9XX – Pay Transactions (Special Payments)

Field Name	Positions	Length/format	Screen Name	Comment
COMPANY-NUMBER	1 – 5	5 N	HUE01	
EMPLOYEE-NUMBER	6 – 15	10 N	HUE01	
TCD	16 - 16	1 N		
9	17 – 17	1 N		Hard coded
XX	18 - 19	2 A		Hard coded
Special Pay Number	20 - 22	3 A	HUE01	
		Acceptable values are: 1-250 User Defined – contact DOA for list of acceptable values for your agency		
SKIP	23 – 33			Not Used
TAX	34 – 34	1 A	HUE01	
		Acceptable values are: Blank or 0 – Withhold normal taxes 1 – Withhold tax on daily basis using from and too dates 2 – Withhold no taxes and add amount to taxable fields 3 – Withhold no taxes and add amount to non-taxable fields 4 – Reduce regular pay by this amount before calculating taxes 5 – Withhold taxes using tax tables and process like regular pay		
Check-Switch	35 – 35	1 N	HUE01	
		Acceptable values are: Blank or 0 – Tax in conjunction with regular payments 1 – Separate taxing 2 – Produce separate check and no regular check 3 – Produce separate check in addition to regular check		
DED-SWITCH	36 – 36	1 N	HUE01	
		Acceptable values are: Blank or 0 – Default to CTL deduction period 1 – 4 – Pay periods 1 – 4 5 – Fifth pay period for weekly; third pay period for		

			bi-weekly 7 – Withhold percentage deductions from this pay 8 – Do not withhold deductions. 9 – Withhold only banking deductions from this payment. **NOTE: For values 7, 8, 9,this is used with separate taxing and the check switch indicator must contain a value of 1, 2, or 3	
FROM-DATE	37 – 44	8 D	HUE01	
TO-DATE	45 – 52	8 D	HUE01	
CUR-HOURS	53 – 59	5.2 N	HUE01	
		Note: Control total A or B on the HRSBB screen (IBC transaction).		
RATE-AMOUNT	60 – 70	9.2/5.6 N	HUE01	
		Note: Control total C on the HRSBB screen (IBC transaction).		
SKIP	71 – 118			Not Used
ADJUSTMENT-SWT	119 - 119	1 A	HUE01	
		Acceptable values are: Blank or 0 – Not an adjustment + – Add to current pay fields - – Subtract from current pay fields T – Allow this payment for terminated employees (Status 3). Regular pay will be updated.		
AMT-SWITCH	120 – 120	1 N	HUE01	
		Acceptable values are: Blank – Rate/Amount field contains a six-decimal-place rate if Hours field is also entered. It contains a 2-decimal-place amount if Hours are not entered. 1 – Rate Amount field contains a two-decimal-place amount, even if hours field is entered. 2 – Rate Amount field is blank. Use this value to pay salaried employee based on the hours entered, rather than their salary.		