

PS0004 – Personal Information Screen

Description

Use the Personal Information Screen to enter personal information about an employee, such as mailing address, home phone, birth date, affirmative action categories, educational level, and other personnel information.

See below for an example of the Personal Information Screen

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PS0004-010          PERSONAL INFORMATION SCREEN
EMP ID [           ] TYPE [ ]
NAME: LAST [       ] FIRST [       ] MID [       ]
PREFIX [          ] SUFFIX [        ] ALT NAME [    ]
          PERMANENT ADDRESS          CURRENT ADDRESS
STREET [          ] [              ] [           ]
CITY [           ] [              ] [           ]
STATE/ZIP [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
COUNTRY [        ] [              ] [           ]
BIRTH DATE [ / / ] SEX [ ] RACE/ETHNIC [ ] CENSUS/HISP [ ]
WORK COUNTY [ ] GOVT RPT EXCLUSN [ ] REFERRAL SOURCE [ ]
MILITARY STAT [ ] VET PREF TIME: YEARS [ ] MONTHS [ ] DAYS [ ]
EMAIL [          ] I-9 [ ] [ / / ]
PRIOR NAME [     ]
HOME PHONE ( ) - CONF PHONE/ADDRESS [ ]
WORK PHONE ( ) - EXTEN [ ] MAIL STOP [ ]
OFFICE [        ] FAX PHONE ( ) -
CONTACT NAME [   ] CONTACT PHONE ( ) -
EDUC LEVEL [ ] EDUC LEVEL YR [ ]
MIGGET STUFF [ ] MISC 2 [ ] MISC 3 [ ]
NEXT: FUNC SCREEN KEY1 KEY2 KEY3
device RECORD LOG LOG
control MODE BOTTOM TOP
  
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User Functions and Key Fields

FUNC A (Add); C (Change); I (Inquire)

KEY1 Enter an employee ID

KEY2 Leave blank

KEY3 Leave blank

Using the Miscellaneous Fields

Misc 1, Misc 2, and Misc 3 are fields that you can define to contain customized information for your college. For example, you could use the Misc1 field to create a field for employee parking information or for tax ID numbers. You can use the data that is stored in these miscellaneous fields for ad hoc reporting purposes.

You can define up to three custom fields. For each custom field, you can define a field title, a field length, and valid codes (which will be edited). To define miscellaneous fields, use the following institutional parameters on the Institution Parameters Table (PS9001)

Parameter	Content
1501-1503	Descriptive titles for a Misc 1, Misc 2, Misc 3 respectively
1511-1513	Field lengths for Misc 1, Misc 2, Misc 3 respectively
1521-1522	Valid coding for Misc 1
1523-1524	Valid coding for Misc2
1525-1526	Valid coding for Misc3

Entering Census/Race Information

The census/race option (institutional parameter 810) determines whether you are required to enter values in both the Census/Race and Census/Hispanic fields or in the single Race/Ethnic field:

- If institutional parameter 810 is 1, you must enter a value in the Race/Ethnic field.
- If institutional parameter 810 is 2, you must enter values in both the Census/Race and Census/Hispanic fields.

Data Fields

Employee ID	Govt Rpt Excludn
Type (display only)	Referral Source
Name: Last (entry required)	Military Stat
Name: First	Vet Pref Time: Years
Name: Mid	Vet Pref Time: Months
Prefix	Vet Pref Time: Days
Suffix	Email
Alt Name	I-9 Indicator
Permanent Address	I-9 Expiration Date
Street (entry required in Line 1)	Prior Name
City	Home Number
State and Zip	Conf Phone/Address
Country	Work Phone
Current Address	Exten
Street (entry required in Line 1)	Mail Stop
City	Office
State and Zip	Fax Phone
Country	Contact Name
Census Race	Contact Phone
Census Hisp	Educ Level
Birth Date	Educ Level Yr
Sex (required)	Misc 1
Race/Ethnic	Misc 2
Handicap	Misc 3
Work County (required)	

Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D

Employee Type (EMP-TYP)

Definition	Display only. A code identifying an employee's primary personnel category.
Length	1 character
Values	<p>Defined by SBCTC-ITD on the Employee Type Table (PS9026) as follows:</p> <ul style="list-style-type: none"> C Classified E Exempt F Full-time faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer
Data Sets	EMP-M

Name: Last (EMP-NAME-LAST)

Definition	Entry required. An employee's legal surname.
Length	26 characters
Data Sets	EMP-M

Name: First (EMP-NAME-FIRST)

Definition	An employee's legal given name.
Length	16
Data Sets	EMP-M

Name: Mid (EMP-NAME-MIDDLE)

Definition	An employee's legal middle name.
Length	12 characters
Data Sets	EMP-M

Prefix (EMP-NAME-PREFIX)

Definition	The abbreviated professional or personal title associated with an employee's name, for example, Dr.
Length	6 characters
Data Sets	EMP-M

Suffix (EMP-NAME-SUFFIX)

Definition	The abbreviated identifier, title, degree, or affiliation associated with an employee's name, for example, Ph.D., Jr, and III.
Length	4 characters
Data Sets	EMP-M

Alternate Name

Definition	A nickname or other name by which an employee is known.
Length	16 characters
Data Sets	EMP-M

Permanent Address Line 1 (PERM-ADDR-LN-1)

Permanent Address Line 2 (PERM-ADDR-LN-2)

Definition	Entry required in Line 1. The first and second lines of an employee's permanent mailing address.
Length	30 characters
Additional Information	Only Permanent Address Line 1 field is labeled (as Street) on the screen. Permanent Address Line 2 is not labeled.
Data Sets	EMP-ADDR-D EMP-M

Permanent City/Town (PERM-ADDR-CITY)

Definition	The name of a city or town in an employee's permanent mailing address.
Length	20 characters
Data Sets	EMP-ADDR-D

Permanent State (PERM-ADDR-ST)

Definition	The Post Office abbreviation identifying a state or Canadian province in an employee's permanent mailing address.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).
Data Sets	EMP-ADDR-D EMP-M

Permanent Zip Code (PERM-ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area. This zip code is part of an employee's permanent mailing address.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Additional Information	On Employee Maintenance screens, when you make an entry in the Zip field, PPMS will automatically fill the City/Town Name and State fields with entries from the Zip Code Table (ZX0020).
Data Sets	EMP-ADDR-D EMP-M

Permanent Country (PERM-ADDR-CNTRY)

Definition	The name of a country outside the United States in an employee's permanent mailing address,
Length	20 characters
Data Sets	EMP-ADDR-D

Current Address Line 1 (ADDR-LN-1)

Current Address Line 2 (ADDR-LN-2)

Definition	Entry required in Line 1. The first and second lines of an employee's current mailing address. If you type Same in Line 1 of the Current Address fields, the employee's complete Permanent Address is copied into the Current Address fields.
Length	30 characters
Additional Information	Only Address Line 1 field is labeled (as Street) on the screen. Address Line 2 is not labeled.
Data Sets	EMP-M

Current Address City/Town (CITY)

Definition	The name of a city or town.
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Length	20 characters
Data Sets	EMP-ADDR-D

Current Address State (ST)

Definition	A Postal Service abbreviation identifying a state or Canadian province.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).
Data Sets	EMP-ADDR-D

Current Address Zip Code (ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Additional Information	On Employee Maintenance screens, when you make an entry in the Zip field, PPMS will automatically fill the City/Town Name and State fields with entries from the Zip Code Table (ZX0020).
Data Sets	EMP-ADDR-D

Current Address Country (CNTRY)

Definition	The name of a country outside the United States.
Length	20 characters
Data Sets	EMP-ADDR-D

