

USG Enterprise Data Warehouse  
**Data Element Dictionary**  
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Updated April, 2026

## Human Resources Data Element Dictionary

The data element dictionary provides detailed information about each of the data elements stored in the Human Resources Data Mart (HRDM). The table below describes the information found in each field for each data element.

Element Name	Element Number						
<b>Category</b>	Grouping of data elements, for example, Employee Payroll						
<b>Description</b>	The description provides clarification on the information contained in the field. If the field is no longer in use, it will be specified in the description. If the PeopleSoft data entry field has a different name than the element name, it will be noted here.						
<b>Data Type</b>	Character/Number/Date						
<b>Length</b>	Maximum length of entry						
<b>Format</b>	Date format, otherwise blank						
<b>Collection Period</b>	Frequency of data extracted from PeopleSoft into HRDM						
<b>Business Practices</b>	Provides information on how to input information, including relevant knowledge articles. Knowledge articles are labeled as practitioner or employee self-service processes. Knowledge articles are located in USG Service Now ( <a href="https://usg.service-now.com/usgsp">https://usg.service-now.com/usgsp</a> ).						
<b>Validation Rules</b>	<table border="1"> <thead> <tr> <th><i>Severity</i></th> <th><i>Code</i></th> <th><i>Description</i></th> </tr> </thead> <tbody> <tr> <td colspan="3">Evaluation rules during extraction that will cause errors</td> </tr> </tbody> </table>	<i>Severity</i>	<i>Code</i>	<i>Description</i>	Evaluation rules during extraction that will cause errors		
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Evaluation rules during extraction that will cause errors							

## Valid Values

<i>Code</i>	<i>Description</i>
<p>This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the “PeopleSoft to HRDM Valid Value Mapping” report in Cognos – in the PS Status column, ‘A’ indicates an active value and ‘I’ indicates an inactive value. This report is located here: Cognos &gt; Data Collections &gt; Human Resources &gt; ‘PeopleSoft to HRDM Valid Value Mapping’</p>	

<b>Data Source</b>	<i>Provider</i>	Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))
	<i>Table</i>	In the source application, this is the table where the element value is stored
	<i>Column</i>	In the source application table, this is the column where the values are stored
	<i>Page</i>	If relevant, the PeopleSoft page where the information is entered
	<i>Navigation</i>	If relevant, the navigation to the PeopleSoft page where the information is entered
<b>Effective Terms</b>	<i>Start</i>	Date the element was first collected
	<i>End</i>	Date the element stopped being collected, (None) if the element is currently collected.
<b>Target Files</b>	<i>Target Type</i> <i>Table Name</i> <i>Column Name</i>	
	This section describes where the data are stored in the HRDM	
<b>Change History</b>	<i>Date</i> <i>Notes</i>	
	This section includes information about any changes made to the element over time	

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# Account

## Account

Account		HAC001																		
Category	Human Resource / Account / Account / HAC001																			
Description	Account is the six-digit number that identifies the personal services, travel, and operating expense accounts to be used when setting up a new account code in the account code table. For example: Account 511100 would indicate a personal services account for 'Salaries – Regular Faculty.' The first four digits are consistent system-wide, the last two digits may be institution-specific.																			
Data Type	Character																			
Length	10																			
Format																				
Collection Period	Daily																			
Business Practices	<a href="https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end">https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end</a>																			
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Error	VHAC001	Account cannot be blank.																		
Valid Values	(None)																			
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PAY_ERN_DIST</td> </tr> <tr> <td>Column</td> <td>ACCOUNT</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	PeopleSoft	Table	PS_PAY_ERN_DIST	Column	ACCOUNT	Page	N/A	Navigation	N/A								
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Aug 15, 2023	Element reviewed and updated																			
Aug 13, 2024	Collection period updated																			

**Account Code** HAC002

Category	Human Resource / Account / Account / HAC002																				
Description	In the HRDM, the Account Code is a combination of the FDM Combo Code and the Account (HAC001). FDM Combo Codes vary by institution and may contain information such as business unit, department, fund code, project, or grant.																				
Data Type	Character																				
Length	30																				
Format																					
Collection Period	Daily																				
Business Practices	<a href="https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end">https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end</a>																				
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Aug 15, 2023	Element reviewed and updated																				
Aug 13, 2024	Collection period updated																				

**Account Code Description** HAC003

Category	Human Resource / Account / Account / HAC003
----------	---------------------------------------------

Description	The Account Code Description is the name of the Account Code (HAC002).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_VALID_COMBO_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	ACCOUNT_CODE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: ACCT_CD_TBL	
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table	
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Description	
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: DESCR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Program Code		HAC004
Category	Human Resource / Account / Account / HAC004	
Description	The Program Code is a five-digit financial chartfield string that identifies the specific financial function or purpose code. For example: Program Code 11300 would indicate the Community Education program.	
Data Type	Character	
Length	5	
Format		
Collection Period	Daily	
Business Practices	<a href="https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end">https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end</a>	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_VALID_COMBO_TBL	
	Column	PROGRAM_CODE	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	PROGRAM
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table	
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Program	
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROGRAM_CODE	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Project/Grant		HAC005	
Category	Human Resource / Account / Account / HAC005		
Description	The Project/Grant is a financial chartfield string that provides additional information for grant-funded or project-associated accounting. This chartfield is institution-specific.		
Data Type	Character		
Length	15		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHAC005	Project/Grant cannot be null.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_VALID_COMBO_TBL	
	Column	PROJECT_ID	
	Page	N/A	

	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	PROJECT_GRANT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table	
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Project/Grant	
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROJECT_ID	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

USG Class		HAC006	
Category	Human Resource / Account / Account / HAC006		
Description	The USG Class is the financial chartfield string that identifies the funding source or authority.		
Data Type	Character		
Length	5		
Format			
Collection Period	Daily		
Business Practices	<a href="https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end">https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end</a>		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHAC006	USG Class cannot be blank.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_VALID_COMBO_TBL	
	Column	CLASS_FLD	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	USG_CLASS

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_CLASS; ADP Table: EPGLX002
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Class Field
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: CLASS_FLD
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Fund Code		HAC007										
Category	Human Resource / Account / Account / HAC007											
Description	The USG Fund Code is the financial chartfield string which indicates the primary structural units of education and government-specific accounting. This code provides information about funding sources and intended fund uses. For example, the USG Fund Code 10000 indicates 'state appropriations.'											
Data Type	Character											
Length	5											
Format												
Collection Period	Daily											
Business Practices	<a href="https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end">https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end</a>											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHAC007</td> <td>USG Fund cannot be blank.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHAC007	USG Fund cannot be blank.				
Severity	Code	Description										
Error	VHAC007	USG Fund cannot be blank.										
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_VALID_COMBO_TBL</td> </tr> <tr> <td>Column</td> <td>FUND_CODE</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	PeopleSoft	Table	PS_VALID_COMBO_TBL	Column	FUND_CODE	Page	N/A	Navigation	N/A
Provider	PeopleSoft											
Table	PS_VALID_COMBO_TBL											
Column	FUND_CODE											
Page	N/A											
Navigation	N/A											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
Start:	012005											
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>ACCOUNT_CODE</td> <td>USG_FUND</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	ACCOUNT_CODE	USG_FUND				
Target Type	Table Name	Column Name										
DWH	ACCOUNT_CODE	USG_FUND										
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> </tbody> </table>		Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.				
Date	Notes											
Jan 1, 2005	New Element											
Nov 6, 2009	Added ADP Translations.											

Date	Notes
Jul 30, 2018	ADP Element Name: EP_FUND; ADP Table: EPGLX002
Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Fund
Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: FUND_CODE
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

<b>Account Code Distribution Percentage</b>	<b>HAC008</b>
---------------------------------------------	---------------

Category	Human Resource / Account / Account / HAC008								
Description	The Account Code Distribution Percentage is the proportion of the employee's pay that was charged to the referenced account code.								
Data Type	Number								
Length	3								
Format									
Collection Period	Daily								
Business Practices									
Validation Rules	<b>Status: Active</b> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Severity</th> <th style="width: 15%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHAC008</td> <td>Account Code Distribution Percentage cannot be blank.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHAC008	Account Code Distribution Percentage cannot be blank.
Severity	Code	Description							
Error	VHAC008	Account Code Distribution Percentage cannot be blank.							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_PAY_ERN_DIST, PS_PAY_CHECK							
	Column	EARNINGS, TOTAL_GROSS							
	Page	N/A							
	Navigation	N/A							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_PAYROLL	ACCOUNT_CODE_GROUP_KEY (links to ACCOUNT_CODE_DISTRIBUTION_PCT in ACCOUNT_CODE_DISTRIBUTION)						
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Jul 30, 2018	Old PS Table: PS_PAY_ERN_DIST.EARNINGS / PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS							
	Aug 15, 2023	Element reviewed and updated							
	Aug 13, 2024	Collection period updated							

# Benefits

## Benefits

Benefit Plan Description		HBN001																
Category	Human Resource / Benefits / Benefits / HBN001																	
Description	The Benefit Plan Description is the description associated with the Benefit Plan Code (HEB001).																	
Data Type	Character																	
Length	30																	
Format																		
Collection Period	Daily																	
Business Practices																		
Validation Rules	(None)																	
Valid Values	(None)																	
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BENEF_PLAN_TBL</td> </tr> <tr> <td>Column</td> <td>DESCR</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	PeopleSoft	Table	PS_BENEF_PLAN_TBL	Column	DESCR	Page	N/A	Navigation	N/A						
Provider	PeopleSoft																	
Table	PS_BENEF_PLAN_TBL																	
Column	DESCR																	
Page	N/A																	
Navigation	N/A																	
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)												
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End:	(None)																	
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>BENEFITS</td> <td>BENEFIT_PLAN_DESC</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	BENEFITS	BENEFIT_PLAN_DESC										
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Jan 1, 2005	New Element																	
Nov 6, 2009	Added ADP Translations.																	
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: BENEF_PLAN_TBL																	
Jul 30, 2018	Old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA,FSA Benefits (USA)); Old PS Page Field Name: Hard coded based on Benefit Plan Code selected																	
Jul 30, 2018	Old PS Table: PS_BENEF_PLAN_TBL; Old PS Table Field: DESCR																	
Feb 14, 2023	Element reviewed and updated																	
Aug 13, 2024	Collection period updated																	

Benefit Program Description		HBN002
Category	Human Resource / Benefits / Benefits / HBN002	
Description	The Benefit Program Description is a description of the Benefit Program Code (HEB002).	
Data Type	Character	
Length	30	

Format																	
Collection Period	Daily																
Business Practices																	
Validation Rules	(None)																
Valid Values	(None)																
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BEN_DEFN_PGM</td> </tr> <tr> <td>Column</td> <td>DESCR</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>	Provider	PeopleSoft	Table	PS_BEN_DEFN_PGM	Column	DESCR	Page	N/A	Navigation	N/A						
Provider	PeopleSoft																
Table	PS_BEN_DEFN_PGM																
Column	DESCR																
Page	N/A																
Navigation	N/A																
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)												
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Target Type	Table Name	Column Name															
DWH	BENEFITS	BENEFIT_PROGRAM_DESC															
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: DESCR; ADP Table: BENEF_PROGM_TABLE</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Benefit Program Participation Prog ParticipationCOBRA Health Benefits COBRA FSA Benefits; Old PS Page Field Name: Hard coded based on Benefit Program Code selected</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_BEN_DEFN_PGM; Old PS Table Field: DESCR</td> </tr> <tr> <td>Feb 14, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: BENEF_PROGM_TABLE	Jul 30, 2018	Old PS Page: Benefit Program Participation Prog ParticipationCOBRA Health Benefits COBRA FSA Benefits; Old PS Page Field Name: Hard coded based on Benefit Program Code selected	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PGM; Old PS Table Field: DESCR	Feb 14, 2023	Element reviewed and updated	Aug 13, 2024	Collection period updated
Date	Notes																
Jan 1, 2005	New Element																
Nov 6, 2009	Added ADP Translations.																
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: BENEF_PROGM_TABLE																
Jul 30, 2018	Old PS Page: Benefit Program Participation Prog ParticipationCOBRA Health Benefits COBRA FSA Benefits; Old PS Page Field Name: Hard coded based on Benefit Program Code selected																
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PGM; Old PS Table Field: DESCR																
Feb 14, 2023	Element reviewed and updated																
Aug 13, 2024	Collection period updated																

COBRA Eligibility Indicator		HBN003						
Category	Human Resource / Benefits / Benefits / HBN003							
Description	The COBRA Eligibility Indicator indicates the benefit plan's eligibility status for the Consolidated Omnibus Budget Reconciliation Act (COBRA) plan. Medical, dental, vision, and healthcare flexible spending plans (FSA) are eligible to be continued through COBRA.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices								
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHBN003</td> <td>COBRA Eligibility Indicator must be a valid value.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHBN003	COBRA Eligibility Indicator must be a valid value.
Severity	Code	Description						
Error	VHBN003	COBRA Eligibility Indicator must be a valid value.						

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	N	Not Eligible	
	Y	Eligible	
Data Source	Provider	PeopleSoft	
	Table	PS_BEN_DEFN_PLAN	
	Column	COBRA_PLAN	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	COBRA_ELIGIBLE_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jun 1, 2018	Updated Edit package to allow 'Z' value.	
	Jul 30, 2018	Old PS Page: Event Status; Old PS Page Field Name: Qualification Status	
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: COBRA_PLAN	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Coverage Description		HBN004
Category	Human Resource / Benefits / Benefits / HBN004	
Description	The Coverage Description is a description of the coverage code (HEB003).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_COVRG_CD_TBL
	Column	DESCR

	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	COVERAGE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Health Benefits Elections; Old PS Page Field Name: Hard Coded based on Department selected	
	Jul 30, 2018	Old PS Table: PS_COVRG_CD_TBL; Old PS Table Field: DESCR	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Deduction Class Description		HBN005	
Category	Human Resource / Benefits / Benefits / HBN005		
Description	The Deduction Class Description is a description of the Deduction Class Code (HEB004).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	DEDUCTION_CLASS_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Plan Type Description** HBN006

Category	Human Resource / Benefits / Benefits / HBN006		
Description	The Plan Type Description is the description of the Plan Type Code (HEB005).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	PLAN_TYPE_DESC

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Feb 14, 2023	Element reviewed and updated

Date	Notes
Aug 13, 2024	Collection period updated

## Dependent Benefits

Dependent Date of Birth		HDB001														
Category	Human Resource / Benefits / Dependent Benefits / HDB001															
Description	The Dependent Date of Birth is the calendar date of birth for a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).															
Data Type	Date															
Length	8															
Format	MMDDYYYY															
Collection Period	Monthly															
Business Practices	The system of record is with the third-party benefits vendor															
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHDB001</td> <td>Dependent Date of Birth cannot be null if for a dependent.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHDB001	Dependent Date of Birth cannot be null if for a dependent.								
Severity	Code	Description														
Error	VHDB001	Dependent Date of Birth cannot be null if for a dependent.														
Valid Values	(None)															
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_DEPENDENT_BENEF</td> </tr> <tr> <td>Column</td> <td>BIRTHDATE</td> </tr> <tr> <td>Page</td> <td>Update Dependent/Beneficiary/Personal Profile tab</td> </tr> <tr> <td>Navigation</td> <td>Benefits &gt; Employee/Dependent Information &gt; Update Dependent/Beneficiary</td> </tr> </table>		Provider	PeopleSoft	Table	PS_DEPENDENT_BENEF	Column	BIRTHDATE	Page	Update Dependent/Beneficiary/Personal Profile tab	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary				
Provider	PeopleSoft															
Table	PS_DEPENDENT_BENEF															
Column	BIRTHDATE															
Page	Update Dependent/Beneficiary/Personal Profile tab															
Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary															
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)										
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End:	(None)															
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_BENEFITS</td> <td>DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_BIRTH_DATE in DEPENDENT table)</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_BIRTH_DATE in DEPENDENT table)								
Target Type	Table Name	Column Name														
DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_BIRTH_DATE in DEPENDENT table)														
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Date	Notes															
Jan 1, 2005	New Element															
Nov 6, 2009	Added ADP Translations.															
Jul 30, 2018	ADP Element Name: BIRTHDATE; ADP Table: WIN_DEP_BENEF															
Jul 30, 2018	Old PS Page: Personal Profile; Old PS Page Field Name: Birthdate															
Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: BIRTHDATE															
Feb 14, 2023	Element reviewed and updated															

Date	Notes
Aug 13, 2024	Collection period updated

<b>Dependent First Name</b>	<b>HDB002</b>
-----------------------------	---------------

Category	Human Resource / Benefits / Dependent Benefits / HDB002								
Description	The Dependent First Name is the first name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).								
Data Type	Character								
Length	30								
Format									
Collection Period	Monthly								
Business Practices	The system of record is with the third-party benefits vendor								
Validation Rules	<p><b>Status: Active</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Severity</th> <th style="width: 15%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHDB002</td> <td>Dependent First Name cannot be blank.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHDB002	Dependent First Name cannot be blank.
Severity	Code	Description							
Error	VHDB002	Dependent First Name cannot be blank.							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_DEPENDENT_BENEF							
	Column	FIRST_NAME							
	Page	Update Dependent/Beneficiary/Name Tab							
	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_FIRST_NAME in DEPENDENT table)						
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Nov 6, 2009	Added ADP Translations.							
	Jul 30, 2018	ADP Element Name: NAME; ADP Table: WIN_DEP_BENEF							
	Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: First							
	Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: FIRST_NAME							
	Feb 14, 2023	Element reviewed and updated							
	Aug 13, 2024	Collection period updated							

Dependent ID		HDB003																
Category	Human Resource / Benefits / Dependent Benefits / HDB003																	
Description	The Dependent ID is the nine-digit Social Security Number of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001). This element is used to store historical information only.																	
Data Type	Character																	
Length	9																	
Format																		
Collection Period	Monthly																	
Business Practices	The system of record is with the third-party benefits vendor																	
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHDB003</td> <td>Dependent ID must be valid.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHDB003	Dependent ID must be valid.										
Severity	Code	Description																
Error	VHDB003	Dependent ID must be valid.																
Valid Values	(None)																	
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_DEP_BENEF_NID</td> </tr> <tr> <td>Column</td> <td>NATIONAL_ID</td> </tr> <tr> <td>Page</td> <td>Update Dependent/Beneficiary/Personal Profile tab</td> </tr> <tr> <td>Navigation</td> <td>Benefits &gt; Employee/Dependent Information &gt; Update Dependent/Beneficiary</td> </tr> </table>		Provider	PeopleSoft	Table	PS_DEP_BENEF_NID	Column	NATIONAL_ID	Page	Update Dependent/Beneficiary/Personal Profile tab	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary						
Provider	PeopleSoft																	
Table	PS_DEP_BENEF_NID																	
Column	NATIONAL_ID																	
Page	Update Dependent/Beneficiary/Personal Profile tab																	
Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary																	
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>062017</td> </tr> </table>		Start:	012005	End:	062017												
Start:	012005																	
End:	062017																	
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_BENEFITS</td> <td>DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_ID in DEPENDENT table)</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_ID in DEPENDENT table)										
Target Type	Table Name	Column Name																
DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_ID in DEPENDENT table)																
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Personal Profile; Old PS Page Field Name: National ID</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID</td> </tr> <tr> <td>Feb 14, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>		Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF	Jul 30, 2018	Old PS Page: Personal Profile; Old PS Page Field Name: National ID	Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID	Feb 14, 2023	Element reviewed and updated	Aug 13, 2024	Collection period updated
Date	Notes																	
Jan 1, 2005	New Element																	
Nov 6, 2009	Added ADP Translations.																	
Jul 30, 2018	ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF																	
Jul 30, 2018	Old PS Page: Personal Profile; Old PS Page Field Name: National ID																	
Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID																	
Feb 14, 2023	Element reviewed and updated																	
Aug 13, 2024	Collection period updated																	

Dependent Last Name		HDB004
Category	Human Resource / Benefits / Dependent Benefits / HDB004	
Description	The Dependent Last Name is the last name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).	

Data Type	Character								
Length	30								
Format									
Collection Period	Monthly								
Business Practices	The system of record is with the third-party benefits vendor								
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHDB004</td> <td>Dependent Last Name cannot be blank.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHDB004	Dependent Last Name cannot be blank.
Severity	Code	Description							
Error	VHDB004	Dependent Last Name cannot be blank.							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_DEPENDENT_BENEF							
	Column	LAST_NAME							
	Page	Update Dependent/Beneficiary/Name Tab							
	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_LAST_NAME in DEPENDENT table)						
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Nov 6, 2009	Added ADP Translations.							
	Jul 30, 2018	ADP Element Name: NAME; ADP Table: WIN_DEP_BENEF							
	Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: Last							
	Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: LAST_NAME							
	Feb 14, 2023	Element reviewed and updated							
	Aug 13, 2024	Collection period updated							

Dependent Sequence Number		HDB005
Category	Human Resource / Benefits / Dependent Benefits / HDB005	
Description	The Dependent Sequence Number is a two-digit sequence number (01, 02, 03, etc.) assigned as an identifier for each person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).	
Data Type	Character	
Length	2	
Format		
Collection Period	Monthly	

Business Practices	The system of record is with the third-party benefits vendor		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHDB005	Dependent Sequence Number cannot be null if for a dependent.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_DEPENDENT_BENEF	
	Column	DEPENDENT_BENEF	
	Page	Update Dependent/Beneficiary/Name Tab	
	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_SEQ in DEPENDENT table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DEPENDENT_BENEF; ADP Table: WIN_DEP_BENEF	
	Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: Dependent/Beneficiary ID	
	Jul 30, 2018	Old PS Table: PS_HEALTH_DEPENDNT; Old PS Table Field: DEPENDENT_BENEF	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

## Employee Benefits

Benefit Plan Code		HEB001
Category	Human Resource / Benefits / Employee Benefits / HEB001	
Description	The Benefit Plan Code indicates the specific benefit plan (e.g., Consumer Choice HSA) within the plan type (e.g., Medical) into which an employee is currently or was previously enrolled. An employee can be enrolled in multiple benefit plans. See HEB005 for information on plan types.	
Data Type	Character	
Length	6	
Format		
Collection Period	Monthly	
Business Practices	Benefit Plan Codes are loaded from the third-party benefits vendor after employee elections.	

