

REPORTING INSTITUTION

A single letter used to identify the reporting institution.

Codes:

- A = Appalachian State University
- B = East Carolina University
- C = Elizabeth City State University
- D = Fayetteville State University
- E = North Carolina A & T State University
- F = North Carolina Central University
- G = University of North Carolina School of the Arts
- H = North Carolina State University
- I = The University of North Carolina - Pembroke
- J = The University of North Carolina - Asheville
- K = The University of North Carolina - Chapel Hill
- L = The University of North Carolina - Charlotte
- M = The University of North Carolina - Greensboro
- N = The University of North Carolina – Wilmington
- O = Western Carolina University
- P = Winston-Salem State University
- S = North Carolina School of Science and Mathematics

Edit: Must be a letter from A through P or S and it must match the institution code on the "%LET INCAMP=" statement of the edit program.

ITEM #7
VARIABLE NAME: SEX
BEGINNING POSITION 46
FIELD LENGTH 1

SEX

CODE	SEX
M	Male
F	Female

Edit: Must be coded either M or F.

ITEM #8
SAS VARIABLE NAME: RACE
BEGINNING POSITION 47
FIELD LENGTH 1

RACE

This item is no longer needed.

UNC-GA ProgAssess/PDF.JF002/8-4-09

ITEM #9
SAS VARIABLE NAME: CITIZEN
BEGINNING POSITION 48
FIELD LENGTH 1

CITIZENSHIP

Codes:

R = Resident foreign national

N = Non-resident foreign national

C = U. S. Citizen

Edit: Must be one of the following (R, N, C).

ITEM #10
SAS VARIABLE NAME: FLSA
BEGINNING POSITION 49
FIELD LENGTH 1

FAIR LABOR STANDARDS ACT (FLSA)

Codes:

1 = Exempt from the Fair Labor Standards Act of 1939.

2 = Not exempt from the Fair Labor Standards Act of 1939.

Edit: SPA personnel must have a code of 1 or 2.

ITEM # 11
SAS VARIABLE NAME: EPASPA
BEGINNING POSITION 50
FIELD LENGTH 1

EPA/SPA/GTA FLAG

Codes:

E = Exempt from the State Personnel Act. Includes all employees (academic and non-academic) on university payrolls that are not subject to the State Personnel Act.

S = Subject to the State Personnel Act. Includes all employees on university payrolls that are subject to the State Personnel Act.

G = Graduate Assistant

Edit: Must be E, S, or G.

ITEM #12
SAS VARIABLE NAME: EMPERD
BEGINNING POSITION 51
FIELD LENGTH 2

EMPLOYMENT PERIOD

Period of employment in months or months per year. Fill with a leading zero if necessary so that both digits are numeric.

Example: Code nine month employee as 09.

Edit: Must be numeric and from 01 through 12.

EMPLOYMENT STATUS

Codes:

- 1 = PERMANENT (EPA and SPA) eligible to participate in a state retirement plan.
- 2 = TEMPORARY or VISITING replacing a faculty member on leave WITH pay. (EPA only)
- 3 = TEMPORARY or VISITING replacing a faculty member on leave WITHOUT pay. (EPA only)
- 4 = TEMPORARY or VISITING EPA employee NOT replacing an employee on leave or any temporary SPA employee.
- 5 = ON-LEAVE WITH PAY. (EPA only)
- 6 = ON-LEAVE WITHOUT PAY. (EPA and SPA)

Note: Faculty members on leave with or without pay should be reported with the salary and FTE they were receiving before they went on leave.

Edit: Must be numeric and from 1 through 6. If SPA then status should not be coded 2, 3 or 5. If this item is 1 and FTE > .74 and Employment Period > 8 then Retirement Plan Code must be S or T.

ITEM #14
SAS VARIABLE NAME: OACAT
BEGINNING POSITION 54
FIELD LENGTH 2

OCCUPATIONAL ACTIVITY CODE

This code groups employees into rather broad categories according to the employees primary function. See Appendix A.

Edit: SPA employees must be coded 10, 30, 40, 50, 60 or 70. EPA employees must be coded 10, 20, 24, 25, 26 or 30. If .5 FTE or more are associated with teaching funds in the employment units then OA code must be 20.

ITEM #15
SAS VARIABLE NAMES:
HIRYR
HIRMO
BEGINNING POSITION 56
FIELD LENGTH 6

DATE HIRED

Year and month hired at this institution. If employment is broken by termination,
code date rehired.

