Western Michigan University
Management Data Report
Data Definitions

Column Name	Definition
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	* *Format:* last suffix,first middle (e.g. Bronco Jr,Buster B)
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. **NOTE: This is NOT the employee's payroll status.**
	Values:
	   A – **Active**
	   L – **Unpaid leave of absence**
	   P – **Paid leave of absence**
	   S – **Suspension**
	   R – **Retired**
	   T – **Terminated**
	For regular Faculty and staff - A,L,P,S define "active" employees.
	For temps, students and GAs - A defines "active" employees

Pay Group	A code for Payroll processing groups.
	Values:
	   STA - Staff - Hourly
	   SM1 - Staff - Salaried
	   STU - Student, including GAs
	   NPY - No pay record
	NPY includes people associated with but not paid by WMU,i.e. surviving spouses of deceased retirees/employees.

Western Michigan University
Management Data Report
Data Definitions

Column Name	Definition

Job Indicator	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).
	Values:
	  P - **Primary**
	  S - **Secondary**
	  N - **Not applicable**
	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.
	
	For student, GA jobs - the Job Indicator does not always reflect a hierarchy.

Salary Admininistration Plan	Code. SAP -Salary Administration Plan Code: The primary grouping by HR of Jobs for various university purposes.
	Pay Group = STA
	Regular employees
	  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
	  015 - Physician & Physician Assistant
	Temporary employees
	  021 - Temporary Salaried
	  022 - Temporary Hourly
	  025 - Part-time Instructor - Non PIO
	  026 - Adjunct/Visiting/1-Semester
	  028 - Temporary IATSE
	  032 - Additional Faculty Appointment
	  040 - Part-time Instructor - PIO
	Additional groupings:
	  Regular Bargaining staff: 001, 009, 002, 013, 006, 007
	  Non-bargaining staff: 000, 003, 004, 005, 008, 011, 012
	  Regular staff: 000, 001, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012,014
	  Regular faculty: 002, 013
	  Temporary staff: 021, 022, 023, 024
	  Temporary faculty: 025, 026, 040
	Pay Group = STU
	Students Employees
	  GAA - GA-Resrch Application
	  GAD - GA-Resrch Discovery
	  GAT - GA Teaching
	  STU - Student Employee (UG)
	Pay Group = NPY
	No-Pay Affiliates
	  XXX - Used to Process Exceptions

Title	Job title/ Jobcode description - taken from job record.
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)

Column Name	Definition
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 015) and Temporary (SAPS greater than 020) Values:
	  R - **Regular**
	  T - **Temporary**

Continuing/Terminal	Description of the code for a continuing or terminal appointment
	Values:
	  C – **Continuing**
	  T – **Termina**l

Appointment Period	Description. Designated period of employee's appointment to the job.
	Values (note, values have number + text):
	  100-Fiscal Year
	  200-Academic Year
	  300-Fall Semester
	  350-Spring Semester
	  400-Summer I
	  450-Summer II
	  500-Summer II/Fall/Summer I
	  550-Summer II/Spring/Summer
	  600-Summer II/Academic Year
	  610-Academic Year/Summer I
	  620-Summer II/Half Fall/Spring
	  630-Summ II/Fall/Half Spring
	  640-Half Fall/Spring/Summer I
	  650-Fall/Half Spring/Summer I
	  660-Summ II/Half Acad Yr/Sum
	  Variable

Projected Appointment End Dt	Projected end date of a terminal appointment. *Be aware:* If appointment end date has not been revewed/updated, expired dates appear on a currently active job if no longer terminal. Only valid for Terminal appointments.
Termination Dt	Termination date for temporary jobs - Temps, Student, GA. Only entered when part of workflow transaction form.
Seniority Dt (Hire dt)	Beginning date of most recent continuous service. *Regular positions only*.
Seniority Years	Number of years from most continuou to the "as of" date entered for the run.
Benefits Service Dt	For regular, benefits-eligible positions only. Date which measures an employee's time in a benefits eligible position. If an employee has served continuously in a benefits eligible position since the day hired, the benefit service date will be the same as the company seniority date. If an employee has served in two or more benefits eligible positions with a break in service, the benefit service date will be a calculated date. Benefit service date is used to determine annual leave allotments,Faculty retirement (if in a board appointed position) and for service recognition purposes.

Western Michigan University
Management Data Report
Data Definitions

Column Name	Definition
Benefits Service Yrs	Total years of service in benefits-eligible positions based upon the "as of date" used to run the report and the Benefit Service Date.
Standard Work Hours	Hours of work per week assigned to the job. *Not reliable for temps or students.*
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, parttime instructors and GA 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
	Values:
	   Exempt (Does NOT have FICA deductions taken out)
	   Subject (Must pay FICA taxes)

Compensation Frequency	Description. Basis of Compensation Rate
	Values:
	   Annual - Salaried employees
	   Contract
	   Hourly

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 the workstudy option selected.
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.
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

Western Michigan University
Management Data Report
Data Definitions

Column Name	Definition
Email Address	WMU assigned email address
Supervisor Descr	Description of the type of employees the person supervises. *Values:* 0 – **Non-Supervisory** 1 – **Supervisor of ONLY a Non-faculty Union (AFSCME, POA or MSEA)** 2 – **Supervisor of a NON-faculty Union (AFSCME POA or MSEA) AND non-bargaining employees** 3 – **Supervisor or only non-bargaining employees**