

**KANSAS STATE UNIVERSITY
BUDGET OFFICE
EXPLANATION FOR DETAIL CODING OF
ANNUAL BUDGET POSITION LISTING
May 15, 2009**

Preliminary Position Listings (First Proof)

Explanation of Columns on Lists (The following 2 pages provide additional information.)

- 1st - **C:** Classification U=unclassified; C=classified; S=students; E=other operating expenditures (OOE)
- 2nd - **Position:** PeopleSoft assigned position numbers are used. If a new position is requested, the Budget Office will coordinate with Human Resources.
- 3rd - **Name:** This column shows:
 - Title of Position;
 - Jobcode: Six digit code for unclassified, classified, and students;
 - Prior year annual salary and current biweekly or hourly salary rates and mid-year biweekly or hourly rates;
 - Prior year FTE;
 - Name, if filled position (the word "Vacant" will appear for vacant positions);
 - Footnotes and/or comments;
 - Unclassified-- Tenure Code (N=no tenure; E=earning tenure; T=tenure), years of service, highest degree, gender, birth month/year, and joint appointment information (if applicable);
 - Classified-- 1st comp rate; # of pay periods for that comp rate; 2nd comp rate; # of pay periods for that comp rate; years of service; gender; longevity bonus; grade; step; anniversary date (also known as next increase date); shift indicator
- 4th - **MB:** months basis - all positions are either 9 or 12 month appointments. 9 = 9 month appointment; 12 = 12 month appointments
- 5th - **R:** Retirement code - KPFRS = 'P' (Kansas Police and Fire Retirement System); REGNT = 'R' (Regent's Retirement System); KPERS = 'K' (Kansas Public Employees Retirement System); FERS = 'F' (Federal Employees Retirement System); CSRS = 'C' (Civil Service Retirement System)
- 6th - **H:** Health insurance Code (GHI). S=single GHI; F=family GHI
- 7th - **F:** Full-Time/Part-Time indicator. F=Full-Time; P=Part-Time
- 8th - **FTE:** Full time equivalent (For current year)
- 9th - **Project:** FIS Project
- 10th - **FundSrce:** Topeka Budget Fund and Source
- 11th - **PCA:** Program Code See attached table (Pg 2)
- 12th - **Spl:** Special Allocation See attached table (Pg 2)
- 13th - **FT:** Fund type. GU=General Use; RU=Restricted Use
- 14th - **S:** Subagency indicator. M=Main Campus; E=Research & Extension; V=Veterinary Medicine

Detail Coding for PCA (11th Column) of Position Listing

The chart below refers to the third digit of the PCA code in column 11 of the position listing

- 1 = Instruction
- 2 = Research
- 3 = Public Service
- 4 = Academic Support
- 5 = Student Service
- 6 = Institutional Support
- 7 = Physical Plant
- 8 = Scholarship
- 9 = Local Agency, Service Clearing, and Auxiliary Enterprises

Detail Coding for Special Allocations (12th Column) of Position Listing

CTY	County Agents
FHZ	Hazardous Waste
GTA	Graduate Teaching Assistants Salary for Academic Colleges
GTW	Graduate Teaching Assistants Tuition Waivers
IGP	International Grains Program
IML	International Meats and Livestock Program
INS	Institutional Support
SAU	Salina Utilities
SRO	Central Sponsored Research Overhead
UTL	Main Campus Utilities
VPR	Vice Provost for Research