



# **Reporting Guidelines & Data Dictionary**

**2021**

<http://www.asusystem.edu/research>

The Arkansas State University System understands the unsung nature of working with institutional data and would like to recognize and thank the dedicated and helpful individuals who work with data on a regular basis at the ASU campuses.

These professionals routinely help our office balance institutional autonomy with system consistency while constantly working to ensure the accurate, consistent, and timely reporting of institutional data. We appreciate their hard work and thank them for their continued help.

This *Data Dictionary* serves as the operational manual for the electronic submission of institutional data to the Arkansas State University System Office. The primary purpose of this document is to provide a framework for the institutions within the ASU System to provide accurate, consistent, and timely data.

In addition to outlining the various file layouts and data definitions commonly used by the System, this document contains a summary of reporting policies and deadlines, a listing of institutional contacts, relevant online links, and other applicable information. This is considered to be a living document that undergoes routine examination and revision to meet the changing data needs of the System, state and federal government, and individual institutions within the ASU System.

The data derived from this document are used to make informed governing decisions concerning ASU's System of institutions. The data are also used by the Arkansas Department of Higher Education, legislature, various media outlets, and other public and private entities within the State of Arkansas and beyond.

Please feel free to contact the office at the following address with any questions or comments:

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### FILE INFORMATION:

**File Overview:** The file overview provides a summary of the type of data file collected and its intended use.

**Reporting Schedule:** This outlines when the file is due to the system office.

**Relevant Links:** Any relevant links to provide information or context for the data collected are provided in this section.

**File Layout:** An overview of the file layout with the element number, type, title, and length are provided in a concise table.

**File Elements:** This section houses the following information for each data file element.

**Edit Overview:** This provides the detailed edits for each data field.

### DATA ELEMENT INFORMATION:

**HEADER ELEMENT NUMBER:** A numerical reference for each field that is connected to the validation coding and edit reports. It is structured in the following way: (Data file number)-(Element number).

**REPORT ELEMENT TYPE:** This provides a description of the type of data element and which section of the file is being referenced.

**REPORT ELEMENT TITLE:** This provides the title of the data element which should describe the information collected.

**DEFINITION:** This field contains the definition of the field. This may

**CODING INSTRUCTIONS:** This section provide specific instructions for how to assign coding to a field and the valid data values for the field.

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

**SPACES NEEDED:** This provides the number columns assigned to the field.

**DATE ISSUED / REVISED:** This provides a historical record of the data element.

**SOURCE:** The source for the definition or data values will be provided here.

## **Data Dictionary**

## **Table of Contents**

<b>Foreword.....</b>	<b>ii</b>
<b>Acknowledgment .....</b>	<b>iii</b>
<b>Explanation of Contents .....</b>	<b>iv</b>
<b>Table of Contents.....</b>	<b>v</b>
<b>Reporting Policies and Procedures .....</b>	<b>1</b>
<b>Graduated Student File (2).....</b>	<b>2</b>
<b>Employee File (E) .....</b>	<b>14</b>
<b>Credit Course File (5).....</b>	<b>TBD</b>
<b>Instructor (Annual) File (7).....</b>	<b>TBD</b>
<b>Instructor (Term) File (4).....</b>	<b>TBD</b>
<b>Registration (6) / End-of-Term Files (9).....</b>	<b>TBD</b>
<b>Student File (1) .....</b>	<b>TBD</b>
<b>Student Financial Aid File (F) .....</b>	<b>TBD</b>
<b>Student-Athlete File (3) .....</b>	<b>TBD</b>
<b>Offices of Institutional Research / Effectiveness .....</b>	<b>306</b>
<b>Contact Information .....</b>	<b>307</b>

The following reporting specifications, policies, and procedures have been established to ensure the accuracy, consistency, and timeliness of ASU System data:

**Reporting Specifications**

To facilitate the proper handling and timely use of System data, the requested institutional data in this document will be securely submitted in an electronic format. The data will be collected according to the pre-determined, published schedule outlined in the *Data Dictionary* and *Data Reporting Calendar*. These deadlines should be strictly observed to ensure the timeliness of data reporting.

**Delinquent and Preliminary Reporting Policies***Delinquent Reporting Policies*

1. An institution's data will be considered delinquent if not received by the ASU System Office by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail to the institution's representative on the Strategic Research Working Group (SRWG).
3. If data are not received after 5 working days from the due date, a written notice will be forwarded to the President who will subsequently contact the appropriate Chancellor.
4. Once data are submitted to the System Office, edit reports will be returned to the institutions within 3 working days.

*Preliminary Reporting Policies*

5. Any data received, whether it be in electronic or written format, will be considered preliminary for ten (10) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the President and the appropriate Chancellor will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by ASU System Office. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Chancellor should provide a written statement detailing the reason for the requested change.



# Graduated Student

## **File Overview**

## **Graduated Student File**

This file includes the number of students receiving degrees or certificates during either the previous academic year, beginning with the July 1 and ending with June 30, or in July and August of the current academic year.

The elements in this file are used to audit institutionally-conferred and institutionally-approved degrees and certificates and ensure those awards match the list of AHECB-approved programs produced by ADHE. The awards in this file are also used for the following: (1) academic program review, (2) approval of possible new programs, and (3) System publications.

In addition to the System office using this information, ADHE, IPEDS, and SREB also use these credential data for their reporting. SREB solely bases its institutional classifications on the number of credentials awarded across different academic disciplines. The Carnegie classifications used by IPEDS are determined by several other variables in addition to credentials awarded.

## **Reporting Schedule**

## **Graduated Student File**

This file is reported twice annually; the first file represents all graduated students between July and August of the previous academic year and the second files represents graduated students in July and August of the current academic year. These files are due to ADHE on the designated deadline as published in the *ADHE Manual* and the *ASU System Data Reporting Calendar*.

The ASU System supplemental data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

## **Relevant Links**

## **Graduated Student File**

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

Arkansas Division of Higher Education Approved Programs List can be found at the following address:

<https://www.adhe.edu/students-parents/colleges-universities/degree-information/>

Southern Regional Education Board (SREB) institutional categories, which are based on degrees awarded, can be found at the following address:

<https://www.sreb.org/general-information/criteria-and-definitions>

Carnegie classifications, also based on degrees awarded, can be found at the following address:

<http://carnegieclassifications.iu.edu/>

## File Layout

## Graduated Student File

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	GS-001	Record Type	01-02
Header	GS-002	Data Type	03-03
Header	GS-003	Institutional FICE Code	04-09
Header	GS-004	Academic Year	10-13

