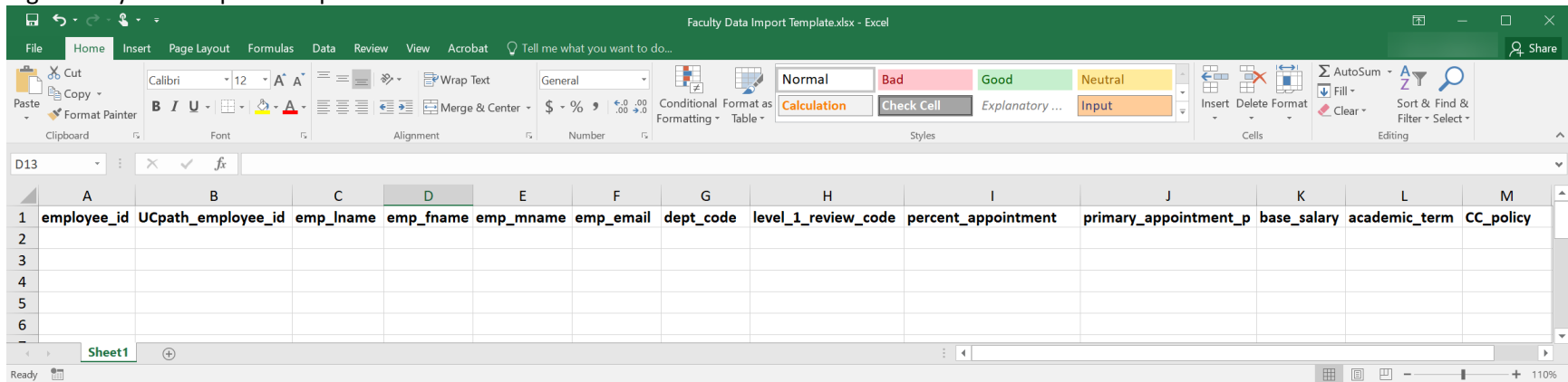# Data Specification for UC OATS Ingest

Faculty Data Import

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). A faculty cannot hold a joint appointment in the same unit.

e.g. Faculty Data Import Template

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
employee_id (Optional)	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	N	Alphanumeric	123456789	At UCLA this variable is called the UID. **Deprecated**
UCpath_ employee_id	UCPATH employee ID when available. This will replace the employee_id field when possible.	10 characters	Y	Numeric	12345678	
emp_lname	Last name of faculty member.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Brown Brown Smith Brown-Smith	
emp_fname	First name of faculty member.	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Mary Mary Ann Mary-Ann	
emp_mname	Middle name of faculty member	50 characters	N	Text; spaces, hyphens, and apostrophes accepted	John John Joseph John-Joseph	
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

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
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.
level_1_review_code	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.	30 characters	N	Alphanumeric	1400 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 number for each division.	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.

Updated 6/5/23

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
percent_ appointment	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. **However the sum of percent appointments among department codes for the same faculty cannot be greater than 100.**	3 digits	Y	Integer value greater than zero but less or equal to 100	1 33 45 100 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. However the system will normalize these values by dividing by 100. Thus dept_code 1 will become 0.75 and dept_code 2 will become 0.25	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.

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
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 *approval* for certain forms will occur at the department level.
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).

