

1.10 INQUIRY FOR THE EDB AND PAYROLL AUDIT RECORD

Overview

The Online EDB and PAR Inquiry systems were developed as a means to provide campus users with access to current Payroll/Personnel employee database information. Access is provided through the use of specially designed menu functions, list functions and detail functions which allow users to select and view a variety of employee information.

There are separate versions of the Inquiry functions for the Employee Database and Payroll Audit Register to reflect the different needs for access to employee data among the different Payroll/Personnel system users groups. These are:

- **Central Inquiry** which is intended for use by campus central offices.
- **Departmental Inquiry** which is intended for use by campus departments.

On our campus, the appointment functions (IAPP & IAPS) may be viewed by departmental and central offices for all UCSC employees. However, departmental users may only access employees within their unit for the remaining functions, while central offices may have access to all functions for all employees.

Inquiry Functions (Departmental only)

IGEN	General Information 1
IAPS	Appointment Summary
IAPP	Appointment/Distribution
IDED	Deductions - Departmental

IHRS	Hours on Pay Status
IINS	Insurance - Departmental
IRET	Retirement/Savings-Departmental
IPER	Personnel Data
IALN	Alien Information
ILAH	Leave Accrual Information
INBI	Summary of Current EDB Balances
ITAX	W-4/DE4 Tax Withholding
WHO	Employee Browse
PRNT	Printer Selection
IFNA	Financial Aid
IFNW	Work Study
ILOF	Layoff Data
IUCI	University Contribution Ind
ILSC	Layoff Seniority Credit
ILCD	License/Certificate
IADD	Employee Address
IHR2	Hours Toward Eligibility
IDER	Earning Distributions

Accessing Inquiry Functions of the EDB

Departmental EDB Inquiry Menu

From the SC On-line Applications Main Menu, enter **IDDB** in the Next Function field and press **Enter**. This brings up the Inquiry Departmental Database Menu function.

INQUIRY DEPARTMENTAL DATABASE MAIN MENU FUNCTION.

```

uccmsvb.ucop.edu - TN3270/TNS250 Connection
Session Edit View Commands Script Help
UCFHN00-M0795          SCT EDB Inquiry          06/13/03 09:52:29
                        Departmental Menu          Userid: SCTRN61

- IGEN General Information 1          - WHO Employee Browse
- IGNL General Information 2          - PRNT Printer Selection
- IAPS Appointment Summary            - IFNA Financial Aid
- IAPP Appointment/Distribution       - IFNW Work Study
- IDED Deductions - Departmental     - ILOF Layoff Data
- IHRS Hours on Pay Status            - IUCI University Contribution Ind
- IINS Insurance - Departmental       - ILSC Layoff Seniority Credit
- IRET Retirement/Savings-Department - ILCD License/Certificate
- IPER Personal Data                  -
- IALN Alien Information              -
- ILAH Leave Accrual History          -
-
- INBI Summary of Current EDB Balance - IADD Employee Address Data
- IFBD Future Enrollments-Department - IHR2 Hours Toward Eligibility
- ITAX W-4/DE4 Tax Withholding        -
-
Next Func: █ ID: _____ Name: _____ SSN: _____

====>
F: 1-Help          3-PrevMenu      4-Print
F:                9-MainMenu          12-Exit
  
```

On this Menu you may select any of the Inquiry functions.

Inquiry Navigation

Navigation is the process of moving between fields within a function. It is accomplished by the use of function codes & keys. The system has been designed to meet certain standards. It is expected that users will have the following keyboard functions available:

Cursor Movement

The initial cursor position will be at the beginning of the Next Function field. The cursor will only stop on fields that are unprotected (that is, the user is allowed to key in characters).

TAB and Back Tab (**SHIFT/TAB**) are used to move the cursor from one field to another in the footer.

Scrolling

Some of the functions may have more data than can be displayed on one screen or “page.” The ability to scroll forward and backward is provided by using the **F7** and **F8** keys. The **F8** key is displayed when there is one or more additional page(s) of data, and **F7** is displayed when there is one or more previous page(s) of data.

Refer to [Section 1.5, Navigation & Entry/Update Commands](#) for more information about Navigation and Function Keys.

