

HR BW Data Field Definitions

Account Line	Represents a combination of accounting elements, including cost elements such as employee costs. FI Account lines generally include: Fund, Cost Center, Functional Area and General Ledger account. For each Cost center, there is a corresponding Fund Center using the same number. For each GL account, there is a corresponding Commitment Item.		
Action Type/Reason	Code identifying the most recent action taken with an employee and the reason. Examples: Action Type: UT=Conv. LOA without Pay, UV=Conv. Additional Assignment, UW=Conv. Initial Hire. Action Reason: UT/01=Medical Sick, UV/01 Additional Assignment, UW01=Existing HRMS Employee		
Address Type	Specifies whether the address in question is the employee's permanent or temporary place of residence		
Annual Salary	Employee's annual salary.		
Benefit Eligibility Date	The first of the month following 28 days of employment for non-AAUP represented (31 days for AAUP represented), with some exceptions such as contracts specs.		
Benefit FTE	Full-time Equivalency indicator that defines benefits eligibility for different employee groups.		
Certificate Status	Type of certificate provided by the employee confirming exemption from tax		
Check / Mail Location	Number indicating where an employee receives their paycheck.		
Chief	This definition will be updated		
Comp Time Earned	This definition will be updated		
Continuous state service date	Date that determines your continuous state service (depends on circumstances of service with different government institutions).		
Cost Center	Organizational unit for capturing costs. Integral part of the FI Accounting Line. Cost Center numbers are identical to Funds Center numbers.		
Cost Distribution	The percentage allocation of employee costs to particular account codes.		
Date of Birth	Employee's Date of Birth.		
Date of Origin	Start date		
Earliest MD (Master Data) Change	Earliest master data change since last payroll run When you change employee data that is relevant to payroll, the system stores the earliest date from which the master data change is valid. This date can be a future date after the last payroll run.		
Employee	This definition will be updated		
Employee Address	If an individual specified that their phone number should be unlisted, their address and phone number will not appear on a BW report.		
Employee COB	Employee Coordination of Benefits indicator (blank, Y, N, U or C) used to denote whether the employee and/or dependent(s) have other medical coverage..		
Employee Group	Organizational entity which is governed by personnel regulations. Denotes broad categories with regard to the employee status such as Regular or Retiree; selection criteria for a combination of grouped employees 1 Active – Exempt 2 Active – Non-exempt 8 Retirees 9 Non-employees		
Employee SubGroup	Organizational entity	F9 Faculty - Term Adj	R1 Non Emeritus

