

## PS4003 – Contract Special Assignment Screen

Use the Contract Special Assignment Screen to enter special assignment information for an employee. This information is used for producing Special Assignment Personnel Action Forms, entering approvals, and producing contracts. If an employee does not exist in the Employee database, a basic "skeleton" record is created.

If you want to run the Special Assignment Personnel Action Forms (PS4025), the Approval Date field must be blank. After the administrative approval is received for the Special Assignment Personnel Action Forms, you can enter the approval date and generate a contract.

### User Functions and Key Fields

FUNC        A (Add), C (Change), D (Delete), I (Inquire)  
 SCREEN     PS4003  
 KEY1        Instructor ID or Advisor ID  
 KEY2        Special Assignment Number (required on Change, Delete and Inquire functions)  
 KEY3        YRQ

### Data Fields

<a href="#">YRQ</a> (required)	<a href="#">Pay Rate</a> (required)
<a href="#">Instr ID</a> (required)	<a href="#">Pay Cycle</a> (required)
<a href="#">Instr Name</a> (display only)	<a href="#">Accounts</a> (required)
<a href="#">Spcl Assgn Num</a> (required)	<a href="#">Pct</a>
<a href="#">Job Class</a> (required)	<a href="#">Research</a>
<a href="#">Job Class Title</a> (display only)	<a href="#">Super</a>
<a href="#">Assignment Begin Date</a> (required)	<a href="#">Approval Date</a>
<a href="#">Assignment End Date</a> (required)	<a href="#">Contract Num</a> (required)
<a href="#">Contract Unit</a>	<a href="#">Contract Status</a> (display only)
<a href="#">Salary Cost</a> (required)	<a href="#">Contract Date</a> (display only)

### Year Quarter

<b>Definition</b>	Required KEY3 field. The year and quarter of a contract.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see Year/Quarter Codes.

### Instructor ID

<b>Definition</b>	Required KEY1 field. An instructor's social security number.  <b>Note:</b> If you entered the four-digit advisor ID in KEY1, the instructor's ID is retrieved from the Advisor/Instructor Table (IS2002) and is displayed in the Instructor ID field.
<b>Length</b>	9 characters

### Instructor Name

<b>Definition</b>	Display only. An instructor's or advisor's name.
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<b>Length</b>	<ul style="list-style-type: none"> <li>• One 12-character field for the advisor's or instructor's name. If available, this is automatically retrieved from the Advisor/Instructor Table (IS2002).</li> <li>• One 30-character field for the advisor's or instructor's name which is automatically retrieved from the Employee database.</li> </ul>
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### Special Assignment Number

<b>Definition</b>	Required KEY2 field. A number uniquely identifying a particular special assignment for an instructor ID and year/quarter.
<b>Length</b>	2 digits
<b>Edits</b>	Must be 01 through 99.

### Job Classification

<b>Definition</b>	Entry required. A code defined by colleges identifying a job classification on which the contract/job should be placed. Once a special assignment has been entered, this field can be changed on the Contract Status Screen (PS4007).
<b>Length</b>	6 characters
<b>Edits</b>	Must be a valid code on the Job Class Table (PS9004).

### Job Classification Long Title

<b>Definition</b>	Display only. A descriptive title for a job classification, as entered on the Job Class Table (PS9004). Use this for reporting purposes.
<b>Length</b>	26 characters

### Assignment Begin Date

<b>Definition</b>	Entry required. The date a special assignment begins.  <b>Note:</b> Defaults to the quarter begin date.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### Assignment End Date

<b>Definition</b>	Entry required. The date a special assignment ends.  <b>Note:</b> Defaults to the quarter end date.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY
<b>Edits</b>	The assignment-end date must be a later date than the assignment-begin date.

