

California Community Colleges  
Management Information System  
Data Element Dictionary

**Assignment Data Elements**

DOMAIN	RECORD	
<b>XE</b>	<b>ASSIGNMENT DATA RECORD</b>	
<b>DED#</b>	<b>DATA ELEMENT NAME</b>	<b>FORMAT</b>
XE01	FACULTY-ASSIGNMENT-TYPE	X(01)
XE02	FACULTY-ASSIGNMENT-PERCENT	9(03)
XE03	FACULTY-ASSIGNMENT-FTE	999V99
XE04	FACULTY-ASSIGNMENT-HOURLY-RATE	999V99

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DOMAIN	RECORD	LENGTH
<b>XE</b>	<b>ASSIGNMENT DATA RECORD</b>	<b>80</b>
<b>Reporting Domain</b>		
<p>This record layout depicts the ASSIGNMENT record layout. These records are submitted in the 'XB' file along with the 'XB' SECTION records and the 'XF' SESSION records. All three record types are 80 bytes and can be in any order.</p> <p>The file is sorted by record code before processing, and the results are split into three files of related Section, Assignment, and Session data and provided to the districts.</p>		
Report assignment records for each assignment as they relate to the session data records.		
This record is 80 characters long. The first two positions contain the record code "XE".		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	XE	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	09-20
XB00	SECTION-IDENTIFIER	X(06)	21-26
EB00	EMPLOYEE-IDENTIFIER	X(09)	27-35
XF00	SESSION-IDENTIFIER	X(02)	36-37
XE01	FACULTY-ASSIGNMENT-TYPE	X(01)	38
XE02	FACULTY-ASSIGNMENT-PERCENT	9(03)	39-41
XE03	FACULTY-ASSIGNMENT-FTE	999V99	42-46
XE04	FACULTY-ASSIGNMENT-HOURLY-RATE	999V99	47-51
CB00	COURSE-CONTROL-NUMBER	X(12)	52-63
	FILLER	X(17)	64-80

Notes
<p>Session records occur as many times as there are sessions in a section. Sections have more than one session when it is scheduled at different times on different days, or in a different facility or with several instruction methods. The different sessions have the same SECTION-IDENTIFIER and are differentiated by SESSION-IDENTIFIER.</p>

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DED#	DATA ELEMENT NAME	FORMAT
<b>XE01</b>	<b>FACULTY-ASSIGNMENT-TYPE</b>	<b>X</b>
This element is used to identify the nature of the faculty member's assignment to this session.		

Coding	Meaning
<b><i>INSTRUCTIONAL ASSIGNMENTS</i></b>	
1	Temporary Staff
2	Regular Staff: an OVERLOAD assignment
3	Regular Staff: <b>not</b> an OVERLOAD assignment
4	Contract Staff: not a district employee

1. If the instructor is a non-teaching Instructor of Record who is assigned to the course for administrative purposes only, then do not submit an XE record for the instructor. Submit the XE record(s) for the teaching instructor(s).
2. If the session has a guest speaker, then do not submit an XE record for the guest speaker, submit the XE record(s) for the teaching instructor(s).

**XE01 FACULTY-ASSIGNMENT-TYPE**

Processing Edits	
FIELD CHECK	1, 2, 3, 4
INTEGRITY CHECK	If this element = 1 or 2, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) <b>cannot</b> be coded with "88888" (will have an hourly compensation rate.)
	If this element = 3 or 4, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) <b>must</b> be coded with "88888".
REFERENTIAL CHECK	If XE01 = 1, 2, or 3 then an EB record for the employee must be submitted.

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**XE01 FACULTY-ASSIGNMENT-TYPE**

<b>Change History</b>
Revision: 01/01/02 Added code "4 = Contract/Not a district employee"
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XE02</b>	<b>FACULTY-ASSIGNMENT-PERCENT</b>	<b>9(03)</b>
This element indicates the percentage of the total session instructional hours credited to the faculty member.		