Inquiry Functions for the EDB

IGEN -- General Information 1

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIGEN0-I0964          SCT EDB Inquiry          02/28/96 08:54:04
01/24/96 09:41:41      General Information 1      Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA

Gen No      : 0003      Date of Hire   : 08/01/95  Lst Day on Pay:
Date of Birth : 12/31/58 Citizen      : C      Separation      :
Sex          : M      Visa Type      :          Sep Rsn/Dest    :
Ethnic ID    : F      Visa/Work Permit :          LOA Beg         :
Veteran Status: N      I-9 Date      : 08/01/95  LOA Return      :
Vet Disab Stat: N      Oath Signature Date: 08/01/95 LOA Type        :
Hdcp Status  : N      Fed Tx Marit/Allu : M 001      Nx Sal Rev      :
Std St/Units : 1/      Fed Tax Max     : 999      Nx Sal Rev Typ  :
UI Code      : C      Calif Tx Marit/Pers: S 001      EREL/ERL/EUC   : E/TX/TX
Retirement  : H      Calif Tx Item    : 000      EREP/ESH/EDUC  : C/ /
FICA Elig Cd : M      Calif Max        : 999      CAP Elig Code   :
Asgn/Drv BELI : 4/3      Other State CA Res :          Other St Name  :
Pay Disp     : 2      Pr ID:          Pr Name:
APUC
Next Func:   ID:      Name:      SSN:
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
IBM-3278-2-E 09:06:11
    
```

The General Information 1 function displays general information related to an employee, such as:

- date of birth,
- date of hire,
- Oath and I-9 dates,
- Leave of absence dates,
- Separation dates,
- Sex and
- Ethnicity identifiers, etc.

IAPS -- Appointment Summary

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIAPS0-I0911          SCT EDB Inquiry          02/28/96 08:55:18
01/24/96 09:41:41      Appointment Summary      Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA
Gen No : 0003
LOA Beg:          LOA Return:          LOA Type:

Appt Title Code      Grd Ann/Hr Rt      %      Begin Dt  End Dt  Dept
20  9603 LABORATORY ASST II      10.1500  0.75  08/01/95  06/30/96  002107
30  9603 LABORATORY ASST II      10.1500  0.50  01/01/96  06/30/96  002107

Next Func:  ID:      Name:      SSN:
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
IBM-3278-2-E 09:07:26
    
```

The Appointment Summary function displays all of the appointments for an employee, one appointment per line. Appointments are presented in ascending order by Appointment Number.

IAPP -- Appointments/Distributions

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPIAPP8-11001 SCT EDB Inquiry 02/28/96 08:56:19
01/24/96 09:41:41 Appointment/Distribution Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA PG 01 OF 03
Gen No : 0003 Total Appt/Dis: 02/05 Remaining Appt/Dis: 01/04
LOA Beg: LOA Return: LOA Type:

Appt: 20 TC: 9603 LABORATORY ASST II Grade: Pgm/Typ: S/3
Begin Dt: 08/01/95 Ann/Hr Rt : 10 1500 %: 0.75 F/U: U Rt : H
End Dt : 06/30/96 Bas/Pd Dvr: 00/00 Lu : A Sched: MA
Dur : Dept Cd : 002107 TUC/AREP/ASHC: TX/C/ Time : A

Dis: 21 L/A/C/F/P/S : 7 445075 53416 2 SOCSCI/AGROECOLOGY RESEA
Begin: 08/01/95 Dis %: 0.7500 Rate/Amt: 10.1500 Step/OA: 1.0/ DOS: REG
End : 06/30/96 FTE: 0.00 Dept Cd: 002107 PRQ: DUC: WSP:

Dis: L/A/C/F/P/S :
Begin: Dis %: Rate/Amt: Step/OA: DOS:
End : FTE: Dept Cd: PRQ: DUC: WSP:
Next Func: ID: Name: SSN:

====>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 8-Forward 9-MainMenu 12-Exit
IBM-3270-2-E 09:08:24
    
