

## PS0001 – Employee Status Screen

### Description

Use this screen to enter information about a newly hired employee. By entering an employee ID, you initiate an editing (validation) process, which requires you to enter minimum data for the new employee. This screen is the first in a series of required screens for entering initial employment information for salaried and contracted employees. The other required screens are the following:

- Job Status Screen (PS0002)
- Job Account Screen (PS0003)
- Personal Information Screen (PS0004)
- Benefits Screen (PS0005)
- Payroll Information Screen (PS0014)

Once an employee ID is initially entered, you must make any changes or deletions of the employee ID on the Employee ID Change/Deletion Screen (PS0017). You can update all other fields on the Employee Status Screen as needed for maintaining the employee's records.

See below for an example of the Employee Status Screen

PS0001-006		EMPLOYEE STATUS SCREEN		MIN DATA? [ ]	
EMP ID [	]	SID [	]	FIRST [	MID [
NAME: LAST [		SUFFIX [		ALT NAME [	
PREFIX [	]	PRIOR NAME? [	]	PRIOR NAME UPDATE [	]
PERSL ACTN DATE [ / / ]		PERSL ACTIONS [ ] [ ] [ ]			
LAST: PERSL ACTN DATE [ / / ]		PERSL ACTIONS [ ] [ ] [ ]			
LAST PAYROLL ACTIVITY [ / / ]		LAST PAYCHECK [ / / ]			
EMPLOYMENT DATE [ / / ]		EMPLOYEE STATUS [ ]			
SEPARATION DATE [ / / ]		SEPARATION REASON [ ]			
EMPLOYEE TYPE [ ]		INSURANCE ELIGIBILITY [ ]			
PERM/TEMP [ ]		FULL/PART [ ]			
HOME CAMPUS [ ]		HOME DEPARTMENT [ ]			
SENIORITY DATE [ / / ]		LEAVE MAX MONTH [ ]			
LEAVE ACCR PLANS [ ] [ ] [ ] [ ]		LEAVE ACCRUAL DATE [ / ]			
OVER MAX IND [ ]		TENURE DATE [ / ]			
TENURE IND [ ]					
NEXT: FUNC	SCREEN	KEY1 [ ]	KEY2	KEY3	
CANCEL	NEXT SCREEN	PRINT	REFRESH	HELP	MENU

### User Functions and Key Fields

Func Add (A); Change (C); Inquire (I)

Key1 Employee ID

Key2 Leave blank

Key3 Leave blank

### Data Field List

<a href="#">Min Data</a> (display only)	<a href="#">Employment Date</a> (required)
<a href="#">Employee ID</a> (required)	<a href="#">Employee Status</a> (required)
<a href="#">SID</a>	<a href="#">Separation Date</a>
<a href="#">Name: Last</a> (entry required)	<a href="#">Separation Reason</a>
<a href="#">Name: First</a>	<a href="#">Employee Type</a> (required)
<a href="#">Name: Mid</a>	<a href="#">Insurance Eligibility</a> (display only)
<a href="#">Prefix</a>	<a href="#">Perm/Temp</a> (required)
<a href="#">Suffix</a>	<a href="#">Full/Part</a> (required)
<a href="#">Alt Name</a>	<a href="#">Home Campus</a>
<a href="#">Prior Name</a> (display only)	<a href="#">Home Department</a> (required)
<a href="#">Prior Name Update</a>	<a href="#">Layoff Seniority Date</a>
<a href="#">Persl Actn Date</a>	<a href="#">Leave Max Month</a>
<a href="#">Persl Actions</a> (required)	<a href="#">Leave Accr Plans</a>
<a href="#">Last: Persl Actn Date</a> (display only)	<a href="#">Leave Accrual Date</a>
<a href="#">Last: Persl Actions</a>	<a href="#">Over Max Ind</a>
<a href="#">Last Payroll Activity</a> (display only)	<a href="#">Tenure Ind</a>
<a href="#">Last Paycheck</a> (display only)	<a href="#">Tenure Date</a>

