

# HRIS Data Dictionary

**Scope:** Applicable to internal (UAB) reports and data.

**Summary:** This document serves as a data dictionary for common reporting fields used by Human Resources Information Systems. Please see the [Appendix](#) for additional notes.

No data in this set may be shared with anyone outside of UAB without approval from the Data Steward.

**Restricted/PII** Cannot be shared without approval. Typically used only for federal, state, and/or legal mandates. All other business uses require approval from the [Data Steward](#).

**Sensitive Data** Cannot be used without a legitimate business need/justification.

**UAB Data** UAB internal use only.

*	FIELD NAME	DEFINITIONS
	BLAZERID	Unique user ID assigned by UAB IT Central Authentication to provide access to secure UAB systems in a manner that can authenticate a user and the user's permission level to the requested systems. MORE INFO: <a href="#">Blazer ID Central</a>
	EMPLOYEE NUMBER	Unique ID assigned (in Oracle) upon hire to track the employee's relationship with UAB. The IDs are assigned consecutively and can be tied back to an employee's entire record for date tracking purposes.
	LDAP ID	The LDAP ID is the primary Identifier used by the UAB Identity Management System (IDM) also known as the BlazerID system. This identifier is used behind the scenes to communicate user profiles across systems.
	FULL NAME	Employee full name in form: [last name], [first name] [middle names]
	ORG NAME	The HR organizational unit 9-digit code and name for which the position is associated. This drives the org-level security of the position for any HR-related activities such as Hire, Workflow Approval Maintenance, performance evaluations, etc.
	EMPLOYMENT CATEGORY	Employment categories are assigned to an assignment based on HR Policy 411. These categories drive an employee's available benefit offerings and are restricted based on the type of assignment, work status (part time, full time, etc.). MORE INFO: <a href="#">HR Policy 411</a>
	ASSIGNMENT STATUS	Indicates the working status of an employee's assignment.
	ASSIGNMENT NUMBER	A unique identifying number assigned to employees, indicating primary and secondary assignments. Each subsequent new assignment at UAB will be indicated with a dash and consecutive number (e.g., -1 or -2) and may be terminated or changed at the assignment level for date tracking.
	PRIMARY ASSIGNMENT	A Y/N field that indicates whether an employee's assignment is their "primary" assignment. Some employees at UAB may have multiple assignments. Primary assignments are the drivers for benefits, performance evaluations, and other HR functions.
	DATE IN ASSIGNMENT	This field represents the earliest effective date of an employee's assignment, a representational value of the employee's start date in the assignment. The value is a snapshot from Oracle.
	TOTAL YEARS OF SERVICE	The calculated difference between ADJUSTED SERVICE DATE and today's date in years, rounded to tenths.
	TIME IN ASSIGNMENT	Calculates the years an employee has been in the primary assignment. Uses the DATE IN ASSIGNMENT to calculate from current date.
	DATE IN CLASS	This field represents the effective date of an employee's assignment in a particular job to track an employee's time in that job. This date is used for compensation and benefits analysis. Currently, the date in this field is a snapshot date of the most recent change made in the Oracle HR system via ACT.

