

Version

1.1

DATA STANDARDS AND INFORMATION ACCESS (DSIA)  
OVERSIGHT GROUP

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**University of Central Arkansas**



# Data Standards Manual: Human Resources

# Data Standards Manual: Human Resources

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Conway, AR 72035

1/25/2024 10:01 AM

Record of changes since publication of v 1.0:

- Updated faculty tenure and rank section. Added in more information and updated guidance. Section 3.3 and 3.4.
- Add in Section 3.1.4 Dean/Chair Role

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# Understanding PEAEMPL

PEAEMPL is the basic human resources screen to tell you if a person is an employee. The screen stores basic information on an employee. Sometime the screen will differ from NBAJOBS because we have to put a person in a specific position, but PEAEMPL tells us more information about the employee. An example would a 10 month staff employee will be coded in PEAEMPL as an 01 (FT Admin) but will show in NBAJOBS as 02 (Perm Fac) so their job and benefits can be paid correctly.

## 1.1 General Employee

ID: B01294194 John Test Doe

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE

General Employee

Employee Status \* Active

Employee Class \* 03 \*\*\* Full Time Classified

Employee Group

Leave Category \* CF \*\*\* Classified Full-Time

Benefit Category \* FS \*\*\* Full-time Administrative/Staff

Part or Full Time \* Full Time

Status

Allow New Hire Benefits Enrollment

Home Department

COA \* Z \*\*\*

Organization \* 501000 \*\*\* Human Resources & Risk Management

Check Distribution

COA \* Z \*\*\*

Organization \* 501000 \*\*\* Human Resources & Risk Management

Employee District

District or Division

Service Dates

Current Hire \* 02/09/2023

Original Hire \* 02/09/2023

Adjusted Service \* 02/09/2023

Seniority \* 02/09/2023

First Work Date \* 02/09/2023

Last Work Date

Termination

Reason

Termination Date

Leave of Absence

Reason

Begin Date

End Date

Hiring Location

Location \* C O S \*\*\* Chief of Staff

College \* 00 \*\*\* No college designated

Campus

### 1.1.1 General Employee

EMPLOYEE

General Employee

Employee Status \* Active

Employee Class \* 03 \*\*\* Full Time Classified

Employee Group

Leave Category \* CF \*\*\* Classified Full-Time

Benefit Category \* FS \*\*\* Full-time Administrative/Staff

Part or Full Time \* Full Time

Status

Allow New Hire Benefits Enrollment

#### 1.1.1.1 Employee Status

This field shows the person's current status.



**UNDERSTANDING SGASTDN**

Employee Status \*  ▼

Option	Explanation
Active	This person is an active employee.
Leave w/o Pay, w/Ben	This person is on leave without pay and with benefits.
Leave w/o Pay, w/o Ben	This person is on leave without pay and without benefits.
Leave w/Pay, w/Ben	This person is on leave with pay and benefits.
Leave w/Part Pay, w/Ben	This person is on leave with partial pay and with benefits.
Terminated	This person is terminated.

**1.1.1.2 Employee Class**

Employee Class \*   Full Time Classified

**EMPLOYEE CLASS (PTRECLS)**

Code	Short Description	Code	Short Description
01	FT Admin	14	12 Mo Fc
02	Perm Fac	15	Disable
03	FT Class	16	PT Adm
04	Temp Fac	17	Americps
05	PT Fac	18	RA/Pep
06	PT Admin	19	UCA WS
07	PT Hrly	20	NRA WS
08	Grad Ast	21	Ret Dep
09	Fed WS	22	COBRA
10	FT Grnt	VF	Vol Fac
11	PT Grnt	VO	Vol Oth
12	Retire	VR	ROTC
13	Emg Hire		

**1.1.1.3 Employee Group**

This field is only populated if the employee fits into one of the groups below.

Employee Group

**EMPLOYEE GROUP (PTVEGRP)**

Code	Description
EMHR	Emergency Hire
GRAN	Grant Hire
PRHR	Provisional Hire

**1.1.1.4 Leave Category**

Leave accrual is outline in the staff handbook. Faculty and part-time employees do not accrue leave.

Leave Category \*  ... Classified Full-Time

**LEAVE CATEGORY (PTVLCAT)**

Code	Short Description	Code	Short Description
AF	Administrative Full-Time	F9	Faculty 9 Month
CF	Classified Full-Time	FF	Faculty 12 Month
EX	Executive Leave Accrual	IN	Ineligible

**1.1.1.5 Benefit Category**

These categories are used by the benefits team to know what type of benefits codes to use for the employee.

Benefit Category \*  ... Full-time Administrative/Staff

**EMPLOYEE BENEFIT CATEGORY (PTRBCAT)**

Code	Short Description	Code	Short Description
AF	ACA Eligible Part-time Faculty	GA	Graduate Assistants
AS	ACA Eligible Part-time Staff	IN	Ineligible for Benefits
CB	Cobra	P1	Phased Ret Staff
D5	Deferred Pay Faculty 55/15	P9	Phased Ret Faculty
D9	Deferred Pay Phased Retirement	PF	Part-Time Faculty
DP	Faculty on Deferred Pay	PS	Part-Time Administrative/Staff
F5	Faculty 55/15 Life Ins	RT	Retirees

FF	Full-Time Faculty
FS	Full-time Administrative/Staff

S5	Staff 55/15 Life Ins
SW	Student Workers

### 1.1.1.6 Part or Full Time

Part or Full Time \*

Status

Option	Explanation
Full Time	Benefits Eligible Employee
Part Time	Non-Benefits Employee
Other	Students/ GA

### 1.1.1.7 New Hire Enrollment

No information is stored here.

Allow New Hire Benefits Enrollment

### 1.1.2 Home Department

COA will always be “Z”, but the organization will be determined based on what organization the person is employed by.

Home Department  
 COA \*  Organization \*  Human Resources & Risk Management

### 1.1.3 Check Distribution

COA will always be “Z”, but the organization will be determined based on what organization the person is employed by.

Check Distribution  
 COA \*  Organization \*  Human Resources & Risk Management

### 1.1.4 Employee District

No information is stored here.

Employee District  
 District or Division

### 1.1.5 Service Dates

Service Dates

Current Hire * <input type="text" value="02/09/2023"/>	Seniority * <input type="text" value="02/09/2023"/>
Original Hire * <input type="text" value="02/09/2023"/>	First Work Date <input type="text" value="02/09/2023"/>
Adjusted Service * <input type="text" value="02/09/2023"/>	Last Work Date <input type="text"/>

### 1.1.5.1 Current Hire

The date reflects the current or most recent hire date with UCA.

Current Hire \*  

### 1.1.5.2 Original Hire

This date reflects the original hire date with the state.

