Florida College System
Annual Personnel Reports

Reporting Year 2016-17

July 1, 2016

Version 23.01

Summary of Change

o   DE 0030: Added edit that triggers critical error if name contains special or Unicode characters (page 17).

o   DE 0031: Added edit that triggers critical error if name contains special or Unicode characters (page 18).

o   DE 0032: Added edit that triggers critical error if name contains special or Unicode characters (page 19).

o   Renamed DE 0130 to Primary Activity/Occupational Activity Code to synchronize with Personnel Database DE 1009 (page 33).

o   Clarified Data Element Description language and coding procedure for Instructional Employees who do not have an academic rank for DE 0150 (page 35).

o   Corrected the logical record length value for the mainframe submission code in the submission instructions (page 51).

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Annual Personnel Database Data Submission Dates
2016-17 Reporting Year

I.	Data Submission Dates – 2016-17 Reporting Year

October 3, 2016	Submission Period Start Date. Colleges begin submitting data.
October 17, 2016	Due Date – Colleges must load by this date.
October 18, 2016	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 31, 2016	End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year.
November 1, 2016	Certification Form is due to CCTCMIS no later than this date.
	If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
November 2, 2016	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
November 3, 2016 through November 14, 2016	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
November 15, 2016	Annual Close. No resubmission of data or a supplemental file will be accepted.

Annual Personnel Reports Verification Reports List

The following reports are generated for every data submission and are available on a one-day turnaround basis. There are also PDF versions of the data verification reports that may be downloaded from Northwest Regional Data Center (NWRDC) from Library name: CCxx.APR.APPDyyyy.

Report Description	File Name	FNAM
Exceptions Listing	CCxx.APR.EXCPLST.TPDyyyy	EXCPLST
IPEDS Fall Staff Survey	CCxx.APR.RFALLIPS.TPDyyyy	RFALLIPS
College Employees – Headcount by Ethnicity and Gender	CCxx.APR.RHDETGEN.TPDyyyy	RHDETGEN
College Employees – Headcount by Ethnicity and Gender (IPEDS Selection Criteria)	CCxx.APR.RHDETEAM.TPDyyyy	RHDETEAM
Report of Annual Salaries Full-time Instructional Personnel by Degree	CCxx.APR.RSALDEG.TPDyyyy	RSALDEG
Report of Annual Salaries (Converted) – Full-time Instructional Personnel by Degree	CCxx.APR.RSALDEGC.TPDyyyy	RSALDEGC
Average Salary by Semesters Employed – Full-time Instructional Personnel	CCxx.APR.RAVGSAL.TPDyyyy	RAVGSAL
Average Salary by Activity/Occupational Activity – Full-time Instructional Personnel	CCxx.APR.RSALOCC.TPDyyyy	RSALOCC
Non-Instructional Employees – Tenured or Non-Tenured but on Track	CC.APR.TENURECK.TPDyyyy	TENURECK
*Comparative Frequencies Report		COMPFREQ

* Only generated as a PDF file

yyyy = the ending year of the submission process (e.g., the Fall 2001 submission was sent in the 2001-02 submission year, therefore the files would have the year of 2002).
xx = Your College Number

Sample Instructions to Retrieve Annual Personnel Reports

WS-FTP

	TEXT file		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*	*User_ID:*	*Your NWRDC Userid*
Password:	*Your NWRDC Password*	*Password:*	*Your NWRDC Password*
Account:	*NWRDC IP Address*	*Account:*	*NWRDC IP Address*
*Remote Host:	'CCcc.APR.fnam.TPDyyyy'	*Remote Host:	'CCcc.APR.APPDyyyy (fnam)'
Local PC:	*Your local Directory*	Local PC:	*Your local Directory*
Transfer Mode:	ASCII	Transfer Mode:	Binary

NOTES:
1. *Single Quotes are required for the NWRDC "Remote Host" parameter.*
2. *The entire directory of PDF files can be downloaded together.*

DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp        (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)             (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)             (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where:
cc   = your college number (1-28)
nn   = your printer node
rr   = your printer remote
ppppp = your password
ll   = sysout lines in thousands
tt   = term (i.e. PD)
yyyy = year (i.e. 2006)
fnam = For the Verification reports use the FNAM parameter listed on the Annual Personnel Reports Certification form.

NOTE: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch

Procedures and Definitions

Purpose

The Annual Personnel Reports System was created to meet Federal and State requirements for reporting personnel information. Annual Personnel Reports (APR) were designed in accordance with the Public Law 88-352, Title VII Section 709(c) of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, including 20 United States Code 1121e-1, General Education Provisions Act, Section 406(b), as amended.

APR Staff filename:
>   CCxx.APR.STAFF.TPDyyyy
>   where xx is the college number, and yyyy is the ending year of the submission process

Record Types

APR has one (1) record type.

Due Dates

Annual Personnel Reports record type will be reported once a year after October 1.

Database Criteria

Include all college employees on the payroll of the institution as of November 1. For colleges, this would be the October payroll or the closest to this. Do not include terminated employees. Do not include instructors that are not employees of the college. Include adjunct instructors who attend orientation and are paid but are not hired to teach. Also include temporary replacements/substitutes (short term) who are paid through payroll.

Each employee must have only one record. This record will contain employee personal information, position information, and salary. If an employee is engaged in two or more separate activities, the employee should be reported according to his or her Primary Activity. The college should determine what constitutes the Primary Activity. Salary will be the annual contracted amount that will be paid to the employee.

In the 2010-11 submission year, due to the changes necessary to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, the Data Element Ethnic Origin (DE 0040) was deleted from the Annual Personnel Reports Record format. CCTCMIS staff will keep the Ethnic Origin on the Annual Personnel Reports Database and use it for the IPEDS reporting conversion.

