EMPLOYEE DATA KEY CONCEPTS

Fundamentals

Workforce data in UAccess Analytics is primarily sourced from UAccess Employee. Understanding these key concepts will make working with Employee data easier than ever.

1. Position, Job, Title, and Department

Position - A 7-digit number created before a department hires an incumbent. Simply a row of data to indicate the need to hire.

Job - Once a position has been filled, the new employee becomes the incumbent of the position, creating the job. In short, job = person + position.

UA Title/Working Title - All employees' UA/Working Titles originate from their primary position. University staff have Working Titles, while all other employees have UA Titles. Some employees may have additional titles not tied to a position.

Department - Where employees are employed. When an incumbent fills the position, the department becomes their job department. Every title is also tied to a department.

2. Headcounts vs FTE Counts

Headcounts are the number of employees, while Total Job FTE is the sum of the FTE for all jobs. **FTE (Full-time Equivalent)** is the numerical designation for a position's hours of work per week. 40 hours per week full-time employment is 1.0 FTE.
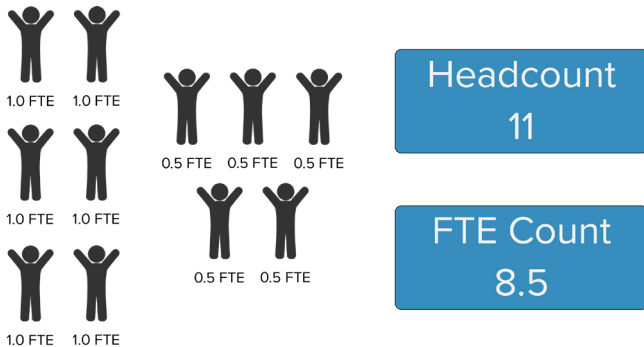
3. Department Hierarchy

To standardize reporting, UAccess Analytics breaks organizational data down into three levels:

Budget Department - Units with budget responsibilities; they may or may not have employees.

Department - Where employees are employed. Departments may or may not have budget authority for those employees.

College/Division - All departments roll up to an academic college or division.

4. Compensation Terms

Several measures of compensation are used to capture employees' pay at the position level.

Compensation Rate - For salaried employees, their Annualized Base salary at 1.0 FTE. For hourly employees, their hourly rate of pay.

Annualized Compensation Rate - Annualized compensation at 1.0 FTE for either a Salaried or Hourly Employee.

Institutional Base Salary (IBS) - Annualized Compensation rate plus components of pay.

Supplemental Pay - Additional compensation for a grant or contract, as well as specific instructional activities. Does not count towards FTE.

Academic-Year vs Fiscal-Year Pay - Academic-year employees are paid over 9 months, while fiscal-year employees are paid over 12 months.

5. ABOR Classifications and Job Codes

ABOR uses the following employee classifications:

- Administrative
- Classified Staff
- Faculty
- Graduate Assistant
- Postdoctoral Scholar
- Professional
- Service Professional
- Student Worker
- University Staff

ABOR categorizes faculty department heads as administrative, rather than as faculty.

Job codes are tied to a job's function and family, allowing for similar grouping across departments.

6. Faculty Terms

Faculty have several types of tracks that define their professional standing and growth at the university. Each track has its own promotion process and faculty cannot simply switch from career track to tenure track; they must apply for an open position.

Faculty are grouped into the following tracks:
• Tenure/Tenure Eligible
• Continuing/Continuing Eligible
• Career-Track
• Adjunct

Another commonly sought piece of information is academic rank. The following are the academic ranks faculty can hold at the university:
• Professor
• Associate Professor
• Assistant Professor
• Instructor
• Lecturer

Refer to Faculty Affairs for more information.

Essential Tools

UAIR provides many dashboards to explore employee data and leverage insights. UAccess Analytics is the university's internal hub for viewing institutional data. The Interactive Fact Book is a publicly available resource that provides top-level employee data in a transparent manner. Click on the icons and start exploring some of the highlighted tools below!
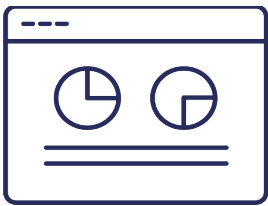
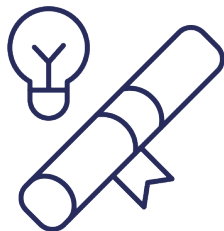**Business Officer Central**
UAccess Analytics
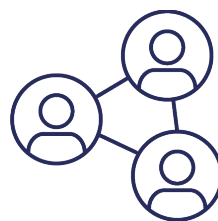
Compensation
UAccess Analytics

Institutional Diversity
UAccess Analytics

Leave Tracking
UAccess Analytics
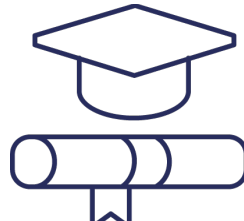
Title & Tenure
UAccess Analytics

Workforce
UAccess Analytics

Workforce Demographics
Interactive Fact Book

Faculty Demographics
Interactive Fact Book

Faculty Track
Interactive Fact Book

Employee Data Resources

UAIR offers several resources to help you get up to speed with UAccess Analytics, grow your data literacy, and get help when you need it.

UAIR Starter Pack
Learn essential UAccess Analytics skills and create your own reports, visualizations, dashboards, and more.

UAccess Analytics Office Hours
Get one-on-one assistance from a UAIR Data Analyst.

Institutional Data Dictionary
Look up the meaning of essential reporting terms used throughout UAccess Analytics and the Interactive Fact Book.

UAIR Training Page
Sign up for interactive trainings in EDGE Learning and browse tutorial resources.

UAIR Data Literacy
Expand your data literacy with our Data Exploration Series, trainings in EDGE Learning, and FAQs.

UAIR External Newsletter
Stay up to date on the latest dashboard releases, news, and more with this monthly newsletter.