

Human Resource Snapshot

Data Dictionary

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Comments and Suggestions

Your feedback is very important to us. As a U-M Data Warehouse user, we encourage you to tell us what you like or dislike about this Data Dictionary. Your comments and suggestions will help us improve this and other ITS documentation for you in the future.

Please email your comments and suggestions to 4help@umich.edu. Thank you.

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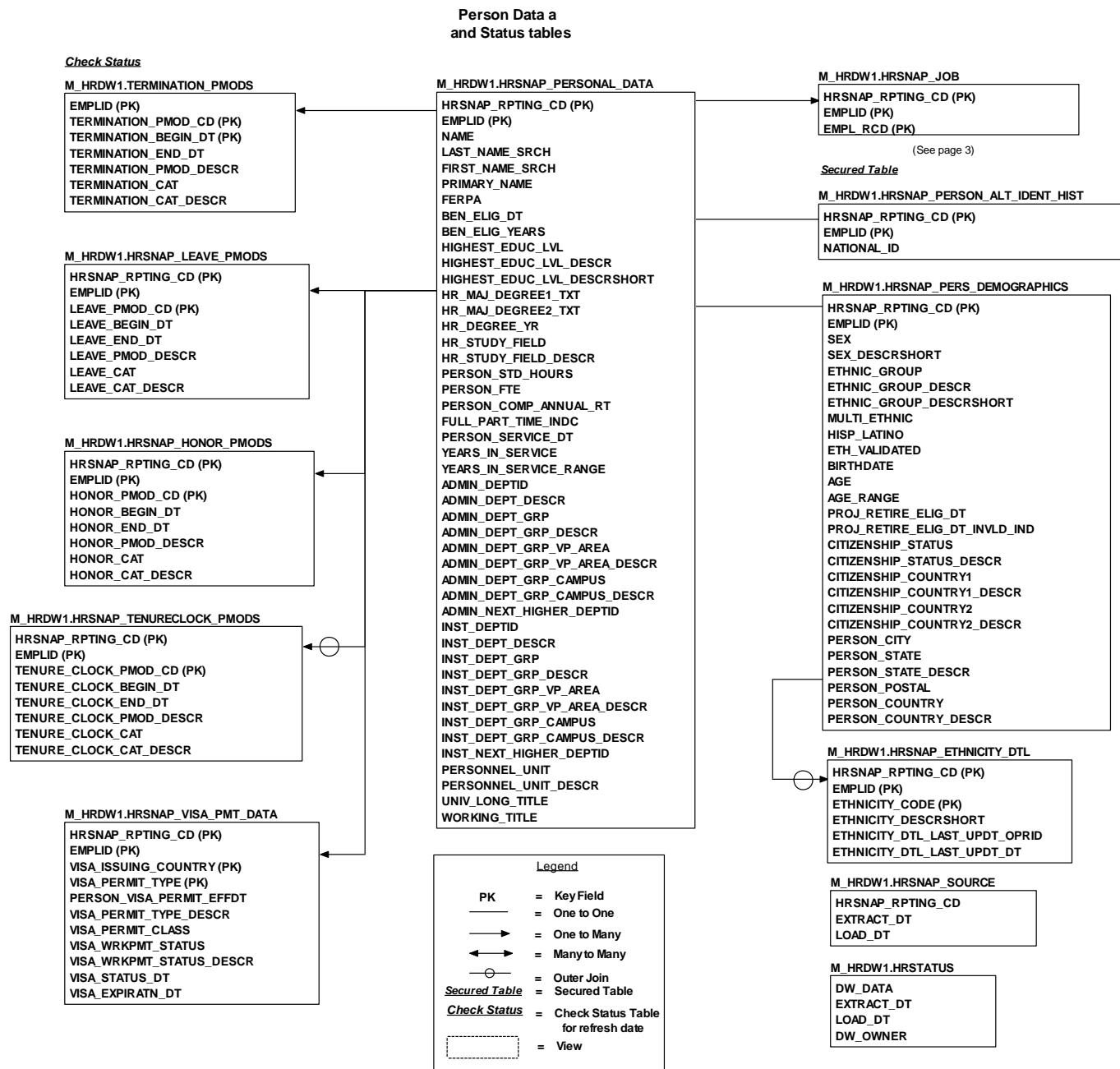
Human Resource Snapshot Tables Diagram

The Human Resource Snapshot Tables Diagram illustrates the *logical* relationships among the Human Resource Snapshot tables. A logical link (connecting line) between two tables indicates that there is a direct data relationship between the two tables. Physically, any tables with a common element can be joined. However, two tables with common elements may not necessarily have logical links to one another. Joining tables without logical links may produce undesired results; a thorough understanding of the data is needed to guarantee accurate results.

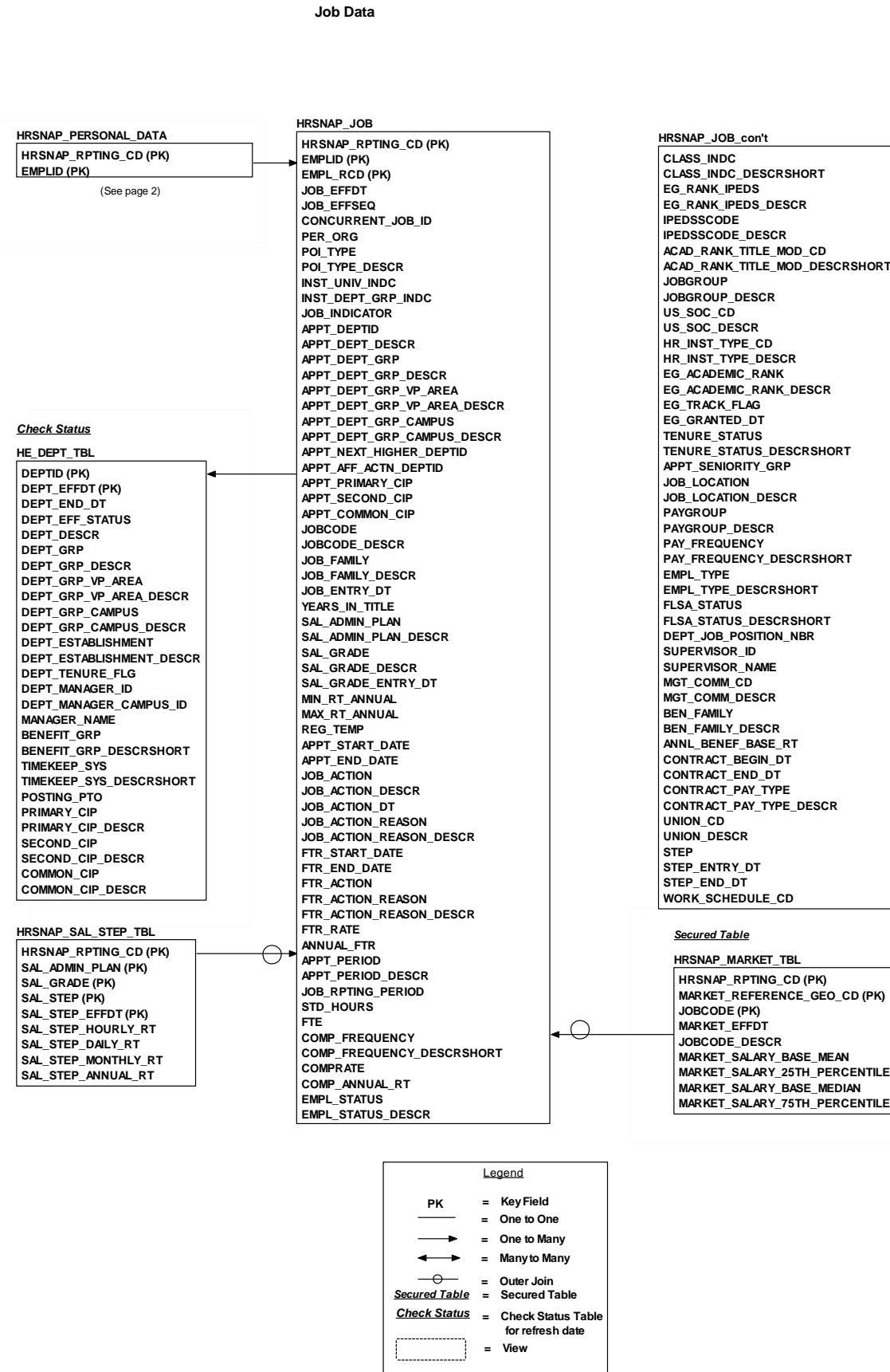
All tables within a data set are not necessarily refreshed on the same schedule. It is ***extremely important*** to query the status table to determine when the data in each table was last refreshed and to determine the impact this will have on query results.

Click for a detailed [description of the joins used between tables.](#)

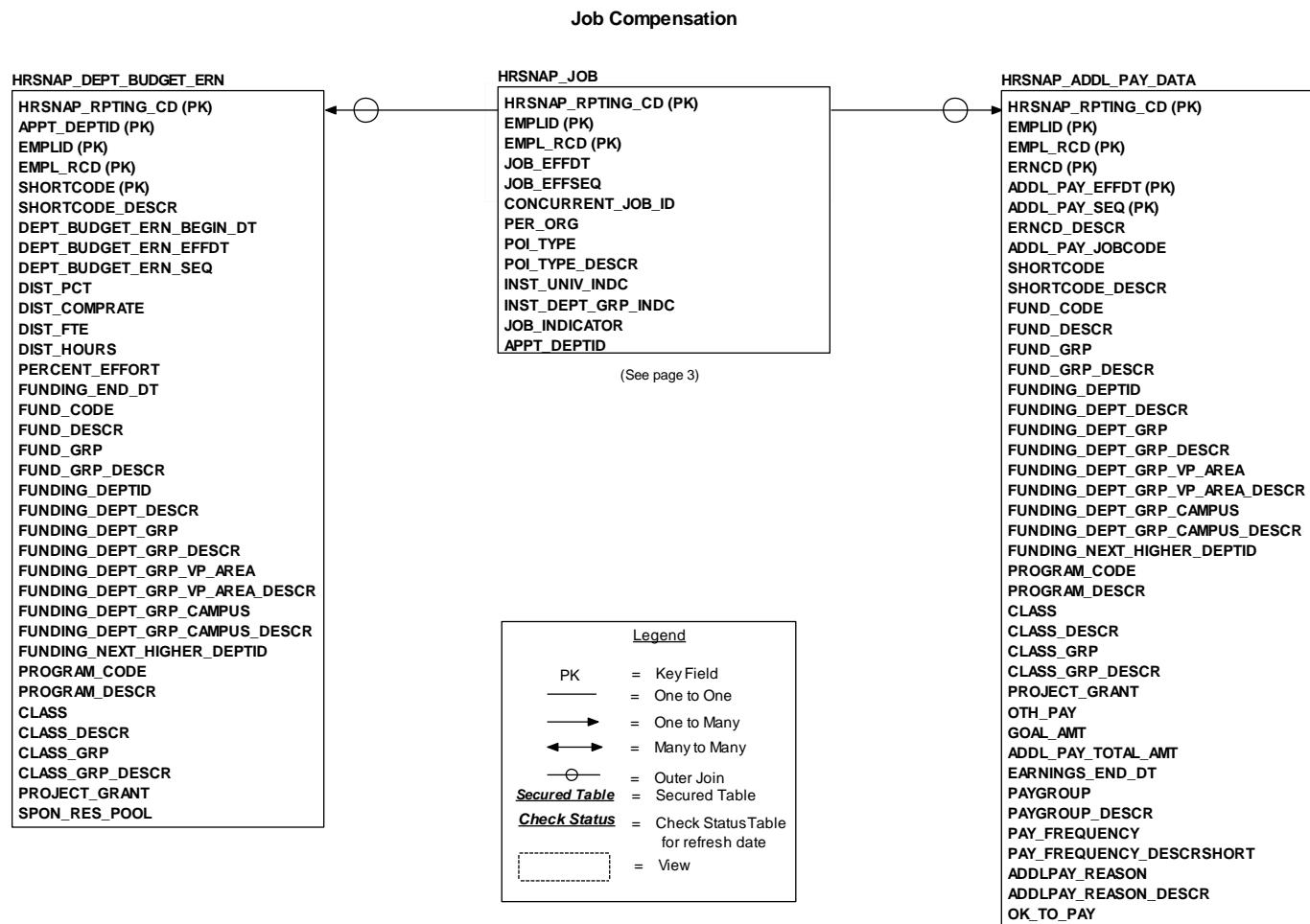
Click for a detailed [description of the joins used between tables](#).



Click for a detailed [description of the joins used between tables](#).



Click for a detailed [description of the joins used between tables](#).



