

PS0012 – Student/Hourly Screen

Description

Use the Student/Hourly Screen to enter initial employment information about an individual who holds a student or temporary hourly position. The purpose of this screen is to reduce data entry for temporary positions. The arrangement of the fields is different from the Employee Maintenance screens for salaried and contracted employees; but the records are the same and appear on all employee screens containing those fields.

After you enter an employee ID, you must use the Employee ID Change/Deletion Screen (PS0017) to change or delete the employee ID. You can use the Student/Hourly Screen to update the other fields.

Three fields that do not appear on the Student/Hourly Screen are updated whenever a new employee is added to the database. These fields are:

- Full/Part (Full-Time/Part-Time Indicator) on the Employee Status Screen (PS0001) is updated to **P** (part-time).
- Perm/Temp (Permanent/Temporary Indicator) on the Employee Status Screen (PS0001) is updated to **T** (temporary).
- Payroll Payment Method on the Payroll Information Screen (PS0014) is updated to **C** (pay by check).

See below for an example of the Student/Hourly screen:

PS0012-010		STUDENT/HOURLY SCREEN		MIN DATA []	
EMP ID []	SID []	FIRST []	MID []		
NAME: LAST []		SUFFIX []	ALT NAME []		
PREFIX []					
PRIOR NAME? []	PRIOR NAME UPDATE []				
PERSL ACT DATE [/ /]	PERSL ACTIONS [] [] []	EMPL DATE [/ /]			
EMPLOYEE STAT []	SEPR DATE [/ /]	SEPR REASON []			
EMPLOYEE TYPE []	HOME CAMPUS []	HOME DEPT []			
VISA TYPE []	VISA EXPIR DATE [/]	CITZ COUNTRY []			
	<u>PERMANENT ADDRESS</u>	<u>CURRENT ADDRESS</u>			
STREET []					
CITY []					
STATE/ZIP []					
COUNTRY []					
	SEX []	BIRTHDATE [/ /]			
RACE/ETHNIC []	CENSUS/RACE [] [] []	CENSUS/HISP []			
MILITARY STATUS []	PAYROLL PYMT LOC []	PYMT DISTR LOC []			
WORK COUNTY []	OASI TAX ELIG []	MEDICAL AID ELIG []			
FED TAX: MARITAL STAT []	EXEMPT []	W-4 YEAR []	EIC IND []		
ADDTNL AMT/IND []		ST TAX: MARITAL STAT []	EXEMPT []		
NEXT: FUNC []	SCREEN []	KEY1 []	KEY2 []	KEY3 []	
CANCEL	NEXT SCREEN	PRINT	REFRESH	HELP	MENU

User Functions and Key Fields

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

Entering Census/Race Information

The census/race option (parameter 810 on the Institution Parameter Table, PS9001) determines whether you must enter a value in the Race/Ethnic field only, or whether you must enter values in **both** the Census/Race and Census/Hispanic fields on the Student/Hourly Screen.

- If you enter values in the Census/Race **and** Census/Hispanic fields, PPMS translates them into a value for the Race/Ethnic field.
- If you enter a value in the Race/Ethnic field, you are not required to enter values in the Census/Race and Census/Hispanic fields.

Data Field List

Min Data (display only)	Current Address
Employee ID	Street (required)
SID	City
Name: Last (required)	State and Zip
Name: First	Country
Name: Mid	Sex
Prefix	Birthdate
Suffix	Race/Ethnic (required)
Alt Name	Census/Race
Prior Name (display only)	Census/Hispanic (required)
Prior Name Update	Military Status
Persl Actn Date	Payroll Pymt Loc
Persl Actions (required)	Pymt Distr Loc
Empl Date (required)	Work County (required)
Employee Stat (required)	OASI Tax Elig
Sepr Date	Medical Aid Elig
Sepr Reason	Fed Tax: Marital Stat
Employee Type (required)	W-4 Exempt
Home Campus	W-4 Year
Home Dept	EIC Ind
Visa Type	Fed Tax Addtnl Amt
Visa Expir Date	Fed Tax Addtnl Amt Ind
Citz Country	St Tax: Marital Stat
Permanent Address	St Tax: Exempt
Street (required)	
City	
State and Zip	
Country	

