

1.6 SYSTEM MESSAGES

Overview

In the EDB On-line Entry/Update environment, various messages are displayed by the system in response to data entry actions you have taken on a function. Messages may also appear in response to conditions detected while performing edits on entered data.

Types of Messages

There are three types of error messages:

Navigation Messages

If you make a navigation error, a system message will alert you that the action you requested is not valid and may provide guidelines on how to proceed.

Data Entry Messages

The system performs range/value edits to find invalid data values. A message regarding the range/value error is displayed immediately on the data entry function. You may correct the invalid data and continue with additional changes. Data entry error messages are described in detail in the subsection Data Entry Messages.

Consistency Edit Messages

When you attempt to update the database, the system edit process checks all the data entered for that employee. Error messages from this process are displayed on the Consistency Edit (ECON) screen and on the Message Report (IMSG) screen. You can correct this data directly on the ECON screen or return to the data

entry function and make the required corrections. After correcting errors, request update again and the data will be re-edited. On the IMMSG screen you can only review messages; you can not make any corrections. To correct a message appearing on IMMSG you must go to the appropriate function, make the correction, and update.

Navigation Messages

If you make a navigation error, a navigation message is displayed to alert you. For example, if you press **F12 Exit** on a data entry function before canceling or completing the update, the following message is displayed: **U0004 Exit not permitted while update in progress.**

EXAMPLE OF A NAVIGATION MESSAGE

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E0943          SCT EDB Entry/Update          08/09/95 09:37:10
08/07/95 12:16:45      Appointments/Distributions          Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA          Pri Pay: MA
          PAF Gen No: 12          Pg 01 of 01
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
10    5 4    -    -    -    091695     093096     002406
Title  Grade %Full F/U Ann/Hr Rate  Rt Sch Time Lv
4920 ASSISTANT III          - 0.12  U    5.8400  H MA  A N

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
11    7 680203  20000  2 CROWN/PEER ADVISING          0.1200
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      091694    113095          -    -    5.8400     REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
12    7 680203  20000  2 CROWN/PEER ADVISING          0.1200
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      120195    063096          -    -    7.9900     REG  -   -   -

Next Func:  ID:          Name:          SSN:
U0004 Exit not permitted while update in progress
===>
F: 1-Help  2-Cancel  9-Jump  4-Print  5-Update
IBM-3278-2-E 09:36:53

```

A selection of navigation messages follows:

Message No.	Description
U001	Input accepted This message is issued when Enter is pressed after data has been entered on an entry function if no preliminary errors are detected in the entered data.
U0003	Invalid function key This message is issued when an F key is pressed and the associated function is not currently available
U0004	Exit not permitted while update in progress This message is issued when data has been entered on an entry function and F3 PrevMenu or F12 Exit is pressed before Enter is pressed, or while trying to go to another function before update.
U0005	Final edit errors found This message is displayed on the ECON screen when there are one or more error conditions detected in the edit process.
U0006	Update not supported This message indicates a serious technical problem related to a missing application program. If this message is seen, contact the IRC.

Message No.	Description
U0007	Update process complete This message is issued on an entry function after F5 Update is pressed if no errors are detected which result in transfer to the ECON screen. This message is also issued on the ECON screen after F5 Update is pressed if there are no errors with an Employee Reject severity.
U0008	Process canceled This message is issued if F2 Cancel is pressed on an entry function after data has been input, or on the ECON screen while messages are displayed.
U0009	Record switch not permitted while update in progress This message is issued if data has been entered on an entry function and an employee key is entered in the ID, Name, or SSN fields.
U0011	Invalid function code This message is issued if a value which is not recognized as a Function Code is entered in the Next Func field.
U0012	Subsystem unavailable This message is issued if a Function Code is entered which is part of a subsystem (such as Inquiry or PAR) which is not currently available for use.

Message No.	Description
U0013	Not authorized for this function This message is issued if the user enters a Function Code and his or her User ID has not been granted authorization to access that function.
U0015	Function not valid while update in progress This message is issued if the user has entered data on an entry function, and then, before requesting F5 Update, branches to a function in another subsystem, such as Inquiry, and attempts to branch out of that system before returning to the function where the update is in progress.
U0016	Enter a function code This message is issued when an employee key (Name or SSN) is entered and there is no entered or assumed value in the Next Func field. Note that the value of Next Func is assumed to be the same as the current function if a new employee key is entered on an entry function.
U0017	Not authorized for this function and record combination This message is issued if the user enters an employee identifier which his or her User ID is not authorized to access.

Message No.	Description
U0024	Function code entry not permitted on this screen This message is issued when a valid Function Code is entered on the command line of the ECON screen.
U0025	No update data entered This message is issued when F5 Update is pressed and no data has been entered on an entry function.
U0026	Unassigned function This message indicates a serious technical problem related to a function associated with an F key being unavailable. If this message is seen, contact the IRC.
U0027	This screen must be completed This message is issued from the first function in a 'new hire' bundle if the user enters a Function Code in the Next Func field before the Employee ID is provided.
U0028	Function is not within the current bundle This message is issued if a valid Function Code is entered in the Next Func field but the user is currently in a screen bundle and the entered Function Code is not defined as part of the bundle.

Message No.	Description
U0029	Invalid data entered on command line This message is issued if data is entered on the command line which is neither a valid Function Code nor a recognized command.
U0030	<Upd In Prog> This special informational message is displayed in the rightmost position of the command line when a user branches to another application, such as Inquiry, after entering data on one or more entry functions, and before requesting update.
U0031	Entry of this function code is invalid This message is issued when the Function Code 'ECON' is entered in the next func field. Note that the ECON screen may not be selected by the user; it is automatically displayed when the edit process issues one or more error messages that meet or exceed the campus-defined message severity threshold level.

Data Entry Messages

Data entry messages fall into three categories:

- Informational messages
- Instructional messages
- Error messages

EXAMPLE OF AN INFORMATIONAL MESSAGE

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP@-E0943 SCT EDB Entry/Update 08/09/95 09:38:33
08/07/95 12:16:45 Appointments/Distributions Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA Pri Pay: MA
PAF Gen No: 12 Pg 01 of 01
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
10 S 4 - - 091694 093096 002406
Title 4920 ASSISTANT III Grade Full F/U Ann/Hr Rate Rt Sch Time Lv
- 0.12 U 5.8400 H MA A N
Dist Actions L Acct CC Fund PC S FTE Dis %
11 7 680203 20000 2 CROWN/PEER ADVISING 0.1200
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC USP
091694 113095 - - 5.8400 REG - - -
Dist Actions L Acct CC Fund PC S FTE Dis %
12 7 680203 20000 2 CROWN/PEER ADVISING 0.1200
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC USP
120195 063096 - - 7.9900 REG - - -
Next Func: ID: Name: SSN:
U0008 Process cancelled
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update 12-Exit
F: 9-Jump
IBM-3278-2-E 09:38:07
    
```

