

1.4 SYSTEM STRUCTURE (APPLICATIONS, FUNCTIONS & FUNCTION KEYS)

System Structure Overview

This section will introduce you to the various applications, function screens, and function keys in the Payroll/Personnel System.

Main Menu of Available Applications

ONLINE APPLICATIONS MENU

```

ucmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCMNNU0-M1325      SCT Online Applics      06/11/03 14:05:58
Main Menu          Userid: SCTRN61

- Employee Data Base ----
- IEDB Central Inquiry
- IDDB Departmental Inquiry
- EEDB EDB Entry/Update
- IDOC Employee Documents
- Payroll Audit Record ---
- IPAR Inquiry
- IDPR Departmental Inquiry
- History Data Base ----
- IHDB Record Inquiry/Update
- IHIS Personnel History
- IHHR History Documents
- IHTX Tax Withholding

- Employment Verification
- IVER Verification
Next Func: █ ID: _____ Name: _____ SSN: _____

====>
F: 1-Help          4-Print
F:                12-Exit

```

Employee Database

IEDB -- Central Inquiry

This is inquiry for central offices like Payroll, SHR and AHR. There are some functions that central users have access to that departmental users do not. Otherwise, central inquiry and departmental inquiry function the same.

IDDB -- Departmental Inquiry

Inquiry for users at the departmental/unit level.

EEDB -- EDB Entry/Update

This is the on-line entry/update employee database.

IDOC -- Employee Documents

This system supports the selection of a document that is generated for an employee after an action has been entered in entry/update; such as a new hire, change in status or leave.

Payroll Audit Record

IPAR -- Inquiry

This is where central offices inquire about summary of grosses and totals, earnings distributions, deductions and contributions, among others.

IDPR -- Departmental Inquiry

Payroll Audit Record inquiry for users at the departmental/unit level.

History Database

IHIS -- Personnel History

This is the history database, where previous activity for each employee resides.

PAN Subsystem

PSRV -- PAN Services Menu

PAN Services Menu. PAN stands for Post-Authorization Notification. Method for the entry/update system to notify reviewers or other users of an employee action.

Payroll Time Reporting

ETHF – THF Entry/Update

Central entry/update payroll transactions.

IDTC – Dept Time Collect

Departmental time collection for current time reporting (unavailable).

EDAT – Dept Adj Trans

Departmental entry/update payroll transactions.

ID Number Subsystem

IDMN – ID Numbers Main Menu

Functions that support assignment and maintenance of system-generated identification numbers.

Overview of Functions & Function Keys

Five types of functions are used. They are accessible individually or as part of a bundle of related functions. Functions display information contained in an employee record. The employee record is the set of data relating to an individual that is collected on the Employee Database (EDB).

Function keys are provided to allow you to perform system actions such as accessing Help and canceling or updating transactions. In addition, function keys provide a means to help you navigate quickly through the system. The use of function keys for navigation is discussed in detail later in this section.

Functions

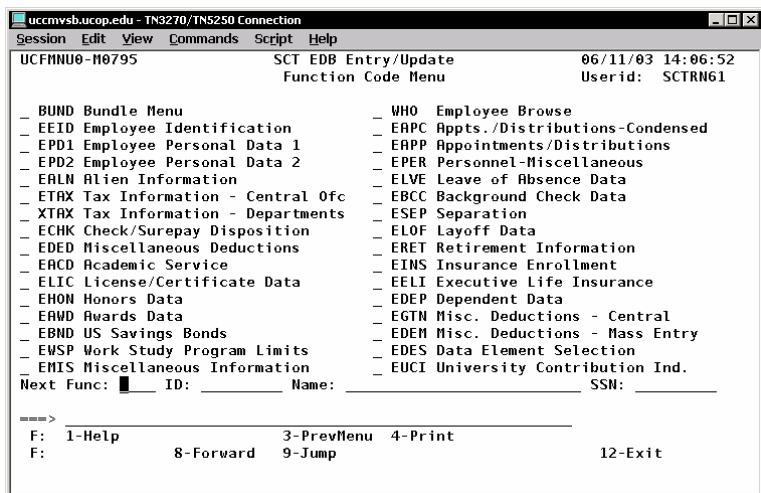
There are five types of functions in the Payroll/Personnel On-line System:

- Menu Functions
- Inquiry Functions
- Message Functions
- Data Entry Functions
- List Functions

Menu Functions

Menu functions display options available to you. They typically contain a list of available function codes. Each function code represents either a single function or a bundled action (update only) that may be selected. The EDB Entry/Update Code Menu is an example of a menu function. It contains a list of function codes and the functions they support.