Example: Code July 1961 as 196107.

Edit: Hire date month must be numeric and from 01 through 12. Hire date year
must be numeric and not greater than the current year. Hire date must not
indicate that this person was hired before his/her 16th birthday or after the
as-of-date of this file.

ITEM #16
SAS VARIABLE NAMES:
PROMYR
PROMMO
BEGINNING POSITION 62
FIELD LENGTH 6

DATE OF LAST PROMOTION

Year and month of last promotion as defined by your institution.

Example: Code July 1981 as 198107.

Edit: Must be blank or numeric and greater than hire date and less than as-of date for this file. Month of promotion must be blank or numeric and from 01 through 12. Year of promotion must be blank or numeric and less than or equal to the current year.

TERMINATION CODE

Codes:

- 0 = Currently Employed
- 1 = Resigned
- 2 = Retired
- 3 = Dismissed or Terminated
- 4 = Deceased
- 5 = Non-reappointment at end of contract (EPA only)
- 6 = Financial exigency (EPA only)
- 7 = Other
- P = Terminated at end of Phased Retirement Program

Note: If a person was reported as currently employed on the PDF of the previous year, that person should have a record on the current PDF. If that person's employment has been terminated between the as-of dates of the two PDF's then all of the data on the record in the current PDF should reflect the employment situation prior to the termination with the exception of this data element that shows the reason for the termination. If the person is then hired again, the terminated record should still be included with the multiple record flag set to Y indicating the record does not reflect the most recent situation and a second record should be submitted with current information.

Edit: Must be one of the above codes. Codes 5 and 6 do not apply to SPA employees. Code 5 does not apply to Tenured EPA employees.

ITEM #19
SAS VARIABLE NAME: STATESAL
BEGINNING POSITION 71
FIELD LENGTH 6

TOTAL STATE SALARY

Six digit item indicating the total amount of **STATE** funded salary for this individual. See Appendix J for EPA point of reference maximum salaries.

Edit: Must be sum of salaries from all employment units that indicate a state salary source. EPA state salaries should not exceed the point of reference salary maximum for their rank at your institution.

ITEM #20
SAS VARIABLE NAME: NONSTATE
BEGINNING POSITION 77
FIELD LENGTH 6

TOTAL NON-STATE SALARY

Six digit Salary item indicating the total amount of **NON-STATE** funded salary for this individual.

Example: Code \$18,345 salary as 018345.

Edit: Must be sum of salaries from all employment units that indicate a nonstate salary source.

ITEM #21
SAS VARIABLE NAME: SALARY
BEGINNING POSITION 83
FIELD LENGTH 6
Revised: 11/9/09

GRAND TOTAL SALARY

Six digit Salary item indicating the total yearly salary from all sources. See Appendix J for minimum EPA salaries for edit purposes by rank for your institution and the Office of State Personnel Salary Schedule for SPA.

If salary exceeds \$999,999, code this item as '*****' and code the salary in Item 58 (Extended Total Salary)

Edit: Must equal the sum of total state and total non-state salaries. EPA total salary should not be less than the minimum salary for edit purposes by rank at your institution. For full-time SPA employees with a normal grade who are currently employed and not on leave a table look-up is performed and total salary must either match the hiring rate salary or fall between the minimum and maximum salaries for the employees grade. If the employee is paid the hiring rate, a further test is performed to insure that this employee is newly hired.

ITEM #22
SAS VARIABLE NAME: FTE
BEGINNING POSITION 89
FIELD LENGTH 3

TOTAL FTE

For SPA personnel total FTE should be calculated by dividing total hours worked per week by 40 hours. This field should equal the sum of FTE fields from all of the EU's. Code one digit to the left of the decimal and two to the right but do not code the decimal point.

Examples:

Codes:

100 = Full-time employee

050 = Half-time employee

071 = Employee working 71% of full-time or .71 FTE

Edit: Must be numeric and from 001 through 100. Must be equal to the sum of the FTE fields from all of the employment units.

ITEM #23
SAS VARIABLE NAME: RANK
BEGINNING POSITION 93
FIELD LENGTH 1

ACADEMIC RANK

This item is required for EPA employees only. It should be blank for all SPA employees.

Codes:

- 1 = Professor
- 2 = Associate Professor
- 3 = Assistant Professor
- 4 = Instructor
- 5 = Lecturer
- 9 = Other (None of the above.)

