| Term | Definition |
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| ABOR Descr | The **ABOR** Description encompasses employment categories defined by either the Arizona Board of Regents or by UA policy.<br>• *Graduate Assistant/Associate*<br>• *Post Doctoral Scholar*<br>• *Professional*<br>• *Classified Staff*<br>• *Student Worker*<br>• *Faculty*<br>• *Administrative* |
| Academic Rank | A categorization of faculty titles.<br>• *Professor*<br>• *Associate Professor*<br>• *Assistant Professor*<br>• *Instructor*<br>• *Lecturer*<br>• *No Academic Rank* |
| Action Descr | Action is used to describe what data is changed on an employee's record and is linked to an effective date. Each action has associated valid values that describe the reason why data is changed. Actions are used in conjunction with reasons to capture relevant history information and to drive benefits information.<br>• Data Change<br>• Hire<br>• Paid Leave of Absence<br>• Pay Rate Change<br>• Position Change<br>• Rehire<br>• Retirement<br>• Return from Leave<br>• Return from Work Break<br>• Short Work Break<br>• Termination<br>• Unpaid Leave of Absence<br><br>*See Action/Reason definitions.* |
| Add to Pay? | A flag indicating whether a component of pay amount will be added to an employee's pay. An unchecked box denotes that a component of pay amount will not be associated with pay, but will be used only as a reference amount. |
| Adds to FTE / Adds to FTE Actual | A flag indicating whether a specific job title will add to an incumbent's combined FTE. If unchecked, the job associated with the job title will be treated as supplemental pay and will not add to the incumbent's combined FTE total. |
| Animals? | A flag indicating whether the position requires incumbents to work with living or deceased animals or by-products. |
| Apply FTE? | A flag indicating whether a specific job title will be included in an employee's combined FTE Total. |
| Auto End | A checked **Auto End** box along with the Expected End Date and actions/reasons are required to move to the Stop Pay and Terminate Job phases of the Expected End Date processing. |

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| | *See Expected End Date diagram* |
| Average Salary | An employee's average annualized salary among all current jobs held. |
| Base Salary | <ul><li>A fixed salary amount which does not include components of pay or pay components. The base salary is generally represented as an annualized rate (1.00 FTE). The compensation rate codes for the base salary are:</li></ul><ul><li>*SAL – Annualized Fiscal Salary*</li><li>*SAL9 – Annualized 9-Month Salary*</li></ul> |
| Benefit Program | The collection of benefits offered to a group of employees. The programs available to various employee groups may not only have different premiums but enrollment rules may also be administered differently.<ul><li>*BEN – benefits eligible paid over 12 months, may be eligible for retirement.*</li><li>*BE9 – benefits eligible paid over 9 months, may be eligible for retirement.*</li><li>*LMT – ineligible for full benefits, may be eligible for mandatory retirement.*</li></ul> |
| Benefits Eligible? | A flag indicating whether an incumbent's job is eligible for benefits. |
| Class Indc | A classification of positions into groups which drive the object code and ERE rates.<ul><li>*See Class Indicator Descriptions*</li></ul> |
| Combined FTE | An employee's total Full Time Equivalent derived from concurrent jobs. Supplemental compensation jobs are excluded from the FTE total. |
| Comp Rate | The rate of compensation or amount of pay an employee is quoted. The comp rate in conjunction with the Comp Rate Cd is used to derive the hourly or bi-weekly pay frequency amount. |
| Comp Rate Cd | Describes the amount displayed in the 'Comp Rate' field. See 'Component of Pay' for values other than HRLY, SAL and SAL9<ul><li>*HRLY – Hourly*</li><li>*SAL – Annualized Fiscal Salary*</li><li>*SAL9 – Annualized 9-Month Salary*</li></ul> |
| Component of Pay | Types of pay identified separately from an employee's base pay. The Institutional Base Salary for Faculty and Appointed Personnel includes an employee's base salary and components of pay. The "(no pay)" indication denotes that a component of pay amount will not be associated with pay, but will be used only as a reference amount.<br><br>Institutional Base Salary - Components of Pay (Comp Rate Codes & Descriptions):<ul><li>*ADMSPD – Administrative Stipend*</li><li>*OTHSTP – Other Stipend*</li><li>*FISCNV – Academic to Fiscal Conversion*</li><li>*PRVPFM – Provost Approved Annual Performance Based Component*</li><li>*SABCMP – Sabbatical Compensation (no pay)*</li></ul>See "pay components" for types of pay not associated with Institutional Base Salaries. |
| Contract Length | Period of employee's engagement associated with a specific job.<ul><li>*Fiscal*</li><li>*Academic*</li></ul> |

