Employee Salary Data System (EMPSAL)

System Specifications

February 11, 2025

BOARD of REGENTS
STATE OF LOUISIANA

Memorandum to Users

February 11, 2025

Employee Level Code **17** for **Librarian (with Faculty Rank)** was inadvertently omitted from the specifications during the 2020 update. The code has now been added.

January 29, 2025

Effective with the 4th Quarter of Fiscal Year 2025, Faculty Discipline has been added as new data field to collect the 4-digit CIP code for the primary discipline of the course(s) taught by Instructional Faculty. Instructional faculty are designated with an EEO Category of “2” for Faculty, with a Primary Function of “IN” for instruction. This field has been added to the end of the file layout. See *Record Description* and *Definitions* for implementation of this new field.

Note: All Prior Memorandums can be found in Appendix C.

System Specifications

Due Date:	Quarter 2, due November 15th Quarter 4, due May 15th
Report Scope:	Report all employees that are earning compensation as of the effective salary as of date.
Reporting Medium:	The reporting medium will be via a web application. Users will be able to upload, edit, and view data with the following file format: CSV (comma separated value) file format with the record layout specified in appendix B of this documentation. This will accommodate converted Excel or Access data files. A separate “Web User Guide” is available within the online Employee Salary Data System Web tool that includes detailed steps for the process of uploading, editing, posting, and certifying the institutions’ data.

Instructions

The Board of Regents is charged by the constitution to plan, coordinate, and exercise budgetary responsibility for all public postsecondary education. The board has other powers, duties, and responsibilities specified by law, one of which is to be the representative of public higher education and be responsible for providing advice and recommendations concerning higher education to the governor and the legislature. In fulfilling that role it is expected that the board will maintain adequate and appropriate information and data relevant to the operations and affairs of postsecondary education. The Board of Regents must be prepared to provide the Governor's Office, the state Division of Administration, other state departments and agencies, the legislature, its agencies and staff, and the general public information relative to the many and various aspects of postsecondary education.

The Board of Regents must be capable of providing meaningful, current and accurate data relative to the status and needs of the postsecondary education systems and institutions of the state. Of particular interest and significance are the adequacy and appropriateness of financial resources and their use. Nowhere is this interest more focused than in the area of faculty and staff salaries and compensation. Since adequate salaries and compensation are key factors in attracting faculty and staff necessary to assure the quality and stature of Louisiana's postsecondary education institutions, relevant and timely data is needed to document and justify additional resources needed to maintain competitiveness in the market.

Louisiana, as do most state public higher education systems, has a unique governance and management structure. Although certain portions and aspects of the system can be described as "centralized", overall the management and personnel/payroll functions of the system are not organized into a consolidated operation even by system. The predominant approach is to have individual institutions responsible and in control of their own personnel and payroll systems. This relatively decentralized system of personnel and payroll activities and responsibilities provides challenges with respect to reporting, analyzing, budgeting and projecting personnel, their costs and their salary needs.

Past efforts by the Board of Regents to establish personnel and salary data collections and systems have attempted to address a variety of information and analytical needs through a minimum of data submissions by systems and institutions. These data collections have tried to integrate personnel data on specific individuals with budgetary information on personnel funding for both informational and budgetary purposes. This has resulted in data collections which failed to answer either information need adequately or appropriately. It has been determined that it is in the best interest of the postsecondary education community to distinguish the data needed on specific individual employees from the data needed on personnel for budgeting purposes. The data sought through this Employee Salary Data System will be collected in an effort to address the specific issues related to personnel actually employed by institutions and systems and earning compensation at a point in time. This data will provide the Board of Regents the capability to respond to informational inquiries from the state administration and the legislature as to specific types of personnel and salary information. This data can also serve to provide the basis upon which to estimate and determine allocations of faculty and other salary pay funds as may be provided by the administration and the legislature. These allocations have, by practice, been based upon actual faculty on-board at a point in time and their actual salary levels.

It is also the intent of these changes in approach to the salary data base submissions to have institutions convert their preparation and submission to a "production" type report. Once institutions have developed the means by which the reporting process is an automated one, it is hoped the burden on campus personnel can be lessened. An additional objective is to provide the Board of Regents data which is more consistent, uniform, and accurate.

