<table>
<thead>
<tr>
<th>DB2 TABLE</th>
<th>TABLE DESCRIPTION</th>
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<tbody>
<tr>
<td>APPTACTS</td>
<td>Appointment Actions. A log of certain types of entries made in the appointment system. The log identifies when these types of entries were made, as opposed to when effective.</td>
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<tr>
<td>APPTAPPT</td>
<td>Appointment. Information unique to a specific appointment. No history of changes to the appointment is kept in this table.</td>
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<td>APPTCONT</td>
<td>Appointment Continuity Status. The continuity status which has been approved for an appointment.</td>
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<td>APPTDEPT</td>
<td>Appointment Department. The university departments that are responsible for or associated in a personnel role with an appointment over time.</td>
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<td>APPTDFTE</td>
<td>Appointment Department Percent. A history of authorized FTE percent levels or hours by an appointment department.</td>
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<td>Appointment Department Leave. A history of authorized leaves of absence for an appointment, with the leave percentage or hours by an appointment department.</td>
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<tr>
<td>APPTFTR</td>
<td>Appointment Rate. A record of the salary base rate which has been authorized for an appointment. A history of salary base rates for an appointment is maintained.</td>
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<td>Appointment Rate Adjustments. A record of the reason and amount of each change to the salary base rate. A history of each base rate change is kept.</td>
</tr>
<tr>
<td>APPTFUNC</td>
<td>Appointment Service Function. The service function which has been approved for an appointment.</td>
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<tr>
<td>APPTNAME</td>
<td>Person Name. A history of names used by a person.</td>
</tr>
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<td>APPTPROB</td>
<td>Appointment Probation. The type and length of the probation, training or evaluation periods required for an appointment. A history of probation and training is maintained.</td>
</tr>
<tr>
<td>APPTPRSN</td>
<td>Person. Information which is unique to a person. The IADS data structure can contain records for people who do not hold appointments. No history of changes to the person is kept in this table.</td>
</tr>
<tr>
<td>APPTSABB</td>
<td>Appointment Sabbatical. The percent a Madison Faculty appointment is on “paid” sabbatical for an appointment department.</td>
</tr>
<tr>
<td>APPTSEAS</td>
<td>Appointment Seasonal Status. The seasonal status which has been approved for an appointment.</td>
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<td>APPTSTAT</td>
<td>Appointment Service Status. The service status which has been approved for an appointment.</td>
</tr>
<tr>
<td>APPTTITL</td>
<td>Appointment Title. A record of the title which has been approved for the appointment, and the reason for title changes.</td>
</tr>
<tr>
<td>APPTTYPE</td>
<td>Appointment Type. The type of an appointment (e.g. faculty, academic staff).</td>
</tr>
<tr>
<td>APPTVISA</td>
<td>Person Visa. A history of visa periods for a person.</td>
</tr>
<tr>
<td>APPTXAFF</td>
<td>Appointment External Affiliation. The external affiliation which has been approved for an appointment.</td>
</tr>
<tr>
<td>FAC_SENATE_SEAT</td>
<td>Faculty Senate Seat. Associates people (i.e., senators and alternates) with senate district seats.</td>
</tr>
<tr>
<td>FAC_SEN_DIST_CTL</td>
<td>Faculty Senate District Control.</td>
</tr>
<tr>
<td>FACULTY_RELATION</td>
<td>Faculty Relation. A history of faculty relations associated with an appointment department.</td>
</tr>
<tr>
<td>PRSNALIAS</td>
<td>Person Alias. The connection of a Person ID with one or more payroll IDs used to identify a person. Usually the Social Security number is used as the Payroll ID.</td>
</tr>
<tr>
<td>TENURE_PERCENT</td>
<td>Tenure Percent. The percent of support an appointment department has &quot;guaranteed&quot; a Madison faculty appointment.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>TENURE_VERIF</td>
<td>Tenure Verification. (For Madison faculty appointments only.)</td>
</tr>
<tr>
<td>TNR_CLOCK_EXTN</td>
<td>Tenure Clock Extension. A history of tenure clock extension for Madison probationary faculty appointments.</td>
</tr>
<tr>
<td>TNR_PCT_PROB_VERIF</td>
<td>Tenure Percent Probation Verification. (For Madison faculty appointments only.)</td>
</tr>
</tbody>
</table>
-- Appointment Action Entity --

Description:
This entity is used to log certain types of entries made in the appointment system. The log identifies when these types of entries were made, as opposed to when effective. The types of entries that are logged here affect data that reside within one of the appointment entities; when the entity changes, the change may not always apply to the set of data that is of interest.

Key:
Appointment ID, Action Code, Action Entry Type, Row Entry DTG.

APPOINTMENT_ID A8

See APPTAPPT.

ACTION_CODE A3

Description:
A code assigned to identify the logging action.
Edit:
100 = Start
200 = End
300 = Type Conversion
400 = Continuity Conversion
500 = Rate Change

ACTION_ENTRY_TYPE A1

Description:
Identifies whether data was added, changed or deleted in the entry.
Edit:
A = Add
C = Change
D = Delete

ROW_ENTRY_DTG A16

Description:
The date and time of the entry that is being logged.
Edit:
Format is YYYYMMDDHHMMSSSS (year, month, day, hour, minutes, seconds, hundredths of seconds).
Source:
The application transaction used to make the appointment entry.

ROW_ENTRY_LOGONID A8

-- Row Entry LogonID --

Description:
ROW_ENTRY_LOGONID (continued)
The initials of the person using the appointment application that completed the appointment system entry.

Edit:
Valid TP network authorization ID.

Source:
The application transaction used to make the appointment entry.
-- Appointment --

Description:
This entity is used to store information which is unique to a specific appointment. A history of changes to information contained in this entity will not be kept. If the data contained in this entity are changed, the previous values are lost; the previous values of the data are not recorded. However, the record for the appointment is never deleted, only changed.

Key: Appointment ID number.

APPT_MAJOR_DEPT                      A11

Description:
This department is the one that coordinates the appointment. Used for unclassified and classified appointments to identify this department as the one which will assume responsibility for coordinating the personnel decisions, including merit salary increases, probationary periods, indefinite status, layoff or non-renewal. This is the "home" department for academic staff voting rights and administrative contacts.

Edit:
When more than one department is associated with an appointment, the one initiating the appointment is generally the major department. The major department should be determined at the time of the initial appointment. Positive action is required to change this designation; it is not affected by temporary funding agreements.

APPT_HOURS                           PS3.2

Description:
The number of hours authorized per pay period at the time of the appointment add. (Classified and student help appointments have a biweekly pay period; other appointments have a monthly pay period.) DO NOT USE THIS ELEMENT FOR REPORTING APPOINTMENT FTE. Use total of all appointment department hours at a point in time.

Edit:
Used only when the appointment salary basis is "hourly".
For classified: Cannot exceed 80 hours.
UW-Madison: On initial appointment, edit against the cert.
For unclassified: Cannot exceed 176 hours.

*APPOINTMENT_ID                      A8

Description:
A unique number assigned to each and every appointment. The assignment of an appointment ID number means a person has been selected but the appointment is not valid until the effective date is reached. An appointment record is the result of the association
APPOINTMENT_ID (continued)

of a position with the individual who fills that position. A position is defined as a set of duties and responsibilities expected to be performed by the person who will be appointed. An appointment must exist for each person who is to be paid salary or stipend, and each person without pay who has a university affiliation.

Edit:

An appointment ID number is automatically generated and an appointment record (APPTAPPT) is created when a valid, existing person ID is associated with either 1) A PVL or cert, or 2) an appointment that does not require a PVL/cert such as employees in training, student assistants, classified LTEs, student help, or other (See appt type); or when the university holds no funding responsibility (see fund resp); or lump pay basis (see salary basis).

Source:
The next available number will be stored in an on-line data base. A subroutine will be used to: 1) Obtain the next available number when one is needed, and 2) Update the next available number by adding one to it.

APPT_MONITOR PS1.1

Description:
This is the projected length used for planning and/or monitoring purposes. Must be used for classified project appointments (which cannot exceed 4 years), and may be helpful for other types of appointments, e.g. clinical. Regular TAs.

Edit:
0 = No projected length
any other value less than 10 years

Source:
Established personnel rules.

APPT_PERCENT PS1.6

Description:
The percentage of full-time for an appointment at the time is created.
DO NOT USE THIS ELEMENT FOR REPORTING APPOINTMENT FTE. Use summary of appointment department percent at a point in time.

If appointment hours entered, appointment percent is computed:
Percent = hours/80.0 (biweekly)
or
Percent = hours/176.0 (monthly)

Edit:
0 to 1.0
UW-Madison: For initial appointments, edit against the PVL or cert

BEGIN_APPT_ACTION A2
BEGIN APPT_ACTION (continued)
Description:
The official action that took place to begin this appointment.
Edit:
01 = New appointment (use for all appointments except classified permanent).
02 = Original appointment: The person filling this permanent classified appointment has not attained permanent status or is a former employee appointed on other than a reinstatement or restoration basis.
08 = Rehire: Held some other appointment prior to this appointment
For UW-Milwaukee unclassified only.
Source:
Letter of appointment as approved by the supervisor/principal Investigator/Dean or Director, etc..

BEGIN APPT_REASON A2
Description:
The reason why the appointment began. For classified permanent, use only reasons 1 - 10. For limited term teaching assistants, use only reasons 11 - 15, for other appointment types, no reason code is needed.
Edit:
01 = Return from layoff or other involuntary break in service
02 = In lieu of layoff - beginning appt was chosen by employer
03 = In lieu of layoff - beginning appt was chosen by employee
04 = Voluntary - use with demotion only
05 = Involuntary - use with demotion or transfer only
06 = Displacement/Bumping - use with transfer or demotion only
07 = Permissive - use with transfer only
08 = Contractual - use with transfer only
09 = Disciplinary - use with transfer or demotion only
10 = Due to appeal - use with restoration or reinstatement only
11 = Due to enrollment and/or staff fluctuations
BEGIN_APPT_REASON (continued)
12 = Due to unexpected resignation
13 = Due to changes or reduction in course offerings
14 = To replace TAs on leave of absence
15 = To fill a position left vacant by reassignment of TAs
16 = Noncompletion of probationary period (Restoration only)
blank = Does not apply

Source:
Supervisor/Principal Investigator/Dean or Director, etc..

CONTINUING_STAFF
A1

THIS FIELD IS NOT USED. THE FOLLOWING IS A DESCRIPTION OF WHAT IT WAS ORIGINALLY INTENDED TO BE USED FOR:
Description: This code indicates the status of the appointment for inclusion in continuing staff.
Edit:
A - The appointment is continuing staff.
B - The appointment begins on or after July 1 of the current year.
C - The appointment has a contract anniversary date other than July 1 or the start of the academic year.
D - The appointment appeared in the prior year budget but will be treated as a new appointment in the current budget.
E - The appointment is now on the University payroll as an employee-in-training or graduate assistant and will be in the budget on one of the titles listed in categories I - III of the "unclassified Personnel Guidelines".
Blank - Not applicable (graduate assistants, classified appointments, student help, LTE).

Source:
Appointing authority or budget offices. Automatically generated for UW-Madison.

CONTRACT_EFF_DATE
A8

Description: The date on which the contract begins.
For UW-Madison, contracts are given to, but not restricted to, probationary faculty, (CHS) probationary, probationary leading to indefinite academic staff, or coach. Prior to contract end date these types of appointments are expected to be reviewed for renewal.
For UW-Madison, contracts are not used for fixed-term academic staff. Indefinite academic staff, tenured faculty, classified, limited, etc., where either a definite end date is known or no definite end date is anticipated.
For UW-Milwaukee, contracts are given to all on-going, unclassified staff.

Edit:
Format is YYYYMMDD.
CONTRACT_EFF_DATE (continued)
Source:
Supervisor, Principal Investigator, Dean/Director, depending on the school or college.

CONTRACT_EFF_YYYY    A4
CONTRACT_EFF_MM      A2
CONTRACT_EFF_DD      A2
CONTRACT_EFF_CC      A2
CONTRACT_EFF_YY      A2

CONTRACT_END_DATE    A8
Description:
The date on which the contract ends. See contract effective date for further description. A review is done prior to this date to determine whether the contract will be extended or the appointment will end at which time an entry would be entered in end date.
Edit:
Format is YYYYMMDD. There must be an earlier date in the begin date contract field. Must be updated if contract is extended. UW-Madison will monitor if contract end date is reached and no extension or removal from probation.
Source:
Supervisor, Principal Investigator, Dean/Director, depending on school or college.

CONTRACT_END_YYYY    A4
CONTRACT_END_MM      A2
CONTRACT_END_DD      A2
CONTRACT_END_CC      A2
CONTRACT_END_YY      A2

CNTRCT_RAISE_DATE    A8

THIS FIELD IS NOT USED. THE FOLLOWING IS A DESCRIPTION OF HOW IT WAS ORIGINALLY INTENDED TO BE USED:

Description:
CNTRCT_RAISE_DATE (continued)
The effective date of the merit and pay plan increase, when it is an exception to the normal annual or academic year increase. This does not apply to classified employees.

Edit:
Format MMDD.

Source:
Supervisor, Principal Investigator, Dean/Director, etc., depending on the school/college.

CNTRCT_RAISE_YYYY A4
CNTRCT_RAISE_MM A2
CNTRCT_RAISE_DD A2
CNTRCT_RAISE_CC A2
CNTRCT_RAISE_YY A2

CPP_PERCENT PS1.6

Description:
This field expresses the clinical practice plan (CPP) supplement rate as a percentage of full time rate. By Medical School policy, the amount of the supplement paid is to be a direct function of full time rate.

Source:
Medical School Dean.

CPP_EFF_DATE A8

Description:
This field contains the date at which the current CPP (Clinical Practice Plan) supplement percent came into being.

Edit:
YYYYMMDD.

Source:
Medical School Dean.

CPP_EFF_YYYY A4
CPP_EFF_MM A2
CPP_EFF_DD A2
CPP_EFF_CC A2
CPP_EFF_DATE                     (continued)
CPP_EFF_YY                       A2

DIV_AFFILIATION                      A1

Description: This code represents the divisional committee that is
affiliated with a Madison faculty appointment. The divisional
committee reviews professional credentials and recommends for or
against granting tenure. This data is maintained by staff in the
Office of the Secretary of the Faculty.

