

PS1038 - Employee Bonds History

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Description

Use PS1038 to view deduction transactions from the payroll history for savings bonds.

For an example of the Employee Bonds History screen, see below:

EMPLOYEE NAME	EMPLOYEE ID	BOND NUM	BONDS PURCH	DED AMOUNT	PAY END DATE	PAYR SCHD
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NEXT: FUNC [] SCREEN [] KEY1 [] KEY2 [] KEY3 []

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User Functions and Key Fields

Function	I (Inquire)
Screen	PS1038
Key1	Enter an Employee ID (optional)
Key2	Enter a Bond Number (optional)
Key3	Enter a Payroll Schedule (optional) or 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 Employee Bonds History screen, choose from the following selection options:

- Employee ID
- Payroll Schedule
- Employee ID and Payroll Schedule
- Employee ID and Bond Number
- Employee ID, Payroll Schedule, and Bond Number
- Payroll Schedule and Bond 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 bonds processed for the payroll schedule are displayed.

Data Field List

Employee Name	Ded Amount
Employee ID (Key1)	Pay End Date
Bond Number (Key2)	Payr Schd (Key3)
Bonds Purch	

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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Bond Number

Definition	A number automatically assigned to each type of savings bond that an employee has chosen to purchase.
Length	2 digits

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Bonds Purchased

Definition	The number of savings bonds that an employee has purchased.
Length	2 digits

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Deduction Amount

Definition	The amount of the deduction from gross pay for each bond number.
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