



## DCOS - PERSONNEL COMMENTS FILE SUMMARY SCREEN

PURPOSE: TO DISPLAY A LIST OF COMMENTS RECORDS FOR THE SPECIFIED EMPLOYEE. THIS ALSO ALLOWS FOR THE EASY SELECTION OF AN UNUSED DATE FOR A NEW COMMENTS RECORD.

ENTER: DCOS=SSSSSSSSSS  
DCOS=SSSSSSSSSSIIII  
DCOS=SSSSSSSSSSMMDDYY

SSSSSSSSSS: SOCIAL SECURITY NUMBER  
IIII: IDENT FIELD  
MMDDYY: DATE

OPTION 1: SSSSSSSSS  
SHOW ALL COMMENTS RECORDS FOR THIS SSN.  
OPTION 2: SSSSSSSSSIIII  
SHOW ONLY COMMENTS THAT MATCH THE IDENT.  
OPTION 3: SSSSSSSSSMMDDYY  
SHOW ONLY COMMENTS FROM THIS DATE OR LATER.

SCREENS:  
THE SCREEN SHOWS A LIST OF THE SELECTED COMMENTS RECORDS.

ENTER: WILL SHOW THE NEXT SCREEN OF RECORDS IF THERE ARE ANY, OTHERWISE THE FIRST SCREEN WILL BE RE-DISPLAYED.

PF9: ENTER A DATE AND PRESS PF9 AND YOU WILL TRANSFER TO SCREEN 'DCOM' TO ENTER THE DATA FOR A NEW RECORD.

TAB TO A LINE SHOWN ON THE SCREEN AND PRESS PF9 AND YOU WILL BE TRANSFERED TO SCREEN 'DCOM' WHERE THE RECORD MAY BE MODIFIED OF DELETED.

FIELDS:  
DATE: THE DATE OF THE COMMENTS RECORD.

IDENT: A FOUR CHARACTER FIELD. THIS CAN BE ANYTHING THE USER WANTS. IT IS USED FOR RECORD SELECTION ON THIS SCREEN.

COMMENT: THE FIRST 54 CHARACTERS OF COMMENT DATA IN THE RECORD. IF THERE IS MORE COMMENT DATA, A '+' WILL APPEAR IN COLUMN 80.

# DDEP - PERSONNEL EMPLOYEE DEPENDENT UPDATE SCREEN

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE EMPLOYEE DEPENDENT DATA ON THE PERSONNEL FILE.

ENTER: DDEP=123456789YY

                  |          |  
                  |          | FISCAL YEAR  
                  |          | SOCIAL SECURITY NUMBER

DATA:

TO ADD A RECORD:

1 - IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS ON FILE HIS DEPENDENT RECORD WILL BE DISPLAYED ON THE SCREEN; OTHERWISE A SKELETON SCREEN WILL BE DISPLAYED.

TO CHANGE A RECORD:

2 - ENTER THE DESIRED CHANGES IF THE EMPLOYEE IS ALREADY ON FILE. IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

TO DELETE A RECORD:

3 - ENTER '\*\*\*' FOR THE FRINGE BENEFIT CODE. THIS WILL FLAG THAT LINE TO BE DELETED.

## FIELD DESCRIPTIONS

FIELD NAME	DESCRIPTION
* F/B	FRINGE BENEFIT CODE. THIS MUST BE FOUND IN THE DICTIONARY
* DEPENDENT NAME	DEPENDENT NAME. 24 CHARACTERS
* SSN	SOCIAL SECURITY NUMBER
* B.DATE	BIRTH DATE

AGE	DEPENDENT AGE- CALCULATED BY THE PROGRAM
* RELATION	RELATIONSHIP OF DEPENDENT. MUST BE C - CHILD D - DISABLED CHILD E - ELDER I - SELF S - SPOUSE P - DOM PARTNER T- TEMP CUSTODY-COURT ORDERED
* START	BENEFIT START DATE
STOP	BENEFIT SROP DATE

\* THE FIELD IS MANDATORY FOR THE PERSONNEL SYSTEM TO OPERATE

ALL DATES MUST BE ENTERED AS MONTH/DAY/YEAR WITHOUT ANY SLASHES. TO REMOVE A DATE OR OTHER NUMERIC FIELDS ENTER ZEROS. TO REMOVE NON-NUMERIC FIELDS ENTER SPACES.

FOR FIELDS INDICATED WITH:

ALPHA..... ALL INPUT MUST BE ALPHABETIC

NUMERIC..... ALL INPUT MUST BE NUMERIC

ALPHA/NUMERIC INPUT CAN BE A COMBINATION OF ALPHABETIC AND NUMERIC, OR ALL ALPHABETIC, OR ALL NUMERIC

## DMAS - MASS UPDATE FOR ATTENDANCE DATA

PURPOSE: TO ALLOW THE USER TO MAKE UP TO TWENTY ATTENDANCE FILE UPDATES WITH ONE SCREEN.

ENTER: DMAS=

THIS WILL CAUSE AN EMPTY SCREEN TO BE PRESENTED ON WHICH UP TO 20 ATTENDANCE TRANSACTIONS MAY BE ENTERED.

DISPLAY:	
SSN:	SOCIAL SECURITY NUMBER
RSN:	ATTENDANCE REASON CODE
DATE:	DATE ENTERED WITH ACTIVITY
UNITS:	NUMBER OF HOURS OR DAYS INVOLVED
F:	FLAG. AN '*' IN THIS POSITION INDICATES THAT THIS ACTIVITY FOR THIS EMPLOYEE AND ATTENDANCE TYPE WILL CAUSE THE BALANCE TO GO NEGATIVE.
NAME:	THE SYSTEM WILL ENTER EMPLOYEE NAME AFTER VERIFYING THE SOCIAL SECURITY NUMBER.
ERROR:	ANY ERRORS IN THE DATA WILL BE IDENTIFIED IN THIS COLUMN.
INVALID TIME:	UNITS ENTERED ARE NOT NUMERIC
HOURS REQUIRED:	UNITS HAVE NOT BEEN ENTERED
DATE NON NUMBER:	NON NUMERIC CHARACTERS ENTERED IN DATE FIELD
CENTURY ERROR:	CENTURY NUMBER MUST BE '19' OR '20'
INVALID DATE:	THIS IS NOT A VALID DATE.
INVALID REASON:	REASON CODE NOT FOUND IN DICTIONARY 51- NOT FOUND:

52- WAS ENTERED AND FOUND, BUT 52- WAS NOT FOUND IN DICTIONARY.

SSN NOT NUMERIC: SOCIAL SECURITY NUMBER NOT NUMERIC  
PERSONNEL RECORD NOT FOUND

PROPOGATION OF DATA:

ON THE FIRST ROW USED, ALL DATA MUST BE ENTERED.

ON THE NEXT ROW, ONLY CHANGED DATA MUST BE ENTERED. THIS MISSING DATA WILL BE DUPLICATED FROM THE PREVIOUS ROW. THIS WILL CONTINUE UNTIL NO DATA IS ENTERED IN A ROW.

EMPTY ROWS MAY BE IMBEDDED ON THE SCREEN BUT PROPOGATION WILL NOT OCCUR THRU AN EMPTY ROW.

UPDATING:

WHEN NO ERRORS ARE DETECTED, A MESSAGE WILL BE PRESENTED TO PRESS PF1 OR PF2 FOR UPDATING TO TAKE PLACE.

PF1 WILL EXIT AND PF2 WILL PRESENT A NEW SCREEN.

CLEARING ERROR DATA:

ENTER SPACES IN A FIELD IN ORDER TO EMPTY IT. THE FIELD WILL THEN BE FILLED BY PROPOGATION OR A MISSING ERROR WILL BE PRESENTED.

# DMED - PERSONNEL EMPLOYEE MEDICAL UPDATE SCREEN

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE EMPLOYEE MEDICAL DATA ON THE PERSONNEL FILE.

ENTER:        DMED=123456789YY  
                 |        |  
                 |        | FISCAL YEAR  
                 |        | SOCIAL SECURITY NUMBER

DATA:

TO ADD A RECORD:

- 1 - IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS ON FILE HIS MEDICAL RECORD WILL BE DISPLAYED ON THE SCREEN; OTHERWISE A SKELETON SCREEN WILL BE DISPLAYED. FOR A NEW EMPLOYEE TB OPTION IS REQUIRED. IF TB OPTION IS A 'Y', THEN THE TB DATE IS REQUIRED.

TO CHANGE A RECORD:

- 2 - ENTER THE DESIRED CHANGES IF THE EMPLOYEE IS ALREADY ON FILE. IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

## FIELD DESCRIPTIONS

<u>FIELD NAME</u>	<u>DESCRIPTION</u>
* TB TEST DUE	DATE FOR NEXT TB TEST. REQUIRED IF TB OPTION IS 'Y'.
OPTION:	TB OPTION. Y - PRINT DUE DATE ON CHECK N - DONT PRINT DUE DATE ON CHECK
TYPE:	TB TEST TYPE. X - XRAY S - SKIN TEST
EXEMPT:	MUST BE 'Y' OR SPACE

HEPATITUS B VAC1:	HEPATITUS VACINATIONS
HEPATITUS B VAC2:	
HEPATITUS B VAC3:	
CPR:	CPR CERTIFICATE
FIRST AID:	FIRST AID CERTIFICATE
HANDICAPPED:	CODE MUST BE DEFINED IN DICTIONARY
SPECIAL MEDICAL:	30 CHARACTERS OF FREE FORM INFORMATION PROBLEMS
NAME1:	EMERGENCY NAMES
NAME2:	
PHONE:	EMERGENCY PHONE NUMBERS TO GO WITH NAME
PERSONAL DR:	NAME OF PERSONAL DOCTOR
DESIGNATED DR:	NAME OF DESIGNATED DOCTOR
PHONE:	PHONE NUMBER OF ABOVE NAMED DOCTORS

\* THE FIELD IS MANDATORY FOR THE PERSONNEL SYSTEM TO OPERATE

ALL DATES MUST BE ENTERED AS MONTH/DAY/YEAR WITHOUT ANY SLASHES.

TO REMOVE A DATE OR OTHER NUMERIC FIELDS ENTER ZEROS.

