

PS9048 – Course Salary Factors Table

Optional table. Codes defined by colleges.

Use this screen to add and maintain data needed to calculate faculty salary cost and the percentage of full time based on course information. The pay scale is entered into each class record. The default placement (range/step) is used for the salary calculation if no entry is made on an employee's Faculty Placement Screen (PS0024). The Salary Base Ind and Base Multiplier fields define the formula to be used for salary calculation. The Base FTEF fields define the formula for calculating course expenses based on the employee's percentage of full time.

By using this screen, you set up a default calculation of the course salary cost. This default calculation can be overridden on the Class Schedule Screen (IS0002).

To obtain a complete listing for the Course Salary Factors Table, run DataExpress procedure PS9048R (from the Group Inform and Account PLIB).

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Course Pay Type
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Course Pay Type (Key1)	Contract Units (Hrly) (required when Course Pay Rate is "H")
Pay Scale (required)	Salary Base Ind (required)
Course Pay Rate (Hrly/Contract) (required)	Base Multiplier
Default Placement (Range) (required)	Base FTEF
Default Placement (Step) (required)	

Course Pay Type (COURSE-PAY-TYP)

Definition	Key1 field. A code identifying the salary calculation method for a course.
Length	2 characters

Pay Scale (PAY-SCALE)

Definition	Entry required. A code identifying a particular pay scale.
Length	2 characters
Edits	The pay scale code must exist on the Pay Scales Table (PS9014).

Course Pay Rate (Hourly/Contract)

Definition	Entry required. A code indicating the pay rate type. This code is updated to the Job Status Screen (PS0002) and the Job Account Screen (PS0003).
Length	1 character

Values	Defined by SBCTC-ITD as follows: C Contracted H Hourly
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Default Placement (Range) (PAY-SCALE-RANGE)

Definition	Entry required. A code identifying the pay range, or grade, of a pay scale. On the Course Salary Factors Table (PS9048), this field and the Pay Scale Step field together identify the default salary range and step. These default values are used to calculate the course salary cost if no entry has been made on the Faculty Placement Screen (PS0024) for an employee.
Length	4 characters
Edits	The pay range must be valid for the pay scale.

Default Placement (Step) (PAY-SCALE-STEP)

Definition	Entry required. A code identifying the horizontal position within the range of the pay scale. On the Course Salary Factors Table (PS9048), this field and the Pay Scale Range field together identify the default salary step and range. These default values are used to calculate the course salary cost if no entry has been made on the Faculty Placement Screen (PS0024) for an employee.
Length	1 character
Values	A through R

Contract Units (Hrly) (CON-UNIT)

Definition	The number of hours to be updated to the Contract Units field on the Job Status Screen (PS0002) and the Job Account Screen (PS0003) for the course pay type of an hourly job.
Length	3 digits
Edits	On the Course Salary Factors Table (PS9048): <ul style="list-style-type: none"> • For pay rate type C (contracted), the Contract Unit field must contain zero. • For pay rate type H (hourly), the Contract Unit field must contain a value greater than zero.

Salary Base Indicator (SAL-BASE-IND)

Definition	<p>Entry required. A set of 10 fields. Each field identifies whether a specific course element affects the salary calculation for a course. The course element fields occur in the following order:</p> <p>Credits Institutional FTEF Qtr Instr Contact (Contact Hours - Instructor) Qtr Contact Lec (Lecture Contact Hours) Qtr Contact Lab (Lab Contact Hours) Qtr Contact Clin (Clinical Contact Hours) Qtr Contact Other (Other Contact Hours) Qtr Contact Sys (System Contact Hours) Miscellaneous 2 Clock Hours</p>
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>N No, does not affect salary reduction Y Yes, does affect salary reduction</p> <p>Note: For the Add function, each Salary Base Indicator field defaults to N (no).</p>

Salary Base Multiplier (SAL-BASE-MULT)

Definition	<p>A set of 10 fields. Each field identifies an arithmetical factor to be multiplied by the pay scale amount (from the Pay Scale Range Table–PS9015) and the corresponding course element field for calculating the course salary cost.</p> <p>The course element fields occur in the following order:</p> <p>Credits Institutional FTEF Qtr Instr Contact (Contact Hours - Instructor) Qtr Contact Lec (Lecture Contact Hours) Qtr Contact Lab (Lab Contact Hours) Qtr Contact Clin (Clinical Contact Hours) Qtr Contact Other (Other Contact Hours) Qtr Contact Sys (System Contact Hours) Miscellaneous 2 Clock Hours</p>
Length	6 digits, including four decimals (99.9999)
Edits	A value must be entered in each Salary Base Multiplier field for which the corresponding Salary Base Indicator entry is Y (yes).

Base FTEF

Definition	A set of 10 fields. Each field identifies the decimal value that is considered the full-time equivalent (FTE) for full-time faculty. For example, 25% FTE would be
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	<p>expressed as .25. The base FTEF is used to divide the value in the corresponding course element field to derive the percentage of full time.</p> <p>The Base FTEF values are applied to the following course element fields:</p> <ul style="list-style-type: none"> Credits Institutional FTEF Qtr Instr Contact (Contact Hours - Instructor) Qtr Contact Lec (Lecture Contact Hours) Qtr Contact Lab (Lab Contact Hours) Qtr Contact Clin (Clinical Contact Hours) Qtr Contact Other (Other Contact Hours) Qtr Contact Sys (System Contact Hours) Miscellaneous Clock Hours
Length	7 digits, including four decimals (999.9999)