COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

DATA DICTONARY

PERSONNEL DW 2.0

Revisions

Change reference	Date	Version
Original	9/26/17	1.0
Additional detail has been added. No definitional changes made.	2/15/18	1.1
Removed EMPLID from all tables except EMPLOYEE_YRQ. This field held SSN's for legacy, so for security reasons it has been removed except for in one table.	2/16/18	1.2
Annual Review	1/28/2019	1.3
Updated moonlighting indicator which is now based on Job Code instead of Earn Code	11/20/2019	1.4
Added a data dictionary for the EMPLOYEE_TYPE table.	5/20/2020	1.5
Add EMPL_RCD as a primary key on the EMPLOYEE_JOB table. This is a new field needed to support multi-use job codes.	8/3/2020	1.6
Added gender data element to handle unknowns and X's	12/16/20	1.7
Updated the Fund Source definitions to include new approach. Updated the DB description section, added a link to the PDW Extract document and a note about FTE & Salaries prior to 2022-23. Added a note regarding Annual Pay Rate for PT-Faculty.	3/06/2023	1.8
Added INSTITUTION field to EMPLOYEE_JOB, EMPLOYEE_YRQ, JOB_CODE, EMPLOYEE_RACE_ETHNICITY tables	8/2/2023	1.9
Added criteria to EXTENDED_EMPLOYEE_TYPE	2/7/2024	2.0

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Table of contents

Database Description

The PersonnelDW database contains quarterly information about employee demographics, classification of work, FTE and funding source for the community and technical colleges and SBCTC.

This database combines both legacy PMIS records and PeopleSoft HCM records to form a longitudinal dataset spanning back to summer quarter of 2006-07. Legacy records exclude records with an employee status of Sabbatical, Leave, or Unknown. For both legacy and PeopleSoft, hourly workers and student work study records are excluded. Retirees are also excluded from both data sources.

For legacy records, employees who left the institution prior to the end of the quarter are not included.

For PeopleSoft records, all applicable employees who have received a paycheck during the quarter are included in the extract. This is determined by comparing the paycheck PAY_END_DT to the institution's term begin date + 2 weeks and the institution's term end date + 2 weeks.

For more detailed description please see the [pdw-extract-logic.pdf (sbctc.edu)](#) document on the Data Warehouse web page.

The use of the SSN_ID allows the dataset to span time and systems and enhances security. When doing headcount reporting, it is necessary to us the SSN_ID field as the count variable.

NOTE: Prior to 2022-2023 some Salary and FTE values may not be reliable.

EMPLOYEE_JOB

Table Description

The Employee_Job table contains one record per employee, per term, per institution per job.

Data Elements

SSN_ID (PK)

Data Type: Number

Size: Integer

Definition: A data warehouse key that gives each employee a unique value. This field is used for security purposes to replace the SSN for legacy records, but also to provide a single unique identifier across Legacy and PeopleSoft systems. An employee that existed in both Legacy and PeopleSoft records will be given the same SSN_ID value in all records.

This field should be used for headcount reporting.

Data Classification: Category 3

Source: Securables.WAREHOUSE.SSN_KEY.ID

Examples of Use: Used for linking between PersonnelDW tables as well as to the SMIS Class table.

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

Note: Pierce College ctcLink source data includes three college codes for personnel data: 110, 111 and 112. Enrollment data for Pierce College is associated to one college code: 110. Special accommodate when joining personnel data to enrollment data is required.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.COLLEGE

PeopleSoft Source: PS_JOB.BUSINESS_UNIT without the leading "WA"

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE4RPT

STRM (PK)

Data Type: Text

Size: 4

Definition: A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR and PROGRAM.QUARTER converted to STRM format.

PeopleSoft Source: Derived from effective dates of the PS_JOB table records.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

JOB_CODE (PK)

Data Type: Text

Size: 6

Definition: A six-digit code representing the employee's job.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.JOB_CLASS

PeopleSoft Source: PS_JOB.JOBCODE

Lookup/Crosswalk: PERSONNELDW.JOB_CODE

FUND_SOURCE (PK)

Data Type: Text

Size: 1

Definition: The fund source is based on the employee's earnings distribution account code. We have mapped the account FUND_CODE to each fund source. Note: As of B761, the definition of this field is incorrect. Data in this table is currently rolled up into a prioritized fund source in the order above. This note will be removed when this is no longer the case.

If the employee is paid from two different fund sources (e.g. state and contract), they will have separate records in this table as FUND_SOURCE is part of the primary key.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.FUND_SOURCE_CAT

PeopleSoft Source: PS_VALID_COMBO_TBL.FUND_CODE mapped to the Finance Pillar CF_ATTRIB table CHARTFIELD_VALUE where the CF_ATTRIBUTE= AFRS_FUND_TYPE.

