

Data Submission Specifications for the PBJ (V4.00.0)
Detailed Data Specifications Report
Section: Staffing Hours

| | |
|-----------------------------|---|
| Item ID: employeeId..... | 2 |
| Item ID: payTypeCode | 3 |
| Item ID: processType..... | 4 |
| Item ID: date..... | 5 |
| Item ID: hours..... | 6 |
| Item ID: jobTitleCode | 7 |

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Item ID: employeeld

| Item Label | Item Group | Item Type | Max Length |
|---------------------|------------|-----------|------------|
| Employee identifier | Employee | Text | 30 |

Item Subsets

Active: EMP,STF
Inactive: HDR,LNK

Item Values

| Value | Value Text |
|-------|---------------------|
| Text | Employee identifier |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|---------|-------------|----------|---|
| -3793 | Format | Fatal | The length of the text submitted for a free-form text item must not exceed the maximum length specified for that item. |
| -4018 | Format | Fatal | <p>Formatting of Employee ID: If this item is not equal to one of the special values (if any) that are listed in the Item Values table of the Detailed Data Specifications Report, then it must contain a text string. This text string may contain only the following characters:</p> <p>a) The numeric characters: [0] through [9]</p> <p>b) The letters [A] through [Z] and [a] through [z].</p> <p>c) The character [-].</p> <p>d) The following special characters:</p> <p>[\] (backslash)</p> <p>[,] (comma)</p> <p>[.] (period)</p> <p>[_] (underscore)</p> <p>e) Embedded spaces (spaces surrounded by any of the characters listed above). For example, [PBJ EMP1] would be allowed.</p> |
| -4004 | Consistency | Fatal | This item is a part of the Employee section, and it is required whenever the Employee section is included in a PBJ submission file. |
| -4006 | Consistency | Fatal | This item is a part of the Staffing Hours section, and it is required whenever the Staffing Hours section is included in a PBJ submission file. |
| -4016 | Consistency | Fatal | A value submitted for employeeld in the Staffing Hours section must match an existing value for employeeld in the PBJ system. If a match cannot be found, the PBJ submission file will be rejected. |

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Item ID: payTypeCode

| Item Label | Item Group | Item Type | Max Length |
|-------------------|-------------------|------------------|-------------------|
| Pay type code | Staffing | Code | 2 |

Item Subsets

Active: STF
 Inactive: HDR,EMP,LNK

Item Values

| Value | Value Text |
|--------------|-------------------|
| 1 | Exempt |
| 2 | Non-exempt |
| 3 | Contract |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|----------------|------------------|-----------------|---|
| -3676 | Format | Fatal | Values of Code and Checklist Items: Only the coded values listed in the "Item Values" table of the Detailed Data Specifications Report may be submitted for this item. |
| -4006 | Consistency | Fatal | This item is a part of the Staffing Hours section, and it is required whenever the Staffing Hours section is included in a PBJ submission file. |

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Item ID: processType

| Item Label | Item Group | Item Type | Max Length |
|---------------------------------------|------------|-----------|------------|
| Process type for items in the section | Control | Code | 7 |

Item Subsets

Active: STF
Inactive: HDR,EMP,LNK

Item Values

| Value | Value Text |
|---------|--|
| merge | Merge this data with previously submitted data |
| replace | Replace previously submitted data with this data |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|---------|-------------|----------|--|
| -3676 | Format | Fatal | Values of Code and Checklist Items: Only the coded values listed in the "Item Values" table of the Detailed Data Specifications Report may be submitted for this item. |
| -4008 | Consistency | Fatal | This item is applicable to the Staffing Hours section, and it is required. The item controls how submitted Staffing Hours data will be processed by the PBJ system. See the Overview document for further information. |

Supplemental Information

| Info ID | Type | Text |
|---------|-------------|--|
| -4017 | Information | Warning Note that this item is part of the section XML tags, i.e., it does not have its own XML tag. |

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Item ID: date

| Item Label | Item Group | Item Type | Max Length |
|----------------------|------------|-----------|------------|
| Date of the work day | Staffing | Date | 10 |

