



National Archives and Records Administration

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REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS (Copied: June 25, 2009)

Tennessee Valley Authority Human Resources Information System, 1994-1995

Record Group 142

Records of the Tennessee Valley Authority

The National Archives and Records Administration (NARA) has been accepting electronic records into its holdings since the early 1970s. Technical documentation has accompanied each transfer of electronic records. The documentation is necessary to understand the meaning of the digitized bits of information within the electronic records.

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List of Documentation

File Title: **TVA Human Resources Information System (HRIS), 1994-1995 (Public Use)**
Accession #: **NN3-142-97-001**

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Prepared by: Russell F. Loiselle, Archives Specialist
Date: November 15, 2001



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User Note 1

Accession #: N3-142-97-001 TVA HRIS 1994-1995 Public Use Data Files

Since these data files are the public use versions of the 1994-1995 data, several fields have had their data "masked" (data deleted from this version by the originating agency).

The NARA Output File Description included in the manual contains an error in the format for the "BIRTH DATE" element (MMDDYY). The correct format for this field, verified by the viewing the data, is YYMMDD. This format is consistent with the format for all other dates in HRIS. The HRIS manual is missing pages 2-4 of the County Code Listing.

Data Specific Issues (Data file: RG142.HRIS.PUB94): (Record # refers to ORA_SEQUENCE of loaded data)

- Record # 4425 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 13431 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 16474 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 27053 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 12774 has a nonblank data value of "*" in the data element field "DPTLV5".
- Record # 12774 has a nonblank data value of "*" in the data element field "DPTLV6".
- Record # 12774 has a nonblank data value of "*" in the data element field "DPTLV7".
- Record # 11438 has a nonblank data value of "*" in the data element field "DPTLV7".
- Record # 11438 has a nonblank data value of "*" in the data element field "DPTLV8".

The following records have a nonblank data value of "*C" in the data element field "TVADDR":

586	3600	6157	14355	14586	16773	17004	29249
1117	5007	11541	14466	15029	16777	25121	

Data Specific Issues (Data file: RG142.HRIS.PUB95): (Record # refers to ORA_SEQUENCE of loaded data)

- Record # 4485 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 13573 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 16638 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 27295 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 32500 has a nonblank data value of "□□" in the data element field "PGRADE".
- Record # 12908 has a nonblank data value of "*" in the data element field "DPTLV5".
- Record # 12908 has a nonblank data value of "*" in the data element field "DPTLV6".
- Record # 12908 has a nonblank data value of "*" in the data element field "DPTLV7".
- Record # 11554 has a nonblank data value of "*" in the data element field "DPTLV7".
- Record # 11554 has a nonblank data value of "*" in the data element field "DPTLV8".

The following records have a nonblank data value of "*C" in the data element field "TVADDR":

586	3600	6157	14355	14586	16773	17004	29249
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Prepared by: Russell F. Loiselle, Archives Specialist

