

PS9049 – Employment Status Option Table

Optional table.

Use this screen to assign default values to each course employment status used in the process to generate the Class Personnel Action Form (PS4020J), data for the Contract Course Screen (PS4001), and employee contracts. For each employment status, you assign defaults for the job classification, pay cycle, subobject, and sub-subobject.

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter an Employment Status Code
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Employment Status (Key1)	Default Pay Cycle (required)
Employment Status Option Title (display only)	Default Subobject (required)
Contract Option (required)	Sub-subobject (required)
Default Job Class (required)	

Employment Status (EMPL-STATUS)

Definition	Key1 field. A code identifying an employee's type of employment.
Length	1 character
Values	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> 1 Full-time 2 Moonlight 3 Part-time 4 Paraprofessional 5 Contract 6 Volunteer 7 Sabbatical 8 Full-time, but absent because of illness

Employee Status Option Title

Definition	Display only. An employee status title.
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Contract Option (CON-OPT)

Definition	Entry required. A code indicating how contracts should be prepared.
Length	1 digit
Values	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> 1 One item number per contract.

	2 Multiple item numbers per contract.
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Job Classification (JOB-CLASS)

Definition	Entry required. A code defined by colleges identifying one or more positions that have similar duties and qualifications, and the same pay schedule. On the Employment Status Option Table (PS9049), the job classification is set up as a default to be applied to contracts and jobs.
Length	6 characters
Edits	The job class code must exist on the Job Class Table (PS9004).

Pay Cycle (PAY-CYCLE)

Definition	Entry required. A code identifying the pay cycle on which an employee is paid for a contract or job. The first character of the pay cycle code is the system-defined pay cycle frequency, which identifies the frequency of a pay cycle code. The second character of the pay cycle code is college-defined and cannot be blank.
Length	2 characters

Subobject (DA-SOBJ)

Definition	Entry required. A code identifying expenditures according to the category of the goods or services received in the transaction. On the Employment Status Option Table (PS9049), the subobject code is set up as a default to be applied to contracts and jobs.
Length	2 characters
Edits	Before a subobject can be used on the Employment Status Option Table (PS9049), the code must exist on the Subobject Table (GA1011).

Sub-subobject (DA-SSOBJ)

Definition	Entry required. A code identifying a further classification of an object of expenditures relating to a contract or job. On the Employment Status Option Table (PS9049), the sub-subobject code is set up as a default to be applied to contracts and jobs.
Length	2 characters