



## HR/Payroll Fields Glossary for PeopleSoft Version 8

May 2004

Field	Definition	Navigation
Academic Discipline	<i>Discipline with which the ee is most closely associated</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data>Tenure Data
Account Code	<i>An 11 character code representing the MOCODE and Account</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Earn Dist</u>
Action/Dt	<i>Date this action was entered into the system</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Work Location
Action/Reason	<i>Personnel action and reason</i>	Adm WF> Adm WF(GBL)> Use> Job Data> Work Location
Additional Pay	<i>Earnings paid in addition to regular, base pay.</i>	Comp EEs>Maintain Payroll Data (US) > Use> Add'l Pay> Add'l Pay 1
Annual Bnfts Base Rate	<i>EE's annual salary used as base for various benefit programs</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation
Annual Rate	<i>EE's salary expressed in a per year amount</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation
Appointment End Date	<i>Date appointment ends within current academic year</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> ▼ 
Benefit Eligibility Date	<i>Date employee became eligible for benefits</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> > Empl Dates
Benefit Program	<i>Denotes the various benefits ee is eligible to participate in</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Ben Prog Part</u>
Benefit Status	<i>Regular - Benefit Eligible    Temporary - Non-benefit eligible</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Business Unit	<i>Campus</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Work Location
Committed FTE	<i>The amt of FTE dedicated to the particular academic discipline</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data>Tenure Data
Compensation Frequency	<i>The way compensation amt is determined for an ee (e.g, hourly)</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation
Compensation Rate	<i>EE's salary expressed as hourly, monthly or contract amount</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation
Contract Begin/End	<i>The begin and end date of academic 9 month appointments</i>	Adm WF> Adm WF (GBL)> <b>Use Lcl</b> > USA/CAN Contract Pay> Contract Pay
Contract Pay Type	<i>The type of contract (e.g., 9/9 or 9/12)</i>	Adm WF> Adm WF (GBL)> <b>Use Lcl</b> > USA/CAN Contract Pay> Contract Pay
Department	<i>Employee's home department</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Work Location
Earn Code	<i>A 3-character code that identifies the type of pay</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Earn Dist</u>
Effective Date	<i>Effective date of the action/reason</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Work Location
Effective Date (contract)	<i>Date the academic contract begins</i>	Adm WF> Adm WF (GBL)> <b>Use Lcl</b> > USA/CAN Contract Pay> Contract Pay
Employee Status	<i>Indicates if employee is active; on leave, terminated, etc.</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Work Location
Employee Type	<b>S</b> alary or <b>H</b> ourly	Adm WF> Adm WF (GBL)> Use> Job Data> Payroll
FICA Expiration Date	<i>Date employee exemption from FICA tax expires</i>	Adm WF> Adm WF (GBL)> Use> Job Data> UM Specific
FICA Status	<b>Exempt</b> = students & qual. aliens <b>Subject</b> =non-exempt from FICA tax	Adm WF> Adm WF (GBL)> Use> Job Data> Payroll
FTE	<i>Full-time equivalency of effort for the employee</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Full/Part-time	<i>Full-time = 100% FTE Part-time = less than 100% FTE</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Hire Date	<i>The first day employee begins works</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> > Empl Dates
Holiday Schedule	<i>Indicates whether ee is covered by University holiday schedule</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Payroll
Home Rank	<i>Title for academic ees with rank(e.g., Professor, Asst Prof,etc)</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data
Distribuiton %	<i>The % of the empl comp being paid from the Acct Code</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Earn Dist</u>
Hourly Rate	<i>The employee's salary expressed in a per hour amount</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation

Field	Definition	Navigation
I-9 Expiration Date	<i>Expiration of 3-year period for current I-9</i>	Adm WF> Adm WF (GBL)> Use> Job Data> UM Specific
Job Code	<i>4-character code assigned to a specific job title</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Job Description ID	<i>Number assigned to a particular academic position</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Um Job Data
Job Title	<i>Actual title associated with job code</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Leave Accrual Balances	<i>Sick Leave, Vacation and Personal Days balances</i>	Comp EEs>Admin Base Ben> Use> Leave Accruals
Mandatory Review Date	<i>Last date of tenure notification</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data>Tenure Data
Monthly Rate	<i>The employee's salary expressed in a per month amount</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Compensation
Pay Group	<i>The structure of comp. (indicates how often the ee is paid)</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Payroll
Payment Begin/End date	<i>The begin and end date for payment of contract pay</i>	Adm WF> Adm WF (GBL)> <b>Use Lcl</b> > USA/CAN Contract Pay> Contract Pay
Payment Term	<i>The period over which the contract will be paid</i>	Adm WF> Adm WF (GBL)> <b>Use Lcl</b> > USA/CAN Contract Pay> Contract Pay
Probation Date	<i>Date benefit eligible ee's probationary period ends (staff only)</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> > Empl Dates
Regular/Temporary	<i>Regular - Benefit Eligible    Temporary - Non-benefit eligible</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Service Date/Month/Days	<i>Number of months and days calculated from the orig hire date</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> > Empl Dates
Standard Hours	<i>Average number of hours per week employee works</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Job Information
Tax Location Code	<i>County code for where the job is located</i>	Adm WF> Adm WF (GBL)> Use> Job Data> Payroll
Tenure Granted Date	<i>Date the institution grants tenure to academic employee</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data
Tenure Home	<i>Department responsible for employee's tenure</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data
Tenure Status	<i>Indicates if ee is tenured, tenure track or not on tenure track</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data
Termination Date	<i>The first day ee is in terminated status with the University</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> > Empl Dates
Track Start Date	<i>The date tenure tracking begins</i>	Devl WF> Manage Fac Evnts> Use> Tenure Data>Tenure Data
UM Leave Accrual Date	<i>The date an employee is eligible to begin accruing PTO</i>	Comp EEs> Adm Base Ben> Use> Leave Accruals
Work Phone	<i>Telephone number where ee can be reached during work hours</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u>
Work Authorization Date	<i>Last day a non-resident alien is eligible to work</i>	Adm WF> Adm WF (GBL)> Use> Job Data> UM Specific
Working Title	<i>An optional title used to describe ee's work assignment</i>	Adm WF> Adm WF (GBL)> Use> Job Data> <u>Empl Data</u> ▼ 

## HR/Payroll Inquire Screens

Summary	Definition	Navigation
Academic Summary	<i>Summary of Academic Data</i>	Devl WF> Manage Fac Evnts> Inquire> Rank/Status Change History
EE Summary Data	<i>Summary of standard hours, base benefits, title, department</i>	Comp EEs> Admin Base Benefits> Inquire> Empl Data Summ
Job Summary	<i>Employment history in PeopleSoft data</i>	Adm WF> Adm WF (GBL) Inquire> Job Summary
Legacy History	<i>Employment history from Legacy data</i>	Adm WF> Adm WF (GBL) Inquire> Job Summary <span style="background-color: yellow;">Legacy Button</span>
Pay Check Summary	<i>Summary of Pay Check Data</i>	Comp EEs> Mng Payroll Process> Inquire> Pay Check Data