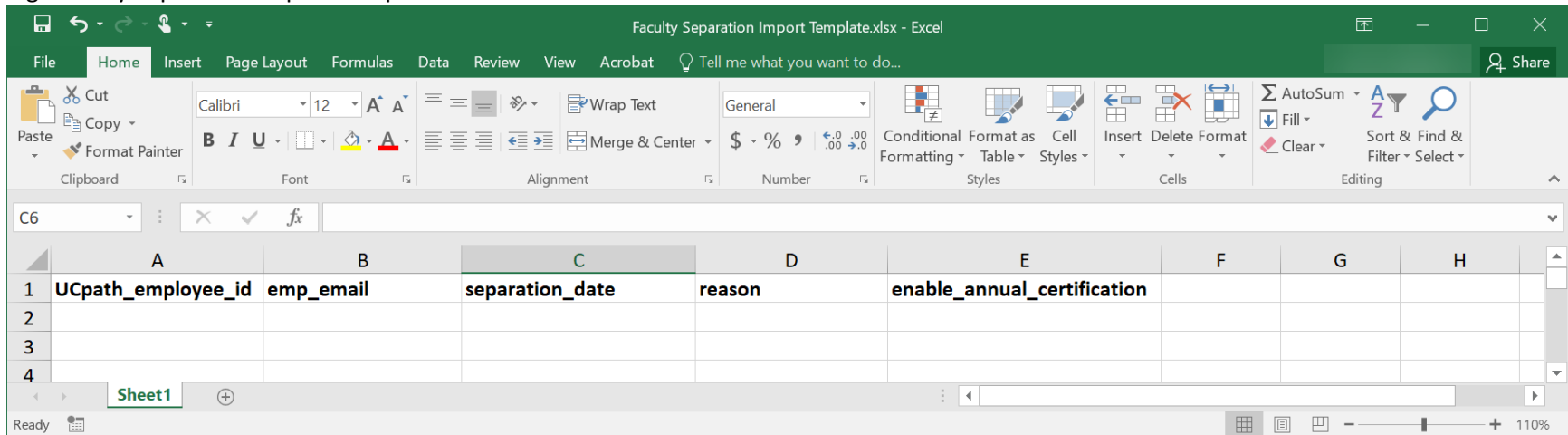| Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
academic_term	This is an indicator to track terms for faculty. APM 671: F = fiscal, APM 025: A = academic, F = fiscal. Only the summer indicator will affect system functionality.	1 character	Y	A = academic F = fiscal **Case insensitive**	A or a F or f	Required: a null value will result in record not being processed.
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 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.

Faculty Separation

The information provided for faculty separation will drive the following system functionality:
- General identifying information
- Separation information

The faculty separation data sheet is a flat file. Only one row of data should apply to a single faculty member. Data elements may be updated through the administrative console after uploading if needed. Review the table below for a detailed description of each field.

e.g. Faculty Separation Import Template

Updated 6/5/23

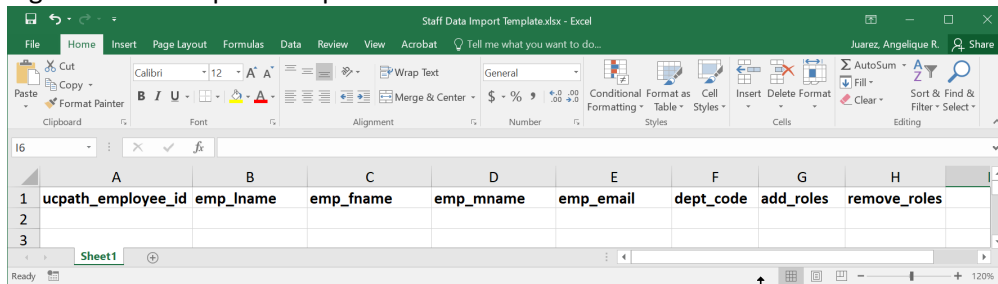| Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
UCpath_ employee_id	UCPATH employee ID when available. This will replace the employee_id field when possible.	10 characters	Y	Numeric	12345678	
emp_email	University email address used by the faculty. Faculty emails are 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
Separation_date	Date that the faculty member will be separated.	10 characters	Y	MM/DD/YYYY	01/15/2024	
Reason	The reason for the faculty separation • separated • deceased • retired • other	20 characters	Y	Enter one of the following: • Separated • Retired • Deceased • Other	For a faculty that passed away value should be Deceased	The text value is case insensitive
Enable_annual_certification	Indicates if the faculty should be able to submit their Annual Certification after separation	1 character	Y	Either 0 or 1	0 = Do not enable annual certification 1 = Enable and send annual certification reminder email	

Staff Data Import

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.

