

Payroll Batch Control Screen (PS1001)

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Description

Use PS1001 to enter and verify time, rate, and transaction totals for a payroll batch of positive-time entries. To identify a payroll batch control record, you assign a payroll batch number or use one assigned by PPMS. You use the payroll batch number on the Payroll Time Reporting Screen (PS1002) to identify every individual time transaction that is entered for the batch. For an example of the Payroll Batch Control Screen, see below:

PS1001-003		PAYROLL BATCH CONTROL SCREEN			
PAYROLL SCHEDULE []					
PAYROLL BATCH NUMBER []					
PAYROLL BATCH ORIGIN []					
	TRANSACTION COUNT	RATE HASH	TIME HASH		
INPUT:	[]	[]	[]		
COMPUTED:	[]	[]	[]		
DIFFERENCE:	[]	[]	[]		
NEXT: FUNC	SCREEN	KEY1 []	KEY2 []	KEY3 []	
CANCEL	NEXT SCREEN	PRINT	REFRESH	HELP	MENU

The following information is displayed on PS1001:

- the differences between your input totals and the PPMS-computed totals for the transaction count
- hash time
- hash rate for a payroll batch

You can use these totals to determine whether the time transactions are in balance.

User Functions and Key Fields

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

Data Fields

Payroll Schedule	Transaction Count Computed (display only)
Payroll Batch Number	Rate Hash Computed (display only)
Payroll Batch Origin (required)	Time Hash Computed (display only)
Transaction Count Input	Transaction Count Difference (display only)
Rate Hash Input	Rate Hash Difference (display only)
Time Hash Input	Time Hash Difference (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: 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	<p>A payroll schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000) before it can be used on the other Payroll Processing screens.</p> <p>On all Payroll Processing screens: the add, change, and delete functions cannot be performed for a payroll schedule if it has already been processed.</p> <p>The schedule code (third character of Payroll Schedule) must not be Z on the following screens:</p> <ul style="list-style-type: none"> • Payroll Batch Control Screen (PS1001) • Payroll Time Reporting Screen (PS1002) • Retroactive Adjustments Screen (PS1003) • Automatic Check Cancellation Screen (PS1005) • Cancellation/Overpayment/Handdrawn Header Screen (PS1006) • Cancellation/Overpayment/Handdrawn Distributions Screen (PS1007) • Cancellation/Overpayment/Handdrawn Bonds Screen (PS1008) • Deduction Adjustments Screen (PS1010) • Payroll Expense Transfers Screen (PS1011) 				
Data Sets	<table border="0"> <tr> <td>PAYR database:</td> <td>PAYR-SCHD-D PAYR-SCHD-M</td> </tr> <tr> <td>TBL5 database:</td> <td>DED-CAL-D</td> </tr> </table>	PAYR database:	PAYR-SCHD-D PAYR-SCHD-M	TBL5 database:	DED-CAL-D
PAYR database:	PAYR-SCHD-D PAYR-SCHD-M				
TBL5 database:	DED-CAL-D				

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Payroll Batch Number (PAYR-BTCH-NUM)

Definition	A number representing a batch of time transactions for a payroll schedule.				
Length	3 digits				
Values	<p>Each batch for a payroll must have a different number. Batch numbers 1 to 899 are reserved for colleges to assign to payroll batches on the Payroll Batch Control Screen (PS1001) and the Payroll Time Reporting Screen (PS1002).</p> <p>Batch numbers 900 to 999 are reserved for PPMS processes that create payroll time transactions and should not be assigned by users. PPMS-assigned codes currently being used are:</p> <table border="0"> <tr> <td style="padding-right: 20px;">900</td> <td>Payroll transactions posted from the Leave Posting Screen (PS1019)</td> </tr> <tr> <td>902</td> <td>Payroll transactions posted from the Time Report Screen (PS1004)</td> </tr> </table>	900	Payroll transactions posted from the Leave Posting Screen (PS1019)	902	Payroll transactions posted from the Time Report Screen (PS1004)
900	Payroll transactions posted from the Leave Posting Screen (PS1019)				
902	Payroll transactions posted from the Time Report Screen (PS1004)				
Dependencies	If the payroll batch number is entered on the Payroll Time Reporting Screen (PS1002), the totals for the Computed fields on the Payroll Batch Control Screen (PS1001) will be generated for balancing to the input hash totals.				
Edits	Before a payroll batch number can be entered on the Payroll Time Reporting Screen (PS1002), the number must be entered on the Payroll Batch Control Screen (PS1001).				
Data Sets	PAYR-BTCH-M (database name is PH-PAYR-BTCH) TIME-TRNS-D				

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Payroll Batch Origin (PAYR-BTCH-ORIG)

Definition	Entry required. A code identifying the origin of a batch of payroll transactions.
Length	3 characters
Values	This code is usually defined by colleges and consists of the initials of the person responsible for entering the transactions. If the batch is system-generated, the code SYS is displayed in this field.
Data Sets	PAYR-BTCH-M

Transaction Count Input (TRNS-CNT-INPUT)

Definition	The number of transactions in a payroll batch, as calculated and entered by the user.
Length	3 digits
Data Sets	PAYR-BTCH-M

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Rate Hash Input (Rate-Hash-Input)

Definition	The hash total of rates for a batch of payroll transactions, as calculated and entered by the user. Typically, a total of hourly rates is entered in this field.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (–) typed before this total indicates that it is a negative amount.
Data Sets	PAYR-BTCH-M

Time Hash Input (TIME-HASH-INPUT)

Definition	The hash total of times for a batch of payroll transactions, as calculated and entered by the user.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (–) typed before this total indicates that it is a negative amount.
Data Sets	PAYR-BTCH-M

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Transaction Count Computed (TRNS-CNT-COMP)

Definition	Display only. The number of transactions in a payroll batch, as calculated by PPMS.
Length	3 digits
Data Sets	PAYR-BTCH-M

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Rate Hash Computed (RATE-HASH-COMP)

Definition	Display only. The hash total of rates for a batch of payroll transactions, as calculated by PPMS.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (-) displayed before the this total indicates that it is a negative amount.
Data Sets	PAYR-BTCH-M

Time Hash Computed (TIME-HASH-COMP)

Definition	Display only. The hash total of times for a batch of payroll transactions, as calculated by PPMS.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (-) displayed before this total indicates that it is a negative amount.
Data Sets	PAYR-BTCH-M

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Transaction Count Difference (TRNS-CNT-DIF)

Definition	Display only. The difference between the transaction count calculated by PPMS and the transaction entered by the user.
Length	3 digits
Data Sets	Not stored in the PAYR database

Rate Hash Difference (RATE-HASH-DIF)

Definition	Display only. The difference between the rate hash total computed by PPMS and the rate hash total entered by the user.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (–) displayed before the rate hash difference indicates that it is a negative amount.
Data Sets	Not stored in the PAYR database

Time Hash Difference (TIME-HASH-DIF)

Definition	Display only. The difference between the time hash total computed by PPMS and the time hash total entered by the user.
Length	9 digits, including 3 decimal places
Format	999999.999
Values	A minus sign (–) displayed before the time hash difference indicates that it is a negative amount.
Data Sets	Not stored in the PAYR database

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