

PS0024 – Faculty Placement Screen

Use this screen to place an instructor's pay on a pay scale, so that course salary costs can be calculated when the employee's contract is generated. The pay scale is defined on the Pay Scale Range Table (PS9015). You need to use the Faculty Placement Screen only if the instructor's salary differs from the default placement established on the Course Salary Factors Table (PS9048).

User Functions and Key Fields

Func A (Add); C (Change); D (Delete); I (Inquire)
 Key1 Employee ID
 Key2 Leave blank
 Key3 Leave blank

Data Fields

Employee ID	Placement Step (required)
Employee Name (display only)	Placement Effective Date (required)
Course Pay Type (required)	Previous Placement Range
Pay Scale	Previous Placement Step
Placement Range (required)	

Employee ID (EMP-ID)

Definition	A unique number that identifies an employee. This number is usually the employee's Social Security Number.
Length	9 digits
Values	Entered by colleges on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p> <p>To be paid through the Payroll Time Reporting Screen (PS1002), the employee must have minimum data on the Employee database.</p> <p>On the Automatic Check Cancellation Screen (PS1005), the employee ID entered in this field must match the employee ID associated with the related check/advice number in payroll history.</p> <p>On the Multiple Employee Leave Screen (PS1018), an employee ID must be entered in this field if a value is entered in any field on the same line.</p>
Data sets	EMP database: <ul style="list-style-type: none"> • DED-BAL-D (key) • EMP-A (key) • EMP-ADDR-D (key)

	<ul style="list-style-type: none"> • EMP-BENE-D (key) • EMP-BOND-D (key) • EMP-DED-D (key) • EMP-EDUC-D (key) • EMP-HIST-D (key) • EMP-JOB-D (one of 2 keys) • EMP-M (key) • EMP-NAME-D (one of 2 keys) • EMP-YRQ-D (key) • EMPLR-XREF-D (one of 2 keys) • FAC-PLACE-D (key) • LEAVE-DAY-D (key) • LEAVE-XREF-D (one of 2 keys) <p>PAYR database:</p> <ul style="list-style-type: none"> • COH-TRNS-M • TIME-RPT-D
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Employee Name (EMP-NAME)

Definition	The full name of an employee.
Length	30 characters
Format	Last, First Middle, Suffix A compound last name should have a hyphen between its parts. There must be a comma between the last and first name.
Values	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Edits	On the Position Table (PS9018), if the Position Type entry is "G" (group position), the incumbent name will be "Multiple Assignment"
Additional information	On the Faculty Placement Screen (PS0024), if the Employee ID value in the Key1 field is not in the Employee database, "New Employee" is displayed in the Employee Name field.
Data sets	EMP database: EMP-M PAYR database: Not stored in the PAYR database

Course Pay Type (COURSE-PAY-TYP)

Definition	A code for the salary calculation method for a course.
Length	2 characters
Values	Defined by colleges on the Pay Scale Table (PS9014).
Data sets	FAC-PLACE-D

Pay Scale (PAY-SCALE)

Definition	A code identifying a particular pay scale.
Length	2 characters
Values	Defined by colleges on the Pay Scales Table (PS9014)
Data sets	FAC-PLACE-D

Pay Scale Step (PAY-SCALE-STEP)

Definition	A code identifying the horizontal position of an employee's pay for a job on the pay scale.
Length	1 character
Values	"A" through "R"
Edits	If a pay scale step code is entered on the Job Status Screen (PS0002), the code must be a valid step for the pay scale.
Additional information	On the Course Salary Factors Table (PS9048), the Pay Scale Step field and the Pay Scale Range field together identify the default salary step and range. These default values are used to calculate the course salary cost if no entry has been made on the Faculty Placement Screen (PS0024) for an employee.
Data sets	EMP database: <ul style="list-style-type: none">• EMP-HIST-D• EMP-JOB-D• FAC-PLACE-D TBL5 database: <ul style="list-style-type: none">• COURSE-SAL-M

Placement Effective Date (PLACE-EFF-DATE)

Definition	The date on which employee's placement on a specific pay scale is first effective.
Length	6 digits
Format	mmddyy
Data sets	FAC-PLACE-D

Previous Placement Range (PREV-RANGE)

Definition	A code identifying an employee's salary range or grade on the pay scale that was in effect for an employee prior to the current pay scale range.
Length	4 characters
Edits	The value for this field on the Faculty Placement Screen (PS0024) must be valid for the pay scale.
Data sets	FAC-PLACE-D

Previous Placement Step (PREV-STEP)

Definition	A code identifying the horizontal position on a pay scale that was in effect for an employee prior to the current pay scale step.
Length	1 character
Values	"A" through "R"
Edits	The value for this field on the Faculty Placement Screen (PS0024) must be valid for the pay scale.
Data sets	FAC-PLACE-D