

1.5 USER NAVIGATION AND ENTRY/UPDATE COMMANDS

Overview

Navigation consists of how to move within and between functions, bundles, and subsystems. Entry/Update Commands include how to enter data, and use the *add*, *copy*, *delete*, and *goto* commands.

Logging On

To log onto PPS:

1. In the Program Manager window (PC) or on your Desktop (Mac), double-click on the PPS icon.

This brings up the Entry Validation screen, with the cursor positioned in the USER ID field.

ENTRY VALIDATION SCREEN

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
-----
KLGLOGM1 ----- Entry Validation -----
Date: 06/11/03                               System: 0001
Time: 15:17:42                               Device: L10TAAJT

Identification:
  Userid..... █
  Password.....
Change Password ? N (Y or N)

Additional Information:
  Group.....
  Acct.....
  Proc.....

Bulletins: For HELP call (510) 987-0349
Benefits CICS 7:00 am to 7:00 pm (Mon - Fri)
UCSF CICS    7:00 am to 9:00 pm (Mon - Fri)
Other CICS   7:00 am to 7:00 pm (Mon - Fri)
ALL CICS     7:00 am to 6:00 pm (Sat)
UCSF CICS    7:00 am to 6:00 pm (Sun)

ENTER USERID
Enter F1=Help F3=Exit

```

2. Enter your **User ID**.
3. **Tab** to the **PASSWORD** field, enter your password, and hit **Enter**.

This brings up the Supersession Main Menu.

SUPERSESSION MAIN MENU

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
-----
KLSVSEL1          UCCNET CL/Supersession Main Menu      More:
Select sessions with a "/" or an action code.

Session ID  Description                                     Type  Status
-----
█ CICS SPSC  CICS SANTA CRUZ PPS PRODUCTION                    Multi
_ CICS STSC  CICS SANTA CRUZ PPS TEST                          Multi

Command ==>
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
1/L10TAAJT

```

4. Select the PPS Production Data Base by typing an 'S' in the entry field on the same line and hitting **Enter**.

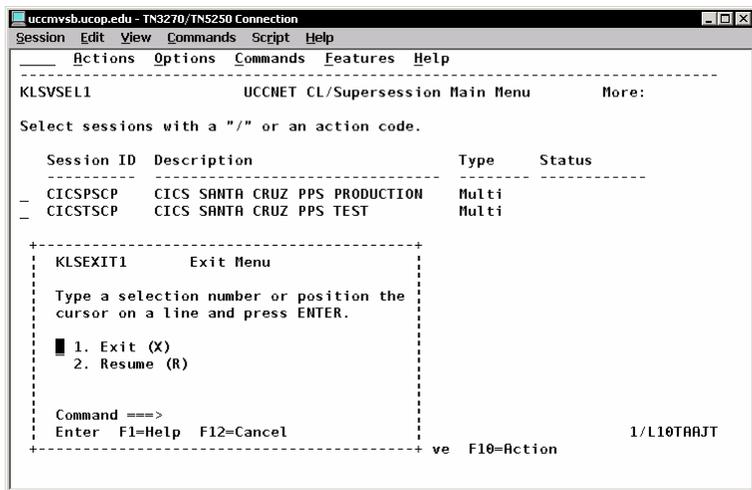
The **Main Menu** appears.

Logging Off

When you wish to leave the system:

1. Use **F12** to go to the **Supersession Main Menu**.
2. Use **F3** to bring up the **Exit Menu**.

SUPERSESSION MAIN MENU



3. Type an 'X' on the **Exit** line, and press **Enter** .

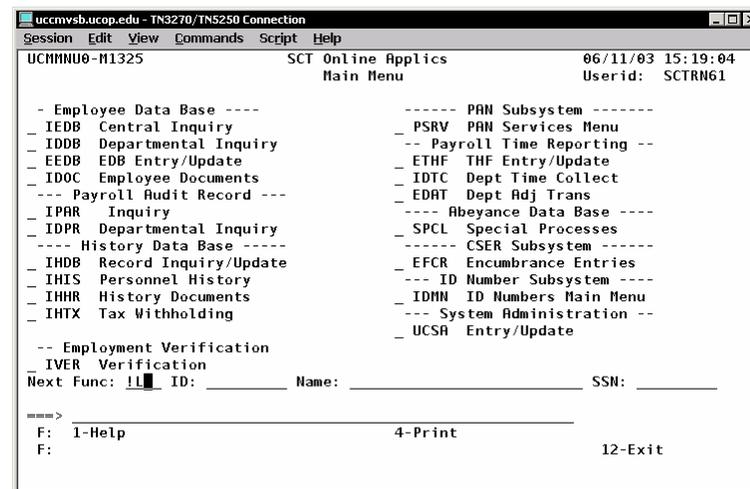
Locking the Keyboard & Screen

When a user is interrupted or needs to leave their workstation for a short period of time, instead of logging off they can lock the keyboard and screen to prevent any unauthorized data entries to the procedure presently open or to protect the information on the screen.

