

Retroactive Adjustments Screen (PS1003)

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Description

Use PS1003 to process payroll adjustments that apply to the payroll for a prior period. Specifically, you can use this screen to:

- Increase or decrease the gross amount paid to an employee.
- Correct the time recorded for a pay period.
- Correct the staff month calculation.
- Correct an earnings type for a previous period.

For a retroactive adjustment, you must enter the pay period end date for the actual pay period being corrected. For an example of the screen, see below:

PS1003-002	RETROACTIVE ADJUSTMENTS SCREEN							PAYR SCHD []
EMPLOYEE ID []	NAME []							
SCREEN HASH TOTAL []								
<u>ACCOUNT CODE</u>	<u>JOB #</u>	<u>JOB CLASS</u>	<u>EARN TYP</u>	<u>GROSS AMOUNT</u>	<u>TIME</u>	<u>STAFF MO</u>	<u>PAY PER END DATE</u>	<u>SEPR CHK</u>
NEXT: FUNC [] SCREEN [] KEY1 [] KEY2 [] KEY3 []								
CANCEL	NEXT SCREEN	PRINT	REFRESH	PREVIOUS	NEXT	HELP	MENU	

User Functions and Key Fields

FUNC	A (Add); C (Change); D (Delete); I (Inquire)
KEY1	Enter an Employee ID
KEY2	Leave blank
KEY3	Enter a Payroll Schedule

Data Fields

Payr Schd	Earn Typ
Employee ID	Gross Amount
Name (display only)	Time
Screen Hash Total	Staff Mo
Account Code	Pay Per End Date (required)
Job #	Sepr Chk
Job Class	

Payroll Schedule (PAYR-SCHD)

Definition	A code identifying a specific payroll.
Length	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
Values	The third character is defined by the SBCTC-ITD on the Schedule Code Table (PS9042) as follows: <ul style="list-style-type: none"> A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year

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 on the following screens:</p> <ul style="list-style-type: none"> • Payroll Batch Control Screen (PS1001) • Payroll Time Reporting Screen (PS1002) • Retroactive Adjustments Screen (PS1003) • Automatic Check Cancellation Screen (PS1005) • Cancellation/Overpayment/Handdrawn Header Screen (PS1006) • Cancellation/Overpayment/Handdrawn Distributions Screen (PS1007) • Cancellation/Overpayment/Handdrawn Bonds Screen (PS1008) • Deduction Adjustments Screen (PS1010) • Payroll Expense Transfers Screen (PS1011) 				
Data sets	<table border="0"> <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
PAYR database:	PAYR-SCHD-D PAYR-SCHD-M				
TBL5 database:	DED-CAL-D				

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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:</p> <ul style="list-style-type: none"> 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>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D
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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	<p>Entered by college on the Employee Status Screen (PS0001).</p> <p>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	College-defined on the Job Status Screen (PS0002)
Edits	If the Employee Status value on the Student/Hourly Screen (PS0012) is S (separated), a value cannot be entered in this field on the Student/Hourly Job Screen (PS0013).
Data Sets	EMP database: EMP-JOB-D PAYR database: COH-EARN-DISTR-D RETRO-ADJ-D

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Job Classification (JOB-CLASS)

Definition	A code identifying one or more positions that have similar duties and qualifications, and the same pay schedule.
Length	6 characters
Values	College-defined on the Job Class Table (PS9004)
Data Sets	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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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

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Gross Amount (GROSS-AMT)

Definition	The gross pay amount associated with a particular payroll transaction before deductions are applied.
Length	8 digits, including 2 decimal places
Format	999999.99
Values	A minus sign (–) before the amount reverses the normal posting of the earnings type grosses, as indicated by the gross indicators on the Earnings Table (PS9007).
Edits	On the following screens: Retroactive Adjustments Screen (PS1003) Cancellation/Overpaymnt/Handdrawn Distributions Screen (PS1007) The values in the Gross Amount field, Payroll Time field, and Payroll Staff Months field cannot all be zero. A value must be entered in at least one of these fields.
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-D

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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.
Data Sets	TIME-RPT-D TIME-TRNS-D

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Payroll Staff Months (PAYR-STFMO)

Definition	The number of staff months associated with a payroll transaction, using a specific payroll account code.
Length	3 digits, including 2 decimal places
Format	9.99
Values	A minus sign (-) typed before the staff month entry reverses the normal posting of the staff months for the earnings type, as indicated by the gross indicators on the Earnings Table (PS9007).
Edits	On the following screens: Retroactive Adjustments Screen (PS1003) Cancellation/Overpaymnt/Handdrawn Distributions Screen (PS1007) The values in the Gross Amount field, Payroll Time field, and Payroll Staff Months field cannot all be zero. A value must be entered in at least one of this fields.
Data Sets	COH-EARN-DISTR-D EXP-TRNSFR-D RETRO-ADJ-D

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Pay Period End Date (PAY-END-DATE)

Definition	The date on which a pay period ends.
Length	6 digits
Format	mmddy
Edits	The pay period end date must be valid and not later than the pay period end date for the payroll schedule on the following screens: <ul style="list-style-type: none">• Retroactive Adjustments Screen (PS1003)• Cancellation/Overpaymnt/Handdrawn Header Screen (PS1006)• Cancellation/Overpaymnt/Handdrawn Distributions Screen (PS1007)• Payroll Expense Transfers Screen (PS1011)
Data Sets	COH-EARN-DISTR-D COH-TRNS-M EXP-TRNSFR-M PAYR-SCHD-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D

Separate Check Code (SEPR-CHK-CD)

Definition	A code identifying the retroactive adjustments and/or deduction adjustments for which a separate payroll check should be produced.
Length	1 character
Values	Defined by colleges
Dependencies	<p>If you assign a separate check code on PS1003 and want to withhold non-mandatory deductions from a check, you use PS1010 (Deductions Adjustments Screen). On PS1010, you must use the same separate check code that you used on the PS1003.</p> <p>Note: Mandatory taxes will be calculated based on the gross amount of all checks processed and will be deducted from the employee's regular payroll check.</p>
Additional Information	If you leave this field blank, the retroactive adjustments will be included in the employee's regular payroll check.
Data Sets	DED-ADJ-TRNS-D RETRO-ADJ-D

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