Data Dictionary for Workforce Analytics

Field	Description	Code/Values
Action	The specific NYSTEP Action for the personnel action processed for an incumbent in the position. Only on Employee Movement reports.	
Action Reason	The specific NYSTEP Action Reason for the personnel action processed for the employee in the position. Only on Employee Movement reports.	
Action Reason Name	Description of the Action/Action Reason Only on Employee Movement reports.	
Admin/Inst Payroll	The two pay cycles: Associated with Pay Agency	ADM - Administration INS - Institutional
Administration Check Date	Administration Check Date	
Administration Pay Begin Date	The first day of the Administration Pay Period (Lag)	
Administration Pay End Date	The final day of the Administration Pay Period (Lag)	
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 - 59.9, 60 - 60.9, 61 - 61.9, 62 - 62.9, 63.0 years & over
Agency Code	Department 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

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 Salary	Annual Base Salary. For Non-Annual Salaried employees this will be their pay rate.	
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	Long Description of Appointment Type Code	Permanent Contingent Permanent Temporary Provisional Indefinite(PayServ only positions) Unknown(PayServ only positions)
Approved Rate	Rate or Grade approved for the position. Only for 38 and 68 graded positions. Associated with Approved Rate Frequency Code.	
Approved Rate Frequency	Long Description associated with Approved Rate Frequency Code	Annual Hourly Not to Exceed SG EQ
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 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.	02 03 04 05
Bargaining Unit Name	Long description of Bargaining Unit Code	SECURITY SERVICES UNIT ADMINISTRATIVE SERVICES UNIT OPERATIONAL SERVICES UNIT PUBLIC EMPLOYEES FEDERATION
Bargaining Unit Nm	Short description of Bargaining Unit Code	SSU ASU OSU PEF
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 on Seniority Rosters, which are typically generated during times of impending layoffs. This flag is generally updated at the time of an impending layoff.	No Yes Unknown

Field	Description	Code/Values
BSC Flag	Flag indicating if the Agency is in the Business Service Center	N / Y
Budget Exam Unit	Division of the Budget Exam Unit for a NYS agency	
Budget Exam Unit Name	Division of the Budget Exam Unit for a NYS agency	
Bureau Code (LATS-NY)	Bureau Code within the Agency & Division as reported in LATS-NY	
Bureau Title (LATS-NY)	Bureau Code description as reported in LATS-NY	
Civil Service Position	Flag indicating if employee/position is in NYSTEP	No Yes
County Code	County code of the position. Locations outside of NYS and undesignated locations have a county code of 99.	
County Name	Long County Description	
Disability Flag	Disability Flag as reported to Civil Service on a DPM 300 form.	
Division Code (LATS-NY)	Division within the Agency as reported in LATS-NY	
Division Title (LATS-NY)	Division description within the Agency as reported in LATS-NY	
Earmark Agency	Agency placed Earmark Flag: Yes/No	
Earmark C&C	Long Description associated with Earmark C&C Code	Fill & Continue Earmarked No Earmark
Earmark C&C Date	Date on which a NYS position has been earmarked by the Division of Classification and Compensation.	
Earmark CSC	Long Description associated with Earmark CSC Code	Fill & Continue Earmarked No Earmark
Earmark CSC Date	Date on which a NYS position was earmarked by the Civil Service Commission.	
Earmark DOB	Long Description associated with Earmark DOB Code	Compensation Fill & Continue Hold Item Organization Project Unspecified No Earmark
Earmark DOB Date	Date on which a NYS position was earmarked by the Division of Budget.	
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. PayServ data.	
Earnings Annual Amt	Annual Pay Rate associated with Pay Code where an annual amount exists. PayServ data.	
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. PayServ data.	
Effective Date	Effective date of the transaction Only on Employee Movement reports.	
Effective Date - CY	Calendar Year of the Effective date of the transaction. Only on Employee Movement reports.	
Effective Date - CY Qtr	Calendar Year Quarter of the Effective date of the transaction. Only on Employee Movement reports.	
Effective Date - SFY	State Fiscal Year of the Effective date of the transaction. Only on Employee Movement reports.	
Effective Date - SFY Pay Period	Pay Period of the Effective date of the transaction. Only on Employee Movement reports.	

