

M-Pathways

Human Resource Snapshot

Data Dictionary



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Michigan Administrative Information Services
University of Michigan
September 2008

Comments and Suggestions

Your feedback is very important to us. As a U-M Data Warehouse user, we encourage you to tell us what you like or dislike about this Data Dictionary. Your comments and suggestions will help us improve this and other MAIS documentation for you in the future.

Please e-mail your comments and suggestions to maishelpdesk@umich.edu. Thank you.

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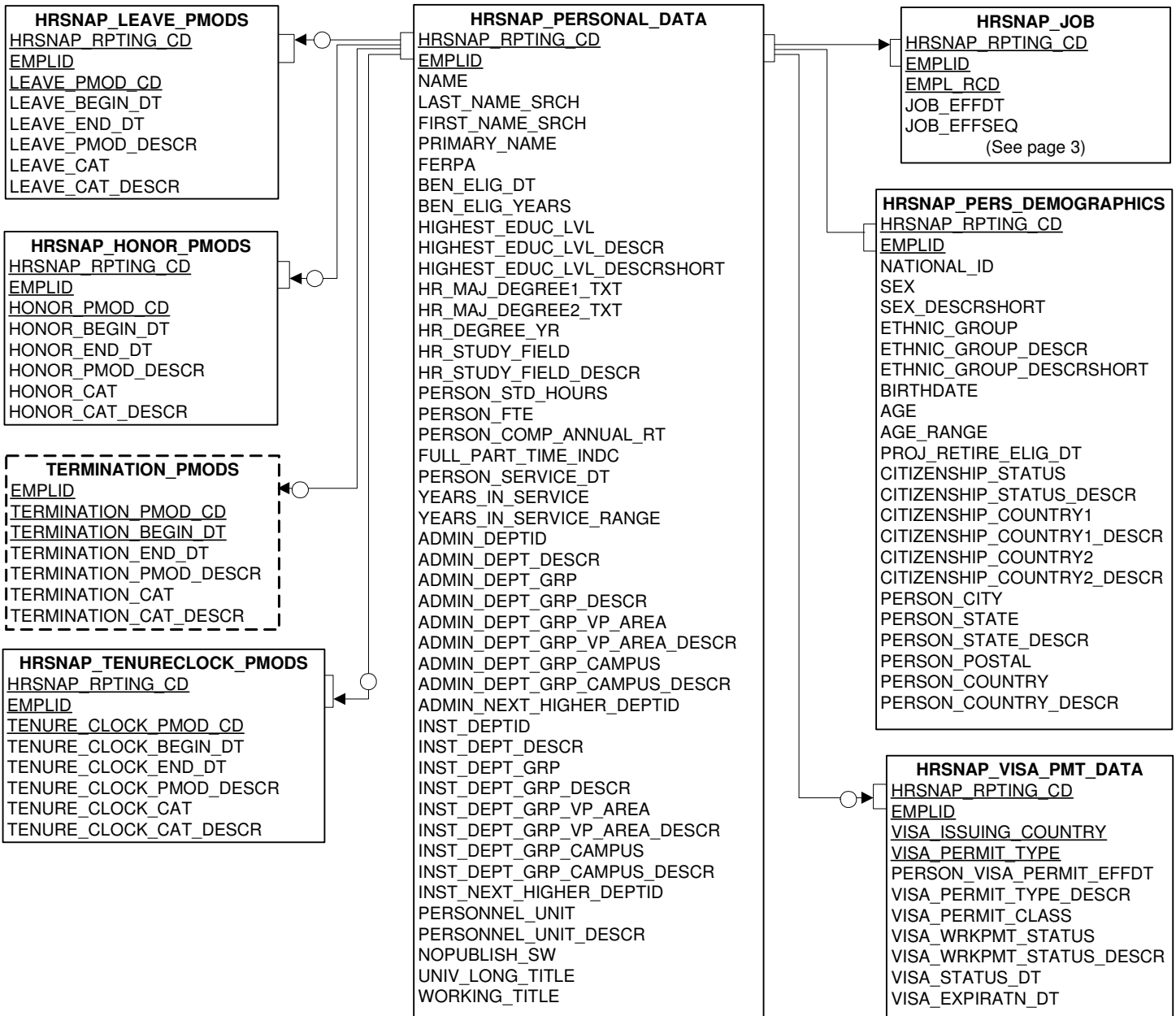
Human Resource Snapshot Tables Diagram

The Human Resource Snapshot Tables Diagram illustrates the *logical* relationships among the Human Resource Snapshot tables. A logical link (connecting line) between two tables indicates that there is a direct data relationship between the two tables. Physically, any tables with a common element can be joined. However, two tables with common elements may not necessarily have logical links to one another. Joining tables without logical links may produce undesired results; a thorough understanding of the data is needed to guarantee accurate results.

All tables within a data set are not necessarily refreshed on the same schedule. It is ***extremely important*** to query the status table to determine when the data in each table was last refreshed and to determine the impact this will have on query results.

Note: The Human Resource Snapshot Tables Diagram is shown on pages 2 through 4.

Person Data and Status tables



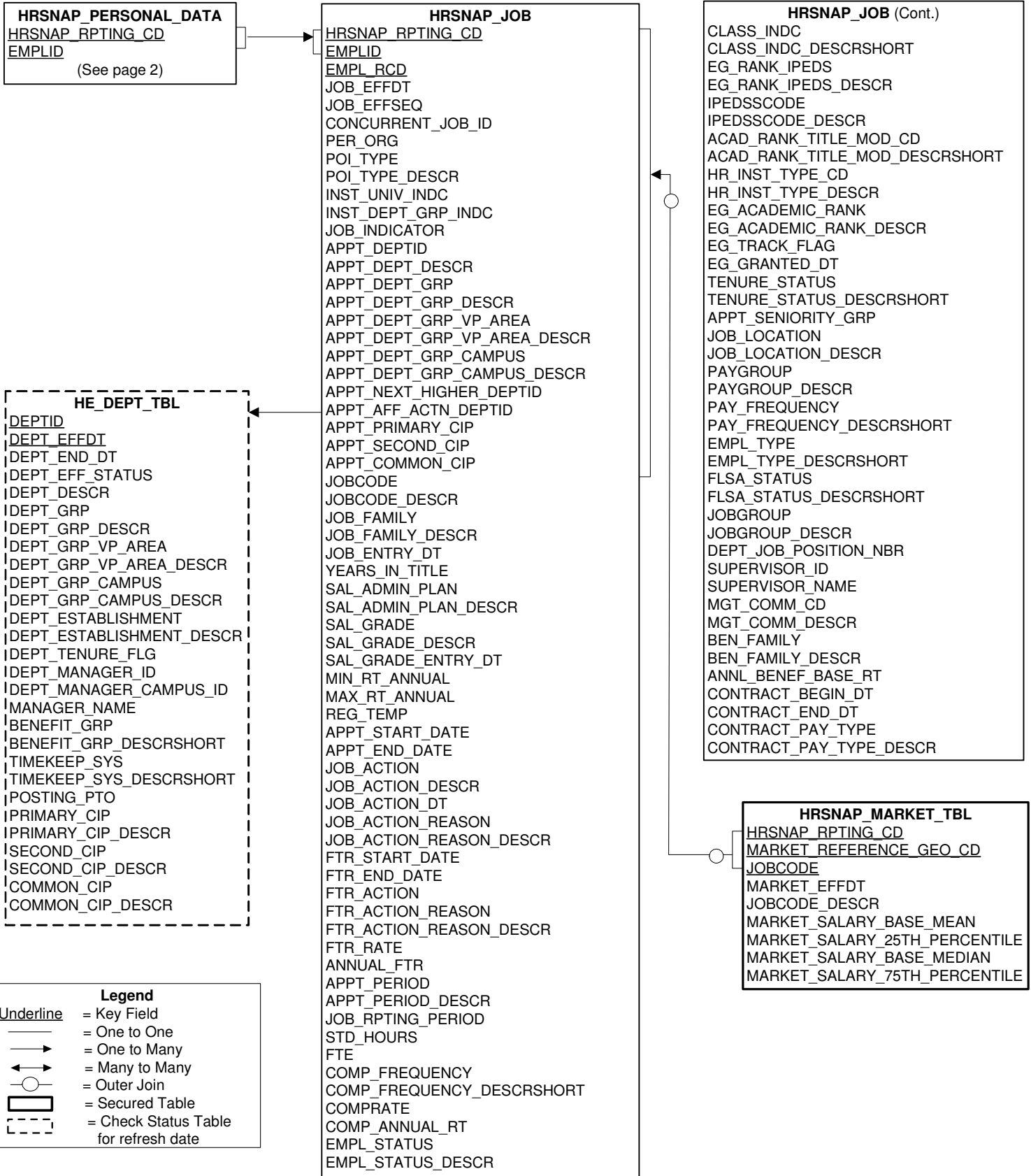
Legend

Underline = Key Field
 ————— = One to One
 —————> = One to Many
 <———— = Many to Many
 ○———— = Outer Join
 [————] = Secured Table
 [- - -] = Check Status Table for refresh date