Click for a detailed [description of the joins used between tables.](#)

Standalone Tables

HRSNAP_PERSON_IPEDS_ETH

HRSNAP_RPTING_CD (PK)
EMPLID (PK)
ASIAN_IND
BLACK_IND
HWIAN_IND
HSPNC_IND
NTV_AMRCN_IND
WHITE_IND
ETHNC_UNKNWN_IND
DMSTC_MNRTY_CD
DMSTC_MNRTY_DES
DMSTC_UNDREP_MNRTY_CD
DMSTC_UNDREP_MNRTY_DES

Human Resource Snapshot Tables Description

The tables in this data set are populated at a given point in time (snapshot date) to provide a static representation of portions of the Human Resource data set and to provide additional fields that are used for specific internal and external reporting. The snapshot date is a first day of a month.

The tables in this data set are populated with information pertaining to only regular employees (no temporaries) who held an active appointment (including leaves) at the time the snapshot was taken.

This data set will be loaded once a month and will include data as of the first calendar day of that month. The November snapshot will be kept in addition to the current month. The November snapshots can be used for trend analysis.

The University implemented a new job classification structure for non-instructional, non-bargained for staff in July, 2005. Changes were made to the Human Resource Snapshot data warehouse tables and reports to reflect the new classification structure. No changes were made to the data element names for existing data elements. However, in a number of cases the data definitions and the headings used on predefined reports have been revised. Historical data remains unchanged and reflects the classification structure that was in place prior to 7/2005.

The Human Resource Snapshot Tables Description provides the following information for each table in the U-M Data Warehouse Human Resource Snapshot data set:

<i>Physical Table Name</i>	Name for the table you can use in SQL queries.
<i>Logical Table Name</i>	Descriptive name of the table.
<i>Data Set Locations</i>	The names of the data sets in which the table resides.
<i>Table Description</i>	Description of the table.

The tables are ordered alphabetically by table physical name.

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
HE_DEPT_TBL	Higher Education Department	M_HRDW1	Historical characteristics of departments, such as department name. This table includes Human Resource specific information as well, such as benefit group and timekeeping system information. Note: This table is part of the Human Resource data set and does not contain point-in-time data.
HRSNAP_ADDL_PAY_DATA	Human Resource Snapshot Additional Pay Data	M_HRDW1	Information about Human Resource managed payments that are made in addition to job compensation (regular pay).
HRSNAP_DEPT_BUDGET_ERN	Human Resource Snapshot Department	M_HRDW1	Information about the distribution, across shortcodes, of job compensation, including

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
	Budget Earnings		overtime.
HRSNAP_ETHNICITY_DTL	Human Resource Snapshot Ethnicity Detail	M_HRDW1	Detailed ethnicity information about a person.
HRSNAP_HONOR_PMODS	Human Resource Snapshot Honor Person Modifiers	M_HRDW1	Information about a person's honor awards.
HRSNAP_JOB	Human Resource Snapshot Job	M_HRDW1	Characteristics of employee jobs as of the data set snapshot date, such as begin and end dates, compensation rates and tenure status. An employee can have multiple simultaneous jobs.
HRSNAP_LEAVE_PMODS	Human Resource Snapshot Leaves Person Modifiers	M_HRDW1	Information about a person's leave status.
HRSNAP_MARKET_TBL	Human Resource Snapshot Market Table	M_HRDW1	Information about a market-based salary for a particular U of M job classification in a desired geographic area.
HRSNAP_PERS_DEMOGRAPHICS	Human Resource Snapshot Personal Demographics	M_HRDW1	Demographic information about an employee, including information such as sex, ethnic group and birthdate.
HRSNAP_PERSON_ALT_IDENT_HI ST	Human Resource Snapshot Person Alternate Identifier History	M_HRDW1	Social security number history for employees. Social Security numbers can change for a number of reasons. Two of them are: 1) error in the number; 2) non-US citizen employees are given a temporary number to use until their official number is received from the government.
HRSNAP_PERSON_IPEDS_ETH	Human Resource Snapshot Person IPEDS Ethnicity	M_HRDW1	Contains race/ethnicity information that aligns to the US Department of Education's (IPEDS) definition to facilitate reporting on faculty and staff where contextually appropriate. This includes the use of definitions for Domestic Minority and Domestic Underrepresented Minority. Faculty and Staff who are considered International (neither US citizens nor US Permanent Residents) are excluded from these groupings. Data is available from Reporting Code NOV2010 forward.
HRSNAP_PERSONAL_DATA	Human Resource Snapshot Personal Data	M_HRDW1	Information about an employee, including information such as current name, degree information and instructional department information.
HRSNAP_SAL_STEP_TBL	Human Resource Snapshot Salary Step Table	M_HRDW1	Contains the historical characteristics of salary steps, such as hourly rates.
HRSNAP_SOURCE	Human Resource Snapshot Source	M_HRDW1	Status of the update schedule for the Human Resource Snapshot tables.
HRSNAP_TENURECLOCK_PMODS	Human Resource Snapshot Tenure Clock Person Modifiers	M_HRDW1	Information about a person's tenure clock and/or agreement of Assistant Professor status upon completion of PhD.
HRSNAP_VISA_PMT_DATA	Human Resource Snapshot Visa Permit Data	M_HRDW1	Information about a person's visas, including work permit (I9). This table does not include superceded visas.
HRSTATUS	Human Resource Status	M_HRDW1	Status of the update schedule for the Human Resource tables.
TERMINATION_PMODS	Termination Person Modifiers	M_HRDW1	Information about a person's termination status. Note: This table is part of the Human Resource data set and does not contain point-in-time data.

Human Resource Snapshot Data Element Dictionary

The University implemented a new job classification structure for non-instructional, non-bargained for staff in July, 2005. Changes were made to the Human Resource Snapshot data warehouse tables and reports to reflect the new classification structure. No changes were made to the data element names for existing data elements. However, in a number of cases the data definitions and the headings used on predefined reports have been revised. Historical data remains unchanged and reflects the classification structure that was in place prior to 7/2005.

The Human Resource Snapshot Data Element Dictionary contains all the elements found in the U-M Data Warehouse Human Resource Snapshot Tables, ordered alphabetically by element name. Here is a description of the information that the dictionary provides for each element:

<i>Physical Element Name</i>	Name for the element you can use in SQL queries.
<i>Logical Element Name</i>	Descriptive name of the element.
<i>Format Type</i>	Type of value of the element (for example: character, number, or date). <i>Note:</i> If the format type for an element is character or date, you must enclose the variable value in single quotes when entering queries.
<i>Format Length</i>	Total length of the element. For data elements in the format “number,number”, the first number represents the total length of the element. The second number represents the number of digits to the right of the decimal.
<i>Data Sets</i>	The names of the data sets that contain the element.
<i>Table Locations</i>	The names of the tables in which the element is located.
<i>Element Definition</i>	Description of the element.
<i>Examples of Valid Values</i>	Either the specific codes that are valid for the element, or samples of the kind of values for the element.

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
ACAD_RANK_TITLE_MOD_CD	Academic Rank Title Modifier Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research. Effective July 2001, as appointments are renewed in the HR system, clinical titles will consist only of those equivalent to the former Clin II titles. The	Example of valid values: V = Visiting; A = Adjunct; C = Clinical; R = Research

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						former Clin I titles will be coded as "adjunct", along with the other titles historically categorized as adjunct.	
ACAD_RANK_TITLE_MOD_DES CRSHORT	Academic Rank Title Modifier Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research.	Example of valid values: Visiting; Adjunct; Clinical; Research
ADDL_PAY_EFFDT	Additional Pay Effective Date	DATE		M_HRDW1	HRSNAP_ADDL_PAY_DATA	The date when the additional pay information becomes effective.	Example of valid values: 08/15/2001
ADDL_PAY_JOBCODE	Additional Pay JobCode	VARCHAR2	6	M_HRDW1	HRSNAP_ADDL_PAY_DATA	The JobCode associated with a specific employee's additional pay. This JobCode will be blank unless it is needed to override the account associated with the additional pay.	Example of valid values: 209600 = Resident Director; 971280 = Custodian # II; 028480 = Food Svc Asst (Temp)
ADDL_PAY_SEQ	Additional Pay Sequence Number	NUMBER	2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A system assigned number that in conjunction with the employee identification code, employment record number, earnings code and additional pay effective date identifies a unique additional pay data row.	Example of valid values: 1; 2; 3
ADDL_PAY_TOTAL_AMT	Additional Pay Total Amount	NUMBER	12,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	The total amount of the additional pay. If the duration of the additional pay is less than a full year, this amount will reflect the total amount to be paid. If the duration of the additional pay is greater than 12 months, this amount reflects the amount paid in 12 months.	Example of valid values: -1,204.64; 0.00; 718.15; 44,881.00
ADDLPAY_REASON	Additional Pay Reason Code	VARCHAR2	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A code reflecting the reason an employee will receive additional pay.	Example of valid values: L = Lump Sum; N = Not Specif; P = Performanc
ADDLPAY_REASON_DESCR	Additional Pay Reason Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A textual description of the code reflecting the reason an employee will receive additional pay.	Example of valid values: Lump Sum Payment; Not Specified; Performance Award
ADMIN_DEPT_DESCR	Administrative Department Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the department which is responsible for the terms and conditions of employment for an	Example of valid values: Physics Department; College of Lit, Science & Arts;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
ADMIN_DEPT_GRP	Administrative Department Group Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	employee.	
ADMIN_DEPT_GRP_CAMPUS	Administrative Department Group Campus Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the campus of the employee's administrative department.	Example of valid values: UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
ADMIN_DEPT_GRP_CAMPUS_DESCR	Administrative Department Group Campus Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the campus of the employee's administrative department.	Example of valid values: Univ of Mich-Ann Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
ADMIN_DEPT_GRP_DESCR	Administrative Department Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the department group of the employee's administrative department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: College of Lit, Science and Arts; Medical School
ADMIN_DEPT_GRP_VP_AREA	Administrative Department Group Vice President Area Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the vice presidential area of the employee's administrative department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS
ADMIN_DEPT_GRP_VP_AREA_DESCR	Administrative Department Group Vice President Area Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the vice presidential area of the employee's administrative department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: Provost & Exec VP Academic Aff; VP for Student Affairs
ADMIN_DEPTID	Administrative Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the department which is responsible for the terms and conditions of employment for an employee.	Example of valid values: 184500 = Physics Department; 170000 = College of Lit, Science & Arts
ADMIN_NEXT_HIGHER_DEPTID	Administrative Department Next Higher Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_PERSONAL_DATA	A code representing the department on the department tree one level up from the employee's administrative	Example of valid values: 172200 = LS&A Natural Science Department; 102500 =

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						department. This data is based on the Department Security Tree.	Off Provost & Exec VP Acad Aff
AGE	Age	NUMBER	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A number representing the employee's age as of the snapshot date.	Example of valid values: 24; 37; 54
AGE_RANGE	Age Range	VARCHAR2	5	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The age report grouping within which an employee's age falls as of the snapshot date.	Example of valid values: <20; 20-29; 30-39; 40-49; 50-59; 60-64; 65-69; 70-74; 75+
ANNL_BENEF_BASE_RT	Annual Benefits Base Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A number indicating the salary used for benefits. It is system populated based on all eligible compensation rates and additional pay.	Example of valid values: 0.00; 63,043.31; 100,760.00
ANNUAL_FTR	Annual Full Time Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A number indicating an employee's annual full time rate.	Example of valid values: 0.00; 14,194.66; 101,300.00
APPT_AFF_ACTN_DEPTID	Appointing Affirmative Action Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	A code representing the department identification code an employee's appointing department is mapped to and reported as in Affirmative Action workforce & utilization analysis and Affirmative Action Goals reports. This field should be used for central HRRIS reporting only. Note: This field will be blank in snapshots prior to March 2004 for those job rows where the Job Indication was not equal to P = Primary.	Example of valid values: 390000; 510000; 600000
APPT_COMMON_CIP	Appointing Common Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HRSNAP_JOB	A code representing the common classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	Example of valid values: 54.1101; 13.1314; 25.0101
APPT_DEPT_DESCR	Appointing Department Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	Example of valid values: Physics Department; College of Lit, Science & Arts; UMH Administration
APPT_DEPT_GRP	Appointing Department Group	VARCHAR2	20	M_HRDW1	HRSNAP_JOB	A code indicating the department group of the employee's	Example of valid values:

