

## TOPIC 2: REFERENCE TABLES

The purpose of this topic is to familiarize you with the reference tables associated with Applicant Tracking. Most of these reference tables are maintained by the Office of Administration. These reference tables contain pertinent information that you will need to understand as you establish and manage jobs and applicants.

Reference tables provide valid values for use on transactions, provide reference data to other tables, and provide information used for processing and reporting.

**At the end of this topic, you will be able to:**

- Describe how reference tables are used in Applicant Tracking
- Access the reference tables



## **APPLICANT TRACKING REFERENCE TABLES**

- **ACTIVITY RESULT (RSLT)**
- **AGENCY RANKING (RANK)**
- **APPLICANT STATUS (APST)**
- **APPLICANT STATUS REASON (APSR)**
- **APPLICANT TRACKING ACTIVITY (ATVY)**
- **COURSE (CRSE)**
- **COURSE GRADE (CGRD)**
- **DEGREE (DEGR)**
- **FORMAL EDUCATION MAJOR (MAJR)**
- **GEOGRAPHIC LOCATION (GEOG)**
- **INTERVIEW RATING (IRTG)**
- **JOB NOTICE STATUS (JNST)**
- **JOB NOTICE STATUS REASON (JNSR)**
- **JOB NOTICE TYPE (JNTP)**
- **JOB STATEMENT (JSTA)**
- **NAME CHANGE REASON (NMCR)**
- **OTHER FACTORS (FACT)**
- **RECOMMENDATION (RCMD)**
- **REFERRAL SOURCE (REFR)**
- **SCHOOL (SCHL)**
- **SKILL LEVEL (SKLL)**
- **SKILL TYPE (SKLS)**
- **SPECIAL REQUIREMENTS (SPRQ)**
- **TEST TYPE (TETP)**



## REFERENCE TABLES

### ACTIVITY RESULT (RSLT)

SP

The Activity Result (RSLT) window is used to define codes that describe applicants' performance in different tests and activities during the interview process. These codes are also used to describe the result of various activities scheduled for a job notice.

### AGENCY RANKING (RANK)

SP

The Agency Ranking (RANK) window is used to define the codes that describe the preference an applicant might have for one agency in comparison to another. For example, if an applicant prefers agency 010 to agency 020, agency 010 would be given the higher preference code, as defined on this window.

### APPLICANT STATUS (APST)

SP

The Applicant Status (APST) window is used to define the codes that describe the status an applicant may hold in the application process. This window also defines whether an applicant in this status can be hired, if the applicant is active, and the number of months an employee can be in this status before their records are archived. An archive value of '0' (zero) indicates the applicant will never be archived as long as they are in this status. Lastly, this window defines what status all other job notices of the applicants will be moved into once the applicant is moved into this status for the existing job notice.

For example, in the status shown above, an applicant moved into this status has been hired (Hiring Status = **Y**), is not active (Active Status is not selected), and the applicant's records will be archived five months after the date the applicant is moved into this status (Number of Months Before Archive = **5**). Further, the applicant's remaining job notices (if any) will be given an applicant status of **CL** (Automated Updated Status = **CL**).

### APPLICANT STATUS REASON (APSR)

SP

The Applicant Status Reason (APSR) window is used to define codes that describe the reasoning used in assigning an applicant to a given applicant status.

### APPLICANT TRACKING ACTIVITY (ATVY)

SP

The Applicant Tracking Activity (ATVY) window is used to define the codes that describe any activities associated with a job notice (such as posting the notice) or applicant (such as completion of an interview) during the interview process.



## APPLICANT TRACKING REFERENCE TABLES

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- **OTHER FACTORS (FACT)**
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- **TEST TYPE (TETP)**

**COURSE (CRSE)**

SP

The Course (CRSE) window is used to define the codes that identify educational or training courses the State of Missouri considers relevant when evaluating applicants.

**COURSE GRADE (CGRD)**

SP

The Course Grade (CGRD) window is used to identify possible grades employees can receive for courses given at a particular school. A wildcard entry (\*\*\*\*\*) in the School field indicates that the grade code is applicable to all schools.

**DEGREE (DEGR)**

SP

The Degree (DEGR) window is used to define the codes that identify general degrees or applicants might have achieved.