Minimum Data Flag (MIN-DATA-FLAG)

Definition	<p>Display only. A code generated by the system indicating whether or not sufficient data has been entered for an employee to be paid. This field occurs on the following screens:</p> <ul style="list-style-type: none"> • Employee Status Screen (PS0001) • Job Status Screen (PS0002) • Student/Hourly Screen (PS0012) • Student/Hourly Job Screen (PS0013) <p>When the daily audit is processed, data entries for the employee are audited and edit errors may be generated. If the minimum data is not present, the Min Data Flag will be set to N (no).</p> <p>Note: If the value for this field is N (no), the employee cannot be paid until the required data is entered into the employee's records. To determine whether there are fatal edits that would prevent an employee from being paid, you can review whatever error messages the audit process has generated on the Consistency Edit Screen (PS0015).</p>
Length	1 character
Values	<p>Generated by PPMS as follows:</p> <p style="padding-left: 40px;">Y Yes, minimum data has been provided.</p> <p style="padding-left: 40px;">N No, minimum data has not been provided.</p> <p>On PS0001, PS0002, PS0012, and PS0013, the default for the Add (A) function is Y (yes).</p>
Data set	EMP-M

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	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 (PAYR) database: COH-TRNS-M TIME-RPT-D
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Student Identification Number (SID)

Definition	A number that uniquely identifies a student.
Length	9 characters
Values	Defined by colleges
Data set	EMP-M

Name: Last (EMP-NAME-LAST)

Definition	Entry required. An employee's legal surname.
Length	26 characters

Name: First (EMP-NAME-FIRST)

Definition	An employee's legal given name.
Length	16

Name: Mid (EMP-NAME-MIDDLE)

Definition	An employee's legal middle name.
Length	12 characters

Prefix (EMP-NAME-PREFIX)

Definition	The abbreviated professional or personal title associated with an employee's name, for example, Dr.
Length	6 characters

Suffix (EMP-NAME-SUFFIX)

Definition	The abbreviated identifier, title, degree, or affiliation associated with an employee's
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	name, for example, Ph.D., Jr, and III.
Length	4 characters

Alternate Name

Definition	A nickname or other name by which an employee is known.
Length	16 characters

Prior Employee Name (PRIOR-EMP-NAME)

Definition	Display only. The prior name by which an employee was known.
Length	50 characters
Data set	EMP-M

Prior Name Update Indicator (PRIOR-NAME-UPD)

Definition	A code indicating whether prior names of an employee should be maintained and whether the full name or just the last name should be updated to the Prior Employee Name field on the Personal Information Screen (PS0004).						
Length	1 character						
Values	Defined by SBCTC-ITD as follows: <table border="0"> <tr> <td style="padding-right: 40px;">F</td> <td>Yes, update Prior Employee Name field with full name.</td> </tr> <tr> <td>L</td> <td>Yes, update Prior Employee Name field with last name only.</td> </tr> <tr> <td>N or blank</td> <td>No, do not update the employee's name.</td> </tr> </table>	F	Yes, update Prior Employee Name field with full name.	L	Yes, update Prior Employee Name field with last name only.	N or blank	No, do not update the employee's name.
F	Yes, update Prior Employee Name field with full name.						
L	Yes, update Prior Employee Name field with last name only.						
N or blank	No, do not update the employee's name.						
Data set	Not stored in the EMP database						

Personnel Action Date (PERSL-ACTN-DATE)

Definition	The effective date of a personnel action affecting an employee. This is the date of the most recent personnel action affecting the employee on the following screens: Employee Status Screen (PS0001) Job Status Screen (PS0002) Student/Hourly Screen (PS0012) Student/Hourly Job Screen (PS0013)
Length	6 digits
Format	mmddy
Edits	The date in this field must not earlier than the date in the Employment Date field.
Data sets	EMP-HIST-D EMP-M

