

Dictionary – CTAS_ERN

Time earned, as well as Balances

Num	Field	Label	Type	Length	Description
1.	EMPLID	EmplID	Char	11	Employee record number.
2.	CT_TYPE_LEAVE	Type Leave	Char	3	Type of Leave
3.	CT_EARN_DATE	Earn Jul Date	Date	10	Earn Date
4.	CT_EARNED_HRS	Earned Hours	Signed	5.4	Hours Earned
5.	CT_AVAIL_HRS	Available Hours	Signed	5.4	Hours Available
6.	EXPIRATION_DATE	Expiration Date	Date	10	Expiration Date
7.	CT_STD_HRS_PER_DAY	Standard Hours Per Day	Num	5.2	Standard Hours Per Day
8.	CT_DAYS_OR_HOURS	Days/Hours	Char	1	Days or Hours
9.	DESCR20	Description	Char	20	Description
10.	DEPTID	Department	Char	10	The Core-CT Department or Agency of the employee.
11.	LOAD_DTTM	Load Date Time Stamp	Date	10	The date and time that the row of data on the table was loaded.

Dictionary – CTAS_ATT

Attendance Records

Num	Field	Label	Type	Length	Description
1.	EMPLID	EmplID	Char	11	Employee Record Number
2.	CREATION_DATE	Creation Date	Date	10	Attendance Date
3.	CODE	Code	Char	4	Attendance Code
4.	SHIFT	Regular Shift	Char	1	Indicates Shift position is assigned.

Num	Field	Label	Type	Length	Description
5.	CT_ATT_DIFF	Attendance Difference	Char	2	Attendance Difference
6.	SECTION	Section	Char	8	Section
7.	FUNCTION_ID	Function ID	Char	10	Function ID
8.	ACTIVITY_ID	Activity ID	Char	15	A specific task associated to a Project where transactional data gets recorded and monitored, (i.e. contractual expenses, incidental costs).
9.	CT_ATT_HOURS	Attendance Hours	Num	2.4	Attendance Hours
10.	CT_STD_HRS_PER_DAY	Standard Hours Per Day	Num	5.2	Standard Hours Per Day
11.	CT_DAYS_OR_HOURS	Days/Hours	Char	1	Days or Hours
12.	TYPE	Type	Char	1	Attendance Type
13.	FLAG	Flag	Char	1	Occasion Flag
14.	CT_TANDEM	Tandem	Char	1	Tandem
15.	CITY_CD	Town	Char	6	Town code
16.	PRJ_ID	Project ID	Char	16	Project ID
17.	PROG_TYPE	Program Type	Char	30	Program Type
18.	AGENCY_ID	Agency ID	Char	20	Agency ID
19.	FUND_CODE	Fund Code	Char	5	The Fund ChartField is defined as a financial and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific objectives in accordance with special regulations, restrictions or limitations.
20.	CT_SID	SID	Char	5	SID is used to uniquely define appropriation budgets by tying

Num	Field	Label	Type	Length	Description
					an accounting transaction back to the appropriations act via a combination of other ChartFields - Fund + Dept + SID. SID also defines the source and use of funds.
21.	MAJOR_CD	Major Cd	Char	10	Major Code
22.	CT_MINOR	Minor Cd	Char	3	Minor Code
23.	CT_EXTENSION	Extension	Char	7	Extension
24.	VOLUNTARY	Voluntary Flag	Char	1	Voluntary Flag
25.	COL_TYPE	Column Type	Char	2	Column Type
26.	DEPTID	Department	Char	10	The Core-CT Department or Agency of the employee.
27.	LOAD_DTTM	Load Date Time Stamp	Date	10	The date and time that the row of data on the table was loaded.

Dictionary – CTAS_EMP_MSTR

Employee Information

Num	Field	Label	Type	Length	Description
1.	EMPLID	EmplID	Char	11	Employee Record Number
2.	CREATE_DATE	Creation Date	Date	10	Creation Date
3.	CT_CREATION_TIME	Creation Time	Char	5	Creation Time
4.	SERVICE_DT	Benefit Service Date	Date	10	Employee Vacation Accrual Date. This is the date an employee will be eligible for an increase in vacation accrual.
5.	CT_PCN_FLG	Position Control	Char	1	Position Control Number Flag