Complete IPEDS HR Instructions on the IPEDS website: http://nces.ed.gov/ipeds/

Section II:
Data Element Dictionary

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Annual Salary	0100
Citizenship	0050
Contract Status – Non Tenured	0270
Credit Category – Primary Instruction	0275
Date Hired at Institution	0060
Date of Birth	0110
Degree	0160
EAM Indicator	0225
Ethnic Origin	
Ethnicity – Hispanic/Latino	0260
Exempt from Public Records	0095
Faculty Status	0185
First Name	0031
Full-Time/Part-Time	0090
Gender	0035
Last Name	0030
Leave Type	0170
Middle Name	0032
Months Employed	0265
Name Suffix	0280
Occupational Activity Code	0130
Person Identification Number	0020 *
Position Title (College Title)	0120
Race – American Indian/Alaskan Native	0250
Race – Asian	0245
Race – Black/African American	0240
Race – Native Hawaiian/Pacific Islander	0255
Race – White	0235
Rank	0150
Reporting Institution (OPEID Code)	0010 *
Temporary Employment	0080
Tenure Date	0190
Tenure Status	0180
Terms/Semesters Employed	0070

NOTE: *Key Data Elements are identified by an asterisk (*).*

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
0010 *	Reporting Institution (OPEID Code)
0020 *	Person Identification Number
0030	Last Name
0031	First Name
0032	Middle Name
0035	Gender
	Ethnic Origin
0050	Citizenship
0060	Date Hired at Institution
0070	Terms/Semesters Employed
0080	Temporary Employment
0090	Full-Time/Part-Time
0095	Exempt from Public Records
0100	Annual Salary
0110	Date of Birth
0120	Position Title (College Title)
0130	Occupational Activity Code
0150	Rank
0160	Degree
0170	Leave Type
0180	Tenure Status
0185	Faculty Status
0190	Tenure Date
0225	EAM Indicator
0235	Race – White
0240	Race – Black/African American
0245	Race – Asian
0250	Race – American Indian/Alaskan Native
0255	Race – Native Hawaiian/Pacific Islander
0260	Ethnicity – Hispanic/Latino
0265	Months Employed
0270	Contract Status – Non Tenured
0275	Credit Category – Primary Instruction
0280	Name Suffix

NOTE: *Key Data Elements are identified by an asterisk (*).*

Data Element 0010
Reporting Institution

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

The Office of Postsecondary Education Identification (OPEID) Code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes will be done following the guidelines provided for its use by the National Center for Education Statistics.

TABLE VALUES

0001470 - Eastern Florida	0001493 - Indian River	0001514 - Polk
0001500 - Broward	0001501 - Florida Gateway	0001523 - St. Johns River
0001471 - Central Florida	0001502 - Lake-Sumter	0001528 - St. Petersburg
0001472 - Chipola	0001504 - State College FL	0001519 - Santa Fe
0001475 - Daytona	0001506 - Miami Dade	0001520 - Seminole
0001477 - FL SouthWestern	0001508 - North Florida	0001522 - South Florida
0001484 - Fla SC at Jax	0001510 - Northwest Fla	0001533 - Tallahassee
0001485 - Florida Keys	0001512 - Palm Beach State	0006750 - Valencia
0001490 - Gulf Coast	0010652 - Pasco-Hernando	
0007870 - Hillsborough	0001513 - Pensacola	

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC 9 (7)   **CREATE/CHANGE DATE:** 07/01/2008

Data Element 0015

Term Identifier

Data Element is used in the Following Reports:

❑   Equity
❑   IPEDS

Description:

Indicates the Academic Term within the reporting year.

TABLE VALUES
4CCYY   Annual Submission

Where:
CC is the century and
YY is the last two digits of the second year of the reporting year.

i.e. Report 1998 for the reporting year of 1997-98

NOTE: APR is an Annual Submission (Term = 4).

Edit:

1.   Missing, invalid, or non-numeric   Critical

Data Element 0020

Person Identification Number

Data Element is used in the Following Reports:

None

Description:

The Person Identification Number is a unique nine-digit number. Social Security number may be used.

Edit:

1.	Missing or non-numeric	Critical
2.	All zeroes	Critical
3.	Duplicated within college	Critical

PHYSICAL DESCRIPTION: PIC 9 (9)   **CREATE/CHANGE DATE:** 11/04/1992

Data Element 0030

Last Name

Data Element is used in the Following Reports:

None

Description:

Employee's last/family name. Required for full-time non-temporary non-terminated personnel.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Missing AND Full-Time/Part-Time (DE 0090) EQ F AND Temporary Employment (DE 0080) EQ N	Critical
2.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical
3.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20) **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0031

First Name

Data Element is used in the Following Reports:

None

Description:

Employee's first name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Missing AND Full-Time/Part-Time (DE 0090) EQ F AND Temporary Employment (DE 0080) EQ N	Informational
2.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical
3.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (15)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0032

Middle Name

Data Element is used in the Following Reports:

None

Description:

Employee's middle name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical
2.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20) **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0035

Gender

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Indicates employee's gender.

TABLE VALUES

M   Male
F   Female
X   Unknown or Not Reported

NOTE: *Table value X will not be reported on the IPEDS reports.*

Edit:

1.	Missing or invalid	Critical
2.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element

Ethnic Origin

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Ethnic Origin of the employee is generated from DE 0235 to DE 0260 based on IPEDS reporting specifications.

TABLE VALUES:

W   White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

B   Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

H   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino".

A   Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

I   American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

M   Multi-Racial (not of Hispanic origin): A combination of two or more races.

P   Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

X   Unknown/Not Reported

Edit:

1.   Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name   Critical
        (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender
        (DE 0035), and Ethnic Origin

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0050
Citizenship

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Indicates employee's citizenship type.

TABLE VALUES
A   Non-resident alien
C   Citizen of the United States
P   Permanent resident alien
X   Unknown or not reported

NOTE: *Table values of "P" and "X" will not be reported on the IPEDS reports.*

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0060
Date Hired at Institution

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Specifies the month, day, and year the employee was hired (or rehired) by the institution. This data element is used indicate new employees or employees who have been rehired at the institution following a prior termination.

Code '99999999' if unknown.

TABLE VALUES:
Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTE: *Do not enter a new date for those returning from a leave of absence.*

Edit:

1.   Missing or invalid range   Critical

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 07/01/2008

Data Element 0070

Terms/Semesters Employed

Data Element is used in the Following Reports:

❑   IPEDS

Description:

The number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied.

Report "30" for three term/semester employees, "25" for those employed for 2.5 terms/semesters, etc. If the employee's contract is expressed in months instead of terms/semesters, use the following equivalency table to convert from months to terms/semesters:

TABLE VALUES

Terms/Semesters Employed	Months Employed
0	0
.5	1-3
1	4-5
1.5	6-7
2	8-9
2.5	10
3	11-12

For contracts of less than nine months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data element, indicating employment for 1.0 term semester.