Edit: Used for Madison faculty appointments only.
Valid values are stored in control table UW.DIV_AFFIL. The possible
values are:
   B = Biological sciences
   H = Arts and Humanities
   P = Physical sciences
   S = Social studies
   Blank = if faculty appt... div affiliation is missing
         if not faculty appt... div affiliation is not applicable

APPT_EFF_DATE                        A8

Description:
The start date of the appointment.
Edit:
   Format is YYYYMMDD. When recruitment is required (see Appt ID
   Edit), the begin date cannot precede the application deadline date
   on the recruitment form unless prior approval has been obtained.
   When a classified reclass and transfer occur at the same time, the
   transfer will be recorded as effective on the last day of the
   preceding pay period.
Source:
   Supervisor, Principal Investigator, Dean/Director, etc.,
   depending on the school/college.

APPT_EFF_YYYY                    A4
APPT_EFF_MM                      A2
APPT_EFF_DD                      A2

APPT_EFF_CC                     A2
APPT_EFF_YY                     A2

END_APPT_CODE                        A2

Description:
END_APPT_CODE (continued)

The official action that took place upon the ending of this appointment.

Edit:
- 01 = Resignation
- 02 = Retirement
- 03 = Non-renewal
- 04 = Layoff
- 05 = Death
- 06 = Fixed term terminal, limited term project appointment ended
- 07 = Dismissal
- 08 = Graduation
- 99 = Cancelled

Source:
Letter of resignation, or letter of termination as approved by the Supervisor/Principal Investigator/Dean or Director.

END_APPT_REASON A2

Description:
The reason why the appointment ended. Note that some reasons are specific to certain official actions.

Edit:
- 01 = Voluntary - use with classified layoffs only
- 02 = Involuntary - use with classified layoff only
- 03 = Probationary or evaluation period failure
- 04 = Program redirection/reorganization (for unclassified only)
- 05 = Funding reduction (for unclassified only)
- 06 = In lieu of dismissal for cause
- 07 = Abandonment
- 08 = No reason supplied by employe
- 09 = Health
- Blank = Does not apply

Source:
Supervisor/Principal Investigator/Dean or Director, etc..

APPT_END_DATE A8

Description:
The date that the appointment ends. This is the last date the appointment is in active pay status: No regular payments for this appointment are allowed after this date.
To avoid any lapse of staff benefits, consideration must be given to the type and start date of any subsequent appointments for the employee, or other on-going appointments at the time this appointment ended.

A review for layoff, nonrenewal, or resignation is required if the end date precedes the end date contract.

If the appointment is a project or fixed term terminal appointment,
UNIV OF WISCONSIN -- IADS DATA DICTIONARY
DB2 TABLE: UW-APPTAP

APPT_END_DATE (continued)
the end date should be (approximately) known at the time the
appointment begins. Classified project appointments must not exceed 4 years.

Edit:
Format is YYYYMMDD. Must be the same or later than the effective
date for this appointment. Any change to an end date with a fixed
term terminal continuity status must be approved by a personnel
office. End dates having an end appt code, i.e., nonrenewal,
layoff, or dismissal, must be monitored. In addition, any
retroactive end date change must be monitored.

Source:
Letter of resignation, termination for cause, nonrenewal, or if
fixed-term terminal appointment, letter of appointment.

APPT_END_YYYYY     A4
APPT_END_M         A2
APPT_END_D         A2
APPT_END_CC        A2
APPT_END_YY        A2
FLSA_STATUS        A1

Description:
The status with respect to exemption from the wages and hour
provisions of the fair labor standards act for overtime pay of
time and one half or compensatory time.
For classified permanent and project, based on title code with
possible override. For classified LTE, all will be non-exempt with
possible override. For student help, always non-exempt (as
assigned to title code). For unclassified appointments with
employer-employe relationship, all will be exempt with possible
override. For appointments without an employer-employe
relationship, unspecified.

Edit:
E = Exempt
N = Non Exempt
Z = Not covered; appointment does not represent employment

Source:
Entered by the campus-level personnel office.

FEDERAL_APPT_TYPE  A1

NOTE: THE USE OF THIS ELEMENT HAS RECENTLY BEEN EXPANDED TO INCLUDE
BOTH FEDERAL AND STATE APPOINTMENTS. HOWEVER, THE NAME OF THE
FEDERAL_APPT_TYPE (continued)

ELEMEHT (FEDERAL APPT_TYPE) CANNOT BE CHANGED WITHOUT CAUSING
MANY OTHER CHANGES THROUGHOUT THE APPOINTMENT SYSTEM. THE
OLD NAME WILL CONTINUE TO BE USED.

Description:
Describes the type of Federal or State appointment related to
this UW appointment. Federal appointments that are payrolled
by the UW must be processed with Federal retirement deductions
and deductions for FICA hospital insurance tax instead of
social security tax.

Edit:
1 - USDA
2 - Cooperative extension.
   Since January 1984, new cooperative extension appointments
   are not automatically designated as federal appointments.
3 - Military Service
4 - Veterans Hospital
5 - Hospital Authority
9 - Other

Source:
Supervisor, Principal Investigator, Dean/Director, Appointing
Authority, etc., depending on the school/college.

FIN_AID_STATUS

Description:
Indicates whether the appointment is associated with the financial
aid granted to a qualified student through the campus financial
aids office or the admitting academic department.

Edit:
1 = Work-study. Work-study awards are given to qualified students
    (under-grad or grad). Separate awards are given for the summer
    session and the academic year. Salary earned in all
    appointments should not exceed the award amount. Salary costs
    are split between the funding department and the federal work-
    study fund based on a fixed percentage which can be different
    by campus or with external affiliation.

Source:
Appointing authority or campus student financial aids office.

FUNDING_RSPNSBLTY

Description:
Describes the level of funding responsibility of the University
system that may be related to salary or stipend payments made to
the appointment. It does not indicate whether the University is
reimbursed for the payments made.

Edit:
1 - University holds sole funding responsibility.
0 - University holds no funding responsibility (zero dollar).
FUNDING_RSPNSBLTY (continued)

No funding authorization or FTE is allowed for this appointment.
If the University picks up responsibility later, a new appointment must be established; the code cannot be changed
from 0 (zero dollar) to another value.

Source:
Supervisor, Principal Investigator, Dean/Director, Appointing
Authority, etc., depending on the school/college.

GUARANTEED_LENGTH                    PS1.1

Description:
This field is used only if the appointment has an "AS" appointment
type. The specific period of time stated for the length of, fixed
term, if more than one year; Backup; or rolling horizon
appointment.
Edit:
0 = No guaranteed length
0.5 year
1 year
2 years
3 years
4 years
5 years

Source:
Letter of appointment or reappointment.

LIMITED_APPT_PTR                     A8

Description:
Points to the limited appointment with which this backup/concurrent appointment is associated. (i.e., if this field
contains an appointment ID, then this row is the backup appointment)
Edit:
Valid appointment ID number. Must point to a limited appointment.

Source:
Supervisor, Principal Investigator, Dean/Director, etc., depending
on the school/college.

NEXT_APPT_LOC                        A1

Description:
The location of the next appointment to which fringe benefits
earned in this appointment may be transferred.
Edit:
A = Within the same University
(For classified: Different employing unit)
E = Within the same University
(For classified only: Same employing unit)
B = Different University - Peterson Processing Center.
UNIV OF WISCONSIN -- IADS DATA DICTIONARY  
DB2 TABLE: UW-APPTAPPT

NEXT_APPT_LOC (continued)
(Msn, GB, Pkside, Mke, Ctrs & Ext)
C = Different University - Warf Processing Center
D = Different State Agency
Blank = Does not apply

Source:
Appointing Authority, using information supplied by employe upon termination.

PERSON_ID A8

See APPTPRSN.

PRIOR_APPT_LOC A1

Description: The location of the prior appointment which qualified the employe for fringe benefits which may be transferred to this appointment.

Edit:
A = Previous location = Madison (unit A).
   (For classified: Different employing unit)
E = Within the same University.
   (For classified only: Same employing unit)
B = Previous location = PPPC/UWPC campus.
   (As of 7/93: Msn, GB, Pkside, Mke, Ctrs & Ext)
C = Previous location = Sys Admin or WARF campus
D = Different State Agency
N = No prior appointment; never a state employe.

Source:
Appointing Authority, using information supplied by employe upon hiring.

RECRUITMENT_NMBR A7

Description: The number that had been assigned to the vacancy listing or recruitment record that was used when this appointment was established.

Edit:
For UW-Madison:
It is required for most faculty, limited appointee and academic staff appointments that are not zero-dollar. It is also required for classified permanent and project appointments. See appt ID for details as to when a recruitment number is required. Validate using the recruitment office and this number. Each appointment for one employe that requires a recruitment number must have different recruitment identification.

Source:
Appointing Authority when establishing the appointment.

REC_PRSNL_OFFICE A3
REC_PRSNL_OFFICE (continued)
Description:
The campus personnel office that was responsible for approving
or establishing the recruitment for the appointment.
Edit:
APO = UW-Madison Academic Personnel Office
CPO = UW-Madison Classified Personnel Office
Source:
Appointing Authority when establishing the appointment.

RECRUITMENT_SYSTEM A4

Description:
The personnel system that connects the vacancy listing or
recruitment information that was used as a record of approval or a
source of data when this appointment was established.
Edit:
PVLG = Academic personnel vacancy listing system (UW-Madison)
CERT = Classified certification system
For UW-Madison:
Required for most faculty, limited appointee and academic staff
appointments that are not zero-dollar and for all classified
permanent and project appointments.
Source:
Appointing Authority when establishing the appointment.

ROW_ENTRY_DTG A16

ROW_ENTRY_LOGONID A8

STUDENT_PAY_CTGRY A2

Description:
The level assigned when determining the pay category of this
student assistant or student help appointment. Pay categories
may be defined when distinct rate ranges exist within the same
title.
Edit:
01 - Trainee
02 - Beginner/Basic
03 - Inexperienced
04 - Experienced
05 - Intermediate
06 - Advanced
07 - Over Max
Source:
Supervisor, Principal Investigator, Dean/Director, Appointing
Authority, etc., depending on the school/college.

PRIOR_APPT_TYPE A2
PRIOR_APPT_TYPE (continued)
   Description:
   The type of the prior appointment which qualified the employee for fringe benefits which may be transferred to this appointment.
   This element is required if the value of prior appointment location is "A", "B", "C", or "D".
   Edit:
   The same values as the appointment type or blank = not applicable
   Source:
   Appointing Authority, using information supplied by employee upon hiring.

PRIOR_APPT_BREAK
   Description:
   Indicates whether there was a break in state service between the employee's prior appointment and this appointment. This element is required if the value of prior appointment location is "A", "B", "C", or "D".
   Edit:
   Y = Yes, there was a break in state service
   N = No, there was not a break in state service
   Blank = Not applicable
   Source:
   Appointing Authority, using information supplied by employee upon hiring.

FAC_SENATE_DIST_NO
   Description: Unique identifier for a faculty senate district. This data element is used only for Madison faculty and some Madison academic staff (as defined below). This data is maintained by staff in the Office of the Secretary of the Faculty.
   Edit: Must be a valid fac_senate_dist_no in control table UW.FAC_SEN_DIST_CTL.
   The appointment must be one of the following:
   -- a madison faculty appointment (appt type "FA")
   or
   -- a Madison faculty emeritus appointment (appt type "AS" with D21NN, D22NN, D23NN, or D24NN)
   or
   -- a Madison academic staff appointment (appt type "AS" with a faculty_relation "6" (faculty status).

MARKED_FOR_CONVRSN
   Description:
MARKED FOR CONVRSN (continued)

Indicates whether a particular appointment should be converted from classified to unclassified or from unclassified to classified - UW System decides this (sometimes due to the recommendation of DER).

Edit:

- blank = appointment is not marked for conversion
- 1 = convert to classified
- 2 = convert to unclassified

NOTE: If '1' is entered, the appointment type must be 'AS' or 'LI'.
If '2' is entered, the appointment type must be 'CJ', 'CL', or 'CP'.

Source:

All persons authorized for transaction APFIXA.
--- APPTCONT ---

Description:
This entity shows the continuity status which has been approved for an appointment.
A history of the information in this entity will be maintained.

Key:
Appointment ID number, Effective Date.

APPOINTMENT_ID        A8
See APPTAPPT.

CONT_EFF_DATE        A8

--- Cont Eff Date ---

Description:
The date the approved continuity status is effective.

Edit:
Format is YYYYMMDD.

Source:
Dean/Director or academic personnel, depending on title.

CONTINUITY_STATUS     A2

--- Continuity Status ---

Description:
Describes the continuity of the appointment.

Edit:
01 = On-Going. This is an appointment permanent classified staff, the faculty, or academic staff (indefinite appointment). There may be a probationary period associated with this appointment.
02 = Fixed, Terminal. This appointment is for a finite length of time, and there is no expected renewal (e.g., fixed-term terminal academic staff, classified project, 5th year TA, work study).
03 = Fixed, Renewable. This appointment is for a specified length of time, but renewal is expected or recurrence is possible (e.g., fixed term academic staff, recurring LTE, regular TAs).
04 = Limited. This appointment serves at the pleasure of the appointing authority.
05 = Acting/Provisional. This temporary appointment is made to fulfill the duties of a position while a search for a permanent employee is conducted (e.g., acting limited appointments, provisional LTEs).
06 = Rolling Horizon. This appointment is for a guaranteed length of time, based on annual reappointment. For all rolling
CONTINUITY_STATUS (continued)
    horizon appointments, the length must be specified and kept in
guaranteed length in apptappt.

Source:
    Supervisor, Principal Investigator, Dean/Director, Appointing
Authority, etc., depending on the school/college.

ROW_ENTRY_DTG                        A16
ROW_ENTRY_LOGONID                    A8
-- APPTDEPT --

Description:
This entity is used to record which campus departments are responsible for or associated in a personnel role with an appointment. All appointments must have an appointment department. If a classified appointment has more than one department associated with the appointment, all must be in the same employing unit, as defined by DER.

