

PS0014 – Payroll Information Screen

Description

Use this screen to enter information needed by PPMS to pay an employee on a pay cycle. This information includes the pay cycle code, payment method (check or advice), payment location (home or campus), bank account for a direct deposit, employee's permanent and current addresses, and withholding tax information.

See below for an example of the Payroll Information Screen:

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PS0014-004          PAYROLL INFORMATION SCREEN
EMPLOYEE ID [      ] EMPLOYEE NAME [                      ] TYPE [ ]
      MAIN PAY CYCLE [ ]          PAYROLL PAYMENT METHOD [ ]
PAYROLL PAYMENT LOCATION [ ]    PAYMENT DISTRIBUTION LOCATION [ ]
      BANK TRANSIT NUMBER [      ]          BANK ACCOUNT TYPE [ ]
      BANK ACCOUNT NUMBER [      ]          PRENOTE IND [ ]
      OASI TAX ELIGIBILITY [ ]          MEDICAL AID ELIGIBILITY [ ]

      PERMANENT ADDRESS          CURRENT ADDRESS
STREET [                      ] [                      ]
CITY [                          ] [                      ]
STATE/ZIP [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
COUNTRY [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

      FEDERAL TAX INFORMATION
MARITAL STATUS [ ] EXEMPTIONS [ ] ADDTNL AMT/IND [ ][ ]
      W-4 YEAR [ ] EIC IND [ ] SUPP ADDTNL AMT/IND [ ][ ]
VISA TYPE [ ] VISA EXPIR DATE [ / ] CITZ COUNTRY [ ] I-9 [ ] [ / / ]

      STATE TAX INFORMATION
MARITAL STATUS [ ] EXEMPTIONS [ ] ADDTNL AMT/IND [ ][ ]
NEXT: FUNC [ ] SCREEN [ ] KEY1 [ ] KEY2 [ ] KEY3 [ ]

CANCEL  NEXT SCREEN  PRINT  REFRESH  [ ] [ ]  HELP  MENU
  
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User Functions and Key Fields

Func A (Add); C (Change); I (Inquire)
 Key1 Employee ID
 Key2 Leave blank
 Key3 Leave blank

Data Field List

Employee ID	City
Employee Name (display only)	State and ZIP
Type (display only)	Country
Main Pay Cycle (required)	(Federal) Marital Status
Payroll Payment Method	Exemptions
Payroll Payment Location	Addtnl Amt
Payment Distribution Location	Ind

Bank Transit Number	Exempt Year
Bank Account Type	EIC Ind
Bank Account Number	Supp Addtnl Amt
Prenote Ind (display only)	Ind
OASI Tax Eligibility	Visa Type
Medical Aid Eligibility	Visa Expir Date
Permanent Address	Citz Country
Street (first line is required)	I-9 Ind
City	I-9 Expir Date
State and ZIP	(State) Marital Status
Country	Exemptions
Current Address	Addtnl Amt
Street (first line is required)	Ind

Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D

Employee Name (EMP-NAME) Display only.

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	Last, First Middle; Suffix A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.
Values	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Data Sets	EMP database: EMP-M

Employee Type (EMP-TYP)

Definition	Display only. A code identifying an employee's primary personnel category.
Length	1 character
Values	Defined by SBCTC-ITD on the Employee Type Table (PS9026) as follows: C Classified E Exempt F Full-time faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer
Data sets	EMP database: EMP-M TBL5 database: APP-STAT-TBL-D EMP-TYP-TBL-M JOB-CLASS-TBL-M

Main Pay Cycle (MAIN-CYCLE)

Definition	Entry required. Identifies the pay cycle on which a deduction calendar code is to be effective. During the main pay cycle, miscellaneous deductions are processed for the employee.
Length	2 characters
Values	The first character of the pay cycle code is the pay cycle frequency, which is defined by SBCTC-ITD and identifies the frequency of a pay cycle code. The second character of the pay cycle code is college-defined on the Pay Cycle Table (PS9023) and cannot be blank. Valid pay frequency codes are: B Biweekly M Monthly

	Q Quarterly S Semimonthly W Weekly
Data sets	EMP-M

Payroll Payment Method (PAYR-PYMT-METH)