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEB001	Benefit Plan Code cannot be blank.
Valid Values	For current PS valid values and PS to HRDM translations see: <a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions	
Data Source	Provider	PeopleSoft	
	Table	PS_BN_SNAP_PLAN, PS_SAVINGS_PLAN	
	Column	BENEFIT_PLAN	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFITS_KEY(links to BENEFITS table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: BENEFIT_PLAN; ADP Table: BENEF_PROGM_DEF	
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits	
	Jul 30, 2018	Old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA); Old PS Page Field Name: Benefit Plan	
	Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION / EMPLOYEE_BENEFITS MIMIC / PS_BEN_DEFN_OPTN; Old PS Table Field: BENEFIT_PLAN / BENEFIT_PLAN_CODE	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Benefit Program Code		HEB002
Category	Human Resource / Benefits / Employee Benefits / HEB002	
Description	The Benefit Program Code identifies the set of benefits that an employee may be eligible for. With the completion of OneUSG, all active employees will be assigned the same USG Benefit Program Code and all retirees will be assigned the same retiree Benefit Program Code. Historically, multiple benefit programs were available. For details about specific benefits, see Benefit Plan Code (HEB001).	
Data Type	Character	
Length	3	

Format			
Collection Period	Monthly		
Business Practices			
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEB002	Benefit Program Code cannot be blank.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BEN_PROG_PARTIC	
	Column	BENEFIT_PROGRAM	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to BENEFIT_PROGRAM_CODE in BENEFITS table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: BENEFIT_PROGRAM; ADP Table: BEN_PROG_PARTIC	
	Jul 30, 2018	Old PS Page: Benefit Program Participation; Old PS Page Field Name: Benefit Program	
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: BENEFIT_PROGRAM / BENEFIT_PROGRAM_CODE	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Coverage Code		HEB003
Category	Human Resource / Benefits / Employee Benefits / HEB003	
Description	The Coverage Code (may be referred to as 'coverage tier') designates who is covered under an employee's benefit plan. (e.g. 1 - Employee Only, 3 - family, etc.). Each benefit plan (HEB001) will have its own coverage code.	
Data Type	Character	
Length	1	
Format		
Collection Period	Monthly	
Business Practices	Coverage Codes are from data provided by third-party benefits vendor.	

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEB003	Coverage Code must be a valid code.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	1	Employee Only	
	1A	Retiree Only, Pre65 NME	
	1B	R+Sp, R Pre65 NME, S Post65	
	1C	Surviving Sp Only, Pre65 NME	
	1D	R+Sp, R Post65, SSp Pre65 NME	
	1E	Retiree Only, Pre65 ME	
	1F	R+Sp, R Pre65 ME, S Post65	
	1G	Surviving Sp Only, Pre65 ME	
	1H	R+Sp, R Post65, SSp Pre65 ME	
	2	Employee + 1	
	2A	R+Ch, R Post65	
	2B	SSp+Ch, SSp Post65	
	2C	F (Sp+1 Ch), both Post65	
	2D	F (Sp+2+ Ch), both Post65	
	2E	F (2+ Ch), R Post65	
	2F	F (2+ Ch), SSp Post65	
	3	Family	
	3A	F (Sp+1 Ch), both Pre65 NME	
	3B	F (Sp+2+ Ch), both Pre65 NME	
	3C	F (2+ Ch),R Pre65 NME	
	3D	F(Sp+2+Ch),R Pr65 NME,Sp Po65	
	3E	F(Sp+2+Ch),R Po65,Sp Pr65 NME	
	3F	F(2+ Ch), SSp Pre65 NME	
	3G	F(Sp+Ch)R Pr65 NME,Sp Pr65 ME	
	3H	F(Sp+Ch)R Pr65 ME,Sp Pr65 NME	
	3I	F(2+ Ch), R Pre65 ME	
	3J	F (Sp+Ch), R Pr65 ME, Sp Po65	
	3K	F (2+ Ch), SSp Pre65 ME	
	3L	F (Sp+Ch), R Po65, Sp Pr65 ME	
	3M	F (Sp+Ch), both Pre65 ME	
	4	Employee + Child	
	4A	R+1 Ch, R Pre65 NME	
	4B	F(Sp+1 Ch),R Pr65 NME,Sp Po65	
	4C	SSp+Ch, S Sp Pre65 NME	
	4D	F(Sp+1 Ch),R Po65,Sp Pr65 NME	
	4E	R+1 Ch, R Pre65 ME	

Code	Description
4F	F(Sp+1 Ch),R Pr65 ME,Sp Po65
4G	SSp+Ch, S Sp Pre65 ME
4H	F(Sp+1 Ch),R Po65,Sp Pr65 ME
5	Employee + Spouse
5A	R+Sp, both Pre65 NME
5B	R+Sp, R Pre65 NME, S Pre65 ME
5C	R+Sp, both Pre65 ME
5D	R+Sp, R Pre65 ME,Sp Pre65 NME
6	Non-Qualified Adult
7	Non-Qualified Children
8	Non-Qualified Adult + Children
9	Dependents Only
9A	Retiree Only, Post65
9B	Surviving Sp Only, Post65
9C	R+Sp, both Post65
O	Critical Illness EE 30KTOB
P	Critical Illness EE 30NonTOB
Q	Critical Illness SP 15KTOB
R	Critical Illness SP 15KNonTOB
S	Critical Illness EE 10KTOB
S9	Children Only (Retiree is dec)
T	Critical Illness EE 20KTOB
U	Critical Illness EE 10KNonTOB
V	Critical Illness EE 20KNonTOB
W	Critical Illness SP 10KTOB
X	Critical Illness SP 10KNonTOB
Y	Critical Illness SP 5KTOB
Z	Critical Illness SP 5KNonTob

  

Data Source	Provider	PeopleSoft	
	Table	PS_BN_SNAP_PLAN	
	Column	COVRG_CD	
	Page	N/A	
	Navigation	N/A	

  

Effective Terms	Start:	012005
	End:	(None)

  

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to COVERAGE_CODE in BENEFITS table)

  

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.

Date	Notes
Jul 30, 2018	ADP Element Name: COVRG_LEV_CD; ADP Table: EP_WIN_EE_ELECTN
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Health Benefits Elections; Old PS Page Field Name: Coverage Code
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: COVRG_CD / COVERAGE CODE
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Deduction Class Code		HEB004												
Category	Human Resource / Benefits / Employee Benefits / HEB004													
Description	The Deduction Class Code describes the taxability status of a benefit premium on an employee's paycheck. Each benefit plan (HEB001) has its own deduction class code. Allowable codes depend on whether the benefit premium is paid by the employee or employer (see below).													
Data Type	Character													
Length	1													
Format														
Collection Period	Monthly													
Business Practices	<p>For Employee Benefit Premiums</p> <p>A: After-Tax, reduces net pay, e.g., monthly parking deduction</p> <p>B: Before-Tax, reduces net pay and taxable gross, e.g., voluntary retirement contributions</p> <p>For Employer Benefit Premiums</p> <p>N: Non-taxable Benefit, indicates employer contributions to benefit plans not subject to federal tax, e.g., health plan</p> <p>P: Non-taxable Btax Benefit, indicates employer contributions not subject to federal tax, e.g., before-tax matching contribution to savings plans</p> <p>T: Taxable Benefit, indicates employer contribution subject to federal tax, e.g., life insurance</p>													
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB004</td> <td>Deduction Class Code must be a valid code.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB004	Deduction Class Code must be a valid code.						
Severity	Code	Description												
Error	VHEB004	Deduction Class Code must be a valid code.												
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>After-Tax</td> </tr> <tr> <td>B</td> <td>Before-Tax</td> </tr> <tr> <td>N</td> <td>Nontaxable Benefit</td> </tr> <tr> <td>P</td> <td>Nontaxable Btax Benefit</td> </tr> <tr> <td>T</td> <td>Taxable Benefit</td> </tr> </tbody> </table>		Code	Description	A	After-Tax	B	Before-Tax	N	Nontaxable Benefit	P	Nontaxable Btax Benefit	T	Taxable Benefit
Code	Description													
A	After-Tax													
B	Before-Tax													
N	Nontaxable Benefit													
P	Nontaxable Btax Benefit													
T	Taxable Benefit													
Data Source	Provider	PeopleSoft												

	Table	PS_PAY_DEDUCTION	
	Column	DED_CLASS	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to DEDUCTION_CLASS_CODE in BENEFITS table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DED_CLASS; ADP Table: DEDUCTION_CLASS	
	Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Class	
	Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CLASS	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Plan Type Code		HEB005	
Category	Human Resource / Benefits / Employee Benefits / HEB005		
Description	The Plan Type Code indicates the type (e.g., Medical, Dental, Retirement) of the benefit plan in which an employee is currently or was previously enrolled. An employee can be enrolled in multiple types of benefit plans. See HEB001 for the specific benefit plan.		
Data Type	Character		
Length	2		
Format			
Collection Period	Monthly		
Business Practices	Plan Type Codes are loaded from the third-party benefits vendor after employee elections.		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEB005	Plan Type Code must be a valid code.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	00	General Deduction	
	01	Benefit Program	

Code	Description
10	Medical
11	Dental
12	Medical/Dental
13	Major Medical
14	Vision
15	Domestic Partner Medical
16	Domestic Partner Dental
17	Domestic Partner Vision
1A	USG Accident Plan
1B	Critical Illness Employee
1C	Cancer Plan GA College
1H	USG Hospital Indemnity
1S	Critical Illness Spouse
20	Life
21	Supplemental Life
22	AD/D
23	Life and AD/D
24	Dependent AD/D
25	Dependent Life
26	Survivor Income
27	Supplemental Life and AD/D
28	Spouse Life
2C	Child Life
2X	Addl Supp Life Spouse
2Y	Addl Supp Life Dependent
2Y	Retiree Basic & Dependent Life
2Z	Additional Supplemental Life
30	Short-Term Disability
31	Long-Term Disability
40	401(k)
41	Profit Sharing
42	Thrift
43	IRA
44	Capital Accumulation
45	U.S. Savings Bonds
46	403(b)
47	Nonelective Contributions
48	Employer Only
49	Section 457
4A	Employee Stock Purchase
4F	457(f)
4G	ROTH 403(b)
4H	ROTH 457(b)

Code	Description
4I	529 Savings
4R	Retirement Plans
50	Sick
51	Vacation
52	Personal
53	Family and Medical Leave Act
5A	Company Car
5U	Unscheduled Holiday
5Z	Military Leave
60	Flex Spending Health - U.S.
61	Flex Spending Dependent Care
65	Flex Spending Health - Canada
66	Retirement Counseling
67	Health Savings Account
7U	Federal Retirement Plan
7V	ERS -ER Contribution to EE
7W	Employee Retirement System
7X	ORP Contribution to TRS
7Y	Optional Retirement Plan
7Z	Teachers Retirement System
80	Standard Pension
81	Supplementary Pension
82	Pension Plan 1 - U.S.
83	Pension Plan 2 - U.S.
84	Pension Plan 3 - U.S.
85	Pension Plan 4 - U.S.
86	Pension Plan 5 - U.S.
87	Pension Plan 6 - U.S.
90	Vacation Buy
91	Vacation Sell
A1	Legal Services
A3	LifeStyle Benefits
AL	LifeStyle Benefits (LifePerx)
AT	Tobacco Surcharge

Data Source	Provider	PeopleSoft
	Table	PS_PAY_DEDUCTION
	Column	DEDCD
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFITS_KEY(links to PLAN_TYPE_CODE in BENEFITS Table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PLAN_TYPE, DEDCD; ADP Table: BENEF_PROGM, PAY_DEDUCTION
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Plan Type
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC / PS_PAY_DEDUCTION; Old PS Table Field: PLAN_TYPE / PLAN_TYPE_CODE / PLAN_TYPE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage Begin Effective Date		HEB006										
Category	Human Resource / Benefits / Employee Benefits / HEB006											
Description	The Coverage Begin Effective Date is the date that an employee's specific benefit plan (HEB001) became active for the employee and others covered under the plan (spouse and tax-eligible dependents).											
Data Type	Date											
Length	8											
Format	MMDDYYYY											
Collection Period	Monthly											
Business Practices	Coverage Begin Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB006</td> <td>Coverage Begin Effective Date must not be out of range.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB006	Coverage Begin Effective Date must not be out of range.				
Severity	Code	Description										
Error	VHEB006	Coverage Begin Effective Date must not be out of range.										
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BN_SNAP_PLAN</td> </tr> <tr> <td>Column</td> <td>COVERAGE_BEGIN_DT</td> </tr> <tr> <td>Page</td> <td>Benefits Summary</td> </tr> <tr> <td>Navigation</td> <td>Benefits &gt; Review Employees Benefits &gt; Benefits Summary</td> </tr> </table>		Provider	PeopleSoft	Table	PS_BN_SNAP_PLAN	Column	COVERAGE_BEGIN_DT	Page	Benefits Summary	Navigation	Benefits > Review Employees Benefits > Benefits Summary
Provider	PeopleSoft											
Table	PS_BN_SNAP_PLAN											
Column	COVERAGE_BEGIN_DT											
Page	Benefits Summary											
Navigation	Benefits > Review Employees Benefits > Benefits Summary											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
Start:	012005											
End:	(None)											
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_BENEFITS</td> <td>COVERAGE_BEGIN_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	EMPLOYEE_BENEFITS	COVERAGE_BEGIN_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)				
Target Type	Table Name	Column Name										
DWH	EMPLOYEE_BENEFITS	COVERAGE_BEGIN_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)										

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: COVERAGE_BEGIN_DT, COVERAGE_BEGIN_DT, EFFDT; ADP Table: EP_WIN_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Coverage Begin Date / Effective Date / Deduction Begin Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: COVERAGE_BEGIN_DT / COVERAGE_BEGIN_EFF_DATE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage Election Date		HEB007										
Category	Human Resource / Benefits / Employee Benefits / HEB007											
Description	The Coverage Election Date represents the date when the benefit plan was selected. The Coverage Election Date and Coverage Begin Effective Date (HEB006) are typically different dates.											
Data Type	Date											
Length	8											
Format	MMDDYYYY											
Collection Period	Monthly											
Business Practices	Coverage Begin Effective Dates comes from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB007</td> <td>Coverage Election Date must not be out of range.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB007	Coverage Election Date must not be out of range.				
Severity	Code	Description										
Error	VHEB007	Coverage Election Date must not be out of range.										
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BN_SNAP_PLAN</td> </tr> <tr> <td>Column</td> <td>COVERAGE_ELECT_DT</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	PeopleSoft	Table	PS_BN_SNAP_PLAN	Column	COVERAGE_ELECT_DT	Page	N/A	Navigation	N/A
Provider	PeopleSoft											
Table	PS_BN_SNAP_PLAN											
Column	COVERAGE_ELECT_DT											
Page	N/A											
Navigation	N/A											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
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DWH	EMPLOYEE_BENEFITS	COVERAGE_ELECTION_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)										

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EFFDT, COVERAGE_ELECT_DT, COVERAGE_ELECT_DT; ADP Table: EP_WIN_EE_ELECTN, RTRMNT_PLAN, SAVINGS_PLAN
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Election Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN ; Old PS Table Field: ENROLLMENT_DT
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage End Effective Date		HEB008										
Category	Human Resource / Benefits / Employee Benefits / HEB008											
Description	The Coverage End Effective Date is the date that an employee's specific benefit plan (HEB001) became inactive for the employee and others covered under the plan (spouse and tax-eligible dependents).											
Data Type	Date											
Length	8											
Format	MMDDYYYY											
Collection Period	Monthly											
Business Practices	Coverage End Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB008</td> <td>Coverage End Effective Date must not be out of range.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB008	Coverage End Effective Date must not be out of range.				
Severity	Code	Description										
Error	VHEB008	Coverage End Effective Date must not be out of range.										
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_SAVINGS_PLAN</td> </tr> <tr> <td>Column</td> <td>COVERAGE_END_DT or 1/1/9999</td> </tr> <tr> <td>Page</td> <td>Benefits Summary</td> </tr> <tr> <td>Navigation</td> <td>Benefits &gt; Review Employees Benefits &gt; Benefits Summary</td> </tr> </table>		Provider	PeopleSoft	Table	PS_SAVINGS_PLAN	Column	COVERAGE_END_DT or 1/1/9999	Page	Benefits Summary	Navigation	Benefits > Review Employees Benefits > Benefits Summary
Provider	PeopleSoft											
Table	PS_SAVINGS_PLAN											
Column	COVERAGE_END_DT or 1/1/9999											
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DWH	EMPLOYEE_BENEFITS	COVERAGE_END_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)										

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: COVERAGE_END_DT, COVERAGE_END_DT, DEDUCTION_END_DT; ADP Table: EP_WIN_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD BenefitsDisability BenefitLeave Plans (USA); Old PS Page Field Name:Coverage Begin Date / Effective Date / Deduction Begin Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN; Old PS Table Field: COVERAGE_BEGIN_DT or 01-JAN-9999
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee Deduction Amount		HEB009										
Category	Human Resource / Benefits / Employee Benefits / HEB009											
Description	The Employee Deduction Amount is the employee's contribution towards the plan cost of each selected employee benefit plan (HEB001).											
Data Type	Number											
Length	10											
Format												
Collection Period	Monthly											
Business Practices	Withholding Schedule for Academic Year Employees: <a href="https://usg.policystat.com/policy/19338628/latest/#autoid-zdqqz">https://usg.policystat.com/policy/19338628/latest/#autoid-zdqqz</a>											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB009</td> <td>Employee Deduction Amount cannot be null.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB009	Employee Deduction Amount cannot be null.				
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Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PAY_DEDUCTION</td> </tr> <tr> <td>Column</td> <td>DED_CUR</td> </tr> <tr> <td>Page</td> <td>Create General Deductions</td> </tr> <tr> <td>Navigation</td> <td>Payroll for North America &gt; Employee Pay Data USA &gt; Deductions &gt; Create General Deductions</td> </tr> </table>		Provider	PeopleSoft	Table	PS_PAY_DEDUCTION	Column	DED_CUR	Page	Create General Deductions	Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
Provider	PeopleSoft											
Table	PS_PAY_DEDUCTION											
Column	DED_CUR											
Page	Create General Deductions											
Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
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Target Type	Table Name	Column Name										
DWH	EMPLOYEE_BENEFITS	EMPLOYEE_DEDUCTION_AMOUNT										
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> </tbody> </table>		Date	Notes	Jan 1, 2005	New Element						
Date	Notes											
Jan 1, 2005	New Element											

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: DED_CUR; ADP Table: PAY_DEDUCTION
Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Before- or After-Tax
Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated
Apr 21, 2026	Business practices updated

Employer Contribution		HEB010										
Category	Human Resource / Benefits / Employee Benefits / HEB010											
Description	The Employer Contribution is the employer's contribution toward the plan cost of each selected employee benefit plan (HEB001).											
Data Type	Number											
Length	10											
Format												
Collection Period	Monthly											
Business Practices	Practitioner Process: Knowledge Article USGKB0012714											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEB010</td> <td>Employer Contribution cannot be null.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEB010	Employer Contribution cannot be null.				
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Error	VHEB010	Employer Contribution cannot be null.										
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PAY_DEDUCTION</td> </tr> <tr> <td>Column</td> <td>DED_CUR</td> </tr> <tr> <td>Page</td> <td>Create General Deductions</td> </tr> <tr> <td>Navigation</td> <td>Payroll for North America &gt; Employee Pay Data USA &gt; Deductions &gt; Create General Deductions</td> </tr> </table>		Provider	PeopleSoft	Table	PS_PAY_DEDUCTION	Column	DED_CUR	Page	Create General Deductions	Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions
Provider	PeopleSoft											
Table	PS_PAY_DEDUCTION											
Column	DED_CUR											
Page	Create General Deductions											
Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
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DWH	EMPLOYEE_BENEFITS	EMPLOYER_CONTRIBUTION										
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Date	Notes											
Jan 1, 2005	New Element											
Nov 6, 2009	Added ADP Translations.											
Jul 30, 2018	ADP Element Name: ERCOST_PER_PAY; ADP Table: EP_WIN_EE_ELECTN											

Date	Notes
Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Non-Taxable
Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period and business practices updated

**HIPAA Eligibility Indicator** HEB011

Category	Human Resource / Benefits / Employee Benefits / HEB011		
Description	The HIPAA Eligibility Indicator indicates whether or not there is HIPAA information tied to the benefit plan. This information is not required.		
Data Type	Character		
Length	1		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BEN_DEFN_PLAN	
	Column	HIPAA_PLAN	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	HIPAA_ELIGIBLE_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: HIPAA_PLAN	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**COBRA Date** HEB012

Category	Human Resource / Benefits / Employee Benefits / HEB012
Description	The COBRA Date is the date that the COBRA benefit plan(s) became effective. See HBN003 for COBRA eligibility. This field is no longer extracted to the HRDM.