Census Race Group Code (CENSUS-RACE-CD)

Definition	Entry required if institutional parameter 810 is 2 . A classification of race or ethnic origin that is used by the U.S. Census Bureau.
Length	3 characters
Values	Entered by SBCTC-ITD on the Race Table (ZX0401). For a list of valid codes, refer to the Office of Financial Management (OFM) Census Race/Hispanic Codes list.
Dependencies	On the Personal Information Screen (PS0004) and the Student/Hourly Screen (PS0012), if institutional parameter 810 is 2 (use the Census-Race-Cd and Census-Hisp-Cd combination), then entries are required in both the Census Race Group Code field and the Census Hispanic/Spanish Code field.
Data Sets	EMP-M

Census Hispanic/Spanish Code (CENSUS-HISP-CD)

Definition	Entry required if institutional parameter 810 is 2 . A classification of Hispanic or Spanish origin that is used by the U.S. Census Bureau.
Length	3 characters
Values	Entered by SBCTC-ITD on the Hispanic Table (ZX0402). For a list of valid codes, refer to the Office of Financial Management (OFM) Census Race/Hispanic Codes list.

Dependencies	If institutional parameter 810 is 2 (use the Census-Race-Cd and Census-Hisp-Cd combination), then entries are required in both the Census Hispanic/Spanish field and the Census Race Group Code field.
Data Sets	EMP-M

Employee Birth Date (EMP-BIRTH-DATE)

Definition	The date on which an employee was born.
Length	6 digits
Format	mmddy
Data Sets	EMP-M

Employee Sex Code (EMP-SEX)

Definition	A code identifying an employee's gender.
Length	1 character
Values	Defined by SBCTC-ITD as follows: F Female M Male
Data Sets	EMP-M

Employee Race/Ethnic (EMP-RACE-ETH)

Definition	Entry required if institutional parameter 810 is 1 . A code identifying an employee's race or ethnic origin.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Blank Not indicated 1 Asian American/Pacific Islander (Census Race Group Codes 600-699) 2 African-American (Census Race Group Codes 870-934) 3 Native American/Alaskan Native (Census Race Group Codes 001-599 or 935-949) 4 Hispanic (Census Hispanic/Spanish Code is not equal to 999) 5 Caucasian (Census Race Group Codes 800-869) 0 Other race (Census Race Group Codes 700-799 or 950-999)
Additional Information	If institutional parameter 810 (Census Race Option) is 1 (use the single Emp-Race-Eth field), then the Employee Race/Ethnic field is required. When this field is required, the Census Race Group Code field and the Census Hispanic/Spanish Code field are not required If institutional parameter 810 is 2 (use the Census-Race-Cd and Census-Hisp-Cd combination), the Employee Race/Ethnic field is display only and contains a value that PPMS calculates from the value in the Census Race Group Code field or the Census Hispanic/Spanish Code field.
Data Sets	EMP-M

Employee Handicap Status (EMP-HNDCP-STAT)

Definition	A code identifying an employee's disability or impairment.
Length	1 character
Values	Defined by SBCTC-ITD as follows: 1 Ambulatory/mobility 2 Visual 3 Hearing 4 Mental/psychological 5 Multiple handicaps 9 Other/unknown
Data Sets	EMP-M

Work County (WORK-COUNTY)

Definition	A code identifying the county in which the employee works.
Length	2 digits
Values	College-entered on the FMS County Code Table (ZX0040).
Data Sets	EMP-M

Government Report Exclusion Indicator (RPT-EXCLUSN-IND)

Definition	A code indicating whether an employee should be excluded from the following government reports:	
	Federal	EEO6, IPEDS
	National	CUPA, AAUP
	State	HEPB, Affirmative Action
	SBCCE	Administrative Salary Hypothetical Salary Survey Headcount/FTE Tenure Status Salary Forecasting
Length	1 character	
Values	Defined by SBCTC-ITD as follows: Y Yes, exclude from reports N or blank No, do not exclude from reports	
Data Sets	EMP-M	

