

## Overview and general explanation of this file

The data contained in this file is for fiscal year 2011, July 1, 2010 - June 30, 2011. If you received this data last year it was for calendar year 2010. Therefore there is an overlap of 6 months in the two years data. The overlap is for the period July 1, 2010 - December 31, 2010. The data for this period is contained in both files. This overlap will only occur this year of transition from a calendar year file to a fiscal year file.

The data is split into three spreadsheets: HR, Earnings, and metadata. Earnings represent the total expenditures on behalf of each individual for all positions from the previous fiscal year. While the Earnings data is summed up by individual, the HR data represents all currently active positions the individual held as of June 30, 2011.

The relationship between HR and Earnings is not always direct, especially when the individual had held or currently holds multiple positions in state service. An individual may have earned their previous year's earnings in a completely different position or set of positions sometimes crossing multiple agencies. Please keep in mind that any number representing earnings is total earnings for all positions from all agencies for the previous year and not an isolated subset.

Within the Earnings tab of the file, the dollars included in the salary column represents the total amount expended on behalf of the individual for regular work, vacation, sick, holiday etc. for full time, part time, seasonal and other service as of June 30, 2011. This also includes any additional compensation for items above base salary such as achievement awards and vacation conversion to deferred compensation.

This amount does not represent what would appear on their W2 as various types of earnings are taxable and others are not. Plus, the information on their W2 is calendar year data and this file contains fiscal year data. The figure does not necessarily reflect the employee's current or annualized salary.

The metadata sheet explains the fields in the other two spreadsheets.

Due to the nature of this data (it contains multiple appointments for a single employee) some knowledge in building and working with databases is necessary to properly join the tables and extract the data. This is not a service that MMB provides.