Note: Administrators with tenure status should be reported with appropriate Academic Rank (1-4).

Edit: Must be one of the above codes for all EPA employees.

ITEM #24
SAS VARIABLE NAMES:
RANKYR
RANKMO
BEGINNING POSITION 94
FIELD LENGTH 6

DATE OF CURRENT RANK

Year and month current academic rank was obtained. If this person has academic rank this item should be numeric. Otherwise it should be left blank.

Example: Code July 1961 as 196107

Edit: Must be numeric for EPA employees if rank is not 9. It must be greater than or equal to the hire date and not greater than the as-of-date for this file. Date of rank should not precede hire date.

ITEM #25
SAS VARIABLE NAME: ADMTITL
BEGINNING POSITION 100
FIELD LENGTH 3

ADMINISTRATIVE TITLE CODE

A code indicating administrative title for this employee. These codes have been determined and may be modified each year by your institution if the valid codes are submitted with the personnel data file. The code 999 is reserved and must be used to indicate that an employee does not have an administrative title. See Appendix B for codes used at your institution last year.

Edit: All EPA employees and all graduate assistants must have a code from the Appendix B Table for your institution. If an EPA employee is not a faculty member (Item #52='F') or a professional librarian (Item #52='L'), then this code should be something other than 999.

TENURE STATUS

This item is required for EPA employees only. It should be blank for all SPA employees.

Codes:

- T = Permanent Tenure
- N = Not Tenured but on Tenure Track
- Z = Not on Tenure Track
- R = Retired (This code is reserved for those who were tenured or on track but are now off track due to retirement. It serves as an explanation for a person with faculty rank who is not on track due to their age.)
- P = Participant in the Phased Retirement Program. Similar to the above code R except that this person has entered the Formal Phased Retirement Program.

Edit: Must be one of the above codes for all EPA employees. Temporary employees (Item #13 = 2, 3, or 4) must be coded Z or R. Faculty with **RANK <4** and **RANKMOD = A or B** must be coded T, N, or P. If **RANKMOD = C or D or is >G** then this must not be coded T or N.

ITEM #27
SAS VARIABLE NAMES:
TRACKYR
TRACKMO
BEGINNING POSITION 104
FIELD LENGTH 6

TENURE TRACK DATE

Year and month of entry into the tenure track or, if tenured, year and month
tenure was granted.

Example: Code July 1980 as 198007

Edit: Must be blank for those not tenured or on-track. Otherwise it must not be
less than hire date or greater than the as-of-date for this file.

ITEM #28
SAS VARIABLE NAME: HED
BEGINNING POSITION 110
FIELD LENGTH 5

HIGHEST EARNED DEGREE ABBREVIATION

This item is required of all EPA employees and is optional for SPA employees. The highest **EARNED** degree (HED) should be given. Honorary or other unearned degrees should be given only if the employee has no earned degree. See Appendix C for acceptable abbreviations. This item should be left justified and filled with trailing blanks. If this employee has no earned degree then code **ZZZZZ**.

Edit: All EPA employees and graduate assistants must have a code from Appendix C.

ITEM #29
SAS VARIABLE NAME: HEDYR
BEGINNING POSITION 115
FIELD LENGTH 4

YEAR HIGHEST EARNED DEGREE WAS GRANTED

This item is required of all EPA employees and is optional for SPA employees.

Examples: If degree was granted in 1963 then code 1963. If no degree then leave blank.

Edit: If a degree is coded then this must be numeric but not greater than the current year.

LEVEL OF HIGHEST EARNED DEGREE

This item is required of all EPA employees *and graduate assistants*. It is also required of SPA employees if their OA category (item 14) is coded as 10 (executive, administrative, managerial) or 30 (professional). It is optional for anyone else.

Codes:

P = Doctor's Degree – professional practice (as of 07/01/09) The first earned degree in a professional field. The following degrees should be included: MD, DO, JD (if JD is the FIRST professional degree), DDS, DVM, OD, BD, MDIV, RABBI, PODD, PM, DPT, AUDD.

R = Doctor's Degree – research/scholarship (as of 07/01/09) An earned academic degree at the doctoral level. Not to be included are first professional degrees such as MD and DDS.

1 = Doctoral Degree – An earned academic degree at the doctoral level. Not to be included are first professional degrees such as MD and DDS.

2 = First Professional Degree – The first earned degree in a professional field. The following degrees should be included: MD, DO, JD (if JD is the FIRST professional degree), DDS, DVM, OD, BD, MDIV, RABBI, PODD, PM.

