

## PS0002 – Job Status Screen

### Description

Use this screen to enter job related data for an employee. This data is needed for processing an employee's pay and for reporting payroll/personnel statistics and includes the following:

- job status
- job classification
- job title
- pay scale range and step
- performance evaluation dates

The information on this screen and the Job Account Screen (PS0003) are displayed on the Payroll Time Reporting Screen (PS1002) for adding positive-time reporting jobs and/or making changes and additions to exception-time reporting jobs.

### User Functions and Key Fields

Func A (Add); C (Change); D (Delete); I (Inquire)  
 Key1 Employee ID  
 Key2 Job Number  
 Key3 Leave blank

### Data Fields

<a href="#">Job Number</a>	<a href="#">Increm Mo</a>
<a href="#">Employee ID</a>	<a href="#">Job Term</a>
<a href="#">Employee Name</a> (display only)	<a href="#">Contract Units</a>
<a href="#">Persl Actn Date</a>	<a href="#">FTEF</a>
<a href="#">Actions</a> (required)	<a href="#">Job Campus</a>
<a href="#">Min Data</a> (display only)	<a href="#">Job Dept</a>
<a href="#">Job Status</a>	<a href="#">Position Num</a>
<a href="#">Job Status Date</a> (required)	<a href="#">Supervisor</a>
<a href="#">Job Type</a>	<a href="#">Supervisor Name</a> (display only)
<a href="#">LOA Return Date</a>	<a href="#">%Full-Time</a>
<a href="#">LOA Reason</a>	<a href="#">Job Leave Ind</a>
<a href="#">Job Class</a> (required)	<a href="#">Cal Cd</a>
<a href="#">Job Class Title</a> (display only)	<a href="#">Work Period</a>
<a href="#">Job Class Date</a>	<a href="#">Performance Eval Dates</a>
<a href="#">Range</a>	<a href="#">Last Eval Date</a>
<a href="#">Step</a>	Academic Qtrs: <a href="#">Summer</a> , <a href="#">Fall</a> , <a href="#">Winter</a> , <a href="#">Spring</a>
<a href="#">Prob/Trial End</a>	<a href="#">CIP</a>
<a href="#">Prob LWOP Days</a>	<a href="#">Other Active Jobs</a> (display only)

### Employee Job Number (EMP-JOB-NUM)

<b>Definition</b>	A code for a particular job that an employee performs.
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<b>Length</b>	2 characters
<b>Values</b>	Defined by colleges on the Job Status Screen (PS0002)
<b>Data Sets</b>	EMP database: EMP-JOB-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D

### Employee ID (EMP-ID)

<b>Definition</b>	A unique number that identifies an employee. This number is usually the employee's Social Security number.
<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

### Employee Name (EMP-NAME)

<b>Definition</b>	Display only. The full name of an employee. The name was initially entered in the Employee Status Screen (PS0001).
<b>Length</b>	30 characters
<b>Data Sets</b>	EMP-M

### 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: the Employee Status Screen (PS0001), the Job Status Screen (PS0002), the Student/Hourly Screen (PS0012), and Student/Hourly Job Screen (PS0013).
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Edits</b>	If the Personnel Action Date Indicator value on the Personnel Action Table (PS9038) is Y (yes), a date is required in the Personnel Action Date field on the Job Status Screen (PS0002).
<b>Data Sets</b>	EMP-HIST-D EMP-M

### Personnel Action (PERSL-ACTN)

<b>Definition</b>	Entry required. A code identifying a type of personnel action that affects an employee or a job, for example, <b>PROM</b> for promotion.
<b>Length</b>	4 characters
<b>Values</b>	Defined by SBCTC-ITD. See the list of valid personnel action codes.  The values for this field are retrieved from an employee's history.
<b>Data Sets</b>	EMP database: EMP-HIST-D TBL5 database: PERSL-ACTN-TBL-M

### Min Data (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. This field occurs on the following screens:</p> <ul style="list-style-type: none"> <li>• Employee Status Screen (PS0001)</li> <li>• Job Status Screen (PS0002)</li> <li>• Student/Hourly Screen (PS0012)</li> <li>• Student/Hourly Job Screen (PS0013)</li> </ul> <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><b>Y</b> Yes, minimum data has been provided</p> <p><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.</p>
<b>Data Sets</b>	EMP-M

