# Florida College System Personnel Database

## Reporting Year 2019-20

**Version 24.01**

# SUMMARY OF CHANGES

Version 24.01 (Updated 2/6/2020)

1. Added Salary Calendar Year Record Format – Record Type 8 for Ad Hoc Run Term 2 for PDBDMS.

Version 24.00

1. Record Formats 1 - 7 increased to 250 positions in length.
2. DE 0130 Personal Identification Number, updated the following edits:
   a. Updated 1MATCH error into three edits instead of one.
      i. Edit 0130_7: Person Identification Number (DE 0130) no matching Demographic record to Employment record.
      ii. Edit 0130_8: Person Identification Number (DE 0130) no matching Demographic record to Instructional record.
      iii. Edit 0130_9: Person Identification Number (DE 0130) no matching Demographic record to Reassignment record.
   b. Updated the following edits to include more explicit explanations:
      i. Changed edit 1KEY to edit 0130_3: Person Identification Number (DE 0130) duplicate ID on demographic within the institution and term.
      ii. Changed edit 2MATCH to edit 0130_4: Person Identification Number (DE 0130) no matching Employment Activity record to Demographic record.
      iii. Changed edit 6NODEMO to edit 0130_10: Person Identification Number (DE 0130) no matching Demographic record to Salary record.
      iv. Changed edit 7NODEMO to edit 0130_11: Person Identification Number (DE 0130) no matching Demographic record to Benefits record.
      v. Changed edit 6NOSALA to edit 0130_12: Person Identification Number (DE 0130) no matching Salary record to Demographic record.
      vi. Changed edit 7NOBENE to edit 0130_13: Person Identification Number (DE 0130) no matching Benefits record to Demographic record.
3. DE 0140: Organizational Unit and GL Code edit 2KEY, updated the following edits:
   a. Changed edit 2KEY to edit 0140_4: Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Employment Activity - Record Type 2.
4. DE 1007: Middle Name edit NOMN changed to edit 1007_2: Middle Name (DE 1007) no middle name in any of the Demographic records.
5. DE 1008: Name Suffix:
   a. New informational edit 1008_1: Name Suffix (DE 1008) contains special or Unicode characters.
   b. Changed edit NOSX error to edit 1008_2: Name Suffix (DE 1008) no suffix in any of the Demographic records.
6. DE 1009: Primary Activity/Occupational Activity Code:
   a. IPEDS change to Category 30 - Librarians SOC - Occupational Categories Change to Librarians and Media Collections Specialists. SOC code 25-4020

b. IPEDS change to 32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Preschool, Elementary, Middle, Secondary, and Special Education Teachers. SOC code 25-2000.

a. 32 -Student, Academic Affairs, and Other Education Service SO Other Educational Instruction and Library Occupations. SOC code 25-9000.

7. DE 2005: Activity/Occupational Activity Code:
   a. IPEDS change to Category 30 - Librarians SOC - Occupational Categories Change to Librarians and Media Collections Specialists. SOC code 25-4020
   b. IPEDS change to 32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Preschool, Elementary, Middle, Secondary, and Special Education Teachers. SOC code 25-2000.
   c. 32 -Student, Academic Affairs, and Other Education Service SO Other Educational Instruction and Library Occupations. SOC code 25-9000.

8. DE 3005: Course Identifier updated edit 3MATCH to edit 3005_2: Course Identifier (DE 3005) on Record Type 4 and Instructional Activity - no match on Record Type 3.

9. DE 3010: Course Identifier –Section, updated the following edits:
   a. Changed edit 4match to 3010_2: Course Identifier Section (DE 3010) on Record Type 4 and no match on Instructional Activity - Record Type 3.
   b. Changed edit 3KEY to 3010_3: Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3.
   c. Changed edit 4KEY to edit 3010_4: Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Day of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4.

10. DE 4060: SDB-PDB 4060_3 Edit change: PDB Course Classification (DE 4060) EQ D and [SDB Course ICS (DE 3001) NE (13104, 13201, 13202, 13203)] OR [SDB Course ICS (DE 3001) EQ 13204 and SDB Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M)] for same Course Identifier and Course Identifier – Section.

11. DE 5005: Authorized Reassignment Type was erroring with 5KEY. Changed edit 5KEY to edit 5005_3: Authorized Reassignment Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5.

12. DE 6005: Salary Type error 7MATCH and 6KEY updated as:
    a. Changed edit 7MATCH to edit 6005_2: Salary Type (DE 6005) missing Fringe Benefits - Record Type 7.
    b. Changed edit 6KEY TO edit 6005_3. Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Salary Information - Record Type 6.

13. DE 7005: Benefit Type was erroring with 6MATCH and 7KEY, updated as:
    a. Changed edit 6MATCH to edit 7005_2: Benefit Type (DE 7005) missing Salary - Record Type 6.
    b. Changed edit 7KEY to edit 7005_3: Benefit Type (DE 7005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Fringe Benefits Information - Record Type 7.

# Table of Contents

# Section I:
# Documents and Procedures

# Summer End-Of-Term (1E) Data Submission Calendar

## Record Types 1-5

| | |
|---|---|
| August 16, 2019 | Open date.  Submission period begins. |
| September 6, 2019 | Adult Education Load/Due date.  Adult education data submitted by this date will be used for federal reporting.  Colleges with adult education programs must load successfully to satisfy necessary IDB edits for adult education students. |
| September 9, 2019 | Certification form for adult education load date data is due. |
| September 13, 2019 | Load/Due date.  All colleges must load data. |
| September 16, 2019 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President. |
| October 4, 2019 | Close date.  Submission period ends.  Summer End-of-Term data must be loaded. |
| October 7, 2019 | Certification form is due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| October 8, 2019 | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator. |

# Fall End-of-Term (2E) Data Submission Calendar
Record Types 1-5

| | |
|---|---|
| January 3, 2020 | Open date.  Submission period begins. |
| February 7, 2020 | Load/Due date.  Colleges must load data. |
| February 10, 2020 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President. |
| March 6, 2020 | Close date.  Submission period ends.  Fall End-of-Term data and data from any prior term resubmissions must be loaded. |
| March 9, 2020 | Certification form is due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| March 10, 2020 | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator. |

# Fall End-of-Term (2E) Personnel DMS Salary Data Submission Calendar
## Record Types 1-8

| | |
|---|---|
| January 17 ,2020 | Open date.  Submission period begins. |
| March 6, 2020 | Close date.  Submission period ends.  Personnel DMS Salary Data must be loaded. |
| March 9, 2020 | Certification form is due. |
| March 10, 2020 | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator. |

# Winter/Spring End-Of-Term (3E) Data Submission Calendar

Record Types 1-5

| | |
|---|---|
| April 3, 2020 | Open date.   Submission period begins. |
| May 8, 2020 | Load/Due date.  Colleges must load data. |
| May 11, 2020 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President. |
| June 12, 2020 | Term close date.  Submission period ends.  Winter/Spring End-of-Term data and data from any prior term resubmissions must loaded. |
| June 15, 2020 | Certification form is due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| June 16, 2020 | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator. |
| June 16, 2020 -<br>June 30, 2020 | Data verification period.  Data resubmission will be allowed only through a request signed by the college's President. |
| July 1, 2020 | **Annual close. No data resubmission will be accepted.**  Resubmit certification form if changes were made in verification period. |

# Annual Salary and Fringe Benefits (4E) Data Submission Calendar
Record Types 1, 6-7

| | |
|---|---|
| July 3, 2020 | Open date.  Submission period begins. |
| August 7, 2020 | Load/Due date.  Colleges must load data. |
| August 10, 2020 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President. |
| August 14, 2020 | Close date.  Submission period ends.  Annual Salary and Benefits data must be loaded. |
| August 17, 2020 | Certification form is due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| August 18, 2020 | If the certification has not been received, the college's President is notified by letter with a copy to the Reports Coordinator. |
| August 19, 2020 - August 28, 2020 | Data verification period.  Data resubmission will be allowed only through a request signed by the college's President. |
| August 31, 2020 | **Annual close.  No data resubmission will be accepted**.  Resubmit certification form if changes were made in verification period. |

# Verification Reports List

The following reports are generated for every successfully loaded data submission:

| Report Description File | Name |
|---|---|
| Frequency Analysis of Data Elements | REXCPLST |
| Contact Hours Taught by Regular Full-Time Instructors | RCONTACT |
| Number of Courses without Instructors by Site | RCRSEMIS |
| Employee With an Instruction or Auth Reassign Record and Total FTE = 0 | RCRSEFTE |
| Instructors without Instruction or Reassign records | RCRSEINS |
| Verification Counts -Totals for the three previous reports | RCRSETOT |
| Developmental Education Course Section Count Report | RDEVCRSE |
| Number of Course Taught By Site By regular (FRS Eligible) and Temporary Instructors by Full-Time & Part-Time Status | RCRSENUM |
| **Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by Primary Activity (DE1009) using EAM Indicator (DE 1096) = 'Y'** | |
|    FTE Counts | RFTEREAM |
|    Age Counts | RHDAGEAM |
|    Tenure Status | RHDCONEM |
|    Degree Type | RHDDEGEM |
|    Race/Gender | RHDETEAM |
| **Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by Primary Activity (DE1009)** | |
|    FTE Counts | RFTERANG |
|    Age Counts | RHDAGEGR |
|    Tenure Status | RHDCONTR |
|    Degree Type | RHDDEGRE |
|    Race/Gender | RHDETGEN |
| **Staff FTE Ratio Reports** | |
|    All Staff Divided by Executive Staff | RRFALLEX |
|    Instructional Faculty Divided by Executive Staff | RRFINFEX |
|    All Staff Divided by Executive, Administrative, Managerial Staff | RRFALEAM |
|    Instructional Faculty Divided by Executive, Administrative, Managerial  Staff | RRFINEAM |
| **Staff Headcount Ratio Reports** | |
|    All Staff Divided by Executive Staff | RRHALLEX |
|    Instructional Faculty Divided by Executive Staff | RRHINFEX |
|    All Staff Divided by Executive, Administrative, Managerial Staff | RRHALEAM |
|    Instructional Faculty divided by Executive Administrative, Managerial Staff | RRHINEAM |
| Comparative Frequencies | COMPFREQ |

# Personnel DMS Salary (2E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

| Report Description File | Name |
|---|---|
| Exception Report | REXCPLST |
| Aggregate Salary by Salary Type | RAGSLRY |
| Salary by Gender and Contract | RRNGCON |
| Salary by Gender and Degree | RRSNGDEG |
| Salary Ranges by Gender and Race | **RRNGETH** |
| Salary by Gender, Degree, and Race /Ethnicity | RSALDET |
| Total Salary and Headcounts by Occupational Activity | RSALOCC |
| Extract for 'Florida Has A Right To Know' | DMSRQST.csv |

# Annual Salary and Fringe Benefits (4E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

| Report Description File | Name |
|---|---|
| Exception Report | REXCPLST |
| College Aggregate Salary by Salary Type | RAGSLRY |
| College Aggregate Benefits by Benefit Type | RAGBNFT |
| Salary by Rank, Gender and Contract Status | RSALCON |
| Salary by Rank, Gender and Degree | RSALDEG |
| Salary by Gender, Academic Rank, and Race/Ethnicity | RSALRET |
| Salary by Gender, Degree, and Race /Ethnicity | RSALDET |
| Salary Ranges by Gender and Race/Ethnicity | RRNGETH |
| Salary Ranges by Gender and Academic Rank | RRNGRNK |
| Salary Ranges by Gender and Degree | RRNGDEG |
| Salary Ranges by Gender and Contract Status | RRNGCON |
| Total Salary and Headcounts by Occupational Activity | RSALOCC |
| Comparative Frequencies Report | COMPFREQ |

# Procedures and Definitions

**Purpose**

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

**Security and Privacy**

Beginning reporting year 2017-18, mainframe data submission and processing has ended, and all data will be submitted to and be processed using the server environment.  Further, the server has become the system of record.