Definition	A code identifying the method by which the employee wants to be paid.
Length	1 character
Values	Defined by SBCTC-ITD as follows: C Pay by check (default) D Direct deposit with advice
Edits	If the entry in this field is D (direct deposit with advice), values must be entered into the Bank Transit Number field, the Bank Account Type field, and the Bank Account Number field.
Data sets	EMP-M

Payroll Payment Location (PAYR-PYMT-LOC)

Definition	A code indicating how the employee's check or advice should be sorted for distribution.
Length	1 character
Values	Defined by SBCTC-ITD as follows: 1 Payment distribution location 2 Home department 3 Name 4 Current address ZIP code 5 Mail stop
Edits	On the Payroll Information Screen (PS0014, if the entry in this field is 1 (payment distribution location), an entry must be made in the Payment Distribution Location field.
Data sets	EMP-M

Payment Distribution Location (PYMT-DISTR-LOC)

Definition	A code identifying the internal location for the distribution of an employee's paycheck or advice.
Length	3 characters
Values	Defined by colleges on the Department Table (PS9006)
Edits	Payment distribution location must be a valid code on the Department Table (PS9006).
Data sets	EMP-M

Bank Transit Number (BANK-TRNSIT-NUM)

Definition	A code identifying the Federal Reserve number of the bank designated for the electronic fund transfers (EFTs) of paychecks or vendor payments.
Length	9 characters
Values	Defined by SBCTC-ITD on the Bank Clearing House Table (PS9012). For the complete list of valid codes, print DataExpress report PS9012R.

Edits	A bank transit number must be on the Bank Table (PS9005) before it can be entered on the Payroll Information Screen (PS0014).
Additional information	On the EFT Vendor Table (PS9032), the Bank Transit Number is stored internally but is not shown on the screen.
Data sets	EMP-BENE-D

Bank Account Type (BANK-ACCT-TYP)

Definition	The type of bank account designated by an employee for direct deposits of paychecks or by a vendor for direct deposits of payments.
Length	1 character
Values	Defined by SBCTC-ITD as follows: C Checking S Savings
Additional Information	On the EFT Vendor Table (PS9032), the Bank Account Type for an electronic fund transfer is stored internally but is not shown on the screen.
Data sets	EMP-BENE-D

Bank Account Number (BANK-ACCT-NUM)

Definition	The number of a specific bank account designated for EFT (electronic fund transfer) deposits of employee paychecks.
Length	12 digits
Values	Defined by colleges
Data sets	EMP-BENE-D

Prenote Indicator (PRENOTE-IND)

Definition	A code indicating whether a prenote (advance notification) must be sent to the bank prior to a direct deposit transaction.
Length	1 character
Values	Defined by SBCTC-ITD and colleges as follows: Y Yes, a prenote is required (blank) No, a prenote is not required
Data sets	EMP-BENE-D

OASI Tax Eligibility (OASI-TAX-ELIG)

Definition	A code identifying whether the employee should have OASI deductions taken from gross pay.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y or blank Take OASI deductions M Take Medicare insurance deductions N Do not take OASI deductions S Student waiver (do not take deductions)
Data sets	EMP-M

Medical Aid Eligibility (MEDAID-ELIG)

Definition	A code indicating whether an employee is eligible for medical aid and industrial insurance coverage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, the employee is eligible for medical aid. N No, the employee is not eligible for medical aid. On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is Y.
Data sets	EMP-M

Permanent Address

Definition	A label for a set of fields used for entering an employee's permanent address, to which are mailed the W-2 form and any contracts. These fields are the following: <ul style="list-style-type: none">• Permanent Address Line 1• Permanent Address Line 2• Permanent City• Permanent State• Permanent ZIP Code• Permanent Country
Edits	Under the Permanent Address label, values must be entered for the employee in the Permanent Address Line 1 ("Street") field, Permanent City field, and Permanent State field.

Permanent Address Line 1 (PERM-ADDR-LN-1)

Definition	The first line of an employee's permanent mailing address.
Length	30 characters
Additional Information	Only Permanent Address Line 1 field is labeled (as "Street") on the screen. Below Permanent Address Line 1 is Permanent Address Line 2, which is not labeled.
Data sets	EMP-M

Permanent City/Town (PERM-ADDR-CITY)

Definition	The name of a city or town of an employee's permanent mailing address.
Length	20 characters
Values	On Employee Maintenance screens, the value in this field is copied from the ZIP Code Table (ZX0020).
Data sets	EMP-ADDR-D

Permanent State (PERM-ADDR-ST)

Definition	The Post Office abbreviation identifying an American state or a Canadian province that is part of an employee's permanent mailing address.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).

