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## 1.8 POST AUTHORIZATION NOTIFICATION (PAN)

### Overview

The Post Authorization Notification (PAN) Subsystem is a means for informing a designated individual (i.e., a reviewer) that an update to an employee record has occurred and that it should be reviewed. The PAN provides information to the reviewer about a newly hired or rehired employee, or key information about changes to a current employee's record. This post review provides the necessary internal control mechanism to ensure that entries to the Employee Database (EDB) and Time Reporting entries are correct and appropriate.

A PAN is automatically generated for those transactions that have been predetermined to require review for internal control purposes (i.e., "events"). When an update to the EDB or a Time Reporting update is completed and data changes require a review for appropriateness, a PAN is sent to the reviewers who have been designated in the system (see subsection [PAN Routing Criteria](#)). As a result, the PAN Subsystem assures adequate separation of duties by requiring both a preparer and a mandatory reviewer for these transactions. (See subsection [PAN Subsystem User](#).) Not all transactions will generate a PAN. For example, a change to title and pay requires review and will generate a PAN; a change to an employee's home address does not require review and will not generate a PAN.

**Note:** This manual section covers the background and usage of Post Authorization Notifications (PANs) overall as well as the specific PAN usage and features in CICS. For information about viewing PANs on the web, see [Section 9.3, Web-Based PAN](#).

### The PAN Subsystem User

There are two types of users of the PAN Subsystem: preparers and reviewers. Each uses the system in a different way. Preparers are users who make changes to the EDB. They can add comments to the PAN about the update and can send the PAN to other users for informational review.

Reviewers are users who review EDB updates for correctness and appropriateness, or receive PANs for informational purposes. Reviewers access the PAN Subsystem to review PANs via either the CICS or web interface to PPS (see [Section 9.3, Web-Based PAN](#) for information about the web PAN interface). There are two types of reviewers:

*Mandatory Reviewer* -- designated in the system in advance. Checks EDB changes for correctness and appropriateness and is accountable for the transaction along with the preparer. Most transactions require review by a mandatory reviewer; if a mandatory reviewer has not been set up in the system to receive a PAN for a given transaction, the system will not permit the update to take place. Mandatory reviewers are responsible for reviewing changes to the EDB within two working days.

*Non-Mandatory Reviewer* -- can be set up in the system in advance to automatically receive a PAN upon EDB update, can be user initiated (i.e., the preparer enters a reviewer's PPS User ID at the time of update), or may receive a forwarded PAN from another reviewer. Non-mandatory reviewers receive PANs for informational purposes.

## PAN Routing Criteria

Each reviewer (mandatory as well as automatic, non-mandatory) will have information entered into the PPS designating the employee populations and payroll/personnel transactions about which they will be notified. The criteria utilized to determine the transactions an individual reviewer will receive are:

- Department Code  
(Distribution Department or Home Department)
- Mandatory or Non-Mandatory status
- Employee Population  
(Academic, Staff, and/or Student Employee)
- Event
- Personnel Action Code

Each of the criteria is described in some detail below.

### Department Codes

The Department Code may either be the Home Department Code (i.e., denoting the Service Center) or the Distribution Department Code (Organization Level 4 of the Chart of Accounts), each of which is represented on the employee record. The Department Code will be utilized to limit the PANs for a Service Center and/or unit to its respective area of authority and purview. Normally, a reviewer would review PANs for the same area of responsibility for which they can review employee records using Inquiry.

## Mandatory Reviewer

The responsibilities of the Mandatory Reviewer are provided in the Roles and Responsibilities section of this manual, *section 1.2*. Each automatic reviewer will be set up in the system as Mandatory or Non-Mandatory. It is possible for a reviewer to be designated as "Mandatory" for reviewing some events and "Non-mandatory" for other events.

## Employee Populations

Characteristics of the employee record (i.e., the Appointment Type, the Program Type, and Student Status) are utilized to enable PAN distribution based on the employee population for which a Reviewer is responsible. For example, if a Mandatory Reviewer is only responsible for reviewing PANs for non-academic student employees, it is possible to exclude any PANs about staff and academic employees in the service center by selecting the student employment category. The employee populations are broadly categorized as Staff, Academic, and Student; and are further categorized as shown in the following table:

Staff Employees	Academic Employees	Student Employees
Sr. Managers	Ladder Rank Faculty	Undergraduate
Managers & Sr. Professionals	Other Non-Student Academics	Graduate
Professional & Support Staff	Graduate	Work-Study
Career Staff	Undergraduate	Non Work-Study

### Events

An event which requires that an individual or office be notified may be characterized as follows:

- any change for which it has been determined the individual inputting the transaction should not assume sole responsibility for the impact of the change;
- any change which impacts data for which programmed data edits could not reasonably be implemented (e.g., a pay rate change).

