

FLORIDA COLLEGE SYSTEM
ANNUAL PERSONNEL REPORT
HISTORICAL DOCUMENTATION

July 1, 2022

Overview

The Annual Personnel Report has evolved and matured over the last ten years since the original conceptualization in 1988. Understanding how, when, and why data elements were changed is critical when the Community College and Technical Center MIS (CCTCMIS) responds to requests for information that span several years. The historical change document outlines additions, deletions, and changes to the Student Database. This document was created by reviewing existing listings, catalogs, and dictionaries of data elements.

Historical data element change documentation

The short descriptions that follow outline each data element field tracked in the historical data element change document, along with the codes used to document the changes, additions, and deletions to the data elements over the previous years.

Number

Data elements are numbered using a four-digit element number methodology.

Element Name

The full name of the element. Global Changes will be located in this field for changes that affect all data elements in the data element dictionary.

Column Name

The name of the column in DB2 which stores the data element. Reserved for future use.

Description

A description of the meaning or intended use of the data element.

Change Date

The date the data element was created or changed.

Implement Date

The date the creation or change was implemented.

Change Code

Codes used for documenting the additions, deletions, or changes made to the data elements.

EL Data Element
NU Data Element Number
EN Data Element Name
CN Column Name
DS Data Element Description
TV Data Element Table Value
ED Data Element Edit Criteria
PD Data Element Physical Description

Change

The data element as reflected after the change.

Reason

The reason why the addition, deletion, or change was made to the data element.

INDEX

Included within this section is the historical data element dictionary index. This index identifies the data element number and name. The data elements are arranged in data element number order for the Annual Personnel Report

Annual Personnel Report

Number	Element Name
0000	Global Changes
0010	Reporting Institution
0015	Term Identifier
0020	Person Identification Number
0030	Last Name
0031	First Name
0032	Middle Name
0035	Gender
0040	Ethnic Origin (Deleted, Generated from DE 0235 to DE 0260)
0050	Citizenship
0060	Date Hired at the Institution
0070	Terms/Semesters Employed
0080	Temporary Employment
0090	Full-Time/Part-Time
0095	Exempt From Public Records
0100	Annual Salary
0110	Date of Birth
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0180	Tenure Status
0185	Faculty Status
0190	Tenure Date
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0225	EAM Indicator
0230	Organizational Unit & GL Code
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0240	Race-Black or African American
0245	Race-Asian
0250	Race-American Indian/Alaskan Native
0255	Race-Native Hawaiian/Pacific Islander
0260	Ethnicity-Hispanic/Latino
0265	Months Employed
0270	Contract Status - Non Tenured
0275	Credit Category - Primary Instruction
0280	Name Suffix

**FLORIDA COLLEGE SYSTEM
HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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NUMBER: 0000		ELEMENT NAME: Global Changes		
DESCRIPTION: A list of generic changes that affect all data elements in the Annual Personnel Reports data element dictionary.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2000-07-01	2000-01	ED-Added	Expand Record length to 150 characters	To make record length large enough to add Organizational Unit and GL Codes (DE 0230)
2020-07-01	2020-21	ED-Change	All Frequency Zero edits added to APR Database Dictionary.	Data integrity
2020-07-01	2020-21	DE-Change	Updated the section 'Data Element is used in the Following Reports' area in Data Element Pages where data is actually showing where data is being used.	Data integrity
2022-07-01	2022-23	PD-Change	The record format was changed to include a record type of '1'	Standardization with other databases

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NUMBER: 0010		ELEMENT NAME: Reporting Institution		
<p>DESCRIPTION:FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare.</p>				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EN-Change	Reporting Institution	Added FICE codes for each Community College.
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Combined two edits.
1988-07-15	1988-89	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1990-07-15	1988-89	EN-Change	Institution (FICE) Code:	Changed to clarify the definition of the FICE code.
1990-07-15	1990-91	DS-Change	The Federal Interagency Committee of Education (FICE) code, a 6-digit number. Leading zeros must be reported.	Changed to provide a better description of the data element.
1992-11-04	1992-93	EN-Change	Reporting Institution	Changed the element name to better represent the data stored.
1992-11-04	1992-93	DS-Change	FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare.	Clarifies the coding for the FICE code.
2003-07-01	2003-04	DS-Change	OPEID code. The Office of Postsecondary Education Code is an unstructured number unique for each institution.	Change from Office of Postsecondary Education in referencing Reporting Institution Code
2008-07-01	2008-09	TV-Change	Daytona Beach and Okaloosa Walton Changed to Daytona and NorthWest Fla	Table values changed

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NUMBER: 0015		ELEMENT NAME: Term Identifier		
DESCRIPTION: Code indicating the academic term within the reporting year.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2003-07-01	2003-04	EL-Added	New Element	Data Integrity
2003-07-01	2003-04	TV-Added	Table value 4CCYY Term 4 (Annual) with the year attached ex. 42005	Data Integrity
2003-07-01	2003-04	ED-Added	1. Missing, Invalid, or non-Numeric. Critical	Data Integrity

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NUMBER: 0020		ELEMENT NAME: Person Identification Number		
DESCRIPTION: This is a unique nine digit number. Social Security number may be used.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EN-Change	Person Identification Number	Changed to provide a better description of the data element.
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Combined two edits.
1988-07-15	1988-89	PD-Change	PIC 9(09)	Changed from 9(9) to 9(09) for consistency.
1990-07-15	1990-91	EN-Change	Personnel Identification Number	Changed to provide a better description of the data element.
1992-11-04	1992-93	EN-Change	Person Identification Number	Changed to provide a better description of the data element.

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NUMBER: 0030		ELEMENT NAME: Last Name		
DESCRIPTION: Last name of person. Required for full-time non-temporary non-terminated personnel.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EN-Change	Last Name	Separated Last, First, and Middle Initial into three separate elements.
1988-07-15	1988-89	DS-Change	Last name of person.	New definition to coincide with the new element name.
1988-07-15	1988-89	PD-Change	PIC X(18)	Physical description to define last name.
1990-07-15	1990-91	NU-Change	0031	Changed from 0030 to 0031.
1992-10-14	1992-93	NU-Change	0030	Changed from 0031 back to 0030.
1992-10-14	1992-93	DS-Added	Required for full-time non-temporary non-terminated personnel.	Added requirements for coding the employee's last name.
1992-10-14	1992-93	ED-Added	Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) INFORMATIONAL	Added to flag if the last name is missing for either a full-time, non-temporary or non-terminated employee.
1995-07-01	1994-95	ED-Change	Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current APR year))) CRITICAL	Changed to specify the Annual Personnel Report year because name changed to differentiate between new expanded PDB and this data base.
2002-11-21	2002-03	ED-Added	Duplicate Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and DOB (DE 0110) and Gender(DE0035) and Ethnicity (DE0040) INFORMATIONAL	Added Edit to flag duplicate records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE 0040) CRITICAL	Edit changed to critical to not allow duplications
2008-07-01	2008-09	ED-Change	Missing and (Full-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N")	Termination Status (DE 0210) and Termination Date (DE 0200) were deleted.
2014-12-03	2015-16	EL-Changed	Length Changed to 20	FLEID Requirements
2014-12-03	2015-16	ED-Changed	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) and Suffix (0280)CRITICAL	FLEID Requirements

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NUMBER: 0031		ELEMENT NAME: First Name		
DESCRIPTION: First name of person.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EL-Added	First Name	Separated Last, First, and Middle Initial into three separate elements.
1990-07-15	1990-91	NU-Change	0032	Changed to 0032 from 0031.
1992-10-14	1992-93	NU-Change	0031	Changed from 0032 to 0031.
1992-10-14	1992-93	ED-Added	Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) INFORMATIONAL	Added to flag if the first name is missing for either a full-time, non-temporary or non-terminated employee.
1995-07-11	1994-95	ED-Change	Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current APR year))) INFORMATIONAL	Changed to specify the Annual Personnel Report year because name changed to differentiate between new expanded PDB and this data base.
2002-11-21	2002-03	ED-Added	Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040) INFORMATIONAL	Added Edit to flag Duplicate Records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) CRITICAL	Edit changed to critical to not allow duplications
2008-07-01	2008-09	ED-Change	Missing and (Full-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N")	Termination Status (DE 0210) and Termination Date (DE 0200) were deleted.
2014-12-03	2015-16	ED-Changed	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) and Suffix (0280)CRITICAL	FLEID Requirements