To lock the keyboard, place the cursor in the Next Function field and enter **!L**, then press **Enter**. *NOTE: this will not work with the keyboard's caps lock on.* This brings up the **Terminal is**

Locked screen. To return to the previous function and continue working in PPS, enter your password.

EXAMPLE OF INVOKING THE KEYBOARD LOCK



TERMINAL IS LOCKED SCREEN



Cursor Movement & Navigation

The cursor is usually positioned at the first modifiable data field when the function is first displayed. The cursor always moves between entry fields first from left to right, then from top to bottom. There are several methods of moving the cursor from one field to another:

Tab/Shift Tab Keys

Pressing the **Tab** and **Shift Tab** keys positions the cursor in the next or previous data entry field.

- The **Tab** key moves the cursor to the next modifiable data field. If the cursor is currently at the last modifiable field, it will move to the first modifiable field.
- The **Shift Tab** key moves the cursor to the previous modifiable data field. If the cursor is currently at the first modifiable field, it will move to the last modifiable field.

Other Keys

New Line Key

Pressing the **Pause** or **F15** key positions the cursor in the next Data Entry field below the current line. If a Data Entry field has not been found below the current line, the cursor will move to the first Data Entry field starting at the top of the screen.

F9 - Jump Key

Pressing the **F9 Jump** key moves the cursor from the current position to the Next Func field or from the Next Func field to the previous cursor position on the screen.

EAPP Jump Key

Pressing the **F9 Jump** key while in the EAPP function moves the cursor from the body of the screen to the Command Line in preparation for an add or copy command. If the employee record has not been modified, the Jump function moves the cursor from the body of the screen to the Next Func field.

Arrow Keys

The arrow keys move the cursor one space or line at a time to any position on a screen.

Your terminal may jam if you use the arrow keys for navigation. It can also be difficult to locate the first position in the Data Entry field when arrow keys are used to navigate. The other cursor movement options, e.g. **Tab**, **Shift Tab**, **Pause**, **F15**, automatically position the cursor to the appropriate place for data entry.

Automatic Movement (Autoskip)

If the data entered fills the field, the cursor moves to the next data entry position automatically. If you do not complete the field, you must use the **Tab/Shift Tab** keys or the **Pause** or **F15** key to move to the next desired field.

FUNCTION SELECTION

```

uccmvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCFMNU0-M0795      SCT EDB Entry/Update      06/11/03 15:19:56
                    Function Code Menu      Userid: SCTRN61

- BUND Bundle Menu
- EEID Employee Identification
- EPD1 Employee Personal Data 1
- EPD2 Employee Personal Data 2
- EALN Alien Information
- ETAX Tax Information - Central Ofc
- XTAX Tax Information - Departments
- ECHK Check/Surepay Disposition
- EDED Miscellaneous Deductions
- EACD Academic Service
- ELIC License/Certificate Data
- EHON Honors Data
- EAWD Awards Data
- EBND US Savings Bonds
- EWSP Work Study Program Limits
- EMIS Miscellaneous Information

- WHO Employee Browse
- EAPC Appts./Distributions-Condensed
- EAPP Appointments/Distributions
- EPER Personnel-Miscellaneous
- ELVE Leave of Absence Data
- EBCC Background Check Data
- ESEP Separation
- ELOF Layoff Data
- ERET Retirement Information
- EINS Insurance Enrollment
- EELI Executive Life Insurance
- EDEP Dependent Data
- EGTN Misc. Deductions - Central
- EDEM Misc. Deductions - Mass Entry
- EDES Data Element Selection
- EUUCI University Contribution Ind.

Next Func:  ID:      Name:      SSN:

====>
F: 1-Help      3-PrevMenu  4-Print
F:      8-Forward  9-Jump      12-Exit

```

Function Selection

You may select an individual function by entering the function code in the Next Func field. You should also specify a record key before pressing **Enter**, or the Employee Browse function will automatically appear. (Refer to subsection on [Accessing Employee Records](#) later in this section.)

