

PS1034 - Deduction Balance Adjustments History

- [Description](#)
- [User Functions and Key Fields](#)
- [Using the Screen](#)
- [Data Field List](#)

Description

Use PS1034 to view deduction balance adjustments from the payroll history for a particular employee.

For an example of the Deduction Balance Adjustments History screen, see below:

PS1034-001 DEDUCTION BALANCE ADJUSTMENTS HISTORY

<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>DED CD</u>	<u>DED TITLE</u>	<u>DED BAL TYP</u>	<u>ADJ AMOUNT</u>	<u>PAY END DATE</u>	<u>PAYR SCHD</u>

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

CANCEL NEXT SCREEN PRINT REFRESH PREVIOUS NEXT HELP MENU

User Functions and Key Fields

Function	I (Inquire)
Screen	PS1034
Key1	Enter an Employee ID (required if a Payroll Schedule is not entered in the Key3 field).
Key2	Enter a Deduction Code (optional).
Key3	Enter a Payroll Schedule (optional) or a Year (optional) or both.

Although Employee ID and Payroll Schedule are individually optional, they cannot both be blank; enter data in one or the other.

Using the Screen

To view records on the Deduction Balance Adjustments History screen, choose from the following selection options:

- Employee ID
- Payroll Schedule
- Employee ID and Payroll Schedule
- Employee ID and Deduction Code
- Employee ID, Payroll Schedule, and Deduction Code
- Payroll Schedule and Deduction Code

If you enter a payroll schedule in the Key3 field but not a year, the payroll schedule is assumed to be for the current year. To select a payroll schedule for a previous year, you must enter a year; for example, to view records for the 06B payroll schedule for the year 2002, enter **06B02** in the Key3 field.

If you enter a payroll schedule in the Key3 field without entering an Employee ID, all employer cost distributions processed for the payroll schedule are displayed.

Data Field List

Employee Name	Ded Bal Typ
Employee ID (Key1; required)	Adj Amount
Ded Cd (Key2; optional)	Pay End Date
Ded Title	Payr Schd (Key3; optional)

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
------------------	---

[Back to Field List](#)

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

[Back to Field List](#)

Deduction Code

Definition	Key2 field; entry optional. A code identifying a plan, benefit, or function that is paid for by payroll deduction.
Length	3 characters

[Back to Field List](#)

Deduction Title

Definition	The descriptive title of a deduction code.
Length	16 characters

[Back to Field List](#)

Deduction Balance Type

Definition	A code identifying a category of deduction balances.
Length	1 characters
Values	Defined by SBCTC-ITD as follows: E Employment-to-date F Fiscal year-to-date M Month-to-date P Prepaid balance Q Quarter-to-date S Suspended balance Y Year-to-date

[Back to Field List](#)

Payroll Deduction Adjustment Amount

Definition	The amount by which to adjust a deduction balance.
Length	7 digits, including 2 decimal places
Format	99999.99

[Back to Field List](#)

Pay Period End Date

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

[Back to Field List](#)

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
---------------	---