### Minimum Data Flag (EMP-MIN-IND)

<b>Definition</b>	<p>Display only. A code indicating whether sufficient employee data has been provided for an employee to be paid.</p> <p>When the daily audit is done, the data entries for the employee are audited, and as a result, the appropriate edit errors are generated and the value for this field is determined.</p> <p><b>Note:</b> If the value for this field is <b>N</b> (no), the employee cannot be paid until the required data is entered into the employee's records. To determine whether there are <b>fatal</b> edits that would prevent an employee from being paid, you can review whatever error messages the audit process has generated on the Consistency Edit Screen (PS0015).</p>
<b>Length</b>	1 character
<b>Values</b>	<p>Generated by PPMS as follows:</p> <p style="padding-left: 40px;"><b>Y</b> Yes, minimum data has been provided.</p> <p style="padding-left: 40px;"><b>N</b> No, minimum data has not been provided.</p> <p>On PS0001, PS0002, PS0012, and PS0013, the default for the Add (A) function is Y (yes).</p>
<b>Data Sets</b>	EMP-M

### Employee ID (EMP-ID)

<b>Definition</b>	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
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<b>Length</b>	9 digits
<b>Edits</b>	The employee ID cannot contain spaces and must be entered in the Employee database.
<b>Data Sets</b>	EMP-M

### Student Identification Number (SID)

<b>Definition</b>	A number that uniquely identifies a student.
<b>Length</b>	9 characters
<b>Values</b>	College-defined
<b>Data Sets</b>	EMP-M

### Name: Last (EMP-NAME-LAST)

<b>Definition</b>	Entry required. An employee's legal surname.
<b>Length</b>	26 characters
<b>Data Sets</b>	EMP-M

### Name: First (EMP-NAME-FIRST)

<b>Definition</b>	An employee's legal given name.
<b>Length</b>	16
<b>Data Sets</b>	EMP-M

### Name: Mid (EMP-NAME-MIDDLE)

<b>Definition</b>	An employee's legal middle name.
<b>Length</b>	12 characters
<b>Data Sets</b>	EMP-M

### Prefix (EMP-NAME-PREFIX)

<b>Definition</b>	The abbreviated professional or personal title associated with an employee's name, for example, Dr.
<b>Length</b>	6 characters
<b>Data Sets</b>	EMP-M

### Suffix (EMP-NAME-SUFFIX)

<b>Definition</b>	The abbreviated identifier, title, degree, or affiliation associated with an employee's name, for example, Ph.D., Jr, and III.
<b>Length</b>	4 characters
<b>Data Sets</b>	EMP-M

### Alternate Name (EMP-NAME-ALIAS)

<b>Definition</b>	A nickname or other name by which an employee is known.
<b>Length</b>	16 characters
<b>Data Sets</b>	EMP-M

### Prior Name (PRIOR-EMP-NAME)

<b>Definition</b>	Display only. A code defined by the system indicating whether a prior name exists for an employee.  <b>Note:</b> If the value for this field is <b>Y</b> (yes), the prior name is displayed in the Personal Information Screen (PS0004).
<b>Values</b>	Values generated by PPMS as follows:  <b>N</b> No prior name exists. <b>Y</b> A prior name exists.
<b>Length</b>	50 characters
<b>Data Sets</b>	EMP-M

### Prior Name Update Indicator (PRIOR-NAME-UPD)

<b>Definition</b>	A code indicating that an employee name has changed and whether the Prior Employee Name field should be updated in the Personal Information Screen (PS0004).
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>F</b> Yes, update Prior Employee Name field with full name. <b>L</b> Yes, update Prior Employee Name field with last name only. <b>N or Blank</b> No, do not update prior employee name.
<b>Data Sets</b>	Not stored in EMP database

