

PS1037 Part B - Expense Transfers for an Employee

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Description

Use Part B of PS1037 screen to view details from payroll history for expense transfers to and from payroll accounts.

This screen has two parts. Part B displays cost detail information for expenses transfers including:

- Payroll Account Code
- Job Classification
- OASI Contribution Amount
- Retirement Contribution Amount
- Medical Aid Contribution Amount
- Industrial Insurance Contribution Amount
- Health Contribution Amount

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 A of this screen, use the Total Gross (F1) function key.

Data Field List

Employee ID (Key1; entry required.)	OASI
Employee Name	Retire
Pay End Date	Med Aid
Payroll Account	Indust
Job Class	Health

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	Last, First Middle; Suffix 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 If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.
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 an expense transfer amount.
Length	6 characters
Values	Defined by colleges on the Job Class Table (PS9004).

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OASI Contribution Amount

Definition	The amount of the employer's OASI cost, including Medicare, for an expense transfer.
Length	6 digits, including 2 decimal places
Values	9999.99

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Retirement Contribution Amount

Definition	The amount of the employer's retirement cost for an expense transfer.
Length	6 digits, including 2 decimal places
Values	9999.99

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Medical Aid Contribution Amount

Definition	The amount of the employer's medical aid cost for an expense transfer.
Length	5 digits, including 2 decimal places
Values	999.99

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Industrial Insurance Contribution Amount

Definition	The amount of the employer's industrial insurance cost for an expense transfer.
Length	5 digits, including 2 decimal places
Values	999.99

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Health Contribution Amount

Definition	The amount of the employer's health insurance cost for an expense transfer.
Length	6 digits, including 2 decimal places
Values	9999.99