**FORMAL EDUCATION MAJOR (MAJR)**

SP

The Formal Education Major (MAJR) window is used to define the codes that identify any type of formal education concentrations an employee has completed. Both majors and minors can be stored on this table.

**GEOGRAPHIC LOCATION (GEOG)**

SP

The Geographic Location (GEOG) window is used to define codes that identify the geographic area where an applicant currently resides or where an applicant is seeking employment.

**INTERVIEW RATING (IRTG)**

SP

The Interview Rating (IRTG) window is used to define codes that describe applicants' performance during the interview process.

**JOB NOTICE STATUS (JNST)**

SP

The Job Notice Status (JNST) window is used to define the codes that identify the possible statuses a job notice might have during the hiring process. This window also defines whether a job notice in this status is active (accepting applications), and a number of months a job notice can be in this status before its records are archived. An archive value of '0' (zero) indicates a job notice will never be archived while it is in this status.

**JOB NOTICE STATUS REASON (JNSR)**

SP

The Job Notice Status Reason (JNSR) window is used to define the codes that describe the basis for assigning a job notice a particular status.

**JOB NOTICE TYPE (JNTP)**

SP

The Job Notice Type (JNTP) window defines the codes that group job notices into categories. These categories, or types, of job notices give a general description of the types of duties an employee hired into this job type would perform. For example, all managerial jobs can be grouped under one job notice type.

**JOB STATEMENT (JSTA)**

SP



# TITLE (TITL)

**Title**

Title	A00001	Expiration Date	99 / 99 / 99
Effective Date	01 / 01 / 20	Long Description	SENATE PRESIDENT PRO TEM
Short Description	SN PRES PT	Occupational Group	NA
Title Group		Grade	
Job Class		Job Requirement	
EEO Job Category	A	Salary Minimum	1.00
Salary Maximum	31,582.00	Include in EEO Report	<input type="checkbox"/>
Include in A-21	<input type="checkbox"/>	Title Represented by Union	<input type="checkbox"/>
Residency Required	<input type="checkbox"/>		
<b>Evaluation</b>			
Evaluation Period Basis	Unit	Type	Rating Profile
<input type="radio"/> Original Appointment Date	<input type="radio"/> Days	Length	Target Title
<input type="radio"/> Pay Progression Start Date	<input type="radio"/> Months	End Date	/
<input type="radio"/> Date in Title	<input checked="" type="radio"/> N / A		
<input checked="" type="radio"/> None			
<b>User Defined Fields</b>			
#1	8810	#2	
#3		#4	
#5			



# NOTES



## TITLE (TITL)

The Title (TITL) window is a complex reference table that defines and identifies the title of the employee's job. It specifies job information including Fair Labor Standards Act (FLSA) exemption, Equal Employment Opportunity (EEO) category, title group, occupational group, grade, union membership, and salary minimum and maximum. This table contains the codes used to populate the Title field on the Position Attributes panel of the PSMT.

**Step 1** To open TITL from the SAM II Desktop Navigator window, click on the Go To icon. Type TITL in the "CODE". Click on the Open button.

**Step 2** Populate the following field to narrow your search on the TITL window.

**TITLE** – All UCP title codes begin with “0” plus the four digit Department Class Code found in the UCP Pay Plan and Index of Classes. Title codes for Non-UCP agencies begin with their unique agency identifier. See appendix for the list of agency identifiers. Type 000022.

Select **Display**: **Browse Data**.

**Step 3** Information for the specific Title you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** – This field establishes the effective date of this title.

**EXPIRATION DATE** – This field indicates the last date the information is in effect.

**SHORT DESCRIPTION** – This field indicates the short description of the title.

**LONG DESCRIPTION** – This field indicates the long description of the title.

**TITLE GROUP** – This field provides a further breakdown of the EEO Job Category for EEO reporting.

**OCCUPATIONAL GROUP** – This field is used for federal reporting of occupational groups.

**GRADE** – This field indicates the grid and range associated with the title.



# TITLE (TITL)

**Title**

Title	A00001	Expiration Date	99 / 99 / 99
Effective Date	01 / 01 / 20	Long Description	SENATE PRESIDENT PRO TEM
Short Description	SN PRES PT	Occupational Group	NA
Title Group		Grade	
Job Class		Job Requirement	
Salary Minimum	1.00	Salary Maximum	31,582.00
<input type="checkbox"/> Include in EEO Report		<input type="checkbox"/> Title Represented by Union	
<input checked="" type="checkbox"/> Exempt Employee (FLSA Exempt)		<input type="checkbox"/> Residency Required	
<input type="checkbox"/> Include in A-21			

