



George Mason University Patriot Project

Data Standards Document

Last Updated: August 19, 2013

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Chapter 1: Policies and Definitions

Data Standards Development and Maintenance

A General Person/Shared Data committee was established during the implementation process to develop standards for data that is shared across the various components of the Banner system. Post-implementation, this committee will reconvene as needed to address issues that arise pertaining to the standards for the collection and maintenance of shared data.

Current Committee Mission

In consultation with representatives of the University community, the General Person/Shared Data committee will develop, document, and maintain data standards for the General Person and other shared components of the Banner System. Responsibilities include determination of data ownership, definition of data maintenance standards/conventions, maintenance of tables of valid values, and formulation of measures to ensure the accuracy, validity, and completeness of shared institutional data.

Current Committee/Consultant Representation

The committee currently includes representation from:

- Human Resources and Payroll
- Fiscal Services
- Information Technology Unit
- Office of Admissions
- Office of the University Registrar

Consultants currently include representation from:

- Adult Learning and Professional Development
- Auxiliary Services
- Budget Office
- Cash Office
- College of Health and Human Sciences
- Counseling Center
- English Language Institute
- Information Services
- Intercollegiate Athletics
- Development Office
- Institutional Research and Reporting
- International Programs and Services
- Library
- Office of Continuing and Professional Education
- Office of Equity Office and Diversity Services
- Orientation
- Office of Student Financial Aid
- School of Law

Office of the Provost
Office of Sponsored Programs
Student Accounts
Student Fiscal Services
Student Health Services
University Life

Committee Assignment

The Director/Dean of offices represented appoints committee members and consultants.

Committee members are responsible for selecting a chair and recorder.

Rules and Procedures

All committee decisions require consensus. If consensus cannot be reached, the issue will be submitted to the Project Coordinating Subcommittee (PCS) of the Project Evaluation Committee (PEC) for further consideration.

The committee will convene/consult on an as-needed basis.

Requests for Modifications to the Data Standards

Requests for modifications to standards/values for shared data are submitted to the PCS for review. In cases where the committee suspects possible widespread impact, consultant input will be solicited. In all cases, consultants will be notified of PCS-approved changes prior to implementation.

Initial action will be made on all requests within 10 working days of submission. Initial action may be a final decision, a request for additional information, or a report that the request has been submitted for higher and/or wider consideration.

Person Role Definitions and Assignments

Definition of Person Roles:

Alumnus = A person who has been awarded a George Mason University degree/certificate including honorary degrees.

Contractor/Affiliate = A non-Mason person eligible for certain privileges based on their affiliated relationship with George Mason University.

Donor = A person or business who is a financial contributor to the university or is a prospective financial contributor.

Employee = A person who has a W2/1042 reportable job record active on the date which the data is requested.

Retiree/Emeritus = A former employee who has officially retired from George Mason University and/or has been officially granted Emeritus status.

International = A student or applicant who has an F1 or J1 visa or an employee who has a J1 visa.

Parent/Guardian = Parent/guardian of student or alumnus.

Research Sponsor = A non-person entity that provides funding based on a formal agreement for research and other special projects conducted by university faculty and staff.

Student = A person actively enrolled in a university-sponsored class or course of study, or a prior student who is not an alumnus. Post graduation, records are maintained in the Alumni Office, outside of the Banner system.

Student Employee = A person whose employment requires that he/she first be an active student.

Student Applicant = A person who has submitted an application to become a student, or a prospective student applicant.

Vendor = A business or a person who is paid for goods or services the university has received.

