

Institutional System Parameters

Entries in the Institution Parameter Table (PS9001) control specific functions on other PPMS screens and processes, such as, how data appears on screens and what data can be typed. This index lists the PPMS institutional system parameters and links to a description of each one.

Parameters 1 through 999 are maintained by SBCTC-ITD.

Parameters 1000 and above are maintained by colleges.

Quick links:

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1 - Insurance Eligibility Percent of Full-time (INSUR-ELIG-PCT)

A six-digit number, including two decimal places (9999.99), identifying the minimum percent of full-time required for an employee to be eligible for insurance benefits.

2 - Basic Life Insurance Coverage (BASIC-LIFE-COV)

A six-digit number that identifies the amount of life insurance coverage offered by the employer at no cost to the employee.

3 - Basic Accidental Death and Dismemberment Coverage (BASIC-ACC-COV)

A six-digit number that identifies the amount of accidental death and dismemberment coverage offered by the employer at no cost to the employee.

4 - Basic Long Term Disability Minimum Income (BASIC-LTD-MIN)

A three-digit number that identifies the minimum amount of long-term disability insurance monthly income offered by the employer at no cost to the employee.

5 - Basic Long Term Disability Maximum Income (BASIC-LTD-MAX)

A three-digit number that identifies the maximum amount of monthly income from long-term disability insurance offered by the employer at no cost to the employee.

6 - Basic Long Term Disability Waiting Period (BASIC-LTD-WAIT)

A three-digit number that identifies the number of days of waiting before long-term disability insurance income begins for the basic long-term disability insurance offered by the employer.

7 - Part B Spouse Life Coverage (PART-B-SPOUSE)

A six-digit number that identifies the amount of life insurance coverage for a spouse if Part B is selected.

8 - Part B Child Life Coverage (PART-B-CHILD)

A six-digit number that identifies the amount of life insurance coverage for each child if Part B is selected.

9 - Maximum LTD Salary Base (MAX-LTD-BASE)

A six-digit number that identifies the maximum monthly salary covered for long-term disability insurance.

10 - Maximum Life Insurance Part D Coverage (MAX-LIFE-D)

A three-digit number that identifies the maximum coverage allowed for life insurance Part D, rounded up to the nearest thousand dollars. The amount is expressed in thousands of dollars, for example, 200 = \$200,000

11 - Maximum Life Insurance Part E2 Coverage (MAX-LIFE-E2)

A three-digit number that identifies the maximum coverage allowed for life insurance Part E2, rounded up to the nearest thousand dollars. The amount is expressed in thousands of dollars, for example, 200 = \$200,000

14 - Medical Cost (MEDICAL-COST)

A six-digit number, including two decimal places (9999.99), identifying the monthly employer cost for providing a medical plan for employees. This amount is used for estimating benefits for the Integrated Postsecondary Education Data System (IPEDS).

15 - Dental Cost (DENT-COST)

A six-digit number, including two decimal places (9999.99), identifying the monthly employer cost for providing a dental plan for employees. This amount is used for estimating benefits for the Integrated Postsecondary Education Data System IPEDS.

16 - Long Term Disability Cost (LTD-COST)

A six-digit number, including two decimal places (9999.99), identifying the monthly employer cost for providing a long-term disability plan for employees. This amount is used for estimating benefits for the Integrated Postsecondary Education Data System (IPEDS).

17 - Life Insurance Cost (LIFE-COST)

A six-digit code, including two decimal places (9999.99), identifying the monthly employer cost for providing a life insurance plan for employees. This amount is used for estimating benefits for the Integrated Postsecondary Education Data System (IPEDS).

18 - Life Insurance Base Maximum (LIFE-BASE-MAX)

A six-digit number that identifies the maximum amount that the Life Insurance Salary Base should be calculated to in job PS0320J (Life and LTD Insurance Salary Base Update). When set to 0 (zero), this parameter value has no effect on the calculation.

19 - Life Insurance Base Multiplier (LIFE-BASE-MULT)

A six-digit number, including four decimal places (99.9999), identifying the factor used to multiply the base annual salary to arrive at the Life Insurance Salary Base. When set to 0 (zero) or 1 (one), this parameter value has no effect on the calculation.

20 - Life Insurance Base Rounding Factor (LIFE-BASE-ROUND)

A six-digit number that identifies the value at which rounding of the Life Insurance Salary Base occurs. For example, 1000 rounds up to the next thousand dollar amount, and 100 rounds up to the next 100 dollar amount.

21 - Life Insurance Base Type (LIFE-BASE-TYP)

A one-digit code used to indicate whether to calculate the life insurance Part C deduction amount as rate per thousand of dollars of life insurance salary base or rate times life insurance salary base whole dollars. Valid values are:

1	Rate per thousand of dollars of life salary base, rounded to next thousand dollars
2	Rate times life salary base whole dollar

30 - Parameter Value (PARM-VALUE)

A 60-character value substituted for a parameter in a job stream. This parameter is used for CEI customers.

100 - Federal Tax Additional Withholding Deduction Code (FED-ADDTNL-CD)

A three-character deduction code for additional federal tax withholding. This code must be valid on the Deduction Table (PS9002).

101 - Supplemental Federal Withholding Deduction Code (SUPP-ADDTNL-CD)

A three-character deduction code for additional supplemental federal withholding tax. This code must be valid on the Deduction Table (PS9002).

102 - State Tax Additional Withholding Deduction Code (ST-ADDTNL-CD)

A three-character deduction code for state tax additional withholding. This code must be valid on the Deduction Table (PS9002).

103 - Savings Bond Deduction Code (BOND-DED-CD)

A three-character deduction code for savings bonds. This code must be valid on the Deduction Table (PS9002).

104 - Life Insurance Deduction Code (LIFE-DED-CD)

A three-character deduction code for life insurance. This code must be valid on the Deduction Table (PS9002).

105 - Long Term Disability Deduction Code (LTD-DED-CD)

A three-character deduction code for long-term disability. This code must be valid on the Deduction Table (PS9002).

106 - Deferred Compensation Plan I - (Deduction Code DFR-DED-CD)-1)

Three-character deduction codes for Deferred Compensation Plan I. This field allows for up to two deduction codes; when typing two codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

107 - Deferred Compensation Plan II - (Deduction Code DFR-DED-CD-2)

Three-character deduction codes for Deferred Compensation Plan II. This field allows for up to two deduction codes; when typing two codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

108 - Federal Withholding Tax Deduction Code (FED-TAX-DED-CD)

A three-character deduction code for federal withholding tax. This code must be valid on the Deduction Table (PS9002).

109 - OASI Deduction Code (OASI-DED-CD)

A three-digit deduction code for Social Security. This code must be valid on the Deduction Table (PS9002).

110 - Supplemental Retiree Federal Tax Deduction Code (SUPP-FED-DED-CD)

A three-digit deduction code for supplemental retirement federal withholding tax. This code must be valid on the Deduction Table (PS9002).

111 - Medical Aid Deduction Code (MEDAID-DED-CD)

A three-character deduction code for medical aid. This code must be valid on the Deduction Table (PS9002).

112 - Advance Payback Deduction Code (ADVANCE-DED-CD)

A three-character deduction code for advance payback. This code must be valid on the Deduction Table (PS9002).

113 - Handdrawn Check Payback Deduction Code (HNDDRW-DED-CD)

A three-character deduction code used to accumulate handdrawn net pay for reimbursement back to the college. This code must be valid on the Deduction Table (PS9002).

114 - TIAA-CREF Deduction Code (TIAA-DED-CD)

A three-character deduction code for the basic TIAA-CREF deduction. This code must be valid on the Deduction Table (PS9002).

115 - TIAA-CREF Reduction Code (TIAA-RED-CD)

A three-character deduction code for the basic TIAA-CREF reduction. This code must be valid on the Deduction Table (PS9002).

116 - TIAA-CREF Contribution Deduction Code (TIAA-CONTRIB-CD)

A three-character deduction code for the basic TIAA-CREF employer's contribution. This code must be valid on the Deduction Table (PS9002).

