Tenure > Create Ten	
Effective Terms	Start: 01	2005				
	End: (N	one)				
Target Fields	Target Type	Та	able Name	Column Name		
	DWH	EMPLC	YEE_FACULTY	TENURE_GRANTED_DATE		
Change History	Date			N	otes	
	Jan 1, 2005	Jan 1, 2005 Ne		New Element		
	Nov 6, 200	9 Ad	Added ADP Translations.			
	Jul 30, 201	8 AD	ADP Element Name: EP_TENURE_GRANT_DT; ADP Table: EP_MF_TEN_PROM			
	Jul 30, 201	8 Old	Old PS Page: Tenure Data; Old PS Page Field Name: Granted Date			
	Jul 30, 201	8 Old	d PS Table: PS	S_EG_TENURE_DATA;	Old PS Table Field: EG_GRANTED_DT	
	Dec 5, 202	3 Ele	ment review	ed and updated		

Tenure Mand	atory Revie	w Date HEF014					
Category	Human Resou	rce / Employee / Employee Faculty / HEF014					
Description	The Tenure M	andatory Review Date is the date a faculty member's tenure status is up for the next review.					
Data Type	Date						
Length	8						
Format	MMDDYYYY						
Collection Period	Weekly	Weekly					
Business Practices	(HEF018) to i	OneUSG calculates a tenure mandatory review date by adding 6 years to the tenure track start date ndicate the final cycle (7th year) a faculty member may be reviewed for the award of tenure. Once a per is awarded tenure this field is no longer populated.					
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider PeopleSoft						
	Table	PS_EG_TENURE_DATA					
	Column EG_MAND_REVW_DT						
	Page	Create Tenure Data/Tenure Mandatory Review Date					

	Navigation	Workforce	Development > Faculty Events > 0	Calculate Tenure > Create Tenure Data				
Effective Terms	Start: 01 End: (N	2005 one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE_FACULTY	TENURE_MANDATORY_REVIEW_DATE					
Change History	Date		Notes					
	Jan 1, 2005	New Element	New Element					
	Jul 30, 201	8 Old PS Menu Pa	ath: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data					
	Jul 30, 201	Old PS Page: Tenure Data; Old PS Page Field Name: Mandatory Review Date						
	Jul 30, 201	8 Old PS Table: PS	able: PS_EG_TENURE_DATA; Old PS Table Field: EG_MAND_REVW_DT					
	Dec 5, 202	3 Element review	Element reviewed and updated					

Tenure Status	Code			HEF015				
Category	Human R	an Resource / Employee / Employee Faculty / HEF015						
Description	temporar been awa informati as a staff who wen	Not in a Tenure Type Position: All not tenure eligible full-time and part-time faculty such as limited term faculty, temporary faculty, and visiting/research professors. Not Tenured on Track: Full-time tenure track positions that have not been awarded tenure. Tenured: Faculty who have been awarded tenure. Other: Personnel who are required to have information entered in Faculty Events but do not have faculty status and should not be counted in IPEDS as faculty (such as a staff member or graduate assistant teaching a course). Tenure Denied: Required for 'Not Tenured on Track' faculty who went up for tenure and were denied at the presidential level in their final attempt. Record GGC's Full-Time and Part-Time Faculty in a Tenure Status of 'Not in a Tenure Type Position'. Policy under review as of October 2023.						
Data Type	Characte	aracter						
Length	3							
Format								
Collection Period	Weekly	Weekly						
Business Practices								
Validation Rules	Status: Active							
	Severit	y Code		Description				
	Error	VHEF015	Tenure Status Code must be a valid code.					
Valid Values		Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:						
	PeopleSoft to HRDM Valid Values Mapping							
	Code	Descriptio	า					
	DEN T	enure Denied						
	NA N	lot in a Tenure Typ	e Position					
	NOT N	Non Tenure Not On Track						
	NTK N	lot Tenured on Tra	ck					
	OTH C	ther						
	TEN T	enured						

Data Source	Provider	PeopleSoft	PeopleSoft					
	Table	PS_EG_TEN	PS_EG_TENURE_DATA					
	Column	TENURE_S	TATUS					
	Page	Tenure Dat	a/Tenure Status					
	Navigation	Workforce	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data					
Effective Terms	Start: 01	2005						
	End: (No							
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_CODE					
Change History	Date			Notes				
	Jan 1, 2005	New Element	lew Element					
	Nov 6, 200	9 Added ADP Tra	Added ADP Translations.					
	Jul 30, 2018	8 ADP Element N	NDP Element Name: EP_TENURE_STATUS; ADP Table: EP_MF_EVENT_DAT					
	Jul 30, 2018	8 Old PS Menu Pa	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure					
	Jul 30, 2018	8 Old PS Page: Te	Tenure Data; Old PS Page Field Name: Tenure Status					
	Jul 30, 2018	8 Old PS Table: P	S_EG_TENURE_DATA	Old PS Table Field: TENURE_STATUS				
	Dec 5, 202	3 Element review	Element reviewed and updated					

Tenure Status	Date			HEF016				
Category	Human Reso	Human Resource / Employee / Employee Faculty / HEF016						
Description	Tenure Stat	us Date is th	e date that the employee's new tenure status (HEF015) goes into effect.					
Data Type	Date							
Length	8							
Format	MMDDYYYY	′						
Collection Period	Weekly							
Business Practices	Practitione	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011689						
Validation Rules	Status: Active							
	Severity	Code	Description					
	Error	VHEF016	If tenure status is provided then tenure status date cannot be blank					
Valid Values	(None)							
Data Source	Provider	Peop	oleSoft					
	Table	PS_E	PS_EG_TENURE_DATA					
	Column EG		EG_TRACK_HIRE_DT					
	Page	Tenu	Tenure Data/Tenure Status					
	Navigation	Worl	kforce Development > Faculty Events > Calculate Tenure > Create Tenure Data					

Effective Terms		2005 one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_DATE					
Change History	Date			Notes				
	Jan 1, 2005	New Element						
	Nov 6, 2009	Status Date field	Added ADP Translations; November 2008 a new edit was added to not allow null values in the Tenure Status Date field. This will only affect new Tenure Status Dates submitted to the HRDM after November 2008 and does not affect history.					
	Jul 30, 2018	ADP Element N	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT_DAT					
	Jul 30, 2018	Old PS Page: Te	Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status					
	Jul 30, 2018	Old PS Table: PS	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS					
	Mar 8, 2022	Element review	Element reviewed and updated					

Tenure Status	Descrip	tion			HEF01			
Category	Human Resource / Employee / Employee Faculty / HEF017							
Description	This is the Description of the Tenure Status Code which indicates what the current tenure status is for the em Policy under review as of October 2023.							
Data Type	Character	Character						
Length	64							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider		PeopleSoft					
	Table		PSXLATITEM					
	Column		XLATLONGNAME					
	Page		Only through PS query					
	Navigatio	n	Workforce	Development > Facul	ry Events > Calculate Tenure > Create Tenure Data			
Effective Terms	Start: (012005						
	End:	(None)						
Target Fields	Target Typ	e Ta	able Name	Column Name				
	DWH	EMPLO	OYEE_FACULTY	TENURE_STATUS_DESC				
Change History	Date		Notes					
	Jan 1, 20	05 Ne	lew Element					
	Nov 6, 2	009 Ad	ded ADP Tra	nslations.				

Date	Notes
Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Dec 5, 2023	Element reviewed and updated

Tenure Track	Start Date		HEF01				
Category	Human Reso	ource / Employee /	Employee Faculty / HEF018				
Description			the date the faculty member began tenure track. The date remains static whereas the when a faculty member's tenure status changes.				
Data Type	Date						
Length	8						
Format	MMDDYYYY						
Collection Period	Weekly						
Business Practices	Practitione	Process: Knowled	lge Article USGKB0011494, USGKB0011786, USGKB0011689, USGKB0011652				
Validation Rules	(None)						
Valid Values	(None)						
Data Source	Provider	PeopleSoft					
	Table	PS_EG_TEN	PS_EG_TENURE_DATA				
	Column	EG_ORIG_	EG_ORIG_TRACK_DT				
	Page	Create Ten	ure Data/Tenure Track Start Date				
	Navigation	Workforce	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data				
Effective Terms	Start: 012	2005					
	End: (No	one)					
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_FACULTY	TENURE_TRACK_START_DATE				
Change History	Date		Notes				
	Jan 1, 2005	New Element					
	Nov 6, 200	Added ADP Tra	Added ADP Translations.				
	Jul 30, 2018	ADP Element N	ame: EP_TENURE_TRK_STRT; ADP Table: EP_MF_TEN_PROM				
	Jul 30, 2018	Old PS Menu Pa	ath: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data				
	Jul 30, 2018	Old PS Page: Te	nure Data; Old PS Page Field Name: Track Start Date				
	Jul 30, 2018	Old PS Table: P	S_EG_TENURE_DATA; Old PS Table Field: EG_ORIG_TRACK_DT				
	Dec 5, 2023	B Element review	red and updated				

Academic Ran	nk Desc	ription	1		HEF019	
Category	Human	Human Resource / Employee / Employee Faculty / HEF019				
Description	The Aca	demic Ra	nk Descriptio	n is the description of	the academic rank code (HEF003).	
Data Type	Characte	er				
Length	30					
Format						
Collection Period	Weekly					
Business Practices	Practiti	oner Proc	ess: Knowled	lge Article USGKB0011	494, USGKB0012242	
Validation Rules	(None)					
Valid Values	(None)	ne)				
Data Source	Provide	r	HRDM			
	Table		STGHR.HRR	SHR.HRREF_RANK_VW		
	Column		DESCR			
	Page		Tenure Dat	a/Home Rank		
	Navigat	ion	Workforce	Development > Facult	y Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005				
	End:	(None)				
Target Fields	Target Ty	/pe T	able Name	Column Name		
	DWH	WH EMPLOYEE_FACULTY ACADEMIC_RANK_DESC				
Change History	Dat	e	Note	s		
	Mar 8,	2022 Ele	ement added	to HR DED		

Employee Identifier

Employee Ide	ntification Number HID001
Category	Human Resource / Employee / Employee Identifier / HID001
Description	The employee identification number is the identification number that is used as the employee's main identifier. The employee identification number is unique across all USG institutions.
Data Type	Character
Length	11
Format	
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772
Validation Rules	Status: Active

	Severity	Code		Description	
	Error	VHID001	Employee Id	entification Number cannot be blank.	
Valid Values	(None)				
Data Source	Provider	Peop	oleSoft		
	Table	PS_	OB, PS_EMPLO	DYMENT, PS_PERSONAL_DATA	
	Column	EMP	LID		
	Page	Biog	raphical Detail	s	
	Navigation	Wor	kforce Admini	stration > Personal Information > Biographical > Add a Person	
Effective Terms	Start: 012	2005			
	End: (No	one)			
Target Fields	Target Type	Table Name	Column Name		
	DWH	EMPLOYEE	EMPLOYEE_ID		
Change History	Date			Notes	
	Jan 1, 2005	New Ele	Element		
	Nov 6, 200	9 Added A	DP Translation	s.	
	Jul 30, 2018			IPLID; ADP Table: EPGLX002, JOB, WIN_DEP_BENEF, EP_MF_EDUCATION, ERSONAL_DATA, PAY_EARNINGS, PRIORWORK_EXPER	
	Jul 30, 2018	Old PS N	lenu Path: Wo	kforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS P	age: WorkLoca	tion; Old PS Page Field Name: EmplID - Hard coded by system	
	Jul 30, 2018	Old PS T	able: PS_PERS	DN; Old PS Table Field: EMPLID	
	Mar 8, 2022	2 Element	reviewed and	updated	

Employee Soc	ial Securi	ty Numb	er HID002				
Category	Human Resource / Employee / Employee Identifier / HID002						
Description	The employ		urity number is the nine-digit social security number of the employee, referred to as 'National				
Data Type	Character						
Length	9						
Format							
Collection Period	Weekly	/eekly					
Business Practices	Dummy SS	ractitioner Process: Knowledge Article USGKB0012215 ummy SSNs should only be assigned to Foreign Nationals that have not yet received an official SSN. Dummy SSNs tould never be assigned to US Citizens.					
Validation Rules	Status: Acti	ive					
	Severity	Code	Description				
	Error	VHID002	Employee Social Security Number must be valid.				

