Management Information Retrieval System (MIRS): Fields and Definitions

MIRS is a reporting system maintained by the State Controller’s Office and is used by State of California Human Resources staff. MIRS allows users to generate pre-written reports or create ad hoc reports for Employment History, Payment History, Employer Sponsored Deductions, Leave Accounting and Position Inventory.

- **Effective Date**: Date of when the report is extracted from MIRS to reflect and align with the prior month’s pay period
- **First Name**: Employee’s first name on the Current Status Record
- **Last Name**: Employee’s last name on the Current Status Record
- **Last 4 SSN**: Employee’s last four digits of social security number
- **Date of Birth**: Employee’s birthdate
- **Age**: Employee’s age
- **Gender**: Employee’s gender
- **Ethnicity**: Employee’s ethnicity
- **Hire Date**: Employee’s initial hire date into state government.
- **State Service Months**: Number of qualifying pay period months employee has accrued
- **Position Number**: Employee’s position number
- **Class Code**: 4 numbers within an employee’s position number that identifies the employee’s classification
- **Serial Number**: Last 3 numbers of an employee’s position number (Note: A serial number of 900 or above is typically notated for a blanket position)
- **Class Type**: Grouping of classifications administered by classification setting authority serviced by the State Controller’s Office.
  - E = California Conservation Corp
  - F = DPA Exempt
  - J = Judicial Council
  - L = Statutory
  - M = Military Department
  - P = Exempt CETA
  - S = SPB Exempt
- **Class Title**: The full classification title used for reports
- **Employee Status**: Employee’s position status
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- Active
- On Leave

**Appointment Tenure:** Tenure of the appointment under which the employee is serving
- P = Permanent
- L = Limited-Term
- T = Temporary
- C = Career Executive Assignment
- E = Emergency
- R = Retired Annuitant

**Time Base:** Type of job schedule that an employee works
- FT = Full-Time
- XXX/XXX = Part-Time Fraction
- INT = Intermittent
- IND = Indeterminate

**CBID:** Employee’s collective bargaining designation and unit code.
- Rank-and-File codes include:
  - C01-C19
  - E (Note: these are temporary/seasonal classifications)
  - E01-25
  - E97
  - All “R”
- Managers and Supervisors codes include:
  - E48
  - E58
  - E59
  - E68
  - E79
  - E98
  - E99
  - All “M”
  - All “S”
- Exempt codes include:
  - E01-21
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- E25
- E48
- E58
- E59
- E67
- E68
- E77
- E78
- E79
- E97
- E98
- E99
- U01-21

- **Safety Code**: Type of CALPERS membership. Denotes benefit category.
- **Alternate Range**: Employee’s pay range for classification with more than one salary range
- **Gross Pay**: Gross amount of the payment earned by the employee
- **Base Pay**: Established salary rate for the employee’s classification and range
- **Department**: Employee’s department name
- **County Code**: County in which the employee works
- **Facility**: Employee’s facility name