



# Data Entry Standards

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## REASONS FOR DATA ENTRY STANDARDS

The effectiveness of a set of standards may be measured in terms of its purpose. It is the purpose of this set of data entry standards to:

- Reduce duplicate personal identification records by enabling a reliable search for existing records.
- Promote search capability through uniform data entry.

## GENERAL GUIDELINES

Names and addresses in CAMS should have a customer-friendly appearance as well as a consistency in format. The objective is to (1) enter names and addresses with mixed case (both upper and lowercase letters) so that when a name or address is printed on correspondence, it looks contemporary and professional, (2) facilitate data analyses, and (3) maintain integrity of the data.

### AVOIDING DUPLICATE RECORDS

Creating a duplicate record for a person for which a record already exists in CAMS can lead to loss of data or incorrect results. It is extremely important to avoid creating duplicate records of this kind. Before creating a new record for a person, conduct an identification and name search to make sure the person has not already been entered into the CAMS system. Only if no record is found should you add a new record.

Example: To find Mac Donald, you must account for McDonald, Mc Donald, MacDonald, and Mac Donald. NOTE: A search on M%D% will retrieve all of these records.

### CREATION OF NEW PERSON OR NON-PERSON RECORD

Person records are created the first time someone enters them in CAMS. New records are created by one of the three following methods

1. The record is created by the person through one of the Application Portals.
2. The record is created through the Admissions department.
3. The record is created through the Office of Online Education.

No other method of entry is authorized. Any exception to these methods must be authorized by the Chief Information Officer, in writing.

### SEARCHING FOR MULTIPLE RECORDS

A complete search must be done before entering a new person in CAMS. There should only be one record for each person.

## HOW TO DO A COMPLETE SEARCH

Search on any portion of the name that is known. Remember that names in CAMS are not case sensitive.

- Use a wildcard (%) feature if you are not sure of the spelling.
- This precaution may take a few minutes to perform, whereas fixing a duplicate record may take several weeks to complete.

## DATA ENTRY STANDARDS

### NAMES

#### NAME CORRECTION versus NAME CHANGE

Informed professional judgment (i.e., common sense), must be used to determine what constitutes a name correction (i.e., data entry spelling error) rather than a name change. In a name correction, the current name should be "typed-over." No previous or alternative name record is kept and no documentation is required. The following chart summarizes procedures for making name changes for person entities in CAMS.

Person	Procedure	Responsible Department
Faculty	Faculty name changes must be authorized by Human Resources. A note must be added to the Faculty – Notes module field. The note will include the previous name as well as the authorized change date	Administrative Assistant – Academic Dean
Prospects	Name changes will only be done if the person has legal documentation for the name change (marriage, adoption, divorce, etc.). The name change must match the name used for all financial aid documentation. If the name change does not match financial aid documentation, the name used for financial aid documentation will be the name of record.	Admissions
Students	Name changes will only be done if the person has legal documentation for the name change (marriage, adoption, divorce, etc.). The name change must match the name used for	Registrar

	all financial aid documentation. If the name change does not match financial aid documentation, the name used for financial aid documentation will be the name of record.	
Alumni/Donors	Name changes will only be done if the person has legal documentation for the name change (marriage, adoption, divorce, etc.).	Advancement

## NAME ENTRY

Entered names will be the same as the person's legal name. For students the legal name will be the same as used for FAFSA documentation. For faculty, the legal name will be supplied by Human Resources. For alumni and donors, the legal name will be the same as the name used in the Advancement ERP system.

### *Case*

Enter the person's full name: first, middle, and last names. Always use mixed case letters for names. If, however, the person's name begins with a lower case letter, enter the first letter in lower case (duBois, for example).

### *Initials*

Do not use an initial for the first name unless the name appears as such on legal name documentation (Refer to the Name Entry section for legal name documentation).

### *Spaces*

Spaces are permitted if the legal spelling and format of the name include spaces. Examples include Mac Donald, Del Rio.

### *Punctuation*

Use hyphens, apostrophes, dashes, or periods exactly as these appear on the legal documentation. Do not add punctuation where there is none. When in doubt of the correct format to enter, refer to the person's legal document.

