

Updating Service Codes

Important Deadline: October 1

Information defaults from previous data entry - only need to enter changes.

Questions, please contact Kelli Cox, Office of Planning and Analysis, at kellicox@ksu.edu. The data entered is valuable and assists the Provost, Deans, and Department Heads in the evaluation process, with workload issues, and the planning process. Thank you for your extra time and effort with this process.

Service Code information/definitions, etc. are located at <http://www.k-state.edu/pa/servicecodes/index.htm>

Step 1: Run Service Codes - Current Year Report to review previous fiscal year data. **Instructions:**

<http://www.k-state.edu/hr/hris/hris-reports-servicecode.html>

This report may be used to view current and previous fiscal year data.

Step 2: To update data, access the KSU Service Allocation page.

Organizational Development

Position Management

Maintain Service Codes

Associate Service Codes

Please 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

Find an Existing Value

Limit the number of results to (up to 300):

Position Number:

Fiscal Year:

Description:

Department: 36700XXXXX

Job Code:

Empl ID:

Name:

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

To resort the list, double click on selected column heading.

Search Results

View All First 1-52 of 52 Last

Position Number	Fiscal Year	Description	Department	Job Code	Empl ID	Name
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Three page tabs appear.

To update **Total FTE**, select the **KSU Service Code Summary** page tab.

To update **service codes**, select the **KSU Service Allocation** page tab.

Update Total FTE

Update Service Codes

KSU Service Code Summary | KSU Dept Fund | KSU Service Allocation

Position Number: W0008530 Distinguished Professor Budgeted OK to Process

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

EmplID: W0000000529

Step 3: Verify and/or modify Service Code(s).

- To change a Service Code, select code from the list.
- To add a Service Code, insert a row.
- To delete a Service Code, delete a row.

To change a Code, select code from list.

After verifying/updating, turn on "OK to Process" check box and select "Save."

KSU Service Code Summary | KSU Dept Fund | KSU Service Allocation

Position Number: W0008530 Distinguished Professor Budgeted OK to Process

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

EmplID: W0000000529 + -

Fiscal Year: 2011 Total FTE: 1.00000

Account Level Find | View All First 1 of 2 Last

*Sub Agency *Fund Type: FTE

ESARF Gen Use 0.45000 + -

Service Code Level Find | View All First 1-4 of 4 Last

Code	Description	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	+ -

To add a service code, select "+" sign.

To delete a service code, select "-" sign.

Note: Page edits on selected service codes do not exist.

Step 4: Carefully check data entry. After verifying, modifying, or entering the service code data, turn on the "OK to Process" check box and select "SAVE."



Step 5: Run Service Codes - Current Year Report to verify on-line entry.

Run Position Not OK to Process Report to ensure all positions and/or pools are OK to process.

September, 2011