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NUMBER: 0032		ELEMENT NAME: Middle Name		
DESCRIPTION: Middle name of person.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EL-Added	Middle Initial	Separated Last, First, and Middle Initial into three separate elements.
1990-07-15	1990-91	NU-Change	0033	Changed from 0032 to 0033.
1992-11-04	1992-93	NU-Change	0032	Changed from 0033 to 0032.
2002-11-21	2002-03	ED-Added	Duplicate DOB and Last Name (DE 0030) and First Name (DE 0031) and Middle Initial (DE 0032) and Gender (DE 0035) and Ethnicity (DE 0040)	Added Edit to flag Duplicate Records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate Middle Initial (DE 0032) and Last Name (DE 0030) and First Name (DE 0031) and DOB (DE 0110) and Gender (DE 0035) and Ethnicity (DE 0040) CRITICAL	Edit changed to critical to not allow duplicate records
2014-12-03	2015-16	ED-Changed	Duplicate Last Name (DE 0030) and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender (DE 0035) and Ethnicity (DE 0040) and Suffix (0280) CRITICAL	FLEID Requirements
2014-12-03	2015-16	ED-Changed	Changed DE name from Middle Initial To Middle Name also changed length from 1 to 20	FLEID Requirements

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NUMBER: 0035		ELEMENT NAME: Gender		
DESCRIPTION: The gender of the person.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988 98	ED-Change	Missing or invalid CRITICAL	Combined two edits.
1988-07-15	1988-89	DS-Change	The gender of the person.	Better description than Male, Female.
1988-07-15	1988-89	TV-Change	M - Male F - Female	Consistent format for defining table values.
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
1990-07-15	1990-91	ED-Change	Missing CRITICAL	Dropped the edit criteria for invalid, since a separate edit for invalid codes is available.
1992-11-04	1992 99	ED-Change	Missing or invalid CRITICAL	Added the edit criteria for invalid gender codes.
2000-07-01	2000-01	TV-Added	X – Unknown/Not Applicable	Changed to match reporting requirements in the Personnel Data Base
2000-07-01	2000-01	DS-Added	Note: Table values of X will not be reported on the IPEDS/EEO-6 reports	Added to show that Unknown/Not reported Gender will not be on the IPEDS/EEO-6 reports.
2002-11-21	2002-03	ED-Added	Duplicate DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender (DE 0035) and Ethnicity (DE 0040) INFORMATIONAL	Added Edit to flag Duplicate Records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate Gender(DE 0035) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender(DE 0035) and Ethnicity (DE 0040) CRITICAL	Edit changed to critical to not allow duplications
2014-12-03	2015-16	ED-Changed	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) and Suffix (0280)CRITICAL	FLEID Requirements

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NUMBER: 0040		ELEMENT NAME: Ethnic Origin (Deleted, Generated from DE 0235 to DE 0260)		
DESCRIPTION: This is a one-character code used to indicate the ethnic group of the person.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EN-Change	Ethnic Origin	Element Name Changed for clarity
1988-07-15	1988-89	DS-Change	This is a one-character code used to indicate the ethnic group of the person.	Changed definition to coincide with the element name change.
1988-07-15	1988-89	TV-Change	W-White (not of Hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East.	Consistent format for defining table values.
1988-07-15	1988-89	TV-Change	B-Black (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.	Consistent format for defining table values.
1988-07-15	1988-89	TV-Change	H-Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	Consistent format for defining table values.
1988-07-15	1988-89	TV-Change	A-Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.	Consistent format for reporting table values.
1988-07-15	1988-89	TV-Change	I-American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Missing or Invalid CRITICAL	Consistent format for reporting table values.
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
2000-07-01	2000-01	TV-Added	X – Unknown/Not reported	Changed to match reporting requirements in the Personnel Data Base.
2002-11-21	2002-03	ED-Added	Duplicate Ethnicity (DE 0040) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender(DE 0035) INFORMATIONAL	Added Edit to flag Duplicate Records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate Ethnicity (DE 0040) and DOB (DE 0110) and Last Name (DE 0030)and First Name (DE 0031) and Middle Initial (DE 0032) and Gender (DE 0035) CRITICAL	Edit changed to critical to not allow duplications

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NUMBER: 0040		ELEMENT NAME: Ethnic Origin (Deleted, Generated from DE 0235 to DE 0260)		
DESCRIPTION: This is a one-character code used to indicate the ethnic group of the person.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2010-07-01	2010-11	EL-Delete	Element 0040 Ethnic Origin will now be reported in Data Elements 0235, 0240, 0245, 0250, 0255 and 0260	Change in Federal Government Requirements
2010-07-01	2010-11	EL-Delete	Element 0040 Ethnic Origin will now be reported in Data Elements 0235, 0240, 0245, 0250, 0255 and 0260	Change in Federal Government Requirements

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NUMBER: 0050		ELEMENT NAME: Citizenship		
DESCRIPTION: A code to indicate the type of citizenship.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	EN-Change	Citizenship	Changed from Alien Status.
1988-07-15	1988-89	ED-Delete	Non-Alphabetic CRITICAL	The physical description only accepts alphabetic values.
1988-07-15	1988-89	ED-Change	Missing or invalid code CRITICAL	Combined two edits
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
1990-07-15	1990-91	EN-Change	Alien Status	Changed to better describe the data.
1990-07-15	1990-91	TV-Change	N=No, not a nonresident alien (i.e., the person is either a resident alien or a US citizen).	Wording change for clarity.
1992-11-04	1992-93	EN-Change	Citizenship	Changed for consistency in describing citizenship.
1992-11-04	1992-93	TV-Change	N=No	No longer providing an example for a non-resident citizen.
2000-07-01	2000-01	DS-Change	A code to indicate the type of citizenship	Changed description to match reporting requirements in Personnel Data Base
2000-07-01	2000-01	TV-Change	A - Non Resident alien, C - Citizen of the United States, P - Permanent resident Alien, X - Unknown or not reported	Changed to match reporting requirements in Personnel Data Base
2000-07-01	2000-01	DS-Added	Note: Table values of X will not be reported on the IPEDS/EEO-6 reports	Added to show that Unknown/Not reported Citizenship will not be on the IPEDS/EEO-6 reports.
2001-07-01	2001-02	DS-Change	Note: Table values of P, and X will not be reported on the IPEDS/EEO-6 reports	Changed to show that Permanent Resident Alien will not be on the IPEDS/EEO-6 reports.

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NUMBER: 0060		ELEMENT NAME: Date Hired at the Institution		
DESCRIPTION: This is primarily to indicate new employees or employees who are rehired following termination at the institution. Do not enter a new date for those returning from a leave of absence. Format = MMDDCCYY.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Combined two edits.
1988-07-15	1988-89	ED-Added	> or = # 0200 CRITICAL	Added to flag if the Date Hired at the Institution is greater than or equal to the Termination date.
1988-07-15	1988-89	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1997-07-15	1996-97	PD-Change	PIC 9(08)	Changed format to be Year 2000 compliant.
1997-07-15	1996-97	DS-Change	Format = MMDDCCYY	Changed format to be Year 2000 compliant.
2002-07-01	2002-03	DS-Change	YY = Year (00 thru 99)	Changed to include all years
2008-07-01	2008-09	ED-Delete	GT Termination Date (DE 0200)	Termination Date (0200) deleted.