The valid range of values is: 00, 05, 10, 15, 20, 25, and 30.

Required for full-time employees only.

NOTE: *Beginning 2012-2013 this data element will not be submitted by the colleges. It will be calculated based on Months Employed (DE 0265) using the associated crosswalk.*

Edit:

1.   Missing or invalid   Critical
2.   Does not match Months Employed (DE 0265)   Critical

Data Element 0080

Temporary Employment

Data Element is used in the Following Reports:

- ❑ Equity
- ❑ IPEDS

Description:

Indicates whether employee is temporarily employed; termination date established at time of hire.

TABLE VALUES

Y   Yes
N   No

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2008

Data Element 0090

Full-Time/Part-Time

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Indicates whether an employee is full-time or part-time. A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours per week and who receives all benefits accorded such employees.

TABLE VALUES

F   Full-Time
P   Part-Time

Edit:

1.	Missing or invalid	Critical
2.	EQ P AND Annual Salary (DE 0100) GT $100,000	Informational

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/01/2009

Data Element 0095

Exempt from Public Records

Data Element is used in the Following Reports:

❑   IPEDS

Description:

Identifies employees exempted from Public Records per F.S. 119.07.

TABLE VALUES

Y   Employee is exempt from Public Records
N   Employee is not exempt from Public Records

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 7/01/2003

Data Element 0100
Annual Salary

Data Element is used in the Following Reports:

❑   IPEDS

Description:

The salary paid to the employee for the period of time reported in Terms/Semesters Employed (DE 0070). Round the annual salary to the nearest whole dollar.

Required for full-time employees only.

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 AND Full Time/Part Time (DE 0090) EQ F AND Leave Type (DE 0170) LT 3	Critical

Data Element 0110

Date of Birth

Data Element is used in the Following Reports:

❑ State Reports

Description:

Employee's legal date of birth.

Required for full-time non-temporary personnel. Code the default value of all zeroes (000000000) for part-time and/or temporary personnel if the information is not available.

The employee's age cannot be greater than 99 or less than 15.

TABLE VALUES
Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

Edit:

1.	Missing or invalid range	Critical
2.	EQ 00000000 AND Full-Time/Part-Time (DE 0090) EQ F AND Temporary Employment (DE 0080) EQ N	Critical
3.	LT 15 or GT 99	Critical
4.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 12/03/2014

Data Element 0120
Position Title (College Title)

Data Element is used in the Following Reports:

None

Description:

Position title, if any, used by the college to identify a position. It may be up to 25 characters long. Required for full-time, non-temporary, non-terminated personnel.

Edit:

1.	Missing AND Full-Time/Part-Time (DE 0090) EQ F AND Temporary Employment (DE 0080) EQ N	Critical

---

PHYSICAL DESCRIPTION: PIC X (25)   **CREATE/CHANGE DATE:** 07/01/2008

Data Element 0130
Primary Activity/Occupational Activity Code

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Indicates the employee's Primary or Occupational Activity Classification. These classifications are defined in the *Accounting Manual for Florida's Public Colleges*.

TABLE VALUES

Occupational Categories	SOC Occupational Categories (Plus SOC Code)	
21 - Management Occupations	Management Occupations	11-0000
22 - Business and Financial Operations Occupations	Business and Financial Operations Occupations	13-0000
23 - Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations Architecture and Engineering Occupation Life, Physical, and Social Science Occupations	15-0000 17-0000 19-0000
24 - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Community and Social Service Occupations Legal Occupations Arts, Design, Entertainment, Sports, and Media Occupations	21-0000 23-0000 27-0000
25 - Instruction	Postsecondary Teachers	25-0000
26 - Instruction combined with research and/or public policy	Postsecondary Teachers	25-0000
27 - Research	Postsecondary Teachers	25-0000
28 - Public Service	Postsecondary Teachers	25-0000
29 - Archivists, Curators, and Museum Technicians	Archivists, Curators, and Museum Technicians	25-4010
30 - Librarians	Librarians	25-4020
31 - Library Technicians	Library Technicians	25-4030
32 - Student, Academic Affairs, and Other Education Services	Pre-school, Primary, Secondary, and Special Education School Teachers Other Teachers and Instructors Other Education, Training, and Library Occupations	25-2000 25-3000 25-9000
33 - Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations	29-0000
34 - Service Occupations	Healthcare Support Occupations Protective Service Occupations Food Prep and Serving Related Occupations Building and Grounds Cleaning and Maintenance Occupations Personal Care and Service Occupations	31-0000 33-0000 35-0000 37-0000 39-0000
35 - Sales and Related Occupations	Sales and Related Occupations	41-0000
36 - Office and Administrative Support Occupations	Office and Administrative Support Occupations	43-0000

Occupational Categories	SOC Occupational Categories (Plus SOC Code)	
37 - Natural Resources, Construction, and Maintenance Occupations	Farming, Fishing, and Forestry Occupations	45-0000
	Construction and Extraction Occupations	47-0000
	Installation, Maintenance, and Repair Occupations	49-0000
38 - Production, Transportation, and Material Moving Occupations	Production Occupations	51-0000
	Transportation and Material Moving Occupations	53-0000
39- Student Assistant		

NOTES:

1. *Beginning in 2012-13 IPEDS Reporting Year there is a new set of Occupational Reporting Codes. Please refer to the following site to reference the new SOC code: http://www.bls.gov/soc/home.htm.*

2. *For the 2013 APR submission, colleges will assign a Primary Occupational Code from the new list without regards to an appropriate General Ledger Code (GL Code).*

Edit:

1.	Missing or invalid	Critical
2.	NOT IN 25-28 and Rank (DE 0150) LT 9	Informational
3.	IN 25-28 and Rank (DE 0150) EQ 9	Critical
4.	NOT IN 21-31 and Leave Type (DE 0170) EQ 1	Informational
5.	IN 25-28 and Faculty Status (DE 0185) EQ N	Informational

PHYSICAL DESCRIPTION: PIC 9 (1) **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0150
Rank

Data Element is used in the Following Reports:

❑   IPEDS

Description:

Indicates personnel who are classified as Instructional Employees who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Senior/Master Instructor, Instructor, or Lecturer.

If employee is classified as an Instructional Employee and does not hold and an academic rank, code '7'.