### Contract Unit

<b>Definition</b>	The number of work hours required to fulfill an employment contract. The number of days or hours represented should not include vacations or holidays. Contract units for part-time faculty, moonlight contracts, and stipends must be entered in hours.
<b>Length</b>	3 digits

### Assignment Salary Cost

<b>Definition</b>	Entry required. The salary cost associated with a special assignment.
<b>Length</b>	7 digits plus a decimal
<b>Format</b>	99999.99

### Course Pay Rate

<b>Definition</b>	Entry required. A code defined by the system indicating what type of job is updated in the Job Status Screen (PS0002) and the Job Account Screen (PS0003).
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  H Hourly C Contracted

### Pay Cycle

<b>Definition</b>	Entry required. The pay cycle on which a special assignment/job should be placed.  The first character of the pay cycle code is defined by the system which identifies the frequency of a pay cycle (for example, weekly, monthly, quarterly). The second character of the pay cycle code is defined by colleges and cannot be blank. Once a special assignment is entered, this field can be changed on the Contract Status Screen (PS4007).
<b>Length</b>	2 characters
<b>Edits</b>	Must be a valid entry on the Pay Cycle Table (PS9023).

### Special Assignment Accounts

<b>Definition</b>	Entry required. A budget code charged for an instructor's salary for a special assignment.
<b>Length</b>	14 characters
<b>Edits</b>	<ul style="list-style-type: none"><li>• The appropriation index/program index must be a valid combination on the FMS Appropriation Index/Program Index Table (GA1061).</li><li>• The program index/organization index must be a valid combination on the FMS Program Index/Organization Table (GA1062).</li><li>• The subobject must be valid on the FMS Subobject Table (GA1011).</li></ul>

### Special Assignment Percent of Full Time

<b>Definition</b>	The percent of full time associated with a special assignment.
<b>Length</b>	5 digits plus a decimal
<b>Format</b>	999.99

### Research and Development Percent

<b>Definition</b>	The percent of an employee's full-time equivalent faculty (FTEF) that should be assigned to research and development.
<b>Length</b>	3 digits

<b>Edits</b>	The sum of the Research and Development Percent field and the Supervision Percent field cannot be greater than 100%.
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### Supervision Percent

<b>Definition</b>	The percent of an employee's full-time equivalent faculty (FTEF) that should be assigned to supervision.
<b>Length</b>	3 digits
<b>Edits</b>	The sum of the Research and Development Percent field and the Supervision Percent field cannot be greater than 100%.

### Approval Date

<b>Definition</b>	<p>The date a special assignment was approved for payment.</p> <p><b>Note:</b> If you want to run Special Assignment Personnel Action Forms (PS4025), the Approval Date field must be blank. After the administrative approval is received for the Special Assignment Personnel Action Forms, you can enter the approval date and generate a contract.</p> <p>A contract will not be produced unless this field contains a date.</p>
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### Contract Number

<b>Definition</b>	Entry required. A code uniquely identifying a particular contract for an instructor for a year/quarter.
<b>Length</b>	2 digits
<b>Edits</b>	<ul style="list-style-type: none"> <li>The Job Class and Pay Cycle fields in the Contract Status Screen (PS4007) for this contract number must match those shown on this screen.</li> <li>The Contract Status field must be blank, indicating that a contract is pending.</li> </ul>

### Contract Status

<b>Definition</b>	Display only. A code defined by the system identifying the current status of a contract.										
<b>Length</b>	1 character										
<b>Values</b>	<p>Valid codes</p> <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Pending contract</td> </tr> <tr> <td>I</td> <td>Contract issued</td> </tr> <tr> <td>S</td> <td>Signed contract returned</td> </tr> <tr> <td>R</td> <td>Contract reissued</td> </tr> <tr> <td>C</td> <td>Contract cancelled</td> </tr> </table>	Blank	Pending contract	I	Contract issued	S	Signed contract returned	R	Contract reissued	C	Contract cancelled
Blank	Pending contract										
I	Contract issued										
S	Signed contract returned										
R	Contract reissued										
C	Contract cancelled										

### Contract Date

<b>Definition</b>	Display only. The date a contract is printed or issued.
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<b>Length</b>	6 digits
<b>Format</b>	MMDDYY