

California Community Colleges
Management Information System
Data Element Dictionary

Employee Assignment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EJ04	EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS	99V9
This element describes the contracted/compensated average number of hours worked per week for each assignment.		
RULES		
Report the average number of hours per week the employee spends in actual lecture and/or laboratory teaching for a teaching assignment i.e. Weekly Faculty Contact Hours (WFCH).		
Report the semester or quarter term equivalent WFCH for instructors teaching irregularly scheduled classes , classes scheduled to meet for a lesser or greater number of weeks than the normal term. An example is a class, meeting for 4 weeks at 13 hours per week, has a WFCH equivalent of 3. Compute WFCH by dividing the total scheduled hours by the number of weeks in the regular term: (13 hours x 4 weeks) divided by 17.5 weeks = 2.97 or 3 WFCH.		
Report hours worked as if the employee worked and had not been provided leave, released or reassigned status for employees on full/partial leave, released or reassigned time.		
If an employee has multiple assignments, report a separate assignment record for each different assignment type and /or different account code.		
Do not report a decimal point in this element. This is a numeric field with three digits, two before and one after the implied decimal.		
USE	IF	
Weekly Faculty Contact (Greater Than Zero)	EJ01 (EMPLOYEE-HOURS (WFCH) ASSIGNMENT=TYPE, FIRST POSITION = "C" OR "N" .	
Average Weekly Hours Required to Work	EJ01 (EMPLOYEE-ASSIGNMENT-TYPE), First Position is "A", "I", or "S".	
Average Weekly Hours Required to Work (ROLLED UP TO SINGLE EJ03 (EMPLOYEE-ASSIGNMENT-ACCOUNT CODE)	Employee has multiple assignments.	

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Processing Edits	
FIELD CHECK	Must be numeric. Range 000-600.
REFERENTIAL CHECK	Total weekly hours for employee cannot be greater than 80.0

EJ04 EMPLOYEE-ASSIGNMENT-WEEKLY-HOURS

Change History
Revision: 10/02/02 Added WFCH to definition.
Revision: 04/01/00 Change to current format. Remove "000"
Revision: 06/01/96 Update coding instruction 5. If the employee has more than one assignment, report this element for each assignment. Adding Editing Note: At First Census Week reporting, if EB08 (Employee-Employment-Classification = T(Academic Temporary), C(Academic Contract), R(Academic Regular), or A(Educational Administrator) then this element cannot equal "888".
Implement: 10/01/92