Employee File (02)

Office of Strategic Research
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File Overview

This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the official reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not ad hoc employees. It also includes graduate students employed for the primary purpose of assisting in administrative, instruction, or research functions.

This file excludes temporary ad hoc employees, sometimes known as casual employees, who perform a function that is not academic in nature and very short in duration, usually less than a month. It also excludes all other students as well as individuals affiliated with the institution but not on the payroll.

Information generated from this employee file will serve several functions that include, but are not limited to, the following: (1) support employee management and decision-making functions at institutional and Board levels; (2) monitor employee retention and retirement eligibility; and (3) study employee diversity.

Reporting Schedule

This Employee file will be generated on November 1st of each fall term. When this census date occurs during the weekend or on holidays, the file should be generated on the last working day before the weekend or holiday. **It will be due to the Board office on or before December 15th.**

The data reported on this Employee file on December 15th should match similar IPEDS employee data reported on the Human Resources file as part of the IPEDS Spring Collection. Institutions should ensure state and federal employee reporting match.

The file should be securely uploaded to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

[Click here to view Regulation 36 with the Public Employees' Retirement System (PERS) of Mississippi.](#)

[Click here for the IPEDS Standard Occupational Classification (SOC) resource page](#).

File Layout   Employee File

Report Element Type	Report Element Number	Report Element Description	Columns Used
Identification	02-100	Institutional Identification	01-03
Identification	02-101	Reporting Term and Year	04-08
Identification	02-102	Data File Identification	09-10
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Record Length: 106 Characters

<u>Specific Instructions</u>:

This Employee file will be generated as of November 1st (to match IPEDS reporting). This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not in ad hoc positions. It also includes graduate students employed for the primary purpose of assisting in administration, instruction, or research functions.

These employees should not be limited by their source of funding and should include employees paid from both E&G and non-E&G funds.

This file includes temporary employees who are usually employed longer than a month but shorter than the 4.5 months outlined by PERS. Examples of these employees include secretaries who are hired for four months until a permanent position can be filled, grounds workers who are hired for four months during the summer, etc.

This file excludes temporary ad hoc employees (casual employees) who perform a function that is not academic in nature and very short in duration, usually less than a month. Examples include ticket takers and concession workers at campus events, support staff during registration, clean-up crews after campus events, etc. It also excludes all other students as well as individuals affiliated with the institution but not on the payroll.

<u>Edits</u>: All records should meet the coding criteria outlined in this section.

REPORT ELEMENT NUMBER: 02-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional Identification Number

DEFINITION:

This field contains the 3-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the codes for reporting employees according to their primary (more than 50 percent) location as provided below. Employees working exactly 50 percent on the main campus and 50 percent at an off-campus location should be reported at the main campus.

101	Alcorn State University (Main Campus)
102	Alcorn State University (Natchez Center)
103	Alcorn State University (Vicksburg Center)
109	Alcorn State University (Other Locations)
201	Delta State University (Main Campus)
203	Delta State University (Greenville Center)
204	Delta State University (Clarksdale Center)
209	Delta State University (Other Locations)
301	Jackson State University (Main Campus)
302	Jackson State University (Jackson-Universities Center)
303	Jackson State University (Jackson-Medical Mall)
304	Jackson State University (Jackson-E Center)
305	Jackson State University (Madison)
306	Jackson State University (Holmes Community College)
307	Jackson State University (Downtown)
309	Jackson State University (Other Locations)
401	Mississippi State University (Main Campus)
402	Mississippi State University (Jackson-Universities Center)
403	Mississippi State University (Meridian Center)
404	Mississippi State University (Vicksburg Engineering)
405	Mississippi State University (Jackson Engineering)
406	Mississippi State University (Stennis Center)
407	Mississippi State University (Gulf Coast Community College)
409	Mississippi State University (Other Locations)
411	Mississippi State University (Vicksburg Center)
421	Mississippi State University (College of Veterinary Medicine)
422	Mississippi State University (Forest Products Utilization Laboratory)
423	Mississippi State University (Forestry and Harvesting Training Center)
424	Mississippi State University (MAFES)

