Florida College System Personnel Database

Reporting Year 2025-26

Version 30.00

SUMMARY OF CHANGES

Version 30.00 (Updated 07/01/2025)

1. Added frequency zero informational edit for DE 4065 Instructional Delivery Method value 'D' Distance Learning.
2. Added IDB Edit 5000_1 SDB Distance Education Student Location (DE 1033) EQ O and PDB Instructional Delivery Method EQ C for PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) – Informational
3. Added IDB Edit 5000_2 SDB Distance Education Student Location (DE 1033) EQ Z and PDB Instructional Delivery Method NE C for PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) – Informational
4. Removed crosswalk as Old File Names have been removed and the New File Names are retained.
5. Comparative Frequency Report:
   a. Added DE 4071 - Developmental Education - Primary Strategy
   b. Added DE 4072 - Developmental Education - Modularized Strategy
   c. Added DE 4073 - Developmental Education - Compression Strategy
   d. Added DE 4074 - Developmental Education - Contextualized Strategy
   e. Added DE 4075 - Developmental Education – Co-Requisite Strategy

Table of Contents

Section I:
Documents and Procedures

Summer End-Of-Term (1E) Data Submission Calendar

Record Types 1-5

August 15, 2025	**Open date.** Submission period begins.
September 5, 2025	**Adult Education Load/Due date.** Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting. (*Not required for Admissions)
September 8, 2025	Certification form for adult education load date data is due.
September 12, 2025	**Load date**. All colleges must load data.
September 15, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 3, 2025	**Close date**. Submission period ends. Summer End-of-Term data must be loaded.
October 6, 2025	**Certification form due.** If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 7, 2025	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Fall End-of-Term (2E) Data Submission Calendar
Record Types 1-5

January 2, 2026	**Open date.** Submission period begins.
February 6, 2026	**Load date.** Colleges must load data. This data is used for input to FTE-2 estimates process.
February 9, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2026	**Close date.** Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded.
March 9, 2026	**Certification form is due.** If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 10, 2026	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Fall End-of-Term (2E) Personnel DMS Salary Data Submission Calendar
Record Types 1, 8

January 2, 2026	**Open date**. Submission period begins.
February 6, 2026	**Load date.** Colleges must load data.
February 9, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2026	**Close date**. Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded.
March 9, 2026	**Certification form is due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 10, 2026	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Spring End-Of-Term (3E) Data Submission Calendar
Record Types 1-5

April 3, 2026	**Open date.** Submission period begins.
May 8, 2026	**Load date.** Colleges must load data.
May 11, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 12, 2026	**Close date**. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must loaded.
June 15, 2026	**Certification form is due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2026	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2026 - July 2, 2026	**Data verification period.** Data resubmission will be allowed only through a request signed by the college's President.
July 2, 2026	**Annual close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

Annual Salary and Fringe Benefits (4E) Data Submission Calendar

Record Types 1, 6-7

July 10, 2026	**Open date.** Submission period begins.
August 14, 2026	**Load date.** Colleges must load data.
August 17, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 21, 2026	**Close date.** Submission period ends. Annual Salary and Benefits data must be loaded.
August 24, 2026	**Certification form is due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 25, 2026	If the certification has not been received, the college's President is notified by letter with a copy to the Reports Coordinator.
August 26, 2026 - September 4, 2026	**Data verification period.** Data resubmission will be allowed only through a request signed by the college's President.
September 7, 2026	**Annual close. No data resubmission will be accepted**. Resubmit certification form if changes were made in verification period.

Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description	File Names
Exceptions (Frequency Analysis of Data Elements) Report	Exceptions_Frequency_Analysis
Contact Hours Taught by Regular Full-Time Instructors	Contact_Hours_by_Employee_Status
Number of Courses without Instructors by Site	Courses_No_Instructors
Activity or Authorized Reassignment Instructors with Instructional	Instruction_Or_Reassign_Record_No_FTE
Instructors without Instruction or Reassign records	No_Instruction_Or_Reassign_Record
Verification Counts -Totals for the three previous reports	Course_Verification_Counts
Developmental Education Course Section Count Report	Developmental_Education_Course_Section_Count
Number of Course Taught by Site by regular (FRS Eligible) and Temporary Instructors by Full-Time & Part-Time Status	Number_of_Courses_Taught_by_Employee_Status
Annual Total Non-Instructor FTE	Annual_Total_NonInstructor_FTE
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by Primary Activity (DE1009) using EAM Indicator (DE 1096) = 'Y'	
FTE Counts	Employee_FTE_Counts_EAM
Age Counts	Employee_Age_Counts_EAM
Tenure Status	Employee_Tenure_Status_Counts_EAM
Degree Type	Employee_Degree_Type_Counts_EAM
Race/Sex	Employee_Race_Sex_Counts_EAM
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by Primary Activity (DE 1009)	
FTE Counts	Employee_FTE_Counts
Age Counts	Employee_Age_Counts
Tenure Status	Employee_Tenure_Status_Counts
Degree Type	Employee_Degree_Type_Counts
Race/Sex	Employee_Race_Sex_Counts
Staff FTE Ratio Reports	
All Staff Divided by Executive Staff	All_Staff_FTE_Ratio
Instructional Faculty Divided by Executive Staff	Instructional_Staff_FTE_Ratio
All Staff Divided by Executive, Administrative, Managerial Staff	All_Staff_FTE_Ratio_EAM
Instructional Faculty Divided by Executive, Administrative, Managerial Staff	Instructional_Staff_FTE_Ratio_EAM
Staff Headcount Ratio Reports	
All Staff Divided by Executive Staff	All_Staff_Headcount_Ratio
Instructional Faculty Divided by Executive Staff	Instructional_Staff_Headcount_Ratio
All Staff Divided by Executive, Administrative, Managerial Staff	All_Staff_Headcount_Ratio_EAM
Instructional Faculty Divided by Executive, Administrative, Managerial Staff	Instructional_Staff_Headcount_Ratio_EAM
Comparative Frequency	Comparative_Frequency

Personnel DMS Salary (2E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description	File Names
Exceptions (Frequency Analysis of Data Elements) Report	Exceptions_Frequency_Analysis
Aggregate Fiscal Year Salary, by Salary Type	Aggregate_Fiscal_Year_Salary
Salary by Sex and Contract	Salary_by_Sex_Contract
Salary by Sex and Degree	Salary_by_Sex_Degree
Salary Ranges by Sex and Race/Ethnicity	Salary_by_Sex_Race
Salary by Sex, Degree, and Race/Ethnicity	Salary_by_Sex_Degree_Race
Total Salary and Headcounts by Occupational Activity	Total_Salary_and_Headcounts
Extract for 'Florida Has A Right To Know'	DMS_Florida_Has_A_Right_To_Know_file

Annual Salary and Fringe Benefits (4E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description	File Names
Exceptions (Frequency Analysis of Data Elements) Report	Exceptions_Frequency_Analysis
Aggregate Fiscal Year Salary, by Salary Type	Aggregate_Fiscal_Year_Salary
Aggregate Benefits by Benefit Type	Aggregate_Benefits
Salaries by Sex, Rank, and Contract	Salary_by_Sex_Rank_Contract
Salaries by Rank, Sex and Degree	Salary_by_Rank_Sex_Degree
Salary by Sex, Academic Rank, and Race/Ethnicity	Salary_by_Sex_Rank_Race
Salary by Sex, Degree, and Race/Ethnicity	Salary_by_Sex_Degree_Race
Salaries by Sex and Race/Ethnicity	Salary_by_Sex_Race
Salaries by Sex and Rank	Salary_by_Sex_Rank
Salaries by Sex and Degree	Salary_by_Sex_Degree
Salaries by Sex and Contract	Salary_by_Sex_Contract
Salaries by Occupational Activity	Salary_by_Occupational_Activity
Comparative Frequency Report	Comparative_Frequency
Extract for 'Florida Has A Right To Know'	DMS_Florida_Has_A_Right_To_Know_file

Procedures and Definitions

Purpose

The Personnel Database was designed in accordance with the 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B.

Security and Privacy

Beginning reporting year 2017-18, mainframe data submission and processing has ended, and all data will be submitted to and be processed using the server environment. Further, the server has become the system of record.

The Florida Department of Education has implemented a secure file transfer environment via a commercial off the shelf (COTS) product from TIBCO Software, Inc. (hereafter called TIBCO). Having been granted access to the CCTCMIS specific TIBCO transfer environment and using the college's Single Sign-on credential, and if a college has FTP software that is capable of sending and receiving data via secure FTP, a college can securely transfer data to the Florida Department of Education via TIBCO. TIBCO ensures data security as it moves submitted data across the DOE firewall where the data is then processed. Once the data is processed, all resultant reports are then moved securely back across the firewall into the college's secure area, ready for download via secure FTP.

To ensure the security and integrity of an individual institution's data on the server, a college will only be able to send and receive data and reports that are specific to that college. It is imperative that colleges maintain password security in order to ensure that personally identifiable information is not compromised.

For specific details on submitting data for server processing, please refer to the *Data Submission Procedures Guide.*

Term Submission Process

College data are edited by programs that check for possible problems:

1. Valid fields – any invalid value causes the rejection of the record.

The edit process runs 12 times hourly, in accordance with the schedule published in the *Data Submission Procedures Guide*. The edit reports package is delivered shortly after the edit process run completes. The following edit reports are generated during the edit process:

> Critical_Errors
> Error_Summary
> Error_Records
> Informational_Errors
> Frequencies_Equal_To_Zero

If an edit process run generates no critical errors, verification reports will run at the next scheduled verification report run time. See the *Data Submission Procedures Guide* for scheduled verification report run times.

Record Types

The PDB has eight (8) record types:
Record Type 1 - Demographic
Record Type 2 - Employment Activity
Record Type 3 - Instructional Activity
Record Type 4 - Course Schedule
Record Type 5 - Authorized Reassignment
Record Type 6 - Fiscal Year Salary (Term 4E Annual)
Record Type 7 - Fringe Benefits
Record Type 8 - Calendar Year Salary (PDBDMS 2E)

With the exception of Salary records and Fringe Benefits records, PDB is reported by term for the reporting year of Summer, Fall and Spring. Salary records are reported during term 2 on the calendar year of January 1 – December 31. Salary records and Fringe Benefits records are not term based, but are reported on the fiscal year of July 1 - June 30.

Submissions

PDB (Record Types 1 through 5) are reported by term in three submission windows:

Submission	Term Number	Term Description	File Name (where xx is the college number and yyyy is the reporting year)
I.	1E	Summer End-of-Term PDB	CCxx.PDB.PERSON.T1Eyyyy.PROD.txt
II.	2E	Fall End-of-Term PDB	CCxx.PDB.PERSON.T2Eyyyy.PROD.txt
III.	3E	Spring End-of-Term PDB	CCxx.PDB.PERSON.T3Eyyyy.PROD.txt

PDB (Record Types 1 and 8) are reported in one calendar year salary Term 2E submission window:

Submission	Term Number	Term Description	File Name (where xx is the college number and yyyy is the reporting year)
I.	2E	PDBDMS Calendar Year Salary	CCxx.PDBDMS.SALARY.T2Eyyyy.PROD.txt

PDB (Record Types 1, 6 and 7) are reported in one fiscal year annual submission window:

Submission	Term Number	Term Description	File Name (where xx is the college number and yyyy is the reporting year)
I.	4E	Annual Salary and Benefits	CCxx.PDB.PERSON.T4Eyyyy.PROD.txt

Database Criteria

Include all college employees from all fund sources except for honorariums and student work-study. Include adjunct instructors who attend orientation and are paid but are not hired to teach, temporary (short term) replacements or substitutes who are paid through payroll and student assistants who are paid by state funds under GL codes 58200 or 58300. Do not include instructors that are not employees of the college.

Summer, Fall and Spring Terms – Include all college employees.

Salary – Include all college employees in a calendar year (January 1 – December 31). An employee must have a Demographic record and a Salary record.

Annual – Include all college employees. An employee must have a Demographic record and either a Salary or Fringe Benefit record.

An employee must have one Demographic Record for each term employed. The employee may have multiple records for any other record type, depending on their employment situation.

In terms one (Summer) thru three (Spring), each submitted Demographic record must have a matching Employment Activity record.

In term two (salary), there must be a matching Demographic record for each Salary record.

In term four (annual), there must be a matching Demographic record for each Salary or Benefit record.

Employment Activity, Instructional Activity, Salary, and Fringe Benefits record types will be reported by Organizational Unit/General Ledger Code. The Organizational Unit/General Ledger Codes are defined in the *State Accounting Manual for Division of Florida's Colleges*.

For each Employment Activity record where the activity classification is instructional (Data Element 2005 Value = 25-28), there should be at least one Instructional Activity record or at least one Authorized Reassignment record.

For each Instructional Activity record, there must be at least one course record.

The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record.

Due to the changes necessary to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, colleges do not submit Ethnic Origin. Ethnic Origin will be derived during data validation using Data Elements DE 1070 (Race – White) through DE 1095 (Ethnicity – Hispanic). Ethnic Origin will be stored in the Personnel Database and used for the IPEDS reporting conversion.

Record Type Descriptions

Demographic (Record Type 1)
This record contains an employee's personal identifying information. Each employee will have one Demographic record. Employees with instructional activity will be reported for each term as well as for the annual submission. There should be at least one record submitted for terms 1E, 2E, and 3E.

Employment Activity (Record Type 2)
This record contains information about an employee's position(s). An employee may have more than one job position at an institution. An Employment Activity record will be reported for each job position. Instructional activity will be reported for all terms (e.g., A Business Officer may also teach an accounting course for the fall term. This employee would then have two Employment Activity records. At the end of

the Fall term, this employee could continue performing duties and responsibilities of a Business Officer and no longer teach an accounting course). By having multiple records, there will be a history of employment activity. There should be at least one record submitted for terms 1E, 2E, and 3E.

Instructional Activity (Record Type 3)

This record contains information on which course/sections are taught by the instructional employees. There must be at least one record for each course the employee teaches. There should be at least one record submitted for terms 1E, 2E, and 3E.

Course Schedule (Record Type 4)

This record contains information about the course/sections taught at the college. The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record. There should be at least one record submitted for terms 1E, 2E, and 3E.

However, there must be at least one Course Schedule record for each Instructional Activity record. If a course meets three different days during the week, there should be three Course Schedule records; one for each day.

Authorized Reassignment (Record Type 5)

This record contains information about the type and number of hours for authorized reassignment/release time for instructional employees. Reassignment/release time with the same type should be grouped into one record for each term.

Salary (Record Type 6)

This record contains employees' salaries. The salaries will be aggregated for the fiscal year by organizational unit/General Ledger code, activity classification, and salary type. This means that an employee may have multiple salary records. Since there are a variety of payment methods used, it is not feasible, nor would it be comparable, to collect salary data by term (e.g., an instructor works on a ten-month contract but may be paid over a twelve-month period. Another example, an instructor may work one term but be paid in another).

Fringe Benefits (Record Type 7)

This record contains employee fringe benefits information. The fringe benefits values will be aggregated for the fiscal year by organizational unit/General Ledger code and benefit type.

DMS Salary (Record Type 8)

This record contains employees' salaries. The salaries will be aggregated for the calendar year by organizational unit/General Ledger code, activity classification, and salary type. This means that an employee may have multiple salary records. Since there are a variety of payment methods used, it is not feasible, nor would it be comparable, to collect salary data by term (e.g., an instructor works on a ten-month contract but may be paid over a twelve-month period. Another example, an instructor may work one term but be paid in another). This record type is identical to record type 6 except data is being collected for calendar year (January 1 – December 31). This is collected during T2E in a separate file from the normal PDB T2E.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Data Element ALPHABETICAL listing

DATA ELEMENT	NUMBER
Academic Rank	2030
Activity/Occupational Code	2005
Annual Salary	6010
Authorized Reassignment Contact Hours	5015
Authorized Reassignment - Time	5010
Authorized Reassignment - Type	5005
Beginning Time of Course Section	4020
Benefit Type	7005
Citizenship	1025
Contract Status	1045
Course End Date	4010
Course Identifier	3005
Course Identifier - Section	3010
Course Start Date	4005
Date Continuing Contract Granted	1050
Date Employed in Current Activity	2015
Date Hired at the Institution	1040
Date of Academic Rank	2035
Date of Birth	1010
Days of Course Meeting	4015
Degree	1035
Developmental Education Compression Strategy	4073
Developmental Education Contextualized Strategy	4074
Developmental Education Co-Requisite Strategy	4075
Developmental Education Modularized Strategy	4072
Developmental Education Primary Strategy	4071
Disabled Classification	1030
EAM Indicator	1096
Employee Bargaining Unit Flag	2040
Employment Status	1055
Ending Time of Course Section	4025
Ethnic Origin	
Ethnicity – Hispanic/Latino	1095
Exempt from Public Records	1060
Facility Number	4035
Faculty Status	1065
First Name	1006
Instructional Contact Hours	3030
Instructional Delivery Method	4065
Last Name	1005
Locally Assigned Position Number	2060
Middle Name	1007
Name Suffix	1008
Organizational Unit and GL Codes	0140
Person Identification Number	0130

DATA ELEMENT	NUMBER
Portion of Course/Section Workload	3025
Position Portion of Effort (FTE)	2025
Position Title (Institutional Title)	2010
Primary Activity/Occupational Code	1009
Primary Course Section Classification	4060
Programming Method	4080
Race – American Indian/Alaskan Native	1085
Race – Asian	1080
Race – Black/African American	1075
Race – Native Hawaiian/Pacific Islander	1090
Race – White	1070
Recreation and Leisure Headcount	4045
Reporting Institution	0110
Room Number	4040
Sabbatical/Educational Leave	2045
Salary Type	6005
Sex	1015
Site Number	4030
Team Teaching/Multiple Instructor Flag	3020
Term Identifier	0120
Termination Date	2055
Termination Status	2050
Weeks for Authorized Reassignment Contact Hours	5015
Weeks for Instructional Contact Hours	3035

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
0110	Reporting Institution
0120	Term Identifier
0130	Person Identification Number
0140	Organizational Unit and GL Codes
1005	Last Name
1006	First Name
1007	Middle Name
1008	Name Suffix
1009	Primary Activity/Occupational Code
1010	Date of Birth
1015	Sex
	Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1035	Degree
1040	Date Hired at the Institution
1045	Contract Status
1050	Date Continuing Contract Granted
1055	Employment Status
1060	Exempt from Public Records
1065	Faculty Status
1070	Race - White
1075	Race - Black/African American
1080	Race - Asian
1085	Race - American Indian/Alaskan Native
1090	Race - Native Hawaiian/Pacific Islander
1095	Ethnicity - Hispanic/Latino
1096	EAM Indicator
2005	Activity/Occupational Code
2010	Position Title (Institutional Title)
2015	Date Employed in Current Activity
2025	Position Portion of Effort (FTE)
2030	Academic Rank
2035	Date of Academic Rank
2040	Employee Bargaining Unit Flag
2045	Sabbatical/Educational Leave
2050	Termination Status
2055	Termination Date
2060	Locally Assigned Position Number
3005	Course Identifier
3010	Course Identifier – Section
3020	Team Teaching/Multiple Instructor Flag
3025	Portion of Course/ Section Workload
3030	Instructional Contact Hours
3035	Weeks for Instructional Contact Hours

NUMBER	DATA ELEMENT
4005	Course Start Date
4010	Course End Date
4015	Days of Course Meeting
4020	Beginning Time of Course Section
4025	Ending Time of Course Section
4030	Site Number
4035	Facility Number
4040	Room Number
4045	Recreation and Leisure Headcount
4060	Primary Course Section Classification
4065	Instructional Delivery Method
4071	Developmental Education Primary Strategy
4072	Developmental Education Modularized Strategy
4073	Developmental Education Compression Strategy
4074	Developmental Education Contextualized Strategy
4075	Developmental Education Co-Requisite Strategy
4080	Programming Method
5005	Authorized Reassignment - Type
5010	Authorized Reassignment - Time
5015	Authorized Reassignment Contact Hours
5020	Weeks for Authorized Reassignment Contact Hours
6005	Salary Type
6010	Annual Salary
7005	Benefit Type
7010	Benefits Value

Data Elements by Record Type

Demographic (Record Type 1)

Key Elements

Non-Key Elements

Employment Activity (Record Type 2)

Key Elements

Non-Key Elements

Employment Activity (Record Type 2) cont.