Valid Codes:

Values	Value Descriptions	AFRS_FUND_TYPE / CF_ATTRIB_VALUE
1	State Supported	CF_ATTRIB_VAL IN (1,2) OR CHARTFIELD_VALUE = 149
2	Contract Funded	CHARTFIELD_VALUE IN (145,146) regardless of CF_ATTRIB_VAL
3	Student Funded/Community Service	CF_ATTRIB_VAL IN (3, 4, 5)

LEGACY_YEAR

Data Type: Text

Size: 3

Definition: A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR

PeopleSoft Source: Derived from STRM value.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Examples of Valid Values:

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

LEGACY_QUARTER

Data Type: Text

Size: 1

Definition: A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.QUARTER

PeopleSoft Source: Derived from STRM value.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Valid Values:

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

EMPLOYEE_TYPE

Data Type: Text

Size: 3

Definition: Employee type associated to this employee's job.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.EMP_TYPE

PeopleSoft Source: PS_JOB.EMPL_CLASS

Lookup Table: PDW.DW_REF_EMP.EMPLOYEE_TYPE

Legacy and PeopleSoft Crosswalk:

EMP_TYPE	EMPL_CLASS	Description
E	EXP	Exempt
C	CLA	Classified
F	FAC	Full-Time Faculty
P	PTF	Part-Time Faculty
L	PAR	Paraprofessional
n/a	VOL	Volunteer

EXTENDED_EMPLOYEE_TYPE

Data Type: Text

Size: 3

Definition: An extended employee type for the academic year, quarter and institution for an employee. This code is necessary because some employees have more than one employee type during a year and quarter due to differing jobs. For example, an exempt staff may also be teaching part-time during the quarter.

Data Classification: Category 3

Legacy Source: PMIS.PROGRAM.EMP_TYPE_PRIORITY

PeopleSoft Source: PS_JOB.EMPL_CLASS and EMPLOYEE_JOB.TEACHING_IND

Prioritized: Yes, in the order below.

Lookup Table: PDW.DW_REF_EMP.EMPLOYEE_TYPE

Valid Values:

EMP_TYPE PRIORITY	Extended Emp Type	Description	Criteria
1	FFT	Full-Time Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y
2	FFX	Full-Time Non-Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N
3	ADM	Administrative Exempt	EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1
4	EXP	Exempt Professional/Technical	From EMPLOYEE_TYPE
5	CLA	Classified	From EMPLOYEE_TYPE
6	PAR	Para-Professional	From EMPLOYEE_TYPE
7	PFT	Part-Time Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y
8	PFX	Part-Time Non-Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N
9	VOL	Volunteer	From EMPLOYEE_TYPE

FTE

Data Type: Float

Definition: The FTE associated with an employee's job and fund source combination. This represents what percent of full-time the employee is working in this job record for this earning distribution.

Please note that Employees will only be included in this data set if the FTE value in PS_JOB is greater than 0.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.FTE

PeopleSoft Source: PS_JOB.FTE

PRORATED_FTE

Data Type: Float

Definition: The FTE associated with an employee's job and fund source combination prorated for the number of days worked during the quarter. This data element helps in describing the job position effort during the quarter. For example, if an exempt staff worked full-time, their FTE would be 1. But if that staff left their job exactly half way through the quarter, the QTRLY_FTE would be represented as .5

PeopleSoft only: PRORATED_FTE values only apply to EMPLOYEE_TYPE's other than FAC and PTF. For FAC and PTF, PRORATED_FTE is set to the same value as FTE

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.FTE

PeopleSoft Source: Derived based on PS_JOB.FTE and PS_JOB.ACTION_DT

SALARY

Data Type: Number

Size: Precision 8, Scale 2

Definition: The portion of the employee's total annual salary that can be attributed to this particular job and fund source.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.SALARY

PeopleSoft Source: Calculated from PS_JOB.ANNUAL_RT

ANNUAL_PAY_RATE

Data Type: Number

Size: Precision 8, Scale 2

Definition: The portion of the employee's total annual salary that can be attributed to this particular job and fund source. For legacy data, classified employee's monthly salaries are multiplied by 12 to calculate the annual salary. For pt-time faculty this field is a quarterly pay rate.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.SALARY

PeopleSoft Source: Calculated from PS_JOB.ANNUAL_RT

FULL_PART_TIME (PK)

Data Type: Text

Size: 1

Definition: The employee's employment status.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.EMPL_STAT

PeopleSoft Source: PS_JOB.FULL_PART_TIME

Examples of Use:

Valid Values:

Values	Descriptions
F	Full time
P	Part time

JOB_CLASSIFICATION

Data Type: Text

Size: 2

Definition: A code used to categorize the employee's job. Also used for IPEDS Reporting in PeopleSoft.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.PROGRAM