*	FIELD NAME	DEFINITIONS
	YEARS IN POSITION	The calculated number of years an employee has been in a job under the referenced assignment number. This is calculated based on the DATE IN CLASS field.
	ACTUAL TERMINATION DATE	Indicates the recorded date that the assignment was effectively terminated.
	JOB	The job an employee was hired for under a particular assignment. A job code/description is tied to the employee's application in the appropriate applicant tracking system and can be used for date tracking changes to job history. These job codes tie directly to other job-related descriptive fields such as job description, job duties, FLSA code, degree requirements etc. MORE INFO: <a href="#">UAB Job Architect</a> , accessed via the <a href="#">My UAB</a> portal, under "Apps."
	POSITION	The budgeted vacancy within an organizational unit, which can be seasonal or permanent. Each department/school has their own way of classifying their positions, and Hospital positions have an extra segment; however, the structure is generally the same: HR Org (9-digit).5-digit code creation/reclassification date. MORE INFO: Financial Affairs <a href="#">Budget page</a>
	FTE	The estimated hours a position is expected to work in a week. Full-Time Equivalent is used for resource management and budgeting payrolls. FTE is used to calculate the ANNUAL SALARY for monthly employees. It is not used for salary calculation for biweekly employees.
	ADJUSTED SERVICE DATE	An employee's service date is the date of initial employment with UAB unless there has been a break in service by termination of employment. Changing from regular assignment category to an irregular or temporary assignment category, or vice versa, may require the adjustment of service dates. Adjusted service dates do not apply to Trainees as they are not employees of UAB. MORE INFO: <a href="#">HR Policy 412</a>
	HIRE DATE	The official start date of the person's first hire document indicating the date in which the employee first began a working relationship with UAB.
	VISA EXPIRATION DATE	The expiration date represented here is a snapshot of the last update to the employee record through ACT; updates for this field would need to be submitted to Records via ACT form for employee data change. When completing a New Hire/Rehire doc, this field is required/not required based on input VISA Type and must align with employee's Guardian record. Expiration date should only populate for visa type other than US Citizen.
	VISA TYPE	The visa type represented here is a snapshot of the last update to the employee record through ACT; updates for this field would need to be submitted to Records via ACT form for employee data change. When completing a New Hire/Rehire doc, this field is required/not required based on input VISA Type and must align with employee's Guardian record.
	PROJECTED ASSIGNMENT END DATE	If a date (other than default end date) is indicated, the employee will require an ACT form be created to extend or terminate the assignment; delay in processing the ACT form could result in overpayment. This field is used to audit volunteer assignment access.
	RETIREE STATUS	Indicates whether an employee in the assignment is a retiree.
	PAYROLL NAME	Indicates the frequency and type of payroll of the employee's assignment. Used by Payroll for processing pay elements.
	GRADE	Indicates the level of responsibility defined by the job's requirements. These structures group jobs of equal value or worth into pay grades. As institutional finances allow, pay grades will be adjusted to reflect current market rates and jobs may be assigned to a new range. Jobs may move up, down or remain in the same grade. MORE INFO: <a href="#">Compensation</a>
	BASE RATE	The base rate for calculations of annual salary. Indicated as hourly rate for nonexempt and monthly rate of pay for exempt employees.
	ANNUAL SALARY	Calculated salary an employee earns in a single working year. The calculation is based on employment category, FTE, pay group, and rate of pay.
	HOURLY	Represents the calculated hourly rate for both biweekly and monthly employees based on rate and payroll name.