Evaluation

Evaluation Period Basis	Unit	Type	Rating Profile
<input type="radio"/> Original Appointment Date	<input type="radio"/> Days	Length	Target Title
<input type="radio"/> Pay Progression Start Date	<input type="radio"/> Months	End Date	/
<input type="radio"/> Date in Title	<input checked="" type="radio"/> N / A		
<input checked="" type="radio"/> None			

User Defined Fields

#1	8810	#2		#3		#4		#5	
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# NOTES



## TITLE (TITL)

**Step 3** Continue to review the remaining fields.

**JOB CLASS** – This field will not be used by the State of Missouri.

**JOB REQUIREMENT** – This field will be used only if Applicant Tracking is used.

**EEO JOB CATEGORY** – This field indicates the EEO group this title should be included in for EEO reporting.

**SALARY MINIMUM** – This field indicates the annual pay rates for the title. For UCP titles these fields are the same as the range found in the UCP Pay Plan and Index of Classes. This field is set very broadly for unclassified titles to accommodate the extent of usage of those titles.

**SALARY MAXIMUM** – This field indicates the maximum annual salary available for this title.

**INCLUDE IN EEO REPORT** – This checkbox indicates whether the title will be included on EEO reports.

**TITLE REPRESENTED BY UNION** – This field will not be used by the State of Missouri.

**RESIDENCY REQUIRED** – This field will not be used by the State of Missouri.

**EXEMPT EMPLOYEE (FLSA EXEMPT)** – This checkbox indicates whether the title is for FLSA exempt employees.

**INCLUDE IN A-21** – This field will not be used by the State of Missouri.

**NOTE:** The State of Missouri will not use the fields under the Evaluation Section of the Title window.

**USER DEFINED FIELDS #1-#5** – The State of Missouri will use User Defined Field #1 for Workers Compensation Code. The remaining fields are reserved for future use.

**Step 4** Close the TITL window.



## SUB-TITLE (STTL)

Sub-Title			
Title	A00001		
Sub-title	A1		
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	LEGIS		
Long Description	LEGISLATURE		
Pay Policy	STAND		
Leave Policy	LEGIS		
Deduction Policy	STAND		
FLSA Profile			
Client Profile			



## NOTES



## SUB-TITLE (STTL)

The Sub-Title (STTL) window is a complex reference table that identifies the set of pay, leave and deduction policies and FLSA profile and client profile that govern employees in a particular title. There may be multiple sub-titles per title. This table contains the codes used to populate the Sub-Title field on the Position Attributes panel of the PSMT.

**Step 1** To open STTL from the SAM II Desktop Navigator window, click on the Go To icon. Type STTL in the "CODE". Click on the Open button.

**Step 2** Populate the following fields to narrow your search on the STTL window.

**TITLE** – This field indicates the title code associated with the sub-title. Type 000022.

**SUB-TITLE** – This field indicates the sub-title code for the title. Type J1.

Select **Display**: **Browse Data**.

**Step 3** Information for the specific Title and Sub-Title you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** – This field indicates the date the sub-title is effective.

**EXPIRATION DATE** – This field indicates the last date the information is in effect.

**SHORT DESCRIPTION** – This field indicates the short description of the sub-title.

**LONG DESCRIPTION** – This field indicates the long description of the sub-title.

**PAY POLICY** – This field groups employees that share pay events (i.e., shift differential, emergency squad) specific to an agency.



## SUB-TITLE (STTL)

Sub-Title			
Title	A00001		
Sub-title	A1		
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	LEGIS		
Long Description	LEGISLATURE		
Pay Policy	STAND		
Leave Policy	LEGIS		
Deduction Policy	STAND		
FLSA Profile			
Client Profile			



## NOTES



## SUB-TITLE (STTL)

**Step 3** Continue to review the remaining fields.

**LEAVE POLICY** – This field groups employees into defined parameters which are used by an agency to govern employee leave processing (i.e., Personnel Advisory Board Rules).

