

HPAY - PAYROLL UNITS MASS UPDATE SCREEN

PURPOSE: TO LIST GROUPS OF EMPLOYEES BY SUPERVISOR CODE SO THAT THE PAYROLL UNITS MAY BE UPDATED.

ENTER: THE TRANSACTION CODE, SUPERVISOR CODE, YEAR AND CYCLE MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

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HPAY=SSSYYC
      |  |  |
      |  |  | PAY CYCLE
      |  |  | YEAR
      |  |  | SUPERVISOR CODE
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IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE SUPERVISOR IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

YOU CAN ALSO PAGE THROUGH THE FILE BY ENTERING UP TO TEN LETTERS AFTER THE BASIC ENTRY (HPAY=SSSYCXXXXXXXXXX). FOR EXAMPLE, THE FOLLOWING WILL BEGIN THE DISPLAY WITH EMPLOYEES WHOSE LAST NAME BEGINS WITH THE LETTER 'M':

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HPAY=777894M
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DISPLAY:

THE EMPLOYEE NAME, JOB TITLE, RETIREMENT TYPE, BASIS, BASE RATE FACTOR, SALARY, AND UNITS ARE LISTED. UP TO TWO ACCOUNT NUMBERS AND ACCOUNT PERCENTAGES ARE LISTED. IF THERE ARE MORE THAN TWO ACCOUNT NUMBERS A PLUS SIGN WILL BE IN THE LAST POSITION ON THE LINE. THE SALARY IS A SALARY SCHEDULE OR FLAT RATE BASE AMOUNT INCREASED BY STIPEND PERCENTAGES IF APPLICABLE.

UPDATING:

THE ONLY FIELD THAT CAN BE UPDATED IS THE UNIT FIELD FOR HOURLY, DAILY AND WEEKLY EMPLOYEES. ENTER THE DESIRED UNITS IN THIS FIELD. IF ANY OF THE UNITS FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT THE ERROR AND PRESS THE ENTER KEY. WHEN 'UPDATE COMPLETED' IS DISPLAYED AT THE TOP OF THE SCREEN ALL UNITS ENTERED WILL HAVE BEEN CHANGED ON THE MGRS SCREEN.

THE ACCOUNT FIELD MAY NOW BE UPDATED. IT MAY BE CHANGED IF THE PERCENT FOR THAT ACCOUNT NUMBER IS 100%. THE ACCOUNT NUMBER MUST BE FOUND IN THE BUDGET FILE AND THE OBJECT CODE MUST BE BETWEEN 1000 AND 2999.

UP TO A MAXIMUM OF TWENTY EMPLOYEES ARE LISTED ON THE SCREEN.

HIT ENTER WITHOUT MAKING ANY CHANGES TO PAGE THROUGH THE FILE.
HIT CLEAR TO EXIT FROM THE TRANSACTION.

IF IT SHOULD BECOME NECESSARY TO MAKE A CHANGE TO A GROSS LINE
ON THE MGRS SCREEN, TAB TO REQUIRED EMPLOYEE AND HIT PF11. AFTER
ANY UPDATES ARE COMPLETED ON THE MGRS SCREEN, YOU WILL BE
TRANSFERED BACK TO THE HPAY SCREEN FROM WHICH YOU WERE
TRANSFERED.

MAUS - EMERGENCY PAYCHECK RECORD SUMMARY

PURPOSE: DISPLAY EMPLOYEES CURRENTLY ON THE EMERGENCY PAYCHECK FILE.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AND AN EQUAL (=).

MAUS=

MOVE CURSOR TO EMPLOYEE LINE TO NAVIGATE BETWEEN EMERGENCY PAYCHECK SCREENS BY USING THE FUNCTION KEYS LISTED AT THE BOTTOM OF THE SCREEN.

THESE ARE AS FOLLOWS:

F4 = MGEN

F5 = MLIN

F6 = MBEN

F7 = MSUM

F8 = MCHK

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

FIELD DEFINITIONS

EMPLOYEE NAME

SSN

FOR PAY PERIOD ENDING

RATE: AMOUNT OF MONEY FOR A UNIT OF TIME.

AMOUNT: THE TOTAL AMOUNT OF THIS GROSS LINE.

NEXT LINES:

A PAYROLL DEDUCTION HEADING LINE IS PRODUCED FOLLOWED BY ALL OF THE DEDUCTIONS, TWO PER LINE.

DED DESCR: A SHORT DESCRIPTION OF THE DEDUCTION.

DED AMOUNT: THE AMOUNT OF THE DEDUCTION.

LINE 23:

THIS LINE CONTAINS A SUMMARY OF THE HANDCHECK CALCULATION.

TOTAL GROSS
TOTAL DEDUCTIONS
TOTAL NET

LINE 24:

THIS LINE IDENTIFIES (BY OPERATOR ID) WHO PREPARED THIS HAND CHECK.

THE MESSAGE "SCREEN OVERFLOW" WILL APPEAR IF THERE IS MORE DATA THAN WILL FIT ON THE SCREEN.

TAX CYCLE CODE
WARRANT LOCATION

IF THE EMPLOYEE IS A MEMBER OF PERS THEN 'PERS PAY RATE' IS REQUIRED.

IF THE EMPLOYEE MUST BE REPORTED TO STRS THEN 'STRS PAY RATE' IS REQUIRED

ALL MONEY AMOUNTS ENTERED MUST HAVE THE LEADING ZEROES, DECIMAL POINT AND CENTS FIELD ENTERED.

TERMINATING/DELETING:

ENTER 'D' IN 'PAY HOLD IND'. THIS WILL CAUSE THE PAYROLL RECORD TO BE BYPASSED ON ALL PAYROLL PROCESSING. THE RECORD WILL NOT BE REMOVED FROM THE FILE UNTIL THE CALENDAR YEAR END PROCESS IS COMPLETED.

ALSO, ENTER A TERMINATION DATE.

INCORRECT NAME OR SSN ON PAYROLL RECORD:

IF AN EMPLOYEE'S NAME OR SOCIAL SECURITY NUMBER IS INCORRECT ON THE PAYROLL RECORD, IT MUST BE CHANGED USING TRANSACTION 'DNNC'.

FIELD DEFINITIONS

FIELD NAME -----	DESCRIPTION -----
* PAY HOLD IND:	PAYROLL RECORD STATUS INDICATOR. VALID ENTRIES ARE: B - ONE TIME BYPASS S T - TEMPORARY HOLD D - DELETE N - NO HOLD/ACTIVE (IF 'B' 'D' OR 'T' THEN RECORD IS A BYPASSED WHEN RUNNING PAYROLL) (1 CHARACTER, ALPHA)
* START DATE:	ENTER THE DATE WHICH THE EMPLOYEE STARTED EMPLOYMENT WITH THE DISTRICT. ENTER DATE AS MMDDYY. (6 CHARACTERS, NUMERIC)
TERM DATE:	ENTER THE DATE WHICH THE EMPLOYEE TERMINATED. ENTER DATE AS MMDDYY. (ONCE THIS DATE HAS BEEN ENTERED, THIS WILL CAUSE THE RECORDED TO BE BYPASSED WHEN THE PAYROLL IS RUN) (6 CHARACTERS, NUMERIC)
* FIT EXEMPTIONS:	ENTER THE NUMBER OF EXEMPTIONS THE EMPLOYEE HAS CLAIMED FOR FEDERAL TAX CALCULATIONS. (ENTER '99' FOR EXEMPT) (2 CHARACTERS, NUMERIC)

* FIT MAR/SEX: THE MARITAL STATUS AND SEX CODE HAVE BEEN COMBINED. ENTER THE APPROPRIATE CODE MAR/SEX STATUS THE EMPLOYEE HAS SPECIFIED FOR FEDERAL TAX CALCULATIONS.
(1 CHARACTERS, NUMERIC)

1-MARRIED MALE	2-MARRIED FEMALE
3-SINGLE MALE	4-SINGLE FEMALE
5-H/HOUSHLD MALE	6-H/HOUSHLD FEMALE

* SIT EXEMPTIONS: ENTER THE NUMBER OF EXEMPTIONS THE EMPLOYEE HAS CLAIMED FOR STATE TAXES CALCULATIONS. (ENTER '99' FOR EXEMPT)
(2 CHARACTERS, NUMERIC)

SIT SPL EXEMPTIONS: THIS FIELD IS NOT SUPPORTED AT THIS TIME

* SIT MAR/SEX: THE MARITAL STATUS AND SEX CODE HAVE BEEN COMBINED. ENTER THE APPROPRIATE CODE MAR/SEX STATUS THE EMPLOYEE HAS SPECIFIED FOR STATE TAX CALCULATIONS.
(1 CHARACTERS, NUMERIC)

1-MARRIED MALE	2-MARRIED FEMALE
3-SINGLE MALE	4-SINGLE FEMALE
5-H/HOUSHLD MALE	6-H/HOUSHLD FEMALE

EIC ELIGIBLE: EARNED INCOME CREDIT ELIGIBILITY.
1 = 1 W5 FILED
2 = 2 W5'S FILED

* TAX CYCLE CODE: THIS CODE IS USED TO SPECIFY AN EMPLOYEE'S REGULAR PAY PERIOD. (WHEN DOES EMPLOYEE RECEIVE THEIR REGULAR MONTHLY CHECK?)
VALID CODES ARE:
1 - LAST DAY OF MONTH (CLASSIFIED)
2 - FIRST DAY OF MONTH (CERTIFICATED)
3 - TENTH DAY OF MONTH
(1 CHARACTERS, NUMERIC)

SUMMER FUND:
NUMBER OF PAYS: NUMBER OF CHECKS THAT THE EMPLOYEE WILL RECEIVE FOR SUMMER FUND:
1= ELEVEN MONTH EMPLOYEE RECEIVING ONE SUMMER FUND CHECK. (MGRS SHOULD HAVE AN "E" IN SMR INDICATOR)
2= TEN MONTH EMPLOYEE RECEIVING TWO SUMMER FUND CHECKS. (MGRS SHOULD HAVE A "T" IN SMR INDICATOR)

SUMMER FUND CYCLE CODE FROM MDED SCREEN FOR

DEDUCTION CYCLE: DEDUCTIONS THAT SHOULD COME OUT OF SUMMER FUND CHECKS. BY USING A CYCLE "7" FOR DEDUCTIONS THAT YOU WANT TO BE TAKEN FROM SUMMER FUND CHECKS (EX: ADDITIONAL FEDERAL OR STATE TAXES), YOU WILL NOT HAVE TO ENTER A "B" EVERY JUNE TO BYPASS REGULAR DEDUCTIONS.

NOTE: SINCE SUMMER FUND IS NOT "SALARY", 125 BENEFITS AND TSA DEDUCTIONS SHOULD NOT BE TAKEN OUT OF CHECKS.

* WARRANT LOCATION EOM: THIS CODE DESIGNATES THE LOCATION FOR THE EMPLOYEES PAYROLL WARRANT. THIS FIELD MUST BE FILLED IN. THE END OF THE MONTH PAYROLL WILL USE THIS LOCATION. THE 10TH PAYROLL WILL USE THIS LOCATION IF NO LOCATION IS ENTERED IN THE FIELD CALLED WARRANT LOC 10TH. THE CODE ENTERED MUST BE ON THE DICTIONARY.
(3 CHARACTERS ALPHA/NUMERIC)

NOTE: THIS IS ALSO THE LOCATION OF A STUB IF THE CHECK IS DIRECT DEPOSITED.

EFFECTIVE DATE: THIS IS AN INFORMATIONAL USER DEFINED FIELD ONLY. IT MAY BE USED TO REFLECT THE DATE THE EMPLOYEE'S WAGES BECAME EFFECTIVE TO STRS OR PERS RETIREMENT.

REFUND DATE: THIS IS AN INFORMATIONAL USER DEFINED FIELD ONLY. IT MAY BE USED TO REFLECT THE EMPLOYEE'S REFUND DATE WITH STRS OR PERS.

RETIRE DATE: THIS IS AN INFORMATIONAL USER DEFINED FIELD ONLY. IT MAY BE USED TO REFLECT THE EMPLOYEE'S RETIREMENT DATE WITH STRS OR PERS.

* WARRANT LOCATION 10TH: THIS CODE DESIGNATES THE LOCATION FOR THE EMPLOYEES PAYROLL WARRANT ON THE 10TH PAYROLL IF IT IS NOT THE SAME AS THE LOCATION FOR THE END OF THE MONTH WARRANT. PERSONS HAVING THE SAME LOCATION FOR BOTH PAYROLLS SHOULD NOT USE THIS FIELD. THE CODE ENTERED MUST BE ON THE DICTIONARY.
(3 CHARACTERS ALPHA/NUMERIC)
THIS IS ALSO THE LOCATION FOR THE STUB IF THE CHECK IS DIRECT DEPOSITED.

CURRENT DIRECT DEPOSIT FIELDS

DD ROUTING: THE EIGHT DIGIT ROUTING CODE OF THE DIRECT DEPOSIT BANK FOLLOWED BY THE ONE DIGIT CHECK DIGIT CODE. THIS APPEARS AS A NINE DIGIT NUMBER ON THE BOTTOM OF THE CHECK.
THIS FIELD CAN ONLY BE CHANGED BY GOING THROUGH THE PRE NOTE PROCESS.

TYPE: TYPE OF ACCOUNT
C = CHECKING
S = SAVINGS
THIS FIELD CAN ONLY BE CHANGED BY GOING THROUGH THE PRENOTE PROCESS.

DD A/C: DIRECT DEPOSIT ACCOUNT NUMBER. THIS NUMBER CAN BE FOUND ON THE BOTTOM OF THE EMPLOYEES CHECK.
THIS FIELD CAN ONLY BE CHANGED BY GOING THROUGH THE PRE NOTE PROCESS.

DD EOM: PLACE AN 'X' IN THIS FIELD IF THE END OF MONTH CHECK IS TO BE DIRECT DEPOSITED

DD 10TH: PLACE AN 'X' IN THIS FIELD IF THE 10TH OF THE MONTH CHECK IS TO BE DIRECT DEPOSITED.

PREP-NOTE FOR DIRECT DEPOSIT

STATUS: THIS FIELD INDICATES THE STATUS OF THE PRE-NOTE DATA. IT MAY ONLY BE SET TO 'N' TO INDICATE A NEW PRE NOTE.
S = PRE NOTE SENT TO BANK
E = ERROR IN PRE NOTE

IF YOU DESIRE TO CLEAR THE PRENOTE FIELDS, ENTER A 'C' IN THIS FIELD.

DD ROUTING: THE EIGHT DIGIT ROUTING CODE OF THE DIRECT DEPOSIT BANK FOLLOWED BY THE ONE DIGIT CHECK DIGIT CODE. THIS APPEARS AS A NINE DIGIT NUMBER ON THE BOTTOM OF THE CHECK.

TYPE: TYPE OF ACCOUNT
C = CHECKING
S = SAVINGS

DD A/C: DIRECT DEPOSIT ACCOUNT NUMBER. THIS

NUMBER CAN BE FOUND ON THE BOTTOM OF THE EMPLOYEES CHECK.

DD EOM: PLACE AN 'X' IN THIS FIELD IF THE END OF MONTH CHECK IS TO BE DIRECT DEPOSITED

DD 10TH: PLACE AN 'X' IN THIS FIELD IF THE 10TH OF THE MONTH CHECK IS TO BE DIRECT DEPOSITED.

DEL DD: PLACING A QUESTION MARK (?) IN THIS FIELD WILL CAUSE ALL THE CURRENT DIRECT DEPOSIT INFORMATION TO BE CLEARED.

* INDICATES THE FIELD IS REQUIRED AND MUST HAVE VALID DATA ENTERED

PRE NOTING A DIRECT DEPOSIT - THE PURPOSE OF PRE NOTING IS TO VERIFY THE ROUTING AND ACCOUNT NUMBERS BEFORE A CHECK CAN BE DIRECT DEPOSITED. ENTER ALL THE DIRECT DEPOSIT INFORMATION ON THE SCREEN. ON THE NEXT END OF MONTH PAYROLL, THE DATA WILL BE SENT TO THE BANK FOR VERIFICATION. IF VERIFIED, THE DATA WILL BE MOVED TO THE CURRENT DIRECT DEPOSIT FIELDS AND THEREFORE ACTIVATE DIRECT DEPOSITING BY THE NEXT END OF MONTH PAYROLL.

MBAL - PAYROLL BALANCE FILE SCREEN

PURPOSE: THIS TRANSACTION WILL DISPLAY THE PAYROLL BALANCE FILE. THE AMOUNT FIELD OF EXISTING RECORDS MAY BE CHANGED. RECORDS MAY BE DELETED OR RECORDS MAY BE ADDED.

ENTER: THE TRANSACTION CODE, (MAJOR SORT CODE OR SOCIAL SECURITY NUMBER). THE TRANSACTION MAY TAKE ANY OF THE TWO FOLLOWING FORMS.

MBAL=FF (FF=MAJOR SORT CODE)

MBAL=SSSSSSSS (SSSSSSSS = SOCIAL SECURITY NUMBER)

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

IF THERE ARE NINE DIGITS ENTERED, IT IS ASSUMED TO BE A SOCIAL SECURITY NUMBER; OTHERWISE IT IS ASSUMED TO BE A FRINGE BENEFIT CODE.

IF A SOCIAL SECURITY NUMBER IS ENTERED AND NOT FOUND IN THE FILE, IT WILL BE ASSUMED YOU WISH TO ADD A RECORD.

DISPLAY: IF THE REQUEST IS MADE WITH A MAJOR SORT CODE, THE DISPLAY WILL LIST EMPLOYEES WITH THAT MAJOR SORT CODE IN NAME SEQUENCE. IF THE REQUEST IS MADE WITH SOCIAL SECURITY NUMBER, THE DISPLAY WILL LIST ALL MAJOR SORT CODES FOR THAT EMPLOYEE.

THE LAST LINE OF THE SCREEN WILL BE AN ADD LINE FOR A NEW RECORD.

SSN: SOCIAL SECURITY NUMBER

NAME: EMPLOYEE NAME (FIRST 19 CHARACTERS ONLY)

MS: MAJOR SORT OR FRINGE BENEFIT CODE

DESCRIPTION: 10 CHARACTERS OF FRINGE BENEFIT DESCRIPTION

BALANCE: THIS REPRESENTS THE AMOUNT BY WHICH THE PL09 AMOUNTS ARE LARGER THAN THE PY20 AMOUNTS.
PL09 - AMOUNT PAID
PY20 - AMOUNT DEDUCTED FROM PAYCHECK

UPDATING: RECORDS MAY BE DELETED BY ENTERING ZERO IN THE BALANCE FIELD. RECORDS WITH ZERO AMOUNTS WILL BE DELETED. RECORDS MAY BE ADDED BY ENTERING SOCIAL SECURITY NUMBER, FRINGE BENEFIT CODE, AND BALANCE IN THE LAST LINE ON THE SCREEN. HITTING ENTER CAUSES ALL VALID UPDATES TO TAKE PLACE AND THE NEXT SCREEN TO BE PRESENTED

MBEN - EMERGENCY PAYCHECK DEDUCTION SCREEN

PURPOSE: TO REVIEW, UPDATE, ADD, OR DELETE DEDUCTION DATA FROM THE EMERGENCY PAYCHECK FILE.