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_PERS_NID
	Column	NATIONAL_ID
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
Effective Terms	Start: 012005	
	End: (None)	
Target Fields	Target Type Table	e Name Column Name
	DWH EMP	LOYEE SSN
Change History	Date	Notes
	Jan 1, 2005 N	New Element
	Jul 30, 2018 A	NDP Element Name: SSN; ADP Table: PERSONAL_DATA
	Jul 30, 2018 O	Old PS Page: Identity/Diversity; Old PS Page Field Name: National ID
	Jul 30, 2018 O	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID
	Mar 8, 2022 E	lement reviewed and updated

Employee Job

Job Code			HEJ001			
Category	Human Resource / Employee / Employee Job / HEJ001					
Description	-		aracter code assigned to a job that identifies a position's classification. The code includes a three- ee HEJ008), then a one-digit USG BCAT subcategory code, and then a two-digit institution-specific			
Data Type	Character					
Length	6					
Format						
Collection Period	Weekly	Weekly				
Business Practices	BCAT back HRAP on Po https://ww	ground: http osition Class w.usg.edu/h	nowledge Article USGKB0011469, USGKB0011600 os://www.usg.edu/hr/classification/background_of_the_bcat_initiative ification: r/assets/hr/hrap_manual/ ication_Classification,_Compensation,_and_Payroll.pdf			
Validation Rules	Status: Acti	ve				
	Severity	Code	Description			
	Error	VHEJ001	Job Code must be a valid value.			

Valid Values	For current PS	valid values and PS to	HRDM translation	s see:					
	PeopleSoft to	HRDM Valid Values Ma	apping						
		Code		Description					
	See PeopleSoft t	o HRDM Valid Value Mappir	ng report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions					
Data Source	Provider	PeopleSoft							
	Table	PS_JOBCODE_TBL	, PS_JOB						
	Column	JOBCODE							
	Page	Job Information/Jo	b Code						
	Navigation	Position Info OR Workforce Admini OR	stration > Job Info	on Management > Maintain Positions/Budget > Add/Update rmation > Job Data dation Tables > Job Attributes > Job Code Table					
Effective Terms	Start: 01200 End: (None								
Target Fields		le Name Column Name CODE JOB_CODE							
Change History	Date			Notes					
	Jan 1, 2005	New Element							
	Nov 6, 2009	Added ADP Translation	ns.						
	Jul 30, 2018	ADP Element Name: JC	BCODE; ADP Tabl	e: PAY_EARNINGS, JOB, JOBCODE_TBL					
	Jul 30, 2018	Old PS Menu Path: Wo	rkforce Administra	ation, Increase Workforce, Hire Employee					
		Old PS Page: Job Inforr n Position Data	nation; Old PS Pag	e Field Name: Job Code - Hard-coded based on what is entered					
	Jul 30, 2018	Old PS Table: PS_JOB /	PS_JOBCODE_TB	.; Old PS Table Field: JOBCODE					
	Mar 8, 2022	Element reviewed and	Element reviewed and updated						

Job Title	HEJ002
Category	Human Resource / Employee / Employee Job / HEJ002
Description	The Job Title is an alternate description of the employee's job code (HEJ001). Note: With the implementation of OneUSG Connect, this element contains the same information as the Job Title Long Description element (HEJ003), however, historical data (pre-2018) will differ.
Data Type	Character
Length	30
Format	
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011469

Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider		Peo	pleSoft		
	Table		PS_	JOBCODE_TB	L	
	Column		DES	CR		
	Page		Job	Code Profile		
	Navigatio	n	Set	Up HCM > Fo	undation Tables > Job Attributes > Job Code Table	
Effective Terms	Start: (012005	5			
	End:	(None)				
Target Fields	Target Typ	e Tabl	le Name	Column Name		
	DWH		CODE	JOB_TITLE		
Change History	Date				Notes	
	Jan 1, 2005 New I		New Element			
	Nov 6, 2	Nov 6, 2009 Adde		Added ADP Translations.		
	Jul 30, 20	018	ADP Element Name: DESCR; ADP Table: JOBCODE_TBL			
	Jul 30, 20	Jul 30, 2018 Old		Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 20	018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Title			
	Jul 30, 20	018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCR			
	Oct 25, 2	25, 2022 Element reviewed and updated				

Job Title Long	Description	1 HEJ003				
Category	Human Resou	rce / Employee / Employee Job / HEJ003				
Description	implementation	ong Description is the more detailed description of the employee's job code (HEJ001). Note: With the on of ADP, this element contains the same information as the Job Title element (HEJ002), however, (pre-2009) will differ.				
Data Type	Character					
Length	64					
Format						
Collection Period	Weekly					
Business Practices	Practitioner P	Practitioner Process: Knowledge Article USGKB0011469				
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider	PeopleSoft				
	Table	PS_JOBCODE_TBL				
	Column	DESCR				
	Page	Job Code Profile				

	Navigation	Set	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table					
Effective Terms		2005 one)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	JOB_CODE	JOB_TITLE_LONG_DESC					
Change History	Date		Notes					
	Jan 1, 2005	New Ele	Element					
	Nov 6, 200	9 Added A	dded ADP Translations.					
	Jul 30, 201	8 ADP Ele	ment Name: DESCR; A	DP Table: JOBCODE_TBL				
	Jul 30, 201	8 Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	8 Old PS P	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Description					
	Jul 30, 201	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCRLONG						
	Jul 12, 202	2 Element	Element reviewed and updated					

Job Code Effe	ctive Da	te		HEJ005					
Category	Human Resource / Employee / Employee Job / HEJ005								
Description	The Job Code Effective Date is the earliest date the employee was assigned to a specific job code. If an employee is rehired in the same job code, the job code effective date will not be the date of the current employment period for that job code, but rather the date of the initial employment period for that job code. This field is labeled "Entry Date" in OneUSG Connect.								
Data Type	Date								
Length	8								
Format	MMDDY	ΥY							
Collection Period	Weekly								
Business Practices	Practitioner Process: Knowledge Article USGKB0011646								
Validation Rules	Status: Active								
	Severit	rity Code		Description					
	Error VHEJ		Job Code Effective Date cannot be null.						
Valid Values	(None)								
Data Source	Provider		Peop	oleSoft					
	Table		PS_JOBCODE_TBL						
	Column		EFFDT						
	Page		Job Information						
	Navigation		Workforce Administration > Job Information > Job Data						
Effective Terms	Start:	012005							

	End: (None)										
Target Fields	Target Type	Table Name	Column Name								
	DWH JO	OB_CODE_LIST	JOB_CODE_EFF_DATE								
Change History	Date			Notes							
	Jan 1, 2005	New Eleme	New Element								
	Nov 6, 2009	Added ADI	Added ADP Translations.								
	Jul 30, 2018	ADP Eleme	ADP Element Name: JOB_ENTRY_DT; ADP Table: JOB								
	Jul 30, 2018	Old PS Mer	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee								
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Effective Date									
	Jul 30, 2018	Old PS Tab	Old PS Table: PS_JOB; Old PS Table Field: EFFDT								
	Oct 25, 2022	Element re	Element reviewed and updated								

EEO-1 Job Cat	egory	НЕЈ006									
Category	Human Resource / Employee / Employee Job / HEJ006										
Description	The EEO-1 Category is assigned based on Job Codes for Equal Employment Opportunity reporting. This element is used to store historical information only.										
Data Type	Character										
Length	30										
Format											
Collection Period	Weekly										
Business Practices	Practitioner Pro	ocess: Knowledge Article USGKB0011469									
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	PeopleSoft									
	Table	PS_JOBCODE_TBL									
	Column	EEO1CODE									
	Page	N/A									
	Navigation	N/A									
Effective Terms	Start: 012005	5									
	End: 082009	9									
Target Fields	Target Type Table Name Column Name										
	DWH JOB_	_CODE EEO_1_CAT									
Change History	Date	Notes									
	Jan 1, 2005	New Element									
	Nov 6, 2009 A	Added ADP Translations.									

Date	Notes
Jul 30, 2018	ADP Element Name: EEO-1_CODE; ADP Table: JOBCODE_TBL
Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: EEO Class
Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: EEO1CODE
Dec 5, 2023	Element reviewed and updated

IPEDS Code			нејс	007								
Category	Human Res	ource / E	imployee / Employee Job / HEJ007									
Description	The IPEDS code is assigned to PeopleSoft Job Codes when the job code is set-up. The job code is then assigned to the employee. This element is used to store historical information only. For more information about IPEDS codes, see IPEDS reporting documentation at https://www.usg.edu/research/reporting_resources/hrdm_data.											
Data Type	Character	Character										
Length	1											
Format												
Collection Period	Weekly											
Business Practices	Practitione	er Process	s: Knowledge Article USGKB0011469									
Validation Rules	Status: Act	ive										
	Severity	Code	e Description									
	Error	VHEJ00	07 IPEDS Code cannot be null.									
Valid Values	(None)											
Data Source	Provider		PeopleSoft									
	Table		PS_JOBCODE_TBL									
			EEO6CODE									
	Page		N/A									
	Navigation		N/A									
Effective Terms	Start: 012005											
		32009										
Target Fields	Target Type	Table Nar	me Column Name									
0.00	DWH	JOB_COD										
Change History	Date		Notes									
	Jan 1, 2005 Ne		New Element									
	Nov 6, 2009 Add		Added ADP Translations.									
	Jul 30, 2018 AD		ADP Element Name: EEO6CODE; ADP Table: JOBCODE_TBL									
	Jul 30, 201	8 Old P	old PS Page: Job Code Profile; Old PS Page Field Name: IPEDS-S Job Category									
	Jul 30, 201	8 Old P	PS Table: PS_JOBCODE_TBL; Old PS Table Field: IPEDSSCODE									
	Dec 5, 202	3 Eleme	ent reviewed and updated									