Following are two lists of events for which it has been determined a notification is required – one for EDB actions and one for Time Reporting actions. For each event, the general trigger conditions (changes to the employee record) which define the event are described. Notifications will be generated whenever a value of a “trigger” data element is changed on an employee record, whether the value is explicitly changed by the user or implicitly changed (derived) by the PPS. There may be more than one event per employee record update, (e.g., there may be a Labor Relations notification along with an Appointment/Distribution notification for an employee reclassified to a position in another bargaining unit); notifications for two events will be combined into one PAN. It’s a good idea to process multiple changes to an employee record during a single update whenever possible; otherwise, there will be a PAN generated for each transaction (hint: use Bundles). A limited number of the following events will be the responsibility of a central office to prepare and/or review rather than a service center (e.g., Benefits, Key Data Change, Work Study Change).

### EDB Actions

Event Code	Notification Event	General Trigger Conditions
<b>APPT</b>	Appointment/Distribution Change	Any appointment-level and/or distribution-level action code has just been recorded.
<b>BENE</b>	Benefits	A change to any Benefits insurance related data element. <i>(Units will not receive PANs for Benefits events unless combined with another event.)</i>
<b>CITZ</b>	Citizenship/Alien Data	A change to the Citizenship Status code value, FICA Eligibility Code for non US Citizen, or change in value for any of the Visa/Tax Treaty data elements.
<b>FICA</b>	FICA/Retirement	A change to the FICA Eligibility Code value and/or Retirement System Code value.
<b>HIRE</b>	Hire/Rehire	Personnel Action Code 01 or 02 has just been recorded.
<b>INDL</b>	Indefinite Layoff	Personnel Action Code 06 and Separation Reason Code “CA” have been recorded.

Event Code	Notification Event	General Trigger Conditions
<b>KEYC</b>	Key Data Change	Employee ID has just been changed or a change to the Employee Name.
<b>LABR</b>	Labor Relations	A change occurs to any one of Employee Relations Code, Employee Representation Code, Employee Relations Unit Code, Employee Special Handling Code, or Employee Distribution Unit Code.
<b>LAYO</b>	Layoff Data	A change occurs to any one of the employee record Layoff data elements.
<b>LEAV</b>	Leave of Absence	Personnel Action Code 07, 08 or any change in value for any of the Leave of Absence-related data elements has just been recorded.
<b>LVRT</b>	Leave Return Date Change	Personnel Action Code 09 has just been recorded.

Event Code	Notification Event	General Trigger Conditions
<b>SABB</b>	Sabbatical Usage	Personnel Action Code 07 or 09 has just been recorded on the employee record AND Leave of Absence Type Code value has just been changed to 01, 02, 03, or 14; OR, a change to any of the Sabbatical Credit data elements.
<b>SEPR</b>	Separation	Personnel Action Code 06 OR any Separation-related data element value has changed.
<b>WSPC</b>	Work Study Limit Change	A change to a Work Study Limit value has just been recorded.

**Time Reporting Actions**

Function/Event Code	Notification Event
<b>EDAP</b>	Additional Pay
<b>EDFT</b>	One Time Payment
<b>EDLR</b>	Late/Reduce Pay
<b>EDRA</b>	Retroactive Pay
<b>EDTS</b>	Single Expense Transfer
<b>EDTM</b>	Mass Expense Transfer

## Personnel Action Codes

The Personnel Action Code enables the distribution of a notification to an addressee who will review PANs pertaining to a specific personnel action(s) (e.g., reclassification, add stipend, appointment renewal, etc.). The personnel action code makes it possible to narrow the range of notifications generated for Appointment/Distribution Change Events. Normally, however, this criterion will be used only in the set-up of a non-mandatory reviewer. For mandatory reviewers it is more appropriate to use the Appointment/Distribution Change Event to ensure *all* transactions and resulting PANs of this Event type have a mandatory reviewer.

# The CICS PAN Structure

PANs may consist of several pages. The following example shows a sample notification viewed in the Payroll/Personnel PAN Subsystem's CICS interface.

NOTIFICATION VIEWED ONLINE - PAGE 1 OF 4

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/19/03 10:34:32
                  Activity Review      Userid: SCPPSJAG
                  Page 01 of 04
App: PPP Tran: EAPP Userid: SCPPSTJS Date: 03/03/03 Time: 11:31:01
----- Top -----
----- Employee and Preparer Information -----
Employee: PETER P PAN      Preparer: Santos, Tamara j
ID: 010000120             Phone: ( ) 459-5189
Action: 17-Appointment Renewal      Email: tamara@ucsc.edu
----- Comments -----
Preparer: SCPPSTJS
extension of appt 10/dist 11
----- General Information -----
Home Dept: 000900 TRAINING ONLY      Emp Rel Cd: E-Other
Emp Status: A-Active                 Emp Rel Un:
<I-Inactive>                         <CX-CUE Clerical>
Hire Date: 08/01/95                 EUC:
Student Status: 1-Not Registered      EREP: C-Covered
                                      <none>
Next Func: █

