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               Dictionary, 1999-2000.
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ABSTRACT
        The document comprises the data element dictionary for the
Annual Personnel Report (APR) Data Base (Version 8.0), 1999-2000, for the
Florida Community College System (FCCS). The Annual Personnel Reports System
was created to meet federal and state requirements for reporting personnel
information. The key fields are listed at the top of the table of data
elements. Data elements tracked in this system include: annual salary,
citizenship, date of birth, degree, ethnic origin, gender, personnel
identification number, position title, reporting institution, soft money,
tenure status, and terms employed. (JA)

STATE BOARD OF
COMMUNITY COLLEGES

ANNUAL PERSONNEL REPORT (APR)
DATA BASE
DATA ELEMENT DICTIONARY
1999-2000

Version 8.0
July 1, 1999

STATE BOARD OF COMMUNITY COLLEGES
APR Data Base

INTRODUCTION

The Annual Personnel Reports System was created to meet Federal and State requirements for reporting personnel information.

CHANGES

In this, as in previous versions, the "<" character along the right margin indicates lines that have had substantive changes made to them in the current version. A few comments are in order to clarify its use in the current version. The "<" character will sometimes be found on a blank line indicating that text included in the most recent previous version has been deleted from this version.

Substantive changes involve the definition, table values, edit criteria, or other information pertaining to a specific data element.

TABLE OF ANNUAL PERSONNEL REPORTS DATA BASE ELEMENTS

Annual Personnel Reports has only one record type. The key fields are listed at the top of the Table of data elements.

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Annual Personnel Reports – Data Element Alphabetical Listing

DATA ELEMENT DESCRIPTION	NUMBER
Activity – Occupational Activity Code	0130
Annual Salary	0100
Citizenship	0050
Date Hired at Institution	0060
Date of Birth	0110
Degree	0160
EEO-6 Indicator	0225
Ethnic Origin	0040
First Name	0031
Full-time/Part-time	0090
Gender	0035
Last Name	0030
Leave Type	0170
Middle Initial	0032
Personnel Identification Number	0020
Position Title (College Title)	0120
Rank	0150
Reporting Institution (FICE Code)	0010
Soft Money	0220
Support	0140
Temporary Employment	0080
Tenure Date	0190
Tenure Status	0180
Termination Date	0200
Termination Status	0210
Terms/Semesters Employed	0070

Annual Personnel Reports – Data Element Numerical Listing

DATA ELEMENT DESCRIPTION	NUMBER
Reporting Institution (FICE Code)	0010*
Personnel Identification Number	0020*
Last Name	0030
First Name	0031
Middle Initial	0032
Gender	0035
Ethnic Origin	0040
Citizenship	0050
Date Hired at Institution	0060
Terms/Semesters Employed	0070
Temporary Employment	0080
Full-time/Part-time	0090
Annual Salary	0100
Date of Birth	0110
Position Title (College Title)	0120
Activity – Occupational Activity Code	0130
Support	0140
Rank	0150
Degree	0160
Leave Type	0170
Tenure Status	0180
Tenure Date	0190
Termination Date	0200
Termination Status	0210
Soft Money	0220
EEO-6 Indicator	0225

NOTE: Key Data Elements are identified by an asterisk (*)

FLORIDA COMMUNITY COLLEGE SYSTEM
APR Data Base
Version 8.0, 7/1/1999

NUMBER: 0010	NAME: Reporting Institution

DEFINITION: FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare.

TABLE VALUES:

0001470	Brevard	0001506	Miami-Dade
0001500	Broward	0001508	North Florida
0001471	Central Florida	0001510	Okaloosa-Walton
0001472	Chipola	0001512	Palm Beach
0001475	Daytona Beach	0010652	Pasco-Hernando
0001477	Edison	0001513	Pensacola
0001484	Fla CC at Jax	0001514	Polk
0001485	Florida Keys	0001523	St. Johns River
0001490	Gulf Coast	0001528	St. Petersburg
0007870	Hillsborough	0001519	Santa Fe
0001493	Indian River	0001520	Seminole
0001501	Lake City	0001522	South Florida
0001502	Lake-Sumter	0001533	Tallahassee
0001504	Manatee	0006750	Valencia

EDIT: Missing or non-numeric   Critical
       Invalid code   Critical

INTENT: IPEDS Reports
       EEO-6 Reports

**PHYSICAL
DESCRIPTION:** PIC 9(06)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0020	**NAME:** Person Identification Number

DEFINITION: This is a unique nine-digit number. Social Security number may be used.

