

Human Resources Data Standard Entity and Attribute Definitions and Notes

10/6/2010

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Entity: Agency Activity OWNER: AGENCY

DEFINITION: An Agency Activity is a subsection of an agency as defined by the agency, usually used to denote department divisions. An agency may have no activities or multiple activities.

PK Agency Activity Number CHAR(3)

DEFINITION: An Agency Activity Number designates a department division within the agency where the employee is assigned.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Agency Activity Description Text VARCHAR(50)

DEFINITION: An Agency Activity Description Text describes the agency specified activity number.

NOTES: This field exists in the PMIS tables but does not display on the screen.

Entity: Agency Faculty Appointment Organizational Unit OWNER: AGENCY

DEFINITION: An Agency Faculty Appointment Organizational Unit is an academic department or other organizational unit that has fiscal, programmatic, and administrative responsibility for the employee in the position. This entity is only used for institutions of higher education.

PK Faculty Appointment Organizational Unit Code CHAR(6)

DEFINITION: A Faculty Appointment Organizational Unit Code designates the academic department or other organizational unit that has fiscal, programmatic, and administrative responsibility.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Faculty Appointment Organizational Unit Description Text VARCHAR(50)

DEFINITION: A Faculty Appointment Organizational Unit Description Text describes the organizational unit.

NOTES: This field exists in the PMIS tables but does not display on the screen.

Entity: Agency Partition OWNER: AGENCY

DEFINITION: An Agency Partition is a subsection of an agency as defined by the agency used for analysis. A partition can be used to denote reporting relationships or regional areas. An agency may have no partitions or multiple partitions.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

PK Agency Partition Code CHAR(6)

DEFINITION: An Agency Partition Code allows an agency to divide itself into sections, allowing for analysis and reporting in DHRM's web tools or other processes where partitioning is needed.

Agency Partition Description Text VARCHAR(50)

DEFINITION: An Agency Partition Description Text describes the agency specified partition.

NOTES: This field does not exist in PMIS.

Entity: Agency Subdivision OWNER: AGENCY

DEFINITION: An Agency Subdivision is a subsection of an agency as defined by the agency. It can be used to denote reporting relationships in the agency. An agency may have no subdivisions or multiple subdivisions.

PK Agency Subdivision Code CHAR(5)

DEFINITION: An Agency Subdivision Code designates major subdivisions within the agency as established by the agency.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Agency Subdivision Description Text VARCHAR(50)

DEFINITION: An Agency Subdivision Description Text describes the agency specified subdivision.

NOTES: This field exists in the PMIS tables but does not display on the screen.

Entity: Agency Subunit

OWNER: AGENCY

DEFINITION: An Agency Subunit is a subsection of an agency as defined by the agency. A subunit can be used to manage performance management in the agency or denote reporting relationships. An agency may have no subunits or multiple subunits.

PK Agency Subunit Code CHAR(5)

DEFINITION: An Agency Subdivision Code designates groups of positions for performance management as established by the agency.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Agency Subunit Description Text VARCHAR(50)

DEFINITION: An Agency Subdivision Description Text describes the agency specified subunit.

NOTES: This field exists in the PMIS tables but does not display on the screen.

Entity: Agency Work Location

OWNER: AGENCY

DEFINITION: An Agency Work Location is a physical location that the agency maintains for conducting its business operations.

PK Agency Number CHAR(3) FK

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

PK Agency Work Location Code CHAR(5)

DEFINITION: An Agency Work Location Code is an alphanumeric code that indicates the work-unit location of the agency work location.

Agency Work Location Building Name VARCHAR(40)

DEFINITION: An Agency Work Location Building Name is the name of the building for the agency work location.

Agency Work Location Telephone Number VARCHAR(26)

DEFINITION: An Agency Work Location Telephone Number defines the area code plus the phone number for the employee.

NOTES: In PMIS, this field is 10 characters. It was expanded to 26 characters in the standard to account for international numbers.

Agency Work Location Fax Number CHAR(10)

DEFINITION: An Agency Work Location Fax Number is the area code plus the 7 digit fax number for the agency work location.

Agency Work Location Supplemental Address Line Text VARCHAR(60)

DEFINITION: An Agency Work Location Supplemental Address Line Text is the additional information address line for the agency's address which typically includes the apartment number.

NOTES: PMIS field Agency Address Line Two allows for 15 characters. It was expanded to in the standard to account for international addresses.

Agency Work Location Delivery Address Line Text VARCHAR(60)

DEFINITION: An Agency Work Location Delivery Address Line Text is the full address line for the agency's address which typically includes the Street Pre-Directional Text, Street Number, Street Suffix Text, and Street Post-Directional Text.

NOTES: PMIS field Agency Address Line One allows for 35 characters. It was expanded to in the standard to account for international addresses.

Agency Work Location Supplemental International Line Text VARCHAR(60)

DEFINITION: An Agency Work Location Supplemental International Line Text is an additional address line used for international addresses only.

NOTES: This field does not exist in PMIS.

Agency Work Location Address City Name VARCHAR(30)

DEFINITION: An Agency Work Location Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only) for the agency's address.

NOTES: PMIS field Agency Address City allows for 20 characters. It was expanded to in the standard to account for international addresses.

Agency Work Location Address State Province Code Text VARCHAR(5)

DEFINITION: An Agency Work Location Address State Province Code Text is the abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation for the agency's address.

NOTES: PMIS field Agency Address State allows for 2 characters. It was expanded to in the standard to account for international addresses.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Agency Work Location Address Postal Code Text VARCHAR(8)

DEFINITION: An Agency Work Location Address Postal Code Text is the sorting and routing code assigned to an address by the postal service of the country.

NOTES: PMIS field Agency Address ZIP Code allows for 5 characters. It was expanded to in the standard to account for international addresses.

Agency Work Location Address Postal Code Extension Text VARCHAR(5)

DEFINITION: An Agency Work Location Address Postal Code Extension Text is the extension for the postal code assigned to an address by the postal service of the country.

NOTES: PMIS field Agency Address ZIP Code Plus4 allows for 4 characters. It was expanded to in the standard to account for international addresses.

Agency Work Location Address Country Code CHAR(2)

DEFINITION: An Agency Work Location Address Country Code is the two character abbreviation for the country of the agency's address. Valid values are listed in the glossary of PMIS volume 1 User Guide.

NOTES: The values used in this field are the ISO 3166-1-alpha-2 code elements located at
http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

REFERENCE VALUES: Address Country Code

ISO 3166-1-alpha-2 code elements =
http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

Agency Work Location Telephone Extension Number CHAR(5)

DEFINITION: An Agency Work Location Telephone Extension Number is the extension to the telephone number. It typically allows a caller to reach the person directly instead of reaching a phone directory or administrative person.

Agency Work Location Telephone Country Code CHAR(3)

DEFINITION: The Agency Work Location Telephone Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system.

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Country Calling Code

E.164 : The international public telecommunication numbering plan = <http://www.itu.int/rec/T-REC-E.164/en>

List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) = http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Agency Work Location Fax Country Code CHAR(3)

DEFINITION: The Agency Work Location Fax Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system.

REFERENCE VALUES: Country Calling Code

E.164 : The international public telecommunication numbering plan = <http://www.itu.int/rec/T-REC-E.164/en>

List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) = http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Entity: Employee

OWNER: AGENCY

DEFINITION: An Employee is a person who performs one or more services for a state agency, who has an expectation of receiving compensation for those services, and who works under the control of the agency as to what activities are performed and how they are performed.

PK Employee Identifier Number NUMERIC(9)

DEFINITION: An Employee Identifier Number is a unique number identifying the person to the Commonwealth of Virginia. Currently this number is assigned by creating a record in PMIS and is a 9 digit number.

NOTES: The last digit of the number is a check digit which can be used to validate the preceding digits. It is used for some processing, such as for incoming files to ensure that valid numbers are found.

Employee Social Security Number CHAR(9)

DEFINITION: An Employee Social Security Number is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2), by the Social Security Administration.

Employee First Name CHAR(20)

DEFINITION: An Employee First Name is the given first name as it appears on the employee's social security card or official substitute.

NOTES: In PMIS, this field is 15 characters.

Employee Last Name CHAR(30)

DEFINITION: An Employee Last Name is the given last name as it appears on the employee's social security card or official substitute, typically the family name.

NOTES: In PMIS, this field is 20 characters.

Employee Middle Initial Name CHAR(15)

DEFINITION: An Employee Middle Initial Name is the given middle name or the middle initial as it appears on the employee's social security card or official substitute.

Employee Gender Code CHAR(1)

DEFINITION: An Employee Gender Code describes the sex of the person based on representation of human sexes. Valid values are M (Male) and F (Female).

REFERENCE VALUES: Person Gender Code

M = Male
F = Female

Employee Race Code CHAR(1)

DEFINITION: An Employee Race Code categorizes humans based upon their skin color or ethnic background. Valid values are:

- A White (includes Arabs)
- B Black (includes Jamaicans, Bahamians, and other Caribbeans or African but not Hispanic of Arabian descent)
- C Hispanic (Spanish surname, includes Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture)
- D Asian or Asian American (includes Pakistan, Indians, and Pacific Islanders)
- E American Indian and Alaskan Native

NOTES: Per Bob Weaver, the valid values may be changed in the near term.

REFERENCE VALUES: Person Race Code

- A = White, includes Arabian descent
- B = Black, includes Jamaicans, Bahamians, Caribbeans
- C = Hispanic, Spanish surname
- D = Asians and Asian American
- E = American Indian and Alaskan native
- U = Unknown or not entered

Employee Suffix Name CHAR(3)

DEFINITION: An Employee Suffix Name is an indication of the person's generation as it appears on the employee's birth certificate. Examples include Jr. Sr, III, IV, etc.

REFERENCE VALUES: Person Suffix Name

- Jr = Jr
- Sr = Sr
- III = III
- IV = IV

Employee Birth Date DATE

DEFINITION: An Employee Birth Date identifies the month, day, and year on which the employee was born.

Employee Citizenship Status Code CHAR(1)

DEFINITION: An Employee Citizenship Status Code defines if the person is a resident alien, a US citizen, or a non-resident alien. Valid values are:

- A - Resident Alien
- C - U.S. Citizen
- N - Non-resident Alien

NOTES: In PMIS, this field is called Alien Code.

REFERENCE VALUES: Employee Citizenship Status Code

- A = Resident Alien
- C = US Citizen
- N = Non-Resident Alien

Employee Nationality Code CHAR(2)

DEFINITION: An Employee Nationality Code identifies the employee's country of citizenship. Valid values include US (United States), CA (Canada), and MX (Mexico).