Informational Messages

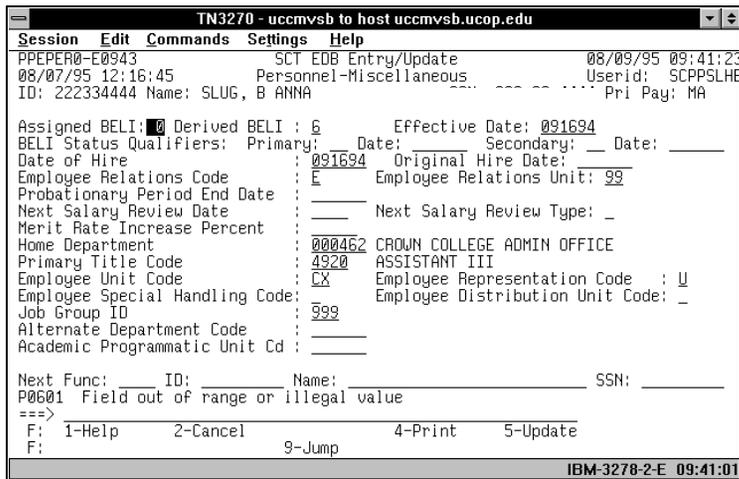
Informational messages inform you that an action has been completed. No response is required for an informational message. For example, if you press **F2 Cancel** twice, the message **U0008 Process Canceled** is displayed.

Instructional Messages

Instructional messages alert the user to an action that must be taken. The user must complete the specified action before processing can continue.

For example, when two users simultaneously enter data for the same employee, the following message is displayed on the screen of the second user to press the **F5 Update** key: **P0603 Intervening Update Has Occurred. Re-enter Changes.**

EXAMPLE OF AN ERROR MESSAGE.



Error Messages

Error messages inform you that a data error has occurred and that processing cannot continue unless it is corrected. You must correct the invalid data or supply the missing data before processing can continue, OR press **F2 Cancel twice** to cancel the transaction.

Range and Value Edit

After you enter data on the entry function and press either **Enter**, **F5 Update**, **F9 Jump**, **F10 Prev Func**, or **F11 Next Func**, range/value edits are performed on the entered data. A message is issued if one or more fields contain an invalid value, and the cursor is positioned on the first field in error. You must supply a valid value before the update can proceed.

For example, you have entered a value of "0" in the Assigned BELI field on the EPER function. Message **P0601 Field out of range or illegal value** is displayed. You may access **F1 Help** to see that the only valid values for Assigned BELI are "1" through "9".