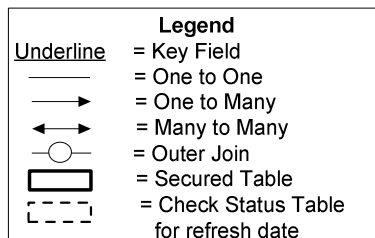
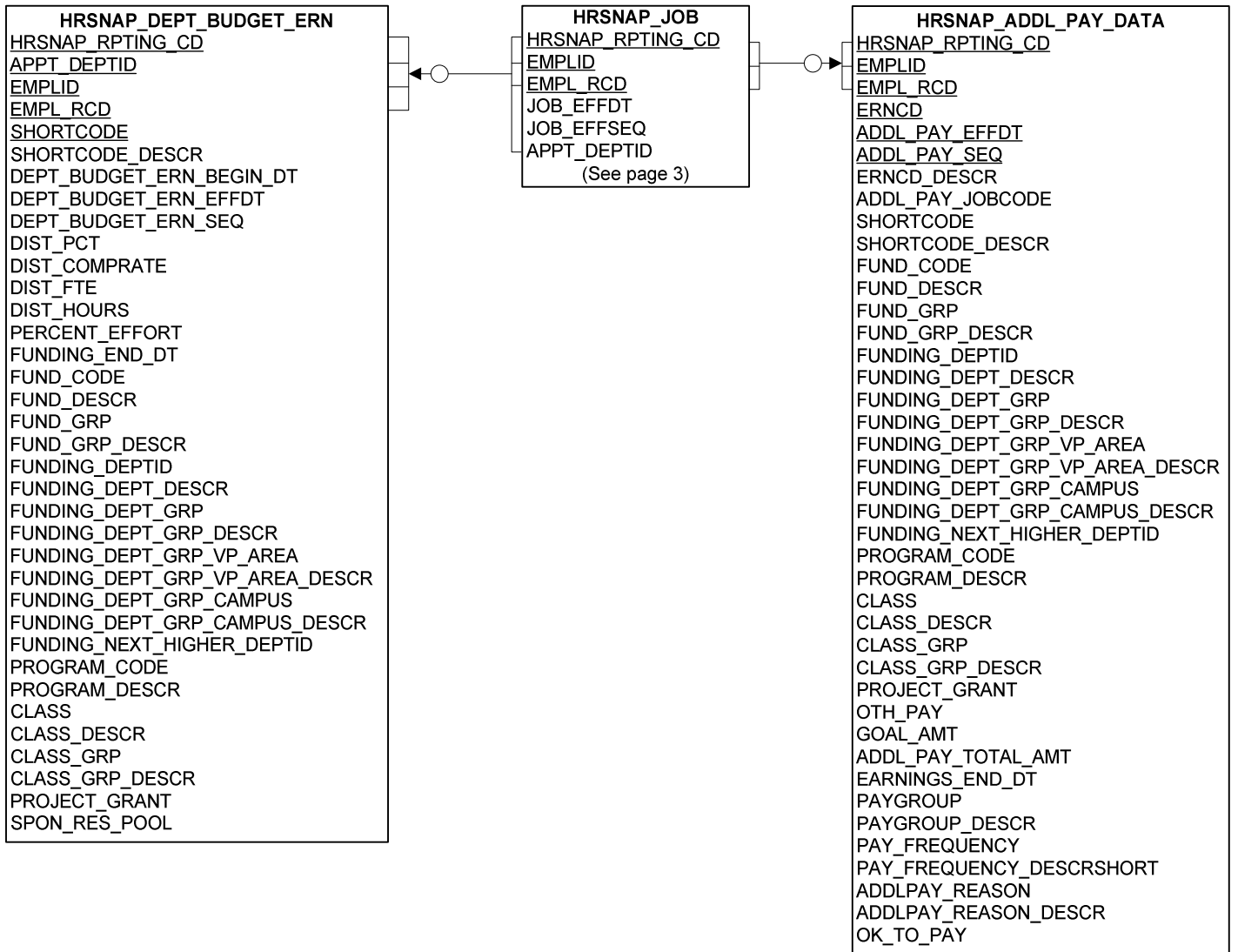
HRSTATUS

DW_DATA
 EXTRACT_DT
 LOAD_DT
 DW_OWNER

Job Data



Job Compensation



Human Resource Snapshot Tables Description

The tables in this data set are populated at a given point in time (snapshot date) to provide a static representation of portions of the Human Resource data set and to provide additional fields that are used for specific internal and external reporting. The snapshot date is a first day of a month.

The tables in this data set are populated with information pertaining to only regular employees (no temporaries) who held an active appointment (including leaves) at the time the snapshot was taken.

This data set will be loaded once a month and will include data as of the first calendar day of that month. Ten years of the November snapshot will be kept in addition to the current month. The November snapshots can be used for trend analysis.

The University implemented a new job classification structure for non-instructional, non-bargained for staff in July, 2005. Changes were made to the Human Resource Snapshot data warehouse tables and reports to reflect the new classification structure. No changes were made to the data element names for existing data elements. However, in a number of cases the data definitions and the headings used on predefined reports have been revised. Historical data remains unchanged and reflects the classification structure that was in place prior to 7/2005.

The Human Resource Snapshot Tables Description provides the following information for each table in the U-M Data Warehouse Human Resource Snapshot data set:

<i>Physical Table Name</i>	Name for the table you can use in SQL queries.
<i>Logical Table Name</i>	Descriptive name of the table.
<i>Data Set Locations</i>	The names of the data sets in which the table resides.
<i>Table Description</i>	Description of the table.

The tables are ordered alphabetically by table physical name.

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
HE_DEPT_TBL	Higher Education Department	M_HRDW1	Historical characteristics of departments, such as department name. This table includes Human Resource specific information as well, such as benefit group and timekeeping system information. Note: This table is part of the Human Resource data set and does not contain point-in-time data.
HRSNAP_ADDL_PAY_DATA	Human Resource Snapshot Additional Pay Data	M_HRDW1	Information about Human Resource managed payments that are made in addition to job compensation (regular pay).

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
HRSNAP_DEPT_BUDGET_ERN	Human Resource Snapshot Department Budget Earnings	M_HRDW1	Information about the distribution, across shortcodes, of job compensation, including overtime.
HRSNAP_HONOR_PMODS	Human Resource Snapshot Honor Person Modifiers	M_HRDW1	Information about a person's honor awards.
HRSNAP_JOB	Human Resource Snapshot Job	M_HRDW1	Characteristics of employee jobs as of the data set snapshot date, such as begin and end dates, compensation rates and tenure status. An employee can have multiple simultaneous jobs.
HRSNAP_LEAVE_PMODS	Human Resource Snapshot Leaves Person Modifiers	M_HRDW1	Information about a person's leave status.
HRSNAP_MARKET_TBL	Human Resource Snapshot Market Table	M_HRDW1	Information about a market-based salary for a particular U of M job classification in a desired geographic area.
HRSNAP_PERS_DEMOGRAPHICS	Human Resource Snapshot Personal Demographics	M_HRDW1	Demographic information about an employee, including information such as sex, ethnic group and birthdate.
HRSNAP_PERSONAL_DATA	Human Resource Snapshot Personal Data	M_HRDW1	Information about an employee, including information such as current name, degree information and instructional department information.
HRSNAP_SOURCE	Human Resource Snapshot Source	M_HRDW1	Status of the update schedule for the Human Resource Snapshot tables.
HRSNAP_TENURECLOCK_PMODS	Human Resource Snapshot Tenure Clock Person Modifiers	M_HRDW1	Information about a person's tenure clock and/or agreement of Assistant Professor status upon completion of PhD.
HRSNAP_VISA_PMT_DATA	Human Resource Snapshot Visa Permit Data	M_HRDW1	Information about a person's visas, including work permit (I9). This table does not include superceded visas.
HRSTATUS	Human Resource Status	M_HRDW1	Status of the update schedule for the Human Resource tables.
TERMINATION_PMODS	Termination Person Modifiers	M_HRDW1	Information about a person's termination status. Note: This table is part of the Human Resource data set and does not contain point-in-time data.

Human Resource Snapshot Data Element Dictionary

The University implemented a new job classification structure for non-instructional, non-bargained for staff in July, 2005. Changes were made to the Human Resource Snapshot data warehouse tables and reports to reflect the new classification structure. No changes were made to the data element names for existing data elements. However, in a number of cases the data definitions and the headings used on predefined reports have been revised. Historical data remains unchanged and reflects the classification structure that was in place prior to 7/2005.

The Human Resource Snapshot Data Element Dictionary contains all the elements found in the U-M Data Warehouse Human Resource Snapshot Tables, ordered alphabetically by element name. Here is a description of the information that the dictionary provides for each element:

<i>Physical Element Name</i>	Name for the element you can use in SQL queries.	
<i>Logical Element Name</i>	Descriptive name of the element.	
<i>Format Type</i>	Type of value of the element (for example: character, number, or date). <i>Note:</i> If the format type for an element is character or date, you must enclose the variable value in single quotes when entering queries.	
<i>Format Length</i>	Total length of the element. For data elements in the format “number,number”, the first number represents the total length of the element. The second number represents the number of digits to the right of the decimal.	
<i>Data Sets</i>	The names of the data sets that contain the element.	
<i>Table Locations</i>	The names of the tables in which the element is located.	
<i>Security Code</i>	The level of security imposed on the element. Values are:	
	P Public data	Data with no access restriction that may be released to the general public.
	R Private/ Confidential data	Data available to University employees who need to access these data to perform their official University duties. Unless otherwise noted, all institutional data is designated as Private/Confidential.
	S Sensitive data	Data available only to University employees who have specific authorization for access. Never release sensitive data in a manner that enables identifying data element values with a specific person or persons.
<i>Element Definition</i>	Description of the element.	
<i>Examples of Valid Values</i>	Either the specific codes that are valid for the element, or samples of the kind of values for the element.	

