



## Data Dictionary for Workforce Analytics

| Field                       | Description  | Code/Values  |
|-----------------------------|--|--|
| Admin/Inst Payroll          | The two pay cycles: Associated with Pay Agency                                       | ADM - Administration<br>INS - Institutional  |
| Administration Check Date   | Administration Check Date  |  |
| Administration Pay End Date | The final day of the Administration Pay Period                                       |  |
| Age                         | Employee's age on last date of payroll   |  |
| Age Range 1                 | Age Ranges   | Under 25,<br>25 - 34,<br>35 - 44,<br>45 - 54,<br>55 - 64<br>65 & Over  |
| Age Range 2                 | Age Ranges   | Under 20,<br>20 - 29.9,<br>30 - 39.9,<br>40 - 49.9,<br>50 - 50.9,<br>51 - 51.9,<br>52 - 52.9,<br>53 - 53.9,<br>54 - 54.9,<br>55 - 55.9,<br>56 - 56.9,<br>57 - 57.9,<br>58 - 58.9,<br>59 - 59.9,<br>60 - 60.9,<br>61 - 61.9,<br>62 - 62.9,<br>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.<br>N = Position is incumbered at the approved budgeted level<br>blank = position is vacant    |
| Appointment Type Code    | Indicates the incumbent's appointment type to the position.  | P = Permanent<br>C = Contingent Perm<br>I = Indefinite<br>T =Temporary<br>V =Provisional<br>Blank = Vacant Position<br>PayServ only Codes:<br>A<br>D<br>N<br>Y<br>Z |
| Appointment Type Name    | Long Description of Appointment Type Code  | Permanent<br>Contingent Permanent<br>Indefinite<br>Temporary<br>Provisional<br>Vacant Position  |



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| Field                          | Description  | Code/Values  |
|--------------------------------|--|--|
| Appointment Type Nm            | Short Description of Appointment Type Code: Perm   | Perm<br>Cont<br>Indefinite<br>Temp<br>Prov<br>Blank        |
| Approved Rate                  | Rate or Grade approved for the position. Only for 38 and 68 graded positions. Associated with Approved Rate Frequency Code.                      |  |
| 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<br>H - Hourly<br>N - Not to Exceed<br>S - SG EQ |
| Approved Rate Frequency Name   | Long Description associated with Approved Rate Frequency Code  | Annual<br>Hourly<br>Not to Exceed<br>SG EQ                 |
| Approved Rate Frequency Nm     | Short Description associated with Approved Rate Frequency Code   | Annual<br>Hourly<br>Not to Exc<br>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           | .  |  |
| Bargaining Unit Nm             | Short description of bargaining unit   |  |
| Birth Date                     | Employee's birthdate.  |  |



## Data Dictionary for Workforce Analytics

| Field                   | Description  | Code/Values  |
|-------------------------|--|--|
| 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   |  |  |
| Chart of Accounts       |  |  |
| Civil Service Position  | Flag indicating if employee/position is in NYSTEP.   |  |
| Comp Payment Adjustment |  |  |
| 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.   |  |
| County Nm               | Short County Description.  |  |
| Disability Flag         | Disability Flag as reported to Civil Service on a DPM 300 form.  |  |
| 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<br>E - Earmarked<br>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<br>Earmarked<br>No Earmark                 |
| Earmark C&C Nm          | Short Description associated with Earmark C&C Code   | Fill & Cnt<br>Earmarked<br>No Earmark                      |



## Data Dictionary for Workforce Analytics

| Field            | Description   | Code/Values  |
|------------------|---|--|
| 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<br>E - Earmarked<br>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<br>Earmarked<br>No Earmark   |
| Earmark CSC Nm   | Short Description associated with Earmark CSC Code  | Fill & Cnt<br>Earmarked<br>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<br>F = Fill & Continue<br>H = Hold Item<br>O = Organization<br>P = Project<br>U = Unspecified<br>blank = No Earmark |
| Earmark DOB Date | Date on which a NYS position was earmarked by the Division of Budget.   |  |
| Earmark DOB Name | Long Description associated with Earmark DOB Code   | Compensation<br>Fill & Continue<br>Hold Item<br>Organization<br>Project<br>Unspecified<br>No Earmark                                 |



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| Field                | Description  | Code/Values  |
|----------------------|--|--|
| Earmark DOB Nm       | Short Description associated with Earmark DOB Code   | Compensatn<br>Fill & Cnt<br>Hold Item<br>Organizatn<br>Project<br>Unspecifid<br>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<br>D - Deceased<br>L - Leave of Absence<br>P - Leave with Pay<br>R - Retired<br>T - Terminated<br>Space - Vacant Position |
| Employee Status Name | Long Description associated with Employee Status Code  | Active<br>Deceased<br>Leave of Absence<br>Leave with Pay<br>Retired<br>Terminated<br>Vacant Position                                 |