### Employee Job Status (EMP-JOB-STAT)

<b>Definition</b>	Entry required. A code identifying an employee's current employment status on a job.
<b>Length</b>	1 character
<b>Values</b>	<p>Defined by SBCTC-ITD as follows:</p> <p><b>A</b> Active</p> <p><b>D</b> Deleted</p> <p><b>I</b> Inactive</p> <p><b>L</b> Leave of absence without pay</p> <p><b>P</b> Leave of absence with full or partial pay</p> <p>On the Job Status Screen (PS0002) and the Student/Hourly Job Screen (PS0013), the default for this field is A (active) for the Add (A) function.</p>
<b>Edits</b>	<p>On the Job Status Screen (PS0002):</p> <p>If a Personnel Action field is <b>LWOP</b>, the Employee Job Status field must be <b>L</b>(leave of absence without pay).</p> <p>If a Personnel Action field is <b>LWP</b>, the Employee Job Status field must be <b>P</b>(leave of absence with full or partial pay).</p>
<b>Data Sets</b>	EMP-JOB-D

### Job Status Date (JOB-STAT-DATE)

<b>Definition</b>	Entry required. The date on which the current job status became effective.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Values</b>	For the Add (A) function on the Job Status Screen (PS0002) and the Student/Hourly Job Screen (PS0013), the default for this field is the Personnel Action Date value.
<b>Edits</b>	On the Job Status Screen (PS0002), the date in this field must not be earlier than the date in the Employment Date field on the Employee Status Screen (PS0001).
<b>Data Sets</b>	EMP-JOB-D

### Employee Job Type (EMP-JOB-TYP)

<b>Definition</b>	A code identifying the type of an employee's job.
<b>Length</b>	2 characters
<b>Values</b>	<p>Defined by SBCTC-ITD on the Employee Job Type Table (PS9035):</p> <ul style="list-style-type: none"> <li><b>01</b> Permanent</li> <li><b>02</b> Probationary</li> <li><b>03</b> Trial service</li> <li><b>04</b> Provisional</li> <li><b>05</b> Emergency</li> <li><b>06</b> Temporary</li> <li><b>07</b> Seasonal</li> <li><b>08</b> Intermittent</li> <li><b>09</b> Courtesy</li> <li><b>10</b> Acting</li> <li><b>11</b> Replacement</li> <li><b>12</b> Sabbatical replacement</li> <li><b>13</b> Project</li> <li><b>14</b> Interim</li> <li><b>15</b> Business Unit Employment</li> <li><b>16</b> Project Employment</li> <li><b>17</b> In-Training</li> <li><b>18</b> Correction Facility</li> <li><b>19</b> Transition Period</li> <li><b>20</b> Development Assign</li> </ul>
<b>Data Sets</b>	EMP database: EMP-JOB-D TBL5 database: JOB-TYP-TBL-M

### Leave of Absence Return Date (LOA-RET-DATE)

<b>Definition</b>	The date on which an employee expects to return to work from a leave of absence.
<b>Length</b>	6 digits

<b>Format</b>	mmddy
<b>Additional Information</b>	An unknown return date is represented by <b>999999</b>
<b>Data Sets</b>	EMP-JOB-D

### Leave of Absence Reason (LOA-REASON)

<b>Definition</b>	A code identifying the type of leave of absence an employee takes.
<b>Length</b>	2 characters
<b>Values</b>	<p>Defined by SBCTC-ITD as follows on the Leave of Absence Reason Table (PS9036):</p> <ul style="list-style-type: none"> <li><b>01</b> Professional</li> <li><b>02</b> Military</li> <li><b>03</b> Personal</li> <li><b>04</b> Illness/disability</li> <li><b>05</b> Parental leave</li> <li><b>06</b> Instructional year</li> <li><b>07</b> Work-related disability</li> <li><b>08</b> Government service</li> <li><b>09</b> Research grants</li> <li><b>10</b> Teaching elsewhere</li> <li><b>11</b> Educational</li> <li><b>12</b> Exempt appointment</li> <li><b>13</b> Family medical leave</li> <li><b>14</b> Leave with partial pay</li> </ul>
<b>Data Sets</b>	EMP database: EMP-JOB-D TBL5 database: LOA-REASON-M

### Job Classification (JOB-CLASS)

<b>Definition</b>	Entry required. A code identifying one or more positions that have similar duties and qualifications, and the same pay schedule.
<b>Length</b>	6 characters
<b>Values</b>	Defined by colleges on the Job Class Table (PS9004)
<b>Additional Information</b>	On the Employment Status Option Table (PS9049), the job classification is set up as a default to be applied to contracts and jobs.