TABLE VALUES
1	Professor
2	Associate Professor
3	Assistant Professor
4	Senior/Master Instructor
5	Instructor
6	Lecturer
7	No Academic Rank
8	Other
9	Not Applicable

NOTES:

1. *Code '9' (Not Applicable) for non-instructional employees. Code '7' (No Academic Rank) for instructional employees if all teaching faculty are always coded with the same table value.*
2. *Table values of '4' (Senior/Master Instructor) and '5' (Instructor) will both be counted as an Instructor for IPEDS.*

Edit:

1.	Missing or invalid	Critical
2.	LT 9 and Primary Activity/Occupational Activity Code (DE 0130) NE 25-28	Critical
3.	EQ 9 and Primary Activity/Occupational Activity Code (DE 0130) EQ 25-28	Critical

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 0160

Degree

Data Element is used in the Following Reports:

❑   IPEDS

Description:

Indicates the highest academic degree the employee holds.

TABLE VALUES

1	Doctorate
2	Specialist/Advanced Master's
3	Master's
4	Bachelor's
5	Associate's
6	Less than Associate
7	Other
8	Unknown/Not applicable

NOTES:

1. *Except for instructional personnel, the Division will not assume that the degree is used for employment eligibility.*
2. **Specialists/advanced master's degrees** *(Ed.S., Adv.M.) represent study beyond the master's degree but less than the doctoral degree. They are most often offered in education, but may be available in a number of areas. They may be either a course-type or thesis-type program and may or may not require a comprehensive exam.*

Edit:

1.	Missing or invalid	Critical

Data Element 0170

Leave Type

Data Element is used in the Following Reports:

None

Description:

Indicates the type of leave an employee is taking, if applicable.

Sabbatical Leave. Leave granted for a specified period of time with or without pay for professional development/growth.

Leave of Absence. Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, except in emergencies.

TABLE VALUES

0	Not Applicable
1	Sabbatical
2	Leave of Absence with pay
3	Leave of Absence without pay

Edit:

1.	Missing or invalid	Critical
2.	EQ 1 and Primary Activity/Occupational Activity Code (DE 0130) NE 21-31	Informational

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0180

Tenure Status

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Indicates the employee's tenure status.

Tenured. Indicates those employees who hold tenure.

Non-Tenured (on track). Indicates employees who are not yet tenured, but are in positions that may lead to consideration for tenure.

Other. Indicates employees who are not in positions which may lead to tenure.

TABLE VALUES
1   Tenured
2   Non-Tenured *(on track)*
3   Other

Edit:

1.	Missing or invalid	Critical
2.	EQ 1 AND Full Time/Part Time (DE 0090) EQ F AND Tenure Date (DE 0190) EQ 00000000	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/01/2006

Data Element 0185

Faculty Status

Data Element is used in the Following Reports:

❑ IPEDS – Fall Staff
❑ IPEDS – Employees by Assigned Position (EAP)

Description:

Indicates employee's Faculty Status.

Faculty Status is defined as persons identified by the institution as such, and typically persons whose initial assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities). They may hold academic rank titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or the equivalent of any of those academic ranks. Faculty may also include the Chancellor/President, Provost, Vice Provosts, Deans, Directors, or the equivalent, as well as Associate Deans, Assistant Deans, and Executive Officers of academic departments (chairpersons, heads, or the equivalent).

TABLE VALUES
Y   Person has Faculty Status
N   Person does not have Faculty Status

NOTE: An employee's designation as "faculty" is separate from the activities to which the employee may be currently assigned.

Edit:

1.	Missing or invalid	Critical
2.	EQ Y and Occupational Activity Classification (DE 0130) NE 25-28	Informational
3.	EQ N and Occupational Activity Classification (DE 0130) EQ 25-28	Informational

Data Element 0190

Tenure Date

Data Element is used in the Following Reports:

None

Description:

The date that tenure is granted.

TABLE VALUES
Format MMDDCCYY as follows:
MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTE: If Tenure Status (DE 0180) is either Non-Tenured (On Track) or Other, code '00000000'.

Edit:

1.	Missing or invalid range	Critical
2.	LT Date Hired at Institution (DE 0060)	Informational
3.	EQ 00000000 AND Full Time/Part Time (DE 0090) EQ F AND Tenure Status (DE 0180) EQ 1	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (8) **CREATE/CHANGE DATE:** 06/01/2012

Data Element 0225

EAM Indicator

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Identifies employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) staff for IPEDS Fall Staff Survey, IPEDS Employees by Assigned Position report, and College Employee Headcount by Gender and Ethnicity report.

TABLE VALUES

E   Executive. When reporting using the new activity/occupational codes, an employee who has a new activity code of 21 *(previously categorized in the old activity code of 01 – Executive)*

I   Instructional Support. (When reporting using the new activity/occupational codes, an employee who has a new activity code of 21 *(previously categorized in the old activity code of 03 – Instructional Support)*

P   Professional Support EAM. When reporting using the new activity/occupational codes, an employee who has a new activity code of 21, *(previously categorized in the old activity code as 06 – Professional Support with EAM flag EQ Y)*

N   No *(Code for all other employees)*

Edit:

1.	Missing or invalid	Critical
2.	IN (E, I, P) AND Primary Activity/Occupational Code (DE 0130) NE 21	Critical
3.	EQ N AND Primary Activity/Occupational Code (DE 0130) EQ 21	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0235

Race – White

Data Element is used in the Following Reports:

❑ IPEDS

Description:

Indicates if the employee has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1.	Missing or invalid	Critical
2.	EQ X AND (DE0240) thru (DE0255) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2010

Data Element 0240

Race – Black/African American

Data Element is used in the Following Reports:

❑ IPEDS

Description:

Indicates if the employee has origins in any of the black racial groups of Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1.	Missing or invalid	Critical
2.	EQ X AND (DE 0235) thru (DE 0255) NE X	Critical

Data Element 0245

Race – Asian

Data Element is used in the Following Reports:

❑   IPEDS

Description:

Indicates if the employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, but not limited to Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1.	Missing or invalid	Critical
2.	EQ X AND (DE 0235) thru (DE 0255) NE X	Critical

Data Element 0250

Race – American Indian/Alaskan Native

Data Element is used in the Following Reports:

❑   IPEDS

Description:

Indicates if the employee has origins in any of the original people of North and South America, to include Central America, and who maintains tribal affiliation or community attachment.

