USG Enterprise Data Warehouse

Data Element Dictionary

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Human Resources Data Element Dictionary

The data element dictionary provides detailed information about each of the data elements stored in the Human Resources Data Mart (HRDM). The table below describes the information found in each field for each data element.

Element Name	Element Number
Category	Grouping of data elements, for example, Employee Payroll
Description	The description provides clarification on the information contained in the field. If the field is no longer in use, it will be specified in the description. If the PeopleSoft data entry field has a different name that the element name, it will be noted here.
Data Type	Character/Number/Date
Length	Maximum length of entry
Format	Date format, otherwise blank
Collection Period	Frequency of data extracted from PeopleSoft into HRDM
Business Practices	Provides information on how to input information, including relevant knowledge articles. Knowledge articles are labeled as practitioner or employee self-service processes. Knowledge articles are located in USG Service Now (https://usg.service-now.com/usgsp).
Validation Rules	*Severity* *Code* *Description*
	Evaluation rules during extraction that will cause errors

Valid Values

Code   *Description*
This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the "PeopleSoft to HRDM Valid Value Mapping" report in Cognos – in the PS Status column, 'A' indicates an active value and 'I' indicates an inactive value. This report is located here: Cognos > Data Collections > Human Resources > 'PeopleSoft to HRDM Valid Value Mapping'

Data Source	*Provider*	Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))
	Table	In the source application, this is the table where the element value is stored
	Column	In the source application table, this is the column where the values are stored
	Page	If relevant, the PeopleSoft page where the information is entered
	Navigation	If relevant, the navigation to the PeopleSoft page where the information is entered
Effective Terms	*Start*	Date the element was first collected
	End	Date the element stopped being collected, (None) if the element is currently collected.
Target Files	*Target Type* *Table Name* *Column Name*	
	This section describes where the data are stored in the HRDM	
Change History	*Date* *Notes*	
	This section includes information about any changes made to the element over time	

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Account

Account

Account	HAC001
Category	Human Resource / Account / Account / HAC001
Description	Account is the six-digit number that identifies the personal services, travel, and operating expense accounts to be used when setting up a new account code in the account code table. For example: Account 511100 would indicate a personal services account for 'Salaries – Regular Faculty.' The first four digits are consistent system-wide, the last two digits may be institution-specific.
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

Validation Rules

Status: Active

Severity	Code	Description
Error	VHAC001	Account cannot be blank.

Valid Values: (None)

Data Source

Provider	PeopleSoft
Table	PS_PAY_ERN_DIST
Column	ACCOUNT
Page	N/A
Navigation	N/A

Effective Terms

Start: 012005
End: (None)

Target Fields

Target Type	Table Name	Column Name
DWH	ACCOUNT_CODE	ACCOUNT

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: EP_ACCOUNT; ADP Table: EPGLX002
Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Account
Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: ACCOUNT
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Account Code | HAC002

Category	Human Resource / Account / Account / HAC002
Description	In the HRDM, the Account Code is a combination of the FDM Combo Code and the Account (HAC001). FDM Combo Codes vary by institution and may contain information such as business unit, department, fund code, project, or grant.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

Validation Rules

Status: Active

Severity	Code	Description
Error	VHAC002	Account Code cannot be blank.

Valid Values: (None)

Data Source

Provider	PeopleSoft
Table	PS_PAY_ERN_DIST, PS_VALID_COMBO_TBL
Column	ACCOUNT, FDM_COMBO_CD
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	ACCOUNT_CODE_GROUP_KEY (links to ACCOUNT_CODE_DISTRIBUTION/ACCOUNT_CODE_KEY which links to ACCOUNT_CODE IN ACCOUNT_CODE table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: EP_PAY_DIST; ADP Table: EPGLX002
Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
Jul 30, 2018	Old PS Page: Earnings; Old PS Page Field Name: Account Code
Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: ACCT_CD
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Account Code Description | HAC003

Category	Human Resource / Account / Account / HAC003

Description	The Account Code Description is the name of the Account Code (HAC002).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_VALID_COMBO_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	ACCOUNT_CODE_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: ACCT_CD_TBL
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Description
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: DESCR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Program Code HAC004

Category	Human Resource / Account / Account / HAC004
Description	The Program Code is a five-digit financial chartfield string that identifies the specific financial function or purpose code. For example: Program Code 11300 would indicate the Community Education program.
Data Type	Character
Length	5
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_VALID_COMBO_TBL
	Column	PROGRAM_CODE
	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	PROGRAM

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Program
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROGRAM_CODE
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Project/Grant   HAC005

Category	Human Resource / Account / Account / HAC005
Description	The Project/Grant is a financial chartfield string that provides additional information for grant-funded or project-associated accounting. This chartfield is institution-specific.
Data Type	Character
Length	15
Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHAC005	Project/Grant cannot be null.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_VALID_COMBO_TBL
	Column	PROJECT_ID
	Page	N/A

	Navigation	N/A
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	PROJECT_GRANT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Project/Grant
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: PROJECT_ID
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Class   HAC006

Category	Human Resource / Account / Account / HAC006
Description	The USG Class is the financial chartfield string that identifies the funding source or authority.
Data Type	Character
Length	5
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHAC006	USG Class cannot be blank.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_VALID_COMBO_TBL
	Column	CLASS_FLD
	Page	N/A
	Navigation	N/A

Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	USG_CLASS

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_CLASS; ADP Table: EPGLX002
	Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
	Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Class Field
	Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: CLASS_FLD
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Fund Code   HAC007

Category	Human Resource / Account / Account / HAC007
Description	The USG Fund Code is the financial chartfield string which indicates the primary structural units of education and government-specific accounting. This code provides information about funding sources and intended fund uses. For example, the USG Fund Code 10000 indicates 'state appropriations.'
Data Type	Character
Length	5
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHAC007	USG Fund cannot be blank.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_VALID_COMBO_TBL
	Column	FUND_CODE
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	ACCOUNT_CODE	USG_FUND

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.

Date	Notes
Jul 30, 2018	ADP Element Name: EP_FUND; ADP Table: EPGLX002
Jul 30, 2018	Old PS Menu Path: Set Up HRMS, Common Definitions, Payroll, Account Code Table
Jul 30, 2018	Old PS Page: Account Code Table; Old PS Page Field Name: Fund
Jul 30, 2018	Old PS Table: PS_ACCT_CD_TBL; Old PS Table Field: FUND_CODE
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Account Code Distribution Percentage   HAC008

Category	Human Resource / Account / Account / HAC008
Description	The Account Code Distribution Percentage is the proportion of the employee's pay that was charged to the referenced account code.
Data Type	Number
Length	3
Format	
Collection Period	Daily
Business Practices	

Validation Rules

Status: Active

Severity	Code	Description
Error	VHAC008	Account Code Distribution Percentage cannot be blank.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_PAY_ERN_DIST, PS_PAY_CHECK
Column	EARNINGS, TOTAL_GROSS
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	ACCOUNT_CODE_GROUP_KEY (links to ACCOUNT_CODE_DISTRIBUTION_PCT in ACCOUNT_CODE_DISTRIBUTION)

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	Old PS Table: PS_PAY_ERN_DIST.EARNINGS / PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Benefits

Benefits

Benefit Plan Description   HBN001

Category	Human Resource / Benefits / Benefits / HBN001
Description	The Benefit Plan Description is the description associated with the Benefit Plan Code (HEB001).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BENEF_PLAN_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	BENEFITS	BENEFIT_PLAN_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: BENEF_PLAN_TBL
	Jul 30, 2018	Old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA,FSA Benefits (USA)); Old PS Page Field Name: Hard coded based on Benefit Plan Code selected
	Jul 30, 2018	Old PS Table: PS_BENEF_PLAN_TBL; Old PS Table Field: DESCR
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Benefit Program Description   HBN002

Category	Human Resource / Benefits / Benefits / HBN002
Description	The Benefit Program Description is a description of the Benefit Program Code (HEB002).
Data Type	Character
Length	30

Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BEN_DEFN_PGM
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	BENEFITS	BENEFIT_PROGRAM_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: BENEF_PROGM_TABLE
	Jul 30, 2018	Old PS Page: Benefit Program Participation Prog ParticipationCOBRA Health Benefits COBRA FSA Benefits; Old PS Page Field Name: Hard coded based on Benefit Program Code selected
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PGM; Old PS Table Field: DESCR
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

COBRA Eligibility Indicator   HBN003

Category	Human Resource / Benefits / Benefits / HBN003
Description	The COBRA Eligibility Indicator indicates the benefit plan's eligibility status for the Consolidated Omnibus Budget Reconciliation Act (COBRA) plan. Medical, dental, vision, and healthcare flexible spending plans (FSA) are eligible to be continued through COBRA.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	

Validation Rules	
	Status: Active

Severity	Code	Description
Error	VHBN003	COBRA Eligibility Indicator must be a valid value.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	Not Eligible
Y	Eligible

Data Source		
	Provider	PeopleSoft
	Table	PS_BEN_DEFN_PLAN
	Column	COBRA_PLAN
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	BENEFITS	COBRA_ELIGIBLE_IND

Change History

Date	Notes
Jan 1, 2005	New Element
Jun 1, 2018	Updated Edit package to allow 'Z' value.
Jul 30, 2018	Old PS Page: Event Status; Old PS Page Field Name: Qualification Status
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: COBRA_PLAN
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Coverage Description — HBN004

Category	Human Resource / Benefits / Benefits / HBN004
Description	The Coverage Description is a description of the coverage code (HEB003).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_COVRG_CD_TBL
	Column	DESCR

	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	COVERAGE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Health Benefits Elections; Old PS Page Field Name: Hard Coded based on Department selected
	Jul 30, 2018	Old PS Table: PS_COVRG_CD_TBL; Old PS Table Field: DESCR
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Deduction Class Description   HBN005

Category	Human Resource / Benefits / Benefits / HBN005
Description	The Deduction Class Description is a description of the Deduction Class Code (HEB004).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	BENEFITS	DEDUCTION_CLASS_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Plan Type Description

HBN006

Category	Human Resource / Benefits / Benefits / HBN006
Description	The Plan Type Description is the description of the Plan Type Code (HEB005).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	BENEFITS	PLAN_TYPE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.; Old PS Page Field Name: N/A
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Feb 14, 2023	Element reviewed and updated

Date	Notes
Aug 13, 2024	Collection period updated

Dependent Benefits

Dependent Date of Birth HDB001

Category	Human Resource / Benefits / Dependent Benefits / HDB001
Description	The Dependent Date of Birth is the calendar date of birth for a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Monthly
Business Practices	The system of record is with the third-party benefits vendor

Validation Rules

Status: Active

Severity	Code	Description
Error	VHDB001	Dependent Date of Birth cannot be null if for a dependent.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_DEPENDENT_BENEF
Column	BIRTHDATE
Page	Update Dependent/Beneficiary/Personal Profile tab
Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_BIRTH_DATE in DEPENDENT table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: BIRTHDATE; ADP Table: WIN_DEP_BENEF
Jul 30, 2018	Old PS Page: Personal Profile; Old PS Page Field Name: Birthdate
Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: BIRTHDATE
Feb 14, 2023	Element reviewed and updated

Date	Notes
Aug 13, 2024	Collection period updated

Dependent First Name | HDB002

Category	Human Resource / Benefits / Dependent Benefits / HDB002
Description	The Dependent First Name is the first name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).
Data Type	Character
Length	30
Format	
Collection Period	Monthly
Business Practices	The system of record is with the third-party benefits vendor

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHDB002	Dependent First Name cannot be blank.

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_DEPENDENT_BENEF
	Column	FIRST_NAME
	Page	Update Dependent/Beneficiary/Name Tab
	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_FIRST_NAME in DEPENDENT table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: NAME; ADP Table: WIN_DEP_BENEF
	Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: First
	Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: FIRST_NAME
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Dependent ID

<div align="right">HDB003</div>

Category	Human Resource / Benefits / Dependent Benefits / HDB003
Description	The Dependent ID is the nine-digit Social Security Number of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001). This element is used to store historical information only.
Data Type	Character
Length	9
Format	
Collection Period	Monthly
Business Practices	The system of record is with the third-party benefits vendor

Validation Rules

Status: Active

Severity	Code	Description
Error	VHDB003	Dependent ID must be valid.

Valid Values (None)

Data Source

Provider	PeopleSoft
Table	PS_DEP_BENEF_NID
Column	NATIONAL_ID
Page	Update Dependent/Beneficiary/Personal Profile tab
Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Effective Terms

Start:	012005
End:	062017

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_ID in DEPENDENT table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: SSN; ADP Table: WIN_DEP_BENEF
Jul 30, 2018	Old PS Page: Personal Profile; Old PS Page Field Name: National ID
Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Dependent Last Name

<div align="right">HDB004</div>

Category	Human Resource / Benefits / Dependent Benefits / HDB004
Description	The Dependent Last Name is the last name of a person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).

Data Type	Character
Length	30
Format	
Collection Period	Monthly
Business Practices	The system of record is with the third-party benefits vendor

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHDB004	Dependent Last Name cannot be blank.

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_DEPENDENT_BENEF
	Column	LAST_NAME
	Page	Update Dependent/Beneficiary/Name Tab
	Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_LAST_NAME in DEPENDENT table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: NAME; ADP Table: WIN_DEP_BENEF
	Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: Last
	Jul 30, 2018	Old PS Table: PS_DEPENDENT_BENEF; Old PS Table Field: LAST_NAME
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Dependent Sequence Number   HDB005

Category	Human Resource / Benefits / Dependent Benefits / HDB005
Description	The Dependent Sequence Number is a two-digit sequence number (01, 02, 03, etc.) assigned as an identifier for each person (spouse and/or tax-eligible dependents) covered or previously covered by an employee's benefit plan (HEB001).
Data Type	Character
Length	2
Format	
Collection Period	Monthly

Business Practices	The system of record is with the third-party benefits vendor

Validation Rules

Status: Active

Severity	Code	Description
Error	VHDB005	Dependent Sequence Number cannot be null if for a dependent.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_DEPENDENT_BENEF
Column	DEPENDENT_BENEF
Page	Update Dependent/Beneficiary/Name Tab
Navigation	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	DEPENDENT_GROUP_KEY (links to DEPENDENT_GROUP_LIST/DEPENDENT_KEY which links to DEPENDENT_SEQ in DEPENDENT table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: DEPENDENT_BENEF; ADP Table: WIN_DEP_BENEF
Jul 30, 2018	Old PS Page: Name; Old PS Page Field Name: Dependent/Beneficiary ID
Jul 30, 2018	Old PS Table: PS_HEALTH_DEPENDNT; Old PS Table Field: DEPENDENT_BENEF
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Employee Benefits

Benefit Plan Code

Category	Human Resource / Benefits / Employee Benefits / HEB001
Description	The Benefit Plan Code indicates the specific benefit plan (e.g., Consumer Choice HSA) within the plan type (e.g., Medical) into which an employee is currently or was previously enrolled. An employee can be enrolled in multiple benefit plans. See HEB005 for information on plan types.
Data Type	Character
Length	6
Format	
Collection Period	Monthly
Business Practices	Benefit Plan Codes are loaded from the third-party benefits vendor after employee elections.

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEB001	Benefit Plan Code cannot be blank.

Valid Values	For current PS valid values and PS to HRDM translations see:
	PeopleSoft to HRDM Valid Values Mapping

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source	Provider	PeopleSoft
	Table	PS_BN_SNAP_PLAN, PS_SAVINGS_PLAN
	Column	BENEFIT_PLAN
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFITS_KEY(links to BENEFITS table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: BENEFIT_PLAN; ADP Table: BENEF_PROGM_DEF
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits Elections, Life/ADD Elections, Disability Benefit, Leave Plans (USA); Old PS Page Field Name: Benefit Plan
	Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION / EMPLOYEE_BENEFITS MIMIC / PS_BEN_DEFN_OPTN; Old PS Table Field: BENEFIT_PLAN / BENEFIT_PLAN_CODE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Benefit Program Code HEB002

Category	Human Resource / Benefits / Employee Benefits / HEB002
Description	The Benefit Program Code identifies the set of benefits that an employee may be eligible for. With the completion of OneUSG, all active employees will be assigned the same USG Benefit Program Code and all retirees will be assigned the same retiree Benefit Program Code. Historically, multiple benefit programs were available. For details about specific benefits, see Benefit Plan Code (HEB001).
Data Type	Character
Length	3

Format	
Collection Period	Monthly
Business Practices	
Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEB002	Benefit Program Code cannot be blank.