USG Job Cate	gory Code	(BCAT)			HEJ00				
Category	Human Resource / Employee / Employee Job / HEJ008								
Description	The BCAT Codes are USG-specific job category codes and make up the first three digits of the job code (HEJ001).								
Data Type	Character								
Length	6								
Format									
Collection Period	Weekly								
Business Practices			nowledge Article US sg.edu/hr/classificati						
Validation Rules	(None)								
Valid Values	For current	: PS valid va	alues and PS to HRDI	M translation	s see:				
	PeopleSoft	to HRDM '	Valid Values Mappin	g					
			Code		Description				
	See PeopleSe	oft to HRDM \	/alid Value Mapping repo	ort for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions				
Data Source	Provider	Peo	PeopleSoft						
	Table		PS_JOBCODE_TBL, PS_JOB						
	Column J		JOBCODE						
	Page	Job	Job Code Profile						
	Navigation	Set	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table						
Effective Terms	Start: 012	2005							
	End: (No	one)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	JOB_CODE	CODE USG_JOB_CAT_CODE						
Change History	Date		Notes						
	Jan 1, 2005	New Ele	New Element						
	Jul 30, 2018	Old PS F	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Function Code						
	Jul 30, 2018		d PS Table: HRREF_USG_JOB_CODES_VW / HRREF_BCODE_VW; Old PS Table Field: USG_JOB_DESC DESCRIPTION						
	Mar 8, 202	2 Element	reviewed and upda	ted					

USG Job Category Description						
Category	Human Resource / Employee / Employee Job / HEJ009					
Description	The USG Job Category Description is the description of the USG Job Category Code (HEJ008).					
Data Type	Character					
Length	30					
Format						

Collection Period	Weekly								
Business Practices	Practitioner Process: Knowledge Article USGKB0011600								
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider		Peop	oleSoft					
	Table		PS_I	BOR_HR_BCAT_TB	L				
	Column		DESCR						
	Page		Job Code Profile						
	Navigation		Set Up HCM > Foundation Tables > Job Attributes > Job Code Table						
Effective Terms	Start: 0	12005							
	End: (I	None)							
Target Fields	Target Type	Table	Name	Column Name					
	DWH	JOB_C	ODE	USG_JOB_CAT_DESC					
Change History	Date		Notes						
	Jan 1, 2005 Nev		New Element						
			Old PS Table: Does not reside in PS values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml						
	Dec 5, 2023 Elemen		ment	ment reviewed and updated					

USG Job Sub-	-Category Code	HEJ010									
Category	Human Resource / Employee / Employee Job / HEJ010										
Description	The USG Job Sub-Category Code is the fourth digit of the Job Code (HEJ001).										
Data Type	Character										
Length	1										
Format											
Collection Period	Weekly										
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 https://www.usg.edu/hr/assets/hr/documents/masterBCAT.pdf										
Validation Rules	(None)										
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:										
	PeopleSoft to HRDM Valid Values Mapping										
	Code Description										
	1 Distinguished University Chair										
	2 Distinguished Chair										
	3 Distinguished Professor										

	Code	Descrip	tion		
		tinguished Sch			
		med Professor			
		Named Chair			
	9 Em	Eminent Scholar			
	A Ac	Acting			
	B Ad	Adjunct			
		prentice			
	D Ass	Assistant			
	E Ass	Associate			
	F Cli	Clinical Emeritus			
	H Em				
	I Lea	ised			
	J Exe	Executive			
	K De	Deputy Head Interim			
	L He				
	M Int				
	N Int	Intermediate			
	O M0	MCG Athens Expansion Faculty			
		Leader			
	Q Pul	Public Service			
		Part-Time			
		Regents			
		search			
		nior			
		mporary			
		iting			
		(none)			
		ot used)			
	Z Rel	nired Retiree			
Data Source	Provider	Pec	pleSoft		
	Table		JOBCODE_TBL		
	Column		BCODE		
	Page	N/A			
	Navigation	n N/A	+		
Effective Terms	Start: 0	12005			
		None)			
Target Fields	Target Type				
	DWH	JOB_CODE	USG_JOB_SUB_		
Change History	Date				
	Jan 1, 200	5 New E	lement		

Date	Notes
Jul 30, 2018	Old PS Table: Does not reside in PS values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml
Feb 14, 2023	Element reviewed and updated

USG Job Sub-	Category D	escripti	on				HEJ011				
Category	Human Resource / Employee / Employee Job / HEJ011										
Description	The USG Job Sub-Category Description is the description of the USG Job Sub-Category Code (HEJ010).										
Data Type	Character										
Length	30										
Format											
Collection Period	Weekly										
Business Practices		Practitioner Process: Knowledge Article USGKB0011600 https://www.usg.edu/hr/assets/hr/documents/masterBCAT.pdf									
Validation Rules	(None)										
Valid Values	(None)										
Data Source	Provider	HRD	HRDM								
	Table	HRR	HRREF_BCAT_SUBCAT								
	Column	SUB	SUBCAT_DESC								
	Page	N/A	N/A								
	Navigation	N/A	N/A								
Effective Terms	Start: 0120 End: (Non										
Target Fields	Target Type Table Name Column Name DWH JOB_CODE USG_JOB_SUB_CAT_DESC										
Change History	Date		Notes								
	Jan 1, 2005	New Ele	New Element								
	Jul 30, 2018		Old PS Table: Does not reside in PS values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml								
	Oct 25, 2022	Element	ement reviewed and updated								

Salary Plan	HEJ012
Category	Human Resource / Employee / Employee Job / HEJ012
Description	The Salary Plan, associated with the position, shows the type of salary administration plan (also known as the institutional compensation plan) the employee is currently on.
Data Type	Character

Length	6							
Format								
Collection Period	Weekly	Weekly						
Business Practices	HRAP_ Admin https://	https://www.usg.edu/hr/assets/hr/hrap_manual/ HRAP_Salary_Increase_Administration_Process_Classification,_Compensation,_and_Payroll.pdf: Salary Increase Administration Process section https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Wage_and_Salary_Administration_Policy_Classification %2C_Compensation%2C_and_Payroll.pdf: Wage and Salary Administration Policy section						
Validation Rules	Status:	Active						
	Seve	rity	Code		Description			
	Error	V	HEJ012	Salary Pla	an must be a valid value.			
Valid Values				lid values (ations see:	including historical values which may no longer be active).	For current PS valid values		
	People	Soft to	HRDM V	alid Value	5 Mapping			
	Code		Description	on				
	BBP	Broadba	nd Pay Pla	n				
	CSP	Classifie	d Salary Pla	an				
	FAC	Faculty S	Salary Adm	inistration				
	GRDA	Grade St	ructure A					
	GRDB	Grade St	ructure B					
	GRDC	Grade St	ructure C					
	RET	Retirees						
Data Source	Provider Pe			oleSoft				
	Table		PS_J	OBCODE_	ΓBL			
	Columi	n	SAL_	_ADMIN_P	LAN			
	Page		Defa	ult Compe	nsation			
	Naviga	tion	Set u	ıp HCM > I	Foundation Tables > Job Attributes > Job Code Table			
Effective Terms	Start:	01200	5					
	End:	(None						
Target Fields	Target T	ype Tab	le Name	Column Nar	ne			
	DWH	JOB	_CODE	SALARY_PLA	NN .			
Change History	Da	ite			Notes			
	Jan 1, 2	2005	New Ele	New Element				
	Nov 6,	2009	Added A	Added ADP Translations.				
	Jul 30,	2018	ADP Ele	ment Nam	e: SAL.ADMIN.PLAN; ADP Table: JOBCODE_TBL			
	Jul 30,	2018	Old PS F	Page: Salary	Plan; Old PS Page Field Name: Salary Administration Plan			
	Jul 30,				OBCODE_TBL; Old PS Table Field: SAL_ADMIN_PLAN			
					and updated			
					•			

Contract Leng	gth					HEJ013			
Category	Human Reso	Human Resource / Employee / Employee Job / HEJ013							
Description		The Contract Length is the contract length of the employee. This field is not available in OneUSG Connect. This element sused to store historical information only.							
Data Type	Character								
Length	3								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	Status: Act	ive							
	Severity	Code			Description				
	Error	VHEJ013	Contract	Length must be vali	id value.				
Valid Values		all HRDM va HRDM trans		ncluding historical	values which may no longer be active). For cu	urrent PS valid values			
	PeopleSoft	to HRDM	/alid Values	Mapping					
	Code De	escription							
	0 Not	Applicable	plicable						
	1 <9 N	Month							
		Month							
	3 11-1	2 Month							
Data Source	Provider	N/A							
	Table	N/A							
	Column	N/A	N/A						
	Page	N/A	N/A						
	Navigation	N/A							
Effective Terms	Start: 01	2005							
		2009							
Target Fields	Target Type	Table	Name	Column Name					
	DWH	EMPLOYMEN	T_CONTRACT	CONTRACT_LENGTH					
Change History	Date				Notes				
	Jan 1, 2005	New El	New Element						
	Jul 30, 201	8 Old PS	Menu Path:	Workforce Adminis	stration, Increase Workforce, Hire Employee				
	Jul 30, 201	8 Old PS	Page:Employ	ment Information;	Old PS Page Field Name: Contract Length				
	Jul 30, 201	8 Old PS	Table: PS_EI	MPLOYMENT; Old F	S Table Field: CONTRACT_LENGTH				
	Oct 25, 202	22 Elemen	t reviewed a	ind updated					

Contract Leng	gth Descrip	tion			HEJ014				
Category	Human Resource / Employee / Employee Job / HEJ014								
Description		The Contract Length Description is the description of the Contract Length (HEJ013) of the employee This field is not available in OneUSG Connect. This element is used to store historical information only.							
Data Type	Character								
Length	30								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider	1	N/A						
	Table		N/A						
	Column	1	N/A						
	Page		N/A						
	Navigation	1	N/A						
Effective Terms	Start: 012	005							
	End: 082	009							
Target Fields	Target Type	1	Table Name	Column Name					
	DWH	MPLOYE	EMENT_CONTRACT	CONTRACT_LENGTH_DESC					
Change History	Date		Notes						
	Jan 1, 2005	New	New Element						
	Jul 30, 2018		Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query; Old PS Page Field Name: N/A						
	Jul 30, 2018	Old	PS Table: PSXLA	TITEM; Old PS Table Fiel	d: XLATLONGNAME				
	Oct 25, 202	2 Elen	nent reviewed an	nd updated					

Fulltime Empl	oyment Indicator HEJ015
Category	Human Resource / Employee / Employee Job / HEJ015
Description	This is the indicator which designates whether an employee is full-time or part-time. Positions with 1.00 FTE/40 standard hours will be set to full-time. Positions with less than 1.00 FTE/less than 40 standard hours will be set to part-time.
Data Type	Character
Length	1
Format	
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011800, USGKB0011546 Note: Full-time status is based on FTE and is separate from benefits eligibility (which is based on standard hours).