Data Type	Date		
Length	8		
Format	MMDDYYYY		
Collection Period	N/A		
Business Practices	These data are managed by a third-party benefits vendor.		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	N/A	
	Table	N/A	
	Column	N/A	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	062017	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	COBRA_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Benefits, Administer COBRA Benefits	
	Jul 30, 2018	Old PS Page: Prog Participant; Old PS Page Field Name: Effective Date	
	Jul 30, 2018	Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT_DATE	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>COBRA Indicator</b>		<b>HEB013</b>
Category	Human Resource / Benefits / Employee Benefits / HEB013	
Description	The COBRA Indicator indicates if a former employee is a COBRA participant (i.e., is enrolled in COBRA) for medical, dental, vision, and/or healthcare flexible spending plans (FSA). This field is no longer extracted to the HRDM.	
Data Type	Character	
Length	1	
Format		
Collection Period	N/A	
Business Practices	These data are managed by a third-party benefits vendor.	
Validation Rules	<b>Status: Active</b>	

	Severity	Code	Description
	Error	VHEB013	COBRA Indicator must be Y or N.
Valid Values	(None)		
Data Source	Provider	N/A	
	Table	N/A	
	Column	N/A	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	032017	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	COBRA_PARTICIPANT_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Page: Participant Data; Old PS Page Field Name:COBRA Election	
	Jul 30, 2018	Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

## Employee

### Employee

<b>Gender Description</b>		<b>HEE001</b>
Category	Human Resource / Employee / Employee / HEE001	
Description	Gender Description provides the description of the employee's Gender Code (HEE002).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PSXLATITEM

	Column	XLATLONGNAME	
	Page	Biographical Details	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	GENDER_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Gender Code		HEE002	
Category	Human Resource / Employee / Employee / HEE002		
Description	The Gender Code indicates the gender of the employee and is a required field.		
Data Type	Character		
Length	3		
Format			
Collection Period	Daily		
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE002	Gender Code must be a valid value and cannot be blank
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	F	Female	
	M	Male	
	U	Unknown	

Data Source	Provider	PeopleSoft		
	Table	PS_PERSONAL_DATA		
	Column	SEX		
	Page	Biographical Details		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE_DEMOGRAPHIC	GENDER_CODE	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Gender		
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: SEX		
	Mar 8, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Old Race Code		HEE003	
Category	Human Resource / Employee / Employee / HEE003		
Description	The Old Race Code indicated the employee's race or ethnic group. This field is not available in OneUSG Connect. This element is used to store historical information only. Race and ethnicity are now divided into two separate HRDM elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).		
Data Type	Character		
Length	3		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE003	Old Race Code must be a valid code.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see: <a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		

	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>White</td> </tr> <tr> <td>2</td> <td>Black/African American</td> </tr> <tr> <td>3</td> <td>Hispanic/Latino</td> </tr> <tr> <td>4</td> <td>Asian</td> </tr> <tr> <td>5</td> <td>American Indian/Alaskan Native</td> </tr> <tr> <td>6</td> <td>Not Specified</td> </tr> <tr> <td>7</td> <td>Native Hawaiian/Oth Pac Island</td> </tr> <tr> <td>8</td> <td>Multi-Racial</td> </tr> </tbody> </table>	Code	Description	1	White	2	Black/African American	3	Hispanic/Latino	4	Asian	5	American Indian/Alaskan Native	6	Not Specified	7	Native Hawaiian/Oth Pac Island	8	Multi-Racial		
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Target Type	Table Name	Column Name																			
DWH	EMPLOYEE_DEMOGRAPHIC	RACE_CODE																			
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: RACE_ETHNICITY; ADP Table: PERSONAL_DATA</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Not extracted from PS</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Identity/Diversity; Old PS Page Field Name: Ethnic Group</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_DIVERSITY; Old PS Table Field: ETHNIC_GROUP</td> </tr> <tr> <td>Oct 25, 2022</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: RACE_ETHNICITY; ADP Table: PERSONAL_DATA	Jul 30, 2018	Not extracted from PS	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: Ethnic Group	Jul 30, 2018	Old PS Table: PS_DIVERSITY; Old PS Table Field: ETHNIC_GROUP	Oct 25, 2022	Element reviewed and updated	Aug 13, 2024	Collection period updated
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Oct 25, 2022	Element reviewed and updated																				
Aug 13, 2024	Collection period updated																				

Race Code		HEE004
Category	Human Resource / Employee / Employee / HEE004	
Description	The Race Code indicates the employee's race and does not include ethnicity (Hispanic/Latino). Race code is entered in the 'Ethnic Group' page in the PeopleSoft interface. Ethnicity is captured in another data element (HEE028).	
Data Type	Character	
Length	3	
Format		
Collection Period	Daily	
Business Practices		

	<p>Employee Self-Service Process: Knowledge Article USGKB0010816  Practitioner Process: Knowledge Article USGKB0011158  In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.</p>														
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE004</td> <td>Race Code must be a valid code.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEE004	Race Code must be a valid code.						
Severity	Code	Description													
Error	VHEE004	Race Code must be a valid code.													
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:  <a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>Black</td> </tr> <tr> <td>I</td> <td>American Indian or Alaskan Native</td> </tr> <tr> <td>P</td> <td>Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td>W</td> <td>White</td> </tr> <tr> <td>Z</td> <td>Asian</td> </tr> </tbody> </table>			Code	Description	B	Black	I	American Indian or Alaskan Native	P	Native Hawaiian or Other Pacific Islander	W	White	Z	Asian
Code	Description														
B	Black														
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P	Native Hawaiian or Other Pacific Islander														
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Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_DIVERS_ETHNIC</td> </tr> <tr> <td>Column</td> <td>ETHNIC_GRP_CD</td> </tr> <tr> <td>Page</td> <td>Regional</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</td> </tr> </table>			Provider	PeopleSoft	Table	PS_DIVERS_ETHNIC	Column	ETHNIC_GRP_CD	Page	Regional	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Provider	PeopleSoft														
Table	PS_DIVERS_ETHNIC														
Column	ETHNIC_GRP_CD														
Page	Regional														
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail														
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>042009</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>			Start:	042009	End:	(None)								
Start:	042009														
End:	(None)														
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>RACE</td> <td>RACE_CODE</td> </tr> </tbody> </table>			Target Type	Table Name	Column Name	DWH	RACE	RACE_CODE						
Target Type	Table Name	Column Name													
DWH	RACE	RACE_CODE													
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Apr 11, 2009</td> <td>New Element</td> </tr> <tr> <td>Mar 8, 2022</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>			Date	Notes	Apr 11, 2009	New Element	Mar 8, 2022	Element reviewed and updated	Aug 13, 2024	Collection period updated				
Date	Notes														
Apr 11, 2009	New Element														
Mar 8, 2022	Element reviewed and updated														
Aug 13, 2024	Collection period updated														

Old Race Description		HEE005
Category	Human Resource / Employee / Employee / HEE005	
Description	<p>The Old Race Description is a description of the Old Race Code (HEE003). This field is not available in OneUSG Connect. This element is used to store historical information only. Race and ethnicity are now divided into two separate HRDM data elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).</p>	

Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	N/A	
	Table	N/A	
	Column	N/A	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	072018	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	RACE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	No longer used for Race Description	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>Employee Date of Birth</b>		<b>HEE006</b>
Category	Human Resource / Employee / Employee / HEE006	
Description	The Employee Date of Birth is the employee's calendar date of birth. This is a required field.	
Data Type	Date	
Length	8	
Format	MMDDYYYY	
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	<b>Status: Active</b>	

	<table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE006</td> <td>Employee Date of birth cannot be blank.</td> </tr> </tbody> </table>	Severity	Code	Description	Error	VHEE006	Employee Date of birth cannot be blank.												
Severity	Code	Description																	
Error	VHEE006	Employee Date of birth cannot be blank.																	
Valid Values	(None)																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PERSONAL_DATA</td> </tr> <tr> <td>Column</td> <td>BIRTHDATE</td> </tr> <tr> <td>Page</td> <td>Biographical Details</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</td> </tr> </table>	Provider	PeopleSoft	Table	PS_PERSONAL_DATA	Column	BIRTHDATE	Page	Biographical Details	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail								
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Jul 30, 2018	Old PS Table: PS_PERSON; Old PS Table Field: BIRTHDATE																		
Jul 12, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Language		HEE007						
Category	Human Resource / Employee / Employee / HEE007							
Description	Language is the code for the employee's primary language. This field is no longer extracted to the HRDM.							
Data Type	Character							
Length	30							
Format								
Collection Period	N/A							
Business Practices								
Validation Rules	<b>Status: Active</b> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE007</td> <td>Language1 must be a valid code if it is not null.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEE007	Language1 must be a valid code if it is not null.
Severity	Code	Description						
Error	VHEE007	Language1 must be a valid code if it is not null.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values							

and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
CFR	Canadian French
DAN	Danish
DUT	Dutch
ENG	English
ESP	Spanish
FRA	French
GER	German
GRK	Greek
INE	International English
ITA	Italian
JPN	Japanese
KOR	Korean
POR	Portuguese
SVE	Swedish
THA	Thai
ZHS	Simplified Chinese
ZHT	Traditional Chinese

Data Source	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	LANGUAGE1

Change History	Date	Notes
	Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.	
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: LANGUAGE_TBL	
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Language Code	
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: LANG_CD	
Oct 25, 2022	Element reviewed and updated	
Aug 13, 2024	Collection period updated	

## Citizenship Country Code

HEE008

Category	Human Resource / Employee / Employee / HEE008																				
Description	Citizenship Country Code is the code that indicates the employee's country of citizenship.																				
Data Type	Character																				
Length	3																				
Format																					
Collection Period	Daily																				
Business Practices	Practitioner Process: Knowledge Article USGKB0011453, USGKB0011809																				
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE008</td> <td>Citizenship Country Code must be a valid code.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEE008	Citizenship Country Code must be a valid code.												
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Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BOR_CITIZEN_PRO</td> </tr> <tr> <td>Column</td> <td>COUNTRY</td> </tr> <tr> <td>Page</td> <td>Citizenship/Passport</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Citizenship &gt; Identification Data</td> </tr> </table>	Provider	PeopleSoft	Table	PS_BOR_CITIZEN_PRO	Column	COUNTRY	Page	Citizenship/Passport	Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data										
Provider	PeopleSoft																				
Table	PS_BOR_CITIZEN_PRO																				
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Jul 30, 2018	Old PS Table: PS_CITIZENSHIP; Old PS Table Field: COUNTRY																				
Jul 12, 2022	Element reviewed and updated																				
Aug 13, 2024	Collection period updated																				

## Citizenship Country Description

HEE009

Category	Human Resource / Employee / Employee / HEE009																		
Description	The Citizenship Country Description provides the name of the employee's country of citizenship as a description of the Citizenship Country Code (HEE008).																		
Data Type	Character																		
Length	30																		
Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0011453, USGKB0011809																		
Validation Rules	(None)																		
Valid Values	(None)																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td colspan="2">PeopleSoft</td> </tr> <tr> <td>Table</td> <td colspan="2">PS_COUNTRY_TBL</td> </tr> <tr> <td>Column</td> <td colspan="2">DESCR</td> </tr> <tr> <td>Page</td> <td colspan="2">Citizenship/Passport</td> </tr> <tr> <td>Navigation</td> <td colspan="2">Workforce Administration &gt; Personal Information &gt; Citizenship &gt; Identification Data</td> </tr> </table>			Provider	PeopleSoft		Table	PS_COUNTRY_TBL		Column	DESCR		Page	Citizenship/Passport		Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data		
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Table	PS_COUNTRY_TBL																		
Column	DESCR																		
Page	Citizenship/Passport																		
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Jul 12, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Employee Status Description		HEE010
Category	Human Resource / Employee / Employee / HEE010	
Description	The Employee Status Description is the description of the Employee Status Code (HEE018).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0012352	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	Work Location	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	EMPLOYEE_STATUS_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Highest Education Level Code		HEE011						
Category	Human Resource / Employee / Employee / HEE011							
Description	The Highest Education Level Code shows the highest education level the employee has completed (e.g., Bachelors, Masters, Doctorate, etc.). This field is no longer available in OneUSG Connect, though prior data are still extracted.							
Data Type	Character							
Length	2							
Format								
Collection Period	Daily							
Business Practices	For reporting purposes, highest education level is derived from an employee's education information (using HED004 - Degree Level)							
Validation Rules	<b>Status: Active</b> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE011</td> <td>Highest Education Level Code must be a valid code.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEE011	Highest Education Level Code must be a valid code.
Severity	Code	Description						
Error	VHEE011	Highest Education Level Code must be a valid code.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:							

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
A	Not Indicated
B	Less Than HS Graduate
C	HS Graduate or Equivalent
D	Some College
E	Technical School
F	2-Year College Degree
G	Bachelor's Level Degree
H	Some Graduate School
I	Master's Level Degree
J	Doctorate (Academic)
K	Doctorate (Professional)
L	Post-Doctorate
M	Educational Specialist

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	HIGHEST_EDUC_LVL
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	072019

Target Type	Table Name	Column Name
DWH	EMPLOYEE_MISC_CODES	HIGHEST_EDU_LEVEL_CODE

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: HIGHEST_EDUC_LVL; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Highest Education Level
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: HIGHEST_EDUC_LVL
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Highest Education Level Description		HEE012
Category	Human Resource / Employee / Employee / HEE012	
Description	The Highest Education Level Description is a description of the Highest Education Level Code (HEE011). Highest Education Level Code is no longer in use.	

Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	HRDM	
	Table	STGHR.HRREF_HIGHEST_EDU_LVL_CODE_VW	
	Column	DESCR	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	072019	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	HIGHEST_EDU_LEVEL_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Marital Status Code		HEE013	
Category	Human Resource / Employee / Employee / HEE013		
Description	The Marital Status Code indicates the employee's marital status (e.g., Married, Divorced)		
Data Type	Character		
Length	1		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE013	Marital Status Code must be a valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	C	Common-Law	
	D	Divorced	
	E	Separated	
	H	Head of Household	
	L	DissDeclLost Civil Partner	
	M	Married	
	S	Single	
	U	Unknown	
	W	Widowed	
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	MAR_STATUS	
	Page	Biographical Details	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MARITAL_STATUS_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: MAR_STATUS; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Marital Status	
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MAR_STATUS	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Marital Status Description		HEE014
Category	Human Resource / Employee / Employee / HEE014	
Description	Marital Status Description is the description of the Marital Status Code (HEE013).	
Data Type	Character	

Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	Biographical Details	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MARITAL_STATUS_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Military Status Code		HEE015	
Category	Human Resource / Employee / Employee / HEE015		
Description	The Military Status Code indicates the employee's military history (e.g., No Military).		
Data Type	Character		
Length	1		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE015	Military Status Code must be valid code.

**Valid Values**

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
1	Not indicated
2	No Military Service
3	Veteran of the Vietnam Era
4	Other Protected Veteran
5	Active Reserve
6	Inactive Reserve
7	Retired Military
8	Veteran (VA Ineligible)
9	Vietnam & Other Protected Vet
A	Newly Separated Veteran
B	Pre-Vietnam-Era Veteran
C	Newly Separated and Viet Vet
D	Newly Separated and Other Vet
E	Newly Separated (NS)
F	NS & Service Medal (SM) Vet
H	Disabled Veteran
J	NS & SM Vet & Viet Vet/Oth Vet
M	Armed Forces Service Medal Vet
N	Not a Vietnam-Era Veteran
O	Service Medal & Active Duty
P	Post-Vietnam-Era Veteran
Q	SM Vet & Viet Vet
R	Recently Separated Veteran
S	Separated & Service Medal Vet
T	Separated & Active Duty Vet
V	Vietnam-Era Veteran
W	Actv Dty Wartime/Cmpgn Bdg Vet
X	Not a Veteran
Z	Not a Protected Veteran

**Data Source**

<b>Provider</b>	PeopleSoft
<b>Table</b>	PS_PERSONAL_DATA
<b>Column</b>	MILITARY_STATUS
<b>Page</b>	Regional
<b>Navigation</b>	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

**Effective Terms**

<b>Start:</b>	012005
<b>End:</b>	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MILITARY_STATUS_CODE

  

Change History	Date	Notes
	Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.	
Jul 30, 2018	ADP Element Name: MILITARY_STATUS; ADP Table: PERSONAL_DATA	
Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans	
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Military Status	
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MILITARY_STATUS	
Jul 12, 2022	Element reviewed and updated	
Aug 13, 2024	Collection period updated	

Military Status Description		HEE016										
Category	Human Resource / Employee / Employee / HEE016											
Description	The Military Status Description is the description of the Military Status Code (HEE015).											
Data Type	Character											
Length	30											
Format												
Collection Period	Daily											
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670											
Validation Rules	(None)											
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PSXLATITEM</td> </tr> <tr> <td>Column</td> <td>XLATLONGNAME</td> </tr> <tr> <td>Page</td> <td>Regional</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</td> </tr> </table>		Provider	PeopleSoft	Table	PSXLATITEM	Column	XLATLONGNAME	Page	Regional	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
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Date	Notes											
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Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans											

Date	Notes
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

**US Citizenship Status** HEE017

Category	Human Resource / Employee / Employee / HEE017
Description	The U.S. Citizenship Status indicates the citizenship status of the employee within the United States.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011809

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE017	US Citizenship Status Code must be a valid value.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
0 (inactive)	Resident Alien
1 (current)	US Citizen
1 (inactive)	Native
2 (inactive)	Naturalized
3 (inactive)	Alien Permanent
4 (current)	US Noncitizen National
4 (inactive)	Alien Temporary
5 (current)	US Lawful Permanent Resident
5 (inactive)	Permanent Resident
6 (current)	Foreign National Alien
6 (inactive)	Employment Visa
7 (inactive)	Canadian Citizen
8 (current)	Unknown
8 (inactive)	Other
9 (inactive)	Non-Resident Alien
N (inactive)	Not Indicated

Data Source	Provider	PeopleSoft		
	Table	PS_BOR_CITIZEN_PRO		
	Column	CITIZENSHIP_STATUS		
	Page	Identification Data/Citizenship/Passport		
	Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE_MISC_CODES	US_CITIZENSHIP_STATUS	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: LONGNAME, CITIZENSHIP_STATUS; ADP Table: XLATTABLE, PERSONAL_DATA		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Citizenship Status		
	Jul 30, 2018	Old PS Table: PS_CITIZENSHIP; Old PS Table Field:CITIZENSHIP_STATUS		
	Aug 11, 2019	Codes consolidated and descriptions updated		
	Mar 8, 2022	Element reviewed and updated.		
	Aug 13, 2024	Collection period updated		

Employee Status Code				HEE018
Category	Human Resource / Employee / Employee / HEE018			
Description	The Employee Status Code indicates the current payroll status of the employee (e.g., Active, Retired, Terminated, etc.)			
Data Type	Character			
Length	1			
Format				
Collection Period	Daily			
Business Practices	Practitioner Process: Knowledge Article USGKB0011140			
Validation Rules	<b>Status: Active</b>			
	Severity	Code	Description	
	Error	VHEE018	Employee Status Code must be valid code.	
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see: <a href="#">PeopleSoft to HRDM Valid Values Mapping</a>			

	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>A</td><td>Active</td></tr> <tr><td>D</td><td>Deceased</td></tr> <tr><td>L</td><td>Leave of Absence</td></tr> <tr><td>P</td><td>Leave With Pay</td></tr> <tr><td>Q</td><td>Retired With Pay</td></tr> <tr><td>R</td><td>Retired</td></tr> <tr><td>S</td><td>Suspended</td></tr> <tr><td>T</td><td>Terminated</td></tr> <tr><td>U</td><td>Terminated With Pay</td></tr> <tr><td>V</td><td>Terminated Pension Pay Out</td></tr> <tr><td>W</td><td>Short Work Break</td></tr> <tr><td>X</td><td>Retired-Pension Administration</td></tr> </tbody> </table>	Code	Description	A	Active	D	Deceased	L	Leave of Absence	P	Leave With Pay	Q	Retired With Pay	R	Retired	S	Suspended	T	Terminated	U	Terminated With Pay	V	Terminated Pension Pay Out	W	Short Work Break	X	Retired-Pension Administration
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Mar 8, 2022	Element reviewed and updated																										
Aug 13, 2024	Collection period updated																										

Last Name		HEE019
Category	Human Resource / Employee / Employee / HEE019	
Description	The Last Name is the employee's legal last name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics) and is a required field.	
Data Type	Character	
Length	30	

Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference <a href="https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001">https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001</a> for further guidance																		
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Jul 12, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

First Name		HEE020
Category	Human Resource / Employee / Employee / HEE020	
Description	The First Name is the employee's legal first name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics) and is a required field.	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	

Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference <a href="https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001">https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001</a> for further guidance		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEE020	First Name cannot be blank.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	FIRST_NAME	
	Page	Biographical Details/View Name	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	FIRST_NAME
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: FIRST_NAME; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: First	
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: FIRST_NAME	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>Middle Name</b>		<b>HEE021</b>
Category	Human Resource / Employee / Employee / HEE021	
Description	The Middle Name is the employee's legal middle name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference <a href="https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001">https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001</a> for further guidance	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	MIDDLE_NAME	
	Page	Biographical Details/View Name	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MIDDLE_NAME
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: MIDDLE_NAME; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Middle	
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: MIDDLE_NAME	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Name Prefix		HEE022
Category	Human Resource / Employee / Employee / HEE022	
Description	The Name Prefix is the title before the employee's name (e.g., Mr., Mrs., Ms.).	
Data Type	Character	
Length	4	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	
	Code	Description
		See the OneUSG Connect Personal Data Name Prefix dropdown menu for allowable values.

Data Source	Provider	PeopleSoft		
	Table	PS_PERSONAL_DATA		
	Column	NAME_PREFIX		
	Page	Biographical Details/View Name		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE	NAME_PREFIX	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: NAME_PREFIX; ADP Table: PERSONAL_DATA		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Prefix		
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_PREFIX		
	Jul 12, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Name Suffix		HEE023
Category	Human Resource / Employee / Employee / HEE023	
Description	The Name Suffix follows a person's full name and provides additional information about the person's name (e.g., Jr., Sr., III). This must match the employee's legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).	
Data Type	Character	
Length	4	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference <a href="https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001">https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001</a> for further guidance	
Validation Rules	(None)	
Valid Values	(None)	
	Code	Description
	See the OneUSG Connect Personal Data Name Suffix dropdown menu for allowable values.	
Data Source	Provider	PeopleSoft

	Table	PS_PERSONAL_DATA		
	Column	NAME_SUFFIX		
	Page	Biographical Details/View Name		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE	NAME_SUFFIX	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: NAME_SUFFIX; ADP Table: PERSONAL_DATA		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Suffix		
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_SUFFIX		
	Jul 12, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Institutional Original Hire Date		HEE024
Category	Human Resource / Employee / Employee / HEE024	
Description	The Institutional Original Hire Date is the date the employee was hired at the institution. If an employee is rehired, the institutional original hire date will not be the start date of the current employment period, but rather the date of the initial employment period. The original hire date comes from the 'First Start Date' field in the PeopleSoft Employment Information panel.	
Data Type	Date	
Length	8	
Format	MMDDYYYY	
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011646	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_EMPLOYMENT
	Column	HIRE_DT
	Page	Employment Information/Hire Date

	Navigation Workforce Administration > Job Information > Job Data		
Effective Terms	Start: 012005	End: (None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	ORIGINAL_HIRE_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: HIRE_DT; ADP Table: EMPLOYMENT	
	Jul 30, 2018	Old PS Page: Employment Information; Old PS Page Field Name: Hire Date - Hard coded	
	Jul 30, 2018	Old PS Table: PS_PERSON; Old PS Table Field: ORIG_HIRE_DT	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

US Work Eligibility Indicator		HEE025						
Category	Human Resource / Employee / Employee / HEE025							
Description	The U.S. Work Eligibility Indicator shows if the employee is eligible to work within the United States.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670  Note: if the checkbox "Eligible to work in U.S." is not checked, this is translated to 'N' to indicate 'not eligible'							
Validation Rules	<b>Status: Active</b> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE025</td> <td>US Work Eligibility Indicator must be Y or N.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEE025	US Work Eligibility Indicator must be Y or N.
Severity	Code	Description						
Error	VHEE025	US Work Eligibility Indicator must be Y or N.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:  <a href="#">PeopleSoft to HRDM Valid Values Mapping</a> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Not Eligible</td> </tr> <tr> <td>Y</td> <td>Eligible</td> </tr> </tbody> </table>		Code	Description	N	Not Eligible	Y	Eligible
Code	Description							
N	Not Eligible							
Y	Eligible							
Data Source	Provider	PeopleSoft						
	Table	PS_PERSONAL_DATA						
	Column	US_WORK_ELIGIBILITY						

	Page	Regional	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	US_WORK_ELIGIBILITY_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: US_WORK_ELIGIBILITY; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Eligible to Work in U.S.	
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: US_WORK_ELIGIBILITY	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Fulltime Student Indicator		HEE026						
Category	Human Resource / Employee / Employee / HEE026							
Description	The Fulltime Student Indicator designates whether an employee is a full-time student. Full-time status is defined by the enrolled institution.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE026</td> <td>Fulltime Student Indicator must be Y or N.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEE026	Fulltime Student Indicator must be Y or N.
Severity	Code	Description						
Error	VHEE026	Fulltime Student Indicator must be Y or N.						
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> </tbody> </table>		Code	Description	N	No	Y	Yes
Code	Description							
N	No							
Y	Yes							

Data Source	Provider	PeopleSoft		
	Table	PS_PERSONAL_DATA		
	Column	FT_STUDENT		
	Page	Biographical Details		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE	FULLTIME_STUDENT_IND	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: FT_STUDENT; ADP Table: EMPLOYMENT		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Full-Time Student		
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: FT_STUDENT		
	Jul 12, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Race Description		HEE027
Category	Human Resource / Employee / Employee / HEE027	
Description	The Race Description is the description of the Race Code (HEE004).	
Data Type	Character	
Length	64	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	USGHR.RACE
	Column	RACE_DESC
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	042009	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	RACE	RACE_DESC
Change History	Date	Notes	
	Apr 11, 2009	New Element	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