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NUMBER: 0070		ELEMENT NAME: Terms/Semesters Employed		
<p>DESCRIPTION:Required for full-time employees only. Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc. If the employee's contract is expressed in months instead of Terms/Semesters, use the following equivalency table to convert from months to terms/semesters. For contracts of less than 9 months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data item, indicating employment for 1.0 terms/semesters. The valid range of values is (00, 05, 10, 15, 20, 25, 30).</p>				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	= 0 or > 265 CRITICAL	Added to flag if the Days Employed are equal to or greater than the maximum number of work days.
1988-07-15	1988-89	PD-Change	PIC 9(03)	Changed from 9(3) to 9(03) for consistency.
1989-07-15	1989-90	EN-Change	Terms/Semesters Employed	Changed to better define the information stored.
1992-01-24	1992-93	DS-Change	Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc.	If the employee's contract is expressed in months instead of Terms/Semesters, use the following equivalency table to convert from months to terms/semesters.
1992-01-24	1992-93	ED-Change	Missing or invalid CRITICAL	Edit checks for non-numeric data.
1992-01-24	1992-93	ED-Added	Invalid range CRITICAL	Added to flag if the value is outside the valid range.
1992-01-24	1992-93	ED-Added	EQ 0 and Full Time /Part-Time (DE 0090) EQ 'F' and Termination Status (DE 0070) EQ 0 CRITICAL	Added to flag if a full-time employee does not have any terms/semesters employed coded.
1992-01-24	1992-93	ED-Delete	= 0 or > 265 CRITICAL	No longer needed with the new data being stored.
1992-01-24	1992-93	PD-Change	PIC 9(02)	Only storing a 2 digit number.
2008-07-01	2008-09	ED-Delete	EQ 00 and Full-Time/Part-Time (DE 0090) EQ 'F' and Termination Status (DE 0210) EQ 0	Termination Status (DE 0210) deleted.
2012-07-01	2012-13	EL-Delete	Element 0070 Ethnic Origin will now be reported in Data Elements 0265	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0080		ELEMENT NAME: Temporary Employment		
DESCRIPTION: The term of employment is temporary. Termination date established at time of hire. Until termination,				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or invalid code CRITICAL	Combined two edits.
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
2008-07-01	2008-09	DS-Change	The term of employment is temporary. Termination date established at time of hire.	Termination Status (DE 0210) and Termination Date (DE 0200) were deleted

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NUMBER: 0090		ELEMENT NAME: Full-Time/Part-Time		
DESCRIPTION: A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	DS-Change	A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees.	Changed to specify full-time employees and to clarify a normal full-time schedule.
1988-07-15	1988-89	ED-Change	Missing or invalid code CRITICAL	Combined two edits.
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
1990-07-15	1990-91	DS-Change	A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week.	No longer specifying that the employee receives all benefits accorded such employees.
1992-11-04	1992-93	DS-Change	A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees.	Changed back to specify full-time employees and to clarify a normal full-time schedule.
2009-07-01	2009-10	ED-Added	EQ 'P' and Annual Salary (DE 0100) > \$100,000	To ensure the correct Full-Time/ Part-Time Indicator was selected.

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NUMBER: 0095		ELEMENT NAME: Exempt From Public Records		
DESCRIPTION: Code to identify employees are exempted from Public Records per F.S. 119.07				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2002-07-10	2002-03	EL-Added	Must have value Y for persons Exempt from Public Records, N for persons Non-Exempt from Public Records INFORMATIONAL	To identify employees exempt from Public Records per Florida Statute 119.07
2003-07-01	2003-04	ED-Change	Missing or Invalid	Change to critical to flag employees exempt from Public Records

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NUMBER: 0100		ELEMENT NAME: Annual Salary		
DESCRIPTION: Required for full-time employees only. Enter the salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the annual salary to the nearest whole dollar.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Physical decimal or comma If 0100 = 0 then 0090 must = P or 0210 = > 0 or 0170 = 3 CRITICAL	Edit checks for commas and if the Annual Salary equals 0. If the salary equals 0, then the employee must be part-time, terminated, or have taken leave.
1988-07-15	1988-89	PD-Change	PIC 9(05)	Changed from 9(S) to 9(05) for consistency
1989-07-15	1989-90	EN-Change	Salary	Changed to provide consistency in reporting the employee's salary. Alleviates the problem of including holidays in the employee's salary.
1990-07-15	1990-91	DS-Change	Enter the base contract salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the salary to the nearest whole dollar.	Changed to provide better instructions for coding salary.
1990-07-15	1990-91	ED-Change	Missing or non-numeric CRITICAL	Added to flag to check for missing salary data.
1990-07-15	1990-91	ED-Change	If #0100 EQ 000000 then either #0090 EQ "P" or numeric #0200 GT 0 CRITICAL	Added to flag to check if the Annual Salary equals 000000, then the employee must be part-time or terminated.
1990-07-15	1990-91	PD-Change	PIC 9(06)	Changed from 9(05) to 9(06) for six digit salaries.
1992-01-24	1992-93	EN-Change	Annual Salary	Changed to specify the salary as annual.
1992-01-24	1992-93	DS-Change	Enter the salary paid to the employee for the period of time reported in Field Number 0070, Terms/Semesters Employed. Round the annual salary to the nearest whole dollar.	Changed to reflect the change in the Terms/Semesters Employed data element.
1992-01-24	1992-93	ED-Change	EQ 0 and Full Time/Part Time (DE 0090) EQ 'F' and Leave Type (DE 0170) LT 3 and (Termination Status (DE 0210) EQ 0 or Termination Date (DE 0200) EQ 00000000) or Termination Date (DE 0200) GE 1001CCYY CRITICAL	Added to flag if the employee is full-time and has taken leave without pay, but is not terminated.
1994-07-11	1994-95	ED-Change	NOTE: CCYY is the current APR reporting year	Added note to clarify reporting year value
2008-07-01	2008-09	ED-Change	EQ 0 and Full Time/Part Time (DE 0900) EQ 'F' and Leave Type (DE 0170) LT 3	Termination status (DE 0210) and Termination Date (DE 0200) were deleted.

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NUMBER: 0110		ELEMENT NAME: Date of Birth		
DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century, and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (999999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1990-07-15	1990-91	EN-Change	Promotion Data	Changed to describe Promotion Data.
1990-07-15	1990-91	DS-Change	Month and Year of latest promotion. For the latest promotion, if any, use the following field format: Numeric (6 characters long). First 2 characters identify ACTIVITY code from which the promotion was given, i.e., promoted from an 02 to an 01. The 02 goes in the first 2 characters. The next two characters specify the month of the promotion. The last 2 characters specify the year of the promotion. Where no promotion has occurred, report 000000.	Changed to provide better instructions for coding Promotion Data.
1990-07-15	1990-91	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1990-07-15	1990-91	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1990-07-15	1990-91	ED-Added	Invalid Activity Code CRITICAL	Added to flag if the Activity Code is invalid.
1990-07-15	1990-91	ED-Added	Invalid Month or Year Data CRITICAL	Added to flag if the month or year is invalid.
1990-07-15	1990-91	ED-Added	If #0200 GT 000000, Month-Year GT #0200 CRITICAL	Added to flag if the Termination Date is coded after the Promotion Data.
1990-07-15	1990-91	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1990-07-15	1990-91	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1990-07-15	1990-91	ED-Added	Invalid Activity Code CRITICAL	Added to flag if the Activity Code is invalid.
1990-07-15	1990-91	ED-Added	Invalid Month or Year Data CRITICAL	Added to flag if the month or year is invalid.
1990-07-15	1990-91	ED-Added	If #0200 GT 000000, Month-Year GT #0200 CRITICAL	Added to flag if the Termination Date is coded after the Promotion Data.
1990-07-15	1990-91	ED-Added	Month-Year LT #0060 CRITICAL	Added to flag if the Promotion Data is before the date hired.
1991-06-28	1991-92	DS-Change	Legal date of birth. The format for coding this element is MMCCYY. Where MM is valid month (01-12), CC is a valid century (18-19) and YY is a numeric year.	Changed the definition to describe the new data element.
1991-06-28	1991-92	DS-Added	Code all nines for unknown.	Instructions for coding unknown birth dates.