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
	Code					appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL SCHOOL; UM_HOSPITAL
APPT_DEPT_GRP_CAMPUS	Appointing Department Group Campus Code	VARCHAR2	20	M_HRDW1	HRSNAP_JOB	A code indicating the campus of the employee's appointing department.	Example of valid values: UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
APPT_DEPT_GRP_CAMPUS_DESCR	Appointing Department Group Campus Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the campus of the employee's appointing department.	Example of valid values: Univ of Mich-Ann Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
APPT_DEPT_GRP_DESCR	Appointing Department Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the department group of the employee's appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: College of Lit, Science and Arts; Medical School; U of M Hospital
APPT_DEPT_GRP_VP_AREA	Appointing Department Group Vice President Area Code	VARCHAR2	20	M_HRDW1	HRSNAP_JOB	A code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
APPT_DEPT_GRP_VP_AREA_DESCR	Appointing Department Group Vice President Area Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
APPT_DEPTID	Appointing Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN HRSNAP_JOB	A code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	Example of valid values: 184500 = Physics Department; 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
APPT_END_DATE	Appointment End Date	DATE		M_HRDW1	HRSNAP_JOB	The last date on which an appointment is in effect. September 9, 3999 represents that an appointment is open-ended.	Example of valid values: 09/09/2005

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
APPT_NEXT_HIGHER_DEPTID	Appointing Department Next Higher Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	A code representing the department on the department tree one level up from the employee's appointing department. This data is based on the Department Security Tree.	Example of valid values: 172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff
APPT_PERIOD	Appointment Period Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code describing the time period associated with the full time rate for an appointment.	Example of valid values: 4 = U-Year AA; B = Biweekly; H = Half Term
APPT_PERIOD_DESCR	Appointment Period Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code describing the time period associated with the full time rate for an appointment.	Example of valid values: U-Year Ann Arbor (9/12); Biweekly; Half Contract Term
APPT_PRIMARY_CIP	Appointing Primary Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HRSNAP_JOB	A code representing the primary classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	Example of valid values: 45.1101; 31.0505; 25.0101
APPT_SECOND_CIP	Appointing Secondary Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HRSNAP_JOB	A code representing the secondary classification used in governmental reporting of the specific academic field associated with the department which is granting an appointment.	Example of valid values: 45.0201; 13.1314; 11.0401
APPT_SENIORITY_GRP	Appointment Seniority Group	VARCHAR2	40	M_HRDW1	HRSNAP_JOB	A negotiated geographical grouping for some bargained-for employees as defined in union bargaining agreements.	Example of valid values: UMSTU-Plant Department, Ann Arbor; UMSTU-All Other
APPT_START_DATE	Appointment Start Date	DATE		M_HRDW1	HRSNAP_JOB	The date on which an appointment begins.	Example of valid values: 02/10/2001
ASIAN_IND	Asian Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having Asian ethnicity.	Examples of valid values: 1 = Yes; 0 = No
BEN_ELIG_DT	Benefits Eligibility Date	DATE		M_HRDW1	HRSNAP_PERSONAL_DATA	Due to changes in the maintenance of this field, it is no longer of value for reporting. Prior to 2006, this date was used to determine eligibility for university contributions toward long-term disability (LTD) and retirement eligibility. Service date is now used for LTD university contributions and retirement eligibility requires an individual evaluation by the Benefits Office,	Example of valid values: 08/03/1999

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						see SPG 201.83 for exact criteria. In some cases it is used by University Human Resources as an initial starting point for analyzing a person's eligibility to retire from the University with benefits.	
BEN_ELIG_YEARS	Benefits Eligibility Years	NUMBER	2	M_HRDW1	HRSNAP_PERSONAL_DATA	The number of years between the person's benefit eligibility date and the snapshot date.	Example of valid values: 0; 3; 18; 26
BEN_FAMILY	Benefits Family Code	VARCHAR2	4	M_HRDW1	HRSNAP_JOB	A code which groups employees for benefits eligibility.	Example of valid values: 01 = Professor; 23 = AsstResSc; 70 = Office
BEN_FAMILY_DESCR	Benefits Family Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code which groups employees for benefits eligibility.	Example of valid values: Professor; Assistant Research Scientist; Office
BENEFIT_GRP	Benefit Group Code	VARCHAR2	1	M_HRDW1	HE_DEPT_TBL	A code indicating whether a department is considered a hospital department for benefits purposes.	Example of valid values: H = Hospital; O = Other
BENEFIT_GRP_DESCRSHORT	Benefit Group Short Description	VARCHAR2	10	M_HRDW1	HE_DEPT_TBL	An abbreviated textual description of the code indicating whether a department is considered a hospital department for benefits purposes.	Example of valid values: Hospital; Other
BIRTHDATE	Birth Date	DATE		M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The self-reported birth-date of the person.	Example of valid values: 01/01/1962
BLACK_IND	Black Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having Black ethnicity.	Examples of valid values: 1 = Yes; 0 = No
CITIZENSHIP_COUNTRY1	Citizenship Country 1 Code	VARCHAR2	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the first or only country of citizenship.	Example of valid values: USA = United States DEU = Germany; DNK = Denmark;
CITIZENSHIP_COUNTRY1_DESCR	Citizenship Country 1 Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A textual description of the code representing the first or only country of citizenship.	Example of valid values: United States Germany; Denmark;
CITIZENSHIP_COUNTRY2	Citizenship Country 2 Code	VARCHAR2	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the second country of citizenship.	Example of valid values: CHN = China; CYM = Cayman Is; GBR = Gr Britain
CITIZENSHIP_COUNTRY2_DESCR	Citizenship Country 2 Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A textual description of the code representing the second country of citizenship.	Example of valid values: China, People's Republic of; Cayman

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
							Islands; United Kingdom
CITIZENSHIP_STATUS	Citizenship Status Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	Example of valid values: 1 = U.S. Citzn; 2 = Perm. Res.; 3 = Non Res.; 4 = Tax Treaty; N = Not Indic.
CITIZENSHIP_STATUS_DESCR	Citizenship Status Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A textual description of the code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	Example of valid values: U.S. Citizen; Permanent Resident; Non-Resident Alien; Alien Under Tax Treaty Not Indicated
CLASS	Class Code	VARCHAR2	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code used to group related activities directed towards the accomplishment of a set of common identifiable objectives or purposes.	Example of valid values: 11000 = General Academic Instruction; 21000= Departmental Research; 72000 = Utilities; 1100x = Gen Acad Instr-ICRX
CLASS_DESCR	Class Name	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the code that groups related activities directed towards the accomplishment of a set of common identifiable objectives or purposes.	Example of valid values: General Academic Instruction; Departmental Research; Utilities; Gen Acad Instr-ICRX
CLASS_GRP	Class Group Code	VARCHAR2	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code used to group classes that serve a similar purpose.	Example of valid values: INSTRUCTION; ADMINISTRATION; SCHOLARSHIPS
CLASS_GRP_DESCR	Class Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of a code used to group classes that serve a similar purpose.	Example of valid values: Instruction Functions; Administration Functions; Scholarship Functions
CLASS_INDC	Classified/ Unclassified Indicator Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code used to categorize appointments for administrative purposes. For example, when performing salary analysis, you may choose to exclude summer salary (CLASS_INDC = 'S').	Example of valid values: A = Actg Appt; C = Regular; O = Over load; S = Summer; T = Temporary
CLASS_INDC_DESCRSHORT	Classified/ Unclassified Indicator Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code used to categorize appointments for administrative	Example of valid values: Actg Appt; Regular; Over load;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						purposes. For example, when performing salary analysis, you may choose to exclude summer salary (CLASS_INDC = 'S').	Summer; Temporary
COMMON_CIP	Common Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HE_DEPT_TBL	A code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	Example of valid values: 54.0101 = History, General; 13.1314 = Physical Education Teaching an; 25.0101 = Library Science/Librarianship
COMMON_CIP_DESCR	Common Classification Of Instructional Programs Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	Example of valid values: History, General; Physical Education Teaching an; Library Science/Librarianship
COMP_ANNUAL_RT	Compensation Annual Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A system calculated number based on compensation rate, compensation frequency, and standard hours indicating the annual base compensation rate for a specific employee appointment.	Example of valid values: 0.00; 45,048.00; 337,030.00
COMP_FREQUENCY	Compensation Frequency Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating how the compensation rate is expressed. For example, if the compensation rate is annual, the compensation rate is expressed as a yearly rate.	Example of valid values: A= Annual; H = Hourly; B = Biweekly
COMP_FREQUENCY_DESCRS_HORT	Compensation Frequency Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code indicating how the compensation rate is expressed.	Example of valid values: Annual; Hourly; Biweekly
COMP RATE	Compensation Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A number representing the base compensation received by an employee for a job.	Example of valid values: 0.00; 934.52; 50,047.00; 573,681.68
CONCURRENT_JOB_ID	Concurrent Job Identification Code	VARCHAR2	15	M_HRDW1	HRSNAP_JOB	A code made up of employee identification number and employment record number allowing for a count of appointments in a department.	Example of valid values: 255825421; 001435690
CONTRACT_BEGIN_DT	Contract Begin Date	DATE		M_HRDW1	HRSNAP_JOB	The date an employee's contract began.	Example of valid values: 09/01/2001
CONTRACT_END_DT	Contract End Date	DATE		M_HRDW1	HRSNAP_JOB	The date on which a contract ends for an employee. September 9, 3999 represents that a contract is open-ended.	Example of valid values: 04/30/2002

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
CONTRACT_PAY_TYPE	Contract Payment Type Code	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	A code indicating the period of time over which an employee's contract will be paid.	Example of valid values: Per Period = Pay Over the Contract; UYRT = UYR 8/8; TERM = Fall, Winter or Spr/Sum Term
CONTRACT_PAY_TYPE_DESC	Contract Payment Type Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the period of time over which an employee's contract will be paid.	Example of valid values: Pay Over the Contract; UYR 8/8; Fall, Winter or Spr/Sum Term
DEPT_BUDGET_ERN_BEGIN_DT	Department Budget Earnings Begin Date	DATE		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The date on which the DIST_COMPRATE, DIST_FTE and DIST_HOURS fields became effective. This date will be the most recent effective date of either the department budget earnings data or the related job data.	Example of valid values: 09/01/2001
DEPT_BUDGET_ERN_EFFDT	Department Budget Earnings Effective Date	DATE		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The date on which the distribution of job compensation across shortcode(s) becomes effective.	Example of valid values: 12/03/2001
DEPT_BUDGET_ERN_SEQ	Department Budget Earnings Sequence Number	NUMBER	2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	A system assigned number, which in combination with the appointing department identification number, employee identification number, employment record number, and effective date identifies a unique department budget earnings row.	Example of valid values: 0; 1; 2; 3
DEPT_DESCR	Department Name	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Example of valid values: Physics Department; College of Lit, Science & Arts; UMH Administration
DEPT_EFF_STATUS	Department Effective Status Code	VARCHAR2	1	M_HRDW1	HE_DEPT_TBL	A code specifying the current status of a U of M department.	Example of valid values: A = Active; I = Inactive
DEPT_EFFDT	Department Effective Date	DATE		M_HRDW1	HE_DEPT_TBL	The date when the department status becomes effective.	Example of valid values: 01/01/1998
DEPT_END_DT	Department End Date	DATE		M_HRDW1	HE_DEPT_TBL	The last date on which the department status is effective. September 9, 3999 represents that the department status is open-ended.	Example of valid values: 01/01/1999
DEPT_ESTABLISHMENT	Department Establishment Code	VARCHAR2	12	M_HRDW1	HE_DEPT_TBL	A code representing the department location.	Example of valid values: AA = Univ of

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
							Michigan - Ann Arbor; FLNT = Univ of Michigan - Flint; DRBN = Univ of Michigan - Dearborn; UMICH = Univ of Michigan - Hospital
DEPT_ESTABLISHMENT_DESCR	Department Establishment Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code representing the department location.	Example of valid values: Univ of Michigan - Ann Arbor; Univ of Michigan - Flint; Univ of Michigan - Dearborn; Univ of Michigan - Hospital
DEPT_GRP	Department Group Code	VARCHAR2	20	M_HRDW1	HE_DEPT_TBL	A code used to group U of M departments for reporting purposes. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: COLLEGE_OF_LS&A; MEDICAL SCHOOL; UM_HOSPITAL
DEPT_GRP_CAMPUS	Department Group Campus Code	VARCHAR2	20	M_HRDW1	HE_DEPT_TBL	A code used to identify department groups by campus.	Example of valid values: UM_ANNAARBOR; UM_DEARBORN; UM_FLINT
DEPT_GRP_CAMPUS_DESCR	Department Group Campus Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code used to identify department groups by campus.	Example of valid values: Univ of Mich-Ann Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
DEPT_GRP_DESCR	Department Group Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code used to group U of M departments for reporting purposes. This description is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: College of Lit, Science and Arts; Medical School; U of M Hospital
DEPT_GRP_VP_AREA	Department Group Vice President Area Code	VARCHAR2	20	M_HRDW1	HE_DEPT_TBL	A code used to group department groups by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
DEPT_GRP_VP_AREA_DESCR	Department Group Vice President Area Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code used to group department groups by President, Vice President, or	Example of valid values: Provost & Exec VP Academic Aff; VP

