

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Data Reporting Domains and Formats

EMPLOYEE ASSIGNMENT DATA RECORD

Reporting Domain: Report employee assignment records for every employee demographic record using the following criteria:

1. **Multiple assignment records must be reported when an employee has:**
 - a. A change in (GI01) DISTRICT-COLLEGE-IDENTIFIER. If an employee's assignment occurs at the district office, enter district code. If an employee's assignment occurs at a college, enter college code.
 - b. A change in (EJ01) EMPLOYEE-ASSIGNMENT-TYPE. If an employee has multiple (different) types of assignment(s), report separate assignment records.
 - c. A change in (EJ02) EMPLOYEE-ASSIGNMENT-LEAVE-STATUS. If an employee has had multiple (different) types of leave assignments, report separate assignment records.
 - d. A change in (EJ03) EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE. If an employee has multiple (different service) non-instructional assignments and/or multiple (different discipline) instructional assignments, report separate assignment record for each different "ASA" or "TOP" code.
2. An employee can not have more than 25 assignment records, if this occurs, ALL assignment records will be rejected.
3. Every demographic record must have at least one assignment record.
4. An employee can not have duplicate keys in their assignment records. (GI01, GI03, EB00, EJ01, EJ02, and EJ03).
5. EJ01 - 'AA', 'AO', 'IA', 'IO', 'SA', 'SO', and 'SF' assignments are invalid and will be rejected during the edit process.

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Record Length: The record length is 80 characters. The record code is "EJ" and is reported in the first two positions of each record. The electronic submission of the Employee data records are due once a year. Every November 1st, reflecting the employee activity during the Fall term.

Reporting Domain: Mandatory Fall Collection 2003

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>	<u>POSITION</u>
GI90	RECORD CODE	"EJ"	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
EB00	EMPLOYEE-IDENTIFIER	X(09)	009-017
EJ01	EMPLOYEE-ASSIGNMENT-TYPE	X(02)	018-019
EJ02	EMPLOYEE-ASSIGNMENT-LEAVE-STATUS	X(01)	020
EJ03	EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE	X(06)	021-026
EJ04	EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS	99V9	027-029
EJ05	EMPLOYEE-ASSIGNMENT-HOURLY-RATE	999V99	030-034
EJ06	FILLER	9(04)	035-038
EJ07	FILLER	9(06)	039-044
EJ08	EMPLOYEE-ASSIGNMENT-FTE	999V99	045-049
	FILLER	X(31)	050-080

CLEAN UP