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	GS-101	Record Type	01-02
Identification	GS-102	Data Type	03-03
Graduated Student	GS-201	College-Assigned Student ID	04-13
Graduated Student	GS-202	AHEIS Primary Identification Number (SSN)	14-22
Graduated Student	GS-203	Reverse Transfer	23-23
Graduated Student	GS-204	Initial Enrollment Status	24-24
Graduated Student	GS-205	Initial Term Attendance Status	25-26
Graduated Student	GS-206	Initial Admission Date	27-32
Graduated Student	GS-207	Gender	33-33
Graduated Student	GS-208	Non-Resident Alien / Non-US Citizen	34-34
Graduated Student	GS-209	Credit Hours Completed	35-37
Graduated Student	GS-210	Graduation Date	38-43
Graduated Student	GS-211	Degree Level	44-45
Graduated Student	GS-212	Program 2020 CIP Code	46-47
Graduated Student	GS-213	Detail 2020 CIP Code	48-51
Graduated Student	GS-214	First Degree Code	52-55
Graduated Student	GS-215	Double-Major Degree Code	56-59
Graduated Student	GS-216	Triple-Major Degree Code	60-63
Graduated Student	GS-217	Equivalent Education Specialization 2020 CIP Code	64-65
Graduated Student	GS-218	Equivalent Education Specialization Detail 2020 CIP Code	66-69



<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Graduated Student	GS-219	Asian Race	70-70
Graduated Student	GS-220	Black Race	71-71
Graduated Student	GS-221	Hispanic Ethnicity	72-72
Graduated Student	GS-222	American Indian Race	73-73
Graduated Student	GS-223	White Race	74-74
Graduated Student	GS-224	Native Hawaiian Race	75-75
Graduated Student	GS-225	Age at Graduation	76-77
<b>Graduated Student</b>	<b>GS-401</b>	<b>Final Grade Point Average*</b>	<b>78-82</b>
<b>Graduated Student</b>	<b>GS-402</b>	<b>First Major Concentration*</b>	<b>83-86</b>
<b>Graduated Student</b>	<b>GS-403</b>	<b>Second Major Concentration*</b>	<b>87-90</b>
<b>Graduated Student</b>	<b>GS-404</b>	<b>Third Major Concentration*</b>	<b>91-94</b>
Graduated Student	GS-405	Institutional Use	95-177

\* These are ASU System-specific fields and are not validated by ADHE.

<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	GS-005	Record Type	01-02
Trailer	GS-006	Data Type	03-03

Record Length: 177 Characters

*Honorary and posthumous degrees should not be reported on this file. This is in accordance with IPEDS reporting.*

**Reporting for Multiple Degrees**

Students receiving multiple awards in the same academic year should be listed multiple times on the file. For example, if a student earned A.A. in Liberal Arts and a C.P. in Computer Science, he or she would have two different records on the graduated student file (one record for each credential earned).

Students earning multiple awards must have completed all of the institutional requirements for each degree listed on the Graduated Student file. These awards may have been completed simultaneously (dual degree) or at different times (second degree) as long as each award was completed within the same reporting period (academic year).

*Examples:*

*A student earns a T.C. in Accounting & Finance and a C.P. in Banking. Institution awarding credentials should report that student twice on the Graduated Student file as having two separate awards because they are different academic levels.*

*A student earns a B.S. in Chemistry and a B.A. in Biology. Institution awarding credentials should report that student twice on the Graduated Student file as having two separate degrees because a B.A. and a B.S. are different degrees.*

*A student earns a B.A. in Anthropology and a B.A. in Sociology. Institution awarding credentials should report that student once on the Graduated Student file as having one degree because the degrees have the same degree name and are from the same academic college. This would likely constitute a double major rather than a double degree.*

Edits: Degrees and certificates reported must match those approved by the AHECB.

## Creating a View

## Graduated Student File

Use the below script within your institutional databases to create a separate view for you to query the System-specific institutional use fields:

```
create or alter view graduated_student_view as
select a.fice_code, a.academic_year, a.ssn_id, a.init_admit_date, a.gender, a.race,
a.graduation_date, a.degree_level, a.cip_code, a.cip_detail, a.degree_1, a.department_1,
a.degree_2, a.department_2, a.degree_3, a.department_3, a.init_enroll_status,
a.init_attend_status, a.ee_cip_code, a.ee_cip_detail, a.scholarship, a.cip_2000_code,
a.cip_2000_detail, a.asian, a.black, a.hispanic, a.amerind, a.white, a.hawaiian,
a.non_US_resident, a.IPEDS_race_category, a.completed_hours, a.cip_2010_code,
a.cip_2010_detail, a.college_id, a.age, a.reverse_transfer, cast(left(a.inst_use,5) as smallint)
as final_gpa, substring(a.inst_use,6,4) as degree_1_conc, substring(a.inst_use,10,4) as
degree_2_conc, substring(a.inst_use,14,4) as degree_3_conc, substring(a.inst_use,18,83)
as addtl_use, a.TransID, a.GraduatedStudentFileID
from graduated_student_table as a;
```

## **File Elements**

## **Graduated Student File**

REPORT ELEMENT NUMBER: GS-401

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Final Grade Point Average

DEFINITION:

This field provides the student's grade point average for the program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the grade point average as is calculated by your institution for the credential awarded. The entry should have four (4) numeric characters separated by a decimal point in the column 79 (GPA = 3.245).

EDIT:

Any entry other than 4 numeric characters, with a decimal point in column 79 will result in an error. GPAs above 4.000 will result in an error. GPAs below 2.000 will result in a warning.

SPACES NEEDED: 5 [Columns 78-82]

DATE ISSUED: 07/01/21

REPORT ELEMENT NUMBER: GS-402

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: First Major Concentration

DEFINITION:

This field provides the student's concentration for the primary major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 83-86]

DATE ISSUED: 07/01/21

REPORT ELEMENT NUMBER: GS-403

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Second Major Concentration

DEFINITION:

This field provides the student's concentration for the second major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 87-90]

DATE ISSUED: 07/01/21

REPORT ELEMENT NUMBER: GS-404

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Third Major Concentration

DEFINITION:

This field provides the student's concentration for the third major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 91-94]

DATE ISSUED: 07/01/21

REPORT ELEMENT NUMBER: GS-405

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Institutional Use

DEFINITION:

This field provides additional opportunities for reporting institution-specific items.

CODING INSTRUCTIONS:

If an institution is not using this field, report blank spaces.

EDIT:

This portion of the additional institutional use field is not validated.

SPACES NEEDED: 83 [Columns 95-177]

DATE ISSUED: 07/01/21



## Edit Overview

## Graduated Student File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Data Summary
GS-401	Final Grade Point Average	Values below 2.00	Missing values and values above 4.00	None
GS-402	First Major Concentration	None	Values that do not align with major and degree code combinations	
GS-403	Second Major Concentration	None	Values that do not align with major and degree code combinations	
GS-404	Third Major Concentration	None	Values that do not align with major and degree code combinations	
GS-405	Institutional Use	None	None	

### Notes:

It should also be noted that the ASU System Office runs a variety of credential reports by ethnicity, gender, location, etc. The ASU System Office also compares this file with the degree information reported to IPEDS. The ASU System Office degree data and IPEDS degree data should have an exact match for the July through June reporting period.



# Employee File (E)

## **File Overview**

## **Employee File**

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 very short in duration, usually less than a month. It also excludes all other students (e.g., work-study) as well as individuals affiliated with the institution but not on the payroll.

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

## **Reporting Schedule**

## **Employee File**

This Employee file will be generated on November 1<sup>st</sup> 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 System office on or before November 30<sup>th</sup>.** The file should be securely uploaded to the System-designated location and contain each element listed in this section according to the prescribed file layout.