**DEDUCTION POLICY** – This field defines the deductions or fringe benefits for which a particular group of employees are eligible.

**FLSA PROFILE** – This field indicates the work cycle (7 day, 14 day or 28 day) associated with a particular sub-title used in figuring federal compensatory time.

**CLIENT PROFILE** – This field indicates the work cycle (7 day, 14 day or 28 day) associated with a particular sub-title used in figuring state compensatory time.

**Step 4** Close the STTL window.



# CIVIL SERVICE STATUS (CIVS)

	Status	Effective Date	Expiration Date	Short Description	Long Description	UCP
1	MODOT	01 01 20	99 99 99	MODOT	MODOT	N
2	NUCP	01 01 20	99 99 99	NON M/UCP	NON MERIT, NON UCP	N
3	UCPE	01 01 20	99 99 99	UCP EXEMPT	UCP NON MERIT EXEMPT	Y
4	UCPP	01 01 20	99 99 99	UCP COVERED	UCP NON MERIT COVERED	Y
5	UCPU	01 01 20	99 99 99	UCP MERIT UN	UCP MERIT SYSTEM UNCLASSIFIED	Y
6	UCPY	01 01 20	99 99 99	UCP MERIT	UCP MERIT SYSTEM CLASSIFIED	Y
7						

	Long Description	UCP	Classified	Merit	Title Edit	Override Edit	PEDT Group
1	MODOT	N	N	N	Y	Y	NE
2	NON MERIT, NON UCP	N	N	N	N	N	NE
3	UCP NON MERIT EXEMPT	Y	N	N	Y	Y	UC
4	UCP NON MERIT COVERED	Y	Y	N	Y	Y	UC
5	UCP MERIT SYSTEM UNCLASSIFIED	Y	N	Y	Y	Y	UC
6	UCP MERIT SYSTEM CLASSIFIED	Y	Y	Y	Y	Y	UC
7							



## CIVIL SERVICE STATUS (CIVS)

The Civil Service Status (CIVS) window is a simple reference table that distinguishes between a position by UCP or Non-UCP. If the position is UCP, it also identifies if the position is merit or non-merit. This table contains the codes used to populate the Civil Service Status field on the Position Attributes panel of the PSMT.

**Step 1** To open CIVS from the SAM II Desktop Navigator window, click on the Go To icon. Type CIVS in the "CODE". Click on the Open button.

**Step 2** Select **Display: Browse Data**.

**Step 3** Information for the specific Status you entered in Step 2 should now appear. Let's review the remaining fields.

**STATUS** – This field indicates the types of Civil Service Status (MoDot, non-merit Non-UCP, UCP non-merit exempt, UCP non-merit covered, UCP merit system unclassified, and UCP merit system classified).

**EFFECTIVE DATE** – This field indicates the date the status is effective.

**EXPIRATION DATE** – This field indicates the last date the status is in effect.

**SHORT DESCRIPTION** – This field indicates a short description of the status.

**LONG DESCRIPTION** – This field indicates a long description of the status.

**UCP** – This field indicates whether the position holding this status is covered by Uniform Classification and Pay.

**CLASSIFIED** – This field indicates whether the position holding this status is classified.



# CIVIL SERVICE STATUS (CIVS)

	Long Description	UCP	Classified	Merit	Title Edit	Override Edit	PEDT Group
1	MODOT	N	N	N	Y	Y	NE
2	NON MERIT, NON UCP	N	N	N	N	N	NE
3	UCP NON MERIT EXEMPT	Y	N	N	Y	Y	UC
4	UCP NON MERIT COVERED	Y	Y	N	Y	Y	UC
5	UCP MERIT SYSTEM UNCLASSIFIED	Y	N	Y	Y	Y	UC
6	UCP MERIT SYSTEM CLASSIFIED	Y	Y	Y	Y	Y	UC
7							



## NOTES



## CIVIL SERVICE STATUS (CIVS)

**Step 3** Continue to review the remaining fields.

**MERIT** – This field indicates whether the position holding this status is covered by the merit system.

**TITLE EDIT** – This field indicates whether the title on the PSMT has to match the title or title category on the ESMT.

