PAYROLL PROCEDURES MANUAL

SECTION K – PIP SYSTEM INSTRUCTIONS – INDEX
(Revised 02/13)

General Information 001
System Access 002
Processing Batches 003
Batch Maintenance 004
Batch Control 005
Logon Procedures 006
Logoff Procedures 007

Inquiry – Introduction 400
Accessing Employee Inquiry Screen 401
Accessing Batch Inquiry Screen 402
Accessing Batch Directory Screen 403

Messages – Introduction 500
Messages 501

Miscellaneous 300
Pay Problem Resolution 300
Commands 302
Copy Batch Process 303

Preloaded Batches – Introduction 100
Accessing Batches 101
Batch Selection Screen 106
Initial or Re-enter 101
Updating Batch Entry Screens 102
Initial Update 102
Re-Enter 107
Time and Attendance Screen 103
Miscellaneous Screen CSU Student Assistant .....
Pay Only 104
Balancing Batches 105

In Balance 105
Out of Balance 105

Scratch Batches – Introduction 200
Assessing Batches .....
Initial Access Batch Entry Screen 201
Re-Enter Batch 210
Batch Selection 209
Updating Batch Entry Screens 202
Initial Batch Entry Screen Update 202
Re-Enter Batch Entry Screen 210

Detail Screens 203
Time and Attendance (Form 672) .....
Detail Screen 203
Absence W/O Pay (Dock) (STD. 603)
Detail Screen 204
Miscellaneous (STD. 671) Detail Screen 205
Employee Time Certification (STD. 966) 206
Pay Adjustment Request (STD. 683) 207

Balancing the Batch 208
Out of Balance 208
In Balance 208

Note: Only instructions for keying on the PIP system are covered in Section K

Refer to the following sections for document completion instructions and PIP exceptions:

Section D -	Regular pay (Form 672) Absences Without Pay (STD. 603) Employee Time Certification (STD. 966) Pay Adjustment Request (STD. 683)
Section G -	Miscellaneous Pay (Form 672/STD. 671) Fringe Benefit/Employee Business Expenses (Form 672/STD. 671)
Section E -	Disability Pay

SUBJECT: GENERAL INFORMATION

INTRODUCTION K 001
(Revised 12/00)

The Payroll Input Process (PIP) System is the on-line system used to key PIP documents. The documents used to enter information onto the system are the Time and Attendance Report (Form 672), Report of Absences Without Pay (STD. 603), Miscellaneous Payroll/Leave Actions (STD. 671), Employee Time Certification (form STD. 966), Pay Adjustment Request (form STD. 683) and the (CSU) Student Assistant Attendance Report (Form CD 048).

SYSTEM ACCESS K 002
(Revised 02/13)

PIP is accessed from the State Controller's Office Production (SCOPROD) monitor.

On-line keying is available 7 a.m. - 6 p.m. on the days that PIMS is active (see "Civil Service Decentralized Calendar" OR "CSU Chancellor's Office/Campus - State Controller's Office Employment History and Payroll Schedule").

If extended hours are required call Data Guidance at (916) 322-8089 . Twenty-four hours advance notice is required prior to making the request.

PROCESSING BATCHES K 003
(Revised 12/00)

The system will identify batches to be extracted and processed by batch status. There are five categories of batch status:

Closed (CLS) = completed batch ready to be processed
Deleted (DEL) = deleted batch, inactive
Empty (EMP) = contains no selected records to be processed
Processed (PRC) = extracted and processed batch, inactive
Saved (SAV) = suspended batch not ready for processing

The system will begin extracting batches at approximately 4:00 PM. Only batches identified as Closed will be extracted and processed in the first available Payroll Cycle. Processing will be done daily except on days identified as "NO PAYROLL CYCLE" or when in an emergency, a Payroll Cycle must be canceled.

BATCH MAINTENANCE K 004
(Revised 12/00)

Batches remain on the system for approximately three months from the CREATE DATE and are purged once a month the day after master payroll cutoff (e.g., all batches created January 1993 are purged the day after April 1993, master payroll cutoff 4/22/93).

BATCH CONTROL K 005
(Revised 12/00)

Batch controlling is a checking mechanism used to insure that the number of

employee records, days, hours and rates are keyed correctly.
The system will compare operator tabulated totals (keyed from the Batch Entry Control Form) with the system computed totals (based on the employee records keyed into the system).

BATCH ENTRY CONTROL

BATCH ID _____

KEYED BY _____
DATE KEYED _____

COUNT _____
DAYS _____
HOURS _____ •
RATE _____ •
GROSS _____ •
STD _____

ALTERNATE FUNDING

CD	AGY	RU	SER	CD	AGY	RU	SER	CD	AGY	RU	SER	CD	AGY	RU	SER

BATCH ENTRY CONTROL FORM COMPLETION INSTRUCTIONS **K 005.1**
(Revised 04/15)

Tabulate totals for <u>one</u> entire batch of employee records. Totals should reflect the number of employee records, days, hours and rates for all forms included in the batch. (DO NOT include count, days, hours and rates from unselected records.)

CLAS participants: include amounts for selected records with leave benefit transactions.

Complete the form as follows:

BATCH ID — Enter the Batch ID

- ► Preloaded Batch - enter ID from preprinted Form 672 or preprinted CD 048
- ► Scratch Batch - enter ID after batch is accessed

KEYED BY — Enter Operator's initials

DATE KEYED — Enter date batch is keyed

COUNT	Enter the total number of employee records selected
DAYS	Enter total number of days. (**DO NOT** include days from unselected employee records.)
HOURS	Enter total number of hours. **(DO NOT** include hours from unselected records.)
RATE	Enter total for all selected records with rate
GROSS	Enter total for all selected records with gross completed.
STD.	Enter total for all selected records with Standard completed.
ALTERNATE FUNDING	Used if payments within the batch are to be issued from other than the employee's regular position. A maximum of 16 Alternate Funding Codes may be used per batch. **DO NOT USE ALTERNATE FUND CODES FOR REGULAR PAY OR CSU STUDENT ASSISTANT PAY.**
CD	Code – operator assigned code used to identify position. Must be 1 character (alpha or numeric) and cannot be used for more than 1 alternate funding position within a batch.
AGY	Agency - used only when payment(s) is to be issued from employee's other Employment History position.
RU	Reporting Unit - used only when payment(s) is to be issued from employee's other Employment History position.
SER	Serial - used only when payment(s) is to be issued from employee's other Employment History position.

LOGON PROCEDURES **K 006**
(Revised 12/00)

(1) Logon to **SCOPROD**

(2) After receiving message "SIGN-ON IS COMPLETE" Key:

PIP

(3) Press **ENTER** (the "TIME AND ATTENDANCE MENU" will appear).

```
PIP



DTH35041 10:11:26 SIGN-ON IS COMPLETE
```

NOTE: The PIP system has an automatic logoff feature. After 60 minutes of inactivity, the operator will be automatically signed off of PIP. The operator has the option of 1) logging off of PIMS, 2) re-logging onto PIP or 3) accessing another system.

```
PIPF001                TIME & ATTENDANCE MENU          05/11/92        09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTION:                        BATCH INQUIRY ACTION:

ENT        BATCH ENTRY                      EI         EMPLOYEE INQUIRY
SEL        BATCH SELECTION                  DIR        BATCH DIRECTORY
                                            BCH        BATCH INQUIRY

MISCELLANEOUS ACTIONS :

OFF        SIGNOFF
HLP        HELP
LAS        LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN          BATCH                         SSN        PAY PER
```

TIME & ATTENDANCE MENU **K 006.1**
(Revised 12/00)

The TIME AND ATTENDANCE (T/A) MENU displays the various options which are available. This screen may be used to access:

- UPDATE
  - ENT - BATCH ENTRY
  - SEL - BATCH SELECTION
- INQUIRY
  - EI - EMPLOYEE INQUIRY
  - DIR - BATCH DIRECTORY
  - BCH - BATCH INQUIRY
- MISCELLANEOUS ACTION
  - OFF – SIGNOFF
  - HLP – HELP
  - LAS - LEAVE ACCOUNTING.

Key the command in the ACTN field or key an "X" to the left of the desired option. Only one selection can be made at a time.

PRINT DESTINATION: Indicates printer designated for Screen Print (PF12)

LOGOFF PROCEDURE **K 007**
(New 08/93)

(1) Press the CLEAR key until a blank screen is received
(2) Key: LOGO (short for LOGOFF)
(3) Press ENTER

LOGO

OR

To access other systems (e.g., HIST) from PIP;

(1) Press the CLEAR key until a blank screen is received.
(2) Key the name of desired system, press ENTER.

HIST

SUBJECT: PRELOADED BATCHES

INTRODUCTION **K 100**
(New 08/93)

This section contains information regarding preloaded batches. Preloaded batches are used to request various types of payments for negative and positive employees on the Time and Attendance (TA) format and CSU Student Assistant Pay on the Miscellaneous (MIS) format.

Each batch will contain only one agency code, reporting unit, roll code and pay period. Time and Attendance batches will be preloaded with a maximum of 64 preprinted employee records. CSU Miscellaneous batches will be preloaded with a maximum of 48 employee records.

TO ACCESS BATCH **K 101**
(New 08/93)

Example of screen and instructions below are for the TIME & ATTENDANCE (T/A) MENU; however, instructions also apply to the BATCH ENTRY screen.

```
PIPF001                    TIME & ATTENDANCE MENU              07/31/92     09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS:                              BATCH INQUIRY ACTIONS:

ENT                BATCH ENTRY                     EI      EMPLOYEE INQUIRY
SEL                BATCH SELECTION                 DIR     BATCH DIRECTORY
                                                   BCH     BATCH INQUIRY

MISCELLANEOUS ACTIONS :

OFF                SIGNOFF
HLP                HELP
LAS                LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN          ENT    BATCH   4000005                 SSN       PAY PER
```

The following procedures identify the various methods for accessing preloaded batches. Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A Menu screen.

► FROM T/A MENU*
- Key information in the following fields:

ACTN	**ENT**	(to access the BATCH ENTRY screen)
BATCH	**4000005**	(key in the Batch ID preprinted on the Form 672 or CD 048)
Press	ENTER	(the BATCH ENTRY screen for the requested batch will display)

► FROM BATCH ENTRY*
- Key information in the following field:

BATCH	**4000005**	(key in the Batch ID preprinted on the Form 672 or CD 048)
Press	ENTER	(the BATCH ENTRY screen for the requested batch will display).

* To access more than one batch refer to K 105, BATCH SELECTION.

INITIAL UPDATE

(1) Key the required information from the Batch Entry Control form (instructions in Section K 005.1) onto the BATCH ENTRY screen under the heading ENTERED. (See example below.) Key decimal point to reflect fractional hours and cents:

TRANS COUNT	**14**	(number of employee records, maximum 100)
DAYS		(total number of days)
HOURS	**880.5**	(total number of hours)
RATE	**289.55**	(total amount from rates)
GROSS		(total amount from gross)

Note: When correcting/changing fields with preprinted information on the screen, erase the previous data using the ERASE EOF key. If rate should be 0, erase the rate field and leave blank.

Key the **ALTERNATE FUNDING** fields, if applicable.

CODE	**1**	
AGY +		(Key only if different than employee's regular position)
RU +		(Key only if different than employee's regular position)
SER	**901**	

NOTE: Do not use Alternate Funding for regular pay or CSU Student Assistant pay.

(2) Move the cursor to the following field and key:

ACTN **TA** (to request the Time and Attendance screen)

OR

ACTN **MIS** (to request the Miscellaneous screen for CSU Student Assistant Pay)

(3) Press **ENTER** (will update the BATCH ENTRY screen and display the first page of employee records in the batch)

+ PROTECTED FIELD – To key changes in protected fields, unprotect the field by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

```
PIPF103U                    BATCH ENTRY        07/31/92                    09:29:09

BATCH ID 4000005 AGY 192 RU 001 ROLL CODE 3 PAY PER    0 06 92 PGS    1 TO 3

PAY CENTER ID PD            CREATE DATE 05 22 92                BATCH STATUS EMP
USER DDM                    PROCESS DATE                BATCH BALANCE STATUS OUT

TOTALS                      ENTERED            COMPUTED            DIFFERENCE
```

```
TRANS COUNT          14                0                    15
DAYS                                  0                    0
HOURS                880.5             .00                  .00
RATE                 289.55            .00                  .00
GROSS

============================ ALTERNATIVE FUNDING ============================
CODE     NUMBER      CODE     NUMBER      CODE     NUMBER      CODE     NUMBER
       AGY RU SER          AGY RU SER          AGY  RU SER          AGY RU  SER
· 1              901 · 2          100   901 ·                    ·
.                    .                    .                    .
.                    .                    .                    .
.                    .                    .                    .
DC980527         BATCH OUT OF BALANCE
ACTN TA          BATCH 4000005 SSN                        PAY PER
```

TIME AND ATTENDANCE DETAIL SCREEN K 103

(Revised 06/96)

Each page can contain a maximum of 4 employee records with a maximum of 9 types of payments per record. The system selects the records to be processed by the "X" in the OK field of the employee's record. If the field is blank, the record will not be selected for processing.

```
PIPF202U                                                TIME AND ATTENDANCE    07/31/92  09:38:45
AGY 888  RU 999    PAY PER 0 06 92    ROLL CD 3        RPT PG   1             BATCH ID4000005

OK          SSN              NAME      CLASS      SERIAL
ERN    DY  HOURS             RATE    AF    ERN      DY  HOURS    RATE    AF    ERN     DY  HOURS      RATE    AF
1X     762    30       1201   SR      STE   1128       001
 0            55                            0T6                              SRE
SRN           13                     2

2X     770    78       1501   VG      JAC   1128       902
 0           100                            0T6        23              1     SRE        100              2
SRN

3X     778    23       2429   SS      SMI   1311       012
 0           160                            0T6        27              *     SRE
SRN

4X     623    22       3829   JJ      WHI   1311       011
 0           160                            0T6E       5               1
SRN
DC980169 FIRST PAGE
ACTN                                                 SSN                PAY PER
```

The **"*"** indicates the use of the DUP key to duplicate data from the previous employee record. To update entries beginning at a particular record, key the social security number in the SSN field located at the bottom of the screen, then press PF15 (Quick Find) key.