Date: November 15, 2001

OUTPUT FILE DESCRIPTION

RECORD CONTAINS 1000 CHARACTERS

01	NARADATA.			
03	CURRENT DATE (19YY-MM-DD)	PIC	X(10)	1-10
03	NAME(FNF)	PIC	X(30)	11-40
03	NAME(LNF)	PIC	X(30)	41-71
03	SSN	PIC	X(9)	71-79
03	SEX CODE (M/F)	PIC	X(1)	80
03	RACE CODE	PIC	X(1)	81
	<i>1 - BLACK</i> <i>2 - AMERICAN INDIAN/ALASKA NATIVE</i> <i>3 - ASIAN/PACIFIC ISLANDER</i> <i>4 - HISPANIC</i> <i>5 - WHITE</i> <i>6 - NOT APPL</i>			
03	BIRTH DATE. (MMDDYY)	PIC	X(6)	82-87
03	HOME PHONE	PIC	9(10)	88-97
03	HOME STREET	PIC	X(30)	98-127
03	HOME CITY	PIC	X(20)	128-147
03	HOME STATE	PIC	X(2)	148-149
03	HOME ZIP	PIC	X(5)	150-154
03	MARRIAGE CODE	PIC	X(1)	155
	<i>D - DIVORCED</i> <i>E - SEPARATED</i> <i>H - HEAD OF HOUSEHOLD</i> <i>M - MARRIED</i> <i>S - SINGLE</i> <i>W - WIDOWED</i>			
03	COUNTRY OF CITIZENSHIP CODE	PIC	X(3)	156-158
03	PERMANENT STREET	PIC	X(30)	159-188
03	PERMANENT CITY	PIC	X(20)	189-208
03	PERMANENT STATE	PIC	X(2)	209-210
03	PERMANENT ZIP	PIC	X(5)	211-215
03	COUNTY CODE	PIC	X(3)	216-218
03	HANDICAP CODE	PIC	X(2)	219-220
03	COUNTRY CODE	PIC	X(3)	221-223
03	PERMANENT EFFECTIVE DATE	PIC	X(6)	224-229
03	PERMANENT DEPARTMENT ID	PIC	X(10)	230-239
03	PERMANENT JOB TITLE CODE	PIC	X(6)	240-245
03	PERMANENT JOB TITLE	PIC	X(18)	4-362
03	PERMANENT SAL ADMIN PLAN	PIC	X(3)	26-263

03	PERMANENT GRADE	PIC	X(3).	267-267
03	PERMANENT COUNTY CODE	PIC	X(3).	70-270
03	PERMANENT COUNTRY CODE	PIC	X(3).	77-277
03	PERMANENT CITY CODE	PIC	X(4).	76-274
03	PERMANENT EMPL REPORT CODE	PIC	X(3).	280-280
03	TEMPORARY ACTION FLAG (Y/M)	PIC	X(1).	280
03	EMPLOYEE REPORT CODE	PIC	X(3).	280-280
03	ACTION REASON CODE	PIC	X(3).	280-280
03	FULL TIME PART TIME FLAG	PIC	X(1).	290
	<i>F - FULL TIME</i>			
	<i>P - PART TIME</i>			
	<i>I - INTERMITTENT</i>			
03	TENURE CODE	PIC	X(1)	291
	<i>I - INDEFINITE</i>			
	<i>P - PERMANENT</i>			
	<i>R - PREPERMANENT</i>			
	<i>S - SPECIALIST</i>			
	<i>T - TEMPORARY</i>			
03	PAY ROLL NUMBER	PIC	X(06).	292-297
	<i>1XXXXX = ANNUAL SALARY POLICY</i>			
	<i>2XXXXX = HOURLY SALARY POLICY</i>			
	<i>3XXXXX = ANNUAL TRADES AND LABOR</i>			
	<i>4XXXXX = HOURLY T&L (CONSTRUCTION)</i>			
	<i>5XXXXX = HOURLY T&L (OPER & MAINT)</i>			
03	DEPT ID	PIC	X(10).	293-293
03	DEPT LEVEL ABBREV			
05	DPT LV1 NAME	PIC	X(12).	300-313
05	DPT LV2 NAME	PIC	X(12).	320-333
05	DPT LV3 NAME	PIC	X(12).	330-343
05	DPT LV4 NAME	PIC	X(12).	340-353
05	DPT LV5 NAME	PIC	X(12).	350-363
05	DPT LV6 NAME	PIC	X(12).	360-373
05	DPT LV7 NAME	PIC	X(12).	370-383
05	DPT LV8 NAME	PIC	X(12).	380-393
05	DPT LV9 NAME	PIC	X(12).	390-403
03	POST CITY CODE	PIC	X(4).	410-410
03	POST CITY	PIC	X(20).	420-439
03	POST STATE	PIC	X(2).	440-441
03	TVA PHONE	PIC	9(10).	442-451
03	TVA ADDRESS	PIC	X(14).	452-465
03	JOB CODE	PIC	X(06).	466-471
03	JOB CODE ABBREV	PIC	X(18).	472-489
03	EMPL TYPE CODE	PIC	X(1).	490
	<i>E - EXCEPTION HOURLY</i>			
	<i>H - HOURLY</i>			
	<i>S - SALARIED</i>			