_____

EDIT: Missing or non-numeric   Critical
All zeroes   Critical
Duplicate within college   Critical

_____

INTENT:

_____

**PHYSICAL
DESCRIPTION:** PIC 9(09)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0030	NAME: Last Name

DEFINITION: Last name of person. Required for full-time non-temporary non-terminated personnel.

EDIT: Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0) or   Critical
(D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year)))

INTENT:

PHYSICAL
DESCRIPTION: PIC X(18)   **CREATE/CHANGE DATE:** 10/14/1992

NUMBER: 0031	**NAME:** First Name

DEFINITION: First name of person.

_____

EDIT: Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0)   Informational
Or (D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year)))

_____

INTENT:

_____

**PHYSICAL
DESCRIPTION:** PIC X(15)   **CREATE/CHANGE DATE:** 10/14/1992

4

NUMBER: 0032	NAME: Middle Initial

DEFINITION: Middle initial of person.

EDIT: None

INTENT:

**PHYSICAL
DESCRIPTION:** PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0035	NAME: Gender

DEFINITION: The gender of the person.

TABLE VALUES:

M – Male
F – Female

_____

EDIT: Missing or invalid   Critical

_____

INTENT: EEO-6 Reports

_____

**PHYSICAL
DESCRIPTION:** PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0040	**NAME:** Ethnic Origin

DEFINITION: This is a one-character code used to indicate the ethnic group of the person.

TABLE VALUES:

W – White (not of Hispanic origin) includes all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

B – Black (not of Hispanic origin) includes all persons having origins in any of the black racial groups of Africa.

H – Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

A – Asian or Pacific Islanders includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

I – American Indian or Alaskan Native includes all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

EDIT: Missing or invalid   Critical

INTENT: EEO-6 Reports

**PHYSICAL
DESCRIPTION:** PIC X (01)   **CREATE/CHANGE DATE:** 03/23/1995

NUMBER: 0050	NAME: Citizenship

DEFINITION: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and who does not have the right to remain indefinitely.

TABLE VALUES:

Y – Yes, non-resident alien
N – No

EDIT: Missing or invalid code   Critical

INTENT: EEO-6 Reports

**PHYSICAL
DESCRIPTION:** PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0060	NAME: Date Hired at Institution

DEFINITION: This is primarily to indicate new employees or employees who are rehired following termination at the institution. Do not enter a new date for those returning from a leave of absence.

TABLE VALUES:

FORMAT = MMDDCCYY where:

MM = Month (01 thru 12)
DD = Day   (01 thru 31)
CC = Century
YY = Year   (00 thru current)

EDIT: Missing or non-numeric	Critical
Invalid month	Critical
Invalid day	Critical
D.E. 0060 > or = D.E. 0200	Critical

INTENT: EEO-6 Reports

PHYSICAL DESCRIPTION: PIC 9(08)   **CREATE/CHANGE DATE:** 07/15/1997

NUMBER: 0070	**NAME:** Terms/Semesters Employed

DEFINITION: Required for full-time employees only.

Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc.

If the employee's contract is expressed in months instead of terms/semesters, use the following equivalency table to convert from months to terms/semesters:

TABLE VALUES:

Terms/Semesters Employed	Months Employed
2	9
2.5	10
3	11 – 12

For contracts of less than 9 months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data element, indicating employment for 1.0 term/semester.

The valid range of values is: 00, 05, 10, 15, 20, 25, and 30

EDIT: Missing or non-numeric or invalid   Critical
        D.E. 0090 = F' and D.E. 0210 = 0 and D.E. 0070 = 00   Critical

---

INTENT: IPEDS Reports
            EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC 9(02)   **CREATE/CHANGE DATE:** 01/24/1992

NUMBER: 0080	NAME: Temporary Employment

DEFINITION: The term of employment is temporary. Termination date established at time of hire. Until termination, Termination Status (D.E. 0210) should be zero and Termination Date (D.E. 0200) may be zero.

TABLE VALUES:

Y = Yes
N = No

EDIT: Missing or invalid code   Critical

INTENT: EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0090	NAME: Full-Time/Part-Time

DEFINITION: A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours per week and who receives all benefits accorded such employees.

TABLE VALUES:

F = Full-time
P = Part-time

EDIT: Missing or invalid code   Critical

INTENT: IPEDS Reports
        EEO-6 Reports

**PHYSICAL
DESCRIPTION:** PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0100	**NAME:** Annual Salary

DEFINITION: Required for full-time employees only.