When all of the data passes range/value edits, press **F5 Update** to perform consistency edits on the entered data.

A selection of informational, instructional, or error messages follows:

Message No.	Description
P0601	Field out of range or illegal value This message is issued if the entered value for one or more fields on the function is not valid for that data element.
P0602	Duplicate Code Entered This message is issued if the same value is entered for a key field for data which can have multiple occurrences on the employee's record.

Message No.	Description
P0603	Intervening Update Has Occurred. Re-enter Changes This message is issued if this employee's record has been updated by another user since the user receiving the message selected the employee's record for update.
P0604	Invalid appointment number This message is issued if an invalid appointment number is used in a command to add or copy appointment information.
P0605	Invalid distribution number This message is issued if an invalid distribution number is used in a command to add or copy appointment information.
P0606	Invalid command syntax This message is issued if a command entered on the command line is not a recognized command.
P0610	Appointment already exists for employee This message is issued if the appointment number used in an add or copy to command matches an appointment number which already exists for the employee.

Message No.	Description
P0611	Appointment does not exist for employee This message is issued if an appointment number used in a delete or copy from command does not match an existing appointment number of the employee. It is also issued if a distribution number used in an add or copy to command does not have a corresponding appointment number established for the employee.
P0612	Distribution already exists for employee This message is issued if the distribution number used in an add or copy to command matches a distribution number which already exists for the employee.
P0613	Distribution does not exist for employee This message is issued if a distribution number used in a delete or copy from command does not match an existing distribution number for the employee.
P0620	New Employee ID Number invalid or already on EDB This message is issued if the Employee ID Number entered on function EEID is invalid or already exists on the EDB.

Message No.	Description
P0622	No more appointments available for employee This message is issued when a command to add a new appointment has been entered and the employee record already has nine appointments.
P0623	No more distributions available for this appointment This message is issued when a command to add a new distribution has been entered and the employee record already has eight distributions.
P0624	Appointment deleted This message is issued when a command has been entered on the EAPP function to delete an existing appointment for an employee. Note that the appointment is not actually deleted until F5 Update has been pressed.
P0625	Distribution deleted This message is issued when a command has been entered on the EAPP function to delete an existing distribution for an employee. Note that the appointment is not actually deleted until F5 Update has been pressed.

Message No.	Description
P0628	Rates/amounts shifted for rate code change This message is issued when the Appointment Rate Code value is changed to indicate that the on-line system has adjusted the decimal alignment of the Appointment Pay Rate and Distribution Pay Rate fields to conform to the expected format.
P0635	Not authorized to update this employee record This message is issued if system security has determined that the User ID does not have update authority for the current employee record being displayed.
P0642	Employee ID Entered For Rehire Is Not On EDB This message is issued if a rehire bundle has been selected and the employee ID entered is not already on the EDB.

Consistency Edit Messages (ECON)

Consistency edits compare and test related data elements, depending upon the nature of the input transaction. For example, changing an employee's appointment or distribution triggers a set of consistency edits related to appointment/distributions, but not to medical insurance. Consistency editing looks at an employee record as it will appear after an update. It attempts to detect inconsistencies among groups of related data elements, some of which are being updated and some which are not.

The Consistency Edit screen is displayed when you submit data for update by pressing **F5 Update** and the edit process detects inconsistencies in the data entered and/or other data in the Employee Data Base (EDB).

A message for any inconsistency in the employee's data may appear on the ECON screen even though it is not related to the changes you entered. (For example, after entering an employee's pay rate, you get a message on the ECON screen regarding missing address information.)

When a message is displayed, the cursor is positioned at a data element associated with the message so that corrections can be made.

If no inconsistencies are detected, the ECON screen will not be displayed. The ECON screen cannot be requested by system users.

From the ECON screen you may:

- Review Data Errors.
- Correct Data Errors.
- Return to a function Screen.

- Proceed with the Update.
- Cancel the Update.

Message Severity

Each message displayed on the ECON screen has an associated severity level. Below are the message severity's that are used in the On-line EDB Entry/ Update process.

MESSAGE SEVERITY

Name	Abbreviation	Description
Employee Activity Reject	EMPL REJ	The employee record will not be updated with the entered changes. The identified error must be corrected or the update must be canceled.
Data Override	DATA OVR	Entered data will be replaced with a derived value, or a missing required field will be derived by the system.
Warning	WARNING	There is a possible error or inconsistency in the entered data. The change will be accepted as entered.
Implied Maintenance	IMPLD MT	The system will derive or re-derive one or more data element values based on other changes made.

Name	Abbreviation	Description
Informational	INFORMTL	The system has detected a condition that is not an error but which may be helpful for the user to note.

