

# **SAS-TV**

**Frequently Asked Questions (FAQ)**  
**Version 6-1**

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The following FAQ(s) are as of January 1, 2012

### **2011 SAS Additions/Modifications**

No changes were made to the SAS 2011 survey.

### **Web Based Training**

#### **Q. Where do we register for SAS-TV 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-TV training questions please contact the SAS Support Team via e-mail at [SAS@cpb.org](mailto:SAS@cpb.org) or phone the Help Desk at 866.635.ISIS [4747].

### **SAS-TV 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 5?**

A. For Section 2, include both employees and contractors employed/contracted by the station during January 2012.

**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.