<b>Data Sets</b>	<p>EMP database: EMP-JOB-D</p> <p>PAYR database: COH-EARN-DISTR-D EXP-TRNSFR-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D</p> <p>TBL5 database: EMPL-STAT-OPT-M JOB-CLASS-TBL-M POS-M</p>
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### Job Classification Title (JOB-CLASS-TITLE)

<b>Definition</b>	Display only. A descriptive title associated with a job classification code. You can use the short title on reports instead of the long title to save space.
<b>Length</b>	15 characters
<b>Values</b>	Defined by colleges on the Job Class Table (PS9004)
<b>Data Sets</b>	EMP-HIST-D

### Job Class Date (JOB-CLASS-DATE)

<b>Definition</b>	The date on which an employee was first appointed to his or her current job classification.
<b>Length</b>	6 digits
<b>Format</b>	mmddy
<b>Data Sets</b>	EMP-JOB-D

### Pay Scale Range (PAY-RANGE)

<b>Definition</b>	A code identifying the pay range, or grade, of a pay scale.
<b>Length</b>	4 characters
<b>Values</b>	Defined by colleges on the Pay Scale Range Table (PS9015)
<b>Edits</b>	If a pay scale range is entered on the Job Status Screen (PS0002), it must exactly match the pay scale range for the job classification of the job on the Job Class Table (PS9004).
<b>Additional Information</b>	After a pay scale range has been entered on the Job Class Table (PS9004) for a job classification, the code cannot be changed on the Job Status Screen (PS0002), the Job Account Screen (PS0003), or the Student/Hourly Job Screen (PS0013).

<b>Data Sets</b>	EMP database: EMP-HIST-D EMP-JOB-D FAC-PLACE-D  TBL5 database: COURSE-SAL-M JOB-CLASS-TBL-M PAY-SCALE-TBL-D
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### Pay Scale Step (PAY-SCALE-STEP)

<b>Definition</b>	A code identifying the horizontal position on a pay scale for a particular job.
<b>Length</b>	1 character
<b>Values</b>	A through R
<b>Edits</b>	If a pay scale step code is entered on the Job Status Screen (PS0002), the code must be a valid step for the pay scale.
<b>Data Sets</b>	EMP database: EMP-HIST-D EMP-JOB-D FAC-PLACE-D  TBL5 database: COURSE-SAL-M

### Probation/Trial Service End Date (PROB-END-DATE)

<b>Definition</b>	The date on which an employee's probation or trial service will end.
<b>Length</b>	6 digits
<b>Format</b>	mmddyy
<b>Edits</b>	If the employee job type is 02 or 03, this field is required.
<b>Data Sets</b>	EMP-JOB-D

### Probation/Trial Service Leave Without Pay Days (PROB-LWOP)

<b>Definition</b>	The number of leave-without-pay days that an employee has taken during a probation or trial service period. This leave taken is accumulated by use of the LWO leave transaction code.
<b>Length</b>	4 digits
<b>Data Sets</b>	EMP-JOB-D

### Periodic Increment Month (PER-INCREM-MO)

<b>Definition</b>	The month in which an employee is due to receive a salary increment.
<b>Length</b>	2 digits
<b>Format</b>	mm
<b>Data Sets</b>	EMP-JOB-D

### Job Term (JOB-TERM)

<b>Definition</b>	The number of months during which the employee's gross pay is earned.
<b>Length</b>	4 digits, including 2 decimal places
<b>Values</b>	<b>01.nn</b> through <b>12.nn</b> , where <i>nn</i> represents a fraction of a month, for example, <b>10.50</b>
<b>Additional Information</b>	The job term is used by PPMS to calculate the job pay rate on the Job Account Screen (PS0003).
<b>Data Sets</b>	EMP-HIST-D EMP-JOB-D

