

**Corporate Personnel System (CPS) PPP710
Activity File
As of Release 1419 – 06/27/02**

Header Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	02	Location Code	n/a	A unique code assigned to each campus, lab or location (Hastings, ASUCLA)
3 – 11	09	ID	n/a	Value '00000000'
12 – 15	04 yymm	Activity Date	n/a	
16 – 17	02	Activity Update Number	n/a	
18 – 77	02	Activity Update Day	n/a	Occurs 30 Times
78 – 80	03	Filler	n/a	Value is spaces

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Detail Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	02	Location Code	n/a	A unique code assigned to each campus, lab or location (Hastings, ASUCLA)
3 – 11	09	Employee ID	n/a	A unique number assigned to the employee
12 – 17	6 mmdyy	Personnel Action Date	EDB0103	
18 – 19	2	Personnel Action Code	EDB0101 EDB0102	
20 – 21	2	Appointment Number	EDB2001	
22 – 25	4	Title code	EDB2006	
26	1	Error Correction Code	n/a	Value 'N'
27	1	Intercampus Action Code	n/a	Value 'Y' or 'N'
28 – 29	2	Filler	n/a	Value is spaces
30 – 33	4 99v99	Merit Percent	EDB0153	
34 – 35	2	Filler	n/a	Value is spaces
36 – 45	10 999999v9999 or 99999999v99	Appointment Pay Rate	EDB2014	Annual Pay Rate: 99999999v99 Hourly Pay Rate: 999999v9999
46	1	Appointment Rate Code	EDB2015	
47	1	Appointment Type Code	EDB2020	
48	1	Off/Above Scale Code	EDB2050	
49 – 50	2	Salary Grade	EDB2008	
51 – 55	5 9v9999	Appointment Time-Anticipated	EDB2012	Expressed as a decimal fraction of full time (full time = 1.00).
56 – 61	6	Account Number-Primary	EDB2044	
62	1	Location Code 2-Primary	n/a	Value '2' for Systemwide; '1' for Campuses
63	1	Location Code 3-Primary	n/a	Value is retrieved from campus Account Fund Profile
64 – 65	2	Employee Unit Code	EDB0255	
66	1	Special Handling Code	EDB0256	
67	1	Employee Unit Distribution Code	EDB0257	
68	1	Employee Representation Code	EDB0295	
69 – 72	4	Salary Step	EDB2049	
73 – 80	8	Filler	n/a	Value is spaces