425	Mississippi State University (Mississippi Alcohol Safety Education Program)
426	Mississippi State University (MCES)
427	Mississippi State University (Mississippi State Chemical Laboratory)
501	Mississippi University for Women (Main Campus)
503	Mississippi University for Women (Tupelo Center)
504	Mississippi University for Women (Hinds Community College)
505	Mississippi University for Women (Gulf Coast Community College)
509	Mississippi University for Women (Other Locations)
601	Mississippi Valley State University (Main Campus)
603	Mississippi Valley State University (Greenville Center)
604	Mississippi Valley State University (Greenwood Center)
605	Mississippi Valley State University (Coahoma)
607	Mississippi Valley State University (Bolivar County Regional Correctional Facility)
608	Mississippi Valley State University (Delta Correctional Facility)
609	Mississippi Valley State University (Other Locations)
701	University of Mississippi (Main Campus)
702	University of Mississippi (Jackson-Universities Center)
703	University of Mississippi (Tupelo Center)
704	University of Mississippi (Yellow Creek)
705	University of Mississippi (Jackson Engineering)
709	University of Mississippi (Other Locations)
711	University of Mississippi (Booneville)
712	University of Mississippi (Southaven Center)
714	University of Mississippi (Grenada)
715	University of Mississippi (Rankin-Hinds CC)
721	University of Mississippi (Law Research Institute)
722	University of Mississippi (Mississippi Mineral Resources Institute)
723	University of Mississippi (Research Institute of Pharmaceutical Sciences)
724	University of Mississippi (Small Business Development Center)
725	University of Mississippi (State Court Education Program)
726	University of Mississippi (Super Computer)
751	University of Mississippi (Medical Center)
801	University of Southern Mississippi (Main Campus)
802	University of Southern Mississippi (Gulf Park)
803	University of Southern Mississippi (Jackson-Universities Center)
804	University of Southern Mississippi (Natchez Center)
805	University of Southern Mississippi (Meridian Center)
806	University of Southern Mississippi (Stennis Center)
809	University of Southern Mississippi (Other Locations)
811	University of Southern Mississippi (Jackson County)
821	University of Southern Mississippi (Polymer Science Research Institute)
831	Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

Revised 06/01/06 - off-campus codes were added for ASU (103), DSU (204) and JSU (302,304)
Revised 10/11/13 - off campus code added for JSU (305)
Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)
Revised 11/20/14 – off campus codes added for MSU (407)
Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)
Revised 08/2019 – off campus code added for UM (715)

REPORT ELEMENT NUMBER: 02-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

   5 = Fall Term

Since the Instructional file is only collected in the Fall, the term will always be '5' for this particular file.

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2015" for all reporting semesters in the 2014-15 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any entry other than a 5 will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84
Revised 03/10/06 - element did list all academic terms but now lists five (5) for the term since the file
                    is only collected in the fall

REPORT ELEMENT NUMBER: 02-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

    02 = Employee (Employee File)

EDIT:

For the employee file, any entry other than 02 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82
Revised 08/15/89
Revised 10/31/92
Revised 05/11/00
Revised 06/01/06 - element did list all file codes but now lists only 02 for the employee file

REPORT ELEMENT NUMBER: 02-201

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Identification Number

DEFINITION:

This field contains the unique ten-digit number assigned to an individual for purposes of identification. The employee's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

CODING INSTRUCTIONS:

If the SSN is used for this field, code a "0" in column 1; if a temporary number other than the SSN is assigned by the university, code a "1" in column 1. The remaining nine digits contain the employee's ID number, omitting any dashes.

Over the years that this number is used to identify the employee, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System).

EDIT:

Any entry other than ten numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-301

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name

DEFINITION:

This field contains the employee's name.

CODING INSTRUCTIONS:

Enter employee's name as follows:

    Last name
    Comma
    First name or initial
    Space
    Middle initial or name

Left justify.

