

Management Information Retrieval System (MIRS) Elements and Definitions

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

Important Note:

Employee information within MIRS is only available to reflect the past 24 months, therefore, your organization **WILL NEED** to run the **COM030 and COM031** reports on a monthly basis to obtain the most accurate employee information listed below now and moving forward.

List of MIRS Elements and Definitions (In alphabetical order)

Element	Definition
Age	Employee's age
Agency	Identifies the department
Alternate Range	Identifies the employee's salary range when a classification has more than one range
Appointment Tenure	Tenure of the appointment under which the employee is serving. <ul style="list-style-type: none"> • P = Permanent • L = Limited-Term • T = Temporary • C = Career Executive Assignment • E = Emergency • R = Retired Annuitant
Base Pay	Established salary rate for the employee's classification and range

Element	Definition
<p>CBID</p>	<p>Employee’s collective bargaining designation and unit code.</p> <ul style="list-style-type: none"> • Rank-and-File codes include: <ul style="list-style-type: none"> ○ C01-C19 ○ E (Note: these are temporary/seasonal classifications) ○ E01-25 ○ E97 ○ All “R” • Managers and Supervisors codes include: <ul style="list-style-type: none"> ○ E48 ○ E58 ○ E59 ○ E68 ○ E79 ○ E98 ○ E99 ○ All “M” ○ All “S” • Exempt and Excluded codes include: <ul style="list-style-type: none"> ○ E01-21 ○ E25 ○ E48 ○ E58 ○ E59 ○ E67 ○ E68 ○ E77 ○ E78 ○ E79 ○ E97 ○ E98 ○ E99 ○ U01-21 ○ Note: The reason for pulling all Exempt and Excluded employees is that there may be exempt employees listed under excluded CBID codes.
<p>Class Code</p>	<p>Four numbers within an employee’s position number that identifies the employee’s classification</p>

Element	Definition
Class Title	The full classification title used for reports
Class Type	Grouping of classifications administered by classification setting authority serviced by the State Controller's Office. <ul style="list-style-type: none"> • Blank = Civil Service • D = DPA Statutory • E = California Conservation Corp • F = DPA Exempt • J = Judicial Council • L = Statutory • M = Military Department • P = Exempt CETA • S = SPB Exempt
County Code	County in which the employee works
Date of Birth	Employee's birthdate
Effective Date	Effective date of a Personnel Action Request (PAR) transaction
Employee Status	Employee's status in a position. Note: This information can only be obtained in a current month's COM030 report. <ul style="list-style-type: none"> • Active • Temporary Separated • Permanent Separated
Ethnic Origin Name	Descriptive name for an employee's ethnic classification
First Name	Employee's first name
Gender	Employee's gender
Gross Pay	Gross amount of the payment earned by the employee
Last 4 SSN	Employee's last four digits of social security number
Last Name	Employee's last name

Element	Definition
Position Number	Identifies agency code, reporting unit, class code and serial number of an employee's position
Safety Code	Identifies the employee's CalPERS category. <ul style="list-style-type: none"> • IND = Industrial Member • MIS = Miscellaneous Member • NO = Non-Retirement Member • PAT = Patrol Member • POF = Peace Officer/Firefighter Member • SAF = Safety Member
Serial Number	Last three numbers of an employee's position number that identifies the position within each class in each function as an established or blanket position. Note: A serial number of 900 or above is typically notated for a blanket position.
Transaction Code	Identifies the type of transaction being reported
Transaction Name	A MIRS generated field that converts the transaction code to a descriptive transaction name
Separation Reason	Identifies the employee's reason for separation
State Service Months	Number of qualifying pay period months an employee has accrued. Note: This information can only be obtained in a current month's COM030 report.
Time Base	Type of job schedule that an employee works. <ul style="list-style-type: none"> • FT = Full-Time • XXX/XXX = Part-Time Fraction • INT = Intermittent • IND = Indeterminate

For the official list of MIRS elements and definitions, visit the State Controller's [MIRS Data Element Dictionary](#).