Data sets	EMP-ADDR-D
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Permanent ZIP Code (PERM-ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area. This ZIP code is part of an employee's permanent mailing address.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Edits	On the Department Table screen (PS9006), if a ZIP code is entered in this field, a value must be entered in the Department Address field. On the Mail Stop Table screen (PS9022), if a ZIP code is entered in this field, a value must be entered in the Mail Stop Address field.
Additional Information	On Employee Maintenance screens, when you make an entry in this field but do not make an entry in the Permanent City/Town Name and Permanent State fields, PPMS fills the City/Town Name and State fields with entries from the ZIP Code Table (ZX0020).
Data sets	EMP-M

Permanent Country (PERM-ADDR-CNTRY)

Definition	As part of an employee's permanent mailing address, the name of a country outside the United States.
Length	20 characters
Edits	If a value is entered in the Country field on the Referral Source Code Table (PS9055), a value is required in the Permanent City field.
Data sets	EMP-ADDR-D

Current Address

Definition	A label for a set of fields used for entering an employee's current (sometimes temporary) address, which is printed on paycheck or advices. These fields are as follows: <ul style="list-style-type: none"> • Address Line 1 • Address Line 2 • City • State • ZIP Code • Country
Edits	Under the Current Address label, values must be entered in the Address Line 1 field, City field, and State field for the employee.
Additional Information	If you type Same on the first line of the Current Address fields, the employee's complete Permanent Address is copied into these fields.

Address Line 1 (ADDR-LN-1)

Definition	The first line of an employee's mailing address.
Length	30 characters
Additional	Only Address Line 1 field is labeled (as "Street") on the screen. Below Address

Information	Line 1 is Address Line 2, which is not labeled.
Data sets	EMP-M

City/Town (CITY)

Definition	The name of a city or town.
Length	20 characters
Values	On Employee Maintenance screens, the value in this field is copied from the ZIP Code Table (ZX0020).
Data sets	EMP database: EMP-ADDR-D TBL5 database: REF-SRC-TBL-M

State (ST)

Definition	A Postal Service abbreviation identifying an American state or a Canadian province.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).
Data sets	EMP-ADDR-D

ZIP Code (ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Additional Information	On Employee Maintenance screens, when you enter a value in this field but do not enter a value in the City/Town Name and State fields, PPMS fills the City/Town Name and State fields with entries from the ZIP Code Table (ZX0020).
Data sets	EMP-M

Country (CNTRY)

Definition	The name of a country outside the United States.
Length	20 characters
Data sets	EMP-ADDR-D

Federal Tax Marital Status (FED-MARITL-STAT)

Definition	A code for the marital status of an employee, as declared on the W-4 form, for computation of the federal withholding tax.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>S or blank</td> <td>Single</td> </tr> <tr> <td>M</td> <td>Married</td> </tr> </table> On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is S.	S or blank	Single	M	Married
S or blank	Single				
M	Married				
Data sets	EMP-M				

Federal Tax Exemptions (FED-TAX-EXEMPT)

Definition	The number of allowances or exemptions an employee has claimed on the W-4 form for federal withholding tax purposes.
Length	2 digits
Values	00-89 Number of allowances 98 No tax liability anticipated 99 Exempt from federal taxes On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is 00.
Data sets	EMP-M

Federal Tax Additional Amount (FED-TAX-ADDTNL)

Definition	An additional amount of federal withholding tax to be deducted from an employee's pay each pay period.
Length	7 digits, including 2 decimals
Format	99999.99
Dependencies	On the Payroll Information Screen (PS0014), this amount can be either a dollar amount or a percentage as determined by the Federal Tax Additional Amount Indicator field.
Additional Information	After you enter an additional tax amount on the Payroll Information Screen (PS0014), it is transferred to the Miscellaneous Deduction Screen (PS0006) for deduction from the employee's pay.
Data sets	EMP-DED-D