ENTER: THE TRANSACTION CODE, SOCIAL SECURITY NUMBER AND YEAR MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

```
MBEN=99999999907
      |         |
      |         | YEAR
      |         |
      |         | SOCIAL SECURITY NUMBER
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IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

FUNCTION KEYS: YOU CAN NAVIGATE BETWEEN PAYROLL SCREENS BY USING THE FUNCTION KEYS LISTED BELOW THE SCREEN. THESE ARE AS FOLLOWS:

F4 = HGEN
F5 = HLIN
F7 = HSUM

FIELDS: ENTER THE DEDUCTION CODE IN THE FIRST FIELD. IT MUST BE ON THE DICTIONARY, AND IT CANNOT BE A FIXED COST EMPLOYER PAID BENEFIT ENTER SPACES IN THIS FIELD TO DELETE A DEDUCTION.

ENTER A CYCLE IN THE SECOND FIELD. IT MUST BE ON THE DICTIONARY.

THE THIRD FIELD CAN ONLY BE UPDATED FOR VOLUNTARY DEDUCTIONS AND EMPLOYER/EMPLOYEE TOTAL PREMIUM DEDUCTIONS. ENTER AN AMOUNT OR A PERCENT TO UPDATE IT. THE FORMAT IS 00000.00 FOR BOTH AMOUNTS AND PERCENTS (00001.00 EQUALS 1%).

ENTER THE START DATE IN THE FOURTH FIELD. THE FORMAT IS MMYEAR FOR MONTH/YEAR, E.G. 0185 FOR JANUARY 1985.

ENTER THE STOP DATE OR ZERO IN THE FIFTH FIELD. THE FORMAT IS MMYEAR FOR MONTH/YEAR, E.G. 1285 FOR DECEMBER 1985.

THE SIXTH FIELD, REFERENCE NUMBER, IS OPTIONAL AND FREE FORMAT. ANYTHING CAN BE ENTERED IN IT.

THE SEVENTH FIELD, DEDUCTION INDICATOR, IS OPTIONAL. ENTER 'U' FOR ONETIME USE, 'B' FOR ONETIME BYPASS, 'H' FOR HOLD; 'N' FOR NONE; '1' FOR DOUBLE DEDUCT IN JUNE; '2' FOR DOUBLE DEDUCT IN MAY AND JUNE; OR '3' FOR TRIPLE DEDUCT IN JUNE. THE DEFAULT IS 'N'.

THE EIGHTH FIELD, EMPLOYER AMOUNT/PERCENT, CANNOT BE UPDATED AND IS FOR INFORMATION ONLY. THE FORMAT IS 00000.00 FOR AMOUNTS AND 00.00000 FOR PERCENTS.

THE NINTH FIELD, TAXATION INDICATOR, IS OPTIONAL. IT IS ONLY VALID IF THERE IS AN 'EMPLOYER' AMOUNT. IF THE EMPLOYER AMOUNT IS TO BE ADDED TO THE TAXABLE GROSS PRIOR TO TAX CALCULATIONS, ENTER A 'Y', ELSE ENTER 'N'. THE DEFAULT IS 'N'.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT THE ERROR AND PRESS THE ENTER KEY.

FIELD NAME	DESCRIPTION
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01 CODE	THIS MUST BE A DEDUCTION CODE ON THE DICTIONARY. IT CANNOT BE A FIXED COST EMPLOYER PAID BENEFIT. ENTER SPACES IN THIS FIELD TO DELETE A DEDUCTION LINE. (2 CHARACTERS ALPHA/NUMERIC)
02 CY	DEDUCTION CYCLE. THE CYCLE MUST BE ON THE DICTIONARY. (1 CHARACTERS ALPHA/NUMERIC)
03 EMPLOYEE AMNT/PCT	THIS FIELD CAN ONLY BE UPDATED FOR VOLUNTARY DEDUCTIONS AND EMPLOYEE/EMPLOYER TOTAL PREMIUM DEDUCTIONS. THE FORMAT IS 00000.00 FOR AMOUNTS AND PERCENTAGES (00001.00 EQUALS 1%). (8 CHARACTERS NUMERIC)
04 START DATE	THIS FIELD IS REQUIRED. ENTER THE FIRST MONTH TO BE TAKEN IN MONTH AND YEAR MMY format. (4 CHARACTERS NUMERIC)
05 STOP DATE	THIS FIELD IS OPTIONAL. ENTER THE MONTH AND YEAR IN MMY format OR ZEROES FOR NO STOP DATE. (4 CHARACTERS NUMERIC)
06 REFERENCE NO.	THIS FIELD IS OPTIONAL AND FREE FORMAT. (12 CHARACTERS ALPHA/NUMERIC)
07 OT	ONE TIME INDICATOR. ENTER 'U' FOR ONETIME USE. 'B' FOR ONETIME BYPASS, 'H' FOR HOLD OR 'N' FOR NONE, '1' FOR DOUBLE DEDUCT IN JUNE, '2' FOR DOUBLE DEDUCT IN MAY AND JUNE; OR '3' FOR TRIPLE DEDUCT IN JUNE. THE DEFAULT IS 'N'. (1 CHARACTER ALPHA)

- 08 EMPLOYER THIS FIELD CANNOT BE UPDATED AND IS FOR AMNT/PCT INFORMATION ONLY. THE FORMAT IS 00000.00 FOR AMOUNTS AND 00.00000 FOR PERCENTAGES. (8 CHARACTERS NUMERIC)
- 09 TX TAXATION INDICATOR. THIS INDICATOR IS VALID ONLY IF THERE IS AN 'EMPLOYER' AMOUNT. IF THE EMPLOYER AMOUNT IS TO BE ADDED TO THE TAXABLE GROSS PRIOR TO TAX CALCULATIONS, THEN ENTER A 'Y', ELSE ENTER AN 'N'. THE DEFAULT IS 'N'. (1 CHARACTER ALPHA)

MC00 - FIND AND DISPLAY ADJUSTMENT RECORDS

INPUT: MC00=SSSSSSSS (SSSSSSSS IS THE EMPLOYEES SOCIAL SECURITY NUMBER)

A LISTING OF UP TO 20 ADJUSTMENT RECORDS ARE DISPLAYED. IF MORE EXIST, A MESSAGE WILL BE DISPLAYED AND HITTING ENTER WILL DISPLAY THE NEXT SCREEN. THE FOLLOWING INFORMATION WILL BE DISPLAYED FOR EACH ADJUSTMENT RECORD:

CHECK	CHECK NUMBER
TYP	MC TYPE
SEQ	SEQUENCE NUMBER FOR THAT TC TYPE
ORG DATE	ORIGINAL CHECK DATE
ADJ DATE	DATE ADJUSTMENT RECORD CREATED
PY20	PY20 PROCESS DATE
GROSS	ADJUSTMENT GROSS
NET	ADJUSTMENT AMOUNT

IF IT IS DESIRED TO SEE THE DETAILS OF AN ADJUSTMENT, MOVE THE CURSOR TO THE LINE OF THE ADJUSTMENT DESIRED AND PRESS ENTER. NOTE: THE CURSOR MUST BE MOVED WITH THE CURSOR KEYS AS THE TAB KEYS WILL NOT WORK. THE ADJUSTMENT WILL BE DISPLAYED IN THE SAME TWO SCREENS AS WERE USED TO CREATE IT. AFTER YOU ARE FINISHED WITH THE FIRST SCREEN, HITTING ENTER WILL BRING UP THE SECOND. WHEN DONE WITH THE SECOND SCREEN, HITTING ENTER WILL TAKE YOU BACK TO THE FIRST SCREEN OF THE TRANSACTION FROM WHICH OTHER ADJUSTMENTS MAY BE DISPLAYED.

MC01 - FIT ADJUSTMENT

THE MC01 IS USED TO COLLECT FROM OR RETURN TO THE EMPLOYEE FEDERAL WITHHOLDING TAXES DURING THE CURRENT CALENDAR YEAR; THAT IS UP UNTIL JANUARY 6 OF THE FOLLOWING CALENDAR YEAR. THE FOLLOWING FIELDS ARE NECESSARY FOR THIS TRANSACTION:

FIELD	DEFINITION
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EMPLOYEE AMOUNT:	<p>IF THE AMOUNT IS BEING GIVEN BACK TO THE EMPLOYEE ENTER THE AMOUNT AS A POSITIVE NUMBER THIS AMOUNT MAY NOT BE LARGER THAN THE FIT AMOUNT ON THE CHECK BEING ADJUSTED THIS AMOUNT MAY NOT BE LARGER THAN THE FIT AMOUNT FOR THE CALENDAR TO DATE OF THE YEAR THE ORIGINAL CHECK WAS ISSUED THIS AMOUNT MAY NOT BE LARGER THAN THE FIT AMOUNT FOR THE FISCAL TO DATE OF THE YEAR THE ORIGINAL CHECK WAS ISSUED. THIS AMOUNT MAY NOT BE LARGER THAN THE FIT AMOUNT FOR THE QUARTER IN WHICH THE CHECK WAS ISSUED</p> <p>IF THE AMOUNT IS BEING TAKEN FROM THE EMPLOYEE ENTER THE AMOUNT AS A NEGATIVE NUMBER.</p> <p>AFTER JAN 6TH THIS TRANSACTION IS NO LONGER AVAILABLE TO THE DISTRICTS FOR CHECKS ISSUED IN THE PRIOR CALENDAR YEAR.</p>

THIS OR ANY MC MAY USE ONLY ONE OF THE FOLLOWING THREE METHODS TO EITHER TAKE FROM OR GIVE MONEY BACK TO AN EMPLOYEE. THE MANUAL CHECK OPTION IS NOT AVAILABLE IF THE EMPLOYEE AMOUNT IS NEGATIVE THE MANAL CHECK OPTION IS NOT AVAILABLE IF THE EMPLOYEE AMOUNT IS POSITIVE

CREATE MDED: (Y/N) CYCLE	<p>FILLING OUT THIS LINE IS A REQUEST FOR THE AMOUNT TO EITHER BE DEDUCTED FROM OR GIVEN BACK ON THE NEXT PAYROLL CHECK ISSUED TO THE EMPLOYEE. IF MONEY IS BEING GIVEN BACK TO THE EMPLOYEE AND NO PAYROLL CHECK IS DUE THE EMPLOYEE, THE NEXT PAYROLL RUN WILL CUT A CHECK FOR THE AMOUNT BEING GIVEN BACK TO THE EMPLOYEE</p> <p>IF MONEY IS TAKEN FROM THE EMPLOYEE AND NO PAYROLL CHECK IS DUE THE EMPLOYEE, THE NEXT PAYROLL RUN WILL BE OUT OF BALANCE. THIS IS A SERIOUS PROBLEM FOR THE FINANCE SYSTEM AND</p>
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GREAT CARE SHOULD BE EXERCISED BY THE PERSON ENTERING THIS TRANSACTION THAT THIS SITUATION DOES NOT OCCUR. A PERSONAL CHECK MAY BE ACCEPTED TO SATISFY THIS CONDITION AND THIS LINE SHOULD NOT BE FILLED OUT ON THE SCREEN.

IF THIS OPTION IS USED THE NET AMOUNT FIELD ON THE HISTORY SCREEN IS NOT UPDATED UNTIL THE ACTUAL CHECK CONTAINING THE ADJUSTMENT HAS BEEN ISSUED.

IN EITHER CASE IF A CHECK IS TO BE CUT FOR THE EMPLOYEE ON THE NEXT PAYROLL, THE "*"A" DEDUCTION LINE CREATED ON THE "MDED" SCREEN BY THIS MC TRANSACTION WILL BE INCLUDED ON THE CHECK.

USING THE 'CREATE MDED' OPTION PUTS A SEPARATE "*"A" TRANSACTION ON THE MDED SCREEN FOR EACH MC. THE MDED SCREEN IS LIMITED TO 16 LINES.

IF MORE THAN ONE MC IS INPUT DURING THE PAY PERIOD FOR AN EMPLOYEE THEY MUST ALL HAVE THE SAME PAY CYCLE. VALID DEDUCTION CYCLES ARE 1, 2, 3, 4, 5, AND 6

MANUAL CHECK:
NUMBER
DATE
AMOUNT

IF THERE IS A REASON THAT AN AMOUNT TO BE GIVEN BACK TO THE EMPLOYEE CANNOT BE RETURNED THROUGH THE PAYROLL PROCESS, A MANUAL CHECK CAN BE ISSUED AND THE CHECK INFORMATION ENTERED ON THE SCREEN IN THE MANUAL CHECK NUMBER, DATE, AND AMOUNT FIELDS. IF A MANUAL CHECK IS ISSUED ALL THREE OF THESE FIELDS MUST BE ENTERED.

BE SURE TO VERIFY THAT THE AMOUNT OF THE MC IS EQUAL TO THE AMOUNT OF THE MANUAL CHECK

IF THESE FIELDS ARE ENTERED, THE MC TRANSACTION WILL CREATE A CHECK RECORD ON THE PERSON'S HISTORY FILE WITH A PROCESS REASON OF "A".

PERSONAL CHECK:

IF YOU ARE TAKING MONEY FROM THE EMPLOYEE AND DO NOT WISH TO DEDUCT IT FROM THE NEXT PAYROLL CHECK, YOU CAN ACCEPT A PERSONAL CHECK FROM THE EMPLOYEE AND INDICATE THE FACT IN THIS FIELD. IT IS THE DISTRICT'S RESPONSIBILITY TO SEE THAT THE CHECK IS DEPOSITED TO THE APPROPRIATE ACCOUNT. (SEE D.B.S. PROCEDURE)

MC02 - SIT ADJUSTMENT

THE MC02 IS USED TO COLLECT FROM OR RETURN TO THE EMPLOYEE STATE WITHHOLDING TAXES DURING THE CURRENT CALENDAR YEAR; THAT IS UP UNTIL JANUARY 6 OF THE FOLLOWING CALENDAR YEAR. THE FOLLOWING FIELDS ARE NECESSARY FOR THIS TRANSACTION:

FIELD	DEFINITION
----- EMPLOYEE AMOUNT:	----- IF THE AMOUNT IS BEING GIVEN BACK TO THE EMPLOYEE ENTER THE AMOUNT AS A POSITIVE NUMBER. THIS AMOUNT MAY NOT BE LARGER THAN THE SIT AMOUNT ON THE CHECK BEING ADJUSTED THIS AMOUNT MAY NOT BE LARGER THAN THE SIT AMOUNT FOR THE CALENDAR TO DATE OF THE YEAR THE ORIGINAL CHECK WAS ISSUED. THIS AMOUNT MAY NOT BE LARGER THAN THE SIT AMOUNT FOR THE FISCAL TO DATE OF THE YEAR THE ORIGINAL CHECK WAS ISSUED. THIS AMOUNT MAY NOT BE LARGER THAN THE SIT AMOUNT FOR THE QUARTER IN WHICH THE CHECK WAS ISSUED. IF THE AMOUNT IS BEING TAKEN FROM THE EMPLOYEE ENTER THE AMOUNT AS A NEGATIVE NUMBER. AFTER JAN 6TH THIS TRANSACTION IS NO LONGER AVAILABLE TO THE DISTRICTS FOR CHECKS ISSUED IN THE PRIOR CALENDAR YEAR

THIS OR ANY MC MAY USE ONLY ONE OF THE FOLLOWING THREE METHODS TO EITHER TAKE FROM OR GIVE MONEY BACK TO AN EMPLOYEE. THE MANUAL CHECK OPTION IS NOT AVAILABLE IF THE EMPLOYEE AMOUNT IS NEGATIVE. THE MANAL CHECK OPTION IS NOT AVAILABLE IF THE EMPLOYEE AMOUNT IS POSITIVE.

CREATE PDED: (Y/N) CYCLE	FILING OUT THIS LINE IS A REQUEST FOR THE AMOUNT TO EITHER BE DEDUCTED FROM OR GIVEN BACK ON THE NEXT PAYROLL CHECK ISSUED TO THE EMPLOYEE. IF MONEY IS BEING GIVEN BACK TO THE EMPLOYEE AND NO PAYROLL CHECK IS DUE THE EMPLOYEE, THE NEXT PAYROLL RUN WILL CUT A CHECK FOR THE AMOUNT BEING GIVEN BACK TO THE EMPLOYEE IF MONEY IS TAKEN FROM THE EMPLOYEE AND NO PAYROLL CHECK IS DUE THE EMPLOYEE, THE NEXT PAYROLL RUN WILL BE OUT OF BALANCE. THIS IS A SERIOUS PROBLEM FOR THE FINANCE SYSTEM AND GREAT CARE SHOULD BE EXERCISED BY THE PERSON
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ENTERING THIS TRANSACTION THAT THIS SITUATION DOES NOT OCCUR. A PERSONAL CHECK MAY BE ACCEPTED TO SATISFY THIS CONDITION AND THIS LINE SHOULD NOT BE FILLED OUT ON THE SCREEN.

IF THIS OPTION IS USED THE NET AMOUNT FIELD ON THE HISTORY SCREEN IS NOT UPDATED UNTIL THE ACTUAL CHECK CONTAINING THE ADJUSTMENT HAS BEEN ISSUED.

IN EITHER CASE IF A CHECK IS TO BE CUT FOR THE EMPLOYEE ON THE NEXT PAYROLL, THE "*A" DEDUCTION LINE CREATED ON THE "MDED" SCREEN BY THIS MC TRANSACTION WILL BE INCLUDED ON THE CHECK.

USING THE CREATE MDED OPTION PUTS A SEPARATE "*A" TRANSACTION ON THE MDED SCREEN FOR EACH MC. THE MDED SCREEN IS LIMITED TO 16 LINES.

IF MORE THAN ONE MC IS INPUT DURING THE PAY PERIOD FOR AN EMPLOYEE THEY MUST ALL HAVE THE SAME PAY CYCLE. VALID DEDUCTION CYCLES ARE 1, 2, 3, 4, 5, AND 6

MANUAL CHECK: IF THERE IS A REASON THAT AN AMOUNT TO BE GIVEN
NUMBER BACK TO THE EMPLOYEE CANNOT BE RETURNED
DATE THROUGH THE PAYROLL PROCESS, A MANUAL CHECK
AMOUNT CAN BE ISSUED AND THE CHECK INFORMATION
ENTERED ON THE SCREEN IN THE MANUAL CHECK
NUMBER, DATE, AND AMOUNT FIELDS. IF A MANUAL
CHECK IS ISSUED ALL THREE OF THESE FIELDS MUST
BE ENTERED.

BE SURE TO VERIFY THAT THE AMOUNT OF THE MC IS
EQUAL TO THE AMOUNT OF THE MANUAL CHECK
IF THESE FIELDS ARE ENTERED, THE TC TRANSACTION
WILL CREATE A CHECK RECORD ON THE PERSON'S
HISTORY FILE WITH A PROCESS REASON OF "A".

PERSONAL
CHECK: IF YOU ARE TAKING MONEY FROM THE EMPLOYEE
AND DO NOT WISH TO DEDUCT IT FROM THE NEXT
PAYROLL CHECK, YOU CAN ACCEPT A PERSONAL
CHECK FROM THE EMPLOYEE AND INDICATE THE FACT
IN THIS FIELD. IT IS THE DISTRICT'S RESPONSIBILITY
TO SEE THAT THE CHECK IS DEPOSITED TO THE
APPROPRIATE ACCOUNT. (SEE D.B.S. PROCEDURE)

MCKS - HAND CHECK CALCULATION

PURPOSE: THIS SCREEN TAKES THE HANDCHECK PAYROLL RECORD (HY01) AND CALCULATES A HANDCHECK. THE CALCULATIONS ARE EXACTLY THE SAME AS THE PAYROLL SYSTEM. THE DETAIL GROSS AND DEDUCTIONS ARE DISPLAYED ON THE SCREEN. THIS INFORMATION IS USED TO VERIFY THAT THE HANDCHECK IS CORRECT BEFORE ACTUALLY CREATING IT.

ENTER: MCKS=SSSSSSSSS
 |
 SOCIAL SECURITY NUMBER

THE HANDCHECK PAYROLL RECORD MUST HAVE ALREADY BEEN CREATED USING THE TRANSACTIONS MWAR, MGEN, MLIN, MBEN, AND MSUM.

THE RESULTS OF THE HANDCHECK CALCULATION WILL APPEAR ON THE SCREEN.

IF THE RESULTS ARE CORRECT, A SIGNED SCREEN PRINT WILL BE SENT TO THE COUNTY OFFICE WHERE THE HANDCHECK WILL BE PRODUCED.

SCREENS:

THE SCREEN HAS A VARIABLE OUTPUT FORMAT AND DEPENDS ON THE RESULT OF THE HANDCHECK CALCULATION.

LINE 1: THIS SHOWS THE EMPLOYEE NAME, SSN, DISTRICT, DATE, AND TIME.

NEXT LINES: THE NEXT UP TO FOUR LINES WILL SHOW ANY ERROR OR WARNING MESSAGES PRODUCED BY THE CALCULATION. IF THERE ARE ERROR MESSAGES, THE CALCULATION IS ABANDONED AND NO OTHER OUTPUT IS PRODUCED. IF THERE ARE ONLY WARNING MESSAGES, THE COMPUTATION IS COMPLETED AND THE RESULTS DISPLAYED.

THE ERROR AND WARNING MESSAGES PRODUCED ARE THE SAME AS PRODUCED IN THE REGULAR PAYROLL FROM PROGRAMS PY09 AND PY10.

NEXT LINES: A PAYROLL GROSS HEADING LINE IS PRODUCED FOLLOWED BY ALL THE GROSS DETAIL INFORMATION.

PAY DESCR: A SHORT DESCRIPTION OF THE GROSS.
BASIS: MONTHLY, HOURLY ETC.
TIME: UNITS OF HOURS, DAYS, ETC.
RATE: AMOUNT OF MONEY FOR A UNIT OF TIME.
AMOUNT: THE TOTAL AMOUNT OF THIS GROSS
LINE.

NEXT LINES: A PAYROLL DEDUCTION HEADING LINE IS
PRODUCED FOLLOWED BY ALL THE DEDUCTIONS, TWO PER LINE.

DED DESCR: A SHORT DESCRIPTION OF THE
DEDUCTION.
DED AMOUNT: THE AMOUNT OF THE DEDUCTION.

LINE 22: IF LINE 22 IS NOT USED BY THE ABOVE PROCESS, IT WILL
CONTAIN INFORMATION ON THE PF KEYS AVAILABLE IN THIS
TRANSACTION.

PF4 - MGEN
PF5 - MLIN
PF6 - MBEN
PF7 - MSUM
PF9 - MAUS

IF THE HANDCHECK IS NOT CORRECT, THESE PF KEYS MAY BE
USED TO TRANSFER TO THE SCREENS NECESSARY TO CHANGE
THE HANDCHECK PAYROLL RECORD.

LINE 23: THIS LINE CONTAINS A SUMMARY OF THE HANDCHECK
CALCULATION.

TOTAL GROSS
TOTAL DEDUCTIONS
TOTAL NET

LINE 23: THIS LINE IDENTIFIES (BY OPERATOR ID) WHO PREPARED
THIS HAND CHECK. IT PROVIDES A PLACE FOR THE SIGNATURE
WHEN THE SCREEN IS PRINTED.

THE MESSAGE "SCREEN OVERFLOW" WILL APPEAR IF THERE IS
MORE DATA THAN WILL FIT ON THE SCREEN.

MDED - PAYROLL DEDUCTION SCREEN

PURPOSE: TO REVIEW, UPDATE, ADD, OR DELETE DEDUCTION DATA FROM THE PAYROLL FILE.

ENTER: THE TRANSACTION CODE, SOCIAL SECURITY NUMBER AND YEAR MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE; THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

```
MDED=99999999907
      | |
      | YEAR
      | SOCIAL SECURITY NUMBER
```

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

FUNCTION KEYS: YOU CAN NAVIGATE BETWEEN PAYROLL SCREENS BY USING THE FUNCTION KEYS LISTED BELOW THE SCREEN. THESE ARE AS FOLLOWS:

```
F4 = PAYR
F5 = PGRS
F7 = GRSD
```

FIELDS: ENTER THE DEDUCTION CODE IN THE FIRST FIELD. IT MUST BE ON THE DICTIONARY, AND IT CANNOT BE A FIXED COST EMPLOYER PAID BENEFIT. ENTER SPACES IN THIS FIELD TO DELETE A DEDUCTION.

ENTER A CYCLE IN THE SECOND FIELD. IT MUST BE ON THE DICTIONARY.

THE THIRD FIELD CAN ONLY BE UPDATED FOR VOLUNTARY DEDUCTIONS AND EMPLOYER/EMPLOYEE TOTAL PREMIUM DEDUCTIONS. ENTER AN AMOUNT OR A PERCENT TO UPDATE IT. THE FORMAT IS 00000.00 FOR BOTH AMOUNTS AND PERCENTS (00001.00 EQUALS 1%).

ENTER THE START DATE IN THE FOURTH FIELD. THE FORMAT IS MMY FOR MONTH/YEAR, E.G. 0185 FOR JANUARY 1985.

ENTER THE STOP DATE OR ZERO IN THE FIFTH FIELD. THE FORMAT IS MMY FOR MONTH/YEAR, E.G. 1285 FOR DECEMBER 1985.

THE SIXTH FIELD, REFERENCE NUMBER, IS OPTIONAL AND FREE FORMAT. ANYTHING CAN BE ENTERED IN IT.

THE SEVENTH FIELD, DEDUCTION INDICATOR, IS OPTIONAL. ENTER 'U' FOR ONETIME USE, 'B' FOR ONETIME BYPASS, 'H' FOR HOLD; 'N' FOR N FOR NONE; '1' FOR DOUBLE DEDUCTS IN JUNE; '2' FOR DOUBLE DEDUCTS IN MAY AND JUNE; OR '3' FOR TRIPLE DEDUCTS IN JUNE. THE DEFAULT IS 'N'.

THE EIGHTH FIELD, EMPLOYER AMOUNT/PERCENT, CANNOT BE UPDATED AND IS FOR INFORMATION ONLY. THE FORMAT IS 00000.00 FOR AMOUNTS AND 00.00000 FOR PERCENTS.

THE NINTH FIELD, TAXATION INDICATOR, IS OPTIONAL. IT IS ONLY VALID IF THERE IS AN 'EMPLOYER' AMOUNT. IF THE EMPLOYER AMOUNT IS TO BE ADDED TO THE TAXABLE GROSS PRIOR TO TAX CALCULATIONS, ENTER A 'Y', ELSE ENTER 'N'. THE DEFAULT IS 'N'.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT THE ERROR AND PRESS THE ENTER KEY.

FIELD	NAME	DESCRIPTION
----	----	-----
01	CODE	THIS MUST BE A DEDUCTION CODE ON THE DICTIONARY - IT CANNOT BE A FIXED COST EMPLOYER PAID BENEFIT. ENTER SPACES IN THIS FIELD TO DELETE A DEDUCTION LINE. (2 CHARACTERS ALPHA/NUMERIC)
02	CY	DEDUCTION CYCLE. THE CYCLE MUST BE ON THE DICTIONARY. (1 CHARACTERS ALPHA/NUMERIC)
03	EMPLOYEE	THIS FIELD CAN ONLY BE UPDATED FOR VOLUNTARY AMNT/PCT DEDUCTIONS AND EMPLOYEE/EMPLOYER TOTAL PREMIUM DEDUCTIONS. THE FORMAT IS 00000.00 FOR AMOUNTS AND PERCENTAGES (00001.00 EQUALS 1%). (8 CHARACTERS NUMERIC)

- 04 START
DATE: THIS FIELD IS REQUIRED. ENTER THE FIRST
MONTH TO BE TAKEN IN MONTH AND YEAR
(MMYY) FORMAT.
(4 CHARACTERS NUMERIC)
- 05 STOP
DATE: THIS FIELD IS OPTIONAL. ENTER THE MONTH
AND YEAR IN MMY format OR ZEROES FOR
NO STOP DATE.
(4 CHARACTERS NUMERIC)
- 06 REFERENCE
NO: THIS FIELD IS OPTIONAL AND FREE FORMAT.
(12 CHARACTERS ALPHA/NUMERIC)
- 07 OT ONE TIME INDICATOR. ENTER 'U' FOR ONETIME
USE. 'B' FOR ONETIME BYPASS, 'H' FOR HOLD
OR 'N' FOR NONE, '1' FOR DOUBLE DEDUCT IN
JUNE, '2' FOR DOUBLE DEDUCT IN MAY AND
JUNE; OR '3' FOR TRIPLE DEDUCT IN JUNE. THE
DEFAULT IS 'N'.
(1 CHARACTER ALPHA)
- 08 EMPLOYER THIS FIELD CANNOT BE UPDATED AND IS FOR
AMNT/PCT INFORMATION ONLY. THE FORMAT
IS 00000.00 FOR AMOUNTS AND 00.00000 FOR
PERCENTAGES.
(8 CHARACTERS NUMERIC)
- 09 TX TAXATION INDICATOR. THIS INDICATOR IS
VALID ONLY IF THERE IS AN 'EMPLOYER'
AMOUNT. IF THE EMPLOYER AMOUNT IS TO BE
ADDED TO THE TAXABLE GROSS PRIOR TO TAX
CALCULATIONS, THEN ENTER A 'Y', ELSE ENTER
AN 'N'. THE DEFAULT IS 'N'.
(1 CHARACTER ALPHA)

IF ALL EDITS ARE PASSED, THE ONLINE VERSION OF PY09 AND PY10 WILL BE EXECUTED TO CALCULATE THE PAYCHECK. THESE TWO PROGRAMS SHOULD DO EXACTLY THE SAME CALCULATIONS THAT THE BATCH SYSTEM PROGRAMS DO.

IF ANY CRITICAL ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE TWO. THESE MESSAGES SHOULD BE SELF EXPLANATORY. THE CALCULATED PAYCHECK WILL NOT APPEAR.

IF NO CRITICAL ERRORS OCCUR, 'CALCULATION COMPLETE' WILL APPEAR ON LINE TWO. THE ESTIMATED AMOUNTS FOR THE CHECK WILL BE FILLED IN. IF ANY WARNING MESSAGES OCCUR, THE FIRST FOUR WILL APPEAR ON LINES 17 THRU 20. THESE WARNING MESSAGES SHOULD BE SELF EXPLANATORY.

TOTAL GROSS:	TOTAL GROSS
TAXABLE GRS:	TOTAL GROSS MINUS NON TAXABLE DEDUCTIONS (TSA, RETIREMENT, ETC)
FEDERAL TAX:	FEDERAL INCOME TAX PLUS ADDITIONAL WITHHOLDING
STATE TAX:	STATE INCOME TAX PLUS ADDITIONAL WITHHOLDING
RETIREMENT:	EMPLOYEE PERS OR STRS AMOUNT
FICA (OASDI):	SOCIAL SECURITY TAXES
MEDICARE:	MEDICARE TAXES
SDI:	STATE DISABILITY INSURANCE
SUMMER FUND:	SUMMER FUND DEDUCTION
ANNUITY (TSA):	TAX SHELTERED ANNUITIES
OTHER DEDUCTS:	SUM OF DEDUCTIONS NOT COVERED ABOVE
NET:	NET AMOUNT OF CHECK

AT THIS POINT, ANY OF THE ENTERABLE PARAMETERS MAY BE MODIFIED, THE ENTER KEY PRESSED, AND THE NEW RESULTS OBSERVED.

TWO LINES OF COMMENTS ARE AVAILABLE FOR KEYING ANY INFORMATION DESIRED. THIS MAY PROVE USEFUL FOR DOCUMENTING A SCREEN PRINT.

THESE RESULTS ARE BASED ON THE CURRENT PAYROLL INFORMATION. THIS DATA MAY BE CHANGED BETWEEN NOW AND THE NEXT PAYROLL RUN, THEREFORE, A DISCLAIMER APPEARS AT THE BOTTOM OF THE SCREEN.

THE OPERATOR ID APPEARS AT THE BOTTOM OF THE SCREEN FOR DOCUMENTATION PURPOSES.

* BE VERY CAREFULL IF YOU DO THIS *

IF AN ESTIMATE IS DESIRED FOR ANY OTHER PAYROLL DATA (EG, STEP INCREASE, STIPEND, ETC) YOU MUST CHANGE THE DATA IN THE PAYROLL SYSTEM, RUN A 'MEST' TRANSACTION TO SEE THE RESULTS, AND THEN CHANGE THE DATA IN THE PAYROLL SYSTEM BACK TO ITS ORIGINAL FORM.

ALL PAYROLL CALCULATIONS MUST OBVIOUSLY USE CURRENT YEAR-TO-DATE FISCAL-TO-DATE DATA WHERE THAT KIND OF DATA WOULD BE REQUIRED.

NO MONTH-TO-DATE DATA IS USED IN THE CALCULATIONS.

IF EMPLOYEE IS A MEMBER OF PERS THEN 'PERS PAY RATE' IS REQUIRED.
IF EMPLOYEE MUST BE REPORTED TO STRS THEN 'STRS PAY RATE' IS REQUIRED.

ALL MONEY AMOUNTS ENTERED MUST HAVE THE LEADING ZEROES, DECIMAL POINT AND CENTS FIELD ENTERED.

INCORRECT NAME OR SSN ON PAYROLL RECORD

IF AN EMPLOYEE'S NAME OR SOCIAL SECURITY NUMBER IS INCORRECT ON THE PAYROLL RECORD, IT MUST BE CHANGED USING TRANSACTION 'DNNC'.

FIELD DEFINITIONS

FIELD NAME -----	DESCRIPTION -----
* START DATE	ENTER THE DATE WHICH THE EMPLOYEE STARTED EMPLOYMENT WITH THE DISTRICT. ENTER DATE AS MMDDYY. (6 CHARACTERS, NUMERIC)
TERM DATE	ENTER THE DATE WHICH THE EMPLOYEE TERMINATED. ENTER DATE AS MMDDYY. (ONCE THIS DATE HAS BEEN ENTERED, THIS WILL CAUSE THE RECORDED TO BE BYPASSED WHEN THE PAYROLL IS RUN) (6 CHARACTERS, NUMERIC)
* FIT EXEMPTIONS	ENTER THE NUMBER OF EXEMPTIONS THE P EMPLOYEE HAS CLAIMED FOR FEDERAL TAXES CALCULATIONS. (ENTER '99' FOR EXEMPT) (2 CHARACTERS, NUMERIC)
* FIT MAR/SEX	THE MARITAL STATUS AND SEX CODE HAVE BEEN COMBINED. ENTER THE APPROPRIATE CODE MAR/SEX STATUS THE EMPLOYEE HAS SPECIFIED FOR FEDERAL TAX CALCULATIONS. (1 CHARACTERS, NUMERIC)
	1-MARRIED MALE 2-MARRIED FEMALE 3-SINGLE MALE 4-SINGLE FEMALE 5-H/HOUSHLD MALE 6-H/HOUSHLD FEMALE

* SIT EXEMPTIONS ENTER THE NUMBER OF EXEMPTIONS THE EMPLOYEE HAS CLAIMED FOR STATE TAXES CALCULATIONS. (ENTER '99' FOR EXEMPT) (2 CHARACTERS, NUMERIC)

SIT SPL EXEMPTIONS THIS FIELD IS NOT SUPPORTED AT THIS TIME

* SIT MAR/SEX THE MARITAL STATUS AND SEX CODE HAVE BEEN COMBINED. ENTER THE APPROPRIATE CODE MAR/SEX STATUS THE EMPLOYEE HAS SPECIFIED FOR STATE TAX CALCULATIONS. (1 CHARACTERS, NUMERIC)

 1-MARRIED MALE 2-MARRIED FEMALE
 3-SINGLE MALE 4-SINGLE FEMALE
 5-H/HOUSHLD MALE 6-H/HOUSHLD FEMALE

EIC ELIGIBLE EARNED INCOME CREDIT ELIGIBILITY
 1 = 1 W5 FILED

* TAX CYCLE CODE THIS CODE IS USED TO SPECIFY AN EMPLOYEE'S REGULAR PAY PERIOD. (WHEN DOES EMPLOYEE RECEIVE THEIR REGULAR MONTHLY CHECK?)
 VALID CODES ARE:
 1 - LAST DAY OF MONTH (CLASSIFIED)
 2 - FIRST DAY OF MONTH (CERTIFICATED)E
 3 - TENTH DAY OF MONTH
 (1 CHARACTERS, NUMERIC)

SUMMER FUND:
NUMBER OF PAYS: NUMBER OF CHECKS THAT THE EMPLOYEE WILL RECEIVE FOR SUMMER FUND:
 1= ELEVEN MONTH EMPLOYEE RECEIVING ONE SUMMER FUND CHECK. (MGRS SHOULD HAVE AN "E" IN SMR INDICATOR)
 2= TEN MONTH EMPLOYEE RECEIVING TWO SUMMER FUND CHECKS. (MGRS SHOULD HAVE A "T" IN SMR INDICATOR)

SUMMER FUND
DEDUCTION CYCLE: CYCLE CODE FROM MDED SCREEN FOR DEDUCTIONS THAT SHOULD COME OUT OF SUMMER FUND CHECKS. BY USING A CYCLE "7" FOR DEDUCTIONS THAT YOU WANT TO BE TAKEN FROM SUMMER FUND CHECKS (EX: ADDITIONAL FEDERAL OR STATE TAXES), YOU WILL NOT HAVE TO ENTER A "B" EVERY JUNE TO BYPASS REGULAR DEDUCTIONS.

NOTE: SINCE SUMMER FUND IS NOT "SALARY", 125 BENEFITS AND TSA DEDUCTIONS SHOULD NOT BE TAKEN OUT OF CHECKS.

* WARRANT LOCATION EOM	THIS CODE DESIGNATES THE LOCATION FOR THE EMPLOYEES PAYROLL WARRANT. THIS FIELD MUST BE FILLED IN. THE END OF THE MONTH PAYROLL WILL USE THIS LOCATION. THE 10TH PAYROLL WILL USE THIS LOCATION IF NO LOCATION IS ENTERED IN THE FIELD CALLED WARRANT LOC 10TH. THE CODE ENTERED MUST BE ON THE DICTIONARY. (3 CHARACTERS ALPHA/NUMERIC) THIS IS ALSO THE LOCATION OF A STUB IF THE CHECK IS DIRECT DEPOSITED.
EFFECTIVE DATE	THIS IS AN INFORMATIONAL FIELD ONLY. USER DEFINED. IT MAY BE USED TO REFLECTC THE DATE THE EMPLOYEE'S WAGES BECAME EFFECTIVE TO STRS OR PERS RETIREMENT.
REFUND DATE	THIS IS AN INFORMATIONAL FIELD ONLY. USER DEFINED. IT MAY BE USED TO REFLECTC THE EMPLOYEE'S REFUND DATE WITH STRS OR PERS.
RETIRE DATE	THIS IS AN INFORMATIONAL FIELD ONLY. USER DEFINED. IT MAY BE USED TO REFLECT THE EMPLOYEE'S RETIREMENT DATE WITH STRS OR PERS.

*INDICATES THE FIELD IS REQUIRED AND MUST HAVE VALID DATA ENTERED

THE SOCIAL SECURITY NUMBER IS NOT NUMERIC. KEY IN THE CORRECT SSN AND HIT ENTER.

NO PAYROLL RECORD EXISTS FOR THIS SSN

THE SOCIAL SECURITY NUMBER ENTERED IS NOT ON THE PAYROLL FILE.

GO TO THE MAYR SCREEN AND ADD THE PERSON TO THE FILE BEFORE ENTERING GROSS SCREENS.

PLEASE ENTER VALID YEAR

THE YEAR MUST BE ENTERED THE FIRST TIME THE MGRS TRANSACTION IS USED. AFTER THAT IT NEED NOT BE KEYED AGAIN, UNLESS THE OPERATOR WISHES TO CHANGE IT. THE YEAR WILL APPEAR AS PART OF THE TRANSACTION ID IN THE TOP LEFT CORNER OF THE SCREEN. THE YEAR IS USED BY THE MGRS TRANSACTION TO GET THE PROPER BUDGET, DICTIONARY, AND SALARY MATRIX FILES USED FOR CALCULATING THE GROSS LINE SALARY, VALIDATING THE PERCENT DISTRIBUTION ACCOUNTS AND VALIDATING JOB TITLE, PAY CYCLE, ETC.

WHEN THE FOLLOWING ERRORS APPEAR ON THE SCREEN, THE CURSOR WILL POSITION ITSELF UNDER THE FIELD CAUSING THE MESSAGE.

MANDATORY FIELD MISSING OR INVALID THIS FIELD NEEDS TO BE ENTERED CORRECTLY FOR THE SCREEN TO BE UPDATED.

FIELD INVALID: THE FIELD AS ENTERED IS INVALID (IT USUALLY MEANS THE COMPUTER IS EXPECTING NUMERIC DATA AND WHAT WAS ENTERED IS NOT NUMERIC) THE FIELD MAY BE CORRECTED BY ENTERING ZEROS (WITH DECIMAL POINT),

OR IF IT IS A NON-NUMERIC FIELD, IT MAY BE SPACED OUT. ANY FIELD THAT HAS A DECIMAL POINT ON THE SCREEN MUST HAVE THE DECIMAL POINT STILL THERE WHEN THE ENTER KEY IS HIT TO SIGNIFY THE END OF THE TRANSACTION.

FIELD IS NOT IN THE DICTIONARY: THE TRANSACTION IS VALIDATING THE FIELD AGAINST THE DICTIONARY AND IS UNABLE TO FIND A RECORD FOR THE VALUE ENTERED. EITHER THE VALUE IS INVALID, OR IT IS VALID AND NEEDS TO BE ADDED TO THE DICTIONARY.

INVALID SALARY CALCULATION FIELD: ONE OR MORE OF THE FIELDS NEEDED TO DO THE SALARY CALCULATION IS NOT VALID. THIS COULD

MEAN THAT IT IS NOT NUMERIC OR IS ZERO WHEN THE CALCULATION NEEDS A VALID AMOUNT. LOOK AT THE FIELD DEFINITIONS TO SEE WHICH AMOUNTS ARE NEEDED FOR THE CALCULATION BASED ON THE BASIS IN THE GROSS LINE. THE CURSOR WILL GO TO THE JOB TITLE AND MUST BE ADVANCED TO THE FIELD NEEDING CORRECTION.

PAY REC NOT ACTIVE - UPDATED ANYWAY: THE PAY HOLD INDICATOR ON THE MAYR SCREEN IS SET TO SOMETHING OTHER THAN 'N' (ACTIVE), WHICH MAY CAUSE IT NOT TO PROCESS. THE GROSS SCREEN WILL BE UPDATED EVEN SO. THIS IS A WARNING MESSAGE ONLY.

THE REST OF THE ERROR MESSAGES ARE SELF EXPLANATORY.

FILLING IN THE SCREEN: ONCE THE INITIAL TRANSACTION ID HAS BEEN KEYED, HIT THE ENTER KEY. THE SCREEN SHOULD NOW RETURN WITH EITHER A CLEAR SCREEN WITH 'A' IN THE ACTION FIELD OR THE FIRST (OR REQUESTED) GROSS LINE FOR THIS EMPLOYEE. IF A NEW GROSS LINE IS BEING ENTERED, BE SURE TO FILL IN ALL THE REQUIRED FIELDS BEFORE HITTING THE ENTER KEY AGAIN. WHEN THE ENTER KEY IS HIT IT SENDS A MESSAGE TO THE COMPUTER THAT IT SHOULD EDIT THE INFORMATION BEING SENT. THE FIRST THING IT CHECKS IS THE TRANSACTION ID IN THE LEFT HAND CORNER, IF IT HAS NOT BEEN CHANGED IT LOOKS AT THE ACTION CODE FOR DIRECTIONS.

THERE ARE FOUR ACTION CODES: A = ADD
C = CHANGE
D = DELETE
P = PAGE

ON AN ADD, FILL IN ALL THE FIELDS AND CHECK THE SCREEN VISUALLY BEFORE HITTING THE ENTER KEY. THE ENTER KEY SENDS THE DATA TO THE COMPUTER WHERE IT IS VALIDATED AND EDITED. IF IT IS CORRECT A MESSAGE IS SENT BACK 'UPDATE COMPLETED'. IF SOME OF THE FIELDS ARE NOT CORRECT, THE CURSOR WILL GO TO THE FIELD AND GIVE AN ERROR MESSAGE. CORRECT THE DATA AND HIT THE ENTER KEY.

A CHANGE IS TREATED MUCH THE SAME AS AN ADD. BE SURE TO ENTER ALL THE DATA FIELDS THAT NEED CHANGING BEFORE HITTING THE ENTER KEY. THIS IS NOT LIKE THE FINANCE SYSTEM WHERE CHANGES MUST BE MADE ONE FIELD AT A TIME. THE CURSOR MAY BE MOVED WITH ANY OF THE NORMAL FIELD KEYS OR WITH THE ARROW KEYS. THE ONLY THING TO REMEMBER IS THAT IT MUST BE ON A VALID DATA FIELD WHEN ENTERING DATA OR THE TERMINAL WILL BEEP.(HIT RESET AND MOVE THE CURSOR TO A VALID FIELD). ANY NUMERIC FIELD MUST BE ALL NUMERIC WITH A DECIMAL POINT IF NECESSARY. DO NOT SPACE OUT ZEROS OR DECIMAL POINTS IN THE NUMERIC FIELDS. MOVE THE CURSOR OVER THEM AND ENTER THE

= (BASE AMOUNT X BASE FACTOR X RATE FACTOR X
NBR UNITS) + ADJ AMOUNT

+++++

THIS AMOUNT IS RECOMPUTED WHENEVER ANY ONE
OF THE FIELDS INVOLVED IN THE COMPUTATION IS
CHANGED. IT IS NOT UPDATABLE THROUGH THE SCREEN.

CALCULATED *** NOT UPDATABLE THROUGH THE
SCREEN***

SALARY(2)

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++

BASIS = ANNUAL

BASE AMOUNT X BASE FACTOR ADJ STIPND
= $\frac{\quad}{\text{NBR PAYMENTS}} + \frac{\text{AMT}}{\text{AMT}} + \text{TOTAL}$

+++++

BASIS = MONTHLY

= (BASE AMOUNT X BASE FACTOR) + ADJ AMOUNT
+ STIPND TOTAL AMOUNT

+++++

BASIS = HOURLY OR DAILY

= (BASE AMOUNT X BASE FACTOR X RATE FACTOR X
NBR UNITS) + ADJ AMOUNT + STIPND TOTAL AM T

+++++

THIS AMOUNT IS RECOMPUTED WHENEVER ANY ONE
OF THE FIELDS INVOLVED IN THE COMPUTATION IS
CHANGED. IT IS NOT UPDATABLE THROUGH THE
SCREEN.

* PAY
START
DATE:

ENTER THE DATE THE EMPLOYEE IS TO START
RECEIVING PAY IN THE MMDDYY FORMAT.
USE THE ACTUAL DATE THE PERSON STARTED.
(6 CHAR NUMERIC)

* PAY
STOP
DATE:
MMDDYY

ENTER THE PERIOD ENDING DATE AGAINST WHICH
PAYMENTS ARE TO STOP FOR THIS GROSS LINE. USE
THE DAY THE PAYMENT IS TO STOP. USE
FORMAT.
(6 CHAR NUMERIC)

THE DATES ARE NOT USED IN THE CALCULATION OF
SALARY AMOUNT OF THE GROSS LINE. THE DATES
ARE USED BY THE PAYROLL PROGRAM TO DECIDE IF
THE CALCULATED SALARY IS TO BE PAID DURING THE
PAYROLL RUN. (IT ALSO CONSIDERS PAY CYCLE TOO).
(I.E. 060184 063084 WILL PAY FOR JUNE ONLY
060184 060184 WILL PAY FOR JUNE ONLY
061584 062584 WILL PAY FOR JUNE ONLY)

* BASE
FACTOR:

THIS FACTOR IS THE PERCENT OF THE BASE AMOUNT
THAT THE EMPLOYEE IS TO RECEIVE. THIS FACTOR IS
USED BY ALL BASIS TYPES IN COMPUTING THE
CALCULATED SALARY. THIS FACTOR HAS 5 DECIMAL
POSITIONS. IF YOU DO NOT ENTER ANYTHING, THE
FACTOR WILL DEFAULT TO 1.00000.
(6 CHAR NUMERIC)

NBR
PAYMENTS:

THIS FIELD MUST BE ENTERED IF THE EMPLOYEE HAS
A BASIS OF 'A'. IT CAN NOT BE ENTERED FOR ANY
OTHER BASIS. THIS FIELD IS USED TO DIVIDE THE
ANNUAL SALARY INTO MONTHLY PAY AMOUNTS.
(2 CHAR NUMERIC)

NBR OF
UNITS:

THIS FIELD IS VALID ONLY FOR HOURLY, DAILY OR
WEEKLY BASIS. ENTER THE NUMBER OF HOURS,
DAYS, OR WEEKS WORKED IN THE PAY PERIOD.
UNITS FOR PERMANENT HOURLY OR DAILY (AS
DEFINED BY THE VAR/HR IND) WOULD REMAIN IN THE
GROSS LINE FROM PAY PERIOD TO PAY PERIOD.
UNITS FOR VARIABLE HOURLY OR DAILY OR DAILY
EMPLOYEES ARE ZEROED AFTER THE PAYROLL RUN
FOR THAT GROSS SCREEN VARIABLE HOURLY
EMPLOYEES ARE INDICATED TO THE SYSTEM BY
PUTTING A 'Y' IN THE VAR/HR INDICATOR.
(7 CHAR NUMERIC)

RATE
FACTOR:

THIS FIELD IS VALID ONLY FOR HOURLY, DAILY OR
WEEKLY BASIS. ENTER THE RATE FOR THE TYPE OF
PAY - FOR EXAMPLE: STRAIGHT TIME = 1.00
REGULAR OVERTIME = 1.50

DOUBLE TIME = 2.00

(3 CHAR NUMERIC)

SUPERVISOR: THIS FIELD LINKS VARIABLE HOURLY EMPLOYEES TO A SPECIFIC SUPERVISOR. THIS SUPERVISOR CODE MUST BE ON THE DICTIONARY. ONLY GROSS LINES WITH A BASIS OF H/D/W MAY HAVE A SUPERVISOR CODE. AT THE TIME THE PAYROLL PERSON IS READY TO ENTER HOURS ALL THE VARIABLE HOURLY CODED WITH THIS SUPERVISOR CODE WILL BE BROUGHT TO THE SCREEN BY PAY CYCLE WITH HPAY. AFTER THE HOURS ARE ENTERED THE MPAY TRANSACTION WILL UPDATE EACH INDIVIDUAL'S GROSS LINE(S). AN EMPLOYEE MAY HAVE DIFFERENT GROSS LINES CODED TO DIFFERENT SUPERVISORS.

(3 CHAR ALPHA/NUMERIC)

ADJ REASON: THE ADJUSTMENT REASONS ARE COUNTY DEFINED AND ON THE DICTIONARY. IF THERE IS AN ADJUSTMENT AMOUNT, THERE MUST BE AN ADJ REASON. THIS FIELD IS CLEARED AFTER THE PAYROLL RUN .

(1 CHAR ALPHA/NUMERIC)

ADJUSTMENT AMOUNT: ENTER THIS AMOUNT IF ADJUSTING THE CALC SALARY FIELD. THIS AMOUNT WILL APPEAR AS A SEPARATE LINE ON THE CHECK STUB USING THE DESCRIPTION FROM THE DICTIONARY OF THE ADJ REASON. THIS AMOUNT MAY BE POSITIVE OR NEGATIVE. IF NEGATIVE, TYPE AN '-' SIGN OVER THE '+' ON THE SCREEN. THIS FIELD WILL EITHER ADD TO THE CALCULATED SALARY OR SUBTRACT FROM IT DEPENDING ON THE SIGN. IT WILL NOT REPLACE THE CALCULATED SALARY. THIS FIELD IS CLEARED AFTER THE PAYROLL RUN. DO NOT USE THIS FIELD IF THE GROSS SCREEN HAS A NEGATIVE BASE AMOUNT.

(8 CHAR NUMERIC)

STP: STIPEND FIELDS. IF THERE IS A STIPEND CONNECTED WITH THIS GROSS LINE AMOUNT THE TWO CHARACTER CODE MAY BE ENTERED HERE. MAY HAVE UP TO THREE (3) STIPENDS GROSS LINE. IT IS VALIDATED AGAINST THE DICTIONARY. THE DICTIONARY RECORD IS ALSO EDITED FOR VALID FIELDS. IF THE DICTIONARY RECORD IS INVALID, IT MUST BE CORRECTED BEFORE THE STIPEND CAN BE PUT ON THE SCREEN. IF THE STIPEND PASSES ALL

THE EDITS, IT IS COMPUTED ACCORDING TO THE OPTIONS ON THE DICTIONARY RECORD. ALL THE STIPENDS ARE CALCULATED AND ADDED TOGETHER BEFORE BEING ADDED INTO THE CALC SALARY(2) FIELD. IF THE STIPEND IS AN AMOUNT THE AMOUNT WILL SHOW ON THE SCREEN ON THE STP LINE. IF THE STIPEND IS A PERCENT THE PERCENT WILL SHOW ON THE SCREEN ON THE STP LINE. TO REMOVE A STIPEND, SPACE OUT THE TWO CHARACTER STIPEND CODE. WHEN THE UPDATE IS COMPLETE THE STIPEND WILL BE REMOVED.

STP:

FLAT AMOUNT OR PERCENT STIPENDS MAY BE CODED ON ANY GROSS LINE HAVING A POSITIVE BASE AMOUNT. NO STIPENDS CAN BE CODED ON NEGATIVE BASE AMOUNT GROSS LINES. FLAT AMOUNT STIPENDS MUST BE MONTHLY AMOUNTS. THE FIELDS ON THE DICTIONARY ARE:

COL 1-10: SHORT DESCRIPTION - THIS WILL APPEAR ON THE SCREEN AND ON THE CHECK REGISTER.

COL 11: INDICATES IF THE STIPEND IS AN AMOUNT OR A PERCENT.

A = AMOUNT

P = PERCENT

COL 12-19: THE AMOUNT OR PERCENT MUST BE NUMERIC. AMOUNTS MUST BE MONTHLY AMOUNTS. IF YOU ENTER AN AMOUNT DO NOT ENTER ANY INFORMATION IN COL 20 AND 21. IF YOU ENTER A PERCENT YOU MUST ENTER DATA IN COL 20. THE AMOUNT HAS SIX DOLLAR POSITIONS AND TWO CENTS (999999.99). THE PERCENT HAS TWO POSITIONS TO THE LEFT OF THE DECIMAL AND SIX POSITIONS TO THE RIGHT (99.999999). DO NOT ENTER DECIMALS IN THE DICTIONARY.

COL 20: A = THE CURRENT CALCULATED SALARY

B = USE STEP 010 OF THE CURRENT SAL SCHED.

IF COL 20 = A: THE COMPUTER TAKES THE CURRENT CALC SALARY AMOUNT AND MULTIPLY IT TIMES THE STIPEND PERCENT TO ARRIVE AT THE STIPEND AMOUNT.

IF COL20 = B: TO USE THIS OPTION THERE MUST BE A VALID SALARY SCHEDULE ON THE

GROSS LINE, AND THAT SALARY SCHEDULE MUST HAVE A VALID STEP 010 ON THE SALARY MATRIX FILE. THE PROGRAM WILL COMPUTE A TEMPORARY CALCULATED SALARY AMOUNT USING STEP 010 BASE AMOUNT. IT WILL THEN MULTIPLY THE PERCENT TIMES THE TEMPORARY CALCULATED SALARY TO ARRIVE AT THE STIPEND AMOUNT. THE TEMPORARY CALCULATED SALARY IS ERASED AFTER THE STIPEND AMOUNT IS COMPUTED.
(2 CHAR ALPHA/NUMERIC)

* PERCENT MAY HAVE UP TO EIGHT ACCOUNT DISTRIBUTIONS DISTRIBUTION PER GROSS LINE. THE TOTAL OF THE PERCENTS MUST EQUAL ONE HUNDRED (100.00). TO REMOVE A DISTRIBUTION LINE (BOTH PERCENT AND ACCOUNT) SET THE PERCENT TO ZERO. WHEN THE UPDATE IS COMPLETE THE DISTRIBUTION LINE WILL BE REMOVED.
(5 CHAR NUMERIC)

* ACCOUNT NUMBER A VALID 25 DIGIT ACCOUNT NUMBER MUST BE ENTERED FOR EVERY PERCENT DISTRIBUTION. TO CHANGE AN EXISTING ACCOUNT ON THE SCREEN TYPE THE NEW ACCOUNT NUMBER AND ONE SPACE OVER THE OLD ACCOUNT NUMBER ON THE SCREEN. DUPLICATE ACCOUNT NUMBERS MAY NOT BE ENTERED ON THE SAME GROSS SCREEN. ALL ACCOUNT NUMBERS ON A SINGLE GROSS SCREEN MUST BE IN THE SAME OBJECT RANGE. (I.E. CANNOT MIX 1000 AND 2000 OBJECTS). THIS FIELD IS VALIDATED AGAINST THE BUDGET FILE AND MUST HAVE AN OBJECT IN THE 1000-2000 RANGE.
(6-18 CHAR NUMERIC)

SMR SUMMER FUND INDICATOR - THIS INDICATOR
IND TELLS THE PAYROLL PROGRAM WHETHER TO TAKE A SUMMER FUND DEDUCTION AMOUNT FROM THIS GROSS LINE. IF THE DEDUCTION IS TAKEN IT IS CALCULATED BASED ON THE FOLLOWING:
1/6 FOR 10 MO. 1/12 FOR 11 MO.
THE CALCULATION INCLUDES THE PAY BACK. THE SUMMER FUND CALCULATED AMOUNT DOES NOT APPEAR ON THE SCREEN NOR IS IT INCLUDED IN EITHER AMOUNTS CALC(1) OR CALC(2). THIS INDICATOR DEFAULTS TO 'N'.

T = CALCULATE SUMMER FUND DEDUCTION USING
FORMULA FOR 10 MONTH EMPLOYEE
E = CALCULATE SUMMER FUND DEDUCTION USING
FORMULA FOR 11 MONTH EMPLOYEE
N = NO SUMMER FUND DEDUCTION ON THIS LINE.
(1 CHAR ALPHA/NUMERIC)

VAR/HR VARIABLE HOURLY INDICATOR
IND Y = YES THIS GROSS LINE WILL HAVE VARIABLE
 HOURS EACH PAYROLL PERIOD AND AFTER THE
 PAYROLL IS RUN THESE HOURS WILL BE SET TO
 ZERO. THOSE GROSS LINES WITH 'Y' SHOULD
 ALSO HAVE THE SUPERVISOR FIELD ENTERED
 SO THAT ENTERING THE NEW HOURS FOR THE
 NEXT PAY PERIOD MAY BE DONE THROUGH THE
 MPAY SCREEN.
 N = PERMANENT HOURLY GROSS LINE. THESE
 HOURS ARE NOT ZEROED AFTER A PAYROLL RUN.
 DEFAULT TO 'N' FOR BASIS 'A' AND 'M'
 DEFAULT TO 'Y' FOR BASIS H/D/W.
 (1 CHAR ALPHA/NUMERIC)

SPL SPECIAL USE INDICATOR - THIS INDICATOR
IND TELLS THE PAYROLL PROGRAM TO TREAT THIS
 GROSS LINE IN A PARTICULAR WAY.
 N = NORMAL PROCESSING
 U = ONE TIME USE ONLY (THE GROSS LINE WILL
 BE DELETED AFTER PAYROLL RUN)
 B = ONE TIME BYPASS (BYPASS THIS GROSS LINE
 FOR THIS PAYROLL RUN)
 INDICATOR WILL BE RESET TO 'N'
 AFTER RUN)
 D = RECORD WILL BE DELETED AFTER THE PAY DATE
 OF A PAYROLL EXECUTE IS PAST THE
 PAY STOP DATE
 H = HOLD (ENTERED AND CLEARED BY DISTRICT
 ONLY - THIS GROSS LINE WILL NOT BE E
 PROCESSED WHILE THIS INDICATOR
 EQUALS 'H')
 (1 CHAR ALPHA/NUMERIC)

F/B FRINGE BENEFIT INDICATOR - DETERMINES IF
IND THE HEALTH AND WELFARE (3400-OBJECT) OR
 OTHER (3900-OBJECT) EMPLOYER PAID FRINGES
 WILL BE DISTRIBUTED AGAINST THE GROSS LINE
 ACCOUNTS IN THE FINANCE SYSTEM.

Y = DISTRIBUTE BENEFITS
N = DO NOT DISTRIBUTE BENEFITS
IF NO ENTRY IS MADE THE DEFAULT IS 'Y'.
THIS INDICATOR DOES NOT AFFECT THE CALCULATION OF THE WARRANT; ONLY THE DISTRIBUTION N TO FINANCE.
(1 CHAR ALPHA/NUMERIC)

FICA IND FICA INDICATOR -DESIGNATES IF THE LINE IS SUBJECT TO SOCIAL SECURITY AND/OR MEDICARE PAID EITHER BY THE EMPLOYEE OR THE EMPLOYER.
Y = EMPLOYEE SOCIAL SECURITY-EMPLOYEE MECICARE
N = NEITHER DEDUCTION IS TAKEN.
A = EMPLOYER SOCIAL SECURITY-EMPLOYEE MECICARE
B = EMPLOYEE SOCIAL SECURITY-EMPLOYER MECICARE
C = EMPLOYER SOCIAL SECURITY-
D = -EMPLOYER MECICARE
F = EMPLOYEE SOCIAL SECURITY-
M = -EMPLOYEE MECICARE
R = EMPLOYER SOCIAL SECURITY-EMPLOYER MECICARE
DEFAULT IS 'N' FOR PENSION TYPES 'A' AND '1' '
ALL OTHER PENSION TYPES DEFAULT TO 'Y'
(1 CHAR ALPHA/NUMERIC)

FIT IND FEDERAL INCOME TAX INDICATOR - INDICATES IF THIS GROSS LINE IS SUBJECT TO FEDERAL TAX. THIS INDICATOR WILL ONLY AFFECT THE CALCULATION OF THE TAXES DURING A PAYROLL RUN. IN ALL CASES THE GROSS LINE AMOUNT WILL ALWAYS BE ADDED INTO THE GROSS SALARY AMOUNTS IN THE HISTORY FILE.
N = NO
F = FLAT 20% FIT TAKEN FOR THIS GROSS LINE IN THIS PAY CYCLE
Y = COMBINE THIS GROSS LINE WITH OTHER TAXABLE GROSS FOR THE ENTIRE PAY PERIOD (NOT JUST THIS CYCLE) BEFORE COMPUTING TAX. AFTER TAX IS COMPUTED SUBTRACT TAX ALREADY PAID FOR THE PERIOD. THE REMAINING TAX TO BE DEDUCTED FROM THE CHECK FOR THIS PAY CYCLE.
DEFAULT IS 'Y'. (1 CHAR ALPHA/NUMERIC)

SIT IND STATE INCOME TAX INDICATOR - INDICATES IF THIS GROSS LINE IS SUBJECT TO STATE TAX. THIS INDICATOR WILL ONLY AFFECT THE CALCULATION OF THE TAXES DURING A PAYROLL RUN. IN ALL CASES THE GROSS LINE AMOUNT WILL ALWAYS BE ADDED INTO THE GROSS SALARY AMOUNTS IN THE HISTORY FILE.
N = NO
Y = YES
DEFAULT IS 'Y'. (1 CHAR ALPHA/NUMERIC)

LATION OF THE TAXES DURING A PAYROLL RUN.
IN ALL CASES THE GROSS LINE AMOUNT
WILL ALWAYS BE ADDED INTO THE GROSS SALARY
AMOUNTS IN THE HISTORY FILE.

N = NO

F = FLAT 03% SIT TAKEN FOR THIS GROSS LINE
IN THIS PAY CYCLE

Y = COMBINE THIS GROSS LINE WITH OTHER
TAXABLE GROSS FOR THE ENTIRE PAY PERIOD
(NOT JUST THIS CYCLE) BEFORE COMPUTING
TAX. AFTER TAX IS COMPUTED SUBTRACT
TAX ALREADY PAID FOR THE PERIOD. THE
REMAINING TAX TO BE DEDUCTED FROM THE
CHECK FOR THIS PAY CYCLE.

DEFAULT IS 'Y'.

(1 CHAR ALPHA/NUMERIC)

U.I. UNEMPLOYMENT INSURANCE INDICATOR - INDICATE S
IND THIS GROSS LINE IS SUBJECT TO U.I.

Y = YES (U. I. WILL BE CALCULATED ON THIS
GROSS LINE AND THE GROSS LINE AMT
WILL BE ADDED TO THE YTD U.I.
TOTALS ON THE HISTORY FILE)

N = NO (U. I. WILL NOT BE CALCULATED ON THIS S
GROSS LINE AND THE GROSS LINE AMT
WILL NOT BE ADDED TO THE YTD U.I.
TOTALS ON THE HISTORY FILE)

DEFAULT IS 'Y'.

(1 CHAR ALPHA/NUMERIC)

S.D.I. STATE DISABILITY INSURANCE INDICATOR
IND THIS GROSS LINE IS SUBJECT TO S.D.I.

Y = YES (S.D.I. WILL BE CALCULATED ON THIS
GROSS LINE AND THE GROSS LINE AMT
WILL BE ADDED TO THE YTD S.D.I.
TOTALS ON THE HISTORY FILE)

N = NO (S.D.I WILL NOT BE CALCULATED ON THIS S
GROSS LINE AND THE GROSS LINE AMT
WILL NOT BE ADDED TO THE YTD S.D.I .
TOTALS ON THE HISTORY FILE)

R = EMPLOYEE SDI CONTRIBUTION IS PAID BY
EMPLOYER. THE GROSS LINE SALARY IS S
ADDED TO THE TAXABLE GROSS WAGES
AND SO IS THE COMPUTED SDI AMOUNT.
NO SDI DEDUCTION IS TAKEN FROM
THE EMPLOYEE'S WAGES.

DEFAULT IS 'N'. (1 CHAR ALPHA/NUMERIC)

W.C.
IND WORKERS COMPENSATION INDICATOR - INDICATES
 THIS GROSS LINE IS SUBJECT TO W.C.

Y = YES (W.C. WILL BE CALCULATED ON THIS
 GROSS LINE AND THE GROSS LINE AMT
 WILL BE ADDED TO THE YTD W.C.
 TOTALS ON THE HISTORY FILE)

N = NO (W.C WILL NOT BE CALCULATED ON THIS
 GROSS LINE AND THE GROSS LINE AMT
 WILL NOT BE ADDED TO THE YTD W.C.
 TOTALS ON THE HISTORY FILE)

DEFAULT IS 'Y'.
(1 CHAR ALPHA/NUMERIC)

PIK
IND PAYMENT IN KIND INDICATOR - THIS GROSS
 IS NOT REGULAR COMPENSATION, BUT VALUE
 REPORTED FOR RETIREMENT PURPOSES.

ANY MONEY AMOUNTS IN THE RECORD
ARE NOT ADDED TO THE GROSS PAY AMOUNTS
FOR THE PURPOSE OF COMPUTING SALARY.
IT DOES ADD TO THE RETIREMENT GROSS AMT.

1 = EMPLOYER
2 = EMPLOYEE
N = NO

DEFAULT IS 'N'.
(1 CHAR ALPHA/NUMERIC)

GRS
IND INCLUDE THIS GROSS IN THE EMPLOYEES TOTAL
 GROSS WAGES.

'N' OVERRIDES THE FIT AND SIT
INDICATORS IN THE MATTER OF ADDING
THE GROSS LINE AMOUNT TO THE TOTAL
SALARY GROSS AMOUNTS IN THE HISTORY FILE.

Y = YES ADD TO TOTAL GROSS
N = NO DO NOT ADD AMOUNT TO TOTAL GROSS
DEFAULT IS 'Y'.

(1 CHAR ALPHA/NUMERIC)

* PENSION PENSION TYPE REFERS TO RETIREMENT ONLY.
TYPE SEE RETIREMENT CODING ON THE FOLLOWING
 PAGE FOR A BREIF SUMMARY OF THIS FIELD.
(1 CHAR ALPHA/NUMERIC)

PAY RATE THE PAY RATE CONSISTS OF TWO FIELDS
(STRS/PERS THE FIRST FIELD IS THE OVERRIDE PAY RATE.

RETIREMENT THE SECOND FIELD IS THE CALCULATED
 RATE) PAY RATE. IF THE OVERRIDE PAY RATE IS INPUT
 NO (BASIS VS PENSION TYPE) CHECKING WILL
 BE DONE. EVERY TIME THE SCREEN IS DIS-
 PLAYED THE PAY RATE IS CALCULATED IN THE
 FOLLOWING MANNER:

+++++ +
 BASIS = ANNUAL

$$\text{BASE AMOUNT} \\ = \frac{\text{BASE AMOUNT}}{\text{NBR PAYMENTS}} + \text{STIPEND TOTAL}$$

+++++ +
 BASIS = MONTHLY

$$= \text{BASE AMOUNT} + \text{STIPEND TOTAL}$$

+++++ +
 BASIS = HOURLY, DAILY, WEEKLY

$$= \text{BASE AMOUNT} \times \text{RATE FACTOR} + \text{STIPEND} \\ \text{TOTAL (PERCENT ONLY)}$$

+++++ +
 THE CALCULATED RATE IS RECOMPUTED WHENEVER
 ONE OF THE FIELDS INVOLVED IN THE COMPUT-
 ATION IS CHANGED. THIS CALCULATED FIELD IS
 NOT UPDATABLE. IF THE COMPUTATION OF THE PAY Y
 RATE IS NOT SATISFACTORY FOR SOME REASON
 A PERMANENT OVERRIDE PAY RATE MAY BE ENTERED
 IN THE FIRST FIELD. THIS WILL REMAIN IN
 EFFECT UNTIL THE DISTRICT CHANGES IT. IT
 OVERRIDES THE CALCULATED AMOUNT FOR STRS/PERS S
 REPORTING. THE CALCULATED AMOUNT WILL NOT
 APPEAR ON THE SCREEN. TO CHANGE THE OVERRIDE
 RATE TYPE OVER THE EXISTING RATE IN THE
 OVERRIDE FIELD. TO GET RID OF AN OVERRIDE PAY Y
 RATE ENTER 000000.000 IN THAT FIELD, THE
 CALCULATED PAY RATE WILL RE-APPEAR WHEN THE
 UPDATE IS COMPLETE.

RETIREMENT SEE CENTRAL PAYROLL PROCEDURES MANUAL.
 CODING SPECIAL NOTE SHOULD BE MADE OF THE
 FOLLOWING G
 SITUATIONS: CERTIFICATED NON MEMBERS OF

STRS MUST BE REPORTED TO STRS AND THEREFORE
MUST HAVE A VALID STRS PENSION CODE AND
A NON MEMBER MEMBER CODE.
A RETIREMENT CODE OF 'N' SIGNIFIES NO
RETIREMENT AT ALL. IF THE PENSION CODE IS
'N' THEN ALL OF THE RETIREMENT CODING FIELD S
MUST BE BLANK. TO DELETE CODING IN THESE
FIELDS SPACE OUT THE CODING.
OVERTIME GROSS SCREENS FOR PERS MEMBERS
SHOULD USE 'N' IN THE PENSION TYPE.
THIS SUBJECT IS COVERED IN THE C. P.
PROCEDURES IN GREATER DETAIL.
(6 CHAR NUMERIC)

ADJUST DATES WILL BE DISCUSSED IN THE
FROM AND TO SPECIAL PROCEDURES MANUAL UNDER
DATES STRS/PERS ADJUSTMENTS.
THESE DATES MUST BE NUMERIC.
MMYY OR MMDD FORMAT.

- * THIS IS A MANDATORY FIELD. THE SCREEN WILL NOT BE UPDATED
IF THESE FIELDS ARE MISSING OR INVALID.

MHCK - EMPLOYEE PAYROLL HISTORY DISPLAY

PURPOSE: THIS SCREEN DISPLAYS INFORMATION FROM THE EMPLOYEES PAYCHECKS FOR THE PERIOD REQUESTED.

ENTER: MHCK=999999999010185123185