====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 8-Forward
    
```

NOTIFICATION VIEWED ONLINE - PAGE 2 OF 4

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/19/03 10:34:15
                  Activity Review      Userid: SCPPSJAG
                  Page 02 of 04
App: PPP Tran: EAPP Userid: SCPPSTJS Date: 03/03/03 Time: 11:31:01
Registered Units:          BELI: 1-Full Benefits
Retirement: U-UCRP       Derived BELI: 1-Full Benefits
FICA Elig: E-ORSDI & Medicare      BELI Eff Date: 08/01/95
Ret/FICA Derive: Y-Elig Auto Derive      Status Qual 1/2:
Citizenship: C-U.S. Citizen      Next Review Type: 2-Merit Increase
Visa Type:                     Next Review Date: 07/96
Work Permit End Date:          Probationary End:
Separation Date:              LOA Begin Date:
Last Day on Pay Status:       LOA Return Date:
Destination:                  LOA Reason:
Separation Rsn:

----- Appointment and Distribution Information -----
*Action: 17 Appointment Renewal
*Action: 50 Other Distribution Action
Next Func: █

====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 7-Backward 8-Forward
    
```

NOTIFICATION VIEWED ONLINE - PAGE 3 OF 4

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/19/03 10:28:41
                  Activity Review      Userid: SCPPSJAG
                  Page 03 of 04
App: PPP Tran: EAPP Userid: SCPPSTJS Date: 03/03/03 Time: 11:31:01
10) 4724      ASSISTANT I      Dept: S0 SCI ADMIN      FLSA: Non-Ex
+Term of Service: 08/01/95 to 06/30/03      % Time: .75 Grade: TUC: CX LV: A
-                                     06/30/96
Personnel Program: Prof/Staff Appt Type: Career      Basis: Paid Over:

11) Pay Category: REG-REGULAR      $1,796.00 Monthly      St: 1.0
+at 75.00% Fixed      Time, effective 08/01/95, with an end date of 06/30/03
-                                     06/30/96
from account 7-405002-      -19900-      -2

----- List of Reviewers -----
Next Func: █

====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 7-Backward 8-Forward
    
```

NOTIFICATION VIEWED ONLINE - PAGE 4 OF 4

```

uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/19/03 10:25:43
                  Activity Review      Userid: SCPPSJAG
                  Page 04 of 04
App: PPP Tran: EAPP Userid: SCPPSTJS Date: 03/03/03 Time: 11:31:01
Name      UserID or e-mail      -Type- -Status-
MAINT ADMIN      MNTADM      M      N
BARBARA A VANDEN BORRE      MNTBVB      M      N
Cathy L Schoenfeld      SCPCCLCS      M      N
Tamara j Santos      SCPPSTJS      M      Y
TRAINING49 USER      SCTR49      M      N
TRAINING62 USER      SCTR62      M      N
TRAINING63 USER      SCTR63      R      N
TRAINING66 USER      SCTR66      R      N
TRAINING67 USER      SCTR67      M      N
Julie A Goldstein      SCPPSJAG      M      Y
Nancy WOODLING Eder      SCSSDNLW      M      N
----- Bottom -----
Next Func: █

====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 7-Backward
    
```

## PAN Sections

PANs are comprised of the following five sections:

**Header and Employee and Preparer Information:** This section lists the name of the screen or bundle that was updated, who updated it, the name and ID associated with the employee record, and a brief summary of the action taken. (See *Notification Viewed Online - page 1.*)

**Comments:** This section includes comments entered by the preparer as well as any subsequent comments entered by reviewers. (See *Notification Viewed Online - page 1.*)

**General Information:** This section lists employee information not associated with appointment or distribution, indicating the specific data elements that were changed and the new data that was entered for the employee. (See *Notification Viewed Online - pages 1 & 2.*)

**Appointment and Distribution Information:** This section lists appointment and distribution information, indicating the specific data elements that were changed and the new data that was entered for the employee. (See *Notification Viewed Online - pages 2 & 3.*)

**List of Reviewers:** This section lists all the users to whom this notification was sent. (See *Notification Viewed Online - page 3 (bottom) & 4.*) The following system-generated codes are used in the “Type” and “Status” fields:

<u>Type</u>	
Code	Interpretation
F	– Forwarded copy
M	– Mandatory reviewer
M-P	– Primary Mandatory reviewer
R	– Automatic distribution (review not mandatory)
U	– User initiated

<u>Status</u>	
Code	Interpretation
Y	– Reviewed
N	– Not reviewed

## THE USE OF PAN BY PREPARERS

### Overview

PANs are automatically generated as part of the update process for changes that require review for internal control purposes. PANs are sent to the individuals who are designated in the system as reviewers – either mandatory or informational reviewers. This is all done automatically without your explicit action.

COMMENTS ENTRY SCREEN

This **Comments Entry** screen allows the preparer to add a description of the action just entered. From this screen, the **F10 NotfPrep** key allows the preparer to view the list of reviewers who will receive notifications automatically, and add reviewers as desired.

### Normal Sequence

Typically, as a preparer, you will use the PAN system in the following sequence:

1. After pressing **F5 Update** from a data entry or ECON screen, you are automatically positioned at the **Comments Entry** screen where you can add comments to the notification. (See the subsection *Adding Comments*.)
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired. (See the subsection *Notification Preparation*.)
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it. (See the subsection *Notification Detail*.)
4. Press **F5 Update** to update the EDB with the previously entered data and automatically send notifications.

### Adding Comments

Immediately after pressing **F5 Update** from a data entry or ECON function, the **Comments Entry** screen will automatically display.

To add comments:

1. Type your desired message. (The cursor is automatically positioned at the beginning of the **Comments** field.)  
Note: The cursor will not automatically wrap text around to the next line; press **Tab** to move the cursor to the next line.
2. You are limited to nine lines of comments.



- You can mark a PAN “Urgent” by tabbing to the “Priority” field and replacing the default value of “R” (for “Regular priority”) with a “U” (for “Urgent priority”).

When you have completed your entry you may:

- Press **F10 NotfPrep** to go to the Notification Preparation screen and add reviewers as desired. (See subsection *Notification Preparation*.)
- Press **F11 Detail** to view the notification detail that will be sent. (See subsection *Notification Detail*.)
- Press **F5 Update** to complete the update and send the notification to the specified user(s). The message **U0007 Update Process Complete** will be displayed on the data entry screen.
- Press **F3 Return** to return to the data entry screen or bundle prior to updating the record. Choose this option to make additional changes to the employee record, if desired. **Note:** If you F3 back to the data entry function or bundle, comments and/or additional users added on the PAN preparation are not lost. To re-invoke PAN, press **F5 Update** from the data entry screen.

## Notification Preparation

Pressing **F10 NotfPrep** from the Comments Entry screen will display the **Notification Preparation** screen.

### NOTIFICATION PREPARATION SCREEN

