

CSU Data Elements

Anniversary Code

Eligible	Eligible for SSI
Max	Not Eligible. When employee's salary is at the performance-based maximum for class/range.
None	Anniversary Date is indeterminable or not applicable.
SSI Max	Not Eligible. Employee has progressed to the service-based max for class/range or employee's salary max.

Academic Duration of Appointment

1 Year	Temporary Appointment duration is one year
2 Years	Temporary Appointment duration is two years
3 Years	Temporary Appointment duration is three years
4 Years	Temporary Appointment duration is four years
5 Years	Temporary Appointment duration is five years
Q1	Temporary Appointment duration is one quarter
Q2	Temporary Appointment duration is two quarters
S1	Temporary Appointment duration is one semester/term

Benefit Program

E90	Excluded Class (Other)
FRP	FERP Retiree Benefits
MSC	Miscellaneous
NOB	No Benefits
R04	Academic Support
C99	Confidential Class
E90	Excluded Class (Other)
E9T	Excluded Class (TA's)
M80	Management Personnel Plan
M98	Executives
R01	Physicians
R02	Health Care Support
R03	Faculty
R05	Operations and Support Service
R06	Skilled Craft
R07	Clerical and Admn Support Srvc
R08	Public Safety
R10	Operating Engineers
R09	Technical and Support Srvc

CSU Data Elements

Citizenship Status

Naturalized
Non-U.S. Citizen Permanent
Non-U.S. Citizen Temporary
Not Indicated
Refugee/Asylum
Undocumented Alien
Undetermined
U.S. Citizen

Department - Refer to Department to Org Listing on CMS Website

http://www.csulb.edu/divisions/af/cms/end_user/HR/index.html

Empl Class (Appointment Status)

Acting Appointment
Emergency Hire
FERP
Immediate Pay
Pre-Retirement Timebase Change
Rehired Annuitant
Regular
Student
Temporary
Volunteer

Employee Type

E Exception Hourly - not used
H Hourly
S Salaried

CSU Data Elements

Ethnicity Codes

AFRAM	African American	MALAYSIA	Malaysian
ALASKAN	Alaskan Native	MEXAMER	Mexican-Amer, Mexican, Chicano
ALEUT	Aleut	MIDEAST	Middle Easterner
AMIND	American Indian	NAFRICAN	North African
AMINALN	American Indian/Alaskan Native	OTHRASN	Other Asian
ASINDIAN	Asian Indian	OTHRBLK	Other Black
ASIAN	Asian/Pacific Islander	OTHRCAMI	Other Central American Indian
BLACK	Black	OTHLRTHS	Other Latino, Hispanic
CAMBOD	Cambodian	OTHRNWT	Other Non White
CENTAMER	Central American	OTHRNAMI	Other North American Indian
CHINESE	Chinese	OTHRPACI	Other Pacific Islander
CUBAN	Cuban	OTHRSAAMI	Other South American Indian
ESKIMO	Eskimo	OTHRSEAS	Other Southeast Asian
EUROPEAN	European	OTHRWHT	Other White
FILIPINO	Filipino	PAKISTAN	Pakistani
GUAMANIA	Guamanian	PUERTOR	Puerto Rican
HAITIAN	Haitian	SAMOAN	Samoan
HAWAIIAN	Hawaiian	SOAMER	South American
HISPANIC	Hispanic	SPANISH	Spanish
JAPANESE	Japanese	THAI	Thai
KOREAN	Korean	VIETNAME	Vietnamese
LAOTIAN	Laotian	WHITE	White

FLSA Status

Exempt
Non-Exempt

Full/Part Time

Full- Time
Part- Time

CSU Data Elements

Higher Education Level

AA	Associate of Arts	MA	Master of Arts
AAS	Associate of Applied Science	MBA	Master of Business Admin
ABA	Associate of Business Admin	MCE	Master of Civil Engineering
AE	Associate of Engineering	MD	Doctor of Medicine
AS	Associate of Science	MDI	Master of Divinity
BA	Bachelor of Arts	ME	Master of Engineering
BBA	Bachelor of Business Admin	MED	Master of Education
BE	Bachelor of Engineering	MEE	Master of Electrical Enginrg
BFA	Bachelor of Fine Arts	MFA	Master of Fine Arts
BN	Bachelor of Nursing Degree	MME	Master of Mechanical Enginrg
BS	Bachelor of Science	MS	Master of Science
BSL	Bachelor of Science - Law	MSL	Master of Science - Law
BT	Bachelor of Theology	MT	Master of Theology
CER	Certificate	NG	Non-Graduate
DBA	Doctor of Business Admin	PHD	Doctor of Philosophy
DBU	Diploma in Business	PHE	Doctor of Engineering
DED	Doctor of Education	PHS	Doctor of Science
DIP	Diploma	RN	Registered Nurse
GCSE	General Cert-Secondary Educatn	SEC	Secretarial Certificate
HS	High School Graduate	TS	Trade School Graduate
JD	Juris Doctor		

