

**ATTACHMENT
PERSONNEL DATABASE SUMMARY OF CHANGES**

**Overview of changes recommended by the Personnel Database Committee and MISATFOR and accepted by the Division.
All changes listed are implemented in the 2019-20 Data Submission.**

| NUMBER: 0000 | | ELEMENT NAME: Global Changes | | |
|--|---------|------------------------------|--|---|
| DESCRIPTION: A list of generic changes that affect all data elements in the Personnel data element dictionary. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | PD-Change | The record format was changed from 150 to 250 to include a filler on record types 1-7. | This was increased due to the error problems that might come back from FLEID on record formats. |

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| NUMBER: 0130 | | ELEMENT NAME: Person Identification Number | | |
|--|---------|--|---|--|
| DESCRIPTION: The Person Identification Number is a unique ten-character field. Social Security Number should be used when possible. If the number used is not a Social Security Number, then the Person Identification Number must begin with an alphabetic character. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 0130_3 Person Identification Number (DE 0130) duplicate ID on demographic within the institution and term. Previously when in error it put an error with 1KEY instead of 0130_3. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_4 Person Identification Number (DE 0130) no matching Employment Activity record to Demographic record. Previously when in error it put an error with 2Match instead of 0130_4. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_10 Person Identification Number (DE 0130) no matching Demographic record to Salary record. Previously error registered under 6NODEMO. 0130_10 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_11 Person Identification Number (DE 0130) no matching Demographic record to Benefits record. Previously error registered under 7NODEMO. 0130_11 new in database dictionary | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_12 Person Identification Number (DE 0130) no matching Salary record to Demographic record. Previously error registered under 6NOSALA. 0130_12 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_13 Person Identification Number (DE 0130) no matching Benefits record to Demographic record. Previously error registered under 7NOBENE. 0130_12 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_7 Person Identification Number (DE 0130) no matching Demographic record to Employment record. Previously error registered under 1MATCH. 0130_7 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_8 Person Identification Number (DE 0130) no matching Demographic record to Instructional record. Previously error registered under 1MATCH. 0130_8 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0130_9 Person Identification Number (DE 0130) no matching Demographic record to ReassignmenT record. Previously error registered under 1MATCH. 0130_9 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 7005_3 Benefit Type (DE 7005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Fringe Benefits Information - Record Type 7. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|--|---------|--|---|--|
| NUMBER: 0130 | | ELEMENT NAME: Person Identification Number | | |
| DESCRIPTION: The Person Identification Number is a unique ten-character field. Social Security Number should be used when possible. If the number used is not a Social Security Number, then the Person Identification Number must begin with an alphabetic character. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 6005_3 Salary Type (DE 6005) and Primary Activity/Occ Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Salary Information - Record Type 6. Prev error registered under 6KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 5005_3 Authorized Reassignment Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5. Previously error registered under error 5KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 0140_4 Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Employment Activity - Record Type 2. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_3 Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Instructional - Record Type 3. Prev error registered under error 3KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| NUMBER: 0140 | | ELEMENT NAME: Organizational Unit & GL Codes | | |
|--|---------|--|---|--|
| DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits; an Eight digit Organizational Unit and a Five digit General Ledger Classification. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 7005_3 Benefit Type (DE 7005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Fringe Benefits Information - Record Type 7. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 6005_3 Salary Type (DE 6005) and Primary Activity/Occ Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Salary Information - Record Type 6. Prev error registered under 6KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 0140_4 Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Employment Activity - Record Type 2. Previously error registered under error 2KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_3 Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Instructional - Record Type 3. Prev error registered under error 3KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| | | | | |
|--------------------------------------|---------|---------------------------|---|--|
| NUMBER: 1007 | | ELEMENT NAME: Middle Name | | |
| DESCRIPTION: Employee's middle name. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 1007_2 Middle Name (DE 1007) no middle name in any of the Demographic records. Previously error registered under NOMN. 1007_2 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| | | | | |
|--|---------|---------------------------|--|--|
| NUMBER: 1008 | | ELEMENT NAME: Name Suffix | | |
| DESCRIPTION: Suffix (if any), of employee’s name, to denote the generation in his or her family. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 1008_2 Name Suffix (DE 1008) no suffix in any of the Demographic records. Previously error registered under NOSX. 1008_2 new in database dictionary. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Add | 1008_1 Name Suffix (DE 1008) contains special or Unicode characters | Data Quality |

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| | | | | |
|--|---------|---|--|--|
| NUMBER: 1009 | | ELEMENT NAME: Primary Activity/Occupational Activity Code | | |
| DESCRIPTION: The primary activity for the employee as determined by the college. For employees with a single activity, this will match the activity reported on the Employment Activity record (Record Type 2) in Activity/Occupational Activity Code (Data Element 2005). For employees with multiple activities, the activity the college considers the employees main/primary activity. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 6005_3 Salary Type (DE 6005) and Primary Activity/Occ Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Salary Information - Record Type 6. Prev error registered under 6KEY | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | TV-Change | 30 - Librarians SOC - Occupational Categories Change to Librarians and Media Collections Specialists. SOC code 25-4020 | 2018 IPEDS Changes |
| 01JUL2019 | 2019-20 | TV-Change | 32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Preschool, Elementary, Middle, Secondary, and Special Education Teachers. SOC code 25-2000. | 2018 IPEDS Changes |
| 01JUL2019 | 2019-20 | TV-Change | 32 -Student, Academic Affairs, and Other Education Service SO Other Educational Instruction and Library Occupations. SOC code 25-9000. | 2018 IPEDS Changes |

