## **Annual State Employee Salary Database**

## **Higher Education Data File Specification**

## Updated March 2020

File Attributes

|  |  |
| --- | --- |
| File Name | Four-year institutions: XXX\_yyyy\_salaries.txt where XXX is the three-digit agency code and yyyy is the four-digit year. Example: 360\_2018\_salaries.txt  Data for SBCTC and the community and technical colleges should be sent in a single file with the format CTC\_yyyy\_salaries.txt |
| File Type | Tab delimited text file  Column data should **not** have single or double quotes around the data.  Examples: Johnson ***not*** “Johnson” or ‘Johnson’  01/05/1980 ***not*** “01/05/1980” or ‘01/05/1980’ |
| File Transfer | SFT (sft.wa.gov – use the same SFT account and target location as when sending HR data files each pay period. |
| Other | Do ***not*** send data for student employees.  Do ***not*** send data for employees who were under age 18 during the earnings year. |

Field Attributes

| Order | Data Element | Data Format | Size | Comment |
| --- | --- | --- | --- | --- |
| 1 | calendar\_year\_num | character | 4 | The calendar year of the earnings data |
| 2 | agency | character | 3 | Three-digit agency code |
| 3 | personnel\_num | character | 9 | A unique generated number or combination of letters and numbers assigned to protect the identity of an employee (the same number sent in the HR data provided to OFM/WaTech each pay period, **i.e. should contain the same number of leading zeros**). This is **not** the employee’s Social Security Number. |
| 4 | employee\_last\_name | character | 40 | Employee’s last name. Ensure the following:   * No titles (Dr, PhD, etc.), pronouns, quotes instead of names * No period after name * Full name, not just initial |
| 5 | employee\_first\_name | character | 40 | Employee’s first name   * No titles (Dr, PhD, etc.), pronouns, quotes instead of names * No period after name * Full name, not just initial * Spaces between names |
| 6 | employee\_middle\_name | character | 40 | Employee’s middle name |
| 7 | job\_class\_code | character | 8 | 1. The code used to identify the job classification of the job held by **classified** employees. 2. For **non-classified** employees, it is preferred that you send the same job class code sent for the employee in the HR job data provided to OFM/WaTech each pay period. Otherwise, send 99999999. 3. Only general government and higher education job class codes from Washington State Human Resources are valid for classified employees. 4. Job Class Code cannot be blank or null. |
| 8 | job\_title | character | 80 | 1. All **classified** appointments must have standard official job class title for the job class code of the employee’s job. 2. All **exempt** appointments must have a job title that reflects the employee’s job or position. 3. The job title **cannot be blank**. |
| 9 | gross\_annual\_earnings | numeric(9,2) | 10 | Sum of gross earnings for the previous calendar year as a simple decimal number ***by employee and job title*** with **no $ or commas**. If an employee changed positions during the year, there will be a record for each position (defined by unique job title) and the **earnings should be by position (not a total for all positions**).  Example: 54321.00 – NOT $54,321.00 |
| 10 | person\_birth\_date | Character | 10 | The employees date of birth in mm/dd/yyyy format.  Example: 01/05/1980. *Will be used to verify no records are included for employees that were under age 18 during the earnings year.* |