

M-Pathways Time and Labor

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 an M-Pathways 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 M-Pathways documentation for you in the future.

Please email your comments and suggestions to mpathways.documentation@umich.edu.
Thank you.

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Time and Labor Tables Diagrams

The Time and Labor Tables Diagrams illustrate the *logical* relationships among the various Time and Labor 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 Time and Labor Tables Diagrams are shown on pages 2 through 7.

TL Enrollment

JOB	
<u>EMPLID</u>	
<u>EMPL_RCD</u>	
<u>JOB_EFFDT</u>	
<u>JOB_EFFSEQ</u>	
JOB_END_DT	
CONCURRENT_JOB_ID	
JOB_INDICATOR	
APPT_DEPTID	
APPT_DEPT_DESCR	
APPT_DEPT_GRP	
APPT_DEPT_GRP_DESCR	
APPT_DEPT_GRP_VP_AREA	
APPT_DEPT_GRP_VP_AREA_DESCR	
APPT_DEPT_GRP_CAMPUS	
APPT_DEPT_GRP_CAMPUS_DESCR	
JOB_CODE	
JOB_CODE_DESCR	
JOB_FAMILY	
JOB_FAMILY_DESCR	
JOB_CODE_BEN_FAMILY	
JOB_CODE_BEN_FAMILY_DESCR	
JOB_CODE_BEN_FAMILY_DESCRSHORT	
SUPERVISOR_ID	
SUPERVISOR_NAME	
SERVICE_DT	
REG_TEMP	
REG_TEMP_DESCRSHORT	
JOB_ACTION	
JOB_ACTION_DESCR	
JOB_ACTION_DT	
JOB_ACTION_REASON	
JOB_ACTION_REASON_DESCR	
APPT_PERIOD	
APPT_PERIOD_DESCR	
APPT_PERIOD_DESCRSHORT	
STD_HOURS	
FTE	
COMP_FREQUENCY	
COMP_FREQUENCY_DESCRSHORT	
COMPRATE	
COMP_ANNUAL_RT	
COMP_MONTHLY_RT	
COMP_HOURLY_RT	
EMPL_STATUS	
EMPL_STATUS_DESCR	
CLASS_INDC	
CLASS_INDC_DESCRSHORT	
EMPL_TYPE	
EMPL_TYPE_DESCRSHORT	
PAYGROUP	
PAYGROUP_DESCR	
PAYGROUP_DESCRSHORT	
PAY_FREQUENCY	
PAY_FREQUENCY_DESCRSHORT	
FLSA_STATUS	
FLSA_STATUS_DESCRSHORT	
ANNL_BENEF_BASE_RT	

TL_EMPL_DATA	
<u>EMPLID</u>	
<u>EMPL_RCD</u>	
<u>TL_ENROLL_EFFDT</u>	
<u>TL_ENROLL_END_DT</u>	
TIME_RPTG_STATUS	
PRIMARY_NAME	
PAYGROUP	
PAYGROUP_DESCR	
PAYGROUP_DESCRSHORT	
WORKGROUP	
WORKGROUP_DESCR	
WORKGROUP_DESCRSHORT	
TASKGROUP	
TASKGROUP_DESCR	
TASK_PROFILE_ID	
TIME_RPTR_IND	
TIME_RPTR_DESCRSHORT	

HE_DEPT_TBL	
<u>DEPTID</u>	
<u>DEPT_EFFDT</u>	
(See page 7)	

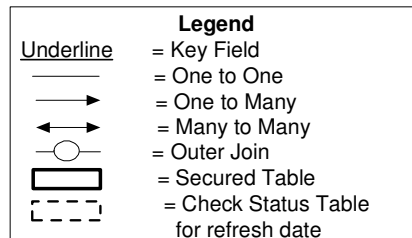
DEPT_BUDGET_ERN	
<u>APPT_DEPTID</u>	
<u>EMPLID</u>	
<u>EMPL_RCD</u>	
<u>DEPT_BUDGET_ERN_EFFDT</u>	
<u>DEPT_BUDGET_ERN_SEQ</u>	
<u>SHORTCODE</u>	
(See page 6)	

TL_GROUP_DTL	
<u>STATIC_GROUP_ID</u>	
<u>EMPLID</u>	
<u>EMPL_RCD</u>	
(See page 4)	

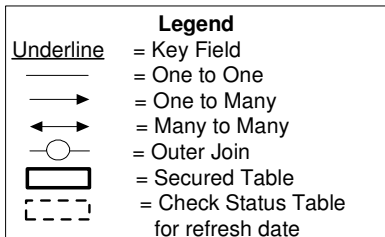
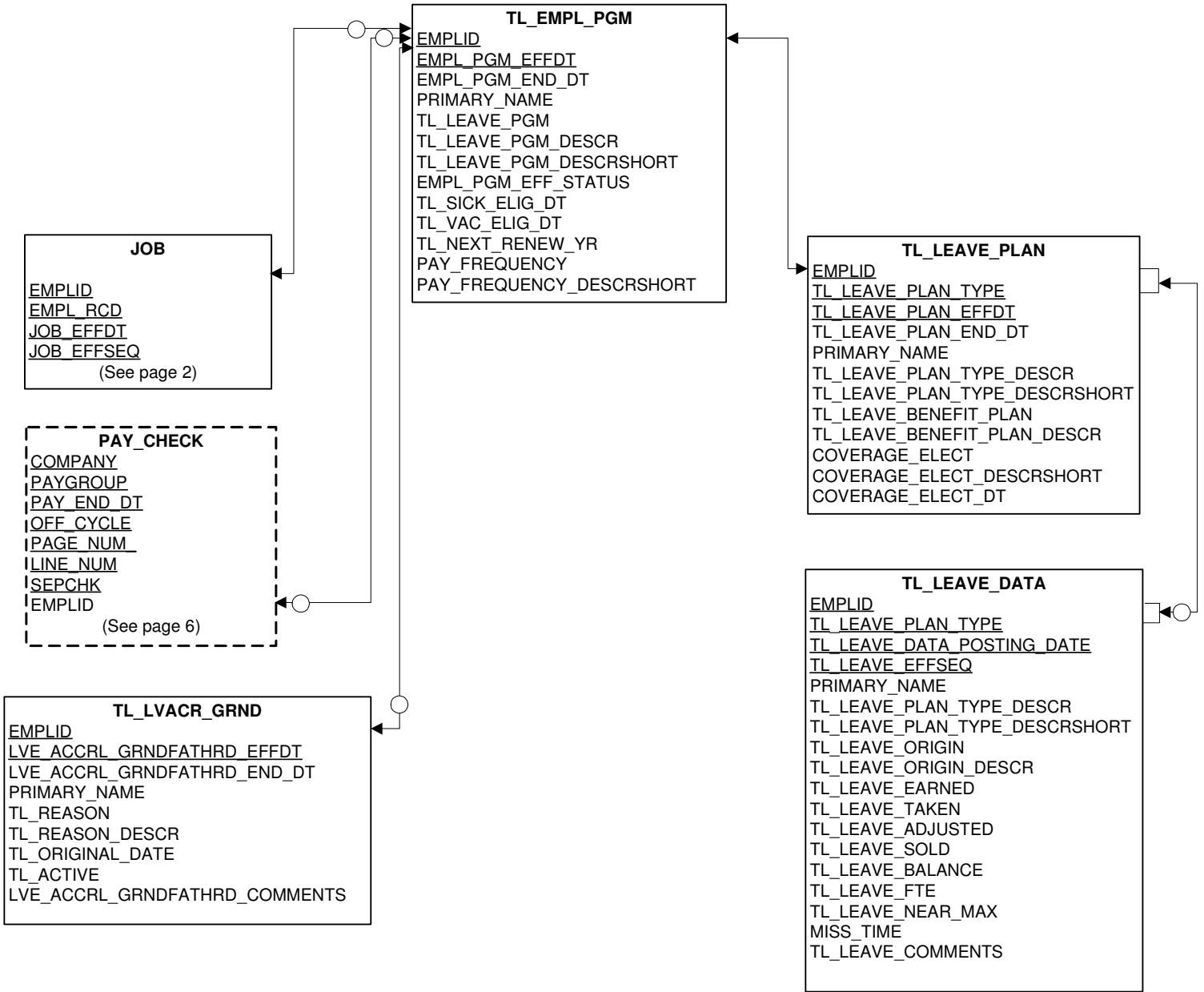
TL_WRKGRP_TBL	
<u>WORKGROUP</u>	
<u>WORKGROUP_EFFDT</u>	
WORKGROUP_DESCR	
WORKGROUP_DESCRSHORT	
TRC_PROGRAM	
TRC_PROGRAM_DESCRSHORT	
RULE_PGM_ID	
RULE_PGM_DESCRSHORT	
TIME_RPTG_TYPE	
TIME_RPTG_TYPE_DESCRSHORT	
HOLIDAY_SCHEDULE	
HOLIDAY_SCHEDULE_DESCR	
HOLIDAY_SCHEDULE_DESCRSHORT	
TIME_PERIOD_ID	
TIME_PERIOD_DESCR	
TIME_PERIOD_DESCRSHORT	
NEEDS_APPR_FLAG	

TL_TSKPRF_DETL	
<u>TASK_PROFILE_ID</u>	
<u>TASK_PROFILE_EFFDT</u>	
<u>TSKPRF_SEQNUM</u>	
TASK_PROFILE_END_DT	
TASK_PROFILE_EFF_STATUS	
ALLOCATION_AMT	
SHORTCODE	
SHORTCODE_DESCR	
TASK_PRFL_TMPLT_ID	
TASK_PRFL_TMPLT_DESCR	
TASK_PRFL_TMPLT_DESCRSHORT	

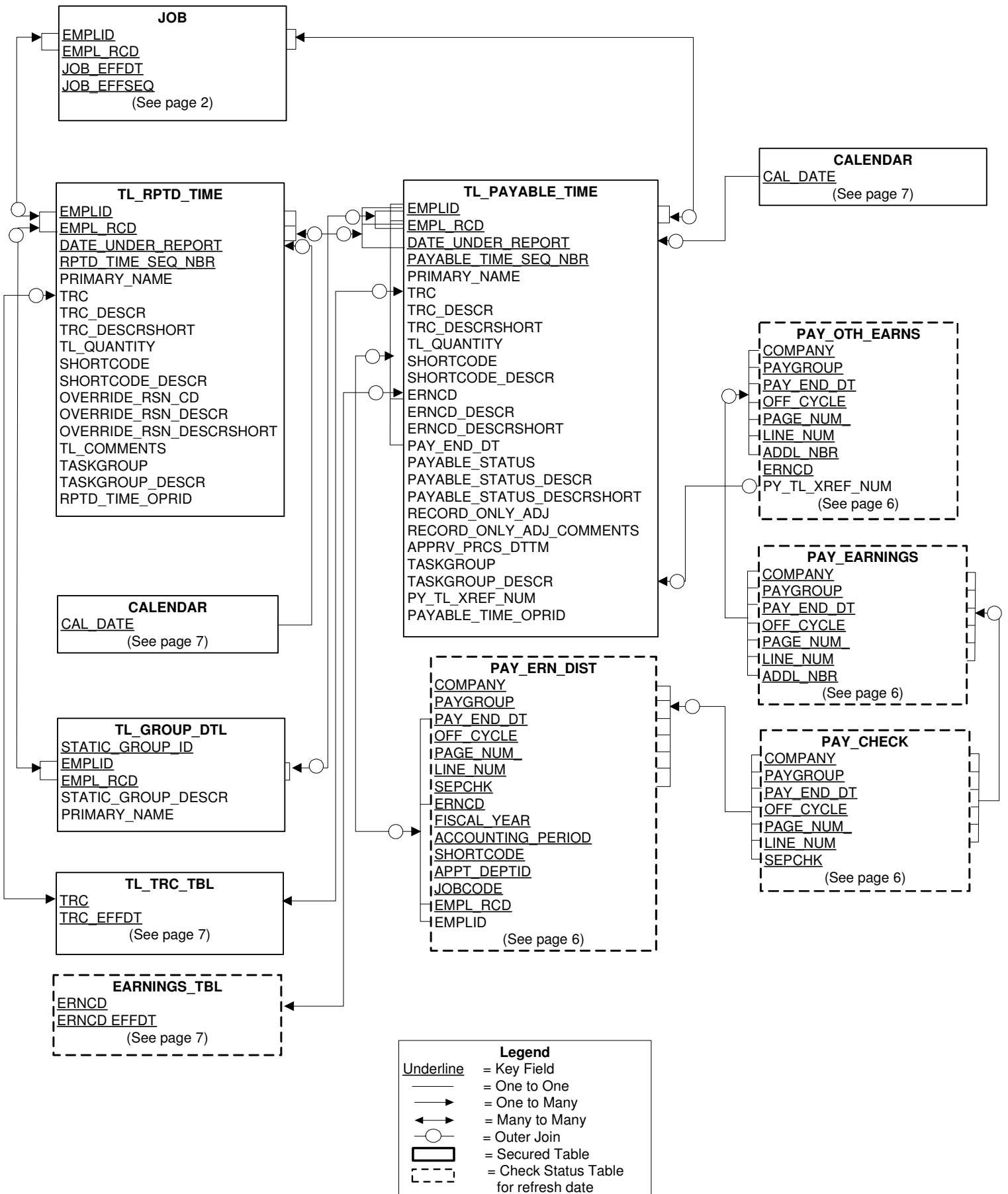
TLSTATUS	
DW_DATA	
EXTRACT_DT	
LOAD_DT	
DW_OWNER	