Referral Source (REF-SRC)

Definition	A code identifying how an employee was referred to your college for employment.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: Blank Unknown MA Newspaper or other media advertisement OT Other PE Personal reference PR Private employment agency

	PU Public employment agency SR Special recruitment WI Walk-in
Data Sets	EMP-M

Military Status (MILITARY-STAT)

Definition	A code identifying the military status of an employee for affirmative action reporting.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Blank Not a veteran CV Campaign veteran DC Disabled campaign veteran DO Disabled veteran - other than Vietnam DV Disabled veteran - Vietnam era NI Not indicated OV Other than Vietnam veteran SV Spouse of deceased veteran VV Vietnam era veteran
Data Sets	EMP-M

Veterans Preference Time-Years (VET-PREF-YR)

Definition	The number of veteran preference years, up to a maximum of five years, for an employee. This field, along with the Months in Vet-Pref-Time field and the Days in Vet-Pref-Time field, is used for preference point awards and Affirmative Action reporting.
Length	2 digits
Data Sets	EMP-M

Veterans Preference Time-Months (VET-PREF-MO)

Definition	The number of veteran preference months, up to a maximum of twelve months, for an employee. The veteran preference months are credited to the employee in addition to the military service indicated in the Years in Vet-Pref-Time field and the Days in Vet-Pref-Time field. Together these three fields are used for preference point awards and Affirmative Action reporting.
Length	2 digits
Data Sets	EMP-M

Veterans Preference Time-Days (VET-PREF-DAYS)

Definition	The number of veteran preference days, up to a maximum of 31 days, for an employee. The veteran preference days are credited to the employee in addition to the military
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	service indicated in the Years in Vet-Pref-Time field and the Months in Vet-Pref-Time field. Together these three fields are used for preference point awards and for Affirmative Action reporting.
Length	2 digits
Data Sets	EMP-M

Email Address (EMAIL-ADDR)

Definition	An employee's e-mail address.
Length	40 characters
Data Sets	EMP-ADDR-D

I-9 Indicator (I-9-IND)

Definition	A code indicating whether an I-9 form has been received from an employee.
Length	1 character
Values	Defined by SBCTC-ITD as follows: <p style="margin-left: 40px;">Y Yes, an I-9 form has been received from the employee.</p> <p style="margin-left: 40px;">N No, an I-9 form has not been received from the employee.</p>
Data Sets	EMP-ADDR-D

I-9 Expiration Date (I-9-EXPIR-DATE)

Definition	The date on which an employee's work visa expires and hence the date on which the employee's I-9 status expires. This field is used only for employees who are not citizens but have a work visa.
Length	6 digits
Format	mmddyy
Data Sets	EMP-ADDR-D

Prior Employee Name (PRIOR-EMP-NAME)

Definition	The prior name by which an employee was known.
Length	50 characters
Data Sets	EMP-M

Home Telephone Number (HOME-PHONE)

Definition	The area code and telephone number of an employee's residence or other location at which the employee can be reached.
Length	10 characters
Data Sets	EMP-M

Confidential Telephone/Address Indicator (CONF-PHONE-ADDR)

Definition	A code indicating whether an employee's home telephone number and address are confidential.
Length	1 character

Values	Defined by SBCTC-ITD as follows: A Confidential address B Confidential phone number and address P Confidential phone number Blank Neither are confidential
Data Sets	EMP-M

Work Telephone Number (WORK-PHONE)

Definition	The area code and telephone number at which the employee can be reached during work hours.
Length	10 characters
Data Sets	EMP-M

Work Phone Extension (WORK-EXTEN)

Definition	The extension for the employee's work phone number.
Length	4 characters
Data Sets	EMP-M

Mail Stop (MAIL-STOP)