Valid Values	(None)
Data Source	

Provider	PeopleSoft
Table	PS_BEN_PROG_PARTIC
Column	BENEFIT_PROGRAM
Page	N/A
Navigation	N/A

Effective Terms	Start: 012005 / End: (None)

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to BENEFIT_PROGRAM_CODE in BENEFITS table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: BENEFIT_PROGRAM; ADP Table: BEN_PROG_PARTIC
Jul 30, 2018	Old PS Page: Benefit Program Participation; Old PS Page Field Name: Benefit Program
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: BENEFIT_PROGRAM / BENEFIT_PROGRAM_CODE
Dec 5, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Coverage Code   HEB003

Category	Human Resource / Benefits / Employee Benefits / HEB003
Description	The Coverage Code (may be referred to as 'coverage tier') designates who is covered under an employee's benefit plan. (e.g, 1 - Employee Only, 3 - family, etc.). Each benefit plan (HEB001) will have its own coverage code.
Data Type	Character
Length	1
Format	
Collection Period	Monthly
Business Practices	Coverage Codes are from data provided by third-party benefits vendor.

Validation Rules	**Status: Active**	

Severity	Code	Description
Error	VHEB003	Coverage Code must be a valid code.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
1	Employee Only
1A	Retiree Only, Pre65 NME
1B	R+Sp, R Pre65 NME, S Post65
1C	Surviving Sp Only, Pre65 NME
1D	R+Sp, R Post65, SSp Pre65 NME
1E	Retiree Only, Pre65 ME
1F	R+Sp, R Pre65 ME, S Post65
1G	Surviving Sp Only, Pre65 ME
1H	R+Sp, R Post65, SSp Pre65 ME
2	Employee + 1
2A	R+Ch, R Post65
2B	SSp+Ch, SSp Post65
2C	F (Sp+1 Ch), both Post65
2D	F (Sp+2+ Ch), both Post65
2E	F (2+ Ch), R Post65
2F	F (2+ Ch), SSp Post65
3	Family
3A	F (Sp+1 Ch), both Pre65 NME
3B	F (Sp+2+ Ch), both Pre65 NME
3C	F (2+ Ch),R Pre65 NME
3D	F(Sp+2+Ch),R Pr65 NME,Sp Po65
3E	F(Sp+2+Ch),R Po65,Sp Pr65 NME
3F	F(2+ Ch), SSp Pre65 NME
3G	F(Sp+Ch)R Pr65 NME,Sp Pr65 ME
3H	F(Sp+Ch)R Pr65 ME,Sp Pr65 NME
3I	F(2+ Ch), R Pre65 ME
3J	F (Sp+Ch), R Pr65 ME, Sp Po65
3K	F (2+ Ch), SSp Pre65 ME
3L	F (Sp+Ch), R Po65, Sp Pr65 ME
3M	F (Sp+Ch), both Pre65 ME
4	Employee + Child
4A	R+1 Ch, R Pre65 NME
4B	F(Sp+1 Ch),R Pr65 NME,Sp Po65
4C	SSp+Ch, S Sp Pre65 NME
4D	F(Sp+1 Ch),R Po65,Sp Pr65 NME
4E	R+1 Ch, R Pre65 ME

Code	Description
4F	F(Sp+1 Ch),R Pr65 ME,Sp Po65
4G	SSp+Ch, S Sp Pre65 ME
4H	F(Sp+1 Ch),R Po65,Sp Pr65 ME
5	Employee + Spouse
5A	R+Sp, both Pre65 NME
5B	R+Sp, R Pre65 NME, S Pre65 ME
5C	R+Sp, both Pre65 ME
5D	R+Sp, R Pre65 ME,Sp Pre65 NME
6	Non-Qualified Adult
7	Non-Qualified Children
8	Non-Qualified Adult + Children
9	Dependents Only
9A	Retiree Only, Post65
9B	Surviving Sp Only, Post65
9C	R+Sp, both Post65
O	Critical Illness EE 30KTOB
P	Critical Illness EE 30NonTOB
Q	Critical Illness SP 15KTOB
R	Critical Illness SP 15KNonTOB
S	Critical Illness EE 10KTOB
S9	Children Only (Retiree is dec)
T	Critical Illness EE 20KTOB
U	Critical Illness EE 10KNonTOB
V	Critical Illness EE 20KNonTOB
W	Critical Illness SP 10KTOB
X	Critical Illness SP 10KNonTOB
Y	Critical Illness SP 5KTOB
Z	Critical Illness SP 5KNonTob

Data Source

Provider	PeopleSoft
Table	PS_BN_SNAP_PLAN
Column	COVRG_CD
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to COVERAGE_CODE in BENEFITS table)

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.

Date	Notes
Jul 30, 2018	ADP Element Name: COVRG_LEV_CD; ADP Table: EP_WIN_EE_ELECTN
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Health Benefits Elections; Old PS Page Field Name: Coverage Code
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: COVRG_CD / COVERAGE CODE
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Deduction Class Code — HEB004

Category	Human Resource / Benefits / Employee Benefits / HEB004
Description	The Deduction Class Code describes the taxability status of a benefit premium on an employee's paycheck. Each benefit plan (HEB001) has its own deduction class code. Allowable codes depend on whether the benefit premium is paid by the employee or employer (see below).
Data Type	Character
Length	1
Format	
Collection Period	Monthly
Business Practices	For Employee Benefit Premiums A: After-Tax, reduces net pay, e.g., monthly parking deduction B: Before-Tax, reduces net pay and taxable gross, e.g., voluntary retirement contributions For Employer Benefit Premiums N: Non-taxable Benefit, indicates employer contributions to benefit plans not subject to federal tax, e.g., health plan P: Non-taxable Btax Benefit, indicates employer contributions not subject to federal tax, e.g., before-tax matching contribution to savings plans T: Taxable Benefit, indicates employer contribution subject to federal tax, e.g., life insurance

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEB004	Deduction Class Code must be a valid code.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
A	After-Tax
B	Before-Tax
N	Nontaxable Benefit
P	Nontaxable Btax Benefit
T	Taxable Benefit

Data Source

Provider	PeopleSoft

	Table	PS_PAY_DEDUCTION
	Column	DED_CLASS
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFIT_KEY (links to DEDUCTION_CLASS_CODE in BENEFITS table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DED_CLASS; ADP Table: DEDUCTION_CLASS
	Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Class
	Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CLASS
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Plan Type Code

HEB005

Category	Human Resource / Benefits / Employee Benefits / HEB005
Description	The Plan Type Code indicates the type (e.g., Medical, Dental, Retirement) of the benefit plan in which an employee is currently or was previously enrolled. An employee can be enrolled in multiple types of benefit plans. See HEB001 for the specific benefit plan.
Data Type	Character
Length	2
Format	
Collection Period	Monthly
Business Practices	Plan Type Codes are loaded from the third-party benefits vendor after employee elections.

Validation Rules	Status: Active

Severity	Code	Description
Error	VHEB005	Plan Type Code must be a valid code.

| Valid Values | Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#) |
|---|---|

Code	Description
00	General Deduction
01	Benefit Program

Code	Description
10	Medical
11	Dental
12	Medical/Dental
13	Major Medical
14	Vision
15	Domestic Partner Medical
16	Domestic Partner Dental
17	Domestic Partner Vision
1A	USG Accident Plan
1B	Critical Illness Employee
1C	Cancer Plan GA College
1H	USG Hospital Indemnity
1S	Critical Illness Spouse
20	Life
21	Supplemental Life
22	AD/D
23	Life and AD/D
24	Dependent AD/D
25	Dependent Life
26	Survivor Income
27	Supplemental Life and AD/D
28	Spouse Life
2C	Child Life
2X	Addl Supp Life Spouse
2Y	Addl Supp Life Dependent
2Y	Retiree Basic & Dependent Life
2Z	Additional Supplemental Life
30	Short-Term Disability
31	Long-Term Disability
40	401(k)
41	Profit Sharing
42	Thrift
43	IRA
44	Capital Accumulation
45	U.S. Savings Bonds
46	403(b)
47	Nonelective Contributions
48	Employer Only
49	Section 457
4A	Employee Stock Purchase
4F	457(f)
4G	ROTH 403(b)
4H	ROTH 457(b)

Code	Description
4I	529 Savings
4R	Retirement Plans
50	Sick
51	Vacation
52	Personal
53	Family and Medical Leave Act
5A	Company Car
5U	Unscheduled Holiday
5Z	Military Leave
60	Flex Spending Health - U.S.
61	Flex Spending Dependent Care
65	Flex Spending Health - Canada
66	Retirement Counseling
67	Health Savings Account
7U	Federal Retirement Plan
7V	ERS -ER Contribution to EE
7W	Employee Retirement System
7X	ORP Contribution to TRS
7Y	Optional Retirement Plan
7Z	Teachers Retirement System
80	Standard Pension
81	Supplementary Pension
82	Pension Plan 1 - U.S.
83	Pension Plan 2 - U.S.
84	Pension Plan 3 - U.S.
85	Pension Plan 4 - U.S.
86	Pension Plan 5 - U.S.
87	Pension Plan 6 - U.S.
90	Vacation Buy
91	Vacation Sell
A1	Legal Services
A3	LifeStyle Benefits
AL	LifeStyle Benefits (LifePerx)
AT	Tobacco Surcharge

Data Source		
Provider	PeopleSoft
Table	PS_PAY_DEDUCTION
Column	DEDCD
Page	N/A
Navigation	N/A

Effective Terms		
Start:	012005
End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	BENEFITS_KEY(links to PLAN_TYPE_CODE in BENEFITS Table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PLAN_TYPE, DEDCD; ADP Table: BENEF_PROGM, PAY_DEDUCTION
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Plan Type
	Jul 30, 2018	Old PS Table: PS_BEN_DEFN_OPTN / EMPLOYEE_BENEFITS_MIMIC / PS_PAY_DEDUCTION; Old PS Table Field: PLAN_TYPE / PLAN_TYPE_CODE / PLAN_TYPE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage Begin Effective Date HEB006

Category	Human Resource / Benefits / Employee Benefits / HEB006
Description	The Coverage Begin Effective Date is the date that an employee's specific benefit plan (HEB001) became active for the employee and others covered under the plan (spouse and tax-eligible dependents).
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Monthly
Business Practices	Coverage Begin Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEB006	Coverage Begin Effective Date must not be out of range.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BN_SNAP_PLAN
	Column	COVERAGE_BEGIN_DT
	Page	Benefits Summary
	Navigation	Benefits > Review Employees Benefits > Benefits Summary

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	COVERAGE_BEGIN_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: COVERAGE_BEGIN_DT, COVERAGE_BEGIN_DT, EFFDT; ADP Table: EP_WIN_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Coverage Begin Date / Effective Date / Deduction Begin Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN / EMPLOYEE_BENEFITS_MIMIC; Old PS Table Field: COVERAGE_BEGIN_DT / COVERAGE_BEGIN_EFF_DATE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage Election Date — HEB007

Category	Human Resource / Benefits / Employee Benefits / HEB007
Description	The Coverage Election Date represents the date when the benefit plan was selected. The Coverage Election Date and Coverage Begin Effective Date (HEB006) are typically different dates.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Monthly
Business Practices	Coverage Begin Effective Dates comes from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEB007	Coverage Election Date must not be out of range.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_BN_SNAP_PLAN
Column	COVERAGE_ELECT_DT
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	COVERAGE_ELECTION_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EFFDT, COVERAGE_ELECT_DT, COVERAGE_ELECT_DT; ADP Table: EP_WIN_EE_ELECTN, RTRMNT_PLAN, SAVINGS_PLAN
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD ElectionsDisability BenefitLeave Plans (USA); Old PS Page Field Name: Election Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN ; Old PS Table Field: ENROLLMENT_DT
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Coverage End Effective Date   HEB008

Category	Human Resource / Benefits / Employee Benefits / HEB008
Description	The Coverage End Effective Date is the date that an employee's specific benefit plan (HEB001) became inactive for the employee and others covered under the plan (spouse and tax-eligible dependents).
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Monthly
Business Practices	Coverage End Effective Dates are from data provided by third-party benefits vendor. Practitioner Process: Knowledge Article USGKB0012023

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEB008	Coverage End Effective Date must not be out of range.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_SAVINGS_PLAN
Column	COVERAGE_END_DT or 1/1/9999
Page	Benefits Summary
Navigation	Benefits > Review Employees Benefits > Benefits Summary

Effective Terms

Start: 012005

End: (None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_BENEFITS	COVERAGE_END_EFF_DATE_KEY (links to CALENDAR_DATE in CALENDAR table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: COVERAGE_END_DT, COVERAGE_END_DT, DEDUCTION_END_DT; ADP Table: EP_WIN_EE_ELECTN, SAVINGS_PLAN, RTRMNT_PLAN
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Health Benefits
	Jul 30, 2018	Old PS Page: Health Benefits ElectionsLife/ADD BenefitsDisability BenefitLeave Plans (USA); Old PS Page Field Name:Coverage Begin Date / Effective Date / Deduction Begin Date
	Jul 30, 2018	Old PS Table: PS_BN_SNAP_PLAN; Old PS Table Field: COVERAGE_BEGIN_DT or 01-JAN-9999
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee Deduction Amount   HEB009

Category	Human Resource / Benefits / Employee Benefits / HEB009
Description	The Employee Deduction Amount is the employee's contribution towards the plan cost of each selected employee benefit plan (HEB001).
Data Type	Number
Length	10
Format	
Collection Period	Monthly
Business Practices	Business Procedures Manual Section 5.1.4 Withholding Schedule for Academic Year Employees (https://www.usg.edu/business_procedures_manual/section5/C1223/)

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEB009	Employee Deduction Amount cannot be null.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PAY_DEDUCTION
	Column	DED_CUR
	Page	Create General Deductions
	Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	EMPLOYEE_DEDUCTION_AMOUNT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DED_CUR; ADP Table: PAY_DEDUCTION
	Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Before- or After-Tax
	Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employer Contribution   HEB010

Category	Human Resource / Benefits / Employee Benefits / HEB010
Description	The Employer Contribution is the employer's contribution toward the plan cost of each selected employee benefit plan (HEB001).
Data Type	Number
Length	10
Format	
Collection Period	Monthly
Business Practices	Practitioner Process: Knowledge Article USGKB0012714

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEB010	Employer Contribution cannot be null.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PAY_DEDUCTION
	Column	DED_CUR
	Page	Create General Deductions
	Navigation	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_BENEFITS	EMPLOYER_CONTRIBUTION

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ERCOST_PER_PAY; ADP Table: EP_WIN_EE_ELECTN

Date	Notes
Jul 30, 2018	Old PS Page: Paycheck Deductions; Old PS Page Field Name: Non-Taxable
Jul 30, 2018	Old PS Table: PS_PAY_DEDUCTION; Old PS Table Field: DED_CUR
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period and business practices updated

HIPAA Eligibility Indicator — HEB011

Category	Human Resource / Benefits / Employee Benefits / HEB011
Description	The HIPAA Eligibility Indicator indicates whether or not there is HIPAA information tied to the benefit plan. This information is not required.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BEN_DEFN_PLAN
	Column	HIPAA_PLAN
	Page	N/A
	Navigation	N/A

Effective Terms	
Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	BENEFITS	HIPAA_ELIGIBLE_IND

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	Old PS Table: PS_BEN_DEFN_PLAN; Old PS Table Field: HIPAA_PLAN
Feb 14, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

COBRA Date — HEB012

Category	Human Resource / Benefits / Employee Benefits / HEB012
Description	The COBRA Date is the date that the COBRA benefit plan(s) became effective. See HBN003 for COBRA eligibility. This field is no longer extracted to the HRDM.

Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	N/A
Business Practices	These data are managed by a third-party benefits vendor.
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	062017

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	COBRA_DATE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Benefits, Administer COBRA Benefits
	Jul 30, 2018	Old PS Page: Prog Participant; Old PS Page Field Name: Effective Date
	Jul 30, 2018	Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT_DATE
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

COBRA Indicator · HEB013

Category	Human Resource / Benefits / Employee Benefits / HEB013
Description	The COBRA Indicator indicates if a former employee is a COBRA participant (i.e., is enrolled in COBRA) for medical, dental, vision, and/or healthcare flexible spending plans (FSA). This field is no longer extracted to the HRDM.
Data Type	Character
Length	1
Format	
Collection Period	N/A
Business Practices	These data are managed by a third-party benefits vendor.
Validation Rules	Status: Active

Severity	Code	Description
Error	VHEB013	COBRA Indicator must be Y or N.

