



Required Data Items for Classified Employees

- Agency Identification
- Nature of Action or "Action Type"
- Civil Service Rule Authority for the action or "Action Reason"
- Civil Service Rule Authority for the level of pay or "Pay Reason"
- Employee Status or "Contract Type" (Probational, Permanent, WAE, etc.)
- Employee Group (Full-time, Part-time, etc.)
- Effective Date of the Action ("from" date)
- End Date of the Action ("Valid Until" date)
- Employee Name
- Social Security Number
- Salary & Pay Grade Level
- Job Title & Job Code
- Position Number
- Position Location
- Full-time Equivalent ("FTE") of position
- Performance Evaluation System (PES) ratings
- Highest Level of Education Achieved
- Type of Degree/Certification Obtained
- Major Field of Study (if degree is indicated)