Legacy Valid Values:

Values	Descriptions
01	Instruction
04	Primary Support Services
05	Libraries
06	Student Services
08	Institutional Support
09	Plant Operations and Maintenance
CS	Community Service
FV	Paraprofessional
OC	Other Codes

PeopleSoft Source: PS_JOB.IPEDSSCODE

PeopleSoft Valid Values:

Values	Descriptions
A	Management
B	Business/Financial Operations
C	Computer/Engineering/Science
D	Comm Service/Legal/Arts/Media
E	Student and Academic Services
I	Instruction
J	Librarians
K	Library Technicians
L	Non-postsecondary Teaching
L	Other Teaching/Instr. Support
M	Healthcare Practitioners & Tec
N	No IPEDS-S Reporting
O	Service
Q	Sales and Related
S	Office/Administrative Support
T	Natural Resource/Construct/Mnt
U	Production/Transport/Material

Examples of Use: HCM IPEDS Survey submission for PeopleSoft Colleges.

JOB_TERM

Data Type: Number

Size: Integer

Definition: A number of months (1-12), including fractions (like 10.50), during which an employee's gross pay will be earned.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.JOB_TERM

PeopleSoft Source: PS_CTC_JOB_DATA.CTC_JOB_TERM

Examples of Use: HCM IPEDS Survey submission for PeopleSoft Colleges

REGULAR_MOONLIGHT (PK)

Data Type: Text

Size: 1

Definition: Indicates whether associated FTEF data is to be classified as Regular FTEF or Moonlight FTEF.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.REG_IND

PeopleSoft Source: PS_ JOB.JOB_CODE '950000' - The PS job SE231 is run nightly to update the moonlighting FTES for all job records with a Job Code of 950000.

Valid Values:

Values	Descriptions
R	Regular
M	Moonlight

TEACHING_INDICATOR (PK)

Data Type: Text

Size: 1

Definition: A code, which indicates whether or not an employee is teaching. In legacy, it is based on the Program Activity Code and the Employee Type in PROGRAM. In PeopleSoft, it is based on whether or not the EMPLID is found as an instructor on a class during the quarter.

Data Classification: Category 3

Legacy Source: PMIS PROGRAM.TEACHING_IND
PeopleSoft Source: PS_CTC_FWL_CNT_HDR
WHERE CTC_CNT_APPROVED = 'Y'

AND CTC_CNT_RESCIND = 'N'

AND CTC_CNT_REJECT = 'N'

AND CTC_CNT_RE_GEN = 'N'

Valid Values:

Values	Descriptions
N	Non-Teaching
T	Teaching
R	Released Time

WORKED_LAST_DAY_OF_TERM

Data Type: Text

Size: 1

Definition: Value indicating whether or not the employee was still employed on the last day of the term. For PeopleSoft colleges, this value will always be set to "Y" for FAC and PTF employees.

Data Classification: Category 3

Legacy Source: N/A

PeopleSoft Source: Base on the TERM_DT value from PS_JOB

Valid Values:

Values	Descriptions
N	Did not work last day of term
Y	Worked last day of term

Notes: All legacy schools will have a value of "Y" as Legacy PMIS data is snapshotted on the last day of the term and any employees included are the ones still employed.

EMPL_RCD (PK)

Data Type: Text

Size: 2

Definition: Uniquely identifies an employee's job record. Populated for Peoplesoft colleges starting in YRQ B904. Contains an empty string for all other terms and for colleges that are still in the legacy system.

Data Classification: Category 2

INSTITUTION

Data Type: VARCHAR

Size: 5

Definition: The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

Data Classification: Category 2

PeopleSoft Source: CS. TERM_TBL

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE_MASTER

EMPLOYEE_YRQ

Table Description

Employee data summarized by institution, year and quarter. The primary source of this data is the EMPLOYEE_JOB table. The data in this table is prioritized where appropriate, and noted below.

Data Elements

SSN_ID (PK)

Data Type: Number

Size: Integer

Definition: A data warehouse key that gives each employee a unique value. This field is used for security purposes to replace the SSN for legacy records, but also to provide a single unique identifier across Legacy and PeopleSoft systems. An employee that existed in both Legacy and PeopleSoft records will be given the same SSN_ID value in all records.

This field should be used for headcount reporting.

Data Classification: Category 3

Source: Securables.WAREHOUSE.SSN_KEY.ID

Examples of Use: Used for linking between PersonnelDW tables as well as to the SMIS Class table.

EMPLID

Data Type: Text

Size: 11

Definition: Employee identification number. The Legacy value is SSN and the PeopleSoft value is EMPLID. This data element should be highly secured and used in a limited capacity.