*	FIELD NAME	DEFINITIONS
	CFB CODE	Represents the CFB group assigned to the employee. The Composite Fringe Benefit code is used to indicate the rate to cover cost of staff/faculty benefit packages offered by the University. The rates are associated with an employee's primary assignment and are applied to the labor funding account as a % of employee's bi-weekly or monthly salary dollars based upon the assignment's employment category. MORE INFO: Financial Affairs <a href="#">Composite Fringe Benefits page</a>
	PAY GROUP	Combination of the faculty/staff identification and payroll group identifier on an employee's assignment. Useful for determining if a payroll is faculty, staff, or employee for reporting purposes; used by Payroll Services.
	WORK LOCATION	The physical mailing address for the employee's work location as provided in the ACT form upon hire/transfer/data change. This information can be updated by an HR Officer (or the department HR Officer) through an ACT form data change.
	SUPERVISOR BLAZERID	The BlazerID for the supervisor of the referenced employee assignment, as indicated in ACT form. To update, an ACT form for DATA CHANGE may be submitted by the department HR Officer.
	SUPERVISOR EMPLOYEE ID	The employee id of the supervisor indicated in ACT form of the referenced employee assignment, which then becomes the Oracle supervisor for the assignment. To update an employee's supervisor information, an ACT form for DATA CHANGE may be submitted by the department HR Officer. MORE INFO: <a href="#">ACT Data Change</a>
	SUPERVISOR FULL NAME	The full name of the supervisor of the referenced employee assignment, as indicated in ACT form.
	SUPERVISOR ASSIGNMENT NUMBER	The assignment number of the supervisor of the referenced employee assignment, as indicated in ACT form. To update, an ACT form for DATA CHANGE may be submitted by the department HR Officer.
	SUPERVISOR LDAP ID	The LDAP ID for the supervisor of the referenced employee assignment, as indicated in ACT form.
	SUPERVISOR JOB	The job of the supervisor of the referenced employee assignment, as indicated in ACT form.
	SUPERVISOR ORG NAME	The org name or HR organizational unit of the supervisor of the referenced employee assignment, as indicated in ACT form. To update, an ACT form for DATA CHANGE may be submitted by the department HR Officer.
	FACULTY APPT ORG	The department/division/unit that the faculty appointment is associated with. This can be different than the employee 's assignment organization. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	FACULTY STATUS	Faculty rank is similar to an employment category in that it indicates the type of work relationship the faculty member has with the assigned unit. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	ADMIN TITLE	Faculty appointment administrative title. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	ORIG FAC APPT DATE	Indicates the effective date of the person's first faculty appointment, representing the first UAB faculty affiliation. Used for tracking tenure and other faculty related performance. In Oracle, this field is under the employee's faculty extra information and is created via FDF changes.
	FACULTY PRIMARY ASSIGNMENT	A P/S/C field that indicates whether a faculty appointment was created as a primary, secondary, or center appointment. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	APPT BEGIN DATE	Faculty appointment begin date recorded in Faculty Data Form (FDF). In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	APPT RANK	Faculty appointment rank recorded on faculty data form. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.

*	FIELD NAME	DEFINITIONS
	FACULTY RANK DATE	Indicates the effective date of the faculty rank record. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	GRAD SCHOOL FLAG	Indicates whether the faculty appointment is a member of the graduate faculty in the Graduate School. The graduate faculty appointment acts as an extension of the individual's academic appointment. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking. <a href="#">MORE INFO: Graduate School</a>
	FACULTY TERMINATION DATE	Indicates the recorded date that the faculty appointment was effectively terminated. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	TENURE TRACK DATE	The date a faculty appointment began their tenure track as indicated in the Faculty Data Form. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	TENURE AWARD DATE	The date a faculty appointment received tenure status as indicated in the faculty data form. In Oracle, this field is under the employee's faculty extra information and is updated via FDF changes. Each change is recorded as a unique item for date tracking.
	HIGHEST DEGREE UNIV NAME	The university or institution of education from which the highest degree earned was obtained. The information is derived from Hire documents and applicant materials.
	YEARS IN RANK	Calculated time in years between Faculty Rank Begin Date and current date. Represents the number of years a faculty employee has been in a particular faculty rank.
	DEGREE	Beginning with the highest degree represented in an employee's hire packet, the field represents the recorded degree in order of degree level. An employee record may only have one highest degree indicated. Degree earned information may be updated with a new hire packet and an ACT Hire document, or an ACT data change doc.
	PERSON TYPE	This field represents the employee's relationship status with UAB as of the effective date of this report. This is mapped by Oracle based on the assignment employment categories.
	ACCRUAL RATE	Vacation accrual rate for PTO benefits: Vacation, Sick, Personal Holiday. Rate is based on years of service and FTE. Faculty accrual rate is specified in the Faculty Handbook. The rate specified here is reflective of accrual rates in Oracle (non-exempt). For exempt employees, please see eLAS records. <a href="#">MORE INFO: HR Policy 301</a>
	VACATION BALANCE	Accrued vacation balance for employee as recorded in Oracle at time of report effective date. Note: This report only reflects balances that are maintained in Oracle. Monthly accrual balances are maintained in eLAS. Any balances in this report reflect non-exempt employee balances. Accrual rate is affected by FTE and time of service. Some differences between Oracle and actual accruals may be present because of Payroll processing and other nightly processes. <a href="#">MORE INFO: HR Policy 301</a>
	SICK BALANCE	Accrued sick balance for employee as recorded in Oracle at time of report effective date. Note: This report only reflects balances that are maintained in Oracle. Monthly accrual balances are maintained in eLAS. Any balances in this report reflect non-exempt employee balances. Accrual rate is affected by FTE and time of service. Some differences between Oracle and actual accruals may be present because of Payroll processing and other nightly processes. <a href="#">MORE INFO: HR Policy 303</a>
	PH BALANCE	The Personal Holiday balance for an employee as indicated by the respective timekeeping record system. Accrual is based on assignment category and essential flag. For non-exempt employees, the balance is generated from Oracle. For exempt employees, the balance is generated from eLAS. The balance can be impacted by time of payroll run and other nightly processes. <a href="#">MORE INFO: Benefits' Holiday page</a>
	BEGIN DATE OF LEAVE	Indicates the requested begin date of FMLA or other work-related leave. Processed via ACT form.
	EXPECTED RETURN DATE	Indicates the requested expected return date for an employee's leave.
	FLSA	Indicates whether an employee assignment is exempt or non-exempt per U.S. Department of Labor; at UAB, the FLSA code should match the payroll type.

