Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Admin/Inst Payroll	The two pay cycles: Associated with Pay Agency	ADM - Administration INS - Institutional
Administration Check Date	Administration Check Date	
Administration Pay End Date	The last day of the Administration Pay Period	
Age	Employee's age on last date of payroll	
Age Range 1	Age Ranges	Under 25, 25 - 34, 35 - 44, 45 - 54, 55 - 64 65 & Over
Age Range 2	Age Ranges	Under 20, 20 - 29.9, 30 - 39.9, 40 - 49.9, 50 - 50.9, 51 - 51.9, 52 - 52.9, 53 - 53.9, 54 - 54.9, 55 - 55.9, 56 - 56.9, 57 - 57.9, 58 - 58.9, 59 - 50.9, 60 - 60.9, 61 - 61.9, 62 - 62.9, 63.0 years & over
Agency Code	Grouped Agency Code; Used to report all agencies under the same appointing authority	For Example 17XXX - All DOT Regional Offices and Main Office.
Agency Name	Long Description associated with Agency Code	For Example: Department of Transportation - All
Agency Nm	Short Description associated with Agency Code	For Example: Transportation - All

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Anniversary Date	PAYSERV data: Depending on an employee's bargaining unit, the Anniversary Date may refer either to an employee's first date of service in their current grade, or to an employee's first date of State service. It may be adjusted due to interrupted service.	
Annual FTE	Full Time Equivalent	
Annual Salary	Annual Base Salary	
Appointment Level Change	Flag indicating if the position is being incumbered at a level other than the standard DOB-approved level. For example, positions incumbered by a trainee will always have a "Y" in this field. Such positions are always established at the journey level and never at the trainee level.	Y = Position is incumbered at other than the approved budgeted level. N = Position is incumbered at the approved budgeted level blank = position is vacant
Appointment Type Code	Indicates the incumbent's appointment type to the position.	P = Permanent C = Contingent Perm I = Indefinite T =Temporary V =Provisional Blank = Vacant Position PayServ only Codes: A D N Y Z
Appointment Type Name	Long Description of Appointment Type Code	Permanent Contingent Permanent Indefinite Temporary Provisional Vacant Position
Appointment Type Nm	Short Description of Appointment Type Code: Perm	Perm Cont Indefinite Temp Prov Blank
Approved Rate	Rate or Grade approved for the position. Only for 38 and 68 graded positions. Associated with Approved Rate Frequency Code.	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Approved Rate Freq Name - Rate	Combined field Approved Rate Frequency Code and Approved Rate	
Approved Rate Frequency Code	Code indicating the basis on which payment is computed for a NYS Employee. This field is only being filled for 'NS', 38 and 68 graded positions.	A - Annual H - Hourly N - Not to Exceed S - SG EQ
Approved Rate Frequency Name	Long Description associated with Approved Rate Frequency Code	Annual Hourly Not to Exceed SG EQ
Approved Rate Frequency Nm	Short Description associated with Approved Rate Frequency Code	Annual Hourly Not to Exc SG EQ
Approved Through Date	Date indicating the last day the incumbent is certified to be paid in the position.	
Bargaining Unit Code	Two digit numeric code identifying the incumbent's bargaining unit. Represents the collective bargaining agreement governing a position.	
Bargaining Unit Name	Long description of bargaining unit	
Bargaining Unit Nm	Short description of bargaining unit	
Birth Date	Employee's birthdate.	
Blind Flag	Code indicating a NYS employee's blind status based on criteria outlined in Civil Service law section 85.7. This data element is utilized to produce an employee's Adjusted Classified Service Date which is used for producing Seniority Rosters Seniority Rosters are primarily generated during times of impending layoffs. This flag is primarily only updated at the time of an impending layoff. A value of "Y" indicates that the person is blind.	