117 - TIAA-CREF Additional Reduction Code (ADDTNL-RED-CD)

Three-character deduction codes for the TIAA-CREF additional reduction. This field allows for up to two deduction codes; when typing two codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

118 - TIAA-CREF Additional Deduction Code (ADDTNL-DED-CD)

Three-character deduction codes for the additional TIAA-CREF deduction. This field allows for up to two deduction codes; when typing two codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

119 - TIAA-CREF Supplemental Retirement Annuity Reduction Code (TIAA-SRA-RED-CD)

Three-character deduction codes for TIAA-CREF supplemental retirement annuity reduction. This field allows for up to two deduction codes; when typing two codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

120 - State Deferred Compensation Deduction Code (ST-DFR-DED-CD)

A three-character deduction code for state deferred compensation deduction. Codes must be valid on the Deduction Table (PS9002).

121 - OASI Contribution Code (OASI-CONTRIB-CD)

A three-character employer contribution deduction code for Social Security. This code must be valid on the Deduction Table (PS9002).

122 - State Income Tax Deduction Code (ST-TAX-DED-CD)

A three-character deduction code used for state income tax. This code must be valid on the Deduction Table (PS9002).

123 - Medicare Insurance Deduction Code (MEDICARE-DED-CD)

A three-character deduction code used for the Medicare insurance portion of Social Security. This code must be valid on the Deduction Table (PS9002).

124 - Earned Income Credit Deduction Code (EIC-DED-CD)

A three-character deduction code used for earned income credit. This code must be valid on the Deduction Table (PS9002).

125 - Supplemental Retirement State Tax Deduction Code (SUPP-ST-DED-CD)

A three-character deduction code for supplemental retirement state income tax. This code must be valid on the Deduction Table (PS9002).

126 - Industrial Insurance Deduction Code (INDUST-DED-CD)

A three-character deduction code for the industrial insurance contribution. This code must be valid on the Deduction Table (PS9002).

127 - Dependent Care Reduction Code (DEP-RED-CD)

A three-character deduction code for the dependent care reduction. This code must be valid on the Deduction Table (PS9002).

128 - Federal Additional Withholding Tax - All Payrolls (FED-ADDTNL-ALL)

A three-character deduction code for federal tax to be taken each time the employee is paid. This code must be valid on the Deduction Table (PS9002).

129 - Federal Tax Deduction Code Third Party (TAX-DED-3PRTY)

A three-character deduction code to be used for recording the amount of federal tax withheld by a third-party payer to be reported on IRS form 6559, Summary of Magnetic Media. This code must be valid on the Deduction Table (PS9002).

130 - Health Deduction Code (HEALTH-DED-CD)

A three-character deduction code to be used for all health plan employee co-payment after-tax deductions. This deduction code does not fall under Section 125 pre-tax co-payments of the IRS code. This code identifies the deduction code used for employees who elect not to participate in Section 125 for their medical deduction. If the Health Reduction Indicator field on the Benefits Screen (PS0005) is N, the process uses this parameter value. This code must be valid on the Deduction Table (PS9002).

140-141 - Health Plan Crosswalk (HLTH-PLAN-XWALK)

Three-character codes that are a combination of the two-character state-assigned health plan codes and the one-character PPMS health plan table codes. The first two characters are the valid codes used on the Benefits Screen (PS0005); the third character is the key to the health plan table and is used in health plan processing. This field allows for up to 20 codes; when typing multiple codes, do not put a space between them.

200 - Pay Cycle To Print Separate Checks (CYCLE-SEPR-CHK)

Two-character pay cycle codes for which separate checks for retroactive pay can be produced for the same employee. This field allows for up to 15 pay cycle codes; when typing multiple codes, do not put a space between them.

204 - Shift Differential Regular Earnings Type (SHIFT-REG-TYP)

A three-character earnings type code for generating shift differential payments on regular earnings. This code must be valid on the Earnings Table (PS9007).

205 - Shift Differential Overtime Earnings Type (SHIFT-OT-TYP)

A three-character earnings type code for generating shift differential payments on overtime earnings. This code must be valid on the Earnings Table (PS9007).

206 - State Treasurer EFT Vendor Numbers (ST-EFT-VNDR)

Four-character EFT vendor numbers that are electronically transferred to the State Treasurer. This field allows for up to seven vendor numbers; when typing multiple numbers, do not put a space between them. Codes must be valid on the EFT Vendor Table (PS9032).

207 - State Treasurer EFT Vendor Numbers (ST-EFT-VNDR)

Four-character EFT vendor numbers that are electronically transferred to the State Treasurer. This field allows for up to seven vendor numbers; when typing multiple numbers, do not put a space between them. Codes must be valid on the EFT Vendor Table (PS9032).

208 - Shift Differential Hourly Earnings Type (SHIFT-HR-TYP)

A three-character earnings type code used to calculate shift differential on straight overtime.

209 - State Treasurer EFT Vendor Numbers (ST-EFT-VNDR)

Four-character EFT vendor numbers that are electronically transferred to the State Treasurer. This field allows for up to seven vendor numbers; when typing multiple numbers, do not put a space between them. Codes must be valid on the EFT Vendor Table (PS9032).

210-212 - Retirement Plans - Group 1 (RETIRE-PLAN-1)

Two-character retirement plan codes that correspond to retirement indicator 1 on the Earnings Table (PS9007). These fields allow for up to 10 retirement plan codes; when typing multiple codes, do not put a space between them. Codes must be valid on the Retirement Plan Table (PS9041).

213-215 - Retirement Plans - Group 2 (RETIRE-PLAN-2)

Two-character retirement plan codes that correspond to retirement indicator 2 on the Earnings Table (PS9007). These fields allow for up to 10 retirement plan codes; when typing multiple codes, do not put a space between them. Codes must be valid on the Retirement Plan Table (PS9041).

216-218 - Retirement Plans - Group 3 (RETIRE-PLAN-3)

Two-character retirement plan codes that correspond to retirement indicator 3 on the Earnings Table (PS9007). These fields allow for up to 10 retirement plan codes; when typing multiple codes, do not put a space between them. Codes must be valid on the Retirement Plan Table (PS9041).

300 - Instructional Programs (INSTRN-PRG)

Three-character instructional program codes for which it is valid to enter supervision and research percents. The field allows for 10 program codes; when typing multiple codes, do not put a space between them. Codes must be valid in the College Educational Programs Table (SM5006).

301 - Payroll Account District (PAYR-ACCT-DST)

A two-character district code used for recording accounting transactions against the payroll account during the processing of a payroll. This code must be valid on the College Codes Table (SM5014).

302 - Payroll Expense Transaction Code (PAYR-EXP-CD)

A three-character transaction code used for recording payroll expenditures during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

303 - Payroll Accrued Expense Transaction Code (PAYR-ACCR-CD)

A three-character transaction code used for recording accrued payroll expenditures during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

304 - Payroll Reverse Accrual Transaction Code (PAYR-RVRS-CD)

A three-character transaction code used for reversing accrued payroll expenditures during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

305 - Deposit Transaction Code (DEPOSIT-TRNS-CD)

A three-character transaction code used to record cash deposits during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

306 - Payroll Account Clearing Account Code (PAYR-ACCT-CLEAR)

A 10-character account code used as a clearing account for the payroll account district during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

307 - Treasury Fund Transaction Code (TREAS-FND-CD)

A three-character transaction code used to record transfers into the central payroll account and out of the college local account for vendor payments. This is a memo item only. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

308 - Deduction Prepaid Transaction Code (DED-PREPAID-CD)

A three-character transaction code used to record prepaid deductions during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

309 - Electronic Funds Transfer Transaction Code (TRNS-CD-EFT)

A three-character transaction code used to record electronic funds transfers during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

310 - Payroll Liability Transaction Code (PAYR-LIAB-CD)

A three-character transaction code used during the posting to the financial system to reduce the payroll liability and cash on an accrued payroll at the end of a biennium. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

311 - Staff Months Transaction Code (STFMO-TRNS-CD)

A three-character transaction code used to record the staff months during the processing of a payroll. This code must be valid on the Transaction Table (GA1093) in the Financial Management System.

312 - Salary Object Code (SAL-OBJ)

A one-character object code used to record salary costs during the processing of a payroll. This code must be valid on the Object Table (GA1010) in the Financial Management System.