Data Classification: Category 4

Legacy Source: PMIS PROGRAM.EMP_ID

PeopleSoft Source: PS_JOB.EMPLID

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.COLLEGE

PeopleSoft Source: PS_JOB.BUSINESS_UNIT without the leading "WA"

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE4RPT

STRM (PK)

Data Type: Text

Size: 4

Definition: A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR and PROGRAM.QUARTER converted to STRM format.

PeopleSoft Source: Derived from effective dates of the PS_JOB table records.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

LEGACY_YEAR

Data Type: Text

Size: 3

Definition: A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR

PeopleSoft Source: Derived from STRM value.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Examples of Valid Values:

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

LEGACY_QUARTER

Data Type: Text

Size: 1

Definition: A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.QUARTER

PeopleSoft Source: Derived from STRM value.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Valid Values:

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

EMPLOYEE_TYPE_PRIORITIZED

Data Type: Text

Size: 3

Definition: A prioritized employee type for the academic year, quarter and institution for an employee. This code is necessary because some employees have more than one employee type during a year and quarter due to differing jobs. For example, an exempt staff may also be teaching part-time during the quarter.

Data Classification: Category 3

Legacy Source: PMIS.PROGRAM.EMP_TYPE_PRIORITY

PeopleSoft Source: PS_JOB.EMPL_CLASS and EMPLOYEE_JOB.TEACHING_IND

Prioritized: Yes, in the order below.

Valid Values:

Source Value	EMP_TYPE_ PRIORITIZED	Description	Additional Criteria
1	FFT	Full-Time Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y
2	FFX	Full-Time Non-Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N
3	ADM	Admin Exempt	EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1
4	EXP	Prof/Tech Exempt	From EMPLOYEE_TYPE
5	CLA	Classified	From EMPLOYEE_TYPE
6	PFT	Part-Time Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y
7	PFX	Part-Time Non-Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N

FULL_PART_TIME

Data Type: Text

Size: 1

Definition: Indicates if the employee is working full-time or less than full-time (part-time).

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.EMP_STAT_PMIS

Valid Codes:

Values	Value Descriptions
1	Full-Time
3	Part-Time

PeopleSoft Source: PS_JOB. FULL_PART_TIME

Prioritized: Yes, from EMPLOYEE_JOB in order listed below

Valid Values:

Values	Value Descriptions
F	Full-Time
P	Part-Time

FUND_SOURCE_PRIORITIZED

Data Type: Text

Size: 1

Definition: A prioritized fund source for each employee. For legacy, it is based on the employee's Program Activity code, which is created from the account code. For PeopleSoft, it is based on the account code of the earnings distribution with FUND_CODE cross walked to a fund source value of 1 thru 3. The order of priority is 1, 2, and 3.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.FUND_SOURCE_PRIORITY
Derived during quarterly MIS reporting to SBCTC.
NOTE: Some EMPYRQ rows (about 0.1%) have NULL in this column. Unknown why this is so, may be an error in derivation.

PeopleSoft Source: PS_VALID_COMBO_TBL.FUND_CODE mapped to the Finance Pillar CF_ATTRIB table CHARTFIELD_VALUE where the CF_ATTRIBUTE= AFRS_FUND_TYPE. Please see FUND_CODE for greater detail.

Valid Values:

Values	Value Descriptions
1	State Supported
2	Contract Funded
3	Student Funded/Community Service

AGE

Data Type: Number

Size: Integer

Definition: In legacy, this is the employee's age based on the difference between their reported birth year and calendar year. In PeopleSoft, this is the employee's age based on the difference between the employee's birth date and the end of quarter date

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.AGE

PeopleSoft Source: Calculated from birth date and term end date

Valid Values: 17 thru 100. If age is less than 17 or greater than 100, it is changed to null.

AGE_GROUP

Data Type: Text

Size: 1

Definition: A one-character code for grouping of employees by age ranges. Note: If age is less than 17 or greater than 100, it is changed to null.

Data Classification: Category 3

Source: Derived from the AGE field in this table.

Valid codes:

Values	Value Descriptions
A	Under 30
B	30-39
C	40-49
D	50-59
E	60-69
F	70-79
G	80 and over

DISABLED

Data Type: Text

Size: 1

Definition: A one-character code (Y/N), which indicates whether an employee meets the definition of disabled.

Data Classification: Category 4

Legacy Source: PMIS EMPYRQ.DISABILITY

Valid Values:

PMIS EMPYRQ DISABILITY	DISABLED
1,2,3,4,5 or 9	Y = Yes, disability reported
Blank	N = No, no disability indicated

PeopleSoft Source: PS_DISABILITY.DISABLED

Valid Values:

Value	Value Description
Y	Yes, disability reported
N	No, no disability indicated

DISABLED_VET

Data Type: Text

Size: 1

Definition: A one-character code (Y/N), which indicates if the employee is a disabled veteran.

