

## PS4002 – Contract Course Summary Screen

Use the Contract Course Summary Screen to review all approved courses for an instructor for a year/quarter and to view the contract number on which the courses appear.

### User Functions and Key Fields

FUNC	I (Inquire)
SCREEN	PS4002
KEY1	Instructor ID or Advisor ID
KEY2	Item Number
KEY3	YRQ

### Data Fields

<a href="#">YRQ</a> (required)	<a href="#">Instit FTEF</a> (display only)
<a href="#">Instr ID</a> (required)	<a href="#">FTEF</a> (display only)
<a href="#">Instr Name</a> (display only)	<a href="#">Team Teach</a> (display only)
<a href="#">Item Num</a> (display only)	<a href="#">Class Grp</a> (display only)
<a href="#">Dept/Div</a> (display only)	<a href="#">Cluster ID</a> (display only)
<a href="#">Course Num</a> (display only)	<a href="#">Salary Cost</a> (display only)
<a href="#">Sect</a> (display only)	<a href="#">Con Num</a> (display only)

### Year Quarter

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

### Instructor ID

<b>Definition</b>	Required KEY1 field. An instructor's social security number.  <b>Note:</b> 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.
<b>Length</b>	9 characters

### Instructor Name

<b>Definition</b>	Display only. An instructor's or advisor's name.
<b>Length</b>	<ul style="list-style-type: none"> <li>One 12-character field for the advisor's or instructor's name. If available, this is automatically retrieved from the Advisor/Instructor Table (IS2002).</li> <li>One 30-character field for the advisor's or instructor's name which is automatically retrieved from the Employee database.</li> </ul>

### Item Number

<b>Definition</b>	Display only. A code identifying a specific class in a year/quarter.
<b>Length</b>	4 characters

### Department/Division

<b>Definition</b>	Display only. A department and division abbreviation for a specific class.
<b>Length</b>	5 characters

### Course Number

<b>Definition</b>	Display only. The course number for a specific class.
<b>Length</b>	4 characters

### Section

<b>Definition</b>	Display only. A code identifying each section of a specific class.
<b>Length</b>	3 characters

### Institutional Full-Time Equivalent Faculty

<b>Definition</b>	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.)
<b>Length</b>	6 digits plus a decimal
<b>Format</b>	999.999

### Full-Time Equivalent Faculty

<b>Definition</b>	Display only. The percent of a full-time teaching load represented by a class.
<b>Length</b>	3 digits plus a decimal
<b>Format</b>	9.99

### Team Teaching

<b>Definition</b>	Display only. A code indicating whether the class is taught by more than one instructor.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  Y Yes N No

### Class Group Code

<b>Definition</b>	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.
<b>Length</b>	2 characters

### Multiple Section Lead Class (Cluster ID)

<b>Definition</b>	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. A class cluster is a group of classes that meets in the
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	same room at the same time.
<b>Length</b>	4 characters

### Course Salary Cost

<b>Definition</b>	Display only. The salary cost associated with a class.
<b>Length</b>	8 digits plus a decimal
<b>Format</b>	999999.99

### Contract Number

<b>Definition</b>	Display only. A code uniquely identifying a particular contract for an instructor for a year/quarter.
<b>Length</b>	2 digits