EDIT:

Comma must be present.

SPACES NEEDED: 30

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-302

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name Suffix

DEFINITION:

This field contains the surname suffix, if any; e.g., Jr, Sr, III, etc.

CODING INSTRUCTIONS:

Enter the surname suffix, up to four characters. Left-Justify. Do not include any periods.

EDIT:

Any character other than four alpha characters or blanks will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-303

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Gender

DEFINITION:

This field identifies the gender of the employee.

CODING INSTRUCTIONS:

Report the gender of each employee using following coding conventions:

   F = Female

   M = Male

EDIT:

Any entry (including null or blank values) other than an "F" or "M" will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-304

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Date of Birth

DEFINITION:

This field indicates the employee's calendar date of birth.

CODING INSTRUCTIONS:

Enter date of birth utilizing following format: MMDDYYYY. If, for example, an employee was born on September 09, 1978, then enter "09091978."

EDIT:

A warning will occur for those employees with a calculated age of over 80 or under 18. Any entry other than eight numeric valid date characters will generate an error.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82
Revised 05/16/96
Revised 05/11/00

REPORT ELEMENT NUMBER: 02-305

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Citizenship

DEFINITION:

This field reports the citizenship or visa status of an employee, according to the following definitions:

1 = United States Citizen   Citizen of U.S. by birth or naturalization

2 = Resident Alien   Person who is a Green Card holder or who is on longer visas like study and work visas and have lived long enough (typically 183 days or more) to pass the "substantial presence test", and hence will qualify as resident aliens for tax purposes. This person has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

3 = Non-Resident Alien   Person who is not a citizen of the U. S. and who is in this country on a temporary basis--does not have a right to remain indefinitely. This person is someone who has not passed the green card test or the substantial presence test. Typically, anyone who is on a B-1 visa or other temporary, short-term visas, or those who are on longer work and study visas but have not lived for 183 days or more in a year are non-resident aliens.

CODING INSTRUCTIONS:

Report the citizenship of each employee using the following coding conversion:

   1 =   United States Citizen

   2 =   Resident Alien

   3 =   Non-Resident Alien

EDIT:

Any entry (including null or blank values) other than "1", "2" or "3" will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82
06/01/17 – Added more description to codes 2 and 3

REPORT ELEMENT NUMBER: 02-306

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Ethnic Group

DEFINITION:

This field denotes an employee's ethnic origin by broad ethnic group. The race/ethnic group of the individual is based on the following priorities:

    First   -   categorizes self as belonging to
    Second -   regarded in the community as belonging to
    Last   -   appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources.

These ethnic groups correspond to the IPEDS ethnic categories.

CODING INSTRUCTIONS:

Designate the employee's appropriate racial category using the following numeric codes:

    0 = Not Identified or Unknown

    1 = White (and not of Hispanic origin) --A person having origins in any of the
          original peoples of Europe, North America, or the Middle East.

    2 = Black (and not of Hispanic origin) --A person having origins in any of the black racial
          groups of Africa.

    3 = Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American or
          other Spanish cultural origin, regardless of race.

    4 = Asian (and not of Hispanic origin) --A person having origins in the Far East, including
          Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands,
          Thailand, and Vietnam.

    5 = American Indian or Alaskan Native (and not of Hispanic origin) --A person having origins
          in any of the original peoples of North and South America, and who maintains cultural
          identification through tribal affiliation or community recognition.

    6 = Native Hawaiian or Pacific Islander (and not of Hispanic origin) --A person having origins
          in any of the Pacific Islands, including Hawaii, Guam, Samoa, or other Pacific Islands.

    7 = Multiracial--A person having origins in any two or more of the preceding ethnic
          categories.

Notes: If a person is selected or categorized as Hispanic and any other ethnicity, then he or she is to be coded as Hispanic. Prior to Fall 2009, code 4 included employees of Asian and Pacific Islander ethnicity. Code 4 was divided into codes 4 and 6 to accommodate changes in IPEDS reporting. Codes 6 & 7 are optional in Fall 2009 but required in Fall 2010.