Valid Values	(None)	

Data Source	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	032017

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	COBRA_PARTICIPANT_IND

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Participant Data; Old PS Page Field Name:COBRA Election
	Jul 30, 2018	Old PS Table: PS_CBR_PARTIC_PLAN; Old PS Table Field: COBRA_ELECT
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee

Employee

Gender Description   HEE001

Category	Human Resource / Employee / Employee / HEE001
Description	Gender Description provides the description of the employee's Gender Code (HEE002).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PSXLATITEM

	Column	XLATLONGNAME
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
Effective Terms	Start: 012005 End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	GENDER_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Gender Code   HEE002

Category	Human Resource / Employee / Employee / HEE002
Description	The Gender Code indicates the gender of the employee and is a required field.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEE002	Gender Code must be a valid value and cannot be blank

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
F	Female
M	Male
U	Unknown

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	SEX
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	GENDER_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Gender
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: SEX
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Old Race Code   HEE003

Category	Human Resource / Employee / Employee / HEE003
Description	The Old Race Code indicated the employee's race or ethnic group. This field is not available in OneUSG Connect. This element is used to store historical information only. Race and ethnicity are now divided into two separate HRDM elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEE003	Old Race Code must be a valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	PeopleSoft to HRDM Valid Values Mapping

Code	Description
1	White
2	Black/African American
3	Hispanic/Latino
4	Asian
5	American Indian/Alaskan Native
6	Not Specified
7	Native Hawaiian/Oth Pac Island
8	Multi-Racial

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	072018

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	RACE_CODE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: RACE_ETHNICITY; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Not extracted from PS
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: Ethnic Group
	Jul 30, 2018	Old PS Table: PS_DIVERSITY; Old PS Table Field: ETHNIC_GROUP
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Race Code   HEE004

Category	Human Resource / Employee / Employee / HEE004
Description	The Race Code indicates the employee's race and does not include ethnicity (Hispanic/Latino). Race code is entered in the 'Ethnic Group' page in the PeopleSoft interface. Ethnicity is captured in another data element (HEE028).
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	

	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158 In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEE004	Race Code must be a valid code.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
B	Black
I	American Indian or Alaskan Native
P	Native Hawaiian or Other Pacific Islander
W	White
Z	Asian

Data Source

Provider	PeopleSoft
Table	PS_DIVERS_ETHNIC
Column	ETHNIC_GRP_CD
Page	Regional
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms

Start:	042009
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	RACE	RACE_CODE

Change History

Date	Notes
Apr 11, 2009	New Element
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Old Race Description   HEE005

Category	Human Resource / Employee / Employee / HEE005
Description	The Old Race Description is a description of the Old Race Code (HEE003). This field is not available in OneUSG Connect. This element is used to store historical information only. Race and ethnicity are now divided into two separate HRDM data elements: for current race values see Race Code (HEE004), for current ethnicity values see New Ethnicity Code (HEE028).

Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	072018

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	RACE_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	No longer used for Race Description
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee Date of Birth   HEE006

Category	Human Resource / Employee / Employee / HEE006
Description	The Employee Date of Birth is the employee's calendar date of birth. This is a required field.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	Status: Active

Severity	Code	Description
Error	VHEE006	Employee Date of birth cannot be blank.

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	BIRTHDATE
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	BIRTH_DATE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: BIRTHDATE; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: Date of Birth
	Jul 30, 2018	Old PS Table: PS_PERSON; Old PS Table Field: BIRTHDATE
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Language   HEE007

Category	Human Resource / Employee / Employee / HEE007
Description	Language is the code for the employee's primary language. This field is no longer extracted to the HRDM.
Data Type	Character
Length	30
Format	
Collection Period	N/A
Business Practices	
Validation Rules	**Status: Active** | Severity	Code	Description | |---|---|---| | Error | VHEE007 | Language1 must be a valid code if it is not null. |
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values

and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
CFR	Canadian French
DAN	Danish
DUT	Dutch
ENG	English
ESP	Spanish
FRA	French
GER	German
GRK	Greek
INE	International English
ITA	Italian
JPN	Japanese
KOR	Korean
POR	Portuguese
SVE	Swedish
THA	Thai
ZHS	Simplified Chinese
ZHT	Traditional Chinese

Data Source		
Provider	N/A	
Table	N/A	
Column	N/A	
Page	N/A	
Navigation	N/A	

Effective Terms		
Start:	012005	
End:	082009	

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	LANGUAGE1

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: LANGUAGE_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Language Code
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: LANG_CD
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Citizenship Country Code — HEE008

Category	Human Resource / Employee / Employee / HEE008
Description	Citizenship Country Code is the code that indicates the employee's country of citizenship.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011453, USGKB0011809

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEE008	Citizenship Country Code must be a valid code.

Valid Values

For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source

Provider	PeopleSoft
Table	PS_BOR_CITIZEN_PRO
Column	COUNTRY
Page	Citizenship/Passport
Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_MISC_CODES	CITIZENSHIP_COUNTRY_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: CITIZENSHIP.CNTRY; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Personal Information, Citizenship, Identification Data
Jul 30, 2018	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Country
Jul 30, 2018	Old PS Table: PS_CITIZENSHIP; Old PS Table Field: COUNTRY
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Citizenship Country Description — HEE009

Category	Human Resource / Employee / Employee / HEE009
Description	The Citizenship Country Description provides the name of the employee's country of citizenship as a description of the Citizenship Country Code (HEE008).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011453, USGKB0011809
Validation Rules	(None)
Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_COUNTRY_TBL
Column	DESCR
Page	Citizenship/Passport
Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_MISC_CODES	CITIZENSHIP_COUNTRY_DESC

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Personal Information, Citizenship, Identification Data
Jul 30, 2018	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Hard coded based on Country selected
Jul 30, 2018	Old PS Table: PS_COUNTRY_TBL; Old PS Table Field: DESCR
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Employee Status Description   HEE010

Category	Human Resource / Employee / Employee / HEE010
Description	The Employee Status Description is the description of the Employee Status Code (HEE018).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012352

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PSXLATITEM	
	Column	XLATLONGNAME	
	Page	Work Location	
	Navigation	Workforce Administration > Job Information > Job Data	
Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	EMPLOYEE_STATUS_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Highest Education Level Code   HEE011

Category	Human Resource / Employee / Employee / HEE011
Description	The Highest Education Level Code shows the highest education level the employee has completed (e.g., Bachelors, Masters, Doctorate, etc.). This field is no longer available in OneUSG Connect, though prior data are still extracted.
Data Type	Character
Length	2
Format	
Collection Period	Daily
Business Practices	For reporting purposes, highest education level is derived from an employee's education information (using HED004 – Degree Level)

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEE011	Highest Education Level Code must be a valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
A	Not Indicated
B	Less Than HS Graduate
C	HS Graduate or Equivalent
D	Some College
E	Technical School
F	2-Year College Degree
G	Bachelor's Level Degree
H	Some Graduate School
I	Master's Level Degree
J	Doctorate (Academic)
K	Doctorate (Professional)
L	Post-Doctorate
M	Educational Specialist

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	HIGHEST_EDUC_LVL
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	072019

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_MISC_CODES	HIGHEST_EDU_LEVEL_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: HIGHEST_EDUC_LVL; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Highest Education Level
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: HIGHEST_EDUC_LVL
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Highest Education Level Description   HEE012

Category	Human Resource / Employee / Employee / HEE012
Description	The Highest Education Level Description is a description of the Highest Education Level Code (HEE011). Highest Education Level Code is no longer in use.

Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	STGHR. HRREF_HIGHEST_EDU_LVL_CODE_VW
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	072019

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	HIGHEST_EDU_LEVEL_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Marital Status Code HEE013

Category	Human Resource / Employee / Employee / HEE013
Description	The Marital Status Code indicates the employee's marital status (e.g., Married, Divorced)
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEE013	Marital Status Code must be a valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
C	Common-Law
D	Divorced
E	Separated
H	Head of Household
L	DissDeclLost Civil Partner
M	Married
S	Single
U	Unknown
W	Widowed

Data Source

Provider	PeopleSoft
Table	PS_PERSONAL_DATA
Column	MAR_STATUS
Page	Biographical Details
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_MISC_CODES	MARITAL_STATUS_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: MAR_STATUS; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Marital Status
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MAR_STATUS
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Marital Status Description HEE014

Category	Human Resource / Employee / Employee / HEE014
Description	Marital Status Description is the description of the Marital Status Code (HEE013).
Data Type	Character

Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MARITAL_STATUS_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Military Status Code — HEE015

Category	Human Resource / Employee / Employee / HEE015
Description	The Military Status Code indicates the employee's military history (e.g., No Military).
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules			
	Status: Active		
	Severity	Code	Description
	Error	VHEE015	Military Status Code must be valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see: [PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
1	Not indicated
2	No Military Service
3	Veteran of the Vietnam Era
4	Other Protected Veteran
5	Active Reserve
6	Inactive Reserve
7	Retired Military
8	Veteran (VA Ineligible)
9	Vietnam & Other Protected Vet
A	Newly Separated Veteran
B	Pre-Vietnam-Era Veteran
C	Newly Separated and Viet Vet
D	Newly Separated and Other Vet
E	Newly Separated (NS)
F	NS & Service Medal (SM) Vet
H	Disabled Veteran
J	NS & SM Vet & Viet Vet/Oth Vet
M	Armed Forces Service Medal Vet
N	Not a Vietnam-Era Veteran
O	Service Medal & Active Duty
P	Post-Vietnam-Era Veteran
Q	SM Vet & Viet Vet
R	Recently Separated Veteran
S	Separated & Service Medal Vet
T	Separated & Active Duty Vet
V	Vietnam-Era Veteran
W	Actv Dty Wartime/Cmpgn Bdg Vet
X	Not a Veteran
Z	Not a Protected Veteran

Data Source		
Provider	PeopleSoft	
Table	PS_PERSONAL_DATA	
Column	MILITARY_STATUS	
Page	Regional	
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	

Effective Terms		
Start:	012005	
End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MILITARY_STATUS_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: MILITARY_STATUS; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Military Status
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: MILITARY_STATUS
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Military Status Description   HEE016

Category	Human Resource / Employee / Employee / HEE016
Description	The Military Status Description is the description of the Military Status Code (HEE015).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME
	Page	Regional
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	MILITARY_STATUS_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans

Date	Notes
Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

US Citizenship Status <div align="right">HEE017</div>

Category	Human Resource / Employee / Employee / HEE017
Description	The U.S. Citizenship Status indicates the citizenship status of the employee within the United States.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011809
Validation Rules	**Status: Active**

	Severity	Code	Description
	Error	VHEE017	US Citizenship Status Code must be a valid value.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
0 (inactive)	Resident Alien
1 (current)	US Citizen
1 (inactive)	Native
2 (inactive)	Naturalized
3 (inactive)	Alien Permanent
4 (current)	US Noncitizen National
4 (inactive)	Alien Temporary
5 (current)	US Lawful Permanent Resident
5 (inactive)	Permanent Resident
6 (current)	Foreign National Alien
6 (inactive)	Employment Visa
7 (inactive)	Canadian Citizen
8 (current)	Unknown
8 (inactive)	Other
9 (inactive)	Non-Resident Alien
N (inactive)	Not Indicated

Data Source	Provider	PeopleSoft
	Table	PS_BOR_CITIZEN_PRO
	Column	CITIZENSHIP_STATUS
	Page	Identification Data/Citizenship/Passport
	Navigation	Workforce Administration > Personal Information > Citizenship > Identification Data
Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_MISC_CODES	US_CITIZENSHIP_STATUS

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: LONGNAME, CITIZENSHIP_STATUS; ADP Table: XLATTABLE, PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Citizenship/Passport; Old PS Page Field Name: Citizenship Status
	Jul 30, 2018	Old PS Table: PS_CITIZENSHIP; Old PS Table Field:CITIZENSHIP_STATUS
	Aug 11, 2019	Codes consolidated and descriptions updated
	Mar 8, 2022	Element reviewed and updated.
	Aug 13, 2024	Collection period updated

Employee Status Code — HEE018

Category	Human Resource / Employee / Employee / HEE018
Description	The Employee Status Code indicates the current payroll status of the employee (e.g., Active, Retired, Terminated, etc.)
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011140

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEE018	Employee Status Code must be valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
A	Active
D	Deceased
L	Leave of Absence
P	Leave With Pay
Q	Retired With Pay
R	Retired
S	Suspended
T	Terminated
U	Terminated With Pay
V	Terminated Pension Pay Out
W	Short Work Break
X	Retired-Pension Administration

Data Source		
	Provider	PeopleSoft
	Table	PS_JOB
	Column	EMPL_STATUS
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPL_MISC_CODES	EMPLOYEE_STATUS_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EMPL_STATUS; ADP Table: JOB
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on what the most recent Action/Reason codes entered
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EMPL_STATUS
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Last Name HEE019

Category	Human Resource / Employee / Employee / HEE019
Description	The Last Name is the employee's legal last name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics) and is a required field.
Data Type	Character
Length	30

Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEE019	Last Name cannot be blank.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_PERSONAL_DATA
Column	LAST_NAME
Page	Biographical Details/View Name
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	LAST_NAME

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LAST_NAME; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Last
Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: LAST_NAME
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

First Name HEE020

Category	Human Resource / Employee / Employee / HEE020
Description	The First Name is the employee's legal first name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics) and is a required field.
Data Type	Character
Length	30
Format	
Collection Period	Daily

Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
	Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEE020	First Name cannot be blank.

Valid Values	(None)	

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	FIRST_NAME
	Page	Biographical Details/View Name
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person
		OR
		Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	FIRST_NAME

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: FIRST_NAME; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: First
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: FIRST_NAME
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Middle Name   HEE021

Category	Human Resource / Employee / Employee / HEE021
Description	The Middle Name is the employee's legal middle name as listed on their legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
	Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance

Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	MIDDLE_NAME
	Page	Biographical Details/View Name
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
Effective Terms	Start: 012005	
	End: (None)	

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MIDDLE_NAME

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: MIDDLE_NAME; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Middle
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: MIDDLE_NAME
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Name Prefix   HEE022

Category	Human Resource / Employee / Employee / HEE022
Description	The Name Prefix is the title before the employee's name (e.g., Mr., Mrs., Ms.).
Data Type	Character
Length	4
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Code	Description
	See the OneUSG Connect Personal Data Name Prefix dropdown menu for allowable values.

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	NAME_PREFIX
	Page	Biographical Details/View Name
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	NAME_PREFIX

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: NAME_PREFIX; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Prefix
Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_PREFIX
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Name Suffix HEE023

Category	Human Resource / Employee / Employee / HEE023
Description	The Name Suffix follows a person's full name and provides additional information about the person's name (e.g., Jr., Sr., III). This must match the employee's legal documentation (Social Security card or other allowable documentation, refer to knowledge articles for specifics).
Data Type	Character
Length	4
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Please reference https://secure.ssa.gov/apps10/poms.nsf/lnx/0110212001 for further guidance
Validation Rules	(None)
Valid Values	(None)

Code	Description
	See the OneUSG Connect Personal Data Name Suffix dropdown menu for allowable values.

Data Source	Provider	PeopleSoft

	Table	PS_PERSONAL_DATA
	Column	NAME_SUFFIX
	Page	Biographical Details/View Name
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	NAME_SUFFIX

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: NAME_SUFFIX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Name History; Old PS Page Field Name: Suffix
	Jul 30, 2018	Old PS Table: PS_PERSON_NAME; Old PS Table Field: NAME_SUFFIX
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Institutional Original Hire Date   HEE024

Category	Human Resource / Employee / Employee / HEE024
Description	The Institutional Original Hire Date is the date the employee was hired at the institution. If an employee is rehired, the institutional original hire date will not be the start date of the current employment period, but rather the date of the initial employment period. The original hire date comes from the 'First Start Date' field in the PeopleSoft Employment Information panel.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011646
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_EMPLOYMENT
	Column	HIRE_DT
	Page	Employment Information/Hire Date

	Navigation	Workforce Administration > Job Information > Job Data
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	ORIGINAL_HIRE_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: HIRE_DT; ADP Table: EMPLOYMENT
	Jul 30, 2018	Old PS Page: Employment Information; Old PS Page Field Name: Hire Date - Hard coded
	Jul 30, 2018	Old PS Table: PS_PERSON; Old PS Table Field: ORIG_HIRE_DT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

US Work Eligibility Indicator   HEE025

Category	Human Resource / Employee / Employee / HEE025
Description	The U.S. Work Eligibility Indicator shows if the employee is eligible to work within the United States.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 Note: if the checkbox "Eligible to work in U.S." is not checked, this is translated to 'N' to indicate 'not eligible'

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEE025	US Work Eligibility Indicator must be Y or N.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	Not Eligible
Y	Eligible

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	US_WORK_ELIGIBILTY

	Page	Regional
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
Effective Terms	Start: 012005 End: (None)	
Target Fields		

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	US_WORK_ELIGIBILITY_IND

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: US_WORK_ELIGIBILITY; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Eligible to Work in U.S.
Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: US_WORK_ELIGIBILTY
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Fulltime Student Indicator — HEE026

Category	Human Resource / Employee / Employee / HEE026
Description	The Fulltime Student Indicator designates whether an employee is a full-time student. Full-time status is defined by the enrolled institution.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	**Status: Active**

Validation Rules — Status: Active

Severity	Code	Description
Error	VHEE026	Fulltime Student Indicator must be Y or N.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	No
Y	Yes

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	FT_STUDENT
	Page	Biographical Details
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	FULLTIME_STUDENT_IND

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: FT_STUDENT; ADP Table: EMPLOYMENT
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Full-Time Student
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: FT_STUDENT
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Race Description HEE027

Category	Human Resource / Employee / Employee / HEE027
Description	The Race Description is the description of the Race Code (HEE004).
Data Type	Character
Length	64
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	HRDM
	Table	USGHR.RACE
	Column	RACE_DESC
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	042009
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	RACE	RACE_DESC

Change History	Date	Notes
	Apr 11, 2009	New Element
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

New Ethnicity Code   HEE028

Category	Human Resource / Employee / Employee / HEE028
Description	The New Ethnicity Code indicates the employee's ethnicity ('Hispanic or Latino' or 'Not Hispanic or Latino'). Ethnicity is entered in the 'Ethnic Group' page in the PeopleSoft interface. Race is captured in another data element (HEE004).
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Employee Self-Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670 In OneUSG Employee Self Service, the 'Ethnic Group' menu contains separate selections for race and ethnicity; in the OneUSG practitioner view, the 'Ethnic Group' menu encompasses race and ethnicity as values within a single question.