Item Subsets

Active: STF
Inactive: HDR,EMP,LNK

Item Values

| Value | Value Text |
|------------|------------|
| YYYY-MM-DD | Valid date |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|---------|-------------|----------|--|
| -3677 | Format | Fatal | Values of Date Items: This item must contain a valid date in YYYY-MM-DD format. Note that if a date in YYYY-MM-DD format is submitted, it must be 10 characters in length and each of the 8 non-dash characters must contain the digits 0 (zero) through 9. YYYY, MM, and DD must be zero filled, where necessary. For example, October 1, 2015 must be submitted as "2015-10-01". |
| -1009 | Consistency | Fatal | The date must contain a year equal to or greater than 1895. |
| -1010 | Consistency | Warning | If the value for date (in the Staffing Hours section) is not within the date range of the reportQuarter (specified in the Header section of the PBJ submission file), the Staffing Hours record will not be processed. |
| -4002 | Consistency | Fatal | The date must be earlier than or equal to the current date. |
| -4006 | Consistency | Fatal | This item is a part of the Staffing Hours section, and it is required whenever the Staffing Hours section is included in a PBJ submission file. |
| -4015 | Consistency | Fatal | The total number of hours by an employee for a single date must be less than or equal to 24.00. This total includes the sum of all hours across all jobTitleCodes for the specified date. |

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Item ID: hours

| Item Label | Item Group | Item Type | Max Length |
|--------------------------------|------------|-----------|------------|
| Hours for jobTitleCode on date | Staffing | Number | 5 |

Item Subsets

Active: STF
Inactive: HDR,EMP,LNK

Item Values

| Value | Value Text |
|-------|---------------|
| 00.00 | Minimum value |
| 24.00 | Maximum value |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|---------|-------------|----------|---|
| -3679 | Format | Fatal | Values of Numeric Items: Only the values listed in the "Item Values" table of the Detailed Data Specifications Report may be submitted for this item. The submitted value must be greater than or equal to the minimum value listed in the table and less than or equal to the maximum value listed in the table, or it must match one of the remaining special values (if any) that are listed in the table. The length of the submitted value must not exceed the allowed maximum length for the item. |
| -4006 | Consistency | Fatal | This item is a part of the Staffing Hours section, and it is required whenever the Staffing Hours section is included in a PBJ submission file. |
| -4015 | Consistency | Fatal | The total number of hours by an employee for a single date must be less than or equal to 24.00. This total includes the sum of all hours across all jobTitleCodes for the specified date. |

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Item ID: jobTitleCode

| Item Label | Item Group | Item Type | Max Length |
|-------------------|-------------------|------------------|-------------------|
| Job title code | Staffing | Code | 3 |

Item Subsets

Active: STF
 Inactive: HDR,EMP,LNK

Item Values

| Value | Value Text |
|--------------|--|
| 1 | Administrator |
| 2 | Medical Director |
| 3 | Other Physician |
| 4 | Physician Assistant |
| 5 | Registered Nurse Director of Nursing |
| 6 | Registered Nurse with Administrative Duties |
| 7 | Registered Nurse |
| 8 | Licensed Practical/Vocational Nurse with Administrative Duties |
| 9 | Licensed Practical/Vocational Nurse |
| 10 | Certified Nurse Aide |
| 11 | Nurse Aide in Training |
| 12 | Medication Aide/Technician |
| 13 | Physician Services |
| 14 | Clinical Nurse Specialist |
| 15 | Pharmacist |
| 16 | Dietitian |
| 17 | Feeding Assistant |
| 18 | Occupational Therapist |
| 19 | Occupational Therapy Assistant |
| 20 | Occupational Therapy Aide |
| 21 | Physical Therapist |
| 22 | Physical Therapy Assistant |
| 23 | Physical Therapy Aide |
| 24 | Respiratory Therapist |
| 25 | Respiratory Therapy Technician |
| 26 | Speech/Language Pathologist |

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| | |
|----|--|
| 27 | Therapeutic Recreation Specialist |
| 28 | Qualified Activities Professional |
| 29 | Other Activities Staff |
| 30 | Qualified Social Worker |
| 31 | Other Social Worker |
| 32 | Dentist (optional) |
| 33 | Podiatrist (optional) |
| 34 | Mental Health Service Worker |
| 35 | Vocational Service Worker (optional) |
| 36 | Clinical Laboratory Service Worker |
| 37 | Diagnostic X-ray Service Worker |
| 38 | Blood Service Worker (optional) |
| 39 | Housekeeping Service Worker (optional) |
| 40 | Other Service Worker (optional) |

Item Edits

| Edit ID | Edit Type | Severity | Edit Text |
|----------------|------------------|-----------------|---|
| -3676 | Format | Fatal | Values of Code and Checklist Items: Only the coded values listed in the "Item Values" table of the Detailed Data Specifications Report may be submitted for this item. |
| -4006 | Consistency | Fatal | This item is a part of the Staffing Hours section, and it is required whenever the Staffing Hours section is included in a PBJ submission file. |