

## Update Contracts to Jobs Screens – PS4040J

When PS4040J is run, the job screen fields are built as follows. A field not listed is set to spaces or zeroes.

### Employee Job Status Screen (PS0002)

Field Name	Description
JOB NUMBER	Next available job number sequentially from 01 is assigned.
PERSL ACTN DATE	Set to run date.
ACTIONS	Set to AUTO.
JOB STATUS	Set to "I" (inactive).
JOB STATUS DATE	Set to first day of quarter.
JOB TYPE	Set to 06 (temporary).
JOB CLASS	From JOB CLASS on the Contract Status Screen (PS4007).
JOB TERM	Set to 3.
CONTRACT UNITS	Set to total calculated contract units.
JOB CAMPUS	From HOME CAMPUS on the Employee Status Screen (PS0001).
JOB DEPARTMENT	From HOME DEPARTMENT on the Employee Status Screen (PS0001).
% FULL TIME	Set to total calculated percent of full-time for a contract.
JOB LEAVE IND	Set to "N," unless indicated to set to "Y" from the job scheduling parameter.
ACADEMIC QTRS	Set to "X" for appropriate quarter, unless indicate not to from the job scheduling parameter.

### Employee Status Screen (PS0003)

Field Name	Description
JOB BEGIN DATE	From CONTRACT BEGIN DATE on the Contract Status Screen (PS4007).
JOB END DATE	From CONTRACT END DATE on the Contract Status Screen (PS4007).
PYMT TERM	Calculated based on the scheduled first payment date and CONTRACT END DATE using the Pay Cycle Table (PS9023).
FT RATE/CON AMT	Set to the total calculated contract amount.
PAY CYCLE	From PAY CYCLE on the Contract Status Screen (PS4007).
PAY RATE CODE	From COURSE PAY RATE on the Course Salary Factors Table (PS9048)

	and/or the Contract Special Assignment Screen (PS4003).
JOB PAY RATE	Calculated as FT RATE/CON AMT divided by PYMT TERM.
TIME RPT CD	Set to "E" (exception reporter) for contracted contracts. Set to "P" (positive reporter) for hourly contracts.
ACCOUNT CODE	From the Contract Course Screen (PS4001) and/or Contract Special Assignment Screen (PS4003).
ACCOUNT AMOUNT	Calculated as FT RATE/CON AMT ÷ PYMT TERM x ACCT%
EARN TYPE	From the job scheduling parameter.
ACCOUNT BEGIN	From START DATE on the Contract Course Screen (PS4001) and/or the Contract Special Assignment Screen (PS4003).
ACCOUNT END	From END DATE on the Contract Course Screen (PS4001) and/or the Contract Special Assignment Screen (PS4003).
ACCT %	From the Contract Course Screen (PS4001) and/or the Contract Special Assignment Screen (PS4003).
SUPER	From the Contract Special Assignment Screen (PS4003).
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