

# **SAS-TV**

**Frequently Asked Questions (FAQ)  
Version 17-1**

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The following FAQ(s) are as of December 21, 2022

### **SAS-TV Modifications**

Section #2 – Five new job titles were added based on system feedback.

1. Head of Audience – added to #2.2
2. Social Media Specialist / Manager – added to #2.2
3. Digital Content Director – added to #2.3
4. Digital Project Manager – added to #2.3
5. Managing Director, Audience Engagement – added to #2.3

Section #8 – New section that was added with four questions to capture information around the digital platforms used by the station.

### **Web Based Training**

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

A. CPB offers pre-recorded, live webinar and workshop sessions for all Integrated Station Information System (Integrated Station Information System, AFR, FSR, Legal Form, SABS and SAS) related 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 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 866.635.4747.

### **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 Integrated Station Information 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 Integrated Station Information System?**

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

### **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 2023. 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 station's 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 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 2023. 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, 2023.

**Journalism:**

**Q. What time period should we refer to when entering information into Section 5?**

A. For Section 5, include both employees and contractors employed/contracted by the station during January 2023.

**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 2023.

**Digital Platforms:**

**Q. What time period should we refer to when entering information into Section 6?**

A. For Section 6, use the systems that are currently being used by the station as of January 2023.