CSU Data Elements

Anniversary Code

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible</td>
<td>Eligible for SSI</td>
</tr>
<tr>
<td>Max</td>
<td>Not Eligible. When employee’s salary is at the performance-based maximum for class/range.</td>
</tr>
<tr>
<td>None</td>
<td>Anniversary Date is indeterminable or not applicable.</td>
</tr>
<tr>
<td>SSI Max</td>
<td>Not Eligible. Employee has progressed to the service-based max for class/range or employee's salary max.</td>
</tr>
</tbody>
</table>

Academic Duration of Appointment

- 1 Year: Temporary Appointment duration is one year
- 2 Years: Temporary Appointment duration is two years
- 3 Years: Temporary Appointment duration is three years
- 4 Years: Temporary Appointment duration is four years
- 5 Years: Temporary Appointment duration is five years
- Q1: Temporary Appointment duration is one quarter
- Q2: Temporary Appointment duration is two quarters
- S1: Temporary Appointment duration is one semester/term

Benefit Program

- E90: Excluded Class (Other)
- FRP: FERP Retiree Benefits
- MSC: Miscellaneous
- NOB: No Benefits
- R04: Academic Support
- C99: Confidential Class
- E9O: Excluded Class (Other)
- E9T: Excluded Class (TA's)
- M80: Management Personnel Plan
- M98: Executives
- R01: Physicians
- R02: Health Care Support
- R03: Faculty
- R05: Operations and Support Service
- R06: Skilled Craft
- R07: Clerical and Admn Support Srvcs
- R08: Public Safety
- R10: Operating Engineers
- R09: Technical and Support Srvcs
CSU Data Elements

**Citizenship Status**

- Naturalized
- Non-U.S. Citizen Permanent
- Non-U.S. Citizen Temporary
- Not Indicated
- Refugee/Asylum
- Undocumented Alien
- Undetermined
- U.S. Citizen

**Department** - Refer to Department to Org Listing on CMS Website


**Empl Class (Appointment Status)**

- Acting Appointment
- Emergency Hire
- FERP
- Immediate Pay
- Pre-Retirement Timebase Change
- Rehired Annuitant
- Regular
- Student
- Temporary
- Volunteer

**Employee Type**

- E Exception Hourly - not used
- H Hourly
- S Salaried
# CSU Data Elements

## Ethnicity Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM</td>
<td>African American</td>
<td>MALAYSIA</td>
<td>Malaysian</td>
</tr>
<tr>
<td>ALASKAN</td>
<td>Alaskan Native</td>
<td>MEXAMER</td>
<td>Mexican-Amer, Mexican, Chicano</td>
</tr>
<tr>
<td>ALEUT</td>
<td>Aleut</td>
<td>MIDEAST</td>
<td>Middle Easterner</td>
</tr>
<tr>
<td>AMIND</td>
<td>American Indian</td>
<td>NAFRICAN</td>
<td>North African</td>
</tr>
<tr>
<td>AMINALN</td>
<td>American Indian/Alaskan Native</td>
<td>OTHRASN</td>
<td>Other Asian</td>
</tr>
<tr>
<td>ASINDIAN</td>
<td>Asian Indian</td>
<td>OTHRBLK</td>
<td>Other Black</td>
</tr>
<tr>
<td>ASIAN</td>
<td>Asian/Pacific Islander</td>
<td>OTHRCAMI</td>
<td>Other Central American Indian</td>
</tr>
<tr>
<td>BLACK</td>
<td>Black</td>
<td>OTHRLTHS</td>
<td>Other Latino, Hispanic</td>
</tr>
<tr>
<td>CAMBOD</td>
<td>Cambodian</td>
<td>OTHRNWT</td>
<td>Other Non White</td>
</tr>
<tr>
<td>CENTAMER</td>
<td>Central American</td>
<td>OTHRNAMI</td>
<td>Other North American Indian</td>
</tr>
<tr>
<td>CHINESE</td>
<td>Chinese</td>
<td>OTHRPACI</td>
<td>Other Pacific Islander</td>
</tr>
<tr>
<td>CUBAN</td>
<td>Cuban</td>
<td>OTHRSAMI</td>
<td>Other South American Indian</td>
</tr>
<tr>
<td>ESKIMO</td>
<td>Eskimo</td>
<td>OTHRSEAS</td>
<td>Other Southeast Asian</td>
</tr>
<tr>
<td>EUROPEAN</td>
<td>European</td>
<td>OTHRWHT</td>
<td>Other White</td>
</tr>
<tr>
<td>FILIPINO</td>
<td>Filipino</td>
<td>PAKISTAN</td>
<td>Pakistani</td>
</tr>
<tr>
<td>GUAMANIA</td>
<td>Guamanian</td>
<td>PUERTOR</td>
<td>Puerto Rican</td>
</tr>
<tr>
<td>HAITIAN</td>
<td>Haitian</td>
<td>SAMOAN</td>
<td>Samoan</td>
</tr>
<tr>
<td>HAWAIIAN</td>
<td>Hawaiian</td>
<td>SOAMER</td>
<td>South American</td>
</tr>
<tr>
<td>HISPANIC</td>
<td>Hispanic</td>
<td>SPANISH</td>
<td>Spanish</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>Japanese</td>
<td>THAI</td>
<td>Thai</td>
</tr>
<tr>
<td>KOREAN</td>
<td>Korean</td>
<td>VIETNAME</td>
<td>Vietnamese</td>
</tr>
<tr>
<td>LAOTIAN</td>
<td>Laotian</td>
<td>WHITE</td>
<td>White</td>
</tr>
</tbody>
</table>