```

ucmvsb.ucop.edu - TN3270/TN5250 Connection
-----
Session Edit View Commands Script Help
UCENPR0-E1415          SCT PostAuth Notify      03/19/03 10:48:41
                        Notification Preparation      Userid: SCPPSJAG
                                                Page: 03 of 03

Employee: PETER P PAN          Preparer: Julie A Goldstein
ID: 050000120                Phone: ( ) 459-5541
Action: 18-Change In Fund Source  Email: julieg@ucsc.edu

-----
C UserID          Reviewers
   -Email-      Type  Primary
-----
SCTRNG7          II   -
pps_office@ucsc.edu
SCPPSJAG         II   -
julieg@ucsc.edu  Julie A Goldstein

Next Func: ____

====>
F: 1-Help          3-Return      4-Print      5-Update     6-Directry
F: 7-Backward     9-Jump       10-Comments  11-Detail    12-Exit
    
```

### Adding Reviewers

To add reviewers to the notifications list:

- Position the cursor at the next available blank medium-size line in the list titled “**User ID Email.**” (You may have to **F8 Forward** to get to a blank set of lines.) **Note:** The command line in the left margin is used to delete a manually entered User ID; the long field will be populated with the user’s email address.
- Type in the **PPS User ID** of the user. Press **Enter**. The system will automatically add a Type code of “U” for user initiated.

If you do not know the Logon ID of the user, use **F6 Directory** to pull up an alpha listing of users and their Logon IDs. (Note: IDIR is not case sensitive; type in the user’s last name. **F7 Backward** or **F8 Forward** to refine your search.) Select the user by typing an “S” next to their name and press **Enter**. Press **F3 Return** to return to the Notification Preparation Screen.

## Completing the PAN Process

When you have completed specifying additional reviewers you may:

- Press **F10 Comments** to return to the Comments Entry screen. (See subsection *Adding Comments*.)
- Press **F11 Detail** to view the notification detail that will be sent, including the list of reviewers who will receive the PAN. (See subsection *Notification Detail*.)
- Press **F5 Update** to complete the update and send the notification to the specified user(s). The message **U0007 Update Process Complete** will be displayed on the data entry screen.
- Press **F3 Return** to return to the data entry screen or bundle prior to updating the record. Choose this option to make additional changes to the employee record, if desired. Note: If you F3 back to the data entry function or bundle, comments and/or additional users added on the PAN preparation are not lost. To re-invoke PAN, press **F5 Update** from the data entry screen.

## Notification Detail

The detail feature allows you to view the notification as it will be seen by reviewers. When you press **F11 Detail** from the Notification Preparation screen or the Comments Entry screen, the **Activity Review** screen is displayed.

## ACTIVITY REVIEW SCREEN - FIRST PAGE

The screenshot displays the 'ACTIVITY REVIEW' screen for session UCIARV0-I0863. It shows details for an employee (PETER P PAN) and a preparer (Goldstein, Julie A). The screen is divided into sections for Employee and Preparer Information, and General Information. At the bottom, there is a menu with function keys: F: 1-Help, 3-Return, 4-Print, 5-Update, 8-Forward, 9-Jump, 10-Comments, 11-NotfPrep, 12-Exit.

