Employment and Compensation
Day-to-Day Forms and Set Up Needed

Purpose Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Set up Forms Needed
Employee Form (PEAEMPL)	• Employee Class Rule Form (PTRECLS) • Leave Category Validation Form (PTVLCAT) • Leave Category Rule Form (PTRLCAT)
Employee Jobs Form (NBAJOBS)	• Employee Class Rule Form (PTRECLS) • Leave Category Validation Form (PTVLCAT) • Leave Category Rule Form (PTRLCAT)
Committee/Service Form (SHACOMI)	• Committee/Service Codes Form (STVCOMT)
Employee Status Change Form (PEAESCH)	• Leave Category Validation Form (PTVLCAT) • Leave Category Rule Form (PTRLCAT)
Employee Leave Balances Form (PEALEAV)	• Leave Category Validation Form (PTVLCAT) • Leave Category Rule Form (PTRLCAT)