## FLSA Status

- Exempt
- Non-Exempt

## Full/Part Time

- Full- Time
- Part- Time
## CSU Data Elements

### Higher Education Level

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
<th>Degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Associate of Arts</td>
<td>MA</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>AAS</td>
<td>Associate of Applied Science</td>
<td>MBA</td>
<td>Master of Business Admin</td>
</tr>
<tr>
<td>ABA</td>
<td>Associate of Business Admin</td>
<td>MCE</td>
<td>Master of Civil Engineering</td>
</tr>
<tr>
<td>AE</td>
<td>Associate of Engineering</td>
<td>MD</td>
<td>Doctor of Medicine</td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science</td>
<td>MDI</td>
<td>Master of Divinity</td>
</tr>
<tr>
<td>BA</td>
<td>Bachelor of Arts</td>
<td>ME</td>
<td>Master of Engineering</td>
</tr>
<tr>
<td>BBA</td>
<td>Bachelor of Business Admin</td>
<td>MED</td>
<td>Master of Education</td>
</tr>
<tr>
<td>BE</td>
<td>Bachelor of Engineering</td>
<td>MEE</td>
<td>Master of Electrical Engineering</td>
</tr>
<tr>
<td>BFA</td>
<td>Bachelor of Fine Arts</td>
<td>MFA</td>
<td>Master of Fine Arts</td>
</tr>
<tr>
<td>BN</td>
<td>Bachelor of Nursing Degree</td>
<td>MME</td>
<td>Master of Mechanical Engineering</td>
</tr>
<tr>
<td>BS</td>
<td>Bachelor of Science</td>
<td>MS</td>
<td>Master of Science</td>
</tr>
<tr>
<td>BSL</td>
<td>Bachelor of Science - Law</td>
<td>MSL</td>
<td>Master of Science - Law</td>
</tr>
<tr>
<td>BT</td>
<td>Bachelor of Theology</td>
<td>MT</td>
<td>Master of Theology</td>
</tr>
<tr>
<td>CER</td>
<td>Certificate</td>
<td>NG</td>
<td>Non-Graduate</td>
</tr>
<tr>
<td>DBA</td>
<td>Doctor of Business Admin</td>
<td>PHD</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>DBU</td>
<td>Diploma in Business</td>
<td>PHE</td>
<td>Doctor of Engineering</td>
</tr>
<tr>
<td>DED</td>
<td>Doctor of Education</td>
<td>PHS</td>
<td>Doctor of Science</td>
</tr>
<tr>
<td>DIP</td>
<td>Diploma</td>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>GCSE</td>
<td>General Cert-Secondary Educatn</td>
<td>SEC</td>
<td>Secretarial Certificate</td>
</tr>
<tr>
<td>HS</td>
<td>High School Graduate</td>
<td>TS</td>
<td>Trade School Graduate</td>
</tr>
<tr>
<td>JD</td>
<td>Juris Doctor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Legal Reference

