

SCREEN 303 - 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 303 table defines valid 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 **303** 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 and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

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

- **FUNCTION** field should be blank.
- Type the Workstation in the **WRK STN** field.
- Type the 4-digit classified title code (these title code number ranges vary depending on the location, but will be in the 0000 to 6999 range) 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 should first **INQUIRE** about the title code as described above. 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:

- Type **M** in the **FUNCTION** field.
- The Location and Title code should still be displayed from the user's previous inquiry.
- **TAB** to the EEO field and enter the appropriate EEO code. The cursor will automatically go to the next field (FLSA). Enter the correct FLSA code. The **JOB GROUP** field can be filled out if desired. 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** fields.

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

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

- Type **M** in the **FUNCTION** field.
- 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.*
- 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 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:

- The user must enter an **M** in the **FUNCTION** field and an 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.

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303 TAMUS B/P/P System - Classified position                               11/27/12  14:06
                                                                           P BPP0017  R193

Screen: A1           Function: A2 (Blank=Inquire, D=Delete, M=Modify, E=End)

Wrk Title  EEO  FLSA  Job  M/S/O  PI   SOC
Stn  Cd    Cd   Cd   Grp  Cd    Dsg  Code
B1 B2  B3  B6  B8  B9  B10 B12
Title                                     Effective Dates                                     Action
Type  A/C      From      Thru                                     Title                                     Range  Performed
Short C1      C2      C3                                     C4                                     C5   C6
Long                                     D1
Short
Long

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main

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Field Name		Description
A1	Screen	See System Overview
A2	Function	Blank - Inquire D - Delete M - Modify 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	Must be valid 1-digit numeric EEO code. (See EEO Job Category in the Code Book)
B6	FLSA	Must be a valid 1 letter code. (Fair Labor Standards Act - See FLSA Code in 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 M - Management S - Supervisor O - Other Staff
B10	PI	Principal Investigator Designation (Y or blank)
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 C - Correct an existing Title D - Delete a Title
C2	Effective Dates From	Must be a valid date in MM DD YYYY format - MM DD YYYY
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	Range	Must be a valid 2 Salary Range Code associated with that title
C6	Action Performed	
D1	Long Title	Must be Full Account Name without abbreviations - maximum of 50 characters