

PS9006 – Department Table

Required table. Codes maintained by colleges.

Use this screen to enter and display information about the departments at your college. Each department is identified by a department code. The information about a department includes its address, supervisor, and affirmative action job group. Department codes are used to associate employees, supervisors, and distribution codes to the appropriate department.

The payment distribution location code used on the Payroll Information Screen (PS0014) for the distribution of payroll checks is entered in this table as a department code for editing valid codes.

For a complete list of department codes, run DataExpress procedure PS9006R (from Inform group and PLIB account).

User Functions and Key Fields

FUNC	A (Add); C (Change); D (Delete); I (Inquire)
KEY1	Enter a Department Number
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Department Number	St (display only)
Department Name	Zip Code
Abbreviated Name	Supervisor
Address	Supervisor Name (display only)
City (display only)	Affirmative Action Job Group

Department Number (DEPT-NUM)

Definition	A code defined by colleges or number identifying a college department.
Length	6 characters

Department Name (DEPT-NAME)

Definition	A field defined by colleges containing a descriptive name of the department identified by the Department Number field.
Length	30 characters

Department Abbreviation (DEPT-ABBR)

Definition	A field defined by colleges containing the abbreviated name of the department identified by the Department Number field.
Length	16 characters

Department Address (DEPT-ADDR)

Definition	The street address, campus address, or both of a college department.
Length	30 characters

Department City (CITY)

Definition	Display only. The name of the city in which a college department is located, as shown on the Zip Code Table (ZX0020).
Length	20 characters

Department State (ST)

Definition	Display only. The abbreviation of the state in which a college department is located, as shown on the Zip Code Table (ZX0020).
Length	2 characters

Department Zip Code (DEPT-ZIP)

Definition	The U. S. Postal Service zip code for a college department's street address.
Length	9 characters
Edits	If a value is entered in the ZIP field, then a value must be entered in the Department Address field. The zip code must exist on the Zip Code Table (ZX0020).

Supervisor (SUPER)

Definition	A code defined by colleges identifying a specific supervisor.
Length	4 characters
Edits	The supervisor code must exist on the Supervisor Table (PS9024).

Supervisor Name (SUPER-NAME)

Definition	Display only. The name of a supervisor as it was entered on the Employee Status Screen (PS0001).
Length	30 characters

Affirmative Action Job Group (AFFIRM-JOB-GRP)

Definition	A code defined by colleges classifying departments for a breakdown of the affirmative action groups monitoring affirmative action goals.
Length	1 character