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_RANK_TITLE_MOD_DESCRSHORT	Academic Rank Title Modifier Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research.	Visiting; Adjunct; Clinical; Research
ACAD_RANK_TITLE_MOD_CD	Academic Rank Title Modifier Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research. Effective July 2001, as appointments are renewed in the HR system, clinical titles will consist only of those equivalent to the former Clin II titles. The former Clin I titles will be coded as "adjunct", along with the other titles historically categorized as adjunct.	V = Visiting; A = Adjunct; C = Clinical; R = Research
ADDL_PAY_EFFDT	Additional Pay Effective Date	Date		M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The date when the additional pay information becomes effective.	08/15/2001
ADDL_PAY_JOBCODE	Additional Pay JobCode	Character	6	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The JobCode associated with a specific employee's additional pay. This JobCode will be blank unless it is needed to override the account associated with the additional pay.	209600 = Resident Director; 971280 = Custodian # II; 028480 = Food Svc Asst (Temp)
ADDL_PAY_SEQ	Additional Pay Sequence Number	Number	2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	A system assigned number that in conjunction with the employee identification code, employment record number, earnings code and additional pay effective date identifies a unique additional pay data row.	1; 2; 3
ADDL_PAY_TOTAL_AMT	Additional Pay Total Amount	Signed Number	12,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The total amount of the additional pay. If the duration of the additional pay is less than a full year, this amount will reflect the total amount to be paid. If the duration of the additional pay is greater than 12 months, this amount reflects the amount paid in 12 months.	-1,204.64; 0.00; 718.15; 44,881.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ADDLPAY_REASON	Additional Pay Reason Code	Character	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	A code reflecting the reason an employee will receive additional pay.	L = Lump Sum; N = Not Specif; P = Performanc
ADDLPAY_REASON_DESCR	Additional Pay Reason Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	A textual description of the code reflecting the reason an employee will receive additional pay.	Lump Sum Payment; Not Specified; Performance Award
ADMIN_DEPT_DESCR	Administrative Department Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the department which is responsible for the terms and conditions of employment for an employee.	Physics Department; College of Lit, Science & Arts;
ADMIN_DEPT_GRP	Administrative Department Group Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the department group of the employee's administrative department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL
ADMIN_DEPT_GRP_CAMPUS	Administrative Department Group Campus Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the campus of the employee's administrative department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
ADMIN_DEPT_GRP_CAMPUS_DESCR	Administrative Department Group Campus Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the campus of the employee's administrative department.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
ADMIN_DEPT_GRP_DESCR	Administrative Department Group Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the department group of the employee's administrative department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School
ADMIN_DEPT_GRP_VP_AREA_DESCR	Administrative Department Group Vice President Area Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the vice presidential area of the employee's administrative department by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ADMIN_DEPT_GRP_VP_AREA	Administrative Department Group Vice President Area Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the vice presidential area of the employee's administrative department by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS
ADMIN_DEPTID	Administrative Department Identification Code	Character	10	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the department which is responsible for the terms and conditions of employment for an employee.	184500 = Physics Department; 170000 = College of Lit, Science & Arts
ADMIN_NEXT_HIGHER_DEPTID	Administrative Department Next Higher Department Identification Code	Character	10	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code representing the department on the department tree one level up from the employee's administrative department. This data is based on the Department Security Tree.	172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff
AGE	Age	Number	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A number representing the employee's age as of the snapshot date.	24; 37; 54
AGE_RANGE	Age Range	Character	5	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The age report grouping within which an employee's age falls as of the snapshot date.	<20; 20-29; 30-39; 40-49; 50-59; 60-64; 65-69; 70-74; 75+
ANNL_BENEF_BASE_RT	Annual Benefits Base Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A number indicating the salary used for benefits. It is system populated based on all eligible compensation rates and additional pay.	0.00; 63,043.31; 100,760.00
ANNUAL_FTR	Annual Full Time Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A number indicating an employee's annual full time rate.	0.00; 14,194.66; 101,300.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPT_AFF_ACTN_DEPTID	Appointing Affirmative Action Department Identification Code	Character	10	M_HRDW1	HRSNAP_JOB	R	A code representing the department identification code an employee's appointing department is mapped to and reported as in Affirmative Action workforce & utilization analysis and Affirmative Action Goals reports. This field should be used for central HRRIS reporting only. Note: This field will be blank in snapshots prior to March 2004 for those job rows where the Job Indicator was not equal to P = Primary.	390000; 510000; 600000
APPT_COMMON_CIP	Appointing Common Classification Of Instructional Programs Code	Character	13	M_HRDW1	HRSNAP_JOB	R	A code representing the common classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	54.1101; 13.1314; 25.0101
APPT_DEPT_DESCR	Appointing Department Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	Physics Department; College of Lit, Science & Arts; UMH Administration
APPT_DEPT_GRP	Appointing Department Group Code	Character	20	M_HRDW1	HRSNAP_JOB	R	A code indicating the department group of the employee's appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL; UM_HOSPITAL
APPT_DEPT_GRP_CAMPUS	Appointing Department Group Campus Code	Character	20	M_HRDW1	HRSNAP_JOB	R	A code indicating the campus of the employee's appointing department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
APPT_DEPT_GRP_CAMPUS_DESCR	Appointing Department Group Campus Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the campus of the employee's appointing department.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPT_DEPT_GRP_DESCR	Appointing Department Group Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the department group of the employee's appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School; U of M Hospital
APPT_DEPT_GRP_VP_AREA	Appointing Department Group Vice President Area Code	Character	20	M_HRDW1	HRSNAP_JOB	R	A code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
APPT_DEPT_GRP_VP_AREA_DESCR	Appointing Department Group Vice President Area Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
APPT_DEPTID	Appointing Department Identification Code	Character	10	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN HRSNAP_JOB	R	A code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	184500 = Physics Department; 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
APPT_END_DATE	Appointment End Date	Date		M_HRDW1	HRSNAP_JOB	R	The last date on which an appointment is in effect. September 9, 3999 represents that an appointment is open-ended.	09/09/2005
APPT_NEXT_HIGHER_DEPTID	Appointing Department Next Higher Department Identification Code	Character	10	M_HRDW1	HRSNAP_JOB	R	A code representing the department on the department tree one level up from the employee's appointing department. This data is based on the Department Security Tree.	172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff
APPT_PERIOD	Appointment Period Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code describing the time period associated with the full time rate for an appointment.	4 = U-Year AA; B = Biweekly; H = Half Term

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPT_PERIOD_DESCR	Appointment Period Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code describing the time period associated with the full time rate for an appointment.	U-Year Ann Arbor (9/12); Biweekly; Half Contract Term
APPT_PRIMARY_CIP	Appointing Primary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HRSNAP_JOB	R	A code representing the primary classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	45.1101; 31.0505; 25.0101
APPT_SECOND_CIP	Appointing Secondary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HRSNAP_JOB	R	A code representing the secondary classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	45.0201; 13.1314; 11.0401
APPT_SENIORITY_GRP	Appointment Seniority Group	Character	40	M_HRDW1	HRSNAP_JOB	R	A negotiated geographical grouping for some bargained-for employees as defined in union bargaining agreements.	UMSTU-Plant Department, Ann Arbor; UMSTU-All Other
APPT_START_DATE	Appointment Start Date	Date		M_HRDW1	HRSNAP_JOB	R	The date on which an appointment begins.	02/10/2001
BEN_ELIG_DT	Benefits Eligibility Date	Date		M_HRDW1	HRSNAP_PERSONAL_DATA	R	The date used to determine eligibility for university contributions toward long-term disability (LTD), compulsory status and retirement eligibility.	08/03/1999
BEN_ELIG_YEARS	Benefits Eligibility Years	Number	2	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The number of years between the person's benefit eligibility date and the snapshot date.	0; 3; 18; 26
BEN_FAMILY	Benefits Family Code	Character	4	M_HRDW1	HRSNAP_JOB	R	A code which groups employees for benefits eligibility.	01 = Professor; 23 = AsstResSc; 70 = Office
BEN_FAMILY_DESCR	Benefits Family Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code which groups employees for benefits eligibility.	Professor; Assistant Research Scientist; Office
BENEFIT_GRP	Benefit Group Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating whether a department is considered a hospital department for benefits purposes.	H = Hospital; O = Other

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
BENEFIT_GRP_DESCRSHORT	Benefit Group Short Description	Character	10	M_HRDW1	HE_DEPT_TBL	R	An abbreviated textual description of the code indicating whether a department is considered a hospital department for benefits purposes.	Hospital; Other
BIRTHDATE	Birth Date	Date		M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	The self-reported birth-date of the person.	01/01/1962
CITIZENSHIP_COUNTRY1	Citizenship Country 1 Code	Character	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A code representing the first or only country of citizenship.	USA = United States DEU = Germany; DNK = Denmark;
CITIZENSHIP_COUNTRY1_DESCR	Citizenship Country 1 Description	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A textual description of the code representing the first or only country of citizenship.	United States Germany; Denmark;
CITIZENSHIP_COUNTRY2	Citizenship Country 2 Code	Character	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A code representing the second country of citizenship.	CHN = China; CYM = Cayman Is; GBR = Gr Britain
CITIZENSHIP_COUNTRY2_DESCR	Citizenship Country 2 Description	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A textual description of the code representing the second country of citizenship.	China, People's Republic of; Cayman Islands; United Kingdom
CITIZENSHIP_STATUS	Citizenship Status Code	Character	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	A code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	1 = U.S. Citzn; 2 = Perm. Res.; 3 = Non Res.; 4 = Tax Treaty; N = Not Indic.
CITIZENSHIP_STATUS_DESCR	Citizenship Status Description	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	A textual description of the code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	U.S. Citizen; Permanent Resident; Non-Resident Alien; Alien Under Tax Treaty Not Indicated
CLASS	Class Code	Character	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code used to group related activities directed towards the accomplishment of a set of common identifiable objectives or purposes.	11000 = General Academic Instruction; 21000= Departmental Research; 72000 = Utilities; 1100x = Gen Acad Instr-ICRX
CLASS_DESCR	Class Name	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code that groups related activities directed towards the accomplishment of a set of common identifiable objectives or purposes.	General Academic Instruction; Departmental Research; Utilities; Gen Acad Instr-ICRX

