# SCREEN 701 – Employment & Salary History Personnel/Budget

This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time a change is made to Personnel and Budget records. General information is available including salary, job title, appointment period, percent effort, PIN, and original and current employment dates.

To access this screen, type 701 in the Screen field on any screen and press the ENTER key. The Employment & Salary History screen will be returned.

Once the Employment & Salary History screen has been presented; key in the employee's social security number in the SSN field. (You may press the <F1> key to obtain a list of available social security numbers and select one from that list.) Then, optionally, you can choose a particular date with which to start the list. To do so, type the date into the Effective Date field in the upper right corner of the screen. When you press the ENTER key, a portion of the list is displayed.

Once the list of employee and salary history is presented, you have several options from which to choose. You can either:
- Key in another screen's number in the Screen field at the top of the screen to go to that screen; or,
- Press the ENTER key to view more of the list (pressing the ENTER key when the message "END OF RECORDS FOR SSN" appears at the bottom of the screen will return you to the beginning of the list); or,
- Press the <F3> key (now labeled "Exit" on the screen) to quit the list and return to the main menu; or,
- View the detail of an item.

To view the detail of an item, Place an X in the Sel column by the row of the item whose detail you wish to view and then press the ENTER key. The detail of the item you selected is now presented.

After the detail of the item is displayed, you can:
- Type in a screen number in the Screen field to go to another screen; or,
- Press the ENTER key to return to the list of records from which you left; or,
- Press the <F3> key (now labeled "Exit") to quit viewing both the detail and the list, returning to the SSN field, ready to enter another employee's social security number.

Quick steps for screen 701:
- Type 701 in the screen field
- Type in the social security number
- Press <ENTER> to view list
- Key in specific effective date for which to begin viewing records (optional)
- Press <ENTER>
- View detail (optional)
- Use any character to select item
- Press <ENTER> to see detail screen
- Press <ENTER> again to return to list
- View more records by pressing <ENTER>
- Input new social security number or Press <F3> to exit

```
 701 TAMUS BPP System - Employment and Salary History          10/20/11  15:29
                         Personnel/Budget                       P BPP0040  R061

  Screen: A1_

 SSN  A2        Name  A3                          Orig Employment Date  A4
                                                  Effective Date/Seq   A5


      Budgeted  Title                      Percent      Last Action      Current
 Sel  Salary    Code    Adloc    Location  Effort  Pin   Cd  Date        Empl Dt
  B1     B2      B3       B5         B7       B9    B10  B11  B12          B13












                  *** END OF RECORDS FOR SSN ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help          Exit  Main
```

Detail View:

```
 701 TAMUS BPP System - Employment and Salary History          10/20/11  15:33
                         Personnel/Budget                       P BPP0040  R061

  Screen: A1_

 SSN  A2        Name  A3                          Orig Employment Date  A4
                                                  Effective Date/Seq   A5
 Title Code  B3  B4                               Appt Period    C1

 Adloc       B5          B6                       Annual Term    C2

 Loc         B7          B8                       Action Code(s)   B11

 FTE Mo/Hrly   C3                                 Action Date   B12

 Perc Effort   B9                                 Change Date   C4

 PIN           B10                                Term Date    C5

 Employee Status Cd  C6                           Retire Date   C7

 Source of Update   C8                            Term RC      C9
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP          Exit  Main
```

See example below.