Original Hire \*  

### 1.1.5.3 Adjusted Service

This date reflects the total number of years a staff member has with the state minus any time the employee was not working for the state.

Adjusted Service \*  

### 1.1.5.4 Seniority

This date reflects the total time with UCA.

Seniority \*  

### 1.1.5.5 First Work Date

This date reflects the first day of work with UCA.

First Work Date  


### 1.1.5.6 Last Work Date

This date reflects the last day of employment at UCA.

Last Work Date  

### 1.1.6 Termination

Human Resources uses this information when an unemployment request is made.

Termination Reason  Termination Date  

#### REASON ( P T V L R E A )

Code	Description	COBRA Eligible	Return Work Eligible
AP	Abandoned Position	Y	N
AT	Chronic Absenteeism or Tard.	Y	Y

**UNDERSTANDING SGASTDN**

CA	Canceled Assignment	N	N
CD	Cobra Dependent	Y	N
DC	Dismissed for Cause	Y	N
DE	Death	Y	N
DH	Dishonesty	Y	N
DI	Disability	Y	Y
DP	Declined Position	N	N
DR	Disability Retirement	Y	N
EA	End of Assignment	Y	N
EF	Expiration of Funding (Grants)	Y	Y
ER	Early Retirement	Y	Y
GM	Gross Misconduct	Y	N
IN	Insubordination	Y	N
IO	Involuntary	Y	Y
IR	Involuntary Resignation	Y	N
LA	Relocation from Area	Y	Y
LO	Layoff	Y	Y
MD	Medical Reasons	Y	Y
MI	Join Military	Y	Y
NC	No Call No Show	Y	N
NN	Resignation - no notice given	Y	N
OE	Accepted Other Employment	Y	Y
OP	One Time Pay	Y	N
PB	Probationary Release	Y	N
PR	Personal Reasons	Y	Y
RE	Retirement (Regular)	Y	Y
SC	Attend School Full Time	Y	N
TD	Tenure Denied	Y	N

**UNDERSTANDING SGASTDN**

TR	Transfer to State Agency	Y	Y
UP	Unsatisfactory Performance	Y	N
VE	Visa Expired	Y	Y
VN	Voluntary-Don't Rehire	Y	N
VO	Resignation - notice given	Y	Y

**1.1.7 Leave of Absence**

No information is currently being housed here.

Leave of Absence

Reason  End Date

Begin Date

**1.1.8 Hiring Location**

This area records the division that employees are hired in. If they are hired into an academic college, that information is populated as well. No information is stored in the campus field.

Hiring Location

Location  \*\*\* Provost Office Campus

College  \*\*\* No college designated

**JOB/HIRING LOCATION (PTRJBLN)**

Code	Description	Code	Description
ADM SV	Administrative Services	FIN SV	Financial Services
ADVANC	Advancement Services	IST	Information Systems & Tech
ATHLET	Athletics	PRESID	President's Office
C O S	Chief of Staff	PROV	Provost Office
ENR SV	Enrollment Services	STU SV	Student Services

## 1.2 United States Regulatory

General Employee	United States Regulatory	Canadian Regulatory
UNITED STATES REGULATORY		
FLSA		
FLSA Indicator *	(None)	Work Period
I9		
Form Indicator	Received	Expiration Date
Date	02/09/2023	
California Pension		
Current Membership Status	(None)	
Social Security Name		
First	John	Last
Middle	Test	Suffix
1042S		
1042S Recipient	(None)	
Electronic W-2 Consent		
<input type="checkbox"/> Employee Consent		Updated By
Capture Date		
Electronic 1095 Consent		
<input type="checkbox"/> Employee Consent		Updated By
Capture Date		
IPEDS		
IPEDS Primary *	(None)	<input type="checkbox"/> IPEDS reporting - employee paid with Soft Money
Function		
<input type="checkbox"/> IPEDS Medical or Dental Reporting		

### 1.2.1 FLSA

FLSA	FLSA Indicator *	(None)	Work Period
------	------------------	--------	-------------

### 1.2.2 I9

I9	Form Indicator	Not Received	Expiration Date
	Date		

### 1.2.2 California Pension

No information is stored here.

#### California Pension

Current Membership Status	(None)
---------------------------	--------

### 1.2.3 Social Security Name

The name on a person's social security card.

Social Security Name	First		Last	
	Middle		Suffix	

### 1.2.4 1042S

This section is not used.

#### 1042S

1042S Recipient	(None)
-----------------	--------

### 1.2.6 Electronic W-2 Consent

This information is updated based on an employee's consent of electronic W-2 from Banner self-service.

Electronic W-2 Consent

Employee Consent Updated By

Capture Date

### 1.2.7 Electronic 1095 Consent

This information is updated based on an employee's consent of electronic 1095 from Banner self-service.

Electronic 1095 Consent

Employee Consent Updated By

Capture Date

### 1.2.8 IPEDS

No information is stored here. This area helps with the Ellucian delivered IPEDS Human Resources reporting module.

IPEDS

IPEDS Primary \* (None)  IPEDS reporting - employee paid with Soft Money

Function  IPEDS Medical or Dental Reporting

## 1.3 Canadian Regulatory

General Employee United States Regulatory **Canadian Regulatory**

**CANADIAN REGULATORY**

Non-Resident Data Reported on T4A-NR

Days in Canada Service Industry

Statistics Canada Payroll

Grouping

Electronic Tax Form Consent

Employee Consent Updated By

Capture Date

### 1.3.1 Non-Resident Data on T4A-NR

No information is stored here.

Non-Resident Data Reported on T4A-NR

Days in Canada Service Industry

### 1.3.2 Statistics Canada Payroll

No information is stored here.

Statistics Canada Payroll

Grouping



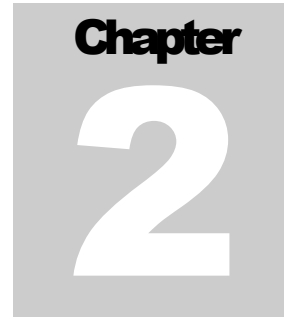
### 1.3.3 Electronic Tax Form Consent

No information is stored here.

Electronic Tax Form Consent

<input type="checkbox"/> Employee Consent
Capture Date

Updated By



## Current Positions

Multiple screens hold the position information for a person. A person can only hold one active primary position at a time. Any other positions a person holds will be secondary and/or overload. The position information for each person is held in NBAJOBS, but the detailed information for each position that a person can hold is in NBAPOSN.