*	FIELD NAME	DEFINITIONS
	FLSA 403B GP	Field to indicate whether an employee was grandfathered into 403B benefits during the rollout of FLSA. Some positions were made non-exempt from exempt status to follow the ruling; employees in these positions were able to keep their exempt 403B benefit. However, if the employee chooses to move to a non-exempt job after the FLSA change, the benefits will not qualify under the grandfather rule.
	FLSA ACCRUAL GP	Field to indicate whether an employee was grandfathered into exempt accrual rates during the rollout of FLSA. Some positions were made non-exempt from exempt status to follow the ruling; employees in these positions were able to keep their exempt accrual rates. However, if the employee chooses to move to a non-exempt job after the FLSA change, the accrual rates will not qualify under the grandfather rule.
	EEO CAT CODE	EEO Categorization for the employee's job assigned by Compensation per the Federal EEOC guidelines. Splits the code and description.
	EEO CAT DESC	<i>See Above</i>
	ESSENTIAL	Indicates whether the position is required for critical business operations.
	JOB PATIENT CARE INDICATOR	Indicates whether the position is responsible or potentially responsible for patient care to establish fair expectations of job hazards and risks.
	JOB LEADERSHIP CATEGORY (JOB ROLE)	Indicates the level of leadership or requirements for a position based on job responsibilities and job grade. This field is used in performance evaluations, functional roles, and reporting. MORE INFO: Compensation, <a href="#">Job Roles page</a>
	WORKFORCE GROUP	Every employee is assigned to either the A, C, or Faculty workgroup based on their area of work. Workforce groups dictate requirements and responsibilities in operations, policies, procedures, compliance, and other HR and Institutional policies. MORE INFO: HR's <a href="#">Workforce Group page</a>
	WEATHER GROUP	Students, faculty, and staff are assigned to groups based on operational requirements and responsibilities for efficient communication during potential business closure or modified operation plans due to a weather event. MORE INFO: <a href="#">Weather Groups</a>
	ORG CODE	The HR organizational unit 9-digit code for which the position is associated. This drives the org-level security of the position for any HR-related activity on the position such as Hire, Workflow Approval Maintenance, performance evaluations, etc.
	ORG DESC	The HR organizational unit name for which the position is associated. This drives the org-level security of the position for any HR-related activity on the position such as Hire, Workflow Approval Maintenance, performance evaluations, etc.
	COST CENTER NAME	Identifies the organization a position is budgeted within for financial reporting. For Hospital purposes, an additional segment (3rd segment) is included in Position string to indicate the 7-digit General Ledger account to which employee's assignment is accounted to. Within the Oracle reporting framework, this field is most often represented by the 9-digit HR organization code.
	ENTITY	Indicates the assignment's association with UAB as either LLC, UAB, Affiliated.
	GRE	Government Reporting Entity is the legal reporting entity name/ID under which the organization is registered for legal/IRS/tax purposes. Used for tax documents and pay stubs. UAB has several GREs: UAB and LLC being the two primary GREs in Oracle.
	OPERATIONAL ORG CODE	An expansion of the Reporting orgs in which the major units within the School of Medicine and Office of the Provost are identified separately.
	OPERATIONAL ORG DESC	<i>See Above</i>
	REPORTING ORG CODE	The highest-level HR Organizational unit roll up for a given Org. Generally, this code represents the VP- or School-level org that the departments/units roll up to in the HR hierarchy.
	REPORTING ORG DESC	<i>See Above</i>
	ORACLE ACCT	Used by Hospital departments and in data feeds from Oracle to translate LLC to Hospital orgs. For example, given position 799999999.01500.7126560000.180420, the Oracle account is "7126560." This represents the 7-digit General Ledger code assigned to the employee for costing purposes.