BSC Flag	Flag indicating if the Agency is in the BSC	
Budget Exam Unit		
Budget Exam Unit Name		
Bureau Code (LATS-NY)	Bureau Code as identified in LATS-NY	
Bureau Title (LATS-NY)	Bureau as identified in LATS-NY	
Chart of Accounts		
Civil Service Position	Flag indicating if employee/position is in NYSTEP.	
Comp Rate	Annual-salaried, employees Bi-weekly pay	
County Code	County code for the budgeted location of the position. For locations outside of NYS and undesignated locations will have a county code of 99.	
County Name	Long County Description.	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
County Nm	Short County Description.	
Disability Flag	Disability Flag as reported to Civil Service on a DPM 300 form.	
Division Code (LATS-NY)	Division Code as identified in LATS-NY	
Division Title (LATS-NY)	Division as identified in LATS-NY	
Earmark Agency	Agency placed Earmark Flag: Yes/No	
Earmark C&C Code	Code which denotes that the position has been earmarked by the Civil Service Department, Division of Classification and Compensation. An earmark denotes that the position has been designated for restudy when it becomes vacant. An earmarked position may not be refilled until the earmark is removed.	F - Fill & Continue E - Earmarked blank - No Earmark
Earmark C&C Date	Date on which a NYS position has been earmarked by the Civil Service Department, Division of Classification and Compensation.	
Earmark C&C Name	Long Description associated with Earmark C&C Code	Fill & Continue Earmarked No Earmark
Earmark C&C Nm	Short Description associated with Earmark C&C Code	Fill & Cnt Earmarked No Earmark
Earmark CSC Code	Code which denotes that the position has been earmarked by the Civil Service Commission. An earmark denotes that the position has been designated for restudy when it becomes vacant. An earmarked position may not be refilled until the earmark is removed.	F - Fill & Continue E - Earmarked blank - No Earmark
Earmark CSC Date	Date on which a NYS position was earmarked by the Civil Service Commission.	
Earmark CSC Name	Long Description associated with Earmark CSC Code	Fill & Continue Earmarked No Earmark
Earmark CSC Nm	Short Description associated with Earmark CSC Code	Fill & Cnt Earmarked No Earmark
Earmark DOB Code	Code which denotes that the position has been earmarked by the Division of Budget. An earmark denotes that the position has been designated for restudy when it becomes vacant. An earmarked position may not be refilled until the earmark is removed.	C = Compensation F = Fill & Continue H = Hold Item O = Organization P = Project U = Unspecified blank = No Earmark
Earmark DOB Date	Date on which a NYS position was earmarked by the Division of Budget.	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Earmark DOB Name	Long Description associated with Earmark DOB Code	Compensation Fill & Continue Hold Item Organization Project Unspecified No Earmark
Earmark DOB Nm	Short Description associated with Earmark DOB Code	Compensatn Fill & Cnt Hold Item Organizatn Project Unspecifid No Earmark
Earnings Amount	Amount Earned during a pay period. Associated with Pay Code. Dollar amount associated with a specific Earnings Code paid to an employee before taxes and deductions are withheld.	
Earnings Annual Amt	Annual Pay Rate associated with Pay Code where an annual amount exists.	
Earnings Hours	Hours earnings based on during a pay period. Associated with Pay Code. Hours represents the number of hours to be paid for a specific Earnings Code.	
Employee ID	Unique employee identifier assigned by PayServ. Will be populated if Civil Service has ever received a payroll record from PayServ for the employee. Non-OSC payroll employees who have never been assigned a Employee ID by PayServ will have a unique number beginning with 'WFA'.	
Employee Status Code	Status of an employee in a position.	A - Active D - Deceased L - Leave of Absence P - Leave with Pay R - Retired T - Terminated Space - Vacant Position