For example, to access the EPD1 Function for an employee whose ID number is 790729143:

- In the Next Func field type **EPD1**.
- In the ID field, type **790729143**.
- Press **Enter**.

EXAMPLE OF PAGE SCROLLING.

```

uccmvb.ucop.edu:uccmvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPEAPP0-E1287      SCT EDB Entry/Update      10/06/00 14:27:35
04/20/00 21:22:02  Appointments/Distributions  Userid: SCPPSJL
ID: 120000100 Name: NAVIGATION, JOE B      Pri Pay: MA
                    PAF Gen No: 2
Appt Actions Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
20      1 3      080195  123195  002107
Title 9603 LABORATORY ASST II      Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
      0.75 V 10.1500 H MA A A

Dist Actions L Acct CC Fund PC S FTE Dis %
21      7 445075 53416 2 SOCSCI/AGROECOLOGV RESE 0.7500
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
080195 123195 1.0 10.1500 REG - - -

Dist Actions L Acct CC Fund PC S FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: ID: Name: SSN:

====>
F: 1-Help      3-PrevMenu  4-Print      5-Update
F:      8-Forward  9-Jump      12-Exit

Line 6 Column 9

```

Scrolling Between Pages of a Function

Scrolling is the method used to display additional data when there is more data than can fit on a single screen. Use **F7 Backward** and **F8 Forward** to scroll among pages of the function to display the full range of data. **F7 Backward** and/or **F8 Forward** will appear in the footer if they are available for use.

- Press **F7 Backward** to display the previous page of available data.
- Press **F8 Forward** to display the next page of available data.

For example, “Pg 01 of 03” is displayed on the right of the fourth line indicating that there is additional appointment/distribution information. To access it, use **F8 Forward**, which appears in the footer.

BUNDLE SELECTION

```

ucmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCFMNU0-M0795      SCT EDB Entry/Update      06/11/03 15:20:16
                   Bundle Menu              Userid: SCTR61

- SHIR Staff New Hire          - AUHI Academic Student Hire
- SREH Staff Rehire           - AURH Academic Student Rehire
- SCLS Staff Chng: Recl/Prom/Trn/Dem
- SRNW Staff Renew Appt       - UHIR Stud New Hire
- SMRT Staff Merit/Six Month Increase
- SLOA Staff LWOP/Chng Leave Rtrn Dte
- STEH Staff Temp Action      - UREH Stud Rehire
-                               - LIHI Casual to Career/Carr to Cas
-                               - ADDL Additional Empl
- AHIR Acad New Hire          - SEPR Separation
- AREH Acad Rehire           - PCNT Chng % Time Worked
- APRO Acad Chng: Pro/Empl - dif Sers
- ARNW Acad Renew Appt       - TERM Term Appt & Chg Hm Dept
- AMRT Acad Merit            - STRT Staff/Acad Reduction in Time
- ALOA Acad Sab/LWP/LWOP     - SRDC Salary Reduction Defined Contr
- ARCL Academic Recall       - INSD Insurance, Dependents
- EMTS Emeritus              - NEWE New Enrollee/Employee
-                               - NTCZ Naturalized Citizen

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

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

```

Bundle Selection

To access the menu of bundle function codes, type **BUND** in the **Next Func** field. Press **Enter**.

You may select a bundle (a set of related functions) by entering the bundle's function code in the Next Func field. For all bundles, except hire and rehire bundles, you should also specify a record key before pressing **Enter**. To select:

For example, to select an academic new hire bundle:

- In the **Next Func** field, type **AHIR**.
- Press **Enter**.

Fastpath to a Function or Bundle

To reach a desired function or bundle directly, without going through the menus, you may key in its function code in the Next Function field on any function.

Navigating Within a Bundle

If a bundle has more than one function, you may use the **F10 PrevFunc** and **F11 NextFunc** keys to move from function to function in the bundle order. **F10 PrevFunc** and/or **F11 NextFunc** will appear in the footer if they are available for use.

- Press **F10 PrevFunc** to move to the previous function within the bundle.
- Press **F11 NextFunc** to move to the next function within the bundle.

You may access any function within the bundle by typing the function code, e.g., EAPP, in the Next Func field, regardless of the bundle order. However, you cannot select a function that is not included in the bundle.