3 = Master's Degree - Any earned degree carrying the title of "**master**". In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., LLM, MS (Master of Surgery), MSW (Master of Social Work).

4 = Bachelor's Degree - Any earned academic degree carrying the title of "**bachelor**".

5 = Associate Degree - (two years or more) - The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.

6 = Certificates and Diplomas - An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than associate degree.

7 = Other - Includes all other categories of degrees, diplomas and certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Education Specialist.

9 = No Awards above high school level.

Edit: Must match the level indicated by the degree abbreviation in Appendix C.

ITEM #31
SAS VARIABLE NAME: HEDFICE
BEGINNING POSITION 120
FIELD LENGTH 6

FICE CODE OF HED GRANTING INSTITUTION

This item is required of all EPA employees and *graduate assistants*. It is optional for SPA employees. See Appendix D for FICE codes.

Exceptions:

Codes:

999996 = Unknown out-of-state institution.

999997 = Unknown North Carolina institution.

999998 = Foreign institution.

999999 = No degree.

Edit: If a degree is coded in item 28 then this must be a code from Appendix D.

ITEM # 32
SAS VARIABLE NAME: HEDAREA
BEGINNING POSITION 126
FIELD LENGTH 6

AREA OF HED

This item is required of all EPA employees. It is optional for SPA employees and graduate assistants. See Appendix E for *CIP 2000* codes. If no degree then leave blank.

Edit: If a degree is coded in item 28 then this must be a code from Appendix E.

ITEM #33
SAS VARIABLE NAME: CLASS
BEGINNING POSITION 132
FIELD LENGTH 5

SPA CLASSIFICATION CODE

This item is required of all SPA employees. It should be left blank for all EPA employees. These codes are found in a book published by the Office of State Personnel in Raleigh. The SPA personnel office on each campus should have a current copy of the book **Salary Plan**. In this book is a list of classification codes with an associated classification title and appropriate pay grade and salary range. If this person was hired as SPA without a classification, (flat rate, etc.), code 99999 in this item. Otherwise use the code from the **Salary Plan**.

Edit: For all SPA personnel this item must be numeric and a valid code from the **Salary Plan** or 99999.

GRADE/SALARY EXCEPTION

This item is required for all SPA employees who have salaries that do not match the grade/step salary schedule. It should be left blank for all others.

Codes:

- Blank = Salary matches table for hiring rate or falls within range for grade (not an exception).
- T = "T" grade salary (classification title = 99999).
- F = Flat rate salary (grade = 99).
- A = Salary is above range for this grade.
- B = Salary is below range for this grade.

Edit: Must be one of the above codes or blank.

ITEM # 35
SAS VARIABLE NAME: GRADE
BEGINNING POSITION 138
FIELD LENGTH 2
Revised: 11/9/09

GRADE/Skill Level

This item is required of all SPA employees. It should be left blank for all EPA employees. This is the salary grade as defined by State Personnel. ~~This item should be numerical and between 50 and 96.~~ For exceptions such as no grade, see item 34.

For Career Banded classifications, this variable is to be used to identify the skill level of the employee. Codes for skill levels are 01=Contributing; 02=Journey; 03=Advanced.

Edit: For all SPA personnel this item must be numerical and coded as 01, 02, 03 ~~or from 50 through 96 or 99 if an appropriate grade/step exception is coded in item 34.~~

ITEM #37
SAS VARIABLE NAME: OCRPROM
BEGINNING POSITION 140
FIELD LENGTH 1

OCR PROMOTION FLAG

According to OCR a promotion is defined as a change in duties which involves greater responsibility than in the previous position and which results in an increase in pay.

Codes:

Y = This person received an OCR promotion during the past year.

N = This person did not receive an OCR promotion during the past year.

Edit: Must be Y or N.

ITEM #38
SAS VARIABLE NAMES:
SERVYRS
SERVMOS
BEGINNING POSITION 141
FIELD LENGTH 4

TIME IN STATE SERVICE

This item is required for full-time SPA employees only. It is optional for all others. Code years and months of service to the state of North Carolina through the as-of-date for this file.

Examples:

Codes:

0106 = 18 months

2000 = 20 years

0001 = one month

Edit: Must be numeric and years must be from 0 through a number not so large as to indicate the person started work before reaching the age of 16. Months must be from 00 through 11.

