

OIS STAFF DATABASE

A Repository of Data Pertaining to
University of Washington Staff

as of October 20, 1998

TABLE OF CONTENTS

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Introduction

The OIS Staff Database covers all persons employed at the University of Washington beginning with Autumn Quarter, 1997. Staff, as defined by this database, are all persons who hold an appointment from the University of Washington. The OIS Staff Database covers staffing at the Seattle, Bothell and Tacoma campuses, includes the University Medical Centers, and all other University of Washington satellite locations.

All staffing information is taken from the University Staffing and Personnel Information Systems. The OIS Staff Database is constructed once each quarter, on or about mid-quarter.

All data is held in tables. A table is composed of columns and rows with the intersection of a column and row being either empty (null) or holding one and only one value. A table represents a thing, either tangible or intangible, such as a title or department. A column represents attributes or characteristics about the thing the table represents. A row represents a specific instance, such a particular FTE, represented by the table. Hence, every row and column intersection is a fact. Facts in a table may be accessed by instance (row), attribute (column) or instance and attribute combination.

An example of a table, representing baseball players who are pitchers, is shown below:

Pitcher	Hits	Strike Outs	Walks	Runs	Earned Runs	Innings Pitched
A	25	10	5	15	14	40
B	50	27	35	32	28	89
C	87	23	8	56	56	123
D	34	45	67	7	6	56
E	0	1	4	1	1	1

An example of accessing facts by column (attribute) is shown below:

How many runs were scored?

Runs
15
32
56
7
1

An example of accessing facts by instance (row) is shown below:

What are the statistics of pitcher C?

Pitcher	Hits	Strike Outs	Walks	Runs	Earned Runs	Innings Pitched
C	87	23	8	56	56	123

An example of accessing facts by column (attribute) and instance (row) is shown below:

What Pitchers had more than twenty (20) strike outs and how many strike outs did they have?

Pitcher	Strike Outs
B	27
C	23
D	45

Two or more tables may be used together. Use of two or more tables together is called a join. A join is accomplished by merging tables or parts of tables together on the basis of keys. Keys permit joining tables together on the basis of data values or, as they are sometimes called, facts.

In addition to the OIS Staff Database, a user may be able to access data in the OIS Student Database, OIS Finance, OIS Building and other databases as they become operational.

Purpose and Limitations of the Database

The purpose of the OIS Staff Database and related OIS databases is to provide a research, analysis and management data resource. These databases are organized around subjects such a staff appointment, department or job class. They are integrated in that subjects are related to one another. They are non-volatile in that

data is composed of condition snap shots and they are time-variant in that all data is stated as being current as of a particular time point.

These databases are a resource which should not be used to support ongoing administrative processes. These databases are not transaction processing systems. These databases reflect transactions processed only at the time the database is updated. As an example the database should not be used to determine the current level of staffing for a department, but may be used to determine the historical levels, as of the census date.

All data in the OIS Staff database is taken from University information systems. The accuracy of the database is no more accurate than the underlying data first created and stored in University information systems at the time the data is extracted. Every effort has been made to reliably and properly extract data from these information systems. But the OIS Staff Database can be no more accurate than the underlying sources.

Structure of the OIS Staff Database - An Overview

The OIS Staff Database is organized around five (5) primary tables. These tables are:

STAFF_EMPLOYEE_PERM
STAFF_EMPLOYEE_TERM
STAFF_EMPLOYEE_APPT
STAFF_EMPLOYEE_DIST
OIS_JOB_CLASS

These five (5) tables, for purposes of this documentation, are called data tables. The interrelationships of these data tables are shown on Chart 1.

In addition to the data tables the Database contains tables translating various coding schemes used in the data tables into English language phrases and labels. These coding scheme translation tables are called, for the purposes of this documentation, 'lookup' tables. Lookup tables used in the Database in conjunction with the core data tables are listed in Appendix A. Also shown are the data table key that should be used to navigate to the lookup table.

The OIS Staff Database tables are stored in a relational database. The primary and foreign keys used to navigate between the data tables and a selected group of the lookup tables in this database are shown in Appendix B.