Field	Description	Code/Values
Effective Date - SFY Qtr	State Fiscal Year Quarter of the Effective date of the transaction. Only on Employee Movement reports.	
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 with no Employee ID in PayServ will have a unique number beginning with 'WFA'.	
Employee Status	Employee Pay Status	Active Deceased Leave of Absence Leave with Pay Retired Terminated Vacant Position
Ethnic	Ethnic identification as identified by an employee or HR Officer on the Department of Civil Service Demographic Data Self-Identification Form. Employees choosing to not disclose their ethnicity are reported as Not Hispanic or Latino.	Hispanic or Latino Not Hispanic or Latino
Ethnic with Not Disclosed	Ethnic identification as identified by an employee or HR Officer on the Department of Civil Service Demographic Data Self-Identification Form.	Hispanic or Latino Not Hispanic or Latino Unknown Not Disclosed
Executive/Non-Executive Control	Indicator if Agency is subject to Executive Control as defined by Division of the Budget	
Federal Occupational Category	Identifies the Federal Occupational Category code of the title. Categories specified by the federal government used to describe and group job titles for workforce analysis and reporting.	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
Fiscal Year	State Fiscal Year of pay period. Identified by ending calendar year.	2018 - indicates State fiscal year April 2017 - March 2018

Field	Description	Code/Values
FTE	Full Time Equivalent. For annual salaried employees, FTE equals the employee's work percentage from PayServ for: Employees whose status is Active or Leave with Pay and whose current gross pay is greater than zero Employees whose status is Leave without Pay and whose current gross pay is greater than zero and includes hours worked pay codes For non-annual salaried employees, FTE is calculated totaling the hours associated with Pay Codes divided by 80, with a maximum value of 1 FTE. Fee Basis non-annual salaried employees are set to an FTE of zero. For employees not on the PayServ payroll file the FTE is set to the work percentage in NYSTEP.	
Gender	Denotes gender of incumbent.	Female Gender X Male Unknown
Gender (Federal)	Denotes gender of incumbent as required by the Federal Government.	Female Male Unknown
Grade	The two-digit salary grade assigned to the incumbent of the position. If an incumbent has an appoint-level change, the salary grade will differ from the position salary grade. If the position is vacant, it is the grade assigned to the position.	
Grade - PayServ	Salary Grade of the incumbent as reported in PayServ.	
Grade (Job Equated)	The Equated Grade of a Position an employee is serving in if an equated grade exists. Based on Employee Grade/Position Grade/Title Grade/Approved Rate Frequency where employee is Salary Grade equated. For Thruway the SG equivalent supplied is by Thruway.	
Grade (Job Equated) Group	Equated 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 NS OS

Field	Description	Code/Values
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 NS OS
Home City	The city of the employee's address.	
Home Language Spoke	As identified by employee on DCS Demographic Data Self-Identification Form	
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	
Host 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	
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 Check Date	Institution Check Date	
Institution Pay Begin Date	The first day of the Institution Pay Period (Lag)	
Institution Pay End Date	The final day of the Institution Pay Period (Lag)	
JC - Phi	Combined reporting field: Combines an employee's Jurisdictional Classification with the Position's PHI code	Competitive Non Competitive Non-Phi Non Competitive Phi Pending Non Competitive Non-Phi Pending Non Competitive Phi Exempt Pending Exempt Labor Pending Labor Unclassified Other

Field	Description	Code/Values
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
Jurisdictional Classification	Jurisdictional Classification 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 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 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
Language Code	Designates that the Title requires competency in the language indicated. Associated with Title Code	L - Other Language M - Manual

Field	Description	Code/Values
		Communication S - Spanish
Language Code Name	Long description associated with Language Code	Other Language Manual Communication Spanish
Leave Reason Code	The specific reason code indicating the encumbering leave type of an employee in a position.	
Leave Reason Name	The specific reason indicating the encumbering leave type of an employee in a position	
Length of Service	Years of State service based on an employee's Original Hire Date in NYSTEP. 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 Department	Length of current continuous time in Department	
Length of Time in Department (Total)	Total length of time in Department adjusted for breaks	
Length of Time in Department/Title	Length of current continuous time in Department/Title	
Length of Time in Department/Title (Total)	Total length of time in Department/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	
LGBTQ+	Employee self-identification on the Department of Civil Service Demographic Data Self-Identification Form.	No Yes Undisclosed Unknown
Line Number	A 5-digit number assigned to a position by an agency use. It uniquely identifies a position within the agency.	
List Number	Exam List number used to appoint the incumbent to the position. This is a 5-digit number that uniquely identifies an examination. Only for appointments processed after July 1, 1998. Only on Employee Movement reports.	
List Type Name	List Type used for appointment. Only on Employee Movement reports.	Certified List Decentralized List Decentralized Exam List Managed Placed List
Location Code	Four-digit number that 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.	

