

CR6003 – Salary Forecasting Account Screen

Use the Salary Forecasting Account Screen to view an employee's salary forecasting job information for each payroll account. This screen displays the basic information for the payroll account including the account total percent of full time, the total annual salary, and total staff years assigned. It also maintains the total for each of the five employer cost-benefits, and breaks out the account salary and each benefit cost for the 12 months in a fiscal year.

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
SCREEN	CR6003
KEY1	Enter an employee ID or all zeros for temporary job functions.
KEY2	Enter a job function, job number, and account number
KEY3	Enter a fiscal year (YYYY).

Managing Employee Salary Forecasting Job Information

For Permanent Employees

To add account codes and associated salary to an employee's existing job, enter **A** (Add) in FUNC. Both the annual salary and the monthly salary amounts must be added to the screen.

To change account codes and associated salary for an employee's existing job, enter **C** (Change) in FUNC. Both the annual salary and the monthly salary amounts must be added to the screen.

To automatically calculate the costs of the benefits associated with a new salary amount, use the **R** (Recalculate) function on the Salary Forecasting Employee Screen (CR6001).

To delete all salary and benefits cost information shown on a particular job account, enter **D** (Delete) in FUNC. Other payroll accounts for this employee will not be affected.

For Temporary Employees

The add and delete functions in this screen are used only for maintaining permanent employee records; they are not applicable for temporary employee records. However, you can use the change and inquire functions for temporary employee records.

To change salaries and benefits, enter **C** (Change) in FUNC. The benefits cannot be automatically recalculated; therefore, the monthly benefits cost must be entered in this screen.

To review the total salary amount for each temporary job function, enter **I** (Inquire) in FUNC.

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

Key1 (Employee ID)	Enter all zeros.
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Key 2 (Job Function, Job Number and Account Number)	<p>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.</p> <p>The account number is a 4-digit, consecutive number assigned within an employee ID or job number. For permanent employees, no employee should have more than 99 accounts; therefore, the 2-digit account number is entered here. For temporary job functions, a particular job function can exceed 99 accounts. In that case, the last two digits are entered here and the first two digits are entered in the last two positions of Key3 after the fiscal year.</p> <p>Example: Account Number 0124 Key2 XXXX24 Key3 XXXX01</p>
Key3 (Fiscal Year)	Enter the fiscal year using the YYYY format (for example, 0102). For temporary employees, the first two digits of the account number (if the account number is higher than 99) can be entered after the fiscal year. See the example above.

Field Definitions

FYR (Key3)	Stf Yrs
Employee ID (Key1)	Act Sal
Job Function (Key2)	OASI
Job Number (Key2)	Retr
Acct Number (Key2)	Meda
Employee Name (display only)	Indi
Payr Acct	Hlth
Acct %	
The following fields appear in the Costs by Month part of the screen. These fields (salary, OASI, retirement, medical aid, industrial insurance, health) contain the total annual salary cost break down for each month in a year and are used in salary forecasting.	
S	M
Q	I
R	H

Fiscal Year

Definition	Key3 field. The fiscal year for which payroll account information is to be 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.
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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. For temporary job functions, use the retirement plan code or, if no retirement plan is associated with the temporary job function, leave these positions blank.
Length	2 characters

Account Number

Definition	Fifth and sixth characters of the Key2 field. A number generated by SBCTC-ITD and assigned to each account distribution associated with a particular job.
Length	2 digits

Employee Name

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

Job Account Code

Definition	A code used to record a payroll expense for a particular employee or job account. The account code consists of: <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;">Appropriation Index</td> <td>3 characters</td> </tr> <tr> <td>Program Index</td> <td>3 characters</td> </tr> <tr> <td>Organization Index</td> <td>4 characters</td> </tr> <tr> <td>Subobject</td> <td>2 characters</td> </tr> <tr> <td>Sub-subobject</td> <td>2 characters</td> </tr> <tr> <td>Reimbursable Code</td> <td>2 characters</td> </tr> </table>	Appropriation Index	3 characters	Program Index	3 characters	Organization Index	4 characters	Subobject	2 characters	Sub-subobject	2 characters	Reimbursable Code	2 characters
Appropriation Index	3 characters												
Program Index	3 characters												
Organization Index	4 characters												
Subobject	2 characters												
Sub-subobject	2 characters												
Reimbursable Code	2 characters												
Length	16 characters												
Edits	<ul style="list-style-type: none"> • The appropriation index and program index combination must be valid and active in the FMS Appropriation Index/Program Index Table (GA1061). • The program index and organization index combination must be valid and active in the FMS Program Index/Organization Index (GA1062). • The subobject code must be valid and active in the FMS Subobject Table (GA1011). 												

Account Percent of Full Time

Definition	The percent of full time associated with an account.
Length	5 digits, including 2 decimal places
Format	999.99

Staff Years

Definition	A number indicating the equivalency to full time for a fiscal year associated with an account.
Length	5 digits, including 4 decimal places
Format	9.9999

Account Salary

Definition	The annual amount that an employee is to be paid for an account.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the Salary Monthly Cost fields must equal the amount in this field.

OASI Cost

Definition	The total annual cost of Old Age and Survivor's Insurance (OASI) for an account for a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the OASI Monthly Cost fields must equal the amount in this field.

Retirement Cost

Definition	The total annual cost of retirement for an account for a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the Retirement Monthly Cost fields must equal the amount in this field.

Medical Aid Cost

Definition	The total annual cost of medical aid for an account for a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the Medical Aid Monthly Cost fields must equal the amount in this field.

Industrial Insurance Cost

Definition	The total annual cost of industrial insurance for an account for a fiscal year.
Length	9 digits, including 2 decimal places

Format	9999999.99
Edits	The sum of the Industrial Insurance Monthly Cost fields must equal the amount in this field.

Health Cost

Definition	The total annual cost of health insurance for an account for a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the Health Insurance Monthly Cost fields must equal the amount in this field.

Salary Monthly Cost

Definition	The total annual salary cost for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the salary monthly costs must equal the total account salary.

OASI Monthly Cost

Definition	The total annual cost of Old Age and Survivor's Insurance (OASI) for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the OASI monthly costs must equal the total OASI cost.

Retirement Monthly Cost

Definition	The total annual cost of retirement for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the retirement monthly costs must equal the total retirement cost.

Medical Aid Monthly Cost

Definition	The total annual cost of medical aid for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	The sum of the medical aid monthly costs must equal the total medical aid cost.

Industrial Insurance Monthly Cost

Definition	The total annual cost of industrial insurance for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	99999999.99
Edits	The sum of the industrial insurance monthly costs must equal the total industrial insurance cost.

Health Insurance Monthly Cost

Definition	The total annual cost of health insurance for an account broken down for each month in a fiscal year.
Length	9 digits, including 2 decimal places
Format	99999999.99
Edits	The sum of the health insurance monthly costs must equal the total health insurance cost.