Federal Tax Additional Amount Indicator (FED-ADDTNL-IND)

Definition	A code indicating whether the additional amount of federal withholding tax being deducted from an employee's pay is a percentage or a flat amount.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Amount (default) P Percentage
Data sets	EMP-M

W-4 Exempt Year (W4-EXEMPT-YR)

Definition	The year for which the employee has filed his or her most recent W-4 form.
Length	2 characters (for example, "98" for "1998")
Data sets	EMP-M

Earned Income Credit Indicator (EIC-IND)

Definition	A code indicating whether an employee is eligible for earned income credit.
Length	1 character
Values	Defined by SBCTC-ITD as follows: 1 Single or Head of Household 2 Married with both spouses filing certificate

	3 Married without spouse filing certificate Blank Employee is not eligible for earned income credit
Data sets	EMP-M

Supplemental Retirement Additional Amount (SUPP-ADDTNL)

Definition	The amount of additional federal tax to be deducted from retirement pay each pay period.
Length	7 digits, including 2 decimal places
Format	99999.99
Dependencies	Whether this amount is a dollar amount or a percentage is determined by the Supplemental Retirement Additional Amount Indicator.
Data sets	Stored in the Deduction Amount (DED-AMT) field on the EMP-DED-D data set.

Supplemental Retirement Additional Amount Indicator (SUPP-ADDTNL-IND)

Definition	A code indicating whether a supplemental retirement additional amount (federal tax) is a dollar amount or a percentage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Dollar amount P Percentage
Data sets	EMP-M

Visa Type (VISA-TYP)

Definition	A code identifying whether the employee is a citizen of the United States and, if not, which type of visa the employee has.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: (blank) U.S. citizen F1 Student F2 Spouse or child of student FN Foreign national H1 Temporary worker of distinguished merit and ability H2 Temporary worker performing services that no U.S. citizen is available to perform IM Immigrant (resident alien) J1 Exchange visitor J2 Spouse or child of exchange visitor
Data sets	EMP-ADDR-D

Visa Expiration Date (VISA-EXPIR-DATE)

Definition	The month and year that an employee's visa expires.
Length	4 digits
Format	mmyy
Edits	On the Student/Hourly Screen (PS0012) and the Payroll Information Screen

	(PS0014), if a value is entered in the Visa Type field, a date must be entered in this field.
Data sets	EMP-ADDR-D

Citizenship Country (CITZ-CNTRY)

Definition	A code identifying the country of the employee's current citizenship if other than the United States.
Length	4 characters
Data sets	EMP-ADDR-D

I-9 Indicator (I-9-IND)

Definition	A code indicating whether an I-9 form has been received from an employee.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, an I-9 form has been received from the employee. N No, an I-9 form has not been received from the employee.
Data sets	EMP-ADDR-D

I-9 Expiration Date (I-9-EXPIR-DATE)

Definition	The date on which an employee's work visa expires and hence the date on which the employee's I-9 status expires. This field is used only for employees who are not citizens but have a work visa.
Length	6 digits
Format	mmddyy
Data sets	EMP-ADDR-D

State Tax Marital Status (ST-MARITL-STAT)

Definition	A code identifying the marital status of an employee, as declared for computation of the state withholding tax.
Length	1 character
Values	Defined by SBCTC-ITD as follows: S , (blank) Single M Married
Data sets	EMP-M

State Tax Exemptions (ST-TAX-EXEMPT)

Definition	The number of allowances or exemptions that an employee has claimed on the state withholding tax form.
Length	2 digits
Values	Defined by SBCTC-ITD as follows: 00-89 Number of allowances 98 No tax liability anticipated 99 Exempt from state taxes
Data sets	EMP-M

State Tax Additional Dollars (ST-TAX-ADDTNL)

Definition	The amount of additional state withholding tax to be deducted from an employee each pay period.
Length	7 digits, including 2 decimal places
Format	99999.99
Dependencies	On the Payroll Information Screen (PS0014), whether the amount in this field is a dollar amount or a percentage is determined by the State Tax Additional Amount Indicator.
Data sets	EMP-DED-D

State Tax Additional Indicator (ST-ADDTNL-IND)

Definition	A code indicating whether the state tax additional amount is a dollar amount or percentage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Dollar amount P Percentage
Data sets	EMP-M