```

ucmvsb.ucop.edu - TN3270/TN5250 Connection
-----
Session Edit View Commands Script Help
UCIARV0-I0863          SCT PostAuth Notify      03/19/03 10:50:25
                        Activity Review           Userid: SCPPSJAG
                                                Page 01 of 05

App: PPP Tran: EAPP  Userid: SCPPSJAG  Date: *****  Time: *****
***** Top *****
----- Employee and Preparer Information -----
Employee: PETER P PAN          Preparer: Goldstein, Julie A
ID: 050000120                 Phone: ( ) 459-5541
Action: 18-Change In Fund Source  Email: julieg@ucsc.edu
----- Comments -----
Preparer: SCPPSJAG
Funding change to generate sample PAN
----- General Information -----
Home Dept: 000900 TRAINING ONLY      Emp Rel Cd: E-Other
Emp Status: I-Inactive                Emp Rel Un: CX-CUE Clerical
Hire Date: 08/01/95                  EUC:
Student Status: 1-Not Registered      EREP:
Registered Units:                    BELI: 1-Full Benefits
Retirement: U-UCRP                  Derived BELI: 1-Full Benefits
Next Func: █

====>
F: 1-Help          3-Return      4-Print      5-Update
F:                8-Forward    9-Jump      10-Comments 11-NotfPrep 12-Exit

```

When you have completed viewing your entry you may:

- Press **F10 Comments** to enter text into the **Comments** field. (See subsection *Adding Comments*.)
- Press **F11 NotfPrep** to return to the Notification Preparation screen and add reviewers as desired. (See subsection *Notification Preparation*.)
- Press **F5 Update** to complete the update and send the notification to the specified user(s). The message **U0007 Update Process Complete** will be displayed on the data entry screen.
- Press **F3 Return** to return to the data entry screen or bundle prior to updating the record. Choose this option to make additional changes to the employee record, if desired. Note: If you F3 back to the data entry function or bundle, comments and/or additional users added on the PAN preparation are not lost. To re-invoke PAN, press **F5 Update** from the data entry screen.

## THE USE OF CICS PAN BY REVIEWERS

### Overview

Viewing PANs in the Payroll/Personnel Online System maintains an audit record. The following section discusses the selection and viewing of PANs in CICS. (For information about viewing PANs on the web, see [Section 9.3, Web-Based PAN.](#))

### PAN Menu Structure

To access the PAN Subsystem in CICS, type **PSRV** in the **NextFunc** field on the Online Applications Main Menu. Press **Enter**. The **PostAuth Notify Function Code Menu** is displayed. This is the main PAN menu.

#### POSTAUTH NOTIFICATION FUNCTION CODE MENU

```

uccmsvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCFMNU0-M0795       SCT PostAuth Notify   03/19/03 10:51:39
                   Function Code Menu       Userid: SCPPSJAG

-- INBX Incoming Notifications --
-- INRS Notification Review Selection --
-- IDIR Directory --

--
--
--
--
--
--
--
--
--
--

Next Func: █

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

The following functions are available from this menu:

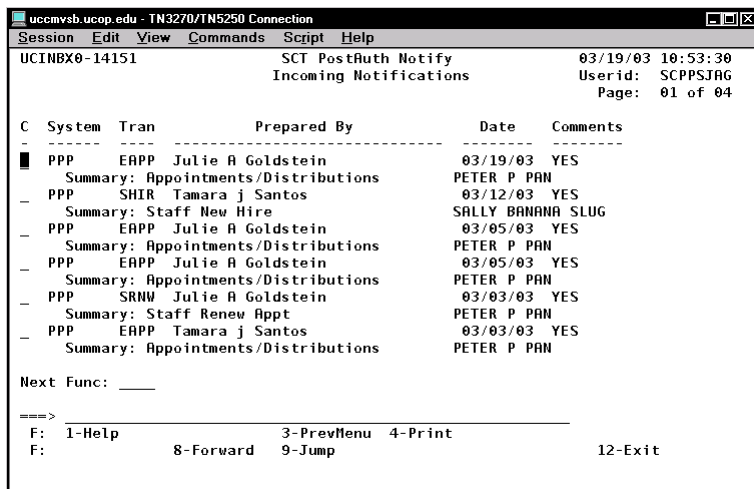
- INBX** Incoming Notifications: Displays a list of all notifications that have been sent to you. You may then select the notification you want to review online.
- INRS** Notification Review Selection: Allows you to create a list of all PANs that meet your selection criteria (such as a particular preparer and/or date prepared). You may then select the notification you want to review online.
- IDIR** Directory. The Directory screen allows you to look up a user name and corresponding PPS User ID.

To select one of the functions, type the appropriate four-letter function code in the **NextFunc** field. Press **Enter**.

## Viewing CICS PAN Notifications (INBX)

In order to view a PAN, you must select it from your list of incoming notifications. This is a two step process: first, you must view a summary list of your incoming notifications; second, you select the notification to be viewed.

### INCOMING NOTIFICATIONS SCREEN.



## Procedure

### Step 1: Summary List

To view a summary list of your incoming notifications:

Type **INBX** in the **NextFunc** field. Press **Enter**. A summary list of your incoming PANs is displayed on the **Incoming Notifications** screen.

For each incoming notification, this screen lists the following summary information:

System	Abbreviation indicating the Subsystem where the notification originated. (PPP is the abbreviation for the Payroll/Personnel Online System.)
Tran	The function code of the screen or bundle on which data was changed.
Prepared By	The name of the preparer who updated the employee record.
Date	The date the update took place.
Comments	Indication (Yes or No) of whether the notification includes comments typed by the user.
Summary	Description of the screen or bundle on which the data was changed.
Name	The name of the Employee whose record was updated.