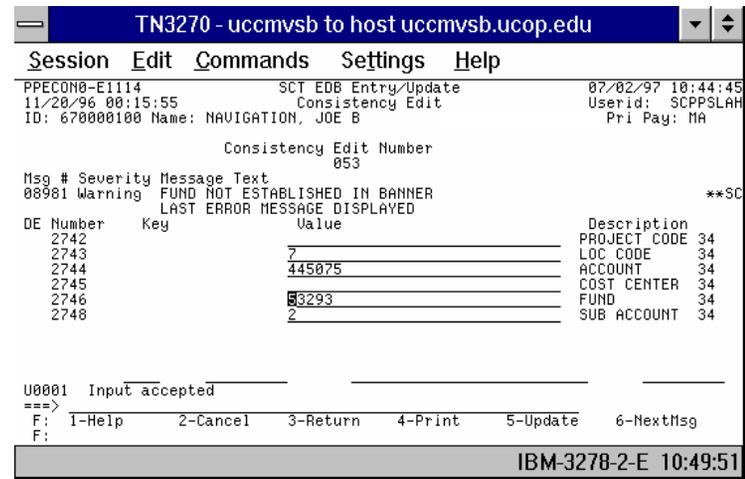
The ECON screen is displayed automatically for all instances of Warning, Data Override (DATA OVR), and Employee Activity Reject (EMPL REJ) messages. Other error messages are accessed by typing **IMSG** in the Next Func field.

Message Order

Messages are displayed on the ECON screen sequentially, one message on the screen at a time. The message with the highest (most serious) severity is presented first. If there are additional messages to review, **F6 Next Msg** will be displayed in the footer. To review additional messages, press **F6 Next Msg**. On the last message screen, you will see the statement "LAST ERROR MESSAGE DISPLAYED."

Each time a message is displayed, the cursor is positioned at a data element associated with the message so that it can be corrected.

THE LAST ECON MESSAGE



Consistency Edit Triggers

Consistency edits are numbered 01, 02, 03, and so on. Here are some examples and related data elements that trigger a specific consistency edit.

Consistency Edit 01 (Appointment Level)

Hire Date	(0013)
Appointment End Date	(2003)
Duration of Employment	(2004)
Annual/Hourly Rate	(2014)
Pay Schedule Code	(2016)
Leave Accrual Code	(2018)
Without Salary Indicator	(2028)
Appointment Begin Date	(2002)

Title Code	(2006)
Fixed/Variable Code	(2013)
Rate Code	(2015)
Time Reporting Code	(2017)
Appointment Type Code	(2020)

Consistency Edit 02 (Appointment Level)

Duration of Employment	(2004)
Personnel Program Code	(2007)
Basis Code	(2010)
Appointment Type Code	(2020)
Title Code	(2006)
Salary Grade	(2008)
Paid Over Code	(2011)

Consistency Edit 03 (Appointment Level)

UC Student Code	(0119)
Appointment End Date	(2003)
Appointment Percent	(2012)
Pay Schedule Code	(2016)
Leave Accrual Code	(2018)
Appointment Begin Date	(2002)
Duration of Employment	(2004)
Fixed/Variable Code	(2013)

Time Reporting Code	(2017)
Appointment Dept Code	(2032)

Consistency Edit 04 (Distribution Level)

Distribution Level	(2014)
Account Number	(2044)
Sub Account Code	(2048)
Pay Begin Date	(2053)
Distribution Pay Rate	(2055)
Location Code	(2043)
Fund Number	(2046)
Distribution Percent	(2052)
Pay End Date	(2054)
Description of Service Code	(2056)

Consistency Edit 05 (Distribution Level)

Location Code	(2043)
Fund Number	(2046)
Work Study Program Code	(2062)
Account Number	(2044)
Sub Account Code	(2048)

Consistency Edit 06 (Appointment & Distribution Level)

Appointment End Date	(2003)
Appointment Percent	(2012)

Rate Code	(2015)
Off/Above Scale Indicator	(2050)
Distribution Percent	(2052)
Pay End Date	(2054)
Description of Service Code	(2028)
Salary Grad	(2008)
Fixed/Variable Code	(2013)
Salary Step	(2013)
Distribution FTE	(2051)
Pay Begin Date	(2053)
Distribution Pay Rate	(2055)

Consistency Edit 07 (Employee Level)

Citizenship Status Code	(0292)
UC Student Status Code	(0119)
Retirement System Code	(0122)
Benefits Eligibility Level Ind	(0360)
Visa Type Code	(0110)
FICA/MED Eligibility Code	(0120)
DCP Plan Code	(0129)

Consistency Edit 08 (Employee Level)