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						Chancellor, based on direct reporting lines.	for Student Affairs; Exec. VP for Medical Affairs
DEPT_JOB_POSITION_NBR	Department Job Position Number	VARCHAR2	15	M_HRDW1	HRSNAP_JOB	A departmental supplied and managed position number which allows departments to keep track of their positions and staff in those positions.	Example of valid values: 001; 002; 003
DEPT_MANAGER_CAMPUS_ID	Department Manager Campus Identification Code	VARCHAR2	16	M_HRDW1	HE_DEPT_TBL	The U of M uniqname assigned to a person in a department who receives financial reports such as Statement of Activity.	Example of valid values: jsmith; anndoe
DEPT_MANAGER_ID	Department Manager Identification Code	VARCHAR2	11	M_HRDW1	HE_DEPT_TBL	A system assigned number used to uniquely identify a person in a department who receives financial reports such as Statement of Activity.	Example of valid values: 25582542
DEPT_TENURE_FLG	Department Tenure Flag	VARCHAR2	1	M_HRDW1	HE_DEPT_TBL	A code indicating whether a department is a tenure granting department.	Example of valid values: Y = Yes; N = No
DEPTID	Department Identification Code	VARCHAR2	10	M_HRDW1	HE_DEPT_TBL	A code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Example of valid values: 184500 = Physics Department; 170000 = College of Lit, Science & Arts; 31167 = UMH Administration
DIST_COMPRATE	Distribution Compensation Rate	NUMBER	14,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	A number representing the portion of the employee's job compensation rate that is distributed to a specific shortcode.	Example of valid values: 8.00; 7.75; 10.93
DIST_FTE	Distribution Full Time Equivalent	NUMBER	7,6	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	A number representing the portion of the employee's job FTE (full-time-equivalent) that is distributed to a specific shortcode.	Example of valid values: 0.00; 0.3875; 0.36325; 0.170008; 1.00
DIST_HOURS	Distribution Hours	NUMBER	4,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The number of standard hours for the employee's job that are distributed to a specific shortcode.	Example of valid values: 40.00; 10.00; 32.00
DIST_PCT	Distribution Percentage	NUMBER	6,3	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The percentage of an employee's compensation rate that is distributed to a specific shortcode for payment.	Example of valid values: 0.000; 0.740; 3.992; 75.000; 100.000
DMSTC_MNRTY_CD	Domestic Minority Code	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether U.S. Citizens or U.S. Permanent Residents have self-identified as any of the following races/ethnicity (Hispanic; Native American; Black or African	Examples of valid values: 1 = Minority; 0 = Non-Minority; Null = International

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						American; Native Hawaiian or Other Pacific Islander; Asian). Note: Non-U.S. Citizens, Non-Resident Aliens, and persons with an unconfirmed residency status are excluded from this count and will have a null value. Data for this element should never be released in a name linked fashion.	
DMSTC_MNRTY_DES	Domestic Minority Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A textual description of the code indicating whether U.S. Citizens or U.S. Permanent Residents have self-identified as any of the following races/ethnicity (Hispanic; Native American; Black or African American; Native Hawaiian or Other Pacific Islander; Asian). Note: Non-U.S. Citizens, Non-Resident Aliens, and persons with an unconfirmed residency status are excluded from this count and will have a null value. Data for this element should never be released in a name linked fashion.	Examples of valid values: Minority; Non-Minority; International
DMSTC_UNDREP_MNRTY_CD	Domestic Underrepresented Minority (URM) Code	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether U.S. Citizens or U.S. Permanent Residents have self-identified as any of the following races/ethnicity (Hispanic; Native American; Black or African American; Native Hawaiian or Other Pacific Islander). Note: Non-U.S. Citizens, Non-Resident Aliens, and persons with an unconfirmed residency status are excluded from this count and will have a null value. Data for this element should never be released in a name linked fashion.	Examples of valid values: 1 = Underrepresented Minority; 0 = Non-Underrepresented Minority; Null = International
DMSTC_UNDREP_MNRTY_DES	Domestic Underrepresented Minority (URM) Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A textual description of the code indicating whether U.S. Citizens or U.S. Permanent Residents have self-identified as any of the following races/ethnicity (Hispanic; Native American; Black or African American; Native	Examples of valid values: Underrepresented Minority; Non-Underrepresented Minority; International

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						Hawaiian or Other Pacific Islander). Note: Non-U.S. Citizens, Non-Resident Aliens, and persons with an unconfirmed residency status are excluded from this count and will have a null value. Data for this element should never be released in a name linked fashion.	
DW_DATA	Data Warehouse Data	VARCHAR2	50	M_HRDW1	HRSTATUS	The names of the data warehouse objects that were loaded. These objects could be a data set, a group of tables or an individual table.	Example of valid values: Human Resource Tables; Human Resource Snapshot Tables; EARNINGS_TBL; Historical Chartfield Tables
DW_OWNER	Data Warehouse Owner	VARCHAR2	8	M_HRDW1	HRSTATUS	The owner (oracle schema) of the data warehouse objects that were loaded.	Example of valid values: m_hrdw1; m_pydw1; m_gldw1
EARNINGS_END_DT	Earnings End Date	DATE		M_HRDW1	HRSNAP_ADDL_PAY_DATA	The date on which additional pay for a specific employee and earnings code ends. September 9, 3999 represents that the payments are open-ended.	Example of valid values: 03/31/2001
EG_ACADEMIC_RANK	Education/ Government Academic Rank Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	Example of valid values: 003 = Assistant Professor; 040 = Visiting Research Scientist; 050 = Graduate Student Instructor
EG_ACADEMIC_RANK_DESCR	Education/ Government Academic Rank Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code currently used by Human Resource Record and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	Example of valid values: Assistant Professor; Visiting Research Scientist; Graduate Student Instructor
EG_GRANTED_DT	Education/ Government Granted Date	DATE		M_HRDW1	HRSNAP_JOB	The date that tenure was first effective for an instructional appointment.	Example of valid values: 08/10/2000
EG_RANK_IPEDS	Education/ Government Rank Integrated Post-Secondary Education	VARCHAR2	2	M_HRDW1	HRSNAP_JOB	A code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting.	Example of valid values: 1 = Professor; 2 = Assoc Prof; 6 = GSI

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
	Data System Code						
EG_RANK_IPEDS_DESCR	Education/ Government Rank Integrated Post- Secondary Education Data System Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting.	Example of valid values: Professor; Associate Professor; Graduate Student Instructor
EG_TRACK_FLAG	Education/ Government Tracking Flag	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating whether a JobCode is considered to be on the tenure track.	Example of valid values: Y = Yes; N = No
EMPL_RCD	Employee Record Number	NUMBER	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN HRSNAP_JOB	A system assigned number which along with employee identification number, effective date and effective sequence, identifies an employee's unique job(s).	Example of valid values: 0; 1; 2; 3
EMPL_STATUS	Employee Status Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating an employee's status related to a specific job.	Example of valid values: A = Active; L = Leave of Absence; P = Leave With Pay
EMPL_STATUS_DESCR	Employee Status Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating an employee's status related to a specific job.	Example of valid values: Active; Leave of Absence; Leave With Pay
EMPL_TYPE	Employee Type Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating what type of employee an individual is considered to be related to a specific job.	Example of valid values: E = Excep Hrly; H = Hourly; N = Not Appl ; S = Salaried
EMPL_TYPE_DESCRSHORT	Employee Type Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code indicating what type of employee an individual is considered to be related to a specific job.	Example of valid values: Excep Hrly; Hourly; Not Appl ; Salaried
EMPLID	Employee Identification Code	VARCHAR2	11	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN HRSNAP_ETHNICITY_DTL HRSNAP_HONOR_PMODS HRSNAP_JOB HRSNAP_LEAVE_PMODS HRSNAP_PERS_DEMOGRAPHICS HRSNAP_PERSON_ALT_IDENT_HI ST HRSNAP_PERSON_IPEDS_ETH HRSNAP_PERSONAL_DATA	A system assigned number to uniquely identify a person at U of M. Commonly referred to as UMID.	Example of valid values: 25582542

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
					HRSNAP_TENURECLOCK_PMODS HRSNAP_VISA_PMT_DATA TERMINATION_PMODS		
ERNCD	Earnings Code	VARCHAR2	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A code identifying the type of pay used to calculate a payroll amount.	Example of valid values: REG = Regular ; SWP = SickWOPay; OTP = OTPrem; HOL = Holiday LTD = Disability; FEL = Fellowship
ERNCD_DESCR	Earnings Code Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA	The textual description of the code identifying the type of pay used to calculate a payroll amount.	Example of valid values: Regular ; Sick Without Pay; Overtime 1.5; Holiday; Long Term Disability; Fellowship
ETH_VALIDATED	Ethnicity Validated	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code indicating whether the individual has self-identified using the federal data collection standards. Data for this element should never be released in a name linked fashion.	Examples of valid values: Y = Yes; N = No
ETHNC_UNKNWN_IND	Ethnicity Unknown Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person did not self-report their ethnicity.	Examples of valid values: 1 = Yes; 0 = No
ETHNIC_GROUP	Ethnic Group Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing a person's single race/ethnicity reporting category as defined by the federal government's reporting requirements. Data for this element should never be released in a name linked fashion.	Example of valid values: 1 = White, Not of Hispanic Origin; 2 = Black/African-American; 3 = Hispanic/Latino; 4 = Asian; 5 = American Indian/Alaskan Native; 6 = Not Indicated; 7 = Native Hawaiian/Oth Pac Island; T = Two or More Races
ETHNIC_GROUP_DESCR	Ethnic Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A textual description of the code representing a person's ethnic group as defined by the federal government's ethnic group reporting requirements. Data for this element should never be released in a name linked fashion.	Example of valid values: White, Not of Hispanic Origin; Black/African-American; Hispanic/Latino; Asian; American Indian/Alaskan Native; Not Indicated; Native Hawaiian/Oth Pac Island; Two or More

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
ETHNIC_GROUP_DESCRSHORT	Ethnic Group Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	An abbreviated textual description of the code representing a person's ethnic group as defined by the federal government's ethnic group reporting requirements. Data for this element should never be released in a name linked fashion.	Races Example of valid values: White; Black; Hispanic; Asian; Native Amr; Not Indic; Hawaiian; 2 or More
ETHNICITY_CODE	Ethnicity Code	VARCHAR2	8	M_HRDW1	HRSNAP_ETHNICITY_DTL	A code indicating the person's self-identified race/ethnicity. A person may have zero, one, or many such codes. The combination of codes is used to derive the person's ethnic group as defined by the federal government's ethnic group reporting requirements. Data for this element should never be released in a name linked fashion.	Examples of valid values: AMIND = American Indian/Alaskan Native; ASIAN = Asian; BLACK = Black/African-American; HISPA = Hispanic/Latino; NOINDIC = Not Indicated; PACIF = Native Hawaiian/Oth Pac Island; WHITE = White, Not of Hispanic Origin
ETHNICITY_DESCRSHORT	Ethnicity Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_ETHNICITY_DTL	An abbreviated textual description of the code indicating the person's self-identified race/ethnicity using the federal data collection standards. Data for this element should never be released in a name linked fashion.	Examples of valid values: Native Amr; Asian; Black; Hispanic; Not Indic; Hawaiian; White
ETHNICITY_DTL_LAST_UPDT_DT	Ethnicity Detail Last Update Date	DATE		M_HRDW1	HRSNAP_ETHNICITY_DTL	The date on which the ethnicity detail was last updated.	Examples of valid values: 9/5/2009; 8/6/2009; 5/1/2010
ETHNICITY_DTL_LAST_UPDT_OPRID	Ethnicity Detail Last Update Operator Identification	VARCHAR2	30	M_HRDW1	HRSNAP_ETHNICITY_DTL	The last user id (batch, M-Pathways operational user, or Employee Identification Code of individuals who self-identified) to modify the record or table for a given Employee Identification Code.	Examples of valid values: BDLENZ; JSZYMAN; STRISTE; SABATCH1
EXTRACT_DT	Extract Date	DATE		M_HRDW1	HRSNAP_SOURCE_HRSTATUS	The date and time at which the data was extracted from the source system.	Example of valid values: 07/22/2000
FERPA	Family Education Rights and Privacy Act Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating if an individual has invoked their Family Education Rights and Privacy Act (FERPA) option to restrict the	Example of valid values: Y = Yes; N = No