- EC23918 STRS Annuitant AY Employee who retired from CSU
- GC21223 PERS Annuitant, all employees for actual or anticipated litigation
- GC21224 PERS Annuitant all employees, calendar year basis
- GC21227 PERS Annuitant AY, Fiscal Year
- GC21228 PERS Annuitant Disabled in one class but working in a different class/member category
- GC21229 PERS Annuitant Non Academic or Administrative employee Fiscal Year basis
## CSU Data Elements

### Licenses & Certificates

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANI</td>
<td>Animal Health Tech Cert</td>
<td>DL/C EMG</td>
<td>CA Driver License, C Emergency</td>
</tr>
<tr>
<td>ARC</td>
<td>Architect Registration Cert</td>
<td>DRIVERS</td>
<td>Drivers License</td>
</tr>
<tr>
<td>BAR</td>
<td>Calif State Bar Association</td>
<td>ENG</td>
<td>Civil/Elec/Mech/Struc Engineer</td>
</tr>
<tr>
<td>CA MEAT</td>
<td>CA Poultry Meat Inspector</td>
<td>INT1</td>
<td>Interpreter/TransliteratorCert</td>
</tr>
<tr>
<td>CAC</td>
<td>Comm App Cert (Pesticides)</td>
<td>INT2</td>
<td>Inter/Trans Comp Skill Cert</td>
</tr>
<tr>
<td>CAMD</td>
<td>Calif Medical Physician</td>
<td>NOTARY</td>
<td>Notary</td>
</tr>
<tr>
<td>CARN</td>
<td>Calif Registered Nurse License</td>
<td>PHR</td>
<td>PHR-Professional in HR</td>
</tr>
<tr>
<td>CDLB</td>
<td>CA Driver's License, Class B</td>
<td>POST1</td>
<td>POST Certification</td>
</tr>
<tr>
<td>CDLC</td>
<td>CA Driver's License, Class C</td>
<td>POST2</td>
<td>POST Certification - Advanced</td>
</tr>
<tr>
<td>CERTPE</td>
<td>Certified Plant Engineer</td>
<td>PROFENG</td>
<td>Professional Engineering</td>
</tr>
<tr>
<td>CIA</td>
<td>Certified Internal Auditor</td>
<td>SAN</td>
<td>Sanitarian Certificate</td>
</tr>
<tr>
<td>CLAB</td>
<td>CA Clinical Lab Tech License</td>
<td>SPCH</td>
<td>Speech Pathologist License</td>
</tr>
<tr>
<td>CLVN</td>
<td>CA LVN License</td>
<td>THAZ</td>
<td>Transport Hazardous Materials</td>
</tr>
<tr>
<td>CPA</td>
<td>Certified Public Accountant</td>
<td>TPAS</td>
<td>Transport Passengers</td>
</tr>
<tr>
<td>CPHRM</td>
<td>CA Pharmacist</td>
<td>USCGDECK</td>
<td>USCG Deck</td>
</tr>
<tr>
<td>CPT</td>
<td>CA Physical Therapist</td>
<td>USCGENG</td>
<td>USCG Engine</td>
</tr>
<tr>
<td>CRAD</td>
<td>CA Radiologic Technologist</td>
<td>VET</td>
<td>Veterinary Medicine License</td>
</tr>
<tr>
<td>DIL</td>
<td>Diving Instructor's License</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Military Status

- Not Indicated
- No Military Service
- Eligible Vietnam Era Veteran
- Other Eligible US Veteran
- Vietnam & Other Eligible Vet

