

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Assignment Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>EJ01</b>	<b>EMPLOYEE-ASSIGNMENT-TYPE</b>	<b>XX</b>
This element describes the type of employee's assignment		

<b>RULES</b>
In the <b>FIRST POSITION</b> , enter <i>Assignment</i> .
<b>OPERATIONS AND SUPPORT:</b>

Coding	Meaning
A	Executive, administrative or managerial activities (e.g., president, vice-president, coordinator); all managers to be reported here if reporting a "1" in EB07).
S	Operations and support activities (e.g., information technology staff, clerical, financial aid technician, admissions and records assistant, mechanic, custodian, groundskeeper); all classified employees that provide support should be reported here, excluding academic support noted below.

**INSTRUCTION:** (See Note 1)

Coding	Meaning
C	Credit-Classroom Instruction
I	Direct academic support (non-teaching activities) (e.g., faculty department chair, or other academic assignments; counselor, librarian, EOPS/DSPS staff, registered nurse, instructional aide, lab assistants and other classified employees providing director support to the classroom
N	Noncredit-Classroom Instruction

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<b>EJ01</b>	<b>EMPLOYEE-ASSIGNMENT-TYPE</b> (continued)	<b>XX</b>
This element describes the type of employee's assignment		

<b>RULES</b>	
In the <b>SECOND POSITION</b> , enter <i>Assignment Status</i> .	
Coding	Meaning
A	Classroom instruction assignment beyond normal workload (Additional teaching for EB08 = "P", Classified Employee)
L	Leave
N	Normal
O	Paid classroom instruction assignment beyond normal workload in a primary term (Overload teaching for EB08 = A, Educational Administrator EB08 = R, Academic, Regular, Tenured EB08 = C, Academic, Contract, Tenure Track
P	Replacement
R	Released/Reassigned
F	Late Retiree Replacement Work performed by an academic temporary (EB08 = T) per Regulation 51025 For Full-time/Part-time obligation calculations (45-Day Rule for Late Retiree).
"Credit" and "Noncredit" are defined in CCR Title 5, Section 55002, Standards and Criteria for Courses and Classes	
"AA", "AO", "IA", "SA", "SO", and "SF", code entries are invalid and will be rejected.	
<b>Related Element Note:</b> If this code is equal to AL, CL, IL, NL or SL then EJ02 (EMPLOYEE-ASSIGNMENT-LEAVE-STATUS) <b>must not be coded "Y"</b> .	
<b>Please note: Child Development Center:</b> If the instructor is an academic certificated instructor who has college Early Childhood Education (ECE) students in the classroom under a normal credit course, then EJ01 would be coded CN.  If the instructor is not an academic certificated instructor and /or has no CE students in the classroom, then EJ01 would be coded SN.	

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**Chart 1: Employee Category Specifications**

	<b>EB07 (EEO6)</b>	<b>EB08 (Classification)</b>	<b>EJ01 (Assignment Type)</b>	<b>EJ08 (FTE)</b>
Educational Administrator	1	A		
Tenured/Tenure Track	2	C,R		
Academic Temporary	2	T		
Classified Administrator	1	P		
	4,5,6,7,8	P	Begins with A	The sum of the FTE for the "A" assignment is greater than sum of the FTE for other assignment types
Classified Professional	3	P	Begins with S or I	
Classified Support	4,5,6,7,8	P	Begins with S or I	The sum of the FTE for the "S" or "I" assignment is greater than sum of the FTE for other assignment types

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**Chart 2: Employee EB/EJ Coding Examples**

Employee EB / EJ Coding						
Position	EE06 Activity (EB07)	Employee Class (EB08)	Assignment Type (EJ01)	Leave Status (EJ02)	Account Code (EJ03)	FTE % (EJ08)
Educational Administrator	1	A	AN CO	Y Y	6010 210200	100 10
Classified Administrator	6	P	AN CA	Y Y	6510 070510	100 10
Admissions/Records Tech	4	P	SN CA	Y Y	6200 130310	100 10
Tenured Faculty	2	R	CN IR CL	Y Y C	220100 6030 220100	60 30 10
Dean of English	1	A	AN CN	Y Y	150100 150400	80 20
Counselor	2	R	IN CN IO	Y Y Y	6310 493010 6310	80 20 10
Academic Temporary	2	T	CN NN CP	Y Y Y	060300 100430 060300	30 10 10
Division Administrative Assistant	4	P	IN IN IA	Y Y Y	150100 150200 150100	80 20 10
Carpenter	6	P	SN	Y	6510	50
Tenure Track Faculty	2	C	CN CL	Y D	070510 070510	80 20

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These are the data elements used to determine full-time faculty obligation specifications based on the MIS data submission. The MIS data is not reflective of all the provisions allowed in Title 5 regulations for purposes of calculating a district's full-time/part-time faculty count and ratio.

