

PS1018 – Multiple Employee Leave Screen

Use this screen to enter leave transactions for multiple employees. You can enter transactions for a maximum of 12 employees before pressing the Enter key. On each line, you can enter up to two leave transactions.

User Functions and Key Fields

Func	A (Add)
Key1	Leave blank
Key2	Leave blank
Key3	Enter a Payroll Schedule

General Considerations for Using the Screen

The leave transactions you enter on this screen are posted against a particular leave type to update the employee's leave records.

To use this screen:

1. In the appropriate fields, type the initial information. Press Enter.

The screen is redisplayed with the employee names for verification.

2. If there are errors, make the necessary corrections. Press Enter.

The screen is redisplayed with the following message: "To complete Add: press Confirm Addition function key."

3. Press F6 (Confirm Addition).

PPMS updates the leave balances immediately. The screen is redisplayed with the following message: "Addition of the above data confirmed."

Leave transactions that increase gross income can be posted to the payroll records automatically from this screen. These transactions are posted to the Payroll Time Reporting Screen (PS1002), where they are identified as batch 900.

Restriction

You cannot post leave transactions, such as leave docking or leave without pay, on this screen that would exceed an employee's leave type balance. For these types of transactions, use the Leave Posting Screen (PS1019).

Data Fields

Payroll Schd	Leave Time
Emp ID	Job
Employee Name (display only)	Post
Leave Trns	

Payroll Schedule (PAYR-SCHD)

Definition	A code identifying a specific payroll.				
Length	3 characters				
Values	<p>The first two characters identify the month of the accounting period (01-12). The third character is the schedule code, which is defined by SBCTC-ITD on the Schedule Code Table (PS9042) as follows:</p> <p style="margin-left: 40px;">A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month</p> <p style="margin-left: 40px;">B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month</p> <p style="margin-left: 40px;">H Hourly payroll schedule</p> <p style="margin-left: 40px;">M Monthly payroll schedule</p> <p style="margin-left: 40px;">S Supplemental schedule for fiscal year end</p> <p style="margin-left: 40px;">Z Schedule for W-2 balance adjustments</p> <p style="margin-left: 40px;">1 First payroll schedule for new academic year</p>				
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>				
Data sets	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">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				

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: 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> <p>Payroll (PAYR) database: COH-TRNS-M TIME-RPT-D</p>
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Employee Name (EMP-NAME) (display only)

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	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Data Sets	EMP database: EMP-M

Leave Transaction Code (LEAVE-TRNS-CD)

Definition	A code identifying the type of transaction posted against a leave type.
Length	3 characters
Values	Defined by SBCTC-ITD on the Leave Transaction Table (PS9025). For a complete list of valid leave transaction codes, run DataExpress procedure PS9025R from Inform group, PLIB account.
Edits	Leave-without-pay transaction codes cannot be entered in this field on the Multiple Employee Leave Screen (PS1018).
Data Sets	TBL5 database: LEAVE-TRNS-TBL-M

Leave Time (LEAVE-TIME)

Definition	The number of hours or days that PPMS will post to an employee's leave type balance.
Length	5 digits, including 2 decimal places
Format	999.99

Employee Job Number (EMP-JOB-NUM)

Definition	A code number for a particular job that an employee performs.
Length	2 characters
Values	Defined by colleges on the Job Status Screen (PS0002)
Edits	On the Multiple Employee Leave Screen (PS1018) and the Leave Posting Screen (PS1019), a value must be entered in this field if the value in the Payroll Post Indicator field is Y (yes, post the leave transaction to payroll).
Data Sets	EMP database: EMP-JOB-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D

Payroll Post Indicator (PAYR-POST-IND)

Definition	A code indicating whether PPMS will post a leave transaction to payroll for processing against an employee's gross pay.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, post the leave transaction to payroll. N No, do not post the leave transaction to payroll.
Edits	On the Multiple Employee Leave Screen (PS1018) and the Leave Posting Screen (PS1019), if Y (yes) is entered in this field, the leave transaction code for the transaction must be valid on the Leave Transaction Table (PS9025).