Module 13

Payment History Files

In this module you will learn:

- The types of payment files available

- The data contained in the payment files

- How to generate Payment Extract files

- How to verify a successful extract

Supporting Documents/Files:

- CIRS Data Element Dictionary

- Payment Data File

- Payment History Extract File

- Pay History Summary File

Payment History Files Overview

The Pay Data, Payment History Extract and the Pay Data Summary files each contain payment information on your employees. However, the files vary in the time frame, data elements and records they contain. Refer to the chart below for a summary of the file differences.

Item	Pay Data (PH)	Payment History Extract (PY)	Pay Data Summary (PHS)
Timeframe	Data by fiscal year from 01/84 forward -or- the prior business month	Data for the last 36 business months - and/or- the current business month	Data for the current and 5 prior fiscal years through the prior business month
Records	All payments issued to your faculty, staff and students, including those issued by other campuses	Payments issued to your faculty, staff and students by your campus	Payments issued to your faculty, staff and students by your campus
Data	Payments and Deductions	Payments and Deductions	Selected fields for Payments only
Common Use	Reporting on payments and deductions for the entire fiscal year or prior business month	Reporting on payments and deductions issued in the current business month	Reporting on payments for multiple fiscal or calendar years
Update Schedule	The PH file is refreshed at the close of the calendar month and is available on the first working day of the new calendar month	The source file for the PY extract function is updated after every payroll cycle. Refer to the DED for the dates the current business month file is emptied	The PHS file is refreshed at the close of the calendar month and is available on the second working day of the new calendar month
Additional Information	Prior FY data is only available through Batch **Check for summarized records**	The PY file must be created with specified parameters before using	Only available in Batch **Check for summarized records**

PH File Practice

1. Write a report reflecting total overtime wages (Payment Type: 1) paid at your campus for the previous fiscal year. Sort the data by pay period and agency. Provide a subtotal for each pay period.

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2. Identify employees who had a deferred compensation deduction (Deduction Type: TD) for the prior pay period. Display the employee names in alphabetical order by agency and reporting unit.

Payment History Extract Process

Information from the online payment history file (HIST) is available from the last daily payroll cycle to the prior 36 months of payments.

The CIRS Payment History Extract process allows you to extract data from HIST and build a Payment History Extract (PY) file by specifying the following parameters:

- SSN Option

- Date Type/Range

- File Source

- Output File

Online Payment History Database

Extract Process

PY Extract File
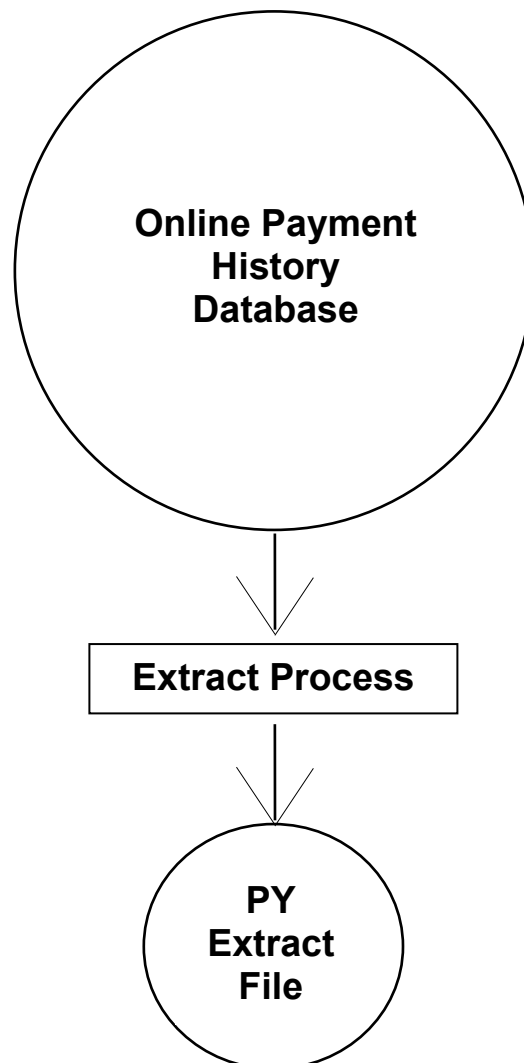
To create a PY file for ad hoc reporting:

1. From the main menu, press the F12 key.

```
F1=Status  F2=New    F3=Exit    F4=Locate   F5=Sort      F6=Swap Lib
F7=Up      F8=Down   F9=Search  F10=Results F11=HoldFile F12=Extract
```

2. Select option 2 at the extract data menu and press enter.

```
|------------------- Extract Data ------------------|
|                                                   |
|  SELECT 2   1. EH - EMPLOYMENT HISTORY EXTRACT FILE  |
|             2. PY - EMPLOYMENT HISTORY EXTRACT FILE  |
|             3. EMPLOYMENT VERIFICATION REPORT       |
|---------------------------------------------------|
```

