

Human Resources Extract Files (C1/C2EX)

Two extract files are available through the Human Resources Inquiry System. Both files are subsets of the Human Resources flat file and contain personnel and salary information. The first extract, called C1EX, contains basic employee, biographical and salary-related information while the second extract, C2EX, contains all of the above plus actual dollar salary amounts. In addition, these same two extract files can also be downloaded using D1EX and D2EX in conjunction with Software AG's Entire Connection software program. The necessary steps to download data are detailed in [Downloading Data from the Human Resources Extract Files \(D1/D2EX\)](#).

With the proper security accesses in place, this document is designed to show you how to create your own subset of data based on your organizational, human resource representative or financial officer security access codes.

This document is divided into the following sections:

- [Security Procedures](#)
- [How to Sign on to the Com-Pass Screen](#)
- [How to Create Your Subset](#)
- [Accessing Your Data](#)

Related documents:

- [Downloading Data from the Human Resources Extract Files \(D1/D2EX\)](#)
- [Data Dictionary - Extract 1](#)
- [Data Dictionary - Extract 2](#)

Obtaining Security Authorization

Use the following steps to obtain the required security authorization necessary to access the Human Resources subset files:

1. Request the appropriate security form from your Access and Security Representative (ASR):

- **Financial Officers** and staff - **IBIS Financial Access**
- **Human Resource Representatives** and staff - **IBIS Human Resource Representative Access**
- all **others** - **IBIS Organizational Access**

2. Complete parts 1 and 2 of the security form.

3. Complete part 4 of the security form:

- at **Path**, write **C1EX** or **C2EX**
- **Financial Officers** and staff - fill in **Financial Access Number**
- **Human Resource Representatives** and staff - fill in **Human Resource Representative Number**
- all **others** - fill in the **Organizational Mnemonic**

4. Secure the necessary signatures:

- Requester
- Financial Officer or Human Resource Representative signature if the requester is a Financial Office or Human Resource Representative staff member
- Access and Security Representative
- Budget Executive *only if* C2EX is being requested.

How to Sign on to CCOM (IBIS)

NET-PASS Activity Table Screen

14:31:18 Term TCP00292 LSX32702 NET-PASS Userid DAM3 12/18/97

-- NET-PASS Activity Table --

Level Id	Application Name	Application Description	Rev. Time
PF01	RMDS	Report Management Dist System	
PF02	FTP	TSO/E for File Transfer	
PF03	ACOM	ISIS-A	
PF04	BCOM	ISIS-B	
PF05	CCOM	IBIS	
PF06	TESTAIS	Test COM-LETE	
PF07	DCOM	ADIS	
PF08	ROSCOE	ROSCOE Editor	
PF09	NCCF	NCCF- Network Control	
PF10	MSPSU		

PASS Character : ~
Suspend Key : PF12
Jump Key : PF11

OAS SUPPORT CTR - 814 863-2276 Max. Sess. : 10
Printer : PF24
TCP5 103P

NET-PASS COMMAND:

Select **CCOM** for **IBIS** application.

- Press appropriate PF key for **CCOM** (IBIS) application (**PF05** on screen sample).

Com-Pass (AIS Program Services) Screen

Suspended Programs		Program Services					
Programs	Name	C Level	PF	Service Description	Programs	ID	PF
		1		LOGOFF	LO	A	01
		2		NATURAL2	N2226	B	02
		3		HELP FACILITY	UHELP	C	03
		4		NAT CONN. APPS.	NCAPS	D	04
		5	or	MESSAGE SWITCHING	UM	E	05
		6		AIS DECISION AID	AIDA	F	06
		7		IBIS ADMIN MENUS	IBIADM	G	07
		8		UQ UTILITY	UQ	H	08
		9					
Enter Input:					HELP		?
—							
LU Name: VT0003	HC TID: 3904	Recall: NO	Language: 001				
Devtype: 3279 US	Device: VP0003	Suspend: < NO	Case : Upper				
Lines : 24	Key:	Jump: NO NO					
Columns: 80							

Select **IBIS Admin Menus**.

- Press appropriate PF key for **IBIS Admin Menus (PF07)** on screen sample).