ITEM #39
SAS VARIABLE NAME: MULTFLAG
BEGINNING POSITION 145
FIELD LENGTH 1

MULTIPLE RECORD FLAG

It may be necessary to submit more than one record for one employee. This may be necessary if, for example, an employee is terminated and rehired one or more times in the same reporting year. In any case, if the record represents the most current situation for this employee then the multiple record flag must be blank. If this is a multiple record and it is not the one that represents the most current situation for this employee then this flag should be coded with a "Y".

Edit: Must be "Y" or blank. The edit will check for duplicate social security numbers and generate a table if any are found.

ITEM #41
SAS VARIABLE NAME: TERMDEG
BEGINNING POSITION 152
FIELD LENGTH 1

TERMINAL DEGREE INDICATOR

This item is required for all EPA employees who either are in OA category 20 or are in OA category 10 and hold faculty rank.

Codes:

Y = Holds a terminal degree for this position.

N = Does not hold a terminal degree for this position.

Blank = This item does not apply.

Edit: This item must be Y, N or blank. For EPA employees who are in OA category 20 and either tenured or on track or who are both in OA category 10 and have academic rank coded less than 6 this item must not be blank.

RETIREMENT PLAN CODE

This item is required for all EPA employees.

Contributor Codes:

S = TSER (Teacher and State Employees Retirement system) contributor.

T = Optional retirement plan contributor. (TIAA/CREF, etc.)

Recipient Codes:

A = Optional retirement plan recipient.

B = TSER recipient.

Other:

N = No employer contribution made to a retirement plan.

Edit: Must be S, T, A, B, or N. If this is an SPA employee it is assumed to be S and the edit program forces it to be S. If this is coded A or B then tenure status must be Z or R. If Employment Status = 1 and FTE > .74 and Citizenship is not = N then this item must be S or T.

CLINICAL/PRE-CLINICAL FLAG

This item should be blank for all employees at all institutions except for clinical and pre-clinical *EPA employees* at ECU and UNC-Chapel Hill. Clinical and pre-clinical *EPA employees* should be coded with a "Y".

The purpose of this flag is to identify *employees* that are affiliated with the medical school so they can be deleted from reports that are designed to compare academic faculty salaries between institutions.

Clinical *EPA employees* are to be identified by their home department. These are disciplines that are exclusively within the MD curriculum such as surgery, pediatrics, dermatology, family medicine, etc.

Pre-Clinical *EPA employees* are also identified by their home department. They are in disciplines that may offer academic degrees as well as courses that are required in the pursuit of an MD. Pre-Clinical disciplines are anatomy, microbiology, immunology, biochemistry, pathology, pharmacology, and physiology. Other institutions may have offerings in some of these disciplines. However, the flag is reserved for only those institutions with a medical school.

Edit: Must be "Y" or blank. If the institution code is not B or K then this item must be blank.

ITEM #45
SAS VARIABLE NAME: HOMEDEPT
BEGINNING POSITION 155
FIELD LENGTH 7

HOME DEPARTMENT

This item is required for all EPA employees and *all graduate assistants*. It is optional for SPA employees. It should contain the seven digit function code (see Appendix F) which best indicates the employee's department for administrative purposes.

Edit: Must be a code from your institution's function code table.

ITEM #46
SAS VARIABLE NAME: TEACHFLG
BEGINNING POSITION 162
FIELD LENGTH 1

TEACHING/RESEARCH FLAG

This item is generated by the edit program. It identifies EPA employees who are paid from **teaching or research funds**. Teaching FTE is defined as FTE associated with subhead 101-1310 (or 104-1310 or 105-1310 at ECU, or 106-1310 at NCSU). Research FTE subheads are 110-1110 (or 122-1110 or 106-1110 at NCSU).

Codes:

0 = No teaching FTE.

1 = Total teaching FTE of 0.01 through 0.49.

2 = Total teaching FTE of 0.50 or more.

Edit: This item will be calculated by the edit program by looping through the employment units of EPA employees and totaling their "teaching FTE".

ITEM #47
SAS VARIABLE NAME: HAFLAG
BEGINNING POSITION 163
FIELD LENGTH 1

HEALTH AFFAIRS/EXTENSION/ARBORETUM FLAG
(ECU, NCSU, UNC-A, and UNC-CH only)

This item is generated by the edit program. To determine the appropriate code for this item the edit program calculates the total FTE from all employment units that have the EU health affairs/extension/arboretum flag set.

