

## PS0007 – Savings Bond Screen

Use this screen to enroll an employee in a payroll deduction plan for the purchase of savings bonds. At any time an employee is allowed to have deductions taken for the purchase of a maximum of nine savings bonds with different owners, co-owners, and beneficiaries. When the purchase price of a bond has been deducted (the Bond Balance field), the bond is purchased for the employee and the employee can start having deductions taken for a new bond. Once a savings bond has a deduction balance, it cannot be deleted.

The dollar balance for each bond is maintained with a system-generated number of 9 plus the value in the Bond Number field, for example, 91, 92, and so forth. This dollar balance number can be used on the Dollar Balance Adjustments Screen (PS1012) to adjust the dollar balances for savings bonds. These balances cannot be displayed on the Employee Dollar Balance Screen (PS0010).

### User Functions and Key Fields

Func	A (Add); C (Change); D (Delete); I (Inquire)
Key1	Employee ID
Key2	Bond Number
Key3	Leave blank

### Data Fields

<a href="#">Bond Num</a> (Key 2)	<a href="#">Bond Owner SSN</a>
<a href="#">Employee ID</a> (Key 1)	Bond Owner Address: Street ( <a href="#">Line 1</a> and <a href="#">Line 2</a> )
<a href="#">Employee Name</a> (display only)	<a href="#">Bond Owner City</a>
<a href="#">Bond Deduction Amount</a>	<a href="#">Bond Owner State</a>
<a href="#">Bond Balance</a> (display only)	<a href="#">Bond Owner Zip</a>
<a href="#">Bond Type</a>	<a href="#">Bond Owner Country</a>
<a href="#">Bond Purchase Price</a>	<a href="#">Co-Owner/Beneficiary</a>
<a href="#">Bond Denomination</a>	<a href="#">Co-Owner/Beneficiary Name</a>
<a href="#">Bond Owner Name</a>	<a href="#">Co-Owner/Beneficiary SSN</a>

### Bond Number (BOND-NUM)

<b>Definition</b>	Key 2 field. The code number of a savings bond that an employee is purchasing through payroll deductions.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD. Valid values are 1 through 9.
<b>Additional Information</b>	At any time, an employee can have payroll deductions taken for up to nine saving bonds, each of which has a different bond number. When the full amount of the purchase price for a bond has been deducted (as contained in the Bond Balance to Date field), the college purchases the bond for the employee.
<b>Data sets</b>	EMP database: EMP-BOND-D  PAYR database: COH-BOND-D

**Employee ID (EMP-ID) Key1 field.**

<b>Definition</b>	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
<b>Length</b>	9 digits
<b>Values</b>	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
<b>Edits</b>	<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>
<b>Data Sets</b>	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> <li>DED-BAL-D (key)</li> <li>EMP-A (key)</li> <li>EMP-ADDR-D (key)</li> <li>EMP-BENE-D (key)</li> <li>EMP-BOND-D (key)</li> <li>EMP-DED-D (key)</li> <li>EMP-EDUC-D (key)</li> <li>EMP-HIST-D (key)</li> <li>EMP-JOB-D (one of 2 keys)</li> <li>EMP-M (key)</li> <li>EMP-NAME-D (one of 2 keys)</li> <li>EMP-YRQ-D (key)</li> <li>EMPLR-XREF-D (one of 2 keys)</li> <li>FAC-PLACE-D (key)</li> <li>LEAVE-DAY-D (key)</li> <li>LEAVE-XREF-D (one of 2 keys)</li> </ul> <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> <li>COH-TRNS-M</li> <li>TIME-RPT-D</li> </ul>

**Employee Name (EMP-NAME) Display only.**

<b>Definition</b>	Entry required. The full name of an employee.
<b>Length</b>	30 characters
<b>Format</b>	<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>
<b>Values</b>	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).

<b>Data Sets</b>	EMP database: EMP-M
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### Bond Deduction Amount (BOND-DED-AMT)

<b>Definition</b>	The amount to be deducted from an employee's gross pay each pay period for a savings bond.
<b>Length</b>	7digits, including 2 decimals
<b>Format</b>	99999.99
<b>Edits</b>	The amount in this field must be at least \$2.50.
<b>Data sets</b>	EMP database: EMP-BOND-D  PAYR database: COH-BOND-D (stored in the PAYR-DED-AMT field)

### Bond Balance to Date (BOND-BAL)

<b>Definition</b>	Display only. The amount that has been deducted from an employee's pay for a savings bond and has not yet been applied to purchasing one.
<b>Length</b>	7 digits, including 2 decimal places
<b>Format</b>	99999.99
<b>Data sets</b>	EMP-BOND-D

### Bond Type

<b>Definition</b>	A code used to differentiate between Series I and Series EE savings bonds that have the same purchase price.				
<b>Length</b>	2 characters				
<b>Values</b>	Defined by SBCTC-ITD as follows:  <table style="margin-left: 40px;"> <tr> <td>EE</td> <td>Series EE bonds</td> </tr> <tr> <td>I</td> <td>Series I bonds</td> </tr> </table>	EE	Series EE bonds	I	Series I bonds
EE	Series EE bonds				
I	Series I bonds				