Enter the salary paid to the employee for the period of time reported in D.E. 0070 (Terms/Semesters Employed). Round the annual salary to the nearest whole dollar.

EDIT: Missing or non-numeric   Critical
    D.E. 0090 = F'and D.E. 0170 < 3 and (D.E. = 0 or D.E. 0200 = 00000   Critical
    Or D.E. 0200 >= 1001YY) and D.E. 0100 = 0

    NOTE: YY is the current APR reporting year

INTENT: IPEDS Reports
    EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC 9(06)   **CREATE/CHANGE DATE:** 01/24/1992

NUMBER: 0110	**NAME:** Date of Birth

DEFINITION: Required for full-time non-temporary personnel.

Legal date of birth. The format for coding this data element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century, and YY is a two-digit numeric year. Also, the person's age should not be greater than the current APR reporting year (through APR99) or less than fifteen.

Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available.

EDIT:	Missing or non-numeric	Critical
	D.E. 0090 = F'and D.E. 0080 = N'and (D.E. 0110 = 00000000 or D.E. 0110 = 99999999)	Critical
	Invalid month	Critical
	The person's age is < 15 or > 99	Critical

INTENT:

**PHYSICAL
DESCRIPTION:** PIC 9(08)　　　　　　　　　　**CREATE/CHANGE DATE:** 07/15/1997

NUMBER: 0120	**NAME:** Position Title (College Title)

DEFINITION: Position title, if any, used by the college to identify a position. It may be up to 25 characters long. Required for full-time non-temporary non-terminated personnel.

EDIT: Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0) or   Critical
(D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year)))

INTENT:

**PHYSICAL
DESCRIPTION:** PIC X(25)   **CREATE/CHANGE DATE:** 10/14/1992

NUMBER: 0130	**NAME:** Activity/Occupational Activity Code

DEFINITION: A two-digit code to indicate the employees Occupational Activity Classification.

TABLE VALUES:

01 – Executive – All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and regularly exercise discretion, independent judgement, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college-wide authority), and dean (if levels between dean and president do not exist).

02 – Instructional Staff – All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer, or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary. Replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

03 – Instructional Support – This personnel category includes those persons who provide direct administrative support to instructional department or divisions while devoting a smaller portion of their time (less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

04 – Librarian/Counselor – If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

05 – Teaching Assistant/Associate – Teaching Assistant/Associate assists department chairperson, faculty or other professional staff members in the college by performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.

NUMBER: 0130 (cont'd)	**NAME:** Activity/Occupational Activity Code

06 – Professional Support – Individuals employed for the purpose of performing academic supports, student service and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

07 – Clerical and Secretarial – Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include sales clerks, such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

08 – Technical and Paraprofessionals – Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational-activity categories but which are institutionally defined as technical assignments.

Includes persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status.

09 – Skilled Crafts – Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters.

10 – Service/Maintenance – Includes persons whose assignments typically consist of janitorial, custodial, grounds, transportation, and other semi-skilled or unskilled labor activities.

11 – Student Assistants – Includes students who render services for on-campus experience or as student assistants and are paid from state funds.

NOTE: Refer to the Accounting Manual for Florida's Public Community College for the GL Codes. On the following page is a listing of the two-digit Occupational Activity Code Table Values with their corresponding GL Codes.

| NUMBER: 0130 (cont'd) | NAME: Activity/Occupational Activity Code |

Valid Activity Code/GL Code Combinations

01	51000-51099 51400-51499* 51500-51599* 55000-55099*	05	52300-52399	09	54000-54099* 54100-54199* 54500-54599* 54600-54699* 57000-57099*
02	52000 52001 52005* 52100-52199 52200-52299 52400-52499 56000 56001 56100-56199	06	51200-51299 51400-51499* 51500-51599* 52004 53000-53099 53100-53199 53200-53299 53400-53499 5350053599 55000-55099 56004 56500-56599*	10	54000-54099* 54100-54199* 54500-54599* 54600-54699* 57000-57099*
03	51100-51199 51400-51499* 51500-51599* 52005* 55000-55099* 56005	07	53300-53399* 54000-54099* 54100-54199* 54500-54599* 54600-54699* 56500-56599* 57000-57099*	11	58200 58300-58399
04	52002 52003 56002 56003	08	53300-53399* 54000-54099* 54100-54199* 54500-54599* 54600-54699* 57000-57099*		

*GL Code occurs under more than one Activity Code

EDIT: Missing or invalid   Critical

INTENT: IPEDS Reports
EEO-6 Reports

**PHYSICAL
DESCRIPTION:** PIC 9 (02)   **CREATE/CHANGE DATE:** 7/15/1997

NUMBER: 0140	**NAME:** Support

DEFINITION: Support Category – Those employees who are generally instructional support versus those who are primarily student support or institutional support.

