Florida College System Personnel Database

Reporting Year 2017-18

Version 22.01

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

SUMMARY OF CHANGES

Version 22.00
- o DE 4005 Edit 3 now returns a critical error if the course start date is less than or equal to two years prior to the reporting year or greater than or equal to the two years
- o DE 4010 Edit 3 now returns a critical error if the course end date is less than or equal to two years prior to the reporting year or greater than or equal to the two years

Table of Contents

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

Record Types 1-5
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

August 21, 2017	Open date. Submission period begins.
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2017	If 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
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

December 26, 2017	Optional open date. Colleges may begin submitting Fall End-of-Term data.
January 2, 2018	Open date. Official submission period begins.
January 29, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
January 30, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 5, 2018	Close date. Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded no later than 5 p.m. Eastern.
March 6, 2018	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 7, 2018	If 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
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

April 2, 2018	Optional open date. Colleges may begin submitting Winter/Spring End-of-Term data.
April 16, 2018	Open date. Official submission period begins.
May 10, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
May 11, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 11, 2018	Close date. Submission period ends. Winter/Spring End-Of-Term data and data from any prior term resubmissions must be loaded no later than 5:00 p.m. Eastern.
June 12, 2018	Certification form due no later than 5:00 p.m. Eastern.

If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
June 13, 2018	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 14, 2018 through July 2, 2018	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
July 3, 2018	Annual Close for Terms 1, 2, and 3. No data resubmission will be accepted.

Annual Salary and Fringe Benefits (4E) Data Submission Calendar

Record Types 6-7
(Salary, Fringe Benefits)

July 9, 2018	Open date. Submission period begins.
August 6, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
August 7, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 13, 2018	Close date. Submission period ends. Annual Salary and Fringe Benefits data must be loaded no later than 5:00 p.m. Eastern.
August 14, 2018	Certification form due no later than 5 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 15, 2018	If certification has not been received, the college's President is notified by letter with a copy to the Reports Coordinator.
August 16, 2018 -	Data Verification Period. Data resubmission allowed only through a request August 27, 2018 signed by the College President.
August 28, 2018	Annual close. No data resubmission will be accepted.

Verification Reports List

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

Report Description File	Name
Exceptions Report	REXCPLST
Contact Hours taught by Full-Time FRS-Eligible Instructors18	RCONTACT
Number of Courses with no Instructor by Site	RCRSEMIS
Instructors with Instruction/Reassign Record and FTE=0	RCRSEFTE
Instructors without Instruction or Reassign records	RCRSEINS
Totals for the three previous reports	RCRSETOT
Developmental Ed Course report	RDEVCRSE
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range by Primary Activity (DE1009)	RFTERANG
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range by Primary Activity (DE1009) Using EAM Indicator (DE 1096)	RFTEREAM
Number of Credit and Non-Credit Courses Taught by Site for Regular (FRS Eligible) and Temporary Full-Time/Part-Time Status	RCRSENUM
by Age Group	RHDAGEGR
by Contract Group	RHDCONTR
by Degree	RHDDEGRE
by Ethnicity and Gender	RHDETGEN
by Age Group	RHDAGEAM
by Contract Group	RHDCONEM
by Degree	RHDDEGEM
by Ethnicity and Gender	RHDETEAM
All Employees divided by Executive Staff	RRFALLEX
All Employees divided by Other Professional Staff	RRFALOTH
Instructional Faculty divided by Executive Staff	RRFINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	RRFALEAM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	RRFINEAM
Instructional Faculty and Other Professional divided by Executive Staff	RRFINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	RRFIOEAM
All Employees divided by Executive Staff	RRHALLEX
All Employees divided by Other Professional Staff	RRHALOTH
Instructional Faculty divided by Executive Staff	RRHINFEX
All Employees divided by Executive, Administrative, and Managerial Staff	RRHALEM
Instructional Faculty divided by Executive Administrative, and Managerial Staff	RRHINEAM
Instructional Faculty and Other Professional divided by Executive Staff	RRHINOEX
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	RRHIOEAM
Comparative Frequencies Report	COMPFREQ