313 - Benefits Object (BENE-OBJ)

A one-character object code used to record benefit costs during the processing of a payroll. This code must be valid on the Object Table (GA1010) in the Financial Management System.

314 - Industrial Insurance Subobject (INDUST-SOBJ)

A two-character subobject code used to record industrial insurance costs during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

315 - OASI Subobject (OASI-SOBJ)

A two-character subobject code used to record Social Security costs during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

316 - Retirement Subobject (RETIRE-SOBJ)

A two-character subobject code used to record retirement costs during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

317 - Medical Aid Subobject (MEDAID-SOBJ)

A two-character subobject code used to record medical aid and industrial insurance costs during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

318 - Health Subobject (HEALTH-SOBJ)

A two-character subobject code used to record health costs during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

319 - Vacation Payoff Subobject (VAC-PAYOFF-SOBJ)

A two-character subobject code used to record vacation payoff transactions during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

320 - Sick Leave Payoff Subobject (SICK-PAYOFF-SOBJ)

A two-character subobject code used to record sick leave payoff transactions during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

321 - Overtime Subobject (OT-SOBJ)

A two-character subobject code used to record overtime transactions during the processing of a payroll. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

322 - Summary Benefits Funds (SUMMARY-BENE-FND)

Three-character accounting fund codes for which employer benefits are to be reported in summary rather than in detail by employee during posting to the financial system. The field allows for 10 fund numbers; when typing multiple fund numbers, do not put a space between them. Codes must be valid in the Fund/Appropriation Table (GA1090) in the Financial Management System.

323-326 - Summary Benefits Programs (SUMMARY-BENE-PRG)

Three-character program indexes for which employer benefits are to be reported in summary rather than in detail by employee during posting to the financial system. The field allows for 10 program indexes; when typing multiple program indexes, do not put a space between them. These program indexes should be valid in the Program Information Table (GA1091) in the Financial Management System.

327 - Fiscal Year End Option (FYR-END-OPT)

A one-digit number used to indicate how to record the reverse accrual/expenditure transactions on an accrued payroll during the processing of a payroll. Valid values are:

1	Record reverse accruals/expenditures in the 13th month.
2	Record reverse accruals/expenditures in the next month (1st month of next fiscal year).

328 - Biennium End Option (BIEN-END-OPT)

A one-digit number used to indicate how to record the reverse accrual/expenditure transactions on an accrued payroll during the last month of a biennium during the processing of a payroll. Valid values are:

1	Record reverse accruals/expenditure transactions in the 25th month.
2	Record reduction of liability in next month and reduction of cash--no expenditures will be recorded.

329 - Payroll Expenditures Batch ID (EXP-BTCH-ID)

A two-character user-assigned batch ID used to record payroll expenditure transactions into the Financial Management System during the processing of a payroll.

330 - Accrued Expenditures Batch ID (ACCR-BTCH-ID)

A two-character user-assigned batch ID used to record accrued payroll expenditure transactions into the Financial Management System during the processing of a payroll.

331 - Year End Expenditures Batch ID (YR-END-BTCH-ID)

A two-character system-assigned batch ID used to post transactions for accruals and expenditures during the processing of a payroll at the end of a fiscal year 13th month or a biennium 25th month.

332 - EFT Batch ID (EFT-BTCH-ID)

A two-character, system-assigned batch ID used for recording payroll EFT transactions during the processing of a payroll.

333 - Unemployment Insurance Subject

A two-character subject code used to record unemployment insurance costs.

334 - Payroll Customer Accounts Transaction Code

A three-character Transaction Code used to record Payroll Customer Accounts transactions into FMS.

400 - Vacation Leave Payoff Rate (VAC-PAYOFF-RATE)

The percentage rate, including up to four decimal places (.9999), to multiply against a monthly salary to compute the hourly rate for vacation leave payoff.

401 - Sick Leave Buyout Staff Months Factor (SICK-STFMO)

The factor, including up to two decimal places 99.99, used to calculate staff months for sick leave buyouts. The staff months are calculated normally and then multiplied by this factor.

402 - OASI Maximum Gross (OASI-MAX)

A 10-digit number, including two decimal places (99999999.99), identifying the Social Security maximum to be deducted.

403 - Previous Year's OASI Maximum (PREV-YR-OASI-MAX)

A 10-digit number, including two decimal places (99999999.99), identifying the Social Security maximum to be deducted.

404 - Deduction Class Sequence (DED-CLASS-SEQ)

One-character codes used to specify the sequence in which deduction classes will be processed during the gross-to-net processing of a payroll. This parameter allows for up to five, one-character codes; type the codes with no spaces between them.

Currently, the valid processing sequence of the deductions within a deduction class is:

T	Tax
R	Retirement
C	TIAA-CREF
I	Insurance
M	Miscellaneous

405 - Federal Tax Flat Percent (FED-TAX-FLAT)

A five-digit number, including two decimal places (999.99), identifying the flat percent applied to the special federal tax gross to determine tax due.

406 - Medicare Maximum Gross (MEDICARE-MAX)

A 10-digit number that identifies the maximum gross wages earned after which the Medicare portion of OASI tax is no longer deducted for the employee.

500 - Transmitter's Employer Identification Number (TRNSMTR-EIN)

The 9-character Employer Identification Number of the organization transmitting the W-2/W-2P tape.

501 - Transmitter Name (TRNSMTR-NAME)

A 30-character code that identifies the name of the organization transmitting the W-2/W-2P tape.

502 - Transmitter Address Part 1 (TRNSMTR-ADDR1)

A 30-character code that identifies the street address of the organization transmitting the W-2/W-2P tape.

503 - Transmitter Address Part 2 (TRNSMTR-ADDR2)

A 10-character code that identifies the second part of the street address of the organization transmitting the W-2/W-2P tape.

504 - Transmitter City (TRNSMTR-CITY)

A 25-character code that identifies the name of the city where the organization transmitting the W-2/W-2P tape is located.

505 - Transmitter State (TRNSMTR-ST)

A two-character state abbreviation for the organization transmitting the W-2/W-2P tape.

506 - Transmitter 9 Digit ZIP Code (TRNSMTR-ZIP)

A nine-digit number that identifies the ZIP code of the organization transmitting the W-2/W-2P tape.

507 - 1099-R Transmitter Control Code (TRNSMTR-CNTRL-CD)

The nine-digit Social Security Administration number of the organization transmitting the W-2/W-2P tape.

508 - Transmitter Coverage Group Number (TRNSMTR-COV-GRP)

The one-character coverage group number of the organization transmitting the W-2/W-2P tape.

509 - Transmitter Payroll Record Unit (TRNSMTR-PRU)

The three-digit payroll record unit of the organization transmitting the W-2/W-2P tape.

510 - File Return Name (RET-NAME)

A 30-character code that identifies the name of the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

511 - File Return Address - Part 1 (RET-ADDR1)

A 30-character code that identifies the street address of the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

512 - File Return Address - Part 2 (RET-ADDR2)

A 5-character code that identifies the second part of the street address of the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

513 - File Return City (RET-CITY)

A 20-character code that identifies the address city of the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

514 - File Return State (RET-ST)

A two-character state abbreviation for the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

515 - File Return 9 Digit ZIP Code (RET-ZIP)

A nine-digit number that identifies the ZIP code of the organization to which the W-2/W-2P file should be returned which may be different than the transmitting organization.

516 - Contact Phone Number

A 10-digit number identifying the telephone number at which a person or an organization may be contacted for the W-2/W-2P file.

517 - Maryland State Pickup Indicator (MD-ST-PICKUP)

A one-character code indicating if the Maryland state pickup title and amount should be printed on the W-2 form in boxes 27, 28, and 29. This code is used only in the state of Maryland. Valid values are:

Y	Yes, the pickup title and amount should be printed on the W-2.
N	No, the pickup title and amount should not be printed on the W-2.

519 - Contact Name

A 30-character name of an individual who may be contacted for the W-2/W-2P file.

520 - Computer Manufacturer's Name (W2-COMP-MANUF)

An eight-character code that identifies the name of the company that manufactured the computer used to produce W-2/W-2P forms.