### MPP Family/Function/Reporting Category Codes
- Refer to Appendix F

### Pay Group

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST</td>
<td>Master Payroll</td>
</tr>
<tr>
<td>POS</td>
<td>Positive Attendance</td>
</tr>
<tr>
<td>STU</td>
<td>Student</td>
</tr>
</tbody>
</table>

### Position Management Action/Reason

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCV</td>
<td>Classification Conversion</td>
</tr>
<tr>
<td>ETR</td>
<td>End Temporary Job Reclassification</td>
</tr>
<tr>
<td>ICP</td>
<td>In-Class Progression</td>
</tr>
<tr>
<td>INA</td>
<td>Inactivate</td>
</tr>
<tr>
<td>JRC</td>
<td>Reclassification</td>
</tr>
<tr>
<td>NEW</td>
<td>New Position</td>
</tr>
<tr>
<td>REA</td>
<td>Reactivate</td>
</tr>
<tr>
<td>REO</td>
<td>Reorganization</td>
</tr>
<tr>
<td>TJR</td>
<td>Temporary Job Reclassification</td>
</tr>
<tr>
<td>TTL</td>
<td>Title Change</td>
</tr>
<tr>
<td>UPD</td>
<td>Update</td>
</tr>
</tbody>
</table>
CSU Data Elements

Prefix

Dr
Miss
Mr
Mrs
Ms

Probationary Code

A - On Prob No Status Other Class  Probation in this class, No Status in another class
B - On Prob Prob Status Other Class Probation in this class, Probation in another class
C - On Prob Perm Stat Other Class  Probation in this class, Permanent in another class
D - On Prob Partial Waiver  Probation in this class, Partial Waiver of Probation Period
E - On Prob End Date Extended  Probation in this class, End Date Extended (1) upon Additional Year Notice to Academic Employee, or (2) Following Leave w/out Pay, WC, IDL, or NDI.
I - Permanent / Tenured  Permanent/Tenure Track
J - Perm/Tenured, Prob Prd Waived  Permanent/Tenure Track, Probation Period Waived
N - None  No Probation. This code is used for MPP, special consultants, emergency hires, immediate pay, intermittent, retired annuitant, employees with temporary appointments, and students.
P - None This Cls Prob Stat Other  No Probation in this class, Probation in another class
Q - None This Cls Perm Stat Other  No Probation in this class, Permanent in another class
T - Serving Terminal Year  Serving Terminal Year

Retirement Code

0  PERS-Survivor MedEX
8  PERS-SS/MED
20 PERS-Survivor/NonSurvivor
51 PERS-Unit R08 Peace Off MedEx
52 PERS Unit R08 Peace Officers
82 PERS-State Safety
83 PERS-State Safety MedEx
87 PERS-Non-Unit R08 MedEx
89 PERS-Non-Unit R08
N  NonMembers MedEx
NM NonMembers
T  State Teachers' Retirement System
TD DPA PST Plan MedEx
TM DPA PST Plan
TX UC DC Plan MedEx
TY UC DC Plan

School Code  - Refer to FICE Code Manual
CSU Data Elements

**Status**

- Active
- Inactive

**Union Code**

- C99 Confidential
- E Board of Trustee
- E99 Excluded
- M80 Management Personnel Plan
- M98 Executive
- R01 Union of Amer Physic/Dentists
- R02 Cal State Empl Assn - Health
- R03 California Faculty Association
- R04 Academic Professionals of Cal
- R05 Cal State Empl Assn - Ops/Svcs
- R06 State Employee's Trade Council
- R07 Cal State Empl Assn - Clerical
- R08 State University Police Assn
- R09 Cal State Empl Assn - Tech
- R10 Internat'l Union of Oper Eng

**Visa Type**

- ASA I-589 Asylum Applicant
- EA I-765 Employment Authorization
- F1 F-1 Student (Academic)
- F2 F-2 Dependents of F1
- H1B H-1B Temp Specialty Occupation
- H4 H-4 Dependents H1-H3
- IAR I-551 Alien Reg (Green Card)
- J1 J-1 Exchange Visitor
- J2 J-2 Dependents of J1
- TN TN Canadian/Mexican Business

**Visa Status**

- Applied For
- Granted
- Renewed
- Renewal in Progress
CSU Data Elements

**Miscellaneous Dates—Understanding Data Elements on the Employment Data Page**

**Original Hire Date:** (Personal Data—Name/Address)
- **Definition:** 1st true hire date.
- Existing employees (prior to conversion) – 90% of LB employees have original hire date.
- New employees (after conversion) – true original hire date.