Key:
Appointment ID number, appointment department, effective date.

APPT_DEPARTMENT                      A11

Description:
The appointment department is the basic unit of personnel administration and of the personnel structure. Employees "belong" to one or more appointment departments; they are attached to and located within the University through appointment departments. In most cases the organizational boundaries of the appointment department will be coincident with the bounds of the financial department. Generally it is fully defined by the campus-division-major department of the UDDS code. Occasionally, an appointment department's boundaries are coincident with a financial subdepartment; the school of natural resources' three departments of forestry, landscape architecture, and wildlife ecology prior to 1983 were a good example.

Edit:
To maintain congruence between the financial and personnel organizational structures, the appointment department will borrow its codes from the UDDS file to the extent possible. Thus in most cases the appointment department will have a code equal to the appropriate portion of the UDDS code for the equivalent financial department padded with zeros. But when necessary, the UDDS code with a specific subdepartment will be used. For example, the geography department will have a code of 'A482900', and the pre-1983 forestry department of 'A047330'. Each appointment department code must match a valid UDDS code.

Source:
The valid appointment departments within each college or division will be determined by the Dean or Director. The appointment department of the appointment will be determined by the Supervisor/Principal Investigator/Dean or Director, etc.

APPOINTMENT_ID                      A8

See APPTAPPT.

DEPT_EFF_DATE                        A8

Description:
DEPT_EFF_DATE (continued)
   Begin date of employment or personnel association in this department.
   Edit: YYYYMMDD.
   Source: Appointing authority or Supervisor/Principal Investigator/Dean or Director, etc..

DEPT_END_DATE                        A8

   Description: End date of employment or personnel association in this department.
   Edit: YYYYMMDD.
   Source: Appointing authority or Supervisor/Principal Investigator/Dean or Director, etc..

FACULTY_RELATION                     A1

   This field has been moved to a different table: UW.FACULTY_RELATION.

FAC_REL_EFF_DATE                     A8

   This field has been moved to a different table: UW.FACULTY_RELATION.

ROW_ENTRY_DTG                        A16

ROW_ENTRY_LOGONID                    A8
-- Appointment Department FTE --

Description:
This entity is used to record the assignment of FTE percentages to an appointment by an appointment department. It is also used to record the changes or reductions to these percentages within this department over the life of the appointment. A new record is created whenever a change in percent appointment department or a new period of time is entered. There can be zero, one or many FTE percentages per appointment department at any given time. Overload reporting procedures check if the total percent appointment department across all departments and appointments exceeds 1.0 at any point in time.

Key:
Appointment ID number, Appointment Department, Effective date, Academic session code.

ACADEMIC_SESSION A2

Description:
The academic session that is associated with the percent interval. Required when the percent interval occurs while the salary basis is C. Allowed when the percent interval occurs while the salary basis is A.

Edit:
Table of valid academic session codes for use with Appt Dept and the time period.

APPT_DEPARTMENT A11

See APPTDEPT.

APPOINTMENT_ID A8

See APPTAPPT.

DEPT_HOURS PS3.2

Description:
The number of hours authorized per pay period. (Classified and student help appointments have a biweekly pay period; other appointments have a monthly pay period.) Used to compute percent appointment department.

Edit:
Used only when the appointment salary basis is "hourly".
For classified: cannot exceed 80 hours.
For UW-Madison: on initial appointment edit against the CERT.
For unclassified: cannot exceed 176 hours.

DEPT_PERCENT PS1.6
DEPT_PERCENT (continued)

Description:
The percentage of full-time for an appointment within an appointment department. This represents the proportion of full-time appointment for which this department is responsible on an on-going basis. It provides the payroll/accounting edit for ensuring that all funding amounts have been entered. Supports budget calculations, and may be used to determine eligibility for fringe benefits. This percentage remains constant through temporary changes in funding sources or temporary leaves without pay. Departments which provide short-term funding but assume no personnel responsibility (e.g., graduate school research committee) need not be linked to an appointment as an appointment department with a percent appointment department.

If hours authorized entered, percent appointment department is computed:
$$\text{percent} = \frac{\text{hours authorized}}{80.0} \quad \text{(biweekly)}$$
or
$$\text{percent} = \frac{\text{hours authorized}}{176.0} \quad \text{(monthly)}$$

Edit:
0 to 1.0

UW-Madison: For initial appointments, edit against the PVL or CERT

PERCENT_CHG_REASON A2

Description:
The reason for a change in the percent appointment department.

Edit:
01 = Nonrenewal (reduction only)
02 = Layoff (reduction only)
03 = Voluntary (reduction only)
04 = Change in levels among appointment departments
05 = Individual contract / Letter of offer schedule

PERCENT_EFF_DATE A8

Description:
The effective date of an appointment percent.

Edit:
YYYYMMDD. Cannot precede appointment effective date or begin date of the specified academic session.

PERCENT_END_DATE A8

Description:
The expiration date of an appointment percent.
Required for all intervals that occur while salary basis is 'C'.

Edit:
YYYYMMDD or blank. Cannot precede appointment department percent begin date. Cannot be later than appointment end date, appointment...
PERCENT_END_DATE (continued)
    department end date, or the specified academic session.

ROW_ENTRY_DTG A16
ROW_ENTRY_LOGONID A8
**DB2 TABLE: UW-APPTDLVE**

--- Appointment Department Leave ---

**Description:**
This entity is used to record the assignment of leave percentages to an appointment by an appointment department.

**Key:**
Appointment ID number, appointment department, effective date.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPT_DEPARTMENT</td>
<td>The UDDS code of the department authorizing a leave of absence. See APPTDEPT.</td>
</tr>
<tr>
<td>APPOINTMENT_ID</td>
<td>See APPTAPPT.</td>
</tr>
<tr>
<td>LEAVE_EFF_DATE</td>
<td>The effective date of a leave of absence.</td>
</tr>
<tr>
<td></td>
<td>Edit: YYYYMMDD.</td>
</tr>
<tr>
<td>LEAVE_END_DATE</td>
<td>The expiration date of a leave of absence. Required to be stated.</td>
</tr>
<tr>
<td></td>
<td>Edit: YYYYMMDD.</td>
</tr>
<tr>
<td>LEAVE_HOURS</td>
<td>The reduction in authorized hours per pay period because of a leave of absence.</td>
</tr>
<tr>
<td></td>
<td>(Classified and student help appointments have a biweekly pay period; other appointments have a monthly pay period.)</td>
</tr>
<tr>
<td></td>
<td>Used to compute percent leave. The payment for this appointment during the period of time reflected above is expected to be based on the difference between the hours authorized and the hours on leave.</td>
</tr>
<tr>
<td></td>
<td>Edit: Used only when the appointment salary basis is &quot;hourly&quot;. Cannot exceed hours authorized.</td>
</tr>
<tr>
<td>LEAVE_PERCENT</td>
<td>The authorized reduction in percent appointment department due to a</td>
</tr>
</tbody>
</table>

---
LEAVE_PERCENT (continued)

leave of absence.
The payment for this appointment during the period of time reflected above is expected to be based on the difference between the percent appointment department and the percent leave. If hours on leave are entered, percent leave is computed:
Percent leave = hours on leave / 80.0
or Percent leave = hours on leave / 176.0
(biweekly)
(monthly)

Edit:
Cannot exceed percent appt dept.

LEAVE_TYPE  A2

Description:
Type of personnel action that results in leave without pay and reduces the expected/actual percent for the appointment for a period of time. Time spent on an approved leave of absence can extend the probationary period. For Madison faculty, a leave that does not extend the probationary period is a "temporary assignment". Only a leave of absence which is longer than one pay period is noted here.

Edit:
01 = Military Leave - Leave for long term military service. Maximum length is 4 years. Restricted to leaves of 30 days or greater for classified, or greater than one month for unclassified.
02 = Educational - Leave for educational purposes, i.e., going to school. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.
03 = Professional Development Leave - Leave for professional development purposes. For example, awards such as Danforth, Ace Fellow, Bunting, Fulbright, Guggenheim, etc., would be considered professional development, as well as workshops, seminars and research away from campus. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.
04 = Medical - Leave for medical reasons. This data element would not be used for maternity, paternity or adoption. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.
05 = Maternity - Leave for a mother to care for a newborn child/children. Maximum length for classified is 6 months with a possible six month extension. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.
06 = Paternity - Leave for a father to care for a newborn child/children.
LEAVE_TYPE (continued)

Maximum length for classified is 6 months. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.

07 = Adoption - Leave to care for an adopted child/children. Maximum length for classified is 6 months. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.

08 = Unclassified Appt. Leave - Leave from a classified appointment to take an unclassified appointment which includes WI Stat 230.33.

09 = Other Work - Leave to take another position. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.

10 = Short Term Union Activities. A type of leave to participate in union activities.

11 = Long Term Union Activities - Leave of absence when employee is elected or appointed as official of union. Leave period not more than one year.

12 = Personal Reasons - A type of leave for a personal reason, e.g. travel, etc. Recorded if leave is greater than 1 pay period for faculty, academic staff, limited appointees, and classified employees.

13 = Seasonal Leave - Leave taken during period of limited work load.

14 = Suspension - Leave due to suspension for disciplinary purposes.

15 = Labor Dispute (strike)

16 = Sabbatical. The leave without pay coupled with a sabbatical, e.g., second semester or the remaining 35%-50% of a year-long faculty sabbatical. For faculty appointments only.

17 = Elder/Dependent Care - Leave due to significant responsibilities with respect to elder or dependent care obligations.

18 = VA funding.

19 = Howard Hughes funding.

Source: Dean/Director with post review and auditing at personnel offices. Except for suspension, which is approved and entered by the personnel office.

ROW_ENTRY_DTG                        A16
ROW_ENTRY_LOGONID                    A8
WRS_LOA_CREDIT                       A1

NOTE: THIS FIELD IS NO LONGER USED (2/98).

Old Description:
Unclassified and classified employees on approved leaves of absence
WRS_LOA_CREDIT (continued)
without pay may be able to receive credit in the Wisconsin Retirement System (WRS) during the leave (referred to as "deemed compensation"). The employee must be working for another employer during the leave and the total retirement contributions must be paid to receive credit. The new employer must be willing to pay at least the employer share of the WRS contribution. The employer may also choose to pay the employee share of the contributions, but any portion not paid by the employer must be paid by the employee. If the employee receives this credit, he/she is not considered to be on a leave for purposes of State Group Health, life, and income continuation insurance. Therefore, either the employee or the new employer will need to pay the full cost of continuing these insurances during the leave. Also, if the employee drops any of these benefits during the leave, he/she may not be able to reinstate them or may have severe restrictions on reinstatement imposed.

Edit:
Y = Deemed payable
N = Deemed not payable (used as the default without entry for each leave type)
-- APPTFTR --

Description:
This entity provides a record of the salary base rate which has been authorized for an appointment. A history of salary base rates will be maintained; every rate authorized for an appointment will be retained.

Key:
Appointment ID number, Effective date.

APPOINTMENT_ID A8

See APPTAPPT.

APPT_BASE_RATE PS8.3

Description:
For each appointment, the salary base rate is the amount of money the University agrees to pay the employee for the work done in the appointment expressed in a standardized form. The standardization assumes that the employee (1) works full-time (100% or 1.00 FTE), and (2) works for a full year as defined by the salary basis under which he or she is being paid. For example, for classified staff, full-time is defined as 40 hours per week, and a full year is 52 weeks or 2088 hours (including paid vacation time). For unclassified, except hourly salary basis employees, the expectation for what constitutes full-time employment is worked out by the employee, his or her department and the Dean is expressed as a fractional FTE.

It should be carefully noted that the amount in this field is by no means necessarily the amount actually paid to the employee by the University. If the period worked is less than a year, if the employee works less (or more) than full-time for part or all of the period, or for a variety of other reasons, the actual renumeration may be higher or lower than the salary base rate.

The display format of the salary base rate depends on salary basis. If salary basis is "H", then the rate is displayed with three decimal positions. For any other salary basis, the rate is displayed as a whole dollar amount, without a decimal point.

The relationship between this element and other important elements which are associated with it can be expressed mathematically as follows:

\[
BADD = \frac{XXXX}{(BAPF-BAFE)} \times \frac{BAGN}{BABG}
\]

where
BADD = salary base rate in dollars
XXXX = number of units of working time in a full year, with the unit being defined by the salary basis (BADH) (hours for hourly, months for 9-, 10-, and 12-month salary bases)
APPT_BASE_RATE (continued)

BAFF = funding expiration date (Apptfund entity)
BAFE = funding effective date (Apptfund entity)
    (Their difference being in effect the 'funding period',
    and expressed in units of working time, such as hours,
    pay periods or whatever)
BAGN = encumberance amount (Apptfund entity) in dollars
BABG = Authorized FTE (converted, if need be, to a number
    between 0.0 and 1.00)

Edit:
    Edit against the recruiting document for new appointments to assure
    that the salary rate is within the range or 'span' specified on the
    CERT or PVL, verification of UW-System approval of the salary if
    required, edits against the title table to check for Federal and
    State salary minima, etc.. Technical edits are authorized FTE or
    funding period are zero (the formula implies an infinite salary in
    these cases).

Source:
    Supervisor, etc..

RATE_EFF_DATE

Description:
    The date the salary base rate is effective.
Edit:
    YYYYMMDD.
Source:
    Supervisor, etc..

RATE_OVER_MAX

Description:
    This indicates if the appointment rate is approved to be above the
    pay range or span maximum defined (if one is defined), or the
    appointment is red circled upon eligible personnel actions
Edit:
    Y = rate is approved to be above the maximum.
    R = red circled (currently for classified only)
    S = rate above UW's maximum but within supplemental range
Source:
    Red circling entered by campus-wide personnel office when approved.
    Over max either entered by personnel office or by application of a
    mass increase.
UNIV OF WISCONSIN -- IADS DATA DICTIONARY
DB2 TABLE: UW-APPTFTR

SALARY_BASIS (continued)
Contains the pay basis for this appointment. It is determined by the following:

"C" (academic year) - Directly tied to the academic year calendar. May include employees not necessarily engaged in classroom instruction, but the timing of whose services is dictated by the instructional calendar (including registration periods, final exam periods, etc.).