```

|           |           |
|           |           | MONTH, DAY, YEAR TO END
|           |           | DISPLAYING PAYROLL HISTORY
|           |           | MONTH, DAY, YEAR TO BEGIN
|           |           | DISPLAYING PAYROLL HISTORY
|           |           | SOCIAL SECURITY NUMBER
```

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN.

IF THE BEGIN AND END DATES ARE NOT ENTERED, ALL CHECKS WILL BE DISPLAYED.

DISPLAY: THERE ARE TWO LINES OF DISPLAY ON THIS SCREEN.

THE FIRST LINE CONTAINS THE CHECK ISSUE DATE, THE CHECK NUMBER, THE TOTAL GROSS, THE FICA AMOUNT (FICA AMOUNT + ADDITIONAL FICA + MEDICARE AMOUNT), FEDERAL WITHHOLDING (FEDERAL INCOME TAX + ADDITIONAL FEDERAL INCOME TAX), STATE DISABILITY INSURANCE, RETIREMENT AMOUNT (STRS AMOUNT + STRS UNTAXED OR PERS AMOUNT + PERS UNTAXED) WITH AN INDICATOR OF 'P' OR 'S', SUMMER FUND AMOUNT - SUMMER FUND RETURNED OR EIC AMOUNT WITH AN INDICATOR OF 'A OR 'E' OR 'B' FOR BOTH.

THE SECOND LINE CONTAINS THE DATE THE CHECK WAS VOIDED (IF APPLICABLE) AND ONE OF THE MESSAGES SHOWN BELOW (IF APPLICABLE) -

'ADJUST' - HANDWRITTEN TC ADJUSTMENT CHECK
'HAND ' - HANDWRITTEN CHECK
'H/ADJ ' - HANDWRITTEN CHECK WITH TC ADJUSTMENTS
'H/A/V ' - HANDWRITTEN CHECK WITH ADJUSTMENTS THAT'S BEEN VOIDED
'M/ADJ ' - MACHINE WRITTEN CHECK WITH ADJUSTMENTS
'M/A/V ' - MACHINE WRITTEN CHECK WITH ADJUSTMENTS THAT'S BEEN VOIDED

'H/VOID' - HANDWRITTEN CHECK THAT'S BEEN VOIDED
'VOID ' - MACHINE WRITTEN CHECK THAT'S BEEN VOIDED

THE NET PAY AMOUNT, THE ANNUITY AMOUNT, STATE WITHHOLDING TAX (STATE INCOME TAX + ADDITIONAL STATE INCOME TAX), OTHER GROSS AMOUNT, 125-CASH AMOUNT AND THE MC ADJUSTMENT AMOUNT.

IF THERE ARE MORE CHECKS TO BE DISPLAYED THAN CAN BE CONTAINED ON ONE SCREEN, HIT THE ENTER KEY TO DISPLAY THE NEXT SCREEN. HIT THE CLEAR KEY TO END THE TRANSACTION.

YOU MAY SCROLL FORWARD AND BACKWARD THRU THE CHECKS.
PF7 = SCROLL BACKWARD
PF8 = SCROLL FORWARD

THE FINAL TWO LINES ARE TOTAL LINES FOR ALL OF THE DISPLAYED CHECKS.

SEQUENCE: CHECKS ARE DISPLAYED IN DATE ISSUED SEQUENCE.

MHST - EMPLOYEE PAYROLL HISTORY UPDATE

PURPOSE: THIS TRANSACTION WILL CREATE OR MAINTAIN RECORDS ON THE HISTORY FILE. THIS HISTORY FILE HAS CHECK RECORDS AND TO-DATE RECORDS ON IT.

MTD-MONTH TO DATE
YTD-YEAR TO DATE
QTD-QUARTER TO DATE
FTD-FISCAL TO DATE

TRANS-ID: THE TRANSACTION CODE, SOCIAL SECURITY NUMBER, YEAR AND KEY MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION.

THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

ENTER: MHST=99999999985CTD850

			Q # (1, 2, 3 or 4)
			YEARS MUST EQUAL
			CTD, YTD OR QTD
			YEARS MUST EQUAL
			SOCIAL SECURITY NUMBER

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

THE KEY FOR CHECK INFORMATION MUST BE NUMERIC. THE KEY FOR CALENDAR YEAR TO DATE (CTD), FISCAL YEAR TO DATE (FTD) AND QUARTER TO DATE (QTD) INFORMATION MUST BE 'CTDYR0', 'FTDYR0' AND 'QTDYRQ' RESPECTIVELY, WHERE 'YR' STANDS FOR YEAR AND 'Q' STANDS FOR QUARTER (1, 2, 3 OR 4). THE KEY FOR MONTH TO DATE (MTD) INFORMATION MUST BE 'MTD000'. THE YEAR IN THE KEY MUST MATCH THE YEAR FOLLOWING THE SOCIAL SECURITY NUMBER.

FOUR KEY AREAS APPEAR AT THE TOP OF THE SCREEN AS WELL. THESE KEYS ARE USED TO ADD OR UPDATE MORE THAN ONE RECORD AT A TIME USING THE INFORMATION THAT APPEARS ON THE SCREEN. ENTER THE YEAR, QUARTER OR MONTH TO DATE IN ONE OF THESE KEY AREAS TO ADD OR UPDATE AN ADDITIONAL RECORD OR RECORDS. THE YEAR IN THE KEY MUST MATCH THE YEAR FOLLOWING THE SOCIAL SECURITY NUMBER. ENTER 'MTDYES' TO ADD OR UPDATE MTD INFORMATION.

IF YOU ARE ADDING A CHECK RECORD YOU MUST ENTER A KEY FOR CALENDAR, FISCAL AND QUARTER TO DATE INFORMATION. MONTH TO DATE INFORMATION IS OPTIONAL. THE CHECK AMOUNTS YOU ENTER ON THE SCREEN WILL BE ADDED TO THE SUMMARY TO DATE INFORMATION. IF YOU ARE CHANGING CHECK INFORMATION YOU CANNOT UPDATE SUMMARY TO DATE INFORMATION USING THE FOUR KEYS.

IF YOU ARE ADDING OR CHANGING A SUMMARY TO DATE RECORD YOU CAN USE THE FOUR KEYS TO CREATE DUPLICATE RECORDS, BUT ONLY IF NO RECORDS ALREADY EXIST. FOR SUMMARY RECORDS THE INFORMATION ON THE SCREEN IS USED TO CREATE THE RECORD, NOT ADD TO THE FIELDS OF AN EXISTING RECORD.

IF YOU ARE ADDING A CHECK RECORD YOU CAN ENTER A CHECK DATE. IF YOU DON'T ENTER A DATE THE CURRENT DATE WILL BE USED. YOU MUST ENTER A SEX/CLASS CODE OF 'A' FOR CERTIFICATED WOMEN, 'B' FOR NON-CERTIFICATED WOMEN, 'C' FOR CERTIFICATED MEN OR 'D' FOR NON-CERTIFICATED MEN. THE PROCESS DATE WILL BE SET TO ZERO AND THE PROCESS REASON WILL BE 'H' (HAND-WRITTEN CHECK).

AFTER A CHECK RECORD HAS BEEN ADDED YOU CANNOT CHANGE THE CHECK DATE OR SEX/CLASS CODE. YOU CAN VOID A CHECK IF THE PROCESS DATE IS ZERO BY ENTERING 'V' AS THE PROCESS REASON. THE AMOUNTS WILL BE BACKED OUT OF THE CTD, FTD, QTD AND (OPTIONALLY) MTD RECORDS. THE VOID WILL NOT BE PROCESSED IF THE AMOUNT IN ANY FIELD IS GREATER THAN THE CORRESPONDING AMOUNT IN ANY TO-DATE RECORD THAT WOULD BE UPDATED.

IF THE PROCESS DATE IS GREATER THAN ZERO YOU CANNOT CHANGE ANY FIELDS ON THE SCREEN. IF A CHECK HAS BEEN VOIDED ONLY THE DISTRICT OFFICE CAN UNVOID IT BY ENTERING SPACE OR 'H' IN THE PROCESS REASON.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT THE ERROR AND PRESS THE ENTER KEY.

FIELD	DEFINITIONS:
-----	-----
TOTAL GRS	TOTAL GROSS
NON SAL GRS	NON SALARY GROSS
TAXABLE GRS	TAXABLE GROSS
ANNUITY AMT	ANNUITY AMOUNT
SMR FUND	SUMMER FUND

STRS UNTX AMT
STRS TAXD AMT
PERS UNTX AMT
PERS TAXD AMT
DEDUCTION AMT
FIT AMT
SIT AMT
FICA AMT
MEDI AMT
SDI AMT
MC ADJ AMT
NET AMT
125 PREM ONLY
125 FLEX
125 CASH OPT
SMR FND RETRN
STRS ER
STRS R4E
PERS ER
PERS R4E
EIC AMT
ADD FIT
ADD SIT
ADD FICA
FICA R4E
MEDI R4E
SDI R4E

PIK EMPLR AMT
PIK EMPLR AMT
NO PEN GRS
COMB TAX GRS
FLAT TAX GRS
TOT UNTX GRS
ADDTX DED GRS

STRS GRS
PERS GRS
EIC GROSS
ADD MEDICARE
FICA GRS
MEDI GRS
SDI GRS
UI GROSS

WC GROSS

STRS UNTAXED AMOUNT
STRS TAXED AMOUNT
PERS UNTAXED AMOUNT
PERS TAXED AMOUNT
DEDUCTION AMOUNT
FEDERAL WITHHOLDING AMOUNT
STATE WITHHOLDING AMOUNT
SOCIAL SECURITY TAX
MEDICARE TAX
STATE DISABILITY AMOUNT
ADJ AMOUNT FROM MC SYSTEM
NET AMOUNT
125 PLAN PREMIUM PAY
125 PLAN FLEX PAY
125 PLAN CASH
SUMMER FUND RETURN
STRS EMPLOYER
STRS EMPLOYER FOR EMPLOYEE
PERS EMPLOYER
PERS EMPLOYER FOR EMPLOYEE
EARNED INCOME CREDIT AMOUNT
ADDITIONAL FEDERAL W/H
ADDITIONAL STATE WITHHOLDING
ADDITIONAL SOCIAL SECURITY
FICA EMPLOYER FOR EMPLOYEE
MEDICARE EMPLOYER FOR EMPLOYEE
STATE DISABILITY EMPLOYER FOR
EMPLOYEE
PAYMENT IN KIND EMPLOYER AMT
PAYMENT IN KIND EMPLOYEE AMOUNT
NON PENSION GROSS
COMBINED TAXABLE GROSS
FLAT TAXABLE GROSS
TOTAL UNTAXED GROSS
ADDITIONAL TAX DEDUCTION
GROSS
STRS GROSS
PERS GROSS
EARNED INCOME CREDIT GROSS
ADDITIONAL MEDICARE
SOCIAL SECURITY GROSS
MEDICARE GROSS
STATE DISABILITY GROSS
UNEMPLOYMENT INSURANCE
GROSS
WORKERS COMP GROSS

MHUP - HANDCHECK MANAGEMENT AND PRINTING

PURPOSE: THIS SCREEN IS A DUAL PURPOSE SCREEN. IT GIVES YOU THE ABILITY TO MANAGE THE HANDCHECK FILE (HY02) AND IDENTIFY THE HAND CHECKS TO BE PRINTED. WHEN ALL CHECKS ARE IDENTIFIED, A PF KEY TELLS THE PROGRAM TO PRINT THE CHECKS FLAGGED IN ONE PRINT FILE. THIS ALLOWS EASIER MANAGEMENT OF THE CHECK FORMS IN THE PRINTER.

SECURITY: THIS TRANSACTION CAN ONLY BE USED BY THE COUNTY OFFICE OF EDUCATION.

ENTER: MHUP=CCCCCCTTTT

 | |
 | | RECORD TYPE TO DISPLAY
 | | STARTING CHECK NUMBER

RECORD TYPES TO DISPLAY ARE:

 CALC -
 AUTH -
 PRTD -
 PY41 -
 RPRT -
 SPACES - DISPLAY ALL TYPES

THE STARTING CHECK NUMBER IS REQUIRED BUT IF NO CHECK WILL BE PRINTED, ANY SIX DIGIT NUMBER MAY BE USED.

SCREENS:

THE SCREEN SHOWS A LISTING OF THE HANDCHECK ON THE HY02 FILE. AN IDENTIFICATION OF THE RECORDS AND A STATUS OF THE RECORDS ARE SHOWN ON THE SCREEN. THIS SCREEN ALLOWS FOR THE CHANGING OF THE STATUS OF ANY RECORD IN THE FILE; HOWEVER ONLY CERTAIN CHANGES ARE LOGICAL. THEY WILL BE DESCRIBED IN DETAIL BELOW.

LINE 2: THIS IS A MESSAGE LINE. ERRORS WILL APPEAR HERE. ALSO MESSAGES THAT INDICATE MORE RECORDS THAN FIT ON THE SCREEN ARE IN THE FILE.

LINE 4 TO 23: UP TO 20 RECORDS IN THE HY02 FILE ARE DISPLAYED ON THIS SCREEN. THE ONLY FIELD THAT CAN BE ENTERED IS THE A (ACTION) FIELD. THE PURPOSE IS TO IDENTIFY CHECKS TO BE PRINTED OR DELETED.

'A' ACTION: ENTER IN THIS FIELD TO CHANGE THE STATUS OF THE DISPLAYED RECORD. THE FOLLOWING ACTION CODES MAY BE ENTERED.

SPACE CHANGE THE STATUS BACK TO "CALC". THIS IS ONLY ALLOWED IF THE STATUS IS "AUTH"
A CHANGE THE STATUS TO "AUTH". THIS IS ONLY ALLOWED IF THE STATUS IS "CALC".
B CHANGE THE STATUS TO "PRTD". THIS IS ONLY ALLOWED IF THE STATUS IS "RPRT".
C C MEANS THE STATUS IS "PY41". YOU ARE NOT ALLOWED TO CHANGE TO THIS STATUS.
D CHANGE THE STATUS TO "RPRT". THIS IS ONLY ALLOWED IF THE STATUS IS "PRTD".
* DELETE THIS RECORD FROM THE FILE. THIS IS ONLY ALLOWED IF THE STATUS IS "CALC". THIS ALLOWS FOR THE DELETING OF RECORDS THAT WERE CALCULATED BUT YOU DECIDED NOT TO PRINT.

DIST: THIS IS THE DISTRICT THAT ORIGINATED THE HANDCHECK

SSN: SOCIAL SECURITY NUMBER OF THE EMPLOYEE RECEIVING THE HANDCHECK.

NAME: EMPLOYEE NAME.

GROSS: GROSS AMOUNT OF HANDCHECK.

NET: NET AMOUNT OF HANDCHECK.

STAT: STATUS OF HANDCHECK RECORD.

CALC: THIS CHECK HAS BEEN CALCULATED BUT NOT YET PRINTED. THIS RECORD MAY BE DELETED OR THE STATUS CHANGED TO "AUTH" TO AUTHORIZE PRINTING OF THE CHECK.

AUTH: THIS CHECK HAS BEEN AUTHORIZED FOR PRINTING. WHEN THE PRINT COMMAND IS GIVEN, THE CHECK WILL BE PRINTED. THIS STATUS MAY ONLY BE CHANGED TO "CALC" TO STOP THE CHECK FROM PRINTING. IT MAY THEN BE DELETED.

PRTD: THIS CHECK HAS BEEN PRINTED. THIS STATUS MAY ONLY BE CHANGED TO "RPRT" FOR THE PURPOSE OF REPRINTING THE CHECK AS MAY BE NECESSARY.

PY41: THIS PRINTED CHECK HAS BEEN PROCESSED BY PY41 AND ALSO PY20. THE RECORD WILL BE DELETED WHEN PROCESSED BY PY40 AND ADDED TO THE PY40 HISTORY FILE. THIS STATUS MAY NOT BE CHANGED BY THIS TRANSACTION.

RPRT: THIS STATUS INDICATES THAT THIS CHECK WILL BE REPRINTED. THIS MAY BE REQUIRED DUE TO PROBLEMS PRINTING THE ORIGINAL CHECK. THIS STATUS MAY BE CHANGED BACK TO "PRTD" IF YOU CHANGE YOUR MIND ABOUT REPRINTING IT.

DELT: DELETED. TOO LATE, IT IS GONE.

PRESSING ENTER WILL CAUSE ALL ACTION CODES ENTERED TO BE PROCESSED. THE NEXT SCREEN OF RECORDS WILL BE PRESENTED.

WHEN ALL CHANGES HAVE BEEN MADE, PRESS PF9 IF YOU WISH TO PRINT THE CHECKS. AT THIS POINT, IF ANY ACTIONS HAVE BEEN ENTERED, THEY WILL BE PROCESSED AND THEN A CHECK PRINTING RUN WILL BE INITIATED.

CHECK PRINTING:

ALL CHECKS WHOSE STATUS IS "AUTH" OR "RPRT" WILL BE PRINTED. THIS WILL PRODUCE A POWER LIST FILE WITH ALL OF THE CHECKS IN ONE ENTRY. "JARS" MAY BE USED TO MANAGE AND PRINT THIS FILE. THE FILE WILL BE CLASS "O" AND DISPOSITION "H" WITH A NAME OF "WARRANT".

GREAT CARE MUST BE USED TO ALLIGN THE CHECK PROPERLY AND MATCH THE PREPRINTED CHECK NUMBERS.

THE STATUS OF ALL CHECKS PRINTED WILL BE CHANGED TO "PRTD".

FILE UPDATES:

WHEN THE CHECKS ARE PRINTED THE HISTORY FILE IS UPDATED. THAT IS ALL THE APPROPRIATE TO DATE RECORDS ARE UPDATED AND A CHECK RECORD IS CREATED. IF THIS IS A REPRINT, THE OLD CHECK RECORD IS DELETED AND A NEW ONE IS CREATED. ALL HISTORY FILE UPDATES ARE LOGGED AND WILL APPEAR ON YOUR PAYROLL LOG FILE REPORT (PY91).

MLFB - PL09 CALCULATIONS ON AN INDIVIDUAL

PURPOSE: 'MLFB' IS USED TO DISPLAY THE PL09-02 INFORMATION FOR THE SPECIFIED INDIVIDUAL. IT WILL ALSO DISPLAY ANY ERRORS THAT CAUSE THIS INFORMATION NOT TO BE CALCULATED.

ENTER: MLFB=SSSSSSSSSSMMNN

		STARTING REPORT LINE
		NN (OPT)
		MONTH TO USE FOR CALC
		MM (OPT)
		SOCIAL SECURITY NUMBER

IF MONTH IS NOT ENTERED, THE CURRENT MONTH WILL BE USED.

IF STARTING REPORT LINE IS NOT ENTERED, THE REPORT WILL START WITH THE FIRST LINE.

IF A REPORT IS MORE THAN ONE SCREEN, THE LINE NUMBER WILL ALREADY BE ENTERED ON THE TRANSACTION LINE AND PRESSING ENTER WILL PRESENT THE NEXT SCREEN.

SCREEN:

THE SCREEN WILL SHOW DATA COMPARABLE TO THE PL09-02 REPORT.

FIELD DEFINITIONS

NAME	DESCRIPTION
-----	-----
	EMPLOYEE NAME.
	SOCIAL SECURITY NUMBER.
FB:	FRINGE BENEFIT CODE.
COVERAGE:	FRINGE BENEFIT DESCRIPTION.
MS:	MAJOR SORT CODE.

WS: WARANT SELECTION CODE.
125: 125 PLAN CODE.
VENDOR: VENDOR NUMBER.
EMPLOYEE: EMPLOYEE AMOUNT.
EMPLOYER: EMPLOYER AMOUNT
PL09-4: A 'Y' INDICATES THAT THIS INFORMATION WOULD
 APPEAR ON THE PL09-04 REPORT.

ERROR MESSAGES

THE PROGRAM RECOGNIZES TWO KINDS OF ERRORS:

1. AN ERROR THAT WILL NOT ALLOW THE CALCULATIONS TO CONTINUE. THIS KIND OF ERROR WILL BE PRESENTED ON THE SIXTH LINE OF THE SCREEN. THIS ERROR MAY BE CORRECTED WITH THE REGULAR PERSONNEL SCREENS AND THE TRANSACTION RETRIED.
2. AN ERROR THAT DOES NOT TERMINATE THE CALCULATIONS. THESE ERRORS WILL BE ACCUMULATED AND PRESENTED AT THE BEGINNING OF THE REPORT.

ALL ERRORS SHOULD BE SELF EXPLANATORY.

MOST ERRORS ARE THE SAME AS FOUND IN THE PL09 REPORT.

MLIN - EMERGENCY PAYCHECK GROSS SCREEN

PURPOSE: THIS TRANSACTION IS USED TO CREATE, UPDATE, DELETE OR PAGE THROUGH THE GROSS SCREEN(S) ON AN INDIVIDUAL'S EMERGENCY PAYCHECK RECORD.

AN EMPLOYEE MAY HAVE UP TO TWELVE (12) GROSS LINES. THE MLIN TRANSACTION DISPLAYS EACH GROSS LINE INDIVIDUALLY. TRANSACTION MSUM WILL DISPLAY ALL GROSS SCREENS FOR AN EMPLOYEE IN SUMMARY FORM ON ONE SCREEN.

ENTER:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN, THE EMPLOYEE SOCIAL SECURITY NUMBER, AND THE YEAR. A JOB TITLE MAY BE ENTERED FOLLOWING THE YEAR IF A PARTICULAR GROSS SCREEN IS WANTED.

MLIN=47882540185	WILL BRING UP THE FIRST GROSS SCREEN FOR THIS EMPLOYEE
MLIN=47882540185#1	WILL BRING UP THE FIRST GROSS SCREEN FOR THIS EMPLOYEE
MLIN=47882540185#A	WILL BRING UP A BLANK GROSS SCREEN FOR THIS EMPLOYEE. '#A' INDICATES THE OPERATOR WANTS TO ADD A GROSS LINE
MLIN=47882540185AA	WILL BRING UP THE GROSS SCREEN FOR THE 'AA' JOB TITLE FOR THIS EMPLOYEE. IF THERE IS NO GROSS SCREEN FOR THE JOB TITLE, IT WILL BRING UP A BLANK SCREEN FOR AN ADD

FUNCTION KEYS:

YOU CAN NAVIGATE BETWEEN THE SCREENS BY USING THE FUNCTION KEYS LISTED BELOW THE SCREEN. THESE ARE AS FOLLOWS:

F4 = MGEN
F6 = MBEN
F7 = MSUM

GENERAL ERRORS:

IF THE ORIGINAL ENTRY IS INCORRECT, AN ERROR MESSAGE WILL APPEAR AT THE TOP OF THE SCREEN:

PLEASE ENTER DISTRICT NUMBER:
THE CHARACTER ENTERED FOR THE DISTRICT NUMBER IS INVALID

PLEASE ENTER EMPLOYEE SOCIAL SECURITY NUMBER:
THE SOCIAL SECURITY NUMBER IS NOT NUMERIC. KEY IN THE CORRECT SSN AND HIT ENTER.

NO PAYROLL RECORD EXISTS FOR THIS SSN:
THE SOCIAL SECURITY NUMBER ENTERED IS NOT ON THE PAYROLL FILE. GO TO THE MAYR SCREEN AND ADD THE PERSON TO THE FILE BEFORE ENTERING GROSS SCREENS.

PLEASE ENTER VALID YEAR:
THE YEAR MUST BE ENTERED THE FIRST TIME THE MLIN TRANSACTION IS USED. AFTER THAT IT NEED NOT BE KEYED AGAIN, UNLESS THE OPERATOR WISHES TO CHANGE IT. THE YEAR WILL APPEAR AS PART OF THE TRANSACTION ID IN THE TOP LEFT CORNER OF THE SCREEN. THE YEAR IS USED BY THE MLIN TRANSACTION TO GET THE PROPER BUDGET, DICTIONARY, AND SALARY MATRIX FILES USED FOR CALCULATING THE GROSS LINE SALARY, VALIDATING THE PERCENT DISTRIBUTION ACCOUNTS AND VALIDATING JOB TITLE, PAY CYCLE, ETC.

WHEN THE FOLLOWING ERRORS APPEAR ON THE SCREEN, THE CURSOR WILL POSITION ITSELF UNDER THE FIELD CAUSING THE MESSAGE.

MANDATORY FIELD MISSING OR INVALID:
THIS FIELD NEEDS TO BE ENTERED CORRECTLY FOR THE SCREEN TO BE UPDATED.

FIELD INVALID:
THE FIELD AS ENTERED IS INVALID (IT USUALLY MEANS THE COMPUTER IS EXPECTING NUMERIC DATA AND WHAT WAS ENTERED IS NOT NUMERIC). THE FIELD MAY BE CORRECTED BY ENTERING ZEROS (WITH DECIMAL POINT), OR IF IT IS A NON-NUMERIC FIELD, IT MAY BE SPACED OUT. ANY FIELD THAT HAS A DECIMAL POINT ON THE SCREEN MUST HAVE THE DECIMAL POINT STILL THERE WHEN THE ENTER KEY IS HIT TO SIGNIFY THE END OF THE TRANSACTION.

FIELD IS NOT IN THE DICTIONARY:
THE TRANSACTION IS VALIDATING THE FIELD AGAINST THE DICTIONARY AND IS UNABLE TO FIND A RECORD FOR THE VALUE ENTERED. EITHER THE VALUE IS INVALID, OR IT IS VALID AND NEEDS TO BE ADDED TO THE DICTIONARY.

INVALID SALARY CALCULATION FIELD:
ONE OR MORE OF THE FIELDS NEEDED TO DO THE SALARY CALCULATION IS NOT VALID. THIS COULD MEAN THAT IT IS NOT NUMERIC OR IS ZERO WHEN THE CALCULATION NEEDS A VALID AMOUNT. LOOK AT THE FIELD DEFINITIONS TO SEE WHICH AMOUNTS ARE NEEDED FOR THE CALCULATION BASED ON THE BASIS IN THE GROSS LINE. THE CURSOR WILL GO TO THE JOB TITLE AND MUST BE ADVANCED TO THE FIELD NEEDING CORRECTION.

PAY REC NOT ACTIVE - UPDATED ANYWAY:
THE PAY HOLD INDICATOR ON THE MAYR SCREEN IS SET TO SOMETHING OTHER THAN 'N' (ACTIVE), WHICH MAY CAUSE IT NOT TO PROCESS. THE GROSS SCREEN WILL BE UPDATED EVEN SO. THIS IS A WARNING MESSAGE ONLY.

THE REST OF THE ERROR MESSAGES ARE SELF EXPLANATORY.

FILLING IN THE SCREEN:

ONCE THE INITIAL TRANSACTION ID HAS BEEN KEYED HIT, THE ENTER KEY. THE SCREEN SHOULD NOW RETURN WITH EITHER A CLEAR SCREEN WITH 'A' IN THE ACTION FIELD OR THE FIRST (OR REQUESTED) GROSS LINE FOR THIS EMPLOYEE. IF A NEW GROSS LINE IS BEING ENTERED, BE SURE TO FILL IN ALL THE REQUIRED FIELDS BEFORE HITTING THE ENTER KEY AGAIN. WHEN THE ENTER KEY IS HIT IT SENDS A MESSAGE TO THE COMPUTER THAT IT SHOULD EDIT THE INFORMATION BEING SENT. THE FIRST THING IT CHECKS IS THE TRANSACTION ID IN THE LEFT HAND CORNER. IF IT HAS NOT BEEN CHANGED IT LOOKS AT THE ACTION CODE FOR DIRECTIONS. THERE ARE FOUR ACTION CODES:

A = ADD
C = CHANGE
D = DELETE
P = PAGE

ON AN ADD; FILL IN ALL THE FIELDS AND CHECK THE SCREEN VISUALLY BEFORE HITTING THE ENTER KEY. THE ENTER KEY SENDS THE DATA TO THE COMPUTER WHERE IT IS VALIDATED AND EDITED. IF IT IS CORRECT A MESSAGE IS SENT BACK

'UPDATE COMPLETED'. IF SOME OF THE FIELDS ARE NOT CORRECT, THE CURSOR WILL GO TO THE FIELD AND GIVE AN ERROR MESSAGE. CORRECT THE DATA AND HIT THE ENTER KEY.

A CHANGE IS TREATED MUCH THE SAME AS AN ADD. BE SURE TO ENTER ALL THE DATA FIELDS THAT NEED CHANGING BEFORE HITTING THE ENTER KEY. THIS IS NOT LIKE THE FINANCE SYSTEM WHERE CHANGES MUST BE MADE ONE FIELD AT A TIME. THE CURSOR MAY BE MOVED WITH ANY OF THE NORMAL FIELD KEYS OR WITH THE ARROW KEYS. THE ONLY THING TO REMEMBER IS THAT IT MUST BE ON A VALID DATA FIELD WHEN ENTERING DATA OR THE TERMINAL WILL BEEP: (HIT RESET AND MOVE THE CURSOR TO A VALID FIELD).

ANY NUMERIC FIELD MUST BE ALL NUMERIC WITH A DECIMAL POINT IF NECESSARY. DO NOT SPACE OUT ZEROS OR DECIMAL POINTS IN THE NUMERIC FIELDS. MOVE THE CURSOR OVER THEM AND ENTER THE DATA IN THE APPROPRIATE POSITIONS. IF ENTERING NBR PAYS IT MUST BE TWO NUMERIC CHARACTERS (I.E. '01', '12') IF AT ANY TIME THE OPERATOR DECIDES TO END THE SESSION BEFORE UPDATING, HIT THE CLEAR KEY. NO UPDATING WILL TAKE PLACE. DO NOT HIT THE ENTER KEY UNLESS YOU WISH AN UPDATE TO TAKE PLACE.

TO DELETE A GROSS LINE, PUT 'D' IN THE ACTION FIELD, HIT THE ENTER KEY. THE MESSAGE WILL COME BACK 'THIS GROSS LINE DELETED'.

IN ORDER TO PAGE FROM ONE GROSS LINE TO THE NEXT PUT 'P' IN THE ACTION FIELD, HIT THE ENTER KEY. WHEN THE LAST LINE HAS BEEN DISPLAYED, A MESSAGE 'NO MORE GROSS LINES' WILL APPEAR.

