

## PS1035 - Hour Balance Adjustments History

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### Description

Use PS1035 to view hour balance adjustments from the payroll history for a selected employee.

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

**PS1035-001** **HR BALANCE ADJUSTMENTS HISTORY**

<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>BAL NUM</u>	<u>HR BALANCE TITLE</u>	<u>ADJ AMOUNT</u>	<u>PAY END DATE</u>	<u>PAYR SCHD</u>
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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)
Screen	PS1035
Key1	Enter an Employee ID (required if a Payroll Schedule is not entered in the Key3 field).
Key2	Enter an Hour Balance Number (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 Hour Balance Adjustment History screen, choose from the following selection options:

- Employee ID
- Payroll Schedule
- Employee ID and Payroll Schedule
- Employee ID and Hour Balance Number
- Employee ID, Payroll Schedule, and Hour Balance Number
- Payroll Schedule and Hour Balance Number

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 hour balance adjustments processed for the payroll schedule are displayed.

## Data Field List

<a href="#">Employee Name</a>	<a href="#">Adj Amount</a>
<a href="#">Employee ID</a> (Key1; required)	<a href="#">Pay End Date</a>
<a href="#">Bal Num</a> (Key2; optional)	<a href="#">Payr Schd</a> (Key3; optional)
<a href="#">Hr Balance Title</a>	

## Employee ID (EMP-ID)

<b>Definition</b>	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
<b>Length</b>	9 digits
<b>Values</b>	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
<b>Edits</b>	<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>

<b>Data Sets</b>	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> <li>DED-BAL-D (key)</li> <li>EMP-A (key)</li> <li>EMP-ADDR-D (key)</li> <li>EMP-BENE-D (key)</li> <li>EMP-BOND-D (key)</li> <li>EMP-DED-D (key)</li> <li>EMP-EDUC-D (key)</li> <li>EMP-HIST-D (key)</li> <li>EMP-JOB-D (one of 2 keys)</li> <li>EMP-M (key)</li> <li>EMP-NAME-D (one of 2 keys)</li> <li>EMP-YRQ-D (key)</li> <li>EMPLR-XREF-D (one of 2 keys)</li> <li>FAC-PLACE-D (key)</li> <li>LEAVE-DAY-D (key)</li> <li>LEAVE-XREF-D (one of 2 keys)</li> </ul> <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> <li>COH-TRNS-M</li> <li>TIME-RPT-D</li> </ul>
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### Employee Name (EMP-NAME)

<b>Definition</b>	Entry required. The full name of an employee.
<b>Length</b>	30 characters
<b>Format</b>	<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>
<b>Values</b>	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
<b>Data Sets</b>	EMP database: EMP-M

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### Hour Balance Number

<b>Definition</b>	Key2 field, entry optional. A code identifying a category of hour balances to be updated when an earnings type is paid.
<b>Length</b>	2 digits
<b>Values</b>	Defined by SBCTC-ITD on the Hour Balance Table (PS9034).

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### Hour Balance Title

<b>Definition</b>	The descriptive title associated with an hour balance code.
<b>Length</b>	20 characters

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### Hour Balance Adjustment Amount

<b>Definition</b>	The amount by which an hour balance is to be adjusted.
<b>Length</b>	7 digits, including 2 decimal places
<b>Format</b>	99999.99

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### Pay Period End Date

<b>Definition</b>	The ending date of a pay period.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

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### Payroll Schedule

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