### Personnel Action Date (PERSL-ACTN-DATE)

<b>Definition</b>	The effective date of a personnel action affecting an employee. This is the date of the most recent personnel action affecting the employee on the following screens: Employee Status Screen (PS0001) Job Status Screen (PS0002) Student/Hourly Screen (PS0012) Student/Hourly Job Screen (PS0013)  <b>Note:</b> In the Personnel Action Table (PS9038), if the value for the Personnel Action Date field is <b>Y</b> (yes), then this field is required.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Edits</b>	The personnel action date cannot be less than the employee date. If the Personnel Action Date field is <b>INEM</b> (initial employment), the date in the Personnel Action Date field must be the same as the date in the Employment Date field.
<b>Data Sets</b>	EMP-HIST-D EMP-M

### Personnel Action (PERSL-ACTN)

<b>Definition</b>	Entry required. A code identifying a type of action that affects an employee or a job, for example, the personnel action code for <b>promotion</b> might be represented by
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	<b>PROM.</b>
<b>Length</b>	4 characters
<b>Values</b>	Defined by SBCTC-ITD. See the personnel action codes list. The values for this field are retrieved from an employee's history.
<b>Edits</b>	<ul style="list-style-type: none"> <li>• If the Personnel Action field is <b>INEM</b> (initial employment), the Employee Status field must be <b>A</b> (active).</li> <li>• If the Personnel Action field is <b>SEPR</b> (separation), the Employee Status field must be <b>S</b> (separated).</li> <li>• If the Personnel Action field is <b>INEM</b>, the Personnel Action Date must be the same as the Employment Date.</li> <li>• If the Personnel Action field is <b>SEPR</b>, the Personnel Action Date must be the same as the Separation Date.</li> <li>• The initial employment and the separation actions cannot be entered at the same time.</li> </ul>
<b>Data Sets</b>	EMP database: EMP-HIST-D TBL5 database: PERSL-ACTN-TBL-M

#### Last Personnel Action Date (PERSL-ACTN-DATE)

<b>Definition</b>	Display only. The effective date of the last personnel action entered for an employee.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Data Sets</b>	EMP-HIST-D

#### Last Personnel Actions (PERSL-ACTN)

<b>Definition</b>	Display only. A code generated by the system identifying up to three of the last personnel actions that were entered for an employee.
<b>Length</b>	Three 4-character fields
<b>Data Sets</b>	EMP-HIST-D

#### Last Payroll Activity (LAST-PAY-DATE)

<b>Definition</b>	Display only. The most recent date on which an activity affecting an employee's payroll transactions was performed. Such activity includes expense transfers and canceled checks.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Data Sets</b>	EMP-JOB-D EMP-M

#### Last Paycheck (PAYR-CHK-DATE)

<b>Definition</b>	Display only. The date an employee is to receive a pay check for a payroll schedule; the date is printed on the employee's payroll check
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Data Sets</b>	CHK-ADV-D

### Employment Date (EMPL-DATE)

<b>Definition</b>	Entry required. The date on which an employee most recently began continuous employment with your college.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Edits</b>	If the Personnel Action field is <b>INEM</b> (initial employment), the date in the Personnel Action Date field must be the same as the date in the Employment Date field.
<b>Data Sets</b>	EMP-M

### Employee Status (EMP-STAT)

<b>Definition</b>	Entry required. A code identifying an employee's current employment relationship with your college.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>A</b> Active (default) <b>S</b> Separated
<b>Edits</b>	If the Personnel Action field is <b>INEM</b> (initial employment), the Employee Status value must be <b>A</b> (active). If the Personnel Action field is <b>SEPR</b> (separation), the Employee Status value must be <b>S</b> (separated).
<b>Data Sets</b>	EMP database: EMP-M TBL5 database: EMPL-STAT-OPT-M

### Separation Date (SEPR-DATE)

<b>Definition</b>	The date on which an employee was separated from employment.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Edits</b>	On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), if the Personnel Action value is <b>SEPR</b> (separation), the date in the Personnel Action Date field must equal the date in the Separation Date field.
<b>Data Sets</b>	EMP-M

