

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

Union History 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
1-2	2	Header Location – Key field		2-character code indicating the Location ID
3	1			
4-5	2	Header Unit Code – Key Field		Value – Constant blank
6	1			
7-15	9	Header ID – Key field		Value – Constant blank
16-25	10 mm/dd/ccyy	File Creation Date		
26-1258	1233	Filler		Value – Constant blank

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Union History File Detail Record

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Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Location – Key field		2-character code indicating the Location ID
3	1			
4-5	2	Unit Code – Key Field		Exclusively Represented Unit
6	1			
7-15	9	Employee ID – Key Field		
16-25	10 mm/dd/ccyy	Creation Date		
26-51	26	Employee Name	EDB0105	
52	1			
53-56	4	Employee Name Suffix	EDB0106	
57	1			
58-57	30	Address Permanent Line One	EDB0204	
88	1			
89-118	30	Address Permanent Line Two	EDB0205	
119	1			
120-140	21	Address Permanent City	EDB0206	
141	1			
142-143	2	Address Permanent State	EDB0207	
144	1			
145-153	9	Address Permanent ZIP	EDB0208	
154	1			
155	1	Employee Organization Home Address Disclosure	EDB0247	
156	1			
157-166	10	Employee Home Phone	EDB0210	
167	1			
168	1	Employee Organization Phone Disclosure	EDB0248	
169	1			
170-179	10 ccyy-mm-dd	Most Recent Hire Date	EDB0113	
180	1			
181-190	10 ccyy-mm-dd	Appointment Begin Date	EDB2002	The earliest active appointment begin date
191	1			
192-201	10 ccyy-mm-dd	Latest Appointment End Date	EDB2003	The latest active appointment end date
202	1			

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Position	Length/ Format	Field Description	Data Element #	Comments
203-232	30	Home Department Address		From HME table
233	1			
234-263	30	Home Department Name		From HME table
264	1			
265-294	30	Employee Campus Work Address – Line 1	EDB0331	
295	1			
296-325	30	Employee Campus Work Address – Line 2	EDB0332	
326	1			
327-347	21	Employee Campus Work Address City	EDB0333	
348	1			
349-350	2	Employee Campus Work Address State	EDB0334	
351	1			
352-356	5	Employee Campus Work Address Zip	EDB0335	
357	1			
358-361	4	Employee Campus Work Address Zip + 4		
362	1			
363-372	10 ccyy-mm-dd	Employee Leave of Absence Begin Date	EDB0137	
373	1			
374-383	10 ccyy-mm-dd	Employee Leave of Absence Return Date	EDB0138	
384	1			
385-386	2	Leave of Absence Type Code	EDB0139	
387	1			
388-417	30	Leave of Absence Type Description		From CTT table
418	1			
419-420	2	START Percentage	EDB0495	
421	1			
422-431	10	START Begin Date	EDB0496	
432	1			
433-442	10	START End Date	EDB0497	
443	1			
444-453	10 ccyy-mm-dd	Employee Separation Date	EDB0140	

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Position	Length/ Format	Field Description	Data Element #	Comments
454	1			
455-484	30	Separation Reason Code Translation		From CTT table
485	1			
486	1	Dues Deduction Indicator		Values – D (Regular Dues) F (Agency Fee) C (Conscientious Objector)
487	1			
488-493	6	Home Department Code	EDB0114	
494	1			
495	1	Department Location Indicator		From HME table
496	1			
497-526	30	FILLER		Value – constant blanks For future expansion
527	1			
528-529	2	Number of reported Appointment Titles		Values: from 1 to 9
530- 1258	Occurs 9 times	Appointment Data		(Each occurrence will be 81 columns) See Appointment Data below

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Union History File Detail Record – Appointment Data

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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