

PS9001 – Institution Parameter Table

Required table.

Parameters 1 through 999 are maintained by SBCTC-ITD.

Parameters 1000 and above are maintained by the colleges.

For a complete description of each institutional parameter, see Institutional Parameter Definitions.

Use the Institution Parameter Table (PS9001):

- To define parameters for storing constant values used by several system processes. For example, parameter 1000 (District Title) identifies your college name as it should appear on all system-generated reports.
- To define custom fields for your college. For example, parameter 1501 (Miscellaneous Title 1) could be used to define a field for employee parking information on the Personal Information Screen (PS0004).

The protected functions on this screen are A (Add), C (Change) and D (Delete) for parameter numbers 0001-0999. To request that an institution parameter be added, deleted, or changed, complete an Institution Parameter Table (PS9001) Update Form (see Appendix D of the PPMS Control Tables manual for sample request forms).

For a complete listing of the Institution Parameter table, run DataExpress procedure PS9001R (from Inform group, PLIB account).

User Functions and Key Fields

FUNC	C (Change) for parameter numbers 1000 and greater; I (Inquire)
KEY1	Enter a Parameter Number
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Parameter Number (Key1)	Character Parameter Value (display only for parameters 1-999)
Parameter ID (display only)	Max Length (display only)
Data Element Name (display only)	Numeric Parameter Value (display only for parameters 1-999)

Institutional Parameter Number (INSTIT-PARM-NUM)

Definition	Key1 field. A number defined by the system and assigned to each institutional parameter. Institutional parameters are used to identify constant values that are used by various PPMS processes.
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Length	4 characters
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Institutional Parameter ID (INSTIT-PARM-ID)

Definition	Display only. A short, descriptive name for an institutional parameter.
Length	16 characters

Data Element Name

Definition	Display only. The complete descriptive (long) name for an institutional parameter.
Length	50 characters

Character Parameter Value (INSTIT-VALUE)

Definition	Display only for parameters 0001 through 0999. The valid code or codes for a character value parameter, for example, the value for parameter 1100 (Standard Work Week) is MTWHF . Colleges can add or change character values for institutional parameters 1000 and above.
Length	30 characters
Edits	A value cannot be entered in both the Character Parameter Value field and the Numeric Parameter Value field.

Maximum Length

Definition	Display only. The maximum length of a parameter that is displayed only if the coding value entered for the parameter is too large. The process accesses the Data Element Dictionary to verify that the length will accommodate the code.
Length	4 digits

Numeric Parameter Value (INSTIT-VALUE)

Definition	Display only for parameters 0001 through 0999. The valid entries for a numeric value parameter, for example, the value for parameter 6 (Basic Long Term Disability Waiting Period) is 90 (days). Colleges can add or change numeric values for institutional parameters 1000 and above.
Length	13 characters, including 4 decimal places
Format	999999999.9999
Edits	A value cannot be entered in both the Numeric Parameter Value field and the Character Parameter Value field.