PH-LVBAL-DEMO-DET
FILE: 068

This file contains leave balance and
demographic detail data for the month
end selected. The file is used as an interface
to in house accounting systems and for
reporting purposes.

This layout uses fields from several files. The
main driver is PH-LEAVE-BALANCE, File 62.

Selected for download by Month End Date

Field Name	Format	Length	Edit Mask	Beg. Pos.	End. Pos.	Edits
PERSON TYPE CODE	A	1		1	1	
E = employee						
C = candidate						
A = applicant						
WORKER TYPE	A	1		2	2	
P = pin						
W = win						
CONTRACTOR TYPE	A	1		3	3	
contains an 'x' if person is a contractor						
PIN WIN NUMBER	N	6		4	9	
Position Identification Number						
(PIN) is an identifier of a						
particular position. The PIN						
is unique for a position within						
an agency. The PIN must not be reused						
within an agency.						
PERSON SSN	A	9		10	18	
The social security number						
assigned by the federal						
government which uniquely						
identifies an individual						
LAST NAME	A	20		19	38	
Employee last name						
FIRST NAME	A	15		39	53	
Employee last name						

MIDDLE NAME	A	15			54	68	
Employee middle name							
Name Suffix	A	4			69	72	
Jr., Sr., etc…							
DATE OF BIRTH	A	8	CCYYMMDD		73	80	
Date person was born							
SEX	A	1			81	81	
Code assigned to determine a persons sex							
RACE	A	1			82	82	
Code assigned to determine persons race classification							
MAILING ADDRESS CITY	A	15			83	97	
Employee City							
MAILING ADDRESS PO BOX	A	12			98	109	
Employee Post Office Box							
MAILING ADDRESS STREET 1	A	40			110	149	
Employee Street Address							
MAILING ADDRESS STREET 2	A	40			150	189	
Employee Street Address cont.'							
MAILING ADDRESS STATE	A	2			190	191	
Employee State							
MAILING ADDRESS ZIP CODE	A	5			192	196	
Employee Zip first five							
MAILING ADDRESS ZIP CODE 2	A	7			197	203	
Employee Zip last seven							
PHONE AREA CODE	A	3			204	206	
Persons area code							
PHONE PREFIX	A	3			207	209	
First 3 digit of telephone number							

PHONE SUFFIX	A	4		210	213		
Last 4 digits of telephone number							
PHONE EXT.	A	5		214	218		
Persons ext.							
STATE HIRE DATE	A	8	CCYYMMDD	219	226		
Date employee hired with state							
FLSA IND	A	1		227	227		
E = exempt							
N = non-exempt/other							
H = non-exempt/hospitals							
P = non-exempt/Public Safety							
S = non-exempt/Hwy Patrol/Narcotics							
AGENCY HIRE DATE	A	8	CCYYMMDD	228	235		
Date employee hired with agency							
HOURLY SALARY INDICATOR	A	1		236	236		
A code that indicates how a							
person in this agency/pay frequency							
is to be paid (re: H = Hourly,							
S = Salary, etc.)							
GEO LOCATION	A	12		237	248		
A code that identifies the							
geological location require							
for the batch run.							
LEAVE BALANCE INFORMATION							
OCCURS 15 TIMES.							
ACCRUAL CODES ARE							
BAL1 - BAL15							
BAL1 - personal	A	5		249	253		
AVAILABLE BALANCE	N	5.2	9(05)V99	254	260		
CURRENT ACCRUAL	N	5.2	9(05)V99	261	267		
CURRENT TAKEN	N	5.2	9(05)V99	268	274		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	275	281		
BAL2 - medical	A	5		282	286		
AVAILABLE BALANCE	N	5.2	9(05)V99	287	293		
CURRENT ACCRUAL	N	5.2	9(05)V99	294	300		
CURRENT TAKEN	N	5.2	9(05)V99	301	307		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	308	314		