Validation Rules	Status: Active							
	Seve	rity (Code	Description				
	Error	VHI	EJ015 Fulltime E	mployment Indicator must	be Y or N.			
Valid Values			DM valid values (ii I translations see:	ncluding historical values w	hich may no longer be active). For current PS valid value			
	People	Soft to H	RDM Valid Values	Mapping				
	Code	Description	1					
	N	Part-Time						
	Υ	Full-Time						
Data Source	Provide	er	PeopleSoft					
	Table		PS_JOB					
	Columi	n	FULL_PART_TIME					
	Page		Job Information					
	Naviga	tion	Workforce Administration > Job Information > Job Data					
Effective Terms	Start:	012005						
	End:	(None)						
Target Fields	Target T	ype	Table Name	Column Name				
	DWH	EMPL	OYMENT_CONTRACT	FULLTIME_EMPLOYMENT_IND				
Change History	Da	te			Notes			
	Jan 1, 2	2005 Ne	ew Element					
	Nov 6,	2009 Ad	ded ADP Translations.					
	Jul 30,	2018 A	OP Element Name:	P Element Name: FULL_PART_TIME; ADP Table: JOB				
	Jul 30,	2018 OI	d PS Menu Path: V	PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30,		d PS Page: Job Info Position Data	PS Page: Job Information; Old PS Page Field Name: Full/Part - Hard-coded based on what is entered osition Data				
	Jul 30,	2018 OI	d PS Table: PS_JO	B; Old PS Table Field: FULL_	РТ			
	Mar 8,	2022 Ele	ement reviewed ar	nd updated				

Regular Emplo	oyment Indicator	HEJ016
Category	Human Resource / Employee / Employee Job / HEJ016	
Description	The Regular Employment Indicator shows whether an employee is a regular employee or a temporary employee.	
Data Type	Character	
Length	1	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0011647	

Validation Rules	Status: Act	ive					
	Severity	Code		Description			
	Error	VHEJ016	HEJ016 Regular Employment Indicator must be Y or N.				
Valid Values		all HRDM va HRDM trans		cluding historical values wh	nich may no longer be active). For current PS valid values		
	PeopleSof	t to HRDM V	alid Values N	<u>Mapping</u>			
	Code Des	cription					
	N Ten	porary					
	Y Reg	ular					
Data Source	Provider	Peop	leSoft				
	Table	PS_J	ОВ				
	Column	REG	_TEMP				
	Page	Desc	Description				
	Navigation	_	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info				
Effective Terms	Start: 01	2005					
	End: (N	one)					
Target Fields	Target Type	Table	Name	Column Name			
	DWH	EMPLOYEMEN	IT_CONTRACT	REGULAR_EMPLOYMENT_IND			
Change History	Date				Notes		
	Jan 1, 2005	New Elei	ew Element				
	Nov 6, 200	9 Added A	dded ADP Translations.				
	Jul 30, 201	8 ADP Eler	ADP Element Name: REG_TEMP; ADP Table: JOB				
	Jul 30, 201	8 Old PS N	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30, 201		Old PS Page: Job Information; Old PS Page Field Name: Regular/Temporary - Hard-coded based on what sentered in Position Data				
	Jul 30, 201	8 Old PS T	able: PS_JOB	; Old PS Table Field: REG_T	TEMP		
	Jul 12, 202	2 Element	reviewed an	d updated			

Position Descr	Position Description HEJO				
Category	Human Resource / Employee / Employee Job / HEJ017				
Description	The Position Description provides a description of the employee's position number (HEJ018).				
Data Type	Character				
Length	128				
Format					
Collection Period	Weekly				
Business Practices	Practitioner Process: Knowledge Article USGKB0011647				

Validation Rules	(None)				
Valid Values	(None)				
Data Source					
Data source	Provider	PeopleSoft			
	Table	PS_BOR_POS_TITLES			
	Column	DESCR			
	Page	Description			
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info			
Effective Terms	Start: 01200	15			
	End: (None	:)			
Target Fields	Target Type Tal	ble Name Column Name			
	DWH PO	SITION POSITION_DESC			
Change History	Date	Notes			
	Jan 1, 2005	New Element			
	Nov 6, 2009	Added ADP Translations.			
	Jul 30, 2018	DP Element Name: DESCR; ADP Table: POSITION_DATA			
		Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected			
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR			
	Jul 12, 2022	Element reviewed and updated			

Position Num	ber		HEJ018				
Category	Human Reso	ource / Emp	loyee / Employee Job / HEJ018				
Description	The Position	Number is	an 8-character identification that represents the employee's position.				
Data Type	Character						
Length	11						
Format							
Collection Period	Weekly	Weekly					
Business Practices	The Position position is a	Practitioner Process: Knowledge Article USGKB0011647 The Position Number is auto assigned by OneUSG Connect when the position is created. The exceptions are when the position is a dual appointment, borrowed, or survivor position. In those cases, a number is assigned by the practitioner and includes a letter at the beginning of the number (D, B, or S + 7 digits).					
Validation Rules	Status: Active						
	Severity	Code	Description				
	Error VHEJ018		Position Number must be listed in institutional position table.				
Valid Values	(None)	(None)					

Data Source	Provider	Pe	opleSoft				
	Table	PS	PS_JOB				
	Column	PC	SITION_NBR				
	Page	De	scription				
	Navigation		Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info				
Effective Terms	Start: 01	12005					
	End: (N	lone)					
Target Fields	Target Type	Table Nam	e Column Name				
	DWH	POSITION	POSITION_NBR				
Change History	Date			Notes			
	Jan 1, 200	5 New E	w Element				
	Nov 6, 200	09 Added	ded ADP Translations.				
	Jul 30, 201	8 ADP El	PP Element Name: POSITION_NBR; ADP Table: JOB				
	Jul 30, 201	8 Old PS	d PS Menu Path: Workforce Administration, Job Data				
	Jul 30, 201	8 Old PS	old PS Page: Work Location; Old PS Page Field Name: Position Number				
	Jul 30, 201	8 Old PS	Table: PS_POSIT	TION_DATA / PS_JOB; Old PS Table Field: POSITION_NBR			
	Jul 12, 202	22 Elemei	nt reviewed and	updated			

Standard Hou	ırs Week	HEJ019					
Category	Human Resour	Human Resource / Employee / Employee Job / HEJ019					
Description		The Standard Hours Week is the number of hours an employee works in a standard week. Standard Hours are based on the employee's position.					
Data Type	Number						
Length	6						
Format							
Collection Period	Weekly	Weekly					
Business Practices	Practitioner Process: Knowledge Article USGKB0011647						
Validation Rules	(None)						
Valid Values	(None)	(None)					
Data Source	Provider	PeopleSoft					
	Table	PS_POSITION_DATA					
	Column	STD_HOURS					
	Page	Description					
	Navigation Organizational Development > Position Management > Maintain Positions/Budgets > Add/Upda Position Info						

Effective Terms	Start: 01200 End: (Non						
Target Fields		osition	Column Name STANDARD_HRS_WEEK				
Change History	Date	Notes					
	Jan 1, 2005	New Element					
	Nov 6, 2009	Added ADP Translations.					
	Jul 30, 2018	ADP Element Name: STD_HOURS; ADP Table: POSITION_DATA					
	Jul 30, 2018		PS Page: Job Information; Old PS Page Field Name: Standard Hours - Hard coded based on Position liber selected				
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: STD_HOURS					
	Oct 25, 2022	Element reviewed and updated					

Action Date			HEJ02					
Category	Human Resource / Employee / Employee Job / HEJ020							
Description	The Action Date is the date that a particular action is input into the source system. For example, if an action is entered for an employee on January 1, regardless of the effective date (HEJ005), the action date for that row will be January 1. The field is labeled 'Date Created' in OneUSG Connect.							
Data Type	Date							
Length	8							
Format	MMDDYYYY							
Collection Period	Weekly							
Business Practices	Practitioner Process: Knowledge Article USGKB0011173, USGKB0012012							
Validation Rules	Status: Active							
	Severity	Code	Description					
	Error	VHEJ020	J020 Action Date must not be out of range.					
Valid Values	(None)							
Data Source	Provider	Peop	oleSoft					
	Table	PS_J	PS_JOB					
	Column	ACT	ACTION_DT					
	Page	Wor	Work Location					
	Navigation	Wor	Workforce Administration > Job Information > Job Data					
Effective Terms	Start: 012	2005						
	End: (No	one)						
Target Fields	Target Type	Table Nar	ne Column Name					
	DWH	EMPLOYEE_P	ROFILE ACTION_DATE					

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ACTION_DT
	Oct 25, 2022	Element reviewed and updated

Action Effecti	ve Date		HEJ021					
Category	Human Resource / Employee / Employee Job / HEJ021							
Description	The Action Effective Date is the date that the HR action becomes effective. For example, if a person's hire date is effective 08/01 then their action effective date would be 08/01. This differs from action date which only notes when the job data row was entered into PeopleSoft. Below is an example: Action: Hire Action Reason: New Hire Action Date: 06/01 Action Effective Date: 08/01							
Data Type	Date							
Length	8							
Format	MMDDYYYY							
Collection Period	Weekly							
Business Practices	Practitioner Process: Knowledge Article USGKB0011646							
Validation Rules	Status: Active							
	Severity	Code	Description					
	Error \		Action Effective Date must not be NULL and must be in range (1/1/1900 to 12/31/2040). Future dated rows will not be extracted into the data mart.					
Valid Values	(None)							
Data Source	Provider	PeopleS	PeopleSoft					
	Table	PS_JOB	PS_JOB					
	Column	EFFDT	EFFDT					
	Page	Work Lo	Work Location					
	Navigation	Workfor	Workforce Administration > Job Information > Job Data					
Effective Terms	Start: 01200 End: (None							
Target Fields	Target Type DWH EM	Table Name	Column Name LE ACTION_EFF_DATE					

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EFFDT
	Mar 8, 2022	Element reviewed and updated

Employee Rec	ord Nu	mbe	r			HEJ022			
Category	Human Resource / Employee / Employee Job / HEJ022								
Description	The Employee Record Number refers to an employee's job number. Employee record 0 is the first job and subsequent jobs are records 1, 2, 3, etc.								
Data Type	Number								
Length	3								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Process: Knowledge Article USGKB0011670, USGKB0011780								
Validation Rules	Status:	Active							
	Sever	ity	Code			Description			
	Error	V	/HEJ022	Employee Record Number cannot be blank.					
Valid Values	(None)								
Data Source	Provide	Peop	PeopleSoft						
	Table		PS_J	PS_JOB					
	Column		EMP	EMPL_RCD					
	Page	Page		Work Location					
	Navigat	Worl	Workforce Administration > Job Information > Job Data						
Effective Terms	Start: 012005)5						
	End: (None)		<u>e</u>)						
Target Fields	Target Ty	Table Nar	ne	Column Name					
	DWH EMPLOYEE_PROFILE EMPLOYEE_RECORD_NBR								
Change History	Date			Notes					
	Jan 1, 2005 N		New Ele	New Element					
	Nov 6, 2009 A		Added A	Added ADP Translations.					
	Jul 30, 2018 A		ADP Ele	ADP Element Name: EMPL_RCD_NBR; ADP Table: BEN_PROG_PARTIC					
	Jul 30, 2	2018	Old PS Menu Path: Workforce Administration, Job Information, Assign Additional Job						

Date	Notes
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Empl Rcd# - Hard coded based on employee record
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EMPL_RCD
Oct 25, 2022	Element reviewed and updated

FTE					HEJ023				
Category	Human Resource / Employee / Employee Job / HEJ023								
Description	Full-Time Equivalency (FTE) is the percentage of a standard 40-hour work week. Range is from 0 to 1.0 with 1.0 meaning 100% full-time.								
Data Type	Number								
Length	7								
Format									
Collection Period	Weekly								
Business Practices	Practitioner Process: Knowledge Article USGKB0011647, USGKB0012193, USGKB0012252, USGKB0011492 FTE is calculated by taking the standard hours per week and dividing it by 40. Example: 20 hours / 40 = .5 FTE. This should never exceed 1.0. Note: For purposes of the HR DED, FTE is separate from benefits eligibility (which is based on standard hours).								
Validation Rules	(None)								
Valid Values	(None)								
Data Source	Provider		PeopleSoft						
	Table		PS_JOB, PS_POSITION_DATA, PS_JOBCODE_TBL						
	Column		STD_HOURS, STD_HOURS						
	Page		Specific Information/Education and Government						
	Navigation		Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info						
Effective Terms	Start: 012005 End: (None)								
Target Fields	Target Type	Tab	ole Name	Column Name					
	DWH	EMPLO'	YEE_PROFILE	FTE					
Change History	Date		Notes						
	Jan 1, 2005 Nev		Jew Element						
			Old PS Page: Job Information; Old PS Page Field Name: FTE - Hard-coded based on what is entered in Position Data						
	Jul 30, 201	8 Old	old PS Table: PS_JOB; Old PS Table Field: FTE						
	Jul 12, 202	2 Elen	lement reviewed and updated						

