

# Updating Service Codes

## Updating Service Codes

**Important Deadline: Friday, September 19, 2008**

**Simplified data entry . . . information defaults into pages from last year . . . normally only need to enter changes.**

If you have any questions, please contact Kelli Cox, Office of Planning and Analysis, at [kellicox@ksu.edu](mailto:kellicox@ksu.edu). The data entered is very valuable and assists the Provost, Deans, and Department Heads in the evaluation process, workload issues, and planning process. Thank you for your extra time and effort with this process.

Service Code information/definitions, etc. are located at <http://www.ksu.edu/pa/>

**Step 1: Run Service Codes - Current Year Report to review previous fiscal year data. Instructions: <https://www.ksu.edu/hr/hris/hris-reports.html>**

**This report may be used to run/print FY 2008 and FY 2009 data.**

**Step 2: Access the KSU Service Allocation page.**

**Organizational Development**

**Position Management**

**Maintain Service Codes**

**Associate Service Codes**

**Update the following Pages:**

**Filled Positions - Budgeted**

**Filled Positions - Non Budgeted**

**Vacant Positions - Budgeted**

**Pooled Unclassified**

## Step 2: continued . . . search page will appear. Enter Search Criteria

**Filled Positions - Budgeted**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Position Number: begins with

Fiscal Year: =  2009

Description: begins with


Department: begins with  36700XXXX

Job Code: begins with

EmplID: begins with

Name: begins with

Social Security #: begins with

[Basic Search](#)  [Save Search Criteria](#)

A list containing all unclassified positions for a selected department will appear. Select a position from the list.

### Search Results

[View All](#)

Position Number	Fiscal Year	Description	Department	Job Code	EmplID
<a href="#">W0008489</a>	2009	<a href="#">Associate Professor</a>	3670020060	022500	<a href="#">W0000047049</a>
<a href="#">W0008514</a>	2009	<a href="#">Director/ Univ. Dist. Prof.</a>	3670020060	012900	<a href="#">W0000003849</a>
<a href="#">W0008517</a>	2009	<a href="#">Asst Professor</a>	3670020060	023000	<a href="#">W0000062507</a>
<a href="#">W0008518</a>	2009	<a href="#">Associate Professor</a>	3670020060	022500	<a href="#">W0000038055</a>
<a href="#">W0008519</a>	2009	<a href="#">Assistant Professor</a>	3670020060	023000	<a href="#">W0000056178</a>
<a href="#">W0008521</a>	2009	<a href="#">Associate Professor</a>	3670020060	022500	<a href="#">W0000039150</a>
<a href="#">W0008525</a>	2009	<a href="#">Professor</a>	3670020060	021000	<a href="#">W0000008446</a>

Select the KSU Service Allocation page tab, if the system does not automatically default to this page.

[KSU Service Code Summary](#) [KSU Dept Fund](#) **KSU Service Allocation**

Position Number: W0008526 Professor  Budgeted  OK to Process

**Current Incumbent(s)** Find | View All First  1 of 1  Last

EmplID: W0000002314 Lname,Fname M

**Step 3: Verify, modify, or enter Service Code(s).**

- To add a Service Code, insert a row.
- To delete a Service Code, delete a row.

The screenshot shows the 'KSU Service Allocation' window. At the top, there are tabs for 'KSU Service Code Summary', 'KSU Dept Fund', and 'KSU Service Allocation'. Below the tabs, the 'Position Number' is W0008530, 'Distinguished Professor', with checkboxes for 'Budgeted' and 'OK to Process'. The 'Current Incumbent(s)' section shows 'EmpID: W0000000529' and 'Lname, Fname M'. The 'Fiscal Year: 2008' and 'Total FTE: 1.00000' are displayed. The 'Account Level' section shows two rows: 'Sub Agency ESARP' with 'Fund Type: Gen Use' and 'FTE 0.45000', and 'Sub Agency Main Camp' with 'Fund Type: Gen Use' and 'FTE 0.55000'. The 'Service Code Level' section is a table with columns for Code, Sub Agency, FT, and FTE. The table contains four rows of data, each with a search icon and a +/- button.

Code	Sub Agency	FT	FTE
F Other Funded Res/Creative Wrk	E	GU	0.45000
A Undergraduate Instruction	M	GU	0.15000
B Graduate Instruction	M	GU	0.15000
E Dept Funded Res/Creative Work	M	GU	0.25000

**Note:** There are no edits on selected service codes.  
Total Budgeted FTE will remain as allocated.  
FTE will remain as allocated per budget fund.

**Step 4: Carefully check data entry.**

**Step 5: After verifying, modifying, or entering the service code data, turn on the "OK to Process" check box and select "SAVE."**



**Step 6: Run Service Codes - Current Year Report to verify data.**