(1) Key the information as coded on the Form 672.

FIELDS

Name	Description/Use
(a) **OK**	OK Indicator. Key an "X" when payment(s) is requested. CLAS participants: Key an "X" when leave benefits

	transactions are keyed. Leave blank or erase "X" (unselect the record) if payment(s) should not be requested. For non-preprinted entries this field is closed and will automatically be updated with an "X".
(b) SSN+	Social Security Number (divided into 3 fields). (Not protected on non-preprinted entries; field will be protected when record is updated).
(c) NAME+	Key first and middle initial and first 3 letters of surname. (Not protected on non-preprinted entries; field will be protected when record is updated).
(D) CLASS CODE+	Class Code. (Not protected on non-preprinted entries; field will be protected when record is updated).
(e) SER+	Serial Number. (Not protected on non-preprinted entries; field will be protected when record is updated).
(f) ERN ID	Earnings Identifier - Required to identify type of payment (1 to 4 characters). NOTE: All unused preprinted Earnings IDs will be deleted for selected employee records when initially updated.
(g) DY+	Days to be paid. Data <u>cannot</u> be duplicated using the DUP key.
(h) HOURS	Hours to be paid. Key decimal to reflect hours in hundredths. Data <u>cannot</u> be duplicated using the DUP key.
(i) RATE	Rate for the type of payment requested. Key decimal to reflect cents. Data <u>cannot</u> be duplicated using the DUP key.
(j) AF	Alternate Funding Code. Key the character code assigned.
Use of <u>DUP</u> key	Will duplicate the data from the previous employee record in the corresponding line. <u>Exceptions:</u> DY (Days), HOURS and RATE fields. **(Do Not** use the asterisk, upper case 8, key.)

+ PROTECTED FIELD -To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

(2) After keying all information onto the screen, one of the following actions <u>may</u> be performed:

- Press **ENTER.** Data will be updated and the next preprinted page will display <u>OR</u> when updating the last preprinted page, a blank TA detail screen, will display.

- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER.**

(3) Initial and date keyed Forms 672 on the DATE KEYED area.

MISCELLANEOUS DETAIL SCREEN CSU STUDENT ASSISTANT PAY **K 104**
(Revised 12/97)

Each page can contain a maximum of 8 employee records. The system selects the records to be processed by the "X" in the OK field of the employee's record. If the field is blank, the record will not be selected for processing.

PIPF203U MISCELLANEOUS PAYROLL/LEAVE ACTIONS 08/14/92 10:53:28

AGY192 RU 001 PAY PER 0 07 92 BATCH ID 4367891

	OK	SSN	NAME	CLASS	SER	ERN	ID	DY	HOURS	AF	RATE	WWG/FLSA	GROSS
1	X	911 23 4567	SR GOE	1870	901	L			92		6.88		
2	X	922 34 5678	VG ING	1870	913	L			37		6.88		
3		933 45 6789	NE JAC	1870	914	L					6.88		
4	X	946 31 1897	OY SMI	1870	916	L			46.5		6.88		
5	X	436 36 1901	KE WHI	1870	918	L			101		6.88		
6													
7													
8													

DC980170 LAST PAGE
ACTN SSN PAY PER

Example of the last page of a Preloaded Student Assistant batch.

(1) Key the information as coded on the CD 048 or STD. 671.

FIELDS

Name	Description/Use
(a) OK	OK Indicator. Key an "X" when payment(s) is requested. Leave blank or erase "X" (unselect the record) if payment(s) should not be requested. Does not require keying for non-preprinted entries.
(b) SSN+	Social Security Number (divided into 3 fields). Protected field + on preprinted entries.
(c) NAME+	Key first and middle initial and first 3 letters of surname. Protected field + on preprinted entries.

(d) CLASS+	Class Code. Protected field + on preprinted entries.
(e) SER+	Serial Number. Protected field + on preprinted entries.
(f) ERN ID	Earnings Identifier - Required to identify type of payment. ERN ID "L" must be entered for ALL non-preprinted entries.
(g) DY+	Leave blank. Protected field +.
(h) HOURS	Hours to be paid. Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.
(i) RATE	Student hourly rate. Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
(j) AF	DO not use Alternate Funding Code for Student Assistant Pay.
(k) WWG/FLSA+	Leave blank.
USE OF DUP KEY	Will duplicate the data from the previous employee record in the corresponding line. Exceptions: DY (Days), HOURS and RATE fields.
(l) GROSS	Leave blank.

(2) After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER** Data will be updated and the next preprinted page will display. OR a blank MIS detail screen will display.
- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).
- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER.**

(3) Initial and date keyed CD 048 (upper right hand corner) or in item 6 and 7 on the STD. 671.

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

After Saving (PF6) or Closing (PF5) batch, the BATCH ENTRY screen will appear. The field BATCH BALANCE STATUS will identify whether the batch is IN balance or OUT of balance.

Batch Entry shows OUT OF BALANCE batch:

```
PIPF103U                                BATCH ENTRY                 07/31/92          09:29:09

BATCH ID 4000005        AGY 192  RU 001 ROLL CODE 3    PAY PER      0 05 92  PGS    1 TO 3

PAY CENTER ID PD                CREATE DATE 05 22 92                BATCH STATUS SAV
USER DMS                        PROCESS DATE                        BATCH BALANCE STATUS OUT

TOTALS                          ENTERED                COMPUTED                 DIFFERENCE
TRANS COUNT                        14                     14                        0
DAYS                                                       0                        0
HOURS                            880.50                 880.50                     .00
RATE                             289.50                 289.00                     .50
GROSS

=================================== ALTERNATE FUNDING===================================

CODE       NUMBER        CODE       NUMBER        CODE       NUMBER        CODE       NUMBER
        AGY RU    SER            AGY RU    SER            AGY RU    SER            AGY RU    SER
. 1                901   . 2          100   901   .                        .
.                        .                        .                        .
.                        .                        .                        .
.                        .                        .                        .
DC980527           BATCH OUT OF BALANCE
ACTN               BATCH 4000005 SSN                          PAY PER
```

The difference between the data keyed on the employee records (COMPUTED) and the totals keyed on the BATCH ENTRY screen (ENTERED) will appear under the heading DIFFERENCE. Verify totals keyed in the fields under the heading ENTERED:

Step	Action
TOTALS KEYED INCORRECTLY	
1	Erase the previous data using the ERASE EOF key and key the correct amount(s) in the appropriate field(s).
2	Press ENTER.
3	• If Batch Balance Status displays IN, proceed to Step 8. • If Batch Balance Status displays OUT, continue to Step 4.
INCORRECT DATA KEYED IN BATCH	
4	There are three methods to access records keyed in a preloaded batch: - To verify data in the batch, key: ACTN **TA** or **MIS** (CSU Student Assistant Pay) Press ENTER (will update the Batch Entry Screen and display the first

record)

- To update or view entries beginning at a particular record, key:

SSN 732 77 3721 (key in the employee's Social Security Number)

Press the **PF15** key (will display the first record for the requested SSN and when applicable the following records)

- To update or view one employee record, key:

SSN 732 77 3721 (key in the employee's Social Security Number)

Press **ENTER** (Only the requested employee's record(s) will display)

5 Verify records using PF8 (Next Page) and PF7 (Previous Page) key and correct all errors.

NOTE: When deleting one of several payment requests from an employee's record, erase all fields for ONLY the payment being deleted.

6 **Save (PF6) or Close (PF5)** the batch.

7
- If BATCH BALANCE STATUS displays IN, proceed to BATCH BALANCE STATUS-IN, Step 8.
- If BATCH BALANCE STATUS displays OUT, re-verify totals and employee records (go to Steps 1 – 3 or Steps 4 – 6).

Batch Entry shows batch IN BALANCE:

```
PIPF103U                                BATCH ENTRY                 07/31/92          09:29:09

BATCH ID 4000005        AGY 192  RU 001   ROLL CODE 3   PAY PER 0 06 92                PGS     1 TO 3

PAY CENTER ID PD                CREATE DATE 05 22 92                    BATCH STATUS CLS
USER DMS                        PROCESS DATE                      BATCH BALANCE STATUS IN

TOTALS                          ENTERED                 COMPUTED                DIFFERENCE

TRANS COUNT                       14                      14              0
DAYS                                                      0               0
HOURS                           880.50                  880.50                      .00
RATE                            289.55                  289.55                      .00
GROSS

==================================ALTERNATE FUNDING==================================

CODE        NUMBER        CODE        NUMBER        CODE        NUMBER        CODE        NUMBER
        AGY RU    SER             AGY RU    SER             AGY RU    SER             AGY RU    SER
. 1                 901   .               100   901   .                       .
.                         .                           .                       .
.                         .                           .                       .
.                         .                           .                       .
DC980520            BATCH IN BALANCE
ACTN                BATCH 4000005               SSN             PAY PER
```

Step	Action
8	One of the following options can be performed when BATCH BALANCE STATUS indicates IN:

- Close (PF5) or Save (PF6) the batch.
- Multiple batches were selected from the BATCH SELECTION screen, press PF14 to access the Next Batch.
- Request a new Scratch Batch, erase all characters in the BATCH Search Key Field and press ENTER.
- Request an existing batch, key the desired batch number in the BATCH Search Key Field and press ENTER.
- To return to the T/A MENU screen, press the CLEAR key.

BATCH SELECTION **K 106**
(New 08/93)

BATCH SELECTION is an update screen that provides a listing of batches. From the BATCH SELECTION screen several update functions can be performed.

This section contains procedures to:

- Access a listing of batches based on information keyed in Search Key Fields;
- Select one or more batches to correct, delete, or add entries; and
- Change the status of one or more selected batches from Saved to Closed or Closed to Saved.

```
PIPF001          TIME & ATTENDANCE MENU          11/20/92      12:55:09


ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS:                    BATCH INQUIRY ACTIONS:

ENT      BATCH ENTRY                     EI       EMPLOYEE INQUIRY
SEL      BATCH SELECTION                 DIR      BATCH DIRECTORY
                                         BCH      BATCH INQUIRY

MISCELLANEOUS ACTIONS:

OFF      SIGNOFF
HLP      HELP
LAS      LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN     SEL     BATCH                   SSN      PAY PER
```

To access the BATCH SELECTION screen from the Time & Attendance Menu or Batch Entry Screen, key the following:

- ACTN SEL
- Press ENTER. (A blank BATCH SELECTION screen will display)

```
PIPF101U                          BATCH SELECTION                          08/11/92        12:57:58

PPC ID 99

      BATCH    BATCH    CREATE          PROCESS  RPT                        ROLL     PAY      BEGIN
      ID       STAT     DATE     USER   DATE     TYP     AGY      RU        CD       PERIOD   PG #




DC980521 Please Enter Search Key Field(s)

ACTN     PPC ID 99 USER     BATCH STATUS EMP BATCH CREATION METHOD P

PAY PERIOD 0 06 92  RPT  TYPE  SA    ROLL CD            AGENCY            REPORTING UNIT
```

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH SELECTION screen will display. By keying additional information in one or more of the Search Key Fields, located at the bottom of the screen, the specific desired batches will display. Refer to Search Key Field descriptions below:

(1) USER — Initially displays your User ID which is used to access only your batches. When using this field, additional Search Key Field(s) must be entered. To access other batches:

- Preloaded Batches - (Empty status) User ID must be blank. Press the ERASE EOF key.
- Other Users' Batches - Enter the last three letters of the desired User ID.
- All Users' Batches - must be blank. Press the ERASE EOF key.

(2) BATCH STATUS — To request only one status of batches. When this field is blank, will display all Empty, Closed, and Saved batches. To request one Status of batches, key:

- EMP (displays Empty Batches)
- CLS (displays Closed Batches)
- SAV (displays Saved Batches
- PRC (displays Processed Batches)
- DEL (displays Deleted Batches)

(3) BATCH CREATE METHOD — To request only one type of batch, key:

- P (displays Preloaded Batches)
- S (displays Scratch Batches)

(4) PAY PERIOD * — To request batches for a specific month/year, key:

- Pay Period Type - optional field. When left blank will display all batches for the month/year.
- Month and Year - required to display specific pay period(s).

(5) RPT TYPE * To request Batches for a specific report type:

- TA (displays preloaded Time and Attendance batches)
- SA (displays preloaded Miscellaneous batches for CSU Student Assistant Pay)

(6) ROLL CD * To request one specific roll code batch, key the desired roll code.

(7) AGENCY * To request only one agency code batch, key the desired agency code.

(8) REPORTING UNIT * This field must be used with the AGENCY Search Key field.

To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

* Applies to Preloaded Batches only.

HOW TO SELECT BATCHES TO CORRECT, DELETE, OR ADD ENTRIES

If the desired batches are not displayed, to access additional pages of batches, press:

- **PF8** = Next Page
- **PF7** = Previous Page

To access the BATCH ENTRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (cannot select batches over multiple pages).

Press **ENTER** (the BATCH ENTRY screen of the first selected batch will display).

If multiple batches were selected, use the following keys from the BATCH ENTRY screen:

- **PF14** - to access the next batch
- **PF13** - to access the previous batch

HOW TO RETURN TO BATCH SELECTION SCREEN

To return to the previous page of selected batches from the BATCH ENTRY screen, press **PF10.**

CHANGE THE STATUS OF BATCHES

To change Batch Status from SAV (Saved) to CLS (Closed) or CLS to SAV, key an "X" next to the desired batches and press **PF5** (to Close) or **PF6** (to Save).

```
PIPF101U                                   BATCH SELECTION                          08/11/92  12:57:58

PPC ID 99

      BATCH ID   BATCH   CREATE          PROCESS  RPT                          ROLL   PAY      BEGIN
                 STAT    DATE     USER   DATE     TYP   AGY    RU      CD     PERIOD     PG #

X     4060100    EMP     052292                   SA    189    301     3      0 06 92        1
X     4060101    EMP     052292                   SA    189    302     3      0 06 92        1
X     4060102    EMP     052292                   SA    189    303     3      0 06 92        1

DC980521 Please Enter Search Key Field(s)

ACTN              PPC ID 99 USER   BATCH   STATUS   EMP     BATCH   CREATION METHOD P

PAY PERIOD 0 06 92 RPT TYPE SA     ROLL CD          AGENCY          REPORTING UNIT
```

RE-ENTER BATCH K 107

(Revised 12/97)

Access the BATCH ENTRY screen of the desired batch. (See instructions in section K 101 or use the BATCH SELECTION screen instructions in section K 106).

If data is changing on the BATCH ENTRY screen, correct the Batch Control sheet. Key the corrected data onto the BATCH ENTRY screen.

BATCH ENTRY (RE-ENTER)

```
PIPF103U                                   BATCH ENTRY                          07/31/92
        09:29:09

BATCH  ID 4000005     AGY 192        RU 001  ROLL CODE 3   PAY PER        0 06 92     PGS    1 TO 3
PAY CENTER ID PD                  CREATE DATE 05 22 92                          BATCH STATUS SAV
USER DMS                          PROCESS DATE                            BATCH BALANCE STATUS OUT

TOTALS                   ENTERED              COMPUTED              DIFFERENCE
TRANS COUNT              14                   13                    1
DAYS                                          0                     0
HOURS                    880.50               780.50                100.00
RATE                     289.55               276.00                13.55
GROSS

  ====================================ALTERNATE FUNDING================================

CODE    NUMBER          CODE    NUMBER          CODE    NUMBER          CODE    NUMBER
        AGY RU    SER           AGY RU    SER           AGY RU    SER           AGY RU    SER
. 1               901   . 2         100   901   .                       .
.                       .                       .                       .
.                       .                       .                       .
.                       .                       .                       .
DC980520                BATCH OUT OF BALANCE
ACTN                    BATCH 4000005 SSN                       PAY PER
```

NOTE: When correcting/changing fields with data displayed on the screen, erase the previous data using the ERASE EOF key.

There are three methods to access records:

To re-enter the Time and Attendance format key:

ACTN TA

Press **ENTER** (will update the BATCH ENTRY screen and display the first page in the batch)

OR

To re-enter the Miscellaneous format key:

ACTN MIS

Press **ENTER** (will update the BATCH ENTRY screen and display the first page in the batch)

To access last page of the format key:

ACTN LP (Last Page)

Press **ENTER** (last page will display with space to add additional entries)

To begin keying records from a particular employee, key:

SSN 732 77 3721 (key in employee's Social Security Number)

Press the PF15 key (will display the record for the requested SSN and, when applicable, the following employee records).

To access one specific employee, key:

SSN 732 77 3721 (key in employee's Social Security Number)

Press **ENTER** (will display only the employee's record(s) contained in the batch, other employee records <u>will</u> <u>not</u> display, entries cannot be added).

```
PIPF103U                    BATCH ENTRY                                                    07/31/92   09:29:09

BATCH ID 4000005   AGY 192   RU 001   ROLL CODE 3      PAY PER 0 06 92    PGS                          1 TO 3
PAY CENTER ID PD                CREATE DATE 05 22 92                                        BATCH STATUS SAV
USER DMS                        PROCESS DATE                                          BATCH BALANCE STATUS OUT

TOTALS                          ENTERED                 COMPUTED                    DIFFERENCE

TRANS COUNT                        14                      13                           1
DAYS                                                       0                           0
HOURS                            880.50                  780.50                      100.00
```

```
RATE                          289.50              276.00                    13.50
GROSS

=========================================ALTERNATE FUNDING=====================================

CODE   NUMBER          CODE   NUMBER          CODE   NUMBER          CODE   NUMBER
       AGY RU   SER           AGY RU   SER           AGY RU   SER           AGY RU   SER
· 1                    · 2        100   901   ·                     ·
.                      .                      .                     .
.                      .                      .                     .
.                      .
                            .
.
DC980520               BATCH IN BALANCE
ACTN                   BATCH 4000005          SSN   732 77 3721     PAY PER
```

Example of accessing record(s) for a specific Social Security Number.

Subject: SCRATCH BATCHES

INTRODUCTION — K 200

(Revised 12/00)

This section contains information regarding scratch batches. A scratch batch is an operator created batch or a copied batch which can be used to request all format types (i.e., Time and Attendance [TA], Dock [DCK], Miscellaneous [MIS], Certification [ETC], Adjustments [ADJ]. The batch may contain up to 100 records.

TO ACCESS BATCH (INITIAL) — K 201

(Revised 12/00)

```
PIPF001      TIME & ATTENDANCE MENU      07/31/00      9:22:09
ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS:                    BATCH INQUIRY ACTIONS:
   ENT          BATCH ENTRY                 EI        EMPLOYEE INQUIRY
   SEL          BATCH SELECTION             DIR       BATCH DIRECTORY
                                            BCH       BATCH INQUIRY

MISCELLANEOUS ACTIONS:
   OFF          SIGNOFF
   HLP          HELP
   LAS          LEAVE ACCOUNTING
PRINT DESTINATION:

ACTN ENT        BATCH      SSN                    PAY PER
```

Example of screen above is for the TIME & ATTENDANCE (T/A) MENU; however, instructions below also apply to the BATCH ENTRY and BATCH SELECTION screens.

The following procedures identify the method for accessing a new SCRATCH batch. Note: Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A Menu to access Update Screens.

FROM T/A OR BATCH SELECTION

- Key information in the following field:

ACTN ENT (to access BATCH ENTRY screen)

- Press **ENTER**

FROM BATCH ENTRY

- Key the following:

  BATCH (erase all characters in this field by pressing the ERASE EOF key).

- Press **ENTER** (BATCH ENTRY screen will display)

UPDATING BATCH ENTRY SCREENS **K 202**
(Revised 08/03)

INITIAL UPDATE

(1) Key the required information from the Batch Entry Control form (instructions in Section K 005.1) onto the BATCH ENTRY screen under the heading ENTERED. (See example below.) Key decimal point to reflect fractional hours and cents:

TRANS COUNT	**14**	(number of employee records, maximum maximum 100)
DAYS	**5**	(total number of days)
HOURS	**880.5**	(total number of hours)
RATE	**289.55**	(total amount from rates)
GROSS		(total amount from gross)
STD		(total amount from standard)

Key the **ALTERNATE FUNDING** fields, if applicable (do not use Alternate Funding for Regular pay).

CODE	**1**	
AGY +		(Key only if different than employee's regular position)
RU +		(Key only if different than employee's regular position)
SER	**901**	

(2) Move the cursor to the following field and key:

ACTN (Key the command for the desired format:

ETC = Employee Time Certification;
TA = Time and Attendance [Form 672];
DCK = Dock [STD.603];
MIS = Miscellaneous [STD.671];
ADJ = Pay Adjustment

(3) Press **ENTER** (will update the BATCH ENTRY screen, assign a Batch ID and display a blank screen in the requested format).

```
PIPF103U                                    BATCH ENTRY                    07/31/00 09:29:09

BATCH ID                    AGY   RU   ROLL CODE 3   PAY PER                  PGS

PAY CENTER ID PD            CREATE DATE                                     BATCH STATUS
USER XYZ                    PROCESS DATE                                 BATCH BALANCE STATUS
TOTALS                      ENTERED                COMPUTED              DIFFERENCE

    TRANS COUNT               14                      0                     0
    DAYS                       5                      0                     0
    HOURS                    880.5                     .00                   .00
    RATE                     289.5                     .00                   .00
    GROSS
    STD
 ==========================================ALTERNATE FUNDING=====================================
CODE    NUMBER          CODE    NUMBER          CODE    NUMBER          CODE    NUMBER
        AGY RU    SER           AGY RU    SER           AGY RU    SER           AGY RU        SER
· 1                 901   · 2         100   901   ·                       ·
.                         .                       .                       .
.                         .                       .                       .
.                         .                       .                       .
DC980526          ENTER DATA FOR NEW BATCH
ACTN   TA   BATCH         SSN               PAY PER
```

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

TIME AND ATTENDANCE DETAIL SCREEN K 203

(Revised 12/00)

Each page can contain a maximum of 4 employee records with a maximum of 9 types of payments per record.

```
PIPF202U                    TIME AND ATTENDANCE                                   07/31/00   09:38:45

AGY 888     RU 999    PAY PER  0  06  00        ROLL CD   RPT PG                   BATCH ID  1000909
OK            SSN        NAME            CLASS            SERIAL
ERN    DY     HOURS              RATE    AF       ERN    DY        HOURS    RATE    AF    ERN    D    HOURS    AF
```

											Y
1	762	30	1201	SR	STE	1128	001				
0		55				OT6	2		1	8C3	
2	700	78	1501	VG	JAC	1128	902				
0		100				OF6	10	13.58	*		
1	778	23	2429	SS	SMI	1311	012				
0		17				OT5	1.5		3		

4

DC980126 ENTER DESIRED CHANGES

ACTN **SSN** **PAY PER**

The "*" indicates the use of the DUP key to duplicate data from the previous employee record.

(1) Key the information as coded on the Form 672.

FIELDS Name	Description/Use
(a) AGY	Agency Code
(b) RU	Reporting Unit
(c) PAY PER	Pay Period (divided into 3 fields). Pay Period Type (1 character), Month (2 characters) and Year (2 characters).
(d) OK	OK Indicator Initially closed field. After the screen is updated, or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment(s) should not be requested.
(e) SSN	Social Security Number (divided into 3 fields).
(f) NAME	Key first and middle initial and first 3 letters of surname.
(g) CLASS	Class Code
(h) SER	Serial Number
(i) ERN ID	Earnings Identifier - Required to identify type of payment (1 to 4 characters). NOTE: All unused preprinted Earnings IDs for copied preloaded batches will be deleted for selected employee records when initially updated.
(j) DY+	Days to be paid. Date cannot be duplicated using the DUP key.
(k) HOURS	Hours to be paid. Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.

(l) RATE — Rate for the type of payment requested. Key decimal to reflect cents. Data cannot be duplicated using the DUP key.

(m) AF — Alternate Funding Code. Key the character code assigned.

Use of DUP key — Will duplicate the data from the previous employee record in the corresponding line.
Exception: DY (Days), HOURS, and RATE fields.

Note: **Do Not** use the asterisk (uppercase 8) key.

\+ **PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.**

(2) After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER**. Data will be updated and a blank TA detail screen or the next TA detail screen will display.
- Request a different format. Key **DCK** (for STD. 603), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **MIS** (for STD. 671) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).
- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).
- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

(3) Initial and date keyed Forms 672 on the DATE KEYED area.

ABSENCE WITHOUT PAY (DOCK) DETAIL SCREEN **K 204**
(Revised 08/93)

Each page can contain a maximum of 8 employee records.

If more than one dock record for the same pay period is keyed for an employee, the payroll system will process the dock with the most current date in the REPORTING DATE field. The date is automatically assigned when the format is originally established in the batch. The assigned date may be changed to a future date (see Reporting Date, Item 1d, below).

PIPF201U ABSENCE W/O PAY (DOCK)07/14/92 09:38:45

DC980155 BATCH ADDED

AGY 192 RU 001 PAY PER 0 07 92 REPORTING DATE 07 14 92 BATCH ID 118017

OK	SSN	NAME	CLASS	SER	DY	HOURS
1	911 23 4567	AB CEE	1128	001	2	

2	**922 34 5678**	**CB ESS**	*****	**005**	**5**	**5**
3	**778 45 6789**	**NB SEA**	**1136**	**020**	**1**	**.5**
4						
5						
6						
7						
8						

DC980549 ADD TRANSACTIONS

ACTN SSN PAY PER

The "*" indicates the use of the DUP key to duplicate data from the previous employee record.