Primary Health Plan Code	(0292)
Primary Hlth Pl Erngs Eff Dt	(0294)

Secondary Hlth Plan Cov Code	(0297)
Benefits Eligibility Level Ind	(0360)
Primary Hlth Plan Coverage Cd	(0293)
Secondary Health Plan Code	(0296)
Secondary Hlth Pl Erngs Eff Dt	(0298)
Health Opt-Out Indicator	(0377)

Consistency Edit 09 (Employee Level)

Last Day on Pay Status	(0189)
Life Insurance Salary Base	(0275)
Life Insur Erngs Eff Date	(0277)
AD&D Principal Sum	(0280)
AD&D Earnings Eff Date	(0282)
LTD Earnings Effective Date	(0285)
Dep Life Insur Erngs Eff Date	(0188)
Life Insurance Plan Code	(0276)
Dependent Life Insur Plan Code	(0378)
AD&D Coverage Code	(0281)
LTD Salary Base	(0283)

Consistency Edit 10 (Employee Level)

Retirement System Code	(0122)
STD Salary Base	(0288)
STD Earnings Eff Dt	(0290)
NDI Code	(0123)
STD Waiting Period	(0289)

Consistency Edit 11 (Employee Level)

Check Disposition Code	(0201)
Bank Account Number	(0203)
SurePay Chk/Sav Act Cd	(0226)
SurePay Bank Table Key	(0230)
Address-Check-City	(0303)
Address-Check-Zip	(0305)
Bank Table Key	(0202)
SurePay Bank Account #	(0225)
SurePay Prenote Status Code	(0227)
Address-Check-Line 1	(0301)
Address-Check-State	(0304)

Consistency Edit 12 (Employee Level)

Date of Birth	(0107)
Visa Type Code	(0110)
Fed Tax - Wthldg Allow	(0128)

Date of Separation	(0140)
Corporate Credit Card St	(0168)
Last Day on Pay Status	(0189)
Address-Permnt-Line 2	(0205)
Address-Permanent-State	(0207)
Age on January 1	(0254)
Foreign Country Code	(1118)
Foreign Province	(1120)
Citizenship Status Code	(0109)
Hire Date	(0113)
Corporate Credit Card Type	(0133)
IRS From 8233 Indicator	(0167)
Corp Credit Card Earnings Dt	(0169)
Address-Permanent-Line1	(0204)
Address-Permanent-City	(0206)
Address-Permanent-Zip	(0208)
Foreign Address Indicator	(0291)
Foreign Postal Code	(1119)

User Response to Messages

Messages at the Employee Activity Reject severity level must be corrected or the update must be canceled. (See the subsection, *Canceling the Update from ECON.*)

Messages at the Data Override or Warning severity level require careful analysis and may need to be corrected to maintain the integrity of the information in the EDB. Update can be completed without correcting a message below the employee reject level, however, the preparer is responsible for the integrity of the data. Users must understand the ramifications of updating while uncorrected messages are present.

Warning messages of any severity that are not corrected will continue to appear whenever you update the employee's records.

Reviewing Data Errors on ECON

All of the data elements and their values associated with a consistency edit are displayed on the ECON screen. The data elements are presented in data element number order. If there are more data elements associated with a single message than can fit on one screen, use **F7 Backward** and **F8 Forward** to scroll back and forth among additional screens. The cursor is initially positioned on the first data element directly involved with the message. For example, if you enter an "F" in the Foreign Address Indicator field, but do not enter foreign address data, the input is accepted because there are no range/value edits detected.

EDP1 WITH FOREIGN ADDRESS DATA ELEMENTS OMITTED.

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEP010-E0964          SCT EDB Entry/Update      08/09/95 09:50:24
08/07/95 12:16:45      Employee Personal Data 1  Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA      Pri Pay: MA

Permanent Address Line 1: P.O. BOX 458
                          Line 2:
                          City: SANTA CRUZ      State: CA Zip: 95061
Foreign Addr Ind: F Prov:          Cntry:   Postal Code:
Campus Address - Room: 000462 Building:
Campus Phone 1:          Phone 2:

Date of Birth: 070775
Home Phone :           Spouse Name:

UC Directory Disclosures - Perm Addr: _ Home Phone: _ Spouse Name: _
Employee Organization Home Address Disclosure: _

Sex: E Ethnic: E Disability: N Veteran: N Veteran Disability: N
Citizenship: C Student Status: 3 No. of Reg. Units:
Next Func: ID: Name: SSN:
U0008 Process cancelled
===>
F: 1-Help          3-PrevMenu 4-Print    5-Update
F:                9-Jump      12-Exit

