S50 – STATE SERVICE TRANSACTION ENTRY

Fill in the S50 Screen as indicated below:

TRANSACTION	USED FOR	TRANSACTION CODE	TIME WORKED DAYS	TIME WORKED HOURS	FRACT MO	SS CREDIT
Beginning Balance (BEGIN BAL)	Employee new to CLAS or Employee returning to CLAS after a period of ineligibility	BB	N/A	Required. Enter carryover hours for positive paid, monthly (Roll Code 3), and positive paid, semi-monthly (Roll Code 4) employees	Erase/EREOF if data is displayed, then enter carryover fractional amount or leave blank if zero	Erase/EREOF if data is displayed, then enter total State Service (Enter 00 for an employee new to state service)
Full Time Accrual (SS CREDIT)	Employee to receive a Full Time service credit due to qualifying a leave period	CR	N/A	N/A	N/A	System generated
Fractional Month Accrual (FRACT MONTH)	Employee to receive a Fractional Month due to qualifying a leave period	FM	N/A	N/A	System generated	N/A
Non-Qualifying Leave Period (NQLP)	Documenting a Leave Period that is non-qualifying	NQ	N/A	N/A	System generated	System generated
Hours Worked (Roll Code 3) Hourly, Monthly Intermittent (HOURS WORKED)	Hours worked toward State Service credit	HW	N/A	Required	N/A	N/A
Adjustment (Roll Code 3) (ADJ-HOURS)	Adjustment of hours worked due to a time base change involving a hourly, monthly intermittent position)	TH	N/A	Required. Select intermittent EPH from the Position Selection screen.	N/A	N/A

TRANSACTION	USED FOR	TRANSACTION CODE	TIME WORKED DAYS	TIME WORKED HOURS	FRACT MO	SS CREDIT
Hours Worked; 1st half (Roll Code 4) Hourly, Semi-monthly Intermittent (HRS WORK 1ST)	Hours worked 1st half toward a State Service credit	H1	N/A	Required	N/A	N/A
Hours Worked; 2nd half (Roll Code 4) Hourly, Semi-monthly intermittent	Hours worked 2nd half toward a State Service credit	H2	N/A	Required	N/A	N/A
Adjustment (Roll Code 4) (ADJ-INT)	Adjustment of hours worked due to a time base change involving a hourly, semi-monthly intermittent position	BH	N/A	Required. Select intermittent EPH from the Position Selection screen.	N/A	N/A