Florida College System Personnel Database

Reporting Year 2016-17

July 1, 2016

Version 21.0

Summary of Change

- o DE 1005: Added edit that triggers critical error if name contains special or Unicode characters (page 35).
- o DE 1006: Added edit that triggers critical error if name contains special or Unicode characters (page 36).
  DE 1007: Added edit that triggers critical error if name contains special or Unicode characters (page 37).
- o DE 1030: Added Table Value I to indicate Intellectual Disability and added note to clarify classification code consistency with Rule 6A-10.041 FAC (page 45).
- o DE 1040: Changed Data Element Name to Date Hired at Institution to disambiguate Personnel Database data element from DE 0060 in Annual Personnel Reports (page 48).
- o DE 4005: Added edit that returns an informational error if the course end date is less than or equal to two years prior to the reporting year or greater than or equal to the two years (page 82).
- o DE 4010: Added edit that returns an informational error if the course end date is less than or equal to two years prior to the reporting year or greater than or equal to the two years (page 83).
- o DE 4030 Edit 4 now returns a critical error if site number is 99 for all course records (page 87).
- o DE 6010: Renamed to Annual Salary to disambiguate Personnel Database data element from the Annual Salary Data Element in Annual Personnel Reports (page 105).

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(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

I.	SUMMER END-OF-TERM (1E) DATA

August 22, 2016	Submission Period Start Date. Colleges begin submitting Summer End-of-Term data.
September 19, 2016	Due Date - Colleges must load data by this date.
September 20, 2016	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 3, 2016	End of Submission Period. Summer End-of-Term data must be loaded by this date. Database is closed out for the term.
October 4, 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.
October 5, 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.

Personnel Database Submission Dates – 2016-17 Reporting Year
Record Types 1-5
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

II.	FALL END-OF-TERM (2E) DATA

December 27, 2016	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term data if CCTCMIS has provided notification to that effect.
January 3, 2017	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term data.
January 30, 2017	Due Date - Colleges must load data by this date.
January 31, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
March 6, 2017	End of Submission Period. Fall End-of-Term data must be loaded by this date. Database is closed out for the term.
March 7, 2017	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.
March 8, 2017	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.

Personnel Database Submission Dates – 2016-17 Reporting Year

Record Types 1-5

(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

III.	WINTER/SPRING END-OF-TERM (3E) DATA

April 3, 2017	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term data if CCTCMIS has provided notification to that effect.
April 17, 2017	Official Submission Period Start Date. Colleges begin submitting Winter/Spring End-of-Term data.
May 8, 2017	Due Date - Colleges must load data by this date.
May 9, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
June 12, 2017	End of Submission Period. Winter/Spring End-of-Term data must be loaded by this date. Database is closed out for the term.
June 13, 2017	Term Close. 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.
June 14, 2017	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.
June 15, 2017 through July 3, 2017	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
July 5, 2017	No resubmissions of PDB Term 1, 2, or 3 data will accepted.

Personnel Data Base Submission Dates – 2016-17 Reporting Year

Record Types 6 - 7
(Salary, Fringe Benefits)

| IV. | ANNUAL SALARY AND FRINGE BENEFITS (4E) DATA |

July 10, 2017	Submission Period Start Date - Colleges begin submitting Annual Salary and Fringe Benefits data.
August 7, 2017	Due Date - Colleges must load data by this date.
August 8, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
August 14, 2017	End of Submission Period. Annual Salary and Fringe Benefits data must be loaded by this date. Database is closed out for the term.
August 15, 2017	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.
August 16, 2017	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.
August 17, 2017 through August 28, 2017	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
August 29, 2017	Annual Close.

Personnel Data Base (1E, 2E, 3E) 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: CC##.PDB.PDTEYYYY. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

REPORT TITLE	NAME	FNAM
Exceptions Report	CCxx.PDB.REXCPLST.TtEyyyy	REXCPLST
Contact Hours taught by Full-Time FRS-Eligible Instructors	CCxx.PDB.RCONTACT.TtEyyyy	RCONTACT
Course Reports		
Number of Courses with no Instructor by Site	CCxx.PDB.RCRSEMIS.TtEyyyy	RCRSEMIS
Instructors with Instruction/Reassign Record and FTE=0	CCxx.PDB.RCRSEFTE.TtEyyyy	RCRSEFTE
Instructors without Instruction or Reassign records	CCxx.PDB.RCRSEINS.TtEyyyy	RCRSEINS
Totals for the three previous reports	CCxx.PDB.RCRSETOT.TtEyyyy	RCRSETOT
Developmental Ed Course report	CCxx.PDB.RDEVCRSE.TtEyyyy	RDEVCRSE
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **by Primary Activity (DE1009)**	CCxx.PDB.RFTERANG.TtEyyyy	RFTERANG
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **by Primary Activity (DE1009) Using EAM Indicator (DE 1096)**	CCxx.PDB.RFTEREAM.TtEyyyy	RFTEREAM
Number of Credit and Non-Credit Courses Taught by Site for Regular (FRS Eligible) and Temporary Full-Time/Part-Time Status	CCxx.PDB.RCRSENUM.TtEyyyy	RCRSENUM

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time of Employees with Instructional Activity by Primary Activity (DE1009)

by Age Group	CCxx.PDB.RHDAGEGR.TtEyyyy	RHDAGEGR
by Contract Group	CCxx.PDB.RHDCONTR.TtEyyyy	RHDCONTR
by Degree	CCxx.PDB.RHDDEGRE.TtEyyyy	RHDDEGRE
by Ethnicity and Gender	CCxx.PDB.RHDETGEN.TtEyyyy	RHDETGEN

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time of Employees with Instructional Activity by Primary Activity (DE1009) Using EAM Indicator (DE 1096)

by Age Group	CCxx.PDB.RHDAGEAM.TtEyyyy	RHDAGEAM
by Contract Group	CCxx.PDB.RHDCONEM.TtEyyyy	RHDCONEM
by Degree	CCxx.PDB.RHDDEGEM.TtEyyyy	RHDDEGEM
by Ethnicity and Gender	CCxx.PDB.RHDETEAM.TtEyyyy	RHDETEAM

REPORT TITLE	NAME	FNAM
Staff FTE Ratio		
All Employees divided by Executive Staff	CCxx.PDB.RRFALLEX.TtEyyyy	RRFALLEX
All Employees divided by Other Professional Staff	CCxx.PDB.RRFALOTH.TtEyyyy	RRFALOTH
Instructional Faculty divided by Executive Staff	CCxx.PDB.RRFINFEX.TtEyyyy	RRFINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRFALEAM.TtEyyyy	RRFALEAM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	CCxx.PDB.RRFINEAM.TtEyyyy	RRFINEAM
Instructional Faculty and Other Professional divided by Executive Staff	CCxx.PDB.RRFINOEX.TtEyyyy	RRFINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRFIOEAM.TtEyyyy	RRFIOEAM
Staff Headcount Ratio		
All Employees divided by Executive Staff	CCxx.PDB.RRHALLEX.TtEyyyy	RRHALLEX
All Employees divided by Other Professional Staff	CCxx.PDB.RRHALOTH.TtEyyyy	RRHALOTH
Instructional Faculty divided by Executive Staff	CCxx.PDB.RRHINFEX.TtEyyyy	RRHINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRHALEM.TtEyyyy	RRHALEM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	CCxx.PDB.RRHINEAM.TtEyyyy	RRHINEAM
Instructional Faculty and Other Professional divided by Executive Staff	CCxx.PDB.RRHINOEX.TtEyyyy	RRHINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRHIOEAM.TtEyyyy	RRHIOEAM
*Comparative Frequencies Report		COMPFREQ

Where:
XX = College Number
t = Term
YYYY= Reporting Year

NOTE: COMPFREQ is only generated as a PDF File

Annual Salary and Fringe Benefits (4E) 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: CC##.PDB.PD4EYYYY. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

REPORT TITLE	NAME	FNAM
Exception Report	CCxx.PDB.REXCPLST.T4Eyyyy	REXCPLST
College Aggregate Salary by Salary Type	CCxx.PDB.RAGSLRY.T4Eyyyy	RAGSLRY
College Aggregate Benefits by Benefit Type	CCxx.PDB.RAGBNFT.T4Eyyyy	
Salary by Rank, Gender and Contract Status	CCxx.PDB.RSALCON.T4Eyyyy	RSALCON
Salary by Rank, Gender and Degree	CCxx.PDB.RSALDEG.T4Eyyyy	RSALDEG
Salary by Gender, Academic Rank, and Race/Ethnicity	CCxx.PDB.RSALRET.T4Eyyyy	RSALRET
Salary by Gender, Degree, and Race /Ethnicity	CCxx.PDB.RSALDET.T4Eyyyy	RSALDET
Salary Ranges by Gender and Race/Ethnicity	CCxx.PDB.RRNGETH.T4Eyyyy	RRNGETH
Salary Ranges by Gender and Academic Rank	CCxx.PDB.RRNGRNK.T4Eyyyy	RRNGRNK
Salary Ranges by Gender and Degree	CCxx.PDB.RRNGDEG.T4Eyyyy	RRNGDEG
Salary Ranges by Gender and Contract Status	CCxx.PDB.RRNGCON.T4Eyyyy	RRNGCON
Total Salary and Headcounts by Occupational Activity	CCxx.PDB.RSALOCC.T4Eyyyy	RSALOCC
*Comparative Frequencies Report		COMPFREQ

Where:
XX = College Number
t = Term
YYYY= Reporting Year

*NOTE: COMPFREQ is only generated as a PDF file.

Sample Instructions to Retrieve 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.PDB.fnam.TtEyyyy'		*Remote Host:	'CCcc.PDB.PDtEyyyy(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.PDB.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.PDB.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
t   = term(i.e., 3)
yyyy   = year (i.e., 2006)
fnam = For the Verification reports use the FNAM parameter listed on the Personnel Data Base Certification forms.

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 PDB was designed in accordance with the 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B.

Record Types

The PDB has seven (7) record types:

> Demographic
> Employment Activity
> Instructional Activity
> Course Schedule
> Authorized Reassignment
> Salary
> Fringe Benefits

With the exception of Salary records and Fringe Benefits records, the **PDB is reported by term** for the reporting year of Summer, Fall and Winter/Spring. **Salary** records and **Fringe Benefits** records **will NOT be term based**, but will be reported on the fiscal year of July 1 - June 30.

Due Dates

All record types except Salary records and Fringe Benefits records will be reported after the end of the term. Salary records and Fringe Benefits records will be reported after the end of the fiscal year.

Database Criteria

Include all college employees from all fund sources except for Honorariums and Student Workstudy. Do not include instructors that are not employees of the colleges. 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. Include student assistants who are paid by state funds under GL codes 58200 or 58300.

Summer, Fall and Winter/Spring Term – Include all college employees.

Annual – Include all college employees. An employee must have a Demographic record and either a Salary or Fringe Benefit record.

An employee must have one Demographic Record for each term employed. The employee may have multiple records for any other record type, depending on their employment situation.

In terms 1 thru 3, for each Demographic record there should be at least one Employment Activity record.
For each Demographic record, there should be at least one Salary record.

In terms 1 thru 4, for each Demographic record there must be at least one Employment Activity record or at least one Salary record.

For each Employment Activity record identified by the unique set of Organization Unit/General Ledger Code and Activity Classification, there should be a matching Salary record and vice-versa.

An employee may have an Employment Activity record and no Salary or Fringe Benefit record because of the different reporting periods or because of local college requirements. For the same reason, an employee may have a Salary and Fringe Benefit record and not have an Employment Activity record.

Employment Activity, Instructional Activity, Salary and Fringe Benefits record types will be reported by Organizational Unit/General Ledger Code. The Organizational Unit/General Ledger Codes are defined in the *State Accounting Manual for Division of Florida's Colleges*.

For each Employment Activity record where the Activity Classification is Instructional (Data Element Value = 25-28), there should be at least one (1) Instructional Activity record or at least one (1) Authorized Reassignment record

For each Instructional Activity record, there must be at least one course record.

The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record.

If a Fringe Benefit record is reported for an employee, the employee should have a Salary record.

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 Race/Ethnic Origin (DE 1020) was deleted from the Personnel Data Base Record format. CCTCMIS staff will keep the Ethnic Origin on the Personnel Data Base and use it for the IPEDS reporting conversion.

RECORD TYPE DESCRIPTIONS

Demographic (Record Type 1)
This record contains an employee's personal identifying information. Each employee will have one Demographic Record. Employees with instructional activity will be reported each term as well as the annual submission.

Employment Activity (Record Type 2)
This record contains information about an employee's position(s). An employee may have more than one job position at an institution. An Employment Activity Record will be reported for each job position for the Fall Term. Instructional Activity will be reported for all terms in the reporting year. *(e.g., A Business Officer may also teach an accounting course for the Fall term. This employee would then have two (2) Employment Activity records. At the end of the Fall term, this employee could continue performing duties and responsibilities of a Business Officer and no longer teach an accounting course.)* By having multiple records, there will be a history of employment activity.

Instructional Activity (Record Type 3)

This record contains information on which course/sections are taught by the instructional employees. There must be at least one record for each course the employee teaches.

Course Schedule (Record Type 4)

This record contains information about the course/sections taught at the college. The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record. However, there must be at least one (1) Course Schedule record for each Instructional Activity record. If a course meets three (3) different days during the week, there should be three (3) Course Schedule records - one for each day. Logically, this Course Schedule Record Type exists outside of the PDB.

Authorized Reassignment (Record Type 5)

This record contains information about the type and number of hours for Authorized Reassignment/Release Time for instructional employees. Reassignment/Release Time with the same type should be grouped into one record by term within the reporting year.

Salary (Record Type 6)

This record contains employee salaries. The salaries will be aggregated for the fiscal year by Organizational Unit/General Ledger Code, Activity Classification, and Salary Type. This means that an employee may have multiple salary records. Since there are a variety of payment methods used, it is not feasible, nor would it be comparable, to collect salary data by term. *For example, an instructor works on a ten-month contract but may be paid over a twelve-month period. Another example, an instructor may work one term but be paid in another.*

Fringe Benefits (Record Type 7)

This record contains employee fringe benefits information. The fringe benefits values will be aggregated for the fiscal year by Organizational Unit/General Ledger Code and Benefit Type.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Note that the language used for edit descriptions may not coincide perfectly with the edit descriptions that are printed in the Exceptions Report.

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Academic Rank	2030
Activity - Occupational Activity Code	2005
Authorized Reassignment Contact Hours	5015
Authorized Reassignment - Time	5010
Authorized Reassignment - Type	5005
Beginning Time of Course Section	4020
Benefit Type	7005
Benefit Value	7010
Citizenship	1025
Contract Status	1045
Course End Date	4010
Course Identifier	3005
Course Identifier Section	3010
Course Start Date	4005
Date Continuing Contract Granted	1050
Date Employed at the Institution	1040
Date Employed in Current Activity	2015
Date of Academic Rank	2035
Date of Birth	1010
Days of Course Meeting	4015
Degree	1035
Developmental Education Compression Strategy	4073
Developmental Education Contextualized Strategy	4074
Developmental Education Co-Requisite Strategy	4075
Developmental Education Modularized Strategy	4072
Developmental Education Primary Strategy	4071
Disabled Classification	1030
EAM Indicator	1096
Employee Bargaining Unit Flag	2040
Employment Status	1055
Ending Time of Course Section	4025
Ethnic Origin	
Ethnicity – Hispanic/Latino	1095
Exempt from Public Records	1060
Facility Number	4035
Faculty Status	1065
First Name	1006
Gender	1015
Instructional Contact Hours	3030
Instructional Delivery Method	4065

DATA ELEMENT	NUMBER
Last Name	1005
Middle Name	1007
Name Suffix	1008
Organizational Unit and GL Codes	0140
Person Identification Number	0130
Portion of (Course) Section Workload	3025
Position Portion of Effort (FTE)	2025
Position Title (Institutional Title)	2010
Primary Activity/Occupational Activity Code	1009
Primary Course Section Classification	4060
Race – American Indian/Alaskan Native	1085
Race – Asian	1080
Race – Black/African American	1075
Race – Native Hawaiian/Pacific Islander	1090
Race – White	1070
Recreation and Leisure Headcount	4045
Reporting Institution	0110
Room Number	4040
Sabbatical/Educational Leave	2045
Salary Amount	6010
Salary Type	6005
Site Number	4030
Team Teaching/Multiple Instructor Flag	3020
Technology Delivery Indicator	4070
Term Identifier	0120
Termination Date	2055
Termination Status	2050
Weeks for Authorized Reassignment Contact Hours	5020
Weeks for Instructional Contact Hours	3035

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
0110	Reporting Institution
0120	Term Identifier
0130	Person Identification Number
0140	Organizational Unit and GL Code
1005	Last Name
1006	First Name
1007	Middle Name
1008	Name Suffix
1009	Primary Activity/Occupational Activity Code
1010	Date of Birth
1015	Gender
	Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1035	Degree
1040	Date Employed at the Institution
1045	Contract Status
1050	Date Continuing Contract Granted
1055	Employment Status
1060	Exempt from Public Records
1065	Faculty Status
1070	Race - White
1075	Race - Black/African American
1080	Race - Asian
1085	Race - American Indian/Alaskan Native
1090	Race - Native Hawaiian/Pacific Islander
1095	Ethnicity - Hispanic/Latino
1096	EAM Indicator
2005	Activity - Occupational Activity Code
2010	Position Title (Institutional Title)
2015	Date Employed in Current Activity
2025	Position Portion of Effort (FTE)
2030	Academic Rank
2035	Date of Academic Rank
2040	Employee Bargaining Unit Flag
2045	Sabbatical/Educational Leave
2050	Termination Status
2055	Termination Date
3005	Course Identifier
3010	Course Identifier – Section

NUMBER	DATA ELEMENT
3020	Team Teaching/Multiple Instructor Flag
3025	Portion of Course/ Section Workload
3030	Instructional Contact Hours
3035	Weeks for Instructional Contact Hours
4005	Course Start Date
4010	Course End Date
4015	Days of Course Meeting
4020	Beginning Time of Course Section
4025	Ending Time of Course Section
4030	Site Number
4035	Facility Number
4040	Room Number
4045	Recreation and Leisure Headcount
4060	Primary Course Section Classification
4065	Instructional Delivery Method
4070	Technology Delivery Indicator
4071	Developmental Education Primary Strategy
4072	Developmental Education Modularized Strategy
4073	Developmental Education Compression Strategy
4074	Developmental Education Contextualized Strategy
4075	Developmental Education Co-Requisite Strategy
5005	Authorized Reassignment - Type
5010	Authorized Reassignment - Time
5015	Authorized Reassignment Contact Hours
5020	Weeks for Authorized Reassignment Contact Hours
6005	Salary Type
6010	Salary Amount
7005	Benefit Type
7010	Benefits Value

Data Elements by Record Type

Demographic (Record Type 1)

Key Elements

Reporting Institution 0110
Term Identifier 0120
Person Identification Number 0130

Non-Key Elements

Last Name 1005
First Name 1006
Middle Name 1007
Name Suffix 1008
Date of Birth 1010
Gender 1015
Ethnic Origin
Citizenship 1025
Disabled Classification 1030
Degree 1035
Date Employed at the Institution 1040
Contract Status 1045
Date Continuing Contract Granted 1050
Employment Status 1055
Exempt from Public Records 1060
Faculty Status 1065
Race – White 1070
Race – Black/African American 1075
Race – Asian 1080
Race – American Indian/Alaskan Native 1085
Race – Native Hawaiian/Pacific Islander 1090
Ethnicity – Hispanic/Latino 1095
Primary Activity/Occupational Activity Code 1009
EAM Indicator 1096

Employment Activity (Record Type 2)

Key Elements

Reporting Institution 0110
Term Identifier 0120
Person Identification Number 0130
Organizational Unit and GL Codes 0140
Activity – Occupational Activity Code 2005

Non-Key Elements

Position Title (Institution Title) 2010
Date Employed in Current Position 2015
Position Portion of Effort (FTE) 2025
Academic Rank 2030

Employment Activity (Record Type 2) *(continued)*

Instructional Activity (Record Type 3)

Key Elements

Non-Key Elements

Course Schedule (Record Type 4)

Key Elements

Non-Key Elements

Authorized Reassignment (Record Type 5)

Key Elements
Reporting Institution 0110
Term Identifier 0120
Person Identification Number 0130
Authorized Reassignment – Type 5005

Non-Key Elements
Authorized Reassignment – Time 5010
Authorized Reassignment Contact Hours 5015
Weeks for Authorized Reassignment Contact Hours 5020

Salary (Record Type 6)

Key Elements
Reporting Institution 0110
Person Identification Number 0130
Organizational Unit and GL Codes 0140
Primary Activity/Occupational Activity Code 1009
Salary Type 6005
Term Identifier 0120

Non-Key Elements
Salary Amount 6010

Fringe Benefits (Record Type 7)

Key Elements
Reporting Institution 0110
Person Identification Number 0130
Organizational Unit and GL Codes 0140
Benefit Type 7005
Term Identifier 0120

Non-Key Elements
Benefit Value 7010

Data Element 0110
Reporting Institution

Data Element is used in the Following Reports:

❑   State Reports

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	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Edit:

1.   Missing, invalid, or non-numeric   Critical

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

Data Element 0120

Term Identifier

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the academic term within the reporting year.

TABLE VALUES
1CCYY   Summer Term
2CCYY   Fall Term
3CCYY   Winter/Spring Term
4CCYY   Annual Submission

Where:
CC is the century
YY is the last two digits of the second year of the reporting year.
(e.g., Report 1998 for the reporting year of 1997-98)

NOTE: *The Salaries and Fringe Benefits Submission is an Annual Submission (Term 4).*

Edit:

1.   Missing, invalid, or non-numeric   Critical

Data Element 0130

Person Identification Number

Data Element is used in the Following Reports:

None

Description:

The Person Identification Number is a unique ten-character field. Social Security Number should be used when possible. If the number used is not a Social Security Number, then the Person Identification Number must begin with an alphabetic character.

NOTE: *This field should be left justified filled with trailing spaces.*

Edit:

1.	Missing or containing embedded blanks	Critical
2.	All zeroes	Critical
3.	Duplicate ID on Demographic within the institution and term	Critical
4.	No matching Employment Activity record	Informational
5.	First nine positions are numeric and tenth position is non-blank	Critical

PHYSICAL DESCRIPTION: PIC X (10)   **CREATE/CHANGE DATE:** 06/01/2011

Data Element 0140

Organizational Unit and General Ledger Codes

Data Element is used in the Following Reports:

None

Description:

The official accounting codes used from the *Accounting Manual for the Division of Florida's Colleges*. The coding system consists of thirteen basic digits: an eight-digit Organizational Unit and a five-digit General Ledger Classification as shown below.

1. **Organizational Unit**
   a. Fund   1 digit
   b. Function   1 digit
   c. Sub-Function   1 digit
   d. Specific Unit   3 digits
   e. Variable ID   2 digits

2. **General Ledger Classification**
   a. General Ledger Class   1 digit
   b. Object Code   2 digits
   c. Specific Code   2 digits

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Organizational Unit and GL Codes on Record Type 3, 6, or 7 and no match on Record Type 2	Informational
3.	Position 1 of Org/GL – Fund NOT IN (1, 2, 3, 4, 5, 6, 7, 8, 9)	Critical

Data Element 1005
Last Name

Data Element is used in the Following Reports:

None

Description:

Employee's last/family 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	Critical
2.	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical
3.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20)   **CREATE/CHANGE DATE:** 12/3/2014

Data Element 1006
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	Critical
2.	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical
3.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (15)　　　　　　　　　**CREATE/CHANGE DATE:** 12/3/2014

Data Element 1007

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 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical
2.	Contains special or Unicode characters	Critical

PHYSICAL DESCRIPTION: PIC X (20)   **CREATE/CHANGE DATE:** 12/3/2014

Data Element 1008
Name Suffix

Data Element is used in the Following Reports:

None

Description:

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

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

Edit:

1.	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical

Data Element 1009
Primary Activity/Occupational Activity Code

Data Element is used in the Following Reports:

❑ State Reports

Description:

The primary activity for the employee as determined by the college. For employees with a single activity, this will match the activity reported on the Employment Activity record (Record Type 2) in Activity/Occupational Activity Code (DE 2005). For employees with multiple activities, the activity the college considers the employees main/primary activity.

TABLE VALUES

See Primary Activity/Occupational Activity Code (DE 2005) for descriptions of the table values.

2012-13 Occupational Categories	SOC Occupational Categories	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 Occupations Life, Physical, and Social Science Occupations	15-0000 17-0000 19-0000
24 – Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	Community and Social Service Occupations Legal Occupations Arts, Design, Entertainment, Sports, and Media Occupations	21-0000 23-0000 27-0000
25 – Instruction	Postsecondary Teachers	25-1000
26 – Instruction combined with research and/or public policy	Postsecondary Teachers	25-1000
27 – Research	Postsecondary Teachers	25-1000
28 – Public Service	Postsecondary Teachers	25-1000
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 Service	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

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

2012-13 Occupational Categories	SOC Occupational Categories	SOC Code
35 – Sales and Related Occupations	Sales and Related Occupations	41-0000
36 – Office and Administrative Support Occupations	Office and Administrative Support Occupations	43-0000
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 Assistants		

NOTES:

1. *Beginning in the 2012-13 IPEDS Reporting Year, there is a new set of Standard Occupational Classification (SOC) Codes. Please refer to http://www.bls.gov/soc/home.htm to reference the current SOC Codes:*
2. *Colleges will assign a Primary Occupational Code from the current SOC list without regards to an appropriate General Ledger (GL) Codes.*

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Primary Activity/Occupational Activity Code (DE 1009) (25-28) AND Faculty Status (DE 1065) EQ N	Informational

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

Data Element 1010
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 nines (99999999) 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, invalid range, or non-numeric	Critical
2.	The person's age is LT 15 or GT 99	Critical
3.	EQ 99999999 and Employment Status (DE 1055) EQ 1	Critical
4.	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical

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

Data Element 1015
Gender

Data Element is used in the Following Reports:

❑   State Reports

Description:

Employee's gender, as reported by the employee.

TABLE VALUES

M   Male
F   Female
X   Unknown/Not reported

Edit:

1.	Missing or invalid	Critical
2.	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic Origin	Critical

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

Ethnic Origin

Data Element is used in the Following Reports:

❑ Equity
❑ IPEDS

Description:

Ethnic Origin of the employee is generated from DE 1070 to DE 1095 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 1005), First Name (DE 1006), Middle Name (DE 1007),   Critical
       Name Suffix (DE 1008), Date of Birth (DE 1010), Gender (DE 1015), and Ethnic
       Origin

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

Data Element 1025

Citizenship

Data Element is used in the Following Reports:

❑ State Reports

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

Edit:

1.   Missing or invalid   Critical

Data Element 1030
Disabled Classification

Data Element is used in the Following Reports:

❑ State Reports

Description:

A self-reported code indicating whether a person is classified as disabled.

TABLE VALUES

A   Autism Spectrum Disorder.   Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

B   Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

H   Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss, or deafness.

I   Intellectual Disability. A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen years of age

L   Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems, which are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

M   Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.

O   Other health impairment. (Student has a specific disability which is not listed in the others specific categories).

P   Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions that may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 11/04/2015

S   Speech Impairment. Disorders of language, articulation, fluency, or voice that interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

V   Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following:

- Visual acuity of 20/70 or less in the better eye after the best possible correction,
- Peripheral field of vision so constricted that it affects one's ability to function in an educational setting,
- Progressive loss of vision that may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Z   Not applicable or not reported.

NOTES:
1. *Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability that has the highest cost for the institution to accommodate.*
2. *Disabled classification codes for personnel will be kept in line with the student disability codes (Student Database DE 1002 Disabled Classification). Eligible Disabled Students at Florida Colleges and Postsecondary Career Centers are described in the Rule 6A-10.041 FAC.*

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 11/04/2015

Data Element 1035

Degree

Data Element is used in the Following Reports:

❑ State Reports

Description:

Degree (highest held) - Highest Postsecondary degree/certificate held.

TABLE VALUES

1   Doctorate
2   Specialist/Advanced Master's
3   Master's
4   Bachelor's
5   Associate's
6   Less than Associate's
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 a thesis-type program and may or may not require a comprehensive exam.*

Edit:

1.   Missing, invalid, or non-numeric   Critical

Data Element 1040
Date Hired at the Institution

Data Element is used in the Following Reports:

❑   State Reports

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, invalid range or non-numeric	Critical
2.	Valid Date GT Termination Date (DE 2055)	Critical
3.	Valid Date GT Date Continuing Contract Granted (DE 1050)	Informational
4.	Valid Date GT Date Employed in Current Activity (DE 2015)	Critical
5.	Valid Date GT Date of Academic Rank (DE 2035)	Informational

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 07/01/2002

Data Element 1045
Contract Status

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates employee's contract status.

Continuing Contract   Indicates those employees who hold a Continuing Contract.

Annual Contract – On Track   Indicates employees who are not Continuing Contract but are on track in positions that may lead to consideration for Continuing Contract.

Non-Instructional Faculty   Indicates Not Applicable.

TABLE VALUES
1   Continuing Contract
2   Annual Contract - On Track for Continuing Contract
3   Annual Not-On-Track for Continuing Contract
4   Not Applicable

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	IN (1, 2) and Activity Classification (DE 2005) NOT IN (25-28,29,30)	Informational
3.	EQ 1 and Date of Continuing Contract Granted (DE 1050) EQ 99999999	Critical

---

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

Data Element 1050
Date Continuing Contract Granted

Data Element is used in the Following Reports:

❑   State Reports

Description:

The date that Continuing Contract 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: Code '99999999' if unknown.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at Institution (DE 1040)	Critical
3.	Valid Date GT Termination Date (DE 2055)	Critical
4.	Valid Date and Contract Status (DE 1045) NE 1	Critical
5.	EQ 99999999 and Contract Status (DE 1045) EQ 1	Critical

Data Element 1055
Employment Status

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the type of employment held by an employee.

TABLE VALUES
Regular (FRS Eligible or other eligible retirement systems)
1   Full-Time
2   Part-Time

Temporary - Occasional (Non-FRS Eligible)
3   Full-Time
4   Part-Time

NOTES:
1.   *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 employee.*
2.   ** All activity within the range of GL Codes 52100-52199 (Instructional-Overload) will be excluded when determining the accumulated FTE for each employee.*

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
3.	EQ 1 and Date of Birth (DE 1010) EQ 99999999	Critical
4.	IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 040 and all Occupational Activity Codes (DE 2005) NOT IN (25-28) *****	Informational
5.	IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 060 and all Occupational Activity Codes (DE 2005) IN (25-28) *****	Informational
6.	IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 033 and all Occupational Activity Codes (DE 2005) NOT IN (25-28) *****	Informational
7.	IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 040 and all Occupational Activity Codes (DE 2005) IN (25-28) *****	Informational
8.	Emp. Status (DE 1055) IN (1, 2) and Termination Status EQ 7 and Termination Date (DE 2055) NE 99999999	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/01/2005

Data Element 1060

Exempt from Public Records

Data Element is used in the Following Reports:

None

Description:

Identifies employees exempted from Public Records in accordance with s.119.07 Florida Statues.

TABLE VALUES

Y   This person is exempt from Public Records

N   This person 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 1065
Faculty Status

Data Element is used in the Following Reports:

None

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).

IPEDS requires identification of Faculty Status for all employees by Tenure Status.

TABLE VALUES
Y   Employee has Faculty Status
N   Employee 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 2005) IN (22-24,29-31,33-39)	Informational
3.	EQ N and Primary Activity/Occupational Activity Code (DE 1009) IN (25-28)	Informational

Data Element 1070

Race – White

Data Element is used in the Following Reports:

None

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 (DE 1075) thru (DE 1090) NE X	Critical

Data Element 1075

Race – Black/African American

Data Element is used in the Following Reports:

None

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 1070) thru (DE 1090) NE X	Critical

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

Data Element 1080

Race – Asian

Data Element is used in the Following Reports:

None

Description:

Indicates if the employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, 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 1070) thru (DE 1090) NE X	Critical

Data Element 1085

Race – American Indian/Alaskan Native

Data Element is used in the Following Reports:

None

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 1070) thru (DE 1090) NE X	Critical

Data Element 1090

Race – Native Hawaiian/Pacific Islander

Data Element is used in the Following Reports:

None

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 1070) thru (DE 1085) NE X	Critical

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

Data Element 1095

Ethnicity – Hispanic/Latino

Data Element is used in the Following Reports:

None

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 (1)   **CREATE/CHANGE DATE:** 07/01/2010

Data Element 1096

EAM Indicator

Data Element is used in the Following Reports:

❑   State Reports

Description:

Identifies employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) staff.

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 = 'Y'))

N   No (Code for all other employees)

Edit:

1.	Missing or invalid	Critical
2.	IN (E, I, P) and Activity/Occupational Code (DE 1009) NE 21	Critical
3.	EQ N and Activity/Occupational Code (DE 1009) EQ 21	Critical

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 2005
Activity/Occupational Activity Code

Data Element is used in the Following Reports:

❑   State Reports

Description:

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

TABLE VALUES

2012-13 Occupational Categories	SOC Occupational Categories	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	15-0000
	Architecture and Engineering Occupations	17-0000
	Life, Physical, and Social Science Occupations	19-0000
24 – Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	Community and Social Service Occupations	21-0000
	Legal Occupations	23-0000
	Arts, Design, Entertainment, Sports, and Media Occupations	27-0000
25 – Instruction	Postsecondary Teachers	25-1000
26 – Instruction combined with research and/or public policy	Postsecondary Teachers	25-1000
27 – Research	Postsecondary Teachers	25-1000
28 – Public Service	Postsecondary Teachers	25-1000
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 Service	Pre-school, Primary, Secondary, and Special Education School Teachers	25-2000
	Other Teachers and Instructors	25-3000
	Other Education, Training, and Library Occupations	25-9000
33 – Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations	29-0000
34 – Service Occupations	Healthcare Support Occupations	31-0000
	Protective Service Occupations	33-0000
	Food Prep and Serving Related Occupations	35-0000
	Building and Grounds Cleaning and Maintenance Occupations	37-0000
	Personal Care and Service Occupations	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

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2013

2012-13 Occupational Categories	SOC Occupational Categories	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 Assistants		

NOTES:

1. *Refer to the* Accounting Manual for the Division of Florida's Colleges *for the General Ledger (GL) Codes. On the following page is a listing of the two-digit Occupational Activity Code table values with their corresponding GL Codes.*
2. *Please refer to* http://www.bls.gov/soc/home.htm *for the current SOC Codes.*

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2013

General Ledger Code List*	
51000-51099 51400-51499 51500-51599 55000-55099	53300-53399 54000-54099 54100-54199 54500-54599 56006 57000-57099
52000, 52001 52005-52099 52100-52199 52200-52299 52400-52499 52501-52599 56000, 56001 56007-56099 56100-56199	54000-54099 54100-54199 54500-54599 57000-57099
51100-51199 51400-51499* 51500-51599* 52005** 55000-55099** 56005	54000-54099 54100-54199 54500-54599 57000-57099
52002, 52003 56002, 56003	58200-58299 58300-58399
52300-52399 52501-52599 56006	
51200-51299 51400-51499 51500-51599 52004 53000-53099 53100-53199 53200-53299 53500-53599 55000-55099 56004 56500-56599	
53300-53399 54000-54099 54100-54199 54500-54599 56500-56599 57000-57099	

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2013

21 EAM= E - Executive
51000-51099

21 EAM = I - Instructional Support
51100-51199

21 EAM=P - Professional Support
51200-51299

NOTES:
1. *General Ledger Code list is only a guide to be used for extraction purposes only. Institution policy may differ.*
2. *General Ledger Code Edits are only applicable to colleges submitting old Occupational Activity Codes.*

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9	Informational
3.	IN (25-28,32) and Academic Rank (DE 2030) EQ 9	Critical
4.	NOT IN (21-32) and Sabbatical/Leave (DE 2045) EQ 1	Informational
5.	NOT IN (25-28,29,30,32) and Contract Status (DE 1045) IN (1,2)	Informational
6.	IN (25-28, 32) and no Record Type 3 or Record Type 5 excluding GL Codes in the ranges of 52200-52299 and 56100-56199 Substitutes	Informational
7.	IN (25-28,32) and Faculty Status (DE 1065) EQ N	Critical

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2013

Data Element 2010
Position Title (Institutional Title)

Data Element is used in the Following Reports:

❑ State Reports

Description:

Identifies a position used in the institution.

If the institution does not assign titles for any specific positions, write "**NO TITLE**" in this field.

NOTE: Local titles may be up to 25 characters long.

Edit:

None

PHYSICAL DESCRIPTION: PIC X (25)   **CREATE/CHANGE DATE:** 03/23/1995

Data Element 2015
Date Employed in Current Activity

Data Element is used in the Following Reports:

❑   State Reports

Description:

The date employed in current activity should reflect the date the employee first entered their current activity. It should not be changed each time a new contract is signed unless there is a change in the activity. For example, a new date is required whenever the Activity - Occupational Activity Code (DE 2005) changes.

TABLES 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: Code '99999999' if unknown or not applicable.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at the Institution (DE 1040)	Critical
3.	Valid Date GT Termination Date (DE 2055)	Critical
4.	Date is GT date of data submission	Informational

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 07/01/2004

Data Element 2025
Position Portion of Effort (FTE)

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the portion of full-time effort derived from the employee filling this position or portion of a position during the reporting year. The annual FTE for a full-time position is 1. Report the term portion of the annual FTE.

Non-Instructional: 2000 hours = 1 FTE
   College may use a different standard if difference is minor.

Instructional: 30 SSH or CHE = 1 FTE for the Academic Year
   The number of SSH/CHE per FTE cannot be changed by the college. All Instructional Personnel must have an Occupational Activity Code (DE 2005) EQ 25-28.

   Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of SSH/CHE for Instructors teaching multiple course/sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of hours based on what the college uses to determine the Instructor's load.

EXAMPLES FOR INSTRUCTIONAL PERSONNEL

1.   An Instructor is teaching 5 courses of 3 credit hours each in Advanced and Professional (A & P) or Postsecondary Vocational (PSV). The Student Semester Hours (SSH) = 5 * 3 = 15 SSH. For the term, the FTE = 15/30 = 0.50 and is reported as 050.

2.   An Instructor is teaching 5 courses in Postsecondary Adult Vocational (PSAV). The Total Contact Hours for the term are 480 hours. The Credit Hour Equivalent (CHE) = 480/30 = 16. For the term, the FTE = 16/30 = 0.53 and is reported as 053.

3.   An Instructor is teaching 1 course of 3 credit hours in A & P and 1 course of 4 credit hours in PSV. The SSH = 3 + 4 = 7 SSH. For the term, the FTE = 7/30 = 0.23 and is reported as 023.