General Person Initial Entry and/or Update Responsibilities Role

	Name	Legal Name	SSN	Biographic	International	Veteran	Campus Residence Address and Phone	Addresses	Phone	Emergency Contact
Employee other than student employee	HR	N/A	HR	HR SSB	HR OIPS	HR SSB	N/A	HR SSB	HR SSB	HR SSB
Student employee	REG	N/A	HR	HR REG SSB	REG HR OIPS	HR REG SSB	RL	HR REG SSB	HR REG SSB	HR SSB
Student and not an employee	REG	N/A	REG	REG SSB	REG OIPS	REG SSB	RL	REG SSB	REG SSB	SSB
Student applicant; not an employee	ADM	N/A	ADM	ADM SSB	ADM OIPS	ADM SSB	N/A	ADM SSB	ADM SSB	N/A
Vendor; not an employee and not a student	PUR	PUR	PUR	PUR	PUR	PUR	N/A	PUR	PUR	N/A
Research sponsor	OSP	N/A	OSP	OSP	OSP	OSP	N/A	OSP	OSP	N/A
Contractor / Affiliate	Dept	N/A	N/A	N/A	Dept	N/A	N/A	Dept SSB	Dept SSB	N/A

Maintenance Responsibility Table Key:

- ADM = Admissions
- Dept = Department of Record
- HR = Human Resources and Payroll
- OIPS = Office of International Programs and Services
- OSP = Office of Sponsored Programs
- PUR = Purchasing
- REG = Registrar
- RL = Residential Life
- SSB = Self Service Banner

*Note – Once Alumni status granted, data no longer updated in Banner. It is maintained in the Alumni System.

Chapter 2: Data Standards

The standards contained in this chapter primarily govern two characteristics of specific data items: (1) the definition of the data item; (2) the format in which the data item is to be entered.

In addition, the policy may outline specific output formats for various types of data (for example, address labels). Parameters other than format may be specified in the policy (for example, the exclusion of deceased persons from address labels, the priority order of address types, etc.).

Identification Number Standards

In keeping with the spirit of the Buckley Amendment and the current trends in privacy cases and legislation, this identification number is not the person's social security number/Tax ID. The social security number should be recorded in the SSN field within Banner.

The Patriot Project will use the **G number** as the primary identification number for an individual or vendor. The nine-digit G number is generated by the Banner system at the time the General Person record is created. It has the format Gnnnnnnnn, where n is a numeral from 0 – 9. The G number assigned in Banner will be carried across auxiliary systems (for example, Housing and the Phone System) and used as the constituent's identification number on those systems as well.

Name Standards

All name information is typed in mixed (upper/lower) case format.

NOTE: For employees, the name entered in Banner must match the name on the Social Security Card. For students or faculty holding F1 or J1 visas, the applicant's full name must match the full name on the passport.

Last Name

Punctuation

Hyphens may be used according to customer preference. This would be most common in instances where someone wants to hyphenate her maiden and married names, and in cases of cultural convention (for example, Al-Hamad). In instances where there are two last names that are un-hyphenated (for example, Mary Elizabeth Creton Quinton), Elizabeth would be input as the middle name and Creton Quinton would be input as the last name.

Apostrophes may be used in such names as O'Leary, O'Connor, etc.

Periods are not used. In an abbreviation of a person's name (R John Smith, John R Smith) the initial should be placed in the appropriate field without the period.

Commas, #, “ and “ “ (double quote) and () (parentheses) are never used.

Capitalization

Capitalization can be retained according to customer preference.

- Examples:

AL-Madani

Van de Voorde de la Cruz

van de Graaf

Spacing

Spacing between syllables (that is, Mc, Mac, La, etc.) and the main portion of the name can be retained according to customer preference.

- Examples:

Mc Donald Mac Phearson St John

Van Rheenán

De La Rosa

Other

Do **NOT** use titles, prefixes, or suffixes in the Last Name field.

- Examples: Jr, III, Esq, PhD, etc., should never be entered in the Last Name field.

First Name

Punctuation

Hyphens may be used.

Apostrophes may be used.

Periods are not used, not even in an abbreviation in a person's name (R John Smith, John R Smith).

Single Character First Names should be entered without a period. In those cases where a single character is designated as the first name and then followed by a middle name, place the single character and the middle name in the first name field leaving the middle name field blank.

- Examples:

R Maureen

F Robert

Similarly, if a person has a double first name or chooses to be referred to by first and middle name, enter both names in the first name field.

- Examples:

Jo Pat Lydia Smith (First Name=Jo Pat, Middle Name=Lydia)

Mary Louise Jones (First Name=Mary Louise, Middle Name=blank)

Commas, #, “ and “ “ (double quote) and () (parentheses) are never used. Spacing
Spaces are permitted for double first names (for example, Mary Ann, Bobby Joe).

