

FLORIDA COLLEGE SYSTEM

ANNUAL PERSONNEL REPORT

HISTORICAL DOCUMENTATION

July 1, 2009

Overview

The Annual Personnel Report has evolved and matured over the last ten years since the original conceptualization in 1988. Understanding how, when, and why data elements were changed is critical when the Community College and Technical Center MIS (CCTCMIS) responds to requests for information that span several years. The historical change document outlines additions, deletions, and changes to the Student Data Base. This document was created by reviewing existing listings, catalogs, and dictionaries of data elements.

Historical data element change documentation

The short descriptions that follow outline each data element field tracked in the historical data element change document, along with the codes used to document the changes, additions, and deletions to the data elements over the previous years.

Number

Data elements are numbered using a four-digit element number methodology.

Element Name

The full name of the element. Global Changes will be located in this field for changes that affect all data elements in the data element dictionary.

Column Name

The name of the column in DB2 which stores the data element. Reserved for future use.

Description

A description of the meaning or intended use of the data element.

Change Date

The date the data element was created or changed.

Implement Date

The date the creation or change was implemented.

Change Code

Codes used for documenting the additions, deletions, or changes made to the data elements.

- EL Data Element
- NU Data Element Number
- EN Data Element Name
- CN Column Name
- DS Data Element Description
- TV Data Element Table Value
- ED Data Element Edit Criteria
- PD Data Element Physical Description

Change

The data element as reflected after the change.

Reason

The reason why the addition, deletion, or change was made to the data element.

INDEX

Included within this section is the historical data element dictionary index. This index identifies the data element number and name. The data elements are arranged in data element number order for the Annual Personnel Report

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| Number | Element Name |
|---------------|------------------------------|
| 0000 | Global Changes |
| 0010 | Reporting Institution |
| 0015 | Term Identifier |
| 0020 | Person Identification Number |
| 0030 | Last Name |
| 0031 | First Name |
| 0032 | Middle Initial |
| 0035 | Gender |
| 0040 | Ethnic Origin |

| | |
|------|---------------------------------------|
| 0050 | Citizenship |
| 0060 | Date Hired at the Institution |
| 0070 | Terms/Semesters Employed |
| 0080 | Temporary Employment |
| 0090 | Full-Time/Part-Time |
| 0095 | Exempt From Public Records |
| 0100 | Annual Salary |
| 0110 | Date of Birth |
| 0120 | Position Title (College Title) |
| 0130 | Activity - Occupational Activity Code |
| 0140 | Support |
| 0150 | Rank |
| 0160 | Degree |
| 0170 | Leave Type |
| 0180 | Tenure Status |
| 0185 | Faculty Status |
| 0190 | Tenure Date |
| 0200 | Termination Date |
| 0210 | Termination Status |
| 0220 | Soft-Money |
| 0225 | EAM Indicator |
| 0230 | Organizational Unit & GL Code |
| 0235 | Race-White |
| 0240 | Race-Black or African American |
| 0245 | Race-Asian |
| 0250 | Race-American Indian/Alaskan Native |
| 0255 | Race-Native Hawaiian/Pacific Islander |
| 0260 | Ethnicity-Hispanic/Latino |

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| NUMBER: 0000 | | ELEMENT NAME: Global Changes | | |
|--|---------------|-------------------------------------|--|--|
| DESCRIPTION: A list of generic changes that affect all data elements in the Annual Personnel Reports data element dictionary. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Added | Expand Record length to 150 characters | To make record length large enough to add Organizational Unit and GL Codes (DE 0230) |

| NUMBER: 0010 | | ELEMENT NAME: Reporting Institution | | |
|---|---------------|--|---|---|
| DESCRIPTION: FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EN-Change | Reporting Institution | Added FICE codes for each Community College. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1990/07/15 | 1988-89 | EN-Change | Institution (FICE) Code: | Changed to clarify the definition of the FICE code. |
| 1990/07/15 | 1990-91 | DS-Change | The Federal Interagency Committee of Education (FICE) code, a 6-digit number. Leading zeros must be reported. | Changed to provide a better description of the data element. |
| 1992/11/04 | 1992-93 | EN-Change | Reporting Institution | Changed the element name to better represent the data stored. |

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| NUMBER: 0010 | | ELEMENT NAME: Reporting Institution | | |
|---|---------------|--|---|---|
| DESCRIPTION: FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/11/04 | 1992-93 | DS-Change | FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare. | Clarifies the coding for the FICE code. |
| 2003/07/01 | 2003-04 | DS-Change | OPEID code. The Office of Postsecondary Education Code is an unstructured number unique for each institution. | Change from Office of Postsecondary Education in referencing Reporting Institution Code |
| 2008/07/01 | 2008-09 | TV-Change | Daytona Beach and Okaloosa Walton Changed to Daytona and NorthWest Fla | Table values changed |

| NUMBER: 0015 | | ELEMENT NAME: Term Identifier | | |
|--|---------------|--------------------------------------|---|----------------|
| DESCRIPTION: Code indicating the academic term within the reporting year. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2003/07/01 | 2003-04 | EL-Added | New Element | Data Integrity |
| 2003/07/01 | 2003-04 | TV-Added | Table value 4CCYY Term 4(Annual) with the year attached ex. 42005 | Data Integrity |
| 2003/07/01 | 2003-04 | ED-Added | 1. Missing, Invalid, or non-Numeric. Critical | Data Integrity |

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| NUMBER: 0020 | | ELEMENT NAME: Person Identification Number | | |
|---|---------------|---|---------------------------------|--|
| DESCRIPTION: This is a unique nine digit number. Social Security number may be used. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EN-Change | Person Identification Number | Changed to provide a better description of the data element. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(09) | Changed from 9(9) to 9(09) for consistency. |
| 1990/07/15 | 1990-91 | EN-Change | Personnel Identification Number | Changed to provide a better description of the data element. |
| 1992/11/04 | 1992-93 | EN-Change | Person Identification Number | Changed to provide a better description of the data element. |

| NUMBER: 0030 | | ELEMENT NAME: Last Name | | |
|---|---------------|--------------------------------|--|---|
| DESCRIPTION: Last name of person. Required for full-time non-temporary non-terminated personnel. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EN-Change | Last Name | Separated Last, First, and Middle Initial into three separate elements. |
| 1988/07/15 | 1988-89 | DS-Change | Last name of person. | New definition to coincide with the new element name. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(18) | Physical description to define last name. |
| 1990/07/15 | 1990-91 | NU-Change | 0031 | Changed from 0030 to 0031. |
| 1992/10/14 | 1992-93 | NU-Change | 0030 | Changed from 0031 back to 0030. |
| 1992/10/14 | 1992-93 | DS-Added | Required for full-time non-temporary non-terminated personnel. | Added requirements for coding the employee's last name. |

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| NUMBER: 0030 | | ELEMENT NAME: Last Name | | |
|---|---------------|--------------------------------|---|--|
| DESCRIPTION: Last name of person. Required for full-time non-temporary non-terminated personnel. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/10/14 | 1992-93 | ED-Added | Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) INFORMATIONAL | Added to flag if the last name is missing for either a full-time, non-temporary or non-terminated employee. |
| 1995/07/01 | 1994-95 | ED-Change | Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current APR year))) CRITICAL | Changed to specify the Annual Personnel Report year because name changed to differentiate between new expanded PDB and this data base. |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and DOB (DE 0110) and Gender(DE0035) and Ethnicity (DE0040) INFORMATIONAL | Added Edit to flag duplicate records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE 0040) CRITICAL | Edit changed to critical to not allow duplications |
| 2008/07/01 | 2008-09 | ED-Change | Missing and (Full-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N") | Termination Status (DE 0210) and Termination Date (DE 0200) were deleted. |

| NUMBER: 0031 | | ELEMENT NAME: First Name | | |
|---|---------------|---------------------------------|---------------|---|
| DESCRIPTION: First name of person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EL-Added | First Name | Separated Last, First, and Middle Initial into three separate elements. |
| 1990/07/15 | 1990-91 | NU-Change | 0032 | Changed to 0032 from 0031. |
| 1992/10/14 | 1992-93 | NU-Change | 0031 | Changed from 0032 to 0031. |

