



DATA DICTIONARY

SAO ANNUAL EXTRACTS

Revisions

Change reference	Date	Version
Original	7/10/2024	1.0

Contacts

Data Services

dataservices@sbctc.edu

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Annual Reports sent to State Auditor’s Office at request of the SBCTC Finance team. Reporting fiscal year 2024, Data Services began producing the annual report and securely submitting the reports directly to SAO. Prior to fiscal year 2024, the CEMLI in ctcLink (one in HCM and one in FIN) produced the data; each College would run their data; produced only files, no tables populated; each College submitted their files directly to SAO.

HCM_SAO_PAY_DTL

Table Description

Payroll detail data for the State Auditor’s Office.

Data Elements

FISCAL_YEAR

Data Type: VARCHAR2 (Text)

Size: 4

Definition: A ctcLink variable that represents the fiscal year. A fiscal year is a 12-month period that coincides with planning, budgeting, and revenue cycles. The fiscal year in ctcLink begins July 1st and ends June 30th. The value represents the calendar year in which it ends. The pay end dates selected fall between the fiscal year begin and end dates.

Data Classification: [Category 1](#)

Source: FIN.CAL_DETP_TBL.FISCAL_YEAR

Example Valid Values:

Values	Value Date Range Descriptions
2019	July 1, 2018 - June 30, 2019
2022	July 1, 2021 - June 30, 2022
2023	July 1, 2022 - June 30, 2023

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type, which in HCM and is equivalent to the legal name.

Data Classification: Category 1

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

EARNINGS_TYPE

Data Type: VARCHAR2

Size: 6

Definition: A three-character code used to identify the type of employee earnings; referred to as Earn Code.

Data Classification: Category 2

Source: HCM.HR_ACCTG_LN.CTC_REF_ERNCD

ACCOUNTING_PERIOD

Data Type: VARCHAR2

Size: 5

Definition: A four-digit Year Month (YYMM) value representing the Pay End Date.

Data Classification: [Category 1](#)

Source: HCM.HR_ACCTG_LN.PAY_END_DT

ACCOUNT_CODE

Data Type: VARCHAR2

Size: 20

Definition: The 7-digit Account code that is part of the ctcLink Chart Fields for the Earn Code from HR_ACCTG_LINE. When Employer Costs are distributed from Pay Deduction and Tax Distribution records and do not have a corresponding Earn Code distribution on CTC_EARNS_DIST then the Combo Code is set to use the active Minimum Employee Record where the Primary Flag = Y from CTC_EARNS_DIST and the Valid Flag = Y from VALID_COMBO_TBL.

Data Classification: Category 1

Source: HCM.HR_ACCTG_LINE.ACCOUNT, HCM.PAY_NA_DED_DIST, HCM.PAY_NA_TAX_DIST, HCM.CTC_EARNS_DIST.ACCT_CD, HCM.VALID_COMBO_TBL.FDM_COMBO_CD

TRANSACTION

Data Type: VARCHAR2

Size: 2

Definition: A two-digit value that represents the Paycheck Option using a crosswalk table to translate to the SAO transaction value.

Data Classification: [Category 3](#)

Source: HCM.PAY_CHECK.PAYCHECK_OPTION, HCM.CTC_CRSWLK_INT2.PAYMENT_STAT_ER

Valid Values:

Paycheck Option Values	Value Description	SAO Transaction Values
Blank	No Value	10, 30
&	Check and Advice	20
A	Advice	20
C	Check	20
M	Manual Check	15
R	Check Reversal	05

STAFF_MONTHS

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: A staff month is equal to 174 hours (the average available work hours in a month). A staff month calculation is the percent of time an employee works relative to the standard staff month.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.STATISTIC_AMOUNT

GROSS_AMOUNT

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: The employee earnings.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT

EMPLOYER_COST

Data Type: FLOAT

Size: 23

Definition: The cost of deductions and taxes to the employer for the employee.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT, HCM.PAY_NA_DED_DIST.DED_CUR, HCM.PAY_NA_TAX_DIST.TAX_CUR

PAYROLL_SCHEDULE

Data Type: VARCHAR2

Size: 10

Definition: 3-digit character value where the first two characters identify the month of the calendar year (01-12). The third character identifies the schedule code. A=Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month. B=Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month.

