

Appendix C, Frequently Used Files

Below is a brief description of the 5 most frequently used ad hoc reporting files. Each of the files contain data for faculty, staff and management employee positions. For complete information about a specific file, refer to its master file description in the CIRS Data Element Dictionary.

Campus Employment Data Files

FILE	UPDATED	DESCRIPTION
Active Current Status * (AC)	Weekly	Snapshot of current transactions for active and on-leave position sequences as of the prior Friday. This file does not include separated positions, student data, or special pay appointments. Use for reporting on current campus population.
Employment History Extract (EH)	On Demand	Transactions 1976 through the current date for a specified set of SSN's. May include separated positions, student data, and special pay appointments. Voided, eliminated, fixed or deleted transactions can be optionally selected. Use for employment history summaries and for reports requiring fields not available in the TR file.
Transaction Data * (TR)	Daily	Transactions from 1976 through the prior day for active and separated positions. Only selected fields from each transaction are available. Excludes student and special pay appointments, voids, deletes, fixes and eliminated transactions. Use to get transaction counts and historical data.

* A systemwide version of this file (with confidential data excluded) is also available.

Campus Payment Data Files

FILE	UPDATED	DESCRIPTION
Payment Data (PH)	Monthly	Payments and deductions issued to your employees, including student and special pay appointees, during the prior business month or the current and prior fiscal years back to 01/01/1984. Includes all payments issued to your employees, regardless of the issuing campus. Use to get payment and deduction information for entire campus or employee groups.
Payment History Extract (PY)	On Demand	Payments and deductions issued to your employees, including student and special pay appointees, during the last 36 months through the last daily cycle for a specified set of SSN's. Use to report on payments issued in the current business month and for payment history summaries.

Cross Referenced Files

FILE	UPDATED	DESCRIPTION
Pay Scales (PS)	As Needed	Current information for all active and abolished classes. All major files have a pre-programmed join to this file. Use to include Pay Scales information (e.g., Class Title) in reports.