

California Community Colleges  
Management Information System  
Data Element Dictionary

**Employee Assignment Data Elements**

| DED#        | DATA ELEMENT NAME                       | FORMAT       |
|-------------|---|--------------|
| <b>EJ03</b> | <b>EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE</b> | <b>X(06)</b> |

This element describes the activity of an employee's instructional or non-instructional assignments.

| <b>RULES</b>   |   |
|--|---|
| <b>USE</b>   | <b>IF</b>   |
| Taxonomy of Programs (TOP) <b>Six-Digit Code</b>   | EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position, Assignment is equal to "C" or "N"        |
| TOP <b>Six-Digit Code</b><br>or<br>Administrative and Support Activity (ASA) <b>Four-Digit Code</b><br><b>LEFT JUSTIFIED.</b><br><b>Fill Last Two Positions with Blanks, Not Zeroes.</b> | EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position, Assignment is equal to "A", "I", or "S". |

NOTES: If employees are on full or partial leave, release, or reassigned time, report as if the employee worked and had not been provided leave, release or reassigned status. Previous reported code is acceptable.

Use **only current authorized** TOP Codes found in the Taxonomy of Programs Manual and ASA Codes found in the Budget and Accounting Manual (BAM).

Students enrolled in a Work Experience Program and employed by the district through the program shall be reported using the specific TOP Code to which the experience will be credited.

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**EJ03 EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE**

| <b>Processing Edits</b> |   |
|-------------------------|---|
| FIELD CHECK             | Numeric, coded left justified.  |
|                         | TOP code if first position=0-5, Valid Top Code in the Top Code Table  |
|                         | ASA code if first position =6-9, Valid ASA Code in the ASA Code Table |
|                         |   |
| INTEGRITY CHECK         | If Assignment Type (EJ01) = C or N then (EJ03) must not use ASA code. |
|                         | If Account Code is Top Code, EJ04 should not be > 22 hrs.             |
|                         | If Account Code is ASA Code, EJ04 should not be > 60 hrs.             |

**EJ03 EMPLOYEE-ASSIGNMENT-ACCOUNT-CODE**

| <b>Change History</b>   |
|---|
| Revision: 04/01/00 Changed from CSS codes to ASA codes.   |
| Revision: 06/01/96 Added coding instruction 5. The major Categorical programs are listed in the 6400 series of the Classification of Support Services (CSS codes, March 1995, edition. If Categorical program is not listed, use code 6499 (Other). |
| Implement: 10/01/92   |