```

The Appointment/Distribution function displays the appointments and distributions for an employee. One appointment and up to two associated distributions are displayed on one screen. The "Total Appt/Dis" field displays the total number of appointments and the total number of distributions for all appointments. If there are more than two distributions associated with an appointment, or more than one appointment, press **F8 Forward** to view the additional appointments and/or distributions.

Appointments are presented in ascending order by Appointment Number. Within an appointment, distributions are presented in ascending order by Distribution Number.

On the first line of each distribution, the field "L/Acct/Fund/Sub" displays the Location, Account, Fund and Subaccount number followed by the name associated with the account number.

IDED -- Deductions (Departmental)

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPIDED8-10951 SCT EDB Inquiry 03/01/96 10:52:10
01/24/96 09:41:41 Deductions - Departmental Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA
GTN# Balance Type Description Type BRSC Eff Date Amount/Value

Next Func: ID: Name: SSN:
P0009 No data for this screen
====>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit
IBM-3270-2-E 11:04:26
    
```

The Deductions - Departmental function displays some employee Gross-To-Net balances. GTN balances are displayed in GTN number and balance type order.

IHRS -- Hours on Pay Status/Leave Balances

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIHRS0-I0930 SCT EDB Inquiry 02/28/96 08:57:27
02/01/96 10:08:38 Hours on Pay Status Userid: SCTRNO2
ID: 000000000 Name: ONLY, STAFFING LIST
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: M0

Hours on Pay Status: Curr Mnth: .00
* Jan: .00 Jul: .00
Feb: .00 Aug: .00 YTD Tot Hrs : .00
Mar: .00 Sep: .00 YTD Reg Hrs : .00
Apr: .00 Oct: .00 YTD OT Hrs : .00
May: .00 Nov: .00 YTD Nonwk Hrs : .00
Jun: .00 Dec: .00 Avg Hr/Wk : .00
Prior Service Mths : 0

Lv Accr Hrs: Balance Maximum
Vacation .000000 .00
Sick Leave .000000
Compensatory .00
Paid Time Off .000000

Next Func: ID: Name: SSN:

===>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit
IBM-3278-2-E 09:09:41
    
```

The Hours on Pay Status/Leave Balances function displays year-to-date hours balances and Hours on Pay Status information.

The oldest month for which Hours on Pay Status information is presented is indicated with an asterisk (*) to the left of the month name.

IINS -- Insurance (Departmental)

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIINS0-I0911 SCT EDB Inquiry 02/28/96 08:58:11
02/01/96 10:08:38 Insurance - Departmental Userid: SCTRNO2
ID: 000000000 Name: ONLY, STAFFING LIST
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: M0
Asgn/Drv BELI: 1/1 Eff Dt: 10/01/93 Qual: / Ret: U Ins Red: Age 1/1: 36
Plan Description Coverage Contr Empl Cost BRSC Cov Eff Date
Health CORE MED SINGLE 29.67 0.00 10/01/93
Dental DELTA DENTAL SINGLE 25.35 0.00 10/01/93
Vision OPTICAL INS SINGLE 10.01 0.00 10/01/93
Legal 0.00 0.00

-----
Insurance Type Coverage Sal Base Empl Cost BRSC Cov Eff Date
UC Paid Life 025
Exec Life
Life X ANNUAL 000 0.00
Dep Life 0.00
UCDI / Emp Pd Dis A / 000 00000 0.00
AD&D Prin Sum 000 0.00

Next Func: ID: Name: SSN:

===>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit
IBM-3278-2-E 09:10:18
    
```

The Insurance - Departmental function displays information related to an employee's participation in insurance programs. Abbreviations are used on this function to conserve space. Some of the abbreviations are:

UCDI - UC Paid Disability

EMP PD DIS - Employee Paid Disability

IRET -- Retirement and Savings (Departmental)

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIRET0-I0964          SCT EDB Inquiry          03/01/96 10:53:15
01/24/96 09:41:41     Retirement/Savings-Department      Userid: SCTRN02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: A Pri Pay: MA
Retirement: H DCP: S FICA: M Ret FICA Derive: Y Cov Comp Limit Code: N
403b Change Dt:          Limit:
GTN# Balance Type      Description      Type  Eff Date  Amount/Value

Next Func:  ___ ID:  _____ Name:  _____ SSN:  _____
===>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu
                                  12-Exit
IBM-3278-2-E 11:05:30

```

The Retirement and Savings - Departmental function displays some employee Gross-To-Net balances. GTN balances are displayed in GTN number and balance type order.

IPER -- Personal Data