	<p>which represents part of an Employee Group, such as Faculty, Students, Classified, Unclassified.</p> <p>A1 Academic - Admin C1 Classified E1 Law Enforcement F1 Faculty - 910 F2 Faculty - 912 F3 Faculty - 1212 F4 Faculty - Coll of Med F5 Faculty - Visiting 910 F6 Faculty - Visiting 912 F7 Faculty - Visiting 1212 F8 Faculty - Affiliated</p>	<p>FA Faculty - Ann Adj 910 FB Faculty - Ann Adj 912 FC Fac. - Ann Adj 1212 H1 Coaches I1 Interns L1 Librarians 910 L2 Librarians 912 L3 Librarians 1212 O1 Out of Area P1 Post Doc./Research</p>	<p>R2 Emeritus S1 Student T1 Special Trainee U1 Unclassified U2 Res. Asst/Assoc. N1 Spouse/Dependent N2 Volunteer N4 Corporate N5 YTD Conversion</p>
Employee Status	<p>Indicates employee's employment status with regard to payroll. Assigned in Info Type 00. 0=Withdrawn, 1=Inactive, 2=Retiree, 3=Active</p>		
Ethnic Origin	<p>Code for ethnicity.</p>		
FTE %	<p>One employee work year; This represents 2,080 hours of employee compensated time (2088 in a leap year), including all annual leave and used sick leave, often expressed as a %, where an FTE of 50 is a half-time employee.</p>		
Functional Area	<p>Organizational unit in accounting that classifies the expenses of an organization by functions, based on NACUBO reporting categories; i.e. Instruction (0), Research (1), Public Service (2), Academic Support (3), Student Services (4), Institutional Support (5), Operation and Maintenance (6), Scholarship and Fellowship (7), Auxiliaries (8), Hospital (9), Unassigned (X)</p>		
Fund	<p>Separate & distinct fiscal/accounting object containing a complete self-balancing set of accounts used to segregate cash and other financial resources, together with associated liabilities, residual equities, and related changes including income, expense and transfers.</p> <p>Fund accounting is the accounting method used by institutions of higher education that segregates assets into categories according to restrictions placed on their use by the funding source; This special form of accounting results from the requirement that institutions of higher education and the public sector account separately for specific resources; Financial resources are classified for budgeting, accounting and reporting purposes in accordance with their intended use or purpose and in accordance with laws, regulations or limitations imposed by sources outside the organization.</p>		
Grant Number	<p>Award to the university as additional resources normally to support instruction, research, public service and scholarship with specified guidelines for spending and reporting; At UC the term Grant includes Grants, Contracts, Cooperative Agreements and Sub-Awards. Integral part of the FI Accounting Line.</p>		
InfoTypes	<p>A group of related personnel data that is categorized based on content. An HR UC Flex term that indicates where a particular grouping of information about an employee is stored.</p> <p>Separating sensitive employee information such as garnishments, leave of absence details, etc. into InfoTypes allows for an additional level of security by allowing restrictions on access to maintain and view information by Info Type.</p> <p>Some common InfoTypes are:</p> <p>0001 Org Assignment 0002 Personal Data 0007 Planned Work Time 0008 Basic Pay, Longevity & Incentive Hourly rates 0014 Recurring Payment</p>		

	0027 Cost Distribution 1018 Cost Distribution on Position	
Job	An OM object that provides a general classification of tasks that are routinely performed together; A general grouping of knowledge, skills and abilities used to describe common traits among positions. Examples are Accountants, Admin Supervisors, Instructors, Technical Support, Deans, Professors, etc.	
Job Type	R=Regular, T=Project, P=Provisional, I=Intermittent	
Key Figures	Numeric fields displayed in the right-most, white column(s) of BW reports. Examples include Salary Amount, FTE%, Pay Rate, etc.	
Kronos #	Kronos ID # - This is the Personnel Assignment Number that is unique to the assignment in UC Flex. If an employee has multiple assignments in UC Flex, then they will have multiple Kronos IDs. Kronos IDs are used by hourly employees when clocking in/out utilizing teletime. Kronos time data is then sent to UC Flex following the end of bi-weekly pay period for payroll processing	
Leave Begin/End Date	This definition will be updated	
Leave Expected Return	This is a reminder date used to manage your employees on LOA. An automatic reminder will be sent from UC Flex.	
Leave, Employee	This definition will be updated	
Longevity Date	Represents the start date of service with the State.	
Most Recent Hire Date	Can match the original hire date, but can also be date of subsequent hire if there is a break in service.	
Medicare ID	Identification assigned by the federal Social Security Administration for Medicare.	
Navigation Block	An object used in BW reports for displaying what fields are possible to include in a given BW report. You can add/remove columns and further filter your report using the contents listed in the Navigation Block.	
Organizational Unit	Unit in the organization structured according to task and function (e.g. Department, College)	
Organizational Unit assignment	This definition will be updated	
Original Hire Date	The actual first day on the job at UC.	
Pay End Date	This definition will be updated	
Pay Rate	The monthly pay rate displays for monthly employees, hourly pay rate for hourly. The hourly pay rate might be different depending on the employee's Position assignment. An hourly Pay Rate includes Basic pay rate as well as any Longevity or Incentive pay rates (as defined in InfoType 0008).	
Pay Rate FTE %	This is the % on Planned Working Time, Infotype IT0007 of an employee's HR Basic Data record.	
Pay Scale	Indicates the minimum and maximum pay range for a specific job or position. Equivalent to employee classification level.	
Pay Scale Group	Pay Scale identifies the minimum and maximum hourly pay range for a specific job or position. Pay scale group is based on the employee's job.	
Percentage	Account line %	
Pers Assign	Unique employee number identifying the individual job assignment which an employee holds.	
Person ID	Specifies a unique alphanumeric key that identifies a person in the SAP R/3 system. For concurrently employed persons, several personnel assignments are assigned to an external person ID.	
Personnel Area	UC01=Salaried (non-Kronos); UC02=hourly (Kronos).	
Personnel SubArea	Based on the appropriate data in infotype 0001 organizational assignment U001 Unrep - Salaried U002 Hospital - Salaried	U005 IUOE U006 ONA U007 SEIU U008 Unrep - Hourly