Instructional Activity (Record Type 3)

Key Elements

Non-Key Elements

Course Schedule (Record Type 4)

Key Elements

Non-Key Elements

Authorized Reassignment (Record Type 5)

Key Elements

Reporting Institution 0110
Term Identifier 0120
Person Identification Number.. 0130
Authorized Reassignment – Type 5005

Non-Key Elements

Authorized Reassignment – Time 5010
Authorized Reassignment Contact Hours 5015
Weeks for Authorized Reassignment Contact Hours... 5020

Salary (Record Type 6)

Key Elements

Reporting Institution 0110
Person Identification Number.. 0130
Organizational Unit and GL Codes 0140
Activity/Occupational Code 2005
Salary Type 6005
Locally Assigned Position Number 2060
Term Identifier 0120

Non-Key Elements

Position Title (Institution Title) 2010
Annual Salary 6010

Fringe Benefits (Record Type 7)

Key Elements

Reporting Institution 0110
Person Identification Number.. 0130
Organizational Unit and GL Codes 0140
Benefit Type 7005
Locally Assigned Position Number 2060
Term Identifier 0120

Non-Key Elements

Benefit Value.. 7010

DMS Salary (Record Type 8)

Key Elements

Reporting Institution 0110
Person Identification Number.. 0130
Organizational Unit and GL Codes 0140
Activity/Occupational Code 2005
Salary Type 6005
Locally Assigned Position Number 2060
Term Identifier 0120

DMS Salary (Record Type 8) cont.

Non-Key Elements

Position Title (Institution Title) 2010
Annual Salary 6010

Data Element 0110

Reporting Institution

Characteristics

Length:	7
Data Type:	Numeric
Physical Description:	9 (7)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8
Last Modified:	07/01/2008

Data Element is used in the Following Reports:

- ❑ NRS
- ❑ IPEDS Fall Enrollment
- ❑ IPEDS 12 Month Enrollment

Description:

The Office of Postsecondary Education Identification (OPEID) Code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes will be done following the guidelines provided for its use by the National Center for Education Statistics.

TABLE VALUES

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Florida Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipolata	0001504	State College FL	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole
0001477	FL SouthWestern	0001508	North Florida	0001522	South Florida
0001484	Fla SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Edit:

0110_1	Reporting Institution (DE 0110) missing, invalid, or non-numeric	Critical

Data Element 0120

Term Identifier

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (5)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8
Last Modified:	07/01/2005

Data Element is used in the Following Reports:

❑   State Reports
❑   NRS
❑   IPEDS Fall Enrollment
❑   IPEDS 12 Month Enrollment

Description:

Indicates the academic term within the reporting year.

TABLE VALUES
1   CCYY   Summer Term
2   CCYY   Fall Term
3   CCYY   Spring Term
4   CCYY   Annual Submission

Where CC is the century and YY is the last two digits of the second year of the reporting year. (e.g., Report 1998 for the reporting year of 1997-98)

NOTE: *The Salaries and Fringe Benefits Submission is an Annual Submission (Term 4).*

Edit:

0120_1	Term Identifier (DE 0120) missing, invalid, or non-numeric	Critical
0120_2	Term Identifier (DE 0120) does not match submission	Critical

Data Element 0130

Person Identification Number

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8
Last Modified:	05/23/2020

Data Element is used in the Following Reports:

❑ Activity or Authorized Reassignment Instructors with Instructional

❑ Exceptions

❑ Instructors without Instructional Activity or Authorized Reassignment Records

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.

NOTE: *This field should be left justified filled with trailing spaces.*

Edit:

0130_1	Person Identification Number (DE 0130) missing, invalid, or non-numeric	Critical
0130_2	Person Identification Number (DE 0130) all zeroes	Critical
0130_3	Person Identification Number (DE 0130) duplicate ID on demographic within the institution and term	Critical
0130_4	Person Identification Number (DE 0130) no matching Employment Activity record to Demographic record	Critical
0130_5	Person Identification Number (DE 0130) first nine positions are numeric and tenth position is non-blank	Critical
0130_7	Person Identification Number (DE 0130) no matching Demographic record to Employment record	Critical
0130_8	Person Identification Number (DE 0130) no matching Demographic record to Instructional record	Critical
0130_9	Person Identification Number (DE 0130) no matching Demographic record to Reassignment record	Critical
0130_10	Person Identification Number (DE 0130) no matching Demographic record to Salary record	Critical
0130_11	Person Identification Number (DE 0130) no matching Demographic record to Benefits record	Critical
0130_12	Person Identification Number (DE 0130) no matching Salary record to Demographic record	Informational
0130_13	Person Identification Number (DE 0130) no matching Benefits record to Demographic record	Informational

Edit:

0140_4	Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130)) and Activity/Occupational Code (DE 2005) and Locally Assigned Position Number (DE 2060) Duplicate Employment Activity - Record Type 2	Critical
2005_7	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Personal Identification Number (DE 0130) on record type 6 and no match on record type 2	Informational
2005_8	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Personal Identification Number (DE 0130) on record type 8 and no match on record type 2	Informational
3010_3	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical
5005_3	Authorized Reassignment - Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5	Critical
6005_3	Salary Type (DE 6005) and Primary Activity/Occupational Code (DE 1009) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Salary Information	Critical
7005_3	Benefit Type (DE 7005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Fringe Benefits Information - Record Type 7	Critical

Data Element 0140

Organizational Unit and General Ledger Codes

Characteristics

Length: 13
Data Type: Numeric
Physical Description: 9 (13)
Record Type(s):   2, 3, 6, 7, 8
Last Modified: 09/06/2022

Data Element is used in the Following Reports:

❑   'Florida Has a Right to Know'

❑   Instructors without Instructional Activity or Authorized Reassignment Records

Description:

The official accounting codes used from the *Accounting Manual for the Division of Florida's Colleges*. The coding system consists of thirteen basic digits: an eight-digit Organizational Unit and a five-digit General Ledger Classification as shown below.

1. Organizational Unit
    a. Fund   1 digit
    b. Function   1 digit
    c. Sub-Function   1 digit
    d. Specific Unit   3 digits
    e. Variable ID   2 digits

2. General Ledger Classification
    General Ledger Class   1 digit
    Object Code   2 digits
    Specific Code   2 digits

Edit:

0140_1	Organizational Unit and GL Codes (DE 0140) missing, invalid range, or non-numeric	Critical
0140_2	Organizational Unit and GL Codes (DE 0140) on record type 3 and no match on record type 2	Informational
0140_3	Organizational Unit and GL Codes (DE 0140) position 1 not in (1, 2, 3, 4, 5, 6, 7, 8, and 9)	Critical
0140_4	Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Activity/Occupational Code (DE 2005) and Locally Assigned Position Number (DE 2060) Duplicate Employment Activity - Record Type 2	Critical
0140_5	Organizational Unit and GL Codes (DE 0140) position 2 not in (1, 2, 3, 4, 5, 6, 7, 8, and 9)	Informational

Edit:		
2005_7	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Person Identification Number (DE 0130) on record type 6 and no match on record type 2	Informational
2005_8	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Person Identification Number (DE 0130) on record type 8 and no match on record type 2	Informational
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	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical
6005_3	Salary Type (DE 6005) and Primary Activity/Occupational Code (DE 1009) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Salary Information	Critical
7005_3	Benefit Type (DE 7005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Fringe Benefits Information - Record Type 7	Critical

Data Element 1005

Last Name

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (20)
Record Type(s):	1
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

- ❑ Activity or Authorized Reassignment Instructors with Instructional
- ❑ Exceptions
- ❑ 'Florida Has a Right to Know'
- ❑ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Employee's last/family name.

***NOTES*:**

1. *Lowercase letters are converted to uppercase letters.*
2. *Except for hyphens, special and Unicode characters not allowed.*

Edit:

1005_1	Last Name (DE 1005) missing	Critical
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical
1005_3	Last Name (DE 1005) contains special or Unicode characters	Critical

Data Element 1006

First Name

Characteristics	
Length:	10
Data Type:	Alphanumeric
Physical Description:	X (15)
Record Type(s):	1
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

❑ Activity or Authorized Reassignment Instructors with Instructional

❑ Instructors without Instructional Activity or Authorized Reassignment Records

❑ Exceptions

Description:

Employee's first name.

NOTES:
1. *Lowercase letters are converted to uppercase letters.*
2. *Except for hyphens, special and Unicode characters not allowed.*

Edit:

1006_1	First Name (DE 1006) missing	Critical
1006_2	First Name (DE 1006) contains special or Unicode characters	Critical
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical

Data Element 1007

Middle Name

Characteristics	
Length:	10
Data Type:	Alphanumeric
Physical Description:	X (20)
Record Type(s):	1
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Employee's middle name.

NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Except for hyphens, special and Unicode characters not allowed.

Edit:

1007_1	Middle Name (DE 1007) contains special or Unicode characters	Critical
1007_2	Middle Name (DE 1007) no middle name in any of the Demographic records	Informational
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical

Data Element 1008

Name Suffix

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Record Type(s):	1
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

❑ Exceptions

❑ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Suffix (if any), of employee's name, to denote the generation in his or her family.

Record this data element as reported by the employee (e.g., Jr., Sr., III, Junior, etc.).

Edit:

1008_1	Name Suffix (DE 1008) contains special or Unicode characters	Critical
1008_2	Name Suffix (DE 1008) no suffix in any of the Demographic records	Informational
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical

Data Element 1009

Primary Activity/Occupational Activity Code

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: 9 (2)
Record Type(s):   1
Last Modified: 03/29/2021

Data Element is used in the Following Reports:

- Activity or Authorized Reassignment Instructors with Instructional
- College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges
- Comparative Frequency
- Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity
- Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM
- Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity
- Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM
- Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity
- Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity by EAM
- Employee Counts Full-Time/Part-Time Employee Tenure Counts by Primary Activity
- Employee Counts Full-Time/Part-Time Employee Tenure Counts by Primary Activity by EAM
- Exceptions
- Instructors without Instructional Activity or Authorized Reassignment Records

Description:

The Primary Activity/Occupational Activity Code is the employee's primary activity as determined by the college. The Primary Activity will also be reported in Employment Activity record (Record Type 2) in Activity/Occupational Code (DE 2005).

TABLE VALUES

2018 Occupational Categories	2018 SOC Occupational Categories	2018 SOC Code
21 – Management Occupations	Management Occupations	11-0000
22 – Business and Financial Operations Occupations	Business and Financial Operations Occupations	13-0000
23 – Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations	15-0000
	Architecture and Engineering Occupations	17-0000
	Life, Physical, and Social Science Occupations	19-0000

2018 Occupational Categories	2018 SOC Occupational Categories	2018 SOC Code
24 – **Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media**	Community and Social Service Occupations	21-0000
	Legal Occupations	23-0000
	Arts, Design, Entertainment, Sports, and Media Occupations	27-0000
25 – **Instruction**	Postsecondary Teachers	25-1000
26 – **Instruction combined with research and/or public policy**	Postsecondary Teachers	25-1000
27 – **Research**	Postsecondary Teachers	25-1000
28 – **Public Service**	Postsecondary Teachers	25-1000
29 – **Archivists, Curators, and Museum Technicians**	Archivists, Curators, and Museum Technicians	25-4010
30 – **Librarians**	Librarians and Media Collections Specialists	25-4020
31 – **Library Technicians**	Library Technicians	25-4030
32 – **Student, Academic Affairs, and Other Education Service**	Preschool, Elementary, Middle, Secondary, and Special Education Teachers	25-2000
	Other Teachers and Instructors	25-3000
	Other Educational Instruction and Library Occupations	25-9000
33 – **Healthcare Practitioners and Technical Occupations**	Healthcare Practitioners and Technical Occupations	29-0000
34 – **Service Occupations**	Healthcare Support Occupations	31-0000
	Protective Service Occupations	33-0000
	Food Prep and Serving Related Occupations	35-0000
	Building and Grounds Cleaning and Maintenance Occupations	37-0000
	Personal Care and Service Occupations	39-0000
35 – **Sales and Related Occupations**	Sales and Related Occupations	41-0000
36 – **Office and Administrative Support Occupations**	Office and Administrative Support Occupations	43-0000
37 – **Natural Resources, Construction, and Maintenance Occupations**	Farming, Fishing, and Forestry Occupations	45-0000
	Construction and Extraction Occupations	47-0000
	Installation, Maintenance, and Repair Occupations	49-0000
38 – **Production, Transportation, and Material Moving Occupations**	Production Occupations	51-0000
	Transportation and Material Moving Occupations	53-0000
39 – **Student Assistants**		

NOTES:

1. Please refer to http://www.bls.gov/soc/home.htm to reference the current SOC Codes.
2. Colleges will assign a Primary Occupational Code from the current SOC list without regards to an appropriate General Ledger (GL) Codes.

Edit:

1009_1	Primary Activity/Occupational Activity Code (DE 1009) missing, invalid range, or non-numeric	Critical
1009_2	Primary Activity/Occupational Activity Code (DE 1009) (25-28) and Faculty Status (DE 1065) EQ N	Informational
1096_2	EAM Indicator (DE 1096) IN (E, I, P) and Primary Activity/Occupational Activity Code (DE 1009) NE 21	Critical
1096_3	EAM Indicator (DE 1096) EQ N and Primary Activity/Occupational Activity Code (DE 1009) EQ 21	Critical
6005_3	Salary Type (DE 6005) and Primary Activity/Occupational Activity Code (DE 1009) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Salary Information	Critical

Data Element 1010
Date of Birth

Characteristics	

Length: 9
Data Type: Numeric
Physical Description: 9 (8)
Record Type(s): 1
Last Modified: 12/03/2014

Data Element is used in the Following Reports:	

❑ Exceptions
❑ Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity

❑ Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM

Description:	

Employee's legal date of birth.

Required for full-time non-temporary personnel. Code the default value of all nines (99999999) for part-time and/or temporary personnel if the information is not available.

The employee's age cannot be greater than 99 or less than 15.

TABLE VALUES
Format MMDDCCYY as follows:
  MM   Month   (01 thru 12)
  DD   Day   (01 thru 31)
  CC   Century   (19 or 20)
  YY   Year   (00 thru 99)

Edit:		
1010_1	Date of Birth (DE 1010) missing, invalid range, or non-numeric	Critical
1010_2	The person's age is LT 15 or GT 99	Critical
1010_3	Date of Birth (DE 1010) EQ 99999999 and Employment Status (DE 1055) EQ 1	Critical
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical

Data Element 1015

Sex

Characteristics	

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 1
Last Modified: 12/3/2014

Data Element is used in the Following Reports:	

❑ Comparative Frequency
❑ Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity

❑ Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity by EAM
❑ Exceptions

Description:	

Employee's sex, as reported by the employee.

TABLE VALUES

M   Male
F   Female
X   Unknown/Not reported

Edit:	

| 1015_1 | Sex (DE 1015) missing or invalid | Critical |
| 1005_2 | Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin | Critical |

Ethnic Origin

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   1
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- Comparative Frequency
- Exceptions
- Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity
- Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity by EAM
- Salary by Sex, Degree and Race/Ethnic origin for Full-Time Instructional Personnel
- Salary Ranges by Sex and Race/Ethnic Origin for Full-Time Instructional Personnel

Description:

Ethnic Origin of the employee is generated from DE 1070 to DE 1095 based on IPEDS reporting specifications.

TABLE VALUES:

W   White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

B   Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

H   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino".

A   Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

I   American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

M   Multi-Racial (not of Hispanic origin): A combination of two or more races.

P   Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

X   Unknown/Not Reported.

Edit:		
1005_2	Duplicate Last Name (DE 1005), First Name (DE 1006), Middle Name (DE 1007), Name Suffix (DE 1008), Date of Birth (DE 1010), Sex (DE 1015), and Ethnic Origin	Critical

Data Element 1025

Citizenship

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	03/23/1995

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑   Exceptions

Description:

Indicates employee's citizenship type.

TABLE VALUES

A	Non-resident alien
C	Citizen of the United States
P	Permanent resident alien
X	Unknown or not reported

Edit:

1025_1	Citizenship (DE 1025) missing or invalid	Critical

Data Element 1030
Disabled Classification

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	11/04/2015

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑ Exceptions

Description:

A self-reported code indicating whether a person is classified as disabled.

TABLE VALUES

A   Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

B   Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

H   Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss, or deafness.

I   Intellectual Disability. A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen years of age

L   Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems, which are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

M   Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.

O   Other health impairment. (Employee has a specific disability which is not listed in the others specific categories).

P   Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions that may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.

S   Speech Impairment. Disorders of language, articulation, fluency, or voice that interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

V   Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following:

- Visual acuity of 20/70 or less in the better eye after the best possible correction,
- Peripheral field of vision so constricted that it affects one's ability to function in an educational setting,
- Progressive loss of vision that may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Z   Not applicable or not reported.