Legal Reference

- EC23918 STRS Annuitant AY Employee who retired from CSU
- GC21223 PERS Annuitant, all employees for actual or anticipated litigation
- GC21224 PERS Annuitant all employees, calendar year basis
- GC21227 PERS Annuitant AY, Fiscal Year
- GC21228 PERS Annuitant Disabled in one class but working in a different class/member category
- GC21229 PERS Annuitant Non Academic or Administrative employee Fiscal Year basis

CSU Data Elements

Licenses & Certificates

ANI	Animal Health Tech Cert	DL/C EMG	CA Driver License, C Emergency
ARC	Architect Registration Cert	DRIVERS	Drivers License
BAR	Calif State Bar Association	ENG	Civil/Elec/Mech/Struc Engineer
CA MEAT	CA Poultry Meat Inspector	INT1	Interpreter/TransliteratoCert
CAC	Comm App Cert (Pesticides)	INT2	Inter/Trans Comp Skill Cert
CAMD	Calif Medical Physician	NOTARY	Notary
CARN	Calif Registered Nurse License	PHR	PHR-Professional in HR
CDLB	CA Driver's License, Class B	POST1	POST Certification
CDLC	CA Driver's License, Class C	POST2	POST Certification - Advanced
CERTPE	Certified Plant Engineer	PROFENG	Professional Engineering
CIA	Certified Internal Auditor	SAN	Sanitarian Certificate
CLAB	CA Clinical Lab Tech License	SPCH	Speech Pathologist License
CLVN	CA LVN License	THAZ	Transport Haxardous Materials
CPA	Certified Public Accountant	TPAS	Transport Passengers
CPHRM	CA Pharmacist	USCGDECK	USCG Deck
CPT	CA Physical Therapist	USCGENG	USCG Engine
CRAD	CA Radiologic Technologist	VET	Veterinary Medicine License
DIL	Diving Instructor's License		

Military Status

Not Indicated
No Military Service
Eligible Vietnam Era Veteran
Other Eligible US Veteran
Vietnam & Other Eligible Vet

MPP Family/Function/Reporting Category Codes - Refer to Appendix F

Pay Group

MST Master Payroll
POS Positive Attendance
STU Student

Position Management Action/Reason

CCV	Classification Conversion	REA	Reactivate
ETR	End Temporary Job Reclassification	REO	Reorganization
ICP	In-Class Progression	TJR	Temporary Job Reclassification
INA	Inactivate	TTL	Title Change
JRC	Reclassification	UPD	Update
NEW	New Position		

CSU Data Elements

Prefix

Dr
Miss
Mr
Mrs
Ms

Probationary Code

A - On Prob No Status Other Class	Probation in this class, No Status in another class
B - On Prob Prob Status Other Class	Probation in this class, Probation in another class
C - On Prob Perm Stat Other Class	Probation in this class, Permanent in another class
D - On Prob Partial Waiver	Probation in this class, Partial Waiver of Probation Period
E - On Prob End Date Extended	Probation in this class, End Date Extended (1) upon Additional Year Notice to Academic Employee, or (2) Following Leave w/out Pay, WC, IDL, or NDI.
I - Permanent / Tenured	Permanent/Tenure Track
J - Perm/Tenured, Prob Prd Waived	Permanent/Tenure Track, Probation Period Waived
N - None	No Probation. This code is used for MPP, special consultants, emergency hires, immediate pay, intermittent, retired annuitant, employees with temporary appointments, and students.
P - None This Cls Prob Stat Other	No Probation in this class, Probation in another class
Q - None This Cls Perm Stat Other	No Probation in this class, Permanent in another class
T - Serving Terminal Year	Serving Terminal Year

Retirement Code

0	PERS-Survivor MedEX
8	PERS-SS/MED
20	PERS-Survivor/NonSurvivor
51	PERS-Unit R08 Peace Off MedEx
52	PERS Unit R08 Peace Officers
82	PERS-State Safety
83	PERS-State Safety MedEx
87	PERS-Non-Unit R08 MedEx
89	PERS-Non-Unit R08
N	NonMembers MedEx
NM	NonMembers
T	State Teachers' Retirement System
TD	DPA PST Plan MedEx
TM	DPA PST Plan
TX	UC DC Plan MedEx
TY	UC DC Plan

School Code - Refer to FICE Code Manual

CSU Data Elements

Status

Active
Inactive

Union Code

C99	Confidential
E	Board of Trustee
E99	Excluded
M80	Management Personnel Plan
M98	Executive
R01	Union of Amer Physic/Dentists
R02	Cal State Empl Assn - Health
R03	California Faculty Association
R04	Academic Professionals of Cal
R05	Cal State Empl Assn - Ops/Svcs
R06	State Employee's Trade Council
R07	Cal State Empl Assn - Clerical
R08	State University Police Assn
R09	Cal State Empl Assn - Tech
R10	Internat'l Union of Oper Eng

