

PAF Manual (PERS 900 – PERS 910)

PERSONAL DATA SEGMENT

1. **SOCIAL SECURITY NUMBER** (UNIVERSITY ID NUMBER -NBR - 9 numeric) - A unique nine-digit number assigned to an individual for purposes of identification. Foreign nationals are not employable until they receive a permanent social security number.
2. **NAME** (NAME - 30 alpha) - The legal name on file with the SS administration by which the employee is known. Please use at least a middle initial. Commas, periods, and apostrophes are not used.
3. **DATE OF BIRTH** (BIRTHDTE - 6 numeric) - The calendar date of birth.
MM/DD/YY
4. **SEX** (SEX - 1 alpha) - Sex of the employee. The sex codes are:

F - Female
M - Male
U – Unknown
5. **ETHNICITY** (ETH - 1 alpha) - An employee's racial origin by broad ethnic group as defined in Federal Regulations. The ethnicity codes are:

U - Unknown
I - American Indian or Alaskan Native
B - Black (Not Hispanic Origin)
A - Asian or Pacific Islander
H - Hispanic
W - White (Not Hispanic Origin)
6. **CITIZENSHIP-VISA TYPE** (CIT - 2 alpha/numeric) - A code to indicate whether the employee is a citizen of the United States and, if not, what type of visa or work authorization he/she holds. The citizenship/visa type codes are:

UN - Unknown
US - U.S. Citizen
RA - Resident Alien
TC – Canadian Citizen

J1 - Exchange Visitor (Not eligible for SURS or CMS Group Insurance unless passed the substantial presence test)
J2 - Spouse or Child of Exchange Visitor
F1 - Student (Not eligible for SURS or CMS Group Insurance unless passed the substantial presence test)

F2 - Spouse or Child of Student
H1 - Temporary Worker of Distinguished Merit and Ability
H2 - Temporary Worker Performing Services unavailable in the United States
IM - Immigrant Approved labor certification
SP - Special Visa; Asylum, Humanitarian Parole, Pending Permanent Residency
or Refugee with permission to work

7. **CITIZENSHIP-COUNTRY** (CTRY - 2 alpha) - The country of the employee's current citizenship, if other than the United States. See [Country Codes](#).
8. **WORK AUTHORIZATION DATE** (WK AUTH - 6 numeric) - If the individual is an United States Citizen or a Resident Alien, enter the date that the I-9 form was certified by the employer. If the individual is an Alien, enter the date until which the alien is authorized to work.
9. **DELIVERY POINT** (DELVRY-PT - 5 numeric - 1 numeric) - The [mail code](#) to which deliveries will be made, mail and/or checks will be sent. This field is used to determine the employee's Campus Address information.
10. **EMPLOYMENT STATUS** (EMPL-STAT - 1 alpha) - A code to identify the employee's current or future employment status with the University. The employment status codes are:

A - Active Employee
T - Terminated Employee
11. **EMPLOYMENT STATUS DATE** (DTE - 6 numeric) - The effective date of the employment status. If a person's last day of work was 5/15/99, the date of the Terminated Employment Status would be 5/16/99. MM/DD/YY
12. **ORIGINAL EMPLOYMENT DATE** (ORIG-EMP - 6 numeric) - The date an individual was first employed by Illinois State University as faculty, staff or graduate assistant. (Excluding student worker or undergraduate teaching assistant). Data in this field is to be adjusted to override Graduate Assistant data if a Graduate Assistant is subsequently appointed to either a faculty or staff position. MM/DD/YY
13. **CONTINUOUS EMPLOYMENT DATE** (CONT-EMP - 6 numeric) - The date an individual began continuous employment at the University (Excluding student worker or undergraduate teaching assistant). For faculty, graduate assistants and staff who follow the academic calendar. Academic Personnel, non-employment in one of the major semesters (Fall or Spring) constitutes a break in continuous employment. MM/DD/YY

A break in service resulting from an actionable event (e.g. retirement, resignation, non-reappointment etc.) constitutes a break in continuous employment.