Num	Field	Label	Type	Length	Description
		Number Flag			
6.	CT_PCN_AGENCY	Position Control Number Agency	Char	4	Position Control Number Agency
7.	CT_PCN_NUMBER	Position Control Number	Char	6	Position Control Number. This number identifies the employees position and location.
8.	CT_BARG_UNIT	Bargaining Unit	Char	2	Bargaining Unit Code
9.	CT_POSITION_STATUS	Position Status	Char	1	Position Status
10.	LAST_NAME	Last Name	Char	30	Employee Last Name
11.	FIRST_NAME	First Name	Char	30	Employee First Name
12.	MIDDLE_NAME	Middle Name	Char	30	Employee Middle Name/Initial
13.	CT_TYPE_APPT	Type Appointment	Char	2	Appointment Type. Refer to the Automated Personnel System for description of these codes.
14.	CT_TYPE_EMPL	Type Employee	Char	1	Employee Type: 1 or F - for Full Time, 2 or P - for Part Time (more than 20 hour), 3 or D - for Part Time (less than 20 hour), 4 or I - for Intermittent.
15.	OVERLAP_LBL	Overlap %	Char	1	Overlap Percent
16.	JOBCODE	Job Code	Char	6	Classification Code (Position/Job Class Code)
17.	CT_SHIFT_DIFF_ELIG	Shift Differential Eligibility	Char	1	Shift Differential Eligibility If employee is eligible for shift differential pay, type = 'Y', otherwise type in 'N'.
18.	ELIGIBLE	Eligible	Char	1	Overtime Eligibility
19.	CT_VAC_ACCRL_CD	Vacation Accrual Code	Char	2	Vacation Accrual Code. The code from the Bargaining Unit File

Num	Field	Label	Type	Length	Description
					(leave rates 01-10), which indicate the number of vacation days a full-time employee accrues annually.
20.	CT_SICK_ACCRL_CD	Sick Accrual Code	Char	2	Sick Accrual Code. The code from the Bargaining Unit File (leave rates 01-10), to indicate the number of sick days a full-time employee accrues annually.
21.	CT_DAY_IN_WEEK	Day In Week	Num	3.2	Day In Week. The number of days the employee works in one week. This information is used to determine if an employee is eligible for PL accrual as well as to determine if the employee can take PL time.
22.	CT_BIWKLY_HRS	Bi-Weekly Hours	Num	5.2	Bi-Weekly Hours. The number of regular hours the employee works in one pay period. This field is used to determine prorated or full-time accruals.
23.	HIRE_DT	Hire Date	Date	10	Date employee was hired in the employee job row / state service.
24.	APPOINT_END_DT	Appointment End Date	Date	10	Employee Appointment Termination Date. Date employees temporary appointment ends.
25.	TERMINATION_DT	Termination Date	Date	10	Date employee terminated from the state.
26.	ACCRUAL_DATE	Accrual Date	Date	10	Accrual Date
27.	START_DATE	Start Date	Date	10	Start Date
28.	CODE	Code	Char	4	Code

Num	Field	Label	Type	Length	Description
29	ELIG_DATE	Eligibility Date	Date	10	Eligibility Date
30	ELIG_IND	Eligible Ind	Char	1	Eligible Indicator
31	CT_FF_DATE_START	Family Funeral Day Start	Date	10	Family Funeral Day Start. If employee is currently using family funeral sick leave, this date indicates when the leave started, otherwise it's blank.
32	CT_FF_OCC_HRS	Family Funeral Occasion Hours	Sign	5.2	Family Funeral Occasion Hours. If employee is currently using family funeral sick leave, these hours indicate the total hours the employee has charged to the occasion (hours based on 100).
33	CT_FS_HOURS	Family Sick Hours	Sign	5.2	Family Sick Hours. The total number of hours the employee has charged to this type of sick leave since January 1st.
34	CT_OTH_FUNERAL_HRS	Other Funeral Hours	Sign	5.2	Other Funeral Hours. The total number of hours the employee has charged to this type of sick leave since January 1st.
35	CT_MTHLY_LEAVE_HRS	Monthly Leave Hours	Sign	5.2	Monthly Leave Hours. The number of hours of unpaid leave taken this month (<i>month of time sheets currently being entered</i>).
36	CT_BL_OCC_START_DT	Baby Leave Occasion Start Date	Date	10	Baby Leave Occasion Start Date. If employee is currently using baby leave sick time, this date indicates when the leave started.
37	CT_BL_OCC_HOURS	Baby Leave Occasion Hours	Sign	9.4	Baby Leave Occasion Hours. If employee is currently using baby leave sick time, these hours indicate the total hours

Num	Field	Label	Type	Length	Description
					employee has charged to the occasion (hours based on 100).
38	CT_AVAIL_VAC_HRS	Available Vacation Hours	Sign	9.4	Available Vacation Hours
39	CT_AVAIL_SICK_HRS	Available Sick Hours	Sign	9.4	Available Sick Hours
40	CT_AVAIL_PL_HRS	Available Personal Leave Hours	Sign	9.4	Available Personal Leave Hours
41	CT_OCCASION_FLAG	Occasion Flag	Nbr	1	Occasion Flag
42	SECTION	Section	Char	8	Section. The three-digit section code that is sometimes used as an employees location code.
43	CT_SCED_CD	Schedule Code	Char	2	Schedule Code. The schedule code for the schedule the employee is currently working.
44	HOLIDAY_FLG	Holiday Flag	Char	1	Flag to indicate a holiday
45	CT_HOLIDAY_PROCESS	Holiday Processing	Char	1	Holiday Processing. Automated Holiday Attendance Code will be H on the date the holiday is observed or use the following: H – Employee is not required to work holidays. P – Employee is required to work and has requested pay. C – Employee is required to work and has requested comp time. O – Other, or, no current automated holiday processing code.
46	CT_WORK_TEST_PER	Work Test Period	Char	1	Working Test Period
47	CT_WORK_TEST_EXPDT	Work Test Expiration Date	Date	10	Working Test Expiration Date. The date that will end the employee's working test period.