This database may be accessed on the University of Washington campus network by addressing:

parnassus.u.washington.edu

To access the Database, an authorized user is required to use any Oracle Structured Query Language (SQL) tool or similar Oracle (version 7) compliant database Structured Query Language (SQL) tool. SQL tools may run on any operating system or platform (Windows, DOS, Unix, OS/2, Mac, etc.) utilizing an Open System Interface and TCP/IP communication protocol.¹ Example Oracle compliant SQL tools are MS Access with ODBC (Windows), GQL (Mac, Windows, and Unix), Q+E (Windows), Pablo Report Writer (Mac), SQL Assist Report Writer (Unix and Windows) and Brio Query Enterprise (Mac and Windows).

To receive authorization to access OIS Staff Database tables, and/or for assistance in using this data-source, please contact:

Eric Donohue
Office of Institutional Studies
127G Administration Building
Box 351263
(206) 543-8840
ericdo@u.washington.edu

¹ The configuration of the user may require the installation of Oracle SQL *Net - TCP/IP Adapter communications software.

OIS STAFF DATABASE DATA TABLES

The five (5) core data tables in the OIS Staff Database are:

STAFF_EMPLOYEE_PERM
STAFF_EMPLOYEE_TERM
STAFF_EMPLOYEE_APPT
STAFF_EMPLOYEE_DIST
OIS_JOB_CLASS

Staff_Employee_Perm

Each instance (sometimes called a row) in **Employee_Perm** is uniquely identified by **Employee_Key**. There is one and only one instance for each **Employee_Key**. **Employee_Key** represents a person who has, or has had, a staff appointment at the University of Washington and is the table's primary key (a primary key uniquely defines and is the basis of selection of a specific instance). A person has one and only one **Employee_Key** no matter when or how many appointments they have received at the University of Washington. Employees in the **Employee_Perm** table are those who held at least one appointment at the University of Washington as of mid-quarter, Autumn Quarter, 1997. The data in **Employee_Perm** are things about employees which are stable and are unlikely to change, such as birth date or first employment date. The **Employee_Perm** table is updated Quarterly, approximately at mid-quarter, based on the HEPPS employee profile as of the tenth day of the quarter.

Employee_Perm instance attributes are:

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EMPLOYEE_KEY	Text	9
DATE_OF_BIRTH	Date/Time	8
EMPLOYMENT_DATE	Date/Time	8
EMPLOYMENT_STATUS	Text	1
SEPARATE_REASON	Text	2
EMPLOYMENT_TYPE	Text	1
CITIZEN_VISA	Text	2
SEX	Text	1
RACE	Text	3
HISPANIC	Text	3
EDUCATION_LEVEL	Text	2

Actual Data View

EMPLOYEE_KEY	DATE_OF_BIRTH	EMPLOYMENT_DATE	EMPLOYMENT_STATUS	SEPARATE_REASON	EMPLOYMENT_TYPE	CITIZEN_VISA	SEX	RACE	HISPANIC	EDUCATION_LEVEL
1	11/26/1910	3/15/49		00	R	CT	M	800	999	00
10	8/8/45	9/15/77		00	F	CT	M	800	999	00
100	5/12/43	7/1/78		00	F	CT	M	800	999	11

1000	3/3/67	6/25/97		00	F	CT	F	800	999	10
10000	1/20/31	12/26/78		00	B	CT	F	800	999	06
10001	8/1/32	5/15/81		30	B	CT	F	800	999	04
10002	7/6/36	9/16/75		00	F	CT	M	800	999	11
10003	6/21/41	7/1/82		00	N	CT	M	800	999	00

Staff_Term

Each instance (or row) in **Staff_Term** is uniquely identified by a combination of Year, Quarter and Employee_Key. As in the **Staff_Perm** table, Employee_Key represents a person, but in the table **Staff_Term** an employee is defined by their state of employment as of the census date of the academic quarter. To be an entity in **Staff_Term**, a person must have at least one (1) appointment for the indicated Year and Quarter. The **Staff_Term** primary key is the combination of Year, Quarter and Employee_Key. There may be many instances in **Staff_Term** for a Employee_Key but there is one and only one for a Employee_Key for any Year **and** Quarter. Any employee with an appointment as of the tenth day of instruction for Autumn Quarter, 1997 or any Quarter thereafter is included in this table. A **Staff_Term** instance means that the person represented by the Employee_Key was employed with an appointment for that Year **and** Quarter as of the tenth instructional day. The **Staff_Term** attributes generally change from Quarter to Quarter. An example is Home_Org_Dept.