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| | | | | |
|---|---------|---|--|--------------------|
| NUMBER: 2005 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
| DESCRIPTION: Indicates the employee's Occupational Activity Classification. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | TV-Change | 30 - Librarians SOC - Occupational Categories Change to Librarians and Media Collections Specialists. SOC code 25-4020 | 2018 IPEDS Changes |
| 01JUL2019 | 2019-20 | TV-Change | 32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Preschool, Elementary, Middle, Secondary, and Special Education Teachers. SOC code 25-2000. | 2018 IPEDS Changes |
| 01JUL2019 | 2019-20 | TV-Change | 32 -Student, Academic Affairs, and Other Education Service SO Other Educational Instruction and Library Occupations. SOC code 25-9000. | 2018 IPEDS Changes |

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| NUMBER: 3005 | | ELEMENT NAME: Course Identifier | | |
|--|---------|---------------------------------|---|--|
| DESCRIPTION: An eight digit alphanumeric code which is assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three letter prefix, a four digit number and a one digit suffix code. The first digit of the number reflects the course level. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 3005_2 Course Identifier (DE 3005) on Record Type 4 and no match on Record Type 3. Previously error registered under 3Match instead of 3005_2. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_3 Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Instructional - Record Type 3. Prev error registered under error 3KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| NUMBER: 3010 | | ELEMENT NAME: Course Identifier Section | | |
|--|---------|---|--|--|
| DESCRIPTION: A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3005). | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 3010_2 Course Identifier Section (DE 3010) on Record Type 4 and no match on Record Type 3. Previously error registered under 4Match instead of 3010_2. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 3010_3 Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3. Previously error registered under error 3KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|---|---------|--------------------------------------|---|--|
| NUMBER: 4015 | | ELEMENT NAME: Days of Course Meeting | | |
| DESCRIPTION: Indicates which days of the week a course section meets. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| | | | | |
|--|---------|--|---|--|
| NUMBER: 4020 | | ELEMENT NAME: Beginning Time of Course Section | | |
| DESCRIPTION: Identifies the course section's local scheduled start time, based on a 24-hour clock. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|--|---------|---------------------------|---|--|
| NUMBER: 4030 | | ELEMENT NAME: Site Number | | |
| DESCRIPTION: Number assigned to a site by the college. This number must be the same as reported on the Facilities Data Base. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|--|---------|-------------------------------|---|--|
| NUMBER: 4035 | | ELEMENT NAME: Facility Number | | |
| DESCRIPTION: The number assigned to a facility by a college. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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| | | | | |
|---|---------|---------------------------|---|--|
| NUMBER: 4040 | | ELEMENT NAME: Room Number | | |
| DESCRIPTION: Number assigned to a room by a college. Includes one place prefix, four number and one place suffix. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | Cross Edit: 3010_4 (DE 3010) and (DE 3005) and (DE 4015) and (DE 4020) and (DE 4030) and (DE 4035) and (DE 4040) and (DE 0140) and (DE 0130) Duplicate Course Schedule - Record Type 4. Previously error registered under error 4KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|---|---------|--|---|--|
| NUMBER: 5005 | | ELEMENT NAME: Authorized Reassignment - Type | | |
| DESCRIPTION: Indicates the type of Reassignment/Release Time. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 5005_3 Authorized Reassignment Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5. Previously error registered under 5KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|---|---------|---------------------------|---|--|
| NUMBER: 6005 | | ELEMENT NAME: Salary Type | | |
| DESCRIPTION: Indicates the Type of Salary paid to the employee. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 6005_2 Salary Type (DE 6005) missing Fringe Benefits - Record Type 7. Previously error registered under 7Match. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 6005_3 Salary Type (DE 6005) and Primary Activity/Occ Activity Code (DE 1009) and Organizational Unit and GL Code (DE 0140) and Person Ident Number (DE 0130) Duplicate Salary Information - Record Type 6. Previously error registered under 6KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |

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|--|---------|----------------------------|---|--|
| NUMBER: 7005 | | ELEMENT NAME: Benefit Type | | |
| DESCRIPTION: Enter the type of benefit provided to an Employee. This field is reported on an annual basis for the fiscal year. | | | | |
| ELMCHG | ELMIMP | ELMCDCHG | ELMCHANGE | ELMREASON |
| 01JUL2019 | 2019-20 | ED-Change | 7005_2 Benefit Type (DE 7005) missing Salary - Record Type 6. Previously error registered under 6Match. | Data Quality-Edit to be included in PDB Database Dictionary. |
| 01JUL2019 | 2019-20 | ED-Change | 7005_3 Benefit Type (DE 7005) and Organizational Unit and GL Code (DE 0140) and Person Identification Number (DE 0130) Duplicate Fringe Benefits Information - Record Type 7. Previously error registered under 7KEY. | Data Quality-Edit to be included in PDB Database Dictionary. |