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NUMBER: 0110		ELEMENT NAME: Date of Birth		
DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century, and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1991-06-28	1991-92	ED-Added	Invalid range month CRITICAL	Added to flag if the birth month is invalid.
1991-06-28	1991-92	ED-Added	Invalid range century CRITICAL	Added to flag if the birth century is invalid.
1991-06-28	1991-92	ED-Delete	Invalid Activity Code CRITICAL	Edit is no longer needed with the new data element
1991-06-28	1991-92	ED-Delete	Invalid Month or Year Data CRITICAL	Edit is no longer needed with the new data element
1991-06-28	1991-92	ED-Delete	If #0200 GT 000000, Month-Year GT #0200 CRITICAL	Edit is no longer needed with the new data element
1991-06-28	1991-92	ED-Delete	Month-Year LT #0060 CRITICAL	Edit is no longer needed with the new data element
1991-06-28	1991-92	TV-Delete	XX = Activity Code (01 thru 10)	Data element tracks new data.
1991-06-28	1991-92	TV-Delete	MM = Month (00 thru 12)	Data element tracks new data.
1991-06-28	1991-92	TV-Delete	YY = Year (00 thru current)	Data element tracks new data.
1992-10-14	1992-93	DS-Added	Required for full-time non-temporary personnel.	Instructions for coding the Date of Birth.
1992-10-14	1992-93	DS-Change	Legal date of birth. The format for coding this element is MMCCYY. Where MM is a valid month (01-12), CC is a valid Century (19 or 20), and YY is a two digit numeric year. Also, the person's age should not be greater than the current PDB reporting year (through PDB99) or less than fifteen.	Added additional requirements for coding the legal Date of Birth.
1992-10-14	1992-93	DS-Change	Code the default value of all nines (999999) or all zeroes (000000) for part-time and/or temporary personnel if the information is not available.	Added instructions for coding the Date of Birth for part-time and temporary employees.
1992-10-14	1992-93	ED-Added	0090 = 'F' and 0080 = 'N' and (0110 = 000000 or 0110 = 999999) CRITICAL	Added to flag if full-time or non-temporary employees are coded with nines or zeros.
1992-10-14	1992-93	ED-Delete	Invalid range century CRITICAL	The century is not coded.
1992-10-14	1992-93	ED-Added	The person's age is LT 15 or GT 99 INFORMATIONAL	Added to flag if an employee's age is outside of a reasonable age.
1997-07-15	1996-97	PD-Change	PIC 9(08)	Changed format to be Year 2000 compliant.

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NUMBER: 0110		ELEMENT NAME: Date of Birth		
DESCRIPTION: Required for full-time non-temporary personnel. Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01-12), CC is a valid Century, and YY is a two digit numeric year. Also, the person's age should not be greater than ninety-nine or less than fifteen. Code the default value of all nines (999999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1997-07-15	1996-97	DS-Change	Legal date of birth. The format for coding this element is MMDDCCYY. Where MM is a valid month (01 - 12), DD is a valid day (01 - 31), CC is a valid Century, and YY is a two digit numeric year. Also, the person's age should not be greater than the current APR reporting year (through APR99) or less than fifteen.	Changed format to be Year 2000 compliant.
2000-07-01	2000-01	DS-Change	Legal date of birth.	Changed to match reporting requirements in the Personnel Data Base
2000-07-01	2000-01	DS-Added	The person's age should not be greater than 99 or less than 15.	Added documentation to show the age range the employee should be in.
2000-07-01	2000-01	DS-Added	TABLE VALUES:	Format = MMDDCCYY as follows: MM=month 01-12
2000-07-01	2000-01	DS-Added	Required for full-time non-temporary personnel	Added description to match reporting requirements in Personnel Data Base
2000-07-01	2000-01	ED-Change	EQ 00000000 or 99999999 and Full-Time/Part-Time (DE 0090) EQ 'F' and Temporary Employment (DE 0080) EQ 'N' Critical	Changed documentation to include the data element name along with the data element numbers for consistency.
2000-07-01	2000-01	ED-Change	The person's age is LT 15 or GT 99 Informational	Changed documentation to remove the '>' and '<' and replace with LT, and GT
2002-07-01	2002-03	TV-Change	YY= year (00 thru 99)	Change range for clarification
2002-11-21	2002-03	ED-Added	Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040)	Added Edit to flag Duplicate Records on Personnel
2003-07-01	2003-04	ED-Change	Duplicate DOB and Last Name (DE0030)and First Name (DE0031) and Middle Initial (DE0032) and Gender(DE0035) and Ethnicity (DE0040)	Edit changed to critical to not allow duplications
2006-02-17	2006-07	DS-Change	Change description for default value for null dates.	To maintain consistency among APR null dates.
2014-12-03	2015-16	Ed-Added	Duplicate Last Name (DE 0030)and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender(DE 0035) and Ethnicity (DE0040) and Suffix (0280)CRITICAL	FLEID Requirements

