eForms Glossary

- **Employee ID**: A unique 10 digit number assigned to an employee.
- **Empl Record**: Unique number assigned to each job an employee holds. (empl record 0, 1, 2, etc.)
- **Empl Class**: Employee Class is an employee categorization field used to identify an appointment type.
- **Full Time Equivalent (FTE)**: Ratio of total hours against a full-time position. (e.g. 1.0=40 hrs / 0.75=32 hrs / 0.5=20 hrs)
- **Job Code**: Defines Job Titles and related classifications such as: FLSA, Compensation Rate ranges, etc. (All job codes are 5 digits.)
- **Effective Date**: This date indicates when an action should occur. In Job Record, the effective date is the day after the last day worked.
- **Last Date Worked**: The employee’s last working day at UTEP
- **Earning Code**: Includes components of compensation and are used by Payroll to calculate gross pay.
- **Pay Group**: Defines many of the benefits and earnings.
- **ChartField**: Fields used for accounting information in PeopleSoft. The grouping of ChartField Values is referred to as a “ChartField String.”
- **Funds Checking**: A process used to ensure there is adequate funding to cover an expense.
- **Department Budget Table (DBT)**: The distribution table that maintains the funding source(s) for each paid position.
- **Budgetary Account**: Used to record budget information.