

PS1008 - Cancellation/Overpymt/Handdrawn Bonds Screen

- [Description](#)
- [User Functions and Key Fields](#)
- [Data Fields](#)

Description

Use PS1008 to process a savings bond transaction by distributing the deduction amount over one or more bond numbers. If you entered a savings bond deduction code on the Cancellation/Overpymt/Handdrawn Header Screen (PS1006), then you must enter a savings bond distribution on this screen or the transaction will cause a fatal error and appear on the Payroll Transaction Edit Report (PS1115A). For an example of the screen, see below:

PS1008-002	<u>CANCELLATION/OVERPYMT/HANDDRAWN BONDS SCREEN</u>			PAYR SCHD []	
C/O/H []	CHK/ADV IND []	CHK/ADV NUM []			
EMPLOYEE ID []	NAME []				
BOND DEDUCTION TOTAL []					
<u>BOND NUMBER</u>	<u>DEDUCTION AMOUNT</u>				
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
[]	[]	[]			
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 Check/Advice Indicator (first position) and Check/Advice Number (last eight positions)
KEY2	Leave blank
KEY3	Enter a Payroll Schedule

Data Fields

Payr Schd (Key3)	Name (display only)
C/O/H (display only)	Bond Deduction Total (display only)
Chk/Adv Ind (Key1)	Bond Number
Chk/Adv Num (Key1)	Deduction Amount
Employee ID (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	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. The schedule code (third character of Payroll Schedule) must not be Z on the following screens: <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/Overpaymnt/Handdrawn Header Screen (PS1006) • Cancellation/Overpaymnt/Handdrawn Distributions Screen (PS1007) • Cancellation/Overpaymnt/Handdrawn Bonds Screen (PS1008) • Deduction Adjustments Screen (PS1010) • Payroll Expense Transfers Screen (PS1011)

Data sets	PAYR database:	PAYR-SCHD-D PAYR-SCHD-M
	TBL5 database:	DED-CAL-D

[Back to field list](#)

Cancellation/Overpayment/Handdrawn Indicator (COH-IND)

Definition	Display only. 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

[Back to field list](#)

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

Definition	Key1 field. A code indicating whether the entry 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)

[Back to field list](#)

Check/Advice Number (CT-CHK-ADV-NUM)

Definition	Key1 field. 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)

[Back to field list](#)

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-MTIME-RPT-D

[Back to field list](#)

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

[Back to field list](#)

Bond Deduction Amount (BOND-DED-AMT)

Definition	Display only. The amount to be deducted from an employee's gross pay each pay period for a savings bond.
Length	7 digits, including 2 decimals
Format	99999.99
Dependencies	The Bond Deduction Amount field occurs twice on the Cancellation/Overpymt/Handdrawn Bonds Screen (PS1008): – A field labeled as Bond Deduction Total that contains the amount of the total bond deduction as entered in Cancellation/Overpymt/Handdrawn Header Screen (PS1006). – A set of fields labeled as Deduction Amount. The total of the Deduction Amount fields equals the amount in the Bond Deduction Total field. A value must be entered into each Deduction Amount field on PS1008 for which there is a value in the corresponding Bond Number field.
Edits	On the Cancellation/Overpymt/Handdrawn Bonds Screen (PS1008), the total of the Bond Deduction Amounts (labeled "Deduction Amount") must equal the payroll deduction amount for bonds on the Cancellation/Overpymt/Handdrawn Header Screen (PS1006).
Data Sets	EMP database: EMP-BOND-D PAYR database: COH-BOND-D (stored in the PAYR-DED-AMT field)

[Back to field list](#)

Bond Number (BOND-NUM)

Definition	The code number of a saving bond that an employee is purchasing through payroll deductions.
Length	1 character

Values	Defined by SBCTC-ITD. Valid values are 1 through 9.
Edits	<p>The bond number must be valid for the employee ID.</p> <p>The bond number must not be duplicated.</p> <p>If a bond number is entered, a value must be entered in the corresponding Bond Deduction Amount field.</p>
Additional Information	At any time, an employee can have payroll deductions taken for up to nine saving bonds, each of which has a different bond number. When the full amount of the purchase price for a bond has been deducted (as contained in the Bond Balance to Date field on the Savings Bond Screen--PS0007), your institution purchases the bond for the employee.
Data Sets	<p>EMP database: EMP-BOND-D</p> <p>PAYR database: COH-BOND-D</p>