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| NUMBER: 0031 | | ELEMENT NAME: First Name | | |
|---|---------------|---------------------------------|--|--|
| DESCRIPTION: First name of person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/10/14 | 1992-93 | ED-Added | Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) INFORMATIONAL | Added to flag if the first name is missing for either a full-time, non-temporary or non-terminated employee. |
| 1995/07/11 | 1994-95 | ED-Change | Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current APR year))) INFORMATIONAL | Changed to specify the Annual Personnel Report year because name changed to differentiate between new expanded PDB and this data base. |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040) INFORMATIONAL | Added Edit to flag Duplicate Records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) CRITICAL | Edit changed to critical to not allow duplications |
| 2008/07/01 | 2008-09 | ED-Change | Missing and (Full-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N") | Termination Status (DE 0210) and Termination Date (DE 0200) were deleted. |

| NUMBER: 0032 | | ELEMENT NAME: Middle Initial | | |
|---|---------------|-------------------------------------|----------------|---|
| DESCRIPTION: Middle initial of person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EL-Added | Middle Initial | Separated Last, First, and Middle Initial into three separate elements. |
| 1990/07/15 | 1990-91 | NU-Change | 0033 | Changed from 0032 to 0033. |
| 1992/11/04 | 1992-93 | NU-Change | 0032 | Changed from 0033 to 0032. |

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| NUMBER: 0032 | | ELEMENT NAME: Middle Initial | | |
|---|---------------|-------------------------------------|--|---|
| DESCRIPTION: Middle initial of person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate DOB and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender(DE 0035) and Ethnicity (DE 0040) | Added Edit to flag Duplicate Records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate Middle Initial (DE 0032) and Last Name (DE 0030) and First Name (DE 0031) and DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE 0040) CRITICAL | Edit changed to critical to not allow duplicate records |

| NUMBER: 0035 | | ELEMENT NAME: Gender | | |
|---|---------------|-----------------------------|---|--|
| DESCRIPTION: The gender of the person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988 98 | ED-Change | Missing or invalid CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | DS-Change | The gender of the person. | Better description than Male, Female. |
| 1988/07/15 | 1988-89 | TV-Change | M - Male F - Female | Consistent format for defining table values. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 1990/07/15 | 1990-91 | ED-Change | Missing CRITICAL | Dropped the edit criteria for invalid, since a separate edit for invalid codes is available. |
| 1992/11/04 | 1992 99 | ED-Change | Missing or invalid CRITICAL | Added the edit criteria for invalid gender codes. |
| 2000/07/01 | 2000-01 | TV-Added | X – Unknown/Not Applicable | Changed to match reporting requirements in the Personnel Data Base |
| 2000/07/01 | 2000-01 | DS-Added | Note: Table values of X will not be reported on the IPEDS/EEO-6 reports | Added to show that Unknown/Not reported Gender will not be on the IPEDS/EEO-6 reports. |

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| NUMBER: 0035 | | ELEMENT NAME: Gender | | |
|---|---------------|-----------------------------|--|--|
| DESCRIPTION: The gender of the person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender (DE 0035) and Ethnicity (DE 0040) INFORMATIONAL | Added Edit to flag Duplicate Records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate Gender(DE 0035) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender(DE 0035) and Ethnicity (DE 0040) CRITICAL | Edit changed to critical to not allow duplications |

| NUMBER: 0040 | | ELEMENT NAME: Ethnic Origin | | |
|---|---------------|------------------------------------|---|--|
| DESCRIPTION: This is a one-character code used to indicate the ethnic group of the person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EN-Change | Ethnic Origin | Element Name Changed for clarity |
| 1988/07/15 | 1988-89 | DS-Change | This is a one-character code used to indicate the ethnic group of the person. | Changed definition to coincide with the element name change. |
| 1988/07/15 | 1988-89 | TV-Change | W-White (not of Hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East. | Consistent format for defining table values. |
| 1988/07/15 | 1988-89 | TV-Change | B-Black (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. | Consistent format for defining table values. |
| 1988/07/15 | 1988-89 | TV-Change | H-Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. | Consistent format for defining table values. |

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| NUMBER: 0040 | | ELEMENT NAME: Ethnic Origin | | |
|---|---------------|------------------------------------|--|---|
| DESCRIPTION: This is a one-character code used to indicate the ethnic group of the person. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | TV-Change | A-Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam. | Consistent format for reporting table values. |
| 1988/07/15 | 1988-89 | TV-Change | I-American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Missing or Invalid CRITICAL | Consistent format for reporting table values. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 2000/07/01 | 2000-01 | TV-Added | X – Unknown/Not reported | Changed to match reporting requirements in the Personnel Data Base. |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate Ethnicity (DE 0040) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender(DE 0035) INFORMATIONAL | Added Edit to flag Duplicate Records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate Ethnicity (DE 0040) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender (DE 0035) CRITICAL | Edit changed to critical to not allow duplications |

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| NUMBER: 0050 | | ELEMENT NAME: Citizenship | | |
|---|---------------|----------------------------------|---|---|
| DESCRIPTION: A code to indicate the type of citizenship. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | EN-Change | Citizenship | Changed from Alien Status. |
| 1988/07/15 | 1988-89 | ED-Delete | Non-Alphabetic CRITICAL | The physical description only accepts alphabetic values. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or invalid code CRITICAL | Combined two edits |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 1990/07/15 | 1990-91 | EN-Change | Alien Status | Changed to better describe the data. |
| 1990/07/15 | 1990-91 | TV-Change | N=No, not a nonresident alien (i.e., the person is either a resident alien or a US citizen). | Wording change for clarity. |
| 1992/11/04 | 1992-93 | EN-Change | Citizenship | Changed for consistency in describing citizenship. |
| 1992/11/04 | 1992-93 | TV-Change | N=No | No longer providing an example for a non-resident citizen. |
| 2000/07/01 | 2000-01 | DS-Change | A code to indicate the type of citizenship | Changed description to match reporting requirements in Personnel Data Base |
| 2000/07/01 | 2000-01 | TV-Change | A - Non Resident alien, C - Citizen of the United States, P - Permanent resident Alien, X - Unknown or not reported | Changed to match reporting requirements in Personnel Data Base |
| 2000/07/01 | 2000-01 | DS-Added | Note: Table values of X will not be reported on the IPEDS/EEO-6 reports | Added to show that Unknown/Not reported Citizenship will not be on the IPEDS/EEO-6 reports. |
| 2001/07/01 | 2001-02 | DS-Change | Note: Table values of P, and X will not be reported on the IPEDS/EEO-6 reports | Changed to show that Permanent Resident Alien will not be on the IPEDS/EEO-6 reports. |

