

Data Specification for UC OATS Ingest

Faculty

The information provided for faculty will drive the following system functionality:

- General identifying information
- Policies applied
- Routing and approval workflow
- Threshold calculated (both effort and earnings)
- Time frame for which the data elements apply

The data sheets generated are multi-record data sets, not flat files. Multiple rows of data can apply to a single faculty member. Multiple faculty records are associated to an individual by using the employee ID number. All columns, not marked as **deprecated**, are required in the file. The value for the column can be empty if it is designated as “Required=N”. Uploads must include the FULL faculty record (including all appointments and salary data for 671 faculty) every time. An incomplete faculty record will override the existing record (for example, making a faculty appear to have a partial appointment instead of a joint appointment).

Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
employee_id	A unique ID number that does not change over the life time of a faculty person’s association with a UC campus. This ID will serve as a unique identifier in UC OATS to identify the user and associate incoming data.	50 characters	Y	Alphanumeric	123456789	At UCLA this variable is called the UID.	PS_UC_EXT_SYST EM	UC_EXT_SYSTEM_ID
emp_lname	Last name of faculty member.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Brown Brown Smith Brown- Smith		PS_NAMES	LAST_NAME

Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
emp_fname	First name of faculty member.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Mary Mary Ann Mary-Ann		PS_NAMES	FIRST_NAME
emp_mname	Middle name of faculty member	50 characters	N	Text; spaces, hyphens, and apostrophes accepted	John John Joseph John- Joseph		PS_NAMES	MIDDLE_NAME
dept_code	The department code for the department with which the faculty is associated. This field dictates the thresholds for which a faculty is subject. For the 671 faculty, this department code should be the department associated with the faculty's comp plan. When no division is provided, the department code will dictate the routing and approval of forms.	30 characters	Y	Alphanumeric	1400	If a person has multiple department associations, a new record must be present for each department for that faculty.	PS_JOB	DEPTID AND JOB_INDICATOR

level_1_review_code	<p>The unit (department, division, etc.) code with which a faculty is associated. This field dictates the routing and approval workflow for the initial review stage for each form.</p>	<p>30 characters</p>	<p>N</p>	<p>Alphanumeric</p>	<p>1400</p> <p>The level 1 review code could be a division within the department with which the faculty is associated. This field is used to dictate the routing and approval workflow for this faculty relative to their division. This field does not affect the thresholds for faculty. If no data source exists for divisions, campus will have to provide a distinguishing ID</p>	<p>The level 1 review code could also be the department code if review should begin at the department level. In this case, the value would be identical to dept_code or NULL.</p>	<p>N/A; Locally provided</p>	
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Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
					number for each division.			
percent_appointment	<p>This is the percent appointment of this faculty member to the departmental unit referenced by dept_code in this record. If a faculty is only associated with one unit (department) and is working full-time then this value will be 100. If a faculty has multiple department/unit appointments, then this parameter will have a value greater than 0 and less than 100, and there will be multiple records in this data set for the same faculty member.</p> <p>However the sum of percent appointments among department codes for the same faculty cannot be greater than 100.</p>	3 digits	Y	Integer value greater than zero but less or equal to 100	<p>1 33 45 100</p> <p>If a faculty appointment to dept_code 1 is 75% and to dept_code 2 is 25, then dept_code 1 has the value 75 and dept_code 2 has the value 25.</p>	The percent appointments do not have to equal 100 if faculty is part-time, or there are additional title codes that are not subject to policy.	PS_JOB	FTE

Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
primary_appointment_p	If a faculty member has multiple departmental appointments, this parameter will indicate which department is the faculty's primary appointment where 1 = Yes and 0 = No. Faculty with a singular departmental appointment should be set to 1. Faculty must have only one primary department appointment. This field will determine the routing and approval workflow for the faculty.	1 digit	Y	Integer value, 1 = yes and 0 = no	1 0 A faculty has a joint appointment with the Department of Biology, Chemistry, and Physics. If the primary appointment is Biology, then the line corresponding to department code of Biology will be 1 while the rest of the departments will be 0.	This field dictates the workflow and thus where final <i>approval</i> for certain forms will occur at the department level.	PS_JOB	JOB_INDICATOR

Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
base_salary (671 ONLY)	For faculty participating in a compensation plan governed by APM 671, a base salary must be provided in the format 100000. Commas will be removed and decimals will be rounded up to an integer. The earnings threshold for outside activity is scaled from this value. For 025 faculty, leave this value as empty.	15 decimal digits	N	Do include "\$" in value. Integer value will be rounded up to an integer.	100000 82599	The system is currently using Scale 0 to calculate earning thresholds. Base salary parameters should be updated on an annual basis to account for salary changes. Data feeds may be updated concurrent with fiscal year start (or retroactively applied).	PS_JOB	ANNUAL_RT
academic_term	This is an indicator to track terms for faculty. APM 671: F = fiscal, APM 025: A = academic, F = fiscal. Only the summer indicator will affect system functionality.	1 character	Y	A = academic F = fiscal Case insensitive	A or a F or f	Required: a null value will result in record not being processed.	N/A; Locally provided	