Edit:

1030_1   Disabled Classification (DE 1030) missing or invalid   Critical

Data Element 1035

Degree

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Record Type(s):   1
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity
❑ Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM

❑ Exceptions
❑ Salary by Sex, Degree and Race/Ethnic Origin for Full-Time Instructional Personnel

Description:

Degree (highest held) - Highest Postsecondary degree/certificate held.

TABLE VALUES

1	Doctorate
2	Specialist/Advanced Master's
3	Master's
4	Bachelor's
5	Associate's
6	Less than Associate's
7	Other
8	Unknown/Not applicable

Edit:

1035_1   Degree (DE1035) missing, invalid, or non-numeric   Critical

Data Element 1040
Date Hired at the Institution

Characteristics	

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Record Type(s):   1
Last Modified: 07/01/2002

Data Element is used in the Following Reports:

❑   Employee without an Instruction or   ❑   Exceptions
     Authorized Reassignment Record

Description:

Specifies the month, day, and year the employee was hired (or rehired) by the institution. This data element is used to indicate new employees or employees who have been rehired at the institution following a prior termination.

Code '99999999' if unknown.

TABLE VALUES
Format MMDDCCYY as follows:
  MM   Month   (01 thru 12)
  DD   Day   (01 thru 31)
  CC   Century   (19 or 20)
  YY   Year   (00 thru 99)

NOTES:
  1. *Do not enter a new date for those returning from a leave of absence.*
  2. *Edit 1040_6 is for salary calendar year submission T2E.*
  3. *Edit 1040_7 is for salary fiscal year submission T4E.*

Edit:		
1040_1	Date Hired at the Institution (DE 1040) missing, invalid range or non-numeric	Critical
1040_2	Date Hired at the Institution (DE 1040) GT Termination Date (DE 2055)	Critical
1040_3	Date Hired at the Institution (DE 1040) GT Date Continuing Contract Granted (DE 1050)	Informational
1040_4	Date Hired at the Institution (DE 1040) GT Date Employed in Current Activity (DE 2015)	Critical
1040_5	Date Hired at the Institution (DE 1040) GT Date of Academic Rank (DE 2035)	Informational
1040_6	Date Hired at the Institution (DE 1040) GT 12/31 of salary calendar year	Informational
1040_7	Date Hired at the Institution (DE 1040) GT 6/30 of salary fiscal year	Informational

Data Element 1045

Contract Status

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	1
Last Modified:	07/01/2013

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑ Exceptions

Description:

Indicates employee's contract status.

TABLE VALUES
1   Continuing Contract
2   Annual Contract - On Track for Continuing Contract
3   Annual Not-On-Track for Continuing Contract
4   Not Applicable

NOTES:
1. *Table value 1 Continuing Contract indicates those employees who hold a Continuing Contract.*
2. *Table value 2 Annual Contract indicates employees who are not Continuing Contract but are on tract in positions that may lead to consideration for Continuing Contract.*
3. *Table value 4 Non-Instructional Faculty indicates Not Applicable.*

Edit:

1045_1	Contract Status (DE 1045) missing, invalid, or non-numeric	Critical
1045_2	Contract Status (DE 1045) EQ 1 and Date Continuing Contract Granted (DE 1050) EQ 99999999	Critical
1050_3	Date Continuing Contract Granted (DE 1050) Valid Date and Contract Status (DE 1045) NE 1	Critical
2005_5	All Type 2 Activity/Occupational Code (DE 2005) NOT IN (25-28,29,30) and Contract Status (DE 1045) IN (1, 2)	Informational

Data Element 1050
Date Continuing Contract Granted

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	1
Last Modified:	07/01/2013

Data Element is used in the Following Reports:

❑ Exceptions

Description:

The date that Continuing Contract is granted.

TABLE VALUES

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTE: Code '99999999' if unknown.

Edit:

1050_1	Date Continuing Contract Granted (DE 1050) missing, invalid range, or non-numeric	Critical
1050_2	Date Continuing Contract Granted (DE 1050) GT Termination Date (DE 2055)	Critical
1050_3	Date Continuing Contract Granted (DE 1050) Valid Date and Contract Status (DE 1045) NE 1	Critical
1040_3	Date Hired at the Institution (DE 1040) GT Date Continuing Contract Granted (DE 1050)	Informational
1045_2	Contract Status (DE 1045) EQ 1 and Date Continuing Contract Granted (DE 1050) EQ 99999999	Critical

Data Element 1055

Employment Status

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	1
Last Modified:	07/01/2005

Data Element is used in the Following Reports:

- ❑ Activity or Authorized Reassignment Instructors with Instructional
- ❑ College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges
- ❑ Comparative Frequency
- ❑ Contact Hours Taught by Reg Full-Time Instructors
- ❑ Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity
- ❑ Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM
- ❑ Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity
- ❑ Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM
- ❑ Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity
- ❑ Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity by EAM
- ❑ Employee Counts Full-Time/Part-Time Employee Tenure Counts by Primary Activity
- ❑ Employee Counts Full-Time/Part-Time Employee Tenure Counts by Primary Activity by EAM
- ❑ Exceptions
- ❑ Number of Courses Taught by Site for Regular and Temporary Full-Time and Part-Time Instructors
- ❑ Salary by Rank, Sex and Degree for Full-Time Instructional Personnel
- ❑ Salary by Sex, Degree, and Ethnic Origin for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Ethnic Origin for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Academic Rank for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Contract Status for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Degree for Full-Time Instructional Personnel
- ❑ Staff Ratio Report – Headcount Ratios between Select Primary Activity Groups

Description:

Indicates the type of employment held by an employee.

TABLE VALUES

Regular (FRS Eligible or other eligible retirement systems)

1	Full-Time
2	Part-Time

Temporary - Occasional (Non-FRS Eligible)

3	Full-Time

| 4 | Part-Time |

NOTES:

1. *A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours per week and who receives all benefits accorded such employee.*
2. ** All activity within the range of GL Codes 52100-52199 (Instructional-Overload) will be excluded when determining the accumulated FTE for each employee.*

Edit:

1055_1	Employment Status (DE 1055) missing, invalid, or non-numeric	Critical
1055_2	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
1055_3	Employment Status (DE 1055) IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 040 and Activity/Occupational Code (DE 2005) NOT IN (25-28) *	Informational
1055_4	Employment Status (DE 1055) IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 060 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1055_5	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 033 and Activity/Occupational Code (DE 2005) NOT IN (25-28) *	Informational
1055_6	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 040 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1010_3	Date of Birth (DE 1010) EQ 99999999 and Employment Status (DE 1055) EQ 1	Critical
2050_3	Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055) IN (1, 2) and Termination Date (DE 2055) NE 99999999	Critical
3030_2	Contact Hours (DE 3030) EQ 0 AND Employment Status (DE 1055) EQ 1	Critical
3030_3	Contact Hours (DE 3030) GT 0 AND Employment Status (DE 1055) NE 1	Informational
3035_2	Employment Status (DE 1055) EQ 1 AND Weeks for Instructional Contact Hours (DE 3035) EQ 0	Critical
3035_3	Weeks for Instructional Contact Hours (DE 3035) GT 0 AND Employment Status (DE 1055) EQ 1	Informational
5015_2	Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5015_3	Authorized Reassignment Contact Hours (DE 5015) GT 0 and Employment Status (DE 1055) NE 1	Informational
5020_2	Weeks for Authorized Reassignment Contact Hours EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5020_3	Weeks for Authorized Reassignment Contact Hours GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 1060

Exempt from Public Records

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   1
Last Modified: 07/01/2003

Data Element is used in the Following Reports:

❑   Comparative Frequency   ❑   Exceptions

Description:

Identifies employees exempted from Public Records in accordance with s.119.07 Florida Statutes.

TABLE VALUES

Y   This person is exempt from Public Records
N   This person is not exempt from Public Records

Edit:

 1060_1   Exempt from Public Records (DE 1060) missing or invalid   Critical

Data Element 1065

Faculty Status

Characteristics	
Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2013

Data Element is used in the Following Reports:

- ❏ Comparative Frequency
- ❏ Exceptions

- ❏ Staff Ratio Report – Headcount Ratios between Select Primary Activity Groups

Description:

Indicates employee's Faculty Status.

TABLE VALUES

Y	Employee has Faculty Status
N	Employee does not have Faculty Status

NOTES:

1. *An employee's designation as "faculty" is separate from the activities to which the employee may be currently assigned.*
2. *Faculty Status is defined as persons identified by the institution as such, and typically persons whose initial assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities). They may hold academic rank titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or the equivalent of any of those academic ranks. Faculty may also include the Chancellor/President, Provost, Vice Provosts, Deans, Directors, or the equivalent, as well as Associate Deans, Assistant Deans, and Executive Officers of academic departments (chairpersons, heads, or the equivalent).*
3. *IPEDS requires identification of Faculty Status for all employees by Tenure Status.*

Edit:

1065_1	Faculty Status (DE 1065) missing or invalid	Critical
1065_2	Faculty Status (DE 1065) EQ Y and Activity/Occupational Code (DE 2005) NOT IN (22-24, 29-31, 33-39)	Informational
1009_2	Primary Activity/Occupational Activity Code (DE 1009) (25-28) and Faculty Status (DE 1065) EQ N	Informational

Data Element 1070

Race - White

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   1
Last Modified: 07/01/2010

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the employee has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:		
1070_1	Race-White (DE 1070) missing or invalid	Critical
1070_2	Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1075_2	Race-Black/African American (DE 1075) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1080_2	Race-Asian (DE 1080) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1085_2	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1090_2	Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race-American Indian/Alaskan Native (DE 1085) NE X	Critical

Data Element 1075

Race – Black/African American

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2010

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates if the employee has origins in any of the black racial groups of Africa.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1075_1	Race-Black/African American (DE 1075) missing or invalid	Critical
1075_2	Race-Black/African American (DE 1075) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1070_2	Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1080_2	Race-Asian (DE 1080) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1085_2	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1090_2	Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race-American Indian/Alaskan Native (DE 1085) NE X	Critical

Data Element 1080

Race - Asian

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2010

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:		
1080_1	Race-Asian (DE 1080) missing or invalid	Critical
1080_2	Race-Asian (DE 1080) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1070_2	Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1075_2	Race-Black/African American (DE 1075) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1085_2	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1090_2	Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race-American Indian/Alaskan Native (DE 1085) NE X	Critical

Data Element 1085

Race - American Indian/Alaskan Native

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2010

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Indicates if the employee has origins in any of the original people of North and South America, to include Central America, and who maintains tribal affiliation or community attachment.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1085_1	Race-American Indian/Alaskan Native (DE 1085) missing or invalid	Critical
1085_2	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1070_2	Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1075_2	Race-Black/African American (DE 1075) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1080_2	Race-Asian (DE 1080) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1090_2	Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race-American Indian/Alaskan Native (DE 1085) NE X	Critical

Data Element 1090

Race - Native Hawaiian/Pacific islander

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   1
Last Modified: 07/01/2010

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the employee has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTE: This race code may be coded yes even if others are also yes.

Edit:		
1090_1	Race – Native Hawaiian/Pacific Islander (DE 1090) missing or invalid	Critical
1090_2	Race – Native Hawaiian/Pacific Islander (DE 1090) EQ X and Race-White (DE 1070) thru Race-American Indian/Alaskan Native (DE 1085) NE X	Critical
1070_2	Race-White (DE 1070) EQ X and Race-Black/African American (DE 1075) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1075_2	Race-Black/African American (DE 1075) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1080_2	Race-Asian (DE 1080) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical
1085_2	Race-American Indian/Alaskan Native (DE 1085) EQ X and Race-White (DE 1070) thru Race – Native Hawaiian/Pacific Islander (DE 1090) NE X	Critical

Data Element 1095

Ethnicity – Hispanic/Latino

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2010

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES

Y	Yes
N	No
X	Unknown, ethnicity was not reported by the employee

Edit:

1095	Ethnicity – Hispanic/Latino (DE 1095) missing or invalid	Critical

Data Element 1096

EAM Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   1
Last Modified: 07/01/2013

Data Element is used in the Following Reports:

❑ College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges
❑ Comparative Frequency
❑ Exceptions
❑ Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM
❑ Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM

❑ Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary by EAM
❑ Employee Counts Full-Time/Part-Time Employee Tenure Status Counts by Primary by EAM
❑ Staff Ratio Report – Headcount Ratios between Select Primary Activity Groups

Description:

Identifies employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) staff.

TABLE VALUES

E   Executive

I   Instructional Support

P   Professional Support

N   No (Code for all other employees)

Edit:

1096_1	EAM Indicator (DE 1096) missing or invalid	Critical
1096_2	EAM Indicator (DE 1096) IN (E, I, P) and Activity/Occupational Activity Code (DE 1009) NE 21	Critical
1096_3	EAM Indicator (DE 1096) EQ N and Activity/Occupational Activity Code (DE 1009) EQ 21	Critical

Data Element 2005
Activity/Occupational Code

Characteristics

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Record Type(s):   2, 6, 8
Last Modified: 01/22/2021

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑ Exceptions

Description:

Activity/Occupational Code is all of the activities that an employee participates in at the college. For employees with a single activity, there will only be one Activity/Occupational Code. This will match the Primary Activity/Occupational Activity Code (DE 1009) reported in Demographic Record Type 1. For employees with multiple activities, the college will submit additional Employment Activity records (Record Type 2) in Activity/Occupational Code (DE 2005) for each activity, in addition to the employee's Primary Activity/Occupational Activity Code (DE 1009) reported in Demographic Record Type 1.

TABLE VALUES

2018 Occupational Categories	2018 SOC Occupational Categories	2018 SOC Code
21 – Management Occupations	Management Occupations	11-0000
22 – Business and Financial Operations Occupations	Business and Financial Operations Occupations	13-0000
23 – Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations	15-0000
	Architecture and Engineering Occupations	17-0000
	Life, Physical, and Social Science Occupations	19-0000
24 – Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	Community and Social Service Occupations	21-0000
	Legal Occupations	23-0000
	Arts, Design, Entertainment, Sports, and Media Occupations	27-0000
25 – Instruction	Postsecondary Teachers	25-1000
26 – Instruction combined with research and/or public policy	Postsecondary Teachers	25-1000
27 – Research	Postsecondary Teachers	25-1000
28 – Public Service	Postsecondary Teachers	25-1000
29 – Archivists, Curators, and Museum Technicians	Archivists, Curators, and Museum Technicians	25-4010
30 – Librarians	Librarians and Media Collections Specialists	25-4020

2018 Occupational Categories	2018 SOC Occupational Categories	2018 SOC Code
31 – Library Technicians	Library Technicians	25-4030
32 – Student, Academic Affairs, and Other Education Service	Preschool, Elementary, Middle, Secondary, and Special Education Teachers	25-2000
	Other Teachers and Instructors	25-3000
	Other Educational Instruction and Library Occupations	25-9000
33 – Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations	29-0000
34 – Service Occupations	Healthcare Support Occupations	31-0000
	Protective Service Occupations	33-0000
	Food Prep and Serving Related Occupations	35-0000
	Building and Grounds Cleaning and Maintenance Occupations	37-0000
	Personal Care and Service Occupations	39-0000
35 – Sales and Related Occupations	Sales and Related Occupations	41-0000
36 – Office and Administrative Support Occupations	Office and Administrative Support Occupations	43-0000
37 – Natural Resources, Construction, and Maintenance Occupations	Farming, Fishing, and Forestry Occupations	45-0000
	Construction and Extraction Occupations	47-0000
	Installation, Maintenance, and Repair Occupations	49-0000
38 – Production, Transportation, and Material Moving Occupations	Production Occupations	51-0000
	Transportation and Material Moving Occupations	53-0000
39 – Student Assistants		

NOTES:
1. *Please refer to http://www.bls.gov/soc/home.htm to reference the current SOC Codes.*
2. *Colleges will assign a Primary Occupational Code from the current SOC list without regards to an appropriate General Ledger (GL) Codes.*
3. *Salary Record Type 6 must match an Employment Activity Record Type 2 by Organizational Unit and GL Codes (DE 0140), Activity/Occupational Code (DE 2005) and Personal Identification Number (DE 0130) in term 1, 2, or 3 of same year.*
4. *Salary Record Type 8 must match an Employment Activity Record Type 2 by Organizational Unit and GL Codes (DE 0140), Activity/Occupational Code (DE 2005), and Personal Identification Number (DE 0130) in previous year term 3 or current year term 1 or 2.*
5. *2005_7 edit only applicable during Annual Term (4E).*
6. *2005_8 edit only applicable during Fall Term (2E) PDBDMS.*

Edit:		
2005_1	Activity/Occupational Code (DE 2005) missing, invalid, or non-numeric	Critical
2005_2	Activity/Occupational Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9	Informational

Edit:		
2005_3	Activity/Occupational Code (DE 2005) IN (25-28, 32) and Academic Rank (DE 2030) EQ 9	Critical
2005_4	Activity/Occupational Code (DE 2005) NOT IN (21-32) and Sabbatical/Educational Leave (DE 2045) EQ 1	Informational
2005_5	All Type 2 Activity/Occupational Code (DE 2005) NOT IN (25-28, 29, 30) and Contract Status (DE 1045) IN (1, 2)	Informational
2005_6	Activity/Occupational Code (DE 2005) IN (25-28, 32) and no Record Type 3 or Record Type 5 excluding GL Codes in the ranges of 52200-52299 and 56100-56199 Substitutes	Informational
2005_7	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Personal Identification Number (DE 0130) on record type 6 and no match on record type 2	Informational
2005_8	Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) positions 1 - 8 and Personal Identification Number (DE 0130) on record type 8 and no match on record type 2	Informational
0140_4	Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Activity/Occupational Code (DE 2005) and Locally Assigned Position Number (DE 2060) Duplicate Employment Activity - Record Type 2	Critical
1055_3	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 040 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1055_4	1055_4 Employment Status (DE 1055) IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 060 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1055_5	1055_5 Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 033 and Activity/Occupational Code (DE 2005) NOT IN (25-28) *	Informational
1055_6	1055_6 Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) accumulated value GE 040 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1065_2	Faculty Status (DE 1065) EQ Y and Activity/Occupational Code (DE 2005) NOT IN (22-24, 29-31, 33-39)	Critical

Data Element 2010
Position Title (Institution Title)

Characteristics

Length: 25
Data Type: Alphanumeric
Physical Description: X (25)
Record Type(s):   2, 6, 8
Last Modified: 05/23/2021

Data Element is used in the Following Reports:

❑   'Florida Has a Right to Know'

❑   Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Identifies an Employees' position title used in the institution.

NOTES:
1. *Local titles may be up to 25 characters long.*
2. *If the institution does not assign titles for any specific positions, write "**NO TITLE**" in this field.*

Edit:

2010_1	Position Title (DE 2010) missing or invalid	Critical

Data Element 2015
Date Employed in Current Activity

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	2
Last Modified:	07/01/2004

Data Element is used in the Following Reports:

❑   Exceptions

Description:

The date employed in current activity should reflect the date the employee first entered their current activity. It should not be changed each time a new contract is signed unless there is a change in the activity. For example, a new date is required whenever the Activity/Occupational Code (DE 2005) changes.