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Employee Status Name	Long Description associated with Employee Status Code	Active Deceased Leave of Absence Leave with Pay Retired Terminated Vacant Position
Employee Status Nm	Short Description associated with Employee Status Code	Active Deceased Leave Leav w/Pay Retired Terminated Vac Pos
Ethnic Code	Ethnic Code as reported to Dept of Civil Service	0 - White 1 - Black 2 - Hispanic 3 - Asian/Pacific Islander 4 - American Indian/Alaskan Native U - Unknown
Ethnic Name	Long description associated with Ethnic Code	White Black Hispanic Asian/Pacific Islander American Indian/Alaskan Native Unknown
Ethnic Nm	Short description associated with Ethnic Code	White Black Hispanic Asian Am. Indian Unknown
Executive/Non-Executive Control	Indicator if Agency is subject to Executive Control	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Federal Occupational Category	Identifies the federal occupational category code of the Title	1 - Officials and Administrators 2 - Professionals 3 - Technicians 4 - Protective Service Workers 5 - Paraprofessionals 6 - Administrative Support 7 - Skilled Craft Workers 8 - Service Maintenance N - No EEO-4 Reporting
Federal Occupational Category Name	Long description associated with Federal Occupational Category	Officials and Administrators Professionals Technicians Protective Service Workers Paraprofessionals Administrative Support Skilled Craft Workers Service Maintenance No EEO-4 Reporting
Federal Occupational Category Nm	Short description associated with Federal Occupational Category	Officl/Adm Professnls Technicns Protct/Svc Para-Prof Admin Supp Skill Craft Serv/Maint No EEO-4
Fiscal Year	State Fiscal Year of pay period. Identified by Ending year.	2018 - indicates State fiscal year April 2017 - March 2018
FTE	Full Time Equivalent. The FTE represents the employee's work percentage for the pay period.	
Gender	Denotes gender of incumbent.	
Grade	The two digit salary grade assigned to the incumbent of the position. If the position is vacant it is the grade assigned to the position.	
Grade (Equated)	Salary Grade equivalent for NS/OS grades. Associated with the employee's Job Grade. This is the Job level equivalent. If this is a trainee title, this equates to the trainee title level. For Thruway and Canal Corp the SG equivalent supplied by Thruway.	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Grade - PayServ	Salary Grade of the incumbent as reported in PayServ.	
Grade Group	Salary Grade Ranges:	01 - 05 06 07 - 08 09 10 - 11 12 13 14 15 - 18 19 - 23 24 - 25 & M1 26 - 27 & M2 28 - 29 & M3 30 - 31 & M4 32 - 33 & M5 34 - 35 & M6 36 - 37 & M7 38 & M8
Home City	The city of the employee's address.	
Home State	The state of the employee's address.	
Home Zip Code	The zip code of the employee's address.	
Host Agency Code	Agency Code of Agency processing personnel transactions	
Hosted Agency Name	Agency Name of Agency processing personnel transactions	
Increment Code	PAYSERV field: An Increment Code indicates an employee's eligibility for an increment or longevity payment in the employee's current position. If the employee is at the Job Rate of the grade, the Increment Code reflects the year in which the top of the grade was reached.	
Increment Name	Long description associated with Increment Code	
Increment Nm	Short description associated with Increment Code	
Individual Agency Code	Agency Code For agencies with multiple facilities this is the facility code.	
Individual Agency Name	Long description associated with Individual Agency Code	
Individual Agency Nm	Short description associated with Individual Agency Code	
Institution Pay End Date	The final day of the Institution Pay Period	
Institutional Check Date	Institution Check Date	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
JC - Phi	Combined reporting field: Combines employees Jurisdictional Classification with the Positions PHI code	
Job Level	A code that indicates the title type for the employee's title. Codes exist only for certain title types as follows:	9 - Temporary Title, Approved A - Appointed Official C - Career Ladder E - Elected Official I - Intermittent J - Journey Level, Approved P - Parenthetic S - Seasonal Title Only T - Trainee, Approved
Job Level Name	Long description associated with Job Level	Temporary Title, Approved Appointed Official Career Ladder Elected Official Intermittent Journey Level, Approved Parenthetic Seasonal Title Only Trainee, Approved
Job Level Nm	Short description associated with Job Level	Temp Title Appointed Career Lad Elected Intermitnt Journy Lvl Parenthetc Seasonal Trainee

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Jurisdictional Classification	Jurisdictional Class for the employee of the position.	0 - Competitive 1 - Non Competitive 2 - Exempt 3 - Labor 4 - Unclassified 5 - Other 6 - Pending Non Competitive 7 - Pending Exempt 8 - Pending Labor 9 - Pending Competitive Unknown
Jurisdictional Classification Group	Pending Jurisdictional Classifications are grouped with the upper level Jurisdictional Classification	0 - Competitive 1 - Non Competitive 2 - Exempt 3 - Labor 4 - Unclassified 5 - Other
Jurisdictional Classification Group Name	Long description associated with Jurisdictional Classification Group	Competitive Non Competitive Exempt Labor Unclassified Other Unknown
Jurisdictional Classification Group Nm	Short description associated with Jurisdictional Classification Group	Comp Non Comp Exempt Labor Unclass Other Unknown