### Contract Units (CON-UNIT)

<b>Definition</b>	<p>The number of work days or hours required to fulfill an employment contract. Contract units:</p> <ul style="list-style-type: none"> <li>• Must not include vacation days, vacation hours, or holidays.</li> <li>• Must be entered in days for administrators and full-time faculty (Employee Maintenance module only)</li> <li>• Must be entered in hours for part-time faculty, moonlight contracts, and stipends. (Employee Maintenance module only)</li> </ul> <p>Based on state formulas, contract days are used to define the following contracts:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><b>Contract Days</b></th> <th style="text-align: left;"><b>Contract Term</b></th> </tr> </thead> <tbody> <tr> <td>160-185</td> <td>9-month contract</td> </tr> <tr> <td>186-205</td> <td>10-month contract</td> </tr> <tr> <td>206-224</td> <td>11-month contract</td> </tr> <tr> <td>225 and over</td> <td>12-month contract</td> </tr> </tbody> </table>	<b>Contract Days</b>	<b>Contract Term</b>	160-185	9-month contract	186-205	10-month contract	206-224	11-month contract	225 and over	12-month contract
<b>Contract Days</b>	<b>Contract Term</b>										
160-185	9-month contract										
186-205	10-month contract										
206-224	11-month contract										
225 and over	12-month contract										
<b>Length</b>	3 characters										
<b>Additional Information</b>	The number of hours entered in the Contract Units field on the Course Salary Factors Table (PS9048) is updated to the Contract Units field on the Job Status Screen (PS0002) and the Job Account Screen (PS0003).										
<b>Data Sets</b>	EMP-JOB-D EMP-YRQ-D										

### Full-Time Equivalent Faculty (FTEF)

<b>Definition</b>	The decimal equivalent of an instructor's percentage of a full-time teaching load. An instructor working 100% full-time would have 1.00 in this field.
<b>Length</b>	3 digits, including 2 decimal places
<b>Format</b>	9.99
<b>Additional Information</b>	On the Job Status Screen (PS0002), a value in this field overrides a value in the Job Percent of Full-Time field for calculating the match between the instructional teaching load (from the Student Management System) and the instructor's job.
<b>Data Sets</b>	EMP-JOB-D

### Job Campus (JOB-CAMPUS)

<b>Definition</b>	The college code for the campus of a multi-campus institution where an employee is assigned to a job.
<b>Length</b>	3 characters
<b>Values</b>	Defined by SBCTC-ITD on the College Code Table (SM5014). To identify a job campus, see the list of college codes.
<b>Data Sets</b>	EMP-JOB-D

### Job Department (JOB-DEPT)

<b>Definition</b>	A code identifying the department that has the primary time reporting responsibility for an employee's job.
<b>Length</b>	6 characters
<b>Values</b>	Defined by colleges on the Department Table (PS9006).
<b>Data Sets</b>	EMP-HIST-D EMP-JOB-D

### Position Number (POS-NUM)

<b>Definition</b>	A code identifying a specific position to which one or more employees are assigned.
<b>Length</b>	6 characters
<b>Values</b>	Defined by colleges on the Position Table (PS9018)
<b>Data Sets</b>	EMP-HIST-D EMP-JOB-D (one of two keys) POS-A (key)

### Supervisor (SUPER)

<b>Definition</b>	A code identifying a supervisor.
<b>Length</b>	4 characters
<b>Values</b>	Defined by colleges on the Supervisor Table (PS9024)
<b>Additional Information</b>	When the supervisor code is entered in the Supervisor field on the Job Status Screen (PS0002), the supervisor's name is displayed in the next field. The supervisor's name is copied from the Supervisor Table (PS9024).
<b>Data Sets</b>	EMP-JOB-D

### Supervisor Name (SUPER-NAME)

<b>Definition</b>	Display only. A descriptive title associated with a supervisor code.
<b>Length</b>	30 characters
<b>Values</b>	Defined by colleges on the Supervisor Table (PS9024).