TO REMOVE NON-NUMERIC FIELDS ENTER SPACES.

FOR FIELDS INDICATED WITH: ALPHA.....ALL INPUT MUST BE ALPHABETIC  
 NUMERIC.....ALL INPUT MUST BE NUMERIC  
 ALPHA/NUMERIC...INPUT CAN BE A COMBINATION OF ALPHABETIC AND NUMERIC, OR ALL ALPHABETIC, OR ALL NUMERIC.

## DNNC - EMPLOYEE NAME AND NUMBER CHANGE TRANSACTION

THE TRANSACTION CODE AND SOCIAL SECURITY NUMBER MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

DNNC=999999999

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

ENTER THE NEW NAME AND/OR SOCIAL SECURITY NUMBER. THE NAME CANNOT BE BLANK OR CONTAIN ANY PUNCTUATION EXCEPT AN IMBEDDED HYPHEN. THE SOCIAL SECURITY NUMBER CANNOT BE IN USE ON ANY OF THE FILES AFFECTED.

NAME CHANGES ARE APPLIED TO THE PERSONNEL, PAYROLL, PAYROLL SUPERVISOR AND ALPHA NAME FILE. SOCIAL SECURITY NUMBER CHANGES ARE APPLIED TO THE PERSONNEL, PAYROLL, PAYROLL HISTORY, PAYROLL SUPERVISOR AND ALPHA NAME FILE PAYROLL BALANCE FILE.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT THE ERROR AND PRESS THE ENTER

## DPAS - EMPLOYEE ATTENDANCE SUMMARY

PURPOSE: THIS TRANSACTION IS USED TO DISPLAY TOTALS AND BALANCES FOR ALL "Y" CODE ATTENDANCE TYPES AND ASSOCIATED "X" CODE ACTIONS.

ENTER:

DPAS=XXXXXXXXX

|  
EMPLOYEE'S SSN

ERRORS: THERE ARE NO ERRORS OTHER THAN TO HAVE ENTERED A BAD SSN.

### FIELD DEFINITIONS

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NAME:	FROM PERSONNEL FILE
SSA:	AS ENTERED
STATUS:	ACTIVE OR INACTIVE AS INDICATED ON DPER
*"Y" CODE DESCRIPTION:	AS DEFINED IN YOUR DICTIONARY "PEAT"
UNITS ALLOC:	"X" CODE 1
UNITS EARNED:	"X" CODE 2
UNITS IN/OUT:	"X" CODE 3 LESS "X" CODE 4
UNITS USED:	"X" CODE 5
UNITS REQUESTED:	"X" CODE 7
BALANCE:	"X" CODE 2 + "X" CODE 3 - "X" CODE 4 "X" CODE 5

COVERS PERIOD FROM MM/DD/YY TO MM/DD/YY

\* IF AS AN EXAMPLE THE DESCRIPTION SHOWS '9 IS AN UNKNOWN "Y" CODE'; IT MEANS THAT DICT=PEAT0900 IS NOT ON THE DICTIONARY.

## DPAT - ATTENDANCE UPDATE SCREEN

THE TRANSACTION CODE, SOCIAL SECURITY NUMBER AND YEAR MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

DPAT=99999999986L

IF THE 'L' IS ENTERED AFTER THE YEAR, THE SCREEN WILL BE THE LAST SCREEN, WHICH WILL HAVE SPACE AVAILABLE FOR ENTERING NEW DATA.

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

YOU CAN ADD, CHANGE OR DELETE AS MANY AS 24 ATTENDANCE ENTRIES PER SCREEN.

ENTER THE ATTENDANCE REASON IN THE FIRST FIELD. IT MUST BE ON THE DICTIONARY. ENTER '999' IN THIS FIELD TO DELETE AN ATTENDANCE ENTRY. IF THE ATTENDANCE REASON CODE IS 52?, IT IS A PERSONAL NECESSITY TYPE AND THE 51? ATTENDANCE TRANSACTION WILL AUTOMATICALLY BE GENERATED. NOTE THAT THE 51? REASON CODE MUST ALSO BE ON THE DICTIONARY. NOTE ALSO THAT THE 52? TRANSACTION MUST BE AN ADD AND NOT A CHANGE.

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### \*NOTE\*

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\*THE 52? TRANSACTION CAN BE A CHANGE IF THE CHANGED TRANSACTION WAS A \*999 (DELETE). THE 52? TRANSACTION WILL STILL GENERATE A 51? TRANSACTION. THE 52? TRANSACTION WILL NOT GENERATE A 51? TRANSACTION IF YOU CHANGE ANY OTHER TRANSACTION.

\*\*\*\*\*

ENTER THE RELEVANT DATE IN THE SECOND FIELD. THE FORMAT IS MMDDYY FOR MONTH/DAY/YEAR.

ENTER THE NUMBER OF HOURS OR DAYS INVOLVED IN THE THIRD FIELD. THE FORMAT IS 999.99.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

IF AN EMPLOYEE'S INFORMATION REQUIRES MORE THAN ONE SCREEN TO DISPLAY, THE MESSAGE 'MORE RECORDS HIT ENTER TO PAGE' WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN. TO PAGE, HIT THE ENTER KEY WITHOUT MAKING ANY CHANGES ON THE SCREEN.

ATTENDANCE INFORMATION IS SUMMARIZED AT THE BOTTOM OF THE SCREEN SHOWING TYPE OF ATTENDANCE, AMOUNT OF TIME EARNED, TRANSFERRED, USED AND REQUESTED AS WELL AS THE BALANCE OF TIME THE EMPLOYEE HAS REMAINING IN EACH CATEGORY AS FOLLOWS:

EARNED: THE TOTAL OF ALL HOURS/DAYS THE EMPLOYEE HAS EARNED IN A PARTICULAR ATTENDANCE CATEGORY.

IN/OUT: THE TOTAL OF ALL HOURS/DAYS THAT HAVE BEEN TRANSFERRED IN OR OUT OF A PARTICULAR ATTENDANCE CATEGORY.

USED: THE TOTAL OF ALL HOURS/DAYS THE EMPLOYEE HAS USED IN A PARTICULAR ATTENDANCE CATEGORY. USED NON-PAID HOURS/DAYS WILL ALSO BE INCLUDED IN THIS COLUMN, HOWEVER THEY DO NOT DECREASE THE BALANCE.

REQUESTED: THE TOTAL OF ALL HOURS/DAYS THE EMPLOYEE HAS REQUESTED IN A PARTICULAR ATTENDANCE CATEGORY. THIS IS A MEMO FIGURE ONLY.

BALANCE: THE TOTAL OUTSTANDING HOURS/DAYS THE EMPLOYEE HAS REMAINING IN A PARTICULAR ATTENDANCE CATEGORY. THIS TOTAL IS ADJUSTED ONLY BY AMOUNTS EARNED, TRANSFERRED IN AND OUT, USED AND BALANCE FORWARD.

FIELD DESCRIPTIONS:

FIELD NAME	DESCRIPTION
* REASON	ENTER THE APPROPRIATE 3 CHARACTER CODE THAT DESCRIBES THE TYPE OF ATTENDANCE ENTRY SEE DICTIONARY LIST FOR VALID CODES. (FIELD LENGTH 3 CHARACTERS NUMERIC)

FIELD NAME -----	DESCRIPTION -----
* ENTRY DATE	ENTER THE SIX DIGIT TRANSACTION DATE IN MONTH/DAY/YEAR FORMAT. (FIELD LENGTH 6 CHARACTERS) NUMERIC
* UNITS INVOLVED	ENTER THE NUMBER OF HOURS OR DAYS IN THIS TRANSACTION. (FIELD LENGTH 6 CHARACTERS) NUMERIC

\* THE FIELD IS MANDATORY FOR THE PERSONNEL SYSTEM TO OPERATE

ALL DATES MUST BE ENTERED AS MONTH/DAY/YEAR WITHOUT ANY SLASHES.

FOR FIELDS INDICATED WITH:

ALPHA.....ALL INPUT MUST BE ALPHABETIC  
 NUMERIC.....ALL INPUT MUST BE NUMERIC  
 ALPHA/NUMERIC...INPUT CAN BE A COMBINATION OF ALPHABETIC AND NUMERIC, OR ALL ALPHABETIC, OR ALL NUMERIC.

## DPEP - PERSONNEL SYSTEM EMPLOYMENT UPDATE SCREEN

PURPOSE: 'DPEP' IS USED TO DISPLAY, ADD, CHANGE OR DELETE THE EMPLOYMENT SCREENS OF AN EMPLOYEE'S PERSONNEL RECORD.

AN EMPLOYEE MAY HAVE ANY NUMBER OF EMPLOYMENT SCREENS. BUT, AN EMPLOYEE IS LIMITED TO 15 ACTIVE EMPLOYMENT RECORDS (CODE = B) FOR ENCUMBERING AND BUDGETING PURPOSES. THE 'DPEP' TRANSACTION DISPLAYS EACH EMPLOYMENT RECORD INDIVIDUALLY. 'DPES' WILL DISPLAY ALL EMPLOYMENT RECORDS FOR AN EMPLOYEE IN SUMMARY FORM ON ONE SCREEN.

ENTER: DPEP=SSSSSSSSSFFJJ  
OR DPEP=SSSSSSSSSFFPPPPPPP

SSSSSSSSS = SOCIAL SECURITY NUMBER  
FF = FISCAL YEAR  
JJ = JOB TITLE CODE  
PPPPPPPP = POSITION CONTROL NUMBER

IF THE JOB TITLE IS NOT ENTERED, THE FIRST EMPLOYMENT RECORD WILL BE DISPLAYED.

IF THE JOB TITLE IS ENTERED, THE FIRST EMPLOYMENT RECORD WITH THAT JOB TITLE WILL BE DISPLAYED.

IF NO EMPLOYMENT RECORDS ARE FOUND WITH THAT JOB TITLE, AN ADD SCREEN WILL BE PRESENTED FOR THAT JOB TITLE. IF YOU WISH TO ADD AN EMPLOYMENT RECORD WITH AN ALLREADY USED JOB TITLE, USE '#A' AND THEN ENTER THE CORRECT JOB TITLE ON THE ADD SCREEN. IF A POSITION CONTROL NUMBER IS ENTERED, THE EMPLOYMENT RECORD WITH THAT POSITION CONTROL NUMBER WILL BE PRESENTED.