The Florida Department of Education has implemented a secure file transfer environment via a commercial off the shelf (COTS) product from TIBCO Software, Inc (hereafter called TIBCO).  Having been granted access to the CCTCMIS specific TIBCO transfer environment and using the college's Single Sign-on credential, and if a college has FTP software that is capable of sending and receiving data via secure FTP, a college can securely transfer data to the Florida Department of Education via TIBCO.  TIBCO ensures data security as it moves submitted data across the DOE firewall where the data is then processed.  Once the data is processed, all resultant reports are then moved securely back across the firewall into the college's secure area, ready for download via secure FTP.

To ensure the security and integrity of an individual institution's data on the server, a college will only be able to send and receive data and reports that are specific to that college.  It is imperative that colleges maintain password security in order to ensure that personally identifiable information is not compromised.

For specific details on submitting data for server processing, please refer to the *Data Submission Procedures Guide.*

**Term Submission Process**

College data are edited by programs that check for possible problems:

1.  Valid fields – any invalid value causes the rejection of the record.

The edit process runs 12 times hourly, in accordance with the schedule published in the *Data Submission Procedures Guide*.  The edit reports package is delivered shortly after the edit process run completes. The following edit reports are generated during the edit process:

      ERRLST.pdf
      ERRSUM.pdf
      ERRREC.pdf
      INFOLST.pdf

If an edit process run generates no critical errors, verification reports will run at the next scheduled verification report run time.  See the *Data Submission Procedures Guide* for scheduled verification report run times.

## 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, PDB is reported by term for the reporting year of Summer, Fall and Winter/Spring. Salary records and Fringe Benefits records are not term based, but are reported on the fiscal year of July 1 - June 30.

## Submissions

PDB (Record Types 1 through 5) are reported by term in three submission windows:

| Submission | Term Number | Term Description | File Name (where xx is the college number and yyyy is the reporting year) |
|---|---|---|---|
| I. | 1E | Summer End-of-Term PDB | CCxx.PDB.PERSON.T1Eyyyy.PROD.txt |
| II. | 2E | Fall End-of-Term PDB | CCxx.PDB. PERSON.T2Eyyyy.PROD.txt |
| III. | 3E | Winter/Spring End-of-Term PDB | CCxx.PDB. PERSON.T3Eyyyy.PROD.txt |
| II. | 2E | Fall End-of-Term DMSPDB | CCxx.PDBDMS. SALARY.T2Eyyyy.PROD.txt |

PDB (Record Types 1 and 8) are reported in one Term 2E submission window:

| Submission | Term Number | Term Description | File Name (where xx is the college number and yyyy is the reporting year) |
|---|---|---|---|
| I. | 2E | PDBDMS Annual Salary | CCxx.PDBDMS. ALARY.T2Eyyyy.PROD.txt |

PDB (Record Types 1 , 6 and 7) are reported in one annual submission window:

| Submission | Term Number | Term Description | File Name (where xx is the college number and yyyy is the reporting year) |
|---|---|---|---|
| I. | 4E | Annual Salary and Benefits | CCxx.PDB.PERSON.T4Eyyyy.PROD.txt |

## Database Criteria

Include all college employees from all fund sources except for honorariums and student work-study. Include adjunct instructors who attend orientation and are paid but are not hired to teach, temporary (short term) replacements or substitutes who are paid through payroll and student assistants who are paid by state funds under GL codes 58200 or 58300. Do not include instructors that are not employees of the college.

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

Salary – Include all college employees in a calendar year (January 1 – December 31). An employee must have a Demographic record and a Salary record.

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 one (Summer) thru three (Winter/Spring), each submitted Demographic record must have a matching Employment Activity record.

In term two (salary), there must be a matching Demographic record for each Salary record.

In term four (annual), there must be a matching Demographic record for each Salary or Benefit 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 Instructional Activity record or at least one 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.

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, colleges do not submit Ethnic Origin. Ethnic Origin will be derived during data validation using Data Elements DE 1070 (Race – White) through DE 1095 (Race – Hispanic). Ethnic Origin will be stored in the Personnel Database and used 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 for each term as well as for the annual submission. There should be at least one record submitted for terms 1 E, 2E, and 3E.

### 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 (e.g., A Business Officer may also teach an accounting course for the Fall term. This employee would then have two 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.  There should be at least one record submitted for terms 1 E, 2E, and 3E.

### 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.  There should be at least one record submitted for terms 1 E, 2E, and 3E.

### 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. There should be at least one record submitted for terms 1 E, 2E, and 3E.

However, there must be at least one Course Schedule record for each Instructional Activity record. If a course meets three different days during the week, there should be three Course Schedule records; one for each day.

### 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 for each term.

### Salary (Record Type 6)

This record contains employees' 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 (e.g., 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.

### DMS Salary (Record Type 8)

This record contains employees' salaries. The salaries will be aggregated for the calendar 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 (e.g., 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). This record type is identical to record type 6 except data is being collected for calendar year (January 1 – December 31).   This is collected during T2 in a separate file from the normal PDB T2.

# 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)).

# Data Element ALPHABETICAL listing

| DATA ELEMENT | NUMBER |
| --- | --- |
| Academic Rank | 2030 |
| Activity - Occupational Activity Code | 2005 |
| Annual Salary | 6010 |
| Authorized Reassignment Contact Hours | 5015 |
| Authorized Reassignment - Time | 5010 |
| Authorized Reassignment - Type | 5005 |
| Beginning Time of Course Section | 4020 |
| Benefit Type | 7005 |
| 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 |
| Last Name | 1005 |
| Middle Name | 1007 |
| Name Suffix | 1008 |
| Organizational Unit and GL Codes | 0140 |
| Person Identification Number | 0130 |

| DATA ELEMENT | NUMBER |
|---|---|
| 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 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 | 5015 |
| 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 |
| 3020 | Team Teaching/Multiple Instructor Flag |
| 3025 | Portion of Course/ Section Workload |
| 3030 | Instructional Contact Hours |

| NUMBER | DATA ELEMENT |
|--------|--------------|
| 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 | Annual Salary |
| 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)

## 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**

Annual Salary ....................................................................................................................... 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

## DMS Salary (Record Type 8)

**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**

Annual Salary ....................................................................................................................... 6010

# Data Element 0110

## Reporting Institution

### Characteristics

Length:                          7
Data Type:                       Numeric
Physical Description:            9 (7)
Last Modified:                   07/01/2008

### Data Element is used in the Following Reports:

None

### 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:

0110_1        Reporting Institution (DE 0110) missing, invalid, or non-numeric                    Critical

# Data Element 0120

## Term Identifier

| Characteristics | |
|---|---|
| Length: | 5 |
| Data Type: | Numeric |
| Physical Description: | 9 (5) |
| Last Modified: | 07/01/2005 |

**Data Element is used in the Following Reports:**

❑ State Reports

**Description:**

Indicates the academic term within the reporting year.

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

Where CC is the century and 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:**

| | | |
|---|---|---|
| 0120_1 | Term Identifier (DE 0120) missing, invalid, or non-numeric | Critical |
| 0120_2 | Term Identifier (DE 0120) does not match submission | Critical |

# Data Element 0130
## Person Identification Number

### Characteristics

Length:                        10
Data Type:                     Alphanumeric
Physical Description:          X(10)
Last Modified:                 06/01/2011

### 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:

| | | |
|---|---|---|
| 0130_1 | Person Identification Number (DE 0130) missing, invalid, or non-numeric | Critical |
| 0130_2 | Person Identification Number (DE 0130) all zeroes | Critical |
| 0130_3 | Person Identification Number (DE 0130) duplicate ID on demographic within the institution and term | Critical |
| 0130_4 | Person Identification Number (DE 0130) no matching Employment Activity record to Demographic record. | Critical |
| 0130_5 | Person Identification Number (DE 0130) first nine positions are numeric and tenth position is non-blank | Critical |
| 0130_7 | Person Identification Number (DE 0130) no matching Demographic record to Employment record. | Critical |
| 0130_8 | Person Identification Number (DE 0130) no matching Demographic record to Instructional record. | Critical |
| 0130_9 | Person Identification Number (DE 0130) no matching Demographic record to Reassignment record. | Critical |
| 0130_10 | Person Identification Number (DE 0130) no matching Demographic record to Salary record. | Critical |
| 0130_11 | Person Identification Number (DE 0130) no matching Demographic record to Benefits record. | Critical |
| 0130_12 | Person Identification Number (DE 0130) no matching Salary record to Demographic record. | Informational |
| 0130_13 | Person Identification Number (DE 0130) no matching Benefits record to Demographic record. | Informational |
| 0140_4 | Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Employment Activity - Record Type 2 | Critical |

**Edit:**

6005_3      Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Salary Information - Record Type 6.      Critical

# Data Element 0140

# Organizational Unit and General Ledger Codes Characteristics

## Characteristics

Length:                     13
Data Type:                  Numeric
Physical Description:        9(13)
Last Modified:              09/15/2006

## 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
    General Ledger Class        1 digit
    Object Code                 2 digits
    Specific Code               2 digits

## Edit:

| | | |
|---|---|---|
| 0140_1 | Organizational Unit and GL Code (DE 0140) missing, invalid range, or non-numeric | Critical |
| 0140_2 | Organizational Unit and GL Code (DE 0140) on record type 3 and no match on record type 2 | Informational |
| 0140_3 | Organizational Unit and GL Code (DE 0140) position 1 not in (1, 2, 3, 4, 5, 6, 7, 8, 9). | Critical |
| 0140_4 | Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Employment Activity - Record Type 2. | Critical |
| 6005_3 | Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Salary Information - Record Type 6. | Critical |

# Data Element 1005

## Last Name

| Characteristics | |
| --- | --- |

Length:                                    10
Data Type:                              Alphanumeric
Physical Description:              X(20)
Last Modified:                         12/3/2014

| 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.  *Except for hyphens, special and Unicode characters not allowed.*

| Edit: |
| --- |

| 1005_1 | Last Name (DE 1005) missing | Critical |
| --- | --- | --- |
| 1005_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 |
| 1005_3 | Last Name (DE 1005)   contains special or Unicode characters | Critical |

# Data Element 1006

## First Name

| Characteristics | |
| --- | --- |

Length:                                  10
Data Type:                           Alphanumeric
Physical Description:           X(15)
Last Modified:                      12/3/2014

| Data Element is used in the Following Reports: |
| --- |

❑   None

| Description: |
| --- |

Employee's first name.