TABLE VALUES:

I = Instructional
N = Non-instructional Support

EDIT: Missing or invalid   Critical

INTENT:

PHYSICAL
DESCRIPTION: PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1997

NUMBER: 0150	NAME: Rank

DEFINITION: Academic Rank – Of the persons classified as Professional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Indicate "No Academic Rank" if such is the case.

TABLE VALUES:

1 = Professor
2 = Associate Professor
3 = Assistant Professor
4 = Instructor
5 = Lecturer
6 = No Academic Rank
7 = Other

EDIT: Missing or non-numeric	Critical
Invalid code	Critical

INTENT: IPEDS Reports
EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC 9(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0160	NAME: Degree

DEFINITION: A code to denote the highest academic degree the employee holds.

TABLE VALUES:

1= Doctorate
2= Masters + 30 or more hours
3 = Masters
4 = Bachelors
5 = Associate
6 = Less than Associate
7 = Other

_____

EDIT: Missing or non-numeric   Critical
        Invalid code   Critical

_____

INTENT: IPEDS Reports
        EEO-6 Reports

_____

PHYSICAL
DESCRIPTION: PIC 9(01)   **CREATE/CHANGE DATE:** 07/15/1998

NUMBER: 0170	**NAME:** Leave Type

DEFINITION: The type of leave an employee is taking (if applicable).

- Sabbatical Leave – Leave granted for a specified period of time with or without pay for professional development/growth.
- Leave of Absence – Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, except in emergency situations.

TABLE VALUES:

0 = Not Applicable
1 = Sabbatical
2 = Leave of Absence with pay
3 = Leave of Absence without pay

_____

EDIT: Missing or non-numeric or invalid   Critical

_____

INTENT:

_____

PHYSICAL
DESCRIPTION: PIC 9(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0180	NAME: Tenure Status

DEFINITION: A code to denote the tenure status of the employee.

- Tenure – Indicate those employees who hold tenure.
- Non-Tenured (on track) – Indicate employees who are not yet tenured, but are in positions that may lead to consideration for tenure.
- Other – Indicate employees who are not in positions which may lead to tenure.

TABLE VALUES:

1 = Tenured
2 = Non-Tenured (on track)
3 = Other

EDIT: Missing or non-numeric or invalid   Critical

INTENT: EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC 9(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0190	NAME: Tenure Date

DEFINITION: The date that tenure is granted.

NOTE: If D.E. 0180 = 2 or 3, enter 00000000'

TABLE VALUES:

Format = MMDDCCYY where:

MM= Month (01 thru 12)
DD = Day (01 thru 31)
CC = Century
YY = Year (00 thru current)

_____

EDIT: Missing or non-numeric   Critical
          Invalid month   Critical
          Invalid day   Critical
          D.E. 0190 < D.E. 0060   Critical
          D.E. 0190 > D.E. 0200   Critical

_____

INTENT:

_____

PHYSICAL
DESCRIPTION: PIC 9(08)$_0$ **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0200	NAME: Termination Date

DEFINITION: This is the institutions official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death.

NOTE: If D.E. 0210 = 0, enter 00000000'

TABLE VALUES:

Format = MMDDCCYY where:

MM= Month (01 thru 12)
DD = Day (01 thru 31)
CC = Century
YY = Year (00 thru current)

EDIT:		
	Missing or non-numeric	Critical
	Invalid month	Critical
	Invalid day	Critical
	D.E. 0200 < D.E. 0060	Critical

NOTE: D.E. 0200 (Termination Date) may be > 0 and D.E. 0210 (Termination Status) = 0 <u>only if</u> D.E. 0080 (Temporary Employment) = Y'

INTENT:

**PHYSICAL
DESCRIPTION:** PIC 9(08)   **CREATE/CHANGE DATE:** 07/15/1997

NUMBER: 0210	**NAME:** Termination Status

DEFINITION: The status of termination of an employee (if applicable).

