



## Using the Screen

Before making dollar balance adjustments on this (PS1012) screen, use the Dollar Balance Table (PS9029) to review the balance period and balance update indicator for each associated balance number that 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

<a href="#">Payr Schd</a> Key3	<a href="#">Bal Num</a>
<a href="#">Employee ID</a> Key1	<a href="#">Amount</a>
<a href="#">Name</a> (display only)	<a href="#">Screen Hash Total</a>

## Payroll Schedule (PAYR-SCHD)

<b>Definition</b>	Key3 field. A code identifying a specific payroll.
<b>Length</b>	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
<b>Values</b>	The third character is defined by the SBCTC-ITD on the Schedule Code Table (PS9042) as follows: <b>A</b> Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month <b>B</b> Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month <b>H</b> Hourly payroll schedule <b>M</b> Monthly payroll schedule <b>S</b> Supplemental schedule for fiscal year end <b>Z</b> Schedule for W-2 balance adjustments <b>1</b> First payroll schedule for new academic year

<b>Edits</b>	<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>				
<b>Data sets</b>	<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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### Employee ID (EMP-ID)

<b>Definition</b>	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
<b>Length</b>	9 digits
<b>Values</b>	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
<b>Edits</b>	<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>
<b>Data Sets</b>	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> <li>DED-BAL-D (key)</li> <li>EMP-A (key)</li> <li>EMP-ADDR-D (key)</li> <li>EMP-BENE-D (key)</li> <li>EMP-BOND-D (key)</li> <li>EMP-DED-D (key)</li> <li>EMP-EDUC-D (key)</li> <li>EMP-HIST-D (key)</li> <li>EMP-JOB-D (one of 2 keys)</li> <li>EMP-M (key)</li> <li>EMP-NAME-D (one of 2 keys)</li> <li>EMP-YRQ-D (key)</li> <li>EMPLR-XREF-D (one of 2 keys)</li> <li>FAC-PLACE-D (key)</li> <li>LEAVE-DAY-D (key)</li> <li>LEAVE-XREF-D (one of 2 keys)</li> </ul> <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> <li>COH-TRNS-M</li> <li>TIME-RPT-D</li> </ul>

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### Employee Name (EMP-NAME)

<b>Definition</b>	Entry required. The full name of an employee.
<b>Length</b>	30 characters
<b>Format</b>	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.
<b>Values</b>	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
<b>Data Sets</b>	EMP database: EMP-M

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### Dollar Balance Number (DOLLAR-BAL-NUM)

<b>Definition</b>	A type of dollar balance maintained for employees.
<b>Length</b>	2 digits
<b>Edits</b>	Defined by SBCTC-ITD on the Dollar Balance Table (PS9029).
<b>Data Sets</b>	EMP database: Not stored in the EMP database  PAYR database: DOLLAR-BAL-ADJ-D  TBL5 database: DOLLAR-BAL-TBL-M

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### Dollar Balance Adjustment Amount (DOLLAR-BAL-ADJ)

<b>Definition</b>	The amount of the adjustment to an employee's dollar balance.
<b>Length</b>	9 digits, including 2 decimal places
<b>Format</b>	9999999.99
<b>Values</b>	A minus sign (–) typed before the amount reduces the dollar balance.
<b>Edits</b>	If a value is entered in the Dollar Balance Number field, the value in this field must not be zero.

<b>Data Sets</b>	DOLLAR-BAL-ADJ-D
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### Screen Hash Total (SCREEN-HASH-TOT)

<b>Definition</b>	The total of all the amounts in the Dollar Balance Adjustment Amount fields.
<b>Length</b>	9 digits, including 2 decimal places
<b>Format</b>	9999999.99
<b>Values</b>	A minus sign (–) before the amount indicates that the hash total is a negative amount.
<b>Edits</b>	<p>The total in the Screen Hash Total field must equal the total of all the amounts in the Dollar Balance Adjustment field.</p> <p>You can disable this edit using the FMS Message Code Table (ZX0010). For message number PS1012-0003, change the message severity to less than 4.</p>
<b>Data Sets</b>	Not stored in the PAYR database