



HRDW / UCPath

Data Dictionary

Purpose of the Data Dictionary

The HRDW Data Dictionary provides the following information on queryable HRDW & UCPath data:

1. Provides all HRDW Query (Criteria) and Display fields
2. Maps HRDW fields to UCPath data
3. Provides comprehensive definitions to all data fields
4. Provides comprehensive data output options with full descriptions

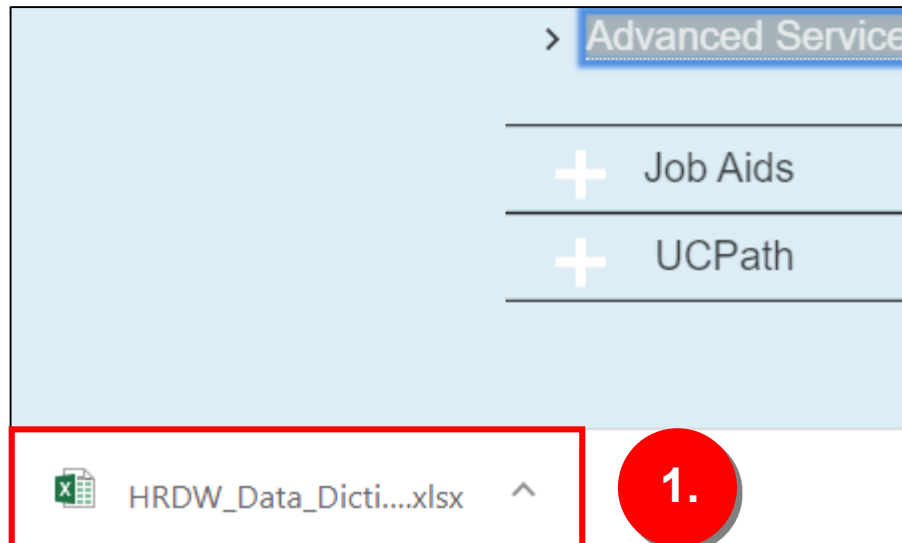
The screenshot displays the 'Human Resources / Academic Personnel Data Warehouse' interface. At the top, there is a blue header with the title. Below the header is a navigation bar with tabs for 'Query', 'Display', and 'Settings'. The 'Query' tab is active. Underneath, there are options for 'View' (Basic, Advanced) and 'Query Type' (Detail, Summary (Sum), Summary (Avg)). The main area is divided into several sections, each with a title and a list of fields with search icons:

- Scope:** Fiscal Year, Accounting Period, Organization, Division, Department (with checkboxes for Home, Dist, Appt).
- Position:** Bargaining Unit Code, Job Code, Position Number, Position Department.
- Job:** Probation End Date, Exp. Job End Date, Job FTE, Emp. Class, Job Termination Date.
- Employee Info:** Employee ID, Last Name, First Name, HR Status, Primary Job Most Recent Hire Date, Original Hire Date, Perm. Addr. Country, FICA Eln. Code.
- Compensation:** Job Pay Rate, Compensation Freq., Salary Grade, Additional Pay Effective Date, Additional Pay End Date, Additional Pay Earn Code.
- Academic Info:** Duration of Appt. Cd, Off/Above Scale Ind.
- Financial Info:** Funding Effective Date, Funding Earn Code, Account, Fund, Function, Cost Center, Project Code.

Accessing the HRDW Data Dictionary

The HRDW Data Dictionary can be downloaded as a .xlsx file [here](#).

1. When clicking on the link, the file will download to your downloads.
2. The file can be saved to your desktop and be sorted/filtered as would any Excel spreadsheet.



TAB	SECTION	FIELD LABEL	CRITERIA*	OUTPUT FIELD	SUPERUSER	DATA OUTPUT	DESCRIPTION
1	Position	Work Study Program Code	N	Y	N	Click here for Job Aid	Code indicating the type of Work Study Program
2	Position	Personnel Program Code	N	Y	N	1 - Professional & Support Staff A - Academic 2 - Management & Senior Professional C - Not Applicable	Code identifying the personnel program under w
3	Position	Job Code	Y	Y	N	Job Code 00XXXX	Code indicating the position classification associ
4	Position	Union Code	N	Y	N	Click here for Job Aid	Code indicating the Collective Bargaining Unit to
5	Position	FLSA Status	N	Y	N	.Alt OT (Alternative Overtime) .Exempt .No FLSA .Nonexempt	Code indicating whether the appointment Title C regulations regarding overtime
6	Position	Position Number	Y	Y	N	Eight (8) digit numerical string	Code relating to the position to which an employ not Employees, and Employees are placed in Pos
7	Position	Position Action Date	N	Y	N	Calendar Date - Month/Day/Year	Code indicating the date when a change to the p data change includes a change in Supervisor, FTE
8	Position	Position Action Reason	N	Y	N	Click here for Job Aid	Code indicating the type of action/change made change includes a change in Supervisor, FTE, FLS
9	Position	Effective Status	N	Y	N	Calendar Date - Month/Day/Year	Code indicating the date when the Position goes Effective Date of the hired incumbent by at least

HRDW Fields

Every HRDW field is documented in the Data Dictionary, including future fields and those used only by Super Users.