### 2.1 NBAJOBS

#### 2.1.1 Base Job tab

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution
▼ BASE JOB								
Job Detail								
Begin Date *		02/01/2023		Job Type *		Primary		
End Date				IPEDS Reporting Indicator		<input checked="" type="checkbox"/>		
Details		COA U		Increase MM and DD		/ /		
<input checked="" type="checkbox"/> Accrue Leave		<input type="checkbox"/> Civil Service		Eligible Date				
Salary Encumbrance		Total Encumbrance		Hours		Future Years 0.00		
Current Fiscal Year		20,833.30		Total Encumbrance		20,833.30		
Probationary Data		Probationary Period		Probationary End Date				
Contract Information		Start Date		End Date		Total Contract Hours		
Fringe Encumbrance		Current Fiscal Year		Total Encumbrance		0.00		
Future Years								

#### 2.1.1.1 Job Detail

Job Detail		Begin Date *		02/01/2023		Job Type *			Primary		
End Date				IPEDS Reporting Indicator		<input checked="" type="checkbox"/>					

#### 2.1.1.2 Details

The accrue leave field must be checked for all full-time staff/faculty or leave will not accrue each pay period.

Details		COA U		Increase MM and DD		/ /		
<input checked="" type="checkbox"/> Accrue Leave		<input type="checkbox"/> Civil Service		Eligible Date				
Deferred Balance		0.00						

## CURRENT POSITIONS

### 2.1.1.3 Salary Encumbrance

Salary Encumbrance	
Total Encumbrance	Future Years 0.00
Hours	
Current Fiscal Year 20,833.30	Total Encumbrance 20,833.30

### 2.1.1.4 Probationary Data

The probationary information is populated here based on the probationary information stored into NBAPOSN for each position. See Probationary Period.

Probationary Data	
Probationary Period	Probationary End Date
Probationary Begin Date	

### 2.1.1.5 Contract Information

No information is stored here.

Contract Information	
Start Date	Total Contract Hours
End Date	

### 2.1.1.6 Fringe Encumbrance

No information is stored here.

Fringe Encumbrance	
Current Fiscal Year	Total Encumbrance 0.00
Future Years	

## 2.1.2 Job Detail tab

▼ JOB DETAIL	
Add New Effective Date	
Job Detail	
Effective Date 02/01/2023	Encumbrance Indicator System Calculated
Personnel Date 02/01/2023	Hours per Day * 8.00
Status * Active	Employee Class * 01 *** FT Administrative
Title Director of Development	Leave Category
Job FTE * 1.000	Change Reason NEWHR *** New Hire
Appointment Percent * 100.00	Employer Code UCA *** University of Central Arkansas
Encumbrance Hours	
Pay Plan	
Group * 2023 ***	Grade * 05 ***
Table * AD ***	Step * 0 ***
Compensation	
Rate 24.037537	Factor * 24.0
Hours per Pay * 86.67	Pays * 24.0
Assign Salary 2,083.33	Annual Salary * 50,000.00

### 2.1.2.1 Job Detail


Job Detail	
Effective Date 02/01/2023	Encumbrance Indicator System Calculated
Personnel Date 02/01/2023	Hours per Day * 8.00
Status * Active	Employee Class * 01 *** FT Administrative
Title Director of Development	Leave Category
Job FTE * 1.000	Change Reason NEWHR *** New Hire
Appointment Percent * 100.00	Employer Code UCA *** University of Central Arkansas
Encumbrance Hours	

## Effective Date

The date the position is started, except if the PAF is processed or approved after the start date on the PAF. The effective date will be the date the person started on payroll.


**CURRENT POSITIONS**

(Example: PAF says 01/16/2023 - 05/15/2023 for pay dates but it was not processed/approved and received by payroll until 02/02/2023. The Effective Date will be 02/01/2023 and the personnel date will be 01/16/2023. We will pay them 9 pay periods but one payment will be back pay.)

Effective Date  

**Personnel Date**

The date the position is started.

Personnel Date  

**Status**

Status \*  

**Title**

Title

**Job FTE**

Job FTE \*

**Appointment Percent**

Appointment Percent \*

**Encumbrance Hours**

Encumbrance Hours

**Encumbrance Indicator**

Encumbrance Indicator

**Hours per Day**

Hours per Day \*

**Employee Class**

Employee Class \*   FT Administrative

CURRENT POSITIONS

**Leave Category**

Leave Category

**Change Reason**

Change Reason

**Employer Code**

Employer Code

**2.1.2.2 Pay Plan**

Pay Plan	
Group * <input type="text" value="2023"/> <input type="text"/>	Grade * <input type="text" value="05"/> <input type="text"/>
Table * <input type="text" value="AD"/> <input type="text"/>	Step * <input type="text" value="0"/> <input type="text"/>

**Group**

Group \*

**Table**

Table \*

**Grade**

Grade \*

**Step**

Step \*

**2.1.2.3 Compensation**

Compensation	
Rate <input type="text" value="24.037537"/>	Factor * <input type="text" value="24.0"/>
Hours per Pay * <input type="text" value="86.67"/>	Pays * <input type="text" value="24.0"/>
Assign Salary <input type="text" value="2,083.33"/>	Annual Salary * <input type="text" value="50,000.00"/>

**Rate**

Rate

**Hours per Pay**

Hours per Pay \*

**Assign Salary**

Assign Salary

## CURRENT POSITIONS

### Factor

Factor \* 24.0

### Pays

Pays \* 24.0

### Annual Salary

Annual Salary \* 50,000.00

## 2.1.3 Payroll Default

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution
<b>▼ PAYROLL DEFAULT</b>								
Timesheet Defaults								
Effective Date	02/01/2023			Time Entry Method *	Payroll Time Entry			
Timesheet COA	Z ***			Time Entry Type *	Pay Period Exception Time Only			
Timesheet *	501000 *** Human Resources & Risk Management			<input type="checkbox"/> Time In and Out				
Organization				Leave Report *	Leave Report on the Web			
Payroll ID *	SM *** Semi-Monthly			Method				
Default Shift *	1			Leave Report Payroll ID	LR *** Leave Reporting			
Premium Pay Methods				Premium Pay	***			
Longevity	***							

### 2.1.3.1 Timesheet Defaults

Timesheet Defaults								
Effective Date	02/01/2023			Time Entry Method *	Payroll Time Entry			
Timesheet COA	Z ***			Time Entry Type *	Pay Period Exception Time Only			
Timesheet *	501000 *** Human Resources & Risk Management			<input type="checkbox"/> Time In and Out				
Organization				Leave Report *	Leave Report on the Web			
Payroll ID *	SM *** Semi-Monthly			Method				
Default Shift *	1			Leave Report Payroll ID	LR *** Leave Reporting			