	U003 AAUP U004 AFSCME	U009 Hospital - Hourly
Personnel Number	PerNr. Unique employee number identifying the individual job assignment which an employee holds If someone has two positions, they will have two Personnel Numbers	
Position	Associated with a specific set of responsibilities within an organizational unit and normally occupied.	
Primary Position Indicator	P= Primary position, #=not primary	
Processing Indicator	Used in Task Monitoring to indicate status of task: New task, In process, or completed.	
Recent Hire Date	Can match original hire date, but can also be date of subsequent hire with break in service.	
Recurring Payments	This definition will be updated	
Residence Status	Citizen / Non-Citizen Resident / Non-Resident Alien	
Residence Status Override Key	Residence Status Override has three radio buttons, If 'No override' is selected, the person's tax status is based on the data in the system and through the calculation of SPT. If 'Legal immigrant' is selected, the person is taxed as a resident without SPT process. The person who uses this override is i.e., he has dual status and he wishes to pay resident tax. If 'Non-resident' is selected, the person is taxed as a nonresident without SPT process. The person who uses this override is i.e., he is a student and has exceeded 5 years of exemption. According to SPT he should be a resident alien. However, he has closer relationship with his own country or he receives extension from IRS, so he will still be considered a nonresident alien.	
Residence Tax Area	The employee's residence for tax purposes. It is used to derive the tax authorities which will levy taxes that apply to residents.	
SPT (Substantial Presence Test) Date	This field shows the exact date when a person met SPT or the estimated date a person is expected to meet SPT in the future. This date is either the 183rd day of the SPT calculation or the 31st day of current year staying in U.S., which is the first day that the person exceeds the SPT.	
Task Type	Used in Task Monitoring to identify periodic tasks to be tracked. Examples: Annual review Date Appointment End Date Probation Midpoint	
Tax Authority	This field identifies a government agency that is authorized to levy certain taxes. Depending on the jurisdiction of the agency, the level of the tax authority may be: Federal State (e.g. Washington) County (e.g. King) City (e.g. Seattle) School district	
Time Management Status	Time Management Status - Indicates whether or not an employee will be processed through time evaluation.	
UCid	A unique employee identifier assigned by the SEAM identity management system. It begins with an "M." The UC Flex system refers to this as the Person ID on tcode PA20.	
Union Service Date	Converted from HRMS, date you joined the Union (reflected time in Union).	
UniverSIS ID	ID used in UniverSIS (computerized system which consolidates all UC student databases for record keeping and student support operations)	
Vacant Positions	This definition will be updated	
Wage Type	Wage Type is used to make a distinction between different amounts of money or time units that are included in various ways in the calculation of	

	<p>employee remuneration. Examples: 0ADS Add'l Salary 0FAC Faculty Salary 0GDA GA-Admin Dept Funded 0NOP No Pay 0SAL Salary 1CLL On Call Pay 1HRS Hourly Rate 1INC Add'l Incentive 1LON Longevity 1SFT SUM SUPLMT</p>
WBS Element	<p>Work Breakdown Structure Element utilized to track plant projects. WBS element is used with Plant Funds only.</p>
Work Schedule Rule	<p>Work Schedule Rule - Work schedule rules are assigned to employees based on the Key Data Structure. Example: An active exempt employee whose Employee Sub-Group is Faculty 910 or Faculty 912 will default to the ACADEMIC (Academic 9 mo calendar) work schedule rule.</p>