

User Functions and Key Fields

Func	I (Inquire)
Screen	PS1037
Key1	Enter an Employee ID (required).
Key2	Not applicable
Key3	Enter a Payroll Schedule (optional) or Year (optional) or both.

Using the Screen

To view records on the Expense Transfers for an Employee Screen, you can select records by employee ID, payroll schedule, or both. 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.

To access Part B of this screen, use the Cost Detail (F1) function key.

Data Field List

Employee ID (Key1; entry required.)	Staff Months
Employee Name	Gross Amount
Pay End Date	Total Employer Costs
Payroll Account	Payr Schd (Key3; optional)
Job Class	

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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Pay Period End Date

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

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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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Job Classification

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

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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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Gross Amount

Definition	The gross pay amount for an expense transfer before deductions were applied.
Length	8 digits, including 2 decimal places
Format	999999.99

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Total Employer Costs

Definition	The amount of total employer costs for an expense transfer. This is a summary field and identifies the total amount that the employer contributes to pay the employer portion of OASI, retirement, medical aid, industrial insurance, and health insurance.
Length	9-digits, including 2 decimal places

Format	9999999.99
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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	<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