Data Element Name	Description	Max Size	Required	Accepted format	Example	Note	UCPath_Entity	UCPath_Attribute
emp_email	University email address used by the faculty. Faculty emails are used for automated emails from UC OATS. This is limited to one email address per faculty member.	100 characters	Y	Email address	user@campus.edu	Limited to one email per faculty	PS_EMAIL_ADDRESSES	EMAIL_ADDR
CC_policy	The conflict of commitment policy governing this faculty member. Acceptable formats: 025 671 240.5 (Dean, General Campus) 240.1 (Dean, Health Sciences) 246.5 (Faculty Admin, General Campus) 246.1 (Faculty Admin, Health Sciences) Other data formats will not be accepted.	5 characters	Y	One of: 025 671 240.5 240.1 246.5 246.1	For a faculty administrator or under the Health Sciences comp plan, value should be 246.1	In general, campuses can generate the information for this field based on title code. This data can be manipulated directly through the UC OATS administrative console if needed. In rare instances a campus might wish to include certain title codes under a CC policy.	N/A; Locally provided	
UCpath_employee_id	UCPATH employee ID when available. This will replace the employee_id field when possible.	500 characters	N	(leave blank for now until we know for sure)			PS_UC_EXT_SYSTEM	EMPLID

Reviewers and Approvers

The information provided for reviewers and approvers will drive the following system functionality:

- Routing and approval workflow
- Reporting

The reviewers and approvers data sheet is a flat file. Only one row of data should apply to a single staff member. Data elements may be updated through the administrative console after uploading if needed.

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note	UCPath_Entity	UCPath_Attr
dept_code	A unique ID number that does not change over the life time of an organizational unit. This ID will serve as a unique identifier in UC OATS to identify the organizational unit and associate incoming data.	30 characters	Y	Alphanumeric	1400, must be unique within a campus.	This field will be used to map reviewers and approvers to the appropriate department, division, school, or organized research unit (ORU).	PS_DEPT_TBL	DEPTID
role	The role the person will fill in the system.	20 characters	Y	Reviewer Approver Auditor		Alternate approvers should also be identified with the "Approver" role.	N/A; Locally provided	

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note	UCPath_Entity	UCPath_Attr
employee_id	A unique ID number that does not change over the life time of a person's association with a UC campus. This ID will serve as a unique identifier in UC OATS to identify the user and associate incoming data.	50 characters	Y	Alphanumeric	123456789	At UCLA this variable is called the UID.	PS_UC_EXT_SYSTEM	UC_EXT_SYSTEM_ID
emp_lname	Last name of reviewer or approver.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Brown; Brown Smith; Brown-Smith;		PS_NAMES	LAST_NAME
emp_fname	First name of reviewer or approver.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Mary; Mary Ann; Mary-Ann		PS_NAMES	FIRST_NAME
emp_mname	Middle name of reviewer or approver.	50 characters	N	Text; spaces, hyphens, and apostrophes accepted	John; John Joseph; John-Joseph		PS_NAMES	MIDDLE_NAME
emp_email	University email address used by the user. Email addresses are used for automated emails from UC OATS. This is limited to one email address per user.	100 characters	Y	Email address	user@campus.edu	Limited to one email per faculty	PS_EMAIL_ADDRESSES	EMAIL_ADDR

UCPATH Queries

CUSTOMIZE TO CAMPUS BY UPDATING VALUES DESIGNATED WITH * CAMPUS SPECIFIC *** ON RIGHT SIDE**

Employee Appointments and Contact Information

SELECT

```
H.UC_EXT_SYSTEM_ID AS "UID",           --employee_id
A.EMPLID AS "UCPATH_ID",              --UCpath_employee_id
G.FIRST_NAME,                         --emp_fname
G.MIDDLE_NAME,                        --emp_mname
G.LAST_NAME,                           --emp_lname
EM.EMAIL_ADDR,                         --emp_email
A.DEPTID,                              --dept_code
A.JOB_INDICATOR,                       --primary_appointment_p if A.JOB_INDICATOR='P'
A.FTE,                                  --percent_appointment
A.ANNUAL_RT                             --base_salary
```