### Step 2: Notification Selection

To select the specific notification you want to review:

1. On the Incoming Notifications screen, tab to the notification you want to view. Type **S**. Press **Enter**. If you have more than one page of notification summaries, you may use **F7 Backward** and **F8 Forward** to scroll through the list.
2. To scroll through each page of the notification, use the **F8 Forward** key. To return to a previous page, use the **F7 Backward** key.
3. When you finish reviewing the notification, press **F3 Return** to return to the Incoming Notification screen. The notification you just viewed will be a different color or brightness, depending on your terminal emulation, and will have an asterisk (\*) in the field to its left.

- You can select another notification for review, or you can return to the PostAuth Notify Function Code Menu by pressing **F3 Prev Menu**.

## How to Read a CICS PAN

PANs provide some background information about the employee, most of the changed data elements and additional comments from the preparer about the action.

- The PAN is divided into five sections. (See subsection *The PAN Structure*, above.)
- Changes are highlighted with new information on the top and old or changed information in brackets (< >) below. Changes in the “Appointment and Distribution Information” section are also highlighted by a plus (+) to the left of the line which contains new data and a minus (-) immediately below it to the left of the line which contains the old or changed data.
- The new information is displayed above the old data.
- The word “None” in brackets (<NONE>) indicates that the information in the line above is new information and the field previously contained no data.

The following PAN example illustrates *some* of the key elements to review:

SAMPLE (ANNOTATED) PAN FOR AN ADDITIONAL EMPLOYMENT ACTION FOR A WORK-STUDY STUDENT:

UCIARV0-I0863	SCT PostAuth Notify	03/17/03 11:13:48
	Activity Review	Userid: SCPPSJAG
		Page 01 of 04
App: PPP Tran: ADDL Userid: SCTR44 Date: 03/18/97 Time: 10:18:17		
***** Top *****		
<b>Section Indicator</b>	<b>Employee and Preparer Information</b>	
	Employee: HARD TEST WORKING	Preparer: TRAINING USER
	ID: 440000911	Phone: ( ) 459-5541
	Action: 13-Additional Employment	Email: pps_office@ucsc.edu
	<b>Comments</b>	
	Prepared by: SCTR44	<b>Comments added by the Preparer</b>
	Removed Alternate Home Department access & Updated address	

**----- General Information -----**

Home Dept: 000900 TRAINING ONLY	Emp Rel Cd: E-Other
Emp Status: I-Inactive	Emp Rel Un: CX-CUE Clerical
Hire Date: 06/05/95	EUC: CX-CUE Clerical
Student Status: 3-Undergrd Stu	EREP: U
Registered Units: 12	BELI: 5- No benefits eligibility
Retirement: N-Not Eligible	Derived BELI: 5- No benefits eligib
FICA Elig: N-Not Eligible	BELI Eff Date: 06/05/95
Ret/FICA Derive:	Status Qual 1/2:
Citizenship: C-U.S. Citizen	Next Review Type:
Visa Type:	Next Review Date:
Work Permit End Date:	Probationary End:
Separation Date:	LOA Begin Date:
Last Day on Pay Status:	LOA Return Date:
Destination:	LOA Reason:
Separation Rsn:	

**----- Appointment and Distribution Information -----**

\*Action: 40 Other Appointment Action ← **Action Code Translation referring to the changes to Appt. 10 & Dist. 11**

\*Action: 50 Other Distribution Action ←

10) 4920 ASSISTANT III Dept: CROWN/MERRILL APARTMENTS

+ Term of Service: 06/05/95 to **04/17/96** % Time: .20 Grade: TUC: CX LV: N  
 - **09/30/96**

Change highlighted by + for new data and - for old data

New Data shown above the Old Data

Personnel Program: Staff/Prof Appt Type: Limitd/Restr Basis: Paid Over:

11) Pay Category: REG-REGULAR \$5.8400 Hourly Step:  
 +at 20.00% Variable Time, effective 09/25/95, with an end date of **04/17/96**  
 - **06/14/96**  
 from account 7-761340- -70490- -2 Work Study - Federal

\*Action: 13 Additional Employment ← **Action Code Translation referring to the changes to the New Appt. 20 & Dist. 21**

\*Action: 50 Other Distribution Action ←

+20) 4921 ASSISTANT II Dept: OMP PHYSICAL PLANT  
 - <None>  
 +Term of Service: 04/18/96 to 06/30/96 % Time: .23 Grade: TUC: CX LV: F

-  
 +Personnel Program: Staff/Prof Appt Type: Limitd/Restr Basis: Paid Over:  
 -

+21) Pay Category: REG-REGULAR \$5.3600 Hourly Step:  
 - <None>  
 +at 23.00% Variable Time, effective 04/18/96, with an end date of 06/14/96  
 -  
 +from account 7-642200- -19900- -2 Work Study - Federal  
 -

**Funding information for Distribution 21**

**----- List of Reviewers -----**

Name	UserID or e-mail	-Type-	-Status-
Celena S Allison	SCPERCSA	R	N
Sally Service Center	SCTRNSCS	M	Y
TRAINING49 USER	SCTR49	M	N
TRAINING62 USER	SCTR62	M	N
TRAINING63 USER	SCTR63	R	N
TRAINING66 USER	SCTR66	R	N

**Who Received PANs, What kind of Reviewer they are and whether or not they have looked at this PAN**

## Forwarding Notifications in CICS

While reviewing a notification online, you can forward it to other authorized PPS users as appropriate.