```

uccmysb.ucop.eduuccmysb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPIPER0-I1302          SCT EDB Inquiry          11/21/00 15:38:57
10/26/00 13:13:26     Personal Data              Userid: SCPPSJL
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: I Pri Pay: MA
Hm Dept Addr:

Pay Disposition Code: 000415
Student Status: 1
Education Level Code: B
Education Level Year: 40
Employment Service Credit:
Employment Service Credit From Date:
Prior UC/State Service:
Prior Service Months:
Corp Credit Card
Type:
Status:
Date:

Next Func:  ___ ID:  _____ Name:  _____ SSN:  _____
===>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu
                                  12-Exit
Line 20 Column 13
IBM-3278-2-E LU=L10TAAKZ

```

This function displays personal information related to an employee, including:

- Campus check disposition
- Student status
- Education level

IALN -- Alien Information

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIALN0-I0911          SCT EDB Inquiry      02/28/96 09:04:31
01/24/96 09:41:41      Alien Information      Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: A Pri Pay: MA
Citizen : C                Foreign Addr Ind :
Country of Resid :          Foreign Addr Cntry :
Visa Type :                Tax Treaty Income Code :
Visa/Work Permit :         Article No :
I-9 Date : 08/01/95        End Date :
Retirement : H            Income Limit :
FICA/Medcr : M            YTD Tax Treaty Grs :
Fed Tx Marit/Allu : M 001  Alt Tax Treaty Income Code:
Fed Tx Max : 999           Alt YTD Tax Treaty Grs :
State Tx Marit/Pers : S 001 ETD Grs Tax Treaty :
State Tx Item : 000        Perm Addr: 1019 CAMPAGNA WY
State Max : 999
Non-UC Hlth Exp :                LAS LOMAS                CA 95076
Form 8233 Indicator:

Next Func:  ID:  Name:  SSN:

===>
F: 1-Help      2-Browse     3-PrevMenu   4-Print
F:              9-MainMenu   12-Exit

IBM-3278-2-E 09:16:36
  
```

This function displays information relevant to employees with Alien status, including Tax Treaty, Visa, Foreign Address and tax withholding information

ILAH -- Leave Accrual History

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPILAH0-I0911          SCT EDB Inquiry      03/01/96 10:54:47
02/01/96 11:24:05      Leave Accrual History  Userid: SCTR02
ID: 010000220 Name: CASUAL, STAFF DEMO
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: A Pri Pay: MA
Lost L Hours
Uac Accr1 u Toward H Accrued Hours
End Date Cyc By Hours Key c Accr1 % Uac Sick

Next Func:  ID:  Name:  SSN:
P0009 No data for this screen
===>
F: 1-Help      2-Browse     3-PrevMenu   4-Print
F:              9-MainMenu   12-Exit

IBM-3278-2-E 11:07:11
  
```

This function displays employee leave accrual history information/calculations in the automated leave accrual system. Up to 13 accrual periods are reported (current period and the past 12 accrual periods). Abbreviations are used on this function to conserve space:

- "Cyc" - Cycle Type
- "By" - Bypass Code
- "Lvc" - Leave Period Plan
- "H%" - Hours Code

INBI -- Summary of Current EDB Balances

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPINBI0-I0911          SCT EDB Inquiry          03/01/96 10:55:40
02/01/96 11:24:05      Summary of Current EDB Balanc      Userid: SCTRNO2
ID: 010000220 Name: CASUAL, STAFF DEMO
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: A Pri Pay: MA

Elemnt Y/Q Description          Amount  Elemnt Y/Q Description          Amount

Next Func: █ ID: _____ Name: _____ SSN: _____
P0009 No data for this screen
====>
F: 1-Help      2-Browse    3-PrevMenu  4-Print
F:             9-MainMenu          12-Exit
IBM-3278-2-E 11:08:00
    
```

The Summary of Current EDB Balances function displays the EDB balances.

ITAX - W-4/DE4 Tax Withholding

```

uccmysb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPITAX0-I1325          SCT EDB Inquiry          03/06/01 10:42:46
11/07/00 09:31:25      W-4/DE4 Tax Withholding          Userid: SCPP5JL
ID: 010000100 Name: NAVIGATION, JOSEPH B
Hm Dept: 000900 TRAINING ONLY  Emplmt Status: I Pri Pay: MA
Federal
Marital Status          : S          Tax Processor ID : PPS02/23/01SCPFERRSR
Personal Allowances     : 002        W-4 Process Date : 02/23/01
Maximum Withholding     : 999        DE4 Process Date : 02/23/01
California
Marital Status          : S
Personal Allowances     : 002
Itemized Deductions     : 000
Maximum Withholding     : 999
Addtl Fed Tax Withholding :          Addtl Fed Nonres Alien Tax :
Addtl CA Tax Withholding :
Other State Tax CA Res  :          Other State Name :
Other State Gross Name 1 :          Other State Gross Name 2: 3:
Earned Income Credit Status:
SSN: 010000100
Next Func: █ ID: _____ Name: _____ SSN: _____
====>
F: 1-Help      2-Browse    3-PrevMenu  4-Print
F:             9-MainMenu          12-Exit
Line 20 Column 13
NUM
    
```

This function displays current tax withholding data for an employee. Tax withholding information is entered either via on-line entry update from a valid UC W-4/DE 4 form, or via the web at UC For Yourself. Information on when and how withholding data changed is also displayed.

PRNT -- Printer Selection

Displays list of printers connected to EDB. (refer to [Section 1.7, Printing Personnel Summary Reports \(IDOC\)](#), for more information about this function.)

IFNA -- Financial Aid Data

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIFNA0-I0911          SCT EDB Inquiry          03/01/96 10:58:10
01/22/96 21:57:25      Financial Aid            Userid: SCTR02
ID: 430000910 Name: WORKING, HARD PRAC
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA

----- Federal Funds -----      ----- Non-Federal Funds -----
FY      RA      TA      Other      RA      TA      Other

Next Func: █ ID: _____ Name: _____ SSN: _____
P0009 No data for this screen
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu                    12-Exit
IBM-3278-2-E 11:10:30
    
```

This function displays Financial Aid related earnings data for an employee.

Each row on the function presents accumulated earnings data, in different categories, by fiscal year (FY).

The data is divided between federal funds and non-federal funds. Within those classifications, the amounts are displayed for research assistants (RA), teaching assistants (TA) and other financial aid categories.

IFNW -- Work Study Data

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIFNW0-I0911          SCT EDB Inquiry          03/01/96 10:58:45
01/22/96 21:57:25      Work Study              Userid: SCTR02
ID: 430000910 Name: WORKING, HARD PRAC
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA

----- Current -----      ----- Prior -----      FYTD WSP
FY      WSP      Dept      Limit      As Of      Limit      As Of      Gross

Next Func: _____ ID: _____ Name: _____ SSN: _____
P0009 No data for this screen
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu                    12-Exit
IBM-3278-2-E 11:11:04
    
```

This function displays work study award limit and work-study earned pay for your student employee, by fiscal year (be sure you're referring to the current academic year). IFNW shows the total award and total work-study earnings for your student employee, however it **does not** break out department splits or earnings by department.

ILOF -- Layoff Data

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPILOF0-I0951          SCT EDB Inquiry      02/28/96 09:06:09
01/29/96 11:35:58      Layoff Data          Userid: SCTR02
ID: 020000220 Name: CASUAL, STAFF DEMO
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA
Separation Date:      Last Day On Pay:      Separation Reason:

Notice Date:          Recall Beg :          Pref Rehire Beg:
Layoff Salary:        Recall End :          Pref Rehire End:
TUC/ERC:              x      Trm/Sus Beg/Rsn:      Trm/Sus Beg/Rsn:
Unit:                 :          Sus End :          Sus End :
Title:                :          Layoff Dept:

Notice Date:          Recall Beg :          Pref Rehire Beg:
Layoff Salary:        Recall End :          Pref Rehire End:
TUC/ERC:              x      Trm/Sus Beg/Rsn:      Trm/Sus Beg/Rsn:
Unit:                 :          Sus End :          Sus End :
Title:                :          Layoff Dept:

Next Func:  ID:      Name:      SSN:
P0009 No data for this screen
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
IBM-3278-2-E 09:18:18
    