### Separation Reason (SEPR-REASON)

<b>Definition</b>	A code indicating why an employee was separated from your college.
<b>Length</b>	2 digits
<b>Values</b>	Defined by SBCTC-ITD on the Separation Reason Table (PS9043) as follows:  <b>10</b> Layoff - other <b>11</b> Lack of funding <b>14</b> Separation from student employment status <b>21</b> Separation for cause <b>22</b> Denied tenure <b>23</b> Not reappointed/not renewed

	<p><b>24</b> Probation separation  <b>30</b> Regular retirement  <b>31</b> Early retirement  <b>32</b> Disability retirement  <b>40</b> Resignation - general  <b>41</b> At will  <b>45</b> Abandonment of position  <b>80</b> Deceased</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), if one of the Personnel Action fields is <b>SEPR</b> (separation), the default for this field is <b>40</b> (resignation-general).</p>
<b>Data Sets</b>	EMP database: EMP-M TBL5 database: SEPR-REASON-M

### Employee Type (EMP-TYP)

<b>Definition</b>	Entry required. A code identifying an employee's primary personnel category, for example, full-time faculty or part-time faculty.
<b>Length</b>	1 character
<b>Values</b>	<p>Defined by SBCTC-ITD on the Employee Type Table (PS9026) as follows:</p> <p><b>C</b> Classified  <b>E</b> Exempt  <b>F</b> Full-time faculty  <b>H</b> Hourly  <b>L</b> Paraprofessional  <b>P</b> Part-time faculty  <b>R</b> Supplemental retiree  <b>S</b> Student  <b>V</b> Volunteer</p>
<b>Data Sets</b>	EMP database: EMP-M TBL5 database: APP-STAT-TBL-D EMP-TYP-TBL-M JOB-CLASS-TBL-M

### Insurance Eligibility Indicator (INSUR-ELIG-IND)

<b>Definition</b>	Display only. A code indicating an employee's eligibility for insurance for the current payroll process. The insurance eligibility was initially entered in the Benefits Screen (PS0005).
<b>Length</b>	1 character
<b>Values</b>	<p>Defined by SBCTC-ITD as follows:</p> <p><b>D</b> On self-pay, with payroll deduction  <b>E</b> Eligible for employer-paid composite plans  <b>N</b> Not eligible  <b>S</b> On self-pay, no payroll deduction</p>

<b>Data Sets</b>	EMP-YRQ-D EMP-M
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### Permanent/Temporary Indicator (PERM-TEMP-IND)

<b>Definition</b>	Entry required. A code indicating whether an employee is permanent or temporary.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>C</b> Casual temporary (employment for short-term projects--such as registration or work-study, for substitute teachers, or for part-time faculty paid for meeting a course that is later canceled) <b>P</b> Permanent (employment at the college on a continuous basis regardless of the number of hours worked per month) <b>T</b> Temporary (employment at the college is not on a continuous basis)
<b>Edits</b>	If the Employee Type value is <b>C</b> (classified) and a leave accrual plan is entered in a Leave Accr Plans field, the value in this field must be <b>P</b> (permanent).
<b>Data Sets</b>	EMP-M

### Full-Time/Part-Time Indicator (FULL-PART-IND)

<b>Definition</b>	Entry required. A code indicating whether an employee's work schedule is full-time or part-time. Faculty are considered full-time if they are paid from the full-time faculty pay schedule, even though their percentage of full-time is less than 100%.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>F</b> Full-time <b>P</b> Part-time
<b>Data Sets</b>	EMP-M

### Home Campus (HOME-CAMPUS)

<b>Definition</b>	The college code identifying an employee's home campus. This field is especially important if the home campus is part of a multi-campus educational institution.
<b>Length</b>	3 characters
<b>Values</b>	Defined by SBCTC-ITD on the College Code Table (SM5014). To identify a home campus, see the list of college codes.
<b>Data Sets</b>	EMP-M