### Effective Date

Effective Date 02/01/2023

### Timesheet COA

Timesheet COA Z \*\*\*

### Timesheet Organization

Timesheet \* 501000 \*\*\* Human Resources & Risk Management  
Organization

### Payroll ID

Payroll ID \* SM \*\*\* Semi-Monthly

### Default Shift

Default Shift \* 1

CURRENT POSITIONS

### Time Entry Method

Time Entry Method \*

### Time Entry Type

Time Entry Type \*   
 Time In and Out

### Leave Report Method

Leave Report \*   
Method

### Leave Report Payroll ID

Leave Report Payroll \*   Leave Reporting  
ID

### 2.1.3.2 Premium Pay Methods

Premium Pay Methods  
Longevity  Premium Pay

### Longevity

Longevity

### Premium Pay

Premium Pay

### 2.1.4 Deferred Pay

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution	
* DEFERRED PAY									
Effective Date	02/01/2023							Factor	24.0
Deferred Pay	<input type="text" value="..."/>							Pays	24.0
Per Pay Salary	2,083.33							Deferred Amount	0.00

#### 2.1.4.1 Effective Date

Effective Date

#### 2.1.4.2 Deferred Pay

Deferred Pay

#### 2.1.4.3 Per Pay Salary

Per Pay Salary

## CURRENT POSITIONS

### 2.1.4.4 Factor

Factor 24.0

### 2.1.4.5 Pays

Pays 24.0

### 2.1.4.6 Deferred Amount

Deferred Amount 0.00

## 2.1.5 Miscellaneous

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution	
▼ MISCELLANEOUS									
Supervisor									
Effective Date	01/01/2023						Suffix	***	
ID	***						Title		
Position	***								
Additional Information									
Workers' Compensation	***						Contract Number		
Job Location	***								
EEO									
EEO Location							School		

### 2.1.5.1 Supervisor

No information is stored here.

Supervisor									
Effective Date	01/01/2023						Suffix	***	
ID	***						Title		
Position	***								

### 2.1.5.2 Additional Information

No information is stored here.

Additional Information									
Workers' Compensation	***						Contract Number		
Job Location	***								

### 2.1.5.3 EEO

No information is stored here.

EEO									
EEO Location							School		

## 2.1.6 Excluded Deductions/Benefits

Excluded deductions and benefits are entered here.

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution
▼ EXCLUDED DEDUCTIONS/BENEFITS								
Code					Code Description			
					***			
10 of 1 Per Page								



## CURRENT POSITIONS

### 2.1.7 Default Earnings

Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of
02/01/2023	REG	Regular Pay		95.67		1	

### 2.1.8 Work Schedules

No information is stored here.

Base Job | Job Detail | Payroll Default | Deferred Pay | Miscellaneous | Excluded Deductions/Benefits | Default Earnings | **Work Schedules** | Job Labor Distribution

WORK SCHEDULES

Add New Effective Date

Effective Date:

Base Earnings Code: REG Regular Pay

Schedule Begin Day:

Schedule End Date:

Deemed Hours:

DETAILS

Day *	Shift	Hours *

### 2.1.9 Job Labor Distribution

EMPLOYEE JOBS

Add New Effective Date

Effective Date: 02/01/2023

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project
U	501000	110001	501000	610200	2150			

ENCUMBRANCE INFORMATION

Encumbrance Number:

Encumbrance Sequence:

Latest Recast Date:

Last Calculated Date:

Fund: 110001 Unrestricted Edu and General

Budget Start Date:

Budget End Date:

Encumber Multi Year Labor:

Encumbrance Override End Date:

## 2.2 NBAPOSN

This screen holds information about a person's position.

### 2.2.1 Position

Position Number: 090037

Position | Comments | Regulatory

POSITION DEFINITION

Position Status: Active | Type: Single | COA

Position Begin Date: 06/04/2009 | Position End Date:

COMPENSATION AND CLASSIFICATION

Position Class: 0056C Administrative Specialist III

Position Title: Administrative Specialist III

Employee Class: 03 Full Time Classified

Job Progression:

Salary Group: 2023 Classified

Salary Table: CL

Salary Grade: C112

Salary Step:

Reports To:

Work Schedule:

Probationary Period: 90

Bargaining Unit:

Job Location:

Appointment Percent: 100.00

Budget Type: Permanent

Exempt Indicator:

Accrue Seniority:

Range Low: 25,268.00

Range Midpoint: 34,871.00

Range High: 46,351.00

Step Value:

#### 2.2.1.1 Position Definition

POSITION DEFINITION

Position Status: Active | Type: Single | COA | U

Position Begin Date: 06/04/2009 | Position End Date:

## CURRENT POSITIONS

### 2.2.1.2 Compensation and Classification

#### Position Class

There are over 400 position classes. The position classes can be viewed on NTQPCLS.

Position Class \*  ... Administrative Specialist III

#### Position Title

The position's title is stored here.

Position Title

#### Employee Class

This field stores the position's employee class.

Employee Class \*  ... Full Time Classified

#### Job Progression

No information is stored here.

Job Progression  ...

#### Salary Group

There are over 100 options for this field. Below are some of the options for one year.

Salary Group \*  ... Classified

---

#### SALARY GROUP (NTRSGRP)

Code	Description	Table
2023	Administrative	AD
2023	Classified	CL
2023	Full-time Faculty	FF
2023	Graduate Assistant	GA
2023	Part-time Faculty	PF
2023	Extra Help	XH

#### Salary Table

There are over 930 options for this field. The table for the options is NTRSALB.

Salary Table \*  ...

**CURRENT POSITIONS**

**Salary Grade**

Salary Grade \*  ...

**Salary Step**

No information is stored here.

Salary Step  ...

**Reports To**

No information is stored here.

Reports To  ...

**Work Schedule**

No information is stored here.

Work Schedule  ...

**Probationary Period**

The probationary period for all employees is 90 days, which is stored here.

Probationary Period

**Bargaining Unit**

No information is stored here.

Bargaining Unit  ...

**Job Location**

No information is stored here.

Job Location  ...

**Appointment Percent**

Graduate assistant positions have 50, while other positions have 100 entered into this field.

Appointment Percent \*

**Budget Type**

Budget Type \*  ...  
Permanent  
Temporary  
Casual  
None

Range Low

Option	Explanation
--------	-------------

## CURRENT POSITIONS

Permanent	
Temporary	
Casual	
None	

### Exempt Indicator/Accrue Seniority

Exempt Indicator

Accrue Seniority

### 2.2.2 Comments

No information is stored here.