TABLE VALUES
Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1.	Missing or invalid	Critical
2.	EQ X AND (DE 0235) thru (DE 0255) NE X	Critical

Data Element 0255

Race – Native Hawaiian/Pacific Islander

Data Element is used in the Following Reports:

❑ IPEDS

Description:

Indicates if the employee has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1.	Missing or invalid	Critical
2.	EQ X AND (DE 0235) thru (DE 0255) NE X	Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2010

Data Element 0260

Ethnicity – Hispanic/Latino

Data Element is used in the Following Reports:

❑ IPEDS

Description:

Indicates if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES

Y	Yes
N	No
X	Unknown, ethnicity was not reported by the employee

Edit:

1. Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (2)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0265

Months Employed

Data Element is used in the Following Reports:

❑   IPEDS

Description:

The number of months employed of the reporting year.

TABLE VALUES

1	7
2	8
3	9
4	10
5	11
6	12

NOTES:

1. *If no salary, report 0.*
2. *Value of 1-12 should be reported for all employees receiving salary greater than 0.*

Crosswalk with DE 0070 (Terms/Semesters Employed)

Terms/Semesters Employed	Months Employed
0	0
.5	1-3
1	4-5
1.5	6-7
2	8-9
2.5	10
3	11-12

Edit:

1.	Missing or non-numeric	Critical
2.	GT 12	Critical
3.	EQ 0 AND Full Time/Part Time (DE 0090) EQ F AND Primary Activity/Occupational Code (DE 0130) IN (25,26)	Critical
4.	NE 0 AND Full Time/Part Time (DE 0090) NE F	Critical

PHYSICAL DESCRIPTION: PIC X (2)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0270

Contract Status – Non Tenured

Data Element is used in the Following Reports:

❑   IPEDS HR

Description:

Indicates the contract status of non-tenured faculty.

TABLE VALUES

A   Multi-Year Contract. A contract or employment agreement that is in effect for more than one
         year (e.g., more than 365 days) where subsequent years of the contract may be contingent upon
         other factors such as the appropriation of funds. The renewal period of a multi-year contract is
         not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT
         annually).

B   Annual Contract. An annually-renewable contract or employment agreement that is in effect for
         a stated annual period within one year of execution, and may be equal to a period of 365 days,
         or a standard academic year, or the equivalent. Does not include contracts for partial year
         periods such as a single semester, quarter, term, block, or course.

C   Less Than Annual Contract. A contract or employment agreement that is in effect for a partial
         year period of less than 365 days, or less than a standard academic year or the
         equivalent. Includes contracts for partial year periods such as a single semester, quarter, term,
         block, or course.

D   Without faculty status

X   Tenured

Edit:

  1.   Missing or non-numeric   Critical
  2.   EQ X and Tenure Status (DE 0180) NE 1   Critical
  3.   EQ D and Faculty Status (DE 0185) NE N   Critical

PHYSICAL DESCRIPTION: PIC X (2)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 0275

Credit Category – Primary Instruction

Data Element is used in the Following Reports:

❑   IPEDS HR

Description:

Indicates the credit/noncredit subcategory for all instructional employees where the Occupational Activity Code (DE 0130) = 25.

TABLE VALUES

A   Exclusively Credit
B   Exclusively Not-for-Credit
C   Combination Credit/Not-for-Credit
X   Not Applicable

NOTES:

1. *The IPEDS definition for Exclusively Credit(A) - A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement.*
2. *IPEDS definition of credit courses includes courses with the following:*
    Student Database DE 3001 Course-Information Classification Structure (ICS)

Advanced and Professional	*1.11.01 thru 1.18.49*
Postsecondary Vocational	*1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01, 1.26.01, 1.27.01*
Apprenticeship	*1.29.97 Classroom*
Postsecondary Adult Vocational	*1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02, 1.27.02*
College Preparatory	*1.31.01*
EAP College Preparatory	*1.31.03*
EPI	*1.50.01*

Edit:

1.	Missing or non-numeric	Critical
2.	EQ X and Primary Activity/Occupational Activity Code (DE 0130) EQ 25	Critical

---

PHYSICAL DESCRIPTION: PIC X (10)   **CREATE/CHANGE DATE:** 07/01/2014

Data Element 0280
Name Suffix

Data Element is used in the Following Reports:

None

Description:

Suffix (if any), of an employee's name, to denote the generation in his or her family.

Code this data element as reported by employee (e.g., Jr., Sr., III, Junior, etc.).

Edit:

1.	Duplicate Last Name (DE 0030), First Name (DE 0031), Middle Name (DE 0032), Name Suffix (DE 0280), Date of Birth (DE 0110), Gender (DE 0035), and Ethnic Origin	Critical

PHYSICAL DESCRIPTION: PIC X (10) **CREATE/CHANGE DATE:** 12/03/2014

APR Staff Record Format

	Field Characteristics			
A	Alphabetic Only		A/N	Alphanumeric
N	Numeric Only		R	Right Justified with Leading Zeroes
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0010	1-6	6	N, R	Reporting Institution (OPEID Code)
0020	7-15	9	N, R	Personnel Identification Number
	16-33	18		FILLER
0031	34-48	15	A/N, L	First Name
	49	1		FILLER
0035	50	1	A	Gender
	51	1		FILLER
0050	52	1	A	Citizenship
0060	53-60	8	N	Date Hired at Institution
0070	61-62	2	N	Terms/Semesters Employed - Calculated
0080	63	1	A	Temporary Employment
0090	64	1	A	Full-Time/Part-Time
0100	65-70	6	N, R	Annual Salary
0110	71-78	8	N	Date of Birth
0120	79-103	25	A	Position Title (College Title)
0130	104-105	2	N, R	Primary Activity/Occupational Activity Code
	106	1		FILLER
0150	107	1	N	Rank
0160	108	1	N	Degree
0170	109	1	N	Leave Type
0180	110	1	N	Tenure Status
0190	111-118	8	N, R	Tenure Date
0235	119	1	A	Race – White
0240	120	1	A	Race – Black/African American
0245	121	1	A	Race – Asian
0250	122	1	A	Race – American Indian/Alaskan Native
0255	123	1	A	Race – Native Hawaiian/Pacific Islander
0260	124	1	A	Ethnicity – Hispanic/Latino
0265	125	2	N	Months Employed
0270	127	1	A/N	Contract Status – Non Tenured
0275	128	1	A/N	Credit Category – Primary Instruction
0225	129	1	A	EAM Indicator
	130-142	13		FILLER
0095	143	1	A	Exempt From Public Records
0185	144	1	A	Faculty Status
0015	145-149	5	N,R	Term/Year Identifier
1000	150-163	14	A/N	Florida Education Identifier (FLEID)*
0030	164-183	20	A/N,L	Last Name
0032	184-203	20	A/N,L	Middle Name
0280	204-213	10	A/N,L	Name Suffix
	214-250	37		FILLER