**OVERRIDE EDIT** – If this field is set to Y, you will only be able to override profile and pay information at the position level on the PSMT. If this field is set to N, you will be able to override profile and pay information at the position level on the PSMT and employee level on the ESMT.

**Note:** All UCP agencies can only override at the position level with approval from OA/Accounting.

**PEDT GROUP** – This field allows customized editing for personnel actions and reasons for UCP and Non-UCP agencies.

**Step 4** Close the CIVS window.



# PAY CLASS (PYCL)

Pay Class			
Pay Class	PFS	Effective Date	01 / 01 / 20
Short Description	EXPT PP FS	Expiration Date	99 / 99 / 99
Long Description	SLRY- EXPT FRI SAT OFF		
Payment Frequency ID	Semi-monthly	Positive / Exception ID	Exception Paid
Amount Basis ID	Pay Period Amount	Override Annualization Factor	0.0000
<b>Salary Factor</b>			
Numerator	1	Denominator	1
		Leap Year Denominator	1
<b>Pay Class Standards</b>			
Daily Work Hours	8.00000	Pay Period Hours	86.66670
		Weekly Work Hours	40.00000
Pay Period Days	10.83330	Yearly Work Days	260.00000
<b>Contract / Reserve Data</b>			
Contract Pay	<input type="radio"/> Allowed <input checked="" type="radio"/> Not Allowed <input type="radio"/> No Entry	Contract Days Count	0.0000
Reserve Pay Allowed	Not Eligible	Contract Hours Per Day	0.0000
Contract Work Cycle	OFS	Reserve Accrual Periods #	0
Calendar Work Cycle	OFS	Reserve Payout Periods #	0



## NOTES



## PAY CLASS (PYCL)

The Pay Class (PYCL) window assigns pay attributes that will be assigned to both the position and the employee. Pay class codes indicate such factors as:

- Whether a position and employees are positive, exception paid, or both.
- Daily, Weekly, and Yearly Work and Pay Period hours.

This table contains the codes used to populate the Pay Class field on the Position Attributes panel of the PSMT.

**Step 1** To open PYCL from the SAM II Desktop Navigator window, click on the Go To icon. Type PYCL in the "CODE". Click on the Open button.

**Step 2** Populate the following fields to narrow your search on the PYCL window.

**PAY CLASS** – This field indicates the code used to group together employees for whom pay is calculated and paid in an identical manner. Type **PFS**.

Select **Display: Browse Data**.

**Step 3** Information for the specific Pay Class you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** – Required. This field indicates the date the pay class is effective.

**SHORT DESCRIPTION** – This field indicates the short description of the pay class.

**EXPIRATION DATE** – This field indicates the last date the pay class is in effect.

**LONG DESCRIPTION** – This field indicates a long description of the pay class.

**PAYMENT FREQUENCY ID** – This field indicates the frequency of payment for the pay class (weekly, bi-weekly, monthly, semi-monthly and annually).

**POSITIVE/EXCEPTION ID** – This field indicates if the employees in the pay class are to be processed by gross-to-net as exception pay, positive pay, or both (positive paid for time worked, but allowing exception-based generation of recurring dollar payments).



# PAY CLASS (PYCL)

Pay Class			
Pay Class	PFS	Effective Date	01 / 01 / 20
Short Description	EXPT PP FS	Expiration Date	99 / 99 / 99
Long Description	SLRY- EXPT FRI SAT OFF		
Payment Frequency ID	Semi-monthly	Positive / Exception ID	Exception Paid
Amount Basis ID	Pay Period Amount	Override Annualization Factor	0.0000
<b>Salary Factor</b>			
Numerator	1	Denominator	1
		Leap Year Denominator	1
<b>Pay Class Standards</b>			
Daily Work Hours	8.00000	Pay Period Hours	86.66670
		Weekly Work Hours	40.00000
Pay Period Days	10.83330	Yearly Work Days	260.00000
<b>Contract / Reserve Data</b>			
Contract Pay	<input type="radio"/> Allowed <input checked="" type="radio"/> Not Allowed <input type="radio"/> No Entry	Contract Days Count	0.0000
Reserve Pay Allowed	Not Eligible	Contract Hours Per Day	0.0000
Contract Work Cycle	OFS	Reserve Accrual Periods #	0
Calendar Work Cycle	OFS	Reserve Payout Periods #	0