**The data reported on this Employee file on November 30<sup>th</sup> should match IPEDS employee data reported on the Human Resources survey component as part of the IPEDS Spring Collection. Institutions should ensure state and federal employee reporting match.**

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

## **Relevant Links**

## **Employee File**

This individual file, the entire *Data Dictionary*, *System Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/reporting.html> (forthcoming)

Equal Employment Opportunity Commission Form 221 – Higher Education State Information (EEO-6):

<https://play.google.com/books/reader?id=dEA2AAAIAAJ&hl=en&pg=GBS.PA1>

Fair Labor Standards Act of 1938, as amended (§ 29 U.S.C. 201):

<https://www.law.cornell.edu/uscode/text/29/chapter-8>

IPEDS Glossary:

<https://surveys.nces.ed.gov/ipeds/public/glossary>

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/VisHRSOCBrowse.aspx>

Uniform Classification and Compensation Act (AR Code § 21-5-201, 2017):

<https://law.justia.com/codes/arkansas/2017/title-21/chapter-5/subchapter-2/>

**File Layout****Employee File**

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Identification	E-001	Record Type	01-02
Identification	E-002	Data Type	03-03
Identification	E-003	FICE Code	04-09
Identification	E-004	Academic Year	10-13
<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	E-101	Record Type	01-02
Identification	E-102	Data Type	03-03
Identification	E-103	Term	04-04
Employee	E-401	Employee ID Number	05-13
Employee	E-402	Employee First Name	14-48
Employee	E-403	Employee Middle Name	49-68
Employee	E-404	Employee Last Name	69-103
Employee	E-405	Employee Name Suffix	104-106
Employee	E-406	Gender	107-107
Employee	E-407	Date of Birth	108-115
Employee	E-408	Non-Resident Alien	116-116
Employee	E-409	Hispanic Ethnic	117-117
Employee	E-410	Asian Race	118-118
Employee	E-411	Black Race	119-119
Employee	E-412	American Indian Race	120-120
Employee	E-413	White Race	121-121
Employee	E-414	Native Hawaiian Race	122-122
Employee	E-415	Current Legal Resident State	123-124
Employee	E-416	Current Legal Resident County	125-127

Employee	E-417	Campus Assignment Code	128-130
Employee	E-418	Pay Status	131-131
Employee	E-419	Workload Status	132-132
Employee	E-420	Job Status	133-133
Employee	E-421	Employee Classification	134-134
Employee	E-422	Position Working Title	135-174
Employee	E-423	Appropriated Title	175-214
Employee	E-424	EEO Category	215-215
Employee	E-425	SOC Category	216-221
Employee	E-426	Current Employment Date	222-229
Employee	E-427	Adjusted Service Date	230-237
Employee	E-428	Seniority Date	238-245
Employee	E-429	Appointment Amount	246-252
Employee	E-430	Fringe Benefits Amount	253-259
Employee	E-431	Appointment Length	260-261
Employee	E-432	Faculty Category	262-262
Employee	E-433	Academic Rank	263-264
Employee	E-434	Highest Degree Earned	265-266
Employee	E-435	Terminal Degree	267-267
Employee	E-436	Faculty Status	268-268
Employee	E-437	Percent Teaching For-Credit	269-271
Employee	E-438	Percent Teaching Non-Credit	272-274
Employee	E-439	College-Assigned Employee ID Number	275-284
<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	E-005	Record Type	01-02
Trailer	E-006	Data Type	03-03

Record Length: 284 characters

Specific Instructions:

This Employee file will be generated as of November 1<sup>st</sup> (in order 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. The file should be generated as a flat file in a fixed width format and saved as a .TXT file with the following naming conventions: *Institution Code\_E\_Academic\_Year* (e.g., for fall 2020, ASU would be 001090\_E\_ 2021).

ASU	001090_E_XXXX
ASU-Beebe	001091_E_XXXX
ASU-Mountain Home	042544_E_XXXX
ASU-Newport	042034_E_XXXX
ASU Mid-South	023482_E_XXXX
ASU Three Rivers	009976_E_XXXX
HSU	001098_E_XXXX

*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 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 (e.g., work-study) as well as individuals affiliated with the institution but not on the payroll.

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

Edits: All records should meet the coding criteria outlined in this section. The System Office compares this file with the employee information reported to IPEDS. The System Office's employee data and institution-reported IPEDS employee data should be comparable since both include employees on the payroll as of November 1st and exclude ad hoc or casual employees

HEADER ELEMENT NUMBER: E-001

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

01 - Designated header record

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

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

HEADER ELEMENT NUMBER: E-002

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

E - Employee data file

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

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS



HEADER ELEMENT NUMBER: E-003

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Institutional FICE Code

DEFINITION:

This field contains the institution's six-digit FICE (Federal Interagency Committee on Education) code.  
Note: As of 1998, this code is no longer used in federal data sets such as the Integrated Postsecondary Education Data System (IPEDS), having been replaced by the Office of Postsecondary Education (OPE) identification code.

CODING INSTRUCTIONS:

Use the following codes for reporting each employee's institution:

<u>FICE</u>	<u>Institution</u>
001090	Arkansas State University
001091	Arkansas State University - Beebe
042544	Arkansas State University - Mountain Home
042034	Arkansas State University - Newport
023482	Arkansas State University Mid-South
009976	Arkansas State University Three Rivers
001098	Henderson State University

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

SPACES NEEDED: 6 [Columns 04-09]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

HEADER ELEMENT NUMBER: E-004

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Academic Year

DEFINITION:

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

CODING INSTRUCTIONS:

The academic year in which the enrollment occurs. The last year of an academic year is the reporting year (e.g., use “2020” for all reporting semesters in the 2019-20 academic year).

EDIT:

All columns contain numeric characters. Any entry other than the current academic year will generate an error.

SPACES NEEDED: 4 [Columns 10-13]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type:

02 - Designated data file record

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

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type:

E - Employee data file

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

SPACES NEEDED: 1 [Column 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-103

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Term

DEFINITION:

This field contains the term code for the data file being reported.

CODING INSTRUCTIONS:

Use the following numeric codes for reporting the term:

1 - Fall

4 - End of fiscal year

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

SPACES NEEDED: 1 [Columns 04-04]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-401

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Identification Number

DEFINITION:

This field contains the unique nine-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:

Provide the employee's SSN. 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: 9 [Columns 05-13]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-402

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee First Name

DEFINITION:

This field contains the employee's first name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no first name is reported (all spaces) a warning will be generated.

SPACES NEEDED: 35 [Columns 14-48]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-403

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Middle Name

DEFINITION:

This field contains the employee's middle name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error.

SPACES NEEDED: 20 [Columns 49-68]

DATE ISSUED: 10/01/2020

SOURCE: ASUS



REPORT ELEMENT NUMBER: E-404

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Last Name

DEFINITION:

This field contains the employee's last name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no last name is reported (all spaces) an error will be generated.

SPACES NEEDED: 35 [Columns 69-103]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-405

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name Suffix

DEFINITION:

This field contains the generational suffix of the employee enrolled (e.g. Jr, Sr, III, IV, etc.)

CODING INSTRUCTIONS:

Enter the generational suffix of the employee, omitting special non-alphabetic characters and numbers. Do not include any periods. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters will generate an error.

