

PS1030 - Payroll Activity for an Employee

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Description

Use PS1030 to view the following types of information from the payroll history:

- Payroll transactions, including current payments
- Cancellations
- Handdrawn checks
- Overpayments
- Expense transfers
- Adjustments

For the selected employee, you can display all transactions or only the transactions for a particular payroll schedule. Transactions are listed by payroll schedule, pay period end date, and payroll check date. The Payroll Activity for Employee screen displays transactions in descending order with the most recent activity listed first.

For an example of the Payroll Activity for Employee Screen, see below:

PS1030-001											PAYROLL ACTIVITY FOR AN EMPLOYEE				
EMPLOYEE ID []						NAME []									
PAYR	SCHD	CHECK DATE	PAY END DATE	CHECK/ADV NUMBER	TRN TYP	TOTAL GROSS	NET PAY	ADJUST TYPE							
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]					
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]					
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NEXT: FUNC SCREEN KEY1 [] KEY2 KEY3

CANCEL NEXT SCREEN PRINT REFRESH PREVIOUS NEXT HELP MENU

User Functions and Key Fields

Function	I (Inquire)
Key1	Type an Employee ID (required)
Key2	Leave blank
Key3	Type a Payroll Schedule or a Year or both

Using the Screen

The primary selection field for this screen is employee ID, with additional selection criteria for payroll schedule and year. You must enter an employee ID, but the payroll schedule and year are optional. If you enter the payroll schedule in Key3 without entering a year, the payroll schedule for the current year is assumed. To select a payroll schedule for a previous year, you must enter the year in the Key3 field; for example, to view the records for the 09B payroll schedule for 2002, type **09B02**.

Data Field List

Employee ID (Key1; required)	Chk/Adv Num
Name	Trn Typ
Payr Schd (Key3)	Total Gross
Check Date	Net Pay
Pay End Date	Adjust Type
Chk/Adv Ind	

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

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Payroll Schedule

Definition	Key3 field; entry optional. A code identifying a payroll for a particular month.
Length	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
Values	Defined by 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

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Check Date

Definition	The actual date that an employee received a paycheck
Length	6 digits
Format	MMDDYY

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Pay Period End Date

Definition	The ending date of a pay period.
Length	6 digits
Format	MMDDYY

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Check/Advice Indicator

Definition	A code indicating whether an employee was issued a check or an advice.
Length	1 character
Values	Defined by SBCTC-ITD as: A Advice C Check

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Check/Advice Number

Definition	The number assigned to a payroll check or advice
Length	8 digits

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Transaction Type

Definition	A code identifying a category of transactions, such as OVP (overpayment).
Length	3 characters
Values	Defined by SBCTC-ITD as follows: CUR Current payment CAN Cancellation HND Handdrawn check OVP Overpayment EXP Expense transfer

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Total Gross Pay

Definition	The total gross amount of a payroll transaction before deductions are processed.
Length	9 digits, including 2 decimal places
Values	9999999.99

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Net Pay

Definition	The actual amount, total gross pay less deductions, for which a payroll check was written
Length	9 digits, including 2 decimal places
Values	9999999.99

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Adjustment Type

Definition	A code indicating whether a balance adjustment was entered for the payroll transaction.
Length	3 characters

Values	Defined by SBCTC-ITD as follows: DOL Dollar balance adjustment only HRS Hour balance adjustment only DED Deduction balance adjustment only \$H Both dollar and hour balance adjustments \$D Both dollar and deduction balance adjustments HD Both hour and deduction balance adjustments D\$H Deduction, dollar, and hour balance adjustments Blank No adjustment
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