EXAMPLE OF A MENU FUNCTION



Message Functions

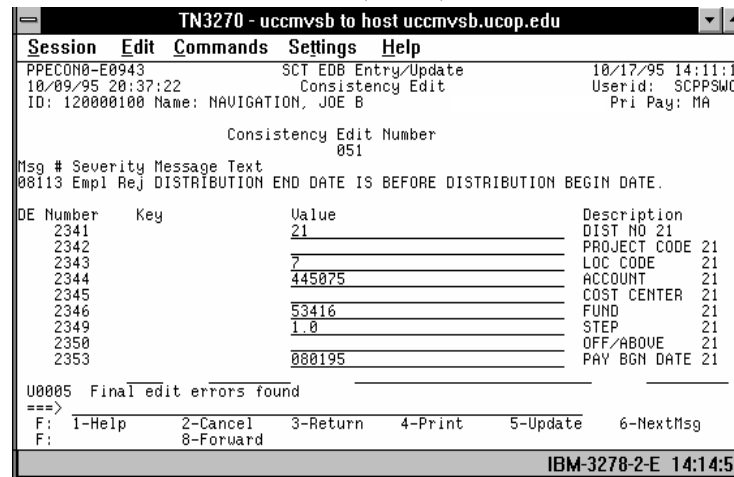
Message functions display messages that result from the edit/update process. These messages are displayed when there are errors in the entered information or to alert you that an implied action is to be taken by the system. There are two types of message functions:

- Consistency Edit Functions
- Message Report Functions

Consistency Edit Function (ECON)

This function displays the result of a consistency edit check. Related data elements will be compared in content to one another to check for inconsistencies within the group of related data items. The function will display the data involved in the error. You can correct errors on this screen or return to the appropriate data entry function to enter the correction.

EXAMPLE OF A CONSISTENCY EDIT (ECON) FUNCTION



Message Report Function (IMSG)

The Message Report function can be selected by the user and contains two main categories of messages.

- The first category is a display of any messages remaining from the edit process not corrected.
- The second category concerns implied maintenance which is the result of the system deriving data or overriding entered data.

Example of an implied maintenance message:
 "PERSONNEL PROGRAM CODE WAS SET BASED ON TITLE CODE"

Not every message is an error. Some are just informational.

EXAMPLE OF A MESSAGE REPORT FUNCTION

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPIMSG0-E0943      SCT EDB Entry/Update      08/04/95 10:29:35
08/04/95 09:05:14      Messages                      Userid: SCPPSLHB
ID: 222334444 Name: SLUG, B ANNA      Pri Pay: MA
Update Date: ***** Time: ***** Status: PENDING
Msg # Severity Message Text
12899 Warning  PAY BEGIN DATE NOT CHANGED, WILL BE USED FOR COSTING PROCESS
    
```

```

Next Func: ___ ID: _____ Name: _____ SSN: _____
===>
F: 1-Help          3-PrevMenu  4-Print
F: 7-Backward     8-Forward   9-Jump      12-Exit
IBM-3278-2-E 10:29:15
    