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| NUMBER: 0060 | | ELEMENT NAME: Date Hired at the Institution | | |
|--|---------------|--|---------------------------------|--|
| DESCRIPTION: This is primarily to indicate new employees or employees who are rehired following termination at the institution. Do not enter a new date for those returning from a leave of absence. Format = MMDDCCYY. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | ED-Added | > or = # 0200 CRITICAL | Added to flag if the Date Hired at the Institution is greater than or equal to the Termination date. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1997/07/15 | 1996-97 | PD-Change | PIC 9(08) | Changed format to be Year 2000 compliant. |
| 1997/07/15 | 1996-97 | DS-Change | Format = MMDDCCYY | Changed format to be Year 2000 compliant. |
| 2002/07/01 | 2002-03 | DS-Change | YY = Year (00 thru 99) | Changed to include all years |
| 2008/07/01 | 2008-09 | ED-Delete | GT Termination Date (DE 0200) | Termination Date (0200) deleted. |

| NUMBER: 0070 | | ELEMENT NAME: Terms/Semesters Employed | | |
|---|---------------|---|--------------------------|--|
| DESCRIPTION: Required for full-time employees only. Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc. If the employee's contract is expressed in months instead of Terms/Semesters, use the following equivalency table to convert from months to terms/semesters. For contracts of less than 9 months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data item, indicating employment for 1.0 terms/semesters. The valid range of values is (00,05,10,15,20,25,30). | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | = 0 or > 265 CRITICAL | Added to flag if the Days Employed are equal to or greater than the maximum number of work days. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(03) | Changed from 9(3) to 9(03) for consistency. |
| 1989/07/15 | 1989-90 | EN-Change | Terms/Semesters Employed | Changed to better define the information stored. |

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| NUMBER: 0070 | | ELEMENT NAME: Terms/Semesters Employed | | |
|---|---------------|---|--|--|
| DESCRIPTION: Required for full-time employees only. Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc. If the employee's contract is expressed in months instead of Terms/Semesters, use the following equivalency table to convert from months to terms/semesters. For contracts of less than 9 months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data item, indicating employment for 1.0 terms/semesters. The valid range of values is (00,05,10,15,20,25,30). | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/01/24 | 1992-93 | DS-Change | Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc. | If the employee's contract is expressed in months instead of Terms/Semesters, use the following equivalency table to convert from months to terms/semesters. |
| 1992/01/24 | 1992-93 | ED-Change | Missing or invalid CRITICAL | Edit checks for non-numeric data. |
| 1992/01/24 | 1992-93 | ED-Added | Invalid range CRITICAL | Added to flag if the value is outside the valid range. |
| 1992/01/24 | 1992-93 | ED-Added | EQ 0 and Full Time /Part-Time (DE 0090) EQ 'F' and Termination Status (DE 0070) EQ 0 CRITICAL | Added to flag if a full-time employee does not have any terms/semesters employed coded. |
| 1992/01/24 | 1992-93 | ED-Delete | = 0 or > 265 CRITICAL | No longer needed with the new data being stored. |
| 1992/01/24 | 1992-93 | PD-Change | PIC 9(02) | Only storing a 2 digit number. |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 00 and Full-Time/Part-Time (DE 0090) EQ 'F' and Termination Status (DE 0210) EQ 0 | Termination Status (DE 0210) deleted. |

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| NUMBER: 0080 | | ELEMENT NAME: Temporary Employment | | |
|---|---------------|---|--|--|
| DESCRIPTION: The term of employment is temporary. Termination date established at time of hire. Until termination, | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or invalid code CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 2008/07/01 | 2008-09 | DS-Change | The term of employment is temporary. Termination date established at time of hire. | Termination Status (DE 0210) and Termination Date (DE 0200) were deleted |

| NUMBER: 0090 | | ELEMENT NAME: Full-Time/Part-Time | | |
|---|---------------|--|---|---|
| DESCRIPTION: A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | DS-Change | A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees. | Changed to specify full-time employees and to clarify a normal full-time schedule. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or invalid code CRITICAL | Combined two edits. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 1990/07/15 | 1990-91 | DS-Change | A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week. | No longer specifying that the employee receives all benefits accorded such employees. |
| 1992/11/04 | 1992-93 | DS-Change | A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees. | Changed back to specify full-time employees and to clarify a normal full-time schedule. |
| 2009/07/01 | 2009-10 | ED-Added | EQ 'P' and Annual Salary (DE 0100) > \$100,000 | To ensure the correct Full-Time/ Part-Time Indicator was selected. |

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| NUMBER: 0095 | | ELEMENT NAME: Exempt From Public Records | | |
|---|---------------|---|---|---|
| DESCRIPTION: Code to identify employees are exempted from Public Records per F.S. 119.07 | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2002/07/10 | 2002-03 | EL-Added | Must have value Y for persons Exempt from Public Records, N for persons Non-Exempt from Public Records INFORMATIONAL | To identify employees exempt from Public Records per Florida Statute 119.07 |
| 2003/07/01 | 2003-04 | ED-Change | Missing or Invalid | Change to critical to flag employees exempt from Public Records |

| NUMBER: 0100 | | ELEMENT NAME: Annual Salary | | |
|---|---------------|------------------------------------|---|---|
| DESCRIPTION: Required for full-time employees only. Enter the salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the annual salary to the nearest whole dollar. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Physical decimal or comma If 0100 = 0 then 0090 must = P or 0210 = > 0 or 0170 = 3 CRITICAL | Edit checks for commas and if the Annual Salary equals 0. If the salary equals 0, then the employee must be part-time, terminated, or have taken leave. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(05) | Changed from 9(S) to 9(05) for consistency |
| 1989/07/15 | 1989-90 | EN-Change | Salary | Changed to provide consistency in reporting the employee's salary. Alleviates the problem of including holidays in the employee's salary. |
| 1990/07/15 | 1990-91 | DS-Change | Enter the base contract salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the salary to the nearest whole dollar. | Changed to provide better instructions for coding salary. |
| 1990/07/15 | 1990-91 | ED-Change | Missing or non-numeric CRITICAL | Added to flag to check for missing salary data. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0100 | | ELEMENT NAME: Annual Salary | | |
|---|---------------|------------------------------------|--|---|
| DESCRIPTION: Required for full-time employees only. Enter the salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the annual salary to the nearest whole dollar. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1990/07/15 | 1990-91 | ED-Change | If #0100 EQ 000000 then either #0090 EQ "P" or numeric #0200 GT 0 CRITICAL | Added to flag to check if the Annual Salary equals 000000, then the employee must be part-time or terminated. |
| 1990/07/15 | 1990-91 | PD-Change | PIC 9(06) | Changed from 9(05) to 9(06) for six digit salaries. |
| 1992/01/24 | 1992-93 | EN-Change | Annual Salary | Changed to specify the salary as annual. |
| 1992/01/24 | 1992-93 | DS-Change | Enter the salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the annual salary to the nearest whole dollar. | Changed to reflect the change in the Terms/Semesters Employed data element. |
| 1992/01/24 | 1992-93 | ED-Change | EQ 0 and Full Time/Part Time (DE 0090) EQ 'F' and Leave Type (DE 0170) LT 3 and (Termination Status (DE 0210) EQ 0 or Termination Date (DE 0200) EQ 00000000) or Termination Date (DE 0200) GE 1001CCYY CRITICAL | Added to flag if the employee is full-time and has taken leave without pay, but is not terminated. |
| 1994/07/11 | 1994-95 | ED-Change | NOTE: CCYY is the current APR reporting year | Added note to clarify reporting year value |
| 2008/07/01 | 2008-09 | ED-Change | EQ 0 and Full Time/Part Time (DE 0900) EQ 'F' and Leave Type (DE 0170) LT 3 | Termination status (DE 0210) and Termination Date (DE 0200) were deleted. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0110 | | ELEMENT NAME: Date of Birth | | |
|---|---------------|------------------------------------|--|--|
| DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century , and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1990/07/15 | 1990-91 | EN-Change | Promotion Data | Changed to describe Promotion Data. |
| 1990/07/15 | 1990-91 | DS-Change | Month and Year of latest promotion. For the latest promotion, if any, use the following field format: Numeric (6 characters long). First 2 characters identify ACTIVITY code from which the promotion was given, i.e., promoted from an 02 to an 01. The 02 goes in the first 2 characters. The next two characters specify the month of the promotion. The last 2 characters specify the year of the promotion. Where no promotion has occurred, report 000000. | Changed to provide better instructions for coding Promotion Data. |
| 1990/07/15 | 1990-91 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1990/07/15 | 1990-91 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1990/07/15 | 1990-91 | ED-Added | Invalid Activity Code CRITICAL | Added to flag if the Activity Code is invalid. |
| 1990/07/15 | 1990-91 | ED-Added | Invalid Month or Year Data CRITICAL | Added to flag if the month or year is invalid. |
| 1990/07/15 | 1990-91 | ED-Added | If #0200 GT 000000, Month-Year GT #0200 CRITICAL | Added to flag if the Termination Date is coded after the Promotion Data. |
| 1990/07/15 | 1990-91 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1990/07/15 | 1990-91 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1990/07/15 | 1990-91 | ED-Added | Invalid Activity Code CRITICAL | Added to flag if the Activity Code is invalid. |
| 1990/07/15 | 1990-91 | ED-Added | Invalid Month or Year Data CRITICAL | Added to flag if the month or year is invalid. |
| 1990/07/15 | 1990-91 | ED-Added | If #0200 GT 000000, Month-Year GT #0200 CRITICAL | Added to flag if the Termination Date is coded after the Promotion Data. |
| 1990/07/15 | 1990-91 | ED-Added | Month-Year LT #0060 CRITICAL | Added to flag if the Promotion Data is before the date hired. |