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Jurisdictional Classification Name	Jurisdictional Class for the employee of the position.	Competitive Non Competitive Exempt Labor Unclassified Other Pending Non Competitive Pending Exempt Pending Labor Pending Competitive Unknown
Jurisdictional Classification Nm	Jurisdictional Class for the employee of the position.	Comp Non Comp Exempt Labor Unclass Other Pnd NComp Pnd Exempt Pnd Labor Pnd Comp Unknown
Language Code	Designates that the Title Code requires competency in the language indicated. Associated with Title Code	L M S
Language Code Name	Long description associated with Language Code	L - Other Language M - Manual Communication S - Spanish
Language Code Nm	Short description associated with Language Code	L - Other Lang M - Manual S - Spanish
Leave Reason Code	The specific reason indicating the encumbering leave reason of an employee in a position.	
Leave Reason Name	The specific reason indicating the encumbering leave reason of an employee in a position.	

Field	Description	Code/Values
Leave Reason Nm	The specific reason indicating the encumbering leave reason of an employee in a position.	
Length of Service	Years of State service based on an employee's Original Hire Date. This is not adjusted for any breaks in service.	
Length of Time in Agency	Length of current continuous time in Agency	
Length of Time in Agency (Total)	Total length of time in Agency adjusted for breaks	
Length of Time in Agency/Title	Length of current continuous time in Agency/Title	
Length of Time in Agency/Title (Total)	Total length of time in Agency/Title adjusted for breaks	
Length of Time in Grade	Length of current continuous time in Grade	
Length of Time in Grade (Total)	Total length of time in Grade adjusted for breaks	
Length of Time in State Service (Total)	Total length of time in State Service adjusted for breaks	
Length of Time in Title	Length of current continuous time in Title	
Length of Time in Title (Total)	Total length of time in Title adjusted for breaks	
Length of Time in Union Code	Length of current continuous time in Union Code	
Length of Time in Union Code (Total)	Total length of time in Union Code adjusted for breaks	
Line Number	A five-digit number assigned to a position for agency use.	
Location Code	Four digit number which identifies the budgeted location of the position. For a location within NYS, the first two digits are the county code, digits 3 and 4 are the municipality code within the county. For locations outside of NYS, the county code will be set to "99" followed by the appropriate pre-defined municipality code. For positions with "undetermined" work locations, the county code is set to "99" followed by "99" for the municipality code. This is the budgeted work location for the position	
Location Name	Full name for the budgeted location of the position. For locations within New York State, this field will contain the county or municipality name. For locations outside of New York State, this field may contain the municipality and state, municipality and country, or country alone.	
Location Nm	Short name for the budgeted location of the position. For locations within New York State, this field will contain the county or municipality name. For locations outside of New York State, this field may contain the municipality and state, municipality and country, or country alone.	
Mail Drop ID	PAYSERV: An employee's Mail Drop ID is used for the sorting and distribution of paychecks and advices. It is defined and maintained at the agency level.	
Mental Health Unit Title Group		

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Mental Health Unit Title Group Name		
Most Recent Perm Appointment Date		
Name	Name of the incumbent in the following format: ([last name] [suffix] comma [first name] space [middle name or initial] comma [prefix]).	
Name First	Employee's first name	
Name Last	Employee's last name	
Name Middle	Employee's middle name	
NYS Occupational Category Code		
NYS Occupational Category Name		
Original Hire Date	Date of incumbent's first appointment to NYS service under Civil Service jurisdiction.	
Overtime Code Indicator	Indicates pay codes which are overtime payments.	
Overtime Eligible Indicator	Flag indicating whether or not the Title Code is overtime eligible. A "Y" indicates the title is overtime eligible.	
Pay Basis Code	Code indicating method or schedule used to pay an employee. Currently exists only employees paid on OSC and Thruway payrolls. Field is blank for vacant positions.	21P - Annual Salary, Paid Bi-weekly over 21 Pay Periods AJT - Summer Session or Adjunct Payment ANN - Annual Salary, Bi-weekly Payment BIW - Bi-weekly Rate CAL - Paid Over Calendar Year CYF - SUNY College Year Full (26 Period) FEE - Fee Basis HRY - Hourly Rate LEG - Legislators