03	EMPL STATUS CODE	PIC	X(1).	491
03	SCHEDULE	PIC	X(03).	492-494
03	GRADE	PIC	X(03).	495-497
03	STEP	PIC	9(2)	498-499
03	PAY RATE	PIC	9(6).	500-505
03	PAYHSP REDEFINES PAY RATE	PIC	9(4)V9(2).	
03	PAYHTL REDEFINES PAY RATE	PIC	9(3)V9(3).	
03	LAST GRADE ENTRY DTE (YYMMDD)	PIC	X(6).	506-511
03	NEXT GRADE DTE (YYMMDD)	PIC	X(6).	512-517
03	JOB ACTION DTE (YYMMDD)	PIC	X(6).	518-523
03	JOB EFFECTIVE DTE (YYMMDD)	PIC	X(6).	524-529
03	PERSON ACTION CODE	PIC	X(3).	530-532
03	BADGE #	PIC	X(5).	533-537
03	AREA CODE	PIC	X(3).	538-540
03	HIRE/REHIRE DT (YYMMDD)	PIC	X(6).	541-547
03	REVIEW THRU DT (YYMMDD)	PIC	X(6).	548-554
03	UNION CODE	PIC	X(2).	555-556
03	UNION HOME LOC CODE	PIC	X(4).	557-560
03	OUTSIDE EMPL (Y/N)	PIC	X(1).	561
03	JOB STEWARD CODE	PIC	X(1).	562
	C - CHIEF			
	N - NOT APPL			
	S - SALARY POLICY			
	T - JOB STEWARD			
03	JOB FAMILY CODE	PIC	X(2).	563-564
03	POSITION IND CODE	PIC	X(1).	565
03	SERVICE DTE (YYMMDD)	PIC	X(6).	566-571
03	GRADE ENTRY DT (YYMMDD)	PIC	X(6).	572-577
03	NON STANDARD SAL CODE	PIC	X(1).	578
	C - CONVERSION RATE			
	E - ELEVATED PAY			
	G - BELOW MINIMUM			
	N - NOT APPL			
	P - PROTECTED PAY			
	R - RETAINED/RED CIRCLED			
	S - SUPERVISOR PAY DIFFERENTIAL			
	X - MANAGER OVERRIDE MAXIMUM			
03	PAY RATE INCREMENT	PIC	X(1).	579
	03 PAY RATE SERIAL CD (ABC) REDEFINES PAY RATE INCREMENT	PIC	X(1).	?
03	SUPERVISOR (Y/N)	PIC	X(1).	580
03	LAY OFF DT (YYMMDD)	PIC	X(6).	581-586
03	RECRUITMENT PAY (DIV BY 100)	PIC	9(3).	587-589
03	FEDERAL SERVICE DT (YYMMDD)	PIC	X(6).	590-595

03 TVA SENIORITY DT (YYMMDD)	PIC	X(6).	571-591
03 EDUCATION LVL CODE	PIC	X(1).	600

03 CERTIFICATE DESCR	PIC	X(30).	621-630
03 CERTIFICATE CODE	PIC	X(4).	631-634
03 CERTIFICATE YEAR	PIC	X(2).	635-636

03 FIRST DEGREE NAME	PIC	X(10).	637-646
03 FIRST DEGREE CODE	PIC	X(1).	647
03 FIRST DEGREE MAJOR CODE	PIC	9(3).	648-650
03 FIRST DEGREE MAJOR DESCR	PIC	X(18).	651-668
03 FIRST DEGREE SCHOOL	PIC	X(10).	669-678
03 FIRST DEGREE SCHOOL CODE	PIC	9(4).	679-682
03 FIRST DEGREE YEAR	PIC	X(2).	683-684