### Home Department (HOME-DEPT)

<b>Definition</b>	Entry required. A code identifying the administrative unit to which an employee is assigned.
<b>Length</b>	3 characters
<b>Values</b>	Defined by colleges on the Department Table (PS9006)
<b>Data Sets</b>	EMP-M



### Layoff Seniority Date (SENIORITY-DATE)

<b>Definition</b>	The date from which seniority can be calculated for an employee when layoffs occur. When applicable, this date should be adjusted for an employee who has taken leave without pay.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Edits</b>	If the Employee Type value is <b>C</b> (classified) and the Permanent/Temporary Indicator value is <b>P</b> (permanent), a date must be entered in this field.
<b>Data Sets</b>	EMP-BENE-D

### Leave Maximum Month (LEAVE-MAX-MO)

<b>Definition</b>	The month during which the employee loses any leave that exceeds the allowed maximum balance.
<b>Length</b>	2 digits
<b>Values</b>	Defined by SBCTC-ITD as <b>01</b> through <b>12</b>
<b>Edits</b>	If the following conditions are met:  <ol style="list-style-type: none"><li>1. The Leave Accrual Plan field on the Leave Plan Table (PS9009) is <b>VAC</b> (vacation), and</li><li>2. The Leave Max Cutoff field on the Leave Plan Table (PS9009) is <b>1</b>, and</li><li>3. The Leave Balance Over Maximum field is <b>N</b>,</li></ol> then the Leave Maximum Month field is required.
<b>Data Sets</b>	EMP-BENE-D

### Leave Accrual Plan (EMP-LEAVE-PLAN)

<b>Definition</b>	A code defined by colleges identifying a leave accrual plan. A leave accrual plan consists of various rules and rates that determine how employees on the plan accrue leave for a leave type.  You can enter up to four leave accrual plans for an employee.
<b>Length</b>	2 characters
<b>Values</b>	College-defined on the Leave Accrual Plan Table (PS9009)
<b>Data Sets</b>	EMP-BENE-D

### Leave Accrual Date (LEAVE-ACCR-DATE)

<b>Definition</b>	The date on which an employee is eligible to begin accruing leave. If accrual rates are based on years of service, PPMS uses this date to calculate an employee's vacation leave accrual rate, sick leave accrual rate, or both.
<b>Length</b>	4 digits
<b>Format</b>	mmyy
<b>Edits</b>	If a value is entered in one of the Leave Accr Plans fields, a date must be entered in this field.
<b>Data Sets</b>	EMP-BENE-D

### Leave Balance Over Maximum Indicator (OVER-MAX-IND)

<b>Definition</b>	A code indicating whether an employee's leave balance should be allowed to accrue over the maximum or be set back to the maximum after the date in the Leave Maximum Month field.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>Y</b> Yes, allow the leave balance to accrue over the maximum. <b>N</b> No, set back the leave balance to the maximum after the leave maximum month (default).
<b>Data Sets</b>	EMP-BENE-D

### Tenure Indicator (TENURE-IND)

<b>Definition</b>	A code indicating whether an employee has acquired tenure or is on a tenure track.
<b>Length</b>	2 characters
<b>Values</b>	Defined by SBCTC-ITD as follows:  Blank    Non-tenure <b>D</b> Deferred <b>I</b> Instructional support <b>P</b> Tenure track <b>R</b> Term <b>S</b> Special <b>T</b> Tenure
<b>Data Sets</b>	EMP-BENE-D

### Tenure Date (TENURE-DATE)

<b>Definition</b>	The date on which an employee was granted or is expected to be granted tenure.
<b>Length</b>	6 digits
<b>Format</b>	mmddyy
<b>Edits</b>	If the Tenure Indicator field contains <b>T</b> (tenure) or <b>P</b> (tenure track), a date must be entered in this field.
<b>Data Sets</b>	EMP-BENE-D

### Data Sets

Additions and changes made on this screen may update the following data sets:

- Employee Master (EMP-M)