Visa Type

ASA	I-589 Asylum Applicant
EA	I-765 Employment Authorization
F1	F-1 Student (Academic)
F2	F-2 Dependents of F1
H1B	H-1B Temp Specialty Occupation
H4	H-4 Dependents H1-H3
IAR	I-551 Alien Reg (Green Card)
J1	J-1 Exchange Visitor
J2	J-2 Dependents of J1
TN	TN Canadian/Mexican Business

Visa Status

Applied For
Granted
Renewed
Renewal in Progress

CSU Data Elements

Miscellaneous Dates-Understanding Data Elements on the Employment Data Page

Original Hire Date: (Personal Data-Name/Address)

- *Definition: 1st true hire date.*
- Existing employees (prior to conversion) – 90% of LB employees have original hire date.
- New employees (after conversion) – true original hire date.

Hire Date: (Job Data - Employment Data)

- *Definition: Employee's continuous hire date, including breaks-in-service.*
- Hire date for a new employee to the system.
- Effective Beginning of Business (BOB).

Rehire Date: (Job Data - Employment Data)

- *Definition: Break-in-service reappoint date.*
- Used only to bring an employee back on payroll after a break-in-service for contract reasons.
- Rehire maps to mandatory reinstatement. Generally, when we are terminating an employee for reasons (that would/could result in mandatory reinstatement), there is no "intent" for the employee to return.
- Hire date after a "temporary" separation. (A "temporary" separation is a termination with intent to return.)
- Effective BOB.

Termination Date: (Job Data - Employment Data)

- *Definition: Close of Business (COB) of the last day of employment. (or the day before the EE begins his/her separation status.) **In PeopleSoft, this is not to be confused with the Effective Date of a termination transaction.***
- Date defaults from retirement or termination transaction.
- The effective date is defaulted to the system date, but can be overridden. **The effective date for a termination is the 1st date the employee is no longer paid by the CSULB (i.e., BOB).** The system will calculate the Termination Date after a termination action is entered and saved. The Termination Date will reflect the day before the Effective Date of the Termination action.
- Date is automatically cleared when an action code of "HIR" or "REH" is used to return the employee to active status.
- Not to be confused with the Action/Reason (Termination) Effective Date, which is the BOB of the first day of an employee's separation status.

Company Seniority Date: (Job Data - Employment Data)

- *Definition: At CSULB, seniority is time in a specific job code or CBID.*
- Employees prior to conversion: Converted employees do not have a seniority date.
- New employees entered after conversion has a seniority date that defaults from the hire date.
- Currently, PeopleSoft does not provide the functionality to calculate this date accurately and therefore, is not being used at CSULB.

CSU Data Elements

Service Date: (Job Data - Employment Data)

- *Definition: Cumulative State Service date.*
- Employees prior to conversion: Converted employees do not have a service date.
- New employees entered after conversion has a service date that defaults from the hire date.
- There is no process/means to verify prior state service history.
- This field has no meaning to CSULB and therefore, is not being used at CSULB.

Professional Experience Date: (Job Data - Employment Data)

- CSULB has chosen not to use this field.

Date Last Increase: (Job Data - Employment Data)

- *Definition: Date of last pay change, increase (does not display date when comp rate decreases).*
- Action/Reasons is not displayed.
- Pay change would be made to the "Comp Base".
- Change functionality to display the current date of any "PAY" or "PRO" action, for increases only.

Last Date Worked: (Job Data - Employment Data)

- *Definition: Last day the employee actually worked in the position. (COB).*
- Field defaults to the day before a "TER" (separation) date.
- Date is automatically cleared when an action code of "HIR" or "REH" is used to return the employee to active status.

Expected Return Date: (Job Data - Employment Data)

- *Definition: Payroll date when employee is expected to return from an leave of absence BOB.*

Last Verification Date: (Job Data - Employment Data)

- CSULB has chosen not to use this field.

Probation Date: (Job Data - Employment Data)

- CSULB has chosen not to use this field due to lack of functionality.

Home/Host: (Job Data - Employment Data)

- CSULB has chosen not to use this field.

Probationary Code: (Job Data - CSU Job)

- *Definition: PIMS probationary code for the Job Code (state classification code).*
- Add to where "Home/Host" used to be.

Anniversary Date: (Job Data - CSU Job)

- *Definition: Employee's anniversary date in current position.*
- Used to calculate SSI's only when applicable. (Anniversary Dates are required when anniversary code = eligible).
- Only those job codes that still have steps has an anniversary date.