IF THE CLEAR KEY IS HIT, IT IS ONLY NECESSARY TO ENTER THE TRANSACTION ID TO RETURN TO THE SCREEN THAT WAS CLEARED.

FIELD DEFINITIONS

NAME	DESCRIPTION (MAY HAVE UP TO 12 GROSS LINES)
-----	-----

* JOB TITLE	MUST BE A VALID JOB TITLE ON THE DICTIONARY. . THE SAME JOB TITLE MAY BE USED FOR EMPLOYEE HAVING EITHER STRS OR PERS BECAUSE THE RETIREMENT CODING HAS BEEN SWITCHED TO THE GROSS SCREEN.
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(2 CHAR ALPHA/NUMERIC)

* PAY
CYCLE

MUST BE A VALID PAY CYCLE ON THE DICTIONARY. .
PAY CYCLE IS ASSOCIATED WITH CHECK DATE FOR
THE FOLLOWING CYCLES:

1 = 30TH PAYROLL

2 = 1ST PAYROLL

3 = 10TH PAYROLL - CLASSIFIED

4 = 10TH PAYROLL - CERTIFICATED

OTHER PAY CYCLES MAY BE DEFINED IN THE
FUTURE AND WILL TAKE THEIR DATES FROM
THE PAYROLL PROCESS IN WHICH THEY ARE
RUN.

(1 CHAR NUMERIC)

SALARY
SCHEDULE:

ENTER THE SALARY SCHEDULE THAT IS ASSOCIATED
WITH THE JOB TITLE FOR THE START AND STOP
DATES ON THIS SCREEN. IF THIS FIELD IS ENTERED,
DO NOT ENTER THE BASE AMOUNT. THE SALARY
SCHEDULE HAS 3 ELEMENTS:

SCHEDULE - 3 CHARACTERS ALPHA/NUMERIC

RANGE - 2 CHARACTERS NUMERIC

STEP - 3 CHARACTERS NUMERIC

DO NOT ENTER SPACES OR DASHES BETWEEN THE
ELEMENTS.

(8 CHAR ALPHA/NUMERIC)

BASE
AMOUNT

THIS FIELD WILL AUTOMATICALLY BE FILLED IN
FROM THE SALARY MATRIX FILE IF THE SALARY
SCHEDULE WAS ENTERED. IF NO SALARY SCHEDULE
WAS ENTERED, THIS FIELD MUST CONTAIN AN
AMOUNT THAT IS IN AGREEMENT WITH THE BASIS.
(I.E. IF THE BASIS IS 'H', THE BASE AMOUNT SHOULD
BE AN HOURLY RATE; IF THE BASIS IS 'M', THE BASE
AMOUNT SHOULD BE A MONTHLY SALARY; IF THE
BASIS IS 'A', THE BASE AMOUNT SHOULD BE THE
ANNUAL SALARY). IF THE BASE AMOUNT IS NEGATIVE
DO NOT ENTER A SALARY SCHEDULE AND DO NOT
ENTER ANY STIPENDS.

(8 CHAR NUMERIC ONLY)

* BASIS

BASIS DESCRIBES THE TYPE OF SALARY THIS
EMPLOYEE IS RECEIVING. THIS FIELD MUST BE
ENTERED. THE FOLLOWING ARE THE VALID CODES
FOR BASIS:

A = ANNUAL

M = MONTHLY
W = WEEKLY
D = DAILY
H = HOURLY
(1 CHAR ALPHA/NUMERIC)

CALCULATED
SALARY

*** NOT UPDATABLE THROUGH THE SCREEN ***

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++ +
BASIS = ANNUAL

$$= \frac{\text{BASE AMOUNT X BASE FACTOR}}{\text{NBR PAYMENTS}} + \text{ADJ AMOUNT}$$

+++++ +
BASIS = MONTHLY

$$= \text{BASE AMOUNT X BASE FACTOR} + \text{ADJ AMOUNT}$$

+++++ +
BASIS = HOURLY OR DAILY

$$= (\text{BASE AMOUNT X BASE FACTOR X RATE FACTOR X NBR UNITS}) + \text{ADJ AMOUNT}$$

+++++ +

THIS AMOUNT IS RECOMPUTED WHENEVER ANY ONE OF THE FIELDS INVOLVED IN THE COMPUTATION IS CHANGED. IT IS NOT UPDATABLE THROUGH THE SCREEN.

CALCULATED *** NOT UPDATABLE THROUGH THE SCREEN***

SALARY (2)

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++ +
BASIS = ANNUAL

$$= \frac{\text{BASE AMOUNT X BASE FACTOR}}{\text{NBR PAYMENTS}} + \frac{\text{ADJ}}{\text{AMT}} + \text{STIPND} + \text{TOTAL}$$

+++++ +

BASIS = MONTHLY

= (BASE AMOUNT X BASE FACTOR) + ADJ AMOUNT
+ STIPND TOTAL AMOUNT

+++++ +
BASIS = HOURLY OR DAILY

= (BASE AMOUNT X BASE FACTOR X RATE FACTOR X
NBR UNITS) + ADJ AMOUNT + STIPND TOTAL AM

+++++ +

THIS AMOUNT IS RECOMPUTED WHENEVER ANY ONE
OF THE FIELDS INVOLVED IN THE COMPUTATION IS
CHANGED. IT IS NOT UPDATABLE THROUGH THE
SCREEN.

* PAY
START
DATE

ENTER THE DATE THE EMPLOYEE IS TO START
RECEIVING PAY IN THE MMDDYY FORMAT.
USE THE ACTUAL DATE THE PERSON STARTED.
(6 CHAR NUMERIC)

* PAY
STOP
DATE

ENTER THE PERIOD ENDING DATE AGAINST WHICH
PAYMENTS ARE TO STOP FOR THIS GROSS LINE.
USE THE DAY THE PAYMENT IS TO STOP.
USE MMDDYY FORMAT.
(6 CHAR NUMERIC)

THE DATES ARE NOT USED IN THE CALCULATION OF
SALARY AMOUNT OF THE GROSS LINE. THE DATES
ARE USED BY THE PAYROLL PROGRAM TO DECIDE IF
THE CALCULATED SALARY IS TO BE PAID DURING THE
PAYROLL RUN. (IT ALSO CONSIDERS PAY CYCLE TOO).
(I.E. 060184 - 063084 WILL PAY FOR JUNE ONLY
060184 - 060184 WILL PAY FOR JUNE ONLY
061584 - 062584 WILL PAY FOR JUNE ONLY)

* BASE
FACTOR

THIS FACTOR IS THE PERCENT OF THE BASE
AMOUNT THAT THE EMPLOYEE IS TO RECEIVE.
THIS FACTOR IS USED BY ALL BASIS TYPES IN
COMPUTING THE CALCULATED SALARY. THIS
FACTOR HAS 5 DECIMAL POSITIONS. IF YOU DO NOT
ENTER ANYTHING, THE FACTOR WILL DEFAULT TO
1.00000.
(6 CHAR NUMERIC)

NBR PAYMENTS	THIS FIELD MUST BE ENTERED IF THE EMPLOYEE HAS A BASIS OF 'A'. IT CAN NOT BE ENTERED FOR ANY OTHER BASIS. THIS FIELD IS USED TO DIVIDE THE ANNUAL SALARY INTO MONTHLY PAY AMOUNTS. (2 CHAR NUMERIC)
NBR OF UNITS	THIS FIELD IS VALID ONLY FOR HOURLY, DAILY OR WEEKLY BASIS. ENTER THE NUMBER OF HOURS, DAYS, OR WEEKS WORKED IN THE PAY PERIOD. UNITS FOR PERMANENT HOURLY OR DAILY (AS DEFINED BY THE VAR/HR IND) WOULD REMAIN IN THE GROSS LINE FROM PAY PERIOD TO PAY PERIOD. UNITS FOR VARIABLE HOURLY OR DAILY EMPLOYEES ARE ZEROED AFTER THE PAYROLL RUN FOR THAT GROSS SCREEN VARIABLE HOURLY EMPLOYEES ARE INDICATED TO THE SYSTEM BY PUTTING A 'Y' IN THE VAR/HR INDICATOR. (7 CHAR NUMERIC)
RATE FACTOR	THIS FIELD IS VALID ONLY FOR HOURLY, DAILY OR WEEKLY BASIS. ENTER THE RATE FOR THE TYPE OF PAY - FOR EXAMPLE: STRAIGHT TIME = 1.00 REGULAR OVERTIME = 1.50 DOUBLE TIME = 2.00 (3 CHAR NUMERIC)
SUPERVISOR	THIS FIELD LINKS VARIABLE HOURLY EMPLOYEES TO A SPECIFIC SUPERVISOR. THIS SUPERVISOR CODE MUST BE ON THE DICTIONARY. ONLY GROSS LINES WITH A BASIS OF H/D/W MAY HAVE A SUPERVISOR CODE. AT THE TIME THE PAYROLL PERSON IS READY TO ENTER HOURS ALL THE VARIABLE HOURLY CODED WITH THIS SUPERVISOR CODE WILL BE BROUGHT TO THE SCREEN BY PAY CYCLE WITH HPAY. AFTER THE HOURS ARE ENTERED THE HPAY TRANSACTION WILL UPDATE EACH INDIVIDUAL'S GROSS LINE(S). AN EMPLOYEE MAY HAVE DIFFERENT GROSS LINES CODED TO DIFFERENT SUPERVISORS. (3 CHAR ALPHA/NUMERIC)
ADJ REASON	THE ADJUSTMENT REASONS ARE COUNTY DEFINED AND ON THE DICTIONARY. IF THERE IS AN ADJUSTMENT AMOUNT, THERE MUST BE AN ADJ REASON. THIS FIELD IS CLEARED AFTER THE PAYROLL RUN .

(1 CHAR ALPHA/NUMERIC)

ADJUSTMENT
AMOUNT

ENTER THIS AMOUNT IF ADJUSTING THE CALC SALARY FIELD. THIS AMOUNT WILL APPEAR AS A SEPARATE LINE ON THE CHECK STUB USING THE DESCRIPTION FROM THE DICTIONARY OF THE ADJ REASON. THIS AMOUNT MAY BE POSITIVE OR NEGATIVE. IF NEGATIVE, TYPE A '-' SIGN OVER THE '+' ON THE SCREEN. THIS FIELD WILL EITHER ADD TO THE CALCULATED SALARY OR SUBTRACT FROM IT DEPENDING ON THE SIGN. IT WILL NOT REPLACE THE CALCULATED SALARY. THIS FIELD IS CLEARED AFTER THE PAYROLL RUN. DO NOT USE THIS FIELD IF THE GROSS SCREEN HAS A NEGATIVE BASE AMOUNT.
(8 CHAR NUMERIC)

STP

STIPEND FIELDS. IF THERE IS A STIPEND CONNECTED WITH THIS GROSS LINE AMOUNT THE TWO CHARACTER CODE MAY BE ENTERED HERE. MAY HAVE UP TO THREE (3) STIPENDS PER GROSS LINE. IT IS VALIDATED AGAINST THE DICTIONARY. THE DICTIONARY RECORD IS ALSO EDITED FOR VALID FIELDS. IF THE DICTIONARY RECORD IS INVALID, IT MUST BE CORRECTED BEFORE THE STIPEND CAN BE PUT ON THE SCREEN. IF THE STIPEND PASSES ALL THE EDITS IT IS COMPUTED ACCORDING TO THE OPTIONS ON THE DICTIONARY RECORD. ALL THE STIPENDS ARE CALCULATED AND ADDED TOGETHER BEFORE BEING ADDED INTO THE CALC SALARY(2) FIELD. IF THE STIPEND IS AN AMOUNT THE AMOUNT WILL SHOW ON THE SCREEN ON THE STP LINE. IF THE STIPEND IS A PERCENT THE PERCENT WILL SHOW ON THE SCREEN ON THE STP LINE. TO REMOVE A STIPEND, SPACE OUT THE TWO CHARACTER STIPEND CODE. WHEN THE UPDATE IS COMPLETE THE STIPEND WILL BE REMOVED.

STP

FLAT AMOUNT OR PERCENT STIPENDS MAY BE CODED ON ANY GROSS LINE HAVING A POSITIVE BASE AMOUNT. NO STIPENDS CAN BE CODED ON NEGATIVE BASE AMOUNT GROSS LINES. FLAT AMOUNT STIPENDS MUST BE MONTHLY AMOUNTS. THE FIELDS ON THE DICTIONARY ARE:
COL 1-10:
SHORT DESCRIPTION - THIS WILL APPEAR ON THE SCREEN AND ON THE CHECK REGISTER.

COL 11:
INDICATES IF THE STIPEND IS AN AMOUNT OR A PERCENT.

A = AMOUNT
P = PERCENT

COL 12-19:
THE AMOUNT OR PERCENT MUST BE NUMERIC.
AMOUNTS MUST BE MONTHLY AMOUNTS. IF YOU ENTER AN AMOUNT DO NOT ENTER ANY INFORMATION IN COL 20 AND 21.

IF YOU ENTER A PERCENT YOU MUST ENTER DATA IN COL 20.

THE AMOUNT HAS SIX DOLLAR POSITIONS AND TWO CENTS. (999999.99)

THE PERCENT HAS TWO POSITIONS TO THE LEFT OF THE DECIMAL AND SIX POSITIONS TO THE RIGHT. (99.999999) DO NOT ENTER DECIMALS IN THE DICTIONARY.

COL 20:

A = THE CURRENT CALCULATED SALARY

B = USE STEP 010 OF THE CURRENT SAL SCHD.

IF COL 20 = A:

THE COMPUTER TAKES THE CURRENT CALC SALARY AMOUNT AND MULTIPLY IT TIMES THE STIPEND PERCENT TO ARRIVE AT THE STIPEND AMOUNT.

IF COL20 = B:

TO USE THIS OPTION THERE MUST BE A VALID SALARY SCHEDULE ON THE GROSS LINE, AND THAT SALARY SCHEDULE MUST HAVE A VALID STEP 010 ON THE SALARY MATRIX FILE.

THE PROGRAM WILL COMPUTE A TEMPORARY CALCULATED SALARY AMOUNT USING STEP 010 BASE AMOUNT. IT WILL THEN MULTIPLY THE PERCENT TIMES THE TEMPORARY CALCULATED SALARY TO ARRIVE AT THE STIPEND AMOUNT. THE TEMPORARY CALCULATED SALARY IS ERASED AFTER THE STIPEND AMOUNT IS COMPUTED.

(2 CHAR ALPHA/NUMERIC)

* PERCENT
DISTRIBUTION

MAY HAVE UP TO EIGHT ACCOUNT DISTRIBUTIONS PER GROSS LINE. THE TOTAL OF THE PERCENTS MUST EQUAL ONE HUNDRED (100.00). TO REMOVE A DISTRIBUTION LINE SET THE PERCENT TO ZERO. WHEN THE UPDATE IS COMPLETE THE DISTRIBUTION LINE WILL BE REMOVED.

(5 CHAR NUMERIC)

* ACCOUNT
NUMBER

A VALID 25 DIGIT ACCOUNT NUMBER MUST BE ENTERED FOR EVERY PERCENT DISTRIBUTION. TO CHANGE AN EXISTING ACCOUNT TYPE THE NEW ACCOUNT NUMBER ON THE SCREEN. DUPLICATE ACCOUNT NUMBERS MAY NOT BE ENTERED ON THE SAME GROSS SCREEN. ALL ACCOUNT NUMBERS ON A SINGLE GROSS SCREEN MUST BE IN THE SAME OBJECT RANGE. (I.E.; CANNOT MIX 1000 AND 2000 OBJECTS). THIS FIELD IS VALIDATED AGAINST THE BUDGET FILE AND MUST HAVE AN OBJECT IN THE 1000-2000 RANGE.
(25 CHAR NUMERIC)

SMR
IND

SUMMER FUND INDICATOR - THIS INDICATOR TELLS THE PAYROLL PROGRAM WHETHER TO TAKE A SUMMER FUND DEDUCTION AMOUNT FROM THIS GROSS LINE. IF THE DEDUCTION IS TAKEN IT IS CALCULATED BASED ON THE FOLLOWING:
1/6 FOR 10 MO. 1/12 FOR 11 MO. THE CALCULATION INCLUDES THE PAY BACK. THE SUMMER FUND CALCULATED AMOUNT DOES NOT APPEAR ON THE SCREEN NOR IS IT INCLUDED IN EITHER AMOUNTS CALC (1) OR CALC (2). THIS INDICATOR DEFAULTS TO 'N'.
T = CALCULATE SUMMER FUND DEDUCTION USING FORMULA FOR 10 MONTH EMPLOYEE
E = CALCULATE SUMMER FUND DEDUCTION USING FORMULA FOR 11 MONTH EMPLOYEE
N = NO SUMMER FUND DEDUCTION ON THIS LINE.
(1 CHAR ALPHA/NUMERIC)

VAR/HR
IND

VARIABLE HOURLY INDICATOR
Y = YES THIS GROSS LINE WILL HAVE VARIABLE HOURS EACH PAYROLL PERIOD AND AFTER THE PAYROLL IS RUN THESE HOURS WILL BE SET TO ZERO. THOSE GROSS LINES WITH 'Y' SHOULD ALSO HAVE THE SUPERVISOR FIELD ENTERED SO THAT ENTERING THE NEW HOURS FOR THE NEXT PAY PERIOD MAY BE DONE THROUGH THE HPAY SCREEN.
N = PERMANENT HOURLY GROSS LINE. THESE HOURS ARE NOT ZEROED AFTER A PAYROLL RUN.
DEFAULT TO 'N' FOR BASIS 'A' AND 'M'
DEFAULT TO 'Y' FOR BASIS H/D/W.
(1 CHAR ALPHA/NUMERIC)

SPL
IND SPECIAL USE INDICATOR - THIS INDICATOR TELLS THE PAYROLL PROGRAM TO TREAT THIS GROSS LINE IN A PARTICULAR WAY.
N = NORMAL PROCESSING
U = ONE TIME USE ONLY (THE GROSS LINE WILL BE DELETED AFTER PAYROLL RUN)
B = ONE TIME BYPASS (BYPASS THIS GROSS LINE FOR THIS PAYROLL RUN)
INDICATOR WILL BE RESET TO 'N' AFTER RUN)
H = HOLD (ENTERED AND CLEARED BY DISTRICT ONLY - THIS GROSS LINE WILL NOT BE PROCESSED WHILE THIS INDICATOR EQUALS 'H')
(1 CHAR ALPHA/NUMERIC)

F/B
IND FRINGE BENEFIT INDICATOR - DETERMINES IF THE HEALTH AND WELFARE (3400-OBJECT) OR OTHER (3900-OBJECT) EMPLOYER PAID FRINGES WILL BE DISTRIBUTED AGAINST THE GROSS LINE ACCOUNTS IN THE FINANCE SYSTEM.
Y = DISTRIBUTE BENEFITS
N = DO NOT DISTRIBUTE BENEFITS
IF NO ENTRY IS MADE THE DEFAULT IS 'Y'.
THIS INDICATOR DOES NOT AFFECT THE CALCULATION OF THE WARRANT; ONLY THE DISTRIBUTION TO FINANCE.
(1 CHAR ALPHA/NUMERIC)

FICA
IND FICA INDICATOR -DESIGNATES IF THE LINE IS SUBJECT TO SOCIAL SECURITY AND/OR MEDICARE PAID EITHER BY THE EMPLOYEE OR THE EMPLOYER.
Y = EMPLOYEE SOCIAL SECURITY-EMPLOYEE MEDICARE
N = NEITHER DEDUCTION IS TAKEN.
A = EMPLOYER SOCIAL SECURITY-EMPLOYEE MEDICARE
B = EMPLOYEE SOCIAL SECURITY-EMPLOYER MEDICARE
C = EMPLOYER SOCIAL SECURITY-
D = EMPLOYER MEDICARE
F = EMPLOYEE SOCIAL SECURITY-
M= EMPLOYEE MEDICARE
R = EMPLOYER SOCIAL SECURITY-EMPLOYER MEDICARE
DEFAULT IS 'N' FOR PENSION TYPES 'A' AND '1' '
ALL OTHER PENSION TYPES DEFAULT TO 'Y'

(1 CHAR ALPHA/NUMERIC)

FIT
IND

FEDERAL INCOME TAX INDICATOR - INDICATES IF THIS GROSS LINE IS SUBJECT TO FEDERAL TAX. THIS INDICATOR WILL ONLY AFFECT THE CALCULATION OF THE TAXES DURING A PAYROLL RUN. IN ALL CASES THE GROSS LINE AMOUNT WILL ALWAYS BE ADDED INTO THE GROSS SALARY AMOUNTS IN THE HISTORY FILE.

N = NO

F = FLAT 20% FIT TAKEN FOR THIS GROSS LINE IN THIS PAY CYCLE

Y = COMBINE THIS GROSS LINE WITH OTHER TAXABLE GROSS FOR THE ENTIRE PAY PERIOD (NOT JUST THIS CYCLE) BEFORE COMPUTING TAX. AFTER TAX IS COMPUTED SUBTRACT TAX ALREADY PAID FOR THE PERIOD. THE REMAINING TAX TO BE DEDUCTED FROM THE CHECK FOR THIS PAY CYCLE. DEFAULT IS 'Y'. (1 CHAR ALPHA/NUMERIC)

SIT
IND

STATE INCOME TAX INDICATOR - INDICATES IF THIS GROSS LINE IS SUBJECT TO STATE TAX. THIS INDICATOR WILL ONLY AFFECT THE CALCULATION OF THE TAXES DURING A PAYROLL RUN. IN ALL CASES THE GROSS LINE AMOUNT WILL ALWAYS BE ADDED INTO THE GROSS SALARY AMOUNTS IN THE HISTORY FILE.

N = NO

F = FLAT 03% SIT TAKEN FOR THIS GROSS LINE IN THIS PAY CYCLE

Y = COMBINE THIS GROSS LINE WITH OTHER TAXABLE GROSS FOR THE ENTIRE PAY PERIOD (NOT JUST THIS CYCLE) BEFORE COMPUTING TAX. AFTER TAX IS COMPUTED SUBTRACT TAX ALREADY PAID FOR THE PERIOD. THE REMAINING TAX TO BE DEDUCTED FROM THE CHECK FOR THIS PAY CYCLE. DEFAULT IS 'Y'. (1 CHAR ALPHA/NUMERIC)

U.I.
IND

UNEMPLOYMENT INSURANCE INDICATOR - INDICATES THIS GROSS LINE IS SUBJECT TO U.I.

Y = YES (U. I. WILL BE CALCULATED ON THIS GROSS LINE AND THE GROSS LINE AMT WILL BE ADDED TO THE YTD U.I. TOTALS ON THE HISTORY FILE)

N = NO (U. I. WILL NOT BE CALCULATED ON THIS

GROSS LINE AND THE GROSS LINE AMT WILL NOT BE ADDED TO THE YTD U.I. TOTALS ON THE HISTORY FILE). DEFAULT IS 'Y'.
(1 CHAR ALPHA/NUMERIC)

S.D.I
IND

HISTORY FILE)

STATE DISABILITY INSURANCE INDICATOR
THIS GROSS LINE IS SUBJECT TO S.D.I.
Y = YES (S.D.I. WILL BE CALCULATED ON THIS GROSS LINE AND THE GROSS LINE AMT WILL BE ADDED TO THE YTD S.D.I. TOTALS ON THE

N = NO (S.D.I WILL NOT BE CALCULATED ON THIS GROSS LINE AND THE GROSS LINE AMT WILL NOT BE ADDED TO THE YTD S.D.I TOTALS ON THE HISTORY FILE)

R = EMPLOYEE SDI CONTRIBUTION IS PAID BY EMPLOYER. THE GROSS LINE SALARY IS ADDED TO THE TAXABLE GROSS WAGES AND SO IS THE COMPUTED SDI AMOUNT. NO SDI DEDUCTION IS TAKEN FROM THE EMPLOYEE'S WAGES. DEFAULT IS 'N'. (1 CHAR ALPHA/NUMERIC)

W.C.
IND

WORKERS COMPENSATION INDICATOR - INDICATES THIS GROSS LINE IS SUBJECT TO W.C.
Y = YES (W.C. WILL BE CALCULATED ON THIS GROSS LINE AND THE GROSS LINE AMT WILL BE ADDED TO THE YTD W.C. TOTALS ON THE HISTORY FILE)
N = NO (W.C WILL NOT BE CALCULATED ON THIS GROSS LINE AND THE GROSS LINE AMT WILL NOT BE ADDED TO THE YTD W.C. TOTALS ON THE HISTORY FILE). DEFAULT IS 'Y'.
(1 CHAR ALPHA/NUMERIC)

PIK
IND

PAYMENT IN KIND INDICATOR - THIS GROSS IS NOT REGULAR COMPENSATION, BUT VALUE REPORTED FOR RETIREMENT PURPOSES. ANY MONEY AMOUNTS IN THE RECORD ARE NOT ADDED TO THE GROSS PAY AMOUNTS FOR THE PURPOSE OF COMPUTING SALARY. IT DOES ADD TO THE RETIREMENT GROSS AMT.
1 = EMPLOYER
2 = EMPLOYEE
N = NO
DEFAULT IS 'N'.
(1 CHAR ALPHA/NUMERIC)

GRS
IND

INCLUDE THIS GROSS IN THE EMPLOYEES TOTAL GROSS WAGES. 'N' OVERRIDES THE FIT AND SIT INDICATORS IN THE MATTER OF ADDING THE GROSS LINE AMOUNT TO THE TOTAL SALARY GROSS AMOUNTS IN THE HISTORY FILE.
Y = YES ADD TO TOTAL GROSS
N = NO DO NOT ADD AMOUNT TO TOTAL GROSS
DEFAULT IS 'Y'.
(1 CHAR ALPHA/NUMERIC)

* PENSION
TYPE

PENSION TYPE REFERS TO RETIREMENT ONLY. SEE RETIREMENT CODING ON THE FOLLOWING PAGE FOR A BREIF SUMMARY OF THIS FIELD.
(1 CHAR ALPHA/NUMERIC)

PAY RATE
(STRS/PERS
RETIREMENT
RATE)

THE PAY RATE CONSISTS OF TWO FIELDS THE FIRST FIELD IS THE OVERRIDE PAY RATE. THE SECOND FIELD IS THE CALCULATED PAY RATE. IF THE OVERRIDE PAY RATE IS INPUT NO (BASIS VS PENSION TYPE) CHECKING WILL BE DONE. EVERY TIME THE SCREEN IS DISPLAYED THE PAY RATE IS CALCULATED IN THE FOLLOWING MANNER:

+++++
BASIS = ANNUAL

BASE AMOUNT
= + STIPEND TOTAL
NBR PAYMENTS

+++++
BASIS = MONTHLY

= BASE AMOUNT + STIPEND TOTAL

+++++
BASIS = HOURLY, DAILY, WEEKLY

= BASE AMOUNT X RATE FACTOR + STIPEND
TOTAL (PERCENT ONLY)

+++++
THE CALCULATED RATE IS RECOMPUTED WHENEVER ONE OF THE FIELDS INVOLVED IN THE COMPUTATION IS CHANGED. THIS CALCULATED FIELD IS NOT UPDATABLE. IF THE COMPUTATION OF THE PAY RATE

IS NOT SATISFACTORY FOR SOME REASON A PERMANENT OVERRIDE PAY RATE MAY BE ENTERED IN THE FIRST FIELD. THIS WILL REMAIN IN EFFECT UNTIL THE DISTRICT CHANGES IT. IT OVERRIDES THE CALCULATED AMOUNT FOR STRS/PERS REPORTING. THE CALCULATED AMOUNT WILL NOT APPEAR ON THE SCREEN. TO CHANGE THE OVERRIDE RATE TYPE OVER THE EXISTING RATE IN THE OVERRIDE FIELD. TO GET RID OF AN OVERRIDE PAY RATE ENTER 000000.000 IN THAT FIELD, THE CALCULATED PAY RATE WILL RE-APPEAR WHEN THE UPDATE IS COMPLETE.

RETIREMENT
CODING

SEE CENTRAL PAYROLL PROCEDURES MANUAL. SPECIAL NOTE SHOULD BE MADE OF THE FOLLOWING SITUATIONS: CERTIFICATED NON MEMBERS OF STRS MUST BE REPORTED TO STRS AND THEREFORE MUST HAVE A VALID STRS PENSION CODE AND A NON-MEMBER MEMBER CODE. A RETIREMENT CODE OF 'N' SIGNIFIES NO RETIREMENT AT ALL. IF THE PENSION CODE IS 'N' THEN ALL OF THE RETIREMENT CODING FIELDS MUST BE BLANK. TO DELETE CODING IN THESE FIELDS SPACE OUT THE CODING. OVERTIME GROSS SCREENS FOR PERS MEMBERS SHOULD USE 'N' IN THE PENSION TYPE. THIS SUBJECT IS COVERED IN THE C. P. PROCEDURES IN GREATER DETAIL.
(6 CHAR NUMERIC)

ADJUST
FROM AND
TO DATES

DATES WILL BE DISCUSSED IN THE SPECIAL PROCEDURES MANUAL UNDER STRS/PERS ADJUSTMENTS. THESE DATES MUST BE NUMERIC. MMYE OR MMDD FORMAT.

* THIS IS A MANDATORY FIELD. THE SCREEN WILL NOT BE UPDATED IF THESE FIELDS ARE MISSING OR INVALID.

MRSD - PERSONNEL GROSS RECORD SCREEN

PURPOSE: PROVIDE A LIST OF GROSS LINES THAT AN EMPLOYEE HAS. THE GROSS LINE DESIRED MAY BE SELECTED FROM THIS SCREEN.

TRANS-ID: THE TRANSACTION CODE, SOCIAL SECURITY NUMBER, AND YEAR MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE,

THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

MRSD=123456789FY

FUNCTION KEYS:

- 1) TO LOOK AT A SPECIFIC "MGRS" SCREEN, TAB TO THE LINE # AND HIT F5
- 2) TO COPY AND TRANSFER TO "MGRS" SCREEN, TAB TO THE LINE AND HIT F7
- 3) OR TO NAVIGATE BETWEEN OTHER PAYROLL SCREENS, USE THE FUNCTION KEYS LISTED BELOW THE SCREEN.

THESE ARE AS FOLLOWS:

F4 = MAYR

F5 = MGRS

F6 = MDED

FIELD DESCRIPTIONS:

THE FIELDS ARE ALL CLEARLY LABELED AND SELF EXPLANATORY.

MSUM - EMERGENCY PAYCHECK GROSS RECORD SCREEN

PURPOSE: PROVIDE A LIST OF GROSS LINES THAT AN EMPLOYEE MAY HAVE THE GROSS LINE DESIRED MAY BE SELECTED FROM THIS SCREEN.

TRANS-ID:

THE TRANSACTION CODE, SOCIAL SECURITY NUMBER, AND YEAR MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