Position Comments Regulatory

COMMENTS

Comments

### 2.2.3 Regulatory

Position Comments Regulatory

REGULATORY

Regulatory

Position Group Code

CIPC

Federal Occupation Code

National Occupation Code

Occupational Title Code

Employment Category

Standard Occupational Category

For California Pension Purposes, position considered

Certificated  Classified

#### 2.2.3.1 Regulatory

##### Position Group Code

No information is stored here.

Position Group Code

##### CIPC

No information is stored here.

**CURRENT POSITIONS**

CIPC  ...

**Federal Occupation Code**

This field was previously used to report information to ADHE, but it is no longer used.

Federal Occupation Code  ... Other Professional Staff/Chancellor

**National Occupation Code**

No information is stored here.

National Occupation Code  ...

**Occupational Title Code**

This field was previously used to report certain SOC code information, but this field is no longer updated or used.

Occupational Title Code  ... Executive Secretaries and Executive Administrative Assi

**2.2.3.2 IPEDS**

**Employment Category**

The options are based on IPEDS Human Resources reporting.

Employment Category  ... Other Full Time

---

**EMPLOYEE CATEGORIES (PTIECIP)**

Code	Description
1	9 Month Faculty
2	10 Month Faculty
3	11 Month Faculty
4	12 Month Faculty
5	Other Full Time
6	Part Time
7	Unreported

**CURRENT POSITIONS**

**Standard Occupational Category**

This field is used to group employees into IPEDS SOC categories for reporting.

Standard   Office and Administrative Support Occupations

Occupational  
Category

**SALARY GROUP (PTRESOC)**

Code	Description	Reporting Category
11-0000	Management Occupations	Management Occupations
13-0000	Business and Financial Operations Occupations	Business and Financial Operations Occupations
15-0000	Computer, Engineering, and Science Occupations	Computer and Mathematical Occupations
17-0000	Computer, Engineering, and Science Occupations	Architecture and Engineering Occupations
19-0000	Computer, Engineering, and Science Occupations	Life, Physical, and Social Science Occupations
21-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Community and Social Service Occupations
23-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Legal Occupations
25-1000	Primary Function	Postsecondary Teachers
25-1191	Graduate Teaching Assistant (Not valid after 2017-18 reporting year)	Graduate Teaching Assistant (Not valid after 2017-18 reporting year)
25-2000	Student and Academic Affairs and Other Education Services Occupations	Preschool, Elementary, Middle, Secondary, and Special Education Teachers
25-3000	Student and Academic Affairs and Other Education Services Occupations	Other Teachers and Instructors
25-4010	Archivists, Curators, and Museum Technicians	Archivists, Curators, and Museum Technicians

**CURRENT POSITIONS**

25-4020	Librarians and Media Collections Specialists	Librarians and Media Collections Specialists
25-4030	Library Technicians	Library Technicians
25-9000	Student and Academic Affairs and Other Education Services Occupations	Other Educational Instruction and Library Occupations
25-9044	Primary Function	Teaching Assistants, Postsecondary
27-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Arts, Design, Entertainment, Sports, and Media Occupations
29-0000	Healthcare Practitioners and Technical Occupations	Healthcare Practitioners and Technical Occupations
31-0000	Service Occupations	Healthcare Support Occupations
33-0000	Service Occupations	Protective Service Occupations
35-0000	Service Occupations	Food Prep and Serving Related Occupations
37-0000	Service Occupations	Building and Grounds Cleaning and Maintenance Occupations
39-0000	Service Occupations	Personal Care and Service Occupations
41-0000	Sales and Related Occupations	Sales and Related Occupations
43-0000	Office and Administrative Support Occupations	Office and Administrative Support Occupations
45-0000	Natural Resources, Construction, and Maintenance Occupations	Farming, Fishing, and Forestry Occupations
47-0000	Natural Resources, Construction, and Maintenance Occupations	Construction and Extraction Occupations
49-0000	Natural Resources, Construction, and Maintenance Occupations	Installation, Maintenance, and Repair Occupations
51-0000	Production, Transportation, and Material Moving Occupations	Production Occupations
53-0000	Production, Transportation, and Material Moving Occupations	Transportation and Material Moving Occupations

**CURRENT POSITIONS**

**California Pension**

No information is stored here.

For California  Certificated  Classified

Pension Purposes,  
position considered



## Faculty Data

Multiple screens hold faculty data. All of the data that is held in the following screens mentioned in these screens are verified by the Provost’s Office before the data is entered into the system.

### 3.1 Faculty/Advisor Information (SIAINST)

#### 3.1.1 Faculty Member Base Details

This part of the screen is used to indicate of the person is a faculty member or advisor. The provost’s office maintains this screen.

#### Status

When a faculty member starts, the Provost’s Office marks a faculty member as AC – Active. When a person’s termination PAF is done, Human Resources inactivates anyone who has access on this screen.

#### FACULTY STATUS (STVFCST)

Code	Description	Active/Inactive
AC	Active	A
IN	Inactive	I
LA	Leave of Absence	I
ML	Medical Leave	I
SB	Sabbatical Leave	I

### Status Date

The status date is populated based on the date the person’s record is updated.

### Faculty/Advisor/Override Process Rule Security

These fields are updated based on the person’s appointment. The provost’s office updates this field. If a person teaches, then faculty is checked. If they are an advisor, then advisor is checked.

<input type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Advisor
<input type="checkbox"/> Override Process Rule Security


### Appointment Date

This field auto populates when the provost’s office updates this screen initially.

Appointment Date  


### Category

This field stores historical information, but is no longer used. The historical information might be inaccurate, so do not use any information in this field.

Category  

### Staff Type

This field stores historical information, but is no longer used. The historical information might be inaccurate, so do not use any information in this field.

Staff Type  

### Workload Rule

This field stores historical information, but is no longer used.

Workload Rule  

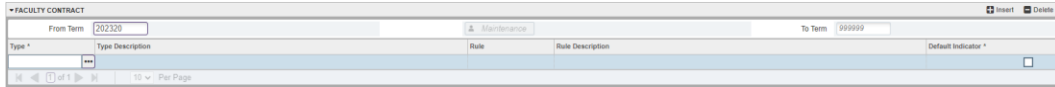
### 3.1.2 Faculty Contract

This screen can be gotten to after looking at 3.1.1 Faculty Member Base Details, click on



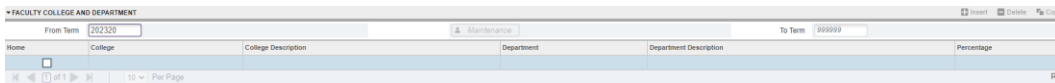
at the bottom of the screen. No information is currently stored here.

## INDEX



### 3.1.3 Faculty College and Department

A faculty member's college and department are housed here. The information is stored by term, so you can see a faculty member's college and department assignment each term. If the person is an advisor, then Undergraduate Studies is selected as the college and the department. The provost's office enters this information when they enter in the faculty and advisor information and the information maintained through loads.