Since this Employee Salary Data System will reflect only personnel earning compensation at a point in time, it will not in the aggregate correspond to budgeted amounts for personnel services as reflected in the operating budget submissions. Documentation needed relative to budget requests/proposals is currently under discussion and negotiation with administration officials. It is anticipated that presentations and schedules within the budget submission documents will become more summary in nature, while providing information more relevant to the “budgeting” process rather than reflective of specific individuals and salaries. Further clarity of how budget submissions will treat salary and compensation components of the budget requests/proposals will be provided as soon as those issues are resolved.

Regents’ Staff

General Reporting Information

This file submission should include all employees/staff earning compensation at your institution as of the effective salary "as of date" with regard to the respective reporting cycle.

- Employees that have not begun earning compensation due to an "appointment/hire" date **after** the referenced salary "as of" date should not be included in this file submission, regardless of whether or not they have a signed contract to begin employment. These employees are not considered to be earning compensation as of the reported salary date.
- Employees that have a termination date **prior to** the referenced salary "as of" date should not be included in this file submission, regardless of whether or not they have received a paycheck on or after the applicable date. These employees are not considered to be earning compensation as of the reported salary date.
- Employees that have been placed on unpaid furloughed or laid off due to budget constraints, enrollment loss, etc. **prior to** the referenced salary "as of" date should not be included in this file submission. These employees are not considered to be earning compensation as of the reported salary date.

For reporting Graduate assistants – designate the effort type as part-time with an EEO classification of Technical/Paraprofessional.

For reporting Tenure Track - employees/staff designated as faculty or in a position with faculty status (e.g. librarians with faculty rank), should be identified as either **T** (tenured), **O** (on tenure track), or **N** (not on tenure track or no tenure system in place). ALL other staff should be coded with a **W** (without faculty status).

For reporting Leave Status - employees/staff on leave should be coded as either: **S** (sabbatical leave); **L** (leave with pay)
– for any person that is on a pay status (excluding sabbatical) in which they are receiving **less than 100% of their normal annual pay rate**; or **O** (other leave) for any other long term leave not coded above. Employees/staff not on leave should be coded as **N** (not on leave). Note that this field refers to leave associated with a change in pay status, and does NOT apply to typical annual or sick leave in which the employees' pay status does not change.

Example 1:
On April 30, 2006 (the salary as of date) of the data submission, Professor Smith is on sabbatical leave earning 50% of his $75,000 salary which is paid all from general funds (Operating Budget Salary). Selected fields should be coded as follows:

Campus Percent Effort:	50
Operating Budget Salary:	37500
Total Base Salary:	37500
Leave Status:	S

Example 2:
On April 30, 2006 (the salary as of date) of the data submission, John Taylor is on FMLA leave earning all of his $25,000 salary which is paid all from restricted funds (Restricted Salary). Selected fields should be coded as follows:

Campus Percent Effort:	100
Restricted Salary:	25000
Total Base Salary:	25000
Leave Status:	O

Example 3:
On April 30, 2006 (the salary as of date) of the data submission, Associate Professor Wayne is on furlough earning 25% of his $45,000 salary which is paid 50% from restricted funds (Restricted Salary) and 50% from general funds (Operating Budget Salary). Selected fields should be coded as follows:

Campus Percent Effort:	25
Operating Budget Salary:	5625
Restricted Salary:	5625
Total Base Salary:	11250
Leave Status:	L

For institutions reporting on behalf of more than one campus (with multiple institution codes), only one file should be submitted. If multiple files are uploaded, the last one will replace any previous files.

For employees/staff receiving supplemental pay, report only the amount paid from the start of the fiscal year through the “salary as of date”. Do not include projected future compensation.

For the Agricultural Centers code employees/staff at their equivalent faculty rank, if applicable.