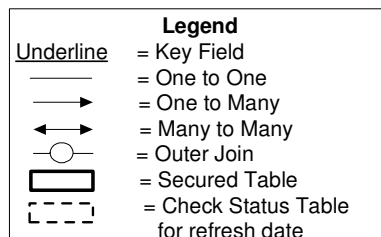
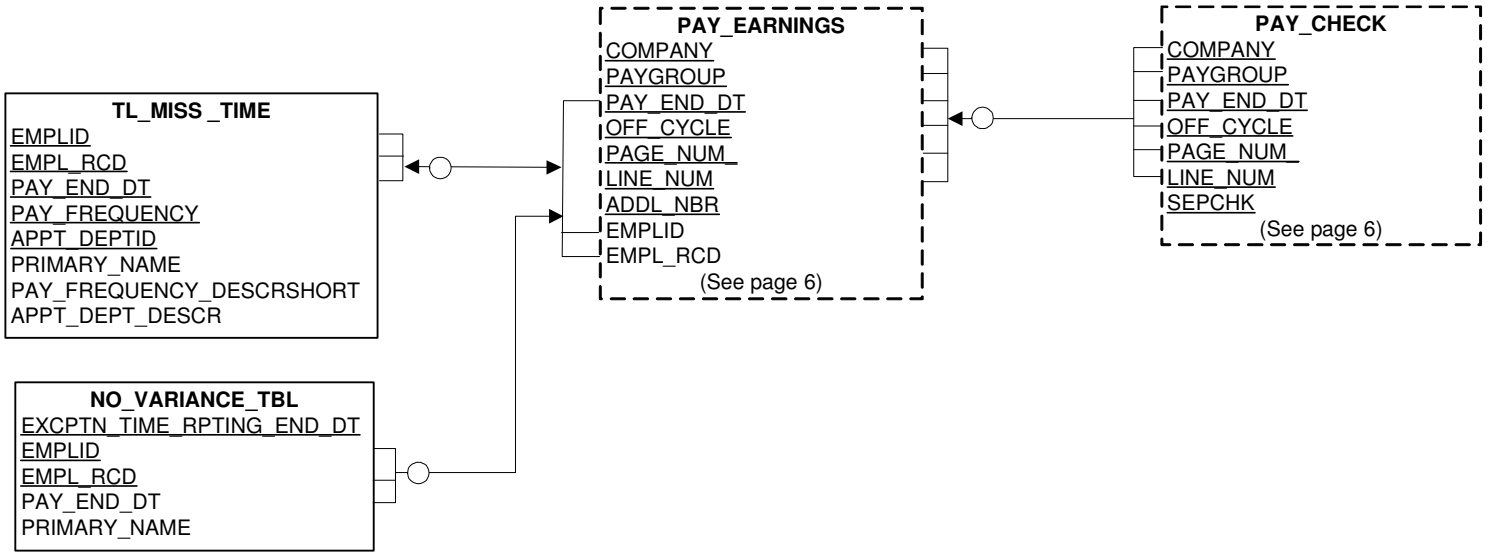
TL Leave Data



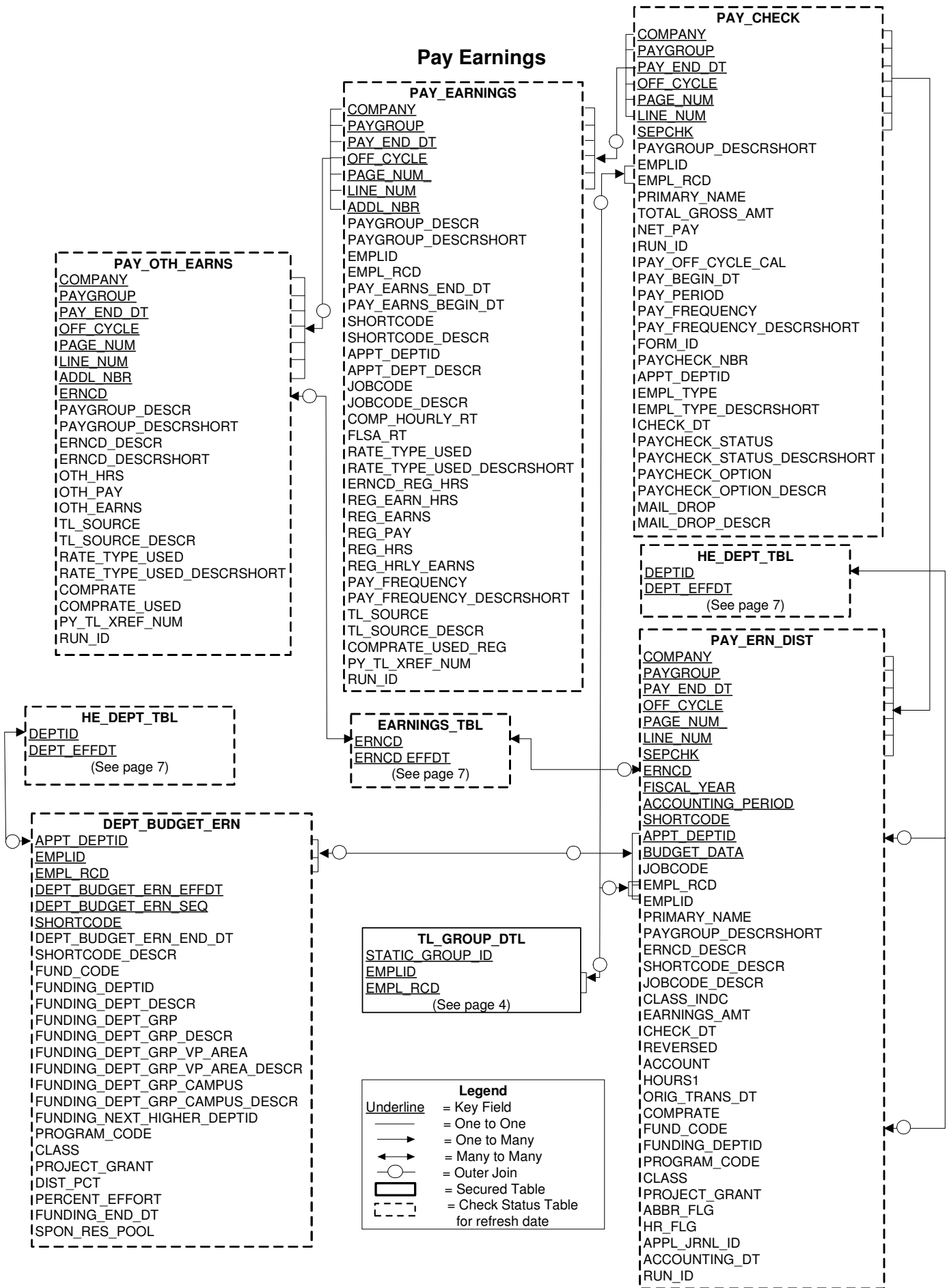
TL Reported and Payable Time



TL No Variance and Missing Time



Pay Earnings



Standalone Tables

TL_TRC_TBL
<u>TRC</u>
<u>TRC EFFDT</u>
TRC_END_DT
TRC_DESCR
TRC_DESCRSHORT
TRC_EFF_STATUS
TRC_TYPE
TRC_TYPE_DESCRSHORT
SEND_TO_PAYROLL
TRC_MAX_QTY
TRC_FACTOR_MULT
TRC_RATE
TRC_RATE_OVR_FLAG
TRC_ADD_GROSS
HRS_REPRESENT_IND
HRS_REPRESENT_DESCR
ERNCD
ERNCD_DESCR
ERNCD_DESCRSHORT
TL_EXTENDED_SICK

EARNINGS_TBL
<u>ERNCD</u>
<u>ERNCD EFFDT</u>
ERNCD_EFF_STATUS
ERNCD_DESCR
ERNCD_DESCRSHORT
ALLOW_EMPLTYPE
ALLOW_EMPLTYPE_DESCRSHORT
EARNINGS_PAYMENT_TYPE
PERUNIT_OVR_RT
ADD_GROSS
SUBJECT_FICA
WITHHOLD_FWT
HRS_ONLY
ELIG_FOR_RETROPAY
IUSED_TO_PAY_RETRO
EFFECT_ON_FLSA
EFFECT_ON_FLSA_DESCRSHORT
FLSA_CATEGORY
FLSA_CATEGORY_DESCRSHORT
REG_PAY_INCLUDED
INCOME_CD_1042
ABBR_FLG
HR_FLG
MULTIPLICATION_FACTOR
TAX_METHOD
TAX_METHOD_DESCRSHORT
CWS_ELIG_FLG
SVH_ELIG_FLG
SRT_ELIG_FLG

HE_DEPT_TBL
<u>DEPTID</u>
<u>DEPT EFFDT</u>
DEPT_END_DT
DEPT_EFF_STATUS
DEPT_DESCR
DEPT_GRP
DEPT_GRP_DESCR
DEPT_GRP_VP_AREA
DEPT_GRP_VP_AREA_DESCR
DEPT_GRP_CAMPUS
DEPT_GRP_CAMPUS_DESCR
DEPT_ESTABLISHMENT
DEPT_ESTABLISHMENT_DESCR
DEPT_TENURE_FLG
DEPT_MANAGER_ID
DEPT_MANAGER_CAMPUS_ID
MANAGER_NAME
BENEFIT_GRP
BENEFIT_GRP_DESCRSHORT
TIMEKEEP_SYS
TIMEKEEP_SYS_DESCRSHORT
POSTING_PTO
PRIMARY_CIP
PRIMARY_CIP_DESCR
SECOND_CIP
SECOND_CIP_DESCR
COMMON_CIP
COMMON_CIP_DESCR

CALENDAR
<u>CAL_DATE</u>
HOLIDAY_IND
IUOE_HOLIDAY_IND
ACAD_HOLIDAY_IND
HOLIDAY_DESCR
CAL_DAY
CAL_DAY_DESCRSHORT
CAL_DAY_NBR_IN_WEEK
CAL_MONTH_CODE
CAL_MONTH_DESCR
CAL_MONTH_DESCRSHORT
CAL_QUARTER
CAL_QUARTER_DESCR
CAL_YEAR
MONTH_DAYS_COUNT
MONTH_WORK_DAYS_COUNT
FISCAL_YEAR
FISCAL_QUARTER
FISCAL_QUARTER_DESCR
ACCOUNTING_PERIOD

HRMS_RPT_RECIPIENT
<u>DEPTID</u>
<u>HRMS_RPT_RECIPIENT EFFDT</u>
<u>HRMS_RPT_TYPE</u>
HRMS_RPT_TYPE_DESCRSHORT
DEPT_DESCR
HRMS_RPT_RECIPIENT_EMPLID
HRMS_RPT_RECIPIENT_CAMPUS_ID
HRMS_RPT_RECIPIENT_NAME
HRMS_RPT_RECIPIENT_ADDRESS1
HRMS_RPT_RECIPIENT_ADDRESS2
HRMS_RPT_RECIPIENT_ADDRESS3
HRMS_RPT_RECIPIENT_CITY
HRMS_RPT_RECIPIENT_STATE
HRMS_RPT_RECIPIENT_POSTAL
HRMS_RPT_RECIPIENT_COUNTRY
HRMS_RPT_RECIPIENT_PHONE