```
MSUM=12345678985
      |      |
      |      | FISCAL YEAR
      |      | SOCIAL SECURITY NUMBER
```

FUNCTION KEYS:

- 1) TO LOOK AT A SPECIFIC "MLIN" SCREEN, TAB TO THE LINE # AND HIT F5
- 2) TO COPY AND TRANSFER TO "MLIN" SCREEN, TAB TO THE LINE AND HIT F7
- 3) OR TO NAVIGATE BETWEEN OTHER PAYROLL SCREENS, USE THE FUNCTION KEYS LISTED BELOW THE SCREEN. THESE ARE AS FOLLOWS:

```
F4 = MGEN
F5 = MLIN
F6 = MBEN
```

FIELD DESCRIPTIONS:

THE FIELDS ARE ALL CLEARLY LABELED AND SELF EXPLANATORY.

MW2D - EMPLOYEE W2 BENEFIT CODE DISPLAY AND UPDATE

PURPOSE: THIS TRANSACTION IS DISPLAY ONLY FOR THE DISTRICTS. CORRECTIONS AND ADDITIONS OF W2 DATA FOR AN EMPLOYEE CAN BE MADE BY D.P.S. ONLY. BENEFIT CODES ARE DEFINED BY D.P.S. ON THE COUNTY WIDE DICTIONARY AND ARE DERIVED FROM FRINGE BENEFIT DICTIONARY RECORD 9.

ENTER:

ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN FOLLOWED BY EMPLOYEE SSA AND CALENDAR YEAR. IF ADDING A NEW RECORD OR WANTING TO DISPLAY A SPECIFIC BENEFIT CODE, FOLLOW THE CALENDAR YEAR WITH THE BENEFIT CODE.