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 = College Number)
I.	1E	Summer End-of-Term	CCxx.PDB.PERSON.T1E2018.PROD.txt
II.	2E	Fall End-of-Term	CCxx.PDB. PERSON.T2E2018.PROD.txt
III.	3E	Winter/Spring End-of-Term	CCxx.PDB. PERSON.T3E2018.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 = College Number)
I.	4E	Annual Salary and Benefits	CCxx.PDB.PERSON.T4E2018.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.

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 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.

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.

Instructional Activity (Record Type 3)
This record contains information on which course/sections are taught by the instructional employees. There must be at least one record for each course the employee teaches.

Course Schedule (Record Type 4)
This record contains information about the course/sections taught at the college. The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record.

However, there must be at least one 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.

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
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
Name Suffix	3025

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

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
3035	Weeks for Instructional Contact Hours
4005	Course Start Date

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

Data Elements by Record Type

Demographic (Record Type 1)

Key Elements
Reporting Institution 0110
Term Identifier 0120
Person Identification Number 0130

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

Employment Activity (Record Type 2)

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

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

Employment Activity (Record Type 2)

Instructional Activity (Record Type 3)

Key Elements

Non-Key Elements

Course Schedule (Record Type 4)

Key Elements

Non-Key Elements

Authorized Reassignment (Record Type 5)

Key Elements

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

Non-Key Elements

Authorized Reassignment – Time 5010
Authorized Reassignment Contact Hours 5015
Weeks for Authorized Reassignment Contact Hours 5020

Salary (Record Type 6)

Key Elements

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

Non-Key Elements

Salary Amount 6010

Fringe Benefits (Record Type 7)

Key Elements

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

Non-Key Elements

Benefit Value... 7010

Data Element 0110
Reporting Institution

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_01   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
1CCYY Summer Term
2CCYY   Fall Term
3CCYY Winter/Spring Term
4CCYY   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_01   Term Identifier (DE 0120) missing, invalid, or non-numeric   Critical
0120_02   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	Reporting Institution (DE 0110) 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	No matching Employment Activity record	Informational
0130_5	Person Identification Number (DE 0130) first nine positions are numeric and tenth position is non-blank	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, 6, or 7 and no match on record type 2	Informational
0140_3	Position 1 of Organizational Unit and GL Code (DE 0140) NOT IN (1, 2, 3, 4, 5, 6, 7, 8, 9)	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_01	Last Name (DE 1005) missing	Critical
1005_02	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_03	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_01	First Name (DE 1006) missing	Critical
1006_02	First Name (DE 1006) contains special or Unicode characters	Critical
1005_02	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_01	Middle Name (DE 1007) contains special or unicode characters	Critical
1005_02	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.).

Edit:

1005_02	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 for the employee as determined by the college. For employees with a single activity, this will match the activity reported on the Employment Activity record (Record Type 2) in Activity/Occupational Activity Code (DE 2005). For employees with multiple activities, the activity the college considers the employees main/primary activity.

TABLE VALUES

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

2012-13 Occupational Categories	SOC Occupational Categories	SOC Code
21 – Management Occupations	Management Occupations	11-0000
22 – Business and Financial Operations Occupations	Business and Financial Operations Occupations	13-0000
23 – Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations Architecture and Engineering Occupations Life, Physical, and Social Science Occupations	15-0000 17-0000 19-0000
24 – Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	Community and Social Service Occupations Legal Occupations Arts, Design, Entertainment, Sports, and Media Occupations	21-0000 23-0000 27-0000
25 – Instruction	Postsecondary Teachers	25-1000
26 – Instruction combined with research and/or public policy	Postsecondary Teachers	25-1000
27 – Research	Postsecondary Teachers	25-1000
28 – Public Service	Postsecondary Teachers	25-1000
29 – Archivists, Curators, and Museum Technicians	Archivists, Curators, and Museum Technicians	25-4010
30 – Librarians	Librarians	25-4020
31 – Library Technicians	Library Technicians	25-4030
32 – Student, Academic Affairs, and Other Education Service	Pre-school, Primary, Secondary, and Special Education School Teachers Other Teachers and Instructors Other Education, Training, and Library Occupations	25-2000 25-3000 25-9000