***NOTES:***
1. *Lowercase letters are converted to uppercase letters.*
2. *Except for hyphens, special and Unicode characters not allowed.*


| Edit: | | |
| --- | --- | --- |
| 1006_1 | First Name (DE 1006) missing | Critical |
| 1006_2 | First Name (DE 1006) contains special or Unicode characters | Critical |
| | | |
| 1005_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 |

# Data Element 1007

# Middle Name

## Characteristics

| | |
|---|---|
| Length: | 10 |
| Data Type: | Alphanumeric |
| Physical Description: | X(20) |
| Last Modified: | 12/3/2014 |

## Data Element is used in the Following Reports:

❑ None

## Description:

Employee's middle name.

### *NOTES:*

1. *Lowercase letters are converted to uppercase letters.*
2. *Except for hyphens, special and Unicode characters not allowed.*

## Edit:

| | | |
|---|---|---|
| 1007_1 | Middle Name (DE 1007) contains special or Unicode characters | Critical |
| 1007_2 | Middle Name (DE 1007) no middle name in any of the Demographic records. | Informational |
| 1005_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 |

# Data Element 1008

## Name Suffix

### Characteristics

Length:                          10
Data Type:                    Alphanumeric
Physical Description:      X(10)
Last Modified:               12/3/2014

### 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.).

*NOTE: Edit 1008_1 will change to critical for reporting year 2020-21 T1E submissions.*

### Edit:

| | | |
|---|---|---|
| 1008_1 | Name Suffix (DE 1008) contains special or Unicode characters | Informational |
| 1008_2 | Name Suffix (DE 1008) no suffix in any of the Demographic records. | Informational |
| 1005_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 |

# Data Element 1009

## Primary Activity/Occupational Activity Code

### Characteristics

Length:                          2
Data Type:                    Alphanumeric
Physical Description:      9(2)
Last Modified:               12/3/2014

### Data Element is used in the Following Reports:

❑   State Reports

### Description:

The Primary Activity/Occupational Activity Code is  the employee's primary activity as determined by the college. The Primary Activity will also be reported in Employment Activity record (Record Type 2) in Activity/Occupational Activity Code (DE 2005).

**TABLE VALUES**

| 2018 Occupational Categories | 2018 SOC Occupational Categories | 2018 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 and Media Collections Specialists | 25-4020 |
| 31 –  Library Technicians | Library Technicians | 25-4030 |
| 32 – Student, Academic Affairs, and Other Education Service | Preschool, Elementary, Middle, Secondary, and Special Education Teachers | 25-2000 |
| | Other Teachers and Instructors | 25-3000 |

| 2018 Occupational Categories | 2018 SOC Occupational Categories | 2018 SOC Code |
|---|---|---|
| | Other Educational Instruction and Library Occupations | 25-9000 |
| 33 – Healthcare Practitioners and Technical Occupations | Healthcare Practitioners and Technical Occupations | 29-0000 |
| 34 – Service Occupations | Healthcare Support Occupations<br>Protective Service Occupations<br>Food Prep and Serving Related Occupations<br>Building and Grounds Cleaning and Maintenance Occupations<br>Personal Care and Service Occupations | 31-0000<br>33-0000<br>35-0000<br><br>37-0000<br><br>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 |
| 37 – Natural Resources, Construction, and Maintenance Occupations | Farming, Fishing, and Forestry Occupations<br>Construction and Extraction Occupations<br>Installation, Maintenance, and Repair Occupations | 45-0000<br>47-0000<br>49-0000 |
| 38 – Production, Transportation, and Material Moving Occupations | Production Occupations<br>Transportation and Material Moving Occupations | 51-0000<br>53-0000 |
| 39 – Student Assistants | | |

*NOTES:*

1. *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:**

| | | |
|---|---|---|
| 1009_1 | Primary Activity/Occupational Activity Code (DE 1009) missing, invalid range, or non-numeric | Critical |
| 1009_2 | Primary Activity/Occupational Activity Code (DE 1009) (25-28) and Faculty Status (DE 1065) EQ N | Informational |
| 1096_2 | EAM Indicator (DE 1096) IN (E, I, P) and Activity/Occupational Code (DE 1009) NE 21 | Critical |
| 1096_3 | EAM Indicator (DE 1096) EQ N and Activity/Occupational Code (DE 1009) EQ 21 | Critical |
| 6005_3 | Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Salary Information - Record Type 6. | Critical |

# Data Element 1010
## Date of Birth

**Characteristics**

Length:                        9
Data Type:                     Numeric
Physical Description:          9(8)
Last Modified:                 12/03/2014

**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:**

| | | |
|---|---|---|
| 1010_1 | Date of Birth (DE 1010) missing, invalid range, or non-numeric | Critical |
| 1010_2 | The person's age is LT 15 or GT 99 | Critical |
| 1010_3 | Date of Birth (DE 1010)EQ 99999999 and Employment Status (DE 1055) EQ 1 | Critical |
| 1005_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 |

# Data Element 1015

## Gender

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 12/3/2014 |

### 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:

| | | |
|---|---|---|
| 1015_1 | Gender (DE 1015) missing or invalid | Critical |
| 1005_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 |

# 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:

| | | |
|---|---|---|
| 1005_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 |

# Data Element 1025

## Citizenship

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 03/23/1995 |

### 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:

| | | |
|---|---|---|
| 1025_1 | Citizenship (DE 1025) missing or invalid | Critical |

# Data Element 1030
## Disabled Classification

### Characteristics

Length:                          1
Data Type:                       Alphanumeric
Physical Description:            X(1)
Last Modified:                   11/04/2015

### 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. (Employee 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.

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.

**Edit:**

1030_1    Disabled Classification (DE 1030) missing or invalid                    Critical

# Data Element 1035

## Degree

### Characteristics

Length:                          1
Data Type:                       Numeric
Physical Description:            9(1)
Last Modified:                   07/01/2006

### 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 |

### Edit:

1035_1        Degree (DE1035) missing, invalid, or non-numeric                              Critical

# Data Element 1040
## Date Hired at the Institution

### Characteristics

| | |
|---|---|
| Length: | 8 |
| Data Type: | Numeric |
| Physical Description: | 9(8) |
| Last Modified: | 07/01/2002 |

### 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 to 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:

| | | |
|---|---|---|
| 1040_1 | Date Hired at the Institution (DE 1040) missing, invalid range or non-numeric | Critical |
| 1040_2 | Date Hired at the Institution (DE 1040) GT Termination Date (DE 2055) | Critical |
| 1040_3 | Date Hired at the Institution (DE 1040) GT Date Continuing Contract Granted (DE 1050) | Informational |
| 1040_4 | Date Hired at the Institution (DE 1040) GT Date Employed in Current Activity (DE 2015) | Critical |
| 1040_5 | Date Hired at the Institution (DE 1040) GT Date of Academic Rank (DE 2035) | Informational |

# Data Element 1045
## Contract Status

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Numeric |
| Physical Description: | 9(1) |
| Last Modified: | 07/01/2013 |

### 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:

| | | |
|---|---|---|
| 1045_1 | Contract Status (DE 1045) missing, invalid, or non-numeric | Critical |
| 1045_2 | Contract Status (DE 1045) EQ 1 and Date Continuing Contract Granted (DE 1050) EQ 99999999 | Critical |
| 1050_4 | Date Continuing Contract Granted (DE 1050) Valid Date and Contract | Critical |
| 2005_5 | All Type 2 Activity Classification (DE 2005) NOT IN (25-28,29,30) and Contract Status (DE 1045) IN (1, 2) | Informational |

# Data Element 1050
## Date Continuing Contract Granted

**Characteristics**

| | |
|---|---|
| Length: | 8 |
| Data Type: | Numeric |
| Physical Description: | 9(8) |
| Last Modified: | 07/01/2013 |

**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:**

| | | |
|---|---|---|
| 1050_1 | Date Continuing Contract Granted (DE 1050) missing, invalid range, or | Critical |
| 1050_2 | Date Continuing Contract Granted (DE 1050) GT Termination Date (DE 2055) | Critical |
| 1050_3 | Date Continuing Contract Granted (DE 1050)  Valid Date and Contract Status (DE 1045) NE 1 | Critical |
| 1045_2 | Contract Status (DE 1045) EQ 1 and Date Continuing Contract Granted (DE 1050) EQ 99999999 | Critical |

# Data Element 1055

## Employment Status

### Characteristics

Length:                          1
Data Type:                       Numeric
Physical Description:            9(1)
Last Modified:                   07/01/2005

### 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:

| | | |
|---|---|---|
| 1055_1 | Employment Status (DE 1055) missing, invalid, or non-numeric | Critical |
| 1055_2 | Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100 | Informational |
| 1055_3 | Employment Status (DE 1055) 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 |
| 1055_4 | Employment Status (DE 1055) 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 |
| 1055_5 | Employment Status (DE 1055) 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 |

**Edit:**

| | | |
|---|---|---|
| 1055_6 | Employment Status (DE 1055) 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 |
| 1010_3 | Date of Birth (DE 1010) EQ 99999999 and Employment Status (DE 1055) EQ 1 | Critical |
| 2050_3 | Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055) IN (1, 2) and Termination Date (DE 2055) NE 99999999 | Critical |
| 3030_2 | Contact Hours (DE 3030) EQ 0 AND Employment Status (DE 1055) EQ 1 | Critical |
| 3030_3 | Contact Hours (DE 3030) GT 0 AND Employment Status (DE 1055) NE 1 | Informational |
| 3035_2 | Employment Status (DE 1055) EQ 1 AND Weeks for Contact Hours (DE 3035) EQ 0 | Critical |
| 3035_3 | Weeks for Contact Hours (DE 3035) GT 0 AND Employment Status (DE 1055) EQ 1 | Informational |
| 5015_2 | Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1 | Critical |
| 5015_3 | Authorized Reassignment Contact Hours (DE 5015) GT 0 and Employment Status (DE 1055) NE 1 | Informational |
| 5020_2 | Weeks for Authorized Reassignment Contact Hours EQ 0 and Employment Status (DE 1055) EQ 1 | Critical |
| 5020_3 | Weeks for Authorized Reassignment Contact Hours GT 0 and Employment Status (DE 1055) NE 1 | Informational |

# Data Element 1060

## Exempt from Public Records

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 07/01/2003 |

### Data Element is used in the Following Reports:

None

### Description:

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

**TABLE VALUES**

| | |
|---|---|
| Y | This person is exempt from Public Records |
| N | This person is not exempt from Public Records |

### Edit:

| | | |
|---|---|---|
| 1060_1 | Exempt from Public Records (DE 1060) missing or invalid | Critical |

## Data Element 1065

## Faculty Status

| Characteristics | |
| --- | --- |

Length:                          1
Data Type:                    Alphanumeric
Physical Description:    X(1)
Last Modified:              07/01/2013

| 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: | | |
| --- | --- | --- |
| 1065_1 | Faculty Status (DE 1065) missing or invalid | Critical |
| 1065_2 | Faculty Status (DE 1065) EQ Y and All type 2 Occupational Activity Classification (DE 2005) NOT IN (22-24,29-31,33-39) | Critical |

# Data Element 1070

## Race - White

| Characteristics | |
|---|---|

Length:                              1
Data Type:                          Alphanumeric
Physical Description:               X(1)
Last Modified:                      07/01/2010

| 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: | |
|---|---|
| 1070_1 | Race-White (DE 1070) missing or invalid | Critical |
| 1070_2 | Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X | Critical |