Field	Description	Code/Values
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.	
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	Category for titles in Office of Mental Health/Office of People W Dev Disab/Office of Addiction Services and Supports	Administrative Clinical Direct Care Support
Most Recent Perm Appointment Date	Most recent permanent appointment date of the incumbent. Can be the appointment date to a prior position if the incumbent does not currently have a permanent or permanent contingent appointment. This field will be blank if the incumbent has never had a permanent appointment to a NYS position.	
Move Type	A code that indicates the move type associated with the transaction. Only on Employee Movement reports.	Appointment Leave Misc. Movement Position Separation Unknown
Move Type Detail	Detailed Move Type	
Move Type Group	Move Type Appointments include all transactions which result in a change to an employee's position or job data. Includes HIR/REH/IAG/XAG/POS/DCS actions. Movements: Change in employees' position or job data. Includes IAG/XAG/POS/DCS actions. Separations: Separation from State Service. Includes TER/RET actions.	Appointment Movement Separation
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	Title Occupational Category	
NYS Occupational Category Code	Title Occupational Category. 2-digit code associated with first 2 digits of a title code	
Orig Trans Date	Original transaction date	
Original Action	Original action for the movement. Filled when an employee has an Appt/Leave transaction. This indicates the Reinstatement from the Leave.	
Original Action Reason	Original NYSTEP Action Reason for the movement	
Original Action Reason Name	Original Action Reason description for the movement	
Original Hire Date	Date of incumbent's first appointment to NYS service under Civil Service jurisdiction.	

Field	Description	Code/Values
Pay Basis	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 Unknown
Pay Basis Code	Code indicating method or schedule used to pay an employee. Currently exists only for 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 UNK - Unknown, Non-OSC payroll agencies
Pay Basis Type	Annual or Non-Annual Pay Basis Code	Annual (21P, ANN, CAL, CFY) Non-Annual (AJT, BIW, FEE, HRY, LEG) Unknown (No payroll data from PayServ - including Non-OSC payroll agencies)
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	
Pay Period	Lag Pay Period in which check is paid	
Pay Period Name	Combined field for fiscal year and lag pay period	2018-PP01, indicates FY 2017/2018 PP01
Peace/Police Officer Code	Code indicating how a title has been designated based on Section 2.20 of Criminal Procedure Law for individuals in the title.	B - Peace/Police Officer P - Police O - Peace Officer blank = not a Peace/Police Officer designated title
Peace/Police Officer Name	Long Description associated with Peace/Police Officer Code.	Peace/Police Officer Peace Officer Police Officer No Designation
PHI Code	Code denoting whether a Non Competitive position 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

Field	Description	Code/Values
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 for the position.	
Position Nbr	A unique number assigned to a specific position in a specific department.	
Position Pool ID	Designates the 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	P - Permanent S - Seasonal T - Temporary
Position Type Name	Long description associated with Position Type	Permanent Seasonal Temporary
Probation End Date	Date indicating the last day of an incumbent's probationary period.	
Probation Minimum Date	This field is used to set the earliest date that an employee can be removed from probation. This is manually set under certain business rules.	
Process Date	Process date for the transaction. Date the transaction was processed in NYSTEP.	
Process Date - CY	Calendar Year of the Process date of the transaction	
Process Date - CY Qtr	Calendar Year Quarter of the Process date of the transaction	
Process Date - SFY	State Fiscal Year of the Process date of the transaction	
Process Date - SFY Pay Period	Pay Period of the Process date of the transaction	
Process Date - SFY Qtr	State Fiscal Year Quarter of the Process date of the transaction	
Race	Race identification as identified by an employee or HR Officer on the Department of Civil Service Demographic Data Self-Identification Form. Employees choosing to not disclose their race are reported as Unknown.	White Black Asian Pac Isldr-Nat HI Am Ind-AK Nat Race 2+ Unknown
Race with Not Disclosed	Race identification as identified by an employee or HR Officer on the Department of Civil Service Demographic Data Self-Identification Form.	White Black Asian Pac Isldr-Nat HI Am Ind-AK Nat Race 2+ Not Disclosed Unknown

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 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 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 $35,000 2 - Salary Must Be LT $35,000
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 an end date set by Civil Service Commission. (See: Retiree Reemployment Code)	
Retiree Reemployment Name	Long description associated with Retiree Reemployment Code. (See: Retiree Reemployment Code)	Salary Can be GT $35,000 Salary Must Be LT $35,000
Retirement Eligible Date	This is the earliest date an employee is eligible for retirement without penalty. Based on birthdate, negotiating unit and ERS Service Credit. Identifies when an employee can retire without penalty. See: Retirement Eligibility Criteria under Help page	

Field	Description	Code/Values
Retirement Plan Code	Code representing the retirement system type code of the incumbent.	82 - New York City Teachers Retirement System 83 - New York City Education Board Retirement System 84 - New York City Employees Retirement System 85 - Police and Fire Retirement System 86 - New York State Teachers Retirement System 87 - New York State Employees Retirement System 4Z - TIAA - CREF Prior to January 2023: 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
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 Registration Nbr/ NYSLRS ID	Unique identifier assigned to the member by NYSLRS. Prior to January 2023, this was the employee's registration number in the Employee Retirement System	Identifier beginning with R
Retirement Service Credit	Count of member service credit (in years) an employee has established within the Employee Retirement System. Data is updated monthly.	