Data Classification: Category 4

Legacy Source: PMIS EMPYRQ.MILITARY_STAT

Valid Values:

PMIS MILITARY_STAT	DISABLED_VET
DC, DO, or DV	Y = Veteran and a disability reported
Other values	N = Not a disabled veteran

PeopleSoft Source: PS_CTC_EMPLOYEES_VW.MILITARY_STATUS

Valid Values:

Value	Value Description
Y	Yes, disability and veteran status reported
N	No, no disability indicated

GENDER

Data Type: Text

Size: 1

Definition: A one-character field identifying gender collected at time of employment

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.SEX

Valid Values:

Warehouse Value	Legacy Value	Value Description
M	M	Male
F	F	Female
Null	Null	Unknown/Not Reported

PeopleSoft Source: PS_PERS_DATA_EFFDT.SEX

Valid Values:

Warehouse Value	PeopleSoft Value	Value Description
M	M	Male
F	F	Female
X	X	Not Exclusively Male or Female
Null	U	Unknown/Not Reported

HIGHEST_EDUC_LVL

Data Type: Text

Size: 1

Definition: A two-character educational level of the employee.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.EDUC_LVL

Valid Values:

PMIS EMPYRQ EDUC_LVL	HIGHEST EDUC LVL
00	A
02 or 03	B
04	C
05	E
06	D
07	F
08	G
09 or 10	I
11 or 12	X
Other values	Null

PeopleSoft Source: PS_PERS_DATA_EFFDT.HIGHEST_EDUC_LVL

Valid Values:

Value	Value 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)
X	Doctorate
NULL	No academic credentials

MILITARY_STATUS

Data Type: Text

Size: 1

Definition: A two-character educational level of the employee.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.MILITARY_STAT

Valid Values:

PMIS MILITARY_STAT	MILITARY_STATUS
W or DV	3
OV, SV, DO, CV, or DC	4
NI	1

PMIS MILITARY_STAT	MILITARY_STATUS
Other values	X

PeopleSoft Source: PS_PERS_DATA_USA.MILITARY_STATUS

Valid Values:

Value	Value 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	Armed Forces Service Medal Vet
B	Pre-Vietnam Era Veteran
N	Not a Vietnam Era Veteran
O	Service Medal & Other Vet
P	Post-Vietnam Era Veteran
V	Vietnam Era Veteran
X	Not a Veteran

NAME

Data Type: Text

Size: 50

Definition: The full name of the employee in last name, first name middle initial format.

Data Classification: Category 2

Legacy Source: PMIS EMPYRQ.NAME

PeopleSoft Source: PS_NAMES.NAME

FIRST_NAME

Data Type: Text

Size: 30

Definition: The first name of the employee.

Data Classification: Category 2

Legacy Source: Derived from PMIS EMPYRQ.NAME

PeopleSoft Source: PS_NAMES.FIRST_NAME

LAST_NAME

Data Type: Text

Size: 30

Definition: The last name of the employee.

Data Classification: Category 2

Legacy Source: Derived from PMIS EMPYRQ.NAME

PeopleSoft Source: PS_NAMES.LAST_NAME

MIDDLE_NAME

Data Type: Text

Size: 30

Definition: The middle name of the employee.

Data Classification: Category 2

Legacy Source: Derived from PMIS EMPYRQ.NAME

PeopleSoft Source: PS_NAMES.MIDDLE_NAME

Valid Values: This includes as much of the full middle name as is available. Periods or other punctuation are not included.

NAME_SUFFIX

Data Type: Text

Size: 15

Definition: The name suffix for the employee.

Data Classification: Category 2

Legacy Source: Derived from PMIS EMPYRQ.NAME

PeopleSoft Source: PS_NAMES.NAME_SUFFIX

Valid Values: Currently, "JR", "2ND", "3RD", "4TH" are allowed. Other values are translated as appropriate. PeopleSoft does not follow this protocol.