Other

Do NOT use titles, prefixes, or suffixes in the First Name field.

- Example: Dr, Mr, Mrs, The Honorable, should never be used in the First Name field.

Middle Name

Punctuation

Hyphens may be used.

Apostrophes may be used.

Periods are not used. In an abbreviation of a person's name (R John Smith, John R Smith) the initial should be placed in the appropriate field without the period.

Commas, #, “ and “ “ (double quote) and () (parentheses) are never used. Spacing
Spaces are permitted between multiple names.

Other

Do NOT use titles, prefixes, or suffixes in the Middle Name field.

Preferred First Name

Preferred First Name can be entered into the preferred name field. This field is not used.

- Example: If S Paul Smith wishes to go by Paul, then Paul would be entered into the preferred name field.

Name Prefix

Prefix is a free-text field. A nightly script is run to update missing prefixes to 'Ms' or 'Mr' based on gender. See Appendix B for a list of selected abbreviations for prefixes.

Name Suffix

Suffix (e.g. Jr, Sr, III) is a free-text field. See Appendix C for a list of acceptable values.

Legal Name

Used only if different from name on record. This field is not applicable to employees.

Confidential Information Indicator

This field will be entered as 'Y' if a Request to Prevent Disclosure of Directory Information Form reflects that a student wants all directory information protected from public disclosure. This field is not applicable to employees.

Non-person Name

Punctuation

Hyphens may be used to separate double names.

Apostrophes may be used.

Periods are never used, not even in an abbreviation in a company's name (for example, F & F Securities).

Commas, # , “ and “ “ (double quote) and () (parentheses) are never used. Spacing Spaces are permitted between multiple names.

- Examples:

ABC Trucking
 Dept of Defense
 Smith King & Jones Inc
 First National Bank

Letter or Other Output Standards

Standards for formatting names for output, such as using preferred over first name, etc. will be determined by individual departments based on purpose and audience.

Address Standards

This section of the standards identifies the address types maintained by the university, the definition of each type, and whether there are restrictions on who can update a particular address type.

Address Types

Code	Updatable on Patriot Web (Y/N)	Description	Explanation
AO	N	Purchasing	The address used as the mailing address for purchase orders for purchasing. Only the Purchasing Office may enter or update this address.
AP	N	Accounts Payable	The “Remit to” address used in Accounts Payable. Only the Accounts Payable Office may enter or update this address.

AQ	N	Accounts Payable Overflow	The "Remit to" address used in Accounts Payable. Only the Accounts Payable Office may enter or update this address.
BI	Y	Billing	Billing or invoicing address. Used by Student Accounts
BU	Y	Business	The business address of a student, employee or alumnus or, in the case of a business, the primary address of that business.
CM	N	Academic Common Market	Contact address for students enrolling through the Academic Common Market. Only the Registrar's Office may enter or update this address.
CO	N	Washington Consortium	Contact address for students enrolling through the Washington Consortium Program. Only the Registrar's Office may enter or update this address.
CR	N	Campus Residential	The on-campus physical address of a student when enrolled in school. This address is batch updated based on room assignments.
DP	Y	Diploma Address	The address where a student wants his/her diploma sent (if different from Permanent Address). Only the Registrar's Office may enter or update this address.
EV	N	EVA Address	The address used as the mailing address for purchase orders for purchasing. Only the Purchasing Office may enter or update this address.
FP	N	SEVIS Foreign Permanent Address	Required for employees or students holding the F1 or J1 visa. Only OIPS and the Office of Admissions may enter or update this address.
GM	Y	Mason Office Address	MASON mail stop number, building and room number for faculty and staff.
LK	N	Last Known Address	Last Known Address based on previous addresses
MA	Y	Off-Campus Residence	The off-campus physical address of a student when enrolled in school. MAY NOT BE A PO BOX.
PA	Y	Parent(s)' Address	Address of primary parent(s)/guardian(s).
PB	Y	Second Parent Address	Address of secondary parent(s)/guardian(s).
PL	N	PELL Address	Address tied to the address in the GURAPAY file for all Pell refund recipients so that they can be excluded from tax setoff. Only OSFA may enter or update this address.
PM	Y	Preferred Mailing Address	The address to which a student or employee prefers correspondence to be mailed. May be a PO box.
PR	Y	Permanent Address	The permanent home address of a student or employee. In the case of a student, where he/she can be reached when not in school. A permanent address is required for all employees and students.
RR	Y	Refund Address	The address where a student wants to receive a refund check (if different from Permanent Address).
SP	N	Sponsor	For use exclusively by Sponsored Programs.
TP	N	Third Party Billing	The billing address for Third Party payment arrangements. Only the Student Accounts Office may enter or update this address.
XX	N	TGRFEED	Reserved for TGRFEED use.