You can exit a bundle only by successfully updating the system or canceling the transaction. If the transaction is canceled, you must initiate the entire bundle again; there is no mechanism to store "work-in-progress."

Accessing Employee Records

The system provides two methods to access employee information:

1. Record Keys
2. Employee Browse function (WHO)

Using the **record keys** is the quickest way to access employee information. However, you can also use the **browse** function to locate employee information if you are unsure of the employee ID, name, or Social Security number for the employee record you want. Both record selection methods are described next.

Using Record Keys

You can easily select an employee record by entering a unique key. There are three record keys for each employee:

- Employee ID
- Employee Name
- Social Security Number

To select an employee record, enter one of the above record keys in the appropriate field, using the following formats:

- Employee ID – Enter the nine-digit ID.
(note: *this is the fastest way to access the employee record.*)
- Name – The Name is entered Last Name,(space)First Name(space)Middle Initial (e.g., Doe, Jane Q) There must be a comma after the last name, then a space after the comma. The Employee Browse function will automatically appear if there is no employee with the specified name, or if there is more than one employee with that name.

- SSN – The nine-digit Social Security Number is entered without hyphens or slashes (e.g., 987654321).

In order to display employee information on the desired data entry function, it is necessary to enter a valid employee record key and function.

Using the Employee Browse Screen (WHO)

The Employee Browse function (WHO) is provided to assist you in locating employee record key data.

EMPLOYEE BROWSE (WHO) FUNCTION

uccmysb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPWH00-1579 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

The Employee Browse function may be accessed in several ways:

- By entering the function code **WHO** in the **Next Func** field on any function.
- By entering a non-unique or incomplete employee record key.
- By selecting a function without entering an employee record key.

When the Employee Browse function is displayed, there are two methods to select the employee record to be viewed:

1. Ensure that the desired function has been entered in the Next Func field. Position the cursor to the left of the employee information on the list. Press **Enter**.
2. Ensure that the desired function has been entered in the Next Func field. Enter the employee record key in the corresponding key field. Press **Enter**.

Hints for Accessing Employee Records

- To display the same function for a different employee, enter a new employee record key.
- To display a different function for the same employee, enter a new function code.
- To display a different function for a different employee, enter a new function code and a new employee record key.

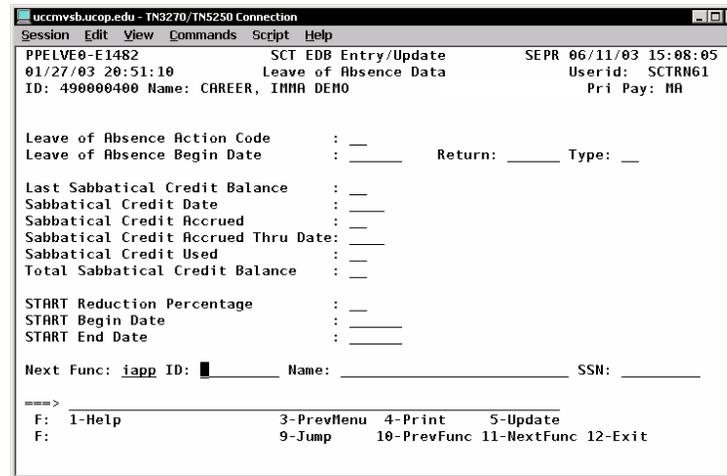
Nesting to Another On-line Subsystem

Nesting is the process of temporarily leaving the EDB Update subsystem to access another on-line subsystem.

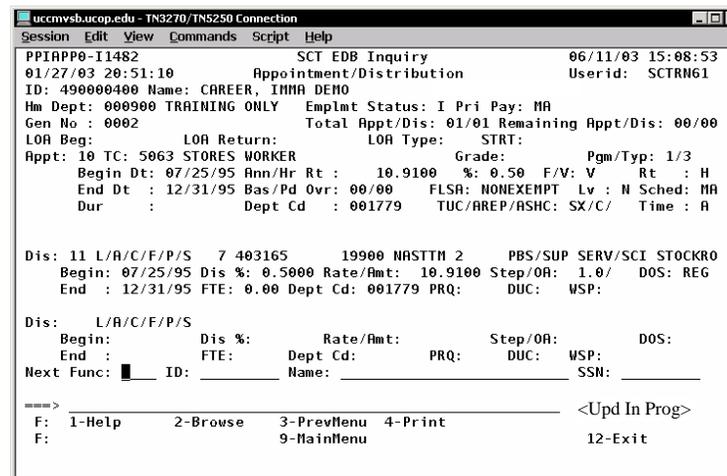
When using the EDB Entry/Update subsystem, you may view an EDB inquiry function by typing the function code of an inquiry function in the **Next Func** field. The message **Upd in Prog**, (update in progress), is displayed in the lower right corner of the inquiry function. This serves as a reminder that you need to return to the EDB Entry/Update subsystem and complete the update function. To return to update, press **F12 Exit**.