Definition	A code for the work location to which an employee's work-related mail is delivered.
Length	7 characters
Values	Defined by colleges on the Mail Stop Table (PS9022)
Data Sets	EMP-M

Work Office (WORK-OFFC)

Definition	The name or identifier of the office in which an employee works.
Length	8 characters
Data Sets	EMP-M

Fax Phone (FAX-PHONE)

Definition	The phone number, including area code, at which a fax machine for a person or an organization may be contacted.
Length	10 digits
Data Sets	EMP-M

Emergency Contact Name (EMERG-CONTACT)

Definition	The name of a person that an employee wants to be contacted in case of an emergency.
Length	20 characters
Data Sets	EMP-M

Emergency Contact Telephone Number (EMERG-PHONE)

Definition	The area code and telephone number at which an employee's emergency contact can be reached in case of an emergency.
Length	10 characters
Data Sets	EMP-M

Highest Educational Level (HI-EDUC-LVL)

Definition	A code for the highest educational achievement of an employee.
Length	2 characters
Values	Defined by SBCTC-ITD on the Education Level Table (PS9030) as follows: 00 Not indicated 01 No academic credentials 02 Grade school 03 Some high school 04 High school diploma 05 Trade certificate 06 Some college 07 Associate's degree 08 Bachelor's degree 09 Master's degree 10 Professional degree 11 Other doctorate 12 Ph.D.
Data Sets	EMP-M

Highest Educational Level Year (HI-EDUC-YR)

Definition	The year in which an employee achieved his or her highest degree, certificate, or diploma.
Length	2 digits, for example, 92 for 1992
Data Sets	EMP-M

Employee Miscellaneous 1 (EMP-MISC-1)

Definition	<p>One of three fields defined by users (see also Employee Miscellaneous 2 and Employee Miscellaneous 3) which a college can create to contain unique or custom information for the college. For example, use the Misc 1 field on the Personal Information Screen (PS0004) to create a field for employee parking information.</p> <p>Use the following parameters on the Institution Parameter Table (PS9001) to define the Employee Miscellaneous 1 field:</p> <table border="1" data-bbox="472 499 1404 793"> <thead> <tr> <th>Parameter</th> <th>Parameter Description</th> </tr> </thead> <tbody> <tr> <td>1501: Misc-Title-1</td> <td>A 12-character parameter for defining a descriptive title or label for the field, for example, Parking Req</td> </tr> <tr> <td>1511 Misc-Sz-1</td> <td>A one-digit parameter for defining the length of the field (can be up to six characters)</td> </tr> <tr> <td>1521 and 1522 Misc-Edit-1</td> <td>A 30-character parameter for defining valid codes, if any, for the field</td> </tr> </tbody> </table> <p>The data stored in the miscellaneous fields can be used for ad hoc and other database reporting purposes.</p>	Parameter	Parameter Description	1501: Misc-Title-1	A 12-character parameter for defining a descriptive title or label for the field, for example, Parking Req	1511 Misc-Sz-1	A one-digit parameter for defining the length of the field (can be up to six characters)	1521 and 1522 Misc-Edit-1	A 30-character parameter for defining valid codes, if any, for the field
Parameter	Parameter Description								
1501: Misc-Title-1	A 12-character parameter for defining a descriptive title or label for the field, for example, Parking Req								
1511 Misc-Sz-1	A one-digit parameter for defining the length of the field (can be up to six characters)								
1521 and 1522 Misc-Edit-1	A 30-character parameter for defining valid codes, if any, for the field								
Length	6 characters (maximum)								
Values	Defined by colleges								
Data Sets	EMP-BENE-D								

Employee Miscellaneous 2 (EMP-MISC-2)