Address Types by Audience

The following table displays various address types by audience. For each audience and address type, the table outlines whether the address is required or optional.

Address Types	Audience								
	Business	Sponsor	Vendor	Student/ Prior Student	Prosp Student	Employee	Parent	Wash Consortium Guest	Contract Worker/ Affiliate
AO			R						
AP	O		R						
AQ	O		R						
BI	O	O	O	O	O	O			
BU	R		O	O	O	O	O	O	R (if no GM addr)
CM								R	
CO								R	
CR				R (if on campus)					
DP				O					
EV	O		R						
FP				R (if F1 or J1 visa)	O	R (if F1 or J1 visa)			
GM						R			R (if it exists)
LK				O	O	O	O	O	O
MA				O					
PA				O	O				
PB				O	O				
PL				R (if PELL recipient)					
PM				O	O	O	O	O	
PR				R	R	R	O	O	R
RR				O	O	O			
SP		R							
TP				O					

Address Type by Audience Table Key:

R = Required

O = Optional

Blank = N/A

Street Address Standards

Street address information is typed in mixed (upper/lower) case format.

Punctuation

Hyphens, periods and slashes may be used only when needed for clarity or designated fractions.

- Examples:

Mid-Island PLZ	=	Mid Island PLZ
39.2 Rd	=	39.2 Rd
101 1/2 Main Street	=	101 1/2 Main St
289-01 Montgomery Ave	=	289-01 Montgomery Ave

Use the symbol "&" rather than spelling out "and".

Symbols such as "%" (in care of) should not be used. "In Care of" should not be used. Use "c/o" instead.

Commas, #, " and "" (double quote) and () (parentheses) are never used. Secondary Address Unit Designators

Pound (#) Sign

If the address is multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided and only a # along with the number is provided i.e., 3454 N Jones #4 - remove the "#" and abbreviate as No (Although the # sign is preferred by the US Postal Service, ORACLE does not permit its use within BANNER, therefore, **NEVER** use # sign).

Recommended abbreviations are:

Apartment	=	Apt
Space	=	Sp
Room	=	Rm
Floor	=	Fl
Suite	=	Ste
Department	=	Dept

- Examples:

1624 SW Donner No 5
102 Main St Apt 101
1356 Executive Dr Ste 202
1600 Central Pl Bldg 14
55 Sylvan Blvd Rm 18

Compass directions that are used to identify the geographic areas of a city are always abbreviated.

East = E

West = W

North = N

South = S

Northeast = NE

Southeast = SE

Street Address and PO Box

The BANNER address format allows three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address under the permanent address (PR) and the PO Box under the preferred mailing address (PM).

Information Given	Permanent Address	Preferred Mailing Address
Evergreen Building 1379 NW Pine PO Box 2351 Portland OR 97203	Evergreen Building 1379 NW Pine Portland OR 97203	PO Box 2351 Portland OR 97203

Do not enter data into the second address line until data has been entered into the first address line. Only use the first two lines. Exception: Foreign addresses will often use all available lines.

Note: There are times when the zip code for the street address is different from the zip code for the PO Box (for example, a Beaverton street address and a Portland PO Box number).

(See Appendix A for codes to use for street designator abbreviations.)

City Standards

All city information is typed in mixed (upper/lower) case format.

Punctuation

Punctuation is never used.