### Bond Purchase Price (BOND-PRC)

<b>Definition</b>	The actual purchase price for a specific bond denomination that eligible employees can buy.
<b>Length</b>	7 digits, including 2 decimal places
<b>Format</b>	99999.99
<b>Values</b>	Entered by SBCTC-ITD on the Savings Bond Price Table (PS9016). For a list of bond purchase prices and bond denominations, run DataExpress procedure PS9016R.
<b>Edits</b>	If a value is entered in the Bond Deduction Amount field on the Savings Bond Table (PS9016), a bond purchase price must be entered in the Bond Purchase Price field on the Savings Bond Screen (PS0007).
<b>Data sets</b>	EMP database: EMP-BOND-D

	TBL5 database: BOND-TBL-M
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### Bond Denomination (BOND-DENOM)

<b>Definition</b>	The amount of the bond denomination that can be purchased for a specific bond purchase price.
<b>Length</b>	7 digits, including 2 decimal places
<b>Format</b>	99999.99
<b>Values</b>	Entered by SBCTC-ITD on the Savings Bond Price Table (PS9016). For a list of bond purchase prices and bond denominations, run DataExpress procedure PS9016R.
<b>Data sets</b>	EMP database: EMP-BOND-D  TBL5 database: BOND-TBL-M

### Bond Owner Name (BOND-OWNR)

<b>Definition</b>	The name of an employee who is having payroll deductions taken for the purchase of a savings bond.
<b>Length</b>	30 characters
<b>Edits</b>	If an entry is made in the Bond Deduction Amount field, a name must be entered in this field.
<b>Data sets</b>	EMP-BOND-D

### Bond Owner Social Security Number (BOND-OWNR-SSN)

<b>Definition</b>	The number used to identify the owner of a savings bond to the federal government.
<b>Length</b>	9 digits
<b>Edits</b>	If an entry is made in the Bond Deduction Amount field, a Social Security number must be entered in this field.
<b>Data sets</b>	EMP-BOND-D

### Bond Owner Address Line 1 (BOND-OWNR-ADDR1)

<b>Definition</b>	A bond owner's street address, which can include an apartment number.
<b>Length</b>	30 characters
<b>Data sets</b>	EMP-BOND-D

### Bond Owner Address Line 2 (BOND-OWNR-ADDR2)

<b>Definition</b>	The second line of a bond owner's street address, which can include an apartment number.
<b>Length</b>	30 characters
<b>Data sets</b>	EMP-BOND-D

### Bond Owner City (BOND-OWNR-CITY)

<b>Definition</b>	The city of a bond owner's address.
<b>Length</b>	20 characters
<b>Data sets</b>	EMP-BOND-D

### Bond Owner State (BOND-OWNR-ST)

<b>Definition</b>	The Postal Service abbreviation identifying the American state or Canadian province of a bond owner's address.
<b>Length</b>	2 characters
<b>Values</b>	See the list of Post Office abbreviations.
<b>Data sets</b>	EMP-BOND-D

### Bond Owner Zip Code (BOND-OWNR-ZIP)

<b>Definition</b>	The Postal Service code for the delivery area of a bond owner's address.
<b>Length</b>	9 characters
<b>Format</b>	99999-9999
<b>Data sets</b>	EMP-BOND-D

### Bond Owner Country (BOND-OWNR-CNTRY)

<b>Definition</b>	The country of a bond owner's address.
<b>Length</b>	20 characters
<b>Data sets</b>	EMP-BOND-D

### Bond Co-Owner/Beneficiary Code (BOND-BENE-CD)

<b>Definition</b>	A code indicating whether the data in the Bond Co-Owner Beneficiary Name and Bond Co-Owner/Beneficiary Social Security Number fields identify the co-owner or the beneficiary of the bond.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITD as follows:  <b>B</b> Beneficiary <b>C</b> Co-owner
<b>Data sets</b>	EMP-BOND-D

### Bond Co-Owner/Beneficiary Name (BOND-BENE-NAME)

<b>Definition</b>	The full name of the bond co-owner or beneficiary as it appears on the bond and bond reports.
<b>Length</b>	30 characters
<b>Dependencies</b>	The Bond Co-Owner/Beneficiary Code field identifies whether the name in this field is that of the bond co-owner or the beneficiary.

<b>Edits</b>	If an entry is made in the Bond Co-Owner/Beneficiary Code field, a name must be entered in this field.
<b>Data sets</b>	EMP-BOND-D

### Bond Co-Owner/Beneficiary Social Security Number (BOND-BENE-SSN)

<b>Definition</b>	The Social Security number used to identify the co-owner or beneficiary of a savings bond to the federal government.
<b>Length</b>	9 digits
<b>Dependencies</b>	The Bond Co-Owner/Beneficiary Code field indicates whether the Social Security number in this field is that of the bond co-owner or the beneficiary.
<b>Edits</b>	If an entry is made in the Bond Co-Owner/Beneficiary Code field, a name must be entered in this field.
<b>Data sets</b>	EMP-BOND-D

### Data Sets

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

- Employee Bond Detail (EMP-BOND-D)