REFERENCE VALUES: Person Nationality Code

- UN = United States
 - AF = Afghanistan
 - AL = Albania
- Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Nation tab where ExpireDate = '20991231')

Employee State Begin Date DATE

DEFINITION: An Employee State Begin Date is the calendar date on which the employee began his current term of continuous service with the Commonwealth of Virginia. This field is reset each time an employee leaves the state and returns.

NOTES: In PMIS, this date is calculated based on the employee's record existing in PMIS. The agency can update it to reflect when an employee moves from a non-PMIS agency to a PMIS agency.

Employee Prefix NameCHAR(4)

DEFINITION: An Employee Prefix Name is an indication of the employee's preferred honorific title. Valid values include Mr, Mrs, Ms, and Dr.

REFERENCE VALUES: Person Prefix Name

Mr = Mr
Mrs = Mrs
Ms = Ms
Dr = Dr

Employee Prior State Months of Service Number NUMERIC(3)

DEFINITION: An Employee Prior State Service Number is the number of months of employment completed with the Commonwealth of Virginia prior to the current continuous employment term.

NOTES: For each instance of an employee leaving state service and returning, this field is updated. For example, if the employee works for the state from 7/10/2000 through 7/31/2006, leaves the state on 8/1/2006 and returns to the state on 12/10/2008, the Employee State Begin Date will contain 12/10/2008 and the Employee Prior State Service Number will contain 72 months.

Employee Degree Code/Educational Level Code CHAR(2)

DEFINITION: An Employee Degree Code/Educational Level Code indicates the highest degree or educational level that the employee successfully completed. Valid values are:

00 - N/A
01 - Doctorate
02 - Special Professional
03 - Masters
04 - Bachelors
05 - Associate
06 - No Earned Degree
07 - Some College No Degree Program
08 - High School Graduate or Equivalent
09 - Less Than High School
10 - Graduate Study Beyond Masters
11 - Attended Graduate School
12 - Attended High School

REFERENCE VALUES: Employee Degree Code/Educational Level Code

00 = N/A
01 = Doctorate
02 = Special Professional
03 = Masters
04 = Bachelors
05 = Associate
06 = No Earned Degree
07 = Some College No Degree Program
08 = High School Graduate or Equivalent
09 = Less Than High School
10 = Graduate Study Beyond Masters
11 = Attended Graduate School
12 = Attended High School

Employee Veteran Status FlagCHAR(1)

DEFINITION: An Employee Veteran Status Code indicates whether the employee is a veteran of the U.S. military. Valid values are Y (Yes) and No (No).

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true
N = No Condition is invalid or false

Employee Leave Code CHAR(2)

DEFINITION: An Employee Leave Code indicates the type of leave the employee is currently on. Valid values include 00 (Not On Leave), 42 (Leave With Pay: Medical), and 10 (STD: No Workers Comp). The attribute should default to 00. Other leave codes are entered only when the employee is in a leave status for an extended period of time.

REFERENCE VALUES: Employee Leave Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Leave Codes tab where ExpireDate = '20991231')

Employee FMLA Status Flag CHAR(1)

DEFINITION: Employee FMLA Status Flag indicates whether the employee who is on leave is subject to FMLA rules. Valid values are 0 (No) and 1 (Yes). The attribute should default to 0.

REFERENCE VALUES: Logical Flag (0/1)

- 0 = No
- 1 = Yes

Classified Employee Last Anniversary Number NUMERIC(2)

DEFINITION: A Classified Employee Last Anniversary Number is the number of years of qualified service that the classified employee has as of the last anniversary date. This field affects a classified employee's annual leave accumulation. The leave accrual rates change on multiples of five-years qualified service with the current accrual rate cap being 25 years of qualified service(i.e., 5, 10, 15, 20, 15). This field is required for classified employee.

NOTES: Based on the multiples of five-years qualified service, the last anniversary date can be calculated by subtracting 5 years from the difference between the Employee State Begin Date and the Classified Employee Next Leave Accrual Anniversary Date.

REFERENCE VALUES: Classified Employee Last Anniversary Number

- 5 = 5
- 10 = 10
- 15 = 15
- 20 = 20
- 25 = 25

Classified Employee Next Leave Accrual Anniversary Date DATE

DEFINITION: A Classified Employee Next Leave Accrual Anniversary Date is the next date when an employee will complete a total number of years of service whereby the amount of annual leave awarded increases. This date should be adjusted for applicable leave-without-pay periods. Example: The employee's present leave accrual rate is based upon having completed 5 years qualified service on 7/10/2000, so the next leave accrual anniversary date will be 7/10/2005 and the last anniversary number is 5. If not hired on a pay-period date (10th or 25th), use the next pay-period (e.g., date of hire is the 12th, so the next pay-period day is the 25th). This field is required for classified employees.

Employee Handicap Status Code CHAR(3)

DEFINITION: Employee Handicap Status Code indicates the employee's handicap status. Valid values include 000 (No Handicap), 100 (Blind - Both Eyes), 110 (Blind - Both (Corct)), and 120 (Blindness - One Eye). The attribute should default to 000.

REFERENCE VALUES: Employee Handicap Type Code

- 000 = No Handicap
- 100 = Blind - Both Eyes
- 110 = Blind - Both (Corct)
- 120 = Blindness - One Eye
- 140 = Other Visual Impair
- 900 = None

Current PMIS Value = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Handicap Codes tab where ExpireDate = '20991231')

Employee Separation Date DATE

DEFINITION: An Employee Separation Date is the calendar date on which the employee no longer works for the Commonwealth of Virginia.

Employee VSDP Enrollment Code CHAR(1)

DEFINITION: An Employee Position VSDP Enrollment Code indicates if an employee is enrolled in the Virginia Sickness and Disability Program (VSDP). Valid values are N (No), Y (Yes), L (Yes, long-term).

REFERENCE VALUES: Employee Position VSDP Enrollment Code

Y = Yes

N = No

L = Yes and Long Term

Employee Leave Effective Date DATE

DEFINITION: An Employee Leave Effective Date is the calendar date that an employee is placed on leave of absence or suspension.

Employee Leave Return Date DATE

DEFINITION: An Employee Leave Return Date is the calendar date that the employee is scheduled to resume work from a leave of absence or suspension. This field is required if an Employee Leave Effective Date exists.

Employee Agency Begin Date DATE

DEFINITION: An Employee Agency Begin Date is the calendar date on which the employee began his current term of continuous service with his agency. This field is reset each time an employee moves to a new agency.

Employee VSDP Effective Date DATE

DEFINITION: An Employee VSDP Effective Date is the calendar date that the employee's enrollment in the Virginia Sickness Disability Plan (VSDP) took effect.

Employee Military Status Code CHAR(2)

DEFINITION: An Employee Military Status Code indicates whether the employee belongs to a military organization. Valid values are 98 (MR, Military Reserve), 99 (NG, National Guard), and 00 (not MR and not NG).

REFERENCE VALUES: Employee Military Status Code

98 = MR, Military Reserve

99 = NG, National Guard

0 = not MR and not NG

Employee Severance Weeks Number NUMERIC(2)

DEFINITION: An Employee Severance Weeks Number is the number of weeks granted as severance to the laid-off employee.

Employee Leave Share Code CHAR(1)

DEFINITION: An Employee Leave Share Code indicates whether the employee is on Leave Without Pay (LWOP) and receiving Leave Share donations. Valid values are 0 (No) and 1 (Yes).

REFERENCE VALUES: Logical Flag (0/1)

0 = No

1 = Yes

Employee VSDP End Date DATE

DEFINITION: An Employee VSDP End Date is the calendar date that the employee's most current Short Term Disability (STD) or Long Term Disability while Working (LTD-Working) ends. This field is required if an Employee VSDP Effective Date exists.

Employee VSDP Begin Date DATE

DEFINITION: An Employee VSDP Begin Date is the calendar date that the employee's most current Short Term Disability (STD) or Long Term Disability while Working (LTD-Working) begins. This field is required if an Employee VSDP Effective Date exists.

Employee Short Term Disability Claim Number VARCHAR(10)

DEFINITION: A Employee Short Term Disability Claim Number indicates the claim number listed the insurance authorization form. If the employee is currently on Short Term Disability (indicated by the Employee Leave Code), this number is the current claim number. Otherwise, it is the employee's most recent claim number.

Entity: Employee Address OWNER: AGENCY

DEFINITION: An Employee Address is an address that the employee resides at or an address used to contact the employee.

NOTES: This standard was developed to allow for international addresses. PMIS column names and field sizes appear in the associated note fields.

PK Employee Identifier Number NUMERIC(9) **FK**

DEFINITION: An Employee Identifier Number is a unique number identifying the person.

NOTES: The last digit of the number is a check digit which can be used to validate the preceding digits. It is used for some processing, such as for incoming files to ensure that valid numbers are found.

PK Employee Address Type Code NUMERIC(2)

DEFINITION: An Employee Address Type Code is a numeric code identifying the type of address for the employee. Valid values are home and mailing. At least one address is required for each employee.

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Address Type Code

HM = Home

ML = Mailing

Employee Address Locality Code CHAR(5) **FK**

DEFINITION: An Employee Address Locality Code is the ANSI code for the Virginia county or city to which the employee's address belongs.

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Employee Delivery Address Line Text VARCHAR(60)

DEFINITION: An Employee Delivery Address Line Text is the full address line for the employee's address which typically includes the Street Pre-Directional Text, Street Number, Street Suffix Text, and Street Post-Directional Text.

NOTES: PMIS field Employee Home Address Line One allows for 35 characters. It was expanded to in the standard to account for international addresses.

Employee Supplemental Address Line Text VARCHAR(60)

DEFINITION: An Employee Supplemental Address Line Text is the additional information address line for the employee's address which typically includes the apartment number.

NOTES: PMIS field Employee Home Address Line Two allows for 15 characters. It was expanded to in the standard to account for international addresses.

Employee Address City Name VARCHAR(30)

DEFINITION: An Employee Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only) for the employee's address.

NOTES: PMIS field Employee Home Address City allows for 20 characters. It was expanded to in the standard to account for international addresses.

Employee Address State Province Code Text VARCHAR(5)

DEFINITION: An Employee Address State Province Code Text is the abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation for the employee's address.

NOTES: PMIS field Employee Home Address State allows for 2 characters. It was expanded to in the standard to account for international addresses.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Employee Address Postal Code Text VARCHAR(8)

DEFINITION: An Employee Address Postal Code Text is the sorting and routing code assigned to an address by the postal service of the country.