Legend	
<u>Underline</u>	= Key Field
—	= One to One
→	= One to Many
↔	= Many to Many
○	= Outer Join
▭	= Secured Table
⌈	= Check Status Table for refresh date

Time and Labor Tables Description

The Time and Labor Tables Description provides the following information for each table in the U-M Data Warehouse Time and Labor 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
CALENDAR	Calendar	M_TLDW1	Information about calendar date.
DEPT_BUDGET_ERN	Department Budget Earnings	M_HRDW1	Information about the distribution, across shortcodes, of job compensation, including overtime.
EARNINGS_TBL	Earnings Table	M_PYDW1	Information about how earnings are calculated and taxed.
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.
HRMS_RPT_RECIPIENT	Human Resource Management Systems Report Recipient	M_HRDW1	The name and delivery address where a department's Human Resource Management Systems (HRMS) reports, such as gross pay register, and personnel reports, are delivered.
JOB	Job	M_TLDW1	Characteristics and history of employee jobs, such as begin and end dates and compensation rates. An employee can have multiple simultaneous jobs.
NO_VARIANCE_TBL	No Variance Table	M_TLDW1	Information about time periods when an employee had no deviation from their normal work schedule.
PAY_CHECK	Pay Check	M_PYDW1	Summary information of the outcome of the payroll confirmation process. It contains paycheck information by individual including pay period identification fields, name and total gross and net amounts.
PAY_EARNINGS	Pay Earnings	M_PYDW1	The standard regular earnings from Job Data.
PAY_ERN_DIST	Pay Earnings Distribution	M_PYDW1	Employees' gross earnings distribution across shortcodes.
PAY_OTH_EARNS	Pay Other Earnings	M_PYDW1	All other earnings in addition to the standard regular earnings from Job Data.
TL_EMPL_DATA	Time and Labor Employee Data	M_TLDW1	Employee enrollment effective dates and employee status in time and labor reporting groups such as paygroup, workgroup, and taskgroup.
TL_EMPL_PGM	Time and Labor Employee Program	M_TLDW1	Information about employee's program used to determine which leave program they will have for time off including eligibility dates and next renewal dates.
TL_GROUP_DTL	Time and Labor Group Detail	M_TLDW1	Information about specific employees assigned to a static group within time and labor.
TL_LEAVE_DATA	Time and Labor Leave Data	M_TLDW1	Information about employees' time off usage, accruals, adjustments and balance, including near max and missing time flag information.
TL_LEAVE_PLAN	Time and Labor Leave Plan	M_TLDW1	Information about employee's time off plans. For example: vacation, PTO, sick, extended sick, etc.

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
TL_LVACR_GRND	Time and Labor Leave Accrual Grandfathered	M_TLDW1	Information about employees who were grandfathered into existing time off plans. The term grandfathered means a change was made to a group of employees that affected their leave program and/or leave plans, and an exception was made for individual employees by using this grandfathered flag.
TL_MISS_TIME	Time and Labor Missing Time	M_TLDW1	Information about time not being reported for an employee for a given pay period.
TL_PAYABLE_TIME	Time and Labor Payable Time	M_TLDW1	Information about how employees will be paid for reported time after that time has been processed by Time Administration. This table contains data for the current month and the prior 24 months.
TL_RPTD_TIME	Time and Labor Reported Time	M_TLDW1	Information about how employees' time was reported. This table contains data for the current month and the prior 24 months.
TL_TRC_TBL	Time and Labor Time Reporting Code Table	M_TLDW1	Information about Time Reporting Codes (TRC) including which matching earn code goes with the TRC.
TL_TSKPRF_DETL	Time and Labor Task Profile Detail	M_TLDW1	Information about time and labor task profiles including the distribution of funds for an individual including short codes and allocation amounts.
TL_WRKGRP_TBL	Time and Labor Workgroup Table	M_TLDW1	Information about groups of employees that have similar work rules, time reporting codes and holiday schedules.

Time and Labor Data Element Dictionary

The Time and Labor Data Element Dictionary contains all the elements found in the U-M Data Warehouse Time and Labor 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
ABBR_FLG	Annual Base Benefits Rate Code	Character	1	M_PYDW1	EARNINGS_TBL PAY_ERN_DIST	R	A code indicating whether the earnings code adds to the Annual Base Benefits Rate.	Y = Yes; N = No
ACAD_HOLIDAY_IND	Academic Holiday Indicator	Character	1	M_TLDW1	CALENDAR	R	A code indicating whether a specific date is recognized as an academic holiday.	Y = Yes; N = No
ACCOUNT	Account Code	Character	6	M_PYDW1	PAY_ERN_DIST	R	A code used to record and summarize financial transactions such as assets, liabilities, fund balances, revenues, expenses, statistics or budget accounts.	122100 = Accounts & Notes Receivable; 615020 = Postage/ Mailing; SHR = Investment Shares
ACCOUNTING_DT	Accounting Date	Date		M_PYDW1	PAY_ERN_DIST	R	The accounting date associated with the transaction.	01/01/1999
ACCOUNTING_PERIOD	Accounting Period Code	Number	3	M_TLDW1	CALENDAR	R	A code used to identify the university accounting period which represents a fiscal calendar month.	3; 4; 9;
				M_PYDW1	PAY_ERN_DIST			
ADD_GROSS	Add to Gross Pay Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code adds to gross pay.	Y = Yes; N = No
ADDL_NBR	Additional Pay Line Number	Number	3	M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS	R	A system assigned number which uniquely identifies pay other earnings entries.	1; 2; 3
ALLOCATION_AMT	Allocation Amount	Number	11,6	M_TLDW1	TL_TSKPRF_DETL	R	The percentage of the appointment that is to be disbursed to the shortcode.	20; 50; 100
ALLOW_EMPLTYPE	Allowable Employee Type Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code representing the type of employee to which an earnings code applies.	A = All Types Allowable; H = Hourly and Exception Hourly; S = Salary
ALLOW_EMPLTYPE_DESCRSHORT	Allowable Employee Type Short Description	Character	10	M_PYDW1	EARNINGS_TBL	R	An abbreviated textual description of the code representing the type of employee to which an earnings code applies.	All; Hourly; Salaried
ANNL_BENEF_BASE_RT	Annual Benefits Base Rate	Number	14,2	M_TLDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPL_JRNL_ID	Journal Template	Character	10	M_PYDW1	PAY_ERN_DIST	R	A value indicating the type of transaction creating the accounting entries. This identifies the transaction source and pay frequency.	PYBIWEEKLY; PYMONTHLY; PYWEEKLY
APPT_DEPT_DESCR	Appointing Department Description	Character	30	M_TLDW1	JOB TL_MISS_TIME	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
				M_PYDW1	PAY_EARNINGS			
APPT_DEPT_GRP	Appointing Department Group Code	Character	20	M_TLDW1	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_TLDW1	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_TLDW1	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
APPT_DEPT_GRP_DESCR	Appointing Department Group Description	Character	30	M_TLDW1	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_TLDW1	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

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_VP_AREA_DESCR	Appointing Department Group Vice President Area Description	Character	30	M_TLDW1	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_TLDW1	JOB TL_MISS_TIME	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
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST			
				M_HRDW1	DEPT_BUDGET_ERN			
APPT_PERIOD	Appointment Period Code	Character	1	M_TLDW1	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; 7 = 12 Months
APPT_PERIOD_DESCR	Appointment Period Description	Character	30	M_TLDW1	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; Per 12 Months
APPT_PERIOD_DESCRSHORT	Appointment Period Short Description	Character	10	M_TLDW1	JOB	R	An abbreviated textual description of the code describing the time period associated with the full time rate for an appointment.	U-Year AA; Biweekly; Half Term; 12 Months
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
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
BUDGET_DATA	Budget Data	Character	50	M_PYDW1	PAY_ERN_DIST	R	A text field which combines the account, appointing department identification number, jobcode and employment record number to help uniquely identify a row.	556300 753000 510300 00000000; 510200 753000 259000 00000000; 590000 00000000