SPACES NEEDED: 3 [Columns 104-106]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-406

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Gender

DEFINITION:

This field identifies the gender of the employee 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..

CODING INSTRUCTIONS:

Report the gender of each employee using following coding conventions:

F = Female

M = Male

U = Unknown / Not reported

EDIT:

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

SPACES NEEDED: 1 [Column 107-107]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-407

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, 1968, then enter "09091968."

The System office uses pivot dates to calculate employees' ages for a given term. Pivot dates facilitate the consistent and accurate reporting of employee ages for each academic term. The System Office uses the following pivot dates to determine each employee's age by term:

Fall Term - November 1st

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. Ages less than 18 and greater than 80 will generate a warning.

SPACES NEEDED: 8 [Columns 108-115]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-408

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Non-Resident Alien Status

DEFINITION:

This field reports non-resident alien status of an employee, according to the following IPEDS definition: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

CODING INSTRUCTIONS:

Report the non-resident alien status of each employee using the following codes:

Y - Yes, is a Non-Resident Alien

N - No, is not a Non-Resident Alien

EDIT: Any entry other than Y or N will generate an error.

SPACES NEEDED: 1 [Column 116-116]

DATE ISSUED: 10/01/2020, 6/1/21 revised to specifically collect non-resident alien status

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-409

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Hispanic Ethnicity

DEFINITION:

This field denotes an employee's ethnic origin by broad ethnic group. The 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. Hispanic ethnicity corresponds to the IPEDS definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 117-117]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-410

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Asian Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race 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. Asian race corresponds to the IPEDS definition: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 118-118]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-411

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Black or African American Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race 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. Black race corresponds to the IPEDS definition: A person having origins in any of the black racial groups of Africa.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 119-119]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS



REPORT ELEMENT NUMBER: E-412

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: American Indian or Alaskan Native Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race 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. American Indian or Alaskan Native race corresponds to the IPEDS definition: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 120-120]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-413

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: White Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race 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. White race corresponds to the IPEDS definition: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 121-121]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-414

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Native Hawaiian or Pacific Islander Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race 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. Native Hawaiian or Pacific Islander race corresponds to the IPEDS definition: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 122-122]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-415

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Current Legal Resident State

DEFINITION:

This field contains the geographic state abbreviation for the current legal residence of the employee.

CODING INSTRUCTIONS:

Enter the geographic code of the employee's current legal residence. Employees located at the ASU Campus Querétaro should be coded as "MX".

VALID VALUES:

<u>Value</u>	<u>Geography</u>	<u>Value</u>	<u>Geography</u>	<u>Value</u>	<u>Geography</u>
AL	Alabama	ME	Maine	PA	Pennsylvania
AK	Alaska	MD	Maryland	PR	Puerto Rico
AZ	Arizona	MA	Massachusetts	RI	Rhode Island
AR	Arkansas	MI	Michigan	SC	South Carolina
CA	California	MN	Minnesota	SD	South Dakota
CO	Colorado	MS	Mississippi	TN	Tennessee
CT	Connecticut	MO	Missouri	TX	Texas
DE	Delaware	MT	Montana	UT	Utah
DC	District of Columbia	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	VI	Virgin Islands
HI	Hawaii	NJ	New Jersey	WA	Washington
ID	Idaho	NM	New Mexico	WV	West Virginia
IL	Illinois	NY	New York	WI	Wisconsin
IN	Indiana	NC	North Carolina	WY	Wyoming
IA	Iowa	ND	North Dakota	TE	U.S. Territory
KS	Kansas	OH	Ohio	MP	Military Posting
KY	Kentucky	OK	Oklahoma	FC	Foreign Country
LA	Louisiana	OR	Oregon	MX	Mexico

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

SPACES NEEDED: 2 [Columns 123-124]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-416

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Current Legal Resident County

DEFINITION:

This field contains the geographic county code for the current legal residence of the employee.

CODING INSTRUCTIONS:

Enter the employee's current legal residence county. See below for a listing of valid Arkansas county codes and border county codes. Employees with a current legal residence county code not in Arkansas or a border county should be reported as "999".

<u>Code</u>	<u>County</u>	<u>State</u>	<u>Code</u>	<u>County</u>	<u>State</u>
000	Unknown	--	038	Lawrence	AR
001	Arkansas	AR	039	Lee	AR
002	Ashley	AR	040	Lincoln	AR
003	Baxter <sup>2</sup>	AR	041	Little River	AR
004	Benton	AR	042	Logan	AR
005	Boone	AR	043	Lonoke <sup>1,3</sup>	AR
006	Bradley	AR	044	Madison	AR
007	Calhoun	AR	045	Marion <sup>2</sup>	AR
008	Carroll	AR	046	Miller	AR
009	Chicot	AR	047	Mississippi	AR
010	Clark <sup>5</sup>	AR	048	Monroe	AR
011	Clay	AR	049	Montgomery	AR
012	Cleburne <sup>1</sup>	AR	050	Nevada	AR
013	Cleveland	AR	051	Newton	AR
014	Columbia	AR	052	Ouachita	AR
015	Conway	AR	053	Perry	AR
016	Craighead <sup>3</sup>	AR	054	Phillips	AR
017	Crawford	AR	055	Pike	AR
018	Crittenden <sup>4</sup>	AR	056	Poinsett <sup>3</sup>	AR
019	Cross	AR	057	Polk	AR
020	Dallas <sup>5</sup>	AR	058	Pope	AR
021	Desha	AR	059	Prairie <sup>1,3</sup>	AR
022	Drew	AR	060	Pulaski <sup>1</sup>	AR
023	Faulkner <sup>1,3</sup>	AR	061	Randolph	AR
024	Franklin	AR	062	Saline <sup>5</sup>	AR
025	Fulton	AR	063	Scott	AR
026	Garland	AR	064	Searcy	AR
027	Grant <sup>5</sup>	AR	065	Sebastian	AR
028	Greene	AR	066	Sevier	AR
029	Hempstead	AR	067	Sharp	AR
030	Hot Spring <sup>5</sup>	AR	068	St Francis	AR
031	Howard	AR	069	Stone	AR
032	Independence	AR	070	Union	AR
033	Izard	AR	071	Van Buren	AR
034	Jackson <sup>3</sup>	AR	072	Washington	AR
035	Jefferson	AR	073	White <sup>1,3</sup>	AR
036	Johnson	AR	074	Woodruff <sup>1</sup>	AR
037	Lafayette	AR	075	Yell	AR

<u>Code</u>	<u>County</u>	<u>State</u>
101	Bowie	TX
102	Cass	TX
201	Adair	OK
202	Delaware	OK
203	Le Flore	OK
204	Mccurtain	OK
205	Sequoyah	OK
301	Barry	MO
302	Dunklin	MO
303	Mcdonald	MO
304	Oregon	MO
305	Ozark	MO
306	Pemiscot	MO
307	Ripley	MO
308	Taney	MO
309	Howell	MO
401	Dyer	TN
402	Lauderdale	TN
403	Shelby	TN
404	Tipton	TN
501	Coahoma	MS
502	DeSoto	MS
503	Tunica	MS
504	Bolivar	MS
601	Claiborne	LA
602	Union	LA
603	Webster	LA
604	Morehouse	LA
999	Out Of State	NA

COUNTY SERVICE AREAS:

- <sup>1</sup> ASU-Beebe
- <sup>2</sup> ASU-Mountain Home
- <sup>3</sup> ASU-Newport
- <sup>4</sup> ASU Mid-South
- <sup>5</sup> ASU Three Rivers

EDIT: County codes should correspond with the relevant state codes in E-415. Any value other than those above will generate an error.