2012-13 Occupational Categories	SOC Occupational Categories	SOC Code
33 – Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations	29-0000
34 – Service Occupations	Healthcare Support Occupations Protective Service Occupations Food Prep and Serving Related Occupations Building and Grounds Cleaning and Maintenance Occupations Personal Care and Service Occupations	31-0000 33-0000 35-0000 37-0000 39-0000
35 – Sales and Related Occupations	Sales and Related Occupations	41-0000
36 – Office and Administrative Support Occupations	Office and Administrative Support Occupations	43-0000
37 – Natural Resources, Construction, and Maintenance Occupations	Farming, Fishing, and Forestry Occupations Construction and Extraction Occupations Installation, Maintenance, and Repair Occupations	45-0000 47-0000 49-0000
38 – Production, Transportation, and Material Moving Occupations	Production Occupations Transportation and Material Moving Occupations	51-0000 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_01	Primary Activity/Occupational Activity Code (DE 1009) missing, invalid range, or non-numeric	Critical
1009_02	Primary Activity/Occupational Activity Code (DE 1009) (25-28) AND Faculty Status (DE 1065) EQ N	Informational
1096_02	EAM Indicator (DE 1096) IN (E, I, P) and Activity/Occupational Code (DE 1009) NE 21	Critical
1096_03	EAM Indicator (DE 1096) EQ N and Activity/Occupational Code (DE 1009) EQ 21	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_01	Date of Birth (DE 1010) missing, invalid range, or non-numeric	Critical
1010_02	The person's age is LT 15 or GT 99	Critical
1010_03	Date of Birth (DE 1010)EQ 99999999 and Employment Status (DE 1055) EQ 1	Critical
1005_02	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_01	Gender (DE 1015) missing or invalid	Critical
1005_02	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_02 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_01   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_01   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 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_01	Date Hired at the Institution (DE 1040)	missing, invalid range or non-numeric	Critical
1040_02	Date Hired at the Institution (DE 1040)	GT Termination Date (DE 2055)	Critical
1040_03	Date Hired at the Institution (DE 1040)	GT Date Continuing Contract Granted (DE 1050)	Informational
1040_04	Date Hired at the Institution (DE 1040)	GT Date Employed in Current Activity (DE 2015)	Critical
1040_05	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_01	Contract Status (DE 1045) missing, invalid, or non-numeric	Critical
1045_02	Contract Status (DE 1045) EQ 1 and Date of Continuing Contract Granted (DE 1050) EQ 99999999	Critical
1050_04	Contract Date (DE 1050) Valid Date and Contract Status (DE 1045) NE 1	Critical
2005_05	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_01	Contract Date (DE 1050) missing, invalid range, or non-numeric	Critical
1050_02	Contract Date (DE 1050) GT Termination Date (DE 2055)	Critical
1050_03	Contract Date (DE 1050) Valid Date and Contract Status (DE 1045) NE 1	Critical
1040_03	Date Hired at the Institution (DE 1040) GT Date Continuing Contract Granted (DE 1050)	Informational
1045_02	Contract Status (DE 1045) EQ 1 and Date of 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_01	Employment Status (DE 1055) missing, invalid, or non-numeric	Critical
1055_02	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
1055_03	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_04	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_05	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
1055_06	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_03	Date of Birth (DE 1010) EQ 99999999 and Employment Status (DE 1055) EQ 1	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
3030_02	Contact Hours (DE 3030) EQ 0 AND Employment Status (DE 1055) EQ 1	Critical
3030_03	Contact Hours (DE 3030) GT 0 AND Employment Status (DE 1055) NE 1	Informational
3035_02	Employment Status (DE 1055) EQ 1 AND Weeks for Contact Hours (DE 3035) EQ 0	Critical
3035_03	Weeks for Contact Hours (DE 3035) GT 0 AND Employment Status (DE 1055) EQ 1	Informational
5015_02	Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5015_03	Authorized Reassignment Contact Hours (DE 5015) GT 0 and Employment Status (DE 1055) NE 1	Informational
5020_02	Weeks for Authorized Reassignment Contact Hours EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5020_03	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 Statues.

