

4.2 CHECK DISPOSITION CHANGE

Overview

The procedures described in this section are for changing an employee's check disposition.

Before You Start

Department receives written notification of check disposition or Surepay stub address change from the employee.

If this is a disposition change **only**, (a change to the on-campus address where employee receives check or Surepay stub), department proceeds with data entry.

If employee is enrolling in, canceling, or changing banks or account # - STOP - send paper document to Payroll for input.

Prepare information for data entry via UPAY 563 - Surepay Stub/Check Dispo Address Change form.

Data Entry

Accessing the EPD1 Function

Enter data for the check disposition via the Employee Personal Data 1 (EPD1) function.

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **EPD1**, **employee ID number**, and then press **Enter**.

The Employee Personal Data 1 function (**EPD1**) is displayed.

Completing the EPD1 Function

EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

```

uccnvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPEPD10-E1450      SCT EDB Entry/Update      06/13/03 13:41:27
06/03/03 14:52:49  Employee Personal Data 1  Userid: SCTRNG1
ID: 764002282 Name: SLUG, SAMMY S      SSN: 555-12-3456 Pri Pay: H0

Date of Birth: 070655
Sex: M
Ethnic: U
Veteran Status Codes - Vietnam: U War/Campaign: U Disability: U
Recently Separated Veteran Date: _____
Disabled Status: U
Citizenship: C
Student Status: 1 No. of Reg. Units: _____
Pay Disposition Code: 000900

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

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

```

Overview

This function allows entry and update of personal information for an employee. Information such as gender, ethnicity, and citizenship status are entered at this function.

The EPD1 Procedure

Enter data in the following fields, as applicable:

Pay Disposition Code	<p>Enter the six digit number from Home Department Table to designate where check or surepay stub may be mailed.</p> <p>(Enter number in the format: 000__ __)</p> <p>See Appendix J, Mail Codes for valid codes.)</p>
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In addition, those Home Department numbers identified as true Home Departments are the only valid codes for entry on the EPER function in the Home Department field. The Home Department Table indicates those codes representing Service Centers.

Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update**.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update**.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

If There are no Errors

If there are no consistency errors you will receive the message:

U0007 UPDATE PROCESS COMPLETE