SPACES NEEDED: 3 [Columns 125-127]

DATE ISSUED: 10/01/2020

SOURCE: ADHE

REPORT ELEMENT NUMBER: E-417

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Campus Assignment Code

DEFINITION:

This field denotes an employee's primary campus to which they are assigned. The campus code is based on the following priorities:

- First - location where a majority of employee's base salary is assigned in the institution budget
- Second - location where employee spends the majority of time working

Dual Credit: High school staff paid by the institution are to be coded at the location of the class. High school staff working at the high school should be coded as "High School" using the appropriate 'X09' institution code.

Online/Remote: Employees working primarily as remote or online should be coded as "Remote" using the appropriate "X24" location unless there is reasonable justification for a remote employee to be coded at specific off-campus location.

Other Locations: If the employee works at a location not listed in the available codes, the employee should be coded as "Other Locations" using the appropriate [X25] institution code.

VALID VALUES:

<u>Code</u>	<u>Institution Location</u>
001	ASU System Office
101	Arkansas State University (Main Campus)
102	Arkansas State University (Beebe)
103	Arkansas State University (Blytheville)
104	Arkansas State University (Forrest City)
105	Arkansas State University (Mountain Home)
106	Arkansas State University (Newport)
107	Arkansas State University (West Memphis)
108	Arkansas State University (Paragould)
109	Arkansas State University (High School)
110	Arkansas State University (Queretaro)
124	Arkansas State University (Remote)
125	Arkansas State University (Other Locations)
201	Arkansas State University - Beebe (Main Campus)
202	Arkansas State University - Beebe (Heber Springs)
203	Arkansas State University - Beebe (Searcy)
204	Arkansas State University - Beebe (Little Rock Air Force Base)
209	Arkansas State University - Beebe (High School)
224	Arkansas State University - Beebe (Remote)
225	Arkansas State University - Beebe (Other Locations)
301	Arkansas State University - Mountain Home (Main Campus)
309	Arkansas State University - Mountain Home (High School)
324	Arkansas State University - Mountain Home (Remote)
325	Arkansas State University - Mountain Home (Other Locations)

<u>Code</u>	<u>Institution Location</u>
401	Arkansas State University - Newport (Main Campus)
402	Arkansas State University - Newport (Jonesboro)
403	Arkansas State University - Newport (Marked Tree)
404	Arkansas State University - Newport (Grimes Unit)
405	Arkansas State University - Newport (McPherson Unit)
409	Arkansas State University - Newport (High School)
424	Arkansas State University – Newport (Remote)
425	Arkansas State University - Newport (Other Locations)
501	Arkansas State University Mid-South (Main Campus)
509	Arkansas State University Mid-South (High School)
524	Arkansas State University Mid-South (Remote)
525	Arkansas State University Mid-South (Other Locations)
601	Arkansas State University Three Rivers (Main Campus)
602	Arkansas State University Three Rivers (High School Career Center)
603	Arkansas State University Three Rivers (Sheridan Center)
604	Arkansas State University Three Rivers (Saline County CTC)
609	Arkansas State University Three Rivers (High School)
624	Arkansas State University Three Rivers (Remote)
625	Arkansas State University Three Rivers (Other Locations)
701	Henderson State University (Main Campus)
702	Henderson State University (National Park College)
703	Henderson State University (Ouachita Baptist University)
704	Henderson State University (Landmark Building)
709	Henderson State University (High School)
724	Henderson State University (Remote)
725	Henderson State University (Other Locations)

EDIT: Any value other than those listed above will generate an error. Institution location codes should correspond with the appropriate FICE code reported in E-003.

SPACES NEEDED: 3 [Columns 128-130]

DATE ISSUED: 10/01/2020

SOURCE: ASUS



REPORT ELEMENT NUMBER: E-418

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Pay Status

DEFINITION:

This field describes the pay status of employees as set out in the Fair Labor Standards Act.

Fair Labor Standards Act of 1938, as amended (§ 29 U.S.C. 201):

<https://www.law.cornell.edu/uscode/text/29/chapter-8>

CODING INSTRUCTIONS:

E = Exempt employee - An exempt employee is a term that refers to a category of employees set out in the Fair Labor Standards Act (FLSA). Exempt employees do not receive overtime pay nor do they qualify for minimum wage. When an employee is "exempt" it primarily means that they are exempt from receiving overtime pay.

N = Non-exempt employee - Under the FLSA, workers may be considered non-exempt if they either earn less than the \$684 weekly minimum or if they have limited scope for self-supervision.

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

SPACES NEEDED: 1 [Column 131-131]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, FLSA

REPORT ELEMENT NUMBER: E-419

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Workload Status

DEFINITION:

This field shows the employee's workload status at the university for this reporting period.

CODING INSTRUCTIONS:

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.

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

SPACES NEEDED: 1 [Column 132-132]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-420

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Job Status

DEFINITION:

This field shows the employee's leave status for this reporting period.

CODING INSTRUCTIONS:

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.*

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

SPACES NEEDED: 1 [Column 133-133]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-421

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Classification

DEFINITION:

This field provides the employee designation of classified or non-classified (a.k.a. unclassified) under the Uniform Classification and Compensation Act (Act 199 of 1969, as amended).

Uniform Classification and Compensation Act (AR Code § 21-5-201, 2017):

<https://law.justia.com/codes/arkansas/2017/title-21/chapter-5/subchapter-2/>

CODING INSTRUCTIONS:

C = Classified – Classified staff positions are grouped or classed, under the Arkansas Uniform Classification and Compensation Act, with positions that have similar duties and responsibilities and that require similar knowledge, abilities, skills, education, and experience. These positions range from clerical/secretarial, accountants, computer technicians/analyst, custodial/maintenance workers, and skilled trades.

N = Non-Classified - Non-Classified staff positions are not assigned to a pay grade, but each non-classified title has a maximum salary for each year of the biennium, called a line-item maximum, which is specified in the campus appropriations act. The actual pay for each non-classified position is determined by the University and department budget and by the employee's qualifications. Faculty titles and most administrative titles are also non-classified.

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

SPACES NEEDED: 1 [Column 134-134]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-422

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Position Working Title

DEFINITION:

This field provides the employee's official working job title. This title may be determined by a supervisor, listed on an appointment letter, and/or used for the organizational chart.

CODING INSTRUCTIONS:

Enter the official working job title of the employee. Left-justify and pad remaining columns with spaces.

EDIT: If no working title is reported (all spaces) a warning will be generated. The specific entries will not be edited due to the potential use of alphabetic, numeric, and special characters.

SPACES NEEDED: 40 [Column 135-174]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-423

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appropriated Title

DEFINITION:

This field provides the employee's official appropriated job title.

