

SCREEN 501 - PREPARE HOURLY PAYROLL FUNCTION

This screen is used to enter or change the hours worked for employees on the biweekly payroll. Budgeted employees will have a default number of hours already loaded into the hours worked field. Wage employees will not have any hours entered. Changes are only required for those budgeted employees who do not work the scheduled number of hours and who do not have leave to cover the hours not worked. All hours worked by wage employees must be entered.

After receiving the menu screen, the following data fields are used to access the records in the Hours File. The proper values to enter can be found on top of the work stations Hourly Payroll Preparation Report.

Budget Work Station
 Date Paid
 Part
 Account Number (ADLOC)
 Suffix
 Support Account
 Program
 Page

After the control fields have been entered, press the enter key to transmit the data to the computer for processing. The computer will return a screen that has basically the same format as the Hourly Payroll Preparation Report. The top part of the screen controls transportation to the next screen, without going back to the menu screen following the processing of the changes entered into the "main body" of the screen. The actual data presented on the screen is for the page requested. This is sometimes confusing to first time users.

Screen Number- enter one of the following, depending on the processing desired:

bb (blank) - This code causes the data entered on the body of the screen to be edited. If it passes all edits, the system will be updated and the next page specified in the top portion of the screen will be presented to the user. If a field(s) fails the edits, the same screen will be presented again with the field(s) in error highlighted. The user may correct the field(s) and repeat the cycle. No system updates will take place if an error(s) exists.

BP - This code By-Passes the editing and updating of the current screen and returns the next page screen specified in the top portion of the screen. No system updates are made.

SP - This code performs as the bb (blank) code except that it returns the Same Page instead of proceeding to the next page specified. This allows the terminal operator to review the data entered after the system updates have occurred.

Eb - This code performs as the bb (blank) code except that it returns to the menu screen instead of the next page specified.

The following fields are already filled with the data necessary to carry the user to the next page on the user's Hourly Preparation Report. The user may opt to change these to go directly to any page in the report by simply changing the appropriate field:

Work Station
Pay Date
Part
Account Number (ADLOC)
Support Account
Program Code
Next Page

The main body of the screen consists of the "source" information that will be used to pay the employees. The following fields may be changed for the employees listed on the page:

Name
Program
Accounting Analysis
Object Class
Title Code
Hourly Rate
Regular Hours Worked
Overtime Hours Worked

To add a new source record, the payroll office may use one of the two options. If a valid record in the Active Budget already exists, simply add an employee into one of the blank lines on this screen (at the end of each account). If a budget record does not exist and you are not able to add one in a timely manner, then you must use the Add Source function from the payroll maintenance menu to pay this employee.

To delete an employee's source at this point, simply change the employee's name field to "DELETE" or enter zero hours in the regular hours worked field for that employee.

Once the changes have been entered, the total regular hours and overtime hours that are to be paid for that page must be entered on the bottom line of the screen for editing. If the total hours entered for each employee on that page does not equal the value of the total fields at the bottom of the page, NO system changes entered on the screens will be made.

SCREEN 501 - PREPARE HOURLY PAYROLL

TAMUS B/P/P - Prepare Hourly Payroll										08/17/04 11:05	
Screen: <u>1</u>	Pay date: <u>2</u>	Wrk Stn: <u>3</u>	Vchr: <u>4</u>							BPP0002	R002
Part: <u>5</u>	Acct-No: <u>6</u>	Supp-Acct: <u>7</u>	Pgm: <u>8</u>							Next Page: <u>9</u>	
SSN/UIIN	Name			Pt Acct	S/Act	Prog	Actg-Anal				
	PIN	Iter	Obj	Tl-Cd	Hrly-Rate	Reg-Hrs	Overtime		Pay-Cd		
1	<u>10</u>	<u>11</u>			<u>12</u> <u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>			
	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>		<u>23</u>	<u>24</u>		
2											
3											
4											
5											
6											
7											
8											
Total:						<u>25</u>	<u>26</u>	Page:			
PF1=Help,PF3=Exit,PF4=Main											

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SCREEN 501 - PREPARE HOURLY PAYROLL EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	<p>3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.</p> <p>Blank - Next Page SP - <u>S</u>ame <u>P</u>age - return this screen BP - <u>B</u>ypass <u>P</u>rocessing - return to function select screen without updating the system E - <u>E</u>nd - return to function select screen and complete the system updates</p>
2	PAY DATE	Must be a valid date in MM DD YYYY format
3	WORK STATION	Must be a valid workstation code
4	VOUCHER	Must be a four (4) digit number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	PART	Must be a valid part number
6	ACCOUNT / ADLOC NUMBER	Must be a valid account or ADLOC number
7	SUPPORT ACCOUNT	Must be blanks or a valid support account
8	PROGRAM	None
9	NEXT PAGE	Must be a number of from 1 to 4 digits. The computer will right justify and fill with leading zeros. Can not be zeros.
10	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
11	NAME	Must be greater than four (4) characters in length
12	SOURCE PART	Must be a valid Part number
13	SOURCE ACCOUNT	Must be a valid account (department) number
14	SUPPORT ACCOUNT	Must be blanks or a valid support account
15	PROGRAM	None
16	ACCOUNTING ANALYSIS	Must be at least a four (4) digit number
17	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position must be a valid workstation code and five (5) blanks
18	ITERATION NUMBER	Must be two (2) digit number
19	OBJECT CLASS	Must be valid for part number - see code book
20	TITLE CODE	Must be a valid four (4) digit Title Code number
21	RATE	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < zero.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
22	REGULAR HOURS	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < 0 or > 336.
23	OVERTIME HOURS	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < 0 or > 336.
24	PAY CODE	Used for Task Payments. Can be blank or a valid task payment pay code. See BPP table 420. (A source title code of 8491 with a source part number of 02, 10, 20 or 23 requires a supplemental pay code with a task payment code of Y .)
25	PAGE TOTAL REGULAR	Must be a number of from 1 to 7 Hours digits. The computer will right justify and fill with leading zeros. This value must equal the sum of the regular hours entered for the employees listed on the page.
26	PAGE TOTAL OVERTIME HOURS	Must be a number of from 1 to 7 digits. This value must equal to the sum of the overtime hours entered for the employees listed on the page.