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						release of public information from their records. FERPA does not become effective until the individual is a student.	
FIRST_NAME_SRCH	First Name Search	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	The system generated first name used to search for a person. The first name is capitalized and punctuation and embedded spaces are removed. This is a person's preferred name, if available; otherwise, this is a person's primary name.	Example of valid values: BARB; JOSEPH; BILL
FLSA_STATUS	Fair Labor Standards Act Status Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code that defines groups of JobCodes according to the Fair Labor Standards Act (FLSA), used to administer overtime payments and to trigger some benefits.	Example of valid values: A = Administr; N = Nonexempt; X = No FLSA
FLSA_STATUS_DESCRSHORT	Fair Labor Standards Act Status Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code that defines groups of JobCodes according to the Fair Labor Standards Act (FLSA), used to administer overtime payments and to trigger some benefits.	Example of valid values: Administrative; Nonexempt; No FLSA Required
FTE	Full Time Equivalent	NUMBER	7,6	M_HRDW1	HRSNAP_JOB	The system calculated percent of effort derived from standard hours for an employee in a job.	Example of valid values: 0.00; 0.3875; 0.36325; 0.170008; 1.00
FTR_ACTION	Full Time Rate Action Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code indicating the type of action that has occurred to change an employee's full time rate related to a specific job.	Example of valid values: Pay = Pay Rate Change
FTR_ACTION_REASON	Full Time Rate Action Reason Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code indicating the reason for a change in the full time rate for an appointment.	Example of valid values: ARB = Reappointed to Different Rate; AR2 = Promotion; AR7 = Merit
FTR_ACTION_REASON_DESCR	Full Time Rate Action Reason Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the reason for a change in the full time rate for an appointment.	Example of valid values: Reappointed to Different Rate; Promotion; Merit
FTR_END_DATE	Full Time Rate End Date	DATE		M_HRDW1	HRSNAP_JOB	The last date on which the full time pay rate for an appointment is in effect. September 9, 3999 represents that a full time rate is open-ended.	Example of valid values: 05/06/2002

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
FTR_RATE	Full Time Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	The full time rate equivalent of an employee's compensation rate for a specific job.	Example of valid values: 0.00; 8,333.00; 65,428.18; 352,647.00
FTR_START_DATE	Full Time Rate Start Date	DATE		M_HRDW1	HRSNAP_JOB	The date the full time rate related to an employee's specific job started.	Example of valid values: 04/16/2001
FULL_PART_TIME_INDC	Full-time Part-time Indicator Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERSONAL_DATA	A code representing an employee's full or part-time status based on the total number of standard hours worked in one week for all active and paid leave appointments, considering 40 hours a week full-time.	Example of valid values: F = Full-Time; P = Part-Time
FUND_CODE	Fund Code	VARCHAR2	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code used to identify the source of funds and intended use of the funds.	Example of valid values: 10000 = General; 52000 = Auxiliary-Internal Services
FUND_DESCR	Fund Name	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of a code that identifies the source of funds and intended use of the funds.	Example of valid values: General; Auxiliary-Internal Services
FUND_GRP	Fund Group Code	VARCHAR2	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code used to group funds for reporting purposes. Note: sourced from the UM_FUND_GROUP tree.	Example of valid values: AUXILIARY = Auxiliary; PLANT = Plant
FUND_GRP_DESCR	Fund Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the code used to group funds for reporting purposes.	Example of valid values: Auxiliary; Plant
FUNDING_DEPT_DESCR	Funding Department Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the code indicating the department which is responsible for providing this particular funding for a specific job.	Example of valid values: Physics Department; College of Lit, Science & Arts; UMH Administration
FUNDING_DEPT_GRP	Funding Department Group Code	VARCHAR2	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code indicating the department group of the employee's funding department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: COLLEGE_OF_LS&A; MEDICAL SCHOOL; UM_HOSPITAL
FUNDING_DEPT_GRP_CAMPUS	Funding Department Group Campus Code	VARCHAR2	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code indicating the campus of the employee's funding department.	Example of valid values: UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
FUNDING_DEPT_GRP_CAMPUS	Funding Department Group Campus	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A textual description of the code indicating the campus of the	Example of valid values: Univ of Mich-

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
S_DESCR	Description				HRSNAP_DEPT_BUDGET_ERN	employee's funding department.	Ann Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
FUNDING_DEPT_GRP_DESCR	Funding Department Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the code indicating the department group of the employee's funding department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: College of Lit, Science and Arts; Medical School; U of M Hospital
FUNDING_DEPT_GRP_VP_ARE_A	Funding Department Group Vice President Area Code	VARCHAR2	20	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code indicating the vice presidential area of the employee's funding department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
FUNDING_DEPT_GRP_VP_ARE_A_DESCR	Funding Department Group Vice President Area Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the code indicating the vice presidential area of the employee's funding department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
FUNDING_DEPTID	Funding Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code indicating the department which is responsible for providing this particular funding for a specific job.	Example of valid values: 184500 = Physics Department 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
FUNDING_END_DT	Funding End Date	DATE		M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The date on which a department is no longer responsible for providing this particular funding for a specific job. September 9, 3999 represents that the funding for a specific job is open-ended.	Example of valid values: 11/17/2001
FUNDING_NEXT_HIGHER_DEPTID	Funding Department Next Higher Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code representing the department on the department tree one level up from the employee's funding department. This data is based on the Department Security Tree.	Example of valid values: 172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff
GOAL_AMT	Goal Amount	NUMBER	10,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	The total amount to be paid for a unique additional pay funding line. This data is stored if provided by the department or is required if payment does not begin and end	Example of valid values: 0.00; 3,213.26; 19,280.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
HIGHEST_EDUC_LVL	Highest Education Level Code	VARCHAR2	2	M_HRDW1	HRSNAP_PERSONAL_DATA	on a regular pay cycle.	
HIGHEST_EDUC_LVL_DESCR	Highest Education Level Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	Example of valid values: A = Not Indic; F = 2-Yr Coll; P = Nurs Dipl
HIGHEST_EDUC_LVL_DESCRS	Highest Education Level Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	Example of valid values: Not Indicated; 2-Year College Degree; Nursing Diploma
HISP_LATINO	Hispanic or Latino	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	An abbreviated textual description of the code indicating the highest level of education or training attained as reported to the University by an employee. Note: These education levels may not equate to those found in the student data set.	Example of valid values: Not Indic; 2-Yr Coll; Nurs Dipl
HONOR_BEGIN_DT	Honor Person Modifier Begin Date	DATE		M_HRDW1	HRSNAP_HONOR_PMODS	A code indicating whether the respondent has self-identified as Hispanic or Latino using the federal data collection standards. Respondents who have self-identified as Hispanic or Latino will be categorized as such even if they identify other races or ethnicities within which they belong. Data for this element should never be released in a name linked fashion.	Examples of valid values: Y = Yes; N = No
HONOR_CAT	Honor Person Modifier Category Code	VARCHAR2	3	M_HRDW1	HRSNAP_HONOR_PMODS	The date an honor award for a person began.	Example of valid values: 04/23/2001
HONOR_CAT_DESCR	Honor Person Modifier Category Description	VARCHAR2	30	M_HRDW1	HRSNAP_HONOR_PMODS	A code indicating the person modifier category associated with a specific honor person modifier code.	Example of valid values: H = Honors
						A textual description of the code indicating the person modifier category associated with a specific honor person modifier code.	Example of valid values: Honors

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
HONOR_END_DT	Honor Person Modifier End Date	DATE		M_HRDW1	HRSNAP_HONOR_PMODS	The date an honor award for a person ends. September 9, 3999 represents that an honor award is open-ended.	Example of valid values: 04/23/2002
HONOR_PMOD_CD	Honor Person Modifier Code	VARCHAR2	3	M_HRDW1	HRSNAP_HONOR_PMODS	A code indicating the honor award for a specific employee.	Example of valid values: DC = DisUnvPrf; DD = SchlColPrf; DG = CollegePrf
HONOR_PMOD_DESCR	Honor Person Modifier Description	VARCHAR2	30	M_HRDW1	HRSNAP_HONOR_PMODS	A textual description of the code indicating the honor award for a specific employee.	Example of valid values: Distinguished Univ Prof; School/College Professorship; Collegiate Professorship
HR_DEGREE_YR	Human Resource Degree Year	NUMBER	4	M_HRDW1	HRSNAP_PERSONAL_DATA	The year in which the highest degree reported to U of M for an employee was earned.	Example of valid values: 1959; 1972; 2000
HR_INST_TYPE_CD	Human Resource Instructor Type Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code representing the instructional category an individual is in, based on JOB_FAMILY, TENURE_STATUS and EG_ACADEMIC_RANK.	Example of valid values: F = Tenure/Tenure Track; L = Lecturers; C = Clinical Faculty; S = Supplemental Faculty
HR_INST_TYPE_DESCR	Human Resource Instructor Type Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code representing the instructional category an individual is in, based on job family and tenure status.	Example of valid values: Tenure/Tenure Track; Lecturers; Clinical Faculty; Supplemental Faculty
HR_MAJ_DEGREE1_TXT	Human Resource Major Degree 1 Text	VARCHAR2	60	M_HRDW1	HRSNAP_PERSONAL_DATA	Degree(s) earned above a high school diploma by an employee. This is a free form text field.	Example of valid values: B.S.; M.A.; J. D.
HR_MAJ_DEGREE2_TXT	Human Resource Major Degree 2 Text	VARCHAR2	16	M_HRDW1	HRSNAP_PERSONAL_DATA	Degree(s) earned above a high school diploma by an employee. This is a free form text field.	Example of valid values: B.S.; M.A.; J. D.
HR_STUDY_FIELD	Human Resource Study Field Code	VARCHAR2	4	M_HRDW1	HRSNAP_PERSONAL_DATA	A code representing the primary field of study associated with the highest degree earned as reported to U of M by an employee. Note: These study field codes may not equate to the study fields found in the student data set.	Example of valid values: 0000 = No Known Education Field; 0930 = Welding Technologies; 2003 = Clinical Psychology
HR_STUDY_FIELD_DESCR	Human Resource Study Field Description	VARCHAR2	60	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code representing the primary field of study associated with the highest	Example of valid values: No Known Education Field;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						degree earned as reported to U of M by an employee. Note: These study field codes may not equate to the study fields found in the student data set.	Welding Technologies; Clinical Psychology
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	VARCHAR2	8	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	Example of valid values: NOV2001; MAR2002; NOV2002
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	VARCHAR2	8	M_HRDW1	HRSNAP_ETHNICITY_DTL	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	Example of valid values: NOV2001; MAR2002; NOV2002
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	VARCHAR2	8	M_HRDW1	HRSNAP_HONOR_PMODS HRSNAP_JOB HRSNAP_LEAVE_PMODS HRSNAP_MARKET_TBL HRSNAP_PERS_DEMOGRAPHICS	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	Example of valid values: NOV2001; MAR2002; NOV2002

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	VARCHAR2	8	M_HRDW1	HRSNAP_PERSON_ALT_IDENT_HIST	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	Examples of valid values: NOV2001; MAR2002; NOV2002
HRSNAP_RPTING_CD	Human Resource Snapshot Reporting Code	VARCHAR2	8	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH HRSNAP_PERSONAL_DATA HRSNAP_SAL_STEP_TBL HRSNAP_SOURCE HRSNAP_TENURECLOCK_PMODS HRSNAP_VISA_PMT_DATA	A code representing the point in time at which the Human Resource snapshot tables are populated. The value PRECLASS identifies the snapshot taken immediately prior to the data conversion for the UM Classification Project changes (7/01/2005). The value PSTCLASS identifies the snapshot taken just after the data conversion for the UM Job Classification Project changes (7/01/2005).	Example of valid values: NOV2001; MAR2002; NOV2002
HSPNC_IND	Hispanic Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having Hispanic ethnicity.	Examples of valid values: 1 = Yes; 0 = No
HWIAN_IND	Hawaiian Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having Hawaiian ethnicity.	Examples of valid values: 1 = Yes; 0 = No
INST_DEPT_DESCR	Instructional Department Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the academic department to which, as of the snapshot date, an instructional employee has instructional allegiance.	Example of valid values: Physics Department College of Lit, Science & Arts
INST_DEPT_GRP	Instructional Department Group Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the department group of the employee's instructional department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: COLLEGE_OF_LS&A; MEDICAL SCHOOL