Continuous Employment Date is used in the determination of Medicare tax eligibility. Employees who began their employment after March 31, 1986 are required to pay the Medicare portion of the FICA tax. Employees who have an

employment date after 3-31-86 will automatically have their Medicare eligibility code changed to a 'M', thus identifying the record for the Medicare deduction. For those employees who transfer from another state agency without a break in service and who are not considered 'new' employees as pertaining to the Medicare tax, an 'X' in the Medicare eligibility code will prevent this automatic change. **It is, however, the responsibility of the employee to contact the Benefits Office to initiate this action.**

14. **Non-Tenure Track Semester Counter** (SEM – 1 numeric) – One digit number that tracks the number of consecutive major semesters employed at 100% FTE for NTT faculty. After 6 major consecutive semesters (fall or spring) at 100%, NTT faculty will qualify for accumulative sick leave accrual.

15. **VERIFICATION OF ORAL LANGUAGE ENGLISH PROFICIENCY** (E - 1 alpha)
- The method by which the faculty member or graduate teaching assistant's oral language English proficiency was verified.

F - Face-To-Face

O - Other

S – Seminar

T - Telephone

16. **GRADUATE FACULTY STATUS** (G - 1 alpha) - The individual's current graduate faculty status. All initial appointments will be 'N'. The Graduate School is responsible for updating this data field. The graduate faculty status codes are:

G - Full Member of Graduate Faculty

A - Associate Member of Graduate Faculty

B - Ad Hoc Associate Member of Graduate Faculty

C - 1 year Associate Member of Graduate Faculty

E - Exofficio Member of Graduate Faculty

N - Not a Member of Graduate Faculty

R - Retired Member of Graduate Faculty

S - Retired Associate Member of Graduate Faculty

17. **TENURE ELIGIBILITY INDICATOR** (T - 1 alpha) - Whether the academic employee has acquired or is eligible to acquire tenure. The tenure eligibility indicator codes are:

I - Ineligible

T - Tenured

E - Tenure-Eligible

C - Contractual Continued Service/Laboratory School

D - Denied

18. **TENURE YEAR** (YR - 2 numeric) - The fiscal year the academic employee was granted or is expected to receive tenure. For laboratory school faculty the tenure year reflects the academic year (example: 95 = academic year 95-96) the individual was offered continued service employment as a Faculty Associate.

19. **EDUCATIONAL DEGREE** (LEVEL) (DEG - 3 numeric) - A code to indicate the highest degree, certificate, or diploma held by the employee. See [Degrees](#). The description must agree with the information that appears on the individual's transcript.
20. **EDUCATIONAL DEGREE** (LEVEL) YEAR (YR - 2 numeric) - The year in which the employee achieved his/her highest degree, certificate, or diploma.
21. **HOURS ABOVE HIGHEST DEGREE** (HRS - 3 numeric) - The number of semester hours earned by the employee above the highest attained degree or educational level.
22. **FICE NUMBER** (FICE - 6 numeric) - A [numeric identification](#) code for the institution of higher education from which the individual receives their highest degree, certificate or diploma. This number is entered by Human Resources.
23. **FICE NAME** (FICE NAME - 20 alpha/numeric) - The name of the institution of higher education from which the individual receives their highest degree, certificate or diploma.
24. **CERTIFICATION CODE** (CER - 3 numeric) - A code indicating any professional certification held by the individual.
25. **NEXT REVIEW DATE** (NXT-REV - 6 numeric) MM/DD/YY - For **Civil Service Personnel** this is used to track:
 1. Return to work from a layoff, military leave, etc.
 2. Probationary period end date
26. **SABBATICAL YEAR**: (SABB – 2 numeric). Most current fiscal year of employee sabbatical leave.
27. **CAT 7 CSOVR**: Internal use only.
28. **ETHICS TRAINING INDICATOR**: A code used to indicate if an employee has been reported to the state as eligible to take the Ethics Training. This code is entered by ODAA. Ethics training indicator codes are:

Blank - has not been reported for Ethics Training
N - has not been reported for Ethics Training
Y - has been reported for Ethics Training

29. **SEPARATION DATA**

REASON (REA - 2 numeric) - Reason for which the individual was separated from the current employee type. The separation data is divided into three lines 1) G - Graduate Assistant, 2) S - Civil Service, and 3) A - Academic. Fill in only the applicable line(s). The separation reason codes are:

00 – Active Employee (Default)

INVOLUNTARY

Termination:

- 03 - Completion of Contract (System Generated)
- 04 - Discharge
- 05 - CS Extra Help end of Appointment OR Faculty/AP Non-reappointment
- 06 - Strategic Plan
- 20 - Not Qualified
- 22 - Unsatisfactory Performance/Conduct
- 70 - Failed Probation Period
- 80 – Death

VOLUNTARY

Retirement:

- 31 - Retired
- 32 - Early Retirement (buy out)

Resignation:

- 40 - Accepted New Job (Academic Personnel)
- 41 - Accepted New Job (Nonacademic)
- 42 - Marriage or Domestic Obligations
- 43 - Dissatisfied with Pay
- 44 - Personal Reasons
- 45 - Quit Without Notice
- 46 - Moving
- 47 - Returned to School
- 48 - Dissatisfied with Working Conditions
- 49 - Transportation Problems
- 50 - Other
- 51 - Accepted Different Employee Type at ISU
- 61 - Medical, not related to job

SEPARATION DATE (DATE - 6 numeric) - The date that the separation became effective. For Academic Employees this is the day after the individual's last day worked. For Civil Service Personnel this is the last day the individual worked. MM/DD/YY.

30. **RETIREMENT PLAN** (RP - 1 alpha) - A code to indicate whether an employee is presently enrolled in a retirement plan. The retirement plan codes are:
- B - Retired, Early from ISU (buy out)
 - C - Optional Retirement Plan, Police - Self Managed Plan
 - D - SURS Portable Plan (Police) Elected
 - L - SURS Portable Plan Elected
 - N - Not Eligible
 - O - Optional Retirement Plan - Self Managed Plan
 - P - State Retirement Plan Eligible, Police, Enrolled
 - R – Retired from ISU
 - S - State Retirement Plan Eligible, Enrolled
 - T - Terminated
 - U - Unknown, Not Enrolled
 - Y – Retired from a SURS or TRS Participating School Other Than ISU
31. **RETIREMENT PLAN - EFFECTIVE DATE** (DATE - 6 numeric) - The date on which the employee's retirement plan status becomes/became effective. Example: a TRS/SURS retiree is employed at ISU. If a person retires on 8/31 of a given year, the effective date of that retirement is 9/1 the date on which an individual retired from a SURS/TRS institution other than ISU. The Office of Human Resources is responsible for completing this data element for all personnel. MM/DD/YY
32. **BENEFIT ACCRUAL PLAN** (BA - 1 alpha) - A code that indicates the vacation/sick accrual schedule to be used. The leave accrual plan codes are:
- R - Provisional
 - N - Non-Accruing
 - A - Academic Employee
 - E - Exempt Civil Service
 - X - Other Non-Exempt Civil Service
 - C - Crafts, Prevailing ([Link to exceptions](#))
 - H - Non-Exempt Civil Service; Eight Hour Work Day ([Link to exceptions](#))
33. **BENEFIT ACCRUAL DATE** (BEN-DATE - 6 numeric) - The date utilized to calculate the years of service for an individual to determine the vacation accrual rate. This date is filled in by the Office of Human Resources. MM/DD/YY
34. **DEDUCTION SCHEDULE** (D-SC - 2 alpha/numeric) - The type of pay cycle during which voluntary deductions are to be processed. Deduction schedule codes are:
- M1 - Monthly
 - B2 - Bi-Weekly Student
 - S1 - Semi-Monthly (Non-Exempt)
 - S2 - Semi-Monthly (Exempt)