NOTES:

1. *Shaded Fields Are Unique Key Elements.*
2. *FLEID for personnel is not required for the 2016-17 reporting year.*

Sample Instructions to Send Annual Personnel Reports File

WS-FTP:

	Text File
Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*
Password:	*Your NWRDC Password*
Account:	*NWRDC IP Address*
Remote Host:	'CCcc.APR.STAFF.TPDyyyy'
Local PC:	*Your local Directory*
Transfer Mode:	ASCII

NOTES:

1. *Single Quotes are required for the NWRDC "Remote Host" parameter.*
2. *You need to set up the* **logical record length** *with the site command.*
3. *For detailed instructions, refer to the Data Submission Procedures guide.*

DIS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp        (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)            (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//        YEAR=yyyy,TERM=PD,LRECL=250,BLKSZ=1500,
//        SPACE='(TRK,(15,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)            (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//        YEAR=yyyy,TERM=PD,LRECL=250,BLKSZ=1500,
//        SPACE='(TRK,(15,1),RLSE)'
```

Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e., 2002)

Section III:
Verification Reports Selection Criteria

Exceptions Report

This Exceptions Report displays the frequency of table values or ranges for Data Elements.

0110	Date of Birth *(by ranges)*
0035	Gender
	Ethnic Origin
0050	Citizenship
0060	Date Hired at Institution *(by ranges)*
0070	Terms/Semesters Employed
0080	Temporary Employment
0090	Full-Time/Part-Time
0130	Primary Activity/Occupational Activity Code
0150	Rank
0160	Degree
0170	Leave Type
0180	Tenure Status
0190	Tenure Date by ranges
0225	EAM Indicator
0235	Race – White
0240	Race – Black/African American
0245	Race – Asian
0250	Race – American Indian/Alaskan Native
0255	Race – Native Hawaiian/Pacific Islander
0260	Ethnicity – Hispanic/Latino

IPEDS Fall Staff Survey

SELECTION CRITERIA

Reporting Institution	DE 0010
Gender	DE 0035
Ethnic Origin	
Citizenship	DE 0050
Date Hired at Institution	DE 0060
Terms/Semesters Employed	DE 0070
Temporary Employment	DE 0080
Full-Time/Part-Time	DE 0090
Annual Salary	DE 0100
Primary Activity/Occupational Activity Code	DE 0130
Rank	DE 0150
Tenure Status	DE 0180
EAM Indicator	DE 0225
Months Employed	DE 0265
Contract Status – Non-Tenured	DE 0270
Credit Category – Primary Instruction	DE 0275

Where
Primary Activity/Occupational Activity Code (DE 0190) is not
    Student Assistants   DE 0130 NE 39
Leave Type (DE 0170) is not Leave of Absence without Pay   DE 0170 NE 3
Gender (DE 0035) is not Unknown/Not Reported   DE 0035 NE X

PROCESSES AND CALCULATIONS

FCS Tenure	IPEDS Tenure
1	1 – Tenured
2	2 – On Track
DE 2070 – Contract Status Non Tenured = A	3 – Multi Year, Continuing or At-Will Contract
DE 2070 – Contract Status Non Tenured = B	4 – Annual Contract
DE 2070 – Contract Status Non Tenured = C	5 – Less Than 1 Year
DE 2070 – Contract Status Non Tenured = D	6 – Without Faculty Status

FCS Gender/Race	IPEDS Gender/Rade
'M' Citizenship (DE 0050) = 'A'	Non-Resident Alien Male
'F' Citizenship (DE 0050) = 'A'	Non- Resident Alien Female
'M' 'B'	Black Male
'F' 'B'	Black Female
'M' 'A'	Asian Male
'F' 'A'	Asian Female
'M' 'I'	American Indian Male
'F' 'I'	American Indian Female

FCS Gender/Race	IPEDS Gender/Rade
'M' 'P'	Hawaiian or Pacific Island Male
'F' 'P'	Hawaiian or Pacific Island Female
'M' 'M'	Multi Race Male
'F' 'M'	Multi Race Female
'M' 'W'	White Male
'F' 'W'	White Female
'M' 'H'	Hispanic Male
'F' 'H'	Hispanic Female
'M' 'X'	Unknown Race Male
'F' 'X'	Unknown Race Female

Part A1: Full-Time Instructors by Tenure, Academic Rank, and Gender/Race

FCS Rank	IPEDS Rank
1	1 – Professors
2	2 – Associate Professors
3	3 – Assistant Professors
4	4 – Instructors
5	4 – Instructors
6	5 – Lecturers
Otherwise	6 – No rank

1. Select from Master List where Occupational Activity(DE 0130) IN (25,26) and FTPT (DE0090) = 'F'
2. Transform values using crosswalk(s) above
3. Sum headcounts from Step1 by Tenure, Rank and Race/Gender.

Part B1: Full-Time Fall Staff by Occupational Category and Gender/Race

FCS Occupational Category	IPEDS Occupational Category
21	Management Occupations
22	Business and Financial Operations Occupations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
25	Instructional Staff
26	Instructional Staff
27	Research
28	Public Service
29	Archivists, Curators, and Museum Technicians Librarians
30	Librarian
31	Library Technicians
32	Student, Academic Affairs, and Other Education Services
33	Healthcare Practitioners and Technical Occupations

FCS Occupational Category	IPEDS Occupational Category
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction, and Maintenance Occupations
38	Production, Transportation, and Material Moving Occupations

1. Select from Master List Occupational Category (DE 0130) IN (25,26) and (DE 0090) FTPT = 'F'
2. Transform values using crosswalk(s) above
3. Sum headcounts from Step 1 by Occupational Category and Race/Gender.

Part D1: Part -Time Fall Staff by Occupational Category and Race/Gender

FCS Occupational Category	IPEDS Occupational Category
21	Management Occupations
22	Business and Financial Operations Occupations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
25	Instructional Staff
26	Instructional Staff
27	Research
28	Public Service
29	Archivists, Curators, and Museum Technicians Librarians
30	Librarian
31	Library Technicians
32	Student, Academic Affairs, and Other Education Services Support Occupations