(1) Key the information as coded on the STD. 603.

FIELDS

Name	Description/Use
(a) AGY	Agency Code
(b) RU	Reporting Unit
(c) PAY PER	Pay Period (divided into 3 fields). Pay Period Type (1 character), Month (2 characters) and Year (2 characters)
(d) REPORTING DATE	Divided into 3 fields. Month (2 characters), Day (2 characters) and Year (2 characters). The date is computer generated and can be changed to reflect a different date.
(e) OK	OK Indicator Initially closed field. After the screen is updated or on a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if dock should not be requested.
(f) SSN	Social Security Number (divided into 3 fields).
(g) NAME	Key first and middle initial and first 3 letters of the surname.
(h) CLASS	Class Code
(i) SER	Serial Number
(j) DY	Days to be docked. Leave blank to cancel dock time that was processed in error. Data cannot be duplicated using the DUP key.
(k) HOURS	Hours to be docked. Key decimal to reflect hours in hundredths. Leave blank to cancel dock time that was processed in error. Data cannot be duplicated using the DUP key.

Use of DUP key — Will duplicate the data from the previous employee record in the corresponding line. Do not skip lines. Exception: DY (Days) and HOURS Note: DO NOT use the asterisk (upper case 8) key.

(2) After keying all information onto the screen, one of the following actions may be performed

- Press **ENTER.** Data will be updated and a blank or next dock detail screen will display.
- Request a different format. Key **TA** (for Form 672), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **MIS,** (for STD 671) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).
- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen.)
- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

(3) Initial and date each STD. 603 keyed into the system in the upper right hand corner.

MISCELLANEOUS DETAIL SCREEN — K 205

(Revised 12/97)

PIPF203U MISCELLANEOUS PAYROLL/LEAVE ACTIONS 08/14/92 10:53:28

AGY 192 RU 001 PAY PER 0 07 92 BATCH ID 118017

OK	SSN	NAME	CLASS	SER	ERN	ID	DY HOURS	AF RATE	WWG/FLSA	GROSS
1	911 23 4567	AB CEE	1128	001	SRE		40			
2	922 34 5678	CH ESS	*	005	9M			200		
3	933 45 6789	NB SEA	1136	020	SRE		8			
4										
5										
6										
7										
8										

DC980549 ADD TRANSACTIONS

ACTN SSN PAY PER

The "*" indicates the use of the DUP key to duplicate date from the previous employee record.

Each page can contain a maximum of 8 employee records.

(1) Key the information as coded on the STD. 671.

FIELDS

Name	Description/Use
(a) AGY	AGENCY (Agency Code)
(b) RU	UNIT (Reporting Unit)
(c) PAY PER	Pay Period (divided into 3 fields). Pay Period Type (1 character); Month (2 characters), and Year (2 characters).
(d) OK	OK Indicator Initially closed field. After the screen is updated or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment should not be requested.
(e) SSN	SOCIAL SECURITY NUMBER (divided into 3 fields).
(f) NAME	INITIALS (key first and middle initials and first 3 letters of surname)
(g) CLASS	CLASS (Class Code)
(h) SER	SERIAL (Serial Number)
(i) ERN ID	EARNINGS ID. (Earnings Identifier - required to identify type of payment). Can be 1 to 4 characters.
(J) DY+	DAYS (days to be paid) Data cannot be duplicated using the DUP key. Protected field +.
(k) HOURS	HOURS AND HDTHS (hours to be paid). Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.
(L) AF	ALT FUND CODE (Alternate Funding Code) Key the character code assigned.
(m) RATE	Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
(n) WWG+	WORK WEEK (Civil Service employee's Work Week Group or reallocated WWG, or CSU employee's FLSA Code).
(o) GROSS	Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
Use of DUP key	Will duplicate the data from the previous employee record in the corresponding line. Do not skip lines. Exception: DY, HOURS and RATE fields.
	Note: **Do Not** use the asterisk (upper case 8) key.

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

(2) After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER**. Data will be updated and a blank or next MIS screen will display.
- Request a different format. Key **TA** (for Form 672), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).
- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).
- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY.

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER**.

(3) Initial and date each STD. 671 page keyed into the system.

EMPLOYEE TIME CERTIFICATION DETAIL SCREEN **K 206**
(Revised 12/00)

```
PIPF304U                    EMPLOYEE TIME CERT ENTRY      05/17/00

AGY   RU          PAY PER                                 BATCH ID    1053
OK          SSN    NAME    CLASS    SER    STD    DY    HOURS    TBFRAC

1                                                                 000000

2                                                                 000000

3                                                                 000000

4                                                                 000000

5                                                                 000000

6                                                                 000000

7                                                                 000000

8                                                                 000000
DC980549 ADD TRANSACTIONS
ACTN                                SSN            PAY PER
```

Each page can contain a maximum of 8 employee records.

(1) Key the information as coded on the STD. 966.

FIELDS

	Name	Description/Uses
(a)	AGENCY	AGENCY (Agency Code)
(b)	RU	UNIT (Reporting Unit)
(c)	PAY PERIOD	Pay Period (divided into 3 fields). Pay Period Type (1 character); Month (2 characters), and Year (2 characters).
	(d) OK	OK Indicator Initially closed field. After the screen is updated or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment should not be requested.
	(e) SSN	SOCIAL SECURITY NUMBER (divided into 3 fields).
	(f) NAME	INITIALS (key first and middle initials and first 3 letter of surname)
	(g) CLASS	CLASS (Class Code)
	(h) SER	SERIAL (Serial Number)
	(i) STD	If standard warrant due key “1”.
	(j) DY+	DAYS (days to be paid) Data cannot be duplicated using the DUP key. Protected field+.
	(k) HOURS	HOURS AND HDTHS (hours to be paid). Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.
	(l) TBFRAC	If timebase less than FT key fraction (e.g., 001002)

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

(2) After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER**. Data will be updated and a blank or next MIS screen will display.

- Request a different format. Key **TA** (for Form 672), **MIS** (for STD. 671), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

PAY ADJUSTMENTS DETAIL SCREEN FORM STD. 683 **K 207**
(Revised 12/00)

Each page can contain a maximum of 3 employee records with a maximum of 3 types of payments per record.

```
PIPF304U                          PAY ADJUSTMENT ENTRY              05/17/00          08:53:23

AGY   RU              PAY PER                                  RPT PG        BATCH ID        1053
        TIME  PAID  PER  WARRANT  REGISTER                 TIME  TO  BE  PAID  SHOULD  BE
OK    SSN             NAME      CLASS            SERIAL
SAL   RATE    DY      HOURS     TBFRAC    PT     SD         RC    SAL     RATE    DY     HOURS    TBFRAC

1                               000000                                                          000000
                                000000                                                          000000
                                000000                                                          000000

2                               000000                                                          000000
                                000000                                                          000000
                                000000                                                          000000

3                               000000                                                          000000
                                000000                                                          000000
                                000000                                                          000000
DC980549 ADD TRANSACTIONS
ACTN                                          SSN                  PAY PER
```

(1) Key the information as coded on the STD. 683.

<u>FIELDS</u>

<u>Name</u>	<u>Description/Uses</u>
(a) AGENCY	AGENCY (Agency Code)
(b) RU	UNIT (Reporting Unit)
(c) PAY PERIOD	Pay Period (divided into 3 fields). Pay Period Type (1 character); Month (2 characters), and Year (2 characters).
(d) OK	OK Indicator Initially closed field. After the screen is updated, or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment(s) should not be requested.

(e) SSN Social Security Number (divided into 3 fields).

(f) NAME Key first and middle initials and first 3 letters of surname.

(g) CLASS Class Code

(h) SER Serial Number

Payment per Warrant Register:

(i) SAL RATE Key decimal to reflect cents.

(j) DY Days Paid

(k) HOURS Hours paid – key decimal to reflect hundredths.

(l) TBFRAC Time Base if less than FT (e.g., 001002 for 1/2 time for payment type "Y" only).

(m) PT Payment Type

(n) SD Shift Differential

(O) RC Roll Code

Payment Should Be:

(p) SAL RATE Key decimal to reflect cents.

(q) DY Days to be paid

(r) HOURS Hours to be paid

(s) TBFRAC If less than FT (e.g., 001002 for 1/2 time) for payment type "Y" only.

(2) After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER**. Data will be updated and a blank or next MIS screen will display.

- Request a different format. Key **TA** (for Form 672), **MIS** (for STD. 671), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).
- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

(3) Initial and date keyed form STD. 683 on the DATE KEYED area.

BALANCING THE BATCH **K 208**
(Revised 12/00)

After saving (PF6) or closing (PF5) the batch, the BATCH ENTRY screen will appear. The field BATCH BALANCE STATUS will identify whether the batch is IN balance or OUT of balance.

Batch Entry shows OUT OF BALANCE batch:

```
PIPF103U                                   BATCH ENTRY                                  05/22/00  09:29:09

BATCH ID 118017    AGY 192    RU 001    ROLL CODE 3    PAY PER 0 05 00                          PGS 1 TO 3
PAY CENTER ID PD                    CREATE DATE 05/22/00                BATCH STATUS SAV
USER DMS                            PROCESS DATE                        BATCH BALANCE STATUS OUT
TOTALS                      ENTERED                COMPUTED                DIFFERENCE

TRANS COUNT                 14                     14                      0
DAYS                                               0                       0
HOURS                       880.50                 880.50                  .00
RATE                        289.50                 289.00                  .50
GROSS
STD
                                          ALTERNATE FUNDING
CODE    NUMBER              CODE    NUMBER              CODE    NUMBER              CODE    NUMBER
        AGY RU    SER               AGY RU    SER               AGY RU    SER               AGY RU    SER
.1                901       .2          100     901     .                           .
.                           .                         .                           .
.                           .                         .                           .
.                           .                         .                           .
DC980527                BATCH OUT OF BALANCE
ACTN                    BATCH 118017 SSN                    PAY PER
```

The difference between the data keyed on the employee's records **(COMPUTED)** and the totals keyed on the **BATCH ENTRY** screen **(ENTERED)** will appear under the heading **DIFFERENCE.** Verify totals keyed in the fields under the heading **ENTERED:**

Step	Action

TOTALS KEYED INCORRECTLY

1 Erase the previous data using the ERASE EOF key and key the correct amount(s) in the appropriate field(s).

2 Press ENTER

3 If Batch Balance Status displays IN, proceed to Step 8.
If Batch Balance Status displays OUT, proceed to Step.

INCORRECT DATA KEYED IN BATCH

4 To re-enter a format, key the command for the desired format in the following field:

ACTN Key one of the following formats:

ETC = Employee Time Certification (STD. 966);
TA = Time and Attendance (Form 672);
DCK = Dock (STD. 603);
MIS = Miscellaneous (STD. 671);
ADJ = Pay Adjustment (STD. 683).

Press **ENTER** (will update the BATCH ENTRY screen and display the first page of the requested format)

Once the desired format is accessed, to begin keying/viewing record(s) use one of the following procedures:

- To access a particular employee, key:

  SSN 732 77 3721 (Key in the employee's Social Security Number)

  Press the PF15 key* (will display the first record for the requested SSN, and if applicable, the following 6 employee records)

- To access one specific employee, key:

  SSN 732 77 3721 (key in employee's Social Security Number)

  Press **ENTER** (will display only the employee's records contained in the format, other employee records <u>will</u> <u>not</u> display).

5 Verify records using PF8 (Next Page) and PF7 (Previous Page) keys. Correct all errors.

NOTE: When deleting one of several payment requests from a particular employee's record, erase <u>all</u> fields for <u>ONLY</u> the payment being deleted.

6 Save (PF6) or Close (PF5) the batch.

7
- If BATCH BALANCE STATUS displays IN, proceed to BATCH BALANCE STATUS - IN, Step 8.
- If BATCH BALANCE STATUS displays OUT, re-verify totals and employee records (go back to Steps 1 - 3 or Steps 4 - 6).

* When the PF15 key is used on the BATCH ENTRY screen, the system will search for the SSN in ONLY the first format of the batch.

Batch Entry shows batch IN BALANCE:

PIPF103U			BATCH ENTRY		05/22/00 09:29:09
BATCH ID 118017	AGY 192	RU 001	ROLL CODE 3	PAY PER 0 05 00	PGS 1 TO 3

```
PAY CENTER ID PD                    CREATE DATE 05/22/00          BATCH STATUS CLS
USER DMS                        PROCESS DATE                  BATCH BALANCE STATUS IN
TOTALS              ENTERED                 COMPUTED              DIFFERENCE

 TRANS COUNT         14                      14                    0
 DAYS                 5                       0                    0
 HOURS               880.50                  880.50                .00
 RATE                289.50                  289.50                .00
 GROSS
 STD
==================================ALTERNATE FUNDING==============================================

CODE     NUMBER            CODE     NUMBER            CODE     NUMBER            CODE     NUMBER
         AGY RU     SER            AGY RU     SER            AGY RU     SER            AGY RU     SER
. 1                 901    . 2         100    901    .                         .
.                          .                         .                         .
.                          .                         .                         .
.                          .                         .                         .
DC980520                BATCH IN BALANCE
ACTN                    BATCH 118017 SSN          PAY PER
```

8 One of the following options can be performed when BATCH BALANCE STATUS indicates IN:

- Close (PF5) l or Save (PF6) the batch.
- Multiple batches were selected from the BATCH SELECTION screen, press PF14 to access the Next Batch.
- Request a new Scratch Batch, erase all characters in the BATCH Search Key Field and press ENTER.
- Request an existing batch, key the desired batch number in the BATCH Search Key Field and ENTER.
- To return to the T/A MENU screen, press the CLEAR key.