New Ethnicity Code		HEE028										
Category	Human Resource / Employee / Employee / HEE028											
Description	The New Ethnicity Code indicates the employee's ethnicity ('Hispanic or Latino' or 'Not Hispanic or Latino'). Ethnicity is entered in the 'Ethnic Group' page in the PeopleSoft interface. Race is captured in another data element (HEE004).											
Data Type	Character											
Length	1											
Format												
Collection Period	Daily											
Business Practices	<p>Employee Self-Service Process: Knowledge Article USGKB0010816</p> <p>Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670</p> <p>In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.</p>											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEE028</td> <td>New Ethnicity Code must be a valid code.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEE028	New Ethnicity Code must be a valid code.				
Severity	Code	Description										
Error	VHEE028	New Ethnicity Code must be a valid code.										
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Unknown</td> </tr> <tr> <td>1</td> <td>Not Hispanic or Latino</td> </tr> <tr> <td>2</td> <td>Hispanic or Latino</td> </tr> </tbody> </table>		Code	Description	0	Unknown	1	Not Hispanic or Latino	2	Hispanic or Latino		
Code	Description											
0	Unknown											
1	Not Hispanic or Latino											
2	Hispanic or Latino											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_ETHNIC_GRP_TBL</td> </tr> <tr> <td>Column</td> <td>ETHNIC_GROUP</td> </tr> <tr> <td>Page</td> <td>Modify a Person/Regional</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person</td> </tr> </table>		Provider	PeopleSoft	Table	PS_ETHNIC_GRP_TBL	Column	ETHNIC_GROUP	Page	Modify a Person/Regional	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person
Provider	PeopleSoft											
Table	PS_ETHNIC_GRP_TBL											
Column	ETHNIC_GROUP											
Page	Modify a Person/Regional											
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person											

Effective Terms	Start:	042009	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	NEW_ETHNICITY_CODE
Change History	Date	Notes	
	Apr 11, 2009	New Element	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**New Ethnicity Description** HEE029

Category	Human Resource / Employee / Employee / HEE029		
Description	The New Ethnicity Description is the description of the New Ethnicity Code (HEE028).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices	Employee Self Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	HRDM	
	Table	STGHR.REF_NEW_ETHNICITY	
	Column	NEW_ETHNICITY_DESC	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	042009	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	NEW_ETHNICITY_DESC
Change History	Date	Notes	
	Apr 11, 2009	New Element	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**Language Description** HEE030

Category	Human Resource / Employee / Employee / HEE030		
Description	Language Description is the description of the code for the employee's primary language (HEE007). This element is used to store historical information only.		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	HRDM	
	Table	STGHR.HRREF_LANGUAGE_CODE_VW	
	Column	DESCR	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	STGHR.HRREF_LANGUAGE_CODE_VW	DESCR
Change History	Date	Notes	
	Oct 25, 2022	Element Added	
	Aug 13, 2024	Collection period updated	

## Employee Address

Business Phone		HEA001
Category	Human Resource / Employee / Employee Address / HEA001	
Description	The Business Phone is the primary business phone number of the employee.	
Data Type	Character	
Length	27	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft

	Table	PS_PERSONAL_PHONE		
	Column	PHONE, where PHONE_TYPE = "BUSN"		
	Page	Contact Information/Phone Type/Business		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE	BUSINESS_PHONE	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Business		
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE		
	May 9, 2023	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

## Business E-mail Address

HEA002

Category	Human Resource / Employee / Employee Address / HEA002		
Description	The Business E-mail Address is the primary business e-mail address of the employee.		
Data Type	Character		
Length	70		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_EMAIL_ADDRESSES	
	Column	EMAIL_ADDR, where E_ADDR_TYPE = "BUSN"	
	Page	Contact Information/Email Addresses/Business	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	EMAIL_ADDRESS

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EMAIL_ADDRESS; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Email Address
	Jul 30, 2018	Old PS Table: PS_ER_EMAIL_ADDRES; Old PS Table Field: EMAIL_ADDR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

<b>Fax Number</b>	<b>HEA003</b>
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Category	Human Resource / Employee / Employee Address / HEA003	
Description	The Fax Number was the preferred fax number for the employee. Fax Number is not available in OneUSG Connect. This element is used to store historical information only.	
Data Type	Character	
Length	27	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012005	
	End: 072018	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	FAX_NUMBER

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee

Date	Notes
Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone
Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Home Address Line 1** HEA004

Category	Human Resource / Employee / Employee Address / HEA004		
Description	Home Address Line 1 is Line 1 (street address) of the home address of the employee.		
Data Type	Character		
Length	55		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	ADDRESS1	
	Page	Contact Information/Current Addresses/Home	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	

Target Type	Table Name	Column Name
DWH	EMPLOYEE	HOME_ADDR_LINE1

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: STREET1; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 1
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

## Home Address Line 2 HEA005

Category	Human Resource / Employee / Employee Address / HEA005		
Description	Home Address Line 2 is Line 2 (additional information) of the home address of the employee.		
Data Type	Character		
Length	55		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	ADDRESS2	
	Page	Contact Information/Current Addresses/Home	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_LINE2
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: STREET2; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 2	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

## Home Address Line 3 HEA006

Category	Human Resource / Employee / Employee Address / HEA006		
Description	Home Address Line 3 is Line 3 (further additional information) of the home address of the employee.		
Data Type	Character		
Length	55		

Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670																		
Validation Rules	(None)																		
Valid Values	(None)																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PERSONAL_DATA</td> </tr> <tr> <td>Column</td> <td>ADDRESS3</td> </tr> <tr> <td>Page</td> <td>Contact Information/Current Addresses/Address Type/Home</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</td> </tr> </table>	Provider	PeopleSoft	Table	PS_PERSONAL_DATA	Column	ADDRESS3	Page	Contact Information/Current Addresses/Address Type/Home	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail								
Provider	PeopleSoft																		
Table	PS_PERSONAL_DATA																		
Column	ADDRESS3																		
Page	Contact Information/Current Addresses/Address Type/Home																		
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail																		
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)														
Start:	012005																		
End:	(None)																		
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE</td> <td>HOME_ADDR_LINE3</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	EMPLOYEE	HOME_ADDR_LINE3												
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Date	Notes																		
Jan 1, 2005	New Element																		
Nov 6, 2009	Added ADP Translations.																		
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Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3																		
May 9, 2023	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Home Address City		HEA007
Category	Human Resource / Employee / Employee Address / HEA007	
Description	The Home Address City is the city portion of the home address of the employee.	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	CITY	
	Page	Contact Information/Current Addresses/Address Type/Home	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_CITY
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: CITY; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: City	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: CITY	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Home Address County		HEA008
Category	Human Resource / Employee / Employee Address / HEA008	
Description	The Home Address County is the county portion of the home address of the employee. This field is no longer extracted to the HRDM.	
Data Type	Character	
Length	30	
Format		
Collection Period	N/A	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	N/A
	Table	N/A
	Column	N/A

	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_COUNTY_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: County	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Home Address State Code		HEA009														
Category	Human Resource / Employee / Employee Address / HEA009															
Description	The Home Address State Code is the state code of the home address of the employee.															
Data Type	Character															
Length	6															
Format																
Collection Period	Daily															
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670															
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEA009</td> <td>Home Address State Code must be a valid value if address home country (HEA011) is United States.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEA009	Home Address State Code must be a valid value if address home country (HEA011) is United States.								
Severity	Code	Description														
Error	VHEA009	Home Address State Code must be a valid value if address home country (HEA011) is United States.														
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AA</td> <td>Armed Forces Americas</td> </tr> <tr> <td>AE</td> <td>Armed Forces Europe</td> </tr> <tr> <td>AK</td> <td>Alaska</td> </tr> <tr> <td>AL</td> <td>Alabama</td> </tr> <tr> <td>AP</td> <td>Armed Forces Pacific</td> </tr> <tr> <td>AR</td> <td>Arkansas</td> </tr> </tbody> </table>		Code	Description	AA	Armed Forces Americas	AE	Armed Forces Europe	AK	Alaska	AL	Alabama	AP	Armed Forces Pacific	AR	Arkansas
Code	Description															
AA	Armed Forces Americas															
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AR	Arkansas															

Code	Description
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota

	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>TN</td> <td>Tennessee</td> </tr> <tr> <td>TX</td> <td>Texas</td> </tr> <tr> <td>UT</td> <td>Utah</td> </tr> <tr> <td>VA</td> <td>Virginia</td> </tr> <tr> <td>VI</td> <td>Virgin Islands</td> </tr> <tr> <td>VT</td> <td>Vermont</td> </tr> <tr> <td>WA</td> <td>Washington</td> </tr> <tr> <td>WI</td> <td>Wisconsin</td> </tr> <tr> <td>WV</td> <td>West Virginia</td> </tr> <tr> <td>WY</td> <td>Wyoming</td> </tr> </tbody> </table>	Code	Description	TN	Tennessee	TX	Texas	UT	Utah	VA	Virginia	VI	Virgin Islands	VT	Vermont	WA	Washington	WI	Wisconsin	WV	West Virginia	WY	Wyoming
Code	Description																						
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WI	Wisconsin																						
WV	West Virginia																						
WY	Wyoming																						
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PERSONAL_DATA</td> </tr> <tr> <td>Column</td> <td>STATE</td> </tr> <tr> <td>Page</td> <td>Contact Information/Current Addresses/Address Type/Home</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person OR Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail</td> </tr> </table>	Provider	PeopleSoft	Table	PS_PERSONAL_DATA	Column	STATE	Page	Contact Information/Current Addresses/Address Type/Home	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail												
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Page	Contact Information/Current Addresses/Address Type/Home																						
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Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)																		
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Home Address State Code Description		HEA010
Category	Human Resource / Employee / Employee Address / HEA010	
Description	The Home Address State Code Description is the description of the State Code for the home address of the employee (HEA009).	
Data Type	Character	
Length	30	
Format		

Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_STATE_NAMES_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_STATE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Home Address Country Code		HEA011
Category	Human Resource / Employee / Employee Address / HEA011	
Description	The Home Address Country Code is the code for the country of the home address of the employee.	
Data Type	Character	
Length	3	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	<b>Status: Active</b>	

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Severity	Code	Description																	
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Provider	PeopleSoft																		
Table	PS_PERSONAL_DATA																		
Column	COUNTRY																		
Page	Contact Information/Current Addresses/Address Type/Home																		
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail																		
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)														
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May 9, 2023	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Home Address Country Code Description		HEA012
Category	Human Resource / Employee / Employee Address / HEA012	
Description	The Home Address Country Code Description is the description of the Country Code of the home address of the employee (HEA011).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_COUNTRY_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_COUNTRY_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: COUNTRY_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Home Address Postal Code		HEA013
Category	Human Resource / Employee / Employee Address / HEA013	
Description	The Home Address Postal Code is the postal code for the home address of the employee.	
Data Type	Character	
Length	12	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft

	Table	PS_PERSONAL_DATA		
	Column	POSTAL		
	Page	Contact Information/Current Addresses/Address Type/Home		
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE	HOME_ADDR_POSTAL_CODE	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: ZIP; ADP Table: PERSONAL_DATA		
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee		
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Postal		
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: POSTAL		
	May 9, 2023	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Home Phone		HEA014
Category	Human Resource / Employee / Employee Address / HEA014	
Description	The Home Phone is the home telephone number of the employee.	
Data Type	Character	
Length	27	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_PHONE
	Column	PHONE, where PHONE_TYPE = "HOME"
	Page	Contact Information/Phone Information/Phone Type/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_PHONE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone	
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Mobile Phone		HEA015	
Category	Human Resource / Employee / Employee Address / HEA015		
Description	The Mobile Phone is the personal mobile (aka cell) phone number of the employee.		
Data Type	Character		
Length	27		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_PHONE	
	Column	PHONE, where PHONE_TYPE = "CELL"	
	Page	Contact Information/Phone Information/Phone Type/Mobile	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MOBILE_PHONE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
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	Aug 13, 2024	Collection period updated

<b>Mailing Address 1</b>	<b>HEA016</b>
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Category	Human Resource / Employee / Employee Address / HEA016		
Description	Mailing Address 1 is Line 1 (street address) of the employee's mailing address.		
Data Type	Character		
Length	55		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	ADDRESS1_OTHER	
	Page	Contact Information/Current Addresses/Address Type/Mailing	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE1
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: STREET1_OTHER; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	

Date	Notes
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 1
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

## Mailing Address 2 HEA017

Category	Human Resource / Employee / Employee Address / HEA017		
Description	Mailing Address 2 is Line 2 (additional information) of the employee's mailing address.		
Data Type	Character		
Length	55		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	ADDRESS2_OTHER	
	Page	Contact Information/Current Addresses/Mailing	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE2

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: STREET2_OTHER; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 2
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Mailing Address 3** HEA018

Category	Human Resource / Employee / Employee Address / HEA018		
Description	Mailing Address 3 is Line 3 (further additional information) of the employee's mailing address.		
Data Type	Character		
Length	55		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	ADDRESS3_OTHER	
	Page	Contact Information/Current Addresses/Mailing	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE3
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: STREET3_OTHER; ADP Table: PERSONAL_DATA	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 3	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**Mailing Address 4** HEA019

Category	Human Resource / Employee / Employee Address / HEA019		
Description	Mailing Address 4 is Line 4 of the employee's mailing address. This is no longer collected with OneUSG.		
Data Type	Character		
Length	55		

Format															
Collection Period	Daily														
Business Practices															
Validation Rules	(None)														
Valid Values	(None)														
Data Source	<table border="1"> <tr> <td>Provider</td> <td>N/A</td> </tr> <tr> <td>Table</td> <td>N/A</td> </tr> <tr> <td>Column</td> <td>N/A</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>	Provider	N/A	Table	N/A	Column	N/A	Page	N/A	Navigation	N/A				
Provider	N/A														
Table	N/A														
Column	N/A														
Page	N/A														
Navigation	N/A														
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>082009</td> </tr> </table>	Start:	012005	End:	082009										
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End:	082009														
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE</td> <td>MAIL_ADDR_LINE4</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	EMPLOYEE	MAIL_ADDR_LINE4								
Target Type	Table Name	Column Name													
DWH	EMPLOYEE	MAIL_ADDR_LINE4													
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: No Line 4.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4</td> </tr> <tr> <td>May 9, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	Jul 30, 2018	Old PS Page: No Line 4.	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4	May 9, 2023	Element reviewed and updated	Aug 13, 2024	Collection period updated
Date	Notes														
Jan 1, 2005	New Element														
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee														
Jul 30, 2018	Old PS Page: No Line 4.														
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4														
May 9, 2023	Element reviewed and updated														
Aug 13, 2024	Collection period updated														

Mailing Address City		HEA020						
Category	Human Resource / Employee / Employee Address / HEA020							
Description	The Mailing Address City is the city of the employee's mailing address.							
Data Type	Character							
Length	30							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	(None)							
Valid Values	(None)							
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PERSONAL_DATA</td> </tr> <tr> <td>Column</td> <td>CITY_OTHER</td> </tr> </table>		Provider	PeopleSoft	Table	PS_PERSONAL_DATA	Column	CITY_OTHER
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Aug 13, 2024	Collection period updated																		

Mailing Address State Code		HEA021						
Category	Human Resource / Employee / Employee Address / HEA021							
Description	The Mailing Address State Code is the state code of the employee's mailing address.							
Data Type	Character							
Length	6							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEA021</td> <td>Mailing Address State Code must be a valid value if mailing address country (HEA023) is United States.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEA021	Mailing Address State Code must be a valid value if mailing address country (HEA023) is United States.
Severity	Code	Description						
Error	VHEA021	Mailing Address State Code must be a valid value if mailing address country (HEA023) is United States.						
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Code	Description
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania

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May 9, 2023	Element reviewed and updated																														
Aug 13, 2024	Collection period updated																														

<b>Mailing Address State Code Description</b>		<b>HEA022</b>
Category	Human Resource / Employee / Employee Address / HEA022	
Description	The Mailing Address State Code Description is the description of the state code for the employee's mailing address	

	(HEA021).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_STATE_NAMES_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_STATE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>Mailing Address Country Code</b>		<b>HEA023</b>
Category	Human Resource / Employee / Employee Address / HEA023	
Description	The Mailing Address Country Code is the code for the country of the employee's mailing address.	
Data Type	Character	
Length	3	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,	

	USGKB0011670		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEA023	Mailing Address Country Code must be valid value.
Valid Values	For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions	
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	COUNTRY	
	Page	Contact Information/Current Addresses/Mailing	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTRY_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Mailing Address Country Code Description		HEA024
Category	Human Resource / Employee / Employee Address / HEA024	
Description	The Mailing Address Country Code Description is the description of the Country Code for the employee's mailing address (HEA023).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,	

	USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_COUNTRY_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTRY_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY; Old PS Table Field: COUNTRY / DESCR	
	May 9, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Mailing Address County		HEA025
Category	Human Resource / Employee / Employee Address / HEA025	
Description	The Mailing Address County is the county of the employee's mailing address. This field is no longer extracted to the HRDM.	
Data Type	Character	
Length	30	
Format		
Collection Period	N/A	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTY_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: County	
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Mailing Address Postal Code		HEA026	
Category	Human Resource / Employee / Employee Address / HEA026		
Description	The Mailing Address Postal Code is the postal code of the employee's mailing address.		
Data Type	Character		
Length	12		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	POSTAL_OTHER	
	Page	Contact Information/Current Addresses/Mailing	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_POSTAL_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: ZIP; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Postal
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: Postal
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Home Address Line 4		HEA027														
Category	Human Resource / Employee / Employee Address / HEA027															
Description	Home Address Line 4 is line 4 of the home address of the employee. This field is no longer extracted to the HRDM.															
Data Type	Character															
Length	55															
Format																
Collection Period	N/A															
Business Practices																
Validation Rules	(None)															
Valid Values	(None)															
Data Source	<table border="1"> <tr> <td>Provider</td> <td>N/A</td> </tr> <tr> <td>Table</td> <td>N/A</td> </tr> <tr> <td>Column</td> <td>N/A</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	N/A	Table	N/A	Column	N/A	Page	N/A	Navigation	N/A				
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## Employee Department

Department ID		HDP001																		
Category	Human Resource / Employee / Employee Department / HDP001																			
Description	The Department ID is a code that indicates where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). This is a required field.																			
Data Type	Character																			
Length	10																			
Format																				
Collection Period	Daily																			
Business Practices	Practitioner Process: Knowledge Article USGKB0011667																			
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Department Description		HDP002
Category	Human Resource / Employee / Employee Department / HDP002	
Description	The Department Description provides the name of the department where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). The Department Description is tied to the	

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Data Type	Character																				
Length	30																				
Format																					
Collection Period	Daily																				
Business Practices	Practitioner Process: Knowledge Article USGKB0011667																				
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Jul 12, 2022	Element reviewed and updated																				
Aug 13, 2024	Collection period updated																				

Department Location		HDP003
Category	Human Resource / Employee / Employee Department / HDP003	
Description	The Department Location is a code indicating the physical location of the department an employee works in.	
Data Type	Character	
Length	10	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0012599	

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_DEPT_TBL	
	Column	LOCATION	
	Page	Department Profile/Location	
	Navigation	Set Up HCM > Foundation Tables > Organization > Departments	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	DEPARTMENT	DEPT_LOC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: LOCATION; ADP Table: DEPT_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on data entered in Position Data	
	Jul 30, 2018	Old PS Table: PS_DEPT_TBL; Old PS Table Field: LOCATION	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

## Employee Education

Degree Code		HED001
Category	Human Resource / Employee / Employee Education / HED001	
Description	The Degree Code indicates the educational degree an employee has earned. Prior to implementation of OneUSG Connect, Degree Code entry was limited to employees with managed faculty event records (MFE).	
Data Type	Character	
Length	8	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 (For those with MFE records) Employee Self Service: Knowledge Article USGKB0010813 (for all employees)	
Validation Rules	<b>Status: Active</b>	
	Severity	Description
Error	VHED001	Degree Code cannot be blank.

Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_ACCOMPLISH	
	Column	ACCOMPLISHMENT, where ACCOMP_CATEGORY = "DEG"	
	Page	Person Profile/Degrees/ID	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EMPLOYEE_EDUCATION_GROUP_KEY (links to DEGREE_CODE in EMPLOYEE_EDUCATION table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EDUCATION_CD; ADP Table: EP_MF_EDUCATION	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events	
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Degree	
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: ACCOMPLISHMENT	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Degree Description		HED002
Category	Human Resource / Employee / Employee Education / HED002	
Description	The Degree Description is the description of the degree code (HED001), which indicates the educational degrees an employee has earned.	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JPM_CAT_ITEMS
	Column	JPM_DESCR90, where JPM_CAT_TYPE = "DEG"
	Page	Person Profile/Degrees/ID
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	DEGREE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: EDUCATION_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events	
	Jul 30, 2018	Old PS Page: Professional Ed. And Training; Old PS Page Field Name: Hard Coded based on Department selected.	
	Jul 30, 2018	Old PS Table: PS_ACCOMP_TBL; Old PS Table Field: DESCR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Degree Issue Date		HED003	
Category	Human Resource / Employee / Employee Education / HED003		
Description	The degree issue date is the date that an employee was issued their degree. This field is labeled "Date Acquired" in OneUSG Connect.		
Data Type	Date		
Length	8		
Format	MMDDYYYY		
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011977		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_ACCOMPLISH	
	Column	DT_ISSUED	
	Page	Person Profile/Degrees	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	DEGREE_ISSUE_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Date Acquired
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: DT_ISSUED
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

<b>Degree Level</b>	<b>HED004</b>
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Category	Human Resource / Employee / Employee Education / HED004																															
Description	The Degree Level is associated with the Degree Code (HED001). This level is automatically populated in the Peoplesoft Degree Code table.																															
Data Type	Character																															
Length	2																															
Format																																
Collection Period	Daily																															
Business Practices	Practitioner Process: Knowledge Article USGKB0011977																															
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Degree Level Description		HED005
Category	Human Resource / Employee / Employee Education / HED005	
Description	The Degree Level Description is the description of the Degree Level (HED004).	
Data Type	Character	
Length	30	

Format											
Collection Period	Daily										
Business Practices											
Validation Rules	(None)										
Valid Values	(None)										
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PSXLATITEM</td> </tr> <tr> <td>Column</td> <td>XLATLONGNAME, where FIELDNAME = "EDUCATION_LVL"</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>	Provider	PeopleSoft	Table	PSXLATITEM	Column	XLATLONGNAME, where FIELDNAME = "EDUCATION_LVL"	Page	N/A	Navigation	N/A
Provider	PeopleSoft										
Table	PSXLATITEM										
Column	XLATLONGNAME, where FIELDNAME = "EDUCATION_LVL"										
Page	N/A										
Navigation	N/A										
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)						
Start:	012005										
End:	(None)										
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_EDUCATION</td> <td>DEGREE_LEVEL_DESC</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	EMPLOYEE_EDUCATION	DEGREE_LEVEL_DESC				
Target Type	Table Name	Column Name									
DWH	EMPLOYEE_EDUCATION	DEGREE_LEVEL_DESC									
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Aug 15, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Aug 15, 2023	Element reviewed and updated	Aug 13, 2024	Collection period updated		
Date	Notes										
Jan 1, 2005	New Element										
Aug 15, 2023	Element reviewed and updated										
Aug 13, 2024	Collection period updated										

Graduated Indicator		HED006						
Category	Human Resource / Employee / Employee Education / HED006							
Description	The Graduated Indicator indicates whether an employee completed each listed degree (i.e., graduated).							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011977							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHED006</td> <td>Graduated Indicator must be Y or N.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHED006	Graduated Indicator must be Y or N.
Severity	Code	Description						
Error	VHED006	Graduated Indicator must be Y or N.						
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Did not graduate</td> </tr> </tbody> </table>		Code	Description	N	Did not graduate		
Code	Description							
N	Did not graduate							