Codes:

0 = No FTE in health affairs/extension/arboretum.

1 = Total FTE in health affairs/extension/arboretum of 0.01 through 0.49.

2 = Total FTE in health affairs/extension/arboretum of 0.50 or more.

Edit: This item will be calculated by the edit program by looping through the employment units of EPA employees and totaling any FTE from health affairs/extension/arboretum.

HEGIS FACULTY FLAG

The edit program will set this flag to zero. Then if all of the following conditions are met it will be set to 1 and therefore included in the HEGIS/AAUP population:

- 1 = Item 11 (EPASPA) must be "E" (EPA).
- 2 = Item 17 (TERM) must be "zero" (currently employed).
- 3 = Item 22 (FTE) must be greater than .97.
- 4 = Item 12 (EMPERD) must be greater than 8.
- 5 = Item 13 (STATUS) must not be 2 (temporary or visiting replacing faculty on leave with pay) or 6 (on leave without pay).
- 6 = Item 39 (MULTFLAG) must be blank.
- 7 = Item 44 (CLINFLAG) must be blank.
- 8 = Item 14 (OACAT) must be 20 (teaching).
- 9 = Item 46 (TEACHFLG) must be 2 (teaching at least .50 FTE).

If a record satisfies the first seven conditions and is determined by item 25 (ADMTITL) to be a department chairperson with Faculty rank, then it passes the criteria regardless of items 14 and 46.

If all of the above conditions are met except for FTE, then this code will be set to 2. If all of the above conditions are met except for EMPERD, then this code will be set to 3. If all are met except FTE and EMPERD, it will be set to 4.

ACADEMIC RANK MODIFIER

Codes:

- A = No Modifier
- B = Distinguished or Titled (Persons holding named professorships) **or Named**
- C = Clinical
- D = Adjunct
- E = Research
- F = Extension (Applicable to NCA&T and NCSU only)
- G = Librarian
- H = Other (e.g. research associate, research assistant, affiliate faculty, writer-in-residence, artist, etc.)
- I = Visiting
- J = Visiting Distinguished or Titled (Persons holding named professorships) **or Named**
- K = Visiting Clinical
- L = Visiting Adjunct
- M = Visiting Research
- N = Visiting Extension (Applicable to NCA&T and NCSU only)
- O = Visiting Librarian
- P = Visiting Other (e.g. research associate, research assistant, affiliate faculty, writer-in-residence, artist etc.)
- Q = Senior Lecturer
- R = Professor of the Practice
- S = Teaching
- T = Senior**
- U = Interim/Acting**
- V = Emeritus**
- W = Associate**
- X = Assistant**
- Y = Deputy**

NOTE: The rank modifier should be based on the title used in the EPA employee's letter of appointment. Tenure/Tenure Track medical faculty should not be coded as **Clinical**. Faculty with C, D, G through P, **or T through Y (only to be used for Administrators)** coded here will be reported on AAUP and IPEDS reports as **No Faculty Rank** regardless of what is coded in item 23.

EDIT: One of the above codes for all EPA employees. If faculty rank is 1-3 and tenure status is Z, then this item should not be A.

ITEM # 50
SAS VARIABLE NAME: RSRCHFLG
BEGINNING POSITION 165
FIELD LENGTH 1

RESEARCH FLAG

This item is generated by the edit program. It identifies EPA employees who are paid from "research funds". Research FTE is defined as FTE associated with subhead 110-1110 (or 122-1110 or 106-1110 at NCSU).

Codes:

0 = No research FTE

1 = Total research FTE of 0.01 through 0.49

2 = Total research FTE of 0.50 or more.

Edit: This item will be calculated by the edit program by looping through the employment units of EPA employees and totaling their "research FTE".

ITEM # 51
SAS VARIABLE NAME: DOR
BEGINNING POSITION 166
FIELD LENGTH 7

DEPARTMENT OF RANK

This item is required of all EPA employees with rank (Item #23) less than 9. It should contain the seven digit function code (see Appendix F) which indicates the department in which this employee holds faculty rank.

Edit: If this is an EPA employee (Item #11 = E) and has any faculty rank (Item #23 is not = 9), then this item must be a code from your institution's function code table and the department indicated by the code must have an A in column 10 in the function code table which indicates that this department is one in which people hold rank.

EPA TYPE

This item is required for all EPA employees. It should be blank for all SPA employees and Graduate Assistants.

