Information Technology Services
Office of the President

File Validation Information:

Element	Condition	Format	Values	Record disposition
Location	Required. Must be valid. Cannot be blank.	Alpha (4)	BK, DV, DVMC, IR, IRMC, LA, LAMC, MR, RV, SD, SDMC, SF, SFMC, SB, SC, OP	Error = record skipped.
Position Type	Optional. May be blank.	Alphanumeric (3)	SMG, MSP, PSS	Error = Warning, and invalid value changed to blank.
Title Code	Optional. May be blank.	Numeric (4)		
Posting Date	Required. Must be valid date.	Numeric (8)	Format YYYYMMDD	Error = record skipped.
Closing Date	Optional. May be blank.	Alphanumeric (100)	Can be date, Open Until Filled, etc.	
Job Title	Required. Cannot be blank.	Alphanumeric (100)		Error = record skipped.
Position Summary	Required. Cannot be blank.	Alphanumeric (1,000)		Error = record skipped.
Salary Range	Optional. May be blank.	Alphanumeric (100)		
URL	Required. Cannot be blank. Must be unique.	Alphanumeric (255)		Error = Warning, and accept duplicate.
Internal Job No.	Optional. May be blank.	Alphanumeric (30)		
Full Time/Part Time	Optional. May be blank.	Alphanumeric (100)	Full time, Part time	Error = Warning, invalid entry changed to blank.