# Data Element 1075

# Race – Black/African American

## Characteristics

Length:                          1
Data Type:                       Alphanumeric
Physical Description:            X(1)
Last Modified:                   07/01/2010

## 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:

| | | |
|---|---|---|
| 1075_1 | Race-Black/African American  (DE 1075)  missing or invalid | Critical |
| 1075_2 | Race-Black/African American  (DE 1075)  EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X | Critical |

# Data Element 1080

## Race - Asian

| Characteristics |
|---|

Length:                     1
Data Type:                  Alphanumeric
Physical Description:        X(1)
Last Modified:              07/01/2010

| 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: | |
|---|---|

| 1080_1 | Race-Asian (DE 1080) missing or invalid | Critical |
| 1080_2 | Race-Asian (DE 1080)  EQ X and  Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X | Critical |

## Data Element 1085

## Race - American Indian/Alaskan Native

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 07/01/2010 |

### 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:

| | | |
|---|---|---|
| 1085_1 | Race-American Indian/Alaskan Native (DE 1085) missing or invalid | Critical |
| 1085_2 | Race-American Indian/Alaskan Native (DE 1085)  EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X | Critical |

# Data Element 1090

# Race - Native Hawaiian/Pacific islander

## Characteristics

Length:                          1
Data Type:                       Alphanumeric
Physical Description:            X(1)
Last Modified:                   07/01/2010

## 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:

| | | |
|---|---|---|
| 1090_1 | Race – Native Hawaiian/Pacific Islander (DE 1090) missing or invalid | Critical |
| 1090_2 | Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X | Critical |

## Data Element 1095

# Ethnicity – Hispanic/Latino

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 07/01/2010 |

### 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:

| 1095 | Ethnicity – Hispanic/Latino (DE 1095) missing or invalid | Critical |
|---|---|---|

# Data Element 1096
## EAM Indicator

**Characteristics**

Length:                        1
Data Type:                  Alphanumeric
Physical Description:    X(1)
Last Modified:             07/01/2013

**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

I         Instructional Support

P        Professional Support

N        No (Code for all other employees)

**Edit:**

| | | |
|---|---|---|
| 1096_1 | EAM Indicator (DE 1096)  missing or invalid | Critical |
| 1096_2 | EAM Indicator (DE 1096) IN (E, I, P) and Activity/Occupational Code(DE 1009) NE 21 | Critical |
| 1096_3 | EAM Indicator (DE 1096) EQ N and Activity/Occupational Code (DE 1009) EQ 21 | Critical |

# Data Element 2005
## Activity/Occupational Code

### Characteristics

Length:                        2
Data Type:                     Numeric
Physical Description:          9(2)
Last Modified:                 07/01/2013

### Data Element is used in the Following Reports:

❑    State Reports

### Description:

Activity/Occupational Code is all of the activities that an employee participates in at the college. For employees with a single activity, there will only be one Activity/Occupational Code. This will match the Primary Activity/Occupational Code (DE 1009) reported in Demographic Record Type 1. For employees with multiple activities, the college will submit additional Employment Activity records (Record Type 2) in Activity/Occupational Activity Code (DE 2005) for each activity, in addition to the employee's Primary Activity/Occupational Code (DE 1009) reported in Demographic Record Type 1.

**TABLE VALUES**

| 2018 Occupational Categories | 2018 SOC Occupational Categories | 2018 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 and Media Collections Specialists | 25-4020 |
| **31 – Library Technicians** | Library Technicians | 25-4030 |

| 2018 Occupational Categories | 2018 SOC Occupational Categories | 2018 SOC Code |
|---|---|---|
| 32 – Student, Academic Affairs, and Other Education Service | Preschool, Elementary, Middle, Secondary, and Special Education Teachers | 25-2000 |
| | Other Teachers and Instructors | 25-3000 |
| | Other Educational Instruction 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 |
| 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. *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:**

| | | |
|---|---|---|
| 2005_1 | Occupational Activity Code (DE 2005) missing, invalid, or non-numeric | Critical |
| 2005_2 | Occupational Activity Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9 | Informational |
| 2005_3 | Occupational Activity Code (DE 2005) IN (25-28,32) and Academic Rank (DE 2030) EQ 9 | Critical |
| 2005_4 | Occupational Activity Code (DE 2005) NOT IN (21-32) and Sabbatical/Leave (DE 2045) EQ 1 | Informational |
| 2005_5 | All Type 2 Occupational Activity Code (DE 2005) NOT IN (25-28,29,30) and Contract Status (DE 1045) IN (1, 2) | Informational |

**Edit:**

| | | |
|---|---|---|
| 2005_6 | Occupational Activity Code (DE 2005) IN (25-28, 32) and no Record Type 3 or Record Type 5 excluding GL Codes in the ranges of 52200-52299 | Informational |
| 1055_4 | Employment Status (DE 1055) IN (1,3) and Occupational Activity Classification (DE 2005) NOT IN (25-28) and Accumulated value FTE (DE 2025) GT 040 | Informational |
| 1055_5 | Employment Status (DE 1055) IN (1,3) and Occupational Activity Classification (DE 2005) IN (25-28) and Accumulated value FTE (DE 2025) GT 060 | Informational |
| 1055_6 | Employment Status (DE 1055) IN (2,4) and Occupational Activity Classification (DE 2005) NOT IN (25-28) and Accumulated value FTE (DE 2025) GT 033 | Informational |
| 1055_7 | Employment Status (DE 1055) IN (1,3) and Occupational Activity Classification (DE 2005) IN (25-28) and Accumulated value FTE (DE 2025) GT 040 | Informational |
| 1065_2 | Faculty Status (DE 1065) EQ Y and All type 2 Occupational Activity Classification (DE 2005) NOT IN (22-24, 29-31, 33-39) | Critical |

# Data Element 2010

## Position Title (Institution Title)

| Characteristics | |
|---|---|

Length:                              25
Data Type:                       Alphanumeric
Physical Description:        X(25)
Last Modified:                  03/23/1995

| 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

# Data Element 2015
## Date Employed in Current Activity

### Characteristics

| | |
|---|---|
| Length: | 8 |
| Data Type: | Numeric |
| Physical Description: | 9(8) |
| Last Modified: | 07/01/2004 |

### 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:

| | | |
|---|---|---|
| 2015_1 | Date of Activity (DE 2015) missing, invalid range, or non-numeric | Critical |
| 2015_2 | Date of Activity (DE 2015) GT Termination Date (DE 2055) | Critical |
| 2015_3 | Date of Activity (DE 2015) GT data submission date | Informational |
| 1040_4 | Date Hired at the Institution (DE 1040) GT Date Employed in Current Activity (DE 2015) | Critical |

# Data Element 2025
## Position Portion of Effort (FTE)

**Characteristics**

| | |
|---|---|
| Length: | 3 |
| Data Type: | Numeric |
| Physical Description: | 9(1)V99 |
| Last Modified: | 07/01/2000 |

**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 Associate in Science Degree (AS). 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 Career Certificate (CC). 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 AS. 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 AS and 1 course in CC 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.

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

| **Edit:** | | |
|---|---|---|
| 2025_1 | Position Portion of Effort - FTE (DE 2025) missing or non-numeric | Critical |
| 1055_2 | Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100 | Informational |
| 1055_4 | Employment Status (DE 1055) 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 |
| 1055_5 | Employment Status (DE 1055) 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 |
| 1055_6 | Occupational Activity Classification (DE 2005) NOT IN (25-28) and Accumulated value FTE (DE 2025) GT 033 and Employment Status (DE1055) IN (2,4) | Informational |
| 1055_7 | Occupational Activity Classification (DE 2005) IN (25-28) and Accumulated value FTE (DE 2025) GT 040 and Employment Status (DE 1055) IN (1,3) | Informational |

# Data Element 2030

## Academic Rank

### Characteristics

Length:                         1
Data Type:                  Numeric
Physical Description:   9(1)
Last Modified:            07/01/2013

### 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:

| | | |
|---|---|---|
| 2030_1 | Academic Rank (DE 2030)  missing, invalid, or non-numeric | Critical |
| 2030_2 | Academic Rank (DE 2030) LT 7 and Date of Academic Rank (DE 2035) EQ 99999999 | Informational |
| 2005_2 | Occupational Activity Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9 | Informational |
| 2005_3 | Occupational Activity Code (DE 2005) IN (25-28,32) and Academic Rank (DE 2030) EQ 9 | Critical |

# Data Element 2035

## Date of Academic Rank

| Characteristics | |
|---|---|

Length:                                                    8
Data Type:                      Numeric
Physical Description:           9(8)
Last Modified:                  07/01/2002

| 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: | |
|---|---|

| | | |
|---|---|---|
| 2035_1 | Date of Academic Rank (DE 2035) missing, invalid range, or non-numeric | Critical |
| 2035_2 | Date of Academic Rank (DE 2035) GT Termination Date (DE 2055) | Critical |
| 1040_5 | Date Hired at the Institution (DE 1040) GT Date of Academic Rank (DE 2035) | Informational |
| 2030_2 | Academic Rank (DE 2030) LT 7 and Date of Academic Rank (DE 2035) EQ 99999999 | Informational |

# Data Element 2040

## Employee Bargaining Unit Flag

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 03/23/1995 |

### 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:

| | | |
|---|---|---|
| 2040_1 | Employee Bargaining Unit Flag (DE 2040) missing or invalid | Critical |

# Data Element 2045
## Sabbatical/Educational Leave

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Numeric |
| Physical Description: | 9(1) |
| Last Modified: | 07/01/2013 |

### 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:

| | | |
|---|---|---|
| 2045_1 | Sabbatical/Leave (DE 2045) missing or invalid | Critical |
| 2005_4 | Occupational Activity Code (DE 2005) NOT IN (21-32) and Sabbatical/Leave (DE 2045) EQ 1 | Informational |

# Data Element 2050
## Termination Status

| Characteristics | |
|---|---|

Length:                          1
Data Type:                       Numeric
Physical Description:            9(1)
Last Modified:                   07/01/2005

| 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: | | |
|---|---|---|

| 2050_01 | Termination Status (DE 2050) missing, invalid, or non-numeric | Critical |
| 2050_02 | Termination Status (DE 2050) LT 7 and Termination Date (DE 2055) EQ 99999999 | Critical |
| 2050_03 | Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055) IN (1, 2) and Termination Date (DE 2055) NE 99999999 | Critical |

# Data Element 2055
## Termination Date

### Characteristics

| | |
|---|---|
| Length: | 8 |
| Data Type: | Numeric |
| Physical Description: | 9(8) |
| Last Modified: | 07/01/2005 |

### 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:

| | | |
|---|---|---|
| 2055_1 | Reporting Institution (DE 0110) missing, invalid, or non-numeric | Critical |
| 1040_2 | Date Hired at the Institution (DE 1040) GT Termination Date (DE 2055) | Critical |
| 1050_3 | Date Continuing Contract Granted (DE 1050) GT Termination Date (DE 2055) | Critical |
| 2015_2 | Date of Activity  (DE 2015) GT Termination Date (DE 2055) | Critical |
| 2035_2 | Date of Academic Rank (DE 2035) GT Termination Date (DE 2055) | Critical |
| 2050_2 | Termination Status (DE 2050) LT 7 and Termination Date (DE 2055) EQ 99999999 | Critical |
| 2050_3 | Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055)  IN (1, 2) and Termination Date (DE 2055) NE 99999999 | Critical |