<b>Additional Information</b>	When the supervisor code is entered in the Job Status Screen (PS0002), the supervisor's name is automatically copied from the Supervisor Table (PS9024) and displayed in this field.
<b>Data Sets</b>	TBL5 database: SUPER-TABLE-M

### Job Percent of Full-Time (JOB-PCT-FULL)

<b>Definition</b>	The percentage of full time that an employee works or has worked on a specific job.
<b>Length</b>	5 digits, including 2 decimal places
<b>Format</b>	999.99
<b>Data Sets</b>	EMP-HIST-D EMP-JOB-D

### Job Leave Accrual Indicator (JOB-LEAVE-IND)

<b>Definition</b>	A code indicating whether a job's percentage of full-time contributes to leave accrual.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>Y</b> Yes, the job does contribute to leave accrual. <b>N</b> No, the job does not contribute to leave accrual.
<b>Data Sets</b>	EMP-JOB-D

### Calendar Code (CAL-CD)

<b>Definition</b>	A code identifying a work calendar for an employee, a position, or a group of employees.
<b>Length</b>	2 characters
<b>Values</b>	Defined by colleges on the Employee Calendar table (PS9019)
<b>Data Sets</b>	EMP database: EMP-JOB-D  TBL5 database: EMP-CAL-YRMO-D EMP-CAL-D EMP-CAL-M POS-M

### Work Period (WORK-PER)

<b>Definition</b>	A code identifying the type of work schedule that an employee follows.
<b>Length</b>	2 characters
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>EX</b> Excepted <b>NS</b> Nonscheduled <b>SA</b> Scheduled alternate

	<b>SR</b> Scheduled regular (default)
<b>Data Sets</b>	EMP-JOB-D

### Performance Evaluation Dates (PERF-EVAL-DATE1, PERF-EVAL-DATE2, PERF-EVAL-DATE3)

<b>Definition</b>	The dates of the next three performance evaluations scheduled for an employee.
<b>Length</b>	4 digits for each date
<b>Format</b>	mmyy
<b>Data Sets</b>	EMP-JOB-D

### Last Performance Evaluation Date (LAST-EVAL-DATE)

<b>Definition</b>	The month and year during which an employee's most recent performance evaluation was completed.
<b>Length</b>	4 digits
<b>Format</b>	mmyy
<b>Data Sets</b>	EMP-JOB-D

### Summer Quarter Indicator (SUM-QTR-IND)

<b>Definition</b>	A code Indicating whether a faculty member or exempt employee works during the Summer quarter.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>X</b> Yes, will work during the Summer quarter. Blank No, will not work during the Summer quarter.
<b>Data Sets</b>	EMP-JOB-D

### Fall Quarter Indicator (FAL-QTR-IND)

<b>Definition</b>	A code indicating whether a faculty member or exempt employee works during the Fall quarter.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>X</b> Yes, will work during the Fall quarter. Blank No, will not work during the Fall quarter.
<b>Data Sets</b>	EMP-JOB-D

### Winter Quarter Indicator (WIN-QTR-IND)

<b>Definition</b>	A code Indicating whether a faculty member or exempt employee works during the Winter quarter.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>X</b> Yes, will work during the Winter quarter.

	Blank                      No, will not work during the Winter quarter.
<b>Data Sets</b>	EMP-JOB-D

### Spring Quarter Indicator (SPR-QTR-IND)

<b>Definition</b>	A code indicating whether a faculty member or exempt employee works during the Spring quarter.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <b>X</b> Yes, will work during the Spring quarter. Blank                      No, will not work during the Spring quarter.
<b>Data Sets</b>	EMP-JOB-D

### Classification of Instructional Programs (CIP)

<b>Definition</b>	A code identifying a classification of instructional programs for external reporting.  The codes were defined by the Center for Statistics to provide a standard terminology for collecting, reporting, and analyzing information about instructional programs.
<b>Length</b>	On the Job Status Screen (PS0002), this field can be either two or six digits.
<b>Values</b>	Entered by the CIS on the CIP Table (CM5004) or the CIP2 Table (CM5012).  For a list of valid CIP values, create a DataExpress procedure using the CIP-M data set in the Table 3 (TBL3) database of the Student Management System.
<b>Data Sets</b>	EMP-EDUC-D EMP-JOB-D

### Other Active Jobs (OTHER-ACTIVE-JOB)

<b>Definition</b>	Display only. A set of job numbers identifying up to eight other active jobs that an employee holds at your college.
<b>Length</b>	2 digits for each job number
<b>Data Sets</b>	Not stored in the EMP database or the PAYR database

### Data Sets

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

- Employee Job Detail (EMP-JOB-DETAIL)