CODING INSTRUCTIONS:

Enter the appropriated job title of the employee. Left-justify and pad remaining columns with spaces.

EDIT: If no appropriated title is reported (all spaces) an error will be generated. This specific entries will not be edited due to the potential use of alphabetic, numeric, and special characters.

SPACES NEEDED: 40 [Column 175-214]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-424

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Equal Employment Opportunity Commission Job Category

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the institution and as defined by Form 221 of the U.S. Equal Employment Opportunity Commission (1993).

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 and Managerial – Include 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 holder such titles as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to ay of these administrators with such titles as Associate Dean, Executive Officer of academic department heads, or the equivalent if their principal activity is administrative.

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

2 = Faculty (Instruction/Research/Public Service) – Include all 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).

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 (Term Instructor). Report adjunct faculty employed on a part-time basis or on a full-time basis in the primary occupation for which they were hired.

3 = Other Professionals (Support/Service) – Include in this category persons employed for the primary purpose of performing academic support, student service and institutional support activities and 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, personnel, counselors, systems analysts, coaches, lawyers, and pharmacists, for example.

4 = Technical and Paraprofessional – Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutions, junior colleges or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licenses 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 require less formal training and/or experience normally required for professional technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

5 = Clerical and Secretarial – Include 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 bookkeeping, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full time in the bookstore, and library clerks who are not recognized as librarians.

6 = Skilled Craft – Include all persons whose assignments 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, carpenters, compositors and typesetters, upholsterers.

7 = Service/Maintenance – Include persons whose assignments require limited degrees of previously acquired skills and knowledge and workers who 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 and groundskeepers, refuse collectors, construction laborers, 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 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.

9 = Unreported – Applicable only for ASU's part-time, hourly, non-student, extra help staff. These staff have an appropriated title (E-423) of "Hourly Non Student Extra Help".

#### 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
- 4 = Technical and Paraprofessional
- 5 = Clerical and Secretarial
- 6 = Skilled Craft
- 7 = Service/Maintenance
- 8 = Graduate Assistants
- 9 = Unreported



Equal Employment Opportunity Commission Form 221 – Higher Education State Information (EEO-6):

<https://play.google.com/books/reader?id=dEA2AAAAIAAJ&hl=en&pg=GBS.PA1>

EDIT:

Any value other than “1” through “9”. Codes of “9” are should not have a SOC code of “11-0000” or “25-1000”

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.

SPACES NEEDED: 1 [Column 215-215]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, EEOC

REPORT ELEMENT NUMBER: E-425

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Standard Occupational Classification Code

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the 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 occupational activities, the employee should be reported according to his or her primary activity.

EEO-2 (Element E-423) faculty with instruction, research, and public service responsibilities should be coded as Postsecondary Teachers (25-1000). EEO-1 (Element E-423) administrators should be coded as Management Occupations (11-0000).

Supervisors of workers in Major Groups 13-0000 through 29-0000 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.

CODING INSTITUTIONAL STAFF INSTRUCTIONS: Report the SOC code with no dash.

- 11-0000 - Management Occupations
- 13-0000 - Business and Financial Operations Occupations
- 15-0000 - Computer, Engineering, and Science Occupations
- 17-0000 - Architecture and Engineering Occupations
- 19-0000 - Life, Physical, and Social Science Occupations
- 21-0000 - Community and Social Service Occupations
- 23-0000 - Legal Occupations
- 25-1000 - Postsecondary Teachers
- 25-2000 - Preschool, Elementary, Middle, Secondary, and Special Education Teachers
- 25-3000 - Other Teachers and Instructors
- 25-4010 - Archivists, Curators, and Museum Technicians
- 25-4020 - Librarians and Media Collections Specialists
- 25-4030 - Library Technicians
- 25-9000 - Other Educational Instruction and Library Occupations
- 27-0000 - Arts, Design, Entertainment, Sports, and Media Occupations
- 29-0000 - Healthcare Practitioners and Technical Occupations
- 31-0000 - Healthcare Support Occupations
- 33-0000 - Protective Service Occupations
- 35-0000 - Food Preparation and Serving Related Occupations
- 37-0000 - Building and Grounds Cleaning and Maintenance Occupations
- 39-0000 - Personal Care and Service Occupations
- 41-0000 - Sales and Related Occupations
- 43-0000 - Office and Administrative Support Occupations
- 45-0000 - Farming, Fishing, and Forestry Occupations
- 47-0000 - Construction and Extraction Occupations
- 49-0000 - Installation, Maintenance, and Repair Occupations
- 51-0000 - Production Occupations
- 53-0000 - Transportation and Material Moving Occupations

CODING GRADUATE ASSISTANTS INSTRUCTIONS:

25-9044	Graduate Assistant - Teaching
Select appropriate SOC code related to field of research.	Graduate Assistant - Research
11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Graduate Assistant - Other

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>

EDIT: Any code other than one of the six numeric valid numeric characters in the table above will generate an error. Institutions may report the full detail SOC codes using all six (6) digits but must be able to translate these into the code structure presented here for reporting to IPEDS.

The SOC Code 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.

SPACES NEEDED: 6 [Columns 216-221]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-426

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: 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, John works at ASU-MH from July 1, 2010 until June 30, 2017. He has two years of interrupted employment and returns to work at ASU-MH on September 1, 2019. His current employment date should read "09012019".

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 222-229]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-427

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Adjusted Service Date

DEFINITION:

The adjusted service date is the date used to reflect employment where an individual may receive credit for prior work. Note: Time employed in K-12 does not count toward service time.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, Laura works at A-State and has the same current employment date (E-425) and adjusted service data date because she has not worked for another state entity where she received credit for that time and has not had a break in service and returned to work. Jackie has a current employment data date with A-State of "06012011", but because of her prior service with an agency that gives credit for service worked, her adjusted service date is reported as "02151993".

For part-time non-benefitted staff (E-419), report Current Employment Date (E-426).

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 230-237]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-428

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Seniority Date

DEFINITION:

Seniority date is utilized by payroll to determine the date in which the number of years of service begin counting toward bonus eligibility. Differentiation in reporting by employee may be found due to its historical use, changes to dates and differentiation between classified, non-classified, administrators such as Department Chairs. This field is used in conjunction with Employee Classification (E-421) to determine the eligibility of the employee for a career service bonus.

For part-time staff (E-419), report Current Employment Date (E-426).

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 238-245]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-429

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appointment Amount

DEFINITION:

This field reflects the appointment amount (base pay) of the full-time employee's salary based on his or her primary responsibility for the current fiscal year. If the Vice-President for Student Affairs is teaching one course, include the appointment 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:

This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

EDIT: Any entry other than seven numeric characters will generate an error. Numeric entries other than "0000000" for part-time employees (Element E-419) will generate an error. Appointment amounts less than \$10,000 and greater than \$500,000 for full-time employees will generate a warning.

SPACES NEEDED: 7 [Columns 246-252]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-430

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Fringe Benefits

DEFINITION:

This field reflects the total dollar amount of fringe benefits provided to full-time employees based on the employee's base salary for his or her primary responsibility for the current fiscal year. Examples of fringe benefit contributions include retirement plans, health plans, disability plans, and social security.

