

## Class Schedule Screen (IS1002)

Field	Description
YEAR/QUARTER	Used to identify the quarter for which contracts are to be produced.
ITEM NUMBER	Used to uniquely identify a class.
DEPT/DIV	Printed on contract reports.
COURSE NUMBER	Printed on contract reports.
SECT	Printed on contract reports.
INSTRUCTOR ID/NAME	Used to identify the instructor teaching the course.
ADVISOR ID	Printed on PS4020J. May be used to access employee contract screens. Does not display on IS1002.
EMPLOYMENT STATUS	Used for setting the default job class, pay cycle, subobject and sub-subobject. Used in record selection for Class Personnel Action Forms (PS4020J) and the Classes Not Approved (PS4035J) report. Also used as the default option for single or multiple classes per contract.
INSTITUTIONAL FTEF	Used in salary calculation if indicated on the Course Salary Factors Table (PS9048). Also, if not set to spaces and institutional parameter 1619 is a "Y," then the value in this field is used as the percent full-time.
FTEF	May be updated to the class schedule from the Contract Course Screen (PS4001) as a pre-entered amount.
TEAM TEACH	Used in reports and salary calculation for getting alternate instructor information.
CLASS GROUP	This field is optional and is not edited. If the same code is entered for multiple classes, then a salary will be calculated only for the first class encountered with a particular code when the Class Personnel Action Form (PS4020J) is run.
CLASS PAF OPTION	This field is used to suppress printing of Class Personnel Action Forms for selected classes. Classes are bypassed if this field contains an "N."
COURSE PAY TYPE	This field identifies the salary calculation formula and the pay scale to use in the salary calculation process. The salary calculation formula is defined using the Course Salary Factors Table (PS9048). The pay scales are built using the Pay Scales Table (PS9014) and the Pay Scales Range Table (PS9015). This field also defines the formula for calculating percent of full-time for a course.
COURSE SALARY COST	This field contains the course salary calculated and/or entered for a course. If the Class Personnel Action Form job (PS4020J) is processed in FINAL mode, salaries shown on the Class Personnel Action Form will be entered into this field. Course salary cost is calculated only if it is zero, so once Class Personnel Action Forms are processed and the salary is updated, the salary will not be recalculated unless it is blanked out on the Class Schedule Screen (IS1002). May also be updated to class schedule from the Contract Course Screen (PS4001).

PAF DATE	This date is updated with the run date when Class Personnel Action Forms are printed in the FINAL mode. This prevents the Class Personnel Action Forms from being reprinted for a class unless specifically requested. To rerun a Class Personnel Action Form for a specific class, this field needs to be blanked out.
APPROVAL INDICATOR	Used to show which classes have been approved for payment. This is updated to a "Y" when a class is entered on the Contract Course Screen (PS4001) to be included in a contract. If the class is removed from the contract (on PS4001), then the "Y" will be removed. A "Y" in this field triggers logging of course changes that may affect a contract. These changes will be shown on the Course Schedule Change Register report (PS4015).
BUILDING NUM/ROOM	Printed on contract reports.
START TIME	Printed on contract reports.
START DATE	Used to determine contract begin and end dates. Default to quarter begin and end dates if not entered.
END DATE	Default to quarter begin and end dates if not entered. Default to quarter begin and end dates if not entered.
DAYS	Printed on contract reports.
ADMINISTRATIVE UNIT	Used in record selection for Class Personnel Action Forms. Used for setting defaults for the appropriation index, program index, and organization index.
CLUSTER ID	Used to suppress salary calculations for multiple sections where the class is not the lead class.
FUNDING SOURCE	Used along with the Administrative Unit for setting up the default account code.