

Payroll Schedule Initialization Screen (PS1000)

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Description

Use PS1000 to establish and update payroll schedule information. Before a payroll schedule can be initialized on PS1000, the following information must be entered in the Pay Cycle Table (PS9023):

- pay cycle
- regular check date
- pay period beginning and ending dates

You can enter a payroll schedule on the Payroll Processing transaction screens only after it has been initialized on PS1000. For an example of the Payroll Schedule Initialization Screen, see below:

PS1000-003		PAYROLL SCHEDULE INITIALIZATION SCREEN		
PAYROLL SCHEDULE []				
REGULAR CHECK DATE [/ /]		OVERRIDE CHECK DATE [/ /]		
PAY PERIOD END DATE [/ /]		PAYROLL RUN DATE [/ /]		
	PAY CYCLE	PAY PERIOD BEGIN DATE	MULTIPLE PAYMENT CODE	
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []
STUB MSG	[]	[/ /]	[]	[] []

NEXT: FUNC [] SCREEN [] KEY1 [] KEY2 [] KEY3 []

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

FUNC	A (Add); C (Change); D (Delete); I (Inquire)
KEY1	Leave blank
KEY2	Leave blank
KEY3	Enter a Payroll Schedule code

Using the Screen

Before you enter a pay cycle on the Payroll Schedule Initialization Screen (PS1000), verify that institution parameters 1100 (standard work week) and 1101 (standard hours per day) have been set on the Institution Parameter Table (PS9001). PPMS uses these parameters to calculate the number of hours in the standard work week for each pay cycle.

When using the Payroll Schedule Initialization Screen, take the following information into account:

- Use the Override Check Date field only when the scheduled regular check date has to be changed. You must still enter the regular check date on this screen, but the override check date will be printed on the paychecks.
- To set up multiple payments of gross pay on a payroll schedule, you must enter the same number of payments for a specific pay cycle on two screens:
 - On the Payroll Schedule Initialization Screen (PS1000) in the Multiple Payment Code fields for the payroll schedule and pay cycle.
 - On the Job Account Screen (PS0003) in the Mult Pymt Cd field for each affected employee for the pay cycle.

Setting Up a Special XX Pay Cycle

The Payroll Schedule Initialization Screen (PS1000) is used for processing a special XX pay cycle on a payroll schedule not used for any regular pay cycles. An XX pay cycle is run for an emergency supplemental payroll and will process only positive-time entries and other transactions entered on the payroll transaction screens. No automatic salary payments will be generated from the employee's job screens. The XX pay cycle is usually run in January to make balance adjustments for W-2 processing on the 12Z payroll schedule.

To initialize a special pay cycle, the following conditions are required on the Payroll Initialization Screen (PS1000):

- The payroll schedule must be valid.
- The regular check date should be entered as the date to be printed on the paychecks.
- The pay period end date should be the end date of the most recent pay period.
- The pay cycle is XX.
- The pay cycle XX is not entered on the Pay Cycle Table (PS9023).
- The pay period begin date, override check date, and multiple payment code must not be entered.
- The regular check date, pay period end date, pay cycle, and pay period begin date do not have to be on the Pay Cycle Table (PS9023).

On a special pay cycle, PPMS produces paychecks, the full set of payroll reports, and interfaces with the other systems exactly like a regular pay cycle. The only exception to this is that when an XX pay cycle is run on the 12Z payroll schedule, PPMS produces the set of W-2 confirmation and reconciliation reports, but does not produce payroll checks, payroll reports, or interfaces.