TABLE VALUES:

0 = Not applicable
1 = Retired
2 = Resigned
3 = Dismissed
4 = Deceased
5 = Contract not renewed

EDIT: Missing or non-numeric or invalid	Critical
D.E. 0210 > 0 and D.E. 0200 = 00000000	Critical

INTENT:

PHYSICAL
DESCRIPTION: PIC 9(01)   **CREATE/CHANGE DATE:** 07/15/1988

NUMBER: 0220	**NAME:** Soft Money

DEFINITION: An indicator of Restricted Current Fund or Soft Money dollars. Persons on the institutions payroll who are paid in full from funds, traditionally referred to as 'Soft Money'; that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, administration of student aid programs for grants, work aid, loans and other miscellaneous services.

TABLE VALUES:

Y = Yes
N = No

_____

EDIT: Missing or invalid   Critical

_____

INTENT: EEO-6 Reports

_____

PHYSICAL
DESCRIPTION: PIC X(01)   **CREATE/CHANGE DATE:** 07/15/1998

NUMBER: 0225	**NAME:** EEO-6 Indicator

DEFINITION:

An indicator to identify employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) for the EEO-6 Report.

NOTE: Include only employees with an Activity Code (D.E. 0130) = 06 that have a   <
General Ledger code between 51200 and 51299 (inclusive).   <

TABLE VALUES:

Y = Yes (an employee who has an activity code = 06 and should be counted as an EAM)
N = No (code for all other employees)

EDIT: Missing or invalid   Critical
    D.E. 0225 = Y'and D.E. 0130 NE 06   Critical

INTENT: EEO-6 Reports

PHYSICAL
DESCRIPTION: PIC X(01)   **CREATE/CHANGE DATE:** 01/13/1999

FLORIDA COMMUNITY COLLEGE SYSTEM
APR Data Base
Version 8.0, 7/1/1999

MACHINE RECORDS FORMAT

_____

Field Characteristics:

A = Alphabetic only
A/N = Alphanumeric
N = Numeric only
R = Right justified with leading zeroes
L = Left justified

_____

Data Element No.	Position From – To	Field Size	Field Characteristics	Field Description
0010	1-6	6	N, R	Reporting Institution (FICE Code)
0020	7-15	9	N, R	Personnel Identification Number
0030	16-33	18	A/N, L	Last Name
0031	34-48	15	A/N, L	First Name
0032	49	1	A/N, L	Middle Initial
0035	50	1	A	Gender
0040	51	1	A	Ethnic Origin
0050	52	1	A	Citizenship
0060	53-60	8	N	Date Hired at Institution
0070	61-62	2	N	Terms/Semesters Employed
0080	63	1	A	Temporary Employment
0090	64	1	A	Full-time/Part-time
0100	65-70	6	N, R	Annual Salary
0110	71-78	8	N	Date of Birth
0120	79-103	25	A	Position Title (College Title)
0130	104-105	2	N, R	Activity – Occupational Activity Code
0140	106	1	A	Support
0150	107	1	N	Rank
0160	108	1	N	Degree
0170	109	1	N	Leave Type
0180	110	1	N	Tenure Status
0190	111-118	8	N, R	Tenure Date
0200	119-126	8	N, R	Termination Date
0210	127	1	N	Termination Status
0220	128	1	A	Soft Money
0225	129	1	A	EEO-6 Indicator
	130-141	12	A/N	FILLER

SAMPLE JCL TO SEND ANNUAL PERSONNEL REPORTS DATA

DOS/VSE/POWER

```
*$$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/
POWER CARD)
//DECCccRJ JOB(DECCcc,,,ll),your-name,TIME=(,10)          (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB·
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//    YEAR=yyyy,TERM=PD,LRECL=141,BLKSZ=1410,
//    SPACE=(TRK,(15,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),your-name,TIME=(,10)          (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD PPPPP
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//    YEAR=yyyy,TERM=PD,LRECL=141,BLKSZ=1410,
//    SPACE=(TRK,(15,1),RLSE)'
```

Where

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e. 1999)

FLORIDA COMMUNITY COLLEGE SYSTEM
APR Data Base
Version 8.0, 7/1/1999

SAMPLE JCL TO RETRIEVE ANNUAL PERSONNEL REPORTS

DOS/VSE/POWER

```
*$$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp   (DOS/POWER
CARD)
//DECCccRJ JOB(DECCcc,,,ll),your-name,TIME=(,10)              (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.TPDyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB(DECCcc,,,ll),your-name,TIME=(,10)              (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.TPDyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where

Cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	sysout lines in thousands
yyyy	=	year (i.e. 1999)
fnam	=	ERRLST, ERRSUM, and ERREC for the Error reports. For the Verification reports use the FNAM parameter listed on the Annual Personnel Reports Certification form.

NOTE: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.