

PS1009 - Hour Balance Adjustments Screen

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Description

Use PS1009 to adjust an employee's hours balances in the Employee database. For an example of the screen, see below:

PS1009-002		HOUR BALANCE ADJUSTMENTS SCREEN				PAYR SCHD []	
EMPLOYEE ID []		NAME []					
<u>BAL NUM</u>	<u>AMOUNT</u>	<u>BAL NUM</u>	<u>AMOUNT</u>	<u>BAL NUM</u>	<u>AMOUNT</u>		
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	[]	
SCREEN HASH TOTAL []							
NEXT: FUNC	SCREEN	KEY1 []	KEY2	KEY3 []			
CANCEL	NEXT SCREEN	PRINT	REFRESH		HELP	MENU	

The Hours Balance Screen (PS0009) displays the employee's balances as of the last payroll schedule processed.

User Functions and Key Fields

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

Using the Screen

Before making hour balance adjustments on this (PS1009) screen, use the Hour Balance Table (PS9034) to review the balance period and balance update indicators for each associated balance number you plan to enter, so that accurate balances are maintained. The balance period and balance update indicator determine when each hour balance is updated.

If the balance update indicator is **C** (update based on check date) and the balance period is **M** (month-to-date), the balance is set to zero between the last check date for one month and the first check date for the next month.

If the balance update indicator is **P** (update based on pay period end date) and the balance period is **M** (month-to-date), the balance is set to zero between the last payroll schedule with a pay period end date for one month and the first pay period end date for the next month.

Data Fields

Payr Schd (Key3)	Bal Num
Employee ID (Key1)	Amount
Name (display only)	Screen Hash Total

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> <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	<p>PAYR database: PAYR-SCHD-D PAYR-SCHD-M</p> <p>TBL5 database: DED-CAL-D</p>

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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	<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-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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Hours Balance Number (HR-BAL-NUM)

Definition	A code identifying a type of hour balance maintained for employees.
Length	2 digits
Values	Defined by SBCTC-ITD on the Hour Balance Table (PS9034).
Data Sets	EMP database: Not stored in the EMP database PAYR database: HR-BAL-ADJ-D TBL5 database: HR-BAL-TBL-M

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Hour Balance Adjustment Amount (HR-BAL-ADJ)

Definition	The amount of an adjustment to an employee's hour balance.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	If a value is entered in the Hours Balance Number field, the value in this field must not be zero.
Values	A minus sign (–) typed before the amount reduces the corresponding hour balance.
Data Sets	HR-BAL-ADJ-D

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Screen Hash Total (SCREEN-HASH-TOT)

Definition	The total of all the hour balance adjustment amounts displayed on the screen.
Length	9 digits, including 2 decimal places
Format	9999999.99
Values	A minus sign (–) indicates that the hash total amount is a negative amount.
Edits	The total in the Screen Hash Total field must equal the total of all the hour balance adjustment amounts. You can disable this edit using the FMS Message Code Table (ZX0010). For message number PS1009-0003, change the message severity to less than 4.
Data Sets	Not stored in the PAYR database