```

(Refer to [Section 1.6, System Messages](#) for more information about using these two message functions.)

List Functions

List functions display information that you may select. The Employee Browse (WHO) screen below is an example of a list function. It contains a list of employees who have records on the database.

EXAMPLE OF A LIST FUNCTION

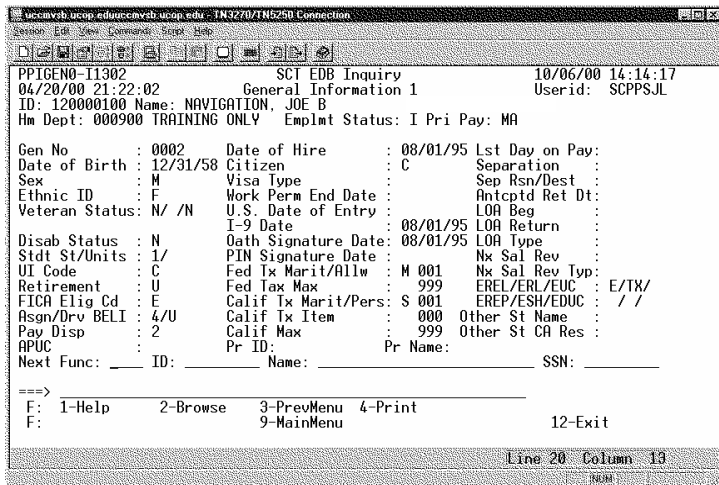
```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPVH00-1579      SCT EDB Inquiry      07/09/04 10:52:08
Employee Browse  Userid: SCTR61
ENTERED: ID:      Name: NAVIGATION
ID      Name      Emp Stat:  Dept
010000100 NAVIGATION, JOE B      A      TRAINING ONLY
020000100 NAVIGATION, JOE B      A      TRAINING ONLY
030000100 NAVIGATION, JOE B      A      TRAINING ONLY
040000100 NAVIGATION, JOE B      A      TRAINING ONLY
050000100 NAVIGATION, JOE B      A      TRAINING ONLY
060000100 NAVIGATION, JOE B      A      TRAINING ONLY
070000100 NAVIGATION, JOE B      A      TRAINING ONLY
080000100 NAVIGATION, JOE B      A      TRAINING ONLY
090000100 NAVIGATION, JOE B      A      TRAINING ONLY
100000100 NAVIGATION, JOE B      A      TRAINING ONLY
110000100 NAVIGATION, JOE B      A      TRAINING ONLY
120000100 NAVIGATION, JOE B      A      TRAINING ONLY
130000100 NAVIGATION, JOE B      A      TRAINING ONLY
140000100 NAVIGATION, JOE B      A      TRAINING ONLY
150000100 NAVIGATION, JOE B      A      TRAINING ONLY
Next Func: IAPP ID: _____ Name: _____ SSN: _____
===>
F: 1-Help          3-PrevMenu  4-Print
F: 7-Backward     8-Forward   9-Jump      12-Exit
Line 5 Column 2
    
```

Inquiry Functions

Inquiry functions display information that is contained in the Employee Database (EDB) of the Payroll/Personnel On-line System. Inquiry functions are view only; data cannot be added, changed, or deleted.

EXAMPLE OF AN INQUIRY FUNCTION

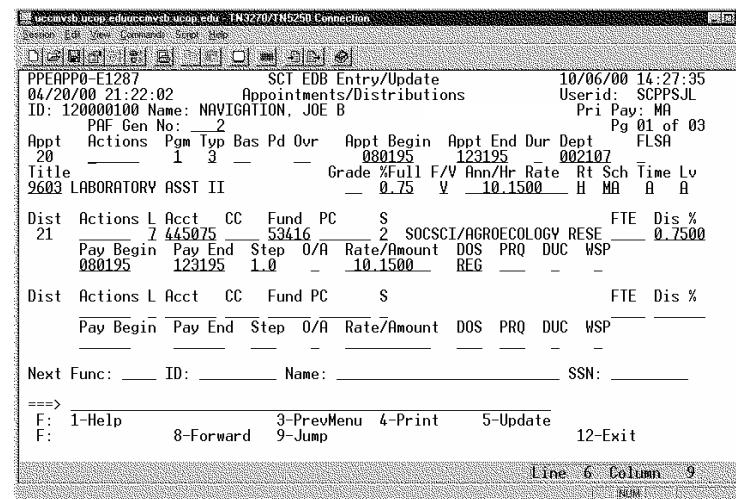


Data Entry Functions

Data entry functions are used to add, change, or delete information from an existing employee record in the system. They are also used to enter a new employee record. The Appointments/Distributions (EAPP) function is an example of a data entry function. It allows appointment and distribution information to be added, changed, or deleted.

A data element may appear on more than one entry function. Once the data element is entered, the data appears on every entry function which contains that element

EXAMPLE OF A DATA ENTRY FUNCTION



Bundles

A bundle is a logical grouping of data entry functions that may be needed to complete a payroll/personnel action. Functions are bundled to help facilitate the process of making the appropriate additions or changes to update the Employee Data Base. In addition, only one PAN will be generated upon update of a bundle; multiple single-function updates result in multiple PAN generation. Data entry fields are highlighted in bundles to help you identify fields on a function that may need to be updated for a particular change. This reduces the possibility of forgetting to enter required information.

Bundles have the following key features:

- Within each bundle, the functions are presented in a particular order that is intended to facilitate the completion of a designated action.
- Each bundle has a four-character function code associated with it. For example, AHIR is used for an academic new hire.
- When you select a function code representing a bundle, navigation is limited to the function(s) within the bundle.
- You cannot exit a bundle without successfully updating the system or canceling the transaction.

Screen Layout of a Function

The functions in On-line EDB Entry/Update have the same basic screen layout. In general they contain three sections of information: Header, Body, and Footer Sections.

EXAMPLE OF A FUNCTION LAYOUT