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NUMBER: 0120		ELEMENT NAME: Position Title (College Title)		
DESCRIPTION: Position title, if any, used by the college to identify a position. It may be up to 25 characters long.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1992-10-14	1992-93	DS-Added	Required for full-time non-temporary non-terminated personnel.	Added requirements for coding the Position Title.
1992-10-14	1992-93	ED-Added	Missing and 0090 = 'F' and 0080 = 'N' and ((0210 = 0) or (0210 > 0 and 0200 >= (October 1st of the current PDB year))) CRITICAL	An edit to alert DCC that the First Name is missing for either a full-time, non-temporary, or non-terminated employee.
1995-07-11	1994-95	ED-Change	Missing and (Full -time /Part-time (DE 0090) = 'F' and Temporary Employment (DE 0080) = 'N' and Termination Status (DE 0210) = 0) or (Termination Status (DE 0210) GT 0 and Termination Date (DE 0200) GE (October 1st of the current APR year)) CRITICAL	Changed to specify the current Annual Personnel Reporting year because name changed to differentiate between the expanded PDB and this data base.
2008-07-01	2008-09	ED-Change	Missing and (Full-Time/Part-Time (DE 0090) EQ "F" and Temporary Employment (DE 0080) EQ "N")	Termination Status (DE 0210) and Termination Date (DE 0200) were deleted.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	DS-Change	Also includes middle managers who do not have primary responsibility for the management of the institution but may assist the EAM staff.	Changed to include additional responsibilities of middle managers.
1988-07-15	1988-89	ED-Change	Missing or Non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	PD-Change	PIC 9(02)	Changed from 9(2) to 9(02) for consistency.
1990-07-15	1990-91	TV-Added	00=Employee to be deleted before running APR Reports.	Needed an activity code for schools who do have the capability to exclude employees who should not be reported in the APR.
1990-07-15	1990-91	DS-Added	Employees to be deleted before APR Reports - Some colleges do not have the capability to exclude student employees or others who should not be reported in the APR. Such employees should be reported using this activity code. These employees will be deleted prior to the processing of APR reports	Instructions for coding the new 00 table value.
1992-11-04	1992-93	TV-Delete	00=Employee to be deleted before running APR Reports.	Did not need the new data element.
1992-11-04	1992-93	DS-Delete	Employees to be deleted before APR Reports - Some colleges do not have the capability to exclude student employees or others who should not be reported in the APR. Such employees should be reported using this activity code. These employees will be deleted prior to the processing of APR reports.	The 00 table value was deleted.
1993-03-22	1992-93	DS-Change	All persons who exercise primary college wide responsibility for the management policies and require the performance of work directly related to management policies and require the incumbent to customarily and regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college wide authority), and dean (if levels between dean and president do not exist).	Includes a broader definition of the Occupational Activity Code.
1993-03-22	1992-93	DS-Added	If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.	Added instructions for coding Instructional Staff.
1993-03-22	1992-93	DS-Added	Note: Refer to the accounting manual for GL codes.	A note providing instructions for finding GL codes.
1993-03-22	1992-93	ED-Change	Missing or Invalid CRITICAL	Changed to combine two previous edits, along with no longer editing for non-numeric values.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1993-03-22	1992-93	DS-Delete	Note: Supervisory personnel of the technical and paraprofessional, clerical and secretarial, skilled crafts, and service/maintenance force will be reported within the specific categories of the personnel they supervise.	Note was no longer needed for supervisory personnel.
1993-03-22	1992-93	DS-Added	Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year.	Provided further instructions for coding Librarians and Counselors.
1993-03-22	1992-93	DS-Change	Teaching Assistant/Associate or Research Assistant/Associate assists department chairperson, faculty or other professional staff members in the college by performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.	Changed to provide better clarification for Teaching Assistants and Research Assistants.
1993-03-22	1992-93	DS-Delete	Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.	
1993-03-22	1992-93	TV-Added	GL codes 51000, 51400, 51500, and 55000 added to the Executive, Administrative, and Managerial table value.	Added new GL Codes
1993-03-22	1992-93	TV-Added	GL codes 52000, 52001, 52100, 52200, 52400, 52400, 56000, 56001, and 56100 added to the Instructional Staff table value.	Added new GL Codes.
1993-03-22	1992-93	TV-Added	GL codes 51100, 51400, 51500, 52005, 55000, and 56005 added to the Instructional Department Administrators table value.	Added new GL Codes.
1993-03-22	1992-93	TV-Added	GL Codes 52002, 52003, 56002, and 56003 were added to the Librarian/Counselor table value.	Added new GL Codes.
1993-03-22	1992-93	TV-Added	GL Code 52300 was added to the Teaching Assistant/Associate table value.	Added new GL Code.
1993-03-22	1992-93	TV-Added	GL Codes 51200, 51400, 51500, 52004, 53000, 53100, 53200, 53400, 53500, 54000, 55000, 56004, and 56500 were added to the Specialist/Support Staff table value.	Added new GL Code.
1993-03-22	1992-93	TV-Added	GL Codes 53300, 54000, 54100, 54500, 54600, 56500, and 57000 were added to the Clerical/Secretarial table value.	Added new GL Code.
1993-03-22	1992-93	TV-Added	GL Codes 53300, 54000, 54100, 54500, 54600, and 57000 were added to the Technical/Paraprofessional table value.	Added new GL Code.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1993-03-22	1992-93	TV-Added	GL Codes 54000, 54100, 54500, 54600, and 57000 were added to the Skilled Crafts table value.	Added new GL Code.
1993-03-22	1992-93	TV-Added	GL Codes 54000, 54100, 54500, 54600, and 57000 were added to the Service/Maintenance table value.	Added new GL Code.
1996-03-18	1995-96	TV-Added	GL Codes 58200, 58300 were added to the Student Services table value.	Added new GL Code.
1996-03-18	1995-96	TV-Added	Student Services table was added.	Added new table.
1996-03-18	1995-96	DS-Added	GL Code 52005 was moved from Instructional Department Administrator to Instructional Staff.	Moved GL Codes from one table value to another table value to match reporting requirements in Personnel Data Base.
1997-07-15	1996-97	TV-Change	GL Code 54000 was removed from the Specialist/Support Staff table.	Changed to match the Accounting Manual.
1997-07-15	1996-97	DS-Change	Executive - All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college-wide authority), and dean (if levels between dean and president do not exist).	Changed description for consistency with the Personnel Data Base Data Element Dictionary.
1998-05-01	1998-99	DS-Change	Instructional Support - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer, or the equivalent of any one of these academic ranks. Instructional personnel on sabbatical leave will be included at their regular salary. Replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.	Changed description for consistency with the Personnel Data Base Data Element Dictionary.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1998-05-01	1998-99	DS-Change	Professional Support This personnel category includes those persons who provide direct administrative support to instructional department or divisions while devoting a smaller portion of their time (less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.	Changed description for consistency with the Personnel Data Base Data Element Dictionary.
1998-05-01	1998-99	TV-Added	GL code 52005 added to activity 03	Changed to match the accounting manual.
2000-07-01	2000-01	ED-Added	EQ 1 and (DE 0230 Org/GL Code Part 2) NE 51000-51099, 51400-51499, 51500-51599, 55000-55099 - CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 2 and (DE 0230 Org/GL Code Part 2) NE 52000, 52001, 52005, 52100-52199, 52505-52599, 52200-52299, 52400- 52499, 56000, 56001, 56007-56099, 56100-56199 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 3 and (DE 0230 Org/GL Code Part 2) NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 4 and (DE 0230 Org/GL Code Part 2) NE 52002, 52003, 52505-52599, 56002, 56003 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 5 and (DE 0230 Org/GL Code Part 2) NE 52300-52399, 56006 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 6 and (DE 0230 Org/GL Code Part 2) NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53400-53499, 53500-53599, 55000-55099, 56004, 56500-56599 - CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 7 and (DE 0230 Org/GL Code Part 2) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56500-56599, 57000-57099 CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 8 and (DE 0140 Org/GL Code Part 2) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56006, 57000-57099 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2000-07-01	2000-01	ED-Added	EQ 9 and (DE 0140 Org/GL Code Part 2) NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 10 and (DE 0140 Org/GL Code Part 2) NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 – CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	EQ 11& (DE 0140 Org/GL Code Part 2) NE 58200-58299, 58300-58399CRITICAL	To ensure correct coding of General Ledger codes for each Activity code.
2000-07-01	2000-01	ED-Added	NE 2 and (DE 0150) Rank LT 9	Added to ensure all non-instructional employees are coded as (DE 0150) Rank = 9-Not Applicable
2000-07-01	2000-01	ED-Added	EQ 2 and (DE 0150) Rank EQ 9	Added to ensure all instructional employees are not coded as (DE 0150) Rank = 9-Not Applicable
2000-07-01	2000-01	ED-Added	NE 1,2,3,4 and (DE 0170) Leave EQ 1	Added to ensure all Activity of 1,2,3,4 are the only employees coded as (DE 0170) Leave = 1 – Sabbatical.
2000-07-01	2000-01	ED-Change	Add GL code ranges for Activity 02 and 04 of 52505-52599	Changed GL code range to match Accounting Manual.
2000-07-01	2000-01	ED-Change	Add GL codes for Activity 05 and 08 of 56006	Changed GL code range to match Accounting Manual.
2000-07-01	2000-01	ED-Change	Add GL codes for Activity 02 of 56007-56099	Changed GL code range to match Accounting Manual.
2000-07-01	2000-01	ED-Added	EQ 6 and Org/GL Code Part 2 (DE 0140) NE 51200 – 51299 and EEO-6 Indicator (DE 0225) = Y CRITICAL	To ensure correct coding of General Ledger Codes for EEO-6 Indicator and Activity Code.
2000-07-01	2000-01	ED-Added	NE 06 and EEO-6 Indicator (DE 0225) = Y CRITICAL	To ensure correct coding of EEO-6 Indicator and Activity Code.
2001-07-01	2001-02	ED-Change	Changed GL code ranges for Activity 02 to 52005-52099 and 52501-52599	Changed GL code range to match Accounting Manual.
2001-07-01	2001-02	ED-Change	Remove GL code range for Activity 04 of 52505-52599	Changed GL code range to match Accounting Manual.
2001-07-01	2001-02	ED-Change	Remove GL code range for Activity 06 of 53400-53499	Changed GL code range to match Accounting Manual.
2001-07-01	2001-02	ED-Change	Remove GL code range for Activity 07, 08, 09,and 10 of 54600-54699	Changed GL code range to match Accounting Manual.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2001-07-01	2001-02	ED-Change	Changed GL code range for Activity 11 of 58200-58299	Changed GL code range to match Accounting Manual.
2001-07-01	2001-02	DS-Change	01 – Executive – All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: President, Executive Vice-President, Vice President, Provost or campus president (if college-wide authority) and Dean (if college wide authority and if levels between Dean and President do not exist).	Changed description to match Accounting Manual.
2001-07-01	2001-02	DS-Change	03 – Instructional Support – This personnel category includes those persons who provide direct managerial support to instructional department or divisions while devoting a smaller portion of their time (from 0% to less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.	Changed description to match Accounting Manual.
2001-07-01	2001-02	DS-Change	04 – Librarian/Counselor – If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year.	Changed description to match Accounting Manual.
2001-07-01	2001-02	DS-Change	05 – Teaching Assistant/Associate – Teaching Assistant/Associate assists Department Chairperson, Faculty or other Professional Staff members in the college performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.	Changed description to match Accounting Manual.

