

PS1033 - Employer Cost Distributions for a Check

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Description

Use PS1033 to view the employer cost distributions for a selected pay check from the payroll history.

For an example of the Employer Cost Distributions for a Check screen, see below:

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PS1033-001      EMPLOYER COST DISTRIBUTIONS FOR A CHECK      PAYR SCHD [  ]
EMPLOYEE ID [   ]      EMPLOYEE NAME [   ]
CHECK DATE [ / / ]      PAY END DATE [ / / ]
CHECK/ADVICE# [   ]      NET PAY [   ]      TRN TYP [   ]

PAYROLL ACCOUNT      GROSS      OASI      RETIREMENT      MEDICAL      INDUST      HEALTH
                    AID      INSUR

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

Func	I (Inquire)
Screen	PS1033
Key1	Enter an Employee ID (required)
Key2	Enter a Transaction Number (optional)
Key3	Enter a Payroll Schedule (optional) or Year (optional) or both

Using the Screen

To view the employer's distribution of earnings for a particular employee's pay check, you select a record by entering an employee ID and payroll schedule. In addition, you can also enter selection criteria for year and transaction number. 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** in the Key3 field.

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 Payroll Account through Health fields.

Data Field List

Payr Schd (Key3; optional)	Payroll Account
Employee ID (Key1; required)	Gross
Employee Name	OASI
Check Date	Retirement
Pay End Date	Medical Aid
Chk/Adv Ind	Indust Insur
Chk/Adv Num	Health
Net Pay	Number of Transactions (Key2; optional)
Trn Typ	

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.

Values	<p>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
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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	<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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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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Payroll 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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Gross

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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OASI Contribution Amount

Definition	The amount of OASI cost including Medicare cost.
Length	6 digits, including 2 decimal places
Format	9999.99

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Retirement Contribution Amount

Definition	The amount of retirement cost.
Length	6 digits, including 2 decimal places
Format	9999.99

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Medical Aid Contribution Amount

Definition	The amount of medical aid cost.
Length	5 digits, including 2 decimal places
Format	999.99

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Industrial Insurance Contribution Amount

Definition	The amount of industrial insurance cost.
Length	5 digits, including 2 decimal places
Format	999.99

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Health Contribution Amount

Definition	The amount of health contribution cost.
Length	6 digits, including 2 decimal places
Format	9999.99

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Number of Transactions

Definition	Key2 field; entry optional. The number of transactions associated with a payroll schedule.
Length	2 digits