```

TN3270 - uccmvbsb to host uccmvbsb.ucop.edu
Session Edit Commands Settings Help
PPEPER0-E0943      SCT EDB Entry/Update      STEW 07/02/97 09:10:09
07/02/97 08:27:44      Personnel-Miscellaneous      Userid: SCPPSLAH
ID: 670000700 Name: RECLASS, RITA R      Pri Pay: MO

Assigned BELI: 1 Derived BELI : 1      Effective Date: 080795
BELI Status Qualifiers: Primary:      Date:      Secondary:      Date:
Date of Hire      : 080795      Original Hire Date:
Employee Relations Code      : E      Employee Relations Unit: CX
Probationary Period End Date      :
Next Salary Review Date      : 0296      Next Salary Review Type: 1
Merit Rate Increase Percent      :
Home Department      : 000900 TRAINING ON-LINE UPDATE
Primary Title Code      : 4672 CLERK, SR/SECRETARY
Employee Unit Code      : CX      Employee Representation Code : C
Employee Special Handling Code:      Employee Distribution Unit Code: -
Job Group ID      : E52
Alternate Department Code      :
Academic Programmatic Unit Cd      :

Next Func:      ID:      Name:      SSN:

===>
F: 1-Help      3-PrevMenu      4-Print      5-Update
F: 9-Jump      10-PrevFunc      11-NextFunc      12-Exit

IBM-3278-2-E 09:15:32

```

Header Section

The Header section of each screen contains two types of information:

- Fixed
- Variable.

Fixed Information (Lines 1 and 2)

Fixed information identifies the screen.

EXAMPLE OF FIXED INFORMATION IN THE HEADER

```

PPEPER0-E0943          SCT EDB Entry/Update      STEM 07/02/97 09:10:09
07/02/97 08:27:44      Personnel-Miscellaneous      Userid: SCPPSLAH
    
```

Screen Identifier	This thirteen-character code uniquely identifies each On-line EDB Entry/Update Function. The screen identifier is comprised of the characters: PPXXXX0-E0000 PP indicates the Payroll/Personnel System XXXX indicates an abbreviation or acronym that uniquely identifies each screen, also called a function.
System Title	The System Title appears on each screen and indicates what system is being accessed.
Current System Data and Time	The current date and time are indicated in this portion of the screen.
Record Update Date and Time	Reflects the last time the employee database was updated. <i>It does not imply that the data elements appearing on the selected data entry function were updated at that time.</i>
Function Title	The title is unique to each function, such as "Employee Identification"
User ID	Your Logon identification

Variable Information (Lines 3 and 4)

EXAMPLE OF VARIABLE INFORMATION IN THE HEADER

```

ID: 670000700 Name: RECLASS, RITA R          Pri Pay: MO
PAF Gen No: 2                                Pg 01 of 03
    
```

The variable header information contains data elements that uniquely identify the employee record that is being accessed. This information is consistent on all functions.

ID	Employee Identification Number - This is the number associated with the employee record that has been selected.
Name	Employee Name - This is the name associated with the selected employee record.
Pri Pay	Primary Pay - This code indicates the normal pay schedule for the selected employee, such as MO for monthly current or MA for monthly arrears.
PG n of n	When the information available fills more than one screen, the number of pages will be displayed and the page number being viewed will display, such as PG 01 of 03.

Body Section (Lines 5 - 19)

The Body section of the screen displays the content of the particular function. Depending on the type of function, it will display data entry fields, messages, inquiry fields, a menu, or a list.

Footer Section (Lines 20 - 24)

EXAMPLE OF INFORMATION IN THE FOOTER.

