

9.2 WEB-BASED INQUIRY

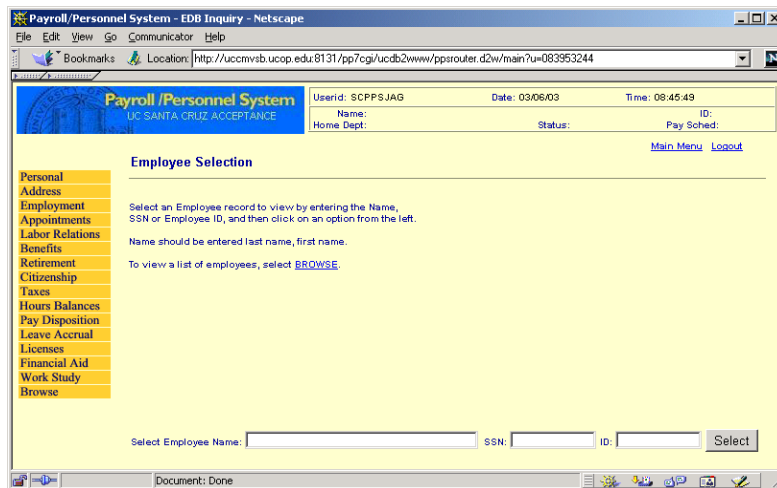
Employee Database (EDB) Inquiry

Note: This section covers web inquiry features, but not general background about PPS or inquiry access. For detailed information about the PPS system and inquiry-level access, see [Section 1](#) of this manual.

When you select the *Employee Database (EDB) Inquiry* link from the main menu, you will be brought to an initial inquiry “Employee Selection” screen.

To select an employee, enter an employee identifier (name, EID or SSN) in the appropriate field at the bottom of the screen and select the inquiry function you wish to view from the menu on the left.

INITIAL INQUIRY SCREEN



Layout of the Web-Based Inquiry Functions:

All web inquiry functions have four sections:

- A header (above and including the *Main Menu* and *Logout* links),
- An employee selection footer,
- A function selection menu on the left,
- And a body, which includes the function name immediately under the header and all function-specific data.

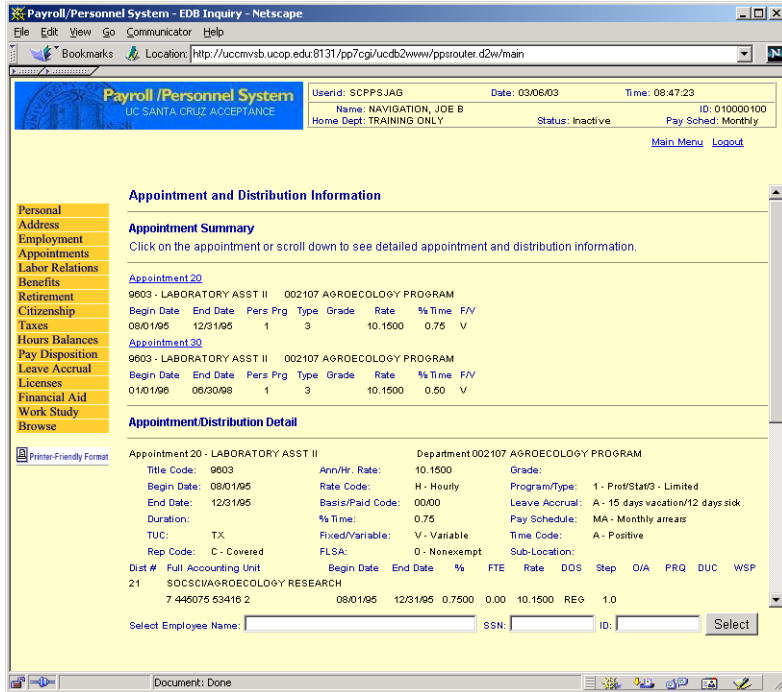
If the body of a function is longer than will fit in your browser window, a scroll bar will appear on the right. Because of this, PPS data viewed on the web tends to be more continuous than when viewed from within CICS.