BATCH SELECTION **K 209**
(Revised 12/00)

BATCH SELECTION is an update screen that provides a listing of batches. From the BATCH SELECTION screen several update functions can be performed.

This section contains procedures to:

- Access a listing of batches based on information keyed in Search Key Fields;
- Select one or more batches to correct, delete or add entries; and
- Change the status of one or more selected batches from Saved to Closed or Closed to Saved.

```
PIPF001          TIME & ATTENDANCE MENU          07/31/00          9:22:09

ENTER AN ACTION COMMAND OR PLACE AN `X' BEFORE THE ACTION

BATCH UPDATE ACTIONS:                          BATCH INQUIRY ACTIONS:
ENT          BATCH ENTRY                       EI          EMPLOYEE INQUIRY
SEL          BATCH SELECTION                   DIR         BATCH DIRECTORY
                                               BCH         BATCH INQUIRY
MISCELLANEOUS ACTIONS:
OFF          SIGNOFF
HLP          HELP
LAS          LEAVE ACCOUNTING
PRINT DESTINATION:
ACTN ENT          BATCH                        SSN                PAY PER
```

To access the BATCH SELECTION screen from the Time & Attendance Menu or Batch Entry Screen, key the following:

- ACTN SEL
- Press ENTER (a blank BATCH SELECTION screen will display).

```
PIPF101U                    BATCH SELECTION          11/20/00          12:57:58

PPC ID
BATCH   BATCH   CREATE          PROCESS   RPT              ROLL   PAY     BEGIN
  ID    STAT    DATE     USER   DATE      TYP  AGY   RU   CD     PERIOD  PG #

DC980521 Please Enter Search Key Field(s)
ACTN      PPC ID 99 USER        BATCH STATUS EMP BATCH CREATION METHOD S
PAY PERIOD 0 06 00 RPT TYPE          ROLL CD        AGENCY        REPORTING UNIT
```

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH SELECTION screen will display. By keying additional information in one or more of the Search Key Fields, located at the bottom of the screen, the specific desired batches will display. Refer to Search Key Field descriptions below:

(1) USER — Initially displays your User ID which is used to access only your batches. When using this field, additional Search Key Field(s) must be entered. To access other batches:

- Preloaded Batches - (Empty status) - User must be blank. Press the ERASE EOF key.
- Other Users' Batches - Enter the last three letters of the desired User ID.
- All Users' Batches - must be blank. Press the ERASE EOF key.

(2) BATCH STATUS	To request only one status of batches. When this field is blank will display all Empty, Closed and Saved batches. To request one status of batches, key: ➢ EMP (displays Empty Batches) ➢ CLS (displays Closed Batches) ➢ SAV (displays Saved Batches) ➢ PRC (displays Processed Batches) ➢ DEL (displays Deleted Batches)
(1) BATCH CREATE METHOD	To request only one type of batch, key: ➢ P (displays Preloaded Batches) ➢ S (displays Scratch Batches)
(4) PAY PERIOD*	To request batches for specific month/year, key: ➢ Pay Period Type – optional field. When left blank will display all batches for the month/year. ➢ Month and Year - required to display specific pay period(s).
(5) RPT TYPE*	To request batches for specific report type: ➢ TA (displays preloaded Time and Attendance batches) ➢ SA (displays preloaded Miscellaneous batches for CSU Student Assistant Pay)
(6) ROLL CD*	To request batches with one specific roll code, key the desired roll code.
(7) AGENCY*	To request batches with one specific agency code, key the desired agency code.
(8) REPORTING UNIT*	This field must be used with the AGENCY Search Key Field. To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

* **Applies to Preloaded Batches only**

<u>HOW TO SELECT BATCHES TO CORRECT, DELETE OR ADD ENTRIES</u>

If the desired batches are not displayed, to access additional pages of batches, press:

- **PF8** - Next Page
- **PF7** - Previous Page

To access the BATCH ENTRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (cannot select batches over multiple pages).

Press ENTER (the BATCH ENTRY screen of the first selected batch will display).

If multiple batches were selected, use the following keys from the BATCH ENTRY screen:

- **PF14** – to access the next batch
- **PF13** – to access the previous batch

HOW TO RETURN TO BATCH SELECTION SCREEN

To return to the BATCH SELECTION screen from the BATCH ENTRY screen, press PF10.

CHANGE THE STATUS OF BATCHES

To change Batch Status from SAV (Saved) to CLS (Closed) or CLS to SAV, key an "X" next to the desired batches and press PF5 (to Close) or PF6 (to Save).

```
PIPF101U                          BATCH SELECTION          11/20/00          12:57:58
PPC ID
     BATCH    BATCH    CREATE          PROCESS   RPT              ROLL   PAY       BEGIN
     ID       STAT     DATE     USER   DATE      TYP   AGY   RU   CD     PERIOD     PG, #

X    110147   SAV      10 26 00 PKN
X    110102   SAV      10 26 00 PKN
X    110010   SAV      10 26 00 PKN

DC980521 Please Enter Search Key Field(s)

ACTN        PPC ID 99 USER PKN      BATCH STATUS   BATCH CREATION METHOD S

PAY PERIOD  RPT TYPE                ROLL CD        AGENCY         REPORTING UNIT
```

TO ACCESS BATCH (RE-ENTER) **K 210**
(Revised 12/00)

```
PIPF001          TIME & ATTENDANCE MENU          07/31/00          9:22:09


ENTER AN ACTION COMMAND OR PLACE AN `X' BEFORE THE ACTION


BATCH UPDATE ACTIONS:                        BATCH INQUIRY ACTIONS:

ENT              BATCH ENTRY                 EI              EMPLOYEE INQUIRY
```

SEL	BATCH SELECTION	DIR	BATCH DIRECTORY
		BCH	BATCH INQUIRY

MISCELLANEOUS ACTIONS:

OFF	SIGNOFF
HLP	HELP
LAS	LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN ENT	BATCH 118017	SSN	PAY PER

Example of screen above is the TIME& ATTENDANCE (T/A) MENU; however, instructions below also apply to the BATCH ENTRY.

The following procedures identify the methods for re-entering a batch. NOTE: Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A MENU screen to access Update Screens.

FROM T/A MENU*

(1) Access the batch. Move the cursor to the following fields and key:

ACTN ENT (to access the BATCH ENTRY screen)

BATCH 118017 (key in the desired batch number)

(2) Press ENTER (BATCH ENTRY screen for the requested batch will display)

FROM BATCH ENTRY*

(1) Access the batch. Move the cursor to the following field and key:

BATCH 118017 (key in the desired batch number)

(2) Press ENTER (BATCH ENTRY screen for the requested batch will display)

* To request more than one batch refer to BATCH SELECTION Section K 209.

PIPF103U	BATCH ENTRY	05/22/00	09:29:09

BATCH ID 118017	AGY	RU	ROLL CODE	PAY PER	PGS TO

PAY CENTER ID SSU	CREATE DATE 05 22 00	BATCH STATUS SAV
USER DMS	PROCESS DATE	BATCH BALANCE STATUS OUT

TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	14	13	1
DAYS	5	5	0
HOURS	880.50	880.50	.00
RATE	289.50	289.50	.50

```
GROSS

STD


==================================ALTERNATE FUNDING=====================================

CODE        NUMBER        CODE        NUMBER        CODE        NUMBER        CODE        NUMBER
          AGY RU    SER             AGY RU    SER             AGY RU    SER             AGY RU    SER
. 1                 901   . 2             100   901   .                         .
.                         .                           .                         .
.                         .                           .                         .
.                         .                           .                         .


DC980527                        BATCH OUT OF BALANCE

ACTN                            BATCH 118017          SSN                       PAY PER
```

If data is changing on the BATCH ENTRY screen, correct the Batch Control Sheet. Key the corrected data onto the BATCH ENTRY screen.

NOTE: When correcting/changing fields with data displayed on the screen, erase the previous data using the ERASE EOF key.

There are two methods to access records from the BATCH ENTRY screen:

Re-enter a format, key the command for the desired format in the following field:

ACTN Key one of the following formats:

ETC = Employee Time Certification [STD. 966];
TA = Time and Attendance [Form 672];
DCK = Dock [STD. 603];
MIS = Miscellaneous [STD. 671];
ADJ = Pay Adjustment Request [STD. 683]

Press ENTER (will update the BATCH ENTRY screen and display the first page of the requested format).

(1) To begin keying/viewing from a particular record, use the PF15 command. Key:

SSN 732 77 7321

Press the PF15 key (will display the first record for the requested SSN, and, if applicable, the following employee records).

(2) (1) To add more records to the batch, move the cursor and key:

ACTN LP (Last page command)

Press **ENTER** (will display the last page of the format).

```
PIPF304U                    ABSENCE W/O PAY (DOCK)          07/14/00      09:38:45

DC980155      BATCH ADDED
```

AGY 192	RU 001	PAY PER 0 07 00 REPORTING DATE			07 14 00 BATCH ID 118017
OK	SSN	NAME	CLASS	SER	DY HOURS
1	991 23 4567	AB CEE	1128	001	2
2	922 34 5678	CB ESS	*	005	5 5
3	778 45 6789	NB SEA	1136	020	1 .5
4					
5					
6					
7					
8					
DC980549 ADD TRANSACTIONS					
ACTN LP			SSN	PAY PER	

Example of accessing last page of a specific format.

Subject: MISCELLANEOUS

INTRODUCTION K 300

(New 08/93)

This section contains miscellaneous information regarding PIP. Specific information may be found on the following pages:

Content	Reference Paragraph
Pay Problem Resolution	301
Commands	302
Update and Inquiry	302.1
Update Only	302.2
Inquiry Only	302.3
Copy Batch Process	303

PAY PROBLEM RESOLUTION K 301

(New 08/93)

It is the campus/department's responsibility to determine the source of the pay problem and take corrective action. Listed below are suggested research steps:

STEP 1 - Verify PAY HISTORY

Access pay history through the HIST application for the pay period in question. HIST can answer many questions depending on the situation. For example, regular pay has not issued; therefore overtime will suspend and not issue, or it may show that pay issued in a subsequent payroll cycle or that the transaction is a duplicate request.

STEP 2 - Verify the PIP Batch

a) First verify the BATCH STATUS. To verify the Batch Status, access the BATCH INQUIRY (BCH) screen, refer to K 402. The Batch Status is located in the upper right corner of the BATCH INQUIRY screen. If the Batch Status is SAV (Saved), it must be closed to process (access the BATCH ENTRY screen and close the batch). If the Batch Status is CLS (closed), it will be processed in the next Payroll Cycle. If the Batch Status is PRC (processed) continue to b.

b) Access the detail screen to verify the keyed record(s) with the source document(s). Check all items for accurate keying.

STEP 3 – Verify documentation.

a) Some transactions can not be keyed on PIP and must be sent to PPSD for processing. Refer to the EXCEPTIONS section pertaining to the document being keyed.

b) Verify that all required fields were completed correctly.

STEP 4 - Verify Employment History or CSU SPAR information.

Information keyed from source document must agree with the employee's Employment History SSN, name and position number.

STEP 5 - Check the SUSPENDED TRANSACTIONS LIST.

If your department/campus has access to this listing, it can help identify transactions that have suspended and the reason.

STEP 6 - FINAL STEP

If you are unable to determine source of the problem and have exhausted research steps, contact the Telephone Liaison Unit for assistance. (See A013.)

NEVER RE-KEY A DOCUMENT BEFORE FIRST DETERMINING AND CORRECTING THE PROBLEM!

Once an error has been identified, it may be resolved using one of the following:

1. Re-key the corrected payment request(s) in a new scratch batch. If an entire batch is incorrect, the batch can be copied (see Copy command page K 302.2) and corrections made to the new batch prior to processing.

2. Take no action (i.e., if the transaction is correctly suspended on the Suspended Transaction Listing or if the transaction was a duplicate request).

3. Submit documents to correct Employment History.

4. Submit STD. 674 or STD. 671 to PPSD as required.

Various commands are used on PIP screens. The commands are listed in 3 groups which identify the capacity for their use. These groups are:

1. Update and Inquiry (See K 302.1)
   - Refresh and Change Function Commands
   - Paging Commands
   - Transaction Format Commands
   - Miscellaneous Screens

2. Update Only (See K 302.2)

3. Inquiry Only (See K 302.3)

Each Command listed includes the Control Key programmed for the command (when applicable), command name to be entered in the ACTN field and the description/use. Some commands also include additional information explaining the "step by step" procedures.