## ADDRESSES

Institution-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, departments with marketing responsibility (such as Advancement and Admission) must be able to produce individualized correspondence conforming the formal addressing rules. Departments such as Student Life and the Business Office may have less stringent formatting requirements. These standards must balance three considerations:

- CAMS system requirements
- Accepted standards for formal communication
- US Postal Service guidelines

## AVAILABLE ADDRESS TYPES

There are only three address types that will be used for data entry: Home, Billing, and Local. All three address types are required fields. If all three address types are the same, enter data only into the “Home” address type. Once the record is saved, the system will automatically populate the other two address types; otherwise, enter each address type.

## ADDRESS ENTRY

### *Punctuation and Symbols*

- Punctuation (periods, commas, and apostrophes) should be used where appropriate. Symbols should never be used in the first position of an address field.
- The percent symbol, %, should never be used.
- The designation “in care of” or “attention” should be abbreviated as “c/o” when needed and should be entered in the Address 3 field.
  - Use an office or title rather than a person’s name.
- Use hyphens and slashes in addresses when needed for clarity or to designate fractions.
  - 1000 Mid-Island Plaza
  - 101 ½ Main St
- Use the ampersand ‘&’ instead of the word “and” only if that is the proper spelling or if the symbol is used on individual or business letterhead.
- The USPS prefers use of pre-direction and post-direction abbreviations without period. These describe the geographic direction before and after a street name. Directions should be spelled out only when they are part of the street name.
  - 1501 Southwest Freeway
  - 101 West St
  - 1500 W Parrish Ave
  - 202 County Road NE
- The preferred delivery line for the Rural Route designators is RR
  - RR2 Box 128

### *Compass Directions*

If appropriate, compass directional words may be abbreviated at the beginning or the end of a street name. Compass directional abbreviations will be in all uppercase lettering. Compass directional abbreviations will not include a period in the abbreviation. Below is the list of acceptable compass directional abbreviations

DIRECTION	ABBREVIATION
North	N
Northeast	NE
East	E
Southeast	SE
South	S
Southwest	SW
West	W
Northwest	NW

### *Street Designators*

Refer to the US Postal Service Address Standards publication for abbreviations of street designators not listed below. Street designator abbreviations will (1) be entered in mixed-case lettering, and (2) not include a period in the abbreviation.

NAME	ABBREVIATION
Avenue	Ave
Boulevard	Blvd
Branch	Br
Center	Ctr
Court	Ct
Circle	Cir
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Square	Sq
Station	Sta
Street	St

### *Address Unit Designators*

Refer to the US Postal Service Address Standards publication for abbreviations of address unit designators not listed below. Secondary designators such as suite or apartment numbers should be on the same line as the street address and at the end of the address. If the primary address uses all available characters, the secondary unit designator should be entered into the Address 2 field.

NAME	ABBREVIATION
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Hanger	Hngr
Lot	Lot
Pier	Pier
Room	Rm
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit



### *PO Box*

- Abbreviate Post Office Box as PO Box
- If a mailing address contains both a physical address (street number and name) and a delivery address (PO Box) enter the PO Box data into the Address 2 field.

### *City, County, State, Country*

- All city information is typed in mixed-case lettering. Spell out city names in their entirety.
- If the address is a Kentucky address, a county name must be included. If the county is unknown, use the City and zip code as reference for a county lookup.
- State codes must be included for all US addresses. Use the State Code drop-down to enter this data.
- A country code is required for all non-US addresses. Use the country drop-down field to populate this data. If a country is not part of the drop-down list, submit a Help Ticket and Information Services will add the missing country to the drop-down list.

### *International Addresses*

International Address information will follow the same style conventions as US addresses. Enter the physical street address, the city, state or province, postal code and country. If the state/province is unknown, select the “ My state/province is not listed” option from the drop-down field.

### *Military Addresses*

#### *Overseas Locations*

- Enter the APO or FPO code into the City Field
  - APO is for Air/Army Post Office
  - FPO is for Fleet Post Office
- Select the military state code from the state drop-down field.
  - AA for units in the Americas other than Canada
  - AE for units in Europe, Canada, the Middle East, and Africa
  - AP for units in the Pacific and Asia
- Enter the appropriate postal code

Example:

SSGT John Rambo	Seaman Popeye Doyle
2 <sup>nd</sup> Bn 325 <sup>th</sup> Inf Reg 82 <sup>nd</sup> Airborne Division	USS Missouri
APO AE 96522	FPO AP 02345

#### *Domestic Locations*

All domestic military mail must have a regular street style address

Example:

Sgt Audie Murphy  
1<sup>st</sup> Bn 509<sup>th</sup> Inf Reg 82<sup>nd</sup> Airborne Division  
Ft Bragg, NC 12345

## TELEPHONE NUMBERS

A person may have multiple telephone numbers within the CAMS system. Telephone numbers should be accurate and reflect the most recent data received.