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| NUMBER: 0110 | | ELEMENT NAME: Date of Birth | | |
|---|---------------|------------------------------------|--|---|
| DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century , and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1991/06/28 | 1991-92 | DS-Change | Legal date of birth. The format for coding this element is MMCCYY. Where MM is valid month (01-12), CC is a valid century (18-19) and YY is a numeric year. | Changed the definition to describe the new data element. |
| 1991/06/28 | 1991-92 | DS-Added | Code all nines for unknown. | Instructions for coding unknown birth dates. |
| 1991/06/28 | 1991-92 | ED-Added | Invalid range month CRITICAL | Added to flag if the birth month is invalid. |
| 1991/06/28 | 1991-92 | ED-Added | Invalid range century CRITICAL | Added to flag if the birth century is invalid. |
| 1991/06/28 | 1991-92 | ED-Delete | Invalid Activity Code CRITICAL | Edit is no longer needed with the new data element |
| 1991/06/28 | 1991-92 | ED-Delete | Invalid Month or Year Data CRITICAL | Edit is no longer needed with the new data element |
| 1991/06/28 | 1991-92 | ED-Delete | If #0200 GT 000000, Month-Year GT #0200 CRITICAL | Edit is no longer needed with the new data element |
| 1991/06/28 | 1991-92 | ED-Delete | Month-Year LT #0060 CRITICAL | Edit is no longer needed with the new data element |
| 1991/06/28 | 1991-92 | TV-Delete | XX = Activity Code (01 thru 10) | Data element tracks new data. |
| 1991/06/28 | 1991-92 | TV-Delete | MM = Month (00 thru 12) | Data element tracks new data. |
| 1991/06/28 | 1991-92 | TV-Delete | YY = Year (00 thru current) | Data element tracks new data. |
| 1992/10/14 | 1992-93 | DS-Added | Required for full-time non-temporary personnel. | Instructions for coding the Date of Birth. |
| 1992/10/14 | 1992-93 | DS-Change | Legal date of birth. The format for coding this element is MMCCYY. Where MM is a valid month (01-12), CC is a valid Century (19 or 20), and YY is a two digit numeric year. Also, the person's age should not be greater than the current PDB reporting year (through PDB99) or less than fifteen. | Added additional requirements for coding the legal Date of Birth. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0110 | | ELEMENT NAME: Date of Birth | | |
|---|---------------|------------------------------------|--|--|
| DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century , and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/10/14 | 1992-93 | DS-Change | Code the default value of all nines (999999) or all zeroes (000000) for part-time and/or temporary personnel if the information is not available. | Added instructions for coding the Date of Birth for part-time and temporary employees. |
| 1992/10/14 | 1992-93 | ED-Added | 0090 = 'F' and 0080 = 'N' and (0110 = 000000 or 0110 = 999999) CRITICAL | Added to flag if full-time or non-temporary employee's are coded with nines or zeros. |
| 1992/10/14 | 1992-93 | ED-Delete | Invalid range century CRITICAL | The century is not coded. |
| 1992/10/14 | 1992-93 | ED-Added | The person's age is LT 15 or GT 99 INFORMATIONAL | Added to flag if an employee's age is outside of a reasonable age. |
| 1997/07/15 | 1996-97 | PD-Change | PIC 9(08) | Changed format to be Year 2000 compliant. |
| 1997/07/15 | 1996-97 | DS-Change | Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01 - 12), DD is a valid day (01 - 31), CC is a valid Century, and YY is a two digit numeric year. Also, the person's age should not be greater than the current APR reporting year (through APR99) or less than fifteen. | Changed format to be Year 2000 compliant. |
| 2000/07/01 | 2000-01 | DS-Change | Legal date of birth. | Changed to match reporting requirements in the Personnel Data Base |
| 2000/07/01 | 2000-01 | DS-Added | The persons age should not be greater than 99 or less than 15. | Added documentation to show the age range the employee should be in. |
| 2000/07/01 | 2000-01 | DS-Added | TABLE VALUES: | Format = MMDDCCYY as follows: MM=month 01-12 |
| 2000/07/01 | 2000-01 | DS-Added | Required for full-time non-temporary personnel | Added description to match reporting requirements in Personnel Data Base |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0110 | | ELEMENT NAME: Date of Birth | | |
|---|---------------|------------------------------------|---|---|
| DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century , and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Change | EQ 00000000 or 99999999 and Full-Time/Part-Time (DE 0090) EQ 'F' and Temporary Employment (DE 0080) EQ 'N' Critical | Changed documentation to include the data element name along with the data element numbers for consistency. |
| 2000/07/01 | 2000-01 | ED-Change | The person's age is LT 15 or GT 99 Informational | Changed documentation to remove the '>' and '<' and replace with LT, and GT |
| 2002/07/01 | 2002-03 | TV-Change | YY= year (00 thru 99) | Change range for clarification |
| 2002/11/21 | 2002-03 | ED-Added | Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040) | Added Edit to flag Duplicate Records on Personnel |
| 2003/07/01 | 2003-04 | ED-Change | Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040) | Edit changed to critical to not allow duplications |
| 2006/02/17 | 2006-07 | DS-Change | Change description for default value for null dates. | To maintain consistency among APR null dates. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0120 | | ELEMENT NAME: Position Title (College Title) | | |
|---|---------------|---|---|---|
| DESCRIPTION: Position title, if any, used by the college to identify a position. It may be up to 25 characters long. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1992/10/14 | 1992-93 | DS-Added | Required for full-time non-temporary non-terminated personnel. | Added requirements for coding the Position Title. |
| 1992/10/14 | 1992-93 | ED-Added | Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) CRITICAL | An edit to alert DCC that the First Name is missing for either a full-time, non-temporary, or non-terminated employee. |
| 1995/07/11 | 1994-95 | ED-Change | Missing and (Full -time /Part-time (DE 0090) = 'F' and Temporary Employment (DE 0080) = 'N' and Termination Status (DE 0210) = 0) or (Termination Status (DE 0210) GT 0 and Termination Date (DE 0200) GE (October 1st of the current APR year)) CRITICAL | Changed to specify the current Annual Personnel Reporting year because name changed to differentiate between the expanded PDB and this data base. |
| 2008/07/01 | 2008-09 | ED-Change | Missing and (Full-Time/Part-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N") | Termination Status (DE 0210) and Termination Date (DE 0200) were deleted. |

| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|--|--|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | DS-Change | Also includes middle managers who do not have primary responsibility for the management of the institution but may assist the EAM staff. | Changed to include additional responsibilities of middle managers. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or Non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(02) | Changed from 9(2) to 9(02) for consistency. |
| 1990/07/15 | 1990-91 | TV-Added | 00=Employee to be deleted before running APR Reports. | Needed an activity code for schools who do have the capability to exclude employees who should not be reported in the APR. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|--|---|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1990/07/15 | 1990-91 | DS-Added | Employees to be deleted before APR Reports - Some colleges do not have the capability to exclude student employees or others who should not be reported in the APR. Such employees should be reported using this activity code. These employees will be deleted prior to the processing of APR reports. | Instructions for coding the new 00 table value. |
| 1992/11/04 | 1992-93 | TV-Delete | 00=Employee to be deleted before running APR Reports. | Did not need the new data element. |
| 1992/11/04 | 1992-93 | DS-Delete | Employees to be deleted before APR Reports - Some colleges do not have the capability to exclude student employees or others who should not be reported in the APR. Such employees should be reported using this activity code. These employees will be deleted prior to the processing of APR reports. | The 00 table value was deleted. |
| 1993/03/22 | 1992-93 | DS-Change | All persons who exercise primary college wide responsibility for the management policies and require the performance of work directly related to management policies and require the incumbent to customarily and regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college wide authority), and dean (if levels between dean and pre | Includes a broader definition of the Occupational Activity Code. |
| 1993/03/22 | 1992-93 | DS-Added | If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year. | Added instructions for coding Instructional Staff. |
| 1993/03/22 | 1992-93 | DS-Added | Note: Refer to the accounting manual for GL codes. | A note providing instructions for finding GL codes. |
| 1993/03/22 | 1992-93 | ED-Change | Missing or Invalid CRITICAL | Changed to combine two previous edits, along with no longer editing for non-numeric values. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|---|--|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1993/03/22 | 1992-93 | DS-Delete | Note: Supervisory personnel of the technical and paraprofessional, clerical and secretarial, skilled crafts, and service/maintenance force will be reported within the specific categories of the personnel they supervise. | Note was no longer needed for supervisory personnel. |
| 1993/03/22 | 1992-93 | DS-Added | Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year. | Provided further instructions for coding Librarians and Counselors. |
| 1993/03/22 | 1992-93 | DS-Change | Teaching Assistant/Associate or Research Assistant/Associate assists department chairperson, faculty or other professional staff members in the college by performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers. | Changed to provide better clarification for Teaching Assistants and Research Assistants. |
| 1993/03/22 | 1992-93 | DS-Delete | Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. | |
| 1993/03/22 | 1992-93 | TV-Added | GL codes 51000, 51400, 51500, and 55000 added to the Executive, Administrative, and Managerial table value. | Added new GL Codes |
| 1993/03/22 | 1992-93 | TV-Added | GL codes 52000, 52001, 52100, 52200, 52400, 52400, 56000, 56001, and 56100 added to the Instructional Staff table value. | Added new GL Codes. |
| 1993/03/22 | 1992-93 | TV-Added | GL codes 51100, 51400, 51500, 52005, 55000, and 56005 added to the Instructional Department Administrators table value. | Added new GL Codes. |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 52002, 52003, 56002, and 56003 were added to the Librarian/Counselor table value. | Added new GL Codes. |
| 1993/03/22 | 1992-93 | TV-Added | GL Code 52300 was added to the Teaching Assistant/Associate table value. | Added new GL Code. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|--|--|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 51200, 51400, 51500, 52004, 53000, 53100, 53200, 53400, 53500, 54000, 55000, 56004, and 56500 were added to the Specialist/Support Staff table value. | Added new GL Code. |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 53300, 54000, 54100, 54500, 54600, 56500, and 57000 were added to the Clerical/Secretarial table value. | Added new GL Code. |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 53300, 54000, 54100, 54500, 54600, and 57000 were added to the Technical/Paraprofessional table value. | Added new GL Code. |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 54000, 54100, 54500, 54600, and 57000 were added to the Skilled Crafts table value. | Added new GL Code. |
| 1993/03/22 | 1992-93 | TV-Added | GL Codes 54000, 54100, 54500, 54600, and 57000 were added to the Service/Maintenance table value. | Added new GL Code. |
| 1996/03/18 | 1995-96 | TV-Added | GL Codes 58200, 58300 were added to the Student Services table value. | Added new GL Code. |
| 1996/03/18 | 1995-96 | TV-Added | Student Services table was added. | Added new table. |
| 1996/03/18 | 1995-96 | DS-Added | GL Code 52005 was moved from Instructional Department Administrator to Instructional Staff. | Moved GL Codes from one table value to another table value to match reporting requirements in Personnel Data Base. |
| 1997/07/15 | 1996-97 | TV-Change | GL Code 54000 was removed from the Specialist/Support Staff table. | Changed to match the Accounting Manual. |
| 1997/07/15 | 1996-97 | DS-Change | Executive - All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college-wide authority), an | Changed description for consistency with the Personnel Data Base Data Element Dictionary. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|---|---|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1998/05/01 | 1998-99 | DS-Change | Instructional Support - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer, or the equivalent of any one of these academic ranks. Instructional personnel on sabbatical leave will be included at their regular sa | Changed description for consistency with the Personnel Data Base Data Element Dictionary. |
| 1998/05/01 | 1998-99 | DS-Change | Professional Support This personnel category includes those persons who provide direct administrative support to instructional department or divisions while devoting a smaller portion of their time (less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught | Changed description for consistency with the Personnel Data Base Data Element Dictionary. |
| 1998/05/01 | 1998-99 | TV-Added | GL code 52005 added to activity 03 | Changed to match the accounting manual. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 1 and (DE 0230 Org/GL Code Part 2) NE 51000-51099, 51400-51499, 51500-51599, 55000-55099 - CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 2 and (DE 0230 Org/GL Code Part 2) NE 52000, 52001, 52005, 52100-52199, 52505-52599, 52200-52299, 52400- 52499, 56000, 56001, 56007-56099, 56100-56199 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 3 and (DE 0230 Org/GL Code Part 2) NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|--|--|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Added | EQ 4 and (DE 0230 Org/GL Code Part 2) NE 52002, 52003, 52505-52599, 56002, 56003 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 5 and (DE 0230 Org/GL Code Part 2) NE 52300-52399, 56006 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 6 and (DE 0230 Org/GL Code Part 2) NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53400-53499, 53500-53599, 55000-55099, 56004, 56500-56599 - CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 7 and (DE 0230 Org/GL Code Part 2) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56500-56599, 57000-57099 CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 8 and (DE 0140 Org/GL Code Part 2) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56006, 57000-57099 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 9 and (DE 0140 Org/GL Code Part 2) NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 10 and (DE 0140 Org/GL Code Part 2) NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 – CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 11& (DE 0140 Org/GL Code Part 2) NE 58200-58299, 58300-58399CRITICAL | To ensure correct coding of General Ledger codes for each Activity code. |
| 2000/07/01 | 2000-01 | ED-Added | NE 2 and (DE 0150) Rank LT 9 | Added to ensure all non Instructional employees are coded as (DE 0150) Rank = 9-Not Applicable |
| 2000/07/01 | 2000-01 | ED-Added | EQ 2 and (DE 0150) Rank EQ 9 | Added to ensure all Instructional employees are not coded as (DE 0150) Rank = 9-Not Applicable |