Record Description

Data Element Name	Code or Source of Code	Field Format	Field Length
Reporting Fiscal Year	"YYYY" *See Definitions*	PIC X(4)	4
Reporting Period Number	*See Definitions*	PIC X(1)	1
Fiscal Year Quarter 1	1		
Fiscal Year Quarter 2	2		
Fiscal Year Quarter 3	3		
Fiscal Year Quarter 4	4		
BOR Institution Code	*See Appendix A*	PIC X(2)	2
Employee Social Security Number	999999999	PIC X(9)	9
Employee ID Number	*See Definitions*	PIC X(12)	12
Employee Name	*See Definitions*		
Employee Last Name		PIC X(35)	35
Employee First Name		PIC X(35)	35
Employee Middle Name		PIC X(35)	35
Employee Name Suffix		PIC X(5)	5
Employee Birth Date	MM/DD/YYYY	PIC X(10)	10
Employee Gender	*See Definitions*	PIC X(1)	1
Male	M		
Female	F		
Employee Race	*See Definitions*	PIC X(1)	1
Asian	1		
American Indian or Alaskan Native	2		
Black, Non-Hispanic	3		
Hispanic	4		
Hawaiian/Other Pacific Islander	5		
White, Non-Hispanic	6		
Foreign/Non-Resident Alien	7		
Race/Ethnicity Unknown	8		
Two or More Races	9		
Effort Type	*See Definitions*	PIC X(1)	1
Part-time	P		
Full-time	F		
Campus Percent Effort	*See Definitions*	PIC 9(3)	3
Appointment Type Code	*See Definitions*	PIC X(1)	1
Academic (9/10) months	A		
Fiscal (11/12 months)	F		
Other	O		
Tenure Track	*See Definitions*	PIC X(1)	1
Tenured	T		
On Tenure Track	O		
Not on Tenure Track/No Tenure	N		
Without Faculty Status	W		
Blank	*Must be blank*	PIC X(7)	7

Data Element Name	Code or Source of Code	Field Format	Field Length
Operating Budget Salary	*See Definitions*	PIC 9(7)	7
Restricted Salary	*See Definitions*	PIC 9(7)	7
Auxiliary Salary	*See Definitions*	PIC 9(7)	7
Supplemental Salary Operating	*See Definitions*	PIC 9(7)	7
Supplemental Salary Other	*See Definitions*	PIC 9(7)	7
Total Base Salary	*See Definitions*	PIC 9(7)	7
Housing Supplement	*See Definitions*	PIC 9(7)	7
Automobile Supplement	*See Definitions*	PIC 9(7)	7
Retirement System	*See Definitions*	PIC X(1)	1
Teachers	T		
Teachers ORP	R		
State	S		
State ORP	E		
FICA	F		
Other	O		
Group Insurance Life	*See Definitions*	PIC X(1)	1
Yes	Y		
No	N		
Group Insurance Health	*See Definitions*	PIC X(1)	1
Yes	Y		
No	N		
Group Insurance Medicare	*See Definitions*	PIC X(1)	1
Yes	Y		
No	N		
Blank	*Must be blank*	PIC X(2)	2
Date of Market Rate Adjustment	*See Definitions*	PIC X(10)	10
Annual Market Rate Adjustment	*See Definitions*	PIC 9(6)	6
Employee Level Code	*See Definitions*	PIC X(2)	2
Employee Title Code/Civil Service Level	*See Definitions*	PIC X(5)	5
EEO Category Code	*See Definitions*	PIC X(1)	1
Exec/Administrative/Managerial	1		
Faculty	2		
Professionals (support/service)	3		
Technical and paraprofessional	4		
Clerical and secretarial	5		
Skilled Crafts	6		
Service/Maintenance	7		
Primary Function	*See Definitions*	PIC X(2)	2
Leave Status	*See Definitions*	PIC X(1)	1
Sabbatical leave	S		
Leave with pay	L		
Other leave	O		
Employee not on leave	N		
Primary Title	*See Definitions*	PIC X(120)	120
Standard Occupational Classification Code	*See Definitions*	PIC X(6)	6

Data Element Name	Code or Source of Code	Field Format	Field Length
Blank	*Must be blank*	PIC X(42)	42
Faculty Discipline	*See Definitions*	PIC X(4)	4

Definitions

Reporting Fiscal Year: Campuses should report the fiscal year, regardless of the term the data is collected in. For example employees reported for the fiscal year 2005-2006, regardless of the quarter, would be reported in the 2006 fiscal year.

Reporting Period Number:

Code	Term
2	fiscal year, quarter 2 (Oct., Nov., Dec.), salaries as of November 1st
4	fiscal year, quarter 4 (Apr., May, June), salaries as of May 1st

BOR Institution Code: A two-character code developed by the Board of Regents for Louisiana Institutions. The first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions.
See appendix A

Employee Social Security Number: The number assigned to the employee by the Social Security Administration. For those employees not having a Social Security number (e.g. foreign employees), the institution will assign an employee identifier. The employee identifier should include a "T" in the first position (indicating a temporary number), followed by the two-character Institutional Code in the next two positions. The remaining 6 positions can be assigned by the campus. In the event an employee without a Social Security number is issued one, the employee name and Social Security number (identifier) should be forwarded to the Board of Regents to update the employee's record. For those employees who are never issued a real social security number, the institution should retain the same temporary number throughout their reported employment at that institution.