RETIREMENT_PLAN

Data Type: Text

Size: 6

Definition: Plan code for retirement plan employee is enrolled in.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.RETIRE_PLAN

PeopleSoft Source: PS_RTRMNT_PLAN.BENEFIT_PLAN

Valid Values: Appendix B: Retirement Plan

TENURE_STATUS

Data Type: Text

Size: 3

Definition: This code indicates the tenure status of full-time faculty.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.TENURE_STAT

Valid Values:

PMIS TENURE_STAT	TENURE_STATUS
D	OTH
I	OTH
P	NTK
R	OTH
S	OTH
T	TEN
Null	NA

PeopleSoft Source: PS_EG_TENURE_DATA.TENURE_STATUS

Valid Values:

Value	Value Description
TEN	Tenure
NOT	Non Tenure Not On Track
NTK	Non Tenure On Track
NA	Not applicable
OTH	Other

LEGACY_YRQ

Data Type: Text

Size: 4

Definition: The concatenation of LEGACY_YEAR and LEGACY_QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

Data Classification: Category 2

Legacy Source: SMIS.MIS-STU-D.YRQ

PeopleSoft Source: CS.STRM converted to the legacy YS-YRQ code.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

DISTRICT

Data Type: Text

Size: 2

Definition: District Code. This is the two-digit code for the community or technical college district

Data Classification: [Category 2](#)

Legacy Source: First two digits of COLLEGE

PeopleSoft Source: Digits 3 and 4 of INSTITUTION or BUSINESS_UNIT

INSTITUTION

Data Type: VARCHAR

Size: 5

Definition: The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

Data Classification: [Category 2](#)

PeopleSoft Source: CS. TERM_TBL

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE_MASTER

JOB_CODE

Table Description

Job description by Job Code, Institution, Year and Quarter.

Data Elements

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

Data Classification: [Category 2](#)

Legacy Source: PMIS PROGRAM.COLLEGE

PeopleSoft Source: PS_JOB.BUSINESS_UNIT without the leading "WA"

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE4RPT

STRM (PK)

Data Type: Text

Size: 4

Definition: A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

Data Classification: [Category 2](#)

Legacy Source: PMIS PROGRAM.YEAR and PROGRAM.QUARTER converted to STRM.

PeopleSoft Source: Derived from effective dates of the PS_JOB table records.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

JOB_CODE (PK)

Data Type: Text

Size: 6

Definition: A six-digit code representing the employee's job.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.JOB_CLASS

PeopleSoft Source: PS_JOB.JOBCODE

JOB_TITLE

Data Type: Text

Size: 30

Definition: Full description of this job class.

Data Classification: Category 2

Legacy Source: PMIS MIS_JOB_CLASS_M.JOB_CLASS
PeopleSoft Source: PS_JOBCODE_TBL.DESCR

INSTITUTION

Data Type: VARCHAR

Size: 5

Definition: The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

Data Classification: Category 2

PeopleSoft Source: CS. TERM_TBL

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE_MASTER

EMPLOYEE_RACE_ETHNICITY

Table Description

Race and Ethnicity information for a given Employee.

Data Elements

SSN_ID (PK)

Data Type: Number

Size: Integer

Definition: A data warehouse key that masks the SSN.

Data Classification: Category 3

Source: Securables.WAREHOUSE.SSN_KEY.ID

Examples of Use: Used for linking between PersonnelDW tables as well as to the SMIS Class table.

PeopleSoft Note: This field should be used for doing headcount reporting.

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each institution. Institution codes begin with the two-digit district code.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.COLLEGE

PeopleSoft Source: PS_JOB.BUSINESS_UNIT without the leading "WA"

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE4RPT

STRM (PK)

Data Type: Text

Size: 4

Definition: A four-digit code representing the PeopleSoft system's academic year and quarter. The first digit represents the millennium, the middle two digits represent the year and the last digit represents the quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR and PROGRAM.QUARTER converted to STRM format.

PeopleSoft Source: Derived from effective dates of the PS_JOB table records.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

LEGACY_YEAR

Data Type: Text

Size: 3

Definition: A three-character field identifying the Legacy system's academic year of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.YEAR

PeopleSoft Source: Derived from STRM value.

Examples of Valid Values:

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

LEGACY_QUARTER

Data Type: Text

Size: 1

Definition: A one-character field identifying the Legacy system's quarter of employment. The academic year begins with Summer Quarter and ends with Spring Quarter.

Data Classification: Category 2

Legacy Source: PMIS PROGRAM.QUARTER

PeopleSoft Source: Derived from STRM value.

Valid Values:

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

ETHNIC_GROUP

Data Type: Text

Size: 1

Definition: A one-character code for race/ethnic origin.

History: Prior to 1991, "Other" was used at some colleges rather than "Unknown". Effective Fall 1991, ethnic origin is derived from Census Race and Census Hispanic codes. Prior to that time, colleges directly input the ethnic origin code.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.ETH_ORIG

PMIS ETH_ORIG	ETHNIC_GROUP
1	4
2	2
3	5
4	3
5	1
Null	6 – Not Specified
Other values	0 – Other Race

PeopleSoft Source: PS_ETHNIC_GRP_TBL.ETHNIC_GROUP

Valid Values:

Value	Value Description
1	White

Value	Value Description
2	Black
3	Hispanic
4	Asian
5	Native American
6	Not Specified
7	Hawaiian and other Pacific Islander
0	Other Race

ETHNIC_GROUP_CODE (PK)

Data Type: Text

Size: 8

Definition: The PeopleSoft full code for race/ethnic origin.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.ETH_ORIG, EMPYRQ.CENSUS_HISP, EMPYRQ.CENSUS_RACE

PeopleSoft Source: PS_ETHNIC_GRP_TBL.ETHNIC_GROUP_CD

HISPANIC_INDICATOR

Data Type: Text

Size: 1

Definition: Indicates if this employee is Hispanic.