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2001-07-01	2001-02	DS-Change	06 – Professional Support – Individuals employed for the purpose of performing academic support, student services and institutional support activities. Includes employees such as Department Heads, Coordinators, Accountants, Student Services Professionals, Systems Analysts, Programmers, Coaches, Lawyers, Dietitians, And Pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes Supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as Executive, Administrative, and Managerial Staff.	Changed description to match Accounting Manual.
2001-07-01	2001-02	DS-Change	08 – Technical and Paraprofessionals – Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many Two-Year Technical Institutes, Junior/Community Colleges or through equivalent On-The-Job Training. Include Computer Operators, Drafters, Engineering Aides, Junior Engineers, Mathematical Aides, Licensed Practical Or Vocational Nurses, Dietitians, Photographers, Radio Operators, Scientific Assistants, Technical Illustrators, Technicians (Medical, Dental, Electronic, Physical Sciences), and similar occupational-activity categories but which are institutionally defined as Technical Assignments. Includes persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status.	Changed description to match Accounting Manual.
2001-07-01	2001-02	DS-Change	09 – Skilled Crafts – Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or their formal training programs. Include Mechanics And Repairers, Electricians, Stationary Engineers, Skilled Machinists, Carpenters, Compositors and Typesetters.	Changed description to match Accounting Manual.
2004-07-01	2004-05	ED-Change	8. EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299 and EAM Indicator (DE 0225) = Y	Edit description change due to element name change (EAM DE 0225)
2004-07-01	2004-05	ED-Change	17. NE 06 and EAM Indicator (DE 0225) EQ Y	Edit description change due to element name change (EAM DE 0225)
2006-07-01	2006-07	ED-Added	Occ Activity EQ 02 and Faculty Status (DE 0185) EQ N Critical	Data integrity

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	ED-Delete	EQ 1 and Org/GL Code Part 2 (DE 0230) NE 51000-51099, 51400-51499, 51500-51599, 55000-55099	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 2 and Org/GL Code Part 2 (DE 0230) NE 52000-52001, 52005-52099, 52100-52199, 52200-52299, 52400-52499, 52501-52599, 56000, 56001, 56007-56099, 56100-56199	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 3 and Org/GL Code Part 2 (DE 0230) NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 4 and Org/GL Code Part 2 (DE 0230) NE 52002, 52003, 56002, 56003	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 5 and Org/GL Code Part 2 (DE 0230) NE 52300, 52399, 56006	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53500-53599, 55000-55099, 56004, 56500-56599	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 6 and Org/GL Code Part 2 (DE 0230) NE 51200-51299 and EAM Indicator (DE 0225) = Y	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 7 and Org/GL Code Part 2 (DE 0230) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56500-56599, 57000-57099	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 8 and Org/GL Code Part 2 (DE 0230) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56006, 57000-57099	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 9 and Org/GL Code Part 2 (DE 0230) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 10 and Org/GL Code Part 2 (DE 0230) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099	Org/GL Code (DE 0230) was deleted
2008-07-01	2008-09	ED-Delete	EQ 11 and Org/GL Code Part 2 (DE 0230) NE 58200-58299, 58300-58399	Org/GL Code (DE 0230) was deleted
2012-07-01	2012-13	ED - Change	130_2 - NE 25-28,32 and Rank (DE 0150) LT 9 - Informational	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2012-07-01	2012-13	ED - Change	130_3 - EQ 25-28,32 and Rank (DE 0150) EQ 9 - Critical	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED - Change	130_4 - NE 21-31,32 and Leave Type (DE 0170) EQ 1 - Informational	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED - Change	130_5 - Occ Activity (DE 0130) EQ 25-28,32 and Faculty Status (DE 0185) EQ N - Critical	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	01 - Executive	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	02- Instructors	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	03 - Instructional Support	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	04 - Librarian\Counselor	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	05 - Teaching Assistant\Associate	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	06 - Professional Support	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	07- Clerical\Secretarial	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	08 = Technical\Paraprofessional	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	09 - Skilled Crafts	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	10 - Service Maintenance	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	TV-Deleted	11 - Student Assistants	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0130		ELEMENT NAME: Primary Activity/Occupational Activity Code		
DESCRIPTION: Executive - Instructional Staff - and Instructional Department Administrators. Note: Refer to the accounting manual for GL codes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2014-04-17	2014-15	TV-Change	24 - Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media	IPEDS 2014 - Change in Occ Code Description
2014-04-17	2014-15	TV-Change	32- Student, Academic Affairs, and other Education Services	IPEDS 2014 - Change in Occ Code Description
2019-07-01	2019-20	TV-Change	30 - Librarians SOC - Occupational Categories Change to Librarians and Media Collections Specialists. SOC code 25-4020	2018 IPEDS Changes
2019-07-01	2019-20	TV-Change	32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Preschool, Elementary, Middle, Secondary, and Special Education Teachers. SOC code 25-2000.	2018 IPEDS Changes
2019-07-01	2019-20	TV-Change	32 -Student, Academic Affairs, and Other Education Service SOC - Occupational Categories Change to Other Educational Instruction and Library Occupations. SOC code 25-9000.	2018 IPEDS Changes
2020-07-01	2020-21	DE-Change	Updated Data Element name from Primary Activity/Occupational Activity Code to Primary Activity /Occupational Code. Change due to Redundancy of the word Activity.	Data integrity

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NUMBER: 0140		ELEMENT NAME: Support		
DESCRIPTION: Support Category - those employees who are generally instructional support versus those who are primarily student support or institutional support.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
2008-07-01	2008-09	EL-Delete	Deleted Element	Element no longer needed

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NUMBER: 0150		ELEMENT NAME: Rank		
DESCRIPTION: Academic Rank - Of the persons classified as Professional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Indicate "No Academic Rank" if such is the case.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	PD-Change	PIC 9(01)	Changed from 9(1) to 9(01) for consistency.
2000-07-01	2000-01	TV-Change	4=Senior/Master Instructor 5=Instructor 6=Lecturer 7=No Academic Rank 8=Other	Changed to match reporting requirements in Personnel Data Base.
2000-07-01	2000-01	TV-Added	9=Not Applicable	Added to identify Not Applicable rank and to match reporting requirements for Personnel Data Base
2000-07-01	2000-01	DS-Added	Table values of 4- Senior/Master Instructor and 5 – Instructor will both be counted as an Instructor for IPEDS/EEO-6 reports	Added to state that both table values 4 and 5 will be counted as Instructor on the IPEDS/EEO-6 report.
2000-07-01	2000-01	DS-Added	Note: Code 9 (Not Applicable) for non-instructional employees. < Code 7 (No Academic Rank) for instructional employees if all teaching faculty are always coded with the same table value.	Added to match reporting requirements in Personnel Data Base.
2000-07-01	2000-01	ED-Added	LT 9 and Activity-Occupational Activity (DE 0130) NE 2 - Informational	Added to match reporting requirements in the Personnel Data Base.
2000-07-01	2000-01	ED-Added	EQ 9 and Activity-Occupational Activity (DE 0130) EQ 2 – Informational	Added to match reporting requirements in the Personnel Data Base.
2000-07-01	2000-01	DS-Change	Academic Rank – Of the persons classified as Instructional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor Senior/Master Instructor, Instructor, or Lecturer.	Changed documentation to include Senior/Master Instructor.
2012-07-01	2012-13	ED - Change	150_2 - LT 9 and Activity/Occupational Activity Code (DE 0130) NE 25-28,32 - Informational	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED - Change	150_3 - EQ 9 and Activity/Occupational Activity Code (DE 0130) EQ 25-28,32– Critical	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0160		ELEMENT NAME: Degree		
DESCRIPTION: Degree (highest held) - Highest college degree held.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	PD-Change	PIC 9(01)	Changed from 9(1) to 9(01) for consistency.
2000-07-01	2000-01	TV-Added	8=Unknown/Not Applicable	Changed to match reporting requirements in Personnel Data Base.
2006-07-01	2006-07	DS-Change	2 Changed from Master + 30 to Specialist/Advanced Masters	To correspond to accrual degrees granted by Florida Institutions

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NUMBER: 0170		ELEMENT NAME: Leave Type		
DESCRIPTION: Leave Type: Sabbatical Leave - Leave granted for a specified period of time with or without pay for professional development/growth. Leave of Absence - Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, Except in emergency situations.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or Non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	DS-Change	Sabbatical Leave - Leave granted for a specified period of time with or without pay for professional development/growth.	No longer specifying professional development as guided.
1988-07-15	1988-89	PD-Change	PIC 9(01)	Changed from 9(1) to 9(01) for consistency.
2000-07-01	2000-01	ED-Added	EQ 1 and Activity-Occupational Activity (DE 0130) NE 1,2,3, or 4 – Informational	Added to match reporting requirements in the Personnel Data Base.
2012-07-01	2012-13	ED - Change	170_2 - EQ 1 and Activity/Occupational Activity Code (DE 0130) NE 21-31,32 – Informational	IPEDS 2013 - Change in Federal Government Requirements