IBM-3278-2-E 09:49:57
  
```

However, when you press **F5 Update**, the edit process detects the missing information and displays message 08215 'F' INDICATOR REQUIRES FOREIGN ADDRESS INFO on the ECON screen. If there are more messages, **F6 Next Msg** is displayed.

ECON SCREEN INDICATING ADDRESS DATA ERROR.

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPECON0-E0943 SCT EDB Entry/Update 08/09/95 09:54:37
08/09/95 09:54:09 Consistency Edit Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA Pri Pay: MA

Consistency Edit Number
113

Msg # Severity Message Text
08215 Warning "F" INDICATOR REQUIRES FOREIGN ADDRESS INFO

DE Number Key Value Description
0119 3 UC STUD STAT
0204 P.O. BOX 458 PERM STAT 1
0205 PERM STAT 2
0207 CA PERM STATE
0208 95061 PERM ZIP
0291 F FOREIGN ADDRESS
1118 FRGN ADDR CNTRY
1119 FRGN ADDR PSTL
1120 FRGN ADDR PROV

U0005 Final edit errors found
===>
F: 1-Help 2-Cancel 3-Return 4-Print 5-Update 6-NextMsg
F:
IBM-3278-2-E 09:54:28

```

Return to an Entry Function from ECON

Although the "nesting" feature as provided during updates to data entry functions is not available from ECON, the option to return to data entry functions from ECON is provided.

Returning to a data entry function from ECON allows you to view data in the context of other data on a function before determining the correct value. Or, you may decide that data that is not displayed on the ECON screen needs to be entered before the update proceeds.

Procedure

To return to the data entry function, press **F3 Return**. You are returned to the function that was displayed at the time **F5 Update** was requested. The data entry functions will contain any changes you have made, including any changes made on the ECON screen.

You can then make additional changes on that function, or, if in a bundle, on other functions in the bundle. Update must be requested again (**F5 Update**) when additional changes, if any, have been made, and the data will again be edited. For example, if an error in line address data is detected, a consistency edit message is issued.

See the following examples:

Examples

RELATED DATA ENTRY FUNCTION SHOWING THE DATA ENTRY ERROR.

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEPD10-E0964 SCT EDB Entry/Update 08/03/95 15:19:51
07/28/95 10:21:22 Employee Personal Data 1 Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA Pri Pay: MA

Permanent Address Line 1: P.O. BOX 458
Line 2:
City: SANTA CRUZ State: CA Zip: 95061
Foreign Addr Ind: F Prov: Cntry: Postal Code:
Campus Address - Room: 000462 Building:
Campus Phone 1: Phone 2:

Date of Birth: 070775
Home Phone: Spouse Name:

UC Directory Disclosures - Perm Addr: Home Phone: Spouse Name:
Employee Organization Home Address Disclosure:

Sex: F Ethnic: F Disability: N Veteran: N Veteran Disability: N
Citizenship: C Student Status: 3 No. of Reg. Units:
Next Func: ID: Name: SSN:

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
IBM-3278-2-E 15:19:31

```

You determine that the "F" in the Foreign Address Indicator field is a mistake and change it to an 'A' on the EPD1 function.

ECON INDICATING THE REQUIRED DATA ELEMENTS THAT WERE OMITTED

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEC0N0-E0943 SCT EDB Entry/Update 08/09/95 09:54:37
08/09/95 09:54:09 Consistency Edit Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA Pri Pay: MA

Consistency Edit Number
113

Msg # Severity Message Text
08215 Warning "F" INDICATOR REQUIRES FOREIGN ADDRESS INFO

DE Number Key Value Description
0119 3 UC STUD STAT
0204 P.O. BOX 458 PERM STAT 1
0205 PERM STAT 2
0207 CA PERM STATE
0208 95061 PERM ZIP
0291 F FOREIGN ADDRESS
1118 FRGN ADDR CNTRY
1119 FRGN ADDR PSTL
1120 FRGN ADDR PROV

U0005 Final edit errors found
==>
F: 1-Help 2-Cancel 3-Return 4-Print 5-Update 6-NextMsg
F:
IBM-3278-2-E 09:54:28

```

Correcting Data Errors on ECON

While it is advisable to **F3 Return** back to the function or bundle to correct errors in order to have a full picture of what may have caused the “inconsistency” between data elements, you may change data values directly on the ECON screen. This may be done even if it is not a data element that you changed on a data entry function.

To correct data directly on the ECON screen:

1. Position your cursor on the field to be corrected.
2. Type the correct value.
3. After you have corrected one or more data elements, you can:
4. Press **F6 Next Msg** to view the next message.

Press **F5 Update** to invoke the update process again.

If **F5 Update** is selected, all the changes will be re-edited. If there are any messages remaining after the re-edit process, those messages will be displayed and messages can again be reviewed and data corrected. If there are no messages with a severity level of Employee Reject and you do not wish to make any more changes to data on the ECON screen, you may press **F5 Update** to proceed with the update. The ECON screen will not be re-displayed.