TABLES VALUES
Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTE: **C**ode '99999999' if unknown or not applicable.

Edit:

2015_1	Date Employed in Current Activity (DE 2015) missing, invalid range, or non-numeric	Critical
2015_2	Date Employed in Current Activity (DE 2015) GT Termination Date (DE 2055)	Critical
2015_3	Date Employed in Current Activity (DE 2015) GT data submission date	Informational
1040_4	Date Hired at the Institution (DE 1040) GT Date Employed in Current Activity (DE 2015)	Critical

Data Element 2025
Position Portion of Effort (FTE)

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (1)V99
Record Type(s):   2
Last Modified: 07/01/2000

Data Element is used in the Following Reports:

- ❑ Activity or Authorized Reassignment Instructors with Instructional
- ❑ Employee Counts Regular (FRS Eligible and Non FRS Eligible) Full/Part-Time Employee FTE Counts by Primary Activity
- ❑ College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges

- ❑ Annual Total Non-Instructor
- ❑ Staff Ratio Report – Headcount Ratios between Select Primary Activity Groups
- ❑ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Indicates the portion of full-time effort derived from the employee filling this position or portion of a position during the reporting year. The annual FTE for a full-time position is 1. Report the term portion of the annual FTE.

Non-Instructional: 2000 hours = 1 FTE
College may use a different standard if difference is minor.

Instructional: 30 SSH or CHE = 1 FTE for the Academic Year
The number of SSH/CHE per FTE cannot be changed by the college. All Instructional Personnel must have an Occupational Activity Code (DE 2005) EQ 25-28.

Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of SSH/CHE for Instructors teaching multiple course/sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of hours based on what the college uses to determine the Instructor's load.

EXAMPLES FOR INSTRUCTIONAL PERSONNEL

1. An Instructor is teaching 5 courses of 3 credit hours each in Advanced and Professional (A & P) or Associate in Science Degree (AS). The Student Semester Hours (SSH) = 5 * 3 = 15 SSH. For the term, the FTE = 15/30 = 0.50 and is reported as 050.
2. An Instructor is teaching 5 courses in Career Certificate (CC). The Total Contact Hours for the term are 480 hours. The Credit Hour Equivalent (CHE) = 480/30 = 16. For the term, the FTE = 16/30 = 0.53 and is reported as 053.

3. An Instructor is teaching 1 course of 3 credit hours in A & P and 1 course of 4 credit hours in AS. The SSH = 3 + 4 = 7 SSH. For the term, the FTE = 7/30 = 0.23 and is reported as 023.

4. An Instructor is teaching 1 course in Adult Basic. The total contact hours for the term are 80 hours. The CHE = 80/30 = 2.67. For the term, the FTE = 2.67/30 = 0.09 and is reported as 009.

5. An Instructor is teaching 2 courses of 3 credit hours each in AS and 1 course in CC with Total Contact Hours for the term = 48 hours. The SSH = 6 and the CHE = 48/30 = 1.6. For the term, the FTE = (6 + 1.6)/30 = 0.25 and is reported as 025.

6. For a Full-Time Instructor teaching 30 SSH or CHE for the year, a college would normally report the hours as: Summer - 020; Fall - 040; Spring - 040.

NOTE: *All activity with GL Codes 52100-52199 (Instructional-Overloads) will be excluded when determining the FTE for each employee.*

Edit:		
2025_1	Position Portion of Effort - FTE (DE 2025) missing or non-numeric	Critical
1055_2	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
1055_3	Employment Status (DE 1055) IN (1, 3) and Position Portion of Effort - FTE (DE 2025) accumulated value GT 040 and Activity/Occupational Code (DE 2005) NOT IN (25-28)	Informational
1055_4	Employment Status (DE 1055) IN (1, 3) and Position Portion of Effort – FTE (DE 2025) accumulated value GT 060 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational
1055_5	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort – FTE (DE 2025) accumulated value GE 033 and Activity/Occupational Code (DE 2005) NOT IN (25-28) *	Informational
1055_6	Employment Status (DE 1055) IN (2, 4) and Position Portion of Effort – FTE (DE 2025) accumulated value GE 040 and Activity/Occupational Code (DE 2005) IN (25-28) *	Informational

Data Element 2030
Academic Rank

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	2
Last Modified:	07/01/2013

Data Element is used in the Following Reports:

❏ Comparative Frequency
❏ Exceptions

❏ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Of the employees who are classified as Instructional Employees, indicate those employees who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Senior/Master Instructor, Instructor, or Lecturer.

Indicate "No Academic Rank" (table value 7) if such is the case.

TABLE VALUES

1	Professor
2	Associate Professor
3	Assistant Professor
4	Senior/Master Instructor
5	Instructor
6	Lecturer
7	No Academic Rank
8	Other
9	Not Applicable

NOTES:
1. *Code 9 for Non-Instructional Employees.*
2. *Code 7 for Instructional Employees if all teaching faculty are always coded with the same table value.*

Edit:

2030_1	Academic Rank (DE 2030) missing, invalid, or non-numeric	Critical
2030_2	Academic Rank (DE 2030) LT 7 and Date of Academic Rank (DE 2035) EQ 99999999	Informational
2005_2	Activity/Occupational Code (DE 2005) NOT IN (25-28,32) and Academic Rank (DE 2030) LT 9	Informational
2005_3	Activity/Occupational Code (DE 2005) IN (25-28,32) and Academic Rank (DE 2030) EQ 9	Critical

Data Element 2035

Date of Academic Rank

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Record Type(s):   2
Last Modified: 07/01/2002

Data Element is used in the Following Reports:

❑   Exceptions

❑   Instructors without Instructional Activity or Authorized Reassignment Records

Description:

The date current Academic Rank was granted.

TABLE VALUES

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

***NOTE:** Code '99999999' if unknown or not applicable.*

Edit:

2035_1	Date of Academic Rank (DE 2035) missing, invalid range, or non-numeric	Critical
2035_2	Date of Academic Rank (DE 2035) GT Termination Date (DE 2055)	Critical
1040_5	Date Hired at the Institution (DE 1040) GT Date of Academic Rank (DE 2035)	Informational
2030_2	Academic Rank (DE 2030) LT 7 and Date of Academic Rank (DE 2035) EQ 99999999	Informational

Data Element 2040

Employee Bargaining Unit Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   2
Last Modified: 03/23/1995

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑ Exceptions

Description:

Indicates employee participation in a Collective Bargaining Unit.

TABLE VALUES

Y   Yes
N   No

Edit:

2040_1   Employee Bargaining Unit Flag (DE 2040) missing or invalid   Critical

Data Element 2045
Sabbatical/Educational Leave

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Record Type(s):   2
Last Modified: 07/01/2013

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Sabbatical Leave - Leave granted for a specified period with or without pay for professional development/growth. May include non-instructional personnel.

TABLE VALUES

1   Sabbatical/Educational Leave
2   Not Applicable
3   Extended Sick Leave
4   Other (Fulbright Scholar, etc.)

Edit:

2045_1	Sabbatical/Educational Leave (DE 2045) missing or invalid	Critical
2005_4	Activity/Occupational Code (DE 2005) NOT IN (21-32) and Sabbatical/Educational Leave (DE 2045) EQ 1	Informational

Data Element 2050
Termination Status

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Record Type(s):   2
Last Modified: 07/01/2005

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Instructors without Instructional Activity or Authorized Reassignment Records

Description:

Indicates the status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired.

TABLE VALUES

1	Retired
2	Resigned
3	Terminated
4	Deceased
5	Contract not Renewed or End-of-Contract
6	Reduction in Force (RIF)
7	Not Applicable / Not Terminated

Edit:

2050_1	Termination Status (DE 2050) missing, invalid, or non-numeric	Critical
2050_2	Termination Status (DE 2050) LT 7 and Termination Date (DE 2055) EQ 99999999	Critical
2050_3	Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055) IN (1, 2) and Termination Date (DE 2055) NE 99999999	Critical

Data Element 2055

Termination Date

Characteristics	
Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	2
Last Modified:	07/01/2005

Data Element is used in the Following Reports:

❑ Exceptions

Description:

This is the institution's official date of termination in the event of retirement, non-renewal of contract, resignation, dismissal, or death.

TABLE VALUES:
Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:
1. Code '99999999' if unknown or not applicable.
2. Termination Date (DE 2055) may be GT 0 and LT 99999999 and Termination Status (DE 2050) EQ 7 only if Employment Status (DE 1055) EQ 3 or 4 (Temporary).

Edit:		
2055_1	Termination Date (DE 2055) missing, invalid range, or non-numeric	Critical
1040_2	Date Hired at the Institution (DE 1040) GT Termination Date (DE 2055)	Critical
1050_2	Date Continuing Contract Granted (DE 1050) GT Termination Date (DE 2055)	Critical
2015_2	Date Employed in Current Activity (DE 2015) GT Termination Date (DE 2055)	Critical
2035_2	Date of Academic Rank (DE 2035) GT Termination Date (DE 2055)	Critical
2050_2	Termination Status (DE 2050) LT 7 and Termination Date (DE 2055) EQ 99999999	Critical
2050_3	Termination Status (DE 2050) EQ 7 and Employment Status (DE 1055) IN (1, 2) and Termination Date (DE 2055) NE 99999999	Critical

Data Element 2060

Locally Assigned Position Number

Characteristics

Length:	20
Data Type:	Alphanumeric
Physical Description:	X (20)
Record Type(s):	2, 6, 7, 8
Last Modified:	05/23/2021

Data Element is used in the Following Reports:

❑ 'Florida Has a Right to Know'

Description:

The employee's position number assigned by the institution.

NOTES:
1. *Local position numbers may be up to 20 characters long.*
2. *This data element was implemented in accordance with §215.985 (6), Florida Statutes.*

Edit:

2060_1	Locally Assigned Position Number (DE 2060) missing or invalid	Critical
0140_4	Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Activity/Occupational Code (DE 2005) and Locally Assigned Position Number (DE 2060) Duplicate Employment Activity - Record Type 2	Critical

Data Element 3005

Course Identifier

Characteristics

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Record Type(s):   3, 4
Last Modified: 07/01/2004

Data Element is used in the Following Reports:

- ❑ Activity or Authorized Reassignment Instructors with Instructional
- ❑ Contact Hours Taught by Full-Time Instructors
- ❑ Course Number Match with SDB Accountability Outcome Measures
- ❑ Total Developmental Education Courses Aggregated by Strategy
- ❑ IDB State Reports
- ❑ Instructors without Instructional Activity or Authorized Reassignment Records

- ❑ Number of Courses without Instructors by Site
- ❑ Number of Courses Taught by Site By Regular and Temporary by Full-Time and Part-Time Status Instructors
- ❑ Verification Counts
- ❑ NRS
- ❑ IPEDS Fall Enrollment
- ❑ IPEDS 12 Month Enrollment

Description:

An eight-digit alphanumeric code 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 as follows:

0 =   Less than college level
1, 2 =   Indicates lower level
3, 4 =   Indicates upper level

The suffix code is used to indicate Laboratories and provide a method for equating Laboratory courses or to designate a Recreation and Leisure course:

L   (1) A course of which the content is entirely Laboratory, or
         (2) The Laboratory component of a Lecture/Lab sequence in which the Lab is offered at a different time/place than the Lecture.
C   A combined Lecture/Lab sequence in which the lab is offered in conjunction with the Lecture at the same time/place.
S   Course is not a Lab course.

NOTES:
1. *Use Statewide Course Numbering System to identify Advanced and Professional, Postsecondary Vocational, Developmental Education (College Preparatory) and Dual Enrollment ICS (Student Database DE 3001 and DE 3005) courses and use institutional numbers for all other ICS courses.*

2. If a course exists in the Student Database (SDB) and the Personnel Database, then the Course Identifier must match.

Edit:		
3005_1	Course Identifier (DE 3005) missing or invalid	Critical
3005_2	Course Identifier (DE 3005) on Record Type 4 and no match on Instructional Activity - Record Type 3	Informational
3010_3	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical

IDB Edit:		
1000_1	PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with no matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Critical

Data Element 3010
Course Identifier Section

Characteristics

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Record Type(s):   3, 4
Last Modified: 07/01/2004

Data Element is used in the Following Reports:

- ❑ Ad Hoc Legislative Requests
- ❑ Contact Hours Taught by Full-Time Instructors
- ❑ Total Developmental Education Courses Aggregated by Strategy
- ❑ Activity or Authorized Reassignment Instructors with Instructional Instructors without Instructional Activity or Authorized

- Reassignment Records
- ❑ Number of Courses without Instructors by Site
- ❑ IDB State Reports
- ❑ NRS
- ❑ IPDS Fall Enrollment
- ❑ IPEDS 12 Month Enrollment

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).

NOTE: This data element is reported left justified.

Edit:

3010_1	Course Identifier Section (DE 3010) missing	Critical
3010_2	Course Identifier Section (DE 3010) on Record Type 4 and no match on Instructional Activity - Record Type 3	Informational
3010_3	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Instructional - Record Type 3	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Day of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical

IDB Edit:

1000_1	PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with no matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Critical

Data Element 3020

Team Teaching/Multiple Instructor Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   3
Last Modified: 04/29/2010

Data Element is used in the Following Reports:

❑ Comparative Frequency   ❑ Exceptions

Description:

Indicates whether a course or section was taught by multiple instructors/team teaching.

TABLE VALUES

Y   Yes, this course section is taught by more than one instructor
N   Not Applicable

Edit:

3020_1	Team Teaching/Multiple Instructor Flag (DE 3020) missing or invalid	Critical
3020_2	Team Teaching/ Multiple Instructor Flag (DE 3020) EQ Y for one Instructor in a Course Section but EQ N for another Instructor in the same Course Section	Informational
3025_3	Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag (DE 3020) EQ N	Informational
3025_4	Sum Workload (DE 3025) GT 1000 and Teach Teaching/Multiple Instructor Flag (DE 3020) EQ Y	Informational

Data Element 3025

Portion of Course/Section Workload

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (1)V999
Record Type(s):   3
Last Modified: 04/29/2010

Data Element is used in the Following Reports:

❑   State Reports to Measure Instructional Workload

Description:

The portion of the course section for which the person(s) instructing the course section is responsible, calculated as follows:

$$\frac{(Number\ of\ Course\ Hours) * (Percent\ of\ the\ Course\ Taught)}{(Number\ of\ Course\ Hours)}$$

EXAMPLES
IMPORTANT: The decimal point is implied.

❑   An instructor who teaches the entire 3 credit hour course would be calculated as follows:
$$\frac{(3) * (1.000)}{(3)} = 1.000 \rightarrow report\ as\ 1000$$

❑   An instructor who teaches one-third of the 3 credit hour course would be calculated as follows:
$$\frac{(3) * (0.333)}{(3)} = 0.333 \rightarrow report\ as\ 0333$$

❑   If two instructors equally share a 3 credit hour course it would be calculated as follows:
$$\frac{(3) * (0.500)}{(3)} = 0.500 \rightarrow report\ as\ 0500$$

NOTE: *For team teaching, the sum of all portions of section workload fields for all instructors for a particular section should be 1.000.*

Edit:

3025_1	Portion of Course/Section Workload (DE 3025) missing or non-numeric	Critical
3025_2	Portion of Course/Section Workload (DE 3025) GT 1000	Critical
3025_3	Portion of Course/Section Workload (DE 3025) LT 1000 and Team Teaching/Multiple Instructor Flag EQ (DE 3020) EQ N	Informational
3025_4	Sum Portion of Course/Section Workload (DE 3025) GT 1000 and Team Teaching/Multiple Instructor Flag (DE 3020) EQ Y	Informational

Data Element 3030

Instructional Contact Hours

Characteristics

Length:	4
Data Type:	Numeric
Physical Description:	9 (4)
Record Type(s):	3
Last Modified:	07/1/1998

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests

❑ Contact Hours Taught by Full-Time Instructors

Description:

Identifies the number of contact hours for the term the Instructor spends in instructional activities and which the college uses to determine the Instructor's load. The Instructional Contact Hours do not include the Authorized Reassignment Contact Hours (DE 5015).

EXAMPLES

College Credit Courses. For a 4 credit hour course, an Instructor may teach three 50-minute hours of instruction and three 50-minute hours of lab for 15 weeks (does not include exam week) in the term. The Instructional Contact Hours reported would be 90. The Weeks for Instructional Contact Hours (DE 3035) would be reported as 15. The Instructional Hours/Week would be calculated as 6.

Non-Credit Courses. For non-credit courses, report the total number of contact hours the Instructor teaches the course in the term (maximum 16 weeks). For an Instructor who teaches a non-credit course for 48 hours in 8 weeks, the Instructional Contact Hours reported would be 48. The Weeks for Instructional Contact Hours (DE 3035) is reported as 8. The Instructional Hours/Week is calculated as 6.

NOTES:

1. *Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. DE 1055 (Employment Status) = 1 and DE 2005 (Activity/Occupational Code)= 25-28).*
2. *Instructional Contact Hours and Weeks for Instructional Contact Hours (DE 3035) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Codes (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.*
3. *Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors teaching multiple Course/Sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of Contact Hours based on what the college uses to determine the Instructor's load.*
4. *For College Credit courses and College Preparatory courses, 1 contact hour = 50 minutes of instruction. For all other courses, 1 contact hour = 60 minutes of instruction.*
5. *Report Instructional Contact Hours as a right justified numeric value with leading zeroes (PIC 9(4)) (e.g. 45 is reported as 0045, 8 is reported as 0008).*

Edit:		
3030_1	Instructional Contact Hours (DE 3030) missing, invalid or non-numeric	Critical
3030_2	Instructional Contact Hours (DE 3030) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3030_3	Instructional Contact Hours (DE 3030) GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 3035

Weeks for Instructional Contact Hours

Characteristics

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Record Type(s):   3
Last Modified: 07/01/1998

Data Element is used in the Following Reports:

❑   Ad Hoc Legislative Requests

Description:

The number of weeks in the term, the Instructional Contact Hours (DE 3030) are taught by the Instructor.

EXAMPLES
❑   For a regularly scheduled course, the number of weeks in a term is either 15 or 16, depending on whether the instructional contact hours are included in the exam week.
❑   For a course taught in a mini-semester that is 8 weeks long, the number of weeks reported is 8.
❑   For a non-credit course that is 5 weeks long, the number of weeks reported is 5.