```
MW2D=12345678907
      |      |
      |      | FISCAL YEAR
      |      | SOCIAL SECURITY NUMBER
```

TO END THIS TRANSACTION YOU MUST DEPRESS THE CLEAR KEY.

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING HIGHLIGHTED AND THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR. FOLLOWING ARE THE ERRORS THAT CAN APPEAR:

ERROR MESSAGES	EXPLANATION
----- NO BENEFITS ON FILE TO ADD ENTER CODE AFTER YEAR	----- SELF EXPLANATORY
EITHER ENTER AMOUNT OR NEXT BENEFIT CODE	REQUESTED 'ADD' BUT DID NOT ENTER AMOUNT
UPDATE ERROR HAS OCCURRED	THE ACTION REQUESTED WAS NOT PERFORMED. NOTIFY COLLEGE.

EMPLOYEE SSA NOT ON
FILE

NON-EXISTENT SSA

FOLLOWING ARE THE ERRORS THAT CAN APPEAR ON EACH
ERROR ENTRY LINE UNDER THE DESCRIPTION HEADING:

ERROR MESSAGES -----	EXPLANATION -----
ACTION IS INVALID	MUST BE 'CHG' OR 'DEL'
NO AMOUNT ENTERED	SELF EXPLANATORY
AMOUNT MUST BE NUMERIC	MUST CONFORM TO +00000000.00 WHERE '0' MUST BE NUMERIC
WARNING - NOT ON DICTIONARY	BENEFIT CODE WAS REMOVED FROM DICTIONARY

IN THE DISPLAY MODE, THE MESSAGE 'DEPRESS ENTER FOR
MORE RECORDS' WILL APPEAR WHENEVER THERE ARE MORE
THAN 19 RECORDS (LINES) OR THE MESSAGE 'NO MORE
RECORDS' WILL APPEAR. IN THE UPDATE MODE WHEN ALL
ENTRIES ARE ERROR FREE, THE MESSAGE 'UPDATE COMPLETED -
ENTER NEXT CODE OR HIT ENTER TO DISPLAY ALL' WILL APPEAR
ON THE SCREEN.

FIELD DEFINITIONS:

-----	-----
ACT	MUST BE 'ADD', 'CHG' OR 'DEL'
BENEFIT TYPE AND DESCRIPTION	SELF EXPLANATORY
CURRENT AMOUNT	AMOUNT ON FILE
NEW AMOUNT	IF ENTERED, THE CORRECTED AMOUNT

MWAR - CREATE EMERGENCY PAYCHECK RECORD

PURPOSE: CREATE INITIAL PAYROLL RECORD FOR EMERGENCY PAYCHECK PROCESS.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN FOLLOWED BY EMPLOYEE SSA AND FISCAL YEAR.

```
MWAR=SSSSSSSSYY
      |         |
      |         | FISCAL YEAR
      |         |
      |         | EMPLOYEE SOCIAL SECURITY NUMBER
```

TO DELETE THE EMERGENCY PAYCHECK RECORD HIT THE F9 KEY AND MESSAGE WILL DISPLAY 'RECORD DELETED'.

ONCE RECORD HAS BEEN CREATED, YOU CAN NAVIGATE BETWEEN EMERGENCY PAYCHECK SCREENS BY USING THE FUNCTION KEYS LISTED AT BOTTOM OF SCREEN. THESE ARE AS FOLLOWS:

F4 = MGEN
F5 = MLIN
F6 = MBEN
F7 = MSUM
F8 = MCHK

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING HIGHLIGHTED AND THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR. FOLLOWING ARE THE ERRORS THAT CAN APPEAR:

ERROR MESSAGES	EXPLANATION
-----	-----
NO CHANGES ALLOWED – CAN ONLY TRANSFER OR DELETE	ALREADY ON FILE
NO PAYROLL OR EMERGENCY PAYCHECK RECORDS MUST CREATE DUMMY VIA "MAYR"	SSN IS INCORRECT OR NOT ON PAYROLL FILE

PERIOD ENDING DATE NOT NUMERIC	SELF EXPLANATORY
PERIOD ENDING NOT LOGICAL	SELF EXPLANATORY
PAY CYCLE MUST BE 0 TO 3	SELF EXPLANATORY
DEDUCTION CYCLE MUST BE 0 TO 3	SELF EXPLANATORY

FIELD DEFINITIONS

WARRANT COVERS PERIOD ENDING:
GROSS LINES WITH PAY CYCLE:
DEDUCTION LINES WITH CYCLE:

PDUR - RETIREMENT FILE MAINTENANCE SCREEN

THE TRANSACTION CODE AND AN EIGHTEEN CHARACTER KEY MUST BE ENTERED TO START A TRANSACTION. FOR EXAMPLE:

PDUR=566561234TMMDDYY02

				SEQUENCE NUMBER. THIS FIELD IDENTIFIES RETIREMENT RECORDS FOR THE SAME DATE AND PERSON. THIS FIELD MAY BE OMITTED AND '00' WILL BE ASSUMED
				THIS IS THE PAYROLL DATE INVOLVED
				RETIREMENT TYPE: P = PERS AND S = STRS
				SOCIAL SECURITY NUMBER

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

THE SCREEN WILL CONSIST OF THE FIRST SIX RECORDS ON THE FILE EQUAL TO OR FOLLOWING THE KEY OF THE RECORD ENTERED ON THE TRANSACTION. THESE RECORDS MAY BE CHANGED OR DELETED AS REQUIRED. A SEVENTH EMPTY RECORD WILL APPEAR AT THE BOTTOM OF THE SCREEN AND IS USED TO ADD RECORDS. NOTE THAT SEQUENCE NUMBER AND DATE MUST BE ENTERED WHEN ADDING A RECORD AS THESE FIELDS ARE PART OF THE KEY OF THE RECORD. THE KEY OF THE RECORD TO BE ADDED NEED NOT BEAR ANY RELATIONSHIP TO THE KEYS OF THE RECORDS THAT ARE BEING DISPLAYED, EXCEPT OF COURSE, NO KEY IN THE FILE MAY BE DUPLICATED AND THE SOCIAL SECURITY NUMBER OF THE TRANSACTION IS USED.

ONE RECORD MAY BE ADDED AND ANY NUMBER OF THE RECORDS DISPLAYED MAY BE CHANGED OR DELETED AT THE SAME TIME.

TO DELETE A RECORD, KEY IN 'DEL' OVER THE 'CHG' FOR THE RECORD TO BE DELETED.

IF A MATCH FOR THE KEY ENTERED IS FOUND, THE FIRST SCREEN WILL CONTAIN UP TO SIX RECORDS. THE FIRST RECORD WILL HAVE THE KEY ENTERED. THE OTHER FIVE RECORDS WILL BE THE NEXT RECORDS ON THE FILE FOR THIS EMPLOYEE, IF SIX EXIST. IF MORE RECORDS EXIST, THIS WILL BE INDICATED IN A MESSAGE ON THE SECOND LINE OF THE SCREEN. IF MORE RECORDS EXIST, THE NEXT SIX MAY BE DISPLAYED IMMEDIATELY BY PRESSING ENTER. IF NONE ARE FOUND, THE USER WILL BE ASKED IF THEY WISH TO ADD A RECORD FOR THIS EMPLOYEE. ON THE FIRST SCREEN, FUTURE RECORDS FOR THE INDICATED EMPLOYEE WILL NOT BE FOUND IF HE HAS NO RECORDS ON THE FILE FOR THE DATE ENTERED.

IF THE USER IS READY, HE MAY START ENTERING DATA TO CHANGE OR

DELETE OR ADD RECORDS TO THE FILE. WHEN ENTERING DATA IS COMPLETE, PRESS THE ENTER KEY. AT THIS TIME THE SYSTEM WILL START A TWO PHASE EDITING PROCESS.

PHASE 1: ALL FIELDS ENTERED WILL BE CHECKED FOR VALID CHARACTER RANGES THAT ARE ALLOWED IN THE DATA. ANY ERROR FIELDS FOUND WILL BE HIGHLIGHTED AND A MESSAGE ON LINE 2 WILL TELL THE USER TO CORRECT THE HIGHLIGHTED FIELDS AND PRESS ENTER. THESE EDITS MAY NOT BE OVERRIDDEN BY THE USER.

PHASE 2: WHEN ALL FIELDS HAVE VALID DATA IN THEM, THE PHASE 2 EDIT WILL COMPARE VARIOUS RELATED FIELDS FOR CONSISTANCY. IF AN ERROR IS FOUND, A LETTER WILL BE DISPLAYED (FOR EACH RECORD) INDICATING THE AREA OF THE INCONSISTANCY. DUE TO LACK OF SPACE THIS ERROR INDICATOR MUST BE REFERED TO IN THE DOCUMENTATION. SINCE THIS ERROR IS A RELATIONSHIP OF FIELDS, IT IS IMPOSSIBLE TO KNOW WHICH FIELD IS IN ERROR. THEREFOR, NO FIELD WILL BE HIGHLIGHTED. ERROR INFORMATION AND DESCRIPTIONS ARE INCLUDED IN THIS DOCUMENTATION.

ONCE PHASE 2 OF THE EDITTING HAS BEEN ENTERED, THE USER WILL HAVE THE OPTION OF ACCEPTING THE ERRORS AND UPDATING THE FILE, OR THE USER MAY ENTER OR CHANGE FURTHUR DATA.

NOTE THAT IF A PF KEY HAS BEEN PRESSED, THE FILES WILL NOT BE UPDATED IF ANY FURTHUR DATA ON THE SCREEN WAS CHANGED. THE DATA WILL BE RE-EDITED AND THE APPROPRIATE OPTIONS PRESENTED.

NOTE THAT AT ANY TIME DURING PROCESSING THE TRANSACTION IN PROGRESS MAY BE ABORTED BY PRESSING PF-12 OR THE CLEAR KEY OR BY CHANGING ANY OF THE TRANSACTION PARAMETERS IN THE UPPER LEFT CORNER OF THE SCREEN.

IF A TRANSACTION IS COMPLETED, A NEW SCREEN WITH THE CHANGED DATA (NOT NECESSARILY ADDED RECORDS) MAY BE RETRIEVED BY HITTING THE ENTER KEY. THIS IS BECAUSE THE LAST TRANSACTION IS SITTING IN THE UPPER LEFT CORNER OF THE SCREEN.

PERS FIELD HEADINGS

COVGP	COVERAGE GROUP
SRVPD	SERVICE PERIOD MONTH AND YEAR
T	TYPE CODE
PC	PAY CODE
PAY RATE	
MBR ERNGS	MEMBER EARNINGS
RATE	CONTRIBUTION RATE
CC	CONTRIBUTION CODE
TXD CONT	TAXED CONTRIBUTION
SURV	SURVIVOR CONTRIBUTION
SCH	WORK SCHEDULE CODE

CC UNTAXED CONTRIBUTION CODE
UNT CNT UNTAXED CONTRIBUTION

STRS FIELD HEADINGS

M	MEMBER CODE
AC	ACCOUNT CODE
PAY RATE	
PC	PAY CODE
MBR ERNGS	MEMBER EARNINGS
RATE	CONTRIBUTION RATE
C	CONTRIBUTION CODE
TAXD AMT	TAXED AMOUNT
RATE	UNTAXED RATE
UNTAXD AMT	UNTAXED AMOUNT
ST	SERVICE BEGIN MONTH
DT	SERVICE BEGIN DAY
EN	SERVICE END MONTH
DT	SERVICE END DAY

TRANSACTION 'PDUR' - UPDATE RETIREMENT - EDITING PERS SCREEN

THE PERS MAINTENANCE SCREEN HAS BEEN SET UP WITH THE EDIT CHECKS LISTED BELOW. THESE CHECKS HAVE BEEN PUT INTO THE SYSTEM TO PREVENT INVALID DATA OR FIELDS WHICH DO NOT RELATE TO EACH OTHER FROM BEING ENTERED.

PHASE I:

1. COVERAGE GROUP MUST BE 60001 OR 60002
2. SERVICE PERIOD MONTH MUST BE 01 THRU 12
3. SERVICE PERIOD YEAR MUST BE NUMERIC
4. TYPE CODE MUST BE 0 THRU 7
5. PAY CODE MUST BE BLANK, 00, 01, 04, 08, OR 09
6. CONTRIBUTION CODE MUST BE 00 THRU 07
EMPLOYER PAID MEMBER CONTRIBUTION CODE MUST BE 00 OR 11 THRU 16
7. SURVIVOR CONTRIBUTION AMOUNT MUST BE 0.00, 0.93, 1.00, 1.86, 2.00

PHASE II:

* TESTA: *
* EMPLOYEE FIELD TESTS -- CONT-CODE AND AMOUNT *
* IF EITHER FIELD HAS A VALUE, THEY BOTH MUST HAVE A VALUE *
* CONT-CODE VALUE MUST BE 11 THRU 16 AND AMOUNT > ZERO *
* R4E-CONT-CODE MUST = CONT-CODE + 10 IF CONT-CODE NOT EMPTY *

* P A Y C O D E T E S T S *
* TESTB: PAY CODE MUST BE 01, 04, OR 08 *
* AND PAY CODE 4 MUST NOT HAVE PAY RATE > 75.00 *
* TESTC: PAY CODE MUST BE BLANK OR ZERO *
* TESTD: PAY CODE MUST BE 09 *

* P A Y R A T E T E S T S *
* TESTE: PAY RATE MUST BE PRESENT *
* TESTF: PAY RATE MUST BE OR ZERO *
* TESTG: PAY RATE MUST BE PRESENT AND EQUAL TO EARNINGS *

* C O N T R I B U T I O N A M T T E S T *
* TESTM: CONT.AMT. MUST BE PRESENT *
* TESTN: CONT.AMT. MUST BE BLANK OR ZERO *
* TESTO: CONT.AMT. MUST BE 7% OF EARNINGS FOR COVG GRP 60001 *

* E A R N I N G S A M T T E S T S *
* TESTH: EARNINGS MUST BE PRESENT AND; IF PAY RATE=01 THEN *
* EARNINGS MUST NOT BE GREATER THAN PAY RATE *
* TESTI: EARNINGS MUST BE BLANK OR ZERO *
* TESTJ: EARNINGS AND PAYRATE SHOULD NOT BE EQUAL FOR CONT. *
* CODE 05 *

* C O N T R I B U T I O N R A T E T E S T *
* TESTK: CONT.RATE MUST BE PRESENT *
* TESTL: CONT.RATE MUST BE BLANK OR ZERO *

* C O N T R I B U T I O N A M T T E S T *
* TESTM: CONT.AMT. MUST BE PRESENT *
* TESTN: CONT.AMT. MUST BE BLANK OR ZERO *
* TESTO: CONT.AMT. MUST BE 7% OF EARNINGS FOR COVG GRP 60001 *

* SURVIVOR CONTRIB AMT TEST *
* TESTP: SURV.CONT.AMT. MUST BE PRESENT *
* TESTQ: SURV.CONT.AMT. MUST BE BLANK OR ZERO *
* TESTR: SURV.CONT.AMT. MAY BE PRESENT(CK FOR NUMERIC) *

* WORK SCHEDULE CODE TESTS *
* TESTS: WK.SCHED.CODE MUST BE PRESENT, AND 173 FOR PAYCD 1 *
* 400 FOR PAYCD 4 *
* 050 FOR PAYCD 8 *
* TESTT: WK.SCHED.CODE MUST BE BLANK OR ZERO *

* TESTU: CONTRIBUTION CODE NOT 1 TO 7 OR 11 TO 16 *
* TESTV: IF CONTRIBUTION CODE IS INVALID, PAY CODE MUST BE *
* 1, 4, 8, OR 9. *

THE FOLLOWING TESTS ARE MADE BASED ON THE CONTRIBUTION CODE:

CODE	TESTS
1 OR 11	B,E,H,K,M,R,S
2 OR 12	C,F,I,L,M,Q,T
3 OR 13	B,E,H,K,M,R,S
4 OR 14	C,F,I,L,M,Q,T
5 OR 15	B,E,H,J,K,M,Q,T
6 OR 16	D,G,H,K,M,Q,T
7	C,F,I,L,N,P,T

'W' IF EARNINGS AND CONTRIBUTION NOT ZERO, THEY MUST BE THE SAME SIGN

'X' IF CONTRIBUTION CODE IS 1 OR 11, SERVICE PERIOD MUST BE CURRENT MONTH

TRANSACTION 'PDUR'
UPDATE RETIREMENT
EDITING STRS SCREEN

THE STRS MAINTENANCE SCREEN HAS BEEN SET UP WITH THE EDIT CHECKS LISTED BELOW. THESE CHECKS HAVE BEEN PUT INTO THE SYSTEM TO PREVENT INVALID DATA OR FIELDS WHICH DO NOT RELATE TO EACH OTHER FROM BEING ENTERED.

PHASE I:

1. SEQUENCE CODE MUST BE NUMERIC ON AN ADD.
2. LAST NAME MUST BE PRESENT ON AN ADD.
3. REPORT DATE MUST BE A VALID LAST DAY OF THE MONTH DATE
4. MEMBER CODE MUST BE BLANK OR 1 OR 2.
5. ACCOUNT CODE MUST BE BETWEEN 35 AND 64.
6. PAY CODE MUST BE BLANK 0 1 2 3 4 7 8.
7. CONTRIBUTION CODE MUST BE BLANK OR ZERO THRU 9.
8. SERVICE MONTH MUST BE 1 TO 12.
SERVICE DAY MUST BE 1 TO 31.

THE FOLLOWING SECONDARY EDITS ARE MADE AND INDICATED BY
THE CORRESPONDING LETTER IN THE ERROR MESSAGE.

PHASE II:

- A. MEMBER CODE NOT 1 OR 2.
- B. INVALID MEMBER CODE AND PAY CODE NOT 0, 1, 2, 3, 4, 7, 8.
- C. INVALID MEMBER CODE AND ACCOUNT CODE BLANK.
- D. INVALID MEMBER CODE AND CONTRIBUTION CODE BLANK OR ZERO.
- E. ACCOUNT CODE MUST BE 35 TO 64.
- F. CONTRIBUTION CODE MUST BE ZERO TO 9
- G. PAY RATE LIMITS.
PAY-CODE = 0 AND CONT-CODE = 1
PAY RATE MUST BE BETWEEN 4800 AND 70000.
PAY-CODE = 1, PAY RATE MUST BE BETWEEN 400 AND 6000.000.
PAY-CODE = 2, PAY RATE MUST BE BETWEEN 436 AND 6500.000.
PAY-CODE = 3, PAY RATE MUST BE BETWEEN 480 AND 7000.000.
PAY-CODE = 4, PAY RATE MUST BE BETWEEN 2.650 AND 60.
PAY-CODE = 8, PAY RATE MUST BE BETWEEN 20 AND 250.
- H. MEMBER CODE, PAY CODE, AND ACCOUNTING CODE NOT COMPATABLE.
- I. PAY RATE ERROR.
- J. PAY CODE ERROR.
- K. EARNINGS ERROR.

L. CONTRIBUTION RATE ERROR.

M. CONTRIBUTION AMOUNT ERROR.

N. SERVICE DATE ERROR.

STRS ERROR TEST MATRIX

```
      C
    P P E O C S
    A A A N O E
    Y Y R T N R
    | | N | T V
    R C | R | |
    A O N A A P
  | T D G T M E |
A = | E E S E T R |
    | | | | | | |
    | | | | | | |
```

'A' CONTAINS THE TEST NUMBER FOR THE INDICATED FIELD.

MEMBER CODE = 1 2

```
B =   | |
      | A A |
      | | |
      | | |
```

'B' CONTAINS AN 'A' FOR EACH MEMBER CODE

ACCOUNT CODE = 35 36 37 62 62 64

```
C =   | | B B B      B B B |
      | | | | | | |
      | | | | | | |
```

'C' CONTAINS A 'B' FOR EACH ACCOUNT CODE

CONTRIBUTION CODE = 1 2 8 9

```
D =   | | C C      C C |
      | | | | | | |
      | | | | | | |
```

'D' CONTAINS A 'C' FOR EACH CONTRIBUTION CODE

01 STRS-EDITING-CRITERIA-TABLE.

05 STRS-TABLE.

10 CONTRIBUTION-CODE-0.