OR-

TO ADD A DATA RECORD: THE SCREEN SHOULD NOW RETURN WITH EITHER A CLEAR SCREEN WITH 'A' IN THE ACTION FIELD OR THE FIRST (OR REQUESTED) DPEP SCREEN FOR THIS EMPLOYEE. IF A NEW DPEP SCREEN IS BEING ENTERED, BE SURE TO FILL IN ALL THE REQUIRED FIELDS BEFORE HITTING THE ENTER KEY AGAIN. WHEN THE ENTER KEY IS HIT A MESSAGE IS SENT BACK 'UPDATE COMPLETED'. IF

SOME OF THE FIELDS ARE NOT CORRECT, THE CURSOR WILL GO TO THE FIELD AND GIVE A MESSAGE. CORRECT THE DATA AND HIT THE ENTER KEY.

MANDATORY FIELDS TO BE FILLED IN ARE DENOTED BY '\*' IN THE 'FIELD DEFINITIONS' SECTION BELOW.

TO CHANGE A RECORD: A CHANGE IS TREATED MUCH THE SAME AS AN ADD. BE SURE TO ENTER ALL THE DATA FIELDS THAT NEED CHANGING BEFORE HITTING ENTER. ANY NUMERIC FIELD MUST BE ALL NUMERIC WITH A DECIMAL POINT IF NECESSARY. DO NOT SPACE OUT ZEROS OR DECIMAL POINTS IN THE NUMERIC FIELDS. MOVE THE CURSOR OVER THEM AND ENTER THE DATA IN THE APPROPRIATE POSITIONS. IF ENTERING 'PERIOD PAID' IT MUST BE THREE NUMERIC CHARACTERS (I.E. '001', '012').

TO DELETE A RECORD: TO DELETE A DPEP SCREEN, PUT '\*' IN THE CODE FIELD, HIT THE ENTER KEY. THE DPEP SCREEN WILL REMAIN ON THE FILE UNTIL THE ROLLOVER PROCESS TAKES PLACE IN JULY; AT WHICH TIME IT WILL BE DELETED. IN THE MEANTIME, THE '\*' SIGNALS ALL PROGRAMS NOT TO PROCESS THE 'FLAGGED FOR DELETE' RECORD.

TO DISPLAY MORE RECORDS: IN ORDER TO PAGE FROM ONE DPEP SCREEN TO THE NEXT PUT 'P' IN THE ACTION FIELD, HIT THE ENTER KEY. WHEN THE LAST LINE HAS BEEN DISPLAYED, THE DISPLAY WILL ROLL OVER TO THE FIRST EMPLOYMENT RECORD.

TO TRANSFER TO ANOTHER SCREEN: THE PF KEYS TO BE USED FOR TRANSFERING ARE DISPLAYED AT THE BOTTOM OF THE SCREEN. IF DATA HAS BEEN ENTERED, THE UPDATE OR ADD WILL BE COMPLETED BEFORE TRANSFERING.

ERRORS:

PLEASE ENTER DISTRICT NUMBER: THE CHARACTER ENTERED FOR THE DISTRICT NUMBER IS INVALID

PLEASE ENTER EMPLOYEE SOCIAL SECURITY NUMBER: THE SOCIAL SECURITY NUMBER IS NOT NUMERIC. KEY IN THE CORRECT SSN AND HIT ENTER.

NO PERSONNEL RECORD EXISTS FOR THIS SSN: THE SOCIAL SECURITY NUMBER ENTERED IS NOT ON THE PERSONNEL FILE. GO TO THE DPER SCREEN AND ADD THE PERSON TO THE FILE BEFORE ENTERING EMPLOYMENT RECORDS.

PLEASE ENTER VALID YEAR: THE YEAR MUST BE ENTERED THE FIRST TIME THE DPEP TRANSACTION IS USED. AFTER THAT IT NEED NOT BE KEYED AGAIN, UNLESS THE OPERATOR WISHES TO CHANGE IT. THE YEAR WILL APPEAR AS PART OF THE TRANSACTION ID IN THE TOP LEFT CORNER OF THE SCREEN. THE YEAR IS USED BY THE DPEP TRANSACTION TO GET THE PROPER BUDGET, DICTIONARY, AND SALARY MATRIX FILES USED FOR CALCULATING THE SALARY, VALIDATING THE PERCENT DISTRIBUTION ACCOUNTS AND VALIDATING JOB TITLE, JOB CLASS, ETC.

WHEN THE FOLLOWING ERRORS APPEAR ON THE SCREEN, THE CURSOR WILL POSITION ITSELF UNDER THE FIELD CAUSING THE MESSAGE.

MANDATORY FIELD MISSING OR INVALID: THIS FIELD NEEDS TO BE ENTERED CORRECTLY FOR THE SCREEN TO BE UPDATED.

FIELD INVALID: THE FIELD AS ENTERED IS INVALID (IT USUALLY MEANS THE COMPUTER IS EXPECTING NUMERIC DATA AND WHAT WAS ENTERED IS NOT NUMERIC). THE FIELD MAY BE CORRECTED BY ENTERING ZEROS (WITH DECIMAL POINT), OR IF IT IS A NON-NUMERIC FIELD, IT MAY BE SPACED OUT. ANY FIELD THAT HAS A DECIMAL POINT ON THE SCREEN MUST HAVE THE DECIMAL POINT STILL THERE WHEN THE ENTER KEY IS HIT TO SIGNIFY THE END OF THE TRANSACTION.

FIELD IS NOT IN THE DICTIONARY: THE TRANSACTION IS VALIDATING THE FIELD AGAINST THE DICTIONARY AND IS UNABLE TO FIND A RECORD FOR THE VALUE ENTERED. EITHER THE VALUE IS INVALID, OR IT IS VALID AND NEEDS TO BE ADDED TO THE DICTIONARY, OR THE YEAR ENTERED DOES NOT HAVE ANY DICTIONARY RECORDS.

INVALID SALARY CALCULATION FIELD: ONE OR MORE OF THE FIELDS NEEDED TO DO THE SALARY CALCULATION IS NOT VALID. THIS COULD MEAN THAT IT IS NOT NUMERIC OR IS ZERO WHEN THE CALCULATION NEEDS A VALID AMOUNT. LOOK AT THE FIELD DEFINITIONS TO SEE WHICH AMOUNTS ARE NEEDED FOR THE CALCULATION BASED ON THE BASIS IN THE DPEP RECORD. THE CURSOR WILL GO TO THE JOB TITLE AND MUST BE ADVANCED TO THE FIELD NEEDING CORRECTION.

THE REST OF THE ERROR MESSAGES ARE SELF EXPLANATORY AND THE CURSOR WILL BE PLACED IN THE OFFENDING FIELD.

FIELD DEFINITIONS:

NAME	DESCRIPTION
* EMPLOYMENT CODE CURRENTLY THIS FIELD IS VALIDATED AGAINST THE DICTIONARY.	ENTER THE APPROPRIATE EMPLOYMENT CODE FOR THIS RECORD. ENTER 'B' FOR ACTIVE POSITIONS. AGAINST  (1 CHAR ALPHA)
* JOB TITLE OCCUPATION, JOB TITLE 'OZ' IS RETIREMENT DPEP FIELD IS VALIDATED AGAINST THE DICTIONARY. (2 CHAR ALPHA/NUMERIC)	ENTER THE JOB TITLE CODE THAT BEST DESCRIBES THE EMPLOYEE'S FROM THE DICTIONARY. RESERVED FOR THIS RECORDS. THIS
* JOB CLASS OCCUPATION, THIS FIELD IS AGAINST THE DICTIONARY.	ENTER THE JOB CLASS CODE THAT BEST REPRESENTS THE EMPLOYEE'S FROM THE DICTIONARY. VALIDATED
* POSITION TYPE  FIELD. THIS AND MUST BE PRESENT. ALPHA)	EACH EMPLOYEE MAY HAVE ONLY ONE PRIMARY DPEP SCREEN WHICH SHOULD BE CODED 'P'. ALL OTHER DPEP RECORDS SHOULD BE CODED 'S' IN THIS FIELD WILL BE EDITED 1 CHAR
SALARY SCHEDULE  AMOUNT. ENTERED DO NOT ENTER SCHEDULE. IF BOTH FIELDS ARE	THIS FIELD WORKS IN CONJUNCTION WITH THE BASE AMOUNT FIELD. IF A SALARY SCHEDULE IS ENTERED DO NOT ENTER A BASE IF A BASE AMOUNT IS A SALARY ENTERED THE SALARY SCHEDULE WILL OVER- RIDE THE AMOUNT IN THE BASE AMOUNT FIELD.

CONSISTS OF

NO MESSAGE WILL BE ISSUED FOR THIS  
ERROR. THE SALARY SCHEDULE  
3 ELEMENTS.  
SCHEDULE = 3 CHAR ALPHA/NUMERIC  
RANGE = 2 CHAR NUMERIC  
STEP = 3 CHAR NUMERIC  
THE SALARY SCHEDULE IS VALIDATED AGAINST  
THE SALARY MATRIX FILE. IF THERE IS AN  
INCREMENT DATE ON THE DPEP

SCREEN THE

NAME

DESCRIPTION

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ANNUAL  
ALPHA/NUMERIC)

STEP IS INCREASED BEFORE COMPUTING THE  
AFTER INCREMENT PORTION OF THE  
SALARY. (8 CHAR

\* APPOINTMENT  
CODE  
BE EDITED  
CHAR ALPHA)

ENTER 'F' FOR FULL TIME OR 'P' FOR OTHER  
THAN FULL TIME. THIS FIELD WILL  
AND MUST BE PRESENT. (1

SALARY PRIOR  
TO INCREMENT

\*\*\* NOT UPDATABLE THROUGH THE SCREEN \*\*\*  
THIS IS A TOTAL AMOUNT FOR ALL THE MONTHS  
PRIOR TO INCREMENT. IF THE EMPLOYEE  
INCREMENTS ON JULY 01 THIS  
BLANK.

