

PS0003 – Job Account Screen

Description

Use this screen to enter and update information about each job that an employee holds, including the job beginning date, job ending date, pay rate, payment term, and shift differential. For each job that an employee holds, you can enter information about multiple job accounts, including the account code, amount, beginning date, ending date, and percentage.

User Functions and Key Fields

Func A (Add); C (Change); I (Inquire); R (Resequence Accounts)

Key1 Employee ID

Key2 Job Number

Key3 Leave blank

Data Field List

Job Number	Mult Pymt Cd
Employee ID	Con Units
Employee Name (display only)	Time Rpt Cd (required)
Persl Actn Date	Time Rpt Excludn
Persl Actions (required)	Cum Job Gross
Job Title (display only)	Cum Job Hours
Range	Cum Job Stfmo
Step	Acct Num (display only)
Job Type	Account Code (required)
Job Begin Date (required)	Account Amount (required)
Job End Date (required)	Earn Type (required)
Pymt Term	Account Begin (required)
Ft Rate/Con Amt	Account End (required)
%Full-Time	Acct %
Pay Cycle (required)	Super %
Pay Rate Code (required)	Res %
Job Pay Rate (required for salaried and contracted)	In-Kind (display only)
Shift Diff	

Employee Job Number (EMP-JOB-NUM)

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

Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D

Employee Name (EMP-NAME)

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	<p>Last, First Middle; Suffix</p> <p>A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane</p> <p>If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.</p>
Values	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).

Data Sets	EMP database: EMP-M
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Personnel Action Date (PERSL-ACTN-DATE)

Definition	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)
Length	6 digits
Format	mmddyy
Data Sets	EMP-HIST-D EMP-M

Personnel Action (PERSL-ACTN)

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

Job Classification Title (JOB-CLASS-TITLE)

Definition	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.
Length	15 characters
Values	Defined by colleges on the Job Class Table (PS9004)
Data Sets	EMP-HIST-D

Pay Scale Range (PAY-RANGE)

Definition	A code identifying the pay range, or grade, of a pay scale.
Length	4 characters
Values	Defined by colleges on the Pay Scale Range Table (PS9015)
Additional Information	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).
Data Sets	EMP database: EMP-HIST-D EMP-JOB-D FAC-PLACE-D TBL5 database: COURSE-SAL-M

	JOB-CLASS-TBL-M PAYSCALE-TBL-D
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Pay Scale Step (PAY-SCALE-STEP)

Definition	A code identifying the horizontal position on a pay scale for a particular job.
Length	1 character
Values	A through R
Data Sets	EMP database: EMP-HIST-D EMP-JOB-D FAC-PLACE-D TBL5 database: COURSE-SAL-M

Employee Job Type (EMP-JOB-TYP)

Definition	A code identifying a type of job, such as permanent or probationary.
Length	2 characters
Values	Defined by SBCTC-ITD on the Employee Job Type Table (PS9035): 01 Permanent 02 Probationary 03 Trial service 04 Provisional 05 Emergency 06 Temporary 07 Seasonal 08 Intermittent 09 Courtesy 10 Acting 11 Replacement 12 Sabbatical replacement
Data Sets	EMP database: EMP-JOB-D EMP-M TBL5 database: JOB-TYP-TBL-M

Job Begin Date (JOB-BEG)

Definition	Entry required. The date on which a specific job is first effective.
Length	6 digits
Format	mmddyy
Edits	This date must not be after the date in the Job End Date field.
Data Sets	EMP-JOB-D

Job End Date (JOB-END)

Definition	Entry required. The last date on which a specific job is effective.
Length	6 digits
Format	mmddyy
Additional Information	All nines (999999) in this field indicate that the job does not have an end date.
Data Sets	EMP-JOB-D

Payment Term (PYMT-TERM)

Definition	The number of payments that an employee will receive during the job term.
Length	2 digits
Data Sets	EMP-JOB-D

Job Full-Time Rate/Contract Amount (FULL-TIME-RATE)

Definition	The monthly amount for salaried employees and the full contract amount for contracted employees (such as part-time faculty). This field is not required for hourly employees.
Length	9 digits, including 3 decimal places
Format	999999.999
Edits	If the Pay Rate Code value is C (contract payment), this field cannot contain zero.
Data Sets	EMP-JOB-D EMP-YRQ-D

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

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

Pay Cycle (PAY-CYCLE)

Definition	Entry required. A code for the pay cycle on which a specific job is paid. The pay cycle is also used on deduction calendars for exception processing of deductions.
Length	2 characters
Values	Defined on the Pay Cycle Table (PS9023). The first character of the pay cycle code is the pay cycle frequency, which is defined by SBCTC-ITD and identifies the frequency of a pay cycle code. The second character of the pay cycle code is college-defined on the Pay Cycle Table and cannot be blank. Valid pay frequency codes are: B Biweekly M Monthly