Data Classification: [Category 1](#)

Source: HCM.HR_ACCTG_LINE.PAY_END_DT, HCM.PAY_CHECK.PAY_END_DT

Derived value: CASE WHEN TO_CHAR(PAY_END_DT, 'DD') = '15' THEN

TO_CHAR(PAY_END_DT, 'MM') || 'A' ELSE TO_CHAR(PAY_END_DT, 'MM') || 'B' END

Example Valid Values:

Value Examples	Value Pay End Date
01A	January 15 th
12A	December 15 th
12B	December 31 st

HCM_SAO_PAY_SUM

Table Description

Payroll summary data for the State Auditor’s Office.

Data Elements

FISCAL_YEAR

Data Type: VARCHAR2 (Text)

Size: 4

Definition: A ctcLink variable that represents the fiscal year. A fiscal year is a 12-month period that coincides with planning, budgeting, and revenue cycles. The fiscal year in ctcLink begins July 1st and ends June 30th. The value represents the calendar year in which it ends. The pay end dates selected fall between the fiscal year begin and end dates.

Data Classification: [Category 1](#)

Source: FIN.CAL_DETP_TBL.FISCAL_YEAR

Example Valid Values:

Values	Value Date Range Descriptions
2019	July 1, 2018 – June 30, 2019

Values	Value Date Range Descriptions
2022	July 1, 2021 - June 30, 2022
2023	July 1, 2022 - June 30, 2023

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type which in HCM is equivalent to the legal name.

Data Classification: [Category 3](#)

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

EARNINGS_TYPE

Data Type: VARCHAR2

Size: 6

Definition: A three-character code used to identify the type of employee earnings; referred to as Earn Code.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.CTC_REF_ERNCD

ACCOUNTING_PERIOD

Data Type: VARCHAR2

Size: 5

Definition: A four-digit Year Month (YYMM) value representing the Pay End Date.

Data Classification: [Category 1](#)

Source: HCM.HR_ACCTG_LN.PAY_END_DT

Derived value: TO_CHAR(B.PAY_END_DT,'YYMM')

ACCOUNT_CODE

Data Type: VARCHAR2

Size: 20

Definition: The 7-digit Account code that is part of the ctcLink Chart Fields for the Earn Code from HR_ACCTG_LINE. When Employer Costs are distributed from Pay Deduction and Tax Distribution records and do not have a corresponding Earn Code distribution on CTC_EARNS_DIST then the Combo Code is set to use the active Minimum Employee Record where the Primary Flag = Y from CTC_EARNS_DIST and the Valid Flag = Y from VALID_COMBO_TBL.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.ACCOUNT, HCM.PAY_NA_DED_DIST, HCM.PAY_NA_TAX_DIST, HCM.CTC_EARNS_DIST.ACCT_CD, HCM.VALID_COMBO_TBL.FDM_COMBO_CD

TRANSACTION

Data Type: VARCHAR2

Size: 2

Definition: A two-digit value that represents the Paycheck Option using a crosswalk table to translate to the SAO transaction value.

Data Classification: [Category 3](#)

Source: HCM.PAY_CHECK.PAYCHECK_OPTION, HCM.CTC_CRSWLK_INT2.PAYMENT_STAT_ER

Valid Values:

Paycheck Option Values	Value Description	SAO Transaction Values
Blank	No Value	10, 30
&	Check and Advice	20
A	Advice	20
C	Check	20
M	Manual Check	15
R	Check Reversal	05

STAFF_MONTHS

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: A staff month is equal to 174 hours (the average available work hours in a month). A staff month calculation is the percent of time an employee works relative to the standard staff month.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.STATISTIC_AMOUNT

GROSS_AMOUNT

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: The employee earnings.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT

EMPLOYER_COST

Data Type: FLOAT

Size: 23

Definition: The cost of deductions and taxes to the employer for the employee.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT, HCM.PAY_NA_DED_DIST.DED_CUR, HCM.PAY_NA_TAX_DIST.TAX_CUR

PERIOD_BEGIN

Data Type: VARCHAR2

Size: 5

Definition: A four-digit Year Month (YYMM) value representing the beginning year and month of the fiscal year.