> Note:

For C1/C2EX, you **must** select IBIS Admin Menus **not** Nat Conn Apps.

IBIS Admin Menu Screen (M1M1)

12/18/97
14:38:05.6

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1
DAM3

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

<u>FUNCTION</u>	<u>DESCRIPTION</u>	<u>FUNCTION</u>	<u>DESCRIPTION</u>
FORM	Help Selecting HRS Forms	M2PI	Property Inventory
M2AH	IBIS Adhoc Functions	M2PR	Purchasing System
M2AS	EASY Elec. Appr. System	M2VA	Vendor System
M2BG	Budgeting System	BAMM	Budget Planning: BudAuto
M2FN	Financial System	M2IM	Inventory Management
M2FS	Facilities System	CODE	Codeset Maint. System
M2HR	Human Resources System	M2NC	Nat Conn. Applications
M2PA	Payroll System	M2PE	Pay & Effort Functions

NEXT FUNCTION: m2ah_1 **PREV MENU:** NONE
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END KEYS PRNT .

1. Enter **M2AH** at **Next Function:** area.

Press **Enter**.

How to Create a Subset

The procedure to create a subset of the Human Resources flat file will be based on at least one of the access codes that *must* be supplied. The access code types and format are listed below.

- Financial Officer Number 8 digits
- Human Resource Representative Number 3 digits
- Organizational Access Code (Mnemonic) 7 characters

12/18/97
15:14:10.3

INTEGRATED BUSINESS INFORMATION SYSTEM

M2AH
DAM3

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
C1EX	IBIS HR EXTRACT FILE1		
C2EX	IBIS HR EXTRACT FILE2		

NEXT FUNCTION: **c1ex** **1** **PREV MENU:** M1M1
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . KEYS PRINT .

1. At the **Next Function** line, type:

C1EX - if you want a subset *without* salary information.

or

o **C2EX** - if you want a subset *with* salary information.

12/18/97
15:16:22.2

IBIS SECURITY SYSTEM
CREATE IBIS EXTRACT FILE 1

C1EX
DAM3

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Mnemonic Code for

Organizational Access Code: 1

Human Resource Rep Number: 1

Financial Officer Number: 1

Submit: 2 (Enter 'YES' to submit job or 'CAN' to cancel)

NEXT FUNCTION: _____ (MENU,KEYS,END)

1. Type in the appropriate **access code**.
2. At **Submit**, type **Yes** to submit the job or **CAN** to cancel the job.

> Note:

The Job Name, Job Number and Task ID will be supplied by the system. The job names are as follows:

- For **C1EX**, the job name is **#GUFF23A**.
- For **C2EX**, the job name is **#GUFF23B**.

Press **Enter**.

Accessing Your Data

To access your data, you will need to have the proper security in place and have proficiency in using a mainframe tool such as Roscoe or TSO.

> Note:

The extract dataset name (DSN) will be available on the mainframe for seven (7) days.

The C1EX and C2EX requests will be run as an overnight batch job and should be available to you the next day. The data set that will be created will have the following naming convention:

- For **C1EX** ==> DNLD.FDTUA.userid.EXTR.access code.HRIS1

If you supplied:

- an organizational access code (designated by mnemonic) ==>
DNLD.FDTUA.USERID.EXTR..MNEMONIC.HRIS1

Example:

DNLD.FDTUA.ABC3.EXTR.MDSURG.HRIS1

- a Human Resource Rep. number (designated by nnn and preceded by the # sign) ==>
DNLD.FDTUA.USERID.EXTR.#nnn.HRIS1

Example:

DNLD.FDTUA.ABC3.EXTR.#240.HRIS1

- a Financial Officer Number ==> DNLD.FDTUA.USERID.EXTR.FO-NUM.HRIS1

Example:

DNLD.FDTUA.USERID.EXTR.FO-NUM.HRIS1

- For **C2EX** ==> DNLD.FDTUB.USERID.EXTR.ACCESSCODE.HRIS2

If you supplied:

- an organizational access code (designated by mnemonic) ==>
DNLD.FDTUB.USERID.EXTR.MNEMONIC.HRIS2

Example:

DNLD.FDTUB.ABC3.EXTR.MDSURG.HRIS2

- a Human Resource Rep. number (designated by nnn) ==>
DNLD.FDTUB.USERID.EXTR.#nnn.HRIS2

Example:

DNLD.FDTUB.ABC3.EXTR.#240.HRIS2

- a Financial Officer Number ==> DNLD.FDTUB.USERID.EXTR.FO-NUM.HRIS2

Example:

DNLD.FDTUB.ABC3.EXTR.FO-NUM.HRIS2

Contact the Administrative Information Services Support Center or phone (814) 863-2276 for assistance with the master file description, training and/or support in the use of the following mainframe tools:

- Roscoe
- TSO

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Data Dictionary:

Human Resources Extract File 1

Field Name	Field Length	Long Label	Short Label	Definition
NUMB-EMPL-ID	A9	SSN LONG	SSN	The identification number of the employee, the Federal Social Security number.
GRUP-ACCESS1	N13			Group data related to organizational access.
GRUP-ACCESS2	N8			Group data related to financial area access.
GRUP-ACCESS3	N3			Group data related to Human Resources access.
GRUP-ACCESS4	N8			Group data related to cross-administration access.
SYSTEM-DATE	N8			
NAME-EMPL-PM-PREFERRED-NAME	A20	NAME	NAME	Name from PM- PREFERRED-NAME in pay master (temporary).
CODE-EMPL-PAY-CALC	A4	PAY FREQ	FREQ	Code indicating the type of pay an employee receives (e.g. monthly, bimonthly)
CODE-APPT	A3	APPT TYPE	APPT	Code used to show type of appointment.
CODE-EMPL-STATUS	A3	STATUS	STAT	Code indicating employment status (e.g. active, leave, etc.)
NAME-EMPL-LAST-LEGAL	A30	LAST NAME	LAST	The legal last name of an employee.

NAME-EMPL-FIRST-LEGAL	A20	FIRST NAME	FIRST	The legal first name of an employee.
NAME-EMPL-MI-LEGAL	A20	MIDDLE NAME	MID	The legal middle name of an employee.
NAME-EMPL-SFX-LEGAL	A6	SUFFIX	SUF	The suffix to an employee's legal name (e.g. Jr., Sr.,etc.)
GRUP-BUDG-HOME	A10	HOME BUDGET	H BUD	Code for the home budget. Usually includes the function, division and department and indicates the area that has the administrative responsibilities of the individual.
DATE-APPT-BEG	N8	APPT BEGIN	BEG	Calendar date on which the employee's current appointment is effective.
DATE-APPT-END	N8	APPT END	END	Calendar date on which the employee's appointment ended.
DATE-EMPL-HIRED	N8	HIRED	HIRED	The date on which an employee's current employment period with the University began. This date is initialized following a break in service.
CODE-EMPL-GRADE	A2	GRADE	GRADE	Number of job grade associated with a position.
CODE-EMPL-RANK	A3	RANK		Indicates rank for executive, academic administrator and Ag Extension employees.
CODE-EMPL-TITLE-CLASS	A3	CLASS TITLE	CL TITLE	Code indicating employee's primary title for executives and academic administrators.
CODE-EMPL-TITLE2-CLASS	A3	CLASS TITLE2	CL TITLE2	Code indicating employee's secondary title for executives and academic administrators.

CODE-EMPL-APPT-SPECIAL	A1	SPECIAL APPT	SPAPT	The type of special appointment an employee has (e.g., visiting, emeritus, staff).
CODE-EMPL-HY-STAFF-CLASSIF	A2			
CODE-EMPL-CLASS	A4	CLASS	CLASS	The classification of an employee (e.g., executive, staff).
CODE-EMPL-CLASS-SORT	A2			A numeric version of employee class to enable sorting in hierarchical order by class.
CODE-POSN-PERS-REP	A3	PER REP#	PREP#	Personnel representative code.
NUMB-EMPL-OFFC-BLDG-MAIL	N7.0	BLDG NUMBER	BLDG	Building number where the employee receives mail.
ADDR-EMPL-OFFC-ROOM-MAIL	A5	ROOM	ROOM	Room number where the employee receives mail.
ADDR-EMPL-OFFC-STREET-HOME	A20	STREET	STREET	Street number employee lives.
ADDR-EMPL-OFFC-CITY-HOME	A15	CITY	CITY	The city in which the employee lives.
CODE-EMPL-STATE-HOME	A5	STATE	ST	The state in which the employee lives.
CODE-EMPL-COUNTRY-HOME	A2	COUNTRY	CTRY	The code for the country in a person's home address.
GRUP-EMPL-ZIP-HOME	A9	ZIP	ZIP	The zip code for the employee's home address.

