

PS1019 – Leave Posting Screen

Use this screen to enter leave transactions for an employee for posting against the employee's leave type balances. PPMS updates the leave balance immediately.

This screen does not allow the leave time posted to exceed the screen balance. When leave exceeds the balance, the screen is redisplayed with the leave docking transaction shown. You can then accept the time you posted or change the leave transactions to maintain accurate records.

Leave transactions that affect gross income can be posted to the payroll record automatically (by selecting the Post indicator). Leave balances are shown on the employee's payroll check earnings statement on the payroll schedule indicated.

User Functions and Key Fields

Func	A (Add), I (Inquire)
Key1	Employee ID
Key2	Blank
Key3	Payroll Schedule

Data Fields

Payroll Schd	Personal Holiday Balance
Emp ID	Leave Trns
Employee Name (display only)	Leave Time
Vacation Leave Balance	Leave Begin Date
Cmp Sick Leave Balance	Leave End Date
NCmp Sick Leave Balance	Job
Comps Time Balance	Post

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, defined by SBCTC-ITD on the Schedule Code Table (PS9042) as follows:</p> <ul style="list-style-type: none"> 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
Data sets	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:</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

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

Vacation Leave Balance (VAC-LEAVE-BAL)

Definition	The total number of hours of vacation leave available to an employee. This includes the most recent accrual and leave activity posted.
Length	9 digits, including 2 decimal places
Format	9999999.99

Compensable Sick Leave Balance (SICK-BAL-CMP)

Definition	The total number of hours of compensable sick leave available to an employee. This includes the most recent accrual and leave activity posted.
Length	9 digits, including 2 decimal places
Format	9999999.99

Noncompensable Sick Leave Balance (SICK-BAL-CMP)

Definition	The total number of hours of noncompensable sick leave available to an employee. This includes the most recent accrual and leave activity posted.
Length	9 digits, including 2 decimal places
Format	9999999.99

Compensatory Time Balance (COMPS-BAL)

Definition	The total number of hours of compensatory time available to an employee. This includes the most recent accrual and leave activity posted.
Length	9 digits, including 2 decimal places
Format	9999999.99

Personal Holiday Balance (COMPS-BAL)

Definition	The total number of hours of personal holiday time available to an employee. This includes the most recent accrual and leave activity posted.
Length	9 digits, including 2 decimal places
Format	9999999.99

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: 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
Edits	The time in this field must be divisible by the number of days from the leave begin date to the leave end date if they are both entered.

Leave Begin Date (LEAVE-BEG-DATE)

Definition	The date that an employee's leave activity begins.
Length	5 digits
Format	mmddy
Edits	The leave begin date must not be greater than the leave end date. The leave begin date and leave end date must be within the same month and year.

Leave End Date (LEAVE-END-DATE)

Definition	The date that an employee's leave activity ends.
Length	5 digits
Format	mmddy
Edits	The leave end date must not be less than the leave begin date. The leave begin date and leave end date must be within the same month and year.

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	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	If Y (yes) is entered in this field, the leave transaction code for the transaction must be valid on the Leave Transaction Table (PS9025).