

**Import File Layout Specification for Winter Data Collection, 2002-2003
Employees by Assigned Position (EAP), Academic Year 2002-2003
Fixed Length/Positional File (*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EAP"
TYPECD	10	1	Type of staff counted	1-4 (refer to appendix A, type of staff table).
LINE	11	2	Primary function/occupational activity	1-5, 7-11 (refer to appendix A, primary function/occupational activity table). (Line 12 will be generated by the system - do not include in import file.)
FACSTAT	13	1	Faculty Status	1-4, 6 (refer to appendix A, faculty status table). (Line 5 will be generated by the system - do not include in import file.)
FILLER	14	6	Filler	Spaces
COUNT	20	6	Number of employees	0 to 999999

Sort order: UNITID,SURVSECT,TYPECD,LINE,FACSTAT

Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified. If for any combination of TYPECD, LINE, and FACSTAT the count is zero, then do not include record in the import file.

**Import File Layout Specification for Winter Data Collection, 2002-2003
Employees by Assigned Position (EAP), Academic Year 2002-2003
Key Value Pair File (*.TXT)**

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"EAP"
TYPECD	Type of staff counted	i = 1-4 (refer to appendix A, type of staff table)
LINE	Primary function/occupational activity	j = 1-5, 7-11 (refer to appendix A, primary function/occupational activity table)
FACSTAT	Faculty status	k = 1-4, 6 (refer to appendix A, faculty status table)
COUNT	Number of employees	1 to 999999

Sample record:

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UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=k,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=j,FACSTAT=k,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=i,LINE=j,FACSTAT=k,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=j,FACSTAT=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=i,LINE=j,FACSTAT=k,COUNT=nnnnn

```

Sort order: UNITID,SURVSECT,TYPECD,LINE,FACSTAT

Note: If for any combination of TYPECD, LINE, and FACSTAT the count is zero, then do not include record in the import file.

Appendix A - Code Value Tables

Type of staff

- 1 Full-time non-medical
- 2 Full-time medical only
- 3 Part-time non-medical
- 4 Part-time medical only

Primary function/occupational activity

- 1 Primarily instruction
- 2 Instruction combined with research and/or public service
- 3 Primarily research
- 4 Primarily public service (e.g., extension)
- 5 Executive/administrative/managerial
- 7 Other professional (support/service)
- 8 Technical/paraprofessional
- 9 Clerical and secretarial
- 10 Skilled crafts
- 11 Service/Maintenance
- 12 Total will be generated. Do not include in import file.**

Faculty status

- 1 Faculty with tenure
- 2 Faculty nontenured on tenure track
- 3 Faculty nontenured not on tenure track
- 4 Non-Faculty
- 5 Grand total (faculty and non-faculty) will be generated. Do not include in import file.**
- 6 Graduate assistants (applicable to part-time employees only - TYPECD=3,4 only)