521 - W-2 Tape Internal Labeling Type (W2-TAPE-LBL)

A two-character abbreviation identifying the type of internal tape label. Valid values are:

SL	Standard label (IBM)
NS	Non-standard

NL	No label
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522 - W-2 Tape Density (W2-TAPE-DENS)

A two-digit value identifying the density with which the tape is written. Valid values are:

08	800 CPI
16	1600 CPI
62	6250 CPI

523 - W-2 Tape Recording Code (W2-TAPE-CD)

A three-character code that identifies the character set the tape is written in. Valid values are:

EBC	EBCDIC
ASC	ASCII

For other recording codes, use the first three letters of the code.

524 - W-2 Tape Blocking Factor (W2-TAPE-BLOC)

The blocking factor for the tape. The maximum blocking factor accepted by the Social Security Administration is 25. Valid values are 1 through 25.

525 - E-mail Address

A 30-character e-mail address of an individual who may be contacted for the W-2/W-2P file.

526 - Fax Phone Number

A 10-character fax number at which a fax machine for a person or organization may be contacted for the W-2/W-2P file.

527 - Contact Phone Number

A 10-digit telephone number at which a person or an organization may be contacted for the W-2/W-2P file.

529 - Requestor identification Code

A four-character registration code supplied by the Social Security Administration to be used in the Employee Verification Service.

530 - EFT Company Tax Identification (EFT-CMPNY-ID)

A 10-digit number that identifies the unique code established to identify an EFT electronic file transfer company. Use the IRS Employer Identification Number preceded by a 1 (one). Type the number without a hyphen.

531 - EFT Company Name (EFT-CMPNY-NAME)

A 16-digit number that identifies the name of the EFT electronic file transfer company in parameter 530 (EFT-CMPNY-ID).

550 - IPEDS Name of Respondent (IPEDS-CONTACT)

A 20-character entry that identifies the name of the person who should be contacted if there are questions about the IPEDS (Integrated Postsecondary Education Data System) report.

551 - IPEDS Title of Respondent (IPEDS-TITLE)

A four-character entry that identifies the title of the person who should be contacted if there are questions about the IPEDS Integrated Postsecondary Education Data System report, for example, Mr. or Mrs..

552 - IPEDS Phone Number of Respondent (IPEDS-PHONE)

A 14-digit number that identifies the phone number of the person who should be contacted if there are questions about the IPEDS Integrated Postsecondary Education Data System report. The number is made up of the area code (three digits), phone number (seven digits), and extension (four digits). Type the phone number without using parentheses, hyphens, or spaces.

610-611 - Employee Cost Type 1A Deductions (EMPLR-COST-1A)

Three-character deduction codes that identify employer Social Security costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

612-613 - Employer Cost Type 1B Deductions (EMPLR-COST-1B)

Three-character deduction codes that identify employer Medicare Insurance costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

620-629 - Employer Cost Type 2 Deductions (EMPLR-COST-2)

Three-character deduction codes that identify employer retirement costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

630-639 - Employer Cost Type 3 Deductions (EMPLR-COST-3)

Three-character deduction codes that identify employer health insurance costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

640-643 - Employer Cost Type 4 Deductions (EMPLR-COST-4)

Three-character deduction codes that identify employer medical aid costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

650-653 - Employer Cost Type 5 Deductions (EMPLR-COST-5)

Three-character deduction codes that identify employer industrial insurance costs. Up to 10 deduction codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

680 - Nonresident Alien Semi Amount

A six-digit number including two decimal places (9999.99) indicating the additional gross amount to be added to a nonresident alien employee's federal tax gross for the purpose of calculating federal withholding tax for a semi-monthly pay cycle.

681 - Nonresident Alien Monthly Amount

A six-digit number including two decimal places (9999.99) indicating the additional gross amount to be added to a nonresident alien employee's federal tax gross for the purpose of calculating federal withholding tax for a monthly pay cycle.

682 - Nonresident Alien Quarterly Amount

A six-digit number including two decimal places (9999.99) indicating the additional gross amount to be added to a nonresident alien employee's federal tax gross for the purpose of calculating federal withholding tax for a quarterly pay cycle.

683 - WPEA Health Deduction Amount

A six-digit number including two decimal places (9999.99) indicating the amount contributed by the employer for employees who are represented by WPEA.

684 - WFSE Health Deduction Amount

A six-digit number including two decimal places (9999.99) indicating the amount contributed by the employer for employees who are represented by WFSE.

800 - PS1541 Parameter (CR5035-PARM)

Three-character college codes to exclude from LTD reporting to the PEBB Public Employee Benefits Board. Up to 10 college codes can be entered; when typing multiple codes, do not put a space between them. Codes must be valid in the College Codes Table (SM5014).

801 - CR6110 Parameter (CR6110-PARM)

One-character employee type codes to select for the quarterly staff extract process CR6110. The field allows for 30 employee type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Employee Type Table (PS9026).

810 - Census Race Option (CENSUS-RACE-OPT)

A one-digit code identifying the method used by the college to gather employee ethnicity information. Valid values are:

1	Use the single EMP-RACE-ETH field.
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2	Use the CENSUS-RACE-CD) and CENSUS-HISP-CD) combination (default).
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811 - College Option

A one-digit code identifying the institution. Valid values are:

1	Community and Technical Colleges
2	Eastern
3	Evergreen
4	City of Kent
5	State Board

820 - Vacation Liability Factor

A six-digit number including two decimal places (9999.99) indicating the factor to be applied against vacation leave balances at the end of a fiscal year to record the liability into the Financial System.

821- Compensable Sick Leave Liability Factor

A six-digit number including two decimal places (9999.99) indicating the factor to be applied against compensable sick leave balances at the end of a fiscal year to record the liability into the Financial System.

822 - Comp Time Leave Liability Factor

A six-digit number including two decimal places (9999.99) indicating the factor to be applied against compensable time leave balances at the end of a fiscal year to record the liability into the Financial System.

900 - Last Check Number Printed (LAST-CHK-PRNT)

An eight-digit number that identifies the last check printed, used for monitoring check stock. This parameter is updated automatically during the payroll process from a job scheduling parameter.

901 - Last Advice Number Printed (LAST-ADV-PRNT)

An eight-digit number that identifies the last advice printed, used for monitoring advice stock. This parameter is automatically updated during the payroll process from a job scheduling parameter.

902 - Screen Time Out Value (SCREEN-TIMEOUT)

A three-digit number that identifies the number of minutes of inactivity allowed to elapse before users are prompted to re-type their user identification number and password. To prevent screen timeout, users must initiate a transaction by pressing either the Enter key or a function key. Minutes should be specified in five-minute increments, for example, 5, 10, 15, and so on.

903 - PPMS Menu Control Parameter (MENU-CNTRL)

A 30-character code that controls the access options for the PMENU and also controls user access to databases. For example, for users to be able to access the Employee Contracts database, the value in the tenth position must be 1. There are 12 positions to the parameter value, defined as follows:

Position	Valid Values	Description
1-2	01-10	The number of logon retries allowed.
3-5	000 001-546	Disable the Time Out function. The number of minutes of inactivity prior to a Time Out.
6	0 1 2 3	<i>Do not</i> exit menu on a Security Fail or a Time Out. Exit menu on a Security Fail or a Time Out. Exit menu on a Security Fail. <i>Do not</i> exit menu on a Time Out. <i>Do not</i> exit menu on a Security Fail. Exit Menu on a Time Out.
7	0 1	<i>Do not</i> display the terminal hung message. Display the terminal hung message.
8	0 1	<i>Do not</i> upshift accepted Password and User ID. Upshift accepted Password and User ID.
9	0 1	Open TBL5 with image-MO)de = 1. Open TBL5 with image-MO)de = 5.
10	0 1	<i>Do not</i> open Employee Contracts database. Open Employee Contracts database.
11	0 1	<i>Do not</i> open SM database. Open SM database.
12	0 1	<i>Do not</i> open Salary Forecasting database. Open Salary Forecasting database.

904 - Track Employee ID Changes Parameter (TRACK-ID-PARM)

A one-character code that indicates if the system should track employee identification number changes. Valid values are:

Y or blank	Yes, track employee ID changes.
N	No, do <i>not</i> track employee ID changes.

905 - Track Employee Job Number Change Parameter (TRACK-JOB-PARM)

A one-character code that indicates if the system should track employee job number changes. Valid values are:

Y or blank	Yes, track employee job number changes.
N	No, do <i>not</i> track employee job number changes.