Data Classification: [Category 1](#)

Source: YY07

PERIOD_END

Data Type: VARCHAR2

Size: 5

Definition: A four-digit Year Month (YYMM) value representing the ending year and month of the fiscal year.

Data Classification: [Category 1](#)

Source: YY06

HCM_SAO_EXC1_DUPL_BANK

Table Description

Identifies employees paid by direct deposit found with duplicate bank account numbers within the same company.

Data Elements

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type which in HCM is equivalent to the legal name.

Data Classification: [Category 3](#)

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

BANK_ACCOUNT_NUMBER

Data Type: VARCHAR2

Size: 50

Definition: Bank account number used for the employee's direct deposit of earnings.

Data Classification: [Category 4](#)

Source: HCM.DIR_DEP_DISTRIB.ACCOUNT_NUM

TITLE

Data Type: VARCHAR2

Size: 50

Definition: Department Name of the employee's departments from JOB on the maximum effective date in the fiscal year.

Data Classification: [Category 3](#)

Source: HCM.JOB.DEPTID, HCM.DEPT_TBL.DESCR

HCM_SAO_EXC2_DUPL_ADDR

Table Description

Identifies employees considered having a duplicate address when at least 80% of an address matches another employee at the same Company.

Data Elements

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type which in HCM is equivalent to the legal name.

Data Classification: [Category 3](#)

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

ADDRESS_LINE_1

Data Type: VARCHAR2

Size: 55

Definition: First line of address.

Data Classification: [Category 3](#)

Source: HCM.ADDRESSES.ADDRESS_LINE_1

ADDRESS_LINE_2

Data Type: VARCHAR2

Size: 55

Definition: Second line of address.

Data Classification: [Category 3](#)

Source: HCM.ADDRESSES.ADDRESS_LINE_2

CITY

Data Type: VARCHAR2

Size: 30

Definition: City of address.

Data Classification: [Category 3](#)

Source: HCM.ADDRESSES.CITY

STATE

Data Type: VARCHAR2

Size: 6

Definition: State of address.

Data Classification: [Category 3](#)

Source: HCM.ADDRESSES.STATE

ZIP

Data Type: VARCHAR2

Size: 12

Definition: Zip code or Postal code of address.

Data Classification: [Category 3](#)

Source: HCM.ADDRESSES.POSTAL

HCM_SAO_EXC3_EMPL_VNDR

Table Description

Identifies employees that are vendors when at least 80% of the primary employee name matches the Vendor name.

Data Elements

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type which in HCM is equivalent to the legal name.

Data Classification: [Category 3](#)

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

VENDOR_NAME

Data Type: VARCHAR2

Size: 50

Definition: Name of vendor.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.NAME1

VENDOR_NUMBER

Data Type: VARCHAR2

Size: 10

Definition: The PeopleSoft unique identifier assigned to a vendor. Vendors are “global” and not company or college specific.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.VENDOR_ID

HCM_SAO_EXC4_EMPL_TIN

Table Description

Identifies employees that have a national ID that matches a vendor number categorized as a TIN and have invoice dates between the fiscal year begin and end date.

Data Elements

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

VENDOR_NUMBER

Data Type: VARCHAR

Size: 10

Definition: The PeopleSoft unique identifier assigned to a vendor. Vendors are “global” and not company or college specific.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.VENDOR_ID

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

VENDOR_NAME

Data Type: VARCHAR2

Size: 50

Definition: Name of vendor.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.NAME1

TOTAL_TRANSACTION_AMOUNT

Data Type: FLOAT

Size: 126

Definition: Amount paid to vendor on invoice dates between the fiscal year begin and end date.

Data Classification: [Category 3](#)

Source: FIN.DISTRIB_LINE.MONETARY_AMOUNT

HCM_SAO_EXC5_EMP_VEN_NAME

Table Description

Identifies employees that are vendors with invoice dates between the fiscal year begin and end date and at least 80% of the primary employee name matches the Vendor name.

Data Elements

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

VENDOR_NUMBER

Data Type: VARCHAR

Size: 10

Definition: The PeopleSoft unique identifier assigned to a vendor. Vendors are “global” and not company specific.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.VENDOR_ID

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

VENDOR_NAME

Data Type: VARCHAR2

Size: 50

Definition: Name of vendor.