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CAL_DATE	Calendar Date	Date		M_TLDW1	CALENDAR	R	The numerical representation of a specific day based on the Gregorian Calendar. In the format MM/DD/CCYY.	01/01/1999
CAL_DAY	Calendar Day Code	Character	3	M_TLDW1	CALENDAR	R	A code representing the day of the week.	Mon; Tue; Sat
CAL_DAY_DESCRSHORT	Calendar Day Short Description	Character	10	M_TLDW1	CALENDAR	R	An abbreviated textual description of the code representing the day of the week.	Monday; Tuesday; Saturday
CAL_DAY_NBR_IN_WEEK	Calendar Day Number In Week	Number	1	M_TLDW1	CALENDAR	R	A number representing the order of a day in a week.	1 = Sunday; 2 = Monday; 3 = Tuesday
CAL_MONTH_CODE	Calendar Month Code	Character	2	M_TLDW1	CALENDAR	R	A code representing the calendar month.	07 = July; 08 = August; 12 = December
CAL_MONTH_DESCR	Calendar Month Description	Character	30	M_TLDW1	CALENDAR	R	The name of the calendar month.	July; August; December
CAL_MONTH_DESCRSHORT	Calendar Month Short Description	Character	10	M_TLDW1	CALENDAR	R	The abbreviated name of the calendar month.	Jul; Aug; Dec
CAL_QUARTER	Calendar Quarter Code	Character	3	M_TLDW1	CALENDAR	R	A code representing the quarter in relation to calendar year.	CQ1 = 1 st Qtr (Jan-Mar); CQ2 = 2 nd Qtr (Apr-June); CQ3 = 3 rd Qtr (July-Sept); CQ4 = 4 th Qtr (Oct-Dec)
CAL_QUARTER_DESCR	Calendar Quarter Code Description	Character	30	M_TLDW1	CALENDAR	R	A textual description of the code representing the quarter in relation to calendar year.	1 st Qtr (Jan-Mar); 2 nd Qtr (Apr-June); 3 rd Qtr (July-Sept); 4 th Qtr (Oct-Dec)
CAL_YEAR	Calendar Year	Character	4	M_TLDW1	CALENDAR	R	A number representing the year beginning January 1 and ending December 31 in the format of CCYY.	1998; 1999; 2000
CHECK_DT	Paycheck Issue Date	Date		M_PYDW1	PAY_CHECK PAY_ERN_DIST	R	The date on which the funds are either debited or credited on an actual account for payroll purposes. This represents the paydate.	01/01/1998
CLASS	Class Code	Character	5	M_PYDW1	PAY_ERN_DIST	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
				M_HRDW1	DEPT_BUDGET_ERN			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CLASS_INDC	Classified/ Unclassified Indicator Code	Character	1	M_TLDW1	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
				M_PYDW1	PAY_ERN_DIST			
CLASS_INDC_DESCRSHORT	Classified/ Unclassified Indicator Short Description	Character	10	M_TLDW1	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_TLDW1	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
COMP_FREQUENCY	Compensation Frequency Code	Character	1	M_TLDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
COMP_FREQUENCY_DESCRSHORT	Compensation Frequency Short Description	Character	10	M_TLDW1	JOB	R	An abbreviated textual description of the code indicating how the compensation rate is expressed.	Annual; Hourly; Biweekly
COMP_HOURLY_RT	Compensation Hourly Rate	Number	18,6	M_TLDW1	JOB PAY_EARNINGS	R	A system calculated number indicating the hourly compensation rate for a specific employee appointment.	0.000000; 23.654500; 101.019231
COMP_MONTHLY_RT	Compensation Monthly Rate	Number	18,3	M_TLDW1	JOB	R	A system calculated number indicating the monthly compensation rate for a specific employee appointment.	0.000; 4100.113; 17510.000
COMPANY	Company Code	Character	3	M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS	R	A code representing an entity identified by a Federal Employer Identification Number.	STR = Stdnt Rfnd ; UOM = Univ of Michigan
COMPRATE	Compensation Rate	Number	14,2	M_TLDW1	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
				M_PYDW1	PAY_ERN_DIST PAY_OTH_EARNS			
COMPRATE_USED	Compensation Rate Used	Number	18,6	M_PYDW1	PAY_OTH_EARNS	R	The hourly compensation rate used to calculate dollars for earnings code quantities. For example, shift time will have a smaller COMPRATE_USED value than regular time. The PAY_OTHER_EARNS COMPRATE field is a subset of COMPRATE_USED, it only holds the hourly compensation rate for shift and on-call earnings codes.	0.00; 1.00; 13.50; 81.20
COMPRATE_USED_REG	Compensation Rate Used for Regular Pay	Number	18,6	M_PYDW1	PAY_EARNINGS	R	The base hourly compensation rate. Used only in the system for a limited number of cash earnings codes that contain a unit override rate. COMP_HOURLY_RT is a more useful field for reporting purposes.	12.00; 15.50; 27.80; 51.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CONCURRENT_JOB_ID	Concurrent Job Identification Code	Character	15	M_TLDW1	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
COVERAGE_ELECT	Coverage Election Code	Character	1	M_TLDW1	TL_LEAVE_PLAN	R	A code indicating the type of coverage election.	E = Elect; W = Waive; T = Terminated
COVERAGE_ELECT_DESCRSHORT	Coverage Election Short Description	Character	10	M_TLDW1	TL_LEAVE_PLAN	R	An abbreviated textual description of the code indicating the type of coverage election.	Elect; Waive; Terminated
COVERAGE_ELECT_DT	Coverage Election Date	Date		M_TLDW1	TL_LEAVE_PLAN	R	The date on which a coverage election is made.	09/09/2005
CWS_ELIG_FLG	College Work Study Eligibility Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code will be eligible for the college work study subsidy.	Y = Yes; N = No
DATE_UNDER_REPORT	Time Under Report Date	Date		M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME	R	The date for which a specific time and labor time reporting code and hours or dollars was submitted.	3/31/2006; 4/30/2006
DEPT_BUDGET_ERN_EFFDT	Department Budget Earnings Effective Date	Date		M_HRDW1	DEPT_BUDGET_ERN	R	The date on which the distribution of job compensation across shortcode(s) becomes effective.	12/03/2001
DEPT_BUDGET_ERN_END_DT	Department Budget Earnings End Date	Date		M_HRDW1	DEPT_BUDGET_ERN	R	The last date on which the department budget earnings row is effective. September 9, 3999 represents that the distribution of job compensation across shortcode(s) is open-ended.	10/15/2001
DEPT_BUDGET_ERN_SEQ	Department Budget Earnings Sequence Number	Number	2	M_HRDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_DESCR	Department Name	Character	30	M_HRDW1	HE_DEPT_TBL HRMS_RPT_RECIPIENT	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
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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
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_MANAGER_CAMPUS_ID	Department Manager Campus Identification Code	Character	16	M_HRDW1	HE_DEPT_TBL	R	The U of M unique 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 HRMS_RPT_RECIPIENT	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; 311679 = UMH Administration
DIST_PCT	Distribution Percentage	Number	6,3	M_HRDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
EARNINGS_AMT	Earnings Amount	Signed Number	13,2	M_PYDW1	PAY_ERN_DIST	R	A number representing the dollar amount distributed to an individual by the University for the appropriate pay period.	0.00; -1,036.67; 412.06
EARNINGS_PAYMENT_TYPE	Earnings Payment Type Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code used to indicate the type of earnings payment allowed.	A = Amounts Only; B = Both Hours and Amounts OK; E = Either Hours or Amounts OK
EFFECT_ON_FLSA	Effect on Fair Labor Standards Act Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating how Fair Labor Standards Act (FLSA) regulations impact the calculation of the overtime rate for an earnings code.	A = Amounts Only; B = Both Hours and Amounts; H = Hours only; N = None
EFFECT_ON_FLSA_DESCRSHORT	Effect on Fair Labor Standards Act Code Short Description	Character	10	M_PYDW1	EARNINGS_TBL	R	An abbreviated textual description of the code indicating how Fair Labor Standards Act (FLSA) regulations impact the calculation of the overtime rate for an earnings code.	Amts Only; Both; Hours Only None
ELIG_FOR_RETROPAY	Eligible for Retro Pay Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code is eligible for retro pay.	Y = Yes; N = No
EMPL_PGM_EFF_STATUS	Employee Leave Program Effective Status Code	Character	1	M_TLDW1	TL_EMPL_PGM	R	A code specifying the current status of an employee leave program.	A = Active; I = Inactive
EMPL_PGM_EFFDT	Employee Leave Program Effective Date	Date		M_TLDW1	TL_EMPL_PGM	R	The date on which the employee leaves program status becomes effective.	01/01/1999
EMPL_PGM_END_DT	Employee Leave Program End Date	Date		M_TLDW1	TL_EMPL_PGM	R	The last date on which the employee leave program is effective. September 9, 3999 represents that the employee leave program is open-ended.	01/01/1999

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_TLDW1	JOB NO_VARIANCE_TBL TL_EMPL_DATA TL_GROUP_DTL TL_MISS_TIME TL_PAYABLE_TIME TL_RPTD_TIME	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
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST			
				M_HRDW1	DEPT_BUDGET_ERN			
EMPL_STATUS	Employee Status Code	Character	1	M_TLDW1	JOB	R	A code indicating an employee's status related to a specific job. (HR)	(HR) A = Active; R = Retired (HRSNAP) A = Active; L = Leave of Absence; P = Leave With Pay
EMPL_STATUS_DESCR	Employee Status Description	Character	30	M_TLDW1	JOB	R	A textual description of the code indicating an employee's status related to a specific job.	(HR) Active; Retired (HRSNAP) Active; Leave of Absence; Leave With Pay
EMPL_TYPE	Employee Type Code	Character	1	M_TLDW1	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
				M_PYDW1	PAY_CHECK			
EMPL_TYPE_DESCRSHORT	Employee Type Short Description	Character	10	M_TLDW1	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
				M_PYDW1	PAY_CHECK			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
EMPLID	Employee Identification Code	Character	11	M_TLDW1	JOB NO_VARIANCE_TBL TL_EMPL_DATA TL_EMPL_PGM TL_GROUP_DTL TL_LEAVE_DATA TL_LEAVE_PLAN TL_LVACR_GRND TL_MISS_TIME TL_PAYABLE_TIME TL_RPTD_TIME	R	A system assigned number to uniquely identify a person at U of M. Commonly referred to as UMID.	25582542
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST			
ERNCD	Earnings Code	Character	3	M_TLDW1	TL_PAYABLE_TIME TL_TRC_TBL	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
				M_PYDW1	EARNINGS_TBL PAY_ERN_DIST PAY_OTH_EARNS			
ERNCD_DESCR	Earnings Code Description	Character	30	M_TLDW1	TL_PAYABLE_TIME TL_TRC_TBL	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
				M_PYDW1	EARNINGS_TBL PAY_ERN_DIST PAY_OTH_EARNS			
ERNCD_DESCRSHORT	Earnings Code Short Description	Character	10	M_TLDW1	TL_PAYABLE_TIME TL_TRC_TBL	R	An abbreviated textual description of the code identifying the type of pay used to calculate a payroll amount.	Regular ; SckWOPay; OTPrem; Holiday; Disability; Fellowship
				M_PYDW1	EARNINGS_TBL PAY_OTH_EARNS			
ERNCD_EFF_STATUS	Earnings Code Effective Status Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code specifying the current status of an earnings code.	A = Active; I = Inactive
ERNCD_EFFDT	Earnings Code Effective Date	Date		M_PYDW1	EARNINGS_TBL	R	The effective date of an earnings code.	01/01/1999
ERNCD_REG_HRS	Earnings Code Regular Hours Code	Character	3	M_PYDW1	PAY_EARNINGS	R	A code identifying the earnings code used to calculate the regular pay portion of a payroll amount.	NGC = Regular; REG = Regular

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
EXCPTN_TIME_RPTING_END_DT	Exception Time Reporting End Date	Date		M_TLDW1	NO_VARIANCE_TBL	R	The end date of the reporting period for which exception time was reported for a monthly employee. For the monthly paygroup (MOR) it is one month behind the PAY_END_DT.	3/31/2006; 4/30/2006
FISCAL_QUARTER	Fiscal Quarter Code	Character	3	M_TLDW1	CALENDAR	R	A code representing the quarter, in relation to a fiscal year.	Q1 = 1 st Qtr (July-Sept); Q2 = 2 nd Qtr (Oct-Dec); Q3 = 3 rd Qtr (Jan-Mar); Q4 = 4 th Qtr (Apr-June)
FISCAL_QUARTER_DESCR	Fiscal Quarter Description	Character	30	M_TLDW1	CALENDAR	R	A textual description of the code representing the quarter, in relation to a fiscal year.	1 st Qtr (July-Sept); 2 nd Qtr (Oct-Dec); 3 rd Qtr (Jan-Mar); 4 th Qtr (Apr-June)
FISCAL_YEAR	Fiscal Year	Number	4	M_TLDW1	CALENDAR	R	The U of M fiscal year in the format CCYY. The U of M fiscal year runs from July through June. For example, July 1, 2000–June 30, 2001 is Fiscal Year 2001.	2000; 2001 (PY) 2002; 2003
				M_PYDW1	PAY_ERN_DIST			
FLSA_CATEGORY	Fair Labor Standards Act Category Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code representing the Fair Labor Standards Act (FLSA) category which an earning code falls into.	O = Overtime; R = Regular; X = Excluded
FLSA_CATEGORY_DESCRSHORT	Fair Labor Standards Act Category Code Short Description	Character	10	M_PYDW1	EARNINGS_TBL	R	An abbreviated textual description of the code representing whether Fair Labor Standards Act (FLSA) category which an earning code falls into.	Overtime; Regular; Excluded
FLSA_RT	Fair Labor Standards Act Rate	Number	18,6	M_PYDW1	PAY_EARNINGS	R	The pay rate used to calculate the portion of a payroll amount that was impacted by Fair Labor Standards Act (FLSA).	12.45; 13.77; 29.06
FLSA_STATUS	Fair Labor Standards Act Status Code	Character	1	M_TLDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
FLSA_STATUS_DESCRSHORT	Fair Labor Standards Act Status Short Description	Character	10	M_TLDW1	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
FORM_ID	Form Identification Code	Character	6	M_PYDW1	PAY_CHECK	R	A code that defines the type of payment form. Can be used to determine if a payment was direct deposited or a physical check.	UMADV = Um Payroll Advice Stock; UMCHK = Um Payroll Check Stock
FTE	Full Time Equivalent	Number	7,6	M_TLDW1	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
FUND_CODE	Fund Code	Character	5	M_PYDW1	PAY_ERN_DIST	R	A code used to identify the source of funds and intended use of the funds.	10000 = General; 52000 = Auxiliary-Internal Services
				M_HRDW1	DEPT_BUDGET_ERN			
FUNDING_DEPT_DESCR	Funding Department Description	Character	30	M_HRDW1	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	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	DEPT_BUDGET_ERN	R	A code indicating the campus of the employee's funding department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
FUNDING_DEPT_GRP_CAMPUS_DESCR	Funding Department Group Campus Description	Character	30	M_HRDW1	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

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_DESCR	Funding Department Group Description	Character	30	M_HRDW1	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	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	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_PYDW1	PAY_ERN_DIST	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
				M_HRDW1	DEPT_BUDGET_ERN			
FUNDING_END_DT	Funding End Date	Date		M_HRDW1	DEPT_BUDGET_ERN	R	The date on which a department is no longer responsible for providing this particular funding for a specific job except in the case of University Year appointments where the fiscal responsibility extends beyond the Funding End Date represented. September 9, 3999 represents that the funding for a specific job is open-ended.	11/17/2001