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
INST_DEPT_GRP_CAMPUS	Instructional Department Group Campus Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the campus of the employee's instructional department.	Example of valid values: UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
INST_DEPT_GRP_CAMPUS_DESCR	Instructional Department Group Campus Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the campus of the employee's instructional department.	Example of valid values: Univ of Mich-Ann Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
INST_DEPT_GRP_DESCR	Instructional Department Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the department group of the employee's instructional department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	Example of valid values: College of Lit, Science and Arts; Medical School
INST_DEPT_GRP_INDC	Instructor Department Group Indicator Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating which instructional appointment within a department group will be used for reporting when each individual can be counted only once in each department group. A value of '1' identifies the row of instructional data used in such reports. A value of '0' (zero) identifies the row(s) of instructional data not used in such reports. A value of 'blank' identifies the row(s) of data that are not instructional appointments.	Example of valid values: 1; 0; blank
INST_DEPT_GRP_VP_AREA	Instructional Department Group Vice President Area Code	VARCHAR2	20	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the vice presidential area of the employee's instructional department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: PRVST_EXC_VP_ACA_AFF; VP_STUDENT_AFFAIRS
INST_DEPT_GRP_VP_AREA_DESCR	Instructional Department Group Vice President Area Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code indicating the vice presidential area of the employee's instructional department by President, Vice President, or Chancellor, based on direct reporting lines.	Example of valid values: Provost & Exec VP Academic Aff; VP for Student Affairs
INST_DEPTID	Instructional Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_PERSONAL_DATA	A code indicating the academic department to which, as of the snapshot date, an instructional	Example of valid values: 184500= Physics Department;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						employee has instructional allegiance.	170000 = College of Lit, Science & Arts
INST_NEXT_HIGHER_DEPTID	Instructional Department Next Higher Department Identification Code	VARCHAR2	10	M_HRDW1	HRSNAP_PERSONAL_DATA	A code representing the department on the department tree one level up from the employee's instructional department. This data is based on the Department Security Tree.	Example of valid values: 172200 = LS&A Natural Science Department; 102500 = Off Provost & Exec VP Acad Aff
INST_UNIV_INDC	Instructor University Indicator Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	<p>Effective HRSNAP_RPTING_CD=NOV2022 this field only applies to APPT_DEPT_GRP_CAMPUS = UM_ANN-ARBOR</p> <p>A code indicating which instructional appointment will be used for reporting when each individual can be counted only once across all appointments at Uof M. A value of '1' identifies the row of instructional data used in such reports. A value of '0' (zero) identifies the row(s) of instructional data not used in such reports. A value of 'blank' identifies the row(s) of data that are not instructional appointments.</p>	Example of valid values: 1; 0; blank
IPEDSSCODE	Integrated Post-Secondary Education Data System Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP), to group all JobCodes for educational governmental reporting.	Example of valid values: 1 = Ex/Ad/Man; 2 = Fac(I/R/P); N = No IPEDS
IPEDSSCODE_DESCR	Integrated Post-Secondary Education Data System Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP) to group all JobCodes for educational governmental reporting.	Example of valid values: Executive/Admin/Manager; Faculty/Instrctn/Rsrch/PubSvc; No IPEDS-S Reporting
JOB_ACTION	Job Action Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code indicating the most recent type of action, as of the snapshot date, that has occurred related to a job.	Example of valid values: DTA = Data Change; HIR = Hire; PAY = Pay Rate

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
JOB_ACTION_DESCR	Job Action Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code indicating the most recent type of action, as of the snapshot date, that has occurred related to a job.	Change Example of valid values: Data Change; Hire; Pay Rate Change
JOB_ACTION_DT	Job Action Date	DATE		M_HRDW1	HRSNAP_JOB	The date the most recent action, as of the snapshot date, related to a job was entered into the system.	Example of valid values: 08/15/2001
JOB_ACTION_REASON	Job Action Reason Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code providing more detailed information regarding the reason the most recent action, as of the snapshot date, occurred related to a job.	Example of valid values: AR7 = Merit; CTR = Effort Change; HIR = New Hire
JOB_ACTION_REASON_DESCR	Job Action Reason Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code providing more detailed information regarding the reason the most recent action, as of the snapshot date, occurred related to a job.	Example of valid values: Merit; Effort Change; New Hire
JOB_EFFDT	Job Effective Date	DATE		M_HRDW1	HRSNAP_JOB	The date on which job related information became effective.	Example of valid values: 08/15/2001
JOB_EFFSEQ	Job Effective Sequence Number	NUMBER	3	M_HRDW1	HRSNAP_JOB	A system assigned number that in conjunction with the employee identification code, employment record number, and job effective date identifies a unique job row.	Example of valid values: 0; 1; 2; 3
JOB_ENTRY_DT	Job Entry Date	DATE		M_HRDW1	HRSNAP_JOB	The most current date an employee entered a specific JobCode. This date is system generated for graduate students and is maintained by Staff Records for all other job families.	Example of valid values: 09/02/2001
JOB_FAMILY	Job Family Code	VARCHAR2	6	M_HRDW1	HRSNAP_JOB	A code that groups JobCodes with similar classification and compensation structures, benefits plans, and applicable Standard Practice Guide sections.	Example of valid values: 10 = Regular Instructional; 210 = Information Technology; 260 = Patient Care Services
JOB_FAMILY_DESCR	Job Family Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code that groups JobCodes with similar classification and compensation structures, benefits plans, and applicable Standard Practice Guide sections.	Example of valid values: Regular Instructional; Information Technology; Patient Care Services
JOB_INDICATOR	Job Indicator Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating whether a specific job is considered the employee's primary or secondary	Example of valid values: P = Primary Job; S = Secondary

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the snapshot date.	Job;
JOB_LOCATION	Job Location Code	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	A code associated with DEPTID that is used to identify location as required for state unemployment reporting purposes. This field is not to be confused with APPT_DEPT_GRP_CAMPUS.	Example of valid values: AA CAMPUS = Ann Arbor Campus; DRBN = Dearborn Campus; FLNT = Flint Campus
JOB_LOCATION_DESCR	Job Location Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code associated with DEPTID that is used to identify location as required for state unemployment reporting purposes.	Example of valid values: Ann Arbor Campus; Dearborn Campus; Flint Campus
JOB_RPTING_PERIOD	Job Reporting Period	VARCHAR2	6	M_HRDW1	HRSNAP_JOB	A grouping of the appointment period associated with a job, into U-Year or fiscal year.	Example of valid values: U-Year; Fiscal
JOBCODE	JobCode	VARCHAR2	6	M_HRDW1	HRSNAP_JOB HRSNAP_MARKET_TBL	A code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	Example of valid values: 100800 = Chancellor; 201000 = Professor; 101324 = Accountant Assoc
JOBCODE_DESCR	JobCode Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB HRSNAP_MARKET_TBL	A textual description of the code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	Example of valid values: Chancellor; Professor; Accountant Assoc
JOBGROUP	Job Group Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code that groups JobCodes according to a system negotiated between the University and the Office of Federal Contract Compliance Programs.	Example of valid values: 000 = Temporary; 525 = Lab Professionals; 964 = Cooks & Bakers
JOBGROUP_DESCR	Job Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code that groups JobCodes according to a system negotiated between the University and the Office of Federal Contract Compliance Programs.	Example of valid values: Temporary; Lab Professionals; Cooks & Bakers
LAST_NAME_SRCH	Last Name Search	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	The system generated last name used to search for a person and to sort the name list. The last name is capitalized and punctuation and embedded spaces are removed. For example, 'de la Garza' becomes	Example of valid values: DELAGARZA; SMITH JR; WASHINGTON

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						DELAGARZA. This is a person's preferred name, if available; otherwise, this is a person's primary name.	
LEAVE_BEGIN_DT	Leave Person Modifier Begin Date	DATE		M_HRDW1	HRSNAP_LEAVE_PMODS	The date the leave person modifier began for a specific employee.	Example of valid values: 07/05/2001
LEAVE_CAT	Leave Person Modifier Category Code	VARCHAR2	3	M_HRDW1	HRSNAP_LEAVE_PMODS	A code indicating the person modifier category associated with a specific leave person modifier code.	Example of valid values: L = Leaves; R = Reduction In Force
LEAVE_CAT_DESCR	Leave Person Modifier Category Description	VARCHAR2	30	M_HRDW1	HRSNAP_LEAVE_PMODS	A textual description of the code indicating the person modifier category associated with a specific leave person modifier code.	Example of valid values: Leaves
LEAVE_END_DT	Leave Person Modifier End Date	DATE		M_HRDW1	HRSNAP_LEAVE_PMODS	The date the leave person modifier ended for a specific employee. September 9, 3999 represents that a leave person modifier is open-ended.	Example of valid values: 01/05/2000
LEAVE_PMOD_CD	Leave Person Modifier Code	VARCHAR2	3	M_HRDW1	HRSNAP_LEAVE_PMODS	A code indicating the leave type for a specific employee.	Example of valid values: AA = ChldCare; AC = Education; AG = Personal
LEAVE_PMOD_DESCR	Leave Person Modifier Description	VARCHAR2	30	M_HRDW1	HRSNAP_LEAVE_PMODS	A textual description of the code indicating the leave type for a specific employee.	Example of valid values: Childcare Leave; Educational Leave; Personal Leave
LOAD_DT	Load Date	DATE		M_HRDW1	HRSNAP_SOURCE HRSTATUS	The date and time at which the data was loaded into the data warehouse. This data may have been loaded into a single table, a group of tables or an entire data set, as designated by the information provided in the field DW_DATA.	Example of valid values: 08/04/2001
MANAGER_NAME	Manager Name	VARCHAR2	50	M_HRDW1	HE_DEPT_TBL	The name of the person in a department who receives financial reports such as Statement of Activity. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last,First Middle.	Example of valid values: Schmoe,Joseph; Doe,Mary L
MARKET_EFFDT	Market Effective Date	DATE		M_HRDW1	HRSNAP_MARKET_TBL	The date market salary survey information was effective.	Example of valid values: 10/23/2005

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
MARKET_REFERENCE_GEO_CD	Market Reference Geographical Location Code	VARCHAR2	30	M_HRDW1	HRSNAP_MARKET_TBL	A code used to indicate the geographic area used to gather data on a market-based salary for a particular job classification.	Example of valid values: AA = Ann Arbor; REG = Regional; DBN = Dearborn; NAT = National; FLT = Flint
MARKET_SALARY_25TH_PERCENTILE	Market Salary 25th Percentile	NUMBER	10,2	M_HRDW1	HRSNAP_MARKET_TBL	A number representing the 25th percentile of a market-based salary for a particular job classification for a geographic code.	Example of valid values: 48,480.00; 49,660.00; 64,460.00
MARKET_SALARY_75TH_PERCENTILE	Market Salary 75th Percentile	NUMBER	10,2	M_HRDW1	HRSNAP_MARKET_TBL	A number representing the 75th percentile of a market-based salary for a particular job classification for a geographic code.	Example of valid values: 81,170.00; 89,630.00; 112,060.00
MARKET_SALARY_BASE_MEAN	Market Salary Base Mean	NUMBER	10,2	M_HRDW1	HRSNAP_MARKET_TBL	A number representing the mean of a market-based salary for a particular job classification for a geographic code.	Example of valid values: 51,140.00; 84,670.00; 116,180.00
MARKET_SALARY_BASE_MEDIAN	Market Salary Base Median	NUMBER	10,2	M_HRDW1	HRSNAP_MARKET_TBL	A number representing the median of a market-based salary for a particular job classification for a geographic code.	Example of valid values: 63,110.00; 68,370.00; 86,500.00
MAX_RT_ANNUAL	Maximum Annual Pay Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A number representing the University defined maximum annual salary for a JobCode. Ungraded JobCode will be null.	Example of valid values: 0.00; 42,473.60; 160,000.00
MGT_COMM_CD	Management Communication Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code used to create mailing labels directed at administrative/supervisory level staff.	Example of valid values: A = Supervisors; B = Managers/Non Academic; C = Administrators/Non Academic
MGT_COMM_DESCR	Management Communication Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code used to create mailing labels directed at administrative/supervisory level staff.	Example of valid values: Supervisors; Managers/Non Academic; Administrators/Non Academic
MIN_RT_ANNUAL	Minimum Annual Pay Rate	NUMBER	14,2	M_HRDW1	HRSNAP_JOB	A number representing the University defined minimum annual salary for a JobCode. Ungraded JobCode will be null.	Example of valid values: 0.00; 10,712.00; 87,792.00
MULTI_ETHNIC	Multi-Ethnic Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code indicating whether a person has self-identified as more	Examples of valid values: Y = Yes; N = No

