

PS1031 - Earnings Distribution for a Check

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Description

Use PS1031 to view the earnings distribution from the payroll history for a particular pay check. The check is selected by entering a combination of employee ID and payroll schedule.

For an example of the Earnings Distribution for Check screen, see below:\

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PS1031-001          EARNINGS DISTRIBUTION FOR A CHECK          PAYR SCHD [ ]
EMPLOYEE ID [      ]      EMPLOYEE NAME [                    ]
CHECK DATE [ / / ]      PAY END DATE [ / / ]
CHECK/ADVICE# [ / / ]      NET PAY [ / / ]      TRN TYP [ ]
TOTAL GROSS [          ]      FWT GROSS [          ]      OASI GROSS [          ]
FED GROSS SPCL [          ]      SUPP TAX [          ]      MED GROSS [          ]
RETIRE GROSS [          ]      RET PLAN [ ]      MEDAID HOURS [          ]
EMP TYPE [ ]      EMPL STAT [ ]      FED TAX EXEMPT [ ]      FED MARITAL STAT [ ]

EARN TYPE  GROSS AMOUNT  TIME  STAFF MONTHS  ACCOUNT CODE  PAY END DATE  JOB NUM  JOB CLASS  TRNS CD
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NUMBER OF TRANSACTIONS [ ]

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

CANCEL  NEXT SCREEN  PRINT  REFRESH  PREVIOUS  NEXT  HELP  MENU
  
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User Functions and Key Fields

Function	I (Inquire)
Key1	Enter an Employee ID (required)
Key2	Enter a transaction number (optional)
Key3	Enter a Payroll Schedule (required) or Year (optional) or both

Using the Screen

To view the distribution of earnings for a particular employee's pay check, you select a record by entering an employee ID. In addition, you can also enter selection criteria for payroll schedule and year. If the payroll schedule is entered and the year is left blank, the payroll schedule for the current year is assumed. To select a payroll schedule for a previous year, you must enter the year; for example, to view records for the 06B payroll schedule for 2002, enter **06B02**

There may be multiple check transactions for an employee for a given payroll schedule, as indicated in the Number of Transactions field on the last line of the screen. To view the information for a specific transaction, you must enter a transaction number in the Key2 field. The transaction number you enter cannot be greater than the value displayed in the Number of Transactions field. When a payroll transaction is displayed, the detail for the transaction is displayed in the Earn Type through Trns Cd fields. Expense transfers are not displayed on this screen; use the Expense Transfers for an Employee Screen (PS1037) to view expense transfers.

Data Field List

Payr Schd (Key3; optional)	Ret Plan
Employee ID (Key1; required)	Med Aid Hours
Employee Name	Emp Type
Check Date	Empl Stat
Pay End Date	Fed Tax Exempt
Chk/Adv Ind	Fed Marital Stat
Chk/Adv Num	Earn Type
Net Pay	Gross Amount
Trn Typ	Time
Total Gross	Staff Months
FWT Gross	Account Code
OASI Gross	Pay End Date
Fed Gross Spcl	Job Num
Supp Tax Gross	Job Class
Medicare Gross	Trns Code
Retire Gross	Number of Transactions (Key2; optional)

Payroll Schedule

Definition	Key3 field; 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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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	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). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.

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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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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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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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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Federal Withholding Tax Gross Pay

Definition	The total amount of gross pay that is subject to federal withholding taxes.
Length	9 digits, including 2 decimal places
Format	9999999.99

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OASI Gross Pay

Definition	The total amount of gross pay that is subject to OASI taxes.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Special Federal Withholding Tax Gross

Definition	The amount of earnings subject to being taxed at a special flat rate rather than at the tax table rate.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Supplemental Retirement Tax Gross

Definition	The total amount of supplemental retirement pay that is subject to federal withholding tax.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Medicare Gross Pay

Definition	The total amount of gross pay that is subject to a Medicare deduction.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Retirement Gross Pay

Definition	The total amount of gross pay that is subject to a retirement deduction.
Length	9 digits, including 2 decimal places
Format	9999999.99

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Retirement Plan

Definition	A code identifying the retirement plan in which the employee was enrolled at the time of payment.
Length	2 characters
Format	Defined by SBCTC-ITD on the Retirement Plan Table (PS9041).

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Medical Aid Hours

Definition	The number of hours reported for this pay period that are subject to a medical aid deduction.
Length	5 digits, including 2 decimal places
Format	999.99

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Employee Type

Definition	A code identifying the employee's primary personnel category at the time of payment.
Length	1 character
Format	Defined by SBCTC-ITD on the Employee Type Table (PS9026).

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Employee Status

Definition	A code identifying an employee's employment relationship with your college at the time of payment.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Active (default) S Separated

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Federal Tax Exempt

Definition	The number of allowances or exemptions the employee claimed, at the time payment, on the W-4 form for federal withholding tax purposes .
Length	2 digits

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Federal Tax Marital Status

Definition	A code identifying the marital status of the employee as declared, at the time of payment, on the W-4 form for computation of the federal withholding tax.
Length	1 character

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Earnings Type

Definition	A code identifying a type of earnings being paid to employees.
Length	3 characters
Values	Defined by SBCTC-ITD on the Earnings Table (PS9007).

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Gross Amount

Definition	The gross pay associated with a distribution amount before deductions are applied.
Length	8 digits, including 2 decimal places
Format	999999.99

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Payroll Time

Definition	The number of hours associated with a distribution amount.
Length	5 digits, including 2 decimal places
Format	999.99

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Staff Months

Definition	The number of staff months associated with a particular payroll account code.
Length	3 digits, including 2 decimal places
Format	9.99

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Account Code

Definition	A code identifying the account used to record a payroll expense for a particular employee or job.
Length	The account code consists of 16 characters: Appropriation index 3 characters Program index 3 characters Organization index 4 characters Subobject 2 characters Sub-subobject 2 characters Reimbursable code 2 characters

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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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Employee Job Number

Definition	The employee's job number associated with the distribution amount.
Length	2 characters

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Job Classification

Definition	A code identifying the job classification associated with the distribution amount.
Length	6 characters
Values	Defined by colleges on the Job Class Table (PS9004).

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Transaction Code

Definition	A code identifying the type of payroll transaction associated with the distribution amount.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: AU Automatic payment AS Automatic shift differential RA Retroactive admustment TI Time Transaction Blank Other

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Number of Transactions

Definition	The number of transactions associated with a payroll schedule.
Length	2 digits