

PS0019 – Employer Cost Distribution Override Screen

Use this screen to enter account distributions that will override the normal job account distributions for an employee's benefit expenses. An override record must be completed for each employer cost type that requires an override to the normal job account distribution.

User Functions and Key Fields

Func	A (Add); C (Change); D (Delete); I (Inquire)
Key1	Employee ID
Key2	Employer Cost Type
Key3	Leave blank

Data Fields

Employee ID	Override Begin Date (required)
Employee Name (display only)	Override End Date (required)
Employer Cost Type	Account Code (required)
Cost Type Title (display only)	Cost Percent (required)

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	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). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.

Data Sets	<p>Employee (EMP) database: 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) Payroll</p> <p>(PAYR) database: COH-TRNS-M TIME-RPT-D</p>
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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

Employer Cost Type (EMPLR-COST-TYP)

Definition	A code for a specific type of employer cost, such as retirement and medical aid.
Length	1 character
Values	<p>Defined by SBCTC-ITD on the Employer Cost Table (PS9045) as follows:</p> <ol style="list-style-type: none"> 1 OASI (FICA), Medicare 2 Retirement 3 Health, dental, life, and long-term disability 4 MedAid/Indust 5 PFML

Data Sets	EMP database: Not stored in the EMP database TBL5 database: DED-TBL-M EMPLR-COST-TYP-M
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Employer Cost Type Title (COST-TYP-TITLE)

Definition	The descriptive title of an employer cost type.
Length	10 characters
Values	Defined by SBCTC-ITD on the Employer Cost Table (PS9045)
Data Sets	EMP database: Not stored in the EMP database TBL5 database: EMPLR-COST-TYP-M

Override Begin Date (OVERRIDE-BEG)

Definition	The date on which an employer cost type override for an employee begins.
Length	6 digits
Format	mmddyy
Edits	On the Employer Cost Distribution Override Screen (PS0019), the date in this field must be earlier than the date in the Override End Date field.
Data sets	EMPLR-COST-M

Override End Date (OVERRIDE-END)

Definition	The date on which an employer cost type override for an employee ends.
Length	6 digits
Format	mmddyy
Edits	On the Employer Cost Distribution Override Screen (PS0019), the date in this field must be later than the date in the Override Begin Date field.
Data sets	EMPLR-COST-M

Payroll Account Code (PAYR-ACCT)

Definition	A code identifying an account against which a payroll expense is recorded for a particular employee.
Length	16 characters, which are defined as follows: Appropriation Index 3 characters Program Index 3 characters Organization Index 4 characters Subobject 2 characters Sub-subobject 2 characters Reimbursable code 2 characters

Values	Defined in the Financial Management System (FMS)
Edits	<ul style="list-style-type: none"> On the Job Account Screen (PS0003), if the Job End Date field contains a future date, at least one job account code must be entered for each job that an employee holds. On the Payroll Time Reporting Screen (PS1002), this field cannot be left blank if the job has no active accounts during the pay period, or if the percentage of full-time equals zero.
Additional Information	<ul style="list-style-type: none"> On the Job Account Screen (PS0003) and the Student/Hourly Job Screen (PS0013), you can delete an entire account line by blanking out this field, which is labeled "Account Code." On the Payroll Time Reporting Screen (PS1002), if you leave this field blank when adding payroll transactions, PPMS will distribute the transactions over the employee's active payroll accounts based on the account percentage of full-time Active payroll accounts are those being paid from job account lines.
Data sets	<p>EMP database: EMPLR-COST-D JOB-ACCT-D</p> <p>PAYR database: EXP-TRNSFR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D</p>

Cost Percent (COST-PCT)

Definition	The percentage of a particular payroll benefit expense that should be charged to the corresponding override account code.
Length	5 digits, including 2 decimal places
Format	999.99
Edits	The percentages in all of the Cost Percent fields on the Employer Cost Distribution Override Screen (PS0019) must be equal to 100%.
Data sets	EMPLR-COST-D

Data Sets

Additions and changes made on this screen may update the following data sets:

- Employer Cost Master (EMPLR-COST-M)
- Employer Cost Detail (EMPLR-COST-D)