

SAS-Radio

Frequently Asked Questions (FAQ)
Version 6-1

The following FAQ(s) are as of January 19, 2012

2011 SAS Additions/Modifications

No changes were made to the SAS 2011 survey.

Web Based Training

Q. Where do we register for SAS-Radio training?

A. CPB is managing the registration process for all ISIS related (AFR, FSR, SABS and SAS) End User training. You can navigate to → <http://www.cpb.org/stations/isis/training/> and register for any training session. If you have a specific SAS-Radio training questions please contact the SAS Support Team via e-mail at SAS@cpb.org or phone the Help Desk at 866.635.ISIS [4747].

SAS-Radio Survey: General Questions:

Q. How do I request an extension for the SAS survey?

A. Please follow these steps:

- 1) Log into the ISIS system
- 2) Scroll to the bottom of the summary page
- 3) 'Click' the "Go to Main" button for SAS
- 4) Expand the "Survey Status" area for SAS
- 5) 'Click' the link "Extension Requests"
- 6) Request an extension

Q. I am unable to access the SAS survey in the ISIS system?

A. In order to access the SAS survey you will need to have the SAS security group added to your ISIS profile. Your station's Grants Administrators, Head of Grantee and/or Licensee Official are the ONLY individuals that can make changes to the ISIS security groups.

Q. What are the web browser requirements for viewing/completing the online survey?

A. The on-line ISIS application has been tested with Internet Explorer 6.0/7.0 as well as Firefox 3.5.

Employment Section:

Q. What time period should we refer to when entering information into Section 1?

A. In Section 1 for questions # 1.1 - # 1.4, use one payroll period in January 2012. Headcounts should reflect actual employment during one payroll period. Additionally, the same payroll period should be used in each year's report. In Section 1 for questions # 1.5 - #1.7, refer to your stations fiscal year.

Q. How do we determine if an employee at the station should be reported as a full-time employee or part-time employee? How do I could I classify a consultant as a full-time or part-time employee?

A. A full-time employee is any individual who works at least the number of hours per week that constitute the normal work week at your institution or station. A part-time employee is any individual who works less than the number of hours per week that constitute the normal work week at your institution or station.

Q. Should we report contractors or consultants as a full-time or part-time employee for questions #1.1 and #1.3?

A. Independent contractors and consultants (e.g., individuals who receive a 1099 tax form at the end of the year) should NOT be included as either full-time or part-time personnel. Unpaid personnel (e.g., unpaid students and volunteers) and occasional hourly workers also should NOT be included as either full-time or part-time personnel.

Salary Section:

Q. What time period should we refer to when entering information into Section 2?

A. For Section 2, use one payroll period in January 2012. Headcounts should reflect actual employment during one payroll period.

Q. Can I include my part-time employees in this salary section?

A. For Section 2, you should ONLY report full-time employees.

Q. What if I have full-time employees that do not match any of the job titles in Section 2?

A. You should only include full-time employees that match the associated job titles. Do not include these full-time individual in Section 2.

Governing Board Section:

Q. What time period should we refer to when entering information into Section 3?

A. The questions in Section 3 pertain to the licensee's board of directors as of January 1, 2012.

Journalism:

Q. What time period should we refer to when entering information into Section 7?

A. For Section 2, include both employees and contractors employed/contracted by the station during January 2011.

Q. Should we include unpaid or volunteer journalist in the journalism section?

A. For Question #5.1, do not include unpaid or volunteer journalist. Include only full-time/part-time employees or consultants/contractors being paid by the station in January 2012.