AMOUNT WILL BE

THIS AMOUNT INCLUDES ALL THE STIPEND  
AMOUNTS TO BE PAID IN THOSE MONTHS  
TO INCREMENT.

PRIOR

ALL SALARY CALCULATIONS ARE ADJUSTED BY  
MULTIPLYING THE CALCULATED AMOUNT  
THE FACTOR OBTAINED BY  
POSITION UNITS  
(THIS PART

BY  
DIVIDING THE  
INTO THE CONTRACT UNITS.  
OF THE CALCULATION IS NORMALLY

BYPASSED BECAUSE SO FEW DISTRICTS USE  
THE POSITION UNITS FIELD)

IN THE INTEREST OF BREVITY AND CLARITY  
THIS EXPLANATION WILL NOT BE  
EACH OF THE

REPEATED IN  
CALCULATION DESCRIPTIONS

THIS AMOUNT IS COMPUTED AS FOLLOWS

+++++

BASIS = ANNUAL

(BASE AMOUNT / PERIODS PAID)  
X (CONTRACT FACTOR)  
X (NUMBER OF MONTHS PRIOR TO INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

PAID

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE DIVIDED BY THE PERIODS  
GIVES A MONTHLY BASE.  
THIS MONTHLY BASE TIMES THE CONTRACT  
FACTOR GIVES THE MONTHLY ACTUAL.  
THE MONTHLY ACTUAL TIMES THE NUMBER OF  
MONTHS TO BE PAID PRIOR TO THE

INCREMENT  
NAME

DESCRIPTION

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-----  
DATE GIVES THE AMOUNT PRIOR TO  
INCREMENT

THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT.

+++++

NOT UPDAT-  
SCREEN.

THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
ONE OF THE FIELDS INVOLVED IN THE  
COMPUTATION IS CHANGED. IT IS  
ABLE THROUGH THE

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++

BASIS = MONTHLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (NUMBER OF MONTHS PRIOR TO INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE MONTHLY

ACTUAL. THE MONTHLY  
TIMES THE NUMBER OF MONTHS TO BE  
PRIOR TO THE INCREMENT DATE GIVES  
THE AMOUNT PRIOR TO INCREMENT.

ACTUAL  
PAID

THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT

+++++ +  
BASIS = HOURLY / DAILY / WEEKLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (BASIS UNITS BEFORE INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT

GIVES THE HOURLY ACTUAL. THE HOURLY  
ACTUAL TIMES THE BASIS UNITS BEFORE

INCREMENT

NAME

DESCRIPTION

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(THE FIRST BASIS UNITS FIELD)  
GIVES THE TOTAL AMOUNT TO BE PAID PRIOR  
TO INCREMENT  
THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT

+++++ +

NOT  
SCREEN.

THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
ONE OF THE FIELDS INVOLVED IN THE  
COMPUTATION IS CHANGED. IT IS  
UPDATABLE THROUGH THE

SALARY PRIOR  
TO INCREMENT  
FIELD (2)

\*\*\* NOT UPDATABLE THROUGH THE SCREEN \*\*\*

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++ +  
BASIS = ANNUAL

(BASE AMOUNT / PERIODS PAID)  
X (CONTRACT FACTOR)  
X (CONTRACT UNITS / POSITION UNITS)

PAID  
MONTHLY BASE  
FACTOR GIVES THE  
ACTUAL.

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE DIVIDED BY THE PERIODS  
GIVES A MONTHLY BASE. THIS  
TIMES THE CONTRACT  
MONTHLY

THE CALCULATED STIPENDS ARE NOT ADDED  
TO THIS AMOUNT

+++++ +  
BASIS = MONTHLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR GIVES THE

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
MONTHLY ACTUAL.

NAME  
-----

DESCRIPTION  
-----

THE CALCULATED STIPENDS ARE NOT ADDED  
TO THIS AMOUNT

+++++ +  
BASIS = HOURLY / DAILY / WEEKLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (BASIS UNITS / NBR MONTHS PRIOR TO INCR  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE HOURLY ACTUAL.

THE  
THE NUMBER  
MONTH PRIOR TO

IT THEN DIVIDES THE NUMBER OF MONTHS  
PRIOR TO THE INCREMENT DATE INTO  
BASIS UNITS BEFORE THIS GIVES  
OF UNITS WORKED PER  
INCREMENT.

THE HOURLY ACTUAL TIMES THE COMPUTED  
NUMBER OF UNITS PER MONTH GIVES  
MONTHLY ACTUAL PRIOR TO  
CALCULATED  
THE INCREMENT. THE  
STIPENDS ARE NOT ADDED TO THIS  
AMOUNT

+++++

THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
ONE OF THE FIELDS INVOLVED IN THE  
COMPUTATIONS IS CHANGED. IT IS  
UPDATABLE THROUGH THE  
NOT  
SCREEN.

SALARY AFTER  
INCREMENT

\*\*\* NOT UPDATABLE THROUGH THE SCREEN \*\*\*

FIELD WILL  
SALARY.

THIS IS A TOTAL AMOUNT FOR ALL THE MONTHS  
AFTER INCREMENT. IF THE EMPLOYEE  
INCREMENTS ON JULY 01 THIS  
CONTAIN THE ANNUAL

THIS AMOUNT INCLUDES ALL THE STIPEND  
AMOUNTS TO BE PAID IN THOSE MONTHS  
AFTER INCREMENT.

NAME

DESCRIPTION

-----

-----

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++

BASIS = ANNUAL

(BASE AMOUNT / PERIODS PAID)  
X (CONTRACT FACTOR)  
X (NUMBER OF MONTHS AFTER INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

PAID

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE DIVIDED BY THE PERIODS  
GIVES A MONTHLY BASE.  
THIS MONTHLY BASE TIMES THE CONTRACT  
FACTOR GIVES THE MONTHLY ACTUAL.  
THE MONTHLY ACTUAL TIMES THE NUMBER OF  
MONTHS TO BE PAID AFTER THE

INCREMENT  
AMOUNT AFTER INCREMENT.

DATE GIVES THE

THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT

++++  
BASIS = MONTHLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (NUMBER OF MONTHS AFTER INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR  
ACTUAL.

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE MONTHLY

THE MONTHLY ACTUAL TIMES THE NUMBER OF  
MONTHS TO BE PAID AFTER THE

INCREMENT  
AMOUNT AFTER INCREMENT.

DATE GIVES THE

THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT

++++

THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
ONE OF THE FIELDS INVOLVED IN THE  
IS CHANGED. IT IS NOT  
SCREEN.

COMPUTATION  
UPDATABLE THROUGH THE  
NAME

DESCRIPTION

-----

-----

THIS AMOUNT IS COMPUTED AS FOLLOWS:  
++++  
BASIS = HOURLY / DAILY / WEEKLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (BASIS UNITS AFTER INCREMENT)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE HOURLY ACTUAL.

UNITS  
AMOUNT TO BE PAID  
INCREMENT

THE HOURLY ACTUAL TIMES THE BASIS UNITS  
AFTER INCREMENT (THE SECOND BASIS  
FIELD) GIVES THE TOTAL  
AFTER

THE CALCULATED STIPENDS ARE THEN ADDED  
TO THIS AMOUNT

+++++

NOT  
SCREEN.

THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
ONE OF THE FIELDS INVOLVED IN THE  
COMPUTATION IS CHANGED. IT IS  
UPDATABLE THROUGH THE

SALARY AFTER  
INCREMENT  
FIELD (2)

\*\*\* NOT UPDATABLE THROUGH THE SCREEN \*\*\*

THIS AMOUNT IS COMPUTED AS FOLLOWS:

+++++

BASIS = ANNUAL

(BASE AMOUNT / PERIODS PAID)  
X (CONTRACT FACTOR)  
X (CONTRACT UNITS / POSITION UNITS)

PAID

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE DIVIDED BY THE PERIODS  
GIVES A MONTHLY BASE.  
THIS MONTHLY BASE TIMES THE CONTRACT  
FACTOR GIVES THE MONTHLY ACTUAL.

NAME

DESCRIPTION

-----

THE CALCULATED STIPENDS ARE NOT ADDED  
TO THIS AMOUNT

+++++

BASIS = MONTHLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR  
ACTUAL.

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE MONTHLY

THE CALCULATED STIPENDS ARE NOT ADDED  
TO THIS AMOUNT

++++  
BASIS = HOURLY / DAILY / WEEKLY

(BASE AMOUNT)  
X (CONTRACT FACTOR)  
X (BASIS UNITS / NBR MONTHS AFTER INCR  
X (CONTRACT UNITS / POSITION UNITS)

FACTOR  
IT THEN DIVIDES  
MONTHS AFTER THE  
DATE INTO THE BASIS UNITS AFTER

THE BASE AMOUNT FROM THE SALARY  
SCHEDULE TIMES THE CONTRACT  
GIVES THE HOURLY ACTUAL.  
THE NUMBER OF  
INCREMENT

THE  
INCREMENT

THIS GIVES THE NUMBER OF UNITS WORKED  
PER MONTH AFTER INCREMENT.  
THE HOURLY ACTUAL TIMES THE COMPUTED  
NUMBER OF UNITS PER MONTH GIVES  
MONTHLY ACTUAL AFTER

ONE  
COMPUTATION IS  
UPDATABLE THROUGH THE

THE CALCULATED STIPENDS ARE NOT ADDED  
TO THIS AMOUNT  
++++ +  
THIS AMOUNT IS RECOMPUTED WHENEVER ANY  
OF THE FIELDS INVOLVED IN THE  
CHANGED. IT IS NOT  
SCREEN.

NAME  
-----  
ANNUAL  
SALARY

DESCRIPTION  
-----  
\*\*\* NOT UPDATABLE THROUGH THE SCREEN \*\*\*

ALL

THIS AMOUNT IS COMPUTED AS FOLLOWS FOR  
BASIS':

++++

+

SALARY PRIOR TO INCREMENT + SALARY INCREMENT

AFTER

+++++

+

ONE

COMPUTATION IS UPDATABLE THROUGH THE

THIS AMOUNT IS RECOMPUTED WHENEVER ANY OF THE FIELDS INVOLVED IN THE COMPUTATION IS CHANGED. IT IS NOT UPDATABLE THROUGH THE SCREEN.

