

- Employee has leave-without-pay status.
- Job is not active during pay period.

If the condition is not accurate, you should correct it on the appropriate Employee Maintenance screen.

User Functions and Key Fields

FUNC	A (Add); C (Change); D (Delete); I (Inquire); X (Additional Pay)
KEY1	Enter an Employee ID
KEY2	Enter a Job Number
KEY3	Enter a Payroll Schedule

Add Function

When you use the A (add) function, the time-reporting (bottom) portion of this screen initially contains the account line information for the employee from the Job Account Screen (PS0003). When you type additional transactions and press the Enter key, all of the information on the screen is saved in the payroll transaction file for payroll processing. Automatic payment is then generated from the payroll transaction file, and the employee's database job screens are not accessed again during the payroll schedule. Therefore, if you want to make changes to the employee's database information that affect the payroll being processed, you must make the changes on the Payroll Time Reporting Screen, as well as on the employee's job screens.

Additional Pay Function

When you use the X (additional pay) function, only the transactions that you enter are saved in the payroll transaction file; the automatic payment is still generated from the employee job screens at the time the payroll is processed.

If you use the **X** additional pay function after using the **A** (add) function to enter transactions on this screen, the message "Prior add function (A) has generated automatic payment" is displayed.

Using the Screen

Use the following instructions and guidelines for entering out-of-cycle pay, overriding automatic pay, entering time transactions, and verifying entries.

Entering Out-of-Cycle Pay

If a job is being paid out of cycle, you must enter values in the Pay Per End Date, Account Code, Rate/Amt, Earn Typ, and Time fields.

Overriding Automatic Pay

Before you enter transactions, the Override field (automatic payment override indicator) is displayed with an asterisk (*).

- If you use the **A** (add) function, PPMS changes the Override field to **Y** (yes, override automatic payment).
- If you use the **X** (additional pay) function to enter transactions, PPMS changes this indicator to **N** (no, do not override automatic payment).

Entering Time Transactions

Depending on the kind of time reporting you are doing, the bottom portion of the Payroll Time Reporting Screen contains different data:

- For exception-time reporting jobs on an out-of-cycle payment and positive-time reporting jobs on all pay cycles, the time-reporting portion of the screen is displayed with only the account codes from the Job Account Screen (PS0003). No automatic payments are displayed. You can enter additional payment data on the account lines, but they do not have any effect on the automatic payment.
- For exception-time reporting jobs on an in-cycle payment, the time-reporting portion of the screen is displayed blank for the X function. For the A function, the screen is displayed with values in the Account Code, Rate/Amt, Earn Type, and Time fields. If you enter additional earnings types and times, PPMS accesses the Job Account Screen (PS0003) to compute the rate/amount and the account distribution.

Whenever you enter an additional earnings type and time on the first blank line of this screen and press the Enter key, the screen is displayed with the computed rate/amount. When you press the Enter key a second time, the screen becomes blank. When you press the Enter key a third time, the screen is displayed with the rate/amount and hours distributed across the accounts on the Job Account Screen (PS0003).

Verifying Entries

If you entered a batch number and input hash totals on the Payroll Batch Control Screen (PS1001), you can see how your positive-time entries on this (PS1002) screen are computed. To see those computations, display the daily Payroll Input Register (PS1135).

Data Fields

Payr Schd	% Full Time (display only)
Employee ID	Job Dept (display only)
Name (display only)	Time Rpt (display only)
Job Number	Other Jobs (display only)
Pay Cycle (display only)	Btch Num
Pay Period: End Date (display only)	Pay Per End Date
Pay Period: Days (display only)	Account Code
Pay Period: Hours (display only)	Rate/Amt
Cal (display only)	Earn Typ
Job Class (display only)	Time
Job Pay Rate (display only)	Override (display only)
Last Pay Rate (display only)	

Payroll Schedule (PAYR-SCHD)

