**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.

<table>
<thead>
<tr>
<th><strong>Element Name</strong></th>
<th><strong>Element Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Grouping of data elements, for example, Employee Payroll</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character/Number/Date</td>
</tr>
<tr>
<td>Length</td>
<td>Maximum length of entry</td>
</tr>
<tr>
<td>Format</td>
<td>Date format, otherwise blank</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Frequency of data extracted from PeopleSoft into HRDM</td>
</tr>
<tr>
<td>Business Practices</td>
<td>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 (<a href="https://usg.service-now.com/usgsp">https://usg.service-now.com/usgsp</a>).</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>Severity</td>
</tr>
<tr>
<td></td>
<td>Evaluation rules during extraction that will cause errors</td>
</tr>
<tr>
<td>Valid Values</td>
<td>Code</td>
</tr>
<tr>
<td></td>
<td>This section includes all HRDM valid values, both those currently in use and those that are no longer active.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 &gt; Data Collections &gt; Human Resources &gt; ‘PeopleSoft to HRDM Valid Value Mapping’</td>
</tr>
<tr>
<td>Data Source</td>
<td>Provider</td>
</tr>
<tr>
<td></td>
<td>Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))</td>
</tr>
<tr>
<td></td>
<td>Table</td>
</tr>
<tr>
<td></td>
<td>In the source application, this is the table where the element value is stored</td>
</tr>
<tr>
<td></td>
<td>Column</td>
</tr>
<tr>
<td></td>
<td>In the source application table, this is the column where the values are stored</td>
</tr>
<tr>
<td></td>
<td>Page</td>
</tr>
<tr>
<td></td>
<td>If relevant, the PeopleSoft page where the information is entered</td>
</tr>
<tr>
<td></td>
<td>Navigation</td>
</tr>
<tr>
<td></td>
<td>If relevant, the navigation to the PeopleSoft page where the information is entered</td>
</tr>
<tr>
<td>Effective Terms</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>Date the element was first collected</td>
</tr>
<tr>
<td></td>
<td>End</td>
</tr>
<tr>
<td></td>
<td>Date the element stopped being collected, (None) if the element is currently collected.</td>
</tr>
<tr>
<td>Target Files</td>
<td>Target Type</td>
</tr>
<tr>
<td></td>
<td>This section describes where the data are stored in the HRDM</td>
</tr>
<tr>
<td>Change History</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>This section includes information about any changes made to the element over time</td>
</tr>
</tbody>
</table>
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<table>
<thead>
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<th>Account Code</th>
<th>HAC001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td>Human Resource / Account / Account / HAC001</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>This is the six digit number that identifies the expense, revenue, or balance sheet account to be used when setting up a new account code in the account code table. The six digit account is part of the twenty-one digit Account Code. For example: salaries-regular faculty might have an Account of 511100.</td>
</tr>
<tr>
<td><strong>Data Type</strong></td>
<td>A</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>Collection Period</strong></td>
<td>Every Weekday</td>
</tr>
<tr>
<td><strong>Validation Rules</strong></td>
<td><strong>Status:</strong> Active</td>
</tr>
<tr>
<td></td>
<td><strong>Severity</strong></td>
</tr>
<tr>
<td></td>
<td>Error</td>
</tr>
<tr>
<td><strong>Valid Values</strong></td>
<td>(None)</td>
</tr>
<tr>
<td><strong>Data Source</strong></td>
<td>Provider: PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>Table: PS_PAYERN_DIST</td>
</tr>
<tr>
<td></td>
<td>Column: ACCOUNT</td>
</tr>
<tr>
<td><strong>Effective Terms</strong></td>
<td><strong>Start:</strong> 01/2005</td>
</tr>
<tr>
<td></td>
<td><strong>End:</strong> (None)</td>
</tr>
<tr>
<td><strong>Target Fields</strong></td>
<td><strong>Target Type</strong></td>
</tr>
<tr>
<td></td>
<td>DWH</td>
</tr>
<tr>
<td><strong>Change History</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td></td>
<td>Jan 1, 2005</td>
</tr>
<tr>
<td></td>
<td>Nov 6, 2009</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
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<tr>
<td></td>
<td>Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
</tr>
</tbody>
</table>

---

### Account Code

<table>
<thead>
<tr>
<th>Account Code</th>
<th>HAC002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td>Human Resource / Account / Account / HAC002</td>
</tr>
</tbody>
</table>
**Description**
The Account Code is the twenty one digit code that is composed of: DeptID (Position 1-7), Fund (Position 8-12), Account (Position 13-18), Sequence Number (Position 19-21)
The Account Code is part of the PeopleSoft Financials chart field combination.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

**Validation Rules**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHAC002</td>
<td>Account Code cannot be blank.</td>
</tr>
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**Valid Values**

(None)

**Data Source**

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<tr>
<th>Provider</th>
<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_PAY_ERN_DIST,PS_VALID_COMBO_TBL</td>
</tr>
<tr>
<td>Column</td>
<td>ACCOUNT,FDM_COMBO_CODE</td>
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</tbody>
</table>

**Effective Terms**

Start: 012005  
End: (None)

**Target Fields**

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>ACCOUNT_CODE</td>
<td>ACCOUNT_CODE</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_PAY_DIST; ADP Table: EPGLX002</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Earnings; Old PS Page Field Name: Account Code</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: ACCT_CD</td>
</tr>
</tbody>
</table>

**Account Code Description**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Account / Account / HAC003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Account Code Description is the name of the Account. The Account Code Description can be up to 30 characters.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

**Business Practices**

Nov 21, 2022  9  9:03:06 AM
### Program Code

**HAC004**

<table>
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<tr>
<th>Category</th>
<th>Human Resource / Account / Account / HAC004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Program Code is the five-digit section of the financials chartfield combination that identifies the specific function or purpose code. Example: Community Education 11300.</td>
</tr>
<tr>
<td>Data Type</td>
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</tr>
<tr>
<td>Length</td>
<td>5</td>
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<td>Collection Period</td>
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<tr>
<td>Validation Rules</td>
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</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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**Data Source**

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<tbody>
<tr>
<td>Table</td>
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</tr>
<tr>
<td>Column</td>
<td>PROGRAM_CODE</td>
</tr>
<tr>
<td>Page</td>
<td>Navigation</td>
</tr>
</tbody>
</table>

**Effective Terms**

| Start:     | 012005     |
| End:       | (None)     |

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCR; ADP Table: ACCT_CD_TBL</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Account Code Table; Old PS Page Field Name: Description</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: DESCR</td>
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### Effective Terms

| Start: | 012005 |
| End:   | (None) |

### Target Fields

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<td>ACCOUNT_CODE</td>
<td>PROGRAM</td>
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</table>

### Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Account Code Table; Old PS Page Field Name: Program</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROGRAM_CODE</td>
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</table>

### Project/Grant

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Account / Account / HAC005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Project/Grant field displays the number associated with a project or grant and is part of the financials chart field. Example: 20000 11300 64000 2000305 902 512100. This number signifies: Fund- Restricted Education and General (20000), Program- Community Education (11300), Class- Sponsored-Private (64000), Department- Professional Development (2000305), Project- 902 (Project Indicator - only 3 of the possible 15 characters are used), Account- Part-Time Faculty (512100)</td>
</tr>
<tr>
<td>Data Type</td>
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</tr>
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<td>Length</td>
<td>15</td>
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<td>Format</td>
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<tr>
<td>Collection Period</td>
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</tbody>
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### Validation Rules

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Severity</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

### Valid Values

| (None) |

### Data Source

<table>
<thead>
<tr>
<th>Provider</th>
<th>PeopleSoft</th>
</tr>
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<tbody>
<tr>
<td>Table</td>
<td>PS_VALID_COMBO_TBL</td>
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<tr>
<td>Column</td>
<td>PROJECT_ID</td>
</tr>
<tr>
<td>Page</td>
<td></td>
</tr>
</tbody>
</table>

### Effective Terms

| Start: | 012005 |
| End:   | (None) |

### Target Fields

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<th>Column Name</th>
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<td>DWH</td>
<td>ACCOUNT_CODE</td>
<td>PROJECT_GRANT</td>
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### Change History

<table>
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<th>Notes</th>
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<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
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### USG Class

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Account / Account / HAC006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The USG Class is the five-digit section of the account code that identifies the funding source or authority.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>5</td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
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#### Business Practices

#### Validation Rules

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<tbody>
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<td>Severity</td>
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<tr>
<td>Error</td>
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</tbody>
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#### Valid Values

(None)

#### Data Source

- **Provider**: PeopleSoft
- **Table**: PS_VALID_COMBO_TBL
- **Column**: CLASS_FLD
- **Page**: Navigation

#### Effective Terms

- **Start**: 012005
- **End**: (None)

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<td>USG_CLASS</td>
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#### Change History

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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_CLASS; ADP Table: EPGLX002</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Account Code Table; Old PS Page Field Name: Class Field</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROJECT_ID</td>
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### USG Fund Code

<table>
<thead>
<tr>
<th>USG Fund Code</th>
<th>HAC007</th>
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</table>

Nov 21, 2022 12 9:03:06 AM
### USG Fund Code (HAC007)

**Category:** Human Resource / Account / Account / HAC007  

**Description:** The USG Fund Code is the fund that is represented within the Account Code. For example 20000 means Restricted Education and General funds.

**Data Type:** A  
**Length:** S  
**Format:** X  
**Collection Period:** Every Weekday

**Validation Rules**

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<td>VHAC007</td>
<td>USG Fund cannot be blank for Account Code.</td>
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**Valid Values:** (None)

**Data Source**

- Provider: PeopleSoft  
- Table: PS_VALID_COMBO_TBL  
- Column: FUND_CODE

**Effective Terms**

- Start: 01/2005  
- End: (None)

**Target Fields**

- Target Type: DWH  
- Table Name: ACCOUNT_CODE  
- Column Name: USG_FUND

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<td>Jul 30, 2018</td>
<td>Old PS Page: Account Code Table; Old PS Page Field Name: Fund</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: FUND_CODE</td>
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### Account Code Distribution Percentage (HAC008)

**Category:** Human Resource / Account / Account / HAC008  

**Description:** The Account Code Distribution Percent is the percentage of the employee's total pay that was charged to the referenced account code. (PS Selection Criteria: SUM(TOTAL_GROSS) Calculated field based on the amount of pay charged to a certain account on Review Actuals Distribution - Earnings divided by the Total Gross from Paycheck)

**Data Type:** N  
**Length:** 3  
**Format:** X
Collection Period: Every Weekday

Business Practices

Validation Rules

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<td>Error</td>
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Valid Values: (None)

Data Source

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<td>Table</td>
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<td>Column</td>
<td>EARNINGS,TOTAL_GROSS</td>
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Effective Terms

Start: 012005
End: (None)

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<td>ACCOUNT_CODE_DISTRIBUTION_PCT</td>
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Change History

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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PAY_ERN_DIST.EARNINGS / PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS</td>
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Benefits

<table>
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<th>Benefit Plan Description</th>
<th>HBN001</th>
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<tr>
<td>Category</td>
<td>Human Resource / Benefits / Benefits / HBN001</td>
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<tr>
<td>Description</td>
<td>The Benefit Plan Description is the description associated with the Benefit Plan Code.</td>
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<td>Data Type</td>
<td>A</td>
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<tr>
<td>Length</td>
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<td>Format</td>
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Benefits
## Benefit Program Description

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### Business Practices

#### Validation Rules
*(None)*

#### Valid Values
*(None)*

### Data Source

**Provider**
PeopleSoft

**Table**
PS_BEN_DEFN_PGM

**Column**
DESCR

### Effective Terms

**Start:** 012005  
**End:** (None)

### Target Fields

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<td>BENEFIT_PROGRAM_DESC</td>
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### Change History

<table>
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<td>New Element</td>
</tr>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCR; ADP Table: BENEF_PLAN_TBL</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA,FSA Benefits (USA)); Old PS Page Field Name: Hard coded based on Benefit Plan Code selected</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_BENEF_PLAN_TBL; Old PS Table Field: DESCR</td>
</tr>
</tbody>
</table>
### COBRA Eligibility Indicator

**HBN003**

**Category:** Human Resource / Benefits / Benefits / HBN003

**Description:** Indicates the employee's eligibility status for the COBRA plan.

**Data Type:** A

**Length:** 1

**Format:** X

**Collection Period:** Every Weekday

**Business Practices**

**Validation Rules**

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<tr>
<td>Error</td>
<td>VHB003</td>
<td>COBRA Eligibility Indicator must be a valid value.</td>
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**Valid Values**

- (None)

**Data Source**

- **Provider:** PeopleSoft
- **Table:** PS_BN_SNAP_PLAN
- **Column:** COBRA_PLAN

**Effective Terms**

- **Start:** 01/20/05
- **End:** (None)

**Target Fields**

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<td>BENEFITS</td>
<td>COBRA_ELIGIBLE_IND</td>
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**Change History**

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<td>Updated Edit package to allow 'Z' value.</td>
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<tr>
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<td>Old PS Page: Event Status; Old PS Page Field Name: Qualification Status</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: COBRA_PLAN</td>
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### Coverage Description

**HBN004**

**Category:** Human Resource / Benefits / Benefits / HBN004
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Employee Only</td>
</tr>
<tr>
<td>1A</td>
<td>Retiree Only, Pre65 NME</td>
</tr>
<tr>
<td>1B</td>
<td>R+Sp, R Pre65 NME, S Post65</td>
</tr>
<tr>
<td>1C</td>
<td>Surviving Sp Only, Pre65 NME</td>
</tr>
<tr>
<td>1D</td>
<td>R+Sp, R Post65, SSp Pre65 NME</td>
</tr>
<tr>
<td>1E</td>
<td>Retiree Only, Pre65 ME</td>
</tr>
<tr>
<td>1F</td>
<td>R+Sp, R Pre65 ME, S Post65</td>
</tr>
<tr>
<td>1G</td>
<td>Surviving Sp Only, Pre65 ME</td>
</tr>
<tr>
<td>1H</td>
<td>R+Sp, R Post65, SSp Pre65 ME</td>
</tr>
<tr>
<td>2</td>
<td>Employee + 1</td>
</tr>
<tr>
<td>2A</td>
<td>R+Ch, R Post65</td>
</tr>
<tr>
<td>2B</td>
<td>SSp+Ch, SSp Post65</td>
</tr>
<tr>
<td>2C</td>
<td>F (Sp+1 Ch), both Post65</td>
</tr>
<tr>
<td>2D</td>
<td>F (Sp+2 Ch), both Post65</td>
</tr>
<tr>
<td>2E</td>
<td>F (2+ Ch), R Post65</td>
</tr>
<tr>
<td>2F</td>
<td>F (2+ Ch), SSp Post65</td>
</tr>
<tr>
<td>3</td>
<td>Family</td>
</tr>
<tr>
<td>3A</td>
<td>F (Sp+1 Ch), both Pre65 NME</td>
</tr>
<tr>
<td>3B</td>
<td>F (Sp+2 Ch), both Pre65 NME</td>
</tr>
<tr>
<td>3C</td>
<td>F (2+ Ch), R Pre65 NME</td>
</tr>
<tr>
<td>3D</td>
<td>F(Sp+2 Ch), R Pr65 NME, Sp Po65</td>
</tr>
<tr>
<td>3E</td>
<td>F(Sp+2 Ch), R Po65, Sp Pr65 NME</td>
</tr>
<tr>
<td>3F</td>
<td>F(2+ Ch), SSp Pre65 NME</td>
</tr>
<tr>
<td>3G</td>
<td>F(Sp+Ch)R Pr65 NME, Sp Pr65 ME</td>
</tr>
<tr>
<td>3H</td>
<td>F(Sp+Ch)R Pr65 ME, Sp Pr65 NME</td>
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<tr>
<td>3I</td>
<td>F(2+ Ch), R Pre65 ME</td>
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<tr>
<td>3J</td>
<td>F (Sp+Ch), R Pr65 ME, Sp Po65</td>
</tr>
<tr>
<td>3K</td>
<td>F (2+ Ch), SSp Pre65 ME</td>
</tr>
<tr>
<td>3L</td>
<td>F (Sp+Ch), R Po65, Sp Pr65 ME</td>
</tr>
<tr>
<td>3M</td>
<td>F (Sp+Ch), both Pre65 ME</td>
</tr>
<tr>
<td>4</td>
<td>Employee + Child</td>
</tr>
</tbody>
</table>

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](#)
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<th>Description</th>
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<tbody>
<tr>
<td>4A</td>
<td>R+1 Ch, R Pre65 NME</td>
</tr>
<tr>
<td>4B</td>
<td>F(Sp+1 Ch),R Pre65 NME,Sp Po65</td>
</tr>
<tr>
<td>4C</td>
<td>SSp+Ch, S Sp Pre65 NME</td>
</tr>
<tr>
<td>4D</td>
<td>F(Sp+1 Ch),R Po65,Sp Pre65 NME</td>
</tr>
<tr>
<td>4E</td>
<td>R+1 Ch, R Pre65 ME</td>
</tr>
<tr>
<td>4F</td>
<td>F(Sp+1 Ch),R Pre65 ME,Sp Po65</td>
</tr>
<tr>
<td>4G</td>
<td>SSp+Ch, S Sp Pre65 ME</td>
</tr>
<tr>
<td>4H</td>
<td>F(Sp+1 Ch),R Po65,Sp Pre65 ME</td>
</tr>
<tr>
<td>5</td>
<td>Employee + Spouse</td>
</tr>
<tr>
<td>5A</td>
<td>R+Sp, both Pre65 NME</td>
</tr>
<tr>
<td>5B</td>
<td>R+Sp, R Pre65 NME, S Pre65 ME</td>
</tr>
<tr>
<td>5C</td>
<td>R+Sp, both Pre65 ME</td>
</tr>
<tr>
<td>5D</td>
<td>R+Sp, R Pre65 ME,Sp Pre65 NME</td>
</tr>
<tr>
<td>6</td>
<td>Non-Qualified Adult</td>
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<td>Non-Qualified Children</td>
</tr>
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<td>8</td>
<td>Non-Qualified Adult + Children</td>
</tr>
<tr>
<td>9</td>
<td>Dependents Only</td>
</tr>
<tr>
<td>9A</td>
<td>Retiree Only, Post65</td>
</tr>
<tr>
<td>9B</td>
<td>Surviving Sp Only, Post65</td>
</tr>
<tr>
<td>9C</td>
<td>R+Sp, both Post65</td>
</tr>
<tr>
<td>5</td>
<td>Critical Illness EE 10KTOB</td>
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<tr>
<td>5A</td>
<td>Children Only (Retiree is dec)</td>
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<tr>
<td>5B</td>
<td>Critical Illness EE 20KTOB</td>
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<td>5C</td>
<td>Critical Illness EE 10KNonTOB</td>
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<tr>
<td>5D</td>
<td>Critical Illness SP 10KTOB</td>
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**Data Source**
- Provider: PeopleSoft
- Table: PS_COVRG_CD_TBL
- Column: DESCR

**Effective Terms**
- Start: 012005
- End: (None)

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**Change History**

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<tr>
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<td>New Element</td>
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### Deduction Class Description

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<tbody>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Health Benefits Elections; Old PS Page Field Name: Hard Coded based on Department selected</td>
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<tr>
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<td>Old PS Table: PS_COVRG_CD_TBL; Old PS Table Field: DESCR</td>
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#### HBN005

**Category**
- Human Resource / Benefits / Benefits / HBN005

**Description**
- Description of the Deduction Class Code.

**Data Type**
- A

**Length**
- 30

**Format**
- X

**Collection Period**
- Every Weekday

**Business Practices**

**Validation Rules**
- (None)

**Valid Values**
- (None)

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<td>Added ADP Translations.</td>
</tr>
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### Plan Type Description

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#### HBN006

**Category**
- Human Resource / Benefits / Benefits / HBN006

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<td></td>
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<td>(None)</td>
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<td>Date</td>
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<td>Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits</td>
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<td>Jul 30, 2018</td>
<td>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</td>
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<td>Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME</td>
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### Dependent Benefits

<table>
<thead>
<tr>
<th>Dependent Date of Birth</th>
<th>HDB001</th>
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<tr>
<td>Category</td>
<td>Human Resource / Benefits / Dependent Benefits / HDB001</td>
</tr>
<tr>
<td>Description</td>
<td>This is the calendar date of birth for an employee's dependent.</td>
</tr>
<tr>
<td>Data Type</td>
<td>D</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
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<tr>
<td>Format</td>
<td>MMDDYYYY</td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td></td>
</tr>
<tr>
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<td>Status: Active</td>
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### Severity Code Description
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<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHDB001</td>
<td>Dependent Date of Birth cannot be null if for a dependent.</td>
</tr>
</tbody>
</table>

### Valid Values
(None)

### Data Source
- **Provider**: PeopleSoft
- **Table**: PS_DEPENDENT_BENEF
- **Column**: BIRTHDATE

### Effective Terms
- **Start**: 012005
- **End**: (None)

### Target Fields
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<th>Column Name</th>
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<td>DEPENDENT_BIRTH_DATE</td>
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### Change History

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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Personal Profile; Old PS Page Field Name: Birthdate</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: BIRTHDATE</td>
</tr>
</tbody>
</table>

---

### Dependent First Name  HDB002

#### Category
Human Resource / Benefits / Dependent Benefits / HDB002

#### Description
First name of employee's dependent.

#### Data Type
A

#### Length
30

#### Format
X

#### Collection Period
Every Weekday

#### Validation Rules
- **Status**: Active

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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHDB002</td>
<td>Dependent First Name cannot be blank.</td>
</tr>
</tbody>
</table>

### Valid Values
(None)

### Data Source
- **Provider**: PeopleSoft
- **Table**: PS_DEPENDENT_BENEF
- **Column**: FIRST_NAME
- **Page**: (None)
### Dependent ID

<table>
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<tr>
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<th>Human Resource / Benefits / Dependent Benefits / HDB003</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Dependent ID is the nine-digit Social Security Number of the employees dependent. These are unique to each school and not consistent across the University system.</td>
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<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>9</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
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#### Validation Rules

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<tbody>
<tr>
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<td>VHDB003</td>
<td>Dependent ID must be valid.</td>
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#### Data Source

- **Provider**: PeopleSoft
- **Table**: PS_DEP_BENEF_NID
- **Column**: NATIONAL_ID

#### Effective Terms

- **Start**: 012005
- **End**: (None)

#### Target Fields

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#### Change History

- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: NAME; ADP Table: WIN_DEP_BENEF
- **Jul 30, 2018**: Old PS Page: Name; Old PS Page Field Name: First
- **Jul 30, 2018**: Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: FIRST_NAME
## Dependent Last Name  
**HDB004**

**Category**: Human Resource / Benefits / Dependent Benefits / HDB004  
**Description**: Last name of employee's dependent.