Action Code				HEJ024
Category	Human	Resource / Emp	loyee / Em	ployee Job / HEJ024
Description	Termin	ation, Pay Rate (Change, etc	ciated with a change to an employee's job record. Examples are Hire, Retirement, . For each HR action, a new row is inserted into the employee's job data. For example, ow with an action code of RET is entered.
Data Type	Charac	ter		
Length	3			
Format				
Collection Period	Weekly	,		
Business Practices	Practit	ioner Process: K	nowledge <i>F</i>	Article USGKB0011655
Validation Rules	Status	: Active		
	Seve	erity Code		Description
	Error	VHEJ024	Action C	ode and Action Reason Code has to be a valid combination.
Valid Values	and P	S to HRDM trans	lations see:	
		eSoft to HRDM \		s wapping
	Code	Descript		
	ADD	Add Non-Employe	e	
	ADL	Additional Job Assignment Compl	etion	
	ASG	Assignment	Ction	
	AWD	Award - Monetary		
	AWH	Award - Non Mone	etary	
	BNP	Beginning of the N	otice Period	
	BON	Bonus		
	CNV	Conversion		
	СОМ	Completion		
	DEM	Demotion		
	DET	Detail		
	DTA	Data Change		
	EDT	End of Detail		
	EXT	Extension of NTE D	ate	
	FSC	Family Status Chan	ge	
	HIR	Hire		
	INT	Completion of Intr	oductory Per	
	JED	Earnings Distribution	on Change	
	JRC	Job Reclassification	1	
	LOA	Leave of Absence		
	LOF	Layoff		
	LTD	Long Term Disabili	ty With Pay	
	LTO	Long Term Disabili	ty	

	Code	[Description	
	PAY	Pay Rate Ch	hange	
	PLA	Paid Leave	of Absence	
	POS	Position Ch	nange	
	PRB	Probation		
	PRC	Completion	n of Probation	
	PRE	FPS Prehire	e	
	PRO	Promotion	l	
	PSF	Change of	Pay System	
	REC	Recall from	n Suspension/Lay	off
	REH	Rehire		
	RET	Retirement	t	
	RFA	Return from	m Temp Assignm	ent
	RFD	Return Fro	m Disability	
	RFL	Return from	m Leave	
	RNW	Renewal		
	RTS	Return to S	Substantive Job	
	RWB		m Wrk Break	
	RWP	Retirement		
	STD		n Disability With I	Pay
	STO	Short Term		
	SUB	Hold Subst		
	SUS	Suspension		
	SWB	Short Work		
	TAS		/ Assignment	
	TDL		Detail Assignmen	
	TER	Terminatio	d With Benefits	
	TWP	Terminatio		
	XFR	Transfer	ni vviui Fay	
	NI IV	TTATISTET		
Data Source	Provide	er	PeopleSoft	
	Table		PS_JOB	
	Colum	n	ACTION	
	Page		Work Local	ion
	Naviga	tion		Administration > Job Information > Job Data
Effective Terms	Chart	012005	1	
	Start:			
	End:	(None)		
Target Fields	Target 1	Гуре Т	able Name	Column Name
	DWH	EMPL	OYEE_PROFILE	ACTION_CODE_KEY (links to ACTION_CODE in ACTION_CODE t
Change History	Da	ate		Notes
	Jan 1,	2005 N	New Element	

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Data
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Action
Jul 30, 2018	Old PS Table: PS_ACTION_XLAT_VW; Old PS Table Field: ACTION
Feb 14, 2023	Element reviewed and updated

Action Code I	Description	HEJ025
Category	Human Resource	/ Employee / Employee Job / HEJ025
Description		Description is the description of the Action Code (HEJ024; e.g., Action Code of "TER" has an Action of "Termination").
Data Type	Character	
Length	30	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Proc	ess: Knowledge Article USGKB0011655
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	STGHR.HRREF_PSXLATITEM_VW
	Column	XLATLONGNAME
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012005	
	End: (None)	
Target Fields	0 31	e Name
Change History	Date	Notes
	Jan 1, 2005 N	ew Element
	Jul 30, 2018 O	ld PS Page: Work Location; Old PS Page Field Name: Action
	Oct 25, 2022 Ele	ement reviewed and updated

Action Reason	Code	HEJ026
Category	Human Resource / Employee / Employee Job / HEJ026	

Description	terminat Action C Action R	ed (Acti ode: TEF eason C	on Code R ode: RES	e) due to resignation (Action Re	particular action. In the example below, a ason).	an employee is
Data Type	Characte	er				
Length	3					
Format						
Collection Period	Weekly					
Business Practices	Practitio	oner Pro	cess: Kn	owledge Article USGKB0011655	5	
Validation Rules	Status:	Active				
	Severi	ity	Code		Description	
	Error	VH	EJ026	Action Reason Code cannot be	e null.	
Valid Values	For cur	rent PS v	/alid val	ues and PS to HRDM translation	s see:	
	People	Soft to H	IRDM V	alid Values Mapping		
				Code	Description	
	See Peo	pleSoft to	HRDM Va	lid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping rep	ort for all descriptions
Data Source	Provide	r	Peop	leSoft		
	Table		PS_JC)B		
	Column		ACTIO	ON_REASON		
	Page		Work	Location/Reason		
	Navigat	ion	Work	force Administration > Job Info	rmation > Job Data	
Effective Terms	Start:	012005	1			
	End:	(None)				
Target Fields	Target Ty		ole Name	Column Name ACTION_REASON_CODE		
Change History	Dat	e		Not	es	
	Jan 1, 2	005 N	ew Elen			
	Nov 6, 2	2009 A	dded Al	OP Translations.		
	Jul 30, 2	2018 A	DP Elem	ent Name: ACTION_REASON; A	ADP Table: JOB	
	Jul 30, 2			ge: Work Location; Old PS Page		
	Jul 30, 2	2018 O	ld PS Ta	ble: PS_ACTION_REASON_TBL	; Old PS Table Field: ACTION_REASON	
	Mar 8, 2	2022 EI	lement i	reviewed and updated		

Action Reason	n Description HE	J027
Category	Human Resource / Employee / Employee Job / HEJ027	

Description	employee is tern Action Code: TE Action Reason C					
Data Type	Character					
Length	30					
Format						
Collection Period	Weekly					
Business Practices	Practitioner Pro	ocess: Knowledge Article USGKB0011655				
Validation Rules	(None)					
Valid Values	(None)					
Data Source	Provider	HRDM				
	Table	STGHR.HRREF_ACTION_CODE_VW				
	Column	DESCR				
	Page	N/A				
	Navigation	N/A				
Effective Terms	Start: 012005					
	End: (None)					
Target Fields	Target Type Ta	ble Name Column Name				
	DWH ACT	ION_CODE ACTION_REASON_DESC				
Change History	Date	Notes				
	Jan 1, 2005	New Element				
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason				
	Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: DESCR				
	Oct 25, 2022	Element reviewed and updated				

FLSA Status	HEJ028
Category	Human Resource / Employee / Employee Job / HEJ028
Description	FLSA (Fair Labor Standards Act) Status is the exempt or non-exempt designation related to the position responsibilities and eligibility for overtime pay in accordance with the Department of Labor FLSA regulations.
Data Type	Character
Length	2
Format	
Collection Period	Weekly
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 https://www.dol.gov/agencies/whd/flsa

Validation Rules	Status: Ad	tive				
	Severity	Code	e		Description	
	Error	VHEJ02	28 FLSA	Status must be	a valid value.	
Valid Values		all HRDM HRDM tra			storical values which may no longer	be active). For current PS valid values
	<u>PeopleSo</u>	ft to HRDI	M Valid Va	alues Mapping		
	Code	Descriptio	n			
	A Ad	ministrative				
	E Ex	ecutive				
	M Ma	nagement				
	N No	nexempt				
	Ο Οι	itside Salesp	erson			
	P Pro	ofessional				
	X No	FLSA Requi	red			
Data Source	Provider	Р	eopleSoft			
	Table	P	S_JOB			
	Column	F	LSA_STAT	US		
	Page	Jo	ob Inform	ation/USA		
	Navigatio	n V	Vorkforce	Administration	> Job Information > Job Data	
Effective Terms	Start: 0	12005				
	End: (None)				
Target Fields	Target Type	e Table	Name	Column Name		
	DWH	EMPL_MI	SC_CODES	FLSA_STATUS		
Change History	Date			1	Notes	
	Jan 1, 200)5 New	Element			
	Nov 6, 20	09 Adde	d ADP Tra	nslations.		
	Jul 30, 20	18 ADP	Element N	ame: LONGNAN	ИЕ; ADP Table: XLATTABLE	
	Jul 30, 20	18 Old P	'S Page: Jo	b Information; C	Old PS Page Field Name: FLSA Status	
	Jul 30, 20	18 Old P	'S Table: P	S_JOB; Old PS T	able Field: FLSA_STATUS	
	Jul 12, 20	22 Elem	ent review	ed and updated		

SETID	нејо29
Category	Human Resource / Employee / Employee Job / HEJ029
Description	The SETID is a five-digit identification code used to identify a USG entity (college/university or System Office). The first three digits of the SETID are the PeopleSoft Company Code, followed by two additional zeroes. For example, SETID (51000) is the PeopleSoft Company Code (510).
Data Type	Character
Length	5

Format		
Collection Period	Weekly	
Business Practices		oner Process: USGKB0011587 /www.usg.edu/consolidation
Validation Rules	(None)	
Valid Values		are all HRDM valid values (includin to HRDM translations see:
	<u>People</u>	Soft to HRDM Valid Values Mappir
	Code	Description
	03000	Georgia Institute of Technology
	09000	Georgia State University
	12000	Augusta University
	18000	University of Georgia
	21000	Albany State University
	22000	Albany State University
	24000	Armstrong State University
	27000	Augusta State University
	28000	Clayton State University
	30000	Columbus State University
	33000	Fort Valley State University
	36000	Georgia College & State University
	39000	Georgia Southern University
	40000	Georgia Gwinnett College
	42000	Georgia Southwestern State University
	43000	Kennesaw State University
	45000	North Georgia College & State University
	48000	Savannah State University
	50000	Southern Polytechnic State University
	51000	Valdosta State University
	53000	University of North Georgia
	54000	University of West Georgia
	57000	Abraham Baldwin Agricultural College
	61000	Atlanta Metropolitan State College
	62000	Bainbridge State College
	63000	
	69000	College of Coastal Georgia
		Dalton State College
	70000	Darton State College
	71000	Georgia Perimeter College
	72000	East Georgia State College
	73000	Georgia Highlands College
	75000	Gainesville State College
	76000	Gordon State College