The chart below can be used to locate specific information about a command:

DESCRIPTION	ACTN ENTRY	CONTROL KEY	PAGE
Batch Directory	DIR	-	K 302.3
Batch Entry	ENT	-	K 302.2
Batch Inquiry	BCH	-	K 302.3
Batch Selection	SEL	-	K 302.2
Close	CLS	PF5	K 302.2
Copy	CPY	-	K 302.2
Delete	DEL	-	K 302.2
Dock Pay	DCK	-	K 302.1
DUP	-	-	K 302.2
Employee Inquiry	EI	-	K 302.3
Employee Time Certification	ETC	-	K 206
Help/Help Directory	HLP	PF1	K 302.1
Last Function/Cancel	LST	PF3	K 302.1
Last Page	LP	-	K 302.1
Miscellaneous	MIS	-	K 302.1
Next Batch	NB	PF14	K 302.1
Next Page	NP	PF8	K 302.1
Pay Adjustment Entry	ADJ	-	K 207
Previous Batch	PB	PF13	K 302.1
Previous Page	PP	PF7	K 302.1

Protect/Unprotect	PRO	PF9	K 302.2
Quick Find	QF	PF15	K 302.1
Refresh/Cancel	RP	PF4	K 302.1
Return & Refresh Page	RRP	PF10	K 302.1
Save	SAV	PF6	K 302.2
Screen Print	PRT	PF12	K 302.1
Time and Attendance	TA	-	K 302.1
T/A MENU/Cancel	MNU	CLEAR	K 302.1

REFRESH/CHANGE FUNCTIONS COMMANDS

Control Keys	ACTN Entry	Description/Use
*PF3	LST	LAST FUNCTION/CANCEL* - cancels selections/keyed data and returns to the first page of the previous level screen.
PF4	RP	REFRESH/CANCEL - cancels selections/keyed items and refreshes the data. When used on the BATCH SELECTION, BATCH DIRECTORY or EMPLOYEE INQUIRY screens, all pages will be refreshed and selections canceled.
*CLEAR	*MNU	RETURN TO T/A MENU* - cancels selections/keyed data and returns to the T/A MENU screen. SIGNOFF/LOGOFF - pressing the CLEAR key from the T/A MENU screen will begin the logoff process.
*PF10	RRP	RETURN AND REFRESH PAGE - cancels selections/keyed data and returns to the previous level on the same screen and page from which original selections were made.

* When performing this command on an update screen, data keyed on the displayed screen <u>will not</u> be updated. The batch will remain in the same status (i.e., Closed, Saved or Empty); if the batch is empty and records are updated (selected), the batch will be changed to Save status.

PAGING, PAGE SEARCH COMMANDS

Control Keys	ACTN Entry	Description/Use
+PF7	+PP	PREVIOUS PAGE+ - displays the previous page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]) or within the BATCH DIRECTORY, EMPLOYEE INQUIRY or BATCH SELECTION screens.
+PF8	+NP	NEXT PAGE+ - displays the next page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]) or

		within the BATCH DIRECTORY, EMPLOYEE INQUIRY or BATCH SELECTION screens.
	LP	LAST PAGE+ - used in the update mode only. Displays the last page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]).
+PF13	+PB	PREVIOUS BATCH+ - displays the previous batch requested when multiple batches are selected from the BATCH SELECTION or BATCH DIRECTORY screens.
+PF14	+NB	NEXT BATCH+ - displays the next batch requested when multiple batches are selected from the BATCH SELECTION or BATCH DIRECTORY screens.
+PF15	+QF	QUICK FIND+ - used in conjunction with a social security number will locate an employee. The system will display the identified social security number on the first line and subsequent employees on the remaining lines/pages. You must first access the appropriate format (TA, DCK, or MIS), then perform the QUICK FIND command.

TRANSACTION FORRMATS

Control Keys	ACTN Entry	Description/Use
	+TA	TIME AND ATTENDANCE SCREEN+ - displays the Time and Attendance screen format for the Form 672 when updating or inquiring.
	+DCK	ABSENCE W/O PAY (DOCK) SCREEN+ - displays the Dock screen format for the STD. 603 when updating or inquiring.
	+MIS	MISCELLANEOUS PAYROLL+ - displays the Miscellaneous screen format for the STD. 671 when updating or inquiring.
	ETC	EMPLOYEE TIME CERTIFICATION SCREEN - displays the Certification screen format for the form STD. 966 when updating or inquiring.
	ADJ	PAYMENT ADJUSTMENT SCREEN - displays the Adjustment screen format for the form STD. 683 when updating or inquiring.

+ This command has "Process & Go" capability (i.e., data keyed on the displayed screen will be updated when this command is performed).

MISCELLANEOUS ACTIONS

Control Keys	ACTN Entry	Description/Use
PF1	HLP	HELP – contains information about the requested screen.

	HDR	HELP DIRECTORY - lists the HELP screens available. The Help Facility is not fully developed at this time. If accidental access into the Help Facility is made: **Press the PF3 key to exit the HELP screen.**
PF12	PRT	SCREEN PRINT - used to print the displayed page only.

UPDATE ONLY **K 302.2**
(New 08/93)

Control Keys	**ACTN Entry**	**Description/Use**
+PF5	+CLS	CLOSE+ - identifies that the batch is to be processed. Use the Close command after all entries are keyed and processing is being requested. The CLOSE command may also be used on the BATCH SELECTION screen to change SAV (Saved) batch status to CLS (Closed). To close batches on the BATCH SELECTION screen: (1) Key an "X" next to the batches requiring status change. (2) Press PF5 key (close command). (3) The selected batches will display CLS (Closed) status.
	CPY	COPY - copies all entries from one batch into a new batch (with a new Batch ID) reflecting the new designated pay period. The new batch will be in the Saved (SAV) status. All pages will be updated to reflect the pay period entered on the BATCH ENTRY screen. Special attention must be given when copying batches containing multiple pay periods. Re-enter the batch and verify that each page reflects the correct pay period for the entries keyed. (1) Access the batch to be copied. (If already on the BATCH ENTRY screen of the batch to be copied, proceed to step 3). Key information in the following fields: ACTN ENT BATCH (key desired Batch ID) (2) Press ENTER. (BATCH ENTRY screen will display.) (Refer to K 303 for COPY BATCH PROCESS) (3) To copy the batch, key information in the following fields:

ACTN CPY

PAY PER (key in desired pay period type, month and year)

(4) Press ENTER (Message BATCH COPIED will display.)

The BATCH ENTRY screen of the new batch will display. The batch will be in the Saved (SAV) status. All formats/pages within the batch will be updated with the new pay period.

DEL DELETE - deletes the batch and prevents processing.

(1) Access the batch to be deleted. (If already on the BATCH ENTRY screen of the batch to be deleted, proceed to Step 3. Key information in the following fields:

ACTN ENT

BATCH (key in Batch ID)

(2) Press ENTER (requested batch will display)

(3) Key information in the following field:

ACTN DEL

(4) Press ENTER (Message PRESS ENTER AGAIN TO DELETE BATCH will display.)

(5) Press ENTER (Message BATCH DELETED will display.)

(6) Batch is deleted/inactive.

NOTE: If the batch was deleted in error, copy the batch (see previous page).

DUP DUP - Use of DUP key will duplicate the data from the previous employee record in the corresponding line. Do Not skip lines. Exception: DY, HOURS and RATE fields. NOTE: Do Not use asterisk (upper case 8) key.

ENT BATCH ENTRY - used to access a BATCH ENTRY screen for updating.

PF9 PRO PROTECT/UNPROTECT Fields - protects (cursor skips and does not move into the field) or unprotects designated fields on the Time and Attendance or Miscellaneous Payroll transactions.

+PF6 +SAV SAVE+ - suspends a batch and prevents processing. The SAVE command may also be used on the BATCH SELECTION screen to change CLS (Closed) batch status to

SAV (Saved).

To save batches on the BATCH SELECTION SCREEN:

(1) Key an "X" next to the batches requiring status change.

(2) Press PF6 (Save command).

(3) The selected batches will display Saved status.

SEL BATCH SELECTION – provides a listing of batches from which several update functions can be performed.

Specific step by step instructions for using the BATCH SELECTION screen can be found on the following pages:

(1) For Preloaded Batches - K 105

(2) For Scratch Batches - K 207

+ This command has "Process & Go" capability (i.e., data keyed on the displayed screen will be updated when this command is performed).

INQUIRY ONLY **K 302.3**
(New 08/93)

Control Keys	ACTN Entry	Description/Use
	BCH	BATCH INQUIRY - use to inquire a particular batch. Must be used in conjunction with a Batch ID. For specific instructions refer to INQUIRY section, K 402.
	DIR	BATCH DIRECTORY – lists batches based on data in the Search key Fields. (For update see SEL - BATCH SELECTION). For specific instructions refer to the INQUIRY section, K 403.
	EI	EMPLOYEE INQUIRY - lists various transaction types for a particular Social Security Number based on data keyed in the Search Key Fields. For specific instructions refer to the INQUIRY section, K 401

COPY BATCH PROCESS **K 303**
(New 08/93)

The Copy Batch Process is a time saving feature designed for the Payroll Input Process (PIP) system. It can significantly reduce entry time for groups of employees who consistently receive the same type of pay on a monthly basis. The following instructions must be used to maximize the benefits of the copy process.

I. Establish a Document Master

After identifying a group of employees/transactions that are keyed from month to month (e.g., overtime, shift, dock, premium payments) complete the appropriate document (STD. 603 or STD. 671) with those fields that are consistent from month to month and make copies to use for future months.

II. First Month's Procedures

A. Complete/code the document.

B. Key the first months entries into a Scratch Batch (see PPM Section K 200).

NOTE: Special procedures are needed for employees that are not being docked or receiving pay in the initial month. Complete the line entry with the appropriate information (SSN, position, etc.) and enter .01 in the hours field.

C. After all entries have been keyed SAVE (PF6) the batch. The system will then return to the Batch Entry screen.

IMPORTANT

<u>If applicable, enter the format (DCK or MIS) and remove the "X" in the OK field for all entries added per the NOTE in item B above.</u>

D. SAVE (PF6) and balance the batch. If balanced, CLOSE (PF5) the batch for processing.

E. Retain the Batch ID number which will be used for next month's pay. (SUGGESTION: Note the Batch ID on a Batch Control form and save it for the next month's processing.)

III. Second and All Subsequent Months

A. Complete the document.

B. Access the processed batch from the previous month. (If Batch ID is not known, use the Batch Selection screen to locate the Processed batch.)

C. From the Batch Entry screen of the Processed batch key CPY in the ACTN field and key the desired Pay Period Type, Month and Year in the PAY PER field located in the bottom right corner of the Batch Entry screen. Press the ENTER key.

D. The system will create a duplicate of the original batch and assign the information to a new Batch ID with a "Saved" status. In addition, each format screen within the batch will be updated with the Pay Period Type, Month and Year identified in the PAY PER field.

E. Update the BATCH ENTRY screen and the detail screen records. After all entries have been completed SAVE (PF6) and balance the batch. If in balance, CLOSE (PF5) the batch.

F. Retain the Batch ID number for the next month's process.

SUBJECT: INQUIRY

INTRODUCTION K 400
(New 08/93)

The Payroll Input Processing (PIP) system provides various methods of inquiry.

- Employee Inquiry - provides all the transactions keyed for a specific Social Security Number
- Batch Inquiry - reflects all information in a batch
- Batch Directory - provides a list of all campus/department's batches

Instructions on the three inquiry methods may be found in the following paragraphs:

INQUIRY METHOD	ACTN ENTRY	PARAGRAPH #
Employee Inquiry	EI	401
Batch Inquiry	BCH	402
Batch Directory	DIR	403

INQUIRY HISTORY K 400.1
(New 08/93)

The Inquiry system provides transaction information for approximately three months from the creation date of the batch (see "Maintenance of Batches", K 004).

ACCESSING EMPLOYEE INQUIRY SCREEN K 401
(New 08/93)

The following procedure identifies the methods of accessing the EMPLOYEE INQUIRY screen. The EMPLOYEE INQUIRY screen cannot be accessed from Update screens. Press CLEAR key and return to T/A MENU screen to access Inquiry screens.

```
PIPF001          TIME & ATTENDANCE MENU          11/20/92     09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION
BATCH UPDATE ACTIONS:                BATCH INQUIRY ACTIONS:
ENT        BATCH ENTRY               EI        EMPLOYEE INQUIRY
SEL        BATCH SELECTION           DIR       BATCH DIRECTORY
                                     BCH       BATCH INQUIRY
MISCELLANEOUS ACTIONS:
OFF        SIGNOFF
HLP        HELP
LAS        LEAVE ACCOUNTING
PRINT DESTINATION:
```

ACTN	**EI**	**BATCH**	**SSN**	**751 75 5301**	**PAY PER**

To access the employee inquiry screen from Time and Attendance Menu - or - any inquiry screen:

1. Key the following:

   ACTN EI (the EMPLOYEE INQUIRY screen)
   SSN 751 75 5301 (key in employee's Social Security Number)

2. Press ENTER (the employee inquiry screen for requested Social Security Number will display)

PIPF102 EMPLOYEE INQUIRY 05/14/92 09:31:03

751 75 5301 SL JON

PAY PER	POSITION NUMBER	BATCH ID	SCREEN ID	ERN ID
X 0 05 92	**192 001 4179 001**	**118207**	**TA**	**O**
		118218		**OT6**
		118219	**MIS**	**HS**
		118225	**MIS**	**9M**
0 04 92	**192 001 4179 001**	**117205**	TA	**O**
				OT6

DC980579 PLEASE SELECT DESIRED TRANSACTIONS

ACTN BATCH SSN 751 75 5301 PAY PER

The following procedure identifies the method used to access one or more transactions for a specific employee from the EMPLOYEE INQUIRY screen.

