

**Kansas State University**  
**Budget Office**  
**Explanation for Detail Coding of**  
**Annual Budget Position Listing**  
**FY 2013**

Position Listings

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 & FTE, and current biweekly or hourly salary rates and mid-year biweekly or hourly rates;  
Name, if filled position (the word "Vacant" will appear for vacant positions);  
Unclassified-- Tenure Code (N=no tenure; E=earning tenure; T=tenure), years of service, highest degree, gender, birth month/year  
Joint appointment information (if applicable);  
Footnotes and/or comments;  
Classified 1<sup>st</sup> comp rate; # of pay periods for that comp rate; 2<sup>nd</sup> comp rate; # of pay periods for that comp rate; years of service; gender; shift indicator; longevity bonus; grade; step; next increase date
- 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 - P= Kansas Police and Fire Retirement System (KPFERS); R= Regents Retirement System; K = Kansas Public Employees Retirement System (KPERs), 2= Kansas Public Employees Retirement System (KPERs2); F= Federal Employees Retirement System (FERS); C= Civil Service Retirement System (CSRS)
- 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 (11<sup>th</sup> Column) of Position Listing**

The chart below refers to the first two digits of the PCA code in column 11 of the position listing

- 41 = Institutional Support
- 42 = Instructional Services
- 43 = Academic Support
- 44 = Student Services
- 45 = Research
- 46 = Public Service
- 47 = Student Aid
- 48 = Auxiliary Enterprises
- 96 = Physical Plant
- 97 = Service Clearing and Local Agency

**Detail Coding for Special Allocations (12<sup>th</sup> Column) of Position Listing**

- |     |   |
|-----|---|
| AES | Agricultural Experiment Station                           |
| CES | Cooperative Extension Service                             |
| CLF | College Credit Hour Fee                                   |
| 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                                 |