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
FUNDING_NEXT_HIGHER_DEPTID	Funding Department Next Higher Department Identification Code	Character	10	M_HRDW1	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
HOLIDAY_DESCR	Holiday Code Description	Character	30	M_TLDW1	CALENDAR	R	A textual description of the date recognized as a holiday by U of M.	Memorial Day; Independence Day; Christmas
HOLIDAY_IND	Holiday Indicator	Character	1	M_TLDW1	CALENDAR	R	A code indicating whether a specific date is recognized as a holiday for university employees with the exception of International Union of Operating Engineers (IUOE) employees.	Y = Yes; N = No
HOLIDAY_SCHEDULE	Holiday Schedule Code	Character	6	M_TLDW1	TL_WRKGRP_TBL	R	A code indicating whether a workgroup gets 8 hours of holiday payable time created automatically.	HOL = Regular Holiday Schedule; IUOE = IUOE Holiday Schedule; NONE = No Holiday Schedule
HOLIDAY_SCHEDULE_DESCRSHORT	Holiday Schedule Code Short Description	Character	10	M_TLDW1	TL_WRKGRP_TBL	R	An abbreviated textual description of a code indicating whether a workgroup gets 8 hours of holiday payable time created automatically.	Reg Hol; IUOE Hol; No Hol
HOLIDAY_SCHEDULE_DESCR	Holiday Schedule Code Description	Character	30	M_TLDW1	TL_WRKGRP_TBL	R	A textual description of the code indicating whether a workgroup gets 8 hours of holiday payable time created automatically.	Regular Holiday Schedule; IUOE Holiday Schedule; No Holiday Schedule
HOURS1	Time and Labor Hours 1	Signed Number	9,5	M_PYDW1	PAY_ERN_DIST	R	The breakdown of hours worked by earn code, shortcode and pay period.	0.00000; -8.00000; 15.125
HR_FLG	Human Resource Print Flag Code	Character	1	M_PYDW1	EARNINGS_TBL PAY_ERN_DIST	R	A code indicating whether the earnings code will print on the Human Resource Notice of Appointment (NOA).	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
HRMS_RPT_RECIPIENT_ADDRESS1	Human Resource Management System Report Recipient Address 1	Character	55	M_HRDW1	HRMS_RPT_RECIPIENT	R	The first of three address lines which contain the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department.	C/O Hospital Financial Service; MATHEMATICS
HRMS_RPT_RECIPIENT_ADDRESS2	Human Resource Management System Report Recipient Address 2	Character	55	M_HRDW1	HRMS_RPT_RECIPIENT	R	The second of three address lines which contain the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department.	300Nib Ni7E18; 4858 EAST HALL
HRMS_RPT_RECIPIENT_ADDRESS3	Human Resource Management System Report Recipient Address 3	Character	55	M_HRDW1	HRMS_RPT_RECIPIENT	R	The third of three address lines which contain the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department. This will be blank for addresses delivered to by Campus Mail.	3621 State Street
HRMS_RPT_RECIPIENT_COUNTRY	Human Resource Management System Report Recipient Country Code	Character	3	M_HRDW1	HRMS_RPT_RECIPIENT	R	A code representing the country associated with the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department.	USA = United States
HRMS_RPT_RECIPIENT_CAMPUS_ID	Human Resource Management System Report Recipient Campus Identification Code	Character	16	M_HRDW1	HRMS_RPT_RECIPIENT	R	The U of M uniqlname assigned to a person receiving Human Resource Management Systems (HRMS) reports for a department.	jsmith; anndoe
HRMS_RPT_RECIPIENT_CITY	Human Resource Management System Report Recipient City	Character	30	M_HRDW1	HRMS_RPT_RECIPIENT	R	The name of the city associated with the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department. This will be blank for addresses delivered to by Campus Mail.	Ann Arbor

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
HRMS_RPT_RECIPIENT_EFFDT	Human Resource Management System Report Recipient Effective Date	Date		M_HRDW1	HRMS_RPT_RECIPIENT	R	The date the person in a department is to begin receiving Human Resource Management Systems (HRMS) reports for a department.	08/11/2001
HRMS_RPT_RECIPIENT_EMPLID	Human Resource Management System Report Recipient Employee Identification Code	Character	11	M_HRDW1	HRMS_RPT_RECIPIENT	R	A system assigned number used to uniquely identify a person receiving Human Resource Management Systems (HRMS) reports for a department.	25582542
HRMS_RPT_RECIPIENT_NAME	Human Resource Management System Report Recipient Name	Character	50	M_HRDW1	HRMS_RPT_RECIPIENT	R	The name of the person receiving Human Resource Management Systems (HRMS) reports for a department. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	Winkeler, John
HRMS_RPT_RECIPIENT_PHONE	Human Resource Management System Report Recipient Phone	Character	24	M_HRDW1	HRMS_RPT_RECIPIENT	R	The work phone number of the person receiving Human Resource Management Systems (HRMS) reports for a department.	7348721379
HRMS_RPT_RECIPIENT_POSTAL	Human Resource Management System Report Recipient Postal Code	Character	12	M_HRDW1	HRMS_RPT_RECIPIENT	R	The campus zip of the person receiving Human Resource Management Systems (HRMS) reports for a department.	0428; 1109
HRMS_RPT_RECIPIENT_STATE	Human Resource Management System Report Recipient State Code	Character	6	M_HRDW1	HRMS_RPT_RECIPIENT	R	A code representing the state associated with the work address of the person receiving Human Resource Management Systems (HRMS) reports for a department. This will be blank for addresses delivered to by Campus Mail.	MI = Michigan
HRMS_RPT_TYPE	Human Resource Management System Report Type Code	Character	1	M_HRDW1	HRMS_RPT_RECIPIENT	R	A code indicating the type of Human Resource Management Systems (HRMS) report.	G = Gross Pay; P = Personnel; T = Time Rpt

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
HRMS_RPT_TYPE_DESCRSHORT	Human Resource Management System Report Type Short Description	Character	10	M_HRDW1	HRMS_RPT_RECIPIENT	R	An abbreviated description of the code indicating the type of Human Resource Management Systems (HRMS) report.	Gross Pay Register; Personnel; Time Report
HRS_ONLY	Hours Only Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code will only pay for hours reported. A value of "Y" indicates that the Earnings Code "Reduces from REG", meaning that it subtracts equivalent REG hours thus keeping the gross amount the same.	Y = Yes; N = No
HRS_REPRESENT_DESCR	Hours Represent Description	Character	30	M_TLDW1	TL_TRC_TBL	R	A textual description of the code indicating whether the earnings code will only pay for hours reported.	Actual Hours; Compensation Only Hours
HRS_REPRESENT_IND	Hours Represent Indicator	Character	1	M_TLDW1	TL_TRC_TBL	R	A code indicating the type of hours represented by a specific time reporting code	A = Actual Hours; C = Compensation Only Hours
INCOME_CD_1042	Income Code for 1042-S	Character	2	M_PYDW1	EARNINGS_TBL	R	A code that identifies the income category for 1042 tax reporting.	15 = Scholarship/Fellowship Grants; 18 = Teaching; 19 = Studying and Training
IUOE_HOLIDAY_IND	International Union of Operating Engineers Holiday Indicator	Character	1	M_TLDW1	CALENDAR	R	A code indicating whether a specific date is recognized as a holiday for university International Union of Operating Engineers (IUOE) employees.	Y = Yes; N = No
JOB_ACTION	Job Action Code	Character	3	M_TLDW1	JOB	R	A code indicating the type of action 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_TLDW1	JOB	R	A textual description of the code indicating the type of action that has occurred related to a job.	Data Change; Hire; Pay Rate Change
JOB_ACTION_DT	Job Action Date	Date		M_TLDW1	JOB	R	The date the action related to a job was entered into the system.	08/15/2001
JOB_ACTION_REASON	Job Action Reason Code	Character	3	M_TLDW1	JOB	R	A code providing more detailed information regarding the reason an action occurred related to a job.	AR7 = Merit; CTR = Effort Change; HIR = New Hire

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_DESCR	Job Action Reason Description	Character	30	M_TLDW1	JOB	R	A textual description of the code providing more detailed information regarding the reason an action occurred related to a job.	Merit; Effort Change; New Hire
JOB_EFFDT	Job Effective Date	Date		M_TLDW1	JOB	R	The date on which job related information became effective.	08/15/2001
JOB_EFFSEQ	Job Effective Sequence Number	Number	3	M_TLDW1	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_END_DT	Job End Date	Date		M_TLDW1	JOB	R	The last date on which the job row is effective. September 9, 3999 represents that the job is open-ended.	10/15/2001
JOB_FAMILY	Job Family Code	Character	6	M_TLDW1	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_TLDW1	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
JOB_INDICATOR	Job Indicator Code	Character	1	M_TLDW1	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 job effective date. Temporary appointments will always have a job indicator of N = Not Applicable.	P = Primary Job; S = Secondary Job; N = Not Applicable

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
JOBCODE	JobCode	Character	6	M_TLDW1	JOB	R	A code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	100800 = Chancellor; 201000 = Professor; 240500 = Accountant Assoc
				M_PYDW1	PAY_EARNINGS PAY_ERN_DIST			
JOBCODE_BEN_FAMILY	JobCode Benefit Family Code	Character	4	M_TLDW1	JOB	R	A code indicating the benefit family associated with the employee's job code.	30 = House Off; 37 = Res Fello 40 = P/A Exemp
JOBCODE_BEN_FAMILY_DESCRSHORT	JobCode Benefit Family Short Description	Character	10	M_TLDW1	JOB	R	An abbreviated textual description of the code indicating the benefit family associated with the employee's job code.	House Off; Res Fello; P/A Exemp
JOBCODE_BEN_FAMILY_DESCR	JobCode Benefit Family Description	Character	30	M_TLDW1	JOB	R	A textual description of the code indicating the benefit family associated with the employee's job code.	House Officer; Research Fellow; Professional/Admin Exempt
JOBCODE_DESCR	JobCode Description	Character	30	M_TLDW1	JOB	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
				M_PYDW1	PAY_EARNINGS PAY_ERN_DIST			
LINE_NUM	Line Number	Number	2	M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS	R	A sequential number uniquely identifying each line. This line on a page in a paysheet defines the transaction for a single employee.	1; 2; 3
LVE_ACCRL_GRNDFATHRD_COMMENTS	Leave Accrual Grandfathered Comments	Character	254	M_TLDW1	TL_LVACR_GRND	R	A line of text containing information about an employee being grandfathered into a particular leave accrual plan.	FLSA change; Per memo from Jennifer Tomko; Reinstated original date of hire eff 11/1/05, alouks 12/14/05
LVE_ACCRL_GRNDFATHRD_EFFDT	Leave Accrual Grandfathered Effective Date	Date		M_TLDW1	TL_LVACR_GRND	R	The date on which the grandfathered leave accrual plan assignment becomes effective.	01/23/2005
LVE_ACCRL_GRNDFATHRD_END_DT	Leave Accrual Grandfathered End Date	Date		M_TLDW1	TL_LVACR_GRND	R	The last date on which the grandfathered leave accrual plan assignment is effective. September 9, 3999 represents that the leave accrual plan assignment is open-ended.	05/31/2005

