

PS1036 - Dollar Balance Adjustments History

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Description

Use PS1036 to view dollar balance adjustments from the payroll history for a selected employee.

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

PS1036-001 **DOLLAR BALANCE ADJUSTMENTS HISTORY**

<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>BAL NUM</u>	<u>DOLLAR 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 []

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User Functions and Key Fields

Func	I (Inquire)
Screen	PS1036
Key1	Employee ID (required)
Key2	Dollar Balance Number (optional)
Key3	Payroll Schedule (optional) of 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 Dollar Balance Adjustment History screen, choose from the following selection options:

- Employee ID
- Payroll Schedule
- Employee ID and Payroll Schedule
- Employee ID and Dollar Balance Number
- Employee ID, Payroll Schedule, and Dollar Balance Number
- Payroll Schedule and Dollar 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 dollar balance adjustments processed for the payroll schedule are displayed.

Data Field List

Employee Name	Adj Amount
Employee ID (Key1; required)	Pay End Date
Bal Num (Key2; optional)	Payr Schd (Key3; optional)
Dollar Balance Title	

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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Dollar Balance Number

Definition	Key2 field. A code identifying a category of dollar balances to be updated when an earnings type is paid.
Length	2 digits
Values	Defined by SBCTC-ITD on the Dollar Balance Table (PS9029).

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Dollar Balance Title

Definition	The descriptive title associated with a dollar balance code.
Length	20 characters

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Dollar Balance Adjustment Amount

Definition	The amount by which a dollar balance is to be adjusted.
Length	7 digits, including 2 decimal places
Format	99999.99

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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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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