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CLASS_GRP	Class Group Code	Character	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code used to group classes that serve a similar purpose.	INSTRUCTION; ADMINISTRATION; SCHOLARSHIPS
CLASS_GRP_DESCR	Class Group Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of a code used to group classes that serve a similar purpose.	Instruction Functions; Administration Functions; Scholarship Functions
CLASS_INDC	Classified/ Unclassified Indicator Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code used to categorize appointments for administrative purposes. For example, when performing salary analysis, you may choose to exclude summer salary (CLASS_INDC = 'S').	A = Actg Appt; C = Regular; O = Over load; S = Summer; T = Temporary
CLASS_INDC_DESCRSHORT	Classified/ Unclassified Indicator Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code used to categorize appointments for administrative purposes. For example, when performing salary analysis, you may choose to exclude summer salary (CLASS_INDC = 'S').	Actg Appt; Regular; Over load; Summer; Temporary
COMMON_CIP	Common Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	54.0101 = History, General; 13.1314 = Physical Education Teaching an; 25.0101 = Library Science/Librarianship
COMMON_CIP_DESCR	Common Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	History, General; Physical Education Teaching an; Library Science/Librarianship
COMP_ANNUAL_RT	Compensation Annual Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A system calculated number based on compensation rate, compensation frequency, and standard hours indicating the annual base compensation rate for a specific employee appointment.	0.00; 45,048.00; 337,030.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
COMP_FREQUENCY	Compensation Frequency Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating how the compensation rate is expressed. For example, if the compensation rate is annual, the compensation rate is expressed as a yearly rate.	A= Annual; H = Hourly; B = Biweekly
COMP_FREQUENCY_DESCRSHORT	Compensation Frequency Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code indicating how the compensation rate is expressed.	Annual; Hourly; Biweekly
COMPRATE	Compensation Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A number representing the base compensation received by an employee for a job.	0.00; 934.52; 50,047.00; 573,681.68
CONCURRENT_JOB_ID	Concurrent Job Identification Code	Character	15	M_HRDW1	HRSNAP_JOB	R	A code made up of employee identification number and employment record number allowing for a count of appointments in a department.	255825421; 001435690
CONTRACT_BEGIN_DT	Contract Begin Date	Date		M_HRDW1	HRSNAP_JOB	R	The date an employee's contract began.	09/01/2001
CONTRACT_END_DT	Contract End Date	Date		M_HRDW1	HRSNAP_JOB	R	The date on which a contract ends for an employee. September 9, 3999 represents that a contract is open-ended.	04/30/2002
CONTRACT_PAY_TYPE	Contract Payment Type Code	Character	10	M_HRDW1	HRSNAP_JOB	R	A code indicating the period of time over which an employee's contract will be paid.	Per Period = Pay Over the Contract; UYRT = UYR 8/8; TERM = Fall, Winter or Spr/Sum Term
CONTRACT_PAY_TYPE_DESCR	Contract Payment Type Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the period of time over which an employee's contract will be paid.	Pay Over the Contract; UYR 8/8; Fall, Winter or Spr/Sum Term
DEPT_BUDGET_ERN_BEGIN_DT	Department Budget Earnings Begin Date	Date		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The date on which the DIST_COMPRATE, DIST_FTE and DIST_HOURS fields became effective. This date will be the most recent effective date of either the department budget earnings data or the related job data.	09/01/2001

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_BUDGET_ERN_EFFDT	Department Budget Earnings Effective Date	Date		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The date on which the distribution of job compensation across shortcode(s) becomes effective.	12/03/2001
DEPT_BUDGET_ERN_SEQ	Department Budget Earnings Sequence Number	Number	2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	A system assigned number, which in combination with the appointing department identification number, employee identification number, employment record number, and effective date identifies a unique department budget earnings row.	0; 1; 2; 3
DEPT_DESCR	Department Name	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Physics Department; College of Lit, Science & Arts; UMH Administration
DEPT_EFF_STATUS	Department Effective Status Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code specifying the current status of a U of M department.	A = Active; I = Inactive
DEPT_EFFDT	Department Effective Date	Date		M_HRDW1	HE_DEPT_TBL	R	The date when the department status becomes effective.	01/01/1998
DEPT_END_DT	Department End Date	Date		M_HRDW1	HE_DEPT_TBL	R	The last date on which the department status is effective. September 9, 3999 represents that the department status is open-ended.	01/01/1999
DEPT_ESTABLISHMENT	Department Establishment Code	Character	12	M_HRDW1	HE_DEPT_TBL	R	A code representing the department location.	AA = Univ of Michigan - Ann Arbor; FLNT = Univ of Michigan - Flint; DRBN = Univ of Michigan - Dearborn; UMICH = Univ of Michigan - Hospital

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_ESTABLISHMENT_DESCR	Department Establishment Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the department location.	Univ of Michigan - Ann Arbor; Univ of Michigan – Flint; Univ of Michigan – Dearborn; Univ of Michigan – Hospital
DEPT_GRP	Department Group Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to group U of M departments for reporting purposes. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL; UM_HOSPITAL
DEPT_GRP_CAMPUS	Department Group Campus Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to identify department groups by campus.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
DEPT_GRP_CAMPUS_DESCR	Department Group Campus Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to identify department groups by campus.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
DEPT_GRP_DESCR	Department Group Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to group U of M departments for reporting purposes. This description is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School; U of M Hospital
DEPT_GRP_VP_AREA	Department Group Vice President Area Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to group department groups by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
DEPT_GRP_VP_AREA_DESCR	Department Group Vice President Area Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to group department groups by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
DEPT_JOB_POSITION_NBR	Department Job Position Number	Character	8	M_HRDW1	HRSNAP_JOB	R	A departmental supplied and managed position number which allows departments to keep track of their positions and staff in those positions.	001; 002; 003

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_MANAGER_CAMPUS_ID	Department Manager Campus Identification Code	Character	16	M_HRDW1	HE_DEPT_TBL	R	The U of M unqiune assigned to a person in a department who receives financial reports such as Statement of Activity.	jsmith; anndoe
DEPT_MANAGER_ID	Department Manager Identification Code	Character	11	M_HRDW1	HE_DEPT_TBL	R	A system assigned number used to uniquely identify a person in a department who receives financial reports such as Statement of Activity.	25582542
DEPT_TENURE_FLG	Department Tenure Flag	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating whether a department is a tenure granting department.	Y = Yes; N = No
DEPTID	Department Identification Code	Character	10	M_HRDW1	HE_DEPT_TBL	R	A code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	184500 = Physics Department; 170000 = College of Lit, Science & Arts; 31167 = UMH Administration
DIST_COMPRATE	Distribution Compensation Rate	Number	14,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	A number representing the portion of the employee's job compensation rate that is distributed to a specific shortcode.	8.00; 7.75; 10.93
DIST_FTE	Distribution Full Time Equivalent	Number	7,6	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	A number representing the portion of the employee's job FTE (full-time-equivalent) that is distributed to a specific shortcode.	0.00; 0.3875; 0.36325; 0.170008; 1.00
DIST_HOURS	Distribution Hours	Number	4,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The number of standard hours for the employee's job that are distributed to a specific shortcode.	40.00; 10.00; 32.00
DIST_PCT	Distribution Percentage	Number	6,3	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The percentage of an employee's compensation rate that is distributed to a specific shortcode for payment.	0.000; 0.740; 3.992; 75.000; 100.000
DW_DATA	Data Warehouse Data	Character	50	M_HRDW1	HRSTATUS	R	The names of the data warehouse objects that were loaded. These objects could be a data set, a group of tables or an individual table.	Human Resource Tables; Human Resource Snapshot Tables; EARNINGS_TBL; Historical Chartfield Tables

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DW_OWNER	Data Warehouse Owner	Character	8	M_HRDW1	HRSTATUS	R	The owner (oracle schema) of the data warehouse objects that were loaded.	m_hrdw1; m_pydw1; m_gldw1
EARNINGS_END_DT	Earnings End Date	Date		M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The date on which additional pay for a specific employee and earnings code ends. September 9, 3999 represents that the payments are open-ended.	03/31/2001
EG_ACADEMIC_RANK	Education/ Government Academic Rank Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	003 = Assistant Professor; 040 = Visiting Research Scientist; 050 = Graduate Student Instructor
EG_ACADEMIC_RANK_DESCR	Education/ Government Academic Rank Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code currently used by Human Resource Record and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	Assistant Professor; Visiting Research Scientist; Graduate Student Instructor
EG_GRANTED_DT	Education/ Government Granted Date	Date		M_HRDW1	HRSNAP_JOB	R	The date that tenure was first effective for an instructional appointment.	08/10/2000
EG_RANK_IPEDS	Education/ Government Rank Integrated Post- Secondary Education Data System Code	Character	2	M_HRDW1	HRSNAP_JOB	R	A code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting.	1 = Professor; 2 = Assoc Prf; 6 = GSI
EG_RANK_IPEDS_DESCR	Education/ Government Rank Integrated Post- Secondary Education Data System Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting.	Professor; Associate Professor; Graduate Student Instructor
EG_TRACK_FLAG	Education/ Government Tracking Flag	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating whether a JobCode is considered to be on the tenure track.	Y = Yes; N = No

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
EMPL_RCD	Employee Record Number	Number	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN HRSNAP_JOB	R	A system assigned number which along with employee identification number, effective date and effective sequence, identifies an employee's unique job(s).	0; 1; 2; 3
EMPL_STATUS	Employee Status Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating an employee's status related to a specific job.	A = Active; L = Leave of Absence; P = Leave With Pay
EMPL_STATUS_DESCR	Employee Status Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating an employee's status related to a specific job.	Active; Leave of Absence; Leave With Pay
EMPL_TYPE	Employee Type Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating what type of employee an individual is considered to be related to a specific job.	E = Excep Hrly; H = Hourly; N = Not Appl ; S = Salaried
EMPL_TYPE_DESCRSHORT	Employee Type Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code indicating what type of employee an individual is considered to be related to a specific job.	Excep Hrly; Hourly; Not Appl ; Salaried
EMPLID	Employee Identification Code	Character	11	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN HRSNAP_HONOR_PMODS HRSNAP_JOB HRSNAP_LEAVE_PMODS HRSNAP_PERS_DEMOGRAPHICS HRSNAP_PERSONAL_DATA HRSNAP_TENURECLOCK_PMODS HRSNAP_VISA_PMT_DATA TERMINATION_PMODS	R	A system assigned number to uniquely identify a person at U of M. Commonly referred to as UMID.	25582542
ERNCD	Earnings Code	Character	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	A code identifying the type of pay used to calculate a payroll amount.	REG = Regular ; SWP = SckWOPay; OTP = OTPrem; HOL = Holiday LTD = Disability; FEL = Fellowship