	Code		Description	
	81000	Macon Sta	te College	
	83000	Middle Ge	orgia State Univ	ersity
	84000	Middle Geo	orgia College	
	87000	South Geo	rgia College	
	88000	South Geo	rgia State Colleg	ţе
	89000	Waycross (College	
	98000	University	System Office	
Data Source	Provide	r	PeopleSoft	
	Table			
			PS_JOB	_
	Column		SETID_DEP	Т
	Page		N/A	
	Navigati	ion	N/A	
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Ty	ре Та	ible Name	Column Name
	DWH	EMPLO	OYEE_PROFILE	SETID
Change History	Date	e	Note	2S
	Mar 8, 2	2022 Ele	ment added	to HR DED

Institution Na	me	HEJ030
Category	Human Resourc	e / Employee / Employee Job / HEJ030
Description		Name is the name of the USG entity (college/university or System Office); also known as the PeopleSoft s a description of the SETID (HEJ029).
Data Type	Character	
Length	80	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Pr	ocess: USGKB0011587
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	USGHR.INSTITUTION
	Column	USG_LONG_DESC
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005	5
	End:	(None)	
Target Fields	(None)		
Change History	Date	9	Notes
	Mar 8, 2	2022 E	lement added to HR DED

Job Indicator					HEJ03
Category	Human I	Resource /	Employee	Employee Job / HEJ031	
Description				ether a job record is primary or secondary. Only one job for an emplo or other jobs for an employee should be marked as secondary.	yee should be
Data Type	Characte	er			
Length	1				
Format					
Collection Period	Weekly				
Business Practices	Practitio	oner Proce	ss: Knowle	ge Article USGKB0012284 - Good Vibrations - HR Tips & Trends, USG	(B0012285
Validation Rules	Status:	Active			
	Sever	ity Co	de	Description	
	Error	VHEJ	031 Job	ndicator must be P or S. Cannot be blank.	
	People!	Soft to HR Description	1	see: lues Mapping	
		Not Applicab Primary Job	ile		
		Secondary Jo	b		
Data Source	Provide	r	PeopleSof		
	Table		PS_JOB		
	Column		JOB_INDI	ATOR	
	Page		Work Loca	ion	
	Navigat	ion	Workforce	Administration > Job Information > Job Data	
Effective Terms	Start:	012005			
	End:	(None)			
Target Fields	Target Ty	/pe Tab	le Name	Column Name	
	DWH	EMPLO	YEE_PROFILE	JOB_INDICATOR	

Effective Sequ	ience Number	HEJ032
Category	Human Resource	/ Employee / Employee Job / HEJ032
Description	same effective date effective date and for that employee	tence Number displays the order of the job actions for employees with multiple job actions on the see for the same employee record number. If there are multiple effective sequences for the same employee record number, an employee's status is determined by the max effective sequence number record. If an employee has multiple jobs, then each job (which has its own employee record number) effective sequence numbers.
Data Type	Number	
Length	3	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Proce	ess: Knowledge Article USGKB0011646
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EFFSEQ
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012005	
	End: (None)	
Target Fields	Target Type Ta	ble Name Column Name
	DWH EMPLO	YEE_PROFILE EFF_SEQUENCE
Change History	Date	Notes
	Mar 8, 2022 Ele	ment added to HR DED

IPEDS Occupa	tional Category Code HEJ034
Category	Human Resource / Employee / Employee Job / HEJ034
Description	The IPEDS Occupational Category Code is the code used for Integrated Postsecondary Education Data System (IPEDS) reporting.
Data Type	Character
Length	1
Format	
Collection Period	Weekly

Business Practices		onal codes are based on the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: g.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf
Validation Rules	(None)	
Valid Values		RDM valid values (including historical values which may no longer be active). For current PS valid values If translations see:
	PeopleSoft to H	RDM Valid Values Mapping
	Code	Description
	2 Postsecon	dary Teachers
	A Managem	ent Occupations
	B Business a	nd Financial Operations Occupations
	C Computer	Engineering, and Science Occupations
	D Communit	y, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
	E Graduate	Assistants - Teaching
	H Archivists,	Curators, and Museum Technicians
	J Librarians	and Media Collections Specialists
	L Student ar	d Academic Affairs and Other Education Service Occupations
		Practitioners and Technical Occupations
	N No IPEDS I	
	O Service Oc	
		Administrative Support Occupations
		sources, Construction, and Maintenance Occupations
Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_CODE
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012013	
	End: (None)	
Target Fields	(None)	
Change History	Date	Notes
	Mar 8, 2022 El	ement added to HR DED

IPEDS Occupa	tional Category Description HEJ035
Category	Human Resource / Employee / Employee Job / HEJ035
Description	The IPEDS Occupational Category Description is the description of the IPEDS Occupational Category Code (HEJ034) used for Integrated Postsecondary Education Data System (IPEDS) reporting.
Data Type	Character

Length	30	
Format		
Collection Period	Weekly	
Business Practices		onal category codes are based off of the BCAT (1st 3 digits of the job code, HEJ001) using the following ps://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_DESC
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012013	3
	End: (None)	
Target Fields	(None)	
Change History	Date	Notes
	Mar 8, 2022 E	Element added to HR DED

Salary Plan De	escriptio	n		HEJ038
Category	Human R	Resource	/ Employee / Employee Job / HEJ038	
Description	The Salar	ry Plan De	escription is the description of the salary plan (HEJ012).	
Data Type	Characte	r		
Length	120			
Format				
Collection Period	Weekly			
Business Practices				
Validation Rules	(None)			
Valid Values	(None)			
Data Source	Provider	r	HRDM	
	Table		STGHR.HRREF_SALARY_PLAN_VW	
	Column		DESCR	
	Page		Default Compensation	
	Navigati	on	Set up HCM > Foundation Tables > Job Attributes > Job Code Table	
Effective Terms	Start:	012005		
	End:	(None)		

Target Fields	Target Type	Table Name
	DWH	STGHR.HRREF_SALARY_PLA
Change History	Date	Notes

Payroll

Employee Payroll

Earnings Code	2				HEP00				
Category	Human Reso	ource / Payro	ll / En	nployee Payroll / HEP001					
Description				e type of earnings an emped overtime pay.	oloyee has received. For example, the Earnings Code 'OVT'				
Data Type	Character								
Length	3								
Format									
Collection Period	Weekly								
Business Practices	Practitionel USGKB0018		ocess: Knowledge Article USGKB0011719, USGKB0011714, USGKB0011168, USGKB0012534,						
Validation Rules	Status: Active								
	Severity	Code			Description				
	Error	VHEP001	1 Earnings Code must be valid value.						
Valid Values	For current	: PS valid valı	ues an	d PS to HRDM translation	s see:				
	PeopleSoft	to HRDM Va	ılid Va	llues Mapping					
			Code		Description				
	See PeopleSo	oft to HRDM Va	lid Valu	e Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions				
Data Source	Provider	Peopl	eSoft						
	Table	PS_P/	PS_PAY_ERN_DIST						
	Column	ERNC	ERNCD						
	21.0		Job Data/Job Earnings Distribution						
			rkforce Administration > Job Information > Job Data						
Effective Terms	Start: 012	2005							
	End: (No	one)							
Target Fields	Target Type	Table Nam	ne		Column Name				
	DWH	EMPLOYEE PA	YROLL	EARNINGS CODE KEY (links t	o EARNINGS_CODE in EARNINGS_CODE table)				

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ERNCD_REG_EARNS, ERNCD_REG_HRS, ERNCD_OT_HRS, ERNCD
	Jul 30, 2018	ADP Table: PAY_EARNINGS, PAY_OTH_EARNS
	Jul 30, 2018	Old PS Page: Earnings; Old PS Page Field Name: Earnings Code
	Jul 30, 2018	Old PS Table: PS_PAY_ERN_DIST; Old PS Table Field: ERNCD
	Aug 15, 2023	Element reviewed and updated

Earnings Code	le Description							
Category	Human Resou	rce / Payroll /	Employee Payroll / H	EP002				
Description	The Earnings (Code Descript	ion is the description	of the Earnings Code (HEP001).				
Data Type	Character							
Length	30							
Format								
Collection Period	Weekly							
Business Practices	Practitioner F USGKB00181		ledge Article USGKB00	011719, USGKB0011714, USGKB0	0011168, USGKB0012534,			
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider	PeopleS	PeopleSoft					
	Table	PS_EARI	PS_EARNINGS_TBL					
	Column	DESCR	DESCR					
	Page	Job Data	Job Data/Job Earnings Distribution					
	Navigation	Workfor	Workforce Administration > Job Information > Job Data					
Effective Terms	Start: 0120	05						
	End: (Non	ie)						
Target Fields	Target Type	Table Name	Column Name					
	DWH EARNINGS_CODE		EARNINGS_CODE_DESC					
Change History	Date		Notes					
	Jan 1, 2005	New Eleme	ew Element					
	Jul 30, 2018	Old PS Page	old PS Page: Earnings Table; Old PS Page Field Name: Description					
	Jul 30, 2018	Old PS Tabl	e: PS_EARNINGS_TBL	; Old PS Table Field: DESCR				
	Aug 15, 2023	Element rev	viewed and updated					

Annual Base E	Benefit Ra	ate			HEPOC				
Category	Human Re	source /	Payroll / Er	mployee Payroll / HEP003					
Description			se Benefit Rate, also known as ABBR, is used to calculate the amount of benefits coverage is used if the employee is eligible for life insurance and/or disability benefits.						
Data Type	Number								
Length	10.2								
Format									
Collection Period	Weekly								
Business Practices	Practition	er Proce	ess: Knowle	dge Articles USGKB0012216, USGKB0012133, and USGKB0011714					
Validation Rules	Status: Ac	tive							
	Severity Code		ode	Description					
	Error VHEP0		P003 Ann	ual Base Benefit Rate cannot be blank.					
Valid Values	(None)								
Data Source	Provider		PeopleSoft						
	Table			PS_JOB					
	Column		ANNL_BENEF_BASE_RT						
	Page		Benefit Program Participation/Annual Benefits Base Rate						
	Navigation	n	Workforce Administration > Job Information > Job Data						
Effective Terms	Start: 0	12005							
	End: (1	None)							
Target Fields	Target Type	Та	ble Name	Column Name					
	DWH	EMPLO	YEE_PAYROLL	. ANNUAL_BASE_BENEFIT_RATE					
Change History	Date			Notes					
	Jan 1, 200	5 Nev	w Element						
			Added ADP Translations.						
	Jul 30, 20	18 AD	P Element N	Name: ANNL_BENEF_BASE_RT; ADP Table: JOB					
	Jul 30, 20	18 Old	l PS Page: B	enefit Program Participation; Old PS Page Field Name: Annual Benefits Base Rate					
	Jul 30, 20	18 Old	l PS Table: P	PS_JOB; Old PS Table Field: ANNL_BENEF_BASE_RT					
	Mar 8, 20	22 Elei	ment reviev	wed and updated					

Annual Sala	ry HEP004
Category	Human Resource / Payroll / Employee Payroll / HEP004
Description	The Annual Salary is the employee's annual base pay rate plus any annualized additional supplemental pay components (all data entered on the job data panel). Annual salary does not include additional pay panel data.
Data Type	Number
Length	10.2