**Data Type**: A  
**Length**: 30  
**Format**: X

**Collection Period**: Every Weekday

### Business Practices

**Validation Rules**

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<th>Description</th>
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<tbody>
<tr>
<td>Active</td>
<td>VHD004</td>
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**Valid Values**: (None)

**Data Source**

- **Provider**: PeopleSoft  
- **Table**: PS_DEPENDENT_BENEF  
- **Column**: LAST_NAME

**Effective Terms**

- **Start**: 012005  
- **End**: (None)

**Target Fields**

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### Change History

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<td>ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Personal Profile; Old PS Page Field Name: National ID</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID</td>
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## Dependent Sequence Number

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Description</td>
<td>Two-digit sequence number assigned as an identifier for an employee’s dependent. (01, 02, 03, etc)</td>
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<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>2</td>
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<tr>
<td>Format</td>
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### Business Practices

**Validation Rules**

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### Valid Values

(None)

### Data Source

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### Effective Terms

| Start: | 012005 |
| End: | (None) |

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<td>Added ADP Translations.</td>
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<td>ADP Element Name: DEPENDENT_BENEF; ADP Table: WIN_DEP_BENEF</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Name; Old PS Page Field Name: Dependent/Beneficiary ID</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_HEALTH_DEPENDNT; Old PS Table Field: DEPENDENT_BENEF</td>
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## Employee Benefits

### Benefit Plan Code

<table>
<thead>
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<th>Human Resource / Benefits / Employee Benefits / HEB001</th>
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<tbody>
<tr>
<td>Description</td>
<td>The Benefit Plan Code is the code that indicates which benefit plan the employee is enrolled in. An employee can be enrolled in multiple benefit plans (Health, Dental, Retirement).</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
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<td>Length</td>
<td>6</td>
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<td>Format</td>
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<tr>
<td>-------------------</td>
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<td>Business Practices</td>
<td></td>
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<td>Validation Rules</td>
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<td>BENEFIT_PLAN_CODE</td>
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<td>Added ADP Translations.</td>
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<tr>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Health Benefits, Life/ADD Elections, Disability Benefit, Leave Plans (USA); Old PS Page Field Name: Benefit Plan</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PAY_DEDUCTION / EMPLOYEE_BENEFITS MIMIC / PS_BEN_DEFN_OPTN; Old PS Table Field: BENEFIT_PLAN / BENEFIT_PLAN_CODE</td>
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**Benefit Program Code**

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<tbody>
<tr>
<td>Description</td>
<td>The Benefit Program Code identifies the benefits that an employee is eligible for.</td>
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<td>Validation Rules</td>
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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**

<table>
<thead>
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<td>Automated Benefits Affiliates</td>
</tr>
<tr>
<td>ACA</td>
<td>ACA Offered Medical</td>
</tr>
<tr>
<td>DIS</td>
<td>After 2 yrs of Disability</td>
</tr>
<tr>
<td>EXP</td>
<td>Exception Administrative</td>
</tr>
<tr>
<td>FTF</td>
<td>Full-time Faculty</td>
</tr>
<tr>
<td>LIB</td>
<td>Library Employees</td>
</tr>
<tr>
<td>LOA</td>
<td>First Two years on Disability</td>
</tr>
<tr>
<td>NBE</td>
<td>GDCP and Savings 0 -19.99hrs</td>
</tr>
<tr>
<td>NEW</td>
<td>New Hires</td>
</tr>
<tr>
<td>NOB</td>
<td>Employees - No Benefits</td>
</tr>
<tr>
<td>PAS</td>
<td>Professional/Admin/Staff</td>
</tr>
<tr>
<td>PSX</td>
<td>Sys delivered empty Ben Pgm</td>
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<tr>
<td>PTB</td>
<td>Part Time Benefits 20-20.99 hr</td>
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<tr>
<td>RAB</td>
<td>Retiree/insured on/aft 11/1/80</td>
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<tr>
<td>RBB</td>
<td>Retiree/insured before 11/1/80</td>
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<tr>
<td>RET</td>
<td>Retired</td>
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<td>Summer Faculty</td>
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<td>TER</td>
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<tr>
<td>USG</td>
<td>OneUSG Benefit Program</td>
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<td>Alight/PS process issues</td>
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Data Source

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Effective Terms

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Target Fields

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Change History

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<tbody>
<tr>
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**Coverage Code**

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<th>Category</th>
<th>Human Resource / Benefits / Employee Benefits / HEB003</th>
</tr>
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<tbody>
<tr>
<td>Description</td>
<td>The coverage code designates the type of coverage an employee has. (i.e., single, family, etc.)</td>
</tr>
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</tr>
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<tr>
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**Validation Rules**

**Status: Active**

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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEB003</td>
<td>Coverage Code must be a valid code.</td>
</tr>
</tbody>
</table>

**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](#)

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</tr>
<tr>
<td>1A</td>
<td>Retiree Only, Pre65 NME</td>
</tr>
<tr>
<td>1B</td>
<td>R+Sp, R Pre65 NME, S Post65</td>
</tr>
<tr>
<td>1C</td>
<td>Surviving Sp Only, Pre65 NME</td>
</tr>
<tr>
<td>1D</td>
<td>R+Sp, R Post65, SSp Pre65 NME</td>
</tr>
<tr>
<td>1E</td>
<td>Retiree Only, Pre65 ME</td>
</tr>
<tr>
<td>1F</td>
<td>R+Sp, R Pre65 ME, S Post65</td>
</tr>
<tr>
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<td>Surviving Sp Only, Pre65 ME</td>
</tr>
<tr>
<td>1H</td>
<td>R+Sp, R Post65, SSp Pre65 ME</td>
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<td>SSp+Ch, SSp Post65</td>
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<td>F (2+ Ch), R Post65</td>
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<td>F (2+ Ch), SSp Post65</td>
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</tr>
<tr>
<td>3B</td>
<td>F (Sp+2 Ch), both Pre65 NME</td>
</tr>
<tr>
<td>3C</td>
<td>F (2+ Ch), R Pre65 NME</td>
</tr>
<tr>
<td>3D</td>
<td>F(Sp+2Ch),R Pr65 NME,Sp Po65</td>
</tr>
<tr>
<td>3E</td>
<td>F(Sp+2Ch),R Po65,Sp Pr65 NME</td>
</tr>
<tr>
<td>3F</td>
<td>F(2+ Ch), SSp Pre65 NME</td>
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<td>3G</td>
<td>F(Sp+Ch)R Pr65 NME,Sp Pr65 ME</td>
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<tr>
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<td>3J</td>
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<td>4</td>
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<tr>
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<td>R+1 Ch, R Pre65 NME</td>
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<tr>
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<td>4D</td>
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<tr>
<td>5C</td>
<td>R+Sp, both Pre65 ME</td>
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<td>Non-Qualified Adult + Children</td>
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<td>Retiree Only, Post65</td>
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<td>9B</td>
<td>Surviving Sp Only, Post65</td>
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<td>R+Sp, both Post65</td>
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<td>S9</td>
<td>Children Only (Retiree is dec)</td>
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<td>T</td>
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<tr>
<td>U</td>
<td>Critical Illness EE 10KNonTOB</td>
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<td>V</td>
<td>Critical Illness EE 20KNonTOB</td>
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<td>Y</td>
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- **Provider**: PeopleSoft
- **Table**: PS_BN_SNAP_PLAN
- **Column**: COVRG_CD
- **Effective Terms**
  - **Start**: 012005
  - **End**: (None)

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28  
9:03:06 AM
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: COVRG_LEV_CD; ADP Table: EP_WIN_EE_ELECTN</td>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<td>Jul 30, 2018</td>
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**Deduction Class Code**

**HEB004**

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### Business Practices

#### Validation Rules

**Status: Active**

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### 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](#)

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<td>B</td>
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<tr>
<td>L</td>
<td>QC Taxable Benefit</td>
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<tr>
<td>N</td>
<td>Nontaxable Benefit</td>
</tr>
<tr>
<td>P</td>
<td>Nontaxable Btax Benefit</td>
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<td>Taxable Benefit</td>
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### Data Source

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<td>PS_PAY_DEDUCTIONS</td>
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Effective Terms

Start: 012005
End: (None)

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Change History

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<td>Jan 1, 2005</td>
<td>New Element</td>
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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
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<td>Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CLASS</td>
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Plan Type Code

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<td>00</td>
<td>General Deduction</td>
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<td>01</td>
<td>Benefit Program</td>
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<tr>
<td>10</td>
<td>Medical</td>
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<tr>
<td>11</td>
<td>Dental</td>
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<tr>
<td>12</td>
<td>Medical/Dental</td>
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<tr>
<td>13</td>
<td>Major Medical</td>
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<tr>
<td>14</td>
<td>Vision</td>
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<tr>
<td>15</td>
<td>Domestic Partner Medical</td>
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<tr>
<td>16</td>
<td>Domestic Partner Dental</td>
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<tr>
<td>17</td>
<td>Domestic Partner Vision</td>
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<tr>
<td>1A</td>
<td>USG Accident Plan</td>
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<tr>
<td>1B</td>
<td>Critical Illness Employee</td>
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</table>

Category: Human Resource / Benefits / Employee Benefits / HEB005

Description: The Plan Type Code indicates what kind of benefits the employee has. (i.e., Medical, Dental, Vision, etc.)

Data Type: A

Length: 2

Format: X

Collection Period: Every Weekday

Validation Rules

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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
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<th>Code</th>
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<tr>
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<td>Cancer Plan GA College</td>
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<td>1H</td>
<td>USG Hospital Indemnity</td>
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<td>1S</td>
<td>Critical Illness Spouse</td>
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<tr>
<td>20</td>
<td>Life</td>
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<td>21</td>
<td>Supplemental Life</td>
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<td>AD/D</td>
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<td>Life and AD/D</td>
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<td>Dependent AD/D</td>
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<td>Dependent Life</td>
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<td>Survivor Income</td>
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<td>Supplemental Life and AD/D</td>
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<td>2Y</td>
<td>Retiree Basic &amp; Dependent Life</td>
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<tr>
<td>2Z</td>
<td>Additional Supplemental Life</td>
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<td>Long-Term Disability</td>
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<td>401(k)</td>
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<td>41</td>
<td>Profit Sharing</td>
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<td>42</td>
<td>Thrift</td>
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<td>IRA</td>
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<td>403(b)</td>
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<td>4F</td>
<td>457(f)</td>
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<td>4G</td>
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<td>Family and Medical Leave Act</td>
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<td>Unscheduled Holiday</td>
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<td>ORP Contribution to TRS</td>
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<td>Pension Plan 2 - U.S.</td>
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**Data Source**

- **Provider**: PeopleSoft
- **Table**: PSXLATITEM
- **Column**: XLATLONGNAME

**Effective Terms**

- **Start**: 012005
- **End**: (None)

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<td>New Element</td>
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<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: PLAN_TYPE, DEDCD; ADP Table: BENEF_PROGM, PAY_DEDUCTION</td>
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<td>Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Plan Type</td>
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### Coverage Begin Effective Date  
**HEB006**

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<td>Business Practices</td>
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<td>Validation Rules</td>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
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<td>Old PS Page: Health Benefits Elections: Life/ADD Elections: Disability Benefit Leave Plans (USA); Old PS Page Field Name: Coverage Begin Date / Effective Date / Deduction Begin Date</td>
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### Coverage Election Date

**Category:** Human Resource / Benefits / Employee Benefits / HEB007

**Description:** The Coverage Election Date represents when the coverage plan transaction was recorded.

**Data Type:** D  
**Length:** 8  
**Format:** MMDDYYYY  
**Collection Period:** Every Weekday

**Validation Rules**

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**Valid Values:** (None)

**Data Source**

- **Provider:** PeopleSoft  
- **Table:** PS_BN_SNAP_PLAN  
- **Column:** COVERAGE_ELECT_DT

**Effective Terms**

- **Start:** 012005  
- **End:** (None)

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<th>Table Name</th>
<th>Column Name</th>
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</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_BENEFITS</td>
<td>COVERAGE_ELECTION_DATE</td>
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**Change History**

- **Jan 1, 2005:** New Element
- **Nov 6, 2009:** Added ADP Translations.
- **Jul 30, 2018:** ADP Element Name: EFFDT, COVERAGE_ELECT_DT, COVERAGE_ELECT_DT; ADP Table: EP_WIN_EE_ELECTN, RTRMNT_PLAN, SAVINGS_PLAN
- **Jul 30, 2018:** Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
- **Jul 30, 2018:** Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Election Date
- **Jul 30, 2018:** Old PS Table: PS_BN_SNAP_PLAN; Old PS Table Field: ENROLLMENT_DT

### Coverage End Effective Date

**Category:** Human Resource / Benefits / Employee Benefits / HEB008

**Description:** This is the date that an employee's coverage in a particular benefit ended.

**Data Type:** D  
**Length:** 8
<table>
<thead>
<tr>
<th><strong>Format</strong></th>
<th>MMDDYYYY</th>
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</thead>
<tbody>
<tr>
<td><strong>Collection Period</strong></td>
<td>Every Weekday</td>
</tr>
<tr>
<td><strong>Business Practices</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Validation Rules</strong></td>
<td><strong>Status: Active</strong></td>
</tr>
<tr>
<td><strong>Severity</strong></td>
<td><strong>Code</strong></td>
</tr>
<tr>
<td>Error</td>
<td>VHEB008</td>
</tr>
<tr>
<td><strong>Valid Values</strong></td>
<td>(None)</td>
</tr>
<tr>
<td><strong>Data Source</strong></td>
<td>Provider: PeopleSoft</td>
</tr>
<tr>
<td><strong>Effective Terms</strong></td>
<td>Start: 012005</td>
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<td><strong>Target Fields</strong></td>
<td>Target Type: DWH</td>
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<td><strong>Change History</strong></td>
<td>Date</td>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
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</tr>
<tr>
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<td>Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Health Benefits ElectionsLife/ADD BenefitsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Coverage Begin Date / Effective Date / Deduction Begin Date</td>
</tr>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_BN_SNAP_PLAN; Old PS Table Field: COVERAGE_BEGIN_DT or 01-JAN-9999</td>
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**Employee Deduction Amount**

HEB009

<table>
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<tr>
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<th>Human Resource / Benefits / Employee Benefits / HEB009</th>
</tr>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>The Employee Deduction Amount is the employee’s contribution towards the premium payment of a particular employee benefit.</td>
</tr>
<tr>
<td><strong>Data Type</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>X</td>
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<tr>
<td><strong>Collection Period</strong></td>
<td>Every Weekday</td>
</tr>
<tr>
<td><strong>Business Practices</strong></td>
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<td><strong>Validation Rules</strong></td>
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### Severity Code Description

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<tr>
<td>Error</td>
<td>VHEB009</td>
<td>Employee Deduction Amount cannot be null.</td>
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### Valid Values

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<th></th>
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### Effective Terms

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<td>EMPLOYEE_DEDUCTION_AMOUNT</td>
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<tr>
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<td>ADP Element Name: DED_CUR; ADP Table: PAY_DEDUCTION</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Paycheck Deductions; Old PS Page Field Name: Before- or After-Tax</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR</td>
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</tbody>
</table>

### Employer Contribution

**HEB010**

#### Category

Human Resource / Benefits / Employee Benefits / HEB010

#### Description

The Employer Contribution is the employer's contribution toward the premium payment of a particular employee benefit.

#### Data Type

N

#### Length

10

#### Format

X

#### Collection Period

Every Weekday

#### Business Practices

**Status: Active**

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<td>VHEB010</td>
<td>Employer Contribution cannot be null.</td>
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#### Valid Values

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<td>Column</td>
<td>DED_CUR</td>
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<tr>
<td>Page</td>
<td></td>
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</tbody>
</table>
### HIPAA Eligibility Indicator

**Category**: Human Resource / Benefits / Employee Benefits / HEB011

**Description**: Indicates what the HIPAA eligibility status is of the benefit plan.

**Data Type**: A

**Length**: 1

**Format**: X

**Collection Period**: Every Weekday

**Validation Rules**

**Status**: Active

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<tr>
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<td>VHEB011</td>
<td>HIPAA Eligibility Indicator must be Y or N.</td>
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**Valid Values**

(None)

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_BEN_DEFN_PLAN
- **Column**: HIPAA_PLAN

**Effective Terms**

- **Start**: 012005
- **End**: (None)

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**Change History**

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<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: ERCOST_PER_PAY; ADP Table: EP_WIN_EE_ELECTN</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Paycheck Deductions; Old PS Page Field Name: Non-Taxable</td>
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### Cobra Date

**HEB012**

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<tbody>
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<td>Jul 30, 2018</td>
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</tr>
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</table>

#### Category
Human Resource / Benefits / Employee Benefits / HEB012

#### Description
The date an employee’s COBRA coverage becomes effective.

#### Data Type
D

#### Length
8

#### Format
MMDDYYYY

#### Collection Period
Every Weekday

#### Business Practices

#### Validation Rules
(None)

#### Valid Values
(None)

#### Data Source
Provider: PeopleSoft

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#### Effective Terms
Start: 012005
End: (None)

#### Target Fields

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#### Change History

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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Benefits, Administer COBRA Benefits</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Prog Participant; Old PS Page Field Name: Effective Date</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT_DATE</td>
</tr>
</tbody>
</table>

### COBRA Indicator

**HEB013**

#### Category
Human Resource / Benefits / Employee Benefits / HEB013

#### Description
Indicates if an employee is a COBRA participant. The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal program to give workers who lose their health benefits the choice of continuing group health benefits for a specified amount of time under specified circumstances such as a job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. (PS Selection Criteria: DEPENDENT_BENEF = 00)

#### Data Type
A

#### Length
1

#### Format
X
**Gender Description**

**HEE001**

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<tbody>
<tr>
<td>Description</td>
<td>Gender Description provides the description of the employee's Gender Code (HEE002).</td>
</tr>
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<td>Character</td>
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<tr>
<td>Length</td>
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<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
<tr>
<td>Data Source</td>
<td>Provider PeopleSoft</td>
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**Collection Period**

Every Weekday

**Business Practices**

**Validation Rules**

**Status: Active**

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<tr>
<td>Error</td>
<td>VHEB013</td>
<td>COBRA Indicator must be Y or N.</td>
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**Valid Values**

(None)

**Data Source**

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<td>COBRA_PLAN</td>
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**Effective Terms**

Start: 01/2005

End: (None)

**Target Fields**

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**Change History**

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<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Participant Data; Old PS Page Field Name: COBRA Election</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT</td>
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**Employee**
<table>
<thead>
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<tbody>
<tr>
<td>Column</td>
<td>XLATLONGNAME</td>
</tr>
<tr>
<td>Page</td>
<td>Biographical Details</td>
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</table>
| Navigation | Workforce Administration > Personal Information > Biographical > Add a Person  
OR  
Workforce Administration > Personal Information > Biographical > Modify a Person |

**Effective Terms**

- **Start:** 012005
- **End:** (None)

**Target Fields**

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<td>GENDER_DESC</td>
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**Change History**

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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: SEX; ADP Table: PERSONAL_DATA</td>
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<td>Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.</td>
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<tr>
<td>Jul 12, 2022</td>
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**Gender Code**

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<td>Description</td>
<td>The Gender Code indicates the gender of the employee and is a required field.</td>
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<td>Character</td>
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<td>Format</td>
<td>Every Weekday</td>
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| Collection Period             | Employee Self-Service Process: Knowledge Article USGKB0010816  
Practitioner Process: Knowledge Article USGKB0011158 |

**Validation Rules**

**Status: Active**

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<tr>
<td>Error</td>
<td>VHEE002</td>
<td>Gender Code must be a valid value and cannot be blank</td>
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**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](#)
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<td>Column</td>
<td>SEX</td>
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<td>Page</td>
<td>Biographical Details</td>
</tr>
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**Effective Terms**

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**Change History**

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<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
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<td>ADP Element Name: SEX; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
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</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Personal History; Old PS Page Field Name: Gender</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: SEX</td>
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**Old Race Code**

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<tbody>
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<td>Description</td>
<td>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).</td>
</tr>
<tr>
<td>Data Type</td>
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<td>Length</td>
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**Validation Rules**

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<td>Old Race Code must be a valid code.</td>
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**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](#)
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</tr>
<tr>
<td>2</td>
<td>Black/African American</td>
</tr>
<tr>
<td>3</td>
<td>Hispanic/Latino</td>
</tr>
<tr>
<td>4</td>
<td>Asian</td>
</tr>
<tr>
<td>5</td>
<td>American Indian/Alaskan Native</td>
</tr>
<tr>
<td>6</td>
<td>Not Specified</td>
</tr>
<tr>
<td>7</td>
<td>Native Hawaiian/Oth Pac Island</td>
</tr>
<tr>
<td>8</td>
<td>Multi-Racial</td>
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- **Provider**: N/A
- **Table**: N/A
- **Column**: N/A
- **Page**: N/A
- **Navigation**: N/A

**Effective Terms**
- **Start**: 01/05/2005
- **End**: 07/20/2018

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- **Target Type**: DWH
- **Table Name**: EMPLOYEE_DEMOGRAPHIC
- **Column Name**: RACE_CODE

**Change History**
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: RACE_ETHNICITY; ADP Table: PERSONAL_DATA
- **Jul 30, 2018**: Not extracted from PS
- **Jul 30, 2018**: Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
- **Jul 30, 2018**: Old PS Page: Identity/Diversity; Old PS Page Field Name: Ethnic Group
- **Jul 30, 2018**: Old PS Table: PS_DIVERSITY; Old PS Table Field: ETHNIC_GROUP
- **Oct 25, 2022**: Element reviewed and updated

**Race Code**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee / HEE004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>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).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>3</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE004</td>
<td>Race Code must be a valid code.</td>
</tr>
</tbody>
</table>

### 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](#).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Black</td>
</tr>
<tr>
<td>I</td>
<td>American Indian or Alaskan Native</td>
</tr>
<tr>
<td>P</td>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>W</td>
<td>White</td>
</tr>
<tr>
<td>Z</td>
<td>Asian</td>
</tr>
</tbody>
</table>

### 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 > Modify a Person

### Effective Terms

- **Start**: 042009
- **End**: (None)

### Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>RACE</td>
<td>RACE_CODE</td>
</tr>
</tbody>
</table>

### Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 11, 2009</td>
<td>New Element</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

### Old Race Description

**Category**: Human Resource / Employee / Employee / HEE005

**Description**: The Old Race Description is a description of the Old Race Code (HEE003). 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 data elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).