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MAIL_DROP	Mail Drop Identification	Character	50	M_PYDW1	PAY_CHECK	R	A code used to identify the distribution point for an individuals payroll check or deposit.	0001 = Payroll Office Default; 0020 = LS&A Cashiers Office; 0026 = Campus Payroll Office
MAIL_DROP_DESCR	Mail Drop Description	Character	30	M_PYDW1	PAY_CHECK	R	A textual description of the code used to identify the distribution point for an individual's payroll check or deposit.	Payroll Office Default; LS&A Cashiers Office; Campus Payroll Office
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
MISS_TIME	Missing Time Code	Character	1	M_TLDW1	TL_LEAVE_DATA	R	A code indicating whether time has not been reported for an employee for a given pay period in time and labor.	Y = Yes; N = No
MONTH_DAYS_COUNT	Month Days Count	Number	2	M_TLDW1	CALENDAR	R	The number of days in a month.	29; 30; 31
MONTH_WORK_DAYS_COUNT	Month Work Days Count	Number	2	M_TLDW1	CALENDAR	R	The number of work days in a month.	23; 21
MULTIPLICATION_FACTOR	Multiplication Factor	Signed Number	9,4	M_PYDW1	EARNINGS_TBL	R	A number used to adjust the hourly pay rate as appropriate. For a specific earnings code, the multiplication factor times the hours reported times the hourly pay rate equals the earnings amount.	0.5000; 1.0000; 1.5000; -0.5000; -1.0000
NEEDS_APPR_FLAG	Needs Approval Code	Character	1	M_TLDW1	TL_WRKGRP_TBL	R	A code indicating whether or not a workgroup's time reporting codes need approval before being sent to payroll. For example, the Self Service Workgroups need approval.	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
NET_PAY	Net Pay	Signed Number	10,2	M_PYDW1	PAY_CHECK	R	The dollar amount of gross pay amount less any employee contributions to deductions and taxes. Note: This field will contain NULL for data prior to March 11, 2004.	1,522.14; 1,082.53; 840.14; -914.62
OFF_CYCLE	Off Cycle Code	Character	1	M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS	R	A code indicating whether the process of calculating and creating a paycheck for one or more employees outside the normally-scheduled (on-cycle) payroll run for their pay group. Off-Cycle processing includes reversals, reversal/adjustments, salary transfers, online checks and manual checks.	Y = Yes; N = No
ORIG_TRANS_DT	Original Transaction Date	Date		M_PYDW1	PAY_ERN_DIST	R	The original check date.	09/22/2000
OTH_EARNS	Other Earnings	Signed Number	10,2	M_PYDW1	PAY_OTH_EARNS	R	The amounts the employee is receiving or is being taxed on by earn code.	1,481.37; 3,398.44; 8,900.05
OTH_HRS	Other Hours	Signed Number	6,2	M_PYDW1	PAY_OTH_EARNS	R	The number of hours associated with the OTH_EARNS field. Examples of this would be HOL (holiday), VAC (vacation), SCK (sick), earnings codes that are paid for a specified number of hours. OTH_HRS is not populated when an amount Time Reporting Code (such as CAT) is used.	0.00 8.00; 11.50
OTH_PAY	Other Pay	Signed Number	10,2	M_PYDW1	PAY_OTH_EARNS	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
OVERRIDE_RSN_CD	Override Reason Code	Character	5	M_TLDW1	TL_RPTD_TIME	R	A code indicating the reason an override was applied to an employee's reported time.	OBA = One Time Bank Adjustment; PTA = Adjustment to PTO Balance; REP = Time Reporting Error

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
OVERRIDE_RSN_DESCR	Override Reason Description	Character	30	M_TLDW1	TL_RPTD_TIME	R	A textual description of the code indicating the reason an override was applied to an employee's reported time.	One Time Bank Adjustment; Adjustment to PTO Balance; Time Reporting Error
OVERRIDE_RSN_DESCRSHORT	Override Reason Short Description	Character	10	M_TLDW1	TL_RPTD_TIME	R	An abbreviated textual description of the code indicating the reason an override was applied to an employee's reported time.	OTB Adj; PTO Adj; Rep Error
PAGE_NUM	Page Number	Number	4	M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS	R	A sequential number uniquely identifying each page. This is the page in a paysheet and will include the transactions for multiple employees.	1; 2; 3
PAY_BEGIN_DT	Pay Period Begin Date	Date		M_PYDW1	PAY_CHECK	R	The start date of the pay period.	03/10/2001
PAY_EARNS_BEGIN_DT	Pay Earnings Begin Date	Date		M_PYDW1	PAY_EARNINGS	R	The start date of the pay period for which time has been reported. This date can be different from PAY_BEGIN_DT if a prior period adjustment has been processed.	01/01/1999; 07/02/2006
PAY_EARNS_END_DT	Pay Earnings End Date	Date		M_PYDW1	PAY_EARNINGS	R	The end date of the pay period for which time has been reported. This date can be different from PAY_END_DT if a prior period adjustment has been processed.	3/31/2006; 07/15/2006
PAY_END_DT	Pay Period End Date	Date		M_TLDW1	NO_VARIANCE_TBL TL_MISS_TIME TL_PAYABLE_TIME	R	The end date of the pay period.	03/31/2006; 7/29/2006
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS			
PAY_FREQUENCY	Pay Frequency Code	Character	1	M_TLDW1	TL_EMPL_PGM TL_MISS_TIME JOB	R	A code representing how often employees in a pay group are paid.	B = Biweekly; M = Monthly; W = Weekly
				M_PYDW1	PAY_CHECK PAY_EARNINGS			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PAY_FREQUENCY_DESCRSHORT	Pay Frequency Short Description	Character	10	M_TLDW1	TL_EMPL_PGM TL_MISS_TIME JOB	R	An abbreviated textual description of the code representing how often employees in a pay group are paid.	Biweekly; Monthly; Weekly
				M_PYDW1	PAY_CHECK PAY_EARNINGS			
PAY_OFF_CYCLE_CAL	Off Cycle Calendar Code	Character	1	M_PYDW1	PAY_CHECK	R	A code indicating whether the pay date is Off Cycle or not.	Y = Yes; N = No
PAY_PERIOD	Pay Period Code	Character	1	M_PYDW1	PAY_CHECK	R	A code representing the established time segments for which employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.	1; 2; 3
PAYABLE_STATUS	Payable Status Code	Character	2	M_TLDW1	TL_PAYABLE_TIME	R	A code specifying the status of reported time in relation to calculating pay.	CL = Closed; RP = Rejected
PAYABLE_STATUS_DESCRSHORT	Payable Status Short Description	Character	10	M_TLDW1	TL_PAYABLE_TIME	R	An abbreviated textual description of the code specifying the status of reported time in relation to calculating pay.	Closed; Rejected by Payroll
PAYABLE_STATUS_DESCR	Payable Status Description	Character	30	M_TLDW1	TL_PAYABLE_TIME	R	A textual description of the code specifying the status of reported time in relation to calculating pay.	Closed; Rejected
PAYABLE_TIME_OPRID	Payable Time Operator Identification	Character	30	M_TLDW1	TL_PAYABLE_TIME	R	The unique identifier of the person or process that approved time as payable for self service time entry.	blank; DSELL;
PAYABLE_TIME_SEQ_NBR	Payable Time Sequence Number	Number	15	M_TLDW1	TL_PAYABLE_TIME	R	A system assigned number that uniquely identifies each row of time and labor data used to calculate pay for a specific employee appointment for a specific day.	20393000008; 20607000011; 20809000066
PAYCHECK_NBR	Paycheck Number	Number	15	M_PYDW1	PAY_CHECK	R	A number used to identify a paycheck.	1371; 1372; 1373

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PAYCHECK_OPTION	Paycheck Option Code	Character	1	M_PYDW1	PAY_CHECK	R	A code representing the method of payment to an individual; or the type of transaction being processed. This field would represent whether an individual was paid via direct deposit or by check. This field is also used if a check or advice is reversed.	& = Check and Advice; A = Advice; C = Check
PAYCHECK_OPTION_DESCR	Paycheck Option Code Description	Character	30	M_PYDW1	PAY_CHECK	R	A textual description of the code representing the method of payment to an individual; or the type of transaction being processed. This field would represent whether an individual was paid via direct deposit or by check. This field is also used if a check or advice is reversed.	Check and Advice; Advice; Check
PAYCHECK_STATUS	Paycheck Status Code	Character	1	M_PYDW1	PAY_CHECK	R	A code indicating the pay check status.	F = Confirmed; V = Reversal
PAYCHECK_STATUS_DESCRSHORT	Paycheck Status Short Description	Character	10	M_PYDW1	PAY_CHECK	R	An abbreviated textual description of the code indicating the paycheck status.	Confirmed; Reversal
PAYGROUP	Pay Group Code	Character	3	M_TLDW1	JOB TL_EMPL_DATA	R	A code indicating a set of employees grouped together for payroll processing.	BWC = Reg Bwlky; MGS = Grad Stdnt; MPP = Mo P Paid
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_ERNS			
PAYGROUP_DESCR	Pay Group Description	Character	30	M_TLDW1	JOB TL_EMPL_DATA	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
				M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS			
PAYGROUP_DESCRSHORT	Pay Group Short Description	Character	10	M_TLDW1	JOB TL_EMPL_DATA	R	An abbreviated textual description of the code indicating a set of employees grouped together for payroll processing.	Reg Bwlky; Grad Stdnt; Mo P Paid
				M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PERCENT_EFFORT	Percent Effort	Number	5,2	M_HRDW1	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
PERUNIT_OVR_RT	Unit Override Rate	Number	18,6	M_PYDW1	EARNINGS_TBL	R	A number representing the override rate of pay.	0.000000; 2.000000; 5.000000
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	Name	Character	50	M_TLDW1	NO_VARIANCE_TBL TL_EMPL_DATA TL_EMPL_PGM TL_GROUP_DTL TL_LEAVE_DATA TL_LEAVE_PLAN TL_LVACR_GRND TL_MISS_TIME TL_PAYABLE_TIME TL_RPTD_TIME	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
				M_PYDW1	PAY_CHECK PAY_ERN_DIST			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PROGRAM_CODE	Program Code	Character	5	M_PYDW1	PAY_ERN_DIST	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
				M_HRDW1	DEPT_BUDGET_ERN			
PROJECT_GRANT	Project/Grant Code	Character	15	M_PYDW1	PAY_ERN_DIST	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
				M_HRDW1	DEPT_BUDGET_ERN			
PY_TL_XREF_NUM	Payroll Time and Labor Cross Reference Number	Number	15	M_TLDW1	TL_PAYABLE_TIME	R	A unique number for each time reporting code that links TL_PAYABLE_TIME from time and labor with PAY_OTH_EARNS in Payroll.	604000000001; 751000000043; 891000000040
				M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS			
RATE_TYPE_USED	Rate Type Used Code	Character	1	M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS	R	A code representing the type of rate used when calculating pay.	F = FLSA Rt; H = Hrly Rt
RATE_TYPE_USED_DESCRSHORT	Rate Type Used Short Description	Character	10	M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS	R	An abbreviated textual description of the code representing the type of rate used when calculating pay.	FLSA Rt; Hrly Rt
RECORD_ONLY_ADJ	Record Only Adjustment Code	Character	1	M_TLDW1	TL_PAYABLE_TIME	R	A code indicating whether a row of payable time data was entered into the system as a record only adjustment.	Y = Yes; N = No
RECORD_ONLY_ADJ_COMMENTS	Record Only Adjustment Comments	Character	20	M_TLDW1	TL_PAYABLE_TIME	R	A line of text containing information about a record only adjustment. These adjustments do not impact a person's pay and/or leave balances.	049099; 06/02/05 KWC; 0 PTO TIME AVAILABLE
REG_EARNS	Regular Earnings	Signed Number	10,2	M_PYDW1	PAY_EARNINGS	R	The dollar amount of pay associated with regular hours.	0.00; 26.75; 141.67
REG_EARNS_HRS	Regular Earnings Hours	Signed Number	6,2	M_PYDW1	PAY_EARNINGS	R	The regular hours associated with standard hours for exception pay employees.	0.00; 80.0; 168.00; 248.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
REG_HRLY_EARNS	Regular Hourly Earnings	Signed Number	10,2	M_PYDW1	PAY_EARNINGS	R	The sum of the dollar amount of pay associated with exception hours reduced from regular earnings.	-9,602.64; -235.77; 0.00
REG_HRS	Regular Hours	Signed Number	6,2	M_PYDW1	PAY_EARNINGS	R	The sum of exception hours that reduce from regular hours which come from job standard hours.	-56.00; -8.00; 0.00
REG_PAY	Regular Salaried Earnings Amount	Signed Number	10,2	M_PYDW1	PAY_EARNINGS	R	The amount representing earnings by regular salaried employees.	0.00; 4,821.29; 3,581.50
REG_PAY_INCLUDED	Regular Pay Included Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether regular pay is included in the earnings amount related to an earnings code.	Y = Yes; N = No
REG_TEMP	Regular/Temporary Code	Character	1	M_TLDW1	JOB	R	A code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job.	R = Regular; T = Temporary
REG_TEMP_DESCRSHORT	Regular/Temporary Short Description	Character	10	M_TLDW1	JOB	R	An abbreviated textual description of the code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job.	Regular; Temporary
REVERSED	Reversed Code	Character	1	M_PYDW1	PAY_ERN_DIST	R	A code indicating whether a check in hand is cancelled.	Y = Yes; N = No
RPTD_TIME_OPRID	Reported Time Operator Identification	Character	30	M_TLDW1	TL_RPTD_TIME	R	The unique identifier of the person or process which entered reported time hours into the system.	92340009; SJEFFRIE; TLSYSTEM; SYSADM
RPTD_TIME_SEQ_NUM	Reported Time Sequence Number	Number	15	M_TLDW1	TL_RPTD_TIME	R	A system assigned number uniquely identifying each row of reported time for a specific employee appointment for a specific day.	1; 100; 156
RULE_PGM_DESCRSHORT	Rule Program Short Description	Character	10	M_TLDW1	TL_WRKGRP_TBL	R	An abbreviated textual description of the code representing the time reporting rules applied to a time and labor workgroup.	AFSCRULPGM; IUOERULPGM; PAEXCRULPGM
RULE_PGM_ID	Rule Program Identification Code	Character	12	M_TLDW1	TL_WRKGRP_TBL	R	A code representing the time reporting rules applied to a time and labor workgroup.	AFSCRULEPGM; IUOERULEPGM; PAEXCRULEPGM

