

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 Service Codes - Current Year 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 x

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 Last

Position Number	Fiscal Year	Description	Department	Job Code	Empl ID	Name
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The screenshot shows a table with a red star at the top center. Red arrows point from the star to the 'Position Number', 'Description', 'Department', 'Job Code', and 'Empl ID' column headers.

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

The screenshot shows three tabs: 'KSU Service Code Summary', 'KSU Dept Fund', and 'KSU Service Allocation'. A red arrow points from the text 'Update Total FTE' to the 'KSU Service Code Summary' tab. A blue arrow points from the text 'Update Service Codes' to the 'KSU Service Allocation' tab. Below the tabs, there is a search form with the position number 'W0008530', the title 'Distinguished Professor', and checkboxes for 'Budgeted' (checked) and 'OK to Process'. Below that is a table header 'Current Incumbent(s)' with search controls 'Find | View All', 'First', '1 of 1', and 'Last'. At the bottom, the 'EmplID' is 'W0000000529' with '+' and '-' buttons.

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.

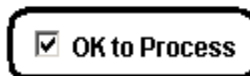
The screenshot displays the 'KSU Service Allocation' interface. At the top, there are tabs for 'KSU Service Code Summary', 'KSU Dept Fund', and 'KSU Service Allocation'. Below the tabs, the 'Position Number' is W0008530 (Distinguished Professor) and 'Budgeted' is checked. The 'Current Incumbent(s)' section shows 'EmpID: W0000000529' and 'Lname, Fname M'. The 'Fiscal Year' is 2016 and 'Total FTE' is 1.00000. The 'Account Level' section shows '*Sub Agency' as ESARP and '*Fund Type' as Gen Use with an FTE of 0.45000. The 'Service Code Level' table is as follows:

Code	Sub Agency	FT	FTE	
F	Other Funded Res/Creative Wrk	GU	0.45000	+ -
A	Undergraduate Instruction	M	0.20000	+ -
B	Graduate Instruction	M	0.20000	+ -
D	Acac Advising of Graduates	M	0.10000	+ -
E	Dept Funded Res/Creative Work	M	0.05000	+ -

Red annotations on the screenshot include: 'To change a code, select code from list.' pointing to the 'Code' column; 'After verifying/Updating, turn on "OK to Process" check box and select "Save."' pointing to the 'OK to Process' checkbox; 'To add a service code, select "+" sign.' pointing to the '+' button; and 'To delete a service code, select "-" sign.' pointing to the '-' button.

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](#)