

				Revised:	2/19/2026		
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			
BAL16 - Parental Leave		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			
BAL19 - COVID-19 80 HOURS		5		777	781			
AVAILABLE BALANCE	N	5.2	9(05)V99	782	788			
CURRENT ACCRUAL	N	5.2	9(05)V99	789	795			
CURRENT TAKEN	N	5.2	9(05)V99	796	802			
ACCRUAL FOR MONTH	N	5.2	9(05)V99	803	809			
AGENCY TERMINATION DATE	A	8	CCYYMMDD	810	817			
Date employee terminates from agency								
PID-9BYTES	A	9		818	826			
LAST 9 BYTES OF PERSON IDENTIFICATION NO.								
FMLA-DATE	A	8	CCYYMMDD	827	834			
Used with Accrual Code -BAL6 ONLY								
SEPARATION REASON	A	2		835	836			
Reason Employee Separated **								
OCCUPATION CODE	N	9		837	845			
MONTH END DATE	A	8	CCYYMMDD	846	853			
FILLER	A	#		854	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)								