TABLE VALUES
Y   This person is exempt from Public Records
N   This person is not exempt from Public Records

Edit:

1060_01   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_01	Faculty Status (DE 1065) missing or invalid	Critical
1065_02	Faculty Status (DE 1065) EQ Y and All type 2 Occupational Activity Classification (DE 2005) NOT IN (22-24,29-31,33-39)	Informatio nal

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_01	Race-White (DE 1070) missing or invalid	Critical
1070_02	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

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_01	Race-Black/African American (DE 1075) missing or invalid	Critical
1075_02	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_01	Race-Asian (DE 1080) missing or invalid	Critical
1080_02	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_01	Race-American Indian/Alaskan Native (DE 1085) missing or invalid	Critical
1085_02	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White	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_01	Race – Native Hawaiian/Pacific Islander (DE 1090) missing or invalid	Critical
1090_02	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 (When reporting using the new activity/occupational codes, an employee who has a new activity code of '21' (previously categorized in the old activity code of 01 – Executive)

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

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

N   No (Code for all other employees)

Edit:

1096_01	EAM Indicator (DE 1096) missing or invalid	Critical
1096_02	EAM Indicator (DE 1096) IN (E, I, P) and Activity/Occupational Code(DE 1009) NE 21	Critical
1096_03	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:

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

TABLE VALUES

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

2012-13 Occupational Categories	SOC Occupational Categories	SOC Code
21 – Management Occupations	Management Occupations	11-0000
22 – Business and Financial Operations Occupations	Business and Financial Operations Occupations	13-0000
23 – Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations Architecture and Engineering Occupations Life, Physical, and Social Science Occupations	15-0000 17-0000 19-0000
24 – Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	Community and Social Service Occupations Legal Occupations Arts, Design, Entertainment, Sports, and Media Occupations	21-0000 23-0000 27-0000
25 – Instruction	Postsecondary Teachers	25-1000
26 – Instruction combined with research and/or public policy	Postsecondary Teachers	25-1000
27 – Research	Postsecondary Teachers	25-1000
28 – Public Service	Postsecondary Teachers	25-1000
29 – Archivists, Curators, and Museum Technicians	Archivists, Curators, and Museum Technicians	25-4010
30 – Librarians	Librarians	25-4020
31 – Library Technicians	Library Technicians	25-4030
32 – Student, Academic Affairs, and Other Education Service	Pre-school, Primary, Secondary, and Special Education School Teachers Other Teachers and Instructors Other Education, Training, and Library Occupations	25-2000 25-3000 25-9000

