

Time Report Screen (PS1004)

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Description

Use PS1004 to process positive-time transactions for multiple employees. For an employee's record to be included in this process, the employee's time reporting code on the Job Account Screen (PS0003) must be **P** (positive reporting). For each of an employee's jobs or job accounts, the Time Report Screen contains a separate line showing:

- Employee name
- Job number
- Hourly rate
- Earnings type

Job group PG611R (Payroll Time Reporting) builds the records for display and processing on this screen. The records are displayed on this screen in the same order as they are shown on the Payroll Time Reports (PS1710A). Therefore, you display a record on this screen by entering its page number on the report in Key3.

Note: If job group PG611R is not processed, there will not be any records displayed on PS1004.

For an example of the screen, see below:

PS1004-003		TIME REPORT SCREEN				PAYR SCHD []		
PAY CYCLE []		PAGE []						
LINE NUM	EMPLOYEE NAME	JOB NUM	RATE	EARN TYP	TIME	EARN TYP	TIME	P O S T
A								
B								
C								
D								
E								
F								
G								
H								
I								
J								
K								
L								
M								

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

CANCEL NEXT SCREEN PRINT REFRESH HELP MENU

User Functions and Key Fields

FUNC	A (Add); C (Change); I (Inquire)
KEY1	Enter a Pay Cycle
KEY2	Enter a Page (PS1710A page numbers)
KEY3	Enter a Payroll Schedule

Using the Screen

You can use the Time Report Screen as step 2 of a two-step procedure for entering and approving positive-time transactions. In step 1, you or another person (or department) enters the time transactions on the Time Report Screen. In Step 2, you verify and approve the time transactions on the Time Report Screen. Step 1 can be skipped, and you can do the initial entry of the time transactions on the Time Report Screen in step 2. The two steps are as follows:

1. On the Time Report Screen (PS1004), use the C (Change) function to enter positive-time transactions from the Payroll Time Reports (PS1710A).

The time transactions are not added to the payroll transaction file and cannot be accessed on the Payroll Time Reporting Screen (PS1002).

Note: To perform this step, you must be assigned to access level 1 through Application Security;

you can Change and Inquire (view) records with access level 1.

2. On the Time Report Screen (PS1004), verify and approve the time transactions as follows:

Note: To perform the following steps, you must be assigned to access level 2 or greater through Application Security; you can Add, Change, and Inquire (view) records with access level 2.

- a. In the Func field, type **A** (Add).
- b. In the Key1 field, type a pay cycle code.
- c. In the Key2 field, type a page number from the PS1710A report.
- d. In the Key3 field, type a payroll schedule code.
- e. Check the time transactions.
 To change a transaction, type a new value in the first Time field.
 To add a transaction, type values in the second Earn Typ field and second Time field.
- f. Press the Enter key.
 The transactions are added to the payroll transaction file, and the Post indicator for each added transaction is changed to Y (Yes).
 If you want to change, add to, or delete any of these transactions, you must use the Payroll Time Reporting Screen (PS1002).

Data Fields

Payr Schd (Key3)	Job Num (display only)
Pay Cycle (Key1)	Transaction Rate (display only)
Page (Key2)	Earn Typ (display only)
Line Num (display only)	Transaction Time
Employee Name (display only)	Post (display only)

Payroll Schedule (PAYR-SCHD)

Definition	Key3 field. 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>				
Data sets	<table> <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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Pay Cycle (PAY-CYCLE)

Definition	Key1 field. 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	<p>Defined on the Pay Cycle Table (PS9023).</p> <p>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.</p> <p>The second character of the pay cycle code is defined by colleges on the Pay Cycle Table and cannot be blank.</p> <p>Valid pay frequency codes are:</p> <table> <tr> <td>B</td> <td>Biweekly</td> </tr> <tr> <td>M</td> <td>Monthly</td> </tr> <tr> <td>Q</td> <td>Quarterly</td> </tr> <tr> <td>S</td> <td>Semimonthly</td> </tr> <tr> <td>W</td> <td>Weekly</td> </tr> </table>	B	Biweekly	M	Monthly	Q	Quarterly	S	Semimonthly	W	Weekly
B	Biweekly										
M	Monthly										
Q	Quarterly										
S	Semimonthly										
W	Weekly										
Additional Information	This field identifies the particular pay cycle on which employees are paid that appears on the Payroll Time Report (PS1710A).										
Data Sets	<p>EMP database: EMP-JOB-D</p> <p>PAYR database: PAYR-SCHD-D</p>										

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Page (TP-PAGE)

Definition	Key2 field. A page number on the Positive Time Reporting Report (PS1710A).
Length	2 characters
Edits	Only numeric values can be entered in this field.
Data Sets	<p>TIME-RPT-A (one of 3 keys)</p> <p>TIME-RPT-D (one of 3 keys)</p>

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Line Number (TIME-RPT-LN)

Definition	Display only. A code identifying a transaction line on the Time Report Screen (PS1004) used for the input of positive time.
Length	1 character
Values	Defined by PPMS
Data Sets	TIME-RPT-D

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Employee Name (EMP-NAME)

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

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Employee Job Number (EMP-JOB-NUM)

Definition	Display only. A code number for a particular job that an employee performs.
Length	2 characters
Values	Defined by colleges on the Job Status Screen (PS0002).
Data Sets	EMP database: EMP-JOB-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D

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Transaction Rate/Amount (TRNS-RATE-AMT)

Definition	Display only. The hourly rate or gross pay amount for a specific job. The transaction rate/amount is always an hourly rate, as defined on the Student/Hourly Job Screen (PS0013).
Length	9 digits, including 3 decimal places
Format	999999.999
Data Sets	TIME-TRNS-D

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Earnings Type (EARN-TYP)

Definition	Display only. A code identifying the type of earnings for which a payment to an employee is being made.
Length	3 characters
Values	Defined by SBCTC-ITD on the Earnings Table (PS9007).
Data Sets	EMP database: JOB-ACCT-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D TBL5 database: EARN-TBL-M LEAVE-TRNS-TBL-M WS-TBL-D

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Transaction Time (TRNS-TIME)

Definition	The time associated with the earnings type for a particular payroll time transaction.
Length	5 digits, including 2 decimal places
Format	999.99
Values	A minus sign (–) typed before the number of hours reverses the normal posting of the earnings type hour balances.
Edits	If a value is entered in the second Earnings Type field, a value must be entered in the second Transaction Time field.
Data Sets	TIME-RPT-D TIME-TRNS-D

Post (TIME-LN-STAT)

Definition	Display only. A code identifying when transactions have been posted from the Time Report Screen (PS1004) to the Payroll Time Reporting Screen (PS1002).
Length	1 character

Values	Generated and defined by PPMS as follows: Y Yes, transaction has been posted to the Time Reporting Screen N, (blank) No, transaction has not been posted to the Time Reporting Screen.
Data Sets	TIME-RPT-D