NOTES:
1. *Weeks for Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Activity/Occupational Code (DE 2005) = 25-28).*
2. *Weeks for Instructional Contact Hours and Instructional Contact Hours (DE 3030) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Codes (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.*
3. *For Fall and Spring terms, the regular term is 16 weeks and for Summer term, the regular term is 12 weeks.*
4. *Report Weeks for Instructional Contact Hours as a right justified numeric value with leading zeroes (e.g., 45 is reported as 45, 8 is reported as 08).*

Edit:

3035_1	Weeks for Instructional Contact Hours (DE 3035) missing, invalid, or non-numeric	Critical
3035_2	Weeks for Instructional Contact Hours (DE 3035) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
3035_3	Weeks for Instructional Contact Hours (DE 3035) GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 4005

Course Start Date

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Record Type(s):   4
Last Modified: 11/03/2016

Data Element is used in the Following Reports:

❑   IDB State Reports

Description:

The official starting date of the course (DE 3005).

TABLE VALUES
Format MMDDCCYY as follows:
  MM   Month   (01 thru 12)
  DD   Day   (01 thru 31)
  CC   Century   (19 or 20)
  YY   Year   (within reporting year)

Edit:

4005_1	Course Start Date (DE 4005) missing, invalid range, or non-numeric	Critical
4005_2	Course Start Date (DE 4005) GT Course End Date (DE 4010)	Critical
4005_3	Course Start Date (DE 4005) LE Reporting Year-2 or GE Reporting Year+2	Critical

Data Element 4010

Course End Date

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Record Type(s):   4
Last Modified: 11/03/2016

Data Element is used in the Following Reports:

❑   IDB State Reports

Description:

The official ending date of the course (DE 3005).

TABLE VALUES
Format MMDDCCYY as follows:
  MM   Month   (01 thru 12)
  DD   Day   (01 thru 31)
  CC   Century   (19 or 20)
  YY   Year   (within reporting year)

Edit:

4010_1	Course End Date (DE 4010) missing, invalid range, or non-numeric	Critical
4010_2	Course End Date (DE 4010) LE Reporting Year-2 or GE Reporting Year+2	Critical
4005_2	Course Start Date (DE4005) GT Course End Date (DE 4010)	Critical

Data Element 4015

Days of Course Meeting

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	07/01/1998

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Indicates which days of the week a course section meets.

TABLE VALUES

X	Sunday
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
O	Other (a non-regularly scheduled course)

Edit:

4015_1	Days of Meeting (DE 4015) missing or invalid	Critical
4015_2	Days of Meeting (DE 4015) EQ O and Beginning Time of Course Section (DE 4020) NE 9999 and Ending Time of Course Section (DE 4025) NE 9999	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule -– Record Type 4	Critical

Data Element 4020

Beginning Time of Course Section

Characteristics

Length:	4
Data Type:	Numeric
Physical Description:	9 (4)
Record Type(s):	4
Last Modified:	07/01/1998

Data Element is used in the Following Reports:

❑ IDB State Reports

Description:

Identifies the course section's local scheduled start time, based on a 24-hour clock.

EXAMPLES
8:30 a.m. is reported as 0830
10:00 a.m. is reported as 1000
1:00 p.m. is reported as 1300
4:30 p.m. is reported as 1630

NOTES:
1. *For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.*
2. *Code 9999 for non-regularly scheduled times.*

Edit:

4020_1	Beginning Time of Course Section (DE 4020) missing, invalid range, or non-numeric	Critical
4020_2	Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025)	Informational
4020_3	Beginning Time of Course Section (DE 4020) LT 0600	Informational
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical
4015_2	Days of Meeting (DE 4015) EQ O and both Beginning Time of Course Section (DE 4020) and Ending Time of Course Section (DE 4025) NE 9999	Critical

Data Element 4025
Ending Time of Course Section

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (4)
Record Type(s):   4
Last Modified: 07/01/1998

Data Element is used in the Following Reports:

❑   IDB State Reports

Description:

Identifies the course section's local scheduled end time, based on a 24-hour clock.

EXAMPLES
8:30 a.m. is reported as 0830
10:00 a.m. is reported as 1000
1:00 p.m. is reported as 1300
4:30 p.m. is reported as 1630

NOTES:
1. *For times prior to 1:00 p.m., the format is the number without the colon; otherwise add 12 to the hour portion.*
2. *Code '9999' for non-regularly scheduled times.*

Edit:

4025_1	Ending Time of Course Section (DE 4025) missing, invalid range, or non-numeric	Critical
4025_2	Ending Time of Course Section (DE 4025) GT 2359	Informational
4020_2	Beginning Time of Course Section (DE 4020) GT Ending Time of Course Section (DE 4025)	Informational
4015_2	Days of Meeting (DE 4015) EQ O and both Beginning Time of Course (DE 4020) and Ending Time of Course Section (DE 4025) NE 9999	Critical

Data Element 4030

Site Number

Characteristics	

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Record Type(s): 4
Last Modified: 04/06/2021

Data Element is used in the Following Reports:	

❑ Number of Courses Taught by Site by Regular and Temporary by Full-Time and Part-Time Instructors

❑ Contact Hours Taught by Full-Time Instructors

Description:	

Number assigned to a site by the college.

TABLE VALUES

1-98 Owned or leased for one or more years
  99 Not owned or leased for less than one year or no course assigned to a room

NOTE: This number (table value) must be the same as reported on the Facilities Database (FCO).

Edit:		
4030_1	Site Number (DE4030) missing, invalid range, or non-numeric	Critical
4030_2	Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0	Critical
4030_3	Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0	Critical
4030_4	Site Number (DE4030) EQ 99 For all Course Records Submitted	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical

IDB Edit:		
2000_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical

Data Element 4035

Facility Number

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	4
Last Modified:	07/01/2004

Data Element is used in the Following Reports:

❑   IDB State Reports

Description:

The number assigned to a Facility by a college.

TABLE VALUES

0	When Site Number (DE 4030) = 99
1-9999	When Site Number (DE 4030) = 1-98

Edit:

4035_1	Facility Number (DE 4035) missing or non-numeric	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical
4030_2	Site Number (DE4030) NE 99 and Facility Number (DE 4035) EQ 0	Critical

IDB Edit:

2000_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical

Data Element 4040

Room Number

Characteristics

Length:	6
Data Type:	Alphanumeric
Physical Description:	X (6)
Record Type(s):	4
Last Modified:	07/01/2004

Data Element is used in the Following Reports:

❑ IDB State Reports

Description:

The number assigned to a Room by a college that includes a one-place prefix, a four-place number, and a one-place suffix.

NOTES:

1. *Six-place alpha/numeric field. The Room Number must be unique among all Room Numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a Room within the file. Only the characters A through Z, the numbers 0 through 9, and blanks are allowed. The Room Number is broken into 3 parts as follows:*
    a. *Prefix: One place. May be blank. If it is not blank, then the core must not contain blanks.*
    b. *Core: Four places. Must contain at least one character or number right justified.*
    c. *Suffix: One place. May be blank.*

2. *If Site Number (DE 4030) = 99 then*
    a. *Room Number Prefix is blank,*
    b. *Room Number Core = 0, and*
    c. *Room Number Suffix is blank*

Edit:

4040_1	Room Number (DE 4040) missing	Critical
3010_4	Course Identifier – Section (DE 3010) and Course Identifier (DE 3005) and Days of Course Meeting (DE 4015) and Beginning Time of Course Section (DE 4020) and Site Number (DE 4030) and Facility Number (DE 4035) and Room Number (DE 4040) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) Duplicate Course Schedule - Record Type 4	Critical
4030_3	Site Number (DE4030) NE 99 and Room Number (DE 4040) EQ 0	Critical

IDB Edit:

2000_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical

Data Element 4045

Recreation and Leisure Headcount

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (6)
Record Type(s):   4
Last Modified: 07/01/2002

Data Element is used in the Following Reports:

❑   Space Utilization

Description:

Number of headcount in the Course/Section for Recreation and Leisure courses only.

TABLE VALUES

0	Other than Recreation and Leisure courses
> 0	Headcount for Recreation and Leisure course/section

Edit:

4045_1	Recreation and Leisure Headcount (DE 4045) missing or non-numeric	Critical
4045_2	Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
4045_3	Recreation and Leisure Headcount (DE 4045) GT 0 and Primary Course Section Classification (DE 4060) IN (C, S)	Critical

Data Element 4060

Primary Course Section Classification

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	07/01/2021

Data Element is used in the Following Reports:

- ❑ Comparative Frequency
- ❑ Contact Hours Taught by Full-Time Instructors
- ❑ Exceptions
- ❑ NRS

Description:

Identifies the Primary Course Section content.

TABLE VALUES

C   Contract Course (courses for which the direct instructional costs have been fully funded by an external agency).

R   Recreation and Leisure Course

S   Credit/Non-credit Course (courses that should be reported on Student Database)

D   Adult General Education Distance Learning Course for NRS. This value should be used to report instructional contact hours which are 100% online courses and course components. This satisfies state policies per Florida Administrative Code 6A-10.0381(10).

NOTE: *For additional guidance related to value "D", please see the Technical Assistance Paper: Adult General Education Instructional Hours Reporting Procedures:*
http://www.fldoe.org/core/fileparse.php/5398/urlt/TAP-AGE-InstHrsRptg.pdf

Edit:

4060_1	Primary Course Section Classification (DE 4060) missing or invalid	Critical
4045_2	Recreation and Leisure Headcount (DE 4045) EQ 0 and Primary Course Section Classification (DE 4060) EQ R	Critical
4045_3	Recreation and Leisure Headcount (DE 4045) GT 0 and Primary Course Section Classification (DE 4060) IN (C, S)	Critical

IDB Edit:

1000_1	PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with no matching record on SDB Course Identifier (DE 3008) and SDB course Identifier – Section (DE 3009)	Critical
1000_5	PDB Primary Course Section Classification (DE 4060) EQ D and SDB Course ICS (DE 3001) NE (13102, 13201, 13202, 13203, 13204) for same Course Identifier and Course Identifier – Section	Critical

Data Element 4065

Instructional Delivery Method

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Record Type(s):   4
Last Modified: 10/1/2021

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions
❑ SREB Report

❑ Distance Learning Reports
❑ IPEDS Fall Enrollment
❑ IPEDS 12 Month Enrollment

Description:

A classification of a course based on the delivery of direct instruction.

TABLE VALUES

C   Classroom (Face-to-Face). Less than 30% of the direct instruction of the course section is delivered using technology, where the student and instructor are separated by time, space, or both. There is a requirement for students in a classroom (face-to-face) course section to attend classes regularly in a physical location. This instructional method includes courses with technology-delivered components, such as online syllabi and online lecture notes, that supplement face-to-face instruction.

HB   Hybrid Blend. 30-79% of the direct instruction of the course section is delivered using technology, where the student and instructor are separated by time, space, or both. There is a requirement for students in a hybrid course section to attend some classes in a physical location.

D   Distance Learning. 80% or more of the direct instruction of the course section is delivered using technology, where the student and instructor are separated by time, space, or both. There is no requirement for students in a distance learning course section to attend classes in a physical location.

FL   Hybrid—Flexible. A hybrid—flexible course section makes all course content available for both classroom (face-to-face) and distance learning (online) experiences. Students in a hybrid—flexible course section may choose to participate using face-to-face methods, online methods, or a combination of both methods based on preference.

NOTES:

1. *Pursuant to 34 CFR Part 600, technology to deliver distance learning includes: internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or other media.*

2. *For each course section, report the corresponding Programming Method (Personnel Database DE 4080) to denote if the section is delivered synchronously, asynchronously, or via a combination of synchronous and asynchronous instruction.*

Edit:		
4065_1	Instructional Delivery Method (DE 4065) missing or invalid	Critical
4065_2	Instructional Delivery Method (DE 4065) EQ C and Programming Method (DE4080) EQ A	Critical
4065_3	Instructional Delivery Method (DE 4065) EQ HB and Programming Method (DE4080) NE C	Critical
4065_4	Instructional Delivery Method (DE 4065) EQ FL and Programming Method (DE4080) EQ A	Critical

IDB Edit:		
5000_1	SDB Distance Education Student Location (DE 1033) EQ O and PDB Instructional Delivery Method EQ C for PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Informational
5000_2	SDB Distance Education Student Location (DE 1033) EQ Z and PDB Instructional Delivery Method NE C for PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Informational

Data Element 4071
Developmental Education – Primary Strategy

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	07/01/2012

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Total Developmental Educational Courses Aggregated by Strategy

Description:

Indicates the primary delivery strategy for a developmental education course. When a course employs more than one delivery strategy, this code will be used to identify the strategy considered the more dominant, or influential, of the strategies used. When a course employs a single strategy, this code should be set to match the related developmental education strategy data elements (DE 4072-4075).

TABLE VALUES

M   Modularized. Modularized instruction is an acceleration strategy that is customized and targeted to address specific skills gaps. Particular deficiencies are identified and targeted interventions are implemented to remediate them. Material is de-constructed\grouped into sub-unit parts and condensed into component pieces that address precise skill area deficiencies.

P   Compression. Compression instruction that accelerates student progression from developmental instruction to college-level coursework through more intensive course delivery that expands time on task within a shortened period of time (e.g. 16 hours per week for 3 weeks rather than 3 hours per week for 16 weeks). Instruction is redesigned and concentrated to reduce the amount of time students spend in developmental education. A distinguishing characteristic is that the intensity is increased and the duration of the instructional interaction is reduced to allow the student to progress at a faster pace.

C   Contextualized. Contextualized instruction that is related to meta-majors. Applied instruction related to meta-majors that are embedded in context and applications that are relevant to the student's interests and goals. Instruction is built around the sustained systematic use of a single theme relevant to the student's academic and\or life goals. Instruction is organized around real world applied problem solving. Both academic and career and technical education courses can incorporate contextualized approaches to instruction.

R   Co-requisite. Co-requisite developmental instruction or tutoring that supplements credit instruction while a student is concurrently enrolled in a credit-bearing entry level gateway Math or English course (Writing or Reading).

Z   Not Applicable. Use for all non-developmental education courses

NOTES:

1. *The Community College and Technical Centers MIS staff will provide a file for the colleges every term to determine if the course code is a valid developmental education course. The file can be retrieved by the colleges at:*
    http://fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.
    DEV-Ttyyyy where t=term and yyyy is Reporting Year
    Edits 4071_2 and 4071_3 will check to see if the course in question is present in the file.
    All courses appearing within this file must contain a non-Z value for this data element. Courses with a Z value for the data element cannot appear within this file.

2. *This data element was implemented in accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

Edit:		
4071_1	Developmental Education Primary Strategy (DE 4071) missing or invalid	Critical
4071_2	Developmental Education Primary Strategy (DE 4071) EQ Z and Course is identified as Developmental Education	Critical
4071_3	Developmental Education Primary Strategy (DE 4071) NE Z and Course is not identified as Developmental Education	Critical
4071_4	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072- DE 4075) EQ Y	Critical
4072_2	Developmental Education - Modularized Strategy (DE 4072) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M	Critical
4073_2	Developmental Education - Compression Strategy (DE 4073) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P	Critical
4074_2	Developmental Education - Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ C	Critical
4075_2	Developmental Education - Co-Requisite Strategy (DE 4075) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ R	Critical

IDB Edit:		
1000_3	SDB Course-ICS (DE 3001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z	Critical
1000_4	SDB Course-ICS (DE 3001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z	Critical

Data Element 4072

Developmental Education – Modularized Strategy

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	04/17/2014

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Total Developmental Educational Courses Aggregated by Strategy

Description:

Indicates whether the developmental education course is taught using the modularized strategy.

TABLE VALUES

Y	Yes, uses the modularized strategy
N	No, does not use the modularized strategy
Z	Not Applicable, not a developmental education course

NOTE: *In accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

Edit:

4072_1	Developmental Education - Modularized Strategy (DE 4072) missing or invalid	Critical
4072_2	Developmental Education - Modularized Strategy (DE 4072) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ M	Critical
4071_4	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072- DE 4075) EQ Y	Critical

Data Element 4073

Developmental Education – Compression Strategy

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	04/17/2014

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Total Developmental Educational Courses Aggregated by Strategy

Description:

Indicates whether the developmental education course is taught using the compression strategy.

TABLE VALUES

Y	Yes, uses the compression strategy
N	No, does not use the compression strategy
Z	Not Applicable, not a developmental education course

NOTE: In accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.

Edit:

4073_1	Developmental Education - Compression Strategy (DE 4073) missing or invalid	Critical
4073_2	Developmental Education - Compression Strategy (DE 4073) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P	Critical
4071_4	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072- DE 4075) EQ Y	Critical

Data Element 4074

Developmental Education – Contextualized Strategy

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   4
Last Modified: 04/17/2014

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Total Developmental Educational Courses Aggregated by Strategy

Description:

Indicates whether the developmental education course is taught using the contextualized strategy.

TABLE VALUES

Y   Yes, uses the contextualized strategy
N   No, does not use the contextualized strategy
Z   Not Applicable, not a developmental education course

NOTE: *In accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

Edit:

4074_1	Developmental Education - Contextualized Strategy (DE 4074) missing or invalid	Critical
4074_2	Developmental Education - - Contextualized Strategy (DE 4074) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ P	Critical
4071_4	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072- DE 4075) EQ Y	Critical

Data Element 4075

Developmental Education – Co-Requisite Strategy

Characteristics

Length: 10
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   4
Last Modified: 04/17/2014

Data Element is used in the Following Reports:

❑ Comparative Frequency
❑ Exceptions

❑ Total Developmental Educational Courses Aggregated by Strategy

Description:

Indicates whether the developmental education course is taught using the Co-requisite strategy.

TABLE VALUES

Y   Yes, uses the co-requisite strategy
N   No, does not use the co-requisite strategy
Z   Not Applicable, not a developmental education course

NOTE: *In accordance with s.1008.30 Florida Statutes (2013), Common Placement Testing for Public Postsecondary Education.*

Edit:

4075_1	Developmental Education - Co-Requisite Strategy (DE 4075) missing or invalid	Critical
4075_2	Developmental Education - Co-Requisite Strategy (DE 4075) IN (N, Z) and Developmental Education Primary Strategy (DE 4071) EQ R	Critical
4071_4	Developmental Education Primary Strategy (DE 4071) NE Z and Developmental Education Primary Strategy (DE 4071) NE corresponding strategy flag (DE 4072-DE 4075) EQ Y	Critical

Data Element 4080

Programming Method

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s):   4
Last Modified: 10/1/2021

Data Element is used in the Following Reports:

❑   Exceptions   ❑   SREB Report
❑   Distance Learning Reports

Description:

Indicates whether the course is delivered is synchronous, asynchronous or both.