# Data Element 3005

## Course Identifier

| Characteristics | |
|---|---|

Length:                    8
Data Type:                 Alphanumeric
Physical Description:      X(8)
Last Modified:             07/01/2004

| 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
3, 4 =         Indicates upper 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: |
|---|

| | | |
|---|---|---|
| 3005_1 | Course Identifier (DE 3005) missing or invalid | Critical |
| 3005_2 | Course Identifier (DE 3005) on Record Type 4 and no match on Instructional Activity - Record Type 3 | Informational |

**IDB Edit:**

SDB-PDB  3005_1    Course Classification (DE 4060) EQ S, Course Identifier        Critical
(DE 3005) and Course Identifier – Section (DE 3010)
mismatch with Student Database Course Identifier
(DE 3008) and SDB Course Identifier – Section (DE 3009)

# Data Element 3010

## Course Identifier - Section

### Characteristics

Length:                              8
Data Type:                       Alphanumeric
Physical Description:         X(8)
Last Modified:                   07/01/2004

### 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:

| | | |
|---|---|---|
| 3010_1 | Course Identifier Section  (DE 3010) missing | Critical |
| 3010_2 | Course Identifier Section  (DE 3010) on Record Type 4 and no match on Instructional Activity - Record Type 3 | Informational |
| 3010_3 | Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3. | Critical |
| 3010_4 | Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Day of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4. | Critical |

### IDB Edit:

| | | |
|---|---|---|
| SDB-PDB  3005_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 |

# Data Element 3020

## Team Teaching/Multiple Instructor Flag

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 04/29/2010 |

### 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:

| | | |
|---|---|---|
| 3020_1 | Team Teaching/Multi Instructor Flag (DE 3020) missing or invalid | Critical |
| 3020_2 | Team Teaching/Multi Instructor Flag (DE 3020) EQ Y for one Instructor in a Course Section but EQ N for another Instructor in the same Course Section | Informational |
| 3025_3 | Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag EQ N | Informational |
| 3025_4 | Sum Workload(DE 3025) GT 1000 and Teach Teaching/Multiple Instructor Flag (DE 3020) EQ Y | Informational |

# Data Element 3025

## Portion of Course/Section Workload

### Characteristics

| | |
|---|---|
| Length: | 4 |
| Data Type: | Numeric |
| Physical Description: | 9V999 |
| Last Modified: | 04/29/2010 |

### 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:

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

**EXAMPLES**

*IMPORTANT: The decimal point is implied.*

❑ An instructor who teaches the entire 3 credit hour course would be calculated as follows:
  $\frac{(3) * (1.000)}{(3)} = 1.000$ → report as 1000

❑ An instructor who teaches one-third of the 3 credit hour course would be calculated as follows:
  $\frac{(3) * (0.333)}{(3)} = 0.333$ → report as 0333

❑ If two instructors equally share a 3 credit hour course it would be calculated as follows:
  $\frac{(3) * (0.500)}{(3)} = 0.500$ → 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:

| | | |
|---|---|---|
| 3025_1 | Portion of Course/Section Workload (DE 3025) missing or non-numeric | Critical |
| 3025_2 | Portion of Course/Section Workload (DE 3025) GT 1000 | Critical |
| 3025_3 | Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag EQ N | Informational |
| 3025_4 | Sum Portion of Course/Section Workload (DE 3025) GT 1000 and Team Teaching/Multiple Instructor Flag (DE 3020) EQ Y | Informational |

# Data Element 3030

## Instructional Contact Hours

### Characteristics

| | |
|---|---|
| Length: | 4 |
| Data Type: | Numeric |
| Physical Description: | 9(4) |
| Last Modified: | 07/1/1998 |

### 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).*

**Edit:**

| | | |
|---|---|---|
| 3030_1 | Instructional Contact Hours (DE 3030) missing, invalid or non-numeric | Critical |
| 3030_2 | Instructional Contact Hours (DE 3030) EQ 0 and Employment Status (DE 1055) EQ 1 | Critical |
| 3030_3 | Instructional Contact Hours (DE 3030) GT 0 and Employment Status (DE 1055) NE 1 | Informational |

# Data Element 3035

## Weeks for Instructional Contact Hours

### Characteristics

Length:                          2
Data Type:                       Numeric
Physical Description:            9(2)
Last Modified:                   07/01/1998

### 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:

3035_1    Weeks for Instructional Contact Hours (DE 3035) missing, invalid,    Critical
          or non-numeric
3035_2    Weeks for Instructional Contact Hours (DE 3035) EQ 0 and    Critical
          Employment Status (DE 1055) EQ 1
3035_3    Weeks for Instructional Contact Hours (DE 3035) GT 0 and    Informational
          Employment Status (DE 1055) NE 1

# Data Element 4005

# Course Start Date

| Characteristics | |
|---|---|

Length: 8
Data Type: Numeric
Physical Description: 9(8)
Last Modified: 11/03/2016

| 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     (within reporting year)

| Edit: | | |
|---|---|---|

| 4005_1 | Course Start Date (DE 4005) missing, invalid range, or non-numeric | Critical |
| 4005_2 | Course Start Date (DE 4005) GT Course End Date (DE 4010) | Critical |
| 4005_3 | Course Start Date (DE 4005) LE Reporting Year-2 or GE Reporting Year+2 | Critical |

# Data Element 4010

## Course End Date

### Characteristics

Length:                          8
Data Type:                       Numeric
Physical Description:            9(8)
Last Modified:                   11/03/2016

### 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:

| | | |
|---|---|---|
| 4010_1 | Course End Date (DE 4010) missing, invalid range, or non-numeric | Critical |
| 4010_2 | Course End Date (DE 4010) LE Reporting Year-2 or GE Reporting Year+2 | Critical |
| 4005_2 | Course Start Date (DE4005) GT Course End Date (DE 4010) | Critical |

# Data Element 4015

## Days of Course Meeting

### Characteristics

Length:                          1
Data Type:                       Alphanumeric
Physical Description:            X(1)
Last Modified:                   07/01/1998

### 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:

| | | |
|---|---|---|
| 4015_1 | Day of Meeting (DE 4015) missing or invalid | Critical |
| 4015_2 | Day of Meeting (DE 4015) EQ O and Beginning Time of Course Section (DE 4020) NE 9999 and Ending Time of Course Section (DE 4025) NE 9999 | Critical |

# Data Element 4020
## Beginning Time of Course Section

### Characteristics

Length:                          4
Data Type:                       Numeric
Physical Description:            9(4)
Last Modified:                   07/01/1998

### 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 0830
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:

| | | |
|---|---|---|
| 4020_1 | Beginning Time of Course Section (DE 4020) missing, invalid range, or non-numeric | Critical |
| 4020_2 | Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025) | Informational |
| 4020_3 | Beginning Time of Course Section (DE 4020) LT 0600 | Informational |
| 4015_2 | Day of Meeting (DE 4015) EQ O and both Beginning Time of Course Section (DE 4020) and Ending Time of Course Section (DE 4025) NE 9999 | Critical |

# Data Element 4025
## Ending Time of Course Section

### Characteristics

Length:                        4
Data Type:                     Numeric
Physical Description:          9(4)
Last Modified:                 07/01/1998

### 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 0830
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:

| | | |
|---|---|---|
| 4025_ | Ending Time of Course Section (DE 4025) missing, invalid range, or non-numeric | Critical |
| 4025_2 | Ending Time of Course Section (DE 4025) GT 2359 | Informational |
| 4020_2 | Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025) | Informational |
| 4015_2 | Day of Meeting (DE 4015) EQ O and both Beginning Time of Course (DE 4020) and Ending Time of Course Section (DE 4025) NE 9999 | Critical |

# Data Element 4030

## Site Number

### Characteristics

| | |
|---|---|
| Length: | 2 |
| Data Type: | Numeric |
| Physical Description: | 9(2) |
| Last Modified: | 07/01/2004 |

### 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:

| | | |
|---|---|---|
| 4030_1 | Site Number (DE4030) missing, invalid range, or non-numeric | Critical |
| 4030_2 | Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0 | Critical |
| 4030_3 | Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0 | Critical |
| 4030_4 | Site Number (DE4030) EQ 99 For all Course Records Submitted | Critical |

### IDB Edit:

| | | |
|---|---|---|
| FCO-PDB 4030_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |

# Data Element 4035

## Facility Number

### Characteristics

Length:                          4
Data Type:                       Alphanumeric
Physical Description:            X(4)
Last Modified:                   07/01/2004

### 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:

| | | |
|---|---|---|
| 4035_1 | Facility Number (DE 4035) missing or non-numeric | Critical |
| 4030_2 | Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0 | Critical |

### IDB Edit:

| | | |
|---|---|---|
| FCO-PDB 4030_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |

# Data Element 4040

## Room Number

### Characteristics

Length:                               6
Data Type:                          Alphanumeric
Physical Description:           X(6)
Last Modified:                     07/01/2004

### 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:

| | | |
|---|---|---|
| 4040_1 | Room Number (DE 4040) missing | Critical |
| 4030_3 | Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0 | Critical |

### Edit:

| | | |
|---|---|---|
| FCO-PDB 4030_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |

# Data Element 4045

## Recreation and Leisure Headcount

### Characteristics

Length:                          6
Data Type:                       Numeric
Physical Description:            9(6)
Last Modified:                   07/01/2002

### 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:

| | | |
|---|---|---|
| 4045_1 | Recreation and Leisure Headcount (DE 4045) missing or non-numeric | Critical |
| 4045_2 | Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R | Critical |
| 4045_3 | Recreation and Leisure Headcount (DE 4045) GT 0 and Primary Course Section Classification (DE 4060) IN (C, S) | Critical |

# Data Element 4060

## Primary Course Section Classification

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 07/01/2002 |

### 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)

D    Adult General Education Distance Learning Course for NRS. This value should be used to report instructional contact hours which are 100% online courses and course components. This satisfies state policies per Florida Administrative Code 6A-10.0381(10).