FLORIDA COLLEGE SYSTEM
HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|---|---|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Added | NE 1,2,3,4 and (DE 0170) Leave EQ 1 | Added to ensure all Activity of 1,2,3,4 are the only employees coded as (DE 0170) Leave = 1 – Sabbatical. |
| 2000/07/01 | 2000-01 | ED-Change | Add GL code ranges for Activity 02 and 04 of 52505-52599 | Changed GL code range to match Accounting Manual. |
| 2000/07/01 | 2000-01 | ED-Change | Add GL codes for Activity 05 and 08 of 56006 | Changed GL code range to match Accounting Manual. |
| 2000/07/01 | 2000-01 | ED-Change | Add GL codes for Activity 02 of 56007-56099 | Changed GL code range to match Accounting Manual. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 6 and Org/GL Code Part 2 (DE 0140) NE 51200 – 51299 and EEO-6 Indicator (DE 0225) = Y CRITICAL | To ensure correct coding of General Ledger Codes for EEO-6 Indicator and Activity Code. |
| 2000/07/01 | 2000-01 | ED-Added | NE 06 and EEO-6 Indicator (DE 0225) = Y CRITICAL | To ensure correct coding of EEO-6 Indicator and Activity Code. |
| 2001/07/01 | 2001-02 | ED-Change | Changed GL code ranges for Activity 02 to 52005-52099 and 52501-52599 | Changed GL code range to match Accounting Manual. |
| 2001/07/01 | 2001-02 | ED-Change | Remove GL code range for Activity 04 of 52505-52599 | Changed GL code range to match Accounting Manual. |
| 2001/07/01 | 2001-02 | ED-Change | Remove GL code range for Activity 06 of 53400-53499 | Changed GL code range to match Accounting Manual. |
| 2001/07/01 | 2001-02 | ED-Change | Remove GL code range for Activity 07, 08, 09, and 10 of 54600-54699 | Changed GL code range to match Accounting Manual. |
| 2001/07/01 | 2001-02 | ED-Change | Changed GL code range for Activity 11 of 58200-58299 | Changed GL code range to match Accounting Manual. |

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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|--|--|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2001/07/01 | 2001-02 | DS-Change | 01 – Executive, 01 – Instructional, 03 – Instructional Support, 04 – Librarian/Counselor, 05 – Teaching Assistant/Associate, 06 – Professional Support, 08 – Technical and Paraprofessionals, 09 – Skilled Crafts, 10 – Service/Maintenance, 11 – Student Assistance See Accounting Manual for details | Changed description to match Accounting Manual. |
| 2004/07/01 | 2004-05 | ED-Change | 8. EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299 and EAM Indicator (DE 0225) = Y | Edit description change due to element name change (EAM DE 0225) |
| 2004/07/01 | 2004-05 | ED-Change | 17. NE 06 and EAM Indicator (DE 0225) EQ Y | Edit description change due to element name change (EAM DE 0225) |
| 2006/07/01 | 2006-07 | ED-Added | Occ Activity EQ 02 and Faculty Status (DE 0185) EQ N Critical | Data integrity |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 1 and Org/GL Code Part 2 (DE 0230) NE 51000-51099, 51400-51499, 51500-51599, 55000-55099 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 2 and Org/GL Code Part 2 (DE 0230) NE 52000-52001, 52005-52099, 52100-52199, 52200-52299, 52400-52499, 52501-52599, 56000, 56001, 56007-56099, 56100-56199 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 3 and Org/GL Code Part 2 (DE 0230) NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 4 and Org/GL Code Part 2 (DE 0230) NE 52002, 52003, 56002, 56003 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 5 and Org/GL Code Part 2 (DE 0230) NE 52300, 52399, 56006 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53500-53599, 55000-55099, 56004, 56500-56599 | Org/GL Code (DE 0230) was deleted |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0130 | | ELEMENT NAME: Activity - Occupational Activity Code | | |
|---|---------------|--|---|-----------------------------------|
| DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299 and EAM Indicator (DE 0225) = Y | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 7 and Org/GL Code Part 2 (DE 0230) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56500-56599, 57000-57099 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 8 and Org/GL Code Part 2 (DE 0230) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56006, 57000-57099 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 9 and Org/GL Code Part 2 (DE 0230) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 10 and Org/GL Code Part 2 (DE 0230) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099 | Org/GL Code (DE 0230) was deleted |
| 2008/07/01 | 2008-09 | ED-Delete | EQ 11 and Org/GL Code Part 2 (DE 0230) NE 58200-58299, 58300-58399 | Org/GL Code (DE 0230) was deleted |

| NUMBER: 0140 | | ELEMENT NAME: Support | | |
|---|---------------|------------------------------|-----------------|---|
| DESCRIPTION: Support Category - those employees who are generally instructional support versus those who are primarily student support or institutional support. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 2008/07/01 | 2008-09 | EL-Delete | Deleted Element | Element no longer needed |

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| NUMBER: 0150 | | ELEMENT NAME: Rank | | |
|--|---------------|---------------------------|---|--|
| DESCRIPTION: Academic Rank - Of the persons classified as Professional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Indicate "No Academic Rank" if such is the case. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(01) | Changed from 9(1) to 9(01) for consistency. |
| 2000/07/01 | 2000-01 | TV-Change | 4=Senior/Master Instructor 5=Instructor 6=Lecturer 7=No Academic Rank 8=Other | Changed to match reporting requirements in Personnel Data Base. |
| 2000/07/01 | 2000-01 | TV-Added | 9=Not Applicable | Added to identify Not Applicable rank and to match reporting requirements for Personnel Data Base |
| 2000/07/01 | 2000-01 | DS-Added | Table values of 4- Senior/Master Instructor and 5 – Instructor will both be counted as an Instructor for IPEDS/EEO-6 reports | Added to state that both table values 4 and 5 will be counted as Instructor on the IPEDS/EEO-6 report. |
| 2000/07/01 | 2000-01 | DS-Added | Note: Code 9 (Not Applicable) for non-instructional employees. < Code 7 (No Academic Rank) for instructional employees if all teaching faculty are always coded with the same table value. | Added to match reporting requirements in Personnel Data Base. |
| 2000/07/01 | 2000-01 | ED-Added | LT 9 and Activity-Occupational Activity (DE 0130) NE 2 - Informational | Added to match reporting requirements in the Personnel Data Base. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 9 and Activity-Occupational Activity (DE 0130) EQ 2 – Informational | Added to match reporting requirements in the Personnel Data Base. |
| 2000/07/01 | 2000-01 | DS-Change | Academic Rank – Of the persons classified as Instructional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor Senior/Master Instructor, Instructor, or Lecturer. | Changed documentation to include Senior/Master Instructor. |

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| NUMBER: 0160 | | ELEMENT NAME: Degree | | |
|--|---------------|-----------------------------|---|--|
| DESCRIPTION: Degree (highest held) - Highest college degree held. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(01) | Changed from 9(1) to 9(01) for consistency. |
| 2000/07/01 | 2000-01 | TV-Added | 8=Unknown/Not Applicable | Changed to match reporting requirements in Personnel Data Base. |
| 2006/07/01 | 2006-07 | DS-Change | 2 Changed from Master + 30 to Specialist/Advanced Masters | To correspond to accrual degrees granted by Florida Institutions |