Definition	A code identifying a specific payroll.
Length	3 characters

Values	<p>The first two characters identify the month of the accounting period (01-12). The third character is the schedule code, defined by SBCTC-ITD on the Schedule Code Table (PS9042) as follows:</p> <p>A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month</p> <p>B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month</p> <p>H Hourly payroll schedule</p> <p>M Monthly payroll schedule</p> <p>S Supplemental schedule for fiscal year end</p> <p>Z Schedule for W-2 balance adjustments</p> <p>1 First payroll schedule for new academic year</p>				
Edits	<p>A payroll schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000) before it can be used on the other Payroll Processing screens.</p> <p>On all Payroll Processing screens, the Add, Change, and Delete functions cannot be performed for a payroll schedule if it has already been processed.</p> <p>The schedule code (third character of Payroll Schedule) must not be Z</p>				
Data Sets	<table> <tr> <td>PAYR database:</td> <td>PAYR-SCHD-D PAYR-SCHD-M</td> </tr> <tr> <td>TBL5 database:</td> <td>DED-CAL-D</td> </tr> </table>	PAYR database:	PAYR-SCHD-D PAYR-SCHD-M	TBL5 database:	DED-CAL-D
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TBL5 database:	DED-CAL-D				

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: 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> <p>Payroll (PAYR) database: COH-TRNS-M TIME-RPT-D</p>
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Employee Name (EMP-NAME) Display only.

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	<p>Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).</p>
Data Sets	EMP database: EMP-M

Employee Job Number (EMP-JOB-NUM)

Definition	A code number for a particular job that an employee performs.
Length	2 characters
Values	<p>Defined by colleges on the Job Status Screen (PS0002).</p> <p>Default: 01 on the Payroll Time Reporting Screen (PS1002)</p>
Edits	<p>For an employee to be paid through the Payroll Time Reporting Screen (PS1002), the employee's job must have minimum data on the Employee database.</p> <p>On the Payroll Time Reporting Screen (PS1002) and the Multiple Employee Leave Screen (PS1018), the employee job number must be valid for the employee.</p>

Data Sets	EMP database:	EMP-JOB-D
	PAYR database:	COH-EARN-DISTR-D RETRO-ADJ-D

Pay Cycle (PAY-CYCLE)

Definition	Display only. A code for the pay cycle on which a specific job is paid. The pay cycle is also used on deduction calendars for exception processing of deductions.
Length	2 characters
Values	<p>Defined on the Pay Cycle Table (PS9023). The first character of the pay cycle code is the pay cycle frequency, which is defined by SBCTC-ITD and identifies the frequency of a pay cycle code. The second character of the pay cycle code is defined by colleges on the Pay Cycle Table and cannot be blank. Valid pay frequency codes are:</p> <p>B Biweekly M Monthly Q Quarterly S Semimonthly W Weekly</p>
Data Sets	<p>EMP database: EMP-JOB-D</p> <p>PAYR database: PAYR-SCHD-D</p>

Pay Period End Date (PAY-END-DATE)

Definition	Display only. The date on which a pay period ends.
Length	6 digits
Format	mmddy
Edits	The value for this field on a transaction line cannot be later than the value in the first Pay Period: End Date field.
Additional Information	<p>On the Payroll Time Reporting Screen (PS1002), this field occurs twice.</p> <p>In the first occurrence (labeled Pay Period: End Date), this field identifies the ending date of the pay period for which the time transactions are being processed.</p> <p>In the second occurrence, this field is located on each time transaction line, where it is the ending date of the pay period in which pay for the transaction was earned. If this field is left blank on a time transaction line, the field will display the value from the Pay Period: End Date field.</p>
Data Sets	<p>PAYR database:</p> <p>COH-EARN-DISTR-D COH-TRNS-M EXP-TRNSFR-M PAYR-SCHD-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D</p>

Pay Period Days (PAY-PER-DAYS)

Definition	Display only. The number of work days in the pay period being processed. This
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	number is based on the standard work week or the employee calendar if one exists.
Length	2 digits
Values	PPMS-generated
Data Sets	PAYR-SCHD-D

Pay Period Hours (PAY-PER-HR)

Definition	Display only. The number of hours in the pay period being processed for an employee.
Length	5 digits, including 2 decimal places
Format	999.99
Values	PPMS-generated
Additional Information	This number is based on the standard work week or the employee calendar if one is used. This number is proportionate to the percentage of full-time that the employee works on the job.
Data Sets	PAYR-SCHD-D