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
RUN_ID	Pay Run Identification Code	Character	10	M_PYDW1	PAY_CHECK PAY_EARNINGS PAY_ERN_DIST PAY_OTH_EARNS	R	A code that uniquely identifies a Run Control for batch processes.	011 = 04-30-98; BA1 = 01-B1-2001; MC1 = 03-Em-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
SEND_TO_PAYROLL	Send to Payroll Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code indicating whether a time reporting code is sent to the payroll calculation process.	Y = Yes; N = No
SEPCHK	Separate Check Number	Number	1	M_PYDW1	PAY_CHECK PAY_ERN_DIST	R	The number used for a separate check.	0; 1; 2
SERVICE_DT	Service Date	Date		M_TLDW1	JOB	R	The date on which the current continuous employment relationship was established as defined in the Standard Practice Guide.	08/01/2001
SHORTCODE	ShortCode Number	Character	6	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME TL_TSKPRF_DETL	R	A code that represents a unique combination (blank and non-blank) of chartfields; fund, department, class, program, and project/grant.	000094 = USDA-6J89B; 012984 = VA Hospital/Med Admin; 035677 = Research Agreement (SAE)
				M_PYDW1	PAY_EARNINGS PAY_ERN_DIST			
				M_HRDW1	DEPT_BUDGET_ERN			
SHORTCODE_DESCR	ShortCode Description	Character	30	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME TL_TSKPRF_DETL	R	A textual description of the code that represents 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);
				M_PYDW1	PAY_EARNINGS PAY_ERN_DIST			
				M_HRDW1	DEPT_BUDGET_ERN			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SPON_RES_POOL	Sponsored Research Pool Code	Character	1	M_HRDW1	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
SRT_ELIG_FLG	Sponsored Research Eligibility Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings will be distributed based on the sponsored research table.	Y = Yes; N = No
STATIC_GROUP_DESCR	Static Group Description	Character	30	M_TLDW1	TL_GROUP_DTL	R	A textual description of the code uniquely identifying a user-defined group of employees that is used in time and labor to enter or report time, or run a query to review time and labor data.	LS&A Facilities; suzanne w derm monthlycampusres; OSTFB
STATIC_GROUP_ID	Static Group Identification Code	Character	5	M_TLDW1	TL_GROUP_DTL	R	A code uniquely identifying a user-defined group of employees that is used in time and labor to enter or report time, or run a query to review time and labor data.	00001; 03647; OB038
STD_HOURS	Standard Hours	Number	4,2	M_TLDW1	JOB	R	The number of hours the person will work in the associated appointment during the course of one week.	0.00; 2.20; 26.68; 40.00
SUBJECT_FICA	Subject to Federal Insurance Contributions Act Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code is eligible for Federal Insurance Contributions Act withholding.	Y = Yes; N = No
SUPERVISOR_ID	Supervisor Identification Code	Character	11	M_TLDW1	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_TLDW1	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

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SVH_ELIG_FLG	Sick Vacation Holiday Eligibility Code	Character	1	M_PYDW1	EARNINGS_TBL	R	For employees that participate in the sick, vacation, holiday pool, a code indicating whether sick, vacation, holiday charges are charged directly to the department or to the sick, vacation, holiday pool.	Y = Yes; N = No
TASK_PRFL_TMPLT_DESCRSHORT	Task Profile Template Short Description	Character	10	M_TLDW1	TL_TSKPRF_DETL	R	An abbreviated textual description of the code representing the template used to apply time reporting rules to a task profile.	Campus; Hospital Chsplit; Sponsres
TASK_PRFL_TMPLT_DESCR	Task Profile Template Description	Character	30	M_TLDW1	TL_TSKPRF_DETL	R	A textual description of the code representing the template used to apply time reporting rules to a task profile.	Campus Task Profile; Campus Hospital Split; Hospital Task Profile Sponsored Research Profile
TASK_PRFL_TMPLT_ID	Task Profile Template Identification Code	Character	10	M_TLDW1	TL_TSKPRF_DETL	R	A code representing the template used to apply time reporting rules to a task profile.	CAMPUS1 = Campus Task Profile; CHSPLIT = Campus Hospital Split; Hospital1 = Hospital Task Profile SPONSRES1 = Sponsored Research Profile
TASK_PROFILE_EFF_STATUS	Task Profile Effective Status Code	Character	1	M_TLDW1	TL_TSKPRF_DETL	R	A code specifying the current status of a task profile.	A = Active; I = Inactive
TASK_PROFILE_EFFDT	Task Profile Effective Date	Date		M_TLDW1	TL_TSKPRF_DETL	R	The date on which the task profile status becomes effective.	01/01/1999
TASK_PROFILE_END_DT	Task Profile End Date	Date		M_TLDW1	TL_TSKPRF_DETL	R	The last date on which the task profile is effective. September 9, 3999 represents that the task profile is open-ended.	01/01/1999
TASK_PROFILE_ID	Task Profile Identification Code	Character	10	M_TLDW1	TL_EMPL_DATA TL_TSKPRF_DETL	R	A code made up of EMPLID and EMPL_RCD number which uniquely identifies a time and labor task profile.	1005113000; 1006790000; 0377993630
TASKGROUP	Taskgroup Code	Character	10	M_TLDW1	TL_EMPL_DATA TL_PAYABLE_TIME TL_RPTD_TIME	R	A code used to group employees based on which central payroll office is responsible for their maintenance in the system.	CAMPUS = Campus Taskgroup; CHSPLIT = Campus Hospital Split; HOSPITAL = Hospital Task Group

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TASKGROUP_DESCR	Taskgroup Code Description	Character	30	M_TLDW1	TL_EMPL_DATA TL_PAYABLE_TIME TL_RPTD_TIME	R	A textual description of the code used to group employees based on which central payroll office is responsible for their maintenance in the system.	Campus Taskgroup; Campus Hospital Split; Hospital Task Group
TAX_METHOD	Tax Method Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code which identifies the tax method used when calculating pay for an earning code.	A = Annualized; L = Lump Sum; S = Supplemental
TAX_METHOD_DESCRSHORT	Tax Method Short Description	Character	10	M_PYDW1	EARNINGS_TBL	R	An abbreviated textual description of the code which identifies the tax method used when calculating pay for an earning code.	Annualized; Lump Sum; Supplemntl
TIME_PERIOD_DESCR	Time Period Description	Character	30	M_TLDW1	TL_WRKGRP_TBL	R	A textual description of the code representing the time period for which time will be reported for a workgroup.	Bi-Weekly Time Period; BWR Time Period Calendar; Monthly Time Period
TIME_PERIOD_DESCRSHORT	Time Period Short Description	Character	10	M_TLDW1	TL_WRKGRP_TBL	R	An abbreviated textual description of the code representing the time period for which time will be reported for a workgroup.	Bi-Weekly; BWR Time P; Monthly
TIME_PERIOD_ID	Time Period Identification Code	Character	12	M_TLDW1	TL_WRKGRP_TBL	R	A code representing the time period for which time will be reported for a workgroup.	BI-WEEKLY = Bi-Weekly Time Period; BIWEEKLY_BWR = BWR Time Period Calendar; PSMONTH = Monthly Time Period
TIME_RPTG_STATUS	Time Reporting Status Code	Character	1	M_TLDW1	TL_EMPL_DATA	R	A code specifying the status of an employee in time and labor.	A = Active; I = Inactive
TIME_RPTG_TYPE	Time Reporting Type Code	Character	1	M_TLDW1	TL_WRKGRP_TBL	R	A code representing the type of time reported for a workgroup.	E = Exception Time Reporting; P = Positive Time Reporting
TIME_RPTG_TYPE_DESCRSHORT	Time Reporting Type Short Description	Character	10	M_TLDW1	TL_WRKGRP_TBL	R	An abbreviated textual description of the code representing the type of time reported for a workgroup.	Exception; Positive
TIME_RPTR_DESCRSHORT	Time Reporter Short Description	Character	10	M_TLDW1	TL_EMPL_DATA	R	An abbreviated textual description of the code representing the way an employee record is set up to report time in Time and Labor.	Elapsed; Punch

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TIME_RPTR_IND	Time Reporter Indicator Code	Character	1	M_TLDW1	TL_EMPL_DATA	R	A code representing the way an employee record is set up to report time in time and labor.	E = Elapsed; P = Punch
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
TL_ACTIVE	Time and Labor Active Code	Character	1	M_TLDW1	TL_LVACR_GRND	R	A code indicating whether the grandfathered leave program is active or not.	Y = Yes; N = No
TL_COMMENTS	Time and Labor Comment	Character	254	M_TLDW1	TL_RPTD_TIME	R	A line of text containing information about an employee's reported time.	\$8.00 bonus; Early payroll tgaray 12/2/05; Prior period adj due to late paperwork jshmoie 10/06/2006
TL_ENROLL_EFFDT	Time and Labor Enrollment Effective Date	Date		M_TLDW1	TL_EMPL_DATA	R	The date when the employee's time and labor enrollment information becomes effective.	01/01/1999
TL_ENROLL_END_DT	Time and Labor Enrollment End Date	Date		M_TLDW1	TL_EMPL_DATA	R	The last date on which the employee's time and labor enrollment information is effective. September 9, 3999 represents that the enrollment is open-ended.	01/01/1999
TL_EXTENDED_SICK	Time and Labor Extended Sick Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code indicating whether extended sick time is related to a time reporting code.	Y = Yes; N = No
TL_LEAVE_ADJUSTED	Time and Labor Adjusted Hours	Signed Number	7,3	M_TLDW1	TL_LEAVE_DATA	R	The number of hours associated with a time and labor leave balance adjustment.	8.000; -8.000
TL_LEAVE_BALANCE	Time and Labor Leave Plan Balance Hours	Signed Number	7,3	M_TLDW1	TL_LEAVE_DATA	R	The number of hours an employee has accumulated in a time and labor leave plan.	648.800; 0.000; 308.846
TL_LEAVE_BENEFIT_PLAN	Time and Labor Leave Benefit Plan	Character	6	M_TLDW1	TL_LEAVE_PLAN	R	A code representing a time and labor leave plan.	5U = Sick; 5Y = Vacation; 5Z = Paid TimeOff
TL_LEAVE_BENEFIT_PLAN_DESCR	Time and Labor Leave Benefit Plan Description	Character	30	M_TLDW1	TL_LEAVE_PLAN	R	A textual description of the code representing a time and labor leave plan.	Sick; Vacation; Paid TimeOff