### NOTIFICATION FORWARDING SCREEN

```

uccmsvb.ucop.edu - TN3270/TN5250 Connection
-----
Session Edit View Commands Script Help
UCENPR0-E1415      SCT PostAuth Notify      03/19/03 10:54:34
                   Notification Forwarding      Userid: SCPPSJAG
                                                Page: 03 of 03

Employee: PETER P PAN      Preparer: Julie A Goldstein
ID: 050000120             Phone: ( ) 459-5541
Action: 18-Change In Fund Source      Email: julieg@ucsc.edu

-----
C UserID      Reviewers
   |          | Type | Primary | Name
-----|-----|-----|-----
SCTRNG7      | II  |         | TRAINING67 USER
pps_office@ucsc.edu
SCPPSJAG      | II  |         | Julie A Goldstein
julieg@ucsc.edu

Next Func: ____

====>
F: 1-Help      3-Return     4-Print     5-Update     6-Directry
F: 7-Backward  9-Jump      12-Exit
  
```

## Procedure

To forward a notification to another user:

1. While viewing the notification, press **F6 FwdNotif**. The **Notification Forwarding** screen is displayed. This screen lists the Logon IDs of the reviewers to whom a PAN has already been routed.
2. Position the cursor at the next available blank medium-size line in the list titled “**User ID Email**.” (You may have to **F8 Forward** to get to a blank set of lines.)  
**Note:** The command line in the left margin is used to delete a manually entered User ID; the long field will be populated with the user’s email address.
3. Type in the **PPS User ID** of the user. Press **Enter**. The system will automatically add a Type code of “U” for user initiated.

If you do not know the Logon ID of the user, use **F6 Directory** to pull up an alpha listing of users and their Logon IDs. (Note: IDIR is not case sensitive; type in the user’s last name. **F7 Backward** or **F8 Forward** to refine your search.) Select the user by typing an “S” next to their name and press **Enter**. Press **F3 Return** to return to the Notification Preparation Screen.

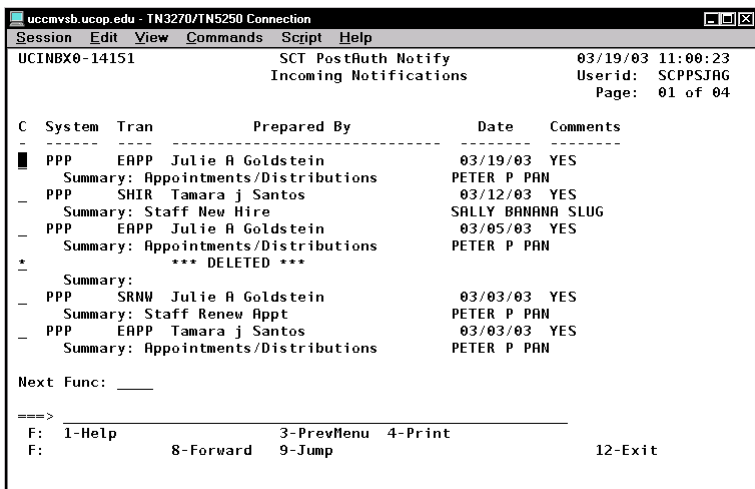
**Note:** Comments cannot be added to a PAN forwarded from the CICS Inbox.

4. Press **F5 Update** to send the notification to the additional reviewers. The message **U0007 Update Process Complete** will be displayed. The notification will only be forwarded to the users you specifically added. It will not be re-sent to the others on the list.

## Deleting Notifications in CICS

You may want to delete notifications from your Inbox list. When you take this action, you are just removing the notification from your Inbox list, not deleting the notification from the system. You can still access the notification by using the INRS function as described in subsection *Viewing Specific Notifications*.

INCOMING NOTIFICATIONS SCREEN.



### Procedure

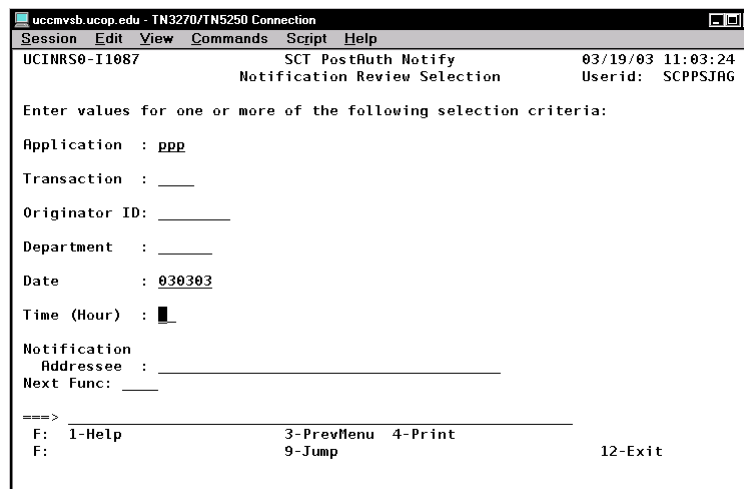
To delete Notifications from your Inbox list:

1. On the **Incoming Notifications** screen, tab to the notification you want to remove.
2. Type **D** on the notification line next to the notification you want to remove. Press **Enter**.

