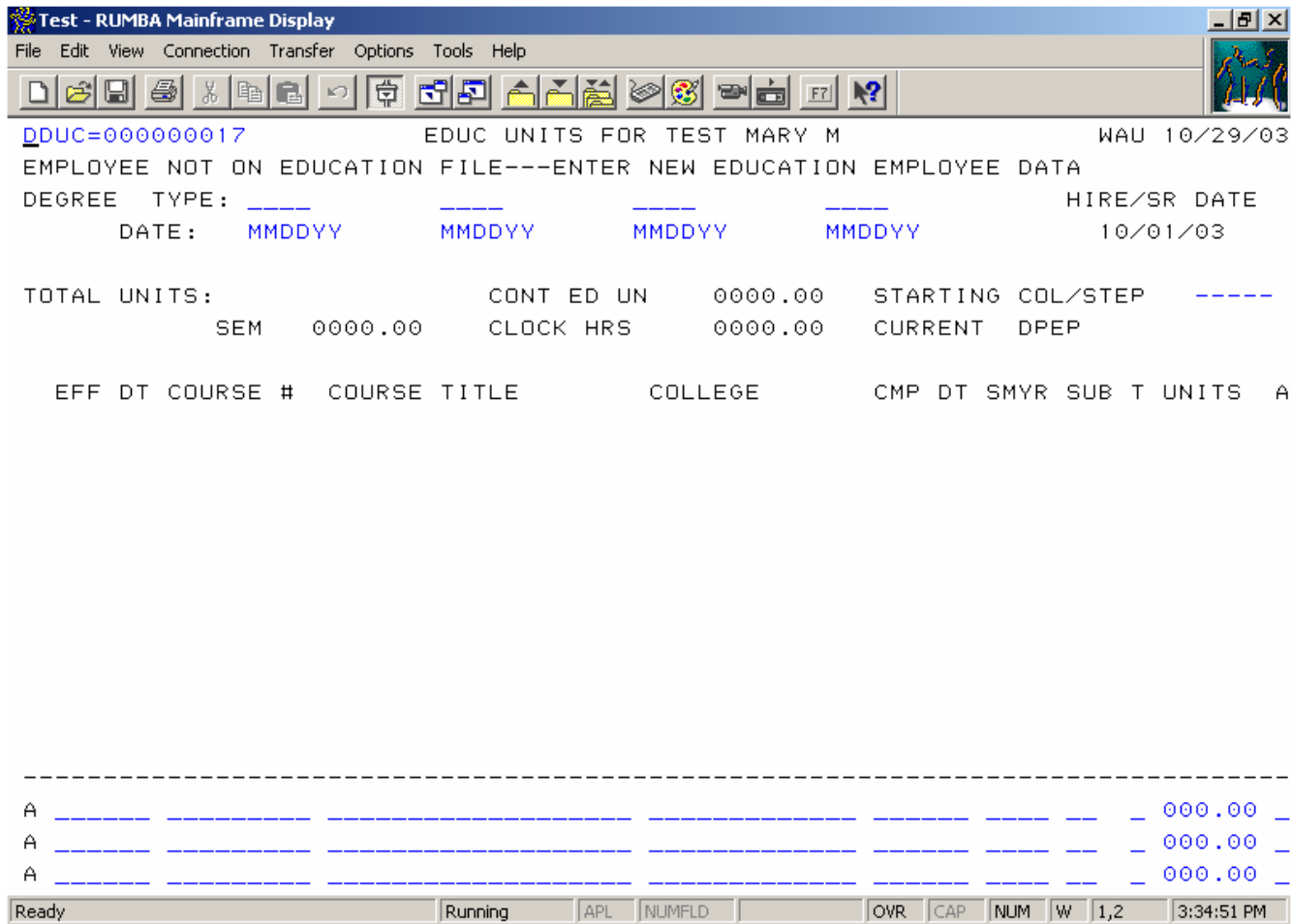


DDUC PROCEDURES

(Professional Growth- Education File Screen)

PURPOSE: To display, add, change and delete employee professional growth / education file course records. Creates a single record for each 'course' taken by an employee and course information can be updated using this screen.



ENTER: DDUC=111223333TMMDDYY
 | | |
 | | Effective Date of Course (optional)
 | Type Education Course Unit (optional S, C or E)
 Social Security Number

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DATA:

To Display a record:

If the employee SSN entered exists on the education file, the screen will be displayed with employee education file data and will list up to 6 courses the employee has taken beginning from the effective date entered and with the type course unit entered.