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						than one race/ethnicity. Data for this element should never be released in a name linked fashion.	
NAME	NAME	VARCHAR2	50	M_HRDW1	HRSNAP_PERSONAL_DATA	The name by which a person is known. In the PERSONAL_DATA table this is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	Example of valid values: de la Garza, Barb; Smith Jr, Joseph L; Washington, Bill Boyd
NATIONAL_ID	National Identification Code	VARCHAR2	9	M_HRDW1	HRSNAP_PERSON_ALT_IDENT_HI ST	The Social Security Number (SSN) or temporary payroll number associated with an employee that took effect after the previous one was updated or changed.	Example of valid values: 123456789
NTV_AMRCN_IND	Native American Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having Native American ethnicity.	Examples of valid values: 1 = Yes; 0 = No
OK_TO_PAY	Ok To Pay Code	VARCHAR2	1	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A code indicating whether an additional pay data amount will be processed through payroll.	Example of valid values: Y = Yes; N = No
OTH_PAY	Other Pay	NUMBER	10,2	M_HRDW1	HRSNAP_ADDL_PAY_DATA	The dollar amount on an earnings code of Human Resource managed payments to be distributed to an employee in addition to regular pay.	Example of valid values: -15,695.77; 34.76; 150.34; 5,667.48; 29,037.17
PAY_FREQUENCY	Pay Frequency Code	VARCHAR2	1	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	A code representing how often employees in a pay group are paid.	Example of valid values: B = Biweekly; M = Monthly; W = Weekly
PAY_FREQUENCY_DESCRSHO RT	Pay Frequency Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	An abbreviated textual description of the code representing how often employees in a pay group are paid.	Example of valid values: Biweekly; Monthly; Weekly
PAYGROUP	Pay Group Code	VARCHAR2	3	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	A code indicating a set of employees grouped together for payroll processing.	Example of valid values: BWC = Reg Bwlky; MGS = Grad Stdnt; MPP = Mo P Paid
PAYGROUP_DESCR	Pay Group Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_JOB	A textual description of the code indicating a set of employees grouped together for payroll processing.	Example of valid values: Regular Bi-Weekly; Grad Student; Mthly Pre Pd-Hosp & Spon 12 Mo
PER_ORG	Per Organization	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code indicating the nature of the relationship between a person	Example of valid values: EMP =

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						and the particular U of M appointment.	Employee; POI = Person of Interest; CWR = Contingent Worker
PERCENT EFFORT	Percent Effort	NUMBER	5,2	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	The employee's percent effort associated with each shortcode related to a job. Used for effort certification and not required to be provided unless needed for that purpose.	Example of valid values: 0.25; 3.50; 77.50; 100.00
PERSON_CITY	Person City	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The name of the city associated with a person's address.	Example of valid values: Ann Arbor
PERSON_COMP_ANNUAL_RT	Person Compensation Annual Rate	NUMBER	14,2	M_HRDW1	HRSNAP_PERSONAL_DATA	A number representing the annual base compensation rate for an employee based on all of their active and paid leave appointments.	Example of valid values: 0.00; 45,048.00; 337,030.00
PERSON_COUNTRY	Person Country Code	VARCHAR2	3	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the country associated with a person's address.	Example of valid values: USA = United States
PERSON_COUNTRY_DESCR	Person Country Name	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The name of the country associated with a person's address.	Example of valid values: United States
PERSON_FTE	Person Full Time Equivalent	NUMBER	7,6	M_HRDW1	HRSNAP_PERSONAL_DATA	The total percent of effort for an employee based on all of their active and paid leave appointments.	Example of valid values: 0.00; 0.3875; 0.36325; 0.170008; 1.00; 1.50
PERSON_POSTAL	Person Postal Code	VARCHAR2	12	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The postal code of an address. This will accommodate the 5 and 9 digit United States zip code as well as international postal codes.	Example of valid values: 48104-2316; 75254; 234 E65
PERSON_SERVICE_DT	Person Service Date	DATE		M_HRDW1	HRSNAP_PERSONAL_DATA	The date on which the current continuous employment relationship was established as defined in the Standard Practice Guide. This date is the service date from the lowest active employment record number.	Example of valid values: 08/01/2001
PERSON_STATE	Person State Code	VARCHAR2	6	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the state associated with a person's address. This field will accommodate US states as well as states, territories or provinces that have been identified for other countries (e.g., Canada).	Example of valid values: MI = Michigan; ON = Ontario; PR = Puerto Rico
PERSON_STATE_DESCR	Person State Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The name of the state associated with a person's address. This field	Example of valid values: Michigan;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						will accommodate US states as well as states, territories or provinces that have been identified for other countries (e.g., Canada).	Ontario; Puerto Rico
PERSON_STD_HOURS	Person Standard Hours	NUMBER	5,2	M_HRDW1	HRSNAP_PERSONAL_DATA	A number representing the sum of standard hours for all of the employee's active and paid leave appointments.	Example of valid values: 0.00; 2.20; 26.68; 40.00
PERSON_VISA_PERMIT_EFFDT	Person Visa Workpermit Effective Date	DATE		M_HRDW1	HRSNAP_VISA_PMT_DATA	The date when an individual's visa or residence information was entered into the system or the date associated with an individual's workpermit based on HRMS data entry procedures.	Example of valid values: 12/13/2001
PERSONNEL_UNIT	Personnel Unit Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERSONAL_DATA	A code identifying the personnel office where an employee's Personnel file resides.	Example of valid values: A = Ann Arbor; M = Med Center
PERSONNEL_UNIT_DESCR	Personnel Unit Description	VARCHAR2	30	M_HRDW1	HRSNAP_PERSONAL_DATA	A textual description of the code identifying the personnel office where an employee's Personnel file resides.	Example of valid values: Ann Arbor; Medical Center
POI_TYPE	Person of Interest Type Code	VARCHAR2	5	M_HRDW1	HRSNAP_JOB	A code representing the person's type of involvement with the U of M.	Example of valid values: 00001 = COBRA Qualified Beneficiary; 00002 = Pension Payee; 00101 = Student Benefits; 00000 = Unknown
POI_TYPE_DESCR	Person of Interest Type Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code representing the person's type of involvement with the U of M.	Example of valid values: COBRA Qualified Beneficiary; Pension Payee; Student Benefits; Unknown
POSTING_PTO	Posting Paid Time Off Code	VARCHAR2	1	M_HRDW1	HE_DEPT_TBL	A code indicating that a message will be printed on the job posting stating this position has paid time off benefits rather than sick and vacation benefits.	Example of valid values: Y = Yes; N = No
PRIMARY_CIP	Primary Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HE_DEPT_TBL	A code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	Example of valid values: 45.1101 = Sociology; 31.0505 = Kinesiology and Exercise Scien; 25.0101 = Library

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
PRIMARY_CIP_DESCR	Primary Classification Of Instructional Programs Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	Science/Librarianship
PRIMARY_NAME	Primary Name	VARCHAR2	50	M_HRDW1	HRSNAP_PERSONAL_DATA	The name by which a person is known. This is a person's primary name which is generally used for legal purposes. Person name format is Last, First Middle	Example of valid values: de la Garza, Barbara Marie; Smith Jr, Joseph L; Washington, William Boyd
PROGRAM_CODE	Program Code	VARCHAR2	5	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A code identifying a group of related activities, cost centers, revenue centers, responsibility centers and academic programs. These activities may occur within a single department or across multiple departments.	Example of valid values: ADMIS = Admissions; RERET = Recruitment & Retention
PROGRAM_DESCR	Program Name	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	The name identifying a group of related activities, cost centers, revenue centers, responsibility centers and academic programs.	Example of valid values: Admissions; Recruitment & Retention
PROJ_RETIRE_ELIG_DT	Projected Retirement Eligibility Date	DATE		M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	The projected date on which an employee is eligible to retire based on data available in the production system as of the snapshot date. The date in this field is an estimate and should be used for reporting purposes only. Appointment data changes after the snapshot date could impact the projected retirement eligibility date. See SPG 201.83 for exact retiring from the University criteria.	Example of valid values: 10/01/2004 06/07/2012; 11/10/2016
PROJ_RETIRE_ELIG_DT_INVLD_IND	Projected Retirement Eligibility Date Invalid Indicator	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code indicating whether the Projected Retirement Eligibility date is invalid. Do not use this date if this value equals "Y". Additional analysis is needed to calculate the Projected Retirement Eligibility date for this person.	Example of valid values: Y = Yes; N = No; A = Adjustment
PROJECT_GRANT	Project/Grant Code	VARCHAR2	15	M_HRDW1	HRSNAP_ADDL_PAY_DATA	A code used to accumulate financial information on a set of	Example of valid values: C026993;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
					HRSNAP_DEPT_BUDGET_ERN	activities over a limited time span. Used for contracts and grants, construction projects and unit-defined projects.	F000101
REG_TEMP	Regular/Temporary Code	VARCHAR2	1	M_HRDW1	HRSNAP_JOB	A code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job. Only regular JobCodes are loaded into this data set.	Example of valid values: R = Regular
SAL_ADMIN_PLAN	Salary Administration Plan Code	VARCHAR2	4	M_HRDW1	HRSNAP_JOB	A code that groups JobCodes with similar classification and compensation, benefit plans, and applicable Standard Practice Guide sections. Used to define 'Career Bands' for select Job Families.	Example of valid values: 09 = Regular Clinical Instructional; 34 = Graduate Student Staff Asst; 133 = Financial Operations & Acctg (band related to the Finance Job/Career Family)
SAL_ADMIN_PLAN	Salary Administration Plan Code	VARCHAR2	4	M_HRDW1	HRSNAP_SAL_STEP_TBL	A code that groups JobCodes with similar classification and compensation structures, benefit plans, and applicable Standard Practice Guide sections. Used to define 'Career Bands' for select Job Families.	Example of valid values: 09 = Regular Clinical Instructional; 34 = Graduate Student Staff Asst; 133 = Financial Operations & Acctg (band related to the Finance Job/Career Family)
SAL_ADMIN_PLAN_DESCR	Salary Administration Plan Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code that groups JobCodes with similar classification and compensation structures, benefit plans, and applicable Standard Practice Guide sections. Used to define 'Career Bands' for select Job Families.	Example of valid values: Regular Clinical Instructional; Graduate Student Staff Asst; Financial Operations & Acctg
SAL_GRADE	Salary Grade Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB HRSNAP_SAL_STEP_TBL	An alphanumeric code linked to the salary administration plan/career band and job/career family of each JobCode.	Example of valid values: T5 = Trades Pay Grade T5; LD = Executive Leadership; MG = Manager; PF = Professional
SAL_GRADE_DESCR	Salary Grade Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the alphanumeric code linked to the salary administration plan/career band and job/career of each JobCode.	Example of valid values: Trades Pay Grade T5; Executive Leadership; Manager; Professional
SAL_GRADE_ENTRY_DT	Salary Grade Entry	DATE		M_HRDW1	HRSNAP_JOB	The date the employee entered	Example of valid

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
	Date					the salary grade.	values: 07/30/2001
SAL_STEP	Salary Step Code	NUMBER	38	M_HRDW1	HRSNAP_SAL_STEP_TBL	The code for a salary level within the salary schedule for a jobcode in a union where a step structure is present (i.e. MNA).	Examples of valid values: 1; 2; 3
SAL_STEP_ANNUAL_RT	Salary Step Annual Rate	NUMBER	18,3	M_HRDW1	HRSNAP_SAL_STEP_TBL	A system calculated number indicating the annual salary step rate for a specific employee appointment.	Examples of valid values: 38105.60; 44428.80; 73153.60
SAL_STEP_DAILY_RT	Salary Step Daily Rate	NUMBER	18,3	M_HRDW1	HRSNAP_SAL_STEP_TBL	A system calculated number indicating the daily salary step rate for a specific employee appointment.	Examples of valid values: 104.399; 124.629; 135.57
SAL_STEP_EFFDT	Salary Step Effective Date	DATE		M_HRDW1	HRSNAP_SAL_STEP_TBL	The date on which the salary step information became effective.	Examples of valid values: 08/15/2001
SAL_STEP_HOURLY_RT	Salary Step Hourly Rate	NUMBER	18,6	M_HRDW1	HRSNAP_SAL_STEP_TBL	A system calculated number indicating the hourly salary step rate for a specific employee appointment.	Examples of valid values: 18.32; 19.91; 23.79
SAL_STEP_MONTHLY_RT	Salary Step Monthly Rate	NUMBER	18,3	M_HRDW1	HRSNAP_SAL_STEP_TBL	A system calculated number indicating the monthly salary step rate for a specific employee appointment.	Examples of valid values: 3175.47; 4338.53; 3979.73
SECOND_CIP	Secondary Classification Of Instructional Programs Code	VARCHAR2	13	M_HRDW1	HE_DEPT_TBL	A code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	Example of valid values: 45.0201 = Anthropology; 13.1314 = Physical Education Teaching an; 11.0401 = Information Science/Studies
SECOND_CIP_DESCR	Secondary Classification Of Instructional Programs Description	VARCHAR2	30	M_HRDW1	HE_DEPT_TBL	A textual description of the code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	Example of valid values: Anthropology; Physical Education Teaching an; Information Science/Studies
SEX	Sex Code	VARCHAR2	1	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	A code representing the gender of a person.	Example of valid values: M = Male; F = Female; U = Unknown
SEX_DESCRSHORT	Sex Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_PERS_DEMOGRAPHICS	An abbreviated textual description of the code representing the gender of a person.	Example of valid values: Male; Female; Unknown
SHORTCODE	ShortCode Number	VARCHAR2	6	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A six digit code that maps to a unique combination (blank and non-blank) of chartfields; fund, department, class, program, and project/grant. If the shortcode	Example of valid values: 000094 = USDA-6J89B; 012984 = VA Hospital/Med Admin; 035677 =