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEE028	New Ethnicity Code must be a valid code.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
0	Unknown
1	Not Hispanic or Latino
2	Hispanic or Latino

Data Source	Provider	PeopleSoft
	Table	PS_ETHNIC_GRP_TBL
	Column	ETHNIC_GROUP
	Page	Modify a Person/Regional
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person

Effective Terms	Start:	042009
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	NEW_ETHNICITY_CODE

Change History	Date	Notes
	Apr 11, 2009	New Element
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

New Ethnicity Description HEE029

Category	Human Resource / Employee / Employee / HEE029
Description	The New Ethnicity Description is the description of the New Ethnicity Code (HEE028).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Employee Self Service Process: Knowledge Article USGKB0010816 Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	HRDM
	Table	STGHR.REF_NEW_ETHNICITY
	Column	NEW_ETHNICITY_DESC
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	042009
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_DEMOGRAPHIC	NEW_ETHNICITY_DESC

Change History	Date	Notes
	Apr 11, 2009	New Element
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Language Description HEE030

Category	Human Resource / Employee / Employee / HEE030
Description	Language Description is the description of the code for the employee's primary language (HEE007). This element is used to store historical information only.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	STGHR.HRREF_LANGUAGE_CODE_VW
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	STGHR.HRREF_LANGUAGE_CODE_VW	DESCR

Change History	Date	Notes
	Oct 25, 2022	Element Added
	Aug 13, 2024	Collection period updated

Employee Address

Business Phone HEA001

Category	Human Resource / Employee / Employee Address / HEA001
Description	The Business Phone is the primary business phone number of the employee.
Data Type	Character
Length	27
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft

	Table	PS_PERSONAL_PHONE
	Column	PHONE, where PHONE_TYPE = "BUSN"
	Page	Contact Information/Phone Type/Business
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	BUSINESS_PHONE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Business
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Business E-mail Address   HEA002

Category	Human Resource / Employee / Employee Address / HEA002
Description	The Business E-mail Address is the primary business e-mail address of the employee.
Data Type	Character
Length	70
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_EMAIL_ADDRESSES
	Column	EMAIL_ADDR, where E_ADDR_TYPE = "BUSN"
	Page	Contact Information/Email Addresses/Business
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	EMAIL_ADDRESS

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EMAIL_ADDRESS; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Email Address
	Jul 30, 2018	Old PS Table: PS_ER_EMAIL_ADDRES; Old PS Table Field: EMAIL_ADDR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Fax Number   HEA003

Category	Human Resource / Employee / Employee Address / HEA003
Description	The Fax Number was the preferred fax number for the employee. Fax Number is not available in OneUSG Connect. This element is used to store historical information only.
Data Type	Character
Length	27
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	072018

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	FAX_NUMBER

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee

Date	Notes
Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone
Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Home Address Line 1 — HEA004

Category	Human Resource / Employee / Employee Address / HEA004
Description	Home Address Line 1 is Line 1 (street address) of the home address of the employee.
Data Type	Character
Length	55
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS1
	Page	Contact Information/Current Addresses/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_LINE1

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET1; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 1
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address Line 2 — HEA005

Category	Human Resource / Employee / Employee Address / HEA005
Description	Home Address Line 2 is Line 2 (additional information) of the home address of the employee.
Data Type	Character
Length	55
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS2
	Page	Contact Information/Current Addresses/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_LINE2

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET2; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 2
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address Line 3 — HEA006

Category	Human Resource / Employee / Employee Address / HEA006
Description	Home Address Line 3 is Line 3 (further additional information) of the home address of the employee.
Data Type	Character
Length	55

Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS3
	Page	Contact Information/Current Addresses/Address Type/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_LINE3

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET3; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 3
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address City   HEA007

Category	Human Resource / Employee / Employee Address / HEA007
Description	The Home Address City is the city portion of the home address of the employee.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_PERSONAL_DATA	
	Column	CITY	
	Page	Contact Information/Current Addresses/Address Type/Home	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start: 012005		
	End: (None)		

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_CITY

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: CITY; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: City
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: CITY
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address County   HEA008

Category	Human Resource / Employee / Employee Address / HEA008
Description	The Home Address County is the county portion of the home address of the employee. This field is no longer extracted to the HRDM.
Data Type	Character
Length	30
Format	
Collection Period	N/A
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	N/A
	Table	N/A
	Column	N/A

	Page	N/A
	Navigation	N/A
Effective Terms	Start: 012005	
	End: 082009	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_COUNTY_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: County
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address State Code   HEA009

Category	Human Resource / Employee / Employee Address / HEA009
Description	The Home Address State Code is the state code of the home address of the employee.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEA009	Home Address State Code must be a valid value if address home country (HEA011) is United States.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas

Code	Description
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota

Code	Description
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

Data Source		
Provider	PeopleSoft	
Table	PS_PERSONAL_DATA	
Column	STATE	
Page	Contact Information/Current Addresses/Address Type/Home	
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	

Effective Terms		
Start:	012005	
End:	(None)	

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	HOME_ADDR_STATE_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: STATE; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State
Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Home Address State Code Description   HEA010

Category	Human Resource / Employee / Employee Address / HEA010
Description	The Home Address State Code Description is the description of the State Code for the home address of the employee (HEA009).
Data Type	Character
Length	30
Format	

Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780 , USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_STATE_NAMES_TBL
	Column	DESCR
	Page	N/A
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_STATE_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address Country Code

HEA011

Category	Human Resource / Employee / Employee Address / HEA011
Description	The Home Address Country Code is the code for the country of the home address of the employee.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEA011	Home Address Country Code must be a valid value.

Valid Values	For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	COUNTRY
	Page	Contact Information/Current Addresses/Address Type/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_COUNTRY_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: COUNTRY; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address Country Code Description   HEA012

Category	Human Resource / Employee / Employee Address / HEA012
Description	The Home Address Country Code Description is the description of the Country Code of the home address of the employee (HEA011).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules	(None)		
Valid Values	(None)		
Data Source	Provider	PeopleSoft	
	Table	PS_COUNTRY_TBL	
	Column	DESCR	
	Page	N/A	
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	
Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_COUNTRY_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: COUNTRY_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Address Postal Code   HEA013

Category	Human Resource / Employee / Employee Address / HEA013	
Description	The Home Address Postal Code is the postal code for the home address of the employee.	
Data Type	Character	
Length	12	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670	
Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft

	Table	PS_PERSONAL_DATA
	Column	POSTAL
	Page	Contact Information/Current Addresses/Address Type/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_POSTAL_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ZIP; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Postal
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: POSTAL
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Home Phone   HEA014

Category	Human Resource / Employee / Employee Address / HEA014
Description	The Home Phone is the home telephone number of the employee.
Data Type	Character
Length	27
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_PHONE
	Column	PHONE, where PHONE_TYPE = "HOME"
	Page	Contact Information/Phone Information/Phone Type/Home
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_PHONE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mobile Phone   HEA015

Category	Human Resource / Employee / Employee Address / HEA015
Description	The Mobile Phone is the personal mobile (aka cell) phone number of the employee.
Data Type	Character
Length	27
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_PHONE
	Column	PHONE, where PHONE_TYPE = "CELL"
	Page	Contact Information/Phone Information/Phone Type/Mobile
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MOBILE_PHONE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PHONE; ADP Table: TELEPHONE_NBR
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Phone Type/Telephone
	Jul 30, 2018	Old PS Table: PS_PERSONAL_PHONE; Old PS Table Field: PHONE
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address 1   HEA016

Category	Human Resource / Employee / Employee Address / HEA016
Description	Mailing Address 1 is Line 1 (street address) of the employee's mailing address.
Data Type	Character
Length	55
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS1_OTHER
	Page	Contact Information/Current Addresses/Address Type/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE1

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET1_OTHER; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee

Date	Notes
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 1
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS1
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Mailing Address 2 — HEA017

Category	Human Resource / Employee / Employee Address / HEA017
Description	Mailing Address 2 is Line 2 (additional information) of the employee's mailing address.
Data Type	Character
Length	55
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS2_OTHER
	Page	Contact Information/Current Addresses/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE2

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET2_OTHER; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 2
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS2
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address 3 — HEA018

Category	Human Resource / Employee / Employee Address / HEA018
Description	Mailing Address 3 is Line 3 (further additional information) of the employee's mailing address.
Data Type	Character
Length	55
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	ADDRESS3_OTHER
	Page	Contact Information/Current Addresses/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE3

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STREET3_OTHER; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Address 3
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS3
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address 4 — HEA019

Category	Human Resource / Employee / Employee Address / HEA019
Description	Mailing Address 4 is Line 4 of the employee's mailing address. This is no longer collected with OneUSG.
Data Type	Character
Length	55

Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	082009

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_LINE4

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: No Line 4.
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address City   HEA020

Category	Human Resource / Employee / Employee Address / HEA020
Description	The Mailing Address City is the city of the employee's mailing address.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	CITY_OTHER

	Page	Contact Information/Current Addresses/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail
Effective Terms	Start: 012005 End: (None)	
Target Fields		

Target Type	Table Name	Column Name
DWH	EMPLOYEE	MAIL_ADDR_CITY

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: CITY_OTHER; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: City
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: CITY
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Mailing Address State Code — HEA021

Category	Human Resource / Employee / Employee Address / HEA021
Description	The Mailing Address State Code is the state code of the employee's mailing address.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEA021	Mailing Address State Code must be a valid value if mailing address country (HEA023) is United States.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
AA	Armed Forces Americas
AE	Armed Forces Europe

Code	Description
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania

Code	Description
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

Data Source		
Provider	PeopleSoft	
Table	PS_PERSONAL_DATA	
Column	STATE_OTHER	
Page	Contact Information/Current Addresses/Mailing	
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail	

Effective Terms		
Start:	012005	
End:	(None)	

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_STATE_CODE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STATE_OTHER; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address State Code Description — HEA022

Category	Human Resource / Employee / Employee Address / HEA022
Description	The Mailing Address State Code Description is the description of the state code for the employee's mailing address

	(HEA021).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_STATE_NAMES_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_STATE_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: STATE_NAMES_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: State
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_STATE_TBL; Old PS Table Field: STATE / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address Country Code HEA023

Category	Human Resource / Employee / Employee Address / HEA023
Description	The Mailing Address Country Code is the code for the country of the employee's mailing address.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,

	USGKB0011670

Validation Rules	Status: Active

Severity	Code	Description
Error	VHEA023	Mailing Address Country Code must be valid value.

Valid Values	For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	COUNTRY
	Page	Contact Information/Current Addresses/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTRY_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY_TBL; Old PS Table Field: COUNTRY / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address Country Code Description   HEA024

Category	Human Resource / Employee / Employee Address / HEA024
Description	The Mailing Address Country Code Description is the description of the Country Code for the employee's mailing address (HEA023).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780,

	USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_COUNTRY_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTRY_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Address History; Old PS Page Field Name: Country
	Jul 30, 2018	Old PS Table: PS_ADDRESSES / PS_COUNTRY; Old PS Table Field: COUNTRY / DESCR
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address County   HEA025

Category	Human Resource / Employee / Employee Address / HEA025
Description	The Mailing Address County is the county of the employee's mailing address. This field is no longer extracted to the HRDM.
Data Type	Character
Length	30
Format	
Collection Period	N/A
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_COUNTY_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: County
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: COUNTY
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Mailing Address Postal Code   HEA026

Category	Human Resource / Employee / Employee Address / HEA026
Description	The Mailing Address Postal Code is the postal code of the employee's mailing address.
Data Type	Character
Length	12
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0010801, USGKB0011158, USGKB0011772, USGKB0011780, USGKB0011670
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_PERSONAL_DATA
	Column	POSTAL_OTHER
	Page	Contact Information/Current Addresses/Mailing
	Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	MAIL_ADDR_POSTAL_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: ZIP; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Edit Address; Old PS Page Field Name: Postal
Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: Postal
May 9, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Home Address Line 4 — HEA027

Category	Human Resource / Employee / Employee Address / HEA027
Description	Home Address Line 4 is line 4 of the home address of the employee. This field is no longer extracted to the HRDM.
Data Type	Character
Length	55
Format	
Collection Period	N/A
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	082009

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE	HOME_ADDR_LINE4

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Case Review 1; Old PS Page Field Name: Relatives at Institution
	Jul 30, 2018	Old PS Table: PS_ADDRESSES; Old PS Table Field: ADDRESS4
	May 9, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee Department

Department ID HDP001

Category	Human Resource / Employee / Employee Department / HDP001
Description	The Department ID is a code that indicates where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). This is a required field.
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011667

Validation Rules

Status: Active

Severity	Code	Description
Error	VHDP001	Department ID must be listed in institutional department table.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_JOB
Column	DEPTID
Page	Department Profile
Navigation	Set Up HCM > Foundation Tables > Organization > Departments

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	DEPARTMENT	DEPTID

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: EP_BUD_DEPT, DEPTID; ADP Table: EPGLX002 , DEPT_TBL, JOB, PAY_EARNINGS
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Department
Jul 30, 2018	Old PS Table: PS_DEPT_TBL; Old PS Table Field: DEPTID
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Department Description HDP002

Category	Human Resource / Employee / Employee Department / HDP002
Description	The Department Description provides the name of the department where an employee's position is housed. Department IDs are specific to the USG entity (i.e., system office or institution). The Department Description is tied to the

	Department ID (HDP001).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011667
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_DEPT_TBL
	Column	DESCR
	Page	Department Profile
	Navigation	Set Up HCM > Foundation Tables > Organization > Departments

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	DEPARTMENT	DEPT_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: DEPT_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard Coded based on Department selected
	Jul 30, 2018	Old PS Table: PS_DEPT_TBL; Old PS Table Field: DESCR
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Department Location HDP003

Category	Human Resource / Employee / Employee Department / HDP003
Description	The Department Location is a code indicating the physical location of the department an employee works in.
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012599

Validation Rules	(None)	
Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_DEPT_TBL
	Column	LOCATION
	Page	Department Profile/Location
	Navigation	Set Up HCM > Foundation Tables > Organization > Departments

Effective Terms	Start:	012005
	End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	DEPARTMENT	DEPT_LOC

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LOCATION; ADP Table: DEPT_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on data entered in Position Data
Jul 30, 2018	Old PS Table: PS_DEPT_TBL; Old PS Table Field: LOCATION
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Employee Education

Degree Code		HED001
Category	Human Resource / Employee / Employee Education / HED001	
Description	The Degree Code indicates the educational degree an employee has earned. Prior to implementation of OneUSG Connect, Degree Code entry was limited to employees with managed faculty event records (MFE).	
Data Type	Character	
Length	8	
Format		
Collection Period	Daily	
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 (For those with MFE records) Employee Self Service: Knowledge Article USGKB0010813 (for all employees)	

Validation Rules

Status: Active

Severity	Code	Description
Error	VHED001	Degree Code cannot be blank.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	ACCOMPLISHMENT, where ACCOMP_CATEGORY = "DEG"
	Page	Person Profile/Degrees/ID
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EMPLOYEE_EDUCATION_GROUP_KEY (links to DEGREE_CODE in EMPLOYEE_EDUCATION table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EDUCATION_CD; ADP Table: EP_MF_EDUCATION
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Degree
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: ACCOMPLISHMENT
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Degree Description   HED002