CODING INSTRUCTIONS:

**NOTE: This field should only be reported for end of the fiscal year reporting, Term = "4" (E-103).** For Term = "1", report 7 spaces. This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

EDIT: Any entry other than seven numeric characters will generate an error. Numeric entries other than "0000000" for part-time employees (Element E-419) will generate an error. Fringe benefit amounts less than \$1,000 and greater than \$100,000 will generate a warning.

SPACES NEEDED: 7 [Columns 253-259]

DATE ISSUED: 10/01/2020

SOURCE: ASUS



REPORT ELEMENT NUMBER: E-431

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appointment Length (in Months)

DEFINITION:

This field reflects the appointment length (in months) of the full-time employee's salary based on his or her primary responsibility.

CODING INSTRUCTIONS:

*Full-time employees:* 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. The figure should also be directly related to the Appointment Amount (Element E-429). The Appointment Amount (E-429) and Appointment Length should be on the same scale. Full-time employees (E-419 = 'F') who have appointment lengths in half-month denominations should be rounded down to the whole number of months. For example, Albert is employed as a 10.5 month faculty member and his appointment length is reported as '10'.

*Part-time employees:* Report "00".

EDIT: Any entry other than two numeric characters will generate an error. Numeric entries other than "00" for part-time employees in Element E-419 will generate an error.

SPACES NEEDED: 2 [Columns 260-261]

DATE ISSUED: 10/01/2020, 12/01/2020 – Expended coding to account for half-months in appointment length.

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-432

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Tenure Status

DEFINITION:

This field reflects the faculty category of the employee. Supplemental faculty are individuals who have a non-recurring appointment even if the same individual receives a temporary appointment in several successive terms.

CODING INSTRUCTIONS:

Enter the tenure status of the employee using the following codes. Code librarians according to the appropriate category for your institution. Colleges that do not grant tenure must use codes 3. Supplemental faculty (adjunct) and graduate assistants should also use code 3.

- 1 - Tenured
- 2 - On tenure track
- 3 - Non-tenure track

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

SPACES NEEDED: 1 [Column 262-262]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-433

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Academic Rank

DEFINITION:

This field shows the institutionally-defined academic rank of instructional staff.

CODING INSTRUCTIONS:

For those employees who do not have academic rank, code "99". Two-year institutions may utilize various levels of Instructor rank such as "Advanced Instructor", "Master Instructor", etc. If these rank categories exist, report the corresponding code. Otherwise, indicate the employee's current academic rank using the following codes:

- 01 - Professor
- 02 - Associate Professor
- 03 - Assistant Professor
- 04 - Instructor
- 05 - Lecturer
- 06 - Graduate Assistant/Teaching Assistant/Associate and Research Assistant/Associate
- 08 - No Rank
- 09 - Undesignated
- 94 - Advanced Instructor
- 95 - Senior Instructor
- 96 - Master Instructor
- 99 - Not applicable

Faculty members with "Emeritus" status or its equivalent should be reported as Adjunct Instructors (08) regardless of prior academic rank.

EDIT: Any entry other than two numeric characters listed above will generate an error. Employees coded as graduate assistants ('8') in E-424 should be coded as '06' here.

SPACES NEEDED: 2 [Columns 263-264]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-434

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Highest Degree Earned

DEFINITION:

This field should reflect the highest earned degree held by an instructional employee (Academic Rank of 01-05, 08 in E-433). If Academic Rank (E-433) is coded as 06, 08, 09, or 99, you may include the employee's highest degree earned but it is not required. If no highest degree earned is reported for Academic Ranks of 06, 08, 09, or 99 enter This field should not include honorary degrees or degrees-in-progress.

CODING INSTRUCTIONS:

Report the degree level of the employee's highest degree earned. In some instances the MFA, MSW, and MLS degrees may be considered to be terminal. These master's degrees are to be coded with other master's degrees using the "07" code. Under no circumstances are they to be coded as doctoral degrees.

- 00 - Life experiences
- 01 - Certificate of Proficiency
- 02 - Technical Certificate
- 03 - Associate Degree
- 04 - Advanced Certificate
- 05 - Baccalaureate Degree
- 06 - Post-baccalaureate Certificate
- 07 - Master's Degree
- 08 - Specialist Degree, Post-Master's Certificate, or Post-First Professional Certificate/Degree
- 17 - Doctoral Degree - Research/Scholarship
- 18 - Doctoral Degree - Professional Practice
- 19 - Doctoral Degree – Other
- 99 - Unknown / Not Reported

EDIT: Any entry other than two numeric characters listed above will generate an error.

SPACES NEEDED: 2 [Columns 265-266]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-435

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Terminal Degree

DEFINITION:

This field should determine if the degree level reported in E-433 is considered a terminal degree.

CODING INSTRUCTIONS:

Report the appropriate code designation. For non-faculty (Academic Rank is coded as 06, 08, 09, or 99 in E-433) code this as "N". In some instances the MFA, MSW, and MLS degrees may be considered to be terminal. These master's degrees are to be coded with other master's degrees using the "07" code in E-433. Under no circumstances are they to be coded as doctoral degrees in E-433.

Y - Yes

N - No

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

SPACES NEEDED: 1 [Column 267-267]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-436

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Faculty Status

DEFINITION:

This field reports if the employee has been assigned faculty status by the institution. This status is designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. Graduate assistants do not have faculty status.

CODING INSTRUCTIONS:

Report the appropriate code designation.

Y - Yes

N - No

EDIT: Any entry other than those listed above will generate an error. Graduate assistants identified in E-424 ('8') and E-433 ('06') should be coded as "N".

SPACES NEEDED: 1 [Column 268-268]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-437

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Percent of Teaching For-Credit

DEFINITION:

This field reports the percentage of teaching that is classified as for credit for instructional staff. For example, Katie teaches 4 courses in fall 2020. Three 3-hour courses are credit and the other 3 hours of instruction are noncredit. You would report 75% ('075') for this field.

CODING INSTRUCTIONS:

Report the percent of teaching for-credit courses in the current fall term as a three-digit whole number (e.g., 50% should be reported as "050"). Non-instructional staff should be coded as "999".

EDIT: Any entry other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff will generate an error. Combining this field with E-438 should equal 100.

SPACES NEEDED: 3 [Columns 269-271]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-438

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Percent of Teaching Noncredit

DEFINITION:

This field reports the percentage of teaching that is classified as not-for credit, or noncredit, for instructional staff. For example, Katie teaches 4 courses in fall 2020. One 3-hour course is noncredit and the other 9 hours of instruction are for credit. You would report 25% ('025') for this field.

CODING INSTRUCTIONS:

Report the percent of teaching not-for-credit courses in the current fall term as a three-digit whole number (e.g., 50% should be reported as "050"). Non-instructional staff should be coded as "999".

EDIT: Any entry other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff will generate an error. Combining this field with E-437 should equal 100.

SPACES NEEDED: 3 [Columns 272-274]

DATE ISSUED: 10/01/2020

SOURCE: ASUS



REPORT ELEMENT NUMBER: E-439

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: College Assigned 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 E-401).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character ID in this field that matches the identification number internal to the institution. This figure should be left justified with trailing spaces.

