

CR6001 – Salary Forecasting Employee Screen

Use the Salary Forecasting Employee Screen to add employee and vacant-position records to the Salary Forecasting database.

Records for permanent positions are displayed by employee ID (usually a Social Security number) and that employee's current jobs. This screen displays an employee's composite annual salary for all permanent jobs held by that employee.

Records for temporary positions are displayed by payroll history and job function. This screen displays the composite annual salary amount for all temporary job functions.

You can enter information into this screen manually, or have it entered automatically when the following processes are run:

- CR6020J Update Permanent Employees
- CR6025J Update Temporary Employees
- CR6030J Update Employer Costs

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire), (R) Recalculate
SCREEN	CR6001
KEY1	Enter an employee ID or all zeros for temporary job functions.
KEY2	Leave blank.
KEY3	Enter a fiscal year (YYYY).

Managing Employee, Vacant, and Temporary Position Records

To see the employee ID, employee name, employee type, retirement plan, health plan, salary, and percent of full time for permanent employees, enter the employee ID in KEY1 and a fiscal year in KEY3.

To see the total salary amount for all temporary job functions, enter zeros in KEY1 and a fiscal year in KEY3.

To add new employees into the Salary Forecasting database, enter **A** (Add) in FUNC. You can also use the Add function to add vacant positions so that they can be included in the salary forecasting reports. To add vacant positions, type a unique, 9-digit, college-defined number in the KEY1 field. This will allow job information to be added to the screen.

To change employee information, enter **C** (Change) in FUNC.

To delete all of the salary forecasting records for an employee or position, enter **D** (Delete) in FUNC.

If there have been changes in an employee's salary, enter **R** (Recalculate) in FUNC to recalculate the five employer cost-benefit amounts in the Salary Forecasting Account Screen (CR6003). This function cannot be used to recalculate temporary job function benefits.

To review the total salary amount for all temporary job functions in the Employee Salary field, enter I (Inquire) in FUNC.

Field Descriptions

FYR (Key3)	Health Plan
Employee ID (Key1)	Employee Salary (display only)
Employee Name	Employee Pct Full (display only)
Employee Type	Employee Birth Date
Retire Plan	Retirement Plan Effective Date

Fiscal Year

Definition	From the Key3 field. The fiscal year for which salary forecasting information is retrieved.
Length	4 digits
Format	YYYY (for example, 0102)

Employee ID

Definition	From the Key1 field. An employee's identification number, usually the employee's Social Security number. For temporary job functions, enter all zeros.
Length	9 digits
Edits	Must exist in the Employee database.

Employee Name

Definition	An employee's name. If all zeros are entered in the Key1 field, this field displays "Temporary Employees."
Length	30 characters

Employee Type

Definition	A code defined by SBCTC-ITD identifying an employee's primary personnel classification.
Length	1 character
Values	Valid codes: C Classified E Exempt F Faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer
Edits	Must exist in the Employee Type Table (PS9026).

Retirement Plan

Definition	A code defined by SBCTC-ITD identifying the retirement plan in which an employee is enrolled. For a complete listing of the Retirement Plan Table, run DataExpress procedure PS9041R (from the group Inform and account PLIB).
Length	2 characters
Edits	Must exist in the Retirement Plan Table (PS9041).

Health Plan

Definition	A code defined by SBCTC-ITD identifying the health and dental plan in which an employee is enrolled. The first character in the code identifies the health plan; the second character identifies the dental plan. To obtain a complete listing of the Health Plan Table, run DataExpress procedure PS9008R (from the group Inform and account PLIB).
Length	2 characters
Edits	Must exist in the Health Plan Table (PS9008).

Employee Salary

Definition	Display only. The full annual salary for an employee's permanent job or jobs. For temporary job functions, this is the total of all salaries recorded in the payroll history for a specified period.
Length	9 digits, including 3 decimal places
Format	999999.999

Employee Percent of Full Time

Definition	Display only. The total percent of full time that an employee will work.
Length	5 digits, including 2 decimal places
Format	999.99

Employee Birth Date

Definition	An employee's birth date.
Length	6 digits
Format	MMDDYY

Retirement Plan Effective Date

Definition	The year and month in which an employee's membership in a retirement plan was or becomes effective.
Length	4 digits
Format	YYMM