Other

Do not enter Canadian provinces into the City field. Canadian provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. They have their own code for entry into the State field. Canadian addresses must include the city in the City field, the Province in the State field, and the postal code in the Zip Code field.

State and Province Standards

State codes must be entered for all U.S. and Canadian addresses. To view the most current listing within the Banner system, go to form STVSTAT.

County/City Code Standards

The county code will automatically populate based on the zip code for many States. The county Code is required for Virginia and Maryland addresses; however, it is optional for non-Virginia and non-Maryland addresses. To view the most current listing of county codes in the Banner system, go to form STVCNTY.

Zip Code Standards

Zip codes must be entered for all U.S. and Canadian addresses.

For U.S. addresses, a hyphen must be entered when the entire nine-digit zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

- Example:
79601
79699-2294

Note: For Virginia and Maryland addresses, you may first enter the 5-digit zip code to automatically populate city, state and county fields, then add the extended zip if provided.

For Canadian addresses, enter the six-character zip code. Do not add spaces in Canadian zip codes.

- Example: T2T2Y5

In the future, ITU plans on updating zip codes with appropriate city, county and state values through software updates purchased from the United States Postal Service.

Country Code Standards

A country code is required for all non-U.S. addresses. Do not enter a country code for U.S. addresses. George Mason University follows the US State Department country designations. For the current list of valid country codes within the Banner system, go to form STVNATN.

Military Address Standards

Military addresses for destinations within the United States should be addressed no differently than any other mail. Include the unit and APO/FPO/DPO (Air/Army Post Office™, Fleet Post Office or Diplomatic Post Office) address with the 9-digit ZIP Code™ (if one is assigned). Following are instructions for military addresses outside of the United States:

Enter the APO or AFO code into the city field. In the state field enter:

AE - Europe, Middle East, Africa or Canada (ZIP=09nnn)

AP - Pacific (ZIP=96nnn)

AA - The Americas (excluding Canada) (ZIP=34nnn)

- Example:

Alice VanFrogulemen

HHB 6th Battalion 43rd Box 72

Air Defense Artillery CMR 417

APO AE 09602-8802

Banner Conventions for International Addresses

Canadian and Puerto Rican Addresses

Canada has its provinces listed with the state codes in Banner; Puerto Rico has a state (territorial) code of "PR." Both follow American address conventions and have 5-9 digit zip codes. Canadian students on F-1 and J-1 visas must report a SEVIS Foreign Permanent Address (FP). Puerto Rican students are US citizens; their addresses do not need to be listed in the SEVIS Foreign Permanent Address (FP).

Required Addresses for International Students on F-1 or J-1 Visas

Federal regulations related to the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS) require that the university maintain two addresses for students on F-1 or J-1 visas:

1) **SEVIS Foreign Permanent Address (FP).** The address of the student in his home country; a post office box number is acceptable in this instance. The Office of International Programs and Services (OIPS) and the Office of Admissions are the only offices authorized to use the FP address type. The Office of Admissions will record the foreign permanent address for new applicants, and OIPS will record changes of address for continuing students.

2) **Campus Residential Address (CR) or Off-Campus Residential Address (MA).** The local address in the US of the student while he is enrolled in classes. The university is required to maintain and report to the Bureau of Citizenship and Immigration Services the physical location of students on F-1 or J-1 visas while in the United States. Post office box numbers are *not* acceptable for this purpose. US local addresses are maintained for F-1 and J-1 students as either the Campus Residential Address (CR)—if the student lives on campus—or the Off-Campus Residential Address (MA) if the student lives off campus. Care should be taken when changing CR or MA addresses for international students on F-1 or J-1 visas to ensure compliance with federal regulations. Maintaining a Campus Residential Address (CR) or Off-Campus Residential Address (MA) does not disqualify an international student from having a Preferred Mailing Address (PM) in the United States that could include a post office box number.

International Provinces, Prefectures, or States:

Should be entered on the last line of the address prior to the city.

Postal Codes

If the international postal code is nine digits or fewer, enter the code in the 9-digit Zip Code field.

Maintenance of the Zip Code, City, County, State Table

Tables will correspond to USPS standards.