Employee ID Number: Employee ID other than the social security number. This field is included to assist the campus' editing process. If your college does not assign employee ID's, insert the social security number (as reported previously).

Employee Name: The format of the name fields are as shown in the record layout of this document and consists of Last Name, First Name, and Middle Name/Initial, and Employee Name Suffix (Jr., Sr., etc.).
Middle Name/Initial and Suffix are optional fields

Employee Birth Date: The calendar date of birth as designated on the individual's legal birth registration or certificate:

Code birth month as 2 characters (e.g. 01 for January, 02 for February, etc.).
Code birth day as 2 characters (e.g. 01 for 1, 02 for 2, etc.).
Code the birth year as 4 characters (e.g. 1975)

The employee's birth date should be formatted as MM/DD/YYYY.

Employee Gender: Designate either M=Male or F=Female

Employee Race: Civil Rights Racial Category - an indication of the employee's ethnic origin. The codes to be used are as follows:

Code	Category	Description
1	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
4	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5	Hawaiian/Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6	White, Non-Hispanic	A person having origins in any of the original peoples of Europe.
7	Foreign/Non-Resident	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.
8	Race/Ethnicity Unknown	This category is used ONLY if the person did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the person in one of the aforementioned racial/ethnic categories during established employment procedures or in any post-employment identification or verification process.
9	Two or More Races	A person who has identified themselves in more than one of the aforementioned racial/ethnic categories, not including Hispanic.

Effort Type: Designate either P=Part-Time or F=Full-Time
Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract/teaching period is not considered in making the determination of full or part time, only the type of

appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.

Graduate assistants are considered part-time employees. If your institution classifies graduate assistants as full time, for purposes of this report code them as part-time.

Campus Percent Effort: Enter the proportion of time (percent) an employee is expected to devote to employment over the course of a 12 month period AT YOUR CAMPUS.
For example, an employee working half-time at your campus would be 50% and would be coded as **50**.

Appointment Type Code: Designate the appropriate code for each employee:

Code	Appointment Type	Description
A	Academic (9/10-month salary contracts/teaching periods)	The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for 2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or the equivalent.
F	Fiscal (11/12-month salary contracts/teaching periods)	The contracted period of staff who are employed for the entire year, usually a period of 11 or 12 months.
O	Other	

Tenure Track: Designate the appropriate code for each faculty member or employee with faculty rank:

Code	Tenure	Description
T	Tenured	Status of a personnel position with respect to permanence of the position.
O	On Tenure Track	Personnel positions that lead to consideration for tenure.
N	Not on Tenure Track/No Tenure System in Place	Faculty positions, or those positions with faculty rank (e.g. librarians with faculty rank) that are considered non-tenure earning positions.
W	Without Faculty Status	For positions other than faculty or those with faculty rank.

Operating Budget Salary: Enter the amount of the employee's annual salary that is charged to the Operating Budget (unrestricted) accounts as of the "salary as of date". Do not include any supplemental salary.
Note: Make NO adjustment for Academic/Fiscal employment status.
Annual operating salary of $65,500 would be coded as 65500. If none of the employee's annual salary is charged to the operating budget, report $0.

Restricted Salary: Enter the amount of the employee's annual salary that is charged to the restricted accounts such as grants and contracts and that are not reported in the Operating Budget Salary amount (unrestricted) or the Auxiliary Salary amount as of the "salary as of date". Do not include any supplemental salary.
Note: Make NO adjustment for Academic/Fiscal employment status.
Annual restricted salary of $35,000 would be coded as 35000. If none of the employee's annual salary is charged to a restricted account, report $0 (0).

Auxiliary Salary: Enter the amount of the employee's annual salary that is charged to the auxiliary accounts **not** reported in the Operating Budget Salary amount (unrestricted) or the Restricted Salary amount as of the "salary as of date". Do not include any supplemental salary.
Note: Make NO adjustment for Academic/Fiscal employment status.
Annual auxiliary salary of $45,250 would be coded as 45250. If none of the employee's annual salary is charged to an auxiliary account, report $0(0).