*NOTE:*
For additional guidance related to value "D", please see the Technical Assistance Paper: Adult General Education Instructional Hours Reporting Procedures:

http://www.fldoe.org/core/fileparse.php/5398/urlt/TAP-AGE-InstHrsRptg.pdf

### Edit:

| | | |
|---|---|---|
| 4060_1 | Primary Course Section Classification (DE 4060) missing or invalid | Critical |
| 4045_2 | Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R | Critical |
| 4045_3 | Recreation and Leisure Headcount (DE 4045)  GT 0 and Primary Course Section Classification (DE 4060) IN (C, S) | Critical |

### IDB Edit:

| | | |
|---|---|---|
| SDB-PDB 3005_1 | PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with no matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) | Critical |

**IDB Edit:**

SDB-PDB 4060_3    PDB Course Classification (DE 4060) EQ D and [SDB Course                Critical
                  ICS (DE 3001) NE (13104, 13201, 13202, 13203)] OR [SDB
                  Course ICS (DE 3001) EQ 13204 and SDB Adult Educational
                  Functioning Level – Initial (DE 3022) IN (H, K, L, M)] for same
                  Course Identifier and Course Identifier - Section

# Data Element 4065

## Instructional Delivery Method

### Characteristics

Length:                          2
Data Type:                       Alphanumeric
Physical Description:            X(2)
Last Modified:                   04/24/2019

### 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. Face-to-face instruction where students are expected to 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: Classroom 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:

| | | |
|---|---|---|
| 4065_1 | Instructional Delivery Method (DE 4065) missing or invalid | Critical |
| 4070_2 | Technology Delivery Indicator (DE 4070) NE N and Instructional Delivery Method (DE 4065) = C | Informational |
| 4070_3 | Technology Delivery Indicator (DE 4070) EQ N and Instructional Delivery Method (DE 4065) IN (HB, D) | Informational |

# Data Element 4070

## Technology Delivery Indicator

### Characteristics

Length:                              1
Data Type:                      Alphanumeric
Physical Description:      X(1)
Last Modified:               04/24/2019

### 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 courses would fall into this category.

I          Internet-based. Internet-based courses may use a blend of technology CD-ROM, DVD, and video tapes, and are not tele- courses. Correspondence 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:

| | | |
|---|---|---|
| 4070_1 | Technology Delivery Indicator (DE 4070) missing or invalid | Critical |
| 4070_2 | Technology Delivery Indicator (DE 4070) NE N and Instructional Delivery Method (DE 4065) EQ C | Informational |
| 4070_3 | Technology Delivery Indicator (DE 4070) EQ N and Instructional Delivery Method (DE 4065) IN (HB, D) | Informational |

# Data Element 4071

## Developmental Education – Primary Strategy

### Characteristics

Length:                             1
Data Type:                     Alphanumeric
Physical Description:      X(1)
Last Modified:                07/01/2012

### 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

**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:*
    *http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*
    *DEV.Ttyyyy where t=term and yyyy is Reporting Year*
    *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 in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

**Edit:**

| | | |
|---|---|---|
| 4071_1 | Developmental Education Primary Strategy (DE 4071)  missing or invalid | Critical |
| 4071_2 | Developmental Education Primary Strategy (DE 4071) EQ Z and Course is identified as Developmental Education | Critical |
| 4071_3 | Developmental Education Primary Strategy (DE 4071) NE Z and Course is not identified as Developmental Education | Critical |
| 4071_4 | Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072- DE 4075) EQ Y | Critical |
| 4072_2 | Modularized Strategy (DE 4072) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M | Critical |
| 4073_2 | Compression Strategy (DE 4073) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P | Critical |
| 4074_2 | Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ C | Critical |
| 4075_2 | Co-Requisite Strategy (DE 4075)  IN (N, Z) and Developmental Education Primary Strategy (DE 4071)  EQ R | Critical |

**IDB Edit:**

| | | |
|---|---|---|
| PDB-SDB 3001_2 | SDB Course-ICS (DE 3001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z invalid | Critical |
| PDB-SDB 3001_3 | SDB Course-ICS (DE 3001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z | Critical |

# Data Element 4072

## Developmental Education – Modularized Strategy

### Characteristics

Length:                           1
Data Type:                    Alphanumeric
Physical Description:     X(1)
Last Modified:               04/17/2014

### 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 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:

| | | |
|---|---|---|
| 4072_1 | Modularized Strategy (DE 4072) missing or invalid | Critical |
| 4072_2 | Modularized Strategy (DE 4072) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M | Critical |

# Data Element 4073

# Developmental Education – Compression Strategy

## Characteristics

Length:                           1
Data Type:                   Alphanumeric
Physical Description:    X(1)
Last Modified:              04/17/2014

## 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 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:

| | | |
|---|---|---|
| 4073_1 | Compression Strategy (DE 4073) missing or invalid | Critical |
| 4073_2 | Compression Strategy (DE 4073) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P | Critical |

# Data Element 4074

## Developmental Education –Contextualized Strategy

**Characteristics**

Length:                    1
Data Type:                 Alphanumeric
Physical Description:       X(1)
Last Modified:             04/17/2014

**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 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:**

4074_1    Contextualized Strategy (DE 4074)  missing or invalid                                    Critical
4074_2    Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education                  Critical
          Primary Strategy (DE 4071) EQ C

# Data Element 4075

## Developmental Education – Co-Requisite Strategy

### Characteristics

| | |
|---|---|
| Length: | 10 |
| Data Type: | Alphanumeric |
| Physical Description: | X(1) |
| Last Modified: | 04/17/2014 |

### 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 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:

| | | |
|---|---|---|
| 4075_1 | Co-Requisite Strategy (DE 4075) missing or invalid | Critical |
| 4075_2 | Co-Requisite Strategy (DE 4075) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ R | Critical |

# Data Element 5005

## Authorized Reassignment - Type

### Characteristics

| | |
|---|---|
| Length: | 9 |
| Data Type: | Numeric |
| Physical Description: | 9(1) |
| Last Modified: | 01/19/1996 |

### 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:

| | | |
|---|---|---|
| 5005_1 | Authorized Reassignment Type (DE 5005) missing or invalid | Critical |
| 5005_2 | Authorized Reassignment Type (DE 5005) LT 5 and Authorized Reassignment Time (DE 5010) EQ 0 | Critical |
| 5005_3 | Authorized Reassignment Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5 | Critical |

# Data Element 5010

## Authorized Reassignment - Time

### Characteristics

Length:                          4
Data Type:                    Numeric
Physical Description:    9(2)V99
Last Modified:              01/18/1996

### 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:

| | | |
|---|---|---|
| 5010_1 | Reassignment Time (DE 5010)  missing or non-numeric | Critical |
| 5005_2 | Authorized Reassignment Type (DE 5005) LT 5 and Authorized Reassignment Time (DE 5010) EQ 0 | Critical |

# Data Element 5015

## Authorized Reassignment Contact Hours

### Characteristics

Length:                              4
Data Type:                      Numeric
Physical Description:       9(4)
Last Modified:                 07/01/1998

### 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:

| | | |
|---|---|---|
| 5015_1 | Authorized Reassignment Contact Hours (DE 5015) missing, invalid, or non-numeric | Critical |
| 5015_2 | Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1 | Critical |
| 5015_3 | Authorized Reassignment Contact Hours (DE 5015) GT 0 and Employment Status (DE 1055) NE 1 | Informational |

# Data Element 5020

# Weeks for Authorized Reassignment Contact Hours

## Characteristics

| | |
|---|---|
| Length: | 2 |
| Data Type: | Numeric |
| Physical Description: | 9(2) |
| Last Modified: | 07/01/1998 |

## 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:

| | | |
|---|---|---|
| 5020_1 | Weeks for Authorized Reassignment Contact Hours (DE 5020) missing, invalid, or non-numeric | Critical |
| 5020_2 | Weeks for Authorized Reassignment Contact Hours (DE 5020) EQ 0 and Employment Status (DE 1055) EQ 1 | Critical |
| 5020_3 | Weeks for Authorized Reassignment Contact Hours (DE 5020) GT 0 and Employment Status (DE 1055) NE 1 | Informational |

# Data Element 6005

## Salary Type

### Characteristics

| | |
|---|---|
| Length: | 1 |
| Data Type: | Numeric |
| Physical Description: | 9(1) |
| Last Modified: | 07/15/1995 |

### 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 for T4E using record type 6 and for calendar year for T2E using record type 8.

**TABLE VALUES**

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

*NOTES:*
1. *Sick Leave, Annual Leave, and Severance Pay Termination Payout must be reported under DE 7010 (Fringe Benefits Value).*
2. *Record type 8 (Term 2) will only use edits 6005_1 and 6005_3 when data is being edited.*

### Edit:

| | | |
|---|---|---|
| 6005_1 | Salary Type (DE 6005) missing, invalid, or non-numeric | Critical |
| 6005_2 | Salary Type (DE 6005) missing Fringe Benefits - Record Type 7 | Informational |
| 6005_3 | Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Salary Information - Record Type 6. | Critical |

# Data Element 6010

# Annual Salary

## Characteristics

| | |
|---|---|
| Length: | 10 |
| Data Type: | Numeric |
| Physical Description: | 9(8)V99 |
| Last Modified: | 12/11/2019 |

## 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 in record type 6 and calendar year in record type 8.

### NOTES:

1. *Termination payouts such as Sick Leave, Annual Leave, and Severance Pay must be reported under DE 7010 (Fringe Benefits Value).*
2. This field is reported on an annual basis for the fiscal year for T4E using record type 6 and for calendar year for T2E using record type 8.

## Edit:

6010_1      Annual Salary (DE 6010) missing or non-numeric                                    Critical

# Data Element 7005

## Benefit Type

### Characteristics

Length:                          1
Data Type:                    Numeric
Physical Description:     9(1)
Last Modified:               07/01/2000

### 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:

| | | |
|---|---|---|
| 7005_1 | Benefit Type (DE 7005) missing or invalid | Critical |
| 7005_2 | Benefit Type (DE 7005) missing Salary - Record Type 6 | Informational |
| 7005_3 | Benefit Type (DE 7005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Fringe Benefits Information - Record Type 7. | Critical |

# Data Element 7010

## Benefits Value

### Characteristics

Length:                              8
Data Type:                        Numeric
Physical Description:          9(6)V99
Last Modified:                    03/18/1996

### 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:

| | | |
|---|---|---|
| 7010_1 | Benefits Value (DE 7010) missing or non-numeric | Critical |
| 7010_2 | Benefits Value (DE 7010) EQ 0 | Critical |

# Demographic Information Record Format – Record Type 1

Create a record for each Employee for each term employed.

**Field Characteristics**

N    Numeric
X    Alphanumeric
V    Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|------|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
| | 8 | 1 | 9(1) | | Record Type = 1 |
| 0120 | 9-13 | 5 | 9(5) | TERM | Term Identifier |
| 0130 | 14-23 | 10 | X(10) | PSNID | Person Identification Number |
| 1005 | 24-43 | 20 | X(20) | LAST_NAME | Last Name |
| 1006 | 44-58 | 15 | X(15) | FIRST_NAME | First Name |
| | 59 | 1 | | | FILLER |
| 1010 | 60-67 | 8 | 9(8) | BIRTH_DATE | Birth Date |
| 1015 | 68 | 1 | X(1) | GENDER | Gender |
| | 69 | 1 | | | FILLER |
| 1025 | 70 | 1 | X(1) | CITIZENSHIP | Citizenship |
| 1030 | 71 | 1 | X(1) | DISABLE_CLASS | Disability Classification |
| 1035 | 72 | 1 | 9(1) | DEGREE_EMPLOYEE | Degree (Highest Earned) |
| 1040 | 73-80 | 8 | 9(8) | DATE_EMPLOYMENT | Date Employed at the Institution |
| 1045 | 81 | 1 | 9(1) | CONTRACT_STATUS | Contract Status |
| 1050 | 82-89 | 8 | 9(8) | DATE_CONT_CONTRACT | Date Continuing Contract Granted |
| 1055 | 90 | 1 | 9(1) | EMPLOY_STATUS | Employment Status |
| 1060 | 91 | 1 | X(1) | EXEMPT | Exempt From Public Records |
| 1065 | 92 | 1 | X(1) | FACULTY_STATUS | Faculty Status |
| 1070 | 93 | 1 | X(1) | RACE_WHITE | Race – White |
| 1075 | 94 | 1 | X(1) | RACE_BLACK | Race – Black/African American |
| 1080 | 95 | 1 | X(1) | RACE_ASIAN | Race – Asian |
| 1085 | 96 | 1 | X(1) | RACE_INDIAN | Race – American Indian/Alaskan Native |
| 1090 | 97 | 1 | X(1) | RACE_HAWAIIAN | Race – Native Hawaiian/Pacific Islander |
| 1095 | 98 | 1 | X(1) | HISPANIC | Ethnicity – Hispanic/Latino |
| 1009 | 99-100 | 2 | 9(2) | PRIM_OCC | Primary Activity/Occupational Activity Code |
| 1096 | 101 | 1 | X(1) | EAM | EAM Indicator |
| 1000 | 102-115 | 14 | X(14) | | Florida Education Identifier (FLEID)* |
| 1007 | 116-135 | 20 | X(20) | MIDDLE_NAME | Middle Name |
| 1008 | 136-145 | 10 | X(10) | SUFFIX | Name Suffix |
| | 146-250 | 105 | X(105) | | FILLER |

*NOTES:*

1. *Shaded fields are unique key elements.*
2. *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Employment Activity Record Format – Record Type 2

Create a record for each Employment Activity Classification for each term employed.