Data Classification: Category 3

Legacy Source: PMIS EMPYRQ.ETH_ORIG

PeopleSoft Source: Calculated from PS_CTC_EMPLOYEES_VW.ETHNIC_GROUP

Valid Values: Y or N

PRIMARY_RACE_ETH_INDICATOR

Data Type: Text

Size: 1

Definition: Indicates if this is the primary race/ethnicity as reported by the employee.

Data Classification: Category 3

Legacy Source: Legacy source only has one Race/Ethnicity value for a given Institution, Employee, Year and Quarter, so this is always set to "Y".

PeopleSoft Source: PS_DIVERS_ETHNIC.PRIMARY_INDICATOR

Valid Values: Y or N

LEGACY_CENSUS_RACE

Data Type: Text

Size: 1

Definition: Indicates if this is the primary race/ethnicity as reported by the employee.

Data Classification: Category 3

Legacy Source: Legacy source is PMIS.DW_EMP.EMPYRQ.CENSUS_RACE.

PeopleSoft Source: N/A

INSTITUTION

Data Type: VARCHAR

Size: 5

Definition: The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

Data Classification: Category 2

PeopleSoft Source: CS. TERM_TBL

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE_MASTER

EMPLOYEE_TYPE

Table Description

A lookup/reference table that provides the description of EMPLOYEE_TYPE and EXTENDED_EMPLOYEE_TYPE fields. Also includes the cross walk to the legacy employee type fields and a prioritization schema.

Data Elements

EMPLOYEE_TYPE

Data Type: Text

Size: 3

Definition: Describes the employees position type such as Exempt, Classified or Faculty.

Data Classification: Category 2

Valid Values:

Value	Description
EXP	Exempt
CLA	Classified
FAC	Full-Time Faculty
PTF	Part-Time Faculty
PAR	Paraprofessional
VOL	Volunteer

PMIS_EMP_TYPE

Data Type: Text

Size: 1

Allow Null: No

Definition: The employee type for the employee's activity (or contract) from legacy PMIS.

Data Classification: Category 2

Valid Values:

Values	Value Descriptions
C	Classified
E	Exempt
F	Full-Time Faculty
P	Part-Time Faculty
L	Para-Professional

PMIS_EMP_TYPE_PRIORITY

Data Type: Text

Size: 1

Allow Null: Yes

Definition: A prioritized employee type for the academic year for an employee (by college). This code is necessary because employees have more than one employee type during a year and because some full-time faculty is coded as part-time faculty when they teach in the summer.

Data Classification: Category 2

Valid Codes: If an employee has more than one Employee Type in the quarter, they are prioritized in the order listed below (1 being the highest priority).

Values	Value Descriptions
1	Full-Time Teaching Faculty
2	Full-Time Non-Teaching Faculty
3	Administrative Exempt
4	Exempt Professional/Technical
5	Classified
6	Part-Time Teaching Faculty
7	Part-Time Non-Teaching Faculty

PMIS_EMP_TYPE_DESCRIPTION

Data Type: Text

Size: 50

Allow Null: No

Definition: The description associated with the PMIS_EMP_TYPE data element.

Data Classification: Category 2

Valid Values:

Classified
Exempt
Full-Time Faculty
Part-Time Faculty
Para-Professional

EMPLOYEE_TYPE_DESCRIPTION

Data Type: Text

Size: 3

Definition: The description associated to the EMPLOYEE_TYPE data element.

Data Classification: Category 2

Valid Values:

Exempt
Classified
Full-Time Faculty
Part-Time Faculty
Paraprofessional
Volunteer

EXTENDED_EMPLOYEE_TYPE

Data Type: Text

Size: 3

Definition: An extended employee type for the academic year, quarter and institution for an employee. This code is necessary because some employees have more than one employee type during a year and quarter due to differing jobs. For example, an exempt staff may also be teaching part-time during the quarter.

