

PS4001 – Contract Course Screen

Use the Contract Course Screen to enter contract information for a class in preparation for printing employee contracts. When classes are approved, the Class Schedule Screen (IS1002) is also flagged as approved so that future changes to the classes are logged for the Course Schedule Change Register PS4015.

Unprotected fields in this screen are updated from the Class Schedule file, but can be changed to meet your college's needs. If an employee does not exist in the Employee database, a basic "skeleton" record is created.

User Functions and Key Fields

FUNC A (Add), C (Change), D (Delete), I (Inquire)
 SCREEN PS4001
 KEY1 Instructor ID or Advisor ID (required only if team-taught)
 KEY2 Item Number
 KEY3 YRQ

You must use the A (Add) function to enter information into the Employee Contracts database before you can access the other PS4000 screens. This function is referred to as the contract approval process.

Data Fields

YRQ (required)	Contact Hr Sys (display only)
Instr ID (optional)	Clock Hours (display only)
Instr Name (display only)	Instit FTEF (display only)
Itm Num (required)	Instr Contact (display only)
Dept Div (display only)	Misc 2 (display only)
Course Num (display only)	Team Teach (display only)
Sect (display only)	Class Grp (display only)
CR (display only)	FTEF
Start Date (display only)	Update?
End Date (display only)	Cluster ID (display only)
Empl Stat (display only)	Contract Unit
Pay Type (display only)	Salary Cost
Admin Unit (display only)	Approval Date (required)
Fnd Src (display only)	Accounts
Contact Hr Lec (display only)	Pct
Contact Hr Lab (display only)	Contract Num (required)
Contact Hr Clin (display only)	Contract Status (display only)
Contact Hr Othr (display only)	Contract Date (display only)

Year Quarter

Definition	Required KEY3 field. The year and quarter of a contract.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.

Edits	Must be a valid year and quarter on the College Quarter Information Table (SM5020).
--------------	---

Instructor ID

Definition	Optional KEY1 field; required only for team-taught classes. An instructor's social security number. Note: If you entered the four-digit advisor ID in KEY1, the instructor's ID is retrieved from the Advisor/Instructor Table (IS2002) and is displayed in the Instructor ID field.
Length	9 characters
Edits	<ul style="list-style-type: none"> • Enter the instructor ID if the team-teach indicator in the Class Schedule Screen (IS1002) is Y (Yes). • If entered, the instructor ID must be valid for the Item Number field (KEY2).

Instructor Name

Definition	Display only. An advisor's or instructor's name.
Length	<ul style="list-style-type: none"> • One 12-character field for the advisor's or instructor's name. This is automatically retrieved from: <ul style="list-style-type: none"> ○ The Advisor/Instructor Table (IS2002), if available, or ○ The class record if, when you add the record, you enter the instructor's social security number only. • One 30-character field for the advisor's or instructor's name which is automatically retrieved from the Employee database.

Item Number

Definition	Required KEY2 field. A code identifying a specific class in a year/quarter.
Length	4 characters
Edits	<ul style="list-style-type: none"> • The item number must be valid in the Course Schedule Screen (IS1001). • The item number cannot have a section status of X (cancelled class) on the Course Schedule Screen (IS1001). • The item number cannot have a class personnel action form (PAF) option of N (No) in the Class Schedule Screen (IS1002).

Department/Division

Definition	Display only. The department and division abbreviation for a specific class.
Length	5 characters

Course Number

Definition	Display only. The course number for a specific class.
Length	4 characters

Section

Definition	Display only. A code identifying each section of a specific class.
-------------------	--

Length	3 characters
---------------	--------------

Credit

Definition	Display only. The number of credits offered for a specific class. For a variable credit class, it is usually the maximum amount of credits for which the student can register.
Length	4 digits

Start Date

Definition	Display only. The date a class begins.
Length	6 characters
Format	MMDDYY

End Date

Definition	Display only. The date a class ends.
Length	6 characters
Format	MMDDYY

Employment Status

Definition	Display only. An instructor's employment status for a specific class.
Length	1 digit
Values	Valid codes: <ul style="list-style-type: none"> 1 Full-time 2 Moonlight 3 Part-time 4 Paraprofessional 5 Contracted out 6 Volunteer

Course Pay Type

Definition	Display only. A code defined by colleges indicating the pay scale used to calculate an instructor's salary for a class.
Length	2 characters
Edits	<ul style="list-style-type: none"> • The contract number must be the same for the course pay rate, pay scale, pay scale range, and step. • The contract number must be the same for the course pay rate code.

