

PS4005 – Contract Payment Screen

Use the Contract Payment Screen to review payment information for a contract. The pay period salaries shown are for information only; they will be recalculated at the time the job records are created in the Employee database.

User Functions and Key Fields

FUNC	V (View)
SCREEN	PS4005
KEY1	Instructor ID or Advisor ID
KEY2	Contract Number
KEY3	YRQ

Data Fields

YRQ (required)	Job Class Title (display only)
Instr ID (required)	Pay Cycle (display only)
Instr Name (display only)	Total Contract Amount (display only)
Contract Num (required)	Number of Payments (display only)
Contract Begin Date (display only)	Check Date (display only)
Contract End Date (display only)	Amount (display only)
Job Class (display only)	

Year Quarter

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

Instructor ID

Definition	Required KEY1 field. An instructor's social security number. Note: 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.
Length	9 characters

Instructor Name

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

Contract Number

Definition	Required KEY2 field. A code uniquely identifying a particular contract for an
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	instructor for a year/quarter.
Length	2 digits
Edits	The contract number must be valid for the employee ID and YRQ.

Contract Begin Date

Definition	Display only. The date a contract begins. This date is the earliest begin date for all classes and special assignments for a contract.
Length	6 digits
Format	MMDDYY

Contract End Date

Definition	Display only. The date a contract ends. This date is the last end date for all classes and special assignments for a contract.
Length	6 digits
Format	MMDDYY

Job Classification

Definition	Display only. A code defined by colleges identifying a job classification.
Length	6 characters

Job Classification Long Title

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

Pay Cycle

Definition	Display only. The pay cycle on which a contract is to be paid. The first character of the pay cycle code is defined by the system and identifies the frequency of a pay cycle (for example, weekly, monthly, quarterly). The second character of the pay cycle code is defined by colleges.
Length	2 characters

Calculated Total Contract Amount

Definition	Display only. The total amount of pay that has been calculated for a contract by totaling the salary costs of all classes and special assignments.
Length	8 digits plus a decimal
Format	999999.99

Number of Payments

Definition	Display only. The number of payments an employee receives for a contract. This is based on the contract begin and end dates and the pay scale.
Length	2 digits

Check Date

Definition	Display only. The date a contract payment is made to an employee. This date is derived from the Pay Cycle Table (PS9023) by matching the contract begin and end dates to the pay period begin and end dates.
Length	6 digits
Format	MMDDYY

Amount

Definition	Display only. The amount paid to an employee on a contract date.
Length	8 digits plus a decimal
Format	99999.999