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

SPACES NEEDED: 10 [Columns 275-284]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

TRAILER ELEMENT NUMBER: E-005

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

99 - Designated trailer record

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

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

TRAILER ELEMENT NUMBER: E-006

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

E - Employee data file

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

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

## Edit Overview

## Employee File

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
E-001	Record Type	None	Any value other than '01'	None
E-002	Data Type	None	Any value other than 'E'	None
E-003	Institutional FICE Code	None	Null and alpha values; numeric values other than 6-digit FICE codes	None
E-004	Academic Year	None	Null and alpha values; numeric values other than the current year date + 1	None
E-101	Record Type	None	Any value other than '02'	None
E-102	Data Type	None	Any value other than 'E'	None
E-103	Term	None	Any value other than '1' or '4'	None
E-401	Employee Identification Number	None	Null and alpha values	None
E-402	Employee First Name	All spaces	Numeric values	None
E-403	Employee Middle Name	None	Numeric values	None
E-404	Employee Last Name	None	Missing, numeric, and null values	None
E-405	Employee Name Suffix	None	Numeric values	None
E-406	Employee Gender	None	Any value other than 'M', 'F', or 'U'	Proportion of staff by gender codes
E-407	Employee Date of Birth	Ages over 80 and less than 18	Any entry other than a valid employee birth date	Proportion of staff by age categories as of 11/1: >18, 18-24, 25-34, 35-44, 45-54, 55-64, <64
E-408	Non-US Citizen	None	Any value other than 'Y' or 'N'	Proportion of staff by IPEDS race / ethnicity categories, including non-resident alien
E-409	Hispanic Ethnicity	None	Any value other than 'Y', 'N', or 'U'	
E-410	Asian Race	None	Any value other than 'Y', 'N', or 'U'	
E-411	Black or African American Race	None	Any value other than 'Y', 'N', or 'U'	
E-412	Amer. Indian / Alaskan Native Race	None	Any value other than 'Y', 'N', or 'U'	
E-413	White Race	None	Any value other than 'Y', 'N', or 'U'	
E-414	Native Hawaiian / Pacific Isl Race	None	Any value other than 'Y', 'N', or 'U'	
E-415	Current Legal Resident State	None	Any value other than valid residence code	Proportion of staff by state
E-416	Current Legal Resident County	None	Values that do not correspond with the state reported in E-415.	Proportion of staff by county
E-417	Campus Assignment Code	None	Values that do not correspond with the institution's FICE code reported in E-003	Proportion of staff by campus assignment
E-418	Pay Status	None	Any value other than 'E' or 'N'	Proportion of staff by pay status
E-419	Workload Status	None	Any value other than 'F' or 'P'; Employees coded as '8' in E-424 and '06' in E-433 should be reported as 'P'	Proportion of staff by workload status
E-420	Job Status	None	Any value other than '0', '1', or '2'	Proportion of staff by job status
E-421	Employee Classification	None	Any value other than 'C' or 'N'	Proportion of staff by employee classification
E-422	Position Working Title	All spaces	None	None
E-423	Appropriated Title	None	All spaces	None

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
E-424	EEOC Job Category	None	Any value other than '1' through '9'. Code of '9' is only applicable for ASU's Hourly Non Student Extra Help. SOC codes of "110000" and "251000" are not valid in conjunction with EEO code "9".	Proportion of staff by EEOC category
E-425	Employee SOC Code	None	Any value other than valid codes on the full SOC table; EEO-2 in E-424 should be coded within 25-1XXX; EEO-1 should be coded within 11-XXXX; EEO-8 should be coded in one of the specified categories for graduate assistants	Proportion of staff by broad SOC category
E-426	Current Employment Date	None	Any entry other than a valid employment date. The date must be on or before Nov. 1 of the reporting year.	None
E-427	Adjusted Service Date	None	Any entry other than a valid employment date; Part-time staff should match Current Employment Date in E-426. The date must be on or before Nov. 1 of the reporting year.	None
E-428	Seniority Date	None		None
E-429	Appointment Amount	Amounts less than \$10,000 and greater than \$500,000	Null values; any value other than '00000000' for part-time employees in E-419	None
E-430	Fringe Benefits <b>Required for term '4' only (E-103)</b>	Amounts less than \$1,000 and greater than \$100,000	For Term of '1' anything other than null values; For Term of '4' null values; any value other than '00000000' for part-time employees in E-419	None
E-431	Appointment Length	Values between '01' and '03'	Null values; any value other than '00' for part-time employees in E-419; values greater than '12' for full-time employees in E-419	None
E-432	Tenure Status	None	Any value other than '1' through '3'; employees with academic ranks in E-433 of '06', '08', '09' and '99' should be reported as '3'	None
E-433	Academic Rank	None	Any value other than valid academic rank code; Graduate assistants should be coded as '8' in E-424	Proportion of staff by academic rank
E-434	Highest Degree Earned	None	Any value other than allowed values. Values of '99' for academic ranks of 01-05, 08 in E-433	
E-435	Terminal Degree	None	Any entry other than 'Y' or 'N'	
E-436	Faculty Status	None	Any entry other than 'Y' or 'N'	Proportion of staff by faculty status
E-437	Percent of Teaching For-Credit	None	Any value other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff; the sum of E-437 and E-438 should equal 100.	None
E-438	Percent of Teaching Noncredit	None		None
E-202	Institutional Employee ID Number	None	None	None

**Arkansas State University**

Institutional Effectiveness

Office: 870-972-3027

Website: <https://www.astate.edu/a/irp/>**ASU – Beebe**

Institutional Research &amp; Effectiveness

Office Phone: 501-882-8923

Website: <http://www.asub.edu/about-us/institutional-research/index.aspx>**ASU – Mountain Home**

Office of Admission &amp; Registration

Office: 870-508-6104

Website: <https://www.asumh.edu/admission-registration/admission-registration.html>**ASU – Newport**

Office of Institutional Research &amp; Effectiveness

Office: 870-512-7818

Website: [https://www.asun.edu/institutional\\_research](https://www.asun.edu/institutional_research)**ASU Mid-South**

Office of Institutional Research &amp; Effectiveness

Office: 870-733-6782

Website: <https://www.asumidsouth.edu/institutional-research/>**ASU Three Rivers**

Enrollment Services and Registrar

Office: 501-332-0233

Website: [http://asutr.edu/pages/institutional\\_data\\_and\\_information](http://asutr.edu/pages/institutional_data_and_information)**Henderson State University**

Office of Institutional Research

Office: 870-230-5458

Website: <https://www.hsu.edu/pages/about/administration/academic-affairs/institutional-research/>**ASU System Office**

Office of Strategic Research

Office: 501-660-1015

Website: <http://www.asusystem.edu/research/>

Please feel free to contact our office at the following address with any questions or comments concerning this *Data Dictionary*:

Arkansas State University System Office  
501 Woodlane Street, Suite 600  
Little Rock, Arkansas 72202

Phone: 501-660-1015

Email: [eatchison@asusystem.edu](mailto:eatchison@asusystem.edu)

Web: <http://www.asusystem.edu/research/>