	<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td>Y</td> <td>Graduated</td> </tr> </table>	Code	Description	Y	Graduated														
Code	Description																		
Y	Graduated																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BOR_ACCOMPLISH</td> </tr> <tr> <td>Column</td> <td>GRADUATE_INDICATOR</td> </tr> <tr> <td>Page</td> <td>Person Profile/Degree/Graduated</td> </tr> <tr> <td>Navigation</td> <td>Workforce Development &gt; Profile Management &gt; Profiles &gt; Person Profiles</td> </tr> </table>	Provider	PeopleSoft	Table	PS_BOR_ACCOMPLISH	Column	GRADUATE_INDICATOR	Page	Person Profile/Degree/Graduated	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles								
Provider	PeopleSoft																		
Table	PS_BOR_ACCOMPLISH																		
Column	GRADUATE_INDICATOR																		
Page	Person Profile/Degree/Graduated																		
Navigation	Workforce Development > Profile Management > Profiles > Person Profiles																		
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)														
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End:	(None)																		
Target Fields	<table border="1"> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> <tr> <td>DWH</td> <td>EMPLOYEE_EDUCATION</td> <td>GRADUATED_IND</td> </tr> </table>	Target Type	Table Name	Column Name	DWH	EMPLOYEE_EDUCATION	GRADUATED_IND												
Target Type	Table Name	Column Name																	
DWH	EMPLOYEE_EDUCATION	GRADUATED_IND																	
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: GRADUATE_INDICATOR; ADP Table: EP_MF_EDUCATION</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Menu Path: Workforce Development, Faculty Events, Track Events</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Graduated</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: GRADUATE_INDICATOR</td> </tr> <tr> <td>Aug 15, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: GRADUATE_INDICATOR; ADP Table: EP_MF_EDUCATION	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Graduated	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: GRADUATE_INDICATOR	Aug 15, 2023	Element reviewed and updated	Aug 13, 2024	Collection period updated
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Jan 1, 2005	New Element																		
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Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Graduated																		
Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: GRADUATE_INDICATOR																		
Aug 15, 2023	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Major CIP Code		HED007						
Category	Human Resource / Employee / Employee Education / HED007							
Description	The Major CIP (Classification of Instructional Programs) Code is a six-digit code which indicates the content area of the major for each of an employee's degrees. The codes are developed by the US Department of Education to provide categorization of academic programs.							
Data Type	Character							
Length	6							
Format								
Collection Period	Daily							
Business Practices	To determine a major CIP code for an employee, use the EMPLOYEE_EDUCATION table. The valid values for the 2020 CIP Codes can be found by searching this NCES website: <a href="https://nces.ed.gov/ipeds/cipcode">https://nces.ed.gov/ipeds/cipcode</a>							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHED007</td> <td>Major CIP Code must be a valid code.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHED007	Major CIP Code must be a valid code.
Severity	Code	Description						
Error	VHED007	Major CIP Code must be a valid code.						
Valid Values	For current PS valid values and PS to HRDM translations see:							

<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>			
Code		Description	
See PeopleSoft to HRDM Valid Value Mapping report for all codes		See PeopleSoft to HRDM Valid Value Mapping report for all descriptions	
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_ACCOMPLISH	
	Column	MAJOR_CODE	
	Page	Person Profile/Degree/Major	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles > Degree > Major	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	MAJOR_CIP_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_MAJOR_CD; ADP Table: EP_MF_EDUCATION	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events	
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Major Code	
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: MAJOR_CODE	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Major CIP Code Description		HED008
Category	Human Resource / Employee / Employee Education / HED008	
Description	The Major CIP (Classification of Instructional Programs) Code Description is the description of the Major CIP Code (HED007).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_EG_CIP_TBL
	Column	DESCR100

	Page	Person Profile	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles > Degree > Major	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	MAJOR_CIP_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_DESCR; ADP Table: EP_MF_MAJOR_CD	
	Jul 30, 2018	Old PS Page: Major Table; Old PS Page Field Name: Description	
	Jul 30, 2018	Old PS Table: PS_MAJOR_TBL; Old PS Table Field: DESCR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Terminal Degree Indicator		HED009						
Category	Human Resource / Employee / Employee Education / HED009							
Description	The Terminal Degree Indicator shows whether or not an employee has completed a terminal degree, meaning they have completed the highest academic degree that can be awarded in an academic area of study.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 Employee Process: Knowledge Article USGKB0010813							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHED009</td> <td>Terminal Degree Indicator must be Y or N.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHED009	Terminal Degree Indicator must be Y or N.
Severity	Code	Description						
Error	VHED009	Terminal Degree Indicator must be Y or N.						
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Not a terminal degree</td> </tr> <tr> <td>Y</td> <td>Terminal degree</td> </tr> </tbody> </table>		Code	Description	N	Not a terminal degree	Y	Terminal degree
Code	Description							
N	Not a terminal degree							
Y	Terminal degree							
Data Source	Provider	PeopleSoft						
	Table	PS_BOR_ACCOMPLISH						

	Column	TERMINAL_DEGREE	
	Page	Person Profile/Degree/Terminal Degree for Discipline	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	TERMINAL_DEGREE_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: TERMINAL; ADP Table: EP_MF_EDUCATION	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events	
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Terminal Degree	
	Jul 30, 2018	Old PS Table: PS_ACCCOMPLISHMENTS; Old PS Table Field: TERMINAL_DEGREE	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Institution FICE Code		HED010
Category	Human Resource / Employee / Employee Education / HED010	
Description	The Institution FICE CODE is the six character national identification for institutions of higher education. This code comes from the first six characters of the PeopleSoft school code and identifies the institution where an employee earned a degree. For a list of FICE codes, see <a href="https://fsapartners.ed.gov/sites/default/files/2025-04/2526FederalSchoolCodeListQ2.pdf">https://fsapartners.ed.gov/sites/default/files/2025-04/2526FederalSchoolCodeListQ2.pdf</a>	
Data Type	Character	
Length	6	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 (For those with MFE records) Employee Self Service: Knowledge Article USGKB0010813 (for all employees)	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	SCHOOL_CODE
	Page	Person Profile/Degrees/School Code
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	INSTITUTION_FICE_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Sep 16, 2025	Newly documented in the HRDED	

Institution FICE Code Description		HED011	
Category	Human Resource / Employee / Employee Education / HED011		
Description	The Institution FICE Code Description is the name of the institution referenced in the Institution FICE Code (HED010).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_SCHOOL_TBL	
	Column	DESCR	
	Page	Person Profile/Degrees/School Code	
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	INSTITUTION_FICE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Sep 16, 2025	Newly documented in the HRDED	

## Employee Faculty

Teaching CIP Code		HEF001
Category	Human Resource / Employee / Employee Faculty / HEF001	

Description	The Teaching CIP (Classification of Instructional Programs) is a six-digit code which indicates the teaching content area of the employee. The codes are developed by the US Department of Education to provide categorization of academic programs.																		
Data Type	Character																		
Length	6																		
Format																			
Collection Period	Daily																		
Business Practices	<p>Practitioner Process: Knowledge Article USGKB0011494</p> <p>Note: In the case of teaching multiple courses, the CIP from one course is selected and others are entered into a PeopleSoft notes field which is not extracted to HRDM. The valid values for the 2020 CIP Codes can be found by searching this NCES website: <a href="https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55">https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55</a></p>																		
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEF001</td> <td>Teaching CIP Code must be a valid value.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEF001	Teaching CIP Code must be a valid value.										
Severity	Code	Description																	
Error	VHEF001	Teaching CIP Code must be a valid value.																	
Valid Values	<p>For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td> <td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td> </tr> </tbody> </table>			Code	Description	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions												
Code	Description																		
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_EG_TENURE_DATA</td> </tr> <tr> <td>Column</td> <td>CIP_BOR</td> </tr> <tr> <td>Page</td> <td>Faculty Data</td> </tr> <tr> <td>Navigation</td> <td>Workforce Development &gt; Faculty Events &gt; Calculate Tenure &gt; Create Tenure Data</td> </tr> </table>			Provider	PeopleSoft	Table	PS_EG_TENURE_DATA	Column	CIP_BOR	Page	Faculty Data	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data						
Provider	PeopleSoft																		
Table	PS_EG_TENURE_DATA																		
Column	CIP_BOR																		
Page	Faculty Data																		
Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data																		
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>			Start:	012005	End:	(None)												
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Target Type	Table Name	Column Name																	
DWH	EMPLOYEE_PROFILE	TEACHING_CIP_CODE_KEY (links to CIP_CODE table)																	
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Date	Notes																		
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Sep 23, 2020	Mapped Teaching CIP codes to the 2020 CIP code values																		
Jul 12, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

<b>Teaching CIP Code Description</b>		<b>HEF002</b>
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<b>Category</b>	Human Resource / Employee / Employee Faculty / HEF002		
<b>Description</b>	The Teaching CIP (Classification of Instructional Programs) Description is the description of the Teaching CIP Code (HEF001).		
<b>Data Type</b>	Character		
<b>Length</b>	200		
<b>Format</b>			
<b>Collection Period</b>	Daily		
<b>Business Practices</b>	Practitioner Process: Knowledge Article USGKB0011494		
<b>Validation Rules</b>	(None)		
<b>Valid Values</b>	(None)		
<b>Data Source</b>	<b>Provider</b>	HRDM	
	<b>Table</b>	USGEDW.EDW_COURSE_CIP6_LKP	
	<b>Column</b>	COURSE_CIP6_DESCR	
	<b>Page</b>	N/A	
	<b>Navigation</b>	N/A	
<b>Effective Terms</b>	<b>Start:</b>	012005	
	<b>End:</b>	(None)	
<b>Target Fields</b>	<b>Target Type</b>	<b>Table Name</b>	<b>Column Name</b>
	DWH	CIP_CODE	CIP_CODE_DESC
<b>Change History</b>	<b>Date</b>	<b>Notes</b>	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data	
	Jul 30, 2018	Old PS Page: Tenure Data	
	Jul 30, 2018	Old PS Table: EG_TENURE_DATA; Old PS Table Field: DESCR	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>Academic Rank</b>		<b>HEF003</b>
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<b>Category</b>	Human Resource / Employee / Employee Faculty / HEF003		
<b>Description</b>	Academic Rank is the rank of an employee in a college or university.		
<b>Data Type</b>	Character		
<b>Length</b>	3		
<b>Format</b>			
<b>Collection Period</b>	Daily		
<b>Business Practices</b>	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242		

	Rank and tenure are required for all instructional staff as well as faculty. Instructional staff will use a 'No Rank' value of '006.'		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEF003	Academic Rank must be a valid value.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	001	Professor	
	002	Associate Professor	
	003	Assistant Professor	
	004	Instructor	
	005	Lecturer	
	006	No Rank	
	007	Senior Lecturer	
	008	Principal Lecturer	
Data Source	Provider	PeopleSoft	
	Table	PS_EG_TENURE_DATA	
	Column	EG_ACADEMIC_RANK	
	Page	Tenure Data/Home Rank	
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_ACADEMIC_RANK; ADP Table: EP_MF_EVENT_DAT	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data	
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Home Rank	
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ACADEMIC_RANK	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

# Academic Rank Date

HEF004

Category	Human Resource / Employee / Employee Faculty / HEF004								
Description	The Academic Rank Date is the date on which the employee's rank (HEF003) became effective. When an employee is hired or moves to another rank, the date the new rank became effective will be known as the Academic Rank Date. For example, if an Instructor became an Assistant Professor on January 1, 2008, that is the academic rank date for this employee.								
Data Type	Date								
Length	8								
Format	MMDDYYYY								
Collection Period	Daily								
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242 Rank Date cannot precede Birth Date and Current Rank Date cannot precede Former Rank Date.								
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEF004</td> <td>Academic Rank Date cannot be null when an Academic Rank is submitted (November 2008 forward).</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEF004	Academic Rank Date cannot be null when an Academic Rank is submitted (November 2008 forward).
Severity	Code	Description							
Error	VHEF004	Academic Rank Date cannot be null when an Academic Rank is submitted (November 2008 forward).							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_EG_TENURE_DATA							
	Column	EG_RNK_CHG_DT							
	Page	Tenure Data/Track Start Date							
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK_DATE						
Change History	Date	Notes							
	Nov 6, 2009	Added ADP Translations; November 2008 a new edit was added to not allow null values in the Academic Rank Date field. This will only affect new Academic Rank Dates submitted to the HRDM after November 2008 and does not affect history.							
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT							
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data							
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Rank Change Date							
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_RNK_CHG_DT							
	Apr 11, 2019	New Element							
	Mar 8, 2022	Element reviewed and updated							
	Aug 13, 2024	Collection period updated							

## Actual Activity Academic Percentage HEF005

Category	Human Resource / Employee / Employee Faculty / HEF005		
Description	The Actual Activity Academic Percentage is used to report the percentage of an employee's work that is used for academic activity, i.e., instructional activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.		
Data Type	Number		
Length	5.2		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_EP_FFE_DAT	
	Column	BOR_ACT_REP_ACAD	
	Page	Funding and Effort Reporting/Academic Activity	
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_ACADEMIC_PCT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Academic Activity	
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADCAD_BOR	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

## Actual Activity Administration Percentage HEF006

Category	Human Resource / Employee / Employee Faculty / HEF006		
Description	The Actual Activity Administration Percentage is used to report the percentage of an employee's work that is used for administrative activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum		

	to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.															
Data Type	Number															
Length	5.2															
Format																
Collection Period	Daily															
Business Practices	<p>Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605</p> <p>For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.</p>															
Validation Rules	(None)															
Valid Values	(None)															
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BOR_EP_FFE_DAT</td> </tr> <tr> <td>Column</td> <td>BOR_ACT_REP_ADMIN</td> </tr> <tr> <td>Page</td> <td>Funding and Effort Reporting/Administrative Activity</td> </tr> <tr> <td>Navigation</td> <td>Workforce Development &gt; Faculty Events &gt; Track Events &gt; Assigned Effort</td> </tr> </table>		Provider	PeopleSoft	Table	PS_BOR_EP_FFE_DAT	Column	BOR_ACT_REP_ADMIN	Page	Funding and Effort Reporting/Administrative Activity	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort				
Provider	PeopleSoft															
Table	PS_BOR_EP_FFE_DAT															
Column	BOR_ACT_REP_ADMIN															
Page	Funding and Effort Reporting/Administrative Activity															
Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort															
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)										
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_FACULTY</td> <td>ACTUAL_ACTIVITY_ADMIN_PCT</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_ADMIN_PCT								
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Date	Notes															
Jan 1, 2005	New Element															
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Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Administrative Activity															
Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADMIN_BOR															
Mar 8, 2022	Element reviewed and updated															
Aug 13, 2024	Collection period updated															

<b>Actual Activity Public Service Percentage</b>		<b>HEF007</b>
Category	Human Resource / Employee / Employee Faculty / HEF007	
Description	The Actual Activity Public Service Percentage is used to report the percentage of an employee's work that is used for public service activity, i.e., service activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.	
Data Type	Number	
Length	5.2	

Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.																		
Validation Rules	(None)																		
Valid Values	(None)																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BOR_EP_FFE_DAT</td> </tr> <tr> <td>Column</td> <td>BOR_ACT_REP_PUBLIC</td> </tr> <tr> <td>Page</td> <td>Funding and Effort Reporting/Public Service Activity</td> </tr> <tr> <td>Navigation</td> <td>Workforce Development &gt; Faculty Events &gt; Track Events &gt; Assigned Effort</td> </tr> </table>	Provider	PeopleSoft	Table	PS_BOR_EP_FFE_DAT	Column	BOR_ACT_REP_PUBLIC	Page	Funding and Effort Reporting/Public Service Activity	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort								
Provider	PeopleSoft																		
Table	PS_BOR_EP_FFE_DAT																		
Column	BOR_ACT_REP_PUBLIC																		
Page	Funding and Effort Reporting/Public Service Activity																		
Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort																		
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)														
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Date	Notes																		
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Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.																		
Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Public Service Activity																		
Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_PUBLIC_BOR																		
Mar 8, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Actual Activity Research Percentage		HEF008
Category	Human Resource / Employee / Employee Faculty / HEF008	
Description	The Actual Activity Research Percentage is used to report the percentage of an employee's work that is used for research activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.	
Data Type	Number	
Length	5.2	
Format		
Collection Period	Daily	

Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_EP_FFE_DAT	
	Column	BOR_ACT_REP_RESRCH	
	Page	Funding and Effort Reporting/Research Activity	
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_RESEARCH_PCT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_ACTPER_RESEARCH; ADP Table: EP_MF_EVENT_DAT	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Research Activity	
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_RESEARCH_BOR	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Actual Salary Contract Percentage		HEF009
Category	Human Resource / Employee / Employee Faculty / HEF009	
Description	The Actual Salary Contract Percentage is the percentage of the employee's salary paid from contract funds. This is not a required field.	
Data Type	Number	
Length	5	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605	
Validation Rules	(None)	

Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_EP_FFE_DAT	
	Column	BOR_SAL_REP_CONTR	
	Page	Assigned Effort/Contract Salary	
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_SALARY_CONTRACT_PCT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Contract Salary	
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_CONTR_BOR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Actual Salary Sponsored Percentage		HEF010
Category	Human Resource / Employee / Employee Faculty / HEF010	
Description	The Actual Salary Sponsored Percentage is the percentage of the employee's salary paid from sponsored funds (i.e., funds from grants/research). This is not a required field.	
Data Type	Number	
Length	5	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_SAL_REP_SPONS
	Page	Assigned Effort/Sponsored Salary
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort
Effective Terms	Start:	012005

	End: (None)		
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUALY_SALARY_SPONSORED_PCT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Sponsored Salary	
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_SPONS_BOR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Actual Salary State Percentage		HEF011	
Category	Human Resource / Employee / Employee Faculty / HEF011		
Description	The Actual Salary State Percentage is the percentage of the employee's salary paid from state funds (i.e., state appropriations). This is not a required field.		
Data Type	Number		
Length	5		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_EP_FFE_DAT	
	Column	BOR_SAL_REP_STATE	
	Page	Assigned Effort/State Salary	
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_SALARY_STATE_PCT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	

Date	Notes
Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: State Salary
Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: SAL_REP_STATE_BOR
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Equivalent Full-Time** HEF012

Category	Human Resource / Employee / Employee Faculty / HEF012		
Description	Equivalent Full-Time is not a required field. See HEJ023 for full-time equivalency information.		
Data Type	Number		
Length	4		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011604		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_BOR_EP_FFE_DAT	
	Column	BOR_EFT	
	Page	Assigned Effort/EFT	
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	EFT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.	
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: EFT	
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: EFT_BOR	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**Tenure Granted Date** HEF013

Category	Human Resource / Employee / Employee Faculty / HEF013		
Description	The Tenure Granted Date is the date tenure was granted for the faculty member, meaning either the date the tenure status changed from 'not tenured on track' to 'tenured' or the date tenure was granted upon appointment.		
Data Type	Date		
Length	8		
Format	MMDDYYYY		
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011786, USGKB0011652, USGKB0011689		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_EG_TENURE_DATA	
	Column	EG_GRANTED_DT	
	Page	Create Tenure Data/Tenure Status Date	
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_GRANTED_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_TENURE_GRANT_DT; ADP Table: EP_MF_TEN_PROM	
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Granted Date	
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_GRANTED_DT	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

<b>Tenure Mandatory Review Date</b>		<b>HEF014</b>
Category	Human Resource / Employee / Employee Faculty / HEF014	
Description	The Tenure Mandatory Review Date is the date a faculty member's tenure status is up for the next review.	
Data Type	Date	
Length	8	
Format	MMDDYYYY	
Collection Period	Daily	
Business Practices	The field in OneUSG calculates a tenure mandatory review date by adding 6 years to the tenure track start date	

	(HEF018) to indicate the final cycle (7th year) a faculty member may be reviewed for the award of tenure. Once a faculty member is awarded tenure this field is no longer populated.		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_EG_TENURE_DATA	
	Column	EG_MAND_REVW_DT	
	Page	Create Tenure Data/Tenure Mandatory Review Date	
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_MANDATORY_REVIEW_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data	
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Mandatory Review Date	
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_MAND_REVW_DT	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Tenure Status Code		HEF015
Category	Human Resource / Employee / Employee Faculty / HEF015	
Description	Not in a Tenure Type Position: All not tenure eligible full-time and part-time faculty such as limited term faculty, temporary faculty, and visiting/research professors. Not Tenured on Track: Full-time tenure track positions that have not been awarded tenure. Tenured: Faculty who have been awarded tenure. Other: Personnel who are required to have information entered in Faculty Events but do not have faculty status and should not be counted in IPEDS as faculty (such as a staff member or graduate assistant teaching a course). Tenure Denied: Required for 'Not Tenured on Track' faculty who went up for tenure and were denied at the presidential level in their final attempt. Record GGC's Full-Time and Part-Time Faculty in a Tenure Status of 'Not in a Tenure Type Position'. Policy under review as of October 2023.	
Data Type	Character	
Length	3	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	<b>Status: Active</b>	

	Severity	Code	Description														
	Error	VHEF015	Tenure Status Code must be a valid code.														
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DEN</td> <td>Tenure Denied</td> </tr> <tr> <td>NA</td> <td>Not in a Tenure Type Position</td> </tr> <tr> <td>NOT</td> <td>Non Tenure Not On Track</td> </tr> <tr> <td>NTK</td> <td>Not Tenured on Track</td> </tr> <tr> <td>OTH</td> <td>Other</td> </tr> <tr> <td>TEN</td> <td>Tenured</td> </tr> </tbody> </table>			Code	Description	DEN	Tenure Denied	NA	Not in a Tenure Type Position	NOT	Non Tenure Not On Track	NTK	Not Tenured on Track	OTH	Other	TEN	Tenured
Code	Description																
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NA	Not in a Tenure Type Position																
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NTK	Not Tenured on Track																
OTH	Other																
TEN	Tenured																
Data Source	Provider	PeopleSoft															
	Table	PS_EG_TENURE_DATA															
	Column	TENURE_STATUS															
	Page	Tenure Data/Tenure Status															
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data															
Effective Terms	Start:	012005															
	End:	(None)															
Target Fields	Target Type	Table Name	Column Name														
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_CODE														
Change History	Date	Notes															
	Jan 1, 2005	New Element															
	Nov 6, 2009	Added ADP Translations.															
	Jul 30, 2018	ADP Element Name: EP_TENURE_STATUS; ADP Table: EP_MF_EVENT_DAT															
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data															
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status															
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS															
	Dec 5, 2023	Element reviewed and updated															
	Aug 13, 2024	Collection period updated															

Tenure Status Date		HEF016
Category	Human Resource / Employee / Employee Faculty / HEF016	
Description	Tenure Status Date is the date that the employee's new tenure status (HEF015) goes into effect.	
Data Type	Date	
Length	8	
Format	MMDDYYYY	