BASE SALARY SCHEDULE AMOUNT. IF A DO NOT ENTER A SALARY BOTH FIELDS ARE ENTERED THE

THIS FIELD WORKS IN CONJUNCTION WITH THE AMOUNT SCHEDULE FIELD. IF A SALARY IS ENTERED DO NOT ENTER A BASE AMOUNT IS ENTERED SCHEDULE. IF

SALARY SCHEDULE WILL OVERRIDE THE AMOUNT IN THE BASE AMOUNT FIELD.

NO MESSAGE WILL BE ISSUED FOR THIS ERROR.

ENTERED ENTERED IN THE BASE SCREEN) IS USED TO ANNUAL SALARY FOR THIS DPEP

THIS AMOUNT (BROUGHT IN FROM THE SALARY MATRIX FILE IF A SALARY SCHEDULE WAS OR TAKEN FROM THE AMOUNT AMOUNT FIELD ON THE COMPUTE THE SCREEN. (8 CHAR NUMERIC - 2 DECIMAL PLACES)

\* LEAVE STATUS FOR CURRENTLY ACTIVE IS VALIDATED AGAINST THE CHAR ALPHA)

ENTER THE APPROPRIATE LEAVE STATUS CODE THIS RECORD. ENTER 'A' FOR POSITIONS. THIS FIELD DICTIONARY. (1

\* BASIS RECORD. WEEKLY

REPRESENTS THE SALARY TYPE ON THE DPEP RECORD.

A	M	H	D	W
ANNUAL	MONTHLY	HOURLY	DAILY	

THIS FIELD INDICATES THE METHOD OF SALARY CALCULATION TO BE USED. (1 CHAR ALPHA)

NAME DESCRIPTION

-----  
\* CONTRACT EMPLOYEE START DATE  
FORMAT IS MM DD YYYY.  
ENTER THE 8 DIGIT DATE ON WHICH THE  
ACTUALLY STARTED THE JOB. THE  
YYYY.  
(8 CHAR NUMERIC)

CONTRACT EMPLOYEE STOP DATE  
IS MM DD YYYY.  
ACTIVE  
ENTER THE 8 DIGIT DATE ON WHICH THE  
ACTUALLY THE JOB. THE FORMAT  
THIS FIELD SHOULD NOT BE ENTERED FOR  
DPEP RECORDS.  
(8 CHAR NUMERIC)

\* PAYMENT BEGINNING START DATE  
THIS JOB. FORMAT IS MM DD YYYY.  
ENTER THE 8 DIGIT DATE COVERING THE  
OF THE FIRST PAY PERIOD FOR  
MM DD YYYY.  
(8 CHAR NUMERIC)

\* PAYMENT ENDING OF STOP DATE  
JOB. FORMAT IS MM DD YYYY.  
ENTER THE 8 DIGIT DATE COVERING THE  
THE LAST PAY PERIOD FOR THIS  
MM DD YYYY.  
(8 CHAR NUMERIC)

PAYMENT START AND STOP DATES ARE USED IN THE  
CALCULATION OF THE ANNUAL SALARY AND ARE VERY IMPORTANT IN  
THE BUDGETING AND ENCUMBERING PROCESSES. THESE FIELDS ARE  
REQUIRED FOR EVERY DPEP RECORD EVEN RETIREMENT RECORDS  
WHICH HAVE NO SALARY AMOUNTS.

INCREMENT EMPLOYEE DATE  
FORMAT IS MM DD YYYY. THIS FIELD MAY  
BE USED FOR ALL DPEP RECORDS.

(I.E. BASIS = 'A', 'M', 'H', 'D', 'W')  
THE ONLY DPEP RECORDS THAT SHOULD HAVE  
BLANK INCREMENT DATE ARE THOSE  
INCREMENT EVER  
RETIREMENT DPEPS  
DPEPS ON THE TOP STEP OF A SALARY  
SCHEDULE  
DPEPS HAVING A BASE AMOUNT INSTEAD  
SALARY SCHEDULE

OF A  
THE END  
INCREMENT DATE WILL BE ROLLED OVER AT  
OF THE FISCAL YEAR IF THERE ARE MORE

STEPS IN  
REMOVED WHEN  
NAME

THE SALARY SCHEDULE. IT WILL BE

DESCRIPTION

\* BASIS  
SALARY  
UNITS  
UNITS OF

INDICATES THE NUMBER OF PERIODS IN THE  
CALCULATION. BASIS 'A' MUST HAVE BASIS  
1.00.  
AN 'H/D/W' BASIS WITH BASIS UNITS OF 1.00

WILL

BE IGNORED FOR BUDGETING AND  
BUT THESE PERSONS WILL  
CALCULATING

ENCUMBERING  
BE PICKED UP FOR  
PAYROLL FRINGE BENEFIT VENDOR  
WARRANTS.

FOR BASIS 'M' THIS FIELD IS INFORMATIONAL  
USED IN THE CALCULATION OF SALARY

AND NOT

AMOUNTS

IF BASIS H/D/W IS BEING INCREMENTED THIS

FIELD

MUST CONTAIN THE NUMBER OF UNITS THE  
WILL WORK PRIOR TO THE

PERSON  
INCREMENT DATE.

IF NOT ENTERED; THIS FIELD WILL DEFAULT TO  
(8 CHAR NUMERIC - 2 DECIMAL PLACES)

1.00.

BASIS  
FIELD  
UNITS (2)  
PERSON  
(AFTER)

IF BASIS H/D/W IS BEING INCREMENTED THIS  
MUST CONTAIN THE NUMBER OF UNITS THE  
WILL WORK AFTER THE INCREMENT DATE. THIS  
CAN ONLY BE USED WITH BASIS UNITS  
INCREMENT DATE THIS FIELD  
BASIS 'A' OR 'M'.

FIELD  
H/D/W AND AN  
MUST BE ZERO WITH

(8 CHAR NUMERIC - 2 DECIMAL PLACES)

\* CONTRACT  
FACTOR  
BASIS  
ENTERED THIS

ENTER THE PERCENT OF TIME THE EMPLOYEE  
WORKS. A HALF TIME PERSON WOULD BE 0.50.  
'H' MUST BE 1.00(FULL TIME). IF NOT

FIELD WILL DEFAULT TO 1.00.

(5 CHAR NUMERIC - 4 DECIMAL PLACES)

CONTRACT UNITS INDICATES THE NUMBER OF DAYS THAT THIS EMPLOYMENT RECORD NORMALLY COVERS. THIS FIELD WILL BE FILLED FROM THE 01 JOB TITLE RECORD, IF ONE EXISTS. THIS FIELD MAY BE ZERO. THIS FIELD MAY BE MANUALLY UPDATED. THE NUMBER ENTERED HERE IS USED IN CALCULATING THE ANNUAL SALARY (SEE CALCULATION ROUTINE). (5 CHAR NUMERIC - 1 DECIMAL PLACE)

NAME	DESCRIPTION
-----	-----
CONTRACT THIS CONDITION IN THE	DESCRIBES WHETHER THE PERSON STARTED EMPLOYMENT AT THE NORMAL TIME OR LATER YEAR.
REGULAR CODE THE STOPAS THOUGH HE WAS A THIS YEAR, CODE THE CONTRACT WITH THE ACTUAL START DATE, THE	'R' = REGULAR 'L' = LATE START IF THE LATE START WILL BE WORKING A SCHEDULE THE FOLLOWING YEAR: PAYMENT START AND REGULAR START START
WILL BUDGET YEAR, AND WHEN THE THE 'L' WILL BE CHANGED TO 'R' INCREMENTED CORRECTLY.	AND PUT AN 'L' IN THE CONTRACT CONDITION.  SYSTEM WILL ONLY ENCUMBER FROM THE CONTRACT START DATE THIS YEAR, IT FOR A FULL YEAR FOR NEXT FILE IS ROLLED OVER AND THE DATES
	(1 CHAR ALPHA)

EMPLOYEE FTE ENTER THE FULL TIME EQUIVALENCY (FTE) OR PERCENTAGE OF TIME WORKED THAT IS APPLICABLE TO THIS EMPLOYMENT RECORD. (4 CHAR NUMERIC - 3 DECIMAL PLACES)

\* PERIODS IS TO PAID PAID IS SALARY FOR FOR CALCULATING THE A/D/H/W EMPLOYEES. THIS FILLED IN EXCEPT FOR JOB TITLE 'OZ' (RETIREMENT RECORDS).

ENTER THE NUMBER OF CHECKS AN EMPLOYEE RECEIVE DURING THE FISCAL YEAR. PERIODS USED IN CALCULATING THE ANNUAL MONTHLY EMPLOYEES AND MONTHLY SALARY FOR FIELD MUST BE

(3 CHAR NUMERIC)

PERIODS EMPLOYEE WORKED

ENTER THE NUMBER OF MONTHS THE WORKS DURING THE FISCAL YEAR. THIS FIELD IS NOT USED IN ANY SALARY CALCULATION.

(3 CHAR NUMERIC)

PENSION WITH TYPE

ENTER THE PENSION TYPE TO BE ASSOCIATED WITH THIS EMPLOYMENT RECORD. THIS FIELD WILL BE VALIDATED AGAINST THE DICTIONARY.

(1 CHAR ALPHA)

NAME

DESCRIPTION

-----  
EEO EMPLOYMENT CODE

-----  
ENTER THE APPROPRIATE EQUAL OPPORTUNITY CODE WHICH APPLIES TO THIS EMPLOYEE AND POSITION. THIS FIELD WILL BE VALIDATED AGAINST THE DICTIONARY

(2 CHAR ALPHA/NUMERIC)

\* FRINGE BENEFIT NOT INDICATOR THIS

THIS FIELD IS USED TO INDICATE WHETHER OR FRINGE BENEFITS ARE TO BE DISTRIBUTED TO EMPLOYMENT RECORD DURING BUDGETING, ENCUMBERING, AND THE PAYMENT OF

F/B VENDOR PL09).