If only the employee SSN is entered, and the effective date and type of units is left blank, then all courses on the file for the employee are listed. If the SSN and type of course units only is entered, course records are displayed with the type course unit, but for all effective dates.

If the employee SSN is not on the file, a message 'EMPLOYEE NOT ON EDUCATION FILE---ENTER NEW EDUCATION EMPLOYEE DATA' will appear.

If the employee has less than six courses with an effective date equal to or greater than the effective date entered and with the same type unit entered, the course records will be displayed and a message 'MAKE CHANGES AND/OR HIT ENTER---NO MORE RECORDS FOR THIS EMPLOYEE' will appear.

If the employee has more than six course records on the education file with an effective date greater than or equal to the date entered and of the same course unit type as entered, the first six records will be displayed and a message 'CHANGE AND/OR ADD RECORDS---PRESS ENTER OR PF10=SCROLL OR CLEAR=END' will appear.

If you want to display the next 6 records on the employee's file, hit enter after the initial screen appears with the message 'MAKE CHANGES AND /OR ADD RECORDS AND HIT ENTER---MORE RECORDS EXIST'. The screen will re=appear with the same 6 records but with the message 'PF1-POST AND CLEAR PF2-POST AND RETURN PF12-CANCEL OR CHANGE, HIT ENTER'. Hit the 'PF2' key to display the next 6 records.

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To Add a record:

There are two kinds of ways to add a record. (1) To add an employee SSN to the education file for the first time and (2) to add (or create) a new record for a course taken by the employee.

- 1) To add an employee SSN to the education file, the employee SSN must already exist on the personnel file or otherwise an error message will be sent.

After entering 'DDUC=999999999' (where 999999999 is the employee SSN), a fill-in-the-blanks screen will appear with the message 'EMPLOYEE NOT ON EDUCATION FILE—ENTER NEW EDUCATION EMPLOYEE DATA'.

Then, fill in the top half of the screen, and add course records in the 3 'add' lines at the bottom, and hit enter. If there are no errors, a message 'PF1-POST AND CLEAR PF2-POST AND RETURN PF12-CANCEL OR CHANGE, HIT ENTER' will appear.

If you hit 'PF1', a totally blank screen will appear with the message 'EDUCATION FILE UPDATED—ENTER NEXT TRANSACTION', and the education file will have been updated with the new added records.

If you hit 'PF2', the data added will be displayed on the screen and the message 'MAKE CHANGES AND/OR HIT ENTER—NO MORE RECORDS FOR THIS EMPLOYEE' will appear.

If there is an error, the message 'INVALID FIELD' will appear and all fields in error will be highlighted on the screen and the cursor will appear under the first field in error.

- 2) To add a new course record for the employee, use one of the three lines at the bottom of the screen with an 'A' (for 'add') in the first column.

Type in the course data, and hit the enter key. If there are any errors found, the message 'INVALID FIELD' will appear and the field in error will be highlighted and the cursor will be positioned under the field. Correct the errors, and hit the enter key again. If there are no errors, the screen will reappear with the message 'PF1-POST AND CLEAR PF2-POST AND RETURN PF12-CANCEL OR CHANGE, HIT ENTER'. If you hit the 'PF1' key, the data will be added to the education file, and a blank screen with the message 'EDUCATION FILE UPDATED—ENTER NEXT TRANSACTION' will appear. If you hit the 'PF2' key, the data will be added to the education file and the 'DDUC' screen will re-appear with the next course records on file for the employee.

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To Change a record:

After the transaction 'DDUC=999999999TMMDDYY' is entered, the screen is displayed with the first six records on the file with the type of course unit entered and with effective dates greater than or equal to the effective date entered. A 'C' (for 'change') is displayed in the first column of the line of each record, on six lines at the middle of the screen. Changes can be made only using these 6 lines—the bottom 3 lines of the screen are for only adding course records.

To make a change, there must be a 'C' in the first column. Then change the data in the fields desired (effective date, course #, and type course units cannot be changed—to change these fields on a record you must delete the entire record and then re-add it). After changing the data, hit the enter key and the message 'PF1-POST AND CLEAR PF2-POST AND RETURN PF12-CANCEL OR CHANGE, HIT ENTER' will appear. Hit the 'PF1' or 'PF2' keys to update the education records with the new data.