Personnel Action (PERSL-ACTN)

Definition	Entry required. A code identifying a type of personnel action that affects an employee or a job, for example, PROM (promotion).
Length	4 characters

Values	Maintained by SBCTC-ITD. See the list of personnel action codes. The values for this field are retrieved from an employee's history.
Data sets	EMP database: EMP-HIST-D TBL5 database: PERSL-ACTN-TBL-M

Employment Date (EMPL-DATE)

Definition	Entry required. The date on which an employee most recently began continuous employment with your college.
Length	6 digits
Format	mmddyy
Data set	EMP-M

Employee Status (EMP-STAT)

Definition	Entry required. A code identifying an employee's current employment relationship with your college.
Length	1 character
Values	Maintained by SBCTC-ITD as follows: A Active S Separated
Data sets	EMP database: <u>EMP-M</u> TBL5 database: EMPL-STAT-OPT-M

Separation Date (SEPR-DATE)

Definition	The date on which an employee was separated from employment.
Length	6 digits
Format	mmddyy
Edits	On the Student/Hourly Screen (PS0012), the date in this field must be equal to or later than the date in the Employment Date field. On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), if the Personnel Action value is SEPR (separation), the date in the Personnel Action Date field must equal the date in the Separation Date field.
Additional Information	If the Separation Date field is left blank on the Student/Hourly Screen (PS0012) and one of the Personnel Action fields is SEPR (separation), then date of the personnel action is displayed in this field.
Data set	EMP-M

Separation Reason (SEPR-REASON)

Definition	A code indicating why an employee was separated from your college.
Length	2 digits

Values	<p>Maintained by SBCTC-ITD on the Separation Reason Table (PS9043) as follows:</p> <p>10 Layoff - other 11 Lack of funding 14 Separation from student employment status 21 Separation for cause 22 Denied tenure 23 Not reappointed/not renewed 24 Probation separation 30 Regular retirement 31 Early retirement 32 Disability retirement 40 Resignation - general 41 At will 45 Abandonment of position 80 Deceased</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), if one of the Personnel Action fields is SEPR (separation), the default for the Separation Reason field is 40 (resignation-general).</p>
Data sets	EMP database: EMP-M TBL5 database: SEPR-REASON-M

Employee Type (EMP-TYP)

Definition	Entry required. A code identifying an employee's primary personnel category.
Length	1 character
Values	<p>Defined by SBCTC-ITD on the Employee Type Table (PS9026) as follows:</p> <p>C Classified E Exempt F Full-time faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer</p>
Data sets	EMP database: EMP-M TBL5 database: APP-STAT-TBL-D EMP-TYP-TBL-M JOB-CLASS-TBL-M

Home Campus (HOME-CAMPUS)

Definition	The college code identifying an employee's home campus. This field is especially important if the home campus is part of a multi-campus college.
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Length	3 characters
Values	Maintained by SBCTC-ITD on the College Code Table (SM5014). See the college codes list.
Data set	EMP-M

Home Department (HOME-DEPT)

Definition	A code identifying the administrative unit to which an employee is assigned.
Length	3 characters
Values	Defined by colleges on the Department Table (PS9006)
Data set	EMP-M

Visa Type (VISA-TYP)

Definition	A code identifying whether the employee is a citizen of the United States and, if not, which type of visa the employee has.
Length	2 characters
Values	Maintained by SBCTC-ITD as follows: <ul style="list-style-type: none"> Blank U.S. citizen F1 Student F2 Spouse or child of student FN Foreign national H1 Temporary worker of distinguished merit and ability H2 Temporary worker performing services that no U.S. citizen is available to perform IM Immigrant (resident alien) J1 Exchange visitor J2 Spouse or child of exchange visitor
Data set	EMP-ADDR-D

Visa Expiration Date (VISA-EXPIR-DATE)