Collection Period	Daily								
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011689								
Validation Rules	<b>Status: Active</b> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEF016</td> <td>If tenure status is provided then tenure status date cannot be blank</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEF016	If tenure status is provided then tenure status date cannot be blank
Severity	Code	Description							
Error	VHEF016	If tenure status is provided then tenure status date cannot be blank							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_EG_TENURE_DATA							
	Column	EG_TRACK_HIRE_DT							
	Page	Tenure Data/Tenure Status							
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_DATE						
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Nov 6, 2009	Added ADP Translations; November 2008 a new edit was added to not allow null values in the Tenure Status Date field. This will only affect new Tenure Status Dates submitted to the HRDM after November 2008 and does not affect history.							
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT_DAT							
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status							
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS							
	Mar 8, 2022	Element reviewed and updated							
	Aug 13, 2024	Collection period updated							

Tenure Status Description		HEF017
Category	Human Resource / Employee / Employee Faculty / HEF017	
Description	This is the Description of the Tenure Status Code which indicates what the current tenure status is for the employee. Policy under review as of October 2023.	
Data Type	Character	
Length	64	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	(None)	

Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	Only through PS query	
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.	
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Tenure Track Start Date		HEF018
Category	Human Resource / Employee / Employee Faculty / HEF018	
Description	The Tenure Track Start Date is the date the faculty member began tenure track. The date remains static whereas the Tenure Status Date is updated when a faculty member's tenure status changes.	
Data Type	Date	
Length	8	
Format	MMDDYYYY	
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011786, USGKB0011689, USGKB0011652	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_ORIG_TRACK_DT
	Page	Create Tenure Data/Tenure Track Start Date
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_TRACK_START_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EP_TENURE_TRK_STRT; ADP Table: EP_MF_TEN_PROM	
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data	
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Track Start Date	
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ORIG_TRACK_DT	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Academic Rank Description		HEF019	
Category	Human Resource / Employee / Employee Faculty / HEF019		
Description	The Academic Rank Description is the description of the academic rank code (HEF003).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	HRDM	
	Table	STGHR.HRREF_RANK_VW	
	Column	DESCR	
	Page	Tenure Data/Home Rank	
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK_DESC
Change History	Date	Notes	
	Mar 8, 2022	Element added to HR DED	

Date	Notes
Aug 13, 2024	Collection period updated

## Employee Identifier

Employee Identification Number		HID001																
Category	Human Resource / Employee / Employee Identifier / HID001																	
Description	The employee identification number is the identification number that is used as the employee's main identifier. The employee identification number is unique across all USG institutions.																	
Data Type	Character																	
Length	11																	
Format																		
Collection Period	Daily																	
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772																	
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHID001</td> <td>Employee Identification Number cannot be blank.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHID001	Employee Identification Number cannot be blank.										
Severity	Code	Description																
Error	VHID001	Employee Identification Number cannot be blank.																
Valid Values	(None)																	
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_JOB, PS_EMPLOYMENT, PS_PERSONAL_DATA</td> </tr> <tr> <td>Column</td> <td>EMPLID</td> </tr> <tr> <td>Page</td> <td>Biographical Details</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person</td> </tr> </table>		Provider	PeopleSoft	Table	PS_JOB, PS_EMPLOYMENT, PS_PERSONAL_DATA	Column	EMPLID	Page	Biographical Details	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person						
Provider	PeopleSoft																	
Table	PS_JOB, PS_EMPLOYMENT, PS_PERSONAL_DATA																	
Column	EMPLID																	
Page	Biographical Details																	
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person																	
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)												
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE</td> <td>EMPLOYEE_ID</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	EMPLOYEE	EMPLOYEE_ID										
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Jan 1, 2005	New Element																	
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Mar 8, 2022	Element reviewed and updated																	

Date	Notes
Aug 13, 2024	Collection period updated

**Employee Social Security Number** HID002

Category	Human Resource / Employee / Employee Identifier / HID002																	
Description	The employee social security number is the nine-digit social security number of the employee, referred to as 'National ID' in OneUSG Connect.																	
Data Type	Character																	
Length	9																	
Format																		
Collection Period	Daily																	
Business Practices	Practitioner Process: Knowledge Article USGKB0012215 Dummy SSNs should only be assigned to Foreign Nationals that have not yet received an official SSN. Dummy SSNs should never be assigned to US Citizens.																	
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHID002</td> <td>Employee Social Security Number must be valid.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHID002	Employee Social Security Number must be valid.									
Severity	Code	Description																
Error	VHID002	Employee Social Security Number must be valid.																
Valid Values	(None)																	
Data Source	<table border="1"> <tr> <td>Provider</td> <td colspan="2">PeopleSoft</td> </tr> <tr> <td>Table</td> <td colspan="2">PS_PERS_NID</td> </tr> <tr> <td>Column</td> <td colspan="2">NATIONAL_ID</td> </tr> <tr> <td>Page</td> <td colspan="2">Biographical Details</td> </tr> <tr> <td>Navigation</td> <td colspan="2">           Workforce Administration &gt; Personal Information &gt; Biographical &gt; Add a New Person            OR            Workforce Administration &gt; Personal Information &gt; Biographical &gt; Update Person Detail         </td> </tr> </table>			Provider	PeopleSoft		Table	PS_PERS_NID		Column	NATIONAL_ID		Page	Biographical Details		Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Provider	PeopleSoft																	
Table	PS_PERS_NID																	
Column	NATIONAL_ID																	
Page	Biographical Details																	
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail																	
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>			Start:	012005	End:	(None)											
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE</td> <td>SSN</td> </tr> </tbody> </table>			Target Type	Table Name	Column Name	DWH	EMPLOYEE	SSN									
Target Type	Table Name	Column Name																
DWH	EMPLOYEE	SSN																
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: SSN; ADP Table: PERSONAL_DATA</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Identity/Diversity; Old PS Page Field Name: National ID</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID</td> </tr> <tr> <td>Mar 8, 2022</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>			Date	Notes	Jan 1, 2005	New Element	Jul 30, 2018	ADP Element Name: SSN; ADP Table: PERSONAL_DATA	Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: National ID	Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID	Mar 8, 2022	Element reviewed and updated	Aug 13, 2024	Collection period updated	
Date	Notes																	
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Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: National ID																	
Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID																	
Mar 8, 2022	Element reviewed and updated																	
Aug 13, 2024	Collection period updated																	

## Employee Job

Job Code		HEJ001										
Category	Human Resource / Employee / Employee Job / HEJ001											
Description	The Job Code is a six-character code assigned to a job that identifies a position's classification. The code includes a three-digit USG BCAT code (see HEJ008), then a one-digit USG BCAT subcategory code, and then a two-digit institution-specific code.											
Data Type	Character											
Length	6											
Format												
Collection Period	Daily											
Business Practices	Practitioner Process: Knowledge Article USGKB0011469, USGKB0011600 BCAT background: <a href="https://www.usg.edu/hr/policies/classification/background-of-the-bcat-initiative/">https://www.usg.edu/hr/policies/classification/background-of-the-bcat-initiative/</a> Policy on Position Classification: <a href="https://usg.policystat.com/policy/19298112/latest">https://usg.policystat.com/policy/19298112/latest</a>											
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ001</td> <td>Job Code must be a valid value.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEJ001	Job Code must be a valid value.				
Severity	Code	Description										
Error	VHEJ001	Job Code must be a valid value.										
Valid Values	<p>For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td> <td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td> </tr> </tbody> </table>		Code	Description	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions						
Code	Description											
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_JOBCODE_TBL, PS_JOB</td> </tr> <tr> <td>Column</td> <td>JOBCODE</td> </tr> <tr> <td>Page</td> <td>Job Information/Job Code</td> </tr> <tr> <td>Navigation</td> <td>Organizational Development &gt; Position Management &gt; Maintain Positions/Budget &gt; Add/Update Position Info OR Workforce Administration &gt; Job Information &gt; Job Data OR (JOBCODE_TBL) Set Up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table</td> </tr> </table>		Provider	PeopleSoft	Table	PS_JOBCODE_TBL, PS_JOB	Column	JOBCODE	Page	Job Information/Job Code	Navigation	Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info OR Workforce Administration > Job Information > Job Data OR (JOBCODE_TBL) Set Up HCM > Foundation Tables > Job Attributes > Job Code Table
Provider	PeopleSoft											
Table	PS_JOBCODE_TBL, PS_JOB											
Column	JOBCODE											
Page	Job Information/Job Code											
Navigation	Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info OR Workforce Administration > Job Information > Job Data OR (JOBCODE_TBL) Set Up HCM > Foundation Tables > Job Attributes > Job Code Table											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
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End:	(None)											
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>JOB_CODE</td> <td>JOB_CODE</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	JOB_CODE	JOB_CODE				
Target Type	Table Name	Column Name										
DWH	JOB_CODE	JOB_CODE										
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Date	Notes											
Jan 1, 2005	New Element											
Nov 6, 2009	Added ADP Translations.											
Jul 30, 2018	ADP Element Name: JOBCODE; ADP Table: PAY_EARNINGS, JOB, JOBCODE_TBL											

Date	Notes
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Job Code - Hard-coded based on what is entered in Position Data
Jul 30, 2018	Old PS Table: PS_JOB / PS_JOBCODE_TBL; Old PS Table Field: JOBCODE
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated
Apr 21, 2026	Business practices updated

<b>Job Title</b>	<b>HEJ002</b>
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Category	Human Resource / Employee / Employee Job / HEJ002
Description	The Job Title is an alternate description of the employee's job code (HEJ001). Note: With the implementation of OneUSG Connect, this element contains the same information as the Job Title Long Description element (HEJ003), however, historical data (pre-2018) will differ.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	DESCR
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	JOB_TITLE

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: JOBCODE_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Title
Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCR

Date	Notes
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Job Title Long Description** HEJ003

Category	Human Resource / Employee / Employee Job / HEJ003		
Description	The Job Title Long Description is the more detailed description of the employee's job code (HEJ001). Note: With the implementation of ADP, this element contains the same information as the Job Title element (HEJ002), however, historical data (pre-2009) will differ.		
Data Type	Character		
Length	64		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011469		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOBCODE_TBL	
	Column	DESCR	
	Page	Job Code Profile	
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	JOB_TITLE_LONG_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: JOBCODE_TBL	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Description	
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCRLONG	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

**Job Code Effective Date** HEJ005

Category	Human Resource / Employee / Employee Job / HEJ005																				
Description	The Job Code Effective Date is the earliest date the employee was assigned to a specific job code. If an employee is rehired in the same job code, the job code effective date will not be the date of the current employment period for that job code, but rather the date of the initial employment period for that job code. This field is labeled "Entry Date" in OneUSG Connect.																				
Data Type	Date																				
Length	8																				
Format	MMDDYYYY																				
Collection Period	Daily																				
Business Practices	Practitioner Process: Knowledge Article USGKB0011646																				
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ005</td> <td>Job Code Effective Date cannot be null.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEJ005	Job Code Effective Date cannot be null.												
Severity	Code	Description																			
Error	VHEJ005	Job Code Effective Date cannot be null.																			
Valid Values	(None)																				
Data Source	<table border="1"> <tr> <td>Provider</td> <td colspan="2">PeopleSoft</td> </tr> <tr> <td>Table</td> <td colspan="2">PS_JOBCODE_TBL</td> </tr> <tr> <td>Column</td> <td colspan="2">EFFDT</td> </tr> <tr> <td>Page</td> <td colspan="2">Job Information</td> </tr> <tr> <td>Navigation</td> <td colspan="2">Workforce Administration &gt; Job Information &gt; Job Data</td> </tr> </table>			Provider	PeopleSoft		Table	PS_JOBCODE_TBL		Column	EFFDT		Page	Job Information		Navigation	Workforce Administration > Job Information > Job Data				
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Table	PS_JOBCODE_TBL																				
Column	EFFDT																				
Page	Job Information																				
Navigation	Workforce Administration > Job Information > Job Data																				
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>			Start:	012005	End:	(None)														
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Aug 13, 2024	Collection period updated																				

<b>EEO-1 Job Category</b>		<b>HEJ006</b>
Category	Human Resource / Employee / Employee Job / HEJ006	
Description	The EEO-1 Category is assigned based on Job Codes for Equal Employment Opportunity reporting. This element is used to store historical information only.	

Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011469		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOBCODE_TBL	
	Column	EEO1CODE	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	EEO_1_CAT
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EEO-1_CODE; ADP Table: JOBCODE_TBL	
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: EEO Class	
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: EEO1CODE	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

IPEDS Code		HEJ007
Category	Human Resource / Employee / Employee Job / HEJ007	
Description	The IPEDS code is assigned to PeopleSoft Job Codes when the job code is set-up. The job code is then assigned to the employee. This element is used to store historical information only. For more information about IPEDS codes, see IPEDS reporting documentation at <a href="https://www.usg.edu/research/reporting_resources/hrdm_data">https://www.usg.edu/research/reporting_resources/hrdm_data</a> .	
Data Type	Character	
Length	1	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011469	

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ007	IPEDS Code cannot be null.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOBCODE_TBL	
	Column	EEO6CODE	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	IPEDS_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EEO6CODE; ADP Table: JOBCODE_TBL	
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: IPEDS-S Job Category	
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: IPEDSSCODE	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

USG Job Category Code (BCAT)		HEJ008
Category	Human Resource / Employee / Employee Job / HEJ008	
Description	The BCAT Codes are USG-specific job category codes and make up the first three digits of the job code (HEJ001).	
Data Type	Character	
Length	6	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 BCATs: <a href="https://www.usg.edu/hr/policies/classification/job-categories-bcats/">https://www.usg.edu/hr/policies/classification/job-categories-bcats/</a>	
Validation Rules	(None)	
Valid Values	For current PS valid values and PS to HRDM translations see:	
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>	

	Code		Description	
	See PeopleSoft to HRDM Valid Value Mapping report for all codes		See PeopleSoft to HRDM Valid Value Mapping report for all descriptions	
Data Source	Provider	PeopleSoft		
	Table	PS_JOBCODE_TBL, PS_JOB		
	Column	JOBCODE		
	Page	Job Code Profile		
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	JOB_CODE	USG_JOB_CAT_CODE	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Function Code		
	Jul 30, 2018	Old PS Table: HRREF_USG_JOB_CODES_VW / HRREF_BCODE_VW; Old PS Table Field: USG_JOB_DESC or DESCRIPTION		
	Mar 8, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		
	Apr 21, 2026	Business practices updated		

USG Job Category Description		HEJ009
Category	Human Resource / Employee / Employee Job / HEJ009	
Description	The USG Job Category Description is the description of the USG Job Category Code (HEJ008).	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011600	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_HR_BCAT_TBL
	Column	DESCR
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_CAT_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at <a href="http://www.usg.edu/employment/policies/jobclass/index.shtml">http://www.usg.edu/employment/policies/jobclass/index.shtml</a>	
	Dec 5, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	
	Apr 21, 2026	Updated change history: values are derived from Master USG B-Cat List now found at <a href="https://www.usg.edu/hr/policies/classification/">https://www.usg.edu/hr/policies/classification/</a>	

USG Job Sub-Category Code		HEJ010																									
Category	Human Resource / Employee / Employee Job / HEJ010																										
Description	The USG Job Sub-Category Code is the fourth digit of the Job Code (HEJ001).																										
Data Type	Character																										
Length	1																										
Format																											
Collection Period	Daily																										
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 <a href="https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/hr/assets/hr-documents/USG_Master_BCAT.pdf">https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/hr/assets/hr-documents/USG_Master_BCAT.pdf</a>																										
Validation Rules	(None)																										
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:																										
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**USG Job Sub-Category Description** HEJ011

Category	Human Resource / Employee / Employee Job / HEJ011		
Description	The USG Job Sub-Category Description is the description of the USG Job Sub-Category Code (HEJ010).		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 <a href="https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/hr/assets/hr-documents/USG_Master_BCAT.pdf">https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/hr/assets/hr-documents/USG_Master_BCAT.pdf</a>		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	HRDM	
	Table	STGHR.HRREF_BCAT_SUBCAT	
	Column	SUBCAT_DESC	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_SUB_CAT_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at <a href="http://www.usg.edu/employment/policies/jobclass/index.phtml">http://www.usg.edu/employment/policies/jobclass/index.phtml</a>	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	
	Apr 21, 2026	Updated business practices and change history: values are derived from Master USG B-Cat List now found at <a href="https://www.usg.edu/hr/policies/classification/">https://www.usg.edu/hr/policies/classification/</a>	

Salary Plan		HEJ012
Category	Human Resource / Employee / Employee Job / HEJ012	
Description	The Salary Plan, associated with the position, shows the type of salary administration plan (also known as the institutional compensation plan) the employee is currently on.	
Data Type	Character	
Length	6	
Format		
Collection Period	Daily	
Business Practices	<a href="https://usg.policystat.com/policy/19728875/latest/">https://usg.policystat.com/policy/19728875/latest/</a>	

	Salary Increase Administration: <a href="https://usg.policystat.com/policy/19298117/latest/">https://usg.policystat.com/policy/19298117/latest/</a> Wage and Salary Administration: <a href="https://usg.policystat.com/policy/19298129/latest/">https://usg.policystat.com/policy/19298129/latest</a>		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ012	Salary Plan must be a valid value.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	BBP	Broadband Pay Plan	
	CSP	Classified Salary Plan	
	FAC	Faculty Salary Administration	
	GRDA	Grade Structure A	
	GRDB	Grade Structure B	
	GRDC	Grade Structure C	
	RET	Retirees	
Data Source	Provider	PeopleSoft	
	Table	PS_JOBCODE_TBL	
	Column	SAL_ADMIN_PLAN	
	Page	Default Compensation	
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	SALARY_PLAN
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: SAL.ADMIN.PLAN; ADP Table: JOBCODE_TBL	
	Jul 30, 2018	Old PS Page: Salary Plan; Old PS Page Field Name: Salary Administration Plan	
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: SAL_ADMIN_PLAN	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	
Apr 21, 2026	Business practices updated		

<b>Contract Length</b>	<b>HEJ013</b>
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Category	Human Resource / Employee / Employee Job / HEJ013												
Description	The Contract Length is the contract length of the employee. This field is not available in OneUSG Connect. This element is used to store historical information only.												
Data Type	Character												
Length	3												
Format													
Collection Period	Daily												
Business Practices													
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ013</td> <td>Contract Length must be valid value.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEJ013	Contract Length must be valid value.				
Severity	Code	Description											
Error	VHEJ013	Contract Length must be valid value.											
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Not Applicable</td> </tr> <tr> <td>1</td> <td>&lt;9 Month</td> </tr> <tr> <td>2</td> <td>9-10 Month</td> </tr> <tr> <td>3</td> <td>11-12 Month</td> </tr> </tbody> </table>			Code	Description	0	Not Applicable	1	<9 Month	2	9-10 Month	3	11-12 Month
Code	Description												
0	Not Applicable												
1	<9 Month												
2	9-10 Month												
3	11-12 Month												
Data Source	Provider	N/A											
	Table	N/A											
	Column	N/A											
	Page	N/A											
	Navigation	N/A											
Effective Terms	Start:	012005											
	End:	082009											
Target Fields	Target Type	Table Name	Column Name										
	DWH	EMPLOYMENT_CONTRACT	CONTRACT_LENGTH										
Change History	Date	Notes											
	Jan 1, 2005	New Element											
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee											
	Jul 30, 2018	Old PS Page:Employment Information; Old PS Page Field Name: Contract Length											
	Jul 30, 2018	Old PS Table: PS_EMPLOYMENT; Old PS Table Field: CONTRACT_LENGTH											
	Oct 25, 2022	Element reviewed and updated											
	Aug 13, 2024	Collection period updated											

<b>Contract Length Description</b>	<b>HEJ014</b>
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Category	Human Resource / Employee / Employee Job / HEJ014		
Description	The Contract Length Description is the description of the Contract Length (HEJ013) of the employee This field is not available in OneUSG Connect. This element is used to store historical information only.		
Data Type	Character		
Length	30		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	N/A	
	Table	N/A	
	Column	N/A	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	082009	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEMENT_CONTRACT	CONTRACT_LENGTH_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query; Old PS Page Field Name: N/A	
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Fulltime Employment Indicator		HEJ015
Category	Human Resource / Employee / Employee Job / HEJ015	
Description	This is the indicator which designates whether an employee is full-time or part-time. Positions with 1.00 FTE/40 standard hours will be set to full-time. Positions with less than 1.00 FTE/less than 40 standard hours will be set to part-time.	
Data Type	Character	
Length	1	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011800 Note: Full-time status is based on FTE and is separate from benefits eligibility (which is based on standard hours).	

