

PS0015 – Consistency Edit Screen

Use this screen to view errors on employee records immediately after they have been entered on any of the following screens:

- Employee Status Screen (PS0001)
- Job Status Screen (PS0002)
- Job Account Screen (PS0003)
- Personal Information Screen (PS0004)
- Benefits Screen (PS0005)
- Student Hourly Screen (PS0012)
- Student/Hourly Job Screen (PS0013)
- Payroll Information Screen (PS0014)

The errors may prevent the employee from being paid and should be corrected before payroll processing begins. Until these errors are corrected, they are displayed with their severity codes on the Consistency Edit Screen.

Three screens of 15 errors can be listed for an employee. To see the next screen of errors in a multiple-screen listing, use the Next (F6) function key. To see the previous screen of errors, use the Previous (F5) function key.

User Functions and Key Fields

Func	I (Inquire)
Key1	Employee ID
Key2	Leave blank
Key3	Leave blank

Data Field List

Employee ID	Msg Sev
Employee Name (display only)	Key
Msg Code	Message Text

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>

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

Message Code (MSG-CODE)

Definition	A code identifying a specific error message.
Length	4 characters
Values	Defined by SBCTC-ITD

Data sets	Not stored in the EMP database
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Message Severity (MSG-SEVERITY)

Definition	A code indicating the severity of the effect of an edit error.
Length	1 character
Values	Defined by SBCTC-ITD as follows: 0 Suppress print 1 Information 2 Warning 3 Serious 4 Fatal
Data sets	Not stored in the EMP database

Edit Key

Definition	The data type to which an error message refers.	
Length	3 characters	
Values	Data Type	Edit Key value
	Job	Job number
	Deduction	Deduction code
	Savings bond	Savings bond number
Data sets	Not stored in the EMP database	

Message Text (MSG-TEXT)

Definition	The message text for the edit error identified by a message code.
Length	59 characters
Data sets	Not stored in the EMP database