

## Division of Academic Affairs

### Fiscal Year 2025: OAA Position Ledger

September 3, 2025

#### Overview

The OAA Position ledger is the authoritative record of positions and their budgeting for EB001 within the Division of Academic Affairs. It consolidates appointments (“Appointment Centers”) and where they are expected to be charged (“Cost Centers”) during a given fiscal year.

#### Data Sources

The Position Ledger is assembled using five different data sources curated by Academic Resources and Planning:

Source	Purpose
Dictionary	A table of positions, incumbents, and default cost centers for a given fiscal year. These entries are represented by a value of POS_DICT in the [PDCategory] column. This is the core data of the ledger and is updated at the start of each academic year with active employee data from the JobData table in PeopleSoft HR (aka “MyHR”).
FERP	A table of incumbents participating in the faculty early retirement program (“FERP”).
Leaves	A table of faculty on paid leaves, such as sabbaticals, difference-in-pay, or other leaves with pay.
Reassignments	A table of faculty with reassigned time for service funded by EB001 or EB099. Most commonly this is reassigned time for service in the Academic Senate. Other reassigned time is captured during the year during the Reassignment of Time process (done once per term, typically at week 4).
Redirections	A table of specific labor cost splits for any personnel during the fiscal year.

#### Position Budgets

Position budgets are crafted by pivoting the ledger like so:

Rows: [CostCenterDepartment]  
Columns: [PDCategory]  
Amount: [TotalAmount]

In the final budget for the division for the fiscal year, the sum of POS\_DICT, R\_IN, and R\_OUT, form the RegPersonnel budget. The sum of VACANCY forms the Vacancies budget. All savings from the sum of SABB\_DIP are added to the TempPersonnel budget. After

allocation from the division, Lead Departments are free to reallocate across all categories as needed.

### **Data Definitions**

Below are definitions for each of the columns in the Position Ledger.

#### **[FiscalYear]**

The 12-month accounting period used for the budget. In the CSU, and at California state agencies, the fiscal year runs July 1 through June 30 of the following year. The leading calendar year is used for shorthand (e.g. FY 2025).

#### **[OAAPositionDictionaryKey]**

The unique identifier for the position and incumbent combination in the OAA Position Dictionary.

### **Appointment Centers**

These columns track the home location of the position. The hierarchy is:

HRLeadDepartment > HRDepartmentGroup > HRDepartment

#### **[HRLeadDepartment]**

The College for the position; when not a college, the department that represents the top of the organizational tree for the position.

#### **[HRDepartmentGroup]**

A group comprising multiple departments that are administered as one; an exception here are vestigial groupings that have yet to be removed in the finance tree (such as 12350 - Math & Computer Science).

#### **[HRDepartment]**

The DEPTID and full name in the organizational tree for the department housing the position.

#### **[DEPTID]**

The five-character identifier for the department housing the position.

### **Personnel Detail**

These columns capture who holds the position (the “incumbent”) and the technical details of the position itself.

#### **[EMPLID]**

A nine-character unique identifier for the incumbent of the position.

#### **[NAME]**

The preferred name for the incumbent, pulled from PeopleSoft. It may not match JobData, the class schedule, or how the person is usually referred to in the department.

[UNION\_CD]

The bargaining unit representing the position's classification. C99 and M80 are unrepresented ("at will") classifications.

[Job]

The JOBCODE and description of the position's classification.

[JOBCODE]

The four-character identifier for the position's classification.

[POSITION\_NBR]

The eight-character identifier for the position.

[Position]

The POSITION\_NBR and description of the position.

[isFERP]

A true/false value indicating if the incumbent is a participant in the faculty early retirement program ("FERP"). A value of 1 is true and 0 is false.

[isSabbaticalDIP]

A true/false value indicating if the incumbent will be on sabbatical leave, DIP leave, or some other leave that has been budgeted in the position dictionary. A value of 1 is true and 0 is false.

[PDCategory]

A label for the ledger entry that indicates one of the following:

Value	Definition
POS_DICT	The entry as it exists in the OAA Position Dictionary
R_OUT	The entry's reassignment out of a CostCenter due to known reassignments within EB001 or labor cost redirections to EB099 or PE001.
R_IN	The entry's reassignment into a CostCenter due to known reassignments within EB001 or labor cost redirections.
SABB_DIP	The entry's reassignment out of a CostCenter due to an annual sabbatical or difference in pay leave; separately, these will be added to the TempPersonnel budget for the LeadDepartment.
VACANCY	The entry is a planned or currently recruited, non-faculty position; see Comment for more details.

[Comment]

Information providing more context for the entry. Typically used with R\_OUT, R\_IN, VACANCY entries.

## Cost Centers

These columns track the budgeting of the position. This is what is used to comprise the RegPersonnel budget for the LeadDepartment. The hierarchy is:

CostCenterLeadDepartment > CostCenterDepartmentGroup > CostCenterDepartment

### [CostCenterLeadDepartment]

The College receiving budget for the position; when not a college, the department that represents the top of the organizational tree for the position's fiscal year budget.

### [CostCenterDepartmentGroup]

A group comprising multiple departments that are administered as one for the position's fiscal year budget; an exception here are vestigial groupings that have yet to be removed in the finance tree (such as 12350 - Math & Computer Science).

### [CostCenterDepartment]

The DEPTID and full name in the organizational tree for the department budgeted for the position. This is more informally known as the "CostCenter". Only salaries are expected to charge. Benefits are managed centrally by the university.

### [CSU\_CHG\_ACCOUNT]

The account code chartfield for the cost center; also referred to casually as "account." Common values are:

Value	Definition
601100	Academic Salaries; these are tenure-track faculty in job codes 2360, 2361, 2919, and 2920.
601101	Department Chairs; these are tenure-track faculty in job codes 2481 and 2482.
601201	Management / Supervisory; this is management in UNION_CD M80 is expected to charge in the general ledger.
601300	Support Staff Salaries; this for all other regular positions not included above.

### [CSU\_CHG\_FUND]

The fund code chartfield for the cost center; also referred to casually as "fund." Only EB001 is included in the OAA Position Ledger.

### [CSU\_CHG\_DEPTID]

The DEPTID chartfield code for the cost center; also referred to casually as "DEPTID."

### [CSU\_CHG\_PROGRAM]

The program code chartfield for the cost center; also referred to casually as "program."

[CSU\_CHG\_CLASS]

The class code chartfield for the cost center; also referred to casually as “class.” A value of CF992 is uniformly used for academic advisors (or positions directly related to academic advising). Not here, but used during the reassignment of time is CF999, which is used for reassigned time.

[CSU\_CHG\_PROJECT]

The project code chartfield for the cost center; also referred to casually as “project.”

[ChartfieldString]

A single string combining all chartfields for the cost center. Blank values are represented with three dashes (“---”). The order (using casual terms):

Account Fund DEPTID Program Class Project

[COMPRATE]

The full-time equivalent monthly compensation rate for the position’s incumbent.

[FTE]

The full-time equivalent (“FTE”) timebase of the position’ incumbent.

[TotalAmount]

The total budgeted for the position using the following formula:

$\text{COMPRATE} * \text{FTE} * 12$

[QUERY\_DTE]

The date when the ledger was assembled.

## Questions

Questions about this document may be addressed to:

Rafael Hernandez, Deputy Provost  
rafael.hernandez@csueastbay.edu  
510-885-3711