### NUMBERS ENTERED THROUGH CAMS ENTERPRISE

Telephone numbers must be entered into the Home, Billing, and Local address types of the Person record. If the only telephone number of record is designated “Cell” or “Mobile” then this number will be entered into the Mobile Phone field as well as the Phone 1 field. If no telephone is designated as “Cell” or “Mobile”, then leave the Mobile Phone field blank.

#### *US Telephone Numbers*

CAMS Enterprise automatically formats US telephone numbers using the following format: (###) ###-####. To activate this formatting option, the “USA” option must be selected from the Address Selection Field. NOTE: The USA country code, 1, is not needed for USA telephone numbers.

#### *International Numbers*

CAMS Enterprise utilizes a text format for International numbers. To activate this formatting option, the “Non-USA” option must be selected from the Address Selection field. The format for international numbers will be country code + telephone with no spaces or hyphens.

Example: 13+12345678901

### NUMBERS ENTERED THROUGH APPLICATION PORTALS

In order for both application portals, traditional student and online degree seeking, to accept domestic as well as international numbers, both the Phone and Cell Phone fields are formatted as a text value. Applicants are instructed to use the following formats:

- US phone numbers 1+complete phone number 1+2708523300
- International phone numbers country code + complete phone number 12+98765432109

Data entry personnel must verify and edit, if necessary, phone numbers entered through the application portals.

#### *US Telephone Numbers*

CAMS Enterprise automatically formats US telephone numbers using the following format: (###) ###-####. To activate this formatting option, the “USA” option must be selected from the Address Selection Field. NOTE: The USA country code, 1, is not needed for USA telephone numbers.

#### *International Numbers*

CAMS Enterprise utilizes a text format for International numbers. To activate this formatting option, the “Non-USA” option must be selected from the Address Selection field. The format for international numbers will be country code + telephone with no spaces or hyphens.

Example: 13+12345678901

## EMAIL

- Generally speaking, e-mail addresses are not case sensitive, but there are exceptions. Exceptions may be an internal intranet e-mail system, such as a business might use. Depending on business software and protocols, you may find that e-mail addresses are case sensitive. With this in mind, when entering an email address, follow the case and spelling given by the email user.

- Personal emails will be entered into the Email 1 field. College issued emails, those that end with @kwc.edu, will be entered into the Email 2 field.
- If the person has a second non-kwc email address, enter this email address into the Email 3 field.
- All three address types – Home, Business, and Local must have email address information entered.
- Every person record, both student and faculty, except alumni and donor records will have a Kentucky Wesleyan College email address entered as part of their person record.

### SOCIAL SECURITY NUMBERS and NATIONAL IDs

Every student, faculty, alumni, and donor record must have either a valid social security number or national ID number entered into the CAMS system. These values are checked for each new person record and, if a duplicate value exists in the system, the person record will not be created. In short, these values are the only guarantee that duplicate records will not exist in the CAMS system.

### ID NUMBERS ENTERED THROUGH CAMS ENTERPRISE

- Social Security Numbers are entered into the Student SSN field for Prospects and into the Social Security # field for Students. The system will automatically format the numbers as ###-##-####.
- National ID numbers are entered into the Alien ID Number field found on the “Other” tab for Prospects and into the Alien ID # field found on the “Demogr” for Students. National ID number fields are text values; therefore, verify the number entered is identical to the number supplied by the international prospect/student.

### ID NUMBERS ENTERED THROUGH THE APPLICATION PORTALS

Both Social Security and National ID Numbers are entered into the same field on the Application Portals. As a result, the field is defined as a text field. It is the responsibility of the data entry personnel to verify and edit, if necessary, the prospect’s/student’s ID number through the CAMS Enterprise system. A Social Security Number will need to be reentered to apply the correct format (Remember, the system automatically formats SSNs. The digits need only be entered). National ID numbers need only be verified.