

Personnel Transaction Report Form Data Field Definitions

NAE Information

Obtain most demographic information from employment application such as name and address. Ask applicant at time of employment offer for social security number and date of birth. Please complete campus address, phone number and email at time of form completion.

Position Information

Position Title-As stated on Position Control Requisition and Job Description

Location- 1.Fort Leonard Wood-FLW 2.Main Campus-MC 3.Off Campus-OC

Department Name: clearly state and include 4 character Datatel acronym (i.e. Human Resources-HURS, Payroll-PAYL)

Job Classification Code:

1. Academic Administrative-AA
2. Administrative Officer-AD
3. Academic Faculty-AF
4. Administrative Staff-AS
5. Clerical/Secretarial-CS
6. Professional Staff-PS
7. Skilled Crafts-SC
8. Service Maintenance-SM
9. Student-SS
10. Casual-CA
11. Technical –TP
12. Research Faculty-RF

Position Type Code:

1. Permanent Full Time-PEFT
2. Permanent Part Time-PPTM
3. Temporary Part Time-TPTM
4. Temporary Full Time-TEFT
5. Student College Work Study-CWS
6. Student Departmental-STDL
7. Student Community Service-COMS

Pay Cycle Code:

- End of Month (monthly salaried, stipends)-EM
- Mid Month (employee hourly and student hourly)-MM