2012-13 Occupational Categories	SOC Occupational Categories	SOC Code
33 – Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations	29-0000
34 – Service Occupations	Healthcare Support Occupations Protective Service Occupations Food Prep and Serving Related Occupations Building and Grounds Cleaning and Maintenance Occupations Personal Care and Service Occupations	31-0000 33-0000 35-0000 37-0000 39-0000
35 – Sales and Related Occupations	Sales and Related Occupations	41-0000
36 – Office and Administrative Support Occupations	Office and Administrative Support Occupations	43-0000
37 – Natural Resources, Construction, and Maintenance Occupations	Farming, Fishing, and Forestry Occupations Construction and Extraction Occupations Installation, Maintenance, and Repair Occupations	45-0000 47-0000 49-0000
38 – Production, Transportation, and Material Moving Occupations	Production Occupations Transportation and Material Moving Occupations	51-0000 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_01	Occupational Activity Code (DE 2005) missing, invalid, or non-numeric	Critical
2005_02	Occupational Activity Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9	Informational
2005_03	Occupational Activity Code (DE 2005) IN (25-28,32) and Academic Rank (DE 2030) EQ 9	Critical
2005_04	Occupational Activity Code (DE 2005) NOT IN (21-32) and Sabbatical/Leave (DE 2045) EQ 1	Informational
2005_05	All Type 2 Occupational Activity Code (DE 2005) NOT IN (25-28,29,30) and Contract Status (DE 1045) IN (1, 2)	Informational
2005_06	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_04	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_05	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_06	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_07	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_02	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_01	Date of Activity (DE 2015) missing, invalid range, or non-numeric	Critical
2015_02	Date of Activity (DE 2015) GT Termination Date (DE 2055)	Critical
2015_03	Date of Activity (DE 2015) GT Date of Submission	Informational
1040_04	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: 9V99
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 Postsecondary Vocational (PSV). The Student Semester Hours (SSH) = 5 * 3 = 15 SSH. For the term, the FTE = 15/30 = 0.50 and is reported as 050.
2. An Instructor is teaching 5 courses in Postsecondary Adult Vocational (PSAV). The Total Contact Hours for the term are 480 hours. The Credit Hour Equivalent (CHE) = 480/30 = 16. For the term, the FTE = 16/30 = 0.53 and is reported as 053.
3. An Instructor is teaching 1 course of 3 credit hours in A & P and 1 course of 4 credit hours in PSV. The SSH = 3 + 4 = 7 SSH. For the term, the FTE = 7/30 = 0.23 and is reported as 023.
4. An Instructor is teaching 1 course in Adult Basic. The total contact hours for the term are 80 hours. The CHE = 80/30 = 2.67. For the term, the FTE = 2.67/30 = 0.09 and is reported as 009.
5. An Instructor is teaching 2 courses of 3 credit hours each in PSV and 1 course in PSAV with Total Contact Hours for the term = 48 hours. The SSH = 6 and the CHE = 48/30 = 1.6. For the term, the FTE = (6 + 1.6)/30 = 0.25 and is reported as 025.
6. For a Full-Time Instructor teaching 30 SSH or CHE for the year, a college would normally report the hours as: Summer - 020; Fall - 040; Winter/Spring - 040.

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

Edit:		
2025_01	Position Portion of Effort - FTE (DE 2025) missing or non-numeric	Critical
1055_02	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
1055_04	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_05	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_06	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_07	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_01	Academic Rank (DE 2030) missing, invalid, or non-numeric	Critical
2030_02	Academic Rank (DE 2030) LT 7 and Date of Academic Rank (DE 2035) EQ 99999999	Informational
2005_02	Occupational Activity Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9	Informational
2005_03	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_01	Date of Academic Rank (DE 2035) missing, invalid range, or non-numeric	Critical
2035_02	Date of Academic Rank (DE 2035) GT Termination Date (DE 2055)	Critical
1040_05	Date Hired at the Institution (DE 1040) GT Date of Academic Rank (DE 2035)	Informational
2030_02	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_01   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_01	Sabbatical/Leave (DE 2045) missing or invalid	Critical
2005_04	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_01	Termination Date (DE 2055) missing, invalid range, or non-numeric	Critical
1040_02	Date Hired at the Institution (DE 1040) GT Termination Date (DE 2055)	Critical
1050_03	Contract Date (DE 1050) GT Termination Date (DE 2055)	Critical
2015_02	Date of Activity (DE 2015) GT Termination Date (DE 2055)	Critical
2035_02	Date of Academic Rank (DE 2035) GT Termination Date (DE 2055)	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 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_01	Course Identifier (DE 3005) missing or invalid	Critical
3005_02	Course Identifier (DE 3005) on Record Type 4 and no match on Record Type 3	Informational