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ERNCD_DESCR	Earnings Code Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The textual description of the code identifying the type of pay used to calculate a payroll amount.	Regular ; Sick Without Pay; Overtime 1.5; Holiday; Long Term Disability; Fellowship
ETHNIC_GROUP	Ethnic Group Code	Character	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A code representing a person's ethnic group or race. These codes represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	0 = None; 1 = White; 2 = Black; 3 = Hispanic; 4 = Asian; 5 = Native Amr; 6 = Not Incl
ETHNIC_GROUP_DESCRSHORT	Ethnic Group Short Description	Character	10	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	An abbreviated textual description of the code representing a person's ethnic group or race. These descriptions represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	None; White; Black; Hispanic; Asian; Native Amr; Not Incl
ETHNIC_GROUP_DESCR	Ethnic Group Description	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A textual description of the code representing a person's ethnic group or race. These descriptions represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	None; White, Not of Hispanic Origin; Black/African-American; Hispanic/Latino; Asian/Pacific Islander; American Indian/Alaskan Native; Not Included
EXTRACT_DT	Extract Date	Date/Time		M_HRDW1	HRSNAP_SOURCE HRSTATUS	R	The date and time at which the data was extracted from the source system.	07/22/2000 7:06:17 PM
FERPA	Family Education Rights and Privacy Act Code	Character	1	M_HRDW1	HRSNAP_PERSONAL_DATA	S	A code indicating if an individual has invoked their Family Education Rights and Privacy Act (FERPA) option to restrict the release of public information from their records. FERPA does not become effective until the individual is a student.	Y = Yes; N = No

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
FIRST_NAME_SRCH	First Name Search	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The system generated first name used to search for a person. The first name is capitalized and punctuation and embedded spaces are removed. This is a person's preferred name, if available; otherwise, this is a person's primary name.	BARB; JOSEPH; BILL
FLSA_STATUS	Fair Labor Standards Act Status Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code that defines groups of JobCodes according to the Fair Labor Standards Act (FLSA), used to administer overtime payments and to trigger some benefits.	A = Administr; N = Nonexempt; X = No FLSA
FLSA_STATUS_DESCRSHORT	Fair Labor Standards Act Status Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code that defines groups of JobCodes according to the Fair Labor Standards Act (FLSA), used to administer overtime payments and to trigger some benefits.	Administrative; Nonexempt; No FLSA Required
FTE	Full Time Equivalent	Number	7,6	M_HRDW1	HRSNAP_JOB	R	The system calculated percent of effort derived from standard hours for an employee in a job.	0.00; 0.3875; 0.36325; 0.170008; 1.00
FTR_ACTION	Full Time Rate Action Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code indicating the type of action that has occurred to change an employee's full time rate related to a specific job.	Pay = Pay Rate Change
FTR_ACTION_REASON	Full Time Rate Action Reason Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code indicating the reason for a change in the full time rate for an appointment.	ARB = Reappointed to Different Rate; AR2 = Promotion; AR7 = Merit
FTR_ACTION_REASON_DESCR	Full Time Rate Action Reason Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the reason for a change in the full time rate for an appointment.	Reappointed to Different Rate; Promotion; Merit
FTR_END_DATE	Full Time Rate End Date	Date		M_HRDW1	HRSNAP_JOB	R	The last date on which the full time pay rate for an appointment is in effect. September 9, 3999 represents that a full time rate is open-ended.	05/06/2002

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
FTR_RATE	Full Time Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	The full time rate equivalent of an employee's compensation rate for a specific job.	0.00; 8,333.00; 65,428.18; 352,647.00
FTR_START_DATE	Full Time Rate Start Date	Date		M_HRDW1	HRSNAP_JOB	R	The date the full time rate related to an employee's specific job started.	04/16/2001
FULL_PART_TIME_INDC	Full-time Part-time Indicator Code	Character	1	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code representing an employee's full or part-time status based on the total number of standard hours worked in one week for all active and paid leave appointments, considering 40 hours a week full-time.	F = Full-Time; P = Part-Time
FUND_CODE	Fund Code	Character	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code used to identify the source of funds and intended use of the funds.	10000 = General; 52000 = Auxiliary-Internal Services
FUND_DESCR	Fund Name	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of a code that identifies the source of funds and intended use of the funds.	General; Auxiliary-Internal Services
FUND_GRP	Fund Group Code	Character	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code used to group funds for reporting purposes. Note: sourced from the UM_FUND_GROUP tree.	AUXILIARY = Auxiliary; PLANT = Plant
FUND_GRP_DESCR	Fund Group Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code used to group funds for reporting purposes.	Auxiliary; Plant
FUNDING_DEPT_DESCR	Funding Department Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code indicating the department which is responsible for providing this particular funding for a specific job.	Physics Department; College of Lit, Science & Arts; UMH Administration
FUNDING_DEPT_GRP	Funding Department Group Code	Character	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code indicating the department group of the employee's funding department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL; UM_HOSPITAL
FUNDING_DEPT_GRP_CAMPUS	Funding Department Group Campus Code	Character	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code indicating the campus of the employee's funding department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
FUNDING_DEPT_GRP_CAMPUS_DESCR	Funding Department Group Campus Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code indicating the campus of the employee's funding department.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
FUNDING_DEPT_GRP_DESCR	Funding Department Group Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code indicating the department group of the employee's funding department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School; U of M Hospital
FUNDING_DEPT_GRP_VP_AREA	Funding Department Group Vice President Area Code	Character	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code indicating the vice presidential area of the employee's funding department by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
FUNDING_DEPT_GRP_VP_AREA_DESCR	Funding Department Group Vice President Area Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the code indicating the vice presidential area of the employee's funding department by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
FUNDING_DEPTID	Funding Department Identification Code	Character	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code indicating the department which is responsible for providing this particular funding for a specific job.	184500 = Physics Department 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
FUNDING_END_DT	Funding End Date	Date		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The date on which a department is no longer responsible for providing this particular funding for a specific job. September 9, 3999 represents that the funding for a specific job is open-ended.	11/17/2001
FUNDING_NEXT_HIGHER_DEPTID	Funding Department Next Higher Department Identification Code	Character	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code representing the department on the department tree one level up from the employee's funding department. This data is based on the Department Security Tree.	172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
GOAL_AMT	Goal Amount	Signed Number	10,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The total amount to be paid for a unique additional pay funding line. This data is stored if provided by the department or is required if payment does not begin and end on a regular pay cycle.	0.00; 3,213.26; 19,280.00
HIGHEST_EDUC_LVL	Highest Education Level Code	Character	2	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	A = Not Indic; F = 2-Yr Coll; P = Nurs Dipl
HIGHEST_EDUC_LVL_DESCRSHORT	Highest Education Level Short Description	Character	10	M_HRDW1	HRSNAP_PERSONAL_DATA	R	An abbreviated textual description of the code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	Not Indic; 2-Yr Coll; Nurs Dipl
HIGHEST_EDUC_LVL_DESCR	Highest Education Level Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	Not Indicated; 2-Year College Degree; Nursing Diploma
HONOR_BEGIN_DT	Honor Person Modifier Begin Date	Date		M_HRDW1	HRSNAP_HONOR_PMODS	R	The date an honor award for a person began.	04/23/2001
HONOR_CAT	Honor Person Modifier Category Code	Character	3	M_HRDW1	HRSNAP_HONOR_PMODS	R	A code indicating the person modifier category associated with a specific honor person modifier code.	H = Honors
HONOR_CAT_DESCR	Honor Person Modifier Category Description	Character	30	M_HRDW1	HRSNAP_HONOR_PMODS	R	A textual description of the code indicating the person modifier category associated with a specific honor person modifier code.	Honors
HONOR_END_DT	Honor Person Modifier End Date	Date		M_HRDW1	HRSNAP_HONOR_PMODS	R	The date an honor award for a person ends. September 9, 3999 represents that an honor award is open-ended.	04/23/2002

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
HONOR_PMOD_CD	Honor Person Modifier Code	Character	3	M_HRDW1	HRSNAP_HONOR_PMODS	R	A code indicating the honor award for a specific employee.	DC = DisUnvPrf; DD = SchColPrf; DG = CollegePrf
HONOR_PMOD_DESCR	Honor Person Modifier Description	Character	30	M_HRDW1	HRSNAP_HONOR_PMODS	R	A textual description of the code indicating the honor award for a specific employee.	Distinguished Univ Prof; School/College Professorship; Collegiate Professorship
HR_DEGREE_YR	Human Resource Degree Year	Number	4	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The year in which the highest degree reported to U of M for an employee was earned.	1959; 1972; 2000
HR_INST_TYPE_CD	Human Resource Instructor Type Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code representing the instructional category an individual is in, based on JOB_FAMILY, TENURE_STATUS and EG_ACADEMIC_RANK.	F = Tenure/Tenure Track; L = Lecturers; C = Clinical Faculty; S = Supplemental Faculty
HR_INST_TYPE_DESCR	Human Resource Instructor Type Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code representing the instructional category an individual is in, based on job family and tenure status.	Tenure/Tenure Track; Lecturers; Clinical Faculty; Supplemental Faculty
HR_MAJ_DEGREE1_TXT	Human Resource Major Degree 1 Text	Character	6	M_HRDW1	HRSNAP_PERSONAL_DATA	R	Degree(s) earned above a high school diploma by an employee. This is a free form text field.	B.S.; M.A.; J. D.
HR_MAJ_DEGREE2_TXT	Human Resource Major Degree 2 Text	Character	16	M_HRDW1	HRSNAP_PERSONAL_DATA	R	Degree(s) earned above a high school diploma by an employee. This is a free form text field.	B.S.; M.A.; J. D.
HR_STUDY_FIELD	Human Resource Study Field Code	Character	4	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code representing the primary field of study associated with the highest degree earned as reported to U of M by an employee. Note: These study field codes may not equate to the study fields found in the student data set.	0000 = No Known Education Field; 0930 = Welding Technologies; 2003 = Clinical Psychology
HR_STUDY_FIELD_DESCR	Human Resource Study Field Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code representing the primary field of study associated with the highest degree earned as reported to U of M by an employee. Note: These study field codes may not equate to the study fields found in the student data set.	No Known Education Field; Welding Technologies; Clinical Psychology