Category	Human Resource / Employee / Employee Education / HED002
Description	The Degree Description is the description of the degree code (HED001), which indicates the educational degrees an employee has earned.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JPM_CAT_ITEMS
	Column	JPM_DESCR90, where JPM_CAT_TYPE = "DEG"
	Page	Person Profile/Degrees/ID
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

| Effective Terms | Start: | 012005 | |
| | End: | (None) | |

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	DEGREE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: EDUCATION_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. And Training; Old PS Page Field Name: Hard Coded based on Department selected.
	Jul 30, 2018	Old PS Table: PS_ACCOMP_TBL; Old PS Table Field: DESCR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Degree Issue Date   HED003

Category	Human Resource / Employee / Employee Education / HED003
Description	The degree issue date is the date that an employee was issued their degree. This field is labeled "Date Acquired" in OneUSG Connect.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011977
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	DT_ISSUED
	Page	Person Profile/Degrees
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	DEGREE_ISSUE_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Date Acquired
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: DT_ISSUED
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Degree Level — HED004

Category	Human Resource / Employee / Employee Education / HED004
Description	The Degree Level is associated with the Degree Code (HED001). This level is automatically populated in the Peoplesoft Degree Code table.
Data Type	Character
Length	2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011977

Validation Rules

Status: Active

Severity	Code	Description
Error	VHED004	Degree Level must be a valid value.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
01	No Formal Education
02	Elementary School Completed
03	Some High School
04	High School Graduate
05	Terminal Occupation Program
06	Terminal Occupation Program
07	Some College – Less than 1 Yr
08	One Year College
09	Two Years College
10	Associate Degree
11	Three Years College
12	Four Years College
13	Bachelor Degree
14	Post Bachelors

Code	Description
15	First Professional
16	Post-First Professional
17	Masters Degree
18	Post Masters
19	Sixth Year Degree
20	Post Sxth Year
21	Doctorate Degree
22	Post Doctorate
A	University - Advanced
C	One Year Certificate
E	2 yr vocatinal Certificate
F	Advanced Certificate
N	Non Degree Seeking Undergrad
S	Education Specialist
T	Trade School
U	University
V	Career Associate
Z	Certificate of less than a yr

Data Source

Provider	PeopleSoft
Table	PS_ACCOMP_TBL
Column	EDUCATION_LVL
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_EDUCATION	DEGREE_LEVEL

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	Old PS Table: PS_DEGREE; Old PS Table Field:EDUCATION_LVL
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Degree Level Description   HED005

Category	Human Resource / Employee / Employee Education / HED005
Description	The Degree Level Description is the description of the Degree Level (HED004).
Data Type	Character
Length	30

Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME, where FIELDNAME = "EDUCATION_LVL"
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	DEGREE_LEVEL_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Graduated Indicator — HED006

Category	Human Resource / Employee / Employee Education / HED006
Description	The Graduated Indicator indicates whether an employee completed each listed degree (i.e., graduated).
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011977

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHED006	Graduated Indicator must be Y or N.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	PeopleSoft to HRDM Valid Values Mapping

Code	Description
N	Did not graduate

Code	Description
Y	Graduated

Data Source		
	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	GRADUATE_INDICATOR
	Page	Person Profile/Degree/Graduated
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	GRADUATED_IND

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: GRADUATE_INDICATOR; ADP Table: EP_MF_EDUCATION
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Graduated
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: GRADUATE_INDICATOR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Major CIP Code — HED007

Category	Human Resource / Employee / Employee Education / HED007
Description	The Major CIP (Classification of Instructional Programs) Code is a six-digit code which indicates the content area of the major for each of an employee's degrees. The codes are developed by the US Department of Education to provide categorization of academic programs.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	To determine a major CIP code for an employee, use the EMPLOYEE_EDUCATION table. The valid values for the 2020 CIP Codes can be found by searching this NCES website: https://nces.ed.gov/ipeds/cipcode

Validation Rules			
	Status: Active		
	Severity	Code	Description
	Error	VHED007	Major CIP Code must be a valid code.

Valid Values	For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping	
Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source		
	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	MAJOR_CODE
	Page	Person Profile/Degree/Major
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles > Degree > Major

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	MAJOR_CIP_CODE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_MAJOR_CD; ADP Table: EP_MF_EDUCATION
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
	Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Major Code
	Jul 30, 2018	Old PS Table: PS_ACCOMPLISHMENTS; Old PS Table Field: MAJOR_CODE
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Major CIP Code Description   HED008

Category	Human Resource / Employee / Employee Education / HED008
Description	The Major CIP (Classification of Instructional Programs) Code Description is the description of the Major CIP Code (HED007).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)
Data Source	

	Provider	PeopleSoft
	Table	PS_BOR_EG_CIP_TBL
	Column	DESCR100

	Page	Person Profile
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles > Degree > Major

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	MAJOR_CIP_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_DESCR; ADP Table: EP_MF_MAJOR_CD
	Jul 30, 2018	Old PS Page: Major Table; Old PS Page Field Name: Description
	Jul 30, 2018	Old PS Table: PS_MAJOR_TBL; Old PS Table Field: DESCR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Terminal Degree Indicator   HED009

Category	Human Resource / Employee / Employee Education / HED009
Description	The Terminal Degree Indicator shows whether or not an employee has completed a terminal degree, meaning they have completed the highest academic degree that can be awarded in an academic area of study.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 Employee Process: Knowledge Article USGKB0010813

Validation Rules	Status: Active

Severity	Code	Description
Error	VHED009	Terminal Degree Indicator must be Y or N.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
N	Not a terminal degree
Y	Terminal degree

Data Source	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH

	Column	TERMINAL_DEGREE
	Page	Person Profile/Degree/Terminal Degree for Discipline
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_EDUCATION	TERMINAL_DEGREE_IND

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: TERMINAL; ADP Table: EP_MF_EDUCATION
Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Track Events
Jul 30, 2018	Old PS Page: Professional Ed. and Training; Old PS Page Field Name: Terminal Degree
Jul 30, 2018	Old PS Table: PS_ACCCOMPLISHMENTS; Old PS Table Field: TERMINAL_DEGREE
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Institution FICE Code   HED010

Category	Human Resource / Employee / Employee Education / HED010
Description	The Institution FICE CODE is the six character national identification for institutions of higher education. This code comes from the first six characters of the PeopleSoft school code and identifies the institution where an employee earned a degree. For a list of FICE codes, see https://fsapartners.ed.gov/sites/default/files/2025-04/2526FederalSchoolCodeListQ2.pdf
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011977 (For those with MFE records) Employee Self Service: Knowledge Article USGKB0010813 (for all employees)
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_ACCOMPLISH
	Column	SCHOOL_CODE
	Page	Person Profile/Degrees/School Code
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	INSTITUTION_FICE_CODE
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Sep 16, 2025	Newly documented in the HRDED	

Institution FICE Code Description   HED011

Category	Human Resource / Employee / Employee Education / HED011
Description	The Institution FICE Code Description is the name of the institution referenced in the Institution FICE Code (HED010).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_SCHOOL_TBL
	Column	DESCR
	Page	Person Profile/Degrees/School Code
	Navigation	Workforce Development > Profile Management > Profiles > Person Profiles

Effective Terms	Start:	012005	
	End:	(None)	
Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_EDUCATION	INSTITUTION_FICE_DESC
Change History	Date	Notes	
	Jan 1, 2005	New Element	
	Sep 16, 2025	Newly documented in the HRDED	

Employee Faculty

Teaching CIP Code   HEF001

Category	Human Resource / Employee / Employee Faculty / HEF001

Description	The Teaching CIP (Classification of Instructional Programs) is a six-digit code which indicates the teaching content area of the employee. The codes are developed by the US Department of Education to provide categorization of academic programs.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494

Note: In the case of teaching multiple courses, the CIP from one course is selected and others are entered into a PeopleSoft notes field which is not extracted to HRDM. The valid values for the 2020 CIP Codes can be found by searching this NCES website: https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55 |

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEF001	Teaching CIP Code must be a valid value.

Valid Values

For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source

Provider	PeopleSoft
Table	PS_EG_TENURE_DATA
Column	CIP_BOR
Page	Faculty Data
Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PROFILE	TEACHING_CIP_CODE_KEY (links to CIP_CODE table)

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Teaching CIP
Jul 30, 2018	Old PS Table: EG_TENURE_DATA; Old PS Table Field: CIP_BOR
Sep 23, 2020	Mapped Teaching CIP codes to the 2020 CIP code values
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Teaching CIP Code Description HEF002

Category	Human Resource / Employee / Employee Faculty / HEF002
Description	The Teaching CIP (Classification of Instructional Programs) Description is the description of the Teaching CIP Code (HEF001).
Data Type	Character
Length	200
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	USGEDW.EDW_COURSE_CIP6_LKP
	Column	COURSE_CIP6_DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	CIP_CODE	CIP_CODE_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
	Jul 30, 2018	Old PS Page: Tenure Data
	Jul 30, 2018	Old PS Table: EG_TENURE_DATA; Old PS Table Field: DESCR
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Academic Rank HEF003

Category	Human Resource / Employee / Employee Faculty / HEF003
Description	Academic Rank is the rank of an employee in a college or university.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242

	Rank and tenure are required for all instructional staff as well as faculty. Instructional staff will use a 'No Rank' value of '006.'
Validation Rules	**Status: Active**
		Severity	Code	Description
	|---|---|---
		Error	VHEF003	Academic Rank must be a valid value.
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)
		Code	Description
	|---|---
		001	Professor
		002	Associate Professor
		003	Assistant Professor
		004	Instructor
		005	Lecturer
		006	No Rank
		007	Senior Lecturer
		008	Principal Lecturer
Data Source		Provider	PeopleSoft
	|---|---
		Table	PS_EG_TENURE_DATA
		Column	EG_ACADEMIC_RANK
		Page	Tenure Data/Home Rank
		Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data
Effective Terms		Start:	012005
	|---|---
		End:	(None)
Target Fields		Target Type	Table Name	Column Name
	|---|---|---
		DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK
Change History		Date	Notes
	|---|---
		Jan 1, 2005	New Element
		Nov 6, 2009	Added ADP Translations.
		Jul 30, 2018	ADP Element Name: EP_ACADEMIC_RANK; ADP Table: EP_MF_EVENT_DAT
		Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
		Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Home Rank
		Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ACADEMIC_RANK
		Mar 8, 2022	Element reviewed and updated
		Aug 13, 2024	Collection period updated

Academic Rank Date

Category	Human Resource / Employee / Employee Faculty / HEF004
Description	The Academic Rank Date is the date on which the employee's rank (HEF003) became effective. When an employee is hired or moves to another rank, the date the new rank became effective will be known as the Academic Rank Date. For example, if an Instructor became an Assistant Professor on January 1, 2008, that is the academic rank date for this employee.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242 Rank Date cannot precede Birth Date and Current Rank Date cannot precede Former Rank Date.

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEF004	Academic Rank Date cannot be null when an Academic Rank is submitted (November 2008 forward).

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_RNK_CHG_DT
	Page	Tenure Data/Track Start Date
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK_DATE

Change History	Date	Notes
	Nov 6, 2009	Added ADP Translations; November 2008 a new edit was added to not allow null values in the Academic Rank Date field. This will only affect new Academic Rank Dates submitted to the HRDM after November 2008 and does not affect history.
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Rank Change Date
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_RNK_CHG_DT
	Apr 11, 2019	New Element
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Activity Academic Percentage

Category	Human Resource / Employee / Employee Faculty / HEF005
Description	The Actual Activity Academic Percentage is used to report the percentage of an employee's work that is used for academic activity, i.e., instructional activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.
Data Type	Number
Length	5.2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_ACT_REP_ACAD
	Page	Funding and Effort Reporting/Academic Activity
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_ACADEMIC_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Academic Activity
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADCAD_BOR
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Activity Administration Percentage

Category	Human Resource / Employee / Employee Faculty / HEF006
Description	The Actual Activity Administration Percentage is used to report the percentage of an employee's work that is used for administrative activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum

	to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.
Data Type	Number
Length	5.2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_ACT_REP_ADMIN
	Page	Funding and Effort Reporting/Administrative Activity
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_ADMIN_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Administrative Activity
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_ADMIN_BOR
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Activity Public Service Percentage   HEF007

Category	Human Resource / Employee / Employee Faculty / HEF007
Description	The Actual Activity Public Service Percentage is used to report the percentage of an employee's work that is used for public service activity, i.e., service activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.
Data Type	Number
Length	5.2

Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605 For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_ACT_REP_PUBLIC
	Page	Funding and Effort Reporting/Public Service Activity
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_PUB_SVC_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_ACTPER_SERVICE; ADP Table: EP_MF_EVENT_DAT
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Public Service Activity
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_PUBLIC_BOR
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Activity Research Percentage   HEF008

Category	Human Resource / Employee / Employee Faculty / HEF008
Description	The Actual Activity Research Percentage is used to report the percentage of an employee's work that is used for research activity. All four activity percentages (Academic, Administration, Public Service, and Research) must sum to 100% per institution. For example, if an employee is a faculty member at University of Georgia and affiliate faculty at Augusta University, the activity percentages must sum to 100% at each institution.
Data Type	Number
Length	5.2
Format	
Collection Period	Daily

Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605
	For IPEDS reporting purposes for Augusta University only: The clinical activity percentage (which is not collected in HRDM) is calculated as what is left after adding the other 4 activity percentages and subtracting from 100. The calculated clinical activity percentage value is added to the academic activity percentage, public service activity percentage, and research activity percentage to determine if staff is considered "Instructional" in IPEDS.

Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_ACT_REP_RESRCH
	Page	Funding and Effort Reporting/Research Activity
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_ACTIVITY_RESEARCH_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_ACTPER_RESEARCH; ADP Table: EP_MF_EVENT_DAT
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Research Activity
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_RESEARCH_BOR
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Salary Contract Percentage   HEF009

Category	Human Resource / Employee / Employee Faculty / HEF009
Description	The Actual Salary Contract Percentage is the percentage of the employee's salary paid from contract funds. This is not a required field.
Data Type	Number
Length	5
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605
Validation Rules	(None)

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_SAL_REP_CONTR
	Page	Assigned Effort/Contract Salary
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort
Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_SALARY_CONTRACT_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Contract Salary
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_CONTR_BOR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Salary Sponsored Percentage   HEF010

Category	Human Resource / Employee / Employee Faculty / HEF010
Description	The Actual Salary Sponsored Percentage is the percentage of the employee's salary paid from sponsored funds (i.e., funds from grants/research). This is not a required field.
Data Type	Number
Length	5
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_SAL_REP_SPONS
	Page	Assigned Effort/Sponsored Salary
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms	Start:	012005

	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUALY_SALARY_SPONSORED_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: Sponsored Salary
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: ACT_REP_SPONS_BOR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Actual Salary State Percentage   HEF011

Category	Human Resource / Employee / Employee Faculty / HEF011
Description	The Actual Salary State Percentage is the percentage of the employee's salary paid from state funds (i.e., state appropriations). This is not a required field.
Data Type	Number
Length	5
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604, USGKB0011605
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_SAL_REP_STATE
	Page	Assigned Effort/State Salary
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACTUAL_SALARY_STATE_PCT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.