33	Healthcare Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction, and Maintenance Occupations
38	Production, Transportation, and Material Moving Occupations

1. Select from Master List Occupational Category (DE 0130) IN (25,26) and (DE 0090) FTPT = 'P'
2. Transform values using crosswalk(s) above
3. Sum headcounts from Step 1 by Occupational Category and Race/Gender.

Part G1: Salaries of Instructional Staff

FCS Rank	IPEDS Rank
1	1 – Professors
2	2 – Associate Professors
3	3 – Assistant Professors
4	4 – Instructors
5	4 – Instructors
6	5 – Lecturers
Otherwise	6 – No rank

1. Select from Master List where Occupational Activity (DE 0130) IN (25,26)
2. Transform values using crosswalk(s) above
3. Sum 9-Month Employed Headcounts, 10-Month Employed Headcounts, 11-Month Employed Headcount, 12-Month Employed Headcount and Total Salaries from Step 1 by Rank and Gender.

Part G2: Salaries of Non Instructional Staff

FCS Occupational Category	IPEDS Occupational Category
27	Post-Secondary Teachers – Research
28	Post-Secondary Teachers – Public Service
29,30,31,32	Library and Other Teaching Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
21	Management Occupations
22	Business and Financial Operations Occupations
23	Computer, Engineering and Science Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
33	Healthcare Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction, and Maintenance Occupations
38	Production, Transportation, and Material Moving Occupations

1. Select from Master List where Occupational Activity (DE 0130) NOT IN (25,26)
2. Transform values using crosswalk(s) above
3. Sum Total Salary from Step 1 by Occupational Category.

Part D3: Part- Time Staff by Tenure, Medical School, and Occupational Category

FCS Occupational Category	IPEDS Occupational Category
27	Post-Secondary Teachers – Research
25 (DE 0275 Credit Category = A)	Instruction Exclusively Credit
25 (DE 0275 Credit Category = B)	Instruction Exclusively Not Credit
25 (DE 0275 Credit Category = C)	Instruction Combined Credit/Not Credit
26	Instruction/Research/Public Service
27	Research
28	Post-Secondary Teachers – Public Service
29,30,31,32	Library and Other Teaching Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
21	Management Occupations
22	Business and Financial Operations Occupations
23	Computer, Engineering and Science Occupations
33	Healthcare Practitioners and Technical Occupations

1. Select from Master List where Occupational Activity(DE 0130) LT 34
2. Transform values using crosswalk(s) above
3. Sum headcounts from Step 1 by Tenure, Medical School, and Occupational Category.

Part D4: Part-Time Non-Instructional Staff by Medical School and Occupational Category

FCS Occupational Category	IPEDS Occupational Category
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction, and Maintenance Occupations
38	Production, Transportation, and Material Moving Occupations

1. Select from Master List where Occupational Activity(DE 0130) GE 34
2. Transform values using crosswalk(s) above
3. Sum headcounts from Step 1 by Medical School and Occupational Category.

NOTE: New Hires are persons hired as of the beginning of the Fiscal Year (July 1st)

Part H1: Full- Time New Hire Instructional Staff by Tenure and Gender/Race

1. Select from Master List where Occupational Activity (DE 0130) IN (25,26) AND Hire Date BETWEEN June 30, Fiscal Year and November 1, Fiscal Year
2. Sum Total Headcounts from Step1 by Tenure, Gender/Race.

Part H2: Full Time New Hires by Occupational Code and Gender/Race

FCS Occupational Category	IPEDS Occupational Category
21	Management Occupations
22	Business and Financial Operations Occupations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
25,26	Instructional Staff
27	Research
28	Public Service
29,30,31,32	Librarian and Other Teaching Occupations
33	Healthcare Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction, and Maintenance Occupations
38	Production, Transportation, and Material Moving Occupations

1. Select from Master List where Occupational Activity (DE 0130) IN (25,26) AND Hire Date BETWEEN June 30, Fiscal Year and November 1, Fiscal Year
2. Transform values using crosswalk(s) above
3. Sum Total Headcounts from Step 1 by Occupational Category, Gender/Race.

College Employee Headcounts by Gender and Ethnicity

SELECTION CRITERIA

Reporting Institution	DE 0010
Gender	DE 0035
Ethnic Origin	
Terms/Semesters Employed	DE 0070
Temporary Employment	DE 0080
Full-Time/Part-Time	DE 0090
Primary Activity/Occupational Activity Code	DE 0130

Where
Primary Activity/Occupational Activity Code (DE 0190) is not
    Student Assistants   DE 0130 NE 39
Leave Type (DE 0170) is not Leave of Absence without Pay   DE 0170 NE 3
Ethnic Origin is not Unknown/Not Reported   Ethnic Origin IN (M,P,W,B,H,A,I)
Gender (DE 0035) is not Unknown/Not Reported   DE 0035 NE X

PROCESSES AND CALCULATIONS

1. Calculate the count of non-duplicated, non-terminated, Full-Time/Part-Time employees by Occupational Activity (Terms/Semesters Employed for Instructional) by Gender and Ethnic Origin.
2. Calculate the headcount percentages for Ethnic Origins of Black, Hispanic, and Other Minorities (Asian or Pacific Islanders and American Indian or Alaskan Native), by Occupational Activity (Terms/Semesters Employed for Instructional) by Full-Time and Part-Time.
3. List the headcounts and percentages from Step 1 and Step 2.

College Employee Headcounts by Gender and Ethnicity – IPEDS

SELECTION CRITERIA

Reporting Institution	DE 0010
Gender	DE 0035
Ethnic Origin	
Terms/Semesters Employed	DE 0070
Temporary Employment	DE 0080