Calendar Code (CAL-CD)

Definition	Display only. A code identifying a work calendar for an employee, a position, or a group of employees.						
Length	2 characters						
Values	Defined by colleges on the Employee Calendar table (PS9019).						
Data Sets	<table> <tr> <td>EMP database:</td> <td>EMP-JOB-D</td> </tr> <tr> <td>PAYR database:</td> <td>Not stored in the PAYR database</td> </tr> <tr> <td>TBL5 database:</td> <td>EMP-CAL-YRMO-D EMP-CAL-D EMP-CAL-M POS-M</td> </tr> </table>	EMP database:	EMP-JOB-D	PAYR database:	Not stored in the PAYR database	TBL5 database:	EMP-CAL-YRMO-D EMP-CAL-D EMP-CAL-M POS-M
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PAYR database:	Not stored in the PAYR database						
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Job Classification (JOB-CLASS)

Definition	Display only. A code identifying one or more positions that have similar duties and qualifications, and the same pay schedule.						
Length	6 characters						
Values	Defined by colleges on the Job Class Table (PS9004).						
Data Sets	<table> <tr> <td>EMP database:</td> <td>EMP-JOB-D</td> </tr> <tr> <td>PAYR database:</td> <td>COH-EARN-DISTR-D EXP-TRNSFR-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D</td> </tr> <tr> <td>TBL5 database:</td> <td>EMPL-STAT-OPT-M JOB-CLASS-TBL-M POS-M</td> </tr> </table>	EMP database:	EMP-JOB-D	PAYR database:	COH-EARN-DISTR-D EXP-TRNSFR-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D	TBL5 database:	EMPL-STAT-OPT-M JOB-CLASS-TBL-M POS-M
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TBL5 database:	EMPL-STAT-OPT-M JOB-CLASS-TBL-M POS-M						

Job Pay Rate (JOB-PAY-RATE)

Definition	Display only. The rate of pay each pay period for a specific job.
Length	9 digits, including 3 decimal places
Format	999999.999
Data sets	EMP database: EMP-JOB-D PAYR database: TIME-RPT-D

Last Pay Rate (LAST-PAY-RATE)

Definition	Display only. The hourly rate of pay for this job during the last regular pay period.
Length	9 digits, including 3 decimal places
Format	999999.999
Additional Information	This field is updated for hourly and salaried employees only. PPMS calculates the salaried employee's hourly rate, using the salaried gross pay divided by the standard pay period hours on the Pay Frequency Table (PS9013).
Data Sets	EMP database: EMP-JOB-D PAYR database: Not stored in the PAYR database

Job Percent of Full-Time (JOB-PCT-FULL)

Definition	Display only. The percentage of full time that an employee works or has worked on a specific job.
Length	5 digits, including 2 decimal places
Format	999.99
Data Sets	EMP database: EMP-HIST-D EMP-JOB-D PAYR database: Not stored in the PAYR database

Job Department (JOB-DEPT)

Definition	Display only. A code identifying the department that has the primary time reporting responsibility for an employee's job.
Length	6 characters
Values	Defined by colleges on the Department Table (PS9006).
Data Sets	EMP database: EMP-HIST-D EMP-JOB-D PAYR database: Not stored in the PAYR database

Time Reporting Code (TIME-RPT-CD)

Definition	Display only. A code identifying the method required for reporting time for a job.
Length	1 character

Values	Defined by SBCTC-ITD as follows: E Exception reporting (this job does not require time transactions for the employee to be paid) P Positive reporting (this job requires time transactions for the employee to be paid)
Data Sets	EMP database: EMP-JOB-D PAYR database: Not stored in the PAYR database

Other Active Jobs (OTHER-ACTIVE-JOB)

Definition	Display only. A set of job numbers identifying up to eight other active jobs that an employee holds at your college.
Length	2 digits for each job number
Data Sets	Not stored in the EMP database or the PAYR database

Payroll Batch Number (PAYR-BTCH-NUM)

