DATA STANDARDS

Best Practices

Agenda

- What is data Standard
- Why do we require data standards
- General Guidelines
- Specific guidelines for names
- Specific guidelines for Address entry
- A glimpse into HR audit template
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What is data standards

Data Standards means adopting common practice across the organization of data entry and its representations. It **makes it easier to create, share, and integrate data by ensuring that the data are represented and interpreted correctly**.

Abiding to data Standards best practices reduces the time spent in cleaning and translating data.

Ellucian has its own manual for data standards and best practices

REASONS FOR DATA ENTRY STANDARDS

Reduce — reduce duplicate records in Banner

Promote — promote easy search capability through uniform data entry in Banner

Produce — produce accurate reports from data entered into Banner

General Guidelines

Search
- Search for a person using social security number, birth date, and all current and previous names to avoid duplication

Store
- Never store the percent symbol (%) in a data field

Enter
- Enter all data using mixed case and standard capitalization rules

Store
- Never store the ampersand symbol (&) except in an address or business name

Enter
- Enter a period (.) for an empty first name or for an empty last name

Rules for adding New record and Names

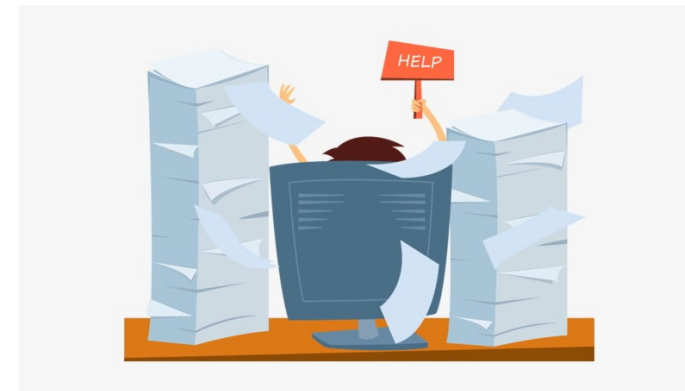|		
Enter all data using mixed case	Do not use initial for first name unless it's on legal documentation	Do not enter periods unless the person indicates
Spaces are permitted	Use hyphens, apostrophes, periods exactly as they appear in legal documentation	Never use commas, # or ampersand (&) in names

Deep dive!!

First name: Enter the first name as in the legal document. If it is blank use a (.) .If person prefers using both first and middle name to be addressed, use preferred first name field.

Last name: Same rules as first name. Do not enter prefixes or suffixes

Preferred first name": This is optional , if it exists enter it, it is also known as "nickname"

Middle name: It is not a required field. Enter the legal spelling , if initial is used it should not be followed by period

Prefixes/Suffixes: Enter this as per the guidelines (capitalization rule) , it is again optional

Address format

All addresses must meet U.S. Postal Service addressing requirements

At WVMCCD, MA are the primary address types to be used by HR , PR used by students if different than MA (Mailing Address)

To maintain a standardized list of address types based on their purposes, rather than separate addresses for each department as this will reduce redundant data entry, use "preffered indicator " if required

To dos and Not to Dos

Punctuation (periods, commas, and apostrophes) should not be used. Symbols should never be used in the first position of an address field.

The percent symbol "%" should never be used.

The designation for "in care of" should be abbreviated as "c/o" when necessary and should be entered on the first street address line.

Address data should be entered in mixed case using standard capitalization rules.

Use hyphens and slashes in addresses when needed for clarity or designated fractions. o Example: Mid-Island Plaza 101 1/2 Main St

Use the Ampersand "&" instead of the word "and" , Example: 1500 King & Queen Way

Apt # should be on the same line as the street address n to right of it e.g. 1624 W Donner St Apt 101

Street_Line1	Street_Line2	City	ST	ZIP	check for period	check for %	check for comma	check for and	check for capslock	check for #
372 Union Avenue Apt D		Campbell	CA	95008	no	no	no	no	FALSE	no
1740 Mimosa Street		Hollister	CA	95023	no	no	no	no	FALSE	no
27124 Belfast Ln		Hayward	CA	94542-2431	no	no	no	no	FALSE	no
5375 Terrace Oak Cir		Fair Oaks	CA	95628	no	no	no	no	FALSE	no
2027 Staats Way		Santa Clara	CA	95050	no	no	no	no	FALSE	no
264 Wabash Ave		San Jose	CA	95128	no	no	no	no	FALSE	no
13648 Vaquero Ct		Saratoga	CA	95070-4804	no	no	no	no	FALSE	no
39513 Plumas Ct		Fremont	CA	94538	no	no	no	no	FALSE	no
576 Calle Florencia		Morgan Hill	CA	95037	no	no	no	no	FALSE	no
378 GORDON AVE.		SAN JOSE	CA	95127	yes	no	no	no	TRUE	no
230 CURLEW CT		FOSTER CITY	CA	94404	no	no	no	no	TRUE	no
2525 Benson Avenue		Santa Cruz	CA	95065	no	no	no	no	FALSE	no
2422 U Street		Sacramento	CA	95818	no	no	no	no	FALSE	no
567 Lisbon St		Daly City	CA	94014	no	no	no	no	FALSE	no
1010 Scott Ct		Marina	CA	93933	no	no	no	no	FALSE	no
500 Cathedral Dr #82		Aptos	CA	95001	no	no	no	no	FALSE	yes
9425 Valley Oak Way		Prunedale	CA	93907	no	no	no	no	FALSE	no
324 Avalon Drive		South San Francisc	CA	94080	no	no	no	no	FALSE	no
1138 Pimento Ave		Sunnyvale	CA	94087	no	no	no	no	FALSE	no
1417 Selborn Place		San Jose	CA	95126	no	no	no	no	FALSE	no
660 Mystery Spot Road		Santa Cruz	CA	95065	no	no	no	no	FALSE	no
134 Harkness Avenue		San Francisco	CA	94134	no	no	no	no	FALSE	no
513 Cheyenne Lane		San Jose	CA	95123	no	no	no	no	FALSE	no
2175 Aborn Rd #216		San Jose	CA	95121	no	no	no	no	FALSE	yes
425 Maureen Ave		Palo Alto	CA	94306	no	no	no	no	FALSE	no
442 Kirkham St		San Francisco	CA	94122	no	no	no	no	FALSE	no
39 Oak Valley Road		San Mateo	CA	94402	no	no	no	no	FALSE	no
1769 Jonathan Ave		San Jose	CA	95125	no	no	no	no	FALSE	no
1471 McDaniel Avenue		San Jose	CA	95126	no	no	no	no	FALSE	no
325 Union Ave. Apt 162		Campbell	CA	95008	yes	no	no	no	FALSE	no

HR AUDIT TEMPLATE

Resources

Refer to the most updated Data Standard manual on Ellucian hub

Ideas for Data Audits template contact:
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