```

This function displays an employee's Layoff Data information. Up to 10 layoff records can be reported. The key to each record is the Title Code and the Layoff Department. The rows are displayed in key sequence. Two rows are displayed on each screen. If there are more than two rows, **F8 Forward** to view the additional rows.

IUCI -- University Contribution Indicator

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPIUCI0-I0911          SCT EDB Inquiry      03/01/96 11:00:37
01/29/96 11:35:58      University Contribution Ind Userid: SCTR02
ID: 020000220 Name: CASUAL, STAFF DEMO
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA
Leave of Absence-Begin Date: 07/01/96 Return Date: 08/01/96 Type: 08 Status: N
Univ. Cont. Ind.-Begin Date:      End Date:      Code:

Benefit Accounts (Location/Account/Cost Center/Fund/Percentage):
L Acct CC Fund %      L Acct CC Fund %

Next Func:  ID:      Name:      SSN:
===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
IBM-3278-2-E 11:12:53
    
```

The University Contribution Indicator Function displays all the Benefit Accounts (Location/Account/Fund/Percentage) for an employee. The Benefit Accounts are presented in ascending order by account number.

ILSC -- Layoff Seniority Credit

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPILSC0-I0911          SCT EDB Inquiry      03/01/96 11:01:17
01/29/96 11:35:58      Layoff Seniority Credit      Userid: SCTRN02
ID: 020000220 Name: CASUAL, STAFF DEMO
Hm Dept: 000900 TRAINING ONLY Emplmt Status: A Pri Pay: MA

Total of All Hours:
-----
LSC Title Code:      LSC TUC:      LSC Appt Rep Code:
LSC Regular Hours:      Last Update:
LSC Prior Balance Hours:      as of
-----
LSC Title Code:      LSC TUC:      LSC Appt Rep Code:
LSC Regular Hours:      Last Update:
LSC Prior Balance Hours:      as of
-----
Next Func:  ID:  Name:  SSN:
P0009 No data for this screen
====>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
    F:          9-MainMenu          12-Exit
IBM-3278-2-E 11:13:36
    
```

ILSC displays information related to the calculation of an employee's layoff seniority credit in each of the appointments held by the employee. Each ILSC function can contain information for up to two appointments.

Nature of Information: ILSC displays employee identifying information, the total layoff seniority credit (in hours) for all appointments, and for each appointment, the current and previous balances for regular hours as well as the date of the last update.

ILCD – License/Certificate

```

uccmysb.ucop.edu - TN3270/TNS250 Connection
Session Edit View Commands Script Help
PPILCD0-I1063          SCT EDB Inquiry      07/17/03 09:49:10
01/27/03 20:48:25      License/Certificate      Userid: SCTRN02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: I Pri Pay: MA
Lic/Cert Number      Description      Renewal Date

Next Func:  ID:  Name:  SSN:
P0009 No data for this screen
====>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
    F:          9-MainMenu          12-Exit
    
```

Function: ILCD displays license and/or certification information: the type of license or certificate, license/cert. number and its renewal date.

Nature of Information: The translated license/certificate name from the Code Translation Table is displayed for valid license/certificate codes.

IADD -- Employee Address

```

uccmysb.ucop.edu - TN3270/TNS250 Connection
Session Edit View Commands Script Help
PPIADD0-I1302          SCT EDB Inquiry          07/17/03 09:48:46
01/27/03 20:48:25      Employee Address Data      Userid: SCTR02
ID: 020000100 Name: NAVIGATION, JOE B
Hm Dept: 000900 TRAINING ONLY Emplmt Status: I Pri Pay: MA

Perm Address Line 1: 1019 CAMPAGNA WY
                Line 2:
                City: LAS LOMAS           State: CA Zip: 95076
Foreign Addr Ind:      Prov:              Postal Code:
Country:              Spouse Name:
Home Phone: 7283190
Campus Release Codes - Perm Address: YES Home Phone: YES Spouse Name: YES
Employee Organization Disclosures - Perm Address: YES Home Phone: YES

Campus Address Line 1:
                Line 2:
                City:                    State: Zip:
Campus Phone 1:      Phone 2:
Next Func: █ ID: _____ Name: _____ SSN: _____

====>
F: 1-Help      2-Browse  3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
    
```

The Employee Address function displays address/phone information as well as disclosure preferences.

IHR2 – Hours Toward Eligibility

```

uccmysb.ucop.edu - TN3270/TNS250 Connection
Session Edit View Commands Script Help
PPIHR20-I1338          SCT EDB Inquiry          07/17/03 09:54:58
04/10/03 09:26:21      Hours Toward Eligibility    Userid: SCTR02
ID:
Hm Dept: 000765 FIN-SAFETY SVCS Emplmt Status: A Pri Pay: M0

Hours Toward Benefits Eligibility      Hours Toward Career Status Eligibility
Total Hrs at Month Begin: 824.61      Total Hrs at Month Begin: 243.80
Current Month: 166.00                  Current Month: .00
* Jan: .00 Jul: 70.00 * Jan: .00 Jul: 70.00
  Feb: .00 Aug: 82.00  Feb: .00 Aug: 70.00
  Mar: .00 Sep: 159.00 Mar: .00 Sep: 39.80
  Apr: .00 Oct: 140.01 Apr: .00 Oct: .00
  May: .00 Nov: 151.20 May: .00 Nov: .00
  Jun: 64.00 Dec: 155.50 Jun: 64.00 Dec: .00

As of Date for Counting Hours: 06/03/02

Next Func: █ ID: _____ Name: _____ SSN: _____

====>
F: 1-Help      2-Browse  3-PrevMenu  4-Print
F:              9-MainMenu          12-Exit
    