EDIT:

Any value other than "0" through "7", as noted above, will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

04/01/84;
Revised 08/01/87
Revised 05/11/00
Revised 10/2008 to match IPEDS

REPORT ELEMENT NUMBER: 02-307

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Job Status

DEFINITION:

This field shows the employee's relationship to the university for this reporting period. Described characteristics include the extent of effort expended by the individual; the permanency of employment; and the current leave status.

CODING INSTRUCTIONS:

Enter appropriate symbols as follows:

Column 1:

P = Permanent employee

- A permanent employee is employed in an established or permanent position that is not temporary in nature, usually lasting more than 4.5 months in a state fiscal year.

T = Temporary employee

- A temporary employee may be employed in either full or part-time position but his or her employment is temporary or intermittent in nature, usually lasting less than 4.5 months in a state fiscal year (PERS Regulation 36).
These temporary employees are generally established for the following reasons: (1) a specified period or for the duration of a specific project or group of assignments, (2) relieving regular staff members who are absent for extended periods of time due to illness, leave of absence, vacation, etc., (3) augmenting regular staff members to meet increased workloads or any other conditions that may create short-term staffing shortages.

Note: This file includes temporary employees who are usually employed longer than casual employees (about a month or so) but shorter than the 4.5 months outlined by PERS. Examples of these employees include secretaries who are hired for three months until a permanent position can be filled, grounds workers who are hired for three months during the summer, etc.

This file excludes temporary ad hoc (casual) employees who are employed for a very short period, usually less than a month. Examples include ticket takers and concession workers at campus events, support staff during registration, clean-up crews after campus events, etc.

Column 2:

| F | Full-time employee | - | A full-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of 1.0 or higher. |
| P | Part-time employee | - | A part-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of less than 1.0. |

Column 3:

0	Not on leave of absence	-	an employee who is not on a leave of absence
1	Leave of absence with pay	-	an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is receiving compensation while away from the institution; this generally includes faculty on sabbatical and employees who use personal and medical leave to supplement their pay while away from work; this includes all leaves of absence (administrative, family, medical, military, etc.); *this does not include short-term leave*
2	Leave of absence without pay	-	an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is not receiving compensation while away from the institution; this generally includes employees who do not have accrued personal and medical leave to supplement their pay while away from work; this includes all leaves of absence (administrative, family, medical, military, etc.); *this does not include short-term leave*

For example, a full-time professor on sabbatical would be coded as "PF1". A part-time adjunct instructor would be coded as "TP0".

EDIT:

Any characters other than those listed above will generate an error. The first column must have a "P" or "T", the second column must have a "F" or "P", and the third column must have a "0", "1" or "2".

SPACES NEEDED: 3

DATE ISSUED:
02/01/82
Revised 06/01/06 - element was revised to include some definitions for Permanent/Temporary and Full/Part-Time employees; previous version had no definitions
Revised 01/02/07 - column 3 was revised to exclude short-term leave; the statement "does not include short-term leave" was added to more accurately reflect the reporting practices of the institutions

REPORT ELEMENT NUMBER: 02-308

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: EEO Category

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the institution and as defined jointly by the Office of Civil Rights and the Office of Federal Contract Compliance, Department of Labor in conjunction with the National Center for Education Statistics IPEDS Surveys.

Each employee must be accounted for in only one of the occupational activity categories. If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity.

1 - Executive, Administrative, & Managerial

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Report in this category all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE - Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

2 - Faculty (Instruction/Research/Public Service)

Report persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, report in this category deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Do not include student teachers or research assistants here.

Librarians and counselors are normally reported in the Other Professionals category; however, some institutions treat them like faculty. If they are reported as faculty, the institution must also report them by tenure and academic rank (Instructional File).   Report adjunct faculty employed on a part-time basis or on a full-time basis in the primary occupational for which they were hired.

