

Table 1: Data Elements - Field Definitions

| Field Name | Definition | Required/Optional |
|-------------|---|---------------------------------|
| Dept # | 6-character provision code assigned by the department for internal tracking (alpha or numeric) | Optional |
| Chart | Chart of Accounts (3=Davis campus, H=Teaching Hospital, L=systemwide programs such as ANR, S=School of Medicine) | Required |
| Account | Valid DaFIS Account | Required |
| S Account | Valid DaFIS Sub-Account | Optional |
| Object | Valid DaFIS Object Consolidation (i.e., academics = SB00-SB09 and staff = SUBS) | Required |
| S Object | Valid DaFIS Sub-Object | Optional |
| Project | Valid DaFIS Project | Optional |
| Title | Valid title code | Required |
| Unit | Valid bargaining unit code (e.g., CX, TX, 99). This information is necessary to correctly compute and manage range adjustments for provisions. A complete listing of bargaining unit codes is contained in Table 2. | Required |
| Type | Single digit code that designates the type of provision. A complete listing of provision types is contained in Table 3. | Required |
| Effective | The date that the open provision is effective. | Required |
| End | A date prior to the current date that the open provision was no longer effective. | Required to end provision |
| FTE | Full-time equivalent percent of time | Required |
| Monthly | Usually held at entry-level, 100% full-time equivalent monthly salary rate | Required |
| Annual | The annual cost for the provision. With FTE: Annual cost = (Monthly Amnt x FTE) x 12. Without FTE: Annual cost = Monthly Amnt x 12. Teaching Assistants: Annual cost = Monthly x FTE x 9. | Required (calculated by system) |
| Description | Description of the open provision including the last name of the individual who last held the position and other identifying information related to the position. | Required |

Note: Most fields have a list of acceptable values. To bring up a particular list, put the cursor in that field and choose Display List from the Edit menu.