

Data Fields

Payr Schd (Key3)	Job #
C/O/H (display only)	Job Class
Chk/Adv Ind (Key1)	Earn Typ
Chk/Adv Num (Key1)	Gross Amount
Employee ID (display only)	Time
Name (display only)	Staff Mo
Total Gross (display only)	Pay Per End Date
Account Code	

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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: <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	<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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Cancellation/Overpayment/Handdrawn Indicator (COH-IND)

Definition	A code indicating whether a transaction is a cancellation, an overpayment, or a handdrawn check or advice.
Length	1 character
Values	Defined by SBCTC-ITD as follows: C Cancellation O Overpayment H Handdrawn
Data Sets	COH-TRNS-M

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Check/Advice Indicator (CT-CHK-ADV-IND)

Definition	Key1 field, first position. A code indicating whether the following number refers to a check or an advice.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: C Check A Advice

Data Sets	COH-BOND-D (one of 3 keys) COH-DED-D (one of 3 keys) COH-EARN-DISTR-D (one of 3 keys) COH-TRNS-M (one of 3 keys)
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Check/Advice Number (CT-CHK-ADV-NUM)

Definition	Key1 field, positions two through nine. The number of a payroll check or advice.
Length	8 characters
Edits	The check/advice number must be on the Cancellation/ Overpymt/Handdrawn Header Screen (PS1006).
Data Sets	COH-BOND-D (one of 3 keys) COH-DED-D (one of 3 keys) COH-EARN-DISTR-D (one of 3 keys) COH-TRNS-M (one of 3 keys)

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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	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). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.

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
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Employee Name (EMP-NAME)

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	<p>Last, First Middle; Suffix</p> <p>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</p> <p>If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.</p>
Values	<p>Entered by college on the Employee Status Screen (PS0001).</p> <p>Can be changed on the Personal Information Screen (PS0004).</p>
Data Sets	EMP database: EMP-M

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Total Gross Pay (TOT-GROSS)

Definition	The total gross amount of a payroll check transaction prior to deductions being processed.
Length	9 digits, including 2 decimal places
Format	999999.99
Data Sets	COH-TRNS-M

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Payroll Account Code (PAYR-ACCT)

Definition	A code identifying an account against which a payroll expense is recorded for a particular employee.
Length	16 characters defined as follows: Appropriation Index 3 characters Program Index 3 characters Organization Index 4 characters Subobject 2 characters Sub-subobject 2 characters Reimbursable code 2 characters
Values	Defined in the Financial Management System (FMS)
Data Sets	EMP database: EMPLR-COST-D JOB-ACCT-D PAYR database: EXP-TRNSFR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D

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Employee Job Number (EMP-JOB-NUM)

Definition	A code 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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Job Classification (JOB-CLASS)

Definition	A code identifying one or more positions that have similar duties and qualifications, and the same pay schedule.
Length	6 characters

Values	Defined by colleges on the Job Class Table (PS9004)	
Data Sets	EMP database:	EMP-JOB-D
	PAYR database:	COH-EARN-DISTR-D EXP-TRNSFR-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D
	TBL5 database:	EMPL-STAT-OPT-M JOB-CLASS-TBL-M POS-M

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Earnings Type (EARN-TYP)

Definition	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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Gross Amount (GROSS-AMT)

Definition	The gross pay amount associated with a particular payroll transaction before deductions are applied.	
Length	8 digits, including 2 decimal places	
Format	999999.99	
Values	A minus sign (-) before the amount reverses the normal posting of the earnings type grosses, as indicated by the gross indicators on the Earnings Table (PS9007).	
Edits	The values in the Gross Amount field, Payroll Time field, and Payroll Staff Months field cannot all be zero. A value must be entered in at least one of these fields.	
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-D	

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Payroll Time (PAYR-TIME)

Definition	The number of hours associated with a particular payroll account code.
Length	5 digits, including 2 decimal places
Format	999.99
Values	A minus sign (–) typed before the time entry reverses the normal posting of the hour balances for the earnings type, as indicated by the gross indicators on the Earnings Table (PS9007).
Edits	The values in the Gross Amount field, Payroll Time field, and Payroll Staff Months field cannot all be zero. A value must be entered in at least one of this fields.
Data Sets	COH-EARN-DISTR-D RETRO-ADJ-D

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Payroll Staff Months (PAYR-STFMO)

Definition	The number of staff months associated with a payroll transaction, using a specific payroll account code.
Length	3 digits, including 2 decimal places
Format	9.99
Values	A minus sign (–) typed before the staff month entry reverses the normal posting of the staff months for the earnings type, as indicated by the gross indicators on the Earnings Table (PS9007).
Edits	The values in the Gross Amount field, Payroll Time field, and Payroll Staff Months field cannot all be zero. A value must be entered in at least one of this fields.
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-D

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Pay Period End Date (PAY-END-DATE)

Definition	The date on which a pay period ends.
Length	6 digits
Format	mmddy
Edits	The pay period end date must be valid and not later than the pay period end date for the payroll schedule on the following screens: <ul style="list-style-type: none">• Retroactive Adjustments Screen (PS1003)• Cancellation/Overpaymnt/Handdrawn Header Screen (PS1006)• Cancellation/Overpaymnt/Handdrawn Distributions Screen (PS1007)• Payroll Expense Transfers Screen (PS1011)

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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