"A" (annual year) - Responsibilities continue regardless of whether classroom instruction is taking place. Although the annual basis describes the fiscal year from July 1 thru June 30, annual basis appointments can be for a period of shorter duration than the fiscal year.

"H" (hourly) - All classified employees are normally paid using this basis. Unclassified appointments for 25% time or less or if workloads fluctuate sufficiently to justify hourly rather than an annual or academic one.

"L" (lump) - If the nature of the work is "piece work" and performance the piece of work is paid as one amount. Used infrequently.

The display format of the salary base rate depends on salary basis. If salary basis is "H", then the rate is displayed with three decimal positions. For any other salary basis, the rate is displayed as a whole dollar amount, without a decimal point.

Edit:
Only one salary basis in the same appointment at any one time. Edited against the PVL or CERT REQ, if required, when a new appointment. Determines format of pay rate, i.e., pay basis conversions are determined by:

A to C = rate x (9/11) 
C to A = rate x (11/9) 
H to A = rate x 2088 
H to C = rate x 2088 x (9/11)

** (see routine IA0046)

Source:
Determined by the supervisor, principal investigator, Dean/director, etc., depending on the school or college.

RATE_UNDER_MIN A1

Description:
This indicates that the appointment rate is approved to be below the pay range or span minimum defined (if one is defined).

Rate can be below the minimum for special employe circumstances (e.g. Handicaps) or training periods in classified service.

Rate below the minimum of the pay range must be approved for
RATE_UNDER_MIN (continued)
classified permanent and project appointments. For classified LTE appointments, approval is not required if the rate is below the pay range minimum, but is required if the rate is below minimum wage.

Edit:
Y = rate is approved to be below the minimum.

Source:
Under min approval entered by personnel office.
-- APPTFTRA --

Description:
This entity shows the reason and amount of each change to salary base rate.
A history of each base rate change will be kept.

Key:
Appointment ID number, effective date, type of base rate change.

APPOINTMENT_ID                       A8
See APPTAPPT.

RATE_CHG_REASON                      A3

Description:
The reason for a change in the base rate. Not all types will be used during any one fiscal year.

Edit:
001 = Reclassification - Reflects significant growth in training and experience with resulting expansion of job responsibilities or change (logical and gradual for classified) in job duties. Cannot be a decrease for classified.
002 = Reallocation - Means the assignment of a position to a different class by the Department of Employment Relations as provided in S.230.09(2) of Wisconsin State Statutes (i.e., a change in concept of the class or series; creation of new classifications; change in pay range of the class; correction of an error in previous assignment of a position; a logical change in the duties and responsibilities).
003 = Promotion/Progression - An increase associated with promotion/progression reflecting the job growth due to experience and training (currently used for faculty academic staff and student help.)
004 = Error Correction - Reflects the correction of a prior base adjustment error or salary error.
005 = Group Equity - Granted to correct an inequity identified through analyses of group employees.
006 = Individual Equity - Correction of an inequity identified through analysis of individual faculty or academic staff with comparable training, experience and responsibilities; not based on discrimination.
007 = Equity (as part of pay package) - One time increase in base salary.
008 = Affirmative Action - Correction of inequities in documented individual cases within the scope of State and Federal equal employment opportunity laws or regulations.
009 = Inter-Institutional Agreement (IIA - while an employe is working elsewhere under an
RATE_CHG_REASON (continued)

interinstitutional agreement, the current UW appointment is used to continue paying the employee. The agreement may call for increased compensation. This reason is used to reflect the rate increase at the start of the IIA, and the rate decrease at the end of the IIA).

010 = Schedule Change - Reflects an extramural funding schedule change, normally for employees-in-training.
011 = External Rate Setting (e.g., VA Hospital, county agents)
012 = Medical School pay plan percentage change.
013 = Trainee - A period increase received during or at completion of an approved training period.
014 = Retension Fund - A special allotment for retaining employees.
015 = Different Rate Basis
016 = Prevailing Rate - Change in negotiated area base salary for classified employees.
017 = Six Months Increase - Classified pay adjustment for newly appointed or promoted employees after first six months in an appointment (may be adjusted by leave of absence during first six months of employment).
018 = Mandatory Increase (across the board or cost of living) - Granted to eligible classified and unclassified staff. The amount is calculated for each individual based on a percentage increase (i.e., bargaining unit to title group) or a flat dollar increase for each type.
019 = Merit - Discretionary amount granted to an employee. This is the sum of the merit by funding. (Applied after a salary adjustment if one granted on the same date).
020 = Pay Plan Change - For classified, student assistant, or student help. (For classified LTE or student help, it may be discretionary rather than across the board).
021 = Appointment Type Conversion - Position move from classified to academic or academic to classified.
022 = Market Factor - Salary increase in order to compete with peer institutions or the private sector.
023 = Raise to Campus Minimum - Salary must be at the campus minimum or above. Exceptions are rarely made.
024 = Educational Attainment - Required by department/division for promotion to next rank.
025 = Temporary - Temporary assignments. This reason is used to reflect the rate increase at the start of the temporary assignment, and the rate decrease at the end of the temporary assignment.
026 = Non-Standard Anniversary Date - A raise per contract year, i.e., football coaches.
027 = Longevity (used by UW-Milwaukee only)
028 = Historical Entry - Automatic computer-generated code indicating that a new rate (effective prior to all other rate rows) has been entered. An accompanying rate change amount will also be generated equal to the difference between the new first rate and the old first rate.
RATE_CHG_REASON (continued)

(accounting, if necessary, for any change in salary basis).
To build an accurate history of rate changes, this
computer-generated adjustment row should be changed to one or
more adjustments showing correct detail as to reason and
amount.

030 = Due to title appeal.
031 = Activate Rate. When rate is given to a prior zero percent
appointment.
032 = Catch Up.
033 = Extra Merit.
034 = Employee-in-training supplement.
035 = College Minimum.
036 = Contractual Training. Completion of specific training course
per contractual agreement.
037 = Senior Prefix. Court order.
038 = Teaching Excellence.
039 = Quality Reinvestment Plan.
040 = Recruitment and Retention.
041 = Parity - increase intended to maintain parity between
non-represented supervisors and counterparts of represented
employees who received negotiated market adjustments.
042 = Additional wage adjustment - additional across the board
increase granted to eligible classified employes.
043 = Minimum ATB - increase necessary to complete a guaranteed
minimum across the board wage adjustment for eligible
classified employees.
044 = Interim Merit.
045 = Equity Study.
046 = Grid Placement.
047 = Deactivate Rate. When reducing appointment rate to zero.
048 = Law Suit/Sttlmt. Rate change granted as a result of a law
suit or settlement.
049 = Addl Grid Adj.
050 = Anniversary Adj. To be used for adjustments due to the
nurses' contract settlement.
051 = Structure Adj.
052 = Multi Proposed.
053 = Board attainment
054 = New Title Assignment
056 = Performance Recognition Award
057 = Discr Comp Adjustment
058 = Final Grid Adjustment
059 = PRA (funded)
060 = Add'l Struc Adj
061 = stratification
062 = DCA (funded)
063 = UW System Rate
064 = Tempor Adj End
066 = Comp Compnstn
067 = Chan's Discr In
RATE_CHG_REASON (continued)

077 = Temp Payroll "A".
088 = Temp Payroll.
099 = Pending

If a change in base rate is accompanied by a title change, the effective dates must be the same, except for C-basis faculty who are promoted. In these exception cases, the rate will be effective Sem I, whereas the title may have been changed during the preceding summer.

Source:
Depending on title, type, and time of year either the Dean/Director, the Personnel Office, or Budget Office.

RATE_CHG_DATE  A8

Description:
The date the salary base rate change is effective.

Edit:
Format is YYYYMMDD.
If such a change is to be associated with a change in title, this date must be the same as that of the effective date of the new title.

Source:
Depending on title and type, either the Dean/Director, Personnel Office, or Budget Office.

NO_RATE_ADJ_REASON  A3

******** This field is NOT used in this table. ***************
******** An identical field is used in UW.BAT_FTRA during batch rate adjustment processing.
***

Description:
This field contains a code indicating the reason a base rate increase was not granted.

Edit:
The following codes reflect reasons why:
001 = New appointment after October of current fiscal year.
002 = Part-time appointment (25% time or less).
003 = Under contract that specifies salary for new budget year.
004 = Appointment converted from visiting to regular appointment for new budget year.
005 = Continuing visiting or emeritus staff.
006 = Zero dollar appointment.
007 = Appointment covered by the executive pay plan.
008 = Special exception authorized by legal counsel.
009 = Red circled.
010 = On probation.
011 = At/above salary range maximum.
NO_RATE_ADJ_REASON (continued)

012 = On military leave of absence.
013 = On leave to the unclassified service.
014 = Trainee
015 = Denied
016 = Already at PSCIM
017 = Result negative.
018 = No prior adjustment.
019 = At/above market.
020 = New rate < minimum.
021 = New rate > psicm.
022 = Wrong old rate.
023 = No seniority date or invalid seniority date
024 = Rate at or above grid pt amount
025 = Original probation.
026 = In 1st 6 months.
027 = < PSICM.
028 = Repeating grid point.
029 = 1/8 - 6/30 anniversary.
030 = Zero adjustment amount.
031 = >= grid end point.
032 = Not exact amount.
033 = Rate >= New Rate.
034 = Seniority <= number plus 1.5
035 = Seniority < Grid Minimum.
036 = Rate <= PSICM
037 = Rate = Grid Pt
038 = Rate > Grid End Pt
039 = Prior Adj
040 = At/Above Min

Source:
Budget Offices.

RATE_CHANGE_AMOUNT PS8.3

Description:
The amount added to or subtracted from the salary base rate. If a pay basis conversion at the same time, the new rate (after the basis conversion) would be used in computing the next effective salary base rate. If more than one salary base rate change at the same time, the order would be for unclassified: base adjustment and then pay package; and for classified: in the order set by the administrative code for classified. Also possible to make mass changes when necessary, e.g. classified contract.

Edit:
For merit and mandatory increases, monitored by the Budget Office. For base adjustments, approved by the Dean/Director and the appropriate personnel office. Edited against the budget and title file to check for salary minimum and maximum and merit limitations.

Source:
RATE_CHANGE_AMOUNT (continued)
Request from supervisor, principal investigator, etc., and approved by the Dean/Director and the appropriate personnel office or generated, based on old and new rate.

ROW_ENTRY_DTG                        A16
ROW_ENTRY_LOGONID                    A8
-- APPTFUNC --

Description:
This entity shows the service function which has been approved for an appointment.
A history of the information in this entity will be maintained.

Key:
Appointment ID number, Effective date

APPOINTMENT_ID                 A8
See APPTAPPT.

FUNCTION_EFF_DATE               A8

-- Function Eff Date --

Description:
The date the approved service function is effective.

Edit:
Format is YYYYMMDD.

Source:
Dean/Director or Academic personnel, depending on title.

SERVICE_FUNCTION                A1

Description:
Describes the primary service function of the appointment. This service function cannot be identified by the appointment title.

Edit:
1 - County agent (extension agent)
County agents have a Federal appointment that is funded through extension alone. (see element 'Federal Appt Type' in APPTAPPT). Often the county directly pays for a portion of the appointment.

Source:
Supervisor, Principal Investigator, Dean/Director, Appointing Authority, etc., depending on the school/college.

ROW_ENTRY_DTG                   A16
ROW_ENTRY_LOGONID               A8
-- Appt Name --

Description:
This entity provides a historic record of names used by a person. The most recent name is the person's current name.

Key:
Person ID number, effective date-time.

NAME_CHG_REASON A1

Description:
The reason for the name change. Indicates if the name change is a legal name change or a correction for misspelling.

Edit:
C = Name Correction
L = Legal Name Change
Blank on original name entry

Source:
Name change request form

NAME_EFF_DTG A16

Description:
The date and time the name is effective, which is the date of the name entry.

Edit:
Format is YYYYMMDDHHMMSSHS.

Source:
W-4 form or name change request form.

PERSON_NAME A30

Description:
The name used or entered for the individual.

Source:
W-4 form or name change request form.

PERSON_ID A8

See APPTPRSN.

ROW_ENTRY_DTG A16

ROW_ENTRY_LOGONID A8
-- Appt Probation and Training --

Description:
This entity provides information on the type and length of
probation, training or evaluation period required for an
appointment.
A history of probation and training will be maintained.

Key:
Appointment ID number, type, effective date.

APPOINTMENT_ID                        A8

See APPTAPPT.

PROB_BEGIN_DATE                      A8

Description:
The date that the probation or training period began for this
appointment. Used for tenure-track faculty leading to tenure,
probationary academic staff leading to indefinite, probationary
classified prior to permanent classified or assistant professor
(CHS) leading to associate professor (CHS). Prior approval by
academic personnel office is required for probationary leading
to indefinite.

Edit:
Format YYYYMMDD. Must be same as or later than the appointment
begin date.

Source:
Letter of appointment.

ROW_EFF_DATE                         A8

Description:
The date on which information in this entity became effective.
This element may be used to sort multiple versions of this entity
in order to track changes in the end date.

Edit:
Format is YYYYMMDD.

Source:
Personnel Office.

PROB_END_DATE                        A8

Description:
The date the probation, training, or evaluation period ends
for this appointment. This date may be changed to a later date
than originally assigned because of a leave of absence, or because
the probation period is extended. In some cases, the date may be
changed to an earlier date than originally assigned because
evaluation warrants granting of tenure to faculty, indefinite to
PROB_END_DATE (continued)

academic staf, permanent status to a classified employe or
promotion from assistant professor (CHS) to associate professor
(CHS). (Currently probation monitoring reports for classified
appointments are produced the three months and one month before
the probation period ends.)

Edit:
Format YYYYMMDD. Must be later than the probation period begin
date.
Source:
Letter of appointment, promotion, or probationary request report.

PROB_CHG_REASON A2

Description:
Explains why a probationary end date is changed.
Note: For Madison faculty, this element may be used by schools/
colleges to change the probationary period prior to APO verifying
the probationary period. Thereafter, only APO will be able to
adjust the tenure clock (via table UW.TNR_CLOCK_EXTN). RULES FOR
ENTERING IADS MADISON FACULTY LEAVES, PROBATION, AND TENURE DATA:
IF leave without pay
AND no tenure clock extension (considered a temporary assignment)
THEN record the leave in the appointment department/s
AND indicate leave reason

IF leave without pay
AND tenure clock extension
THEN record the leave in the appointment department/s
AND indicate leave reason
THEN change the probationary end date
AND indicate probationary change reason
WITH extension length
AND extension reason code (matches probationary change reason)
(comment: it is possible the leave may be for a different length
of time than the extension length)

IF no leave without pay
AND tenure clock extension
THEN change the probationary end date
AND indicate probationary change reason
WITH extension length
AND extension reason code (matches probationary change reason)

IF no leave without pay
AND no tenure clock extension
BUT change in probationary end date (e.g., re-eval prior service,
error, change in guar%, prob ended, or extended to give proper
notice)
PROB_CHG_REASON (continued)

THEN change probationary end date
AND indicate probationary change reason

Edit:
01 = RE-EVALUATE PRIOR SERVICE
02 = ERROR CORRECTION
03 = LEAVE OF ABSENCE (classified and academic staff only)
04 = EXTENSION (orig or prom classified and academic staff only)
05 = CHANGE IN GUARANTEED PERCENTAGE
06 = PROBATION ENDED
07 = TO GIVE PROPER NOTICE
08 = BIRTH/ADOPTION UNDER FPP 7.04(H)(1)
09 = ELDER/DEPENDENT CARE UNDER FPP 7.04(H)(2)
10 = MEDICAL UNDER FPP 7.04(H)(2)
11 = CIRCUMSTANCES BEYOND CONTROL OF INDIVIDUAL
   UNDER FPP 7.04(H)(2)
12 = MILITARY UNDER FPP 7.24
13 = GOVERNMENTAL SERVICE UNDER FPP 7.25
14 = OTHER

Source:
For faculty and classified employees, Deans/Directors' offices or department at time of hire. For academic staff, Deans/Directors' offices at time of hire or changes, thereafter. After hire, classified extensions require division of merit recruitment and selection (DMRS) approval; faculty changes will be determined by the Provost's office and/or the University Committee with entry by the Academic Personnel Office.

PRIOR_SERVICE      PS2.1

Description:
The total academic years of prior service which are to be counted in calculating the probationary end date. The determination of what prior experience will be considered is made by the Dean and the personnel office at the time of the initial appointment. One semester of service = 0.5 years of prior service credit.

Edit:
Total academic years to one decimal place. May be used for probation types tenure-track faculty, CHS, probationary leading to indefinite academic staff.
For UW-Madison faculty, prior service counted cannot exceed 3 years; cannot exceed 5 years for UW-Milwaukee academic staff.

Source:
Letter of appointment approved by Dean and Personnel office.

PROBATION_TYPE      A2

Description:
PROBATION_TYPE (continued)
The type of probation training or evaluation period served by the employe holding this appointment. During this period, the employe may have different eligibility for certain rate increases, benefits etc. During the probation evaluation or classified trainee period, the employe may be dismissed without appeal rights. A review of progress is required for classified employes before allowing period to end.

Edit:

CO = Classified Original
A required probation period for employes in an "original appointment" as defined in Wisconsin administrative code. The probation period starts when the appointment does, or after a training probation period. The probation period is six months for non-supervisory appointments (can be extended), twelve months for supervisory appointments (all or a portion of the last six months can be waived), two years for career exec (6-18 months can be waived). A rate increase is granted after six months; the rate increase is either to psicm or a step, whichever is greater, not to exceed the maximum of the range.
Due to transfer or reinstatement, the required period may be served in more than one appointment.

CP = Classified Promotional
A required probation period for classified employees promoted to a new appointment as defined in Wisconsin administrative code.
The probation period starts when the appointment does, or after a training probation period. The probation period is six months for non-supervisory appointments (can be extended up to three more months), twelve months for supervisory appointments (all or a portion of the last six months can be waived). A rate increase is granted after six months; the rate increase is either to psicm or a step, whichever is greater, not to exceed the maximum of the range.
Due to transfer or reinstatement, the required period may be served in more than one appointment.

CS = Classified Permissive
An optional probation period for classified employes transferring, demoting, or reinstating to a new appointment. The probation period can be any length of time, up to a maximum of six months. If the action occurs within the same employing unit, no permissive probation is allowed.

TR = Trainee or Apprentice
For classified employes, a required probationary period of up to three years spent in a trainee role or apprenticeship.

TT = Tenure-Track
A probationary period for a faculty member preceding a decision on a tenure appointment. May not exceed 7 consecutive academic years (excluding leaves of absence) in a full-time position in an institution. Rules concerning
UNIV OF WISCONSIN -- IADS DATA DICTIONARY
DB2 TABLE: UW-APPTPROB

PROBATION_TYPE (continued)
required review and notice of non-retention or dismissal may be found in UWS 3.09.
PI = Probationary leading to indefinite academic staff. May not exceed 7 consecutive academic years (excluding leaves of absence) for a full-time position.
HS = CHS (clinical health sciences collateral faculty)
EV = Unclassified Evaluation Period
Optional for academic staff; a period of six months or more.
Source:
Supervisor, Principal Investigator, Dean/Director, etc.

ROW_ENTRY_DTG                  A16
ROW_ENTRY_LOGONID               A8
DB2 TABLE: UW-APPTPRSN

-- Person Entity --

Description:
This entity is used to store information which is unique to a person. The appointment data structure can contain records for people who do not hold appointments at the University. A history of changes to person information will not be kept. If the data contained in this entity are changed, the previous values of the data are not recorded. However, the record for the person is never deleted, only changed.

Key:
Person ID

BIRTHDATE A8

Description:
The day, month, and year of the person's birth.

Edit:
Format is YYYYMMDD.
Year of birthdate should be more than 14 years before the current year.
(year of birthdate) < (current year - 14)
blank = not supplied

Source:
Employee withholding allowance certificate (form W-4).

EXT_AGREEMENT A1

Description:
Indicator of a formal agreement i.e., funding commitment between a campus and extension.

Edit:
Y = Extension agreement exists
blank = no extension agreement

Source:
Letter of agreement approved by Deans and Chancellors of the campuses.

GENDER A1

Description:
Gender.

Edit:
M = Male
F = Female
Blank = unknown

Source:
Employee's withholding allowance certificate (form W-4).

HERITAGE_CODE A1
HERITAGE_CODE (continued)

Description:
Racial/Ethnic heritage of employe. This is a sensitive element. Changes should be controlled.

Edit:
1 = Black
2 = Asian
3 = Native American
4 = Hispanic
5 = Other
Blank = Unknown

Source:
W-4 card completed and signed by the employe.

I9_CERTIFY_DATE A8

Description:
The date that employment eligibility form is verified.

Edit:
Valid date (CCYYMMDD) or blank.

Source:
Employing unit or office for foreign students and faculty.

I9_DEPARTMENT A11

Description:
UDDS of department that holds employment verification form.

Edit:
Valid UDDS or blank.

Source:
Employing unit or office for foreign students and faculty.

I9_ELIGIBILITY A1

Description:
Taken from employe section of I-9 employment eligibility verification form.

Edit:
1 = A citizen or national of the United States.
2 = An alien lawfully admitted for permanent residence.
3 = An alien authorized by the Immigration and Naturalization Service to work in the United States.
Blank = No entry of eligibility code.

Source:
Employing unit or office for foreign students and faculty.

*PERSON_ID A8

Description:
A unique number assigned to each person. The number is always the
PERSON_ID (continued)

same for the same person.

Source:
The next available number will be stored in an on-line data base. A subroutine will be used to: 1) obtain the next available number when one is needed and, 2) update the next available number by adding one to it.

PERSON_NAME

Description:
The name currently used by a person. For system display and reporting. If there is not room for the full name, enough information in the proper format must be provided to best identify the individual. A separate field will be provided for storage of actual names that are longer than this field. The Peterson payroll processing center is responsible for monitoring names for employees paid through that center.

Edit:
The name must begin with a letter. The format will be last name, followed by a comma and a space, then first name or initial, middle initial or name, followed by a space plus Jr or Sr or III if appropriate. The only special character required is the comma to end the last name. A hyphen is allowed. (use routine PYNAME30)

Supplied Name          System Name
O'Connel, Thomas J     OConnel, Thomas J
Mc Naughton, John R    McNaughton, John R
Smith-Jones, Alice     Smith-Jones, Alice
Smith, J R             Smith, J R
Jones, J Robert        Jones, J Robert
Smith, John M Jr       Smith, John M Jr
St. Aubin, Thomas A    StAubin, Thomas A
Dommershausen-McFlannigan, Bernadette A Dommershausen-McFlannigan, B A

Source:
Employee's withholding allowance certificate (form W-4) and in some instances, the employee's social security identification card.

PPC_PAYROLL_ID

Description:
The ID number assigned to a person in the Peterson processing center (PPC) payroll system when the person does not have a social security number or need to obtain one. The number is automatically assigned when needed.

Edit:
The number must start with 980 or 990.

Source:
Routine pyssna

REASON_ID_GRANTED

A1
REASON_ID_GRANTED (continued)
Description:
The reason a person ID number was given to a person not employed or
appointed by the University.
There are various reasons for assigning a person ID # to
individuals associated with the UW for purposes other than to hold
an appointment.
Edit:
P = Parking Permit
S = Staff Directory (Chaplins, Bookstore Mgr, etc.)
T = Telephone Microfiche (contractors)
V = Photo ID
Blank = Holds an appointment
Source:
Secretary of the faculty, telecommunications office, payroll
processing center, and academic personnel.

ROW_ENTRY_DTG                        A16
ROW_ENTRY_LOGONID                    A8
SENIORITY_DATE                       A8

Description:
Seniority date is the adjusted date of civil service employment
with the state of Wisconsin.
This date may be adjusted because of breaks in service such as
terminations, reinstatements, layoffs, etc.. The adjusted
continuous service date is used, for example, to generate length
of service payments, to allocate annual vacation for leave
accounting, and to rank employes for layoff provisions, including
reinstatements, etc..
Currently required when the person has a classified permanent
appointment.
Edit:
Format is YYYYMMDD.
Source:
Adjusted continuous seniority date card and/or the classified
personnel transfer record.

SOC_SEC_NUMBER                       A9

Description:
The social security number is a nine digit identifier assigned by
the Social Security Administration.
The social security number is required for all paid individuals
with the exception of foreign employees working overseas, and is the
key associated with each record of reportable earnings, etc. to the
Federal Internal Revenue Service, Federal Social Security Office
and the state Department of Revenue.
SOC_SEC_NUMBER (continued)
The Internal Revenue Service has the authority to assess a penalty for each occurrence of failure to include an identifying number required in a filed document.

Edit:
Blank when not supplied or required.

Source:
Employee's withholding allowance certificate (form W-4) and/or social security identification card.

SSN_REQUIRED  A1

Description:
Indicates if a social security number is required for the person. Social security numbers are not required for aliens working in appointments outside of the United States. Visitors to the campus who need ID cards need not supply a social security number.

Edit:
Y = A Social Security number is required for the person
N = A Social Security number is not required for the person

Source:
Employing unit or ID card authorizer.

VISAEXPECTED  A1

Description:
Indicates that the person being newly identified is expected to hold a VISA. This does not indicate the presence of a valid VISA period; there is no relationship of this element with the entry of actual immigration information or employment verification eligibility.

Edit:
Y = Yes, expected to hold a VISA

Source:
Employing department that assisted person in obtaining permission for admission to U.S. for employment, or W-4 form completed and signed by the employe.

WARF_PAYROLL_ID  A9

******* As of Oct '00, this field is no longer updated via PSID.
*******

Description:
The ID number assigned to a person in the WARF payroll system. When the person does not have a social security number or need to obtain one. The number is automatically assigned when needed.

Edit:
The number must start with 900 or 999.

Source:
Routine PYSSNA
UNIV OF WISCONSIN -- IADS DATA DICTIONARY
DB2 TABLE: UW-APPTPRSN

PERSON_ID_CURRENT                    A8
Description:
    ID number currently assigned to person.

VIETNAM_VETERAN                      A1

FEDERAL definition
Description:
    "Veteran of the Vietnam-era" means a veteran, any part of whose
    active military, naval, or air service was during the period
    August 5, 1964, through May 7, 1975, and who (I) was on active duty
    for more than 180 days and was discharged or released therefrom with
    other than a dishonorable discharge, or (II) was discharged or
    released from active duty because of a service-connected
    disability. No veteran may be considered to be a veteran of the
    Vietnam era under this paragraph after December 31, 1991.
Edit:
    Y = Is a vietnam veteran according to the above paragraph.
    N = Is not a Vietnam veteran.
    Blank = Vietnam veteran status is unknown.
Source:
    Self Declared.

DISABLED_VETERAN                     A1

FEDERAL definition
Description:
    "Special disabled veteran" means (A) a veteran who is entitled to
    compensation (or who but for the receipt of military retired pay
    would be entitled to compensation) under laws administered by the
    Veterans Administration for a disability (I) rated at 30 percent or
    more, or (II) rated at 10 or 20 percent in the case of a veteran
    who has been determined under section 1506 of title 38, U.S.C, to
    have a serious employment handicap; or (B) a person who was
    discharged or released from active duty because of a service-
    connected disability.
Edit:
    Y = Is a disabled veteran.
    N = Is not a disabled veteran.
    Blank = Disabled veteran status is unknown.
Source:
    Self Declared

HANDICAPPED                          A1

FEDERAL definition
Description:
    A "handicapped" individual is a person who has or is regarded as
    having a physical or mental impairment which substantially limits
    one or more major life activities. A physical or mental impairment
HANDICAPPED (continued)

is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss which affects one or more of the following body systems:
  neurological; musculoskeletal; sense organs; speech organs; cardiovascular; reproductive; digestive; genitourinary; lymphatic; skin; endocrine.
Also included are: mental retardation; organic brain syndrome; emotional or mental illness; learning disabilities; orthopedic impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; emotional illness; drug addiction; and alcoholism.
Major life activities means functions such as caring for one's self performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and receiving educational or vocational instruction.

Edit:
  Y = Is handicapped
  N = Is not handicapped
  Blank = Handicapped status is unknown.

Source:
  Self Declared

AREA_OF_EXPERTISE             A4

Description:
  Denotes professional area of expertise based on codes established by U.S. Office of Educational and Cultural Exchange.

Edit:
  Not applicable unless a person holds (or has held) a visa.

I_E_GRANTED                   A1

Description:
  Indicator as to whether the person has ever been granted an initial entitlement of sick leave.

An initial entitlement of sick leave may be provided to persons accepting an eligible faculty, academic staff, or limited appointment. The initial entitlement is granted once to a person, unless the person leaves University service and returns after a three-year gap, in which case another initial entitlement can be granted.

This flag can identify the person as having received an initial entitlement, even though the specific and related I_E_END_DATE column is blank (unknown).

Edit:
  Blank = Person has never received an initial entitlement.
  A    = IE is presumed granted and completed sometime in the past.
I_E_GRANTED (continued)

IE END_DATE is blank.

B = IE was definitely granted, but prior to UCLA installation.
Y = IE granted after UCLA installation.

Source:

An unclassified leave accounting (UCLA) program will mark persons with "A" if they have been earning sick leave, but there is no information as to when the initial entitlement period occurred. Such persons are presumed to have completed an initial sick leave entitlement in the past. The "A" indicator will prevent automatic granting of a second initial entitlement if the person were to accept a new unclassified, eligible appointment.

The UCLA program will mark persons with "B" if the person has been granted an initial entitlement and the dates are known. The "B" indicator will prevent automatic granting of an initial entitlement if the person were to accept a new unclassified eligible appointment. The "B" indicator will also mark the person's initial entitlement AMOUNT as not subject to automatic recalculation by the UCLA system. That amount will be loaded from the old leave accounting system into the UCLA system but not re-adjusted by UCLA automatic processes.

The UCLA normal batch processing cycle will identify persons accepting their first unclassified, eligible appointment within PPC. If I_E_GRANTED is blank, I_E_GRANTED will be set to "Y" and an I_E_END_DATE calculated. Both the initial entitlement amount and end date will then be subject to automatic recalculation, adjusting for changes in the percent/duration of appointment and for unpaid leaves of absence.

I_E_END_DATE

Description:
End date of the initial sick leave entitlement period. Once granted, the person does not earn additional (regular) sick leave until the nineteenth month (if "A" basis appointment) or the fourth semester (if "C" basis appointment). The I_E_END_DATE specifies the last date of the initial entitlement period, after which the person may begin earning additional sick leave credits in any eligible, unclassified appointments.

Edit:
Format: CCYMMDD or blank

Source:
Authorized UCLA transaction user or automatically calculated for persons entering unclassified leave eligibility status.

I_E_BEGIN_DATE

Description:

Edit:
Format: CCYMMDD or blank

Source:
Authorized UCLA transaction user or automatically calculated for persons entering unclassified leave eligibility status.
I_E_BEGIN_DATE (continued)

Description:
Begin date of the initial sick leave entitlement period. This is either the effective date of their eligible unclassified appointment, or the first day of the pay period in which an ongoing appointment becomes eligible for an initial entitlement. (An appointment must be expected to last 9 months before it becomes eligible for an IE. A short-term appointment which is later extended to last 9 or more months into the future can thus become eligible for an IE even though the person was not at the time of the original appointment.)

Edit:
Format: CCYYMMDD or blank
Source:
Authorized UCLA transaction user or automatically calculated for new persons entering unclassified leave eligibility status.

I_E_REMAINDER

* * * This field NOT USED * * *

Description:
The number of whole and fractional pay periods remaining to be served in the person's initial entitlement period. The length of the initial entitlement period varies by pay basis, lasting 18 pay periods for an A-Basis appointee, and 13.5 pay periods (3 semesters for a C-Basis appointee.

After it is first established, the I_E_REMAINDER is decremented during each pay period in which the person is paid (in a UCLA-eligible appointment). During the first and last pay period, the I_E_REMAINDER may be decremented by less than 1; otherwise, it is decremented by 1 or not at all.

If the person leaves the PPPC system before the initial entitlement is completed, and then returns after a service gap of less than 3 years, then the I_E_REMAINDER will show the number of pay periods yet to be completed before additional regular sick leave can be earned.

VETERAN

STATE definition

Description:
Indicates whether the person has identified him or herself as a veteran.

Edit:
Y = Yes
VETERAN (continued)
  N = No
  Blank = Unknown
  Source:
  A form filled out and signed by the employee. Usually a survey
  sent out in February, 1993 or a form filled out at the time of
  hire.

DISABLED_WAR_VET A1

  STATE definition
  Description:
  Indicates whether the person is a disabled wartime veteran whose
  disability is directly traceable to war service.
  Edit:
  Y = Yes
  N = No
  Blank = Unknown
  Source:
  A form filled out by the employee. Usually a survey sent out in
  February, 1993 or a form filled out at the time of hire.

PCT_WAR_DISABLED PS1.2

  STATE definition
  Description:
  A number indicating the percent of this person’s wartime
  disability.
  Edit:
    Between 0 and 1.
  Source:
  A form filled out by the employee. Usually a survey sent out in
  February, 1993 or a form filled out at the time of hire.

SPOUSE_70_PCT_DIS A1

  STATE definition
  Description:
  Indicates whether the person is the spouse of a disabled wartime
  veteran whose disability is at least 70% and is directly traceable
  to war service.
  Edit:
    Y = Yes
    N = No
    Blank = Unknown
  Source:
  A form filled out by the employee. Usually a survey sent out in
  February, 1993 or a form filled out at the time of hire.

WIDOWED_SPOUSE_VET A1

  STATE definition
WIDOWED_SPOUSE_VET (continued)

Description:
Indicates whether the person is an unremarried spouse of a veteran killed in action or a veteran who died of a service-connected disability.

Edit:
Y = Yes
N = No
Blank = Unknown

Source:
A form filled out by the employee. Usually a survey sent out in February, 1993 or a form filled out at the time of hire.

DISCHARGED_VET

STATE definition

Description:
Indicates whether the person is a veteran, honorably discharged from the U.S. Armed Forces, having served more than 180 days of active duty in the U.S. Armed Forces (not including training) OR was discharged for a service-connected disability with less than 180 days active service.

Edit:
Y = Yes
N = No
Blank = Unknown

Source:
A form filled out by the employee. Usually a survey sent out in February, 1993 or a form filled out at time of hire.

ALRA_COUNTER

PS3

Description:
Person-based counter that holds the number of whole months worked under the ALRA provisions stated in UPG 9.03. Accumulating 120 months qualifies the person to bank up to 40.0 hours per year (maximum of 176 hours) or prorated by FTE, in an Annual Leave Reserve Account.

DISABLED

A1

Self-declared disabled person. 4 values are allowed in this field:

<blank> This person has not responded to the disability survey.
<N> This person is not disabled.
<D> This is a person with a Disability. The Americans with Disabilities Act of 1990 defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities. Examples of major life activities are: hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself,
DISABLED (continued)

This is a person with a Severe Disability. Severely disabled employee means an employee with a chronic disability if the chronic disability meets all of the following conditions:
(a) It is attributable to a mental or physical impairment or combination of mental and physical impairments.
(b) It is likely to continue indefinitely.
(c) It results in substantial functional limitations in one or more of the following areas of major life activity: self-care; receptive and expressive language; learning; mobility; capacity for independent living; and economic self-sufficiency.

SEVERLY_DISABLED

A1

This field is no longer (nor was it ever) used. The next time this table is maintained, this field should be deleted.

UPID

I4

Description:
A unique number assigned to each person - it identifies any "person of interest" as a single human being.

Edit:
Cannot be blank.

Source:
Initial load of numbers generated randomly by the UPID system - subsequent adds or updates must get numbers from UPID system.
Description: This table contains information about "paid" sabbaticals (i.e., paid leave for instructional development) taken by any person who has a Madison faculty appointment. Among other factors, Madison faculty are eligible for "paid" sabbatical under the following conditions:

1) they must have completed six or more years of instructional service in the UW System; and
2) at least 6 years must have passed since the person's last paid sabbatical.

Sabbaticals may be requested for the next academic year ... for 1st semester, 2nd semester, or the full academic year. After the request for sabbatical has been approved at the department level, it is passed to the Vice Chancellor's office and added to the official list of sabbatical requests that will be considered by the Chancellor and Board of Regents at their December meeting. For example, requests for sabbaticals to be taken during the academic year 2001-2002 are reviewed at the December, 2000 meeting.

APO staff maintain sabbatical data. Madison department staff may look at this data, but they are not authorized to update it.

Note: The term "sabbatical" in this table should NOT be confused with sabbaticals stored elsewhere in the IADS, Unclassified Leave Accounting (UCLA), and Payroll systems. A brief description of those sabbaticals follows:

--- IADS table UW.APPTDLVE stores leave information, including leave_type "16". This leave without pay accompanies a "paid" sabbatical approved by the Regents. The IADS sabbatical leave is the "unpaid" portion of leave for faculty appointments.

--- UCLA table UW.APPTLVCR stores several kinds of "paid leave credit" for unclassified staff, including the following:
   1) "Sabbatical" that is used by a small population of employees called the Executive Retirement Group.
   2) "Annual Leave Reserve Account" (ALRA), that may be used by A-basis faculty and staff with 10 or more years of service. Both of these leaves allow employees to convert vacation time into an "account" that accumulates until the employee terminates or until the employee uses the accumulated time by taking a leave which reduces time from the account.

--- Payroll file LVACAPH stores leave information for classified staff, including a leave type of "SA" (sabbatical). Classified staff may convert vacation into a sabbatical "account" that accumulates until the employee terminates or until the employee uses the accumulated time by taking a sabbatical leave which reduces time from the sabbatical account.
### APPOINTMENT_ID

**Description:** Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table the appointment_id identifies an active Madison faculty appointment on the data entry date.

**Edit:** Required.

### SABB_SEQ_NO

**Description:** System-generated unique identifier for each paid sabbatical associated with the appointment.

**Edit:** Required.

### SABB_EFF_DATE

**Description:** The first day of the paid sabbatical. This date is usually the first day of the semester or academic year when the paid sabbatical occurs, but there are no programmatic edits against semester/academic calendar dates to verify this... thus, a different date could be specified.

**Edit:** Required. Format: YYYYMMDD. Must be at least six years after the last (i.e., prior) approved sabb_end_date, if a prior sabbatical exists.

### SABB_END_DATE

**Description:** The last day of the semester or academic year when the sabbatical occurs. This date is usually the last day of the semester or academic year when the paid sabbatical occurs, however there are no programmatic edits against semester/academic calendar dates to verify this... thus, a different date could be specified.

**Edit:** Required. Format: YYYYMMDD. If the appt-end-date exists, the sabb-end-date must be at least one year prior to the appt-end-date.

### SABB_PERCENT

**Description:** The percent of time the person is paid for sabbatical. A sabb-percent may be entered and subsequently changed either prior to or after the sabbatical. In these cases the old percent is not retained in the database.

**Edit:** Required. Must be more than 0%, but less than or equal to the appointment's total tenure percent "as of" the sabb-eff-date.

### APPROVED_IND

**Description:** This indicates whether the Chancellor and Board of Regents
APPROVED_IND (continued)
    approved the sabbatical at their December board meeting.
    
    Edit: Required. Must be Y or N. (Default is N).

ROW_ENTRY_DTG                         A16

    Description:
    Edit:
    Source:

    =============================
    Elem.field additional description
    =============================

ROW_ENTRY_LOGONID                      A8

    Description:
    Edit:
    Source:

    =============================
    Elem.field additional description
    =============================
-- APPTSEAS --

Description:
This entity shows the seasonal status which has been approved for an appointment.
A history of the information in this entity will be maintained.

Key:
Appointment ID number, Effective Date

APPOINTMENT_ID   A8

See APPTAPPT

SEASONAL_EFF_DATE   A8

Description:
The date the approved seasonal status is effective.

Edit:
Format is YYYYMMDD.

Source:
Dean/Director or academic personnel, depending on title.

SEASONAL_STATUS   A1

Description:
Describes the seasonal nature of the work performed in the appointment.

Edit:
1 = Any seasonal period; "other" or variable
2 = Academic year
3 = Fall semester
4 = Spring semester
5 = Summer
6 = Flexible C

Source:
Supervisor, Principal Investigator, Dean/Director, Appointing authority, etc., depending on the school/college.

ROW_ENTRY_DTG   A16

ROW_ENTRY_LOGONID   A8
-- APPTSTAT --

Description:
This entity shows the service status which has been approved for an appointment.
A history of the information in this entity will be maintained.
Key:
Appointment ID number, Effective date.

APPOINTMENT_ID  A8
See APPTAPPT.

SERV_STAT_EFF_DATE  A8

Description:
The date the approved service status is effective.
Edit:
Format is YYYYMMDD.
Source:
Dean/Director or academic personnel, depending on title.

SERVICE_STATUS  A1

Description:
Describes the special service status associated with this appointment.
Edit:
1 - Emeritus. Indicates that emeritus (honorary) status was granted upon retirement from a faculty or instructional academic staff appointment. The status carries into any subsequent appointment with the same set of duties.
3 - Certificate of appreciation. Indicates that this status was granted upon retirement from a classified appointment after a qualifying number of years of service.
4 - Rehired Annuitant (generally entered when new appt is created)
Source:
Supervisor, Principal Investigator, Dean/Director, Appointing Authority, etc., depending on the school/college.

ROW_ENTRY_DTG  A16
ROW_ENTRY_LOGONID  A8
-- APPTTITL --

Description:
This entity contains a record of the title which has been approved for the appointment, and the reason for title changes. A history of title changes will be maintained.

Key:
Appointment ID number, Title Eff Date.

APPOINTMENT_ID A8
See APPTAPPT.

TITLE_EFF_DATE A8
Description:
The date the approved title effective.
Edit:
Format is YYYYMMDD.
Source:
Dean/Director or Personnel Office, depending on new title.

EXECUTIVE_PLAN A1
Description:
Identifies which, if any, executive plan rules apply to the appointment.

Classified permanent appointments in state pay schedule 1, range 18 or higher may be included in the Career Executive Plan.

Unclassified administrative appointments may be included in the Executive Salary Group (WI Stat 20.923(5)), Executive Pay Plan (WI Stat 20.923(4m)), or UW Senior Executive Salary Group (20.923 (4g)).

Edit:
C = Career Executive Plan - classified
   This plan includes a different schedule for annual vacation earnings and is covered by the States' nonrepresented pay plan provisions.

W = Executive Salary Group (ESG)
   This plan includes all appointments with the title Director or Associate Director with more than 50% of their activities coded as general operations and services (code 1), physical plant (code 7) or auxiliary enterprises (code 8) at a salary level that exceeds the maximum of range 1-17. It also includes all modified Chancellor or President titles except those listed under the categories below (Y and X). This group
EXECUTIVE_PLAN (continued)

has the same vacation, sick leave, personal holidays, and retirement as other unclassified employees.

Y = Executive Pay Plan (EPP).
This plan includes all appointments with the title Vice President and Vice Chancellor (deputy) title except those listed under the UW Senior Executive Salary Group below (X). This group is covered by the State Executive Pay Plan provisions, earn personal holidays and sick leave the same as classified non-represented employees, earn vacation the same as the classified career executive employees, and retirement at the "executive participating employee" level.

X = UW Senior Executive Salary Group
This plan includes all appointments with the title President, Chancellor and Vice Chancellor (deputy) at Madison, Chancellor and Vice Chancellor (deputy) at Milwaukee, and Chancellors at the other institutions. This group has a separate pay structure, the same vacation, personal holidays, and sick leave as other unclassified employees, and retirement at the "executive participating employee" level.

Source:
Personnel Office, at time of appointment.

ROW_ENTRY_DTG  A16
ROW_ENTRY_LOGONID  A8
TITLE_CHG_REASON  A2

Description:
The reason for a change in title.

Edit:
01 = Reclassification - Reflects significant growth in training and experience with resulting expansion of job responsibilities or change (logical and gradual for classified) in job duties.

02 = Reallocation/Reorganization - Means the assignment of a position to a different class by the department of employment relations as provided in S.230.09(2) of Wisconsin State Statutes (i.e. change in concept of the class or series; creation of new classifications; change in pay range of the class; of an error in previous assignment of a position; a logical change in the duties and responsibilities) or a reorganization in the unclassified.

03 = Promotion/Progression - Title change associated with promotion/progression reflecting the job growth due to experience and training (currently used for faculty and academic staff only).
UNIV OF WISCONSIN -- IADS DATA DICTIONARY
DB2 TABLE: UW-APPTTITL

TITLE_CHG_REASON (continued)
04 = Error Correction.
21 = Appointment Type Conversion - Position move from classified to academic or from academic to classified.
24 = Educational Attainment - Required by Department/Division for promotion to next rank.
25 = Temporary change in duties.
28 = Historical Entry - Automatic, computer-generated code indicating that a title effective prior to appointment system initialization has been entered. This code supports the rule that only the initial title will have a blank title change reason. To build an accurate history of title changes, this computer-generated code should be changed to a specific title change reason.
29 = Restructuring coding scheme by system administration.
30 = Due to appeal.
31 = Activating a backup appointment.
36 = Contractual Training. Completion of specific training course per contractual agreement.
37 = Frankel order
45 = Equity Study
53 = Board Attainment
54 = New Title Assign
If a change in title is accompanied by a rate change, the effective dates must be the same. When both title change reason and rate chg reason refer to the same event, title change reason code should be equivalent to rate change reason code. (For example, title change reason 01 and rate change reason 001 refer to a reclassification.)
If not related, title change and rate change reasons should be consciously chosen so as to remain unique.
Blank for first title of appointment.
Required for subsequent titles.
Source:
Personnel Office or computed.

TITLE_CODE

A5

Description:
Used to identify the official University system title, or Wisconsin Civil Service title for the appointment.
Edit:
Edit against the UW-Title file for valid codes. UW-Madison: on initial appointment, compared with the PVL or CERT.
Source:
Supervisor, Principal Investigator, Dean/Director, etc., depending on the department or college.
-- APPTTYPE --

Description:
This entity shows the type of an appointment; e.g., faculty, academic staff.
A history of the information in this entity will be maintained.

Key:
Appointment ID number, Effective date.

APPOINTMENT_ID A8

See APPTAPPT.

TYPE_EFF_DATE A8

Description:
The date the approved descriptors are effective.

Edit:
Format is YYYYMMDD.

Source:
Dean/Director or academic personnel, depending on title.

APPOINTMENT_TYPE A2

Description:
Identifies the major personnel category for this appointment.
Each type is governed by specific statutes and/or personnel regulations, policies, or procedures.
Appointment type can change from classified permanent to academic staff, and vice versa. This is called a conversion.

Edit:

FA = Faculty
Appointments with instructional, research, and service responsibilities with the title of Professor, associate Professor, assistant Professor, or Instructor (at a required FTE level).
Tenure status for faculty appointments must be granted by divisional committee, Dean, and regents. System approval is needed to openly recruit for a tenured position.

LI = Limited Appointee
Special Appointments to designated administrative positions.
A concurrent faculty, academic staff, or classified staff appointment may (must at UW-Mil) be held by appointee. Any limited appointees except coaches without an ongoing concurrent appointment should be provided with a back-up academic staff appointment.

AS = Academic Staff
Professional and administrative appointments with duties primarily associated with higher education institutions or their administration.
APPOINTMENT_TYPE (continued)

ET = Employees-in-training
  Appointments that provide additional training or experience in a field of specialization.

SA = Student Assistants
  Appointments filled by enrolled students (usually graduate students).

CP = Classified Permanent
  Employment of a career nature that requires the services of an employee for 600 hours or more on an annual basis and includes school year employment under S.230.08(3)(E). Stats.

CL = Classified LTES
  Employment in which the nature and conditions do not lead to a career and does not exceed 1043 hours in 26 consecutive biweekly pay periods.

CJ = Classified Project
  An appointment for which the duties are not a regular or ongoing function of the employing agency and has a required monitor length maximum of four (4) years. Does not provide for attainment of permanent status.

SH = Student Help
  Appointments that provide part-time or temporary support and which are held by enrolled students. These appointments are incidental to the purpose of attending the University.

OT = Other
  Teaching supervisors, honorary fellows, etc..

For academic staff, student assistant, and student help, the enrollment status must be checked. Research assistants must be fully enrolled at all times. Other student assistants and student help must be enrolled during the academic year (not necessary during the summer if student is enrolled during the prior semester or the following semester).

Source:
  Supervisor, Principal Investigator, Dean/Director, Appointing Authority, etc., depending on the school/college.
-- APPTVISA --

Description:
This entity is used to store a historic record of VISA periods for a person.

Key:
Person ID number, VISA Begin Date.

CONTACT_PERSON A8

Description:  
Person ID of person who is primary contact at place of employment.  
This person is the one who assisted the VISA holder in obtaining permission for admission to U.S. for employment, or who has verified the immigration documents and can verify the presence of the individual at the place of employment.

Edit:  
Valid Person ID.

Source:  
Office of international staff and students.

ISSUING_COUNTRY A3

Description:  
Note:  This is a sensitive element.  The country that has issued travel documents for the person to enter the United States.  Not required for all types of VISA.

Edit:  
Edit against table of valid country codes.

Source:  
Office of international staff and students.

PERSON_ID A8

See APPTPRSN.

VISA_BEGIN_DATE A8

Description:  
The first day of the visa period.  If the alien is to be employed before this date, written permission must be obtained from the appropriate University Personnel Office.

Edit:  
Format is YYYYMMDD.

Source:  
Office of international staff and students.

VISA_EXP_DATE A8

Description:  

VISA_EXP_DATE (continued)
The last day of the VISA period. If the alien is to be employed past this date, written permission must be obtained from the appropriate University Personnel Office.

Edit:
Format is YYYYMMDD.
Source:
Office of international staff and students.

VISA_PURPOSE A1

Description:
The primary purpose specified for admittance to this country. Tax treaty rules for the country of citizenship may differentiate between those individuals whose primary purpose is to be a student, teacher, or researcher.
Example: If a student is admitted on a J1 VISA and then gets a job as a teaching assistant, the primary purpose is still 'student' and not 'teaching'.

Edit:
R = Research (exchange visitor)
S = Student
T = Teaching (exchange visitor)
Blank = other
Source:
Office of international staff and students.

VISA_TYPE A2

Description:
Identifies the type of VISA held by employees who are not U.S. citizens.
Note: This is a sensitive element. In addition, it needs to be checked for accuracy with the office of foreign students and faculty, and payroll. Each VISA carries with it certain restrictions and/or privileges with respect to whether the person holding it is allowed to be employed, the nature of the job and tax and fringe benefit requirements.

Edit:
Edit using the IADS VISA table (IAVISA)
Source:
Office of international staff and students.

WORK_AUTH_EXP_DATE A8

Description:
The last day the work authorization is valid. The person must not be employed past this date.
Not required for VISA types RF (refugee) or PR (permanent resident)

Edit:
Format is YYYYMMDD.
WORK_AUTHORIZATION

Description:
This authorization has to do with how long an individual is authorized to work past their VISA expiration date.

Edit:
Blank = not authorized for work past VISA expiration date
1 = practical training
2 = academic training
When the VISA type is F1 the field work_authorization must be 1 or blank
When the VISA type is J1 the field work_authorization must be 2 or blank
When the VISA type is not a F1 or J1 then the field work_authorization must be blank

Source:
Office of international staff and students.
UNIV OF WISCONSIN -- IADS DATA DICTIONARY

DB2 TABLE: UW-APPTXAFF

-- APPTXAFF --

Description:
This entity shows the external affiliation which has been approved for an appointment.
A history of the information in this entity will be maintained.

Key:
Appointment ID Number, Effective Date

APPOINTMENT_ID A8

See APPTAPPT.

EXT_AFFIL_EFF_DATE A8

Description:
The date the approved external affiliation is effective.
Edit:
Format is YYYYMMDD.
Source:
Dean/Director or Academic Personnel, depending on title.

EXT_AFFILIATION A2

Description:
Identifies the type of affiliation that is associated with this appointment. The affiliation source may be related to funding responsibility for the appointment.
Edit:
01 = Campus related agency
02 = External agency (Government or non-profit)
03 = Clinical/Hospital Affiliation
04 = Inter-institutional contractual agreement (interchange)
05 = Inter-governmental personnel temporary interchange
06 = UW Medical Foundation
09 = Other

ROW_ENTRY_DTG A16

ROW_ENTRY_LOGONID A8
This table associates people (i.e., senators and alternates) with senate district seats. (As of March, 1997, faculty senate information is used at Madison campus only.) Senate district members that are not senators nor alternates are not included in this table. This data is maintained by staff in the Office of the Secretary of the Faculty.

**INSTITUTION**

Description: Unique identifier for each institution within the University of Wisconsin system. For example, institution "A" represents the Madison campus.

Edit: Required. This field will default to the 1st byte of the appointment's major department from table UW.APPTAPPT.

**FAC_SENATE_DIST_NO**

Description: Unique identifier for a faculty senate district within an institution.

Edit: Required. This fac_senate_dist_no must match the fac_senate_dist_no for the appointment in table UW.APPTAPPT.

**SEAT_NO**

Description: Unique identifier for a seat within the faculty senate district.

Edit: Required. Must be a valid seat_no for the senate district in control table UW.FAC_DIST_SEAT_CTL.

**SEAT_TYPE**

Description: A code that identifies whether the person assigned to the seat is a senator or an alternate. Each seat may have only one senator and one alternate at a time.

Edit: Required. Value values: "S" or "A".

**APPOINTMENT_ID**

Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the person with this appointment_id is a senator or alternate within the specified Faculty Senate district specified on this record.

Edit: Required.
ROW_ENTRY_LOGONID A8
This table stores all valid faculty senate districts and their associated descriptive district names for each institution. (As of March, 1997, faculty senate information is used at Madison campus only.) This data is maintained by staff in the Office of the Secretary of the Faculty.

**INSTITUTION**

Description: Unique identifier for each institution within the University of Wisconsin system. For example, institution "A" represents the Madison campus.

Edit: Required.

**FAC_SENATE_DIST_NO**

Description: Unique identifier for a faculty senate district within an institution.

Edit: Required.

**FAC_SEN_DIST_NAME**

Description: Unformatted textual description of the faculty senate district.

Edit: Required.

**ROW_ENTRY_DTG**

**ROW_ENTRY_LOGONID**
A faculty relation may be associated with an appointment department. In some cases (i.e., faculty) a faculty relation is "required" for each of the appointment's appt_departments at all times. Over time the faculty relation may change; however, only one faculty relation is allowed per appt_department at a time. This table stores the faculty relation historically (i.e., all changes are retained).

**APPOINTMENT_ID**

Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the appointment_id identifies an active Faculty, Academic Staff or Limited appointment on the fac_rel_eff-date.

Edit: Required.

**APPT_DEPARTMENT**

Description: A department UDDS code that the appointment is associated with. In this table, the department is associated with the faculty relation on this record.

Edit: Required. Must match an active appointment department for the appointment in table UW.APPTDEPT on the fac_rel_eff_date.

**FAC_REL_EFF_DATE**

Description: This is the date the faculty relation is associated with the appointment department for the appointment.

Edit: Required.
This date must be on or later than the dept_eff_date of the associated appt_department in table UW.APPTDEPT

If Madison faculty...
1) If faculty_relation is "1", except if the appointment's tenure home has changed, the fac_rel_eff_date must be the same as the appointment's earliest title_eff_date (in UW.APPTITL) for title C20NN or C30NN. (Exception: A few Assistant Professors, title C40NN, were grandfathered into IADS with a faculty relation "1".)
2) If faculty_relation is "2", except if the appointment's tenure home has changed, the fac_rel_eff_date must be the same as the appointment's earliest title_eff_date (in UW.APPTITL) for title C40NN or C50NN.

**FAC_REL_END_DATE**

Description: This is the date the faculty relation stops its association with the appointment department for the appointment.
FAC_REL_END_DATE (continued)
   Edit: The fac_rel_end_date may be blank only if its associated
       UW.APPTDEPT dept_end_date is also blank. If fac_rel_end_date is not
       blank, it must be on or earlier than its associated UW.APPTDEPT
       dept_end_date.

FACULTY_RELATION                     A1

Description: Describes the type of relationship this appointment
   has with the faculty as a governing body of the University.

Edit: Required.
   Valid values are stored in control table UW.APPT_FAC_REL:
   1 - Tenure. Tenure has been granted by the Board of Regents.
       Used by tenure-home departments when the total institution
       faculty appointment is 1/2 time or more.
   2 - Tenure-Track. Used by tenure-home departments when total
       UW-Madison probationary faculty appointment is 1/2 time or
       more.
   3 - Joint Executive. Limited to tenured faculty. Has been granted
       voting membership in this department and its executive
       committee but has no continuing commitment or tenure
       relationship. Requires positive action of the departmental
       executive committee and Dean. Maximum term of 3 years.
   4 - Joint Departmental. Limited to tenured, tenure-track or
       collateral faculty. Has been granted voting membership in the
       department, not in the executive committee; has no continuing
       commitment or tenure relationship. Requires positive action
       of the departmental executive committee and Dean. Maximum term
       of 3 years.
   5 - Affiliate. Affiliation with an academic department (tenure
       granting) or a department-like body (as defined in FPP 5.40).
       Limited to tenured and tenure-track faculty. Must be granted
       by the Executive Committee. Indicates a relationship with a
       continuing departmental commitment and only for fixed terms.
       Funding may or may not be involved.
   6 - Faculty Status. (Terminates when the appointment ends.)
       Granted by the Chancellor, on recommendation of the University
       committee to members of the academic staff whose research
       responsibilities are directly related to the instructional or
       research mission of the University and whose qualifications
       with respect to their assigned duties are comparable to those
       of faculty members.
   7 - Funding/Other - Limited to tenured and probationary faculty.
       Indicates a funding or collaborative association with either an
       academic department, a department-like body or a non-tenure
       granting unit (e.g., Graduate School, Summer Session, or any
       other research or training center, institute, administrative
       unit, etc.).
FACULTY_RELATION (continued)

When a faculty appointment is associated with multiple
appt_departments, a faculty_relation must be associated with each
of its appt_departments. In such a case an "appointment" has multiple
faculty_relations at once.

Madison faculty are NOT allowed to have faculty_relations "1" and
"2" at the same time, nor are they allowed to have faculty_relations
"2" and "3" at the same time.

Each Madison faculty appointment must have at least one faculty
relation "1" or "2" at all times.

Madison academic staff appointments (appt type "AS") with
a military science title (i.e., D31NN, D32NN, D33NN, or D34NN) must
have faculty relation "6" at all times.

Other appointments may optionally have a faculty relation.

Faculty Relation values allowed for NON-MADISON appointments:
Faculty ("FA") - titles C20NN thru C50NN: 1, 2, 5, 7
Acad Staff and Limited ("AS" & "LI") - any title: 6

Faculty Relation values allowed for MADISON appointments:
Faculty ("FA") - titles C20NN and C30NN 1, 3, 4, 5, 7
- titles C40NN and C50NN 2, 4, 5, 7

Acad Staff ("AS") - titles in these series:
D21, D22, D23, D24 3, 4, 5, 7

Acad Staff ("AS") - titles in these series:
D01, D02, D03, D04
D11, D12, D13, D14
D41, D42, D43, D44
D51, D52, D53, D54
D61, D62, D63, D64
D80
D92

Acad Staff ("AS") - titles in these series: 6 (required)
D31, D32, D33, D34

(Exception: In addition to those specified above, a few other
Madison "AS" and "LI" appts have faculty relation "6" and a few
Madison "FA" appts with title C40NN have faculty relation "1".
These were grandfathered into IADS during the initial load of IADS)

(NOTE: The title code and faculty relation combinations allowed
for Madison appointments are stored in table UW.FAC_REL_TITLE_CTL.)

ROW_ENTRY_DTG A16
ROW_ENTRY_LOGONID A8
-- Prsnalias --

Description:
This entity is used to connect a person ID number with one or more payroll system IDs that are or were used to identify the person. The payroll ID can be a Social Security number, a Peterson Processing center "dummy" number, or a warf processing center "dummy" number. The payroll ID is treated as an alias for the person ID number.

Key:
Person ID Alias

PERSON_ID A8

See APPTPRSN.

*PERSON_ID_ALIAS A9

Description:
An ID number used to identify the person in the Peterson Processing Center.

Edit:
Must be unique from all other person aliases. Must be valid Social Security number or "dummy" number.

ROW_ENTRY_DTG A16

ROW_ENTRY_LOGONID A8
This table stores the percent of support an appointment department has "guaranteed" a Madison faculty appointment. At least one tenure percent record must exist at all times for each Madison faculty appointment. The tenure percent is associated with the appointment department that has a faculty relation "1" or "2". The percent of support may change over time. This table stores the data historically (all changes are retained).

**APPOINTMENT_ID**

Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the appointment_id identifies an active Madison faculty appointment with an appointment department that has faculty relation "1" or "2" on the tenr_pct_eff_date.

Edit: Required.

**APPT_DEPARTMENT**

Description: The UDDS code of the department that has guaranteed a percentage of support for the appointment. This department is sometimes referred to as the "tenure home" or "guarantee department".

Edit: Required. The appt_department must match one of the appointment's appt_departments in table UW.FACULTY_RELATION where the faculty_relation is "1" or "2" on the tenr_pct_eff_date.

**TENR_PCT_EFF_DATE**

Description: This is the date the guarantee department began the tenure percent for the appointment.

Edit: Required. This date must be on or later than the fac_rel_eff_date associated with the UW.FACULTY_RELATION department where faculty_relation is "1" or "2". (If there is more than one corresponding UW.FACULTY_RELATION record, this edit is done against the earliest fac_rel_eff_date.)

**TENR_PCT_END_DATE**

Description: This is the date the tenure percentage amount stops for the appointment's guarantee department.

Edit: The tenr_pct_end_date can be blank only when its associated UW.FACULTY_RELATION fac_rel_end_date is blank. If tenr_pct_end_date is not blank, it must be on or earlier than its associated fac_rel_end_date. (If there is more than one corresponding UW.FACULTY_RELATION record, this edit is done against the latest...
TENR_PCT_END_DATE (continued)
    fac_rel_end_date.)

TENURE_PERCENT  PS1.6

Description: This is the percentage of support the department guarantees for the appointment.

Edit: Required. The tenure_percent "for each appt_department" must be a value between 0% and 100% (inclusive).

The tenure_percent "for the appointment" (i.e., the total of the appointment's appt_department tenure_percent values) should be between 50% and 100% (inclusive); otherwise, the total tenure_percent must be 0%. However, due to the timing of individual tenure percent updates, the total appointment tenure percent may temporarily be any value from 0% and up (including 100%+).

ROW_ENTRY_DTG  A16

ROW_ENTRY_LOGONID  A8
This table is used for Madison tenured faculty appointments only. This table stores an indicator that shows if APO staff have verified that the appointment is officially tenured.

A record is created in this table when:
-- a new Madison tenured faculty appointment is created (i.e., title code is C20NN or C30NN and faculty relation is "1")
or
-- an existing Madison tenure-track (probation type = 'TT') faculty appointment becomes tenured (i.e., title is changed to C30NN and the faculty relation is changed to "1").

It should be noted that there is NO record for a Madison faculty appointment in this table until the appointment is assigned a faculty relation "1". Prior to getting a faculty relation "1", the IADS screen will display a blank for this data element.

*APPOINTMENT_ID A8

Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the appointment_id identifies a Madison tenured faculty appointment (faculty relation is "1").

Edit: Required.

TENURE_VERIF_IND A1

Description: This indicates whether APO staff have verified that the appointment is officially tenured.

Edit: Required. Valid values:
N = APO staff have not verified that the appointment is officially tenured. This is the default value when a new UW.TENURE_VERIF record is created.

Y = APO staff have verified the faculty_relation value of "1". Note: During this verification process, APO staff review the appointment's data in whole (i.e., the department data, the guarantee percent data, the probation data, etc.). Therefore, if the appointment's pct_prob_verif_ind (in UW.TNR_PCT_PROB_VERIF) happens to be "N", the act of changing the tenure_verif_ind to "Y" automatically changes the pct_prob_verif_ind to "Y" also.

ROW_ENTRY_DTG A16

ROW_ENTRY_LOGONID A8
This table is used for Madison faculty appointments only. A record is created in this table for each tenure clock extension approved for Madison faculty appointments. When a probationary faculty member receives a probation extension, the person's "tenure clock" is changed to reflect the length of probation extension... i.e., a "tenure clock extension". APO staff enter tenure clock extensions when necessary only after the probationary period (and other tenure-related data) has been verified.

**APPOINTMENT_ID**                      A8  
Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the apointment_id identifies a Madison faculty appointment.  
Edit: Required.

**APPRVD_DTE_OF_EXTN**                   A8  
Description: The date the tenure clock extension is approved by the University Committee or Provost.  
Edit: Required. Must be later than the prob_begin_date for the appointment's "TT" probation.

**LENGTH_OF_EXTN**                       PS2.1  
Description: The period of time, in whole or half years, the tenure clock is extended.  
Edit: Required. Must be whole or half years (e.g., .5, 1.0, 1.5, 2.0, etc.).

**TNR_EXTN_RSN**                         A2  
Description: This is the reason the tenure clock extension was approved.  
(Note: "Temporary assignments" will not result in a tenure clock adjustment. They will be recorded only as a leave of absence associated with the appointment department. To determine whether a probationary faculty member has had a temporary assignment, a comparison between the leaves of absences and tenure clock adjustments will need to be done. See "rules" note in UW.APPTPROB field prob_chg_reason.)  
Edit: Required. Must be a valid tnr_extn_reason in control table UW.TNR_CLOCK_EXTN_CTL.)
TNR_EXTN_RSN (continued)

Valid values:

  08  BIRTH/ADOPTION UNDER FPP 7.04(H)(1)
  09  ELDER/DEPENDENT CARE UNDER FPP 7.04(H)(2)
  10  MEDICAL UNDER FPP 7.04(H)(2)
  11  CIRCUMSTANCES BEYOND CONTROL OF INDIVIDUAL UNDER FPP 7.04(H)(2)
  12  MILITARY UNDER FPP 7.24
  13  GOVERNMENTAL SERVICE UNDER FPP 7.25
  14  OTHER

ROW_ENTRY_DTG                        A16

ROW_ENTRY_LOGONID                    A8
DB2 TABLE: UW-TNR_PCT_PROB_VERIF

This table is used for Madison faculty appointments only. This table stores an indicator that shows if APO has verified the appointment's tenure percent and probation information to be correct. A record is created in this table whenever a new Madison faculty appointment is created.

*APPOINTMENT_ID                      A8

Description: Unique identifier for an appointment within the Integrated Appointment Data System (IADS). In this table, the apointment_id identifies a Madison faculty appointment.

Edit: Required.

PCT_PROB_VERIF_IND                   A1

Description: This indicates if APO staff have verified a Madison faculty appointment's tenure percent and probation information to be correct.

Edit: Required.

Valid values:

N = APO has not verified the tenure percent and probation data to be correct. When a new Madison faculty appointment is created, this indicator defaults to "N". When "N", there are no restrictions on who can update the tenure-related fields.

Y = APO has verified the tenure percent and probation data to be correct. APO manually changes the defaulted "N" to "Y". When this verification indicator is "Y", tenure-related data can be changed by APO staff only. (Tenure-related data includes the probation, tenure percent, faculty relations '1" and "2" and all of their related effective and end dates; and indirectly, the appointment effective date, the department effective and dates... because these changes automatically change the tenure-related data behind the scenes.)

It should be noted that the pct_prob_verif_ind may be automatically changed from "N" to "Y" if APO staff change the UW.TENURE_VERIF tenure_verif_ind from "N" to "Y". (See UW.TENURE_VERIF description.)

ROW_ENTRY_DTG                        A16

ROW_ENTRY_LOGONID                    A8
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FAC_SENATE_DIST_NO (SMALLINT 2.0) UW-APPTAPPT
                                UW-FAC_SEN_DIST_CTL
                                UW-FAC_SENATE_SEAT
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                                UW-FACULTY_RELATION
FEDERAL_APPT_TYPE  (CHAR 1)       UW-APPTAPPT
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FLSA_STATUS        (CHAR 1)       UW-APPTAPPT
FUNCTION_EFF_DATE  (CHAR 8)       UW-APPTFUNC
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GENDER             (CHAR 1)       UW-APPTPRSN
GUARANTEED_LENGTH  (DECIMAL 2.1) UW-APPTAPPT
HANDICAPPED        (CHAR 1)       UW-APPTPRSN
HERITAGE_CODE      (CHAR 1)       UW-APPTPRSN
I_E_BEGIN_DATE     (CHAR 8)       UW-APPTPRSN
I_E_END_DATE       (CHAR 8)       UW-APPTPRSN
I_E_GRANTED        (CHAR 1)       UW-APPTPRSN
I_E_REMAINDER      (DECIMAL 4.2) UW-APPTPRSN
INSTITUTION        (CHAR 1)       UW-FAC_SEN_DIST_CTL
                                UW-FAC_SENATE_SEAT
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AND THEIR CORRESPONDING DB2 TABLES IA

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UW-APPTSTAT
UW-APTTITL
UW-APPTTYPE
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UW-FAC_SEN_DIST_CTL
UW-FAC_SENATE_SEAT
UW-FACULTY_RELATION
UW-PRSNALIAS
UW-TENURE_PERCENT
UW-TENURE_VERIF
UW-TNR_CLOCK_EXTN
UW-TNR_PCT_PROB_VERIF

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UW-TENURE_VERIF
UW-TNR_CLOCK_EXTN
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SABB_END_DATE (CHAR 8)

UW-APPTSABB

SABB_PERCENT (DECIMAL 7.6)

UW-APPTSABB

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