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TL_LEAVE_COMMENTS	Time and Labor Leave Comments	Char	500	M_TLDW1	TL_LEAVE_DATA	R	A line of text containing comments associated with an employee's leave programs, plans or data.	-0.034 No PTO payout- jshmoe 2/13/02; LOA 1/7/03/jshmoe 1/31/03; Transfer into accrual system as of 3/13/06. 4/6/06 jshmoe
TL_LEAVE_DATA_POSTING_DATE	Time and Labor Leave Data Posting Date	Date		M_TLDW1	TL_LEAVE_DATA	R	The date of an employee's time and labor leave plan accruals, usages or adjustments.	01/03/2003
TL_LEAVE_EARNED	Time and Labor Leave Earned Hours	Signed Number	7,3	M_TLDW1	TL_LEAVE_DATA	R	A number of hours an employee accrued in a time and labor leave plan.	8.000; 16.000; 1056.000
TL_LEAVE_EFFSEQ	Time and Labor Leave Effective Sequence Number	Number	3	M_TLDW1	TL_LEAVE_DATA	R	A number which uniquely identifies an inserted leave data row that has the same effective date as TL_LEAVE_DATA_POSTING DATE.	01/03/2003
TL_LEAVE_FTE	Time and Labor Leave Full Time Equivalent	Character	4,3	M_TLDW1	TL_LEAVE_DATA	R	The percent of effort used for an employee's time and labor leave plan accrual. This combines FTE for all eligible jobs.	1.000; .500; .750
TL_LEAVE_NEAR_MAX	Time and Labor Leave Near Max Code	Character	1	M_TLDW1	TL_LEAVE_DATA	R	A code indicating whether an employee is within three months of reaching the maximum allowed vacation or paid time off (PTO) accrual.	Y = Yes; N = No
TL_LEAVE_ORIGIN	Time and Labor Leave Origin Code	Character	1	M_TLDW1	TL_LEAVE_DATA	R	A code representing the source of information regarding an employee's time and labor leave plan accrual or usage.	A = Accrual/Renewal; E = Event Maintenance; L = Loaded Balance; P = Payroll; M = Manual Entry
TL_LEAVE_ORIGIN_DESCR	Time and Labor Leave Origin Description	Character	30	M_TLDW1	TL_LEAVE_DATA	R	A textual description of the code representing the source of information regarding an employee's time and labor leave plan accrual or usage.	Accrual/Renewal; Event Maintenance; Loaded Balance; Payroll; Manual Entry
TL_LEAVE_PGM	Time and Labor Leave Program	Character	3	M_TLDW1	TL_EMPL_PGM	R	A code representing the time and labor leave program an employee is enrolled in.	AFS = Afscmc; HEX = Hospital Exempt; NON = No Leave Program
TL_LEAVE_PGM_DESCR	Time and Labor Leave Program Description	Character	30	M_TLDW1	TL_EMPL_PGM	R	A textual description of the code representing the time and labor leave program an employee is enrolled in.	Afscmc; Hospital Exempt; No Leave Program

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TL_LEAVE_PGM_DESCRSHORT	Time and Labor Leave Program Short Description	Character	10	M_TLDW1	TL_EMPL_PGM	R	An abbreviated textual description of the code representing the time and labor leave program an employee is enrolled in.	Afscme; Umhse; None
TL_LEAVE_PLAN_EFFDT	Leave Plan Effective Date	Date		M_TLDW1	TL_LEAVE_PLAN	R	The date on which employee's time and labor leave plan becomes effective.	01/01/1999
TL_LEAVE_PLAN_END_DT	Leave Plan End Date	Date		M_TLDW1	TL_LEAVE_PLAN	R	The last date on which a time and labor leave plan is in effect for an employee. September 9, 3999 represents that the leave plan is open-ended.	01/01/1999
TL_LEAVE_PLAN_TYPE	Leave Plan Type Code	Character	2	M_TLDW1	TL_LEAVE_DATA TL_LEAVE_PLAN	R	A code identifying a type of time and labor leave plan available to an employee.	5U = Sick; 5Y = Vacation; 5Z = Paid Time Off
TL_LEAVE_PLAN_TYPE_DESCRSHORT	Leave Plan Type Short description.	Character	30	M_TLDW1	TL_LEAVE_DATA TL_LEAVE_PLAN	R	An abbreviated textual description of the code identifying a type of time and labor leave plan available to an employee.	Sick; Vacation; PTO
TL_LEAVE_PLAN_TYPE_DESCR	Leave Plan Type Description	Character	10	M_TLDW1	TL_LEAVE_DATA TL_LEAVE_PLAN	R	A textual description of the code identifying a type of time and labor leave plan available to an employee.	Sick; Vacation; Paid Time Off
TL_LEAVE_SOLD	Leave Sold Hours	Signed Number	7,3	M_TLDW1	TL_LEAVE_DATA	R	The number of paid time off hours (PTO) that an employee has sold.	-34.668; 0.000; 276.000
TL_LEAVE_TAKEN	Leave Taken Hours	Signed Number	7,3	M_TLDW1	TL_LEAVE_DATA	R	The number of hours an employee used in a particular time and labor leave plan.	-8.000 4.000; 32.000; 190.100
TL_NEXT_RENEW_YR	Time and Labor Next Extended Sick Renewal Year	Number	4	M_TLDW1	TL_EMPL_PGM	R	The next year in which an employee's extended sick plan will renew.	2009; 2011
TL_ORIGINAL_DATE	Time and Labor Original Date	Date		M_TLDW1	TL_LVACR_GRND	R	The original vacation/paid time off (VAC/PTO) eligibility date for an employee grandfathered into a leave accrual plan.	01/01/1999
TL_QUANTITY	Time and Labor Quantity Number	Signed Number	10,3	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME	R	The number of hours or amounts reported to a time reporting code for an employee for a specific date.	-320.000; 0.000; 868.000

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TL_REASON	Time and Labor Reason Code	Character	1	M_TLDW1	TL_LVACR_GRND	R	A code representing the reason an employee was grandfathered into a leave accrual plan.	F = FLSA; M = MVN Nurses; J = FLSA 6/1/05 to MO
TL_REASON_DESCR	Time and Labor Reason Code Description	Character	30	M_TLDW1	TL_LVACR_GRND	R	A textual description of the code representing the reason an employee was grandfathered into a leave accrual plan.	FLSA; MVN Nurses; FLSA 6/1/05 to MO
TL_SICK_ELIG_DT	Time and Labor Sick Time Eligibility Date	Date		M_TLDW1	TL_EMPL_PGM	R	The date that is used to determine the renewal of the sick time and extended sick time balances.	01/01/1999
TL_SOURCE	Time and Labor Source Code	Character	1	M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS	R	A code indicating the source of the exception pay.	T = Time and Labor Record; U = User updated/Created Record.
TL_SOURCE_DESCR	Time and Labor Source Code Description	Character	30	M_PYDW1	PAY_EARNINGS PAY_OTH_EARNS	R	A textual description of the code indicating the source of the exception pay.	Time and Labor Record; User updated/Created Record.
TL_VAC_ELIG_DT	Time and Labor Vacation/Paid Time Off Eligibility Date	Date		M_TLDW1	TL_EMPL_PGM	R	The date that is used to determine the vacation time or paid time off (PTO) accrual rate.	01/01/1999
TOTAL_GROSS_AMT	Total Gross Amount	Signed Number	10,2	M_PYDW1	PAY_CHECK	R	The dollar amount paid as gross pay.	0.00; -4,419.07; 39.62
TRC	Time Reporting Code	Character	5	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME TL_TRC_TBL	R	A code representing the types of time to which employees track their time. The code can represent hours, dollars, or units.	EDU = EducationalTime; HOM = Holiday on Off Day-Add'l Pay; SCK = Sick - Preventative; CAT = Cash Adjustment
TRC_ADD_GROSS	Time Reporting Code Distribute Costs Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code indicating whether the hours or dollars associated with a time reporting code add to an employee's gross pay.	Y = Yes; N = No
TRC_DESCR	Time Reporting Code Description	Character	30	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME TL_TRC_TBL	R	A textual description of the code representing the types of time to which employees track their time.	Educational Time; Holiday on Off Day-Add'l Pay; Sick - Preventative; Cash Adjustment
TRC_DESCRSHORT	Time Reporting Code Short Description	Character	10	M_TLDW1	TL_PAYABLE_TIME TL_RPTD_TIME TL_TRC_TBL	R	An abbreviated textual description of the code representing the types of time to which employees track their time.	Educationl; HoIODAPay; Sick - Pre; RateAdj

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TRC_EFF_STATUS	Time Reporting Code Effective Status Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code specifying the current status of a time reporting code.	A = Active; I = Inactive
TRC_EFFDT	Time Reporting Code Effective Date	Date		M_TLDW1	TL_TRC_TBL	R	The date on which a time reporting code becomes effective.	01/01/1999
TRC_END_DT	Time Reporting Code End date	Date		M_TLDW1	TL_TRC_TBL	R	The last date on which the time reporting code information is effective. September 9, 3999 represents that the time reporting code Effectiveness" is open-ended.	01/01/1999
TRC_FACTOR_MULT	Time Reporting Code Multiplication Factor Number	Signed Number	9,4	M_TLDW1	TL_TRC_TBL	R	A number used to adjust the time reporting code hours reported as appropriate.	1.00; 2.00; .6667
TRC_MAX_QTY	Time Reporting Code Maximum Quantity Number	Number	8,2	M_TLDW1	TL_TRC_TBL	R	The maximum number of hours, units or amounts that can be recorded for a time reporting code.	0.00; 24.00; 1000.00
TRC_PROGRAM	Time Reporting Code Program Code	Character	5	M_TLDW1	TL_WRKGRP_TBL	R	A code representing the time reporting program in which certain time reporting codes are valid.	AFSCM = AFSCME1 TRC PROGRAM; CMPNS = CAMPNURSE TRC PROGRAM; IUONG = IUOEENGR1 TRC PROGRAM
TRC_PROGRAM_DESCRSHORT	Time Reporting Code Program Short Description	Character	10	M_TLDW1	TL_WRKGRP_TBL	R	An abbreviated textual description of the code representing the time reporting program in which certain time reporting codes are valid.	AFSCME1; CAMPNURSE; IUOEENGR1
TRC_RATE	Time Reporting Code Rate	Signed Number	8,2	M_TLDW1	TL_TRC_TBL	R	A number representing the rate at which an employee will be compensated for a particular time reporting code. This field is populated when TRC_TYPE equals 'U' (Units).	0.00; 10.00; 140.00
TRC_RATE_OVR_FLAG	Time Reporting Code Override Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code indicating whether the time reporting code rate can be overridden.	Y = Yes; N = No
TRC_TYPE	Time Reporting Code Type Code	Character	1	M_TLDW1	TL_TRC_TBL	R	A code representing the type of compensation related to a time reporting code.	A = Amount; H = Hours; U = Units

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TRC_TYPE_DESCRSHORT	Time Reporting Code Type Code Short Description	Character	10	M_TLDW1	TL_TRC_TBL	R	An abbreviated textual description of the code representing the type of compensation related to a time reporting code.	Amount; Hours; Units
TSKPRF_SEQNUM	Task Profile Detail Sequence Number	Number	3	M_TLDW1	TL_TSKPRF_DETL	R	A system assigned number that identifies a unique task profile row.	1; 50; 65
USED_TO_PAY_RETRO	Used To Pay Retroactively Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code could be used for retroactive pay.	Y = Yes; N = No
WITHHOLD_FWT	Withhold Federal Withholding Tax Code	Character	1	M_PYDW1	EARNINGS_TBL	R	A code indicating whether the earnings code is eligible for Federal Withholding Tax.	Y = Yes; N = No
WORKGROUP	Workgroup Code	Character	10	M_TLDW1	TL_EMPL_DATA TL_WRKGRP_TBL	R	A code representing a grouping of employees with similar time reporting requirements.	CAMPNURSE = Campus Nurses; MNURSEMO = Nurse Monthly; SNONEXCAMP = Self-service NONEXCAMP
WORKGROUP_DESCR	Workgroup Name Description	Character	30	M_TLDW1	TL_EMPL_DATA TL_WRKGRP_TBL	R	A textual description of the code representing a grouping of employees with similar time reporting requirements.	Campus Nurses; Nurse Monthly; Self-service NONEXCAMP
WORKGROUP_DESCRSHORT	Workgroup Name Short Description	Character	10	M_TLDW1	TL_EMPL_DATA TL_WRKGRP_TBL	R	An abbreviated textual description of the code representing a grouping of employees with similar time reporting requirements.	Campus Nur; Nurse Mont; SNONEXCAMP
WORKGROUP_EFFDT	Workgroup Effective Date	Date		M_TLDW1	TL_WRKGRP_TBL	R	The date on which a grouping of employees with similar time reporting requirements becomes effective.	01/01/1999