TABLE VALUES

S   Synchronous. Instructors and students gather at the same time and interact in "real time" with a very short or "near-real time" exchange between instructors and students. Required to take place on a specific day and time.

A   Asynchronous. Instructors prepare course materials for students in advance of students' access. Students may access the course materials at a time of their choosing. Not required to take place on a specific day and time.

C   A combination of synchronous and asynchronous.

Edit:

4080_1	Programming Method (DE 4080) missing or invalid	Critical
4065_2	Instructional Delivery Method (DE 4065) EQ C and Programming Method (DE 4080) EQ A	Critical
4065_3	Instructional Delivery Method (DE 4065) EQ HB and Programming Method (DE 4080) NE C	Critical
4065_4	Instructional Delivery Method (DE 4065) EQ FL and Programming Method (DE 4080) EQ A	Critical

Data Element 5005

Authorized Reassignment - Type

Characteristics

Length: 9
Data Type: Numeric
Physical Description: 9 (1)
Record Type(s):   5
Last Modified: 01/19/1996

Data Element is used in the Following Reports:

❑   Comparative Frequency   ❑   Exceptions

Description:

Indicates the type of Reassignment/Release Time.

TABLE VALUES

1   Instructional Supervision
2   Student Services
3   Curriculum Development
4   Other

Edit:

5005_1	Authorized Reassignment - Type (DE 5005) missing or invalid	Critical
5005_2	Authorized Reassignment - Type (DE 5005) LT 5 and Authorized Reassignment Time (DE 5010) EQ 0	Critical
5005_3	Authorized Reassignment - Type (DE 5005) and Person Identification Number (DE 0130) Duplicate Authorized Reassignment - Record Type 5	Critical

Data Element 5010

Authorized Reassignment - Time

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (2)V99
Record Type(s):   5
Last Modified: 01/18/1996

Data Element is used in the Following Reports:

❑   State Reports

Description:

Enter the FTE representing the Authorized Reassignment Type for the term. The Authorized Reassignment Time is a portion of the hours used to calculate the FTE for Position Portion of Effort.

The Authorized Reassignment Time FTE is a subset of the Position Portion of Effort FTE reported in DE 2025.

30 SSH or CHE = 1 FTE for the reporting year.

EXAMPLE
An Instructor with 12 SSH or CHE reassignment hours in the Fall term:

        12/30 = .040; reported as 0040

Edit:

5010_1	Authorized Reassignment - Time (DE 5010) missing or non-numeric	Critical
5005_2	Authorized Reassignment - Type (DE 5005) LT 5 and Authorized Reassignment - Time (DE 5010) EQ 0	Critical

Data Element 5015

Authorized Reassignment Contact Hours

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (4)
Record Type(s):   5
Last Modified: 07/01/1998

Data Element is used in the Following Reports:

❑   Ad Hoc Legislative Requests

❑   Contact Hours Taught by Full-Time Instructors

Description:

The number of Contact Hours for the term the Instructor spends in authorized reassignment activities and which the college uses to determine the Instructor's load. The Authorized Reassignment Contact Hours do not include the Instructional Contact Hours (DE 3030).

NOTES:
1. *Authorized Reassignment Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Primary/Occupational Code (DE 2005) = 25-28).*
2. *Authorized Reassignment Contact Hours and Weeks for Authorized Reassignment Contact Hours (DE 5020) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.*
3. *Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of Contact Hours for Instructors on Authorized Reassignment. Colleges should determine the number of Contact Hours based on what the college uses to determine the Instructor's load.*

Edit:

5015_1	Authorized Reassignment Contact Hours (DE 5015) missing, invalid, or non-numeric	Critical
5015_2	Authorized Reassignment Contact Hours (DE 5015) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5015_3	Authorized Reassignment Contact Hours (DE 5015) GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 5020

Weeks for Authorized Reassignment Contact Hours

Characteristics

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Record Type(s):   5
Last Modified: 07/01/1998

Data Element is used in the Following Reports:

❑   Ad Hoc Legislative Requests

Description:

The number of weeks in the term that the Authorized Reassignment Contact Hours (DE 5015) are worked by the Instructor.

❑   Weeks for Authorized Reassignment Contact Hours will be reported only for Permanent Full- Time Instructional Personnel (i.e. Employment Status (DE 1055) = 1 and Activity/Occupational Code (DE 2005) = 25-28).
❑   Weeks for Authorized Reassignment Contact Hours and Authorized Reassignment Contact Hours (DE 5015) will be used to calculate the Authorized Reassignment Hours/Week. The Authorized Reassignment Hours/Week will be added to the Instructional Hours/Week to calculate the Total Hours/Week.
❑   Regular Fall and Spring terms are 16 weeks.
❑   Regular Summer term is 12 weeks.

EXAMPLES
1.   For regular reassignment, the number of weeks in a term is either 15 or 16, depending on if the authorized reassignment contact hours are included in the exam week.
2.   For reassignment during the regular summer term, the number of weeks reported is 12.
3.   For reassignment during a special mini-semester that is six weeks long, the number of weeks reported is six.

Edit:

5020_1	Weeks for Authorized Reassignment Contact Hours (DE 5020) missing, invalid, or non-numeric	Critical
5020_2	Weeks for Authorized Reassignment Contact Hours (DE 5020) EQ 0 and Employment Status (DE 1055) EQ 1	Critical
5020_3	Weeks for Authorized Reassignment Contact Hours (DE 5020) GT 0 and Employment Status (DE 1055) NE 1	Informational

Data Element 6005

Salary Type

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	6, 8
Last Modified:	03/29/2021

Data Element is used in the Following Reports:

❑ Aggregate Fiscal Year Salary, by Salary Type
❑ Comparative Frequency
❑ Exceptions

❑ Salary by Sex, Degree and Race for Full-Time Instructional Base Pay Salary Type

Description:

Indicates the Type of Salary paid to the employee.

TABLE VALUES

1	Base Pay
2	Hourly Wage
3	Overtime Pay
4	Overload Pay
5	Other (such as Nonrecurring Compensation, TPI, Supplemental, Extended Contract)

NOTES:

1. *Sick Leave, Annual Leave, and Severance Pay Termination Payout must be reported under DE 7010 (Fringe Benefits Value).*
2. *Record type 8 (Term 2) will only use edits 6005_1 and 6005_3 when data is being edited.*
3. *This field is reported on an annual basis for the fiscal year for T4E using record type 6 and for calendar year for T2E using record type 8.*

Edit:

6005_1	Salary Type (DE 6005) missing, invalid, or non-numeric	Critical
6005_2	Salary Type (DE 6005) missing Fringe Benefits - Record Type 7	Informational
6005_3	Salary Type (DE 6005) and Activity/Occupational Code (DE 2005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Salary	Critical

Data Element 6010

Annual Salary

Characteristics

Length:	10
Data Type:	Numeric
Physical Description:	9 (6)V99
Record Type(s):	6, 8
Last Modified:	12/11/2019

Data Element is used in the Following Reports:

- ❑ Aggregate Fiscal Year Salary, by Salary Type
- ❑ Comparative Frequency
- ❑ Exceptions
- ❑ 'Florida Has a Right to Know'
- ❑ Salary by Sex, Degree, and Ethnic Origin for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Degree for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Ethnic Origin for Full-Time Instructional Personnel
- ❑ Salary by Rank, Sex and Degree for Full-Time Instructional Personnel
- ❑ Salary Range by Sex and Contract Status for Full-Time Instructional Personnel
- ❑ Total Salary and Headcounts by Occupational Activity
- ❑ Salary Range by Sex and Academic Rank for Full-Time Instructional Personnel

Description:

Indicates the amount of salary paid to the employee, representing the Salary Type reported in DE 6005.

NOTES:

1. *Termination payouts such as Sick Leave, Annual Leave, and Severance Pay must be reported under DE 7010 (Fringe Benefits Value).*
2. *This field is reported on an annual basis for the fiscal year for T4E using record type 6 and for calendar year for T2E using record type 8.*
3. *Annual Salary should have a Salary greater than zero.*

Edit:

6010_1	Annual Salary (DE 6010) missing, invalid, or non-numeric	Critical

Data Element 7005

Benefit Type

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Record Type(s):   7
Last Modified: 03/29/2021

Data Element is used in the Following Reports:

❑ Ad Hoc Legislative Requests
❑ Aggregate Benefit by Benefit Type

❑ Comparative Frequency
❑ Exceptions

Description:

Enter the type of benefit provided to an Employee.

TABLE VALUES *(with corresponding GL Codes)*

1	Social Security	59100, 59102-59199
2	Medicare	59101
3	Retirement Plan Contributions	59201-59206
4	Insurance Contributions	59701-59705
5	Other Taxable Benefits, including housing, auto allowance, etc.	59501-59510
A	Sick Leave (Termination Payout)	
B	Annual Leave (Termination Payout)	
C	Tuition Reimbursement or Fee Waiver	59801-59806
D	Severance Pay (Termination Payout)	26500-26599

NOTES:
1. *Sick Leave and Annual Leave are for payout upon termination of the Employee, not the expense accrual.*
2. *The Organizational Unit and GL Code for benefits should relate to the salary data.*
3. *This field is reported on an annual basis for the fiscal year.*

Edit:

7005_1	Benefit Type (DE 7005) missing or invalid	Critical
7005_2	Benefit Type (DE 7005) missing Salary - Record Type 6	Informational
7005_3	Benefit Type (DE 7005) and Organizational Unit and GL Codes (DE 0140) and Person Identification Number (DE 0130) and Locally Assigned Position Number (DE 2060) Duplicate Fringe Benefits - Record Type 7	Critical

Data Element 7010

Benefits Value

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (6)V99
Record Type(s):	7
Last Modified:	03/18/1996

Data Element is used in the Following Reports:

❑ Aggregate Benefit by Benefit Type   ❑ Exceptions
❑ Comparative Frequency

Description:

Enter the annual value of the benefits representing the Benefit Type (DE 7005). This field is reported on an annual basis for the fiscal year.

NOTES:
1. *Report the institution's contribution only.*
2. *Value of Sick Leave, Annual Leave, and Severance Pay payout should not be reported on the salary records.*

Edit:

7010_1	Benefits Value (DE 7010) missing or non-numeric	Critical
7010_2	Benefits Value (DE 7010) EQ 0	Critical

Demographic Information Record Format – Record Type 1

Create a record for each Employee for each term employed.

Field Characteristics

N   Numeric

X   Alphanumeric

V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 1
0120	9-13	5	9 (5)	TERM	Term Identifier
0130	14-23	10	X (10)	PSNID	Person Identification Number
1005	24-43	20	X (20)	LAST_NAME	Last Name
1006	44-58	15	X (15)	FIRST_NAME	First Name
	59	1			FILLER
1010	60-67	8	9 (8)	BIRTH_DATE	Date of Birth
1015	68	1	X (1)	SEX	Sex
	69	1			FILLER
1025	70	1	X (1)	CITIZENSHIP	Citizenship
1030	71	1	X (1)	DISABLE_CLASS	Disabled Classification
1035	72	1	9 (1)	DEGREE_EMPLOYEE	Degree
1040	73-80	8	9 (8)	DATE_EMPLOYMENT	Date Hired at Institution
1045	81	1	9 (1)	CONTRACT_STATUS	Contract Status
1050	82-89	8	9 (8)	DATE_CONT_CONTRACT	Date Continuing Contract Granted
1055	90	1	9 (1)	EMPLOY_STATUS	Employment Status
1060	91	1	X (1)	EXEMPT	Exempt From Public Records
1065	92	1	X (1)	FACULTY_STATUS	Faculty Status
1070	93	1	X (1)	RACE_WHITE	Race – White
1075	94	1	X (1)	RACE_BLACK	Race – Black/African American
1080	95	1	X (1)	RACE_ASIAN	Race – Asian
1085	96	1	X (1)	RACE_INDIAN	Race – American Indian/Alaskan Native
1090	97	1	X (1)	RACE_HAWAIIAN	Race – Native Hawaiian/Pacific Islander
1095	98	1	X (1)	HISPANIC	Ethnicity – Hispanic/Latino
1009	99-100	2	9 (2)	PRIM_OCC	Primary Activity/Occupational Activity Code
1096	101	1	X (1)	EAM	EAM Indicator
1000	102-115	14	X (14)		Florida Education Identifier (FLEID)*
1007	116-135	20	X (20)	MIDDLE_NAME	Middle Name
1008	136-145	10	X (10)	SUFFIX	Name Suffix
	146-250	105	X (105)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Employment Activity Record Format – Record Type 2

Create a record for each Employment Activity Classification for each term employed.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 2
0120	9-13	5	9 (5)	TERM	Term Identifier
0130	14-23	10	X (10)	PSNID	Person Identification Number
0140	24-36	13	9 (13)	ORG_FUNC	Organizational Unit and GL Codes
2005	37-38	2	9 (2)	OCCUP_ACTIVITY	Activity/Occupational Code
2010	39-63	25	X (25)	POSITN_TITLE	Position Title
2015	64-71	8	9 (8)	POSITN_DATE	Date Employed in Current Activity
	72	1			FILLER
2025	73-75	3	9 (1) V99	FTE_POSITN	Position Portion of Effort - FTE
2030	76	1	9 (1)	ACADEMIC_RANK	Academic Rank
2035	77-84	8	9 (8)	DATE_ACAD_RANK	Date of Academic Rank
2040	85	1	X (1)	EMP_BARGN_IND	Employee Bargaining Unit Flag
2045	86	1	9 (1)	LEAVE	Sabbatical/Educational Leave
2050	87	1	9 (1)	TERMINATION	Termination Status
2055	88-95	8	9 (8)	DATE_TERMINATION	Termination Date
1000	96-109	14	X (14)		Florida Education Identifier (FLEID)*
2060	110-129	20	X (20)	POSIT_NUM	Locally Assigned Position Number
	130-250	121	X (121)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Instructional Activity Record Format – Record Type 3

Create a record for each Course Section taught by an Employee.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 3
0120	9-13	5	9 (5)	TERM	Term Identifier
0130	14-23	10	X (10)	PSNID	Person Identification Number
0140	24-36	13	9 (13)	ORG_FUNC	Organizational Unit and GL Codes
3005	37-44	8	X (8)	COURSE	Course Identifier
3010	45-52	8	X (8)	SECTION	Course Identifier - Section
	53	1			FILLER
3020	54	1	X (1)	TEAM_TEACH_IND	Team Teaching/Multiple Instr. Flag
3025	55-58	4	9 (1) V999	WORKLOAD	Portion of Course/Section Workload
3030	59-62	4	9 (4)	INST_CONT_HRS	Instructional Contact Hours
3035	63-64	2	9 (2)	WKS_INST_CONT_HRS	Weeks for Instructional Contact Hours
1000	65-78	14	X (14)		Florida Education Identifier (FLEID)*
	79-250	172	X (172)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Course Schedule Record Format – Record Type 4

Create a record for each Course meeting.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 4
0120	9-13	5	9 (5)	TERM	Term Identifier
	14-23	10			FILLER
3005	24-31	8	X (8)	COURSE	Course Identifier
3010	32-39	8	X (8)	SECTION	Course Identifier - Section
4005	40-47	8	9 (8)	START_DATE	Course Start Date
4010	48-55	8	9 (8)	END_DATE	Course End Date
4015	56	1	X (1)	DAY_MEET	Days of Course Meeting
4020	57-60	4	9 (4)	BEGIN_TIME	Beginning Time of Course Section
4025	61-74	4	9 (4)	END_TIME	Ending Time of Course Section
4030	65-66	2	9 (2)	SITE_NUMBER	Site Number
4035	67-70	4	X (4)	FAC_NUMBER	Facility Number
4040	71-76	6	X (6)	ROOM	Room Number
4045	77-82	6	9 (6)	RECREATN_HEADCOUNT	Recreation and Leisure Headcount
	83-84	2			FILLER
4060	85	1	X (1)	COURSE_CLASS	Primary Course Section Classification
4065	86-87	2	X (2)	INSTRC_METHOD	Instructional Delivery Method
	88	1	X (1)		FILLER
4071	89	1	X (1)	PRIM_DEV_ED_STRGY	Developmental Education Primary Strategy
4072	90	1	X (1)	MODULAR_STRGY	Developmental Education Modularized Strategy
4073	91	1	X (1)	COMPRESS_STRGY	Developmental Education Compression Strategy
4074	92	1	X (1)	CONTEXT_STRGY	Developmental Education Contextualized Strategy
4075	93	1	X (1)	COREQUT_STRGY	Developmental Education Co-Requisite Strategy
4080	94	1	X (1)	PROG_METHOD	Programming Method
	95-250	156	X (156)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Authorized Reassignment Record Format – Record Type 5

Create a record for each Authorized Reassignment Type.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 5
0120	9-13	5	9 (5)	TERM	Term Identifier
0130	14-23	10	X (10)	PSNID	Person Identification Number
5005	24	1	9 (1)	TYPE_REASSGN	Authorized Reassignment - Type
5010	25-28	4	9 (2) V99	TIME_REASSGN	Authorized Reassignment - Time
5015	29-32	4	9 (4)	AUTH_CONT_HRS	Authorized Reassignment Contact Hours
5020	33-34	2	9 (2)	WKS_AUTH_CONT_HRS	Weeks for Authorized Reassignment Contact Hours
1000	35-48	14	X (14)		Florida Education Identifier (FLEID)*
	49-250	202	X (202)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Salary Fiscal Year Record Format – Record Type 6

Create a record for each Organizational Unit and GL Code, Activity, Salary Type, Position Number, And Position Title. This is the annual fiscal amount.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 6
0130	9-18	10	X (10)	PSNID	Person Identification Number
0140	19-31	13	9 (13)	ORG_FUNC	Organizational Unit and GL Codes
2005	32-33	2	9 (2)	OCCUP_ACTIVITY	Activity/Occupational Code
6005	34	1	9 (1)	TYPE_SALARY	Salary Type
6010	35-42	8	9 (6) V99	SAL_AMT	Annual Salary
0120	43-47	5	9 (5)	TERM	Term Identifier
1000	48-61	14	X (14)		Florida Education Identifier (FLEID)*
2060	62-81	20	X (20)	POSIT_NUM	Locally Assigned Position Number
2010	82-106	25	X (25)	POSITN_TITLE	Position Title
	107-250	144	X (144)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Fringe Benefits Record Format – Record Type 7

Create a record for each Organizational Unit and GL Code, Activity, and Benefit Type. This is the annual fiscal amount.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 7
0130	9-18	10	X (10)	PSNID	Person Identification Number
0140	19-31	13	9 (13)	ORG_FUNC	Organizational Unit and GL Codes
7005	32	1	9 (1)	TYPE_BENEFIT	Benefit Type
7010	33-40	8	9 (6) V99	BEN_AMT	Benefits Value
0120	41-45	5	9 (5)	TERM	Term Identifier
1000	46-59	14	X (14)		Florida Education Identifier (FLEID)*
2060	60-79	20	X (20)	POSIT_NUM	Locally Assigned Position Number
	80-250	171	X (171)		FILLER

NOTES:
1. *Shaded fields are unique key elements.*
2. **Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Salary Calendar Year Record Format – Record Type 8

Create a record for each Organizational Unit and GL Code, Activity, Salary Type, Position Number and Position Title. This is the annual salary for the calendar year.