IDB Edit:

SDB-PDB 3005_01   Course Classification (DE 4060) EQ S, Course Identifier (DE   Critical
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_01	Course Identifier Section (DE 3010) missing	Critical
3010_02	Course Identifier Section (DE 3010) on Record Type 4 and no match on Record Type 3	Informational

IDB Edit:

SDB-PDB 3005_01	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_01	Team Teaching/Multi Instructor Flag (DE 3020) missing or invalid	Critical
3020_02	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_03	Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag EQ N	Informational
3025_04	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:
$$\frac{(3) * (1.000)}{(3)} = 1.000 \;\rightarrow\; \text{report as 1000}$$

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

❑   If two instructors equally share a 3 credit hour course it would be calculated as follows:
$$\frac{(3) * (0.500)}{(3)} = 0.500 \;\rightarrow\; \text{report as 0500}$$

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_01	Portion of Course/Section Workload (DE 3025) missing or non-numeric	Critical
3025_02	Portion of Course/Section Workload (DE 3025) GT 1000	Critical
3025_03	Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag EQ N	Informational
3025_04	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).*
6.

Edit:

3030_01	Instructional Contact Hours (DE 3030) missing, invalid or non-numeric	Critical
3030_02	Instructional Contact Hours (DE 3030) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3030_03	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_01	Weeks for Instructional Contact Hours (DE 3035) missing, invalid, or non-numeric	Critical
3035_02	Weeks for Instructional Contact Hours (DE 3035) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3035_03	Weeks for Instructional Contact Hours (DE 3035) GT 0 and Employment Status (DE 1055) NE 1	Informational

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_01	Course Start Date (DE 4005) missing, invalid range, or non-numeric	Critical
4005_02	Course Start Date (DE 4005) GT Course End Date (DE 4010)	Critical
4005_03	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_01	Course End Date (DE 4010) missing, invalid range, or non-numeric	Critical
4010_02	Course End Date (DE 4010) LE Reporting Year-2 or GE Reporting Year+2	Critical
4005_02	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_01	Day of Meeting (DE 4015) missing or invalid	Critical
4015_02	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 0380
10:00 a.m. is reported as 1000
1:00 p.m. is reported as 1300
4:30 p.m. is reported as 1630

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

Edit:

4020_01	Beginning Time of Course Section (DE 4020) missing, invalid range, or non-numeric	Critical
4020_02	Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025)	Informational
4020_03	Beginning Time of Course Section (DE 4020) LT 0600	Informational
4015_02	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 0380
10:00 a.m. is reported as 1000
1:00 p.m. is reported as 1300
4:30 p.m. is reported as 1630

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

Edit:

4025_01	Ending Time of Course Section (DE 4025) missing, invalid range, or non-numeric	Critical
4025_02	Ending Time of Course Section (DE 4025) GT 2359	Informational
4020_02	Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025)	Informational
4015_02	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_01	Site Number (DE4030) missing, invalid range, or non-numeric	Critical
4030_02	Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0	Critical
4030_03	Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0	Critical
4030_04	Site Number (DE4030) EQ 99 For all Course Records Submitted	Critical

IDB Edit:

FCO-PDB 4030_01	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_01	Facility Number (DE 4035) missing or non-numeric	Critical
4030_02	Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0	Critical

IDB Edit:

FCO-PDB 4030_01	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(10)
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_01	Room Number (DE 4040) missing	Critical
4030_03	Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0	Critical

IDB Edit:

FCO-PDB 4030_01	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_01	Recreation and Leisure Headcount (DE 4045) missing or non-numeric	Critical
4045_02	Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
4045_03	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)

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

http://fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.stml

Edit:

4060_01	Primary Course Section Classification (DE 4060) missing or invalid	Critical
4045_02	Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
4045_03	Recreation and Leisure Headcount (DE 4045) GT 0 and Primary Course Section Classification (DE 4060) IN (C, S)	Critical

IDB Edit:

SDB-PDB 3005_01	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
SDB-PDB 4060_02	PDB Course Classification (DE 4060) EQ A and SDB Course ICS (DE 3001) LT 13001 or GT 13299	Critical

Data Element 4065

Instructional Delivery Method

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X(2)
Last Modified: 07/01/2012

Data Element is used in the Following Reports:

❑   State Reports

Description:

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

TABLE VALUES

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

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

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

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

Edit:

4065_01	Instructional Delivery Method (DE 4065) missing or invalid	Critical
4070_02	Technology Delivery Indicator (DE4070) NE N and Instructional Delivery Method (DE 4065) EQ C	Informational
4070_03	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: 07/01/2012

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 C courses would fall into this category.

I   Internet-based. Internet-based courses may use a blend of technology D-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_01	Technology Delivery Indicator (DE 4070) missing or invalid	Critical
4070_02	Technology Delivery Indicator (DE 4070) NE N and Instructional Delivery Method (DE 4065) EQ C	Informational
4070_03	Technology Delivery Indicator (DE 4070) EQ N and Instructional Delivery Method (DE 4065) IN (HB, D)	Infomational

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/reference-files.stml.
    DEV.TtYear where t=term and Year 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_01	Developmental Education Primary Strategy (DE 4071) missing or invalid	Critical
4071_02	Developmental Education Primary Strategy (DE 4071) EQ Z and Course is identified as Developmental Education	Critical
4071_03	Developmental Education Primary Strategy (DE 4071) NE Z and Course is not identified as Developmental Education	Critical
4071_04	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding	Critical
4072_02	Modularized Strategy (DE 4072) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M	Critical
4073_02	Compression Strategy (DE 4073) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P	Critical
4074_02	Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ C	Critical
4075_02	Co-Requisite Strategy (DE 4075) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ R	Critical

IDB Edit:		
PDB-SDB 3001_02	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_03	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_01	Modularized Strategy (DE 4072) missing or invalid	Critical
4072_02	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_01	Compression Strategy (DE 4073) missing or invalid	Critical
4073_02	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_01	Contextualized Strategy (DE 4074) missing or invalid	Critical
4074_02	Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ C	Critical

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_01	Co-Requisite Strategy (DE 4075) missing or invalid	Critical
4075_02	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_01	Authorized Reassignment Type (DE 5005) missing or invalid	Critical
5005_02	Authorized Reassignment Type (DE 5005) LT 5 and Authorized Reassignment Time (DE 5010) EQ 0	Critical

Data Element 5010

Authorized Reassignment - Time

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9(4)
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_01   Reassignment Time (DE 5010) missing or non-numeric   Critical

5005_02   Authorized Reassignment Type (DE 5005) LT 5 and Authorized   Critical
             Reassignment Time (DE 5010) EQ 0

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_01	Authorized Reassignment Contact Hours (DE 5015) missing, invalid, or non-numeric	Critical
5015_02	Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5015_03	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_01	Weeks for Authorized Reassignment Contact Hours (DE 5020) missing, invalid, or non-numeric	Critical
5020_02	Weeks for Authorized Reassignment Contact Hours (DE 5020) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5020_03	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.

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

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

Edit:

6005_01   Salary Type (DE 6005) missing, invalid, or non-numeric   Critical

Data Element 6010

Annual Salary

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9(8)
Last Modified: 03/21/1996

Data Element is used in the Following Reports:

❑   State Reports

Description:

Indicates the amount of salary paid to the employee, representing the Salary Type reported in DE 6005. This field is reported on an annual basis for the fiscal year.