Instance attributes are:

Name	Type	Size
YEAR	Text	4
QUARTER	Text	1
EMPLOYEE_KEY	Text	9
HOME_ORG_DEPT	Text	7
PART_FULL	Text	1
PERM_TEMP	Text	1
TENURE_ELIG	Text	1
UW_SERVICE_PERIOD	Number (Double)	8
STUDENT_ID	Text	9
CITY	Text	16
STATE	Text	2
ZIP	Text	10
WORK_COUNTY	Text	2

YEAR	QUARTER	EMPLOYEE_KEY	HOME_ORG_DEPT	PART_FULL	PERM_TEMP	TENURE_ELIG	UW_SERVICE_PERIOD	STUDENT_ID	CITY	STATE	ZIP	WORK_COUNT_Y
1997	4	1	2640001	P	P	N	9	000000000	KOLOA	HI	96756-9612	17
1997	4	2	3040120	P	P	N	12	000000000	TACOMA	WA	98407	17
1997	4	3	3040112	P	P	N	12	000000000	SEATTLE	WA	98115	17
1997	4	4	3040112	P	P	N	12	000000000	REDMOND	WA	98052	17
1997	4	5	2620005	F	P		12	000000000	MERCER ISLAND	WA	98040	17

Staff_Employee_Appt

Each instance (or row) in **Staff_Employee_Appt** is uniquely identified by a combination of Year, Quarter, Employee_Key and Appt_Sequence_Number and represents an appointment of an employee. As in the **Employee_Term** table, Year,

Quarter and Employee_Key represents a staff appointment in a given year and quarter. Appt_Sequence_Number identifies one of potentially many appointments an employee may have (every employee has at least one appointment) . The **Staff_Employee_Appt** attributes may change from Quarter to Quarter.

Instance attributes are:

Name	Type	Size
YEAR	Text	4
QUARTER	Text	1
EMPLOYEE_KEY	Text	9
APPT_SEQUENCE_NUMBER	Text	2
APPT_ORG_DEPT	Text	7
APPT_BEGIN_DATE	Date/Time	8
APPT_END_DATE	Date/Time	8
APPT_ENTRY_DATE	Date/Time	8
APPT_STATUS	Text	1
JOB_CLASS	Text	6
PERCENT_FULL_TIME	Number (Double)	8
PAY_RATE	Number (Double)	8
RATE_CODE	Text	1
APPT_TERM	Number (Double)	8
WORK_STUDY_IND	Text	1
JOB_STEP	Text	3
ACTIVE_ON_CENSUS	Text	1
CENSUS_DIST_REG_PAY	Number (Double)	8
CENSUS_DIST_REG_PERCENT	Number (Double)	8

YEAR	QUARTER	EMPLOYEE_KEY	APPT_SEQUENCE_NUMBER	APPT_ORG_DEPT	APPT_BEGIN_DATE	APPT_END_DATE	APPT_ENTRY_DATE	APPT_STATUS
1997	4	486	01	2540786	9/16/97	6/15/98	9/16/97	A
1997	4	487	01	2160205	2/1/91	12/31/4712	2/1/91	A
1997	4	488	01	2540342	9/16/97	6/15/99	7/1/97	A
1997	4	489	02	3040112	9/16/96	12/31/4712	9/16/96	A
1997	4	490	01	3120206	3/1/97	12/31/4712	3/1/97	A

JOB_CLASS	PERCENT_FULL_TIME	PAY_RATE	RATE_CODE	APPT_TERM	WORK_STUDY_IND	JOB_STEP	ACTIVE_ON_CENSUS	CENSUS_DIST_REG_PAY	CENSUS_DIST_REG_PERCENT
0123	100	4951	M	9	0	290	T	4951	100
1433	100	3988	M	12	0	OFF	T	3988	100
0116	100	4480	M	9	0	255	T	4480	100
1509	100	4334	M	12	0	OFF	T	3467.2	80
6035	50	2497	M	12	0	M	T	2497	50