Supplemental Salary Operating: Enter the employee's supplemental salary amount (if any) for summer sessions and any other sessions **that run through the operating budget** as of the "salary as of date".
Supplemental salary of $5,250 would be coded as 5250. If the employee did not earn a supplemental salary (charged to the operating budget), report $0 (0).

Supplemental Salary Other: Enter the employee's supplemental salary amount (if any) earned with or through the university or related organizations as of the "salary as of date". This category is a catch all category and should include all items that comprise the employee's salary that is not reported in one of the other fields above. Items included here are things such as compensation from foundations and extraordinary employment contracts (i.e., coaches).
Supplemental salary of $7,000 would be coded as 7000. If the employee did not earn a supplemental, report $0 (0).

Total Base Salary: Enter the amount of the employee's base annual salary. This should be the sum of the amounts listed in the operating budget salary, restricted salary, and any auxiliary salary. Do not include supplemental salary.
Note: make NO adjustment for Academic/Fiscal employment status.
Annual total base salary of $75,000 would be coded as 75000.

Housing Supplement: Enter the employee's supplemental housing salary amount (if any) as of the "salary as of date". Annual housing supplement of $20,000 would be coded as 20000.
If the employee did not receive a housing supplement, report $0 (0). If the employee received housing, report $1(1).

Automobile Supplement: Enter the employee's supplemental automobile salary amount (if any) as of the "salary as of date".
Annual automobile supplement of $12,000 would be coded as 12000. If the employee did not receive an automobile supplement, report $0 (0).
If the employee received an automobile, report $1 (1).

Retirement System: Enter the employee retirement code.
T=Teacher R=Teacher ORP S=State E=State ORP F=FICA O=Other

Group Insurance Life: **Enter** the appropriate code, Y=Contributes or N=Does not Contribute

Group Insurance Health: Enter the appropriate code, Y=Contributes or N=Does not Contribute

Group Insurance Medicare: Enter the appropriate code if the employee contributes to the Medicare tax, Y=Contributes or N=Does not Contribute

Date of Market Rate Adjustment: FOR CLASSIFIED EMPLOYEES ONLY - **Enter the date of the market adjustment increase for the next Fiscal Year** (dates range from 07/01/20xx to 06/30/(20xx+1). Due to market rate adjustments occurring annually on the same day, the date should be reported as 7/15/20xx.

If the employee has reached their pay grade ceiling, please LEAVE BLANK.

Code the month as 2 characters (e.g. 01 for January, 02 for February, etc.).
Code the day as 2 characters (e.g. 01 for 1, 02 for 2, etc.).
Code the year as 4 characters. (e.g 2022)

The date of Market Rate Adjustment should be formatted as MM/DD/YYYY.

Note: Employee Level Code should be "99", if the employee is not a classified position, LEAVE BLANK.

Annual Market Rate Adjustment: FOR CLASSIFIED EMPLOYEES ONLY - Enter the amount of the employee's annual market adjustment increase (if any) as for the new fiscal year.
Example of format for data field: increase of $75 would be coded as 75.
Note: Employee Level Code should be "99", if the employee is not in a classified position, LEAVE BLANK.

Employee Level Code: Enter the appropriate employee level code:

01 Full Professor	10 Grad Assistant
02 Associate Professor	11 Adjunct Faculty
03 Assistant Professor	12 Other Unclassified
04 Instructor	13 Technical College Instructor
05 Librarian (w/o faculty rank)	14 Technical College Administrator
06 Teaching Associate	15 Technical College Other Professional
07 Research Associate	16 Laboratory School Employee
08 Library Associate (staff)	17 Librarian (with faculty rank)
09 Lecturer	99 Classified Employee

Employee Title Code/Civil Service Level: FOR CLASSIFIED EMPLOYEES ONLY - Enter the five-character Civil Service level of the employee (e.g. PS101, GS15, MS57).
Note: Employee Level Code should be "99", if the employee is not in a classified position, LEAVE BLANK.

EEO Category Code: This field is now mandatory, therefore blanks will NOT be accepted. The codes below must be used.

Enter the appropriate code for the employee's classification (as reported to IPEDS). Note: Employees must be assigned to ONE category based on work performed, skills, education, training and, credentials.

If an employee performs in more than one occupation, he/she should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, the employee should be included in the functional category (occupation) in which they spend the most time.

1 = Executive/administrative/managerial
Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment.

2 = Faculty
Institutional definition determines if an employee has faculty status.