**Data Type**: Character

**Length**: 30

**Format**
<table>
<thead>
<tr>
<th>Collection Period</th>
<th>Every Weekday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Practices</td>
<td>(None)</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
<tr>
<td>Data Source</td>
<td>Provider: N/A</td>
</tr>
<tr>
<td></td>
<td>Table: N/A</td>
</tr>
<tr>
<td></td>
<td>Column: N/A</td>
</tr>
<tr>
<td></td>
<td>Page: N/A</td>
</tr>
<tr>
<td></td>
<td>Navigation: N/A</td>
</tr>
<tr>
<td>Effective Terms</td>
<td>Start: 012005</td>
</tr>
<tr>
<td></td>
<td>End: 072018</td>
</tr>
<tr>
<td>Target Fields</td>
<td>Target Type</td>
</tr>
<tr>
<td></td>
<td>DWH</td>
</tr>
<tr>
<td>Change History</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Jan 1, 2005</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Oct 25, 2022</td>
</tr>
</tbody>
</table>

**Employee Date of Birth**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee / HEE006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Employee Date of Birth is the employee’s calendar date of birth. This is a required field.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Date</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>MMDDYYYY</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB00111158</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011772</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011780</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011670</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>Status: Active</td>
</tr>
<tr>
<td></td>
<td>Severity</td>
</tr>
<tr>
<td></td>
<td>Error</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
</tbody>
</table>
## Data Source

<table>
<thead>
<tr>
<th>Provider</th>
<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_PERSONAL_DATA</td>
</tr>
<tr>
<td>Column</td>
<td>BIRTHDATE</td>
</tr>
<tr>
<td>Page</td>
<td>Biographical Details</td>
</tr>
<tr>
<td>Navigation</td>
<td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Modify a Person</td>
</tr>
</tbody>
</table>

## Effective Terms

<table>
<thead>
<tr>
<th>Start</th>
<th>012005</th>
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</thead>
<tbody>
<tr>
<td>End</td>
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## Target Fields

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<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>BIRTH_DATE</td>
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</tbody>
</table>

## Change History

<table>
<thead>
<tr>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: BIRTHDATE; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Identity/Diversity; Old PS Page Field Name: Date of Birth</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSON; Old PS Table Field: BIRTHDATE</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

## Language

### HEE007

#### Category

Human Resource / Employee / Employee / HEE007

#### Description

Language is the code for the employee's primary language. This field is no longer extracted to the HRDM.

#### Data Type

Character

#### Length

30

#### Format

Every Weekday

#### Business Practices

Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

#### Validation Rules

| Status: Active |

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE007</td>
<td>Language1 must be a valid code if it is not null.</td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFR</td>
<td>Canadian French</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>DAN</td>
<td>Danish</td>
</tr>
<tr>
<td>DUT</td>
<td>Dutch</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>ESP</td>
<td>Spanish</td>
</tr>
<tr>
<td>FRA</td>
<td>French</td>
</tr>
<tr>
<td>GER</td>
<td>German</td>
</tr>
<tr>
<td>GRK</td>
<td>Greek</td>
</tr>
<tr>
<td>INE</td>
<td>International English</td>
</tr>
<tr>
<td>ITA</td>
<td>Italian</td>
</tr>
<tr>
<td>JPN</td>
<td>Japanese</td>
</tr>
<tr>
<td>KOR</td>
<td>Korean</td>
</tr>
<tr>
<td>POR</td>
<td>Portuguese</td>
</tr>
<tr>
<td>SVE</td>
<td>Swedish</td>
</tr>
<tr>
<td>THA</td>
<td>Thai</td>
</tr>
<tr>
<td>ZHS</td>
<td>Simplified Chinese</td>
</tr>
<tr>
<td>ZHT</td>
<td>Traditional Chinese</td>
</tr>
</tbody>
</table>

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
- **Column**: LANG_CD
- **Page**: Biographical Details
- **Navigation**: Workforce Administration > Personal Information > Biographical > Add a Person
  OR
  Workforce Administration > Personal Information > Biographical > Modify a Person

**Effective Terms**

- **Start**: 01/2005
- **End**: 08/2009

**Target Fields**

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>LANGUAGE1</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCRI; ADP Table: LANGUAGE_TBL</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Personal History; Old PS Page Field Name: Language Code</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: LANG_CD</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

**Citizenship Country Code**

- **Citizenship Country Code**: HEE008
- **Category**: Human Resource / Employee / Employee / HEE008
Citizenship Country Code is the code that indicates the employee's country of citizenship.

**Data Type**: Character

**Length**: 3

**Format**

**Collection Period**: Every Weekday

**Business Practices**

Practitioner Process: Knowledge Article USGKB0011453
Practitioner Process: Knowledge Article USGKB0011809

**Validation Rules**

**Status**: Active

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE008</td>
<td>Citizenship Country Code must be a valid code.</td>
</tr>
</tbody>
</table>

**Valid Values**

For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Data Source**

Provider: PeopleSoft

Table: PS_BOR_CITIZEN_PRO

Column: COUNTRY

Page: Citizenship/Passport

Navigation: Workforce Administration > Personal Information > Citizenship > Identification Data

**Effective Terms**

Start: 012005

End: (None)

**Target Fields**

<table>
<thead>
<tr>
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<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
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<td>CITIZENSHIP_COUNTRY_CODE</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: CITIZENSHIP.CNTRY; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Personal Information, Citizenship, Identification Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Citizenship/Passport; Old PS Page Field Name: Country</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_CITIZENSHIP; Old PS Table Field: COUNTRY</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

**Citizenship Country Description**

**Category**: Human Resource / Employee / 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).
<table>
<thead>
<tr>
<th>Data Type</th>
<th>Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>
| Business Practices | Practitioner Process: Knowledge Article USGKB0011453  
                           Practitioner Process: Knowledge Article USGKB0011809  |
| Validation Rules | (None)            |
| Valid Values  | (None)             |
| Data Source   | Provider: PeopleSoft  
                           Table: PS_COUNTRY_TBL  
                           Column: DESCR  
                           Page: Citizenship/Passport  
                           Navigation: Workforce Information > Personal Information > Citizenship > Identification Data  |
| Effective Terms| Start: 012005  
                           End: (None)  |
| Target Fields | Target Type: DWH  
                           Table Name: EMPLOYEE_MISC_CODES  
                           Column Name: CITIZENSHIP_COUNTRY_DESC  |
| Change History| Date               | Notes                                                                 |
|               | Jan 1, 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_COUNTRY_TBL; Old PS Table Field: DESCR                |
|               | Jul 12, 2022       | Element reviewed and updated                                           |

### Employee Status Description

**Category**  
Human Resource / Employee / Employee / HEE010

**Description**  
The Employee Status Description is the description of the Employee Status Code (HEE018).

**Data Type**  
Character

**Length**  
30

**Format**  

**Collection Period**  
Every Weekday

**Business Practices**  
Practitioner Process: Knowledge Article USGKB0012352

**Validation Rules**  
(None)

**Valid Values**  
(None)
Data Source

Provider: PeopleSoft
Table: PSXLATITEM
Column: XLATLONGNAME
Page: Work Location
Navigation: Workforce Administration > Job Information > Job Data

Effective Terms
Start: 01/20/05
End: (None)

Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_MISC_CODES</td>
<td>EMPLOYEE_STATUS_DESC</td>
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</tbody>
</table>

Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

Highest Education Level Code

Category: Human Resource / Employee / Employee / HEE011

Description: The Highest Education Level Code shows the highest education level the employee has completed (e.g., Bachelors, Masters, Doctorate, etc.). This field is no longer available in OneUSG Connect, though prior data are still extracted.

Data Type: Character
Length: 2

Collection Period: Every Weekday

Business Practices: For reporting purposes, highest education level is derived from an employee’s education information (using HED004 - Degree Level)

Validation Rules

<table>
<thead>
<tr>
<th>Status</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td></td>
<td>Highest Education Level Code must be a valid code.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Not Indicated</td>
</tr>
<tr>
<td>B</td>
<td>Less Than HS Graduate</td>
</tr>
<tr>
<td>C</td>
<td>HS Graduate or Equivalent</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>D</td>
<td>Some College</td>
</tr>
<tr>
<td>E</td>
<td>Technical School</td>
</tr>
<tr>
<td>F</td>
<td>2-Year College Degree</td>
</tr>
<tr>
<td>G</td>
<td>Bachelor's Level Degree</td>
</tr>
<tr>
<td>H</td>
<td>Some Graduate School</td>
</tr>
<tr>
<td>I</td>
<td>Master's Level Degree</td>
</tr>
<tr>
<td>J</td>
<td>Doctorate (Academic)</td>
</tr>
<tr>
<td>K</td>
<td>Doctorate (Professional)</td>
</tr>
<tr>
<td>L</td>
<td>Post-Doctorate</td>
</tr>
<tr>
<td>M</td>
<td>Educational Specialist</td>
</tr>
</tbody>
</table>

Data Source
- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
- **Column**: HIGHEST_EDUC_LVL

Effective Terms
- **Start**: 012005
- **End**: 072019

Target Fields
<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
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<td>DWH</td>
<td>EMPLOYEE_MISC_CODES</td>
<td>HIGHEST_EDU_LEVEL_CODE</td>
</tr>
</tbody>
</table>

Change History
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: HIGHEST_EDUC_LVL; 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: Highest Education Level
- **Jul 30, 2018**: Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: HIGHEST_EDUC_LVL
- **Mar 8, 2022**: Element reviewed and updated

**Highest Education Level Description**

**Category**: Human Resource / Employee / 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**: Every Weekday
## Marital Status Code (HEE013)

### Category
Human Resource / Employee / Employee / HEE013

### Description
The Marital Status Code indicates the employee's marital status (e.g., Married, Divorced)

### Data Type
Character

<table>
<thead>
<tr>
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<th>Format</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

### Collection Period
Every Weekday

### Business Practices
Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

### Validation Rules
**Status:** Active

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE013</td>
<td>Marital Status Code must be a valid code.</td>
</tr>
</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Common-Law</td>
</tr>
<tr>
<td>D</td>
<td>Divorced</td>
</tr>
<tr>
<td>E</td>
<td>Separated</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
</tr>
<tr>
<td>H</td>
<td>Head of Household</td>
</tr>
<tr>
<td>L</td>
<td>DissDeclLost Civil Partner</td>
</tr>
<tr>
<td>M</td>
<td>Married</td>
</tr>
<tr>
<td>S</td>
<td>Single</td>
</tr>
<tr>
<td>U</td>
<td>Unknown</td>
</tr>
<tr>
<td>W</td>
<td>Widowed</td>
</tr>
</tbody>
</table>

Data Source

**Provider:** PeopleSoft

**Table:** PS_PERSONAL_DATA

**Column:** MAR_STATUS

**Page:** Biographical Details

**Navigation:** Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Modify a Person

Effective Terms

- **Start:** 012005
- **End:** (None)

Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_MISC_CODES</td>
<td>MARITAL_STATUS_CODE</td>
</tr>
</tbody>
</table>

Change History

- **Date:** Jan 1, 2005  **Notes:** New Element
- **Date:** Nov 6, 2009  **Notes:** Added ADP Translations.
- **Date:** Jul 30, 2018  **Notes:** ADP Element Name: MAR_STATUS; ADP Table: PERSONAL_DATA
- **Date:** Jul 30, 2018  **Notes:** Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
- **Date:** Jul 30, 2018  **Notes:** Old PS Page: Personal History; Old PS Page Field Name: Marital Status
- **Date:** Jul 30, 2018  **Notes:** Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MAR_STATUS
- **Date:** Oct 25, 2022  **Notes:** Element reviewed and updated

Marital Status Description

**Category:** Human Resource / Employee / Employee / HEE014

**Description:** Marital Status Description is the description of the Marital Status Code (HEE013).

**Data Type:** Character

**Length:** 30

**Format:**

**Collection Period:** Every Weekday

**Business Practices**

**Validation Rules:** (None)

**Valid Values:** (None)
**Data Source**

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<thead>
<tr>
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<th>PeopleSoft</th>
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<tbody>
<tr>
<td>Table</td>
<td>PSXLATITEM</td>
</tr>
<tr>
<td>Column</td>
<td>XLATLONGNAME</td>
</tr>
<tr>
<td>Page</td>
<td>Biographical Details</td>
</tr>
</tbody>
</table>

**Navigation**

- Workforce Administration > Personal Information > Biographical > Add a Person
- Workforce Administration > Personal Information > Biographical > Modify a Person

**Effective Terms**

- **Start:** 012005
- **End:** (None)

**Target Fields**

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<th>Column Name</th>
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<tr>
<td>DWH</td>
<td>EMPLOYEE_MISC_CODES</td>
<td>MARITAL_STATUS_DESC</td>
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</tbody>
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**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
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<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
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**Military Status Code**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee / HEE015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Military Status Code indicates the employee's military history (e.g., No Military).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

**Business Practices**

- Practitioner Process: Knowledge Article USGKB0011158
- Practitioner Process: Knowledge Article USGKB0011772
- Practitioner Process: Knowledge Article USGKB0011780
- Practitioner Process: Knowledge Article USGKB0011670

**Validation Rules**

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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not indicated</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>No Military Service</td>
</tr>
<tr>
<td>3</td>
<td>Veteran of the Vietnam Era</td>
</tr>
<tr>
<td>4</td>
<td>Other Protected Veteran</td>
</tr>
<tr>
<td>5</td>
<td>Active Reserve</td>
</tr>
<tr>
<td>6</td>
<td>Inactive Reserve</td>
</tr>
<tr>
<td>7</td>
<td>Retired Military</td>
</tr>
<tr>
<td>8</td>
<td>Veteran (VA Ineligible)</td>
</tr>
<tr>
<td>9</td>
<td>Vietnam &amp; Other Protected Vet</td>
</tr>
<tr>
<td>A</td>
<td>Newly Separated Veteran</td>
</tr>
<tr>
<td>B</td>
<td>Pre-Vietnam-Era Veteran</td>
</tr>
<tr>
<td>C</td>
<td>Newly Separated and Viet Vet</td>
</tr>
<tr>
<td>D</td>
<td>Newly Separated and Other Vet</td>
</tr>
<tr>
<td>E</td>
<td>Newly Separated (NS)</td>
</tr>
<tr>
<td>F</td>
<td>NS &amp; Service Medal (SM) Vet</td>
</tr>
<tr>
<td>H</td>
<td>Disabled Veteran</td>
</tr>
<tr>
<td>J</td>
<td>NS &amp; SM Vet &amp; Viet Vet/Oth Vet</td>
</tr>
<tr>
<td>M</td>
<td>Armed Forces Service Medal Vet</td>
</tr>
<tr>
<td>N</td>
<td>Not a Vietnam-Era Veteran</td>
</tr>
<tr>
<td>O</td>
<td>Service Medal &amp; Active Duty</td>
</tr>
<tr>
<td>P</td>
<td>Post-Vietnam-Era Veteran</td>
</tr>
<tr>
<td>Q</td>
<td>SM Vet &amp; Viet Vet</td>
</tr>
<tr>
<td>R</td>
<td>Recently Separated Veteran</td>
</tr>
<tr>
<td>S</td>
<td>Separated &amp; Service Medal Vet</td>
</tr>
<tr>
<td>T</td>
<td>Separated &amp; Active Duty Vet</td>
</tr>
<tr>
<td>V</td>
<td>Vietnam-Era Veteran</td>
</tr>
<tr>
<td>W</td>
<td>Actv Dty Wartime/Cmpgn Bdg Vet</td>
</tr>
<tr>
<td>X</td>
<td>Not a Veteran</td>
</tr>
<tr>
<td>Z</td>
<td>Not a Protected Veteran</td>
</tr>
</tbody>
</table>

Data Source
- Provider: PeopleSoft
- Table: PS_PERSONAL_DATA
- Column: MILITARY_STATUS
- Page: Regional

Navigation:
- Workforce Administration > Personal Information > Biographical > Add a Person
- OR
- Workforce Administration > Personal Information > Biographical > Modify a Person

Effective Terms
- Start: 012005
- End: (None)

Target Fields
- Target Type: DWH
- Table Name: EMPLOYEE_MISC_CODES
- Column Name: MILITARY_STATUS_CODE
### Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: MILITARY_STATUS; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Personal History; Old PS Page Field Name: Military Status</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MILITARY_STATUS</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

### Military Status Description

**Category**  Human Resource / Employee / Employee / HEE016  
**Description**  The Military Status Description is the description of the Military Status Code (HEE015).  
**Data Type**  Character  
**Length**  30  
**Format**  
**Collection Period**  Every Weekday  
**Business Practices**  
- Practitioner Process: Knowledge Article USGKB0011158  
- Practitioner Process: Knowledge Article USGKB0011772  
- Practitioner Process: Knowledge Article USGKB0011780  
- Practitioner Process: Knowledge Article USGKB0011670  
**Validation Rules**  (None)  
**Valid Values**  (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 > Modify a Person  
**Effective Terms**  
- Start: 012005  
- End: (None)  
**Target Fields**  
<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_MISC_CODES</td>
<td>MILITARY_STATUS_DESC</td>
</tr>
</tbody>
</table>
**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.</td>
</tr>
</tbody>
</table>
# US Citizenship Status

**Category**: Human Resource / Employee / Employee / HEE017  
**Description**: The U.S. Citizenship Status indicates the citizenship status of the employee within the United States.  
**Data Type**: Character  
**Length**: 30

**Format**  
**Collection Period**: Every Weekday

**Business Practices**  
Practitioner Process: Knowledge Article USGKB0011809

## Validation Rules

**Status: Active**

<table>
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<tr>
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<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE017</td>
<td>US Citizenship Status Code must be a valid value.</td>
</tr>
</tbody>
</table>

## 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](#)  

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Resident Alien</td>
</tr>
<tr>
<td>1</td>
<td>US Citizen</td>
</tr>
<tr>
<td>1</td>
<td>Native</td>
</tr>
<tr>
<td>2</td>
<td>Naturalized</td>
</tr>
<tr>
<td>3</td>
<td>Alien Permanent</td>
</tr>
<tr>
<td>4</td>
<td>US Noncitizen National</td>
</tr>
<tr>
<td>4</td>
<td>Alien Temporary</td>
</tr>
<tr>
<td>5</td>
<td>US Lawful Permanent Resident</td>
</tr>
<tr>
<td>5</td>
<td>Permanent Resident</td>
</tr>
<tr>
<td>6</td>
<td>Foreign National Alien</td>
</tr>
<tr>
<td>6</td>
<td>Employment Visa</td>
</tr>
<tr>
<td>7</td>
<td>Canadian Citizen</td>
</tr>
<tr>
<td>8</td>
<td>Unknown</td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
</tr>
<tr>
<td>9</td>
<td>Non-Resident Alien</td>
</tr>
<tr>
<td>N</td>
<td>Not Indicated</td>
</tr>
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**Data Source**  
**Provider**: PeopleSoft  
**Table**: PS_BOR_CITIZEN_PRO  
**Column**: CITIZENSHIP_STATUS
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<th>Change History</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
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<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td></td>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>ADP Element Name: LONGNAME, CITIZENSHIP_STATUS; ADP Table: XLATTABLE, PERSONAL_DATA</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Page: Citizenship/Passport; Old PS Page Field Name: Citizenship Status</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_CITIZENSHIP; Old PS Table Field:CITIZENSHIP_STATUS</td>
</tr>
<tr>
<td></td>
<td>Aug 11, 2019</td>
<td>Codes consolidated and descriptions updated</td>
</tr>
<tr>
<td></td>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated.</td>
</tr>
</tbody>
</table>

**Employee Status Code**

- **Category**: Human Resource / Employee / Employee / HEE018
- **Description**: The Employee Status Code indicates the current payroll status of the employee (e.g., Active, Retired, Terminated, etc.)
- **Data Type**: Character
- **Length**: 1
- **Format**:
- **Collection Period**: Every Weekday
- **Business Practices**: Practitioner Process: Knowledge Article USGKB0011140
- **Validation Rules**
  - **Status: Active**
    - **Severity Code**
      - **Error**: VHEE018 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**

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>D</td>
<td>Deceased</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>P</td>
<td>Leave With Pay</td>
</tr>
<tr>
<td>Q</td>
<td>Retired With Pay</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>R</td>
<td>Retired</td>
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<tr>
<td>S</td>
<td>Suspended</td>
</tr>
<tr>
<td>T</td>
<td>Terminated</td>
</tr>
<tr>
<td>U</td>
<td>Terminated With Pay</td>
</tr>
<tr>
<td>V</td>
<td>Terminated Pension Pay Out</td>
</tr>
<tr>
<td>W</td>
<td>Short Work Break</td>
</tr>
<tr>
<td>X</td>
<td>Retired-Pension Administration</td>
</tr>
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</table>

**Data Source**
- **Provider**: PeopleSoft
- **Table**: PS_JOB
- **Column**: EMPL_STATUS
- **Page**: Work Location
- **Navigation**: Workforce Administration > Job Information > Job Data

**Effective Terms**
- **Start**: 01/2005
- **End**: (None)

**Target Fields**
- **Target Type**: DWH
- **Table Name**: EMPL_MISC_CODES
- **Column Name**: EMPLOYEE_STATUS_CODE

**Change History**
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: EMPL_STATUS; ADP Table: JOB
- **Jul 30, 2018**: 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: PS_JOB; Old PS Table Field: EMPL_STATUS
- **Mar 8, 2022**: Element reviewed and updated

**Last Name**
- **HEE019**
- **Category**: 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
- **Length**: 30
- **Format**: Every Weekday
- **Business Practices**: Practitioner Process: Knowledge Article USGKB0011158
  Practitioner Process: Knowledge Article USGKB0011772
  Practitioner Process: Knowledge Article USGKB0011780
  Practitioner Process: Knowledge Article USGKB0011670

### Validation Rules

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<tbody>
<tr>
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</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
</table>

### Valid Values

- **Data Source**
  - **Provider**: PeopleSoft
  - **Table**: PS_PERSONAL_DATA
  - **Column**: LAST_NAME
  - **Page**: Biographical Details/View Name
  - **Navigation**: Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Modify a Person

### Effective Terms

- **Start**: 01/2005
- **End**: (None)

### Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
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<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>LAST_NAME</td>
</tr>
</tbody>
</table>

### Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: LAST_NAME; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Name History; Old PS Page Field Name: Last</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSON_NAME; Old PS Table Field: LAST_NAME</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

### First Name

<table>
<thead>
<tr>
<th>Category</th>
<th>HEE020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The First Name is the employee's legal first 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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>
**Validation Rules**

<table>
<thead>
<tr>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEE020</td>
<td>First Name cannot be blank.</td>
</tr>
</tbody>
</table>

**Valid Values**

(None)

**Data Source**

- Provider: PeopleSoft
- Table: PS_PERSONAL_DATA
- Column: FIRST_NAME
- Page: Biographical Details/View Name
- Navigation: Workforce Administration > Personal Information > Biographical > Add a Person OR Workforce Administration > Personal Information > Biographical > Modify a Person

**Effective Terms**

- Start: 012005
- End: (None)

**Target Fields**

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>FIRST_NAME</td>
</tr>
</tbody>
</table>

**Change History**

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<td>Jan 1, 2005</td>
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</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: FIRST_NAME; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Name History; Old PS Page Field Name: First</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSON_NAME; Old PS Table Field: FIRST_NAME</td>
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<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
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**Middle Name**

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<tr>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Middle Name is the employee’s legal middle name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
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<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011158</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011772</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011780</td>
</tr>
<tr>
<td></td>
<td>Practitioner Process: Knowledge Article USGKB0011670</td>
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</table>
Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance

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<td>Provider</td>
<td>PeopleSoft</td>
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<tr>
<td>Table</td>
<td>PS_PERSONAL_DATA</td>
</tr>
<tr>
<td>Column</td>
<td>MIDDLE_NAME</td>
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<tr>
<td>Page</td>
<td>Biographical Details/View Name</td>
</tr>
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<td>Navigation</td>
<td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Modify a Person</td>
</tr>
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<td>Target Type</td>
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<td>Nov 6, 2009</td>
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<td></td>
<td>Jul 30, 2018</td>
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<tr>
<td></td>
<td>Jul 12, 2022</td>
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</table>

**Name Prefix**

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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Name Prefix is the title before the employee's name (e.g., Mr., Mrs., Ms.).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Validation Rules</td>
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<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>See the OneUSG Connect Personal Data Name Prefix dropdown menu for allowable values.</td>
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### Data Source

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<td>Table</td>
<td>PS_PERSONAL_DATA</td>
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<tr>
<td>Column</td>
<td>NAME_PREFIX</td>
</tr>
<tr>
<td>Page</td>
<td>Biographical Details/View Name</td>
</tr>
<tr>
<td>Navigation</td>
<td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Modify a Person</td>
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</table>

### Effective Terms

- **Start:** 012005
- **End:** (None)

### Target Fields

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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: NAME_PREFIX; ADP Table: PERSONAL_DATA</td>
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<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Name History; Old PS Page Field Name: Prefix</td>
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### Name Suffix

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<tr>
<td>Description</td>
<td>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).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
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<tr>
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<td>(None)</td>
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**Please reference** https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance.
### Code Description
See the OneUSG 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 > Modify a Person

#### Effective Terms
- **Start**: 01/01/2005
- **End**: (None)

#### Target Fields
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</tr>
</tbody>
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#### Change History
- **Jan 1, 2005**: New Element
- **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 Original Hire Date**

#### Category
Human Resource / Employee / Employee / HEE024

#### Description
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
MMDDYYYY

#### Collection Period
Every Weekday

#### Business Practices
Practitioner Process: Knowledge Article USGKB0011646

#### Validation Rules
(None)

#### Valid Values
(None)

#### Data Source
- **Provider**: PeopleSoft
- **Table**: PS_EMPLOYMENT
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<td>Employment Information/Hire Date</td>
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<td>Workforce Administration &gt; Job Information &gt; Job Data</td>
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**Effective Terms**

- **Start:** 01/01/2005
- **End:** (None)

**Target Fields**

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**Change History**

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<td>Jul 30, 2018</td>
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<td>Mar 8, 2022</td>
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### US Work Eligibility Indicator

**Category**

Human Resource / Employee / Employee / HEE025

**Description**

The U.S. Work Eligibility Indicator shows if the employee is eligible to work within the United States.

**Data Type**

Character

**Length**

1

**Format**

**Collection Period**

Every Weekday

**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:** Active

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<tr>
<th>Severity</th>
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<tbody>
<tr>
<td>Error</td>
<td>VHEE025</td>
<td>US Work Eligibility Indicator must be Y or N.</td>
</tr>
</tbody>
</table>

**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](#)

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<thead>
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<td>Eligible</td>
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<td>---------------------</td>
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<td>Page</td>
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<tr>
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**Effective Terms**

- **Start:** 012005
- **End:** (None)

**Target Fields**

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**Fulltime Student Indicator**

**Category**

- Human Resource / Employee / 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**

- Character

**Length**

- 1

**Format**

- Every Weekday

**Business Practices**

- Practitioner Process: Knowledge Article USGKB0011158
- Practitioner Process: Knowledge Article USGKB0011772
- Practitioner Process: Knowledge Article USGKB0011780
- Practitioner Process: Knowledge Article USGKB0011670

**Validation Rules**

- **Status:** Active

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**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](#)
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**Page**

Biographical Details

**Navigation**

Workforce Administration > Personal Information > Biographical > Add a Person
OR
Workforce Administration > Personal Information > Biographical > Modify a Person

**Effective Terms**

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**Change History**

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<td>ADP Element Name: FT_STUDENT; ADP Table: EMPLOYMENT</td>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Personal History; Old PS Page Field Name: Full-Time Student</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: FT_STUDENT</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
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**Race Description**

**Category**

Human Resource / Employee / Employee / HEE027

**Description**

The Race Description is the description of the Race Code (HEE004).

**Data Type**

Character

**Length**

64

**Format**

Every Weekday

**Business Practices**

<table>
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</table>
**New Ethnicity Code**

**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**: Every Weekday

**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**

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<tr>
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<tbody>
<tr>
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<td>VHEE028</td>
<td>New Ethnicity Code must be a valid code.</td>
</tr>
</tbody>
</table>

**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](#)

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<thead>
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<tr>
<td>0</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Not Hispanic or Latino</td>
</tr>
<tr>
<td>2</td>
<td>Hispanic or Latino</td>
</tr>
</tbody>
</table>

**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

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<td>NEW_ETHNICITY_CODE</td>
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### Change History

<table>
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</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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### New Ethnicity Description

**HEE029**

**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: Every Weekday

**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_DESC
- **Page**: Regional
- **Navigation**: Workforce Administration > Personal Information > Biographical > Add a Person
              OR
              Workforce Administration > Personal Information > Biographical > Modify a Person

**Effective Terms**

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<tbody>
<tr>
<td>End:</td>
<td>(None)</td>
</tr>
</tbody>
</table>

### Target Fields

<table>
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<tr>
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<th>Column Name</th>
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<td>NEW_ETHNICITY_DESC</td>
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### Change History

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<tbody>
<tr>
<td>Apr 11, 2009</td>
<td>New Element</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
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### Language Description

**HEE030**
### Language Description

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<th>Human Resource / Employee / Employee / HEE030</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>Language Description is the description of the code for the employee’s primary language (HEE007). This element is used to store historical information only.</td>
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<tr>
<td>Data Type</td>
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<td></td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
<tr>
<td>Data Source</td>
<td>Provider HRDM</td>
</tr>
<tr>
<td></td>
<td>Table STGHR_HRREF_LANGUAGE_CODE_VW</td>
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<td></td>
<td>Column DESCR</td>
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<td>Page N/A</td>
</tr>
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<td></td>
<td>Navigation N/A</td>
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<td>Start: 012005</td>
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<td></td>
<td>End: 082009</td>
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### Business Phone

<table>
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<th>Category</th>
<th>Human Resource / Employee / Employee Address / HEA001</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The business phone number of the employee. (PS Selection Criteria: PHONE_TYPE = BUSN. The HRDM extract selects the phone type of Business from the PeopleSoft table.)</td>
</tr>
<tr>
<td>Data Type</td>
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<td>Length</td>
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<td>Format</td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
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<tr>
<td>Business Practices</td>
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<tr>
<td>Data Source</td>
<td>Provider PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>Table PS_PERSONAL_PHONE</td>
</tr>
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</table>

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Nov 21, 2022  9:03:06 AM
### E-mail Address

**Category**: Human Resource / Employee / Employee Address / HEA002  
**Description**: This is the primary business e-mail address of the employee. (PS Selection Criteria: E_ADDR_TYPE = 'BUSN')  
**Data Type**: A  
**Length**: 70  
**Format**: X  
**Collection Period**: Every Weekday  
**Validation Rules**: (None)  
**Valid Values**: (None)  
**Data Source**:  
- **Provider**: PeopleSoft  
- **Table**: PS_EMAIL_ADDRESSES  
- **Column**: EMAIL_ADDR  
**Effective Terms**:  
- **Start**: 012005  
- **End**: (None)  
**Target Fields**:  
- **Target Type**: DWH  
- **Table Name**: EMPLOYEE  
- **Column Name**: EMAIL_ADDRESS  
**Change History**:  
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<tbody>
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<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EMAIL_ADDRESS; ADP Table: PERSONAL_DATA</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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</table>
**Fax Number**

**HEA003**

<table>
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<th>Category</th>
<th>Human Resource / Employee / Employee Address / HEA003</th>
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<tbody>
<tr>
<td>Description</td>
<td>This is the preferred fax number for the employee. (PS Selection Criteria: PHONE_TYPE = 'FAX')</td>
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<td>Business Practices</td>
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<tr>
<td>Validation Rules</td>
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</tr>
<tr>
<td>Valid Values</td>
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**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_PHONE
- **Column**: PHONE

**Effective Terms**

- **Start**: 012005
- **End**: (None)

**Target Fields**

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**Change History**

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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: PHONE; ADP Table: TELEPHONE</td>
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<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE</td>
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</table>

**Home Address Line 1**

**HEA004**

<table>
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<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Address / HEA004</th>
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<tbody>
<tr>
<td>Description</td>
<td>Line 1 of the permanent home address of the employee. (PS Selection Criteria: ADDR_TYPE = 'HOME')</td>
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<tr>
<td>Data Type</td>
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</table>
### Home Address Line 2

**HEA005**

**Category**: Human Resource / Employee / Employee Address / HEA005

**Description**: Line 2 of the permanent home address of the employee. (PS Selection Criteria: ADDR_TYPE = 'HOME')

**Data Type**: A

**Length**: 55

**Format**: X

**Collection Period**: Every Weekday

**Business Practices**

**Validation Rules**: (None)

**Valid Values**: (None)

**Data Source**

Provider: PeopleSoft

Table: PS_PERSONAL_DATA

Column: ADDRESS2

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### Change History

<table>
<thead>
<tr>
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<th>Notes</th>
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<tr>
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<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: STREET1; ADP Table: PERSONAL_DATA</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Address 1</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1</td>
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</tbody>
</table>
### Home Address Line 3

**HEA006**

**Category**
Human Resource / Employee / Employee Address / HEA006

**Description**
Line 3 of the permanent home address of the employee. (PS Selection Criteria: ADDR_TYPE = 'HOME')

**Data Type**
A

**Length**
55

**Format**
X

**Collection Period**
Every Weekday

**Business Practices**

**Validation Rules**
(None)

**Valid Values**
(None)

**Data Source**
Provider: PeopleSoft
Table: PS_PERSONAL_DATA
Column: ADDRESS3

---

### Effective Terms

**Start:** 012005  
**End:** (None)

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### Target Fields

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### Change History

<table>
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<td>Nov 6, 2009</td>
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<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: STREET2; ADP Table: PERSONAL_DATA</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Address 2</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2</td>
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</tbody>
</table>

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### Validation Details

- **Data Type:** A
- **Length:** 55
- **Format:** X
- **Collection Period:** Every Weekday
- **Validation Rules:** (None)
- **Valid Values:** (None)

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### Data Source

- **Provider:** PeopleSoft
- **Table:** PS_PERSONAL_DATA
- **Column:** ADDRESS3

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### Target Fields

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<th>Column Name</th>
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### Change History

<table>
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<th>Notes</th>
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<tr>
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<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: STREET3; ADP Table: PERSONAL_DATA</td>
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</tbody>
</table>

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**Navigation**
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Address 3</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3</td>
</tr>
</tbody>
</table>

### Home Address City

**Category**: Human Resource / Employee / Employee Address / HEA007  
**Description**: The city portion of the permanent home address of the employee. (PS Selection Criteria: ADDR_TYPE = 'HOME')  
**Data Type**: A  
**Length**: 30  
**Format**: X  
**Collection Period**: Every Weekday  
**Business Practices**:  
**Validation Rules**: (None)  
**Valid Values**: (None)  
**Data Source**  
- **Provider**: PeopleSoft  
- **Table**: PS_PERSONAL_DATA  
- **Column**: CITY  
**Effective Terms**  
- **Start**: 01/2005  
- **End**: (None)  
**Target Fields**  
- **Target Type**: Table Name, Column Name  
- **DWH**: EMPLOYEE, HOME_ADDR_CITY  
**Change History**  
<table>
<thead>
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<th>Notes</th>
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</thead>
<tbody>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: CITY; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: City</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: CITY</td>
</tr>
</tbody>
</table>

### Home Address County

**Category**: Human Resource / Employee / Employee Address / HEA008  
**Description**: The county portion of the permanent home address of the employee. (PS Selection Criteria: ADDR_TYPE = 'HOME')  
**Data Type**: A
Length: 30
Format: X
Collection Period: Every Weekday
Business Practices: (None)
Validation Rules: (None)
Valid Values: (None)

Data Source:
Provider: PeopleSoft
Table: PS_ADDRESSES
Column: COUNTY

Effective Terms:
Start: 012005
End: (None)

Target Fields:
Target Type | Table Name  | Column Name
--- | --- | ---
DWH | EMPLOYEE | HOME_ADDR_COUNTY_DESC

Change History:
- Jan 1, 2005: New Element
- Nov 6, 2009: Added ADP Translations.
- Jul 30, 2018: ADP Element Name: COUNTY; 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: County
- Jul 30, 2018: Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY

Home Address State Code
HEA009

Category: Human Resource / Employee / Employee Address / HEA009
Description: The employee's State Code for the home address. (PS Selection Criteria: ADDR_TYPE = 'HOME')
Data Type: A
Length: 6
Format: X
Collection Period: Every Weekday
Business Practices:

Validation Rules:
- Status: Active

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<td>VHEA009</td>
<td>Home Address State Code must be valid value.</td>
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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:
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<tr>
<td>ZC</td>
<td>MD 2.65 % local tax</td>
</tr>
<tr>
<td>ZD</td>
<td>MD 2.60 % local tax</td>
</tr>
<tr>
<td>ZE</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZF</td>
<td>MD 2.80 % local tax</td>
</tr>
<tr>
<td>ZG</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZH</td>
<td>MD 2.90 % local tax</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>ZI</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZJ</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZK</td>
<td>MD 3.15 % local tax</td>
</tr>
<tr>
<td>ZL</td>
<td>MD 3.00 % local tax</td>
</tr>
</tbody>
</table>

### Data Source
- **Provider**: PeopleSoft
- **Table**: PS_ADDRESSES
- **Column**: STATE
- **Page**

### Effective Terms
- **Start**: 012005
- **End**: (None)

### Target Fields
- **Target Type**: DWH
- **Table**: EMPLOYEE
- **Column**: HOME_ADDR_STATE_CODE

### Change History
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: STATE; 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: State
- **Jul 30, 2018**: Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR

### Home Address State Code Description

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Address / HEA010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The description of the State Code for the home address. (PS Selection Criteria: ADDR_TYPE = 'HOME')</td>
</tr>
</tbody>
</table>

| Data Type | A |
| Length | 30 |
| Format | X |
| Collection Period | Every Weekday |
| Business Practices |  |
| Validation Rules | (None) |
| Valid Values | (None) |

### Data Source
- **Provider**: PeopleSoft
- **Table**: PSXLATITEM
- **Column**: XLATLONGNAME

**Page**

---

Nov 21, 2022 78 9:03:06 AM
### Home Country Code

**HEA011**

**Category**  
Human Resource / Employee / Employee Address / HEA011

**Description**  
The Country Code for the employee's home address. (PS Selection Criteria: ADDR_TYPE = 'HOME')

**Data Type**  
A

**Length**  
3

**Format**  
X

**Collection Period**  
Every Weekday

**Business Practices**

**Validation Rules**

<table>
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</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEA011</td>
<td>Home Address Country Code must be valid value.</td>
</tr>
</tbody>
</table>

**Valid Values**

For current PS valid values and PS to HRDM translations see:  
[PeopleSoft to HRDM Valid Values Mapping](#)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td>
</tr>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
</tr>
</tbody>
</table>

**Data Source**

<table>
<thead>
<tr>
<th>Provider</th>
<th>PeopleSoft</th>
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</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_PERSONAL_DATA</td>
</tr>
<tr>
<td>Column</td>
<td>COUNTRY</td>
</tr>
<tr>
<td>Page</td>
<td></td>
</tr>
</tbody>
</table>

**Effective Terms**

- **Start:** 012005
- **End:** (None)
### Home Country Code Description

**HEA012**

**Category**: Human Resource / Employee / Employee Address / HEA012

**Description**: The description of the Country Code for the employee's home address. (PS Selection Criteria: ADDR_TYPE = 'HOME')

**Data Type**: A

**Length**: 30

**Format**: X

**Collection Period**: Every Weekday

**Business Practices**

**Validation Rules**: (None)

**Valid Values**: (None)

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PSXLATITEM
- **Column**: XLATLONGNAME

**Effective Terms**

- **Start**: 012005
- **End**: (None)

**Target Fields**

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<th>Table Name</th>
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<td>DWH</td>
<td>EMPLOYEE</td>
<td>HOME_ADDR_COUNTRY_CODE</td>
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</tbody>
</table>

**Change History**

<table>
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<th>Date</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: COUNTRY; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Address History; Old PS Page Field Name: Country</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR</td>
</tr>
</tbody>
</table>
### Home Postal Code

**Category**: Human Resource / Employee / Employee Address / HEA013  
**Description**: The Postal Code for the employee's home address. (PS Selection Criteria: ADDR_TYPE = 'HOME')  
**Data Type**: A  
**Length**: 12  
**Format**: X  
**Collection Period**: Every Weekday  
**Validation Rules**: (None)  
**Valid Values**: (None)  
**Data Source**  
- Provider: PeopleSoft  
- Table: PS_PERSONAL_DATA  
- Column: POSTAL  
**Effective Terms**  
- Start: 012005  
- End: (None)  
**Target Fields**  
- Target Type: DWH  
- Table Name: EMPLOYEE  
- Column Name: HOME_ADDR_POSTAL_CODE  
**Change History**  
- Jan 1, 2005: New Element  
- Nov 6, 2009: Added ADP Translations.  
- Jul 30, 2018: ADP Element Name: ZIP; 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: Postal  
- Jul 30, 2018: Old PS Table: PS_ADDRESSES; Old PS Table Field: POSTAL

---

### Home Phone

**Category**: Human Resource / Employee / Employee Address / HEA014  
**Description**: The home telephone number of the employee. (PS Selection Criteria: PHONE_TYPE = 'HOME')  
**Data Type**: A  
**Length**: 27  
**Format**: X  
**Collection Period**: Every Weekday  
**Validation Rules**: (None)
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<td>Human Resource / Employee / Employee Address / HEA015</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>The mobile phone number of the employee. (PS Selection Criteria: PHONE_TYPE = 'CELL')</td>
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<tr>
<td><strong>Length</strong></td>
<td>27</td>
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<tr>
<td><strong>Format</strong></td>
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<td><strong>Collection Period</strong></td>
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<td><strong>Business Practices</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Validation Rules</strong></td>
<td>(None)</td>
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<td><strong>Valid Values</strong></td>
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<td><strong>Data Source</strong></td>
<td>Provider: PeopleSoft</td>
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<td>Table: PS_PERSONAL_PHONE</td>
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<tr>
<td></td>
<td>Column: PHONE</td>
</tr>
<tr>
<td><strong>Effective Terms</strong></td>
<td>Start: 012005</td>
</tr>
<tr>
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<td>End: (None)</td>
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<tr>
<td>Target Fields</td>
<td>Target Type</td>
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<td>-------------</td>
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<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
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<td>Nov 6, 2009</td>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone</td>
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<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE</td>
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### Mailing Address 1

**HEA016**

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<td>Description</td>
<td>Line 1 of the employees mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
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<td>Length</td>
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<tr>
<td>Format</td>
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<td>Collection Period</td>
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<td>Business Practices</td>
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| Data Source                        | Provider: PeopleSoft                                 |
| Table                               | PS_PERSONAL_DATA                                    |
| Column                              | ADDRESS1_OTHER                                      |
| Page                                |                                                     |
| Navigation                          |                                                     |

### Effective Terms

**Start:** 012005  
**End:** (None)

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</tr>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Address 1</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1</td>
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### Mailing Address 2

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Line 2 of the employees mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
</tr>
<tr>
<td>Data Type</td>
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</tr>
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<td>Length</td>
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</tr>
<tr>
<td>Format</td>
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</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
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</tr>
<tr>
<td>Validation Rules</td>
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</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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</tr>
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</tr>
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<td>Column: ADDRESS2_OTHER</td>
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<td>End: (None)</td>
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<tr>
<td>Target Fields</td>
<td>Target Type</td>
</tr>
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<td>Date</td>
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<tr>
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<td>Jan 1, 2005</td>
</tr>
<tr>
<td></td>
<td>Nov 6, 2009</td>
</tr>
<tr>
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</tr>
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### Mailing Address 3

<table>
<thead>
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<th>Human Resource / Employee / Employee Address / HEA018</th>
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<tbody>
<tr>
<td>Description</td>
<td>Line 3 of the employees mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
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<tr>
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<td>Jan 1, 2005</td>
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<tr>
<td></td>
<td>Nov 6, 2009</td>
</tr>
<tr>
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</table>

**Mailing Address 4**

<table>
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<tr>
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<tbody>
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<td>Line 4 of the employees mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
</tr>
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<td>Page</td>
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<td>Navigation</td>
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<td>Effective Terms</td>
<td>Start:</td>
</tr>
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<td></td>
<td>End:</td>
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</table>
### Mailing Address City

**HEA020**

**Category:** Human Resource / Employee / Employee Address / HEA020  
**Description:** The city of the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')  
**Data Type:** A  
**Length:** 30  
**Format:** X  
**Collection Period:** Every Weekday  
**Business Practices**  
**Validation Rules:** (None)  
**Valid Values:** (None)  
**Data Source**  
- **Provider:** PeopleSoft  
- **Table:** PS_PERSONAL_DATA  
- **Column:** CITY_OTHER

**Effective Terms**  
- **Start:** 012005  
- **End:** (None)

**Target Fields**  
- **Target Type:** DWH  
- **Table Name:** EMPLOYEE  
- **Column Name:** MAIL_ADDR_CITY

**Change History**  
- **Date:** Jan 1, 2005  
  **Notes:** New Element  
- **Date:** Nov 6, 2009  
  **Notes:** Added ADP Translations.  
- **Date:** Jul 30, 2018  
  **Notes:** ADP Element Name: CITY_OTHER; ADP Table: PERSONAL_DATA  
- **Date:** Jul 30, 2018  
  **Notes:** Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee  
- **Date:** Jul 30, 2018  
  **Notes:** Old PS Page: Edit Address; Old PS Page Field Name: City  
- **Date:** Jul 30, 2018  
  **Notes:** Old PS Table: PS_ADDRESSES; Old PS Table Field: CITY
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<tbody>
<tr>
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<td>The State Code of the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
</tr>
<tr>
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**Validation Rules**

**Status: Active**

<table>
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<tr>
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<td>VHEA021</td>
<td>Mailing Address State Code must be valid value.</td>
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</table>

**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](#)

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<td>Indiana</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>K0</td>
<td>KY-Kenton County Tiered Tax</td>
</tr>
<tr>
<td>K1</td>
<td>KY-Hazard Tiered Tax</td>
</tr>
<tr>
<td>K2</td>
<td>KY-Mayfield Tiered Tax</td>
</tr>
<tr>
<td>K5</td>
<td>Kansas</td>
</tr>
<tr>
<td>KY</td>
<td>Kentucky</td>
</tr>
<tr>
<td>LA</td>
<td>Louisiana</td>
</tr>
<tr>
<td>MA</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>MD</td>
<td>Maryland</td>
</tr>
<tr>
<td>ME</td>
<td>Maine</td>
</tr>
<tr>
<td>MI</td>
<td>Michigan</td>
</tr>
<tr>
<td>MN</td>
<td>Minnesota</td>
</tr>
<tr>
<td>MO</td>
<td>Missouri</td>
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<td>MS</td>
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<td>North Dakota</td>
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<td>Nebraska</td>
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<td>NH</td>
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<tr>
<td>NJ</td>
<td>New Jersey</td>
</tr>
<tr>
<td>NM</td>
<td>New Mexico</td>
</tr>
<tr>
<td>NV</td>
<td>Nevada</td>
</tr>
<tr>
<td>NY</td>
<td>New York</td>
</tr>
<tr>
<td>O1</td>
<td>OR-Multnomah Co Income Tax</td>
</tr>
<tr>
<td>OH</td>
<td>Ohio</td>
</tr>
<tr>
<td>OK</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>OR</td>
<td>Oregon</td>
</tr>
<tr>
<td>PA</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>PR</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>RI</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>SC</td>
<td>South Carolina</td>
</tr>
<tr>
<td>SD</td>
<td>South Dakota</td>
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<tr>
<td>TN</td>
<td>Tennessee</td>
</tr>
<tr>
<td>TX</td>
<td>Texas</td>
</tr>
<tr>
<td>UT</td>
<td>Utah</td>
</tr>
<tr>
<td>VA</td>
<td>Virginia</td>
</tr>
<tr>
<td>VI</td>
<td>Virgin Islands</td>
</tr>
<tr>
<td>VT</td>
<td>Vermont</td>
</tr>
<tr>
<td>WA</td>
<td>Washington</td>
</tr>
<tr>
<td>WI</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>WV</td>
<td>West Virginia</td>
</tr>
<tr>
<td>WY</td>
<td>Wyoming</td>
</tr>
<tr>
<td>Z1</td>
<td>New York, New York</td>
</tr>
<tr>
<td>Z2</td>
<td>Yonkers, New York</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Z3</td>
<td>MD 1.25 % local tax</td>
</tr>
<tr>
<td>Z4</td>
<td>MD 2.25 % local tax</td>
</tr>
<tr>
<td>Z5</td>
<td>Reserved</td>
</tr>
<tr>
<td>Z6</td>
<td>Reserved</td>
</tr>
<tr>
<td>Z7</td>
<td>MD 2.85 % local tax</td>
</tr>
<tr>
<td>Z8</td>
<td>MD 3.05 % local tax</td>
</tr>
<tr>
<td>Z9</td>
<td>MD 3.20 % local tax</td>
</tr>
<tr>
<td>ZA</td>
<td>MD 3.10 % local tax</td>
</tr>
<tr>
<td>ZB</td>
<td>MD resident works in DE</td>
</tr>
<tr>
<td>ZC</td>
<td>MD 2.65 % local tax</td>
</tr>
<tr>
<td>ZD</td>
<td>MD 2.60 % local tax</td>
</tr>
<tr>
<td>ZE</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZF</td>
<td>MD 2.80 % local tax</td>
</tr>
<tr>
<td>ZG</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZH</td>
<td>MD 2.90 % local tax</td>
</tr>
<tr>
<td>ZI</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZJ</td>
<td>Reserved</td>
</tr>
<tr>
<td>ZK</td>
<td>MD 3.15 % local tax</td>
</tr>
<tr>
<td>ZL</td>
<td>MD 3.00 % local tax</td>
</tr>
</tbody>
</table>

**Data Source**
- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
- **Column**: STATE_OTHER

**Effective Terms**
- **Start**: 01/2005
- **End**: (None)

**Target Fields**
<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>MAIL_ADDR_STATE_CODE</td>
</tr>
</tbody>
</table>

**Change History**
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: STATE_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: State
- **Jul 30, 2018**: Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR

**Mailing Address State Code Description**
- **Category**: Human Resource / Employee / Employee Address / HEA022

---

**HEA022**

**Category**
Human Resource / Employee / Employee Address / HEA022
### Mailing Address Country Code

**Category:** Human Resource / Employee / Employee Address / HEA023

**Description:** The Country Code of the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')

<table>
<thead>
<tr>
<th>Description</th>
<th>The description of the State Code for the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>3</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

#### Business Practices

**Validation Rules**

- (None)

**Valid Values**

- (None)

#### Data Source

- **Provider:** PeopleSoft
- **Table:** PSXLATITEM
- **Column:** XLATLONGNAME

#### Effective Terms

- **Start:** 01/01/2005
- **End:** (None)

#### Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>MAIL_ADDR_STATE_DESC</td>
</tr>
</tbody>
</table>

#### Change History

- **Jan 1, 2005** New Element
- **Nov 6, 2009** Added ADP Translations.
- **Jul 30, 2018** ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL
- **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: State
- **Jul 30, 2018** Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR

#### Validation Rules

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEA023</td>
<td>Mailing Address Country Code must be valid value.</td>
</tr>
</tbody>
</table>
**Mailing Address Country Code Description**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Address / HEA024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The description of the Country Code for the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td></td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
</tbody>
</table>

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PSXLATITEM
- **Column**: XLATLONGNAME

**Effective Terms**

- Start: 012005
- End: (None)

---

**Valid Values**

For current PS valid values and PS to HRDM translations see:

**PeopleSoft to HRDM Valid Values Mapping**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
</tr>
</tbody>
</table>

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
- **Column**: COUNTRY

**Effective Terms**

- Start: 012005
- End: (None)

**Target Fields**

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>MAIL_ADDR_COUNTRY_CODE</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Address History; Old PS Page Field Name: Country</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR</td>
<td></td>
</tr>
</tbody>
</table>
### Mailing Address County

**Category**: Human Resource / Employee / Employee Address / HEA025  
**Description**: The County of the employee's mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')

| Data Type | A |
| Length | 30 |
| Format | X |
| Collection Period | Every Weekday |
| Validation Rules | (None) |
| Valid Values | (None) |

**Data Source**

| Provider | PeopleSoft |
| Table | PS_PERSONAL_DATA |
| Column | COUNTY |

**Effective Terms**

| Start: | 012005 |
| End: | (None) |

**Target Fields**

| Target Type | Table Name | Column Name |
| DWH | EMPLOYEE | MAIL_ADDR_COUNTRY_DESC |

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Address History; Old PS Page Field Name: Country</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES / PS_COUNTRY; Old PS Table Field: COUNTRY / DESCR</td>
</tr>
</tbody>
</table>

---

### Mailing Address Postal Code

**Category**: Human Resource / Employee / Employee Address / HEA026  
**Description**: The Postal Code of the employees mailing address. (PS Selection Criteria: ADDR_TYPE = 'MAIL')

| Data Type | A |
| Length | 9 |
| Format | X |
| Collection Period | Every Weekday |
| Validation Rules | (None) |
| Valid Values | (None) |

**Data Source**

| Provider | PeopleSoft |
| Table | PS_ADDRESSES |
| Column | POSTAL_CODE |

**Valid Values**

| Values | (None) |

**Effective Terms**

| Start: | 012005 |
| End: | (None) |

**Target Fields**

| Target Type | Table Name | Column Name |
| DWH | EMPLOYEE | MAIL_ADDR_POSTAL_CODE |

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Postal Code</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: POSTAL_CODE</td>
</tr>
</tbody>
</table>
# Data Type
- **A**

## Length
- **12**

## Format
- **X**

## Collection Period
- Every Weekday

### Business Practices

#### Validation Rules
- (None)

#### Valid Values
- (None)

## Data Source
- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
- **Column**: POSTAL_OTHER

## Effective Terms
- **Start**: 01/2005
- **End**: (None)

## Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>MAIL_ADDR_POSTAL_CODE</td>
</tr>
</tbody>
</table>

## Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: ZIP; ADP Table: PERSONAL_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Edit Address; Old PS Page Field Name: Postal</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: Postal</td>
</tr>
</tbody>
</table>

---

### Home Address Line 4

**HEA027**

#### Category
- Human Resource / Employee / Employee Address / HEA027

#### Description
- Line 4 of the permanent home address of the employee.

#### Data Type
- A

#### Length
- 55

#### Format
- X

#### Collection Period
- Every Weekday

### Business Practices

#### Validation Rules
- (None)

#### Valid Values
- (None)

## Data Source
- **Provider**: PeopleSoft
- **Table**: PS_PERSONAL_DATA
## Target Fields

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<thead>
<tr>
<th>Target Type</th>
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<th>Column Name</th>
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<tr>
<td>DWH</td>
<td>EMPLOYEE</td>
<td>HOME_ADDR_LINE4</td>
</tr>
</tbody>
</table>

## Change History

<table>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Case Review 1; Old PS Page Field Name: Relatives at Institution</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4</td>
</tr>
</tbody>
</table>

## Employee Department

### Department ID

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Department / HDP001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>10</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011667</td>
</tr>
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</table>

### Validation Rules

<table>
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<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHDP001</td>
<td>Department ID must be listed in institutional department table.</td>
</tr>
</tbody>
</table>

### Valid Values

| (None) |

### Data Source

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_JOB</td>
</tr>
<tr>
<td>Column</td>
<td>DEPTID</td>
</tr>
<tr>
<td>Page</td>
<td>Department Profile</td>
</tr>
<tr>
<td>Navigation</td>
<td>Setup HCM &gt; Foundation Tables &gt; Organization &gt; Departments</td>
</tr>
</tbody>
</table>

### Effective Terms

| Start: | 012005  |
| End:   | (None)  |
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:** Every Weekday

**Business Practices:** Practitioner Process: Knowledge Article USGKB0011667

**Validation Rules:** (None)

**Valid Values:** (None)

**Data Source:**
- **Provider:** PeopleSoft
- **Table:** PS_DEPT_TBL
- **Column:** DESCR
- **Page:** Department Profile
- **Navigation:** Setup HCM > Foundation Tables > Organization > Departments

**Effective Terms:**
- **Start:** 012005
- **End:** (None)

**Target Fields**
- **Target Type:** DWH
- **Table Name:** DEPARTMENT
- **Column Name:** DEPT_DESC

**Change History**
- **Date:** Jan 1, 2005
  - **Notes:** New Element
- **Date:** Nov 6, 2009
  - **Notes:** Added ADP Translations.
- **Date:** Jul 30, 2018
  - **Notes:** ADP Element Name: EP_BUD_DEPT, DEPTID; ADP Table: EPGLX002, DEPT_TBL, JOB, PAY_EARNINGS
  - **Notes:** Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
  - **Notes:** Old PS Page: Work Location; Old PS Page Field Name: Department
  - **Notes:** Old PS Table: PS_DEPT_TBL; Old PS Table Field: DEPTID
- **Date:** Jul 12, 2022
  - **Notes:** Element reviewed and updated
### Department Location

**HDP003**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Hard Coded based on Department selected</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_DEPT_TBL; Old PS Table Field: DESCR</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

**Category:** Human Resource / Employee / Employee Department / HDP003

**Description:** This is the location of the department an employee works in.

**Data Type:** A

**Length:** 10

**Format:** X

**Collection Period:** Every Weekday

**Business Practices**

<table>
<thead>
<tr>
<th>Validation Rules</th>
<th>(None)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
</tbody>
</table>

**Data Source**

<table>
<thead>
<tr>
<th>Provider</th>
<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_DEPT_TBL</td>
</tr>
<tr>
<td>Column</td>
<td>LOCATION</td>
</tr>
</tbody>
</table>

**Effective Terms**

<table>
<thead>
<tr>
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<th>012005</th>
</tr>
</thead>
<tbody>
<tr>
<td>End</td>
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**Target Fields**

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>DEPARTMENT</td>
<td>DEPT_LOC</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: LOCATION; ADP Table: DEPT_TBL</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on data entered in Position Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_DEPT_TBL; Old PS Table Field: LOCATION</td>
</tr>
</tbody>
</table>
### Degree Code

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Education / HED001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Degree Code shows what educational degrees an employee has earned.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

**Business Practices**

**Validation Rules**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHED001</td>
<td>Degree Code cannot be blank.</td>
</tr>
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</table>

**Valid Values**

(None)

**Data Source**

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<tr>
<th>Provider</th>
<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_BOR_ACCOMPLISH</td>
</tr>
<tr>
<td>Column</td>
<td>ACCOMPLISHMENT</td>
</tr>
<tr>
<td>Page</td>
<td></td>
</tr>
</tbody>
</table>

**Effective Terms**

| Start: 012005 | End: (None) |

**Target Fields**

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<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_EDUCATION</td>
<td>DEGREE_CODE</td>
</tr>
</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EDUCATION_CD; ADP Table: EP_MF_EDUCATION</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Track Events</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Degree</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: ACCOMPLISHMENT</td>
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</table>

### Degree Description

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Education / HED002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is the description of the degree code which shows what educational degrees a faculty member has earned. (PS Selection Criteria: ACCOMP_CATEGORY = DEG)</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
</tbody>
</table>
### Degree Issue Date

**HED003**

<table>
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<th>Category</th>
<th>Human Resource / Employee / Employee Education / HED003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The degree issue date is the date that an employee was issued their degree. This field is labeled “Date Acquired” in OneUSG Connect.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Date</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>MMDDYYYY</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011977</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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</tbody>
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<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
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<td>PS_BOR_ACCOMPLISH</td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>DT_ISSUED</td>
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<table>
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<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td>New Element</td>
<td></td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCR; ADP Table: EDUCATION_TBL</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Track Events</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Professional Ed. And Training; Old PS Page Field Name: Hard Coded based on Department selected.</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCOMP_TBL; Old PS Table Field: DESCR</td>
<td></td>
</tr>
</tbody>
</table>
### Degree Level

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No Formal Education</td>
</tr>
<tr>
<td>02</td>
<td>Elementary School Completed</td>
</tr>
<tr>
<td>03</td>
<td>Some High School</td>
</tr>
<tr>
<td>04</td>
<td>High School Graduate</td>
</tr>
<tr>
<td>05</td>
<td>Terminal Occupation Program</td>
</tr>
<tr>
<td>06</td>
<td>Terminal Occupation Program</td>
</tr>
<tr>
<td>07</td>
<td>Some College - Less than 1 Yr</td>
</tr>
<tr>
<td>08</td>
<td>One Year College</td>
</tr>
</tbody>
</table>

#### Validation Rules

**Status:** Active

<table>
<thead>
<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHED004</td>
<td>Degree Level must be a valid value.</td>
</tr>
</tbody>
</table>

#### 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](#)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>Two Years College</td>
</tr>
<tr>
<td>10</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>11</td>
<td>Three Years College</td>
</tr>
<tr>
<td>12</td>
<td>Four Years College</td>
</tr>
<tr>
<td>13</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>14</td>
<td>Post Bachelors</td>
</tr>
<tr>
<td>15</td>
<td>First Professional</td>
</tr>
<tr>
<td>16</td>
<td>Post-First Professional</td>
</tr>
<tr>
<td>17</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>18</td>
<td>Post Masters</td>
</tr>
<tr>
<td>19</td>
<td>Sixth Year Degree</td>
</tr>
<tr>
<td>20</td>
<td>Post Sixth Year</td>
</tr>
<tr>
<td>21</td>
<td>Doctorate Degree</td>
</tr>
<tr>
<td>22</td>
<td>Post Doctorate</td>
</tr>
<tr>
<td>A</td>
<td>University - Advanced</td>
</tr>
<tr>
<td>C</td>
<td>One Year Certificate</td>
</tr>
<tr>
<td>E</td>
<td>2 yr vocational Certificate</td>
</tr>
<tr>
<td>F</td>
<td>Advanced Certificate</td>
</tr>
<tr>
<td>N</td>
<td>Non Degree Seeking Undergrad</td>
</tr>
<tr>
<td>S</td>
<td>Education Specialist</td>
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<tr>
<td>T</td>
<td>Trade School</td>
</tr>
<tr>
<td>U</td>
<td>University</td>
</tr>
<tr>
<td>V</td>
<td>Career Associate</td>
</tr>
<tr>
<td>Z</td>
<td>Certificate of less than a yr</td>
</tr>
</tbody>
</table>