Staff_Employee_Dist

Each instance (or row) in **Staff_Employee_Dist** is uniquely identified by a combination of Year, Quarter, Employee_Key and Appt_Sequence_Number and represents an appointment of an employee. As in the **Staff_Employee_Appt**, table, Year, Quarter, Employee_Key, and Appt_Sequence_Number represents a staff appointment in a given year and quarter. The addition to this key of Dist_Index identifies one of potentially many distributions from one of many appointments an employee may have (every employee has at least one appointment and one distribution) . The **Staff_Employee_Dist** attributes may change from Quarter to Quarter.

Instance attributes are:

Name	Type	Size
YEAR	Text	4
QUARTER	Text	1
EMPLOYEE_KEY	Text	9
APPT_SEQUENCE_NUMBER	Text	2
DIST_INDEX	Text	1
DIST_BUDGET_NUMBER	Text	6
DIST_START_DATE	Date/Time	8
DIST_STOP_DATE	Date/Time	8
OBJECT_SUBOBJECT_CODE	Text	4
SUB_SUBOBJECT_CODE	Text	2
POSITION_NUMBER	Text	6
EARNINGS_TYPE	Text	3
DIST_PERCENT_TIME	Number (Double)	8
DIST_AMOUNT	Number (Double)	8
ACTIVE_ON_CENSUS	Text	1

YEAR	QUARTER	EMPLOYEE_KEY	APPT_SEQUENCE_NUMBER	DIST_INDEX	DIST_BUDGET_NUMBER	DIST_START_DATE	DIST_STOP_DATE
1997	4	122	02	4	140035	6/16/97	10/31/97
1997	4	123	01	1	075278	7/1/97	6/30/98
1997	4	124	01	1	061026	4/1/95	12/31/4712
1997	4	124	01	2	149459	11/11/92	12/31/4712
1997	4	125	01	1	013000	6/16/96	8/31/98
1997	4	126	01	1	679754	7/1/97	6/30/98

OBJECT_SUBOBJECT_CODE	SUB_SUBOBJECT_CODE	POSITION_NUMBER	EARNINGS_TYPE	DIST_PERCENT_TIME	DIST_AMOUNT	ACTIVE_ON_CENSUS
0180	09	0001	SOR	0	6.75	F
0110	02		C/A	0	0	T
0160	01	0009	REG	80	3300.8	T
0160	01	0023	REG	20	825.2	T
0180	07	0001	WOS	0	0	T
0180	07	0001	HRY	0	20	T

Staff_Job_Class

Each instance (or row) in **Staff_Job_Class** is uniquely identified by a combination of Year, Quarter and Job_Class and represents an appointment of an employee. A combination of year, quarter and job_class represents the various job classifications that existed at the University of Washington in a given year and quarter. This table² is based on the official rules used to classify employees at this university, and is unique to the OIS database.

Instance attributes are:

Name	Type	Size
YEAR	Text	4
QUARTER	Text	1

² Staff_Job_Class is really a database view; it is a compilation of information into a table view that meets the needs of the user. This is an extremely important link when breaking down staff to their job class types. Please refer to appendix (?) for a list of other views to use in conjunction with this "table" when doing this.

JOB_CLASS	Text	6
TITLE	Text	40
ABBREVIATED_TITLE	Text	20
MINIMUM_SALARY	Number (Double)	8
MAXIMUM_SALARY	Number (Double)	8
GRADE	Text	3
PAY_SCALE	Text	2
STATUS	Text	1
OFM_CATEGORY	Text	2
BUDGET_STEP	Text	3
OBJECT_SUBOBJECT_CODE	Text	4
MINIMUM_STEP	Text	3
MAXIMUM_STEP	Text	3
PERSONNEL_TYPE	Text	2
FAC_REP_CLASS	Text	3
TENURE	Text	1
TENURE_TRACK	Text	1
PROMOTION_REQUIRED	Text	1
IPEDS_REPORTED	Text	1
AAUDE_REPORTED	Text	1
REPORTING_RANK	Text	1