Once a college code is entered, the college description is displayed.

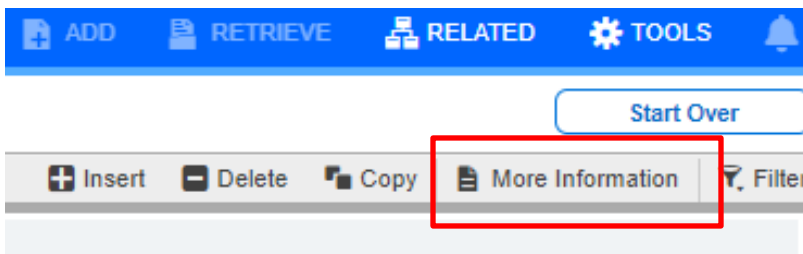
College	College Description
CF	Fine Arts & Communication

Like college, once you enter in the department code, the department description will populate as well.

Department	Department Description
0760	Art & Design

### 3.1.4 Dean/Chair Role

Supplemental data was created on SLAINST to house dean, associate dean, and chair roles. This information can be viewed by click "More Information" under the "Start Over" button.



An example of what you will see is below:

**Supplemental Data SIAINST 9.3.23 (PROD)**

▼ SUPPLEMENTAL DATA    + Insert    - Delete    Copy    Filter

* = Required	Comment
1st Dean/Chair Role	C
1st Role College Code	CN
1st Role Dept code	1730
1st Role Start Date	07/01/2004
1st Role End date	06/30/2022
2nd Dean/Chair role	
2nd Role College code	
2nd Role Dept code	
2nd Role Start Date	
2nd Role end date	

1 of 1    10 Per Page    Record 1 of 10

D(Dean), ID(Interim Dean), AD(Associate Dean), IA(Interim Associate Dean), C(Chair), IC(Interim Chair)

**Dean/Chair Role Options**

Code	Description
D	Dean
ID	Interim Dean
AD	Associate Dean
IA	Interim Associate Dean
C	Chair
IC	Interim Chair

**3.2 Faculty Activity Tracking (PEAFACKT)**

**FACULTY ACTION TRACKING**

General

Primary Activity \*     Birth State or Province

Primary Discipline  ENGLISH    Academic Title

Institution Credit

Faculty Type      Emeritus Status

Faculty      Terminal Degree

Compensation Level

AAUP Member

Original Appointment

Begin Date     End Date

**3.2.1 Primary Activity**

The primary activity affects the IPEDS canned reporting that Banner delivers. There are three options that can be selected from: Administrative, Instructional, and Research.

**INDEX**

The University of Central Arkansas does not employ faculty for only research purposes, so all of our faculty would be reported under Instructional.

Primary Activity \*

**3.2.2 Primary Discipline**

The information store in this field is the CIP code of the discipline that a full-time continuing faculty member teaches in. The list of CIP codes is based on the CIP codes of the degrees offered by the institution. The list shown below is for only current degrees offered based on publication date of this manual. Check the undergraduate and graduate bulletin for the most updated information.

Primary Discipline

**DISCIPLINE (PTVDISP)**

Code	Description	Code	Description
110101	Computer Science	420101	Psychology
110701	Applied Computing	422805	School Psychology
130101	Adv Stud in Teach & Learn	440401	Public Administration
130411	Educational Leadership	450201	Anthropology
130499	School Leadership	450401	Criminology
130501	Instructional Technology	450601	Economics
131001	Special Education	450701	Geography
131101	School Counseling	451001	Political Science
131102	Coll Stud Per Serv	451101	Sociology
131202	Elementary Education	500408	Interior Design
131203	Middle Level Education	500501	Theatre
131299	Teaching(MAT)	500602	Digital Filmmaking
131308	Fam & Cons Sci(BSE)	500701	Art/Studio Art
131314	Kin & Phys Ed(BSE)	500901	Music(BA)
131315	Reading	500903	Music(BM/MM)

**INDEX**

131318	Social Studies(BSE)
141201	Engineering Physics
160101	Modern Languages
160102	Linguistics
190101	Family & Consumer Sci
190501	Nutrition
230101	English
231301	Writing
231302	Creative Writing
240102	General Studies
259999	Library Media & IT
260101	Biology
270101	Mathematics
270301	Applied Mathematics
300101	General Science
302001	International Studies
309999	Prof/Leadership Studies
310505	Kinesiology
380101	Philosophy
380201	Religious Studies
400501	Chemistry
400801	Physics

510204	Speech Pathology
510905	Nuclear Medicine Tech
510907	Radiologic Technology
510913	Athletic Training
511005	Medical Technology
511501	Addiction Studies
511504	Health Ed(BS)/Health Sci(MS)
512306	Occupational Therapy
512308	Physical Therapy
513801	Nursing
519999	Health Sciences
520101	Management
520201	Business Administration
520203	Logistics and Supply Chain Mgt
520301	Accounting
520701	Innovation & Entrepreneurship
520801	Finance
521201	Mgmt Info Systems
521401	Marketing
521701	Insurance & Risk Mgmt
540101	History

**3.2.3 Institution Credit**

No information is stored here.

Institution Credit

### 3.2.4 Faculty Type

No information is stored here.

Faculty Type

### 3.2.5 Faculty Compensation Level

No information is stored here.

Faculty   
Compensation Level

### 3.2.6 Birth State or Province

No information is stored here.

Birth State or  
Province

### 3.2.7 Academic Title

A person's title is populated here when they are terminated.

Academic Title

### 3.2.8 Emeritus Status

No information is stored here.

Emeritus Status

### 3.2.9 Terminal Degree

This information comes from the degree information stored for a faculty member. See 3.5 Degree Information

Terminal Degree

### 3.2.10 AAUP Member

No information is stored here.

AAUP Member

### 3.2.11 Original Appointment: Begin Date

No information is stored here.