3. Make an entry in each section of the Payment History Extract Process screen before pressing enter.

```
Status    Download
                 PAYMENT HISTORY EXTRACT PROCESS
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   SELECT SSN OPTION:  1  1. ALL SSN'S
                          2. SSN'S IN FOCEXEC(PAYMENT)
                          3. SSN'S IN PERMSML
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   SELECT DATE TYPE:   1  1. CYCLE FROM 010702 TO 010715  YYMMDD
        AND               2. PAY PERIOD FROM ____ TO ____   YYMM
   ENTER DATE RANGE:
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   SELECT FILE SOURCE  1  1. CURRENT BUSINESS MONTH
                          2. CURRENT & PRIOR 36 BUSINESS MONTHS
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
   SELECT OUTPUT FILE: 1  1. PY
                          2. SCO PRODUCTION (NON-CENTURY COMP)
                          3. PC EDIT
                          4. DECENT. FORMAT
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
          PRESS ENTER TO SUBMIT OR F3 TO EXIT
```

To create a PY file for ad hoc reporting – con't

4. Confirm the selections and press enter to confirm and submit job.

```
Status
    .---------------------------------------------------.
    |               CURRENT SELECTIONS                  |
    |                                                   |
    |       SSN OPTION: ALL SSN                         |
    |        DATE TYPE: CYCLES                          |
    |             FROM  2001/07/02 TO 2001/07/15        |
  . |        FILE TYPE: CURRENT MONTH                   |
    |      OUTPUT FILE: PY                              |
    |                                                   |
    |          ENTER TO SUBMIT   PF3 TO CANCEL          |
  . '---------------------------------------------------'.
```

5. When you receive a message indicating the job was submitted, make a note of the job number and press enter to clear the message.

```
JOB CTPUXABC(JOB12345) SUBMITTED
***
```

6. Check STATUS to confirm a successful completion before using the file.

```
Status     Download
                  PAYMENT HISTORY EXTRACT PROCESS
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
```

Extract Verification

After creating your extract file, you should test the file for employees with data overflow. Data overflow occurs when the volume of history extracted for an individual employee exceeds the maximum record length allowed (31748 bytes). Typically, this occurs when you are extracting history for a large range of dates.

Employees with data overflow will have a value of X for the field: PY:OVERFLOW. To test the PY file, execute the following commands:

```
        EX PY
        TABLE FILE PY
        PRINT PY:SSA PY:WNAME PY:OVERFLOW
        IF PY:OVERFLOW EQ X
        END
```

If you identify an employee with data overflow, generate another PY file for that social security number with a smaller range of pay periods.

PY File Practice

1. Extract 36 months of payment history data for yourself and use a common library report request to generate a payment history summary report.

- Make the selections below at the Payment History Extract screen and press enter.

SSN Option -	SSN'S IN LIBRARY MEMBER (PAYMENT)
Date Type & Range -	RANGE OF PAY PERIODS
File Type -	CURRENT & PRIOR 36 MONTHS
Output Format -	PY

- Enter your social security number in your library member named PAYMENT and press F3 to save/exit. You will receive a message indicating the extract job was submitted.

```
EDIT   PD.CSUCFOC.UUSER(PAYMENT) - 01.01 Columns 00001 00072
Command ===>                                  Scroll ===> PAGE
****** **************** Top of Data **********************
000001 -* ONLY FOR USE WITH EMPLOYMENT HISTORY EXTRACT
000002 -* ENTER 1 SSN PER LINE, WITH OR WITHOUT DASHES
000003 -* AFTER ENTERING SSN(S), PRESS F3 TO SUBMIT.
000004 -*
000005  123-45-3789
```

- Check STATUS to confirm the extract completed successfully. Be sure to note if the status message indicates data overflow.

```
 F1=Status  F2=New    F3=Exit    F4=Locate   F5=Sort     F6=Swap Lib
 F7=Up      F8=Down   F9=Search  F10=Results F11=HoldFile F12=Extract
```

- Navigate to the common library (F6). Locate and execute the report request named PAYSUMRY. Alternately, you can execute HISTSCRN.

2. Identify payments issued to students in the current business month for the prior pay period. List the students in alphabetical order and display the data per the report sample below.

Report Generated:

```
                    STUDENT PAYCHECKS

                        PAY
                        PRD    AGY/
   SOC SEC      STUDENT NAME   DATE   UNIT     WARRANT
   -----------  ------------   ----   ------   -------
   333-00-0000  ABBOTT, R      9902   200109   01269888
   111-00-0000  BOOKER, BA     9902   200110   01254000
   222-00-0000  DAWSON, ZK     9902   200114   01254100

   REPORT RUN ON:
```

Extract Process Selections:

SSN INPUT OPTION - _____

DATE SELECTION - _____

FILE SOURCE - _____

OUTPUT FORMAT - _____

Report Request:

_____

_____

_____

_____

_____

_____

_____

_____

_____

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What You Have Learned

In this module you have learned:

- The types of payment files available

- The data contained in the payment files

- How to generate Payment Extract files

- How to verify a successful extract