Full-Time/Part-Time	DE 0090
Primary Activity/Occupational Activity Code	DE 0130

Where
Primary Activity/Occupational Activity Code (DE 0190) is not
    Student Assistants   DE 0130 NE 39
Leave Type (DE 0170) is not Leave of Absence without Pay   DE 0170 NE 3
Ethnic Origin is not Unknown/Not Reported   Ethnic Origin IN (M,P,W,B,H,A,I)
Gender (DE 0035) is not Unknown/Not Reported   DE 0035 NE X

PROCESSES AND CALCULATIONS

1. Calculate the count of non-duplicated, non-terminated, Full-Time/Part-Time employees by Occupational Activity (Terms/Semesters Employed for Instructional) by Gender and Ethnic Origin.

2. Calculate the headcount percentages for Ethnic Origins of Black, Hispanic, and Other Minorities (Asian or Pacific Islanders and American Indian or Alaskan Native), by Occupational Activity (Terms/Semesters Employed for Instructional) by Full-Time and Part-Time.

3. List the headcounts and percentages from Step 1 and Step 2.

Annual Salaries – Full-Time Instructional Personnel by Degree

SELECTION CRITERIA

Reporting Institution	DE 0010
Terms/Semesters Employed	DE 0070
Annual Salary	DE 0100
Primary Activity/Occupational Activity Code	DE 0130
Degree	DE 0160

Where

Occupational Activity Code (DE 0130) is Instructors	DE 0130 IN (25, 26, 27, 28)
Full-Time/Part-Time (DE 0090) is Full-Time	DE 0090 EQ F
Temporary Employment (DE 0090) is No	DE 0080 EQ N
Leave Type (DE 0170) is not Leave of Absence without Pay	DE 0170 NE 3
Annual Salary (DE 0100) is greater than zero	DE 0100 GT 0

PROCESSES AND CALCULATIONS:

1. Calculate the count of non-duplicated, non-terminated, non-temporary Full-Time Instructors by Terms/Semesters Employed by Degree by College.
2. Sum and calculate the mean Annual Salary by Terms/Semesters Employed and Degree by College.
3. List the headcounts and mean Annual Salaries from Step 1 and Step 2.

Annual Salaries (Converted) Full-Time Instructional Personnel by Degree

SELECTION CRITERIA

Reporting Institution	DE 0010
Terms/Semesters Employed	DE 0070
Annual Salary	DE 0100
Primary Activity/Occupational Activity Code	DE 0130
Degree	DE 0160

Where

Occupational Activity Code (DE 0130) is Instructors	DE 0130 IN (25, 26, 27, 28)
Full-Time/Part-Time (DE 0090) is Full-Time	DE 0090 EQ F
Temporary Employment (DE 0090) is No	DE 0080 EQ N
Leave Type (DE 0170) is not Leave of Absence without Pay	DE 0170 NE 3
Annual Salary (DE 0100) is greater than zero	DE 0100 GT 0

PROCESSES AND CALCULATIONS:

1. Calculate Converted Annual Salary to 2.0 Term/Semester Equivalent.
   a. If 3.0 Terms/Semesters Employed, multiply Salary by .818.
   b. If 2.5 Terms/Semesters Employed, multiply Salary by .919.
   c. Less than 2.0 Terms/Semesters Employed are not converted.
2. Sum and calculate the average Converted Annual Salary by Degree by College.
3. Calculate the count of non-duplicated, non-terminated, non-temporary, Full-Time Instructors by Degree by College.
4. List the headcounts and average Converted Annual Salaries from Step 2 and Step 3.

Average Salaries by Semesters Employed and Converted Semester Employed, Full-Time Instructional Personnel

SELECTION CRITERIA

Reporting Institution   DE 0010
Terms/Semesters Employed   DE 0070
Annual Salary   DE 0100

Where
Occupational Activity Code (DE 0130) is Non-Instructors   DE 0130 IN (25, 26, 27, 28)
Full-Time/Part-Time (DE 0090) is Full-Time   DE 0090 EQ F
Temporary Employment (DE 0090) is No   DE 0080 EQ N
Leave Type (DE 0170) is not Leave of Absence without Pay   DE 0170 NE 3
Annual Salary (DE 0100) is greater than zero   DE 0100 GT 0

PROCESSES AND CALCULATIONS:

1. Calculate Converted Annual Salary to 2.0 Term/Semester Equivalent.
   a. If 3.0 Terms/Semesters Employed, multiply Salary by .818.
   b. If 2.5 Terms/Semesters Employed, multiply Salary by .919.
   c. Less than 2.0 Terms/Semesters Employed are not converted.
2. Sum and calculate the average Annual Salary by Semesters Employed, and average Converted Annual Salary by College.
3. Calculate the count of non-duplicated, non-terminated, non-temporary Full-Time Instructors by Semesters Employed and by Converted 2.0 Term/Semester Equivalent by College.
4. List the headcounts, average Annual Salaries, and average Converted Annual Salaries from Step 2 and Step 3.

Average Salaries by Activity/Occupational Activity, Full-Time Personnel

SELECTION CRITERIA

Reporting Institution	DE 0010
Terms/Semesters Employed	DE 0070
Annual Salary	DE 0100

Where
Full-Time/Part-Time (DE 0090) is Full-Time	DE 0090 EQ F
Temporary Employment (DE 0090) is No	DE 0080 EQ N
Leave Type (DE 0170) is not Leave of Absence without Pay	DE 0170 NE 3
Annual Salary (DE 0100) is greater than zero	DE 0100 GT 0

PROCESSES AND CALCULATIONS:

1. Sum and calculate the average Annual Salary by Activity/Occupational Activity by College.

2. Calculate the count of non-duplicated, non-terminated, non-temporary Full-Time Instructors by Activity/Occupational Activity by College.

3. List the headcounts and average Annual Salaries from Step 1 and Step 2.

Non-Instructional Personnel with Tenure or On-Track for Tenure

SELECTION CRITERIA

Reporting Institution	DE 0010
Terms/Semesters Employed	DE 0070

Where

Occupational Activity Code (DE 0130) is Non-Instructors	DE 0130 NOT IN (25, 26, 27, 28)
Leave Type (DE0170) is not Leave of Absence without Pay	DE 0170 NE 3
Tenure Status (DE 0180) is Tenured or Non-Tenured	DE 0180 IN (1, 2)

PROCESSES AND CALCULATIONS:

1. List the Person Identification Number, Name, Position Title, and Tenure Status of non-instructional personnel with tenure status of 1 or 2.