

**Western Michigan University  
Management Data Report  
Data Dictionary**

<b>Column Name</b>	<b>Definition</b>
Executive Area	Presidential/vice presidential area to which a department and/or college reports.
College	College to which an academic department reports.
Department	Description of the level-4 department for a job/employee, recognized by the university community as an operational/academic unit.
Name	* <i>Format:</i> last suffix,first middle
Employee ID	Unique identifying number for each Employee on PeopleSoft
Employee Record#	A number identifying employee jobs - multiple rows are possible. (Example: An employee holds concurrent jobs; each job row has a unique employee record #)
Employee Status Descr	Description. Status of the employee on a job row. <b>NOTE: This is NOT the employee's payroll status.</b> <i>Values:</i> A – <b>Active</b> L – <b>Unpaid leave of absence</b> P – <b>Paid leave of absence</b> S – <b>Suspension</b> R – <b>Retired</b> T – <b>Terminated</b> For regular Faculty and staff - A,L,P define "active" employees. For temps, students and GAs - A defines "active" employees
Pay Group	A code for Payroll processing groups. <i>Values:</i> <b>STA</b> - Staff <b>STU</b> - Student, including GAs <b>NPY</b> - No pay record NPY includes people associated with but not paid by WMU, i.e. surviving spouses of deceased retirees/employees.

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Job Indicator	<p>Description of the code identifying the employee's primary (and non-primary) job. For regular Faculty and staff - related to the hierarchy of the job among multiple jobs (when applicable).</p> <p><i>Values:</i></p> <p><b>P - Primary</b>  <b>S - Secondary</b>  <b>N - Not applicable</b></p> <p><i>Be aware: Most employees have only one Primary job however, Retiree jobs are always marked as Primary. A temp job held while in retirement will ALSO be marked as Primary.</i></p> <p><i>For student, GA jobs - the Job Indicator does not always reflect a hierarchy.</i></p>
Salary Administration Plan	<p>Code. SAP -Salary Administration Plan Code: The primary grouping by HR of Jobs for various university purposes.</p> <p><u>Pay Group = STA</u>  <b>Regular employees</b>  000 - Administrator  001 - Maintenance (AFSCME)  002 - Regular Faculty (AAUP)  003 - Chairperson  004 - Professional/Administrative  005 - Clerical/Technical  006 - Police (POA)  007 - Power Plant (MSEA)  008 - Coach - Athletics  009 - Dining Services (AFSCME)  012 - Researcher  013 - Academic Career Spec (AAUP)  014 - Aviation Associate  <b>Temporary employees</b>  021 - Temporary Prof/Admin  022 - Temporary Clerical/Technical  023 - Temporary Coach  024 - Temporary Workers Comp Rehab  025 - Part-time Instructor – Non PIO  026 - Adjunct/Visiting/1-Semester  028 - Temporary IATSE  040 - Part-time Instructor – PIO</p> <p><u>Pay Group = STU</u>  <b>Students Employees</b>  GAN - Graduate Asst - Non-teaching  GAR - Graduate Asst - Research  GAA - Graduate Asst - Application  GAD - Graduate Asst - Discovery  STU - Student Employee (UG)</p> <p><u>Pay Group = NPY</u>  <b>No-Pay Affiliates</b>  XXX - Used to Process Exceptions</p>
Title	Job title/ Jobcode description - taken from job record.

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Grade	A code associated with a level of pay within Salary Administration Plans. Grades associated with some temporary jobs, however, do not have a pay level association ( e.g. N99)
Step	A Grade may have a Step associated with it to further define a pay rate. Steps are primarily used for Student jobs.
Regular/Temp	Description of the code for regular or temporary appointment. Correlates with SAPs: Regular (SAPS 000 thru 014) and Temporary (SAPS greater than 014) Values: R - <b>Regular</b> T - <b>Temporary</b>
Continuing/Terminal	Description of the code for a continuing or terminal appointment Values: C - <b>Continuing</b> T - <b>Terminal</b>
Appointment Period Descr	Description. Designated period of employee's appointment to the job. <i>Values (note, values have number + text):</i> <b>100-Fiscal Year</b> <b>200-Academic Year</b> <b>300-Fall Semester</b> <b>350-Spring Semester</b> <b>400-Summer I</b> <b>450-Summer II</b> <b>500-Summer II/Fall/Summer I</b> <b>550-Summer II/Spring/Summer</b> <b>600-Summer II/Academic Year</b> <b>610-Academic Year/Summer I</b> <b>620-Summer II/Half Fall/Spring</b> <b>630-Summ II/Fall/Half Spring</b> <b>640-Half Fall/Spring/Summer I</b> <b>650-Fall/Half Spring/Summer I</b> <b>660-Summ II/Half Acad Yr/Sum Variable</b>
Appt End Dt	<b>Projected</b> end date of a terminal appointment.
Termination Dt	Termination date for temporary jobs – Temps, Student, GA. Only entered when part of workflow transaction form.
Company Seniority Dt	Beginning date of most recent continuous service. <i>Regular positions only.</i>

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Seniority Yrs	Number of years between the As of Date to run the report and the Seniority Date.
Standard Work Hours	Hours of work per week assigned to the job. <i>Not reliable for temps.</i>
FTE	Full -Time Equivalency: The percentage of hours of work assigned to the employee/job compared to the hours of work defining full-time for the job/position. Valid for regular employees only.
Fund	Fund portion (1st two digits) of Combination Code (ex: 43)
GL Dept	GL Dept (formerly Cost Center) portion (3rd thru 9th digits) of Combination Code (ex: 6493390)
Account	Account (formerly Object Code) portion (last 4 digits) of Combination Code (ex: 3331)
FICA Status	Status for payroll social security deduction <i>Values:</i> <b>Exempt</b> (Does NOT have FICA deductions taken out) <b>Subject</b> (Must pay FICA taxes)
Compensation Frequency Descr	Description. Basis of Compensation Rate <i>Values:</i> <b>Annual</b> <b>Biweekly</b> <b>Contract</b> <b>Exception Hourly</b> <b>Hourly</b>
Compensation (Pay) Rate	Employee's pay rate (E.g. \$43,000 per year, 14.55 per hour)
Job Last Pay End Dt	The last confirmed pay end date for an employee in the job. A job is defined as having the same emplid, empl record #, department id, jobcode and position as found on payroll.
Workstudy	Y/N flag indicating if the student employee has workstudy or not.
Reports to Incumbent	Name of the person to whom the job (employee) reports. An * at the beginning of the name indicates multiple incumbents; the name displayed will be an active, not LOA, employee.
Position Number	A unique number representing the position and its associated attributes. Temporary and student employees/positions do not have position numbers.

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JobCode	A code representing attributes (grade, title, manager level, etc.) associated with a job . A job code can have multiple positions/employees associated with it (i.e., Office Assistant) or can be unique (i.e., President)
WIN	Unique identifying number for each Student/Employee/Affiliate on Banner
Email Address	WMU assigned email address