Definition	The month and year that an employee's visa expires.
Length	4 digits
Format	mmyy
Edits	On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), if a value is entered in the Visa Type field, a date must be entered in the Visa Expiration Date field.
Data set	EMP-ADDR-D

Citizenship Country (CITZ-CNTRY)

Definition	A code identifying the country of the employee's current citizenship, if other than the United States.
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Length	4 characters
Data set	EMP-ADDR-D

Permanent Address

Definition	A set of fields used for entering an employee's permanent address; W-2 forms and contracts are mailed to this address. Permanent Address fields are the following: Permanent Address Line 1 Permanent Address Line 2 Permanent City Permanent State Permanent Zip Code Permanent Country
Edits	Values must be entered for the employee in: Permanent Address Line 1 (Street) field Permanent City field Permanent State field

Permanent Address Line 1 (PERM-ADDR-LN-1)

Permanent Address Line 2 (PERM-ADDR-LN-2)

Definition	Entry required in Line 1 (Street). The first and second lines of an employee's permanent mailing address.
Length	30 characters
Additional Information	Only Permanent Address Line 1 field is labeled (Street) on the screen. Permanent Address Line 2 is not labeled.
Data set	EMP-M

Permanent City/Town (PERM-ADDR-CITY)

Definition	The name of a city or town in the employee's permanent mailing address.
Length	20 characters
Values	On Employee Maintenance screens, the value in this field is copied from the Zip Code Table (ZX0020).
Data set	EMP-ADDR-D

Permanent State (PERM-ADDR-ST)

Definition	The U.S. Postal Service abbreviation identifying an American state or a Canadian province.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).
Data set	EMP-ADDR-D

Permanent Zip Code (PERM-ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Additional Information	On Employee Maintenance screens, you can skip the City/Town Name and State fields and enter a zip code in this field; PPMS then fills the City/Town Name and State fields automatically from the Zip Code Table (ZX0020).
Data set	EMP-M

Permanent Country (PERM-ADDR-CNTRY)

Definition	The name of a country outside the United States.
Data set	EMP-ADDR-D

Current Address

Definition	A set of fields used for entering an employee's current (or temporary) address, which is printed on paychecks or advices. Current Address fields are as follows: Address Line 1 Address Line 2 City State Zip Code Country
Edits	Values must be entered for the employee in: Current Address Line 1 (Street) field Current City field Current State field
Additional Information	In the Current Address Line 1 field if you type Same , the employee's complete Permanent Address is copied into the Current Address fields.

Current Address Line 1 (ADDR-LN-1)

Current Address Line 2 (ADDR-LN-2)

Definition	Entry required in Line 1 (Street). The first and second lines of an employee's mailing address.
Length	30 characters
Value	On the Current Address Line 1 field if you type Same , the employee's complete Permanent Address is copied into the Current Address fields.
Additional Information	Only Address Line 1 field is labeled (Street) on the screen. Address Line 2 is not labeled.
Data set	EMP-M

Current City/Town (CITY)

Definition	The name of a city or town in an employee's current mailing address.
Length	20 characters
Values	On Employee Maintenance screens, the value in this field is copied from the Zip Code Table (ZX0020).
Data sets	EMP database: EMP-ADDR-D TBL5 database: REF-SRC-TBL-M

Current State (ST)

Definition	The U.S. Postal Service abbreviation identifying an American state or a Canadian province.
Length	2 characters
Values	College-entered on the FMS Zip Code Table (ZX0020).
Data set	EMP-ADDR-D

Current Zip Code (ZIP)

Definition	A code designated by the U.S. Postal Service for a postal delivery area.
Length	9 digits
Format	99999-9999
Values	College-entered on the FMS Zip Code Table (ZX0020).
Additional Information	On Employee Maintenance screens, you can skip the City/Town Name and State fields and enter a zip code in this field; PPMS then fills the City/Town Name and State fields automatically from the Zip Code Table (ZX0020).
Data set	EMP-M

Current Country (CNTRY)

Definition	The name of a country outside the United States.
Length	20 characters
Data set	EMP-ADDR-D