```
| 15 T-0-35 PIC X(12) VALUE ' |
| 15 T-0-36 PIC X(12) VALUE ' |
| 15 T-0-37 PIC X(12) VALUE ' |
| 15 T-0-38 PIC X(12) VALUE ' |
```


15 T-1-51 PIC X(12) VALUE ' ' .
 15 T-1-52 PIC X(12) VALUE ' ' .
 15 T-1-53 PIC X(12) VALUE ' ' .
 15 T-1-54 PIC X(12) VALUE '131461 ' .
 15 T-1-55 PIC X(12) VALUE '141461 ' .
 15 T-1-56 PIC X(12) VALUE '121461 ' .
 15 T-1-57 PIC X(12) VALUE '121461 ' .
 15 T-1-58 PIC X(12) VALUE '151461 ' .
 15 T-1-59 PIC X(12) VALUE ' ' .
 15 T-1-60 PIC X(12) VALUE ' ' .
 15 T-1-61 PIC X(12) VALUE ' ' .
 15 T-1-62 PIC X(12) VALUE ' ' .
 15 T-1-63 PIC X(12) VALUE ' ' .
 15 T-1-64 PIC X(12) VALUE ' ' .

10 CONTRIBUTION-CODE-2.

15 T-2-35 PIC X(12) VALUE ' 62 2 ' .
 15 T-2-36 PIC X(12) VALUE ' 2 2 ' .
 15 T-2-37 PIC X(12) VALUE ' 2 2 ' .
 15 T-2-38 PIC X(12) VALUE ' ' .
 15 T-2-39 PIC X(12) VALUE ' ' .
 15 T-2-40 PIC X(12) VALUE ' ' .
 15 T-2-41 PIC X(12) VALUE ' ' .
 15 T-2-42 PIC X(12) VALUE ' ' .
 15 T-2-43 PIC X(12) VALUE ' ' .
 15 T-2-44 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-45 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-46 PIC X(12) VALUE ' 2 2 ' .
 15 T-2-47 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-48 PIC X(12) VALUE ' ' .
 15 T-2-49 PIC X(12) VALUE ' ' .
 15 T-2-50 PIC X(12) VALUE ' ' .
 15 T-2-51 PIC X(12) VALUE ' ' .
 15 T-2-52 PIC X(12) VALUE ' ' .
 15 T-2-53 PIC X(12) VALUE ' ' .
 15 T-2-54 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-55 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-56 PIC X(12) VALUE ' 2 2 ' .
 15 T-2-57 PIC X(12) VALUE ' 2 2 224 ' .
 15 T-2-58 PIC X(12) VALUE ' 2 2 ' .
 15 T-2-59 PIC X(12) VALUE ' ' .
 15 T-2-60 PIC X(12) VALUE ' ' .
 15 T-2-61 PIC X(12) VALUE ' 224 ' .
 15 T-2-62 PIC X(12) VALUE ' 224 ' .
 15 T-2-63 PIC X(12) VALUE ' 224 ' .
 15 T-2-64 PIC X(12) VALUE ' 224 ' .

10 CONTRIBUTION-CODE-3.

15 T-3-35 PIC X(12) VALUE '173 72 ' .
 15 T-3-36 PIC X(12) VALUE '117472 ' .
 15 T-3-37 PIC X(12) VALUE '123472 ' .

15 T-3-38 PIC X(12) VALUE ' '.
 15 T-3-39 PIC X(12) VALUE ' '.
 15 T-3-40 PIC X(12) VALUE ' '.
 15 T-3-41 PIC X(12) VALUE ' '.
 15 T-3-42 PIC X(12) VALUE ' '.
 15 T-3-43 PIC X(12) VALUE ' '.
 15 T-3-44 PIC X(12) VALUE '133472133232'.
 15 T-3-45 PIC X(12) VALUE '143472143232'.
 15 T-3-46 PIC X(12) VALUE '123472 '.
 15 T-3-47 PIC X(12) VALUE '123472123232'.
 15 T-3-48 PIC X(12) VALUE ' '.
 15 T-3-49 PIC X(12) VALUE ' '.
 15 T-3-50 PIC X(12) VALUE ' '.
 15 T-3-51 PIC X(12) VALUE ' '.
 15 T-3-52 PIC X(12) VALUE ' '.
 15 T-3-53 PIC X(12) VALUE ' '.
 15 T-3-54 PIC X(12) VALUE '133472133232'.
 15 T-3-55 PIC X(12) VALUE '143472143232'.
 15 T-3-56 PIC X(12) VALUE '123472 '.
 15 T-3-57 PIC X(12) VALUE '123472123232'.
 15 T-3-58 PIC X(12) VALUE '153472 '.
 15 T-3-59 PIC X(12) VALUE ' '.
 15 T-3-60 PIC X(12) VALUE ' '.
 15 T-3-61 PIC X(12) VALUE ' 133232'.
 15 T-3-62 PIC X(12) VALUE ' 133232'.
 15 T-3-63 PIC X(12) VALUE ' 133232'.
 15 T-3-64 PIC X(12) VALUE ' 133232'.

10 CONTRIBUTION-CODE-4.

15 T-4-35 PIC X(12) VALUE ' '.
 15 T-4-36 PIC X(12) VALUE ' '.
 15 T-4-37 PIC X(12) VALUE ' '.
 15 T-4-38 PIC X(12) VALUE ' '.
 15 T-4-39 PIC X(12) VALUE ' '.
 15 T-4-40 PIC X(12) VALUE ' '.
 15 T-4-41 PIC X(12) VALUE ' '.
 15 T-4-42 PIC X(12) VALUE ' '.
 15 T-4-43 PIC X(12) VALUE ' '.
 15 T-4-44 PIC X(12) VALUE ' '.
 15 T-4-45 PIC X(12) VALUE ' '.
 15 T-4-46 PIC X(12) VALUE ' '.
 15 T-4-47 PIC X(12) VALUE '4 11 '.
 15 T-4-48 PIC X(12) VALUE ' '.
 15 T-4-49 PIC X(12) VALUE ' '.
 15 T-4-50 PIC X(12) VALUE ' '.
 15 T-4-51 PIC X(12) VALUE ' '.
 15 T-4-52 PIC X(12) VALUE ' '.
 15 T-4-53 PIC X(12) VALUE ' '.
 15 T-4-54 PIC X(12) VALUE ' '.
 15 T-4-55 PIC X(12) VALUE ' '.
 15 T-4-56 PIC X(12) VALUE ' '.

15 T-4-57 PIC X(12) VALUE '4 11 ' .
15 T-4-58 PIC X(12) VALUE '4 11 ' .
15 T-4-59 PIC X(12) VALUE ' ' .
15 T-4-60 PIC X(12) VALUE ' ' .
15 T-4-61 PIC X(12) VALUE ' ' .
15 T-4-62 PIC X(12) VALUE ' ' .
15 T-4-63 PIC X(12) VALUE ' ' .
15 T-4-64 PIC X(12) VALUE ' ' .

10 CONTRIBUTION-CODE-5.

15 T-5-35 PIC X(12) VALUE '173372 ' .
15 T-5-36 PIC X(12) VALUE ' ' .
15 T-5-37 PIC X(12) VALUE '123472 ' .
15 T-5-38 PIC X(12) VALUE ' ' .
15 T-5-39 PIC X(12) VALUE ' ' .
15 T-5-40 PIC X(12) VALUE ' ' .
15 T-5-41 PIC X(12) VALUE ' ' .
15 T-5-42 PIC X(12) VALUE ' ' .
15 T-5-43 PIC X(12) VALUE ' ' .
15 T-5-44 PIC X(12) VALUE ' ' .
15 T-5-45 PIC X(12) VALUE ' ' .
15 T-5-46 PIC X(12) VALUE '123472 ' .
15 T-5-47 PIC X(12) VALUE '123472123232' .
15 T-5-48 PIC X(12) VALUE ' ' .
15 T-5-49 PIC X(12) VALUE ' ' .
15 T-5-50 PIC X(12) VALUE ' ' .
15 T-5-51 PIC X(12) VALUE ' ' .
15 T-5-52 PIC X(12) VALUE ' ' .
15 T-5-53 PIC X(12) VALUE ' ' .
15 T-5-54 PIC X(12) VALUE ' ' .
15 T-5-55 PIC X(12) VALUE ' ' .
15 T-5-56 PIC X(12) VALUE '123472 ' .
15 T-5-57 PIC X(12) VALUE '123472123232' .
15 T-5-58 PIC X(12) VALUE '153472 ' .
15 T-5-59 PIC X(12) VALUE ' ' .
15 T-5-60 PIC X(12) VALUE ' ' .
15 T-5-61 PIC X(12) VALUE ' 133232' .
15 T-5-62 PIC X(12) VALUE ' 133232' .
15 T-5-63 PIC X(12) VALUE ' 133232' .
15 T-5-64 PIC X(12) VALUE ' 133232' .

10 CONTRIBUTION-CODE-6.

15 T-6-35 PIC X(12) VALUE ' ' .
15 T-6-36 PIC X(12) VALUE ' ' .
15 T-6-37 PIC X(12) VALUE ' ' .
15 T-6-38 PIC X(12) VALUE ' ' .
15 T-6-39 PIC X(12) VALUE ' ' .
15 T-6-40 PIC X(12) VALUE ' ' .
15 T-6-41 PIC X(12) VALUE ' ' .
15 T-6-42 PIC X(12) VALUE ' ' .
15 T-6-43 PIC X(12) VALUE ' ' .

15 T-6-44 PIC X(12) VALUE ' ' .
15 T-6-45 PIC X(12) VALUE ' ' .
15 T-6-46 PIC X(12) VALUE ' ' .
15 T-6-47 PIC X(12) VALUE '35317' .
15 T-6-48 PIC X(12) VALUE ' ' .
15 T-6-49 PIC X(12) VALUE ' ' .
15 T-6-50 PIC X(12) VALUE ' ' .
15 T-6-51 PIC X(12) VALUE ' ' .
15 T-6-52 PIC X(12) VALUE ' ' .
15 T-6-53 PIC X(12) VALUE ' ' .
15 T-6-54 PIC X(12) VALUE ' ' .
15 T-6-55 PIC X(12) VALUE ' ' .
15 T-6-56 PIC X(12) VALUE ' ' .
15 T-6-57 PIC X(12) VALUE '35317' .
15 T-6-58 PIC X(12) VALUE '35317' .
15 T-6-59 PIC X(12) VALUE ' ' .
15 T-6-60 PIC X(12) VALUE ' ' .
15 T-6-61 PIC X(12) VALUE ' ' .
15 T-6-62 PIC X(12) VALUE ' ' .
15 T-6-63 PIC X(12) VALUE ' ' .
15 T-6-64 PIC X(12) VALUE ' ' .

10 CONTRIBUTION-CODE-7.

15 T-7-35 PIC X(12) VALUE ' ' .
15 T-7-36 PIC X(12) VALUE ' ' .
15 T-7-37 PIC X(12) VALUE ' ' .
15 T-7-38 PIC X(12) VALUE ' ' .
15 T-7-39 PIC X(12) VALUE ' ' .
15 T-7-40 PIC X(12) VALUE ' ' .
15 T-7-41 PIC X(12) VALUE ' ' .
15 T-7-42 PIC X(12) VALUE ' ' .
15 T-7-43 PIC X(12) VALUE ' ' .
15 T-7-44 PIC X(12) VALUE ' ' .
15 T-7-45 PIC X(12) VALUE ' ' .
15 T-7-46 PIC X(12) VALUE ' ' .
15 T-7-47 PIC X(12) VALUE ' ' .
15 T-7-48 PIC X(12) VALUE ' ' .
15 T-7-49 PIC X(12) VALUE ' ' .
15 T-7-50 PIC X(12) VALUE ' ' .
15 T-7-51 PIC X(12) VALUE ' ' .
15 T-7-52 PIC X(12) VALUE ' ' .
15 T-7-53 PIC X(12) VALUE ' ' .
15 T-7-54 PIC X(12) VALUE ' ' .
15 T-7-55 PIC X(12) VALUE ' ' .
15 T-7-56 PIC X(12) VALUE ' ' .
15 T-7-57 PIC X(12) VALUE ' ' .
15 T-7-58 PIC X(12) VALUE ' ' .
15 T-7-59 PIC X(12) VALUE ' ' .
15 T-7-60 PIC X(12) VALUE ' ' .
15 T-7-61 PIC X(12) VALUE ' ' .
15 T-7-62 PIC X(12) VALUE ' ' .

15 T-7-63 PIC X(12) VALUE ' .
15 T-7-64 PIC X(12) VALUE ' .

10 CONTRIBUTION-CODE-8.

15 T-8-35 PIC X(12) VALUE ' .
15 T-8-36 PIC X(12) VALUE ' .
15 T-8-37 PIC X(12) VALUE ' .
15 T-8-38 PIC X(12) VALUE ' .
15 T-8-39 PIC X(12) VALUE ' .
15 T-8-40 PIC X(12) VALUE ' .
15 T-8-41 PIC X(12) VALUE ' .
15 T-8-42 PIC X(12) VALUE ' .
15 T-8-43 PIC X(12) VALUE ' .
15 T-8-44 PIC X(12) VALUE ' .
15 T-8-45 PIC X(12) VALUE ' .
15 T-8-46 PIC X(12) VALUE ' .
15 T-8-47 PIC X(12) VALUE ' .
15 T-8-48 PIC X(12) VALUE ' .
15 T-8-49 PIC X(12) VALUE ' .
15 T-8-50 PIC X(12) VALUE ' .
15 T-8-51 PIC X(12) VALUE ' .
15 T-8-52 PIC X(12) VALUE ' .
15 T-8-53 PIC X(12) VALUE ' .
15 T-8-54 PIC X(12) VALUE ' .
15 T-8-55 PIC X(12) VALUE ' .
15 T-8-56 PIC X(12) VALUE ' .
15 T-8-57 PIC X(12) VALUE ' .
15 T-8-58 PIC X(12) VALUE ' .
15 T-8-59 PIC X(12) VALUE ' .
15 T-8-60 PIC X(12) VALUE ' .
15 T-8-61 PIC X(12) VALUE ' .
15 T-8-62 PIC X(12) VALUE ' .
15 T-8-63 PIC X(12) VALUE ' .
15 T-8-64 PIC X(12) VALUE ' .

10 CONTRIBUTION-CODE-9.

15 T-9-35 PIC X(12) VALUE '17332' .
15 T-9-36 PIC X(12) VALUE ' .
15 T-9-37 PIC X(12) VALUE ' .
15 T-9-38 PIC X(12) VALUE ' .
15 T-9-39 PIC X(12) VALUE ' .
15 T-9-40 PIC X(12) VALUE ' .
15 T-9-41 PIC X(12) VALUE ' .
15 T-9-42 PIC X(12) VALUE ' .
15 T-9-43 PIC X(12) VALUE ' .
15 T-9-44 PIC X(12) VALUE '24333' .
15 T-9-45 PIC X(12) VALUE '24333' .
15 T-9-46 PIC X(12) VALUE ' .
15 T-9-47 PIC X(12) VALUE '24333' .
15 T-9-48 PIC X(12) VALUE ' .
15 T-9-49 PIC X(12) VALUE '24333 24323' .

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15 T-9-50 PIC X(12) VALUE '      '
15 T-9-51 PIC X(12) VALUE '      '
15 T-9-52 PIC X(12) VALUE '      '
15 T-9-53 PIC X(12) VALUE '      '
15 T-9-54 PIC X(12) VALUE '24333 '
15 T-9-55 PIC X(12) VALUE '24333 '
15 T-9-56 PIC X(12) VALUE '      '
15 T-9-57 PIC X(12) VALUE '24333 '
PIC X(12) VALUE '25333 '
15 T-9-59 PIC X(12) VALUE '243333243233'
15 T-9-60 PIC X(12) VALUE '      '
15 T-9-61 PIC X(12) VALUE '    143233'
15 T-9-62 PIC X(12) VALUE '    143233'
15 T-9-63 PIC X(12) VALUE '    143233'
15 T-9-64 PIC X(12) VALUE '    143233'
05 STRS-TABLE-R REDEFINES STRS-TABLE.
10 STRS-CONTRIBUTION-ENTRY OCCURS 10 TIMES.
15 STRS-ACCOUNT-ENTRY OCCURS 30 TIMES.
20 STRS-TEST-CODES-ENTRY OCCURS 2 TIMES
    PIC X(6).
01 STRS-TEST-CODES.
05 STRS-PAY-RATE-TEST      PIC X.
05 STRS-PAY-CODE-TEST     PIC X.
05 STRS-EARNINGS-TEST     PIC X.
05 STRS-CONT-RATE-TEST    PIC X.
05 STRS-CONT-AMT-TEST     PIC X.
05 STRS-SERV-PER-TEST     PIC X.

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15 T-9-58

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001564*****
001565*   P A Y   R A T E   T E S T S           *
001566* TEST1: PAY RATE MUST BE PRESENT                *
001567* TEST2: PAY RATE MUST BE PRESENT AND = ERNGS WHEN
PAYCODE=0 *
001568* TEST3: PAY RATE MUST BE PRESENT AND EQUAL TO EARNINGS *
001569* TEST4: PAY RATE MUST BE BLANK                    *
001570*****
001669*****
001670*   P A Y   C O D E   T E S T S           *
001671* TEST1: PAY CODE MUST BE 1, 2, 3, OR 7                *
001672* TEST2: PAY CODE MUST BE 0, 1, 2, 3, OR 7            *
001673* TEST3: PAY CODE MUST BE 0, 1, 2, 3, 4, 7, OR 8      *
001674* TEST4: PAY CODE MUST BE 0, 4, OR 8                  *
001675* TEST5: PAY CODE MUST BE 0                            *
001676* TEST6: PAY CODE MAY BE BLANK **IF** PAY RATE IS BLANK *
001677* TEST7: PAY CODE MUST BE 8                            *
001678*****
001750*****
001751* E A R N I N G S   A M T   T E S T S   *
001752* TEST1: EARNINGS MUST BE PRESENT AND POSITIVE      *

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001753* TEST2: EARNINGS MUST BE BLANK OR ZERO *
 001754* TEST3: EARNINGS MUST BE PRESENT *
 001755* TEST4: EARNINGS MUST BE AT LEAST 50% OF PAYRATE FOR
 REDUCED*
 001756* WORKLOAD (ACCT CD 36) *
 001756* TEST5: TEST1 AND TEST4 *
 001756* TEST7: TEST3 AND TEST4 *
 001757*****
 001827*****
 001828* C O N T R I B U T I O N R A T E T E S T *
 001829* TEST1: CONT.RATE MUST BE PRESENT *
 001830* TEST2: CONT.RATE MUST BE BLANK OR ZERO *
 001831* TEST3: CONT.RATE MUST BE 8% *
 001831* TEST4: TEST3 AND TEST1. *
 001832*****
 001875*****
 001876* C O N T R I B U T I O N A M T T E S T *
 001877* TEST1: CONT.AMT. MUST BE PRESENT AND POSITIVE *
 001878* TEST2: CONT.AMT. MUST BE PRESENT *
 001879* TEST3: CONT.AMT. MUST BE BLANK OR ZERO *
 001880* TEST4: CONT.AMT. MUST BE PRESENT AND NEGATIVE *
 001881* TEST5: CONT.AMT. MUST NOT EXCEED 8% OF EARNINGS *
 001881* TEST6: TEST5 AND TEST1. *
 001881* TEST7: TEST5 AND TEST2. *
 001882*****
 001958*****
 001959* S E R V I C E P E R I O D T E S T S *
 001962* TEST3: SERV.PD. MUST BE 06, 07, OR 08 *
 001964* TEST5: SERV.PD. MUST NOT BE 07, 08 FOR 10-MO EMP(PAY CD 3)*
 001965*****

PNA - ACTIVE PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME

PURPOSE: THE PURPOSE OF THE PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME TRANSACTION IS TO GIVE THE USER AN ALTERNATIVE ACCESS METHOD OF REACHING THE PAYROLL FILE.

ENTER:	PNA=XXXXXXXX	ACTIVE EMPLOYEES
	PNAM=XXXXXXXX	ALL EMPLOYEES
	PNAI=XXXXXXXX	INACTIVE EMPLOYEES

WHERE XXXXXXXX IS ANY PORTION OF THE EMPLOYEE'S LAST NAME. PRESS ENTER. THE SCREEN WILL DISPLAY THE FIRST EMPLOYEE WHOSE LAST NAME MATCHES OR IS ALPHABETICALLY HIGHER THAN THE LETTERS INPUT.

THE OPERATOR MAY SCROLL FORWARD TO THE NEXT SET OF NAMES BY PRESSING THE ENTER KEY.

IF THE EMPLOYEE DESIRED IS DISPLAYED ON THE SCREEN, TAB TO THE LINE THAT EMPLOYEE IS DISPLAYED ON AND HIT A PF KEY THAT CORRESPONDS TO THE TRANSACTION DESIRED AS DISPLAYED ON THE BOTTOM OF THE SCREEN. IF THE TRANSACTION DESIRED DOES NOT HAVE A PF KEY, TAB TO THE EMPLOYEE LINE AND ENTER THE 4 CHARACTER TRANSACTION ID DESIRED.

THE ALPHABETIC PNAM FILE IS BUILT FROM THE DISTRICT'S PERSONNEL RECORDS. THE STATUS AND THE SOCIAL SECURITY NUMBER ARE TAKEN FROM THE PERSONNEL RECORDS. THE COMMENT FLAG IS SET TO "C" IF ANY RECORDS EXIST FOR THIS PERSON ON THE COMMENT FILE.

PNAI - INACTIVE PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME

PURPOSE: THE PURPOSE OF THE PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME TRANSACTION IS TO GIVE THE USER AN ALTERNATIVE ACCESS METHOD OF REACHING THE PAYROLL FILE.

ENTER:	PNAI=XXXXXXXXXX	INACTIVE EMPLOYEES
	PNAA=XXXXXXXXXX	ACTIVE EMPLOYEES
	PNAM=XXXXXXXXXX	ALL EMPLOYEES

WHERE XXXXXXXXXX IS ANY PORTION OF THE EMPLOYEE'S LAST NAME. PRESS ENTER. THE SCREEN WILL DISPLAY THE FIRST EMPLOYEE WHOSE LAST NAME MATCHES OR IS ALPABETICALLY HIGHER THAN THE LETTERS INPUT.

THE OPERATOR MAY SCROLL FORWARD TO THE NEXT SET OF NAMES BY PRESSING THE ENTER KEY.

IF THE EMPLOYEE DESIRED IS DISPLAYED ON THE SCREEN, TAB TO THE LINE THAT EMPLOYEE IS DISPLAYED ON AND HIT A PF KEY THAT CORRESPONDS TO THE TRANSACTION DESIRED AS DISPLAYED ON THE BOTTOM OF THE SCREEN. IF THE TRANSACTION DESIRED DOES NOT HAVE A PF KEY, TAB TO THE EMPLOYEE LINE AND ENTER THE 4 CHARACTER TRANSACTION ID DESIRED.

THE ALPHABETIC PNAM FILE IS BUILT FROM THE DISTRICT'S PERSONNEL RECORDS. THE STATUS AND THE SOCIAL SECURITY NUMBER ARE TAKEN FROM THE PERSONNEL RECORDS. THE COMMENT FLAG IS SET TO "C" IF ANY RECORDS EXIST FOR THIS PERSON ON THE COMMENT FILE.

PNAM - ALL PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME

PURPOSE: THE PURPOSE OF THE PAYROLL EMPLOYEE'S CROSS REFERENCE BY NAME TRANSACTION IS TO GIVE THE USER AN ALTERNATIVE ACCESS METHOD OF REACHING THE PAYROLL FILE.

ENTER:	PNAM=XXXXXXXXXX	ALL EMPLOYEES
	PNAA=XXXXXXXXXX	ACTIVE EMPLOYEES
	PNAI=XXXXXXXXXX	INACTIVE EMPLOYEES

WHERE XXXXXXXXXX IS ANY PORTION OF THE EMPLOYEE'S LAST NAME. PRESS ENTER. THE SCREEN WILL DISPLAY THE FIRST EMPLOYEE WHOSE LAST NAME MATCHES OR IS ALPABETICALLY HIGHER THAN THE LETTERS INPUT.

THE OPERATOR MAY SCROLL FORWARD TO THE NEXT SET OF NAMES BY PRESSING THE ENTER KEY.

IF THE EMPLOYEE DESIRED IS DISPLAYED ON THE SCREEN, TAB TO THE LINE THAT EMPLOYEE IS DISPLAYED ON AND HIT A PF KEY THAT CORRESPONDS TO THE TRANSACTION DESIRED AS DISPLAYED ON THE BOTTOM OF THE SCREEN. IF THE TRANSACTION DESIRED DOES NOT HAVE A PF KEY, TAB TO THE EMPLOYEE LINE AND ENTER THE 4 CHARACTER TRANSACTION ID DESIRED.

THE ALPHABETIC PNAM FILE IS BUILT FROM THE DISTRICT'S PERSONNEL RECORDS. THE STATUS AND THE SOCIAL SECURITY NUMBER ARE TAKEN FROM THE PERSONNEL RECORDS. THE COMMENT FLAG IS SET TO "C" IF ANY RECORDS EXIST FOR THIS PERSON ON THE COMMENT FILE.

PRET - PAYROLL RETIREMENT REPORT DISPLAY

PURPOSE: TO DISPLAY THE RETIREMENT FILE REPORT DATA.
INFORMATION IS DISPLAYED IN RECORD SEQUENCE BY
REPORT DATE.

ENTER: PRET=SSSSSSSSTMMDDYY

		REPORT DATE (MONTH-
		DAY-YEAR)
		RETIREMENT TYPE (P OR S)
		SOCIAL SECURITY NUMBER

DISPLAY: THIS SCREEN DISPLAYS THE PERS/STRS RETIREMENT FILE
REPORT DATA. EACH SCREEN DISPLAYS ONE EMPLOYEE'S
RETIREMENT ACTIVITY IN ORDER BY REPORT DATE AND
SEQUENCE.

THE SCREEN DISPLAYS UP TO 10 RECORDS (TWO LINES
PER RECORD). IF THERE ARE MORE RECORDS FOR THAT
EMPLOYEE, THE FOLLOWING MESSAGE WILL APPEAR
UNDER THE TRANSACTION ID IN THE UPPER LEFT HAND
CORNER: 'HIT ENTER FOR MORE RECORDS'
WHEN ALL RECORDS HAVE BEEN DISPLAYED, THE
FOLLOWING MESSAGE WILL APPEAR UNDER THE
TRANSACTION ID IN THE UPPER LEFT HAND CORNER:
'NO MORE RECORDS FOR THIS EMPLOYEE'

ERRORS: ERROR MESSAGES WILL APPEAR IF THE INPUT IS NOT
PROPERLY ENTERED, OR A RECORD IS NOT FOUND.

CONTINUE: ENTER ANOTHER EMPLOYEE'S SSN, TYPE, AND REPORT
DATE.

END: PRESS THE CLEAR KEY TO EXIT.

FIELD DEFINITIONS:

-----STRS-----

M	MEMBER CODE
AC	ACCOUNT CODE
PAY RATE	PAY RATE
PC	PAY CODE

MBR ERNGS	EARNINGS
RATE	CONTRIB RATE
C	CONTRIB CODE
TAXD AMT	CONTRIB AMOUNT
RATE	R4E RATE
UNTXD AMT	R4E AMOUNT
ST DT	BEGIN SERVICE
EN DT	END SERVICE

-----PERS-----

COVGP	GROUP CODE
SRVPD	SERVICE DATE
T	TYPE CODE
PC	PAY CODE
PAY RATE	PAY RATE
MBR ERNGS	EARNINGS
RATE	CONTRIB RATE
CC	CONTRIB CODE
MBR CONT	CONTRIB AMT
SURV	CONTRIB AMT (SURVIVOR)
SCH	WORK SCHEDULE
EC	R4E CODE
ER4EE	R4E AMOUNT