Telephone Number Standards

Area Code: The three-digit area code must be entered for all phone numbers.

Phone Number: Enter the seven-digit phone number without the hyphen between the third and fourth digits. Example: 6746773 or 6768609.

Extension: If an extension number is provided, enter only the digits of the extension. Do not enter EXT or X into the extension field. Example: 7300.

Telephone Types

The telephone type simply describes the type of telephone number entered. The following assumptions/rules apply for the use of telephone types:

In the Banner system, each phone number can be associated with only one address but one address can be associated with multiple phone numbers. Rules can be established to automatically associate a phone number type with an address type.

Only one telephone number can be designated as the primary telephone for its associated address.

Telephone records can exist that are not associated with any address, however, it should be noted that only telephone numbers that are associated with an address can be updated through the web.

The following table contains approved telephone types and a description of each:

Code	Description	Addr Association
BI	Billing phone number.	BI
BUS	Business phone number.	
CELL	Cellular phone number. May be associated with a particular address. If the phone number is not associated with an address, it cannot be updated through the web.	
CO	Contact phone for Washington Consortium guests.	CO
CR	Mason residence hall phone number.	CR
EV	EVA phone	
FAX	Fax machine phone number.	
GM	Mason office phone number.	GM
MA	Off-campus residence phone number.	MA
PA	Parent(s)' phone number.	PA
PAGE	Pager phone number. May be associated with a particular address. If the phone number is not associated with an address, it cannot be updated through the web.	
PB	Second parent(s)' phone number.	PB
PERM	Permanent Home telephone number.	PR
TOLL	Toll-free telephone number.	
TP	Third Party Billing phone.	TP
TPFX	Third Party Billing Fax	

Date Standards

All dates must be entered dd-mon-yyyy (hyphens are optional)

- Example:

January 17, 2000 should be entered as 17-jan-2000 or 17jan2000.

[Note: Within Banner, there appears to be inconsistency in the behavior and intelligence of various date fields. Recommendation of standard is forced by the only date format that appears to behave correctly in all date-fields tested.]

Other

When a date is required but none is available, use the holder date of 01-Jan-1900. Records containing this date will be routinely identified and corrected.

Chapter 3: General Person Information Standards

Biographic data specific to a person.

Gender

The following table indicates the valid values for gender within the Banner system:

Code	Description
F	Female
M	Male
N	Not available. Use if that information is not supplied and gender cannot be determined by the name.

IMPORTANT: All employees **MUST** be classified as male or female. 'N' will not allow employee entry into the Human Resources module.

Social Security Number Standards

Enter the nine-digit social security number or, for non-resident aliens, the Tax Identification Number, omitting the hyphens. Do not enter the Canadian Social Insurance Number.

Employees

Social security number is required for all employees of any type. If the information is not immediately available, enter 000000000 (nine zeros).

Students

Social Security/Tax ID number is not required for students, though is required for Financial Aid applicants and student employees. It should be entered, if provided, as it assists in the prevention of multiple person records.

Date of Birth

Employees

Date of Birth is required for all employees of any type. If the information is not immediately available, use the holder date of 01-Jan-1900 to allow processing. Records containing this date will be routinely identified and corrected.

Students

Date of Birth is not required for students, though is required for Financial Aid applicants and student employees. It should be entered, if provided, as it assists in the prevention of multiple person records. Otherwise, the field should be left blank.

Citizen Type

Code	Description
US	US Citizen
NI	Non-Immigrant (non-resident alien)
PR	Permanent Resident (resident alien)
SP	Substantial Presence*

* Qualifies as resident by having met the substantial presence test, but does not hold a green card. This is not an acceptable value for employees.

Veteran Information

On SPAPERS (SPBPERS)

Veteran file number. This field is not used.

Veteran Category. This field is used only by Human Resources for Employees.

B	Both Vietnam and Other Eligible Veteran
O	Other Protected Veteran Only
V	Vietnam Veteran Only

On SGASTDN (SGRVETN)

Veteran Code This field is used only by Student Records.