Date	Notes
Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: State Salary
Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: SAL_REP_STATE_BOR
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Equivalent Full-Time   HEF012

Category	Human Resource / Employee / Employee Faculty / HEF012
Description	Equivalent Full-Time is not a required field. See HEJ023 for full-time equivalency information.
Data Type	Number
Length	4
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011604
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_EP_FFE_DAT
	Column	BOR_EFT
	Page	Assigned Effort/EFT
	Navigation	Workforce Development > Faculty Events > Track Events > Assigned Effort

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	EFT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Board of Regents, BOR Faculty Events, Funding and Effort Reporting, Funding and Effort Reporting.
	Jul 30, 2018	Old PS Page: Funding and Effort Reporting; Old PS Page Field Name: EFT
	Jul 30, 2018	Old PS Table: PS_FUND_EFFORT_BOR; Old PS Table Field: EFT_BOR
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Tenure Granted Date   HEF013

Category	Human Resource / Employee / Employee Faculty / HEF013
Description	The Tenure Granted Date is the date tenure was granted for the faculty member, meaning either the date the tenure status changed from 'not tenured on track' to 'tenured' or the date tenure was granted upon appointment.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011786, USGKB0011652, USGKB0011689
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_GRANTED_DT
	Page	Create Tenure Data/Tenure Status Date
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_GRANTED_DATE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_TENURE_GRANT_DT; ADP Table: EP_MF_TEN_PROM
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Granted Date
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_GRANTED_DT
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Tenure Mandatory Review Date   HEF014

Category	Human Resource / Employee / Employee Faculty / HEF014
Description	The Tenure Mandatory Review Date is the date a faculty member's tenure status is up for the next review.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	The field in OneUSG calculates a tenure mandatory review date by adding 6 years to the tenure track start date

	(HEF018) to indicate the final cycle (7th year) a faculty member may be reviewed for the award of tenure. Once a faculty member is awarded tenure this field is no longer populated.
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_MAND_REVW_DT
	Page	Create Tenure Data/Tenure Mandatory Review Date
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_MANDATORY_REVIEW_DATE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Mandatory Review Date
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_MAND_REVW_DT
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Tenure Status Code HEF015

Category	Human Resource / Employee / Employee Faculty / HEF015
Description	Not in a Tenure Type Position: All not tenure eligible full-time and part-time faculty such as limited term faculty, temporary faculty, and visiting/research professors. Not Tenured on Track: Full-time tenure track positions that have not been awarded tenure. Tenured: Faculty who have been awarded tenure. Other: Personnel who are required to have information entered in Faculty Events but do not have faculty status and should not be counted in IPEDS as faculty (such as a staff member or graduate assistant teaching a course). Tenure Denied: Required for 'Not Tenured on Track' faculty who went up for tenure and were denied at the presidential level in their final attempt. Record GGC's Full-Time and Part-Time Faculty in a Tenure Status of 'Not in a Tenure Type Position'. Policy under review as of October 2023.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	
Validation Rules	Status: Active

Severity	Code	Description
Error	VHEF015	Tenure Status Code must be a valid code.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
DEN	Tenure Denied
NA	Not in a Tenure Type Position
NOT	Non Tenure Not On Track
NTK	Not Tenured on Track
OTH	Other
TEN	Tenured

Data Source

Provider	PeopleSoft
Table	PS_EG_TENURE_DATA
Column	TENURE_STATUS
Page	Tenure Data/Tenure Status
Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_FACULTY	TENURE_STATUS_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: EP_TENURE_STATUS; ADP Table: EP_MF_EVENT_DAT
Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status
Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS
Dec 5, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Tenure Status Date   HEF016

Category	Human Resource / Employee / Employee Faculty / HEF016
Description	Tenure Status Date is the date that the employee's new tenure status (HEF015) goes into effect.
Data Type	Date
Length	8
Format	MMDDYYYY

Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011689

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEF016	If tenure status is provided then tenure status date cannot be blank

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_TRACK_HIRE_DT
	Page	Tenure Data/Tenure Status
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations; November 2008 a new edit was added to not allow null values in the Tenure Status Date field. This will only affect new Tenure Status Dates submitted to the HRDM after November 2008 and does not affect history.
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: EP_MF_EVENT_DAT
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Tenure Status
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: TENURE_STATUS
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Tenure Status Description HEF017

Category	Human Resource / Employee / Employee Faculty / HEF017
Description	This is the Description of the Tenure Status Code which indicates what the current tenure status is for the employee. Policy under review as of October 2023.
Data Type	Character
Length	64
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PSXLATITEM
	Column	XLATLONGNAME
	Page	Only through PS query
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_STATUS_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query.
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Tenure Track Start Date   HEF018

Category	Human Resource / Employee / Employee Faculty / HEF018
Description	The Tenure Track Start Date is the date the faculty member began tenure track. The date remains static whereas the Tenure Status Date is updated when a faculty member's tenure status changes.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0011786, USGKB0011689, USGKB0011652
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_EG_TENURE_DATA
	Column	EG_ORIG_TRACK_DT
	Page	Create Tenure Data/Tenure Track Start Date
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	TENURE_TRACK_START_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EP_TENURE_TRK_STRT; ADP Table: EP_MF_TEN_PROM
	Jul 30, 2018	Old PS Menu Path: Workforce Development, Faculty Events, Calculate Tenure, Create Tenure Data
	Jul 30, 2018	Old PS Page: Tenure Data; Old PS Page Field Name: Track Start Date
	Jul 30, 2018	Old PS Table: PS_EG_TENURE_DATA; Old PS Table Field: EG_ORIG_TRACK_DT
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Academic Rank Description   HEF019

Category	Human Resource / Employee / Employee Faculty / HEF019
Description	The Academic Rank Description is the description of the academic rank code (HEF003).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011494, USGKB0012242
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	HRDM
	Table	STGHR.HRREF_RANK_VW
	Column	DESCR
	Page	Tenure Data/Home Rank
	Navigation	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_FACULTY	ACADEMIC_RANK_DESC

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED

Date	Notes
Aug 13, 2024	Collection period updated

Employee Identifier

Employee Identification Number	HID001

Category	Human Resource / Employee / Employee Identifier / HID001
Description	The employee identification number is the identification number that is used as the employee's main identifier. The employee identification number is unique across all USG institutions.
Data Type	Character
Length	11
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011158, USGKB0011772

Validation Rules

Status: Active

Severity	Code	Description
Error	VHID001	Employee Identification Number cannot be blank.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_JOB, PS_EMPLOYMENT, PS_PERSONAL_DATA
Column	EMPLID
Page	Biographical Details
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	EMPLOYEE_ID

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: EMPLID; ADP Table: EPGLX002, JOB, WIN_DEP_BENEF, EP_MF_EDUCATION, EP_MF_EVENT_DAT, PERSONAL_DATA, PAY_EARNINGS, PRIORWORK_EXPER
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: WorkLocation; Old PS Page Field Name: EmplID – Hard coded by system
Jul 30, 2018	Old PS Table: PS_PERSON; Old PS Table Field: EMPLID
Mar 8, 2022	Element reviewed and updated

Date	Notes
Aug 13, 2024	Collection period updated

Employee Social Security Number

<div align="right">HID002</div>

Category	Human Resource / Employee / Employee Identifier / HID002
Description	The employee social security number is the nine-digit social security number of the employee, referred to as 'National ID' in OneUSG Connect.
Data Type	Character
Length	9
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012215 Dummy SSNs should only be assigned to Foreign Nationals that have not yet received an official SSN. Dummy SSNs should never be assigned to US Citizens.

Validation Rules

Status: Active

Severity	Code	Description
Error	VHID002	Employee Social Security Number must be valid.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_PERS_NID
Column	NATIONAL_ID
Page	Biographical Details
Navigation	Workforce Administration > Personal Information > Biographical > Add a New Person OR Workforce Administration > Personal Information > Biographical > Update Person Detail

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE	SSN

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	ADP Element Name: SSN; ADP Table: PERSONAL_DATA
Jul 30, 2018	Old PS Page: Identity/Diversity; Old PS Page Field Name: National ID
Jul 30, 2018	Old PS Table: PS_PERS_NID; Old PS Table Field: NATIONAL_ID
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Job Code	HEJ001

Category	Human Resource / Employee / Employee Job / HEJ001
Description	The Job Code is a six-character code assigned to a job that identifies a position's classification. The code includes a three-digit USG BCAT code (see HEJ008), then a one-digit USG BCAT subcategory code, and then a two-digit institution-specific code.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469, USGKB0011600 BCAT background: https://www.usg.edu/hr/classification/background_of_the_bcat_initiative HRAP on Position Classification: https://www.usg.edu/hr/assets/hr/hrap_manual/ HRAP_Position_Classification_Classification,_Compensation,_and_Payroll.pdf

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEJ001	Job Code must be a valid value.

Valid Values

For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source

Provider	PeopleSoft
Table	PS_JOBCODE_TBL, PS_JOB
Column	JOBCODE
Page	Job Information/Job Code
Navigation	Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info OR Workforce Administration > Job Information > Job Data OR (JOBCODE_TBL) Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	JOB_CODE	JOB_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.

Date	Notes
Jul 30, 2018	ADP Element Name: JOBCODE; ADP Table: PAY_EARNINGS, JOB, JOBCODE_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Job Code - Hard-coded based on what is entered in Position Data
Jul 30, 2018	Old PS Table: PS_JOB / PS_JOBCODE_TBL; Old PS Table Field: JOBCODE
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Job Title — HEJ002

Category	Human Resource / Employee / Employee Job / HEJ002
Description	The Job Title is an alternate description of the employee's job code (HEJ001). Note: With the implementation of OneUSG Connect, this element contains the same information as the Job Title Long Description element (HEJ003), however, historical data (pre-2018) will differ.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	DESCR
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields		
Target Type	Table Name	Column Name
DWH	JOB_CODE	JOB_TITLE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: JOBCODE_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Title
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCR

Date	Notes
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Job Title Long Description HEJ003

Category	Human Resource / Employee / Employee Job / HEJ003
Description	The Job Title Long Description is the more detailed description of the employee's job code (HEJ001). Note: With the implementation of ADP, this element contains the same information as the Job Title element (HEJ002), however, historical data (pre-2009) will differ.
Data Type	Character
Length	64
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	DESCR
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	JOB_CODE	JOB_TITLE_LONG_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCR; ADP Table: JOBCODE_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Description
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: DESCRLONG
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Job Code Effective Date HEJ005

Category	Human Resource / Employee / Employee Job / HEJ005
Description	The Job Code Effective Date is the earliest date the employee was assigned to a specific job code. If an employee is rehired in the same job code, the job code effective date will not be the date of the current employment period for that job code, but rather the date of the initial employment period for that job code. This field is labeled "Entry Date" in OneUSG Connect.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011646

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEJ005	Job Code Effective Date cannot be null.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_JOBCODE_TBL
Column	EFFDT
Page	Job Information
Navigation	Workforce Administration > Job Information > Job Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	JOB_CODE_LIST	JOB_CODE_EFF_DATE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: JOB_ENTRY_DT; ADP Table: JOB
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Effective Date
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EFFDT
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

EEO-1 Job Category   HEJ006

Category	Human Resource / Employee / Employee Job / HEJ006
Description	The EEO-1 Category is assigned based on Job Codes for Equal Employment Opportunity reporting. This element is used to store historical information only.

Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	EEO1CODE
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	EEO_1_CAT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EEO-1_CODE; ADP Table: JOBCODE_TBL
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: EEO Class
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: EEO1CODE
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

IPEDS Code
HEJ007

Category	Human Resource / Employee / Employee Job / HEJ007
Description	The IPEDS code is assigned to PeopleSoft Job Codes when the job code is set-up. The job code is then assigned to the employee. This element is used to store historical information only. For more information about IPEDS codes, see IPEDS reporting documentation at https://www.usg.edu/research/reporting_resources/hrdm_data.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011469

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEJ007	IPEDS Code cannot be null.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	EEO6CODE
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	082009

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	IPEDS_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EEO6CODE; ADP Table: JOBCODE_TBL
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: IPEDS-S Job Category
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: IPEDSSCODE
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Job Category Code (BCAT)   HEJ008

Category	Human Resource / Employee / Employee Job / HEJ008
Description	The BCAT Codes are USG-specific job category codes and make up the first three digits of the job code (HEJ001).
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 BCATs: https://www.usg.edu/hr/classification/job_categories_bcats
Validation Rules	(None)
Valid Values	For current PS valid values and PS to HRDM translations see: PeopleSoft to HRDM Valid Values Mapping

	Code	Description
	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL, PS_JOB
	Column	JOBCODE
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_CAT_CODE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Job Code Profile; Old PS Page Field Name: Job Function Code
	Jul 30, 2018	Old PS Table: HRREF_USG_JOB_CODES_VW / HRREF_BCODE_VW; Old PS Table Field: USG_JOB_DESC or DESCRIPTION
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Job Category Description   HEJ009

Category	Human Resource / Employee / Employee Job / HEJ009
Description	The USG Job Category Description is the description of the USG Job Category Code (HEJ008).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011600
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_BOR_HR_BCAT_TBL
	Column	DESCR
	Page	Job Code Profile
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms	Start:	012005

	End: (None)
Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_CAT_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml
	Dec 5, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Job Sub-Category Code   HEJ010

Category	Human Resource / Employee / Employee Job / HEJ010
Description	The USG Job Sub-Category Code is the fourth digit of the Job Code (HEJ001).
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 https://www.usg.edu/hr/assets/hr/documents/masterBCAT.pdf
Validation Rules	(None)
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

Valid Values:

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
1	Distinguished University Chair
2	Distinguished Chair
3	Distinguished Professor
4	Distinguished Scholar
6	Named Professor
7	Named Chair
9	Eminent Scholar
A	Acting
B	Adjunct
C	Apprentice
D	Assistant
E	Associate
F	Clinical
H	Emeritus
I	Leased

Code	Description
J	Executive
K	Deputy
L	Head
M	Interim
N	Intermediate
O	MCG Athens Expansion Faculty
P	Leader
Q	Public Service
R	Part-Time
S	Regents
T	Research
U	Senior
V	Temporary
W	Visiting
X	(none)
Y	(not used)
Z	Rehired Retiree

Data Source		
	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL, PS_JOB
	Column	JOBCODE
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_SUB_CAT_CODE

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

USG Job Sub-Category Description   HEJ011

Category	Human Resource / Employee / Employee Job / HEJ011
Description	The USG Job Sub-Category Description is the description of the USG Job Sub-Category Code (HEJ010).
Data Type	Character
Length	30

Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 https://www.usg.edu/hr/assets/hr/documents/masterBCAT.pdf
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	STGHR.HRREF_BCAT_SUBCAT
	Column	SUBCAT_DESC
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	USG_JOB_SUB_CAT_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Table: Does not reside in PS -- values are derived from Master USG B-Cat List found at http://www.usg.edu/employment/policies/jobclass/index.phtml
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Salary Plan HEJ012

Category	Human Resource / Employee / Employee Job / HEJ012
Description	The Salary Plan, associated with the position, shows the type of salary administration plan (also known as the institutional compensation plan) the employee is currently on.
Data Type	Character
Length	6
Format	
Collection Period	Daily
Business Practices	https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Salary_Increase_Administration_Process_Classification,_Compensation,_and_Payroll.pdf: Salary Increase Administration Process section https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Wage_and_Salary_Administration_Policy_Classification%2C_Compensation%2C_and_Payroll.pdf: Wage and Salary Administration Policy section
Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEJ012	Salary Plan must be a valid value.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
BBP	Broadband Pay Plan
CSP	Classified Salary Plan
FAC	Faculty Salary Administration
GRDA	Grade Structure A
GRDB	Grade Structure B
GRDC	Grade Structure C
RET	Retirees

Data Source		
	Provider	PeopleSoft
	Table	PS_JOBCODE_TBL
	Column	SAL_ADMIN_PLAN
	Page	Default Compensation
	Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	JOB_CODE	SALARY_PLAN

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: SAL.ADMIN.PLAN; ADP Table: JOBCODE_TBL
	Jul 30, 2018	Old PS Page: Salary Plan; Old PS Page Field Name: Salary Administration Plan
	Jul 30, 2018	Old PS Table: PS_JOBCODE_TBL; Old PS Table Field: SAL_ADMIN_PLAN
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Contract Length   HEJ013

Category	Human Resource / Employee / Employee Job / HEJ013
Description	The Contract Length is the contract length of the employee. This field is not available in OneUSG Connect. This element is used to store historical information only.
Data Type	Character
Length	3

Format	
Collection Period	Daily
Business Practices	

Validation Rules	

Status: Active

Severity	Code	Description
Error	VHEJ013	Contract Length must be valid value.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
0	Not Applicable
1	<9 Month
2	9-10 Month
3	11-12 Month

Data Source

Provider	N/A
Table	N/A
Column	N/A
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	082009

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYMENT_CONTRACT	CONTRACT_LENGTH

Change History

Date	Notes
Jan 1, 2005	New Element
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page:Employment Information; Old PS Page Field Name: Contract Length
Jul 30, 2018	Old PS Table: PS_EMPLOYMENT; Old PS Table Field: CONTRACT_LENGTH
Oct 25, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Contract Length Description   HEJ014

Category	Human Resource / Employee / Employee Job / HEJ014
Description	The Contract Length Description is the description of the Contract Length (HEJ013) of the employee This field is not available in OneUSG Connect. This element is used to store historical information only.
Data Type	Character
Length	30

Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	N/A
	Table	N/A
	Column	N/A
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	082009

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEMENT_CONTRACT	CONTRACT_LENGTH_DESC

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Description of Translate Value is found on the Translate Table which is accessible only through PS query; Old PS Page Field Name: N/A
	Jul 30, 2018	Old PS Table: PSXLATITEM; Old PS Table Field: XLATLONGNAME
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Fulltime Employment Indicator   HEJ015

Category	Human Resource / Employee / Employee Job / HEJ015
Description	This is the indicator which designates whether an employee is full-time or part-time. Positions with 1.00 FTE/40 standard hours will be set to full-time. Positions with less than 1.00 FTE/less than 40 standard hours will be set to part-time.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011800 Note: Full-time status is based on FTE and is separate from benefits eligibility (which is based on standard hours).

