FIELD EXPLANATIONS FOR HRMS FORMS

Field Valid Field Options
People
Hire Date (Date the person is hired or RF
relationship is established)
Hire Date: Must be dd-mmm-yyyy format
Rehire Previously employed? Yes or No
Prior Retirement Service Credit Yes or No
If "yes" to previous Prior SUNY?
Concurrent SUNY? Or
Prior NonSUNY (College/University or Research
Organization)?
Middle Name Middle Name or initial
Title Dr., Mr., Mrs., Miss, or Ms.
Type Internal, External, Applicant or Contact, will always be
Internal for Employees, Fellows and Non-Employees
Social Security # Must be numeric, Pseudo numbers = 000+first two digits of
campus code+last digit of current year+3 sequentially
assigned numbers
Birth Date Birth Date: Must be dd-mmm-yyyy format
Nationality (US Citizen Status) US Citizen, Non-Citizen in US on Visa, Non-Citizen not in
US, or Permanent Citizen
Mail To (Send Campus Mail To) Home or Office
Ethnic Origin (Ethnicity) American Indian or Alaska Native, Asian, Black or African
American, Hispanic or Latino (All other races), Hispanic or
Latino (White race only), Native Hawaiian or other Pacific
Islander, White
I-9 Status Incorrect, No, Not Applicable, Not Required, Pending, or Yes
Visa Type- Please fill in for Non Resident or Resident Alien
I-9 Expiration I-9 Expiration Date (if any)
Veteran Status-Yes/No
New Hire Already Reported, Include in New Hire Report, or Exclude
from New Hire Report
Mail Stop (Where paycheck or stub is delivered) Enter the check delivery drop as defined by the
location
Special Information
Education Level Level Achieved (BA, MA, Ph.D., etc.)
Degree Expected Degree Expected (BA, MA, Ph.D., etc.)
Date Degree Expected Degree Date: Must be dd-mmm-yyyy format
Other Special Information Yes or No

Specify Enter Information to be input
Address
US (Primary) Address (address used for taxation
purposes)
Primary Street Address
Type Campus, Local-US, Off-Site, or Permanent
Primary Yes or No (if "yes", must be US address)
Address 2 Additional address (if any, can be foreign)
Type Campus, Local-US, Off-Site, or Permanent,
E-mail Address (optional) E-mail Address

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Field Valid Field Options
Assignment
Organization (Department/Office)
Operating Location Choose operating location code 160
Group (Specific Relationship to the RF) Employee Regular, Employee Summer, Employee
Undergraduate,
Employee Graduate
Effort Reporting Status E (Exempt), N (Non-Exempt), or N/A (Not a Federally
Funded Project)
Job
Grade
Payroll RF Biweekly or SUNY
Status Active Assignment SUNY Extra Service
Default is Active Assignment
Employment Category Person's FLSA status: Exempt Regular, Exempt Temporary;
Non-exempt Regular, Non-exempt Temporary; Hourly; Not
an Employee
Supervisor Name (Effort Reporting Certifier) (Campus number) – Effort Reporting Administrator
Working Hours 37 ½ or 40, Default is 37 ½
Frequency Week
Government Reporting Entity The Research Foundation of SUNY
Timecard Required Hourly = Yes, All others = No
Salary Basis Hourly 37.5, Hourly 40, Salaried Annual, or Salaried Period
FTE (Full-time Equivalency, represents total
FTE on all RF assignments)
Number 0-1: Always 0 for Non-Employee and Hourly
Salary
Proposal Date Date Salary Effective: Must be dd-mmm-yyyy format
New/Change Value Salary or Wage Rate ($xx.xx)

Reason e.g.: New Hire
Retro Required Yes or No
Retro Begin Date Must be dd-mmm-yyyy format
Retro End Date Must be dd-mmm-yyyy format
Schedule Lines
Schedule Hierarchy (the level at which a labor
schedule is created)
Assignment or Element (for new lines always select
assignment)
Organization Organization on the Award
Expenditure Type e.g.: SWR Non-Exempt
Start Date Start Date: Must be dd-mmm-yyyy format
End Date End Date: Must be dd-mmm-yyyy format
% Salary Percentage, total of all lines must equal 100%

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