Notes:

- The “Back” feature of your browser will not typically work in web-based PPS. You must use the links available to you from within each function.
- The function selection menu on the left side of the inquiry screens has an additional “Printer-Friendly Format” link at the bottom whenever you are viewing an employee record.

Below is an example of an inquiry function displaying these features.

SAMPLE INQUIRY SCREEN (APPOINTMENT AND DISTRIBUTION INFORMATION)

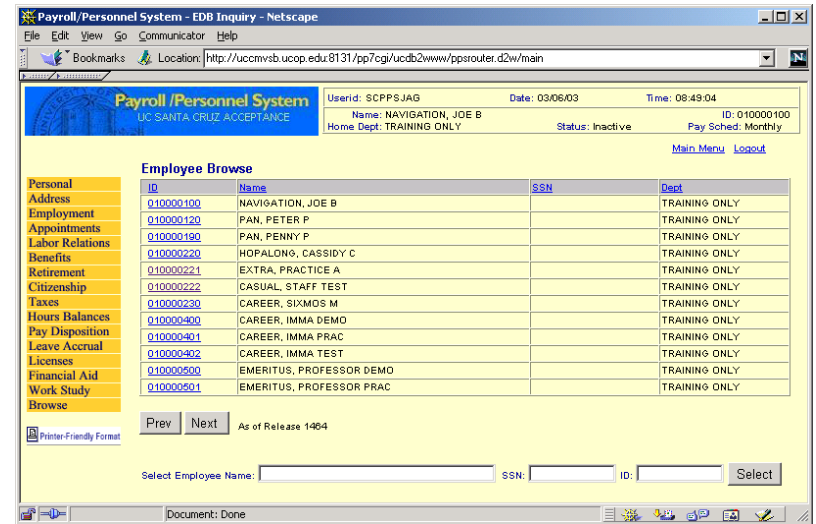


Employee Browse

If the employee name, EID or SSN that you enter does not uniquely match a record in the EDB, you will be brought to the “Employee Browse” page. You can, of course, select the **Browse** function directly from the menu on the left, as well.

- Click on an employee’s ID number to select.
- Use the **Prev** and **Next** buttons to scroll up and down.
- You can re-sort the Browse list by ID, Name, or Dept by clicking on these underlined column headers.

EMPLOYEE BROWSE SCREEN



Differences Between Web Inquiry And CICS Inquiry

There are fewer inquiry functions in web-based inquiry than in CICS inquiry. This is because the web-based inquiry functions take advantage of formatting available on the web but not in CICS in order to merge some CICS inquiry functions into one web-based inquiry function. An example of this is the **Hours Balances** web inquiry function, which merges all information about employee hours into a single function.

The table below maps web inquiry functions to CICS inquiry functions:

Web Function to CICS Function Mapping

<u>Web Function</u>	<u>Corresponding CICS Function(s)</u>
Personal	IGEN, IADD
Address	IADD
Employment	IGEN, IPER
Appointments	IAPS, IAPP, IAPT
Labor Relations	IGEN
Benefits	IINP , <u>IINS</u>
Benefits-Family Members subpage	IMEM
Benefits-Future Enrollments subpage	IFBC , <u>IFBD</u>
Retirement	IRTR , <u>IRET</u>
Citizenship	IALN
Taxes	ITAX, IBAL
Hours Balances	IHRS, IHR2
Pay Disposition	IGEN, <i>IGNL</i>
Leave Accrual	ILAH
Licenses	ILCD
Financial Aid	IFNA
Work Study	IFNW
Browse Page	WHO

Red (bold) = Central Office function only

Blue (underlined) = Departmental function

Green (italics) = Payroll Office function only

Logging Out of PPS

Always log out of PPS before closing your browser window, and always close your browser after you log out!

The *Logout* option is available from most of the web-based PPS screens as well as from the Main Menu.

It is necessary to close your browser after you log out of PPS, even if you plan to log back on later. If you log back on to PPS without first closing your browser, old search results may be displayed instead of new search results.