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| Eff Seq | Sequential number used to track multiple actions and reasons that occur on the same effective date. |
| EffDt | The date an Action is effective. It provides the ability to both predate historical data in order to capture future dated transactions. By using effective dates, old values are retained and not deleted, and new values are entered with a current\future effective date. |
| Empl Class (Employee Class) | Label used in Job Data to identify distinguishing characteristics from pay group definition.<br>• *See Empl Class definitions* |
| Empl Rcd | A sequential number used to distinguish between employment instances for employees that have multiple concurrent jobs. The employment record number for an employee's first job is set to '0'. |
| Empl Type (Employment Type) | Indicates the basis by which the employee's job will be paid as determined by the associated pay group and FLSA status.<br>• *Salaried*<br>• *Hourly* |
| Enc Override Amt | Allows the override of an encumbrance amount which would otherwise be calculated based on rate-of-pay, FTE and funding period. |
| Enc Posn? | Allows the option of excluding student and Supplemental Compensation positions from encumbering. |
| Enc Vac Amt | Provides the ability to encumber a vacant position based on a specified amount. |
| Enc Vac Prorate | Determines the length of time a vacant position will be encumbered. The encumbrance is restated every pay period based on the prorated period.<br>• *9-month*<br>• *12-month*<br>• *None-fixed* |
| Encumbrance | The expected (predicted) expenses which will occur between 'now' and the fiscal year end (June 30th). Encumbrances include prorated amounts for a pay period which crosses the fiscal year boundary. Encumbrances are calculated on a position-by-position basis using the planned accounting distributions for that position and amounts obtained from incumbent expected pay or override amounts at the position level. |
| End Job Automatically | *See Auto End.* |
| Exp End Dt | This date is critical for terminating job instances or stopping an employee's pay. An expected end date process has been established to generate a 30-day notification report which includes a list of records scheduled for pending actions. |
| FLSA Status | Status of the employee under the "Fair Labor Standards Act".<br>• *Always Exempt*<br>• *Exempt*<br>• *No FLSA Required*<br>• *Nonexempt*<br>• *Outside Salesperson*<br>• *Alt Overtime* |
| Freq Factor | Determines the frequency or time period associated with the "Comp Rate" or the quoted pay amount. The comp rate in conjunction with the Frequency Factor is used to derive the hourly or bi-weekly pay frequency amount.<br>• A – 12-month annualized salary<br>• A9 – 9-month annualized salary)<br>• H – Hourly |
| FTE | Full Time Equivalent (FTE) is the percentage of time an employee works represented as a decimal. A full-time person is 1.00, a half-time person is .50 |

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| | and a quarter-time person is .25. |
| Full/Part | The full or part time status of a job or position. The default value is set in the job code table. For example, Student and Graduate Assistant/Associate titles are all classified as part time.<br>• *Full-time*<br>• *Part-time* |
| Grade | The pay grade for Classified Staff titles. |
| HR Deptid | Department ID; HR organization that is used to map positions and jobs into logical groups. HR organizations are mapped to Financial organizations for reporting purposes; however, they may not be identical. Deptid can be used to assign access security and to set up Dynamic groups in Time and Labor. |
| Job Effdt | Indicates the effective date for significant events that affect a person's job or position data. |
| Jobcode | A code associated with generic job titles. |
| Location | Each PeopleSoft department having personnel data must be linked to a location identifying its primary address for routing paper-based correspondence. Additionally, paycheck distribution options are based on locations, i.e. "Primary/Home Deptid Location".<br><br>The Locations associated with positions are limited to three campuses: Tucson, College of Medicine-Phoenix, and UA South. |
| Max Head Cnt | Maximum number of allowed incumbents for the position. The number 99 indicates a pooled position. |
| Multi-Year Contract From Year | The year the multi-year contract begins. |
| Multi-Year Contract Thru Year | The year the multi-year contract ends. |
| Org Rel | Describes the relationship between a person and the University.<br>• *EMP - Employee*<br>• *CWR - Contingent Worker*<br>• *POI - Person of Interest* |
| Orig Hire Date | The date the employee was first hired by the University. |
| Pay Components | Types of pay which is identified separately from an employee's base pay but not included as an employee's Institutional Base Salary. The comp rate codes and descriptions are provided under each section below.<br><br>Supplemental Compensation<br>• *HRLY* – Hourly Pay component drives pay for supp comp job when combined with hours reported on time sheets<br>• *SUPPLN* – Supp Comp Earning Plan amount for specified period (no pay)<br>• *B-WKLY* – Bi-Weekly pay component drives pay for Summer/Winter Session jobs.<br>• *SUMWTR* – Summer/Winter Session Plan for employee holding an additional job. The associated amount is for specified period *(no pay)*<br>Other Professional Service Compensation<br>• *OPSVC* – Other Professional Service Compensation total plan amount for specified period (no pay)<br>• *B-WKLY* – Bi-Weekly pay component drives pay for Other Professional Service jobs.<br>• *EXEMB2 – Executive/Weekend MBA Plan for specified period (no pay)*<br>• *SMRNJB – Summer/Winter Session Plan for specified period where summer/winter session is employee's only job (no pay)*<br>*Other*<br>• *AMERCP–Americorp (no pay)* |