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	Character	8	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN HRSNAP_HONOR_PMODS HRSNAP_JOB HRSNAP_LEAVE_PMODS HRSNAP_MARKET_TBL HRSNAP_PERS_DEMOGRAPHICS HRSNAP_PERSONAL_DATA HRSNAP_SOURCE HRSNAP_TENURECLOCK_PMODS HRSNAP_VISA_PMT_DATA	R	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	NOV2001; MAR2002; NOV2002
INST_DEPT_DESCR	Instructional Department Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the academic department to which, as of the snapshot date, an instructional employee has instructional allegiance.	Physics Department College of Lit, Science & Arts
INST_DEPT_GRP	Instructional Department Group Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the department group of the employee's instructional department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL
INST_DEPT_GRP_CAMPUS	Instructional Department Group Campus Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the campus of the employee's instructional department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
INST_DEPT_GRP_CAMPUS_DESCR	Instructional Department Group Campus Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the campus of the employee's instructional department.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
INST_DEPT_GRP_DESCR	Instructional Department Group Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the department group of the employee's instructional department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
INST_DEPT_GRP_INDC	Instructor Department Group Indicator Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating which instructional appointment within a department group will be used for reporting when each individual can be counted only once in each department group. A value of '1' identifies the row of instructional data used in such reports. A value of "0" (zero) identifies the row(s) of instructional data not used in such reports. A value of "blank" identifies the row(s) of data that are not instructional appointments.	1; 0; blank
INST_DEPT_GRP_VP_AREA	Instructional Department Group Vice President Area Code	Character	20	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the vice presidential area of the employee's instructional department by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA _AFF; VP_STUDENT_AFFAI RS
INST_DEPT_GRP_VP_AREA_DESCR	Instructional Department Group Vice President Area Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code indicating the vice presidential area of the employee's instructional department by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs
INST_DEPTID	Instructional Department Identification Code	Character	10	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating the academic department to which, as of the snapshot date, an instructional employee has instructional allegiance.	184500= Physics Department; 170000 = College of Lit, Science & Arts
INST_NEXT_HIGHER_DEPTID	Instructional Department Next Higher Department Identification Code	Character	10	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code representing the department on the department tree one level up from the employee's instructional department. This data is based on the Department Security Tree.	172200 = LS&A Natural Science Departmen; 102500 = Off Provost & Exec VP Acad Aff

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
INST_UNIV_INDC	Instructor University Indicator Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating which instructional appointment will be used for reporting when each individual can be counted only once across all appointments at U of M. A value of '1' identifies the row of instructional data used in such reports. A value of "0" (zero) identifies the row(s) of instructional data not used in such reports. A value of "blank" identifies the row(s) of data that are not instructional appointments.	1; 0; blank
IPEDSSCODE	Integrated Post-Secondary Education Data System Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP), to group all JobCodes for educational governmental reporting.	1 = Ex/Ad/Man; 2 = Fac(I/R/P); N = No IPEDS
IPEDSSCODE_DESCR	Integrated Post-Secondary Education Data System Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP) to group all JobCodes for educational governmental reporting.	Executive/Admin/Managerial; Faculty(Instrctr/Rsrch/Pub Svc); No IPEDS-S Reporting
JOB_ACTION	Job Action Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code indicating the most recent type of action, as of the snapshot date, that has occurred related to a job.	DTA = Data Change; HIR = Hire; PAY = Pay Rate Change
JOB_ACTION_DESCR	Job Action Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code indicating the most recent type of action, as of the snapshot date, that has occurred related to a job.	Data Change; Hire; Pay Rate Change
JOB_ACTION_DT	Job Action Date	Date		M_HRDW1	HRSNAP_JOB	R	The date the most recent action, as of the snapshot date, related to a job was entered into the system.	08/15/2001

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
JOB_ACTION_REASON	Job Action Reason Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code providing more detailed information regarding the reason the most recent action, as of the snapshot date, occurred related to a job.	AR7 = Merit; CTR = Effort Change; HIR = New Hire
JOB_ACTION_REASON_DESCR	Job Action Reason Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code providing more detailed information regarding the reason the most recent action, as of the snapshot date, occurred related to a job.	Merit; Effort Change; New Hire
JOB_EFFDT	Job Effective Date	Date		M_HRDW1	HRSNAP_JOB	R	The date on which job related information became effective.	08/15/2001
JOB_EFFSEQ	Job Effective Sequence Number	Number	3	M_HRDW1	HRSNAP_JOB	R	A system assigned number that in conjunction with the employee identification code, employment record number, and job effective date identifies a unique job row.	0; 1; 2; 3
JOB_ENTRY_DT	Job Entry Date	Date		M_HRDW1	HRSNAP_JOB	R	The most current date an employee entered a specific JobCode. This date is system generated for graduate students and is maintained by Staff Records for all other job families.	09/02/2001
JOB_FAMILY	Job Family Code	Character	6	M_HRDW1	HRSNAP_JOB	R	A code that groups JobCodes with similar classification and compensation structures, benefits plans, and applicable Standard Practice Guide sections.	10 = Regular Instructional; 210 = Information Technology; 260 = Patient Care Services
JOB_FAMILY_DESCR	Job Family Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code that groups JobCodes with similar classification and compensation structures, benefits plans, and applicable Standard Practice Guide sections.	Regular Instructional; Information Technology; Patient Care Services

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
JOB_INDICATOR	Job Indicator Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating whether a specific job is considered the employee's primary or secondary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the snapshot date.	P = Primary Job; S = Secondary Job;
JOB_LOCATION	Job Location Code	Character	10	M_HRDW1	HRSNAP_JOB	R	A code associated with DEPTID that is used to identify location as required for state unemployment reporting purposes. This field is not to be confused with APPT_DEPT_GRP_CAMPUS.	AA CAMPUS = Ann Arbor Campus; DRBN = Dearborn Campus; FLNT = Flint Campus
JOB_LOCATION_DESCR	Job Location Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code associated with DEPTID that is used to identify location as required for state unemployment reporting purposes.	Ann Arbor Campus; Dearborn Campus; Flint Campus
JOB_RPTING_PERIOD	Job Reporting Period	Character	6	M_HRDW1	HRSNAP_JOB	R	A grouping of the appointment period associated with a job, into U-Year or fiscal year.	U-Year; Fiscal
JOBCODE	JobCode	Character	6	M_HRDW1	HRSNAP_JOB HRSNAP_MARKET_TBL	R	A code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	100800 = Chancellor; 201000 = Professor; 101324 = Accountant Assoc
JOBCODE_DESCR	JobCode Description	Character	30	M_HRDW1	HRSNAP_JOB HRSNAP_MARKET_TBL	R	A textual description of the code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	Chancellor; Professor; Accountant Assoc
JOBGROUP	Job Group Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code that groups JobCodes according to a system negotiated between the University and the Office of Federal Contract Compliance Programs.	000 = Temporary; 525 = Lab Professionals; 964 = Cooks & Bakers
JOBGROUP_DESCR	Job Group Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code that groups JobCodes according to a system negotiated between the University and the Office of Federal Contract Compliance Programs.	Temporary; Lab Professionals; Cooks & Bakers

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
LAST_NAME_SRCH	Last Name Search	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The system generated last name used to search for a person and to sort the name list. The last name is capitalized and punctuation and embedded spaces are removed. For example, 'de la Garza' becomes DELAGARZA. This is a person's preferred name, if available; otherwise, this is a person's primary name.	DELAGARZA; SMITH JR; WASHINGTON
LEAVE_BEGIN_DT	Leave Person Modifier Begin Date	Date		M_HRDW1	HRSNAP_LEAVE_PMODS	R	The date the leave person modifier began for a specific employee.	07/05/2001
LEAVE_CAT	Leave Person Modifier Category Code	Character	3	M_HRDW1	HRSNAP_LEAVE_PMODS	R	A code indicating the person modifier category associated with a specific leave person modifier code.	L = Leaves; R = Reduction In Force
LEAVE_CAT_DESCR	Leave Person Modifier Category Description	Character	30	M_HRDW1	HRSNAP_LEAVE_PMODS	R	A textual description of the code indicating the person modifier category associated with a specific leave person modifier code.	Leaves
LEAVE_END_DT	Leave Person Modifier End Date	Date		M_HRDW1	HRSNAP_LEAVE_PMODS	R	The date the leave person modifier ended for a specific employee. September 9, 3999 represents that a leave person modifier is open-ended.	01/05/2000
LEAVE_PMOD_CD	Leave Person Modifier Code	Character	3	M_HRDW1	HRSNAP_LEAVE_PMODS	S	A code indicating the leave type for a specific employee.	AA = ChldCare; AC = Education; AG = Personal
LEAVE_PMOD_DESCR	Leave Person Modifier Description	Character	30	M_HRDW1	HRSNAP_LEAVE_PMODS	S	A textual description of the code indicating the leave type for a specific employee.	Childcare Leave; Educational Leave; Personal Leave
LOAD_DT	Load Date	Date/Time		M_HRDW1	HRSNAP_SOURCE HRSTATUS	R	The date and time at which the data was loaded into the data warehouse. This data may have been loaded into a single table, a group of tables or an entire data set, as designated by the information provided in the field DW_DATA.	08/04/2001 11:40:13 AM