NOTES: PMIS field Employee Home Address ZIP Code allows for 5 characters. It was expanded to in the standard to account for international addresses.

Employee Address Postal Code Extension Text VARCHAR(5)

DEFINITION: An Employee Address Postal Code Extension Text is the extension for the postal code assigned to an address by the postal service of the country.

NOTES: PMIS field Employee Home Address ZIP Code Plus4 allows for 4 characters. It was expanded to in the standard to account for international addresses.

Employee Address Country Code CHAR(2)

DEFINITION: An Employee Address Country Code is the two character abbreviation for the country of the employee's address. Valid values are listed in the glossary of PMIS volume 1 User Guide.

NOTES: In PMIS, this field is Employee's Residence Country. The values used in this field are the ISO 3166-1-alpha-2 code elements located at
http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

REFERENCE VALUES: Address Country Code

ISO 3166-1-alpha-2 code elements =
http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

Employee Supplemental International Line Text VARCHAR(60)

DEFINITION: An Employee Supplemental International Line Text is an additional address line used for international addresses only.

NOTES: This field does not exist in PMIS.

Entity: Employee Position OWNER: AGENCY

DEFINITION: An Employee Position maps an employee to one or more positions (e.g., employee holds two jobs with the state) and a position to one or more employees (e.g., job sharing or providing job training for transition purposes).

PK Position Number CHAR(5) **FK**

DEFINITION: A Position Number uniquely identifies a job within a state agency, authorized by the Department of Human Resource Management, and the Department of Planning and Budget in accordance with the statutes. Position numbers are unique within a state agency. A position may be filled by one or more employees.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is the numeric code of the agency that owns the position.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

PK Employee Identifier Number NUMERIC(9) **FK**

DEFINITION: An Employee Identifier Number is a unique number identifying the person. Currently in PMIS this attribute is a 9 digit number.

NOTES: The last digit of the number is a check digit which can be used to validate the preceding digits. It is used for some processing, such as for incoming files to ensure that valid numbers are found.

Employee Position Time Status Code CHAR(1)

DEFINITION: An Employee Position Time Status Code identifies whether the employee is full time, part-time or quasi full-time. Quasi are non-faculty employees that work either: less than 100% but more than or equal to 80% OR 100% but less than 12 months. Valid values are F (full time), P (part time) and Q (quasi full-time).

REFERENCE VALUES: Position Time Status Code

- F = Full Time
- P = Part Time
- Q = Quasi Full Time

Employee Position State Salary Amount NUMERIC(8.2)

DEFINITION: An Employee Position State Salary Amount is the salary paid by the Commonwealth of Virginia from funds deposited with the State Treasury for the assigned position.

Employee Position Non-state Salary Amount NUMERIC(8.2)

DEFINITION: An Employee Position Non-state Salary Amount is any compensation awarded to the employee, for the position, that was not directly provided by the State Treasury. This field defaults to 0.

Employee Position Special Rate Compensation Amount NUMERIC(8.2)

DEFINITION: An Employee Position Special Rate Compensation Amount is the Virginia Retirement System's creditable pay amount that applies to specific positions designed to address unique needs of the agency. This field defaults to 0.

Employee Position Pay Schedule Quantity NUMERIC(2)

DEFINITION: An Employee Position Pay Schedule Quantity is the number of paychecks per year that the employee receives.

Employee Position Begin Date DATE

DEFINITION: An Employee Position Begin Date is the calendar date on which the employee first entered the position.

Employee Position Annual Salary Amount NUMERIC(8.2)

DEFINITION: An Employee Position Annual Salary Amount is the total monetary compensation that the employee receives in one calendar year.

NOTES: In PMIS, this is a calculated field. The annual salary amount is equal to the state salary amount plus the non-state salary amount plus special rate compensation amount plus temporary pay amount. To determine the pay period salary amount, take the annual salary amount and divide it by the pay schedule quantity.

Employee Position Last Salary Change Date DATE

DEFINITION: An Employee Position Last Salary Change Date is the calendar date when the employee last received a salary adjustment.

NOTES: In PMIS, this is a calculated field.

Employee Position Hourly Rate NUMERIC(5.2)

DEFINITION: An Employee Position Hourly Rate is the dollar amount that a wage employee is paid per hour.

NOTES: In PMIS, this field is physically stored in the State Salary Amount field. This could be calculated for salaried employees if it were in a separate field.

Employee Position Telecommute Flag CHAR(1)

DEFINITION: An Employee Position Telecommute Flag identifies whether an employee is actively working remotely. Valid values are:

Y = Yes, employee telecommutes 32 hours or more per month.

L = Limited, employee telecommutes less than 32 hours per month.

N = No, employee is not actively telecommuting.

In order for Y or L to be selected, the Position Telecommute Flag must be set to Y.

REFERENCE VALUES: Employee Position Telecommute Code

Y = Yes, employee telecommutes 32 hours or more per month

N = No, employee is not actively telecommuting

L = Limited, employee telecommutes less than 32 hours per month

Employee Position Shift Code CHAR(1)

DEFINITION: An Employee Position Shift Code identifies the employee's shift. Valid values are D (Day/All other) and L (Late).

NOTES: Currently in PMIS, all employee positions are defaulted to D.

REFERENCE VALUES: Position Shift Code

D = Day/All Other

L = Late

Employee Position Duration Code CHAR(1)

DEFINITION: An Employee Position Duration Code indicates the relative permanency of a particular position. Valid values are T (Temporary), R (Restricted) and P (Permanent).

REFERENCE VALUES: Position Duration Code

T = Temporary
R = Restricted
P = Permanent

Employee Position Months Number NUMERIC(2,2)

DEFINITION: An Employee Position Months Number is the number of contiguous months per year that this employee works, (e.g., 12.00, 9.25, 10.50). The employee who works less than 12 months per year may be paid a prorated amount over 12 months.

Employee Position Maximum Time Percent Rate NUMERIC(3,2)

DEFINITION: An Employee Position Maximum Time Percent Rate is the percentage of time that this employee works based on hours worked a week. 100.00 is equal to 40 hours a week.

Employee Position Appointment Expiration Date DATE

DEFINITION: An Employee Position Appointment Expiration Date is the calendar date when the employee's appointment to the position, or current salary, will end.

Employee Position Probation Expiration Date DATE

DEFINITION: Employee Position Probation Expiration Date is the calendar date when the employee's probationary period will expire. This field is not required if the employee is in a wage position.

Employee Position Active Military Supplement Amount NUMERIC(8,2)

DEFINITION: An Employee Position Active Military Supplement Amount is the dollar amount an active military employee receives semi-monthly when on military leave. The Employee Leave Code must be 05 (Leave Without Pay - Military) for the amount to be more than 0. This field defaults to 0.

NOTES: Employee Position Temporary Pay Amount and Employee Position Active Military Supplement Amount are stored in the same field in PMIS.

Employee Position Temporary Pay Amount NUMERIC(8,2)

DEFINITION: Employee Position Temporary Pay Amount is the annual dollar amount paid to the employee on an interim basis for Acting status, additional duties, or special assignment. This field defaults to 0 and is not VRS-creditable.

NOTES: Employee Position Temporary Pay Amount and Employee Position Active Military Supplement Amount are stored in the same field in PMIS.

Employee Position Email Address Text VARCHAR(100)

DEFINITION: An Employee Position Email Address Text is the email address for the employee in the associated position.

Employee Position Alternate Work Schedule Flag CHAR(1)

DEFINITION: An Employee Position Alternate Work Schedule Flag designates whether the employee works an Alternate Work Schedule. Valid values are Y (Yes) and N (No). The field defaults to N. Position Alternate Work Schedule Flag must be set to "Y" before Employee Position Alternate Work Schedule Flag can be set to "Y".

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true
N = No Condition is invalid or false

Faculty Appointment Organizational Unit Code CHAR(6) FK

DEFINITION: A Faculty Appointment Organizational Unit Code designates the academic department or other organizational unit that has fiscal, programmatic, and administrative responsibility.

Faculty Salary Average Code CHAR(1)

DEFINITION: A Faculty Salary Average Code identifies in which category the employee's salary should be included if an agency's salary averages are calculated. Valid values are A (Administrative), I (Instructional), and N (Not Included).

REFERENCE VALUES: Faculty Salary Average Code

- A = Administrative
- I = Instructional
- N = Not Included

Faculty Tenure Status/Contract Type Code CHAR(1)

DEFINITION: A Faculty Tenure Status/Contract Type Code designates whether or not a faculty member has been awarded tenure, eligibility for tenure, and contract length (if employee of community college).

Valid values are:

- 1 - Granted tenure
- 2 - Not granted tenure but is eligible
- 3 - Not eligible for tenure
- 4 - Not eligible - one year contract
- 5 - Not eligible - three year contract
- 6 - Not eligible - five year contract
- 9 - Unknown

REFERENCE VALUES: Faculty Tenure Status/Contract Type Code

- 1 = Granted tenure
- 2 = Not granted tenure but is eligible
- 3 = Not eligible for tenure
- 4 = Not eligible - one year contract
- 5 = Not eligible - three year contract
- 6 = Not eligible - five year contract
- 9 = Unknown

Employee Position Layoff Notification Date DATE

DEFINITION: An Employee Position Layoff Notification Date is the date that the employee is given two weeks notice of the layoff.

Employee Position VRS Group and Plan Code CHAR(2)

DEFINITION: Employee Position VRS Group and Plan Code indicates whether the employee is grouped in the old or new Virginia Retirement System (VRS) plans and designates the applicable VRS plan that the employee falls under for this position. Examples of valid values are 00 (OLD/VRS), 01 (NEW/VRS), 02 (OLD/VALORS), and 03 (NEW/VALORS).

Entity: Employee Position Telephone Number

OWNER: AGENCY

DEFINITION: An Employee Position Telephone Number is a number assigned to a work telephone line that is used to contact an employee. Each employee must have at least one telephone number.

PK Employee Position Telephone Identifier Number INTEGER

DEFINITION: An Employee Position Telephone Identifier Number is a unique sequential number that identifies one particular telephone number for an employee.

NOTES: This field does not exist in PMIS.

PK Employee Identifier Number NUMERIC(9) FK

DEFINITION: An Employee Identifier Number is a unique number identifying the person. Currently in PMIS this attribute is a 9 digit number.

NOTES: The last digit of the number is a check digit which can be used to validate the preceding digits. It is used for some processing, such as for incoming files to ensure that valid numbers are found.

