

## SCREEN 302 - NON-CLASSIFIED POSITION TITLE MAINTENANCE TABLE

Non-classified titles are on Screen 302 using numbers from 7000 and above.

Classified titles are on Screen 303 using numbers below 7000.

This 302 table defines valid non-classified title codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each title. Title Code edits are based on either the Work Station Code or the Administrative Location (ADLOC) part (if workstation code is unavailable).

After receiving the screen **302** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular title code
3. Modify a particular title code's title data
4. Delete a particular title code from the title code table

These options are described below:

### 1. **RETURN** to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or...
- **300** in the **SCREEN** field or...
- Use the **F3** function key
- Press **F4** to return to the main B/P/P Menu

### 2. **INQUIRE** about a particular title code:

- a) **FUNCTION** field should be blank.
- b) Type the Workstation in the **WRK STN Code** field.
- c) Type the 4-digit non-classified title code (7000-9999) and press the **ENTER** key.

All title code information, if any, will be displayed. If the title code is not in the file the user will receive the following message: **TITLE CODE NOT ON DATABASE.**

### 3. **ADD or MODIFY**

Before a new title code is added to the file or before any modification is made to an existing title code, the user must first **INQUIRE** about the title code as described above. *The Location and Title code should still be displayed from the user's previous inquiry.* This will 'pull up' any data that already exists for the title code in the file.

To **add** a new title code to the file, the user should:

- a) Type **M** in the **FUNCTION** field.
- b) **TAB** to the EEO field and enter the appropriate EEO code.
- c) Enter Faculty Rank as appropriate.

- d) **PRI ACT** (Primary Activity Code). Defaults to **A** (All Activities) for Faculty (i.e. EEO of 2, or EEO of 1 w/numeric Faculty Code). To use the default value, **TAB** to the next field or press the **ENTER** key. Otherwise, enter the appropriate primary activity code (or make your selection from the Help screen)
- e) Enter the correct **FLSA**.
- f) **TAB** to the other fields as needed:  
FAC RNK (Faculty Rank), Primary Activity Code and ORP ELG (ORP Eligible) fields should be used if the title code requires this data.  
The JOB GROUP field can be filled out if this field is used by your system component. Enter the default Management/ Supervisor/ Other Staff Code (M/S/O) designated for this title code.

**NOTE:** The EEO, FLSA, and M/S/O fields are **REQUIRED** regardless of the title code. Primary activity code is required for those with EEO of 2, or 1 w/numeric faculty rank, and is blank for all others.

1. Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format),
2. **TAB** to the title field and type the short title of the title code (maximum of 20 characters).
3. **TAB** to the **RANK** field and enter the appropriate 2-digit rank code.
4. **TAB** to the next long title line and type the long title of the title code (maximum of 50 characters).

*The Rank is used to sequence the various job titles by relative “importance.” The President would have the highest value, the Vice President is next, etc. This determines the sequence these title codes are presented on many reports.*

To **modify** the name of the title code, the user should:

- a) Type **M** in the **FUNCTION** field.
- b) Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the title code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). ***Date ranges may NOT overlap.***
- c) The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the title code (maximum of 20 characters). **TAB** to the field on the long title line and type the new long title of the title code (maximum of 50 characters).

Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

- The user should correct the error(s) and press the **ENTER** key.
- If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

#### 4. **DELETE or RESTRICT**

It is very rare that an entire title code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a title code being entered erroneously.

To **restrict** the use of a title code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the title code is valid. The best way to inactivate a title code is to enter a **THRU** date, while leaving the title code on the BPP-TABLES File # 64. This allows the title code descriptions to be found when processing historical reports, while warning of use of the title code on current payroll processing.

To **delete** a title code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the title code and press the **ENTER** key. The user will then see the following message: **TITLE CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a title code:

- a) The user must enter an **M** in the **FUNCTION** field a
- b) **ENTER** action code of **D** in the **A/C** field.