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Pay Basis Name	Long Description associated with Pay Basis Code	Annual Salary, Paid Bi-weekly over 21 Pay Periods Summer Session or Adjunct Payment Annual Salary, Bi-weekly Payment Bi-weekly Rate Paid Over Calendar Year SUNY College Year Full (26 Period) Fee Basis Hourly Rate Legislators
Pay Basis Nm	Short Description associated with Pay Basis Code	Ann Sal, Pd Bi-weekly - 21 PPs Summer Session or Adjunct Payt Ann Sal, Bi-weekly Payt Bi-weekly Rate Paid Over Calendar Year SUNY Coll Yr Full (26 Period) Fee Basis Hourly Rate Legislators
Pay Basis Type	Annual or Non-Annual Pay Basis	
Pay Code	PAYSERV (Earn Code): An Earnings Code is a three-character code that represents the specific earnings that an employee can be paid from the Earn Code table.	
Pay Code Name	Description associated with Pay Code Name	
Pay Period	Fiscal Pay Period Number	
Pay Period Name	Combined field for fiscal year and pay period	2018-PP01, indicates FY 2018 PP01
Peace/Police Officer Code	Code indicating how a title has been deignated based on 2.20 of Criminal Procedure Law for individuals in the title.	B - Peace/Police Officer P - Policy Making O - Peace Officer blank = not a Peace/Police Officer designated ttitle
Peace/Police Officer Name	Long Description associated with Peace/Police Officer Code.	Peace/Police Officer Peace Officer Police Officer No Designation

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Peace/Police Officer Nm	Short Description associated withPeace/Police Officer Code.	Peace/Pol Peace Police No Desig
PHI Code	Code denoting whether the position is designated as PHI. The PHI tag is placed on a non-competitive position which is confidential or requires the performance of functions influencing policy.	C - Confidential P - Policy Making blank = not PHI or not applicable
PHI Code Name	Long Description associated with PHI Code.	Confidential Policy Making blank = not PHI or not applicable
PHI Code Nm	Short Description associated with PHI Code.	Confidentl Policy blank = not PHI or not applicable
Position End Date	The Position Expiration Date field shows the date the position will end. For temporary and seasonal positions only.	
Position Entry Date	The first date an employee was appointed to a position number. Is not adjusted for breaks.	
Position Establish Date	The date on which the position was established or the last date a reclassification, title structure change or reallocation was effective against the position.	
Position Nbr	A unique number assigned to a specific position in a specific department.	
Position Pool ID	A Position Pool ID represents a specific position pool. Position Pools are created to designate funding sources for a position or group of positions. The Position Pool ID is a three character field.	
Position Type	Code indicating the position type of the position	P - Permanent S - Seasonal T - Temporary
Position Type Name	Long description associated with Position Type	Permanent Seasonal Temporary
Position Type Nm	Short description associated with Position Type	Perm Seas Temp
Probation End Date	Date indicating the planned last day of an incumbent's probationary period.	
Probation Minimum Date		

Field	Description	Code/Values
Region Code	This code represents specific geographic areas within New York State.	0 - Capital District 1 - Northern Upstate 2 - St. Lawrence/Utica 3 - Syracuse/Binghamton 4 - Rochester/Corning 5 - Buffalo/Jamestown 6 - Mid-Hudson 7 - Rockland/Westchester 8 - Long Island 9 - New York City S - Statewide X - Out of State
Region Name	Represents specific geographic areas within New York State.	Capital District Northern Upstate St. Lawrence/Utica Syracuse/Binghamton Rochester/Corning Buffalo/Jamestown Mid-Hudson Rockland/Westchester Long Island New York City Statewide Out of Sta
Region Nm	Represents specific geographic areas within New York State.	Cap Dist North Upst St. Lawren Syracuse Rochester Buffalo Mid-Hudson Rockland Long Islnd NY City Not assigned or Out of State
Retired Date	Retirement begin date for employee previously retired. Includes only retirements processed in NYSTEP.	