Employee Sex Code (EMP-SEX)

Definition	A code identifying an employee's gender.
Length	1 character
Values	Maintained by SBCTC-ITD as follows: F Female M Male
Edits	On the Student/Hourly Screen (PS0012), if the Employee Type value is not H (hourly), S (student), or V (volunteer), a value is required in this field.
Data set	EMP-M

Employee Birth Date (EMP-BIRTH-DATE)

Definition	The date on which an employee was born.
Length	6 digits
Format	mmddyy
Data set	EMP-M

Employee Race/Ethnic (EMP-RACE-ETH)

Definition	Entry required. A code for an employee's race or ethnic origin.
Length	1 character
Values	Maintained by SBCTC-ITD as follows: Blank Not indicated 1 Asian American/Pacific Islander (Census Race Group Codes 600-699) 2 African-American (Census Race Group Codes 870-934) 3 Native American/Alaskan Native (Census Race Group Codes 001-599 or 935-949) 4 Hispanic (Census Hispanic/Spanish Code is not equal to 999) 5 Caucasian (Census Race Group Codes 800-869) 0 Other race (Census Race Group Codes 700-799 or 950-999)
Edits	When the Employee Race/Ethnic field is open, a value must be entered unless the Permanent/Temporary Indicator field on the Employee Status Screen (PS0001) is C (causal temporary).
Data set	EMP-M

Census Race Group Code (CENSUS-RACE-CD)

Definition	A classification of race or ethnic origin that is used by the U.S. Census Bureau.
Length	3 characters
Values	Maintained by SBCTC-ITD on the Race Table (ZX0401). For a list of valid codes, refer to the Office of Financial Management (OFM) Census Race/Hispanic Codes list.
Dependencies	If Institutional Parameter 810 (Census Race Option) is 2 , then entries are required in both this field and the Census Hispanic/Spanish Code field.
Data set	EMP-M

Census Hispanic/Spanish Code (CENSUS-HISP-CD)

Definition	Entry required. A classification of Hispanic or Spanish origin that is used by the U.S. Census Bureau.
Length	3 characters

Values	Maintained by SBCTC-ITD on the Hispanic Table (ZX0402). For a list of valid codes, refer to the Office of Financial Management (OFM) Census Race/Hispanic Codes list.
Dependencies	If Institutional Parameter 810 (Census Race Option) is 2 , then entries are required in both this field and the Census Race Group Code field.
Data set	EMP-M

Military Status (MILITARY-STAT)

Definition	A code identifying the military status of an employee for affirmative action reporting.
Length	1 character
Values	Maintained by SBCTC-ITD as follows: <ul style="list-style-type: none"> Blank Not a veteran DO Disabled veteran - other than Vietnam DV Disabled veteran - Vietnam era NI Not indicated OV Other than Vietnam veteran SV Spouse of deceased veteran VV Vietnam era veteran
Data set	EMP-M

Payroll Payment Location (PAYR-PYMT-LOC)

Definition	A code indicating how an employee's check or advice should be sorted for distribution.
Length	1 character
Values	Maintained by SBCTC-ITD as follows: <ul style="list-style-type: none"> 1 Payment distribution location 2 Home department 3 Name 4 Current address zip code 5 Mail stop
Data set	EMP-M

Payment Distribution Location (PYMT-DISTR-LOC)

Definition	A code identifying the internal location for the distribution of an employee's paycheck or advice.
Length	3 characters
Values	Defined by colleges on the Department Table (PS9006)
Data set	EMP-M

Work County (WORK-COUNTY)

Definition	Entry required. A code identifying the county in which the employee works.
Length	2 digits
Values	Maintained by SBCTC-ITD on the FMS County Code Table (ZX0040). See the county codes list.
Data set	EMP-M

OASI Tax Eligibility (OASI-TAX-ELIG)