1. The HRDW Data Dictionary Tab column contains HRDW “Display” categories.
2. The Field Label column contains data field under each HRDW “Display” categories.
3. The Criteria column denotes if the data is an HRDW “Query” or “Display” field.

Human Resources / Academic Personnel Data Warehouse

Save Run Export Reports Reset

Query Display Settings

Position Job Employee **2.** Classification Financial Info Benefits Hours Absence Mgmt. Personal

A	B	C	D	E	F	G	
TAB	SECTION	FIELD LABEL	CRITERIA*	OUTPUT FIELD	SUPERUSER	DATA OUTPUT	DESCRIPTION
Position	Position Data	Work Study Program Code	N	Y	N	Click here for Job Aid	Code indicating the type of Work Study P
Position 1.	Position Data	Personnel Prog 2.	N 3.	Y	N	1 - Professional & Support Staff A - Academic 2 - Management & Senior Professional C - Not Applicable	Code identifying the personnel program u
Position	Position Data	Job Code	Y	Y	N	Job Code 00XXXX	Code indicating the position classification
Position	Position Data	Union Code	N	Y	N	Click here for Job Aid	Code indicating the Collective Bargaining
Position	Position Data	FLSA Status	N	Y	N	.Alt OT (Alternative Overtime) .Exempt .No FLSA	Code indicating whether the appointment regulations regarding overtime


Data Description Outputs & Job Aids

The Data Dictionary has Description and Data Output columns. The latter can be presented within the spreadsheet or has a downloadable Job Aid:

1. If the list of possible Data Output is short, it will display within the spreadsheet, under the Data Output column.
2. Lengthier Data Outputs can be downloaded by clicking on the “Click here for Job Aid” link.
3. The Description column displays a comprehensive description/definition of the data point.

DATA OUTPUT	DESCRIPTION
Click here for Job Aid	Code indicating the type of Work Study Program associated with a distribution.
1 - Professional & Support Staff A - Academic 2 - Management & Senior Professional C - Not Applicable	Code indicating the personnel program under which the appointment is held.
Job Code 00XXXX	Code indicating the position classification associated with an appointment.
Click here for Job Aid	Code indicating the Collective Bargaining Unit to which a Title Code belongs.
.Alt OT (Alternative Overtime)	Code indicating whether the appointment Title Code is exempt from the Fair Labor Standards Act regulations regarding overtime
.Exempt	
.No FLSA	
.Nonexempt	
Eight (8) digit numerical string	Code relating to the position to which an employee is associated. In UCPath, Positions are funded, not Employees, and Employees are placed in Positions.
Calendar Date - Month/Day/Year	Code indicating the date when a change in position data was made. An example of a position data change includes a change in Supervisory, FLSA status, etc.

UCPath



| Union Code |

- 99 – Non- Represented
- BX – Academic Student Employees
- CX – Clerical & Allied Services
- DX – Physicians, Dentists, & Podiatrists
- EX – Patient Care Technical
- HX – Residual Health Care Professionals
- IX – Non-Senate Instructional
- LX – Professional Librarians
- NX – Registered Nurses
- PA – Police Officers
- RX – Research Support Professionals
- SX – Service
- TX – Technical
- PX – Postdoctoral Scholars
- K5 – Skilled Crafts

2.



Training Resources

<http://fomucpath.ucr.edu/training/resources.html>

UCRIVERSIDE UNIVERSITY OF CALIFORNIA | FOM | UCPath SUPPORTING ORGANIZATIONAL EXCELLENCE

ABOUT FOMUCPATH COMMUNICATION **TRAINING** SHARED SERVICES CENTER ACADEMICS TAM EPERFORMANCE PROJECT TEAM FAQ CONTACT

TRAINING / RESOURCES

TRAINING RESOURCES

View our [Training Resource Matrix](#) to learn more about the training assets that are currently available. Resources are continually updated. Don't see what you are looking for? Send an email to fomucpathtraining@ucr.edu and let us know.

[Shared Service Center Learning Path](#) [Central Office Learning Path](#) [Dept./Org. Learning Path](#)

UCPath

Job Aid

- > [UCPath Help Site](#)
- > [UCPath Help for Portal and Self-Service](#)
- > [UCPath: Closing Worklist Items](#)
- > [UCPath Check Status of Smart HR Template Transaction \(UCR Version\)](#)
- > [UCPath: PayPath Request Status - Approved with Error](#)

Tools and Navigation

Videos

- > [ServiceLink Video](#)
- > [ServiceLink fulfillment Video](#)

Job Aid

- > [HRDW User Guide](#)
- > [Cognos UCPath User Guide](#)

Salary Cost Transfer

Job Aid

- > [Review Retro Distribution in UCPath](#)

FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu