

# Corporate Staffing System (STF)

## File Specifications

Create Date: September 26, 2005

Updated: 08/24/2021. DWCS team. changed Title Code from 4 to 6 characters on both STF100 (Payroll Distribution) and STF200 (Provision) detail record layouts

### Introduction:

The Office of the President is in the process of upgrading the Corporate Staffing System. The primary purpose of the new Staffing system (STF) is to produce the published Personnel Listings for each campus, UCOP, and DANR, as well as to provide data for the Governor's Budget Salary and Wage Supplement. The Office of the President also needs to be able to respond to ongoing ad hoc requests from the Department of Finance, the Legislative Analyst's Office, and other parties requesting information on budgeted FTE's. As with the development of the BUD System, the campus interface file(s) will be redesigned to meet current user requirements. The new Staffing System (STF) will join the BUD System in the Corporate Systems web Site, and the reports will be easily accessible to the authorized users.

### Data Collection:

Source data for STF will be provided to UCOP from campuses via two fixed-block ASCII files to be known as the STF100 and the STF200. These files will have record lengths of 125 and 135 characters respectively, requiring five file submissions from the campuses each fiscal year: October 31<sup>st</sup>, December 31<sup>st</sup>, March 31<sup>st</sup>, May 31<sup>st</sup>, and June 30<sup>th</sup> (June Final). A detailed file submission schedule table is included in this document.

**The Current Process:** The current Corporate Staffing System (SLC) is a batch-program system. The primary function of this system is to consolidate Staffing data submitted by the campuses via the Staffing Interface file, which is submitted by the campuses for the following periods.

<b>Period</b>	<b>Date</b>	<b>Cycle</b>
Mid Year	December 31	1
Final	June 30	2

The staffing interface file used by the SLC has eight different record layouts.




They are:

1. **FILE HEADER SEGMENT:** This record contains header information on the entire file like the Cycle Date and the Payroll Master ID.  
A modified version of this record will be included in the new staffing interface file.
2. **BUDGET HEADER SEGMENT:** This record contains information pertaining to Permanent Budget Transactions at an Account / Fund / Sub level. The actual detailed transactions are contained in the BUDGET DETAIL segment. This record layout will no longer be necessary as all permanent Budget information will be available from the new Permanent Budget System (BUD).
3. **BUDGET DETAIL SEGMENT:** This segment contains all the detailed permanent Budget transactions. This record layout will no longer be necessary as all permanent Budget information will be available from the new Permanent Budget System (BUD).
4. **BUDGET TRAILER SEGMENT:** This segment contains permanent budget information summarized at an Account / Fund / Sub level. This record layout will no longer be necessary as all permanent Budget information will be available from the new Permanent Budget System (BUD).

5. PAYROLL DISTRIBUTION SEGMENT: This segment contains detailed information on the payroll distribution for employees. A modified version of this record type (STF100) will be included in the new staffing interface file.
6. PAYROLL CROSS-REFERENCE SEGMENT: This segment contains cross-reference records that are generated by the Local Staffing System (RSLs or a campus-developed version). This record layout will no longer be necessary, as the STF system will be identifying the cross-reference records from the payroll distribution records.
7. PROVISION SEGMENT: This record type contains information about open provisions and unfilled positions. A modified version of this record type (STF200) will be included in the new staffing interface file.
8. FILE TRAILER SEGMENT: This record type contains control totals that are used to determine if the file was transmitted correctly. A modified version of this record type will be included in the new staffing interface file.

## STF100 and STF200 Record Layouts

The **STF100** file (which replaces the old Payroll Distribution Record) contains the following three record types:

-  Header Record
-  Detail Record
-  Trailer Record

### Payroll Distribution Header Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'H'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	Empty Spaces
Cycle Date	10	18-27	E.g. 03/31/2004...
Filler	98	28 – 125	Empty Spaces

## Payroll Distribution Detail Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'T'
Location 1	2	2-3	'01' – '10'
Location 2	1	4	'1' or '2'
Account	6	5-10	Must be present in the CAFP.
Fund	5	11-15	Must be present in the CAFP.
SubAccount	1	16	'0', '1'
<b>Title Code Filler Spaces</b>	<b>4</b>	<b>17-20</b>	<b>Must be blank/spaces</b>
Employee ID	9	21-29	000000000 - 999999999
Distribution Number	2	30-31	00 - 99
Employee Last Name	16	32-47	Alpha
Employee Initials	2	48-49	Alpha
Description of Service Code (FCP DOS Code)*	2	50-51	
Annual Rate	7	52-58	0000000 thru 9999999
FTE – Employee	4(1.2)	59-62	0.00 thru 1.00
Full Accounting Unit	40	63-102	Optional at campus discretion.
<b>Title Code</b>	<b>6</b>	<b>103-108</b>	<b>Must be present in the Title Code System (TCS)</b>
<b>Open Field</b>	<b>17</b>	<b>109-125</b>	<b>Empty Spaces. Reserved for future use</b>

\*This code is the FCP Description of Service (DOS) Code from the PPS DOS table.

## Payroll Distribution Trailer Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'Z'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	'ZZZZZZZZZZZZZZZZ'
Record Count	6	18-23	000000 thru 999999
Annual Rate Total	12	24-35	000000000000 thru 999999999999
FTE Total	9(6.2)	36-44	000000.00 thru 999999.99
Filler	81	45– 125	Empty Spaces

The **STF200** file (which replaces the old Provision segment) contains the following three record types:

- 🕒 Header Record
- 🕒 Transaction Record
- 🕒 Trailer Record

### Provision Header Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'H'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	Empty Spaces
Cycle Date	10	18-27	E.g. 03/31/2004...
Filler	108	28 – 135	Empty Spaces

## Provision Detail Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'T'
Location 1	2	2-3	'01' – '10'
Location 2	1	4	'1' or '2'
Account	6	5-10	Must be present in the CAFP.
Fund	5	11-15	Must be present in the CAFP.
SubAccount	1	16	'0' , '1'
<b>Title Code–Filler Spaces</b>	<b>4</b>	<b>17-20</b>	<b>Must be blank/spaces</b>
Provision ID	6	21-26	Alphanumeric
Provision Type	1	27	'B', 'G', 'R', 'S'
Provision Description	30	28-57	Alphanumeric
FTE	7(4.2)	58-64	0000.00 thru 9999.99
Annual Amount	8	65-72	00000000 thru 99999999
Full Accounting Unit	40	73-112	Optional at campus discretion.
<b>Title Code</b>	<b>6</b>	<b>113-118</b>	<b>Must be present in the Title Code System (TCS)</b>
<b>Open Field</b>	<b>17</b>	<b>119-135</b>	<b>Empty Spaces. Reserved for future use</b>



## Provision Trailer Record Layout

Data Element	Length	Field Position	Valid Values
Record Type	1	1	'Z'
Location 1	2	2-3	'01' – '10'
Key Filler	14	4-17	'ZZZZZZZZZZZZZZZZ'
Record Count	6	18-23	000000 thru 999999
Annual Amount Total	12	24-35	000000000000 thru 999999999999
FTE Total	9(6.2)	36-44	000000.00 thru 999999.99
Filler	91	45– 135	Empty Spaces

## Staffing Interface Filename extensions and submittal dates

Cycle Name	Data as-of (Cycle Date)	STF100 and STF200 file extension	Due at UCOP
First Cycle	10/31/yyyy	OCTyy	8 <sup>th</sup> working day in NOVEMBER
Second Cycle	12/31/yyyy	DECyy	8 <sup>th</sup> working day in JANUARY
Third Cycle	03/31/yyyy	MARyy	8 <sup>th</sup> working day in APRIL
Fourth Cycle (As- of May 31)	05/31/yyyy	MAYyy	8 <sup>th</sup> working day in JUNE
Final	06/30/yyyy	FNLYy	Specified in the Closing - Budget and Staffing Schedule

The staffing interface files should be sent to the /ftphome/ftpusr\*/put/stf subdirectory on the UCOP FTP server vsftp.ucop.edu, where “\*” is a number between 1 and 10 identifying the campus location. For instance, the files from UCLA for the first cycle in 2006 will be STF100.OCT06 and STF200.OCT06 and will be sent to the /ftphome/ftpusr4/put/stf subdirectory. UCOP Secure FTP guidelines and detailed instructions on file submissions can be found at [http://www.ucop.edu/irc/campus\\_specs/ftp/secureftp.html](http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html) .

### **Advantages of the new format:**

- Record format is simplified to remove fillers and columns that are no longer necessary.
- Number of different Record segments reduced from six to two. The Budget Header Segment, the Budget Detail Segment and the Budget Trailer segment are no longer needed as that information can be retrieved from the Corporate Budget System (BUD). The Cross Reference Segment is no longer necessary, as that functionality will be performed by the STF system.
- Amounts in the zoned decimal (Mainframe COBOL) format have been replaced with regular numbers followed by their signs.
- Campuses are not required to submit data that can be easily and accurately obtained from the CAFD. Consequently, the size of the interface file will be much smaller than the corresponding SLC interface file.
- This modified file format should be easier to generate at the campuses, as many have moved on to Relational Database Management Structure (RDBMS) based systems.
- The process of creating the consolidated file can commence even if all the campuses have not submitted 'acceptable' interface files.

- The current record format was designed for use by a Mainframe COBOL program, and includes features not suited to RDBMS table structure, which is being used at most campuses.
- The following data-fields have been eliminated from the interface file definition.

<b>COLUMN</b>	<b>REQUIRED</b>	<b>DATA SOURCE</b>
PERB Code (Title Unit Code)	NO	N/A
HEERA Title Special Handling Code	NO	N/A
HEERA Appointment Representation Code	YES	TCS
HEERA Employee Unit	NO	N/A
Rank	YES	TCS
Years at Rank	NO	N/A
Employee Birth date	NO	N/A
Step	NO	N/A
Years at Step	NO	N/A
Rate Code	NO	N/A
Pay End Date	NO	N/A
SAU Code	YES	CAFP
Sub Campus ID	YES	CAFP
Account Title	YES	CAFP
Fund Title	YES	CAFP

## Glossary:

1. Account: A number assigned by the campus for the purpose of identifying a specific balance sheet, revenue or expenditure account. Campuses must use account numbers in STF that correspond to the account numbers in the CAFFP.
2. Annual Rate: The annual gross salary rate for an employee.
3. Annual Amount: Amount of the annual salary for a provision, determined at the distribution level as follows:  
**By Agreement: From input source document**  
**Regular provision:** (Annual rate X FTE)  
**Stipend provision:** Annual Rate  
**Group provision:** From input source document
4. CAFFP: Corporate Account Fund Profile.
5. Cycle Date: The last day of the reporting cycle (mm/dd/yyyy format).
6. Distribution Number: Number uniquely identifying a payroll distribution associated with an employee's appointment.
7. Description of Service Code: Code indicating the type of service provided by the employee for which payment is to be made.
8. Employee ID: The unique employee identification number.
9. FTE: Full Time Equivalent. Budgeted positions expressed as a decimal fraction of full time appointments (1.00 = full time appointment).

10. Full Accounting Unit: The full string of accounting codes for the transaction as defined by the local campus.
11. Fund: A number assigned by the campus for the purpose of identifying fund source. Campuses must use fund numbers in STF that correspond to fund numbers in the CAFP.
12. Loc1: A 2-digit code ranging from '01' to '10' identifying UC campus locations.
13. Loc2: A 1-digit code that distinguishes between campus-related activities/programs ('1') and Systemwide activities/programs ('2').
14. Monthly Rate: The full-time monthly rate for an unfilled position.
15. Provision Description: Descriptive information about an unfilled position. The word "provision" or "prov" should appear in the description to clearly identify provision records when displayed in a report.
16. Provision Number: Unique number identifying a provision record within title code, account/fund/sub-account, sub-campus, Systemwide Administrative Unit (SAU), and location
17. Provision Type: Code indicating the category to which an unfilled position belongs ('B' = By Agreement; 'G' = Group Provision; 'R' = Regular Provision; 'S' = Stipend Provision)
18. Subaccount: Code identifying a specific category of expenditure.

- 19.** Sub-campus ID: UC Location Code 3 - Organizational Category, which identifies major organizational units within the University. ('1' = General Campus; '2' = Health Sciences; '3' = Marine Sciences).
- 20.** Title Code: Code indicating an appointment of the employee.
- 21.** TCS: Title Code System.