

PS9023 – Pay Cycle Table

Required table. Table maintained by users.

Use this screen to view and update beginning dates, ending dates, and regular check dates for each pay cycle. PPMS uses these dates to edit and process all of the payrolls associated with a pay cycle.

The Pay Cycle Table must be built before the associated payrolls are initialized and payroll transactions can be entered on the payroll screens.

The number of pay cycles that can be defined is unlimited, giving your college the capability of assigning a different pay cycle code to each employee group.

To obtain a complete listing of the Pay Cycle Table, run DataExpress procedure PS9023R (from the Group Inform and Account PLIB).

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Pay Cycle Code
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Pay Cycle (Key1)	Pay Period End Date
Pay Cycle Title (required)	Regular Check Date
Pay Period Begin Date	

Pay Cycle (PAY-CYCLE)

Definition	Key1 field. A code identifying the pay cycle on which an employee is paid. The first character of the pay cycle code is the pre-defined pay cycle frequency code. The second character of the pay cycle code is college-defined and cannot be blank.
Length	2 characters
Edits	The first position of the pay cycle code must be valid on the Pay Frequency Table (PS9013).

Pay Cycle Title (PAY-CYCLE-TITLE)

Definition	Entry required. The descriptive title for a pay cycle.
Length	20 characters

Pay Period Begin Date (PAY-BEG-DATE)

Definition	The date on which a pay period begins.
Length	6 characters

Format	mmddy (for example, 061299)
Edits	The Pay Period Begin Date entry must not be later than the the Pay Period End Date entry.

Pay Period End Date (PAY-END-DATE)

Definition	The date on which a pay period ends.
Length	6 characters
Format	mmddy (for example, 061299)
Edits	The pay periods for a pay cycle code cannot be duplicated or overlapping. Duplicated pay periods have the same beginning dates and the same ending dates. Overlapping pay periods occur when the beginning date or ending date of one pay period falls within another pay period.

Regular Check Date (REG-CHK-DATE)

Definition	The check date for a payroll schedule.
Length	6 characters
Format	mmddy (for example, 061299)
Edits	The Regular Check Date must not be a Saturday, Sunday, or holiday. Note: The only holidays against which PPMS validates regular check dates are institution holidays. Institution holidays are identified on the FMS System Calendar (GA1070). Your college should also take into consideration banking holidays when selecting the regular check date for a payroll schedule.