


## HR/Payroll Fields Glossary for PeopleSoft Version 8.9

June 2006

Field	PAF #	Definition	Navigation
Academic Discipline	60	<i>Discipline with which the ee is most closely associated</i>	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Account Code (Combination Code)	42,43	<i>An 11 character code representing the MOCCode and Account</i>	WF Adm> Job Information> Job Data> <a href="#">Earn Dist</a>
Action/Reason	6,7	<i>Personnel action and reason</i>	WF Adm> Job Information> Job Data> Work Location
Additional Pay		<i>Earnings paid in addition to regular, base pay.</i>	Payroll for North America> Employee Pay Data USA > Create Add'l Pay
Annual Bnfts Base Rate		<i>EE's annual salary used as base for various benefit programs</i>	WF Adm> Job Information> Job Data> <a href="#">Ben Prog Part</a>
Annual Rate		<i>EE's salary expressed in a per year amount</i>	WF Adm> Job Information> Job Data> Compensation
Appointment End Date	33	<i>Date appointment ends</i>	WF Adm > Job Information> Job Data> <a href="#">Empl Data</a> 
Benefit Eligibility Date	27	<i>Date employee became eligible for benefits</i>	WF Adm> Job Information)> Job Data> UM Job Data
Benefit Status	13	<i>Regular - Benefit Eligible    Temporary - Non-benefit eligible</i>	WF Adm> Job Information> Job Data> Job Information
Business Unit	10,36	<i>Campus</i>	WF Adm> Job Information> Job Data> Work Location
Committed FTE		<i>The amt of FTE dedicated to the particular academic discipline</i>	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Compensation Frequency	23,25	<i>The way compensation amt is determined for an ee (e.g, hourly)</i>	WF Adm> Job Information> Job Data> Compensation
Compensation Rate	24	<i>EE's salary expressed as hourly, monthly or contract amount</i>	WF Adm> Job Information> Job Data> Compensation
Contract Begin/End	53a	<i>The begin and end date of contract appointments</i>	WF Adm> Job Information> Contract Adm> Update Contract Pay NA
Contract Pay Type	50	<i>The type of contract (e.g., 9/9 or 9/12)</i>	WF Adm> Job Information> Contract Adm> Update Contract Pay NA
Date Created		<i>Date this action was entered into the system</i>	WF Adm> Job Information> Job Data> Work Location
Department	11	<i>Employee's home department</i>	WF Adm> Job Information> Job Data> Work Location
Distribuiton %	41	<i>The % of the empl comp being paid from the Acct Code</i>	WF Adm> Job Information> Job Data> <a href="#">Earn Dist</a>
Earn Code	39	<i>A 3-character code that identifies the type of pay</i>	WF Adm> Job Information> Job Data> <a href="#">Earn Dist</a>
Effective Date, act/rsn	5,35	<i>Effective date of the action/reason</i>	WF Adm> Job Information> Job Data> Work Location
Effective Date, contract	49	<i>Date the contract begins</i>	WF Adm> Job Information> Contract Adm> Update Contract Pay NA
Empl Class	15	<i>Describes the class of the employee for Benefit Administration</i>	WF Adm> Job Information> Job Data> Job Information
Employee Type	20	<b>S</b> alary or <b>H</b> ourly	WF Adm> Job Information> Job Data> Payroll
Expected Job End Date	8	<i>Ending date of appointment (job will end automatically)</i>	WF Adm> Job Information> Job Data> Work Location
FICA Expiration Date		<i>Date employee exemption from FICA tax expires</i>	WF Adm> Job Information> Job Data> UM Specific
FICA Status	22	<b>Exempt</b> = students & qual. aliens <b>Subject</b> =non-exempt from FICA tax	WF Adm> Job Information> Job Data> Payroll
FTE	17	<i>Full-time equivalency of effort for the employee</i>	WF Adm> Job Information> Job Data> Job Information
Full/Part-time	14	<i>Full-time = 100% FTE Part-time = less than 100% FTE</i>	WF Adm> Job Information> Job Data> Job Information
Hire (First Start) Date		<i>The first day employee begins works</i>	WF Adm> Job Information)> Job Data> <a href="#">Empl Data</a> > Empl Information
Holiday Schedule	19	<i>Not used on the UMMSL campus</i>	WF Adm> Job Information> Job Data> Payroll
Home Rank	55	<i>Title for academic ees with rank(e.g., Professor, Asst Prof,etc)</i>	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Hourly Rate		<i>The employee's salary expressed in a per hour amount</i>	WF Adm> Job Information> Job Data> Compensation
HR (Employee) Status		<i>Indicates if employee is active; on leave, terminated, etc.</i>	WF Adm> Job Information> Job Data> Work Location