**Field Characteristics**

9    Numeric
X    Alphanumeric
V    Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|-----|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
| | 8 | 1 | 9(1) | | Record Type = 2 |
| 0120 | 9-13 | 5 | 9(5) | TERM | Term Identifier |
| 0130 | 14-23 | 10 | X(10) | PSNID | Person Identification Number |
| 0140 | 24-36 | 13 | 9(13) | ORG_FUNC | Organizational Unit and GL Code |
| 2005 | 37-38 | 2 | 9(2) | OCCUP_ACTIVITY | Occupational Activity Classification |
| 2010 | 39-63 | 25 | X(25) | POSITN_TITLE | Position Title |
| 2015 | 64-71 | 8 | 9(8) | POSITN_DATE | Date Employed in Current Position |
| | 72 | 1 | | | FILLER |
| 2025 | 73-75 | 3 | 9(1)V99 | FTE_POSITN | Position Portion of Effort |
| 2030 | 76 | 1 | 9(1) | ACADEMIC_RANK | Academic Rank |
| 2035 | 77-84 | 8 | 9(8) | DATE_ACAD_RANK | Date of Academic Rank |
| 2040 | 85 | 1 | X(1) | EMP_BARGN_IND | Employee Bargaining Unit Flag |
| 2045 | 86 | 1 | 9(1) | LEAVE | Sabbatical/Educational Leave |
| 2050 | 87 | 1 | 9(1) | TERMINATION | Termination Status |
| 2055 | 88-95 | 8 | 9(8) | DATE_TERMINATION | Termination Date |
| 1000 | 96-109 | 14 | X(14) | | Florida Education Identifier (FLEID)* |
| | 110-250 | 141 | X(141) | | FILLER |

***NOTES:***

1.  *Shaded fields are unique key elements.*
2.  *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Instructional Activity Record Format – Record Type 3

Create a record for each Course Section taught by an Employee.

**Field Characteristics**
9     Numeric
X     Alphanumeric
V     Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|-----|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
|  | 8 | 1 | 9(1) |  | Record Type = 3 |
| 0120 | 9-13 | 5 | 9(5) | TERM | Term Identifier |
| 0130 | 14-23 | 10 | X(10) | PSNID | Person Identification Number |
| 0140 | 24-36 | 13 | 9(13) | ORG_FUNC | Organizational Unit and GL Code |
| 3005 | 37-44 | 8 | X(8) | COURSE | Course Identifier |
| 3010 | 45-52 | 8 | X(8) | SECTION | Course Section Identifier |
|  | 53 | 1 |  |  | FILLER |
| 3020 | 54 | 1 | X(1) | TEAM_TEACH_IND | Team Teaching/Multiple Instr. flag |
| 3025 | 55-58 | 4 | 9V999 | WORKLOAD | Portion of (Course) Section Workload |
| 3030 | 59-62 | 4 | 9(4) | INST_CONT_HRS | Instructional Contact Hours |
| 3035 | 63-64 | 2 | 9(2) | WKS_INST_CONT_HRS | Weeks for Instructional Contact Hours |
| 1000 | 65-78 | 14 | X(14) |  | Florida Education Identifier (FLEID)* |
|  | 79-250 | 172 | X(172) |  | FILLER |

***NOTES:***

1. *Shaded fields are unique key elements.*
2. *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Course Schedule Record Format – Record Type 4

Create a record for each Course meeting.

**Field Characteristics**

9    Numeric
X    Alphanumeric
V    Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|------|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
|      | 8 | 1 | 9(1) |  | Record Type = 4 |
| 0120 | 9-13 | 5 | 9(5) | TERM | Term Identifier |
|      | 14-23 | 10 |  |  | FILLER |
| 3005 | 24-31 | 8 | X(8) | COURSE | Course Identifier |
| 3010 | 32-39 | 8 | X(8) | SECTION | Course Section Identifier |
| 4005 | 40-47 | 8 | 9(8) | START_DATE | Course Start Date |
| 4010 | 48-55 | 8 | 9(8) | END_DATE | Course End Date |
| 4015 | 56 | 1 | X(1) | DAY_MEET | Days of Course Meeting |
| 4020 | 57-60 | 4 | 9(4) | BEGIN_TIME | Beginning Time of Course Section |
| 4025 | 61-74 | 4 | 9(4) | END_TIME | Ending Time of Course Section |
| 4030 | 65-66 | 2 | 9(2) | SITE_NUMBER | Site Number |
| 4035 | 67-70 | 4 | X(4) | FAC_NUMBER | Facility Number |
| 4040 | 71-76 | 6 | X(6) | ROOM | Room Number |
|      |  |  |  |  |  |
| 4045 | 77-82 | 6 | 9(6) | RECREATN_HEADCOUNT | Recreation and Leisure Headcount |
|      | 83-84 | 2 |  |  | FILLER |
| 4060 | 85 | 1 | X(1) | COURSE_CLASS | Primary Course Section Classification |
| 4065 | 86-87 | 2 | X(2) | INSTRC_METHOD | Instructional Delivery Method |
| 4070 | 88 | 1 | X(1) | TECHNGY_DELIVERY | Technology Delivery Indicator |
| 4071 | 89 | 1 | X(1) | PRIM_DEV_ED_STRGY | Developmental Education Primary Strategy |
| 4072 | 90 | 1 | X(1) | MODULAR_STRGY | Developmental Education Modularized Strategy |
| 4073 | 91 | 1 | X(1) | COMPRESS_STRGY | Developmental Education Compression Strategy |
| 4074 | 92 | 1 | X(1) | CONTEXT_STRGY | Developmental Education Contextualized Strategy |
| 4075 | 93 | 1 | X(1) | COREQUT_STRGY | Developmental Education Co-Requisite Strategy |
|      | 94-250 | 157 | X(157) |  | FILLER |

***NOTES:***

1. *Shaded fields are unique key elements.*
2. *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Authorized Reassignment Record Format – Record Type 5

Create a record for each Authorized Reassignment Type.

**Field Characteristics**
9     Numeric
X     Alphanumeric
V     Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|---|---|---|---|---|---|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
|  | 8 | 1 | 9(1) |  | Record Type = 5 |
| 0120 | 9-13 | 5 | 9(5) | TERM | Term Identifier |
| 0130 | 14-23 | 10 | X(10) | PSNID | Person Identification Number |
| 5005 | 24 | 1 | 9(1) | TYPE_REASSGN | Authorized Reassignment - Type |
| 5010 | 25-28 | 4 | 9(1)V999 | TIME_REASSGN | Authorized Reassignment - Time |
| 5015 | 29-32 | 4 | 9(4) | AUTH_CONT_HRS | Authorized Reassignment Contact Hours |
| 5020 | 33-34 | 2 | 9(2) | WKS_AUTH_CONT_HRS | Weeks for Authorized Reassignment Contact Hours |
| 1000 | 35-48 | 14 | X(14) |  | Florida Education Identifier (FLEID)* |
|  | 49-250 | 202 | X(202) |  | FILLER |

*NOTES:*

*1. Shaded fields are unique key elements.*

*2. \*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Salary Fiscal Year Record Format – Record Type 6

Create a record for each Organizational Unit and GL Code, Activity, and Salary Type.  This is the annual fiscal amount.

### Field Characteristics

9    Numeric
X    Alphanumeric
V    Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|---|---|---|---|---|---|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
|  | 8 | 1 | 9(1) |  | Record Type = 6 |
| 0130 | 9-18 | 10 | X(10) | PSNID | Person Identification Number |
| 0140 | 19-31 | 13 | 9(13) | ORG_FUNC | Organizational Unit and GL Code |
| 1009 | 32-33 | 2 | 9(2) | OCCUP_ACTIVITY | Primary  Activity/ Occupational Activity Code |
| 6005 | 34 | 1 | 9(1) | TYPE_SALARY | Salary Type |
| 6010 | 35-42 | 8 | 9(6)V99 | AMOUNT_SALARY | Annual Salary |
| 0120 | 43-47 | 5 | 9(5) | TERM | Term Identifier |
| 1000 | 48-61 | 14 | X(14) |  | Florida Education Identifier (FLEID)* |
|  | 62-250 | 189 | X(189) |  | FILLER |

***NOTES:***

1.   *Shaded fields are unique key elements.*
2.   *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Fringe Benefits Record Format – Record Type 7

Create a record for each Organizational Unit and GL Code, Activity, and Benefit Type.  This is the annual fiscal amount.

**Field Characteristics**

9 Numeric

X Alphanumeric

V Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|------|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
|  | 8 | 1 | 9(1) |  | Record Type = 7 |
| 0130 | 9-18 | 10 | X(10) | PSNID | Person Identification Number |
| 0140 | 19-31 | 13 | 9(13) | ORG_FUNC | Organizational Unit and GL Code |
| 7005 | 32 | 1 | 9(1) | TYPE_BENEFIT | Selected Benefits - Type |
| 7010 | 33-40 | 8 | 9(6)V99 | VALUE_BENEFIT | Selected Benefits - Value |
| 0120 | 41-45 | 5 | 9(5) | TERM | Term Identifier |
| 1000 | 46-59 | 14 | X(14) |  | Florida Education Identifier (FLEID)* |
|  | 60-250 | 191 | X(191) |  | FILLER |

***NOTES:***

1. *Shaded fields are unique key elements.*
2. *\*Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

# Salary Calendar Year Record Format – Record Type 8

Create a record for each Organizational Unit and GL Code, Activity, and Salary Type.  This is the annual salary for the calendar year.