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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NUMBER: 0180		ELEMENT NAME: Tenure Status		
DESCRIPTION: Tenure - Indicate those employees who hold tenure. Not-Tenured - Indicate employees who are not tenured (on track) in positions that may lead to consideration for tenure				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	DS-Change	Indicate employees who are not tenured (on track) in positions that may lead to consideration for tenure.	Clarifies the definition of a non-tenured employee.
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	PD-Change	PIC 9(01)	Changed from 9(1) to 9(01) for consistency.
1990-07-15	1990-91	EN-Change	Tenure Status	Changed to better represent the data element.
1990-07-15	1990-91	TV-Change	1=Tenured	Changed code to reflect physical description.
1990-07-15	1990-91	TV-Change	2=Non-Tenured (on track)	Changed code to reflect physical description.
1990-07-15	1990-91	TV-Change	3=Other	Changed code to reflect physical description.
1992-07-15	1992-93	DS-Change	A code to denote the tenure status of the employee . Tenure – Indicate those employees who hold tenure . Non-Tenured (on track) – Indicate employees who are not yet tenured, but are in positions that may lead to consideration for tenure. . Other – Indicate employees who are not in positions which may lead to tenure.	Expanded definition to clarify the three table values.
2006-07-01	2006-07	ED-Added	Tenure EQ 1, Full Time/Part Time (DE 0090) = F, and Tenure Date (DE 0190) EQ 00000000	Data integrity

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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NUMBER: 0185		ELEMENT NAME: Faculty Status		
DESCRIPTION: The code to track the employees of the college who have Faculty Status. Faculty are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities).				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2004-07-01	2004-05	EL-Added	Faculty Status indicator added.	To fulfill IPEDS requirement.
2004-07-01	2004-05	ED-Added	Missing or invalid. Critical	To fulfill IPEDS requirement.
2004-07-01	2004-05	ED-Added	EQ Y and Occupational Activity Classification (DE 0130) EQ 5, 7, 8, 9, 10, or 11. Critical	To fulfill IPEDS requirement.
2006-07-01	2006-07	ED-Added	Occ Activity EQ 02 and Faculty Status (DE 0185) EQ N Critical	Data integrity
2012-07-01	2012-13	ED - Change	185_2 - EQ Y and Occupational Activity Classification (DE 0130) EQ 33-38 - Critical	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED - Change	185_3 - Faculty Status (DE 0185) EQ N and Occ Activity (DE 0130) EQ 25-28,32 - Critical	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0190		ELEMENT NAME: Tenure Date		
DESCRIPTION: The date that tenure is granted. Format = MMDDCCYY				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	ED-Added	< # 0060	Added to flag if the Tenure Date is before the date the employee was hired at the institution.
1988-07-15	1988-89	ED-Added	> # 0200	Added to flag if the Tenure Date is after the Termination Date.
1988-07-15	1988-89	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1990-07-15	1990-91	DS-Change	The date that tenure was granted.	Changed definition to the past tense.
1990-07-15	1990-91	ED-Delete	Invalid Range CRITICAL	Edit no longer needed.
1990-07-15	1990-91	ED-Change	# 0190 LT # 0060 CRITICAL	Changed to specify that #0190 is used.
1990-07-15	1990-91	ED-Change	# 0190 GT # 0200 CRITICAL	Changed to specify that #0190 is used.
1990-07-15	1990-91	ED-Added	If #0180 NE 1 then #0190 must EQ 000000 CRITICAL	Added to flag if the Tenure Date must equal zero if the Tenure Code is anything but tenured.
1992-11-04	1992-93	ED-Added	Invalid Range CRITICAL	Added to flag if the month, day, or year is outside of the valid ranges.
1992-11-04	1992-93	ED-Change	< # 0060	Added to flag if the Tenure Date is before the date the employee was hired at the institution.
1992-11-04	1992-93	ED-Change	> # 0200	Added to flag if the Tenure Date is after the termination date.
1992-11-04	1992-93	ED-Delete	If #0180 NE 1 then #0190 must EQ 000000 CRITICAL	Edit no longer needed.
1997-07-15	1996-97	PD-Change	Pic 9(08)	Changed format to be Year 2000 compliant.
1997-07-15	1996-97	DS-Change	The date that Tenure is granted. Format =MMDDCCYY	Changed format to be Year 2000 compliant.
2002-07-01	2002-03	TV-Change	YY = Year (00 thru 99)	Changed to include all years
2006-07-01	2006-07	ED-Added	Tenure EQ 1, Full Time/Part Time (DE 0090) = F, and Tenure Date (DE 0190) EQ 00000000	Data integrity
2008-07-01	2008-09	ED-Delete	LT Termination Date (DE 0200)	Termination Date (DE 0200) was deleted

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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NUMBER: 0200		ELEMENT NAME: Termination Date		
DESCRIPTION: This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death. Format = MMDDCCYY				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	DS-Change	This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death.	Changed to include non-renewed contracts.
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	ED-Added	< # 0060 CRITICAL	Added to flag if the Date Hired at Institution is greater than or equal to the Termination Date.
1988-07-15	1988-89	DS-Added	Note: Termination (0200) may be greater than 0 and Termination Status (0210) = 0 only if Temporary (0080) = Y.	Provides instructions for when the Termination Date can be greater than 0.
1988-07-15	1988-89	PD-Change	PIC 9(06)	Changed from 9(6) to 9(06) for consistency.
1990-07-15	1990-91	EN-Change	Termination Date	Changed to better reflect the data element.
1997-07-15	1996-97	PD-Change	PIC 9(08)	Changed format to be Year 2000 compliant.
1997-07-15	1996-97	DS-Change	Format = MMDDCCYY	Changed format to be Year 2000 compliant.
2008-07-01	2008-09	EL-Delete	Deleted Element	Element no longer needed

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NUMBER: 0210		ELEMENT NAME: Termination Status		
DESCRIPTION: The status of termination. If applicable, may be either retire, resigned, dismissed, deceased, or not rehired.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or non-numeric CRITICAL	Edit checks for non-numeric data.
1988-07-15	1988-89	ED-Added	#0210 > 0 and #0200 = 0 CRITICAL	Added to flag if there is no Termination Date for an employee coded with a Termination Status.
1988-07-15	1988-89	PD-Change	PIC 9(01)	Change from 9(1) to 9(01) for consistency.
1990-07-15	1990-91	DS-Change	The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or contract ended.	Changed to specify that the employee's contract ended.
1990-07-15	1990-91	TV-Change	5=Contract ended	Changed to specify that the employee's contract ended.
1992-07-15	1992-93	DS-Change	The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired.	Changed to specify that the employee was not rehired.
1992-07-15	1992-93	TV-Change	5=Contract not renewed	Changed to specify that the employee was not rehired.
2008-07-01	2008-09	EL-Delete	Deleted Element	Element no longer needed

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NUMBER: 0220		ELEMENT NAME: Soft-Money		
<p>DESCRIPTION:Restricted Current Fund - Soft Money. Persons on the institution's payroll who are paid in full from funds, traditionally referred to as "Soft Money", that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, and administration of student-aid programs for grants, work aid, loans and other miscellaneous services.</p>				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1988-07-15	1988-89	ED-Change	Missing or numeric CRITICAL	Edit checks for numeric data.
1988-07-15	1988-89	PD-Change	PIC X(01)	Changed from X(1) to X(01) for consistency.
1988-07-15	1988-89	ED-Change	Missing CRITICAL	No longer using numeric as an edit criteria.
1988-07-15	1988-89	ED-Change	Missing or invalid CRITICAL	Added checks for invalid data (not Y or N).
2008-07-01	2008-09	EL-Delete	Deleted Element	Element no longer needed