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MANAGER_NAME	Manager Name	Character	50	M_HRDW1	HE_DEPT_TBL	R	The name of the person in a department who receives financial reports such as Statement of Activity. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last,First Middle.	Schmoe,Joseph; Doe,Mary L
MARKET_EFFDT	Market Effective Date	Date		M_HRDW1	HRSNAP_MARKET_TBL	R	The date market salary survey information was effective.	10/23/2005
MARKET_REFERENCE_GEO_CD	Market Reference Geographical Location Code	Character	30	M_HRDW1	HRSNAP_MARKET_TBL	R	A code used to indicate the geographic area used to gather data on a market-based salary for a particular job classification.	AA = Ann Arbor; REG = Regional; DBN = Dearborn; NAT = National; FLT = Flint
MARKET_SALARY_25TH_PERCENTILE	Market Salary 25th Percentile	Number	10	M_HRDW1	HRSNAP_MARKET_TBL	R	A number representing the 25th percentile of a market-based salary for a particular job classification for a geographic code.	48,480.00; 49,660.00; 64,460.00
MARKET_SALARY_75TH_PERCENTILE	Market Salary 75th Percentile	Number	10	M_HRDW1	HRSNAP_MARKET_TBL	R	A number representing the 75 th percentile of a market-based salary for a particular job classification for a geographic code.	81,170.00; 89,630.00; 112,060.00
MARKET_SALARY_BASE_MEAN	Market Salary Base Mean	Number	10	M_HRDW1	HRSNAP_MARKET_TBL	R	A number representing the mean of a market-based salary for a particular job classification for a geographic code.	51,140.00; 84,670.00; 116,180.00
MARKET_SALARY_BASE_MEDIAN	Market Salary Base Median	Number	10	M_HRDW1	HRSNAP_MARKET_TBL	R	A number representing the median of a market-based salary for a particular job classification for a geographic code.	63,110.00; 68,370.00; 86,500.00
MAX_RT_ANNUAL	Maximum Annual Pay Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A number representing the University defined maximum annual salary for a JobCode. Ungraded JobCode will be null.	0.00; 42,473.60; 160,000.00
MGT_COMM_CD	Management Communication Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code used to create mailing labels directed at administrative/supervisory level staff.	A = Supervisors; B = Managers/Non Academic; C = Administrators/Non Academic

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MGT_COMM_DESCR	Management Communication Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code used to create mailing labels directed at administrative/supervisory level staff.	Supervisors; Managers/Non Academic; Administrators/Non Academic
MIN_RT_ANNUAL	Minimum Annual Pay Rate	Number	14,2	M_HRDW1	HRSNAP_JOB	R	A number representing the University defined minimum annual salary for a JobCode. Ungraded JobCode will be null.	0.00; 10,712.00; 87,792.00
NAME	Name	Character	50	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The name by which a person is known. In the PERSONAL_DATA table this is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	de la Garza, Barb; Smith Jr, Joseph L; Washington, Bill Boyd
NATIONAL_ID	National Identification Code	Character	9	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	The Social Security Number (SSN) or temporary payroll number associated with an employee that took effect after the previous one was updated or changed.	123456789
NO PUBLISH_SW	No Publish Indicator Code	Character	1	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code indicating whether this employee's home address and phone number can be published in the paper staff directory or used for anything other than official U of M business.	Y = Yes; N = No
OK_TO_PAY	Ok To Pay Code	Character	1	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	A code indicating whether an additional pay data amount will be processed through payroll.	Y = Yes; N = No
OTH_PAY	Other Pay	Signed Number	10,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	R	The dollar amount on an earnings code of Human Resource managed payments to be distributed to an employee in addition to regular pay.	-15,695.77; 34.76; 150.34; 5,667.48; 29,037.17
PAY_FREQUENCY	Pay Frequency Code	Character	1	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	R	A code representing how often employees in a pay group are paid.	B = Biweekly; M = Monthly; W = Weekly
PAY_FREQUENCY_DESCRSHORT	Pay Frequency Short Description	Character	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	R	An abbreviated textual description of the code representing how often employees in a pay group are paid.	Biweekly; Monthly; Weekly

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PAYGROUP	Pay Group Code	Character	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	R	A code indicating a set of employees grouped together for payroll processing.	BWC = Reg Bwly; MGS = Grad Stdt; MPP = Mo P Paid
PAYGROUP_DESCR	Pay Group Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	R	A textual description of the code indicating a set of employees grouped together for payroll processing.	Regular Bi-Weekly; Grad Student; Mthly Pre Pd-Hosp & Spon 12 Mo
PER_ORG	Per Organization	Character	3	M_HRDW1	JOB	R	A code indicating the nature of the relationship between a person and the particular U of M appointment.	EMP = Employee; POI = Person of Interest; CWR = Contingent Worker
PERCENT_EFFORT	Percent Effort	Number	5,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	The employee's percent effort associated with each shortcode related to a job. Used for effort certification and not required to be provided unless needed for that purpose.	0.25; 3.50; 77.50; 100.00
PERSON_CITY	Person City	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The name of the city associated with a person's address.	Ann Arbor
PERSON_COMP_ANNUAL_RT	Person Compensation Annual Rate	Number	14,2	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A number representing the annual base compensation rate for an employee based on all of their active and paid leave appointments.	0.00; 45,048.00; 337,030.00
PERSON_COUNTRY	Person Country Code	Character	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	A code representing the country associated with a person's address.	USA = United States
PERSON_COUNTRY_DESCR	Person Country Name	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The name of the country associated with a person's address.	United States
PERSON_FTE	Person Full Time Equivalent	Number	7,6	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The total percent of effort for an employee based on all of their active and paid leave appointments.	0.00; 0.3875; 0.36325; 0.170008; 1.00; 1.50
PERSON_POSTAL	Person Postal Code	Character	12	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The postal code of an address. This will accommodate the 5 and 9 digit United States zip code as well as international postal codes.	48104-2316; 75254; 234 E65

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PERSON_SERVICE_DT	Person Service Date	Date		M_HRDW1	HRSNAP_PERSONAL_DATA	R	The date on which the current continuous employment relationship was established as defined in the Standard Practice Guide. This date is the service date from the lowest active employment record number.	08/01/2001
PERSON_STATE	Person State Code	Character	6	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	A code representing the state associated with a person's address. This field will accommodate US states as well as states, territories or provinces that have been identified for other countries (e.g., Canada).	MI = Michigan; ON = Ontario; PR = Puerto Rico
PERSON_STATE_DESCR	Person State Description	Character	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The name of the state associated with a person's address. This field will accommodate US states as well as states, territories or provinces that have been identified for other countries (e.g., Canada).	Michigan; Ontario; Puerto Rico
PERSON_STD_HOURS	Person Standard Hours	Number	5,2	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A number representing the sum of standard hours for all of the employee's active and paid leave appointments.	0.00; 2.20; 26.68; 40.00
PERSON_VISA_PERMIT_EFFDT	Person Visa Workpermit Effective Date	Date		M_HRDW1	HRSNAP_VISA_PMT_DATA	R	The date when an individual's visa or residence information was entered into the system or the date associated with an individual's workpermit based on HRMS data entry procedures.	12/13/2001
PERSONNEL_UNIT	Personnel Unit Code	Character	1	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A code identifying the personnel office where an employee's Personnel file resides.	A = Ann Arbor; M = Med Center
PERSONNEL_UNIT_DESCR	Personnel Unit Description	Character	30	M_HRDW1	HRSNAP_PERSONAL_DATA	R	A textual description of the code identifying the personnel office where an employee's Personnel file resides.	Ann Arbor; Medical Center

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
POI_TYPE	Person of Interest Type Code	Character	5	M_HRDW1	JOB	R	A code representing the person's type of involvement with the U of M.	00001 = COBRA Qualified Beneficiary; 00002 = Pension Payee; 00101 = Student Benefits; 00000 = Unknown
POI_TYPE_DESCR	Person of Interest Type Description	Character	30	M_HRDW1	JOB	R	A textual description of the code representing the person's type of involvement with the U of M.	COBRA Qualified Beneficiary; Pension Payee; Student Benefits; Unknown
POSTING_PTO	Posting Paid Time Off Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating that a message will be printed on the job posting stating this position has paid time off benefits rather than sick and vacation benefits.	Y = Yes; N = No
PRIMARY_CIP	Primary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	45.1101 = Sociology; 31.0505 = Kinesiology and Exercise Scien; 25.0101 = Library Science/Librarianship
PRIMARY_CIP_DESCR	Primary Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	Sociology; Kinesiology and Exercise Scien; Library Science/Librarianship
PRIMARY_NAME	Primary Name	Character	50	M_HRDW1	PERSONAL_DATA	R	The name by which a person is known. This is a person's primary name which is generally used for legal purposes. Person name format is Last, First Middle	de la Garza, Barbara Marie; Smith Jr, Joseph L; Washington, William Boyd
PROGRAM_CODE	Program Code	Character	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code identifying a group of related activities, cost centers, revenue centers, responsibility centers and academic programs. These activities may occur within a single department or across multiple departments.	ADMIS = Admissions; RERET = Recruitment & Retention

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PROGRAM_DESCR	Program Name	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	The name identifying a group of related activities, cost centers, revenue centers, responsibility centers and academic programs.	Admissions; Recruitment & Retention
PROJ_RETIRE_ELIG_DT	Projected Retirement Eligibility Date	Date		M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	R	The projected date on which an employee will be eligible to retire based on data available in the production system as of the snapshot date. The date in this field is an estimate and should be used for reporting purposes only. Actual retirement dates require an individual evaluation by the Benefits Office, see SPG 201.83 for exact criteria.	10/01/2004 06/07/2012; 11/10/2016
PROJECT_GRANT	Project/Grant Code	Character	15	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A code used to accumulate financial information on a set of activities over a limited time span. Used for contracts and grants, construction projects and unit-defined projects.	C026993; F000101
REG_TEMP	Regular/Temporary Code	Character	1	M_HRDW1	HRSNAP_JOB	R	A code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job. Only regular JobCodes are loaded into this data set.	R = Regular
SAL_ADMIN_PLAN	Salary Administration Plan Code	Character	4	M_HRDW1	HRSNAP_JOB	R	A code that groups JobCodes with similar classification and compensation, benefit plans, and applicable Standard Practice Guide sections. Used to define 'Career Bands' for select Job Families.	09 = Regular Clinical Instructional; 34 = Graduate Student Staff Asst; 133 = Financial Operations & Acctg (band related to the Finance Job/Career Family)
SAL_ADMIN_PLAN_DESCR	Salary Administration Plan Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the code that groups JobCodes with similar classification and compensation structures, benefit plans, and applicable Standard Practice Guide sections. Used to define 'Career Bands' for select Job Families.	Regular Clinical Instructional; Graduate Student Staff Asst; Financial Operations & Acctg

