

## PS9019 – Employee Calendar

Optional table. Codes maintained by users.

Use this screen to create employee calendars. Employee calendars are of two detailed types:

- A Fixed Week Calendar identifies the number of hours per day for employees working a nonstandard work week or nonstandard hours per day. The Employee Calendar is used to report the correct hours in a pay period for these employees and to calculate their hourly rates.
- A Fiscal Year Calendar identifies the hours or days that contractual employees work during each month of a fiscal year. The Employee Calendar is used to report the actual hours or days for the Department of Retirement Systems (DRS) for contracted employees.

In addition, you can create a less detailed Employee Calendar by completing only the fields up to and including the Hours/Days Indicator.

You can create an employee calendar:

- for a group of employees with common work schedules
- for an individual employee with a unique work schedule
- for one or more positions

To obtain a complete listing of employee calendars, run DataExpress procedure PS9019R (from the Group Inform and Account PLIB).

### User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Calendar Code
KEY2	Enter a Fiscal Year (optional)
KEY3	Leave blank

### Adding an Employee Calendar

The Employee Calendar is a two-part screen with access to one part at a time. The top part must always be completed through the Hours/Days Indicator field. The bottom part is divided into fields for entering a Fixed Week Calendar and fields for entering a Fiscal Year Calendar.

Complete the Fixed Week Calendar fields for classified employees working nonstandard work weeks in order for actual pay period hours to be reported correctly.

Complete the Fiscal Year Calendar fields for faculty and administrators, when applicable, in order for actual days, and hours to be reported to DRS accurately.

#### To add a Fixed Week Calendar:

1. From the Payroll/Personnel Menu, select the Employee Calendar:

In the Func field, type **A** (add); in the Screen field, type **PS9019**; in the Key1 field, type a new employee calendar code; press the Enter key.

The top part of the screen is displayed with the employee calendar information (through the Hours/Days Indicator) and the Fixed Week Calendar fields highlighted; the Fiscal Year Calendar fields are protected.

2. Complete the required fields: Calendar Title, Calendar Hours Type, Full-Time Hours Per Day, and Hours/Days Indicator.
3. To define a Fixed Week Calendar, in the highlighted weekday fields (Sun through Sat), type the number of hours to be worked each day.
4. Press the Enter key.

**To add a Fiscal Year Calendar:**

1. From the Payroll/Personnel Menu, select the Employee Calendar:

In the Func field, type **A** (add); in the Screen field, type **PS9019**; in the Key1 field, type a new employee calendar code; in the Key2 field, type a fiscal year code; press the Enter key.

The top part of the screen is displayed with the employee calendar information (through the Hours/Days Indicator) and the Fixed Week Calendar fields highlighted; the Fiscal Year Calendar fields are protected.

2. Enter data in the required fields (through the Hours/Days Indicator) and, as needed, in the Fixed Week Calendar fields; press the Enter key.

The screen is redisplayed with the top part now protected and the Fiscal Year Calendar fields highlighted. The twelve Mo/Yr fields are labeled with the months for the fiscal year, starting with 07 (July) and ending with 06 (June).

Note: The District Information Table (GA1101) needs to be built in FMS before fiscal year months display.

3. In the Days/Hrs fields for each month, type in the number of days or hours to be worked for that month.

Whether you enter days or hours depends on the value you entered in the Hours/Days Indicator field.

For example, for Fall Quarter Part-time Faculty (fiscal year 01-02), who are contracted to work seven hours per day, the number of hours for month 09 (September) would be 35; for month 10 (October), 161; for month 11 (November), 133; and for month 12 (December), 70.

4. Press the Enter key.

## Changing an Employee Calendar

To change an employee calendar, use the C (change) function and the key fields to access the records you want.

### To update general information about an employee calendar (top part of screen) or about a Fixed Week Calendar:

1. From the Payroll/Personnel Menu, select the Employee Calendar:

In the Func field, type **C** (change); in the Screen field, type **PS9019**; in the Key1 field, type the code for the employee calendar you want to change; press the Enter key.

The screen is redisplayed with the fields that can be changed highlighted.