Data Classification: [Category 3](#)

Source: FIN.VENDOR.NAME1

TOTAL_TRANSACTION_AMOUNT

Data Type: FLOAT

Size: 126

Definition: Amount paid to vendor on invoice dates between the fiscal year begin and end date.

Data Classification: [Category 3](#)

Source: FIN.DISTRIB_LINE.MONETARY_AMOUNT

HCM_SAO_PAY_DTL_OVR10

Table Description

Exception report to identify employees where the length of the sum of the Total Gross from HCM.PAY_CHECK is longer than 10 digits in a pay period where deductions or taxes were paid by the employer.

Data Elements

FISCAL_YEAR

Data Type: VARCHAR2 (Text)

Size: 4

Definition: A ctcLink variable that represents the fiscal year. A fiscal year is a 12-month period that coincides with planning, budgeting, and revenue cycles. The fiscal year in ctcLink begins July 1st and ends June 30th. The value represents the calendar year in which it ends. The pay end dates selected fall between the fiscal year begin and end dates.

Data Classification: [Category 1](#)

Source: FIN.CAL_DETP_TBL.FISCAL_YEAR

Example Valid Values:

Values	Value Date Range Descriptions
2019	July 1, 2018 - June 30, 2019
2022	July 1, 2021 - June 30, 2022
2023	July 1, 2022 - June 30, 2023

COMPANY

Data Type: VARCHAR3 (Text)

Size: 3

Definition: The three-digit code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. There is also a company value (900) that represents Retired employees that is excluded from reporting.

Data Classification: [Category 1](#)

Source: HCM.COMPANY_TBL.COMPANY

EMPLOYEE_ID

Data Type: VARCHAR2

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.EMPLID, HCM.PAY_CHECK.EMPLID

EMPLOYEE_NAME

Data Type: Bit

Size: 1

Definition: The employee Primary name type which in HR is equivalent to the legal name.

Data Classification: [Category 3](#)

Source: HCM.NAMES.FIRST_NAME, MIDDLE_NAME, LAST_NAME

EARNINGS_TYPE

Data Type: VARCHAR2

Size: 6

Definition: A three-character code used to identify the type of employee earnings; referred to as Earn Code.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LN.CTC_REF_ERNC

ACCOUNTING_PERIOD

Data Type: VARCHAR2

Size: 5

Definition: A four-digit Year Month (YYMM) value representing the Pay End Date.

Data Classification: [Category 1](#)

Source: HCM.HR_ACCTG_LN.PAY_END_DT

ACCOUNT_CODE

Data Type: VARCHAR2

Size: 20

Definition: The 7-digit Account code that is part of the ctcLink Chart Fields for the Earn Code from HR_ACCTG_LINE. When Employer Costs are distributed from Pay Deduction and Tax Distribution records and do not have a corresponding Earn Code distribution on CTC_EARNS_DIST then the Combo Code is set to use the Minimum Employee Record from JOB and the Primary Flag = Y from CTC_EARNS_DIST and the Valid Flag = Y from VALID_COMBO_TBL.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.ACCOUNT, HCM.PAY_NA_DED_DIST, HCM.PAY_NA_TAX_DIST, HCM.CTC_EARNS_DIST.ACCT_CD, HCM.VALID_COMBO_TBL.FDM_COMBO_CD

TRANSACTION

Data Type: VARCHAR2

Size: 2

Definition: A two-digit value that represents the Paycheck Option using a crosswalk table to translate to the SAO transaction value.

Data Classification: [Category 3](#)

Source: HCM.PAY_CHECK.PAYCHECK_OPTION, HCM.CTC_CRSWLK_INT2.PAYMENT_STAT_ER

Valid Values:

Paycheck Option Values	Value Description	SAO Transaction Values
Blank	No Value	10, 30
&	Check and Advice	20
A	Advice	20
C	Check	20
M	Manual Check	15
R	Check Reversal	05

STAFF_MONTHS

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: A staff month is equal to 174 hours (the average available work hours in a month). A staff month calculation is the percent of time an employee works relative to the standard staff month.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.STATISTIC_AMOUNT

GROSS_AMOUNT

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: The employee earnings.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT

EMPLOYER_COST

Data Type: FLOAT

Size: 23

Definition: The cost of deductions and taxes to the employer for the employee.

