

FIELD DEFINITIONS FOR MA272 REPORT
The field names are displayed across the top of the MA272.

FIELD	DEFINITION						
<u>Position</u>	<p>An 11-digit number which includes the HRIS process level, job code, and sequence number. The job title is listed immediately below this number. The position code is structured as:</p> <table><tr><td>Digits 1-5</td><td>Process level (School, Office, Department, or Division)</td></tr><tr><td>Digits 6-9</td><td>Job Code</td></tr><tr><td>Digits 10-11</td><td>Sequence Number <i>Denotes multiple salary accounts for a position. Each different salary account for a position has a different sequence number.</i></td></tr></table>	Digits 1-5	Process level (School, Office, Department, or Division)	Digits 6-9	Job Code	Digits 10-11	Sequence Number <i>Denotes multiple salary accounts for a position. Each different salary account for a position has a different sequence number.</i>
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<u>Budgeted FTE</u>	The number of positions in the operating budget. For school based positions, the detail on the MA272 is summarized on the grid sheet by job type or function.						
<u>Auth FTE</u>	Number of positions, including exceptions above or below the budgeted level. This is the number of positions that may be filled.						
<u>Employee Nbr.</u>	Unique identification code assigned to each employee.						
<u>Description</u>	Name of the employee(s) filling positions. An * denotes an employee with multiple positions.						
<u>CT</u>	Personnel action contingency code, e.g., “acting” or “higher level” assignment (code 11), “over hire” (code 92).						
<u>ST</u>	Employment status code for each employee counted in the report. These codes are: <table><tr><td>A= Active employee</td><td>I=Inactive employee</td></tr></table> Inactive employees are listed on the MA272, but no Employee FTE (see below) is shown for them.	A= Active employee	I=Inactive employee				
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<u>Lvl</u>	Sequential number assigned to position(s) held by employee in HRIS. Number 1 is an employee’s primary position. Numbers 2 to 5 are for other positions.						
<u>Emp FTE</u>	Full-time equivalent assignment for an individual based upon a 40 hour work week. Inactive employees are not counted in the number of Employees FTEs shown on the report.						
<u>Department</u>	School or central office department codes.						
<u>Actions</u>	Pending HRIS transactions identified by code. Some frequently used actions are: <table><tr><td>TERM PAY-pending action for termination</td></tr><tr><td>RETIRE PAY- pending action for retirement</td></tr><tr><td>ASSIGNMENT-pending action for, in most cases, a transfer</td></tr></table>	TERM PAY-pending action for termination	RETIRE PAY- pending action for retirement	ASSIGNMENT-pending action for, in most cases, a transfer			
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<u>Variance</u>	Difference between the Authorized FTE’s and Employee FTE’s. A negative indicates that there are more employees assigned than are authorized for that position. This negative must be resolved with your staffing specialist..						
<u>Account</u>	A 25-digit number for the salary account for the position.						