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

Edit:

6010_01   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_01   Benefit Type (DE 7005) missing or invalid   Critical

Data Element 7010

Benefits Value

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9(8)
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_01	Benefits Value (DE 7010) missing or non-numeric	Critical
7010_02	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
	146-150	5			FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2017-18 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	9V2	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)*
	110-150	41			FILLER

NOTES:

1. Shaded fields are unique key elements.

2. *Personnel FLEID will not be collected for the 2017-18 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)*
	79-150	71			FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2017-18 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
	94-150	57			FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2017-18 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(4)	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)*
	49-150	102			FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2017-18 reporting year.*

Salary Information 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	9(5)	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(8)	AMOUNT_SALARY	Salary Amount
0120	43-47	5	9(5)	TERM	Term Identifier
1000	48-61	14	X(14)		Florida Education Identifier (FLEID)*
	62-150	89			FILLER

NOTES:

1.   *Shaded fields are unique key elements.*
2.   **Personnel FLEID will not be collected for the 2017-18 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	9(5)	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(8)	VALUE_BENEFIT	Selected Benefits - Value
0120	41-45	5	9(5)	TERM	Term Identifier
1000	46-59	14	X(14)		Florida Education Identifier (FLEID)*
	60-150	91			FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2017-18 reporting year.*

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

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

Contact Hours Taught by Full-Time Instructors

SELECTION CRITERIA

Demographic Table

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

Where

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

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

Activity Table

College	DE 0110
Person Identification Number	DE 0130

Where

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

Instructional Activity Table

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

Where

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

Course Schedule Table

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

Where

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

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

Course is not Recreation and Leisure	DE 4060 NE R

Authorized Reassignment Table

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

Where

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

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

PROCESSES AND CALCULATIONS

1. Match data from Demographic and Employment Activity by Person Identification Number.
2. Match data from Instructional Activity and Course Schedule by Person Identification Number.
3. Sum Authorized Reassignment Contact Hours by Person Identification Number.
4. Using data from Step 1, select Full-Time Instructional Personnel:
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

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

PURPOSE

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

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 because they were employed during the reported term or annually.

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

Select all Activity records.

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

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

Primary Activity Groups by Occupational Activity Codes

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

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

Report employees by Age group.

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

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

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

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

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

PURPOSE

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

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 because they were employed during the reported term or annually.

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

Select all Activity records.

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

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

Primary Activity Groups by Occupational Activity Codes

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

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

Report employees by Contract status.

Data Element Values for DE 1045 (Contract Status) Column Name: CONTRACT_STATUS	
Value	Description
1	Continuing Contract
2	Annual - On Track
3	Annual - Not on Track
4	Not Applicable

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

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

PURPOSE

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

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 because they were employed during the reported term or annually.

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

Select all Activity records.

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

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

Report employees by Degree

Data Element Values for DE 1035 (Degree) Column Name: DEGREE	
Value	Description
1	Doctorate
2	Masters + 30 or more hours
3	Masters
4	Bachelors
5	Associate
6	Less than Associate
7	Other
8	Unknown/Not Applicable

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

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

PURPOSE

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

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 because they were employed during the reported term or annually.

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

Select all Activity records.

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

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

Primary Activity Groups by Occupational Activity Codes

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

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

Report employees by Ethnicity

Data Element Values for Ethnic Origin
Column Name: RACE

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

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

Value	Description
M	Male
F	Female
X	Unknown/Not Reported

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

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

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

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

Benefit Types

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

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Employment Activity Table

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Employment Activity Table

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Employment Activity Table

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

Where

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

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

SELECTION CRITERIA

Demographic Table

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

Where

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

Salary Table

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

Where

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

PROCESSES AND CALCULATIONS

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

Total Salary and Headcounts by Activity/Occupational Activity

SELECTION CRITERIA

Salary Table

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

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

PROCESSES AND CALCULATIONS

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

Total Developmental Education Courses Aggregated by Strategy

SELECTION CRITERIA

Course Schedule Table

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

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

PROCESSES AND CALCULATIONS

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