### Data Dictionary for Workforce Analytics

| Field                           | Description  | Code/Values   |
|---------------------------------|--|---|
| Employee Status Nm              | Short Description associated with Employee Status Code         | Active<br>Deceased<br>Leave<br>Leav w/Pay<br>Retired<br>Terminated<br>Vac Pos   |
| Ethnic Code                     | Ethnic Code as reported to Dept of Civil Service               | 0 - White<br>1 - Black<br>2 - Hispanic<br>3 - Asian/Pacific Islander<br>4 - American Indian/Alaskan Native<br>U - Unknown   |
| Ethnic Name                     | Long description associated with Ethnic Code                   | White<br>Black<br>Hispanic<br>Asian/Pacific Islander<br>American Indian/Alaskan Native<br>Unknown   |
| Ethnic Nm                       | Short description associated with Ethnic Code                  | White<br>Black<br>Hispanic<br>Asian<br>Am. Indian<br>Unknown  |
| Executive/Non-Executive Control | Indicator if Agency is subject to Executive Control            |   |
| Federal Occupational Category   | Identifies the federal occupational category code of the Title | 1 - Officials and Administrators<br>2 - Professionals<br>3 - Technicians<br>4 - Protective Service Workers<br>5 - Paraprofessionals<br>6 - Administrative Support<br>7 - Skilled Craft Workers<br>8 - Service Maintenance<br>N - No EEO-4 Reporting |



### Data Dictionary for Workforce Analytics

| Field                              | Description  | Code/Values   |
|------------------------------------|--|---|
| Federal Occupational Category Name | Long description associated with Federal Occupational Category   | Officials and Administrators<br>Professionals<br>Technicians<br>Protective Service Workers<br>Paraprofessionals<br>Administrative Support<br>Skilled Craft Workers<br>Service Maintenance<br>No EEO-4 Reporting |
| Federal Occupational Category Nm   | Short description associated with Federal Occupational Category  | Officl/Adm<br>Professnls<br>Technicns<br>Protct/Svc<br>Para-Prof<br>Admin Supp<br>Skill Craft<br>Serv/Maint<br>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. |   |
| Grade - PayServ                    | Salary Grade of the incumbent as reported in PayServ.  |   |





## Data Dictionary for Workforce Analytics

| Field                  | Description   | Code/Values  |
|------------------------|---|--|
| Grade Group            | Salary Grade Ranges:  | 01 - 05<br>06<br>07 - 08<br>09<br>10 - 11<br>12<br>13<br>14<br>15 - 18<br>19 - 23<br>24 - 25 & M1<br>26 - 27 & M2<br>28 - 29 & M3<br>30 - 31 & M4<br>32 - 33 & M5<br>34 - 35 & M6<br>36 - 37 & M7<br>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  |  |



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| Field                    | Description   | Code/Values  |
|--------------------------|---|--|
| Institution Pay End Date | The final day of the Institution Pay Period   |  |
| Institutional Check Date | Institution Check Date  |  |
| 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<br>A - Appointed Official<br>C - Career Ladder<br>E - Elected Official<br>I - Intermittent<br>J - Journey Level, Approved<br>P - Parenthetic<br>S - Seasonal Title Only<br>T - Trainee, Approved |
| Job Level Name           | Long description associated with Job Level  | Temporary Title, Approved<br>Appointed Official<br>Career Ladder<br>Elected Official<br>Intermittent<br>Journey Level, Approved<br>Parenthetic<br>Seasonal Title Only<br>Trainee, Approved                                     |
| Job Level Nm             | Short description associated with Job Level   | Temp Title<br>Appointed<br>Career Lad<br>Elected<br>Intermitt<br>Journy Lvl<br>Parenthetc<br>Seasonal<br>Trainee   |



## Data Dictionary for Workforce Analytics

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



## Data Dictionary for Workforce Analytics

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



## Data Dictionary for Workforce Analytics

| Field                               | Description  | Code/Values |
|-------------------------------------|--|-------------|
| Leave Reason Name                   | The specific reason indicating the encumbering leave reason of an employee in a position.  |             |
| 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.  |             |
| 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      |  |             |
| 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   |             |



