

## PS4007 – Contract Status Screen

Use the Contract Status Screen to review and update contract information. This screen is a two-part screen; the lower half of the screen displays only when you use the Inquire function.

In this screen, you can:

- Change a contract status to pending, cancelled, or signed contract returned. If you change the contract status to cancelled, the job status is changed to deleted.
- Blank out the payroll update date so the contract can be updated to the job screens. If you make changes to a contract and want them to appear in the job screens, the payroll update date must be blank.
- Change the job class or pay cycle for a contract.

Each contract shown in this screen creates one job record in the Employee database.

### User Functions and Key Fields

FUNC C (Change), I (Inquire), D (Delete)  
 SCREEN PS4007  
 KEY1 Instructor ID or Advisor ID  
 KEY2 Contract Number  
 KEY3 YRQ

### Data Fields

<a href="#">YRQ</a> (required)	<a href="#">Pay Cycle</a>
<a href="#">Instr ID</a> (required)	<a href="#">Job Class</a>
<a href="#">Instr Name</a> (display only)	<a href="#">Title</a> (display only)
<a href="#">Con Num</a> (required)	<a href="#">Contract Status</a>
<a href="#">Begin Date</a>	<a href="#">Issue Date</a> (display only)
<a href="#">End Date</a>	<a href="#">Course Remarks</a> (display only)
<a href="#">Contract Amount</a> (display only)	<a href="#">Payroll Date</a>
<a href="#">%Full Time</a> (display only)	<a href="#">Job Num</a>
<b>The following fields are displayed only on the Inquire part of the screen and show all classes and special assignments for a contract.</b>	
<a href="#">Item Number</a> (display only)	<a href="#">Spcl Assgn</a> (display only)
<a href="#">Dept/Div</a> (display only)	<a href="#">Begin Date</a> (display only)
<a href="#">Course Num</a> (display only)	<a href="#">End Date</a> (display only)
<a href="#">Sect</a> (display only)	<a href="#">%Full Time</a> (display only)
<a href="#">% Full Time</a> (display only)	<a href="#">Remark</a> (display only)

### Year Quarter

<b>Definition</b>	Required KEY3 field. The year and quarter of a contract.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see <a href="#">Year/Quarter Codes</a> .

### Instructor ID

<b>Definition</b>	Required KEY1 field. An instructor's social security number.  <b>Note:</b> If the four-digit advisor ID was entered in KEY1 when you accessed this screen, the instructor's ID is retrieved from the Advisor/Instructor Table (IS2002) and is displayed in the Instructor ID field.
<b>Length</b>	9 characters

### Instructor Name

<b>Definition</b>	Display only. An instructor's or advisor's name.
<b>Length</b>	<ul style="list-style-type: none"><li>• One 12-character field for the advisor's or instructor's name. If available, this is automatically retrieved from the Advisor/Instructor Table (IS2002).</li><li>• One 30-character field for the advisor's or instructor's name automatically retrieved from the Employee database.</li></ul>

### Contract Number

<b>Definition</b>	Required KEY2 field. A code uniquely identifying a particular contract for an instructor for a year/quarter.
<b>Length</b>	2 digits
<b>Edits</b>	The contract number must be valid for the employee ID and year/quarter.

### Begin Date

<b>Definition</b>	The date a contract begins. The date shown is the earliest begin date for all classes and special assignments for a contract. If you override this begin date, the new date appears on the contract.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### End Date

<b>Definition</b>	The date a contract ends. The date shown is the last end date for all classes and special assignments for a contract. If you override this end date, the new date appears on the contract.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY
<b>Edits</b>	The end date must be a later date than the begin date.

### Calculated Total Contract Amount

<b>Definition</b>	Display only. The total amount of pay for a contract.
<b>Length</b>	8 digits plus a decimal
<b>Format</b>	999999.99

### Job Percent of Full Time

<b>Definition</b>	Display only. The total percent of full time for a contract.
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<b>Length</b>	5 digits plus a decimal
<b>Format</b>	999.99

### Pay Cycle

<b>Definition</b>	A code identifying the pay cycle on which a contract will be paid.  The first character of the pay cycle code is defined by the system and identifies the frequency of a pay cycle (for example, weekly, monthly, quarterly). The second character of the pay cycle code is defined by colleges.
<b>Length</b>	2 characters
<b>Edits</b>	The pay cycle code must be on the Pay Cycle Table (PS9023).

### Job Classification

<b>Definition</b>	A code defined by colleges identifying a unique job classification.
<b>Length</b>	6 characters
<b>Edits</b>	The job class code must be on the Job Class Table (PS9004).

### Job Classification Long Title

<b>Definition</b>	Display only. A descriptive title for a job classification, as entered on the Job Class Table (PS9004). Use this for reporting purposes.
<b>Length</b>	26 characters

### Contract Status

<b>Definition</b>	A code defined by the system identifying the current status of a contract.										
<b>Length</b>	1 character										
<b>Values</b>	Valid codes:  <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Pending contract</td> </tr> <tr> <td>I</td> <td>Contract issued</td> </tr> <tr> <td>S</td> <td>Signed contract returned</td> </tr> <tr> <td>R</td> <td>Contract reissued</td> </tr> <tr> <td>C</td> <td>Contract cancelled</td> </tr> </table>	Blank	Pending contract	I	Contract issued	S	Signed contract returned	R	Contract reissued	C	Contract cancelled
Blank	Pending contract										
I	Contract issued										
S	Signed contract returned										
R	Contract reissued										
C	Contract cancelled										
<b>Edits</b>	<ul style="list-style-type: none"> <li>• Contract status can only be changed to <b>blank</b>, <b>C</b>, or <b>S</b>.</li> <li>• Contract status can only be changed to <b>S</b> if the current value is <b>I</b> or <b>R</b>.</li> </ul>										

### Issue Date

<b>Definition</b>	Display only. The date a contract was issued or reissued.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### Remarks Indicator

<b>Definition</b>	Display only. A code indicating if the contract includes remarks, as entered on the
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	Contract Remarks Screen (PS4004), which should print after the list of classes on a report.
<b>Length</b>	3 characters
<b>Values</b>	Valid codes:  Yes     Class remarks have been entered. No     Class remarks have not been entered.

### Payroll Update Date

<b>Definition</b>	The date pay information for a contract was updated to the employee job screens.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY
<b>Edits</b>	This field cannot be blank if the contract status is <b>C</b> (cancelled).

### Job Number

<b>Definition</b>	A code defined by users identifying the job number used when a contract was updated in the Employee database.
<b>Length</b>	2 characters

### Item Number

<b>Definition</b>	Display only. A code identifying a specific class.
<b>Length</b>	4 characters

### Department/Division

<b>Definition</b>	Display only. The department and division abbreviation for a specific class.
<b>Length</b>	5 characters

### Course Number

<b>Definition</b>	Display only. The course number of a specific class.
<b>Length</b>	4 characters

### Section

<b>Definition</b>	Display only. A code identifying each section of a specific class.
<b>Length</b>	3 characters

### Percent of Full Time

<b>Definition</b>	Display only. The percent of full time an instructor works for a class.
<b>Length</b>	5 digits plus a decimal
<b>Format</b>	999.99

### Special Assignment Number

<b>Definition</b>	Display only. A number uniquely identifying a particular special assignment for an
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	instructor ID and year/quarter.
<b>Length</b>	2 digits

### Begin Date

<b>Definition</b>	Display only. The date a special assignment begins.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### End Date

<b>Definition</b>	Display only. The date a special assignment ends.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### Percent of Full Time

<b>Definition</b>	Display only. The percent of full time an instructor works for a special assignment.
<b>Length</b>	5 digits plus a decimal
<b>Format</b>	999.99

### Remark Indicator

<b>Definition</b>	Display only. A code indicating if the contract includes remarks entered for the special assignment on the Contract Remarks Screen (PS4004).
<b>Length</b>	3 characters
<b>Values</b>	Valid codes:  Yes     Remarks have been entered. No     Remarks have not been entered.