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ015	Fulltime Employment Indicator must be Y or N.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	N	Part-Time	
	Y	Full-Time	
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	FULL_PART_TIME	
	Page	Job Information	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYMENT_CONTRACT	FULLTIME_EMPLOYMENT_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: FULL_PART_TIME; ADP Table: JOB	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Full/Part - Hard-coded based on what is entered in Position Data	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FULL_PT	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period and business practices updated	

<b>Regular Employment Indicator</b>		<b>HEJ016</b>
Category	Human Resource / Employee / Employee Job / HEJ016	
Description	The Regular Employment Indicator shows whether an employee is a regular employee or a temporary employee.	
Data Type	Character	
Length	1	
Format		
Collection Period	Daily	
Business Practices		

	Practitioner Process: Knowledge Article USGKB0011647		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ016	Regular Employment Indicator must be Y or N.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	N	Temporary	
	Y	Regular	
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	REG_TEMP	
	Page	Description	
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEMENT_CONTRACT	REGULAR_EMPLOYMENT_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: REG_TEMP; ADP Table: JOB	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee	
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Regular/Temporary - Hard-coded based on what is entered in Position Data	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: REG_TEMP	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Position Description		HEJ017
Category	Human Resource / Employee / Employee Job / HEJ017	
Description	The Position Description provides a description of the employee's position number (HEJ018).	
Data Type	Character	
Length	128	

Format																	
Collection Period	Daily																
Business Practices	Practitioner Process: Knowledge Article USGKB0011647																
Validation Rules	(None)																
Valid Values	(None)																
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_BOR_POS_TITLES</td> </tr> <tr> <td>Column</td> <td>DESCR</td> </tr> <tr> <td>Page</td> <td>Description</td> </tr> <tr> <td>Navigation</td> <td>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</td> </tr> </table>	Provider	PeopleSoft	Table	PS_BOR_POS_TITLES	Column	DESCR	Page	Description	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info						
Provider	PeopleSoft																
Table	PS_BOR_POS_TITLES																
Column	DESCR																
Page	Description																
Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info																
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)												
Start:	012005																
End:	(None)																
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>POSITION</td> <td>POSITION_DESC</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	POSITION	POSITION_DESC										
Target Type	Table Name	Column Name															
DWH	POSITION	POSITION_DESC															
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: DESCR; ADP Table: POSITION_DATA</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR</td> </tr> <tr> <td>Jul 12, 2022</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>	Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: POSITION_DATA	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected	Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR	Jul 12, 2022	Element reviewed and updated	Aug 13, 2024	Collection period updated
Date	Notes																
Jan 1, 2005	New Element																
Nov 6, 2009	Added ADP Translations.																
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: POSITION_DATA																
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected																
Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR																
Jul 12, 2022	Element reviewed and updated																
Aug 13, 2024	Collection period updated																

Position Number		HEJ018
Category	Human Resource / Employee / Employee Job / HEJ018	
Description	The Position Number is an 8-character identification that represents the employee's position.	
Data Type	Character	
Length	11	
Format		
Collection Period	Daily	
Business Practices	<p>Practitioner Process: Knowledge Article USGKB0011647</p> <p>The Position Number is auto assigned by OneUSG Connect when the position is created. The exceptions are when the position is a dual appointment, borrowed, or survivor position. In those cases, a number is assigned by the practitioner and includes a letter at the beginning of the number (D, B, or S + 7 digits).</p>	

Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ018	Position Number must be listed in institutional position table.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	POSITION_NBR	
	Page	Description	
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	POSITION	POSITION_NBR
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: POSITION_NBR; ADP Table: JOB	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Data	
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Position Number	
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA / PS_JOB; Old PS Table Field: POSITION_NBR	
	Jul 12, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Standard Hours Week		HEJ019
Category	Human Resource / Employee / Employee Job / HEJ019	
Description	The Standard Hours Week is the number of hours an employee works in a standard week. Standard Hours are based on the employee's position.	
Data Type	Number	
Length	6	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011647	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft

	Table	PS_POSITION_DATA		
	Column	STD_HOURS		
	Page	Description		
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	POSITION	STANDARD_HRS_WEEK	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: STD_HOURS; ADP Table: POSITION_DATA		
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Standard Hours - Hard coded based on Position Number selected		
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: STD_HOURS		
	Oct 25, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Action Date		HEJ020	
Category	Human Resource / Employee / Employee Job / HEJ020		
Description	The Action Date is the date that a particular action is input into the source system. For example, if an action is entered for an employee on January 1, regardless of the effective date (HEJ005), the action date for that row will be January 1. The field is labeled 'Date Created' in OneUSG Connect.		
Data Type	Date		
Length	8		
Format	MMDDYYYY		
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011173, USGKB0012012		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEJ020	Action Date must not be out of range.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	ACTION_DT	

	Page	Work Location	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	ACTION_DATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB	
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ACTION_DT	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Action Effective Date		HEJ021						
Category	Human Resource / Employee / Employee Job / HEJ021							
Description	<p>The Action Effective Date is the date that the HR action becomes effective. For example, if a person's hire date is effective 08/01 then their action effective date would be 08/01. This differs from action date which only notes when the job data row was entered into PeopleSoft. Below is an example:</p> <p>Action: Hire            Action Reason: New Hire            Action Date: 06/01            Action Effective Date: 08/01</p>							
Data Type	Date							
Length	8							
Format	MMDDYYYY							
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011646							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ021</td> <td>Action Effective Date must not be NULL and must be in range (1/1/1900 to 12/31/2040). Future dated rows will not be extracted into the data mart.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEJ021	Action Effective Date must not be NULL and must be in range (1/1/1900 to 12/31/2040). Future dated rows will not be extracted into the data mart.
Severity	Code	Description						
Error	VHEJ021	Action Effective Date must not be NULL and must be in range (1/1/1900 to 12/31/2040). Future dated rows will not be extracted into the data mart.						
Valid Values	(None)							
Data Source	Provider	PeopleSoft						
	Table	PS_JOB						
	Column	EFFDT						

	Page	Work Location		
	Navigation	Workforce Administration > Job Information > Job Data		
Effective Terms	Start:	012005		
	End:	(None)		
Target Fields	Target Type	Table Name	Column Name	
	DWH	EMPLOYEE_PROFILE	ACTION_EFF_DATE	
Change History	Date	Notes		
	Jan 1, 2005	New Element		
	Nov 6, 2009	Added ADP Translations.		
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: JOB		
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.		
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EFFDT		
	Mar 8, 2022	Element reviewed and updated		
	Aug 13, 2024	Collection period updated		

Employee Record Number		HEJ022
Category	Human Resource / Employee / Employee Job / HEJ022	
Description	The Employee Record Number refers to an employee's job number. Employee record 0 is the first job and subsequent jobs are records 1, 2, 3, etc.	
Data Type	Number	
Length	3	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011670, USGKB0011780	
Validation Rules	<b>Status: Active</b>	
	Severity	Description
	Error	VHEJ022 Employee Record Number cannot be blank.
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EMPL_RCD
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data
Effective Terms	Start:	012005

	End: (None)		
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EMPLOYEE_RECORD_NBR
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: EMPL_RCD_NBR; ADP Table: BEN_PROG_PARTIC	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Information, Assign Additional Job	
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Empl Rcd# - Hard coded based on employee record	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EMPL_RCD	
	Oct 25, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

FTE		HEJ023	
Category	Human Resource / Employee / Employee Job / HEJ023		
Description	Full-Time Equivalency (FTE) is the percentage of a standard 40-hour work week. Range is from 0 to 1.0 with 1.0 meaning 100% full-time.		
Data Type	Number		
Length	7		
Format			
Collection Period	Daily		
Business Practices	<p>Practitioner Process: Knowledge Article USGKB0011647</p> <p>FTE is calculated by taking the standard hours per week and dividing it by 40. Example: 20 hours / 40 = .5 FTE. This should never exceed 1.0.</p> <p>Note: For purposes of the HR DED, FTE is separate from benefits eligibility (which is based on standard hours).</p>		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOB, PS_POSITION_DATA, PS_JOBCODE_TBL	
	Column	STD_HOURS, STD_HOURS, STD_HOURS	
	Page	Specific Information/Education and Government	
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	FTE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: FTE - Hard-coded based on what is entered in Position Data
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FTE
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period and business practices updated

**Action Code** HEJ024

Category	Human Resource / Employee / Employee Job / HEJ024
Description	The Action Code is the action associated with a change to an employee's job record. Examples are Hire, Retirement, Termination, Pay Rate Change, etc. For each HR action, a new row is inserted into the employee's job data. For example, when an employee retires, a new row with an action code of RET is entered.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011655

Validation Rules	<b>Status: Active</b>	
	Severity	Description
	Error	VHEJ024 Action Code and Action Reason Code has to be a valid combination.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
ADD	Add Non-Employee
ADL	Additional Job
ASC	Assignment Completion
ASG	Assignment
AWD	Award - Monetary
AWH	Award - Non Monetary
BNP	Beginning of the Notice Period
BON	Bonus
CNV	Conversion
COM	Completion
DEM	Demotion
DET	Detail
DTA	Data Change
EDT	End of Detail

Code	Description
EXT	Extension of NTE Date
FSC	Family Status Change
HIR	Hire
INT	Completion of Introductory Per
JED	Earnings Distribution Change
JRC	Job Reclassification
LOA	Leave of Absence
LOF	Layoff
LTD	Long Term Disability With Pay
LTO	Long Term Disability
PAY	Pay Rate Change
PLA	Paid Leave of Absence
POS	Position Change
PRB	Probation
PRC	Completion of Probation
PRE	FPS Prehire
PRO	Promotion
PSF	Change of Pay System
REC	Recall from Suspension/Layoff
REH	Rehire
RET	Retirement
RFA	Return from Temp Assignment
RFD	Return From Disability
RFL	Return from Leave
RNW	Renewal
RTS	Return to Substantive Job
RWB	Return From Wrk Break
RWP	Retirement With Pay
STD	Short Term Disability With Pay
STO	Short Term Disability
SUB	Hold Substantive Job
SUS	Suspension
SWB	Short Work Break
TAS	Temporary Assignment
TDL	Terminate Detail Assignment
TER	Termination
TWB	Terminated With Benefits
TWP	Termination With Pay
XFR	Transfer

Data Source

Provider	PeopleSoft
Table	PS_JOB
Column	ACTION

	Page	Work Location	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	ACTION_CODE_KEY (links to ACTION_CODE in ACTION_CODE table)
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB	
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Data	
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Action	
	Jul 30, 2018	Old PS Table: PS_ACTION_XLAT_VW; Old PS Table Field: ACTION	
	Feb 14, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Action Code Description		HEJ025
Category	Human Resource / Employee / Employee Job / HEJ025	
Description	The Action Code Description is the description of the Action Code (HEJ024; e.g., Action Code of "TER" has an Action Code Description of "Termination").	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011655	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	STGHR.HRREF_PSXLATITEM_VW
	Column	XLATLONGNAME
	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	ACTION_CODE	ACTION_CODE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Action
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

## Action Reason Code HEJ026

Category	Human Resource / Employee / Employee Job / HEJ026												
Description	<p>The Action Reason Code is the code for the reason of a particular action. In the example below, an employee is terminated (Action Code) due to resignation (Action Reason).</p> <p>Action Code: TER          Action Reason Code: RES          Action Reason Description: Resignation</p>												
Data Type	Character												
Length	3												
Format													
Collection Period	Daily												
Business Practices	Practitioner Process: Knowledge Article USGKB0011655												
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ026</td> <td>Action Reason Code cannot be null.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEJ026	Action Reason Code cannot be null.				
Severity	Code	Description											
Error	VHEJ026	Action Reason Code cannot be null.											
Valid Values	<p>For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>See PeopleSoft to HRDM Valid Value Mapping report for all codes</td> <td>See PeopleSoft to HRDM Valid Value Mapping report for all descriptions</td> </tr> </tbody> </table>			Code	Description	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions						
Code	Description												
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions												
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_JOB</td> </tr> <tr> <td>Column</td> <td>ACTION_REASON</td> </tr> <tr> <td>Page</td> <td>Work Location/Reason</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Job Information &gt; Job Data</td> </tr> </table>	Provider	PeopleSoft	Table	PS_JOB	Column	ACTION_REASON	Page	Work Location/Reason	Navigation	Workforce Administration > Job Information > Job Data		
Provider	PeopleSoft												
Table	PS_JOB												
Column	ACTION_REASON												
Page	Work Location/Reason												
Navigation	Workforce Administration > Job Information > Job Data												
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>	Start:	012005	End:	(None)								
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End:	(None)												
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>ACTION_CODE</td> <td>ACTION_REASON_CODE</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	ACTION_CODE	ACTION_REASON_CODE						
Target Type	Table Name	Column Name											
DWH	ACTION_CODE	ACTION_REASON_CODE											

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ACTION_REASON; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason
	Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: ACTION_REASON
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Action Reason Description		HEJ027										
Category	Human Resource / Employee / Employee Job / HEJ027											
Description	<p>The Action Reason Description is the description of the Action Reason Code (HEJ026). In the example below, an employee is terminated (Action Code) due to resignation (Action Reason).</p> <p>Action Code: TER            Action Reason Code: RES            Action Reason Description: Resignation</p>											
Data Type	Character											
Length	30											
Format												
Collection Period	Daily											
Business Practices	Practitioner Process: Knowledge Article USGKB0011655											
Validation Rules	(None)											
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>HRDM</td> </tr> <tr> <td>Table</td> <td>STGHR.HRREF_ACTION_CODE_VW</td> </tr> <tr> <td>Column</td> <td>DESCR</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	HRDM	Table	STGHR.HRREF_ACTION_CODE_VW	Column	DESCR	Page	N/A	Navigation	N/A
Provider	HRDM											
Table	STGHR.HRREF_ACTION_CODE_VW											
Column	DESCR											
Page	N/A											
Navigation	N/A											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
Start:	012005											
End:	(None)											
Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>ACTION_CODE</td> <td>ACTION_REASON_DESC</td> </tr> </tbody> </table>		Target Type	Table Name	Column Name	DWH	ACTION_CODE	ACTION_REASON_DESC				
Target Type	Table Name	Column Name										
DWH	ACTION_CODE	ACTION_REASON_DESC										
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Work Location; Old PS Page Field Name: Reason</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: DESCR</td> </tr> <tr> <td>Oct 25, 2022</td> <td>Element reviewed and updated</td> </tr> </tbody> </table>		Date	Notes	Jan 1, 2005	New Element	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason	Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: DESCR	Oct 25, 2022	Element reviewed and updated
Date	Notes											
Jan 1, 2005	New Element											
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason											
Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: DESCR											
Oct 25, 2022	Element reviewed and updated											

Date	Notes
Aug 13, 2024	Collection period updated

**FLSA Status** HEJ028

Category	Human Resource / Employee / Employee Job / HEJ028																		
Description	FLSA (Fair Labor Standards Act) Status is the exempt or non-exempt designation related to the position responsibilities and eligibility for overtime pay in accordance with the Department of Labor FLSA regulations.																		
Data Type	Character																		
Length	2																		
Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 <a href="https://www.dol.gov/agencies/whd/flsa">https://www.dol.gov/agencies/whd/flsa</a>																		
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ028</td> <td>FLSA Status must be a valid value.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEJ028	FLSA Status must be a valid value.										
Severity	Code	Description																	
Error	VHEJ028	FLSA Status must be a valid value.																	
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Administrative</td> </tr> <tr> <td>E</td> <td>Executive</td> </tr> <tr> <td>M</td> <td>Management</td> </tr> <tr> <td>N</td> <td>Nonexempt</td> </tr> <tr> <td>O</td> <td>Outside Salesperson</td> </tr> <tr> <td>P</td> <td>Professional</td> </tr> <tr> <td>X</td> <td>No FLSA Required</td> </tr> </tbody> </table>			Code	Description	A	Administrative	E	Executive	M	Management	N	Nonexempt	O	Outside Salesperson	P	Professional	X	No FLSA Required
Code	Description																		
A	Administrative																		
E	Executive																		
M	Management																		
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P	Professional																		
X	No FLSA Required																		
Data Source	Provider	PeopleSoft																	
	Table	PS_JOB																	
	Column	FLSA_STATUS																	
	Page	Job Information/USA																	
	Navigation	Workforce Administration > Job Information > Job Data																	
Effective Terms	Start:	012005																	
	End:	(None)																	
Target Fields	Target Type	Table Name	Column Name																
	DWH	EMPL_MISC_CODES	FLSA_STATUS																

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: FLSA Status
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FLSA_STATUS
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

SETID		HEJ029																																
Category	Human Resource / Employee / Employee Job / HEJ029																																	
Description	The SETID is a five-digit identification code used to identify a USG entity (college/university or System Office). The first three digits of the SETID are the PeopleSoft Company Code, followed by two additional zeroes. For example, SETID (51000) is the PeopleSoft Company Code (510).																																	
Data Type	Character																																	
Length	5																																	
Format																																		
Collection Period	Daily																																	
Business Practices	Practitioner Process: USGKB0011587 <a href="https://www.usg.edu/consolidation">https://www.usg.edu/consolidation</a>																																	
Validation Rules	(None)																																	
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>03000</td><td>Georgia Institute of Technology</td></tr> <tr><td>09000</td><td>Georgia State University</td></tr> <tr><td>12000</td><td>Augusta University</td></tr> <tr><td>18000</td><td>University of Georgia</td></tr> <tr><td>21000</td><td>Albany State University</td></tr> <tr><td>22000</td><td>Albany State University</td></tr> <tr><td>24000</td><td>Armstrong State University</td></tr> <tr><td>27000</td><td>Augusta State University</td></tr> <tr><td>28000</td><td>Clayton State University</td></tr> <tr><td>30000</td><td>Columbus State University</td></tr> <tr><td>33000</td><td>Fort Valley State University</td></tr> <tr><td>36000</td><td>Georgia College &amp; State University</td></tr> <tr><td>39000</td><td>Georgia Southern University</td></tr> <tr><td>40000</td><td>Georgia Gwinnett College</td></tr> <tr><td>42000</td><td>Georgia Southwestern State University</td></tr> </tbody> </table>		Code	Description	03000	Georgia Institute of Technology	09000	Georgia State University	12000	Augusta University	18000	University of Georgia	21000	Albany State University	22000	Albany State University	24000	Armstrong State University	27000	Augusta State University	28000	Clayton State University	30000	Columbus State University	33000	Fort Valley State University	36000	Georgia College & State University	39000	Georgia Southern University	40000	Georgia Gwinnett College	42000	Georgia Southwestern State University
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42000	Georgia Southwestern State University																																	

Code	Description
43000	Kennesaw State University
45000	North Georgia College & State University
48000	Savannah State University
50000	Southern Polytechnic State University
51000	Valdosta State University
53000	University of North Georgia
54000	University of West Georgia
57000	Abraham Baldwin Agricultural College
61000	Atlanta Metropolitan State College
62000	Bainbridge State College
63000	College of Coastal Georgia
69000	Dalton State College
70000	Darton State College
71000	Georgia Perimeter College
72000	East Georgia State College
73000	Georgia Highlands College
75000	Gainesville State College
76000	Gordon State College
81000	Macon State College
83000	Middle Georgia State University
84000	Middle Georgia College
87000	South Georgia College
88000	South Georgia State College
89000	Waycross College
98000	University System Office

  

Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	SETID_DEPT	
	Page	N/A	
	Navigation	N/A	

  

Effective Terms	Start:	012005
	End:	(None)

  

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	SETID

  

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

<b>Institution Name</b>	<b>HEJ030</b>
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Category	Human Resource / Employee / Employee Job / HEJ030											
Description	The Institution Name is the name of the USG entity (college/university or System Office); also known as the PeopleSoft company. This is a description of the SETID (HEJ029).											
Data Type	Character											
Length	80											
Format												
Collection Period	Daily											
Business Practices	Practitioner Process: USGKB0011587											
Validation Rules	(None)											
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>HRDM</td> </tr> <tr> <td>Table</td> <td>USGHR.INSTITUTION</td> </tr> <tr> <td>Column</td> <td>USG_LONG_DESC</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>N/A</td> </tr> </table>		Provider	HRDM	Table	USGHR.INSTITUTION	Column	USG_LONG_DESC	Page	N/A	Navigation	N/A
Provider	HRDM											
Table	USGHR.INSTITUTION											
Column	USG_LONG_DESC											
Page	N/A											
Navigation	N/A											
Effective Terms	<table border="1"> <tr> <td>Start:</td> <td>012005</td> </tr> <tr> <td>End:</td> <td>(None)</td> </tr> </table>		Start:	012005	End:	(None)						
Start:	012005											
End:	(None)											
Target Fields	(None)											
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Mar 8, 2022</td> <td>Element added to HR DED</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period updated</td> </tr> </tbody> </table>		Date	Notes	Mar 8, 2022	Element added to HR DED	Aug 13, 2024	Collection period updated				
Date	Notes											
Mar 8, 2022	Element added to HR DED											
Aug 13, 2024	Collection period updated											

Job Indicator		HEJ031						
Category	Human Resource / Employee / Employee Job / HEJ031							
Description	The job indicator indicates whether a job record is primary or secondary. Only one job for an employee should be marked as the primary job. Any other jobs for an employee should be marked as secondary.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0012284 - Good Vibrations - HR Tips & Trends, USGKB0012494							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEJ031</td> <td>Job Indicator must be P or S. Cannot be blank.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEJ031	Job Indicator must be P or S. Cannot be blank.
Severity	Code	Description						
Error	VHEJ031	Job Indicator must be P or S. Cannot be blank.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values							

	and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	N	Not Applicable	
	P	Primary Job	
	S	Secondary Job	
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	JOB_INDICATOR	
	Page	Work Location	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	JOB_INDICATOR
Change History	Date	Notes	
	Mar 8, 2022	Element added to HR DED	
	Aug 13, 2024	Collection period and business practices updated	

Effective Sequence Number		HEJ032
Category	Human Resource / Employee / Employee Job / HEJ032	
Description	The Effective Sequence Number displays the order of the job actions for employees with multiple job actions on the same effective date for the same employee record number. If there are multiple effective sequences for the same effective date and employee record number, an employee's status is determined by the max effective sequence number for that employee record. If an employee has multiple jobs, then each job (which has its own employee record number) will have its own effective sequence numbers.	
Data Type	Number	
Length	3	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011646	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EFFSEQ
	Page	N/A

	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EFF_SEQUENCE
Change History	Date	Notes	
	Mar 8, 2022	Element added to HR DED	
	Aug 13, 2024	Collection period updated	

IPEDS Occupational Category Code		HEJ034																													
Category	Human Resource / Employee / Employee Job / HEJ034																														
Description	The IPEDS Occupational Category Code is the code used for Integrated Postsecondary Education Data System (IPEDS) reporting.																														
Data Type	Character																														
Length	1																														
Format																															
Collection Period	Daily																														
Business Practices	IPEDS occupational codes are based on the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: <a href="https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/research/BCAT_Crosswalk.xlsx">https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/research/BCAT_Crosswalk.xlsx</a>																														
Validation Rules	(None)																														
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:																														
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Code	Description																														
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N	No IPEDS Reporting																														
O	Service Occupations																														
Q	Sales and Related Occupations																														
S	Office and Administrative Support Occupations																														

	Code	Description
	T	Natural Resources, Construction, and Maintenance Occupations
Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_CODE
	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012013
	End:	(None)
Target Fields	(None)	
Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated
	Apr 21, 2026	Business practices updated

IPEDS Occupational Category Description		HEJ035
Category	Human Resource / Employee / Employee Job / HEJ035	
Description	The IPEDS Occupational Category Description is the description of the IPEDS Occupational Category Code (HEJ034) used for Integrated Postsecondary Education Data System (IPEDS) reporting.	
Data Type	Character	
Length	30	
Format		
Collection Period	Daily	
Business Practices	IPEDS occupational category codes are based off of the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: <a href="https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/research/BCAT_Crosswalk.xlsx">https://pxl-usgedu.terminalfour.net/prod01/channel_4/media/usg/research/BCAT_Crosswalk.xlsx</a>	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_DESC
	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012013
	End:	(None)
Target Fields	(None)	

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated
	Apr 21, 2026	Business practices updated

Salary Plan Description		HEJ038										
Category	Human Resource / Employee / Employee Job / HEJ038											
Description	The Salary Plan Description is the description of the salary plan (HEJ012).											
Data Type	Character											
Length	120											
Format												
Collection Period	Daily											
Business Practices												
Validation Rules	(None)											
Valid Values	(None)											
Data Source	<table border="1"> <tr> <td>Provider</td> <td>HRDM</td> </tr> <tr> <td>Table</td> <td>STGHR.HRREF_SALARY_PLAN_VW</td> </tr> <tr> <td>Column</td> <td>DESCR</td> </tr> <tr> <td>Page</td> <td>Default Compensation</td> </tr> <tr> <td>Navigation</td> <td>Set Up HCM &gt; Foundation Tables &gt; Job Attributes &gt; Job Code Table</td> </tr> </table>		Provider	HRDM	Table	STGHR.HRREF_SALARY_PLAN_VW	Column	DESCR	Page	Default Compensation	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table
Provider	HRDM											
Table	STGHR.HRREF_SALARY_PLAN_VW											
Column	DESCR											
Page	Default Compensation											
Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table											
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Date	Notes											
Oct 25, 2022	Element Added											
Aug 13, 2024	Collection period updated											

## Payroll

### Employee Payroll

Earnings Code		HEP001
Category	Human Resource / Payroll / Employee Payroll / HEP001	
Description	The Earnings Code indicates the type of earnings an employee has received. For example, the Earnings Code 'OVT' indicates the employee received overtime pay.	

