

---

---

## Appendix K : GLOSSARY

### **Appointment**

Defines the intent of the employee's relationship with the University and the terms and conditions of employment. Appointment level data is found on the IAPP and EAPP functions.

### **Bundle**

A logical grouping of entry/update functions that may be needed to complete a payroll/personnel action. For example, the system contains a bundle called Staff New Hire (SHIR). This bundle will walk a user through a logical sequence of screens to complete the hiring of a staff employee. Once a user enters a bundle, it must be completed or canceled; there is no way to store or save part of the entry.

### **Cancel**

The termination of a Create or Change function such that no change to the EDB takes place by pressing the **F2 Cancel** key twice. All of the data in the fields are returned to the original setup.

### **Central Office**

A unit that provides specific administration services to the entire campus.

### **Change**

The addition, modification or deletion of data on an existing employee record.

### **Consistency Edit**

Consistency edits (or ECON-edits) test the values of related data elements in the context of one another. Data elements go through different consistency edits depending upon which data elements have been entered. During consistency editing, the system examines the employee record as it would look after the application of the entered data, to detect inconsistencies among groups of data elements.

### **Create**

The establishment of a new employee record with a record key value that did not previously exist.

### **Distribution**

Describes the method, conditions, and sources of pay for an appointment. Distribution level data, like appointment level data, is found on the IAPP and EAPP functions.

### **Division**

A unit which serves as a budgetary control point and establishes practices and protocol for the units reporting to them.

### **Employee ID Number**

The unique number which identifies an individual's employee record.

### **Employee Record**

The set of data related to an individual that is in the Employee Database (EDB).

### **Enter**

To key new or changed employee record values on a screen.

### **F key**

A numbered key on a terminal keyboard which is defined by the on-line application (e.g., PPS) to perform a specified action when pressed.

### **Fastpath Navigation**

The method of moving quickly from one screen to another. This is accomplished by entering the function code for the desired function in the Next Function field of any screen being displayed without returning to any menu.

### **Function Code**

A four-character acronym which corresponds to an individual function or bundle of functions.

### **IDOC**

A document that can be generated from the PPS which summarizes an employee's information on the employee database.

### **Implied Maintenance**

Implied maintenance tests data element value updates before the updates are applied to the employee record. These tests are performed through Consistency Edits, Personnel Action Code edits and maintenance functions which are performed for all employee records each time the employee updating process is executed.

### **Information System**

A large database which manages information for an organization.

### **Inquiry**

The query or view-only screens in the employee database.

### **Mainframe**

A huge computer that handles large information system functions for an organization, such as the University of California.

### **Mandatory Reviewer**

The person responsible for reviewing transactions that are entered into the PPS for accuracy and appropriateness.

### **Navigation**

Navigation is the process of moving between screens and fields. It is accomplished through the use of function codes and standard keys, such as F keys.

### **Nesting**

The process of selecting a function outside of the entry/update subsystem, while retaining the data entered. For example, while entering data in a new hire bundle, you may select an On-line EDB inquiry function for another employee to compare the data before proceeding with data entry for the new hire.

### **Non-Mandatory Reviewer**

A person who automatically receives and reviews PANs to look for specific pieces of information.

### **Online Entry Update (OEU)**

The process by which a preparer enters payroll/personnel data in the PPS.

## **Post Authorization Notification (PAN)**

An online notification that is generated upon the update of an approved transaction in the PPS.

### **Preparer**

A person responsible for entering payroll/personnel data in the PPS.

### **Range/Value Edit**

Range and Value edits compare entered data with permissible values or acceptable ranges for data elements as defined on the Data Element Table. For example, date edits verify that entered data elements are acceptable as dates; that is, that the month fields fall between 01 and 12 and that the day figure is not greater than the number of days in the month specified. Range/Value edits are performed with respect to a single data element.

### **Screen Set**

See *Bundle*

### **Scroll**

Some of the functions may have more data than can be displayed on one screen. You can scroll backward and forward through the data by pressing the **F7** and **F8** keys, respectively.

### **Service Center**

A unit which provides a variety of administrative services to one or a group of units, such as purchasing, human resources, and payroll processing.

## **Standard Navigation**

The method of moving from one screen to another by selecting the desired function from a menu screen, and returning to the menu screen to select the next function.

### **Transaction**

Data element changes submitted to the Payroll Personnel System Edit and Update process.

### **Unit**

An office normally characterized by its specific discipline(s), program(s), and/or delivery of specific service(s). Sometimes referred to as a "department."

### **Update**

The actual physical alteration of data in the Employee Database (EDB).