

PS1011 - Payroll Expense Transfers Screen

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Description

Use PS1011 to process the transfer of payroll costs between accounts. The transfer-to and transfer-from account codes are unlimited. If the transactions extend to two or more screens, the transactions do not have to balance until you have entered all the expense transfer transactions and have pressed the Enter key. For an example of the Payroll Expense Transfers Screen, see below:

PS1011-003		PAYROLL EXPENSE TRANSFERS SCREEN					PAYR SCHD []	
TRANSFR NUM []		EMPLOYEE ID []		NAME []				
PAY PER		END DATE [/ /]		JOB CLASS []				
		EMPLOYER COSTS						
T	ACCOUNT CODE	STAFF MO	GROSS	OASI	RETIRE	MED AID	IND INS	HEALTH
E								

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

CANCEL	NEXT SCREEN	PRINT	REFRESH	PREVIOUS	NEXT	HELP	MENU
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If you want to move expense transfers from one earnings type to another, you must use the **Retroactive Adjustments Screen (PS1003)**.

User Functions and Key Fields

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

Data Fields

Payr Schd (Key3)	Staff Mo
Trnsfr Num (Key2)	Gross
Employee ID (Key1)	OASI
Name (display only)	Retire
Pay Per End Date (entry required)	Med Aid
Job Class (entry required)	Ind Ins
T F	Health
Account Code	

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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Expense Transfer Number (ET-TRNSFR-NUM)

Definition	Key2 field. The number assigned to each expense transfer on a payroll schedule.
Length	2 digits
Data Sets	EXP-TRNSFR-D (one of 2 keys) EXP-TRNSFR-M (one of 2 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	<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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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.
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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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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To/From Indicator (TO-FROM-IND)

Definition	A code indicating whether the expense amounts are to be transferred to or from the payroll account on the same line.
Length	1 character
Values	Defined by SBCTC-ITD as follows: F Transfer from indicated account T Transfer to indicated account
Edits	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.

Data Sets	EXP-TRNSFR-D
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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, which are 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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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).
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-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).
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-D

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OASI Contribution Amount (OASI-AMT)

Definition	The amount of OASI cost, including Medicare cost, to be transferred from one payroll account to another.
Length	6 digits, including 2 decimal places
Format	9999.99
Edit	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.
Data Sets	EXP-TRNSFR-D

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Retirement Contribution Amount (RETIRE-AMT)

Definition	The amount of retirement cost to be transferred from one payroll account to another.
Length	6 digits, including 2 decimal places
Format	9999.99
Edits	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.
Data Sets	EXP-TRNSFR-D

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Medical Aid Contribution Amount (MEDAID-AMT)

Definition	The amount of medical aid cost to be transferred from one payroll account to another.
Length	6 digits, including 2 decimal places
Format	9999.99
Edits	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.
Data Sets	EXP-TRNSFR-D

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Industrial Insurance Contribution Amount (INDUST-AMT)

Definition	The amount of industrial insurance cost to be transferred from one payroll account to another.
Length	5 digits, including 2 decimal places
Format	999.99
Edits	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.
Data Sets	EXP-TRNSFR-D

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Health Contribution Amount (HEALTH-AMT)

Definition	The amount of health cost to be transferred from one payroll account to another.
Length	5 digits, including 2 decimal places
Format	999.99
Edits	The total of T (to) transfers must equal the total of F (from) transfers for each type of contribution, such as OASI.
Data Sets	EXP-TRNSFR-D