NUMB-EMPL- PHONE- HOME	A10	HOME PHONE	PHONE	Home phone number of an employee. Includes area code.
NAME-EMPL- PREFERRED- TITLE	A25	PREF TITLE		
NUMB-EMPL- PHONE- OFFC	A10	OFFC PHONE	PHONE	The primary or major office phone number of an employee. Includes area code.
CODE-APPT- PLAN	A3	SAL PLAN	SPLAN	Indicates the number of weeks during a fiscal year an employee is to work.
INDC-APPT- PS88-XPLAN	A1	PS88 APPT	PS88	A PS-88 appointment is full time for less than a full year. Only staff exempt and staff non-exempt employees may be PS-88 employees.
CODE-POSN- CAMP-LOC	A2	WORK LOC		Indicates campus an employee is located at.
INDC-EMPL- OCCUP-PRIV- PD	A1	OCCUP TAX		Indicates whether or not employee is subject to annual occupational privilege tax.
CODE-EMPL- LAYOFF	A2	LAYOFF	LYOF	Describes type of layoff in terms of permanent/temporary/seasonal/ and voluntary/involuntary.
GROP-POSN- ADMN	A8			Identifies a budgeted position within an administrative unit.
CODE-POSN- TYPE	A1	PSN TYPE		Tells if the position is permanently or temporarily budgeted.
CODE-EMPL- SEX	A1	SEX	SEX	The sex of an employee, either male or female.

DATE-EMPL-BIRTH	N8	BIRTH DATE	BIRTH	Employee's birth date. The calendar date of birth as designated on the legal birth certificate.
DATE-EMPL-SALARY	N8	SALARY DATE		Effective date associated with current annual salary.
QNTY-EMPL-ID-CARDS	N2	# ID CARDS	# ID	The number of University ID cards issued to an employee.
CODE-EMPL-UNION-DED	A1	UNION DED		A code indicating whether or not union dues are deducted from an employee's pay check.
CODE-EMPL-GAD-FAC	A1	GRAD FACULTY		Indicates graduate or non-graduate faculty status. Graduate faculty further distinguishes between lecturer, senior and associate faculty.
DATE-EMPL-HIGH-DEGR	N8	DEGREE DATE		The date on which an employee was granted the highest degree.
QNTY-EMPL-PRIOR-YRS-SERV	N2			Used for conversion only. Length of service preceding any break in service prior to current employment with University.
CODE-EMPL-HIDEGR	A5	HIGH DEGREE	HDEGR	Code indicating the highest degree a person has obtained.
CODE-EMPL-DIRECT-PHONE	A1	PUBLISH DIR		Employee's preference to print home phone number in the faculty/staff directory.
CODE-EMPL-CJT	A4	CJT CODE	CJT	
CODE-EMPL-PUBL-REL-ACT	A4	ACT195		
CODE-EMPL-STUDENT	A1	STUDENT	STU	Indicates whether the employee is also a student.

CODE-EMPL-FAIR-LABOR-ACT	A1			
GRUP-JOBD-DESC	A8			Group data related to job description number.
CODE-EMPL-TENR-ELIG	A1	TENR ELIG		Indicates whether or not employee is on tenure path.
TEXT-EMPL-REMARKS	A20	REMARKS	RMKS	Used to clarify or provide additional information.
PERSPEP-AREA-NAME	A25			
PERSPEP-REP-NAME	A20			
DATE-EMPL-PAID	N8	LAST PAID	LPAID	Date an employee was paid.
CODE-APPT-ENTRY-METHOD	A3	ENTRY METHOD	ENTRY	Method an employee entered current position.
CODE-APPT-GRADE-STEP	A2	GRADE STEP	GDSTEP	Step within grade for technical service and staff non-exempt at Hershey.
CODE-APPT-LRNG-STEP	A2	SP/LRNG STEP		Indicates reason why person is at an X step within grade. For technical service, staff exempt and staff non-exempt.
DATE-EMPL-TERMN	N8	TERMINATED	TERM	The official date an employee severs his employment.
PCNT-APPT-FTE	N3.1	EQUIV WRK %	WRK %	Percent of full-time effort worked by a part time employee. Includes percent FTE derived from teaching credit courses and non-teaching assignments.