	Q Quarterly S Semimonthly W Weekly
Data Sets	EMP database: EMP-JOB-D PAYR database: PAYR-SCHD-D

Pay Rate Code (PAY-RATE-CD)

Definition	Entry required. A code identifying the type of pay represented by the Job Pay Rate value.
Length	1 character
Values	Defined by SBCTC-ITD as follows: C Contract payment H Hourly rate S Salary payment
Edits	If the Pay Rate Code is C (contract payment), then: <ul style="list-style-type: none"> • An entry must be made in the Job Full-Time Rate/ Contract Amount field. • The Shift Differential Amount field must be blank.
Data Sets	EMP-JOB-D

Job Pay Rate (JOB-PAY-RATE)

Definition	Entry required for salaried and contracted jobs. The rate of pay each pay period for a specific job.
Length	9 digits, including 3 decimal places
Format	999999.999
Dependencies	The content of this field is defined by the value in the Pay Rate Code field.
Data Sets	EMP database: EMP-JOB-D PAYR database: TIME-RPT-D

Shift Differential Amount (SHIFT-DIF-AMT)

Definition	The amount or hourly rate (as defined by the Pay Rate Code value) of any shift differential payment applicable to this job.
Length	5 digits, including 3 decimal places
Format	99.999
Edits	If the Pay Rate Code value is C (contract payment), this field must be blank.
Data Sets	EMP-JOB-D

Multiple Payment Code (MULT-PYMT-CD)

Definition	The number of payments to be processed on a particular payroll schedule. For these payments to be generated for a group of employees, this number must be assigned to the payroll schedule and a specific pay cycle on the Payroll Schedule
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	Initialization Screen (PS1000) and to the employees on the Job Account Screen (PS0003).
Length	2 characters
Edits	A multiple payment code cannot be entered for the XX pay cycle.
Data Sets	EMP-JOB-D

Contract Units (CON-UNIT)

Definition	<p>The number of work days or hours required to fulfill an employment contract. Contract units:</p> <ul style="list-style-type: none"> • Must not include vacation days, vacation hours, or holidays. • Must be entered in days for administrators and full-time faculty (Employee Maintenance module only). • Must be entered in hours for part-time faculty, moonlight contracts, and stipends (Employee Maintenance module only). <p>Based on state formulas, contract days are used to define the following contracts:</p> <table border="0"> <thead> <tr> <th>Contract Days</th> <th>Contract Term</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>	Contract Days	Contract Term	160-185	9-month contract	186-205	10-month contract	206-224	11-month contract	225 and over	12-month contract
Contract Days	Contract Term										
160-185	9-month contract										
186-205	10-month contract										
206-224	11-month contract										
225 and over	12-month contract										
Length	3 characters										
Additional Information	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).										
Data Sets	EMP-JOB-D EMP-YRQ-D										

Time Reporting Code (TIME-RPT-CD)

Definition	Entry required. A code identifying the method required for reporting time for a job.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>E Exception reporting (this job does not require time transactions for the employee to be paid)</p> <p>P Positive reporting (this job requires time transactions for the employee to be paid)</p>
Edits	<p>If the Pay Rate Code value is S (salary payment) or C (contract payment), the value in this field must be E (exception reporting).</p> <p>If the Pay Rate Code value is H (hourly rate), the value in this field must be P (positive reporting).</p> <p>If the Employee Type value on the Employee Status Screen (PS0001) is V (volunteer), the value in this field must be P (positive reporting)</p>

Data Sets	EMP-JOB-D
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Time Reporting Exclusion (TIME-EXCLUSN)

Definition	A code indicating whether an employee should be excluded from time reporting forms (PS1710 report).
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, exclude employee on time reports. N, blank No, include employee on time reports.
Data Sets	EMP-JOB-D

Cumulative Job Gross (CUM-JOB-GROSS)

Definition	The cumulative gross income paid for a job that has a Pay Rate Code value of C (contract payment). This field is used to monitor the Job Full-Time Rate/Contract Amount field for contract jobs. An entry is not usually necessary unless a correction needs to be made.
Length	9 digits, including 2 decimal places
Format	9999999.99
Additional Information	On the Job Account Screen (PS0003), this field is reset whenever the job changes and the new Job Begin Date value is later than the old Job End Date value.
Data Sets	EMP-JOB-D

Cumulative Job Hours (CUM-JOB-HR)

Definition	The cumulative hours-to-date worked on a job that has a Pay Rate Code value of H (hourly). This field is used to monitor hours for hourly employees. An entry is not usually necessary unless a correction needs to be made.
Length	9 digits, including 2 decimal places
Format	9999999.99
Additional Information	On the Job Account Screen (PS0003), this field is reset whenever the employee's job class or job department changes. For hourly employees who receive automated increments, this field is reset each time an increment is given.
Data Sets	EMP-JOB-D

Cumulative Staff Months (CUM-JOB-STFMO)