e.g. Staff Data Import Template

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
UCpath_ employee_id	UCPATH employee ID when available. This will replace the employee_id field when possible.	10 characters	Y	Numeric	12345678	
emp_lname	Last name of staff member	50 characters	Y	Text; spaces, hyphens, and apostrophes accepted	Brown; Brown Smith; Brown-Smith;	
emp_fname	First name of staff member	50 characters	Y	Text; spaces, hyphens, and	Mary; Mary Ann; Mary-Ann	

Updated 6/5/23

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
				apostrophes accepted		
emp_mname	Middle name of staff member	50 characters	N	Text; spaces, hyphens, and apostrophes accepted	John John Joseph John-Joseph	
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 staff member
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 staff members to the appropriate department, division, school, or organized research unit (ORU).
add_roles	Roles to be assigned to this staff	4000 characters	Y = either add_roles or remove_roles You need to either add a role, remove a role or both.	Comma separated values (valid roles are alternate approver, approver, auditor, faculty status change, historical data manager, reviewer, stock evaluator)	alternate approver, historical data manager	Alternate approvers role will assign automatically the approver role. Historical data manager role will assign automatically the reviewer role.

Data Element Name	Description	Max Size	Required (Y/N)	Accepted format	Example	Note
remove_roles	Roles to be removed from this staff	4000 characters	Y = either add_roles or remove_roles	Comma separated values (valid roles are alternate approver, approver, auditor, faculty status change, historical data manager, reviewer, stock evaluator)	approver, stock evaluator	Alternate approvers role will assign automatically the approver role. Historical data manager role will assign automatically the reviewer role.

Form Routing, Labels, and Approvals

The information provided for form routing, labels, and approvals will drive the following system functionality:

- Standard form routing
- Exceptions to the standard form routing
- Labels displayed to end users indicating where in the approval process their form is

This data set is not expected to be updated via file upload. Form routing, labels, and approval data elements will be updated by the DGIT team if changes are required.

Labels Tab

Form routing is always sequential by level and skipping levels is not currently supported. A form may start routing at a higher level, but cannot skip a level mid-route.

- Supported: Level 3 > Level 4 > Level 5
- Not supported: Level 3 > Level 5

Data Element Name	Description	Accepted format	Example	Note
Level 5	The terminal state requiring the highest level of review on any form.	Text	Unit Name: Chancellor's Office Approver: Chancellor Reviewer: Chancellor Office's Reviewer	
Level 4	The unit before the final level of review and approval.	Text	Unit Name: Academic Affairs Office Approver: Vice Provost Reviewer: APO Reviewer	
Level 3	An earlier level of review.	Text	Unit Name: Dean's Office Approver: Dean Reviewer: Dean's Office Reviewer	
Level 2	An earlier level of review.	Text	Unit Name: Department Approver: Department Chair Reviewer: Department Reviewer	
Level 1	The lowest level of routing supported. Only a reviewer is supported on this level.	Text	Unit Name: Division Reviewer: Division Reviewer	This may also be referred to as a departmental sub unit

Form Routing Rules

All forms will begin at the lowest level at which a faculty member is assigned in the level hierarchy. For example, If a faculty is assigned to a division, their forms will start at Level 1. If a faculty is assigned to a school that does not have departments, their forms will start at Level 3.

Data Element Name	Description	Accepted format	Example	Note
Enter an Activity (Category 1 Approval)	The final level label where this form will terminate routing.	Text	Chancellor	Approver Role
Student Involvement	The final level label where this form will terminate routing.	Text	Dean	Approver Role
Annual Certification	The final level label where this form will terminate routing.	Text	Chair	Approver Role
Request to Exceed Time Threshold	The final level label where this form will terminate routing.	Text	Chancellor	Approver Role
Request to Exceed Earnings Threshold	The final level label where this form will terminate routing.	Text	Chancellor	Approver Role
Request to Retain Exceeded Earnings Threshold	The final level label where this form will terminate routing.	Text	Chancellor	Approver Role

Updated 6/5/23

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

Employee Appointments and Contact Information

```sql
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 =
```

```sql
(
  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
```

```sql
    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

Updated 6/5/23