<u>FROM EMPLOYEE INQUIRY</u>

(1) Key an "X" next to the desired transaction(s). Selections can be made from displayed page (cannot select transactions over multiple pages).

(2) Press ENTER (the detail format screen for the first transaction requested will display. If more than one transaction was selected, press PF8 for Next Page or PF7 for Previous Page).

(3) To return to the EMPLOYEE INQUIRY screen, press the PF10 key.

(4) To exit Inquiry screens, press the CLEAR key to return to the T/A MENU screen.

ACCESSING BATCH INQUIRY SCREEN **K 402**
(New 08/93)

The following procedure identifies the method for accessing the BATCH INQUIRY screen. BATCH INQUIRY screens can not be accessed from Update screens, press CLEAR key and return to T/A MENU screen to access Inquiry screens.

```
PIPF001          TIME & ATTENDANCE MENU          07/31/92     09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION
BATCH UPDATE ACTIONS:          BATCH INQUIRY ACTIONS:
      ENT  BATCH ENTRY          EI     EMPLOYEE INQUIRY
      SEL  BATCH SELECTION      DIR    BATCH DIRECTORY
                                BCH    BATCH INQUIRY
MISCELLANEOUS ACTIONS:
      OFF  SIGNOFF
      HLP  HELP
      LAS  LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN    BCH    BATCH   3031     SSN      PAY PER
```

To access batch inquiry from Time and Attendance Menu - or any inquiry screen:

(1) Key information in the following fields:

ACTN **BCH**	(BATCH INQUIRY screen)
BATCH **3031**	(key in the specific Batch ID for inquiry)
(2) Press ENTER	(the BATCH INQUIRY screen for the requested batch will display).

The following procedure identifies the method for accessing a detail screen from the BATCH INQUIRY screen.

(1) To access a detail screen from the BATCH INQUIRY screen, key information in the following field:

ACTN Key the command for the desired format:
TA = Time and Attendance [Form 672];
DCK = Dock [STD 603];
MIS = Miscellaneous [STD 671]

(2) Press ENTER (the requested format will display)

(3) To return to the BATCH INQUIRY screen, press PF3 key.

(4) To exit an Inquiry screen, press the CLEAR key to return to the T/A MENU screen.

```
PIPF103I                          BATCH ENTRY                    08/12/92              09:31:31

BATCH ID 113031        AGY 329    RU 100     ROLL CODE 3    PAY PER      0 07 90     PGS    1 TO 1


PAY CENTER ID PD 99                CREATE DATE 08 12 92                          BATCH STATUS CLS
USER DMS                     PROCESS DATE                    BATCH BALANCE STATUS IN


TOTALS                           ENTERED            COMPUTED                  DIFFERENCE

TRANS COUNT                        5                   5                          0

DAYS                                                   0                          0

HOURS                            743.00              743.00                       .00

RATE                              65.09               65.09                       .00

 ================================ALTERNATE FUNDING====================================

CODE   NUMBER          CODE   NUMBER          CODE   NUMBER          CODE   NUMBER
       AGY RU   SER           AGY RU   SER           AGY RU   SER           AGY RU   SER
. 1            901    . 2            999    .                              .
.                     .                     .                              .
.                     .                     .                              .
.                     .                     .                              .


DC980525                     BATCH FOUND
ACTN TA                      BATCH 113031                   SSN            PAY PER
```

ACCESSING BATCH DIRECTORY K 403

(New 08/93)

The following procedure identifies the method for accessing the BATCH DIRECTORY. The BATCH DIRECTORY cannot be accessed from Update screens, press CLEAR key and return to the T/A MENU screen to access Inquiry screens

```
PIPF001                     TIME & ATTENDANCE MENU                    07/31/92        09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION
BATCH UPDATE ACTIONS:                          BATCH INQUIRY ACTIONS:
          ENT   BATCH ENTRY                    EI          EMPLOYEE INQUIRY
          SEL   BATCH SELECTION                DIR         BATCH DIRECTORY
                                               BCH         BATCH INQUIRY
MISCELLANEOUS ACTIONS:
          OFF   SIGNOFF
          HLP   HELP
          LAS   LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN        DIR        BATCH                   SSN            PAY PER
```

BATCH DIRECTORY is an inquiry screen that provides a listing of all status of batches. Contained in this section are the procedures to:

(A) Access a listing of batches based on information keyed in Search Key Fields.

(B) Select one of more batches to view entries.

To access Batch Directory from the T/A Menu or any Inquiry Screen:

(1) Key the following:

ACTN **DIR**

(2) Press ENTER. (A blank BATCH DIRECTORY screen will display).

```
PIPF101I                          BATCH DIRECTORY          12/14/92                08:23:56

PPC ID

BATCH    BATCH    BCH    CREATE          PROCESS   RPT          ROLL     PAY      BEGIN
ID       STAT     BAL    DATE     USER   DATE      TYP    AGY   RU CD    PERIOD   PG #

DC980521 PLEASE ENTER SEARCH KEY FIELD(S)

ACTN          PPC ID 99      USER BATCH STATUS                    BATCH CREATION METHOD P

PAY PERIOD        RPT TYPE              ROLL CD  AGENCY   REPORTING UNIT
```

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH DIRECTORY screen will display. By keying additional information in one or more of the Search Key Fields, located at the bottom of the screen, the specific desired batches will display. Refer to Search Key Field descriptions below:

1. USER — Initially displays your User ID which is used to access only your batches. When using this field, additional Search Key Field(s) must be entered. To access other batches:
   - Other Users' Batches -- Enter the last three letters of the desired User ID.
   - All Users' Batches -- Must be blank. Press the ERASE EOF key.
   - Preloaded Batches (Empty Status) -- User must be blank. Press the ERASE EOF key.

2. BATCH STATUS — To request only one status of batches. When the field is blank, will display all Empty, Closed, Saved, Processed and Deleted batches. To request one Status of batches, key:

- EMP (displays Empty Batches)
- CLS (displays Closed Batches)
- SAV (displays Saved Batches)
- PRC (displays Processed Batches)
- DEL (displays Deleted Batches)

3. BATCH CREATE METHOD — To request only one type of batch, key:
   - P (displays Preloaded Batches)
   - S (displays Scratch Batches)

4. PAY PERIOD* — To request batches for a specific month/year, key:
   - Pay Period Type – optional field. When left blank will display all batches for the month/year.
   - Month and Year – required to display specific pay period(s).

5. RPT TYPE* — To request specific report type
   - TA (displays Time and Attendance Batches)
   - SA (displays preloaded Miscellaneous Batches for CSU Student Assistant Pay)

6. ROLL CD* — To request batches with one specific roll code, key the desired roll code.

7. AGENCY* — To request batches with one specific agency code, key the desired agency code.

8. REPORTING UNIT* — This field must be used with the AGENCY Search Key field. To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

* Apply to Preloaded Batches only.

PIPF101I **BATCH DIRECTORY** **08/20/92** **12:58:10**

PPC ID

BATCH ID	BATCH STAT	CREATE DATE	USER	PROCESS DATE	RPT TYP	AGY	RU	ROLL CD	PAY PERIOD	BEGIN PG #
4010001	EMP	07 22 92			POS	192	001	3	0 08 92	1
4010002	EMP	07 22 92			POS	192	001	5	0 08 92	1
4003001	SAV	07 22 92	PKN		POS	192	001	3	0 08 92	1
X 4003004	CLS	06 22 92	PKN		POS	192	001	3	0 07 92	1
X 4002006	CLS	06 22 92	PKN		POS	192	001	3	0 07 92	1
4002001	PRC	05 22 92	PKN	07 06 92	POS	192	001	3	0 06 92	1
X 4002002	PRC	05 22 92	PKN	07 06 92	POS	192	001	3	0 06 92	1

DC980521 **PLEASE ENTER SEARCH KEY FIELD(S)**

ACTN	PPC ID 99	USER	BATCH STATUS	BATCH CREATION METHOD P
PAY PERIOD	RPT TYPE	ROLL CD	AGENCY	REPORTING UNIT

HOW TO SELECT BATCHES TO VIEW

If the desired batches are not displayed, to access additional pages of batches, press:

- PF8 = Next Page
- PF7 = Previous Page

To access the BATCH INQUIRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (can not select batches over multiple pages).

Press ENTER (The BATCH INQUIRY screen for the first selected batch will display).

If multiple batches are selected, to access other batches:

(1) If a detail screen (i.e., TA, DCK or MIS) is displayed:

Press PF 3 (will return to the BATCH INQUIRY screen)

(2) From the BATCH INQUIRY screen:

Press PF14 (will access the next batch selected from the BATCH DIRECTORY)

Press PF13 (will access the previous batch selected from the BATCH DIRECTORY)

To return to the BATCH DIRECTORY screen, press PF10.

To exit Inquiry screens, press the CLEAR KEY to return to the T/A MENU.

SUBJECT: MESSAGES

GENERAL INFORMATION **K 500**
(Revised 12/97)

This section lists the messages which can be generated on PIP System screens. Many messages are informational only and require no subsequent action. Other messages identify potential problems or require corrective action.

Note: Departments/Campuses using the leave Accounting System can access additional PIP messages on the Leave Message System. Refer to the Leave Accounting System manual.

MESSAGE LOCATION K 500.1

(Revised 04/15)

On each screen there are two locations for messages (refer to the shaded areas on the sample below). Confirmation messages will be located in the top left of the screen. Informational and/or error messages will be located in the bottom left area. Some conditions may receive messages in both locations at the same time.

```
PIPF103U                    BATCH ENTRY                                  07/31/87      09:29:09
DC980156 BATCH COPIED
BATCH ID 110110 AGY RU      ROLL CODE                    PAY PER              PGS    TO

PAY CENTER ID AB        CREATE DATE 07/31/92                     BATCH STATUS SAV
USER ABC                PROCESS DATE                             BATCH BALANCE STATUS IN

TOTALS              ENTERED                      COMPUTED                DIFFERENCE

TRANS COUNT         10                           10                      0
DAYS                                              0                      0
HOURS                                             .00                     .00
RATE                                              .00                     .00
GROSS

  ====================================ALTERNATE FUNDING================================

CODE     NUMBER       CODE     NUMBER        CODE    NUMBER          CODE    NUMBER
         AGY RU  SER           AGY RU   SER          AGY RU    SER           AGY RU   SER
.                     .                      .                                .
.                     .                      .                                .
.                     .                      .                                .
.                     .                      .                                .
DC980520            BATCH OUT OF BALANCE
ACTN                BATCH                    SSN                 PAY PER
```

MESSAGES K 501

(Revised 12/97)

The following pages contain a list of messages in message number order. Some contain information regarding the condition, which generated the message, and possible resolutions.

DC172008 UNACCEPTABLE RESPONSE - PLEASE TRY AGAIN

Condition: Action taken is not valid on this screen.

Resolution: Refer to the section in this manual addressing the type of action (i.e., Inquiry, Update, Preload, Scratch, etc.) being taken.

DC980103 INVALID PAY PERIOD MONTH

Condition: Values other than 01-12 were entered for the month in a Search Key Field or the month of the pay period field on the detail update screen.

Resolution: Key in the correct pay period.

DC980105 SOCIAL SECURITY NUMBER REQUIRED

Condition: The entire Social Security Number (SSN) Field is blank.

Resolution: Key in the entire 9 digit SSN.

DC980106 EMPLOYEE LAST NAME REQUIRED

Condition: The entire Surname Field is blank.

Resolution: Key in the correct surname.

Note: If any value is entered, either Alpha or Numeric, the system will accept the information.

DC980108 CLASS CODE REQUIRED

Condition: The entire Class Code is blank.

Resolution: Key the entire 4 digit Class Code.

DC980109 POSITION SERIAL NUMBER REQUIRED

Condition: The entire Serial Number is blank.

Resolution: Key the entire 3 digit Serial Number.

DC980111 AGENCY CODE REQUIRED

Condition: The entire Agency Code is blank.

Resolution: Key the entire 3 digit Agency Code.

DC980112 REPORTING UNIT REQUIRED

Condition: The entire Reporting Unit Code is blank.

Resolution: Key the entire 3 digit Reporting Unit.

DC980113 INVALID REPORTING DATE

Conditions: 1) The entire Reporting Date is blank

2) Values other than 01-12 are used for months

3) Values other than 01-31 are used for days

Resolution: Key in the correct Reporting Date. The Reporting Date can be different from the Date Dock is being keyed.

DC980115 INVALID ACTION - PLEASE RE-ENTER

Condition: Initially, if an invalid command is keyed the message DC172008 "UNACCEPTABLE RESPONSE - PLEASE TRY AGAIN" will display. After receiving this message, if a valid command for that screen is requested but the command does not correct the original error condition, this message will occur.

Resolution: Request a command that will satisfy the original error conditions.