Codes:

F=Faculty (primary appointment is as a faculty member).

A=SAAO (Tier I), as defined in paragraph I.A. of Policy Manual 300.1.1

B=SAAO (Tier II), as defined in paragraph I.B. of Policy Manual 300.1.1

L=Professional Librarian (with or without faculty rank)

I=Instructional (other than faculty). See Policy Manual 300.2.5[G]

R=Research (other than faculty). See Policy Manual 300.2.5[G]

N=Not determined, under negotiation, or position subject to review when vacant.

Note: See Appendix K for Policy Manual references.

Edit: Must be one of the above codes for all EPA employees. If this item is not coded F or L, then this person is assumed to be "EPA Non-Faculty" and Item #25 (Administrative Title) must not be 999.

ITEM #53
SAS VARIABLE NAME: CUPA
BEGINNING POSITION 174
FIELD LENGTH 7

CUPA ADMINISTRATOR TITLE CODE

This item applies to any EPA or SPA employee that is reported as an administrator in the annual CUPA survey. It should be left blank for all others.

Use the four-digit code here that is reported to CUPA. Left justify with three trailing blanks.

See Appendix L for a list of codes and titles.

Edit: Must be blank or a code from Appendix L.

ITEM #055
SAS VARIABLE NAME: PDF055
PDF055A
PDF055B
PDF055C
PDF055D
PDF055E
PDF055F
PDF055G
BEGINNING POSITION **190**
FIELD LENGTH **7**

IPEDS RACE/ETHNICITY CATEGORIES

There are seven items associated with this item: item 055A (position 190), item 055B (position 191), and so on ending with item 055G (position 196). Code Y = Yes or N = No for item 055A through item 055G that reflect the new IPEDS race/ethnicity categories indicated below, allowing the respondent to choose one or more races.

055A: Hispanic/Latino = Y or N

055B: American Indian or Alaska Native = Y or N

055C: Asian = Y or N

055D: Black or African American = Y or N

055E: Native Hawaiian or Other Pacific Islander = Y or N

055F: White = Y or N

055G: Unknown race/ethnicity = Y or N

Edit: Must be Y or N for each of the above items/categories. If 055G (Unknown) = Y, then 055A through 055F must be N. If any item 055A through 055F = Y, then item 055G must be N.

ITEM #56
SAS VARIABLE NAME: PDF056
BEGINNING POSITION 197
FIELD LENGTH 1

IPEDS RACE/ETHNICITY REPORTING CODE

This item will be generated by the PDF edit program from items PDF055A-PDF055G (and item 009, Citizen = N for Non-resident aliens) and will be the basis for reporting aggregate data using the new race/ethnicity categories as required by IPEDS.

Codes:

1 = Nonresident Alien

2 = Race and Ethnicity Unknown

3 = Hispanics of any race

For non-Hispanics only:

4 = American Indian or Alaska Native

5 = Asian

6 = Black or African American

7 = Native Hawaiian or Other Pacific Islander

8 = White

9 = Two or more races

Note: Do not complete this item; it will be generated by the edit program.

ITEM #57
SAS VARIABLE NAME: PDF057
PDF057A
PDF057B
BEGINNING POSITION 210
FIELD LENGTH 6

JCAT- JOB CATEGORY

This field contains job category and will be reported in spring 2010.

ITEM #58
SAS VARIABLE NAME: PDF058
BEGINNING POSITION 203
FIELD LENGTH 7

EXTENDED SALARY

Seven-digit Salary item indicating the total yearly salary from all sources. If Salary reported in Item 21 exceeds \$999,999, use this item to record salary.

Edit: Must equal the sum of total state and non-state salaries.

ITEM #60
SAS VARIABLE NAME: POSITION
BEGINNING POSITION WITHIN EU 1
FIELD LENGTH 6

POSITION NUMBER

Position number as supplied in the BD-119 document. Right justified. If no position number has been established, code 999999.

Edit: If the source of funds for this EU indicates state salary then this item must be numeric.

ITEM # 61
SAS VARIABLE NAME: FUNCTION
BEGINNING POSITION WITHIN EU 7
FIELD LENGTH 7

FUNCTION CODE

A code (maximum of 7 digits) for the function. Function may be defined as an administrative unit or as an area of employment (PCS-HEGIS for example). This item should be right justified and it should appear exactly digit for digit as it does in your institution's function code table. Function codes used in the PDF should correspond to those used on the BD119 to describe departmentally budgeted salaries. See Appendix F for codes used at your institution last year.