3 = Other professionals (support/service)
Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or

higher or experience of such kind and amount as to provide a comparable background.

4 = Technical and paraprofessionals
Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2- year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a

supportive role, which usually requires less formal training and/or experience than normally required for professional status.

5 = Clerical and secretarial
Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office.

6 = Skilled crafts
Report all person who assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs.

7 = Service/Maintenance
Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property.

Primary Function:

IN = Instruction
RS = Research
PS = Public Service
AS = Academic Support (w/o Libraries)
LB = Libraries
SS = Student Services
IS = Institutional Support
SF = Scholarships/Fellowships
OP = Operation/Maintenance
AU =Auxiliary (w/o Athletics)
AT = Athletics
HP = Hospital
OT = Other

NOTE: Instruction combined with research and/or public service (IN/RS/PS)
Employees split between instruction or teaching, research, and public service with each of these functions as an integral component of his/her regular assignment should be coded as follows:

An employee who is 50 percent instruction and 50 percent research should be counted as IN.

An employee who is 50 percent research and 50 percent public service should be counted as RS.

An employee who is 40 percent instruction, 40 percent research, and 20 percent public service should be counted as IN.

Leave Status: Enter the appropriate code for each employee:

S = Sabbatical leave
L = Leave with pay - Any person that is on a pay status (excluding sabbatical) in which they are receiving less than 100% of their normal annual pay rate.
O = Other leave - Any other long term leave not coded above.

N = Employee not on leave

Primary Title: Enter the employee's primary job title.

Standard Occupational Classification Code: Enter the appropriate SOC code for each employee. For further details, visit the URL below:

http://www.bls.gov/soc/soc_structure_2010.pdf

The SOC should be reported at the same level as reported to IPEDS.

Faculty Discipline: Report the 4-digit CIP code for the primary discipline of the course(s) taught by both full-time and part-time **Instructional Faculty**. Instructional faculty are designated with an EEO Category of "2" for Faculty, with a Primary Function of "IN" for instruction.

Appendix A

BoR Institution Codes

See BOR Institution Codes

Appendix B

CSV [Comma-delimited Record Layout]

Data Element Name	Code or Source of Code	Field Position	Field Format	Field Length
Reporting Fiscal year [FYEAR]	YYYY See Definitions	1	Alpha-Numeric	4
Reporting Period Number [FPERIOD]	1, 2, 3, 4	2	Alpha-Numeric	1
BOR Institution Code [INSTCODE]	Appendix A	3	Alpha-Numeric	2
Employee Social Security Number [SSN]	999999999	4	Alpha-Numeric	9
Employee ID Number [EIN]	See Definitions	5	Alpha-Numeric	12
Employee Last Name [LNAME]		6	Character/Text	35
Employee First Name [FNAME]		7	Character/Text	35
Employee Middle Name [MNAME]		8	Character/Text	35
Employee Name Suffix [SUFFIX]		9	Character/Text	6
Employee Birth Date [BDATE]	MM/DD/YYYY	10	Date(MM/DD/YYYY)	10
Employee Gender [GENDER]	M, F	11	Character/Text	1
Employee Race [RACE]	1,2,3,4,5,6,7,8,9	12	Alpha-Numeric	1
Effort Type [EFFORT]	F, P	13	Character/Text	1
Campus Percent Effort [PCTEFF]	See Definitions	14	Numeric (3,0)	3
Appointment Type Code [APPTTYPE]	A, F, O	15	Character/Text	1
Tenure Track [TENURE]	T, O, N, W	16	Character/Text	1
Blank [FILLER1]	Must be blanks/spaces	17	Character/Text	7
Operating Budget Salary [OPSAL]	See Definitions	18	Numeric (7,0)	7
Restricted Salary [RSSAL]	See Definitions	19	Numeric (7,0)	7
Auxiliary Salary [AXSAL]	See Definitions	20	Numeric (7,0)	7
Suppl Salary Operating [SSOPR]	See Definitions	21	Numeric (7,0)	7