FROM

```
PS_JOB A
LEFT JOIN
  PS_EMAIL_ADDRESSES EM
  ON EM.EMPLID = A.EMPLID
  AND EM.PREF_EMAIL_FLAG='Y'
LEFT JOIN
  PS_PERSONAL_PHONE PH
  ON PH.EMPLID = A.EMPLID
  AND PREF_PHONE_FLAG='Y'
INNER JOIN PS_NAMES G
  ON G.EMPLID=A.EMPLID,
  PS_UC_EXT_SYSTEM H
```

WHERE

```
A.EMPL_CLASS IN (3,9,10,11,14,20,21,22,23,24) AND -- *** CAMPUS SPECIFIC – DESIGNATION OF FACULTY (COMMENT LINE BELOW FOR FACULTY)***
A.EMPL_CLASS IN (1,2,4,5,6,7,8,13,15) AND -- *** CAMPUS SPECIFIC – DESIGNATION OF STAFF (COMMENT LINE ABOVE FOR STAFF) ***
A.BUSINESS_UNIT IN
(
  'LACMP' -- *** CAMPUS SPECIFIC – LACMP indicates UCLA ***
)
AND A.EMPL_STATUS IN
(
  'A',
  'L',
  'P',
  'W'
```

```

)
AND A.POSITION_NBR <> ''
AND A.EFFDT =
(
  SELECT
    MAX(A2.EFFDT)
  FROM
    PS_JOB A2
  WHERE
    A2.EMPLID = A.EMPLID
    AND A2.EMPL_RCD = A.EMPL_RCD
    AND A2.DML_IND <> 'D'
    AND A2.EFFDT <= GETDATE()
)
AND A.EFFSEQ =
(
  SELECT
    MAX(A3.EFFSEQ)
  FROM
    PS_JOB A3
  WHERE
    A3.EMPLID = A.EMPLID
    AND A3.EMPL_RCD = A.EMPL_RCD
    AND A3.DML_IND <> 'D'
    AND A3.EFFDT = A.EFFDT
)
AND G.EMPLID = A.EMPLID
AND G.NAME_TYPE = 'PRI'
AND G.EFFDT =
(
  SELECT
    MAX(G2.EFFDT)
  FROM
    PS_NAMES G2
  WHERE
    G2.EMPLID = G.EMPLID
    AND G2.DML_IND <> 'D'
    AND G2.NAME_TYPE = G.NAME_TYPE
    AND G2.EFFDT <= GETDATE()
)
AND G.EFF_STATUS='A'
AND H.UC_EXT_SYSTEM = 'UCLA_UID' -- *** CAMPUS SPECIFIC – UCLA_ID indicates UCLA ID***
AND H.BUSINESS_UNIT IN
(
  'LACMP' -- *** CAMPUS SPECIFIC - LACMP INDICATES UCLA CAMPUS***
)
AND H.BUSINESS_UNIT = A.BUSINESS_UNIT
AND H.EMPLID = A.EMPLID
AND H.EFFDT =
(

```

```
SELECT
  MAX(H2.EFFDT)
FROM
  PS_UC_EXT_SYSTEM H2
WHERE
  H2.EMPLID = H.EMPLID
  AND H2.BUSINESS_UNIT = H.BUSINESS_UNIT
  AND H2.UC_EXT_SYSTEM = H.UC_EXT_SYSTEM
  AND H2.DML_IND <> 'D'
  AND H2.EFFDT <= GETDATE()
)
AND A.DML_IND <> 'D'
AND G.DML_IND <> 'D'
AND H.DML_IND <> 'D'
AND EM.DML_IND <> 'D'
AND PH.DML_IND <> 'D'
ORDER BY
  A.DEPTID,
  A.EMPLID
```

EMPL_CLASS CODES

EMPL_CLASS	DESCR	DESCRSHORT
1	Staff: Contract	Contract
2	Staff: Career	Career
3	Academic: Recall	Ac Recall
4	Staff: Limited	Limited
5	Student: Casual/Restricted	Student
6	Staff: Per Diem	Per Diem
7	Staff: Partial Year Career	PartYr Car
8	Staff: Floater	Floater
9	Academic: Faculty	Ac Faculty
10	Academic: Non Faculty	Non Fac
11	Academic: Academic Student	Ac Student
13	Staff: Contingent Worker	CWR Staff
14	Academic: Contingent Worker	CWR Acad
15	Staff: Rehired Retiree	RehRetiree
20	Academic: Conversion	Ac Conv
21	Academic: Emeriti	Ac Emeriti
22	Academic: Deans/Faculty Admin	Ac Dean/FA
23	Academic: Post Docs	Ac PostDoc
24	Academic: Medical Residents	Ac Med Res