Definition	A code identifying whether an employee should have OASI deductions taken from gross pay.								
Length	1 character								
Values	Maintained by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Y or Blank</td> <td>Take OASI deductions</td> </tr> <tr> <td>M</td> <td>Take Medicare insurance deductions</td> </tr> <tr> <td>N</td> <td>Do not take OASI deductions</td> </tr> <tr> <td>S</td> <td>Student waiver (do not take deductions)</td> </tr> </table>	Y or Blank	Take OASI deductions	M	Take Medicare insurance deductions	N	Do not take OASI deductions	S	Student waiver (do not take deductions)
Y or Blank	Take OASI deductions								
M	Take Medicare insurance deductions								
N	Do not take OASI deductions								
S	Student waiver (do not take deductions)								
Data set	EMP-M								

Medical Aid Eligibility (MEDAID-ELIG)

Definition	A code indicating whether an employee is eligible for medical aid and industrial insurance coverage.				
Length	1 character				
Values	Maintained by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, the employee is eligible for medical aid.</td> </tr> <tr> <td>N</td> <td>No, the employee is not eligible for medical aid.</td> </tr> </table> <p>On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is Y (yes).</p>	Y	Yes, the employee is eligible for medical aid.	N	No, the employee is not eligible for medical aid.
Y	Yes, the employee is eligible for medical aid.				
N	No, the employee is not eligible for medical aid.				
Data set	EMP-M				

Federal Tax Marital Status (FED-MARITL-STAT)

Definition	A code identifying the marital status of an employee, as declared on the W-4 form, for calculation of the federal withholding tax.				
Length	1 character				
Values	Maintained by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>S or blank</td> <td>Single</td> </tr> <tr> <td>M</td> <td>Married</td> </tr> </table> <p>On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is S (single).</p>	S or blank	Single	M	Married
S or blank	Single				
M	Married				

Data set	EMP-M
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Federal Tax Exemptions (FED-TAX-EXEMPT)

Definition	The number of allowances or exemptions an employee has claimed on the W-4 form for federal withholding tax purposes.	
Length	2 digits	
Values	00-89	Number of allowances
	98	No tax liability anticipated
	99	Exempt from federal taxes
	On the Student/Hourly Screen (PS0012) and the Payroll Information Screen (PS0014), the default for the Add (A) function is 00 .	
Data set	EMP-M	

W-4 Exempt Year (W4-EXEMPT-YR)

Definition	The year for which the employee has filed his or her most recent W-4 form.
Length	2 characters (for example, 03 for 2003)
Data set	EMP-M

Earned Income Credit Indicator (EIC-IND)

Definition	A code indicating whether an employee is eligible for earned income credit.	
Length	1 character	
Values	Defined by SBCTC-ITD as follows:	
	1	Single or Head of Household
	2	Married with both spouses filing certificate
	3	Married without spouse filing certificate
	Blank	Employee is not eligible for earned income credit
Data set	EMP-M	

Federal Tax Additional Amount (FED-TAX-ADDTNL)

Definition	An additional amount of federal withholding tax to be deducted from an employee's pay each pay period.
Length	7 digits, including 2 decimals
Format	99999.99
Data set	EMP-DED-D

Federal Tax Additional Amount Indicator (FED-ADDTNL-IND)

Definition	A code indicating whether the additional amount of federal withholding tax being deducted from an employee's pay is a percentage or a flat amount.
Length	1 character

Values	Defined by SBCTC-ITD as follows: A Amount (default) P Percentage
Data set	EMP-M

State Tax Marital Status (ST-MARITL-STAT)

Definition	A code identifying the marital status of an employee, as declared for calculation of state withholding tax.
Length	1 character
Values	Defined by SBCTC-ITD as follows: S or Blank Single M Married
Data set	EMP-M

State Tax Exemptions (ST-TAX-EXEMPT)

Definition	The number of allowances or exemptions that an employee has claimed for state withholding tax.
Length	2 digits
Values	Maintained by SBCTC-ITD as follows: 00-89 Number of allowances 98 No tax liability anticipated 99 Exempt from state taxes
Data set	EMP-M

Data Sets

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

- Employee Master (EMP-M)