| NUMBER: 0170 | | ELEMENT NAME: Leave Type | | |
|---|---------------|---------------------------------|--|---|
| DESCRIPTION: Leave Type: Sabbatical Leave - Leave granted for a specified period of time with or without pay for professional development/growth. Leave of Absence - Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, Except in emergency situations. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or Non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | DS-Change | Sabbatical Leave - Leave granted for a specified period of time with or without pay for professional development/growth. | No longer specifying professional development as guided. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(01) | Changed from 9(1) to 9(01) for consistency. |
| 2000/07/01 | 2000-01 | ED-Added | EQ 1 and Activity-Occupational Activity (DE 0130) NE 1,2,3, or 4 – Informational | Added to match reporting requirements in the Personnel Data Base. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0180 | | ELEMENT NAME: Tenure Status | | |
|---|---------------|------------------------------------|---|--|
| DESCRIPTION: Tenure - Indicate those employees who hold tenure. Not-Tenured - Indicate employees who are not tenured (on track) in positions that may lead to consideration for tenure | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | DS-Change | Indicate employees who are not tenured (on track) in positions that may lead to consideration for tenure. | Clarifies the definition of a non-tenured employee. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(01) | Changed from 9(1) to 9(01) for consistency. |
| 1990/07/15 | 1990-91 | EN-Change | Tenure Status | Changed to better represent the data element. |
| 1990/07/15 | 1990-91 | TV-Change | 1=Tenured | Changed code to reflect physical description. |
| 1990/07/15 | 1990-91 | TV-Change | 2=Non-Tenured (on track) | Changed code to reflect physical description. |
| 1990/07/15 | 1990-91 | TV-Change | 3=Other | Changed code to reflect physical description. |
| 1992/07/15 | 1992-93 | DS-Change | A code to denote the tenure status of the employee. Tenure – Indicate those employees who hold tenure. Non-Tenured (on track) – Indicate employees who are not yet tenured, but are in positions that may lead to consideration for tenure. Other – Indicate employees who are not in positions which may lead to tenure. | Expanded definition to clarify the three table values. |
| 2006/07/01 | 2006-07 | ED-Added | Tenure EQ 1, Full Time/Part Time (DE 0090) = F, and Tenure Date (DE 0190) EQ 00000000 | Data integrity |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0185 | | ELEMENT NAME: Faculty Status | | |
|---|---------------|-------------------------------------|--|-------------------------------|
| DESCRIPTION: The code to track the employees of the college who have Faculty Status. Faculty are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2004/07/01 | 2004-05 | EL-Added | Faculty Status indicator added. | To fulfill IPEDS requirement. |
| 2004/07/01 | 2004-05 | ED-Added | Missing or invalid. Critical | To fulfill IPEDS requirement. |
| 2004/07/01 | 2004-05 | ED-Added | EQ Y and Occupational Activity Classification (DE 0130) EQ 5, 7, 8, 9, 10, or 11. Critical | To fulfill IPEDS requirement. |
| 2006/07/01 | 2006-07 | ED-Added | Occ Activity EQ 02 and Faculty Status (DE 0185) EQ N Critical | Data integrity |

| NUMBER: 0190 | | ELEMENT NAME: Tenure Date | | |
|--|---------------|----------------------------------|-----------------------------------|--|
| DESCRIPTION: The date that tenure is granted. Format = MMDDCCYY | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | ED-Added | < # 0060 | Added to flag if the Tenure Date is before the date the employee was hired at the institution. |
| 1988/07/15 | 1988-89 | ED-Added | > # 0200 | Added to flag if the Tenure Date is after the Termination Date. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1990/07/15 | 1990-91 | DS-Change | The date that tenure was granted. | Changed definition to the past tense. |
| 1990/07/15 | 1990-91 | ED-Delete | Invalid Range CRITICAL | Edit no longer needed. |
| 1990/07/15 | 1990-91 | ED-Change | # 0190 LT # 0060 CRITICAL | Changed to specify that #0190 is used. |
| 1990/07/15 | 1990-91 | ED-Change | # 0190 GT # 0200 CRITICAL | Changed to specify that #0190 is used. |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0190 | | ELEMENT NAME: Tenure Date | | |
|--|---------------|----------------------------------|---|--|
| DESCRIPTION: The date that tenure is granted. Format = MMDDCCYY | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1990/07/15 | 1990-91 | ED-Added | If #0180 NE 1 then #0190 must EQ 000000 CRITICAL | Added to flag if the Tenure Date must equal zero if the Tenure Code is anything but tenured. |
| 1992/11/04 | 1992-93 | ED-Added | Invalid Range CRITICAL | Added to flag if the month, day, or year is outside of the valid ranges. |
| 1992/11/04 | 1992-93 | ED-Change | < # 0060 | Added to flag if the Tenure Date is before the date the employee was hired at the institution. |
| 1992/11/04 | 1992-93 | ED-Change | > # 0200 | Added to flag if the Tenure Date is after the termination date. |
| 1992/11/04 | 1992-93 | ED-Delete | If #0180 NE 1 then #0190 must EQ 000000 CRITICAL | Edit no longer needed. |
| 1997/07/15 | 1996-97 | PD-Change | Pic 9(08) | Changed format to be Year 2000 compliant. |
| 1997/07/15 | 1996-97 | DS-Change | The date that Tenure is granted. Format =MMDDCCYY | Changed format to be Year 2000 compliant. |
| 2002/07/01 | 2002-03 | TV-Change | YY = Year (00 thru 99) | Changed to include all years |
| 2006/07/01 | 2006-07 | ED-Added | Tenure EQ 1, Full Time/Part Time (DE 0090) = F, and Tenure Date (DE 0190) EQ 00000000 | Data integrity |
| 2008/07/01 | 2008-09 | ED-Delete | LT Termination Date (DE 0200) | Termination Date (DE 0200) was deleted |

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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| NUMBER: 0200 | | ELEMENT NAME: Termination Date | | |
|---|---------------|---------------------------------------|---|--|
| DESCRIPTION: This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death. Format = MMDDCCYY | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | DS-Change | This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death. | Changed to include non-renewed contracts. |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | ED-Added | < # 0060 CRITICAL | Added to flag if the Date Hired at Institution is greater than or equal to the Termination Date. |
| 1988/07/15 | 1988-89 | DS-Added | Note: Termination (0200) may be greater than 0 and Termination Status (0210) = 0 only if Temporary (0080) = Y. | Provides instructions for when the Termination Date can be greater than 0. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(06) | Changed from 9(6) to 9(06) for consistency. |
| 1990/07/15 | 1990-91 | EN-Change | Termination Date | Changed to better reflect the data element. |
| 1997/07/15 | 1996-97 | PD-Change | PIC 9(08) | Changed format to be Year 2000 compliant. |
| 1997/07/15 | 1996-97 | DS-Change | Format = MMDDCCYY | Changed format to be Year 2000 compliant. |
| 2008/07/01 | 2008-09 | EL-Delete | Deleted Element | Element no longer needed |

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| NUMBER: 0210 | | ELEMENT NAME: Termination Status | | |
|--|---------------|---|--|--|
| DESCRIPTION: The status of termination. If applicable, may be either retire, resigned, dismissed, deceased, or not rehired. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or non-numeric CRITICAL | Edit checks for non-numeric data. |
| 1988/07/15 | 1988-89 | ED-Added | #0210 > 0 and #0200 = 0 CRITICAL | Added to flag if there is no Termination Date for an employee coded with a Termination Status. |
| 1988/07/15 | 1988-89 | PD-Change | PIC 9(01) | Change from 9(1) to 9(01) for consistency. |
| 1990/07/15 | 1990-91 | DS-Change | The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or contract ended. | Changed to specify that the employee's contract ended. |
| 1990/07/15 | 1990-91 | TV-Change | 5=Contract ended | Changed to specify that the employee's contract ended. |
| 1992/07/15 | 1992-93 | DS-Change | The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired. | Changed to specify that the employee was not rehired. |
| 1992/07/15 | 1992-93 | TV-Change | 5=Contract not renewed | Changed to specify that the employee was not rehired. |
| 2008/07/01 | 2008-09 | EL-Delete | Deleted Element | Element no longer needed |

| NUMBER: 0220 | | ELEMENT NAME: Soft-Money | | |
|---|---------------|---------------------------------|-----------------------------|--|
| DESCRIPTION: Restricted Current Fund - Soft Money. Persons on the institution's payroll who are paid in full from funds, traditionally referred to as "Soft Money", that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, administration of student-aid programs for grants, work aid, loans and other miscellaneous services. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or numeric CRITICAL | Edit checks for numeric data. |
| 1988/07/15 | 1988-89 | PD-Change | PIC X(01) | Changed from X(1) to X(01) for consistency. |
| 1988/07/15 | 1988-89 | ED-Change | Missing CRITICAL | No longer using numeric as an edit criteria. |