Validation Rules	**Status: Active**		
	Severity	Code	Description
	Error	VHEJ015	Fulltime Employment Indicator must be Y or N.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values

and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	Part-Time
Y	Full-Time

Data Source		
	Provider	PeopleSoft
	Table	PS_JOB
	Column	FULL_PART_TIME
	Page	Job Information
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYMENT_CONTRACT	FULLTIME_EMPLOYMENT_IND

Change History		
	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: FULL_PART_TIME; ADP Table: JOB
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Full/Part - Hard-coded based on what is entered in Position Data
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FULL_PT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period and business practices updated

Regular Employment Indicator — HEJ016

Category	Human Resource / Employee / Employee Job / HEJ016
Description	The Regular Employment Indicator shows whether an employee is a regular employee or a temporary employee.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011647
Validation Rules	Status: Active

Severity	Code	Description
Error	VHEJ016	Regular Employment Indicator must be Y or N.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	PeopleSoft to HRDM Valid Values Mapping

Code	Description
N	Temporary
Y	Regular

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	REG_TEMP
	Page	Description
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEMENT_CONTRACT	REGULAR_EMPLOYMENT_IND

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: REG_TEMP; ADP Table: JOB
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Regular/Temporary - Hard-coded based on what is entered in Position Data
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: REG_TEMP
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Position Description HEJ017

Category	Human Resource / Employee / Employee Job / HEJ017
Description	The Position Description provides a description of the employee's position number (HEJ018).
Data Type	Character
Length	128
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011647

Validation Rules	(None)
Valid Values	(None)
Data Source	Provider	PeopleSoft
	Table	PS_BOR_POS_TITLES
	Column	DESCR
	Page	Description
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Effective Terms	Start:	012005
	End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	POSITION	POSITION_DESC

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: DESCR; ADP Table: POSITION_DATA
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Position Description - Hard coded based on Position Number selected
Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: DESCR
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Position Number   HEJ018

Category	Human Resource / Employee / Employee Job / HEJ018
Description	The Position Number is an 8-character identification that represents the employee's position.
Data Type	Character
Length	11
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011647 The Position Number is auto assigned by OneUSG Connect when the position is created. The exceptions are when the position is a dual appointment, borrowed, or survivor position. In those cases, a number is assigned by the practitioner and includes a letter at the beginning of the number (D, B, or S + 7 digits).

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEJ018	Position Number must be listed in institutional position table.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	POSITION_NBR
	Page	Description
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	POSITION	POSITION_NBR

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: POSITION_NBR; ADP Table: JOB
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Data
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Position Number
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA / PS_JOB; Old PS Table Field: POSITION_NBR
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Standard Hours Week — HEJ019

Category	Human Resource / Employee / Employee Job / HEJ019
Description	The Standard Hours Week is the number of hours an employee works in a standard week. Standard Hours are based on the employee's position.
Data Type	Number
Length	6
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011647
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_POSITION_DATA
	Column	STD_HOURS
	Page	Description

	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	POSITION	STANDARD_HRS_WEEK

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: STD_HOURS; ADP Table: POSITION_DATA
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: Standard Hours – Hard coded based on Position Number selected
	Jul 30, 2018	Old PS Table: PS_POSITION_DATA; Old PS Table Field: STD_HOURS
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Action Date HEJ020

Category	Human Resource / Employee / Employee Job / HEJ020
Description	The Action Date is the date that a particular action is input into the source system. For example, if an action is entered for an employee on January 1, regardless of the effective date (HEJ005), the action date for that row will be January 1. The field is labeled 'Date Created' in OneUSG Connect.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011173, USGKB0012012

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEJ020	Action Date must not be out of range.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	ACTION_DT
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data
Effective Terms	Start: 012005	

	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	ACTION_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ACTION_DT
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Action Effective Date HEJ021

Category	Human Resource / Employee / Employee Job / HEJ021
Description	The Action Effective Date is the date that the HR action becomes effective. For example, if a person's hire date is effective 08/01 then their action effective date would be 08/01. This differs from action date which only notes when the job data row was entered into PeopleSoft. Below is an example: Action: Hire Action Reason: New Hire Action Date: 06/01 Action Effective Date: 08/01
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011646

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEJ021	Action Effective Date must not be NULL and must be in range (1/1/1900 to 12/31/2040). Future dated rows will not be extracted into the data mart.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EFFDT
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data
Effective Terms	Start:	012005

	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	ACTION_EFF_DATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EFFDT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Hard-coded based on date the most recent row on page was populated.
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EFFDT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Employee Record Number   HEJ022

Category	Human Resource / Employee / Employee Job / HEJ022
Description	The Employee Record Number refers to an employee's job number. Employee record 0 is the first job and subsequent jobs are records 1, 2, 3, etc.
Data Type	Number
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011670, USGKB0011780

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEJ022	Employee Record Number cannot be blank.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EMPL_RCD
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EMPLOYEE_RECORD_NBR

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: EMPL_RCD_NBR; ADP Table: BEN_PROG_PARTIC
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Information, Assign Additional Job
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Empl Rcd# – Hard coded based on employee record
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: EMPL_RCD
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

FTE   HEJ023

Category	Human Resource / Employee / Employee Job / HEJ023
Description	Full-Time Equivalency (FTE) is the percentage of a standard 40-hour work week. Range is from 0 to 1.0 with 1.0 meaning 100% full-time.
Data Type	Number
Length	7
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011647 FTE is calculated by taking the standard hours per week and dividing it by 40. Example: 20 hours / 40 = .5 FTE. This should never exceed 1.0. Note: For purposes of the HR DED, FTE is separate from benefits eligibility (which is based on standard hours).
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_JOB, PS_POSITION_DATA, PS_JOBCODE_TBL
	Column	STD_HOURS, STD_HOURS, STD_HOURS
	Page	Specific Information/Education and Government
	Navigation	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	FTE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: FTE - Hard-coded based on what is entered in

Date	Notes
	Position Data
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FTE
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period and business practices updated

Action Code | HEJ024

Category	Human Resource / Employee / Employee Job / HEJ024
Description	The Action Code is the action associated with a change to an employee's job record. Examples are Hire, Retirement, Termination, Pay Rate Change, etc. For each HR action, a new row is inserted into the employee's job data. For example, when an employee retires, a new row with an action code of RET is entered.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011655
Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEJ024	Action Code and Action Reason Code has to be a valid combination.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
ADD	Add Non-Employee
ADL	Additional Job
ASC	Assignment Completion
ASG	Assignment
AWD	Award - Monetary
AWH	Award - Non Monetary
BNP	Beginning of the Notice Period
BON	Bonus
CNV	Conversion
COM	Completion
DEM	Demotion
DET	Detail
DTA	Data Change
EDT	End of Detail
EXT	Extension of NTE Date
FSC	Family Status Change

Code	Description
HIR	Hire
INT	Completion of Introductory Per
JED	Earnings Distribution Change
JRC	Job Reclassification
LOA	Leave of Absence
LOF	Layoff
LTD	Long Term Disability With Pay
LTO	Long Term Disability
PAY	Pay Rate Change
PLA	Paid Leave of Absence
POS	Position Change
PRB	Probation
PRC	Completion of Probation
PRE	FPS Prehire
PRO	Promotion
PSF	Change of Pay System
REC	Recall from Suspension/Layoff
REH	Rehire
RET	Retirement
RFA	Return from Temp Assignment
RFD	Return From Disability
RFL	Return from Leave
RNW	Renewal
RTS	Return to Substantive Job
RWB	Return From Wrk Break
RWP	Retirement With Pay
STD	Short Term Disability With Pay
STO	Short Term Disability
SUB	Hold Substantive Job
SUS	Suspension
SWB	Short Work Break
TAS	Temporary Assignment
TDL	Terminate Detail Assignment
TER	Termination
TWB	Terminated With Benefits
TWP	Termination With Pay
XFR	Transfer

Data Source		
	Provider	PeopleSoft
	Table	PS_JOB
	Column	ACTION
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	ACTION_CODE_KEY (links to ACTION_CODE in ACTION_CODE table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ACTION_DT; ADP Table: JOB
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Job Data
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Action
	Jul 30, 2018	Old PS Table: PS_ACTION_XLAT_VW; Old PS Table Field: ACTION
	Feb 14, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Action Code Description   HEJ025

Category	Human Resource / Employee / Employee Job / HEJ025
Description	The Action Code Description is the description of the Action Code (HEJ024; e.g., Action Code of "TER" has an Action Code Description of "Termination").
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011655
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	STGHR.HRREF_PSXLATITEM_VW
	Column	XLATLONGNAME
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	ACTION_CODE	ACTION_CODE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Action
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Action Reason Code HEJ026

Category	Human Resource / Employee / Employee Job / HEJ026
Description	The Action Reason Code is the code for the reason of a particular action. In the example below, an employee is terminated (Action Code) due to resignation (Action Reason). Action Code: TER Action Reason Code: RES Action Reason Description: Resignation
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011655

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEJ026	Action Reason Code cannot be null.

Valid Values

For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source

Provider	PeopleSoft
Table	PS_JOB
Column	ACTION_REASON
Page	Work Location/Reason
Navigation	Workforce Administration > Job Information > Job Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	ACTION_CODE	ACTION_REASON_CODE

Change History

Date	Notes
Jan 1, 2005	New Element

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: ACTION_REASON; ADP Table: JOB
Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason
Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: ACTION_REASON
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Action Reason Description

<div align="right">

HEJ027

</div>

Category	Human Resource / Employee / Employee Job / HEJ027
Description	The Action Reason Description is the description of the Action Reason Code (HEJ026). In the example below, an employee is terminated (Action Code) due to resignation (Action Reason). Action Code: TER Action Reason Code: RES Action Reason Description: Resignation
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011655
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	STGHR.HRREF_ACTION_CODE_VW
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	ACTION_CODE	ACTION_REASON_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Work Location; Old PS Page Field Name: Reason
	Jul 30, 2018	Old PS Table: PS_ACTION_REASON_TBL; Old PS Table Field: DESCR
	Oct 25, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

FLSA Status HEJ028

Category	Human Resource / Employee / Employee Job / HEJ028
Description	FLSA (Fair Labor Standards Act) Status is the exempt or non-exempt designation related to the position responsibilities and eligibility for overtime pay in accordance with the Department of Labor FLSA regulations.
Data Type	Character
Length	2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011600 https://www.dol.gov/agencies/whd/flsa

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEJ028	FLSA Status must be a valid value.

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
A	Administrative
E	Executive
M	Management
N	Nonexempt
O	Outside Salesperson
P	Professional
X	No FLSA Required

Data Source

Provider	PeopleSoft
Table	PS_JOB
Column	FLSA_STATUS
Page	Job Information/USA
Navigation	Workforce Administration > Job Information > Job Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPL_MISC_CODES	FLSA_STATUS

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: LONGNAME; ADP Table: XLATTABLE

Date	Notes
Jul 30, 2018	Old PS Page: Job Information; Old PS Page Field Name: FLSA Status
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: FLSA_STATUS
Jul 12, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

SETID   HEJ029

Category	Human Resource / Employee / Employee Job / HEJ029
Description	The SETID is a five-digit identification code used to identify a USG entity (college/university or System Office). The first three digits of the SETID are the PeopleSoft Company Code, followed by two additional zeroes. For example, SETID (51000) is the PeopleSoft Company Code (510).
Data Type	Character
Length	5
Format	
Collection Period	Daily
Business Practices	Practitioner Process: USGKB0011587 https://www.usg.edu/consolidation
Validation Rules	(None)
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see: PeopleSoft to HRDM Valid Values Mapping

Code	Description
03000	Georgia Institute of Technology
09000	Georgia State University
12000	Augusta University
18000	University of Georgia
21000	Albany State University
22000	Albany State University
24000	Armstrong State University
27000	Augusta State University
28000	Clayton State University
30000	Columbus State University
33000	Fort Valley State University
36000	Georgia College & State University
39000	Georgia Southern University
40000	Georgia Gwinnett College
42000	Georgia Southwestern State University
43000	Kennesaw State University
45000	North Georgia College & State University
48000	Savannah State University

Code	Description
50000	Southern Polytechnic State University
51000	Valdosta State University
53000	University of North Georgia
54000	University of West Georgia
57000	Abraham Baldwin Agricultural College
61000	Atlanta Metropolitan State College
62000	Bainbridge State College
63000	College of Coastal Georgia
69000	Dalton State College
70000	Darton State College
71000	Georgia Perimeter College
72000	East Georgia State College
73000	Georgia Highlands College
75000	Gainesville State College
76000	Gordon State College
81000	Macon State College
83000	Middle Georgia State University
84000	Middle Georgia College
87000	South Georgia College
88000	South Georgia State College
89000	Waycross College
98000	University System Office

Data Source		
	Provider	PeopleSoft
	Table	PS_JOB
	Column	SETID_DEPT
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	SETID

Change History		
	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

Institution Name
HEJ030

Category	Human Resource / Employee / Employee Job / HEJ030
Description	The Institution Name is the name of the USG entity (college/university or System Office); also known as the PeopleSoft

	company. This is a description of the SETID (HEJ029).
Data Type	Character
Length	80
Format	
Collection Period	Daily
Business Practices	Practitioner Process: USGKB0011587
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	HRDM
	Table	USGHR.INSTITUTION
	Column	USG_LONG_DESC
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	(None)

Change History		
	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

Job Indicator   HEJ031

Category	Human Resource / Employee / Employee Job / HEJ031
Description	The job indicator indicates whether a job record is primary or secondary. Only one job for an employee should be marked as the primary job. Any other jobs for an employee should be marked as secondary.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012284 - Good Vibrations - HR Tips & Trends, USGKB0012494

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEJ031	Job Indicator must be P or S. Cannot be blank.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see: [PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	Not Applicable
P	Primary Job
S	Secondary Job

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	JOB_INDICATOR
	Page	Work Location
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	JOB_INDICATOR

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period and business practices updated

Effective Sequence Number HEJ032

Category	Human Resource / Employee / Employee Job / HEJ032
Description	The Effective Sequence Number displays the order of the job actions for employees with multiple job actions on the same effective date for the same employee record number. If there are multiple effective sequences for the same effective date and employee record number, an employee's status is determined by the max effective sequence number for that employee record. If an employee has multiple jobs, then each job (which has its own employee record number) will have its own effective sequence numbers.
Data Type	Number
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011646
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	EFFSEQ
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PROFILE	EFF_SEQUENCE

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

IPEDS Occupational Category Code   HEJ034

Category	Human Resource / Employee / Employee Job / HEJ034
Description	The IPEDS Occupational Category Code is the code used for Integrated Postsecondary Education Data System (IPEDS) reporting.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	IPEDS occupational codes are based on the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: https://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf
Validation Rules	(None)
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
2	Postsecondary Teachers
A	Management Occupations
B	Business and Financial Operations Occupations
C	Computer, Engineering, and Science Occupations
D	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
E	Graduate Assistants - Teaching
H	Archivists, Curators, and Museum Technicians
J	Librarians and Media Collections Specialists
L	Student and Academic Affairs and Other Education Service Occupations
M	Healthcare Practitioners and Technical Occupations
N	No IPEDS Reporting
O	Service Occupations
Q	Sales and Related Occupations
S	Office and Administrative Support Occupations
T	Natural Resources, Construction, and Maintenance Occupations

Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_CODE
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012013
	End:	(None)

Target Fields	(None)

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

IPEDS Occupational Category Description   HEJ035

Category	Human Resource / Employee / Employee Job / HEJ035
Description	The IPEDS Occupational Category Description is the description of the IPEDS Occupational Category Code (HEJ034) used for Integrated Postsecondary Education Data System (IPEDS) reporting.
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	IPEDS occupational category codes are based off of the BCAT (1st 3 digits of the job code, HEJ001) using the following translation: https://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf
Validation Rules	(None)
Valid Values	(None)

Data Source	Provider	HRDM
	Table	USGHR.BCAT_SOC_CROSSWALK
	Column	SOC_IPEDS_DESC
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012013
	End:	(None)

Target Fields	(None)

Change History	Date	Notes
	Mar 8, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated

Salary Plan Description HEJ038

Category	Human Resource / Employee / Employee Job / HEJ038
Description	The Salary Plan Description is the description of the salary plan (HEJ012).
Data Type	Character
Length	120
Format	
Collection Period	Daily
Business Practices	
Validation Rules	(None)
Valid Values	(None)

Data Source

Provider	HRDM
Table	STGHR.HRREF_SALARY_PLAN_VW
Column	DESCR
Page	Default Compensation
Navigation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	STGHR.HRREF_SALARY_PLAN_VW	DESCR

Change History

Date	Notes
Oct 25, 2022	Element Added
Aug 13, 2024	Collection period updated

Payroll

Employee Payroll

Earnings Code HEP001

Category	Human Resource / Payroll / Employee Payroll / HEP001
Description	The Earnings Code indicates the type of earnings an employee has received. For example, the Earnings Code 'OVT' indicates the employee received overtime pay.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011719, USGKB0011714, USGKB0011168, USGKB0012534

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP001	Earnings Code must be valid value.