## Data Dictionary for Workforce Analytics

| Field                          | Description  | Code/Values  |
|--------------------------------|--|--|
| 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<br>AJT - Summer Session or Adjunct Payment<br>ANN - Annual Salary, Bi-weekly Payment<br>BIW - Bi-weekly Rate<br>CAL - Paid Over Calendar Year<br>CYF - SUNY College Year Full (26 Period)<br>FEE - Fee Basis<br>HRY - Hourly Rate<br>LEG - Legislators |
| Pay Basis Name                 | Long Description associated with Pay Basis Code  | Annual Salary, Paid Bi-weekly over 21 Pay Periods<br>Summer Session or Adjunct Payment<br>Annual Salary, Bi-weekly Payment<br>Bi-weekly Rate<br>Paid Over Calendar Year<br>SUNY College Year Full (26 Period)<br>Fee Basis<br>Hourly Rate<br>Legislators   |



## Data Dictionary for Workforce Analytics

| Field                   | Description   | Code/Values  |
|-------------------------|---|--|
| Pay Basis Nm            | Short Description associated with Pay Basis Code  | Ann Sal, Pd Bi-weekly - 21 PPs<br>Summer Session or Adjunct Payt<br>Ann Sal, Bi-weekly Payt<br>Bi-weekly Rate<br>Paid Over Calendar Year<br>SUNY Coll Yr Full (26 Period)<br>Fee Basis<br>Hourly Rate<br>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  |
| 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<br>P - Policy Making<br>blank = not PHI or not applicable   |
| PHI Code Name           |   | Confidential<br>Policy Making<br>blank = not PHI or not applicable   |
| PHI Code Nm             |   | Confidentl<br>Policy<br>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.   |  |



### Data Dictionary for Workforce Analytics

| Field                  | Description  | Code/Values  |
|------------------------|--|--|
| 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<br>S - Seasonal<br>T - Temporary   |
| Position Type Name     | Long description associated with Position Type   | Permanent<br>Seasonal<br>Temporary   |
| Position Type Nm       | Short description associated with Position Type  | Perm<br>Seas<br>Temp   |
| Probation End Date     |  |  |
| Probation Minimum Date |  |  |
| Region Code            | This code represents specific geographic areas within New York State.  | 0 - Capital District<br>1 - Northern Upstate<br>2 - St. Lawrence/Utica<br>3 - Syracuse/Binghamton<br>4 - Rochester/Corning<br>5 - Buffalo/Jamestown<br>6 - Mid-Hudson<br>7 - Rockland/Westchester<br>8 - Long Island<br>9 - New York City<br>S - Statewide<br>X - Out of State |





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| Field                     | Description  | Code/Values  |
|---------------------------|--|--|
| Region Name               | Represents specific geographic areas within New York State.  | Capital District<br>Northern Upstate<br>St. Lawrence/Utica<br>Syracuse/Binghamton<br>Rochester/Corning<br>Buffalo/Jamestown<br>Mid-Hudson<br>Rockland/Westchester<br>Long Island<br>New York City<br>Statewide<br>Out of Sta |
| Region Nm                 | Represents specific geographic areas within New York State.  | Cap Dist<br>North Upst<br>St. Lawren<br>Syracuse<br>Rochester<br>Buffalo<br>Mid-Hudson<br>Rockland<br>Long Islnd<br>NY City<br>Not assigned or Out of State  |
| Retired Date              | Retirement begin date for employee previously retired. Includes only retirements processed in NYSTEP.  |  |
| 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<br><br>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<br>2 - Salary must Be LT \$30000 - AGY/EMP Discretion   |



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| Field                         | Description  | Code/Values  |
|-------------------------------|--|--|
| 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<br>Salary must Be LT \$30000 - AGY/EMP Discretion   |
| Retiree Reemployment Nm       | Short description associated with Retiree Reemployment Code  | Salary GT \$30000 Annually<br>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<br>7S - New York City Teachers Retirement System<br>7T - New York City Education Board Retirement System<br>7U - New York City Employees Retirement System<br>7W - Police and Fire Retirement System<br>7X - New York State Teachers Retirement System<br>7Y - New York State Employees Retirement System<br>7Z - TIAA - CREF |
| Retirement Plan Name          | Long description associated with Retirement Plan Code  | No Retirement Selection<br>New York City Teachers Retirement System<br>New York City Education Board Retirement System<br>New York City Employees Retirement System<br>Police and Fire Retirement System<br>New York State Teachers Retirement System<br>New York State Employees Retirement System<br>CREF  |



