

**HR Table Extract Elements**

| Field                 | Name                                   | Description   |
|-----------------------|--|---|
| TEMPORARY_EMPLOYEE_ID | Temporary Employee Number              | Number which identifies an Employee. This is a unique number created just for this report and is not an extract from the database.  |
| EMPL_REC_NBR          | Employment Record Number               | Number which identifies an employee record number. Assigned number used to differentiate concurrent active appointments for an employee (used in association with the employee ID).                   |
| EMPL_NM               | Employee Name                          | Name of the Employee  |
| EMPLT_AGENCY_NBR      | Employment Agency Number               | Number which identifies an Agency associated with the SEMA4 Department ID. An agency is an employing organization within state government.  |
| EMPLT_AGENCY_NM       | Employment Agency Name                 | Name of the state agency.   |
| DEPT_NBR              | Department Number                      | Number which identifies a further breakdown of the agency.  |
| DEPT_NM               | Department Name                        | Name (30-character) of a department.  |
| DEPT_BRANCH_CD        | Department Branch Code                 | Code which represents the branch of government with which a department is affiliated.   |
| DEPT_BRANCH_NM        | Department Branch Description          | Name of the branch of government with which a department is affiliated.   |
| JOB_CD                | Job Code                               | Code which represents a state job classification related to a particular position.  |
| JOB_DESC              | Job Description                        | Description (30-character) of the job code.   |
| LOCN_CD               | Location Code                          | Code which represents an agency's location address. The location code corresponds to an address on the Location table.  |
| ZIP_CD                | Zip Code                               | Code which represents the U.S. Postal Service zip code designation for a state office.  |
| RGLR_TMPRY_CD         | Regular/Temporary Code                 | Code (one-digit) which represents the appointment status (i.e. shows how the employee is appointed: unlimited, limited, temporary, etc.).   |
| RGLR_TMPRY_DESC       | Regular/Temporary Description          | Description of the Regular/Temporary (appointment status) code.   |
| CLASSIFIED_CD         | Employee Classification Code           | Code which represents the classification status of position (i.e. classified, unclassified, non status).  |
| CLASSIFIED_DESC       | Employee Classification Description    | Description of employee classification.   |
| ORIG_HIRE_DT          | Original Hire Date                     | Date employee originally started work with the state. This date would theoretically never be changed.   |
| LAST_HIRE_DT          | State Last Hire Date                   | Date of the employee's most recent return to the state following a period in which the employee did not work for the state.   |
| JOB_ENTRY_DT          | Job Entry Date                         | Date that the employee entered the job class (job code).  |
| FULL_PART_TM_CD       | Full/Part Time Code                    | Code which represents a position; whether it is full time, part time, or intermittent.  |
| FULL_PART_TM_DESC     | Full/Part Time Description             | Description of the FULL_PART_TM_CD: Full time, part time, or intermittent.  |
| SLRY_ADMIN_PLAN_NBR   | Salary Admin Plan Number               | Number which identifies a salary Admin Plan (grid) which is a matrix of hourly, monthly, and annual rates of pay, usually unique to a group of classes, such as those contained in a bargaining unit. |
| SLRY_GRADE_NBR        | Salary Grade Number                    | Number which identifies the salary Grade (range) for a job on the Salary Admin Plan.  |
| MAX_SLRY_STEP_NBR     | Max Salary Step Number                 | Number which identifies the highest step at which an appointment can be made to a job code.   |
| CMPTN_RT              | Compensation Rate                      | Rate at which an employee is paid. This rate reflects the most current rate the employee was paid either on or before June 30, 2011.  |
| CMPTN_FREQ_CD         | Compensation Frequency Code            | Code which represents the frequency (i.e. weekly, bi-weekly) that an employee is paid.  |
| CMPTN_FREQ_DESC       | Compensation Frequency Description     | Description of the compensation frequency.  |
| POSN_FTE_PRCT_RT      | Position Full-Time Equivalency Percent | Rate of percentage of full-time that employees are intended to normally work in their jobs. FTE =(full-time equivalency). Does not represent actual hours worked.                                     |
| BRNGG_UNIT_NBR        | Bargaining Unit Number                 | Number which identifies an Employee's bargaining unit. A bargaining unit is a group of employees in similar occupational categories.  |
| BRNGG_UNIT_NM         | Bargaining Unit Name                   | Name of the bargaining unit.  |
| ACTIVE_JUNE30_2011    | Active on June 30, 2011                | Based on Employee's working status code as of June 30, 2011. Yes=Active or Paid Leave. No=Deceased, Retired, Terminated, Layoff, Seasonal Layoff, or Leave of Absence.                                |

**Earnings file Elements**

| Column                | Name                      | Description   |
|-----------------------|---------------------------|---|
| TEMPORARY_EMPLOYEE_ID | Temporary Employee Number | Number which identifies an Employee. This is a unique number created just for this report and is not an extract from the database.  |
| EMPL_NBR              | Employee Number           | Number which identifies an Employee. A unique SEMA4-assigned number used to identify an employee throughout his or her state career. This number is not displayed for employees with appointments in the Judicial Branch.   |
| SALARY                |                           | Total amount expended to the individual for regular work, vacation, sick, holiday etc. for full time, part time, seasonal and other service per all paychecks dated between July 1, 2010 and June 30, 2011. This also includes any additional compensation for items above base salary such as vacation time 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. In addition, the figure does not necessarily reflect the employee's current or annualized salary. |
| OVERTIME              |                           | total amount for overtime, call back/call in, overload, etc..   |
| DIFFERENTIALS_ETC     |                           | total amount for differentials (including shift, equipment, bridge/intermittent foreman, corrections trade, delivery van driver), on call, etc..  |
| OTHER_PAY             |                           | total amount for separation expenses (including severance pay, vacation liquidation, retirement incentive), relocation expenses, clothing/uniform allowance, communication allowance, etc..   |