Correcting Data that is *not* Displayed

You might need to correct data that is not displayed on the ECON screen. For example, a consistency error on the distribution line may be displayed, but you need to correct an appointment line. You can make the correction by returning to the update bundle (press **F3 Return**) and accessing the EAPP function to correct the appointment line. (See subsection [Returning to a Data Entry Function from ECON.](#))

Displayed Data that Cannot be Changed

There are two instances where it is not possible to change data that is displayed on the ECON screen:

1. The field is a Key Field (e.g. Employee ID) and/or the field is restricted from update. You will not be able to enter data in those fields.
2. You do not have access to the data entry function on which the data appears although the data is part of the consistency edit process. If the data elements are associated with an **Employee Activity Reject** (Empl Rej) message, cancel the proposed update and contact the appropriate functional office for assistance. If the data elements are associated with a **Warning or Data Override** message, you may update the

database and then contact the appropriate functional office to correct the information inconsistency.

EDP1 FUNCTION WITH DATA ERROR CORRECTED.

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEP010-E0964          SCT EDB Entry/Update      08/09/95 09:58:11
08/09/95 09:54:09      Employee Personal Data 1      Userid: SCPPSLHE
ID: 222334444 Name: SLUG, B ANNA      Pri Pay: MA

Permanent Address Line 1: P.O. BOX 458
                          Line 2:
                          City : SANTA CRUZ      State: CA Zip: 95061
Foreign Addr Ind: a Prov:      Cntry:  _ Postal Code:
Campus Address - Room: 000462 Building:
Campus Phone 1:      Phone 2:

Date of Birth: 070775
Home Phone :      Spouse Name:

UC Directory Disclosures - Perm Addr:  _ Home Phone:  _ Spouse Name:  _
Employee Organization Home Address Disclosure:  _

Sex: E Ethnic: E Disability: N Veteran: N Veteran Disability: N
Citizenship: C Student Status: 3 No. of Reg. Units:
Next Func:  _ ID:  _ Name:  _ SSN:  _

===>
F: 1-Help      2-Cancel      4-Print      5-Update
F:      9-Jump

IBM-3278-2-E 09:57:52

```

Press **F5 Update** to re-edit the information. The edit process does not detect any errors this time, so the ECON screen is not displayed again.

Completing the Update from ECON

To complete an update, examine the message(s), make corrections if necessary, and press **F5 Update**.

The **ECON** screen is displayed if the system detects inconsistencies in the data at the Warning, Data Override, and/or Employee Reject severity level. Messages at the Employee Reject severity level must be corrected or the update must be canceled. See subsection *Canceling the Update from ECON*.

The system will allow you to complete an update with an uncorrected Warning or Data Override message as shown in the following example. However, to maintain the integrity of the information in the EDB, you must respond to Warning messages by correcting the relevant data.

Example

The following is an example of the normal sequence of steps to update without correcting a Warning or Data Override message:

After pressing **F5 Update**, the only message issued is a warning. You determine the update can proceed without a change to the BELI indicator and press **F5 Update** again.

The Post Authorization Notification (PAN) subsystem may be invoked. (See [Section 1.8, Post Authorization Notification \(PAN\)](#) for additional information.)

PAN PREPARATION SCREEN

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
UCENPR0-E0863      SCT PostAuth Notify      07/02/97 11:05:17
                  Notification Preparation      Userid: SCPPSLAH
                  Page: 01 of 01
App: PPP Tran: EAPP Userid: SCPPSLAH Date: ***** Time: *****
Appointments/Distributions      JOE B NAVIGATION
Description of Content:

----- Notifications -----
C      Address      Type      Name
SCPERCSA      M      ALLISON, CELENA S
SCTRN01      M
MNTADM      R
SCTRN02      M
SCSSONLW      M      WOODLING, NANCY L

Next Func:

===>
F: 1-Help      3-Return      4-Print      5-Update      6-Directry
F: 9-Jump      10-Comments 11-Detail 12-Exit
IBM-3278-2-E 11:10:19
    
```

Add comments and additional reviewers to the PAN notification as necessary, then **press F5 Update** again to update the EDB.

You are returned to the data entry function or, if you were in a bundle, you are returned to the first function in the bundle.

Message **U0007 Update process complete** indicates the update process is complete.

DATA ENTRY FUNCTION INDICATING THE UPDATE PROCESS IS COMPLETE.

