

California Community Colleges
Management Information System
Data Element Dictionary

Employee Demographic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EB02	EMPLOYEE-BIRTH-DATE	9(8)
This element indicates the employee's birth date. It is highly recommended that the actual birth date be reported.		

Coding	Meaning
YYYYMMDD	
YYYY	four-digit calendar year
MM	two-digit month, 01-12
DD	two-digit day, 01-31 (day must be valid for the given month)

EB02 EMPLOYEE-BIRTH-DATE

Processing Edits	
Employee birth date is used to calculate employee age at term. Employee age at term must be between 17 and 110 years old.	
FIELD CHECK	Valid Date Format: YYYYMMDD YYYY = four-digit calendar year MM = two-digit month code, 01-12 DD = two-digit day code, 01-31

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EB02 EMPLOYEE-BIRTH-DATE

Change History
Revision: 11/12/24 removed references to '99999999' unknown
Revision: 10/21/10 Removed: "REASONABLENESS CHECK: Computer Age. Reasonableness Range 17-72."
Revision: 06/30/98 Changed Format from 9(06) to 9(08). Deleted "Enter YYYYMM99 if the employee birth day is unknown." Deleted "Enter 88888888 if EB08 (Employment Classification) is code "0" (Other: Casual etc)."
Revision: 06/01/96: Age is computed from the birthdate. Although there are employees younger than 17 years older than 72 year working at the district/college, there is a "reasonable" range check 17-72 for district verification. Demographic records outside this range check are NOT rejected.
Implement: 10/01/02