Valid Values	For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

	Code	Description
	See PeopleSoft to HRDM Valid Value Mapping report for all codes	See PeopleSoft to HRDM Valid Value Mapping report for all descriptions

Data Source	Provider	PeopleSoft
	Table	PS_PAY_ERN_DIST
	Column	ERNCD
	Page	Job Data/Job Earnings Distribution
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	EARNINGS_CODE_KEY (links to EARNINGS_CODE in EARNINGS_CODE table)

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ERNCD_REG_EARNS, ERNCD_REG_HRS, ERNCD_OT_HRS, ERNCD
	Jul 30, 2018	ADP Table: PAY_EARNINGS, PAY_OTH_EARNS
	Jul 30, 2018	Old PS Page: Earnings; Old PS Page Field Name: Earnings Code
	Jul 30, 2018	Old PS Table: PS_PAY_ERN_DIST; Old PS Table Field: ERNCD
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period and business practices updated

Earnings Code Description   HEP002

Category	Human Resource / Payroll / Employee Payroll / HEP002
Description	The Earnings Code Description is the description of the Earnings Code (HEP001).
Data Type	Character
Length	30
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011719, USGKB0011714, USGKB0011168, USGKB0012534
Validation Rules	(None)

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_EARNINGS_TBL
	Column	DESCR
	Page	Job Data/Job Earnings Distribution
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EARNINGS_CODE	EARNINGS_CODE_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Jul 30, 2018	Old PS Page: Earnings Table; Old PS Page Field Name: Description
	Jul 30, 2018	Old PS Table: PS_EARNINGS_TBL; Old PS Table Field: DESCR
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period and business practices updated

Annual Base Benefit Rate — HEP003

Category	Human Resource / Payroll / Employee Payroll / HEP003
Description	The Annual Base Benefit Rate, also known as ABBR, is used to calculate the amount of benefits coverage for the employee. This is used if the employee is eligible for life insurance and/or disability benefits.
Data Type	Number
Length	10.2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012754 – In the Know with OneUSG Connect – April, and USGKB0011714

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP003	Annual Base Benefit Rate cannot be blank.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	ANNL_BENEF_BASE_RT
	Page	Benefit Program Participation/Annual Benefits Base Rate
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	ANNUAL_BASE_BENEFIT_RATE

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ANNL_BENEF_BASE_RT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Benefit Program Participation; Old PS Page Field Name: Annual Benefits Base Rate
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ANNL_BENEF_BASE_RT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period and business practices updated

Annual Salary — HEP004

Category	Human Resource / Payroll / Employee Payroll / HEP004
Description	The Annual Salary is the employee's annual base pay rate plus any annualized additional supplemental pay components (all data entered on the job data panel). Annual salary does not include additional pay panel data.
Data Type	Number
Length	10.2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011243, USGKB0011714

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP004	Annual Salary cannot be blank.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	ANNUAL_RT
	Page	Compensation/Frequency/Compensation Rate
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005	
	End:	(None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	ANNUAL_SALARY

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: ANNL_RATE; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Frequency/Compensation Rate
	Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: ANNUAL_RT
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Monthly Salary

HEP005

Category	Human Resource / Payroll / Employee Payroll / HEP005
Description	The Monthly Salary is derived from the annual salary (HEP004) and the pay frequency.
Data Type	Number
Length	10.2
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011243

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP005	Monthly Salary cannot be blank.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_JOB
	Column	MONTHLY_RT
	Page	Compensation/Monthly Rate
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	MONTHLY_SALARY

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: MONTHLY_RT; ADP Table: JOB
	Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Frequency/Compensation Rate

Date	Notes
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: MONTHLY_RT
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Hourly Salary
<div align="right">HEP006</div>

Category	Human Resource / Payroll / Employee Payroll / HEP006
Description	The Hourly Salary is the amount earned per hour worked. The hourly rate is calculated based on the employee's annual salary (HEP004) and full-time equivalency (HEJ023).
Data Type	Number
Length	10
Format	
Collection Period	Daily
Business Practices	

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEP006	Hourly Salary cannot be blank.

Valid Values: (None)

Data Source

Provider	PeopleSoft
Table	PS_JOB
Column	HOURLY_RT
Page	Job Data/Compensation tab
Navigation	Workforce Administration > Job Information > Job Data

Effective Terms

Start: 012005

End: (None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	HOURLY_SALARY

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: HOURLY_RT; ADP Table: JOB
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Monthly Rate
Jul 30, 2018	Old PS Table: PS_JOB; Old PS Table Field: HOURLY_RT
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Earnings Year to Date HEP007

Category	Human Resource / Payroll / Employee Payroll / HEP007
Description	Earnings Year to Date is the sum of all gross pay for an employee from the beginning of the calendar year through the most recent paycheck.
Data Type	Number
Length	10
Format	
Collection Period	Daily
Business Practices	

Validation Rules

Status: Active

Severity	Code	Description
Error	VHEP007	Earnings Year to Date cannot be null.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_EARNINGS_BAL
Column	GRS_YTD
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	EARNINGS_YTD

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: GRS_YTD; ADP Table: EARNINGS_BAL
Jul 30, 2018	Old PS Page: Earnings Balances; Old PS Page Field Name: Gross Earnings YTD
Jul 30, 2018	Old PS Table: PS_EARNINGS_BAL; Old PS Table Field: GRS_YTD
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Pay Period Amount HEP008

Category	Human Resource / Payroll / Employee Payroll / HEP008
Description	The pay period amount is the dollar amount that the employee was paid (net pay) in the referenced pay period.
Data Type	Number
Length	10.2

Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active

Severity	Code	Description
Error	VHEP008	Pay Period Amount cannot be blank.

Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PAY_ERN_DIST
	Column	EARNINGS
	Page	Paycheck Earnings/Net Pay
	Navigation	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	PAYPERIOD_AMT

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: OT_HRLY_EARNS, REG_HRLY_EARNS, REG_EARNS, OTH_EARNS; ADP Table: PAY_EARNINGS, PAY_OTH_EARNS
	Jul 30, 2018	Old PS Page: Paycheck Earnings; Old PS Page Field Name: Net Pay
	Jul 30, 2018	Old PS Table: PS_PAY_CHECK; Old PS Table Field: TOTAL_GROSS
	Mar 8, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Pay Period End Date — HEP009

Category	Human Resource / Payroll / Employee Payroll / HEP009
Description	The pay period end date is the last day of the pay period for which the employee is being compensated.
Data Type	Date
Length	8
Format	MMDDYYYY
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012667
Validation Rules	Status: Active

Severity	Code	Description
Error	VHEP009	Pay period End Date must not be NULL and must be in range (1/1/1900 to 12/31/2040).

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_PAY_CALENDAR, PS_PAY_CHECK
	Column	PAY_END_DT
	Page	Paycheck Earnings/End Date
	Navigation	Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Effective Terms	Start:	012005
	End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	PAYPERIOD_END_DATE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: PAY_END_DT; ADP Table: PAY_DEDUCTION
Jul 30, 2018	Old PS Page: Earnings Balances; Old PS Page Field Name: Pay Period End
Jul 30, 2018	Old PS Table: PS_PAY_CHECK; Old PS Table Field: PAY_END_DT
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period and business practices updated

Pay Frequency — HEP010

Category	Human Resource / Payroll / Employee Payroll / HEP010
Description	Pay frequency is the interval at which an employee receives a paycheck (i.e., monthly, biweekly).
Data Type	Character
Length	5
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0011243
Validation Rules	(None)
Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
A	Annual
B	Biweekly

Code	Description
D	Daily
M	Monthly
Q	Quarterly
S	Semimonthly
W	Weekly

Data Source		
	Provider	PeopleSoft
	Table	PS_PAYGROUP_TBL
	Column	PAY_FREQUENCY
	Page	N/A
	Navigation	Workforce Administration > Job Information > Job Data

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields			
	Target Type	Table Name	Column Name
	DWH	PAYGROUP	PAY_FREQUENCY

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: PAY_FREQUENCY; ADP Table: PAYGROUP_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Compensation; Old PS Page Field Name: Frequency
	Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: PAY_FREQUENCY
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Paygroup Code   HEP011

Category	Human Resource / Payroll / Employee Payroll / HEP011
Description	A pay group is a grouping of employees based on shared characteristics such as pay frequency and employee type. Pay groups are used to facilitate payroll processing. An employee's position determines the pay group assignment, which is indicated by the Paygroup Code.
Data Type	Character
Length	3
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012170
Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEP011	Paygroup Code must be a valid code. Paygroup cannot be blank.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

PeopleSoft to HRDM Valid Values Mapping

Code	Description
B06	Full-time Biweekly
B07	Students
B08	Part-time Biweekly
BFX	Biweekly Flex Schedule
FWS	Federal Work Study
M01	Monthly Full-Time
M03	Academic Faculty
M04	Part-time Monthly
MEX	Monthly Flex Schedule
MFX	Monthly Faculty Flex Schedule
NPA	Non Paid Affiliate
RET	Retirees for Billing Process
RTB	Retirees – Working Biweekly
RTM	Retirees – Working Monthly
S01	Semi-Monthly
SUM	Summer Faculty

Data Source

Provider	PeopleSoft
Table	PS_PAYGROUP_TBL, PS_JOB
Column	PAYGROUP
Page	Payroll
Navigation	To create, update, or view paygroup: Organizational Development > Position Management > Maintain Position/Budgets > Add/Update Position Info OR To view paygroup: Workforce Administration > Job Information > Job Data

Effective Terms

Start:	012005
End:	(None)

Target Fields

Target Type	Table Name	Column Name
DWH	PAYGROUP	PAYGROUP_CODE

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: PAYGROUP; ADP Table: JOB, PAYGROUP_TBL
Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
Jul 30, 2018	Old PS Page: Payroll; Old PS Page Field Name: Pay Group

Date	Notes
Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL / PS_PAY_DEDUCTION; Old PS Table Field: PAYGROUP
Mar 8, 2022	Element reviewed and updated
Aug 13, 2024	Collection period updated

Paygroup Short Description HEP012

Category	Human Resource / Payroll / Employee Payroll / HEP012
Description	The Paygroup Short Description is a shortened version of the Paygroup Description (HEP017) of the employee's paygroup code (HEP011).
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012170
Validation Rules	(None)

Valid Values

Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:

[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
B06	FT Biweek
B07	Students
B08	PT Biweek
BFX	BW Flex
FWS	Fd WrkStdy
M01	Mo Full
M03	Acad Fac
M04	PT Month
MEX	MEX
MFX	MFX
NPA	Non Pd Aff
RET	RET
RTB	Ret-BW
RTM	Ret-Month
S01	S01
SUM	SUM

Data Source

Provider	PeopleSoft
Table	PS_PAYGROUP_TBL
Column	DESCRSHORT
Page	N/A

	Navigation	N/A
Effective Terms	Start: 012005	
	End: (None)	

Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	PAYGROUP_SHORT_DESC

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: DESCRSHORT; ADP Table: PAYGROUP_TBL
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Payroll; Old PS Page Field Name: Hard coded based on Paygroup selected
	Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: DESCRSHORT
	Jul 12, 2022	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Retiree Paygroup Indicator   HEP013

Category	Human Resource / Payroll / Employee Payroll / HEP013
Description	The Retiree Paygroup Indicator shows if the employee is assigned a retiree paygroup. This element is used to store historical information only.
Data Type	Character
Length	1
Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP013	Retiree Paygroup Indicator must be Y or N.

Valid Values	Listed are all HRDM valid values (including historical values which may no longer be active). For current PS valid values and PS to HRDM translations see:
	[PeopleSoft to HRDM Valid Values Mapping](#)

Code	Description
N	Not in a retiree paygroup
Y	In a retiree paygroup

Data Source	Provider	N/A
	Table	N/A
	Column	N/A

	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012005
	End:	042017

Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	RETIREE_PAYGROUP_IND

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: RETIREE_PAYGROUP; ADP Table: PAYGROUP_TBL
	Jul 30, 2018	Old PS Page: Paygroup Table – Definition; Old PS Page Field Name: N/A
	Jul 30, 2018	Old PS Table: PS_PAYGROUP_TBL; Old PS Table Field: RETIREE_PAYGROUP
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Sick Leave Balance Hours Year to Date — HEP014

Category	Human Resource / Payroll / Employee Payroll / HEP014
Description	Sick Leave Balance Hours Year to Date is the number of hours of sick leave available to an employee. This is calculated by subtracting sick leave hours reported as used from sick leave hours accrued.
Data Type	Number
Length	6
Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP014	Sick Leave Balance Hours Year to Date cannot be null.

Valid Values	(None)	
Data Source	Provider	PeopleSoft
	Table	PS_LEAVE_ACCRUAL
	Column	USER_BAL, where PLAN_TYPE = "50"
	Page	N/A
	Navigation	N/A
Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	SICK_LEAVE_BALANCE_HRS_YTD

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: USER2_NBR; ADP Table: HRUSER_DATA
	Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box
	Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD
	Aug 15, 2023	Element reviewed and updated
	Aug 13, 2024	Collection period updated

Vacation Leave Balance Hours Year to Date　　　　　　　　　　　　　　HEP015

Category	Human Resource / Payroll / Employee Payroll / HEP015
Description	Vacation Leave Balance Hours Year to Date is the number of hours of vacation/annual leave available to an employee. This is calculated by subtracting vacation leave hours reported as used from vacation leave hours accrued (where vacation leave accrual is capped at 360 hours eligible for carryover to the next calendar year).
Data Type	Number
Length	6
Format	
Collection Period	Daily
Business Practices	

Validation Rules	Status: Active		
	Severity	Code	Description
	Error	VHEP015	Vacation Leave Balance Hours Year to Date cannot be null.

Valid Values	(None)

Data Source	Provider	PeopleSoft
	Table	PS_LEAVE_ACCRUAL
	Column	USER_BAL, where PLAN_TYPE = "51"
	Page	N/A
	Navigation	N/A

Effective Terms	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	EMPLOYEE_PAYROLL	VACATION_BALANCE_HRS_YTD

Change History	Date	Notes
	Jan 1, 2005	New Element

Date	Notes
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: USER1_NBR; ADP Table: HRUSER_DATA
Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box
Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD – HRS_TAKEN_YTD
Aug 15, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Military Leave Balance Hours Year to Date   HEP016

Category	Human Resource / Payroll / Employee Payroll / HEP016
Description	Military Leave Balance Hours Year to Date is the number of hours of military leave available to an employee. This is a per-take entitlement of leave. Once military leave is requested and approved, hours are automatically deducted from available hours. This element is used to store historical information only. The calendar year for military leave runs October 1st - September 30.
Data Type	Number
Length	6
Format	
Collection Period	Daily
Business Practices	

Validation Rules	**Status: Active**

Severity	Code	Description
Error	VHEP016	Military Leave Balance Hours Year to Date cannot be null.

Valid Values	(None)

Data Source

Provider	PeopleSoft
Table	PS_LEAVE_ACCRUAL
Column	USER_BAL, where PLAN_TYPE = "5Z"
Page	N/A
Navigation	N/A

Effective Terms

Start:	012005
End:	082009

Target Fields

Target Type	Table Name	Column Name
DWH	EMPLOYEE_PAYROLL	MILITARY_LEAVE_BALANCE_HRS_YTD

Change History

Date	Notes
Jan 1, 2005	New Element
Nov 6, 2009	Added ADP Translations.
Jul 30, 2018	ADP Element Name: USER3_NBR; ADP Table: HRUSER_DATA

Date	Notes
Jul 30, 2018	Old PS Menu Path: Benefits, Enroll In Benefits, Leave Plans
Jul 30, 2018	Old PS Page: Leave Accrual Balances; Old PS Page Field Name: Accrual Balances - Hours group box
Jul 30, 2018	Old PS Table: PS_LEAVE_ACCRUAL; Old PS Table Field: HRS_CARRYOVER + HRS_EARNED_YTD + HRS_ADJUST_YTD - HRS_TAKEN_YTD
Dec 5, 2023	Element reviewed and updated
Aug 13, 2024	Collection period updated

Paygroup Description HEP017

Category	Human Resource / Payroll / Employee Payroll / HEP017
Description	The Paygroup Description is a description of the employee's paygroup code (HEP011).
Data Type	Character
Length	10
Format	
Collection Period	Daily
Business Practices	Practitioner Process: Knowledge Article USGKB0012170
Validation Rules	(None)
Valid Values	(None)

Data Source		
	Provider	PeopleSoft
	Table	PS_PAYGROUP_TBL
	Column	DESCR
	Page	N/A
	Navigation	N/A

Effective Terms		
	Start:	012005
	End:	(None)

Target Fields	Target Type	Table Name	Column Name
	DWH	PAYGROUP	PAYGROUP_LONG_DESC

Change History	Date	Notes
	Jul 12, 2022	Element added to HR DED
	Aug 13, 2024	Collection period updated