906 - Print Advice Option

A one-character code that indicates if advices for a college are printed. Valid values are:

Y	Yes, print advices.
N	No, do not print advices.

999 - Leave As Of Date (LEAVE-AS-OF-DATE)

A 6-digit number that identifies the leave-as-of date that is printed on the employee's earnings statement. This parameter is updated automatically during the payroll process from a job scheduling parameter.

1000 - District Title (DST-TITLE)

A 30-character code that identifies the name of the institution as it will appear on all system-generated reports.

1001 - Payroll Account Format (ACCT-FORMAT)

A one-character code identifying the format for editing and printing the payroll account code. Valid values are:

A	Community College format
B	EWU format
C	Evergreen format

1002 - District Code (DST-CD)

A two-digit number identifying a particular college.

1003 - Employee Screen Sequence (EMP-SCREEN-SEQ)

Three-digit screen numbers that identify the sequence in which the personnel screens should be displayed when new employees are added to the database. Type the last three digits of each of the personnel screens in the order the screens are to be displayed. This field allows for up to seven three-digit numbers; when typing multiple screen numbers, do not put a space between them. For example, an entry of 001002003004005014 would display the Employee Status Screen (PS0001) first, followed by the Job Status Screen (PS0002), Job Account Screen (PS0003), Personal Information Screen (PS0004), Benefits Screen (PS0005), and the Payroll Information Screen (PS0014).

1005 - Current/Lag Taken Indicator (CURR-LAG-TAKE)

A one-character code indicating whether leave taken is posted on a current or lag basis. Valid values are:

C	Current: Leave is posted in the same pay period in which it is taken.
L	Lag: Leave is posted after the pay period in which it was taken.

1006 - Leave Accrual LWOP Adjustment Option (ACCR-LWOP-ADJ)

A one-character code identifying the method to be used to convert leave-without-pay hours to days. Valid values are:

1	Compute LWOP days by dividing the LWOP hours by the standard work hours adjusted by percent full time.
2	Use the sum of LWOP days posted by date using the leave transaction codes LWO and LWC on the Leave Posting Screens (PS1019 and PS1018).

1007 - Leave Record Period (LEAVE-REC-PER)

A two-digit number indicating the number of months for which leave records are to be maintained.

1008 - Leave Transactions that Affect LWOP Days (LEAVE-TRNS-LWOP)

Three-character leave transaction types that affect the number of leave-without-pay days. Up to 10 leave types are allowed; when typing multiple leave types, do not put a space between them. These leave transaction types should be valid in the Leave Transaction Table (PS9025).

1009 - Report as Accrued (RPT-AS-ACCR)

A one-character code indicating if all time will be reported in hours or as the employee accrues it. Valid values are:

N	Report all time in hours (default)
Y	Report time as accrued (this option is only valid when SORT-OPT is 2).

1010 - Return to Department (RET-TO)

A 30-character code indicating the department or office name that the buyout letter should be returned to after it is signed.

1011 - Leave Posting Frequency (LEAVE-POST-FREQ)

A one-character code indicating the frequency with which leave taken is posted. Valid values are:

P	Each pay period
M	Monthly

1012 - State Agency Number (ST-AGNCY-NUM)

A three-character code used to identify the agency for retirement reporting. This code is a state agency number assigned to each college by the Department of Retirement Services.

1013 - Payroll Check Signature (CHK-SIGNATURE)

A 30-character code that identifies the name of the person who signs payroll checks. Type more than one name in this field if applicable.

1014 - Benefits Option (BENE-OPT)

A one-character code used to indicate how benefits are to be expensed. Valid values are:

S	Summary
D	Detail
C	Summary by campus

1015 - Payroll Clearing Account Code (DST-CLEAR-ACCT)

A 30-character code that identifies the account number of the clearing account through which payroll funds are transferred.

1016 - Prepaid Deduction Account Code (PREPAID-ACCT)

A 30-character code that identifies the account number against which prepaid deductions are recorded.

1017 - Benefits Program/Organization (BENE-PRGORG)

A seven-character program index/organization index number used to record summarized benefits costs. This index should be valid in the Program Index/Organization Index Table (GA1062).

1018 - TIAA-CREF Program/Organization (TIAA-PRGORG)

A seven-character program index/organization index number used to record summary TIAA-CREF retirement costs. This index should be valid in the Program Index/Organization Index Table (GA1062).

1019 - Benefits Summary Program/Organization (SUMMARY-PRGORG)

A seven-character program index/organization index number used to record an offset against summarized benefits recorded at the program level.

1020 - Leave Without Pay Earnings Types (LWOP-EARN-TYP)

Three-character leave-without-pay earnings types used to produce the departmental leave-without-pay report. This field allows for up to 10 earning types; when typing multiple earning types, do not put a space between them.

1021 - TIAA-CREF Member Number (TIAA-MEM-NUM)

A five-character member code assigned to the college by TIAA-CREF.

1022 - Unemployment Insurance Option

A one-character code indicating if unemployment insurance costs are to be expensed into FMS. Valid values are:

Y	Yes, expensed into FMS.
N	No.

1023 - Unemployment Insurance Program/Organization

A seven-character field indicating the program index/organization index to record the total unemployment insurance costs for a payroll.

1024 - W-2 Mailing Permit Indicator (W2-PRMT-IND)

A one-character code indicating if mailing permit information should print on the W-2. Valid values are:

Y	Yes, print permit information.
N	No, do not print permit information.

1025 - W-2 Mail Permit Number (W2-PRMT-NUM)

A four-character code that identifies the mail permit number that prints on the W-2.

1026 - W-2 Mail Permit City (W2-PRMT-CITY)

A 12-character code that identifies the mail permit city that prints on the W-2.

1027 - W-2 Mail Permit State (W2-PRMT-ST)

A two-character code that identifies the mail permit state that prints on the W-2.

1028 - W-2 Presorted Mail Indicator (W2-PRESRT-IND)

A one-character code indicating if the word "presorted" should be printed on the W-2 form. Valid values are:

Y	Print "presorted" on W-2s.
N	Do not print "presorted" on W-2s.

1029 - Vendor Number Edit Indicator (VNDR-EDIT-IND)

A one-character code indicating if the vendor number on the Deduction Table (PS9002) will be edited against the FMS Vendor Table. Valid values are:

Y	Edit vendor number.
N	Do not edit vendor number.

1030 - Employer State Unemployment (EMPLR-ST-UI-NUM)

An eight-digit number assigned to this college by Employment Security.

1031 - Employer Cost Default Account (EMPLR-COST-DFLT)

A 16-character value that identifies the account number to charge for an employer cost when no accounts are being paid and there is no Job 01.

1032 - Health Cost Option (HEALTH-COST-OPT)

A one-character code indicating if Job 01 accounts should be charged for the health cost if Job 01 is not being paid. Valid values are:

Y	Charge Job 01.
N	Do not charge Job 01; charge all active job accounts.

1033 - Department of Retirement Systems Contact Name (DRS-CONTACT)

A 30-character entry that identifies the name of the person that the Department of Retirement Systems should contact regarding the transmittals.

1034 - DRS Contact SCAN Phone (DRS-SCAN)

A seven-character value that identifies the SCAN (State Controlled Area Network) phone number of the person identified as the contact person.

1035 - Department of Retirement Systems Contact Phone (DRS-PHONE)

A 10-character value that identifies the non-SCAN State Controlled Area Network phone number of the person identified as the contact person. Include the area code as the first three digits of the phone number.

1036 - DRS Retain Months

A two-digit field indicating the number of months DRS transactions are to be retained.

1040 - Leave Type Priority - One (LEAVE-TYP-PRI-1)

The first of three, 30-character codes used to define the priority of leave types for the Monthly Leave Record by Day Screen (PS0027). This field allows for up to seven leave types; when typing multiple leave types, put a comma between them. The order that the leave types are typed is the order they are displayed on the screen. The default value for this parameter is: VAC, CSL, P/H, CMP, LWO, LWC, NSL.