For example, when entering leave of absence data for an employee record on the ELVE function, you may wish to check the employee's appointment data before requesting the update. You would enter **IAPP** in the **Next Func** field to go to Inquiry.

ELVE FUNCTION WITH IAPP IN NEXT FUNC FIELD



IAPP FUNCTION WHILE “NESTING” IN ELVE FUNCTION



To return to On-line EDB Entry/Update, press **F12 Exit** on the EAPP function and you will return to the ELVE function.

Entry/Update Commands

Overview

On each entry/update function, you may add new data, change existing data, or delete existing data for an employee. You may enter data in all the modifiable fields on the function, or only in selected fields. To begin entry of data, first select the appropriate function or bundle.

Procedure

1. When an entry function is displayed, the cursor will be positioned on the first modifiable field. If no change is desired for that particular field, move the cursor to the desired field by using the **Tab** key, or by using the **Pause** or **F15 Newline** key.
 2. Enter data in the field, keying over any data that is currently displayed. Each entry field allows space for the maximum number of characters which may be entered.
 3. If the data entered fills the field, the cursor will automatically move to the next field. If the data entered does not fill the field, press **Tab** to move to the next field to be entered. If necessary, clear out any old data remaining in the field by using the **End** key or by spacing over the data.
 4. If you enter data or a space in the last position of the entry field, the cursor will automatically "jump" to the next field on the function.
 5. Press **Enter** after all desired changes have been made. This causes preliminary edits to be performed on the entered data. If there are range/value errors on one or more entered values, the fields in error will be highlighted and the cursor will be positioned on the first field with an error.
 6. Correct any data which has caused an error.
7. If in a bundle, press **F11 NextFunc** to move to the next function, if desired.
 8. Press **F5 Update** to proceed with the update, or **F2 Cancel** to cancel the entry.

Notes and Tips

- Data may be entered in either upper or lower case. It will be converted to upper case.
- If you key over existing data in a field, and the new data does not completely overlay the old data, you must use the **End** key or space over the unrelated data in the field. Pressing **Tab** after the new data is entered will not erase the remaining unrelated data in the field.
- The user may delete existing data in a field by entering an asterisk (*) in the first position of the field. When **Enter** is pressed, the asterisk remains and the rest of the field is blank.
- If you key over existing data in a field in error, the original data can be restored by positioning the cursor on the first position of the field, pressing the **End** key and then pressing **Enter**.
- If you are entering data in a function bundle, one or more fields on each function may be highlighted. Highlighting indicates that the field has been identified as critical to the functional process associated with the bundle. Pay particular attention to these fields; make sure that correct values have been entered in all fields.
- At any time after entering data in one or more fields, you may press **Enter** to perform preliminary edits of the data entered on that function.
- Press **F1 Help** while the cursor is positioned on a field to get **Field Level Help** for the data element. If the Field Level Help

text contains a list of values for the field, you may copy the desired value back from the Help window to the function screen by positioning the cursor at the desired value and pressing **F4 Copy**.

- Range/value edits are also performed and any errors are highlighted when **F5 Update**, **F10 PrevFunc**, or **F11 NextFunc** is pressed. All range/value errors must be corrected before continuing with the update or proceeding to another function in a bundle.

EAPP Function -- Special Commands

On-line entry commands are available on the EAPP functions to facilitate the on-line entry process.

Special commands are typed on the command line (==>).

Add Commands

The appointment and distribution Add Commands are used to create a new appointment or distribution line. You may specify the number of the appointment or distribution or you may indicate that the system should assign the next available number. It is recommended that you allow the system to assign the appointment or distribution numbers. The appointment or distribution number will be filled in on the screen and the remainder of the appointment or distribution line information will be blank. The cursor will be positioned at the first modifiable field for the new appointment or distribution, enabling you to enter the rest of the information.

- “**add nn**,” where *nn* is an appointment or distribution number.
- “**add a**,” where *a* indicates that the next available appointment number should be used.
- “**add d**,” where *d* indicates that the next available distribution number for the displayed appointment should be used.