**Hire Date:** (Job Data – Employment Data)
- **Definition:** Employee’s continuous hire date, including breaks-in-service.
- Hire date for a new employee to the system.
- Effective Beginning of Business (BOB).

**Rehire Date:** (Job Data – Employment Data)
- **Definition:** Break-in-service reappoint date.
- Used only to bring an employee back on payroll after a break-in-service for contract reasons.
- Rehire maps to mandatory reinstatement. Generally, when we are terminating an employee for reasons (that would/could result in mandatory reinstatement), there is no “intent” for the employee to return.
- Hire date after a “temporary” separation. (A “temporary” separation is a termination with intent to return.)
- Effective BOB.

**Termination Date:** (Job Data – Employment Data)
- **Definition:** Close of Business (COB) of the last day of employment. (or the day before the EE begins his/her separation status.) *In PeopleSoft, this is not to be confused with the Effective Date of a termination transaction.*
- Date defaults from retirement or termination transaction.
- The effective date is defaulted to the system date, but can be overridden. **The effective date for a termination is the 1st date the employee is no longer paid by the CSULB (i.e., BOB).** The system will calculate the Termination Date after a termination action is entered and saved. The Termination Date will reflect the day before the Effective Date of the Termination action.
- Date is automatically cleared when an action code of “HIR” or “REH” is used to return the employee to active status.
- **Not to be confused with the Action/Reason (Termination) Effective Date**, which is the BOB of the first day of an employee’s separation status.

**Company Seniority Date:** (Job Data – Employment Data)
- **Definition:** At CSULB, seniority is time in a specific job code or CBID.
- Employees prior to conversion: Converted employees do not have a seniority date.
- New employees entered after conversion has a seniority date that defaults from the hire date.
- Currently, PeopleSoft does not provide the functionality to calculate this date accurately and therefore, is not being used at CSULB.
CSU Data Elements

Service Date:  (Job Data - Employment Data)
- **Definition:** Cumulative State Service date.
- Employees prior to conversion: Converted employees do not have a service date.
- New employees entered after conversion has a service date that defaults from the hire date.
- There is no process/means to verify prior state service history.
- This field has no meaning to CSULB and therefore, is not being used at CSULB.

Professional Experience Date:  (Job Data - Employment Data)
- CSULB has chosen not to use this field.

Date Last Increase:  (Job Data - Employment Data)
- **Definition:** Date of last pay change, increase (does not display date when comp rate decreases).
- Action/Reasons is not displayed.
- Pay change would be made to the “Comp Base”.
- Change functionality to display the current date of any “PAY” or “PRO” action, for increases only.

Last Date Worked:  (Job Data - Employment Data)
- **Definition:** Last day the employee actually worked in the position. (COB).
- Field defaults to the day before a “TER” (separation) date.
- Date is automatically cleared when an action code of “HIR” or “REH” is used to return the employee to active status.

Expected Return Date:  (Job Data - Employment Data)
- **Definition:** Payroll date when employee is expected to return from an leave of absence BOB.

Last Verification Date:  (Job Data - Employment Data)
- CSULB has chosen not to use this field.

Probation Date:  (Job Data - Employment Data)
- CSULB has chosen not to use this field due to lack of functionality.

Home/Host:  (Job Data - Employment Data)
- CSULB has chosen not to use this field.

Probationary Code:  (Job Data - CSU Job)
- **Definition:** PIMS probationary code for the Job Code (state classification code).
- Add to where “Home/Host” used to be.

Anniversary Date:  (Job Data - CSU Job)
- **Definition:** Employee’s anniversary date in current position.
- Used to calculate SSI's only when applicable. (Anniversary Dates are required when anniversary code = eligible).
- Only those job codes that still have steps has an anniversary date.