* FIELD NAME	DEFINITIONS
ORACLE DIST	Used by Hospital departments and in data feeds from Oracle to translate LLC to Hospital orgs. In Kronos, it is used to represent the group number for the supervisor in timecard for approvals. For example, given a position string 799999999.01500.7126560000.180420, "00" (after "015") will be the value in ORACLE_DIST.
LAST ACT DOC TYPE	The ACT document type, reason, number, and latest effective date that is associated with the latest completed ACT document for a given employee.
LAST ACT DOC REASON	<i>See Above</i>
LAST ACT DOC NO	<i>See Above</i>
LAST ACT DOC EFF DATE	<i>See Above</i>
EMPLOYEE CATEGORY	UAB provides managers with two Alternative Work Schedules (AWS) to offer employees — a 10-month assignment or a reduced schedule of at least 32 hours per week. In addition to providing some stretch within the budget, these options increase flexibility in scheduling for both the managers and employees. <a href="#">MORE INFO: Alternative Schedules</a>
REASON FOR VOLUNTARY AFFILIATION	Indicates the auditable reason for voluntary status with UAB that it required an employee record to be created, such as required for access, collaborator, voluntary faculty, visiting researcher, etc.

## Additional HR Data Fields

Home Address	The employee's indicated home address to be used only for federal/state/legal mandates. For all other purposes, explicit permission from employee must be obtained and permission must be obtained for each business need.
Home Phone	The employee's indicated home phone to be used only for federal/state/legal mandates. For all other purposes, explicit permission from employee must be obtained and permission must be obtained for each business need.
Social Security Number (SSN)	The employee's Social Security Number to be used only for federal/state/legal mandates. If needed for other business purposes, a justification is required as to why no other alternatives would work.
Race	The employee's protected demographic information. This information is primarily used for federal/state/legal mandates. For business use, it must be used in aggregate and with permission from Human Resources and the Office of Diversity, Equity & Inclusion.
Ethnicity	
Gender	
Date of Birth (DOB)	The employee's indicated date of birth to be used only for federal/state/legal mandates. If needed for other business purposes, a justification is required as to why no other alternatives would work.
Taxpayer ID	The employee's Taxpayer ID to be used only for federal/state/legal mandates. If needed for other business purposes, a justification is required as to why no other alternatives would work.

## Appendix: Additional Notes

### **Column and Field Names, Data Ownership**

The alphabetical column code provided corresponds to the Excel column codes when viewing the Ludicrous Report in Excel. The report consolidates data from multiple primary sources owned by several departments (Payroll Services, Compensation, Faculty Affairs, etc.).

For simplicity and readability, some field names may be modified in the Ludicrous Report from their system values. The underscore character has been replaced by spaces in this document.

*End of document.*