4.   An Instructor is teaching 1 course in Adult Basic. The total contact hours for the term are 80 hours. The CHE = 80/30 = 2.67. For the term, the FTE = 2.67/30 = 0.09 and is reported as 009.

5.   An Instructor is teaching 2 courses of 3 credit hours each in PSV and 1 course in PSAV with Total Contact Hours for the term = 48 hours. The SSH = 6 and the CHE = 48/30 = 1.6. For the term, the FTE = (6 + 1.6)/30 = 0.25 and is reported as 025.

6.   For a Full-Time Instructor teaching 30 SSH or CHE for the year, a college would normally report the hours as: Summer - 020; Fall - 040; Winter/Spring - 040.

PHYSICAL DESCRIPTION: PIC 9V9   **CREATE/CHANGE DATE:** 07/01/2000

NOTES:

1. *FTE for Position Portion of Effort includes the FTE reported in Authorized Reassignment Time.*
2. *For personnel with supplemental contracts that pay by unit of work, college should estimate the hours.*
3. *For part-time personnel with varying number of hours worked, the college or colleges should use the actual number of hours worked in the term.*

Edit:		
1.	Missing or non-numeric	Critical
2.	Accumulated value GT 040 and all Occupational Activity Code (DE 2005) NE (25-28) and Employment Status (DE 1055) IN (1, 3)*	Informational
3.	Accumulated value GT 060 and any Occupational Activity Code (DE 2005) EQ (25-28) and Employment Status (DE 1055) IN (1, 3)*	Informational
4.	Accumulated value GE 033 and all Occupational Activity Code (DE 2005) NE (25-28) and Employment Status (DE 1055) IN (2, 4)*	Informational
5.	Accumulated value GE 040 and any Occupational Activity Code (DE 2005) EQ (25-28) and Employment Status (DE 1055) IN (2, 4)*	Informational
6.	GE 100 and Employment Status (DE 1055) IN (2, 4)*	Informational
7.	Accumulated value LT Portion of (Course) Section Workload (DE 3025) + Authorized Reassignment Time (DE 5010)	Informational

NOTE: *All activity with GL Codes 52100-52199 (Instructional-Overloads) will be excluded when determining the FTE for each employee.*

PHYSICAL DESCRIPTION: PIC 9V9   **CREATE/CHANGE DATE:** 07/01/2000

Data Element 2030

Academic Rank

Data Element is used in the Following Reports:

❑ State Reports

Description:

Of the employees who are classified as Instructional Employees, indicate those employees who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Senior/Master Instructor, Instructor, or Lecturer.

Indicate "No Academic Rank" (table value 7) if such is the case.

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 for Non-Instructional Employees.*
2. *Code 7 for Instructional Employees if all teaching faculty are always coded with the same table value.*

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	LT 9 and Occupational Activity Classification (DE 2005) NOT IN (25-28)	Informational
3.	EQ 9 and Occupational Activity Classification (DE 2005) IN (25-28)	Informational
4.	LT 7 and Date of Academic Rank (DE 2035) EQ 99999999	Informational

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

Data Element 2035
Date of Academic Rank

Data Element is used in the Following Reports:

❑ State Reports

Description:

The date current Academic Rank was 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: Code '99999999' if unknown or not applicable.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid date LT Date Employed at Institution (DE 1040)	Critical
3.	Valid date GT Termination Date (DE 2055)	Critical
4.	EQ 99999999 and Academic Rank (DE 2030) LT 7	Informational

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 07/01/2002

Data Element 2040
Employee Bargaining Unit Flag

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates employee participation in a Collective Bargaining Unit.

TABLE VALUES

Y   Yes
N   No

Edit:

1.   Missing or invalid   Critical

Data Element 2045
Sabbatical/Educational Leave

Data Element is used in the Following Reports:

❑   State Reports

Description:

Sabbatical Leave - Leave granted for a specified period with or without pay for professional development/growth. May include non-instructional personnel.

TABLE VALUES
1   Sabbatical/Educational Leave
2   Not Applicable
3   Extended Sick Leave
4   Other (Fulbright Scholar, etc.)

Edit:

1.	Missing or invalid	Critical
2.	EQ 1 and Occupational Activity Classification (DE 2005) NOT IN (21-31)	Informational

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

Data Element 2050

Termination Status

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired.

TABLE VALUES

1   Retired
2   Resigned
3   Terminated
4   Deceased
5   Contract not Renewed or End-of-Contract
6   Reduction in Force (RIF)
7   Not Applicable / Not Terminated

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	LT 7 and Termination Date (DE 2055) EQ 99999999	Critical
3.	NE 7 and Salary Amount (DE 6010) EQ 0	Informational
4.	EQ 7 and Benefit Type (DE 7005) IN (A, B, D)	Informational
5.	EQ 7 and Termination Date (DE 2055) NE 99999999 and Emp. Status (DE 1055) IN (1, 2)	Critical

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/01/2005

Data Element 2055

Termination Date

Data Element is used in the Following Reports:

❑   State Reports

Description:

This is the institution's official date of termination in the event of retirement, non-renewal of contract, resignation, dismissal, or death.

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)

NOTES:
1.   Code '99999999' if unknown or not applicable.
2.   Termination Date (DE 2055) may be GT 0 and LT 99999999 and Termination Status (DE 2050) EQ 7 only if Employment Status (DE 1055) EQ 3 or 4 (Temporary).

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at the Institution (DE 1040)	Critical
3.	Valid Date LT Date Employed in Current Activity (DE 2015)	Critical
4.	Valid Date LT Date Continuing Contract Granted (DE 1050)	Critical
5.	Valid Date LT Date of Academic Rank (DE 2035)	Critical
6.	EQ 99999999 and Termination Status (DE 2050) LT 7	Critical
7.	Termination Date (DE 2055) NE 99999999 and Termination Status EQ 7 and Emp. Status (DE 1055) IN (1, 2)	Critical

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 07/01/2005

Data Element 3005
Course Identifier

Data Element is used in the Following Reports:

❑ Course Number Match with SDB Accountability Outcome Measures
❑ Developmental Education Enrollment

Description:

An eight-digit alphanumeric code assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number and a one-digit suffix code. The first digit of the number reflects the course level as follows:

   0 =   Less than college level
   1, 2 = Indicates lower level

The suffix code is used to indicate Laboratories and provide a method for equating Laboratory courses or to designate a Recreation and Leisure course:

L   (1) A course of which the content is entirely Laboratory, or
        (2) The Laboratory component of a Lecture/Lab sequence in which the Lab is offered at a different time/place than the Lecture.
C   A combined Lecture/Lab sequence in which the lab is offered in conjunction with the Lecture at the same time/place.
S   Course is not a Lab course.

NOTES:
1. *Use Statewide Course Numbering System to identify Advanced and Professional, Postsecondary Vocational, College Preparatory and Dual Enrollment ICS (Student Database DE 3001 and DE 3005) courses and use institutional numbers for all other ICS courses.*
2. *If a course exists in the Student Database (SDB) and the Personnel Database, then the Course Identifier must match.*

Edit:

1.	Missing	Critical
2.	Course Identifier on Record Type 4 and no match on Record Type 3	Informational

IDB Edit

1.	Course Classification (DE 4060) EQ S, and Course Identifier (DE 3005), and Course Identifier – Section (DE 3010) mismatch with SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009).	Critical

PHYSICAL DESCRIPTION: PIC X (8)   **CREATE/CHANGE DATE:** 07/01/2004

Data Element 3010
Course Identifier – Section

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests
❑ Developmental Education Enrollment

Description:

A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3005).

NOTE: This data element is reported left justified.

Edit:

1.	Missing	Critical
2.	Course Identifier Section on Record Type 4 and no match on Record Type 3	Informational

IDB Edit:

1.	Course Classification (DE 4060) EQ S, Course Identifier (DE 3005) and Course Identifier – Section (DE 3010) mismatch with Student Database Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Critical

---

PHYSICAL DESCRIPTION: PIC X (8)   **CREATE/CHANGE DATE:** 07/01/2004

Data Element 3020
Team Teaching/Multiple Instructors Flag

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates whether a course or section was taught by multiple instructors/team teaching.

TABLE VALUES

Y   Yes, this course section is taught by more than one instructor

N   Not Applicable

Edit:

1.	Missing or invalid	Critical
2.	EQ N and Portion of Course Section Workload (DE 3025) LT 1000	Informational
3.	EQ Y for one Instructor in a Course Section but EQ N for another Instructor in the same Course Section	Informational

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/29/2010

Data Element 3025

Portion of Course/Section Workload

Data Element is used in the Following Reports:

❑   State Reports to Measure Instructional Workload

Description:

The portion of the course section for which the person(s) instructing the course section is responsible, calculated as follows:

$$\frac{(Number\ of\ Course\ Hours) * (Percent\ of\ the\ Course\ Taught)}{(Number\ of\ Course\ Hours)}$$

EXAMPLES
IMPORTANT: *The decimal point is implied.*

❑   An instructor who teaches the entire 3 credit hour course would be calculated as follows:

$$\frac{(3) * (1.000)}{(3)} = 1.000 \rightarrow report\ as\ 1000$$

❑   An instructor who teaches one-third of the 3 credit hour course would be calculated as follows:

$$\frac{(3) * (0.333)}{(3)} = 0.333 \rightarrow report\ as\ 0333$$

❑   If two instructors equally share a 3 credit hour course it would be calculated as follows:

$$\frac{(3) * (0.500)}{(3)} = 0.500 \rightarrow report\ as\ 0500$$

NOTE: *For team teaching, the sum of all portions of section workload fields for all instructors for a particular section should be 1.000.*

Edit:

1.	Missing or non-numeric	Critical
2.	GT 1000	Critical
3.	LT 1000 and Team Teaching/Multiple Instructor Flag (DE 3020) = N	Informational
4.	Sum GT 1000 and Teach Teaching/Multiple Instructor Flag (DE 3020) = Y	Informational

---

PHYSICAL DESCRIPTION: PIC 9V999   **CREATE/CHANGE DATE:** 04/29/2010

Data Element 3030
Instructional Contact Hours

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests

Description:

Identifies the number of contact hours for the term the Instructor spends in instructional activities and which the college uses to determine the Instructor's load. The Instructional Contact Hours do not include the Authorized Reassignment Contact Hours (DE 5015).

EXAMPLES

College Credit Courses. For a 4 credit hour course, an Instructor may teach three 50-minute hours of instruction and three 50-minute hours of lab for 15 weeks (does not include exam week) in the term. The Instructional Contact Hours reported would be 90. The Weeks for Instructional Contact Hours (DE 3035) would be reported as 15. The Instructional Hours/Week would be calculated as 6.

Non-Credit Courses. For non-credit courses, report the total number of contact hours the Instructor teaches the course in the term (maximum 16 weeks). For an Instructor who teaches a non-credit course for 48 hours in 8 weeks, the Instructional Contact Hours reported would be 48. The Weeks for Instructional Contact Hours (DE 3035) is reported as 8. The Instructional Hours/Week is calculated as 6.

NOTES:
1. *Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. DE 1055 (Employment Status) = 1 and DE 2005 (Occupational Activity Code) = 25-28).*
2. *Instructional Contact Hours and Weeks for Instructional Contact Hours (DE 3035) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Code (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.*
3. *Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors teaching multiple Course/Sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of Contact Hours based on what the college uses to determine the Instructor's load.*
4. *For College Credit courses and College Preparatory courses, 1 contact hour = 50 minutes of instruction. For all other courses, 1 contact hour = 60 minutes of instruction.*
5. *Report Instructional Contact Hours as a right justified numeric value with leading zeroes (PIC 9(4)) (e.g. 45 is reported as 0045, 8 is reported as 0008).*

PHYSICAL DESCRIPTION: PIC 9 (4)   **CREATE/CHANGE DATE:** 07/01/1998

Edit:

1.	Missing, invalid or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (4)   **CREATE/CHANGE DATE:** 07/01/1998

Data Element 3035
Weeks for Instructional Contact Hours

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests

Description:

The number of weeks in the term, the Instructional Contact Hours (DE 3030) are taught by the Instructor.

EXAMPLES
❑ For a regularly scheduled course, the number of weeks in a term is either 15 or 16, depending on whether the instructional contact hours are included in the exam week.
❑ For a course taught in a mini-semester that is 8 weeks long, the number of weeks reported is 8.
❑ For a non-credit course that is 5 weeks long, the number of weeks reported is 5.

NOTES:
1. *Weeks for Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 25-28).*
2. *Weeks for Instructional Contact Hours and Instructional Contact Hours (DE 3030) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Code (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.*
3. *For Fall and Winter/Spring terms, the regular term is 16 weeks and for Summer term, the regular term is 12 weeks.*
4. *Report Weeks for Instructional Contact Hours as a right justified numeric value with leading zeroes (e.g., 45 is reported as 45, 8 is reported as 08).*

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/1998

Data Element 4005
Course Start Date

Data Element is used in the Following Reports:

❑ State Reports

Description:

The official starting date of the course (DE 3005).

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, invalid range, or non-numeric	Critical
2.	GT Course End Date (DE 4010)	Critical
3.	LE Reporting Year-2 Or GE Reporting Year+2	Informational

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 11/04/2015

Data Element 4010

Course End Date

Data Element is used in the Following Reports:

❑   State Reports

Description:

The official ending date of the course (DE 3005).

