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|   | Unit | DeptID | Position | Eff Date | Status | Descr | Job Code | Budgeted | Full/Part |
|---|------|--------|----------|----------|--------|-------|----------|----------|-----------|
| 1 | EGJBU | 97100 | PUJ5002 | 01/01/1990 | Active | Assistant - Administrative | 170005 | Y | P |
| 2 | EGJBU | 97100 | PUJ5003 | 01/01/1990 | Active | Assistant - Administrative | 170005 | Y | P |
| 3 | EGJBU | 97310 | PUJ5006 | 01/01/1990 | Active | Assistant - Teaching | 170095 | Y | P |
| 4 | EGJBU | 97310 | PUJ5007 | 01/01/1990 | Active | Assistant - Teaching | 170095 | Y | P |
| 5 | EGJBU | 97320 | PUJ5008 | 01/01/1990 | Active | Assistant - Teaching | 170095 | Y | P |
| 6 | EGJBU | 97320 | PUJ5009 | 01/01/1990 | Active | Assistant - Teaching | 170095 | Y | P |
| 7 | EGJBU | 97200 | PUJ5013 | 01/01/1990 | Active | Clerk | 290000 | Y | P |
| 8 | EGJBU | 97310 | PUJ5016 | 01/01/1990 | Active | Professor | 720000 | Y | P |
| 9 | EGJBU | 97320 | PUJ5018 | 01/01/1990 | Active | Professor | 720000 | Y | P |
| 10 | EGJBU | 97310 | PUJ5019 | 01/01/1990 | Active | Professor - Adjunct | 720005 | Y | P |
| 11 | EGJBU | 97310 | PUJ5020 | 01/01/1990 | Active | Professor - Adjunct | 720005 | Y | P |
| 12 | EGJBU | 97320 | PUJ5021 | 01/01/1990 | Active | Professor - Adjunct | 720005 | Y | P |
| 13 | EGJBU | 97320 | PUJ5022 | 01/01/1990 | Active | Professor - Adjunct | 720005 | Y | P |
| 14 | EGNBU | 13000 | PUN7011 | 01/01/1990 | Active | Analyst-Budget | 140005 | Y | P |
| 15 | EGNBU | 13000 | PUN7017 | 01/01/1990 | Active | Clerk | 290000 | Y | P |
| 16 | EGNBU | 10000 | PUN7037 | 01/01/1990 | Active | Specialist -Employee Relations | 820040 | Y | P |
| 17 | EGNBU | 10000 | PUN7038 | 01/01/1990 | Active | Specialist -Employee Relations | 820040 | Y | P |
| 18 | EGNBU | 92300 | PUN7040 | 01/01/1990 | Active | Sweper - Street | 860005 | Y | P |

## Common PeopleSoft Tables for Human Resources

| TABLE NAME | DESCRIPTION | HISTORY INCLUDED |
|---|---|---|
| ADDL_PAY_DATA | Contains information on pay that is processed through the Additional Pay pages in connection with a specific job record. | Y |
| CONTRACT | Contains contract set up information that is processed through the contract pay functionality within PeopleSoft. | Y |
| EG_ADMIN_POSTS | Contains information for employees assigned to administrative posts. | N |
| EG_TENURE_DATA | Contains tenure information for academic positions. | N |
| EMPLOYMENT | This record is created nightly from work done throughout the day in JOB and other records. The purpose of this record is to provide general information about an employee's employment within the organization. This record may contain multiple records as a reflection of multiple jobs and multiple Empl Record Numbers. The record is known as the record for dates and examples include hire, termination, service, etc. It is the only record where Empl Record Numbers and Benefit Record Numbers are linked together. Every Empl Record Number an employee has had is listed in this record whether the job is presently active or not – terminated jobs contain a termination date. | N |
| JOB | This record is the actual production record updated via data entry. It is the source record that other records use for job specific information including EmplID, Empl Record Number, home Department, Business Unit, Job Code, Action and Reason Codes among many others. It does not include the employee's name. When inquiring on this record it is important to understand the Effective Date and Sequence Number options. Effective dating allows a record to contain history so that reporting can be done against a row of data at a particular point in time or the current row can be chosen. Effective sequence allows multiple rows to exist on the same effective date, however, only the largest Sequence Number will be used for processing when the calendar in PeopleSoft reaches a given Effective Date. | Y |

| | | |
|---|---|---|
| **JOB_EARNS_DIST** | This is the financial record for JOB and is linked to JOB via the EmplID, Empl Record Number, Effective Date, and Sequence Number. It contains the earnings for each job and displays the Account Code (also known as Combination Code) and Earn Code for the distribution. | Y |
| **JOBCODE_TBL** | This record contains information related to all the Job Codes found in the PeopleSoft HR/Payroll database. Key fields include Set ID, Job Code, and Effective Date. In this record, Set ID is synonymous with Business Unit. | Y |
| **LEAVE_ACCRUAL** | Contains leave information for sick leave (50), vacation (51), personal days (52), and comp time (5Z). The record contains a year-to-date balance of earnings, adjustments, and usage. | N |
| **POSITION_DATA** | Contains a description for each position. Position information is pulled into the job record when the position number field is data entered. This record does not contain any personal or data. | Y |
| **POSN_HISTORY** | This record contains position incumbent information similar to that found in the Position History tab of Position Management. The fields are a snap shot of the position characteristics as of the Position Entry Date. | Y |
| **UM_COMP_TIME** | Contains compensatory time balances for each employee. | N |
| **UM_EMP_SPECIFIC** | This record contains the additional information captured under the UM Specific tab. For example, Restricted Address indicator and Work Authorization Expiration date. | N |
| **UM_EMPLOYEES_SC** | This record reflects the employment for the current row of the primary job. This table does not contain confidential demographic data or any job history. | Y |
| **UM_HR_FLAT_TREE** | This record reflects the organizational structure of the University by Department and Sub Department. It is the only record that contains CSD and VCVP information for a given Department. | N |

| | | |
|---|---|---|
| UM_JOBCODE_JR | This record contains all non-PeopleSoft delivered fields (UM specific) that were previously contained in JOBCODE_TBL. Key fields include SetID, Job Code, and Effective Date as well as the shift differential rates per eligible Job Codes. | Y |

- The top five tables for HR are JOB, JOBCODE_TBL, POSITION_DATA, UM_EMPLOYEE_SC, and UM_HR_FLAT_TREE.
- UM prefix indicates a table that the University has created. It is not PeopleSoft delivered.