Data Classification: Category 2

Valid Values:

EMP_TYPE PRIORITY	Extended Emp Type	Description	Criteria
1	FFT	Full-Time Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = Y
2	FFX	Full-Time Non-Teaching Faculty	EMPLOYEE_TYPE = FAC and TEACHING_INDICATOR = N
3	ADM	Administrative Exempt	EMPLOYEE_TYPE = EXP, EEO6CODE = 1 and EEO_JOB_GROUP = 1.1
4	EXP	Exempt Professional/Technical	From EMPLOYEE_TYPE
5	CLA	Classified	From EMPLOYEE_TYPE
6	PAR	Para-Professional	From EMPLOYEE_TYPE

EMP_TYPE PRIORITY	Extended Emp Type	Description	Criteria
7	PFT	Part-Time Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = Y
8	PFX	Part-Time Non-Teaching Faculty	EMPLOYEE_TYPE = PTF and TEACHING_INDICATOR = N
9	VOL	Volunteer	From EMPLOYEE_TYPE

EMPLOYEE_TYPE_EXTENDED_DESCRIPTION

Data Type: Text

Size: 50

Definition: The description associated to the EXTENDED_EMPLOYEE_TYPE data element.

Data Classification: Category 2

Valid Values:

Full-Time Teaching Faculty
Full-Time Non-Teaching Faculty
Administrative Exempt
Exempt Professional/Technical
Classified
Part-Time Teaching Faculty
Part-Time Non-Teaching Faculty

PRIORITIZATION

Data Type: Number

Definition: A prioritization schema that allows for the collapsing of employees who have more than one job (or extended_employee_type) into a single, prioritized categorization.

Data Classification: Category 2

Valid Values:

Prioritization	Extended Emp. Type	Description
1	FFT	Full-Time Teaching Faculty
2	FFX	Full-Time Non-Teaching Faculty
3	ADM	Administrative Exempt
4	EXP	Exempt Professional/Technical
5	CLA	Classified
6	PAR	Paraprofessional
7	PFT	Part-Time Teaching Faculty
8	PFX	Part-Time Non-Teaching Faculty
9	VOL	Volunteer

Appendix A: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the Data Classification brief

Category	Description
Category 1	**Public Information** SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.
Category 2	**Sensitive Information** Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.
Category 3	**Confidential Information** Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
Category 4	**Confidential Information requiring Special Handling** Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.

Appendix B: Retirement Plan

Value	Value Descriptions
A1	SD TRS3 5% ANY AGE
A5	IB TRS3 5% ANY AGE
B1	SD TRS3 5% UP TO 35
B2	SD TRS3 6% 35-44
B3	SD TRS3 7.5% 45+
B5	IB TRS3 5% UP TO 35
B6	IB TRS3 6% 35-44
B7	IB TRS3 7.5% 45+
C1	SD TRS3 6% UP TO 35
C2	SD TRS3 7.5% 35-44
C3	SD TRS3 8.5% 45+
C6	IB TRS3 6% UP TO 35
C7	IB TRS3 7.5% 35-44
C8	IB TRS3 8.5% 45+
D1	SD TRS3 7% ANY AGE
D7	IB TRS3 7% ANY AGE
E1	IB TRS3 10% ANY AGE
E2	SD TRS3 10% ANY AGE
F3	IB TRS3 15% ANY AGE
F4	SD TRS3 15% ANY AGE
G1	SD PERS3 5% ANY AGE
G5	IB PERS3 5% ANY AGE
H1	SD PERS3 5% UP TO 35
H2	SD PERS3 6% 35-44
H3	SD PERS3 7.5% 45+
H5	IB PERS3 5% UP TO 35
H6	IB PERS3 6% 35-44
H7	IB PERS3 7.5% 45+
I1	SD PERS3 6% UP TO 35
I2	SD PERS3 7.5% 35-44
I3	SD PERS3 8.5% 45+
I6	IB PERS3 6% UP TO 35
I7	IB PERS3 7.5% 35-44
I8	IB PERS3 8.5% 45+
J1	SD PERS3 7% ANY AGE
J7	IB PERS3 7% ANY AGE
K1	IB PERS3 10% ANY AGE

Value	Value Descriptions
K2	SD PERS3 10% ANY AGE
M3	IB PERS3 15% ANY AGE
M4	SD PERS3 15% ANY AGE
NE	NOT ELIGIBLE
P0	RETIREES PERS
P1	PERS1
P2	PERS2
PW	PERS3 WAITING
T0	RETIREES WAITING
T1	TIAA/CREF 10% RED
T2	TIAA/CREF 10% DED
T5	TIAA/CREF 5% RED
T6	TIAA/CREF 5% DED
T7	TIAA/CREF 7.5% RED
T8	TIAA/CREF 7.5% DED
TW	TIAA/CREF WAITING
W1	WSTRS1
W2	WSTRS2
WA	WAIVED
WW	WSTRS3 WAITING
Z1	RETIREES LEOFF1
Z2	RETIREES LEOFF2