**Data Source**
- **Provider**: PeopleSoft
- **Table**: PS_ACCOMP_TBL
- **Column**: EDUCATION_LVL

**Effective Terms**
- **Start**: 012005
- **End**: (None)

**Target Fields**
- **Target Type**: DWH
- **Table Name**: EMPLOYEE_EDUCATION
- **Column Name**: DEGREE_LEVEL

**Change History**
- **Date**: Jan 1, 2005
  - **Notes**: New Element
- **Date**: Jul 30, 2018
  - **Notes**: Old PS Table: PS_DEGREE; Old PS Table Field: EDUCATION_LVL
- **Date**: Mar 8, 2022
  - **Notes**: Element reviewed and updated
### Degree Level Description

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</tr>
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<td>The Description of the Degree Level.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>30</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

#### Business Practices

<table>
<thead>
<tr>
<th>Validation Rules</th>
<th>(None)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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</tbody>
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<td></td>
</tr>
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#### Effective Terms

- **Start:** 01/20/05
- **End:** (None)

#### Target Fields

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<td>DEGREE_LEVEL_DESC</td>
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#### Change History

<table>
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<tbody>
<tr>
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<td>New Element</td>
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### Graduated Indicator

<table>
<thead>
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<th>Category</th>
<th>Human Resource / Employee / Employee Education / HED006</th>
</tr>
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<tbody>
<tr>
<td>Description</td>
<td>This indicator is related to an employee's education and indicates whether an employee graduated.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
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#### Validation Rules

**Status: Active**

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<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHED006</td>
<td>Graduated Indicator must be Y or N.</td>
</tr>
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</table>

#### Valid Values

| (None) |

#### Data Source

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<th>PeopleSoft</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>
### Major CIP Code

**HED007**

**Category:** Human Resource / Employee / Employee Education / HED007

**Description:** The Major CIP Code is the code used to show what the major was for a particular degree for an employee.

**Data Type:** A

**Length:** 6

**Format:** X

**Collection Period:** Every Weekday

**Business Practices:**

To determine a major CIP code for an employee, use the EMPLOYEE_EDUCATION table. The valid values for the 2010 CIP Codes can be found by searching this NCES website: https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55

**Validation Rules:**

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<td>Error</td>
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**Valid Values:** (None)

**Data Source:**

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<th>Table</th>
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**Effective Terms:**

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<td>Target Type</td>
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<td>-------------</td>
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<tr>
<td>DWH</td>
<td>EMPLOYEE_EDUCATION</td>
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</thead>
<tbody>
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<td></td>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_MAJOR_CD; ADP Table: EP_MF_EDUCATION</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Track Events</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Major Code</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: MAJOR_CODE</td>
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### Major CIP Code Description

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<td>This is the description of the Major CIP Code.</td>
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<tr>
<td>Data Type</td>
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</tr>
<tr>
<td>Length</td>
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</tr>
<tr>
<td>Format</td>
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</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td></td>
</tr>
<tr>
<td>Validation Rules</td>
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</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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</thead>
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<tr>
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#### Effective Terms

| Start: | 012005 |
| End:   | (None) |

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<td>MAJOR_CIP_DESC</td>
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</table>

<table>
<thead>
<tr>
<th>Change History</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Jan 1, 2005</td>
<td>New Element</td>
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<tr>
<td></td>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_DESCR; ADP Table: EP_MF_MAJOR_CD</td>
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<td></td>
<td>Jul 30, 2018</td>
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</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_MAJOR_TBL; Old PS Table Field: DESCR</td>
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# Terminal Degree Indicator

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Education / HED009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Terminal Degree Indicator shows whether or not a faculty member has a terminal degree.</td>
</tr>
<tr>
<td>Data Type</td>
<td>A</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Format</td>
<td>X</td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

## Business Practices

### Validation Rules

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<tbody>
<tr>
<td><strong>Severity</strong></td>
</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
</table>

### Valid Values

| (None) |

## Data Source

| Provider | PeopleSoft |
| Table | PS_BOR_ACCOMPLISH |
| Column | TERMINAL_DEGREE |

## Effective Terms

| Start: | 012005 |
| End: | (None) |

## Target Fields

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</tr>
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<td>TERMINAL_DEGREE_IND</td>
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</table>

## Change History

<table>
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<tbody>
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<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: TERMINAL; ADP Table: EP_MF_EDUCATION</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Track Events</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Terminal Degree</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_ACCCOMPLISHMENTS; Old PS Table Field: TERMINAL_DEGREE</td>
</tr>
</tbody>
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# Employee Faculty

## Teaching CIP Code

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Faculty / HEF001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
</tbody>
</table>
### Business Practices

Practitioner Process: Knowledge Article USGKB0011494

Note: In the case of teaching multiple courses, the CIP from one course is selected and others are entered into a PeopleSoft notes field which is not extracted to HRDM. The valid values for the 2020 CIP Codes can be found by searching this NCES website: https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55

### Validation Rules

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<tr>
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<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEF001</td>
<td>Teaching CIP Code must be a valid value.</td>
</tr>
</tbody>
</table>

### Valid Values

For current PS valid values and PS to HRDM translations see:

**PeopleSoft to HRDM Valid Values Mapping**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td>
</tr>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
</tr>
</tbody>
</table>

### 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**: 01/2005
- **End**: (None)

### Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_PROFILE</td>
<td>TEACHING_CIP_CODE_KEY (links to CIP_CODE table)</td>
</tr>
</tbody>
</table>

### Change History

- **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
- **Jul 12, 2022**: Element reviewed and updated

---

### Teaching CIP Code Description

**HEF002**

**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** | Every Weekday |
| **Business Practices** | Practitioner Process: Knowledge Article USGKB0011494 |
| **Validation Rules** | (None) |
| **Valid Values** | (None) |
| **Data Source** | **Provider**: HRDM  
**Table**: USGEDW.EDW_COURSE_CIP6_LKP  
**Column**: COURSE_CIP6_DESCR  
**Page**: Faculty Data  
**Navigation**: Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data |
| **Effective Terms** | **Start**: 012005  
**End**: (None) |
| **Target Fields** | **Target Type** | **Table Name** | **Column Name** |
| | DWH | CIP_CODE | CIP_CODE_DESC |
| **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 |
| | Jul 30, 2018 | Old PS Table: EG_TENURE_DATA; Old PS Table Field: DESCR |
| | Jul 12, 2022 | Element reviewed and updated |

---

**Academic Rank**

| **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** | Every Weekday |
| **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 | Academic 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 Valid Values Mapping**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Professor</td>
</tr>
<tr>
<td>002</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>003</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>004</td>
<td>Instructor</td>
</tr>
<tr>
<td>005</td>
<td>Lecturer</td>
</tr>
<tr>
<td>006</td>
<td>No Rank</td>
</tr>
<tr>
<td>007</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>008</td>
<td>Principal Lecturer</td>
</tr>
</tbody>
</table>

## Data Source

<table>
<thead>
<tr>
<th>Provider</th>
<th>Table</th>
<th>Column</th>
<th>Page</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft</td>
<td>PS_EG_TENURE_DATA</td>
<td>EG_ACADEMIC_RANK</td>
<td>Tenure Data/Home Rank</td>
<td>Workforce Development &gt; Faculty Events &gt; Calculate Tenure &gt; Create Tenure Data</td>
</tr>
</tbody>
</table>

## Effective Terms

- **Start:** 01/20/05
- **End:** (None)

## Target Fields

<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
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<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_FACULTY</td>
<td>ACADEMIC_RANK</td>
</tr>
</tbody>
</table>

## Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_ACADEMIC_RANK; ADP Table: EP_MF_EVENT_DAT</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Tenure Data; Old PS Page Field Name: Home Rank</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ACADEMIC_RANK</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

## Academic Rank Date

### HEF004

- **Category:** Human Resource / Employee / Employee Faculty / HEF004
- **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: Every Weekday

Business Practices: Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242
Rank Date cannot precede Birth Date and Current Rank Date cannot precede Former Rank Date.

Validation Rules:

<table>
<thead>
<tr>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severity</td>
</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
</table>

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: 012005
- End: (None)

Target Fields:
- Target Type: DWH
- Table Name: EMPLOYEE_FACULTY
- Column Name: ACADEMIC_RANK_DATE

Change History:
- Nov 6, 2009: 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, 2018: ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT
- 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: Rank Change Date
- Jul 30, 2018: Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_RNK_CHG_DT
- Apr 11, 2019: New Element
- Mar 8, 2022: Element reviewed and updated

Actual Activity Academic Percentage

Category: Human Resource / Employee / Employee Faculty / HEF005

Description: The Actual Activity Academic Percentage is used to report the percentage of an employee's work that is used for academic activity, i.e., instructional 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: Every Weekday
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_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: 01/2005
End: (None)

Target Fields:
<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_FACULTY</td>
<td>ACTUAL_ACTIVITY_ACADEMIC_PCT</td>
</tr>
</tbody>
</table>

Change History:
- 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
- Mar 8, 2022: Element reviewed and updated

Actual Activity Administration Percentage

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource / Employee / Employee Faculty / HEF006</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Length</th>
<th>Format</th>
<th>Collection Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>5.2</td>
<td></td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>

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_EP_FFE_DAT
- **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**: (None)

### Target Fields
<table>
<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_FACULTY</td>
<td>ACTUAL_ACTIVITY_ADMIN_PCT</td>
</tr>
</tbody>
</table>

### Change History
- **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: Administrative Activity
- **Jul 30, 2018**: Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADMIN_BOR
- **Mar 8, 2022**: Element reviewed and updated

### Actual Activity Public Service Percentage

**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**
Every Weekday

**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_EP_FFE_DAT
Effective Terms

Start: 012005
End: (None)

Target Fields

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<th>Column Name</th>
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Change History

<table>
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<th>Notes</th>
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<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: EP_ACTPER_SERVICE; ADP Table: EP_MF_EVENT_DAT</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting.</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Public Service Activity</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_PUBLIC_BOR</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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</tbody>
</table>

Actual Activity Research Percentage

**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**

Every Weekday

**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_EP_FFE_DAT

Column: BOR_ACT_REP_RESRCH

Page: Funding and Effort Reporting/Research Activity
**Navigation**

Workforce Development > Faculty Events > Track Events > Assigned Effort

**Effective Terms**

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**Target Fields**

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<thead>
<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEE_FACULTY</td>
<td>ACTUAL_ACTIVITY_RESEARCH_PCT</td>
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</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Research Activity</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_RESEARCH_BOR</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

**Actual Salary Contract Percentage**

**Category**

Human Resource / Employee / Employee Faculty / HEF009

**Description**

The Actual Salary Contract Percentage is the percentage of the employee’s salary that comes from Contract Funds.

**Data Type**

N

**Length**

5

**Format**

X

**Collection Period**

Every Weekday

**Business Practices**

Validation Rules:

(None)

Valid Values:

(None)

**Data Source**

Provider: PeopleSoft

Table: PS_BOR_EP_FFE_DAT

Column: BOR_SAL_REP_CONTR

Page:

Navigation

**Effective Terms**

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**Target Fields**

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<tr>
<th>Target Type</th>
<th>Table Name</th>
<th>Column Name</th>
</tr>
</thead>
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<tr>
<td>DWH</td>
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<td>ACTUAL_SALARY_CONTRACT_PCT</td>
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</tbody>
</table>

**Change History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
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</table>
### Actual Salary Sponsored Percentage

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Faculty / HEF010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Actual Salary Sponsored Percentage is the percentage of the employee's salary that comes from sponsored funds.</td>
</tr>
<tr>
<td>Data Type</td>
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<td>Format</td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
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<tr>
<td>Business Practices</td>
<td></td>
</tr>
<tr>
<td>Validation Rules</td>
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<tr>
<td>Valid Values</td>
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<td>Column</td>
<td>BOR_SAL_REP_SPONS</td>
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<tr>
<td>Page</td>
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</tr>
<tr>
<td>Navigation</td>
<td></td>
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<td>Effective Terms</td>
<td>Start: 012005</td>
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<td>Jan 1, 2005</td>
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<tr>
<td></td>
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<td></td>
<td>Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Jul 30, 2018</td>
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</tbody>
</table>

### Actual Salary State Percentage

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Faculty / HEF011</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Actual Salary State Percentage is the percentage of the employee's salary that comes from state funds.</td>
</tr>
<tr>
<td>Data Type</td>
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</tr>
</tbody>
</table>

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**Date** | **Notes**
---|---
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: Contract Salary
Jul 30, 2018 | Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_CONTR_BOR

---

**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_SPOSP_BOR

---

**Date** | **Notes**
---|---
Nov 21, 2022 | 113
9:03:06 AM
| **Length** | 5 |
| **Format** | X |
| **Collection Period** | Every Weekday |
| **Business Practices** | Validation Rules: (None) Valid Values: (None) |
| **Data Source** | Provider: PeopleSoft Table: PS_BOR_EP_FFE_DAT Column: BOR_SAL_REP_STATE |
| **Effective Terms** | Start: 012005 End: (None) |
| **Target Fields** | Target Type: DWH Table Name: EMPLOYEE_FACULTY Column Name: ACTUAL_SALARY_STATE_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: State Salary |
| | Jul 30, 2018 | Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: SAL_REP_STATE_BOR |

### Equivalent Full-Time

**HEF012**

| **Category** | Human Resource / Employee / Employee Faculty / HEF012 |
| **Description** | The Equivalent Full Time identifies the proportion of faculty member's appointment as a percentage of a full-time position. |
| **Data Type** | N |
| **Length** | 4 |
| **Format** | X |
| **Collection Period** | Every Weekday |
| **Business Practices** | Validation Rules: (None) Valid Values: (None) |
| **Data Source** | Provider: PeopleSoft Table: PS_BOR_EP_FFE_DAT Column: BOR_EFT Page |
### Tenure Granted Date

**HEF013**

**Category**: Human Resource / Employee / Employee Faculty / HEF013

**Description**: The Tenure Granted Date is the day that the tenure was granted for the faculty member.

**Data Type**: D

**Length**: 8

**Format**: MMDDYYYY

**Collection Period**: Every Weekday

**Business Practices**

**Validation Rules**: (None)

**Valid Values**: (None)

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_EG_TENURE_DATA
- **Column**: EG_GRANTED_DT
- **Page**

**Effective Terms**

- **Start**: 012005
- **End**: (None)

**Target Fields**

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<td>DWH</td>
<td>EMPLOYEE_FACULTY</td>
<td>TENURE_GRANTED_DATE</td>
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**Change History**

<table>
<thead>
<tr>
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<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: EFT</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: EFT_BOR</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
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<tr>
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<td>Old PS Page: Tenure Data; Old PS Page Field Name: Granted Date</td>
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</table>
#### Tenure Mandatory Review Date

**HEF014**

**Category**  
Human Resource / Employee / Employee Faculty / HEF014

**Description**  
The Tenure Mandatory Review Date is the day a faculty member’s tenure status is up for the next review.

**Data Type**  
D

**Length**  
8

**Format**  
MMDDYYYY

**Collection Period**  
Every Weekday

**Validation Rules**  
(None)

**Valid Values**  
(None)

**Data Source**  
Provider: PeopleSoft  
Table: PS_EG_TENURE_DATA  
Column: EG_MAND_REVW_DT

**Effective Terms**  
Start: 012005  
End: (None)

**Target Fields**

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**Change History**

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<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data</td>
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<tr>
<td>Jul 30, 2018</td>
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</tbody>
</table>

#### Tenure Status Code

**HEF015**

**Category**  
Human Resource / Employee / Employee Faculty / HEF015

**Description**  
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’

**Data Type**  
A
Length: 3
Format: X
Collection Period: Every Weekday

Business Practices
Validation Rules

Status: Active

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<th>Severity</th>
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<th>Description</th>
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<tr>
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<td>VHEF015</td>
<td>Tenure Status Code must be a valid code.</td>
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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](#)

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<th>Description</th>
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<tbody>
<tr>
<td>DEN</td>
<td>Tenure Denied</td>
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<tr>
<td>NA</td>
<td>Not in a Tenure Type Position</td>
</tr>
<tr>
<td>NOT</td>
<td>Non Tenure Not On Track</td>
</tr>
<tr>
<td>NTK</td>
<td>Not Tenured on Track</td>
</tr>
<tr>
<td>OTH</td>
<td>Other</td>
</tr>
<tr>
<td>TEN</td>
<td>Tenured</td>
</tr>
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Data Source
Provider: PeopleSoft
Table: PS_EG_TENURE_DATA
Column: TENURE_STATUS

Effective Terms
Start: 01/2005
End: (None)

Target Fields
Target Type | Table Name  | Column Name
-------------|-------------|----------------|
DWH          | EMPLOYEE_FACULTY | TENURE_STATUS_CODE |

Change History

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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS</td>
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</table>

Tenure Status Date

Category: Human Resource / Employee / Employee Faculty / HEF016
Description: Tenure Status Date is the date that the employee's new tenure status (HEF015) goes into effect.
### Tenure Status Description

**HEF017**

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>Human Resource / Employee / Employee Faculty / HEF017</td>
<td>This is the Description of the Tenure Status Code which indicates what the current tenure status is for the employee.</td>
</tr>
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</table>

<table>
<thead>
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<th>Length</th>
<th>Format</th>
<th>Collection Period</th>
<th>Business Practices</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>64</td>
<td>X</td>
<td>Every Weekday</td>
<td>Practitioner Process: Knowledge Article USGKB0011494, USGKB0011689</td>
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**Change History**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>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.</td>
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<tr>
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<td>ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT_DAT</td>
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<td>Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_EG TENURE_DATA; Old PS Table Field: TENURE_STATUS</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>
### Tenure Track Start Date

**HEF018**

**Category**  
Human Resource / Employee / Employee Faculty / HEF018

**Description**  
The Tenure Track Start Date is the date the faculty member began tenure track. The date remains static whereas the Tenure Status Date is updated when a faculty member’s tenure status changes.

**Data Type**  
D

**Length**  
8

**Format**  
MMDDYYYY

**Collection Period**  
Every Weekday

**Business Practices**

**Validation Rules**  
(None)

**Valid Values**  
(None)

**Data Source**  
Provider: PeopleSoft  
Table: PS_EG_TENURE_DATA  
Column: EG_ORIG_TRACK_DT

**Effective Terms**  
Start: 012005  
End: (None)

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<td>Nov 6, 2009</td>
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<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: LONGNAME; ADP Table: XLATTABLE</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME</td>
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Target Fields

<table>
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<th>Table Name</th>
<th>Column Name</th>
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<td>EMPLOYEE_FACULTY</td>
<td>TENURE_TRACK_START_DATE</td>
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Change History

<table>
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<th>Notes</th>
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<tbody>
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<td>New Element</td>
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<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ORIG_TRACK_DT</td>
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</table>

Academic Rank Description

HEF019

Category
Human Resource / Employee / Employee Faculty / HEF019

Description
The Academic Rank Description is the description of the academic rank code (HEF003).

Data Type
Character

Length
30

Format
Every Weekday

Business Practices
Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242

Validation Rules
(None)

Valid Values
(None)

Data Source
Provider: HRDM
Table: STGHR.HRREF_RANK_VW
Column: DESC

Page:
Tenure Data/Home Rank
Navigation:
Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms
Start: 012005
End: (None)

Target Fields

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<table>
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<tr>
<td>Mar 8, 2022</td>
<td>Element added to HR DED</td>
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Employee Identifier

Employee Identification Number

HID001

Nov 21, 2022 120 9:03:06 AM
**Employee Social Security Number**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Identifier / HID002</th>
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<tbody>
<tr>
<td>Description</td>
<td>The employee social security number is the nine-digit social security number of the employee, referred to as 'National ID' in OneUSG Connect.</td>
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<tr>
<td>Collection Period</td>
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<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772</td>
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<td>Code</td>
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<tr>
<td>Description</td>
<td>Employee Social Security Number cannot be blank.</td>
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<tr>
<td>Provider</td>
<td>PeopleSoft</td>
</tr>
<tr>
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<td>PS_JOB, PS_EMPLOYMENT, PS_PERSONAL_DATA</td>
</tr>
<tr>
<td>Column</td>
<td>EMPLID</td>
</tr>
<tr>
<td>Page</td>
<td>Biographical Details</td>
</tr>
<tr>
<td>Navigation</td>
<td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a Person</td>
</tr>
<tr>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: WorkLocation; Old PS Page Field Name: EmplID - Hard coded by system</td>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PERSON; Old PS Table Field: EMPLID</td>
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<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated.</td>
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**Employee Identification Number**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Identifier / HID001</th>
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<tbody>
<tr>
<td>Description</td>
<td>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.</td>
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<tr>
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<td>Collection Period</td>
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<td>Business Practices</td>
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<td>Validation Rules</td>
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<td>Column</td>
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<tr>
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<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: WorkLocation; Old PS Page Field Name: EmplID - Hard coded by system</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
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<td>Mar 8, 2022</td>
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</table>
**Business Practices**

Practitioner Process: Knowledge Article USGKB0012215

Dummy SSNs should only be assigned to Foreign Nationals that have not yet received an official SSN. Dummy SSNs should never be assigned to US Citizens.

**Validation Rules**

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**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 > Modify a Person

**Effective Terms**

- **Start**: 01/2005
- **End**: (None)

**Target Fields**

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<td>SSN</td>
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**Change History**

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</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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</tbody>
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**Employee Job**

**Job Code**

<table>
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<th>HEJ001</th>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Job / HEJ001</th>
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<tbody>
<tr>
<td>Description</td>
<td>The Job Code is a six-character code assigned to a job that identifies a position's classification. The code includes a three-digit USG BCAT code (see HEJ008), then a one-digit USG BCAT subcategory code, and then a two-digit institution-specific code.</td>
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**Collection Period**
Every Weekday

**Business Practices**
Practitioner Process: Knowledge Article USGKB0011469, USGKB0011600
BCAT background: https://www.usg.edu/hr/classification/background_of_the_bcat_initiative
HRAP on Position Classification:
https://www.usg.edu/hr/assets/hr/hrap_manual/
HRAP_Position_Classification_Classification__Compensation__and_Payroll.pdf

**Validation Rules**

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<th>Description</th>
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<tbody>
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<td>VHEJ001</td>
<td>Job Code must be a valid value.</td>
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**Valid Values**
For current PS valid values and PS to HRDM translations see:
[PeopleSoft to HRDM Valid Values Mapping](#)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td>
</tr>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
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**Data Source**

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<tr>
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<table>
<thead>
<tr>
<th>Table</th>
<th>PS_JOBCODE_TBL, PS_JOB</th>
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<table>
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<tr>
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<table>
<thead>
<tr>
<th>Page</th>
<th>Job Information/Job Code</th>
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<table>
<thead>
<tr>
<th>Navigation</th>
<th>Organizational Development &gt; Position Management &gt; Maintain Positions/Budget &gt; Add/Update Position Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>Workforce Administration &gt; Job Information &gt; Job Data</td>
</tr>
<tr>
<td>OR</td>
<td>(JOBCODE_TBL) Set Up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table</td>
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**Effective Terms**

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<tr>
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<tbody>
<tr>
<td>End:</td>
<td>(None)</td>
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**Target Fields**

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<th>Table Name</th>
<th>Column Name</th>
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<tr>
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<td>JOB_CODE</td>
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**Change History**

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<tr>
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<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: JOBCODE; ADP Table: PAY_EARNINGS, JOB, JOBCODE_TBL</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Job Information; Old PS Page Field Name: Job Code - Hard-coded based on what is entered in Position Data</td>
</tr>
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<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOBCODE_TBL, Old PS Table Field: JOBCODE</td>
</tr>
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<td>Mar 8, 2022</td>
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</table>

**Job Title**
HEJ002
### Job Title

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<tbody>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
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<td>Length</td>
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</tr>
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<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011469</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
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| Data Source | Provider: PeopleSoft  
Table: PS_JOBCODE_TBL  
Column: DESCR  
Page: Job Code Profile  
Navigation: Set Up HCM > Foundation Tables > Job Attributes > Job Code Table |
| Effective Terms | Start: 012005  
End: (None) |
| Target Fields | Target Type: DWH  
Table Name: JOB_CODE  
Column Name: JOB_TITLE |

### Change History

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<tbody>
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<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Job Code Profile; Old PS Page Field Name: Job Title</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCR</td>
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<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
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### Job Title Long Description

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<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Job / HEJ003</th>
</tr>
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<tbody>
<tr>
<td>Description</td>
<td>The Job Title Long Description is the more detailed description of the employee's job code (HEJ001). Note: With the implementation of ADP, this element contains the same information as the Job Title element (HEJ002), however, historical data (pre-2009) will differ.</td>
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<tr>
<td>Data Type</td>
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<tr>
<td>Length</td>
<td>64</td>
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<td>Format</td>
<td></td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011469</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
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<td>Data Source</td>
<td>Provider: PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>Table: PS_JOBCODE_TBL</td>
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<tr>
<td></td>
<td>Column: DESCR</td>
</tr>
<tr>
<td></td>
<td>Page: Job Code Profile</td>
</tr>
<tr>
<td></td>
<td>Navigation: Set Up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table</td>
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<tr>
<td>Effective Terms</td>
<td>Start: 012005</td>
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<td></td>
<td>End: (None)</td>
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<td>Column Name: JOB_TITLE_LONG_DESC</td>
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<td>Change History</td>
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<td></td>
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<td>Notes: Added ADP Translations.</td>
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<td></td>
<td>Date: Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Notes: ADP Element Name: DESCR; ADP Table: JOBCODE_TBL</td>
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<tr>
<td></td>
<td>Date: Jul 30, 2018</td>
</tr>
<tr>
<td></td>
<td>Notes: Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td></td>
<td>Date: Jul 30, 2018</td>
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<tr>
<td></td>
<td>Notes: Old PS Page: Job Code Profile; Old PS Page Field Name: Job Description</td>
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<td></td>
<td>Date: Jul 30, 2018</td>
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<tr>
<td></td>
<td>Notes: Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCRLONG</td>
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**Job Title Short Description**

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<th>Human Resource / Employee / Employee Job / HEJ004</th>
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<td>This is the long description of the employee's job code.</td>
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<td>Collection Period</td>
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<td>Business Practices</td>
<td></td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
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<tr>
<td>Valid Values</td>
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<tr>
<td></td>
<td>Column: DESCR</td>
</tr>
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</table>
## Job Code Effective Date

**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
MMDDYYYY

### Collection Period
Every Weekday

### Business Practices
Practitioner Process: Knowledge Article USGKB0011646

### Validation Rules

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<td>VHEJ005</td>
<td>Job Code Effective Date cannot be null.</td>
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### Valid Values
(None)

### Data Source
- **Provider**: PeopleSoft
- **Table**: PS_JOBCODE_TBL
- **Column**: EFFDT
- **Page**: Job Information
- **Navigation**: Workforce Administration > Job Information > Job Data

### Effective Terms
Start: 012005  
End: (None)
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<td>JOB_CODE_EFF_DATE</td>
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### Change History

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<td>Jul 30, 2018</td>
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<td>Oct 25, 2022</td>
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### EEO-1 Job Category

**HEJ006**

**Category**: Human Resource / Employee / Employee Job / HEJ006

**Description**: Category assigned based on Job Codes for Equal Employment Opportunity reporting.

**Data Type**: A

**Length**: 30

**Format**: X

**Collection Period**: Every Weekday

**Business Practices**: (None)

**Validation Rules**: (None)

**Valid Values**: (None)

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_JOBCODE_TBL
- **Column**: EEO1CODE

**Effective Terms**

- **Start**: 012005
- **End**: (None)

### Target Fields

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**IPEDS Code**

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<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
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<tr>
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<tr>
<td>Format</td>
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<tr>
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<td>Every Weekday</td>
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<tr>
<td>Business Practices</td>
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<tr>
<td>Validation Rules</td>
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<td><strong>Status: Active</strong></td>
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<tr>
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<td>Column</td>
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</tr>
<tr>
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<td>Added ADP Translations.</td>
</tr>
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**USG Job Category Code (BCAT)**

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<tr>
<td>Description</td>
<td>The BCAT Codes are USG-specific job category codes and make up the first three digits of the job code (HEJ001).</td>
</tr>
<tr>
<td>Data Type</td>
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<td>6</td>
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Nov 21, 2022 128 9:03:06 AM
Business Practices

Practitioner Process: Knowledge Article USGKB0011600
BCATs: https://www.usg.edu/hr/classification/job_categories_bcats

Validation Rules

(None)

Valid Values

For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

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<th>Code</th>
<th>Description</th>
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<td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td>
</tr>
<tr>
<td></td>
<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
</tr>
</tbody>
</table>

Data Source

Provider: PeopleSoft
Table: PS_JOBCODE_TBL, PS_JOB
Column: JOBCODE
Page: Job Code Profile
Navigation: Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms

Start: 012005
End: (None)

Target Fields

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Change History

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<th>Notes</th>
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<tbody>
<tr>
<td>Jan 1, 2005</td>
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</tr>
<tr>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
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USG Job Category Description

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<th>Description</th>
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<th>Length</th>
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<th>Business Practices</th>
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<td>A</td>
<td>30</td>
<td>X</td>
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</tr>
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Data Source

Provider: PeopleSoft
Table: PS_JOBCODE_TBL
### 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**
Every Weekday

**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: PeopleSoft
Table: PS_JOBCODE_TBL, PS_JOB
Column: JOBCODE
Page: N/A
Navigation: N/A

**Effective Terms**
Start: 012005
End: (None)

**Target Fields**

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**Change History**

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</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at <a href="http://www.usg.edu/employment/policies/jobclass/index.phtml">http://www.usg.edu/employment/policies/jobclass/index.phtml</a></td>
</tr>
<tr>
<td>USG Job Sub-Category Description</td>
<td>HEJ011</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td><strong>Category</strong></td>
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<td><strong>Description</strong></td>
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<tr>
<td><strong>Collection Period</strong></td>
<td>Every Weekday</td>
</tr>
</tbody>
</table>
| **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 | HRDM  
   Table | HRREF_BCAT_SUBCAT  
   Column | SUBCAT_DESC  
   Page | N/A  
   Navigation | N/A |
| **Effective Terms** | Start: 012005  
   End: (None) |
| **Target Fields** | Target Type | Table Name | Column Name |
| | DWH | JOB_CODE | USG_JOB_SUB_CAT_DESC |
| **Change History** | Date | Notes |
| | Jan 1, 2005 | 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 reviewed and updated |

<table>
<thead>
<tr>
<th>Salary Plan</th>
<th>HEJ012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td>Human Resource / Employee / Employee Job / HEJ012</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Data Type</strong></td>
<td>Character</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td></td>
</tr>
</tbody>
</table>
Collection Period: Every Weekday

Business Practices:

1. [https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Salary_Increase_Administration_Process_Classification,_Compensation_and_Payroll.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Salary_Increase_Administration_Process_Classification,_Compensation_and_Payroll.pdf): Salary Increase Administration Process section

2. [https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Wage_and_Salary_Administration_Policy_Classification%2C_Compensation%2C_and_Payroll.pdf](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:

<table>
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<th>Severity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEJ012</td>
<td>Salary Plan must be a valid value.</td>
</tr>
</tbody>
</table>

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](#)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBP</td>
<td>Broadband Pay Plan</td>
</tr>
<tr>
<td>CSP</td>
<td>Classified Salary Plan</td>
</tr>
<tr>
<td>FAC</td>
<td>Faculty Salary Administration</td>
</tr>
<tr>
<td>GRDA</td>
<td>Grade Structure A</td>
</tr>
<tr>
<td>GRDB</td>
<td>Grade Structure B</td>
</tr>
<tr>
<td>GRDC</td>
<td>Grade Structure C</td>
</tr>
<tr>
<td>RET</td>
<td>Retirees</td>
</tr>
</tbody>
</table>

Data Source:

<table>
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<tr>
<th>Provider</th>
<th>Table</th>
<th>Column</th>
<th>Page</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft</td>
<td>PS_JOBCODE_TBL</td>
<td>SAL_ADMIN_PLAN</td>
<td>Default Compensation</td>
<td>Set up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table</td>
</tr>
</tbody>
</table>

Effective Terms:

Start: 012005
End: (None)

Target Fields:

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<tbody>
<tr>
<td>DWH</td>
<td>JOB_CODE</td>
<td>SALARY_PLAN</td>
</tr>
</tbody>
</table>

Change History:

<table>
<thead>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: SALADMIN PLAN; ADP Table: JOBCODE_TBL</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Salary Plan; Old PS Page Field Name: Salary Administration Plan</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: SAL_ADMIN_PLAN</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>
### Contract Length

**Category**  
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 is used to store historical information only.

**Data Type**  
Character

**Length**  
3

**Format**

**Collection Period**  
Every Weekday

**Business Practices**

**Validation Rules**

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<tbody>
<tr>
<td>Active</td>
<td>VHEJ013</td>
<td>Contract Length must be valid value.</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>1</td>
<td>&lt;9 Month</td>
</tr>
<tr>
<td>2</td>
<td>9-10 Month</td>
</tr>
<tr>
<td>3</td>
<td>11-12 Month</td>
</tr>
</tbody>
</table>

**Data Source**

<table>
<thead>
<tr>
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</thead>
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<tr>
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</tr>
<tr>
<td>Column</td>
<td>N/A</td>
</tr>
<tr>
<td>Page</td>
<td>N/A</td>
</tr>
<tr>
<td>Navigation</td>
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</table>

**Effective Terms**

- **Start:** 012005
- **End:** 082009

**Target Fields**

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<td>EMPLOYMENT_CONTRACT</td>
<td>CONTRACT_LENGTH</td>
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**Change History**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page:Employment Information; Old PS Page Field Name: Contract Length</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_EMPLOYMENT; Old PS Table Field: CONTRACT_LENGTH</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>
### Contract Length Description

**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**: Every Weekday  
**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**  
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<tbody>
<tr>
<td>DWH</td>
<td>EMPLOYEMENT_CONTRACT</td>
<td>CONTRACT_LENGTH_DESC</td>
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</table>

**Change History**  
<table>
<thead>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>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</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME</td>
</tr>
<tr>
<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

### Fulltime Employment Indicator

**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**: Every Weekday  
**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

<table>
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<tr>
<th>Severity</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Error</td>
<td>VHEJ015</td>
<td>Fulltime Employment Indicator must be Y or N.</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Y</td>
<td>Full-Time</td>
</tr>
</tbody>
</table>

Data Source

<table>
<thead>
<tr>
<th>Provider</th>
<th>PeopleSoft</th>
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</thead>
<tbody>
<tr>
<td>Table</td>
<td>PS_JOB</td>
</tr>
<tr>
<td>Column</td>
<td>FULL_PART_TIME</td>
</tr>
<tr>
<td>Page</td>
<td>Job Information</td>
</tr>
<tr>
<td>Navigation</td>
<td>Workforce Administration &gt; Job Information &gt; Job Data</td>
</tr>
</tbody>
</table>

Effective Terms

<table>
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<th>012005</th>
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<tbody>
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<td>End</td>
<td>(None)</td>
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Target Fields

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<tbody>
<tr>
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<td>EMPLOYMENT_CONTRACT</td>
<td>FULLTIME_EMPLOYMENT_IND</td>
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</table>

Change History

<table>
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<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: FULL_PART_TIME; ADP Table: JOB</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Job Information; Old PS Page Field Name: Full/Part - Hard-coded based on what is entered in Position Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOB; Old PS Table Field: FULL_PT</td>
</tr>
<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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**Regular Employment Indicator**

<table>
<thead>
<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Job / HEJ016</th>
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<tbody>
<tr>
<td>Description</td>
<td>The Regular Employment Indicator shows whether an employee is a regular employee or a temporary employee.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011647</td>
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HEJ016
Validation Rules

<table>
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<tbody>
<tr>
<td>Error</td>
<td>VHEJ016</td>
<td>Regular Employment Indicator must be Y or N.</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>N</td>
<td>Temporary</td>
</tr>
<tr>
<td>Y</td>
<td>Regular</td>
</tr>
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</table>

Data Source

Provider: PeopleSoft  
Table: PS_JOB  
Column: REG_TEMP

Page: Description

Navigation: Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Effective Terms

Start: 012005  
End: (None)

Target Fields

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<td>REGULAR_EMPLOYMENT_IND</td>
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Change History

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<tbody>
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<td>New Element</td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: REG_TEMP; ADP Table: JOB</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Job Information; Old PS Page Field Name: Regular/Temporary - Hard-coded based on what is entered in Position Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOB; Old PS Table Field: REG_TEMP</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
</tr>
</tbody>
</table>

Position Description

**HEJ017**

<table>
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<tr>
<th>Category</th>
<th>Human Resource / Employee / Employee Job / HEJ017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Position Description provides a description of the employee's position number (HEJ018).</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Length</td>
<td>128</td>
</tr>
<tr>
<td>Format</td>
<td></td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011647</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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<tr>
<td>Data Source</td>
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</tr>
<tr>
<td>Provider</td>
<td>PeopleSoft</td>
</tr>
<tr>
<td>Table</td>
<td>PS_BOR_POS_TITLES</td>
</tr>
<tr>
<td>Column</td>
<td>DESCR</td>
</tr>
<tr>
<td>Page</td>
<td>Description</td>
</tr>
<tr>
<td>Navigation</td>
<td>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</td>
</tr>
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<td>Effective Terms</td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>012005</td>
</tr>
<tr>
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<td>(None)</td>
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<tr>
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<td>Table Name</td>
</tr>
<tr>
<td>DWH</td>
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<tr>
<td>Change History</td>
<td>Date</td>
</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCR; ADP Table: POSITION_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR</td>
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### Position Number HEJ018

<table>
<thead>
<tr>
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<th>Human Resource / Employee / Employee Job / HEJ018</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>The Position Number is an 8-character identification that represents the employee's position.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
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<td>11</td>
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<td></td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011647</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Severity</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
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| Valid Values | (None) |
Data Source

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<tr>
<td>Column</td>
<td>POSITION_NBR</td>
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<td>Page</td>
<td>Description</td>
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Effective Terms

| Start      | 012005 |
| End        | (None) |

Target Fields

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Change History

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</thead>
<tbody>
<tr>
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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: POSITION_NBR; ADP Table: JOB</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Job Data</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Position Number</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS.Position_DATA / PS_JOB; Old PS Table Field: POSITION_NBR</td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
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</table>

Standard Hours Week

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Number</td>
</tr>
<tr>
<td>Length</td>
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<tr>
<td>Format</td>
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<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011647</td>
</tr>
<tr>
<td>Validation Rules</td>
<td>(None)</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
</tr>
<tr>
<td>Data Source</td>
<td>Provider</td>
</tr>
<tr>
<td>Table</td>
<td>PS_Position_DATA</td>
</tr>
<tr>
<td>Column</td>
<td>STD_HOURS</td>
</tr>
<tr>
<td>Page</td>
<td>Description</td>
</tr>
<tr>
<td>Navigation</td>
<td>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</td>
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Nov 21, 2022 138 9:03:06 AM
### Effective Terms

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<td>Old PS Page: Job Information; Old PS Page Field Name: Standard Hours - Hard coded based on Position Number selected</td>
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### Action Date

**HEJ020**

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<td>Description</td>
<td>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.</td>
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<tr>
<td>Data Type</td>
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<tr>
<td>Collection Period</td>
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<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011173, USGKB0012012</td>
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<tr>
<td>Validation Rules</td>
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<td></td>
<td>Severity</td>
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<tr>
<td></td>
<td>Error</td>
</tr>
<tr>
<td>Valid Values</td>
<td>(None)</td>
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<tr>
<td>Data Source</td>
<td>Provider: PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>Table: PS_JOB</td>
</tr>
<tr>
<td></td>
<td>Column: ACTION_DT</td>
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<tr>
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<td>Page: Work Location</td>
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<td>Navigation: Workforce Administration &gt; Job Information &gt; Job Data</td>
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### Effective Terms

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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: ACTION_DT; ADP Table: JOB</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_JOB; Old PS Table Field: ACTION_DT</td>
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<tr>
<td>Oct 25, 2022</td>
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## Action Effective Date

**HEJ021**

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<tr>
<td>Description</td>
<td>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</td>
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<td>Severity</td>
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<tr>
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<td>Table</td>
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<td>Page</td>
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<tr>
<td></td>
<td>Navigation</td>
</tr>
<tr>
<td>Effective Terms</td>
<td>Start: 012005</td>
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<tr>
<td></td>
<td>End: (None)</td>
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<td>Target Type</td>
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<td>DWH</td>
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</table>
Employee Record Number  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**  (None)

**Collection Period**  Every Weekday

**Business Practices**  Practitioner Process: Knowledge Article USGKB0011670, USGKB0011780

**Validation Rules**

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<td>Employee Record Number cannot be blank.</td>
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**Valid Values**  (None)

**Data Source**

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<td>PS_JOB</td>
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**Effective Terms**

| Start:    | 012005  |
| End:      | (None)  |

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**Change History**

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<td>Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.</td>
</tr>
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<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
</tr>
<tr>
<td>Date</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
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<tr>
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<td>Oct 25, 2022</td>
<td>Element reviewed and updated</td>
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</table>

**FTE**

**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**
- Every Weekday

**Business Practices**
- Practitioner Process: Knowledge Article USGKB0011647
- Practitioner Process: Knowledge Article USGKB0012193 (ITK)
- Practitioner Process: Knowledge Article USGKB0012252 (ITK)
- Practitioner Process: Knowledge Article USGKB0011492 (ITK)
- 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_INSTALLATION, PS_POSITION_DATA, PS_JOBCODE_TBL
- Column: STD_HOURS, STD_HRS_DEFAULT, 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: DWH
- Table Name: EMPLOYEE_PROFILE
- Column Name: FTE

**Change History**
- Date       | Notes                                                                 |
- Jan 1, 2005 | New Element                                                           |
- Jul 30, 2018 | Old PS Page: Job Information; Old PS Page Field Name: FTE - Hard-coded based on what is entered in Position Data |
- Jul 30, 2018 | Old PS Table: PS_JOB; Old PS Table Field: FTE                         |
- Jul 12, 2022 | Element reviewed and updated                                         |
### Action Code Description

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<tr>
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<tbody>
<tr>
<td>Description</td>
<td>The Action Code is the action associated with a change to an employee's job record. Examples are retirement, termination, pay raises, etc. For each HR action, a new row is inserted into the HR data mart. For example, when an employee retires a new row with an action code of RET is loaded to the data mart.</td>
</tr>
<tr>
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### Valid Values

For current PS valid values and PS to HRDM translations see: [PeopleSoft to HRDM Valid Values Mapping](#)

<table>
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<td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td>
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### Effective Terms

| Start: | 012005 |
| End: | (None) |

### Target Fields

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<tr>
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<td>Jul 30, 2018</td>
<td>Old PS Page: Work Location; Old PS Page Field Name: Action</td>
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<td>Jul 30, 2018</td>
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### Action Code Description

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<tbody>
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</tr>
</tbody>
</table>

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Nov 21, 2022 143 9:03:06 AM
Description

The Action Code Description is the description of the Action Code (HEJ024; e.g., Action Code of "TER" has an Action Code Description of "Termination").