TABLE VALUES
Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(within reporting year)

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	LT Course Start Date (DE 4005)	Critical
3.	LE Reporting Year-2 Or GE Reporting Year+2	Informational

PHYSICAL DESCRIPTION: PIC 9 (8)   **CREATE/CHANGE DATE:** 11/04/2015

Data Element 4015

Days of Course Meeting

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates which days of the week a course section meets.

TABLE VALUES

X	Sunday
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
O	Other (a non-regularly scheduled course)

Edit:

1.	Missing or invalid	Critical
2.	EQ O and both Beginning Time of Course (DE 4020) and Ending Time of Course Section (DE 4025) NE 9999	Critical

Data Element 4020

Beginning Time of Course Section

Data Element is used in the Following Reports:

❑   State Reports

Description:

Identifies the course section's local scheduled start time, based on a 24-hour clock.

EXAMPLES

> 8:30 a.m. is reported as 0380
> 10:00 a.m. is reported as 1000
> 1:00 p.m. is reported as 1300
> 4:30 p.m. is reported as 1630

NOTES:

1. *For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.*
2. *Code 9999 for non-regularly scheduled times.*

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	GT Ending Time of Course Section (DE 4025)	Informational
3.	LT 0600	Informational
4.	EQ 9999 and Days of Course Meeting (DE 4015) NE O	Critical

Data Element 4025

Ending Time of Course Section

Data Element is used in the Following Reports:

❑   State Reports

Description:

Identifies the course section's local scheduled end time, based on a 24-hour clock.

EXAMPLES

8:30 a.m. is reported as 0380
10:00 a.m. is reported as 1000
1:00 p.m. is reported as 1300
4:30 p.m. is reported as 1630

NOTES:

1. *For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.*
2. *Code '9999' for non-regularly scheduled times.*

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	LT Beginning Time of Course Section (DE 4020)	Informational
3.	GT 2300	Informational
4.	EQ 9999 and Days of Course Meeting (DE 4015) NE O	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (4)   **CREATE/CHANGE DATE:** 07/01/1998

Data Element 4030

Site Number

Data Element is used in the Following Reports:

❑   State Reports

Description:

Number assigned to a site by the college. This number must be the same as reported on the Facilities Data Base (FCO).

TABLE VALUES

1-98   Owned or leased for one or more years
99   Not owned or leased for less than one year or no course assigned to a room

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	NE 99 and Facility Number (DE 4035) EQ 0	Critical
3.	NE and Room Number (DE 4040) EQ 0	Critical
4.	EQ 99 For all Course Records Submitted	Critical

IDB Edit:

1.	LT 99, and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO DB Site Number (DE 5006), FCO DB Facility Number (DE 5014) and FCO DB Room Number (DE 5023).	Critical

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PHYSICAL DESCRIPTION: PIC 9 (2)   **CREATE/CHANGE DATE:** 07/01/2004

Data Element 4035

Facility Number

Data Element is used in the Following Reports:

❑   State Reports

Description:

The number assigned to a Facility by a college.

TABLE VALUES
0   When Site Number (DE 4030) = 99
1-9999 When Site Number (DE 4030) = 1-98

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Site Number (DE 4030) Not EQ 99	Critical

IDB Edit:

1.	Site Number (DE 4030) LT 99, and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO Data Base Site Number (DE 5006), Facility Number (DE 5014), and Room Number (DE 5023).	Critical

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PHYSICAL DESCRIPTION: PIC 9 (4)   **CREATE/CHANGE DATE:** 07/01/2004

Data Element 4040

Room Number

Data Element is used in the Following Reports:

❑ State Reports

Description:

The number assigned to a Room by a college that includes a one-place prefix, a four-place number, and a one-place suffix.

NOTES:
1. *Six-place alpha/numeric field. The Room Number must be unique among all Room Numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a Room within the file. Only the characters A through Z, the numbers 0 through 9, and blanks are allowed. The Room Number is broken into 3 parts as follows:*
   a. *Prefix: One place. May be blank. If it is not blank, then the core must not contain blanks.*
   b. *Core: Four places. Must contain at least one character or number right justified.*
   c. *Suffix: One place. May be blank.*

2. *If Site Number (DE 4030) = 99 then*
   a. *Room Number Prefix is blank,*
   b. *Room Number Core = ' 0', and*
   c. *Room Number Suffix is blank*

Edit:

1.	Missing	Critical
2.	EQ 0 and Site Number (DE 4030) NE 99	Critical

IDB Edit:

1.	Site Number (DE 4030) LT 99, and Site Number (DE 4030), Facility Number (DE 4035), and Room Number (DE 4040) mismatch with FCO Data Base Site Number (DE 5006), Facility Number (DE 5014), and Room Number (DE 5023).	Critical

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PHYSICAL DESCRIPTION: PIC X (6) **CREATE/CHANGE DATE:** 07/01/2004

Data Element 4045

Recreation and Leisure Headcount

Data Element is used in the Following Reports:

❑ Space Utilization

Description:

Number of headcount in the Course/Section for Recreation and Leisure courses only.

TABLE VALUES

0   Other than Recreation and Leisure courses
> 0   Headcount for Recreation and Leisure course/section

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
3.	GT 0 and Primary Course Section Classification (DE 4060) IN (C, S)	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (6)   **CREATE/CHANGE DATE:** 07/01/2002

Data Element 4060

Primary Course Section Classification

Data Element is used in the Following Reports:

❑   State Reports

Description:

Identifies the Primary Course Section content.

TABLE VALUES

C   Contract Course (courses for which the direct instructional costs have been fully funded by an external agency).

R   Recreation and Leisure Course

S   Credit/Non-credit Course (courses that should be reported on Student Data Base)

A   Adult General Education Distance Learning Course for NRS. An AGE course that meets the definition of Distance Learning for NRS reporting. The criteria are Distance education is formal learning activity where students and instructors are separated by geography, time or both for the majority of the instructional period (more than 50%). Students in distance education courses, like those in courses using traditional instructional methods, must have at least 12 hours of contact within those courses before they can be counted for federal reporting purposes. Programs must administer all pre- and post-assessments used to measure educational gain of distance education students for NRS reporting in person, at a proctored program site, in accordance with the state policies outlined in the *2015-16 Florida Adult Education Assessment Technical Assistance Paper*, http://www.fldoe.org/core/fileparse.php/7522/urlt/1516-AdultAssessment-TAP.pdf.

Edit:

1.	Missing or invalid	Critical
2.	EQ R and Recreation and Leisure Headcount (DE 4045) EQ 0	Critical
3.	IN (C, S) and Recreation and Leisure Headcount (DE 4045) GT 0	Critical

IDB Edit:

1.	IN (S, A), Course Identifier (DE 3005) and Course Section (DE 3010) mismatch with SDB Course Identifier (DE 3008), and SDB Course Identifier Section (DE 3009).	Critical
2.	EQ A and SDB Course ICS (DE 3001) LT 13101 or GT 13299	Critical

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 07/01/2002

Data Element 4065

Instructional Delivery Method

Data Element is used in the Following Reports:

❑ State Reports

Description:

A classification of a course based on the delivery of direct instruction.

TABLE VALUES

C   On-Campus Instruction. On-site, face-to-face instruction where students are expected attend classes regularly.

HB   Hybrid Blend. 30-79% of the direct instruction of the course is facilitated and delivered using technology, where the student and instructor are separated by time, space, or both.

D   Distance Learning. 80% or more of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space, or both.

NOTE: On Campus Instruction represents less than 30% of the course is facilitated and delivered using technology where the student and instructor are separated by time, space or both.

Edit:

1.   Missing or invalid   Critical

Data Element 4070
Technology Delivery Indicator

Data Element is used in the Following Reports:

❑ State Reports

Description:

An indicator of the type of technology that is being used by the instructor instead of face-to-face contact.

TABLE VALUES

M	Materials/Correspondence. Primarily print-based materials for checkout or mail-out, which may be packaged with other materials including CD-ROM, DVD, and video tapes, and are not tele-courses. Correspondence courses would fall into this category.

I	Internet-based. Internet-based courses may use a blend of technology formats, but the primary distinguishing characteristic is that these courses are primarily delivered using a learning management system.

L	Lecture Capture. Describes the use of technology that allows instructors to record what happens in their classrooms and make it available digitally. In its simplest form, lecture capture might be an audio recording made with an iPod; alternatively, the term might refer to a software capture program that records full motion video, or cursor movement, typing, or other on-screen activity.

W	Web conferencing, videoconferencing, compressed video. Instruction is delivered by two way audio and video that is synchronous and interactive between two or more locations. In this mode, students and instructors are not in the same place.

V	Video. Pre-recorded courses which have been licensed or locally produced and are delivered asynchronously. Course videos may be checked out, broadcast, or delivered via the internet.

H	Mixed Delivery. Those courses using a combination of technology. For example, a course requiring 40% class attendance, 30% Web, and 30% TV.

N	None

Edit:

1. Missing or invalid — Critical
2. NE N and Instructional Delivery Method (DE 4065) EQ C — Informational
3. EQ N and Instructional Delivery Method (DE 4065) IN (HB, D) — Informational

Data Element 4071

Developmental Education – Primary Strategy

Data Element is used in the Following Reports:

❑ State Reports
❑ Developmental Education Enrollment

Description:

Indicates the primary delivery strategy for a developmental education course. When a course employs more than one delivery strategy, this code will be used to identify the strategy considered the more dominant, or influential, of the strategies used. When a course employs a single strategy, this code should be set to match the related developmental education strategy data elements (DE 4072-4075).

The Department of Education's Office of Articulation will provide CCTCMIS a file named DCC.COLLEGE.DEV.TYY####, where #### is the reporting year (e.g., DCC.COLLEGE.DEV.TYY2015) containing all developmental education courses. All courses appearing within this file must contain a non-Z value for this data element. Courses with a Z value for the data element cannot appear within this file.

TABLE VALUES:

M   Modularized. Modularized instruction is an acceleration strategy that is customized and targeted to address specific skills gaps. Particular deficiencies are identified and targeted interventions are implemented to remediate them. Material is de-constructed\grouped into sub-unit parts and condensed into component pieces that address precise skill area deficiencies.

P   Compression. Compression instruction that accelerates student progression from developmental instruction to college-level coursework through more intensive course delivery that expands time on task within a shortened period of time (e.g. 16 hours per week for 3 weeks rather than 3 hours per week for 16 weeks). Instruction is redesigned and concentrated to reduce the amount of time students spend in developmental education. A distinguishing characteristic is that the intensity is increased and the duration of the instructional interaction is reduced to allow the student to progress at a faster pace.

C   Contextualized. Contextualized instruction that is related to meta-majors. Applied instruction related to meta-majors that are embedded in context and applications that are relevant to the student's interests and goals. Instruction is built around the sustained systematic use of a single theme relevant to the student's academic and\or life goals. Instruction is organized around real world applied problem solving. Both academic and career and technical education courses can incorporate contextualized approaches to instruction.

R   Co-requisite. Co-requisite developmental instruction or tutoring that supplements credit instruction while a student is concurrently enrolled in a credit-bearing entry level gateway Math or English course (Writing or Reading).

Z   Not Applicable. Use for all non-developmental education courses

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/17/2014

NOTES:

1. *The Community College and Technical Centers MIS staff will provide a file for the colleges every term to determine if the course code is a valid developmental education course. The file can be retrieved by the colleges at: DCC.COLLEGE.DEV.TYY#### where #### is the reporting year (e.g. DCC.COLLEGE.DEV.TYY2015). Edits 4071_2 and 4071_3 will check to see if the course in question is present in the file.*
2. *This data element was implemented for 2016-17 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

Edit:

1.	Missing or invalid	Critical
2.	EQ Z and Course is identified as Developmental Education	Critical
3.	NE Z and Course is not identified as Developmental Education	Critical
<u>4</u>	NE Z and DE 4071 Developmental Education – Primary Strategy NE corresponding strategy flag	Critical

IDB Edit:

1.	SDB Course-ICS (DE 2001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC,MAT,REA) and PDB Developmental Education Strategy (DE 4071) NE Z	Informational
2.	SDB Course-ICS (DE 2001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC,MAT,REA) and PDB Developmental Education Strategy (DE 4071) EQ Z	Informational

---

PHYSICAL DESCRIPTION: PIC X (1) **CREATE/CHANGE DATE:** 04/17/2014

Data Element 4072

Developmental Education – Modularized Strategy

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates whether the developmental education course is taught using the modularized strategy.

This data element was implemented for 2016-17 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.

TABLE VALUES

Y   Yes, uses the modularized strategy
N   No, does not use the modularized strategy
Z   Not Applicable, not a developmental education course

Edit:

1.	Missing or invalid	Critical
2.	IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M	Critical

---

PHYSICAL DESCRIPTION: PIC X (1)   **CREATE/CHANGE DATE:** 04/17/2014

Data Element 4073

Developmental Education – Compression Strategy

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates whether the developmental education course is taught using the compression strategy.

This data element was implemented for 2016-17 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.

