

PS9026 – Employee Type Table

Required table. Maintained by SBCTC-ITD and users.

Use this screen to view and change information about employee types. For each employee type, the following information is identified:

- The default medical, dental, leave, and retirement plans
- The method for maintaining leave balances, medical aid reporting, and employee history
- The number of months that automatic separation will occur after an employee's last pay date

The protected functions on this screen are A (Add) and D (Delete). To add or delete employee type codes, complete the appropriate request form. To see a sample request form, refer to Appendix D of the PPMS Control Tables manual.

To obtain a complete listing for the Employee Type Table, run DataExpress procedure PS9026R (from the Group Inform and Account PLIB).

User Functions and Key Fields

FUNC	C (Change), I (Inquire)
KEY1	Enter an Employee Type
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Employee Type (Key1)	Default Retirement Plan
Employee Type Title (required)	Leave Balance Units (required)
Default Plans: Medical	Medical Aid Reporting Option (required)
Default Plans: Dental	Employee History Indicator (required)
Default Leave Plans	Separation Months (required)

Employee Type (EMP-TYP)

Definition	Key1 field. A code identifying an employee's primary personnel category.																
Length	1 character																
Values	<p>Defined by SBCTC-ITD as follows:</p> <table> <tr> <td>C</td> <td>Classified</td> </tr> <tr> <td>E</td> <td>Exempt</td> </tr> <tr> <td>F</td> <td>Full-time faculty</td> </tr> <tr> <td>H</td> <td>Hourly</td> </tr> <tr> <td>L</td> <td>Paraprofessional</td> </tr> <tr> <td>P</td> <td>Part-time faculty</td> </tr> <tr> <td>R</td> <td>Supplemental retiree</td> </tr> <tr> <td>S</td> <td>Student</td> </tr> </table>	C	Classified	E	Exempt	F	Full-time faculty	H	Hourly	L	Paraprofessional	P	Part-time faculty	R	Supplemental retiree	S	Student
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	V Volunteer
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Employee Type Title (EMP-TYP-TITLE)

Definition	Entry required. The descriptive title of an employee type.
Length	10 characters

Medical Plan (HE-MEDICAL-PLAN)

Definition	A code identifying a valid medical plan in which employees can enroll. On the Employee Type Table (PS9026), this field identifies the default medical plan for this employee type.
Length	1 character
Edits	Before a medical plan code can be used on the Employee Type Table (PS9026), the code must be on the Health Plan Table (PS9008). Note: To establish a medical plan without a dental plan or vice-versa, type an asterisk (*) in the field of the nonparticipating plan.
Values	To obtain a complete list of medical and dental plans, run DataExpress procedure PS9008R (from the Group Inform and Account PLIB).

Dental Plan (HE-DENT-PLAN)

Definition	A code identifying a valid dental plan in which employees can enroll. On the Employee Type Table (PS9026), this field identifies the default dental plan for this employee type.
Length	1 character
Edits	Before a dental plan code can be used on the Employee Type Table (PS9026), the code must be on the Health Plan Table (PS9008). Note: To establish a dental plan without a medical plan or vice-versa, type an asterisk (*) in the field of the nonparticipating plan.
Values	To obtain a complete list of medical and dental plans, run DataExpress procedure PS9008R (from the Group Inform and Account PLIB).

Default Leave Plans (DFLT-LEAVE)

Definition	A set of four fields identifying the default leave plan or plans that are assigned to this employee type.
Length	2 characters
Edits	Before a leave plan code can be used on the Employee Type Table (PS9026), the code must be on the Leave Accrual Table (PS9009). The same default leave plan code cannot be entered in more than one of the Default Leave Plans fields.

Default Retirement Plan (DFLT-RETIRE)

Definition	A code identifying the default retirement plan that is assigned to this employee type.
Length	2 characters
Edits	Before a retirement plan code can be used on the Employee Type Table (PS9026), the code must be on the Retirement Plan Table (PS9041).

Leave Balance Units (LEAVE-UNIT)

Definition	A code identifying the units in which leave balances are maintained for this employee type.
Length	1 character
Values	Defined by SBCTC-ITD as follows: D Days H Hours N Not applicable

Medical Aid Reporting Option (MEDAID-OPT)

Definition	A code identifying how medical aid hours are to be calculated for this employee type.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Report actual hours worked F Report fixed hours per pay period based on the percentage of full time

Employee History Indicator (EMP-HIST-IND)

Definition	A code indicating whether an employee history should be maintained for this employee type.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A All employees N No history P Permanent employees only Note: On the Institution Parameter Table (PS9001), parameter 1204 (Employee History Moonlight) indicates whether you want to include moonlight contracts in the employee history for permanent employees.

Employee Separation Months (EMP-SEPR-MO)

Definition	The number of months that should pass from the last pay date before an employee of this employee type should be automatically separated.
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Length	2 characters
Edits	<p>The value in this field must be greater than zero.</p> <p>Note:</p> <p>On the Institution Parameter Table (PS9001), parameter 1205 (Months to Retain Separated Employees) identifies the number of months that PPMS waits after an employee has been separated before purging the employee's records. The records must be retained for a minimum of 15 months. A value of "99" for parameter 1205 indicates that the records are never to be purged.</p> <p>On the Institution Parameter Table (PS9001), parameter 1201 (Separated Employees Purge Month) identifies the month that you want the purge process to occur. A parameter value of "99" indicates that automatic purging is not to be performed.</p> <p>Parameter 1201 takes precedence over parameter 1205 (described in the previous note). For example, if April is selected as the purge month for parameter 1201 and sixteen months is selected for parameter 1205, then the records for an employee separated in January 2002 will not be purged until May 2003.</p>
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>01-98 Number of months until automatic separation</p> <p>99 No automatic separation</p>