1041 - Leave Type Priority - Two (LEAVE-TYP-PRI-2)

The second of three, 30-character codes used to define the priority of leave types for the Monthly Leave Record by Day Screen (PS0027). This field allows for up to seven leave types; when typing multiple leave types, put a comma between them. The order that the leave types are typed is the order they are displayed on the screen, following the leave types specified in parameter 1040 LEAVE-TYP-PRI-1. The default value for this parameter is: BLV, CLV, MLV, PLV, OPL.

1042 - Leave Type Priority - Three (LEAVE-TYP-PRI-3)

The third of three, 30-character codes used to define the priority of leave types for the Monthly Leave Record by Day Screen (PS0027). This field allows for up to seven leave types; when typing multiple leave types, put a comma between them. The order that the leave types are typed is the order they are displayed on the screen, following the leave types specified in parameter 1040 LEAVE-TYP-PRI-1 and parameter 1041 LEAVE-TYP-PRI-2.

1045 - Summary Benefit Appropriation Index Exclusion

Twenty occurrences of three-character appropriation index codes to be EXCLUDED from summarizing when payroll benefits are generated to FMS.

1046 - Summary Benefit Appropriation Index Exclusion

Twenty occurrences of three-character appropriation index codes to be EXCLUDED from summarizing when payroll benefits are generated to FMS.

1080 - Nonresident Alien Miscellaneous Number

A two-character miscellaneous table number that identifies employees that require additional amounts to be added to their federal gross for the purpose of calculating federal withholding tax.

1081 - Bargaining Unit Miscellaneous Field Number

A two-digit miscellaneous table number identifying employees represented by a union. These employees require different health contribution rates than non-represented employees.

1100 - Standard Work Week (STD-WORK-WEEK)

Seven characters identifying the standard days worked each week. When typing multiple codes, do not put a space between them. Valid values are:

N	Sunday
M	Monday
T	Tuesday
W	Wednesday
H	Thursday
F	Friday
S	Saturday

1101 - Standard Hours Per Day (STD-HR-DAY)

A four-digit number, including two decimal places (99.99) identifying the standard hours worked per day.

1102 - Minimum Hourly Rate (IN-HRLY-RATE)

A five-digit number, including two decimal places (999.99), identifying the minimum hourly rate allowed to be specified in PPMS.

1103 - Maximum Hourly Rate (MAX-HRLY-RATE)

A six-digit number, including two decimal places (999.99), identifying the maximum hourly rate allowed to be specified in PPMS.

1104 - Unemployment Insurance Percent (UI-PCT)

A four-digit number, including two decimal places (99.99), identifying the percent of an employee's gross pay that is charged to the employer for unemployment insurance.

1105 - Part-Time Fac Full-time Equivalent Hours Per Month (PT-FAC-HR-MO)

A six-digit number, including two decimal places (9999.99), identifying the number of hours per month used to calculate staff months for part-time faculty who are paid on an hourly basis and do not have contract limits.

1106 - Contract Unit Hours Calculation (CON-UNIT-HR)

A one-character code indicating if contract units should be used to calculate pay period hours for part-time faculty, moonlight faculty, and stipend contracts.

Valid values are:

Y	Yes, use contract units.
N	No, use regular pay period hour calculation.

1107 - Unemployment Insurance Appropriation Index

A three-character code representing a specific combination of appropriation index used for unemployment insurance.

1108 - Unemployment Insurance Transaction Code

A three-character code identifying the type of transaction being entered into the accounting system for unemployment insurance.

1200 - Salary Equity Baseline Update Month (SAL-EQUITY-MO)

A two-digit number that identifies the month of the year after which the salary equity baseline data should be updated. Valid values are 01 through 12.

1201 - Separated Employee Purge Month (SEPR-PURGE-MO)

A two-digit number that identifies the month of the year after which employees that have been separated for 15 or more months are purged. Valid values are 01 through 12.

1202 - Job Purge Months (JOB-PURGE-MO)

A two-digit number that identifies the number of months after which a job should be purged if it has not been paid. Valid values are:

01 through 98	Number of months.
99	Do not purge.

1203 - Account Purge Months (ACCT-PURGE-MO)

A two-digit number that identifies the number of months after which an account should be purged if it has not been paid. Valid values are:

01 through 98	Number of months.
99	Do not purge.

1204 - Employee History Moonlight Indicator (HIST-MOO-IND)

A one-character code indicating if moonlight contracts should be included in the employee history. Valid values are:

Y	Yes, include moonlight in the employee history.
N	No, exclude moonlight from the employee history.

1205 - Months to Retain Separated Employees (SEPR-RETAIN-MO)

A two-digit number that identifies the number of months after an employee has been separated that

15 through 98	Number of months.
99	Do not purge.

1210 - Garnishment Deduction Codes 1

Ten occurrences of three-digit garnishment and other wage assignment deduction codes.

1211 - Garnishment Deduction Codes 2

Ten occurrences of three-digit garnishment and other wage assignment deduction codes.

1250 - Session #1 Months (SES-1-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 1 Summer. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1251 - Session #2 Months (SES-2-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 2 Fall. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1252 - Session #3 Months (SES-3-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 3 Winter. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1253 - Session #4 Months (SES-4-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 4 Spring. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1254 - Session #5 Months (SES-5-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 5. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1255 - Session #6 Months (SES-6-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 6 Summer. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1256 - Session #7 Months (SES-7-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 7. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1257 - Session #8 Months (SES-8-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 8. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1258 - Session #9 Months (SES-9-MO)

Two-digit numbers that identify the months during which payroll expenditures should be assigned to Session 9. This field allows for up to six two-digit numbers, from 01 January through 12 December. When typing multiple two-digit numbers, do not put a space between them.

1259 - Class Program/Organization Indicator (CLASS-PRG-ORG)

A one-character code that indicates if an entry in the program index/organization index in the class schedule should override the default established by the Administrative Unit Budget Table. Valid values are:

Y or blank	Override the default
N	Do not override the default

1260 - Lecture Hour Divisor (LEC-DIVISOR)

A two-digit divisor used for quarterly lecture contact hours when quarterly contract hours are calculated.

1261 - Lab Hour Divisor (LAB-DIVISOR)

A two-digit divisor used for quarterly lab hours when quarterly contract hours are calculated.

1262 - Clinical Hours Divisor (CLIN-DIVISOR)

A two-digit divisor used for quarterly clinical hours when quarterly contract hours are calculated.

1263 - Other Hours Divisor (OTHR-DIVISOR)

A two-digit divisor used for quarterly other contact hours when quarterly contract hours are calculated.

1264 - System Hour Divisor (SYS-DIVISOR)

A two-digit divisor used for quarterly system contact hours when quarterly contract hours are calculated.

1300 - Work Study Subobject (WS-SOBJ)

A two-character subobject code used to identify work study transactions. This code must be valid on the Subobject Table (GA1011) in the Financial Management System.

1400 - Employer Identification Number (EMPLR-EIN)

A nine-digit identification number assigned by the IRS. Type the number without a hyphen.

1401 - Employer Social Security Admin Number (EMPLR-SSA-NUM)

A nine-digit number assigned by SSA to a state or local entity covered under Section 218 of the Social Security Act. This number always begins with 69. Type the number without a hyphen.

1402 - Employer Name (EMPLR-NAME)

A 30-character code that identifies the employer name as printed on the W-2.

1403 - Employer Address - Part 1 (EMPLR-ADDR1)

A 30-character code that identifies the street address of the employer as printed on the W-2.

1404 - Employer Address - Part 2 (EMPLR-ADDR2)

A 10-character entry that identifies the second part of the employer's street address. This portion of the address does not print on the W-2 but appears in the tape to the Social Security Administration, appended to Employer Address-Part 1.

1405 - Employer Address City (EMPLR-CITY)

A 25-character entry that identifies the address city of the employer.

1406 - Employer Address State (EMPLR-ST)

A 10-character entry that identifies the address state of the employer. If the employer's address is a foreign country, include the country's name in this field. Abbreviate as necessary.

1407 - Employer Address ZIP (EMPLR-ZIP)

A nine-digit number that identifies the ZIP code of the employer.