## NOTES

## PAY CLASS (PYCL)



**Step 3** Continue to review the remaining fields.

**AMOUNT BASIS ID** – This field indicates the employee's time-based pay rate. Valid values are:

- Annual Salary - time-based pay rates defined as an annual salary
- Hourly Rate - time-based pay rates defined as a hourly salary
- Daily Amount - time-based pay rates defined as a daily amount
- Pay Period amount – time-based pay rates defined as an amount paid for the pay period
- Contract pay - time-based rates defined as an annual salary, but are processed under the smoothing contract pay model. The State of Missouri will not be using Contract Pay.

**OVERRIDE ANNUALIZATION FACTOR** – If this pay class allows employees to be paid over part of a year, this field indicates the number of pay periods for which the employees are paid so that sufficient taxes (from marginal tax tables) are withheld. This factor is used to annualize the employee's pay for withholding taxes.

**NUMERATOR** – This field indicates the numerator to be used in the conversion of annual salaries to the proper pay frequency for gross-to-net generated payments.

**DENOMINATOR** – This field indicates the denominator to be used in the conversion of a salary amount from one basis to another.

**LEAP YEAR DENOMINATOR** – This field indicates the salary factor denominator to be used in a leap year.

**DAILY WORK HOURS** – This field indicates the standard work hours per day.

**PAY PERIOD DAYS** – This field indicates the standard number of workdays in the pay period.

**WEEKLY WORK HOURS** – This field indicates the standard number of hours worked per week.

**PAY PERIOD HOURS** – This field indicates the standard number of hours in a pay period.

**YEARLY WORK DAYS** – This field indicates how many effective days during the year an employee would work in this pay class.



# PAY CLASS (PYCL)

Pay Class			
Pay Class	PFS	Effective Date	01 / 01 / 20
Short Description	EXPT PP FS	Expiration Date	99 / 99 / 99
Long Description	SLRY- EXPT FRI SAT OFF		
Payment Frequency ID	Semi-monthly	Positive / Exception ID	Exception Paid
Amount Basis ID	Pay Period Amount	Override Annualization Factor	0.0000
<b>Salary Factor</b>			
Numerator	1	Denominator	1
		Leap Year Denominator	1
<b>Pay Class Standards</b>			
Daily Work Hours	8.00000	Pay Period Hours	86.66670
		Weekly Work Hours	40.00000
Pay Period Days	10.83330	Yearly Work Days	260.00000
<b>Contract / Reserve Data</b>			
Contract Pay	<input type="radio"/> Allowed <input checked="" type="radio"/> Not Allowed <input type="radio"/> No Entry	Contract Days Count	0.0000
Reserve Pay Allowed	Not Eligible	Contract Hours Per Day	0.0000
Contract Work Cycle	OFS	Reserve Accrual Periods #	0
Calendar Work Cycle	OFS	Reserve Payout Periods #	0



## NOTES



## PAY CLASS (PYCL)

**Step 3** Continue to review the remaining fields.

**CONTRACT PAY** – Not used by the State of Missouri.

**CONTRACT DAYS COUNT** – Not used by the State of Missouri.

**RESERVE PAY ALLOWED** – Not used by the State of Missouri.

**CONTRACT HOURS PER DAY** – Not used by the State of Missouri.

**CONTRACT WORK CYCLE** – This field indicates the contract work cycle for employees in this pay class.

**RESERVE ACCRUAL PERIODS #** - Not used by the State of Missouri.

**CALENDAR WORK CYCLE** – This field indicates the calendar work cycle that applies to employees in this pay class.

**RESERVE PAYOUT PERIODS #** - Not used by the State of Missouri.



## ACTIVITY HEADING

What reference table identifies the set of pay, leave and deduction policies and FLSA profile and client profile that govern employees in a particular title?

How is it determined if a position is exception paid?