3 - Other Professionals (Support/Service)

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, systems analysts, computer programmers, and coaches. *Also include research scientists and other research employees without academic rank.*

4 - Technical and Paraprofessional

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, community, and junior colleges, or through equivalent on-the-job training. Include computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, math aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

5 - Clerical and Secretarial

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Also include salesclerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

6 - Skilled Crafts

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters.

7 - Service/Maintenance

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Include chauffeurs, laundry, and dry-cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners, groundskeepers, refuse collectors, construction laborers, and security personnel.

8 - Student Instruction/Research Assistants (Graduate Assistants)

Report all students employed on a part-time basis for the primary purpose of assisting in administration, classroom or laboratory instruction, or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Include graduate-level students receiving financial assistance in the form of a graduate assistantship (IHL Type 040) that work within other academic or administrative offices. For example, a graduate student may receive a graduate assistantship to work within the Registrar's office.

CODING INSTRUCTIONS:

Designate the primary occupational activity of the employee using the following codes:

      1 = Executive, Administrative and Managerial
      2 = Faculty (Instruction/Research/Public Service)
      3 = Other Professionals (Support/Service)
      4 = Technical and Paraprofessionals
      5 = Clerical and Secretarial
      6 = Skilled Crafts
      7 = Service/Maintenance
      8 = Student Instruction/Research Assistants (Graduate Assistants)

EDIT:

Any value other than "1" through "8" as noted above will generate an error.

The EEO category is a significant element in this file. Institutions are encouraged to routinely reconcile these categories with their Human Resources office to help ensure their accuracy and consistency.

It should be noted that there has been some question as to the coding of these EEO categories, particularly in instances where the 4 and 5 categories have been swapped by some administrative software packages. Research by the Board office and several institutions indicate that no consistent coding convention exists for these categories. In the absence of a standard coding convention, the Board office will adhere to this listing of EEO categories.

SPACES NEEDED: 1

DATE ISSUED:
02/01/82
Revised 05/16/96
Revised 05/11/00
Revised 06/01/06 - category 8 was revised to include 'student' in the title and definition; category 3 was revised to specifically mention research scientists
Revised 11/15/13 - category 8 was revised to include graduate assistants serving in administrative capacities

REPORT ELEMENT NUMBER: 02-309

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Current Employment Date

DEFINITION:

The calendar date indicating the beginning of the employee's current *continuous* employment by this institution.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, employment becomes effective on January 15, 2022.
Code : "01152022."

For example, John works at JSU from July 1, 2005 until December 1, 2019. He has three years of interrupted employment and returns to work at JSU on March 1, 2022. His current employment date should read '03012022'.

EDIT:

Any code other than eight numeric valid date characters will generate an error.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82
Revised 05/11/00

REPORT ELEMENT NUMBER: 02-310

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Contract Amount and Length (in Months)

DEFINITION:

This field reflects the contract amount and length (in months) of the full-time employee's salary based on his or her primary responsibility. If the Vice-President for Student Affairs is teaching one course, include the contract salary for his or her vice-president position, not the teaching stipend. It does not necessarily reflect actual salary since it does not include additional monies for overtime, teaching overloads, etc.

CODING INSTRUCTIONS:

Part-time Employees:

This file does not collect salary information on part-time employees. Part-time employees should have all zeros for this entry.

Full-time Employees:

This file collects salary information on full-time employees according to the following criteria:

Columns 1-7: Contract Amount (Base Pay)

In columns 1 through 7 please report each employee's base pay for the current fiscal year. This should not include overtime, overload, or any other earnings that would contribute to an employee's base pay. This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

Columns 8-10: Contract Length (Number of Months)

In columns 8 through 10 please report the number of months the employee is scheduled to work for the current fiscal year. This figure should be right justified with leading zeros and padded to one decimal place. The figure should also be directly related to the Contract Amount. The Contract Amount and Contract Length should be on the same scale.
In cases where the number of work months may not be known: *For permanent positions* base the number of months on the work that has typically, or historically been done in that position. *For temporary positions* assume the employee is working for 4.0 months (Anything over 4.5 months is a permanent employee as outlined by PERS).