1408 - Employer Employment Type (EMPLR-EMPL-TYP)

A one-character code that identifies the type of employment undertaken by an employer. Valid values are:

A	Agriculture
H	Household
M	Military

Q	Medicare qualified government employment
R	Regular (all others)
X	Railroad employment

1409 - Employer Coverage Group Number (CG EMPLR-COV-GRP)

A one-character code that identifies a state or local covered entity regarding specified and proprietary and governmental functions. For state or local employers only.

1410 - Employer Payroll Record Unit (EMPLR-PRU)

A three-digit number that identifies, with the employer SSA number, a state or local Section 218 covered entity.

1411 - Employer Limitation of Liability Indicator (EMPLR-LIM-LIAB)

A one-character code that identifies a state or local Section 218 covered entity that limits its Social Security withholding for each employee to the annual maximum for the employee's combined income from the state.

1412 - W-2 State Tax Address State (ST-TAX-ADDR-ST)

A one-character code that identifies which state code to print on the W-2 form in the Name of State box for state income tax. Valid values are:

1	Print the employee's permanent address state.
2	Print the employer's address state.

1501 - Miscellaneous Title 1 (MISC-TITLE-1)

A 12-character code that identifies the title defined by colleges to be displayed for the Misc 1 field on the Personal Information Screen (PS0004).

1502 - Miscellaneous Title 2 (MISC-TITLE-2)

A 12-character code that identifies the title defined by colleges to be displayed for the Misc 2 field on the Personal Information Screen (PS0004).

1503 - Miscellaneous Title 3 (MISC-TITLE-3)

A 12-character code that identifies the title defined by colleges to be displayed for the Misc 3 field on the Personal Information Screen (PS0004).

1511 - Miscellaneous Size 1 (MISC-SZ-1)

A one-digit number that specifies the size, up to 6 positions, of the valid entries in the Misc 1 field on the Personal Information Screen (PS0004).

1512 - Miscellaneous Size 2 (MISC-SZ-2)

A one-digit number that specifies the size, up to 8 positions, of the valid entries in the Misc 2 field on the Personal Information Screen (PS0004).

1513 - Miscellaneous Size 3 (MISC-SZ-3)

A two-digit number that specifies the size, up to 10 positions, of the valid entries in the Misc 3 field on the Personal Information Screen (PS0004).

1521 - Miscellaneous Edit 1 (MISC-EDIT-1)

A 30-character code that—along with the 30-character code for parameter 1522—identifies the valid values for the Misc 1 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1511 (MISC-SZ-1). For example, if parameter 1511 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If your entry exceeds 30 characters, additional values can be identified with parameter 1522. Be sure to type all the way to the end of the Character Parameter Value field for this parameter before continuing in the Character Parameter Value field for parameter 1522. If necessary in order to avoid leaving a space at the end of this field, you should split a value between this field and the next.

1522 - Miscellaneous Edit 1 (MISC-EDIT-1)

A 30-character code that—continuing from parameter 1521—identifies the valid values for the Misc 1 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1511 (MISC-SZ-1). For example, if parameter 1511 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If necessary in order to avoid a space at the end of the field for parameter 1521, you should split a value between that field and this field.

1523 - Miscellaneous Edit 2 (MISC-EDIT-2)

A 30-character code that—along with the 30-character code for parameter 1524—identifies the valid values for the Misc 2 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1512 (MISC-SZ-2). For example, if parameter 1512 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If your entry exceeds 30 characters, additional values can be identified with parameter 1524. Be sure to type all the way to the end of the Character Parameter Value field for this parameter before continuing in the Character Parameter Value field for parameter 1524. If necessary in order to avoid leaving a space at the end of this field, you should split a value between this field and the next.

1524 - Miscellaneous Edit 2 (MISC-EDIT-2)

A 30-character code that—continuing from parameter 1523—identifies the valid values for the MISC 2 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1512 (MISC-SZ-2). For example, if parameter 1511 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If necessary in order to avoid a space at the end of the field for parameter 1523, you should split a value between that field and this field.

1525 - Miscellaneous Edit 3 (MISC-EDIT-3)

A 30-character code that—along with the 30-character code for parameter 1526—identifies the valid values for the MISC 3 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1513 (MISC-SZ-3). For example, if parameter 1513 is 3, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If your entry exceeds 30 characters, additional values can be identified with parameter 1526. Be sure to type all the way to the end of the Character Parameter Value field for this parameter before continuing in the Character Parameter Value field for parameter 1526. If necessary in order to avoid leaving a space at the end of this field, you should split a value between this field and the next.

1526 - Miscellaneous Edit 3 (MISC-EDIT-3)

A 30-character code that—continuing from parameter 1525—identifies the valid values for the MISC 3 field on the Personal Information Screen (PS0004). The maximum number of values you can type in this field depends on the size specified in parameter 1513 (MISC-SZ-3). For example, if parameter 1513 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If necessary in order to avoid a space at the end of the field for parameter 1525, you should split a value between that field and this field.

1527 - Work Period Edit (WORK-PER-EDIT)

Two-character work period codes that identify the valid values for the Work Period field on the Job Status Screen (PS0002). The field allows for 15 work period codes; when typing multiple codes, do not put a space between them.

1528 - Work Period Default (WORK-PER-DFLT)

A two-character code that identifies the work period code provided as a default if the Work Period field on the Job Status Screen (PS0002) is blank.

1530-1534 - Union Deduction Codes (UNION-DED-CD)

Three-character union dues deduction codes to be used for Office of Financial Management reporting. This field allows for up to 10 deduction codes; when typing multiple codes, do not put a space between them. Codes must be valid on the Deduction Table (PS9002).

1540-1541 - State Academic Year Work Study Earnings Types (ST-ACAD-YR-WS)

Three-character earnings type codes to be reported to the Office of Financial Management as state-funded academic year work study. This field allows for up to 10 earnings type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Earnings Table (PS9002).

1542-1543 - State Summer Work Study Earnings Types (ST-SUM-WS)

Three-character earnings type codes to be reported to the Office of Financial Management as state-funded summer session work study. This field allows for up to 10 earnings type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Earnings Table (PS9002).

1544-1545 - Federal Academic Year Work Study Earnings Types (FED-ACAD-YR-WS)

Three-character earnings type codes to be reported to the Office of Financial Management as federally-funded academic year work study. This field allows for up to 10 earnings type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Earnings Table (PS9002).

1546-1547 - Federal Summer Work Study Earnings Types (FED-SUM-WS)

Three-character earnings type codes to be reported to the Office of Financial Management as federally-funded summer work study. This field allows for up to 10 earnings type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Earnings Table (PS9002).

1548-1549 - Local Work Study Earnings Types (LOCAL-WS)

Three-character earnings type codes to be reported to the Office of Financial Management as locally-funded work study. This field allows for up to 10 earnings type codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Earnings Table (PS9002).

1550 - Pre-applicant Miscellaneous Title 1 (PREAPP-TITLE-1)

A 20-character code that identifies the title defined by colleges for the Miscellaneous 1 field that is displayed on the Pre-Applicant Screen (PS5001).

1551 - Pre-applicant Miscellaneous Title 2 (PREAPP-TITLE-2)

A 20-character code that identifies the title defined by colleges for the Miscellaneous 2 field that is displayed on the Pre-Applicant Screen (PS5001).

1552 - Pre-applicant Miscellaneous Size 1 (PREAPP-SZ-1)

A one-digit number that specifies the size, up to four characters, of the valid entries in the Miscellaneous 1 field on the Pre-Applicant Screen (PS5001).

1553 - Pre-applicant Miscellaneous Size 2 (PREAPP-SZ-2)

A one-digit number that specifies the size, up to two characters, of the valid entries in the Miscellaneous 2 field on the Pre-Applicant Screen (PS5001).

1554 - Pre-applicant Miscellaneous Edit 1 (PREAPP-EDIT-1)

A 30-character code that—along with the 30-character code for parameter 1555—identifies the valid values for the Miscellaneous 1 field on the Pre-Applicant Screen (PS5001). The maximum number of values you can type in this field depends on the size specified in parameter 1552 (PREAPP-SZ-1). For example, if parameter 1552 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If your entry exceeds 30 characters, additional values can be identified with parameter 1555. Be sure to type all the way to the end of the Character Parameter Value field for this parameter before continuing in the Character Parameter Value field for parameter 1555. If necessary in order to avoid leaving a space at the end of this field, you should split a value between this field and the next.

