

## PS9013 – Pay Frequency Table

Required table. Codes maintained by SBCTC-ITD and users.

Use this table to identify the maximum gross pay and maximum net pay allowed for each pay cycle frequency code. Each pay cycle frequency code is associated with a fixed number of medical aid hours and a standard number of work hours per pay period.

The protected functions on the screen are A (Add) and D (Delete). To request that a pay cycle frequency code be added or deleted, complete a Pay Frequency Table (PS9013) Update Form (see Appendix D of the PPMS Control Tables manual for sample request forms).

To obtain a complete listing of pay cycle frequency codes, run DataExpress procedure PS9013R (from the Group Inform and Account PLIB).

### User Functions and Key Fields

FUNC	C (Change), I (Inquire)
KEY1	Enter a Pay Frequency Code
KEY2	Leave blank
KEY3	Leave blank

### Data Field List

<a href="#">Pay Frequency</a> (Key1)	<a href="#">Medical Aid Fixed Hours Per Pay Period</a> (display only)
<a href="#">Maximum Gross Pay</a> (required)	<a href="#">Standard Pay Period Hours</a> (display only)
<a href="#">Maximum Net Pay</a> (required)	

### Pay Cycle Frequency (PAY-CYCLE-FREQ)

<b>Definition</b>	Key1 field. A code identifying the frequency of a pay cycle.										
<b>Length</b>	1 character										
<b>Values</b>	Defined by SBCTC-ITD as follows:  <table style="margin-left: 40px;"> <tr> <td>B</td> <td>Biweekly</td> </tr> <tr> <td>M</td> <td>Monthly</td> </tr> <tr> <td>Q</td> <td>Quarterly</td> </tr> <tr> <td>S</td> <td>Semimonthly</td> </tr> <tr> <td>W</td> <td>Weekly</td> </tr> </table>	B	Biweekly	M	Monthly	Q	Quarterly	S	Semimonthly	W	Weekly
B	Biweekly										
M	Monthly										
Q	Quarterly										
S	Semimonthly										
W	Weekly										

### Maximum Gross Pay (MAX-GROSS-PAY)

<b>Definition</b>	Entry required. The maximum gross amount that an employee can be paid for the pay cycle frequency.
<b>Length</b>	9 digits, including two decimal places
<b>Format</b>	9999999.99

<b>Edits</b>	The value of this field must be greater than zero.
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### Maximum Net Pay (MAX-NET-PAY)

<b>Definition</b>	Entry required. The maximum net pay an employee can be paid for the pay cycle frequency.
<b>Length</b>	9 digits, including two decimal places
<b>Format</b>	99999999.99
<b>Edits</b>	The value of this field must be greater than zero.

### Medical Aid Fixed Hours Per Pay Period (MEDAID-FIX-HR)

<b>Definition</b>	Display only. The number of hours per pay period used for calculating medical aid insurance rates for employees reporting a fixed number of hours per pay period. The value of this field is associated with a specific pay cycle frequency code.
<b>Length</b>	3 digits
<b>Edits</b>	The value of this field must be greater than zero.

### Standard Pay Period Hours (STD-PER-HR)

<b>Definition</b>	Display only. The number of standard hours worked during a pay period for a specific pay cycle frequency code.
<b>Length</b>	3 digits
<b>Edits</b>	The value of this field must be greater than zero.