WARRANTS (PL01, PL06, AND

Y = DISTRIBUTE F/B TO THIS RECORD  
N = DO NOT DISTRIBUTE F/B TO THIS RECORD  
THIS FIELD WILL DEFAULT TO 'Y' IF NO DATA IS

ENTERED ON THE ORIGINAL INPUT SESSION.  
THIS FIELD WILL BE VALIDATED.  
(1 CHAR ALPHA)

CLASS WORKED HOURS  
THIS IS THE NUMBER OF SENORITY HOURS  
HOURS BY CLASSIFIED EMPLOYEES. WILL  
AUTOMATICALLY BE UPDATED FROM PAYROLL  
IF THE JOB TITLE AND SALARY SCHEDULE OF  
THE MGRS SCREEN MATCHES THAT OF  
THE DPEP, AND THE CLASS HOURS IND IS  
EQUAL TO "Y".  
(7 CHAR NUMERIC - 2 DECIMAL PLACES)

CLASS BE HOURS IND  
IS "N".  
ENTER "Y" IN THIS FIELD IF CLASS HOURS IS TO  
BE UPDATED BY THE PAYROLL SYSTEM. DEFAULT  
IS "N".  
(1 CHAR ALPHA)

TENURE/  
(FOR  
PROBATION  
CODE  
DICTIONARY FOR  
ENTER THE CURRENT TENURE STATUS CODE  
(CERTIFICATED) OR PROBATIONARY STATUS  
(FOR CLASSIFIED) STATUS. SEE  
VALID CODES.  
(1 CHAR ALPHA)

TENURE/  
ACQUIRE  
PROBATION  
COMPLETE DATE  
FORMAT IS MM DD  
ENTER THE DATE THE EMPLOYEE WILL  
TENURE (FOR CERTIFICATED) OR WILL  
PROBATION (FOR CLASSIFIED).  
YYYY.  
(8 CHAR NUMERIC)

NAME  
-----  
DESCRIPTION  
-----  
WORK DAYS/HOURS  
SCHEDULE AND  
THIS FIELD IS USED TO DESCRIBE WHAT  
THE EMPLOYEE WORKS. IT IS USER DEFINED  
FOR INFORMATION ONLY.  
(3 CHAR ALPHA/NUMERIC)

(1) (2) (3)

STIPENDS ENTER THE TWO CHARACTER STIPEND CODE.  
 THESE AND SHOULD BE THE SAME AS THE CODES  
 USED ON THE  
 STIPEND DATES MGRS SCREENS FOR PAYROLL. THE STIPEND  
 CAN BE A FLAT AMOUNT OR A PERCENT. FLAT  
 AMOUNTS MUST BE MONTHLY AMOUNTS.  
 ENTER THE DATE THE STIPEND IS TO START  
 (MMYYYY). THE CALCULATED MONTHLY  
 AMOUNT OF THE PERCENT STIPENDS WILL  
 BE RETURNED BASED ON THE CURRENT DATE. THAT  
 IS IF THE SCREEN HAS AN INCREMENT DATE THAT  
 HAS ALREADY PASSED THE CALCULATED MONTHLY  
 AMOUNT WILL BE THE PERCENT OF THE AFTER  
 INCREMENT MONTHLY AMOUNT. IF THE  
 DATE IS LATER THAT THE  
 CURRENT DATE THE CALCULATED  
 MONTHLY AMOUNT WILL BE THE  
 PERCENT OF THE BEFORE INCREMENT MONTHLY  
 AMOUNT. STIPENDS MAY BE PUT ON FOR FUTURE  
 DATES OUTSIDE THE FISCAL YEAR. A TEN YEAR  
 LONGEVITY STIPEND CAN BE CODED THE DAY  
 THE ORIGINAL DPEP IS ENTERED AND IT WILL  
 NOT BE CALCULATED UNTIL THE DATE  
 ARRIVES TEN YEARS FROM NOW. THE  
 SCREEN WILL SHOW THE  
 DESCRIPTION, THE PERCENT OR AMOUNT, THE DATE,  
 AND THE CURRENT CALCULATED MONTHLY  
 AMOUNT IF THE STIPEND IS ACTIVE.  
 (2 CHAR ALPHA/NUMERIC - STIPEND)  
 (4 CHAR NUMERIC - STIPEND DATE MMY)  
 (MMYY)  
 (5 CHAR NUMERIC)  
 \* PERCENT MAY HAVE UP TO SIX ACCOUNT DISTRIBUTIONS  
 DISTRIBUTION PER DPEP RECORD. THE TOTAL OF THE  
 PERCENTS MUST EQUAL ONE HUNDRED  
 (100.00).  
 PERCENT TO REMOVE A DISTRIBUTION LINE (BOTH  
 AND ACCOUNT) SET THE PERCENT TO ZERO.  
 WHEN THE UPDATE IS COMPLETE THE DISTRIBUTION  
 LINE WILL BE REMOVED.  
 (5 CHAR NUMERIC)  
 \* ACCOUNT A VALID 25 DIGIT ACCOUNT NUMBER MUST BE  
 NUMBER ENTERED FOR EVERY PERCENT DISTRIBUTION.

NAME -----	DESCRIPTION -----
SCREEN	TO CHANGE AN EXISTING ACCOUNT ON THE
SPACE THE SCREEN.	TYPE THE NEW ACCOUNT NUMBER AND ONE OVER THE ACCOUNT NUMBER ON
RECORD RANGE. (I.E. CANNOT OBJECTS)	DUPLICATE ACCOUNT NUMBERS MAY NOT BE ENTERED ON THE SAME DPEP RECORD. ALL ACCOUNT NUMBERS ON A SINGLE DPEP MUST BE IN THE SAME OBJECT MIX 1000 AND 2000
THE	THIS FIELD IS VALIDATED AGAINST THE BUDGET FILE AND MUST HAVE AN OBJECT IN  1000-2000 RANGE. (6-18 CHAR NUMERIC)
POS CTL  CONTROL INDICATES RECORD POSITION CONTROL SYSTEM AND FOR EMPLOYEE HISTORY.	POSITION CONTROL NUMBER. AN '*' APPEARING BETWEEN THE 6 DIGIT NUMBER AND THE SUB NUMBER NEVER UNDER THE IS ONLY
TEMP\CAT	
BRD APPR DTE	BOARD APPROVAL DATE.

## DPER - PERSONNEL EMPLOYEE DEMOGRAPHIC UPDATE SCREEN

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE EMPLOYEE  
DEMOGRAPHIC DATA ON THE PERSONNEL FILE.

ENTER: DPER=123456789  
          |  
          SOCIAL SECURITY NUMBER

DATA:

TO ADD A RECORD:

- 1) IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL  
APPEAR ON THE SCREEN STATING THE ERROR.  
IF THE EMPLOYEE IS ON FILE HIS DEMOGRAPHIC RECORD WILL BE  
DISPLAYED ON THE SCREEN; OTHERWISE A SKELETON SCREEN  
WILL BE DISPLAYED.

FOR A NEW EMPLOYEE ENTER AT LEAST THE NAME, ADDRESS  
ONE, CITY, STATE, ZIP CODE, PRIME LOCATION, SEX, ETHNIC  
CODE, BIRTHDATE, MARITAL STATUS, START DATE, UNION, AND  
ATTENDANCE INDICATOR. MANDATORY FIELDS ARE INDICATED  
BY A '\*' IN THE 'FIELD DESCRIPTIONS' SECTION AT THE END OF  
THIS DOCUMENTATION.

FOR A NEW EMPLOYEE THE CITIZENSHIP WILL BE INITIALIZED TO  
'US',

THE STATUS WILL BE INITIALIZED TO ACTIVE AND THE DIRECTORY  
USE WILL BE INITIALIZED TO 'YES' UNLESS THE DEFAULT OPTION  
IS OVERRIDDEN BY ENTERING DATA IN THE RELEVANT FIELD.

TO CHANGE A RECORD:

- 2) ENTER THE DESIRED CHANGES IF THE EMPLOYEE IS ALREADY ON  
FILE.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN  
ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR  
WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR.  
CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

TO DELETE A RECORD:

- 3) TO FLAG A RECORD FOR DELETION ENTER 'DELETE' AFTER THE  
SOCIAL SECURITY NUMBER. FOR EXAMPLE:

DPER=999999999DELETE

THE RECORD WILL BE FLAGGED FOR DELETION UNLESS THE  
EMPLOYEE HAS A PAYROLL RECORD.

TO REINSTATE A DELETED RECORD:

- 4) TO REINSTATE A RECORD FLAGGED FOR DELETION ENTER 'REINSTATE' AFTER THE SOCIAL SECURITY NUMBER. FOR EXAMPLE:

DPER=999999999REINSTATE

THE RECORD WILL NO LONGER BE FLAGGED FOR DELETION.

FIELD DESCRIPTIONS

FIELD NAME	DESCRIPTION
* NAME	ALWAYS ENTER EMPLOYEE'S LAST NAME FIRST, THEN FIRST NAME, THEN MIDDLE NAME OR INITIAL. TITLES, SUCH AS 'JR', 'II', ETC. MUST FOLLOW MIDDLE NAME OR INITIAL- THEY DO NOT GO AFTER THE LAST NAME. NO SPACES OR OTHER PUNCTUATION ARE ALLOWED IN THE LAST NAME. INCORRECT: O SHEA, O'SHEA CORRECT: OSHEA YOU MAY USE HYPHENATED LAST NAMES INCORRECT: SMITH JONES MARY CORRECT: SMITH-JONES MARY (FIELD LENGTH 30 CHARACTERS) ALPHA
* STATUS	THIS FIELD DESCRIBES THE CURRENT STATUS OF THE EMPLOYEE. ENTER THE APPROPRIATE CODE: SEE DICTIONARY LIST FOR VALID CODES 0 = ACTIVE EMPLOYEE (NUMERIC ZERO) I = INACTIVE EMPLOYEE Q - Z = JOB APPLICANT 1 = OPEN POSITION (FIELD LENGTH 1 CHARACTER) ALPHA/NUMERIC
* ADDRESS ONE	ENTER EMPLOYEE'S ADDRESS. DO NOT USE PERIODS OR COMMAS. (IF NOT ENOUGH SPACES FOR APT. NO. OR P.O. BOX NO., USE ADDRESS 2 FIELD) (FIELD LENGTH 22 CHARACTERS) ALPHA/NUMERIC