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E1093      SCT EDB Entry/Update      07/02/97 11:03:27
                  Appointments/Distributions      Userid: SCPPSLAH
ID: 670000100 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
20      1      3      -      -      -      080195      123195      002107
Title  Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv
9603 LABORATORY ASST II      -      0.75      U      10.1500      H      MA      A      A
Dist  Actions L Acct  CC  Fund  PC  S      FTE  Dis %
21      7 445075      53416      2 SOCSCI/AGROECOLOGY RESE      0.7500
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:
U0007 Update process complete
===>
F: 1-Help      3-PrevMenu 4-Print      5-Update
F: 8-Forward 9-Jump      12-Exit
IBM-3278-2-E 11:08:30
    
```

Canceling the Update from ECON

When **F2 Cancel** is pressed twice on the ECON screen, you are returned to the function that was displayed at the time **F5 Update** was requested, or, if you are in a bundle, you are returned to the first function in the bundle. The employee record remains unchanged. For example, during the update the system detects that you did not enter a Citizenship Code. The message **08126 CITIZENSHIP CODE IS REQUIRED** is displayed on the ECON screen. You do not know the employee's correct citizenship status and therefore decide to cancel the update by pressing **F2 Cancel** twice.

You are then returned to the data entry function where all original data has been retained.

CANCELING AN UPDATE

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E1093          SCT EDB Entry/Update          07/02/97 11:08:10
07/02/97 11:03:23      Appointments/Distributions          Userid: SCPPSLAH
ID: 670000100 Name: NAVIGATION, JOE B          Pri Pay: MA
PAF Gen No: 2          Pg 01 of 03
Appt 20          Pgm 1          Bas 3          Pd 0          Ovr 0
          080195          123195          002107
Title 9603 LABORATORY ASST II          Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv
          0.75          U          10.1500          H          MA          A          A
Dist 21          Actions L Acct CC Fund PC S          FTE Dis %
          7          445075          53416          2          SOCSCI/AGROECOLOGY RESE          0.7500
          Pay Begin Pay End Step U/A Rate/Amount DOS PRQ DUC WSP
          080195          123195          1.0          10.1500          REG          -          -          -
Dist 21          Actions L Acct CC Fund PC S          FTE Dis %
          Pay Begin Pay End Step U/A Rate/Amount DOS PRQ DUC WSP
Next Func: ID: Name: SSN:
U0000 Process cancelled
===>
F: 1-Help          3-PrevMenu          4-Print          5-Update
F: 8-Forward          9-Jump          12-Exit
IBM-3278-2-E 11:13:18

```

Help for ECON

For help responding to error messages appearing on the ECON screen, please call the Payroll Office.

Message Report Screen (IMSG)

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

- The first category is a display of WARNING and INFORMATIONAL messages remaining from the edit process not corrected. You can use the Message Report Screen to review WARNING messages that were not previously corrected.
- The second category concerns implied maintenance which is the result of the system deriving data or overriding entered data.

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

To access the Message Report Screen go to the "Next Func" field and type **IMSG**, select an employee record by entering the Employee ID Number, Name, or Social Security Number. Press **Enter**. The IMSG screen will be displayed.

You can only review messages on this screen, you can not make any corrections. To correct a message appearing on the screen you must go to the appropriate function, make the correction, and update.

The messages remain on the system for one day on IMSG and can be accessed any time during that day. If there are multiple updates for one employee within that day, there will be a separate screen for each update. Press **F6 Next Msg** to see all of the messages.

EXAMPLE OF A MESSAGE REPORT SCREEN

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPMSG0-E0943          SCT EDB Entry/Update      03/24/97 14:22:09
03/21/97 11:08:55    Messages          Userid: SCPPSLAH
ID: 240000220 Name: CASUAL, STAFF DEMO      Pri Pay: MO
Update Date: 03/21/97 Time: 09:42:34 Status: COMPLETE
Msg # Severity Message Text
08072 Warning EMPLOYEE WITH APPTS WITH DIFF PAY SCHED CODES HAS LEAVE ACCRUAL
08982 Warning ACTIVITY CODE NOT ESTABLISHED IN BANNER **SC
12214 Warning PERSONNEL PROGRAM CODE SET EQUAL TO TITLE TYPE
12253 Warning DERIVED APPOINTMENT PAY RATE DIFFERS FROM INPUT; INPUT OVERRIDDE

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

===>
F: 1-Help          3-PrevMenu 4-Print          6-NextMsg
F:                9-Jump      12-Exit

IBM-3278-2-E 14:40:01

```

Notes and Tips for IMSG

- It is recommended that you check the IMSG function after every update, since some of the messages will not be displayed on the ECON screen (e.g., messages related to data elements that are derived upon update). After an update, when you see "Update Process Complete," type **IMSG** in the "Next Func" field. You will not have to re-key the employee ID number since you are already in that employee's record, unless you are on the EEID function.