1555 - Pre-applicant Miscellaneous Edit 1 (PREAPP-EDIT-1)

A 30-character code that—continuing from parameter 1554—identifies the valid values for the Miscellaneous 1 field on the Pre-Applicant Screen (PS5001). The maximum number of values you can type in this field depends on the size specified in parameter 1552 (PREAPP-S2-1). For example, if parameter 1552 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If necessary in order to avoid a space at the end of the field for parameter 1554, you should split a value between that field and this field.

1556 - Pre-applicant Miscellaneous Edit 2 (PREAPP-EDIT-2)

A 30-character code that—along with the 30-character code for parameter 1557—identifies the valid values for the Miscellaneous 2 field on the Pre-Applicant Screen (PS5001). The maximum number of values you can type in this field depends on the size specified in parameter 1553 (PREAPP-S2-2). For example, if parameter 1553 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If your entry exceeds 30 characters, additional values can be identified with parameter 1557. Be sure to type all the way to the end of the Character Parameter Value field for this parameter before continuing in the Character Parameter Value field for parameter 1557. If necessary in order to avoid leaving a space at the end of this field, you should split a value between this field and the next.

1557 - Pre-applicant Miscellaneous Edit 2 (PREAPP-EDIT-2)

A 30-character code that—continuing from parameter 1556—identifies the valid values for the Miscellaneous 2 field on the Pre-Applicant Screen (PS5001). The maximum number of values you can type in this field depends on the size specified in parameter 1553 (PREAPP-S2-2). For example, if parameter 1553 is 2, this field would be a series of up to 15 two-character codes. There should be no spaces between values. If necessary in order to avoid a space at the end of the field for parameter 1556, you should split a value between that field and this field.

1560 - PC Editor Code (PC-EDITOR)

A two-character code identifying the PC word processing software for which the download file will be built. Valid values are:

MS	Microsoft Word
WP	WordPerfect

1561 - Days Before Pre-applicant Expires from Database (DAYS-TO-EXPIR)

A three-digit number that identifies the number of days before a pre-applicant is deleted from the database, unless the pre-applicant notifies the college to keep his or her record active. If this institution parameter is left blank, a default value of 30 days is used.

1562 - Expire Notice Days (EXPIR-NOTE-DAYS)

A three-digit number that identifies the number of days prior to an applicant's or pre-applicant's expiration date that it becomes possible to print an expiration notice for the applicant or pre-applicant

by running the Pre-App Purge and Notice Process and then using the Pre-App Notification Screen (PS5003).

1601 - Percent Heading (PCT-HDG)

A 6-character code that identifies the heading used for an employee's percentage of full-time on employee contracts, class PAFs Personal Action Forms, and special assignment PAFs.

1602 - Contract Title (CON-TITLE)

A 12-character code that identifies the title printed on employee contracts. This replaces the job scheduling parameter APPT-CON-PARM.

1603 - Signature Title (SIGNATURE-TITLE)

A 30-character code that identifies the second signature title on a special assignment PAF Personal Action Form.

1604 - Print Employee Phone Number (PRNT-EMP-PHONE)

A one-character code indicating whether or not to print an employee's phone number in a campus directory. Valid values are:

1	Do not print employee's phone number (default).
2	Print employee's phone number.

1610 - Position Control Indicator (POS-CNTRL-IND)

A one-character code indicating whether or not to use position control data during the applicant tracking upload process. Valid values are:

Y	Yes, use position control.
N	No, do not use position control.

1611 - Hiring Authority Title (HIRE-AUTH-TITLE)

An 11-character code that identifies the hiring authority title to be displayed on the Position Vacancy Screen (PS5010).

1612 - Applicant Status (APP-STAT)

A four-character code that identifies the applicant status code that is provided as a default when a new applicant record is initially added to the database. Codes must be valid in the Applicant Status Code Table (PS9053).

1613 - Applicant Personnel Action - Update (APP-UPD-ACTN)

A four-character code that identifies the personnel action code used when a current employee or applicant is updated to a new position. If this field is left blank, the personnel action code DCHG is used by default. Codes must be valid in the Personnel Action Table (PS9038).

1614 - Applicant Personnel Action - Add (APP-ADD-ACTN)

A four-character code that identifies the personnel action code used when an applicant is hired as a new employee. If this field is left blank, the personnel action code INEM is used by default. Codes must be valid in the Personnel Action Table (PS9038).

1615 - Applicant Retention Months (APP-RETAIN-MO)

A two-digit number that identifies the number of months after the closing date that recruitment records are to be retained. Valid values are 24 through 99.

1616 - Recruitment Open Months (APP-OPN-MO)

A two-digit number that identifies the number of months that a recruitment may be open without a closing date before being reported on the Recruitment With No Closing Date Report. Valid values are 00 through 09.

1617 - Hired Applicant Status Codes (HIRE-APP-STAT)

Four-character applicant status codes that indicate that an applicant has been hired. This parameter is primarily for reporting purposes. This field allows for up to seven applicant status codes; when typing multiple codes, do not put a space between them. Codes must be valid in the Applicant Status Code Table (PS9053). The default value for this code is HIRE.

1618 - Force Account Code, Job Information (FORCE-ACCT-JOB)

A one-character code indicating if the account codes, job numbers, and job classes on the Retroactive Adjustments Screen (PS1003) will be prefilled with the corresponding information from the Job Account Screen (PS0003). Valid values are:

Y	Yes, the fields will be prefilled with information from the Job Account Screen.
N	No, the fields will <i>not</i> be prefilled with information from the Job Account Screen.

1619 - Institutional FTEF Indicator (INST-FTEF-IND)

A one-character code indicating the calculation method for percent of full-time for employee contracts. Valid values are:

Y	The value from the Institutional FTEF field on the Class Schedule Screen (IS1002) is used, if it is not zero.
N	The Courses Salary Factors Table (PS9048) calculates the percent of full-time.

1620 - Generic Print Indicator

1621 - Generic Print Indicator

1622 - Number of Lines

Nine digits indicating the number of lines processed.

1623 - Retire Under 35

Ten occurrences of three-digit valid retirement plans for employees under 35 years of age.

1624 - Retire 35 to 44

Ten occurrences of three-digit valid retirement plans for employees 35 to 44 years of age.

1625 - Retire 35 to 49

Ten occurrences of three-digit valid retirement plans for employees 35 to 49 years of age.

1626 - Retire Over 45

Ten occurrences of three-digit valid retirement plans for employees over 45 years of age.

1627 - Retire 50 Plus

Ten occurrences of three-digit valid retirement plans for employees 50 years of age or over.

1628 - Retirement Forecasting Option

A one-character code indicating whether or not retirement plan rates should be updated for age-banded/waiting period retirement plans. Valid values are:

1	Automatically update retirement rates for all age-banded/waiting period plans.
2	Automatically update retirements rate for all age-banded/waiting period plans except T7 and T8.
Space (default)	Do not automatically update retirement rates for age-banded/waiting plans.

1700 - Web Leave Report Year/Month Option

A one-character code indicating when to report leave: Current or Previous Month. Valid values are:

1	Report Leave balances as of Current Month.
2	Report Leave balances as of previous month (Default).

1701 - Web Employee Type to Allow

A 10-character field identifying employee types to allow access to Web Employee Payroll History.

Example: FEC > for Faculty, Exempt and Classified. This will allow Integration of Different groups instead of everyone at once. Valid values are:

Blank	All Employee Types
Emp Typ	List of employee types to allow with no spaces or commas in between the types.

1800 - Bank Account Number Option

A one-character code identifying whether or not to print the bank account number on payroll advices.

Valid values are:

Y	Yes, print bank account number.
N	No, do not print bank account number.

1801 - Employee ID Option

A one-character print option to provide which employee identification number to print on the earnings statement for payroll checks and advices. Valid values are:

Y	Yes, print employee's social security number.
L	Print last four numbers of employee's social security number.
S	Print employee's system identification number (SID).
N	No, do not print employee's social security or system identification number. Print asterisks as employee's identification number.

1802 - TIAA-Cref TDA Address Code

A one-character address code for TIAA-CREF's TDA calculation process. Valid values are:

1	Mail Stop
2	Employee's Current Address