This only deletes the Effective Dates and Titles for the title code. If the last title is deleted, the title code will be deleted as well.

|   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
|---|--------------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| 302 TAMUS B/P/P System - Non-classified position                                |                    |   |                    |                    |                    |                    |                    |                    |                     | 11/27/12 14:06      |                     |
|   |                    |   |                    |                    |                    |                    |                    |                    |                     | P BPP0017 R005      |                     |
| Screen: <a href="#">A1</a>  |                    | Function: <a href="#">A2</a> (Blank=Inquire, D=Delete, M=Modify, E=End) |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Wrk   | Title              | EEO   | Fac                | Pri                | FLSA               | ORP                | Job                | M/S/O              | PI                  | Term                | SOC                 |
| Stn   | Cd                 | Cd  | Rnk                | Act                | Cd                 | Elg                | Grp                | Cd                 | Dsg                 | Appt                | Code                |
| <a href="#">B1</a>  | <a href="#">B2</a> | <a href="#">B3</a>  | <a href="#">B4</a> | <a href="#">B5</a> | <a href="#">B6</a> | <a href="#">B7</a> | <a href="#">B8</a> | <a href="#">B9</a> | <a href="#">B10</a> | <a href="#">B11</a> | <a href="#">B12</a> |
| Title   |                    | Effective Dates   |                    |                    |                    |                    |                    |                    |                     |                     | Action              |
| Type  | A/C                | From  |                    | Thru               |                    | Title              |                    | Range              |                     | Performed           |                     |
| Short   | <a href="#">C1</a> | <a href="#">C2</a>  |                    | <a href="#">C3</a> |                    | <a href="#">C4</a> |                    | <a href="#">C5</a> |                     | <a href="#">C6</a>  |                     |
| Long  |                    | <a href="#">D1</a>  |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Short   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Long  |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Short   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Long  |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Short   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Long  |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Short   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Long  |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Short   |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Long  |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- |                    |   |                    |                    |                    |                    |                    |                    |                     |                     |                     |
| Help  |                    | Exit Main   |                    |                    |                    |                    |                    |                    |                     |                     |                     |

| Field Name | Description          |   |
|------------|----------------------|---|
| A1         | Screen               | See <a href="#">System Overview</a>   |
| A2         | Function             | Blank - Inquire<br>D - Delete<br>M - Modify<br>E - End  |
| B1         | Wrk Stn              | Valid Work Station Code: use Help or F1 key to see valid codes  |
| B2         | Title Code           | Must be 4-digit non-classified title code (7000-9999)   |
| B3         | EEO Cd               | Must be valid 1-digit numeric EEO code. (See EEO Job Category in the Code Book)   |
| B4         | Fac Rnk              | Enter Faculty Rank Code if the title code requires this code (see FACULTY CODE in the Code Book Section)  |
| B5         | Pri Act              | Primary Activity Code must be valid one-character code or blank. It is required for Faculty (i.e. EEO of 2, or EEO of 1 with faculty rank). Used for IPEDS reporting. Defaults to A (All Activities) . (See Primary Activity Code in the Code Book)   |
| B6         | FLSA cd              | Must be a valid 1 letter code. (Fair Labor Standards Act - See FLSA Code in the Code Book )   |
| B7         | ORP Elg              | Enter 1 to 2-digit code if the title code requires this code (see Optional Retirement Program Eligibility Codes the Code Book)  |
| B8         | Job Grp              | Job Group - Enter 3-digit code if this field is used by your system component   |
| B9         | M/S/O                | Enter the default title code designation for the State Management to Staff ratio calculation<br>M - Management<br>S - Supervisor<br>O - Other Staff   |
| B10        | PI Dsg               | Principal Investigator Designation (Y or blank)   |
| B11        | Term Appt            | Term Appointment Indicator:<br>G – Graduate Assistant Non-Teaching, not eligible for holiday pay<br>N or Blank – No term appointments for this title code, benefit eligible(including holidays) when 50% effort or greater<br>Y – Term appointment (Adjunct Faculty, Graduate Assistant Research or Graduate Assistant Teaching ), receives full monthly pay during term, regardless of holidays. |
| B12        | SOC code             | Standard Occupational Classification. See help with F1 or visit screen 440. Necessary for definitions in IPEDS reporting.   |
| C1         | A/C                  | A - Add a new Title<br>C - Correct an existing Title<br>D - Delete a Title  |
| C2         | Effective Dates From | Must be a valid date in MM DD YYYY format - MM DD YYYY  |

| Field Name |                      | Description   |
|------------|----------------------|---|
| C3         | Effective Dates Thru | Must be a valid date in MM DD YYYY format - MM DD YYYY  |
| C4         | Short Title          | Abbreviated Account Name from 1 to 20 characters  |
| C5         | Rank                 | Must be a valid 2-digit rank code in the order of the highest to lowest (President, Vice President, etc.) |
| C6         | Action Performed     |   |
| D1         | Long Title           | Must be Full Account Name without abbreviations - maximum of 50 characters                                |