Definition	<p>One of three fields defined by users (see also Employee Miscellaneous 1 and Employee Miscellaneous 3) which a college can create to contain unique or custom information for the college.</p> <p>Use the following parameters on the Institution Parameter Table (PS9001) to define the Employee Miscellaneous 2 field:</p> <table border="1" data-bbox="472 1339 1404 1602"> <thead> <tr> <th>Parameter</th> <th>Parameter Description</th> </tr> </thead> <tbody> <tr> <td>1502 Misc-Title-2</td> <td>A 12-character parameter for defining a descriptive title or label for the field</td> </tr> <tr> <td>1512 Misc-Sz-2</td> <td>A one-digit parameter for defining the length of the field (up to eight characters allowed)</td> </tr> <tr> <td>1523 and 1524 Misc-Edit-2</td> <td>A 30-character parameter for defining valid codes, if any, for the field</td> </tr> </tbody> </table> <p>The data stored in the miscellaneous fields can be used for ad hoc and other database reporting purposes.</p>	Parameter	Parameter Description	1502 Misc-Title-2	A 12-character parameter for defining a descriptive title or label for the field	1512 Misc-Sz-2	A one-digit parameter for defining the length of the field (up to eight characters allowed)	1523 and 1524 Misc-Edit-2	A 30-character parameter for defining valid codes, if any, for the field
Parameter	Parameter Description								
1502 Misc-Title-2	A 12-character parameter for defining a descriptive title or label for the field								
1512 Misc-Sz-2	A one-digit parameter for defining the length of the field (up to eight characters allowed)								
1523 and 1524 Misc-Edit-2	A 30-character parameter for defining valid codes, if any, for the field								
Length	8 characters (maximum)								
Values	Defined by colleges								
Data Sets	EMP-BENE-D								

Employee Miscellaneous 3 (EMP-MISC-3)

Definition	<p>One of three fields defined by users (see also Employee Miscellaneous 1 and Employee Miscellaneous 2) which a college can create to contain unique or custom information for the college.</p> <p>Use the following parameters on the Institution Parameter Table (PS9001) to define the Employee Miscellaneous 3 field:</p> <table border="1" data-bbox="472 470 1404 730"> <thead> <tr> <th data-bbox="472 470 873 512">Parameter</th> <th data-bbox="873 470 1404 512">Parameter Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 512 873 585">1503 Misc-Title-3</td> <td data-bbox="873 512 1404 585">A 12-character parameter for defining a descriptive title or label for the field</td> </tr> <tr> <td data-bbox="472 585 873 659">1513 Misc-Sz-3</td> <td data-bbox="873 585 1404 659">A two-digit parameter for defining the length of the field (can be up to ten characters)</td> </tr> <tr> <td data-bbox="472 659 873 730">1525 and 1526 Misc-Edit-3</td> <td data-bbox="873 659 1404 730">A 30-character parameter for defining valid values, if any, for the field.</td> </tr> </tbody> </table> <p>The data stored in the miscellaneous fields can be used for ad hoc and other database reporting purposes.</p>	Parameter	Parameter Content	1503 Misc-Title-3	A 12-character parameter for defining a descriptive title or label for the field	1513 Misc-Sz-3	A two-digit parameter for defining the length of the field (can be up to ten characters)	1525 and 1526 Misc-Edit-3	A 30-character parameter for defining valid values, if any, for the field.
Parameter	Parameter Content								
1503 Misc-Title-3	A 12-character parameter for defining a descriptive title or label for the field								
1513 Misc-Sz-3	A two-digit parameter for defining the length of the field (can be up to ten characters)								
1525 and 1526 Misc-Edit-3	A 30-character parameter for defining valid values, if any, for the field.								
Length	10 characters (maximum)								
Values	Defined by colleges								
Data Sets	EMP-BENE-D								

Data Sets

Additions and changes made on this screen may update the following data sets:

- Employee Master (Emp-M)
- Employee Address Detail (Emp-Addr-D)
- Employee Benefits Detail (Emp-Bene-D) - when changes are made to the Misc 1, Misc 2, and Misc 3 fields