APPOINTMENT SEGMENT

35. **APPOINTMENT BEGIN REASON INDICATOR** (I - 1 alpha) - A code to designate the begin reason for the appointment. The codes are:
- A - Additional or New Employee Type
 - B - Promotion in Position and Rank (Academic)
 - C - Negotiated/Prevailing Salary Increase (C.S.)
 - D - Decrease in salary for Academic Personnel changing jobs; Demotion for Civil Service
 - G - Temporary Downgrade (C.S.)
 - L - Lateral Reassignment
 - M - Promotion in Position (Academic)
 - N - New Hire
 - O - Other
 - P - Promotion in Rank (Academic)
 - R - Reclass/Reallocation (C.S.)
 - S - Salary Increase (Open Range C.S.)
 - T - Negotiated Promotion/Reclass (C.S.)
 - U - Unknown
 - V - A/P Non-continuous appointment (time report = Z)
 - X - Promotion (C.S.)
 - Y - Temporary Upgrade (C.S.)
36. **APPOINTMENT BEGIN DATE** (BEGIN - 6 numeric) - The date on which this appointment becomes/became effective. MM/DD/YY
37. **APPOINTMENT END DATE** (END - 6 numeric) - The date on which this appointment will expire. For a faculty member on a tenured/tenure-track appointment, the end date of the appointment should be 99/99/99. If the employee has an alien visa type then appointment ends on the work authorization end date. MM/DD/YY
38. **EMPLOYING DEPARTMENT** (DEPT - 5 numeric) - The department which is responsible for the employee evaluation for this appointment and has primary responsibility for the appointment. It is the "Employing Department" on the Position File (PCAU) and will print on the contract as "Employing Department/Unit."
39. **PERCENT OF FULL-TIME** (PCT - 5 numeric - 999.99) - The percent of full-time that the employee will work on this appointment.
40. **PAY RATE** (RATE - 9 numeric - 999999.999) - The total current base pay for this appointment. This field contains either the hourly rate of pay for nonexempt Civil Service or the monthly rate for all other employees. It does not include extra payments such as administrative increment or shift differential.

41. **RATE CODE** (RATE-CD - 1 alpha) - The rate code defines the content of the pay rate field above. The rate codes are:

P - Monthly Rate
H - Hourly Rate
U - Unit Rate

42. **TIME REPORTING CODE** (T - 1 alpha) - This code indicates positive reporting or exception reporting. In addition, for faculty and administrative employees the code determines eligibility for vacation accrual and whether the vacation must be used in the current contract period. The time reporting codes are:

A - Exception Reporting; used for full-time nontenure-track faculty and Emeriti faculty eligible for accumulative sick leave accrual
P - Positive Reporting; used for semi-monthly Civil Service employees, Daily Rate Substitute Teachers
T - Exception Reporting; used for exempt Civil Service employees
L - Exception Reporting; used for Academic monthly employees who are not eligible for vacation and for Graduate Assistants
V - Exception Reporting; used for continuing Academic employees who are eligible for vacation accrual that may be carried forward to a new contract period
Z - Exception Reporting; used for non-continuing state employees who are eligible for vacation accrual that must be used prior to the final employment date stated on the contract
W - Exception Reporting; used for individuals hired under a contractual agreement by Clinical Experiences in Teacher Education

43. **APPOINTMENT PAY CYCLE** (CY - 2 alpha) - The payment schedule during which payment for this appointment is normally made. The pay cycle codes are:

M1 – Monthly
B2 - Bi-Weekly Student
S1 - Semi-Monthly (Non-Exempt)
S2 - Semi-Monthly (Exempt)

44. **MONTHS** (MOS - 4 numeric) - Defines the length of the authorized assignment to the nearest .25 of a month. The employee may work less than the stated number but cannot exceed the value.