Examples:

A custodian earning $15,000 over a six-month period would have this entry: 0015000060
A 9-month faculty member earning $45,000 would have this entry: 0045000090
A 12-month faculty member earning $53,000 would have this entry: 0053000120
A 10.5-month faculty member earning $34,000 would have this entry: 0034000105
A 12-month administrator earning $1,050,000 would have this entry: 1050000120

EDIT:
Any entry other than ten numeric characters will generate an error. Numeric entries other than '0000000000' for part-time employees in Element 02-307 will generate an error.

Contract amounts less than $10,000 and greater than $500,000 will generate a warning.

SPACES NEEDED: 10

DATE ISSUED:

06/01/2006 - this element was added to Employee file after being deleted from Instructional (formerly Biographical) file; specific definitions and examples were also included.
06/28/2018 - this element was expanded to 10 digits to reflect 7-figure contract amounts

REPORT ELEMENT NUMBER: 02-202

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Institutional Employee Identification Number

DEFINITION:

This field contains a unique identifying number assigned to an employee by the reporting institution. This number is used internally by the institution and should remain constant throughout the employee's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Employee Identification Number (element 02-201).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional Identification numbers.

EDIT:
Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:
03/10/2006

REPORT ELEMENT NUMBER: 02-311

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Residence

DEFINITION:

This element reports the employee's legal residence at the time of the reporting term. Residence codes for in-state employees are required while residence codes for out-of-state employees are optional.

CODING INSTRUCTIONS:

[Click here to download the Mississippi Residency Codes spreadsheet](#).

If the individual is a U.S. citizen and a resident of Mississippi, report the county of residence (code beginning with 0).

If the individual is a U.S. citizen and a non-resident of Mississippi, report the state of residence-(code beginning with 1).

If the individual is a non-citizen on a resident alien status or other non-student visa, follow the same instructions as above.

If the individual is a non-citizen on a student visa or similar permit, report the country of residence (code beginning with 2 or above).

EDIT:

This field must contain three digits. Also, the code used must be one of the Board-approved codes from the list of residence codes.

SPACES NEEDED: 3

DATE ISSUED:

03/13/2012

REPORT ELEMENT NUMBER: 02-312

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee SOC Category

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the institution and as defined jointly by the Office of Civil Rights and the Office of Federal Contract Compliance, Department of Labor in conjunction with the National Center for Education Statistics IPEDS Surveys.

Each employee must be accounted for in only one of the occupational activity categories. If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity.

- EEO-2 faculty with instruction, research, and public service responsibilities should be coded as Postsecondary Teachers (251000).

- EEO-1 administrators should be coded as Management Occupations (110000). Workers primarily engaged in planning, supervising, and directing should be classified in Management Occupations.

- Supervisors of workers in Major Groups 130000 through 290000 typically have work experience and perform activities similar to those of the workers they supervise, and therefore should be classified with the workers they supervise.

The categories are:

SOC Major Group	Category	IHL EEO Grouping
110000	Management Occupations	1,3
130000	Business and Financial Operations Occupations	3
150000	Computer and Mathematical Occupations	3,4
170000	Architecture and Engineering Occupations	3,4
190000	Life, Physical, and Social Science Occupations	3,4
210000	Community and Social Service Occupations	3,4
230000	Legal Occupations	3
270000	Arts, Design, Entertainment, Sports, and Media Occupations	3,4
251000	Postsecondary Teachers	2
254010	Archivists, Curators, and Museum Technicians	3,4
254020	Librarians	2, **3**
254030	Library Technicians	3,4
252000	Pre-school, Primary, Secondary, and Special Education School Teachers	3
253000	Other Teachers and Instructors	3
259000	Other Education, Training, and Library Occupations	3,4
290000	Healthcare Practitioners and Technical Occupations	3,4
310000	Healthcare Support Occupations	3,5

