

Job Requisitions: Required and optional data elements on the application pages based on Action/Action Reason combinations

Action		DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	DTA	PAY	POS	POS	XFR	Used on	JOB Data Loaded	
Reason		CBF	CFI	CIC	COR	CPF	CPT	CRS	CSH	CTL	CWS	PWH	RCM	RUS	USP	VRW	WWP	*ALL*	CHL	not CHL	*ALL*	Page	into these Columns	
EMPLID	EmplID	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	EMPLID	
EMPL_RCD	Employment Rcd Nbr	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	EMPL_RCD	
JOB_EFFDT	Job Effective Date	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	EFFDT	
EFFSEQ	Effective Sequence	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	EFFSEQ	
ACTION	Action	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	ACTION	
ACTION_REASON	Reason Code	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	ACTION_REASON	
JOB_RQST_STATUS	Job Action Request Status																					0		
JOB_RQST_STATUS_D	Status Date																					0		
BUSINESS_UNIT	Business Unit																					0		
DEPTID	Department																					0		
JOB_CODE	Job Code																					0		
POSITION_NBR	Position Number																		1	1	1	1	POSITION_NBR	
COMPRATE	Compensation Rate																					0		
CURRENCY_CD	Currency Code																					0		
COMP_FREQUENCY	Compensation Frequency																					0		
EMPL_TYPE	Employee Type																					0		
FTE	Position FTE																					0		
FULL_PART_TIME	Full/Part Time					1	1									1	1				1	1**	FULL_PART_TIME	
NY_ACTION_REASON	DCS Reason																					0		
NY_BENEFIT_FLAG	Benefit Flag	1				1	1													1	1**	1	NY_BENEFIT_FLAG	
NY_EE_REG_TEMP	Appointment Code							1					1								1	1	NY_EE_REG_TEMP	
NY_FIS_AMT	FIS Amount			1								1	1	1	1				1		1	1	NY_FIS_AMT	
NY_INCREMENT_CD	Increment Code			1								1	1	1	1				1		1	1	NY_INCREMENT_CD	
NY_LINE_ITEM_NBR	Line Number																					0		
NY_NYS_POSITION	NYS Position																		1	1	1	1	NY_NYS_POSITION	
NY_PART_TIME	Part-Time Pct					1	1									1	1				1	1**	NY_PART_TIME	
NY_PAY_BASIS_CD	Pay Basis Code																					0	NY_PAY_BASIS_CD	
NY_RATE	Pay Rate																		1**		1**	1**	NY_RATE	
SERVICE_DT	Service Date			1									1						1		1	1	NY_ANNIVERSARY_DT	
STD_HOURS	Standard Hours									1											1	1	STD_HOURS	
WORK_SCHEDULE	Work Schedule					1	1			1						1	1				1	1	WORK_SCHEDULE	
NY_BARG_UNIT	Bargaining Unit																					0		
GRADE	Salary Grade																					0		
POSN_STATUS	Position Status																					0		
CLASS_INDC	Classified/Unclassifd Indc																					0		
NY_EXTRA_SRVC_IND	Extra Service Indicator																				1	1	NY_EXTRA_SRVC_IND	
FICA_STATUS_EE	FICA Status-Employee			1																	1	1	FICA_STATUS_EE	
COMMENTS	Comments	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
TAX_LOCATION_CD	Tax Location									1											1	1	1	TAX_LOCATION_CD

Was

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- 1 Required
- 1 On Page, may enter data
- 1** Required field if Pay basis code is not FEE,

- DTA CIC At least one field must be entered
- POS Not CHL Anniversary date and Increment code may be required
- XFR Not FEE Anniversary date and Increment code may be required
- PAY Not FEE Anniversary date and Increment code may be required