PS4004 – Contract Remarks Screen

Optional screen.

Use the Contract Remarks Screen to enter and print remarks on individual contracts. Remarks entered using the contract number will print below the classes on the contract. Remarks entered using a special assignment number are printed on all reports for that special assignment.

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
SCREEN	PS4004
KEY1	Instructor ID or Advisor ID
KEY2	Cnn (C + Contract Number) or Snn (S + Special Assignment Number)
KEY3	YRQ

Data Fields

YRQ (required)	Special Assignment Number (required)
Instr ID (required)	Remarks (required)
Instr Name (display only)	Contract Status (display only)
Contract Num (required)	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.

Instructor ID

Definition	Required KEY1 field. 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

Instructor Name

Definition	Display only. An instructor's or advisor's name.
Length	• One 12-character field for the advisor's or instructor's name. If available, this is automatically retrieved from the Advisor/Instructor Table (IS2002). • One 30-character field for the advisor's or instructor's name which is automatically retrieved from the Employee database.

Contract Number

Definition	Required KEY2 field. A code uniquely identifying a particular contract for an instructor for a year/quarter.

Length	2 digits
Edits	The contract number must be valid for the employee ID and YRQ.

Special Assignment Number

Definition	Required KEY2 field. A number uniquely identifying a particular special assignment for an instructor ID and year/quarter.
Length	2 digits
Edits	• The special assignment number must be 01 through 99. • The special assignment number must be valid for the employee ID and YRQ.

Remarks

Definition	Entry required. Remarks to be printed after the class information, or in association with a special assignment, on an individual contract.
Length	Five 70-character lines
Format	Can be uppercase or lowercase.

Contract Status

Definition	Display only. A code defined by the system identifying the current status of the contract.
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 is printed or issued.
Length	6 digits
Format	MMDDYY