

**KPAY303, Salary/Wages Breakdown by Classification File**

<b>FIELD NAME</b>	<b>TYPE</b>	<b>LENGTH</b>	<b>START POS</b>	<b>EXPLANATION/DESCRIPTION</b>
Agency	Char	3	1	The agency's three digit number.
PCA	Char	5	4	The funding PCA number.
GL Pay Type	Char	2	9	The position classification. Values are: CR = Classified Regular CT = Classified Temporary UR = Unclassified Regular UT = Unclassified Temporary
JobCode	Char	6	11	The code used to identify a particular job class.
Job Description	Char	30	17	The description for the job code.
Job Grade	Char	3	47	The job grade for the job code.
Base Salary	Char	12	50	The amount of base salary pay charged to the PCA/JobCode combination.
Overtime Amount	Char	12	62	The amount of overtime pay charged to the PCA/JobCode combination.
Shift Differential	Char	12	74	The amount of shift differential pay charged to the PCA/JobCode combination.
Holiday Pay	Char	12	86	The amount of holiday pay charged to the PCA/JobCode combination. Includes only holiday pay that is paid and budgeted as part of the employee's base salary.
Longevity Pay	Char	12	98	The amount of longevity pay charged to the PCA/JobCode combination. These annual payments are based on years of service.
Taxable Employee Business Expenses	Char	12	110	The amount of taxable employee business expense charged to the PCA/JobCode combination.
Fringe Benefits	Char	12	122	The amount of fringe benefit income charged to the PCA/JobCode combination. Fringe benefits don't increase employee pay but are taxable.
Holiday Pay Addition	Char	12	134	The amount of holiday pay charged to the PCA/JobCode combination. Includes only holiday pay that is paid and budgeted in addition to the employee's base salary.
Pay Period End Dt	Date	10	146	The pay period end date in YYYYMMDD format.

## PROCEDURES TO IMPORT KPAY303 INTO EXCEL

1. Retrieve KPAY303 from the agency's SHARP directory using WS-FTP software - refer to the Reporting Section in the Introduction to Sharp Book for download procedures. Copy the file to the C:\Temp (or other) directory on your PC.
2. Open EXCEL.  
Click on File, Open  
  
Change "List Files of Type" to All Files  
  
Change directory and path to locate file (C:\Temp\File Name). Select KPAY303 file.
3. Text Import Wizard - Step 1 of 3 will display.  
Original Data Type - select Fixed Width if not selected.  
  
Click on Next push-button. Text Import Wizard - Step 2 of 3 will display.  
Insert column break lines by referencing the attached Salary/Wages Breakdown by Classification file layout.  
  
Use mouse to insert, delete, or move column break lines. See directions on screen.  
  
Click on Next push-button. Text Import Wizard - Step 3 of 3 will display.  
Leave Column Data Format as General.  
  
Click on Finish - data will be imported into the spreadsheet.
4. Format data as desired (i.e. add headings, change column widths, align data, etc.).
5. Save file - change "Save File as Type" to Microsoft EXCEL Workbook and assign path and file name where file is to be stored.

If you need assistance with these procedures, contact the Division of Accounts and Reports, Customer Service Team at (785) 296-2311.