TABLE VALUES

Y   Yes, uses the compression strategy
N   No, does not use the compression strategy
Z   Not Applicable, not a developmental education course

Edit:

1.	Missing or invalid	Critical
2.	IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P	Critical

Data Element 4074

Developmental Education – Contextualized Strategy

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates whether the developmental education course is taught using the contextualized strategy.

This data element was implemented for 2016-17 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.

TABLE VALUES

Y   Yes, uses the contextualized strategy
N   No, does not use the contextualized strategy
Z   Not Applicable, not a developmental education course

Edit:

1.	Missing or invalid	Critical
2.	IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ C	Critical

Data Element 4075

Developmental Education – Co-Requisite Strategy

Data Element is used in the Following Reports:

❑ State Reports

Description:

Indicates whether the developmental education course is taught using the Co-requisite strategy.

This data element was implemented for 2016-17 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.

TABLE VALUES

Y	Yes, uses the co-requisite strategy
N	No, does not use the co-requisite strategy
Z	Not Applicable, not a developmental education course

Edit:

1.	Missing or invalid	Critical
2.	IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ R	Critical

Data Element 5005
Authorized Reassignment – Type

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the type of Reassignment/Release Time.

TABLE VALUES

1   Instructional Supervision
2   Student Services
3   Curriculum Development
4   Other

Edit:

1.	Missing or invalid	Critical
2.	LT 5 and Authorized Reassignment Time (DE 5010) EQ 0	Critical

---

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 01/19/1996

Data Element 5010

Authorized Reassignment – Time

Data Element is used in the Following Reports:

❑   State Reports

Description:

Enter the FTE representing the Authorized Reassignment Type for the term. The Authorized Reassignment Time is a portion of the hours used to calculate the FTE for Position Portion of Effort.

The Authorized Reassignment Time FTE is a subset of the Position Portion of Effort FTE reported in DE 2025.

30 SSH or CHE = 1 FTE for the reporting year.

EXAMPLE
An Instructor with 12 SSH or CHE reassignment hours in the Fall term:

12/30 = .040; reported as 0040

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Authorized Reassignment – Type (DE 5005) LT 5	Critical

Data Element 5015
Authorized Reassignment Contact Hours

Data Element is used in the Following Reports:

❑   Ad Hoc Legislative Requests

Description:

The number of Contact Hours for the term the Instructor spends in authorized reassignment activities and which the college uses to determine the Instructor's load. The Authorized Reassignment Contact Hours do not include the Instructional Contact Hours (DE 3030).

NOTES:
1.   *Authorized Reassignment Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 25-28).*
2.   *Authorized Reassignment Contact Hours and Weeks for Authorized Reassignment Contact Hours (DE 3035) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.*
3.   *Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors on Authorized Reassignment. Colleges should determine the number of Contact Hours based on what the college uses to determine the Instructor's load.*

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 5020
Weeks for Authorized Reassignment Contact Hours

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests

Description:

The number of weeks in the term that the Authorized Reassignment Contact Hours (DE 5015) are worked by the Instructor.

❑ Weeks for Authorized Reassignment Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Occupational Activity Code (DE 2005) = 25-28).

❑ Weeks for Authorized Reassignment Contact Hours and Authorized Reassignment Contact Hours (DE 5015) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.

❑ Regular Fall and Winter/Spring terms are 16 weeks.

❑ Regular Summer term is 12 weeks.

EXAMPLES
1. For regular reassignment, the number of weeks in a term is either 15 or 16, depending on if the authorized reassignment contact hours are included in the exam week.
2. For reassignment during the regular summer term, the number of weeks reported is 12.
3. For reassignment during a special mini-semester that is six weeks long, the number of weeks reported is six.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3.	GT 0 and Employment Status (DE 1055) NE 1	Informational

PHYSICAL DESCRIPTION: PIC 9 (2) **CREATE/CHANGE DATE:** 07/01/1998

Data Element 6005
Salary Type

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the Type of Salary paid to the employee.

This field is reported on an annual basis for the fiscal year.

TABLE VALUES
1   Base Pay
2   Hourly Wage
3   Overtime Pay
4   Overload Pay
5   Other (such as Nonrecurring Compensation, TPI, Supplemental, Extended Contract)

NOTE: *Sick Leave, Annual Leave, and Severance Pay Termination Payout must be reported under DE 7010 (Fringe Benefits Value).*

Edit:

1.   Missing, invalid, or non-numeric   Critical

PHYSICAL DESCRIPTION: PIC 9 (1)   **CREATE/CHANGE DATE:** 07/15/1996

Data Element 6010
Annual Salary

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the amount of salary paid to the employee, representing the Salary Type reported in DE 6005.

This field is reported on an annual basis for the fiscal year.

NOTE: *Termination payouts such as Sick Leave, Annual Leave, and Severance Pay must be reported under DE 7010 (Fringe Benefits Value).*

Edit:

1.	Missing or non-numeric	Critical

Data Element 7005

Benefit Type

Data Element is used in the Following Reports:

❑ State Reports
❑ Ad Hoc Legislative Requests

Description:

Enter the type of benefit provided to an Employee. This field is reported on an annual basis for the fiscal year.

TABLE VALUES *(with corresponding GL Codes)*

1	Social Security	59100, 59102-59199
2	Medicare	59101
3	Retirement Plan Contributions	59201-59206
4	Insurance Contributions	59701-59705
5	Other Taxable Benefits, including housing, auto allowance, etc.	59501-59510
A	Sick Leave (Termination Payout)	
B	Annual Leave (Termination Payout)	
C	Tuition Reimbursement or Fee Waiver	59801-59806
D	Severance Pay (Termination Payout)	26500-26599

NOTES:

1. *Sick Leave and Annual Leave are for payout upon termination of the Employee, not the expense accrual.*
2. *The Organizational Unit and GL Code for benefits should relate to the salary data.*

Edit:

1.	Missing or invalid	Critical

PHYSICAL DESCRIPTION: PIC X (1) **CREATE/CHANGE DATE:** 07/01/2000

Data Element 7010

Benefits Value

Data Element is used in the Following Reports:

❑   State Reports

Description:

Enter the annual value of the benefits representing the Benefit Type (DE 7005). This field is reported on an annual basis for the fiscal year.

NOTES:
1. *Report the institution's contribution only.*
2. *Value of Sick Leave, Annual Leave, and Severance Pay payout should not be reported on the salary records.*

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0	Critical

Demographic Information Record Format

Field Characteristics	Demographic Information
A Alphabetic Only	Record Type 1
A/N Alphanumeric	
N Numeric Only	Create a record for each Employee for each term
Z Zoned Numeric	employed.
R Right Justified with Leading Zeroes	
L Left Justified	

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =1
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
1005	24-43	20	A/N	Last Name
1006	44-58	15	A/N	First Name
	59	1		FILLER
1010	60-67	8	N	Birth Date
1015	68	1	A/N	Gender
	69	1		FILLER
1025	70	1	A/N	Citizenship
1030	71	1	A/N	Disability Classification
1035	72	1	N	Degree (Highest Earned)
1040	73-80	8	N	Date Employed at the Institution
1045	81	1	N	Contract Status
1050	82-89	8	N	Date Continuing Contract Granted
1055	90	1	N	Employment Status
1060	91	1	A/N	Exempt From Public Records
1065	92	1	A/N	Faculty Status
1070	93	1	A/N	Race – White
1075	94	1	A/N	Race – Black/African American
1080	95	1	A/N	Race – Asian
1085	96	1	A/N	Race – American Indian/Alaskan Native
1090	97	1	A/N	Race – Native Hawaiian/Pacific Islander
1095	98	1	A/N	Ethnicity – Hispanic/Latino
1009	99-100	2	N,R	Primary Activity/Occupational Activity Code
1096	101	1	A	EAM Indicator
1000	102-115	14	A/N	Florida Education Identifier (FLEID)*
1007	116-135	20	A/N	Middle Name
1008	136-145	10	A/N	Name Suffix
	146-150	5		FILLER

NOTES:

1.   *Shaded fields are unique key elements.*
2.   **Personnel FLEID data will not be collected for the 2016-17 reporting year.*

Employment Activity Record Format

Field Characteristics				Employment Activity
A	Alphabetic Only			**Record Type 2**
A/N	Alphanumeric			
N	Numeric Only			Create a record for each Employment Activity Classification
Z	Zoned Numeric			for each term employed.
R	Right Justified with Leading Zeroes			
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =2
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
0140	24-36	13	N,R	Organizational Unit and GL Code
2005	37-38	2	N,R	Occupational Activity Classification
2010	39-63	25	A/N, L	Position Title
2015	64-71	8	N	Date Employed in Current Position
	72	1		FILLER
2025	73-75	3	N	Position Portion of Effort
2030	76	1	N	Academic Rank
2035	77-84	8	N	Date of Academic Rank
2040	85	1	A/N	Employee Bargaining Unit Flag
2045	86	1	N	Sabbatical/Educational Leave
2050	87	1	N	Termination Status
2055	88-95	8	N	Termination Date
1000	96-109	14	A/N	Florida Education Identifier (FLEID)*
	110-150	41		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2016-17 reporting year.*

Instructional Activity Record Format

Field Characteristics				Instructional Activity
A	Alphabetic Only			**Record Type 3**
A/N	Alphanumeric			
N	Numeric Only			Create a record for each Course Section taught by an
Z	Zoned Numeric			Employee.
R	Right Justified with Leading Zeroes			
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =3
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
0140	24-36	13	N,R	Organizational Unit and GL Code
3005	37-44	8	A/N	Course Identifier
3010	45-52	8	A/N, L	Course Section Identifier
	53	1		FILLER
3020	54	1	A/N	Team Teaching/Multiple Instr. flag
3025	55-58	4	N	Portion of (Course) Section Workload
3030	59-62	4	N,R	Instructional Contact Hours
3035	63-64	2	N,R	Weeks for Instructional Contact Hours
1000	65-78	14	A/N	Florida Education Identifier (FLEID)*
	79-150	71		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID data will not be collected for the 2016-17 reporting year.*

Course Schedule Record Format

Field Characteristics				Course Schedule
A	Alphabetic Only			**Record Type 4**
A/N	Alphanumeric			
N	Numeric Only			Create a record for each Course meeting.
Z	Zoned Numeric			
R	Right Justified with Leading Zeroes			
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =4
0120	9-13	5	N,R	Term Identifier
	14-23	10		FILLER
3005	24-31	8	N,R	Course Identifier
3010	32-39	8	A/N	Course Section Identifier
4005	40-47	8	N	Course Start Date
4010	48-55	8	N	Course End Date
4015	56	1	A/N	Days of Course Meeting
4020	57-60	4	N	Beginning Time of Course Section
4025	61-74	4	N	Ending Time of Course Section
4030	65-66	2	N	Site Number
4035	67-70	4	A/N	Facility Number
4040	71-76	6	A/N	Room Number
4045	77-82	6	N	Recreation and Leisure Headcount
	83-84	2		FILLER
4060	85	1	A/N	Primary Course Section Classification
4065	86-87	2	A/N	Instructional Delivery Method
4070	88	1	A/N	Technology Delivery Indicator
4071	89	1	A/N	Developmental Education Primary Strategy
4072	90	1	A/N	Developmental Education Modularized Strategy
4073	91	1	A/N	Developmental Education Compression Strategy
4074	92	1	A/N	Developmental Education Contextualized Strategy
4075	93	1	A/N	Developmental Education Co-Requisite Strategy
	94-150	57		FILLER

NOTE: Shaded fields are unique key elements.

