

# 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.