CODE-EMPL-TAX-MUNC	A5	BORO	BORO	Indicates the county and taxing unit where the employee resides.
CODE-EMPL-CHK-DEST	A3	CHECK SORT		Code which indicates the check or deposit slip destination.
CODE-POSN-STATUS	A2	PSN STATUS		Reflects the current status of a funded position (e.g., vacant or filled).
DATE-EMPL-HOSP-END	N8	HOSP END		
DATE-EMPL-RETIRE-PLAN-BEG	N8	ENROLL RET		Date during most recent employment when an employee enrolled in the retirement system.
CODE-EMPL-FICA-STATUS	A1	FICA STATUS		Code indicating whether or not FICA is to be deducted.
DATE-EMPL-LTD-EFF	N8	LTD BEGIN		Date the employee enrolled in long-term disability plan.
DATE-EMPL-LTD-END	N8	LTD END		
INDC-EMPL-LTD	A1	LTD	LTD	This flag indicates that an employee is or is not enrolled in a long-term disability plan.
QNTY-EMPL-TAX-PPD	N1	FED TAX PPD		Shows number of pay periods combined into one pay. Additional periods can be added to regular period for Fed. Tax Calculations.
DATE-EMPL-DEPN-BIRTH	N8	DEPN BIRTH		The date an employee's dependent was born.
CODE-EMPL-DEPN-TYPE	A1	DEPN TYPE		Code indicating type of dependent (e.g., child, spouse).

CODE-EMPL-LIFE-INS-STATUS-X	A2	LIFE FROZEN	LFROZ	A code which indicates the elective to freeze life insurance coverage, which pre-empts an automatic increase with an increase in salary.
DATE-EMPL-TENR-BEG	N8	TENR BEGIN		Date employee's tenure track started.
DATE-EMPL-TENR-GRNT	N8	TENR GRANTED		Date an employee actually received tenure.
DATE-EMPL-TENT-ANNIV	N8	TENR ANNIV		Begin date of employee tenure anniversary accrual.
QNTY-EMPL-TENR-CREDIT	N1	PREV CR TENR		Number of tenure credits received by an employee at the time of his/her appointment.
QNTY-EMPL-TENR-YEARS-PATH	N1	TOTAL TENR		Indicates number of years an employee has been on tenure path.
CODE-EMPL-TENR-UNIT	A2	TENR UNIT		This code indicates the college responsible for granting tenure.
CODE-EMPL-LEAV-REASON	A3	LEAVE REASON	LV RSN	Reason for employee leave of absence (e.g., personal, child care, etc.).
NAME-BLDG-SHORT	A22	BLDG NAME	NAME	Short building name.

Last Revised: 10/27/2003

Data Dictionary:

Human Resources Extract File 2

Field Name	Field Length	Long Label	Short Label	Definition
AMNT-EMPL-ENTRY-SAL	N7.2			Beginning salary of employee in currently assigned position.
AMNT-EMPL-HOURLY-RATE	N5.2	HOURLY RATE	HRLY	The rate of pay per hour of technical service and staff non-exempt personnel.
AMNT-EMPL-ANNSAL	N7.2	APPT SAL	A-SAL	Salary for length of appointment or one (1) year, whichever is less.
CODE-EMPL-RETIREMENT	A1	RET PLAN	RET	The retirement plan in effect for an employee.
CODE-EMPL-ETHNIC	A3	RACE/ETHNIC	RACE	Code to show ethnic origin; race.
AMNT-POSN-ANNUALZ-SAL	N7.2			The annualized salary for a position.
FILLER	A185			(To be used in the future for additional data fields.)

Last Revised: 10/27/2003