YEAR	QUARTER	JOB_CLASS	TITLE	ABBREVIATED_TITLE	MINIMUM_SALARY	MAXIMUM_SALARY	GRADE	PAY_SCALE	STATUS
1998	1	0101	PROFESSOR	PROFESSOR	4670	15986		F1	A
1998	1	0111	PROFESSOR WITHOUT TENURE	PROFESSOR WOT	4670	15986		F1	A
1998	1	0113	ASST PROFESSOR WITHOUT TENURE	ASST PROFESSOR WOT	3314	15986		F1	A
1998	1	0115	LECTURER FULL-TIME	LECTURER FULL-TIME	1981	15986		F1	A
1998	1	0117	SENIOR LECTURER	SENIOR LECTURER	1981	15986		F1	A

OFM_CATEGORY	BUDGET_STEP	OBJECT_SUBOBJECT_CODE	MINIMUM_STEP	MAXIMUM_STEP	PERSONNEL_TYPE	FAC_REP_CLASS	TENURE	TENURE_TRACK	PROMOTION_REQUIRED	IPEDS_REPORTED	AAUDE_REPORTED	REPORTING_RANK
11		011	300	700	20	P	T			T	T	1
11		011	300	700	20	P	F			T	T	1
11		011	180	700	20	ASP	F	T		T	T	3
11		011	000	700	23	I	F			T		5
11		011	000	700	23	I	F			T		5

Glossary (please refer to the data-dictionary: Appendix A)

EMPLOYEE_KEY is a unique identifier assigned to each person upon first appointment with the University and is retained by the person throughout their association with the University. The identifier is uniform across all OIS Staff Database tables. **EMPLOYEE_KEY** is independent of staff ID or social security number.

*Note: Staff ID and social security number are not publicly available in the OIS Staff database. In addition, a person assigned an **EMPLOYEE_KEY** may not have been on UW Payroll (example: a person attached to a grant or contract).*

BIRTH_DATE is the employee's Year, month and day of birth (MMDDYYYY).

EMPLOYMENT_DATE is the employee's Year, month and day of current employment period (MMDDYYYY). This period is defined by the last date of hire.

EMPLOYMENT_STATUS represents the following employment status types:

A	Active
L	Leave
N	Inactive
R	Retired
S	Separated

SEPARATE_REASON identifies the reason for which the individual was separated from the institution. Codes range between 10 and 80, and represent reasons of separation such as, but not limited to, the following:

10	Layoff	Reduction in work force
21	Termination	For cause
22	Denied Tenure	Tenure requirement not met
30	Retirement	Either mandatory or voluntary
61	Job connected disability	Unable to continue working
80	Death	Employee died

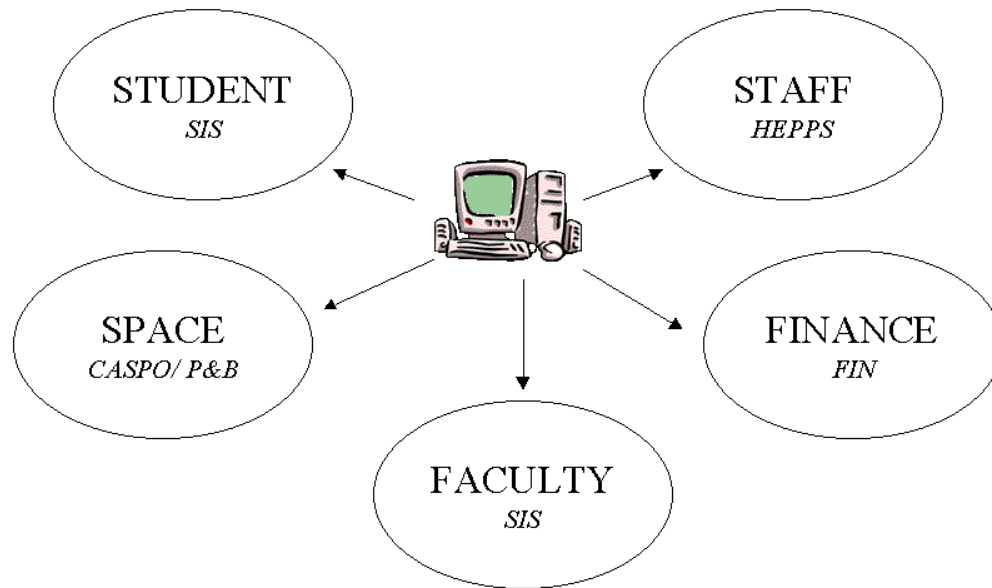
SEX M indicates male and F indicates female.