Data Fields

Payroll Schedule	Pay Cycle (required)
Regular Check Date (required)	Pay Period Begin Date
Override Check Date	Multiple Payment Code
Pay Period End Date (required)	Stub Msg
Payroll Run Date (display only)	

Payroll Schedule (PAYR-SCHD)

Definition	A code identifying a specific payroll.
Length	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
Values	The third character is defined by the SBCTC-ITD on the Schedule Code Table (PS9042) as follows: <ul style="list-style-type: none"> A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year
Edits	A payroll schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000) before it can be used on the other Payroll Processing screens. On all Payroll Processing screens, the add, change, and delete functions cannot be performed for a payroll schedule if it has already been processed.
Data Sets	PAYR database: PAYR-SCHD-D PAYR-SCHD-M TBL5 database: DED-CAL-D

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Regular Check Date (REG-CHEK-DATE)

Definition	Entry required. The check date for a payroll schedule. This date appears on paychecks unless a date is entered in the Override Check Date field on the Payroll Schedule Initialization Screen (PS1000).
Length	6 digits
Format	mmddyy
Additional Information	The only holidays against which PPMS validates regular check dates are institution holidays. Institution holidays are identified on the FMS System Calendar (GA1070). Your college should also take into consideration banking holidays when selecting the regular check date for a payroll schedule.
Data Sets	PAYR-SCHD-M

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Override Check Date (OVERRIDE-DATE)

Definition	A date that overrides the regular check date for a payroll schedule.
Length	6 digits
Format	mmddyy
Edits	The override check date must be within five days plus (+) or minus (-) of the data in the Rregular Check Date field. An override check date must not be entered for an XX pay cycle. An override check date must not be a Saturday, Sunday, or holiday.
Data Sets	PAYR-SCHD-M

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Pay Period End Date (PAY-END-DATE)

Definition	Entry required. The date on which a pay period ends.
Length	6 digits
Format	mmddyy
Edits	A pay period end date must not be entered for an XX pay cycle.

Data Sets	COH-EARN-DISTR-D COH-TRNS-M EXP-TRNSFR-M PAYR-SCHD-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D
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Payroll Run Date (PAYR-RUN-DATE)

Definition	Display only. The date on which a specific payroll has been processed.
Length	6 digits
Values	Generated by PPMS when the payroll is processed.
Data Sets	PAYR-SCHD-M

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Pay Cycle (PAY-CYCLE)

Definition	Entry required. A code for the pay cycle on which a specific job is paid. The pay cycle is also used on deduction calendars for exception processing of deductions.
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 defined by colleges on the Pay Cycle Table (PS9023) and cannot be blank. Valid pay cycle frequency codes are: B Biweekly M Monthly Q Quarterly S Semimonthly W Weekly

Edits	<p>The pay cycle code must not be duplicated on the same payroll schedule.</p> <p>If the third character of the payroll schedule code is Z, the pay cycle code must be XX.</p> <p>If the pay cycle code is XX, no other pay cycle can be entered for this payroll schedule.</p> <p>The combined values of the following fields must match an entry on the Pay Cycle Table (PS9023):</p> <ul style="list-style-type: none"> Pay Cycle Pay Period Begin Date Pay Period End Date Regular Check Date
Data Sets	<p>EMP database: EMP-JOB-D</p> <p>PAYR database: PAYR-SCHD-D</p>

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Pay Period Begin Date (PAY-BEG-DATE)

Definition	The date on which a pay period begins.
Length	6 digits
Format	mmddy
Edits	The Pay Period Begin Date entry must not be later than the the Pay Period End Date entry.
Data Sets	PAYR-SCHD-D

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Multiple Payment Code (SCHD-MULT-PYMT)

Definition	The number of payments to be processed on a particular payroll schedule.
Length	2 digits
Dependencies	For these payments to be generated for a group of employees, this number must be assigned to the payroll schedule and a specific pay cycle on the Payroll Schedule Initialization Screen (PS1000) and the Job Account Screen (PS0003) for the employees.
Edits	A multiple payment code must not be entered for the XX pay cycle.
Data Sets	<u>PAYR-SCHD-D</u>

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Check Stub Message (CHK-STUB-MSG)

Definition	A message that will appear on employees' check stubs for a specific pay cycle.
Length	70 characters
Values	The message is entered on the line after the pay cycle on the Payroll Schedule Initialization Screen (PS1000). The message applies only to the pay cycle it follows. For a message to be printed on all check stubs for a payroll schedule, it must be printed after each pay cycle on the payroll schedule.
Data Sets	PAYR-SCHD-D

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