PK Agency Number CHAR(3) FK

DEFINITION: An Agency Number is the numeric code of the agency that owns the position.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

PK Position Number CHAR(5) FK

DEFINITION: A Position Number uniquely identifies a job within a state agency, authorized by the Department of Human Resource Management, and the Department of Planning and Budget in accordance with the statutes. Position numbers are unique within a state agency. A position may be filled by one or more employees.

Employee Position Telephone Type Code CHAR(2)

DEFINITION: An Employee Position Telephone Type Code identifies the type of phone number for the employee. Valid values are OF (Office), AL (Alternate Office), CL (Cell), BP (Beeper), and FX (Fax).

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Telephone Type Code

HM = Home
CL = Cell/mobile
BP = Beeper
FX = Fax
OF = Office
AL = Alternate Office

Employee Position Telephone Number VARCHAR(26)

DEFINITION: An Employee Position Telephone Number defines the area code plus the phone number for the employee.

NOTES: In PMIS, this field is 10 characters. It was expanded to 26 characters in the standard to account for international numbers.

Employee Position Telephone Country Code CHAR(3)

DEFINITION: The Employee Position Telephone Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system.

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Country Calling Code

E.164 : The international public telecommunication numbering plan = <http://www.itu.int/rec/T-REC-E.164/en>

List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) = http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Employee Position Telephone Extension Number CHAR(5)

DEFINITION: An Employee Position Telephone Extension Number is the extension to the telephone number. It typically allows a caller to reach the person directly instead of reaching a phone directory or administrative person.

Entity: Employee Telephone Number OWNER: AGENCY

DEFINITION: An Employee Telephone Number is a number assigned to a personal telephone line that is used to contact an employee.

PK Employee Telephone Identifier Number INTEGER

DEFINITION: An Employee Telephone Identifier Number is a unique sequential number that identifies one particular telephone number for an employee.

NOTES: This field does not exist in PMIS.

PK Employee Identifier Number NUMERIC(9) **FK**

DEFINITION: An Employee Identifier Number is a unique number identifying the person to the Commonwealth of Virginia. Currently this number is assigned by creating a record in PMIS and is a 9 digit number.

NOTES: The last digit of the number is a check digit which can be used to validate the preceding digits. It is used for some processing, such as for incoming files to ensure that valid numbers are found.

Employee Telephone Type Code CHAR(2)

DEFINITION: An Employee Telephone Type Code identifies the type of phone number for the employee. Valid values are HM (Home), CL (Cell), BP (Beeper), and FX (Fax).

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Telephone Type Code

HM = Home
CL = Cell/mobile
BP = Beeper
FX = Fax
OF = Office
AL = Alternate Office

Employee Telephone Number VARCHAR(26)

DEFINITION: An Employee Telephone Number defines the area code plus the phone number for the employee.

NOTES: In PMIS, this field is 10 characters. It was expanded to 26 characters in the standard to account for international numbers.

Employee Telephone Country Code CHAR(3)

DEFINITION: The Employee Telephone Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system.

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Country Calling Code

E.164 : The international public telecommunication numbering plan = <http://www.itu.int/rec/T-REC-E.164/en>

List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) = http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Entity: Position OWNER: AGENCY

DEFINITION: A Position is a specific function that is established by a Commonwealth of Virginia agency. The person employed to fill the position is considered an employee of the Commonwealth of Virginia. The agency defines the position and includes tasks and education requirements specific to the job.

PK Position Number CHAR(5)

DEFINITION: A Position Number uniquely identifies a job within a state agency, authorized by the Department of Human Resource Management, and the Department of Planning and Budget in accordance with the statutes. Position numbers are unique within a state agency. A position may be filled by one or more employees.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is the numeric code of the agency that owns the position.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Alternate Pay Area Pay Band Key Identifier INTEGER **FK**

DEFINITION: An Alternate Pay Area Pay Band Key Identifier is an unique identifier that is used to refer to a specific Alternate Pay Area Pay Band and has no special meaning otherwise.

NOTES: This field does not exist in PMIS.

Pay Band Number Code CHAR(2) **FK**

DEFINITION: A Pay Band Number is a numeric code that defines a dollar amount range that is used for determining compensation. Faculty and research positions, for example, are not pay-banded so will show zeroes for a Pay Band value.

NOTES: Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

REFERENCE VALUES: Pay Band Number Code

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- UG = Ungraded

Pay Area Code CHAR(2) **FK**

DEFINITION: A Pay Area Code is an alphanumeric code that indicates areas that specific pay ranges exist as authorized by the Governor or his representative.

REFERENCE VALUES: Pay Area Code

- SW = Statewide
- FP = Arlington, Fairfax County, Loudoun, Prince William, Alexandria, Fairfax (City), Falls Church, Manassas, Manassas Park

Position Employee Compensation Type Code CHAR(1)

DEFINITION: A Position Employee Compensation Type Code indicates whether the employee in the position is salaried or wage.

Salaried are employee who works up to 40 hours per week for 9 to 12 consecutive months a year and whose pay is based on a regular amount per pay period. Wage are hourly employees that are seasonal or temporary employees who are paid by the hour and are, typically, limited to 1500 hours of work per agency in a consecutive 365-day period beginning on the anniversary of their hire date and are paid only for hours actually worked.

NOTES: In PMIS, this information is found in the field DATA-TYPE. Salaried positions are 0 (non-wage entered into PMIS), 1 (non-PMIS salaried employees from agency file feeds), and 3 (charter university staff). Wage positions (e.g., hourly) are 2 (flagged via the DOA CIPPS feed) or 4 (wage entered into PMIS).

REFERENCE VALUES: Position Compensation Type Code

S = Salaried

W = Wage

Agency Partition Code CHAR(6) FK

DEFINITION: An Agency Partition Code allows an agency to divide itself into sections, allowing for analysis and reporting in DHRM's web tools or other processes where partitioning is needed.

Position Alternate Work Schedule Flag CHAR(1)

DEFINITION: Position Alternate Work Schedule Flag designates whether the position is appropriate for an Alternate Work Schedule. Valid values are:

Y = Yes, is appropriate for an Alternate Work Schedule

N = No, is not appropriate for an Alternate Work Schedule

Field defaults to "N". Position Alternate Work Schedule Flag must be set to "Y" before Employee Alternate Work Schedule Flag can be set to "Y".

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Public Safety Position Flag CHAR(1)

DEFINITION: Public Safety Position Flag indicates whether the employee performs a public safety function. Valid values are 1 (for No) and 2 (for Yes). The field defaults to 1.

NOTES: In PMIS, this field is called Overtime Public Safety Flag.

REFERENCE VALUES: Public Safety Position Flag

1 = No

2 = Yes

Agency Payroll Number CHAR(3)

DEFINITION: Number used to identify the particular payroll within an agency from which the employee is paid. A payroll can indicate an agency division for health benefits.

Standard Occupational Classification Extension Code CHAR(5) FK

DEFINITION: A Standard Occupational Classification (SOC) Extension Code subdivides an occupation into work specialties, subspecialties, and work level.

NOTES: These values are a combination of federal codes (O*NET) and Virginia specific codes.

Information about assigning extension codes can be found in Compensation Reform Action Bulletin 34 Assigning SOC Extension Codes (issued on 07/29/2002) (http://www.dhrm.virginia.gov/compreform/crabs/bulletin34_soc_extcodes.pdf). Current codes and their descriptions are listed at <http://web1.dhrm.virginia.gov/itech/files/VASOC070703.xls>.

REFERENCE VALUES: Standard Occupational Classification Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (SOC codes tab where ExpireDate = '20991231')

Role Overtime Eligibility Override Key Identifier INTEGER FK

DEFINITION: A Role Overtime Eligibility Override Key Identifier is a unique identifier that is used to refer to a specific Role Overtime Eligibility Code Override and has no special meaning otherwise.

NOTES: This field does not exist in PMIS.

Agency Subdivision Code CHAR(5) FK

DEFINITION: An Agency Subdivision Code designates major subdivisions within the agency as established by the agency.

Agency Subunit Code CHAR(5) FK

DEFINITION: An Agency Subunit Code designates groups of positions for performance management as established by the agency.

Position Role Type Code CHAR(1)

DEFINITION: A Position Role Type Code indicates the type of role of the position. Valid values are A (appointed agency head), F (faculty), C (classified), and O (other non-classified). This value can differ from the Role Type Code.

A Classified employee is an individual covered by the Virginia Personnel Act (Chapter 29, Title 2.2 of the Code of Virginia). Other non-classified are all individuals not covered by the Virginia Personnel Act § 2.2-2905 such as the Virginia College Savings Plan, Virginia Retirement System and State Lottery Department that are not agency heads or wage employees.

An agency head administers and supervises the agency at the highest level of the organization under the direction and control of the Governor or governing board.

A Faculty employee is an individual employed by a higher education institution in the Commonwealth of Virginia who falls within one of the following categories:

- i. Instruction/Research Faculty are persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks.
- ii. Administrative Faculty are persons whose work is directly related to the management of the educational and general activities of the institution, department or subdivision thereof. Incumbents exercise discretion and independent judgment and generally direct the work of others.
- iii. Professional Faculty are persons whose work requires advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, coaches, lawyers, physicians, dentists, veterinarians, and other positions serving educational, research, athletic, medical, student affairs, and development functions or activities.

NOTES: In PMIS, this field is not stored separate; it is indicated by the Role Code. Role Codes from 00000 through 00999 are appointed agency heads; 01000 through 09999 are faculty; 10000 through 88999 are classified; 89000 through 89999 are wage only; and, 90000 through 99999 are other non-classified. Wage employees may be assigned to any Role and are distinguished by their Pay (aka Data) Type.

Definitions of instructional faculty from the SCHEV website. Definitions of administrative faculty and professional faculty from the 1997-98 Consolidated Salary Authorization report prepared by the Secretary of Education.

REFERENCE VALUES: Role Type Code

A = Appointed agency head
F = Faculty
C = Classified
O = Other non-classified

Position University Employee Flag CHAR(10)

DEFINITION: A Position University Staff Flag indicates whether the employee in this position is a non-classified, "university" employee.

NOTES: In PMIS this is indicated by Position Charter Status.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true
N = No Condition is invalid or false

Agency Records Officer Flag CHAR(1)

DEFINITION: An Agency Records Officer Flag indicates whether the employee in this position serves as the agency Records Officer. Valid values are Y (Yes) and N (No) and defaults to N.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true
N = No Condition is invalid or false

Agency Activity Number CHAR(3) FK

DEFINITION: An Agency Activity Number designates a department division within the agency where the employee is assigned.