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Retired From Agency	Agency employee previously retired from. Includes only retirements processed in NYSTEP.	
Retired From Title	Title of employee at time of retirement. Includes only retirements processed in NYSTEP.	
Retiree Reemployment Code	Re-employment in Public Service of Retired Public Employees 211 code =1 represents employment of retired persons without diminution of retirement allowance. 212 code = 2 represents employment of capped income retired persons.	1 - Salary Can be GT $30000 2 - Salary Must Be LT $30000
Retiree Reemployment End Date	This element deals with Re-employment in Public Service of Retired Public Employees. Employees working under a 211 waiver will have a end date set by Civil Service Commission.	
Retiree Reemployment Name	Long description associated with Retiree Reemployment Code	Salary Can be GT $30000 Salary Must Be LT $30000
Retiree Reemployment Nm	Short description associated with Retiree Reemployment Code	Salary GT $30000 Annually Salary LT $30000 Annually
Retirement Eligible Date	This is the earliest date an employee is eligible for retirement without penalty. Based on Birthdate and ERS Service Credit. Identifies when an employee will be 55 or older with 30 or more years of service OR 62 and older with 5 or more years of service.	
Retirement Plan Code	Code representing the retirement system type code of the incumbent.	7R - No Retirement Selection 7S - New York City Teachers Retirement System 7T - New York City Education Board Retirement System 7U - New York City Employees Retirement System 7W - Police and Fire Retirement System 7X - New York State Teachers Retirement System 7Y - New York State Employees Retirement System 7Z - TIAA - CREF

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Retirement Plan Name	Long description associated with Retirement Plan Code	No Retirement Selection New York City Teachers Retirement System New York City Education Board Retirement System New York City Employees Retirement System Police and Fire Retirement System New York State Teachers Retirement System New York State Employees Retirement System CREF
Retirement Plan Nm	Short description associated with Retirement Plan Code	No Retirement Selection NYC Teachers Retire System NYC Education Board Retire Sys NYC Employees Retire System Police and Fire Retire System NYS Teachers Retire System NYS Employees Retire System CREF
Retirement Registration Nbr	Registration number as reported by Employee Retirement System	
Retirement Service Credit	Count of member service credit (in years) an employee has established within the Employee Retirement System. Data is updated monthly.	
Retirement Service Credit Range 1	Retirement Service ranges based on Retirement Service Credit	0 - 4.9 yrs 5 - 9.9 yrs 10 - 19.9 yrs 20 - 29.9 yrs 30 yrs & over

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Retirement Service Credit Range 2	Retirement Service ranges based on Retirement Service Credit	0 - 24.9 yrs 25 -25.9 yrs 26 -26.9 yrs 27 -27.9 yrs 28 -28.9 yrs 29 -29.9 yrs 30 -30.9 yrs 31 -31.9 yrs 32 -32.9 yrs 33 -33.9 yrs 34 -34.9 yrs 35 -35.9 yrs 36 -36.9 yrs 37 -37.9 yrs 38 -38.9 yrs 39 -39.9 yrs 30 yrs & over
Retirement Tier	Code representing the retirement tier for a NYS employee. An employee's retirement benefits differ between the various tiers. The employee's membership tier is based on membership date.	1 = Tier 1 2 = Tier 2 3 = Tier 3 4 = Tier 4 5 = Tier 5 6 = Tier 6 - = No ERS Data
Retirement Tier Name		
Retirement Tier - Name		
Salary	Current salary of the incumbent reported on PaySR or Thruway payroll files. For other than annual salaried employees, this field will contain the appropriate (non annualized) rate. For example, an employee who works on an hourly basis will have his/her hourly wage in this field.	
Salary Range	Salary ranges typically reported on by Civil Service	
Section Code (LATS NY)	Section Code as identified in LATS-NY	
Section Title (LATS NY)	Section as identified in LATS-NY	
Section 55 Flag	55 tag indicating that this position is applicable to disabled individuals. Civil Service Commission controls this field.	B - Disabled C - Disabled Vt
Section 55 Name	Description of Section 55 Flag	Disabled Disabled Vt