Format									
Collection Period	Weekly								
Business Practices	Practiti	Practitioner Process: Knowledge Article USGKB0011243, USGKB0011714							
Validation Rules	Status:	Active							
	Sever	ity	Code			Description			
	Error	V	HEP004	Annı	ual Salary cannot	be blank.			
Valid Values	(None)								
Data Source	Provide	r	Peop	leSoft					
	Table		PS_J(
	Column	1	ANN	ANNUAL_RT					
	Page				Compensation/Frequency/Compensation Rate				
	Navigat			Workforce Administration > Job Information > Job Data					
Effective Terms	Start:	01200	5						
	End:	(None	2)						
Target Fields	Target Ty	/pe	Table Nar	me	Column Name				
	DWH		PLOYEE_P <i>A</i>	AYROLL	ANNUAL_SALARY				
Change History	Dat	e				Notes			
			ew Element						
	Nov 6, 2009 Added A		Added A	dded ADP Translations.					
	Jul 30, 2018 ADP E		ADP Elen	ADP Element Name: ANNL_RATE; ADP Table: JOB					
	Jul 30, 2018 Old F		Old PS Pa	age: Co	ompensation; Old	PS Page Field Name: Frequency/Compensation Rate			
	Jul 30, 2	2018	Old PS Ta	able: P	S_JOB; Old PS Tal	ble Field: ANNUAL_RT			
	Mar 8,	2022	Element	review	ed and updated				

Monthly Salar	у	HEP005
Category	Human Resource / Payroll / Employee Payroll / HEP005	
Description	The Monthly Salary is derived from the annual salary (HEP004) and the pay frequency.	
Data Type	Number	
Length	10.2	
Format		
Collection Period	Weekly	
Business Practices	Practitioner Process: Knowledge Article USGKB0011243	
Validation Rules	Status: Active	

	Coverity	Code			Description		
	Severity		Maria	blala Calama aas : +	· ·		
	Error	VHEP005	Monthly Salary cannot be blank.				
Valid Values	(None)						
Data Source	Provider	Peop	leSoft				
	Table	PS_J	ОВ				
	Column	МОМ	NTHLY_	_RT			
	Page	Com	pensat	ion/Monthly Rate			
	Navigation	Worl	Workforce Administration > Job Information > Job Data				
Effective Terms	Start: 01	2005					
		one)					
Target Fields							
rarget rietus	Target Type	Table Nar		Column Name MONTHLY SALARY			
	DVVII	EINIFLOTEE_FA	ATROLL	WONTHLY_SALARY			
Change History	Date				Notes		
	Jan 1, 2005	New Eler	ment				
	Nov 6, 200	9 Added A	dded ADP Translations.				
	Jul 30, 2018	ADP Elen	P Element Name: MONTHLY_RT; ADP Table: JOB				
	Jul 30, 2018	Old PS Pa	PS Page: Compensation; Old PS Page Field Name: Frequency/Compensation Rate				
	Jul 30, 2018	Old PS Ta	able: P	S_JOB; Old PS Tab	le Field: MONTHLY_RT		
	Mar 8, 202	2 Element	review	ed and updated			

Hourly Salary			HEP006							
Category	Human Reso	Human Resource / Payroll / Employee Payroll / HEP006								
Description	The Hourly Salary is the amount earned per hour worked. The hourly rate is calculated based on the employee's annual salary (HEP004) and full-time equivalency (HEJ023).									
Data Type	Number									
Length	10									
Format										
Collection Period	Weekly									
Business Practices										
Validation Rules	Status: Acti	ve								
	Severity	Code	Description							
	Error	VHEP006 Hourly Salary cannot be blank.								
Valid Values	(None)	None)								
Data Source	Provider	rovider PeopleSoft								
	Table	PS_J	ОВ							

	Column		HOURLY_R	T					
	Page		Job Data/Co	ob Data/Compensation tab					
	Navigation	1	Workforce Administration > Job Information > Job Data						
Effective Terms		2005 lone)							
Target Fields	Target Type	1	Table Name	Column Name					
	DWH	EMPL	OYEE_PAYROLL	HOURLY_SALARY					
Change History	Date		Notes						
	Jan 1, 200	5 1	New Element						
	Nov 6, 20)9 A	Added ADP Translations.						
	Jul 30, 201	Jul 30, 2018 A		ADP Element Name: HOURLY_RT; ADP Table: JOB					
	Jul 30, 201	Jul 30, 2018 O		Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	Jul 30, 2018 O		Old PS Page: Compensation; Old PS Page Field Name: Monthly Rate					
	Jul 30, 201	8 (Old PS Table: PS_JOB; Old PS Table Field: HOURLY_RT						
	Aug 15, 20)23 E	lement review	wed and updated	1				

Earnings Year	to Date	2	HEP007							
Category	Human F	Resource	rce / Payroll / Employee Payroll / HEP007							
Description		Year to Dent	Date is the sum of all gross pay for an employee from the beginning of the calendar year through the check.							
Data Type	Number									
Length	10									
Format										
Collection Period	Weekly									
Business Practices										
Validation Rules	Status:	Active	e							
	Severi	ity C	ode	Description						
	Error	VHE	P007	Earnings Year to Date cannot be null.						
Valid Values	(None)									
Data Source	Provide	r	Peop	leSoft						
	Table		PS_E	ARNINGS_BAL						
			GRS_	GRS_YTD						
	Page N/A									
	Navigat	avigation N/A								
Effective Terms	Start:	012005								
	End:	(None)								

Target Fields	Target Type	Table Name EMPLOYEE_PAYROLL	Column Name EARNINGS_YTD						
Change History	Date			Notes					
	Jan 1, 2005	New Element	New Element						
	Nov 6, 200	9 Added ADP Tr	Added ADP Translations.						
	Jul 30, 2018	B ADP Element I	ADP Element Name: GRS_YTD; ADP Table: EARNINGS_BAL						
	Jul 30, 2018	Old PS Page: E	Old PS Page: Earnings Balances; Old PS Page Field Name: Gross Earnings YTD						
	Jul 30, 2018	Old PS Table:	Old PS Table: PS_EARNINGS_BAL; Old PS Table Field: GRS_YTD						
	Aug 15, 20	23 Element review	Element reviewed and updated						

Pay Period Ar	nount		HEP008						
Category	Human Resource / Payroll / Employee Payroll / HEP008								
Description	The pay period amount is the dollar amount that the employee was paid (net pay) in the referenced pay period.								
Data Type	Number								
Length	10.2								
Format									
Collection Period	Weekly								
Business Practices									
Validation Rules	Status: Active	2							
	Severity	Code	Description						
	Error	VHEP008	Pay Period Amount cannot be blank.						
Valid Values	(None)								
Data Source	Provider	Peop	leSoft						
	Table	PS_P	PS_PAY_ERN_DIST						
	Column	EARN	EARNINGS						
	Page	Payc	Paycheck Earnings/Net Pay						
	Navigation	Payro	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck						
Effective Terms	Start: 012005								
	End: (Nor	ne)							
Target Fields	Target Type	Table Nar	ne Column Name						
	DWH E	MPLOYEE_P <i>F</i>	AYROLL PAYPERIOD_AMT						
Change History	Date		Notes						
	Jan 1, 2005	New Eler	New Element						
	Nov 6, 2009	Added A	Added ADP Translations.						
	Jul 30, 2018		nent Name: OT_HRLY_EARNS, REG_HRLY_EARNS, REG_EARNS, OTH_EARNS; ADP Table: NINGS, PAY_OTH_EARNS						

Date	Notes
Jul 30, 2018	Old PS Page: Paycheck Earnings; Old PS Page Field Name: Net Pay
Jul 30, 2018	Old PS Table: PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS
Mar 8, 2022	Element reviewed and updated

Pay Period En	d Date					HEP009					
Category	Human Resource / Payroll / Employee Payroll / HEP009										
Description	The pay period end date is the last day of the pay period for which the employee is being compensated.										
Data Type	Date										
Length	8										
Format	MMDDYYY	Υ									
Collection Period	Weekly										
Business Practices	Practition	er Proce	ess: Knowled	ge Article USGKB001	1530						
Validation Rules	Status: Act	tive									
	Severity	Co	ode		Description						
	Error	VHE	EP009 Pay period End Date must not be NULL and must be in range (1/1/1900 to 12/31/2040).								
Valid Values	(None)										
Data Source	Provider		PeopleSoft								
	Table		PS_PAY_CALENDAR, PS_PAY_CHECK								
	Column		PAY_END_DT								
	Page		Paycheck Earnings/End Date								
	Navigation	ı	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck								
Effective Terms	Start: 01	2005									
	End: (N	d: (None)									
Target Fields	Target Type	Tal	ble Name	Column Name							
	DWH	EMPLO	YEE_PAYROLL	PAYPERIOD_END_DATE							
Change History	Date			Not							
	Jan 1, 200	5 Nev	New Element								
	Nov 6, 200	09 Add	Added ADP Translations.								
	Jul 30, 201	8 ADI	ADP Element Name: PAY_END_DT; ADP Table: PAY_DEDUCTION								
	Jul 30, 201	8 Old	PS Page: Ea	rnings Balances; Old F	PS Page Field Name: Pay Period End						
	Jul 30, 201	8 Old	PS Table: P	S_PAY_CHECK; Old P	S Table Field: PAY_END_DT						
	Mar 8, 202	22 Eler	ment review	ed and updated							

Pay Frequency	y				HEP010					
Category	Human Resource / Payroll / Employee Payroll / HEP010									
Description	Pay frequency is the interval at which an employee receives a paycheck (i.e., monthly, biweekly).									
Data Type	Charact	Character								
Length	5									
Format										
Collection Period	Weekly									
Business Practices	Practiti	oner Pro	ocess: K	nowledge Article USGKB0011243						
Validation Rules	(None)									
Valid Values				alid values (including historical values which may no longer be active). For culations see:	rrent PS valid values					
	<u>People</u>	Soft to H	HRDM \	Valid Values Mapping						
	Code	Descripti	ion							
	А	Annual								
	В	Biweekly								
	D	Daily								
	М	Monthly								
	Q	Quarterly								
	S W	Semimon	tnıy							
		rreenty								
Data Source	Provide	er	Peo	pleSoft						
	Table	Table		PS_PAYGROUP_TBL						
	Column	n	PAY	PAY_FREQUENCY						
	Page		N/A							
	Navigat	tion	Wor	Workforce Administration > Job Information > Job Data						
Effective Terms	Start:	012005	5							
	End:	(None)								
Target Fields	Target T	ype Tabl	le Name	Column Name						
	DWH	PAY	GROUP	PAY_FREQUENCY						
Change History	Da	ite		Notes						
	Jan 1, 2	2005	New Element							
	Nov 6,	2009	Added ADP Translations.							
	Jul 30,	Jul 30, 2018 A		ADP Element Name: PAY_FREQUENCY; ADP Table: PAYGROUP_TBL						
	Jul 30,	2018	Old PS	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee						
	Jul 30,	2018	Old PS	Page: Compensation; Old PS Page Field Name: Frequency						
	Jul 30,	2018	Old PS	Table: PS_PAYGROUP_TBL; Old PS Table Field: PAY_FREQUENCY						
	Aug 15	5, 2023	Elemer	ellement reviewed and updated						