Field Characteristics

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
0110	1-7	7	9 (7)	CCNUM	Reporting Institution (FICE/OPEID) Code
	8	1	9 (1)		Record Type = 8
0130	9-18	10	X (10)	PSNID	Person Identification Number
0140	19-31	13	9 (13)	ORG_FUNC	Organizational Unit and GL Codes
2005	32-33	2	9 (2)	OCCUP_ACTIVITY	Activity/Occupational Code
6005	34	1	9 (1)	TYPE_SALARY	Salary Type
6010	35-42	8	9 (6) V99	AMOUNT_SALARY	Annual Salary
0120	43-47	5	9 (5)	TERM	Term Identifier
1000	48-61	14	X (14)		Florida Education Identifier (FLEID)*
2060	62-81	20	X (20)	POSIT_NUM	Locally Assigned Position Number
2010	82-106	25	X (25)	POSITN_TITLE	Position Title
	107-250	144	X (144)		FILLER

NOTES:

1. *Shaded fields are unique key elements.*
2. *Personnel FLEID will not be collected for the 2025-26 Reporting Year.*

Section III:
Frequency Zero Edits

Frequency Zero Edits

While data element edits perform edits record by record or employee by employee, the frequency zero performs edits on the file as a whole. Although a submission may pass the edits at the individual record level, it may still fail the frequency zero edits across all the records on the file. For instance, if a college's employee data submission contains only male employee and no females, then a frequency zero error will occur.

Frequency zero errors occur when certain data element values are missing from a file submission. The data element values that are checked for frequency zero errors are specific to each database (student, personnel, annual personnel reports and facilities). Frequency zero edits result in critical or informational errors. Critical errors prevent data submissions from loading into the database and must be corrected. Informational errors do not require resubmission of the file. Informational errors alert colleges to areas of the file that require review to ensure submitted data are accurate.

Listed below are all frequency zero edits relevant to this database.

Demographic Information (Rec Type 1):

Data Element Number	Data Element Name	Description	Informational or Critical
1015	Sex	M = Male	Critical
1015	Sex	F = Female	Critical
1025	Citizenship	C =Citizen of the United States	Critical
1035	Degree	1 = Doctorate	Critical
1035	Degree	3 = Master's	Critical
1035	Degree	4 = Bachelor's	Critical
1045	Contract Status	4 = Not Applicable	Critical
1055	Employment Status	1 = Full - Time	Critical
1055	Employment Status	4 = Part - Time	Critical
1060	Exempt from Public Records	N = Not Exempt from Public Records	Informational
1065	Faculty Status	Y = Employee has Faculty Status	Critical
1065	Faculty Status	N = Employee does not have Faculty Status	Critical
1096	EAM Indicator	E = Executive	Informational
1096	EAM Indicator	I = Instructional Support	Informational
1096	EAM Indicator	P = Professional Support	Informational
1096	EAM Indicator	N = No Employees with No Professional Support EAM Indicator	Informational

Employment Activity (Rec Type 2):

Data Element Number	Data Element Name	Description	Informational or Critical
2025	Position Portion of Effort (FTE)	000 = Valid FTE Missing	Critical
2040	Employee Bargaining Unit Flag	Y = Yes	Informational
2045	Sabbatical/Educational Leave	2 = Not Applicable	Critical
2050	Termination Status	7 = Not Applicable / Not Terminated	Critical

Instructional Activity (Rec Type 3):

Data Element Number	Data Element Name	Description	Informational or Critical
3020	Team Teaching/Multiple Instructor Flag	Y = Yes	Critical

Course Activity (Rec Type 4):

Data Element Number	Data Element Name	Description	Informational or Critical
4015	Days of Course Meeting	M = Monday	Critical
4015	Days of Course Meeting	T = Tuesday	Critical
4015	Days of Course Meeting	W = Wednesday	Critical
4015	Days of Course Meeting	R = Thursday	Critical
4015	Days of Course Meeting	F = Friday Terms 2 and 3	Critical
4060	Primary Course Section Classification	S = Credit/Non-credit Course	Critical
4065	Instructional Delivery Method	C= On-Campus Instruction	Critical
4065	Instructional Delivery Method	D= Distance Learning	Informational
4080	Programming Method	S = Synchronous	Critical

Authorized Reassignment (Rec Type 5):

No frequency zero edits for this record.

Salary Activity (Rec Type 6 and 8):

Data Element Number	Data Element Name	Description	Informational or Critical
6005	Salary Type	1 = Base Pay	Critical
6005	Salary Type	2 = Hourly Wage	Critical

Benefits Activity (Rec Type 7):

Data Element Number	Data Element Name	Description	Informational or Critical
7005	Benefit Type	1 = Social Security	Critical
7005	Benefit Type	2 = Medicare	Critical

Section IV:
Verification Reports Selection Criteria

Exceptions Report

The Exceptions Report displays the frequency of table values or ranges for Data Elements. The following are included on this report:

1010	Date of Birth by ranges
1015	Sex
	Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1055	Employment Status
1035	Degree
1040	Date Hired at the Institution by ranges
1045	Contract Status
1050	Date Continuing Contract Granted by ranges
1060	Exempt from Public Records
1065	Faculty Status
1070	Race - White
1075	Race - Black/African American
1080	Race - Asian
1085	Race - American Indian/Alaskan Native
1090	Race - Native Hawaiian/Pacific Islander
1095	Ethnicity - Hispanic/Latino
1009	Primary Activity/Occupational Activity Code
1096	EAM Indicator
0130	Person Identification Number
*2005	Activity/Occupational Code
*2015	Date Employed in Current Activity by ranges
*2030	Academic Rank
*2035	Date of Academic Rank by ranges
*2040	Employee Bargaining Unit Flag
*2045	Sabbatical/Educational Leave
*2050	Termination Status
*2055	Termination Date by ranges
*3020	Team Teaching/Multiple Instructor Flag
*4015	Days of Course Meeting
*4060	Primary Course Section Classification
*4065	Instructional Delivery Method
*4071	Developmental Education Primary Strategy
*4072	Developmental Education Modularized Strategy
*4073	Developmental Education Compression Strategy
*4074	Developmental Education Contextualized Strategy
*4075	Developmental Education Co-Requisite Strategy
*4080	Programming Method
*5005	Authorized Reassignment - Type
**6005	Salary Type
**6010	Annual Salary – By Ranges

**7005   Benefit Type
**7010   Benefits Value – By Ranges

The following are included as part of the Exceptions Report:
Personnel are not matching from prior term
Unduplicated analysis of employment activity data elements

NOTES:
Not reported in Annual Salary and Fringe Benefits 4E
**Only reported in Annual Salary and Fringe Benefits 4E

Comparative Frequency Report

The Comparative Frequency report displays the frequency of table values for a specific Data Element for a specific term and term submission for five years. The following Data Elements are included on this report:

1015	Sex
	Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1035	Degree
1045	Contract Status
1055	Employment Status
1060	Exempt from Public Records
1009	Primary Activity/Occupational Activity Code
1065	Faculty Status
1096	EAM Indicator
*2005	Activity/Occupational Code
*2030	Academic Rank
*2040	Employee Bargaining Unit Flag
*2045	Sabbatical/Educational Leave
*2050	Termination Status
*3020	Team Teaching/Multiple Instructor Flag
*4060	Primary Course Section Classification
*4065	Instructional Delivery Method
*5005	Authorized Reassignment - Type
**6005	Salary Type
**6010	Annual Salary – By Ranges
**7005	Benefit Type
**7010	Benefits Value – By Ranges

The following are included as part of the Comparative Frequency Report:
Unduplicated analysis of employment activity data elements

NOTES:
Not reported in Annual Salary and Fringe Benefits 4E
***Only reported in Annual Salary and Fringe Benefits 4E*

Contact Hours Taught by Full-Time Instructors

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Employment Status	DE 1055
Primary Activity/Occupational Activity Code	DE 1009

Where

Term Identifier is Summer, Fall, Spring, or Annual submission. DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR
	(DE 1009 EQ 32 AND
	Faculty Status (DE 1065) EQ Y)

Activity Table

College	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Spring, or Annual submission. DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Instructional Contact Hours	DE 3030

Where

Term Identifier is Summer, Fall, Spring, or Annual submission. DE 0120 EQ tyyyy
t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Primary Course Section Classification (DE 4060)

is not Recreation and Leisure	DE 4060 NE R

Authorized Reassignment Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Authorized Reassignment Contact Hours	DE 5015

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match data from Demographic and Employment Activity by Person Identification Number.
2. Match data from Instructional Activity and Course Schedule by Person Identification Number.
3. Sum Authorized Reassignment Contact Hours by Person Identification Number.
4. Using data from Step 1, select Full-Time Instructional Personnel:
5. If the person has a Primary Activity/Occupational Activity Code = 25-28 or 32 then select the person as Full-Time instructional.
6. If person has more than one activity record, sum the Position FTE by Person Identification Number and Activity.
7. Merge data from Step 2, Step 3, and Step 4 by Person Identification Number.
8. Sum Instructional Contact Hours, Authorized Reassignment Contact Hours and Total Contact Hours.
9. Calculate the unduplicated headcount by Instructional, Authorized Reassignment.
10. Calculate the ratios.

Number of Courses without Instructors by Site

SELECTION CRITERIA

Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier - Section	DE 3010
Site Number	DE 4030

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Instructional Activity Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Course Schedule data with Instructional Activity data by Course and Section.
2. Select non-matching data from Step 1.
3. Calculate the count of unduplicated course and section numbers from Step 2 by Site.

Activity or Authorized Reassignment Instructors with Instructional

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL codes	DE 0140
Date Employed in Current Activity	DE 2015
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining Unit Flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Sum of Position Portion of Effort - FTE for each Person Identification Number equals zero	SUM (DE 2025) EQ 0

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Authorized Reassignment Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic Table data and Employment Activity data with Instructional Activity data and Authorized Reassignment data by Person Identification Number.
2. List matching data from Step 1.

Instructors without Instructional Activity or Authorized Reassignment Records

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Organizational Unit and GL Codes	DE 0140
Date Employed in Current Activity	DE 2015
Position Portion of Effort (FTE)	DE 2025
Academic Rank	DE 2030
Date of Academic Rank	DE 2035
Employee Bargaining Unit Flag	DE 2040
Sabbatical/Educational Leave	DE 2045
Termination Status	DE 2050

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.	DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Authorized Reassignment Table

Reporting Institution   DE 0110
Person Identification Number   DE 0130

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic Table data and Employment Activity data with Instructional Activity and Authorized Reassignment data by Person Identification Number.
2. List non-matching data from Step 1.

College Employee Counts by Activity Group by Regular and Temporary by Full-Time and Part-Time by FTE Ranges

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

Where

Term Identifier is Summer, Fall, Spring, or Annual submission.   DE 0120 EQ tyyyy

t = term (e.g., 1, 2, 3, or 4)
yyyy = submission year (e.g., 2001 for 2000-01)

PROCESSES AND CALCULATIONS

1. Match Demographic data and Employment Activity data by Person Identification Number.
2. From Step 1, sum the Position FTE by Person Identification Number, Primary Activity/Occupational Activity Code, and Employment Status.
3. Using data from Step 2, select Full-Time Personnel by Employment Status:
4. Using data from Step 2, select Part-Time Personnel by Employment Status.
5. Combine data from Step 3 and Step 4.
6. Calculate the unduplicated count of employees, by Primary Activity Groups, by FTE ranges:

Primary Activity Groups	Primary/Occupational Activity Code Values
Management Occupations	21
Business and Financial Operations Occupations	22
Computer, Engineering, and Science Occupations	23
Community Service, Legal, Arts, and Media Occupations	24
Instruction	25
Instruction combined with research and/or public policy	26
Research	27
Public Service	28
Archivists, Curators, and Museum Technicians	29
Librarians	30
Library Technicians	31

Primary Activity Groups	Primary/Occupational Activity Code Values
Non-postsecondary Teaching Occupations	32
Healthcare Practitioners and Technical Occupations	33
Service Occupations	34
Sales and Related Occupations	35
Office and Administrative Support Occupations	36
Natural Resources, Construction, and Maintenance Occupations	37
Production, Transportation, and Material Moving Occupations	38
Student Assistants	39

NOTE: *To create the report RFTEREAM using the EAM Indicator (DE 1096) select employees with Primary/Occupational Codes of 21 and EAM IN (E, I, P).*

Number of Courses Taught by Site for Regular and Temporary Full-Time and Part-Time Instructors

PURPOSE

Generates a report by term or annually of the number of courses taught for Florida Colleges, by Site, for Regular (FRS Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

SELECTION CRITERIA

Demographic Table
Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity
Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

Instructional Activity
Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Course Identifier	DE 3005
Organizational Unity & GL Codes (Column 1)	DE 0140
Organizational Unity & GL Codes (Column 2)	DE 0140
Organizational Unity & GL Codes (Column 3)	DE 0140
Organizational Unity & GL Codes (Column 4-6)	DE 0140

Course Schedule
Reporting Institution	DE 0110
Term Identifier	DE 0120
Course Identifier	DE 3005
Site Number	DE 4030

OUTPUT

Report of the number of courses taught, by Florida Colleges, by Site, for Regular (FRS- Eligible) and Temporary (Non-FRS Eligible), Full-Time and Part-Time Status Instructors.

PROCESSES AND CALCULATIONS

Select all courses taught by Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Full-Time and Part-Time Status Instructors for Florida Colleges, by term and year or annually.

Select all demographic records with Instructional Staff [Primary Activity/Occupational Activity Code (DE 1009) = (25-28,32) and Faculty Status (DE 1065) = 'Y'] and Employment Status (DE 1055) = 1 (Full-Time Regular), 2 (Part-Time Regular), 3 (Full-Time Temporary) and 4 (Part-Time Temporary).

Select courses taught for the term or annually by Credit Courses and Non-credit Courses for each Site.

Credit Courses. Credit Courses are defined for this report as courses that have '11' in the second and third columns, or have '12101', '12201', '12301', '12401', '12501', '12601', or '12701' in the second through the seventh positions of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x11xxxxxxxxx' where x = any digit.

OR

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) = 'x12y01xxxxxx' where x = any digit and y = 1 through 7.

Non-Credit Courses. Non-credit courses are defined for this report as all courses not defined as Credit Courses EXCLUDING Recreational and Leisure courses. Recreational & Leisure courses are defined as courses with '142' in the first three columns of the Organizational Unit & GL Codes (DE 0140) from the Instructional Activity Record (Type 3).

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '11xxxxxxxxxx' where x = any digit.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '12y01xxxxxxx' where x = any digit and y = 1 through 7.

AND

Organizational Unit & GL Codes (DE 0140) (Instructional Activity - Type 3) NOT = '142xxxxxxxxx' where x = any digit.

Generate course counts by Site for Credit and Non-Credit courses by Full-Time and Part-Time Regular (FRS-Eligible) and Temporary (Non-FRS Eligible) Instructors for the term and year or annually.

College Employees by Activity Group Report Series

GENERAL

The College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time are a series of reports that shows the headcount of employees by Activity Group by Regular and Temporary Full-Time/Part-Time by Age Group, Contract Group, Degree and Ethnic Origin and Sex. The verification reports are built automatically after the college has successfully passed the edit process and their data is loaded into the PDB tables.

All the verification reports have
The Florida College Name.
The Run Date: The date the report was built.
The Run Time: The time the report was built.

REPORT DESCRIPTIONS

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time verification reports each contain two sections.

Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by age group.
Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by age group.

Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by contract group.
Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by contract group.

Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by degree.
Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by degree.

Employee Headcount of Regular (FRS Eligible) Full-Time/Part-Time by ethnicity and sex.
Employee Headcount of Temporary (FRS Eligible) Full-Time/Part-Time by ethnicity and sex.

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-**Time/Part-Time Definition of Column Headers**

(DE 1010) By Age Group
The following are age ranges used on this report: Below 18
18-27
28-32
33-37
38-42
43-47
48-52
53-57
58-62
63-67
Above 67
Total – Totals for full-time and part-time employees.

(DE 1045) By Contract Group:
Continuing Contract – Employees who hold a continuing contract.
Annual Contract – On Track – Employees who are not continuing contract but are on track in positions that may lead to consideration for continuing contract.
Annual Contract – Not on Track - Employees who are not continuing contract but are not on track in positions that may not lead to consideration for continuing contract.
Not Applicable
Total – Totals for full-time and part-time employees.

(DE 1035) By Degree:
Doctorate Specialist/Advanced Masters
Masters
Bachelors Associate
Less than Associates Other
Unknown/Not Applicable
Total – Totals for full-time and part time employees.

(DE 1015) By Ethnic Origin and Sex:
American Indian or Alaskan Native – The employee as origins in any of the original people of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
Asian or Pacific Islander - The employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, and Malaysia The Pacific Islander has origins of the Philippines Islands, Thailand, Vietnam Guam, Samoa, or other Pacific Islands.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.
Black Non-Hispanic – The employee has origins in any of the black racial groups of Africa. Hispanic – The employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Unknown – The employee's ethnicity is unknown.
White Non-Hispanic - The employee has origins in any of the original people of Europe, the Middle East, or North Africa.
Female – The total female employees, which includes all ethnicities.
Male – The total male employees, which includes all ethnicities.
UK - The employee's sex is unknown.
Total – Totals for full-time and part time employees.

NOTE: *Part-time employees may be in more than one activity group.*

College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-
Time/Part-Time Definition of Row Headers

(DE 1009) Primary Activity/Occupational Activity Code – A code to indicate the employee's Primary Activity Classification.

(DE 1055) Full-Time and Part-Time employees are segregated on each report. Totals – The grand total for each row

Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Age Groups. Each primary activity group will be totaled and all groups will be totaled at the end of the report.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Birth Date	DE 1010
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

Instructional Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Age group. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full- Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE 1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups by Occupational Codes (DE 1009 Primary Activity/ Occupational Activity Code)

Value	Description
21	Management Occupations
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants

Report employees by Age group.

To determine age groups, select the Birth Date (DE 1010) of each employee and calculate the age based on the beginning year of the submission (ex. 2000-01 use 2000). If the employee's date of birth is greater than month=10 and day = 15 then the age will be calculated using the ending year of the submission. If the employee does not have a date of birth, they will be counted as date of birth unknown.