Administrative Unit

Definition	Display only. A code defined by colleges indicating the administrative authority of a class.
Length	2 characters

Funding Source

Definition	Display only. The source of funds for a class.
Length	1 digit
Values	Valid codes: 1 Fully state funded 2 Partially state funded, supplemental 3 Partially state funded, shared 4 Grant and contract 5 Community service

Contact Hours Lecture

Definition	Display only. The number of quarterly contact hours in a course which are primarily lecture or discussion and are continually supervised by an instructor.
Length	3 digits

Contact Hours Laboratory

Definition	Display only. The number of quarterly contact hours in a course which are primarily independent study in a lab, shop, or studio and are continually supervised by an instructor.
Length	3 digits

Contact Hours Clinical

Definition	Display only. The number of quarterly contact hours in a course which are primarily independent study or another activity and are periodically supervised by an instructor.
Length	3 digits

Contact Hours Other

Definition	Display only. The number of quarterly contact hours in a course which are primarily work activity and do not require much supervision by an instructor. Includes commercial work experience and cooperative study programs.
Length	3 digits

Contact Hours System

Definition	Display only. The number of quarterly contact hours in a course which are self-paced with established performance objectives and are characterized by individual conference.
Length	3 digits

Clock Hours

Definition	Display only. The number of clock hours of instruction for a class during one quarter.
Length	4 digits plus a decimal

Format	999.9
---------------	-------

Institutional Full-Time Equivalent Faculty

Definition	Display only. The full-time equivalent faculty (FTEF) calculated by a college. This FTEF is used for comparison to the actual FTEF assigned to a class. (For a complete description of the FTEF calculation/distribution process, see Chapter 7 of the SMS Course Management User Guide).
Length	6 digits plus a decimal
Format	999.999

Contact Hours Instructor

Definition	Display only. The number of hours an instructor meets with a class in a quarter.
Length	5 digits plus a decimal
Format	999.99

Miscellaneous Field 2

Definition	Display only. Optional information defined by colleges.
Length	3 characters

Team Teaching

Definition	Display only. A code indicating whether a class is taught by more than one instructor.				
Length	1 character				
Values	Valid codes: <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table>	Y	Yes	N	No
Y	Yes				
N	No				

Class Group Code

Definition	Display only. A code indicating class clusters for purposes other than controlling enrollment, for example, faculty personnel forms and contracts. A class cluster is a group of classes that meets in the same room at the same time.
Length	2 characters

Full-Time Equivalent Faculty

Definition	The percent of a full-time teaching load represented by a class. Note: If this field is blank, it defaults to the value of the Institutional Full-Time Equivalent Faculty field.
Length	3 digits plus a decimal
Format	9.99

Update?

Definition	A code indicating that the full-time equivalent faculty (FTEF) entered in this screen should be updated in the Class Schedule Screen (IS1002) with a value of P (Pre-entered) and not overridden when the FTEF calculation and distribution process is done.
Length	1 character
Values	Valid codes: Blank, N No, do not update FTEF. Y Yes, update FTEF.

Multiple Section Lead Class (Cluster ID)

Definition	Display only. The item number identifying the specific class cluster to which a class belongs. If the entry in this field is the same as the item number for the class, this is the lead class of the cluster.
Length	4 characters

Contract Unit

Definition	The number of work hours required to fulfill an employment contract. The number of days or hours represented should not include vacations or holidays. Contract units for part-time faculty, moonlight contracts, and stipends must be entered in hours. Note: This field defaults to the same value as the Contact Hours Instructor (Instr Contact) field. If the Contact Hours Instructor field is 0 , then this field is calculated from the lecture, lab, clinical, other, and system contact hours fields using institution parameters 1260 through 1264.
Length	3 digits

Course Salary Cost

Definition	The salary cost associated with a class. Note: If the Course Salary Cost field is blank in the class record, then the course salary cost is calculated based on the Course Salary Factors Table (PS9048) for the course pay type on the Class Schedule Screen (IS1002).
Length	8 digits plus a decimal
Format	999999.99

Approval Date

Definition	Entry required. The date a class was approved for payment. Note: This field defaults to the current date.
Length	6 digits
Format	MMDDYY

Contract Accounts

Definition	The account code charged for an instructor's salary for a class. The contract account consists of: <ul style="list-style-type: none">• Appropriation index (3 characters)• Program index (3 characters)• Organization index (4 characters)• Subobject (2 characters)• Sub-subobject (2 characters)
Length	14 characters
Edits	<ul style="list-style-type: none">• At least one contract account must be entered if the course salary cost has been entered.• The appropriation index/program index must be a valid combination on the FMS Appropriation Index/Program Index Table (GA1061).• The program index/organization index must be a valid combination on the FMS Program Index/Organization Index Table (GA1062).• The subobject must be valid on the FMS Subobject Table (GA1011).

Contract Percent of Full Time

Definition	The percent of full time associated with a contract account.
Length	5 digits plus a decimal
Format	999.99

Contract Number

Definition	Entry required. A code uniquely identifying a particular contract for an instructor for a year/quarter. This code is system-assigned but can be overridden.
Length	2 digits
Edits	<ul style="list-style-type: none">• The Contract Status field must be blank, indicating that a contract is pending.• You cannot add an item number to a contract if a special assignment exists (in the Contract Special Assignment Screen (PS4003).

Contract Status

Definition	Display only. A code assigned by the system identifying the current status of a contract. The contract status can be changed to pending, signed, or cancelled on the Contract Status Screen (PS4007).
Length	1 character

Values	Valid codes: Blank Pending contract I Contract issued S Signed contract returned R Contract reissued C Contract cancelled
---------------	---

Contract Issue Date

Definition	Display only. The date a contract was printed or issued.
Length	6 digits
Format	MMDDYY