```

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F: 7-Backward 8-Forward    9-Jump      11-NextFunc
    
```

The Footer section appears on every function. It contains information that will assist you in navigating from one function to another.

Next Function (Next Func)	You may enter a function code in this field.
Employee Record Keys	<p>You may enter a value in any one of these fields to select an employee record:</p> <p>ID – Employee Identification Number – This is the unique number associated with an employee’s record.</p> <p>Name – This is the employee’s name as recorded on the database in the format of Last Name,(space)First Name(space)Middle Initial. (Example: Doe, Jane Q)</p> <p>SSN (Social Security Number) – This is the employee’s Social Security Number as recorded on the database.</p>
System Message Line	System messages will appear on this line. (Example: U0007 Update process complete)

Command Line (⇒)	The Command Line may be used to enter F key numbers if a keyboard does not have function keys. This area is also used to enter special commands. (See <i>Special Commands, Section 1.5-9, Navigation & Entry/Update Commands.</i>)
F Key (function keys)	Only the function keys that are active for a particular screen appear. These keys are described in the following section.

Function Keys (F keys)

Function keys (F keys) are provided to allow you to perform system actions such as accessing the Help subsystem, canceling a transaction, or updating an employee record. In addition, F keys provide a means to help you navigate quickly through the system. Only those F key functions currently available are displayed on the bottom two lines of the screen.

For workstations without all F keys, an F key can be simulated by typing the F key number on the command line and pressing **Enter**. For example, typing **8** on the command line and pressing **Enter** is the same as pressing the **F8 Forward** key.

Function Keys Defined

F1 Help	<p>F1 is used to invoke either screen-level Help or field-level Help, depending on the position of the cursor on the screen.</p> <p>If the cursor is on the Label field or on the Entry field, field-level Help for that data element will be displayed.</p> <p>If the cursor is anywhere else on the screen, screen-level Help will be displayed.</p>
F2 Cancel	<p>F2 is used to cancel all changes that have been entered on a function or in a bundle since the last time the Update function was completed. Pressing F2 <i>twice</i> causes the data entry function to be re-displayed with original values restored.</p>

F3 Previous Menu/ F3 Return	<p>F3, when pressed on a detail or menu function, is used to navigate back to the last menu that was displayed.</p> <p>On the ECON function, F3 is used to return to the detail function from which update was invoked.</p>
F5 Update	<p>F5 is used to submit the entered data to the EDB edit and update process.</p>
F6 Next Message (ECON) or Forward Notification (PAN)	<p>On the ECON function, F6 is used to display the next error message and associated information. It also causes the cursor to be positioned at a field associated with the message if the field is available for update.</p> <p>In the PAN subsystem, F6 is used to access the Notification Forwarding screen, from which the directory may be accessed.</p>
F7 Backward Scroll	<p>F7 is used to display the previous page of information when there are multiple pages.</p>
F8 Forward Scroll	<p>F8 is used to display the next page of information when there are multiple pages.</p>
F9 Jump	<p>F9 moves the cursor between the data entry area of the function and the Next Func field or the Command Line. If F9 is pressed when the cursor is in the footer, (line 20 through line 22), the cursor “jumps” to its previous position in the body, or to the initial cursor position defined for that function. After data has been keyed or changed on the EAPP function, F9 will go directly to the command line. If no data has been changed on EAPP, F9 will take you to the Next Func field.</p>

F10 Previous Function	F10 is used to return to the previous sequential function in a bundle of functions.
F11 Next Function	F11 is used to advance to the next sequential function in a bundle of functions.
F12 Exit	F12 has two functions, depending on the activity in progress: If entry/update data has not been entered F12 is used to exit the Payroll/Personnel On-line System. If entry/update data has been entered, and you have “nested” to an on-line inquiry function, F12 is used to exit the nested function and return to the entry/update function.
F15 Newline (or <i>Pause</i>)	F15 is used to navigate the cursor to the first enterable field on the next line of the function.
Enter (or <i>Return</i>)	The Enter or Return key is used to signal that information keyed on the function should be submitted for preliminary range/value edits.
End or (keypad “-”)	The End key (also known as Delete EOF key) is used to blank out the remaining information in the data entry field.
Clear Key (keypad “+”)	The Clear Key is used to refresh the screen in the cases of an abnormal end to the session.

Emulation of 3270 type terminals is a requirement for the Payroll/Personnel On-line System. Information for IBM, IBM compatible, and Macintosh systems is available on the ITS website at

<http://its.ucsc.edu/services/software/vendors/tn3270.php>