

**Union Reporting File (PPP770)
As of Release 1826 – 06/30/08**

Union Activity File Header Record

Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1	1	Record Type		Value – Constant blank to denote header record
2	1			
3-4	2	Location – Key Field		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code – Key Field		Exclusively represented unit
8	1			
9-17	9	Header ID – Key Field		Value – Constant blank
18	1			
19-26	8 mddccyy	File Creation Date		
27-1265	1239	Filler		Value – Constant blank
1266	1	End of Record Flag		Value – Constant 'X'

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Union Activity File Detail Record

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Position	Length/ Format	Field Description	Data Element #	Comments
1	1	ADC Update Code		Values: A – Add D – Delete C Change
2	1			Value – Constant X'05'
3-4	2	Location – Key field		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code – Key Field		Exclusively Represented Unit
8	1			
9-17	9	Employee ID – Key Field		
18	1			
19-31	13	Action Description		Description of change
32	1			
33-58	26	Employee Name	EDB0105	
59	1			
60-63	4	Employee Name Suffix	EDB0106	
64	1			
65-94	30	Address Permanent Line One	EDB0204	
95	1			
96-125	30	Address Permanent Line Two	EDB0205	
126	1			
127-147	21	Address Permanent City	EDB0206	
148	1			
149-150	2	Address Permanent State	EDB0207	
151	1			
152-160	9	Address Permanent ZIP	EDB0208	
161	1			
162	1	Employee Organization Home Address Disclosure	EDB0247	
163	1			
164-173	10	Employee Home Phone	EDB0210	
174	1			
175	1	Employee Organization Phone Disclosure	EDB0248	
176	1			
177-186	10 ccyy-mm-dd	Most Recent Hire Date	EDB0113	
187	1			

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Position	Length/ Format	Field Description	Data Element #	Comments
188-197	10 ccyy-mm-dd	Earliest Appointment Begin Date in unit		
198	1			
199-208	10 ccyy-mm-dd	Latest Appointment Begin Date in unit		
209	1			
210-239	30	Home Department Address		From HME table
240	1			
241-270	30	Home Department Name		From HME table
271	1			
272-301	30	Employee Campus Work Address – Line 1	EDB0331	
302	1			
303-332	30	Employee Campus Work Address – Line 2	EDB0332	
333	1			
334-354	21	Employee Campus Work Address City	EDB0333	
355	1			
356-357	2	Employee Campus Work Address State	EDB0334	
358	1			
359-363	5	Employee Campus Work Address Zip	EDB0335	
364	1			
365-368	4	Employee Campus Work Address Zip + 4		
369	1			
370-379	10 ccyy-mm-dd	Employee Leave of Absence Begin Date	EDB0137	
380	1			
381-390	10 ccyy-mm-dd	Employee Leave of Absence Return Date	EDB0138	
391	1			
392-393	2	Leave of Absence Type Code	EDB0139	
394	1			
395-424	30	Leave of Absence Type Code Translation		From CTT table
425	1			
426-427	2	START Percentage	EDB0495	
428	1			

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Position	Length/ Format	Field Description	Data Element #	Comments
429-438	10 ccyy-mm-dd	START Begin Date	EDB0496	
439	1			
440-449	10 ccyy-mm-dd	START End Date	EDB0497	
450	1			
451-460	10 ccyy-mm-dd	Employee Separate Date	EDB0140	
461	1			
462-491	30	Separate Reason Code Translation		From CTT table
492	1			
493	1	Dues Deduction Indicator		Values – D (Regular Dues) F (Agency Fee) C (Conscientious Objector)
494	1			
495-500	6	Home Department Code	EDB0114	
501	1			
502	1	Department Location Indicator		From HME table
503	1			
504-533	30	FILLER		Value – constant blank For future expansion
534	1			
535-536	2	Number of reported Appointment Titles		Values: from 1 to 9
537- 1265	Occurs 9 times	Appointment data		(Each occurrence will be 81 columns) See Appointment Data below
1266	1	End of Record Flag		Value – Constant 'X'

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Union Activity File Detail Record – Appointment Data

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Relative Position	Length/Format	Field Description	Data Element #	Comments
1	1			
2-5	4	Title Code	EDB2006	
6	1			
7-36	30	Abbreviated Title Name		From TCT tables
37	1			
38-47	10	Annualized Pay Rate	EDB2014	
48	1			
49-53	5	Percent Full Time	EDB2012	
54	1			
55	1	Appointment Type	EDB2020	
56	1			
57-58	2	Title Unit Code	EDB2029	
59	1			
60	1	Appointment Representation Code	EDB2031	
61	1			
62-81	20	FILLER		Value – constant blanks For future expansion

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Union Activity File Trailer Record

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Position	Length/ Format	Field Description	Data Element #	Comments
1	1	Record Type		Value Constant 'T' to denote a trailer record
2	1			
3-4	2	Location		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code		Exclusively represented unit
8	1			
9-17	9	Trailer ID		Value – Constant '999999999'
18	1			
19-27	9	Total number of activity records written for this unit		
28-1265	1238	FILLER		Value – Constant blank
1266	1	End of Record Flag		Value – Constant 'X'