Data Classification: [Category 3](#)

Source: HCM.HR_ACCTG_LINE.MONETARY_AMOUNT, HCM.PAY_NA_DED_DIST.DED_CUR, HCM.PAY_NA_TAX_DIST.TAX_CUR

PAYROLL_SCHEDULE

Data Type: VARCHAR2

Size: 10

Definition: 3-digit character value where the first two characters identify the month of the calendar year (01-12). The third character identifies the schedule code. A=Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month. B=Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month.

Data Classification: [Category 1](#)

Source: HCM.HR_ACCTG_LINE.PAY_END_DT, HCM.PAY_CHECK.PAY_END_DT
Derived value: CASE WHEN TO_CHAR(PAY_END_DT, 'DD') = '15' THEN TO_CHAR(PAY_END_DT, 'MM') || 'A' ELSE TO_CHAR(PAY_END_DT, 'MM') || 'B' END

Example Valid Values:

Value Examples	Value Pay End Date
01A	January 15 th
12A	December 15 th
12B	December 31 st

FMS_SAO_ANNUAL_EXTRACT

Table Description

Accounting Summary Report

Data Elements

BUSINESS_UNIT

Data Type: VARCHAR2

Size: 5

Definition: The five-character code used in ctcLink to identify each college or technical college in the state of Washington at the District or Agency level. The values are the Company value but are preceded with WA. The exception to this rule is the State Board, the two companies 890 and Retirees 900 have a Business Unit value = WA000. Business Unit used for pay transfers WAPAY is excluded from reporting. Conversion (CNV) Journal Sources are excluded from reporting.

Data Classification: Category 1

Source: FIN.JRNL_HEADER.BUSINESS_UNIT

UNIT

Data Type: VARCHAR2

Size: 30

Definition: The three-digit Agency Code used by the State to identify each college or technical college at the District or Agency level.

Data Classification: Category 1

Source: FIN.CTC_CRSWLK_INT2. CTC_TO_VALUE

YEAR

Data Type: VARCHAR2

Size: 4

Definition: A ctcLink variable that represents the fiscal year. A fiscal year is a 12-month period that coincides with planning, budgeting, and revenue cycles. The fiscal year in ctcLink begins July 1st and ends June 30th. The value represents the calendar year in which it ends.

Data Classification: [Category 1](#)

Source: FIN.JRNL_HEADER.FISCAL_YEAR

Example Valid Values:

Values	Value Date Range Descriptions
2019	July 1, 2018 - June 30, 2019
2022	July 1, 2021 - June 30, 2022
2023	July 1, 2022 - June 30, 2023

AFRSFUND

Data Type: VARCHAR2

Size: 5

Definition: The 3-character fund code that is part of the ctcLink Chart Fields in the Journal Line table.

Data Classification: Category 1

Source: FIN.JRNL_LN.FUND_CODE

PGMINDX

Data Type: VARCHAR2

Size: 5

Definition: The 3-digit class field code that is part of the ctcLink Chart Fields in the Journal Line table.

Data Classification: Category 1

Source: FIN.JRNL_LN.CLASS_FLD

DEPT

Data Type: VARCHAR2

Size: 10

Definition: The department code that is part of the ctcLink Chart Fields in the Journal Line table.

Data Classification: Category 1

Source: FIN.JRNL_LN.DEPTID

DEPTDESCR

Data Type: VARCHAR2

Size: 30

Definition: The department name.

Data Classification: Category 2

Source: FIN.DEPT_TBL.DESCR

GL

Data Type: VARCHAR2

Size: 10

Definition: The AFRS GL Account code that is part of the AFRS Chart Field crosswalk as of the end of the fiscal year mapped to the Account field in the Journal Line table.