Original Appointment

Begin Date

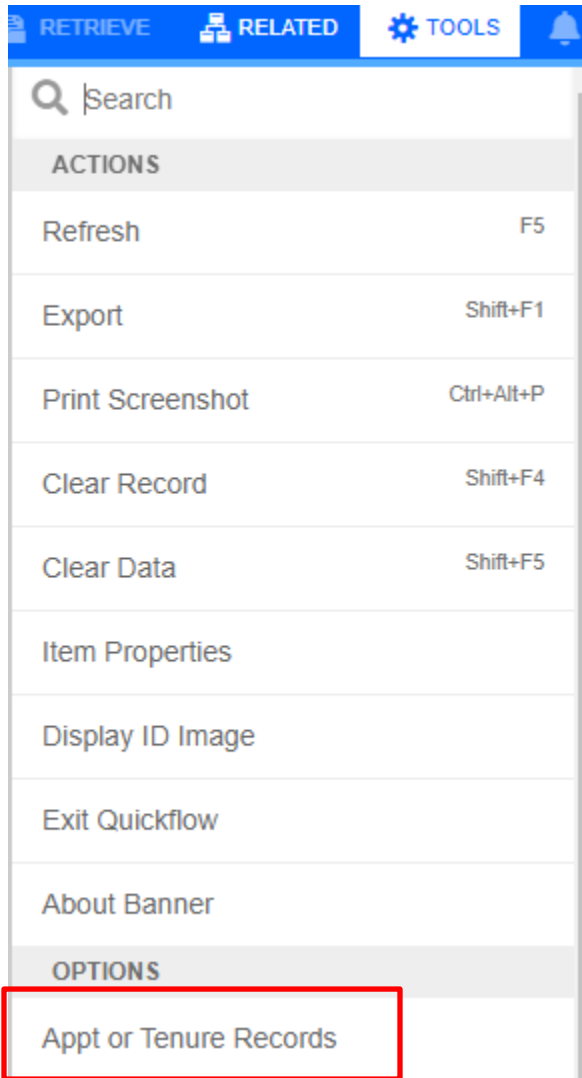
**3.2.12 Original Appointment: End Date**

No information is stored here.

End Date

**3.3 Faculty Activity Tracking – Appt or Tenure Records**

This screen can be viewed by going to PEAFACT and selecting “Appt or Tenure Records” under “Tools” in the “Options” section.





# INDEX

The screenshot shows the 'APPT AND TENURE' form with the following fields and values:

- Decision Section:**
  - This Action Date: 01/01/1950
  - Appt or Reappt Begin Date: 01/01/1950
  - End Date: (empty)
  - Initial Record:
  - Decision: None
  - Decision Date: (empty)
- Appointment Section:**
  - Effective Date: 01/01/1950
  - Review Type: (empty)
  - Next Review Date: (empty)
- Tenure Section:**
  - Review Type: (empty)
  - Tenure Code: T
  - Tenure Status: Tenured
  - IPEDS Contract Type: (None)
  - Tenure Tracking: (empty)
  - Tenure Begin Date: (empty)
  - Tenure On: 01/01/1950
  - Tenure Review Date: (empty)
- Right Column:**
  - Decision Deferred to Date: (empty)
  - Terminal Appointment:
  - Previous Tenure Grant: (empty)
  - Tenure Credit this Appt: (empty)
  - Tenure FTE: (empty)

## 3.3.1 Decision

This area shows the begin and end dates related to the Tenure section of this screen. It will also show in the tenure years that a faculty member brought in when their contract was signed.

This image shows a detailed view of the 'Decision' section of the form, including the 'This Action Date', 'Appt or Reappt Begin Date', 'End Date', 'Initial Record' checkbox, 'Decision' dropdown, and 'Decision Date' field.

### 3.3.1.1 This Action Date

This is the begin date of the tenure code in the Tenure section.

This image shows a close-up of the 'This Action Date' field, which is a date picker containing the value 01/01/1950.

### 3.3.1.2 Appt or Reappt Begin Date

This is the same as the action date.

This image shows a close-up of the 'Appt or Reappt Begin Date' field, which is a date picker containing the value 01/01/1950.

### 3.3.1.3 End Date

This image shows a close-up of the 'End Date' field, which is an empty date picker.

### 3.3.1.4 Initial Record

Initial Record

### 3.3.1.5 Decision

Decision

### 3.3.1.6 Decision Date

This is the same as the action date.

Decision Date

### 3.3.1.7 Decision Deferred to Date

Decision Deferred to   
Date

### 3.3.1.8 Terminal Appointment

Terminal Appointment

### 3.3.1.9 Previous Tenure Grant

Previous Tenure   
Grant



### 3.3.1.10 Tenure Credit this Appt

Tenure Credit this   
Appt

### 3.3.1.11 Tenure FTE

Tenure FTE

### 3.3.2 Appointment

Appointment	
Effective Date	<input type="text" value="01/01/1950"/> 
Review Type	<input type="text"/> ...
Next Review Date	<input type="text"/> 

### 3.3.2.1 Effective Date

Effective Date  

### 3.3.2.2 Review Type

Review Type  

---

#### REVIEW TYPE ( P T V R E V T )

Code	Description
AN	Annual Review
PP	Probation Period Review

### 3.3.2.3 Next Review Date

Next Review Date  

### 3.3.3 Tenure

Tenure		Tenure Tracking <input type="text"/>
Review Type <input type="text"/>		Begin Date <input type="text"/>
Tenure Code <input type="text" value="T"/> Tenured		Tenure On <input type="text" value="01/01/1950"/>
Tenure Status <i>Tenured</i>		Tenure Review Date <input type="text"/>
IPEDS Contract Type <i>(None)</i>		

#### 3.3.3.1 Review Type

This field is not currently being used. See options under Review Type (PTVREVT).

Review Type  

#### 3.3.3.2 Tenure Code

Tenure Code  Tenured

Tenure Status *Tenured*

---

#### TENURE ( P T R T E N R )

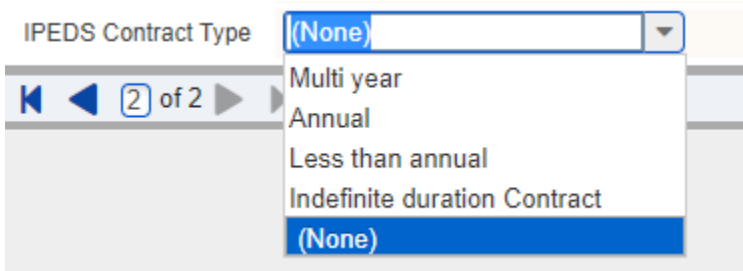
Code	Description	Tenure Status
N	Non-tenure-track	INELIGIBLE
O	On track, not tenured	ON-TRACK

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T	Tenured	TENURED
S	Staff	WITHOUT FACULTY STATUS


**3.3.3.3 IPEDS Contract Type**

For faculty who have a *Tenure Status* of Ineligible, an IPEDS Contract Type needs to be entered. The options are shown below.




**3.3.3.4 Tenure Tracking Begin Date**

For a person, who is O (On track, not tenured), this is the date their On-track appointment began.

Tenure Tracking    
Begin Date

**3.3.3.5 Tenure On**

This is the date the faculty member achieved tenured.