**Chart 3 - Full-Time Faculty Obligation Specifications**

Fall Collection		EB07	EB08	EJ01 – 1	EJ01 – 2	EJ08
		EEO6	Employee Classification	Assignment Type Position 1	Assignment Type Position 2	Assignment FTE
<b>Full-Time</b>	Full-Time Faculty	2 – Faculty	R – Tenured C – Tenure Track	I – Academic Support C – Credit Instruction	N – Normal Workload R – Released/Reassigned L – Paid/Unpaid Leave	Sum(FTE)
				A – Administrative S – Support/Ops	R – Released/Reassigned L – Paid/Unpaid Leave	Sum(FTE)
	Teaching by Others		A – Educ. Admin. P – Classified	C – Credit Instruction	N – Normal Workload R – Released/Reassigned L – Paid/Unpaid Leave	Sum(FTE)
	Late Retiree - Work being performed by Academic Temporary	2 -Faculty	T – Academic Temporary	I – Academic Support C – Credit Instruction	F – Late Retiree Replacement	Sum(FTE)
	Late Retiree - Not replaced and work not being performed by Academic Temporary	2 -Faculty	R – Tenured C – Tenure Track	I – Academic Support C – Credit Instruction	F – Late Retiree	Sum(FTE)
<b>Part-Time</b>	Part-Time Faculty	2 – Faculty	T – Academic Temporary	I – Academic Support C – Credit Instruction	N – Normal Workload	Sum(FTE)

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**EJ01 EMPLOYEE-ASSIGNMENT-TYPE**

<b>Processing Edits</b>	
FIELD CHECK	AF, AL, AP, AR, AN, CF, CL, CO, CP, CR, CN, CA, CS, IF, IL, IN, IP, IR, NF, NL, NO, NP, NR, NN, NA, NS, SF, SL, SN, SP, SR
INTEGRITY CHECK	If=AL, CL, NL, IL, SL, then (EJ02) Leave Status must =A, B, C, or D.
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1 <sup>st</sup> position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.
REFERENTIAL CHECK	If Employee Classification = A, R, or C, Assignment Type must = AL, CL, NL, AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AR, CR, IR, or NR
	If= CO, NO, CA, NA, CS, or NS, Hourly Rate (EJ05) must be >0.
	If 1 <sup>st</sup> position = C or N, GI01 cannot be a district code.
	If = C or N, then Account Code (EJ03) must not use ASA code.

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**EJ01      EMPLOYEE-ASSIGNMENT-TYPE**

<b>Change History</b>
Revision: 10/20/02 Added F = Late Retiree Replacement, Note 2. Removed "AS, SS,IS", Removed Note 3. Reference to Appendix R.
Revision: 10/01/00 Added verbiage to "O". Added code S = Non-Primary Term Overload, Added Note 2. "AA", "AO", "IA", "IO", "SA", "SO", and "SF, code entries are invalid and will be rejected. Added Note 3. Reference (Appendix R – Employee Assignment Decision Tables)
Revision: 09/01/00 Updated verbiage. Check current definitions
Revision: 06/01/96 Added Editing Notes: If this code is equal to AL, CL, or NL, then EJ02 (Employee-Assignment-Leave-Status) must be coded as A(Paid Sabbatical), B(Unpaid Sabbatical), C(Paid Other Leave of Absence, or D(Unpaid Other Leave of Absence).  If this code is equal to CY or NY, then EB08 (EMPLOYEE-EMPLOYMENT-CLASSIFCATION) must be coded as O (Other, casual, substitute, etc).
Revision: 05/01/94 Added codes: A = Additional teaching (classified employee only), Y = Not Applicable ( <b>casual employees only</b> ) O=Overload/ <b>Overtime</b>
Implement: 10/01/92