Paygroup Cod	le		HEP011							
Category	Human Resource / Payroll / Employee Payroll / HEP011									
Description	A pay group is a grouping of employees based on shared characteristics such as pay frequency and employee type. Pay groups are used to facilitate payroll processing. An employee's position determines the pay group assignment, which is indicated by the Paygroup Code.									
Data Type	Character									
Length	3									
Format										
Collection Period	Weekly									
Business Practices	Practitioner Prod	cess: Knowledge	Article USGKB0012170							
Validation Rules	Status: Active									
	Severity 0	Code	Description							
	Error VHI	EP011 Paygrou	up Code must be a valid code. Paygroup cannot be blank.							
Valid Values		Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSoft to H	RDM Valid Value	es Mapping							
	Code D	escription								
	B06 Full-time B	iweekly								
	B07 Students									
	B08 Part-time B	-								
		ex Schedule								
	FWS Federal Wo	-								
	M03 Academic F									
	M04 Part-time N									
		ex Schedule								
	MFX Monthly Fa	culty Flex Schedule								
	NPA Non Paid A	ffiliate								
	RET Retirees for	Billing Process								
	RTB Retirees - V	Vorking Biweekly								
	RTM Retirees - V	Vorking Monthly								
	S01 Semi-Mont	hly								
	SUM Summer Fa	culty								
Data Source	Provider	PeopleSoft								
	Table	PS_PAYGROUP_TBL, PS_JOB								
	Column	PAYGROUP								
	Page	Payroll								
	Navigation		date, or view paygroup: Organizational Development > Position Management > cion/Budgets > Add/Update Position Info							

		To v	iew paygroup: Workforce Administration > Job Information > Job Data					
Effective Terms	Start: 01	2005						
	End: (N	lone)						
Target Fields	Target Type	Table Name	Column Name					
	DWH	PAYGROUP	PAYGROUP_CODE					
Change History	Date		Notes					
	Jan 1, 200!	5 New Ele	New Element					
	Nov 6, 200)9 Added A	Added ADP Translations.					
	Jul 30, 201	8 ADP Ele	ADP Element Name: PAYGROUP; ADP Table: JOB, PAYGROUP_TBL					
	Jul 30, 2018		Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee					
	Jul 30, 201	8 Old PS P	Old PS Page: Payroll; Old PS Page Field Name: Pay Group					
	Jul 30, 2018		Old PS Table: PS_PAYGROUP_TBL / PS_PAY_DEDUCTION; Old PS Table Field: PAYGROUP					
	Mar 8, 202	22 Element	reviewed and updated					

Paygroup Sho	rt Desc	ription	HEP012									
Category	Human	Human Resource / Payroll / Employee Payroll / HEP012										
Description		The Paygroup Short Description is a shortened version of the Paygroup Description (HEP017) of the employee's paygroup code (HEP011).										
Data Type	Characte	er										
Length	10											
Format												
Collection Period	Weekly											
Business Practices	Practiti	Practitioner Process: Knowledge Article USGKB0012170										
Validation Rules	(None)	(None)										
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:											
	PeopleSoft to HRDM Valid Values Mapping											
		Description FT Biweek										
	B07	Students										
	B08	PT Biweek										
	BFX	BW Flex										
	FWS	Fd WrkStdy										
	M01	Mo Full										
	M03	Acad Fac										
	M04	PT Month										
	MEX	MEX										

	Code	Descr	iption					
	MFX	MFX						
	NPA	Non F	d Aff					
	RET	RET						
	RTB	Ret-B	W					
	RTM	Ret-N	lonth					
	S01	S01						
	SUM	SUM						
Data Source	Provid	er	Peo	pleSoft				
	Table		PS_	PAYGROUP_TBL				
	Colum	n	DES	CRSHORT				
	Page		N/A	N/A				
	Naviga	ition	N/A	N/A				
Effective Terms	Start:	012	005					
	End:	(No						
	Liid.	(140	110)					
Target Fields	Target 7	Гуре	Table Name	Column Name				
	DWH		PAYGROUP	PAYGROUP_SHORT_DESC				
Change History	Da	ite			Notes			
	Jan 1,	2005	New Ele	ew Element				
	Nov 6	, 2009	Added A	Added ADP Translations.				
	Jul 30,	2018	ADP Ele	ADP Element Name: DESCRSHORT; ADP Table: PAYGROUP_TBL				
	Jul 30,	2018	Old PS I	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee				
	Jul 30,	2018	Old PS I	Page: Payroll; Old PS Pag	ge Field Name: Hard coded based on Paygroup selected			
	Jul 30,	2018	Old PS	Table: PS_PAYGROUP_T	BL; Old PS Table Field: DESCRSHORT			

Retiree Paygro	Retiree Paygroup Indicator HEP0						
Category	Human Resource / Payroll / Employee Payroll / HEP013						
Description	The Retiree Paygroup Indicator shows if the employee is assigned a retiree paygroup. This element is used to store historical information only.						
Data Type	Character						
Length	1						
Format							
Collection Period	Weekly						
Business Practices							
Validation Rules	Status: Active						

	Severity Code Error VHEP01		de	Description						
			Retiree Paygroup Indicator must be Y or N.							
Valid Values		Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:								
	PeopleSo	ft to HR	DM V	alid Values Mapping						
	Code	Descr	iption							
	N No	ot in a retir	ee pay	group						
	Y In	a retiree p	aygrou	ip						
Data Source	Provider		N/A							
	Table		N/A							
	Column		N/A							
	Page		N/A							
	Navigatio	Navigation		N/A						
Effective Terms	Start: 012005									
	End: 0	42017								
Target Fields	Target Type	e Table N	lame	Column Name						
	DWH	PAYGRO	OUP	RETIREE_PAYGROUP_IND						
Change History	Date		Notes							
	Jan 1, 200)5 Ne	New Element							
	Nov 6, 20	009 Ac	Added ADP Translations.							
	Jul 30, 20	18 AE	ADP Element Name: RETIREE_PAYGROUP; ADP Table: PAYGROUP_TBL							
	Jul 30, 20	18 Ol	Old PS Page: Paygroup Table - Definition; Old PS Page Field Name: N/A							
	Jul 30, 20	18 Ol	d PS T	Table: PS_PAYGROUP_TBL; Old PS Table Field: RETIREE_PAYGROUP						
	Aug 15, 2	.023 Ele	ement	t reviewed and updated						

Sick Leave Bal	Sick Leave Balance Hours Year to Date HEP014							
Category	Human Resource / Payroll / Employee Payroll / HEP014							
Description	Sick Leave Balance Hours Year to Date is the number of hours of sick leave available to an employee. This is calculated by subtracting sick leave hours reported as used from sick leave hours accrued.							
Data Type	Number							
Length	6							
Format								
Collection Period	Weekly							
Business Practices								
Validation Rules	Status: Active							

	Severity	Code	Description						
	Error	VHEP014	14 Sick Leave Balance Hours Year to Date cannot be null.						
Valid Values	(None)								
Data Source	Provider	Peop	leSoft						
	Table	PS_L	EAVE_	ACCRUAL					
	Column	USER	BAL,	where PLAN_TYPE = "50"					
	Page	N/A							
	Navigation	N/A	N/A						
Effective Terms	Start: 012	2005							
	End: (No	one)							
Target Fields	Target Type	Table Nar	ne	Column Name					
	DWH	EMPLOYEE_PA	YROLL	SICK_LEAVE_BALANCE_HRS_YTD					
Change History	Date		Notes						
	Jan 1, 2005	New Ele	New Element						
	Nov 6, 200	9 Added	Added ADP Translations.						
	Jul 30, 2018	ADP Ele	ADP Element Name: USER2_NBR; ADP Table: HRUSER_DATA						
	Jul 30, 2018	Old PS F	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box						
	Jul 30, 2018		ld PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + RS_ADJUST_YTD - HRS_TAKEN_YTD						
	Aug 15, 20	23 Element	revie	wed and updated					

Vacation Leav	e Balance	Hours Y	ear to Date HEP015			
Category	Human Reso	Human Resource / Payroll / Employee Payroll / HEP015				
Description	Vacation Leave Balance Hours Year to Date is the number of hours of vacation/annual leave available to an employee. This is calculated by subtracting vacation leave hours reported as used from vacation leave hours accrued (where vacation leave accrual is capped at 360 hours eligible for carryover to the next calendar year).					
Data Type	Number	Number				
Length	6					
Format						
Collection Period	Weekly	Weekly				
Business Practices						
Validation Rules	Status: Active					
	Severity	Code	Description			
	Error	VHEP015	Vacation Leave Balance Hours Year to Date cannot be null.			
Valid Values	(None)					
Data Source	Provider	Peop	leSoft			

	T.1.1.							
	Table Column Page Navigation		PS_LEAVE_ACCRUAL USER_BAL, where PLAN_TYPE = "51"					
			N/A					
			N/A					
Effective Terms	Start: 01	2005	05					
	End: (N	End: (None)						
Target Fields	Target Type Ta		able Name	Column Name				
	DWH	EMPLC	OYEE_PAYROLL	VACATION_BALANCE_HRS_YTD				
Change History	Date		Notes					
	Jan 1, 2005 No		New Element					
	Nov 6, 2009 A		Added ADP Translations.					
	Jul 30, 2018 A		ADP Element Name: USER1_NBR; ADP Table: HRUSER_DATA					
	Jul 30, 201	Jul 30, 2018 O		Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box				
			Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD					
	Aug 15, 20	23 El	Element reviewed and updated					

Military Leave	Balance I	Hours Ye	ar to Date HEP016			
Category	Human Resource / Payroll / Employee Payroll / HEP016					
Description	Military Leave Balance Hours Year to Date is the number of hours of military leave available to an employee. This is a pertake entitlement of leave. Once military leave is requested and approved, hours are automatically deducted from available hours. This element is used to store historical information only. The calendar year for military leave runs October 1st - September 30.					
Data Type	Number	Number				
Length	6					
Format						
Collection Period	Weekly					
Business Practices						
Validation Rules	Status: Active					
	Severity	Code	Description			
	Error	VHEP016	Military Leave Balance Hours Year to Date cannot be null.			
Valid Values	(None)					
Data Source	Provider	Peop	PeopleSoft			
	Table	PS_L	S_LEAVE_ACCRUAL			
	Column	USER	R_BAL, where PLAN_TYPE = "5Z"			
	Page	N/A	4			
	Navigation	N/A				

Effective Terms	Start: 012 End: 082						
Target Fields	Target Type	Table Name	Column Name				
	DWH	EMPLOYEE_PAYROLL	MILITARY_LEAVE_BALANCE_HRS_YTD				
Change History	Date		Notes				
	Jan 1, 2005	New Element					
	Nov 6, 2009	Added ADP Tra	Added ADP Translations.				
	Jul 30, 2018	ADP Element N	P Element Name: USER3_NBR; ADP Table: HRUSER_DATA				
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans					
	Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box					
	Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD					
	Dec 5, 2023	Element reviewed and updated					

Paygroup Des	cription				HEP017			
Category	Human Resource / Payroll / Employee Payroll / HEP017							
Description	The Paygr	The Paygroup Description is a description of the employee's paygroup code (HEP011).						
Data Type	Character							
Length	10							
Format								
Collection Period	Weekly	Weekly						
Business Practices	Practitio	Practitioner Process: Knowledge Article USGKB0012170						
Validation Rules	(None)							
Valid Values	(None)							
Data Source	Provider		PeopleSoft					
	Table		PS_PAYGROUP_TBL					
	Column		DESCR					
	Page		N/A					
	Navigatio	n	N/A					
Effective Terms	Start: 012005							
	End: (None)							
Target Fields	Target Type Table		Name Column Name					
	DWH PAYGR		OUP	PAYGROUP_LONG_DESC				
Change History	Date		Notes					
	Jul 12, 20	22 Ele	ment added to HR DED					