



# City of Albuquerque Information Technology Services Division Data Management

## Data.cabq.gov Core Metadata Requirements

### Contact Information

Who is the contact for this dataset? The contact will be the City employee who is accountable for the data provided in this dataset and can act as front-line support in the event of any questions about the data.

<b>Name</b>	Muniz, Jesse
<b>Department/Division</b>	DFAS / Payroll
<b>Phone</b>	768-3426
<b>Email</b>	<a href="mailto:jessemuniz@cabq.gov">jessemuniz@cabq.gov</a>

### What Does this Dataset Describe?

What is the name of this dataset? How should a user identify this dataset in any communication with contact above? Provide a shorter description of the Dataset that can act as a one-line summary of the dataset when dealing with stakeholders. Provide a longer description of the data that can be readily understood by non-technical users.

<b>Dataset Title</b>	Ungraded Employee Earnings Report
<b>Short Description</b>	List report showing ungraded employee Earnings Year to Date and hourly base rate
<b>Full Non-Technical Description</b>	
Data showing ungraded employee earnings as of the most recent payroll and hourly rate. Data displayed includes: Employee Name, Department, Earnings Year-to-date, Base Hourly Rate, and Job Title	

### How Should this Dataset be Cited?

How should external sources refer to this dataset in publications or documentation? Often this will simply be the URL and the date retrieved.

<http://data.cabq.gov/government/ungraded/UngradedEmployeeEarningsCABQ-en-us.xml>

<http://data.cabq.gov/government/ungraded/UngradedEmployeeEarningsCABQ-en-us.csv>

## Does the Dataset Reflect a Particular Time Period?

Provide any date restrictions that may affect the validity of the data. The table fields are defined as follows:

<i>Field</i>	<i>Definition</i>
<i>Start Date</i>	<i>Start date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>End Date</i>	<i>End date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Refresh Interval</i>	<i>Time period between Dataset refreshes. Format: “nn [seconds/minutes/hours/days/weeks/months/years]” or the word “Static” if never refreshed.</i>
<i>Data Expiration Date</i>	<i>Date after which the data must be considered stale and no longer of sufficient utility (fit-for-purpose). Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Review Date</i>	<i>Date after which this dataset will be reviewed by the City for utility (fit-for-purpose) and usage. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Comments</i>	<i>Specific comments related to any time-specific features of this dataset.</i>

<b>Start Date</b>	<b>Beginning of Calendar Year</b>
<b>End Date</b>	<b>As of most recent payroll date</b>
<b>Dataset Refresh Interval</b>	<b>Biweekly</b>
<b>Dataset Expiration Date</b>	<b>As of most recent payroll</b>
<b>Dataset Review Date</b>	<b>N/A</b>
<b>Comments</b>	
The files are in a XML and CSV format.	

## Dataset Definition/Format

Provide a field-by-field breakdown and definition of each record. This section acts as the formal data dictionary for an individual record.

Field Name	Format	Description
CSV Format		
NAME	string	Employee total earnings. Numeric. Precision = 2
DEPARTMENT	string	Employee hourly rate. Numeric.
EARNINGS YEAR TO DATE*	double	Employee Job Title. Mixed Case. Alpha Numeric
BASE HOURLY RATE	long	Employee hourly rate. Numeric.
JOB TITLE	string	Employee Job Title. Mixed Case. Alpha Numeric
XML Format		
NAME	xs:string length=102	Employee total earnings. Numeric. Precision = 2
DEPARTMENT	xs:string length=62	Employee hourly rate. Numeric.
EARNINGS YEAR TO DATE*	xs:double precision=2	Employee Job Title. Mixed Case. Alpha Numeric
BASE HOURLY RATE	xs:long scale=6 precision=1	Employee hourly rate. Numeric.
JOB TITLE	xs:string length=62	Employee Job Title. Mixed Case. Alpha Numeric

## Dataset Technical Description

*Provide a technical description of the dataset. This should be a complete technical description aimed at developers and expert users who need to understand the scope, strengths and limitations of the dataset.*

File Name	File Description
TransparencyReport-Ungradedemployees-en-us.xml	File contains the list of ungraded employees in XML format.
TransparencyReport-Ungradedemployees-en-us.csv	File contains the list of ungraded employees in CSV format.

## Dataset Assumptions

*What technical and business assumptions are implied in the creation of this dataset? Examples could include the way in which a salary figure was calculated or data that was omitted for a specific reason.*

1. These figures include wages, both regular and overtime, as well as longevity, shift differential, incentive pays, and other "special pays" for all currently active employees. These figures don't include reimbursements, such as mileage and clothing. Earnings displayed are calendar year-to-date as of the most recent pay date.
2. Data is updated every 2 weeks by pay period.

## **Who Produced the Dataset?**

*Which department in the City produced this dataset? Note that this might not always be the data owner. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.*

The ERP Division of the Department of Financial and Administrative Services produces this dataset.

## **Who Owns the Data?**

*Where did this data originate? Who owns the data used in this dataset? Note that this might not always be the dataset producer. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.*

The Payroll Section, Accounting Division of the Department of Financial and Administrative Services owns this data.

## **Why was the Dataset Created?**

*All datasets should have an explicit reason for existence and should, somehow, have value to someone. What is the perceived value that this dataset will bring?*

This dataset was created for applications to search for and list an employee's total earnings by each pay period.

## **How was the Dataset Created?**

*How was this dataset produced? Was it a manual process? An automated process? What were the main IT systems involved in producing this dataset?*

This dataset was created using an application called IBM Cognos using data from the PeopleSoft ERP application. The data is updated every 2 weeks.

## **What Similar or Related Data Should the User be Aware of?**

*Are there any other datasets available that may contain related or similar information? Might there be situations in which these other datasets might be a better alternative?*

Please see the metadata file in each of the dataset folders for information on how to use the information.

Information is similar to the following datasets:

Top 250 Earners in the City of Albuquerque

<http://data.cabq.gov/government/top250/Top250EarnersCABQ2010-en-us.csv>

<http://data.cabq.gov/government/top250/Top250EarnersCABQ2010-en-us.xml>

<http://data.cabq.gov/government/top250/Top250EarnersCABQ2011-en-us.csv>

<http://data.cabq.gov/government/top250/Top250EarnersCABQ2011-en-us.xml>

Graded Employee Earnings Report

<http://data.cabq.gov/government/graded/GradedEmployeeEarningsCABQ-en-us.csv>

<http://data.cabq.gov/government/graded/GradedEmployeeEarningsCABQ-en-us.xml>

## **How Reliable are the Data?**

*Are there any concerns about overall data reliability? Are there any data problems that the user needs to be aware of? Are there any constraints with data accuracy? What levels of confidence with this dataset could the user reasonably assume?*

The data is very reliable.

This data is produced from the production data used to pay the employees and is as accurate as the payroll system in ERP.

## **How Well Have the Observations Been Checked?**

*What quality assurance steps have been performed? Sometimes, a third-party verification/audit process may also be required. If so, provide the name of the third-party who performed the verification.*

The data was verified by the data owners, ITSD Division, and ERP Division.

## **Are there Legal Restrictions on the Access or Use of the Data?**

*Are there any specific legal or compliance restrictions for this data? How might this affect the way in which end users might access and use this data?*

Any restrictions on the information is covered at the following URL:  
<http://www.cabq.gov/about/legal>

### ***Legal Disclaimer***

The City's standard copyright, disclaimers and legal statements may be found at <http://www.cabq.gov/about/legal>. The City data policy governing data.cabq.gov may be found at <http://data.cabq.gov/policy/>.