Birth Date (DE 1010 Date of Birth)

Value	Description
LESS THAN 18	Age less than 18
18-27	Age between 18 and 27 inclusive
28-32	Age between 28 and 32 inclusive
33-37	Age between 33 and 37 inclusive
38-42	Age between 38 and 42 inclusive
43-47	Age between 43 and 47 inclusive
48-52	Age between 48 and 52 inclusive
53-57	Age between 53 and 57 inclusive
58-62	Age between 58 and 62 inclusive
63-67	Age between 63 and 67 inclusive
ABOVE 67	Age greater than 67
BIRTHDATE UNKNOWN	Missing Date of Birth

NOTE: *EAM Indicators (DE 1096) table value (E, I, and P) counts are included in Management Occupations (21).*

Employee Counts Full-Time/Part-Time Employee Age Counts by Primary Activity by EAM

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Age Groups. Each primary activity group will be totaled and all groups will be totaled at the end of the report. Primary Activity code 21, management occupations, will be categorized as 'E'-Executive, 'I'-Instructional Support, and 'P'-Professional Support.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Birth Date	DE 1010
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
EAM Indicator	DE 1096

Instructional Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Position Portion of Effort (FTE)	DE 2025

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group, including EAM indicator, by Full-Time and Part-Time status, by Age group. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full- Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE 1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

If Primary Activity Code = 21 and EAM = 'I' will be categorized as 40 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

Primary Activity Groups by Occupational Codes (DE 1009 Primary Activity/Occupational Activity Code)

Value	Description
21	Management Occupations (Executive Only)
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants
40	Instructional Support
41	Professional Support

Report employees by Age group.

To determine age groups, select the Birth Date (DE 1010) of each employee and calculate the age based on the beginning year of the submission (ex. 2000-01 use 2000). If the employee's date of birth is greater than month=10 and day = 15 then the age will be calculated using the ending year of the submission. If the employee does not have a date of birth, they will be counted as date of birth unknown.

Birth Date (DE 1010 Date of Birth)

Value	Description
LESS THAN 18	Age less than 18
18-27	Age between 18 and 27 inclusive
28-32	Age between 28 and 32 inclusive
33-37	Age between 33 and 37 inclusive
38-42	Age between 38 and 42 inclusive
43-47	Age between 43 and 47 inclusive
48-52	Age between 48 and 52 inclusive
53-57	Age between 53 and 57 inclusive
58-62	Age between 58 and 62 inclusive
63-67	Age between 63 and 67 inclusive
ABOVE 67	Age greater than 67
BIRTHDATE UNKNOWN	Missing Date of Birth

NOTE: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

Employee Counts Full-Time/Part-Time Employee Tenure Status Counts by Primary

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. Each primary activity group will be totaled and all groups will be totaled at the end of the report.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Contract Status	DE 1045
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2, {Part-Time (FRS Eligible)}, 3, {Full- Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups (DE 1009 Primary Activity/Occupational Code)

Value	Description
21	Management Occupations
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants

Report employees by Contract status.

Contract Status (DE 1045 Contract Status)

Value	Description
1	Continuing Contract
2	Annual - On Track
3	Annual - Not on Track
4	Not Applicable

NOTE: *EAM Indicators (DE 1096) table value (E, I, and P) counts are included in Management Occupations (21).*
.

Employee Counts Full-Time/Part-Time Employee Tenure Status Counts by Primary by EAM

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. Each primary activity group will be totaled and all groups will be totaled at the end of the report. Primary Activity code 21, management occupations, will be categorized as 'E'-Executive, 'I'-Instructional Support, and 'P'-Professional Support.

SELECTION CRITERIA

Demographic Table
Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Contract Status	DE 1045
Primary Activity/Occupational Activity Code	DE 1009
EAM Indicator	DE 1096

Employment Activity
Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Contract Status. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2, {Part-Time (FRS Eligible)}, 3, {Full- Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Activity Codes (DE1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4 the employee will be counted once in each Primary Activity Group as Part-Time.

If Primary Activity Code = 21 and EAM = 'I' will be categorized as 40 (Instructional Support).

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

Primary Activity Groups (DE 1009 Primary Activity/Occupational Activity Code)

Value	Description
21	Management Occupations (Executive Only)
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants
40	Instructional Support
41	Professional Support

Report employees by Contract status.

Contract Status (DE 1045 Contract Status)

Value	Description
1	Continuing Contract
2	Annual - On Track
3	Annual - Not on Track
4	Not Applicable

NOTE: *Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).*

Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. Each primary activity group will be totaled and all groups will be totaled at the end of the report.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Degree	DE 1035
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3, {Full- Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Codes (DE1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = the employee will be counted once in each Primary Activity Group as Part-Time.

Report Employees by Degree
Degree (DE 1035 Degree)

Value	Description
1	Doctorate
2	Masters + 30 or more hours
3	Masters
4	Bachelors
5	Associate
6	Less than Associate
7	Other
8	Unknown/Not Applicable

NOTE: *EAM Indicators (DE 1096) table value (E, I, and P) counts are included in Management Occupations (21).*

Employee Counts Full-Time/Part-Time Employee Degree Type Counts by Primary Activity by EAM

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS-Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges for each Primary Activity Group by Full-Time and Part-Time status by Degree. Each primary activity group will be totaled and all groups will be totaled at the end of the report. Primary Activity code 21, management occupations, will be categorized as 'E'-Executive, 'I'-Instructional Support, and 'P'-Professional Support.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Degree	DE 1035
Primary Activity/Occupational Activity Code	DE 1009
EAM Indicator	DE 1096

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Degree. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3, {Full- Time (Temporary)}, 4, {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/Occupational Codes (DE1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = the employee will be counted once in each Primary Activity Group as Part-Time.

If Primary Activity Code = 21 and EAM = 'I' will be categorized as 40 (Instructional Support).
If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

Report Employees by Degree
Degree (DE 1035 Degree)

Value	Description
1	Doctorate
2	Masters + 30 or more hours
3	Masters
4	Bachelors
5	Associate
6	Less than Associate
7	Other
8	Unknown/Not Applicable

NOTE: Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).

Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS Eligible) and Temporary (Non FRS Eligible) personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Ethnicity and Sex. Each primary activity group will be totaled and all groups will be totaled at the end of the report.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Ethnic Origin	
Sex	DE 1015
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Ethnicity and Sex. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1 {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3 {Full- Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/ Occupational Codes (DE 1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4, the employee will be counted once in each Primary Activity Group as Part-Time.

Primary Activity Groups (DE 1009 Primary Activity/Occupational Activity Code)

Value	Description
21	Management Occupations
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants

Report employees by Ethnicity

Ethnic Origin

Value	Description
W	White
B	Black
H	Hispanic or Latino
A	Asian
I	American Indian or Alaskan Native
M	Multi-Racial
P	Native Hawaiian or Other Pacific Islander
X	Unknown/Not Reported

Report employees by sex

Sex (DE 1015 Sex)

Value	Description
M	Male
F	Female
X	Unknown/Not Reported

NOTE: EAM Indicators (DE 1096) table value (*E, I, and P)* counts are included in Management Occupations (21).

Employee Counts Full-Time/Part-Time Employee Race/Sex Counts by Primary Activity by EAM

PURPOSE

Generates a report by term or annually of Employee Headcounts for Regular (FRS Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status by Ethnicity and Sex. Each primary activity group will be totaled and all groups will be totaled at the end of the report. Primary Activity code 21, management occupations, will be categorized as 'E'- Executive, 'I'-Instructional Support, and 'P'-Professional Support.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Ethnic Origin	
Sex	DE 1015
Primary Activity/Occupational Activity Code	DE 1009
EAM Indicator	DE 1096

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

OUTPUT

Report of Employee Headcounts for Regular (FRS-Eligible) and Temporary personnel, by Florida Colleges, for each Primary Activity Group by Full-Time and Part-Time status, by Ethnicity and Sex. There will be two pages for each college.

PROCESSES AND CALCULATIONS

Select all Regular (FRS Eligible) and Temporary employees for Florida Colleges, by term and year or annually. Terminated employees will be included if employed during the reported term or annually.

Employment Status (DE 1055) = 1, {Full-Time (FRS Eligible)}, 2 {Part-Time (FRS Eligible)}, 3{Full- Time (Temporary)}, 4 {Part-Time (Temporary)}.

Select all Activity records.

Report employees unduplicated by Regular and Temporary Full-Time and Part-Time, by Primary Activity Groups, which are determined by Primary Activity/ Occupational Codes (DE 1009) as defined by IPEDS.

If the Activity Codes are not equal and the Employment Status = 2 or 4, the employee will be counted once in each Primary Activity Group as Part-Time.
If Primary Activity Code = 21 and EAM = 'I' will be categorized as 40 (Instructional Support).

If Primary Activity Code = 21 and EAM = 'P' will be categorized as 41 (Professional Support).
If Primary Activity Code = 21 and EAM = 'E' will stay categorized as Category 21 (Management Occupations).

Primary Activity Groups (DE 1009 Primary Activity/Occupational Activity Code)

Value	Description
21	Management Occupations (Executive Only)
22	Business and Financial Operations
23	Computer, Engineering, and Science Occupations
24	Community, Social Service, Legal Arts, Design, Entertainment, Sports and Media
25	Instruction
26	Instruction combined with research and/or public policy
27	Research
28	Public Service
29	Archivists, Curators and Museum Technicians
30	Librarians
31	Library Technicians
32	Student, Academic Affairs, Other Education Service
33	Health Care Practitioners and Technical Occupations
34	Service Occupations
35	Sales and Related Occupations
36	Office and Administrative Support Occupations
37	Natural Resources, Construction and Maintenance Occupations
38	Production, Transportation and Material Moving Occupations
39	Student Assistants
40	Instructional Support
41	Professional Support

Report employees by Ethnicity
Ethnic Origin

Value	Description
W	White
B	Black
H	Hispanic or Latino
A	Asian
I	American Indian or Alaskan Native
M	Multi-Racial
P	Native Hawaiian or Other Pacific Islander
X	Unknown/Not Reported

Report employees by sex

Sex (DE 1015 Sex)

Value	Description
M	Male
F	Female
X	Unknown/Not Reported

NOTE: Primary activity code 21, management occupations, are categorized under the Executive, Instructional Support, and Professional Support, which are reported under the EAM Indicator (DE 1096).

Staff Ratio Report – Headcount Ratios between Select Primary Activity Groups

PURPOSE

Generate a report by term and annually of the headcount and ratio between the total Regular (FRS-Eligible) Full-Time and Part-Time employees for select Primary Activity Groups.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130
Employment Status	DE 1055
Primary Activity/Occupational Activity Code	DE 1009

Employment Activity

Reporting Institution	DE 0110
Term Identifier	DE 0120
Person Identification Number	DE 0130

PROCESSES AND CALCULATIONS

1. Select all Regular (FRS-Eligible) Full-Time and Part-Time employees unduplicated for each Primary Activity/Occupational Code, for Florida Colleges, by term and year or annually.

   Employment Status (DE 1055) = 1 (Regular Full-Time) and 2 (Regular Part-Time).

Primary Activity Groups (DE 1009 Primary Activity/Occupational Activity Code)

Value	Description
21 EAM = E	Executive Staff
21 EAM IN (E, I, P)	Executive, Administrative, and Managerial
25,26,27,28,32 AND Faculty Status DE 1065 = Y	Instructional Faculty
LE 38	All Employees

2. List the headcounts and FTE ratio of Regular Full-Time and Part-Time employees, for Florida Colleges, by term and year or annually, unduplicated for the following Primary Activity Groups:
   a) All Employees Divided by Executive Staff
   b) All Employees Divided by Executive, Administrative, and Managerial
   c) Instructional Faculty Divided by Executive Staff
   d) Instructional Faculty Divided by Executive, Administrative, and Managerial

Aggregate Fiscal Year Salary, by Salary Type

Purpose:

Generates a report aggregating all the Salary records for the Fiscal Year (Annual Submission) by Florida Colleges by Salary Type.

SELECTION CRITERIA

Benefit Table

Reporting Institution	DE 0110
Salary Type	DE 6005
Annual Salary	DE 6010

Output:

Report of aggregated Salary submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Salary Type.

Program Logic:

Selection Criteria.

1. Select all Salary records for the Fiscal Year (Annual Submission) by Salary Type.
2. Report salary by Salary Type

Salary Types (DE 6005 Salary Type)

Value	Description
1	Base Pay
2	Hourly Wage
3	Overtime Pay
4	Overload Pay
5	Other

Aggregate Benefits by Benefit Type

PURPOSE

Generate a report aggregating all the Benefit records for the Fiscal Year (Annual Submission) by Florida Colleges by Benefit Type.

SELECTION CRITERIA

Benefit Table

Reporting Institution	DE 0110
Benefit Type	DE 7005
Benefits Value	DE 7010

Output:

Report of aggregated Benefits submitted for the Fiscal Year (Annual Submission) by Florida Colleges for each Benefit Type.

PROCESSES AND CALCULATIONS

1. Select all Benefit records for the Fiscal Year (Annual Submission) by Benefit Type.
2. Report benefits by Benefit Type

Benefit Type (DE 7005 Benefit Type)

Value	Description
1	Social Security
2	Medicare
3	Retirement Plan Contributions
4	Insurance Contributions
5	Other Taxable Benefits
A	Sick Leave (Termination (Payout)
B	Annual Leave (Termination Payout)
C	Tuition Reimbursement or Fee Waiver
D	Severance Pay (Termination Payout)

Salary by Rank, Sex and Degree for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Sex	DE 1015
Degree	DE 1035
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Code	DE 1009
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay or Hourly Wage	DE 6005 IN (1, 2)
Primary Activity/Occupational Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping last Contract Status.
2. Select Employment Activity by Person Identification Number keeping last Academic Rank.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary by Sex, Degree, and Race/Ethnic Origin for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Degree	DE 1035
Sex	DE 1015
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Sex, Ethnicity, and last Degree.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Sex and Race/Ethnic Origin for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Sex	DE 1015
Ethnic Origin	
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28, 32)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Sex and Ethnicity.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Sex and Academic Rank for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Sex	DE 1015
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Academic Rank	DE 2030

Where

Academic Rank for Instructional Employees	DE 2030 IN (1-8)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Code	DE 1009
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Sex and Academic Rank.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Salary Range by Sex and Contract Status for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Sex	DE 1015
Contract Status	DE 1045
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR (DE 1009 EQ 32 AND Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Sex and Contract Status.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from process Step 3 by Person Identification Number.

Salary Range by Sex and Degree for Full-Time Instructional Personnel

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Code	DE 1009
Sex	DE 1015
Degree	DE 1035
Employment Status	DE 1055

Where

Employment Status is Regular Full-Time	DE 1055 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR
	(DE 1009 EQ 32 AND
	Faculty Status (DE 1065) EQ Y)

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Code	DE 1009
Salary Type	DE 6005
Annual Salary	DE 6010

Where

Salary Type is Base Pay	DE 6005 EQ 1
Primary Activity/Occupational Activity Code is Instructors	DE 1009 IN (25-28) OR
	(DE 1009 EQ 32 AND
	Faculty Status (DE 1065) EQ Y)

PROCESSES AND CALCULATIONS

1. Select Personnel Activity by Person Identification Number keeping Sex and Degree.
2. Select Employment Activity by Person Identification Number.
3. Match data from Step 1 with data from Step 2 by Person Identification Number.
4. Match Salary data with data from Step 3 by Person Identification Number.

Total Salary and Headcounts by Activity/Occupational Code

SELECTION CRITERIA

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Primary Activity/Occupational Activity Code	DE 1009
Annual Salary	DE 6010

Where
Annual Salary   DE 6010 GT 0

PROCESSES AND CALCULATIONS

1. Calculate the count of non-duplicated employees within each Primary Activity/Occupational Code by Activity/Occupational Code by College.
2. Sum the annual Salary by Activity/Occupational Code by college.
3. List the headcounts and accumulated Annual Salaries from Step 1 and Step 2

Total Developmental Education Courses Aggregated by Strategy

SELECTION CRITERIA

Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Developmental Education – Primary Strategy	DE 4071
Developmental Education – Modularized Strategy	DE 4072
Developmental Education – Compression Strategy	DE 4073
Developmental Education – Contextualized Strategy	DE 4074
Developmental Education – Co-Requisite Strategy	DE 4075

Where
Developmental Education – Primary Strategy   DE 4071 NE Z

PROCESSES AND CALCULATIONS

1. Sum Distinct counts of Course Sections,
2. Sum Counts of each Course Section taught using Developmental Education - Modularized Strategy (DE 4072), Developmental Education - Compressed Strategy (DE 4073), Developmental Education - Contextualized Strategy (DE 4074), and Developmental Education - Co-Requisite Strategy (DE 4075)

DMS 'Florida Has a Right to Know' file

SELECTION CRITERIA

Demographic/Person Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Last Name	DE 1005
First Name	DE 1006
Middle Name	DE 1007
Name Suffix	DE 1008
Exempt from Public Records	DE 1060

Where
Exempt from Public Records   DE 1060 EQ 'N'

Salary Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Organizational Unit and General Ledger Codes (first 8 positions)	DE 0140
Activity/Occupational Code	DE 2005
Salary Type	DE 6005
Annual Salary	DE 6010
Locally Assigned Position Number	DE 2060
Position Title	DE 2010

Where
Annual Salary   DE 6010 GT 0

OUTPUT.

Excel file with all Employees' Annual Salary greater than 0 and who are not exempt from Public Records. The following information is on excel file: College Name, Last Name, First Name, Middle Name, Function Title, Occupational Category, Occupational Category Title, Position Number, Position Title, and Annual Compensation.

PROCESSES AND CALCULATIONS

1. Select Demographic/Person table by Person Identification Number where Exempt from Public Records = 'N' keeping Person Identification Number, Last Name, First Name, Middle Name, Suffix, and Exempt from Public Record.
2. Select Salary Activity where Annual Salary (DE 6010) is greater than zero keeping Person Identification Number, Organizational Unit Function, Activity/Occupational Code (first 8 positions),
3. Sort EMPSAL BY PSNID.
4. Sum Salary by CCNUM, PSNID, Position Number, Org Function, Occupation Activity, and Position Title.
5. Export NDAT output DMSRQS.CSV.

ORGANIZATIONAL UNIT FUNCTION	FUNCTION TITLE
0	General Fund
1	Direct Instruction
2	Research
3	Public Service
4	Academic Support
5	Student Support
6	Institutional Support
7	Physical Plant Operation and Maintenance
8	Student Financial Assistance
9	Contingency, Transfers, etc.