Updating Service Codes

The data entered is valuable and assists the Provost, Deans, and Department Heads in the evaluation/planning process and with workload distribution. Thank you for your extra time and effort with this process.

> Information defaults from previous year – enter updates, if appropriate - click "OK to Process" and "Save" the information for current year.

Questions, please contact Office of Planning and Analysis, Chris Urban at chrisu@ksu.edu.

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

Step 1: To review previous fiscal year, run <u>Service Codes - Current Year</u> Report to review previous fiscal year data.   **Instructions:**

http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html

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

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

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

Service Code/Budgeted Position

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Position Number [begins with ▾] [   ]
Fiscal Year [= ▾] [20XX ×]
Description [begins with ▾] [   ]
Department [begins with ▾] [3670020060]
Job Code [begins with ▾] [   ]
Empl ID [begins with ▾] [   ]
Name [begins with ▾] [   ]

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 ◀ 1-60 of 60 ▶ Las

Position Number	Fiscal Year	Description	Department	Job Code	Empl ID	Name

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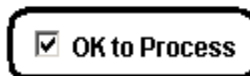- **To add a Service Code, insert a row.**
- **To delete a Service Code, delete a row.**

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.

Organizational Development > Position Management > Maintain Service Codes > Reports > Service Codes Current Year

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

Organizational Development > Position Management > Maintain Service Codes > Reports > Position Not Ok to Process

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