2. Update the highlighted fields that you want to change and press the Enter key.

### To update information about a Fiscal Year Calendar:

1. From the Payroll/Personnel Menu, select the Employee Calendar:

In the Func field, type **C** (change); in the Screen field, type **PS9019**; in the Key1 field, type the code for the employee calendar code you want to change; in the Key2 field, type a fiscal year; press the Enter key.

The screen is redisplayed with the fields that can be changed, including the Fiscal Year Calendar fields, highlighted.

2. Update the highlighted fields that you want to change and press the Enter key

## Data Field List

<a href="#">Calendar Code</a> (Key1)	<a href="#">Fixed Week Calendar</a> (Work Hours Per Day)
<a href="#">Calendar Title</a>	<a href="#">Fiscal Year Calendar</a> (Key2)
<a href="#">Calendar Hours Type</a> (required)	<a href="#">Mo/Yr</a> (display only)
<a href="#">Full-Time Hours Per Day</a> (required)	<a href="#">Days/Hrs</a> (Work Hours Per Month)
<a href="#">Hours/Days Indicator</a> (required)	

### Calendar Code (CAL-CD)

<b>Definition</b>	Key1 field. A code defined by colleges identifying a work calendar (including the exact number of hours or days in specific month) for an employee, group of employees, or a position.
<b>Length</b>	2 characters

### Calendar Title (CAL-TITLE)

<b>Definition</b>	The descriptive title of an employee calendar.
<b>Length</b>	30 characters

### Calendar Hours Type (CAL-HR-TYP)

<b>Definition</b>	Entry required. A code defined by the system identifying the type of hours shown on an employee calendar.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  A Actual hours for the employee or employees, not adjusted by percentage of full time. F Full-time hours to be adjusted by employee's percentage of full time.

### Full-Time Hours Per Day (FULL-TIME-HR)

<b>Definition</b>	Entry required. The number of full-time hours per day worked by an employee assigned to this employee (work) calendar.
<b>Length</b>	4 digits, including two decimal places
<b>Format</b>	99.99
<b>Edits</b>	The value of this field cannot be greater than 16.

### Hours/Days Indicator (HR-DAY-IND)

<b>Definition</b>	Entry required. A code indicating whether the time shown on an employee calendar is in hours or days.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  D Days H Hours

### Work Hours Per Day (WORK-HR-DAY)

<b>Definition</b>	A set of seven fields (Sun, Mon, Tues, Wed, Thurs, Fri, and Sat) identifying the number of hours for each day of a week that an employee with this calendar code will work. When used, these fields identify a nonstandard work week for applicable employees.
<b>Length</b>	4 digits, including two decimal places
<b>Format</b>	99.99
<b>Edits</b>	If the Hours/Days Indicator entry is <b>D</b> (days), the entries in these fields must be <b>1</b> or blank.

### Fiscal Year Calendar

<b>Definition</b>	Optional Key2 field. The fiscal year associated with an employee calendar code. The last two digits of each fiscal year are entered; for example, for the 2001-2002 fiscal year, type <b>0102</b>  <b>Note:</b> The same employee calendar code can be established for multiple fiscal
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	years.
<b>Length</b>	4 digits
<b>Format</b>	YYYY

### Month/Year

<b>Definition</b>	<p>Display only. A set of twelve, month and year fields, which are displayed if a value is entered in the Fiscal Year Calendar field. In the first Mo/Yr field, the month is <b>7</b> (July - the first month of a fiscal year) and year is tied to the fiscal year entered in the Key2 (Fiscal Year Calendar) field. For example, for the 0102 fiscal year, the first Mo/Yr field would be <b>7/01</b>.</p> <p><b>Note:</b> The District Information Table (GA1101) needs to be built in FMS before fiscal year months display.</p>
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### Work Hours Per Month (WORK-HR-MO)

<b>Definition</b>	A set of twelve fields, each identifying the number of hours or days for each month of a fiscal year that an employee with this calendar code will work.
<b>Length</b>	3 digits
<b>Edits</b>	If the Hours/Days Indicator is <b>D</b> (days), the number of days entered for each month must be valid, for example, <b>31</b> is a valid entry for month <b>7</b> (July).