DC980116 PLEASE REQUEST NEXT ACTION

DC980119 EMPLOYEE TRANSACTIONS SELECTED – BATCH PAGING NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen. From the Detail screen the command NEXT BATCH (NB or PF14) or PREVIOUS BATCH (PB or PF13) was requested with the intent to go to the next batch or previous batch of detail for the requested employee.

Resolution: If multiple batches were selected, request NEXT PAGE (NP or PF8) or PREVIOUS PAGE (PP or PF7) to access.

DC980120 EMPLOYEE TRANSACTIONS SELECTED - FORM PAGING NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen, From the detail screen the command NEXT FORM (NF) or PREVIOUS FORM (PF) was requested with the intent to go to the next or previous form of detail for the requested employee.

Resolution: If multiple forms were selected, request NEXT PAGE (NP or PF8) or PREVIOUS PAGE (PP or PF7).

DC980121 EMPLOYEE TRANSACTIONS SELECTED - FORM SELECTION NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen. From the Detail screen the command TA, DCK or MIS was requested with the intent to go to another form of data for the requested employee.

Resolution: Either return to the EMPLOYEE INQUIRY screen and make additional selections for the desired format(s) or if multiple selections were made request Next Page (NP or PF8) or Previous Page (PP or PF7).

DC980122 BATCH ID ENTERED - BATCH PAGING NOT ALLOWED

Condition: A specific batch was requested by entering the Batch ID in the Search Key Field. After viewing the data the command NEXT BATCH (NB or PF14) or PREVIOUS BATCH (PB or PF13) was requested.

Resolution: Either enter another Batch ID or request BATCH SELECTION or BATCH DIRECTORY screens for desired batch(es).

DC980126 ENTER DESIRED CHANGES

DC980127 BATCH IDENTIFIER NOT ENTERED

Condition: The Batch Inquiry screen or any of the Detail Inquiry screens are requested from the T/A MENU, BATCH DIRECTORY, or the EMPLOYEE INQUIRY screens without a Batch ID in the Search Key Field.

Resolution: Key the Batch ID in the Search Key Field.

DC980128 PREVIOUS SCREEN NOT UPDATED

DC980129 PREVIOUS CHANGES UPDATED AND BATCH IS CLOSED

DC980130 PREVIOUS CHANGES UPDATED

DC980131 NO DATA FOUND - VERIFY REQUESTED INFORMATION

DC980132 SELECTED TRANSACTION MUST HAVE AT LEAST 1 EARNINGS ID

Condition: An employee record selected or added on the TIME AND ATTENDANCE screen contains no Earnings ID's <u>OR</u> pay was requested on the first line of the record without an Earnings ID.

Resolution: Key in the Earnings ID

Note: If the first line has an Earnings ID but any subsequent entries have blank Earnings ID's with payment information completed, Message DC980139 'EARNINGS ID REQUIRED' will display.

DC980133 INVALID EARNINGS ID

Condition: Transaction was keyed with an Earnings ID which does not exist.

Resolution: Key the correct Earnings ID.

Note: This message <u>will</u> <u>not</u> occur for valid Earnings ID's keyed on the wrong format type.

DC980134 DAYS OR HOURS MUST BE ENTERED

DC980136 FIELDS UN-PROTECTED

DC980137 FIELDS PROTECTED

DC980138 NO TRANSACTIONS IN BATCH

Condition: After requesting Inquiry detail screen (TA, DCK or MIS) from the BATCH INQUIRY screen and the batch requested is empty.

Resolution: Verify Batch ID.

DC980139 EARNINGS ID REQUIRED

Condition: Displays on the Time and Attendance or Miscellaneous Payroll screens when payment information is entered for an employee but the Earnings ID is blank.

Resolution: Key in the Earnings ID for the requested payment.

DC980151 DUPLICATE ALTERNATE FUNDING CODES ENTERED

DC980152 INCOMPLETE ALTERNATE FUNDING ENTRY

Condition: On the BATCH ENTRY screen an Alternate Funding code is entered but the Alternate Funding position number is blank or if the Alternate Funding position number is entered and the Alternate Funding Code is blank.

Resolution: Either key in the missing Alternate Funding Code or in the Alternate Funding position number.

DC980154 CONCURRENT UPDATE HAS OCCURRED – UPDATE SUSPENDED

Condition: Two or more operators attempt to modify or copy the same batch at the same time (pressing the Enter Key simultaneously), one operator will successfully modify the batch and the other operator(s) will receive this message.

Resolution: The operator receiving this message can refresh the screen (using the PF4 command) to review the new data entered. If additional data needs to be modified, see the other operator and coordinate efforts.

DC980155 BATCH ADDED

DC980156 BATCH COPIED

DC980157 BATCH MODIFIED

DC980158 BATCH DELETED

NOTE: If the Batch is deleted in error it can be copied (see section K 302.2).

DC980159 BATCH CLOSED

DC980160 BATCH SAVED

DC980161 CURRENT SCREEN DATA MAY NOT HAVE BEEN PROCESSED

Condition: After returning to the screen from which the HELP command (PF1) or EARNINGS ID command (PF2) has been requested.

Resolution: Data keyed prior to requesting the HELP or the EARNINGS ID screen will redisplay upon return. If the data keyed on the screen was not entered prior to requesting the HELP or EARNINGS ID screen it must be entered to become a record.

DC980162 INVALID PAGE REQUEST

DC980163 CORRECT HIGHLIGHTED FIELDS

DC980164 NO HELP TEXT AVAILABLE

DC980165 HELP APPLICATION NOT FOUND

DC980166 ALREADY ON FIRST HELP APPLICATION

DC980167 ALREADY ON LAST HELP APPLICATION

DC980168 ONLY PAGE

DC980169 FIRST PAGE

DC980170 LAST PAGE

DC980171 MORE PAGES

DC980172 OPERATOR NOT AUTHORIZED FOR THE BATCH

DC980173 AGENCY CODE NOT VALID FOR OPERATOR

DC980174 OPERATOR NOT AUTHORIZED FOR REQUESTED ACTION - SEE SUPERVISOR

DC980175 SECURITY VIOLATIONS EXCEED LIMIT

DC980176 PRINT DESTINATION UNDEFINED

DC980177 SCREEN PRINT PROCESSED

DC980501 PLEASE CORRECT AGENCY CODE

DC980502 PLEASE CORRECT REPORTING UNIT CODE

DC980503 SELECT ONLY ONE FUNCTION

Condition: More than one selection is made (X) on either the T/A MENU screen or the HELP DIRECTORY screen

Resolution: Request only one selection.

DC980504 SELECT DESIRED FUNCTION

DC980505 PLEASE CORRECT CLASS CODE

DC980506 HELP FUNCTION NOT FOUND

DC980507 INVALID ACTION FOR CURRENT SCREEN

DC980508 PLEASE CORRECT POSITION SERIAL NUMBER

DC980509 PLEASE CORRECT SOCIAL SECURITY NUMBER

DC980518 INVALID ALTERNATE FUNDING CODE

DC980519 TIME OR RATE MUST BE ENTERED

DC980520 BATCH IN BALANCE

DC980521 PLEASE ENTER KEYS

DC980522 REQUESTED BATCH NOT FOUND

DC980523 ALTERNATE FUNDING CODE(S) NOT USED

DC980524 DELETED OR PROCESSED BATCH IS INACTIVE

Condition: Message will appear on the BATCH ENTRY screen when an inactive batch is accessed.

Resolution: Request a new batch to key data, copy the batch for use, or return to the BATCH SELECTION screen and verify Batch ID. To view data in a Deleted or Processed batch use Inquiry screens, refer to INQUIRY section.

Note: Deleted or processed batches will not display on the BATCH SELECTION screen unless specifically requested by using the BATCH STATUS Search Key field.

DC980526 ENTER DATA FOR NEW BATCH

DC980527 BATCH OUT OF BALANCE

DC980528 ONLY BATCH

DC980529 FIRST BATCH

DC980530 LAST BATCH

DC980531 MORE BATCHES

DC980532 BATCH MUST EXIST FOR ACTION TAKEN

Condition: An invalid batch was requested message DC980522 'REQUESTED BATCH NOT FOUND' will display; then, an additional action is requested, (e.g. CLS, SAV, CPY, DEL, RP, or Paging commands).

Resolution: Exit the invalid batch by either the PF3 or Clear Key, or change the Batch ID.

DC980533 INVALID ACTION WHILE ADDING BATCH

Condition: After requesting ENT from the T/A MENU, BATCH SELECTION, or BATCH ENTRY screen, the operator requested an action prior to entering data on the BATCH ENTRY screen (i.e., SAV, CLS, CPY, DEL, or the Paging commands)

Resolution: If the request for a New Batch is valid, key totals on the BATCH ENTRY screen.

DC980534 INVALID ACTION FOR INACTIVE BATCH

DC980535 NO PROCESSING ATTEMPTED - CHANGE KEY OR ACTION

Condition: When the BATCH INQUIRY, HELP or HELP DIRECTORY screens are requested without any Search Key information, a blank screen will display. If the ENTER key is pressed again without any Search Key information this message will display.

Resolution: Enter data in the Search Key Fields.

DC980536 CANNOT MODIFY INACTIVE BATCH

DC980537 ALREADY ON FIRST BATCH - CANNOT GO TO PRIOR BATCH

DC980538 ALREADY ON LAST BATCH - CANNOT GO TO NEXT BATCH

DC980540 DATA CHANGE - DELETE NOT ALLOWED

Condition: Data was changed on the BATCH ENTRY screen, and prior to entering the data, the DELETE command was requested.

Resolution: Enter the changed data first by pressing the ENTER key, then Delete the batch if appropriate.

DC980541 DATA CHANGE - COPY NOT ALLOWED

Condition: Data was changed on the BATCH ENTRY screen, and prior to entering the data, the COPY command was entered.

Resolution: Either copy the batch first then change the BATCH ENTRY screen or key the new BATCH ENTRY information and press the ENTER key, then enter the copy command.

DC980542 PRESS ENTER AGAIN TO DELETE BATCH

Note: If the Operator does not wish to delete the batch, press the CLEAR key or erase EOF the command in the ACTN field.

DC980543 BATCH ALREADY CLOSED

DC980544 BATCH ALREADY SAVED

DC980545 BATCH STATUS IS EMPTY

DC980546 INVALID FORM REQUESTED FOR PRELOADED BATCH

DC980548 ROLL CODE MUST BE NUMERIC

DC980549 ADD TRANSACTIONS

DC980550 NO DATA SELECTED

DC980552 PREVIOUS CHANGES UPDATED AND BATCH IS SAVED

DC980553 INVALID PAY PERIOD TYPE

DC980554 AGENCY CODE REQUIRED IF REPORTING UNIT IS ENTERED

DC980555 INVALID BATCH CREATION METHOD INDICATOR

Condition: A value other than 'P' for Preloaded or 'S' for Scratch was entered in the BCH CREAT MTHD (Batch Creation Method) field.

Resolution: Only use 'P' or 'S' for this Search Key Field.

DC980557 INVALID BATCH STATUS INDICATOR

Condition: A value other than SAV, CLS, DEL, EMP, or PRC was entered in the BATCH STAT (Batch Status) field.

Resolution: Only use SAV, CLS, DEL, EMP, or PRC in this Search Key Field.

DC980558 PLEASE SELECT DESIRED BATCHES

DC980559 NO DATA FOUND FOR REQUESTED SEARCH KEYS

DC980560 GROSS MUST BE ENTERED

DC980561 SELECTED BATCHES MUST BE CLOSED STATUS FOR SAVE ACTION

DC980562 SELECTED BATCHES MUST BE SAVED STATUS FOR CLOSE ACTION

DC980563 GROSS MUST NOT BE ENTERED

DC980564 SELECTED BATCHES WERE SAVED

DC980565 SELECTED BATCHES WERE CLOSED

DC980566 INVALID TIME REPORT TYPE

Condition: An invalid report type was entered the RPT TYPE (Time Report Type) field.

Resolution: Only 'TA, or SA' can be used for this Search Key Field. (campus use only)

DC980568 RATE MUST BE ENTERED

DC980575 NO SELECTIONS MADE

DC980579 PLEASE SELECT DESIRED TRANSACTIONS

DC980580 ENTER A SOCIAL SECURITY NUMBER

DC980582 TRANSACTION LIMIT REACHED

Condition: The number of entries keyed exceeds limit of 100

Resolution: Key remaining entries into a new batch.

DC980584 SELECTIONS MADE PAGING NOT ALLOWED

Condition: Batch(es) selected on displayed page.

Resolution: Take action on selected batch(es) or refresh screen (using the PF4 command) then page to previous (PF7) or next (PF8) page.

DC980585 TRANSACTION LIMIT REACHED - ENTRIES ADDED NOT UPDATED

Condition: Batch limited to 100 line entries. Additional entries are not accepted.

Resolution: Key remaining entries in a different batch.

DC980586 COPY CANCELED-BATCH TOO LARGE

Condition: Batch contains more than 499 entries.

Resolution: Batch cannot be copied. Transactions must be re-keyed into new batches.

DC980587 INVALID PAY PERIOD YEAR

S010 RE-SIGNON FAILURE

Condition: Automatic PIP sign-off after 30 minutes of inactivity.

Resolution: Key PIP, press ENTER.