330000	Protective Service Occupations		3,7
350000	Food Prep and Serving Related Occupations		3,7
370000	Building and Grounds Cleaning and Maintenance Occupations		7
390000	Personal Care and Service Occupations		3,7
410000	Sales and Related Occupations		3
430000	Office and Administrative Support Occupations		**3**, 5
450000	Farming, Fishing, and Forestry Occupations		3,7
470000	Construction and Extraction Occupations		6,7
490000	Installation, Maintenance, and Repair Occupations		6,7
510000	Production Occupations		6,7
530000	Transportation and Material Moving Occupations		3,6,7

CODING GRADUATE ASSISTANTS BY FUNCTION

251191	Graduate Assistant – Teaching	8
Select appropriate SOC code related to field of research	Graduate Assistant – Research	8
110000, 130000, 150000, 170000, 190000, 210000, 230000, 270000, 254000, 254010, 254020, 254030, 252000, 253000, 259000, 290000	Graduate Assistant -- Other	8

[Click here for IPEDS Standard Occupational Classification (SOC) resource page](#).

CODING INSTRUCTIONS:

01-02   First two digits in code reflect major group
03-06   Last four digits in code reflect minor group

EDIT:

Any code other than one of the six numeric valid numeric characters in the table above will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

11/01/12
Revised 12/2014 with added link to IPEDS SOC Resource Center

Edit and Report Files   Employee File

Edits and reports for the Employee file will be provided in an Excel file with the following tabs:

Edit Tab	
*02E_ind	listing of individual employee edits
Report Tabs	
*02R_eoc	employees by EEO category (current reporting period)
*02R_eot	employees by EEO and other categories (3-year trend)
*02R_eth	employees by EEO, ethnicity and gender (3-year trend)
*02R_con	employee distribution by EEO and contract amount (3-year trend)
*02R_soc	employees by EEO and SOC code (3-year trend)

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
02-100	Institutional Identification	NA	Any value other than appropriate Board institution code	Routinely compared with the Instructional file
02-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Yea	
02-102	Data File ID	NA	Any value other than 02	
02-201	Employee ID Number	Employee IDs that are not found on the Instructional file	Null and alpha values; values other than 10-digit employee IDs	Periodically compared with the Course file
02-301	Employee Name	NA	Null Values	
02-302	Employee Name Suffix	NA	NA	
02-303	Employee Gender	NA	Any value other than "M" or "F"	Comparisons with other terms primarily focus on changes in EEO categories
02-304	Employee Date of Birth	Ages over 80 and less than 18	Any entry other than a valid employee birth date	
02-305	Employee Citizenship	NA	Any value other than "1" through "3"	
02-306	Employee Ethnic Group	Unusual changes in unidentified ('0') employees	Any value other than "0" through "7"	
02-307	Employee Job Status	NA	Any value other than "P" or "T" in column 1; "F" or "P" in column 2; and "0" through "2" in column 3	
02-308	Employee EEO Category	Unusual changes in EEO categories	Any value other than "1" through "8"	
02-309	Employee Current Employment Date	NA	Any entry other than a valid employment date	
02-310	Employee Contract Amount and Length	Amounts less than $10,000 and greater than $500,000	Null values; any value other than '00000000' for part-time employees	
02-202	Institutional Employee ID Number	NA	NA	
02-311	Employee Residence	NA	Any value other than valid residence code	
02-312	Employee SOC	NA	Any value other than valid code on SOC table	

Notes:
The Board office occasionally struggles with balancing institutional autonomy with system consistency. The EEO category in this file represents one of these struggles as institutions can interpret EEO categories differently. Institutions are encouraged to routinely reconcile these EEO categories with their Human Resources office to help ensure their accuracy and consistency.

The Board compares this file with the employee information reported to IPEDS. The Board's employee data and IPEDS employee data should be comparable since both include employees on the payroll as of November 1st and exclude ad hoc casual employees.