```

The Hours Toward Eligibility function displays hours toward benefits and career status eligibility for the current month and each of 12 prior months, as well as total hours for the previous twelve months.

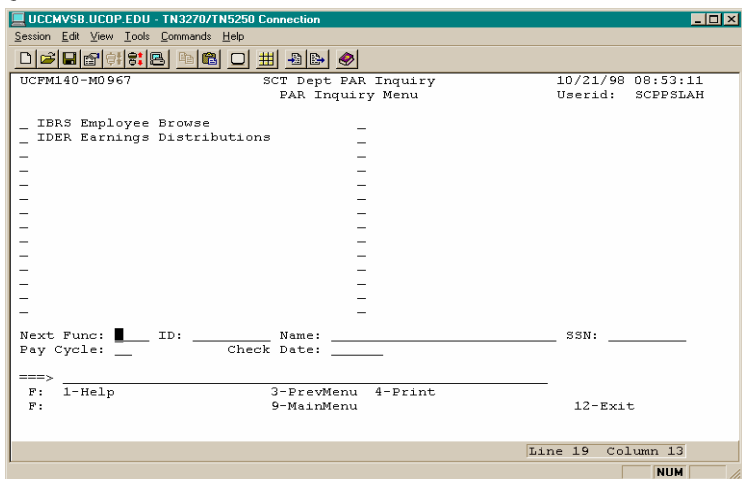
The oldest month for which information is presented is indicated with an asterisk (*) to the left of the month name.

Accessing Inquiry Functions of the PAR

Departmental PAR Inquiry Menu

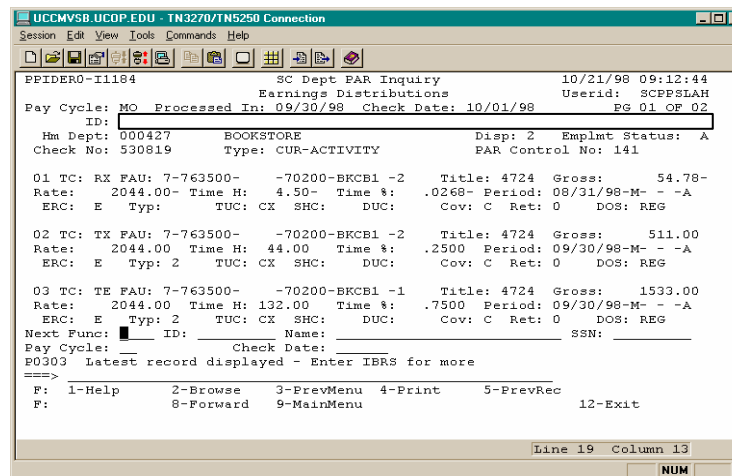
From the SC On-line Applications Main Menu, enter **IDPR** in the Next Function field and press **Enter**. This brings up the Inquiry Departmental Payroll Record Menu function.

INQUIRY DEPARTMENTAL PAYROLL RECORD MENU FUNCTION.



On this Menu you may select the Earnings Distributions function or Employee Browse function.

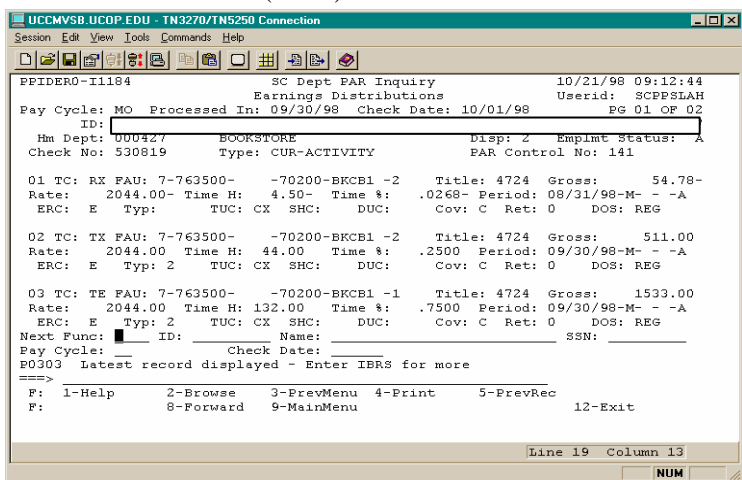
IDER -- Earnings Distributions



IDER allows the user to view detailed earnings information recorded on the specified Payroll Audit Record. Earnings detail is presented in the sequence processed during the compute.

Nature of Information: IDER displays identification information regarding the pay cycle and employee. Earnings detail includes information related to the employee's distributions and the appointment to which the distribution(s) apply. Information related to pay includes appointment pay rate, hours on pay status, percent time, and gross pay.

EARNINGS DISTRIBUTIONS (IDER) FUNCTION



IDER Notes and Tips

An employee may have payroll activity resulting in IDER record where referenced check date has no associated earnings transactions.

When the IBRS function is selected with an individual’s ID number, all pay release dates with payroll activity within the 6-month period will be displayed.

Always use ID number when selecting IDER. Entering employee name may result in long delay.

You may choose to view a particular record by entering the pay release date in the check date field.

Scrolling

When selecting IDER for an employee, the latest earnings records will always be displayed first. The **F5** and **F6** keys will allow you to “scroll” forward and backward through the 6-month window of earnings record transactions.

Please note: If you are viewing Expense Transfer transactions, **F5 PrevRec** and **F6 NextRec** will scroll you through the pages of the chosen pay cycle and check date before displaying the previous or next pay cycle and check date.

With all other transactions, **F7 Backward** and **F8 Forward** are used to scroll through the pages of the chosen pay cycle and check date. When viewing a particular record be alert to **F8 Forward** function indicating additional screens are associated with the check date.

Fields on the IDER Function

Pay Cycle	Cycle associated with payment date: MO - Monthly Current MA - Monthly Arrears XX - Adjustment Cycle
Processed In	Pay Period end date associated with Check Date
Check Date	Date payment is issued
Disp	Pay Disposition Code: 0 - Paper Paycheck 2 - Paper Paycheck 8 - Surepay Deposit
Check No.	Completed if Paper Paycheck is generated

Type	Transaction sequence code assigned to a payroll audit record for processing purposes: CUR-ACTIVITY HAND-DRAWN CANCELLATION OVERPAYMENT
PAR Control No.	Number identifying the payroll audit record generation produced for the individual.
TC	Transaction Code AU - Exception Timesheet entry, automatic payment TE - Exception Timesheet entry, manual change (including overtime or leave time) TX - Positive Timesheet entry LX - Late Pay RX - Reduction in Pay AP - Additional Payment FT - One-Time Payment E1 - Expense Transfer E3 - Expense Transfer RA - Range Adjustment H2 - Handdrawn O2 - Overpayment C2 - Cancellation
FAU	Full Accounting Unit

Gross	Gross Earnings, if applicable, associated with each transaction
ERC	Employee Relations Code
Typ	Appointment Type Code
TUC	Title Unit Code
SHC	Special Handling Code
DUC	Distribution Unit Code
Cov	Covered/Uncovered
Ret	Special benefits contribution code

The data in the following fields is drawn directly from the pay transaction document:

TC
FAU
Title
Rate
Time H/Time %
Period
DOS