

## PS9034 – Hour Balance Table

Required table. Maintained by SBCTC-ITD.

Use this screen to view the valid hour balances and the period for which each balance is maintained. Hour balances can be updated based on the date of the payroll check or the end date of the pay period.

The protected functions on this screen are A (Add), C (Change), and D (Delete). To request that an hour balance code be added, deleted, or changed, complete an Hour Balance Table (PS9034) Update Form (see Appendix D of the PPMS Control Tables manual for sample request forms).

### User Functions and Key Fields

FUNC	I (Inquire)
KEY1	Enter an Hour Balance Number
KEY2	Leave blank
KEY3	Leave blank

### Data Field List

<a href="#">Hour Balance Number</a> (Earnings Type Hours Balance) (Key1)	<a href="#">Balance Period</a> (display only)
<a href="#">Hour Balance Title</a> (display only)	<a href="#">Balance Update Indicator</a> (display only)

### Earnings Type Hours Balance (EARN-HR-BAL)

<b>Definition</b>	Key1 field. A code identifying a category of hour balances to be updated when an earnings type is paid. For example, the earnings type hours balance code <b>1</b> (regular hours year-to-date) and <b>13</b> (total hours worked quarter-to-date) are assigned to the earnings type <b>HR Y</b> (hourly).  On the Earnings Table (PS9007), multiple earnings type hour balances can be assigned to an earnings type.
<b>Length</b>	2 digits
<b>Edits</b>	The value in this field must be numeric.
<b>Values</b>	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> <li>1 Regular Hours YTD</li> <li>2 Overtime Hours YTD</li> <li>3 Overtime Hours FTD</li> <li>4 Medical Aid Hours QTD</li> <li>5 Medical Aid Hours MTD</li> <li>6 Leave Without Pay Hours ETD</li> <li>7 Work Study Hours FTD</li> <li>8 Work Study Hours MTD</li> <li>9 Retirement Hours MTD</li> <li>10 Volunteer Hours FTD</li> <li>11 Volunteer Hours QTD</li> </ul>

	12 Volunteer Hours MTD 13 Total Hours Worked QTD 14 Sick Leave Hours QTD 15 Compensatory Hours Paid QTD 16 Leave Without Pay Adjustment Balance 17 Instruction Hours ETD
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**Hour Balance Title (HR-BAL-TITLE)**

<b>Definition</b>	Display only. The descriptive title of an earnings type hour balance.
<b>Length</b>	20 characters

**Balance Period (BAL-PER)**

<b>Definition</b>	Display only. A code identifying the period for which an hour balance is to be maintained.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  E Employment F Fiscal year M Month Q Quarter Y Calendar year

**Balance Update Indicator (BAL-UPD-IND)**

<b>Definition</b>	Display only. A code indicating when to update an hour balance and when to zero out the balance.
<b>Values</b>	Defined by SBCTC-ITD as follows:  C Update based on check date P Update based on pay period end date