HISPANIC the self identified hispanic origin of the person. 999, 988 or 987 represent non-hispanic origin. Any other code represents a particular national hispanic origin. (See Lookup Table OIS_Ethnic_Code).

Note: Hispanic_Code and Ethnic_Code are separate. A FTE of any Ethnic_Code may be of any Hispanic_Code. In some University reporting, hispanic origin as recorded in Hispanic_Code is reported to the exclusion of ethnicity as recorded in Ethnic_Code.

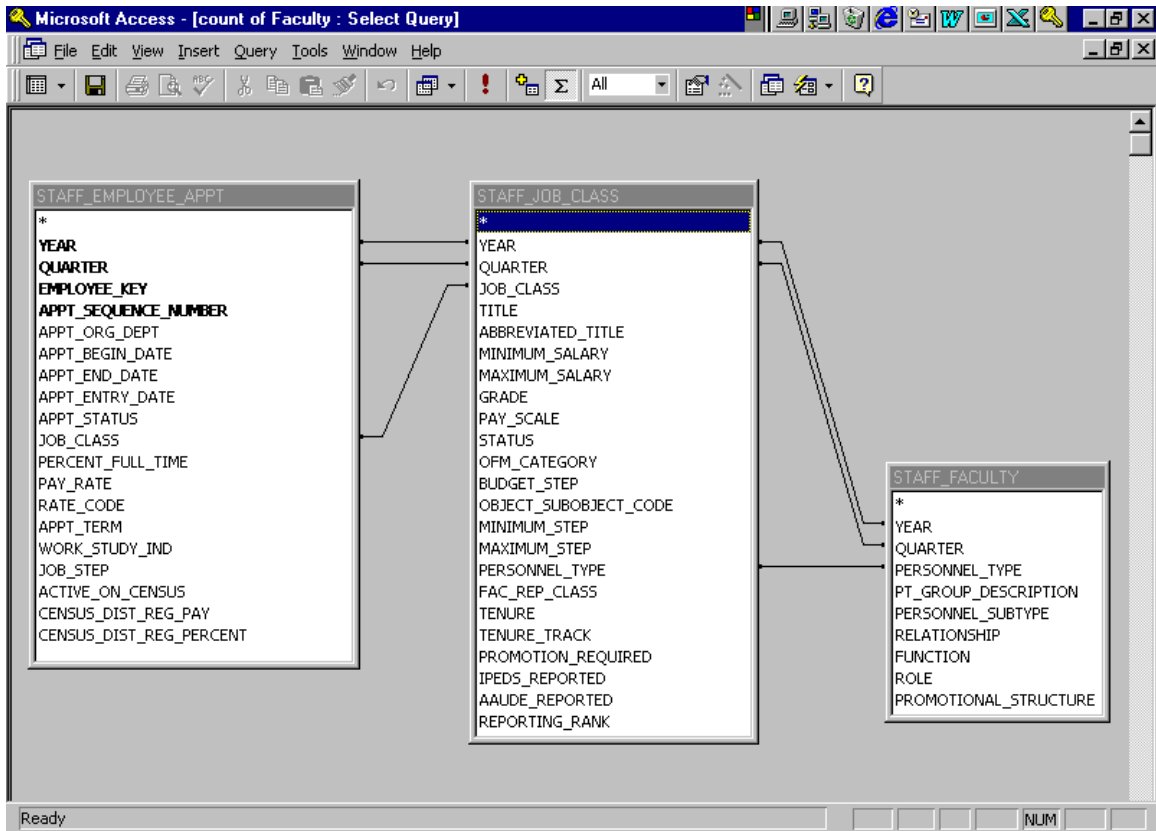
APPENDIX A

OIS DATABASE



OIS STAFF DATABASE - Examples

1. Sorting by Job_Class



Sorting by major job class is a difficult and cumbersome problem. The variety of staff and faculty, and the variety of interpretation of these positions, makes this process all the more difficult. In order to provide uniformity of terms and types, OIS provides 15 table views that break out the definition of the various major job classes at the UW. These descriptions (table views) are based upon the University Handbook's official descriptions, and can be used authoritatively when trying to query by major job class.

