

Annual Rate	Stated annual amount of base compensation paid to employee; assumes employee is working full-time throughout the entire calendar year.
Class Grade	The Grade Level of the Job Classification the employee is working in.
Comp Balance	Employee hours available to take paid compensatory time away from work in lieu of sick or vacation time. Not all employees are eligible to earn compensatory time.
Comp YTD Taken	Total compensatory hours taken or reported by the employee during the current calendar year. Compensatory hours can be reported in lieu of sick or vacation hours assuming the employee is or was eligible to earn comp time and has sufficient hours to do so.
Department Description	City organizational unit where employee is assigned to work; generally source of funding for employee wages and benefits.
Disabled	Indicates Yes or No if the employee has declared themselves as having a disability. This is self-reported by the employee.
EEO-4 Category	An official federal designation used to indicate a category of jobs or occupations. Each City job is assigned an appropriate designation and used for reporting employment figures to the U.S. Equal Employment Opportunity Commission on an annual basis.
Emplid	Unique identification number assigned to each employee by the City HRIS application.
Employee Class	Indicates employment status of the incumbent: Defaults from the position. If there is no position the user must select the appropriate class.
Employee Name	Employee's official name – should match name appearing on individual's Social Security Card.
Ethnicity	A person's identification or affiliation that results from racial or cultural ties.
FICA Status	Used for Payroll processing and indicates whether an employee has FICA deductions.
FLSA Status	Identifies Exempt/Non-Exempt status for the job code and should not be changed by users.
Full Time Equivalent (FTE)	Used to identify full-time and part-time budgeted positions. FTE should be blank for Permits, Details, Concurrent Jobs, intermittent and ancillary employees.
Full/Part Time	Indicates hours worked by the employee per week (e.g, 40 hours, 20 hours, etc.).
Gender	Identifies the gender of the employee (male or female)
Gross Wages	Total amount of wages an employee earns.

Job Entry Date	Identifies the date the employee began working in the Job Code.
Job Title	Name associated with the specific Job Code.
Last Hire Date	The most recent hire date for employees. Where there has been a break in service, this date will be different from the “Original Hire Date”.
Leave Accrual Date	This date drives the increases in the rate of vacation accrual.
Location Description	City organizational unit at lower level than Department where employee is assigned to work. This may or may not be the same as Department depending on the Department’s need to further segregate their department reporting structure.
Longevity Date	This data drives longevity pay. Only Central HR should change this date if necessary.
Officer Code	Indicates Sworn (Fire & Police only) or Non-Sworn (Civilian) status.
Original Hire Date	The date the employee was originally hired, this date never changes.
Overtime Earnings	The amount an employee earns as a result of working overtime hours.
Overtime Hours	The number of hours an employee works in a week that exceeds 40 hours. Please note there are exceptions to this and collective bargaining agreements should be consulted.
Pension Plan	The specific pension plan an employee is a member. In most cases this is determined by when the employee was hired and/or what department or organization the employee was hired into. For a listing of the specific pension plans, see the listing under Retirement Formulas below.
Position Number	A unique identifier assigned to a specific position for within the department.
Probation Date	This is the date the employee will complete their probation.
Rate Step	The employee’s current rate step on the salary schedule.
Record Number	Distinguishes between the employee’s primary job (Rcd# = 0) versus other detail assignments (Rcd# > 0).
Reg/Temp	Indicates permanence of employment status: Regular = Permanent; Temporary = Non Permanent; Seasonal is used only for Seasonal employees of certain unions (mostly Public Works) and ‘Code 8’ employees at the Park Board.
Regular Hours	The number of hours an employee works on a weekly basis. For full-time regular employees this number is 40.
Rehire Date	The date an employee that terminated their employment with City and/or one of the Independent Boards or Agency but was subsequently hired again
Reports To Name	Employee’s direct supervisor responsible for providing day-to-day direction to the employee, approving absences and timesheets, and conducting annual performance reviews.

Retirement Formulas	<p>PERA Normal Retirement - Age 65 with at least three years of service OR If hired before July 1, 1989, Rule of 90 (age + years of service = 90) qualifies for normal retirement.</p> <p>MERF - Age 60 with at least three years of service OR 30 years of service at any age.</p> <p>Police/Fire PERA - Age 55 with at least three years of service OR If hired before 7-1-1989 Rule of 90 (age + years of service = 90) qualifies for normal retirement.</p> <p>Fire Relief Association - Age 50 with 25 years of service provides the maximum benefit available for normal retirement.</p> <p>Police Relief Association - Age 50 with 25 years of service provides the maximum benefit available for normal retirement.</p> <p>MPHA Pension Plan - Age 65 is considered “normal retirement.”</p> <p>MCDAs Pension Plan - Age 65 is considered “normal retirement.”</p>
Review Due Date	The date the employee’s performance review should be completed.
Review Status	Indicates if the review has been Completed, Scheduled or Waived.
Review Type	Indicates either an Annual or Probation review.
Salary Grade	Labels the set of salary steps or range of salaries that are approved for the job title. This information defaults from the Position or Job Code.
Salary Plan	Labels the set of salary steps or range of salaries that are approved for the job title. This information defaults from the Position or Job Code.
Sick Balance	The number of hours of sick leave an employee has accrued and has available to use.
Sick YTD Taken	The number of sick leave hours an employee has used year to date.
Standard Hours	Full-time hours worked per week defaults from the Job Code. The standard hours should be changed for Part-time and intermittent employees. (most intermittent have 0 standard hours)
Status	Employment status with the City; “active” status generally applies to all employees currently working for the City, on a paid or unpaid leave of absence, or suspended from duty. Other employment statuses not considered “active” include retired, terminated, deceased, etc.
Union Code	Identifies the bargaining unit associated with the Job Code.
Vac Balance	The number of hours of vacation leave an employee has accrued and has available to use.
Vac YTD Taken	The number of hours of vacation leave an employee has used year to date.
Workforce Planning	Workforce Planning is a process designed to help management think about the future of their organization and to plan and identify the specific actions they will need to take to prepare their workforce and department for that future.