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Section 55 Nm	Short description of Section 55 Flag	Disabled Disabled V
Service Date	Classified seniority date. Date of the incumbent's initial permanent appointment to a NYS classified position. The date will be adjusted for breaks in service when appropriate. The date will be blank if the incumbent has never had a permanent appointment to a classified NYS position.	
SFS Account Code		
SFS Account Description		
SFS Activity Code		
SFS Activity Description		
SFS Business Unit		
SFS Business Unit Description		
SFS Chartfield1 Code		
SFS Chartfield1 Description		
SFS Chartfield2 Code		
SFS Chartfield2 Description		
SFS Chartfield3 Code		
SFS Chartfield3 Description		
SFS Class Field Code		
SFS Class Field Description		
SFS Department Description		
SFS Department ID		
SFS Distribution Percent		
SFS Fund Code		
SFS Fund Code - Description Lvl 4		
SFS Fund Code - Description Lvl 5		
SFS Fund Description		
SFS KK Account Description		
SFS KK Department Description		
SFS KK Level 2 Program Code - Description		
SFS KK Level 3 Program Code - Description		
SFS Operating Unit		
SFS Operating Unit Description		

Field	Description	Code/Values
SFS Product		
SFS Product Code		
SFS Product Description		
SFS Program		
SFS Program		
SFS Program Code		
SFS Program Description		
SFS Project Description		
SFS Project ID		
SFS Resource Sub Category		
Special Qualification Code	Code for any special qualification needed to perform the job. A job-relevant special skill. For example, Spanish-speaking, Certification in Nursing; Teacher Certification in Art.	
Special Qualification Name	Description associated with Special Qualification Code	
Title Code	NYS Job Title of the incumbent.	
Title Grade	The standard two digit salary grade normally assigned to the Title Code.	
Title Jurisdictional Classification	Jurisdictional Classification normally assigned to the Title Code.	
Title Name	Long name associated with a Title Code	
Title Nm	Short name associated with a Title Code	
Title Overtime Eligible Flag	Flag indicating whether or not the Title Code is overtime eligible. A "Y" indicates the title is overtime eligible.	
Title Salary Grade Equate	Salary Grade equate of a NYS title code. Assigned by Civil Service.	
Title Union Code	Union Code normally assigned to the Title Code.	
Trainee End Date	Date indicating the planned last day of an incumbent's traineeship.	
Union	Two digit numeric code identifying the incumbent's negotiating unit.	
Union Name	Long description associated with Union	
Union Nm	Short description associated with Union	
Union Type		
Union Type Name		
Union Type Nm		
Veteran Status	Code indicating a NYS employee's Veteran or a Disabled Veteran or a spouse of a disabled Veteran based on criteria outlined in Civil Service law section 85.7. This data element is utilized to produce an employee's adjusted Classified service date which is used for producing seniority rosters during times of impending layoffs.	D - Disabled Veteran N - Non Veteran S - Spouse 100% Disabled Veteran V - Veteran

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Veteran Status Name	Long description associated with Veteran Status	Disabled Veteran Non Veteran Spouse 100% Disabled Veteran Veteran
Veteran Status Nm	Short description associated with Veteran Status	Disabled V Non Vet Spouse Vet Veteran
Viet Nam Vet Flag	Code indicating if an employee is identified as a Vietnam Veteran as defined by	N - No Y - Yes U - Unknown
Volunteer Firefighter	Code indicating if an employee is a Volunteer Firefighter.	N - No Y- Yes - Unknown
Waiver End Date	Position Waiver End Date	
Waiver Type Code		G - Generated R - Restricted U - Unrestricted
Waiver Type Name	Long description associated with Waiver Type Code	Generated Restricted Unrestricted
Waiver Type Nm	Short description associated with Waiver Type Code	Generated Restricted Unrestrict
Work Schedule Code	Code indicating the employee's work schedule.	F - Full-Time H - Hourly P - Part-Time U - Undefined V - VRWS
Work Schedule Name	Long description associated with Work Schedule Code	Full-Time Hourly Part-Time Undefined Voluntary Reductn in Work Schd

Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Work Schedule Nm	Short description associated with Work Schedule Code	Full-Time Hourly Part-Time Undefined VRWS