Tenure On  

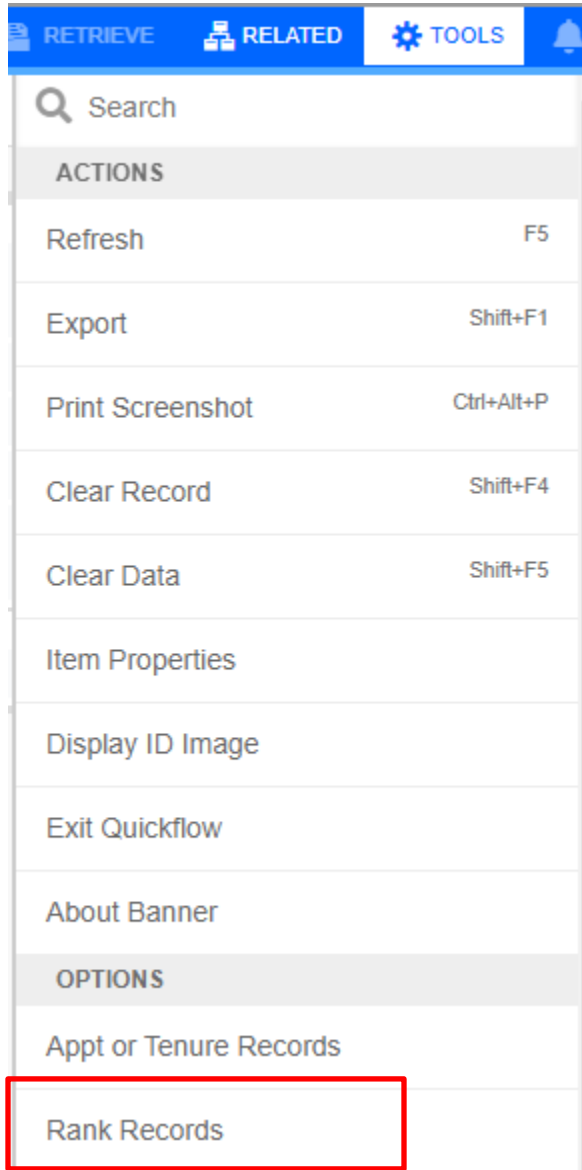
**3.3.3.6 Tenure Review Date**

This is date in which a faculty member's tenure application is due to the department committee for review.

Tenure Review Date

### 3.4 Faculty Activity Tracking – Rank Records

This screen can be viewed by going to PEAFACT and selecting “Rank Records” under “Tools” in the “Options” section.



**RANK RECORDS**

Rank

This Action Date \* 05/09/2023 [calendar icon]      Next Review Date [calendar icon]

Initial Record

Rank [dropdown menu]

Rank Effective Date 05/09/2023 [calendar icon]

Decision

Decision for Rank None      Decision Deferred to [calendar icon]

Decision Date [calendar icon]

1 of 1      1 Per Page

### 3.4.1 Rank

Rank

This Action Date \*  

Initial Record


Rank

Rank Effective Date  

Next Review Date

#### 3.4.1.1 This Action Date

The begin date of the appointment. In most cases, it would be August 16<sup>th</sup>.

This Action Date \*  

#### 3.4.1.2 Initial Record

“Y” is entered for the first tenure-track or non-tenure track position.

Initial Record

#### 3.4.1.3 Rank

A faculty’s rank is determined by their appointment. For all full-time staff who teach, their rank is 00-Not Applicable. For any non-paid employees (e.g. high school concurrent faculty, consortium faculty, voluntary instructors), their rank is 09-Undesignated. Ranks listed below that are shaded gray are no longer valid ranks and will not be used in the future.

Rank   Assistant Professor

#### FACULTY RANK (PTRRANK)

Code	Description	Code	Description
00	Not Applicable	45	Senior Clinical Instructor
01	Professor	46	Senior Laboratory Instructor
02	Associate Professor	50	Library Lecturer I
03	Assistant Professor	51	Lecturer I
04	Instructor	52	Lecturer II
05	Lecturer	53	Senior Lecturer
06	Graduate Assistant	90	Visiting Lecturer
07	Research Assistant/Associate	91	Visiting Professor
09	Undesignated	92	Visiting Associate Professor
11	Library Professor	93	Visiting Assistant Professor
21	Library Associate Professor	94	Visiting Instructor


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31	Library Assistant Professor	95	Professor Emeritus
41	Clinical Instructor I	96	Associate Professor Emeritus
42	Clinical Instructor II	97	Assistant Professor Emeritus
43	Laboratory Instructor I	98	Adjunct Instructor (Part-time)
44	Laboratory Instructor II	99	In-Residence Faculty (P-time)

Once a tenured faculty member retires, their rank becomes Professor Emeritus, Associate Professor Emeritus, or Assistant Professor Emeritus. See Chapter 5, item III of the faculty handbook. If a non-tenured faculty member retires or a tenured faculty member retires but is not benefits eligible, their rank becomes Adjunct Instructor (Part-time).


**3.4.1.4 Rank Effective Date**

This data is the same as the action date.

Rank Effective Date  

**3.4.1.5 Next Review Date**

This field is not currently being used.

Next Review Date  

**3.4.2 Decision**

Decision

Decision for Rank	<input type="text" value="None"/>	Decision Deferred to Date	<input type="text"/>
Decision Date	<input type="text"/>		

**3.4.2.1 Decision for Rank**

This field is not currently being used.

Decision for Rank

**3.4.2.2 Decision Date**

This field is not currently being used.

Decision Date

**3.4.2.3 Decision Deferred to Date**

This field is not currently being used.

Decision Deferred to   
Date

### **3.5 Degree Information**

The degree information is store can be viewed on multiple screens. If you are looking for degree information, for degrees awarded by our institution, please look at SHADEGR and refer to the Data Standards Manual: Student to interpret the screen accordingly. For degrees obtained at other institutions, please look at one of the following screens: SOAPCOL or PPAGENL. Once an official transcript has been obtained by the Provost’s Office and verified, the following information is loaded into Banner:

<b>Field</b>	<b>Information Stored Here</b>
Degree Code	Degree options are stored on STVDEGC.
SBGI Code	Institution codes are stored on STVSBGI. Mostly, the SBGI code and the FICE code are the same.
Terminal Degree	“Y” is entered if the degree is terminal for the degree of study in which the faculty member is teaching.
Degree Year	The year in which the degree was awarded by the institution is stored.
Official Transcript	“Y” is entered because an official transcript was obtained.

During the application process, a candidate will submit an unofficial transcript in People Admin. For a full-time continuing faculty member, the official transcript must be sent to the Provost’s Office. An adjunct and visiting faculty member’s official transcript will be maintained at the college dean’s office.





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