03 LAST DEGREE NAME	PIC	X(10).	685-694
03 LAST DEGREE CODE	PIC	X(1).	695
03 LAST DEGREE MAJOR CODE	PIC	9(3).	696-699
03 LAST DEGREE MAJOR DESCR	PIC	X(18).	700-717
03 LAST DEGREE SCHOOL	PIC	X(10).	718-727
03 LAST DEGREE SCHOOL CODE	PIC	9(4).	728-731
03 LAST DEGREE YEAR	PIC	X(2).	732-733

03 PERM TENURE DT (YYMMDD)	PIC	X(6).	734-739
03 RETIREMENT CODE	PIC	X(2).	740-741
03 FEGLI	PIC	X(1).	742
<i>E - ELIGIBLE</i>			
<i>I - INELIGIBLE</i>			
<i>W - WAIVED</i>			
03 MILITARY STATUS CODE	PIC	X(1).	743
03 DISABLE VETERAN (Y/N)	PIC	X(1).	744
03 VIETNAM ERA (Y/N)	PIC	X(1).	745
03 RETIRED MIL BRANCH CODE	PIC	X(2).	746-747
03 RETIRED OFFICER (Y/N)	PIC	X(1).	748
03 RETIRED ENLISTED (Y/N)	PIC	X(1).	749
03 MILITARY YEARS CODE	PIC	X(1).	750
1 - LESS THAN 20 ACTIVE YRS			
2 - 20 OR MORE ACTIVE YRS			
3 - N/A			
03 RIF ELIGIBLE (Y/N)	PIC	X(1).	751
03 CARRIER ID	PIC	X(6).	752-757
03 MIL LWP BEG DT (YYMMDD)	PIC	X(6).	758-763
03 MIL LWP END DT (YYMMDD)	PIC	X(6).	764-769
03 MILITARY RESERVES (Y/N)	PIC	X(1).	770
03 TVACCT	PIC	X(36).	(771-806)
03 FILLER REDEFINES TVACCT.			

05 SHORT-CD	PIC	X(07).	770-776
05 TVA-RESP-UNIT	PIC	X(05).	777-751
05 OLD-ACCNT	PIC	X(24).	792-905

03 EMERGENCY NAME	PIC	X(30).	806-835
03 EMERGENCY RELATION CODE	PIC	X(02).	830-837
03 EMERGENCY PHONE	PIC	9(10).	838-847
03 EMERGENCY STREET	PIC	X(30).	848-877
03 EMERGENCY CITY	PIC	X(20).	878-897
03 EMERGENCY STATE	PIC	X(02).	898-899

03 GRADE ENTRY DT (YYMMDD)	PIC	X(6).	900-905
03 MIL LWP STRT DT (YYMMDD)	PIC	X(6).	906-911
03 MIL LWP END DT (YYMMDD)	PIC	X(6).	912-917
03 TERMINATION DT (YYMMDD)	PIC	X(6).	918-923
03 LAST DT WORKED (YYMMDD)	PIC	X(6).	924-929
03 SEVERANCE PAY INDICATOR	PIC	X(1).	930

D - DEFERRAL

E - EQUAL MONTHLY

I - IMMEDIATE

N - NOT APPL

03 ELIGIBLE FOR REHIRE (Y/N)	PIC	X(1).	931
03 JOB ACTION END DT (YYMMDD)	PIC	X(6)	932-937
03 CALCULATED RIF DTE (YYMMDD)	PIC	X(6).	938-943
03 RIF EFFECTIVE DTE (YYMMDD)	PIC	X(6).	944-949
03 NEXT REVIEW DT (YYMMDD)	PIC	X(6).	950-955
03 SUPERVISOR DIF AMOUNT	PIC	9(3)V9(2).	956-963
03 OLD CARRIER ID	PIC	X(6).	964-969