Field	Description	Code/Values
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
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		Tier 1 Tier 2 Tier 3 …
Salary	Current base salary of the incumbent as reported on PaySERV or Thruway payroll file. For other than annual salaried employees, this field will contain the appropriate (non-annualized) rate. For example, employees who work on an hourly basis will have their hourly wage in this field.	
Salary Range	Salary ranges typically reported on by Department of Civil Service	
Section 55 Flag	55 B/C tag indicating that the position has been designated by the Civil Service Commission to be filled by a disabled individual or disabled veteran.	B - Disabled C - Disabled Vt
Section 55 Name	Description of Section 55 Flag	Disabled Disabled Vt
Section Code (LATS NY)	Sections within the division and bureau of Agency as reported from LATS-NY system.	
Section Title (LATS NY)	Section Code Description	
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	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Account Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Activity Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Activity Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	

Field	Description	Code/Values
SFS Business Unit	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Business Unit Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield1 Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield1 Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield2 Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield2 Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield3 Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Chartfield3 Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Class Field Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Class Field Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Department Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Department ID	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Fund Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Fund Code - Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Fund Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Fund Type	Fund Type - As reported by PayServ SFS Fund Code - Description Lvl 4	Agency Capital Projects-Federal Capital Projects-State Enterprise General Internal Services Pension Trust Private Purpose Trust Funds SIF Non-SFS Special Revenue Federal Special Revenue-State
SFS Fund Type - Detail	As reported by PayServ. See OSC Guide to Financial Operations for description. SFS Fund Code - Description Lvl 5	
SFS KK Account Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS KK Department Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS KK Level 2 Program Code - Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS KK Level 3 Program Code - Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Operating Unit	As reported by PayServ. See OSC Guide to Financial Operations for description.	

Field	Description	Code/Values
SFS Operating Unit Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Product Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Product Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Program Code	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Program Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Project Description	As reported by PayServ. See OSC Guide to Financial Operations for description.	
SFS Project ID	As reported by PayServ. See OSC Guide to Financial Operations for description.	
Special Qualification Code	Code for any special qualification needed to perform the job. A job-relevant special skill.	
Special Qualification Name	Special Qualification description needed to perform the job. For example, Spanish-speaking, Certification in Nursing; Teacher Certification in Art.	Example: Spanish-speaking, Certification in Nursing, Teacher Certification in Art
Title Code	Seven-digit code assigned to the Title by the Division of Classification and Compensation.	
Title Grade	The two-digit salary grade assigned to the Title Code.	
Title Jurisdictional Classification	Jurisdictional Classification assigned to the Title.	Competitive Non Competitive Exempt Labor Unclassified Other Pending Non Competitive Pending Exempt Pending Labor Unknown
Title Name	Long name associated with a Title	
Title Nm	Short name associated with a Title	
Title Overtime Eligible Flag	Flag indicating whether the Title Code is overtime eligible. Does not include OSC position overtime designations.	
Title Salary Grade Equate	Salary Grade equate of a NYS Title Code. Assigned by Civil Service.	
Title Union Code	Union Code assigned to a Title	
Trainee End Date	Date indicating the planned last day of an incumbent's traineeship.	
Transgender	Employee self-identification on the Department of Civil Service Demographic Data Self-Identification Form.	No Yes Undisclosed Unknown
Union Name	Long description of Union	
Union Nm	Short description of Union	
Union Type		
Union Type Name		
Union Type Nm		

Field	Description	Code/Values
Upstate Downstate	Flag indicating if the position location code is Upstate or Downstate. Upstate: Capital District, Northern Upstate, St. Lawrence/Utica, Syracuse/Binghamton, Rochester/Corning, Buffalo/Jamestown, Mid-Hudson Downstate: Rockland/Westchester, Long Island, New York City	Downstate Upstate Out of State Statewide
Veteran Status	Veteran Status for reporting purposes. Pulls identification from several DCS systems: 55 b/c program, Veterans portal, NYSTEP, DCS Demographic Data Self-Identification Form.	Disabled Veteran Non Veteran Veteran
Veteran Status (NYSTEP)	Veteran Status as identified in NYSTEP	Disabled Veteran Non Veteran Spouse 100% Disabled Veteran Veteran
Volunteer Firefighter	Code indicating if an employee is a Volunteer Firefighter.	N - No Y- Yes - Unknown
Work Schedule	Long description associated with Work Schedule Code	Full-Time Hourly Part-Time Undefined Voluntary Reductn in Work Schd
Work Schedule Code	Code indicating the employee's work schedule.	F - Full-Time H - Hourly P - Part-Time U - Undefined V - VRWS