Data Type	Character																				
Length	3																				
Format																					
Collection Period	Daily																				
Business Practices	Practitioner Process: Knowledge Article USGKB0011719, USGKB0011714, USGKB0011168, USGKB0012534																				
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP001</td> <td>Earnings Code must be valid value.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEP001	Earnings Code must be valid value.												
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See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions																				
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PAY_ERN_DIST</td> </tr> <tr> <td>Column</td> <td>ERNCD</td> </tr> <tr> <td>Page</td> <td>Job Data/Job Earnings Distribution</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Job Information &gt; Job Data</td> </tr> </table>			Provider	PeopleSoft	Table	PS_PAY_ERN_DIST	Column	ERNCD	Page	Job Data/Job Earnings Distribution	Navigation	Workforce Administration > Job Information > Job Data								
Provider	PeopleSoft																				
Table	PS_PAY_ERN_DIST																				
Column	ERNCD																				
Page	Job Data/Job Earnings Distribution																				
Navigation	Workforce Administration > Job Information > Job Data																				
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_PAYROLL</td> <td>EARNINGS_CODE_KEY (links to EARNINGS_CODE in EARNINGS_CODE table)</td> </tr> </tbody> </table>			Target Type	Table Name	Column Name	DWH	EMPLOYEE_PAYROLL	EARNINGS_CODE_KEY (links to EARNINGS_CODE in EARNINGS_CODE table)												
Target Type	Table Name	Column Name																			
DWH	EMPLOYEE_PAYROLL	EARNINGS_CODE_KEY (links to EARNINGS_CODE in EARNINGS_CODE table)																			
Change History	<table border="1"> <thead> <tr> <th>Date</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Jan 1, 2005</td> <td>New Element</td> </tr> <tr> <td>Nov 6, 2009</td> <td>Added ADP Translations.</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Element Name: ERNCD_REG_EARNS, ERNCD_REG_HRS, ERNCD_OT_HRS, ERNCD</td> </tr> <tr> <td>Jul 30, 2018</td> <td>ADP Table: PAY_EARNINGS, PAY_OTH_EARNS</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Page: Earnings; Old PS Page Field Name: Earnings Code</td> </tr> <tr> <td>Jul 30, 2018</td> <td>Old PS Table: PS_PAY_ERN_DIST; Old PS Table Field: ERNCD</td> </tr> <tr> <td>Aug 15, 2023</td> <td>Element reviewed and updated</td> </tr> <tr> <td>Aug 13, 2024</td> <td>Collection period and business practices updated</td> </tr> </tbody> </table>			Date	Notes	Jan 1, 2005	New Element	Nov 6, 2009	Added ADP Translations.	Jul 30, 2018	ADP Element Name: ERNCD_REG_EARNS, ERNCD_REG_HRS, ERNCD_OT_HRS, ERNCD	Jul 30, 2018	ADP Table: PAY_EARNINGS, PAY_OTH_EARNS	Jul 30, 2018	Old PS Page: Earnings; Old PS Page Field Name: Earnings Code	Jul 30, 2018	Old PS Table: PS_PAY_ERN_DIST; Old PS Table Field: ERNCD	Aug 15, 2023	Element reviewed and updated	Aug 13, 2024	Collection period and business practices updated
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Aug 13, 2024	Collection period and business practices updated																				

Earnings Code Description		HEP002
Category	Human Resource / Payroll / Employee Payroll / HEP002	
Description	The Earnings Code Description is the description of the Earnings Code (HEP001).	
Data Type	Character	

Length	30		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011719, USGKB0011714, USGKB0011168, USGKB0012534		
Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_EARNINGS_TBL	
	Column	DESCR	
	Page	Job Data/Job Earnings Distribution	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EARNINGS_CODE	EARNINGS_CODE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Jul 30, 2018	Old PS Page: Earnings Table; Old PS Page Field Name: Description	
	Jul 30, 2018	Old PS Table: PS_EARNINGS_TBL; Old PS Table Field: DESCR	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period and business practices updated	

Annual Base Benefit Rate		HEP003
Category	Human Resource / Payroll / Employee Payroll / HEP003	
Description	The Annual Base Benefit Rate, also known as ABBR, is used to calculate the amount of benefits coverage for the employee. This is used if the employee is eligible for life insurance and/or disability benefits.	
Data Type	Number	
Length	10.2	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0012754 - In the Know with OneUSG Connect - April, and USGKB0011714	
Validation Rules	<b>Status: Active</b>	
	Severity	Code
	Error	VHEP003
	Annual Base Benefit Rate cannot be blank.	

Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	ANNL_BENEF_BASE_RT	
	Page	Benefit Program Participation/Annual Benefits Base Rate	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	ANNUAL_BASE_BENEFIT_RATE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: ANNL_BENEF_BASE_RT; ADP Table: JOB	
	Jul 30, 2018	Old PS Page: Benefit Program Participation; Old PS Page Field Name: Annual Benefits Base Rate	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ANNL_BENEF_BASE_RT	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period and business practices updated	

Annual Salary		HEP004	
Category	Human Resource / Payroll / Employee Payroll / HEP004		
Description	The Annual Salary is the employee's annual base pay rate plus any annualized additional supplemental pay components (all data entered on the job data panel). Annual salary does not include additional pay panel data.		
Data Type	Number		
Length	10.2		
Format			
Collection Period	Daily		
Business Practices	Practitioner Process: Knowledge Article USGKB0011243, USGKB0011714		
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEP004	Annual Salary cannot be blank.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_JOB	
	Column	ANNUAL_RT	

	Page	Compensation/Frequency/Compensation Rate	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	ANNUAL_SALARY
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: ANNL_RATE; ADP Table: JOB	
	Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Frequency/Compensation Rate	
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ANNUAL_RT	
	Mar 8, 2022	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Monthly Salary		HEP005						
Category	Human Resource / Payroll / Employee Payroll / HEP005							
Description	The Monthly Salary is derived from the annual salary (HEP004) and the pay frequency.							
Data Type	Number							
Length	10.2							
Format								
Collection Period	Daily							
Business Practices	Practitioner Process: Knowledge Article USGKB0011243							
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP005</td> <td>Monthly Salary cannot be blank.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEP005	Monthly Salary cannot be blank.
Severity	Code	Description						
Error	VHEP005	Monthly Salary cannot be blank.						
Valid Values	(None)							
Data Source	Provider	PeopleSoft						
	Table	PS_JOB						
	Column	MONTHLY_RT						
	Page	Compensation/Monthly Rate						
	Navigation	Workforce Administration > Job Information > Job Data						
Effective Terms	Start:	012005						
	End:	(None)						

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	MONTHLY_SALARY

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: MONTHLY_RT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Frequency/Compensation Rate
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: MONTHLY_RT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

## Hourly Salary HEP006

Category	Human Resource / Payroll / Employee Payroll / HEP006												
Description	The Hourly Salary is the amount earned per hour worked. The hourly rate is calculated based on the employee's annual salary (HEP004) and full-time equivalency (HEJ023).												
Data Type	Number												
Length	10												
Format													
Collection Period	Daily												
Business Practices													
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP006</td> <td>Hourly Salary cannot be blank.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEP006	Hourly Salary cannot be blank.				
Severity	Code	Description											
Error	VHEP006	Hourly Salary cannot be blank.											
Valid Values	(None)												
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_JOB</td> </tr> <tr> <td>Column</td> <td>HOURLY_RT</td> </tr> <tr> <td>Page</td> <td>Job Data/Compensation tab</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Job Information &gt; Job Data</td> </tr> </table>	Provider	PeopleSoft	Table	PS_JOB	Column	HOURLY_RT	Page	Job Data/Compensation tab	Navigation	Workforce Administration > Job Information > Job Data		
Provider	PeopleSoft												
Table	PS_JOB												
Column	HOURLY_RT												
Page	Job Data/Compensation tab												
Navigation	Workforce Administration > Job Information > Job Data												
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End:	(None)												
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Target Type	Table Name	Column Name											
DWH	EMPLOYEE_PAYROLL	HOURLY_SALARY											
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Date	Notes												
Jan 1, 2005	New Element												
Nov 6, 2009	Added ADP Translations.												

Date	Notes
Jul 30, 2018	ADP Element Name: HOURLY_RT; ADP Table: JOB
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Monthly Rate
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: HOURLY_RT
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Earnings Year to Date** HEP007

Category	Human Resource / Payroll / Employee Payroll / HEP007								
Description	Earnings Year to Date is the sum of all gross pay for an employee from the beginning of the calendar year through the most recent paycheck.								
Data Type	Number								
Length	10								
Format									
Collection Period	Daily								
Business Practices									
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP007</td> <td>Earnings Year to Date cannot be null.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEP007	Earnings Year to Date cannot be null.
Severity	Code	Description							
Error	VHEP007	Earnings Year to Date cannot be null.							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_EARNINGS_BAL							
	Column	GRS_YTD							
	Page	N/A							
	Navigation	N/A							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_PAYROLL	EARNINGS_YTD						
Change History	Date	Notes							
	Jan 1, 2005	New Element							
	Nov 6, 2009	Added ADP Translations.							
	Jul 30, 2018	ADP Element Name: GRS_YTD; ADP Table: EARNINGS_BAL							
	Jul 30, 2018	Old PS Page: Earnings Balances; Old PS Page Field Name: Gross Earnings YTD							
	Jul 30, 2018	Old PS Table: PS_EARNINGS_BAL; Old PS Table Field: GRS_YTD							

Date	Notes
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

**Pay Period Amount** HEP008

Category	Human Resource / Payroll / Employee Payroll / HEP008								
Description	The pay period amount is the dollar amount that the employee was paid (net pay) in the referenced pay period.								
Data Type	Number								
Length	10.2								
Format									
Collection Period	Daily								
Business Practices									
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP008</td> <td>Pay Period Amount cannot be blank.</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEP008	Pay Period Amount cannot be blank.
Severity	Code	Description							
Error	VHEP008	Pay Period Amount cannot be blank.							
Valid Values	(None)								
Data Source	Provider	PeopleSoft							
	Table	PS_PAY_ERN_DIST							
	Column	EARNINGS							
	Page	Paycheck Earnings/Net Pay							
	Navigation	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck							
Effective Terms	Start:	012005							
	End:	(None)							
Target Fields	Target Type	Table Name	Column Name						
	DWH	EMPLOYEE_PAYROLL	PAYPERIOD_AMT						

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: OT_HRLY_EARNS, REG_HRLY_EARNS, REG_EARNS, OTH_EARNS; ADP Table: PAY_EARNINGS, PAY_OTH_EARNS
Jul 30, 2018	Old PS Page: Paycheck Earnings; Old PS Page Field Name: Net Pay
Jul 30, 2018	Old PS Table: PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

## Pay Period End Date HEP009

Category	Human Resource / Payroll / Employee Payroll / HEP009																		
Description	The pay period end date is the last day of the pay period for which the employee is being compensated.																		
Data Type	Date																		
Length	8																		
Format	MMDDYYYY																		
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0012667																		
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP009</td> <td>Pay period End Date must not be NULL and must be in range (1/1/1900 to 12/31/2040).</td> </tr> </tbody> </table>			Severity	Code	Description	Error	VHEP009	Pay period End Date must not be NULL and must be in range (1/1/1900 to 12/31/2040).										
Severity	Code	Description																	
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Valid Values	(None)																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td colspan="2">PeopleSoft</td> </tr> <tr> <td>Table</td> <td colspan="2">PS_PAY_CALEDAR, PS_PAY_CHECK</td> </tr> <tr> <td>Column</td> <td colspan="2">PAY_END_DT</td> </tr> <tr> <td>Page</td> <td colspan="2">Paycheck Earnings/End Date</td> </tr> <tr> <td>Navigation</td> <td colspan="2">Payroll for North America &gt; Payroll Processing USA &gt; Produce Payroll &gt; Review Paycheck</td> </tr> </table>			Provider	PeopleSoft		Table	PS_PAY_CALEDAR, PS_PAY_CHECK		Column	PAY_END_DT		Page	Paycheck Earnings/End Date		Navigation	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck		
Provider	PeopleSoft																		
Table	PS_PAY_CALEDAR, PS_PAY_CHECK																		
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Page	Paycheck Earnings/End Date																		
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>EMPLOYEE_PAYROLL</td> <td>PAYPERIOD_END_DATE</td> </tr> </tbody> </table>			Target Type	Table Name	Column Name	DWH	EMPLOYEE_PAYROLL	PAYPERIOD_END_DATE										
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Mar 8, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period and business practices updated																		

## Pay Frequency HEP010

Category	Human Resource / Payroll / Employee Payroll / HEP010
Description	Pay frequency is the interval at which an employee receives a paycheck (i.e., monthly, biweekly).
Data Type	Character
Length	5

Format																			
Collection Period	Daily																		
Business Practices	Practitioner Process: Knowledge Article USGKB0011243																		
Validation Rules	(None)																		
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Annual</td> </tr> <tr> <td>B</td> <td>Biweekly</td> </tr> <tr> <td>D</td> <td>Daily</td> </tr> <tr> <td>M</td> <td>Monthly</td> </tr> <tr> <td>Q</td> <td>Quarterly</td> </tr> <tr> <td>S</td> <td>Semimonthly</td> </tr> <tr> <td>W</td> <td>Weekly</td> </tr> </tbody> </table>	Code	Description	A	Annual	B	Biweekly	D	Daily	M	Monthly	Q	Quarterly	S	Semimonthly	W	Weekly		
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B	Biweekly																		
D	Daily																		
M	Monthly																		
Q	Quarterly																		
S	Semimonthly																		
W	Weekly																		
Data Source	<table border="1"> <tr> <td>Provider</td> <td>PeopleSoft</td> </tr> <tr> <td>Table</td> <td>PS_PAYGROUP_TBL</td> </tr> <tr> <td>Column</td> <td>PAY_FREQUENCY</td> </tr> <tr> <td>Page</td> <td>N/A</td> </tr> <tr> <td>Navigation</td> <td>Workforce Administration &gt; Job Information &gt; Job Data</td> </tr> </table>	Provider	PeopleSoft	Table	PS_PAYGROUP_TBL	Column	PAY_FREQUENCY	Page	N/A	Navigation	Workforce Administration > Job Information > Job Data								
Provider	PeopleSoft																		
Table	PS_PAYGROUP_TBL																		
Column	PAY_FREQUENCY																		
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Target Type	Table Name	Column Name																	
DWH	PAYGROUP	PAY_FREQUENCY																	
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Aug 15, 2023	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

<b>Paygroup Code</b>		<b>HEP011</b>
Category	Human Resource / Payroll / Employee Payroll / HEP011	
Description	A pay group is a grouping of employees based on shared characteristics such as pay frequency and employee type. Pay	

	groups are used to facilitate payroll processing. An employee's position determines the pay group assignment, which is indicated by the Paygroup Code.																																			
Data Type	Character																																			
Length	3																																			
Format																																				
Collection Period	Daily																																			
Business Practices	Practitioner Process: Knowledge Article USGKB0012170																																			
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP011</td> <td>Paygroup Code must be a valid code. Paygroup cannot be blank.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEP011	Paygroup Code must be a valid code. Paygroup cannot be blank.																												
Severity	Code	Description																																		
Error	VHEP011	Paygroup Code must be a valid code. Paygroup cannot be blank.																																		
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>B06</td><td>Full-time Biweekly</td></tr> <tr><td>B07</td><td>Students</td></tr> <tr><td>B08</td><td>Part-time Biweekly</td></tr> <tr><td>BFX</td><td>Biweekly Flex Schedule</td></tr> <tr><td>FWS</td><td>Federal Work Study</td></tr> <tr><td>M01</td><td>Monthly Full-Time</td></tr> <tr><td>M03</td><td>Academic Faculty</td></tr> <tr><td>M04</td><td>Part-time Monthly</td></tr> <tr><td>MEX</td><td>Monthly Flex Schedule</td></tr> <tr><td>MFX</td><td>Monthly Faculty Flex Schedule</td></tr> <tr><td>NPA</td><td>Non Paid Affiliate</td></tr> <tr><td>RET</td><td>Retirees for Billing Process</td></tr> <tr><td>RTB</td><td>Retirees - Working Biweekly</td></tr> <tr><td>RTM</td><td>Retirees - Working Monthly</td></tr> <tr><td>S01</td><td>Semi-Monthly</td></tr> <tr><td>SUM</td><td>Summer Faculty</td></tr> </tbody> </table>		Code	Description	B06	Full-time Biweekly	B07	Students	B08	Part-time Biweekly	BFX	Biweekly Flex Schedule	FWS	Federal Work Study	M01	Monthly Full-Time	M03	Academic Faculty	M04	Part-time Monthly	MEX	Monthly Flex Schedule	MFX	Monthly Faculty Flex Schedule	NPA	Non Paid Affiliate	RET	Retirees for Billing Process	RTB	Retirees - Working Biweekly	RTM	Retirees - Working Monthly	S01	Semi-Monthly	SUM	Summer Faculty
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End:	(None)																																			

Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	PAYGROUP_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PAYGROUP; ADP Table: JOB, PAYGROUP_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Payroll; Old PS Page Field Name: Pay Group
	Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL / PS_PAY_DEDUCTION; Old PS Table Field: PAYGROUP
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

## Paygroup Short Description HEP012

Category	Human Resource / Payroll / Employee Payroll / HEP012																												
Description	The Paygroup Short Description is a shortened version of the Paygroup Description (HEP017) of the employee's paygroup code (HEP011).																												
Data Type	Character																												
Length	10																												
Format																													
Collection Period	Daily																												
Business Practices	Practitioner Process: Knowledge Article USGKB0012170																												
Validation Rules	(None)																												
Valid Values	<p>Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:</p> <p><a href="#">PeopleSoft to HRDM Valid Values Mapping</a></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>B06</td><td>FT Biweek</td></tr> <tr><td>B07</td><td>Students</td></tr> <tr><td>B08</td><td>PT Biweek</td></tr> <tr><td>BFX</td><td>BW Flex</td></tr> <tr><td>FWS</td><td>Fd WrkStdy</td></tr> <tr><td>M01</td><td>Mo Full</td></tr> <tr><td>M03</td><td>Acad Fac</td></tr> <tr><td>M04</td><td>PT Month</td></tr> <tr><td>MEX</td><td>MEX</td></tr> <tr><td>MFX</td><td>MFX</td></tr> <tr><td>NPA</td><td>Non Pd Aff</td></tr> <tr><td>RET</td><td>RET</td></tr> <tr><td>RTB</td><td>Ret-BW</td></tr> </tbody> </table>	Code	Description	B06	FT Biweek	B07	Students	B08	PT Biweek	BFX	BW Flex	FWS	Fd WrkStdy	M01	Mo Full	M03	Acad Fac	M04	PT Month	MEX	MEX	MFX	MFX	NPA	Non Pd Aff	RET	RET	RTB	Ret-BW
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Table	PS_PAYGROUP_TBL																		
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Navigation	N/A																		
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Target Fields	<table border="1"> <thead> <tr> <th>Target Type</th> <th>Table Name</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td>DWH</td> <td>PAYGROUP</td> <td>PAYGROUP_SHORT_DESC</td> </tr> </tbody> </table>	Target Type	Table Name	Column Name	DWH	PAYGROUP	PAYGROUP_SHORT_DESC												
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Jul 12, 2022	Element reviewed and updated																		
Aug 13, 2024	Collection period updated																		

Retiree Paygroup Indicator		HEP013						
Category	Human Resource / Payroll / Employee Payroll / HEP013							
Description	The Retiree Paygroup Indicator shows if the employee is assigned a retiree paygroup. This element is used to store historical information only.							
Data Type	Character							
Length	1							
Format								
Collection Period	Daily							
Business Practices								
Validation Rules	<p><b>Status: Active</b></p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VHEP013</td> <td>Retiree Paygroup Indicator must be Y or N.</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VHEP013	Retiree Paygroup Indicator must be Y or N.
Severity	Code	Description						
Error	VHEP013	Retiree Paygroup Indicator must be Y or N.						
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values							

	and PS to HRDM translations see:		
	<a href="#">PeopleSoft to HRDM Valid Values Mapping</a>		
	Code	Description	
	N	Not in a retiree paygroup	
	Y	In a retiree paygroup	
Data Source	Provider	N/A	
	Table	N/A	
	Column	N/A	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	042017	
Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	RETIREE_PAYGROUP_IND
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: RETIREE_PAYGROUP; ADP Table: PAYGROUP_TBL	
	Jul 30, 2018	Old PS Page: Paygroup Table - Definition; Old PS Page Field Name: N/A	
	Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: RETIREE_PAYGROUP	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Sick Leave Balance Hours Year to Date		HEP014
Category	Human Resource / Payroll / Employee Payroll / HEP014	
Description	Sick Leave Balance Hours Year to Date is the number of hours of sick leave available to an employee. This is calculated by subtracting sick leave hours reported as used from sick leave hours accrued.	
Data Type	Number	
Length	6	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	<b>Status: Active</b>	
	Severity	Code
	Error	VHEP014
	Sick Leave Balance Hours Year to Date cannot be null.	
Valid Values	(None)	

Data Source	Provider	PeopleSoft	
	Table	PS_LEAVE_ACCRUAL	
	Column	USER_BAL, where PLAN_TYPE = "50"	
	Page	N/A	
	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	SICK_LEAVE_BALANCE_HRS_YTD
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: USER2_NBR; ADP Table: HRUSER_DATA	
	Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box	
	Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Vacation Leave Balance Hours Year to Date			HEP015
Category	Human Resource / Payroll / Employee Payroll / HEP015		
Description	Vacation Leave Balance Hours Year to Date is the number of hours of vacation/annual leave available to an employee. This is calculated by subtracting vacation leave hours reported as used from vacation leave hours accrued (where vacation leave accrual is capped at 360 hours eligible for carryover to the next calendar year).		
Data Type	Number		
Length	6		
Format			
Collection Period	Daily		
Business Practices			
Validation Rules	<b>Status: Active</b>		
	Severity	Code	Description
	Error	VHEP015	Vacation Leave Balance Hours Year to Date cannot be null.
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_LEAVE_ACCRUAL	
	Column	USER_BAL, where PLAN_TYPE = "51"	
	Page	N/A	

	Navigation	N/A	
Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	VACATION_BALANCE_HRS_YTD
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Nov 6, 2009	Added ADP Translations.	
	Jul 30, 2018	ADP Element Name: USER1_NBR; ADP Table: HRUSER_DATA	
	Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box	
	Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD	
	Aug 15, 2023	Element reviewed and updated	
	Aug 13, 2024	Collection period updated	

Military Leave Balance Hours Year to Date		HEP016
Category	Human Resource / Payroll / Employee Payroll / HEP016	
Description	Military Leave Balance Hours Year to Date is the number of hours of military leave available to an employee. This is a per-take entitlement of leave. Once military leave is requested and approved, hours are automatically deducted from available hours. This element is used to store historical information only. The calendar year for military leave runs October 1st - September 30.	
Data Type	Number	
Length	6	
Format		
Collection Period	Daily	
Business Practices		
Validation Rules	<b>Status: Active</b>	
	Severity	Description
	Error	VHEP016 Military Leave Balance Hours Year to Date cannot be null.
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_LEAVE_ACCRUAL
	Column	USER_BAL, where PLAN_TYPE = "5Z"
	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	MILITARY_LEAVE_BALANCE_HRS_YTD

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: USER3_NBR; ADP Table: HRUSER_DATA
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans
	Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box
	Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

<b>Paygroup Description</b>	<b>HEP017</b>
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Category	Human Resource / Payroll / Employee Payroll / HEP017
Description	The Paygroup Description is a description of the employee's paygroup code (HEP011).
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012170
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PAYGROUP_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	PAYGROUP_LONG_DESC

Change History	Date	Notes
	Jul 12, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated