

## MAC2 Employee Data System (EDS)

### File Edit Checks

One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	<a href="#">DD2</a>	Must be fall term.	Use Term Identifier Fall -1
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative employee identifier ( 9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	1	1	Digit	Gender	<a href="#">DD21</a>	Blank not valid. Valid codes are 1, 2, 3, or 4.	Employee gender or assigned gender if unknown.
8	8	8	Digits	Birthdate	<a href="#">DD27</a>	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Report 00000000 if unknown.	Employee's date of birth. (YYYYMMDD)
9	1	1	Digit	Full-time / Part-time Status	<a href="#">DD86</a>	Blank not valid. Valid codes are 1 (Full-time) or 2 (Part-time).	Number of hours worked per week.
10	4	4	Digits	Date of Initial Employment	<a href="#">DD87</a>	Blank not valid. Must be valid 2 digit month and 2 digit year (MMYY).	Month and year when hired.
11	4	4	Digits	Date Employed in Current Faculty Rank/Position	<a href="#">DD88</a>	Blank not valid. Must be valid 2 digit month and 2 digit year (MMYY).	Effective date of appointment to current faculty position. (MMYY)
12	2	2	Digits	Principal Occupational Assignment	<a href="#">DD89</a>	Blank not valid. Valid codes are 2 digits (00 and 11 thru 19 and 21 thru 31).	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
13	1	1	Digit	Academic Rank	<a href="#">DD90</a>	Blank not valid. Valid codes are 1 digit (1 thru 7).	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer
14	1	1	Decimal	Academic Tenure Status	<a href="#">DD91</a>	Blank not valid. Valid codes are 1, 2, 3, or 4.	Status of staff having academic rank as related to permanence of position.
15	2	2	Digits	Program Assignment	<a href="#">DD92</a>	Blank not valid. Must be 2 digits (01-23, 49-56, 96-99). Crosschecked with Field 12 Principal Occupational Assignment.	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.

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16	0	1	Digit	Graduate Assistant Flag	<a href="#">DD102</a>	Valid codes are blank or 1.	1=Graduate Assistant blank if not graduate assistant
17	0	1	Digit	Instruction Sub-Code	<a href="#">DD103</a>	Valid codes are 1, 2, 3 or blank.	1 = Exclusively Credit 2 = Exclusively not-for-credit 3 = Combination credit/not-for-credit Blank = employee not primarily instruction
18	1	1	Digit	Employment Contract Renewable Flag	<a href="#">DD104</a>	Blank not valid. Valid codes are 1, 2, 3 or 4.	1 = Multi-year contract renewable 2 = Annual contract renewable 3 = Less than annual Contract/Other/no contract at all 4 = Indefinite duration contract (continuing or at-will) Blank not valid
19	1	1	Digit	Contract	<a href="#">DD93</a>	Blank not valid. Valid codes are 4, 5, 6, 7, 9.	Employee's salary contract type. 4 = 9- Month Contract 5 = 10- Month Contract 6 = 11-Month Contract 7 = 12-Month Contract 9 = Less than 9-Month Contract or Other (no contract)
20	6	6	Digit	Salary/Wage	<a href="#">DD94</a>	Blank not valid. 6 digits - Full dollar amount (no decimals).	Total yearly salary to nearest whole dollar or 000001 = Unknown 000007 = Faculty on leave without pay 000008 = An employee on military pay scale 000009 = members of religious orders whose services are valued by bookkeeping entries
21	1	1	Digit	Highest Degree Attained	<a href="#">DD95</a>	Blank not valid. Valid codes are 0 through 9.	The highest award conferred to employee by an institution of higher education.
22	1	1	Digit	Promotion	<a href="#">DD96</a>	Blank not valid. Valid codes are 1, 2, 3 or 9.	Professional employee promoted during the last 12 months. 1 = Yes 2 = No 3 = Non-Professional Employee 9 = Unknown
23	1	1	Digit	Appointment Status	<a href="#">DD97</a>	Must not be blank. Must be 1 or 2.	1=Permanent 2=Temporary
24	1	1	Digit	US Citizenship	<a href="#">DD24</a>	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
25	0	1	Alphabetic	Hispanic/Latino Ethnicity	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.

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26	0	1	Digit	White	<a href="#">DD26.1</a>	Must be 1 or blank.	Employee identifies with White Race category.
27	0	1	Digit	Black/African American	<a href="#">DD26.2</a>	Must be 2 or blank.	Employee identifies with Black Race category.
28	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Employee identifies with Asian Race category.
29	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Employee identifies with Native American Race category.
30	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	Must be 5 or blank.	Employee identifies with Native Hawaiian/ Pacific Islander category.