BAL3 - FLSA comp time	A	5		315	319		
AVAILABLE BALANCE	N	5.2	9(05)V99	320	326		
CURRENT ACCRUAL	N	5.2	9(05)V99	327	333		
CURRENT TAKEN	N	5.2	9(05)V99	334	340		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	341	347		
BAL4 - Federal leave	A	5		348	352		
AVAILABLE BALANCE	N	5.2	9(05)V99	353	359		
CURRENT ACCRUAL	N	5.2	9(05)V99	360	366		
CURRENT TAKEN	N	5.2	9(05)V99	367	373		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	374	380		
BAL5 - military	A	5		381	385		
AVAILABLE BALANCE	N	5.2	9(05)V99	386	392		
CURRENT ACCRUAL	N	5.2	9(05)V99	393	399		
CURRENT TAKEN	N	5.2	9(05)V99	400	406		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	407	413		
BAL6 - Family Medical (FMLA)	A	5		414	418		
AVAILABLE BALANCE	N	5.2	9(05)V99	419	425		
CURRENT ACCRUAL	N	5.2	9(05)V99	426	432		
CURRENT TAKEN	N	5.2	9(05)V99	433	439		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	440	446		
BAL7 - floating holiday	A	5		447	451		
AVAILABLE BALANCE	N	5.2	9(05)V99	452	458		
CURRENT ACCRUAL	N	5.2	9(05)V99	459	465		
CURRENT TAKEN	N	5.2	9(05)V99	466	472		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	473	489		
BAL8 - Disaster	A	5		480	484		
AVAILABLE BALANCE	N	5.2	9(05)V99	485	491		
CURRENT ACCRUAL	N	5.2	9(05)V99	492	498		
CURRENT TAKEN	N	5.2	9(05)V99	499	505		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	506	512		
BAL9 - agency comp time	A	5		513	517		
AVAILABLE BALANCE	N	5.2	9(05)V99	518	524		
CURRENT ACCRUAL	N	5.2	9(05)V99	525	531		
CURRENT TAKEN	N	5.2	9(05)V99	532	538		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	539	545		
BAL10 - donated leave	A	5		546	550		
AVAILABLE BALANCE	N	5.2	9(05)V99	551	557		
CURRENT ACCRUAL	N	5.2	9(05)V99	558	564		
CURRENT TAKEN	N	5.2	9(05)V99	565	571		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	572	578		

BAL11 - Organ Donation	A	5		579	583		
AVAILABLE BALANCE	N	5.2	9(05)V99	584	590		
CURRENT ACCRUAL	N	5.2	9(05)V99	591	597		
CURRENT TAKEN	N	5.2	9(05)V99	598	604		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	605	611		
BAL12 - Bone Marrow Donation		5		612	616		
AVAILABLE BALANCE	N	5.2	9(05)V99	617	623		
CURRENT ACCRUAL	N	5.2	9(05)V99	624	630		
CURRENT TAKEN	N	5.2	9(05)V99	631	637		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	638	644		
BAL13 - Bal13- Blood Platelet Donation		5		645	649		
AVAILABLE BALANCE	N	5.2	9(05)V99	650	656		
CURRENT ACCRUAL	N	5.2	9(05)V99	657	663		
CURRENT TAKEN	N	5.2	9(05)V99	664	670		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	671	677		
BAL14 - Blood Donation		5		678	682		
AVAILABLE BALANCE	N	5.2	9(05)V99	683	689		
CURRENT ACCRUAL	N	5.2	9(05)V99	690	696		
CURRENT TAKEN	N	5.2	9(05)V99	697	703		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	704	710		
BAL15 - FMLA Military		5		711	715		
AVAILABLE BALANCE	N	5.2	9(05)V99	716	722		
CURRENT ACCRUAL	N	5.2	9(05)V99	723	729		
CURRENT TAKEN	N	5.2	9(05)V99	730	736		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	737	743		
BAL19 – COVID-19 80 HOURS		5		744	748		
AVAILABLE BALANCE	N	5.2	9(05)V99	749	755		
CURRENT ACCRUAL	N	5.2	9(05)V99	756	762		
CURRENT TAKEN	N	5.2	9(05)V99	763	769		
ACCRUAL FOR MONTH	N	5.2	9(05)V99	770	776		
AGENCY TERMINATION DATE	A	8	CCYYMMDD	777	784		
Date employee terminates from agency							
PID-9BYTES	A	9		785	793		
LAST 9 BYTES OF PERSON IDENTIFICATION NO.							
FMLA-DATE	A	8	CCYYMMDD	794	801		
Used with Accrual Code -BAL6 ONLY							
SEPARATION REASON	A	2		802	803		
Reason Employee Separated **							
OCCUPATION CODE	N	9		804	812		
MONTH END DATE	A	8	CCYYMMDD	813	820		

FILLER	A	180		821	1000		
** Separation reason codes							
_ DH	Death						
_ DS	Dismissed						
_ LE	Leave of Absence - Education Reasons						
_ LF	Leave of Absence - Family & Medical Leave Act						
_ LH	Leave of Absence - Health Reasons						
_ LM	Leave of Absence - Military reasons						
_ LO	Leave of Absence - Other						
_ NR	Did not Report						
_ OT	Other - Seasonal Employees						
_ RA	RIF, Intra-agency Transfer (Within Master AG)						
_ RE	RIF, Inter-agency Transfer (Not In Master AG)						
_ RF	RIF, Reduction in Force						
_ RL	Resigned - Leaving State Government						
_ RT	Retired						
_ RW	Resigned - Contract Worker/Other WIN						
_ TA	Transfer-Appropriation Bill Mandated						
_ TF	Transfer - DFA Approved Position Transfer						
_ TI	TRANSFER, INTRA-AGENCY POSITION TRANSFER (SWAP)						
_ TP	TRANSFER - INTER-AGENCY (NOT IN MASTER AGENCY)						
_ TR	TRANSFER - INTRA-AGENCY (WITHIN MASTER AGENCY)						