## Viewing Specific Notifications in CICS (INRS)

The INRS function can be used to locate and view a specific notification. This feature allows you to access notifications that may have been deleted from your Inbox list or to research questions or patterns. For example, you may need to see a list of all the notifications received by a mandatory reviewer you supervise. (You will be able to select and view only the notifications generated for employees within your assigned security.)

NOTIFICATION REVIEW SELECTION SCREEN.



### Procedure

In order to view a notification it must be selected from a list of notifications. This is a three step process:

- first, access INRS;
- second, create and view a summary list of notifications;
- third, select the notification to be viewed.



**Step 1: Access INRS**

1. On the Main Menu, select the PostAuth Notify Function Code Menu by entering **PSRV** in the Next Function field. This brings up the main PAN menu.
2. On the main PAN menu screen, enter **INRS** in the Next Function field. This brings up the **Notification Review Selection** Screen.

**Step 2: Create a Summary List**

To create a list of notifications that meet specific criteria:

1. Type the selection criteria values, as desired. You can specify more than one selection criteria on this screen, if desired. This enables you to access a specific range of notifications. The selection criteria fields are as follows:

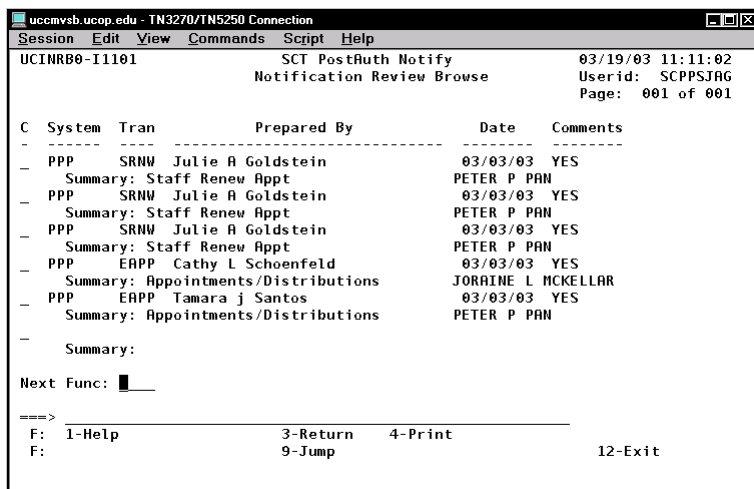
Fields by which to view notifications	Description
Application	Enter a three-digit application code to specify notifications from one of the system applications. (Specify PPP for Payroll/Personnel.)
Transaction	You can view notifications related to a specific transaction type, such as hire. Enter a screen or bundle function code to view all notifications of that type.
Originator ID	You can view notifications prepared by a specific PPS user. Enter a PPS User ID to view all notifications prepared by that user.
Department	Not used at UCSC.

Fields by which to view notifications	Description
Date	You can view notifications that were prepared on a specified date using the format <i>mmddyy</i> .
Time (Hour)	You can view notifications that were prepared within the timeframe of one hour. Enter the time in the format <i>hh</i> .
Notification Addressee	You can view notifications that were sent to a specific user <i>as long as the PAN is still in the user's PAN inbox</i> . Enter the PPS User ID of the person who received the notifications.

2. Press **Enter**.

A summary list of all the notifications that meet all the specified selection criteria is displayed on the **Notification Review Browse** screen (below).

NOTIFICATION REVIEW BROWSE SCREEN.



This screen lists the following summary information for each notification:

System	Abbreviation indicating the Subsystem where the notification originated. (PPP is the abbreviation for the Payroll/Personnel System.)
Tran	The function code of the screen or bundle on which data was changed.
Prepared By	The name of the preparer who updated the employee record.
Date	The date the update took place.
Comments	Indication (Yes or No) of whether notification includes comments typed by the user.
Summary	Description of the screen or bundle on which the data was changed.
Name	The name of the Employee whose record was updated.

**Step 3: Notification Selection**

To select the specific notification you want to review:

1. On the Notification Review Browse screen, tab to the notification you want to view. Type **S**. Press **Enter**. If you have more than one page of notification summaries, you may use **F7 Backward** and **F8 Forward** to scroll through the list.
2. To scroll through each page of the notification, use the **F8 Forward** key. To return to a previous page, use the **F7 Backward** key.
  - If the message **U0204 Not authorized to view the selected notification** is displayed, you do not have access to the employee record displayed in the PAN notification. Security Access to notifications is the same as is allowed in EDB Inquiry.
3. You can forward the notification by pressing **F6 FwdNotif**. (See subsection *Forwarding Notifications* for additional details.)
4. When you finish reviewing the notification, press **F3 Return** to return to the Notification Review Browse screen.
5. You can select another notification for review, or you can return to the Notification Review Selection screen by pressing **F3 Return**. (Press **F3** again to return to the main PAN menu.)