To Delete a record:

To delete a record, simply type a 'D' (for 'delete') over the 'C' in the first column of the record displayed. After you hit enter, the message 'PF1-POST AND CLEAR PF2-POST AND RETURN PF12-CANCEL OR CHANGE, HIT ENTER' will appear. Hit the 'PF1' or 'PF2' to update the education file and delete the record from the file.

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ERRORS:

An 'INVALID FIELD' with appropriate message regarding the error will appear. When the message appears, the field in error will be highlighted and the screen cursor will be under the first character in the field.

Invalid Field:

1. Employee degree type date: must be a valid date.
2. Course record effective date: must be valid.
3. Course #: cannot be spaces or blank.
4. COMP DT (completion date): must be a valid date.
5. SMYR (semester year): can be 'FA88' for fall of 1988; the YR must be a number.
6. SUB (subject): can be spaces, blank or '_____'. However, if a subject code is entered, it must be a valid subject code existing on the credential codes subject file.
7. T (type of course units): must be 'S' (semester), or 'Q' (quarter), or 'C' (clock hours), or 'E' (continuing education units).
8. Units (# of course credit units): must be a number.
9. A (authorization): can be spaces, blank, '___', 'D' or 'R'. If there is a completion date entered, this field must be blank or '___'. If there is no completion date entered, then this field must be an 'A' (authorized), 'D' (denied), or 'R' (requested).

'A course record with this effective date and course number already exists'

This message means that you tried to add a record that already exists on the file (that has the same effective date and course #), or you are adding 2 or 3 records and these records have the same effective date and course number.

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FIELD DEFINITIONS: Required fields are denoted by '**'.

EDUC UNITS FOR	Employee Name (display only).
DEGREE TYPE	Employee college degree received (E. G., 'BA').
DEGREE DATE	Employee college degree date received—MM/DD/YY.
HIRE/SR DATE	Employee starting date (display only).
TOTAL UNITS	Course units are not added into total units until the course is completed.
CONT ED UN	Employee total # of course credit units for all continuing education (Type 'E') classes on file (display only).
SEM	Employee total # of course credit units for all semester and quarter unit classes (Type 'S') on file (display only).
CLOCK HRS	Employee total # of course or job hours accumulated for type 'C' (clock hours) classes or work (display only).
STARTING COL/STEP	Employee starting salary schedule column and step.
CURRENT DPEP	Employee current personnel file 'DPEP' record employment information—job title, and then salary schedule column and step (for display only, and only if data is on personnel file, otherwise blank).
---NO HEADING---	*Course record action field: 'C' for change to a record already on file; 'D' to delete a record; 'A' to add a record in lines 22 to 24 of the screen only.
EFF DT	*Course record effective date: MMDDYY—to add a new course record, this must be a valid date; (2) for a course that already exists on the file, this field cannot be changed.
COURSE #	*Course record course number: (1) to add a new course record, this field is required and cannot be blank; (2) for a course that already exists on the file, this field cannot be changed.
COURSE TITLE	Course record course title: The name or title of the course or class or work—can be anything.

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COLLEGE	Course record college name: The name of the college where the course was taken, or the name of the company where the work hours were performed.
CMP DT	*Course record completion date: MMDDYY—the date the course or work was completed. The completion date is required if the 'A' (authorization) field is not an 'A' for authorized.
SMYR	Course record semester/year: This field is optional. If data is typed in, the semester is 2 characters and can be anything (for example, 'FA' or '01' for fall semester or fall quarter or first semester). The 2 character year must be a valid number (for example, '90' for 1990).
SUB	Course record subject: This is optional. However, if a subject is typed in, it must be a valid subject code that already exists on the credential codes file subject codes.
TYPE	*Course record type course units: This is required, and must be 'S' (semester) or 'Q' (quarter—the quarter # of units entered is converted to the equivalent # of semester units and the type is changed to 'S') or 'C' (clock hours) or 'E' (continuing education units). NOTE: 'C' Clock hours and 'E' Continuing education units do not convert to 'S' semester or 'Q' quarter units, they are informational only and must be manually converted.
UNITS	*Course record # of course units: This is required, and is a number like this: 000.00. If the 'type' of units is 'Q' (for 'quarter' college credit units), the number of quarter units is converted to an equivalent # of semester course units (for example, '6 quarter units' would convert to '3.99' semester units).
A	*Course record authorization; This field is required if there is no completion date entered for the course, and it must be an 'A' (for 'authorized'). If there is a completion date, this field must be blank.