FIELD NAME	DESCRIPTION
* DIRECTORY USE	ENTER 'Y' IF EMPLOYEE WANTS NAME AND ADDRESS TO APPEAR IN STAFF DIRECTORY OTHERWISE ENTER 'N'. (FIELD LENGTH 1 CHARACTER) ALPHA
ADDRESS TWO	ENTER SECOND LINE OF ADDRESS (IF NECESSARY). (FIELD LENGTH 22 CHARACTERS) ALPHA/NUMERIC
* CITY	ENTER THE CITY IN WHICH THE EMPLOYEE RESIDES. (FIELD LENGTH 19 CHARACTERS) ALPHA
* START DATE	ENTER THE DATE EMPLOYEE WAS FIRST IN MONTH/DAY/YEAR FORMAT. (FIELD LENGTH 8 CHARACTERS) NUMERIC
* STATE	ENTER THE TWO CHARACTER STATE CODE. (SEE DICTIONARY LIST FOR VALID STATE CODES) (FIELD LENGTH 2 CHARACTERS) ALPHA
* ZIP CODE	ENTER THE ZIP CODE FOR EMPLOYEE'S ADDRESS. ONLY 5 DIGIT ZIP CODE IS TO BE ENTERED. EXAMPLE: MARTINEZ WOULD BE '94553'. (FIELD LENGTH 5 CHARACTERS) NUMERIC
HIRE ORDER	REQUIRED ONLY IF 2 OR MORE EMPLOYEES ARE HIRED ON THE SAME DATE, WITH THE SAME JOB TITLE CODE. (FIELD LENGTH 4 CHARACTERS) NUMERIC
COUNTY	ENTER THE 3 CHARACTER CODE FOR THE COUNTY IN WHICH EMPLOYEE RESIDES. (SEE DICTIONARY LIST FOR VALID CODES) (FIELD LENGTH 3 CHARACTERS) ALPHA

FIELD NAME	DESCRIPTION
-----	
SENIORITY DATE	ENTER THE DATE ON WHICH THE EMPLOYEE'S SENIORITY WILL BE DETERMINED, IN MONTH/ DAY/YEAR FORMAT. THIS FIELD IS USED IF SENIORITY DATE AND START DATE DIFFER. (IF THE FIELD IS NOT ENTERED, SYSTEM WILL USE 'START DATE') (FIELD LENGTH 8 CHARACTERS) NUMERIC

HOME PHONE	ENTER THE 10 CHARACTER HOME TELEPHONE NUMBER OF EMPLOYEE - INCLUDE AREA CODE IF KNOWN. (FIELD LENGTH 10 CHARACTERS) NUMERIC
------------	---

NOTE: IF EMPLOYEE DOES NOT WANT HIS PHONE  
 NUMBER IN A STAFF DIRECTORY ENTER 'U' FOR  
 UNLISTED AFTER THE NUMBER.

* PRIME LOCATION	CONSISTS OF 4 ELEMENTS: 'FACILITY', 'BUILDING', 'ROOM', 'PHONE EXTENSION'. (ALL FOUR ELEMENTS ARE ENTERED ON ONE LINE)  FORMAT: FFFFFFFF BBBBBB RRRR XXXX WHERE: F = FACILITY (LENGTH 6 CHARACTERS) B = BUILDING (LENGTH 6 CHARACTERS) R = ROOM (LENGTH 4 CHARACTERS) X = EXTENSION (LENGTH 4 CHARACTERS)
---------------------	---

IF 'BUILDING' IS NOT USED, DUPLICATE  
 'FACILITY' INFORMATION INTO BUILDING.  
 ('FACILITY' AND 'BUILDING' ARE MANDATORY;  
 'ROOM' AND 'EXTENSION' ARE NOT)  
 (FIELD LENGTH 20 CHARACTERS)  
 ALPHA/NUMERIC

BASE TENURE DATE	ENTER THE DATE THE EMPLOYEE ACTUALLY BECAME TENURED, IN MONTH/DAY/YEAR FORMAT. (FACULTY ONLY) (FIELD LENGTH 8 CHARACTERS) NUMERIC
------------------------	---

FIELD NAME	DESCRIPTION
* SEX	ENTER 'M' = MALE 'F' = FEMALE (FIELD LENGTH 1 CHARACTER) ALPHA
TERM DATE	TERM DATE: ENTER THE DATE THE EMPLOYEE IS OFFICIALLY TERMINATED FROM THE DISTRICT, IN MONTH/DAY/YEAR FORMAT. IF THE EMPLOYEE IS CURRENTLY EMPLOYED, LEAVE THE FIELD BLANK. (TO REMOVE DATE ENTER ZEROS). (FIELD LENGTH 8 CHARACTERS) NUMERIC
* ETHNIC CODE	ENTER THE APPROPRIATE ETHNIC CODE: 1 = ASIAN/PACIFIC ISLANDER 2 = AMERICAN INDIAN/ALASKAN NATIVE 3 = BLACK - NON-HISPANIC 4 = HISPANIC 5 = WHITE - NON-HISPANIC 6 = FILIPINO 7 = REFUSED TO INDICATE (FIELD LENGTH 1 CHARACTER) NUMERIC
TERM REASON	ENTER THE CODE WHICH BEST DESCRIBES WHY THE EMPLOYEE WAS TERMINATED. SEE DICTIONARY LIST FOR VALID CODES (FIELD LENGTH 2 CHARACTERS) NUMERIC
* BIRTHDATE	ENTER 6 NUMERIC DIGITS IN MONTH/DAY/YEAR FORMAT. IF MONTH OR DAY IS 1 THROUGH 9 PRECEDE WITH ZERO. (FIELD LENGTH 8 CHARACTERS) NUMERIC
* MARITAL	ENTER THE APPROPRIATE MARITAL STATUS CODE. SEE DICTIONARY LIST FOR VALID CODES (FIELD LENGTH 1 CHARACTER) ALPHA

FIELD NAME	DESCRIPTION
REHIRE DATE	ENTER DATE THE EMPLOYEE IS ELIGIBLE TO BE REHIRED OR ACTUALLY IS REHIRED, IN MONTH/DAY/YEAR FORMAT. (FIELD LENGTH 6 CHARACTERS) NUMERIC
* CITIZENSHIP	ENTER 'US' IF EMPLOYEE IS A U.S. CITIZEN OTHERWISE ENTER APPROPRIATE 2 CHARACTER COUNTRY CODE. (FIELD LENGTH 2 CHARACTERS) ALPHA
REHIRE CODE	OPTIONAL CODE FOR REHIRE STATUS. THIS IS AN INFORMATIONAL ITEM, AND IS USER DEFINED. (FIELD LENGTH 1 CHARACTER) ALPHA/NUMERIC
* UNION	ENTER THE CODE OF THE UNION OR BARGAINING UNIT WITH WHICH THE EMPLOYEE IS AFFILIATED. (FIELD LENGTH 2 CHARACTERS) ALPHA/NUMERIC ONLY USED BY DISTRICT OFFICE
* ATTENDANCE INDICATOR	ENTER 'H' FOR HOURLY OR 'D' FOR DAILY TO INDICATE HOW THE EMPLOYEE'S ATTENDANCE WILL BE MAINTAINED. (FIELD LENGTH 1 CHARACTER) ALPHA
FORMER NAME	ENTER FORMER LAST NAME ONLY. (FIELD LENGTH 24 CHARACTERS) ALPHA
FINGERPRINTS	ENTER: Y = YES- FINGER PRINTS ON FILE N = NO- FINGER PRINTS NOT ON FILE (FIELD LENGTH 1 CHARACTER) ALPHA
FINGERPRINT DATE	DATE FIELD TO TRACE FINGERPRINT CLEARANCES; NOT REQUIRED BUT MUST BE A VALID DATE (MM/DED/YYYY) IF USED. NUMERIC

FIELD NAME	DESCRIPTION
DIRECTORY	ENTER: "P", "N", OR "I"
SERVICE BREAK	"Y" OR "N"
APPLICANT RANK	FUTURE USE
AUTHORIZATION	FREE FORM
PERS CLASS HOURS	ACCUM CLASSIFIED NO PENSION HOURS
QUALIFIED	ENOUGH HOURS TO QUALIFY FOR PERS
CLASSIFIED MAX DAYS	FUTURE USE
DRIVERS LICENSE	ENTER DRIVERS LICENSE UP TO 12 CHARACTERS.
PHYSICAL ADDRESS	IF DIFFERENT THAN ENTERED ABOVE

\* THE FIELD IS MANDATORY FOR THE PERSONNEL SYSTEM TO OPERATE

ALL DATES MUST BE ENTERED AS MONTH/DAY/YEAR WITHOUT ANY SLASHES.

TO REMOVE A DATE OR OTHER NUMERIC FIELDS ENTER ZEROS.

TO REMOVE NON-NUMERIC FIELDS ENTER SPACES.

FOR FIELDS INDICATED WITH:

ALPHA.....ALL INPUT MUST BE ALPHABETIC

NUMERIC.....ALL INPUT MUST BE NUMERIC

ALPHA/NUMERIC.....INPUT CAN BE A COMBINATION OF ALPHABETIC AND NUMERIC, OR ALL ALPHABETIC, OR ALL NUMERIC.

## DPES - EMPLOYMENT SUMMARY DISPLAY SCREEN

PURPOSE: TO DISPLAY EMPLOYMENT INFORMATION FOR AN EMPLOYEE IN SUMMARY FORM.

ENTER: DPES=123456789YR  
          |      |  
          |      | BUDGET FISCAL YEAR  
          |      | SOCIAL SECURITY NUMBER

DISPLAY: THE SCREEN DISPLAYS SUMMARY EMPLOYMENT INFORMATION FOR AN EMPLOYEE. IF THE EMPLOYEE IS NOT ON FILE AN ERROR MESSAGE WILL APPEAR.

IF AN EMPLOYEE'S INFORMATION REQUIRES MORE THAN ONE SCREEN, THE MESSAGE 'MORE RECORDS HIT ENTER TO PAGE' WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN. TO SEE THE NEXT SCREEN OF DATA, HIT THE ENTER KEY.

