California Community Colleges
Management Information System
Data Element Dictionary

Employee Demographic Data Elements

<table>
<thead>
<tr>
<th>DED#</th>
<th>DATA ELEMENT NAME</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB00</td>
<td>EMPLOYEE IDENTIFIER</td>
<td>X(09)</td>
</tr>
</tbody>
</table>

This element uniquely identifies an employee within a district. All individual employee data must be identified by this element. It is highly recommended that Social Security Numbers (SSN) be reported.

**Coding Meaning**

<table>
<thead>
<tr>
<th>SSN</th>
<th>If the employee Social Security Number (SSN) is known, use the dern thing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Number</td>
<td>If SSN is not known, use a District-Assigned Unique Number. Left-justify, and if less than 9 characters, fill to the right with blanks (not zeros.)</td>
</tr>
</tbody>
</table>

**EB00 EMPLOYEE IDENTIFIER**

**Processing Edits**

The next element, Employee Identifier Status (EB01), is used to indicate which of the above methods is used.

**FIELD CHECK**

Must be greater than spaces.

**INTEGRITY CHECK**

If the Employee ID Status (EB01) is an S (indicating a SSN), then this element must be in the SSN format or

If the Employee ID Status (EB01) is a C (indicating a district-assigned unique number), then this element must be greater than spaces.

**REFERENTIAL CHECK**

If Employee Classification = P, Assignment Type must = CA, NA, AL, SL, CL, IL, NL, AN, SN, CN, IN, NN, AP, SP, CP, IP, NP, AR, SR, CR, IR, or NR

If Employee Classification = T, Assignment Type = AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AF, CF, IF, or NF

If Employee Classification = A, R, or C, Assignment Type must = AL, CL, NL, AN, CN, IN, NN, CO, NO, AP, CP, IP, NP, AR, CR, IR, or NR

If an EB record is reported with a term submission, there must be at least one XE record reported.
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<table>
<thead>
<tr>
<th>Change History</th>
</tr>
</thead>
</table>
| **Revision: 03/10/00**  
This element uniquely identifies an employee within a district. All individual employee data must be identified by this element. It is highly recommended that Social Security Number (SSN) be reported. |
| **Revision: 08/01/94**  
Changed Coding Instruction (2) Correct (EB02) to (EB01) |
| **Implement: 10/01/92 Original** |