

Snapshot Name- Active EE's Plus Snap

Description- Includes all active employees, complete job information and expanded contact and personal information. Access is limited to selected Human Resource staff.

Field Name	Full Name	Description	Example
Age	Age	The age of the employee	56
Annual Rate	Annual Rate	The total annual rate of gross pay for the employee	\$117,894.00
Ben Prog	Benefits Program	Indicates the employee type. Can be 43N-Non-Exempt, 43F-Faculty, 43H-Hourly, and 43S-Salaried	43F
Dept	Department	The description of the Home Department	HHS-Nursing
Dept ID	Department ID	The Home Department for the employee. This may not always be the department to which expenses are charged.	4301007052
Disabled Vet_	Disabled Vet	Indicates if the employee is a disabled vet	"Yes", "No"
Division	Division	The Division under which the Home Department falls	HHS
Edu Level	Education Level	The employee's education level. They can fall into one of the following categories: A,B,C,D,E,F,G,H,I,J,K,L, or M	B
Effective Dt	Effective Date	The effective date of the last record change	2014-07-01
EMAIL Address	Email Address	Primary email address for the Employee	xxxx@xxx.xxx
Empl ID	Empl ID	The employee ID within the ADP system	0067388
First Name	First Name	The Employee's legal First Name	Samuel
Frequency	Frequency	How often employees get paid. They are either Bi-Weekly, Monthly, or Non-Paid.	Monthly
FT_PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Gender	Gender	The gender of the employee. Employees can either be F,M or N	M
Grade	Grade	Salary grades for job positions for employees	E1F
Hire Date	Hire Date	Date at which an employee is hired for their job position	7/15/2015
Hourly Rate	Hourly Rate	The hourly rate for the employee's associated Comp Rate	\$56.68
Job Cat	Job Category	Employee job classification: Employees can either be Administrative, Faculty, Staff or Student	Student
Job Code	Job Code	The Job Code for the Employee	432ALX
Job Entry Dt	Job Entry Date	The date on which the employee entered this job position	7/15/2015

Job Family	Job Family	Job classification code, used for federal reporting	445X
Job Title	Job Title	Brief description of the position held by an employee	Graduate Teaching Assistant
KSU Seniority Date	KSU Seniority Date	Date of employment with the university	7/13/2015
Last Name	Last Name	The employee's last name	Abaidoo
Mail Drop	Mail Drop	Mail Box location for employee on campus or at Town Point	MD 9102
MI	Middle Initial	The employee's middle name	Ryan
Military Status	Military Status	Indicates if an employee has served in the military	Vietnam Era Veteran
Military Vets 100A	Military Vets 100A	Variable used for Federal reporting, gives a brief description about the number of veterans at the university and their veteran status	Active Wartime/Campaign Badge
Monthly Rate	Monthly Rate	Amount of money made in a month's time	\$411.56
Months in Job	Months in Job	How many months an employee has been working in their job position	11
Name	Name	Last, First, and Middle Initial of Employee's Legal Name	Mager, Mindy L
Pay Group	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	43A
Pay Type	Pay Type	Pay type for the employee. Can either be Exempt(E), Hourly (H), or Salaried(S)	H
Position	Position	Title of the position in which the employee holds	Professor Emeritus
Posn No	Position Number	The number of the position during the job posting process	43005530
Race	Race	Race classification of the employee	Asian
RecNo	Record Number	The employee's ADP Record Number	0
Reg_Temp	Regular/Temporary	Regular or Temporary employee indicator	R
Reports To	Reports To	The name of the person who approved the employee's eTime records	Smith,John
Salary Plan	Salary Plan	Salary plan for the employee. Can either be Exempt(43E), Faculty(43F), Non-exempt(43N) or Salaried(43S).	43S

SSN	Social Security Number	Social Security number of employee	000-00-0000
Std Hours	Standard Hours	The standard hours per week for the employee	40
Supv Name	Supervisor Name	Supervisor's first and last name, and middle initial	Gainey, Barnara S.
USG Service Date	University System of Georgia Service Date	Date of employment with the University of Georgia system	6/21/1999
Years in Job	Years in Job	Number of years the employee has worked in their position	4