Employee Data System (EDS) Revised File Layout for 2012-13 Submission
New Fields are highlighted in Yellow
Updated Fields highlighted in Blue

Record Position	Field Length	Data Element	Data Dictionary Reference	Description
1-4	4	Collection Year	DD1	Year in which data are reported "October 1, 1980" = 1980
5-10	6	FICE Code	DD3	Federal code number for reporting institution
11	1	Sub-campus Code	DD4	Code used by institutions for multi-campus or organizational identification.
12-20	9	Employee ID	DD5	Social Security Number or alternative identifier or Individual Taxpayer Identification Number (ITIN)
21	1	Identification Type	DD6	Code "blank" if the identification number is a Real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN.
22	1	Gender	DD21	Employee's gender or assigned gender if unknown
23	1	Race/Ethnic (1997 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available after 2010 and beyond
24-27	4	Birth Year	DD22	Year in which employee was born.
28	1	Full-Time/Part-Time Status	DD86	Number of hours worked per week
29-32	4	Date if Initial Employment	DD87	Month and year when hired
33-36	4	Date Employed in Current Faculty Rank/Position	DD88	Effective date of appointment to current faculty rank/position
37	1	Blank		Space
38-39	2	Principal Occupational Assignment	DD89	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
40	1	Academic Rank	DD90	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer
41	1	Academic Tenure Status	DD91	Status of staff having academic rank as related to permanence of the position
42-43	2	Program Assignment	DD92	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.
44	1	Graduate Assistant Flag	DD102	"1" or Blank
45	1	Instruction Sub-code	DD103	1 = Exclusively Credit 2 = Exclusively not-for-credit 3 = Combination credit/not-for-credit
46-48	3	Blank		Space
49	1	Multi-year Contract Flag	DD104	"1" or Blank
50	1	Contract	DD93	Employee's salary contract
51-56	6	Salary/Wage	DD94	Total yearly salary to the nearest whole dollar.
57	1	Highest Degree Attained	DD95	The highest award conferred by an institution of higher education.
58	1	Promotion	DD96	Professional employee promoted during the last 12 months

Record Position	Field Length	Data Element	Data Dictionary Reference	Description
59	1	Appointment Status	DD97	1= Permanent; 2= Temporary

Employee Data System (EDS) File Revised Layout for 2012-13 Submission (Continued)

Record Position	Field Length	Data Element	Data Dictionary Reference	Description
60	1	US Citizenship	DD24	Identifies whether student is in the U.S. Citizenship Group or not
61	1	Hispanic Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards
62	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards
63	1	Black/African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards
64	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards
65	1	American Indian (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards
66	1	Native Hawaiian (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards
67-80	14	Reserved for future		Must be blank

Data Dictionary changes:

ELEMENT TITLE:

Principal Occupational Assignment

DEFINITION: The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows in the New Principal Occupational Assignment codes as of 2012. The old occupational codes 00-10 are no longer used as of the 2012 collection. See Crosswalk for Old assignments to the new codes.

FORMAT: Numeric – 2 digits

CODES: **New Principal Occupational Assignments as of 2012 Submission (Do not use 01-10 previously used codes)**
00 = Unknown
11 = Management Occupations
12 = Business and Financial Operations Occupations
13 = Computer, Engineering, and Sciences Occupations
14 = Community Service, Legal, Arts, and Media Occupations
15 = Instruction
16 = Instruction combined with research and/or public service (I/R/PS)
17 = Research
18 = Public Service
19 = Graduate Assistants – Teaching
~~**20 = Graduate Assistants – Research (I/R/PS)**~~ **Removed by IPEDS**
21 = Archivists, Curators, and Museum Technicians
22 = Librarians
23 = Library Technicians
24 = Other Teachers and Instructional Support (revised: November 2012)
25 = Healthcare Practitioners and Technical Occupations
26 = Service Occupations
27 = Sales and Related Occupations
28 = Office and Administrative Support Occupations
29 = Natural Resources, Construction, and Maintenance Occupations
30 = Production, Transportation, and Material Moving Occupations
31 = Military Staff (MHEC will collect although not required by IPEDS)

CODES PRIOR TO 2012 ARE NO LONGER USED:
01 = Executive/Administrative/Managerial (no longer used)
02 = Faculty/Instructional (no longer used)
03 = Faculty/Research (no longer used)
04 = Faculty/Public Service (no longer used)

05 = Teaching (or Research) Assistants or Associates-Typically   graduate students (no longer used)
06 = Professional (Other than Executive/Administrative/Managerial and Faculty) (no longer used)
07 = Clerical and Secretarial (no longer used)
08 = Technical and Paraprofessional (no longer used)
09 = Skilled Crafted (no longer used)
10 = Service/Maintenance (no longer used)

COMMENTS: For IPEDS purposes, Graduate Assistants are considered part-time only and are only collected in the following categories:
(11) Management
(12) Business and Financial Operations
(13) Computer, Engineering, and Science
(14) Community Service, Legal, Arts and Media
(17) Research
(19) Teaching
(**20) Graduate Assistants – Research (I/R/PS) Removed by IPEDS**
(22, 23, 24) Librarians, Library Technicians, Other Teachers and Instructional Support Staff (revised: November 2012)
(25) Healthcare Practitioners and Technical.

RELATED TO: Academic Rank

GLOSSARY: The principal activity that a staff member is assigned to support the mission of the institution.

SYSTEMS: EDS

SYSNAME: PRINOCC

DOCUMENTED: 1995   Revised: May 2012
                          Revised: November 2012

-DD 89-

ELEMENT TITLE:

Graduate Assistant Flag

DEFINITION: This flag defines if an employee is a graduate assistant.

FORMAT: Numeric – blank valid

CODES: 1 = Graduate assistant
blank = not a graduate assistant

COMMENTS: If the employee is a graduate assistant, the flag must be set to "1" indicating that status, otherwise is should be blank.

For IPEDS purposes, Graduate Assistants are considered part-time only and are only collected in the following categories:
(11) Management
(12) Business and Financial Operations
(13) Computer, Engineering, and Science
(14) Community Service, Legal, Arts and Media
(17) Research
(19) Teaching
~~(20) Graduate Assistants – Research (I/R/PS) Removed by IPEDS~~
(22, 23, 24) Librarians, Library Technicians, Other Teachers and Instructional Support Staff (revised: November 2012)
(25) Healthcare Practitioners and Technical.

RELATED TO: Principal Occupational Assignment

GLOSSARY: GRADUATE ASSISTANT FLAG

SYSTEMS: EDS

SYSNAME: GRADASST

DOCUMENTED: 05/14/2012

-DD 102-

ELEMENT TITLE:

Instruction Sub-Code

DEFINITION: The codes which provides additional sub-code information for the Instructional Occupational Category

FORMAT: numeric – 1 digit

CODES: 1 = Exclusively Credit
2 = Exclusively not-for-credit
3 = Combination credit/not-for-credit
blank if not primarily instructional

COMMENTS: Revised Instruction occupational categories must be reported for three subcategories

RELATED TO: Principal Occupational Codes

GLOSSARY:

SYSTEMS: EDS

SYSNAME: PRINST

DOCUMENTED: 05/14/2012 Revised:

-DD103-

Data Dictionary Changes

ELEMENT TITLE:

Contract

DEFINITION: Type of salary contract for employees

FORMAT: Numeric – 1 digit

CODES: 1 = 9-10 Month Contract: The term 9-month contract applies to employees who work for two semesters, two four-month sessions or the equivalent. (no longer used)

2 = 11-12 Month Contract: Employed for the entire year. (no longer used)

3 = Other (no longer used)

New Contract codes as of 2012 submission (Do not use codes 1-3 any longer)

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 at all)

COMMENTS: Include faculty on sabbatical leave (with or without pay) and persons on leave if they remain on the payroll.

RELATED TO: Salary

GLOSSARY: Period employed for receiving an annual salary.

SYSTEMS: EDS

SYSNAME: CONTRACT

DOCUMENTED: 1995 Revised: 05/14/2012

-DD 93-

ELEMENT TITLE:

Multi-year Contract Flag

DEFINITION: The flag indicates that the employee has a multi-year contract (a contract or employment agreement that is in effect for more than one year or more than 365 days where subsequent years of the contract may be contingent upon other factors such as the appropriation of funds. The renewal period of a multi-year contract is not on an annual basic; a 5-year multi-year contract is renewed every 5 years NOT annually).

FORMAT: Numeric – 1 digit (blank valid)

CODES: 1 = Multi-year contract
blank = not a multi-year contract

COMMENTS: If the employee has a multi-year contract, the flag must be set to "1" indicating that it is a multi-year contract, otherwise is should be blank.

RELATED TO: Contract

GLOSSARY:

SYSTEMS: EDS

SYSNAME: MYRCONT

DOCUMENTED: 2012   Revised:

- DD104 -