| | **Field Name** | **Description** |
|---|---|---|
| A1 | Screen | See System Overview |
| A2 | SSN | Social Security Number-See System Overview |
| A3 | Name | Employee Name, must be greater than four (4) characters in length. |
| A4 | Orig Employment Date | MM DD YYYY - Date employee was originally employed in the agencies of the A&M System |
| A5 | Effective Date/Seq | MM DD YYYY nnn - Efffective date & sequence of the record from which the data displayed is taken |
| B1 | Sel | Type an X on the desired row and press enter to view the detailed record. |
| B2 | Budgeted Salary | Budgeted salary as of corresponding Action Date |
| B3 | Title Code | Title code as of corresponding Action Date |
| B4 | Title Description | Description of the title code |
| B5 | Adloc | Administrative location as of corresponding Action Date |
| B6 | Adloc Description | Description of the Adloc Location |
| B7 | Location | Employee location as of corresponding Action Date; Part & account |
| B8 | Location Description | Description of the location |
| B9 | Percent Effort | Percent effort as of corresponding Action Date |
| B10 | Pin | Position identification number as of corresponding Action Date |
| B11 | Last Cd | Budget action code as of corresponding Action Date |
| B12 | Action Date | Budget Action Date |
| B13 | Current Empl Dt | Current employment date as of corresponding Action Date |
| C1 | Appt Period | Starting through ending dates of the appointment period |
| C2 | Annual Term | Annual Term Months - Length of appointment for the fiscal year |
| C3 | FTE Mo/Hrly | Full time equivalent monthly salary for budgeted employees; hourly rate for non-budgeted |
| C4 | Change Date | MM DD YYYY- Date item was entered |
| C5 | Term Date | MM DD YYYY- Date of termination of employment, if any |
| C6 | Employee Status Cd | Status of employee in BPP at time the history record was made |
| C7 | Retire Date | Retirement date at the time the history record was made |

| Field Name | | Description |
| --- | --- | --- |
| C8 | Source of update | FY - During process of new Fiscal Year<br>BUDGT - Record change in Budget<br>PERS - Change in Personnel record |
| C9 | Term RC | Termination reason code at time history record was made |

Example:

```
 701 TAMUS BPP System - Employment and Salary History        10/20/11  16:12
                         Personnel/Budget                    P BPP0040  R061

  Screen: ___

 SSN  111002222 Name  BIEBER JUSTIN          Orig Employment Date 11 01 2001
                                             Effective Date/Seq 11 01 2002  000

     Budgeted  Title                    Percent       Last Action    Current
 Sel  Salary   Code  Adloc    Location  Effort   Pin  Cd  Date       Empl Dt
      475000  8946 02120003  02120001   100.00  M09999 ME 09 01 2006 08 01 2002
      475000  8946 02120001  02120001   100.00  M09999 ME 09 01 2006 08 01 2002
      425003  8946 02120001  02120001   100.00  M09999    09 01 2005 08 01 2002
      425001  8946 02120001  02120001   100.00  M09999 IN 02 01 2005 08 01 2002
      312000  8946 02120001  02120001   100.00  M09999    09 01 2004 08 01 2002
      312000  8946 02120001  02120001   100.00  M09999 OA 09 01 2003 08 01 2002
      312000  8946 02120001  02120001   100.00  M09999 OA 09 01 2003 08 01 2002
      312000  8946 02120001  02120001   100.00  M09999 09 01 2003 08 01 2002
      300000  8946 02120001  02120001   100.00  M09999 OA 04 01 2003 08 01 2002
      300001  8946 02120001  02120001   100.00  M09999 IN 03 01 2003 08 01 2002
      300000  8946 02120001  02120001   100.00  M09999 OA 11 01 2002 08 01 2002
              *** Press ENTER to View More Records ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help       Exit  Main
```

```
 701 TAMUS BPP System - Employment and Salary History        10/20/11  16:14
                         Personnel/Budget                    P BPP0040  R061

  Screen: ___

 SSN  111002222 Name  BIEBER JUSTIN          Orig Employment Date 11 01 2001
                                             Effective Date/Seq 11 01 2002  000
 Title Code  8946  SPEC ADVISOR TO PRES      Appt Period  09 01 2006 08 31 2007

 Adloc      02120003   PRESIDENT'S OFFICE    Annual Term  12.0

 Loc        02120001   PRESIDENT'S OFFICE    Action Code(s)  ME

 FTE Mo/Hrly   39583.33                       Action Date  09 01 2006

 Perc Effort 100.00                           Change Date  12 20 2006

 PIN        M09999                            Term Date

 Employee Status Cd  A                        Retire Date

 Source of Update    BUDG                     Term RC
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP       Exit  Main
```