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SAL_GRADE	Salary Grade Code	Character	3	M_HRDW1	HRSNAP_JOB	R	An alphanumeric code linked to the salary administration plan/career band and job/career family of each JobCode.	T5 = Trades Pay Grade T5; LD = Executive Leadership; MG = Manager; PF = Professional
SAL_GRADE_DESCR	Salary Grade Description	Character	30	M_HRDW1	HRSNAP_JOB	R	A textual description of the alphanumeric code linked to the salary administration plan/career band and job/career of each JobCode.	Trades Pay Grade T5; Executive Leadership; Manager; Professional
SAL_GRADE_ENTRY_DT	Salary Grade Entry Date	Date		M_HRDW1	HRSNAP_JOB	R	The date the employee entered the salary grade.	07/30/2001
SECOND_CIP	Secondary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	45.0201 = Anthropology; 13.1314 = Physical Education Teaching an; 11.0401 = Information Science/Studies
SECOND_CIP_DESCR	Secondary Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	Anthropology; Physical Education Teaching an; Information Science/Studies
SEX	Sex Code	Character	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	A code representing the gender of a person.	M = Male; F = Female; U = Unknown
SEX_DESCRSHORT	Sex Short Description	Character	10	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	S	An abbreviated textual description of the code representing the gender of a person.	Male; Female; Unknown
SHORTCODE	ShortCode Number	Character	6	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A six digit code that maps to a unique combination (blank and non-blank) of chartfields; fund, department, class, program, and project/grant. If the shortcode field in the Addl_Pay_Data table is blank the payments are distributed to the general ledger system based on the Department Budget Earnings distribution in effect on that date.	000094 = USDA-6J89B; 012984 = VA Hospital/Med Admin; 035677 = Research Agreement (SAE);

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SHORTCODE_DESCR	ShortCode Description	Character	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	R	A textual description of the six digit code that maps to a unique combination (blank and non-blank) of chartfields; fund, department, class, program, and project/grant.	USDA-6J89B; VA Hospital/Med Admin; Research Agreement (SAE);
SPON_RES_POOL	Sponsored Research Pool Code	Character	1	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	R	A code related to a department indicating whether the funding from this department is coming from a pool account or a sponsored project.	P = Pool Account; S = Sponsored Project
STD_HOURS	Standard Hours	Number	4,2	M_HRDW1	HRSNAP_JOB	R	The number of hours the person will work in the associated appointment during the course of one week.	2.20; 26.68; 40.00
SUPERVISOR_ID	Supervisor Identification Code	Character	11	M_HRDW1	JOB	R	A code representing the EMPLID of the supervisor for a given employee in a given job.	25582542
SUPERVISOR_NAME	Supervisor Name	Character	50	M_HRDW1	JOB	R	The name of the supervisor for a given employee in a given job. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	Adamson, Sonya T; Holden, Peter
TENURE_CLOCK_BEGIN_DT	Tenure Clock Person Modifier Begin Date	Date		M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	The date on which an instructional employee enters the tenured or tenure track ranks (Professor through Instructor).	12/14/2001
TENURE_CLOCK_CAT	Tenure Clock Person Modifier Category Code	Character	3	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	A code indicating the person modifier category associated with a specific tenure clock person modifier code.	A = Academic
TENURE_CLOCK_CAT_DESCR	Tenure Clock Person Modifier Category Description	Character	30	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	A textual description of the code indicating the person modifier category associated with a specific tenure clock person modifier code.	Academic

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TENURE_CLOCK_END_DT	Tenure Clock Person Modifier End Date	Date		M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	The last date on which an instructional employee is associated with the tenured or tenure track ranks (Professor through Instructor). September 9, 3999 represents that the tenure clock is active.	12/05/2000
TENURE_CLOCK_PMOD_DESCR	Tenure Clock Person Modifier Description	Character	30	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	A textual description of the code indicating the tenure clock person modifier for a specific instructional employee.	Instructional Entry/Exit Dates; Asst Professor Upon Phd
TENURE_CLOCK_PMOD_CD	Tenure Clock Person Modifier Code	Character	3	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	R	A code indicating the tenure clock person modifier for a specific instructional employee.	IE = InstrEntry; PHD = PhdRequire
TENURE_STATUS	Tenure Status Code	Character	3	M_HRDW1	HRSNAP_JOB	R	A code indicating the instructional employee's tenure status related to a specific job.	NTK = On Track; TEN = Tenure; NOT = Not on Trk
TENURE_STATUS_DESCRSHORT	Tenure Status Short Description	Character	10	M_HRDW1	HRSNAP_JOB	R	An abbreviated textual description of the code indicating the instructional employee's tenure status related to a specific job.	On Track; Tenure; Not on Trk
TERMINATION_BEGIN_DT	Termination Person Modifier Begin Date	Date		M_HRDW1	TERMINATION_PMODS	R	The date of the first day the employee is not working in the same regular or temporary category for the University.	06/23/2000
TERMINATION_CAT	Termination Person Modifier Category Code	Character	3	M_HRDW1	TERMINATION_PMODS	R	A code indicating the person modifier category associated with a specific termination person modifier code.	T = TerminStat
TERMINATION_CAT_DESCR	Termination Person Modifier Category Description	Character	30	M_HRDW1	TERMINATION_PMODS	R	A textual description of the code indicating the person modifier category associated with a specific termination person modifier code.	Termination Status
TERMINATION_END_DT	Termination Person Modifier End Date	Date		M_HRDW1	TERMINATION_PMODS	R	The date one day prior to the date the employee was rehired into the same regular or temporary category by the University. September 9, 3999 represents that the person has not been rehired by U of M.	07/23/2000

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TERMINATION_PMOD_CD	Termination Person Modifier Code	Character	3	M_HRDW1	TERMINATION_PMODS	R	A code indicating the termination type for a specific employee. Terminations relate to temporary jobs, regular jobs and employment at the University as a whole.	TRT = TerminRET; TTP = TerminTEMP; TRG = TerminREG
TERMINATION_PMOD_DESCR	Termination Person Modifier Description	Character	30	M_HRDW1	TERMINATION_PMODS	R	A textual description of the code indicating the termination type for a specific employee. Terminations relate to temporary jobs, regular jobs and employment at the University as a whole.	Retired From The University; Terminated From Temp Employmnt; Terminated From Reg Employment
TIMEKEEP_SYS	Timekeeping System Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating the timekeeping system used by a department.	C = Central; H = Hospital; M = MATRS; P = Plant
TIMEKEEP_SYS_DESCRSHORT	Timekeeping System Short Description	Character	10	M_HRDW1	HE_DEPT_TBL	R	An abbreviated textual description of the code indicating the timekeeping system used by a department.	Central; Hospital; MATRS; Plant
UNIV_LONG_TITLE	University Long Title	Character	200	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The official University job title associated with an employee.	CLINICAL ASSISTANT PROFESSOR OF RADIOLOGY, MEDICAL SCHOOL;
VISA_EXPIRATN_DT	Visa Expiration Date	Date		M_HRDW1	HRSNAP_VISA_PMT_DATA	R	The date a person's visa will expire. September 9, 3999 represents that the visa is open-ended.	11/17/2002
VISA_ISSUING_COUNTRY	Visa Issuing Country Code	Character	3	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A code indicating the country that issued a person's visa. This field should always contain the data value 'USA'.	USA = United States
VISA_PERMIT_CLASS	Visa Workpermit Classification Code	Character	1	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A code indicating the classification of a visa or workpermit.	V = Visa; W = Work Permit
VISA_PERMIT_TYPE	Visa Workpermit Type Code	Character	3	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A code representing the type of current non-immigrant visa or workpermit.	F1 = Student; J1 = Exchng-Vis; JN = Non Studnt; JS = Student; I9 = Work-Elig; PR = Perm-Res

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
VISA_PERMIT_TYPE_DESCR	Visa Workpermit Type Description	Character	30	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A textual description of the code representing the type of current non-immigrant visa or workpermit.	Student; Exchange Visitor; Exchange Visitor-Non Student; Exchange Visitor-Student; I9 Work Eligibility Dates; Permanent Resident (GreenCard)
VISA_STATUS_DT	Visa Status Date	Date		M_HRDW1	HRSNAP_VISA_PMT_DATA	R	The date the visa status becomes effective.	09/16/2001
VISA_WRKPMT_STATUS	Visa Workpermit Status Code	Character	1	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A code indicating the status of a person's visa.	A = Applied For; G = Granted; S = Superseded
VISA_WRKPMT_STATUS_DESCR	Visa Workpermit Status Description	Character	30	M_HRDW1	HRSNAP_VISA_PMT_DATA	R	A textual description of the code indicating the status of a person's visa.	Applied For; Granted; Superseded
WORKING_TITLE	Working Title	Character	10	M_HRDW1	PERSONAL_DATA	R	A University job title associated with an employee.	CLINICAL ASSISTANT PROFESSOR OF RADIOLOGY
YEARS_IN_SERVICE	Years In Service	Number	3,1	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The number of years since the current continuous employment relationship was established for an employee. This data is derived using PERSON_SERVICE_DT.	0.8; 6.2; 15.0; 23.9
YEARS_IN_SERVICE_RANGE	Years in Service Range	Character	5	M_HRDW1	HRSNAP_PERSONAL_DATA	R	The years in service report grouping within which an employee's years in service falls.	00-04; 05-09; 10-14; 15-19; 20-24; 25-29; 30-34; 35-39; 40-44; 45-49; 50+
YEARS_IN_TITLE	Years In Title	Number	3,1	M_HRDW1	HRSNAP_JOB	R	The number of years since an employee entered a specific JobCode.	0.4; 9.3; 12.0; 31.7