An error message is issued if the entered appointment or distribution number already exists for the employee or is an invalid number.

Copy Commands

These commands are used to copy information from an existing appointment or distribution to a specified new appointment or

distribution line *within one employee record*. The new line will be displayed with the specified appointment or distribution number filled in; all other information will be identical to the copied line. You may then change information on the new line as desired.

The COPY command can be abbreviated C, as in C aa to bb.

- “**copy xx to yy,**” where **xx** is an existing appointment or distribution number and **yy** is the number of the appointment or distribution to be added.
- “**copy xx to *,**” where **xx** is an existing appointment or distribution number and * indicates that the next available appointment or distribution number should be used for the new entry.
- “**copy aa to bb, cc to dd, ee to ff,**”...where **aa to bb** is one copy command, **cc to dd** is a second copy command, and **ee to ff** is a third command, and so on.

An error message is issued if any of the following errors occur:

- The appointment or distribution number to be copied *FROM* does not exist for the employee or is an invalid number.
- The appointment or distribution number to be copied *TO* already exists for the employee or is an invalid number.
- An appointment number is specified to be copied to a distribution number.
- A distribution number is specified to be copied to an appointment number.

Delete Command

The DELETE command is only used in exceptional circumstances:

- to remove from the record any future appointments or distributions that will never take effect because a subsequent personnel action has made them obsolete
- to delete appointments/distributions that have been set up in error and for which no payment has been generated.

*Do **not** use the DELETE command to remove expired appointments because this will affect the employee's record in personnel history.*

Using the DELETE Command

The associated line of information will be blanked out when this command is entered. Note that the actual delete does not take place until the update is requested; therefore the “blanked out” information can be recovered by pressing **F2 Cancel**.

- “**delete nn,**” where **nn** is an appointment or distribution number.
- “**delete aa,bb,cc,**” where **aa** is one appointment or distribution number to delete, **bb** is a second number to delete, **cc** is a third number to delete, and so on. This allows you to delete several appointments and/or distributions with a single command.
- An error message is issued if the entered appointment or distribution number does not exist for the employee or is an invalid number.

Example of Use of the DELETE Command

For example, you may use the DELETE command when entering a separation to remove future distributions not yet in effect as of the separation date.

First, enter the separation date on the appointment and enter an asterisk (*) in the Duration field to delete the “I.” Next, delete the future distribution line 22 which will never take place. The

changes to the appointment and distribution are underlined in the illustration below:

EAPP IN THE SEPR BUNDLE: EXAMPLE OF USING DELETE COMMAND

```

uccmsvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPEAPP0-E1419      SCT EDB Entry/Update      SEPR 06/11/03 15:10:38
01/27/03 20:50:54  Appointments/Distributions      Userid: SCTRNG61
ID: 45000100 Name: NAVIGATION, JOE B      Pri Pay: MA
      PAF Gen No: 2      Pg 01 of 03
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
20      _____ 1 2 _____ 080195      123195      * 002107 0
Title
9603 LABORATORY ASST II      _____ 0.75  V 10.1500  H MA  A  A
Dist  Actions  L Acct  CC  Fund PC  S      FTE  Dis %
21      _____ 7 445075 53416 _____ 2  SOCSCI/AGROECOLOGY RESE 0.75 0.7500
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      080195      123195      1.0  -   10.1500      REG  -   -   -
Dist  Actions  L Acct  CC  Fund PC  S      FTE  Dis %
22      _____ 7 445075 53416 _____ 1  SOCSCI/AGROECOLOGY RESE 0.75 0.7500
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      010196      999999      1.0  -   10.1500      REG  -   -   -
Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
====> delete 22
F: 1-Help      2-Cancel      4-Print      5-Update
F: 8-Forward   9-Jump       10-PrevFunc 11-NextFunc

```

GOTO Command

This command is used to move the cursor to the function which contains information associated with the entered appointment or distribution number.

- “**goto nn**,” where *nn* is an appointment or distribution number.
- “**Ann**,” where *nn* is an appointment number.
- “**Dnn**,” where *nn* is a distribution number.

An error message is issued if there is no matching appointment or distribution number or if the entered number is not valid:

DO NOT CONFUSE *GOTO* COMMANDS *ANN* AND *DNM* WITH THE ON-LINE ENTRY COMMANDS *ADD* AND *DELETE*.