

# Employee Master Data Report Characteristics and Key Figures

## Employee Basic Data

Emp BU ID  
Emp Change from Date  
Emp Change to Date  
Emp Main Assignment  
Emp Main Pernr  
Emp Military Status  
Emp Name  
Emp Name First  
Emp Name Last  
Emp Name Middle  
Emp Name Nickname  
Emp Name Suffix  
Employee  
Employee User Name  
Employment Status  
**No. of Pers. Assign.**  
Previous Employment Status

## Employee Contact Info

Emp Cell number  
Emp E-mail Address  
Home Phone Number  
Work Loc Primary Telephone Number  
Work Loc Secondary Telephone Number

## Employee Demographics

Emp Ethnicity  
Emp Ethnicity / Affirmat  
Emp Gender  
Emp IPEDS Race Category  
Racial Category (RAC01 – RAC05)  
Racial Category 1  
Racial Category 2  
Racial Category 3  
Racial Category 4  
Racial Category 5

## Employee Enterprise Structure

Budget Commitment Item  
Emp Master Cost Center  
Emp Org Change From Date  
Emp Org Change to Date  
Emp Organizational Key  
Emp Unit  
Emp Unit Abbr  
Employee Group

Employee Group Subgroup  
Employee Subgroup  
Organizational Unit  
Personnel Area  
Personnel Subarea  
Previous Employee Group  
Previous Employee Group - Subgroup  
Previous Employee Subgroup  
Previous Master Cost Center  
Previous Organizational Unit  
Previous Personnel Area  
Previous Personnel Subarea

## Employee Hiring

Date of Adjusted Service (U0)  
Date of Employment (UC)  
Date of Orientation (U5)  
Date of SAPHire (U2)  
Date of Service (UA)  
Date Pre SAP Hire (U6)  
Emp Years in Service

## Employee Leave of Absence

LOA - Begin Date  
LOA - End Date  
LOA – Expected Return Date  
LOA Action Reason  
LOA action type  
LOA Flag  
LOA Reason  
LOA Return from Leave

## Employee Location

Emp Campus  
Emp Mail Code  
Home Address Line 0  
Home Address Line 1  
Home City  
Home Country  
Home Postal Code  
Home State  
Work Loc Primary City Name  
Work Loc Primary Country  
Work Loc Primary Name 1  
Work Loc Primary Name 2  
Work Loc Primary Postal Code  
Work Loc Primary Region

Work Loc Primary Street Address  
Work Loc Secondary City Name  
Work Loc Secondary Country  
Work Loc Secondary Name 1  
Work Loc Secondary Name 2  
Work Loc Secondary Postal Code  
Work Loc Secondary Region  
Work Loc Secondary Street Address

#### Employee Manager

Manager  
Manager 1  
Manager 2  
Manager 3  
Manager 4  
Manager 5  
Manager 6  
Manager 7  
Manager 8  
Manager 9  
Senior Manager Level 1  
Senior Manager Level 2  
Senior Manager Level 3  
**Span of Control of a Position**

#### Employee Personnel Action

Action Changed on Date  
Action End Date  
Action Reason  
Action Start Date  
Action Type  
Action Type - Reason  
Previous Action Reason  
Previous Action Type

#### Employee Salary & Payment

**Annual Salary**  
**Base Rate Amount**  
**Basic Pay/Period**  
**Calendar YTD amount**  
**Calendar YTD hour**  
**Current Overtime Amo**  
**Current Overtime Hou**  
Date of Last Check  
Date of Last Overtime Pay  
Emp Assignment Duration  
Emp Pay Grade Level  
Emp Pay Grade Type  
Emp Pay Scale Group  
Emp Pay Scale Level

Emp Pay Scale Type  
Emp Pay Scale/Grade  
Emp Payroll Area  
Emp Percent Time  
Emp Salary Grade  
Emp Work Schedule Rule  
**Employment Percent**  
**Full-Time Equivalent**  
**Hourly Rate**  
**Hourly Rate (Calc)**  
**Last Paid Amount**  
**Maximum salary**  
**Number of months**  
**Number of weeks**  
**Percent Time**  
Previous Payroll Area  
**Salary Change %**  
**Salary Change Amount**  
Salary Change from Date  
Salary Change Reason  
Salary Change to Date  
Salary Wage Type  
**Stipend Amount**  
**Weekly Working Hours**  
**Work Hours/Period**

#### Employee Termination

Date Deceased (UB)  
Date Last Worked (U4)  
Date of Layoff Notificat (U8)  
Emp Termination Date

#### Employee Union

Date Entered Union  
Date of Union Entry (U7)  
Emp Union Status

#### Faculty

CIP Cd Family - Primary  
CIP Cd Family - Secondary  
CIP Group - Primary  
CIP Group - Secondary  
CIP Sub Group - Primary  
CIP Sub Group - Secondary  
Degree Highest Date Obtained  
Degree Highest Degree/Certificate  
Degree Highest Educational Inst  
Degree Highest Institutional Key  
Degree Highest Terminal Category  
Degree Highest Year Obtained

Fac Academic Rank & catg  
Fac Accrual Indicator  
Fac Affiliate  
Fac Appointment Level  
Fac Appointment Type  
Fac Contract End Date  
Fac Contract Length (YY.MM)  
Fac Contract Start Date  
Fac Contract Type  
Fac Contract-Tenure End Date  
Fac Contract-Tenure Start Date  
Fac Coterminous  
Fac Covered By Code  
Fac Decision  
Fac Decision Date  
Fac Emeritus Effective Date  
Fac Emeritus Indicator  
Fac Full Time Hire Date  
Fac Grouping Value  
Fac Initial Acad Appt Dt  
Fac Joint  
Fac Major Affiliate Flag  
Fac Position Rank Effect  
**Fac Position Rank Effective date**  
Fac Pre SAP Last SAB End  
Fac Professorial Indicator  
Fac Rank Classification  
Fac Rank Modifier  
Fac Secondary Valid From  
Fac Secondary Valid To  
Fac Tenure Date  
**Fac Years Between Tenure And Professor**  
**Fac Years in Current Rank**  
**Fac Years to Tenure**  
**Faculty Stipend Perc**  
Previous Academic Rank and Categ  
Primary Academic Job Title  
Primary Academic Position  
Primary Admin Job Title  
Primary Admin Position  
Primary Valid From  
Primary Valid To

## Position/Job

Date of Current Position Start  
Emp Job  
Emp Position Name  
Emp Position Number  
**Pos Cur Yr Budget**  
**Pos Recur Budget**  
Position Is Key Position  
Position Reasonable Assurance  
Position Valid From  
Position Valid To  
Position: Begin Date  
Position: End Date  
Previous BU Job Code (AAP)  
Previous Job  
Previous Position Name  
Previous Position Number

## Reporting Tool

**Number of Records**

## Faculty Action Mgr

FAM Contact Email 1  
FAM Contact Email 2  
FAM Contact Name 2  
FAM Contact Name 1