Edit: Must be a code from your institution's function code table.

ITEM #62
SAS VARIABLE NAME: BUDGET
BEGINNING POSITION WITHIN EU 14
FIELD LENGTH 5

BUDGET CODE

A five digit budget code. See Appendix G for codes. If no budget code is assigned, use 99999.

Edit: If the salary source for this EU indicates a state salary, then this must be a code from your institution's table of budget codes.

BUDGET SUBHEADING

Use standard budget purpose-object codes from the University of North Carolina Chart of Accounts. The purpose code is a three digit number (see Appendix H for purpose codes). The purpose code is followed by a dash. The object code is a four digit number (see valid object codes for salaries below).

Object Codes:

- 1110 = Regular salaries and wages - EPA employees (administrative, research and other positions).
- 1210 = Regular salaries and wages - SPA employees.
- 1310 = Regular salaries and wages - EPA employees (teaching positions).
- 1410 = Regular salaries and wages - Temporary employees, non-students.

Example: Code 101-1310 for regular salaries and wages for EPA employees for general academic instruction.

Edit: If this person is currently employed and the salary source for this EU indicates state salary, then the purpose code must be a numeric code from Appendix H. For SPA personnel, the object code should be 1210 or 1410. For EPA personnel, the object code should be 1110 or 1310.

Note: For EPA non-teaching personnel, the object code should be 1110.

ITEM #64
SAS VARIABLE NAME: EUHAFLG
BEGINNING POSITION WITHIN EU 27
FIELD LENGTH 1

EMPLOYMENT UNIT HEALTH AFFAIRS/EXTENSION/ARBORETUM FLAG

This item should be blank for all employees at all institutions except for EU's that are in health affairs at ECU or UNC-Chapel Hill or Extension at NCSU or the State Arboretum at UNC-A which should be coded with a Y.

Edit: Must be Y or blank. If the institution code is not B, H, J, or K, then this item must be blank.

PCS-Discipline

An eight digit combination of codes. The first two digits represent the Personnel Classification Structure (PCS) code. If these first two digits are coded either "11" or "12" indicating that the employee is being paid to conduct degree related instruction, then the following six digits must be completed to identify the discipline area of instruction. If the PCS code does not indicate degree related instruction, and therefore is not coded either "11" or "12" then the last six digits of this item must be left blank.

To identify instructional discipline areas, use the six digit CIP 2000 code representing the discipline of instruction or research.

See Appendix I for PCS codes. See Appendix E for CIP 2000 discipline area codes.

Edit: The first two digits must be a valid PCS code from Appendix I. If the PCS code is 11 or 12 then the last six digits must be a valid *CIP 2000 code from Appendix E*. If the PCS code is not 11 or 12, then the last six digits must be blank.

ITEM #66
SAS VARIABLE NAME: EUSALARY
BEGINNING POSITION WITHIN EU 36
FIELD LENGTH 6

SALARY FOR THIS EU

This is the portion of the employee's salary that is associated with the other information in this EU. A six digit salary rounded to the nearest dollar.

Edit: Must be numeric and greater than zero. See the edit checks for items 19, 20 and 21.

ITEM #67
SAS VARIABLE NAME: SOURCE
BEGINNING POSITION WITHIN EU 42
FIELD LENGTH 1

SOURCE OF SALARY FOR THIS EU

This item is used to determine whether the salary in this EU is paid from state funds and if not then from which of several non-state sources.

Codes:

Blank = **State Funds**

A = Governmental Grants - Federal TITLE grants (Title III, VI, etc.)

B = Governmental Grants - Federal other than title grants

C = Governmental Grants - State

D = Governmental Grants - Local

E = Governmental Appropriations - Federal

F = Governmental Appropriations - Local

G = Private - Gifts, grants or contracts

H = Endowment Income

I = Sales and service of educational activities

J = Sales and Service of auxiliary enterprises

K = Sales and service of hospitals

L = Trust funds

M = Other

Edit: Must be blank or a letter from A through M.

ITEM #68
SAS VARIABLE NAME: EUFTE
BEGINNING POSITION WITHIN EU 43
FIELD LENGTH 3

FTE FOR THIS EU

A three digit number with one digit to the left of the decimal and two to the right.
This is the portion of the employees FTE that is associated with the other information in
this EU.

Edit: Must be numeric and from 0.00 through 1.00. See the edit check for item
22.