## **Annual State Employee Salary Database**

## **Higher Education Data File Specification**

## Updated November 2022

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| --- | --- |
| 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 | Use the same account and target location as when sending HR data files each pay period.  |
| When**Critical Data Notes** | **By 1/31/2023*** Do ***not*** send data for student employees.
* Do ***not*** send data for employees who were under age 18 during the earnings year.
* Redact any employee identifying information as required by the Secretary of States Address Confidentially Program (ACP) or other legally allowed redaction prior to submitting file to OFM
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| **FILE ATTRIBUTES** |
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| 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 legal last name. Ensure the following:* No titles (Dr, PhD, etc.), pronouns, quotes instead of names
* No period after name
* Full name, not just initial, not blank
 |
| 5 | employee\_first\_name | character | 40 | Employee’s legal first name* No titles (Dr, PhD, etc.), pronouns, quotes instead of names
* No period after name
* Full name, not just initial, not blank
* Spaces between names
 |
| 6 | job\_class\_code | character | 8 | 1. The code used to identify the job classification of the job held by anemployee.
2. **Classified employees**: only general government and higher education job class codes from Washington State Human Resources are valid.
3. **Non-classified/exempt employees**: use the same job class code sent for the employee in the HR job data provided to OFM/WaTech each pay period. If there is not an existing non-classified/exempt job\_class\_code, send 99999999.
4. **Job Class Code cannot be blank or null**.
 |
| 7 | job\_title | character | 80 | 1. All appointments must have a standard job class title for the job class code of the employee’s job.

**Classified employees**: use the standard job class titles from Washington State Human Resources.**Non-classified/exempt employees**: use the same job class title sent for the employee in the HR job data provided to OFM/WaTech each pay period.1. **Job Title cannot be blank or null**.
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| 8 | 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 |