

## PS0023 – Part-Time Faculty YRQ Screen

Use this screen to enter, maintain, and view year/quarter history information about a part-time faculty employee. Referring to this information, you can monitor an employee's benefit and insurance eligibility.

This screen can hold up to 24 quarters of data at one time. You can manually enter the data on this screen or prefill the screen with the data by scheduling Job Group PG301Q (P/T Faculty Benefits Eligibility Tracking). PG301Q copies the information from the employee's job screens (PS0001-PS0003).

### User Functions and Key Fields

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

### Data Fields

<a href="#">Employee ID</a>	<a href="#">%Full Time</a>
<a href="#">Employee Name</a> (display only)	<a href="#">F/T Rate</a>
<a href="#">YRQ</a>	<a href="#">Con Unit</a>
<a href="#">Insur Elig</a>	

### 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>Values</b>	Entered by colleges on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
<b>Edits</b>	<ul style="list-style-type: none"> <li>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).</li> <li>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</li> <li>To be paid through the Payroll Time Reporting Screen (PS1002), the employee must have minimum data on the Employee database.</li> <li>On the Automatic Check Cancellation Screen (PS1005), the employee ID entered in this field must match the employee ID associated with the related check/advice number in payroll history.</li> <li>On the Multiple Employee Leave Screen (PS1018), an employee ID must be entered in this field if a value is entered in any field on the same line.</li> </ul>
<b>Data sets</b>	EMP database: <ul style="list-style-type: none"> <li>DED-BAL-D (key)</li> <li>EMP-A (key)</li> <li>EMP-ADDR-D (key)</li> <li>EMP-BENE-D (key)</li> </ul>

	<ul style="list-style-type: none"> <li>• EMP-BOND-D (key)</li> <li>• EMP-DED-D (key)</li> <li>• EMP-EDUC-D (key)</li> <li>• EMP-HIST-D (key)</li> <li>• EMP-JOB-D (one of 2 keys)</li> <li>• EMP-M (key)</li> <li>• EMP-NAME-D (one of 2 keys)</li> <li>• EMP-YRQ-D (key)</li> <li>• EMPLR-XREF-D (one of 2 keys)</li> <li>• FAC-PLACE-D (key)</li> <li>• LEAVE-DAY-D (key)</li> <li>• LEAVE-XREF-D (one of 2 keys)</li> </ul> <p>PAYR database:</p> <ul style="list-style-type: none"> <li>• COH-TRNS-M</li> <li>• TIME-RPT-D</li> </ul>
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### Employee Name (EMP-NAME)

<b>Definition</b>	The full name of an employee.
<b>Length</b>	30 characters
<b>Format</b>	Last, First Middle, Suffix A compound last name should have a hyphen between its parts. There must be a comma between the last and first name.
<b>Values</b>	Entered by colleges on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
<b>Edits</b>	On the Position Table (PS9018), if the Position Type entry is "G" (group position), the incumbent name will be "Multiple Assignment"
<b>Additional information</b>	On the Faculty Placement Screen (PS0024), if the Employee ID value in the Key1 field is not in the Employee database, "New Employee" is displayed in the Employee Name field.
<b>Data sets</b>	EMP database: EMP-M  PAYR database: Not stored in the PAYR database

### Year/Quarter (YRQ)

<b>Definition</b>	An academic year and quarter.
<b>Length</b>	4 characters
<b>Format</b>	For year/quarter codes and more detailed information, see Year/Quarter Codes.
<b>Data sets</b>	EMP-YRQ-D

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

<b>Definition</b>	A code indicating an employee's eligibility for insurance for the current payroll process.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:

	<p><b>D</b> On self-pay, with payroll deduction</p> <p><b>E</b> Eligible for employer-paid composite plans</p> <p><b>N</b> Not eligible</p> <p><b>S</b> On self-pay, no payroll deduction</p> <p>For the Add (A) function on the Benefits Screen (PS0005), the default is N.</p>
<b>Data sets</b>	EMP-YRQ-D EMP-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>	<p>EMP database:</p> <ul style="list-style-type: none"> <li>• EMP-HIST-D</li> <li>• EMP-JOB-D</li> </ul> <p>PAYR database:</p> <ul style="list-style-type: none"> <li>• Not stored in the PAYR database</li> </ul>

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

<b>Definition</b>	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.
<b>Length</b>	9 digits, including 3 decimal places
<b>Format</b>	999999.999
<b>Edits</b>	On the Job Account Screen (PS0003), if the Pay Rate Code value is "C" (contract payment), this field cannot contain zero.
<b>Data sets</b>	EMP-JOB-D EMP-YRQ-D

### Contract Units (CON-UNIT)

<b>Definition</b>	<p>The number of work days or hours required to fulfill an employment contract. Contract units should:</p> <ul style="list-style-type: none"> <li>• Not include vacation days, vacation hours, or holidays.</li> <li>• (Employee Maintenance only) Be entered in days for administrators and full-time faculty.</li> <li>• (Employee Maintenance only) Be entered in hours for part-time faculty, moonlight contracts, and stipends.</li> </ul> <p>Based on state formulas, contract days are used to define the following contracts:</p> <p style="text-align: center;"><b>Contract Days                      Contract Term</b></p>
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	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>Edits</b>	<p>On the Course Salary Factors Table (PS9048) if the pay rate type is "C," the Contract Units field must be zero (0).</p> <p>On the Course Salary Factors Table (PS9048) if the pay rate type is "H," the Contract Units field must contain a value greater than zero.</p>
<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