USING DPES:

TO TRANSFER TO A SPECIFIC DPEP SCREEN:  
TAB TO THE 'CODE' FIELD OF THE DESIRED INFORMATION AND PRESS <ENTER>.

TO COPY THE INFORMATION FROM A CURRENT SCREEN TO A NEW 'ADD' SCREEN:  
TAB TO THE 'CODE' FIELD OF THE DESIRED INFORMATION AND PRESS <PF7>.

FIELD DEFINITIONS:

FIELD NAME	DESCRIPTION
-----	-----
CD	EMPLOYMENT CODE
TTL	JOB TITLE
DESCR	JOB TITLE DESCRIPTION

FIELD NAME -----	DESCRIPTION -----
POS CTRL	POSITION CONTROL NUMBER AN '*' APPEARING BETWEEN THE 6 DIGIT CONTROL NUMBER AND THE SUB NUMBER INDICATES RECORD NEVER UNDER THE POSITION CONTROL SYSTEM AND IS ONLY FOR EMPLOYEE HISTORY
SITE	DICTIONARY LOOKUP OF THE SITE FIELD IN THE FIRST ACCOUNT NUMBER
CSTART	CONTRACT START DATE
CSTOP	CONTRACT STOP DATE
APPT	APPOINTMENT CLASSIFICATION CODE
LV	LEAVE STATUS CODE
%CONT	PERCENT OF CONTRACT
SAL SCH	SALARY SCHEDULE

## DPFU - FRINGE BENEFIT UPDATE SCREEN

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE PERSONNEL SYSTEM FRINGE BENEFIT DATA FOR AN EMPLOYEE.

ENTER:      DPFU=123456789YR  
                  |            |  
                  |            | FISCAL YEAR  
                  |            | SOCIAL SECURITY NUMBER

### DATA:

TO DISPLAY: IF THE EMPLOYEE SSN DOES NOT EXIST ON THE PERSONNEL FILE, AN ERROR MESSAGE WILL APPEAR ON THE SCREEN AND NO UPDATES CAN TAKE PLACE.

IF AN EMPLOYEE'S FRINGE BENEFITS REQUIRE MORE THAN ONE SCREEN TO DISPLAY, THE MESSAGE 'MORE RECORDS HIT ENTER TO PAGE' WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN. TO PAGE, HIT THE ENTER KEY.

YOU CAN PAGE TO THE LAST SCREEN BY ENTERING 'L' AFTER THE YEAR OR '=' AS FOLLOWS:

DPFU=99999999986L OR DPFU=L

THIS WILL ALLOW YOU TO ENTER NEW INFORMATION WITHOUT PAGING THROUGH THE WHOLE FILE.

TO ADD A RECORD: ENTER THE FRINGE BENEFIT TYPE IN THE FIRST FIELD. IT MUST BE ON THE DICTIONARY FILE.

THE SECOND FIELD IS THE DOLLAR OR PERCENTAGE AMOUNT THAT THE EMPLOYEE CONTRIBUTES EACH PAY PERIOD. IF THIS FIELD IS LEFT BLANK, IT WILL BE SUPPLIED FROM THE DICTIONARY FILE PDXX01 RECORD IF THE RECORD IS PRESENT.

THE THIRD FIELD IS THE DOLLAR OR PERCENTAGE AMOUNT THAT THE EMPLOYER CONTRIBUTES EACH PAY PERIOD. IF THIS FIELD IS LEFT BLANK, IT WILL BE SUPPLIED FROM THE DICTIONARY FILE PDXX02 RECORD IF THE RECORD EXISTS.

THE FOURTH FIELD IS THE START DATE. THIS DATE MUST ALWAYS BE THE FIRST DAY OF THE MONTH FOR WHICH THE BENEFIT IS TO BE PAID.

THE FIFTH FIELD IS THE STOP DATE. THIS DATE MUST ALWAYS BE THE LAST DAY OF THE MONTH FOR WHICH THE BENEFIT IS TO BE PAID. LEAVE THIS FIELD BLANK FOR A CONTINUING FRINGE BENEFIT.

THE SIXTH FIELD, REFERENCE NUMBER, IS OPTIONAL AND FREE FORMAT. ANYTHING CAN BE ENTERED.

THE SEVENTH FIELD IS THE DELETION INDICATOR. FRINGE BENEFITS WITH A STOP DATE WILL BE DELETED ON ROLLOVER ONLY IF THIS FIELD IS SET TO 'Y' FOR 'YES'. THE DEFAULT IS 'N' FOR 'NO'.

TO CHG A RECORD: TYPE IN THE CHANGES AND HIT THE ENTER KEY.

TO DELETE A RECORD: TYPE IN '\*\*' IN THE FRINGE BENEFIT CODE FIELD TO DELETE A FRINGE BENEFIT.

FIELD DESCRIPTIONS:

\* THE FIELD IS MANDATORY FOR THE PERSONNEL SYSTEM TO OPERATE

ALL DATES MUST BE ENTERED AS MONTH/DAY/YEAR WITHOUT ANY SLASHES.

TO REMOVE A DATE ENTER ZEROS.

FOR FIELDS INDICATED WITH: ALPHA.....ALL INPUT MUST BE ALPHABETIC

NUMERIC.....ALL INPUT MUST BE NUMERIC

ALPHA/NUMERIC...INPUT CAN BE A COMBINATION OF ALPHABETIC AND NUMERIC, OR ALL ALPHABETIC, OR ALL NUMERIC.

FIELD NAME	DESCRIPTION
* CODE	ENTER THE APPROPRIATE 2 CHARACTER CODE THAT DESCRIBES THE TYPE OF FRINGE BENEFIT. SEE DICTIONARY LIST FOR VALID CODES. (FIELD LENGTH 2 CHARACTERS) ALPHA/NUMERIC

FIELD NAME	DESCRIPTION
EMPLOYEE AMNT/PCT	THIS REPRESENTS THE DOLLAR OR PERCENTAGE AMOUNT THAT THE EMPLOYEE CONTRIBUTES EACH PAY PERIOD. THIS FIELD WILL BE SUPPLIED IF IT IS PRESENT ON THE PDXX01 DICTIONARY CARD. (FIELD LENGTH 6 CHARACTERS) NUMERIC
EMPLOYER AMNT/PCT	THIS REPRESENTS THE DOLLAR OR PERCENTAGE AMOUNT THAT THE EMPLOYER CONTRIBUTES EACH PAY PERIOD. THIS FIELD WILL BE SUPPLIED IF IT IS PRESENT ON THE PDXX02 DICTIONARY CARD. FOR 125 PLAN F/B, AMOUNT MUST BE < 0.01 (FIELD LENGTH 6 CHARACTERS) NUMERIC
* START DATE	ENTER THE SIX DIGIT DATE ON WHICH THE EMPLOYEE BEGAN PARTICIPATING IN THIS FRINGE BENEFIT (IN MONTH/DAY/YEAR FORMAT). NOTE: THIS DATE MUST ALWAYS BE THE FIRST DAY OF THE MONTH FOR WHICH THE BENEFIT IS TO BE PAID. (FIELD LENGTH 6 CHARACTERS) NUMERIC
STOP DATE	ENTER THE SIX DIGIT DATE ON WHICH THE EMPLOYEE TERMINATED PARTICIPATION IN THIS FRINGE BENEFIT (IN MONTH/DAY/YEAR FORMAT). NOTE: THIS DATE MUST ALWAYS BE THE LAST DAY OF THE MONTH FOR WHICH THE BENEFIT IS TO BE PAID. IF THIS IS A CONTINUING FRINGE BENEFIT, LEAVE THIS FIELD BLANK. (FIELD LENGTH 6 CHARACTERS) NUMERIC
REFERENCE NUMBER	THIS IS A USER DEFINED FIELD TO ENTER COMMENTS ABOUT THIS PARTICULAR FRINGE BENEFIT. FOR EXAMPLE, IF THIS FRINGE BENEFIT HAS A DEDUCTIBLE ASSOCIATED

FIELD NAME	DESCRIPTION
----- REFERENCE NUMBER (CONTD)	----- WITH IT, THE DEDUCTIBLE AMOUNT COULD BE ENTERED HERE. (FIELD LENGTH 15 CHARACTERS) ALPHA/NUMERIC
DELETION INDICATOR	THIS FIELD INDICATES WHETHER A BENEFIT WITH A STOP DATE SHOULD BE DELETED ON ROLLOVER. ENTER 'Y' TO DELETE BENEFIT ON ROLLOVER. ENTER 'N' TO RETAIN BENEFIT ON ROLLOVER. (FIELD LENGTH 1 CHARACTERS) ALPHA

## EPVU - ATTENDANCE SUMMARY SCREEN

PURPOSE: TO ALLOW THE USER TO VIEW A SUMMARY OF THE ACTIVITY FOR A PARTICULAR ATTENDANCE TYPE.

PROGRAM ENTRY:

FORMAT: EPVU=SSSSSSSSSYT

|                   | |  
|                   | | ATTENDANCE TYPE  
|                   | | FISCAL YEAR  
|                   | | SOCIAL SECURITY NUMBER

A SCREEN WILL BE DISPLAYED SHOWING A SUMMARY OF THE ACTIVITY BY PERIOD WITH A RUNNING BALANCE.

DISPLAY:

BENEFIT TYPE	SEE DICTIONARY
BALANCE FORWARD	FROM BALANCE FORWARD ENTRY
MONTH	THE PERIOD INVOLVED
PRIOR FISCAL	ANYTHING PRIOR TO YEAR ENTERED
EARNED	AMOUNT EARNED
USED	AMOUNT USED
ADJUSTMENTS	AMOUNT ADJUSTED
BALANCE	PREVIOUS BALANCE + EARNED - USED + ADJUSTMENTS

ERRORS:

THIS EMPLOYEE IS NOT AN ACTIVE STATUS:  
STATUS IN EPER IS ZERO

PERSONNEL RECORD NOT FOUND:  
NO EPER RECORD FOUND

NO ATTENDANCE RECORDS FOR THIS EMPLOYEE

NO DATA FOUND FOR THIS ATTENDANCE TYPE

UPDATING:

THIS IS A VIEW ONLY SCREEN.