45. **APPOINTMENT CATEGORY** (CAT - 1 alpha/numeric) - For **Academic Employees**

- 1 - Fiscal Year - 12 month
- 2 - Academic Year - 9 month
- 3 - Laboratory Schools - 9.5
- 4 - Fall only
- 5 - Spring only
- 6 - Summer Session
- 7 - Other

46. **APPOINTMENT TYPE** (AT - 1 alpha) - A code to designate the employment category of an individual for the appointment. The codes are:

Faculty:

- R - Regular (Tenured/Tenure-Track)
- Q - Nontenure-Track and Emeriti Faculty
- F - Terminal
- J - Adjunct
- V - Visiting
- C - Contractual
- I - Irregular

Administrative/Professional:

M - RAMP Administrator: These employees are considered to be primary policy decision making administrators who report directly to the President or to one of the Vice Presidents of the University. This group would generally include the President, Vice Presidents, Deans and Associate Vice presidents.

A - Administrative: Employees with primary executive, administrative and managerial assignments. These assignments involve planning, organizing, managing and directing the university and its sub units with a reporting line of no more than three levels from the President and at least a salary level of (55).

P - Professional: All Administrative Professional employees who are not designated as (M) or (A).

Laboratory School/Faculty Associate:

- L - Faculty Associate, Noncontinuing
- H - Faculty Associate, Continuing

Graduate Assistant:

- G - Graduate Assistant

Civil Service:

S – Status
B - Temporary
X - X-Help
Y - Probationary
W - Provisional
U - Temporary Upgrade
D - Temporary Downgrade
O - Contractual Appointment, Civil Service
N - Apprentice
K - Learner
E – Trainee

Student:

Z - Student Worker

47. **JOB CLASSIFICATION** (JOB-CLASS - 6 numeric) - This code identifies the job title or rank held by the employee. See [A/P Job Class Titles](#), [Faculty Job Class Titles](#), Civil Service Job Class Titles.
48. **JOB CLASS ENTRY DATE** (ENTRY-DTE - 6 numeric) - The date on which the employee entered his/her current position classification. For **Civil Service Personnel**, the date may be adjusted to reflect any absence which impacts the length of service within the job classification. MM/DD/YY
49. **APPOINTMENT RANK/STATUS** (RK - 1 alphanumeric) – Rank/Status for **this** appointment. Appointment codes are:

Tenured and tenure-track faculty Rank:

B – Professor
C - Associate Professor
D - Assistant Professor
E – Instructor

Non-tenure track faculty Status:

S – Status: NTT faculty who have completed the probationary period, attained status and received the first longevity stipend.
Z – Casual NTT faculty (.25 FTE or less), Emeriti and Adjunct appointments.
0-9 –Number of semesters a probationary NTT faculty member has toward status. Use zero (0) to indicate 10 semesters.
Q – Longevity: Status NTT faculty who have completed 20 consecutive semesters and received the 2nd Longevity Stipend.

Other:

Y - Graduate Assistant
Z – Unranked, e.g., A/P employees without faculty rank, Faculty Associates and Substitute Teachers

Leave blank for Civil Service and Student Employees

50. **APPOINTMENT DEPARTMENT OF RANK** (DEPT - 5 numeric) - the department in which an academic employee holds faculty rank. For employees without faculty rank enter the employing department number.
51. **TERMINAL DEGREE INDICATOR** (TD - 1 alpha) – Indicates whether or not an academic employee has a terminal degree in their discipline. The codes are:
- Y – Yes
N – No
52. **JOB CLASS TITLE** (JOB CLASS TITLE - 25 alpha/numeric) - The title of the position to which the employee is assigned.
53. **POSITION DATE** (POS-DATE - 6 numeric) - **Administrative/Professional** - The date the position is scheduled for cyclic review. **Civil Service** - The date the employee in a status appointment was assigned to his/her current Civil Service Number. **Probationary Non-Tenure Track Faculty** – The beginning date of the probationary period. **Status Non-Tenure Track Faculty** – The date status was achieved. OR the date of the most recent longevity stipend, whichever is later.
54. **CONTRACT OPTION** (a box - alpha) – Indicate the type of contract or notification to be generated:

Civil Service:

- S – Status
- B - Temporary
- X - X-Help
- Y - Probationary
- W - Provisional
- U - Temporary Upgrade
- D - Temporary Downgrade
- O - Contractual Appointment, Civil Service
- N - Apprentice
- K - Learner
- E – Trainee

[Click here for a list of Academic Employment Types](#)

55. **COMMENTS/CONTINGENCIES** (COMMENTS/CONTINGENCIES - 5 two character fields) - Up to five codes from the contract/appointment reasons table may be listed and/or up to four additional comments/contingencies may be described by the hiring department. See [Contract Comments](#). Or [Civil Service comments](#).

APPOINTMENT ACCOUNT DISTRIBUTION

56. **APPOINTMENT NUMBER** (APPT - 2 numeric) - The sequence number of the appointment.
57. **ACCOUNT NUMBER** (ACCOUNT - 10 numeric) - The account number to which the payroll expenditure will be recorded. It is coded as follows:
- 01-02 – Fund
 - 03-06 – Department
 - 07-10 - Cost Center
58. **POSITION NUMBER** (POS - 5 numeric) - Position number identifier.
59. **ACCOUNT AMOUNT** (AMOUNT - 9 numeric - 999999.999) - For salaried employees the individual amount of pay the employee should receive from the associated account each pay period. If the appointment is hourly, this field contains the amount to be paid per hour.
60. **EARNINGS TYPE** (TYP - 3 alpha) - The three-character code which identifies the type of payment being made. Examples are: regular, differential or administrative increment. See [Earnings Type](#).
61. **ACCOUNT START DATE** (BEGIN - 6 numeric) - The date on which payment from the associated account can begin. MM/DD/YY
62. **ACCOUNT STOP DATE** (END - 6 numeric) - The date on which payment from the associated account will cease. No single distribution may cross fiscal years. MM/DD/YY
63. **ACCOUNT PERCENT** (PCT - 5 numeric - 999.99) - The percent of full-time associated with this account.
64. **LEAVE OF ABSENCE REASON** (LV - 2 numeric) - A code indicating the specific type of leave for this appointment distribution. The leave of absence reason codes are:
- 01 - Not on Leave
 - 02 – Disability (when an employee is on or applying for SURS disability or when an employee is sick but not out long enough to apply for SURS).
 - 03 - Sabbatical I & II
 - 04 - Sabbatical I
 - 05 - Sabbatical II
 - 06 - Nonsabbatical I & II
 - 07 - Nonsabbatical I
 - 08 - Nonsabbatical II
 - 10 - Military
 - 11 - Personal
 - 12 - Layoff/Academic Break
 - 13 - Educational I & II

- 14 - Educational I
- 15 - Educational II
- 16 - Educational Without Pay I & II
- 17 - Educational Without Pay I
- 18 - Educational Without Pay II
- 19 - Illness
- 20 - Suspension
- 21 - Worker's Compensation
- 22 - Layoff/Permanent
- 23 - Layoff/Seasonal
- 24 - Educational Other With Pay
- 25 - Educational Other Without Pay
- 26 - Nonsabbatical, Other
- 27 - Workers Comp - Police PA345
- 40 - Awaiting Grant Approval
- 50 - Family Medical Leave (Continuous)
- 51 - Intermittent FMLA
- 52 - Workers Compensation and Family Medical Leave
- 53 - Administrative Leave

65. **PERCENTAGE OF FIRST MONTH DISTRIBUTION** (% FM - 3 numeric) - A percent of the salary distribution to be applied to the first month. 100 need not be entered as long as the distribution dates cover the entire month.
66. **PERCENTAGE OF LAST MONTH DISTRIBUTION** (% LM - 3 numeric) - A percent of the salary distribution to be applied to the last month. 100 need not be entered as long as the distribution dates cover the entire month.