0	Chapter 30 Montgomery GI
1	Chapter 31 Rehabilitation/Voc
2	Chapter 32 VEAP
4	Chapter 34 Vietnam Era
5	Chapter 35 Dependent
6	Chapter 1606
7	Chapter 1607
8	Chapter 18
9	VA War Orphan - Chapter 35
A	Active Duty – Chapter 30
B	Chapter 33 Post 9/11 GI Bill
D	Ch 33 Post 9/11 Dependent
N	Not Eligible
P	Chap 33 Post 9/11 Dependent App
U	Other Veteran
X	Ch 33 Post 9/11 Yel Ribbon Dep
Y	Ch 33 Post 9/11 Yellow Ribbon

Legacy Code

This field is currently not used.

Marital Code

This field is currently not used.

Relation Code

Used for emergency contact information.

Code	Relationship	Corresponding Code
B	Business Partner	B
C	Child	P
D	Deceased Spouse	V
F	Friend	F
G	Guardian	W
H	School Contact	H
I	Sibling	I
L	In-law	L
M	Domestic Partner	M
N	Grandchild	O
O	Grandparent	N
P	Parent	C
R	Relative	R
S	Spouse	S
T	Step-Parent	U
U	Step-Child	T
V	Surviving Spouse	D
W	Ward	G
X	Ex-Spouse	X

Ethnic Code

This field is required for employees and is desired for other groups in order to meet reporting/regulatory requirements. The university will use the IPEDS codes. Banner allows definition of sub-categories that roll up to the first character of the code. Mason may use that feature as called for by local or federal reporting requirements.

Mason is required to track Ethnicity (Hispanic, non-Hispanic) as well as Race. The Ethnicity codes can be found in the SPBPERS_ETHN_CDE field.

Code	Description
1	Not Hispanic or Latino
2	Hispanic or Latino
Null	No answer

The current Race values can be found in the GORRACE table.

Code	Description
1	American Indian or Alaskan Native
2	Asian
3	Black or African American
4	Native Hawaiian and other Pacific Islander
5	White
8	No response

Deceased Information

For employees, only the HR-Payroll department will enter this information. For students, only the Registrar’s office will enter this information. For prospective students, only the Admissions Office will enter this information.

Appendix A: Common Postal Abbreviations

Designator	Code	Designator	Code
Alee	Aly	Alley	Aly
Annex	Anx	Arcade	Arc
Avenue	Ave	Bayoo	Byu
Bayou	Byu	Beach	Bch
Bend	Bnd	BG	Bg
Bluff	Blf	Boulevard	Blvd
Bottom	Btm	Branch	Br
Bridge	Brg	Brook	Brk
Burg	Bg	Bypass	Byp
Camp	Cp	Canyon	Cyn
Cape	Cpe	Causeway	Cswy
Center	Ctr	Circle	Cir
Circee	Cir	CLB	Clb
Cliff	Clfs	Club	Clb
CMP	Cp	CNTER	Ctr
CNYN	Cyn	Corner	Cor
Corners	Cors	Course	Crse
Court	Ct	Cove	Cv
Coves	Cv	Crescent	Cres
Creek	Crk	Crossing	Xing
Crossway	Cswy	Curve	Crv
Dale	DI	DAM	Dm
Divide	Dv	Drive	Dr
Estate	Est	Expressway	Expy
Extension	Ext	Fall	Fall
Falls	FIs	Ferry	Fry
Field	Fld	Fields	Flds
FL	FI	Flat	Flt
Ford	Frd	Fords	Frd
Forest	Frst	FRY	Fry
FT	Ft	Garden	Gdn
Gateway	Gtwy	Glen	Gln
Green	Grn	Grove	Grv
Harbor	Hbr	Haven	Hvn
Height	Hts	Highway	Hwy
Hill	HI	Hollow	Holw
Inlet	Inlt	Island	Is
Islands	Iss	Junction	Jct
Key	Ky	Keys	Kys
Knoll	KnI	Knolls	KnIs
Lake	Lk	Lakes	Lks
Landing	Lndg	Lane	Ln
Lanes	Lns	Light	Lgt
Lights	Lgts	Loaf	Lf