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| Field                             | Description   | Code/Values   |
|-----------------------------------|---|---|
| Retirement Plan Nm                | Short description associated with Retirement Plan Code  | No Retirement Selection<br>NYC Teachers Retire System<br>NYC Education Board Retire Sys<br>NYC Employees Retire System<br>Police and Fire Retire System<br>NYS Teachers Retire System<br>NYS Employees Retire System<br>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<br>5 - 9.9 yrs<br>10 - 19.9 yrs<br>20 - 29.9 yrs<br>30 yrs & over   |
| Retirement Service Credit Range 2 | Retirement Service ranges based on Retirement Service Credit  | 0 - 24.9 yrs<br>25 -25.9 yrs<br>26 -26.9 yrs<br>27 -27.9 yrs<br>28 -28.9 yrs<br>29 -29.9 yrs<br>30 -30.9 yrs<br>31 -31.9 yrs<br>32 -32.9 yrs<br>33 -33.9 yrs<br>34 -34.9 yrs<br>35 -35.9 yrs<br>36 -36.9 yrs<br>37 -37.9 yrs<br>38 -38.9 yrs<br>39 -39.9 yrs<br>30 yrs & over |



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| Field                | Description  | Code/Values   |
|----------------------|--|---|
| Retirement Tier Code | 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<br>2 - Tier 2<br>3 - Tier 3<br>4 - Tier 4<br>5 - Tier 5<br>6 - Tier 6<br>- No ERS Data |
| Retirement Tier Name |  | Tier 1<br>Tier 2<br>Tier 3<br>Tier 4<br>Tier 5<br>Tier 6<br>No ERS Data                           |
| 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 55 Flag      | 55 tag indicating that this position is applicable to disabled individuals. Civil Service Commission controls this field.  | B - Disabled<br>C - Disabled Vt   |
| Section 55 Name      | Description of Section 55 Flag   | Disabled<br>Disabled Vt   |
| Section 55 Nm        | Short description of Section 55 Flag   | Disabled<br>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          |  |   |
| SFS Activity ID      |  |   |



## Data Dictionary for Workforce Analytics

| Field                               | Description  | Code/Values |
|-------------------------------------|--|-------------|
| SFS Affiliate                       |  |             |
| SFS Affiliate Intra 1               |  |             |
| SFS Affiliate Intra 2               |  |             |
| SFS Alternate Account               |  |             |
| SFS Budget Ref                      |  |             |
| SFS Business Unit PC                |  |             |
| SFS Chart Field 1                   |  |             |
| SFS Chart Field 2                   |  |             |
| SFS Chart Field 3                   |  |             |
| SFS Class Fld                       |  |             |
| SFS Department                      |  |             |
| SFS Distribution Percent            |  |             |
| SFS Fund                            |  |             |
| SFS GL Account ID                   |  |             |
| SFS GL Adjust Type                  |  |             |
| SFS GL Business Unit                |  |             |
| SFS Operating Unit                  |  |             |
| SFS Product                         |  |             |
| SFS Program                         |  |             |
| SFS Project ID                      |  |             |
| SFS Resource Category               |  |             |
| SFS Resource Sub Category           |  |             |
| SFS Resource Type                   |  |             |
| 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.  |             |



## Data Dictionary for Workforce Analytics

| Field                     | Description   | Code/Values  |
|---------------------------|---|--|
| 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          |   |  |
| 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<br>N - Non Veteran<br>S - Spouse 100% Disabled Veteran<br>V - Veteran |
| Veteran Status Name       | Long description associated with Veteran Status   | Disabled Veteran<br>Non Veteran<br>Spouse 100% Disabled Veteran<br>Veteran                 |
| Veteran Status Nm         | Short description associated with Veteran Status  | Disabled V<br>Non Vet<br>Spouse Vet<br>Veteran   |
| Viet Nam Vet Flag         | Code indicating if an employee is identified as a Vietnam Veteran as defined by   | N - No<br>Y - Yes<br>U - Unknown   |
| Volunteer Firefighter     | Code indicating if an employee is a Volunteer Firefighter.  | N - No<br>Y- Yes<br>- Unknown  |
| Waiver End Date           |   |  |
| Waiver Type Code          |   | G - Generated<br>R - Restricted<br>U - Unrestricted  |



### Data Dictionary for Workforce Analytics

| Field              | Description  | Code/Values   |
|--------------------|--|---|
| Waiver Type Name   | Long description associated with Waiver Type Code    | Generated<br>Restricted<br>Unrestricted   |
| Waiver Type Nm     | Short description associated with Waiver Type Code   | Generated<br>Restricted<br>Unrestrict   |
| Work Schedule Code | Code indicating the employee's work schedule.        | F - Full-Time<br>H - Hourly<br>P - Part-Time<br>U - Undefined<br>V - VRWS       |
| Work Schedule Name | Long description associated with Work Schedule Code  | Full-Time<br>Hourly<br>Part-Time<br>Undefined<br>Voluntary Reductn in Work Schd |
| Work Schedule Nm   | Short description associated with Work Schedule Code | Full-Time<br>Hourly<br>Part-Time<br>Undefined<br>VRWS                           |