Data Element Name	Code or Source of Code	Field Position	Field Format	Field Length
Suppl Salary Other [SSOTH]	See Definitions	22	Numeric (7,0)	7
Total Base Salary [TBSAL]	See Definitions	23	Numeric (7,0)	7
Housing Supplement [HOUSEAMT]	See Definitions	24	Numeric (7,0)	7
Automobile Supplement [AUTOAMT]	See Definitions	25	Numeric (7,0)	7
Retirement System [RETIRE]	T, R, S, E, F, O	26	Character/Text	1
Group Insurance Life [GLIFE]	Y, N	27	Character/Text	1
Group Insurance Health [GHEALTH]	Y, N	28	Character/Text	1
Group Insurance Medicare [GMEDICARE]	Y, N	29	Character/Text	1
Blank [FILLER2]	Must be blanks/spaces	30	Character/Text	2
Date of Market Rate Adjustment	MM/DD/YYYY	31	Date(MM/DD/YYYY)	10
Annual Market Rate Adjustment [AMRA]		32	Numeric (6,0)	6
Employee Level Code [EMPLVL]	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 99	33	Alpha-Numeric	2
Employee Title Code/ Civil Service Code Level [TCODE]	See Definitions	34	Alpha-Numeric	5
EEO Category Code [EEOCAT]	Blank, 1, 2, 3, 4, 5, 6, 7	35	Alpha-Numeric	1
Primary Function [PFUNCTION]	IN, RS, PS, AS, LB, SS, IS, SF, OP, AU, AT, HP, OT	36	Character	2
Leave Status [LEAVE]	S, L, O, N	37	Character/Text	1
Primary Title [PTITLE]	See Definitions	38	Character/Text	120
Standard Occupat Class Code [SOC]	See Definitions	39	Character/Text	6
Blank [FILLER3]	Must be blanks/spaces	40	Character/Text	42
Faculty Discipline [FDISC]	See Definitions	41	Numeric (4,0)	4

Notes:

All fields MUST be included in file except Middle name, Name Suffix, and Date and amount of merit increase for unclassified personnel. Empty or NULL fields [see above] and Blank fields [FILLER1=FILLER3] should be reported as two consecutive field delimiters [,]. Numeric fields that are missing and/or null should be coded with 0.

Appendix C

Previous Memorandums

March 20, 2023
Memorandum to Users

Beginning with the 4th Quarter of Fiscal Year 2023, all data submissions must be submitted as a comma delimited file. The file may end in .CSV or .txt. The field length for the **Primary Title** field has been increased to 120 characters.

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July 1, 2018
Memorandum to Users

Effective July 1, 2018, Annual Performance Adjustment/Merit Increases are abolished. Effective July 15, 2018, all eligible classified employees will receive an annual increase in accordance with the new Market Adjustment Rule.

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January 15, 2015
Memorandum to Users

Beginning with the 2nd Quarter of 2014-2015, reporting the EEO Categories by institutions will no longer be optional but is now required. The reporting of the SOC codes will still be required. Please check the record layout below for details.

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April 8, 2014
Memorandum to Users

Beginning with the 4th Quarter of 2013-2014, the following changes take effect:
- The *Summary Report* will be generated automatically each time the *Detail Edit Report* is run and is free of errors.
- Along with the *Detail Edit Report*, campuses are required to review the *Summary Report* and attest to its accuracy. With the "Certify Data" step in the data submission process of the web tool, the campus will certify this review has been done.

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October 7, 2013
Memorandum to Users

Beginning with the 2nd Quarter of 2013-2014, institutions will report the Standard Occupational Classification (SOC) codes. Please check the record layout below for details.

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April 27, 2010
Memorandum to Users

Beginning Fall 2009-2010, institutions may report EMPSAL data using the newest ethnicity codes if they choose. However, the Board of Regents will not be implementing these new codes until Fall 2010-2011. In the meantime, the BoR editing process will:

a) cross-walk the new ethnicity code of 5 (Native Hawaiian or Other Pacific Islander) into the old ethnicity code of 1(Asian or Pacific Islander)

b) cross-walk the new ethnicity code of 9 (Two or more races) into the old ethnicity code of 8 (Race/Ethnicity Unknown).

Please keep this in mind in order to avoid confusion.

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April 27, 2008
Memorandum to Users

Beginning Fall 2009-2010, institutions may report EMPSAL data using the newest ethnicity codes if they choose. However, the Board of Regents will not be implementing these new codes until Fall 2010-2011. In the meantime, the BoR editing process will:

a) cross-walk the new ethnicity code of 5 (Native Hawaiian or Other Pacific Islander) into the old ethnicity code of 1(Asian or Pacific Islander)

b) cross-walk the new ethnicity code of 9 (Two or more races) into the old ethnicity code of 8 (Race/Ethnicity Unknown).