Authorized Reassignment Record Format

Field Characteristics				Authorized Reassignment
A	Alphabetic Only			Record Type 5
A/N	Alphanumeric			
N	Numeric Only			Create a record for each Authorized Reassignment Type.
Z	Zoned Numeric			
R	Right Justified with Leading Zeroes			
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =5
0120	9-13	5	N,R	Term Identifier
0130	14-23	10	A/N	Person Identification Number
5005	24	1	N	Authorized Reassignment - Type
5010	25-28	4	N,R	Authorized Reassignment - Time
5015	29-32	4	N,R	Authorized Reassignment Contact Hours
5020	33-34	2	N,R	Weeks for Authorized Reassignment Contact Hours
1000	35-48	14	A/N	Florida Education Identifier (FLEID)*
	49-150	102		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID data will not be collected for the 2016-17 reporting year.*

Salary Information Record Format

Field Characteristics				Salary Information
A	Alphabetic Only			Record Type 6
A/N	Alphanumeric			
N	Numeric Only			Create a record for each Organizational Unit and GL Code,
Z	Zoned Numeric			Activity, and Salary Type. This is the annual fiscal amount.
R	Right Justified with Leading Zeroes			
L	Left Justified			

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =6
0130	9-18	10	A/N	Person Identification Number
0140	19-31	13	N,R	Organizational Unit and GL Code
1009	32-33	2	N,R	Primary Activity/ Occupational Activity Code
6005	34	1	N	Salary Type
6010	35-42	8	N,R	Salary Amount
0120	43-47	5	N,R	Term Identifier
1000	48-61	14	A/N	Florida Education Identifier (FLEID)*
	62-150	89		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID data will not be collected for the 2016-17 reporting year.*

Fringe Benefits Record Format

Field Characteristics	Fringe Benefits
A Alphabetic Only	**Record Type 7**
A/N Alphanumeric	
N Numeric Only	Create a record for each Organizational Unit and GL code, and Benefit Type. This is the annual fiscal mount.
Z Zoned Numeric	
R Right Justified with Leading Zeroes	
L Left Justified	

DE#	From/To	Size	Field Char	Field Description
0110	1-7	7	N,R	Reporting Institution (OPEID) Code
	8	1	N	Record Type =7
0130	9-18	10	A/N	Person Identification Number
0140	19-31	13	N,R	Organizational Unit and GL Code
7005	32	1	A/N	Selected Benefits - Type
7010	33-40	8	N,R	Selected Benefits - Value
0120	41-45	5	N,R	Term Identifier
1000	46-59	14	A/N	Florida Education Identifier (FLEID)*
	60-150	91		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID data will not be collected for the 2016-17 reporting year.*

Sample Instructions to Send Personnel Data

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.PDB.PERSON.Tttyyyy'
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 RJE100,PROJ=PDB,CNUM=cc,FNAM=PERSON,
//      YEAR=yyyy,TERM=tt,LRECL=150,BLKSZ=1000,
//      SPACE='(TRK,(5,1),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 RJE100,PROJ=PDB,CNUM=cc,FNAM=PERSON,
//      YEAR=yyyy,TERM=tt,LRECL=150,BLKSZ=1000,
//      SPACE='(TRK,(5,1),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)
tt	=	term (i.e., 3E)

Section III:
Verification Reports Selection Criteria

Exceptions Report

The Exceptions Report displays the frequency of table values or ranges for Data Elements. The following are included on this report based on the data submissions.

1010	Date of Birth by ranges
1015	Gender
	Race/Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1035	Degree
1040	Date Employed at Institution by ranges
1045	Contract Status
1050	Date continuing Contract Granted by ranges
1055	Employment Status
1065	Faculty Status
1070	Race - White
1075	Race - Black/African American
1080	Race - Asian
1085	Race - American Indian/Alaskan Native
1090	Race - Native Hawaiian/Pacific Islander
1095	Ethnicity - Hispanic/Latino
1009	Primary Activity/Occupational Activity Code
*2005	Activity - Occupational Activity Code
*2015	Date Employed in Current Activity by ranges
*2030	Academic Rank
*2035	Date of Academic Rank by ranges
*2040	Employee Bargaining Unit Flag
*2045	Sabbatical/Educational Leave
*2050	Termination Status
*2055	Termination Date by ranges
*3020	Team Teaching/Multiple Instructor Flag
*4015	Days of Course Meeting
*4065	Instructional Delivery Method
*4070	Technology Delivery Indicator
*4071	Developmental Education Primary Strategy
*5005	Authorized Reassignment - Type
**6005	Salary Type
**7005	Benefit Type

NOTES:
*Not reported in Annual Salary and Fringe Benefits 4E
**Only reported in Annual Salary and Fringe Benefits 4E

Contact Hours Taught by Full-Time Instructors

SELECTION CRITERIA

Demographic Table

College	DE 0110
Person Identification Number	DE 0130
Employment Status	DE 1055
Primary Activity/Occupational Activity	DE 1009

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Activity Table

College	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Instructional Contact Hours	DE 3030

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)
Course is not Recreation and Leisure   DE 4060 NE R

Authorized Reassignment Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Authorized Reassignment Contact Hours	DE 5015

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match data from Demographic and Employment Activity by Person Identification Number.
2. Match data from Instructional Activity and Course Schedule by Person Identification Number.
3. Sum Authorized Reassignment Contact Hours by Person Identification Number.
4. Using data from Step 1, select Full-Time Instructional Personnel:
   a. If the person has a Primary Activity/Occupational Activity = 25-28 or 32 then select the person as Full-Time instructional.
   b. If person has more than one activity record, sum the Position FTE by Person Identification Number and Activity.
5. Merge data from Step 2, Step 3, and Step 4 by Person Identification Number.
6. Sum Instructional Contact Hours, Authorized Reassignment Contact Hours and Total Contact Hours.
7. Calculate the unduplicated headcount by Instructional, Authorized Reassignment.
8. Calculate the ratios.

Number of Courses without Instructors by Site

SELECTION CRITERIA

Course Schedule Table:

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010
Site Number	DE 4030

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Instructional Activity Table

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Course Schedule data with Instructional Activity data by Course and Section.
2. Select non-matching data from Step 1.
3. Calculate the count of unduplicated course and section numbers from Step 2 by Site.

Instructors with Instructional Activity or Authorized Reassignment

Demographic Table

College	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

College	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL code	DE 0140
Date Employed in Current Position	DE 2015
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining unit flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	
Sum of Position Portion of Effort for each Person Identification Number equals zero	SUM (DE 2025) EQ 0

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	

Authorized Reassignment Table

College   DE 0110
Person Identification Number   DE 0130

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic Table data and Employment Activity data with Instructional Activity data and Authorized Reassignment data by Person Identification Number.
2. List matching data from Step 1.

Instructors without Instructional Activity or Authorized Reassignment Records

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity	DE 1009

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL Code	DE 0140
Date Employed in Current Position	DE 2015
Position Portion of Effort (FTE)	DE 2025
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining Unit Flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.	DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)	
yyyy = submission year (e.g., 2001 for 2000-01)	

Authorized Reassignment Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission. DE 0120 EQ tyyyy
  t = term (e.g., 1, 2, 3, or 4)
  yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic Table data and Employment Activity data with Instructional Activity and Authorized Reassignment data by Person Identification Number.
2. List non-matching data from Step 1.

College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy
  t = term (e.g., 1, 2, 3, or 4)
  yyyy = submission year (e.g., 2001 for 2000-01)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

Where

Term Identifier is Summer, Fall, Winter/Spring, or Annual submission.   DE 0120 EQ tyyyy
  t = term (e.g., 1, 2, 3, or 4)
  yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic data and Employment Activity data by Person Identification Number.
2. From Step 1, sum the Position FTE by Person Identification Number, Primary Activity/Occupational Activity, and Employment Status.
3. Using data from Step 2, select Full-Time Personnel by Employment Status:
4. Using data from Step 2, select Part-Time Personnel by Employment Status.
5. Combine data from Step 3 and Step 4.
6. Calculate the unduplicated count of employees, by Primary Activity Groups, by FTE ranges:

Primary Activity Groups	Primary Occupational Activity Code Values
Management Occupations	21
Business and Financial Operations Occupations	22
Computer, Engineering, and Science Occupations	23
Community Service, Legal, Arts, and Media Occupations	24
Instruction	25
Instruction combined with research and/or public policy	26
Research	27
Public Service	28
Archivists, Curators, and Museum Technicians	29
Librarians	30

Primary Activity Groups	Primary Occupational Activity Code Values
Library Technicians	31
Non-postsecondary Teaching Occupations	32
Healthcare Practitioners and Technical Occupations	33
Service Occupations	34
Sales and Related Occupations	35
Office and Administrative Support Occupations	36
Natural Resources, Construction, and Maintenance Occupations	37
Production, Transportation, and Material Moving Occupations	38
Student Assistants	39

NOTE: *To create the report RFTEREAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 21 and EAM IN (E, I, P).*

Number of Courses Taught by Site
for Regular and Temporary Full-Time and Part-Time Instructors

PURPOSE

Generates a report by term or annually of the number of courses taught for Florida Colleges, by Site, for Regular (FRS Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

INPUT

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

4.   PERSONNEL **Instructional Activity** (Record Type 3)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
COURSE	(DE 3005) Course Identifier
ORG_FUND_TYPE	(DE 1040) Organizational Unity & GL Codes (Column 1)
ORG_FUNCTION	(DE 0140) (Column 2)
ORG_SUB_FUNCTION	(DE 0140) (Column 3)
ORG_SPECIFIC	(DE 0140) (Column 4-6)

5.   PERSONNEL **Course Schedule** (Record Type 4)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
COURSE	(DE 3005) Course Identifier
SITE_NUMBER	(DE 4030) Site Number

OUTPUT

Report of the number of courses taught, by Florida Colleges, by Site, for Regular (FRS- Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

PROGRAM LOGIC

Select all courses taught by Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Full-Time and Part-Time Status Instructors for Florida Colleges, by term and year or annually.

Primary Activity/Occupational Activity Code (DE 1009 = (25-28,32 Faculty Status DE 1065 = 'Y')= Instructional Staff)

Employment Status (DE 2020) = 1 (Full-Time Regular), 2 (Part-Time Regular), 3 (Full-Time Temporary) and 4 (Part-Time Temporary)

Select courses taught for the term or annually by Credit Courses and Non-credit Courses for each Site.

Credit Courses. Credit Courses are defined for this report as courses that have '11' in the second and third columns, or have '12101', '12201', '12301', '12401', '12501', '12601', or '12701' in the second through the seventh positions of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x11xxxxxxxxx' where x = any digit.

OR

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x12y01xxxxxxx' where x = any digit and y = 1 through 7.

Non-Credit Courses. Non-credit courses are defined for this report as all courses not defined as Credit Courses EXCLUDING Recreational and Leisure courses. Recreational & Leisure courses are defined as courses with '142' in the first three columns of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '11xxxxxxxxx' where x = any digit.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '12y01xxxxxxxx' where x = any digit and y = 1 through 7.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '142xxxxxxxxxx' where x = any digit.

Generate course counts by Site for Credit and Non-Credit courses by Full-Time and Part-Time Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Instructors for the term and year or annually.

College Employees by Activity Group Report Series

GENERAL

The College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time are a series of reports that shows the headcount of employees by Activity Group by Regular and Temporary Full-Time/Part-Time by Age Group, Contract Group, Degree and Ethnic Origin and Gender. The verification reports are built automatically after the college has successfully passed the edit process and their data is loaded into the PDB tables.

All the verification reports have
- The Florida College Name.
- The Run Date: The date the report was built.
- The Run Time: The time the report was built.

REPORT DESCRIPTIONS

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time verification reports each contain two sections.

1) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by age group.
2) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by age group.

1) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by contract group.
2) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by contract group.

1) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by degree.
2) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by degree.

1) Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by ethnicity and gender.
2) Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by ethnicity and gender.

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time Definition of Column Headers

(DE 1010) By Age Group
The following are age ranges used on this report:
Below 18
18-27
28-32
33-37
38-42
43-47
48-52
53-57
58-62
63-67

(DE 1010) By Age Group *(continued)*
Above 67

Total – Totals for full-time and part-time employees.

(DE 1045) By Contract Group:
Continuing Contract – Employees who hold a continuing contract.
Annual Contract – On Track – Employees who are not continuing contract but are on track in positions that may lead to consideration for continuing contract.
Annual Contract – Not on Track - Employees who are not continuing contract but are not on track in positions that may not lead to consideration for continuing contract.
Not Applicable

Total – Totals for full-time and part-time employees.

(DE 1035) By Degree:
Doctorate
Specialist/Advanced Masters
Masters
Bachelors
Associate
Less than Associates
Other
Unknown/Not Applicable

Total – Totals for full-time and part time employees.

(DE 1015) By Ethnic Origin and Gender:
American Indian or Alaskan Native – The employee as origins in any of the original people of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
Asian or Pacific Islander - The employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, and Malaysia The Pacific Islander has origins of the Philippines Islands, Thailand, Vietnam Guam, Samoa, or other Pacific Islands.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.
Black Non-Hispanic – The employee has origins in any of the black racial groups of Africa.
Hispanic – The employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Unknown – The employee's ethnicity is unknown.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.

Female – The total female employees, which includes all ethnicities.
Male – The total male employees, which includes all ethnicities.
UK - The employee's race is unknown

Total – Totals for full-time and part time employees.

NOTE: *Part time employees may be in more than one activity group.*

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time Definition of Row Headers

(DE 1009) Primary Activity/Occupational Activity – A code to indicate the employee's Primary Activity Classification.

(DE 1055) Full-Time and Part-Time employees are segregated on each report.
Totals – The grand total for each row

Florida College System
Personnel Database
2016-17 Reporting Year

College Employees by Activity Groups
by Full-Time/Part-Time and by Age Group

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and
Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time
status, by Age Groups. Each Primary Activity group will be totaled and all groups will be totaled at the
end of the report.

INPUT

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
BIRTH_DATE	(DE 1010) Date of Birth
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges,
for each Primary Activity Group by Full-Time and Part-Time status, by Age group. There will be two
pages for each college.

Section III: Verification Reports Selection Criteria
Version 21.0   134   July 1, 2016

PROGRAM LOGIC

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

> Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full-Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE 1009) as defined in the Federal IPEDS reports.

> If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes

Data Element Values for DE 1009 (Occupational Activity Code)
Column Name: PRIM_OCC

Value	Description
21	Management Occupations EAM: OCC EQ 21 AND EAM IN (E, I ,P)
	NON EAM: OCC EQ 21 AND EAM=E
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community Service, Legal, Arts, and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	**Other Teaching and Instructional Support Occupations**
33	Health care Practitioners
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maint.
38	Production, Transportation and Material Moving
39	Student Assistants
NON EAM	Instructional Support (See Note) OCC EQ 21 AND EAM EQ I
NON EAM	Professional Support (See Note) OCC EQ 21 AND EAM EQ P

Report employees by Age group.

To determine age groups, select the Birth Date (DE 1010) of each employee and calculate the age based on the beginning year of the submission (ex. 2000-01 use 2000). If the employee's date of birth is greater than month=10 and day = 15 then the age will be calculated using the ending year of the submission. If the employee does not have a date of birth, they will be counted as date of birth unknown.

Data Element Values for DE 1010 (Date of Birth)
Column Name: BIRTH_DATE

Value	Description
LESS THAN 18	Age less than 18
18-27	Age between 18 and 27 inclusive
28-32	Age between 28 and 32 inclusive
33-37	Age between 33 and 37 inclusive
38-42	Age between 38 and 42 inclusive
43-47	Age between 43 and 47 inclusive
48-52	Age between 48 and 52 inclusive
53-57	Age between 53 and 57 inclusive
58-62	Age between 58 and 62 inclusive
63-67	Age between 63 and 67 inclusive
ABOVE 67	Age greater than 67
BIRTHDATE UNKNOWN	Missing Date of Birth

NOTE: To create the report RHDAGEAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 21 EAM IN (E, I, P).

College Employees by Activity Groups
by Full-Time/Part-Time and by Contract Status

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

INPUT

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
CONTRACT_STATUS	(DE 1045) Contract Status
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. There will be two pages for each college.

PROGRAM LOGIC

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

> Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2, {Part-Time (FRS Eligible)}, 3, {Full-Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined in the Federal IPEDS reports.

> If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes
Data Element Values for DE 1009 (Occupational Activity Code)
Column Name: PRIM_OCC

Value	Description
21	Management Occupations
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal, Arts, Design and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs and Other Ed Services
33	Health Care Practitioners
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maint.
38	Student Assistants

Report employees by Contract status.

Data Element Values for DE 1045 (Contract Status)
Column Name: CONTRACT_STATUS

Value	Description
1	Continuing Contract
2	Annual - On Track
3	Annual - Not on Track
4	Not Applicable

NOTE: *To create the report RHDCONEM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 21 and EAM IN (E, I, P).*

College Employees by Activity Groups
by Full-Time/Part-Time and by Degree

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

INPUT

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2. PERSONNEL **Demographic Information** (Record Type 1)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
DEGREE	(DE 1035) Degree
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3. PERSONNEL **Employment Activity** (Record Type 2)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. There will be two pages for each college.

PROGRAM LOGIC

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

> Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3, {Full-Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined in the Federal IPEDS reports.

> If the Activity Codes are not equal and the Employment Status = the employee will be counted once in each Primary Activity Group as Part-Time.

Report employees by Degree

Data Element Values for DE 1035 (Degree)
Column Name: DEGREE

Value	Description
1	Doctorate
2	Masters + 30 or more hours
3	Masters
4	Bachelors
5	Associate
6	Less than Associate
7	Other
8	Unknown/Not Applicable

NOTE: *To create the report RHDDEGEM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes of 21 and EAM IN (E, I, P).*

College Employees, by Activity Groups
by Full-Time/Part-Time by Ethnic Origin and Gender

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Ethnicity and Gender. Each Primary Activity group will be totaled and all groups will be totaled at the end of the report.

INPUT

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
GENDER	(DE 1015) Gender
RACE	Ethnicity
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Ethnicity and Gender. There will be two pages for each college.

PROGRAM LOGIC

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

> Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full-Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/ Occupational Activity Codes (DE 1009) as defined in the Federal IPEDS reports.

> If the Activity Codes are not equal and the Employment Status = 2 or 4, the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Activity Codes
Data Element Values for:
DE 1009 (Occupational Activity Code)
Column Name: PRIM_OCC

Value	Description
21	Management Occupations
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service Legal, Art, Design, and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Ed Services
33	Health Care Practitioners
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maint.
38	Production, Transportation and Material Moving
39	Student Assistants

Report employees by Ethnicity

Data Element Values for Ethnic Origin
Column Name: RACE

Value	Description
W	White
B	Black
H	Hispanic or Latino
A	Asian
I	American Indian or Alaskan Native
M	Multi-Racial
P	Native Hawaiian or Other Pacific Islander
X	Unknown/Not Reported

Report employees by Gender

Data Element Values for DE 1015 (Gender)
Column Name: GENDER

Value	Description
M	Male
F	Female
X	Unknown/Not Reported

NOTE: *To create the report RHDETEAM using the EAM Indicator (DE 1096) select employees with Primary Occupational Activity Codes 21 with EAM IN (E, I, P).*

Staff Ratio Reports
Aggregated FTE Ratios between Select Primary Activity Groups

Purpose:

Generate a report by term and annually of the aggregated FTE and ratio between the total Regular (FRS Eligible) Full-Time and Part-Time employees for select Primary Activity Groups.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   PERSONNEL **Demographic Information** (Record Type 1)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3.   PERSONNEL **Employment Activity** (Record Type 2)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
FTE_POSITN	(DE 2025) Position Portion of Effort (FTE)

Program Logic:

Select all Regular (FRS Eligible) employees for Florida Colleges, by term and year or annually. Terminated employees will be included because they were employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, and 2, {Part-Time (FRS Eligible)}.

FTE for each employee will be aggregated by the Primary Activity/Occupational Activity and Status for all Regular (FRS Eligible) Full-Time and Part-Time employees, by Florida Colleges, by term and year or annually.

Employment Status (DE 2020) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

Primary Activity Groups by Occupational Activity Codes

Data Element Values for DE 1009
(Primary Activity/Occupational Activity Code)
Column Name: PRIM_OCC

Value	Description
21 EAM = E	Executive Staff
21 EAM IN (E, I, P)	Executive, Administrative, and Managerial
25,26,27,28,32 AND Faculty Status DE1065 = Y	Instructional Faculty
LE 38	All Employees

List the aggregated FTE and ratio of Regular Full-Time and Part-Time employees, for Florida Colleges, by term and year or annually for the following Primary Activity Groups:

- All Employees Divided by Executive Staff
- All Employees Divided by Executive, Administrative, and Managerial
- Instructional Faculty Divided by Executive Staff
- Instructional Faculty Divided by Executive, Administrative, and Managerial

Staff Ratio Report –
Headcount Ratios between Select Primary Activity Groups

Purpose:

Generate a report by term and annually of the headcount and ratio between the total Regular (FRS-Eligible) Full-Time and Part-Time employees for select Primary Activity Groups.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&TERM	1 char (ex. 1, 2, 3, or 4)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2. PERSONNEL **Demographic Information** (Record Type 1)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number
EMPLOY_STATUS	(DE 1055) Employment Status
PRIM_OCC	(DE 1009) Primary Activity/Occupational Activity

3. PERSONNEL **Employment Activity** (Record Type 2)

Column Names	Data Element Dictionary Numbers and Names
CCNUM	College Number (1-28)
TERM	(DE 0120) Term Identifier
PSNID	(DE 0130) Person Identification Number

Program Logic:

Select all Regular (FRS-Eligible) Full-Time and Part-Time employees unduplicated for each Primary Activity/Occupational Activity, for Florida Colleges, by term and year or annually.

Employment Status (DE 2020) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

Primary Activity Groups by Occupational Activity Codes
Data Element Values for DE 1009
(Primary Activity/Occupational Activity Code)
Column Name: PRIM_OCC

Value	Description
21 EAM = E	Executive Staff
21 EAM IN (E, I, P)	Executive, Administrative, and Managerial
25,26,27,28,32 AND Faculty Status DE1065 = Y	Instructional Faculty
LE 38	All Employees

List the headcounts and ratio of Regular Full-Time and Part-Time employees, for Florida Colleges, by term and year or annually, unduplicated for the following Primary Activity Groups:
- All Employees Divided by Executive Staff
- All Employees Divided by Executive, Administrative, and Managerial
- Instructional Faculty Divided by Executive Staff
- Instructional Faculty Divided by Executive, Administrative, and Managerial

Aggregate Fiscal Year Salary, by Salary Type

Purpose:

Generates a report aggregating all the Salary records for the Fiscal Year (Annual Submission) by Florida Colleges by Salary Type.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   SALARY **Salary Information** (Record Type 6)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TYPE_SALARY	(DE 6005) Salary Type
AMOUNT_SALARY	(DE 6010) Salary Amount

Output:

Report of aggregated Salary submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Salary Type.

Program Logic:

Selection Criteria.
   a.   Select all Salary records for the Fiscal Year (Annual Submission) by Salary Type.
   b.   Report salary by Salary Type

Salary Types
Data Element Values for DE 6005 (Salary Type)
Column Name: TYPE_SALARY

Value	Description
1	Base Pay
2	Hourly Wage
3	Overtime Pay
4	Overload Pay
5	Other

Aggregate Fiscal Year Benefits by Benefit Type

Purpose:

Generate a report aggregating all the Benefit records for the Fiscal Year (Annual Submission) by Florida Colleges by Benefit Type.

Input:

1.

Input	Domain
&CCNUM	College Number (1-28)
&YEAR	4 digit submission year (ex. 2001 for 2000-01)

2.   BENEFITS **Benefit Information** (Record Type 7)

Column Name	Data Element Dictionary Number and Name
CCNUM	College Number (1-28)
TYPE_BENEFIT	(DE 7005) Benefits Type
VALUE_BENEFIT	(DE 7010) Benefits Value

Output:

Report of aggregated Benefits submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Benefit Type.

Program Logic:

Selection Criteria.
   a.   Select all Benefit records for the Fiscal Year (Annual Submission) by Benefit Type.
   b.   Report benefits by Benefit Type

Benefit Types
Data Element Values for DE 7005 (Benefit Type)
Column Name: BENEFIT_VALUE

Value	Description
1	Social Security
2	Medicare
3	Retirement Plan Contributions
4	Insurance Contributions
5	Other Taxable Benefits
A	Sick Leave (Termination (Payout)
B	Annual Leave (Termination Payout)
C	Tuition Reimbursement or Fee Waiver
D	Severance Pay (Termination Payout)

Salary by Rank, Gender and Degree for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Degree	DE 1035
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type is Base Pay or Hourly Wage	DE 6005 IN (1, 2)
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping last Contract Status.
2. Select Employment Activity by Person Identification Number keeping last Academic Rank.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary by Rank, Gender, and Contract Status for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Contract Status	DE 1045
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type is Base Pay or Hourly Wage	DE 6005 IN (1, 2)
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping last Contract Status.
2. Select Employment Activity by Person Identification Number keeping last Academic Rank.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary by Gender, Rank, and Ethnic Origin for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Ethnic Origin	
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender and Ethnicity.
2. Select Employment Activity by Person Identification Number keeping last Academic Rank.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary by Gender, Degree, and Ethnic Origin for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Degree	DE 1035
Gender	DE 1015
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender, Ethnicity, and last Degree.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Gender and Ethnic Origin for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Ethnic Origin	
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table:

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender and Ethnicity.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Gender and Academic Rank for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Employment Status	DE 1055

Where

Employment Status (DE 1055) is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Where

Academic Rank (DE 2030) for Instructional Employees	DE 2030 IN (1-8)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type (DE 6005) is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender and Academic Rank.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Gender and Contract Status for Full-Time

Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Contract Status	DE 1045
Employment Status	DE 1055

Where

Employment Status (DE 1055) is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type (DE 6005) is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender and Contract Status.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from process Step 3 by Person Identification Number.

Salary Range by Gender and Degree for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Gender	DE 1015
Degree	DE 1035
Employment Status	DE 1055

Where

Employment Status (DE 1055) is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Salary Amount	DE 6010

Where

Salary Type (DE 6005) is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Gender and Degree.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Total Salary and Headcounts by Activity/Occupational Activity

SELECTION CRITERIA

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Amount	DE 6010

Where

Salary Amount (DE 6010) is greater than zero	DE 6010 GT 0

PROCESSES AND CALCULATIONS

1. Calculate the count of non-duplicated employees within each Primary Activity/Occupational Activity Code by Activity/Occupational Activity Code by College.
2. Sum the annual Salary by Activity/Occupational Activity Code by college.
3. List the headcounts and accumulated Annual Salaries from Step 1 and Step 2.

Total Developmental Education Courses Aggregated by Strategy

SELECTION CRITERIA

Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Developmental Education – Primary Strategy	DE 4071
Developmental Education – Modularized Strategy	DE 4072
Developmental Education – Compression Strategy	DE 4073
Developmental Education – Contextualized Strategy	DE 4074
Developmental Education – Co-Requisite Strategy	DE 4075

Where

Developmental Education – Primary Strategy (DE 4071) does not equal Z	DE 4071 NE Z

PROCESSES AND CALCULATIONS

1. Sum Distinct counts of Course Sections,
2. Sum Counts of each Course Section taught using Developmental Education Modularized Strategy (DE4072), Developmental Education Compressed Strategy(DE4073), Developmental Education Contextualized Strategy(DE4074), and Developmental Education Co-requisite Strategy (DE4075)