**Field Characteristics**

9       Numeric
X       Alphanumeric
V       Implied Decimal

| DE# | From/To | Size | Structure | Field Name | Field Description |
|-----|---------|------|-----------|------------|-------------------|
| 0110 | 1-7 | 7 | 9(7) | CCNUM | Reporting Institution (OPEID) Code |
| | 8 | 1 | 9(1) | | Record Type = 8 |
| 0130 | 9-18 | 10 | X(10) | PSNID | Person Identification Number |
| 0140 | 19-31 | 13 | 9(13) | ORG_FUNC | Organizational Unit and GL Code |
| 1009 | 32-33 | 2 | 9(2) | OCCUP_ACTIVITY | Primary  Activity/ Occupational Activity Code |
| 6005 | 34 | 1 | 9(1) | TYPE_SALARY | Salary Type |
| 6010 | 35-42 | 8 | 9(6)V99 | AMOUNT_SALARY | Annual Salary |
| 0120 | 43-47 | 5 | 9(5) | TERM | Term Identifier |
| 1000 | 48-61 | 14 | X(14) | | Florida Education Identifier (FLEID)* |
| | 62-250 | 189 | X(189) | | FILLER |

***NOTES:***

1. *Shaded fields are unique key elements.*
2. *Personnel FLEID will not be collected for the 2019-20 Reporting Year.*

   *.*

# 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:

| | |
|---|---|
| 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 |
| 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:
5. If the person has a Primary Activity/Occupational Activity = 25-28 or 32 then select the person as Full-Time instructional.
6. If person has more than one activity record, sum the Position FTE by Person Identification Number and Activity.
7. Merge data from Step 2, Step 3, and Step 4 by Person Identification Number.
8. Sum Instructional Contact Hours, Authorized Reassignment Contact Hours and Total Contact Hours.
9. Calculate the unduplicated headcount by Instructional, Authorized Reassignment.
10. 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.

# Activity or Authorized Reassignment Instructors with Instructional

## SELECTION CRITERIA

**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 |
| Library Technicians | 31 |

| Primary Activity Groups | Primary Occupational Activity Code Values |
|---|---|
| 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.

## SELECTION CRITERIA

### Demographic Table

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Primary Activity/Occupational Activity | DE 1009 |

### Employment Activity

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

### Instructional Activity

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Course Identifier | DE 3005 |
| Organizational Unity & GL Codes (Column 1) | DE 1040 |
| Organizational Unity & GL Codes (Column 2) | DE 1040 |
| Organizational Unity & GL Codes (Column 3) | DE 1040 |
| Organizational Unity & GL Codes (Column 4-6) | DE 1040 |

### Course Schedule

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Course Identifier | DE 3005 |
| Site Number | DE 4030 |

## 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.

## PROCESSES AND CALCULATIONS

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 1055) = 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 = '11xxxxxxxxxx' 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 = '142xxxxxxxxx' 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.

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

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

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

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

# Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity

## 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.

## SELECTION CRITERIA

**Demographic Table**
| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Birth Date | DE 1010 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**
| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

**Instructional Activity**
| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| FTE Position | DE 2025 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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  (DE 1009 Occupational Activity Code)**

| Value | Description |
|---|---|
| 21 | Management Occupations |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Service |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation, and Material Moving Occupations |
| 39 | Student Assistants |

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.

| Birth Date | 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**: *EAM Indicators (DE 1096) table value (E, I, and P) counts are included in Management Occupations (21).*

# Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM

## 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. Primary Activity code 21, management occupations, will be categorized as 'E' Executive, 'I' Instructional Support, and 'P' Professional Support.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Birth Date | DE 1010 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| EAM Indicator | DE 1096 |

**Instructional Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| FTE Position | DE 2025 |

## OUTPUT

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

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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.

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'I' will be categorized as 42 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

**Primary Activity Groups by Occupational Activity Codes  (DE 1009 Occupational Activity Code)**

| Value | Description |
|-------|-------------|
| 21 | Management Occupations (Executive Only) |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Service |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation and Material Moving Occupations |
| 39 | Student Assistants |
| 40 | Instructional Support |
| 41 | Professional Support |

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.

| Birth Date | 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**: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

# Employee Counts Full-Time/Part-Time Employee Tenure Status Counts by Primary

## 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.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Contract Status | DE 1045 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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 (DE 1009 Occupational Activity Code)

| Value | Description |
|---|---|
| 21 | Management Occupations |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Service |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation and Material Moving Occupations |
| 39 | Student Assistants |

Report employees by Contract status.

## Contract Status (DE 1045 Contract Status)

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

**NOTE**: *EAM Indicators (DE 1096) table value (E, I, and P) counts are included in Management Occupations (21).*
*.*

# Employee Counts Full-Time/Part-Time Employee Tenure Status Counts by Primary by EAM

## 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.  Primary Activity code 21, management occupations, will be categorized as 'E' Executive, 'I' Instructional Support, and 'P' Professional Support.

## SELECTION CRITERIA

**Demographic Table**
| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Contract Status | DE 1045 |
| Primary Activity/Occupational Activity | DE 1009 |
| EAM Indicator | DE 1096 |

**Employment Activity**
| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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.

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'I' will be categorized as 42 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

## Primary Activity Groups (DE 1009 Occupational Activity Code)

| Value | Description |
|---|---|
| 21 | Management Occupations (Executive Only) |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Service |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation and Material Moving Occupations |
| 39 | Student Assistants |
| 40 | Instructional Support |
| 41 | Professional Support |

Report employees by Contract status.

## Contract Status (DE 1045 Contract Status)

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

**NOTE**: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

# Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity

## 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.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Degree | DE 1035 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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
**Degree (DE 1035 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:* EAM Indicators (DE 1096) table value (*E, I, and P)* counts are included in Management Occupations (21).

# Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM

## 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. Primary Activity code 21, management occupations, will be categorized as 'E' Executive, 'I' Instructional Support, and 'P' Professional Support.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Degree | DE 1035 |
| Primary Activity/Occupational Activity | DE 1009 |
| EAM Indicator | DE 1096 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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.

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'I' will be categorized as 42 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

Report Employees by Degree
**Degree (DE 1035 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***: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

# Employee Counts Full-Time/Part-Time Employee Race/Gender Counts by Primary Activity

## 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.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Race | Ethnicity |
| Gender | DE 1015 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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 (DE 1009 Occupational Activity Code)

| Value | Description |
|---|---|
| 21 | Management Occupations |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Services |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation, and Material Moving Occupations |
| 39 | Student Assistants |

Report employees by Ethnicity

## Ethnicity

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

Report employees by Gender

## Gender  (DE 1015 Gender)

| Value | Description |
|---|---|
| M | Male |
| F | Female |
| X | Unknown/Not Reported |

*NOTE*: EAM Indicators (*DE 1096*) table value (*E, I, and P)* counts are included in Management Occupations (21).

# Employee Counts Full-Time/Part-Time Employee Race/Gender Counts by Primary Activity by EAM

## 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.  Primary Activity code 21, management occupations, will be categorized as 'E' Executive, 'I' Instructional Support, and 'P' Professional Support.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Race | Ethnicity |
| Gender | DE 1015 |
| Primary Activity/Occupational Activity | DE 1009 |
| EAM Indicator | DE 1096 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## 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.

## PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if 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 by IPEDS.

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.

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'I' will be categorized as 42 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

## Primary Activity Groups (DE 1009 Occupational Activity Code)

| Value | Description |
|---|---|
| 21 | Management Occupations (Executive Only) |
| 22 | Business and Financial Operations |
| 23 | Computer, Engineering, and Science Occupations |
| 24 | Community, Social Service, Legal Arts, Design, Entertainment, Sports 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 Education Services |
| 33 | Health Care Practitioners and Technical Occupations |
| 34 | Service Occupations |
| 35 | Sales and Related Occupations |
| 36 | Office and Administrative Support Occupations |
| 37 | Natural Resources, Construction and Maintenance Occupations |
| 38 | Production, Transportation, and Material Moving Occupations |
| 39 | Student Assistants |
| 40 | Instructional Support |
| 41 | Professional Support |

Report employees by Ethnicity

## Ethnicity

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

Report employees by Gender

**Gender  (DE 1015 Gender)**

| Value | Description |
|-------|-------------|
| M | Male |
| F | Female |
| X | Unknown/Not Reported |

*NOTE*: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

# 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.

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |
| Employment Status | DE 1055 |
| Primary Activity/Occupational Activity | DE 1009 |

**Employment Activity**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Term | DE 0120 |
| Person Identification Number | DE 0130 |

## PROCESSES AND CALCULATIONS

1.  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 1055) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

**Primary Activity Groups (DE 1009 Occupational Activity Code)**

| 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 |

2.  List the headcounts and FTE 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:
    a)  All Employees Divided by Executive Staff
    b)  All Employees Divided by Executive, Administrative, and Managerial
    c)  Instructional Faculty Divided by Executive Staff
    d)  Instructional Faculty Divided by Executive, Administrative, and Managerial

# 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.

## SELECTION CRITERIA

**Benefit Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Benefit Type | DE 1055 |
| Benefit Value | DE 1009 |

## Output:

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

## PROCESSES AND CALCULATIONS

1. Select all Benefit records for the Fiscal Year (Annual Submission) by Benefit Type.
2. Report benefits by Benefit Type

## 3. Benefit Type (DE 7005 Benefit Type)

| 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 |
| Annual Salary | 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, 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 |
| Annual Salary | 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 |
| Annual Salary | 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<br>(DE 1009 EQ 32 AND<br> 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 |
| Annual Salary | DE 6010 |

Where

| | |
|---|---|
| Salary Type ( | DE 6005 EQ 1 |
| Primary Activity/Occupational Activity Code is Instructors | DE 1009 IN (25-28) OR<br>(DE 1009 EQ 32 AND<br>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 |
| Annual Salary | 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 |
| Annual Salary | 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 |
| Annual Salary | DE 6010 |

Where
Annual Salary                                                                        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

**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 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)

# DMS 'Florida Has a Right to Know' file

## SELECTION CRITERIA

**Demographic Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Person Identification Number | DE 0130 |
| Last Name | DE 1005 |
| First Name | DE 1006 |
| Middle Name | DE 1007 |
| Suffix | DE 1008 |
| Exempt from Public Records | DE 1060 |

Where
Exempt from Public Records                                        DE 1060 EQ 'N'

**Employment Table**

| | |
|---|---|
| Reporting Institution | DE 0110 |
| Person Identification Number | DE 0130 |

**Salary Table**

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

Where
Annual Salary                                        DE 6010 GT 0

## OUTPUT.

Excel file with all Employee's Annual Salary greater than zero and whom are not Exempt from Public Records for each college.

## PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number where Exempt from Public Records = 'N' keeping Person Identification Number, Last Name, First Name, Middle Name, Suffix, and Exempt from Public Record.
2. Select Employment Activity by Person Identification keeping Position Title.
3. Select Salary Activity where Annual Salary (DE 6010) is greater than zero keeping Person Identification Number, Organizational Unit Function, Primary Activity/Occupational Activity Code, Salary Type, and Annual Salary.  Organizational Unit Functions title listed below. Primary-Activity/Occupational Activity Code and Title listed under DE 2005.

| ORGANIZATIONAL UNIT FUNCTION | ORGANIZATIONAL UNIT FUNCTION TITLE |
|---|---|
| 1 | Direct Instruction |
| 2 | Research |
| 3 | Public Service |
| 4 | Academic Support |
| 5 | Student Support |
| 6 | Institutional Support |
| 7 | Physical Plant Operation and Maintenance |
| 8 | Student Financial Assistance |
| 9 | Contingency, Transfers, etc. |

4. Merge Personnel Activity, Employment Activity, and Salary Activity by Person Identification Number.