Data Type Character

Length 30

Format

Collection Period Every Weekday

Business Practices Practitioner Process: 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

Target Type Table Name Column Name
DWH ACTION_CODE ACTION_CODE_DESC

Change History

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**Action Reason Code**

HEJ026

Category Human Resource / Employee / Employee Job / HEJ026

Description The Action Reason Code is the code for the reason of a particular action. In the example below, an employee is terminated (Action Code) due to resignation (Action Reason).

Action Code: TER
Action Reason Code: RES
Action Reason Description: Resignation

Data Type Character

Length 3

Format

Collection Period Every Weekday

Business Practices Practitioner Process: Knowledge Article USGKB0011655

Validation Rules Status: Active
**Severity** | **Code** | **Description**
--- | --- | ---
Error | VHEJ026 | Action Reason Code cannot be null.

**Valid Values**

For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

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<td>ACTION_REASON</td>
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<tr>
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<td>Work Location/Reason</td>
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**Effective Terms**

Start: 012005

End: (None)

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<td>Added ADP Translations.</td>
</tr>
<tr>
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<td>Jul 30, 2018</td>
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<tr>
<td>Mar 8, 2022</td>
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</table>

**Action Reason Description**

**HEJ027**

**Category**

Human Resource / Employee / Employee Job / HEJ027

**Description**

The Action Reason Description is the description of the Action Reason Code (HEJ026). In the example below, an employee is terminated (Action Code) due to resignation (Action Reason).

Action Code: TER

Action Reason Code: RES

Action Reason Description: Resignation

**Data Type**

Character

**Length**

30

**Format**

**Collection Period**

Every Weekday

**Business Practices**

Practitioner Process: Knowledge Article USGKB0011655

**Validation Rules**

(None)
### FLSA Status

**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:** Every Weekday

**Business Practices:** Practitioner Process: Knowledge Article USGKB0011600

https://www.dol.gov/agencies/whd/flsa

**Validation Rules**

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**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](#)
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<tr>
<td>O</td>
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</tr>
<tr>
<td>P</td>
<td>Professional</td>
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<td>No FLSA Required</td>
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**Effective Terms**

| Start:     | 012005         |
| End:       | (None)         |

**Target Fields**

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<td>Nov 6, 2009</td>
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<td>Jul 30, 2018</td>
<td>ADP Element Name: LONGNAME; ADP Table: XLATTABLE</td>
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<td>Old PS Page: Job Information; Old PS Page Field Name: FLSA Status</td>
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<td>Old PS Table: PS_JOB; Old PS Table Field: FLSA_STATUS</td>
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<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
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**SETID**

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</tr>
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<tbody>
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<td>Description</td>
<td>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).</td>
</tr>
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<tr>
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<td>Every Weekday</td>
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<tr>
<td>Business Practices</td>
<td>Practitioner Process: USGKB0011587</td>
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<tr>
<td></td>
<td><a href="https://www.usg.edu/consolidation">https://www.usg.edu/consolidation</a></td>
</tr>
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Nov 21, 2022
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<td>Georgia Institute of Technology</td>
</tr>
<tr>
<td>09000</td>
<td>Georgia State University</td>
</tr>
<tr>
<td>12000</td>
<td>Augusta University</td>
</tr>
<tr>
<td>18000</td>
<td>University of Georgia</td>
</tr>
<tr>
<td>21000</td>
<td>Albany State University</td>
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<tr>
<td>22000</td>
<td>Albany State University</td>
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<td>24000</td>
<td>Armstrong State University</td>
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<td>Augusta State University</td>
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<td>28000</td>
<td>Clayton State University</td>
</tr>
<tr>
<td>30000</td>
<td>Columbus State University</td>
</tr>
<tr>
<td>33000</td>
<td>Fort Valley State University</td>
</tr>
<tr>
<td>36000</td>
<td>Georgia College &amp; State University</td>
</tr>
<tr>
<td>39000</td>
<td>Georgia Southern University</td>
</tr>
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<td>40000</td>
<td>Georgia Gwinnett College</td>
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<td>Georgia Southwestern State University</td>
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<td>Kennesaw State University</td>
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<td>45000</td>
<td>North Georgia College &amp; State University</td>
</tr>
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<td>College of Coastal Georgia</td>
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<td>69000</td>
<td>Dalton State College</td>
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Data Source

Provider: PeopleSoft
Table: PS_JOB

Nov 21, 2022  9:03:06 AM
### Institution Name (HEJ030)

**Category**: Human Resource / Employee / Employee Job / HEJ030

**Description**: The Institution Name is the name of the USG entity (college/university or System Office); also known as the PeopleSoft company. This is a description of the SETID (HEJ029).

**Data Type**: Character

**Length**: 80

**Format**: Collection Period: Every Weekday

**Business Practices**: Practitioner Process: USGKB0011587

**Validation Rules**: (None)

**Valid Values**: (None)

**Data Source**:
- **Provider**: HRDM
- **Table**: USGHR.INSTITUTION
- **Column**: USG_LONG_DESC

**Effective Terms**: Start: 012005, End: (None)

**Target Fields**: (None)

**Change History**:
- **Date**: Mar 8, 2022
- **Notes**: Element added to HR DED

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### Job Indicator (HEJ031)

**Category**: Human Resource / Employee / Employee Job / HEJ031

**Description**: The job indicator indicates whether a job record is primary or secondary. Only one job for an employee should be
marked as the primary job. Any other jobs for an employee should be marked as secondary.

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**Validation Rules**

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<td>Error</td>
<td>VHEJ031</td>
<td>Job Indicator must be P or S. Cannot be blank.</td>
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**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

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<td>S</td>
<td>Secondary Job</td>
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**Data Source**

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<td>Column</td>
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<tr>
<td>Page</td>
<td>Work Location</td>
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<tr>
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<td>JOB_INDICATOR</td>
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**Change History**

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**Effective Sequence Number**

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### Business Practices

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### Valid Values

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### Data Source

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<td>Column</td>
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<td>Page</td>
<td></td>
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### Effective Terms

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### IPEDS Occupational Category Code

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>2</td>
<td>Postsecondary Teachers</td>
</tr>
<tr>
<td>A</td>
<td>Management Occupations</td>
</tr>
<tr>
<td>B</td>
<td>Business and Financial Operations Occupations</td>
</tr>
<tr>
<td>C</td>
<td>Computer, Engineering, and Science Occupations</td>
</tr>
</tbody>
</table>

**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

**Format**

Every Weekday

**Collection Period**

Every Weekday

**Business Practices**

IPEDS occupational codes are based on the BCAT (1st 3 digits of the job code, HEJ001) using the following translation:

[https://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf](https://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.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](#)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>D</td>
<td>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</td>
</tr>
<tr>
<td>E</td>
<td>Graduate Assistants - Teaching</td>
</tr>
<tr>
<td>H</td>
<td>Archivists, Curators, and Museum Technicians</td>
</tr>
<tr>
<td>J</td>
<td>Librarians and Media Collections Specialists</td>
</tr>
<tr>
<td>L</td>
<td>Student and Academic Affairs and Other Education Service Occupations</td>
</tr>
<tr>
<td>M</td>
<td>Healthcare Practitioners and Technical Occupations</td>
</tr>
<tr>
<td>N</td>
<td>No IPEDS Reporting</td>
</tr>
<tr>
<td>O</td>
<td>Service Occupations</td>
</tr>
<tr>
<td>Q</td>
<td>Sales and Related Occupations</td>
</tr>
<tr>
<td>S</td>
<td>Office and Administrative Support Occupations</td>
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<td>T</td>
<td>Natural Resources, Construction, and Maintenance Occupations</td>
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**Data Source**

- **Provider**: HRDM
- **Table**: USGHR.BCAT_SOC_CROSSWALK
- **Column**: SOC_IPEDS_CODE
- **Page**: N/A

**Effective Terms**

- **Start**: 01/2013
- **End**: (None)

**Target Fields**

- (None)

**Change History**

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**IPEDS Occupational Category Description**

- **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: Every Weekday
- **Business Practices**: IPEDS occupational category codes are based off of the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: https://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
## Salary Plan Description

**HEJ038**

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<tr>
<td>Business Practices</td>
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<tr>
<td>Validation Rules</td>
<td>(None)</td>
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<td>Valid Values</td>
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</table>
| Data Source | Provider: HRDM  
Table: STGHR.HRREF_SALARY_PLAN_VW  
Column: DESCR  
Page: Default Compensation  
Navigation: Set up HCM > Foundation Tables > Job Attributes > Job Code Table |
| Effective Terms | Start: 012005  
End: (None) |
| Target Fields | Target Type: DWH  
Table Name: STGHR.HRREF_SALARY_PLAN_VW  
Column Name: DESCR |
| Change History | Date: Oct 25, 2022  
Notes: Element Added |
**Earnings Code**

**Category**: Human Resource / Payroll / Employee Payroll / HEP001

**Description**: The Earnings Code indicates what type of earnings an employee has received. For example, if an employee receives overtime pay then the Earnings Code of OVT will be used.

**Data Type**: A

**Length**: 3

**Format**: X

**Collection Period**: Every Weekday

**Business Practices**

**Validation Rules**

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<td>VHEP001</td>
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**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](#)

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**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_PAY_ERN_DIST
- **Column**: ERNCD

**Effective Terms**

- **Start**: 012005
- **End**: (None)

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**Earnings Code Description**

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**Validation Rules**

(None)
Annual Base Benefit Rate

Category: Human Resource / Payroll / Employee Payroll / HEP003

Description: The Annual Base Benefit Rate, also known as ABBR, is used to calculate the amount of benefits coverage for the employee. This is used if the employee is eligible for life insurance and/or disability benefits.

Data Type: Number
Length: 10.2
Format: Collection Period: Every Weekday

Business Practices: Practitioner Process: Knowledge Articles USGKB0012216, USGKB0012133, and USGKB0011714

Validation Rules:
Status: Active

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Valid Values: (None)

Data Source:
Provider: PeopleSoft
Table: PS_JOB
Column: ANNL_BENEF_BASE_RT

Effective Terms:
Start: 012005
End: (None)
### Annual Salary

**HEP004**

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<th>Human Resource / Payroll / Employee Payroll / HEP004</th>
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<tbody>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Data Type</td>
<td>Number</td>
</tr>
<tr>
<td>Length</td>
<td>10.2</td>
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<tr>
<td>Format</td>
<td></td>
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<tr>
<td>Collection Period</td>
<td>Every Weekday</td>
</tr>
<tr>
<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0011243, USGKB0011714</td>
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#### Validation Rules

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<td>Annual Salary cannot be blank.</td>
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| Valid Values | (None) |

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<td>Table</td>
</tr>
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<td>Page</td>
</tr>
<tr>
<td>Navigation</td>
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<tr>
<td>Start: 012005</td>
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<td>DWH</td>
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<th>Change History</th>
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<tbody>
<tr>
<td>Date</td>
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<tr>
<td>Jan 1, 2005</td>
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<tr>
<td>Nov 6, 2009</td>
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### Monthly Salary

**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**: Every Weekday

**Business Practices**: Practitioner Process: Knowledge Article USGKB0011243

**Validation Rules**

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**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_JOB
- **Column**: MONTHLY_RT
- **Page**: Compensation/Monthly Rate
- **Navigation**: Workforce Administration > Job Information > Job Data

**Effective Terms**

- **Start**: 012005
- **End**: (None)

**Target Fields**

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**Change History**

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<td>Jul 30, 2018</td>
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<tr>
<td>Jul 30, 2018</td>
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<td>Mar 8, 2022</td>
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### Hourly Salary

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<tr>
<td>Description</td>
<td>The hourly salary of the employee.</td>
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<td>Data Type</td>
<td>N</td>
</tr>
<tr>
<td>Length</td>
<td>10</td>
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<tr>
<td>Format</td>
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<td>Every Weekday</td>
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- **Provider**: PeopleSoft
- **Table**: PS_JOB
- **Column**: HOURLY_RT

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- **Target Type**: DWH
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- **Column Name**: HOURLY_SALARY

#### Change History
- **Jan 1, 2005**: New Element
- **Nov 6, 2009**: Added ADP Translations.
- **Jul 30, 2018**: ADP Element Name: HOURLY_RT; ADP Table: JOB
- **Old PS Menu Path**: Workforce Administration, Increase Workforce, Hire Employee
- **Old PS Table**: PS_JOB; **Old PS Table Field Name**: Monthly Rate
- **Old PS Page**: Compensation; **Old PS Page Field Name**: Monthly Rate
- **Old PS Table**: PS_JOB; **Old PS Table Field**: HOURLY_RT

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### Earnings Year to Date

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<tr>
<td>Description</td>
<td>This is the actual earnings an employee has made since the beginning of the calendar year or year-to-date.</td>
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<tr>
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**Nov 21, 2022**
### Business Practices

#### Validation Rules

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(None)

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<td>ADP Element Name: GRS_YTD; ADP Table: EARNINGS_BAL</td>
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### Pay Period Amount

#### 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

#### Collection Period

Every Weekday

#### Business Practices

#### Validation Rules

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<td>Column</td>
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<td>Page</td>
<td>Paycheck Earnings/Net Pay</td>
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<td>Navigation</td>
<td>Payroll for North America &gt; Payroll Processing USA &gt; Produce Payroll &gt; Review Paycheck</td>
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### Effective Terms

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<td>Jul 30, 2018</td>
<td>ADP Element Name: OT_HRLY_EARNS, REG_HRLY_EARNS, REG_EARNS, OTH_EARNS; ADP Table: PAY_EARNINGS, PAY_OTH_EARNS</td>
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<td>Old PS Page: Paycheck Earnings; Old PS Page Field Name: Net Pay</td>
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<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS</td>
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<tr>
<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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## Pay Period End 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**

MMDDYYYY

**Collection Period**

Every Weekday

**Business Practices**

Practitioner Process: Knowledge Article USGKB0011530

### Validation Rules

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<td>VHEP009</td>
<td>Pay period End Date must not be NULL and must be in range (1/1/1900 to 12/31/2040).</td>
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**Valid Values**

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### Data Source

**Provider**

PeopleSoft

**Table**

PS_PAY_CALENDAR, PS_PAY_CHECK

**Column**

PAY_END_DT

**Page**

Paycheck Earnings/End Date

**Navigation**

Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

### Effective Terms

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### Pay Frequency

**HEP010**

**Category**
Human Resource / Payroll / Employee Payroll / HEP010

**Description**
This is the frequency at which the employee is paid. (i.e., Hourly, Annual, Monthly)

**Data Type**
A

**Length**
5

**Format**
X

**Collection Period**
Every Weekday

**Business Practices**

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**Navigation**

**Effective Terms**

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<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
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<td>Mar 8, 2022</td>
<td>Element reviewed and updated</td>
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**Paygroup Code**

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<tr>
<td><strong>Description</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Data Type</strong></td>
<td>Character</td>
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<td><strong>Collection Period</strong></td>
<td>Every Weekday</td>
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<td><strong>Business Practices</strong></td>
<td>Practitioner Process: Knowledge Article USGKB0012170</td>
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<td>Paygroup Code must be a valid code.</td>
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<td><strong>Valid Values</strong></td>
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<tr>
<td>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:</td>
<td><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></td>
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<td>B06</td>
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<td>B07</td>
<td>Students</td>
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<td>B08</td>
<td>Part-time Biweekly</td>
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<td>BFX</td>
<td>Biweekly Flex Schedule</td>
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<td>Federal Work Study</td>
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<td>M01</td>
<td>Monthly Full-Time</td>
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<td>M03</td>
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<td>Part-time Monthly</td>
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<td>Monthly Flex Schedule</td>
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<td>Monthly Faculty Flex Schedule</td>
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<td>Retirees - Working Biweekly</td>
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<td><strong>Page</strong></td>
<td>Payroll</td>
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<td><strong>Navigation</strong></td>
<td>To create or update paygroup: Organizational Development &gt; Position Management &gt; Maintain Position/Budgets &gt; Add/Update Position Info To view paygroup: Organizational Development &gt; Position Management &gt; Maintain Position/Budgets</td>
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Effective Terms

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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
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<td>Mar 8, 2022</td>
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Paygroup Short Description

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<td>Description</td>
<td>The Paygroup Short Description is a shortened version of the Paygroup Description (HEP017) of the employee's paygroup code (HEP011).</td>
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<td>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</td>
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</tbody>
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<td>B07</td>
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<td>B08</td>
<td>PT Biweek</td>
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<tr>
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<td>BW Flex</td>
</tr>
<tr>
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<td>Fd WrkStdy</td>
</tr>
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<td>M01</td>
<td>Mo Full</td>
</tr>
<tr>
<td>M03</td>
<td>Acad Fac</td>
</tr>
<tr>
<td>M04</td>
<td>PT Month</td>
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<td>Code</td>
<td>Description</td>
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<tr>
<td>Column</td>
<td>DESCRSHORT</td>
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**Effective Terms**

Start: 012005  
End: (None)

**Target Fields**

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**Change History**

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<tbody>
<tr>
<td>Jan 1, 2005</td>
<td>New Element</td>
<td></td>
</tr>
<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: DESCRSHORT; ADP Table: PAYGROUP_TBL</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Payroll; Old PS Page Field Name: Hard coded based on Paygroup selected</td>
<td></td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: DESCRSHORT</td>
<td></td>
</tr>
<tr>
<td>Jul 12, 2022</td>
<td>Element reviewed and updated</td>
<td></td>
</tr>
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### Retiree Paygroup Indicator

**HEP013**

**Category**

Human Resource / Payroll / Employee Payroll / HEP013

**Description**

The Retiree Paygroup Indicator shows if the employee is assigned a retiree Paygroup.

**Data Type**

A

**Length**

1

**Format**

X

**Collection Period**

Every Weekday

**Business Practices**

**Validation Rules**

Status: Active
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<td>VHEP013</td>
<td>Retiree Paygroup Indicator must be Y or N.</td>
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Valid Values
- (None)

Data Source
- Provider: PeopleSoft
- Table: PS_PAYGROUP_TBL
- Column: RETIREE_PAYGROUP

Effective Terms
- Start: 012005
- End: (None)

Target Fields
- Target Type: DWH
- Table Name: PAYGROUP
- Column Name: RETIREE_PAYGROUP_IND

Change History
- Jan 1, 2005: New Element
- Nov 6, 2009: Added ADP Translations.
- Jul 30, 2018: ADP Element Name: RETIREE_PAYGROUP; ADP Table: PAYGROUP_TBL
- Jul 30, 2018: Old PS Page: Paygroup Table - Definition; Old PS Page Field Name: N/A
- Jul 30, 2018: Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: RETIREE_PAYGROUP

**Sick Leave Balance Hours Year to Date**

- **Category**: Human Resource / Payroll / Employee Payroll / HEP014
- **Description**: This is the amount of Sick Leave, in hours, that an employee has remaining until the end of the year. (PS Selection Criteria: PLAN_TYPE = '50')
- **Data Type**: N
- **Length**: 6
- **Format**: X
- **Collection Period**: Every Weekday

Business Practices

Validation Rules
- **Status**: Active
- **Severity** | **Code** | **Description**
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Valid Values
- (None)

Data Source
- Provider: PeopleSoft
- Table: PS_LEAVE_ACCRUAL
- Column: USER_BAL
- Page

Nov 21, 2022 9:03:06 AM
### Target Fields

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### Change History

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<tr>
<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>ADP Element Name: USER2_NBR; ADP Table: HRUSER_DATA</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD</td>
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</table>

### Vacation Balance Hours Year to Date

**HEP015**

**Category:** Human Resource / Payroll / Employee Payroll / HEP015

**Description:** This is the amount of vacation time, in hours, that an employee has remaining. (PS Selection Criteria: PLAN_TYPE = '51')

**Data Type:** N

**Length:** 6

**Format:** X

**Collection Period:** Every Weekday

#### Business Practices

**Validation Rules**

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**Data Source**

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**Effective Terms**

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**Target Fields**

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<td>EMPLOYEE_PAYROLL</td>
<td>VACATION_BALANCE_HRS_YTD</td>
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</table>
### Military Leave Balance Hours Year to Date

**Category**: Human Resource / Payroll / Employee Payroll / HEP016

**Description**: This is the balance of Military leave that an employee has remaining since the beginning of the calendar year. (PS Selection Criteria: PLAN_TYPE = '52')

**Data Type**: N

**Length**: 6

**Format**: X

**Collection Period**: Every Weekday

**Validation Rules**

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**Valid Values**: (None)

**Data Source**

- **Provider**: PeopleSoft
- **Table**: PS_LEAVE_ACCRUAL
- **Column**: USER_BAL

**Effective Terms**

- **Start**: 012005
- **End**: (None)

**Target Fields**

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**Change History**

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<td>Nov 6, 2009</td>
<td>Added ADP Translations.</td>
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<tr>
<td>Jul 30, 2018</td>
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<td>Jul 30, 2018</td>
<td>Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans</td>
</tr>
<tr>
<td>Jul 30, 2018</td>
<td>Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box</td>
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</tbody>
</table>
Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD

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<th>Notes</th>
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<tbody>
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<td>Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD</td>
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<td>Business Practices</td>
<td>Practitioner Process: Knowledge Article USGKB0012170</td>
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<td>Validation Rules</td>
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