

CR6002 – Salary Forecasting Job Screen

Use the Salary Forecasting Job Screen to view basic information for each job for permanent employees. You can also view composite salary information by job function for temporary employees.

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
SCREEN	CR6002
KEY1	Enter an employee ID for permanent job functions or all zeros for temporary job functions.
KEY2	Enter a job function and job number.
KEY3	Enter a fiscal year (YYYY).

Displaying Job Information

For Permanent Employees

To add job information to records for permanent employees or to vacant positions which have already been added to the Salary Forecasting Employee Screen (CR6001), enter **A** (Add) in FUNC.

To change job information in records for employees which are already in the Salary Forecasting database, enter **C** (Change) in FUNC.

To delete a particular job from the Salary Forecasting database, enter **D** (Delete) in FUNC. Any remaining jobs will not be affected.

To review the total salary amount for each temporary job function, enter **I** (Inquire) in FUNC. The total salary amount for all temporary job functions is displayed in the Employee Salary field, and the total salary amount for the job function is displayed in the Job Salary field.

For Temporary Employees

The add, change and delete functions in this screen are used only for maintaining permanent employee records; they are not applicable for temporary employees.

For temporary job functions, enter information in the key fields as follows:

Key1 (Employee ID)	Enter all zeros.
Key 2 (Job Function and Job Number)	If a retirement plan is associated with a temporary job function, enter the code for that retirement plan in the job number positions (for example, PFW1). If no retirement plan is associated with the job function, leave these positions blank.
Key3 (Fiscal Year)	Enter the fiscal year using the YYYY format (for example, 0102).

Field Descriptions

FYR (Key3)	Position Num
Employee ID (Key1)	Contract Units

Job Function (Key2)	Job Term
Job Number (Key2)	Payment Term
Employee Name (display only)	Mult Pymt Cd
Employee Salary (display only)	Pay Freq
Employee Pct Full (display only)	Increm Mo
Job Class	Cal CD
Job Title (display only)	Job Salary (display only)
Pay Range (display only)	Job Pct Full (display only)
Step	Job StfYr (display only)

Fiscal Year

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

Employee ID

Definition	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.

Job Function

Definition	First and second characters of the Key2 field. A code defined by SBCTC-ITD identifying a particular job function.
Length	2 characters

Employee Job Number

Definition	Third and fourth characters of the Key2 field. A code defined by colleges identifying a particular job that an employee performs.
Length	2 characters

Employee Name

Definition	Display only. An employee's name.
Length	30 characters

Employee Salary

Definition	Display only. The full annual salary for an employee's permanent job or jobs.
Length	9 digits, including 3 decimal places
Format	999999.999

Employee Percent of Full Time

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

Job Classification

Definition	A code defined by colleges representing a unique job classification (for example, 000406 could represent Purchasing Manager). The code typically identifies one or more positions that have similar duties and qualifications, and the same pay schedule.
Length	6 characters
Edits	Must exist in the Job Class Table (PS9004).

Job Classification Title

Definition	Display only. The title associated with a job classification code, as entered in the Job Class Table (PS9004). Use this for reporting purposes.
Length	15 characters

Pay Scale Range

Definition	Display only. A code identifying the salary range or grade on a pay scale. This code comes from the Job Class Table (PS9004).
Length	4 characters

Pay Scale Step

Definition	A code identifying the position of an employee on a college's pay scale for a job.
Length	1 character
Values	Valid codes are A through R.

Position Number

Definition	A code defined by colleges identifying the specific position to which an employee is assigned.
Length	6 characters
Edits	Must exist in the Position Table (PS9018)

Contract Units

Definition	<p>The number of work days or hours required to fulfill an employment contract for a position. The number of days or hours represented should not include vacations or holidays.</p> <p>Contract units for administrators and full-time faculty contracts must be entered in days. Contract units for part-time faculty, moonlight contracts, and stipends must be entered in hours.</p> <p>Contract units for days are converted into months as follows:</p> <p style="padding-left: 40px;">160-185 days = 9 month contract</p> <p style="padding-left: 40px;">186-205 days = 10 month contract</p>
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	206-224 days = 11 month contract 225 plus = 12 month contract
Length	3 digits

Job Term

Definition	The number of months (01 through 12) and fractions of months (for example, 10.50) for which an employee's gross pay will be earned.
Length	4 digits, including 2 decimal places
Format	99.99
Edit	Cannot be greater than 12.

Payment Term

Definition	The number of payments an employee will receive for a job term.
Length	2 digits

Multiple Payment Code

Definition	The number of payments to be processed on a particular payment schedule. To generate these payments, this number is entered in the Payroll Schedule Initialization Screen (PS1000) for the payroll schedule and pay cycle for which they occur.
Length	2 digits

Pay Frequency

Definition	A code defined by SBCTC-ITD identifying the frequency of a pay cycle.
Length	1 character
Values	Valid codes: B Biweekly M Monthly Q Quarterly S Semimonthly W Weekly
Edits	Must exist in the Pay Frequency Table (PS9013).

Periodic Increment Month

Definition	A number (01 through 12) indicating the month in which an employee is due to receive a salary increment.
Length	2 digits
Format	MM
Edit	Cannot be greater than 12.

Calendar Code

Definition	A code defined by colleges identifying the work calendar for an employee or position.
Length	2 characters
Edits	Must exist in the Employee Calendar Table (PS9019).

Job Salary

Definition	Display only. A number indicating an employee's salary for a job.
Length	9 digits, including 3 decimal places
Format	999999.999

Job Percent of Full Time

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

Job Staff Year

Definition	Display only. A number indicating the staff year for a job.
Length	4 digits, including 3 decimal places
Format	9.999