Designator	Code	Designator	Code
Lock	Lck	Locks	Lcks
Lodge	Ldg	Loop	Loop
Mall	Mall	Major	Mjr
Meadow	Mdw	Mill	MI
Mission	Msn	Mountain	Mtn
Manor	Mnr	Hill	HI
Orchard	Orch	Oval	Oval
Park	Park	Pass	Pass
Path	Path	Pike	Pike
Pine	Pne	Parkway	Pky
Place	Pl	Plain	Pln
Plaines	Plns	Plaza	Plz
Point	Pt	Port	Prt
Prairie	Pr	Radial	Radl
Radiel	Radl	Ranch	Rnch
Ranches	Rnchs	Rapid	Rpd
Ridge	Rdg	Road	Rd
Rest	Rst	River	Riv
Row	Row	Shoal	Shl
Shore	Shr	Spring	Spgs
Spur	Spur	Square	Sq
Station	Sta	Start	Start
Strave	Stra	Stream	Strm
Street	St	Summit	Smt
Terrace	Ter	Turnpike	Tpke
Trace	Trce	Track	Trak
Trafficway	Trfy	Trailer	Trlr
Tunnel	Tunl	Turn	Turn
Union	Un	Valley	Vly
Viaduct	Via	View	Vw
Village	Vlg	Ville	VI
Vista	Vis	Walk	Walk
Way	Way	Wells	Wls
Zing	Zing		

Appendix B: Name Prefixes

Non-Military

Description	Prefix Code
Bishop	Bishop
Brother	Bro
Doctor	Dr
Father	Fr
Honorable	Hon
Miss	Ms
Missus	Mrs
Mister	Mr
Professor	Prof
Rabbi	Rabbi
Reverend	Rev
Sister	Sr

Military

Description	Prefix Code			
	ARMY	NAVY	AIR FORCE	MARINE CORPS
Admiral	---	ADM	---	---
Brigadier General	BG	---	Brig Gen	BGen
Captain	CPT	---	Capt	Capt
Chief Warrant Officer	CWx (x=1-5)	CW0x (x=2-4)	---	CWO-x (x=1-5)
Colonel	COL	---	Col	Col
Commander	---	CDR	---	---
Ensign	---	ENS	---	---
First Lieutenant	1LT	---	1st Lt	1stLt
General	GEN	---	Gen	Gen
Lieutenant	---	LT	---	---
Lieutenant (Junior Grade)	---	LTJG	---	---
Lieutenant Colonel	LTC	---	Lt Col	LtCol
Lieutenant Commander	---	LCDR	---	---
Lieutenant General	LTG	---	Lt Gen	LtGen
Major	MAJ	---	Maj	Maj
Major General	MG	---	Maj Gen	MajGen
Rear Admiral	---	RADM	---	---
Second Lieutenant	2LT	---	2nd Lt	2ndLt
Vice Admiral	---	VADM	---	---

Appendix C: Name Suffices

Description	Suffix Code
Certified Fund Raising Executive	CFRE
Certified Public Accountant	CPA
Chartered Life Underwriter	CLU
Doctor of Chiropractic	DC
Doctor of Dental Medicine	DMD
Doctor of Dental Surgery	DDS
Doctor of Divinity	DD
Doctor of Education	Dr
Doctor of Laws	LLD
Doctor of Medicine	MD
Doctor of Optometry	OD
Doctor of Osteopathy	DO
Doctor of Philosophy	PhD
Doctor of Veterinary Medicine	DVM
Esquire	Esq
Junior	Jr
Jurist Doctor	JD
Licensed Practical Nurse	LPN
Master of Laws	LLM
Nurse Practitioner	NP
Past Commander, Police Constable, Post Commander	PC
Physicians Assistant	PA
Project Management Professional	PMP
Registered Nurse	RN
Registered Nurse Clinician	RNC
Retired	Ret
Senior	Sr
The Fourth	IV
The Fifth	V
The Second	II
The Third	III
United States Air Force	USAF
United States Air Force Reserve	USAFR
United States Army	USA
United States Army Reserve	USAR
United States Coast Guard	USCG
United States Marine Corps	USMC
United States Marine Corps Reserve	USMCR
United States Navy	USN
United States Navy Reserve	USNR