<b>Coding</b>
A three-digit percentage equal to or less than 100.
<p>If the faculty member did not provide instruction for all the meeting hours of the session as reported in element SESSION-TOTAL-HOURS (XF07), divide the <u>number of hours for which the faculty member did provide instruction</u> by the <u>total hours for the session</u> and store the resulting percentage in this element. Note that one assignment record is to be submitted for <b>each</b> faculty member assigned faculty contact hours for a session.</p> <p>For example, given a session having 54 total session hours:</p> <ul style="list-style-type: none"> <li>➤ If this faculty member was the only faculty member assigned to the session, thereby having full responsibility for the session, this data element would be coded with "100".</li> <li>➤ If this faculty member shared responsibility for the session with another faculty member and both faculty members were assigned to teach all 54 total session hours, this data element would be coded with "100". An additional assignment record would also be reported for the other faculty member and it would also be coded with "100".</li> <li>➤ If this faculty member shared responsibility for the session with another faculty member, and this faculty member was assigned 27 session hours or 1/2 of the total session hours, this element would be coded with "050".</li> </ul> <p><b>NOTE:</b> This element will be used to distribute faculty contact hours for calculation of the full-time / part-time ratio. Reports generated on the basis of this element should substantiate the weekly faculty by contact hours reported in Staff Data Assignment records</p>

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**XE02 FACULTY-ASSIGNMENT-PERCENT**

Processing Edits	
FIELD CHECK	Numeric
	Valid range 0 – 100
REFERENTIAL CHECK	Total Faculty Assignment Percent must be greater than or equal to 99. If the edit fails, all assignment records for the College, Course, Section, Control Number, Session offering will be rejected.

**XE02 FACULTY-ASSIGNMENT-PERCENT**

Change History
Revision: 03/01/91 Look at Data Element now. Data Element was completely rewritten.
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XE03</b>	<b>FACULTY-ASSIGNMENT-FTE</b>	<b>999V99</b>
This element indicates the full time equivalent load factor associated with this assignment.		

<b>Coding</b>
<p>This is a numeric field with five digits, three before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must <b>not</b> be included in the field.</p> <p>A full-time annual load is 100.00. If this assignment were one-fifth of a full-time equivalent load for one of two semesters, the assignment would be one-tenth of a full time annual equivalency and would thus have a value of 010.00. If the assignment were one-fourth of a full-time-equivalent load for one of three quarters, the assignment would be one-twelfth of a full time annual equivalency or 008.33.</p> <p><b>NOTE:</b> If the staff member is a full-time instructor, the sum of the values in this field for all non-overload assignments (see XE01) referencing the same instructor, for all terms of the academic year, should total 100.00. Note: Contract agreements may result in a variance above or below 100.00.</p> <p>If zeros are entered, the entry will be interpreted as a no-load assignment.</p>

**XE03 FACULTY-ASSIGNMENT-FTE**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric. Cannot be greater than 100.00

**XE03 FACULTY-ASSIGNMENT-FTE**

<b>Change History</b>
Revision: 11/01/98 Correction in 'Note'. From (see XE02) to (see XE01).
Implement: 06/01/89

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DED#	DATA ELEMENT NAME	FORMAT
<b>XE04</b>	<b>FACULTY-ASSIGNMENT-HOURLY-RATE</b>	<b>999V99</b>
This element describes the hourly compensation rate for this assignment.		

<b>Coding</b>
This is a numeric field with five digits, three before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must <b>not</b> be included in the field.
If the FACULTY-ASSIGNMENT-TYPE (XE01) is 1 or 2, then enter the hourly compensation rate.
If the FACULTY-ASSIGNMENT-TYPE (XE01) is 3 or 4, then enter "88888" for this element.

**XE04 FACULTY-ASSIGNMENT-HOURLY-RATE**

<b>Processing Edits</b>	
FIELD CHECK	Must be numeric. Cannot be greater than 250.00
INTEGRITY CHECK	If FACULTY-ASSIGNMENT-TYPE (XE01) = 1 or 2, then this element <b>cannot</b> be coded "88888".
	If FACULTY-ASSIGNMENT-TYPE (XE01) = 3 or 4, this element <b>must</b> be coded "88888".

**XE04 FACULTY-ASSIGNMENT-HOURLY-RATE**

<b>Change History</b>
Implement: 10/01/01