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						field in the Addl_Pay_Data table is blank the payments are distributed to the general ledger system based on the Department Budget Earnings distribution in effect on that date.	Research Agreement (SAE);
SHORTCODE_DESCR	ShortCode Description	VARCHAR2	30	M_HRDW1	HRSNAP_ADDL_PAY_DATA HRSNAP_DEPT_BUDGET_ERN	A textual description of the six digit code that maps to a unique combination (blank and non-blank) of chartfields; fund, department, class, program, and project/grant.	Example of valid values: USDA-6J89B; VA Hospital/Med Admin; Research Agreement (SAE);
SPON_RES_POOL	Sponsored Research Pool Code	VARCHAR2	1	M_HRDW1	HRSNAP_DEPT_BUDGET_ERN	A code related to a department indicating whether the funding from this department is coming from a pool account or a sponsored project.	Example of valid values: P = Pool Account; S = Sponsored Project
STD_HOURS	Standard Hours	NUMBER	4,2	M_HRDW1	HRSNAP_JOB	The number of hours the person will work in the associated appointment during the course of one week.	Example of valid values: 2.20; 26.68; 40.00
STEP	Step Code	NUMBER	38	M_HRDW1	HRSNAP_JOB	The code for a salary level within the salary schedule for a jobcode in a union where a step structure is present (i.e. MNA).	Examples of valid values: 1; 2; 3
STEP_END_DT	Step End Date	DATE		M_HRDW1	HRSNAP_JOB	The date a person ended a salary level within the salary schedule for a jobcode in a union where a step structure is present (i.e. MNA).	Examples of valid values: 08/15/2001
STEP_ENTRY_DT	Step Entry Date	DATE		M_HRDW1	HRSNAP_JOB	The date a person began a salary level within the salary schedule for a jobcode in a union where a step structure is present (i.e. MNA).	Examples of valid values: 08/15/2001
SUPERVISOR_ID	Supervisor Identification Code	VARCHAR2	11	M_HRDW1	HRSNAP_JOB	A code representing the EMPLID of the supervisor for a given employee in a given job.	Example of valid values: 25582542
SUPERVISOR_NAME	Supervisor Name	VARCHAR2	50	M_HRDW1	HRSNAP_JOB	The name of the supervisor for a given employee in a given job. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	Example of valid values: Adamson, Sonya T; Holden, Peter
TENURE_CLOCK_BEGIN_DT	Tenure Clock Person Modifier Begin Date	DATE		M_HRDW1	HRSNAP_TENURECLOCK_PMODS	The date on which an instructional employee enters the tenured or tenure track ranks (Professor	Example of valid values: 12/14/2001

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
TENURE_CLOCK_CAT	Tenure Clock Person Modifier Category Code	VARCHAR2	3	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	through Instructor).	Example of valid values: A = Academic
TENURE_CLOCK_CAT_DESCR	Tenure Clock Person Modifier Category Description	VARCHAR2	30	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	A textual description of the code indicating the person modifier category associated with a specific tenure clock person modifier code.	Example of valid values: Academic
TENURE_CLOCK_END_DT	Tenure Clock Person Modifier End Date	DATE		M_HRDW1	HRSNAP_TENURECLOCK_PMODS	The last date on which an instructional employee is associated with the tenured or tenure track ranks (Professor through Instructor). September 9, 3999 represents that the tenure clock is active.	Example of valid values: 12/05/2000
TENURE_CLOCK_PMOD_CD	Tenure Clock Person Modifier Code	VARCHAR2	3	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	A code indicating the tenure clock person modifier for a specific instructional employee.	Example of valid values: IE = InstrEntry; PHD = PhDRequire
TENURE_CLOCK_PMOD_DESCR	Tenure Clock Person Modifier Description	VARCHAR2	30	M_HRDW1	HRSNAP_TENURECLOCK_PMODS	A textual description of the code indicating the tenure clock person modifier for a specific instructional employee.	Example of valid values: Instructional Entry/Exit Dates; Asst Professor Upon Phd
TENURE_STATUS	Tenure Status Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	A code indicating the instructional employee's tenure status related to a specific job.	Example of valid values: NTK = On Track; TEN = Tenure; NOT = Not on Trk
TENURE_STATUS_DESCRSHORT	Tenure Status Short Description	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	An abbreviated textual description of the code indicating the instructional employee's tenure status related to a specific job.	Example of valid values: On Track; Tenure; Not on Trk
TERMINATION_BEGIN_DT	Termination Person Modifier Begin Date	DATE		M_HRDW1	TERMINATION_PMODS	The date of the first day the employee is not working in the same regular or temporary category for the University.	Example of valid values: 06/23/2000
TERMINATION_CAT	Termination Person Modifier Category Code	VARCHAR2	3	M_HRDW1	TERMINATION_PMODS	A code indicating the person modifier category associated with a specific termination person modifier code.	Example of valid values: T = TerminStat
TERMINATION_CAT_DESCR	Termination Person Modifier Category Description	VARCHAR2	30	M_HRDW1	TERMINATION_PMODS	A textual description of the code indicating the person modifier category associated with a specific termination person modifier code.	Example of valid values: Termination Status
TERMINATION_END_DT	Termination Person Modifier End Date	DATE		M_HRDW1	TERMINATION_PMODS	The date one day prior to the date the employee was rehired into the	Example of valid values: 07/23/2000

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
						same regular or temporary category by the University. September 9, 3999 represents that the person has not been rehired by U of M.	
TERMINATION_PMOD_CD	Termination Person Modifier Code	VARCHAR2	3	M_HRDW1	TERMINATION_PMODS	A code indicating the termination type for a specific employee. Terminations relate to temporary jobs, regular jobs and employment at the University as a whole.	Example of valid values: TRT = TerminRET; TTP = TerminTEMP; TRG = TerminREG
TERMINATION_PMOD_DESCR	Termination Person Modifier Description	VARCHAR2	30	M_HRDW1	TERMINATION_PMODS	A textual description of the code indicating the termination type for a specific employee. Terminations relate to temporary jobs, regular jobs and employment at the University as a whole.	Example of valid values: Retired From The University; Terminated From Temp Employment; Terminated From Reg Employment
TIMEKEEP_SYS	Timekeeping System Code	VARCHAR2	1	M_HRDW1	HE_DEPT_TBL	A code indicating the timekeeping system used by a department.	Example of valid values: C = Central; H = Hospital; M = MATRS; P = Plant
TIMEKEEP_SYS_DESCRSHORT	Timekeeping System Short Description	VARCHAR2	10	M_HRDW1	HE_DEPT_TBL	An abbreviated textual description of the code indicating the timekeeping system used by a department.	Example of valid values: Central; Hospital; MATRS; Plant
UNION_CD	Union Code	VARCHAR2	3	M_HRDW1	HRSNAP_JOB	The code for a union/university bargaining unit (i.e. AFS, LEO).	Examples of valid values: GEO = Graduate Employee Organization; MNA = Michigan Nurses Association; AFS = A.F.S.C.M.E. Local 1583
UNION_DESCR	Union Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	The description of the union/university bargaining unit.	Examples of valid values: Graduate Employee Organization; Michigan Nurses Association; A.F.S.C.M.E. Local 1583
UNIV_LONG_TITLE	University Long Title	VARCHAR2	4000	M_HRDW1	HRSNAP_PERSONAL_DATA	The official University job title associated with an employee.	Example of valid values: CLINICAL ASSISTANT PROFESSOR OF RADIOLOGY, MEDICAL SCHOOL;

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
US_SOC_CD	U.S. Standard Occupational Classification Code	VARCHAR2	10	M_HRDW1	HRSNAP_JOB	A code currently used by Human Resource Records and Information Services (HRRIS) and the Office of Budget and Planning (OBP), to group all JobCodes for governmental reporting to the Bureau of Labor Statistics.	Example of valid values: 17-2121; 17-2131; 17-2141
US_SOC_DESCR	U.S. Standard Occupational Classification Description	VARCHAR2	30	M_HRDW1	HRSNAP_JOB	A textual description of the code currently used by Human Resource Records and Information Services (HRRIS) and the Office of Budget and Planning (OBP), to group all JobCodes for governmental reporting to the Bureau of Labor Statistics.	Example of valid values: Marine Engr & Naval Architects; Materials Engineers; Mechanical Engineers
VISA_EXPIRATN_DT	Visa Expiration Date	DATE		M_HRDW1	HRSNAP_VISA_PMT_DATA	The date a person's visa will expire. September 9, 3999 represents that the visa is open-ended.	Example of valid values: 11/17/2002
VISA_ISSUING_COUNTRY	Visa Issuing Country Code	VARCHAR2	3	M_HRDW1	HRSNAP_VISA_PMT_DATA	A code indicating the country that issued a person's visa. This field should always contain the data value 'USA'.	Example of valid values: USA = United States
VISA_PERMIT_CLASS	Visa Workpermit Classification Code	VARCHAR2	1	M_HRDW1	HRSNAP_VISA_PMT_DATA	A code indicating the classification of a visa or workpermit.	Example of valid values: V = Visa; W = Work Permit
VISA_PERMIT_TYPE	Visa Workpermit Type Code	VARCHAR2	3	M_HRDW1	HRSNAP_VISA_PMT_DATA	A code representing the type of current non-immigrant visa or workpermit.	Example of valid values: F1 = Student; J1 = Exchng-Vis; JN = Non Studnt; JS = Student; I9 = Work-Elig; PR = Perm-Res
VISA_PERMIT_TYPE_DESCR	Visa Workpermit Type Description	VARCHAR2	30	M_HRDW1	HRSNAP_VISA_PMT_DATA	A textual description of the code representing the type of current non-immigrant visa or workpermit.	Example of valid values: Student; Exchange Visitor; Exchange Visitor-Non Student; Exchange Visitor-Student; I9 Work Eligibility Dates; Permanent Resident (GreenCard)
VISA_STATUS_DT	Visa Status Date	DATE		M_HRDW1	HRSNAP_VISA_PMT_DATA	The date the visa status becomes effective.	Example of valid values: 09/16/2001
VISA_WRPKMT_STATUS	Visa Workpermit Status Code	VARCHAR2	1	M_HRDW1	HRSNAP_VISA_PMT_DATA	A code indicating the status of a person's visa.	Example of valid values: A = Applied For; G = Granted; S = Superceded

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Element Definition	Examples of Valid Values
VISA_WRKPMT_STATUS_DESCR	Visa Workpermit Status Description	VARCHAR2	30	M_HRDW1	HRSNAP_VISA_PMT_DATA	A textual description of the code indicating the status of a person's visa.	Example of valid values: Applied For; Granted; Superceded
WHITE_IND	White Indicator	NUMBER	1	M_HRDW1	HRSNAP_PERSON_IPEDS_ETH	A code indicating whether a person has self-identified as having White ethnicity.	Examples of valid values: 1 = Yes; 0 = No
WORK_SCHEDULE_CD	Work Schedule Code	VARCHAR2	7	M_HRDW1	HRSNAP_JOB	A code representing the work schedule as a string of Y/N characters corresponding to the days of the week starting with Sunday.	Examples of valid values: NYYYYYN; YNNNNNN; YYYYYYY
WORKING_TITLE	Working Title	VARCHAR2	4000	M_HRDW1	HRSNAP_PERSONAL_DATA	A University job title associated with an employee.	Example of valid values: CLINICAL ASSISTANT PROFESSOR OF RADIOLOGY
YEARS_IN_SERVICE	Years In Service	NUMBER	3,1	M_HRDW1	HRSNAP_PERSONAL_DATA	The number of years since the current continuous employment relationship was established for an employee. This data is derived using PERSON_SERVICE_DT.	Example of valid values: 0.8; 6.2; 15.0; 23.9
YEARS_IN_SERVICE_RANGE	Years in Service Range	VARCHAR2	5	M_HRDW1	HRSNAP_PERSONAL_DATA	The years in service report grouping within which an employee's years in service falls.	Example of valid values: 00-04; 05-09; 10-14; 15-19; 20-24; 25-29; 30-34; 35-39; 40-44; 45-49; 50+
YEARS_IN_TITLE	Years In Title	NUMBER	3,1	M_HRDW1	HRSNAP_JOB	The number of years since an employee entered a specific JobCode.	Example of valid values: 0.4; 9.3; 12.0; 31.7