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| | • *CONADJ –Contract Rate Adjustment*<br>*NONFLX – Non-Flex Rate (no pay)*<br><br>*See "Components of Pay" for types of Pay included in an employee's Institutional Base Salary.* |
| Pay Freq | Indicates the frequency or time period the 'Pay Freq Amt' will be *paid* for the respective job.<br>• UAZ_Biwkly – Bi-weekly<br>• Hourly |
| Pay Freq Amt | The amount of *pay* for a specific job for the frequency or time period indicated in the 'Pay Freq' field. |
| Pgp (Pay Group) | A logical grouping of employee's jobs based on shared characteristics that facilitate payroll processing due to common attributes such as employee type, pay frequency, benefit eligibility, leave plan participation, etc.<br>• *See Pay Group definitions.* |
| Position | Each Position has its own unique ID (position number) and is an entity separate from the incumbent(s) in that position. Information about the position can be tracked over time regardless of changes to the incumbents' history, FTE distribution, termination, or other elements. This allows for position history tracking separate from the changes within incumbents. Positions can be tracked even when there are no incumbents to fill specific positions. |
| Position Type Code | Indicates the type or category of the position.<br>• *Regular*<br>• *Parallel Position*<br>• *Permanent Part Time*<br>• *Temporary*<br>• *Flex Year*<br>• *On-Call*<br>• *Special Duty Assignment*<br>• *Not Available (N/A)*<br>• *Trainee*<br>• *Extended Temporary Employment* |
| Posn EffDt | Indicates when the position was created, when the last change on the position took place or the original hire date of the first person assigned to that position. |
| Priority | A number used for sequencing records in an order of importance. |
| Reason Descr | Describes significant events that affect a person's job or position data. Reasons provide a description for the related Action. Actions are used in conjunction with *Reasons* to drive Benefits Information and to capture relevant history information.<br>• *See Action/Reason definitions.* |
| Reg/Temp | Specifies whether a job title is regular or temporary.<br>• *Regular*<br>• *Temporary* |
| Retirement Plan | An employee's mandatory retirement plan option which includes values for ASRS, ORP, PSPRS, etc. |
| Rpt Group ID | Provides the ability to organize and report positions in groups. |
| Sal Plan | Groups of job titles that have similar characteristics.<br>• *CLS – Classified*<br>• *OTH - Other* |
| SetID | Used to group sets (TableSets) of values for specific applications. The UA HCM is using a single organization Setid of 'UAZ00' which is used to group values such as the job codes and departments. |

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| Status | Indicates the status associated with a specific job.<br>• *Active*<br>• *Deceased*<br>• *Leave of Absence*<br>• *Leave With Pay*<br>• *Retired*<br>• *Suspended*<br>• *Terminated*<br>• *Short Work Break* |
| Std Hrs | Standard hours are the average number of hours an employee works per week. |
| Supervisor Name | Identifies the person generally responsible for directing the work, managing performance and approving time for a least one staff, appointed or faculty incumbent. |
| Supervisor Posn | Identifies the direct reporting relationship for each position within the organization. The incumbent in a "Supervisor Position" is generally responsible for directing the work, managing performance and approving time for a least one staff, appointed or faculty incumbent. |
| Supv EmplID | Identifies the Emplid for the person generally responsible for directing the work, managing performance and approving time for a least one staff, appointed or faculty incumbent. |
| SWS Split Code | The student work study split code defines the percent to be paid by the federal work study and department accounts.<br>• *AR100 – America Reads*<br>• *C5050 – Off Campus*<br>• *F6535 – Federal* |
| Time Appv EmplID | The EmplID of the time approver who is responsible for ensuring timesheets submitted by direct reports are accurate and approved on time. |
| Time Appv Name | The name of the time approver who is responsible for ensuring timesheets submitted by direct reports are accurate and approved on time. |
| Time Appv Posn | The position incumbent is responsible for ensuring timesheets submitted by direct reports are accurate and approved on time. |
| Title Contract Status | The employment status associated with conditions of employment as defined in the ABOR policy manual.<br><br>• *Year-to-Year*<br>• *Continuing Eligible*<br>• *Continuing*<br>• *Non-Tenure Eligible*<br>• *Tenured*<br>• *Multi-Year*<br>• *Terminal Year* |
| Total Change Amount | Captures the difference in **Comp Rates** between the current or past job rows and immediately preceding records. |
| UA Title | The UA title is made of three components: the prefix, job code and specifier. The prefix generally describes the temporary nature of the title and is followed by the generic title or job code description. The specifier further describes the generic title and is usually a department, unit, committee or special project name. |
| UA Title Code | Code that physically ties the 3 components of the title together. The UA Title Code begins with a single alpha character, (C=Classified Staff  T = Other) and the following 5 digits are randomly assigned. |

| Year Rank Attained | The year a faculty member progressed from one academic rank to another. |
| Year Tenure Granted | The year tenure or continuing status was granted to an employee. |