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HISTORICAL DATA ELEMENT CHANGES FOR THE ANNUAL PERSONNEL REPORT
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NUMBER: 0225		ELEMENT NAME: EAM Indicator		
DESCRIPTION: An indicator to identify employees with an Activity Code (data Element 0130) equal to 06 and should be counted as an Executive, Administrative, and Managerial (EAM) for the EEO-6 Report.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1995-07-11	1995-96	EL-Added	EEO-6 Indicator	The EEO-6 Indicator was added to reclassify employees for EEO-6 reporting.
1999-01-21	1999-00	ED-Change	If EEO-6 Indicator (DE 0225) = 'Y' then Activity – Occupational Activity Code (DE 0130) must = '06'. Include only employees with an Activity Code of 06 that have a General Ledger code between 51200 through 51299 (inclusive).	Added to make sure all employees that were coded with an indicator of 'Y' are in Activity 06 (Professional Support) and also expanded the definition to make sure the employee also has the correct GL codes.
2000-07-01	2000-01	ED-Added	EQ Y and Activity/ Occupational Activity Code (DE 0130) EQ 06 and Org/GL code Part 2 (DE 0230) NE 51200-51299 -	CRITICAL
2004-07-01	2004-05	EL-Change	Name of Element Changed to EAM indicator	Clarify use of element
2004-07-01	2004-05	DS-Change	An indicator to identify employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) for IPEDS Fall Staff Survey, IPEDS Employee by Assigned Position report, and College Employee Headcount by Gender and Ethnicity report.	Clarify use of element
2008-07-01	2008-09	ED-Change	EQ Y and Activity - Occupational Activity Code (DE 0130) EQ 06 and Org/GL Code Part 2 (DE 0230) NE 51200 - 51299	Org/GL Code (DE 0230) was deleted
2012-07-01	2012-13	TV-Added	E - Executive	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	TV-Added	I - Instructional Support	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	TV-Added	P - Professional Support	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	TV-Added	N- No	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED-Change	225_2 - EQ E, I, P and Activity/Occupational Code (DE 0130) NE (21) - Critical	IPEDS 2013 - Change in Federal Government Requirements
2013-07-01	2013-14	ED-Change	E0225_3 - EQ N and Activity/Occupational Code (DE 0130) EQ (21) - Critical	IPEDS 2013 - Change in Federal Government Requirements

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NUMBER: 0230		ELEMENT NAME: Organizational Unit & GL Code		
DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits: an eight digit Organizational Unit and a five-digit General Ledger Classification.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
1999-03-05	2000-01	EL-Added	Organizational Unit & GL Code	New Data Element added. Added to allow Org/GL codes and Activity-Occupational Activity codes to be edited.
2000-07-01	2000-01	ED-Added	Missing or invalid - CRITICAL	Edits added to check for missing or invalid data
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 51200-51299 and (DE 0130 – Activity Code) = 06 and (DE 0225 EEO-6 Indicator) = Y CRITICAL	To ensure correct coding of Activity Code and EEO-6 Indicator for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 51000-51099, 51400-51499, 51500-51599, or 55000-55099 and (DE 0130 – Activity Code) EQ 1 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 52000, 52001, 52005, 52100-52199, 52100-52199, 52200-52299, 52400-52499, 52505-52599, 56000, 56001, 56007-56099, 56100-56199 and (DE 0130 – Activity Code) EQ 2 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005 and (DE 0130 – Activity Code) EQ 3 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 52002, 52003, 52505-52599, 56002, 56003 and (DE 0130 – Activity Code) EQ 4 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 52300-52399, 56006 and (DE 0130 – Activity Code) EQ 5 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53400-53499, 53500-53599, 5000-55099, 56004, 56500-56599 and (DE 0130 – Activity Code) EQ 6 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56500-56599, 57000-57099 and (DE 0130 – Activity Code) EQ 7 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 54600-54699, 56006, 57000-57099 and (DE 0130 – Activity Code) EQ 8 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.

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NUMBER: 0230		ELEMENT NAME: Organizational Unit & GL Code		
DESCRIPTION: This is the institution's official account codes used in the Accounting Manual for Florida's Public Community Colleges. The coding system consists of thirteen basic digits: an eight digit Organizational Unit and a five-digit General Ledger Classification.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099 and (DE 0130 – Activity Code) EQ 9 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 54000-54099, 54100-54199, 54500-54599, 54600-54699, 57000-57099, and (DE 0130 – Activity Code) EQ 10 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2000-07-01	2000-01	ED-Added	Org/GL Code Part 2 NE 58200, 58300-58399 and (DE 0130 – Activity Code) EQ 11 CRITICAL	To ensure correct coding of Activity Codes for General Ledger Code ranges.
2001-07-01	2001-02	ED-Change	Changed GL code ranges for Activity 02 to 52005-52099 and 52501-52599	Changed GL code range to match Accounting Manual.
2004-07-01	2004-05	ED-Change	2. Org/GL Part 2 NE 51200-51299 and Activity Code (DE 0130) = 06 and EAM Indicator (DE 0225) = Y	Name change of EAM Indicator (DE 225)
2006-07-01	2006-07	ED-Added	Position 1 of Org code (Fund) edit added to only allow 1-9 value	Data Integrity
2008-07-01	2008-09	EL-Delete	Deleted Element	Element no longer needed

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NUMBER: 0235		ELEMENT NAME: Race-White		
DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa. Note: This race code may be coded Yes even if others are also yes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0240) thru (DE 0260) not equal 'Z'	Data Integrity

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NUMBER: 0240		ELEMENT NAME: Race-Black or African American		
DESCRIPTION: A code to indicate if the student has origins in any of the black racial groups of Africa.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0235) thru (DE 0260) not equal 'Z'	Data Integrity

**FLORIDA COLLEGE SYSTEM
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NUMBER: 0245		ELEMENT NAME: Race-Asian		
DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam. Note: This race code may be coded Yes even if others are also yes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0235) thru (DE 0260) not equal 'Z'	Data Integrity

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NUMBER: 0250		ELEMENT NAME: Race-American Indian/Alaskan Native		
DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Note: This race code may be coded Yes even if others are also yes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0235) thru (DE 0260) not equal 'Z'	Data Integrity

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NUMBER: 0255		ELEMENT NAME: Race-Native Hawaiian/Pacific Islander		
DESCRIPTION: A code to indicate if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Note: This race code may be coded Yes even if others are also yes.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0235) thru (DE 0260) not equal 'Z'	Data Integrity

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NUMBER: 0260		ELEMENT NAME: Ethnicity-Hispanic/Latino		
DESCRIPTION: A code to indicate if the is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2008-07-01	2008-09	EL-Added	New Element	Change in Federal Government Requirements
2008-07-01	2008-09	ED-Added	Missing or invalid	Data Integrity
2008-07-01	2008-09	ED-Added	Z' and (DE 0235) thru (DE 0260) not equal 'Z'	Data Integrity

**FLORIDA COLLEGE SYSTEM
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NUMBER: 0265		ELEMENT NAME: Months Employed		
DESCRIPTION: The number of months employed of the reporting year				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2012-07-01	2012-13	EL-Added	New Element	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED-Added	Missing or Non-Numeric	Data Integrity
2012-07-01	2012-13	ED-Added	GT 12	Data Integrity
2012-07-01	2012-13	ED-Added	EQ 0 And Salary(DE0100) GT 0	Data Integrity
2012-07-01	2012-13	ED-Added	NE 0 and Terms/Semester Employed(DE0070) Mismatch	Data Integrity

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NUMBER: 0270		ELEMENT NAME: Contract Status - Non Tenured		
DESCRIPTION: The contract status of non-tenured faculty				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2012-07-01	2012-13	EL-Added	New Element	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED-Added	Missing or Invalid	Data Integrity
2012-07-01	2012-13	ED-Added	X' and Tenure Status(DE 0180) NE '1'	Data Integrity
2012-07-01	2012-13	ED-Added	D' and Faculty Status(DE 0185) NE 'N'	Data Integrity

**FLORIDA COLLEGE SYSTEM
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NUMBER: 0275		ELEMENT NAME: Credit Category - Primary Instruction		
DESCRIPTION: The credit/noncredit subcategory of instructional employees				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2012-07-01	2012-13	EL-Added	New Element	IPEDS 2013 - Change in Federal Government Requirements
2012-07-01	2012-13	ED-Added	Missing or Invalid	Data Integrity
2012-07-01	2012-13	ED-Added	265_2 - X' and Occupational Activity Code(DE 0130) NE 25-28,32 - Informational	Data Integrity

**FLORIDA COLLEGE SYSTEM
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NUMBER: 0280		ELEMENT NAME: Name Suffix		
DESCRIPTION: Suffix name of the person				
ELMCHG	ELMIMP	ELMCDCHG	ELMCHANGE	ELMREASON
2014-12-03	2015-16	EL-Added	New Element	FLEID Requirements
2014-12-03	2015-16	EL-Added	Duplicate Last Name (DE 0030) and First Name (DE 0031) and Middle Name (DE 0032) DOB (DE 0110) and Gender (DE 0035) and Ethnicity (DE0040) and Suffix (0280) CRITICAL	FLEID Requirements
2019-07-01	2019-20	EL-Added	0280_1 Name Suffix (DE 0280) contains special or Unicode characters. Informational	Data integrity