Definition	The cumulative staff months-to-date generated by a job that has a Pay Rate Code value of C (contract payment). This field is used to adjust the staff months on the last contract payment for a contract. An entry is not usually necessary unless a correction needs to be made.
Length	9 digits, including 2 decimal places

Format	9999999.99
Data Sets	EMP-JOB-D

Job Account Number (JOB-ACCT-NUM)

Definition	Display only. A sequence number (1-9) assigned to each account line for a particular job.
Length	1 character
Values	PPMS-generated
Additional Information	To resequence the account numbers on the Job Account Screen (PS0003) when there are blank lines, type R (resequence) in the Func field on the Next function line and press Enter. The screen will be redisplayed as an inquiry screen with the job account numbers resequenced.
Data Sets	JOB-ACCT-D

Payroll Account Code (PAYR-ACCT)

Definition	Entry required. A code identifying an account against which a payroll expense is recorded for a particular employee.
Length	16 characters, which are defined as follows: Appropriation Index 3 characters Program Index 3 characters Organization Index 4 characters Subobject 2 characters Sub-subobject 2 characters Reimbursable code 2 characters
Values	Defined in the Financial Management System (FMS)
Edits	If the Job End Date field contains a future date, at least one job account code must be entered for each job that an employee holds.
Additional Information	You can delete an entire account line by blanking out this field, which is labeled "Account Code."
Data Sets	EMP database: EMPLR-COST-D JOB-ACCT-D PAYR database: EXP-TRNSFR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D

Job Account Amount (JOB-ACCT-AMT)

Definition	Entry required. On the Job Account Screen (PS0003) and the In-Kind Matching Screen (PS0022), this field identifies the amount or rate that an employee is to be paid for each pay period that falls within the dates in the Account Begin Date and Account End Date fields.
Length	9 digits, including 3 decimal places

Format	999999.999
Data Sets	JOB-ACCT-D

Earnings Type (EARN-TYP)

Definition	Entry required. A code identifying the type of earnings for which a payment to an employee is being made.
Length	3 characters
Values	Defined by SBCTC-ITD on the Earnings Table (PS9007).
Data Sets	EMP database: JOB-ACCT-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D TBL5 database: EARN-TBL-M LEAVE-TRNS-TBL-M WS-TBL-D

Account Begin Date (ACCT-BEG-DATE)

Definition	Entry required. The earliest date on which the payment from a specific account can begin.
Length	6 digits
Format	mmddyy
Dependencies	The Account Begin Date field on the In-Kind Matching Screen (PS0022) contains the date assigned to the Job Account Code field on the Job Account Screen (PS0003).
Edits	The date in the Account Begin Date field must occur on or before the date in the Account End Date field. The date in the Account Begin Date field must not fall before the date in the Job Begin Date field.
Data Sets	JOB-ACCT-D

Account End Date (ACCT-END-DATE)

Definition	Entry required. The date on which the payment from a specific account ends.
Length	6 digits
Format	mmddyy
Dependencies	The Account End Date field on the In-Kind Matching Screen (PS0022) contains the date assigned to the Job Account Code field on the Job Account Screen (PS0003).
Edits	The date in the Account End Date field must not fall after the date in the Job End Date field.
Data Sets	JOB-ACCT-D

Account Percent of Full-Time (ACCT-PCT-FULL)

Definition	The percentage of full-time employment associated with an account.
Length	5 digits, including 2 decimal places
Format	999.99
Dependencies	On the Job Account Screen (PS0003), if the Pay Rate Code value is H (hourly rate), no entry is required in this field.
Edits	If the Pay Rate Code value is C (contract payment) or S (salary payment), the total in the Account Percent of Full-Time fields of active accounts must equal the value in the Job Percent of Full-Time field.
Data Sets	JOB-ACCT-D

Supervision Percent (SUPER-PCT)

Definition	The percentage of an employee's FTE that should be assigned to supervision responsibilities under a specific job account. This percentage cannot be greater than 100.
Length	3 digits
Data Sets	JOB-ACCT-D

Research and Development Percent (RESEARCH-PCT)

Definition	The percentage of an employee's FTE that should be assigned to research and development responsibilities under a specific job account.
Length	3 digits
Edits	The sum of the Supervision Percent value and the Research and Development Percent value cannot be greater than 100. Values can be entered in the Supervision Percent field and the Research and Development Percent field only for programs based on the institutional parameter number 300 on the Institutional Parameter Table (PS9001).
Data Sets	JOB-ACCT-D

In-Kind Matching Indicator (IN-KIND-IND)

Definition	Display only. A code indicating whether in-kind matching has been entered against a specific account for an employee.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, in-kind matching has been entered. N No, in-kind matching has not been entered.
Data Sets	Not stored in the EMP database

Data Sets

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

- Employee Job Detail (EMP-JOB-D)
- Job Account Detail (JOB-ACCT-D)