

Using Miscellaneous Employee Fields

The PPMS miscellaneous employee fields allow colleges to define customized fields for any number of employee functions, for example, special training received, assignment of additional duties, and assignment of special equipment, to name a few. When you assign a miscellaneous field (representing a function) to employees, you can then track and update the status of that function for each of the employees to whom it is assigned.

Using the miscellaneous employee fields is a two-step process.

1. Using the **Employee Miscellaneous Data Table (PS9060)**, you create and define the miscellaneous fields for the employee functions you want to track.
2. Then using the **Employee Miscellaneous Screen (PS0035)**, you assign the miscellaneous fields to individual employees.

The key to miscellaneous fields is the Employee Miscellaneous Number (Misc Num). Each Employee Miscellaneous Number represents a college-defined employee function that you want to track. When you want to track one of these college-defined functions for an employee, you assign its Employee Miscellaneous Number to the employee.

To be assigned access to these screens, contact your Application Security Manager.

If you have questions, contact SBCTC-ITD Customer Support by phone at 425-803-9751 or by e-mail at support@sbctc.edu.