Definition	A number representing a batch of time transactions for a payroll schedule.
Length	3 digits
Values	Each batch for a payroll must have a different number. Batch numbers 1 to 899 are reserved for users to assign to payroll batches on the Payroll Batch Control Screen (PS1001) and the Payroll Time Reporting Screen (PS1002). Batch numbers 900 to 999 are reserved for PPMS processes that create payroll time transactions and should not be assigned by users. PPMS-assigned codes currently being used are: 900 Payroll transactions posted from the Leave Posting Screen (PS1019) 902 Payroll transactions posted from the Time Report Screen (PS1004)
Dependencies	If the payroll batch number is entered on the Payroll Time Reporting Screen (PS1002), the totals for the Computed fields on the Payroll Batch Control Screen (PS1001) will be generated for balancing to the input hash totals.
Edits	Before a payroll batch number can be entered on the Payroll Time Reporting Screen (PS1002), the number must be entered on the Payroll Batch Control Screen (PS1001).
Data Sets	PAYR-BTCH-M (database name is PH-PAYR-BTCH) TIME-TRNS-D

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	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	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.	
Data Sets	EMP database:	EMPLR-COST-D JOB-ACCT-D
	PAYR database:	EXP-TRNSFR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D

Transaction Rate/Amount (TRNS-RATE-AMT)

Definition	An amount indicating the hourly rate or gross pay amount associated with a particular payroll transaction to be expensed to the account code on the same line.
Length	9 digits
Format	999999.999
Edits	If the Transaction Rate/Amount is an hourly rate, it must not be less than the minimum hourly rate indicated by institution parameter number 1102, or greater than the maximum hourly rate indicated by institution parameter number 1103 on the Institution Parameter Table (PS9001).
Additional Information	<p>If you type a minus sign before the amount, the normal posting of the earnings type gross amounts, as indicated by the gross indicators on the Earnings Table (PS9007), will be reversed.</p> <p>If you leave the field blank, PPMS will calculate the hourly rate or the gross pay amount, depending on the calculation process as indicated for the Earnings Type on the Earnings Type table (PS9007).</p>

Earnings Type (EARN-TYP)

Definition	A code identifying the type of earnings for which a payment to an employee is being made.
Length	3 characters
Values	Defined by SBCTC-ITD on the Earnings Table (PS9007).

Data Sets	EMP database:	JOB-ACCT-D
	PAYR database:	COH-EARN-DISTR-D RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D
	TBL5 database:	EARN-TBL-M LEAVE-TRNS-TBL-M WS-TBL-D

Transaction Time (TRNS-TIME)

Definition	The time associated with the earnings type for a particular payroll time transaction.
Length	5 digits, including 2 decimal places
Format	999.99
Values	A minus sign (–) typed before the number of hours reverses the normal posting of the earnings type hour balances.
Edits	<p>If a value is not entered in the Transaction Rate/Amount field, a value must be entered in at least one Transaction Time field.</p> <p>A value must be entered in the Transaction Time field for an earnings type unless the earnings hour type on the Earnings Table (PS9007) is N (nonworked hours).</p> <p>The values in the Transaction Rate/Amount field and a Transaction Time field may be a reversal of the normal posting for the earnings type. If this is the case, then a minus sign (–) must be typed before the hours typed in the Transaction Time field. If the value in the Transaction Rate/Amount field is not an hourly rate, the minus sign (–) must be typed before the values in both the Transaction Rate/Amount field and the Transaction Time field.</p>
Data Sets	TIME-RPT-D TIME-TRNS-D

Automatic Payment Override Indicator (AUTO-OVERRIDE)

Definition	Display only. A PPMS-generated code indicating whether automatic payment for a specific job will be overridden at payroll processing time.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>Y Yes, automatic payment will be overridden.</p> <p>N No, automatic payment will not be overridden.</p>
Dependencies	The value of this field is based on the function that was used to add the payroll transactions on the Payroll Time Reporting Screen (PS1002). If the X (additional pay) function was used on PS1002, this indicator is set to N (no). If the A (add) function was used on PS1002, this indicator is set to Y (yes).
Data Sets	TIME-TRNS-M