Field		Definition	Navigation
I-9 Expiration Date	29	Expiration of 3-year period for current I-9	WF Adm> Job Information> Job Data> UM Specific
Job Code	12,38	4-character code assigned to a specific job title	WF Adm> Job Information> Job Data> Job Information
Job Description ID	26	Number assigned to a particular academic position	WF Adm> Job Information> Job Data> UM Job Data
<b>Job Earnings Distribution PAF fields (35-43) for split-funded positions can be found at:</b>			WF Adm> Job Information> Job Data> <a href="#">Earn Dist</a>
Job Title		Actual title associated with job code	WF Adm> Job Information> Job Data> Job Information
Leave Accrual Balances		Sick Leave, Vacation and Personal Days balances	Benefits> Manage Leave Accruals> Review Accrual Balances
Leave Accrual Date		The date an employee is eligible to begin accruing PTO	Benefits> Manage Leave Accruals> Review Accrual Balances
Mandatory Review Date	58	Last date of tenure notification	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Monthly Rate		The employee's salary expressed in a per month amount	WF Adm> Job Information> Job Data> Compensation
Pay Group	18	The structure of comp. (indicates how often the ee is paid)	WF Adm> Job Information> Job Data> Payroll
Payment Begin/End date	53b	The begin and end date for payment of contract pay	WF Adm> Job Information> Contract Adm> Update Contract Pay NA
Payment Term	51	The period over which the contract will be paid	WF Adm> Job Information> Contract Adm> Update Contract Pay NA
Phone (Position)		Telephone number where ee can be reached during work hours	WF Adm > Job Information> Job Data> <a href="#">Empl Data</a>
Probation Date	32	Date benefit eligible ee's probationary period ends (staff only)	WF Adm> Job Information)> Job Data> <a href="#">Empl Data</a> > Empl Information
Regular/Temporary		Regular - Benefit Eligible    Temporary - Non-benefit eligible	WF Adm> Job Information> Job Data> Job Information
Service Date/Month/Days		Number of months and days calculated from the orig hire date	WF Adm> Job Information)> Job Data> <a href="#">Empl Data</a> > Empl Information
Standard Hours	16	Average number of hours per week employee works	WF Adm> Job Information> Job Data> Job Information
Start Date (First start/hire)		The first day employee begins works	WF Adm> Job Information)> Job Data> <a href="#">Empl Data</a> > Empl Information
Tax Location Code	21	County code for where the job is located	WF Adm> Job Information> Job Data> Payroll
Tenure Granted Date	59	Date the institution grants tenure to academic employee	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Tenure Home	57	Department responsible for employee's tenure	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Tenure Status	54	Indicates if ee is tenured, tenure track or not on tenure track	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Termination Date		The first day ee is in terminated status with the University	WF Adm > Job Information> Job Data> <a href="#">Empl Data</a>
Track Start Date	56	The date tenure tracking begins	WF Devl > Faculty Events> Calculate Tenure> Create Tenure Data
Work Authorization Date	30	Last day a non-resident alien is eligible to work	WF Adm> Job Information> Job Data> UM Specific
Working Title	28	An optional title used to describe ee's work assignment	WF Adm> Job Information> Job Data> UM Job Data

### HR/Payroll Inquire Screens

Summary	Definition	Navigation
Academic Summary	Summary of Academic Data	WF Devl> Faculty Evnts> Calculate Tenure> Review Rank/Status History
Job Summary	Employment history in PeopleSoft data	WF Adm> Job Information> Review Job Information> Job Summary
Legacy History	Employment history from Legacy data	WF Adm> Job Info.> Review Job Info.> Job Summary <span style="background-color: yellow;">Legacy Button</span>
Pay Check Summary	Summary of Pay Check Data	Payroll for N. Am.> Payroll Proc. USA > Prod.Payroll> Review Paycheck