Num	Field	Label	Type	Length	Description
48.	CT_WAR_SERV_CDE	War Service Code	Char	1	War Service Code
49.	CT_WAR_SERV_YRS	War Service Years	Char	2	War Service Years
50.	CT_WAR_SERV_MTHS	War Service Months	Char	2	War Service Months
51.	CT_WAR_SERV_DAYS	War Service Days	Char	2	War Service Days
52.	CT_MANDATED_OCC	Mandated Occasion	Nbr	9.2	Mandated Occasion. Number of mandated overtime occasions (this field is no longer used by the TAS System).
53.	CT_MST_BIWK_HRS	MST Biweekly Hours	Char	2	MST Biweekly Hours. The number of regular hours the employee works in one pay period. This field is used to determine prorated or full-time accruals.
54.	CT_PL_ELIG_DATE	Personal Leave Eligibility Date	Date	10	Personal Leave Eligibility Date. The date that employee will be eligible to use PL time. This is also used when an employee is on a working test period. If the employee is already eligible to use leave time, the current date is entered.
55.	CT_HAZARD_ELIG	Hazard Eligibility	Char	1	Hazard Eligibility
56.	CT_AVAIL_BSL_HRS	Available BSL Hours	Sign	9.4	Available Baby Sick Leave Hours
57.	CT_GFH_YTD_HRS	GFH YTD Hours	Sign	5.2	Good Friday Hours Year To Date Hours. Total hours charged to floating holiday attendance this year for UCONN employees.
58.	CT_MO_UL_LVE_HRS	MO Unpaid Leave Hours	Sign	5.2	Monthly Unpaid Leave Hours. Total hours charged to unauthorized leave (UL) this month for UCONN employees.

Num	Field	Label	Type	Length	Description
59	CT_AVAIL_CEO_HRS	Available CEO Hours	Sign	9.4	Available CEO Hours. Running total of available FLSA Compensatory Earned Overtime (CEO) for UCONN employees, 240 hours maximum.
60	CT_SICK_CHILD_HRS	Sick Child Hours	Sign	5.2	Sick Child Hours
61	CT_UCPEA	UCPEA	Char	1	UCPEA
62	CT_EXCEPT_ATT	Except Attendance	Char	1	Except Attendance
63	CT_FLSA_STATUS	FLSA Status	Char	1	FLSA Status
64	CT_VLA_FREESICKACC	VLA Free Sick Acc	Nbr	9.4	VLA Free Sick Acc
65	CT_VLA_FREEVACACC	VLA Free Vacation Acc	Nbr	9.4	VLA Free Vacation Acc
66	AGENCY_ID	Agency ID	Char	20	Agency ID
67	FUND_CODE	Fund Code	Char	5	The Fund ChartField is defined as a financial and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific objectives in accordance with special regulations, restrictions or limitations.
68	CT_SID	SID	Char	5	SID
69	FUNCTION_ID	Function ID	Char	10	Function ID
70	ACTIVITY_ID	Activity ID	Char	15	A specific task associated to a Project where transactional data gets recorded and monitored, (i.e. contractual expenses, incidental costs).
71	MAJOR_CD	Major Cd	Char	10	Major Code
72	CT_MINOR	Minor Cd	Char	3	Minor Code

Num	Field	Label	Type	Length	Description
73	CT_EXTENSION	Extension	Char	7	Extension
74	CT_ACCT_DIST	ACCT DIST	Char	1	ACCT DIST
75	CT_STD_HRS_PER_DAY	Standard Hours Per Day	Num	5.2	Standard Hours Per Day
76	CT_DAYS_OR_HOURS	Days/Hours	Char	1	Days or Hours
77	BIRTH_DT	Birth Date	Date	10	Birth Date
78	SSN	SSN	Char	9	Employee Social Security Number is used for National ID here.
79	PHONE	Phone	Char	24	Employees phone number
80	CT_SICK_EXP_DATE	Sick Expiration Date	Date	10	Sick Expiration Date
81	CT_PRIOR_SICK	Prior Sick	Sign	9.4	Prior Sick
82	SCHEDULE_ID	Schedule ID	Char	16	Schedule ID
83	SHIFT	Shift	Char	1	Regular Shift
84	CT_SCHED_WK	Schedule Week	Sign	5.2	Schedule Week
85	LAST_DTTIME	Last Date Time	Date	10	Last Date Time
86	PERCENTAGE	Percentage	Sign	3.2	Percentage
87	CT_LTSP	Last Time Sheet Posted			Last Time Sheet Posted
88	CT_RET_PAY_FREQ	Ret Pay Frequency	Char	1	Ret Pay Frequency
89	CT_RET_PER_TYPE	Ret Per Type	Char	1	Ret Pay Type
90	CT_RET_POS_STAT	Ret Pos Stat	Char	1	Ret Pos Stat
91	DEPTID	Department	Char	10	The Core-CT Department or Agency of the employee.
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