Please keep this in mind in order to avoid confusion.

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April 14, 2008
Memorandum to Users

The quarter 4 of fiscal year 2008, file submissions for the Employee Salary Data System are due on May 15, 2008. The reported employee and salary data are as of May 1, 2008.

There have been no changes to the system since the last reporting cycle. However, please use extreme caution when reporting effort type and campus percent effort. There should be no instances when an employee reported as part-time effort type should be coded as 100% campus percent effort.

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October 29, 2007
Memorandum to Users

The quarter 2 of fiscal year 2008, file submissions for the Employee Salary Data System are due on November 15, 2007. The reported employee and salary data are as of November 1, 2007.There have been no changes to the system since the last reporting cycle. It should be noted that extreme care should be taken to verify the integrity of the data submitted. These data are the source for estimating requested pay increase funds and civil service merit increases for Higher Education.

In addition to this file submission, all institutions that have Laboratory Schools must send a narrative explaining the various arrangements between the higher education institution and the local school boards and how the faculty and staff arrangements are made. This must be sent to Elizabeth Bentley-Smith, Deputy Commissioner for Finance and Administration at elizabeth.bentley-smith@laregents.edu.

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March 22, 2007
Memorandum to Users

The quarter 4 of fiscal year 2007, file submissions for the Employee Salary Data System are due on May 15, 2007. The reported employee and salary data are as of May 1, 2007.

Since the last reporting cycle, the following changes/upgrades have been made to the system:
1. Additional automated edits have been added to the system to verify the following:

- The Employee Title Code/Civil Service Level for classified employees is being coded correctly as an approved civil service code. (The field must consist of the first two bytes being alpha (A-Z) and the last three bytes being numeric (0-9)).

- The Bi-Weekly Merit Increase amount is reported as the actual amount of the increase on a biweekly basis and not the annualized amount after the increase.

2. An employee level code of 16 is being added for UNCLASSIFIED Laboratory School Employees. Only employees of the laboratory schools that are considered employees of the host university should be included in the database. The aforementioned employees should be coded with a primary function of Academic Support (AS). Classified employees of the lab school should still be coded to employee level code of 99 and the appropriate primary function.

During the last submission process, we also had problems with reporting of the next bi-weekly Merit date and amount. Please make sure that you are reporting the biweekly merit increase and date that will be realized in FY 2007-08 regardless of whether or not the employee has “officially” received the FY 2006-07 merit by the salary as of reporting date.

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10/13/2006
Memorandum to Users

For quarter 2 of fiscal year 2007, file submissions for the Employee Salary Data System are due on November 15,
2006. The reported employee and salary data are as of November 1, 2006.

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5/26/2006
Memorandum to Users

On May 4, 2006, the Board of Regents hosted an Employee Salary Data System Forum in the Louisiana Board Room at Baton Rouge Community College. At that time, Mr. Donald J. Vandal, Deputy Commissioner for Finance and Administration summarized the elements and requirements of this Employee Salary Data System and the need for quick turn around when reporting the 1st cycle in order for the Board of Regents to gather timely and accurate data for use in the allocation of the Governor’s proposed $31,167,478 in funding for a faculty pay increase.

We are, by way of this memorandum, requesting that institutions report information requested by the Employee Salary Data System for the 4th quarter of FY 2006. This request requires the data elements to be submitted for employees as of April 30, 2006 or the closest payroll to that date by the close of business on June 16, 2006. It is absolutely critical that data submissions be filed by this deadline. The collection vehicle for this cycle will be available to institutions beginning on June 1st. Since the Board of Regents staff hopes to bring the faculty salary funding allocation to our Board for approval at its June 22nd meeting, we would appreciate if data could be submitted even earlier than the June 16th deadline.

As was also mentioned at the forum, this collection vehicle will be utilized as the standard collection of Employee Salary Data and will be collected at least twice a year. The next reporting cycle to be reported will be the 2nd quarter of FY 2007 and will require that the data elements to be submitted for employees as of November 1, 2006 by the close of business on November 15, 2006.

We appreciate your cooperation in this endeavor and ask that any functional questions be directed to Elizabeth Bentley-Smith, Deputy Commissioner for Finance and Administration at elizabeth.bentley-smith@laregents.edu and any technical submittal questions be directed to helpdesk@laregents.edu or Karthik Poobal at karthik@laregents.edu .