

### Snapshot Name- Daily Active EEs Snap

Description- Shows all active employees along with various job and contact information

Field Name	Full Name	Description	Example
Action	Action	Displays information about the filled job position	REH
Accr Prof	Accrual Profile	Vacation and Sick Time statistics recorded in ADP	83.00-Temp Workers, Students
Annual Rate	Annual Rate	The total annual rate of gross pay for the employee	\$20,000
Base Ben Rate	Base Benefits Rate	The rate used to calculate benefits amounts for the employee	\$80,546.00
Ben Event Date	Benefits Event Date	The date at which the employee is eligible for benefits	7/13/2015
Ben Program	Benefit Program	Indicates the employee type. Can be 43N-Non-Exempt, 43F-Faculty, 43H-Hourly, and 43S-Salaried	43F
Birth Date	Birth Date	The birth date of the employee	2/23/1962
Bus Title	Business Title	Organization Title, employees are recorded as *FIS*	Assistant Director of Compliance
Dept ID	Department ID	The description of the Home Department	4301007052
Department	Department	The name of the department where the employee will be working in	AAF-Graduate Admission
Division	Division	The Division under which the Home Department falls	HHS
EE Status	Employee Status	The status of the employee. They fall under the following categories: A(Active), P(Leave with pay), L(Leave without pay), T(Terminated), D(Death), or R(Retired)	A
EEO Class	Equal Employment Opportunity Class	EEO is the employment practice where employers do not engage in activities prohibited by law. It is illegal for employees to discriminate against an applicant/employee on the basis of race, color, age, sex, religion or national origin.	None of the Above
Effective Dt	Effective Date	The effective date of the last record change	7/1/2015
EMAIL Address	Email	Primary email address for the employee	xxxx@xxx.xxx
Empl ID	Employee ID	The ADP Employee Number	0067388
ERS Retiree	Employee Retirement System Retiree	Identifies if the employee is retired	Yes', 'No'
Etime Appr	Etime Approver	Lists the Etime Approver's ADP Employee ID	0067388

Etime Appr Name	Etime Approver Name	Lists the Etime Approver's First and Last Name	Abaidoo, Samuel
First Name	First Name	The employee's first name	Samuel
FLSA Status	Fair Labor Standards Act Status	Indicates how the employee is paid. They are either considered Administrative or Nonexempt.	Non-Exempt
Frequency	Frequency	How often the employee gets paid. They are either Bi-Weekly, Monthly, or Non-Paid.	Monthly
FT_PT	Full Time_Part Time	Full-Time or Part-Time indicator	F
Grade	Grade	Salary grades for job positions for employees	E1F
Hire Date	Hire Date	Date at which the employee is hired for their job position	7/17/2015
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	7/17/2015
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 ID	KSU ID	A unique number assigned to each employee that serves to easily identify individuals	0001111111
KSU Seniority Date	KSU Seniority Date	Date of employment with the university	7/17/2015
KSU Service Months	KSU Service Months	How many months an employee has been working for KSU	11 (months)
KSU Service Years	KSU Service Years	How many years an employee has been working for KSU	30 (years)
Last Name	Last Name	The Employee's legal last name	Abaidoo
Location	Location	Primary location where the employee works	430SP
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
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 the 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 Rule	Pay Rule	The classification in which you earn time.	45
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 Entry Date	Position Entry Date	The date the employee entered a position	4/3/2015
Posn No	Position Number	The number of the position during the job posting process	43005530
Reason	Reason	Displays information about the employee status	REG
RecNo	Record Number	The employee's ADP Record Number	2
Rehire Date	Rehire Date	The date the employee is rehired for a new opening	7/15/2015
Report Location	Report Location	The location where the employee reports to work	430
Reports To	Reports To	The ADP ID number of the employee who has individuals reporting to them	0069554
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 the employees	000-00-0000
Std Hours	Standard Hours Per Week	The average number of hours worked per week	40
Supv Name	Supervisor Name	Name of employee's supervisor	Brad Smith
TLM Etime Flag	TLM Etime Flag	Indicates if the employee has ETIME activated or not	"Y", "N"
TLM Pers Type	TLM Person Type	Indicates the employee classification code Ex. Is this person a manager, do they have a time stamp ect.	5
TRS Retirees	TRS Retirees	Indicates whether the employee is a TRS Retiree	"Y", "N"
USG Service Date	University System of Georgia Service Date	Date of employment with the University of Georgia system	1/8/2015
Years In Job	Years In Job	Number of years the employee has worked in their position	4