Supervisor's Agency Number CHAR(3) FK

DEFINITION: A Supervisor's Agency Number is the numeric code of the agency that owns the supervisor's position.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Supervisor's Position Number CHAR(5) FK

DEFINITION: A Supervisor's Position Number uniquely identifies a position's supervisor's job within a state agency, authorized by the Department of Human Resource Management, and the Department of Planning and Budget in accordance with the statutes. Position numbers are unique within a state agency.

Workers' Compensation Hazard Code CHAR(4)

DEFINITION: A Workers' Compensation Hazard Code identifies the type of work being performed for purposes of determining the agency's Workers' Compensation premium and claims experience modification value. Valid values are available at <http://www.dhrm.virginia.gov/workerscomp/NCCI Codes0803.pdf>

NOTES: Field required for VDOT. Codes are established by the NCCI.

REFERENCE VALUES: Workers' Compensation Hazard Code

Current PMIS Values = <http://www.dhrm.virginia.gov/workerscomp/NCCI Codes0803.pdf>

Position Work Title Name CHAR(30)

DEFINITION: A Position Work Title Name is the agency's name for the position that is assigned by the agency.

Position Role Code NUMERIC(5) FK

DEFINITION: A Position Role Code identifies what role group the position belongs to.

REFERENCE VALUES: Role Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Leave Codes tab where ExpireDate = '20991231')

Position Established Date DATE

DEFINITION: A Position Established Date is the calendar date that the position was established by the agency.

Position Expiration Date DATE

DEFINITION: A Position Expiration Date is the calendar date when an intermittent, restricted, or temporary position is scheduled to expire.

Position Time Status Code CHAR(1)

DEFINITION: A Position Time Status Code identifies whether the position is full time (F) or part-time (P).

REFERENCE VALUES: Position Time Status Code

F = Full Time
P = Part Time
Q = Quasi Full Time

Position Telecommute Flag CHAR(1)

DEFINITION: A Position Telecommute Flag identifies whether the position is appropriate for telecommuting. Valid values are Y (Yes) and N (No).

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid or true
N = No Condition is invalid or false

Position Level Code NUMERIC(2)

DEFINITION: A Position Level Code defines the organizational level of the person in this position. Valid values are:

08 Manager (M)
11 Supervisor (S)
12 Employee (E)
13 Faculty (F)

REFERENCE VALUES: Position Level Code

08 = Manager (M)
11 = Supervisor (S)
12 = Employee (E)
13 = Faculty (F)

Position Overtime Exemption Code NUMERIC(1)

DEFINITION: A Position Overtime Exemption Code identifies if the position is exempt or non-exempt. The Fair Labor Standards Act (FLSA) requires that employers classify jobs as either exempt or nonexempt. Nonexempt employees are covered by FLSA rules and regulations, and exempt employees are not.

Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers usually pay a salary rather than an hourly wage for an exempt position (e.g., certain IT positions can be exempted by hourly).

Nonexempt employees, as the term implies, are not exempt from FLSA requirements. A nonexempt employee may be paid on an hourly wage or salaried basis. Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week.

Valid values are 1 (Exempt) and 2 (Not exempt). In PMIS, they display as E and N.

REFERENCE VALUES: Position Overtime Exemption Code

- 1 = Exempt
- 2 = Non-exempt

Position Overtime Eligibility Code CHAR(1)

DEFINITION: A Position Overtime Eligibility Code indicates if the position is covered under the state provisions allowing compensation at time and one-half or compensatory leave for all hours over forty worked in a seven day period. Valid values are:

- C - Straight Time Overtime Is Pre-Approved
- N - Overtime Is Not Pre-Approved
- Y - Time and 1/2 Overtime Is Pre-Approved

REFERENCE VALUES: Position Overtime Eligibility Code

- C = Straight Time Overtime Is Pre-Approved
- N = Overtime Is Not Pre-Approved
- Y = Time and 1/2 Overtime Is Pre-Approved

Position Maximum Time Percent Rate NUMERIC(3.2)

DEFINITION: A Position Maximum Time Percent Rate is the maximum percentage at full-time (e.g., 100.00, 50.00, 68.75) that this position can be filled based on hours worked a week. 100.00 is equal to 40 hours a week.

Position Locality Code CHAR(5) FK

DEFINITION: A Position Locality Code is a 5 digit numeric code pre-assigned by the federal government to counties and cities in Virginia.

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

- Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
- Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Agency Work Location Code CHAR(5) FK

DEFINITION: An Agency Work Location Code is an alphanumeric code that indicates the work-unit location of the agency work location.

Position Economic Interests Flag CHAR(1)

DEFINITION: A Position Economic Interests Flag indicates whether the employee in the position must file a Statement of Economic Interests. Valid values are Y (Yes, Statement of Economic Interests is required), N (No, Statement of Economic Interests not required), and X (Unknown/Unreported).

REFERENCE VALUES: Position Economic Interests Flag

- Y = Yes, Statement of Economic Interests is required
- N = No, Statement of Economic Interests not required
- X = Unknown/Unreported

Position Duration Code CHAR(1)

DEFINITION: An Position Duration Code indicates the relative permanency of a particular position. Valid values are T (Temporary), R (Restricted) and P (Permanent).

REFERENCE VALUES: Position Duration Code

- T = Temporary
- R = Restricted
- P = Permanent

Position Drug Test Pool Flag CHAR(1)

DEFINITION: A Position Drug Test Pool Flag indicates whether the employee in this position is subject to drug test. Valid values are Y (Yes) and N (No).

REFERENCE VALUES: Logical Flag (Y/N)

- Y = Yes Condition is valid or true
- N = No Condition is invalid or false

Sensitive Position Flag CHAR(1)

DEFINITION: A Sensitive Position Code indicates whether a fingerprint-related background check is required for employees entering the position, as required by Section 2.2-1201.1 of the Code of Virginia. Valid values are:

- Y = Yes, is a sensitive position
- N = No, is not a sensitive position
- X = Unknown because Yes/No not reported by the agency

REFERENCE VALUES: Sensitive Position Flag

- Y = Yes, is a sensitive position
- N = No, is not a sensitive position
- X = Unknown because Yes/No not reported by the agency

Position Minimum Salary Amount NUMERIC(6.2)

DEFINITION: A Position Minimum Salary Amount is the minimum salary for the position based on the pay band and pay area where the position is assigned.

Position Maximum Salary Amount NUMERIC(6.2)

DEFINITION: A Position Maximum Salary Amount is the maximum salary for the position based on the pay band and pay area where the position is assigned.

Position EEO Occupational Code CHAR(1)

DEFINITION: A Position Equal Employment Opportunity Occupational Code (EEO) is a Federal code that identifies the primary occupational activity of the position. Valid values are:

- A - Official or Administrator
- B - Professional
- C - Technician
- D - Protective Service Worker
- E - Paraprofessional
- F - Office or Clerical
- G - Skilled Craft Worker
- H - Service/Maintenance
- I - Faculty

REFERENCE VALUES: EEO Occupational Code

- A = Official or Administrator
- B = Professional

C = Technician
D = Protective Service Worker
E = Paraprofessional
F = Office or Clerical
G = Skilled Craft Worker
H = Service/Maintenance
I = Faculty

Old Position Class Code NUMERIC(5)

DEFINITION: An Old Position Class Code identifies the Class Code in effect on 9/24/2000 prior to the Compensation Reform.

NOTES: Currently in PMIS, the field is pre-filled with 00000. It can be left as 00000 or a valid class code can be entered by the agency.

Position Months Number NUMERIC(2.2)

DEFINITION: A Position Months Number is the number of contiguous months in a calendar year that the position can be filled (e.g., 6.5, 9, 12) and the employee in the position can be paid for the services performed.

NOTES: This field works in concert with Position Maximum Time Percent Rate. A full-time employee would work at 100.00% (40 hours per month) for 12.00 months. A part-time employee could work at 50.00% (20 hours per month) for 12.00 months. A quasi full-time employee works either (1) 32-39.9 hours per week for 12 months per year or (2) 40 hours per week for 9, 10, or 11 consecutive months per year.

Standard Occupational Classification Code NUMERIC(6) **FK**

DEFINITION: A Standard Occupational Classification (SOC) Code indicates, with its extension code, an occupational category for position.

REFERENCE VALUES: Standard Occupational Classification Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (SOC codes tab where ExpireDate = '20991231')

Entity: Position Funding Source OWNER: AGENCY

DEFINITION: A Position Funding Source defines how the associated position is funded using Chart of Account fields. Up to thirteen (13) funding source lines may exist. At least one record is required for each position.

PK Position Number CHAR(5) **FK**

DEFINITION: A Position Number uniquely identifies a job within a state agency, authorized by the Department of Human Resource Management, and the Department of Planning and Budget in accordance with the statutes. Position numbers are unique within a state agency. A position may be filled by one or more employees.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

PK Position Funding Source Identifier NUMERIC(10)

DEFINITION: A Position Funding Source Identifier uniquely identifies a funding source for the associated agency and position. Up to 13 funding source lines for a single position may exist. This field should be considered a sequence number that carries no business meaning.

Budget Program Element Code NUMERIC(2)

DEFINITION: A Budget Program Element Code is a numeric code that describes different activities and facilities which contribute to the accomplishment of a Service (Sub-Program).

Budget Program Project Code NUMERIC(5)

DEFINITION: A Budget Program Project Code is a numeric code that indicates a special project to which a position is assigned.

Budget Program Cost Center Code NUMERIC(3)

DEFINITION: A Budget Program Cost Center Code is a numeric code that indicates the cost center within an agency to which a position is assigned.

Budget Program Fund Code NUMERIC(4)

DEFINITION: A Budget Program Fund Code is a numeric code that indicates the fund from which a position is paid.

Budget Program Percent Rate NUMERIC(3.2)

DEFINITION: A Budget Program Percent Rate is the percentage of an employee's salary charged to a specific Program code, Service (Sub-Program) code, and Program Element code combination. The total of all funding source lines for a specific position should equal 100.00.

Agency Budget Program Code NUMERIC(3) **FK**

DEFINITION: An Agency Budget Program Code is a numeric code that indicates a particular program for which the agency has been budgeted from a specified fund source. The code identifies the activity performed by employees incumbent in a particular position.

Agency Budget Service (Sub-Program) Code NUMERIC(2) **FK**

DEFINITION: A Budget Service (Sub-Program) Code is a numeric code that indicates a sub-program for the selected Budget Program Code. The code refines the activity performed by employees incumbent in a particular position.

Entity: Alternate Pay Area Pay Band OWNER: DHRM

DEFINITION: An Alternate Pay Area Pay Band details modified minimum and maximum compensation amounts for a particular locality, role, role and locality combination, Standard Occupational Classification code and locality combination, or position. Order of precedence for applying alternatives to a particular position (from greater to lesser): Position, SOC and Locality, Role and Locality, Role, Locality.

NOTES: In 2007 via the Appropriation Act, the General Assembly specified that sworn employees of the Virginia State Police (VSP) in Rappahannock, Stafford, Spotsylvania, and Fauquier counties and the City of Fredericksburg are included in the northern Virginia area. In this model, they would entered as Locality level alternate pay bands.

PK Alternate Pay Area Pay Band Key Identifier INTEGER

DEFINITION: An Alternate Pay Area Pay Band Key Identifier is an unique identifier that is used to refer to a specific Alternate Pay Area Pay Band and has no special meaning otherwise.

NOTES: This field does not exist in PMIS.

Pay Band Number Code CHAR(2) **FK**

DEFINITION: A Pay Band Number is a numeric code that defines a dollar amount range that is used for determining compensation. Faculty and research positions, for example, are not pay-banded so will show zeroes for a Pay Band value.

NOTES: Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

REFERENCE VALUES: Pay Band Number Code

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- UG = Ungraded

Pay Area Code CHAR(2) **FK**

DEFINITION: A Pay Area Code is an alphanumeric code that indicates areas that specific pay ranges exist as authorized by the Governor or his representative.

REFERENCE VALUES: Pay Area Code

- SW = Statewide
- FP = Arlington, Fairfax County, Loudoun, Prince William, Alexandria, Fairfax (City), Falls Church, Manassas, Manassas Park

Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Alternate Pay Area Pay Band Level Flag CHAR(1)

DEFINITION: An Alternate Pay Area Pay Band Level Flag indicates the level that the alternate pay band affects. Valid values are L (Locality), R (Role), RL (Role and Locality), SL (SOC and Locality), and P (Position).

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Alternate/Override Level Flag

- L = Locality
- R = Role
- RL = Role and Locality
- SL = SOC and Locality
- P = Position

Alternate Pay Area Pay Band Level Key Identifier VARCHAR(15)

DEFINITION: An Alternate Pay Area Pay Band Level Key Identifier is the identifier to the record that the Alternate Pay Area Pay Band supersedes.

If the Alternate Pay Area Pay Band Level Flag is set to L (Locality), this field is the Locality Code of the locality. For P (Position), this field is the Position number and should be taken with the Agency Number to determine which position has the alternate pay area pay band. When the Alternate Level Flag is R (Role), it is the Role code. For RL (Role and Locality), the Role Code is stored here and should be used with the Locality Code to apply the alternate pay area pay band. Similarly, for SL (SOC and Locality), this field indicates the SOC code and should be used with the Locality Code to apply the alternate pay area pay band.

NOTES: This field does not exist in PMIS.

Locality Code CHAR(5) FK

DEFINITION: A Locality Code is a 5 digit numeric code pre-assigned by the federal government to counties and cities in Virginia. Valid values are available in ANSI publication INCITS 31:200x (<http://www.census.gov/geo/www/ansi/ansi.html>).

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

- Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
- Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Alternate Pay Band Range Yearly Minimum Amount NUMERIC(6)

DEFINITION: An Alternate Pay Band Range Yearly Minimum Amount is the minimum U.S. dollar amount of yearly compensation that can be assigned to a position within the Pay Area.

Alternate Pay Band Range Yearly Maximum Amount NUMERIC(6)

DEFINITION: An Alternate Pay Band Range Yearly Maximum Amount is the maximum U.S. dollar amount of yearly compensation that can be assigned to a position within the Pay Area.

Alternate Pay Band Range Hourly Minimum Amount NUMERIC(6.2)

DEFINITION: An Alternate Pay Band Range Hourly Minimum Amount is the minimum U.S. dollar amount of hourly compensation that can be assigned to a position within the Pay Area. This value is calculated by dividing the Pay Band Range Yearly Minimum Amount by 2080 (the number of work hours in a year including holidays and leave).

NOTES: This field does not exist in PMIS; it is calculated as necessary.

Alternate Pay Band Range Hourly Maximum Amount NUMERIC(6.2)

DEFINITION: An Alternate Pay Band Range Hourly Maximum Amount is the maximum U.S. dollar amount of hourly compensation that can be assigned to a position within the Pay Area. This value is calculated by dividing the Pay Band Range Yearly Maximum Amount by 2080 (the number of work hours in a year including holidays and leave).

NOTES: This field does not exist in PMIS; it is calculated as necessary.

Entity: Occupational Career Group OWNER: DHRM

DEFINITION: An Occupational Career Group is a sub-group of an occupational family that identifies a specific occupational field common to the labor market. Examples are Financial Services (19030), Library Services (29050), Dentistry (49030), and Veterinary Specialists (59150).

PK Occupational Career Group Code NUMERIC(5)

DEFINITION: An Occupational Career Group Code identifies a sub-group of an occupational family. For example 19010 is the Administrative Office Support career group which is part of the Administrative Services occupational family.

REFERENCE VALUES: Occupational Career Group Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Occupational Groups tab)

Occupational Family Code NUMERIC(5) **FK**

DEFINITION: An Occupational Family Code identifies the broad grouping of jobs that share similar vocational interests.

REFERENCE VALUES: Occupational Family Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Occupational Families tab)

Occupational Career Group Name VARCHAR(30)

DEFINITION: An Occupational Career Group Name is the assigned textual description that corresponds to the occupational career group code.

Entity: Occupational Family OWNER: DHRM

DEFINITION: An Occupational Family is a broad grouping of jobs that share similar vocational interests. Examples are Administrative Services (19000), Education and Media Services (29000), Engineering and Technology (39000) and Health and Human Services (49000).

PK Occupational Family Code NUMERIC(5)

DEFINITION: An Occupational Family Code identifies the broad grouping of jobs that share similar vocational interests.

REFERENCE VALUES: Occupational Family Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Occupational Families tab)

Occupational Family Name VARCHAR(30)

DEFINITION: An Occupational Family Name is the assigned textual description that corresponds to the occupational family code.

Entity: Pay Area OWNER: DHRM

DEFINITION: A Pay Area is a defined section of the Commonwealth of Virginia whose employees receive the same monetary compensation. A Pay Area is typically a geographic area (such as Northern Virginia).

PK Pay Area Code CHAR(2)

DEFINITION: A Pay Area Code is an alphanumeric code that indicates areas that specific pay ranges exist as authorized by the Governor or his representative.

REFERENCE VALUES: Pay Area Code

SW = Statewide

FP = Arlington, Fairfax County, Loudoun, Prince William, Alexandria, Fairfax (City), Falls Church, Manassas, Manassas Park

Pay Area Description Text VARCHAR(50)

DEFINITION: A Pay Area Description Text is textual description of the pay area (such as the geographic area that belong to the pay area).

NOTES: This field does not exist in PMIS.

Entity: Pay Area Locality OWNER: DHRM

DEFINITION: A Pay Area Locality maps a Pay Area to one or more localities.

NOTES: History: The first differentials in northern Virginia were paid during World War II. Subsequently, there were periodic studies done and it looks like the pay area differentials were first established in 1976. The General Assembly has been involved from time to time. Currently, they affirm the Governor's authority to establish these differentials in section 4-6.01(i) of the Appropriation Act. Normally, unless the General Assembly gets involved, this agency would recommend changes to the areas and the Governor's Office would approve them.

PK Locality Code CHAR(5) **FK**

DEFINITION: A Locality Code is a 5 digit numeric code pre-assigned by the federal government to counties and cities in Virginia. Valid values are available in ANSI publication INCITS 31:200x (<http://www.census.gov/geo/www/ansi/ansi.html>).

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

PK Pay Area Code CHAR(2) **FK**

DEFINITION: A Pay Area Code is an alphanumeric code that indicates areas that specific pay ranges exist as authorized by the Governor or his representative.

REFERENCE VALUES: Pay Area Code

SW = Statewide

FP = Arlington, Fairfax County, Loudoun, Prince William, Alexandria, Fairfax (City), Falls Church, Manassas, Manassas Park

Entity: Pay Area Pay Band OWNER: DHRM

DEFINITION: A Pay Area Pay Band details the minimum and maximum employee compensation within a Pay Area. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

PK Pay Band Number Code CHAR(2) **FK**

DEFINITION: A Pay Band Number is a numeric code that defines a dollar amount range that is used for determining compensation. Faculty and research positions, for example, are not pay-banded so will show zeroes for a Pay Band value.

NOTES: Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

REFERENCE VALUES: Pay Band Number Code

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- UG = Ungraded

PK Pay Area Code CHAR(2) **FK**

DEFINITION: A Pay Area Code is an alphanumeric code that indicates areas that specific pay ranges exist as authorized by the Governor or his representative.

REFERENCE VALUES: Pay Area Code

- SW = Statewide
- FP = Arlington, Fairfax County, Loudoun, Prince William, Alexandria, Fairfax (City), Falls Church, Manassas, Manassas Park

Pay Band Range Yearly Minimum Amount NUMERIC(6)

DEFINITION: A Pay Band Range Yearly Minimum Amount is the minimum U.S. dollar amount of yearly compensation that can be assigned to a position within the Pay Area.

Pay Band Range Yearly Maximum Amount NUMERIC(6)

DEFINITION: A Pay Band Range Yearly Maximum Amount is the maximum U.S. dollar amount of yearly compensation that can be assigned to a position within the Pay Area.

Pay Band Range Hourly Minimum Amount NUMERIC(6.2)

DEFINITION: A Pay Band Range Hourly Minimum Amount is the minimum U.S. dollar amount of hourly compensation that can be assigned to a position within the Pay Area. This value is calculated by dividing the Pay Band Range Yearly Minimum Amount by 2080 (the number of work hours in a year including holidays and leave).

Pay Band Range Hourly Maximum Amount NUMERIC(6.2)

DEFINITION: A Pay Band Range Hourly Maximum Amount is the maximum U.S. dollar amount of hourly compensation that can be assigned to a position within the Pay Area. This value is calculated by dividing the Pay Band Range Yearly Maximum Amount by 2080 (the number of work hours in a year including holidays and leave).

Pay Area Pay Band Start Date DATE

DEFINITION: A Pay Area Pay Band Start Date is the calendar date is the first date that this salary range is active.

Pay Area Pay Band End Date DATE

DEFINITION: A Pay Area Pay Band End Date is the calendar date is the last date that this salary range is active.

Entity: Pay Band

OWNER: DHRM

DEFINITION: A Pay Band details the employee compensation structure.

PK Pay Band Number Code CHAR(2)

DEFINITION: A Pay Band Number is a numeric code that defines a dollar amount range that is used for determining compensation. Faculty and research positions, for example, are not pay-banded so will show zeroes for a Pay Band value.

NOTES: Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

REFERENCE VALUES: Pay Band Number Code

00
01
02
03
04
05
06
07
08
09
UG = Ungraded

Pay Band Description Text VARCHAR(30)

DEFINITION: A Pay Band Description Text describes the purpose of the Pay Band Number Code.

Entity: Role

OWNER: DHRM

DEFINITION: A Role describes a broad group of occupationally related positions that represent one or more levels of work or career progression. Examples are Information Technology Specialist II (39112), Licensed Practical Nurse (49111), and Commissioner Department of Motor Vehicles (00154).

PK Role Code NUMERIC(5)

DEFINITION: A Role Code identifies a broad grouping of related positions. For example, role code 19011 represents an Administrative and Office Specialist I.

REFERENCE VALUES: Role Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Leave Codes tab where ExpireDate = '20991231')

Role Long Name VARCHAR(60)

DEFINITION: The Role Long Name is the official title for the role from a human resources perspective. Examples include Administrative and Office Specialist I and Information Technology Manager I.

Occupational Career Group Code NUMERIC(5) **FK**

DEFINITION: An Occupational Career Group Code identifies a sub-group of an occupational family. For example 19010 is the Administrative Office Support career group which is part of the Administrative Services occupational family.

REFERENCE VALUES: Occupational Career Group Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Occupational Groups tab)

Role Short Name VARCHAR(30)

DEFINITION: The Role Short Name is the official short title for the role from a human resources perspective. Examples include Admin and Office Spec I and Info Technology Manager I.

Role Pay Band Number Code CHAR(2) **FK**

DEFINITION: A Role Pay Band Number is a numeric code that defines a dollar amount range that is used for determining compensation. Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Faculty and research positions, for example, are not pay-banded so will show zeroes for a Pay Band value.

NOTES: Pay bands range from 01 - 09. Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will remain. Salary range minimums and maximums for positions with Pay Bands of "00" or "UG" are assigned at the Role level.

REFERENCE VALUES: Pay Band Number Code

00
01
02
03
04
05
06
07
08
09
UG = Ungraded

Role Overtime Eligibility Code CHAR(1)

DEFINITION: A Role Overtime Eligibility Code indicates if a particular role is covered under the state provisions allowing compensation at time and one-half or compensatory leave for all hours over forty worked in a seven day period. Valid values are C (Straight Time Overtime Is Pre-Approved), N (Overtime Is Not Pre-Approved), and Y (Time and 1/2 Overtime Is Pre-Approved). An alternate eligibility code can be established for a particular agency.

REFERENCE VALUES: Position Overtime Eligibility Code

- C = Straight Time Overtime Is Pre-Approved
- N = Overtime Is Not Pre-Approved
- Y = Time and 1/2 Overtime Is Pre-Approved

Role Type Code CHAR(1)

DEFINITION: A Role Type Code indicates the type of role assigned to associated positions. Valid values are A (appointed agency head), F (faculty), C (classified), and O (other non-classified).

A Classified employee is an individual covered by the Virginia Personnel Act (Chapter 29, Title 2.2 of the Code of Virginia). Other non-classified are all individuals not covered by the Virginia Personnel Act § 2.2-2905 such as the Virginia College Savings Plan, Virginia Retirement System and State Lottery Department that are not agency heads or wage employees.

An agency head administers and supervises the agency at the highest level of the organization under the direction and control of the Governor or governing board.

A Faculty employee is an individual employed by a higher education institution in the Commonwealth of Virginia who falls within one of the following categories:

- i. Instruction/Research Faculty are persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks.
- ii. Administrative Faculty are persons whose work is directly related to the management of the educational and general activities of the institution, department or subdivision thereof. Incumbents exercise discretion and independent judgment and generally direct the work of others.
- iii. Professional Faculty are persons whose work requires advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, coaches, lawyers, physicians, dentists, veterinarians, and other positions serving educational, research, athletic, medical, student affairs, and development functions or activities.

NOTES: In PMIS, this field is not stored separate; it is indicated by the Role Code. Role Codes from 00000 through 00999 are appointed agency heads; 01000 through 09999 are faculty; 10000 through 88999 are classified; 89000 through 89999 are wage only; and, 90000 through 99999 are other non-classified. Wage employees may be assigned to any Role and are distinguished by their Pay (aka Data) Type.

Definitions of instructional faculty from the SCHEV website. Definitions of administrative faculty and professional faculty from the 1997-98 Consolidated Salary Authorization report prepared by the Secretary of Education.

REFERENCE VALUES: Role Type Code

- A = Appointed agency head
- F = Faculty
- C = Classified
- O = Other non-classified

Role Pay Band Range Yearly Minimum Amount NUMERIC(6)

DEFINITION: A Role Pay Band Range Yearly Minimum Amount is the minimum U.S. dollar amount of yearly compensation that can be assigned to a role with a Role Pay Band Number Code of 00 or 32.

Role Pay Band Range Yearly Maximum Amount NUMERIC(6)

DEFINITION: A Role Pay Band Range Yearly Maximum Amount is the maximum U.S. dollar amount of yearly compensation that can be assigned to a role with a Role Pay Band Number Code of 00 or 32.

Role Pay Band Range Hourly Minimum Amount NUMERIC(6.2)

DEFINITION: A Role Pay Band Range Hourly Minimum Amount is the minimum U.S. dollar amount of hourly compensation that can be assigned to a role with a Role Pay Band Number Code of 00 or 32. This value is calculated by dividing the Pay Band Range Yearly Minimum Amount by 2080 (the number of work hours in a year including holidays and leave).

Role Pay Band Range Hourly Maximum Amount NUMERIC(6.2)

DEFINITION: A Role Pay Band Range Hourly Maximum Amount is the maximum U.S. dollar amount of hourly compensation that can be assigned to a role with a Role Pay Band Number Code of 00 or 32. This value is calculated by dividing the Pay Band Range Yearly Maximum Amount by 2080 (the number of work hours in a year including holidays and leave).

Entity: Role Overtime Eligibility Override

OWNER: DHRM

DEFINITION: A Role Overtime Eligibility Override details modified role overtime eligibility code for a particular locality, role, role and locality combination, Standard Occupational Classification code and locality combination, or position. Order of precedence for applying overrides to a particular position (from greater to lesser): Position, SOC and Locality, Role and Locality, Role, Locality.

PK Role Overtime Eligibility Override Key Identifier INTEGER

DEFINITION: A Role Overtime Eligibility Override Key Identifier is an unique identifier that is used to refer to a specific Role Overtime Eligibility Code Override and has no special meaning otherwise.

NOTES: This field does not exist in PMIS.

Role Overtime Eligibility Override Level Flag CHAR(1)

DEFINITION: A Role Overtime Eligibility Override Level Flag indicates the level that the role overtime eligibility override affects. Valid values are L (Locality), R (Role), RL (Role and Locality), SL (SOC and Locality), and P (Position).

NOTES: This field does not exist in PMIS.

REFERENCE VALUES: Alternate/Override Level Flag

L = Locality
R = Role
RL = Role and Locality
SL = SOC and Locality
P = Position

Role Overtime Eligibility Override Level Key Identifier VARCHAR(15)

DEFINITION: A Role Overtime Eligibility Override Level Key Identifier is the identifier to the record that the Role Overtime Eligibility Override Code supersedes.

If the Role Overtime Eligibility Override Level Flag is set to L (Locality), this field is the Locality Code of the locality. For P (Position), this field is the Position number and should be taken with the Agency Number to determine which position has the Role Overtime Eligibility Override Code. When the Override Level Flag is R (Role), it is the Role code. For RL (Role and Locality), the Role Code is stored here and should be used with the Locality Code to apply the Role Overtime Eligibility Override Code. Similarly, for SL (SOC and Locality), this field indicates the SOC code and should be used with the Locality Code to apply the Role Overtime Eligibility Override Code.

NOTES: This field does not exist in PMIS.

Role Code NUMERIC(5) FK

DEFINITION: A Role Code identifies a broad grouping of related positions. For example, role code 19011 represents an Administrative and Office Specialist I.

REFERENCE VALUES: Role Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Leave Codes tab where ExpireDate = '20991231')

Locality Code CHAR(5) FK

DEFINITION: A Locality Code is a 5 digit numeric code pre-assigned by the federal government to counties and cities in Virginia. Valid values are available in ANSI publication INCITS 31:200x (<http://www.census.gov/geo/www/ansi/ansi.html>).

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Role Overtime Eligibility Override Code CHAR(1)

DEFINITION: A Role Overtime Eligibility Override Code indicates if a particular role is covered under the state provisions allowing compensation at time and one-half or compensatory leave for all hours over forty worked in a seven day period. Valid values are C (Straight Time Overtime Is Pre-Approved), N (Overtime Is Not Pre-Approved), and Y (Time and 1/2 Overtime Is Pre-Approved).

REFERENCE VALUES: Position Overtime Eligibility Code

C = Straight Time Overtime Is Pre-Approved
N = Overtime Is Not Pre-Approved
Y = Time and 1/2 Overtime Is Pre-Approved

Entity: Standard Occupational Classification OWNER: DHRM

DEFINITION: The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 23 major groups, 96 minor groups, and 449 broad occupations. Each broad occupation includes detailed occupation(s) requiring similar job duties, skills, education, or experience.

PK Standard Occupational Classification Code NUMERIC(6)

DEFINITION: A Standard Occupational Classification (SOC) Code indicates, with its extension code, an occupational category for position.

REFERENCE VALUES: Standard Occupational Classification Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (SOC codes tab where ExpireDate = '20991231')

PK Standard Occupational Classification Extension Code CHAR(5)

DEFINITION: A Standard Occupational Classification (SOC) Extension Code subdivides an occupation into work specialties, subspecialties, and work level.

NOTES: These values are a combination of federal codes (O*NET) and Virginia specific codes.

Information about assigning extension codes can be found in Compensation Reform Action Bulletin 34 Assigning SOC Extension Codes (issued on 07/29/2002) (http://www.dhrm.virginia.gov/compreform/crabs/bulletin34_soc_extcodes.pdf). Current codes and their descriptions are listed at <http://web1.dhrm.virginia.gov/itech/files/VASOC070703.xls>.

REFERENCE VALUES: Standard Occupational Classification Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (SOC codes tab where ExpireDate = '20991231')

Standard Occupational Classification Name CHAR(60)

DEFINITION: A Standard Occupational Classification (SOC) Name is the textual description of the Standard Occupational Classification Code with its Standard Occupational Classification Extension Code..

Entity: Agency OWNER: DPB

DEFINITION: An Agency is a legally authorized organizational entity through which state services are provided. Legal authorization comes from approved actions by the General Assembly.

State law defines the term agency in a variety of places.

The appropriation act defines an agency in Enactment Clause 1, § 6 D. as:

D. "State agency" means a court, department, institution, office, board, council or other unit of state government located in the legislative, judicial, or executive departments or group of independent agencies, or central appropriations, as shown in this act, and which is designated in this act by title and a three-digit agency code.

The Code of Virginia states in § 2.2-128: "'Agency' means an administrative unit of state government, including any department, institution, commission, board, council, authority, or other body, however designated."

PK Agency Number CHAR(3)

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Agency Acronym Name CHAR(5)

DEFINITION: An Agency Acronym Name is the Commonwealth's abbreviated version of the agency's official name, created by the Department of Planning and Budget.

Agency Name VARCHAR(30)

DEFINITION: An Agency Name is the official name for the state agency as suggested by the Department of Planning and Budget and ultimately defined within the Commonwealth's Appropriations Act.

Agency Web Site Address Text VARCHAR(50)

DEFINITION: An Agency Web Site Address Text is the Uniform Resource Locator (URL) for the official web presence of the agency.

Secretariat Number Code CHAR(2) **FK**

DEFINITION: An Secretary Number Code is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies the secretariat to which the agency reports.

REFERENCE VALUES: Secretariat Number Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> Secretariat tab where ExpireDate = '20991231')

Agency Governmental Functional Area Code CHAR(2)

DEFINITION: An Agency Governmental Functional Area Code is an alphanumeric code used to identify the governmental function performed by a state agency. This value is primarily used in reporting to the U. S. Equal Employment Opportunity Commission.

Valid values are:

- 01 Financial Administration and General Control

- 02 Streets and Highways
- 03 Public Welfare
- 04 Police Protection
- 05 Fire Protection
- 06 Natural Resources, Parks and Recreation
- 07 Hospitals and Sanatoriums
- 08 Health
- 09 Housing
- 10 Community Development
- 11 Corrections
- 12 Utilities and Transportation
- 13 Sanitation and Sewage
- 14 Employment Security
- 15 Other

REFERENCE VALUES: Agency Governmental Functional Area Code

- 1 = Financial Administration and General Control
- 2 = Streets and Highways
- 3 = Public Welfare
- 4 = Police Protection
- 5 = Fire Protection
- 6 = Natural Resources, Parks and Recreation
- 7 = Hospitals and Sanatoriums
- 8 = Health
- 9 = Housing
- 10 = Community Development
- 11 = Corrections
- 12 = Utilities and Transportation
- 13 = Sanitation and Sewage
- 14 = Employment Security
- 15 = Other

Higher Education Exclusion Code CHAR(1)

DEFINITION: A Higher Education Exclusion Code indicates whether an agency has faculty or is not a higher ed agency. Valid values are H (higher ed agency with faculty) or blank (not a higher ed agency).

NOTES: In PMIS, this field also has a valid value of X which indicates that the agency is not covered by the Personnel Act.

REFERENCE VALUES: Higher Education Exclusion Code

- H = Higher education agency with faculty
- [blank] = Not a higher education agency

Controlling Agency Number CHAR(3) **FK**

DEFINITION: A Controlling Agency Number is the agency code for the agency that has administrative control over this agency. Examples of controlling agencies are the Dept. of Behavioral Health and Developmental Services (for Mental Health Treatment Centers and Mental Retardation Training Centers) and the Virginia Community College System (for the community colleges). If an agency does not have a control agency, this field should be set to the agency's agency number.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Agency Delivery Address Line Text VARCHAR(60)

DEFINITION: An Agency Delivery Address Line Text is the full address line for the agency's address which typically includes the Street Pre-Directional Text, Street Number, Street Suffix Text, and Street Post-Directional Text.

NOTES: PMIS field Agency Address Line One is 35 characters. It was expanded to in the standard to account for international addresses.

Agency Supplemental Address Line Text VARCHAR(60)

DEFINITION: An Agency Supplemental Address Line Text is the additional information address line for the agency's address which typically includes the apartment number.

NOTES: PMIS field Agency Address Line Two allows for 15 characters. It was expanded to in the standard to account for international addresses.

Agency Supplemental International Line Text VARCHAR(60)

DEFINITION: An Agency Supplemental International Line Text is an additional address line used for international addresses only.

NOTES: This field does not exist in PMIS.

Agency Address City Name VARCHAR(30)

DEFINITION: An Agency Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only) for the agency's address.

NOTES: PMIS field Agency Address City allows for 20 characters. It was expanded to in the standard to account for international addresses.

Agency Address State Province Code Text VARCHAR(5)

DEFINITION: An Agency Address State Province Code Text is the abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation for the agency's address.

NOTES: PMIS field Agency Address State allows for 2 characters. It was expanded to in the standard to account for international addresses.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Agency Address Postal Code Text VARCHAR(8)

DEFINITION: An Agency Address Postal Code Text is the sorting and routing code assigned to an address by the postal service of the country.

NOTES: PMIS field Agency Address ZIP Code allows for 5 characters. It was expanded to in the standard to account for international addresses.

Agency Address Postal Code Extension Text VARCHAR(5)

DEFINITION: An Agency Address Postal Code Extension Text is the extension for the postal code assigned to an address by the postal service of the country.

NOTES: PMIS field Agency Address ZIP Code Plus4 allows for 4 characters. It was expanded to in the standard to account for international addresses.

Agency Address Country Code CHAR(2)

DEFINITION: An Agency Address Country Code is the two character abbreviation for the country of the agency's address. Valid values are listed in the glossary of PMIS volume 1 User Guide.

NOTES: The values used in this field are the ISO 3166-1-alpha-2 code elements located at http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

REFERENCE VALUES: Address Country Code

ISO 3166-1-alpha-2 code elements =

http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

Entity: Agency Budget Code OWNER: DPB

DEFINITION: An Agency Budget Code is a valid Program and Service (Sub-program) code pair that an employee can be assigned to as a funding source.

PK Agency Budget Program Code NUMERIC(3)

DEFINITION: An Agency Budget Program Code is a numeric code that indicates a particular program for which the agency has been budgeted from a specified fund source. The code identifies the activity performed by employees incumbent in a particular position.

PK Agency Budget Service (Sub-Program) Code NUMERIC(2)

DEFINITION: A Budget Service (Sub-Program) Code is a numeric code that indicates a sub-program for the selected Budget Program Code. The code refines the activity performed by employees incumbent in a particular position.

PK Agency Number CHAR(3) **FK**

DEFINITION: An Agency Number is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a state agency.

REFERENCE VALUES: Agency Number

Current PMIS values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> (Agencies tab where ExpireDate = '20991231')

Entity: Secretariat OWNER: DPB

DEFINITION: A Secretariat identifies the executive secretary to which an agency may be assigned for overall management and policy direction.

The Code of Virginia in § 2.2-200, in concert with related sections, establishes ten secretariats: the Secretary of Administration, the Secretary of Agriculture and Forestry, the Secretary of Commerce and Trade, the Secretary of Education, the Secretary of Finance, the Secretary of Health and Human Resources, the Secretary of Natural Resources, the Secretary of Public Safety, the Secretary of Technology, and the Secretary of Transportation

The Code of Virginia § 2.2-203, § 2.2-203.3, § 2.2-204 and similar sections establish the assignment of agencies to a Secretary and permits the Governor to reassign listed agencies to other Secretariats by executive order.

Additional secretariat codes have been established as placeholders. These include Executive, Judicial, Legislative, and Independent.

PK Secretariat Number Code CHAR(2)

DEFINITION: A Secretariat Number Code is a numeric code, assigned by the Department of Planning and Budget, which uniquely identifies a secretariat.

REFERENCE VALUES: Secretariat Number Code

Current PMIS Values = <http://web1.dhrm.virginia.gov/itech/PMISTABLES/PMISTables.xls> Secretariat tab where ExpireDate = '20991231')

Secretariat Name VARCHAR(20)

DEFINITION: A Secretariat Name is the official name for the secretariat as established in the Code of Virginia.

Branch of Government Code CHAR(1)

DEFINITION: A Branch of Government Code indicates whether the secretariat belongs to the executive, judicial, legislative, or independent branch of government. Valid values are E (Executive), J (Judicial), L (Legislative) or I (Independent).

NOTES: This field exists in the code value tables of PMIS.

REFERENCE VALUES: Branch of Government Code

- E = Executive
- L = Legislative
- J = Judicial
- I = Independent

Entity: Locality OWNER: FEDERAL

DEFINITION: A Locality is a county or city in the Commonwealth of Virginia. State agencies, institutions, boards, and commissions are required to use these codes to identify: (1) Distribution of funds appropriated by the State which are paid to local governments to support local operations (including public schools) and constitutional offices; (2) Revenues paid into the State Treasury by State agencies and institutions received or collected from cities, counties, or towns.

County examples: Accomack 51001, Franklin 51067, Northumberland 51133
City examples: Alexandria 51510, Manassas 51683, Bedford 51515, Manassas Park 51685

NOTES: This was previously known as the Federal Information Processing Standard (FIPS) Code. FIPS codes were federal pre-assigned numbers to geographically identify cities and counties in the Commonwealth. The FIPS standard was withdrawn by National Institute of Standards and Technology (NIST) as a Federal Information Processing Standard on September 2, 2008 [Federal Register, September 2, 2008 (Volume 73, Number 170), page 51276, <http://edocket.access.gpo.gov/2008/E8-20138.htm>]. They were replaced by American National Standards Institute codes (ANSI codes). See <http://www.census.gov/geo/www/ansi/ansi.html> for more information.

PK Locality Code CHAR(5)

DEFINITION: A Locality Code is a 5 digit numeric code pre-assigned by the federal government to counties and cities in Virginia. Valid values are available in ANSI publication INCITS 31:200x (<http://www.census.gov/geo/www/ansi/ansi.html>).

NOTES: In PMIS, this is a 3 character code. The leading Virginia state code (51) is omitted.

REFERENCE VALUES: Locality Identification Code

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Locality Name VARCHAR(30)

DEFINITION: A Locality Name is the name of the county or city assigned to the Locality Code.