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| NUMBER: 0220 | | ELEMENT NAME: Soft-Money | | |
|---|---------------|---------------------------------|-----------------------------|---|
| DESCRIPTION: Restricted Current Fund - Soft Money. Persons on the institution's payroll who are paid in full from funds, traditionally referred to as "Soft Money", that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, administration of student-aid programs for grants, work aid, loans and other miscellaneous services. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1988/07/15 | 1988-89 | ED-Change | Missing or invalid CRITICAL | Added checks for invalid data (not Y or N). |
| 2008/07/01 | 2008-09 | EL-Delete | Deleted Element | Element no longer needed |

| NUMBER: 0225 | | ELEMENT NAME: EAM Indicator | | |
|--|---------------|------------------------------------|--|---|
| DESCRIPTION: An indicator to identify employees with an Activity Code (data Element 0130) equal to 06 and should be counted as an Executive, Administrative, and Managerial (EAM) for the EEO-6 Report. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1995/07/11 | 1995-96 | EL-Added | EEO-6 Indicator | The EEO-6 Indicator was added to reclassify employees for EEO-6 reporting. |
| 1999/01/21 | 1999-00 | ED-Change | If EEO-6 Indicator (DE 0225) = 'Y' then Activity – Occupational Activity Code (DE 0130) must = '06'. Include only employees with an Activity Code of 06 that have a General Ledger code between 51200 through 51299 (inclusive). | Added to make sure all employees that were coded with an indicator of 'Y' are in Activity 06 (Professional Support) and also expanded the definition to make sure the employee also has the correct GL codes. |
| 2000/07/01 | 2000-01 | ED-Added | EQ Y and Activity/ Occupational Activity Code (DE 0130) EQ 06 and Org/GL code Part 2 (DE 0230) NE 51200-51299 - | CRITICAL |
| 2004/07/01 | 2004-05 | EL-Change | Name of Element Changed to EAM indicator | Clarify use of element |

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| NUMBER: 0225 | | ELEMENT NAME: EAM Indicator | | |
|--|---------------|------------------------------------|--|-----------------------------------|
| DESCRIPTION: An indicator to identify employees with an Activity Code (data Element 0130) equal to 06 and should be counted as an Executive, Administrative, and Managerial (EAM) for the EEO-6 Report. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2004/07/01 | 2004-05 | DS-Change | An indicator to identify employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) for IPEDS Fall Staff Survey, IPEDS Employee by Assigned Position report, and College Employee Headcount by Gender and Ethnicity report. | Clarify use of element |
| 2008/07/01 | 2008-09 | ED-Change | EQ Y and Activity - Occupational Activity Code (DE 0130) EQ 06 and Org/GL Code Part 2 (DE 0230) NE 51200 - 51299 | Org/GL Code (DE 0230) was deleted |

| NUMBER: 0230 | | ELEMENT NAME: Organizational Unit & GL Code | | |
|---|---------------|--|---|--|
| DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits: an eight digit Organizational Unit and a five-digit General Ledger Classification. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 1999/03/05 | 2000-01 | EL-Added | Organizational Unit & GL Code | New Data Element added. Added to allow Org/GL codes and Activity-Occupational Activity codes to be edited. |
| 2000/07/01 | 2000-01 | ED-Added | Missing or invalid - CRITICAL | Edits added to check for missing or invalid data |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 51200-51299 and (DE 0130 – Activity Code) = 06 and (DE 0225 EEO-6 Indicator) = Y CRITICAL | To ensure correct coding of Activity Code and EEO-6 Indicator for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 51000-51099, 51400-51499, 51500-51599, or 55000-55099 and (DE 0130 – Activity Code) EQ 1 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |

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| NUMBER: 0230 | | ELEMENT NAME: Organizational Unit & GL Code | | |
|---|---------------|--|---|--|
| DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits: an eight digit Organizational Unit and a five-digit General Ledger Classification. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 52000, 52001, 52005, 52100-52199, 52100-52199, 52200-52299, 52400-52499, 52505-52599, 56000, 56001, 56007-56099, 56100-56199 and (DE 0130 – Activity Code) EQ 2 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005 and (DE 0130 – Activity Code) EQ 3 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 52002, 52003, 52505-52599, 56002, 56003 and (DE 0130 – Activity Code) EQ 4 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 52300-52399, 56006 and (DE 0130 – Activity Code) EQ 5 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53400-53499, 53500-53599, 5000-55099, 56004, 56500-56599 and (DE 0130 – Activity Code) EQ 6 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56500-56599, 57000-57099 and (DE 0130 – Activity Code) EQ 7 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56006, 57000-57099 and (DE 0130 – Activity Code) EQ 8 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 and (DE 0130 – Activity Code) EQ 9 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |

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| NUMBER: 0230 | | ELEMENT NAME: Organizational Unit & GL Code | | |
|---|---------------|--|---|--|
| DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits: an eight digit Organizational Unit and a five-digit General Ledger Classification. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099, and (DE 0130 – Activity Code) EQ 10 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2000/07/01 | 2000-01 | ED-Added | Org/GL Code Part 2 NE 58200, 58300-58399 and (DE 0130 – Activity Code) EQ 11 CRITICAL | To ensure correct coding of Activity Codes for General Ledger Code ranges. |
| 2001/07/01 | 2001-02 | ED-Change | Changed GL code ranges for Activity 02 to 52005-52099 and 52501-52599 | Changed GL code range to match Accounting Manual. |
| 2004/07/01 | 2004-05 | ED-Change | 2. Org/GL Part 2 NE 51200-51299 and Activity Code (DE 0130) = 06 and EAM Indicator (DE 0225) = Y | Name change of EAM Indicator (DE 225) |
| 2006/07/01 | 2006-07 | ED-Added | Position 1 of Org code (Fund) edit added to only allow 1-9 value | Data Integrity |
| 2008/07/01 | 2008-09 | EL-Delete | Deleted Element | Element no longer needed |

| NUMBER: 0235 | | ELEMENT NAME: Race-White | | |
|--|---------------|---------------------------------|--|---|
| DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa. Note: This race code may be coded Yes even if others are also yes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0240) thru (DE 0260) not equal 'Z' | Data Integrity |

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| NUMBER: 0240 | | ELEMENT NAME: Race-Black or African American | | |
|--|---------------|---|--|---|
| DESCRIPTION: A code to indicate if the student has origins in any of the black racial groups of Africa. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0235) thru (DE 0260) not equal 'Z' | Data Integrity |

| NUMBER: 0245 | | ELEMENT NAME: Race-Asian | | |
|---|---------------|---------------------------------|--|---|
| DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam. Note: This race code may be coded Yes even if others are also yes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0235) thru (DE 0260) not equal 'Z' | Data Integrity |

| NUMBER: 0250 | | ELEMENT NAME: Race-American Indian/Alaskan Native | | |
|---|---------------|--|--|---|
| DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Note: This race code may be coded Yes even if others are also yes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0235) thru (DE 0260) not equal 'Z' | Data Integrity |

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| NUMBER: 0255 | | ELEMENT NAME: Race-Native Hawaiian/Pacific Islander | | |
|---|---------------|--|--|---|
| DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Note: This race code may be coded Yes even if others are also yes. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0235) thru (DE 0260) not equal 'Z' | Data Integrity |

| NUMBER: 0260 | | ELEMENT NAME: Ethnicity-Hispanic/Latino | | |
|--|---------------|--|--|---|
| DESCRIPTION: A code to indicate if the is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. | | | | |
| ELMCHG | ELMIMP | CODE CHANGE: | CHANGE | REASON |
| 2008/07/01 | 2008-09 | EL-Added | New Element | Change in Federal Government Requirements |
| 2008/07/01 | 2008-09 | ED-Added | Missing or invalid | Data Integrity |
| 2008/07/01 | 2008-09 | ED-Added | 'Z' and (DE 0235) thru (DE 0260) not equal 'Z' | Data Integrity |