Data Classification: Category 1

Source: FIN.JRNL_LN.ACCOUNT, FIN.CF_ATTRIB_TBL.CF_ATTRIB_VALUE WHERE FIELDNAME = ACCOUNT AND CF_ATTRIBUTE = AFRS_CODE

Derived value:


```

MAX(CASE WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '1399' THEN '1319'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9557' THEN '9123'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' THEN '9248'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9830' THEN '9850'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '1430' AND A.FUND_CODE =
'148' THEN '1410'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '3250' AND A.FUND_CODE IN
('790', '840', '841') THEN '5199'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '5192' AND A.FUND_CODE NOT
IN ('790', '840', '841') THEN '5190'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '5192' AND A.FUND_CODE IN
('790', '840', '841') THEN '5199'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9300' AND A.FUND_CODE =
'524' THEN '9400'WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9530' AND A.FUND_CODE IN
('843', '859') THEN '9110'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9531' AND A.FUND_CODE IN
('843', '859') THEN '9230'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9540' AND A.FUND_CODE =
'148' THEN '9120'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9557' AND A.FUND_CODE =
'148' THEN '9123'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9560' AND A.FUND_CODE =
'849' THEN '9130'
WHEN B.FIELDNAME = 'ACCOUNT'

```

```

AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' AND A.FUND_CODE =
'08A' THEN '9310'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9590' AND A.FUND_CODE =
'08A' THEN '9310'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' AND A.FUND_CODE =
'357' THEN '9230'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' AND A.FUND_CODE =
'057' THEN '9248'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' AND A.FUND_CODE IN
('060', '11A', '17C', '253', '561') THEN '9130'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9580' AND A.FUND_CODE =
'001' THEN '9390'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9590' AND A.FUND_CODE =
'357' THEN '9230'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9590' AND A.FUND_CODE =
'997' THEN '9850'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9830' AND A.FUND_CODE =
'997' THEN '9850'
WHEN B.FIELDNAME = 'ACCOUNT' AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE
= '9590' AND A.FUND_CODE IN ('145', '146', '147', '148', '149', '846', '146', '849', '850',
'860') THEN '9310'
WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'AFRS_CODE' AND B.CF_ATTRIB_VALUE = '9590' AND A.FUND_CODE =
'001' THEN '9390'
ELSE B.CF_ATTRIB_VALUE END)

```

SOBJ

Data Type: VARCHAR2

Size: 2

Definition: The AFRS Sub Object code that is part of the AFRS Chart Field crosswalk as of the end of the fiscal year mapped to the Account field in the Journal Line table. Uses the CF Attribute STATE_RPTG_CODE.

Data Classification: Category 1

Source: FIN.JRNL_LN.ACCOUNT, FIN.CF_ATTRIB_TBL.CF_ATTRIB_VALUE

REVSRC

Data Type: VARCHAR2

Size: 4

Definition: The AFRS Revenue Source code that is part of the AFRS Chart Field crosswalk as of the end of the fiscal year mapped to the Account field in the Journal Line table. Uses the CF Attribute REV_SRC_CODE.

Data Classification: Category 1

Source: FIN.JRNL_LN.ACCOUNT, FIN.CF_ATTRIB_TBL.CF_ATTRIB_VALUE

Derived value:

```
CASE WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'REV_SRC_CODE'
AND B.CF_ATTRIB_VALUE IN ('0431'
,'0433') THEN '0430' WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'REV_SRC_CODE'
AND B.CF_ATTRIB_VALUE = '0542' THEN '0541' WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'REV_SRC_CODE'
AND B.CF_ATTRIB_VALUE = '0724' THEN '0424' WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'REV_SRC_CODE'
AND B.CF_ATTRIB_VALUE IN ('0750'
,'0782') THEN '0499' WHEN B.FIELDNAME = 'ACCOUNT'
AND B.CF_ATTRIBUTE = 'REV_SRC_CODE' THEN B.CF_ATTRIB_VALUE END
```

ACCOUNTDESCR

Data Type: VARCHAR2

Size: 30

Definition: The ctcLink Account name.

Data Classification: Category 2

Source: FIN.GL_ACCOUNT_TBL.DESCR

AMOUNT

Data Type: NUMBER

Size: Maximum range and precision; numbers stored as given

Definition: The amount from the Journal Line table.

Data Classification: [Category 3](#)

Source: FIN.JRNL_LN.MONETARY_AMOUNT

APPENDIX: DATA CLASSIFICATION

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.



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Washington State Board for Community and Technical Colleges