The example above shows the basic construct of how to build the foundational structure in MS Access to query by major job class. In this example, STAFF_FACULTY is the place-holder for the job-class views.

Job-class views:

STAFF_ACADEMIC_ADMINISTRATORS
 STAFF_ACADEMIC_PERSONNEL
 STAFF_AFFILIATES
 STAFF_ALL_PERSONNEL
 STAFF_CLASSIFIED_STAFF
 STAFF_CLINICALS
 STAFF_EDUCATIONAL_OUTREACH
 STAFF_FACULTY
 STAFF_GRADUATE_STUDENTS
 STAFF_LIBRARIANS
 STAFF_MISCELLANEOUS

STAFF_PERSONNEL_TYPE
 STAFF_PROFESSIONAL_STAFF
 STAFF_RESIDENTS_INTERNS
 STAFF_RETIREEES
 STAFF_STUDENT_EMPLOYEES

Note: You can sort by Job_Class code; this is a utility, but not the only method.

2. Personnel Types in OIS_STAFF

PERSONNEL_TYPE	PT_GROUP_DESCRIPTION	PERSONNEL_SUBTYPE	RELATIONSHIP	FUNCTION	ROLE	PROMOTIONAL_STRUCTURE
37	ACADEMIC PERSONNEL	ACADEMIC ADMINISTRATORS				
49	ACADEMIC PERSONNEL	AFFILIATES				
46	ACADEMIC PERSONNEL	CLINICALS				
72	ACADEMIC PERSONNEL	EDUCATIONAL OUTREACH				
03	ACADEMIC PERSONNEL	FACULTY	ADJUNCT			
06	ACADEMIC PERSONNEL	FACULTY	ANCILLIARY	AFFILIATE		
09	ACADEMIC PERSONNEL	FACULTY	ANCILLIARY	CLINICAL		
12	ACADEMIC PERSONNEL	FACULTY	ANCILLIARY	RETIRED		
17	ACADEMIC PERSONNEL	FACULTY	PRIMARY	NON-RESEARCH	ADMINISTRATOR	
20	ACADEMIC PERSONNEL	FACULTY	PRIMARY	NON-RESEARCH	REGULAR TEACHING	LADDER
23	ACADEMIC PERSONNEL	FACULTY	PRIMARY	NON-RESEARCH	REGULAR TEACHING	NON-LADDER
26	ACADEMIC PERSONNEL	FACULTY	PRIMARY	NON-RESEARCH	TEMPORARY TEACHING	
29	ACADEMIC PERSONNEL	FACULTY	PRIMARY	RESEARCH		
55	ACADEMIC PERSONNEL	GRADUATE STUDENTS	RESEARCH			
58	ACADEMIC PERSONNEL	GRADUATE STUDENTS	STAFF			
64	ACADEMIC PERSONNEL	GRADUATE STUDENTS	STIPEND/TRAINEE			
61	ACADEMIC PERSONNEL	GRADUATE STUDENTS	TEACHING			
31	ACADEMIC PERSONNEL	LIBRARIANS	ADMIN			
34	ACADEMIC PERSONNEL	LIBRARIANS	NON-ADMIN			
43	ACADEMIC PERSONNEL	MISCELLANEOUS				
40	ACADEMIC PERSONNEL	RESIDENTS/INTERNS				
52	ACADEMIC PERSONNEL	RETIREEES				
78	CLASSIFIED STAFF	CLASSIFIED	CONTRACT			
77	CLASSIFIED STAFF	CLASSIFIED	WPRB			
87	PROFESSIONAL STAFF	PROFESSIONAL				
67	STUDENT EMPLOYEE	NON-GRADUATE STUDENT	STIPEND/TRAI			
70	STUDENT EMPLOYEE	NON-GRADUATE STUDENT	STUD EMPLOYEE			